



## TOWN COUNCIL REGULAR MEETING

21 Main Street

Tuesday, June 11, 2024 at 9:00 AM

### AGENDA

---

Possible additions to the agenda and related materials are not set forth herein.

Times set forth are approximate and may be adjusted as necessary.

---

#### I. WORKSESSION - 9:00 AM

- A. A Work Session as part of the kick off of the Town of Warrenton Zoning Ordinance update. The consultant team, Clarion Associates, will provide an overview of the process and seek input from Town Council on priorities, as well as provide an update on the June 10th public forum. Town Council will initiate the Zoning Ordinance update and appoint a steering committee
- B. Broadview Avenue Contractor Request
- C. Budget Work Session
- D. Agenda Review

#### II. REGULAR MEETING - 6:30 PM

- A. INVOCATION.
- B. PLEDGE OF ALLEGIANCE.
- C. PROCLAMATIONS AND RECOGNITIONS.
- D. CITIZEN'S TIME.
- E. APPROVAL OF THE AGENDA.
- F. PUBLIC HEARINGS.

- a. **ZOTA 2023-01 A Zoning Ordinance Text Amendment** to Reduce the Setback Requirement for Telecommunication Towers. Zoning Ordinance Section 9-18.10 - *Setbacks* requires that all telecommunication towers in all zoning districts be set back from property lines at a distance no less than the full height of the tower. The applicant is requesting that the setback requirement be reduced to allow a setback that is less than the height of the tower, with certification provided from a professional engineer that a lesser setback is appropriate due to the design of the tower. The Planning Commission recommended approval of the proposed amendment following the April 16, 2024 public hearing, with a

three to two vote in favor. Arcola Towers LLC (Applicant)/James P. Downey (Representative)

- b. A Public Hearing to Consider the Fiscal Year 2025 Proposed Budget, the Fiscal Year 2025-2030 Proposed Capital Improvement Plan, 2024 Tax Rates, Fiscal Year Water and Sewer Rates, Stormwater Management Fees, and Warrenton Cemetery Fees
- c. A Public Hearing to Consider an Ordinance to Exempt Real Property Owned by the Cortona Foundation from Taxation Pursuant to Virginia Code § 58.1-3651
- d. A Public Hearing to Consider an Ordinance to Exempt Real Property Owned by the PATH Foundation from Taxation Pursuant to Virginia Code § 58.1-3651
- e. A Public Hearing to Consider an Ordinance to Exempt Personal Property Owned by Hero's Bridge from Taxation Pursuant to Virginia Code § 58.1-3651
- f. A Public Hearing to Consider an Ordinance Creating Chapter 21, Erosion and Stormwater Management, of the Code of the Town of Warrenton Effective July 1, 2024
- g. VDOT Smart Scale Round 6 Transportation Applications

#### **G. CONSENT AGENDA.**

- a. Approval of Town Council Minutes-  
May 9th, 2023, Regular Town Council Meeting  
June 13th, 2023, Regular Town Council Meeting  
July 11th, 2023, Regular Town Council Meeting  
August 8th, 2023, Regular Town Council Meeting
- b. BOND-23-1 - Bond Reduction Request for Winchester Chase, Phase I. This request is to reduce the performance bond submitted as a part of the development of the Winchester Chase residential subdivision, Phase 1 - consisting of Patrick Ryan Way and the constructed portion of Norma Dean Drive, as associated with Site Development Plan case number SDP-2014-07, and as revised in SDP-2018-05 and SDP-2020-04. The Applicant requests that the total performance bond of \$1,916,237.00 be reduced to \$625,496.68, to reflect those improvements that have been constructed and deemed acceptable by the Public Works and Public Utilities Departments. Jeff Rizer, Winchester Chase Development, LLC/Applicant.



- c. A Resolution to Amend the Fiscal Year 2024 Adopted Budget to Appropriate Virginia Department of Environmental Quality Grant Funding in the Amount of \$162,390 for the Septic Local Partners Program
- d. A Resolution to Amend the Fiscal Year 2024 Adopted Budget to Appropriate Insurance Recoveries in the Amount of \$114,540.29

#### **H. NEW BUSINESS.**

- a. The Town of Warrenton procured Clarion Associates to update the Zoning Ordinance. The Town Council will initiate the Zoning Ordinance update and appoint a steering committee to help guide the project.

#### **I. UNFINISHED BUSINESS.**

- a. Broadview Avenue Contractor Request

#### **J. TOWN ATTORNEY'S REPORT.**

#### **K. TOWN MANAGER'S REPORT.**

#### **L. COUNCILMEMBERS TIME.**

#### **M. ADJOURNMENT.**



Office of the Town Manager  
Frank Cassidy

## Warrenton Town Council

Carter Nevill, Mayor  
Heather Sutphin, Ward 1  
William Semple, Ward 2  
Brett Hamby, Ward 3  
James Hartman, Ward 4 Vice Mayor  
Eric Gagnon, Ward 5  
Paul Mooney, At Large  
David McGuire, At Large

Item A.

# STAFF REPORT

<b>Council Meeting Date:</b>	May 14, 2024
<b>Agenda Title:</b>	Zoning Ordinance Text Amendment Update
<b>Requested Action:</b>	Hold the Work Session
<b>Department / Agency Lead:</b>	Community Development
<b>Staff Lead:</b>	Rob Walton, Director of Community Development

## EXECUTIVE SUMMARY

The Town has hired Clarion Associates (Clarion) as the consultant to help with the update of the Town's Zoning Ordinance. Clarion will be in Town on June 10<sup>th</sup> and 11<sup>th</sup> to meet with Town Council and tour the Town with staff. Clarion has recommended forming a steering/stakeholder committee to help with guidance and has suggested a maximum of fifteen individuals. Staff asks Town Council to recommend individuals who you would like to have participate on the committee. Staff will reach out to the recommended individuals to gauge interest. It is recommended that a diverse group of stakeholders is assembled due to the variation in topics that will be covered with the update. Below are suggestions related to the experience that is being sought for the stakeholder group:

- Neighborhood Civic Leader**
- Planning Commission Member(s)**
- ARB Member**
- Commercial/Residential Real Estate Development Professional**
- Realtor**
- Open Space/Parks/Recreation/Public Space**
- Health Professional**
- Civil Engineer**
- Housing Professional**
- Architect**
- Finance (Banking)**

Ideally, the stakeholder group will be formed in time for Clarion's visit to Warrenton in June. Clarion will be asking Town Council their items of importance that should be addressed with this project.



Office of the Town Manager  
Frank Cassidy

## Warrenton Town Council

Carter Nevill, Mayor  
Heather Sutphin, Ward 1  
William Semple, Ward 2  
Brett Hamby, Ward 3  
James Hartman, Ward 4 Vice Mayor  
Eric Gagnon, Ward 5  
Paul Mooney, At Large  
David McGuire, At Large

Item A.

# STAFF REPORT

<b>Council Meeting Date:</b>	June 11, 2024
<b>Agenda Title:</b>	Zoning Ordinance Text Amendment Update
<b>Requested Action:</b>	Hold the Work Session and Adopt Resolution
<b>Department / Agency Lead:</b>	Community Development
<b>Staff Lead:</b>	Rob Walton, Director of Community Development

## EXECUTIVE SUMMARY

The Town Council will hold a Work Session with Clarion Associates, the consultant hired to help with the update of the Town's Zoning Ordinance, as part of their two day kick off of the project. Clarion will provide Town Council with an overview of the project, the schedule, and seek input from Council on what may be priority changes to the Zoning Ordinance. In addition, Clarion will provide an update on the public forum scheduled for the evening of Monday, June 10<sup>th</sup>.

During the May 13, 2024, Town Council Work Session, staff provided an overview of the recommended make up of a steering committee to help guide the development of the Zoning Ordinance update. Town Council was asked to recommend individuals to the Mayor who would then be appointed at the June 11, 2024 Town Council Meeting.

During the June 11, 2024, Regular Business Meeting, Town Council is being asked to pass a resolution officially initiating the Zoning Ordinance and appointing the steering committee.

June 11, 2024  
Town Council  
Regular Meeting  
Res. No.

**RESOLUTION TO INITIATE AN UPDATE TO THE TOWN OF WARRENTON ZONING  
ORDINANCE AND APPOINT A STEERING COMMITTEE**

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

**WHEREAS**, the Town of Warrenton Zoning Ordinance ("the Ordinance") was last fully updated in 2006 after the 2002 comprehensive plan update; and

**WHEREAS**, the Town of Warrenton updated its comprehensive plan in 2021; and

**WHEREAS**, the Town Council appropriated funding to update the Ordinance in Fiscal Year 2024 budget; and

**WHEREAS**, the Town staff procured a consultant team to help in the Ordinance update; and

**WHEREAS**, best practices call for a citizen led steering committee to help guide the update of the Ordinance as an advisory committee under Virginia Code § 15.2-1411, serving without stipend but eligible for reimbursement of expenses and training to the extent authorized in advance by the Town Manager (the "Steering Committee"), and

**WHEREAS**, the Town Council held a work session on May 14<sup>th</sup> when the Mayor requested Town Council forward names of citizens who may be interested in serving on the Steering Committee; and

**WHEREAS**, the Town Council held a work session on June 11<sup>th</sup> with the consultant team to discuss the process and priorities of the Ordinance update; and

**WHEREAS**, the Warrenton Town Council finds that per the Code of Virginia Section 15.2-2286.A.7, amending, supplementing, or changing the regulations, district boundaries, or classifications of property through amendment of the Ordinance and its associated zoning maps is required by public necessity, convenience, general welfare, and good zoning practice;

**NOW, THEREFORE, BE IT RESOLVED** that the Warrenton Town Council this 11th day of June, 2024 hereby initiates the update to the Town of Warrenton Zoning Ordinance;

**BE IT FURTHER RESOLVED** that the Warrenton Town Council believes the Steering Committee should reflect the contributing voices of the community and understand the final proposal will be a product representing varied and valued stakeholder input to deliver the best planning framework to ensure a healthy, resilient, and stronger future for all of Warrenton;

**BE IT FURTHER RESOLVED** that the Warrenton Town Council expects the Steering Committee members to support the full Steering Committee recommendations once put forth in the final draft product and help engage and inform citizens about the Ordinance update;

**BE IT FURTHER RESOLVED** that the Warrenton Town Council hereby appoints the following citizens to serve on the Steering Committee with the expectations they shall follow the Town's adopted Code of Ethics to earn and maintain the public's full confidence of integrity.:

1. Paul Mooney, Town Council At Large
  2. Darine Barbour, Planning Commissioner
  - 3.
  - 4.
  - 5.
  - 6.
  - 7.
  - 8.
  - 9.
  - 10.
  - 11.
  - 12.
- And

**BE IT FINALLY RESOLVED** that the Warrenton Town Council directs the Steering Committee to report to the Town Council on its efforts as part of the work of the consultant team and staff, after which the Town Council will take additional action to refer the draft Ordinance Update to the Planning Commission for its consideration and public hearing pursuant to the Code of Virginia.

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

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



Office of the Town Manager

Frank Cassidy

# STAFF REPORT

## Warrenton Town Council

Carter Nevill, Mayor

Heather Sutphin, Ward 1

William Semple, Ward 2

Brett Hamby, Ward 3

James Hartman, Ward 4 Vice Mayor

Eric Gagnon, Ward 5

Paul Mooney, At Large

David McGuire, At Large

Item B.

<b>Council Meeting Date:</b>	June 11 <sup>th</sup> , 2024
<b>Agenda Title:</b>	Broadview Avenue Update
<b>Requested Action:</b>	Daytime Work Update
<b>Department / Agency Lead:</b>	Public Works
<b>Staff Lead:</b>	Michael Wharton, Project Coordinator

## EXECUTIVE SUMMARY

VDOT held a pre-construction meeting on March 18, 2024, for the Broadview Avenue Safety Improvement Project. In the meeting, the contractor, General Excavation, Inc., requested if the Town of Warrenton was willing to allow daytime work for the project. Town staff informed to contractor this would need to go before council for their acceptance.

In the attached proposal GEI layouts out advantages/justifications for the request as a trail period. Below is a list of the topics GEI will touch on during their presentation:

- Project Update
- Advantages to daytime work hour
- Proposed traffic solutions to avoid impact to traffic flow.
- Increase productivity

GEI will provide additional maintenance of traffic plans and schedules if the Council considers a long-term lane closure.

GEI started working during daytime hours on May 20<sup>th</sup>, 2024. At this time, Town Staff has not received any complaint or viewed any traffic delays. Please see the contractor's attachment requesting to continue daytime working hours.

## BACKGROUND

For over 20 years, the Town of Warrenton and Virginia Department of Transportation have planned safety improvements along the Broadview Avenue Corridor. The objective was to improve all modes of transportation, reduce congestion and safer accessibility to commercial businesses. In 2018 the Broadview Avenue Safety Improvements from Hospital Drive to Roebling Street was awarded SmartScale funding from VDOT.

The design and public hearing process started in 2019. The right-of-way phase was complete in May of 2023. VDOT readvertised the project in January 2024 and was awarded by the Commonwealth Transportation Board on March 19, 2024. The Town of Warrenton, VDOT and GEI had a Pardon Our Dust Meeting on May 1,

2024. The contractor plans to start construction on May 6, 2024. The project is scheduled to be completed by May 5, 2026.

**STAFF RECOMMENDATION**

---

Town Staff would recommend continuing daytime work for the life of the project as requested by GEI.

**Service Level/Policy Impact**

None

**Fiscal Impact**

Daytime work may complete the project approximately 5 to 7 months ahead of schedule. This would lessen the impact on the businesses and residence.

**Legal Impact**

None

---

**ATTACHMENTS**

---

1. GEI’s Daytime Work Request

# GENERAL EXCAVATION, INC.

9757 RIDER ROAD  
WARRENTON, VA 20187  
T 540.439.2202 | F 540.439.3795

---

**TOWN OF WARRENTON**  
**21 Main Street**  
**Warrenton, VA 20186**

Attention: Warrenton Town Council  
Re: Broadview Avenue Safety Improvements Project  
Subject: Request for Continuance of Daytime Work

Members of the Town Council:

General Excavation would like to thank the Council for granting us approval to perform daytime work on a trial basis. We have performed several closures over the past 30 days and had no issues with either traffic or complaints from business owners. Nighttime lane closures have also been performed over the last 30 days in areas where we have observed heavier traffic during the day. Attached to this letter is a log of the lane closures implemented during the trial period.

We have paid special attention to traffic patterns since the start of the project and believe that we have a firm grasp on which areas and work activities can be performed during the day, and which areas will require night work. General Excavation believes that completion of the following work activities during the day will result in an accelerated project timeline:

- Concrete Flatwork (sidewalk, curb & gutter, entrances)
- Signal work at the intersection of Broadview Avenue, Waterloo Street, and Frost Avenue
- Installation of storm drainage structures and associated pipe

We would like to request daytime work approval from the Council to perform the activities listed above for the duration of the project. Please note that some portions of these work activities will still need to be completed at night. Should approval be granted we will use our best judgement to decide which work areas and activities benefit the project and the public more by being completed at night rather than during the day. As stated previously, we have observed traffic patterns within the project limits during the trial period and taken it upon ourselves to work nights to complete certain activities in the best interest of the businesses along Broadview Avenue and the travelling public. We intend to use the same good judgement throughout the duration of the project.

Please review this request and let us know if any additional information is required prior to deciding on this matter.

Sincerely,



Mark Rowles  
Project Manager  
General Excavation, Inc.



[illegible]



Office of the Town Manager

Frank Cassidy

# STAFF REPORT

## Warrenton Town Council

Carter Nevill, Mayor

Heather Sutphin, Ward 1

William Semple, Ward 2

Brett Hamby, Ward 3

James Hartman, Ward 4 Vice Mayor

Eric Gagnon, Ward 5

Paul Mooney, At Large

David McGuire, At Large

Item B.

<b>Council Meeting Date:</b>	May 14 <sup>th</sup> , 2024
<b>Agenda Title:</b>	Broadview Avenue Update
<b>Requested Action:</b>	Daytime Work Request
<b>Department / Agency Lead:</b>	Public Works
<b>Staff Lead:</b>	Michael Wharton, Project Coordinator

## EXECUTIVE SUMMARY

VDOT held a pre-construction meeting on March 18, 2024, for the Broadview Avenue Safety Improvement Project. In the meeting, the contractor, General Excavation, Inc., requested if the Town of Warrenton was willing to allow daytime work for the project. Town staff informed to contractor this would need to go before council for their acceptance.

In the attached proposal GEI layouts out advantages/justifications for the request as a trail period. Below is a list of the topics GEI will touch on during their presentation:

- Project Update
- Advantages to daytime work hour
- Proposed traffic solutions to avoid impact to traffic flow.
- Increase productivity

GEI will provide additional maintenance of traffic plans and schedules if the Council considers a long-term lane closure.

## BACKGROUND

For over 20 years, the Town of Warrenton and Virginia Department of Transportation have planned safety improvements along the Broadview Avenue Corridor. The objective was to improve all modes of transportation, reduce congestion and safer accessibility to commercial businesses. In 2018 the Broadview Avenue Safety Improvements from Hospital Drive to Roebling Street was awarded SmartScale funding from VDOT.

The design and public hearing process started in 2019. The right-of-way phase was complete in May of 2023. VDOT readvertised the project in January 2024 and was awarded by the Commonwealth Transportation Board on March 19, 2024. The Town of Warrenton, VDOT and GEI had a Pardon Our Dust Meeting on May 1, 2024. The contractor plans to start construction on May 6, 2024. The project is scheduled to be completed by May 5, 2026.

**STAFF RECOMMENDATION**

---

The contractor has worked on challenging projects like this project in the past. Staff recommendations to allow the contractor to work during hours requested for a temporary trial period.

**Service Level/Policy Impact**

None

**Fiscal Impact**

Daytime work may complete the project approximately 5 to 7 months ahead of schedule. This would lessen the impact on the businesses and residence.

**Legal Impact**

None

---

**ATTACHMENTS**

---

- 1. GEI’s Daytime Work Request Proposal
- 2. Presentation

# GENERAL EXCAVATION, INC.

9757 RIDER ROAD  
WARRENTON, VA 20187  
T 540.439.2202 | F 540.439.3795

---

Item B.

April 26, 2024

**TOWN OF WARRENTON**  
**21 Main Street**  
**Warrenton, VA 20186**

Attention: Warrenton Town Council  
Re: Broadview Avenue Safety Improvements Project  
Subject: Daytime Work Request

Members of the Town Council:

Thank you for taking the time to review this proposal. We would like to begin with a brief introduction to General Excavation, Inc. (GEI) and our history with Fauquier County. General Excavation is a full-service general / prime contractor specializing in heavy highway and utility construction, with completed projects ranging from \$100,000 to over \$29 Million. Located in Opal, GEI has been a part of the Fauquier County Community for more than 30 years. In this time, we have been involved in the development of many projects within Fauquier County and The Town of Warrenton, most recently as the prime contractor for the construction of the Timber Fence Trail Phase 1 project completed in 2021.

The Broadview Avenue Project immediately captured GEI's attention after being announced through VDOT and we were excited to be named the low-bidder and awarded a contract. This is a project that not only fits well within General Excavation's preferred contract value and range of capabilities, but also allows us the opportunity to showcase our work within our community.

We recognized that maintaining traffic and protecting pedestrians were essential aspects of our plan when we submitted our bid for this project, which is why we have chosen Kyle Finch as the Project Superintendent. Mr. Finch is an experienced Project Superintendent who has handled many complex traffic control situations, such as working on interstates and heavily trafficked intersections. With his skilled leadership, we are confident that our capable team will deliver effective and professional traffic control solutions, with minimal interference to the flow of traffic throughout the project.

General Excavation acknowledges the Town of Warrenton's concerns about allowing work during the day on Broadview Avenue, given the high traffic and business activity. However, we believe that the team we have assigned to the project can manage traffic effectively with minimal impacts on businesses and pedestrians. Our purpose for this proposal is not to ask for unrestricted permission to work on the project during the day in its entirety, but rather a request for the Town Council to consider giving us a trial period for daytime work. The benefits of daytime operations, especially in terms of the safety of both construction crews and the public, as well as potential improvement in efficiency, far outweigh the advantages of nighttime work.

There are sections of the project that will still require nighttime operations. For instance, much of the work at the intersection of Broadview Avenue and Frost/Waterloo Avenue, as well as the concrete islands at the entrance to Hospital Drive will have to be done at night to prevent traffic congestion. In situations where nighttime work activities are inevitable, GEI and our subcontractors will adhere to all industry best practices of to ensure the highest safety standards possible for all project staff, including GEI & our subcontractors, The Town of Warrenton, VDOT and the travelling public.

As a member of the community, General Excavation has a vested interest in maintaining a positive relationship with The Town of Warrenton, local business owners and the public. Safety will always be our number one concern, but returning the project to an unobstructed travel way in the interests of all affected by the project will be a primary focus during construction. We firmly believe that working during the day will accelerate the project timeline. A proposal providing the reasoning behind our request to perform daytime work has been provided in addition to this letter. Please review and feel free to ask any questions you may have. This project will require collaboration from everyone involved and we are eager to hear your thoughts and receive your feedback.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Rowles". The signature is fluid and cursive, with the first name "Mark" being more prominent than the last name "Rowles".

Mark Rowles  
Project Manager  
General Excavation, Inc.

# BROADVIEW AVENUE SAFETY IMPROVEMENTS PROJECT

April 26, 2024



## Daytime Work Request Proposal

General Excavation, Inc.  
9757 Rider Road  
Warrenton, VA 20187

## Summary

In this proposal, General Excavation will summarize both the general and project specific advantages of daytime work on the Broadview Avenue Safety Improvements Project. Next, the intended work items that we would like to be performed using daytime traffic control operations will be listed. We will also address several of the crucial questions that we anticipate from businesses, pedestrians, and the travelling public. Finally, additional traffic control solutions are proposed that we believe would not only alleviate traffic congestion, but also shorten the construction schedule.

## General Advantages to Daytime Construction

### 1. Safety of Workers and the Travelling Public:

- Daylight provides better visibility for construction workers to navigate the worksite, operate heavy machinery, and perform tasks safely. This visibility reduces the likelihood of accidents and injuries caused by obscured hazards.
- With clear visibility, workers can more easily spot potential dangers such as uneven surfaces, debris, or approaching vehicles, allowing them to take preventive measures promptly.
- Adequate lighting during the day enhances the effectiveness of safety protocols and signage, further mitigating risks to construction personnel and the travelling public.

### 2. Increased Efficiency:

- Natural daylight enables workers to perform tasks more efficiently and accurately, resulting in faster project completion times.
- Tasks requiring detailed work can be completed with greater precision during the day.
- Access to Resources - Daytime construction provides improved access to necessary resources such as materials suppliers, equipment rental companies, and support services, which may have restricted availability or limited operating hours at night.

### 3. Reduced Disruption to Residents:

- Noise levels associated with construction activities during the day may be more tolerable to nearby residents who expect daytime urban noise, compared to disruptive nighttime noise such as back-up alarms, dump truck tail tailgates, excavator rock-breaker attachments, etc.
- Daytime working hours decrease the likelihood of reoccurring complaints from residents regarding equipment noise and artificial lighting.

### 4. Minimization of Environmental Impact:

- Daytime roadwork facilitates better monitoring and management of environmental risks. Workers can promptly respond to spills, leaks, or other environmental hazards, preventing potential contamination of soil and waterways.
- Better visibility during the day enhances the implementation of environmental best practices, such as dust control measures and proper waste management.

### 5. Improved Quality Control:

- Daylight allows for thorough inspection and assessment of construction work, materials, and safety measures by supervisors and quality control personnel.
- Inspectors can identify and address issues such as defects and deviations from specifications, minimizing the likelihood of costly rework or delays.
- Enhanced quality control during daylight hours ensures that construction projects meet regulatory requirements and industry standards, enhancing the durability, safety, and longevity of infrastructure.
- Winter temperatures at night increase the occurrence of unfavorable conditions for pouring concrete and placing asphalt and may result in lost productivity if work must be postponed due to temperatures below allowable specifications.

The points listed above represent the major advantages of daytime construction. In the next section we will expand upon these benefits as they apply to the Broadview Avenue Safety Improvements Project.

## **Project Specific Advantages to Daytime Construction**

### **1. Safety of Pedestrians, Motorists and Project Team**

Pedestrian safety is a primary concern when approaching the safety of construction sites for all projects. GEI's specific plan for sidewalk detours is highlighted later in this proposal, but the general approach will be to divert pedestrians around active construction by utilizing temporary crosswalks. It is safe to assume that most sidewalk traffic will occur during the daytime, and that construction will affect the daily routines of pedestrians who frequent the Broadview Avenue corridor. Daytime work will allow members of the project team to be available to assist the public in diverting active construction, guiding pedestrians to the nearest crosswalk and answering any questions about current or future detours.

It was mentioned in the previous section that the likelihood of accidents is reduced relative to the visibility of construction signage. Given the number of businesses on Broadview Avenue, we anticipate many vehicles turning off the roadway during work shifts. Turning from the road not only reduces visibility for the driver when operating in the vicinity of a work zone, but also increases the likelihood of another vehicle colliding with the turning vehicle. We believe working at night will result in reduced visibility on Broadview Avenue and an increased risk of accidents involving construction crews, motorists, and pedestrians.

### **2. Productivity**

As stated previously, GEI understands the importance of returning Broadview Avenue to an unimpeded travel way as quickly and efficiently as possible. Below we will discuss the primary constraints of nightwork activities on productivity and the time savings we expect should daytime work be approved.

Much of the work on this project will be focused on concrete flatwork (sidewalk, curb, entrances, etc.). One of the central considerations when completing concrete flatwork items is the availability of concrete from local suppliers. Concrete manufacturers must make special considerations for night work. GEI's subcontractor has indicated concrete will not be available until approximately 4:00 AM most nights due to restrictions on working hours for commercial drivers. Typically, flatwork crews can pour two truckloads of concrete during a daytime work shift. If trucks are not available until late into each shift, this will be reduced to one truck per shift. The corresponding reduction in productivity will effectively cut the progress of this portion of the work in half. In addition, reduced visibility during night shifts, paired with the expediency in which work must be completed to re-open travel lanes could potentially increase the amount of work that does not meet specifications and must be replaced.

Material availability issues are not constrained to concrete flatwork items. In most cases aggregate materials, asphalt, miscellaneous concrete, erosion control materials and other necessary work items are not available after normal business hours. In some instances, these items can be mitigated through proper planning. However, given the uncertain nature of construction materials must sometimes be ordered on an as-needed basis. Nighttime work leaves little room for flexibility in unexpected situations and enhances the possibility of construction delays. For example, should one of our crews strike a waterline that is not marked by locators – materials would not be readily available to fix the waterline quickly and efficiently to restore service to affected businesses and residents.

Material availability, working hours, visibility, and traffic control set up/removal are all primary factors to consider in the productivity of construction crews for a project of this scale. Combining these variables, it is the opinion of GEI that daytime work would result in a 10 to 20% increase in productivity over the 22-month construction schedule, significantly reducing unavoidable disruptions to businesses and residents on Broadview Avenue.



### 3. **Reduced Disruptions to Residents**

Although Broadview Avenue primarily consists of commercial properties, the adjacent residential properties within sight of the project limits will be affected by construction. Some nighttime construction is unavoidable, however disruptions to these residents could be drastically reduced with the allowance of work during the day.

Complaints from residents in nightwork scenarios are understandable and sometimes unavoidable. However, the number of complaints would be significantly reduced with the implementation of daytime working hours where applicable. Our goal is and always will be to complete projects on time with as little disruption to the public as possible. Daytime work would benefit General Excavation and the Town by assisting us to achieve both goals simultaneously.

### **Work Items to be Performed Using Daytime Lane Closures**

It is the opinion of General Excavation that the following work activities could be performed using daytime operations without significantly affecting normal use on Broadview Avenue:

#### 1. **Concrete Flatwork**

Existing concrete islands at the intersection of Broadview Ave & Waterloo/Frost Ave. (where feasible), curb, sidewalk, medians, and entrances throughout the project can be safely removed & replaced using daytime lane closures.

#### 2. **Erosion Controls**

In general, erosion controls laid out in the approved plan set are outside of the travel way and can be installed without affecting traffic flow or pedestrians.

#### 3. **Storm Structures & Pipe Installation**

Many of the storm drainage improvements for this project involve rehabilitation to the existing system, and very few pipe crossings are in trafficked areas. Most of this work can be completed under daytime shoulder or lane closures.

#### 4. **Sign Installation**

Sign installation can generally be completed using minimal traffic control, given the smaller equipment used for this work item.

#### 5. **Traffic Signal Improvements**

A portion of the signal improvements can be performed during the day under minimal traffic control, including bored conduit and signal pole foundation work.

#### 6. **Waterline Installation**

Much of the waterline follows the existing curb along Broadview Avenue and could be completed using single daytime lane closures. Portions of the waterline that extend further into the roadway, along with crossings on Broadview Avenue will need to be completed at night during times of lower traffic volume.

### **Anticipated Questions from Businesses and the Public**

Below is the proposed plan of action General Excavation is intending to follow to alleviate the concerns of businesses and the public regarding access during construction. These scenarios will not be achievable in all areas – some instances will require coordination with business owners regardless of whether the work is performed during the day or at night.

**Access to Businesses** – Fortunately, many of the businesses along Broadview Avenue are accessible by two or more entrances. In locations with two or more entrances our intent is to give as much advance notice as is feasible to business owners about the timing/extent of work and to limit our work to one entrance at a time. In cases where there is only one entrance, or if two entrances are needed to avoid disruptions to a business's typical operating procedures, we will close only half of the entrance at a time, allowing enough space for vehicular traffic and deliveries. This will be the approach whether work is performed at night or during the day.

It is the opinion of General Excavation that completing entrances during the day would provide the added advantage of allowing for business owners to voice any concerns directly to our Superintendent as opposed to having no personnel on site during peak business hours.

**Pedestrian Traffic** – General Excavation intends to follow the pedestrian detour plan set forth in the project plan sheets. As stated with business access, we again feel that potential issues could be avoided if personnel are available during the day to assist pedestrians with directions to crossing locations, or concerns from citizens about business access.

The pedestrian detour plan divides the project into four segments:

- (1) Waterloo Street to Church Street
- (2) Church Street to Stuyvesant Street
- (3) Stuyvesant Street to Chappell Street
- (4) Chappell Street to End of Project (North of Roebling Street)

Access to pedestrian crosswalks will be maintained by utilizing the Virginia Work Area Protection Manual's Typical Traffic Control Operation for temporary pedestrian crosswalks.

### **Precedence for Daytime Lane Closures**

General Excavation would also like to mention that there is precedence for successful daytime lane closures. At the time of this proposal, there are utility relocation projects being completed on Shirley Avenue in the vicinity of the Broadview Avenue and Waterloo Avenue intersection. We have observed no impact to traffic flow during this operation.

Our project team has also observed concrete median work on Broadview Avenue being completed at midday by Warrenton Public Works crews on several occasions. These well executed lane & shoulder closures have had no major impact on traffic and given the opportunity, General Excavation would like to use the same traffic control operations to safely achieve our goal of finishing the project ahead of schedule.

### **Proposed Traffic Solutions**

Our intent in this proposal is to allow us to implement daily lane closures on a trial basis. Should this request be approved, we would like to periodically revisit the subject and potentially institute longer term lane closures.

Long-term lane closures would be limited to areas with two existing through lanes and lefthand turn lanes in both directions (from the Broadview/Frost Ave. intersection to 500' south of Roebling Street). This would allow General Excavation to avoid daily traffic control setup/removal and save a considerable amount of time, accelerating the project schedule. The options we have considered are below:

1. Maintain Two Lanes North & South- Close One Lefthand Turn Lane
2. Maintain One Lane North/South-Keep Lefthand Turn Lane Open
3. Close Center Turn Lanes for Median Reconstruction – Maintain Safe Areas for Left Turning Traffic
4. Temporary Segmental Lane Closures

Should the Council consider long-term lane closures following a trial period of daily closures, General Excavation will provide a more thorough work plan, including maintenance of traffic drawings and a schedule of anticipated closures.

### **Conclusion**

General Excavation thanks the members of Warrenton's Town Council for taking the time to read and consider this proposal. We would like to state again that we believe daytime work hours are in the best interest of all parties involved in the project and are happy to discuss further details should the Council find it necessary. Please do not hesitate to contact us should you have any questions, comments, or concerns.



Office of the Town Manager

Frank Cassidy

# STAFF REPORT

## Warrenton Town Council

Carter Nevill, Mayor

Heather Sutphin, Ward 1

William Semple, Ward 2

Brett Hamby, Ward 3

James Hartman, Ward 4 Vice Mayor

Jay Heroux, Ward 5

Paul Mooney, At Large

David McGuire, At Large

Item C.

<b>Council Meeting Date:</b>	June 11, 2024
<b>Agenda Title:</b>	Budget work session
<b>Requested Action:</b>	Consider the Fiscal Year 2025 Proposed Budget and 2025-2030 Capital Improvement Plan for adoption
<b>Department / Agency Lead:</b>	Finance Department
<b>Staff Lead:</b>	Brooke Campbell, Budget Manager

## EXECUTIVE SUMMARY

The annual budget is typically adopted at the June Council meeting. A public hearing on the budget was duly advertised and held during the May Council meeting and the real estate tax and personal property tax rates were adopted for the calendar year. During the months of April and May there were several budget work sessions and presentations from the Town's financial advisor, Davenport. The information presented during April and May is summarized below.

## BACKGROUND

### Financial Advisor Presentations:

1. Focus on maintaining the health of the General Fund as we consider funding options in the Water & Sewer Fund.
2. Continue with the Water & Sewer rate increases as outlined in the 2023 rate study.

### Budget Work Sessions:

1. Updates to Town Council's comprehensive set of fiscal policies that serve the Town and its citizens by ensuring compliance with applicable laws and regulations, providing straightforward guidance to assist in safeguarding and properly accounting for public funds and other assets, and assuring that sufficient funds are available to meet the needs of its citizens.
2. Presentation of the Fiscal Year 2024-2025 Annual Budget totaling \$43.8 million, excluding interfund transfers, to fund governmental, stormwater, water & sewer operations, and investment in the Town's capital infrastructure.
3. Overview of the Fiscal Year 2025-2030 Proposed Capital Improvement Plan.
4. Year-to-date spending figures and projections for FY 2024.

## **STAFF RECOMMENDATION**

Staff recommends that Council adopt the following ordinances and resolutions to adopt and appropriate the Fiscal Year 2025 Budget and to adopt the 2025-2030 Capital Improvement Program:

1. A Resolution to Adopt and Appropriate the Fiscal Year 2025 Budget and the Fiscal Year 2025 – 2030 Capital Improvement Program
2. A Resolution of the Town Council of the Town of Warrenton Establishing the Percentage Relief Granted to Qualifying Personal Use Vehicles Subject to the Town of Warrenton's Personal Property Tax for the 2024 Tax Year
3. Ordinance 2024-05: An Ordinance to Establish Business, Professional and Occupational License Tax Rates for the Tax Year Beginning July 1, 2024
4. Ordinance 2024-06: An Ordinance to Establish Water and Sewer Rates and Service Fees Effective July 1, 2024
5. Ordinance 2024-07: An Ordinance to Establish Stormwater Management Fees Effective July 1, 2024
6. Ordinance 2024-08: An Ordinance to Establish Cemetery Fees Effective July 1, 2024

### **Service Level/Policy Impact**

The adoption of the budget ensures that the Town's operations are funded to continue providing services to residents as of July 1, 2024.

### **Fiscal Impact**

The total proposed budget for FY 2025 is \$43.8 million, excluding interfund transfers, to fund governmental, stormwater, water & sewer operations, and investment in the Town's capital.

### **Legal Impact**

- Code of Virginia Section 15.2-2503 requires that the local governing body approve the budget no later than the date on which the fiscal year begins.

## **ATTACHMENTS**

FY 2025 Proposed Budget  
FY 2025-2030 Proposed Capital Improvement Plan  
Fiscal Policy Updates & Additions



## TOWN OF WARRENTON, VIRGINIA

Fiscal Year 2025 Proposed Budget

# Table of Contents

<b>INTRODUCTION</b>	<b>PAGE</b>
Town Manager's Proposed Budget Transmittal Letter .....	1
Combined Budget Summary .....	7
Personnel & Compensation Summary .....	9
Workforce Trends & Demographics .....	21
Budget Process .....	24
Mission Statement; Vision & Value Statement .....	26
Strategic Goals .....	27
 <b>BACKGROUND INFORMATION</b>	
Community .....	29
Principal Officials .....	31
Ward Map .....	32
Organization Chart .....	33
Fund Structure and Uses .....	34
Estimated Fund Balance .....	36
 <b>GENERAL FUND SUMMARY .....</b>	<b>38</b>
 <b>GENERAL FUND REVENUE .....</b>	<b>41</b>
 <b>GENERAL GOVERNMENT ADMINISTRATION</b>	
Overview .....	48
Legislative .....	49
Executive .....	51
Legal Services .....	54
Human Capital .....	55
Information Technology .....	58
Finance & Procurement .....	61
Other Organizations .....	65
Elections .....	66
Emergency Services & Risk Management .....	67
Insurance .....	70
Communications .....	71
 <b>PUBLIC SAFETY .....</b>	<b>74</b>

**PUBLIC WORKS**

Overview.....	78
Public Works Administration .....	81
Street Maintenance.....	83
Arterial Street Maintenance.....	85
Collector Street Maintenance.....	86
Sanitation (Refuse & Recycling) .....	87
Fleet .....	89
Facilities Maintenance .....	91
Cemetery .....	93

**PARKS & RECREATION**

Overview.....	95
Aquatic & Recreational Facility (WARF).....	98
Parks .....	101
Parks & Recreation Administration.....	103

**COMMUNITY DEVELOPMENT**

Overview.....	105
Development Services .....	108
Planning.....	110
Visitor's Center .....	112
Planning Commission .....	114
Board of Zoning Appeals .....	116
Architectural Review Board .....	117

**CONTRIBUTIONS TO OUTSIDE AGENCIES..... 118****NONDEPARTMENTAL ..... 121****DEBT SERVICE..... 123****TRANSFERS ..... 125****GENERAL CAPITAL PROJECT FUND..... 126****GENERAL ASSET REPLACEMENT FUND ..... 128**

**WATER & SEWER OPERATING FUND**

Overview.....	131
Meter Reading.....	136
Water Treatment.....	138
Transmission & Distribution .....	141
Wastewater Treatment.....	143
Water & Sewer Administration .....	145
Debt Service .....	147
Transfers .....	148

**WATER & SEWER CAPITAL PROJECT FUND..... 149****STORMWATER MANAGEMENT FUND..... 154****AMERICAN RESCUE PLAN ACT (ARPA) FUND ..... 159**





**Frank Cassidy**  
TOWN MANAGER  
T (540) 347-1101  
fcassidy@warrentonva.gov

TOWN COUNCIL	Item C.
H.E. Carter Nevill, Mayor	
Paul W. Mooney	
David A. McGuire	
Heather D. Sutphin	
William T. Semple II	
Brett A. Hamby	
James N. Hartman III, Vice Mayor	
Eric F. Gagnon	

March 29, 2024

Honorable Mayor, Members of Town Council, and Town Residents,

As required by Virginia Code §15.2-2503, I am pleased to present the proposed Fiscal Year 2025 (FY25) budget. This budget represents a commitment to a needs-based approach to budgeting, refining our plans based on historical spending while ensuring that we continue to properly fund town operations and infrastructure.

Despite declines in inflation in recent months, there are lingering concerns about inflationary pressures. In the development of the budget, Town staff were directed to review their functional areas for operating efficiencies while maintaining service levels. The Town's capital needs are the primary focus of this budget, with the water and sewer utility infrastructure being the top priority.

The total proposed budget for FY25 is \$43.8 million, excluding interfund transfers, to fund governmental, stormwater, and water and sewer operations, and investment in the Town's capital infrastructure. This is an increase of \$3.4 million, or 9%, over the adopted FY 2024 budget. As previously noted, the increase is driven by the water and sewer infrastructure modernization needs. An overview by fund is presented in the following paragraphs.

#### General Fund Operating Revenues

There are no tax rate increases proposed for FY25. FY25 General Fund Operating Revenue is projected to increase by \$927,181 compared to FY24. The largest changes are in the categories of Personal Property Tax, Use of Money, and State Revenue.

- *Personal Property Tax* – this was underestimated last year and has been increased by \$312,384 based on the current estimate provided by the Fauquier County Commissioner of the Revenue.

- *Use of Money* - the estimate for interest revenue has been increased by \$300,000 due to higher interest rates.
- *State Revenue* - VDOT Highway Maintenance funding was underestimated in FY24 and has been increased by \$409,564.

### General Fund Operating Expenditures

FY25 General Fund Operating Expenditures are proposed to increase by \$144,773, or 0.8%, compared to FY24. The budgets for most functions are proposed to decrease or remain level compared to FY24. Drivers of the increase include:

- *General Government, Legal Services* – this budget has been increased by \$82,500 based on required increases in service levels over the past year.
- *Parks & Recreation* – this function reflects an increase of \$224,227 due to changes in staffing.
  - During the FY24 budget cycle, Council requested that staff provide an accurate full-time equivalent (FTE) count for WARF part-time staff. Further details regarding the updated estimate may be found in the Parks & Recreation - Aquatic & Recreational Facility section.
  - A Maintenance Worker and the Building Engineer were previously allocated to Public Works but have been reprogrammed in Parks & Recreation for FY25.
- *Nondepartmental* – This category captures expenditures related to other organizations. The FY25 budget has increased by \$53,624 due to several factors:
  - Circuit Rider costs have increased slightly due to the addition of their on-demand services.
  - Pass-through grant funding for Warrenton Volunteer Fire Company has been reprogrammed here from the Public Safety function.

## General Fund Capital

Revenue for General Fund Capital will be covered by the General Fund Balance.

General Fund Capital Expenditures are broken down into capital projects and capital asset replacements.

- *Capital projects* – The total programmed for projects is \$1,584,002. Projects included in FY25 focus on sidewalks and paving operations.
- *Capital asset replacements* – The budget for asset replacements for FY25 is \$1,765,000. Among other items, the plan includes traffic light updates, the Enterprise Resource Planning (ERP) software replacement, public safety radio replacements, the chiller at the WARF, a roof replacement at Public Works, and foundation repairs at Town Hall.

More detail on these and other projects and replacements may be found in the 2025-2030 Capital Improvement Plan (CIP).

## Stormwater Management Operating

Stormwater Management is funded by a stormwater fee that is billed twice a year on the Town's real estate tax bill. Stormwater Management Operating Expenses are projected to decrease by \$69,264 primarily due to changes in staffing and staffing allocations.

## Stormwater Management Capital

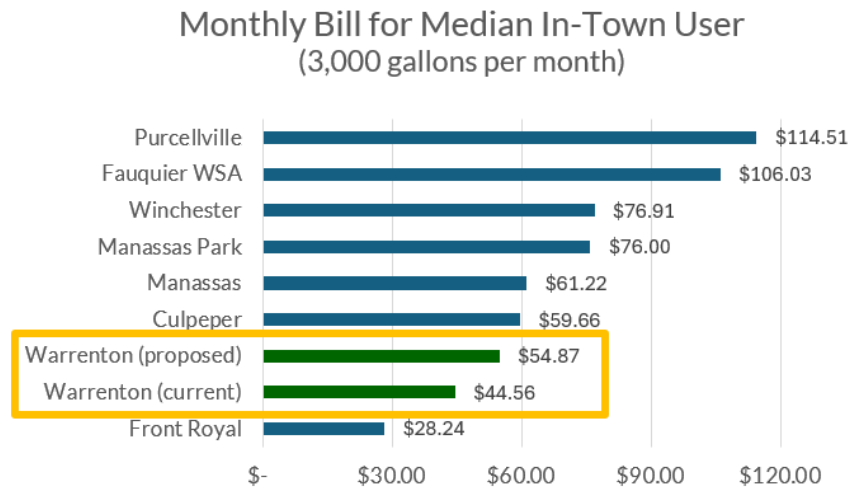
Stormwater Management Capital is proposed to decrease by \$123,506 compared to FY24. The Master Drainage plan is programmed at \$500,000 and there is a project for Best Management Practices (BMP) Facilities for \$150,000. For further details, please refer to the 2025-2030 CIP.

## Water & Sewer Operating Revenues

A water and sewer rate study update was completed in 2023 to ensure adequate funding for the necessary modernizations to our aging infrastructure. The study recommended a phased approach to increasing user rates coupled with the strategic issuance of debt to fund the capital needs.

The recommended rate increase for FY25 is 23%.

**An average monthly In-Town residential bill (based on 3,000 gallons of consumption) will increase from \$44.56 to \$54.87. A comparison of bills for an in-town median user is provided to the right.**



The rate study model assumes the issuance of debt in future years to support the system's capital needs. No debt is proposed for FY25.

## Water & Sewer Operating Expenses

The operating budget has increased by \$297,993 due to inflation of costs related to chemicals, fuel, and utilities. The proposed FY25 budget plans a transfer to the capital program, which is in line with the recommendations of the rate study.

## Water & Sewer Capital Expenses

The proposed FY25 budget for Water & Sewer Capital Expenses has increased by \$7.2 million. This represents the continuation of the 6-year modernization and infrastructure resiliency plans that were factored into the 2025-2030 CIP and the rate study finalized in 2023.

- Major capital projects for FY25 include:
  - Primary Clarifier and Sludge Pumps - \$6,300,000
  - Lancaster Drive Waterline Replacement - \$1,500,000
  - Raw Water Pumps - \$770,000
  - Broadview Avenue Utility Betterment - \$600,000
- Major asset replacements planned for FY25 include:
  - Office Renovation at the Water Treatment Plant - \$295,000
  - Facilities Physical Security - \$100,000
  - Meter Reading Devices - \$141,000

More detail on these and other projects and asset replacements may be found in the 2025-2030 CIP.

## Personnel

More than 50% of the Town's budget is related to personnel costs, so changes in this area impact all funds. Below are highlights of budgeted personnel items.

- *No requests for additional positions* - We have worked in recent months to realign staff to realize greater efficiency and cost savings. These changes resulted in cost savings of \$379,744. The changes in FTEs are detailed in the Personnel & Compensation Summary section of the budget document.
- *Cost of Living Adjustment (COLA) and Merit Increase* - The proposed FY25 budget includes a COLA of 3% effective July 1 and a proposed merit range of 0-3% that will be effective January 1. The COLA impact is \$319,828 across all funds and the merit impact is \$124,400 across all funds.
- *Health Insurance* - The renewal received from the Town's medical, dental, and vision insurance provider reflected no increase in premiums for FY25.

Town staff continue to focus on citizen engagement through our communications outreach and education about our processes. Topics at recent Town Talks sessions have included transportation issues, water and sewer infrastructure needs, property code enforcement, parks and recreation, and the budget process. We will continue to hold these public sessions in addition to using surveys and other tools in the hopes of reaching more members of our community.

Our Budget Manager will provide an overview of the budget at your April 9th work session. The public hearings for the budget will take place at the May meeting. Staff are available to support additional work sessions on topics that the Council wishes to discuss.

I look forward to working together over the coming months to produce a budget that meets the needs of our citizens and supports Council's vision for the Town.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Frank Cassidy', with a stylized, looping flourish at the end.

Frank Cassidy  
Town Manager

# COMBINED BUDGET SUMMARY

The following provides a summary of the proposed budget for fiscal year 2025 across all appropriated funds compared to the adopted budget for fiscal year 2024. Greater detail is provided for the General Fund, followed by summary totals for the other funds in the next section. Further detail is provided throughout the document.

## TOTAL ESTIMATED REVENUE | ALL FUNDS

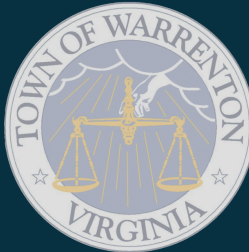
	Revenue/Sources	FY 2024 Adopted	FY 2025 Proposed	Variance (\$)	Variance (%)
GENERAL FUND	General Property Taxes	\$1,303,616	\$1,597,683	\$294,067	23%
	Other Local Taxes	11,349,221	11,402,606	53,385	0%
	Permits & Fees	288,064	185,132	(102,932)	(36%)
	Fines & Forfeitures	77,500	77,500	-	-
	Use of Money/Property	500,000	800,000	300,000	60%
	Charges for Services	1,090,439	1,085,018	(5,421)	(0%)
	Miscellaneous Revenue	221,633	186,845	(34,788)	(16%)
	State Revenue	2,971,638	3,421,983	450,345	15%
	Transfers In	539,913	414,262	(125,651)	(23%)
	Use of Fund Balance	4,394,803	2,857,864	(1,536,939)	(35%)
	<b>GENERAL FUND TOTAL</b>	<b>\$22,736,827</b>	<b>\$22,028,893</b>	<b>(\$707,934)</b>	<b>(3%)</b>
OTHER FUNDS	General Capital Project	\$2,770,359	\$1,584,002	(\$1,186,357)	(43%)
	General Asset Replacement	1,491,350	1,765,000	273,650	18%
	Water & Sewer Operating	8,092,362	9,530,463	1,438,101	18%
	Water & Sewer Capital Project	5,311,700	12,529,550	7,217,850	136%
	Stormwater Management	1,485,404	1,291,232	(194,172)	(13%)
	ARPA	3,269,910	164,467	(3,105,443)	(95%)
	<b>OTHER FUNDS TOTAL</b>	<b>\$22,421,085</b>	<b>\$26,864,714</b>	<b>\$4,443,629</b>	<b>20%</b>
	<b>TOTAL ALL FUNDS</b>	<b>\$45,157,912</b>	<b>\$48,893,607</b>	<b>\$3,735,695</b>	<b>8%</b>
	<b>LESS TRANSFERS</b>	<b>(4,741,622)</b>	<b>(5,027,621)</b>	<b>(285,999)</b>	<b>6%</b>
	<b>TOTAL ESTIMATED REVENUES</b>	<b>\$40,416,290</b>	<b>\$43,865,986</b>	<b>\$3,449,696</b>	<b>9%</b>

## TOTAL APPROPRIATIONS | ALL FUNDS

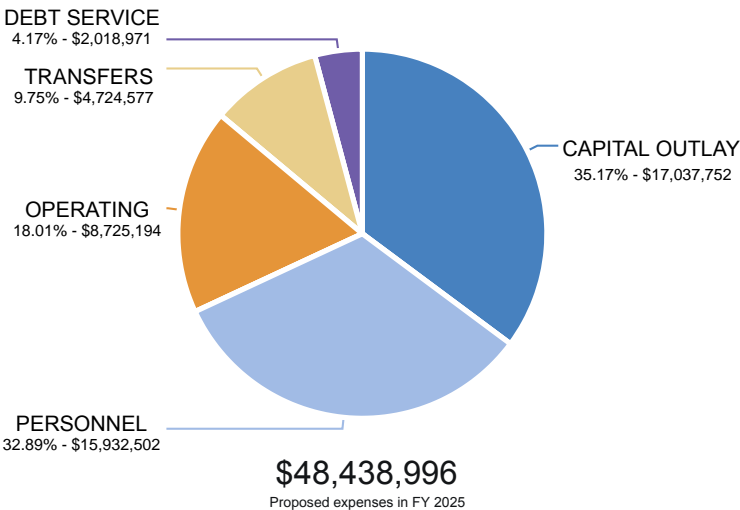
	Expenditures/Uses	FY 2024 Adopted	FY 2025 Proposed	Variance (\$)	Variance (%)
GENERAL FUND	General Government	\$4,501,562	\$4,386,751	(\$114,811)	(3%)
	Public Safety	3,710,131	3,600,885	(109,246)	(3%)
	Public Works	5,721,974	5,351,953	(370,021)	(6%)
	Parks & Recreation	2,462,078	2,686,305	224,227	9%
	Community Development	1,359,697	1,328,781	(30,916)	(2%)
	Contributions	58,954	58,954	-	-
	Nondepartmental	389,666	443,290	53,624	14%
	Debt Service	824,238	822,972	(1,266)	(0%)
	Transfers to Capital	4,201,709	3,349,002	(852,707)	(20%)
	Vacancy Savings	(493,182)	-	493,182	(100%)
	<b>GENERAL FUND TOTAL</b>	<b>\$22,736,827</b>	<b>\$22,028,893</b>	<b>(\$707,934)</b>	<b>(3%)</b>
OTHER FUNDS	General Capital Project	\$2,770,359	\$1,584,002	(\$1,186,357)	(43%)
	General Asset Replacement	1,491,350	1,765,000	273,650	18%
	Water & Sewer Operating	8,092,362	9,530,463	1,438,101	18%
	Water & Sewer Capital Project	5,311,700	12,529,550	7,217,850	136%
	Stormwater Management	1,485,404	1,291,232	(194,172)	(13%)
	ARPA	3,269,910	164,467	(3,105,443)	(95%)
	<b>OTHER FUNDS TOTAL</b>	<b>\$22,421,085</b>	<b>\$26,864,714</b>	<b>\$4,443,629</b>	<b>20%</b>
	<b>TOTAL ALL FUNDS</b>	<b>\$45,157,912</b>	<b>\$48,893,607</b>	<b>\$3,735,695</b>	<b>8%</b>
	<b>LESS TRANSFERS</b>	<b>(4,741,622)</b>	<b>(5,027,621)</b>	<b>(285,999)</b>	<b>6%</b>
	<b>TOTAL ESTIMATED APPROPRIATIONS</b>	<b>\$40,416,290</b>	<b>\$43,865,986</b>	<b>\$3,449,696</b>	<b>9%</b>



# PERSONNEL & COMPENSATION SUMMARY



The Town views its workforce as the most valuable asset in creating a vibrant community and delivering quality services to taxpayers. The chart below shows the total proposed expenditures across all funds by category. In the FY 2025 proposed budget, personnel is the second largest category behind capital outlay.



## HIGHLIGHTS OF EXPENSES RELATED TO PERSONNEL

Item C.

The FY 2025 proposed budget includes a 3% cost of living increase for all employees.

A merit increase of up to an additional 3% has been budgeted for employees with at least one (1) year of service. The percentage an employee actually receives will be based on the results of their performance evaluation. Previously, part-time employees at the Warrenton Aquatic and Recreation Facility (WARF) were not eligible for the merit program. The FY 2025 proposed budget includes an automatic 1% merit increase for these employees that have at least one (1) year of service and no disciplinary actions. The part-time WARF employees will not be required to complete a performance evaluation.

Health insurance is always a concern for both employees and employers. The Town is fully insured with The Local Choice (TLC), a pooled program of local governments administered by the Virginia Department of Human Resource Management. The Town's renewal for FY 2025 does not reflect an increase in premiums. The FY 2025 cost for health insurance coverage is \$1,775,984 across all funds.

Full-time employees accrue annual and sick leave on a monthly basis. Annual leave is capped at a maximum number of hours based on years of service. Employees are eligible for a leave payout when they leave Town employment in good standing and provide at least two (2) weeks notice. The expense associated with leave payouts is typically absorbed by salary and benefit savings while recruiting for a replacement.

The Town is a member of the Virginia Retirement System (VRS), which provides retirement benefits, group life insurance, and disability coverage. All full-time employees are covered by the retirement plan and are required to contribute 5% of their salary to the plan. The rates at which the Town must contribute to the retirement plans are set on a biennial basis, based on an actuarial report commissioned by VRS. The Town's retirement contribution rates for FY 2025 are 11.64% for employees covered under the Hybrid VRS plan and 9.64% for employees covered under VRS plan 1 or 2. Total VRS retirement expense is budgeted at \$1,094,813. Group life insurance premiums are paid in full by the Town. The current rate of 1.18% results in budgeted expenses of \$136,522. The Town is also required to pay for short and long-term disability coverage for employees who are covered under the Hybrid VRS plan. This coverage is budgeted at \$33,276 for FY 2025.

The Federal Insurance Contributions Act (FICA) requires the Town to pay a share of Social Security and Medicare taxes for employees. The current rate for Social Security is 6.20% of wages; for Medicare, the rate is 1.45%. For FY 2025, FICA is estimated to cost the Town \$868,777.

## POSITION CHANGES

The following tables show changes in positions that are included in the FY 2025 Budget:

### UPGRADED POSITIONS

*Positions upgraded during FY 2024.*

FUND	POSITION	DEPARTMENT	NOTES
General Fund	Director of Human Capital	Human Capital	Upgraded from Manager.
General Fund	Police Sergeant	Police Department	Upgraded from Officer. <sup>[1]</sup>
General Fund	Police Corporal	Police Department	Upgraded from Officer. <sup>[1]</sup>
General Fund	Director of Public Works	Public Works	Upgraded from Assistant Director. <sup>[2]</sup>
Water & Sewer Fund	Director of Public Utilities	Water & Sewer Administration	Upgraded from Assistant Director. <sup>[2]</sup>
General Fund	Facility Services Manager	Parks & Recreation	Upgraded from Facility Services Coordinator. <sup>[3]</sup>
General Fund	Senior Revenue & Collections Manager	Finance	Upgraded from Revenue & Collections Manager. <sup>[4]</sup>

### DOWNGRADED POSITIONS

*Positions downgraded during FY 2024.*

FUND	POSITION	DEPARTMENT	NOTES
General Fund	Accountant I	Finance	Downgraded from Accounting Manager. <sup>[4]</sup>
General Fund	Accounts Payable (A/P) Technician	Finance	Downgraded from A/P Coordinator. <sup>[4]</sup>

### POSITIONS ELIMINATED

*Positions eliminated during FY 2024.*

FUND	POSITION	DEPARTMENT	NOTES
General Fund	Executive Assistant	Town Manager	Merged with Communications Manager role.
General Fund	Financial Coordinator	Finance	Merged with Budget Manager role.
General Fund	Police Officer	Police Department	Realignment of sworn officers <sup>[1]</sup>
General Fund	Accreditation Manager (PT)	Police Department	One position working all hours.
General Fund/ Water & Sewer Fund	Director of Public Works and Utilities	Public Works/Water & Sewer Administration	Split into a director for each department. <sup>[2]</sup>
General Fund	Assistant Director of Parks & Recreation	Parks & Recreation Administration	Parks & Recreation reorganization. <sup>[3]</sup>

### POSITIONS TRANSFERRED

*Positions transferred between departments during FY 2024.*

FUND	POSITION	TRANSFERRED FROM	TRANSFERRED TO
General Fund	Maintenance Worker (PT)	Public Works - Streets	Parks Maintenance
General Fund	Building Engineer	Public Works - Facilities	Parks - WARF
General Fund	Cemetery Caretaker	Public Works - Facilities	Public Works - Cemetery
General Fund	Maintenance Worker	Public Works - Facilities	Public Works - Cemetery

<sup>[1]</sup> The police department has a total of 28 sworn positions made up of 13 Officers, 6 Corporals, 5 Sergeants, 2 Lieutenants, 1 Deputy Chief, and 1 Chief. The department is currently operating within the total sworn positions of 28, and is working to realign so that it is also operating within the counts at the individual position level. Current headcount for each position is recorded in the "Headcount by

<sup>[2]</sup> After the former Director of Public Works & Utilities was appointed to the Town Manager position, each Assistant Director was promoted to become the Director of their respective function and the Director of Public Works & Utilities position was eliminated. This resulted in a savings from both an FTE and dollar perspective.

<sup>[3]</sup> The parks & recreation department has reorganized to eliminate the Assistant Director position. Duties previously performed by the Assistant Director will be covered with the Facility Services Manager, Special Events & Recreation Programmer and partial allocation of the Fitness Supervisor position. This resulted in a savings from both an FTE and dollar perspective.

<sup>[4]</sup> The finance department has reorganized to downgrade two positions and upgrade one position in order to be able to internally fill positions that were previously vacant. This change resulted in savings from a dollar perspective and no FTE impact.

## HEADCOUNT BY DEPARTMENT

The following document shows all full-time and part-time positions for every Town department. Allocations and full-time equivalents (FTEs) are shown in the subsequent tables:

PERSONNEL	FY23 Budget	FY24 Budget	FY25 Budget	Change
<b>LEGISLATIVE</b>				
Town Clerk	1	1	1	-
<b>TOTAL FULL-TIME PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>-</b>
<b>TOWN MANAGER</b>				
Town Manager	1	1	1	-
Executive Assistant	1	1	-	(1)
Project Coordinator	1	1	1	-
<b>TOTAL FULL-TIME PERSONNEL</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>(1)</b>
<b>HUMAN CAPITAL</b>				
Director of Human Capital	-	-	1	1
Human Capital Manager	1	1	-	(1)
Human Capital Generalist	-	1	1	-
<b>TOTAL FULL-TIME PERSONNEL</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>-</b>
<b>COMMUNICATIONS</b>				
Communications Manager	-	1	1	-
Marketing Coordinator	-	1	1	-
<b>TOTAL FULL-TIME PERSONNEL</b>	<b>-</b>	<b>2</b>	<b>2</b>	<b>-</b>
<b>EMERGENCY SERVICES/ RISK MANAGEMENT</b>				
Emergency Services/Risk Manager	1	1	1	-
<b>TOTAL FULL-TIME PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>-</b>
<b>FINANCE &amp; PROCUREMENT</b>				
Director of Finance	1	1	1	-
Senior Revenue & Collections Manager	-	-	1	1
Revenue & Collections Manager	1	1	-	(1)
Account Coordinator, <i>Tax Administrator</i>	1	1	1	-
Account Coordinator, <i>Payroll</i>	1	1	1	-
Account Coordinator, <i>A/P</i>	1	1	-	(1)
Accounts Payable Technician	-	-	1	1
Budget Manager	1	1	1	-
Accounting Manager	-	1	-	(1)
Accountant I	-	-	1	1
Procurement Coordinator	1	1	1	-
Customer Service Representative	2	2	2	-
Financial Coordinator	1	1	-	(1)
<b>TOTAL FULL-TIME PERSONNEL</b>	<b>10</b>	<b>11</b>	<b>10</b>	<b>(1)</b>
<b>PART-TIME PERSONNEL</b>				
Customer Service Representative	1	1	1	-
<b>TOTAL PART-TIME PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>-</b>

PERSONNEL	FY23 Budget	FY24 Budget	FY25 Budget	Change
<b>PUBLIC SAFETY</b>				
Chief of Police	1	1	1	-
Deputy Chief	1	1	1	-
Police Lieutenant	2	2	2	-
Police Corporal	9	8	9	1
Police Sergeant	5	4	5	1
Police Officer	12	13	10	(3)
Sr. Administrative Assistant	1	1	1	-
Records Clerk	1	1	1	-
<b>TOTAL FULL-TIME PERSONNEL</b>	<b>32</b>	<b>31</b>	<b>30</b>	<b>(1)</b>
<b>PART-TIME PERSONNEL</b>				
Accreditation Manager	1	2	1	(1)
Parking Enforcement Officer	1	1	1	-
Intern	2	-	-	-
<b>TOTAL PART-TIME PERSONNEL</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>(1)</b>
<b>PUBLIC WORKS ADMINISTRATION</b>				
Director of Public Works & Utilities	1	1	-	(1)
Director of Public Works	-	-	1	1
Assistant Director, Public Works	-	1	-	(1)
PW/PU Superintendent	1	-	-	-
Fleet & Facilities Manager	1	1	1	-
Senior Administrative Assistant	1	2	2	-
<b>TOTAL FULL-TIME PERSONNEL</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>(1)</b>
<b>PUBLIC WORKS STREETS MAINTENANCE</b>				
Senior Crew Supervisor	2	2	2	-
Maintenance Worker	4	8	8	-
Motor Equipment Operator 1	5	5	5	-
Motor Equipment Operator 2	2	1	1	-
Motor Equipment Operator 3	-	1	1	-
<b>TOTAL FULL-TIME PERSONNEL</b>	<b>13</b>	<b>17</b>	<b>17</b>	<b>-</b>
<b>PART-TIME PERSONNEL</b>				
Maintenance Worker <i>Seasonal</i>	2	-	-	-
Maintenance Worker	2	2	1	(1)
<b>TOTAL PART-TIME PERSONNEL</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>(1)</b>
<b>PUBLIC WORKS SANITATION</b>				
Crew Supervisor	2	1	1	-
Motor Equipment Operator 1	3	3	3	-
Maintenance Worker	1	2	2	-
<b>TOTAL FULL-TIME PERSONNEL</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>-</b>
<b>PUBLIC WORKS FLEET</b>				
Equipment Mechanic	2	2	2	-
<b>TOTAL FULL-TIME PERSONNEL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>-</b>

PERSONNEL	FY23 Budget	FY24 Budget	FY25 Budget	Change
<b>PUBLIC WORKS FACILITIES MAINTENANCE</b>				
Maintenance Mechanic	-	1	1	-
Building Engineer	1	1	-	(1)
Cemetery Caretaker	1	1	-	(1)
Maintenance Worker	3	3	2	(1)
<b>TOTAL FULL-TIME PERSONNEL</b>	<b>5</b>	<b>6</b>	<b>3</b>	<b>(3)</b>
<b>PART-TIME PERSONNEL</b>				
Traffic Signals/Sign Maintenance	1	1	1	-
<b>TOTAL PART-TIME PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>-</b>
<b>PUBLIC WORKS CEMETERY</b>				
Cemetery Caretaker	-	-	1	1
Maintenance Worker	-	-	1	1
<b>TOTAL FULL-TIME PERSONNEL</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>2</b>
<b>INFORMATION TECHNOLOGY</b>				
Director of Information Technology	1	1	1	-
System Administrator	1	1	1	-
Help Desk Administrator	2	2	2	-
Network Engineer	-	1	1	-
Administrative Assistant	1	1	1	-
<b>TOTAL FULL-TIME PERSONNEL</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>-</b>
<b>PARKS &amp; RECREATION ADMINISTRATION</b>				
Director of Parks & Recreation	1	1	1	-
Assistant Director of Parks & Recreation	1	1	-	(1)
Operations and Contracts Technician	1	1	1	-
Facility Services Manager	-	-	1	1
Facility Services Coordinator	1	1	-	(1)
Special Events & Recreation Programmer	1	1	1	-
Marketing Coordinator	1	-	-	-
<b>TOTAL FULL-TIME PERSONNEL</b>	<b>6</b>	<b>5</b>	<b>4</b>	<b>(1)</b>
<b>PARKS &amp; RECREATION PARKS MAINTENANCE</b>				
<b>PART-TIME PERSONNEL</b>				
Maintenance Worker	-	-	1	1
<b>TOTAL PART-TIME PERSONNEL</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>1</b>
<b>PARKS &amp; RECREATION AQUATICS CENTER</b>				
Aquatics Coordinator	1	1	1	-
Aquatics Supervisor	1	1	1	-
Fitness Supervisor	-	1	1	-
Recreation Building Engineer	-	-	1	1
<b>TOTAL FULL-TIME PERSONNEL</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>1</b>
<b>PART-TIME PERSONNEL*</b>				
Manager on Duty	-	1	1	-
Headguard	-	-	3	3
Lifeguard	4	11	9	(2)
Fitness Instructor	3	4	2	(2)
Customer Services Specialist	6	5	4	(1)
Water Safety Instructor	-	1	1	(1)
Aquatics Instructor	-	1	-	(1)
<b>TOTAL PART-TIME PERSONNEL</b>	<b>13</b>	<b>23</b>	<b>20</b>	<b>(3)</b>

PERSONNEL	FY23 Budget	FY24 Budget	FY25 Budget	Change
<b>COMMUNITY DEVELOPMENT</b> PLANNING				
Director of Planning & Community Development	1	1	1	-
Planning Manager	1	1	1	-
Planner	1	1	1	-
<b>TOTAL FULL-TIME PERSONNEL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>-</b>
<b>COMMUNITY DEVELOPMENT</b> DEVELOPMENT SERVICES				
Zoning Administrator	1	1	1	-
Zoning Official	1	1	1	-
Code Enforcement Officer	2	2	2	-
Permit Technician	2	2	2	-
Building Official	-	1	1	-
<b>TOTAL FULL-TIME PERSONNEL</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>-</b>
PART-TIME PERSONNEL				
Visitor's Center Attendant	2	2	2	-
<b>TOTAL PART-TIME PERSONNEL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>-</b>
<b>WATER &amp; SEWER</b> METER READING				
Meter Supervisor	1	1	1	-
<b>TOTAL FULL-TIME PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>-</b>
<b>WATER &amp; SEWER</b> WATER TREATMENT PLANT				
Superintendent, WTP	1	1	1	-
Water Treatment Plant Chief Operator	1	1	1	-
Water Treatment Plant Operator	5	5	5	-
<b>TOTAL FULL-TIME PERSONNEL</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>-</b>
PART-TIME PERSONNEL				
Water Treatment Plant Operator	-	1	1	-
<b>TOTAL PART-TIME PERSONNEL</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>-</b>
<b>WATER &amp; SEWER</b> TRANSMISSION & DISTRIBUTION				
Public Utilities Superintendent	1	1	1	-
Senior Crew Supervisor	1	-	-	-
Utility Locator	1	1	1	-
Utility Maintenance Worker	1	5	5	-
Team Lead	1	-	-	-
Mechanical Equipment Operator 2	1	-	-	-
Maintenance Worker	2	-	-	-
Logistics Coordinator	-	1	1	-
<b>TOTAL FULL-TIME PERSONNEL</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>-</b>
<b>WATER &amp; SEWER</b> WASTEWATER TREATMENT PLANT				
Superintendent, WWTP	1	1	1	-
Chief Utility Plant Mechanic	1	1	1	-
Utility Plant Mechanic	1	1	1	-
Wastewater Treatment Plant Chief Operator	1	1	1	-
Wastewater Treatment Plant Operator	6	7	7	-
<b>TOTAL FULL-TIME PERSONNEL</b>	<b>10</b>	<b>11</b>	<b>11</b>	<b>-</b>
PART-TIME PERSONNEL				
WWTP Technician	-	1	1	-
Extra Help	-	1	1	-
<b>TOTAL PART-TIME PERSONNEL</b>	<b>-</b>	<b>2</b>	<b>2</b>	<b>-</b>

PERSONNEL	FY23 Budget	FY24 Budget	FY25 Budget	Change
<b>WATER &amp; SEWER ADMINISTRATION</b>				
Director of Public Utilities	-	-	1	1
Assistant Director, Utilities	1	1	-	(1)
Junior Engineer	1	-	-	-
Senior Administrative Assistant	1	1	1	-
Utility Billing Coordinator	1	1	1	-
Engineer	1	1	1	-
<b>TOTAL FULL-TIME PERSONNEL</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>-</b>
<b>STORMWATER MANAGEMENT</b>				
Stormwater Administrator	1	1	1	-
Stormwater Inspector	1	1	1	-
GIS Technician	1	1	1	-
<b>TOTAL FULL-TIME PERSONNEL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>-</b>
<b>TOTAL HEADCOUNT</b>	<b>159</b>	<b>180</b>	<b>171</b>	<b>(9)</b>

\*Previously, a lack of position control created a challenge in tracking FTEs at the WARF. As such, funding for the part-time positions at the facility were based on a dollar value basis, rather than an FTE basis. FTEs for the purpose of this chart were calculated as the current headcount adjusted by a modifier (in FY24, .2). As requested by council, in the FY25 proposed budget we have calculated the FTEs to run the facility based on factors such as operating hours and number of fitness classes.

After this calculation we now have an FTE budget as well as a dollar value budget (FTE budget \*current weighted average rate) which the WARF will need to operate within.

Please note that headcount is not the primary measure for WARF PT positions. The focus is how many hours at each position are required to run the facility, not how many people are working those hours. For example, we have requested 1.875 FTE (equivalent to 3,900 hours) of fitness instructor hours to run the fitness classes provided at the WARF. During FY25, our focus will be that fitness instructors stay within those hours. This approach is more similar to how other positions are monitored. For example, if Council has approved 1 full time position for a mechanic, the hiring department must stay within the FTE approved (1) as well as the budgeted salary for that position. For the WARF PT positions, the main difference is that the headcount making up the FTE may vary. We could have four (4) fitness instructors work 975 hours each or we could have 20 instructors all working various hours. As long as the total hours worked and total budget salary are within the budget, either option is considered proper.



## POSITION ALLOCATION

The following document shows the funding allocation for all full-time and part-time positions for every Town department:

PERSONNEL	General Fund	Water & Sewer Fund	Stormwater Fund	ARPA Fund
<b>LEGISLATIVE</b>				
Town Clerk	100%			
<b>TOWN MANAGER</b>				
Town Manager	80%	20%		
Project Coordinator	50%	50%		
<b>HUMAN CAPITAL</b>				
Director of Human Capital	75%	25%		
Human Capital Generalist	75%	25%		
<b>COMMUNICATIONS</b>				
Communications Manager	100%			
Marketing Coordinator	100%			
<b>EMERGENCY SERVICES/ RISK MANAGEMENT</b>				
Emergency Services/Risk Manager	50%	50%		
<b>FINANCE &amp; PROCUREMENT</b>				
Director of Finance	70%	30%		
Senior Revenue & Collections Manager	70%	30%		
Account Coordinator, <i>Tax Administrator</i>	75%		25%	
Account Coordinator, <i>Payroll</i>	60%	40%		
Accounts Payable Technician	70%	30%		
Budget Manager	45%	45%		10%
Accountant I	50%	50%		
Procurement Coordinator	50%	50%		
Customer Service Representative	70%	30%		
Customer Service Representative (PT)	70%	30%		
<b>POLICE DEPARTMENT</b>				
Chief of Police	100%			
Deputy Chief	100%			
Police Lieutenant	100%			
Police Corporal	100%			
Police Sergeant	100%			
Police Officer	100%			
Sr. Administrative Assistant	100%			
Records Clerk	100%			
Accreditation Manager (PT)	100%			
Parking Enforcement Officer (PT)	100%			
<b>PUBLIC WORKS ADMINISTRATION</b>				
Director of Public Works	100%			
Fleet & Facilities Manager	80%	20%		
Senior Administrative Assistant	100%			
Senior Administrative Assistant	50%	50%		
<b>PUBLIC WORKS STREETS MAINTENANCE</b>				
Senior Crew Supervisor	100%			
Maintenance Worker	100%			
Motor Equipment Operator 1	100%			
Motor Equipment Operator 2	100%			
Motor Equipment Operator 3	100%			
Maintenance Worker (PT)	100%			

PERSONNEL	General Fund	Water & Sewer Fund	Stormwater Fund	ARPA Fund
<b>PUBLIC WORKS</b> SANITATION				
Crew Supervisor	100%			
Motor Equipment Operator 1	100%			
Maintenance Worker	100%			
<b>PUBLIC WORKS</b> FLEET				
Equipment Mechanic	100%			
<b>PUBLIC WORKS</b> FACILITIES MAINTENANCE				
Maintenance Mechanic	100%			
Maintenance Worker	100%			
Traffic Signals/Sign Maintenance (PT)	100%			
<b>PUBLIC WORKS</b> CEMETERY				
Cemetery Caretaker	100%			
Maintenance Worker	100%			
<b>INFORMATION TECHNOLOGY</b>				
Director of Information Technology	100%			
System Administrator	100%			
Help Desk Administrator	100%			
Network Engineer	100%			
Administrative Assistant	100%			
<b>PARKS &amp; RECREATION</b> ADMINISTRATION				
Director of Parks & Recreation	100%			
Operations and Contracts Technician	100%			
Facility Services Manager	100%			
Special Events & Recreation Programmer	100%			
<b>PARKS &amp; RECREATION</b> PARKS MAINTENANCE				
Maintenance Worker (PT)	100%			
<b>PARKS &amp; RECREATION</b> AQUATICS CENTER				
Aquatics Coordinator	100%			
Aquatics Supervisor	100%			
Fitness Supervisor	100%			
Recreation Building Engineer	100%			
Manager on Duty (PT)	100%			
Headguard (PT)	100%			
Lifeguard (PT)	100%			
Fitness Instructor (PT)	100%			
Customer Services Specialist (PT)	100%			
Water Safety Instructor (PT)	100%			
<b>COMMUNITY DEVELOPMENT</b> PLANNING				
Director of Planning & Community Development	100%			
Planning Manager	100%			
Planner	100%			
<b>COMMUNITY DEVELOPMENT</b> DEVELOPMENT SERVICES				
Zoning Administrator	100%			
Zoning Official	75%		25%	
Code Enforcement Officer	100%			
Permit Technician	75%		25%	
Building Official	100%			
Visitor's Center Attendant (PT)	100%			

PERSONNEL	General Fund	Water & Sewer Fund	Stormwater Fund	ARPA Fund
<b>WATER &amp; SEWER METER READING</b>				
Meter Supervisor		100%		
<b>WATER &amp; SEWER WATER TREATMENT PLANT</b>				
Superintendent, WTP		100%		
Water Treatment Plant Chief Operator		100%		
Water Treatment Plant Operator		100%		
Water Treatment Plant Operator (PT)		100%		
<b>WATER &amp; SEWER TRANSMISSION &amp; DISTRIBUTION</b>				
Public Utilities Superintendent		100%		
Utility Locator		100%		
Utility Maintenance Worker		100%		
Logistics Coordinator		100%		
<b>WATER &amp; SEWER WASTEWATER TREATMENT PLANT</b>				
Superintendent, WWTP		100%		
Chief Utility Plant Mechanic		100%		
Utility Plant Mechanic		100%		
Wastewater Treatment Plant Chief Operator		100%		
Wastewater Treatment Plant Operator		100%		
WWTP Technician (PT)		100%		
Extra Help (PT)		100%		
<b>WATER &amp; SEWER ADMINISTRATION</b>				
Director of Public Utilities		80%	20%	
Senior Administrative Assistant		100%		
Utility Billing Coordinator		100%		
Engineer	20%	50%	30%	
<b>STORMWATER MANAGEMENT</b>				
Stormwater Administrator			100%	
Stormwater Inspector			100%	
GIS Technician	10%	10%	80%	

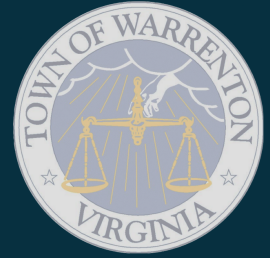
## SUMMARY OF FULL-TIME EQUIVALENTS

The following staffing summary shows changes in full-time equivalent staffing by department from FY 2024 to FY 2025. Part-time staff who work for the Town are limited to working no more than 29 hours per week, so the equivalent maximum amount of a part-time employee is 0.725 FTE, rounded throughout this document to 0.73.

Changes in FTEs for a department are driven by both of the factors considered in the previous two tables, headcount and allocation.

PERSONNEL	FY23 Budget	FY24 Budget	FY25 Budget	Change
<b>GENERAL GOVERNMENT</b>				
Legislative	1.00	1.00	1.00	-
Town Manager	1.61	1.60	1.05	(0.55)
Human Capital	0.50	1.75	1.50	(0.25)
Communications	-	2.00	1.75	(0.25)
Emergency Services	0.50	0.50	0.50	-
Finance and Procurement	6.59	7.86	6.86	(1.00)
Information Technology	5.00	4.98	6.00	1.02
<b>General Government Subtotal</b>	<b>15.20</b>	<b>19.69</b>	<b>18.66</b>	<b>(1.03)</b>
<b>PUBLIC SAFETY</b>				
Police Department	32.16	33.18	31.45	(1.73)
<b>Public Safety Subtotal</b>	<b>32.16</b>	<b>33.18</b>	<b>31.45</b>	<b>(1.73)</b>
<b>PARKS &amp; RECREATION</b>				
Aquatic Center*	15.37	26.00	23.79	(2.21)
Parks & Recreation	0.36	-	0.73	0.73
Administration	5.75	5.00	4.30	(0.70)
<b>Parks &amp; Recreation Subtotal</b>	<b>21.48</b>	<b>31.00</b>	<b>28.82</b>	<b>(2.18)</b>
<b>COMMUNITY DEVELOPMENT</b>				
Planning	4.39	2.50	2.50	-
Development Services	4.97	6.75	6.75	-
Visitor Center	1.00	1.45	1.45	-
<b>Community Development Subtotal</b>	<b>10.36</b>	<b>10.70</b>	<b>10.70</b>	<b>-</b>
<b>STORMWATER MANAGEMENT</b>				
Stormwater Management	5.10	4.42	4.30	(0.12)
<b>Stormwater Management Subtotal</b>	<b>5.10</b>	<b>4.42</b>	<b>4.30</b>	<b>(0.12)</b>
<b>PUBLIC WORKS</b>				
Administration	4.60	3.80	3.80	-
Streets Maintenance	16.66	18.45	17.73	(0.73)
Sanitation	6.00	6.00	6.00	-
Facilities	6.73	6.08	3.08	(3.00)
Fleet	2.45	2.45	2.50	0.05
Cemetery	-	-	2.00	2.00
<b>Public Works Subtotal</b>	<b>36.44</b>	<b>36.78</b>	<b>35.11</b>	<b>(1.68)</b>
<b>WATER &amp; SEWER</b>				
Meter Department	1.00	1.00	1.00	-
Water Treatment Plant	6.73	7.73	7.73	-
Transmission and Distribution	8.00	8.00	8.00	-
Wastewater Treatment Plant	10.97	11.83	11.83	-
Public Utilities Administration	10.00	11.12	9.22	(1.90)
<b>Water &amp; Sewer Subtotal</b>	<b>36.70</b>	<b>39.67</b>	<b>37.77</b>	<b>(1.90)</b>
<b>TOTAL FULL-TIME EQUIVALENTS</b>	<b>157.44</b>	<b>175.44</b>	<b>166.80</b>	<b>(8.64)</b>

# WORKFORCE TRENDS & DEMOGRAPHICS



## CALENDAR YEAR 2023 TURNOVER

In Calendar Year (CY) 2023, overall employee turnover decreased as compared to CY 2022 with a total of 73 employees. Involuntary terminations and retirements both increased by 1 (from 4 in 2022 to 5 in 2023), but voluntary terminations decreased from 76 to 63, resulting in total turnover being reduced by 11 (or 13%).

The turnover rate for part-time is mostly related to the seasonal nature of the operations at the Warrenton Aquatic and Recreation Facility, which employs many school-aged individuals.

CY 23 Employee Turnover Totals

	Full-Time	Part-Time	Overall
Voluntary Termination	27	36	63
Involuntary Termination	3	2	5
Retirement	5	0	5
<b>Total Turnover CY 2023</b>	<b>35</b>	<b>38</b>	<b>73</b>
<b>Total Turnover CY 2022</b>	<b>30</b>	<b>54</b>	<b>84</b>
<b>Total Turnover CY 2021</b>	<b>40</b>	<b>35</b>	<b>75</b>

## SALARY DISTRIBUTION & AVERAGES

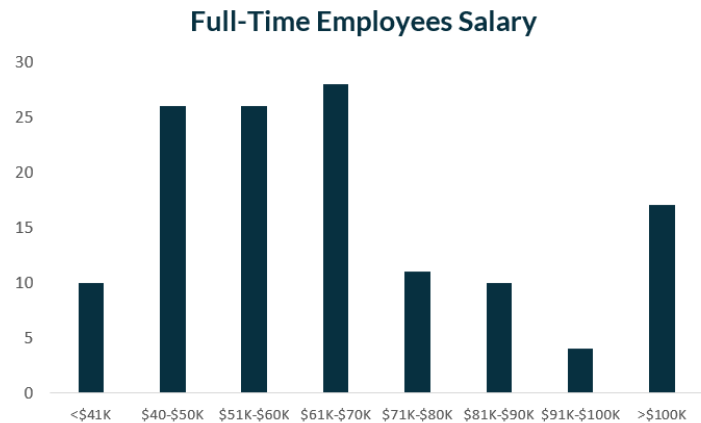
The following table shows the average annual pay for Town full-time and part-time employees:

Average Annual Pay

	CY 2021	CY 2022	CY 2023	Variance 2022-2023
Full-Time	\$58,859.61	\$61,356.85	\$69,679.52	13.56%
Part-Time	\$16.49*	\$18.02*	\$18.66*	3.55%

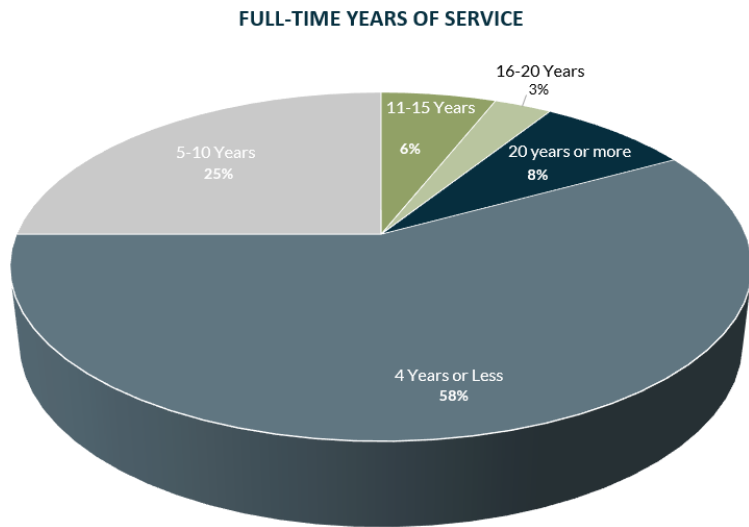
*\*Due to the nature of part-time work, wages are calculated on an hourly rather than an annual basis.*

The following graph illustrates that the majority of full-time employees (61%) earn between \$40,000 and \$70,000 annually. 34.1% of full-time employees earn more than the average salary of \$69,679.52. 8% of full-time employees earn less than \$40,000 per year. It should be noted that these figures do not include the impact of overtime.



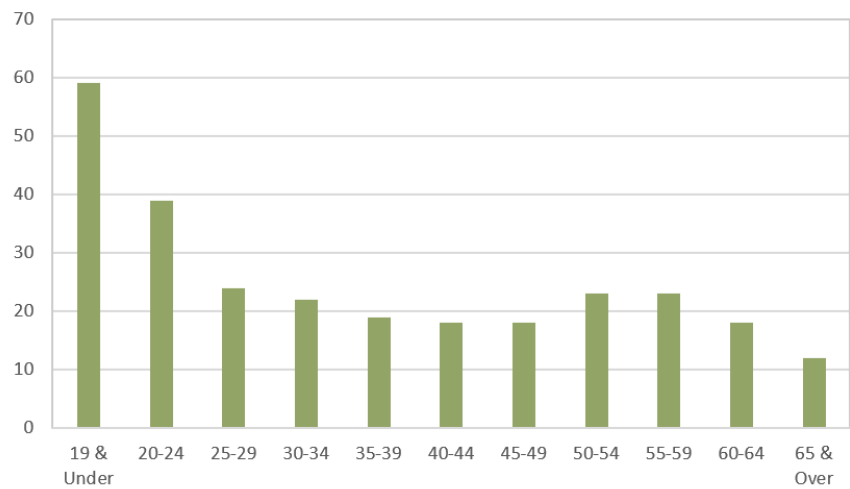
## FULL-TIME YEARS OF SERVICE

More than three quarters of the current full-time workforce (83%) has been employed with the Town for 10 years or less; 8% have worked for the Town for 20 years or more. Over half (58%) have been with the Town less than four (4) years.

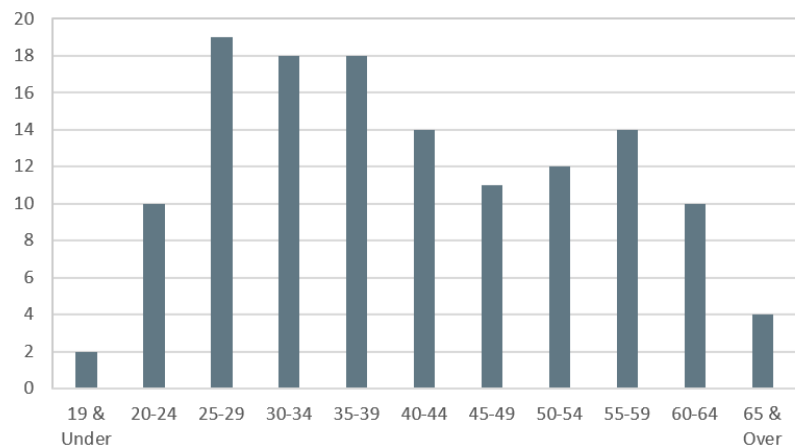


As illustrated by the following graphs, about 72% of the Town’s workforce falls under the age of 30 and over the age of 50. As noted earlier, staffing at the Warrenton Aquatic and Recreation Facility is a younger demographic, typically school-aged and part-time. The first graph below shows the demographics for all employees. The second graph focuses only on full-time employees.

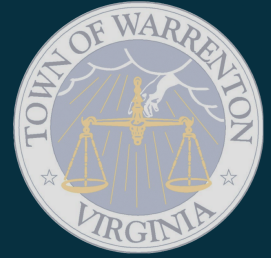
All Employees By Age Distribution



Full-Time Employees By Age Distribution



# BUDGET PROCESS



## BUDGET PROCESS

The Town prepares an annual budget spanning the fiscal year (July 1 - June 30) that is prepared on a basis consistent with generally accepted accounting principles. To begin the budget process, each department submits a budget request to the Budget Manager. The Town Manager reviews the requests and supporting data with the Budget Manager and Director of Finance to create the proposed budget which is presented to the Town Council under the following guidelines and procedures:

1. Budget preparation begins in October with departments assessing their needs and formulating their budget requests based on guidance from the Town Manager. During this time, requests for budget submissions are also sent to outside agencies. Town department budget requests are due in November and outside agency requests are due by December 31st.
2. The Budget Manager, Director of Finance, and Town Manager work to develop revenue estimates based on current and projected economic indicators, current and proposed federal and state legislation, knowledge of future events in the Town, and a review of historic trends.
3. The Planning Commission may elect to hold a work session and public hearing on the draft capital improvement plan to ensure consistency with the Comprehensive Plan and to receive citizen feedback.
4. Public input is gathered on the priorities of the budget and budget process via "Town Talks," surveys, or other means, as appropriate.
5. Prior to April 1 of each year, the Town Manager submits to the Town Council a proposed operating and capital budget for the next fiscal year commencing the following July 1. The operating and capital budget includes proposed expenditures and the means of financing them.
6. Town Council reviews the proposed budget. Additional work sessions and special meetings may be scheduled and held as needed.
7. Town Council holds a public hearing on the proposed budget during which citizens can engage and provide input.
8. Tax rates must be adopted by May 14, per Town Code.
8. By law, local government budgets must be balanced; i.e., expenditures may not exceed revenues.
9. After careful deliberation, the proposed budget, as modified for additions and deletions, the real estate tax rate and all other rates and levies are enacted by Town Council as the adopted budget. Legal adoption by Town Council must occur on or before June 30.
10. The adopted budget takes effect July 1, the beginning of the fiscal year.
11. All appropriations lapse at the end of the fiscal year. Unfinished projects are subject to review and re-appropriation by the Town Council.



During the fiscal year, conditions may arise that necessitate changes to the adopted budget. This may take the form of a transfer or a supplemental appropriation. The Town Manager is delegated authority to approve supplemental appropriations for insurance recoveries less than \$50,000. All other supplements must be approved by the Town Council. Code of Virginia §15.2-2507 requires that the Town Council hold a public hearing when a supplemental appropriation exceeds 1% of the total budget. All transfers within a fund are to be reviewed by the Finance Department and approved by the Town Manager. Transfers between funds increase or decrease the total appropriation at the fund level, and as such, require Town Council approval.

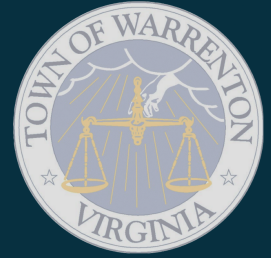
BUDGET CALENDAR

FISCAL YEAR 2025 BUDGET CALENDAR

DATE	EVENT
October 2023	Budget requests made available to Town Departments and Outside Agencies.
November 2023	Town Department budget requests due to the Finance Department.
December 2023	Outside Organization funding requests due to the Finance Department.
January 2024	Finance Director and Budget Manager meet with Town Manager to provide an overview of the compiled budget
January - March 2024	Town Manager meets with each Town Department to review budget requests. The Town Manager works with the Finance Director and Budget Manager to draft the proposed budget.
February 2024	Planning Commission work session to review the draft capital improvement plan for consistency with the Comprehensive Plan. <i>As needed.</i>
March 2024	Planning Commission public hearing on the draft capital improvement plan. <i>As needed.</i>
April 1, 2024	Delivery of the Town Manager's proposed budget to the Town Council.
April-May, 2024	Work sessions and special meetings held by the Town Council to review the proposed budget
May 2024	The Town Council will hold a public hearing on the proposed budget.
June 2024	Adoption of the Fiscal Year 2025 Budget by Town Council
July 1, 2024	Beginning of Fiscal Year 2025

# MISSION STATEMENT; VISION & VALUE STATEMENT

---



*On August 9, 2016, the Town Council adopted the following Mission Statement and Vision & Value Statement to serve as a guide for operations of the Town and the allocation of resources.*

## MISSION STATEMENT

---

In cooperation with and for our Citizens, the Mayor, Town Council and the Staff of Warrenton are dedicated to providing public safety, economic opportunity, and quality public services in an attractive, well-planned community with historic character for the benefit, enjoyment and accessibility of all.

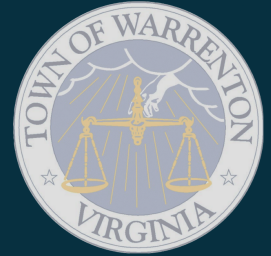
## VISION & VALUE STATEMENT

---

To achieve our Mission, we strive to provide high level services in a cost-effective manner; display honesty, respectfulness, and fairness in all relationships; support the health and economic well-being of our citizens and businesses; preserve our historic small-town character; encourage opportunities, services and infrastructure that allow people of all means to live, work and visit here; and address public concerns and opportunities promptly and effectively.

We recognize our Mission can be achieved only by the exchange of information and that through teamwork we can maintain an environment in which we can maximize our potential.

# STRATEGIC GOALS



## PLAN WARRENTON 2040

The Town's comprehensive plan, "Plan Warrenton 2040," was adopted April 13, 2021 and provides a holistic, aspirational vision to guide the future decisions of the Town of Warrenton. Using feedback from the Town Council Fiscal Retreat held on January 26, 2024 and analysis of the Town's most pressing needs, from Plan Warrenton 2040 we have selected several strategic goals to focus on during the FY 2025 budget year. The entire comprehensive plan can viewed [here](#).

## STRATEGIC GOAL 1: ENSURE HEALTHY, SAFE, ADEQUATE WATER AND WASTEWATER SERVICES.

We plan to achieve this via the following policies and strategies in line with Plan Warrenton 2040:

1. Ensure that the water and sewer fee/rate structure is consistent with capital works expenditure to ensure financial operating capacity of the public works department. – The FY 2025 water & sewer rates are proposed as recommended in the Water & Sewer Rate Study conducted by NewGen.
2. Promote sustainability within the wastewater infrastructure system. - The proposed Capital Improvement Program includes \$6.3 million dollars to replace the primary clarifier and its pumping station. In order to ensure the long-term sustainability plant operations, this replacement is necessary as both components are currently well beyond their expected useful lifespan.

## STRATEGIC GOAL 2: TO PROVIDE A FISCALLY RESPONSIBLE INFRASTRUCTURE THAT MAINTAINS A HIGH QUALITY OF LIFE FOR RESIDENTS, SUPPORTS CURRENT BUSINESSES, AND ATTRACTS NEW EMPLOYERS WITH A STABLE TAX STRUCTURE.

We plan to achieve this via the following policies and strategies in line with Plan Warrenton 2040:

1. Implement robust maintenance schedules for community facilities – We will continue to implement schedules created during the budget process for sidewalks, roads, parking lots, and waterlines throughout the Town in order to anticipate and provide community resources where needed.

STRATEGIC GOAL 3: PUBLIC SAFETY SERVICES AND POLICIES ARE VIEWED AS AMONGST THE BEST IN SIMILAR VIRGINIA TOWNS FOR RESPONSIVENESS, COMMUNITY TRUST, AND EFFECTIVENESS.

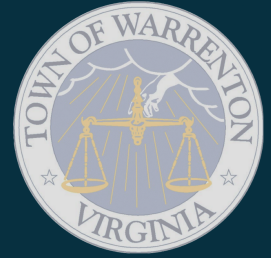
---

Item C.

We plan to achieve this via the following policies and strategies in line with Plan Warrenton 2040:

1. Incorporate security measures at community facilities - The proposed Capital Asset Replacement Plan includes \$100,000 in the Water & Sewer Fund focused on the wastewater plant, pumping stations, and additional Warrenton reservoir security measures.

# COMMUNITY



## BACKGROUND

The Town of Warrenton is located in the north central Piedmont region of Virginia, approximately 45 miles southwest of Washington, D.C. The Town encompasses 4.5 square miles and is the county seat for Fauquier County. The estimate from the U.S. Census Bureau for Warrenton's population for the year 2022 was 10,197 residents.

## HISTORY

Warrenton had its origin at the junction of the Falmouth-Winchester and Alexandria-Culpeper roads, where a trading post known as the Red Store was established. At the time of the Revolution, a settlement had begun. By 1790 the first courthouse and a jail were built, and an academy named for General Joseph Warren, a Revolutionary War hero, was founded. Richard Henry Lee donated 71 acres of land for the county seat, which was incorporated as the Town of Warrenton in 1810.

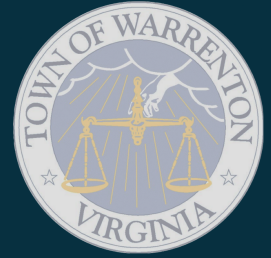
By the 1850's a railroad reached the Town, which boasted several churches, thriving mercantile establishments, a weekly newspaper, and one (1) or two (2) schools; however, for well over a century the Town grew slowly, being chiefly the trading center for a rural area and a place of residence for merchants, county officials and professionals. Early on, it achieved a reputation for its salubrious climate and pleasant social life.

During the Civil War, the Town was near the scene of battles and skirmishes during which the churches and schools were used as hospitals, frequently occupied by Federal troops. Warrenton was the object of raids by Colonel John S. Mosby, known as the "Gray Ghost," who later made his home here and practiced law in the California Building across Court Street. A monument to Mosby stands beside the Old Courthouse. He is buried in the Warrenton Cemetery. Duvall Goldsmith, inventor of the coffee percolator, was a local citizen, as was William "Extra Billy" Smith, who was twice Governor of Virginia.

There have been seven (7) courthouses in Warrenton, the Fauquier County seat. Since 1795, four (4) have stood on the same site on Main Street where the existing Old Courthouse built in 1890 stands. Fire destroyed some of the earlier structures. The present Circuit Courthouse, usually called the "new" courthouse by local residents, opened in 1974 as a legal-office complex. It is located on Culpeper Street, adjacent to the Warren Green Hotel. The Warren Green Hotel is used as office space by Fauquier County Government. The old courthouse still houses the General District Court.

The Town of Warrenton is organized under a Council-Manager form of government. The Town Council ("Council") is comprised of a Mayor, one (1) member from each of the Town's five (5) Wards, and two (2) at-large members. The Mayor does not vote, except in the case of a tie. The Council appoints a Town Manager, who serves at the pleasure of Council and is charged with managing the day-to-day operations of the Town. Also appointed are the positions of Town Attorney and the Town Clerk.

Towns in Virginia have overlapping tax districts with the Counties in which they are located. Town residents pay property taxes to both the County and the Town. Town residents enjoy the services provided by Fauquier County and receive additional services from the Town, such as refuse collection, police protection, street and sidewalk maintenance, planning and zoning, and parks and recreation facilities.



# PRINCIPAL OFFICIALS

---

## ELECTED OFFICIALS: TOWN COUNCIL

---

**Carter Nevill**  
*Mayor*

**Paul Mooney**  
*At Large*

**David McGuire**  
*At Large*

**Heather Sutphin**  
*Ward 1*

**William T. Semple II**  
*Ward 2*

**Brett A. Hamby**  
*Ward 3*

**James N. Hartman III**  
*Ward 4*

**Eric F. Gagnon**  
*Ward 5*

## APPOINTED OFFICIALS

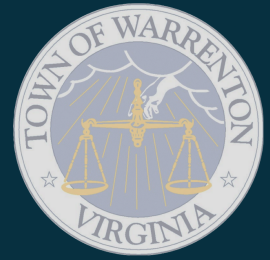
---

**Frank Cassidy**  
*Town Manager*

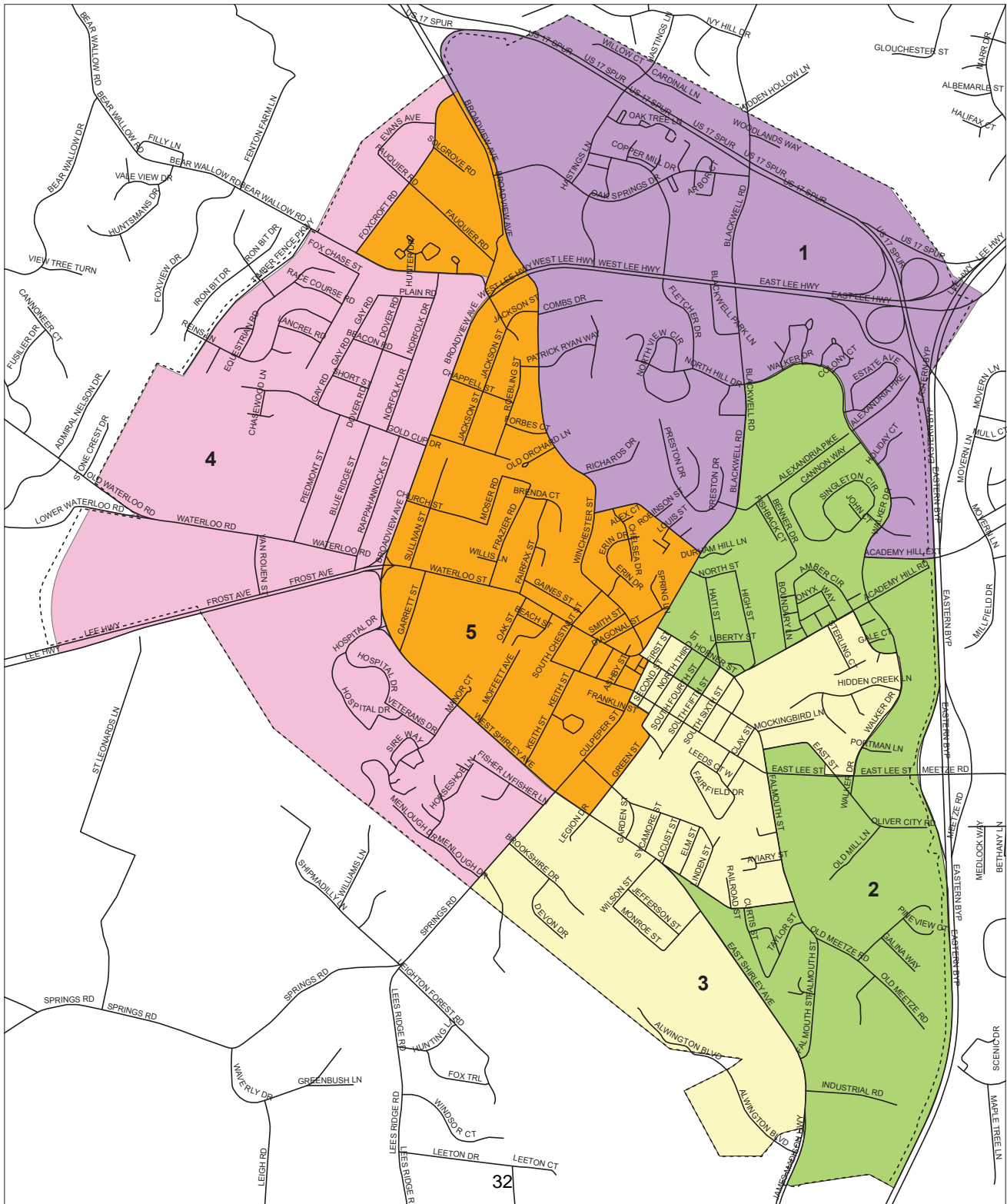
**Martin Crim**  
Sands Anderson P.C.  
*Town Attorney*

**Stephen Clough**  
*Town Clerk*

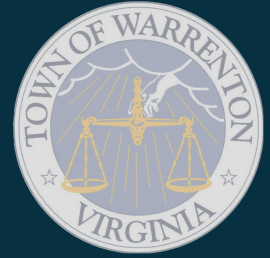




# WARD MAP

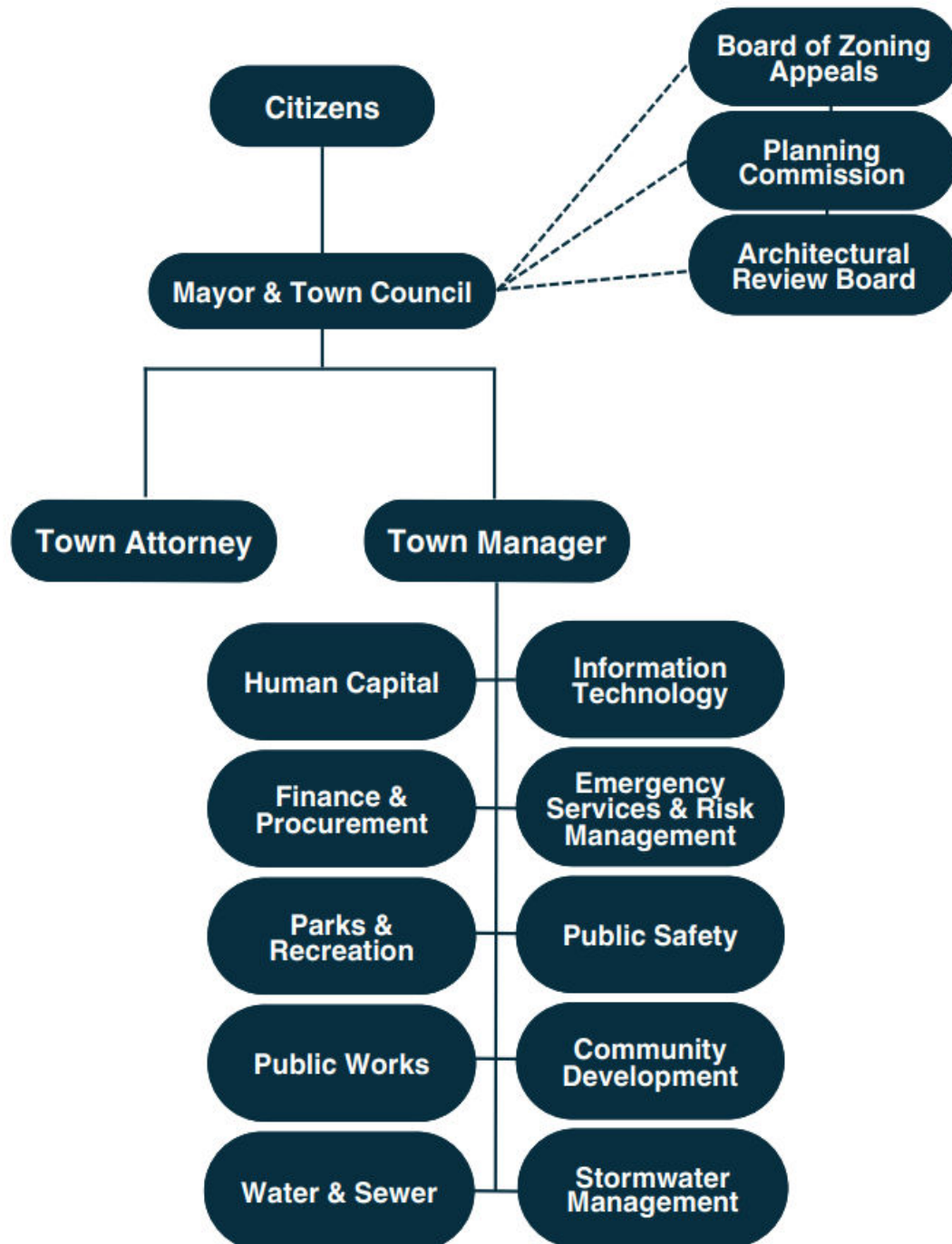


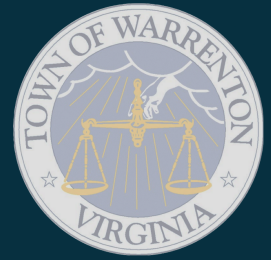




# ORGANIZATIONAL CHART

*Departmental organization charts are provided in each budget section.*





# FUND STRUCTURE AND USES

The Commonwealth of Virginia requires that the Town's budget be based on fund accounting, which is a system of accounting that matches the sources of revenue (such as taxes or service fees) with the uses (program costs) of that revenue. Therefore, the Town budgets and accounts for its revenues and expenditures in various funds. Each fund is considered a separate accounting entity, with operations accounted for in a separate set of self-balancing accounts. These funds can be broken down into two (2) major types: governmental and proprietary funds. The Town Council adopts an annual appropriations resolution that establishes the funding level for each fund.

The legal level of budgetary control is at the fund level, and as a result, the Town Manager is delegated the authority to approve transfers between departments as long as appropriations or estimated revenues are not altered at the fund level. Changes to appropriations at the fund level must be approved by the Town Council.

## GOVERNMENTAL FUNDS

Governmental funds focus on current financial resources and use the modified accrual basis of accounting & budgeting. Revenue is recognized when determined to be collectible within the period, and liabilities are recorded when incurred. The Town of Warrenton has four (4) governmental funds, described in more detail below.

### GENERAL FUND

This is the Town's primary operating fund. This fund accounts for all tax revenues and expenditures related to the general government, public safety, public works, parks & recreation, and community development functions of the Town.

### GENERAL CAPITAL PROJECT FUND

This fund accounts for capital outlay and large capital projects approved as part of the Capital Improvement Plan (CIP). The CIP process is described in more detail in the program description for the General Capital Project Fund.

### GENERAL ASSET REPLACEMENT FUND

This fund was established in FY 2021. It serves as a sinking fund for the replacement of existing assets that the Town utilizes to provide services to residents. Such assets include vehicles, network servers, and other large repair and replacement projects.

### AMERICAN RESCUE PLAN ACT OF 2021 (ARPA) FUND

This is a special revenue fund that was created to account for the American Rescue Plan Act of 2021 Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) program. The Town of Warrenton was awarded \$10.4 million to be used for COVID-19 expenditures or negative economic impacts related to the pandemic.

Proprietary funds use the accrual basis of accounting, similar to private sector businesses. Revenue is recognized when earned, and expenses are recognized when incurred. In addition, capital purchases are budgeted while depreciation expenses are not budgeted. All of the Town's proprietary funds are also enterprise funds. Enterprise funds account for the delivery of goods and services to the public. These funds are described below.

### **WATER & SEWER OPERATING FUND**

This fund accounts for all revenues and expenses related to meter reading, water treatment, transmission, distribution, and sewage treatment.

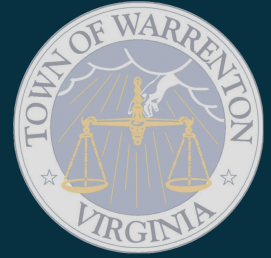
### **WATER & SEWER CAPITAL FUND**

This fund accounts for all capital outlay and improvements for the water and sewer utility function.

### **STORMWATER MANAGEMENT FUND**

This fund accounts for all revenues and expenses related to the State-mandated Stormwater Management program, including capital expenses. This fund became active for fiscal year 2022.

*Note: As promulgated by the Government Accounting Standards Board in Statement No. 34, the Town's basic financial statements include separate fund-based presentations and two (2) basic government-wide financial statements. These two (2) government-wide statements are the statement of net assets and the statement of activities. The General Capital Project Fund and the General Asset Replacement Fund are combined with the General Fund for purposes of financial reporting in the Annual Comprehensive Financial Report.*

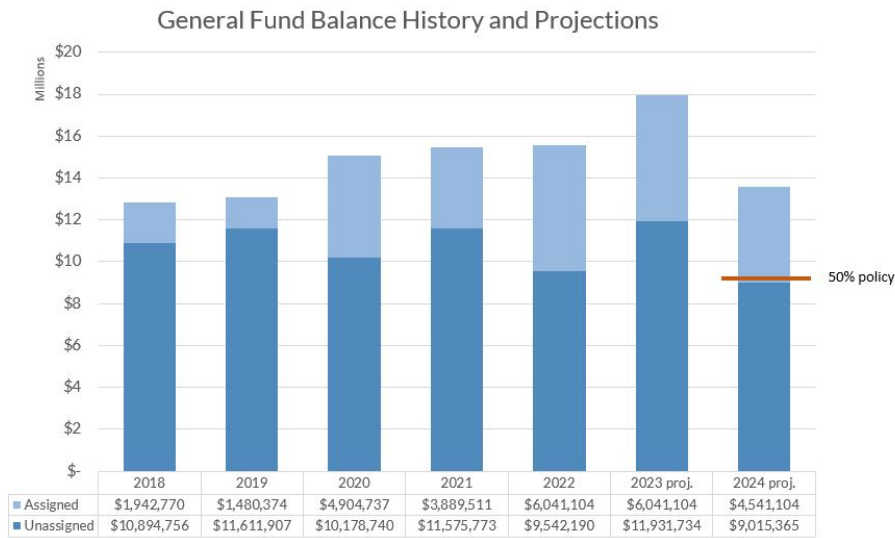


# ESTIMATED FUND BALANCE

The Town’s main operating fund is the General Fund. The fund balance of the General Fund may be likened to a savings account. In any given year, if revenues are greater than expenditures (sometimes referred to as a surplus) this amount is added to the fund balance of the General Fund. Similarly, if expenditures exceed revenues, then the Town’s obligations are met by utilizing a portion of this fund balance. Fund balance is divided into several categories that represent what is committed to other uses and what is available to spend.

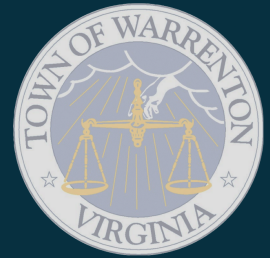
## UNASSIGNED FUND BALANCE

Unassigned Fund Balance represents the amount that is available for spending and can be used as a measure of the overall fiscal health of the Town. The Town maintains adherence to an adopted fund balance policy that maintains the unassigned portion of fund balance at a level equal to 50% of the current General Fund operating budget. The following chart provides a recent history of the Town’s General Fund total fund balance and the portion that is unassigned.



Since 2018 the Town has maintained a total fund balance in the range of \$12.8M to \$17.6M, with a significant portion of that figure classified as unassigned and available for spending. The projected total ending fund balance for FY 2024 is \$17.0M.

The Town follows an adopted policy that maintains 50% of General Fund operating expenditures in unassigned fund balance. The 50% policy reserve amount for the proposed FY 2025 budget is \$9.34M. This budget projects the unassigned fund balance will fall just above that threshold at \$9.36M or 50.1% of General Fund operating expenditures in reserve by June 30, 2025. However, the budgeted use of fund balance often varies greatly from the actual use of fund balance. Due to the nature of capital budgeting, the entire amount of a capital project must be budgeted up front even though the project may span several fiscal years. As such, the actual cash flows related to a capital project are typically less than the budgeted amount in any given fiscal year. Based on historical trends, the anticipated use of the fund balance for Fiscal Year 2025 will likely be at least \$500,000 less than budgeted. This would increase the unassigned fund balance at the end of the year to 52.8% of operating expenditures or \$9.86M.



# GENERAL FUND SUMMARY

The Town's General Fund serves as the chief operating account for the Town government. All tax revenues and revenues not required to be reported in another fund are accounted for here. Functional expenditures accounted for in the General Fund include general government administration, public safety, public works, recreation, and community development.

## GENERAL FUND REVENUE

Revenue/Sources	FY 2024 Adopted	FY 2025 Proposed	Variance (\$)	Variance (%)
General Property Taxes	\$1,303,616	\$1,597,683	\$294,067	23%
Other Local Taxes	11,349,221	11,402,606	53,385	0%
Permits & Fees	288,064	185,132	(102,932)	(36%)
Fines & Forfeitures	77,500	77,500	-	-
Use of Money/Property	500,000	800,000	300,000	60%
Charges for Services	1,090,439	1,085,018	(5,421)	(0%)
Miscellaneous Revenue	221,633	186,845	(34,788)	(16%)
State Revenue	2,971,638	3,421,983	450,345	15%
Transfers In	539,913	414,262	(125,651)	(23%)
Use of Fund Balance	4,394,803	2,857,864	(1,536,939)	(35%)
<b>GENERAL FUND TOTAL</b>	<b>\$22,736,827</b>	<b>\$22,028,893</b>	<b>(\$707,934)</b>	<b>(3%)</b>

## GENERAL FUND EXPENDITURES

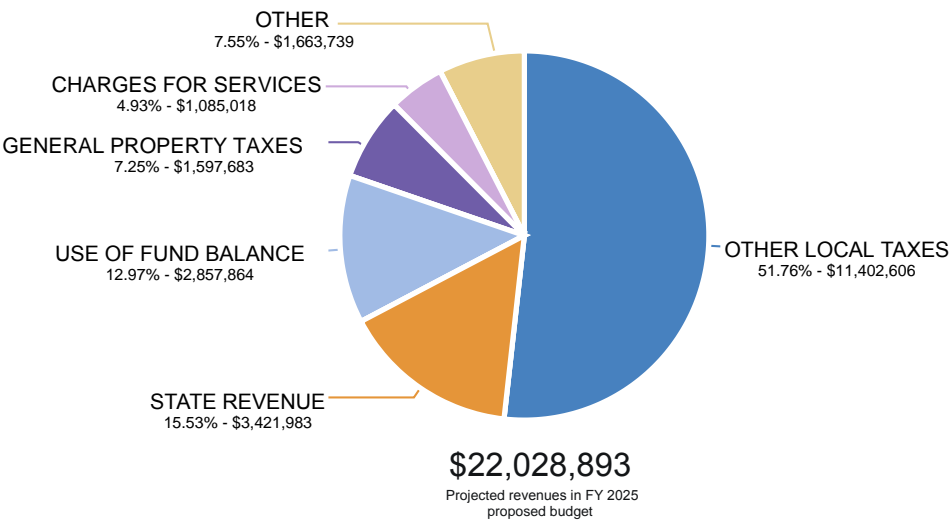
Expenditures/Uses	FY 2024 Adopted	FY 2025 Proposed	Variance (\$)	Variance (%)
General Government	\$4,501,562	\$4,386,751	(\$114,811)	(3%)
Public Safety	3,710,131	3,600,885	(109,246)	(3%)
Public Works	5,721,974	5,351,953	(370,021)	(6%)
Parks & Recreation	2,462,078	2,686,305	224,227	9%
Community Development	1,359,697	1,328,781	(30,916)	(2%)
Contributions	58,954	58,954	-	-
Nondepartmental	389,666	443,290	53,624	14%
Debt Service	824,238	822,972	(1,266)	(0%)
Transfers to Capital	4,201,709	3,349,002	(852,707)	(20%)
Vacancy Savings	(493,182)	-	493,182	(100%)
<b>GENERAL FUND TOTAL</b>	<b>\$22,736,827</b>	<b>\$22,028,893</b>	<b>(\$707,934)</b>	<b>(3%)</b>

# GENERAL FUND REVENUE

The FY 2025 General Fund budget reflects an overall decrease in revenue when compared to the FY 2024 budget. The decrease is driven by the reduction in the use of fund balance. The use of fund balance represents the amount necessary to balance the budget for the General Fund by covering the transfer to the General Capital Project Fund and the General Asset Replacement Fund ("the Capital Funds"). Due to a small operating surplus in the General Fund and decreased expenses in the Capital Funds, the required use of fund balance is significantly reduced when compared to FY 2024.

Excluding use of fund balance, General Fund revenues are projected to increase over FY 2024. The two (2) largest increases are in the State Revenue and Use of Money/Property categories. Other Local Taxes remains the largest source of revenue for the General Fund. This category includes Meals Tax; Sales Tax; Business, Professional and Occupational License (BPOL) Tax; Lodging Tax; Cigarette Tax; Bank Franchise Tax; Motor Vehicle License Fee; and Consumer Utility Tax.

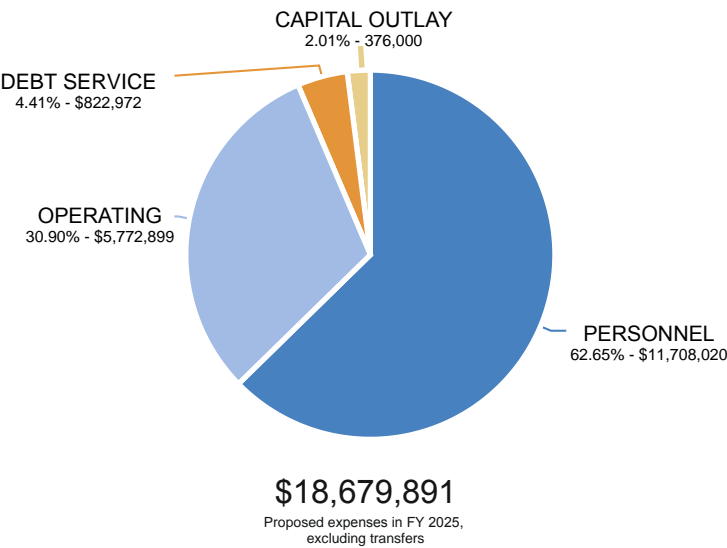
The following chart shows the percentage of General Fund revenue by source:



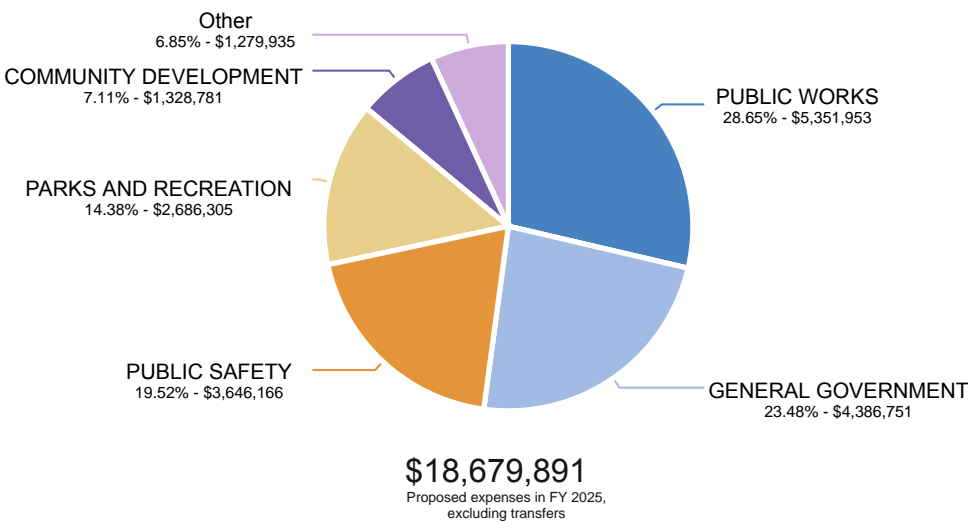


# GENERAL FUND EXPENDITURES

The following chart illustrates General Fund expenditures by category, excluding transfers. The largest category of expenditures for the General Fund is personnel.

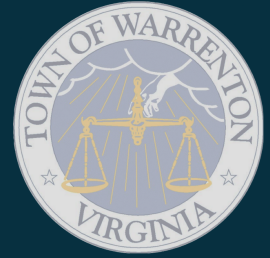


The chart below provides an overview of General Fund expenditures by functional area, excluding transfers. In the budget detail for the General Fund that follows, departmental expenditures are grouped by functional area (general government, public safety, etc.). A leading page summarizing the function is followed by detail for the departments within that function.





# GENERAL FUND REVENUE



The following table provides a multi-year comparison of General Fund Revenues by Source:

## GENERAL FUND REVENUE

	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
<b>REVENUES</b>						
GENERAL PROPERTY TAXES	\$1,456,918	\$1,739,907	\$1,303,616	\$1,597,683	\$294,067	23%
OTHER LOCAL TAXES	\$8,785,869	\$11,581,881	\$11,349,221	\$11,402,606	\$53,385	0%
PERMITS & FEES	\$207,878	\$219,987	\$288,064	\$185,132	(\$102,932)	(36%)
FINES & FORFEITURES	\$76,229	\$72,505	\$77,500	\$77,500	\$0	0%
USE OF MONEY/PROPERTY	(\$98,131)	\$458,736	\$500,000	\$800,000	\$300,000	60%
CHARGES FOR SERVICES	\$1,075,663	\$1,019,342	\$1,090,439	\$1,085,018	(\$5,421)	0%
MISCELLANEOUS REVENUE	\$427,190	\$251,539	\$221,633	\$186,845	(\$34,788)	(16%)
STATE REVENUE	\$2,999,607	\$3,258,781	\$2,971,638	\$3,421,983	\$450,345	15%
FEDERAL REVENUE	\$11,539	\$6,683	–	\$0	\$0	–
NON-REVENUE RECEIPTS	\$10,426,469	\$0	\$0	\$0	\$0	–
TRANSFERS IN	\$0	\$0	\$539,913	\$414,262	(\$125,651)	(23%)
USE OF FUND BALANCE	\$0	\$0	\$4,394,803	\$2,857,864	(\$1,536,939)	(35%)
<b>REVENUES TOTAL</b>	<b>\$25,369,231</b>	<b>\$18,609,359</b>	<b>\$22,736,827</b>	<b>\$22,028,893</b>	<b>(\$707,934)</b>	<b>(3%)</b>

## GENERAL PROPERTY TAXES

Item C.

The Fauquier County Commissioner of the Revenue serves as the assessor for both real estate and personal property located in the Town.

General property taxes are estimated to be \$1,597,683 and account for 7.3% of General Fund revenue in FY 2025. The County conducts a general real estate reassessment every four (4) years. The values for the most recent reassessment were effective January 1, 2022. The total value of the Town's parcels increased 22% due to the reassessment, and Town Council chose to equalize the real estate tax rate to \$0.0401 (from \$0.05). Town real estate taxes are billed in two (2) installments each year – the first half is due June 15th and the second half is due December 15th.

In projecting personal property tax revenues, the Town relies on estimates provided by the Commissioner of the Revenue. Since tax year 2007, the Town has received a fixed lump sum payment from the Commonwealth of \$718,492 in accordance with the Personal Property Tax Relief Act. This enables the Town to continue to provide 100% personal property tax relief to the owners of qualified vehicles.

### GENERAL PROPERTY TAXES

	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
<b>REVENUES</b>						
REAL ESTATE TAXES	\$846,768	\$837,872	\$844,000	\$824,266	(\$19,734)	(2%)
PERSONAL PROPERTY TAXES	\$561,380	\$842,818	\$417,616	\$730,000	\$312,384	75%
PUBLIC SERVICE TAXES	\$14,072	\$17,380	\$15,000	\$8,417	(\$6,583)	(44%)
PENALTIES AND INTEREST	\$34,699	\$41,836	\$27,000	\$35,000	\$8,000	30%
<b>REVENUES TOTAL</b>	<b>\$1,456,918</b>	<b>\$1,739,907</b>	<b>\$1,303,616</b>	<b>\$1,597,683</b>	<b>\$294,067</b>	<b>23%</b>

## FY 2025 PROPOSED TAX RATES

Property Category	Tax Rate PER \$100 ASSESSED VALUE	Assessment Ratio
Real Estate	\$0.0401	100%
Mobile Homes	\$0.00	100%
Tangible Personal Property – General	\$1.50	100%
Tangible Personal Property – Handicapped	\$0.00	100%
Motor Homes, Campers and Boats	\$0.00	100%
Machinery and Tools	\$1.50	100%
Business Personal Property & Computers	\$1.50	100%

## OTHER LOCAL TAXES

This category represents the largest source of revenue for the General Fund. It is comprised of nine (9) different local taxes, shown in the chart below and described in detail in the subsequent paragraphs.

### OTHER LOCAL TAXES

	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
<b>REVENUES</b>						
MEALS TAX	\$3,296,859	\$5,346,726	\$5,500,000	\$5,500,000	\$0	0%
CIGARETTE TAX	\$173,866	\$314,990	\$338,000	\$319,000	(\$19,000)	(6%)
BANK FRANCHISE TAX	\$1,330,962	\$1,248,013	\$1,200,000	\$1,200,000	\$0	0%
MOTOR VEHICLE LICENSE	\$219,887	\$224,882	\$236,100	\$220,000	(\$16,100)	(7%)
BUSINESS LICENSE TAXES	\$1,964,786	\$2,511,960	\$2,272,525	\$2,300,000	\$27,475	1%
UTILITY CONSUMPTION TAXES	\$60,058	\$67,515	\$63,076	\$53,276	(\$9,800)	(16%)
LODGING TAX	\$261,215	\$270,943	\$250,000	\$280,000	\$30,000	12%
CONSUMER UTILITY TAXES	\$499,399	\$578,030	\$490,020	\$480,330	(\$9,690)	(2%)
LOCAL SALES AND USE TAXES	\$978,837	\$1,018,823	\$999,500	\$1,050,000	\$50,500	5%
<b>REVENUES TOTAL</b>	<b>\$8,785,869</b>	<b>\$11,581,881</b>	<b>\$11,349,221</b>	<b>\$11,402,606</b>	<b>\$53,385</b>	<b>0%</b>

### MEALS TAX

The Town currently levies a 6% local tax on meals as defined by the model meals tax ordinance adopted in 2000. It is a significant source of revenue for the General Fund budget, and is dependent on the regional travel and tourism economy in addition to residents. We have kept the FY 2025 projection flat with the current year projection based on actual meals tax collections during the current year, which are in line with the budgeted figure.

### CIGARETTE TAX

As a member of the Northern Virginia Cigarette Tax Board, the Town levies a local tax on all cigarettes sold within the corporate limits. The tax rate is 40¢ per pack. First levied in FY 1992, this revenue stream has reflected decreases in recent years, most likely for health reasons. As such, we continue to reduce the projected amount in the budget based on historical trends.

### BANK FRANCHISE TAXES

The Town levies a tax on the net capital of all banks located within the corporate limits at the rate of 80% of the State's franchise tax rate. The rate is 80¢ per \$100 of net capital. We are not expecting any major shifts in this category. As such we have kept projections in line with prior years based on actual receipts.

### MOTOR VEHICLE LICENSES

The Town historically required a motor vehicle decal to be purchased annually and placed on all motor vehicles garaged in the Town as proof of payment of personal property taxes. The Town Council voted to eliminate the annual decal requirement as part of the FY 2017 budget process and implement an annual vehicle license fee instead. The vehicle license fee is included on personal property tax bills, due December 15th. The FY 2025 proposed amount is based on the latest collections data.

## BUSINESS, PROFESSIONAL, & OCCUPATION LICENSE (BPOL) TAX

Item C.

The Town requires every business located within the corporate limits to pay an annual license tax based upon their prior calendar year gross receipts. Businesses are taxed at varying rates based on classifications developed by the State. In FY 2019, the Town lowered the rates for the two highest categories by ten percent – Professional Services and Business Services. This is the second largest local revenue source for the General Fund. For FY 2025 the proposed figure is based on FY 2024 licensing year to date. As such, we have conservatively increased the projection in line with actual collection trends.

Business Category	Rate/\$100 Gross Receipts	Maximum Allowed
Business, Personal & Repair Services	16.83¢	36.00¢
Contractors	8.50¢	16.00¢
Professional, Financial & Real Estate Services	26.78¢	58.00¢
Retail	10.00¢	20.00¢
Wholesale	4.25¢	5.00¢

## UTILITY CONSUMPTION TAXES

Effective January 1, 2001, the Commonwealth of Virginia mandated that in addition to consumer utility taxes, purchasers of electric utility services are also subject to a consumption tax. This tax must be charged monthly to consumers by the electric service providers. The tax includes two (2) state components and one (1) local component. Revenue in this category has been fairly level through the years and FY 2025 projections are based on actual collections in FY 2024. The local tax rate structure is shown in the table to the right.

Usage (kWh)	Local Tax Rate
Up to 2,500	\$0.00038 / kWh
Over 2,500 up to 50,000	\$0.00024 / kWh
Over 50,000	\$0.00018 / kWh

## LODGING TAX

Also known as the Transient Occupancy Tax, the Town levies a 4% tax on hotel and motel room rentals within the Town. Prior to the pandemic, lodging tax collections had shown modest but steady increases. The Town is hopeful that a revitalization of Old Town and focus on improving tourism in the area will result in increased revenues in this category. The Town is projecting increased collections for FY 2025.

## CONSUMER UTILITY TAXES

The Town levies a consumer utility tax on residential and commercial electric and natural gas utilities. The revenue estimate is based on revenue in prior years. Tax rates are shown in the following tables:

ELECTRIC CONSUMER UTILITY TAX	
Class	Rate
Residential	20% of the minimum monthly charge imposed plus \$0.0158865 for each kilowatt-hour delivered. Maximum monthly tax is \$3.00.
Commercial / Industrial	20% of the minimum monthly charge imposed plus \$0.015009 for each kilowatt-hour delivered. Maximum monthly tax is \$20.00.
NATURAL GAS UTILITY TAX	
Class	Rate
Residential	20% of the minimum monthly charge imposed plus \$0.186 for each CCF delivered. Maximum monthly tax is \$3.00.
Commercial / Industrial	20% of the minimum monthly charge imposed plus \$0.15566 for each CCF delivered. Maximum monthly tax is \$20.00.

## LOCAL SALES TAXES

The Town of Warrenton and Fauquier County levy a 1% local sales tax as allowed by State law. This revenue item is collected by the Commonwealth in conjunction with the State sales and use tax and is returned to the County for distribution. Fauquier County receives 50% of local sales tax collection with the remaining 50% split between the County and Incorporated Towns based on the number of school aged children in each locality. Revenue estimates are based on receipts in prior years and historical trends. The Town is projecting an increase in local sales tax revenue based on recent trends.

## PERMITS & FEES

This revenue source consists primarily of user and permit fees for building or planning related items. Total revenues in this category have been adjusted according to estimates of zoning and building activity. Fees associated with the Town's Municipal Cemetery are also included in this revenue category.

## FINES & FORFEITURES

This category represents a small component of the General Fund budget. Court Fines & Forfeitures are traffic, civil and criminal fines received from the Juvenile & Domestic Relations, General District and Circuit Courts. Court fine collection has remained low, partly due to a 2021 law that reduces traffic stops. Parking Fines are those assessed by the Town Police Department and collected by the Town. In 2015, the Town Council passed a resolution authorizing the addition of the E-summons fee to tickets written in the Town. This \$5.00 charge is added to tickets written within the Town limits and is remitted to the Town monthly. Actual collections in this category for the current year have been in line with the FY 2024 budget, as such the Town has projected the same figure for FY 2025.

## USE OF MONEY & PROPERTY

Interest and investment revenue fluctuate with the general economy and the level of the Town's cash balances. In the fall of 2016, the Town Council amended the Town's Investment Policy to authorize the investment of Town funds in the Virginia Investment Pool. This has resulted in higher earnings in subsequent years. Interest rates remain elevated, so the estimate in this category has increased in line with actual receipts in the current year.

## CHARGES FOR SERVICES

Revenue in this category includes rentals of pavilions and fields at various parks, and the fees related to the Warrenton Aquatic and Recreation Facility (WARF) such as memberships, swim lane rentals and revenue from fitness classes and recreation programs. The Parks & Recreation department is anticipating a slight decrease across these categories based on the actual fees collected year to date during FY 2024.

## MISCELLANEOUS REVENUE

Item C.

The primary sources of revenue in this category are a contribution from the PATH Foundation in support of a third route for the Circuit Rider, and an annual contribution for the support of the Warrenton Fauquier Visitor's Center from Fauquier County. Additionally, this revenue category includes the sale of surplus property, recycling income, and recovered costs. Proffers for traffic control, recreation, fire, and rescue are also accounted for in this category. Revenue estimates are based on historical data.

## STATE REVENUE

### NON-CATEGORICAL AID

Receipts from the Commonwealth not earmarked for a particular program are included in this category. A 5% tax on short-term vehicle rentals is collected by the Virginia Department of Motor Vehicles, and then returned to the locality in which the rental took place. Rolling Stock tax is levied by the Commonwealth on railroad lines and motor carriers located within the corporate limits. The Communications Sales Tax is collected by providers and remitted to the state on a monthly basis.

#### NON-CATEGORICAL AID

	ACTUAL		ADOPTED	PROPOSED		
	FY2022	FY2023	FY2024	FY2025	Variance (\$)	Variance (%)
<b>REVENUES</b>						
MOTOR VEHICLE RENTAL TAX	\$143,280	\$146,813	\$129,823	\$130,000	\$177	0%
ROLLING STOCK TAX	\$53	\$69	\$77	\$77	\$0	0%
COMMUNICATIONS SALES TAX	\$384,948	\$373,776	\$384,622	\$400,000	\$15,378	4%
<b>REVENUES TOTAL</b>	<b>\$528,280</b>	<b>\$520,658</b>	<b>\$514,522</b>	<b>\$530,077</b>	<b>\$15,555</b>	<b>3%</b>

### CATEGORICAL AID

This revenue category reflects grants and reimbursements from the Commonwealth that are to be expended by the locality for specific programs. Dollar amounts in this category vary from year to year based upon program availability and established reimbursement rates. Estimates in all categories are based on preliminary estimates from the Commonwealth except for street and highway maintenance, which is based on an actual per mile reimbursement rate for Town maintained arterial and collector streets. This amount is estimated to increase based on the actual reimbursements received by the Town in the current year.

#### CATEGORICAL AID

	ACTUAL		ADOPTED	PROPOSED		
	FY2022	FY2023	FY2024	FY2025	Variance (\$)	Variance (%)
<b>REVENUES</b>						
DCJS FUNDS (NOT GRANT)	\$0	\$0	—	\$0	\$0	—
STATE GRANT PD (NOT DCJS)	\$1,312	\$1,557	—	\$0	\$0	—
LOCAL LAW BLOCK GRANT	\$0	\$1,042	—	\$0	\$0	—
STATE GRANT	\$219,681	\$241,507	\$233,186	\$254,012	\$20,826	9%
VDOT STREET & HWY MAINT	\$1,480,415	\$1,708,977	\$1,450,000	\$1,859,564	\$409,564	28%
LITTER CONTROL	\$8,795	\$10,248	\$6,589	\$6,589	\$0	0%
STATE ASSET FORFEITURE PROCEEDS	\$3,731	\$15,952	\$6,355	\$3,468	(\$2,887)	(45%)
PPTRA REVENUE	\$718,492	\$718,492	\$718,492	\$718,492	\$0	0%
VDOP AID TO LOCALITIES	\$38,900	\$40,350	\$37,994	\$45,281	\$7,287	19%
VCA GRANT	\$0	\$0	\$4,500	\$4,500	\$0	0%
<b>REVENUES TOTAL</b>	<b>\$2,471,327</b>	<b>\$2,738,124</b>	<b>\$2,457,116</b>	<b>\$2,891,906</b>	<b>\$434,790</b>	<b>18%</b>

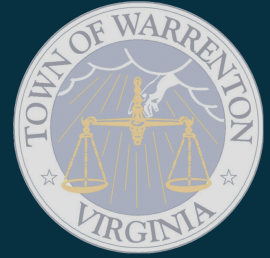
## USE OF FUND BALANCE & TRANSFERS IN

Item C.

The use of fund balance is the amount necessary to balance the FY 2025 proposed budget for the General Fund by covering the transfer to the Capital Improvement Program Fund and the General Asset Replacement Fund ("the Capital Funds"). Due to a small operating surplus in the General Fund and decreased expenses in the Capital Funds, the required use of fund balance is significantly reduced when compared to FY 2024.

Transfers from the Stormwater and Water & Sewer Funds are expected to decrease in FY 2025. These transfers are made for the usage of the services of the fleet and IT departments by the funds. The transfer amount is calculated using a percentage of IT and fleet expenditures based on actual usage in the current year. In FY 2025, this amount is net of the estimated cost of water & sewer services provided to facilities in the General Fund. The decrease in the transfer amount in the FY 2025 proposed budget is due to the consideration of the water and services provided to General Fund facilities as well as the decrease in the IT budget in FY 2025 as compared to the FY 2024 adopted budget.

# GENERAL GOVERNMENT ADMINISTRATION



## FUNCTION OVERVIEW

This functional area accounts for the general administration of the Town government. Departments accounted for in this grouping include legislative (Town Council), executive (Office of the Town Manager), legal services (Town Attorney), information technology, finance and procurement, emergency services, human capital, communications, and elections.

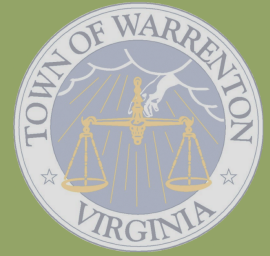
Please note that insurance costs have been broken out as a separate function in the below chart. Previously, these costs were included within the emergency services & risk management ("emergency services") budget. Management of the Town's various insurance policies remains under purview emergency services.

## BUDGET SUMMARY

### General Government Administration

Expenditures/Uses	FY 2022 Actual	FY 2023 Actual	FY 2024 Adopted	FY 2025 Proposed	Variance (\$)	Variance (%)
Legislative Administration	\$204,198	\$342,071	\$253,967	\$250,554	(\$3,413)	(1%)
Executive Administration	259,828	435,636	277,946	239,651	(38,295)	(14%)
Legal Services	310,536	220,021	267,500	350,000	82,500	31%
Human Capital	102,355	139,181	280,963	256,464	(24,499)	(9%)
Information Technology	1,238,265	1,311,874	2,118,015	1,954,891	(163,124)	(8%)
Finance and Procurement	777,350	854,789	917,811	917,615	(196)	(0%)
Other Organizations	8,030	10,008	8,625	9,472	847	10%
Electoral Board & Officials	-	11,213	5,475	15,000	9,525	174%
Emergency Services	59,429	80,776	55,890	75,151	19,261	34%
Insurance	42,255	83,693	140,917	128,434	(12,483)	(9%)
Communications	60,661	10,435	174,452	189,519	15,067	9%
<b>GENERAL FUND TOTAL</b>	<b>\$3,062,907</b>	<b>\$3,499,697</b>	<b>\$4,501,562</b>	<b>\$4,386,751</b>	<b>(\$114,811)</b>	<b>(3%)</b>





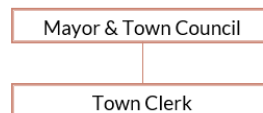
# LEGISLATIVE

## PROGRAM DESCRIPTION

The Council of the Town of Warrenton consists of seven (7) Council members and an independently elected Mayor, each of whom serve four-year overlapping terms. All legislative powers of the Town are vested in the Town Council. The Mayor presides over the meetings of Council but does not vote in the Council meetings except in the case of a tie. The Council, under the laws of the Commonwealth of Virginia and the Town Charter, determines the needs of the citizenry and the best way to respond to these needs, by establishing ordinances, policies, and adopting budgets which underwrite the kind, manner, and cost of the types of services to be delivered.

## CURRENT STAFFING

The Legislative function consists of a seven-member elected Town Council, an elected Mayor, and a Town Clerk, who is appointed by the Town Manager.



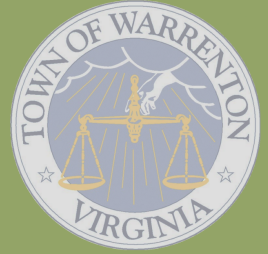
## BUDGET SUMMARY

	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
<b>EXPENSES</b>						
PERSONNEL	\$114,359	\$168,370	\$178,817	\$196,804	\$17,987	10%
OPERATING	\$89,839	\$173,702	\$75,150	\$53,750	(\$21,400)	(28%)
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	–
<b>EXPENSES TOTAL</b>	<b>\$204,198</b>	<b>\$342,072</b>	<b>\$253,967</b>	<b>\$250,554</b>	<b>(\$3,413)</b>	<b>(1%)</b>

### STAFFING SUMMARY

	FY2021	FY2022	FY2023	FY2024	FY2025
<b>FTE Amount</b>					
FTE Amount	0.73	0.73	1.00	1.00	1.00
<b>FTE AMOUNT</b>	<b>0.73</b>	<b>0.73</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

The Council budget includes funds for the Mayor and Council members' stipends and fringe benefits, the Town Clerk, advertising costs for Council-related public hearings, travel expenses for elected officials to attend conferences and other typical operating expenses to support Mayoral and Council activities. The total proposed budget for Town Council decreased from the prior fiscal year's budget. This savings is largely due to communications-related items, such as the Town Crier, moving to the communications department budget.



# EXECUTIVE

## PROGRAM DESCRIPTION

The Executive Department accounts for the operation of the Town Manager's office. According to the Town Charter, the Town Manager is the chief executive officer of the Town and is responsible to the Council for the proper administration of the Town government. The duties and powers of the Town Manager are:

- To see that all laws and ordinances are enforced.
- To exercise supervision and control over all administrative departments and divisions.
- To attend all regular meetings of the Council, with the right to take part in the discussion, but having no vote.
- To recommend to the Council for adoption much measures as he or she may deem necessary or desirable.
- To execute all contracts on behalf of the Town.
- To prepare and submit to the Council the annual budget.
- To keep the Council advised as to the present and future needs of the Town and as to all operations of its government.
- To perform all such other duties as may be prescribed by the charter, or be required of the Town Manager by the Council.

## CURRENT STAFFING

The Town Manager is allocated 80% to this department (with the other 20% allocated to Water & Sewer Fund). The Communications Manager is allocated 25% (with the other 75% allocated to the communications department). All department directors report to the Town Manager. Total FTEs in this department decreased by .55 due to the net effect of the Communications Manager and the removal of the Executive Assistant (previously allocated 80%).

## GOALS

- Evaluate and adjust the organizational structure for improved service.
- Maintain fiscal vigilance as the Town continues to address needs-based budgeting geared towards infrastructure and human capital.
- Work with the Council to complete and execute the Town's strategic plan and vision, ensuring Plan Warrenton 2040 remains in focus.
- Plan and implement capital improvements in the best interest of Town health, safety, and welfare.
- Continue to improve the use of technology throughout the organization.

- Established the groundwork for continuous improvement throughout operations.
- Worked with human capital to ensure policies continue to encourage retention and succession planning.
- Worked with finance to refine the budget process and ensure a holistic approach.
- Created a communications department. Developed a Strategic Communications Plan and standard operating procedure.
- Initiated key communications initiatives to include weekly activity reports, pre-agenda announcements, and open lines of communication.
- Implemented community engagement through a series of outreach initiatives with Town Talks taking center stage.
- Continued to empower all staff and establish the identity of “Subject Matter Experts” throughout departments.
- Worked with Department Heads to establish guiding principles and define our culture.
- Established a Deputy Town Manager for continuity of operations.

## KEY PROJECTS IN FY 2025

- Continue needed infrastructure improvements to include wastewater and water plant repairs and modernizations.
- Broadview Avenue project.
- Continue to implement the six-year CIP, road maintenance program, sidewalk, and walkability improvements, as well as other needed projects.
- Ensure budgeting and operations are need-based.
- Continue to work with human capital to ensure succession planning, in-house training initiatives, retention, and internal opportunities for advancement.

# BUDGET SUMMARY

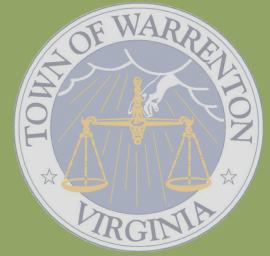
	ACTUAL		ADOPTED	PROPOSED		
	FY2022	FY2023	FY2024	FY2025	Variance (\$)	Variance (%)
EXPENSES						
PERSONNEL	\$212,279	\$380,119	\$242,147	\$209,301	(\$32,846)	(14%)
OPERATING	\$47,550	\$55,518	\$35,800	\$30,350	(\$5,450)	(15%)
EXPENSES TOTAL	\$259,829	\$435,637	\$277,947	\$239,651	(\$38,296)	(14%)

## STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024	FY2025
FTE Amount					
Executive	2.35	1.61	1.61	1.60	1.05
FTE AMOUNT	2.35	1.61	1.61	1.60	1.05

# BUDGET REQUEST / ANALYSIS

The FY 2025 proposed budget reflects a decrease compared to the current budget. The operating category includes items for office equipment leases, memberships and dues, travel and training, subscriptions, and office supplies. The decrease in the personnel category is primarily due to the savings from the merging of the Communications Manager and Executive Assistant roles during FY 2024,



# LEGAL SERVICES

## PROGRAM DESCRIPTION

The line of authority for the Town Attorney and other related legal assistance for the Town of Warrenton is outlined in the Town Code. The attorney is a contracted employee of the Council, serving at Council's discretion.

The Town Attorney advises Council and the Town staff on a wide range of legal issues that arise in the conduct of Town business. The Town Attorney handles police matters, including representing the Town in municipal court twice a month. The Town Attorney also works with the Planning Commission, Architectural Review Board and Board of Zoning Appeals as needed.

## CURRENT STAFFING

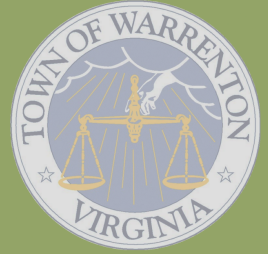
The Town Attorney is engaged on a contractual basis through Richmond based law firm Sands Anderson, PC.

## BUDGET REQUEST / ANALYSIS

Contractual professional legal fees are split 75% and 25% between the General Fund and the Water and Sewer Operating Fund. The budget request for FY 2025 reflects an increase over the FY 2024 budget. This increase has been projected based on actual billed hours in the current year and an anticipated increase in the rate charged per hour.

## BUDGET SUMMARY

	ACTUAL		ADOPTED	PROPOSED		
	FY2022	FY2023	FY2024	FY2025	Variance (\$)	Variance (%)
<b>EXPENSES</b>						
PERSONNEL	\$12,989	\$0	–	\$0	\$0	–
OPERATING	\$297,547	\$220,022	\$267,500	\$350,000	\$82,500	31%
<b>EXPENSES TOTAL</b>	<b>\$310,536</b>	<b>\$220,022</b>	<b>\$267,500</b>	<b>\$350,000</b>	<b>\$82,500</b>	<b>31%</b>



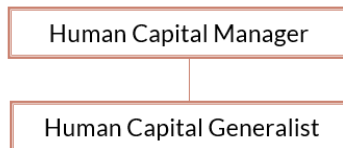
# HUMAN CAPITAL

## PROGRAM DESCRIPTION

This department's mission is to deliver thought and servant leadership that meets the needs of employees (current and prospective), Town residents, the Town Manager, and the Town Council. To achieve maximum efficiency and success, the human capital department is broken into four (4) pillars: Recruitment, Benefits, Cultivation, and Governance & Risk Management/Emergency Services.

## CURRENT STAFFING

This function is currently staffed by the Director of Human Capital and a Human Capital Generalist, who are both split 75/25 between the General Fund and the Water & Sewer Fund.



## FY 2024 HIGHLIGHTS

1. Began updating policies and procedures to meet state/federal guidelines and adapt to our culture.
2. Completed Class & Compensation Study and began to implement changes based on results.
3. Started Organization Study.
4. Implemented a Leave of Absence program to assist with FMLA, STD, and Military Leave processing.
5. Began enhancement of the Risk Management and Training & Development Program by conducting an internal audit of program processes and procedures.

## KEY PROJECTS IN FY 2025

Item C.

1. Update personnel policies manual as well as identify applicable standard operating procedures and administrative regulations, as applicable.
2. Continue to build on department organizational restructuring and efficiencies through alignment to Town Manager and Town Council strategic initiatives.
3. Job Description Revamp. Align job descriptions to position requirements and duties of how we operate today. Ensure job descriptions identify skills and abilities that are required for the position and define boundaries and guidelines to promote accountability.

## BUDGET SUMMARY

	ACTUAL		ADOPTED	PROPOSED		
	FY2022	FY2023	FY2024	FY2025	Variance (\$)	Variance (%)
<b>EXPENSES</b>						
PERSONNEL	\$76,650	\$93,445	\$260,763	\$223,414	(\$37,349)	(14%)
OPERATING	\$25,706	\$45,737	\$20,200	\$33,050	\$12,850	64%
<b>EXPENSES TOTAL</b>	<b>\$102,355</b>	<b>\$139,182</b>	<b>\$280,963</b>	<b>\$256,464</b>	<b>(\$24,499)</b>	<b>(9%)</b>

### STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024	FY2025
<b>FTE Amount</b>					
Human Capital	0.00	0.50	0.50	1.75	1.50
<b>FTE AMOUNT</b>	<b>0.00</b>	<b>0.50</b>	<b>0.50</b>	<b>1.75</b>	<b>1.50</b>

## BUDGET REQUEST / ANALYSIS

The proposed FY 2025 budget shows a decrease over FY 2024. The decrease in personnel costs is due to the Human Capital Generalist being allocated 25% to the Water & Sewer Fund in FY 2025. The increase in operating expenses is driven by proposed increases in professional services and training for the department.

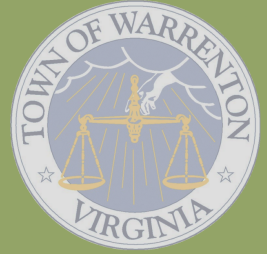


## Goals, Objectives, and Performance Metrics

**Mission:** To deliver thought and servant leadership that meets the needs of our employees (current and prospective), Town residents, Town Manager, and the Town Council. To achieve maximum efficiency and success, the department is broken into four pillars: Recruitment, Benefits, Cultivation, and Governanace & Risk Management/Emergency Services.

The following goals and objectives have been identified by the human capital department:

Goals	Objectives	Performance Metrics
Promoting and recruiting the best qualified workforce through strategic, tactical, and community (internal/external) engagement and outreach initiatives.	<ul style="list-style-type: none"> <li>• Implement targeted recruitment efforts</li> <li>• Build strong and lasting relationships to promote the Town as the best place to work.</li> <li>• Engage the community through social media, events, and sponsorships</li> </ul>	<ul style="list-style-type: none"> <li>• Track the ROI of recruiting efforts by identifying # of candidates in attendance, # of candidates interviewed, # of candidates hired, and # of candidates retained.</li> <li>• Track # of views to postings to the # of applications to # of hires.</li> </ul>
Develop, execute, and maintain an agile compensation strategy that incorporates a competitive salary and benefits package though continuous market trends analyses of similar local governments.	<ul style="list-style-type: none"> <li>• Develop and maintain a competitive compensation structure</li> <li>• Implement modernized strategies to enrich our employees through professional development, work/life balance, and rewards and recognition programs.</li> </ul>	<ul style="list-style-type: none"> <li>• Begin to track professional development requests, tuition assistance requests, seminars, etc. to be able to identify costs and to determine best practices for each program/allowance.</li> <li>• Conduct survey on cultivation programs to determine best practices for the Town.</li> </ul>
Create, establish, and communicate effective and practical policies and procedures that promote equity and integrity while adhering to Town code of conduct as well as regulatory compliance.	<ul style="list-style-type: none"> <li>• Execute and maintain comprehensive compliance program that provides employee education and continuous monitoring.</li> <li>• Ensure the Town is agile in policy reform and policy and procedure accountability</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct survey on cultivation programs to determine best practices for the Town.</li> <li>• Work with legal counsel on best practices to ensure Town is compliant on all factors. Quarterly check-ins with legal counsel.</li> </ul>
Empowering employees by providing them with the necessary tools and training to perform their daily duties.	<ul style="list-style-type: none"> <li>• Continuous improvement of retention programs</li> <li>• Encourage training and development opportunities.</li> <li>• Develop, execute, and maintain a robust performance management program</li> <li>• Motivate employees through a supportive rewards and recognition program</li> <li>• Work with risk management to promote a safe work environment for all employees</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct survey on training and development program desires within the Town. Track acceptance of program through professional development requests, tuition assistance requests, seminars, etc.</li> <li>• Work with Risk Management to track injury reports and determine if new program guidance and/or communication was a factor in program data.</li> </ul>



# INFORMATION TECHNOLOGY

## PROGRAM DESCRIPTION

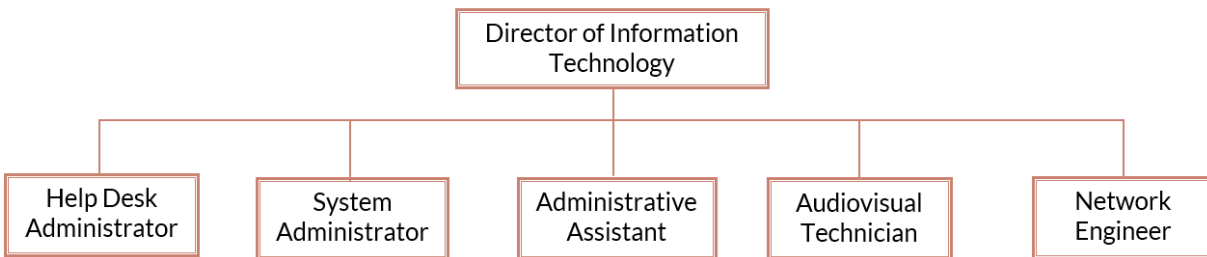
Prior to FY 2024, information technology was an Internal Service Fund that included all information technology costs. These costs were allocated to departments based upon the number of network users in that department.

Beginning with FY 2024, information technology is a General Fund department. All information technology costs are captured in this department, and there is no longer an allocation to the other departments in the General Fund. The Water & Sewer Fund and the Stormwater Management Fund will transfer funds to the General Fund to account for the services provided to their respective functions.

A comprehensive assessment of the function was completed in FY 2023. That assessment produced a transformation roadmap that will guide the department's operations over the next two (2) years.

## CURRENT STAFFING

The department consists of the Director of Information Technology and five (5) full-time employees as shown in the chart below. These employees were previously allocated partially to the Water & Sewer Fund and the Stormwater Management Fund. In FY 2025 these employees are allocated 100% to the General Fund as the other funds' portion of staffing costs is included in their transfer to the General Fund. This resulted in an increase of 1.02 in the FTEs in this department and an decrease of the same about between the Water & Sewer and Stormwater Funds.



# BUDGET SUMMARY

Item C.

	ACTUAL		ADOPTED	PROPOSED		
	FY2022	FY2023	FY2024	FY2025	Variance (\$)	Variance (%)
EXPENSES						
PERSONNEL	\$403,813	\$509,482	\$586,319	\$715,508	\$129,189	22%
OPERATING	\$602,667	\$772,717	\$1,475,397	\$1,187,383	(\$288,014)	(20%)
CAPITAL OUTLAY	\$231,786	\$58,949	\$56,300	\$52,000	(\$4,300)	(8%)
EXPENSES TOTAL	\$1,238,265	\$1,341,147	\$2,118,016	\$1,954,891	(\$163,125)	(8%)

## STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024	FY2025
FTE Amount					
Information Technology	4.00	4.00	5.00	4.98	6.00
FTE AMOUNT	4.00	4.00	5.00	4.98	6.00

# BUDGET REQUEST / ANALYSIS

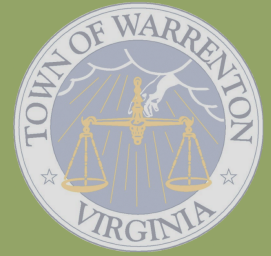
The proposed FY 2025 budget for the information technology department has decreased compared to the FY 2024 adopted budget. The decrease in the operating category is primarily due to the fact that the department has not planned for any major new software implementations for FY 2025 outside of the Enterprise Resource Planning (ERP) system, as outlined in the Capital Asset Replacement Fund. Projections for costs associated with landline services throughout the Town were also reduced. An increase in the personnel category is reflected due to the staff in the department now being allocated 100% to the General Fund, as discussed above.

## Goals, Objectives, and Performance Metrics

**Mission:** To provide innovative, secure, and reliable technology solutions that empower our local government to efficiently deliver essential services, foster transparency, and enhance the quality of life for our community.

The following goals and objectives have been identified by the information technology department:

Goals	Objectives	Performance Metrics
Provide a stable, reliable, and secure network to support the town's information technology needs	• Provide service to Town employees through a Help Desk	• 1353 Help Desk Tickets created / 1343 resolved (7/1/2022 - 3/26/2023) 8 Month's data.
	• Respond to Cybersecurity Events	• One incident in 2023 and one in 2024 - both resolved within 48 hours.
Provide excellent customer service to all internal and external information technology customers	• Process Help Desk tickets in a timely manner	• On average we respond within 14 minutes to all tickets.
	• Equipment uptime and availability	• 100% computer uptime through good management and best practice staging of equipment.
Provide excellent viewing opportunity for Citizens for Town Council Meetings	• Provide efficient and clear Audio/Visual for all meetings	• Live Views = 5,687 • Archive Views = 5,471 • Views Per Meeting = 11,150
Viewing opportunity for Planning Commission Meetings		• Views = 1,226



# FINANCE & PROCUREMENT

## PROGRAM DESCRIPTION

The mission of the finance & procurement department is to promote excellence and transparency in the delivery of effective and efficient financial management services to our internal and external customers and stakeholders. This is accomplished by adhering to sound financial management practices, demonstrating integrity in all that we do, and working as a team to support the Town's mission, vision, and values.

The department manages the Town's budgeting, accounting, financial reporting, treasury, procurement, taxation, and billing operations. The Finance Director coordinates with the Town's financial advisors to map out the Town's long-term financial plan to ensure adequate funding is available to maintain service levels and to finance approved capital projects.

The Town's Annual Comprehensive Annual Financial Report has been awarded the Certificate of Achievement for Excellence in Financial Reporting for the last 30 years. The program was established by the Government Finance Officers Association (GFOA) in 1945 to assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare financial reports that evidence the spirit of transparency and full disclosure. Reports submitted to the program are reviewed by selected members of the GFOA professional staff and the GFOA Special Review Committee, which includes individuals with expertise in public sector financial reporting.

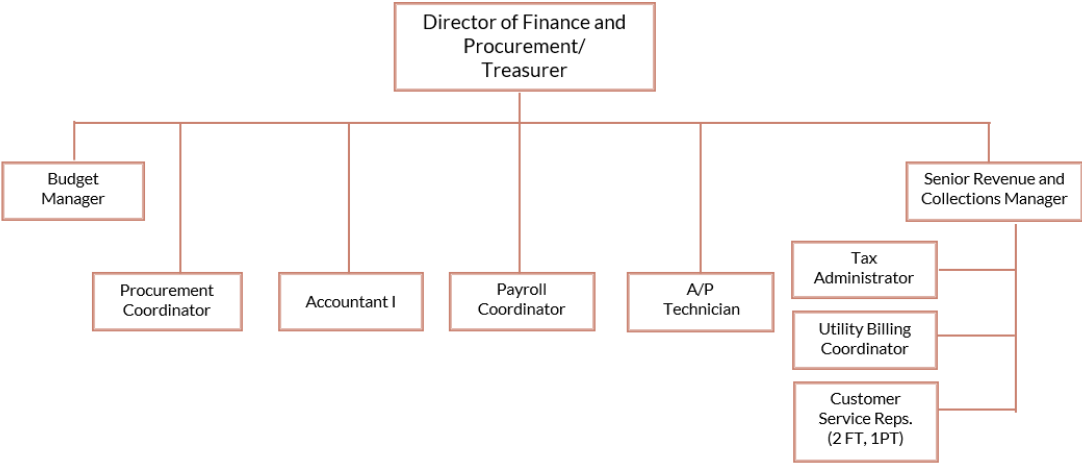
The Budget Manager works closely with Town departments and the Town Manager to produce the annual budget and the capital improvement plan. In Fiscal Year 2024, the Town's budget document was awarded the first GFOA Distinguished Budget Presentation Award.

As prescribed by the Code of Virginia, the Town Manager's proposed budget is delivered to Council prior to April 1st each year, and the results of the annual external audit are presented to Council in a public session during the month of December.

Financial information is provided to the Town Council on a quarterly basis. This includes financial statements, revenue trend analysis, and details regarding collection activities. More detailed analysis regarding projections is provided as needed.

# CURRENT STAFFING

The finance & procurement department currently has ten full-time employees and one (1) part-time employee. The staff's wages are allocated between this department, the Water & Sewer Fund, and the Stormwater Management Fund based on the estimated level of support provided to each fund. Total FTEs for the department decreased by one (1) based on the combination of the Financial Coordinator and Budget Manager roles.



## FY 2024 HIGHLIGHTS

- Continued to reduce delinquent balances by outsourcing collections and facilitating understanding of taxes through outreach.
- The Town's Fiscal Year 2024 adopted budget was awarded the GFOA's Distinguished Budget Presentation Award.
- Facilitated more involvement from departments in the development of the budget and the Capital Improvement Plan.
- Continued to ensure compliance for ARPA and other grant spending, including timely and accurate reporting.

## KEY PROJECTS FOR FY 2025

- Document all processes for contingency planning and in preparation for a potential ERP conversion.
- Strengthen internal controls by reviewing processes and identifying opportunities for enhancement.
- Create a robust analysis and forecasting model.
- Focus on citizen engagement through outreach and providing condensed and easier to read formats.
- Implement a Purchasing Card program to streamline processes for departmental users.

## BUDGET SUMMARY

Item C.

	ACTUAL		ADOPTED	PROPOSED		
	FY2022	FY2023	FY2024	FY2025	Variance (\$)	Variance (%)
<b>EXPENSES</b>						
PERSONNEL	\$563,790	\$579,317	\$743,726	\$763,705	\$19,979	3%
OPERATING	\$213,560	\$275,472	\$174,085	\$153,910	(\$20,175)	(12%)
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	—
<b>EXPENSES TOTAL</b>	<b>\$777,350</b>	<b>\$854,790</b>	<b>\$917,811</b>	<b>\$917,615</b>	<b>(\$196)</b>	<b>0%</b>

## STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024	FY2025
<b>FTE Amount</b>					
Finance and Procurement	6.82	6.32	6.59	7.86	6.86
<b>FTE AMOUNT</b>	<b>6.82</b>	<b>6.32</b>	<b>6.59</b>	<b>7.86</b>	<b>6.86</b>

## BUDGET REQUEST / ANALYSIS

The FY 2025 proposed budget for the department is essentially flat when compared to the FY 2024 adopted budget. The increase in personnel expenses is driven by the COLA raise in the proposed budget. This increase is offset by the decrease in operating expenses which is driven by a reduction in projections for bank service charges and Northern Virginia Cigarette Tax Board (NVCTB) expenses. The NVCTB provides administration and enforcement of the cigarette tax. Each month, the Town receives a distribution of the tax collected, net of NVCTB's administrative expenses. To truly show the cost of administering the tax, the full amount of revenue is recognized and offset by the reporting of the expense here. The result of budgeting for the recognition of this expense produces no net impact to the General Fund (revenue offset by expense).

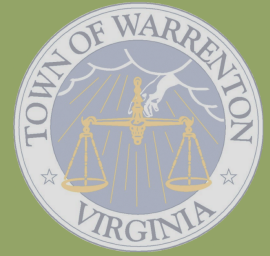
## Goals, Objectives, and Performance Metrics

**Mission:** To accurately and efficiently administer the treasury, budgeting, procurement, accounting and financial reporting functions of the Town.

The following goals and objectives have been identified by the finance & procurement department:

Goals	Objectives	Performance Metrics
Encourage citizen engagement in the budgeting process	<ul style="list-style-type: none"> <li>• Conduct budget information sessions to familiarize citizens with the budget process and their role in it</li> </ul>	<ul style="list-style-type: none"> <li>• Track level of participation in Town Talks sessions on budget process</li> </ul>
	<ul style="list-style-type: none"> <li>• Create a budget document that meets the criteria for a GFOA Distinguished Budget Presentation</li> </ul>	<ul style="list-style-type: none"> <li>• Apply for and obtain the award</li> </ul>
Excellence in budgeting, accounting, and financial reporting for both internal and external stakeholders	<ul style="list-style-type: none"> <li>• Continue to meet all audit requirements and to ensure the accuracy and timeliness of financial information</li> </ul>	<ul style="list-style-type: none"> <li>• Continued receipt of unmodified audit opinion and the GFOA Certificate of Achievement for Excellence in Financial Reporting</li> </ul>
	<ul style="list-style-type: none"> <li>• Continue to enhance the budget document and to adhere to nationally recognized standards</li> </ul>	<ul style="list-style-type: none"> <li>• Continued receipt of the GFOA Distinguished Budget Presentation Award</li> </ul>
	<ul style="list-style-type: none"> <li>• Provide budgeting information and financial results to citizens in an easy-to-read format</li> </ul>	<ul style="list-style-type: none"> <li>• Create a Budget in Brief document that provides a high-level summary of the budget</li> </ul>
		<ul style="list-style-type: none"> <li>• Create a Popular Annual Financial Report (PAFR) that provides a high-level summary of the information contained in the Town's Annual Comprehensive Financial Report (ACFR).</li> <li>• Submit the PAFR to the GFOA for the Popular Annual Financial Reporting Award Program</li> </ul>
Improve collections	<ul style="list-style-type: none"> <li>• Reduce the number of delinquent accounts</li> </ul>	<ul style="list-style-type: none"> <li>• Comparison of current and prior year delinquent accounts</li> </ul>
Improve and streamline processes	<ul style="list-style-type: none"> <li>• Implement a P-Card program</li> </ul>	<ul style="list-style-type: none"> <li>• Successful implementation of program (<i>underway in FY24</i>)</li> </ul>
Education and engagement of Town departments in the area of budget and finance	<ul style="list-style-type: none"> <li>• Provide various training programs for non-Finance personnel on our processes and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct regular training sessions for basic finance and procurement knowledge in addition to year-end specific trainings</li> </ul>





# OTHER ORGANIZATIONS

## PROGRAM DESCRIPTION

This department contains costs relating to Town-wide memberships and dues in professional organizations providing resources to local governments. Group memberships include the Virginia Municipal League and the Institute of Government at the University of Virginia.

The Town is provided direct technical, lobbying, and legislative assistance through its participation in the Virginia Municipal League. The Virginia Institute of Governments keeps local governments apprised of technological changes and product improvements.

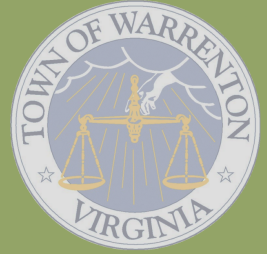
The Town is a member of the Fauquier Chamber of Commerce. The Town frequently partners with the Chamber to obtain feedback from businesses located in Town on certain issues that pertain to the local economy.

## BUDGET SUMMARY

	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
<b>EXPENSES</b>						
VIRGINIA MUNICIPAL LEAGUE	\$6,905	\$7,284	\$7,000	\$7,847	\$847	12%
VA INSTITUTE OF GOVERNMENT	\$0	\$500	\$500	\$500	\$0	0%
FAUQUIER CHAMBER OF COMMERCE	\$1,125	\$1,125	\$1,125	\$1,125	\$0	0%
NATIONAL LEAGUE OF CITIES	\$0	\$1,100	\$0	\$0	\$0	–
<b>EXPENSES TOTAL</b>	<b>\$8,030</b>	<b>\$10,009</b>	<b>\$8,625</b>	<b>\$9,472</b>	<b>\$847</b>	<b>10%</b>

## BUDGET REQUEST / ANALYSIS

The total request for other organizations in FY 2025 reflects an increase due to the anticipated increase for the cost of membership with Virginia Municipal League.



# ELECTIONS

## PROGRAM DESCRIPTION

The Code of Virginia requires municipal elections and makes localities responsible for the costs associated with them. This department accounts for all costs incurred to hold Town Council elections. Elections for Town Council seats are held every two (2) years. In FY 2025 there are five (5) elections, one for each councilmember representing a ward in Town.

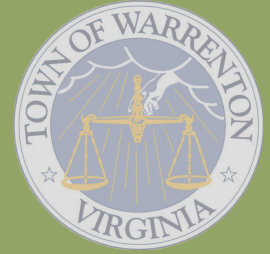
## BUDGET SUMMARY

	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
EXPENSES						
PERSONNEL	\$0	\$5,516	\$0	\$0	\$0	—
OPERATING	\$0	\$5,697	\$5,475	\$15,000	\$9,525	174%
EXPENSES TOTAL	\$0	\$11,213	\$5,475	\$15,000	\$9,525	174%

## BUDGET REQUEST / ANALYSIS

In FY 2024, there was one (1) special election held for the Ward 5 seat. In FY 2025, there will be five (5) elections held, one for each of the Council Ward seats. As such, expenses have been increased to reflect the cost of five (5) elections.

# EMERGENCY SERVICES & RISK MANAGEMENT



## PROGRAM DESCRIPTION

The emergency services & risk manager is responsible for ensuring that disaster-related plans are up to date, exercised, and meet the applicable State and Federal criteria. The position is responsible for staffing the Emergency Operations Center and coordinating incident response, management, and mitigation. Safety and risk management programs seek to promote safe working environments, conformance to OSHA regulations, and to realize cost savings related to property, workers compensation, and liability insurance.

## CURRENT STAFFING

This department is staffed by one (1) full-time emergency services & risk manager. The position is allocated 50/50 between the General Fund and the Water & Sewer Fund.

## FY 2024 HIGHLIGHTS

- Hazard Communication plan development, implementation, and training.
- Work with departments and the human capital to implement safety training during new employee on-boarding.
- Continue to focus on NIM/ICS implementation.
- Threat and Hazard Identification Risk Analysis (THIRA).
- Local Capability Assessment for Readiness (LCAR).

## KEY PROJECTS IN FY 2025

- Focus on identifying areas in need of safety training to meet regulatory compliance.
- Utilize THIRA assessments to identify and evaluate Town risk.
- Continue to focus on NIMS/ICS training and implementation.
- Conduct a Local Capability Assessment for Readiness (LCAR).
- Identify critical infrastructure needs for Town-owned properties.

# BUDGET SUMMARY

Please note prior year figures have been restated to include only expenses associated with the emergency services & risk management ("emergency services") department. Insurance costs previously included within the emergency services department budget have been broken out as a separate function for budgeting purposes and are reported in the next section. Management of the Town's various insurance policies remains under the purview of the emergency services department.

	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY 2022	FY 2023	FY 2024	FY 2025		
Expenses						
Personnel	\$46,806	\$47,511	\$48,040	\$57,911	\$9,871	21%
Operating	\$12,622	\$23,264	\$7,850	\$17,240	\$9,390	120%
Capital Outlay	\$0	\$10,000	\$0	\$0	\$0	-
Expenses Total	\$59,429	\$80,776	\$55,890	\$75,151	\$19,261	34%

## Staffing Summary

Department	FY2021	FY2022	FY2023	FY2024	FY2025
FTE Amount					
Emergency Services	0.50	0.50	0.50	0.50	0.50
FTE AMOUNT	0.50	0.50	0.50	0.50	0.50

# BUDGET REQUEST / ANALYSIS

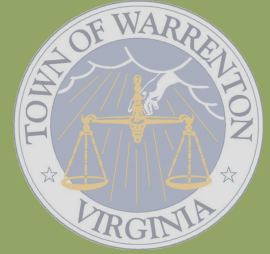
The FY 2025 proposed budget for emergency services represents an increase over the adopted FY 2024 budget due to a relatively large portion of the workers' compensation coverage being budgeted in this department for FY 2025. The increase in the operating category is driven by a contractual expense related to the operation of drones as well as training for the emergency services and risk manager.

## Goals, Objectives, and Performance Metrics

**Mission:** To identify and evaluate risk to which the Town of Warrenton is exposed and development efficient ways to mitigate that risk. Oversee efforts to prevent, prepare, and respond to Town emergencies to lessen the impact of these events. Our highest priority is to provide a safe and secure environment for Town staff, citizens, and visitors.

The following goals and objectives have been identified by the department:

Goals	Objectives	Performance Metrics
Critical Infrastructure Security	Identify areas in need of improvement	THIRA Assessments CPTED Assessments LCAR Assessments
	Identify the type of improvement needed (physical construction, internal training, updated action plans, etc.)	
Regulatory Compliance on Safety Training	Work with Department Heads on identifying the training needs, as required or recommended, for each position	Completed training schedules
	Develop training schedules conducive to work schedules	
Reduce the rate of preventable accidents and OSHA reportable workplace injuries/illnesses.	Ensure timely and consistent safety training	Compliance with OSHA Standards
	Update safety plans as necessary following OSHA reportable injuries, illnesses, and/or violations	



# INSURANCE

## PROGRAM DESCRIPTION

The Town's various insurance policies (including automobile liability, general liability, public officials liability, and property) are held through the Virginia Risk Sharing Association (VRSA). VRSA is a member-owned and governed self-insurance risk pool through which a group of local political subdivisions (i.e. members) contribute to a shared fund that in turn pays claims and provides risk management services to the participating members. The VRSA Members' Supervisory Board (MSB) is comprised of elected or appointed officials from member jurisdictions, as well as the executive director of the Virginia Municipal League (VML). The emergency services and risk management ("emergency services") department is responsible for the management of these policies including reporting incidents, tracking claims, and assessing coverage options.

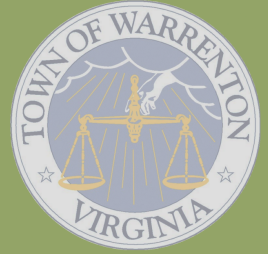
## BUDGET SUMMARY

*Please note prior year figures have been restated to include expenses related to the Town's coverage with VRSA. These costs were previously included in the emergency services department budget and have been broken out as a separate function for budgeting purposes. Management of the Town's various insurance policies remains under the purview of the emergency services department.*

	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY 2022	FY 2023	FY 2024	FY 2025		
Expenses						
Operating	\$42,255	\$83,693	\$140,917	\$128,434	(\$12,483)	-9%
Expenses Total	\$42,255	\$83,693	\$140,917	\$128,434	(\$12,483)	-9%

## BUDGET REQUEST / ANALYSIS

The FY 2025 budget for insurance represents a decrease over the adopted FY 2024 budget. The decrease is driven by the portion of insurance costs related to the Water & Sewer and Stormwater Funds being added allocated to their respective budgets. The decrease is partially offset by a projected increase in premiums and an estimated budget for deductible payments.



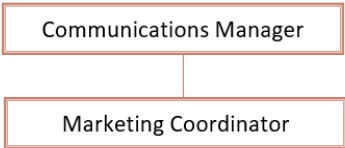
# COMMUNICATIONS

## PROGRAM DESCRIPTION

The mission of the communications department is to ensure the communications across the Town are well-coordinated, effectively managed, and responsive to the diverse information needs of the public. The department strives to ensure that residents are aware and informed on Town policies, programs, projects, and initiatives. The department's centralized responsibility is for items such as media relations, press releases, website administration, community outreach and engagement, marketing and other social media strategies, newsletters such as the Town Crier, and other informational and promotional materials for all Town departments.

## CURRENT STAFFING

The department is staffed by the Communications Manager and the Marketing Coordinator. The Communications Manager is allocated 75/25 between communications and the Town Manager department. The Communications Manager was budgeted 100% to the communications department in FY 2024, resulting in a .25 reduction in FTE for FY 2025.



- Created a Strategic Communications Plan to increase the awareness of the Town's policies, programs, projects, and initiatives while generating enhanced engagement of its residents in the governing process.
- Developed and implemented a Communications Standard Operating Procedure to ensure communication across the Town is consistent.
- Increased community outreach by creating Town Talks to create an open forum where members of the community can meet staff, discuss important issues, ask questions, and share their thoughts and concerns.
- Assisted departments with their outreach and helped develop ways departments could increase their outreach efforts.
- Administered website training and guidelines to users from each department to ensure information on the website is staying up to date and correct.
- Increased outreach with the media to ensure timely communications on Town projects, programs, initiatives, and decisions.

BUDGET SUMMARY

	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
EXPENSES						
PERSONNEL	\$50,233	\$35	\$174,452	\$158,619	(\$15,833)	(9%)
OPERATING	\$10,428	\$10,400	–	\$30,900	\$30,900	–
EXPENSES TOTAL	\$60,661	\$10,435	\$174,452	\$189,519	\$15,067	9%

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024	FY2025
FTE Amount					
Communications	0.00	1.00	0.00	2.00	1.75
FTE AMOUNT	0.00	1.00	0.00	2.00	1.75

BUDGET REQUEST / ANALYSIS

The FY 2025 proposed budget reflects an increase over the FY 2024 adopted budget. In FY 2024 there were no operating expenses budgeted for the department. In FY 2025 the department is budgeted to handle communications and public relations-related initiatives previously budgeted in other departments. For example, the creation and mailing of the Town Crier is included in the FY 2025 proposed budget for communications and previously these expenses were budgeted in the Town Council budget. The increase due to the addition of operating expenses is partially offset from savings in the personnel category resulting from the combination of the executive assistant and communications manager roles.

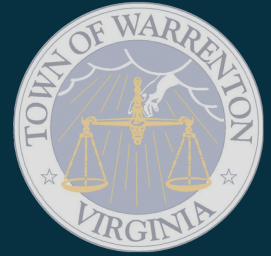


## Goals, Objectives, and Performance Metrics

**Mission:** The mission of the communications department is to ensure the communications across the Town are well coordinated, effectively managed, and responsive to the diverse information needs of the public. Thereby keeping residents aware and informed on the Town's policies, programs, projects, and initiatives.

The following goals and objectives have been identified by the department:

Goals	Objectives	Performance Metrics
Increase education through community outreach.	Continue facilitating Town Talks as an open forum where members of the community can meet staff, discuss important issues, ask questions, and share their thoughts and concerns.	Total number of Town Talks held and number in attendance.
		Continue with community surveys and polls
		Track the amount of visits to the monthly newsletter on the website.
	Development of a Citizen's Academy of all Town departments.	Collect any feedback from social media comments on the programs and newsletters.
	Creation of Year-In-Review newsletter to inform the residents what the Town completed over each fiscal year.	Track total number of community outreach events and programs departments facilitate.
	Creation of a digital monthly Town newsletter to highlight accomplishments & provide information on future projects and programs.	Total number of subscribers to the newsletter.
Ensure the website is being used as the main source for information on the Town's services, projects, programs, and events.	Development of guidelines for content updates.	Conduct a community survey on the Town's website.
	Increase the number of subscribers to the Town's alert and notification system.	Track the number of subscribers to all alerts and notifications.
	Increase the amount of content on the website to ensure all information on Town processes, services, programs, and projects is available to the public.	Work with departments to create helpful documentation to citizens to understand government processes, services, programs, and projects.
		Track website analytics including number of visitors and most visited pages.
Increase social media presence and engagement.	Develop varying types of content.	Track what content has the most engagement on all social media pages.
		Track what strategies do and don't do well on Instagram.
	Develop strategies for all social media accounts to gain followers and engagement.	Review the type of followers the Town has on Instagram to assist with strategies.
	Creation of a Town YouTube channel to provide informational videos on Town processes, services, programs, and projects.	Track the subscribers and engagement on Town videos.
		Track the number of postings per day/week/month/year.



# PUBLIC SAFETY

## FUNCTION OVERVIEW

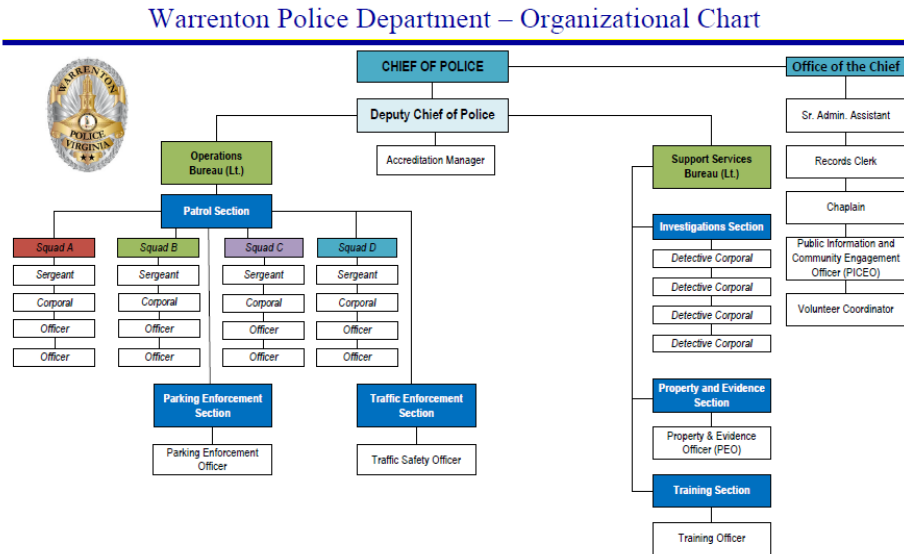
The public safety budget now only includes the Town's police department. Prior to FY 2023, it also supported the staffing of two (2) Firefighters at Warrenton Volunteer Fire Company (WVFC). Those employees were transferred to Fauquier County in FY 2022. The Town continues to provide support to WVFC through a capital contribution, which is detailed in the nondepartmental section of this document.

## PROGRAM DESCRIPTION

The Police Department provides law enforcement, public safety services, and crime prevention. Working closely with Town businesses and citizens, the Department's objective is to prevent and/or reduce crimes through a community-oriented policing concept. The Department delivers services to businesses and citizens through interaction and community involvement.

The mission of the police department is to work in partnership with the residents and businesses of the community to provide a safe and secure environment. With community service as the foundation, the Police Department is driven to enhance the quality of life by providing effective law enforcement services through transparent and impartial policing.

Public Safety represents one of the largest sections of the General Fund budget. Expenditures have decreased and projected revenues have increased for this function in the proposed FY 2025 budget.



BUDGET SUMMARY

	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
EXPENSES						
PERSONNEL	\$2,384,549	\$3,055,499	\$3,334,330	\$3,365,473	\$31,143	1%
OPERATING	\$814,583	\$899,998	\$374,862	\$235,412	(\$139,450)	(37%)
CAPITAL OUTLAY	\$6,758	\$1,145	\$940	\$0	(\$940)	(100%)
EXPENSES TOTAL	\$3,205,891	\$3,956,642	\$3,710,131	\$3,600,885	(\$109,246)	(3%)

	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
REVENUES						
COURT FINES & FORFEITURES	\$40,568	\$37,587	\$40,000	\$40,000	\$0	0%
PARKING FINES	\$33,250	\$31,530	\$35,000	\$35,000	\$0	0%
E-SUMMONS FEE	\$2,412	\$3,388	\$2,500	\$2,500	\$0	0%
STATE GRANT	\$219,681	\$241,507	\$233,186	\$254,012	\$20,826	9%
STATE ASSET FORFEITURE PROCEEDS	\$3,731	\$15,952	\$6,355	\$3,468	(\$2,887)	(45%)
REVENUES TOTAL	\$299,642	\$329,964	\$317,041	\$334,980	\$17,939	6%

# STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024	FY2025
FTE Amount					
Police Department	31.91	31.91	32.16	33.18	31.45
FTE AMOUNT	31.91	31.91	32.16	33.18	31.45

# BUDGET REQUEST / ANALYSIS

The decrease in the FY 2025 proposed budget compared to the FY 2024 adopted budget for the police department is mainly driven by the transfer of information technology-related expenses from the police department budget to the information technology department budget. This reduction is slightly offset by an increase in personnel expenses. Personnel expenses are proposed to increase in FY 2025 due to the COLA in the budget. The impact of the COLA on the police department is partially offset by a reduction in shift differential expenses, based on actuals in prior years. There are no proposed capital expenses in FY 2025.

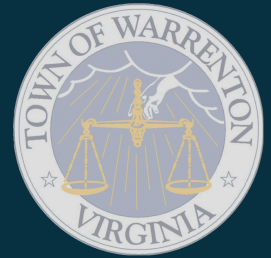
## Goals, Objectives, and Performance Metrics

**Mission:** The mission of the police department is to work in partnership with the residents and businesses of our community to provide a safe and secure environment.

The following goals and objectives have been identified by the Police Department:

Goals	Objectives	Performance Metrics
Develop strategies to reduce crime and improve the quality of life for those who reside in and visit Warrenton.	<ul style="list-style-type: none"> <li>Identify and develop expertise to address current and emerging crime trends to include quality of life concerns.</li> <li>Create and update assignments in order to stay current with policing in the twenty-first century.</li> </ul>	<ul style="list-style-type: none"> <li>Identify crime mapping software</li> </ul>
		<ul style="list-style-type: none"> <li>Identify key times for calls</li> </ul>
		<ul style="list-style-type: none"> <li>Use hot spot policing strategies</li> </ul>
		<ul style="list-style-type: none"> <li>Reduce traffic crashes by 10%</li> </ul>
		<ul style="list-style-type: none"> <li>Reduce part 1 crime by 20%</li> </ul>
		<ul style="list-style-type: none"> <li>Create traffic safety program</li> </ul>
		<ul style="list-style-type: none"> <li>Keep investigations staffed for timely follow-ups</li> </ul>
Build community policing strategies that promote meaningful partnerships and opportunities for productive interactions with the community.	<ul style="list-style-type: none"> <li>Create avenues of communication between the police department and the community.</li> </ul>	<ul style="list-style-type: none"> <li>Create business coalition</li> </ul>
		<ul style="list-style-type: none"> <li>Conduct town hall meetings in each of the Town's 5 wards.</li> </ul>
		<ul style="list-style-type: none"> <li>Assign an officer to each ward</li> </ul>
		<ul style="list-style-type: none"> <li>Include local business owner in Community Action Team</li> </ul>
	<ul style="list-style-type: none"> <li>Develop opportunities for community engagement.</li> </ul>	<ul style="list-style-type: none"> <li>Include the Volunteer Program in Community Events</li> </ul>
Develop creative ways to attract and retain qualified candidates from across the country who represent the diverse community we serve.	<ul style="list-style-type: none"> <li>Develop a recruiting process</li> </ul>	<ul style="list-style-type: none"> <li>Write recruiting general order</li> </ul>
		<ul style="list-style-type: none"> <li>Develop recruiting team</li> </ul>
	<ul style="list-style-type: none"> <li>Identify ways to retain employees</li> </ul>	<ul style="list-style-type: none"> <li>Create annual caps</li> </ul>
		<ul style="list-style-type: none"> <li>Develop regular morale and welfare events for employees.</li> </ul>
	<ul style="list-style-type: none"> <li>Create internal opportunities for growth and oversight</li> </ul>	<ul style="list-style-type: none"> <li>Increase sworn staffing</li> </ul>
		<ul style="list-style-type: none"> <li>Create a Sergeant position in Administrative Support Bureau.</li> </ul>
Identify, develop, and enhance internal programs.	<ul style="list-style-type: none"> <li>Develop accountability measures</li> </ul>	<ul style="list-style-type: none"> <li>Obtain CALEA Accreditation.</li> </ul>
		<ul style="list-style-type: none"> <li>Conduct line inspections yearly.</li> </ul>
	<ul style="list-style-type: none"> <li>Create succession planning strategy</li> </ul>	<ul style="list-style-type: none"> <li>Create a mentorship program</li> </ul>
		<ul style="list-style-type: none"> <li>Develop a detective in electronic evidence</li> </ul>
	<ul style="list-style-type: none"> <li>Create an officer wellness strategy</li> </ul>	<ul style="list-style-type: none"> <li>Build upon peer support group</li> </ul>
		<ul style="list-style-type: none"> <li>Create a fitness standard</li> </ul>
Develop and identify strategies for a well-trained workforce.	<ul style="list-style-type: none"> <li>Develop training standards</li> </ul>	<ul style="list-style-type: none"> <li>Enforce employee leave caps</li> </ul>
		<ul style="list-style-type: none"> <li>Develop leadership plans</li> </ul>
		<ul style="list-style-type: none"> <li>Develop training tracks</li> </ul>
	<ul style="list-style-type: none"> <li>Identify key training personnel</li> </ul>	<ul style="list-style-type: none"> <li>Develop field training standards for sergeants</li> </ul>
		<ul style="list-style-type: none"> <li>Identify additional instructors</li> </ul>

# PUBLIC WORKS



## FUNCTION OVERVIEW

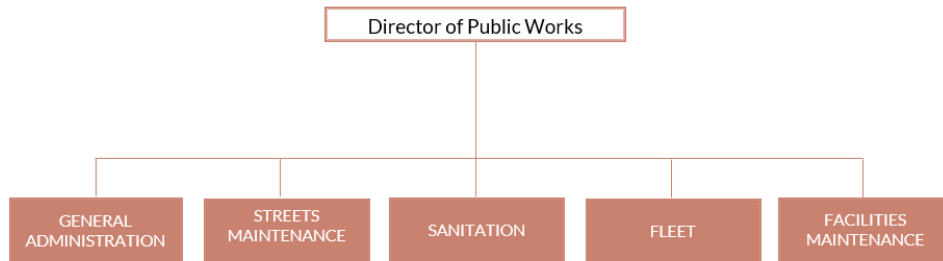
The public works function is responsible for maintaining 91.87 lane miles of roadway and right of way, a significant number of public sidewalks, an 18-acre public cemetery, ten (10) traffic signals, 40 miles of storm sewers, maintenance of the Town's vehicle and equipment fleets, all parks properties, and various public buildings. The department provides curbside refuse collection twice weekly to households and limited commercial pickup as well as curbside recycling collection once a week for newsprint, cardboard, plastics, and metals. Also provided is a brush collection on a periodic as-needed basis for the Town's citizens, seasonal leaf collections, and Christmas tree pickup. The department provides fall and spring cleanups, which allow citizens to clean up and clean out their properties with staff collecting and transporting the items to the landfill or to be recycled if possible. The arterial streets, collector streets, and a portion of the streets maintenance budget are funded through annual road maintenance payments from the Virginia Department of Transportation (VDOT). Funding for the numerous budgets within the public works department has enabled the Town to maintain the public street surfaces at a level of quality at or above VDOT standards. The paving schedule is moderate, based on the current roadway conditions, and is adequate to maintain the streets to the high standards expected by the citizens and motoring public. The department does its best to ensure Warrenton's citizens receive the highest level of service possible within the budgetary limits set.

## CURRENT STAFFING

The public works function has five (5) main departments:

1. General Administration
2. Streets Maintenance
3. Sanitation
4. Fleet
5. Facilities Maintenance

These departments will be discussed in more detail on the following pages.



## BUDGET SUMMARY

The total public works budget has decreased in the proposed FY 2025 budget, primarily driven by the transfer of paving to the Capital Improvement Plan and reductions in the facilities department. Included in operating expenses across the following departments are reimbursements to certain employees for safety equipment required to perform the duties of their jobs. For FY 2025, the reimbursement for safety boots is set at \$150 per employee. Further detail on each department is provided in the pages that follow.

	ACTUAL		ADOPTED	PROPOSED		
	FY2022	FY2023	FY2024	FY2025	Variance (\$)	Variance (%)
<b>EXPENSES</b>						
GENERAL ADMINISTRATION	\$467,428	\$495,085	\$535,469	\$523,853	(\$11,616)	(2%)
STREET MAINTENANCE	\$1,043,577	\$1,376,023	\$1,533,039	\$1,568,021	\$34,982	2%
ARTERIAL STREET MAINTENANCE	\$232,017	\$391,623	\$517,800	\$430,300	(\$87,500)	(17%)
COLLECTOR STREET MAINTENANCE	\$257,038	\$1,013,939	\$687,900	\$366,900	(\$321,000)	(47%)
REFUSE COLLECTION	\$512,852	\$529,078	\$451,643	\$491,304	\$39,661	9%
RECYCLING PROGRAM	\$143,422	\$106,886	\$108,854	\$116,187	\$7,333	7%
FLEET	\$0	\$0	\$752,302	\$831,288	\$78,986	10%
FACILITIES	\$767,011	\$1,059,142	\$1,127,468	\$865,274	(\$262,194)	(23%)
CEMETERY	\$30,734	\$256	\$7,500	\$158,826	\$151,326	2,018%
<b>EXPENSES TOTAL</b>	<b>\$3,454,079</b>	<b>\$4,972,031</b>	<b>\$5,721,974</b>	<b>\$5,351,953</b>	<b>(\$370,021)</b>	<b>(6%)</b>

### PUBLIC WORKS REVENUE

	ACTUAL		ADOPTED	PROPOSED		
	FY2022	FY2023	FY2024	FY2025	Variance (\$)	Variance (%)
<b>REVENUES</b>						
VDOT STREET & HWY MAINT	\$1,480,415	\$1,708,977	\$1,450,000	\$1,859,564	\$409,564	28%
<b>REVENUES TOTAL</b>	<b>\$1,480,415</b>	<b>\$1,708,977</b>	<b>\$1,450,000</b>	<b>\$1,859,564</b>	<b>\$409,564</b>	<b>28%</b>

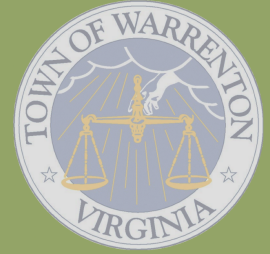
## Goals, Objectives, and Performance Metrics

**Mission:** To deliver exceptional government service; to uphold standards established to protect the public health, safety, and welfare of all residents, business owners, and visitors; To provide an environment where people enjoy living, working, playing, and investing, while providing responsible management of public resources to meet the challenges of today and tomorrow.

The following goals and objectives have been identified by the public works departments:

Goals	Objectives	Performance Metrics
Employee Recruitment and Retention	• Establish outreach for recruitment	• Leverage social media
		• Work with high schools and LFCC
		• Create an internship program
	• Continue to refine job descriptions and work towards a compensation study	• Define opportunities within work classifications
		• Upgrade pay scales
		• Create internal opportunities for advancement
Continuous Improvement	• Establish efficiencies in operations	• Establish clear lines of responsibility and reporting
		• Refine and develop equity in organizational structure
		• Empower staff at all levels
	• Implement daily budgeting review with proper oversight	• Ensure supervisory staff understand budgeting
Leverage Technology	• Provide sufficient and proper tools to staff	• Identify best cost practices
		• Mobile and desktops
		• Use HC forms and processes
	• Training	• Properly equip training room
		• Work with IT on training for staff
		• Train supervisors on software
	• GIS	• Develop processes for paperless functions
		• Increase usage of GIS
Fiscal responsibility	• Develop assessment process for costs and expenditures	• Mapping and route efficiencies
		• Develop weekly review with monthly oversight of budgets
	• Ensure equipment is best for the job	• Develop purchasing best practices
		• Engage all users in vetting
		• Source multi-use equipment
	• Align finances with tasks	• Identify outsourcing as needed
Establish a Road repaving/maintenance schedule	• Prioritize maintenance schedules	• Create divisional accountability
Assist stormwater department with facility improvements	• Work with stormwater department to identify projects	• Identify 5 year plan to repave and maintain roads
		• Create a list of projects
	• Identify and track sediments	• Identify credits
		• Report to MS4 inspector





# PUBLIC WORKS ADMINISTRATION

## PROGRAM DESCRIPTION

The public works administration department is responsible for all public works functions and services, the development and management of the operational budget, departmental personnel management, development of short and long-range maintenance and Capital Improvement plans, management of the vehicle and equipment maintenance and replacement programs, maintenance of streets, streetlights and traffic signals, and for the review and approval of site development plans.

The budget supports all costs associated with day-to-day operation and management of the public works department and its varied functions. Expenses within the budget support a wide range of public works functions such as daily citizen contacts, project development and oversight, personnel and financial administration and departmental planning that are needed to maintain the current high level of service for FY 2025.

## CURRENT STAFFING

The public works administration department is staffed by the Director of Public Works, the Fleet & Facilities Manager, and two (2) Administrative Assistants. The Fleet & Facilities Manager is allocated 50% to the fleet department and one (1) of the Administrative Assistants is split 50/50 with the Water & Sewer Fund. The other staff partially allocated to this department include the Engineer (20%), Project Coordinator (50%), and GIS Technician (10%).

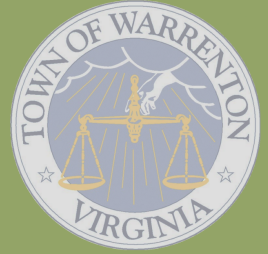
## BUDGET SUMMARY

	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
<b>EXPENSES</b>						
PERSONNEL	\$400,297	\$409,094	\$483,864	\$483,558	(\$306)	0%
OPERATING	\$65,798	\$85,992	\$50,105	\$40,295	(\$9,810)	(20%)
CAPITAL OUTLAY	\$1,332	\$0	\$1,500	\$0	(\$1,500)	(100%)
<b>EXPENSES TOTAL</b>	<b>\$467,428</b>	<b>\$495,085</b>	<b>\$535,469</b>	<b>\$523,853</b>	<b>(\$11,616)</b>	<b>(2%)</b>

### STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024	FY2025
<b>FTE Amount</b>					
Public Works Administration	4.60	4.60	4.60	3.80	3.80
<b>FTE AMOUNT</b>	<b>4.60</b>	<b>4.60</b>	<b>4.60</b>	<b>3.80</b>	<b>3.80</b>

The FY 2025 proposed budget for public works administration reflects an overall decrease over FY 2024. The decrease in the operating category is related to reductions in proposed expenses related to memberships and dues, maintenance contracts, and equipment leases based on actual spending in prior years. The savings from the removal of the Director of Public Works & Utilities position offset the COLA increases for employees in this department, resulting in a small savings in the personnel category. There are no capital expenses proposed for FY 2025.



# STREET MAINTENANCE

## PROGRAM DESCRIPTION

The street maintenance department is responsible for all maintenance and repair activities associated with the approximately 91.87 lane miles of public roads and 40 miles of storm sewer within the corporate limits. This section of the public works budget appropriates funds used for snow removal, street cleaning, litter control, routine maintenance, repair work, and small construction projects along the Town's public roadways and right-of-way.

The Virginia Department of Transportation (VDOT) provides reimbursement, which is accounted for in the categorical aid revenue section of this budget, for the maintenance of both arterial and collector streets.

## CURRENT STAFFING

This division is staffed with maintenance crews who are responsible for ensuring that the appearance of the Town's streets are maintained to the level expected by the Town's citizens. Personnel funds in this budget supplement the arterial and collector budgets when work is specifically performed to those classifications of roadways. As the seasons and workloads require, the department uses seasonal part time employees to supplement staff with summer weed-eating, fall leaf collection, and miscellaneous work around Town.

## KEY PROJECTS IN FY 2025

- Continue improvements incorporating the philosophy of walkability and complete streets into every improvement.
- Cooperate with community development department in assisting VDOT with Broadview Avenue Improvements, project review and technical details.
- Continue sidewalk improvements.

# BUDGET SUMMARY

	ACTUAL		ADOPTED	PROPOSED		
	FY2022	FY2023	FY2024	FY2025	Variance (\$)	Variance (%)
EXPENSES						
PERSONNEL	\$695,891	\$995,277	\$1,420,199	\$1,445,581	\$25,382	2%
OPERATING	\$335,482	\$354,191	\$87,840	\$97,440	\$9,600	11%
CAPITAL OUTLAY	\$12,203	\$26,555	\$25,000	\$25,000	\$0	0%
EXPENSES TOTAL	\$1,043,577	\$1,376,023	\$1,533,039	\$1,568,021	\$34,982	2%

## STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024	FY2025
FTE Amount					
Streets	16.66	16.66	16.66	18.45	17.73
FTE AMOUNT	16.66	16.66	16.66	18.45	17.73

# BUDGET REQUEST / ANALYSIS

The proposed FY 2025 street maintenance budget reflects a slight increase from the FY 2024 adopted budget. In the personnel category, one (1) part-time maintenance worker has been transferred to the parks maintenance department which partially offset the increase in cost related to the COLA increase for the remaining employees. The increase in the operating category is driven by increased costs for uniforms and professional services which are used to contract with outside help for plowing during snow emergencies. Capital outlay for equipment has remained flat year over year.

PROGRAM DESCRIPTION

The costs associated with the maintenance activities of the 30.39 major street and highway lane miles within the corporate limits are grouped under this budget. Arterial streets are the most significant roads in the area, serving the major centers of activity, constitute the highest traffic volume corridor and carry the major portion of through traffic in urban areas. The roads that are designated as arterial streets under the Federal Highway System are U.S. 17, U.S. 29 Business, U.S. 211, and U.S. 15 Business.

CURRENT STAFFING

Personnel costs are charged to this department when work related to arterial streets is performed.

BUDGET SUMMARY

	ACTUAL		ADOPTED	PROPOSED		
	FY2022	FY2023	FY2024	FY2025	Variance (\$)	Variance (%)
EXPENSES						
PERSONNEL	\$102,732	\$54,657	\$14,700	\$14,700	\$0	0%
OPERATING	\$114,510	\$178,452	\$316,600	\$306,600	(\$10,000)	(3%)
CAPITAL OUTLAY	\$14,775	\$158,514	\$186,500	\$109,000	(\$77,500)	(42%)
EXPENSES TOTAL	\$232,017	\$391,623	\$517,800	\$430,300	(\$87,500)	(17%)

BUDGET REQUEST / ANALYSIS

The arterial streets maintenance budget has decreased as compared to the adopted FY 2024 budget. The personnel charges for arterial and collector street budgets are allocated from the street maintenance department budget. The \$14,700 budgeted in the personnel category only reflects amounts budgeted for compensation related to snow removal and overtime hours worked on arterial streets. The operating portion of the arterial streets budget saw a decrease related to projected costs for contractual repairs. The majority of the decrease in the budget comes from the reduction in capital outlay as expenses associated with paving on arterial streets have now been moved to the General Capital Project Fund.

PROGRAM DESCRIPTION

The collector street maintenance budget provides funding for maintenance of the less-traveled streets of the Town, as defined by the Virginia Department of Transportation. The Town has 63.08 lane miles of collector streets. Collector streets provide land access service and traffic circulation within residential, commercial and industrial areas. The collector streets system facilitates traffic flows within the Town and provides access to the arterial streets system, which are the main highway streets through and serving the Town.

CURRENT STAFFING

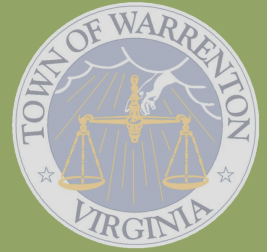
Personnel costs are charged to this department when work related to collector streets is performed.

BUDGET SUMMARY

	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
EXPENSES						
PERSONNEL	\$59,223	\$16,999	\$10,900	\$10,900	\$0	0%
OPERATING	\$137,271	\$156,206	\$273,500	\$273,500	\$0	0%
CAPITAL OUTLAY	\$60,544	\$840,734	\$403,500	\$82,500	(\$321,000)	(80%)
EXPENSES TOTAL	\$257,038	\$1,013,939	\$687,900	\$366,900	(\$321,000)	(47%)

BUDGET REQUEST / ANALYSIS

The collector streets maintenance budget has decreased compared to FY 2024. The personnel charges for arterial and collector street budgets are allocated from then street maintenance department budget. The \$10,900 budgeted in personnel category only reflects amounts budgeted for compensation related to snow removal and overtime performed on collector streets. The operating portion of the collector streets budget remained flat based on actual expenditures in prior years. The majority of the decrease in the budget comes from the reduction in capital outlay as expenses associated with paving on collector streets have now been moved to the General Capital Project Fund.



# SANITATION

## PROGRAM DESCRIPTION

The sanitation department accounts for the expenditures related to refuse collection and the Town's recycling program. The sanitation department is staffed by two (2) teams, each made up of three (3) staff, who report directly to the Director of Public Works.

The refuse collection budget covers all costs of collection and disposal of solid waste by Town crews. This includes twice a week refuse collection and disposal of junk and materials during the Town's twice annual community cleanups. Refuse collection is provided to all homes in the community and to a portion of the qualifying businesses in the Town without additional fees or charges being assessed. Service is provided to businesses whose trash can be accommodated by bags or containers, which can be manually handled by the crews.

The recycling operation accounts for all costs associated with the coordination and management of the recycling collection program for the Town. The collection activity of co-mingled household and business materials, metal, and plastics has been a program with the Town for over 27 years. Newspapers and corrugated cardboard are collected one (1) day a week by the Town's refuse crews.

The Town's goal relating to the recycling program is to meet the mandated rates for the community, as established by the Commonwealth of Virginia, and to provide a service to the public that protects the environment and reduces tonnage of waste going to the Fauquier County Landfill, while working within the requirements of Town Code and the landfill's operational requirements.

## CURRENT STAFFING

The sanitation duties of refuse and recycling collection are handled by six (6) full-time employees. They are each allocated 80% to refuse collection and 20% to the recycling program.

## KEY PROJECTS IN FY 2025

Item C.

- Develop outreach and implement programs to better align services with our existing Town Code.
- Refine operations for efficiency and effectiveness with better use of technology.
- Develop a semi-automated refuse and recycling program.

## BUDGET SUMMARY

	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
EXPENSES						
PERSONNEL	\$487,898	\$468,136	\$506,168	\$553,661	\$47,493	9%
OPERATING	\$168,377	\$167,827	\$54,328	\$53,830	(\$498)	(1%)
EXPENSES TOTAL	\$656,274	\$635,963	\$560,496	\$607,491	\$46,995	8%

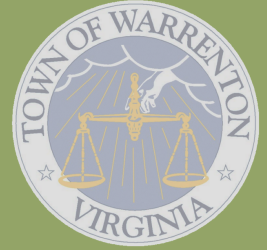
### STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024	FY2025
FTE Amount					
Refuse	4.80	4.80	4.80	4.80	4.80
Recycling	1.20	1.20	1.20	1.20	1.20
FTE AMOUNT	6.00	6.00	6.00	6.00	6.00

## BUDGET REQUEST / ANALYSIS

The proposed FY 2025 budget reflects an overall increase when compared to the FY 2024 adopted budget. The personnel category reflects an increase related to COLA raises as well as changes in health insurance elections. Operating expenses have remained essentially flat year over year. The budget does not include tipping fees to the Fauquier County Landfill for household trash; the budget includes \$40,000 for landfill operations to cover other fees not associated with household refuse, which have been increasing due to the Fauquier County Landfill operating as a transfer station.





# FLEET

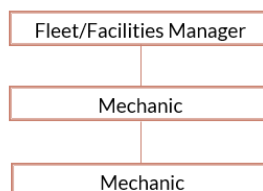
## PROGRAM DESCRIPTION

The fleet department strives to provide an efficient and complete fleet management program, which responsibly fulfills the vehicle and equipment needs of the various Town departments through cost-effective practices and dedicated personal service. The fleet staff has responsibility for the maintenance of all Town vehicles and pieces of equipment (ranging from police cars to refuse trucks, and other equipment such as backhoes, chain saws and weed eaters).

Prior to FY 2024, fleet was known as motor pool and was an Internal Service Fund that captured vehicle-related costs across the Town. These costs were then allocated to departments based upon the actual work performed on the vehicles, plus an overhead charge. Beginning with FY 2024, Fleet is a General Fund department. All vehicle-related costs will be captured in this department, but there will no longer be an allocation to the other departments in the General Fund. The Water & Sewer Fund and the Stormwater Management Fund will provide transfers to the General Fund to account for the services provided to their respective functions.

## CURRENT STAFFING

The fleet department is staffed by three full-time employees. The Fleet and Facilities Manager's salary is allocated 50/50 between fleet and public works administration. The two (2) mechanics are allocated 100% to the fleet department.



- Continue to implement the capital asset replacement plan with improved efficiencies in mind.

BUDGET SUMMARY

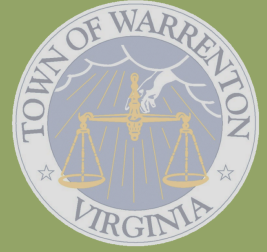
	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
EXPENSES						
PERSONNEL	\$207,418	\$227,411	\$241,723	\$289,438	\$47,715	20%
OPERATING	\$306,570	\$343,933	\$501,974	\$534,850	\$32,876	7%
CAPITAL OUTLAY	\$5,160	\$0	\$8,605	\$7,000	(\$1,605)	(19%)
EXPENSES TOTAL	\$519,148	\$571,344	\$752,302	\$831,288	\$78,986	10%

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024	FY2025
FTE Amount					
Fleet	2.45	2.45	2.45	2.45	2.50
FTE AMOUNT	2.45	2.45	2.45	2.45	2.50

BUDGET REQUEST / ANALYSIS

The FY 2025 proposed budget shows an overall increase over the adopted budget FY 2024. The increase in personnel is due to COLA raises for staff, a slight increase in the allocation of the Fleet and Facilities Manager, as well as increases in the overtime projection and changes in health insurance elections. The increase in operating expenses is driven by all fuel charges for town vehicles being brought into this department. Previously, a portion fuel charges were budgeted in the Water & Sewer Fund and Stormwater Management Fund. Since these funds now provide a transfer back to the General Fund related to their usage of fuel and other fleet services, all fuel charges are recorded in the fleet department. Capital outlay has decreased slightly based on projected equipment replacement needs for FY 2025.



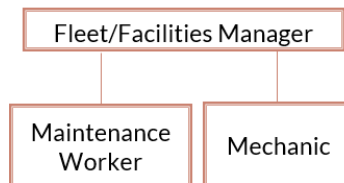
# FACILITIES MAINTENANCE

## PROGRAM DESCRIPTION

Facilities maintenance is responsible for the maintenance, repair, and custodial functions of Town-owned or occupied buildings and grounds. Facilities included are Town Hall, the Public Works Facility, all Town parks, Town parking lots, the building at 18 Court Street, the “old” Visitor’s Center on Calhoun Street, and all other Town-owned properties. The grounds include parking lots, public green space, traffic lights, all Town-owned signs, trails, and the gateway signage to Warrenton. This budget does not include the Warrenton Aquatic and Recreation Facility, which is covered in the parks and recreation department budget, or the two rental houses included at the water treatment plant.

## CURRENT STAFFING

The facilities maintenance department is staffed by a Mechanic and two Maintenance Workers who are allocated 100% to the department.



## KEY PROJECTS FOR FY 2025

- Continue implementing internal and external maintenance practices and contracts as allowed by staffing and budgetary limitations.
- Continue to support all facility functions at Town-owned properties.
- Facilitate communication link for Town traffic lights along Broadview Avenue and Lee Highway.
- Continue gateway upgrades and improvements.

# BUDGET SUMMARY

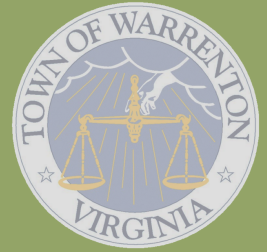
	ACTUAL		ADOPTED	PROPOSED		
	FY2022	FY2023	FY2024	FY2025	Variance (\$)	Variance (%)
EXPENSES						
PERSONNEL	\$277,975	\$379,547	\$475,604	\$256,885	(\$218,719)	(46%)
OPERATING	\$488,036	\$673,095	\$592,864	\$545,389	(\$47,474)	(8%)
CAPITAL OUTLAY	\$1,000	\$6,500	\$59,000	\$63,000	\$4,000	7%
EXPENSES TOTAL	\$767,011	\$1,059,142	\$1,127,468	\$865,274	(\$262,194)	(23%)

## STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024	FY2025
FTE Amount					
General Properties	2.73	7.00	6.73	6.08	3.08
FTE AMOUNT	2.73	7.00	6.73	6.08	3.08

# BUDGET REQUEST / ANALYSIS

The proposed FY 2025 facilities maintenance budget shows an overall decrease as compared to the adopted FY 2024 budget. The decrease in the personnel category is due to the Building Engineer moving to the WARF budget and the Cemetery Caretaker and a Maintenance Worker both moving to the reestablished cemetery department. The decrease in operating is primarily driven by expenses related to the maintenance of the Warrenton Cemetery which will now be captured in the cemetery budget. The increase in capital outlay is due to expenses for traffic calming on arterial and collector streets which were previously captured in those respective budgets.



# CEMETERY

## PROGRAM DESCRIPTION

The Warrenton Cemetery covers approximately 18 acres and includes over 8,000 burials. This department is responsible for maintenance of the cemetery grounds as well as the cemetery building with restroom. The department also performs a pre-spring cleaning by removing any arrangements, decorations or flowers that are dead, dried up, faded or falling apart.

## CURRENT STAFFING

The cemetery department is staffed by the Cemetery Caretaker and a Maintenance Worker who are both allocated 100% to the department.

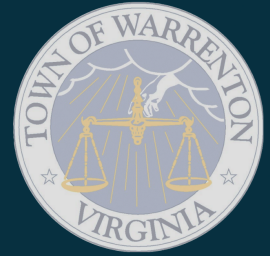
## BUDGET SUMMARY

	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
<b>EXPENSES</b>						
PERSONNEL	\$21,092	\$256	\$7,500	\$135,990	\$128,490	1,713%
OPERATING	\$7,992	\$0	–	\$12,836	\$12,836	–
CAPITAL OUTLAY	\$1,650	\$0	–	\$10,000	\$10,000	–
<b>EXPENSES TOTAL</b>	<b>\$30,734</b>	<b>\$256</b>	<b>\$7,500</b>	<b>\$158,826</b>	<b>\$151,326</b>	<b>2,018%</b>

### STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024	FY2025
<b>FTE Amount</b>					
Cemetery	0.00	0.00	0.00	0.00	2.00
<b>FTE AMOUNT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.00</b>

The proposed FY 2025 cemetery budget shows an overall increase as compared to the adopted FY 2024 budget. The only expenses budget in this department in FY 2024 were related to overtime. In FY 2024, all other expenses were reported in the facilities department budget. As such, all other personnel expenses and expenses related to operating such as uniforms and equipment are new in FY 2025. Where applicable, the funding from the facilities department was transferred to this department in order to have a net zero impact on the total public works budget. Capital outlay is related to tree maintenance in the cemetery. The proposed budget for tree maintenance in the facilities department was decreased by \$10,000, accordingly. Public works administration intends to update the fees associated with the cemetery to ensure they reflect the cost of the services provided. Starting in FY 2025 the updated fee schedule will include increased fees for the opening and closing of grave sites, services held outside of standard operating hours, the transfer of deeds or titles, and fees associated with the installation of monuments by Town employees.



# PARKS & RECREATION

## FUNCTION OVERVIEW

The Town parks and recreation department operates Academy Hill Park, Eva Walker Park, Sam Tarr Park, Rady Park, the Skateboard Park, the Fun for All Playground, and the Dog Park in addition to the Warrenton Aquatic and Recreation Facility. In addition, the department manages several large events and competitions throughout the year.

## BUDGET SUMMARY

Detailed descriptions of the budgets for each of the departments listed below are provided in the following pages.

### PARKS & RECREATION EXPENSES

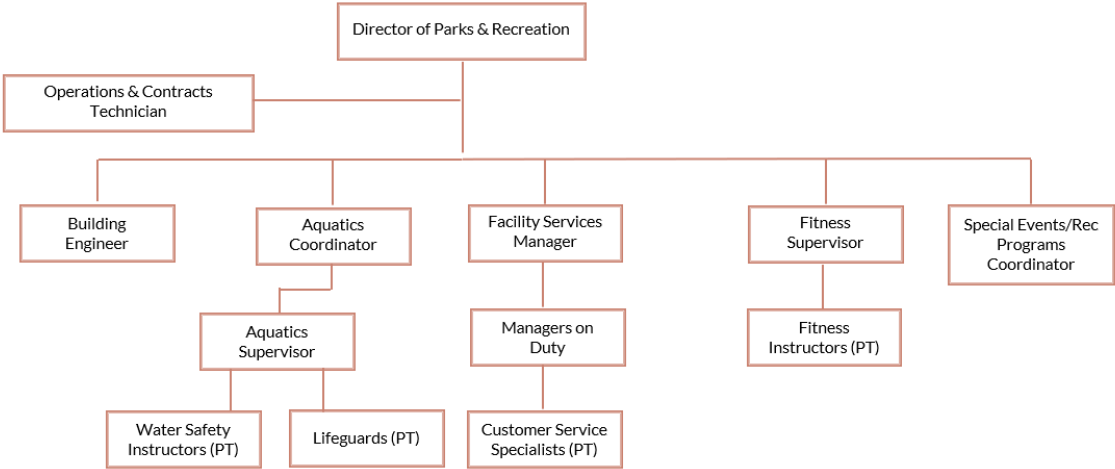
	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
<b>EXPENSES</b>						
AQUATIC CENTER	\$1,602,905	\$1,770,268	\$1,615,310	\$1,938,633	\$323,323	20%
MAINTENANCE - PARKS	\$164,656	\$179,421	\$261,054	\$264,014	\$2,960	1%
P&R ADMINISTRATION	\$366,559	\$407,492	\$585,715	\$483,658	(\$102,057)	(17%)
<b>EXPENSES TOTAL</b>	<b>\$2,134,120</b>	<b>\$2,357,180</b>	<b>\$2,462,078</b>	<b>\$2,686,305</b>	<b>\$224,227</b>	<b>9%</b>

### PARKS & RECREATION CHARGES FOR SERVICES REVENUE

	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
<b>REVENUES</b>						
CHARGES FOR SERVICES- WARF	\$1,075,663	\$1,019,342	\$1,090,439	\$1,085,018	(\$5,421)	0%
<b>REVENUES TOTAL</b>	<b>\$1,075,663</b>	<b>\$1,019,342</b>	<b>\$1,090,439</b>	<b>\$1,085,018</b>	<b>(\$5,421)</b>	<b>0%</b>

### PARKS & RECREATION MICELLANEOUS REVENUE

	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
<b>REVENUES</b>						
WARF SPONSORSHIPS	\$0	\$0	\$15,000	\$15,000	\$0	0%
<b>REVENUES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$0</b>	<b>0%</b>



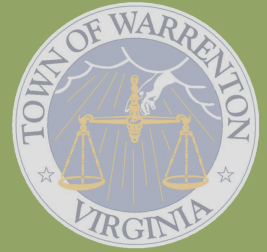


## Goals, Objectives, and Performance Metrics

**Mission:** The mission of the parks and recreation department is to provide leisure and wellness services that will continue to result in personal accomplishment, self-satisfaction, and community and family unity for all citizens. The department serves all citizens in an equitable fashion regardless of background, ability level, or age and provides programs, facilities, and services that will enhance the quality of life in our community, and further perpetuates the Town as an exceptional place to live, work, and play.

The following goals and objectives have been identified by the parks and recreation department:

Goals	Objectives	Performance Metrics
Increase the number of programming amenities offered by the department	• Increase program participants by a minimum of 2% annually.	• Total number of participants enrolled in recreation programs
		• Annual percent increase in participants
		• Number of volunteer hours served
		• Number of programs held
		• Number of programs meeting 90% utilization
		• Satisfaction rate of participants
Enhance department marketing efforts	• Increase public engagement by 5% annually	• Number of social media followers
		• Number of news and announcement subscribers
		• Percent growth in followers and subscribers
Establish a viable cost recovery methodology	• Provide a wide variety of safe and healthy recreational opportunities at the WARF to achieve target expenditure recovery.	• Number of hours for facility rental reservations
		• Percentage of expenses recovered through revenue at the WARF
		• Total number of annual memberships purchased
		• Renewal rate of annual memberships
		• Total number of daily visits to the WARF
Increase park use	• Increase park visits by 1% annually by properly maintaining facilities and providing diverse recreational opportunities while developing innovative methods to maintain service levels.	• Number of daily park visits
		• Number of pavilion rentals
		• Number of field rentals



# AQUATIC & RECREATIONAL FACILITY

## PROGRAM DESCRIPTION

This budget supports all personnel, program activities, building maintenance, and operational functions including repairs/replacements, janitorial, utilities, chemicals, and support services for the operation and maintenance of the Warrenton Aquatic and Recreation Facility (WARF). The objective of this facility is to provide land and aquatic-based recreational and fitness programming and activities for youth and adults of the Town as well as visitors.

## KEY PROJECTS IN FY 2025

- Front walkway repairs and ADA improvements.
- Projects as outlined in the capital plans.

## CURRENT STAFFING

The WARF currently has four (4) full-time employees. The Recreation Building Engineer, Aquatic Supervisor, and Aquatic Coordinator are allocated 100% to the department. The Fitness Supervisor is split 70/30 between the WARF and administration. The facility is comprised primarily of part-time staff, to include the positions of Managers on Duty, Customer Service Representatives, Head Lifeguards, Lifeguards, Water Safety Instructors, and Fitness Instructors.

Previously, a lack of position control created a challenge in tracking full-time equivalents (FTEs) at the WARF. As such, funding for the part-time positions at the facility were based on a dollar-value basis, rather than an FTE basis and the budget for part-time positions was calculated based on current headcount. As requested by Town Council, in the FY 2025 proposed budget the department has calculated the estimated FTEs to run the facility based on factors such as operating hours and number of fitness classes.

As a result of this calculation, we now have an FTE budget as well as a dollar-value budget (FTE budget \*current weighted average rate), which the facility will need to operate within.

The FTEs that are worked by part-time staff in the proposed FY 2025 budget are based on the below chart:

Position	Estimated Hours							Weekly Estimated Hours	Full-Time Equivalent
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
<b>Water Safety Instructors</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>30</b>	<b>0.75</b>
Group Swim Lessons	2	3	3	3	3	3	3	20	0.50
Private Swim Lessons	3	3	3	3	3	3	2	10	0.25
<b>Fitness Instructors</b>	<b>13</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>75</b>	<b>1.88</b>
Group Fitness Classes	10	10	10	10	10	10	10	60	1.50
Personal Training	3	4	4	4	5	5	5	15	0.38
<b>Front Desk</b>	<b>28</b>	<b>33</b>	<b>33</b>	<b>33</b>	<b>33</b>	<b>33</b>	<b>28</b>	<b>221</b>	<b>5.53</b>
Customer Service Specialists	6	9	9	9	9	9	6	57	1.43
Customer Service Specialists	11	16.5	16.5	16.5	16.5	16.5	11	105	2.61
Managers on Duty	11	7.5	7.5	7.5	7.5	7.5	11	60	1.49
<b>Guards</b>	<b>55</b>	<b>73.5</b>	<b>73.5</b>	<b>73.5</b>	<b>73.5</b>	<b>73.5</b>	<b>55</b>	<b>478</b>	<b>11.94</b>
Headguards	11	16.5	16.5	16.5	16.5	16.5	11	105	2.61
Lifeguards	11	16.5	16.5	16.5	16.5	16.5	11	105	2.61
Lifeguards	11	16.5	16.5	16.5	16.5	16.5	11	105	2.61
Lifeguards	11	12	12	12	12	12	11	82	2.05
Lifeguards	11	12	12	12	12	12	11	82	2.05

**Total Estimated FTEs 20.09**

The calculated FTEs are then multiplied by the current weighted average salary for each position, producing the proposed cost associated with each part-time position:

Position	FTE	Weighted Average Rate	FY 2025 Proposed Base Wages*
Water Safety Instructors	0.75	\$ 20.63	\$ 32,183
Fitness Instructors	1.88	30.77	120,003
Customer Service Specialists	4.04	15.51	130,253
Managers on Duty	1.49	19.30	59,714
Headguards	2.61	17.19	93,410
Lifeguards	9.33	15.39	298,504
<b>Total</b>	<b>20.09</b>	<b>\$</b>	<b>734,068</b>

\*Base wages do not include the impact of FY 2025 COLA or merit raises.

## BUDGET SUMMARY

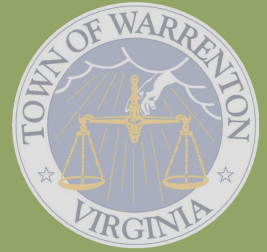
	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
<b>EXPENSES</b>						
PERSONNEL	\$799,173	\$827,524	\$913,360	\$1,140,530	\$227,170	25%
OPERATING	\$786,918	\$908,392	\$681,950	\$778,103	\$96,153	14%
CAPITAL OUTLAY	\$16,815	\$34,352	\$20,000	\$20,000	\$0	0%
<b>EXPENSES TOTAL</b>	<b>\$1,602,905</b>	<b>\$1,770,268</b>	<b>\$1,615,310</b>	<b>\$1,938,633</b>	<b>\$323,323</b>	<b>20%</b>

## STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024	FY2025
<b>FTE Amount</b>					
Aquatic Center	20.19	19.32	15.37	26.00	23.79
<b>FTE AMOUNT</b>	<b>20.19</b>	<b>19.32</b>	<b>15.37</b>	<b>26.00</b>	<b>23.79</b>

The proposed FY 2025 budget for the WARF has increased over the adopted FY 2024 budget. The increase in the personnel category is driven by increases in both full-time and part-time salaries for the department. Full-time salaries are budgeted to increase due to the Recreation Building Engineer now being allocated to the department, this impact was partially offset by the Fitness Supervisor being allocated 30% to the administration department for FY 2025. Part-time salaries are budgeted to increase when compared to the adopted FY 2024 budget based on the above calculations for hours worked and wages of the part-time staff. Operating expenses have also increased due to projected increases in costs associated with contractual repairs and maintenance at the facility as well as costs for processing payments through the recreation management software. Capital outlay for equipment has remained flat year over year.

# PARKS



## PROGRAM DESCRIPTION

The goal of the parks department is to maintain the Town's park facilities to provide high quality outdoor park facilities, open space, cultural programs and services for Town residents as well as visitors. The Town maintains Eva Walker Park, Rady Park, Sam Tarr Park, Academy Hill Park, Fun for All Playground, Skateboard Park, the Dog Park, and the lake, grounds, and trails at the WARF complex.

## CURRENT STAFFING

In FY 2025, one (1) part-time maintenance worker previously allocated to public work has been moved to the parks department. The public works department will continue to provide additional staff for the maintenance and upkeep of our park facilities.

## FY 2024 HIGHLIGHTS

- Won an award for the Eva Walker Commemorative Garden at the Virginia Parks and Recreation Society Annual Conference.
- Started Phase 1 of Eva Walker Master Plan and will be completed in FY 25.
- Hosted our first Dog-a-Palooza at the Dog Park.
- Warrenton Town Limits Festival returned to the full scale event.

## KEY PROJECTS IN FY 2025

- ADA Playgrounds funded by ARPA

# BUDGET SUMMARY

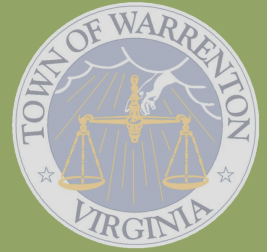
	ACTUAL		ADOPTED	PROPOSED		
	FY2022	FY2023	FY2024	FY2025	Variance (\$)	Variance (%)
EXPENSES						
PERSONNEL	\$19,767	\$1,494	\$100	\$41,154	\$41,054	41,054%
OPERATING	\$144,889	\$177,927	\$253,454	\$215,360	(\$38,094)	(15%)
CAPITAL OUTLAY	\$0	\$0	\$7,500	\$7,500	\$0	0%
EXPENSES TOTAL	\$164,656	\$179,421	\$261,054	\$264,014	\$2,960	1%

## STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024	FY2025
FTE Amount					
Parks	2.82	0.36	0.36	0.00	0.73
FTE AMOUNT	2.82	0.36	0.36	0.00	0.73

# BUDGET REQUEST / ANALYSIS

The proposed FY 2025 parks budget reflects a slight increase over the FY 2024 adopted budget. Projected operating expenses were reduced based on actual expenditures in prior years. The decrease in operating was offset by the increase in personnel due to a part-time maintenance worker now being 100% allocated to the department. In FY 2024, the only budgeted personnel expense was \$100 in overtime for work done by public works employees. Capital outlay for playground equipment has remained flat year over year.



# PARKS AND RECREATION ADMINISTRATION

## PROGRAM DESCRIPTION

This budget supports parks and recreation's various programs to ensure they perform and function effectively and efficiently. This administrative effort provides leadership, direction, oversight, management, technical assistance, contract management, and staff training assistance. The department's workload includes management of the WARF, five (5) parks, the Fun for All Playground, Skateboard Park, Dog Park and the lake feature. The administration coordinates with other Town departments, Town Council and the Town Manager. Policies and procedures are developed, reviewed, revised, and implemented.

## CURRENT STAFFING

The department consists of a Director, Operations and Contracts Technician, a Facility Services Manager, and a Special Events & Recreation Program Coordinator. The Fitness Supervisor is allocated 30% to this department. The department has eliminated the Assistant Director position and plans to utilize the upgrade of the Facility Services Coordinator to a Manager, Special Events & Recreation Program Coordinator, and allocation of the Fitness Supervisor to ensure all duties are covered.

## BUDGET SUMMARY

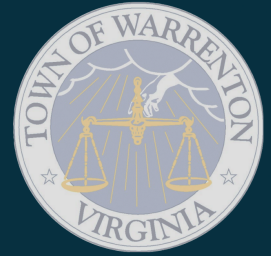
	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
<b>EXPENSES</b>						
PERSONNEL	\$325,896	\$347,267	\$542,715	\$470,558	(\$72,157)	(13%)
OPERATING	\$40,663	\$60,224	\$43,000	\$13,100	(\$29,900)	(70%)
<b>EXPENSES TOTAL</b>	<b>\$366,559</b>	<b>\$407,492</b>	<b>\$585,715</b>	<b>\$483,658</b>	<b>(\$102,057)</b>	<b>(17%)</b>

### STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024	FY2025
<b>FTE Amount</b>					
Parks Administration	3.69	3.73	5.75	5.00	4.30
<b>FTE AMOUNT</b>	<b>3.69</b>	<b>3.73</b>	<b>5.75</b>	<b>5.00</b>	<b>4.30</b>

The proposed FY 2025 parks and recreation administration budget reflects a decrease over the adopted FY 2024 budget. The decrease in personnel expenses is due to the elimination of the Assistant Director position, partially offset by the position upgrade for the Facility Services Manager and the partial allocation of the Fitness Supervisor. Operating expenses are related to training for staff and general purchasing for the department, which have been reduced to align with actual spending in prior years.



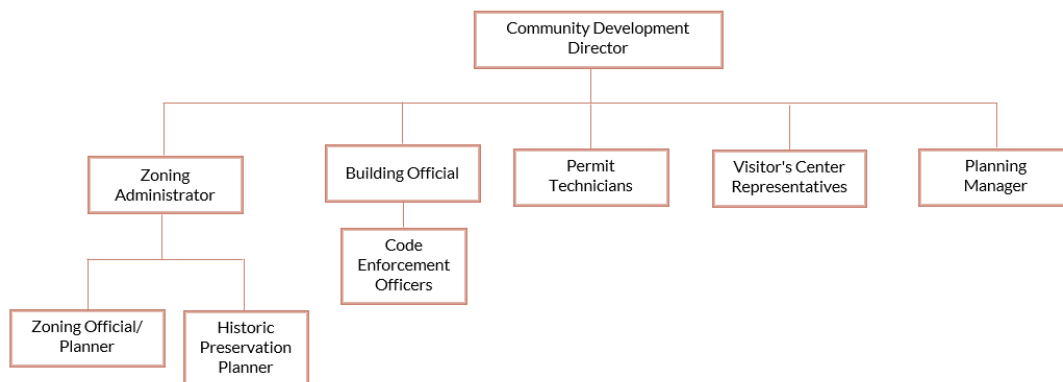


# COMMUNITY DEVELOPMENT

## FUNCTION OVERVIEW

The Community Development Department oversees the Town's built and physical environments. The Department is responsible for current planning, long-range planning, building and zoning permits, erosion and sediment control, and inspections. The Department enforces the Zoning and Subdivision Ordinance, Building Code, Fire Code, Town Code, and Historic District Guidelines. The Department provides research, data, and staff support for the Town Council, Planning Commission, Board of Zoning Appeals, Architectural Review Board, and acts as a liaison to multiple outside organizations such as Rappahannock-Rapidan Planning District Commission (PD9) and Fauquier County Committees. All land use applications and plans for new construction are reviewed and approved through Community Development along with updates to the Town's Comprehensive Plan, development review ordinances (Zoning, Subdivision, and Historic District Guidelines) and the Capital Improvement Plan.

## CURRENT STAFFING



BUDGET SUMMARY

The total budget for this function has decreased as compared to FY 2024. Detail for each of the departments listed above is provided in the following pages.

	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
EXPENSES						
DEVELOPMENT SERVICES	\$498,113	\$616,234	\$745,720	\$741,044	(\$4,676)	(1%)
PLANNING	\$494,630	\$488,160	\$507,681	\$484,946	(\$22,735)	(4%)
VISITOR CENTER	\$32,818	\$31,364	\$75,076	\$73,319	(\$1,757)	(2%)
PLANNING COMMISSION	\$17,905	\$25,775	\$20,126	\$20,127	\$1	0%
BOARD OF ZONING APPEALS	\$2,980	\$7,129	\$3,000	\$2,750	(\$250)	(8%)
ARCHITECTURAL REVIEW BOARD	\$3,325	\$2,396	\$8,094	\$6,595	(\$1,499)	(19%)
ECONOMIC DEVELOPMENT	\$102,405	\$51,374	\$0	\$0	\$0	–
EXPENSES TOTAL	\$1,152,175	\$1,222,432	\$1,359,697	\$1,328,781	(\$30,916)	(2%)

COMMUNITY DEVELOPMENT PERMITS & FEES REVENUES

	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
REVENUES						
PERMITS & OTHER LICENSES	\$207,878	\$219,987	\$288,064	\$185,132	(\$102,932)	(36%)
REVENUES TOTAL	\$207,878	\$219,987	\$288,064	\$185,132	(\$102,932)	(36%)

COMMUNITY DEVELOPMENT MISCELLANEOUS REVENUE

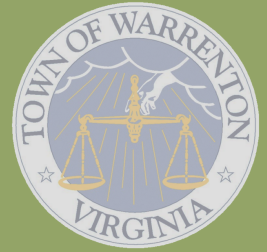
	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
REVENUES						
COUNTY OF FAUQUIER (VISITOR CENTER)	\$42,600	\$42,600	\$42,600	\$42,600	\$0	0%
REVENUES TOTAL	\$42,600	\$42,600	\$42,600	\$42,600	\$0	0%

### Goals, Objectives, and Performance Metrics

**Mission:** To provide outstanding customer service and enhance the quality of life for all residents and businesses within the Town.

The following goals and objectives have been identified by Community Development:

Goals	Objectives	Performance Metrics
Continue Improvements to OpenGov	<ul style="list-style-type: none"> <li>OpenGov allows applicants to apply online. We are expanding the application types to include applications with Public Works/Public Utilities</li> </ul>	<ul style="list-style-type: none"> <li>Use of online application portal by residents and contractors.</li> </ul>
		<ul style="list-style-type: none"> <li>Ease of use for set-up and tracking of permits.</li> </ul>
		<ul style="list-style-type: none"> <li>Ability for online payments.</li> </ul>
		<ul style="list-style-type: none"> <li>Ability to track permits online and communicate with Town staff to streamline the permitting process.</li> </ul>
Septic Remediation	<ul style="list-style-type: none"> <li>State has awarded the Town \$750K to proceed with the project.</li> </ul>	<ul style="list-style-type: none"> <li>Removal of existing drain fields.</li> </ul>
	<ul style="list-style-type: none"> <li>RK&amp;K has been hired to administer the grant.</li> </ul>	<ul style="list-style-type: none"> <li>Use of grants to offset cost to hook-up to public sewer.</li> </ul>
Property Maintenance and Zoning Ordinance Enforcement	<ul style="list-style-type: none"> <li>Influx of complaints to address throughout the Town. Over 60 active enforcement cases currently.</li> </ul>	<ul style="list-style-type: none"> <li>Achieve cooperation and abatement of violations as quickly as possible.</li> </ul>
	<ul style="list-style-type: none"> <li>Continue processing large amount of Building Permit Applications.</li> </ul>	
	<ul style="list-style-type: none"> <li>Work with property owners on valid complaints.</li> </ul>	
Affordable Housing	<ul style="list-style-type: none"> <li>Create more attainable housing opportunities in the Town.</li> </ul>	<ul style="list-style-type: none"> <li>Update Zoning Ordinance to facilitate inclusionary zoning. Update underway - Clarion has been hired to help.</li> </ul>
		<ul style="list-style-type: none"> <li>Develop key areas that will create the most impact in creating attainable housing.</li> </ul>
Historic District Survey	<ul style="list-style-type: none"> <li>Update the State's Historic Boundary to match the Town's existing Historic District.</li> </ul>	<ul style="list-style-type: none"> <li>Waiting for State's Approval</li> </ul>
	<ul style="list-style-type: none"> <li>Historic Preservation Planner has completed the Town's part needed for State approval.</li> </ul>	



# DEVELOPMENT SERVICES

## PROGRAM DESCRIPTION

The development services department provides support in the areas of zoning, erosion and sediment control, community development, and administration. The department enforces the regulations of the Zoning and Subdivision Ordinance, Building Code and the Town Code. The department also provides research and support for the Town Council, Board of Zoning Appeals, and Architectural Review Board. All plans for new construction, rehabilitation of existing structures and development of properties in the Town are reviewed and approved by the development services department. Additionally, the department is responsible for development review ordinances, rendering zoning verifications and determinations, addressing, reviewing and updating ordinances; all inspections for the Town to ensure compliance with Federal, State and Local ordinances for the protection of public health and safety with respect to the occupancy and sufficiency of property use and development. Inspection activities include building and fire code compliance, soil and erosion control, site development, utilities and zoning consistency. The department also enforces the Building Maintenance and Fire Prevention Codes, provides technical advice to citizens, contractors and business owners, aids in the Town execution of public projects, and assists other Town staff members.

The department delivers a high level of service to the public and ensures a minimum standard of compliance with Town ordinances based upon both the mission and value statements adopted by the Town Council. The department strives to keep citizens, contractors, businesses and other staff members up to date on any Zoning Ordinance and Building Code changes.

Building inspections are supported by the fees charged for the plan review and field work scheduled as part of the application process. The Town building fees continue to be reviewed to ensure that they sustain the services provided by the Town and reflect the appropriate cost of the permit and inspection process. Community Development monitors nearby and similar communities and the cost of Town services to update fees as appropriate. The use of outside expertise and professional services to accommodate the inspection load without arbitrarily increasing staff as a part of the budget has been an effective tool in assuring reasonable responses to the building community at the most cost-effective means.

## CURRENT STAFFING

The development services department is staffed by two (2) Code Enforcement Officers, a Zoning Administrator, and the Building Official, who are allocated 100% to the department. The Director of Community Development is split 50/50 between this department and the planning department. Two (2) Permit Technicians and a Zoning Official are split 75/25 with Stormwater Management Fund.

# BUDGET SUMMARY

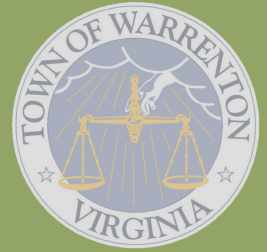
	ACTUAL		ADOPTED	PROPOSED		
	FY2022	FY2023	FY2024	FY2025	Variance (\$)	Variance (%)
EXPENSES						
PERSONNEL	\$419,015	\$511,009	\$719,970	\$724,044	\$4,074	1%
OPERATING	\$79,098	\$105,225	\$25,750	\$17,000	(\$8,750)	(34%)
EXPENSES TOTAL	\$498,113	\$616,234	\$745,720	\$741,044	(\$4,676)	(1%)

## STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024	FY2025
FTE Amount					
Development Services	4.48	4.72	4.97	6.75	6.75
FTE AMOUNT	4.48	4.72	4.97	6.75	6.75

# BUDGET REQUEST / ANALYSIS

The proposed budget for FY 2025 reflects an overall decrease over the adopted FY 2024 budget. The increase in personnel is related to COLA and merit raises for staff, partially offset by a reduction in the projected need for overtime in the department. Operating expenditures are comprised of training, postage, purchasing, and professional services for the department and have been decreased in line with actual spending in prior years.



# PLANNING

## PROGRAM DESCRIPTION

The planning department provides support in the areas of current land use, legislative cases, transportation, long-range planning, community development and administration. The department provides research and support for the Town Council, Planning Commission, and Architectural Review Board. Additionally, the department is responsible for development and review of the Historic District Design Guidelines.

## CURRENT STAFFING

The planning department consists of a Planning Manager and a Historic Preservation Planner. The Director of Community Development is split 50/50 between the planning department and development services department.

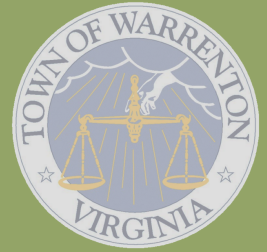
## BUDGET SUMMARY

	ACTUAL		ADOPTED	PROPOSED		
	FY2022	FY2023	FY2024	FY2025	Variance (\$)	Variance (%)
<b>EXPENSES</b>						
PERSONNEL	\$320,238	\$329,061	\$352,822	\$364,545	\$11,723	3%
OPERATING	\$174,392	\$159,099	\$153,859	\$120,401	(\$33,458)	(22%)
CAPITAL OUTLAY	\$0	\$0	\$1,000	\$0	(\$1,000)	(100%)
<b>EXPENSES TOTAL</b>	<b>\$494,630</b>	<b>\$488,160</b>	<b>\$507,681</b>	<b>\$484,946</b>	<b>(\$22,735)</b>	<b>(4%)</b>

### STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024	FY2025
<b>FTE Amount</b>					
Planning	4.14	4.14	4.39	2.50	2.50
<b>FTE AMOUNT</b>	<b>4.14</b>	<b>4.14</b>	<b>4.39</b>	<b>2.50</b>	<b>2.50</b>

The proposed budget for FY 2025 reflects an overall decrease when compared to the adopted FY 2024 budget. The increase in personnel expenses is due to COLA and merit raises for staff. The decrease in operating expenses is related to reductions in projected expenses related to professional services and maintenance contracts. There was also previously a budget for advertising in this budget that has been removed as all required ads are charged to the Town Council or relevant board. There is no requested capital outlay in the proposed FY 2025 budget.



# VISITOR'S CENTER

## PROGRAM DESCRIPTION

The Warrenton-Fauquier Visitor's Center is open five (5) days a week to provide tourism and information services to the public about the Town and surrounding area. The Visitor's Center is located at 21 Main Street.

## CURRENT STAFFING

The Visitor's Center is staffed by two (2) part-time positions.

## BUDGET SUMMARY

### Visitor's Center Expenses

	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
<b>EXPENSES</b>						
PERSONNEL	\$22,310	\$18,136	\$67,526	\$69,269	\$1,743	3%
OPERATING	\$10,508	\$13,228	\$7,550	\$4,050	(\$3,500)	(46%)
<b>EXPENSES TOTAL</b>	<b>\$32,818</b>	<b>\$31,364</b>	<b>\$75,076</b>	<b>\$73,319</b>	<b>(\$1,757)</b>	<b>(2%)</b>

### VISITOR'S CENTER REVENUES

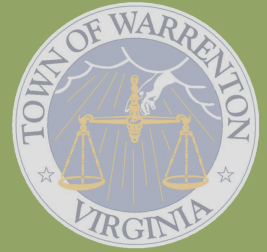
	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
<b>REVENUES</b>						
COUNTY OF FAUQUIER (VISITOR CENTER)	\$42,600	\$42,600	\$42,600	\$42,600	\$0	0%
<b>REVENUES TOTAL</b>	<b>\$42,600</b>	<b>\$42,600</b>	<b>\$42,600</b>	<b>\$42,600</b>	<b>\$0</b>	<b>0%</b>

### STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024	FY2025
<b>FTE Amount</b>					
Visitor Center	1.00	1.00	1.00	1.45	1.45
<b>FTE AMOUNT</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.45</b>	<b>1.45</b>



The FY 2025 proposed budget reflects a decrease compared with the adopted FY 2024 budget. The increase in personnel is related to COLA and merit raises for staff. Operating expenditures are related to postage, printing, and purchasing and have been reduced based on actual spending in prior years. In order to qualify as a Certified Tourist Information Center in Virginia, the Visitor's Center must be open year-round a minimum of five (5) days per week, two (2) of which should be Saturday and Sunday. As such, the Visitor's Center is staffed five (5) days a week. Funding in the amount of \$42,600 is provided annually by Fauquier County to support the efforts of the Visitor's Center. This results in a net expenditure to the Town for FY 2025 of \$30,719.



# PLANNING COMMISSION

## PROGRAM DESCRIPTION

The Planning Commission is established by Town Code Section 2-161 as enabled by §15.2-2210 of the Code of Virginia. The Code of Virginia specifies in §15.2-2221 that the duties of Planning Commissions include the following tasks. To effectuate this chapter, the local planning commission shall:

1. Exercise general supervision of, and make regulations for, the administration of its affairs.
2. Prescribe rules pertaining to its investigations and hearings.
3. Supervise its fiscal affairs and responsibilities, under rules and regulations as prescribed by the governing body.
4. Keep a complete record of its proceedings; and be responsible for the custody and preservation of its papers and documents.
5. Make recommendations and an annual report to the governing body concerning the operation of the commission and the status of planning within its jurisdiction.
6. Prepare, publish and distribute reports, ordinances and other material relating to its activities.
7. Prepare and submit an annual budget in the manner prescribed by the governing body of the county or municipality.
8. If deemed advisable, establish an advisory committee or committees.

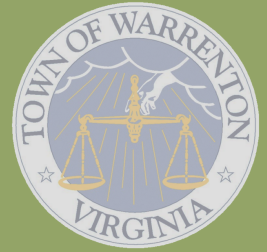
## CURRENT STAFFING

The Planning Commission consists of a minimum of five (5) and a maximum of fifteen (15) members. The Planning Manager serves as staff support to the Commission.

## BUDGET SUMMARY

	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
<b>EXPENSES</b>						
PERSONNEL	\$13,495	\$12,272	\$11,626	\$11,627	\$1	0%
OPERATING	\$4,410	\$13,503	\$8,500	\$8,500	\$0	0%
<b>EXPENSES TOTAL</b>	<b>\$17,905</b>	<b>\$25,775</b>	<b>\$20,126</b>	<b>\$20,127</b>	<b>\$1</b>	<b>0%</b>

The proposed budget for the Planning Commission for FY 2025 has remained flat year over year. Personnel expenses are driven by a monthly stipend paid to Planning Commissioners of \$125. Operating expenses consist of advertising, training, professional services, and printing for the Commission.



# BOARD OF ZONING APPEALS

## PROGRAM DESCRIPTION

The Board of Zoning Appeals (BZA) is established by the Code of Virginia to hear and decide upon requests for special exceptions and appeals from any order, decision or determination made by an administrative officer enforcing the Town's Zoning or Subdivision Ordinance. The BZA also interprets the district zoning map in cases where uncertainty exists regarding the location of a district boundary and authorizes variances from the strict terms of the Zoning Ordinance where a clear hardship can be demonstrated. Nominations for the BZA are solicited by Town Council from the general public and are representative of the Town at-large. Recommendations for appointment are made to and approved by the Fauquier County Circuit Court.

## CURRENT STAFFING

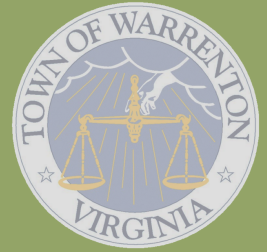
The BZA consists of Chairman, Vice-Chairman and three (3) members. The Zoning Administrator and Town Attorney provide staff support. The BZA strives to provide quality and timely services to those citizens seeking action. The meetings are regularly scheduled on the first Tuesday of each month.

## BUDGET SUMMARY

	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
<b>EXPENSES</b>						
PERSONNEL	\$2,019	\$4,844	\$0	\$0	\$0	–
OPERATING	\$962	\$2,285	\$3,000	\$2,750	(\$250)	(8%)
<b>EXPENSES TOTAL</b>	<b>\$2,980</b>	<b>\$7,129</b>	<b>\$3,000</b>	<b>\$2,750</b>	<b>(\$250)</b>	<b>(8%)</b>

## BUDGET REQUEST / ANALYSIS

The proposed budget for the Board of Zoning Appeals reflects a slight decrease. Operating expenditures include costs for advertising, printing, training, and professional services.



# ARCHITECTURAL REVIEW BOARD

## PROGRAM DESCRIPTION

The Architectural Review Board's (ARB) primary function is to review applications for construction, reconstruction, substantial exterior alteration, demolition, relocation and signage within the Town's Historic District. In addition, the ARB assists the Town Council, Planning Commission and property owners in matters involving historically significant sites and buildings; advises owners of historic landmarks or contributing structures on preservation efforts; and proposes additions to the Historic District. The ARB is supported by Town staff, which prepares reports for their review, schedules meetings and provides general administrative support.

Specific architectural services are obtained on occasion to advise the ARB on unique structural details as the need arises. The ARB meets monthly on the fourth Thursday and often meets on an as-needed basis to accommodate the needs of Town citizens.

## CURRENT STAFFING

The ARB consists of a Chairman, Vice-Chairman and three (3) other members appointed by the Town Council. The Planner provides staff support to the Board.

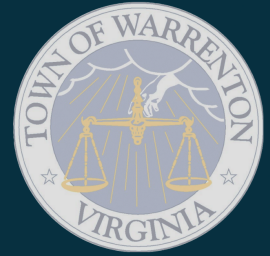
## BUDGET SUMMARY

	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
<b>EXPENSES</b>						
PERSONNEL	\$2,826	\$0	\$4,844	\$4,845	\$1	0%
OPERATING	\$499	\$2,396	\$3,250	\$1,750	(\$1,500)	(46%)
<b>EXPENSES TOTAL</b>	<b>\$3,325</b>	<b>\$2,396</b>	<b>\$8,094</b>	<b>\$6,595</b>	<b>(\$1,499)</b>	<b>(19%)</b>

## BUDGET REQUEST / ANALYSIS

The proposed budget for the Architectural Review Board for FY 2025 shows a decrease compared to the adopted FY 2024 budget. Personnel expenses are driven by a monthly stipend paid to members of \$75. Operating expenses are related to professional services and purchasing and have been reduced based on actual spending in prior years.

# CONTRIBUTIONS TO OUTSIDE AGENCIES



## PROGRAM DESCRIPTION

Contributions to outside agencies support community organizations that provide health and welfare services, education, arts and cultural programs, entertainment, and enrichment to the citizens of the Town. The proposed FY 2025 budget included level funding with FY 2024 for each agency. Further information on each agency, their requested contribution amount, and one (1) new contribution request received this fiscal year are further detailed in the budget request/analysis section below.

## BUDGET SUMMARY

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY2025 REQUESTED	FY 2025 PROPOSED
Aging Together	\$4,250	\$4,250	\$4,250	\$5,000	\$4,250
Boys & Girls Club of Fauquier	7,650	7,650	7,650	10,000	7,650
Fauquier Community Action Committee	7,650	7,650	7,650	7,650	7,650
Fauquier Community Child Care	3,443	3,443	3,443	5,000	3,443
Fauquier Food Bank	2,869	2,869	2,869	5,000	2,869
Fauquier County Youth Orchestra	1,750	1,750	-	-	-
Fauquier Family Shelter Services	5,126	5,126	5,126	8,000	5,126
Fauquier Free Clinic	7,650	7,650	7,650	10,000	7,650
Fauquier Historical Society	-	15,300	7,650	12,000	7,650
Hospice Support of Fauquier	4,250	4,250	4,250	5,000	4,250
Laurel Ridge Community College	5,738	5,738	5,738	6,000	5,738
Literacy Volunteers	1,913	1,913	1,913	2,500	1,913
Piedmont Dispute Resolution Center	765	765	765	765	765
Hope Heals	-	-	-	25,000	-
<b>TOTAL</b>	<b>\$53,054</b>	<b>\$68,354</b>	<b>\$58,954</b>	<b>\$101,915</b>	<b>\$58,954</b>

### **Aging Together**

Aging Together provides programs and services to older adults in Warrenton. The program is a collaborative effort built on an alliance of organizations and individuals who actively participate in one or more County Teams and regional committees and work together across agencies, counties and interest areas. The program exists primarily due to the work of hundreds of volunteers who demonstrate the motivation and passion that make our communities better as we grow older. It has been recognized by state and national organizations as a leader in the field of aging. The organization requested a \$5,000 contribution.

### **Boys & Girls Club of Fauquier**

The mission of the Boys & Girls Club is to help boys and girls of all backgrounds, especially those in need, to build confidence, to develop character and to acquire the skills needed to become productive, civic-minded, responsible adults. The organization requested a \$10,000 contribution.

### **Fauquier Community Action Committee (Head Start/Bright Stars Program)**

The Fauquier Community Action Committee (FCAC) Head Start/Bright Stars program provides a quality comprehensive preschool program to children and families of low income in Fauquier County. The program is offered to 3- and 4-year-olds that meet the federal income poverty guidelines. The organization requested a \$7,650 contribution.

### **Fauquier Community Child Care**

The Fauquier Community Child Care (FCCC) program, which provides affordable childcare in concert with Fauquier County Public Schools, provides an important childcare service to Warrenton residents at Brumfield, Bradley and P.B. Smith Elementary Schools. The organization requested a \$5,000 contribution.

### **Fauquier Community Food Bank / Thrift Store**

The Fauquier Community Food Bank / Thrift Store provides food and household provisions to residents of Fauquier County living below federal poverty guidelines. The organization requested a \$5,000 contribution.

### **Fauquier Family Shelter Services**

Fauquier Family Shelter Services (FFSS) was established in 1988 by concerned individuals and social service agencies to alleviate the pain of poverty and homelessness in Fauquier County. FFSS provides the only emergency shelter in the County and provides an intensive one-year program at nearby Vint Hill to assist families in transitioning from being homeless to maintaining stable and independent living. The organization requested a \$8,000 contribution.

### **Fauquier Free Clinic**

The Clinic provides primary medical care to uninsured residents with a special effort to include all children. Local practitioners who volunteer their time and talent provide all medical and dental care. The Town's donation will be used to purchase medications for uninsured residents of the Town and to support operations. The organization requested funding of \$10,000.

### **Fauquier Historical Society**

The Fauquier Historical Society operates the Old Jail Museum, which is centrally-located in the Town of Warrenton and open six days a week. The purpose of the organization is to preserve and maintain objects, documents and other memorabilia of historic interest pertaining to the County of Fauquier, the Commonwealth of Virginia, or the United States. Please note FY 2023 consisted of the contribution for both FY 2022 and FY 2023. The organization requested a \$12,000 contribution.

### **Hospice Support of Fauquier**

Hospice Support of Fauquier is a non-profit organization with a mission to provide non-medical supportive care to people with chronic disease or life-threatening illness, and their caregivers. Hospice Support of Fauquier has received contributions from the Town in years past. The organization requested a \$5,000 contribution.

**Laurel Ridge Community College Foundation**

Since 2017, the Town has provided funding to offer two scholarships for one year for Town of Warrenton residents. The program consists of an academic scholarship and a work force scholarship. LRCC requested funding of \$6,000.

**Literacy Volunteers of Fauquier County**

The overarching goals of Literacy Volunteers of Fauquier County (LVFC) are to improve the reading, writing, basic communication, study and computer skills of adults in our community and to promote learning as a fundamental goal. LVFC provides these services at their headquarters in Warrenton, the Warrenton Library and at other cooperative sites throughout the County. They also provide one-on-one tutoring in reading, writing, and math skills as well as English as a Second Language (ESL). The organization requested funding in the amount of \$2,500.

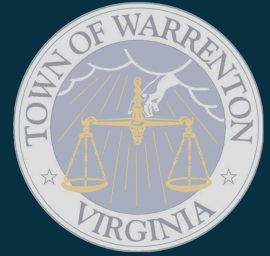
**Piedmont Dispute Resolution Center**

The staff at the Piedmont Dispute Resolution Center works with the court system and are assigned by the courts to a wide range of mediation responsibilities involving juvenile and domestic abuse, domestic problems, divorce, and juvenile issues. In addition, the Center trains peer mediators for the school system who are often able to resolve issues between students before they escalate into serious problems. The organization requested funding of \$765.

**Hope Heals**

Hope Heals Community Freestore provides free clothing, shoes, accessories, linens, baby gear, and more to the Town of Warrenton and surrounding areas. The founder and president of Hope Heals requested funding for the operations of the Freestore which is located on Falmouth Street in Town. The organization requested funding of \$25,000. Since this is a first time request and the proposed budget includes flat funding with FY 2024, this amount is not included in the proposed FY 2025 budget.





# NONDEPARTMENTAL

## PROGRAM DESCRIPTION

This function includes the funding for Transportation Services, the Main Street Program, Virginia Commission for the Arts, and the Warrenton Volunteer Fire Company.

## BUDGET SUMMARY

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	Change
Transportation Services	\$127,795	\$127,795	\$165,666	\$174,009	\$8,343
Main Street Program	65,000	65,000	65,000	65,000	-
VA Commission for the Arts (VCA)- Creative Community Partnership	9,000	9,000	9,000	9,000	-
Warrenton Caboose	850	850	-	-	-
Warrenton Volunteer Fire Company	-	150,000	150,000	150,000	-
VA Department of Fire Programs (VDFP) - Aid to Localities (ATL)	-	-	-	45,281	45,281
<b>TOTAL</b>	<b>\$ 202,645</b>	<b>\$ 352,645</b>	<b>\$ 389,666</b>	<b>\$ 443,290</b>	<b>\$ 53,624</b>
<b>Associated Revenue</b>					
Path Foundation Transportation Services Cost Share	\$46,825	\$50,727	\$53,429	\$55,000	\$ 1,571
VCA CCP Grant	4,500	4,500	4,500	4,500	-
VDFP ATL Grant	-	-	-	45,281	45,281
<b>NET EXPENDITURE</b>	<b>\$ 151,320</b>	<b>\$ 297,418</b>	<b>\$ 331,737</b>	<b>\$ 338,509</b>	<b>\$ 6,772</b>

## BUDGET REQUEST / ANALYSIS

### Transportation Services

Operated by Virginia Regional Transit (VRT), the Circuit Rider provides access to affordable transportation for Town residents. The program is funded by a combination of federal funding covers, funding through the Town, and funding from the state. The Town will continue to fund the federally-prescribed local match. For FY 2025 the total required match has increased to \$174,009 due to the addition of an on-demand service. The PATH Foundation has committed \$55,000 to offset the Town's cost-share.

### Main Street Program

The Main Street Program function is provided by Experience Old Town Warrenton (EOTW), a community non-profit organization committed to building a Main Street District of thriving businesses, history, and social activities. The Program envisions a vibrant, beautified Old Town Warrenton with a focus on a dynamic, organized district of retail and restaurants that preserves and builds upon our historic character. Such vitality fosters opportunities for growth: economically, socially, and culturally.

This vision supports and attracts businesses and visitors, and just as importantly, directly enhances the quality of life for the residents of our community. EOTW has requested \$65,000 for FY 2025.

Item C.

**Virginia Commission for the Arts (VCA) Creative Communities Partnership (CCP) Program**

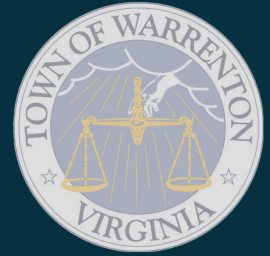
This program typically funds a Summer Concert Series in the Town. A grant through VCA provides half of the total funding from the Town.

**Warrenton Volunteer Fire Company**

Until mid-FY 2022, the Town of Warrenton provided support to the Warrenton Volunteer Fire Company in the form of funding for two full-time firefighters and a capital allocation of \$150,000 for the maintenance and upgrade of its apparatus. Although the fire and rescue services personnel have transferred to Fauquier County, the Town continues to provide the capital support in the amount of \$150,000.

**VA Department of Fire Programs (VD FP) - Aid to Localities (ATL)**

The Town acts as a pass-through to the fire department for the Aid to Localities grant from VD FP. The grant provides funding for the daily operating expenses of fire departments. There is no net impact on the FY 2025 budget related to this grant as the entire amount is received as revenue and then passed on to the fire department as an expense.



# DEBT SERVICE

## PROGRAM DESCRIPTION

This function includes the funding for principal and interest payments for General Fund lease/purchase agreements and general obligation bonds.

## BUDGET SUMMARY

	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
<b>EXPENSES</b>						
DEBT SERVICE	\$11,326,170	\$859,119	\$824,238	\$822,972	(\$1,266)	0%
<b>EXPENSES TOTAL</b>	<b>\$11,326,170</b>	<b>\$859,119</b>	<b>\$824,238</b>	<b>\$822,972</b>	<b>(\$1,266)</b>	<b>0%</b>

## BUDGET REQUEST / ANALYSIS

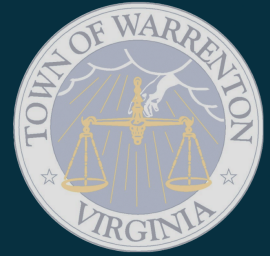
Debt service payments totaling \$822,972 are budgeted for FY 2025. This consists of \$525,000 in principal payments and \$297,972 in interest payments. The chart to the right shows the principal and interest requirements in support of each issuance.

Issued for	Principal	Interest	Total
WARF	\$405,000	\$190,522	\$595,522
Town Hall	120,000	107,450	227,450
<b>Total</b>	<b>\$525,000</b>	<b>\$297,972</b>	<b>\$822,972</b>

# ANNUAL DEBT SERVICE REQUIREMENTS

The chart below shows the annual debt service requirements for the current issuances in the General Fund:

Fiscal Year	Governmental Activities		
	Principal	Interest	Total
2024	500,000	324,238	824,238
2025	525,000	297,972	822,972
2026	560,000	270,169	830,169
2027	585,000	240,828	825,828
2028	615,000	210,078	825,078
2029	650,000	177,663	827,663
2030	680,000	143,581	823,581
2031	720,000	107,706	827,706
2032	755,000	69,909	824,909
2033	240,000	46,063	286,063
2034	250,000	37,656	287,656
2035	255,000	31,041	286,041
2036	260,000	25,569	285,569
2037	265,000	20,106	285,106
2038	270,000	14,653	284,653
2039	275,000	8,978	283,978
2040	285,000	3,028	288,028
	7,690,000	2,029,238	9,719,238



# TRANSFERS

## PROGRAM DESCRIPTION

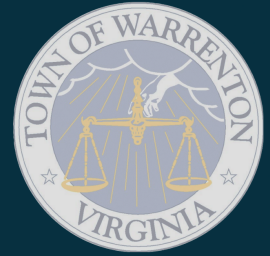
This function accounts for the transfer of funds from the General Fund to other funds as necessary to supplement operations and capital programs.

## BUDGET SUMMARY

	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
<b>EXPENSES</b>						
TRANSFER TO CAPITAL PROJECTS	\$685,634	\$0	\$2,770,359	\$1,584,002	(\$1,186,357)	(43%)
TRANSFER TO GEN ASSET REPLMT FUND	\$1,015,110	\$0	\$1,431,350	\$1,765,000	\$333,650	23%
<b>EXPENSES TOTAL</b>	<b>\$1,700,744</b>	<b>\$0</b>	<b>\$4,201,709</b>	<b>\$3,349,002</b>	<b>(\$852,707)</b>	<b>(20%)</b>

## BUDGET REQUEST / ANALYSIS

The proposed FY 2025 transfers to the General Capital Project Fund and the General Asset Replacement Fund represent the total estimated costs of the projects budgeted in those funds. Total transfers are budgeted to decrease in FY 2025 due to the total decrease in General Fund capital expenditures.



# GENERAL CAPITAL PROJECT FUND

## PROGRAM DESCRIPTION

Budgeted amounts for the General Capital Project Fund are derived from the first year of the six-year Capital Improvement Plan (CIP) document each year. The CIP is updated annually, at which time the schedule and projects are evaluated, and any new projects may be added. General Capital Project Fund should be at least \$100,000 and have an estimated useful life of at least ten (10) years. The process begins in November when departments begin their work on the department recommended CIP. In January, the Town Manager meets with department staff to discuss recommended projects. The Town Manager's recommended CIP may be presented to the Planning Commission at a work session so the Commission can ensure that all projects are in conformance with the Town's Comprehensive Plan. During this time, the Town Manager works closely with the finance department to evaluate the feasibility of funding sources and the impact that projects will have on the operating budget. In April, the Town Manager presents the Town Manager's proposed CIP to the Town Council along with the proposed budget. The first year of the CIP is adopted as part of the budget in June.

Revenue that is specifically related to projects is budgeted within the General Capital Project Fund, with the balance financed by a transfer from the General Fund.

## BUDGET SUMMARY

### GENERAL CAPITAL PROJECT FUND REVENUES

	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
<b>REVENUES</b>						
INTEREST REVENUE	\$1,414	\$5,566	–	\$0	\$0	–
FEDERAL GRANT REVENUE	\$280,712	\$0	\$0	\$0	\$0	–
TRANSFER FROM GENERAL FUND	\$685,634	\$0	\$2,770,359	\$1,584,002	(\$1,186,357)	(43%)
<b>REVENUES TOTAL</b>	<b>\$967,760</b>	<b>\$5,566</b>	<b>\$2,770,359</b>	<b>\$1,584,002</b>	<b>(\$1,186,357)</b>	<b>(43%)</b>

### GENERAL CAPITAL PROJECT FUND EXPENSES

	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
<b>EXPENSES</b>	<b>\$967,760</b>	<b>\$105,626</b>	<b>\$2,770,359</b>	<b>\$1,584,002</b>	<b>(\$1,186,357)</b>	<b>(43%)</b>

## BUDGET SUMMARY

Item C.

	PROPOSED BUDGET
ANNUAL PAVING SCHEDULE	\$800,000
WARF LIGHTING	\$215,000
WASHINGTON ST. SIDEWALK	\$200,000
CAPITAL PROJECTS CONTINGENCY	\$144,000
SIDEWALK HANDICAP RAMPS	\$100,000
IMPROVEMENTS TO MAIN STREET	\$73,002
PARK PAVILIONS	\$42,000
COURTHOUSE SQ. TRAFFIC STUDY	\$10,000
TOTAL	\$1,584,002

## PROJECT DESCRIPTIONS

### **Annual Paving Schedule**

Paving was previously budgeted in the public works arterial and collector streets budget. Starting in FY 2025 the annual paving schedule will be reported as part of the CIP for easier tracking. The paving schedule for FY 2025 includes Blue Ridge Street, Branch Drive, Cleveland Street, Fletcher Drive, Hastings Lane, Jefferson Street, Monroe Street, Oak Springs Drive, Piedmont Street, Rappahannock Street, Willow Court, and Wilson Street.

### **WARF Lighting**

This project has been included in the FY 2025 proposed budget to replace all lighting fixtures in the competition pool.

### **Washington Street Sidewalk**

Construct a new sidewalk along Washington Street from Green Street to Elm Street. The plans have been designed and ready for construction. This section of sidewalk will connect the Greenway with Green Street and provide increased walkability.

### **Capital Projects Contingency**

For FY 2025 a contingency is built into the budget for all capital projects. The contingency is set at 10% of total Town funding for each project and ensures that the Capital Improvement Plan is budgeted conservatively and takes into account the possibility for project overruns or the identification of additional work needed to complete project goals.

### **Sidewalk Handicap Ramps**

Sidewalk improvements for handicap curb cut ramps are needed throughout Town. This project is an effort to bring sidewalks needing improvement and which are continuing to deteriorate to better meet Americans with Disabilities Act (ADA) accessibility needs.

### **Improvements to Main Street**

As part of the Town's Main Street Improvement project to enhance the cross-walks and sidewalks. The project is programmed for VDOT Revenue Sharing project with a 50/50 cost share.

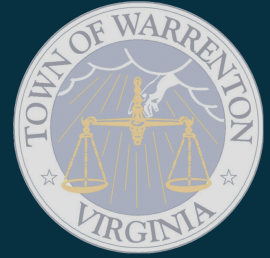
### **Park Pavilions**

In FY 2025, this project involves the replacement of the pavilion in Sam Tarr park.

### **Courthouse Square Traffic Improvement**

The objective is to improve vehicular and pedestrian safety. In FY 2025, the Traffic Task Force will continue to conduct tests for the best solution. The amount of funding for FY 2026 will depend on FY 2025 findings. If the solution is more complex and costly, the Town will develop a concept plan to apply for VDOT funding.

# GENERAL ASSET REPLACEMENT FUND



## PROGRAM DESCRIPTION

The purpose of the General Asset Replacement Fund is to plan for the ongoing replacement of the Town's existing vehicles, equipment, and major systems. By annually updating a six-year Capital Asset Replacement Plan (CARP), the Town strives to provide cash funding to cover planned replacements.

The Town uses a fleet vehicle and equipment replacement plan, which utilizes metrics regarding vehicle maintenance and repair costs in addition to age and mileage to determine when it is more cost-effective for the Town to replace a vehicle. Another large category of expense is the maintenance and replacement of computers, servers and networks. The information technology plan calls for the replacement of such equipment based on the useful life of the assets.

## BUDGET SUMMARY

In the FY 2025 proposed budget, the General Asset Replacement Fund is funded by a transfer from the General Fund.

### GENERAL ASSET REPLACEMENT FUND REVENUES

	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
<b>REVENUES</b>						
ITEMS SOLD AT AUCTION	\$0	\$36,072	–	\$0	\$0	–
FEDERAL GRANT REVENUE	\$0	\$0	\$60,000	\$0	(\$60,000)	(100%)
TRANSFER FROM GENERAL FUND	\$1,015,110	\$0	\$1,431,350	\$1,765,000	\$333,650	23%
<b>REVENUES TOTAL</b>	<b>\$1,015,110</b>	<b>\$36,072</b>	<b>\$1,491,350</b>	<b>\$1,765,000</b>	<b>\$273,650</b>	<b>18%</b>

### GENERAL ASSET REPLACEMENT FUND EXPENSES

	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
<b>EXPENSES</b>	<b>\$1,015,110</b>	<b>\$440,393</b>	<b>\$1,491,350</b>	<b>\$1,765,000</b>	<b>\$273,650</b>	<b>18%</b>



# GENERAL ASSET REPLACEMENT FUND EXPENDITURES

Item C.

	PROPOSED BUDGET
WARF CHILLER REPLACEMENT	\$340,000
ERP SYSTEM	\$300,000
TRAFFIC LIGHT UPDATES	\$300,000
ROOF REPLACEMENT	\$180,000
HVAC REPLACEMENT	\$150,000
TOWN HALL FOUNDATION REPAIRS	\$140,000
GUARDRAIL REPLACEMENT	\$75,000
P25 RADIO REPLACEMENT	\$70,000
IT ASSET REPLACEMENT	\$65,000
ASPHALT RESURFACING	\$55,000
WARF STRUCTURAL REPAIRS	\$25,000
ENERGY MANAGEMENT	\$25,000
FITNESS EQUIPMENT REPLACEMENT	\$25,000
SIGN REPLACEMENT	\$15,000
TOTAL	\$1,765,000

## PROJECT DESCRIPTIONS

### **WARF Chiller Replacement**

The current chiller at the WARF is original to the building and approaching the end of its life cycle. This unit is responsible for cooling the building, as well as dehumidification of the aquatic areas. It runs continuously to prevent high humidity and to keep the temperature at the required levels for the pools and the building to operate. Currently, the compressors need monthly repairs. As these major components begin to fail, the repair costs will be high and lead times for replacement parts could leave the unit down for an extended time and could lead to larger issues. A complete replacement of the chiller is recommended at this time and will have new technology to better control the system and align with our HVAC system, as well as being more energy efficient.

### **Enterprise Resource Planning (ERP) System**

The Town is currently facing challenges with its legacy financial software, including limited support and a lack of interoperability with other systems. To enhance citizen services, the IT Department recommends the purchase and implementation of an ERP system. The goal of this all-in-one package is to centralize data management, providing real-time data for improved collaboration and decision-making. Additionally, an ERP would address issues such as a steep learning curve and the absence of modern features in the existing system. The scalability of an ERP allows for a phased rollout across Town departments, ensuring a smooth transition for both staff and citizens. Other anticipated benefits include streamlined processes, a reduction in human errors, and increased employee productivity, all of which contribute to the long-term success of the Town's operations.

### **Traffic Light Updates**

The FY 2025 project will connect the lights at Van Roijen Street and Waterloo street into a central traffic management system to handle the increased flow of traffic coming from neighboring communities. Further, the project will focus on replacing the aging detection hardware and controllers at Blackwell Rd, North Hill/Walker Dr, Fletcher Dr, Rt. 17. A VDOT traffic engineering study will precede this project to enable the team to adjust the signal timing along this corridor as planned in the out years via the Smartscale projects. Any future transportation projects will be coordinated with VDOT in relation to the Broadview projects.

### **Roof Replacement**

The roof at the public works facility is failing and leaking in many spots. This roofing system has been in place for over 35 years. The cost of replacement includes an assumption that the underlayment may contain asbestos and will need remediation during its replacement. Costs for this project are estimated due to the uncertainty of the underlayment.

Item C.

### **HVAC Replacement**

HVAC replacements proposed in FY 2025 include the 15-ton unit at Town Hall and replacement of several units and HVAC ducting at the police station.

### **Town Hall Foundation Repairs**

Excavate and repair foundation of Town Hall at 1st Street. The foundation adjacent to 1st Street was identified in the original structural engineering report for 21 Main Street. The project was originally slated for repair during the Main Street Plaza Project. This project has since been delayed, and the need to repair the original foundation leak is still present. This project will need to be accomplished first prior to HVAC updates as the foundation wall on the interior will need to be dried out prior to waterproofing being completed.

### **Guardrail Replacement**

Continued replacement of guardrails throughout Town.

### **P25 Radio Replacement**

This project will replace five (5) portable and five (5) mobile P25 radios nearing end of life. These radios cannot be updated to the latest encryption standards. They will be repurposed in the Town's joint emergency management program for non-law enforcement use.

### **Information Technology Asset Replacement**

The Town utilizes various forms of hardware to perform daily functions. That hardware requires replacement within a scheduled time frame. The items to be replaced are desktop computers, laptops, mobile devices, network equipment and servers.

### **Asphalt Resurfacing**

Resurfacing projects for FY 2025 include resealing and striping parking lots B, C, D, & F.

### **WARF Structural Repairs**

On April 8, 2023, a water line broke at the main entrance into the WARF. The break damaged much of the walkway area. There is also some damage inside the building as noted in the LPDA report on September 6, 2023. According to a meeting with the insurance company on January 4, 2024, insurance will not cover the damage to the walkway. The Town estimates it will cost approximately \$25,000 to repair the existing walkway and other minor issues within the interior that are not covered by the insurance policy.

### **Energy Management**

Updates to Town buildings to include, but not limited to, motion lighting, LED lights, energy-efficient windows, efficient water heating, updated insulation, air sealing, etc.

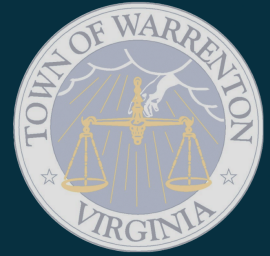
### **Fitness Equipment Replacement**

Replace cardio and strength equipment at the WARF, as needed, and as equipment reaches end of life. Evaluations of current equipment pieces will be completed to determine overall use of the equipment, number of work orders placed and maintenance needed on each piece of equipment.

### **Sign Replacement**

Replacement of signs, posts, bases, and hardware. The project will replace non-compliant signs. The list of streets will be available based on the annual condition assessment reported by facilities and fleet management. The project will allow us to replace all out-of-compliance signs in the selected area at once.

# WATER & SEWER OPERATING FUND

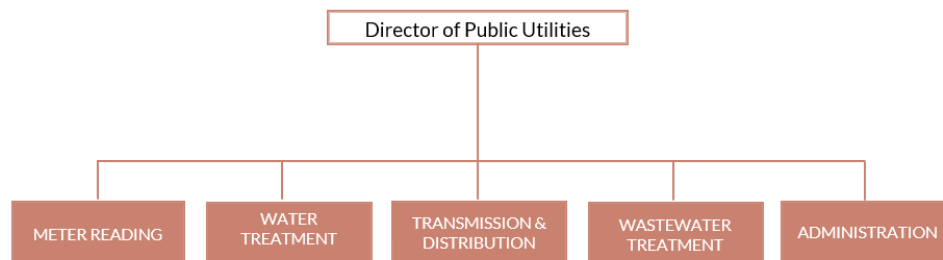


## PROGRAM DESCRIPTION

The Town's Water & Sewer Operating Fund, which includes all revenues and expenses for the production and distribution of drinking water, and collection and disposal of sewage in Warrenton and certain areas surrounding the Town, is an Enterprise Fund. Monies used to support this budget are derived via monthly collections for services used by the Town's 5,011 residential and business accounts, plus other miscellaneous charges. The Town conducted a rate study in Fiscal Year 2022 and a small update to that study in Fiscal Year 2023. The service rates included in this budget are based on the results of that study.

## CURRENT STAFFING

Detail regarding the staffing for each department is described in the following sections.



## SUMMARY OF BUDGET

The Town conducted a rate study in Fiscal Year 2022. This budget projects a planned increase in rates effective July 1, 2024 based on the results of the study.

### WATER & SEWER OPERATING REVENUES

	ACTUAL		ADOPTED	PROPOSED		
	FY2022	FY2023	FY2024	FY2025	Variance (\$)	Variance (%)
<b>REVENUES</b>						
PERMITS & FEES	\$10,200	\$8,625	\$13,005	\$8,250	(\$4,755)	(37%)
USE OF MONEY/PROPERTY	\$256,784	\$371,805	\$135,000	\$393,240	\$258,240	191%
CHARGES FOR SERVICES	\$5,527,377	\$5,914,378	\$7,718,766	\$9,081,973	\$1,363,207	18%
MISCELLANEOUS REVENUE	\$85,019	\$65,091	\$55,000	\$47,000	(\$8,000)	(15%)
FEDERAL REVENUE	\$23,007	\$0	–	\$0	\$0	–
USE OF FUND BALANCE	\$0	\$0	\$170,591	\$0	(\$170,591)	(100%)
<b>REVENUES TOTAL</b>	<b>\$5,902,388</b>	<b>\$6,359,899</b>	<b>\$8,092,362</b>	<b>\$9,530,463</b>	<b>\$1,438,101</b>	<b>18%</b>

**Permits & Fees**

This category includes fees for establishing new service, late fees and reconnection fees. The estimate is based on historical revenue. For FY 2025, the revenue in this category is estimated to decrease when compared to the FY 2024 adopted budget based on the actual amount collected year-to-date. The following table shows the current fees:

Fee Type	Fee
New Service	\$25
Security Deposit	\$150 <i>residential &amp; commercial</i>
Late Fee	\$5
Reconnection Fee	\$40

**Use of Money & Property**

This category is comprised of several elements. Revenue from leasing space on the Town's water tower to telecommunications companies is recorded here. Currently, there are four major carriers renting space.

Interest and investment revenue are also recorded in this line item. This revenue fluctuates with the general economic conditions and the level of utility fund cash balances. The FY 2025 estimate is increased compared to FY 2024 to reflect the current and projected interest rate environment as well as current cash balances. The Town owns two residential properties located on the water plant and reservoir grounds. These properties were previously leased to Town employees at market rates and adjusted annually based on the Consumer Price Index. Revenue from those lease agreements was also recorded in this line item.

### Charges for Services

The Town currently provides water and sewer services to approximately 5,011 residential and commercial customers. The proposed estimated revenue for charges for services in the budget is based on the recommendation from the Water and Sewer Rate Study conducted by NewGen to raise rates in FY 2025 by 23%.

The proposed rate schedule is listed below. This proposed schedule would be effective July 1, 2024.

#### **PROPOSED RATES, EFFECTIVE JULY 1, 2024:**

Base Charge (for usage <2,000 gallons):						
Meter Size	IN TOWN RATES			OUT OF TOWN RATES		
	Water	Sewer	Total	Water	Sewer	Total
5/8	10.05	18.69	28.74	15.08	28.04	43.12
1	25.13	46.73	71.86	37.70	70.10	107.80
1 1/2	50.25	93.45	143.70	75.38	140.18	215.56
2	80.40	149.52	229.92	120.60	224.28	344.88
3	175.88	327.08	502.96	263.82	490.62	754.44
4	316.58	588.74	905.32	474.87	883.11	1,357.98
Commodity Rate, per 1,000 gallons:						
Usage	Water	Sewer	Total	Water	Sewer	Total
> 2,000	11.14	14.99	26.13	16.71	22.49	39.20

Bulk Water Rates		Rate
Base charge (<2,000 gallons)		\$38.45
Commodity rate (>2,000 gallons, per 1,000 gallons)		\$16.71

Recreational Vehicle Wastewater Disposal	
Flat Fee	\$10.00

### Miscellaneous Revenue (Recoveries & Rebates)

Revenues generated in this category are minor in nature and difficult to estimate on other than a historical trend basis. Included are costs expended or incurred, then recovered. This category also includes charges for the sale of meters and other connection materials charged directly to contractors or homeowners. This figure is based on new connections projected for the coming year.

### Use of Fund Balance

This amount represents the total transferred from the Water and Sewer Fund's reserves. The proposed FY 2025 budget does not require a use of fund balance by the Water & Sewer Operating Fund.

# WATER & SEWER OPERATING EXPENSES

Item C.

The proposed FY 2025 budget for the Water & Sewer Operating Fund reflects an increase over FY 2024. However, operating expenses account for only a small portion of that increase. Due to higher revenue projections based on the proposed rate increases, revenue is budgeted to outpace operating expenses, creating a surplus. This surplus is then able to be transferred to the Water & Sewer Capital Fund to be used to replace and modernize critical infrastructure at the plants. The increase in transfers from the Water & Sewer Operating Fund accounts for 79% of the overall increase in the Fund's expenses.

Included in operating expenses across the following departments are reimbursements to certain employees for safety equipment required to perform the duties of their jobs. For FY 2025, the reimbursement for safety boots is set at \$150 per employee.

*Detail regarding the expenses for each department is described in the following sections.*

## WATER & SEWER OPERATING FUND EXPENSES

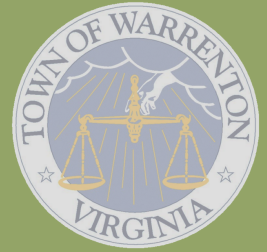
	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
<b>EXPENSES</b>						
METER READING	\$162,769	\$251,444	\$263,666	\$290,598	\$26,932	10%
WATER TREATMENT PLANT	\$1,074,607	\$1,150,929	\$1,411,414	\$1,595,441	\$184,027	13%
TRANSMISSION AND DISTRIBUTION	\$661,796	\$782,025	\$815,716	\$921,498	\$105,782	13%
WASTEWATER PLANT OPERATION	\$2,036,536	\$2,098,194	\$2,437,456	\$2,585,230	\$147,774	6%
WATER/SEWER ADMINISTRATION	\$840,460	\$911,951	\$1,479,653	\$1,310,759	(\$168,894)	(11%)
TRANSFERS	\$688,131	\$5,030,158	\$490,830	\$1,630,938	\$1,140,108	232%
DEBT SERVICE	\$438,089	\$485,770	\$1,193,627	\$1,195,999	\$2,372	0%
<b>EXPENSES TOTAL</b>	<b>\$5,902,388</b>	<b>\$10,710,471</b>	<b>\$8,092,362</b>	<b>\$9,530,463</b>	<b>\$1,438,101</b>	<b>18%</b>

## Goals, Objectives, and Performance Metrics

**Mission:** To deliver exceptional government service; to uphold standards established to protect the public health, safety, and welfare of all residents, business owners, and visitors; to provide an environment where people enjoy living, working, playing, and investing, while providing responsible management of public resources to meet the challenges of today and tomorrow. Provide professional customer service in maintenance and replacement of water and waste water delivery lines and infrastructure.

The following goals and objectives have been identified by the departments in the Water & Sewer Fund:

Goals	Objectives	Performance Metrics
Produce potable water that complies with all state and federal agencies	• Increase resiliency	• Able to produce water in all conditions
	• Increase capacity & quality	• Ensure all water tests are passed
	• Ensure adequate staffing numbers are met	• Able to adapt to increasing regulations
Ensure all water demands are met	• Ensure demands and delivery capabilities are met	• Adequate storage capacity
		• Infrastructure maintained & in good, working order
		• Ensure adequate chemical stores are on site
Implement the Upgrade and Expansion Report	• Develop CIP and CARP to identify and map out improvements	• Gain approval for phase 1 projects
		• Engage contractors as needed
	• Establish the timeline for upgrades and expansion	• Establish the phase 2 and 3 projects



# METER READING

## PROGRAM DESCRIPTION

The meter reading department is responsible for the reading of an average of 5,000 water meters and providing the data to the Finance Department for billing and revenue collection. In addition, the section provides routine maintenance to all customer meters, to include the thawing of frozen meters due to extreme cold weather, the inspections required under the State's cross connection and backflow prevention programs, periodic calibration, and replacement of unserviceable meters. The accuracy of readings is critical and enables the Town to collect the optimum amount of revenue possible with the most reliable meter data. The meter calibration testing frequency depends upon their annual usage, wear and tear and potential for revenue loss or generation. Staff also responds to customer concerns relative to unusually high or low water bills and often assists customers in identifying leaks in their service lines or homes and businesses. Staff also provide "locate" services when needed for construction projects and as requested through 811 calls.

## CURRENT STAFFING

The meter reading department is staffed by one (1) full-time employee with supplemental help from the transmission and distribution department.

## BUDGET SUMMARY

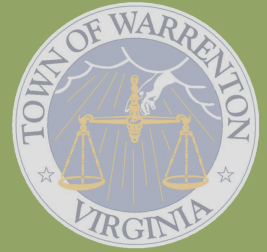
	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
<b>EXPENSES</b>						
PERSONNEL	\$65,554	\$95,168	\$93,281	\$98,448	\$5,167	6%
OPERATING	\$97,214	\$156,276	\$170,365	\$192,150	\$21,785	13%
CAPITAL OUTLAY	\$0	\$0	\$20	\$0	(\$20)	(100%)
<b>EXPENSES TOTAL</b>	<b>\$162,769</b>	<b>\$251,444</b>	<b>\$263,666</b>	<b>\$290,598</b>	<b>\$26,932</b>	<b>10%</b>

### STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024	FY2025
<b>FTE Amount</b>					
Meter Department	1.00	1.00	1.00	1.00	1.00
<b>FTE AMOUNT</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>



The proposed FY 2025 budget for the meter reading department reflects an increase over FY 2024. Operating expenses increased primarily due to costs associated with a new meter reading software. On the personnel side, increases are related to raises for staff as well as increased workers' compensation rates.



# WATER TREATMENT

## PROGRAM DESCRIPTION

The water treatment department is responsible for the safe and efficient operation of the Town's municipal water supply assets, which consist of the Water Treatment Plant (WTP), three (3) ground water wells and two (2) surface reservoirs. The operation strives to provide safe, aesthetically pleasing, and pleasant tasting water to meet the demands of the Town's 5,000+ residential and commercial customers.

The plant is rated at 3.4 million gallons per day (MGD) and is a Class II facility. Treatment begins at the Town's Warrenton Reservoir where water is collected through an intake structure and delivered to the raw water pump station where the desired amount of water to be treated is pumped through the chemical building. The water is then dosed with potassium permanganate, fluoride, sodium hypochlorite, sodium hydroxide, and aluminum sulfate. From the chemical building the water is then pumped through two (2) flocculation and sedimentation basins where particulates in the water have time to settle out and for the sodium hypochlorite to start the disinfection process. Once the water has passed through the sedimentation basin, it passes through two (2) high rate flow granular activated carbon filters. The filters remove all turbidity and harmful contaminants such as cryptosporidium and giardia. Once water passes through the filters, a final dosing of sodium hypochlorite, sodium hydroxide, and sodium hexametaphosphate is applied to ensure the water remains safe and aesthetically pleasant. Water is then directed to the clearwell where it is pumped into the distribution system and two (2) water storage tanks. All chemical residuals and plant operations are monitored by operators every hour. Various outline samples are collected at the facility and throughout the system each week to ensure water quality is maintained.

Included in the budget is the continued long-term maintenance and servicing of the three (3) water storage tanks (a 200,000 gallon backwash tank at the plant, the 500,000 gallon elevated tank and the 1,500,000 gallon ground storage tank).

Energy and chemicals continue to be major cost elements. General maintenance and the replacement of components are on the rise due to age and the rise in costs for parts and instrumentation. To alleviate these increases staff performs more maintenance in-house and only contracts out as needed. The plant continues to operate 12 to 16 hours per day, 365 days a year. There were no permit violations or inspection deficiencies during calendar year 2023. The EPA is constantly evaluating unregulated contaminants through its UCMR (Unregulated Contaminant Monitoring Report) program for consideration to add to the treatment requirements.

## CURRENT STAFFING

---

Item C.

The water treatment plant is staffed by five (5) full-time Operators, one (1) part-time Operator, the Water Treatment Plant Superintendent and the Water Treatment Plant Chief Operator, all who are 100% allocated to the water treatment plant department. Pay and responsibility of the Water Treatment Plant Operators is based on the level of licensure they hold. Operator licenses are issued by the Board for Waterworks and Wastewater Works Operators, which is part of the Virginia Department of Professional and Occupational Regulation (DPOR).

## FY 2024 HIGHLIGHTS

---

- Inspected dams and provided maintenance as required.
- Identified needed upgrades and maintenance and implemented as necessary.
- Continued with engineering for new clear wells and pumping station.

## KEY PROJECTS IN FY 2025

---

- Replace aged and failing filter control valves through the filter control valve CIP project.
- Clearwell project. This project will add a larger clearwell to help ensure resiliency and improve water quality all while replacing outdated and end of life equipment.

# BUDGET SUMMARY

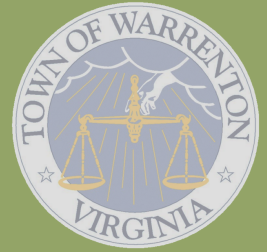
	ACTUAL		ADOPTED	PROPOSED		
	FY2022	FY2023	FY2024	FY2025	Variance (\$)	Variance (%)
EXPENSES						
PERSONNEL	\$429,901	\$464,520	\$656,256	\$737,494	\$81,238	12%
OPERATING	\$604,570	\$682,371	\$744,808	\$847,947	\$103,139	14%
CAPITAL OUTLAY	\$40,135	\$4,038	\$10,350	\$10,000	(\$350)	(3%)
EXPENSES TOTAL	\$1,074,607	\$1,150,929	\$1,411,414	\$1,595,441	\$184,027	13%

## STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024	FY2025
FTE Amount					
Water Treatment Plant	6.73	6.73	6.73	7.73	7.73
FTE AMOUNT	6.73	6.73	6.73	7.73	7.73

# BUDGET REQUEST / ANALYSIS

The FY 2025 proposed budget reflects an increase when compared to the adopted FY 2024 budget. The FY 2025 water treatment plant personnel budget is based off the assumption that eligible operators will obtain their next level of licensure during the fiscal year. To get a Virginia Waterworks Operator License, an operator must demonstrate that they have gained a specified amount of actual experience working at a public water supply system (such as the Town's) and then they must take and pass the examination. An operator must meet the experience requirements related to the level of licensure before they can take the examination. As with all departments, the proposed budget also includes COLA and merit raises for employees. Operating increases are primarily related to the increase in maintenance contracts associated with the plant's tank maintenance contract as well as increased costs associated with the purchase of chemical supplies used in the water treatment process.



# TRANSMISSION & DISTRIBUTION

## PROGRAM DESCRIPTION

The transmission and distribution department is responsible for the daily maintenance, repair, and servicing of 89 miles of waterline and 69 miles of sewer. Activities include repairing main breaks, replacing old and deteriorated water and sewer lines, maintaining water and sewer line easements, clearing obstructions from clogged sewage lines, and collecting data with flow meters to identify high areas of inflow and infiltration in the gravity sewage system. The water system is flushed twice a year to remove sediments and minerals from the main lines. The 751 fire hydrants and valves are serviced annually.

The department continues to focus in the coming year on the maintenance and servicing of the extensive and aging water-sewer system. The program includes flushing of waterlines, adherence to the established schedule for annual and biannual valve and hydrant inspections, and more frequent cleaning of sewer lines to prevent backups. This is a continuing effort of conducting inflow and infiltration rehabilitation work to identify inflow and infiltration sources, and make necessary improvements.

## CURRENT STAFFING

The department is staffed by five (5) Utility Maintenance workers, the Utility Locator, the Logistics Coordinator, and the Public Utilities Superintendent who are all 100% allocated to the department.

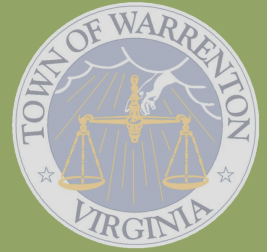
## BUDGET SUMMARY

	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
<b>EXPENSES</b>						
PERSONNEL	\$480,367	\$568,964	\$622,116	\$752,994	\$130,878	21%
OPERATING	\$181,428	\$209,410	\$169,100	\$144,004	(\$25,096)	(15%)
CAPITAL OUTLAY	\$0	\$3,652	\$24,500	\$24,500	\$0	0%
<b>EXPENSES TOTAL</b>	<b>\$661,796</b>	<b>\$782,025</b>	<b>\$815,716</b>	<b>\$921,498</b>	<b>\$105,782</b>	<b>13%</b>

### STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024	FY2025
<b>FTE Amount</b>					
Transmission and Distribution	8.00	8.00	8.00	8.00	8.00
<b>FTE AMOUNT</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>

The proposed FY 2025 budget reflects an increase over the adopted FY 2024 budget. Increases in the personnel line are due to several factors including an increase in overtime projections, COLA and merit raises for employees, and changes in health insurance elections. The decrease in the operating category is primarily due to reductions in projected expenses associated with contractual repairs and lease of equipment, based on the actual amount spent in prior years. Capital outlay for equipment has remained flat year over year.



# WASTEWATER TREATMENT

## PROGRAM DESCRIPTION

The wastewater treatment department is responsible for processing of the community's sanitary sewage to regulatory standards to protect the downstream environment. Laboratory testing is performed on the wastewater and receiving waters to ensure compliance with receiving stream standards or discharge requirements put in place by the Department of Environmental Quality (DEQ). Testing for Biochemical Oxygen Demand, Total Suspended Solids, Total Residual Chlorine, pH, Dissolved Oxygen, Total Kjeldahl Nitrogen, and Ammonia are performed daily. Annual testing includes the Toxic Monitoring Program, 503 Sludge monitoring, and the annual Pretreatment report submitted by Town staff.

The wastewater treatment plant (WWTP) is rated as a 2.5 million gallons per day (MGD) Class I facility. Treatment begins at the headworks with screening and grit removal, followed by primary sedimentation. The second process involves the new Moving Bed Bio Reactors (MBBR). The third phase employs chemical coagulation and flocculation followed by secondary sedimentation. The final stage of treatment includes nutrient removal via deep bed filtration, disinfection with ultraviolet lamps, and post aeration before discharge into the unnamed tributary to Great Run. Sludge that is generated by the treatment process is anaerobically digested, dewatered by a 2 meter belt press, hauled away by an outside contractor and land applied. In addition to the operation of the wastewater treatment plant, this department is also responsible for the operation and maintenance of eight (8) sanitary sewer pump stations.

Costs for chemicals, energy and general repairs continue to be major portions of the budget. The plant is meeting the nutrient reduction goals/limits set by DEQ. The WWTP continues to require identification and prioritization to replace many of the plant components which are at end of life. A major effort this year is to move forward with the planned CIP to ensure system reliability by addressing the aging infrastructure. The priorities of these projects are based on the age of the equipment, the status of the operation of the equipment, the function within the process, the single point failure concerns, and the objective of meeting the target of operational capacity by the year 2030. This capacity target was established in the 2022 Capacity Study recently completed and is being used as a reference for prioritizations of equipment modernizations.

## CURRENT STAFFING

Item C.

The wastewater treatment plant department is staffed by seven (7) full-time Operators, a part-time Technician, the Wastewater Treatment Plant Chief Operator, the Chief Utility Plant Mechanic, the Plant Mechanic, and the Wastewater Treatment Plant Superintendent, who are all allocated 100% to the department. The department is supplemented by part-time extra help as needed. Pay and responsibility of the Wastewater Treatment Plant Operators is based on the level of licensure they hold. Operator licenses are issued by the Board for Waterworks and Wastewater Works Operators, which is part of the Virginia Department of Professional and Occupational Regulation (DPOR).

## BUDGET SUMMARY

	ACTUAL		ADOPTED	PROPOSED		
	FY2022	FY2023	FY2024	FY2025	Variance (\$)	Variance (%)
<b>EXPENSES</b>						
PERSONNEL	\$775,848	\$853,882	\$1,068,489	\$1,148,147	\$79,658	7%
OPERATING	\$1,240,252	\$1,244,311	\$1,360,967	\$1,429,083	\$68,116	5%
CAPITAL OUTLAY	\$20,436	\$0	\$8,000	\$8,000	\$0	0%
<b>EXPENSES TOTAL</b>	<b>\$2,036,536</b>	<b>\$2,098,194</b>	<b>\$2,437,456</b>	<b>\$2,585,230</b>	<b>\$147,774</b>	<b>6%</b>

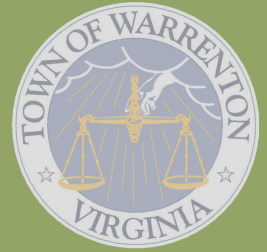
### STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024	FY2025
<b>FTE Amount</b>					
Wastewater Treatment Plant	10.97	10.97	10.97	11.83	11.83
<b>FTE AMOUNT</b>	<b>10.97</b>	<b>10.97</b>	<b>10.97</b>	<b>11.83</b>	<b>11.83</b>

## BUDGET REQUEST / ANALYSIS

The proposed FY 2025 budget reflects an increase over the adopted FY 2024 budget. Increases in maintenance contracts and contractual repairs due to aging equipment as well as increased projected energy costs are what is primarily driving the increase in operating expenses for FY 2025. Personnel expenses increased due to COLA raises and an increase in the amount of overtime requested for the department in order to account for the high volume of proposed capital projects upcoming in FY 2025. The FY 2025 wastewater treatment plant personnel budget is based off the assumption that eligible operators will obtain their next level of licensure during the fiscal year. To get a Virginia Wastewater Works Operator License, an operator must demonstrate that they have gained a specified amount of actual experience working at a public waste water system (such as the Town's) and then they must take and pass the examination. An operator must meet the experience requirements related to the level of licensure before they can take the examination. Although not a large driver of expenses (at \$6,850 or .2% of the proposed budget amount), it should be noted that the proposed budget includes shift differential to be paid to the employees who work the overnight shift at the WWTP. The overnight employees work from 4pm to midnight and the aforementioned amount will provide an additional \$1.25 per hour for all hours worked after 7pm. Capital outlay for equipment remains flat year over year.





# WATER & SEWER ADMINISTRATION

---

## PROGRAM DESCRIPTION

---

The water & sewer administration department is responsible for the oversight of all water and wastewater operations, including production, delivery, processing, and maintenance. The Director of Utilities, who is allocated to this department, is responsible for the oversight and operation of the water treatment plant (WTP), the wastewater treatment plant (WWTP), transmission and distribution (T&D), meter reading, stormwater management, and all water, sewer, and stormwater capital projects. This budget also funds the administrative activities at Town Hall associated with the billing for water/sewer services and the accounting for the enterprise fund. It is the mission of the department to ensure safe drinking water and environmentally compliant wastewater treatment to protect public health and to keep the public informed through the annual "Consumer Confidence Report."

## CURRENT STAFFING

---

The administration department is staffed by the Utility Billing Coordinator and a Senior Administrative Assistant, who are allocated to the department 100%. The Director of Public Utilities is split 80/20 between this department and the Stormwater Management Fund. The Project coordinator is split 50/50 between this department and public works administration. Also included in this budget are the partial allocations of eighteen General Fund position salaries that support the water and sewer operating fund, including the Town Manager, several positions in the finance department, and both positions in the human capital department.

## KEY PROJECTS FOR FY 2025

---

- Wastewater treatment plant projects as outlined in the Capital Improvement Plan.
- Water treatment plant projects as outlined in the Capital Improvement Plan.
- Continued work on inflow and infiltration reduction projects.

# BUDGET SUMMARY

	ACTUAL		ADOPTED	PROPOSED		
	FY2022	FY2023	FY2024	FY2025	Variance (\$)	Variance (%)
EXPENSES						
PERSONNEL	\$618,094	\$620,233	\$1,202,825	\$1,046,037	(\$156,788)	(13%)
OPERATING	\$222,366	\$291,718	\$273,828	\$264,722	(\$9,106)	(3%)
CAPITAL OUTLAY	\$0	\$0	\$3,000	\$0	(\$3,000)	(100%)
EXPENSES TOTAL	\$840,460	\$911,951	\$1,479,653	\$1,310,759	(\$168,894)	(11%)

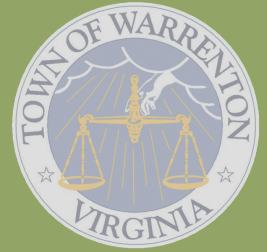
## STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024	FY2025
FTE Amount					
Public Utilities Administration	4.48	4.98	10.00	11.12	9.22
FTE AMOUNT	4.48	4.98	10.00	11.12	9.22

# BUDGET REQUEST / ANALYSIS

The FY 2025 proposed budget is a decrease over the adopted FY 2024 budget. Decreases in personnel costs are primarily related to the elimination of the Director of Public Works and Utilities position. In addition, the allocation for IT department staff was removed and 50% of the Project Coordinator's salary was allocated to the General Fund. The decrease in operating expense is due to reductions in lease of equipment, gasoline, materials and supplies, and contractual repair partially offset by the increase in legal services (Water & Sewer Fund houses 25% of the total budgeted amount). There is no capital outlay requested in the proposed FY 2025 budget.

# WATER & SEWER FUND DEBT SERVICE



## PROGRAM DESCRIPTION

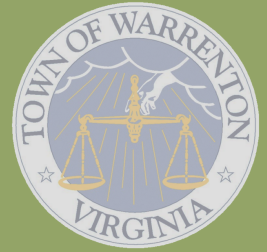
This category includes principal, interest and related charges associated with the issuance of long-term debt for capital improvements.

In FY 2025 the total debt service of \$1,195,999 consists of principal payments of \$767,000 and interest payments of \$428,999.

	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
EXPENSES	\$438,089	\$485,770	\$1,193,627	\$1,195,999	\$2,372	0%

## ANNUAL DEBT SERVICE REQUIREMENTS

Fiscal Year	Business-Type Activities		
	Principal	Interest	Total
2024	740,000	453,627	1,193,627
2025	767,000	428,999	1,195,999
2026	790,000	403,510	1,193,510
2027	816,000	377,130	1,193,130
2028	845,000	349,773	1,194,773
2029	869,000	321,497	1,190,497
2030	899,000	292,303	1,191,303
2031	927,000	262,033	1,189,033
2032	963,000	230,602	1,193,602
2033	994,000	199,539	1,193,539
2034	1,024,000	169,822	1,193,822
2035	1,052,000	141,308	1,193,308
2036	1,080,000	113,252	1,193,252
2037	1,108,000	84,558	1,192,558
2038	1,137,000	55,225	1,192,225
2039	637,000	24,996	661,996
2040	653,000	8,403	661,403
	15,301,000	3,916,577	19,217,577



# WATER & SEWER FUND TRANSFERS

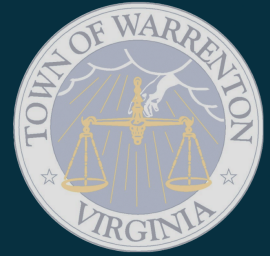
## PROGRAM DESCRIPTION

The FY 2025 proposed budget for the Water & Sewer Operating Fund includes a transfer to the General Fund. This transfer represents the total that the Water & Sewer Fund is remitting to the General Fund for the services provided by the information technology and fleet departments since there is no longer an allocation of these expenses as of FY 2024. This amount is net of the cost of water and sewer services provided to General Fund facilities in the FY 2025 proposed budget.

The second transfer in the amount of \$1,264,357 is equal to the surplus of projected revenue over proposed operating expenses in the Water & Sewer Operating Fund for FY 2025. This surplus is transferred to the Water & Sewer Capital Project Fund for the cash funding of critical capital projects at the water and wastewater treatment plants. Such transfers reduce the need for debt funding.

## BUDGET SUMMARY

	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
<b>EXPENSES</b>						
TRANSFER TO GENERAL FUND	\$0	\$0	\$490,830	\$366,581	(\$124,249)	(25%)
TRANSFER TO WS CAPITAL FUND	\$688,131	\$5,030,158	\$0	\$1,264,357	\$1,264,357	–
<b>EXPENSES TOTAL</b>	<b>\$688,131</b>	<b>\$5,030,158</b>	<b>\$490,830</b>	<b>\$1,630,938</b>	<b>\$1,140,108</b>	<b>232%</b>



# WATER & SEWER CAPITAL PROJECT FUND

## FUND OVERVIEW

The Town's Water & Sewer Capital Project Fund is an enterprise fund that accounts for revenue earmarked for capital improvements and the costs associated with those improvements. Budgeted amounts for the Water & Sewer Capital Project Fund are derived from the first year of the six-year CIP document each year. The CIP is updated annually, at which time the schedule and projects are evaluated and any new projects may be added. Projects in the Capital Improvement Fund should be at least \$100,000 and have an estimated useful life of at least ten (10) years. The process begins in November when departments begin their work on the department recommended CIP. In January, the Town Manager meets with department staff to discuss recommended projects. The Town Manager's recommended CIP may be presented to the Planning Commission at a work session so the Commission can ensure that all projects are in conformance with the Town's Comprehensive Plan. During this time, the Town Manager works closely with the finance department to evaluate the feasibility of funding sources and the impact that projects will have on the operating budget. In April, the Town Manager presents the Town Manager's proposed CIP to the Town Council along with the proposed budget. The first year of the CIP is adopted as part of the budget in June.

## WATER & SEWER CAPITAL PROJECT FUND REVENUES

WATER & SEWER CAPITAL PROJECT FUND REVENUES

	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
<b>REVENUES</b>						
INTEREST REVENUE	\$880	\$189,873	\$40,000	\$75,000	\$35,000	88%
DEFERRED REVENUE-WTC WATERLINE	\$11,446	\$11,282	–	\$0	\$0	–
SEWER CONNECTION FEES	\$205,200	\$162,000	\$100,000	\$432,000	\$332,000	332%
WATER CONNECTION FEES	\$131,345	\$74,250	\$50,000	\$198,000	\$148,000	296%
PROCEEDS FROM INDEBTEDNESS	\$0	\$0	\$4,000,000	\$4,600,000	\$600,000	15%
TRANSFER FROM WATER/SEWER FUND	\$688,131	\$5,030,158	\$0	\$1,264,357	\$1,264,357	–
TRANSFER FROM RESERVES	\$0	\$0	\$1,121,700	\$5,960,193	\$4,838,493	431%
<b>REVENUES TOTAL</b>	<b>\$1,037,002</b>	<b>\$5,467,563</b>	<b>\$5,311,700</b>	<b>\$12,529,550</b>	<b>\$7,217,850</b>	<b>136%</b>

### **Interest Revenue**

This category accounts for investment earnings from Water and Sewer funds invested with the Local Government Investment Pool, the Virginia Investment Pool, and the Virginia State Non-Arbitrage Program (SNAP). Estimates in this category have been increased based on the balance of the \$5.15 million bond issued for water & sewer capital projects in Fiscal Year 2023 that is invested in SNAP.

### **Tap Fees (Water & Sewer Connection Fees)**

Water & Sewer one-time availability fees for new and rehabilitated construction are recorded in this line item. Non-revenue receipts are difficult to estimate and are directly related to new development or new construction in the Town and within its service area. This category reflects an increase in projected revenues over FY 2024 based on the estimate of forty new water and sewer connections.

### **Proceeds from Indebtedness**

In Fiscal Year 2023, the Town entered into a \$5.15 million loan to finance Water and Sewer capital projects. This amount represents the projected balance available for use in FY 2025.

### **Transfers**

In FY 2025 a transfer from the Water & Sewer Operating Fund in the amount of \$1,264,357 is projected. This amount is equal to the surplus of projected revenue over proposed operating expenses in the Water & Sewer Operating Fund for FY 2025. This surplus is transferred to the Water & Sewer Capital Fund for the cash funding of critical capital projects at the water and wastewater treatment plants. Such transfers reduce the need for debt funding.

### **Use of Reserves**

In FY 2025, use of reserves is used to fund the remainder of the Water & Sewer CIP not funded by the above revenue streams. It is important to note that this figure assumes all budgeted amounts will be spent during the fiscal year. Due to the nature of capital budgeting, the entire amount of a capital project must be budgeted up front, even though the project may span several fiscal years. As such, the actual cash outflows related to a capital project are typically less than the budgeted amount in any given fiscal year. As a result, the actual use of reserves in FY 2025 will likely be much lower than the budgeted figure.

# WATER & SEWER CAPITAL PROJECT FUND EXPENSES

Item C.

This budget includes funds for replacement and major repair of existing assets and construction of new projects under the Council's guidelines for capital projects and purchases of new equipment for water and sewer operations. Further detail for each category is provided in the Capital Improvement Plan. Comparisons to the prior year, apart from overall dollar amount, are not provided as the types of projects from one year to the next vary a great deal.

## WATER & SEWER CAPITAL PROJECT FUND EXPENSES

	ACTUAL		ADOPTED	PROPOSED		
	FY2022	FY2023	FY2024	FY2025	Variance (\$)	Variance (%)
<b>EXPENSES</b>						
WATER/SEWER ASSET REPLACEMENTS	\$16,152	\$197,176	\$255,000	\$836,000	\$581,000	228%
CAPITAL PROJECTS	\$1,139,190	\$1,325,501	\$5,056,700	\$11,693,550	\$6,636,850	131%
<b>EXPENSES TOTAL</b>	<b>\$1,155,341</b>	<b>\$1,522,677</b>	<b>\$5,311,700</b>	<b>\$12,529,550</b>	<b>\$7,217,850</b>	<b>136%</b>

# WATER & SEWER ASSET REPLACEMENTS

	FY 2025 PROPOSED
GAC REPLACEMENT	\$80,000
WTP RELIABILITY MEASURES	\$60,000
GATEWAY READING DEVICES	\$141,000
FACILITY RENOVATION	\$295,000
HVAC REPLACEMENT	\$25,000
ENERGY MANAGEMENT	\$25,000
DAM MAINTENANCE	\$65,000
FACILITIES PHYSICAL SECURITY	\$100,000
FLEET REPLACEMENT PROGRAM	\$45,000
<b>TOTAL</b>	<b>\$836,000</b>

## Granular Activated Carbon (GAC) Replacement

Replacement of the WTP's GAC. The facility has two high rate flow water filters containing granular activated carbon used to remove contaminants during the treatment process. GAC starts to lose its filtering capacity after an average of four (4) years in use.

## Reliability Measures

This project involves assessing, addressing, and ensuring compliance with safety and security measures at the WTP and WWTP. This includes physical security, CCTV, chemical application, pumping, valving, filtration, and electronic control performance.

## Gateway Reading Devices

Purchase and installation of three (3) gateway reading devices. In conjunction with the new software budgeted in the meters department, the new gateway reading devices will allow for remote collection of meter data.

## WTP Facility Renovation

In FY 2023 and FY 2024, the old chemical room equipment was removed from the room in preparation for the construction of offices and a lunchroom area. This space previously held old chemical equipment and piping that has not been needed for any operation since the construction of the new chemical building. This area would serve as the central area for offices and employees. The water plant currently has a trailer that has been in place for many years to serve this function. The trailer is degrading and is going to need repair/replacement.

## HVAC Replacement

Replacement of HVAC units at wet well and pump station facilities.

### **Energy Management**

Updates to include, but not limited to, motion lighting, LED lights, energy-efficient windows, efficient water heating, updated insulation, and air sealing in Town facilities.

### **Dam Maintenance**

The Town's water treatment plant is fed by two (2) surface water drinking reservoir: the Warrenton Reservoir and the Airlie Reservoir. The Airlie reservoir is an earthen compacted dam with a stand-alone intake and outfall structure, controlled by a natural elevation overflow and three (3) accompanying control valves. This reservoir feeds the Warrenton Reservoir. The Warrenton Reservoir is a three (3) tiered overflow concrete dam with a stand-alone flex intake structure, accompanied by a secondary set of three (3) elevation valves. This project covers routine maintenance and repairs for both of the dams.

### **Facilities Physical Security**

Security initiatives including physical barriers, enhanced video, access control, and security systems. Projects will be focused on the wastewater plant, pumping stations, and additional Warrenton Reservoir security measures.

### **Fleet Replacement Program**

Scheduled fleet replacements per the fleet replacement program. For FY 2025 this includes one (1) truck in the Water & Sewer Fund.

## **WATER & SEWER CAPITAL IMPROVEMENTS**

	PROPOSED
	FY2025
<b>EXPENSES</b>	
MT. TANK LINE POWER	\$100,000
SECONDARY CLARIFIER & SLUDGE PUMP	\$420,000
WWTP PUMP STATION	\$157,500
CAPITAL PROJECTS CONTINGENCY	\$1,063,050
WARRENTON DAM REPAIRS	\$300,000
LANCASTER DR. WATERLINE REPLACEMENT	\$1,500,000
PRIMARY CLARIFIER & SLUDGE PUMP STN	\$6,300,000
I&I REDUCTION PROGRAM	\$420,000
BROADVIEW WATERLINE BETTERMENT	\$600,000
RAW WATER PUMPS	\$770,000
CONNECTION IMPROVEMENTS	\$63,000
<b>EXPENSES TOTAL</b>	<b>\$11,693,550</b>

### **Mt. Tank Line Power**

An increased level of electric power is needed to the Mountain Tank to adequately operate tank mixing and ventilation. This is needed to control the levels of THMs and water stagnation in areas of the tank to maintain water quality limits.

### **Secondary Clarifier & Sludge Pump**

Replacement of the secondary clarifier, which captures and removes wastewater solids prior to the denitrification filters.

### **WWTP Pump Station**

Replacement of the wet well pump station that provides flow throughout the Wastewater Treatment Plant.



### **Capital Projects Contingency**

For FY 2024 a contingency is built into the budget for all capital projects. The contingency is set at 10% of total Town funding for each project and ensures that the Capital Improvement Program is budgeted conservatively and takes into account the possibility for project overruns or the identification of additional work needed to complete project goals.

### **Warrenton Dam Repairs**

Engineering evaluation, design, and future needs for the Warrenton Dam. Considerable study is needed to address feasibility and to mitigate environmental impact. A downstream inundation study from a potential break was conducted in FY 2017 and a structural analysis is required to determine the needs of the existing dam or if a new dam structure will be required.

### **Lancaster Drive Waterline Replacement**

The Town plans to replace 5,200 linear feet of water main along Lancaster Drive from Nordix Drive to King William Street. The design was completed in FY 2024 and will start construction in Fall of 2024.

### **Primary Clarifiers & Sludge Pump Station**

Primary clarifiers capture and remove wastewater solids from the influent flow at the WWTP. This project will include the replacement of the primary clarifier sludge pumping station and adds a sludge thickening process. All supporting infrastructure, which is well beyond its expected useful lifespan is also included in the replacement.

### **I&I Reduction Program**

This project seeks to reduce inflow and infiltration into the wastewater system from heavy rainfall events and from broken/damaged piping. This project has been underway for several years and has shown positive results in reducing overall I&I and targets the focus of sewer line rehabilitation efforts.

### **Broadview Waterline Betterment**

As part of the Broadview Road Improvements project, the Town is planning to make improvements to the water distribution system for improved service to businesses and better fire protection.

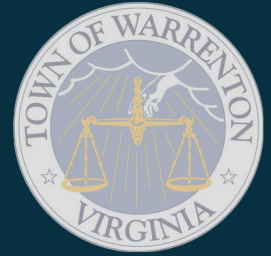
### **Raw Water Pumps**

Replacement of aging and obsolete raw water pumps.

### **Connection Improvements**

The Utility Connection Program seeks to ensure all residents who desire to hook up to public water and sewer have an available line. For example, a portion of Old Meetze Road, East Street, Richard's Lane, and Broadview Avenue near the Town boundary do not have public waterlines. None of these locations have been surveyed or engineered, so projected budgets are only a placeholder for planning.

# STORMWATER MANAGEMENT FUND



## PROGRAM DESCRIPTION

Stormwater runoff is the most common cause of water pollution. state and federal clean water statutes require localities to have programs related to stormwater runoff, erosion, and sedimentation control protecting their water resources. The Town is an MS4, or a Municipal Separate Storm Sewer System, and is permitted to levy a stormwater utility fee to pay for the program. The fee was established by ordinance during the FY 2021 budget process, but Council delayed collection due to the COVID-19 pandemic. The collection of this fee began in FY 2022, and the Stormwater Management Fund was established as an enterprise fund to sustain the program.

The stormwater department works to consistently protect our environment by reducing flooding to protect Town residents and property, supporting healthy streams, and creating a healthier and more sustainable community in compliance with the Town's MS4 Permit administered by the Virginia Department of Environmental Quality (DEQ).

## CURRENT STAFFING

This division is staffed by the Stormwater Administrator and Stormwater Inspector who are both allocated 100% to the department. The GIS Technician is split 80/20 between this fund and the Water & Sewer Operating Fund. The Director of Public Utilities is allocated 20% to this Fund. The Engineer, Permit Technicians, Zoning Official, and Tax Administrator are also partially allocated to this Fund based on support provided.

## KEY PROJECTS FOR FY 2024

- Complete projects as outlined in the CIP.
- Continue reporting requirements to the Virginia Department of Environmental Quality (VDEQ).
- Continue working to find new ways to educate citizens about stormwater and outreach programs.
- Continue building a digital stormwater inventory.
- Continue to work with finance department to clarify fee information included with bills.

# STORMWATER MANAGEMENT FUND REVENUES

Item C.

	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
<b>REVENUES</b>						
LOCAL REVENUE	\$773,629	\$653,734	–	\$733,000	\$733,000	–
CHARGES FOR SERVICES-UTILITIES	\$0	\$0	\$700,000	\$0	(\$700,000)	(100%)
MISCELLANEOUS REVENUE	\$498	\$556	–	\$300	\$300	–
FEDERAL REVENUE	\$11,750	\$99,318	\$369,000	\$0	(\$369,000)	(100%)
USE OF FUND BALANCE	\$0	\$0	\$416,404	\$557,932	\$141,528	34%
<b>REVENUES TOTAL</b>	<b>\$785,877</b>	<b>\$753,608</b>	<b>\$1,485,404</b>	<b>\$1,291,232</b>	<b>(\$194,172)</b>	<b>(13%)</b>

## **Stormwater Management Fees (Local Revenue)**

This fee is a “fee for service” based on the cost to manage stormwater that runs off impervious surfaces, such as roofs and parking areas. Developed single family residential properties fall into one to three rate tiers based on the total impervious area of the property. Impervious area refers to solid surfaces on a property that will not allow rainwater to seep into the ground (e.g. – building and parking areas). The following table shows the current fees:

Tier	Impervious Area (sq. feet)	Fee Per Month
Tier 1	400 - 1,299	\$5.55
Tier 2	1,300 - 4,4990	\$6.94
Tier 3	4,500 +	\$17.37

Non-residential fees are based on the overall impervious area of a parcel divided by the equivalent residential unit of 2,200 square feet and then multiplied by \$5.55 per month.

The fees are billed twice each year on the Town’s real estate tax bill. The bills are due on June 15th and December 15th. The fee is expected to generate \$733,000 in FY 2025, up from \$700,000 in FY 2024. The projected increase is based on actual billings for FY 2024. In addition, the Stormwater department intends to update the Fee Schedule to include modification, transfer, and permit maintenance fees for construction activity and land clearing. This update will ensure the Fee Schedule is in line with the Town Code.

## **Miscellaneous Revenue**

Miscellaneous revenue is related to credit card fees collected from online payments. These fees are then remitted to the payment processor.

## **Grant Revenue (State and Federal)**

In FY 2025, there are no stormwater management projects that have been awarded a grant.

## **Use of Fund Balance**

In FY 2025, use of Fund Balance is used to fund the remainder of Stormwater Management Fund expenses that are not covered by other revenue streams. It is important to note that the Stormwater Management Fund has a capital component (as detailed below) and due to the nature of capital budgeting, the entire amount of a capital project must be budgeted up front, even though the project may span several fiscal years. As such, the actual cash outflows related to a capital project are typically less than the budgeted amount in any given fiscal year. As a result, the actual use of fund balance in FY 2025 will likely be lower than the budgeted figure as the budgeted figure assumes all capital amounts will be spent during the year.

## STORMWATER MANAGEMENT FUND EXPENSES

Item C.

	ACTUAL		ADOPTED	PROPOSED		
	FY2022	FY2023	FY2024	FY2025	Variance (\$)	Variance (%)
<b>EXPENSES</b>						
PERSONNEL	\$397,407	\$348,211	\$426,746	\$441,121	\$14,375	3%
OPERATING	\$54,708	\$40,436	\$81,168	\$81,930	\$762	1%
CAPITAL OUTLAY	\$9,917	\$0	\$928,407	\$720,500	(\$207,907)	(22%)
TRANSFERS	\$0	\$0	\$49,083	\$47,681	(\$1,402)	(3%)
<b>EXPENSES TOTAL</b>	<b>\$462,033</b>	<b>\$388,647</b>	<b>\$1,485,404</b>	<b>\$1,291,232</b>	<b>(\$194,172)</b>	<b>(13%)</b>

### STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024	FY2025
<b>FTE Amount</b>					
Stormwater Management	3.00	2.00	5.10	4.42	4.30
<b>FTE AMOUNT</b>	<b>3.00</b>	<b>2.00</b>	<b>5.10</b>	<b>4.42</b>	<b>4.30</b>

## BUDGET REQUEST / ANALYSIS

The proposed FY 2025 budget represents a decrease compared to the adopted FY 2024 budget. Expenses related to stormwater operations are expected to remain relatively flat. Personnel expenses are expected to rise slightly due to COLA and merit raises for employees. The effect of the Director of Public Utilities being allocated 20% to this fund for FY 2025 is partially offset by the impact of removing the allocation of IT employee salaries and moving 20% of the GIS Technician allocation to other funds.

Operating expenses are projected to remain relatively flat as decreases in fuel and supplies costs offset a slight increase in costs associated with culvert outlet cleaning and the purchase of total suspended solids (TSS) credits. Included in operating expenses are reimbursements to certain employees for safety equipment required to perform the duties of their jobs. For FY 2025, the reimbursement for safety boots is set at \$150 per employee.

There are three (3) capital projects driving the capital outlay category, discussed below. There is a transfer to the General Fund to cover the cost of services provided by the fleet and information technology departments.

Asset replacement and capital projects include the following:

	PROPOSED BUDGET
MASTER DRAINAGE PLAN	\$500,000
BMP FACILITIES	\$150,000
CAPITAL PROJECTS CONTINGENCY	\$65,500
STREAM RETROFIT RADY PARK	\$5,000
TOTAL	\$720,500

## **Master Drainage Plan (MDP)**

This program is to update the 1990 Master Drainage Plan. This updated plan will be a phased approach to identify a list of high priorities to the Town's current drainage infrastructure system. The MDP is the linchpin for prioritizing future stormwater projects in order to develop a plan for improving the existing drainage system aimed at reducing flooding and improving runoff quality. This MDP will help provide a projected view to align the Town's stormwater plan with other community planning efforts, such as comprehensive master plans, that often identify where and how communities will grow and redevelop over a 10- to 20-year period.

## **BMP Facilities**

This program will modify existing structures, ponds, and other methods into best management practices (BMPs) from the DEQ approved clearinghouse to ensure the Town meets MS4 permit requirements.

## **Capital Projects Contingency**

For FY 2025 a contingency is built into the budget for all capital projects. The contingency is set at 10% of total Town funding for each project and ensures that the Capital Improvement Program is budgeted conservatively and takes into account the possibility for project overruns or the identification of additional work needed to complete project goals.

## **Stream Retrofit Rady Park**

This project includes the restoration of 593 linear feet of natural stream that conveys stormwater from Fauquier County through Rady Park and back into Fauquier County. It is a badly eroded stream that parks & recreation is concerned causes a safety issue for equipment and local park users. This project is a potential benefit for nutrient reduction credits if soil testing shows acceptable parameters. If so, it would be a possible candidate for a SLAF Grant. This is also a possible teaming effort with Fauquier County.

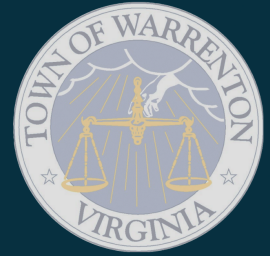
## Goals, Objectives, and Performance Metrics

**Mission:** To deliver exceptional government service; to uphold standards established to protect the public health, safety, and welfare of all residents, business owners, and visitors; to provide an environment where people enjoy living, working, playing, and investing while providing responsible management of public resources to meet the challenges of today and tomorrow. Manage and implement an effective MS4 and Stormwater program designed for maximum credits and effectiveness.

The following goals and objectives have been identified by the Stormwater Management Department:

Goals	Objectives	Performance Metrics
Continue with identifying, development, and design of stream restoration projects, Lee Hwy., and Rady Park.	<ul style="list-style-type: none"> <li>• Reduce pollution generated and minimize potential impact of SW runoff, soil erosion, and flooding</li> </ul>	<ul style="list-style-type: none"> <li>• Design and Plan approvals.</li> </ul>
Stormwater inventory	<ul style="list-style-type: none"> <li>• Continue building an accurate digital storm sewer system map.</li> </ul>	<ul style="list-style-type: none"> <li>• New storm inlets located in GIS collector software.</li> </ul>
Stormwater and outreach programs	<ul style="list-style-type: none"> <li>• Continue working with the community to find new ways to learn about the stormwater.</li> </ul>	<ul style="list-style-type: none"> <li>• Elaborate additional documentation, manuals, and guidance.</li> </ul>
Respond to drainage issues and SW utility fees.	<ul style="list-style-type: none"> <li>• Use system to receive phone calls/emails and promptly respond.</li> </ul>	<ul style="list-style-type: none"> <li>• Number of complaints annually received.</li> </ul>
	<ul style="list-style-type: none"> <li>• Notify incident to proper authority and promptly investigate. Ensure all drainage issues and SW utility fee questions are answered.</li> </ul>	<ul style="list-style-type: none"> <li>• Collect appropriate forms/information from staff.</li> </ul>
	<ul style="list-style-type: none"> <li>• Develop a strategic plan to minimize SW and drainage complaints. Update website, clean storm drains, sweep streets, pro-active inspections to the storm sewer systems, constructions sites, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Track % of complaints annually solved.</li> </ul>
		<ul style="list-style-type: none"> <li>• Pounds of sediments collected.</li> </ul>
		<ul style="list-style-type: none"> <li>• Miles swept.</li> </ul>
		<ul style="list-style-type: none"> <li>• Number of inspections performed.</li> </ul>
		<ul style="list-style-type: none"> <li>• Elaborate additional documentation, manuals, guidance.</li> </ul>

# AMERICAN RESCUE PLAN ACT (ARPA) FUND



## PROGRAM DESCRIPTION

As part of the American Rescue Plan Act of 2021, the Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) delivered \$350 billion to State, Local, and Tribal governments across the country to support their recovery from the COVID-19 public health emergency. The CSLFRF provided for \$19.53 billion to support tens of thousands of Non-Entitlement Units of government (NEUs), which are local governments typically serving a population under 50,000. Allocations for NEUs were sent to states based on population. The Town of Warrenton was awarded \$10,403,180 under this Act. These funds may be used to cover eligible costs that are obligated during the period of March 3, 2021 through December 31, 2024.

## CURRENT STAFFING

The Town hired an ARPA Coordinator in FY 2022 to handle all the reporting and administration of these funds. In FY 2025, this position has been combined with the Budget Manager position. The Budget Manager is allocated 10% to this fund in order to capture the cost associated with the time dedicated to quarterly reports to the Treasury Department, audit tasks, and general administration of the funding. For headcount purposes, the Budget Manager is captured in the finance department.

## BUDGET SUMMARY

	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
<b>EXPENSES</b>						
PERSONNEL	\$47,026	\$284,166	\$169,910	\$14,467	(\$155,443)	(91%)
OPERATING	\$5,000	\$38,500	\$200,000	\$0	(\$200,000)	(100%)
CAPITAL OUTLAY	\$0	\$716,725	\$2,900,000	\$150,000	(\$2,750,000)	(95%)
<b>EXPENSES TOTAL</b>	<b>\$52,026</b>	<b>\$1,039,391</b>	<b>\$3,269,910</b>	<b>\$164,467</b>	<b>(\$3,105,443)</b>	<b>(95%)</b>

## BUDGET REQUEST / ANALYSIS

The proposed budget for FY 2025 consists of a portion of the Budget Manager's salary and benefits (health insurance, retirement, etc.) in the personnel category. ARPA funds have been committed by Council to cover the portion of the Budget Manager's time spent working with the ARPA funds through December 31, 2024. The capital outlay in the proposed budget is related to ADA playground replacements as outlined in the CIP.

	PROPOSED BUDGET
ADA PLAYGROUND REPLACEMENTS	\$150,000
TOTAL	\$150,000

**Accessible Playground Replacement**

Replace current playground structures in parks with American's with Disabilities Act (ADA) compliant structures. FY 2025 funds are planned to be used for Eva Walker Park.





# TOWN OF WARRENTON, VIRGINIA

Proposed Capital Improvement Plan

2025-2030

Table of Contents

	PAGE
<b>INTRODUCTION</b>	
Capital Improvement Planning & Policies.....	1
Debt Planning.....	2
Impact of the CIP on the Operating Budget.....	2
Annual Capital Budget.....	3
Project Categories .....	3
Guiding Principles .....	4
Other Capital Planning.....	6
<b>CAPITAL IMPROVEMENT PLAN OVERVIEW .....</b>	<b>7</b>
<b>PROJECTS BY FUND &amp; FUNDING SUMMARIES .....</b>	<b>9</b>
<b>GENERAL FUND PROJECT DETAIL PAGES .....</b>	<b>17</b>
CF-002 Public Works Facility Relocation .....	18
PR-001 ADA Playground Replacements .....	19
PR-002 Eva Walker Park Improvements .....	20
PR-004 Park Pavilions .....	21
PR-005 Park Restrooms .....	22
PR-006 WARF Basketball Court Construction.....	23
PR-007 Replace Natatorium Lighting.....	24
PR-008 Skatepark Replacement at the WARF .....	25
TC-004 Sidewalk Handicap Ramps .....	26
TC-006 East Shirley Street Improvements .....	27
TC-007 Walker/East Lee Intersection Improvement .....	28
TC-008 Improvements to Main Street.....	29
TC-009 Route 211/Old Waterloo Improvement.....	30

TC-010 Lee Hwy/Blackwell Rd Safety Improve .....	31
TC-011 W Lee/US17BusN/Winchester Intersect .....	32
TC-012 Signal at Gold Cup/Broadview.....	33
TC-013 Washington Street Sidewalk .....	34
TC-014 Fauquier Road Sidewalk.....	35
TC-015 Foxcroft Road Sidewalk .....	36
TC-016 Gay Road Sidewalk .....	37
TC-017 Academy Hill Sidewalk.....	38
TC-018 Courthouse Square Traffic Improvement .....	39
TC-019 Annual Paving Schedule .....	40

<b>WATER &amp; SEWER FUND PROJECT DETAIL PAGES.....</b>	<b>41</b>
W-001 WTP Clearwell Project .....	42
W-005 Warrenton Reservoir Dam .....	43
W-006 Broadview Waterline Betterment .....	44
W-007 Utility Connection Program .....	45
W-008 Mt. Tank Line Power .....	46
W-010 High-Rate Filter, Sediment & Flocc .....	47
W-011 Water Line Improvements: LRCC .....	48
W-012 Warrenton Reservoir Dredging .....	49
W-013 Raw Water Pumps .....	50
W-014 Airlie Drain Valve .....	51
W-015 Basin Coating.....	52
W-017 Lee Highway Waterline Replacement .....	53
W-018 Lancaster Drive Waterline Replacement.....	54
W-019 Hunton Street Waterline Replacement.....	55
W-020 Marr Drive Waterline Replacement .....	56
W-021 Industrial Road Waterline Replacement.....	57
S-001 Primary Clarifiers & Sludge Pump Station.....	58
S-002 I&I Reduction .....	59
S-003 Primary Digester .....	60
S-005 Cedar Run Pump Station.....	61

S-006 Secondary Clarifier and Sludge Pump .....	62
S-007 Wastewater Treatment Plant Pump Station.....	63
S-008 Dewatered Sludge Storage .....	64
S-009 Secondary Sludge Pump .....	65
S-011 Taylor Pump Station .....	66
S-012 Sludge Dewatering .....	67
S-013 Sludge Screen with Enclosure.....	68
S-014 Turkey Run Pump Station #2.....	69
S-015 Plant Hydraulics/Piping.....	70
S-016 Sanitary Sewer Improvements to LRCC .....	71
S-017 Headworks Building.....	72
<b>STORMWATER FUND PROJECT DETAIL PAGES.....</b>	<b>73</b>
SM-003 Stream Retrofit Rady Park .....	74
SM-004 Master Drainage Plan .....	75
SM-005 BMP & Filterra Facilities.....	76
SM-006 East Street Drainage.....	77
SM-008 Sullivan/Broadview Avenue Drainage .....	78
SM-009 West Lee Highway Stormwater Culvert .....	79
<b>GENERAL MAINTENANCE PROJECT SUMMARY .....</b>	<b>81</b>
<b>WATER &amp; SEWER MAINTENANCE PROJECT SUMMARY .....</b>	<b>82</b>

# INTRODUCTION

The Capital Improvement Plan (CIP) is a multi-year plan for major capital expenditures, such as the construction, reconstruction, renovation, or replacement of a public building or facility or surveys and studies leading to such physical improvements mentioned above.

The adoption of the CIP by the Town Council is an indication of its support of both the capital projects that the Town intends to pursue and a plan for the anticipated levels of financing needed to fund these capital projects over the six-year period. The adoption of the CIP is neither a firm commitment to a particular project nor a limitation to a particular cost. It is a basic tool for prioritizing and scheduling anticipated projects and financing, a key element in planning and managing future debt service requirements.

A capital improvement project should have a cost greater than \$100,000 and a useful life of at least 10 years. Projects that do not meet the \$100,000 and 10-year useful life criteria are considered to be maintenance capital projects, a summary of which is provided at the end of document. Capital projects generally require significant engineering design and construction, whereas maintenance capital projects require routine upkeep every few years. These projects are not considered to be part of the Six-Year Capital Improvement Plan.

The cost estimates in the CIP are intended to capture the entire estimated project cost, including as applicable, land acquisition, design, engineering, and construction. The total request for each project is evaluated and based upon funding, is prioritized to meet the needs of the Town. The CIP is updated annually and is subject to change with each update. A contingency amount of 10% is included in each category to accommodate unanticipated cost increases or project overruns.

## CAPITAL IMPROVEMENT PLANNING & POLICIES

The capital improvement program is the result of a detailed planning process. The purpose is to address the Town's immediate and long-term capital needs in a conscious effort to best provide services and facilities to the citizens of Warrenton. To that end, projects are considered in alignment with Plan Warrenton 2040, the Town's Comprehensive Plan and strategic priorities identified by the Town Council.

The process begins in November when departments begin their work on the department recommended CIP. In January, the Town Manager meets with department staff to discuss their recommended projects. The Town Manager's Recommended CIP is typically presented to the Planning Commission at a work session in February. The Planning Commission provides their recommendation in March. The purpose of the Planning Commission review is to ensure that all projects are in conformance with the Town's Comprehensive Plan.

During this time, the Town Manager works closely with the finance department to evaluate the feasibility of funding sources and the impact that projects will have on the operating budget. In April, the Town Manager presents the Town Manager's Proposed CIP to the Town Council along with the Proposed Budget. Town Council then hold Budget and CIP work sessions as well as a public hearing during the months of April and May. The CIP is adopted along with the budget in June.

## DEBT PLANNING

The Town considers the following guidelines in deciding how much general obligation debt may be issued for the capital improvement program:

- The town will not fund current operations from the proceeds of borrowed funds and will confine long-term borrowing and capital leases to capital improvements, projects, or equipment that cannot be financed from current financial resources.
- When the Town finances capital improvements by issuing bonds or entering into capital leases, it will repay the debt within a period not to exceed the expected useful life of the project.
- Tax-supported debt as a percentage of the total assessed value of taxable real property shall not exceed 1.5%.
- Tax supported debt service expenditures as a percent of total governmental fund expenditures shall not exceed 12.0%.

Pursuant to the Constitution of Virginia (the Constitution) and the Town Charter, the Town is authorized to issue bonds secured by a pledge of its full faith and credit and unlimited taxing power. There is no requirement in the Constitution, the Virginia Code, or the Town Charter that the issuance of general obligation bonds be subject to the approval of voters of the Town at referendum. The issuance of general obligation bonds is subject to a constitutional limitation of ten percent (10%) of the assessed value of taxable real property.

## IMPACT OF THE CAPITAL IMPROVEMENT PROJECT ON THE OPERATING BUDGET

### Debt Service

The annual payment of principal and interest on general obligations bonds used to finance roads and other major projects is included in the operating budget as a required expenditure. The FY 2025 payment for tax-supported debt service is \$822,972. The FY 2025 payment for debt service supported by the fee-based enterprise funds (Water and Sewer and Stormwater) is \$1,195,999.

### Current Revenue

Certain CIP projects are funded directly with Town current revenues to avoid the costs of borrowing. These amounts are included in the operating budget as specific transfers to capital project funds.

### Other Operating Impacts

The construction of government buildings and facilities usually results in new annual costs for maintenance, utilities, and additional staffing required for facility management and operation. There could also be anticipated savings as a result of a project being completed, such as decreased maintenance costs as a result of a new facility.

## THE ANNUAL CAPITAL BUDGET

The capital budget is appropriated on an annual basis. The first year of the multi-year plan is included in the adopted budget. Funding sources for projects include the general fund, debt, state/ federal funding, stormwater management fees, water & sewer fees, capital reserves, and proffers. A summary of project funding by source is provided in the Capital Improvement Plan Overview section.

## PROJECT CATEGORIES

Projects are categorized in alignment with Plan Warrenton 2040 to support the Town's long-term vision. Each project provides a reference to a goal(s) outlined in Plan Warrenton 2040 that it supports.

Community Facilities (CF) – this category calls for strategic investments in accessible community facilities to improve health and overall quality-of-life for a diverse community.

Parks and Recreation (PR) – this category seeks to create a network of open spaces to strengthen community health, protect the natural environment, and maintain the aesthetic and image of Warrenton as a critical element of Town character.

Transportation and Circulation (TC) – this category supports strategic investments for a safe, vibrant, and interconnected multi-modal transportation network.

Water (W) and Sewer (S) – this category supports all elements of Plan 2040 by providing critical water and sewer service to the community.

Stormwater Management (SM) – this category addresses stormwater management throughout the Town as required by the Town's MS4 permit.





The development of the CIP is driven by the Town Council's Mission, Vision and Values Statements, and Plan Warrenton 2040, the Town's Comprehensive Plan.

The Mission Statement and Vision & Values Statements are shown below.

### **Mission Statement**

#### **In Cooperation With And For Our Citizens...**

...The Mayor, Town Council and the Staff of Warrenton are dedicated to providing public safety, economic opportunity, and quality public services in an attractive, well-planned community with historic character for the benefit, enjoyment and accessibility of all.

### **Vision & Value Statement**

#### **To Achieve Our Mission, We Strive To...**

Provide high level services in a cost-effective manner; display honesty, respectfulness, and fairness in all relationships; support the health and economic well-being of our citizens and businesses; preserve our historic small-town character; encourage opportunities, services and infrastructure that allow people of all means to live, work and visit here; and address public concerns and opportunities promptly and effectively.

We recognize our Mission can be achieved only by the exchange of information and that through teamwork we can maintain an environment in which we can maximize our potential.



Adopted on April 13, 2021, Plan Warrenton 2040 provides a basis for the Council's long-term vision for the Town:

## WHAT IS A COMPREHENSIVE PLAN?

**A Comprehensive Plan is a holistic, aspirational vision to guide future decisions of the Town of Warrenton.**

The Code of Virginia §15.2223 states the Comprehensive Plan's purpose is to guide and accomplish a coordinated, adjusted and harmonious development, keeping in accordance with present and probable future needs and resources, to best promote the health, safety, morals, order, convenience, prosperity and general welfare of the residents, including the elderly and persons with disabilities. The Comprehensive Plan is to be general in nature, in that it designates the general or approximate location, character, and extent of features. Plan Warrenton 2040 serves as the official document tying together community features with the overall vision for its future.

## WHAT IS PLAN WARRENTON 2040?

Plan Warrenton 2040 is the outcome of thoughtful conversations throughout the community. It contains a vision of equity for its residents, a high quality of life for the community, and fiscal vibrancy for the businesses. The vision contains three drivers that serve as the backbone of the seven topical elements.

### Community Character

*Community Character seeks to preserve and enhance the identity and quality of life in Warrenton as a place for everyone to meet, talk, and be neighborly; as a place that is interconnected, human scaled, and walkable; as a place, historic and new, that combines aesthetic form, development patterns, and amenities that ensure the heritage of the Town is honored for current and future generations.*

### Community Health

*Community Health prioritizes social, physical, environmental, and mental health through policies and equitable investments that promote personal well-being, fiscal strength, and a strong community fabric through a safe, vibrant, and thriving community.*

### Economic & Fiscal Resilience

*Economic and Fiscal Resilience cultivates entrepreneurial opportunities by leveraging community-based assets, in conjunction with integral geographic and regional relationships, to attract high quality investors, creating a resilient multi-faceted fiscal base that provides residents the ability to live and work in the community.*

## TOPICAL ELEMENTS



### Historic Resources

Preserve the place making features that continue to give the Town its unique identity, its character, and its feeling of home.



### Community Facilities

Strategic investments in accessible community facilities improving health and overall quality-of-life for a diverse community.



### Housing

Preserve established residential neighborhoods, while expanding housing options to ensure inclusive, attainable housing for all ages, incomes, and needs. Create walkable communities with shared open space developments compatible with existing uses in scale and character.



### Open Space, Parks, & Environment

Boast a network of open spaces to strengthen community health, protect the natural environment, and maintain the aesthetic and image of Warrenton as a critical element of Town character.



### Transportation & Circulation

Strategic investments for a safe, vibrant, and interconnected multi-modal transportation network.



### Economic & Fiscal Resilience

Encourage a community where people may choose to live and work with a robust economy that cultivates entrepreneurial opportunities for a diverse and talented workforce.



### Land Use & Character Districts

Expand amenity options within character districts and existing neighborhoods to improve quality-of-life and maintain community character.

### MAINTENANCE PROJECT SUMMARY

As part of its ongoing delivery of services to the community, the Town utilizes many different types of assets. These assets require ongoing replacement and major maintenance. A schedule is included on page that outlines the requirements for repair and replacement of these assets. This enables the proper planning for the replacement of existing assets that contribute to the accomplishment of the Town's mission.

### PROFFERS

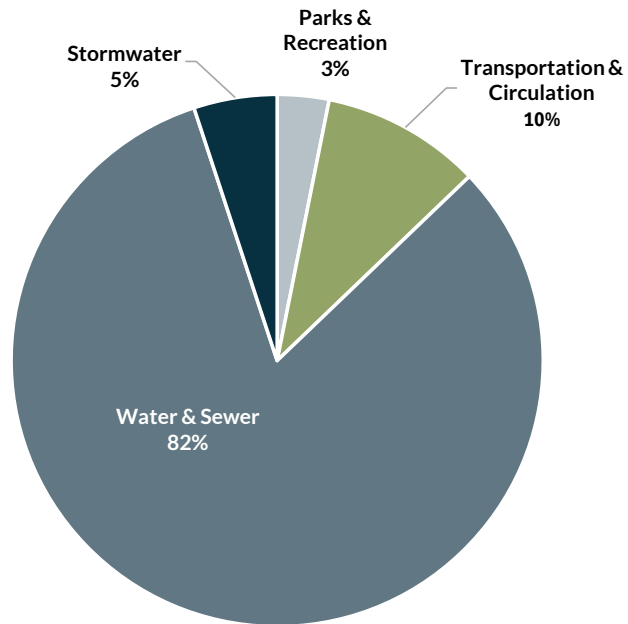
Section 15.2-2298 of the Code of Virginia requires that "No proffer shall be accepted by a locality unless it has adopted a capital improvement program." The Statute also prevents the transfer of property or acceptance of cash for a specific project until the subject project is included in the CIP. Fauquier County rather than the Town provides certain public facilities. In instances related to proffers for these facilities, the Town would serve as a pass-through as it would be inappropriate for the Town to incorporate County projects within its CIP. It is assumed that for the purpose of determination of "reasonable conditions", the most recently adopted County CIP would be utilized in conjunction with the Town's CIP.

## CAPITAL IMPROVEMENT PLAN OVERVIEW

The summary shown below represents the first year of the CIP. A summary of expenditure by category and funding source is provided. Please note that totals do not include contingency amounts.

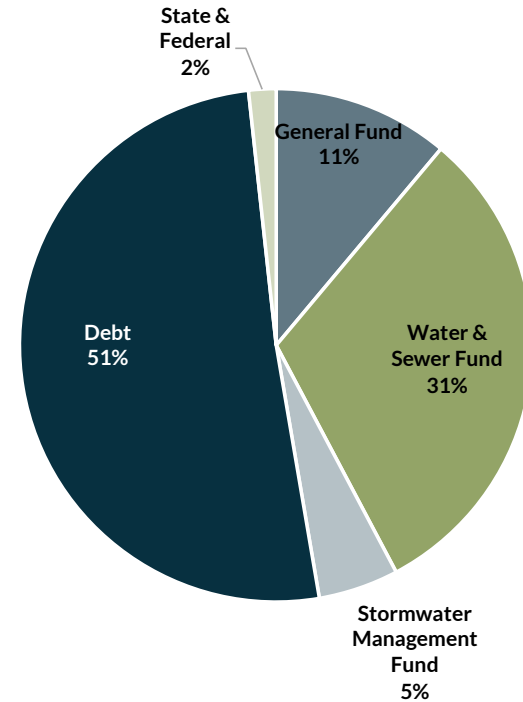
**FY 2025 Expenditure by Category**

Category	Amount
Parks & Recreation	\$ 407,000
Transportation & Circulation	1,256,003
Water & Sewer	10,630,500
Stormwater	655,000
Community Facilities	-
	<b>\$ 12,948,503</b>



**FY 2025 Funding by Source**

Source	Amount
General Fund	\$ 1,440,002
Water & Sewer Fund	4,030,500
Stormwater Management Fund	655,000
Debt	6,600,000
State & Federal	223,002
	<b>\$ 12,948,503</b>



The Town's budget is organized in alignment with the nature of the services provided to its citizens. The presentation of Capital Improvement Projects throughout this document aligns with the structure of the Town's funds as presented in the annual budget.

Categories within the General Fund are identified by the aspect of Plan Warrenton 2040 that they support.

- The General Fund accounts for general government administration, community development and facilities, public safety, public works, and parks and recreation.
  - Plan Warrenton 2040 Categories
    - Community Facilities
    - Parks and Recreation
    - Transportation and Circulation
- The Water and Sewer Fund provides for the efficient and effective delivery of water and sewer services to Town citizens.
- The Stormwater Management Fund accounts for the activities necessary to meet the requirements of the Town's Municipal Small Separate Stormwater System (MS4) permit.



# Projects by Fund and Funding Source Summaries



## GENERAL FUND CAPITAL PROJECTS

The capital projects planned for the General Fund are summarized by category below. A funding summary by source for all General Fund projects is on the next page. Detailed sources, uses, and previous allocations for each project are provided in the project detail pages.

### Community Facilities

Project #	Project Name	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
CF-002	Public Works Facility Relocation	\$ -	\$ 775,000	\$ -	\$ -	\$ -	\$ -	\$ 775,000
		\$ -	\$ 775,000	\$ -	\$ -	\$ -	\$ -	\$ 775,000

### Parks and Recreation

Project #	Project Name	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
PR-001	ADA Playground Replacements	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
PR-002	Eva Walker Park Improvements	-	100,000	150,000	150,000	100,000	-	500,000
PR-004	Park Pavilions	42,000	44,100	45,423	-	-	-	131,523
PR-005	Park Restrooms	-	121,275	-	-	-	-	121,275
PR-006	WARF Basketball Court Construction	-	-	100,000	-	-	-	100,000
PR-007	Replace Natatorium Lighting	215,000	135,000	-	-	-	-	350,000
PR-008	Skatepark Replacement at the WARF	-	-	-	-	300,000	-	300,000
		\$ 407,000	\$ 400,375	\$ 295,423	\$ 150,000	\$ 400,000	\$ -	\$ 1,652,798

### Transportation & Circulation

Project #	Project Name	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
TC-004	Sidewalk Handicap Ramps	\$ 100,000	\$ 80,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 460,000
TC-006	East Shirley Street Improvements	-	-	200,000	650,000	7,150,000	5,000,000	13,000,000
TC-007	Walker/East Lee Intersection Improv	-	-	35,000	70,000	700,000	-	805,000
TC-008	Improvements to Main Street	146,003	1,468,614	-	-	-	-	1,614,617
TC-009	Route 211/Old Waterloo Improvement	-	10,000	110,250	340,673	-	-	460,923
TC-010	Lee Hwy/Blackwell Rd Safety Improve	-	2,456,910	-	2,066,512	12,133,285	-	16,656,707
TC-011	W Lee/US17BusN/Winchester Intersect	-	2,156,621	-	5,563,634	9,852,227	-	17,572,482
TC-012	Signal at Gold Cup/Broadview	-	-	-	-	-	722,839	722,839
TC-013	Washington Street Sidewalk	200,000	-	-	-	-	-	200,000
TC-014	Fauquier Road Sidewalk	-	300,000	-	625,000	-	-	925,000
TC-015	Foxcroft Road Sidewalk	-	-	-	45,000	375,000	-	420,000
TC-016	Gay Road Sidewalk	-	50,000	500,000	-	-	-	550,000
TC-017	Academy Hill Sidewalk	-	-	-	-	-	60,000	60,000
TC-018	Courthouse Square Traffic Improvement	10,000	40,000	-	-	-	-	50,000
TC-019	Annual Paving Schedule	800,000	450,000	400,000	350,000	450,000	300,000	2,750,000
		\$ 1,256,003	\$ 7,012,145	\$ 1,315,250	\$ 9,780,819	\$ 30,730,512	\$ 6,152,839	\$ 56,247,567

Subtotal: General Fund Capital Projects

1,663,003    8,187,520    1,610,673    9,930,819    31,130,512    6,152,839    58,675,365

Contingency - 10% of Town Funding

144,000    283,968    151,067    197,567    552,000    365,284    1,693,887

**TOTAL GENERAL FUND CAPITAL PROJECTS**

**\$ 1,807,003    \$ 8,471,488    \$ 1,761,740    \$ 10,128,386    \$ 31,682,512    \$ 6,518,123    \$ 60,369,252**

## GENERAL FUND CAPITAL PROJECTS - FUNDING SUMMARY

The following summarizes the funding sources for General Fund capital projects.

Funding Source	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
General Fund	1,440,002	2,105,375	1,410,673	1,650,673	1,695,000	1,152,839	9,454,561
Debt	-	734,307	100,000	325,000	3,575,000	2,500,000	7,234,307
State	73,002	5,347,838	100,000	7,955,146	25,560,512	2,500,000	41,536,498
Federal	150,000						150,000
Other					300,000		300,000
	\$ 1,663,003	\$ 8,187,520	\$ 1,610,673	\$ 9,930,819	\$ 31,130,512	\$ 6,152,839	\$ 58,675,365
Contingency - 10% of Town Funding	144,000	283,968	151,067	197,567	552,000	365,284	1,693,887
<b>TOTAL GENERAL FUND CAPITAL PROJECTS</b>	<b>\$ 1,807,003</b>	<b>\$ 8,471,488</b>	<b>\$ 1,761,740</b>	<b>\$ 10,128,386</b>	<b>\$ 31,682,512</b>	<b>\$ 6,518,123</b>	<b>\$ 60,369,252</b>



## WATER & SEWER FUND CAPITAL PROJECTS

The Town operates a Water and Sewer Utility that is accounted for in a separate, self-supporting, Enterprise Fund. Projects have been broken out between Water (W) and Sewer (S). A combined funding summary for both Water and Sewer projects is provided following the project listings. Detailed sources, uses, and previous allocations for each project are provided in the project detail pages.

### Water Projects

Project #	Project Name	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
W-001	WTP Clearwell Project	\$ -	\$ 7,775,000	\$ -	\$ -	\$ -	\$ -	\$ 7,775,000
W-005	Warrenton Reservoir Dam	300,000	3,000,000	1,000,000	1,000,000	1,000,000	1,000,000	7,300,000
W-006	Broadview Waterline Betterment	600,000	-	-	-	-	-	600,000
W-007	Utility Connection Program	63,000	69,458	78,874	92,255	111,142	130,000	544,728
W-008	Mt. Tank Line Power	100,000	945,000	-	-	-	-	1,045,000
W-010	High Rate Filter, Sediment & Flocc	-	882,000	6,813,450	4,678,569	-	-	12,374,019
W-011	Water Line Improvements: LRCC	-	-	-	-	400,000	4,000,000	4,400,000
W-012	Warrenton Reservoir Dredging	-	250,000	-	1,500,000	-	-	1,750,000
W-013	Raw Water Pumps	770,000	-	-	-	-	-	770,000
W-014	Airlie Drain Valve	-	-	-	350,893	-	-	350,893
W-015	Basin Coating	-	-	-	350,893	-	-	350,893
W-017	Lee Highway Waterline Replacement	-	-	150,000	-	1,500,000	-	1,650,000
W-018	Lancaster Drive Waterline Replacement	1,500,000	-	-	-	-	-	1,500,000
W-019	Hunton Street Waterline Replacement	-	50,000	1,000,000	-	-	-	1,050,000
W-020	Marr Drive Waterline Replacement	-	-	-	-	-	50,000	50,000
W-021	Industrial Road Waterline Replacement	-	-	-	-	40,000	600,000	640,000
<b>TOTAL WATER PROJECTS</b>		<b>\$ 3,333,000</b>	<b>\$ 12,971,458</b>	<b>\$ 9,042,324</b>	<b>\$ 7,972,609</b>	<b>\$ 3,051,142</b>	<b>\$ 5,780,000</b>	<b>\$ 42,150,533</b>



## Sewer Projects

Project #	Project Name	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
S-001	Primary Clarifiers & Sludge Pump Station	\$ 6,300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,300,000
S-002	I&I Reduction	420,000	220,500	250,000	250,000	250,000	250,000	1,640,500
S-003	Primary Digester	-	6,063,750	-	-	-	-	6,063,750
S-005	Cedar Run Pump Station	-	-	350,000	-	5,000,000	-	5,350,000
S-006	Secondary Clarifier and Sludge Pump	420,000	10,500,000	-	-	-	-	10,920,000
S-007	Wastewater Treatment Plant Pump Station	157,500	82,688	-	-	-	-	240,188
S-008	Dewatered Sludge Storage	-	750,000	-	-	-	-	750,000
S-009	Secondary Sludge Pump	-	500,000	-	-	-	-	500,000
S-011	Taylor Pump Station	-	-	350,000	5,000,000	-	-	5,350,000
S-012	Sludge Dewatering	-	-	-	584,821	-	-	584,821
S-013	Sludge Screen with Enclosure	-	-	-	350,893	-	-	350,893
S-014	Turkey Run Pump Station #2	-	-	-	-	-	300,000	300,000
S-015	Plant Hydraulics/Piping	-	-	-	29,241	150,591	-	179,832
S-016	Sanitary Sewer Improvements to LRCC	-	-	-	-	361,419	-	361,419
S-017	Headworks Building	-	-	-	500,000	-	7,000,000	7,500,000
		\$ 7,297,500	\$ 18,116,938	\$ 950,000	\$ 6,714,955	\$ 5,762,011	\$ 7,550,000	\$ 46,391,403
	Subtotal: Water & Sewer Capital Projects	10,630,500	31,088,395	9,992,324	14,687,564	8,813,153	13,330,000	88,541,936
	Contingency - 10% of Town Funding	1,063,050	3,108,840	999,232	1,468,756	881,315	1,333,000	8,854,194
	<b>TOTAL WATER &amp; SEWER CAPITAL PROJECTS</b>	<b>\$ 11,693,550</b>	<b>\$ 34,197,235</b>	<b>\$ 10,991,557</b>	<b>\$ 16,156,320</b>	<b>\$ 9,694,468</b>	<b>\$ 14,663,000</b>	<b>\$ 97,396,130</b>

## WATER & SEWER FUND CAPITAL PROJECTS - FUNDING SUMMARY

The following summarizes the funding sources for Water & Sewer Fund capital projects.

Funding Source	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Water & Sewer Fund	\$ 4,030,500	\$ 2,867,645	\$ 1,828,874	\$ 9,008,995	\$ 2,413,153	\$ 8,030,000	\$ 28,179,167
Debt	6,600,000	28,220,750	8,163,450	5,678,569	6,400,000	5,300,000	60,362,769
State							
Federal							
Other							
	\$ 10,630,500	\$ 31,088,395	\$ 9,992,324	\$ 14,687,564	\$ 8,813,153	\$ 13,330,000	\$ 88,541,936
Contingency - 10% of Town Funding	1,063,050	3,108,840	999,232	1,468,756	881,315	1,333,000	8,854,194
<b>TOTAL WATER &amp; SEWER CAPITAL PROJECTS</b>	<b>\$ 11,693,550</b>	<b>\$ 34,197,235</b>	<b>\$ 10,991,557</b>	<b>\$ 16,156,320</b>	<b>\$ 9,694,468</b>	<b>\$ 14,663,000</b>	<b>97,396,129.51</b>

## STORMWATER MANAGEMENT FUND CAPITAL PROJECTS

The other Enterprise Fund for the Town is the Stormwater Management Fund. Projects planned in support of this function are as follows. Detailed sources, uses, and previous allocations for each project are provided in the project detail pages.

Project #	Project Name	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2028-29	Total
SM-003	Stream Retrofit Rady Park	\$ 5,000	\$ 771,750	\$ -	\$ -	\$ -	\$ -	\$ 776,750
SM-004	Master Drainage Plan	500,000	500,000	400,000	-	-	-	1,400,000
SM-005	BMP & Filterra Facilities	150,000	192,938	198,726	175,446	130,000	130,000	977,109
SM-006	East Street Drainage	-	-	31,500	266,860	-	-	298,360
SM-008	Sullivan/Broadview Avenue Drainage	-	33,075	254,823	-	-	-	287,898
SM-009	West Lee Highway Stormwater Culvert	-	-	-	204,687	-	-	204,687
		\$ 655,000	\$ 1,497,763	\$ 885,049	\$ 646,994	\$ 130,000	\$ 130,000	\$ 3,944,805
	Contingency - 10% of Town Funding	65,500	149,776	88,505	64,699	13,000	13,000	394,480
<b>TOTAL STORMWATER CAPITAL PROJECTS</b>		<b>\$ 720,500</b>	<b>\$ 1,647,539</b>	<b>\$ 973,554</b>	<b>\$ 711,693</b>	<b>\$ 143,000</b>	<b>\$ 143,000</b>	<b>\$ 4,339,285</b>

## STORMWATER MANAGEMENT FUND CAPITAL PROJECTS - FUNDING SUMMARY

The following summarizes the funding sources for Stormwater Management Fund capital projects.

Funding Source	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Stormwater Management Fund	\$ 655,000	\$ 1,497,763	\$ 885,049	\$ 646,994	\$ 130,000	\$ 130,000	\$ 3,944,805
Debt							
State							
Federal							
Other							
	\$ 655,000	\$ 1,497,763	\$ 885,049	\$ 646,994	\$ 130,000	\$ 130,000	\$ 3,944,805
Contingency - 10% of Town Funding	65,500	149,776	88,505	64,699	13,000	13,000	394,480
TOTAL STORMWATER CAPITAL PROJECTS	\$ 720,500	\$ 1,647,539	\$ 973,554	\$ 711,693	\$ 143,000	\$ 143,000	\$ 4,339,285

## COMBINED FUNDING SUMMARY - ALL FUNDS

Funding sources for the capital plan across all funds are summarized below.

Funding Source	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
General Fund	\$ 1,440,002	\$ 2,105,375	\$ 1,410,673	\$ 1,650,673	\$ 1,695,000	\$ 1,152,839	\$ 9,454,561
Water & Sewer Fund	4,030,500	2,867,645	1,828,874	9,008,995	2,413,153	8,030,000	28,179,167
Stormwater Management Fund	655,000	1,497,763	885,049	646,994	130,000	130,000	3,944,805
Debt	6,600,000	28,955,057	8,263,450	6,003,569	9,975,000	7,800,000	67,597,076
State	73,002	5,347,838	100,000	7,955,146	25,560,512	2,500,000	41,536,498
Federal	150,000	-	-	-	-	-	150,000
Other					300,000	-	300,000
	\$ 12,948,503	\$ 40,773,678	\$ 12,488,046	\$ 25,265,376	\$ 40,073,665	\$ 19,612,839	\$ 151,162,106
Contingency - 10% of Town Funding	1,272,550	3,542,584	1,238,805	1,731,023	1,446,315	1,711,284	1,693,887
	\$ 14,221,053	\$ 44,316,262	\$ 13,726,850	\$ 26,996,399	\$ 41,519,980	\$ 21,324,123	\$ 162,104,667

# General Fund

## Project Detail Pages



PROJECT NUMBER: CF-002

PROJECT TITLE: Public Works Facility Relocation

DEPARTMENT: Community Facilities (CF)

**PROGRAM DESCRIPTION**

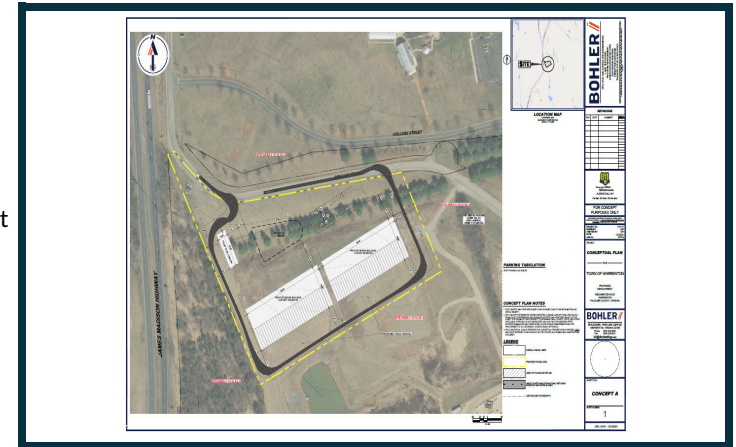
Relocation of the public works facility. The previous allocation was to fund the completion of engineering study and preliminary site plan work.

The second phase of this project involves building a salt structure at a new location, which will also provide more room at the current public works location. The current salt barn at the facility is beyond repair in many aspects. The salt barn was originally constructed for the public works facility in the 80s. The cost to construct a VDOT-type salt structure was estimated at \$350,000 without site work or engineered plans in FY 2023. Costs for this type of project are expected to be around \$750,000, with another \$25,000 allocated to engineering and stormwater planning

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-1: Serve as the central inviting public service center for Town and County residents with a proportionate share of community services provided by other governments, including a fair and reasonable balance in funding sources for community facilities.

CF-5: To provide a fiscally responsible infrastructure that maintains a high quality of life for residents, supports current businesses, and attracts new employers with a stable tax structure.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering	\$335,000		\$25,000					\$360,000
Construction/Purchase			\$750,000					\$750,000
Other								\$0
<b>TOTAL</b>	<b>\$335,000</b>	<b>\$0</b>	<b>\$775,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,110,000</b>
FUNDING SOURCES								
General Fund	\$335,000		\$775,000					\$1,110,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$335,000</b>	<b>\$0</b>	<b>\$775,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,110,000</b>

PROJECT NUMBER: PR-001

PROJECT TITLE: ADA Playground Replacements

DEPARTMENT: Parks and Recreation (PR)

**PROGRAM DESCRIPTION**

Replace current playground structures in parks with ADA compliant structures. FY23- WARF(Fun for All), FY24- Sam Tarr and Rady Park, FY25- Eva Walker

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-1.1: Foster high-quality, equitable, and accessible community facilities that meet the Town's service requirements and support a high quality of life for the community. CF-1.5: Encourage the use of community facilities and grounds for community events and public functions. CF-1.10: Implement infrastructure improvements that benefit county-owned community facilities.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase	\$450,000	\$150,000						\$600,000
Other								\$0
<b>TOTAL</b>	<b>\$450,000</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$600,000</b>
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal	\$450,000	\$150,000						\$600,000
Other								\$0
<b>TOTAL</b>	<b>\$450,000</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$600,000</b>

PROJECT NUMBER: PR-002

PROJECT TITLE: Eva Walker Park Improvements

DEPARTMENT: Parks and Recreation (PR)

**PROGRAM DESCRIPTION**

The FY24 allocation was for cost estimates and construction drawings for the total master plan concept in conjunction with site analysis, soils and geotech testing, survey and site investigation. The future estimates are to implement the Eva Walker Park Master Plan by phasing construction.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-1.1: Foster high-quality, equitable, and accessible community facilities that meet the Town's service requirements and support a high quality of life for the community. CF-1.5: Encourage the use of community facilities and grounds for community events and public functions. CF-1.10: Implement infrastructure improvements that benefit county-owned community facilities.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering	\$100,000		\$100,000					\$200,000
Construction/Purchase				\$150,000	\$150,000	\$100,000		\$400,000
Other								\$0
<b>TOTAL</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$600,000</b>
FUNDING SOURCES								
General Fund	\$100,000		\$100,000	\$150,000	\$150,000	\$100,000		\$600,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$600,000</b>



PROJECT NUMBER: PR-004

PROJECT TITLE: Park Pavilions

DEPARTMENT: Parks and Recreation (PR)

**PROGRAM DESCRIPTION**

Replace pavilions in parks: FY25- Sam Tarr, FY 26-Rady Park, FY27- Eva Walker.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-1.1: Foster high-quality, equitable, and accessible community facilities that meet the Town's service requirements and support a high quality of life for the community. CF-1.5: Encourage the use of community facilities and grounds for community events and public functions. CF-1.10: Implement infrastructure improvements that benefit county-owned community facilities.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase		\$42,000	\$44,100	\$45,423				\$131,523
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$42,000</b>	<b>\$44,100</b>	<b>\$45,423</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$131,523</b>
FUNDING SOURCES								
General Fund		\$42,000	\$44,100	\$45,423				\$131,523
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$42,000</b>	<b>\$44,100</b>	<b>\$45,423</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$131,523</b>

PROJECT NUMBER: PR-005

PROJECT TITLE: Park Restrooms

DEPARTMENT: Parks and Recreation (PR)

**PROGRAM DESCRIPTION**

Addition of restrooms at Academy Hill Park. This park is currently served by portable restroom units. The restrooms would be consistent with the other park restrooms that the town has in operation.

**GOAL ADDRESSED**

Plan Warrenton 2040 P-2.2: Recognize that the visitor experience in open space parks is paramount, regardless of the size of the land. The Town will ensure equitable consideration will be given throughout the Town for passive and active amenities.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase			\$121,275					\$121,275
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$121,275</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$121,275</b>
FUNDING SOURCES								
General Fund			\$121,275					\$121,275
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$121,275</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$121,275</b>

PROJECT NUMBER: PR-006

PROJECT TITLE: WARF Basketball Court Construction

DEPARTMENT: Parks and Recreation (PR)

**PROGRAM DESCRIPTION**

Construction of a basketball court at the WARF.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-1.1: Foster high-quality, equitable, and accessible community facilities that meet the Town's service requirements and support a high quality of life for the community. CF-1.5: Encourage the use of community facilities and grounds for community events and public functions. CF-1.10: Implement infrastructure improvements that benefit county-owned community facilities.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase				\$100,000				\$100,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>
FUNDING SOURCES								
General Fund				\$100,000				\$100,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>

PROJECT NUMBER: PR-007

PROJECT TITLE: Replace Natatorium Lighting

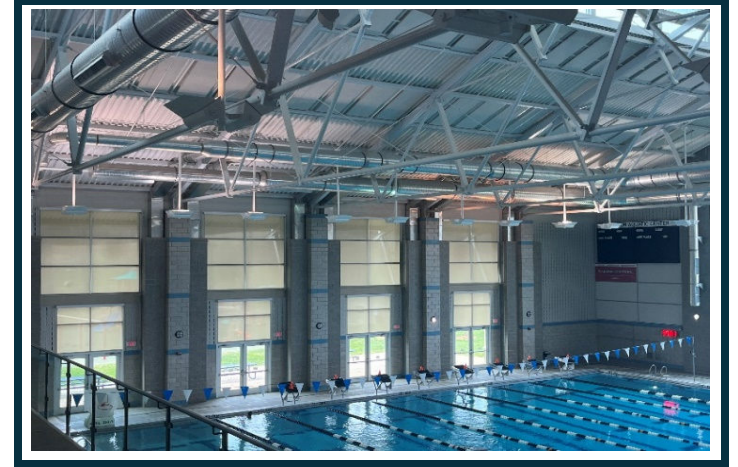
DEPARTMENT: Parks and Recreation (PR)

**PROGRAM DESCRIPTION**

Replace all lighting fixtures in the leisure and competition pool areas. FY 2025 allocation will be used for the competition pool and the FY 2026 allocation will be used for the leisure pool.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-1.1: Foster high-quality, equitable, and accessible community facilities that meet the Town's service requirements and support a high quality of life for the community. CF-1.5: Encourage the use of community facilities and grounds for community events and public functions. CF-1.10: Implement infrastructure improvements that benefit county-owned community facilities.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase		\$215,000	\$135,000					\$350,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$215,000</b>	<b>\$135,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$350,000</b>
FUNDING SOURCES								
General Fund		\$215,000	\$135,000					\$350,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$215,000</b>	<b>\$135,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$350,000</b>

PROJECT NUMBER: PR-008

PROJECT TITLE: Skatepark Replacement at the WARF

DEPARTMENT: Parks and Recreation (PR)

**PROGRAM DESCRIPTION**

Replace the current skatepark at the WARF.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-1.1: Foster high-quality, equitable, and accessible community facilities that meet the Town's service requirements and support a high quality of life for the community. CF-1.5: Encourage the use of community facilities and grounds for community events and public functions. CF-1.10: Implement infrastructure improvements that benefit county-owned community facilities.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase						\$300,000		\$300,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$300,000</b>
FUNDING SOURCES								
General Fund						\$300,000		\$300,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$300,000</b>

PROJECT NUMBER: TC-004

PROJECT TITLE: Sidewalk Handicap Ramps

DEPARTMENT: Transportation &amp; Circulation (TC)

**PROGRAM DESCRIPTION**

Sidewalk improvements for handicap curb cut ramps are needed throughout Town. This project is an effort to bring sidewalks needing improvement and which are continuing to deteriorate to better meet Americans with Disabilities Act (ADA) accessibility needs.

**GOAL ADDRESSED**

Plan Warrenton 2040 T-3.4: Provide and improve sidewalks, crosswalks, pedestrian signals, lighting, and other amenities to make it safer, easier and more comfortable for people to walk. CF-1.3: Ensure that community facilities are accessible to persons in all stages of life and all abilities.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase	\$250,000	\$100,000	\$80,000	\$70,000	\$70,000	\$70,000	\$70,000	\$710,000
Other								\$0
<b>TOTAL</b>	<b>\$250,000</b>	<b>\$100,000</b>	<b>\$80,000</b>	<b>\$70,000</b>	<b>\$70,000</b>	<b>\$70,000</b>	<b>\$70,000</b>	<b>\$710,000</b>
General Fund	\$250,000	\$100,000	\$80,000	\$70,000	\$70,000	\$70,000	\$70,000	\$710,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$250,000</b>	<b>\$100,000</b>	<b>\$80,000</b>	<b>\$70,000</b>	<b>\$70,000</b>	<b>\$70,000</b>	<b>\$70,000</b>	<b>\$710,000</b>



PROJECT NUMBER: TC-006

PROJECT TITLE: East Shirley Street Improvements

DEPARTMENT: Transportation &amp; Circulation (TC)

**PROGRAM DESCRIPTION**

East Shirley from and including the intersection with Culpeper Street is an excellent opportunity for an application for assistance from VDOT for Revenue Share or State of Good Repair funds. The corridor is of State-wide importance as it is the business lanes of Rts. 17/29/15. The intersection with Culpeper Street is an area of congestion during high traffic periods. This makes it a good candidate for VDOT funding opportunities. The project seeks to improve the safety needs of pedestrians along West Shirley as well as at the crossing for Culpeper Street by implementing the Walkability Audit, Complete Street, and other policies like Vision Zero, to ensure the corridor is usable by all modes and all ages.

**GOAL ADDRESSED**

Plan Warrenton 2040 T-4.4: Work cooperatively with VDOT to ensure that their transportation projects best distribute regional traffic demand within the context of future land use visions.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering				\$200,000	\$650,000	\$150,000		\$1,000,000
Construction/Purchase						\$7,000,000	\$5,000,000	\$12,000,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$650,000</b>	<b>\$7,150,000</b>	<b>\$5,000,000</b>	<b>\$13,000,000</b>
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt				\$100,000	\$325,000	\$3,575,000	\$2,500,000	\$6,500,000
State				\$100,000	\$325,000	\$3,575,000	\$2,500,000	\$6,500,000
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$650,000</b>	<b>\$7,150,000</b>	<b>\$5,000,000</b>	<b>\$13,000,000</b>

PROJECT NUMBER: TC-007

PROJECT TITLE: Walker/East Lee Intersection Improvement

DEPARTMENT: Transportation &amp; Circulation (TC)

**PROGRAM DESCRIPTION**

The Town plans to study the intersection of Walker Drive and East Lee to see what safety improvements are needed to improve sight lines and reduce speeds along East Lee. In FY 2027, the Town plans to perform a traffic study to analyze the existing traffic flows and speeds. Following the study, we will provide design concepts and cost estimates for each option to Council. This will allow the Town to submit for future VDOT funding. The "Other" funding represents a proffer.

**GOAL ADDRESSED**

Plan Warrenton 2040 T-1.4: Prioritize safety improvements for project implementation based on crash rates, congestion levels, and locations adjacent to schools.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering				\$35,000	\$70,000			\$105,000
Construction/Purchase						\$700,000		\$700,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,000</b>	<b>\$70,000</b>	<b>\$700,000</b>	<b>\$0</b>	<b>\$805,000</b>
General Fund				\$35,000	\$70,000	\$400,000		\$505,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other						\$300,000		\$300,000
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,000</b>	<b>\$70,000</b>	<b>\$700,000</b>	<b>\$0</b>	<b>\$805,000</b>



PROJECT NUMBER: TC-008

PROJECT TITLE: Improvements to Main Street

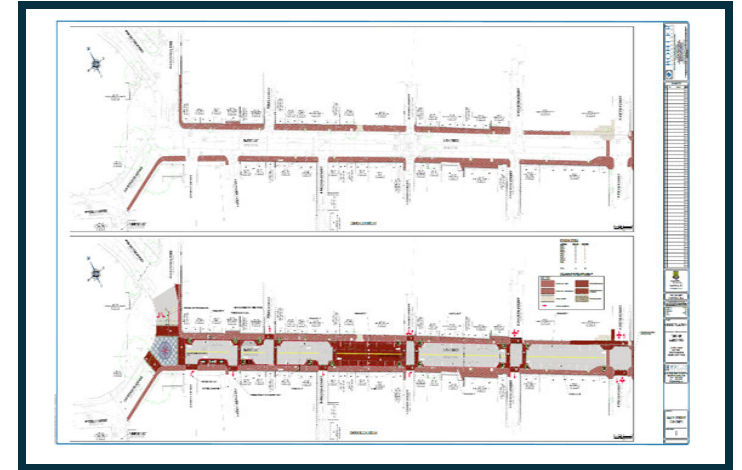
DEPARTMENT: Transportation &amp; Circulation (TC)

**PROGRAM DESCRIPTION**

Part of the Town's Main Street Improvement project to enhance the cross-walks and sidewalks. The project is programmed for VDOT Revenue Sharing project with a 50/50 cost share.

**GOAL ADDRESSED**

Plan Warrenton 2040 T-1.2: Assess the needs for access management strategies and capacity improvements along Warrenton's main corridors and boulevards. T-2.1: Implement the 5 C's of a walkable community: Connected, Comfortable, Convenient, Convivial, and Conspicuous.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering		\$146,003						\$146,003
Construction/Purchase			\$1,468,614					\$1,468,614
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$146,003</b>	<b>\$1,468,614</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,614,617</b>
General Fund		\$73,002						\$73,002
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt			\$734,307					\$734,307
State		\$73,002	\$734,307					\$807,308
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$146,003</b>	<b>\$1,468,614</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,614,617</b>

PROJECT NUMBER: TC-009

PROJECT TITLE: Route 211/Old Waterloo Improvement

DEPARTMENT: Transportation &amp; Circulation (TC)

**PROGRAM DESCRIPTION**

The Broadview Improvement Project is due to complete construction in FY 2026. The next step is to study the transportation flow, function and safety of the road system for the western entrances into Town to seek how to properly address the increasing demands of this area that includes the WARF, the high school, commuter traffic, Timber Fence Trail, and neighborhoods. Then concept plan will be created in FY 2026 to use for future grants and/or funding requests. The goal of this project is to encourage the development of a safe, efficient and balanced transportation system for the movement of people, goods and services, into, out of, and within the Town that is consistent with the land use and is sound in regard to the fiscal consideration of the Town.

**GOAL ADDRESSED**

Plan Warrenton 2040 L-6.3: Limit new access points and consolidate current entrances off Broadview to improve safety, circulation, and congestion along the corridor. T-1.4: Prioritize safety improvements for project implementation based on crash rates, congestion levels, and locations adjacent to schools.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering			\$10,000	\$110,250				\$120,250
Construction/Purchase					\$340,673			\$340,673
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$110,250</b>	<b>\$340,673</b>	<b>\$0</b>	<b>\$0</b>	<b>\$460,923</b>
General Fund			\$10,000	\$110,250	\$340,673			\$460,923
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$110,250</b>	<b>\$340,673</b>	<b>\$0</b>	<b>\$0</b>	<b>\$460,923</b>

PROJECT NUMBER: TC-010

PROJECT TITLE: Lee Hwy/Blackwell Rd Safety Improvement

DEPARTMENT: Transportation &amp; Circulation (TC)

**PROGRAM DESCRIPTION**

Lee Hwy/Blackwell Road Safety Improvement includes a proposed roundabout with pedestrian enhancements. Lee Highway and Blackwell Road is part of a VDOT "Pipeline Study". In 2022 the Town of Warrenton applied for a VDOT Smart Scale grant to help fund the improvement. Costs to be determined as the grant cycle and study are completed.

**GOAL ADDRESSED**

Plan Warrenton 2040 Transportation and Circulation Near Turn Recommendations (page 38).



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition					\$2,066,512			\$2,066,512
Architecture/Engineering			\$2,456,910					\$2,456,910
Construction/Purchase						\$12,133,285		\$12,133,285
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,456,910</b>	<b>\$0</b>	<b>\$2,066,512</b>	<b>\$12,133,285</b>	<b>\$0</b>	<b>\$16,656,707</b>
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State			\$2,456,910		\$2,066,512	\$12,133,285		\$16,656,707
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,456,910</b>	<b>\$0</b>	<b>\$2,066,512</b>	<b>\$12,133,285</b>	<b>\$0</b>	<b>\$16,656,707</b>

PROJECT NUMBER: TC-011

PROJECT TITLE: W Lee/US17BusN/Winchester Intersection Impr

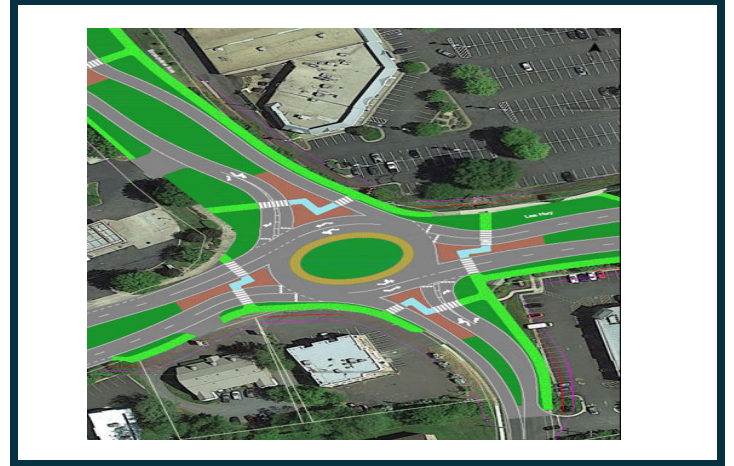
DEPARTMENT: Transportation &amp; Circulation (TC)

**PROGRAM DESCRIPTION**

Lee Hwy/Blackwell Road Safety Improvement includes a proposed roundabout with pedestrian enhancements. Lee Highway and Blackwell Road is part of a VDOT "Pipeline Study". In 2022 the Town of Warrenton applied for a VDOT Smart Scale grant to help fund the improvement. Costs to be determined as the grant cycle and study are completed.

**GOAL ADDRESSED**

Plan Warrenton 2040 Transportation and Circulation Near Turn Recommendations (page 38).



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition					\$5,563,634			\$5,563,634
Architecture/Engineering			\$2,156,621					\$2,156,621
Construction/Purchase						\$9,852,227		\$9,852,227
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,156,621</b>	<b>\$0</b>	<b>\$5,563,634</b>	<b>\$9,852,227</b>	<b>\$0</b>	<b>\$17,572,482</b>
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State			\$2,156,621		\$5,563,634	\$9,852,227		\$17,572,482
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,156,621</b>	<b>\$0</b>	<b>\$5,563,634</b>	<b>\$9,852,227</b>	<b>\$0</b>	<b>\$17,572,482</b>

PROJECT NUMBER: TC-012

PROJECT TITLE: Signal at Gold Cup/Broadview

DEPARTMENT: Transportation &amp; Circulation (TC)

**PROGRAM DESCRIPTION**

Engineer and install a signalized light at the intersection of Gold Cup and Broadview Avenue. Future redevelopment in the area will serve as the trigger for this project to move forward.

**GOAL ADDRESSED**

Plan Warrenton 2040 T-1.2 Assess the needs for access management and capacity improvements along Warrenton's main corridors and boulevards. T-1.4 Prioritize safety improvements for project implementation based on crash rates, congestion levels, and locations adjacent to schools.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase							\$722,839	\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$722,839</b>	<b>\$0</b>
General Fund							\$722,839	\$0
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$722,839</b>	<b>\$0</b>

PROJECT NUMBER: TC-013

PROJECT TITLE: Washington Street Sidewalk

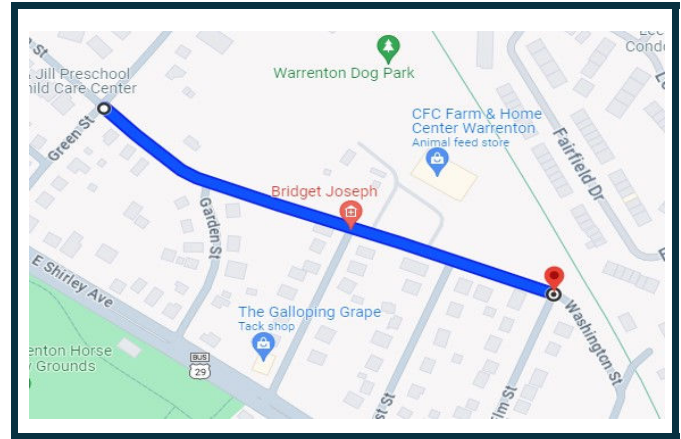
DEPARTMENT: Transportation &amp; Circulation (TC)

**PROGRAM DESCRIPTION**

Construct a new sidewalk along Washington Street from Green Street to Elm Street. The plans have been designed and ready for construction. This section of sidewalk will connect the Greenway with Green Street and provide increased walkability.

**GOAL ADDRESSED**

Plan Warrenton 2040 T-3.4: Provide and improve sidewalks, crosswalks, pedestrian signals, lighting, and other amenities to make it safer, easier and more comfortable for people to walk.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase		\$200,000						\$200,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>
General Fund		\$200,000						\$200,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>

PROJECT NUMBER: TC-014

PROJECT TITLE: Fauquier Road Sidewalk

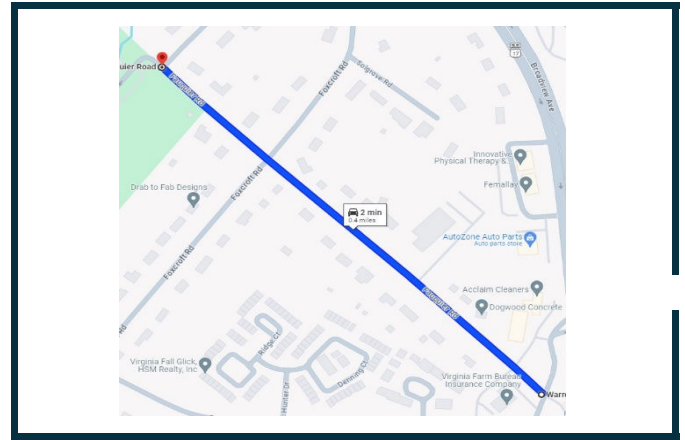
DEPARTMENT: Transportation &amp; Circulation (TC)

**PROGRAM DESCRIPTION**

Design and construct a new sidewalk from Rady Park to Broadview Avenue. The first phase include sidewalk from Rady Park to Foxcroft Road, with design in FY 2025 with construction in FY 2026. The second phase includes sidewalk from Foxcroft to Broadview Avenue, with design starting in FY 2027 and construction scheduled for FY 2028. This section of sidewalk will create connectivity for access to Rady Park and provide increased walkability.

**GOAL ADDRESSED**

Plan Warrenton 2040 T-3.4: Provide and improve sidewalks, crosswalks, pedestrian signals, lighting, and other amenities to make it safer, easier and more comfortable for people to walk.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering			\$50,000		\$75,000			\$125,000
Construction/Purchase			\$250,000		\$550,000			\$800,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$625,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$925,000</b>
General Fund			\$300,000		\$625,000			\$925,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$625,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$925,000</b>



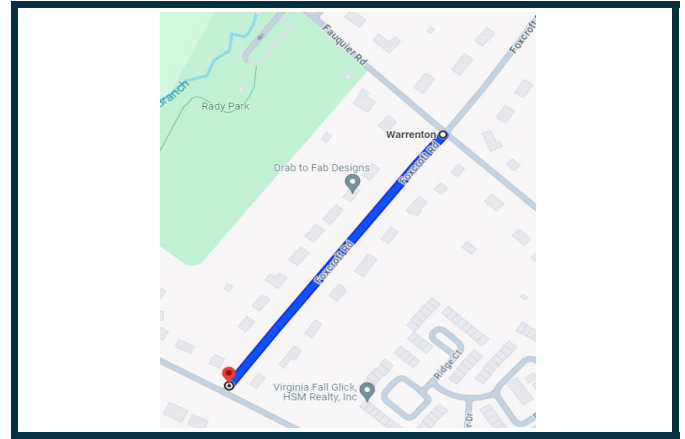
PROJECT NUMBER: TC-015

PROJECT TITLE: Foxcroft Road Sidewalk

DEPARTMENT: Transportation &amp; Circulation (TC)

**PROGRAM DESCRIPTION**

Design and construct a new sidewalk from Bear Wallow Road to Fauquier Road. This section of sidewalk connects the walking trail at Bear Wallow Road to Rady Park and provides increased walkability.

**GOAL ADDRESSED**

Plan Warrenton 2040 T-3.4: Provide and improve sidewalks, crosswalks, pedestrian signals, lighting, and other amenities to make it safer, easier and more comfortable for people to walk.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering					\$45,000			\$45,000
Construction/Purchase						\$375,000		\$375,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$45,000</b>	<b>\$375,000</b>	<b>\$0</b>	<b>\$420,000</b>
General Fund					\$45,000	\$375,000		\$420,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$45,000</b>	<b>\$375,000</b>	<b>\$0</b>	<b>\$420,000</b>



PROJECT NUMBER: TC-016

PROJECT TITLE: Gay Road Sidewalk

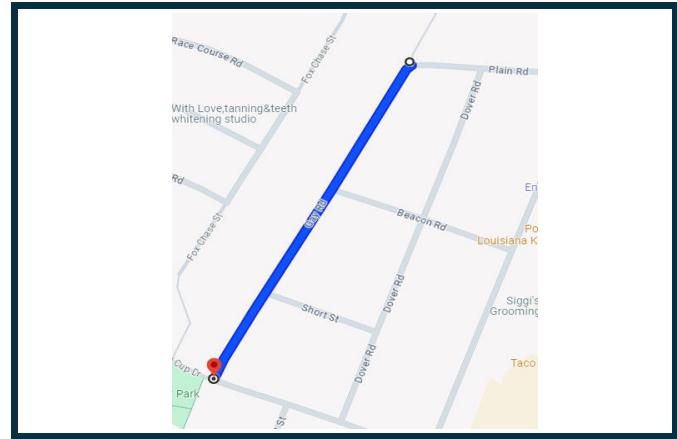
DEPARTMENT: Transportation &amp; Circulation (TC)

**PROGRAM DESCRIPTION**

Design and construct a new sidewalk from Bear Wallow Road to Sam Tarr Park. This section of sidewalk would provide safe route to Fauquier High School as well as increase walkability. Once the concept plan is developed, Town staff will submit applications for VDOT Safety Route to School funds.

**GOAL ADDRESSED**

Plan Warrenton 2040 T-3.4: Provide and improve sidewalks, crosswalks, pedestrian signals, lighting, and other amenities to make it safer, easier and more comfortable for people to walk.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering			\$50,000					\$50,000
Construction/Purchase				\$500,000				\$500,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$550,000</b>
General Fund			\$50,000	\$500,000				\$550,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$550,000</b>

PROJECT NUMBER: TC-017

PROJECT TITLE: Academy Hill Sidewalk

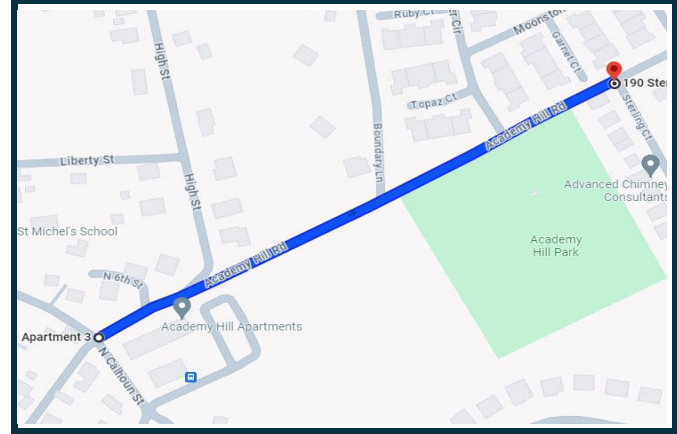
DEPARTMENT: Transportation &amp; Circulation (TC)

**PROGRAM DESCRIPTION**

Construction a new sidewalk to provide pedestrian access along Academy Hill to connect Old Town with Walker Drive. This will improve safe pedestrian movements and increase walkability.

**GOAL ADDRESSED**

Plan Warrenton 2040 T-3.4: Provide and improve sidewalks, crosswalks, pedestrian signals, lighting, and other amenities to make it safer, easier and more comfortable for people to walk.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering							\$60,000	\$60,000
Construction/Purchase								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$60,000</b>
General Fund							\$60,000	\$60,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$60,000</b>

PROJECT NUMBER: TC-018

PROJECT TITLE: Courthouse Square Traffic Improvement

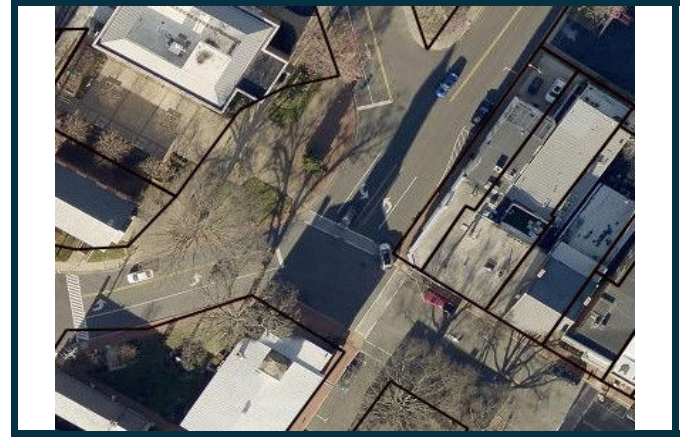
DEPARTMENT: Transportation &amp; Circulation (TC)

**PROGRAM DESCRIPTION**

The objective is to improve vehicular and pedestrian safety. In FY 2025, the Traffic Task Force will continue to conduct tests for the best solution. The amount of funding for FY 2026 will depend on FY 2025 findings. If the solution is more complex and costly, the Town will develop a concept plan to apply for VDOT funding.

**GOAL ADDRESSED**

Plan Warrenton 2040 T-3.4: Provide and improve sidewalks, crosswalks, pedestrian signals, lighting, and other amenities to make it safer, easier and more comfortable for people to walk.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering		\$10,000	\$40,000					\$50,000
Construction/Purchase								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>
General Fund		\$10,000	\$40,000					\$50,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>

PROJECT NUMBER: TC-019

PROJECT TITLE: Annual Paving Schedule

DEPARTMENT: Transportation &amp; Circulation (TC)

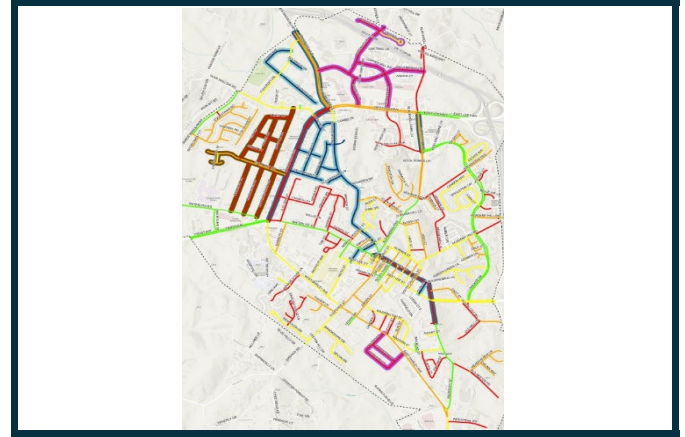
**PROGRAM DESCRIPTION**

By FY 2029, the Commonwealth Transportation Board will be required 82% of Arterial Streets need a CCI score greater than 60 and 75% of Collector Streets need a CCI score greater than 60. At the end of FY 2024, the Town currently has 31% of Arterial Street and 19% of Collector Streets meeting the CCI score of 60 or greater. The requested funding is for the Town to meet the CTB requirements by FY 2029.

FY 2025 Paving Schedule consists of Blue Ridge Street, Branch Drive, Cleveland Street, Fletcher Drive, Hastings Lane, Jefferson Street, Monroe Street, Oak Springs Drive, Piedmont Street, Rappahannock Street, Willow Court, and Wilson Street

**GOAL ADDRESSED**

Plan Warrenton 2040 T-3.4: Provide and improve sidewalks, crosswalks, pedestrian signals, lighting, and other amenities to make it safer, easier and more comfortable for people to walk.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase		\$800,000	\$450,000	\$400,000	\$350,000	\$450,000	\$300,000	\$2,750,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$800,000</b>	<b>\$450,000</b>	<b>\$400,000</b>	<b>\$350,000</b>	<b>\$450,000</b>	<b>\$300,000</b>	<b>\$2,750,000</b>
General Fund		\$800,000	\$450,000	\$400,000	\$350,000	\$450,000	\$300,000	\$2,750,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$800,000</b>	<b>\$450,000</b>	<b>\$400,000</b>	<b>\$350,000</b>	<b>\$450,000</b>	<b>\$300,000</b>	<b>\$2,750,000</b>

# Water and Sewer Fund

## Project Detail Pages



PROJECT NUMBER: W-001

PROJECT TITLE: WTP Clearwell Project

DEPARTMENT: Water (W)

**PROGRAM DESCRIPTION**

Study, design, and installation of a clearwell at the Water Treatment Plant for storage within the distribution network. This will allow for additional resiliency.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering	\$595,000							\$595,000
Construction/Purchase	\$834,000		\$7,775,000					\$8,609,000
Other								\$0
<b>TOTAL</b>	<b>\$1,429,000</b>	<b>\$0</b>	<b>\$7,775,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,204,000</b>
<b>FUNDING SOURCES</b>								
General Fund								\$0
Water and Sewer Fund	\$1,429,000							\$1,429,000
Stormwater Fund								\$0
Debt			\$7,775,000					\$7,775,000
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$1,429,000</b>	<b>\$0</b>	<b>\$7,775,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,204,000</b>

PROJECT NUMBER: W-005

PROJECT TITLE: Warrenton Reservoir Dam

DEPARTMENT: Water (W)

**PROGRAM DESCRIPTION**

Engineering evaluation, design, and future needs for the Warrenton Dam. Considerable study is needed to address feasibility and to mitigate environmental impact. A downstream inundation study from a potential break was conducted in FY 2017 and a structural analysis is required to determine the needs of the existing dam or if a new dam structure will be required.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition	\$250,000							\$250,000
Architecture/Engineering	\$250,000	\$300,000	\$3,000,000					\$3,550,000
Construction/Purchase				\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$4,000,000
Other								\$0
<b>TOTAL</b>	<b>\$500,000</b>	<b>\$300,000</b>	<b>\$3,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$7,800,000</b>
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$500,000							\$500,000
Stormwater Fund								\$0
Debt		\$300,000	\$3,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$7,300,000
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$500,000</b>	<b>\$300,000</b>	<b>\$3,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$7,800,000</b>

PROJECT NUMBER: W-006

PROJECT TITLE: Broadview Waterline Betterment

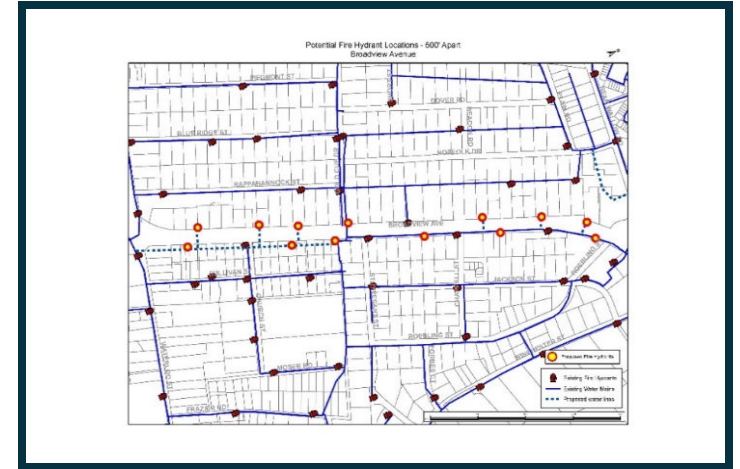
DEPARTMENT: Water (W)

**PROGRAM DESCRIPTION**

As part of the Broadview Road improvements project, the Town is planning to make improvements to the water distribution system for improved service to businesses and better fire protection.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long term residential and commercial growth.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase	\$872,812	\$600,000						\$1,472,812
Other								\$0
<b>TOTAL</b>	<b>\$872,812</b>	<b>\$600,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,472,812</b>
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$872,812	\$600,000						\$1,472,812
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$872,812</b>	<b>\$600,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,472,812</b>



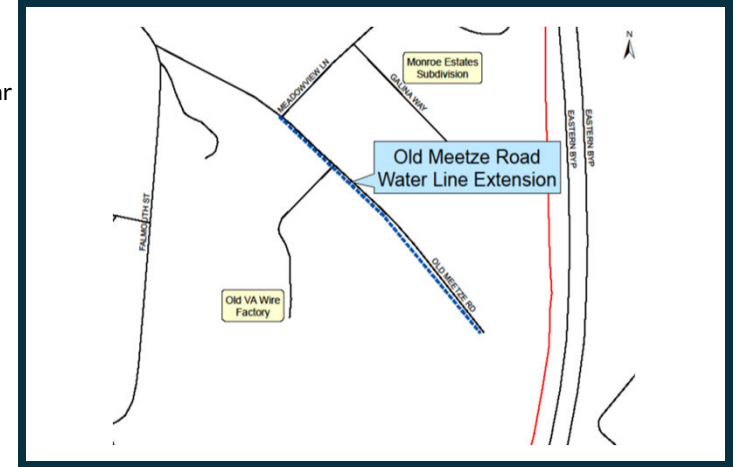
PROJECT NUMBER: W-007

PROJECT TITLE: Utility Connection Program

DEPARTMENT: Water (W)

**PROGRAM DESCRIPTION**

The Utility Connection Program seeks to ensure all residents who desire to hook up to public water and sewer have an available line. For example, a portion of Old Meetze Road, East Street, Richard's Lane, and Broadview Avenue near the Town boundary do not have public waterlines. None of these locations have been surveyed or engineered, so projected budgets are only a placeholder for planning.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-4.8: Explore resources to help property owners and promote connection to public water and sewer within the Town boundaries.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase	\$87,000	\$63,000	\$69,458	\$78,874	\$92,255	\$111,142	\$130,000	\$631,728
Other								\$0
<b>TOTAL</b>	<b>\$87,000</b>	<b>\$63,000</b>	<b>\$69,458</b>	<b>\$78,874</b>	<b>\$92,255</b>	<b>\$111,142</b>	<b>\$130,000</b>	<b>\$631,728</b>
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$87,000	\$63,000	\$69,458	\$78,874	\$92,255	\$111,142	\$130,000	\$631,728
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$87,000</b>	<b>\$63,000</b>	<b>\$69,458</b>	<b>\$78,874</b>	<b>\$92,255</b>	<b>\$111,142</b>	<b>\$130,000</b>	<b>\$631,728</b>

PROJECT NUMBER: W-008

PROJECT TITLE: Mt. Tank Line Power

DEPARTMENT: Water (W)

**PROGRAM DESCRIPTION**

An increased level of electric power is needed to the Mountain Tank to adequately operate tank mixing and ventilation. This is needed to control the levels of THMs and water stagnation in areas of the tank to maintain water quality limits. Options include running a 3-phase power line from Bear Wallow Road to the tank, which will be very complex, or providing and maintaining a generator on site.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering		\$100,000						\$100,000
Construction/Purchase			\$945,000					\$945,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$945,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,045,000</b>
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund		\$100,000	\$945,000					\$1,045,000
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$945,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,045,000</b>

PROJECT NUMBER: W-010

PROJECT TITLE: High Rate Filter, Sediment &amp; Flocc Basin

DEPARTMENT: Water (W)

**PROGRAM DESCRIPTION**

Additional flocculation and sedimentation basins and a new high speed filter to the Water Treatment Process Train.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering			\$882,000					\$882,000
Construction/Purchase				\$6,813,450	\$4,678,569			\$11,492,019
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$882,000</b>	<b>\$6,813,450</b>	<b>\$4,678,569</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,374,019</b>
<b>FUNDING SOURCES</b>								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt			\$882,000	\$6,813,450	\$4,678,569			\$12,374,019
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$882,000</b>	<b>\$6,813,450</b>	<b>\$4,678,569</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,374,019</b>

PROJECT NUMBER: W-011

PROJECT TITLE: Water Line Improvements: LRCC

DEPARTMENT: Water (W)

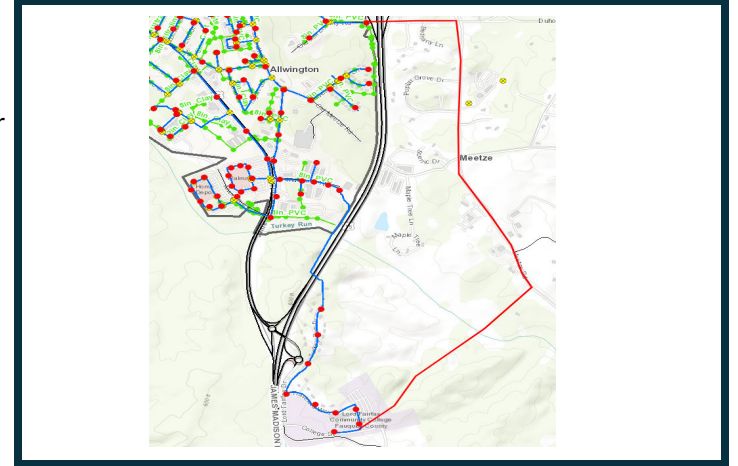
**PROGRAM DESCRIPTION**

The Town currently serves Laurel Ridge Community College with water. A system that creates a water loop will help with water quality and fire service to the College, which is currently limited. This is a placeholder for planning purposes until the best route and final locations are determined. Potential routes include a loop with Meetze Road or other considerations based on the future development.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-4.8: Explore resources to help property owners and promote connection to public water and sewer within the Town boundaries.

CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long term residential and commercial growth.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering						\$400,000		\$400,000
Construction/Purchase							\$4,000,000	\$4,000,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$400,000</b>	<b>\$4,000,000</b>	<b>\$4,400,000</b>
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt						\$400,000	\$4,000,000	\$4,400,000
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$400,000</b>	<b>\$4,000,000</b>	<b>\$4,400,000</b>

PROJECT NUMBER: W-012

PROJECT TITLE: Warrenton Reservoir Dredging

DEPARTMENT: Water (W)

## PROGRAM DESCRIPTION

Dredge Warrenton Reservoir.

## GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering			\$250,000					\$250,000
Construction/Purchase					\$1,500,000			\$1,500,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$1,500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,750,000</b>
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund			\$250,000		\$1,500,000			\$1,750,000
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$1,500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,750,000</b>

PROJECT NUMBER: W-013

PROJECT TITLE: Raw Water Pumps

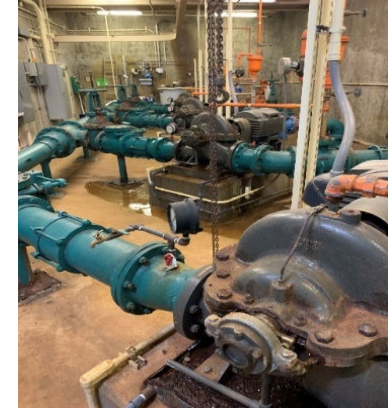
DEPARTMENT: Water (W)

**PROGRAM DESCRIPTION**

Replace aging/obsolete raw water pumps.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering		\$70,000						\$70,000
Construction/Purchase		\$700,000						\$700,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$770,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$770,000</b>
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund		\$770,000						\$770,000
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$770,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$770,000</b>

PROJECT NUMBER: W-014

PROJECT TITLE: Airlie Drain Valve

DEPARTMENT: Water (W)

**PROGRAM DESCRIPTION**

Replace/repair Airlie's failing reservoir drain valve.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering					\$116,964			\$116,964
Construction/Purchase					\$233,928			\$233,928
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$350,893</b>	<b>\$0</b>	<b>\$0</b>	<b>\$350,893</b>
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund					\$350,893			\$350,893
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$350,893</b>	<b>\$0</b>	<b>\$0</b>	<b>\$350,893</b>



PROJECT NUMBER: W-015

PROJECT TITLE: Basin Coating

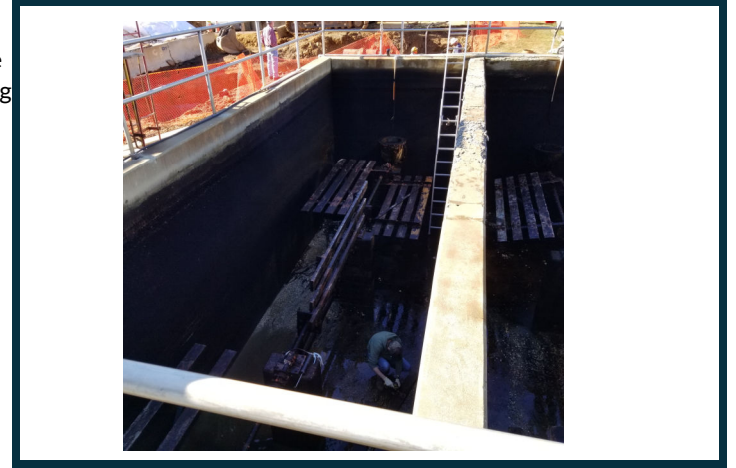
DEPARTMENT: Water (W)

**PROGRAM DESCRIPTION**

Evaluation, engineering, and design of repair of spalling and deteriorated concrete surfaces and the basin walls of the Water Treatment Plant flocculation basins. Project involves the removal of badly deteriorated concrete and recasting to ensure structural integrity of the basins and prevent continued deterioration due to freeze-thaw and exposure to elements. Walls are to be treated/coated with epoxy coatings to seal and provide long term protection.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering					\$40,937			\$40,937
Construction/Purchase					\$309,955			\$309,955
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$350,893</b>	<b>\$0</b>	<b>\$0</b>	<b>\$350,893</b>
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund					\$350,893			\$350,893
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$350,893</b>	<b>\$0</b>	<b>\$0</b>	<b>\$350,893</b>



PROJECT NUMBER: W-017

PROJECT TITLE: Lee Highway Waterline Replacement

DEPARTMENT: Water (W)

**PROGRAM DESCRIPTION**

The Town's water distribution system has 18 miles of cast iron (CI) pipe ranging in age from 40-80+ years. Although CI is serviceable beyond 80 years, staff will evaluate and schedule for replacement of problematic sections of the system that are experiencing increasing breaks and maintenance requirements.

The Town plans to replace the water main along Lee Highway from Winchester Street to Blackwell. The design process will begin in FY 2027 and construction phase is planned for FY 2029. The water main needs to be replaced prior to the construction of the two roundabouts at Winchester Street and Blackwell Road.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering				\$150,000				\$150,000
Construction/Purchase						\$1,500,000		\$1,500,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$1,500,000</b>	<b>\$0</b>	<b>\$1,650,000</b>
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund				\$150,000		\$1,500,000		\$1,650,000
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$1,500,000</b>	<b>\$0</b>	<b>\$1,650,000</b>

PROJECT NUMBER: W-018

PROJECT TITLE: Lancaster Drive Waterline Replacement

DEPARTMENT: Water (W)

**PROGRAM DESCRIPTION**

The Town's water distribution system has 18 miles of cast iron (CI) pipe ranging in age from 40-80+ years. Although CI is serviceable beyond 80 years, staff will evaluate and schedule for replacement of problematic sections of the system that are experiencing increasing breaks and maintenance requirements.

The Town plans to replace 5,200 linear feet of water main along Lancaster Drive from Nordix Drive to King William Street. The design was completed in FY 2024 and will start construction in Fall of 2024.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase		\$1,500,000						\$1,500,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$1,500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,500,000</b>
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund		\$1,500,000						\$1,500,000
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$1,500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,500,000</b>

PROJECT NUMBER: W-019

PROJECT TITLE: Hunton Street Waterline Replacement

DEPARTMENT: Water (W)

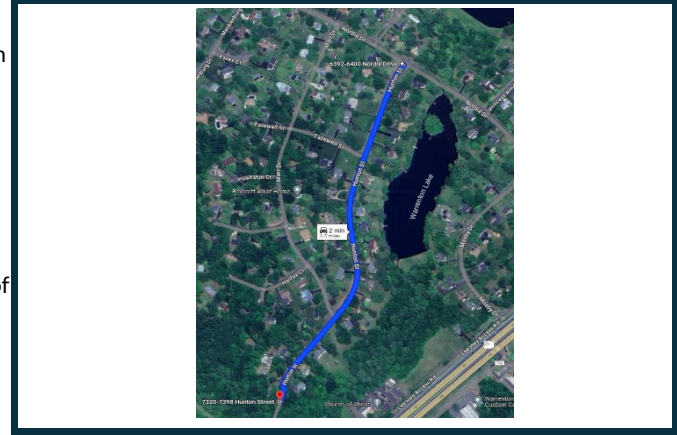
**PROGRAM DESCRIPTION**

The Town's water distribution system has 18 miles of cast iron (CI) pipe ranging in age from 40-80+ years. Although CI is serviceable beyond 80 years, staff will evaluate and schedule for replacement of problematic sections of the system that are experiencing increasing breaks and maintenance requirements.

The Town plans to replace the water main along Hunton Street from Nordix Drive to Dead End. The design process will begin in FY 2026 and construction phase will start in FY 2027.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering			\$50,000					\$50,000
Construction/Purchase				\$1,000,000				\$1,000,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$1,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,050,000</b>
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund			\$50,000	\$1,000,000				\$1,050,000
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$1,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,050,000</b>

PROJECT NUMBER: W-020

PROJECT TITLE: Marr Drive Waterline Replacement

DEPARTMENT: Water (W)

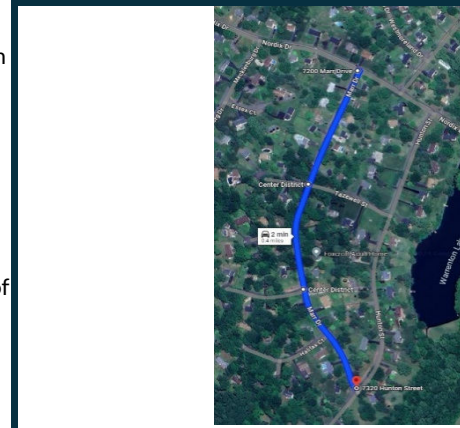
**PROGRAM DESCRIPTION**

The Town's water distribution system has 18 miles of cast iron (CI) pipe ranging in age from 40-80+ years. Although CI is serviceable beyond 80 years, staff will evaluate and schedule for replacement of problematic sections of the system that are experiencing increasing breaks and maintenance requirements.

The Town plans to replace the water main along Marr Drive from Nordix Drive to Hunton Street. The design process will begin in FY 2030.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering							\$50,000	\$50,000
Construction/Purchase								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$50,000</b>
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund							\$50,000	\$50,000
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$50,000</b>

PROJECT NUMBER: W-021

PROJECT TITLE: Industrial Road Waterline Replacement

DEPARTMENT: Water (W)

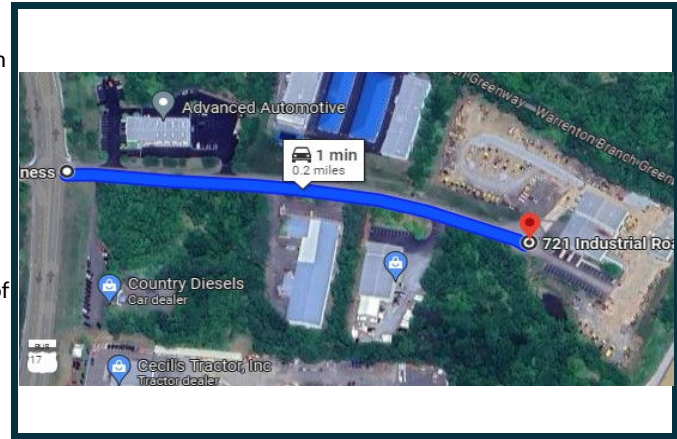
**PROGRAM DESCRIPTION**

The Town's water distribution system has 18 miles of cast iron (CI) pipe ranging in age from 40-80+ years. Although CI is serviceable beyond 80 years, staff will evaluate and schedule for replacement of problematic sections of the system that are experiencing increasing breaks and maintenance requirements.

The Town plans to replace the water main along Industrial Road from East Shirley Avenue to Dead End. The design process will begin in FY-29 and construction phase starts in FY-30.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering						\$40,000		\$40,000
Construction/Purchase							\$600,000	\$600,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,000</b>	<b>\$600,000</b>	<b>\$640,000</b>
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund						\$40,000	\$600,000	\$640,000
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,000</b>	<b>\$600,000</b>	<b>\$640,000</b>

PROJECT NUMBER: S-001

PROJECT TITLE: Primary Clarifiers &amp; Sludge Pump Station

DEPARTMENT: Sewer (S)

**PROGRAM DESCRIPTION**

Primary clarifiers capture and remove wastewater solids from the influent flow at the WWTP. This project will include the replacement of the primary clarifier sludge pumping station and adds a sludge thickening process. All supporting infrastructure, which is well beyond its expected useful lifespan is also included in the replacement.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering	\$474,682							\$474,682
Construction/Purchase	\$7,850,000	\$6,300,000						\$14,150,000
Other								\$0
<b>TOTAL</b>	<b>\$8,324,682</b>	<b>\$6,300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$14,624,682</b>
<b>FUNDING SOURCES</b>								
General Fund								\$0
Water and Sewer Fund	\$650,000							\$650,000
Stormwater Fund								\$0
Debt	\$2,274,682	\$6,300,000						\$8,574,682
State								\$0
Federal	\$5,400,000							\$5,400,000
Other								\$0
<b>TOTAL</b>	<b>\$8,324,682</b>	<b>\$6,300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$14,624,682</b>

PROJECT NUMBER: S-002

PROJECT TITLE: I&amp;I Reduction

DEPARTMENT: Sewer (S)

**PROGRAM DESCRIPTION**

This project seeks to reduce inflow and infiltration into the wastewater system from heavy rainfall events and from broken/damaged piping. This project has been underway for several years and has shown positive results in reducing overall I&I and targets the focus of sewer line rehabilitation efforts.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.



ESTIMATED COSTS	Previous Allocation*	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering	\$600,000							\$600,000
Construction/Purchase	\$1,450,000	\$420,000	\$220,500	\$250,000	\$250,000	\$250,000	\$250,000	\$3,090,500
Other								\$0
<b>TOTAL</b>	<b>\$2,050,000</b>	<b>\$420,000</b>	<b>\$220,500</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$3,690,500</b>
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$2,050,000	\$420,000	\$220,500	\$250,000	\$250,000	\$250,000	\$250,000	\$3,690,500
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$2,050,000</b>	<b>\$420,000</b>	<b>\$220,500</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$3,690,500</b>

\*Please note that for this project the "Previous Allocation" column captures the previous 4 years. Efforts around I&I have been ongoing for over a decade.



PROJECT NUMBER: S-003

PROJECT TITLE: Primary Digester

DEPARTMENT: Sewer (S)

**PROGRAM DESCRIPTION**

The modernization and rehabilitation of the existing Primary Digester will allow the percentage of sludge at the primary and secondary clarifiers to increase to proper percentages.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering	\$710,000							\$710,000
Construction/Purchase			\$6,063,750					\$6,063,750
Other								\$0
<b>TOTAL</b>	<b>\$710,000</b>	<b>\$0</b>	<b>\$6,063,750</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,773,750</b>
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$710,000							\$710,000
Stormwater Fund								\$0
Debt			\$6,063,750					\$6,063,750
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$710,000</b>	<b>\$0</b>	<b>\$6,063,750</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,773,750</b>



PROJECT NUMBER: S-005

PROJECT TITLE: Cedar Run Pump Station

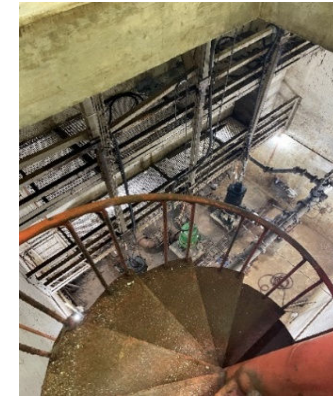
DEPARTMENT: Sewer (S)

**PROGRAM DESCRIPTION**

The existing Cedar Run pump station is the largest in the Town. The current focus is working on reducing I&I in this area. Once the I&I work is completed, the Town will conduct another evaluation in FY 2027 to see what changes might have occurred. At that time, the Town plans to modernize and upgrade the existing facility in FY 2029.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering	\$80,000			\$350,000				\$430,000
Construction/Purchase						\$5,000,000		\$5,000,000
Other								\$0
<b>TOTAL</b>	<b>\$80,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$350,000</b>	<b>\$0</b>	<b>\$5,000,000</b>	<b>\$0</b>	<b>\$5,430,000</b>
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$80,000							\$80,000
Stormwater Fund								\$0
Debt				\$350,000		\$5,000,000		\$5,350,000
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$80,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$350,000</b>	<b>\$0</b>	<b>\$5,000,000</b>	<b>\$0</b>	<b>\$5,430,000</b>

PROJECT NUMBER: S-006

PROJECT TITLE: Secondary Clarifier and Sludge Pump

DEPARTMENT: Sewer (S)

**PROGRAM DESCRIPTION**

The secondary clarifier captures and removes wastewater solids prior to the denitrification filters. This project will also include the replacement of the secondary clarifier sludge pumping station, and adds a sludge thickening process. All supporting infrastructure, which is well beyond its expected useful lifespan is also included in the replacement.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering	\$150,000	\$420,000						\$570,000
Construction/Purchase			\$10,500,000					\$10,500,000
Other								\$0
<b>TOTAL</b>	<b>\$150,000</b>	<b>\$420,000</b>	<b>\$10,500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$11,070,000</b>
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$150,000	\$420,000						\$570,000
Stormwater Fund								\$0
Debt			\$10,500,000					\$10,500,000
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$150,000</b>	<b>\$420,000</b>	<b>\$10,500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$11,070,000</b>

PROJECT NUMBER: S-007

PROJECT TITLE: Wastewater Treatment Plant Pump Station

DEPARTMENT: Sewer (S)

**PROGRAM DESCRIPTION**

Replacement of pumps and infrastructure within the wet well pump station. The pump station provides flow throughout the Wastewater Treatment Plant.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering	\$25,000							\$25,000
Construction/Purchase	\$50,000	\$157,500	\$82,688					\$290,188
Other								\$0
<b>TOTAL</b>	<b>\$75,000</b>	<b>\$157,500</b>	<b>\$82,688</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$315,188</b>
<b>FUNDING SOURCES</b>								
General Fund								\$0
Water and Sewer Fund	\$75,000	\$157,500	\$82,688					\$315,188
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$75,000</b>	<b>\$157,500</b>	<b>\$82,688</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$315,188</b>

PROJECT NUMBER: S-008

PROJECT TITLE: Dewatered Sludge Storage

DEPARTMENT: Sewer (S)

**PROGRAM DESCRIPTION**

Biosolids Storage. This project will completely rehab the storage structure which is beginning to show severe signs of degradation. Scope of work is also to include adding more square footage to the units to increase the amount of solids able to be stored.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering	\$60,000							\$60,000
Construction/Purchase			\$750,000					\$750,000
Other								\$0
<b>TOTAL</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$750,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$810,000</b>
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$60,000		\$750,000					\$810,000
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$750,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$810,000</b>

PROJECT NUMBER: S-009

PROJECT TITLE: Secondary Sludge Pump

DEPARTMENT: Sewer (S)

**PROGRAM DESCRIPTION**

Replacement of existing piston sludge pumps at the secondary clarifiers. Sludge is pumped from the clarifiers to the gravity sludge thickener.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering	\$25,000							\$25,000
Construction/Purchase			\$500,000					\$500,000
Other								\$0
<b>TOTAL</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$525,000</b>
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$25,000		\$500,000					\$525,000
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$525,000</b>

PROJECT NUMBER: S-011

PROJECT TITLE: Taylor Pump Station

DEPARTMENT: Sewer (S)

**PROGRAM DESCRIPTION**

Conduct an engineering evaluation of the Taylor Pump Station and maintain as appropriate. Enlarge existing wet well and improve system hydraulics.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering				\$350,000				\$350,000
Construction/Purchase					\$5,000,000			\$5,000,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$350,000</b>	<b>\$5,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,350,000</b>
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund				\$350,000	\$5,000,000			\$5,350,000
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$350,000</b>	<b>\$5,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,350,000</b>

PROJECT NUMBER: S-012

PROJECT TITLE: Sludge Dewatering

DEPARTMENT: Sewer (S)

**PROGRAM DESCRIPTION**

Install two meter belt filter press. The belt press compresses the water from the biosolids.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase					\$584,821			\$584,821
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$584,821</b>	<b>\$0</b>	<b>\$0</b>	<b>\$584,821</b>
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund					\$584,821			\$584,821
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$584,821</b>	<b>\$0</b>	<b>\$0</b>	<b>\$584,821</b>



PROJECT NUMBER: S-013

PROJECT TITLE: Sludge Screen with Enclosure

DEPARTMENT: Sewer (S)

**PROGRAM DESCRIPTION**

Unit to replace the existing aqua guard.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase					\$350,893			\$350,893
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$350,893</b>	<b>\$0</b>	<b>\$0</b>	<b>\$350,893</b>
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund					\$350,893			\$350,893
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$350,893</b>	<b>\$0</b>	<b>\$0</b>	<b>\$350,893</b>



PROJECT NUMBER: S-014

PROJECT TITLE: Turkey Run Pump Station #2

DEPARTMENT: Sewer (S)

**PROGRAM DESCRIPTION**

Conduct an engineering evaluation to create design plans for an upgrade to the Turkey Run pump station. This will also allow for improved wastewater services to the Laurel Ridge Community College area.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering							\$300,000	\$300,000
Construction/Purchase								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$300,000</b>
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt							\$300,000	\$300,000
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$300,000</b>

PROJECT NUMBER: S-015

PROJECT TITLE: Plant Hydraulics/Piping

DEPARTMENT: Sewer (S)

**PROGRAM DESCRIPTION**

Required piping for processing in the Wastewater Treatment plant.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase					\$29,241	\$150,591		\$179,832
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$29,241</b>	<b>\$150,591</b>	<b>\$0</b>	<b>\$179,832</b>
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund					\$29,241	\$150,591		\$179,832
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$29,241</b>	<b>\$150,591</b>	<b>\$0</b>	<b>\$179,832</b>

PROJECT NUMBER: S-016

PROJECT TITLE: Sanitary Sewer Improvements to LRCC

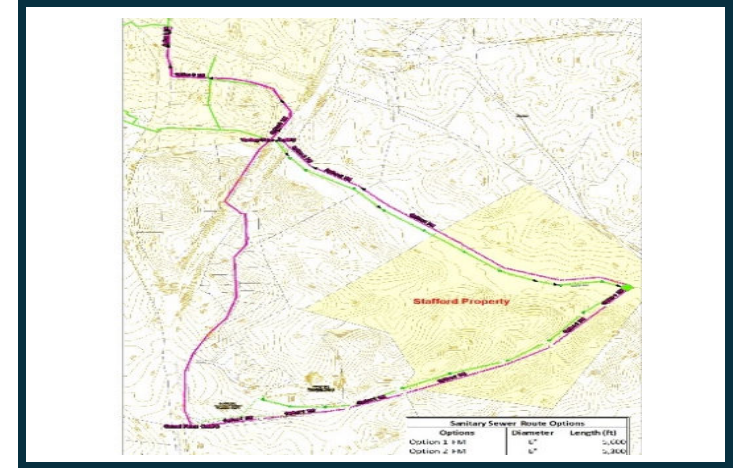
DEPARTMENT: Sewer (S)

**PROGRAM DESCRIPTION**

The Town currently serves Laurel Ridge Community College with sanitary sewer. Long term operational efficiencies are needed, such as potential pump stations and force main work. This will include a functional facility planning exercise is needed to look at the alternatives and benefits prior to surveys and engineering.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long term residential and commercial growth.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering						\$361,419		\$361,419
Construction/Purchase								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$361,419</b>	<b>\$0</b>	<b>\$361,419</b>
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund						\$361,419		\$361,419
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$361,419</b>	<b>\$0</b>	<b>\$361,419</b>

PROJECT NUMBER: S-017

PROJECT TITLE: Headworks Building

DEPARTMENT: Sewer (S)

**PROGRAM DESCRIPTION**

Headworks building's screen and grit removal. This request is to replace the existing facilities which are outdated and reaching end of life and will odor control during warm weather. This is a priority 2 request as outlined by the WWTP assessment by Whitman, Requardt and Associates, LLP. Hired to asses and provide a road map for maintenance, replacement and upgrades to the WWTP.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering					\$500,000			\$500,000
Construction/Purchase							\$7,000,000	\$7,000,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$7,000,000</b>	<b>\$7,500,000</b>
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund					\$500,000		\$7,000,000	\$7,500,000
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$7,000,000</b>	<b>\$7,500,000</b>

# Stormwater Fund

## Project Detail Pages



PROJECT NUMBER: SM-003

PROJECT TITLE: Stream Retrofit Rady Park

DEPARTMENT: Stormwater Management (SM)

**PROGRAM DESCRIPTION**

This project includes the restoration of 593 LF of natural stream that conveys stormwater from Fauquier County through Rady Park and back into Fauquier County. It is a badly eroded stream that Parks & Recreation has identified as a potential safety issue. This project is a potential benefit for nutrient reduction credits if soils testing shows acceptable parameters. If so, it would be a possible candidate for a SLAF Grant. This is also a possible teaming effort with Fauquier County.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-3.8: Minimize impervious areas in new developments and future road construction projects, thereby reducing stormwater flows and impacts to the Municipal Separate Storm Sewer System program. P-1.3: Use a nature-based systems approach in development to mitigate stormwater and improve habitat within the Town's open spaces.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering	\$141,000	\$5,000						\$146,000
Construction/Purchase			\$771,750					\$771,750
Other								\$0
<b>TOTAL</b>	<b>\$141,000</b>	<b>\$5,000</b>	<b>\$771,750</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$917,750</b>
<b>FUNDING SOURCES</b>								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund	\$141,000	\$5,000	\$771,750					\$917,750
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$141,000</b>	<b>\$5,000</b>	<b>\$771,750</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$917,750</b>



PROJECT NUMBER: SM-004

PROJECT TITLE: Master Drainage Plan

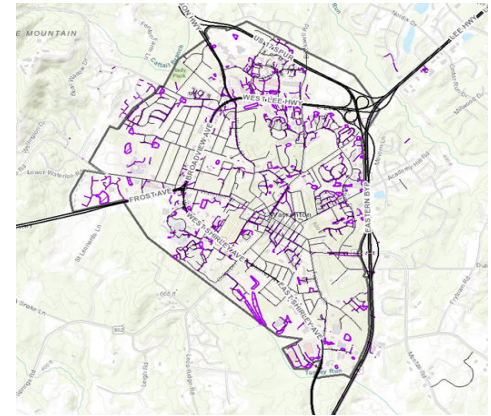
DEPARTMENT: Stormwater Management (SM)

**PROGRAM DESCRIPTION**

This program is to update the 1990 Master Drainage Plan (MDP). This updated plan will be a phased approach to identify a list of priorities to the Town's current drainage infrastructure system. The MDP is the linchpin for prioritizing future stormwater projects in order to develop a plan for improving the existing drainage system aimed at reducing flooding and improving runoff quality. This MDP will help provide a projected view to align the Town's stormwater plan with other community planning efforts, such as comprehensive master plans, that often identify where and how communities will grow and redevelop over a 10- to 20-year period.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-3.8: Minimize impervious areas in new developments and future road construction projects, thereby reducing stormwater flows and impacts to the Municipal Separate Storm Sewer System program. P-1.3: Use a nature-based systems approach in development to mitigate stormwater and improve habitat within the Town's open spaces.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering	\$100,000	\$500,000	\$500,000	\$400,000				\$1,500,000
Construction/Purchase								\$0
Other								\$0
<b>TOTAL</b>	<b>\$100,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$400,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,500,000</b>
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund	\$100,000	\$500,000	\$500,000	\$400,000				\$1,500,000
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$100,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$400,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,500,000</b>

PROJECT NUMBER: SM-005

PROJECT TITLE: BMP &amp; Filterra Facilities

DEPARTMENT: Stormwater Management (SM)

**PROGRAM DESCRIPTION**

The Town is required under the MS4 Permit (Chesapeake Bay TMDL Action Plan) to identify means and methods to achieve the necessary second-cycle pollutant reductions, including TP, TN, and TSS reductions. The Town is currently running a of negative of 65,000 pounds of TSS each year. This program will modify existing structures, ponds, and other methods into BMP from the DEQ approved Clearinghouse. This program will make sure the Town meets the MS4 permit requirements.

Project could include Pond C, the pond at the Methodist Church on Church Street, Sullivan Street, WTP Primary Clarifier, WTP Clearwell, and future sidewalk projects.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-3.8: Minimize impervious areas in new developments and future road construction projects, thereby reducing stormwater flows and impacts to the Municipal Separate Storm Sewer System program. P-1.3: Use a nature-based systems approach in development to mitigate stormwater and improve habitat within the Town's open spaces.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase		\$150,000	\$192,938	\$198,726	\$175,446	\$130,000	\$130,000	\$977,109
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$192,938</b>	<b>\$198,726</b>	<b>\$175,446</b>	<b>\$130,000</b>	<b>\$130,000</b>	<b>\$977,109</b>
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund		\$150,000	\$192,938	\$198,726	\$175,446	\$130,000	\$130,000	\$977,109
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$192,938</b>	<b>\$198,726</b>	<b>\$175,446</b>	<b>\$130,000</b>	<b>\$130,000</b>	<b>\$977,109</b>



PROJECT NUMBER: SM-006

PROJECT TITLE: East Street Drainage

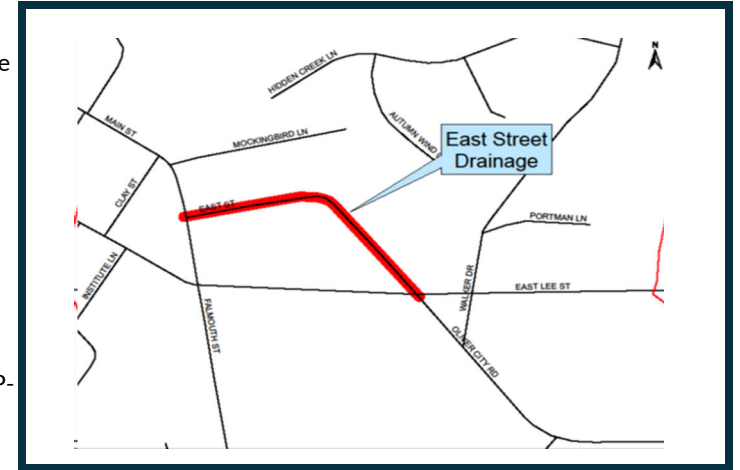
DEPARTMENT: Stormwater Management (SM)

**PROGRAM DESCRIPTION**

Install curb and gutter and storm water piping on East Street to alleviate flooding of neighborhood. Project to include curbing on both sides with storm sewer collection and piping into the existing system on East Lee Street. Town will apply for a grant to help fund this project.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-3.8: Minimize impervious areas in new developments and future road construction projects, thereby reducing stormwater flows and impacts to the Municipal Separate Storm Sewer System program. P-1.3: Use a nature-based systems approach in development to mitigate stormwater and improve habitat within the Town's open spaces.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase				\$31,500				\$31,500
Other					\$266,860			\$266,860
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$31,500</b>	<b>\$266,860</b>	<b>\$0</b>	<b>\$0</b>	<b>\$298,360</b>
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund				\$31,500	\$266,860			\$298,360
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$31,500</b>	<b>\$266,860</b>	<b>\$0</b>	<b>\$0</b>	<b>\$298,360</b>

PROJECT NUMBER: SM-008

PROJECT TITLE: Sullivan/Broadview Avenue Drainage

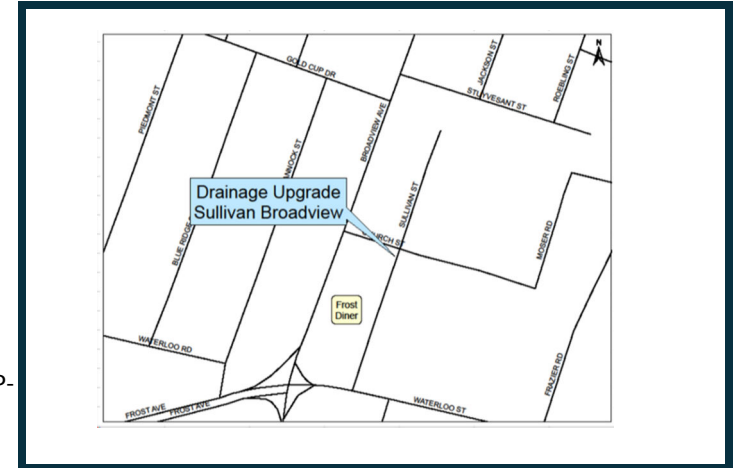
DEPARTMENT: Stormwater Management (SM)

**PROGRAM DESCRIPTION**

Replace the stormwater drainage system from Sullivan Street to the Broadview Avenue/Waterloo Street intersection.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-3.8: Minimize impervious areas in new developments and future road construction projects, thereby reducing stormwater flows and impacts to the Municipal Separate Storm Sewer System program. P-1.3: Use a nature-based systems approach in development to mitigate stormwater and improve habitat within the Town's open spaces.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering			\$33,075					\$33,075
Construction/Purchase				\$254,823				\$254,823
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$33,075</b>	<b>\$254,823</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$287,898</b>
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund			\$33,075	\$254,823				\$287,898
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$33,075</b>	<b>\$254,823</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$287,898</b>

PROJECT NUMBER: SM-009

PROJECT TITLE: West Lee Highway Stormwater Culvert

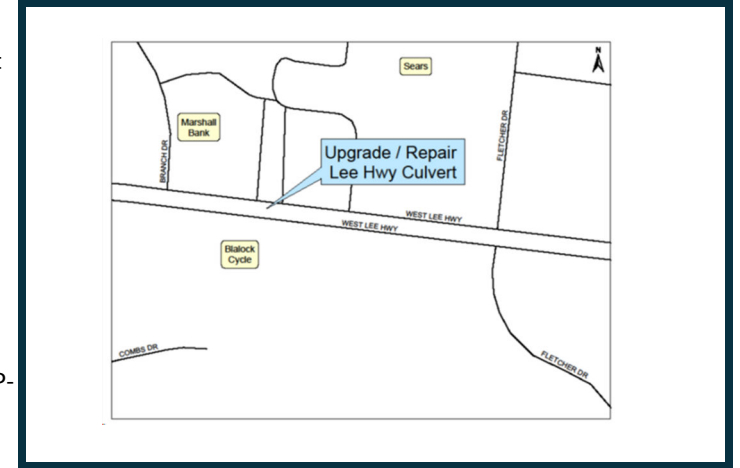
DEPARTMENT: Stormwater Management (SM)

**PROGRAM DESCRIPTION**

Rehabilitation of 4'x6' box culvert under West Lee Highway (between Branch and Fletcher Drive). Reline the culvert walls and base to provide cover to exposed reinforcement and the badly scoured areas.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-3.8: Minimize impervious areas in new developments and future road construction projects, thereby reducing stormwater flows and impacts to the Municipal Separate Storm Sewer System program. P-1.3: Use a nature-based systems approach in development to mitigate stormwater and improve habitat within the Town's open spaces.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering					\$29,241			\$29,241
Construction/Purchase					\$175,446			\$175,446
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$204,687</b>	<b>\$0</b>	<b>\$0</b>	<b>\$204,687</b>
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund					\$204,687			\$204,687
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$204,687</b>	<b>\$0</b>	<b>\$0</b>	<b>\$204,687</b>

This page is intentionally left blank.

## GENERAL FUND MAINTENANCE PROJECTS

The Town must periodically perform major maintenance or upgrades on the facilities and equipment that is used to deliver services to citizens. This schedule provides a multi-year plan for the necessary upkeep of those items. As mentioned in the introductory section, these projects are not considered part of the CIP but facilitate financial planning by anticipating the Town's fiscal requirements on a long-term basis.

### General Government

Project Name	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
IT Infrastructure	\$ 65,000	\$ 71,500	\$ 77,550	\$ 84,205	\$ -	\$ -	\$ 298,255
Enterprise Resource Planning System	300,000	300,000	500,000	100,000	-	-	1,200,000
TH HVAC Replacement	100,000	65,000	-	-	-	-	165,000
WPD HVAC Replacement	50,000	350,000	-	-	-	-	400,000
TH Foundation Repairs	140,000	-	-	-	-	-	140,000
Traffic Light Detection	300,000	-	-	-	-	-	300,000
Traffic Light PROWAG	-	-	-	205,000	35,000	35,000	275,000
Sign Replacement	15,000	45,000	30,000	30,000	30,000	30,000	180,000
Radar Signs	-	40,000	40,000	-	-	-	80,000
	\$ 970,000	\$ 871,500	\$ 647,550	\$ 419,205	\$ 65,000	\$ 65,000	\$ 3,038,255

### Public Safety

Project Name	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Fleet Management Vehicles: Police	\$ -	\$ 300,000	\$ 120,000	\$ 180,000	\$ 120,000	\$ 180,000	\$ 900,000
Public Safety Radio Replacements	70,000	-	-	-	-	-	70,000
Secure Police Parking Area	-	82,688	-	-	-	-	82,688
	\$ 70,000	\$ 300,000	\$ 120,000	\$ 180,000	\$ 120,000	\$ 180,000	\$ 970,000

### Parks & Recreation

Project Name	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Fitness Equipment Replacement	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Replace Chiller at WARF	340,000	-	-	-	-	-	340,000
Repaving and Restriping WARF Parking Lot	-	60,000	-	-	-	-	60,000
WARF Structural Repairs	25,000	-	-	-	-	-	25,000
Waterplay Structure Replacement	-	300,000	-	-	-	-	300,000
	\$ 390,000	\$ 385,000	\$ -	\$ -	\$ -	\$ -	\$ 775,000

### Public Works

Project Name	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Facilities Elevator Replacement	\$ -	\$ 385,000	\$ -	\$ -	\$ -	\$ -	\$ 385,000
Public Works Roof Replacement	180,000	-	-	-	-	-	180,000
Facilities Energy Management Program	25,000	25,000	25,000	25,000	25,000	25,000	150,000
Facilities Asphalt Resurfacing	55,000	15,000	15,000	15,000	15,000	15,000	130,000
6 Fleet Management Vehicle: GF	-	175,000	87,500	-	175,000	87,500	525,000
Fleet Management Vehicle: Medium Dump Truck	-	135,000	-	-	-	-	135,000
Fleet Management Vehicle: Wheel Loader	-	310,000	-	-	-	-	310,000
Fleet Management Vehicle: Backhoe	-	-	-	-	-	175,000	175,000
Fleet Management Vehicle: Refuse Truck	-	525,000	-	-	-	-	525,000
Guard Rail Replacement	75,000	50,000	50,000	50,000	50,000	-	275,000
	\$ 335,000	\$ 1,620,000	\$ 177,500	\$ 90,000	\$ 265,000	\$ 302,500	\$ 2,790,000

<b>TOTAL GENERAL FUND MAINTENANCE PROJECTS</b>	<b>\$ 1,765,000</b>	<b>\$ 3,176,500</b>	<b>\$ 945,050</b>	<b>\$ 689,205</b>	<b>\$ 450,000</b>	<b>\$ 547,500</b>	<b>\$ 7,573,255</b>
--	---------------------	---------------------	-------------------	-------------------	-------------------	-------------------	---------------------

**WATER & SEWER FUND MAINTENANCE PROJECTS**

Project Name	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Facilities Energy Management Program	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 150,000
Facilities Physical Security	100,000	35,000	-	-	-	-	135,000
Fleet Management Vehicle: UD	45,000	-	90,000	-	-	-	135,000
WTP Renovation	295,000	-	-	-	-	-	295,000
WS HVAC Replacement	25,000	25,000	-	-	-	-	50,000
Dam Maintenance	65,000	65,000	65,000	65,000	65,000	65,000	390,000
GAC Replacement	80,000	-	-	80,000	80,000	-	240,000
Meter Reading Devices	141,000	-	-	-	-	-	141,000
Reliability Measures	60,000	-	60,000	-	60,000	-	180,000
WTP Drain Field	-	-	-	40,000	-	-	40,000
WTP Sewer Lines	-	-	-	50,000	-	-	50,000
<b>TOTAL WATER &amp; SEWER FUND MAINTENANCE PROJECTS</b>	<b>\$ 836,000</b>	<b>\$ 150,000</b>	<b>\$ 240,000</b>	<b>\$ 260,000</b>	<b>\$ 230,000</b>	<b>\$ 90,000</b>	<b>\$ 1,806,000</b>

## PROJECT TITLE: IT Infrastructure

DEPARTMENT: General Government (GG)

## PROGRAM DESCRIPTION

Allocating budget funds for asset replacement is crucial to ensure the continued efficiency and reliability of essential equipment. Implementing a four-year asset replacement program is essential for our local government's sustainability and effectiveness. This proactive approach ensures the timely upgrading of critical infrastructure, reducing maintenance costs, enhancing operational efficiency, and ultimately delivering better services to our community. Investing in a structured replacement plan demonstrates fiscal responsibility and long-term vision for the well-being of our municipality



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase								\$0
Other	\$166,200	\$65,000	\$71,500	\$77,550	\$84,205			\$464,455
<b>TOTAL</b>	<b>\$166,200</b>	<b>\$65,000</b>	<b>\$71,500</b>	<b>\$77,550</b>	<b>\$84,205</b>	<b>\$0</b>	<b>\$0</b>	<b>\$464,455</b>
FUNDING SOURCES								
General Fund	\$166,200	\$65,000	\$71,500	\$77,550	\$84,205			\$464,455
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Other								\$0
<b>TOTAL</b>	<b>\$166,200</b>	<b>\$65,000</b>	<b>\$71,500</b>	<b>\$77,550</b>	<b>\$84,205</b>	<b>\$0</b>	<b>\$0</b>	<b>\$464,455</b>

**PROJECT TITLE: Enterprise Resource Planning System****DEPARTMENT: General Government (GG)****PROGRAM DESCRIPTION**

The Town is currently facing challenges with its legacy financial software, including limited support and a lack of interoperability with other systems. To enhance citizen services, the IT Department recommends the purchase and implementation of an Enterprise Resource Planning (ERP) system. The goal of this all-in-one package is to centralize data management, providing real-time data for improved collaboration and decision-making. Additionally, an ERP would address issues such as a steep learning curve and the absence of modern features in the existing system. The scalability of an ERP allows for a phased rollout across Town departments, ensuring a smooth transition for both staff and citizens. Other anticipated benefits include streamlined processes, a reduction in human errors, and increased employee productivity, all of which contribute to the long-term success of the Town's operations.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase								\$0
Other	\$300,000	\$300,000	\$300,000	\$500,000	\$100,000			\$1,500,000
<b>TOTAL</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$500,000</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,500,000</b>

**FUNDING SOURCES**

General Fund	\$300,000	\$300,000	\$300,000	\$500,000	\$100,000			\$1,500,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Other								\$0
<b>TOTAL</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$500,000</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,500,000</b>



**PROJECT TITLE: HVAC Replacement - Town Hall****DEPARTMENT: General Government (GG)****PROGRAM DESCRIPTION**

HVAC studies and subsequent replacement of multiple HVAC systems at town facilities. The facilities department has over twenty systems in operation, many dating back to the late 90's. Many of these units are at or beyond the end of their useful life. Multiple town facilities struggle with HVAC issues on a frequent basis.

FY 2025, the 15-ton unit at town hall will be replaced for approximately \$100,000.

FY 2026, an 8-ton and 3-ton unit on the second floor will be replaced for approximately \$65,000.

FY 2027 - 30 will be evaluated during FY25 for establishment of a replacement plan.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering	\$5,000							\$5,000
Construction/Purchase	\$100,000	\$100,000	\$65,000					\$265,000
Other								\$0
<b>TOTAL</b>	<b>\$105,000</b>	<b>\$100,000</b>	<b>\$65,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$270,000</b>

**FUNDING SOURCES**

General Fund	\$50,000	\$100,000	\$65,000					\$215,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA	\$55,000							\$55,000
Other								\$0
<b>TOTAL</b>	<b>\$105,000</b>	<b>\$100,000</b>	<b>\$65,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$270,000</b>

## PROJECT TITLE: HVAC Replacement - Police Department

DEPARTMENT: General Government (GG)

## PROGRAM DESCRIPTION

HVAC studies and subsequent replacement of multiple HVAC systems at town facilities. The facilities department has over twenty systems in operation, many dating back to the late 90's. Many of these units are at/or beyond the end of their useful life. The Public Safety Facility struggles with HVAC issues on a frequent basis. FY 2025 will continue with the replacement of aging units and the updating of HVAC ducting within the facility. FY 2026 will replace the central units with a comparable unit that has been designed for the facility. The current units do not comply with the facility's HVAC demand requirements.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase		\$50,000	\$350,000					\$400,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$350,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$400,000</b>

## FUNDING SOURCES

General Fund		\$50,000	\$350,000					\$400,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$350,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$400,000</b>

**PROJECT TITLE:** Town Hall Foundation Repairs**DEPARTMENT:** General Government (GG)**PROGRAM DESCRIPTION**

Excavate and repair foundation of Town Hall at 1st Street. The foundation adjacent to 1st Street was identified in the original structural engineering report for 21 Main Street. The project was originally slated for repair during the Main Street Plaza Project. This project has since been delayed, and the need to repair the original foundation leak is still present. This project will need to be accomplished first prior to HVAC updates as the foundation wall on the interior will need to be dried out prior to waterproofing being completed.



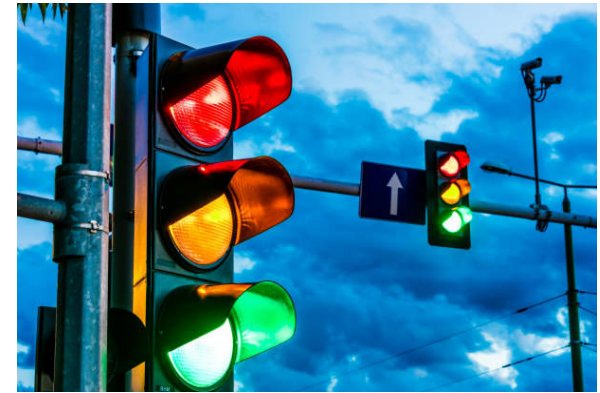
ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering		\$15,000						\$15,000
Construction/Purchase		\$125,000						\$125,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$140,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$140,000</b>

**FUNDING SOURCES**

General Fund		\$140,000						\$140,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$140,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$140,000</b>

**PROJECT TITLE: Traffic Light Updates - Detection****DEPARTMENT: General Government (GG)****PROGRAM DESCRIPTION**

Replacement of hardware and components of the Traffic Signal System within the town. This project would ensure the success of our aging traffic signal network. The lights in the system are: Blackwell Rd, North Hill Dr, Fletcher Dr, Branch Dr, Rt. 17 & and Winchester St, Rt. 211, Van Roijen, Carriage House, Culpeper St. in FY 2025 this project will connect the Van Roijen and Waterloo St. lights into a central traffic management system to handle the increased flow of traffic coming from neighboring communities as well as replace the aging detection hardware and controllers at Blackwell Rd, North Hill/Walker Dr, Fletcher Dr, Rt. 17. The VDOT traffic engineering study will precede this project to enable the team to adjust the signal timing along this corridor as planned in the out years via the Smartscale projects. Any future transportation projects will be coordinated with VDOT in relation to the Broadview projects.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase	\$81,450	\$300,000						\$381,450
Other								\$0
<b>TOTAL</b>	<b>\$81,450</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$381,450</b>

**FUNDING SOURCES**

General Fund	\$52,650	\$300,000						\$352,650
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA	\$28,800							\$28,800
Other								\$0
<b>TOTAL</b>	<b>\$81,450</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$381,450</b>

## PROJECT TITLE: Traffic Light Updates -PROWAG

DEPARTMENT: General Government (GG)

## PROGRAM DESCRIPTION

Update of Accessible Pedestrian Facilities within the Public Right of Way in relation to update of traffic light infrastructure. This project is mandatory after the PROWAG guidelines were published on September, 7, 2023. Grant funding or state or federal funding may be available in the out years.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase					\$205,000	\$35,000	\$35,000	\$275,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$205,000</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$275,000</b>

## FUNDING SOURCES

General Fund					\$205,000	\$35,000	\$35,000	\$275,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$205,000</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$275,000</b>

**PROJECT TITLE: Sign Replacement****DEPARTMENT: General Government (GG)****PROGRAM DESCRIPTION**

Replacement of signs, posts, bases, and hardware. The project will replace non-compliant signs. The list of streets will be available based on the annual condition assessment reported by facilities and fleet management. The project will allow us to replace all out-of-compliance signs in the selected area at once.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase	\$45,000	\$15,000	\$45,000	\$30,000	\$30,000	\$30,000	\$30,000	\$225,000
Other								\$0
<b>TOTAL</b>	<b>\$45,000</b>	<b>\$15,000</b>	<b>\$45,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$225,000</b>
FUNDING SOURCES								
General Fund	\$45,000	\$15,000	\$45,000	\$30,000	\$30,000	\$30,000	\$30,000	\$225,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Other								\$0
<b>TOTAL</b>	<b>\$45,000</b>	<b>\$15,000</b>	<b>\$45,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$225,000</b>

## PROJECT TITLE: Radar Signs

DEPARTMENT: General Government (GG)

## PROGRAM DESCRIPTION

Installation of radar-activated speed monitoring signs with flashing red/blue lights and data analysis software. FY 2026 will also expand on the success of the Traffic Task Force by replacing the current radar signs on primary arterial roads and installing new intelligent signs that provide data for enhanced traffic management efforts. \$40,000 will be allocated to these six (6) signs for installation on the following streets: Alexandria Pike at Moorhead, Culpeper St, and East Shirley Ave. FY 2027 will replace current radar signs with the most current ones, and the previous ones will be relocated to neighborhoods for enhanced safety measures.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase			\$40,000	\$40,000				\$80,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$80,000</b>
FUNDING SOURCES								
General Fund			\$40,000	\$40,000				\$80,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$80,000</b>



## PROJECT TITLE: Fleet Management Vehicles: Police

DEPARTMENT: Public Safety (PS)

## PROGRAM DESCRIPTION

Scheduled fleet replacements per the adopted fleet replacement plan. The FY 2025 replacement program has continued with the FY 2024 re-evaluation and operating efficiencies with increased utilization in mind. All the fleet management vehicles are a continuation of vehicles re-evaluated during the COVID-19 pandemic.

Police Vehicles: Purchase of three hybrid police explorer units. These units would be assigned to the patrol division. The current cost of one up-fitted patrol unit has increased to 60,000 due to materials and vehicle price increases.

NOTE: Vehicles are currently transitioned out of police use and rotated through various town departments in lieu of purchasing new vehicles for general town use. FY 2026 will replace five patrol units



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase	\$278,262		\$300,000	\$120,000	\$180,000	\$120,000	\$180,000	\$1,178,262
Other								\$0
<b>TOTAL</b>	<b>\$278,262</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$120,000</b>	<b>\$180,000</b>	<b>\$120,000</b>	<b>\$180,000</b>	<b>\$1,178,262</b>

## FUNDING SOURCES

General Fund	\$120,000		\$300,000	\$120,000	\$180,000	\$120,000	\$180,000	\$1,020,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA	\$98,262							\$98,262
Other	\$60,000							\$60,000
<b>TOTAL</b>	<b>\$278,262</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$120,000</b>	<b>\$180,000</b>	<b>\$120,000</b>	<b>\$180,000</b>	<b>\$1,178,262</b>



## PROJECT TITLE: Public Safety Radios

DEPARTMENT: Public Safety (PS)

## PROGRAM DESCRIPTION

This project will replace five (5) portable and five (5) mobile P25 radios nearing end of life. These radios cannot be updated to the latest encryption standards. They will be repurposed in the Town's joint emergency management program for non-law enforcement use.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase		\$70,000						\$70,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$70,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$70,000</b>
FUNDING SOURCES								
General Fund		\$70,000						\$70,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$70,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$70,000</b>

PROJECT TITLE: Secure Police Parking Area

DEPARTMENT: Public Safety (PS)

**PROGRAM DESCRIPTION**

The Police department is requesting a secure area for their officers to park while on-duty. Price includes access control cost estimates that would be needed for the fence operation. On-going costs would be service on the opener systems.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase			\$82,688					\$82,688
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$82,688</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$82,688</b>

**FUNDING SOURCES**

General Fund			\$82,688					\$82,688
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Grant - Federal								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$82,688</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$82,688</b>

## PROJECT TITLE: Fitness Equipment Replacement

DEPARTMENT: Parks &amp; Recreation (PR)

## PROGRAM DESCRIPTION

Replace cardio and strength equipment at the WARF, as needed, and as equipment reaches end of life. Evaluations of current equipment pieces will be completed to determine overall use of the equipment, number of work orders placed and maintenance needed on each piece of equipment.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase	\$50,000	\$25,000	\$25,000					\$100,000
Other								\$0
<b>TOTAL</b>	<b>\$50,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>

## FUNDING SOURCES

General Fund	\$25,000	\$25,000	\$25,000					\$75,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA	\$25,000							\$25,000
Other								\$0
<b>TOTAL</b>	<b>\$50,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>

## PROJECT TITLE: Replace Chiller at WARF

DEPARTMENT: Parks &amp; Recreation (PR)

## PROGRAM DESCRIPTION

The current chiller at the WARF is original to the building and approaching the end of life. This unit is responsible for cooling the building, as well as dehumidification of the aquatic areas. It runs continuously to prevent high humidity and keep the temperature at the required levels for the pools and the building to operate. Currently, the compressors need monthly repairs. As these major components begin to fail, the repair costs will be high and lead times for replacement parts could leave the unit down for an extended time and could lead to larger issues. A complete replacement of the chiller is recommended at this time and will have new technology to better control the system and align with our HVAC system, as well as being more energy efficient.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase		\$340,000						\$340,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$340,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$340,000</b>

## FUNDING SOURCES

General Fund		\$340,000						\$340,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$340,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$340,000</b>

PROJECT TITLE: Repaving and Restriping WARF Parking Lot

DEPARTMENT: Parks &amp; Recreation (PR)

**PROGRAM DESCRIPTION**

Crack seal, seal coat and restripe the parking lot at WARF.

Previous allocation covered lower lot.

FY 2026 amount will be used for the upper lot following the structural repairs of front walkway at the WARF.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase	\$55,000		\$60,000					\$115,000
Other								\$0
<b>TOTAL</b>	<b>\$55,000</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$115,000</b>

**FUNDING SOURCES**

General Fund	\$55,000		\$60,000					\$115,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Other								\$0
<b>TOTAL</b>	<b>\$55,000</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$115,000</b>

## PROJECT TITLE: WARF Structural/ Walkways Repairs

DEPARTMENT: Parks &amp; Recreation (PR)

## PROGRAM DESCRIPTION

On April 8, 2023, a water line broke at the main entrance into the WARF. The break damaged much of the walkway area. There is also some damage inside the building, as noted in the LPDA report on September 6, 2023. According to a meeting with the insurance company on January 4, 2024, insurance will not cover the damage to the walkway. The Town estimates it will cost approximately \$25,000 to repair the existing walkway and other minor issues within the interior that are not covered by the insurance policy.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase		\$25,000						\$25,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>

## FUNDING SOURCES

General Fund		\$25,000						\$25,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>

## PROJECT TITLE: Waterplay Structure Replacement

DEPARTMENT: Parks &amp; Recreation (PR)

## PROGRAM DESCRIPTION

The current play structure is 15 years old and made out of metal. Due to the amount of water that runs through it and around it has caused rusting from the inside out, causing multiple holes. To bring the play structure up to current standards and for safety purposes, we will purchase a fiberglass structure that will last longer.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase			\$300,000					\$300,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300,000</b>

## FUNDING SOURCES

General Fund			\$300,000					\$300,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300,000</b>

## PROJECT TITLE: Facilities Elevator Replacement

DEPARTMENT: Public Works

## PROGRAM DESCRIPTION

Replacement of the original elevator in the 21 Main Street Building. This unit is over 50 years old and overdue for a retrofit. The replacement unit will feature non-proprietary parts, unlike our current unit, which is manufacturer-specific. The current unit was also out of service for three months while waiting for parts to be fabricated. In FY 2024, a survey was conducted on the elevator at 21 Main Street. The unit, which is original to the building, will need a more extensive overhaul than anticipated. Its overhaul is expected to come in at \$350,000. This project will be bid out in FY 2026. Additionally, the facilities department has assumed maintenance responsibility for the elevator located at the WARF, which needs an electrical retrofit due to the call button boards no longer being manufactured. This conversion will be \$35,000



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase	\$100,000		\$385,000					\$485,000
Other								\$0
<b>TOTAL</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$385,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$485,000</b>

## FUNDING SOURCES

General Fund	\$100,000		\$385,000					\$485,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
<b>TOTAL</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$385,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$485,000</b>



## PROJECT TITLE: Public Works Roof Replacement

DEPARTMENT: Public Works

## PROGRAM DESCRIPTION

Replacement of roofing systems that are at the end of life. In FY 2024, the roofing systems were evaluated at the town facilities. It was found that the roof at the public works facility is failing and leaking in many spots. This roofing system has been in place for over 35 years. The cost of replacement includes an assumption that the underlayment may contain asbestos and will need remediation during its replacement. Costs for this project are estimated due to the uncertainty of the underlayment. Testing will be conducted in FY 2024 to identify any ACM or PACM materials.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase	\$40,000	\$180,000						\$220,000
Other								\$0
<b>TOTAL</b>	<b>\$40,000</b>	<b>\$180,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$220,000</b>

## FUNDING SOURCES

General Fund	\$10,000	\$180,000						\$190,000
Water and Sewer Fund	\$30,000							\$30,000
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
<b>TOTAL</b>	<b>\$40,000</b>	<b>\$180,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$220,000</b>

## PROJECT TITLE: Facilities Energy Management Program

DEPARTMENT:Public Works

## PROGRAM DESCRIPTION

Formation of an energy management program to address excessive energy consumption of aging building's thermal envelopes. The buildings need updates to include, but not limited to, motion lighting, LED lights, energy-efficient windows, efficient water heating, updated insulation, air sealing, etc.

FY 25 will focus on general fund buildings and utility buildings.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase	\$75,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$375,000
Other								\$0
<b>TOTAL</b>	<b>\$75,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$375,000</b>

## FUNDING SOURCES

General Fund	\$75,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$225,000
Water and Sewer Fund		\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$150,000
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
<b>TOTAL</b>	<b>\$75,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$375,000</b>

## PROJECT TITLE: Facilities Asphalt Resurfacing

DEPARTMENT: Public Works

## PROGRAM DESCRIPTION

Resurfacing of asphalt parking and roadways within facilities.

FY24 included the cemetery, utility facilities, and Rady Park.

FY25 projects include resealing, and striping parking lots B, C, D, & F.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase	\$180,000	\$55,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$310,000
Other								\$0
<b>TOTAL</b>	<b>\$180,000</b>	<b>\$55,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$310,000</b>

## FUNDING SOURCES

General Fund	\$55,000	\$55,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$185,000
Water and Sewer Fund	\$125,000							\$125,000
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
<b>TOTAL</b>	<b>\$180,000</b>	<b>\$55,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$310,000</b>

## PROJECT TITLE: Fleet Management Vehicle: Plow Trucks

DEPARTMENT: Public Works

## PROGRAM DESCRIPTION

Scheduled fleet replacements per the adopted fleet replacement plan.

Replacement: Two Ford F350 4x4 Trucks with similar units. One of the units due for replacement has transmission problems and is nearing time for a rebuild. These units are primary snow plow trucks, which has accelerated their decline. Their associated snow plows will be replaced as well.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase	\$175,000		\$175,000	\$87,500		\$175,000	\$87,500	\$700,000
Other								\$0
<b>TOTAL</b>	<b>\$175,000</b>	<b>\$0</b>	<b>\$175,000</b>	<b>\$87,500</b>	<b>\$0</b>	<b>\$175,000</b>	<b>\$87,500</b>	<b>\$700,000</b>

## FUNDING SOURCES

General Fund	\$175,000		\$175,000	\$87,500		\$175,000	\$87,500	\$700,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
<b>TOTAL</b>	<b>\$175,000</b>	<b>\$0</b>	<b>\$175,000</b>	<b>\$87,500</b>	<b>\$0</b>	<b>\$175,000</b>	<b>\$87,500</b>	<b>\$700,000</b>

## PROJECT TITLE: Fleet Management Vehicle: Dump Truck

DEPARTMENT: Public Works

## PROGRAM DESCRIPTION

Scheduled fleet replacements per the adopted fleet replacement plan. The FY 2025 replacement program has continued with the FY 2024 re-evaluation and operating efficiencies with increased utilization in mind.

Replacement: This unit was sold in FY 2024 due to a blown engine. The department has relied on a similar unit assigned to the utilities team as a temporary solution. The share of this type of small unit has caused many scheduling and work delays due to only one unit being available. The project includes the cost of snow equipment to make this unit an all season asset.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase			\$135,000					\$135,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$135,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$135,000</b>

## FUNDING SOURCES

General Fund			\$135,000					\$135,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$135,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$135,000</b>

## PROJECT TITLE: Fleet Management Vehicle: Wheel Loader

DEPARTMENT: Public Works

## PROGRAM DESCRIPTION

Scheduled fleet replacements per the adopted fleet replacement plan. This unit has been on seasonal rent for the past four snow seasons. The public works department consistently needs a full-time loader unit to load out heavy aggregates. The requested unit is consistent with what other municipalities around us are utilizing. The purchase of this unit will also include an on-board scale to track material usage for the annual financial audit. The proposed unit is a CAT 926 Wheel Loader with attachments. NOTE: This project was proposed in FY24 as an effort to extend the replacement of a 710J backhoe #5033.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase			\$310,000					\$310,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$310,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$310,000</b>
FUNDING SOURCES								
General Fund			\$310,000					\$310,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$310,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$310,000</b>

## PROJECT TITLE: Fleet Management Vehicle: Backhoe Replacement

DEPARTMENT: Public Works

## PROGRAM DESCRIPTION

Scheduled fleet replacements per the adopted fleet replacement plan. The public works department consistently utilizes this piece of equipment for its original purpose. NOTE: This project was originally due in FY24, but as an effort to extend the replacement of the 710J backhoe, it was proposed to eliminate the rental snow loader and replace it with a purchase unit that would be available year-round for this duty.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase							\$175,000	\$175,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$175,000</b>	<b>\$175,000</b>

## FUNDING SOURCES

General Fund							\$175,000	\$175,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$175,000</b>	<b>\$175,000</b>



## PROJECT TITLE: Refuse Truck

DEPARTMENT: Public Works

## PROGRAM DESCRIPTION

Scheduled fleet replacements per the fleet replacement plan. The FY 2025 replacement program has continued with the FY 2024 re-evaluation and operating efficiencies and increased utilization in mind. Replacement of a current 20 yard refuse truck with a similar unit. The replacement will replace unit #13028 which was due to be replaced in FY 2024 but was deferred. 13028 has had \$20,000 in work over the past six months associated with emissions and engine equipment. This unit is critical to the success of the weekly refuse program. The old unit will move into reserve status to function as the only spare unit for refuse or recycling operations. Pricing reflects an expected increase in chassis costs coming in 2024. This project also includes the purchase of residential refuse containers that are compatible with our refuse collection equipment



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase			\$525,000					\$525,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$525,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$525,000</b>

## FUNDING SOURCES

General Fund			\$525,000					\$525,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$525,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$525,000</b>



## PROJECT TITLE: Guard Rail Replacement

DEPARTMENT: Public Works

## PROGRAM DESCRIPTION

Several guard rails throughout Town are in need of replacement. The original prices we received were from 2017. We obtained updated estimates earlier this year and observed an increase of an average of 50%. We believe the increases have continued since the last estimates were updated.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase	\$100,000	\$75,000	\$50,000	\$50,000	\$50,000	\$50,000		\$375,000
Other								\$0
<b>TOTAL</b>	<b>\$100,000</b>	<b>\$75,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$375,000</b>

## FUNDING SOURCES

General Fund	\$100,000	\$75,000	\$50,000	\$50,000	\$50,000	\$50,000		\$375,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
<b>TOTAL</b>	<b>\$100,000</b>	<b>\$75,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$375,000</b>

## PROJECT TITLE: Facilities Physical Security

DEPARTMENT: Public Works

## PROGRAM DESCRIPTION

This continued project is designed to deny unauthorized access to facilities, equipment, and resources and protect personnel and property from damage or harm. This project will ensure that our critical infrastructure facilities are properly secured and protected with measures like physical barriers, enhanced video, restricted access devices, alarms, and sensors. These health and safety measures are designed to protect the Town's critical infrastructure.

In FY 2025, we will expand and refine security initiatives to include physical barriers, enhanced video, access control, and security systems. Projects will be focused on the wastewater plant, pumping stations, and additional Warrenton Reservoir security measures.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase	\$60,000	\$100,000	\$35,000					\$195,000
Other								\$0
<b>TOTAL</b>	<b>\$60,000</b>	<b>\$100,000</b>	<b>\$35,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$195,000</b>

## FUNDING SOURCES

General Fund								\$0
Water and Sewer Fund	\$60,000	\$100,000	\$35,000					\$195,000
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
<b>TOTAL</b>	<b>\$60,000</b>	<b>\$100,000</b>	<b>\$35,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$195,000</b>

## PROJECT TITLE: Fleet Management Vehicle: Light trucks

DEPARTMENT: Public Utilities

## PROGRAM DESCRIPTION

Scheduled fleet replacements per the adopted fleet replacement plan. The FY 2025 replacement program has continued with the FY 2024 re-evaluation and operating efficiencies and increased utilization in mind.

Replacement: One 2006 - 2008 Chevy Colorado 4x4 Pickup Truck with Ford Ranger or F150 Models. The units are budgeted at 45,000 per unit, which includes replacing Vhf radio's in each vehicle.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase	\$120,000	\$45,000		\$90,000				\$255,000
Other								\$0
<b>TOTAL</b>		<b>\$45,000</b>	<b>\$0</b>	<b>\$90,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$255,000</b>

## FUNDING SOURCES

General Fund								\$0
Water and Sewer Fund	\$120,000	\$45,000		\$90,000				\$255,000
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
<b>TOTAL</b>	<b>\$120,000</b>	<b>\$45,000</b>	<b>\$0</b>	<b>\$90,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$255,000</b>

## PROJECT TITLE: Facility Renovation

DEPARTMENT: Water &amp; Sewer (WS)

## PROGRAM DESCRIPTION

In FY 23 and FY 24, the old chemical room equipment was removed from the room in preparation for the construction of offices and a lunchroom area. This space previously held old chemical equipment and piping that has not been needed for any operation since the construction of the new chemical building. This area would serve as the central area for offices and employees. The water plant currently has a trailer that has been in place for many years to serve this function. The trailer is degrading and is going to need repair/replacement. This facility will also require updates to its ADA accessibility as the renovation falls into a "primary function area". The updates will comply meet standard ADA compliance mandates.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering	\$10,000	\$20,000						\$30,000
Construction/Purchase	\$95,000	\$275,000						\$370,000
Other								\$0
<b>TOTAL</b>	<b>\$105,000</b>	<b>\$295,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$400,000</b>
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$105,000	\$295,000						\$400,000
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
<b>TOTAL</b>	<b>\$105,000</b>	<b>\$295,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$400,000</b>

## PROJECT TITLE: WS HVAC Replacement

DEPARTMENT: Water &amp; Sewer (WS)

## PROGRAM DESCRIPTION

HVAC studies and subsequent replacement of multiple HVAC systems at town facilities. The facilities department has over twenty systems in operation, many dating back to the late 90's. Many of these units are at/or beyond the end of their useful life. Multiple town facilities struggle with HVAC issues on a frequent basis.

FY 2024 included the installation of supplemental heating and cooling at the WTP.

FY 2025 will focus on the out well and pump facilities.

FY 2026-30 will be planned in FY25 once a comprehensive inventory of equipment is established.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase		\$25,000	\$25,000					\$50,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>

## FUNDING SOURCES

General Fund								\$0
Water and Sewer Fund		\$25,000	\$25,000					\$50,000
Stormwater Fund								\$0
ARPA								\$0
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>

## PROJECT TITLE: Dam Maintenance

DEPARTMENT: Water &amp; Sewer (WS)

## PROGRAM DESCRIPTION

The Town's water treatment plant is fed by two (2) surface water drinking reservoir: the Warrenton Reservoir and the Airlie Reservoir. The Airlie reservoir is an earthen compacted dam with a stand-alone intake and outfall structure, controlled by a natural elevation overflow and three (3) accompanying control valves. This reservoir feeds the Warrenton Reservoir. The Warrenton Reservoir is a three (3) tiered overflow concrete dam with a stand-alone flex intake structure, accompanied by a secondary set of three (3) elevation valves. This project covers routine maintenance and repairs for both of the dams.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase		\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$390,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$65,000</b>	<b>\$65,000</b>	<b>\$65,000</b>	<b>\$65,000</b>	<b>\$65,000</b>	<b>\$65,000</b>	<b>\$390,000</b>

## FUNDING SOURCES

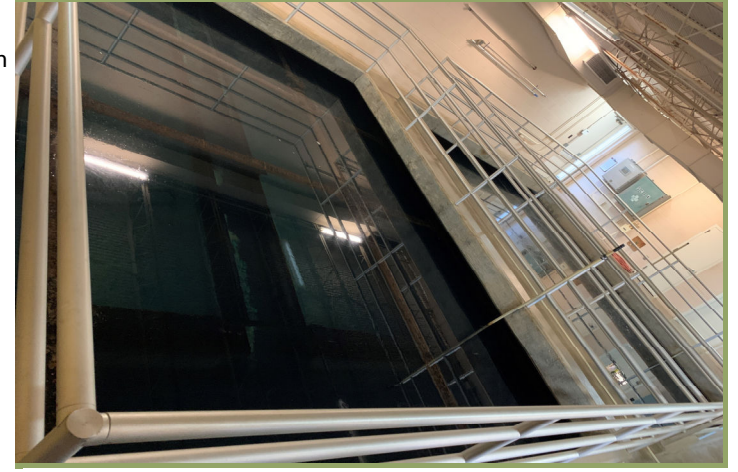
General Fund								\$0
Water and Sewer Fund		\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$390,000
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$65,000</b>	<b>\$65,000</b>	<b>\$65,000</b>	<b>\$65,000</b>	<b>\$65,000</b>	<b>\$65,000</b>	<b>\$390,000</b>

## PROJECT TITLE: Granular Activated Carbon Replacement (GAC)

DEPARTMENT: Water &amp; Sewer (WS)

## PROGRAM DESCRIPTION

Replacement of the WTP's GAC. The facility has two high rate flow water filters containing granular activated carbon used to remove contaminants during the treatment process. GAC starts to lose its filtering capacity after an average of four (4) years in use.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase		\$80,000			\$80,000	\$80,000		\$240,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$80,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$0</b>	<b>\$240,000</b>

## FUNDING SOURCES

General Fund								\$0
Water and Sewer Fund		\$80,000			\$80,000	\$80,000		\$240,000
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$80,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$0</b>	<b>\$240,000</b>



## PROJECT TITLE: Gateway Reading Devices

DEPARTMENT: Water &amp; Sewer (WS)

## PROGRAM DESCRIPTION

Current radio read system for the water meters will be replaced with a new cellular gateway reading device and supporting software, known as an AMI system ( Advanced Metering Infrastructure). The new Neptune 360 gateway reading devices uses cellular data to gather real time water meter readings, this will effectively translate to more accurate reading resulting in more accurate billing of water usage, for a more time effective accumulation of data, and will allow for better customer service and support.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase		\$141,000						\$141,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$141,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$141,000</b>

## FUNDING SOURCES

General Fund								\$0
Water and Sewer Fund		\$141,000						\$141,000
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$141,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$141,000</b>



## PROJECT TITLE: WTP / WWTP Critical Infrastructure &amp; Security Reliability Measures

DEPARTMENT: Water &amp; Sewer (WS)

## PROGRAM DESCRIPTION

This project involves assessing, addressing, and ensuring compliance with safety and security measures at the WTP and WWTP. This includes physical security, CCTV, chemical application, pumping, valving, filtration, and electronic control performance.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase		\$60,000		\$60,000		\$60,000		\$180,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$180,000</b>

## FUNDING SOURCES

General Fund								\$0
Water and Sewer Fund		\$60,000		\$60,000		\$60,000		\$180,000
Stormwater Fund								\$0
ARPA								\$0
Grant - Federal								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$180,000</b>

## PROJECT TITLE: WTP Drain Field

DEPARTMENT: Water &amp; Sewer (WS)

## PROGRAM DESCRIPTION

Install a second tank to catch the water bypassing the leach field. Install a pump in the tank then run a line to our waste line and send the greywater to the wastewater treatment plant. Note: work can be done in house as time and manpower permits, which can result in cost savings



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering					\$15,000			\$15,000
Construction/Purchase					\$25,000			\$25,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,000</b>

## FUNDING SOURCES

General Fund								\$0
Water and Sewer Fund					\$40,000			\$40,000
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,000</b>

PROJECT TITLE: WTP Sewer Lines

DEPARTMENT: Water &amp; Sewer (WS)

**PROGRAM DESCRIPTION**

Replace end-of-life deteriorating/leaking sewer lines inside the Water Treatment Facility.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase					\$50,000			\$50,000
Other								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>
<b>FUNDING SOURCES</b>								
General Fund								\$0
Water and Sewer Fund					\$50,000			\$50,000
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>

This page is intentionally left blank.



---

Policy Title: Budget and Expenditure Control  
Effective Date: September 14, 2021

---

## I. PURPOSE

Governmental budgets serve as annual fiscal plans to allocate scarce resources in support of the government's programs and services and in accordance with the governing body's identified priorities. This policy establishes guidelines for 1) the creation of a balanced annual budget; 2) how adjustments are made to the budget during the fiscal year; and 3) what controls will be used throughout the fiscal year to ensure that expenditures do not exceed appropriations.

## II. SCOPE

This policy applies to all Town departments.

## III. POLICY

### A. Budget Creation

- i. **Basis of Budgeting** – The annual budget spanning the fiscal year (July 1 – June 30) is prepared on a basis consistent with generally accepted accounting principles. For proprietary funds, depreciation expense is not budgeted, but is recorded and reported for financial purposes.
- ii. **Balanced Budget** – The Town Manager will consider conservative revenue projections, departmental expenditure requests, capital projects and staffing requests in the formulation of a balanced budget. The goal is to balance expenditures with current revenue. Fund balance may be used to balance the budget but should be used as outlined in the Town's Fund Balance Policy.
- iii. **Principals for Budgeting** – The Town Manager will prioritize funding liabilities owed by the Town as well as expenses associated with maintaining existing services. The Town Manager will examine prior spending patterns in the development of the budget.
- iv. **Revenue Projections** – Revenue will be conservatively estimated and consider several factors, including historical trends, economic

conditions and outlook, impending changes in legislation, and any notifications of changes in funding received from State and Federal sources.

- v. Departmental Expenditure Requests – Each department must submit their requested budget for the next fiscal year to the Finance Department by December 31<sup>st</sup>. The request should provide line-item estimates and a detailed narrative supporting the amount requested. Justification must be provided for any additional staff requests and capital outlay.
- vi. Capital Improvement Plan (CIP) – The CIP is the Town’s six-year capital planning document. The CIP is reviewed by the Planning Commission as needed to ensure compliance with the Town’s Comprehensive Plan. The Planning Commission then provides its recommendations to the Town Council.
- vii. Strategic Planning – The budget process will be coordinated to identify major policy issues for the Town Council. The budget process will be a part of an overall strategic planning process for the Town.
- viii. Time for preparation and approval of budget - As required by Code of Virginia §15.2-2503, the Town Manager shall submit the proposed budget on or before the first day of April each year. The Town Council shall approve the budget no later than the date on which the fiscal year begins. Tax rates for the calendar year must be adopted no later than May 14<sup>th</sup>, as provided for in Town Code.

#### B. Personnel

- i. The creation of any new position requires Town Council approval since it represents an on-going commitment of funds.
- ii. The Finance Department shall maintain one master list of all approved positions, without regard to whether there is an incumbent or not.
- iii. Filled positions are budgeted at the incumbent’s actual salary, vacant positions are budgeted at the midpoint for the position based on the adopted pay scale.
- iv. If a cost-of-living adjustment (COLA) is adopted in a particular budget year, the adopted pay scale shall also be adjusted by this amount to capture the impact of inflation on the pay scale.

### C. Budget Adjustment

During the fiscal year, conditions may arise that necessitate changes to the adopted budget. This may take the form of a transfer or a supplemental appropriation. The authorizations required for each are listed below:

- i. Supplemental Appropriation – A supplemental appropriation increases or decreases the overall budget appropriation. Funding sources may include grants, unanticipated revenues, inter-fund transfers or the use of Fund Balance.
  - a. The Town Manager is delegated authority to approve supplemental appropriations for the following:
    - Insurance recoveries less than \$50,000;
    - Other cost recoveries less than \$50,000; and
    - Grants requiring no local match less than \$50,000.
  - b. All supplemental appropriations other than those outlined in paragraph a. must be approved by the Town Council.
  - c. Code of Virginia §15.2-2507 requires that the Town Council hold a public hearing when a supplemental appropriation exceeds 1% of the total budget.
- ii. Transfers – A transfer involves the movement of a budgetary appropriation within a department or between departments, provided that the transfer does not increase or decrease the budgeted appropriation at the fund level.
  - a. All transfers are to be reviewed by the Finance Department and approved by the Town Manager.
  - b. Transferring appropriations between personnel and non-personnel categories is discouraged and will be allowed on an exception basis only.
  - c. Transfers between funds increase or decrease the total appropriation at the fund level, and as such, require Town Council approval. For purposes of this policy, each fund that is separately identified in the budget and the appropriations resolution, is a distinct fund.

#### D. Expenditure Control

- i. In accordance with the Town's Purchasing Policy, encumbrances are employed as a measure to avoid overspending a department's budget. The Finance Department will verify that funds are available in each line item prior to the issuance of purchase orders. Finance will notify the department head if a budget transfer is necessary.
- ii. The Finance Department will provide monthly revenue and expenditure reports to department heads. It is the responsibility of the department head to monitor their department's spending to ensure that adequate funding remains for planned expenditures.
- iii. All invoices for goods and/or services should be reviewed for accuracy, approved by the receiving department, and forwarded to the Finance Department to ensure payment in a timely manner, as prescribed by Code of Virginia §2.2-4350. This also serves to provide accurate and timely financial information which is recorded in the system for the monthly reports.





---

Policy Title: Water and Sewer Operating Fund Cash Balance Policy  
Effective Date: August 9, 2016

---

I. PURPOSE

The purpose of this policy is to establish minimum cash balance levels for the Town's Water and Sewer Operating Fund.

II. SCOPE

This policy applies to the Water and Sewer Operating Fund.

III. POLICY

It is the policy of the Town of Warrenton that the Town's Water and Sewer Operating Fund shall be operated in a manner consistent with sound financial management principles. Adequate cash reserves are an essential element in both short-term and long-term financial planning. It serves to mitigate current and future risks, sustain operations during economic downturns, provide cash flow liquidity for enterprise operations, and enhance creditworthiness. While maintenance of an adequate level is necessary, it is important that the amount established be appropriate considering the enterprise's operations.

A. Minimum Level of Cash Reserves

The Town of Warrenton will maintain minimum unrestricted cash balances in the Water and Sewer Operating Fund equal to 200 days of the fund's current annual budget. Unrestricted cash represents cash that's readily available to be spent for any purpose and has not been pledged as collateral for a debt obligation or other purpose. For this calculation, this amount shall be based on the annual adopted budget figures.

Unrestricted cash may be maintained at a level higher than this minimum to save for transfer to the Water and Sewer Capital Fund for large, planned expenses (i.e., capital projects), emergencies, cash flow issues related to timing of revenue receipts, and to address economic volatility. The purpose of establishing minimum unrestricted cash balance level is to maintain a prudent level of financial resources to protect against the need to raise fees (outside of normal rate increases) due to temporary revenue shortfalls or unpredicted one-time expenses.

**B. Funding the Cash Reserves**

The unrestricted cash reserve is funded by any annual budget surplus in the fund and other unencumbered operating income.

**C. Conditions for Use of Reserves**

The unrestricted cash reserve shall be drawn upon only as necessary and any use thereof shall be upon the approval of Town Council and limited to:

1. One-time capital expenditures;
2. Offsetting economic volatility;
3. Non-recurring expenditures; and
4. Providing liquidity in emergency situations.

**D. Replenishment of Minimum Unrestricted Cash Balance**

Should the minimum unrestricted cash balance fall below the 200 days of operating expenses requirement for the Water and Sewer Operating Fund, the Town Council shall approve and adopt a plan to restore this balance to the target level within the next three fiscal years' budgets.



---

Policy Title: Capital Assets  
Effective Date: September 14, 2021

---

## I. PURPOSE

The purpose of this policy is to provide general guidance for the proper recording and financial reporting of capital assets. The Town's capital assets primarily take the form of infrastructure, buildings and improvements, vehicles, and equipment. Investment in these assets assists the government in providing for the quality of life of its citizenry, promotes economic development, and bolsters the credit worthiness of the Town.

## II. SCOPE

This policy applies to all Town of Warrenton departments.

## III. DEFINITIONS

Amortization – The systematic allocation of the cost of an intangible asset over its useful life

Capital Asset – Land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and have initial useful lives extending beyond a single reporting period.

Capital Outlay – The acquisition of tangible personal property items including, but not limited to, furniture, equipment, and vehicles that meet the definition of a capital asset.

Capital Project – The acquisition or construction of major capital equipment or facilities that are typically accounted for in a separate capital project fund.

Capitalization Threshold – The dollar value at which the government elects to capitalize tangible or intangible assets.

Capitalized Costs – The cost of an asset and any other expenditures necessary to place the asset into service.

Depreciation – The systematic allocation of the initial acquisition cost of a tangible asset over its useful life.

Impairment – A significant, unexpected decline in the service utility of a capital asset.

Intangible asset – A nonfinancial asset that lacks physical substance, has an initial useful life that extends beyond a single reporting period, and provides present service capacity. Examples include:

Easements – Interest in land owned by another entity that entitles its holder to the right to use the land for a specific purpose.

Software licenses – The right to use one or more copies of software or an application without violating copyrights.

Internally Generated Intangible Capital Assets – Intangible assets that are either 1) created or produced by the government itself or by an entity contracted by the government; or 2) acquired from a third party but require more than minimal incremental effort on the part of the government to begin to achieve the expected level of service capacity.

Operating Costs – Expenditures for goods or services that do not meet the threshold established for capitalization. These costs include expenditures for maintenance and repairs that do not appreciably add to the value of the asset or materially extend the useful life of the asset.

Present Service Capacity – An asset's existing capability to enable the government to provide services, which in turn enables the government to fulfill its mission.

Proffered Assets – Tangible assets (or cash) offered for donation by property owners at the time of a rezoning to help defray the cost of capital facilities associated with the development of the property.

Service Utility – The ability of an asset to provide its intended service to the organization

Useful Life – The estimated period during which a capital asset provides service.

#### IV. POLICY

##### A. Internal Controls

All Town departments shall establish and maintain internal controls over capital assets to provide reasonable assurance of accountability, timely and accurate financial reporting, and compliance with any applicable laws and regulations. Internal controls should ensure the following:

1. Capital assets are adequately safeguarded from loss or theft.

2. Proper approvals are followed for acquisitions and dispositions.
3. Physical inventory is taken annually and reported to Finance.
4. A proper segregation of duties is in place with regard to the assets.

**B. Accounting and Reporting for Capital Assets and Projects**

1. Funding sources: Capital assets and projects may be funded by local, state and/or Federal revenue, acquired through donation, trade transaction, or purchased with proceeds from a debt transaction or capital lease.

Assets acquired with state and Federal funding will be tracked regardless of capitalization thresholds to ensure compliance with Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, specifically:

- a. Title for real property and equipment acquired or improved with Federal awards will vest with the Town. Title for federally owned and exempt property remains vested with the Federal government.
  - b. Insurance coverage for real property and equipment acquired with Federal funds must be at a minimum equivalent to that of other property owned by the Town.
  - c. Real property will be used for the originally authorized purpose as long as needed.
  - d. Instructions for disposition of real property must be obtained from the Federal awarding or pass-through agency.
2. Capital assets will be budgeted and accounted for in the appropriated operating fund using a capital outlay object code (8000 series). Capital projects, except those related to proprietary activities, shall be budgeted and accounted for in the Capital Improvement Program (CIP) Fund.

**C. Valuation of Capital Assets**

1. Acquired by purchase – Capital assets purchased by the Town shall be reported at historical cost. The cost of a capital asset should include ancillary charges necessary to place the asset into its intended location and condition for use. Items to be included in the cost of a capital asset are:
  - a. Original contract or invoice price
  - b. Freight and transportation charges
  - c. Import duties
  - d. Handling and storage charges
  - e. In-transit insurance charges

- f. Installation charges
- g. Charges for testing and preparation for use
- h. Charges for refurbishing used items when purchased
- i. Parts and labor associated with the construction of equipment
- j. Site preparation costs
- k. Professional fees

Extended warranties, training, and maintenance agreements, which can be separately identified from the cost of the related asset, shall not be capitalized.

2. Acquired by donation or trade transaction – Assets acquired by donation or trade transaction shall be recorded at the fair market value on the date of the transaction. If the fair market value of an item already in service is unavailable at the time of capitalization, then the current estimated replacement cost shall be used. Both fair market value and current estimated replacement cost are subject to the capitalization thresholds detailed in this section.

#### D. Valuation of Capital Projects

1. Only costs directly identified with the project may be capitalized. Costs incurred for capital projects are classified into four stages:
  - a. Preliminary – this phase involves the exploration of opportunities for acquisition or construction
  - b. Pre-Acquisition/Construction – the acquisition or construction of the asset is probable
  - c. Acquisition/Construction – the item has been acquired and/or construction has commenced
  - d. In Service – the asset is substantially completed and/or has been placed in service

The following table illustrates typical activities associated with each phase and indicates the accounting treatment to be applied to related costs:

Stage	Typical Activities	Treatment
Preliminary	<ul style="list-style-type: none"> <li>• Feasibility studies.</li> <li>• Scope development</li> <li>• Preliminary estimates</li> <li>• Utilities analysis</li> <li>• Consideration of alternatives</li> </ul>	Expense
Pre-acquisition / Construction	<ul style="list-style-type: none"> <li>• Architectural and engineering work</li> <li>• Legal expenses</li> <li>• Closing costs and titling</li> <li>• Appraisal fees</li> <li>• Surveying</li> <li>• Site preparation / demolition</li> <li>• Soil testing</li> <li>• Vendor selection</li> <li>• Planning and design</li> <li>• Scope definitions</li> </ul>	Capitalize
Acquisition / Construction	<ul style="list-style-type: none"> <li>• Project management</li> <li>• Construction</li> <li>• Utility expansion</li> <li>• Insurance premiums during construction</li> <li>• Initial furnishing and fixtures</li> </ul>	Capitalize
In Service	<ul style="list-style-type: none"> <li>• Maintenance and repairs</li> <li>• Upgrades</li> <li>• Improvements</li> </ul>	<p><u>Expense</u> – maintenance and repairs are typically expensed if they do not increase the useful life of the asset</p> <p><u>Capitalize</u> – additional components, upgrades and renovations that increase the useful life and/or service capacity of the asset</p>

### E. Thresholds for Capitalization

The following table provides guidelines for capitalization of various categories of assets (note that all assets must have at least a useful life greater than one reporting period):

Asset Category	Useful Life	Threshold
Tangible assets	Greater than a single reporting period	\$5,000 and greater per individual asset
Groups of tangible assets	Greater than a single reporting period	\$25,000 en masse
Intangible assets – software licenses and applications	Greater than a single reporting period	\$10,000 and greater per program / application or for licenses purchased en masse
Intangible assets – easements	Greater than a single reporting period	\$10,000 and greater per easement
Capital projects	Greater than 5 years	\$10,000 and greater

Asset costs below the established thresholds will be recognized as operating expenses of the reporting period.

### F. Estimated Useful Life and Methods of Depreciation and Amortization

The estimated useful life of an asset is the period during which that asset provides service. The following factors may assist in determining the useful life of an asset:

1. Quality – similar assets may differ substantially in quality because of differences in materials, design and workmanship.
2. Application – The useful life of a given type of capital asset may vary significantly depending upon its intended use
3. Environment – environmental conditions may have an impact on the useful life of an asset.

Estimates of useful life are required for all asset classes except land, intangible assets that have indefinite useful lives, works of art, historical treasures, and similar assets that are exempt from capitalization. Land



use rights acquired in a transaction that did not involve the underlying property should be reported as intangible assets.

Industry guidelines are used to estimate the useful lives of capital assets. Any extended life resulting from a major change in the asset must be specified at the time of the change. Upgrades and renovations must add to the useful life of the original asset, if they are to be capitalized as part of a larger asset.

The following ranges are provided for each asset class:

Asset Class	Years
Buildings and improvements	50
Utility plant in service	50
Infrastructure	30 - 50
Furniture, equipment, and vehicles	5 – 10
Intangible assets	3 - 5

Depreciation and amortization are calculated and recorded annually to allocate the expense associated with the acquisition of an asset over its estimated useful life, except for assets that have an indefinite useful life. Depreciation is calculated using the straight-line method.

#### G. Asset Impairment

A capital asset is considered impaired when its useful life and/or service utility has declined significantly and unexpectedly. Impairment is often due to one of the following events or changes in circumstances:

1. Physical damage where action would be needed to restore lost service utility
2. Changes in laws, regulations, or other environmental factors that negatively affect service utility
3. Technological developments that negatively affect service utility or evidence of obsolescence
4. A change in the manner or duration of use of a capital asset that negatively affects its service utility
5. Stoppage of construction

Note that a temporary decline in service utility does not constitute impairment. The definition of impairment requires that the change in service utility be both significant and unexpected. Upon determination that an asset is impaired, the responsible department should provide an estimate of the percentage of lost service utility to the Department of Finance so that a corresponding reduction in the asset's book value may be recorded.

#### H. Disposition of Capital Assets

1. **Process.** Each department shall report its surplus and obsolete capital assets to the Town Manager prior to any disposition using the Capital Asset Maintenance Form. Such report shall describe the asset in sufficient detail, providing any serial number, model number, date of acquisition, current condition, estimated value, location, and any other identifying information. Included in this report shall be a recommendation as to the method of disposition, supported by relevant facts. The asset will not be disposed of until the Town Manager's approval is obtained on the Capital Asset Maintenance Form. A copy of this form must be provided to the Finance Director.
2. **Methods of Disposal.** Surplus or obsolete property may be disposed of by one of the following methods, as provided for in the Town of Warrenton Purchasing Policy & Procedure:
  - a. By transferring to other Town departments
  - a. By trading in on new property
  - b. By public auction
  - c. By public sale, upon advertising for sealed bids
  - d. By selling as scrap
  - e. By junking.

Proceeds from the sale of surplus and obsolete property are to be credited to the fund that owned such property.

3. **Authorization.** No person shall have the authority to dispose of property without following these guidelines and the Town of Warrenton Purchasing Policy and Procedure. **For vehicle dispositions, the Town Manager will sign the title to transfer ownership to the buyer.** The Town Manager, Director of Finance and the employees of the Finance Department shall not be liable and shall be held harmless for any unauthorized disposition of surplus property. Any unauthorized disposition of property may be grounds for discipline or termination, as provided for in the Town of Warrenton Personnel Policies.



---

Policy Title: Tap Privilege Fee Assessment Policy  
Effective Date: July 1, 2024

---

## I. PURPOSE

This policy serves to define the administration of tap privilege fees for the Town of Warrenton's Water and Sewer Utility.

## II. SCOPE

This policy applies to tap privilege fees for the entire Town of Warrenton Water and Sewer service area. This policy is administered by the Town of Warrenton Water and Sewer Administration department.

## III. DEFINITIONS

- a. Tap Privilege Fee: upon paying in full for a tap privilege, a customer is guaranteed service at the corresponding capacity associated with that tap privilege, subject to the time restrictions and other conditions outlined in this policy.
- b. Administrative Fee: to cover the costs associated with the administration of this policy, a 15% administrative fee based on the tap privilege fee paid will be retained for any reimbursement of a tap privilege fee as outlined in this policy.
- c. Use of a Tap Privilege: a tap privilege shall be deemed to have been used once a water meter has been installed for water or a lateral has been connected for sewer. Once used, the customer will be charged based on consumption, but in no instance less than the minimum monthly bill.

## IV. POLICY

- a. New Construction
  - i. The tap privilege fee will be based upon the water meter size requested or on the projected monthly consumption as compared to the maximum allowable gallons for each meter size, whichever is determined by the Town to be closest to the actual usage subject to the minimum fee being based on meter size.

- ii. Tap fees are to be paid in full simultaneous with the issuance of all permits necessary to commence construction. If during construction more meters are required than tap fees were paid, the additional fees must be paid before meters will be installed.
- iii. The Town shall have the right to monitor monthly consumption for potential adjustment of the tap privilege fee. Monthly consumption will be reviewed after 12 months of operation and then periodically on a rolling 12-month basis. Should the average monthly consumption over any 12-month period exceed the maximum allowable gallons for the meter size, a supplemental tap fee will be assessed equal to the difference between the fee for the initial meter size and the fee for the larger meter size which corresponds to the customer's actual use. All calculations will be based on the tap privilege fees in effect on the date of the bill. Should a property change ownership, the new owner will be responsible for the final tap fee adjustment, which will be due and payable to the Town within 60 days of written notification to the owner.
- iv. All users will be assessed the corresponding tap privilege fees for each meter set.

b. Residential Multi-Family Metering

- i. With mass metering such as an apartment building, a 5/8" tap privilege fee will be assessed for each residential unit within the building.

c. Change of Use / Additions / Alterations

- i. For Changes of Use / Additions / Alterations of an existing building, additional tap fees will be required if the meter size increases or if the projected consumption exceeds the maximum allowable gallons for the existing tap fee credits. Tap fees will be assessed on the difference between the existing service and the new service requested, or if additional meters are requested.
- ii. If additional tap fees are required, they will be due simultaneous with the issuance of a zoning permit.
- iii. Ongoing monitoring will be performed as noted in section IV.a.iii above, even if an additional tap fee is not initially required.

d. Tap Fee Credits

- i. Tap fee credits on existing or demolished buildings will be based on the meter size or on prior tap fees paid and on record with the Town of Warrenton.
- ii. There will be no tap fee credit for buildings demolished before 1986.
- iii. The burden of proof for prior tap fee credits will be on the applicant.

e. Accessory Dwelling Units (ADUs)

- i. Property owners who wish to construct an accessory dwelling unit (ADU) on their property in accordance with the Town Code may be required to pay the corresponding sewer tap privilege fee to connect the ADU to the Town's sewer system.
- ii. If the parcel is subdivided later such that the ADU is on a separate parcel, then the property owner must pay the water tap privilege fee in effect at the time of subdivision. If a sewer tap privilege fee was not previously paid, then the sewer tap privilege fee in effect at the time of subdivision must also be paid.

f. Other Charges

- i. Time and material charges for installation of water and sewer service will be paid by the property owner.
- ii. A second meter for uses such as irrigation, sheds, or other outdoor structures not intended for habitation may be installed next to the existing water meter in a separate box for water use only. An additional water tap fee will not be charged; however, a charge for all time and materials, including the meter and meter box, will be paid by the property owner.

g. Limitation of Time to Use a Tap Privilege

- i. Tap Privilege Purchased Prior to July 1, 2024
  - 1. Property owners in possession of a tap privilege purchased prior to July 1, 2024, will not have a time limit to use the tap privilege.
  - 2. A reimbursement of the tap privilege fee paid may be requested by the property owner if the tap privilege has not

been used. A 15% administrative fee based on the tap privilege fee paid will be retained from the reimbursement.

ii. Tap Privilege Purchased After July 1, 2024

1. Property owners who purchase a tap privilege after July 1, 2024, shall have 12 months from the date of purchase to use the tap privilege.
2. During the 12-month period, a reimbursement may be requested by the customer if the tap privilege has not been used. A 15% administrative fee based on the tap privilege fee paid will be retained from the reimbursement.
3. After the 12-month period, the Town shall have the right to withdraw the tap privilege after giving the customer one (1) month notice. A 15% administrative fee based on the tap privilege fee paid will be retained from the reimbursement.
4. During the one (1) month notification period, the property owner will be allowed to use the tap privilege if they desire.

V. TAP PRIVILEGE FEE RATE SCHEDULE EFFECTIVE JULY 1, 2017

**In-Town Tap Privilege Fees:**

Meter Size	Water	Sewer	Total
5/8	4,950	10,800	15,750
1	12,375	27,000	39,375
1.5	24,750	54,000	78,750
2	39,600	86,400	126,000
3	86,625	189,000	275,625
4	155,925	340,200	496,125

**Out-of-Town Tap Privilege Fees (under Tri-party Agreement):**

Meter Size	Water	Sewer	Total
5/8	9,900	21,600	31,500
1	24,750	54,000	78,750
1.5	49,500	108,000	157,500
2	79,200	172,800	252,000
3	173,250	378,000	551,250
4	311,850	680,400	992,250

**Out-of-Town (not part of Tri-party Agreement – subject to Town Council Approval):**

Meter Size	Water	Sewer	Total
5/8	14,850	32,400	47,250
1	37,125	81,000	118,125
1.5	74,250	162,000	236,250
2	118,800	259,200	378,000
3	259,875	567,000	826,875
4	467,775	1,020,600	1,488,375

---

**Property Owner Attestation**

I understand that water consumption for my property will be monitored on a rolling 12-month basis and that payment of additional tap fees may be necessary per the above policy.

---

Signature of Property Owner or Authorized Agent

---

Date

**Contact Information:**

Printed Name

Mailing address

City/State/ZIP

Phone



## I. PURPOSE

Good infrastructure is vital for our community to thrive. This policy supports our infrastructure by:

- Promoting wise investment in new infrastructure; and
- Protecting the historical investments the Town of Warrenton has made in its infrastructure.

## II. SCOPE

Each year, the Town of Warrenton staff will create a long-range capital improvement plan (CIP). The CIP will define and prioritize the capital projects that the Town plans to take on in the next six (6) years.

### A. Definition of a Capital Project

A capital improvement project should have a cost greater than \$100,000 and a useful life of at least 10 years. Projects that do not meet the \$100,000 and 10-year useful life criteria are maintenance capital projects. Capital projects generally require significant engineering design and construction, whereas maintenance capital require routine upkeep every few years. These projects are not considered to be part of the Six-Year Capital Improvement Plan.

### B. Link to Needs Assessments

The capital improvement plan is the result of a detailed planning process. The purpose is to address the Town's immediate and long-term capital needs in a conscious effort to best provide services and facilities to the citizens of Warrenton. To that end, projects are considered in alignment with Plan Warrenton 2040, the Town's Comprehensive Plan, and strategic priorities identified by the Town Council. All projects in the CIP, with minor and few exceptions, should be based on needs assessments performed to determine the benefit of the asset compared to its cost.

## III. POLICY

### A. CIP Project Identification

Each year, Town of Warrenton staff will suggest potential projects for the CIP. At a minimum, this process will provide for the following:

- Long-term operating and maintenance costs. A plan will identify the cost to operate and maintain the asset over the next six (6) years.
- Funding source. A plan will describe where the funding is expected to come from to acquire, operate, and maintain the asset.



- Project timing. A plan will identify the proposed schedule for engineering, construction, and other milestones in acquiring the asset.

## B. CIP Project Selection

Town of Warrenton will create a process to assess capital projects. The selection process will include considerations such as long-term financial forecasts, project impact, operating and maintenance costs, legal mandates, impacts on public health and safety, and the extent to which the project aligns with the Town's strategic goals.

## C. Balanced CIP

The CIP is a balanced, long-term plan. For the entire period of the CIP, revenues will be equal to the projected costs. It is possible that the plan will have more costs than revenues in any single year of the plan (apart from the first year, which is intended to become an appropriation plan. However, over the life of the six-year plan, all expenses will be covered with revenues. Staff may record, on a separate document, projects that are deemed important but cannot fit into a balanced CIP. Town Council may choose to look at unfunded projects and defund an existing project in favor of another.

## D. CIP Funding Strategy

Town of Warrenton may elect to use debt financing to acquire an asset or pay-as-you-go financing (i.e., cash financing). Below are guidelines used to help determine the best choice between debt and pay-as-you-go financing.

Factors that favor pay-as-you-go financing include situations where:

- The project can be funded from current revenues and fund balances (reserves);
- The project can be finished within an acceptable time frame given the available revenues;
- If issuance of debt may impact the Town credit rating or repayment sources; or,
- Market conditions are unstable or suggest difficulties in marketing a debt.

Factors that favor long-term debt financing include situations where:

- Revenues that will be used to pay back debt are believed to be sufficient and reliable. This makes it more likely that long-term financing can be marketed with a suitable credit rating;

- Market conditions present favorable interest rates and demand for government debt financing;
- A project is immediately required to meet or relieve capacity needs and existing cash reserves are insufficient to pay project costs; or,
- The useful life of the asset is five (5) years or longer.

#### E. Capital Budget

Each year, the Town of Warrenton will develop a capital budget that will be the spending plan for capital. The first year of the capital improvement plan determines the capital budget for the fiscal year.

#### F. Asset Inventory

The Town of Warrenton will develop a full asset inventory that projects equipment replacement and maintenance needs for a multiyear period and will update this projection each year. The asset inventory will describe the current condition of the Town's assets. It will compare this condition to a standard for asset condition. It will account for the full cost to maintain assets up to standard condition over their life cycle and account for risks associated with assets that are below standard condition. Departments will inventory and assess the assets for which they are responsible and ensure that their records are consistent with the Department of Finance's capital asset records.

#### G. Priority of Asset Maintenance and Replacement

It is the policy of the Town of Warrenton to maintain its assets at a level that protects capital investment and reduces future maintenance and replacement costs. Each year, Town staff will develop and recommend to Town Council a prioritized asset maintenance spending plan.

#### H. Funding of Asset Maintenance

It is the Town of Warrenton's policy to assign enough resources to preserve the Town's existing assets to the best of its ability before assigning resources to build or acquire new assets that also have operating and maintenance needs. This policy protects our historical investment in capital assets. It also helps us maintain sufficient community resources that meet current and anticipated demands.

#### I. Capital Improvement Plan Carry-Forward

Capital project appropriations, unlike operating budget appropriations, are typically one-time in nature and the projects may take multiple fiscal years to complete and use the appropriations. To avoid negatively affecting the progress of capital projects, the available balances of Town Council-approved capital project funds are administratively rolled over from one fiscal year to

the next fiscal year. Taking into consideration the timing of the prior fiscal year close-out transactions and the new fiscal year, the Finance Department may carry forward up to 100% of the available balance from the prior fiscal year to the new fiscal year. Exceptions may apply to projects expected to be completed or closed by the prior fiscal year-end and projects that have no known pending payments to be made in the prior fiscal year.

DRAFT



---

Policy Title: Grant Application and Acceptance Policy  
Effective Date: July 1, 2024

---

## I. PURPOSE

The purpose of the grant procedures outlined in this document is:

- To ensure proper oversight of all funds appropriated to the Town.
- To minimize the Town's risk of non-compliance with grant requirements.
- To ensure proper administration and accounting of all grants.

## II. SCOPE

This policy is applicable to all Town departments preparing and submitting grant applications to agencies outside the Town government for funds, materials, or equipment to be received and administered by the Town. No grant will be accepted that will incur management reporting costs greater than the grant amount. Such costs include, but are not limited to, indirect costs, overhead and any other items needed to administer the grant.

## III. POLICY

### A. Grant Application Procedures

- i. The department desiring to submit a grant application soliciting funds will prepare the request as outlined by the grantor's requirements. The department seeking the grant should review all financial aspects of the grant application to ensure any required funds are available. The department director or their designee should sign the grant application as approval that:
  - Any required funds are available;
  - Projects over \$100,000 are included in the capital improvement plan;
  - They are supportive of the fiscal impacts to their department; and
  - The goals and objectives of the grant are in line with that of the department as well as with the overall strategic direction of the Town as a whole.
- ii. The department applying for the grant should make every effort to project all initial and ongoing costs associated with the grant program including but not limited to: staff support, needed assistance for computer systems, office space, utilities, systems furniture, vehicles, office equipment, office supplies, computer software and hardware, and/or telephone charges.

- iii. Upon the department completing its financial assessment, they shall prepare and submit a Grant Processing Request Form to the Finance Department with the original grant application, along with any required assurances and conditions prior to submitting the application to the grantor agency for approval. The purpose of this application notification to Finance is to allow Finance to maintain a comprehensive list of pending grant applications as well as active grants, to provide assistance as appropriate to departments in the preparation and administration of grants, and to ensure availability of matching funds, where applicable. The Finance department will obtain the Town Manager's approval and notify the department that the application has been approved.
- iv. If the grant is incorporated into the Adopted Budget during the annual budget process, then no additional Town Council approval is required for the application and acceptance of the grant.
- v. All grant award acceptances must have the proper approvals as follows:

Type of Grant	Finance Approval	Town Manager Approval	Town Council Approval
Grants less than \$50,000 requiring no local match	Required	Required	Not Required
All other grants	Required	Required	Required

- vi. In the event that a grant application is denied by the grantor, a copy of the letter of denial shall be forwarded to the Finance Department for their records.

#### B. Grant Acceptance Procedures

Whenever possible, all requests for acceptance of grants of a recurring nature should be submitted to the Finance Department through the normal budget process that must be approved by the Town Council.

- i. All grant award letters, acceptance agreements, memorandums, of understanding and other binding documents related to the execution of the grant should be signed and executed by the Town Manager.
- ii. The grant award letter/acceptance agreement (notification received detailing the amount of the grant awarded, grant assurances and special conditions, and the guidelines that must be followed to comply with the grant requirements) will be forwarded to the Finance Department for review.
- iii. In order for expenditures to be processed against a grant, a budget appropriation must be established in accordance with the above table.

The department requesting a grant will prepare Town Council agenda item requesting appropriation of grant funds, unless the grant has already been approved by the Council as part of the adopted annual budget process or Town Manager is delegated the authority to approve.

- iv. Upon Town Council or Town Manager approving a grant, the Finance Department will assign an account code to the grant and the applicable department will be notified of the account code. For reimbursable grants, all reimbursement requests should be copied and forwarded to Finance, noting the applicable account code for the receipting of the funds.
- v. Departments are responsible for ensuring that all funds are expended or encumbered prior to the end of the grant period in order for funds to be used adequately and not lost in future award periods.

#### C. Grant Monitoring and Reporting

##### i. Monitoring of Grants

- Departments are responsible for continuous monitoring of the financial status of grants. The Finance Department will provide departments with financial reports for such monitoring as needed.
- Line-item budget amendments must be approved prior to grant expenditures being made in order to avoid lost grant funds when/if amendments are denied.
- Departments must also monitor grants for compliance with all applicable federal, state, and local regulations and ensure that grant expenditures are in compliance with grant procurement policies and procedures.

##### ii. Grant Reporting

- The requesting department is responsible for providing financial reports to grantors.
- Departments handling grant reporting are responsible for complying by the due dates with all reporting requirements of the grant including financial reporting and reimbursement requests. All reimbursement requests should be copied and forwarded to Finance for review and monitoring of timeliness of revenue reimbursements.
- Timely requests for reimbursements are crucial to maximize the financial benefits of the grants to the Town. Grant

reimbursements should be completed timely and in accordance with the requirements of the specific grant.

#### D. Indirect Costs

Grant applicants may request indirect costs if the application guidelines do not require a federally approved indirect cost rate and indirect cost are allowed in the grant. Departments should contact the Finance Department for assistance with identifying and calculating indirect costs for inclusion in grant applications. These funds may be used by the Finance Department to offset costs in overseeing the grant including staff time, external auditor expenditures, etc.

#### E. Personnel

- i. Any new personnel positions to be created as a result of grant funding must be approved by the Town Council and properly classified by Human Capital.
- ii. Departments are to promptly notify Payroll of coding changes needed for persons being charged to grants. (Coding changes are noted on personnel action request forms).

#### F. Grant-Related Procurement and Policy Issues

- i. Procurement must be notified that federal funds are involved for all purchases with federally funded grants, regardless of dollar amount.
- ii. The Finance Department also needs to be notified so that assets acquired using Federal funds can be properly identified. Equipment items purchased with Federal funds that cost \$5,000 or more are to be tagged when purchased so that proper disposal procedures can be followed when items are sold or sent to surplus.
- iii. Grantees should follow the Town's and/or grantor's policies and procedures for all practices including procurement for the selection of contractors and vendors. If grant applications have special conditions, a copy of such must be given to Procurement and Finance for assistance in compliance monitoring. If grant guidelines require grantees to abide by different procurement procedures other than those adopted by the Town, the grantee should resolve the situation with Procurement prior to submitting the application. As a rule, the federal and state regulations prevail unless less restrictive than Town policies-where Town policy prevails.

#### G. Classification of Grant Revenue

All federal, state and local grant revenue should be receipted as revenue as opposed to as expenditure refunds in order to be in compliance with approved grant policies.

# Grant Processing Request Form

## Department of Finance

Date:	
Department:	
Grant Program:	
Granting Agency:	

### Funds Associated with Grant:

Federal	State	Local Match	Other	Total

If local match is required, are funds available in the department budget?

G/L code for local match:

Indirect costs? (Y/N)  Amount:

Reimbursement grant? (Y/N)

If capital project, please provide project name/number from CIP plan.

Project Contact:

Department Approval:

Signature Date

Finance Review:

Signature Date

Town Manager Approval:

Signature Date





Office of the Town Manager  
Frank Cassidy

## Warrenton Town Council

Carter Nevill, Mayor  
Heather Sutphin, Ward 1  
William Semple, Ward 2  
Brett Hamby, Ward 3  
James Hartman, Ward 4 Vice Mayor  
Eric Gagnon, Ward 5  
Paul Mooney, At Large  
David McGuire, At Large

Item a.

# STAFF REPORT

<b>Council Meeting Date:</b>	June 11, 2024
<b>Agenda Title:</b>	ZOTA-23-1 Zoning Ordinance Text Amendment to Reduce the Setback Requirement for Telecommunication Towers
<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

Article 9, Section 9-18 *Telecommunications Facilities*, regulates the height, location, and appearance of telecommunication towers within Town boundaries. Section 9-18.10 *Setbacks*, requires that all towers be set back a distance of at least one hundred (100) percent of the height of the tower from the boundaries of the property on which the tower is located.

Mr. James Downey, on behalf of his client Arcola Towers, LLC (the Applicant), is requesting that Ordinance Section 9-18.10 *Setbacks* be revised so that the setback requirement may be reduced for telecommunication towers in all Zoning Districts. In order to qualify for the setback reduction, the applicant proposes that a tower must be designed and constructed so as to meet a lesser setback, as certified by a Virginia licensed Professional engineer, where the potential fall zone of the tower is calculated as less than the full height of the tower.

Previously, this text amendment was proposed to apply only within the Public-Semi-Public (PSP) District/ However, due to the recommendations provided by the Town's telecommunication consultant CityScape regarding potential claims of discrimination, the text amendment was revised by the applicant to apply to all Zoning Districts within the Town. The Planning Commission held a public hearing for this text amendment on April 16, 2024, and issued a recommendation of approval with a three to two vote in favor.

## BACKGROUND

The Applicant is proposing to construct a 150-foot-tall telecommunication tower on a parcel of land leased from the Virginia Department of Transportation (VDOT), within the Eastern Bypass U.S. Route 17 Spur. The proposed location for the tower, adjacent to an existing stormwater management facility that is maintained by VDOT, will not meet the required 100-percent setback requirement that is equal to the height of the 150-foot tower. A copy of the original application documents that depict the proposed tower location have been included with this staff report as [Attachment A](#).

Telecommunication towers are allowed in all Zoning Districts as a Permissible Use that requires the approval of a Special Use Permit by Town Council following a public hearing before both the Planning Commission and Town Council. Zoning Ordinance Section 9-18 *Telecommunications Facilities* regulates

A copy of Section 9-18 of the Ordinance has been included with this staff report as Attachment B.

9-18.10 *Setbacks* states:

*boundaries of the property on which the tower is located.*

demonstrate the actual fall zone radius.

Telecommunications Facilities – Setback Requirements		
Setback reduction allowed to less than the full height of the tower.		
Jurisdiction	Setback Reduction Allowed	Setback Requirements
Fairfax City	Yes	Minimum setback equal to 110% of the tower height, except for monopoles certified by an engineer where the setback is reduced to the minimum setback for the district.
Fauquier County	Yes	Towers must be set back a distance equal to the height of the tower, except where the setback is reduced to no less than the fall zone as determined by an engineering design as a part of the legislative approval process.
Culpeper County	No	Towers must be designed to collapse within the lot lines.
Town of Culpeper	No	Towers must be set back at least the minimum setback for the district, and must be designed to fall within the boundaries of the property, except where a permanent easement is obtained from an adjoining property owner. No habitable structure shall be located within the fall zone.
Prince William County	No	Setback of twice the tower height for all property lines that abut residential or agricultural properties; minimum setback of 200 feet from all public streets, with an additional setback equal to the tower height for all towers over 200 feet in height. The tower must be designed to collapse within the property boundaries.
Rappahannock County	No	For any tower over 50 feet in height, a minimum setback equal to 110% of the tower height is required, and must be contained

		entirely within the subject property. Within the setback, the property owner may erect structures at their own risk.
Spotsylvania County	Yes	Towers must be set back from property lines at least the minimum setback for the district. A certified engineering statement must be provided to specify the tower design, including breakpoints.
Loudoun County	Yes	Public towers must be set back equal to the height of the tower. Commercial monopoles and towers must be set back 1 foot for every 5 feet of tower height.

Originally, the text amendment application was proposed by the applicant to apply only within the PSP Public-Semi-Public District. However, During the public hearing on February 20, 2024, the Planning Commission discussed the recommendations provided by the Town’s telecommunications consultant CityScape. As a part of the letter provided by CityScape, the consultant advised that allowing a setback reduction in one Zoning District, but not equally in all Districts, could pose a claim of discrimination under 47 USC §332. The CityScape memo is included with this staff report as [Attachment C](#). Following this discussion, the applicant’s representative requested a deferral so that the proposed text amendment could be revised so that it would apply throughout the Town, and this deferral was granted unanimously by the Planning Commission.

Revised text amendment language and a statement of justification were submitted by the applicant’s representative; these materials are included with this staff report as [Attachment D](#). The Applicant has proposed language for Section 9-18.10, where the tower setback from property lines may be reduced to a distance equal to the *certified fall zone*, to state:

*Towers shall be set back a distance of at least one hundred (100) percent of the height of the tower from the boundaries of the property on which the tower is located. The required setback distance may be reduced to a distance of at least one hundred (100) percent of the certified fall zone, as certified by a Virginia Professional Engineer in a letter which includes the Professional Engineer’s signature and seal.*

A *fall zone* is the maximum distance that a tower will fall as measured from the center point at the base of the tower, or, the largest expected radius in which a telecommunication tower could potentially collapse in the event of a failure. A *certified fall zone* is determined by a Professional Engineer, where the Engineer determines that due to the physical properties of the tower, that in the case of a failure the tower will collapse within a radius that is smaller than the full height of the tower.

The applicant has provided a copy of a fall zone certification letter prepared by an engineer as an example of the engineering certification that could be provided as a part of an application to justify a fall zone that is less than 100% of the tower height, included with this staff report as [Attachment E](#).

**STAFF RECOMMENDATION**

The application currently under review is Text Amendment to change the language of the Zoning Ordinance, and does not include any specific tower, future or otherwise; any telecommunication tower requires the submission and approval of a separate Special Use Permit. This text amendment applies to all zoning

districts within the Town; therefore, this text amendment has the potential to affect all parcels within the Town boundaries, as well as parcels within Fauquier County that abut the Town boundary.

The specific location where the Applicant desires to construct a telecommunications tower is located on property associated with the U.S. Route 17 Spur, owned by VDOT. VDOT has reviewed the proposed tower, and approved a location adjacent to an existing stormwater management facility. The tower location as approved by VDOT will not allow the proposed 150-foot-tall telecommunications tower to meet the setback as required by Ordinance Section 9-18.10 – *Setbacks*. The proposed tower is located 75 feet away from the north-eastern property boundary, which equals a setback from the property line of 50% of the tower height. A map showing the tower location approved by VDOT overlain on aerial imagery data is included as [Attachment F](#).

The drawings depicting the specific location where the Applicant desires to construct a telecommunications facility were provided for review to both the Town of Warrenton Public Works Department and to the VDOT Warrenton Residency Office. Responses as provided from both agencies have been included with this staff report as [Attachment G](#).

Responses provided by the local VDOT office and the Town Public Works Department are advisory in nature, and will apply to future approvals should this text amendment be adopted by Town Council. Should the text amendment be adopted, the telecommunications facility will be required to obtain the approval of a Special Use Permit from Town Council per Ordinance Section 3-4.9.3 *Permissible Uses* and the standards found in Section 9-18 *Telecommunications Facilities*, followed by approval of a Site Development Plan per Ordinance Article 10 *Site Development Plans*, and Building, Zoning and Land Disturbing Permits to authorize construction.

The applicant has provided a letter prepared by Alexander J. Leadore, P.E. of Morris and Ritchie Associates, Inc., dated December 11, 2023, that certifies that the proposed 150-foot-tall tower has been designed so as to fail at the midpoint of the tower, creating a certified fall zone of 75 feet from the center point of the tower. This letter, which includes a description of how the tower has been designed to break and fall in on itself, has been included with this staff report as [Attachment H](#).

**Service Level/Collaborative Impact**

---

Should the text amendment be adopted by Town Council so that a setback reduction may be approved as a part of a Special Use Permit approval for a telecommunications tower, certification of the reduced fall zone must be provided by a Professional Engineer at the time of Building and Zoning Permit submission. The setback reduction will require that Zoning staff coordinate review of any construction permit with Building plan review staff to ensure that relevant Special Use Permit conditions of approval are adequately addressed as a part of the detailed construction plans for the telecommunications tower. The structural plans for the telecommunications tower may necessitate review by an independent telecommunications consultant to verify the reduced fall zone prior to the approval of the Building and Zoning Permit.

**Policy Direction/Warrenton Plan 2040**

---

The Comprehensive Plan, Warrenton Plan 2040, speaks to the desire of citizens to have better cellphone coverage and more competition against current providers in the area, and the 2016 Broadband Demand

Analysis commissioned by Fauquier County recommended two new towers to provide improved wireless broadband in the Center Magisterial District of Fauquier County where Warrenton is located.

The Warrenton Plan 2040 includes Goal CF-6: *Identify telecommunications facility locations to ensure a broad range of communications services that also respect the character and viewsheds of the Town*. The policies and strategies included as a part of achieving this goal focus on placing facilities in locations that are compatible with adjacent and nearby uses, protecting historic resources, scenic byways, recreational amenities, visual landscape, and natural resources, as well as prohibiting new telecommunication structures in the Historic District.

The Plan includes a five-step hierarchy of preferred new telecommunication facilities, from most desirable to least desirable, which is:

- 1) Co-location antenna on existing tower.
- 2) Co-location antenna on existing buildings or structures not a tower.
- 3) Non-concealed antenna on existing building or structures not a tower.
- 4) Concealed support structure.
- 5) Un-concealed support structure (prohibit guyed and lattice towers).

As a part of this text amendment, no new tower location is proposed or approved. Under the current Zoning Ordinance provisions, all new telecommunications towers require the approval of a Special Use Permit from Town Council, which is a separate application and approval process from this text amendment application. That being said, the applicant, Arcola Towers, has proposed this text amendment - so that should the text amendment be approved - that they may then be able to submit an application for a telecommunications tower on land within the Town, where the tower cannot meet a setback equal to 100% of the tower height, but rather can meet a reduced setback equal to the certified fall zone. Should this text amendment not be approved by Town Council, the applicant will need to revise the location of their proposed tower so that the current setback requirement - equal to 100% of the tower height - can be met, and then a Special Use Permit application submitted for review by Town Council.

**Fiscal Impact**

---

A fiscal impact analysis has not been conducted.

**Legal Impact**

---

Any amendment to the setback requirement found in Section 9-18.10 will apply to all properties within the Town.

A reduction in the required setback to property boundaries to less than 100-percent of the tower height may impact neighboring properties and roadways that are located within the 100-percent setback area.

Telecommunication towers are listed as a Permissible Use in all zoning districts, where towers require the approval of a Special Use Permit from Town Council, according to the standards found in Ordinance Section 9-18 *Telecommunications Facilities* and Section 11-3.10 *Special Use Permits and Waivers*, to include the 32 *Evaluation Criteria* listed in Section 11-3.10.3. Should the proposed text amendment be adopted by Town Council, all applications for telecommunications towers will require the approval of a Special Use Permit, where the details of the specific tower and location must be evaluated for suitability by Town Council.

## ATTACHMENTS

---

1. Attachment A: Original Application Documents (PSP District Only)
2. Attachment B: Zoning Ordinance Section 9-18 Telecommunications Facilities
3. Attachment C: CityScape Memo Regarding Breakpoint Regulations, December 13, 2023
4. Attachment D: **REVISED** Application Documents (All Zoning Districts)
5. Attachment E: Example Fall Zone Certification Letter
6. Attachment F: Plan Showing Tower Location Overlain on GIS Aerial Imagery
7. Attachment G: Agency Review Comments – VDOT & Public Works
8. Attachment H: Certified Fall Zone Letter, Proposed Tower Site, December 11, 2023



James P. Downey, P.C.  
Attorney and Counselor At Law

May 24, 2023

Rob Walton  
Director of Community Development  
Town of Warrenton  
21 Main Street  
Warrenton, Virginia 20186

Re: Arcola Towers, LLC; cell tower approval

Dear Mr. Walton:

I hereby apply for a text amendment to the Town ordinance to change the setback limits for telecommunications towers ("cell towers") in the PSP District.

A letter of justification and proposed text are attached, together with exhibits. While the proposal would affect a specific parcel, which is identified in these materials, the proposal would apply to all PSP-zoned parcels in the Town.

Very truly yours,

A handwritten signature in blue ink, reading 'James P. Downey', with a stylized flourish at the end.

James P. Downey

Enclosures

cc: Jonathan L. Yates, Esq.  
Hon. Heather D. Sutphin  
JPD/cmh



James P. Downey, P.C.  
Attorney and Counselor At Law

May 24, 2023

Rob Walton  
Director of Community Development  
Town of Warrenton  
21 Main Street  
Warrenton, Virginia 20186

Re: Letter of Justification

Dear Mr. Walton:

This letter of justification is submitted in support of the proposed ordinance amendment submitted herewith on behalf of Arcola Towers, LLC, for reduction of the setback requirement for telecommunications towers in the PSP zoning district.

This proposed amendment arises from a proposal for construction of a 150-foot telecommunications tower on a parcel of land leased from the Virginia Department of Transportation boundary shown on the enclosed plat and diagram. This site is within the cloverleaf of highways known as the Bypass on the Northeast side of Town, in an area that will allow for expanded cellular coverage.

The existing setback rules would require setbacks of 150' from the property boundary. A setback requirement of 100% of the height of the tower is unduly restrictive and would prevent construction of the tower on the subject parcel. The site is not large enough to accommodate such a depth of setback. Construction and design technology that will be applied to the construction of this tower will ensure that in the rare instance of the tower falling, the certified fall zone would be sufficient protection against any segment of the tower falling outside the property boundary lines.

Engineering and construction standards and experience demonstrate that it is not necessary to have a setback of 150' for a tower of that height. A sample of the kind of letter that can be supplied, to demonstrate a certified fall zone as the satisfactory setback, is attached.

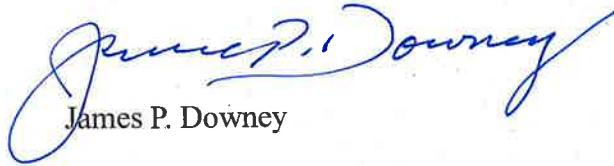
Reduction of the setback to coincide with the actual fall zone radius would be consistent with the public health, safety and welfare and would be reasonably related to the valid objective of protecting the public from the hazards of a fall of the telecommunications tower in this location.



Rob Walton  
Director of Community Development  
May 24, 2023  
Page Two

The proposed text amendment would allow construction of the telecommunications tower in the PSP zone to a height to conform with the certified fall zone distance.

Very truly yours,



James P. Downey

Enclosures  
JPD/cmh

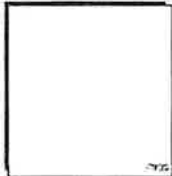
SHEET NUMBER  
T-1

SHEET NUMBER  
L-1



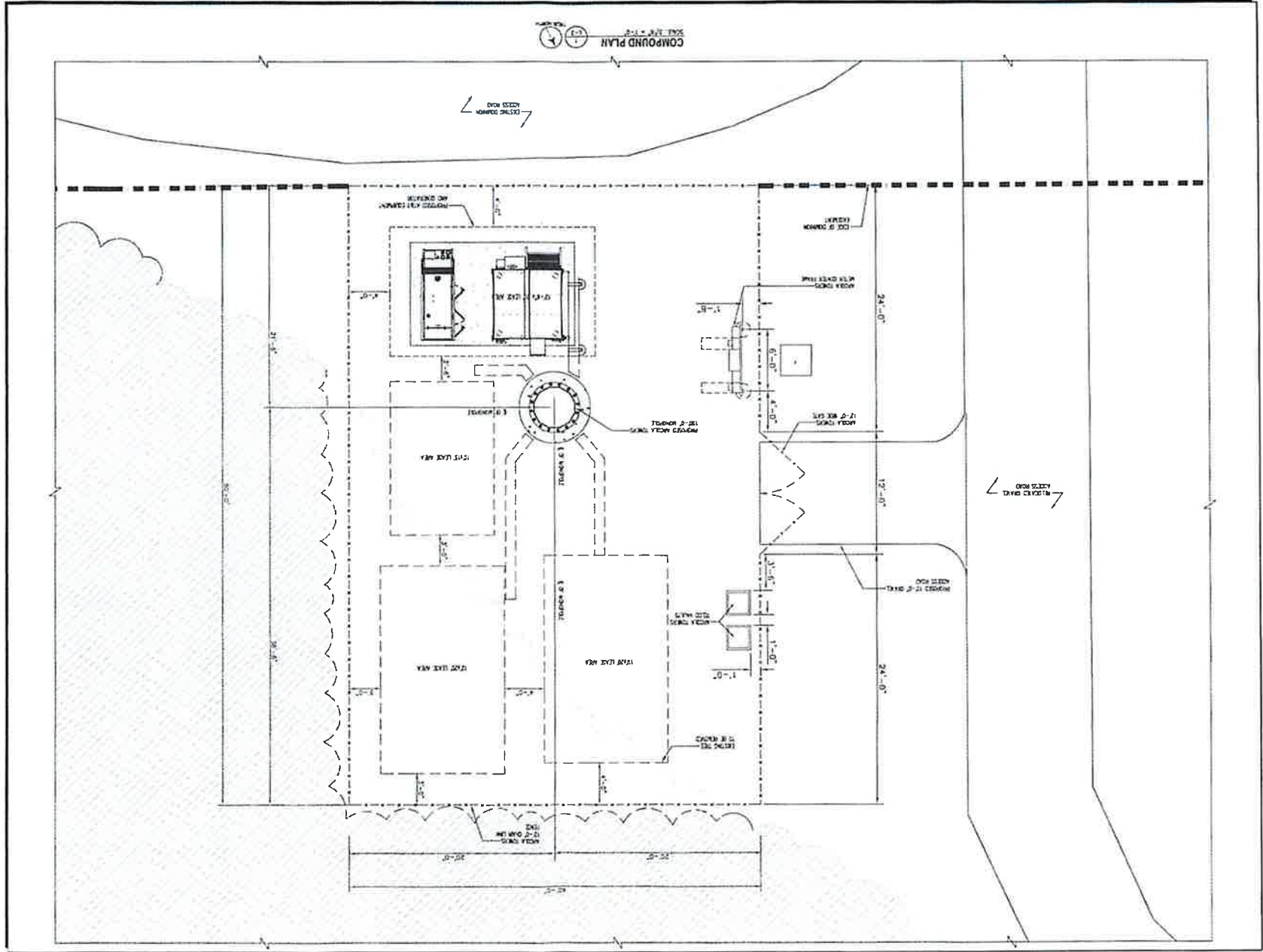


**PROJECT NO. 116-014**  
**DESIGNER C.S.**  
**DATE 11/11/11**  
**SCALE AS NOTED**  
**ARCOLA TOWERS SITE**  
**VDOT WARRENTON**  
**RT 17 NORTH RAMP**  
**WARRENTON, VA 20187**  
**PARTIAL SITE PLAN**  
**SHEET NUMBER L-3**



DATE	REVISION	BY
11-22-11	1	CS
11-22-11	2	CS
11-22-11	3	CS
11-22-11	4	CS
11-22-11	5	CS
11-22-11	6	CS
11-22-11	7	CS
11-22-11	8	CS
11-22-11	9	CS
11-22-11	10	CS

**entrex**  
 COMMUNICATION SERVICES, INC.  
 4100 Executive Blvd., Suite 450  
 Rockville, MD 20850  
 PHONE: (301) 338-0960



**entrex**  
8100 BROADWAY, SUITE 100  
PHOENIX, AZ 85044  
PHONE: (602) 444-0900

**SUBMITTALS**

DATE	DESCRIPTION
01-22-01	CONTRACT REVIEW
01-22-01	CONTRACT REVIEW
01-22-01	CONTRACT REVIEW
01-22-01	CONTRACT REVIEW

**ARCOLA TOWERS**

SCALE

PROJECT NO. 1164-014  
DESIGNED BY M.A.  
DRAWN BY M.A.  
CHECKED BY M.A.

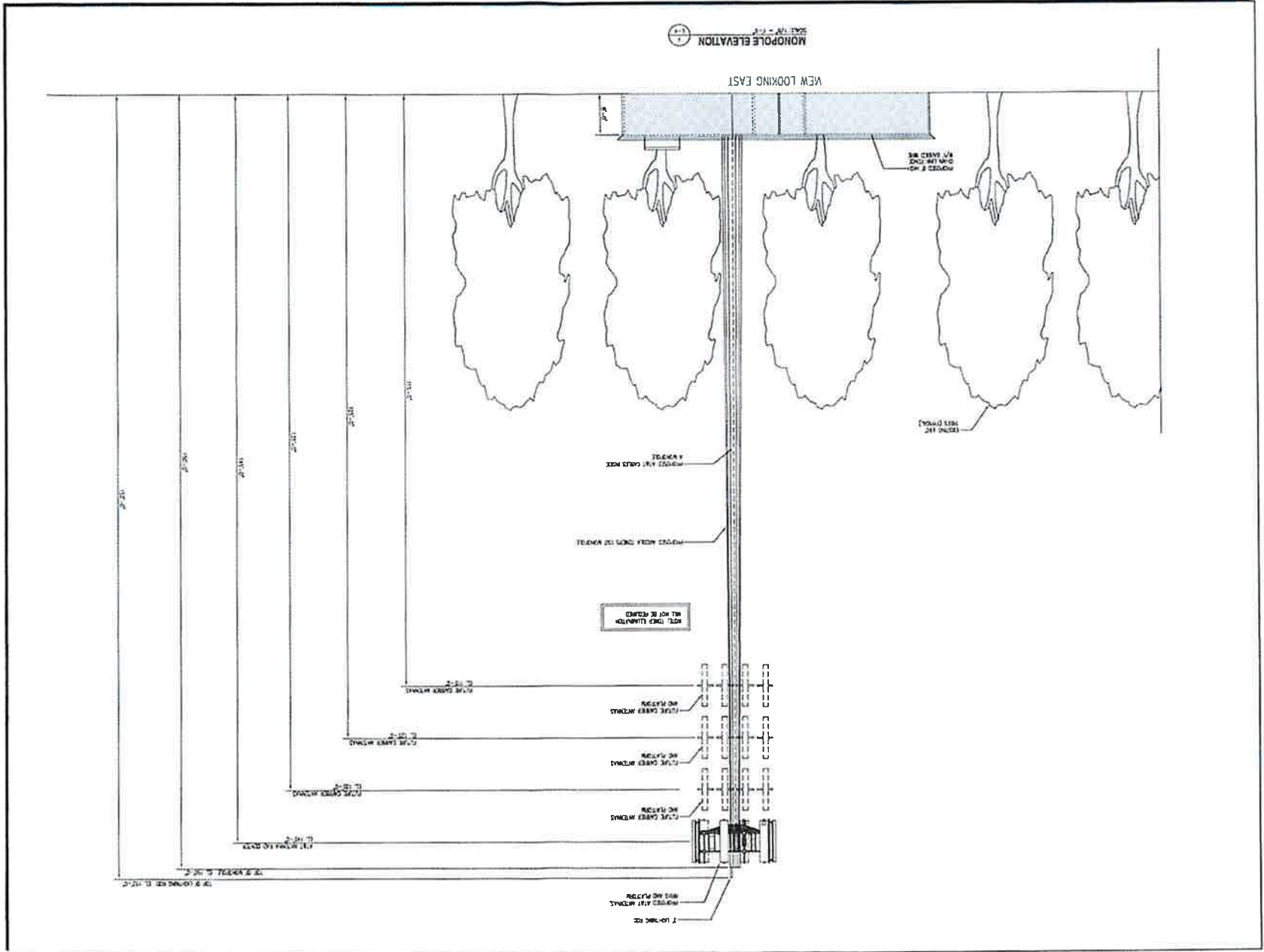
SCALE AS NOTED

ARCOLA TOWERS SITE  
VDOT WARRENTON  
RT 17 NORTH RAMP  
WARRENTON, VA 20187

TITLE

MONOPOLE ELEVATION

SHEET NUMBER L-4







**PROPOSED TEXT AMENDMENT TO  
9-18 TELECOMMUNICATIONS FACILITY**

**EXISTING LANGUAGE**

**9-18.10 Setbacks**

Towers shall be set back a distance of at least one hundred (100) percent of the height of the tower from the boundaries of the property on which the tower is located.

**PROPOSED LANGUAGE**

**9-18.10 Setbacks**

Towers shall be set back a distance of at least one hundred (100) percent of the height of the tower from the boundaries of the property on which the tower is located. On properties located in a PSP District (Public-Semi-Public Institutional District), towers shall only be required to be setback a distance of at least one hundred (100) percent of the certified fall zone, as certified by a Virginia Professional Engineer in a letter which includes the Professional Engineer's signature and seal.



## **Town of Warrenton Zoning Ordinance**

### **9-18 Telecommunications Facilities**

#### **9-18.1. Use Regulations for Telecommunications Towers.**

The purpose of these provisions is to establish requirements for the siting of towers and antennas and to: (i) avoid the location of towers in residential areas and minimize the total number of towers and tower sites throughout the Town; (ii) encourage the joint use of new and existing tower sites; (iii) encourage users of towers and antennas to locate them, to the extent possible, in areas where the adverse impact on the community is minimal; (iv) encourage users of towers and antennas to configure or camouflage them in a way that minimizes adverse visual impact of the towers and antennas; and (v) determine adequate sites for the provision of telecommunication services with minimal negative impact on the resources of the Town.

#### **9-18.2. Applicability.**

- 9-18.2.1. District location and height limitations. The requirements set forth in this section shall govern the location and height of all telecommunications towers and antennas within the Town. All towers or antennas shall also comply with applicable Federal and State regulations. Amateur radio towers and antennas shall be regulated by the Town under existing State law and applicable Town regulations.
- 9-18.2.2. Existing structures and towers. The placement of an antenna on an existing structure such as a building, sign, light pole, water tank, or other free-standing nonresidential structure or existing municipal, utility or commercially owned tower or pole may be permitted with the approval of a special use permit so long as the height of the tower or structure is not increased and the addition of the antenna shall not add more than fifteen (15) feet in height to the structure or tower. If the use includes the placement of additional buildings or supporting equipment used in connection with the antennas, the building or equipment shall be placed within the existing structure and shall be screened from view. Existing or proposed structures shall not be altered to circumvent this provision.

#### **9-18.3. General requirements.**

- 9-18.3.1. Principal or accessory use. Antennas and towers may be considered either principal or accessory uses when determining area requirements on a given parcel of land. A different existing use or an existing structure on the same lot shall not preclude the installation of an antenna or tower on such lot. For purposes of determining whether the installation of a tower or antenna complies with district development regulations, and other applicable requirements, the dimensions of the entire lot shall control, even though the

antennas or towers may be located on leased areas within such lots.

- 9-18.3.2. Inventory of existing sites. Each applicant for an antenna and/or tower shall provide to the Zoning Administrator an inventory of its existing and potential future facilities that are either within the Town or surrounding jurisdictions or within five (5) miles of the border thereof, including specific information about the location, height, and design of each tower and/or antenna. Information submitted to the Town may be shared with other applicants applying for approvals or special exception permits under this provision or other entities seeking to locate towers or antennas within the Town. By sharing such information, the Zoning Administrator is not in any way representing or warranting that such sites are available or suitable for tower or antenna use.
- 9-18.3.3. A Commission Permit in accord with Section 15.2-2232 of the Code of Virginia is required for any tower or antenna prior to or in conjunction with any Special Use Permit approvals, if any, that may be required by the district regulations of this Ordinance.

#### **9-18.4. Appearance; lighting.**

The guidelines set forth in this section shall govern the appearance, location and installation of all towers and antennas governed by this Ordinance.

- 9-18.4.1. Towers shall either maintain a galvanized steel finish or, subject to any applicable standards of FAA, be painted a neutral color, to reduce visual appearance and obtrusiveness and to blend in with the surrounding environment. Dish antennas and covers will be of a neutral, nonreflective color with no logos or other markings.
- 9-18.4.2. At a facility site, the design of any buildings and related structures must use materials, colors, textures, screening, and landscaping that will blend the tower facilities to the natural setting and the surrounding environment.
- 9-18.4.3. If an antenna is installed on a structure other than a tower, the antenna and supporting electrical and mechanical equipment must be of a neutral color that is the same as the color of the supporting structure so as to make the antenna and related equipment visually unobtrusive and blend with the surrounding environment.
- 9-18.4.4. Towers shall not be artificially lighted, unless required by the FAA or other applicable governing authority. If lighting is required, the Town Council may review the available lighting alternatives in conjunction with a Special Use Permit application and approve the lighting design that would cause the least disturbance to the surrounding views and properties.
- 9-18.4.5. No advertising of any type may be placed on a tower or accompanying facility unless it is part of retrofitting a pre-existing, lawful sign structure.

**9-18.5. Federal and state requirements.**

All towers must meet or exceed current standards and regulations of the FAA, the FCC, and any other agency of the federal or state governments with the authority to regulate towers and antennas. If such standards and regulations are changed, then the owners of the towers and antennas governed by this division shall bring such towers and antennas into compliance with such revised standards as required. Failure to bring towers and antennas into compliance with such revised standards and regulations shall constitute grounds for the removal of the tower or antenna at the owner's expense. All towers and antennas constructed on property owned or leased by the federal or state government but used by non-governmental, commercial companies or operators, must comply with all requirements of the Town Zoning Ordinance.

**9-18.6. Building Codes.**

To ensure the structural and operating integrity of antennas and towers, the owner of an antenna or tower shall ensure that it, and any supporting buildings and structures, are constructed and maintained in compliance with standards contained in applicable federal, state and local buildings codes and regulations.

**9-18.7. Information Required.**

Each applicant requesting a special use permit under this section shall submit a scaled site plan and a scaled elevation view and other supporting drawings, calculations, and other documentation, signed and sealed by appropriate licensed professionals in the Commonwealth of Virginia, showing the location and dimensions of all improvements, including information concerning topography, existing vegetation, proposed clearing and grading, radio frequency coverage, tower height and antenna location requirements, setbacks, ingress/egress, parking, fencing, landscaping, adjacent uses, and other information deemed by the Town Planning Commission or Town Staff to be necessary to assess compliance with this division. Additionally the applicant shall provide actual photographs of the site from designated relevant views that include a simulated photographic image of the proposed tower and antennas. The photograph with the simulated image shall include the foreground, the mid-ground and the background of the site.

- 9-18.7.1. An engineering report, certifying that the proposed antenna or tower is compatible for co-location when more than one user is proposed for the same tower, must be submitted by the applicant.
- 9-18.7.2. The applicant shall pay all costs associated with notifying adjoining property owners and other nearby residents by certified letter concerning the project prior to public hearings before the Planning Commission and/or, on appeal, the Town Council.

- 9-18.7.3. The applicant shall provide copies of its co-location policy. The applicant shall provide copies of propagation maps using proposed antenna tilt demonstrating that antennas and sites for possible co-locator antennas are no higher in elevation than necessary to serve the intended area.
- 9-18.7.4 The applicant shall provide a report and drawings identifying its coverage area within the Town and surrounding 10-mile area.

**9-18.8. Factors to be Considered in Granting Special Use Permits for New Towers and Antennas**

The Town Council shall consider the following factors, in addition to others herein, in determining whether to approve a Special Use Permit:

- 9-18.8.1. Height of the proposed tower: No tower shall ever exceed 199 feet.
- 9-18.8.2. Proximity of the tower or pole to residential structures and residential district boundaries, historic structures and districts, or other manmade or unique natural areas within or adjacent to the Town
- 9-18.8.3. Nature of the adjacent uses and nearby properties.
- 9-18.8.4. Surrounding topography.
- 9-18.8.5. Impact on surrounding tree coverage and foliage. Impacts shall be kept to the minimum for the installation of the facility.
- 9-18.8.6. Design of tower or pole, with particular reference to design characteristics that have the effect of reducing or eliminating visual obtrusiveness.
- 9-18.8.7. Proposed ingress and egress.
- 9-18.8.8. Compliance with the Town's co-location policy.
- 9-18.8.9. Consistency with the Comprehensive Plan and the purposes of the zoning district of the facility and areas from which the antenna or tower will be visible.
- 9-18.8.10. Availability of suitable existing towers and other structures as provided for in Section 9-18.9 herein.

The Council may waive or modify one (1) or more of these criteria if the Council concludes that the goals of this Ordinance are better served by the facility as it is proposed by the applicant.

**9-18.9. Availability of Suitable Existing Towers or Other Structures.**

Co-location is the preferred solution to the need for additional antennas. No new tower shall be permitted unless the applicant demonstrates that no existing tower or structure can accommodate the applicant's proposed antenna. Evidence to be considered in determining whether existing towers or structures cannot accommodate the applicant's proposed antenna include the following:

- 9-18.9.1. No existing towers or structures are located within the geographic area required to meet applicant's engineering and coverage requirements under the Telecommunications Act (TCA).
- 9-18.9.2. Existing towers or structures are not of sufficient height to meet applicant's engineering and coverage requirements under the Telecommunications Act (TCA).
- 9-18.9.3. Existing towers or structures do not have sufficient structural strength to support applicant's proposed antenna and related equipment and cannot be made or reconstructed to support additional antennas.
- 9-18.9.4. The applicant's proposed antenna would cause electromagnetic interference with the antenna on the existing towers or structures, or the antenna on the existing tower or structures would cause interference with the applicant's proposed antenna.

A written statement of justification with supporting documentation is required from any applicant claiming that no existing facility can accommodate its antenna. The Town Council may use its own staff, it's own consultants or other independent authorities to review and verify information submitted by the applicant.

**9-18.10. Setbacks.**

Towers shall be set back a distance of at least one hundred (100) percent of the height of the tower from the boundaries of the property on which the tower is located.

**9-18.11. Security fencing.**

Towers shall be enclosed by security fencing not less than six (6) feet in height and shall be equipped with an anti-climbing device.

**9-18.12. Landscaping.**

The following requirements shall govern the landscaping surrounding towers.

- 9-18.12.1. Tower facilities shall be landscaped with a mix of deciduous and evergreen trees that effectively screens the view of the support buildings from adjacent property. The standard buffer shall consist of a landscaped strip of at least ten (10) feet wide outside the perimeter of the facility compound.
- 9-18.12.2. Existing mature tree growth and natural land forms on the site shall be preserved to the maximum extent possible.

**9-18.13. Removal of abandoned antennas and towers.**

Any antenna or tower that is not operated for a continuous period of two (2) years shall be considered abandoned, and the owner of such antenna or tower shall remove same within ninety (90) days of receipt of notice from the Zoning Administrator notifying the owner of such removal requirement. Removal includes the removal of the tower, all tower and fence footers, underground cables and support buildings.

If there are two (2) or more users of a single tower, then this provision shall not become effective until all users cease using the tower. If the tower is not removed per this section, the Town may require the landowner to have it removed.

## **Town of Warrenton Zoning Ordinance**

### **3-4.9 PSP Public-Semi-Public Institutional District**

#### **3-4.9.1. Legislative Intent**

This district is intended to provide for major public, semi-public, and institutional uses, to facilitate future growth of such uses within the district in accordance with the objectives, policies, and proposals of the Comprehensive Plan, including the encouragement of convenient and safe nearby residential neighborhoods, and to provide evidence on the Zoning map of the nature of land use planned for this district.

#### **3-4.9.2. Permitted Uses (by-right)**

- Accessory buildings and uses, including dwellings accessory to a permitted use
- Cemeteries
- Child care center, day care center, or nursery school
- Churches
- Community buildings
- Fairgrounds, showgrounds, or exhibition center
- Family care homes, foster homes, or group homes
- Hospitals, nursing homes, and clinics
- Institutional uses
- Offices for business or professional use
- Off-street parking for permitted uses subject to Article 7
- Open space subject to Article 9
- Parks and playgrounds
- Public or governmental buildings
- Rescue squad or volunteer fire company
- Schools
- Senior citizen center
- Signs subject to Article 6
- Utilities related to and necessary for service within the Town, including poles, wires, transformers, telephone booths, and the like for electrical power distribution or 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
- Yard sale or other special sale or event conducted on the premises of and for the benefit of a permitted use in the district

#### **3-4.9.3. Permissible Uses (by special use permit upon approval of the Town Council)**

- Emergency housing
- Gift Shops
- Health and Fitness Facilities
- Museums
- Single Family Dwellings
- Visitor Centers
- Active and passive recreation and recreational facilities.
- Treatment plants, water storage tanks, major transmission lines or pipelines, pumping or regulator stations, communications towers, storage yards and substations, and cable television facilities and accessory buildings

#### 3-4.9.4. 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
All Permitted and Permissible Uses	6,000	60 ft.	65%	25 ft.	15 ft.	35 ft.

#### 3-4.9.5. Building Regulations

Use	Maximum Height*
All buildings	35 feet
Accessory buildings	Within 20 feet of any lot line shall not exceed 15 feet in height. All accessory buildings shall be less than the main building in height.

\*A public or institutional building or church may be erected to a height of sixty (60) feet from grade provided that required front, side, and rear yards shall be increased one (1) foot for each foot in height over thirty-five (35) feet.



6100 Executive Blvd., Suite 430 • Rockville, MD 20852 • Tel: 202.408.0960

July 25, 2022

Ms. Kristen Stelzer  
Arcola Towers  
PO Box 2150  
Middleburg, VA 20118

Re: Proposed 195' Monopole for Mt. Jackson, VA Site

Dear Ms. Stelzer,

The monopole for this site shall be designed in accordance with the Telecommunications Industry Association Standard ANSI/TIA-222-H "Structural Standard for Antenna Supporting Structures and Antennas" by a tower manufacturer to meet a 45 ft fall radius.

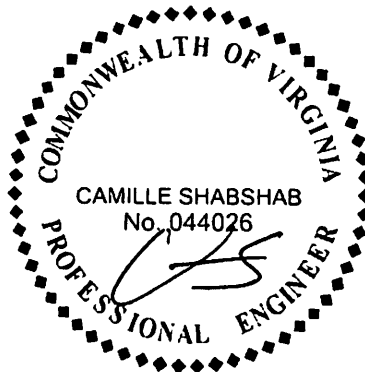
When designed according to this standard, the wind pressures and steel strength capacities include several safety factors, resulting in an overall minimum safety factor of 25%. Therefore, it is highly unlikely that the monopole will fail structurally in a wind event where the design wind speed is exceeded within the range of the built-in safety factors.

Should the wind speed increase beyond the capacity of the built-in safety factors, to the point of failure of one or more structural elements, the most likely location of the failure would be within the monopole shaft, above the base plate. Assuming that the wind pressure profile is similar to that used to design the monopole, the monopole will buckle at the location of the highest combined stress ratio within the monopole shaft, resulting in the portion of the monopole above leaning over and remaining in a permanently deformed condition. The monopole shall be designed such that the shaft section at elevation 150 ft will buckle before any other section on the monopole resulting in a fall zone of 45 ft

Please note that this letter only applies to the above referenced monopole.

Sincerely,

Camille Shabshab, PE  
Vice President

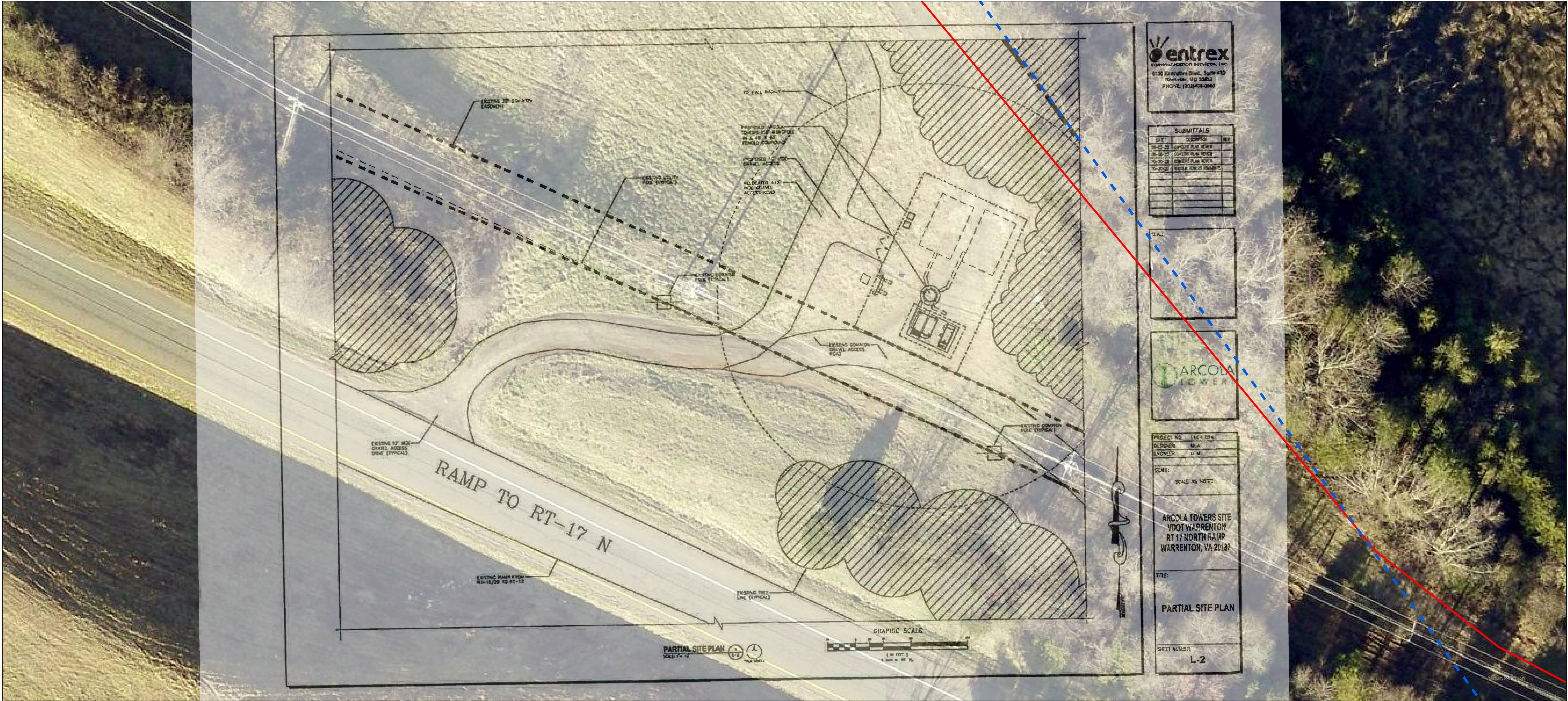






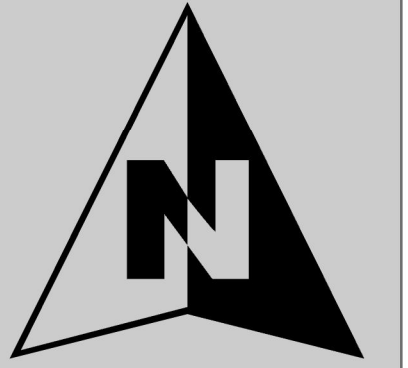
# TOWN OF WARRENTON

## ARCOLA Cell Towers Plat Page 3



### Legend

- Town of Warrenton Boundary
- Tax Parcel



July 21, 2023  
Source: Town of Warrenton  
& Fauquier County







# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF TRANSPORTATION

457 East Shirley Avenue  
Warrenton, Virginia 20186

Stephen C. Brich, P.E.  
Commissioner

Date: September 22, 2022

To: Gregory Primeau – Site-AC, Inc.

cc: Randy Norris, VDOT, Travis Estes, VDOT, Denise Harris, Town of Warrenton

Re: **Initial Feasibility Inquiry-Locality Approval-New Cellular Monopole Tower**

Dear Mr. Primeau:

The above referenced Plan of Development (POD) prepared by Piedmont Land Consulting LLC with a Cover Sheet date of June 22, 2022 and received by VDOT date of August 18, 2022 has been reviewed.

### General:

1. Based on the site visit conducted by the Culpeper District Staff, location #1 and #2 per the attached sketch are not recommended based on their location to the existing storm water facility that is located on the proposed site. (VDOT)
2. Future maintenance of the principal spillway pipe (excavation and/or replacement) would be complicated by a tower site at location #1 and #2. (VDOT)
3. Location #3 per the attached sketch is VDOT's preferred location. This location appears to be within Limited Access Right of Way and would require VDOT's Chief Engineer approval. (VDOT)
4. It will be the responsibility of the permittee to demonstrate that the proposed Monopole Tower will not adversely impact VDOT ROW and the existing Stormwater facility.
5. A VDOT LUP-SUWSS (Single-Use Permit – Wireless Support Structure) will be required along with all the supporting information and payment/surety. (VDOT)
6. The structure will have to have a third-party inspector in place to inspect the structure and its construction. (VDOT)
7. If the cell tower will be operated by a private entity, the Town will review the project (Commission Permit, Special Use Permit, Site Plan, Building Permit, and Land Disturbing permit if required). The applicant should review Section 9-18 of the Town's Zoning Ordinance regarding the regulations that apply to the tower. Staff doesn't feel the tower meets the setback requirements stated in Section 9-18.10. (Town of Warrenton)
8. If the tower is used for a public purpose (i.e. emergency communications), then the tower is exempt from the Town's review. (Town of Warrenton).

VDOT did not receive any comments from Fauquier County.

Please contact me at 540-229-1164 or [craig.simpson@vdot.virginia.gov](mailto:craig.simpson@vdot.virginia.gov) if there are any questions or concerns.

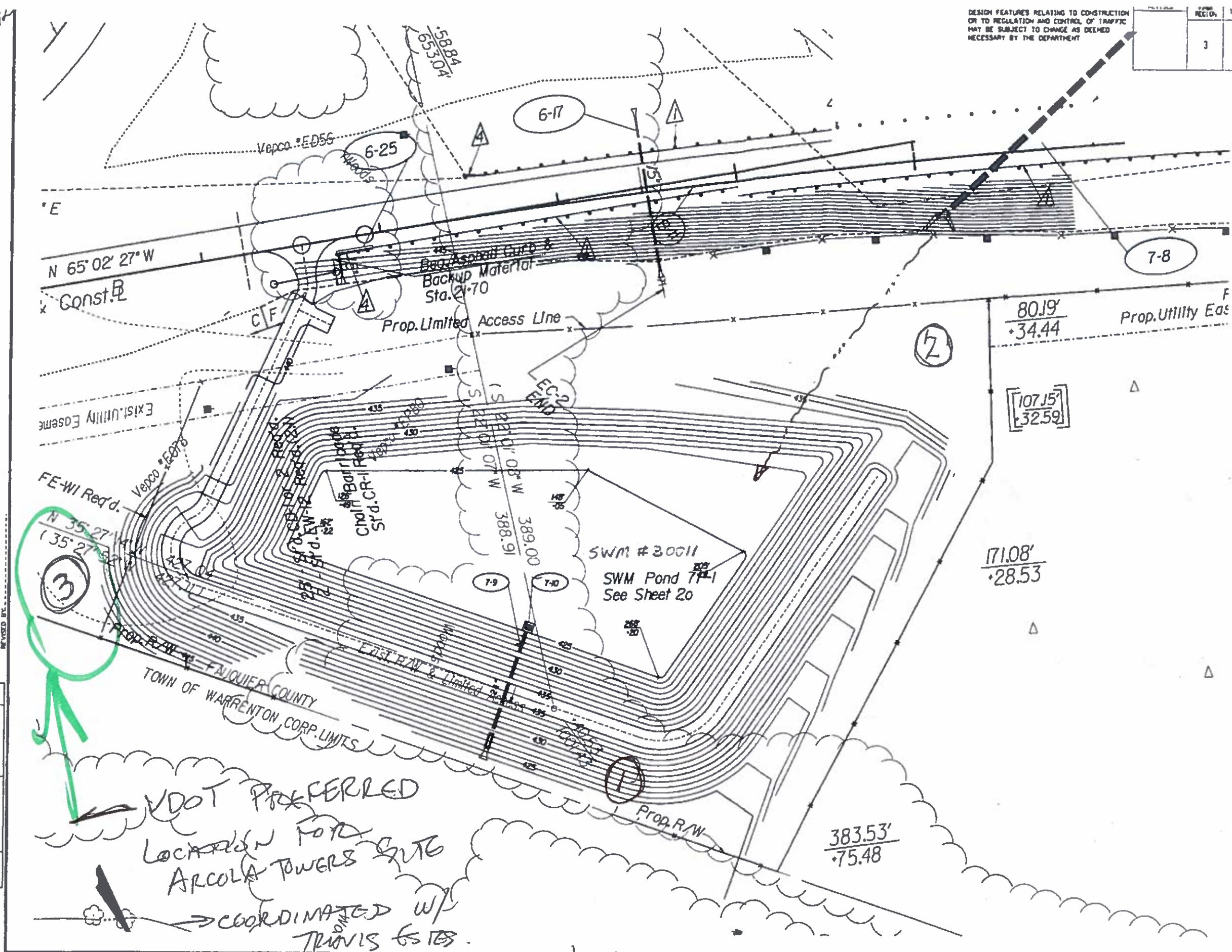
Sincerely,

Craig Simpson, P.E.  
Area Land Use Engineer  
Warrenton Residency

SUPERVISED BY -----  
DESIGNED BY -----  
CADD OPERATOR/DATE/APP/REV/2000/00  
REVISED BY -----

PLAN			
NOTE BOOK			
NO.			

08/23/24 15:26



8/17/22



**Land Use Permit  
LUP-SUWSS**

**Single-Use Permit - Wireless Support Structure**

June 28, 2019

The installation of wireless support structures and associated facilities on highway right-of-way is authorized under Section [24VAC30-151-350](#) of the Land Use Permit Regulations.

**Applicant Agreement for Land Use Permit Issuance**

I the undersigned hereby acknowledge that I am fully cognizant of and, in my individual capacity and as a duly authorized representative of the entity applying for this permit, agree to all of the following requirements associated with the issuance of a single use permit authorizing the installation and maintenance of a wireless support structure and associated facilities located within state maintained right-of-way:

Type or Print Clearly

Name of Applicant: \_\_\_\_\_

Applicant's Tax ID No.: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Telephone No.: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_ 24-Hour Telephone No.: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_

Fax No.: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Name of Agent/contractor: \_\_\_\_\_

Agent/Contractor Tax ID No.: \_\_\_\_\_

Agent's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Telephone No.: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_ 24-Hour Telephone No.: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_

Fax No.: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Work Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Locality: \_\_\_\_\_

Route Name & Number: \_\_\_\_\_

Nearest Intersecting Route (Name and Number): \_\_\_\_\_

Coordinates: Latitude \_\_\_\_\_ Longitude \_\_\_\_\_

Name of Applicant's Duly Authorized Representative: \_\_\_\_\_

Representative's Title: \_\_\_\_\_

Representative's Signature: \_\_\_\_\_

Name of Agent's/Contractor's Duly Authorized Representative: \_\_\_\_\_

Agent's Title: \_\_\_\_\_

Agent's Signature: \_\_\_\_\_

#### **VDOT Land Use Permit Required by Law**

The General Rules and Regulations of the Commonwealth Transportation Board provide that no work of any nature shall be performed on any real property under the ownership, control, or jurisdiction of VDOT until written permission has been obtained from VDOT. Written permission is granted for the above-referenced activity through the issuance of a land use permit.

By issuing a permit, VDOT is giving permission only for whatever rights it has in the right-of-way; the Permittee is solely responsible for determining all entities that may have a property interest of any kind or nature in the right-of-way and for obtaining permission from all such entities for the Permittee's use of the right-of-way and shall be solely liable for any failure to obtain from any and all entities having a property interest in the right-of-way.

The Permittee will be civilly liable to the Commonwealth for expenses and damages incurred by VDOT as a result of violation of any of the rules and regulations of [24VAC30-151](#). Violators shall be guilty of a misdemeanor and, upon conviction, shall be punished as provided for in [§33.2-210](#) of the Code of Virginia.

#### **Application Requirements**

Application for a land use permit authorizing the installation, maintenance, and operation of wireless support structures located within state maintained right-of-way shall be made through the local residency permit office where the activity is to take place.

The permit application shall include plan/sketches showing distances from edge of pavement, existing and proposed right-of-way line, depths below and above existing and proposed grades, depths below ditch line or underground drainage structures, or other relevant features. Any existing utilities within close proximity of the applicant's work shall be shown. Location of poles, guys, pedestals, relief valves, vent pipes, etc. shall be shown. Height of wires or cables above the crown of the roadway shall also be shown.

Additionally, a Radio Frequency Emissions Compliance Report; an Intermodulation Study showing no expected impact with existing Commonwealth of Virginia, toll agency, Departments of Energy and Homeland Security, and locality equipment (if within radius of impact of such equipment); and a Structural Evaluation (including design of the support structure, all connections and splices, foundation design, and any boring logs) consistent with the



building code showing that the wireless facilities can be safely located on the support structure shall also be provided. These documents shall be stamped and sealed by an engineer licensed to practice in Virginia in accordance with regulations issued by the Virginia Department of Professional and Occupational Regulation.

The applicant shall provide a notarized affidavit certifying compliance with the registration and notification requirements outlined in [§ 2.2-1151.1](#) of the Code of Virginia, a work area protection plan (if necessary), and approval from the locality (if appropriate).

#### **Contact Information**

A list of counties with their corresponding VDOT district offices and contact information may be obtained at <http://www.virginiadot.org/about/districts.asp>. Contact information for residency offices is available at [http://www.virginiadot.org/about\\_vdot/residencies.asp](http://www.virginiadot.org/about_vdot/residencies.asp).

#### **Permit Term and Fees**

1. The land use permit term is 10 years, with three 5 year extensions, but may be terminated earlier for cause or by mutual agreement.
2. The land use permit application shall include payment in the amount of \$110.00 for processing the request.
3. The amount of the annual wireless support structure public rights-of-way use fee shall be (check height that applies and insert square footage, if applicable):
  - ☐ 1. \$270 for any wireless support structure at or below 50 feet in height with a small cell installation;
  - ☐ 2. \$1,000 for any other wireless support structure at or below 50 feet in height;
  - ☐ 3. \$3,000 for any wireless support structure above 50 feet and at or below 120 feet in height;
  - ☐ 4. \$5,000 for any wireless support structure above 120 feet in height; and
  - \_\_\_sqft 5. \$1 per square foot for any other equipment, shelter, or associated facilities constructed on the ground.

(If the fee limiting provision of the FCC Declaratory Action of September 26, 2018, is overturned then the annual fees set out in §56-484.32 shall apply to structures at or below 50 feet with small cell installations.)

No later than June 30 of each year, the wireless services provider or wireless infrastructure provider shall remit directly to the Virginia Department of Transportation the public rights-of-way use fees for wireless support structures for any site which has a current permit.

Wireless Support Structure Use Fees paid by check or money order shall be drawn payable to the Treasurer of Virginia and shall be submitted to:

VDOT Office of Land Use  
1401 East Broad Street  
Richmond, Virginia 23219

A summary of the recurring structure inspection reports for each support structure permit that is covered by the submitted amount shall be provided by the permittee to the Department concurrently with the annual payment. Additionally, the emergency (24/7) contact phone number for the permittee's poles and towers shall be sent concurrently with the annual payment as verification that the posted numbers have not changed.

The annual fees shall be adjusted every five (5) years based upon the United States Average Consumer Price Index for all items, all urban consumers (CPI-U), as published by the Bureau of Labor Statistics of the U.S. Department of Labor. Upon the quinquennial adjustment, VDOT shall notify the permittee of the new user fee for the upcoming fiscal year.



### **Surety Requirement**

A surety in the amount of ten-thousand dollars (\$10,000.00) per structure is required to ensure that the right-of-way is restored in the event that work on the wireless structure is started but not completed or the right-of way is damaged. This surety may be in the form of cash or check, a LUP-SB surety bond, or an LUP-LC irrevocable letter of credit bank agreement.

Upon completion of construction, a continuous surety for the Permittee's structures must be provided or held by VDOT in the amount of ten-thousand dollars (\$10,000.00) per county, and is intended to ensure that the right-of-way is restored in the event of limited facility failure. The continuous surety may be in the form of cash, check or [LUP-SB](#) surety bond.

### **Cash Surety Refund**

Applicants owing the Internal Revenue Service or the Commonwealth of Virginia may not receive a refund of the cash surety provided for the issuance of a VDOT land use permit unless the amount owed is less than the amount of cash surety provided. Applicants providing cash surety for the issuance of a VDOT land use permit must provide an executed copy of the Commonwealth of Virginia's Substitute Form [W9-COV](#) to receive a refund of the cash surety provided for the issuance of a VDOT land use permit.

### **Insurance Requirements**

The Permittee or their agent shall secure and maintain Commercial General Liability (CGL) insurance, per form ISO CGL 00 01 or equivalent, to protect against liability for personal injury and property damage that may arise from the activities performed under the authority of a land use permit and from the operation of the permitted activity with a policy limit of one million dollars (\$ 1,000,000) each occurrence to protect the Board members and the Department's agents or employees. Permittee shall include Board members and the Department's agents or employees as additional insureds with respect to the required CGL insurance, which must be obtained prior to start of the permitted work and shall remain valid through the permit completion date. VDOT staff may require a valid certificate or letter of insurance from the issuing insurance agent or agency prior to issuing the land use permit.

### **General Requirements**

- 1) Permittee acceptance and use of a Virginia Department of Transportation (VDOT) land use permit is prima facie evidence that the permittee has read, is fully cognizant of, and agrees to all required permit provisions, applicable traffic control plans and associated construction standards to be employed. All applicants to whom permits are issued shall at all times indemnify and save harmless the Commonwealth Transportation Board, members of the Board, the Commonwealth, and all Commonwealth employees, agents, and officers, from responsibility, damage, or liability arising out of claims, suits, demands, or causes of action as a result of the permit process, granted permit, construction, erection of wireless facilities, location, performance, operation, maintenance, repair, installation, replacement, removal, unintended consequences, or restoration of the wireless facility in the public right-of-way, and any other privileges granted in such permit to the extent allowed by law including any sums ordered to be paid or expended by VDOT by any governmental entity as a fine, penalty or damages for any violation of any applicable environmental law, or to remediate any hazardous or other material, including illicit discharge into VDOT maintained storm sewer systems.
- 2) The Permittee shall obtain all necessary federal, state, and local approvals, licenses, certificates, and permits (including building permits) prior to beginning construction at the requested site.
- 3) The Permittee or their agent shall adhere to the terms and conditions as stipulated in the permit assembly without exception. Any deviation may result in the temporary revocation of the land use permit for a term not less than 30 days.
- 4) The issuance of a single use permit is in no way to be inferred as a conveyance of any interest in real estate property or facilities owned in whole or part by the Virginia Department of Transportation.
- 5) The communications structure and associated facilities shall meet all applicable building code requirements of all appropriate governmental authorities.

- 6) The Permittee or their agent must contact (800) 552-7001 to have any/all existing underground utilities located prior to commencing with any excavation within state maintained rights-of-way.
- 7) The Permittee or their agent should immediately contact the nearest local residency permit office with any interpretive questions or if the permittee, their agent, and/or permittee's facility or equipment is involved in a crash at the work site.
- 8) The Permittee or their agent shall provide notification, including permit number, locality name, route number, latitude/longitude coordinates, and approximate construction dates, to the local residency permit office prior to initiating activities at the site and immediately after concluding activities at the site.
- 9) The single-use permit issued for the original installation allows the wireless services provider or wireless infrastructure provider to repair, replace, or perform routine maintenance operations to wireless cell facilities/tower located within non-limited access state maintained right-of-way without impeding traffic more than 15 minutes. A separate land use permit is required each time the wireless services or infrastructure provider desires to repair, replace, or perform routine maintenance operations on such facilities within limited access right-of-way, if site access is from the limited access highway. Application for routine maintenance operations on limited access right-of-way shall be through the submission of a [LUP-A](#) along with appropriate supplemental documents describing the work.
- 10) A copy of the VDOT land use permit shall be maintained at the work site and made readily available for inspection when requested by authorized VDOT personnel.
- 11) The Permittee or their agent must contact the VDOT Customer Service Center at 1-800-367-7623 a minimum of 48 hours prior to initiating any planned excavation within 1,000 feet of a signalized intersection and/or near VDOT ITS infrastructure. Excavation activities may proceed only after the VDOT regional utility location agent has notified the Permittee that the utility marking has been completed. Additional information can be found at:

[http://www.virginiadot.org/business/resources/IIM/TE-383\\_Request\\_for\\_Marking\\_VDOT\\_Utility\\_Location.pdf](http://www.virginiadot.org/business/resources/IIM/TE-383_Request_for_Marking_VDOT_Utility_Location.pdf)

Alternately, within all localities in the Northern Virginia Construction District, including the Counties of Arlington, Fairfax, Loudoun & Prince William, the Cities of Alexandria, Fairfax, Falls Church, Manassas and Manassas Park, and the Towns of Clifton, Dumfries, Hamilton, Haymarket, Herndon, Hillsboro, Leesburg, Lovettsville, Middleburg, Occoquan, Purcellville, Quantico, Round Hill and Vienna, and on Interstate 95 in the counties of Stafford, Spotsylvania and Caroline, the permittee may request VDOT regional utility marking at:

<http://www.vdotutilitymarking.virginia.gov>

Failure to carry out this requirement may result in permit revocation.

- 12) Within the limits of a VDOT construction project it is the responsibility of the permit applicant to obtain the contractor's consent in writing prior to permit issuance. Information regarding current and/or planned VDOT construction and maintenance activities can be obtained at: <http://www.virginiaroads.org/>.
- 13) Wireless cell facilities or related equipment installed over a sidewalk shall provide at least 7 feet clearance or, if installed over a road, at least 18 feet clearance (21 feet in limited access right of way), measured vertically from the bottom of the wireless cell facility or equipment to the crown (or a line extended horizontally from the crown) of the paved surface.
- 14) Wireless cell facilities or related ground equipment shall be installed outside the clear zone.
- 15) Any and all highway signs, right-of-way markers, etc., disturbed as a result of work performed under the auspices of a land use permit shall be accurately reset by the Permittee immediately following the work in the vicinity of the disturbed facility. The services of a certified land surveyor with experience in route surveying may be required.
- 16) A permanent tag, label, or sign in accordance with FCC and OSHA guidance shall be attached to, or adjacent to, each installation and shall include:

- a. A readily visible identifying alphanumeric code;
- b. Maximum operating voltage and maximum radio frequency;
- c. RF exposure warning;
- d. 24 hours a day/7 days a week emergency contact phone number.

The Permittee shall update the tag, label, or sign within 10 business days of any changes.

- 17) The Permittee shall make provisions for lowering RF or turning off service while Department officers, agents, employees, volunteers, contractors, or permittees are performing work within the vicinity of the wireless equipment. The Department will give the Permittee three calendar days' notice if wireless radio frequency exposure must be reduced or power turned off due to planned, non-emergency work by VDOT around the structure. In the event of an emergency or unscheduled work, the Department will call the emergency contact phone number on the tag/label/sign to notify the Permittee of any action taken.
- 18) If any FCC, State, or other governmental license or any other governmental approval to provide communication services is ever revoked to the Permittee or any site permitted or authorized by the Department, the Permittee shall inform the Department of the revocation within 30 days of receiving notice of such revocation and provide a timeline for removal of the wireless facilities or transfer of ownership to a licensed successor who shall assume all obligations and responsibilities of the Permittee.
- 19) The Permittee shall provide VDOT with a copy of the "as built" plans in an electronic format acceptable to VDOT.
- 20) The [LUP-GWG](#) provides guidance for the permit application process, design submittal, installation requirements, and associated VDOT review of the wireless equipment facilities to be located within the Department's right-of-way.

#### **Traffic Control & Safety**

- 1) The Permittee shall at all time give strict attention to the safety and rights of the traveling public and all other persons on the right-of-way. Any permit may be suspended when in the opinion of the local residency permit office, the safety, use, or maintenance of the highway so requires.
- 2) In accordance with the Virginia Department of Transportation (VDOT) Road and Bridge Specifications, Special Provision 105.14, all activities performed under the auspices of a VDOT Land Use Permit involving the installation, maintenance and removal of work zone traffic control devices must have an individual on-site who, at a minimum, is accredited by VDOT in Basic Work Zone Traffic Control. The accredited person must have their VDOT Work Zone Traffic Control accreditation card in their possession.
- 3) The individual accredited in Basic Work Zone Traffic Control is responsible for the placement, maintenance and removal of work zone traffic control devices within the project limits in compliance with the permit requirements and conditions, the approved plans and specifications, the Virginia Work Area Protection Manual, and the Manual of Uniform Traffic Control Devices.
- 4) A person accredited by VDOT in Intermediate Work Zone Traffic Control must be on-site to provide supervision for adjustment to the approved layout or implementation of any standard Typical Traffic Control (TTC) layouts outlined in the Virginia Work Area Protection Manual.
- 5) All traffic control plans shall be prepared by a person accredited by VDOT in Advanced Work Zone Traffic Control.
- 6) Individuals responsible for implementation of work zone traffic control measures shall provide evidence of their accreditation upon request from VDOT personnel.
- 7) The permittee shall be exempt from the requirements of Virginia Department of Transportation (VDOT) Road and Bridge Specifications, Special Provision 105.14 if the authorized activity does not involve the installation, maintenance and removal of work zone traffic control devices and is not within the roadway (as defined in 24VAC30-151) of a state maintained highway.
- 8) Non-compliance with the requirements outlined in VDOT Road and Bridge Specifications, Special Provision 105.14 may result in a stop work order and / or permit suspension.

- 9) All activities that require the disruption (stoppage) of traffic shall utilize VDOT certified flaggers or other VDOT-approved traffic control. Flaggers shall be provided in sufficient number and locations as necessary for control and protection of vehicular and pedestrian traffic in accordance with the Virginia Work Area Protection Manual. All flaggers must have their certification card in their possession when performing flagging operations within state maintained right-of-way. Any flaggers found not in possession of their certification card shall be removed from the work site and the local residency permit office will suspend all permitted activities.
- 10) Any VDOT certified flagger found to be performing their duties improperly shall have their certification revoked.
- 11) The Permittee shall immediately correct any situation that may arise as a result of these activities that the local residency permit office deems hazardous to the traveling public, including, but not limited to, removing, relocating, or adjusting the power of permitted facilities if such facilities impact the operation of government traffic equipment or systems.
- 12) During authorized activities, the permittee shall furnish all necessary signs, flaggers, and other devices to provide for the protection of traffic and workers in accordance with the Virginia Work Area Protection Manual or as directed by the local residency permit office.
- 13) All signs shall be in accordance with the current edition of the Manual of Uniform Traffic Control Devices (MUTCD) and the Virginia Supplement to the MUTCD.
- 14) Traffic shall not be blocked or detoured without permission, documented in writing or electronic communication, being granted by the local residency permit office.
- 15) If directed by the district, requests for the implementation of temporary lane closures must be entered into the VDOT Lane Closure Advisory Management System (LCAMS) and VaTraffic a minimum of one (1) week prior to the planned execution of lane closure activities on state maintained highways. The permittee or their contractor(s) may enter their requests directly or provide written requests to the VDOT Regional Operations Center as follows:
  - Lane closure requests in all the counties listed below are within the Northern Region and shall be sent to: [nrolaneclosurerequests@vdot.virginia.gov](mailto:nrolaneclosurerequests@vdot.virginia.gov)  
Counties: Arlington, Fairfax, Loudoun, Prince William, Spotsylvania, Stafford
  - Lane closure requests in all the counties listed below are within the Northwest Region and shall be sent to: [StauntonTrafficManagementCenter@vdot.virginia.gov](mailto:StauntonTrafficManagementCenter@vdot.virginia.gov)  
Counties: Albemarle, Alleghany, Augusta, Bath, Clarke, Culpeper, Fauquier, Fluvanna, Frederick, Greene, Highland, Louisa, Madison, Orange Page, Rappahannock, Rockbridge, Rockingham, Shenandoah, Warren
  - Lane closure requests in all the counties listed below are within the Southwest Region and shall be sent to: [SalemSmartTrafficCenter@VDOT.Virginia.gov](mailto:SalemSmartTrafficCenter@VDOT.Virginia.gov)  
Counties: Amherst, Appomattox, Bedford, Bland, Botetourt, Buchanan, Buckingham, Campbell, Carroll, Charlotte, Craig, Cumberland, Dickenson, Floyd, Franklin, Giles, Grayson, Halifax, Henry, Lee, Montgomery, Nelson, Patrick, Pittsylvania Prince Edward, Pulaski, Roanoke, Russell, Scott, Smyth, Tazewell, Washington, Wise, Wythe
  - Lane closure requests in all the counties listed below are within the Eastern Region and shall be sent to: [HamptonRoadsTOCControllers@VDOT.Virginia.gov](mailto:HamptonRoadsTOCControllers@VDOT.Virginia.gov)  
Counties: Accomack, Greensville, Isle of Wight, James City, Northampton, Southampton, Surry, Sussex, York
  - Lane closure requests in all the counties listed below are within the Central Region and shall be sent to: [RichmondDist.SmartTraffic@vdot.virginia.gov](mailto:RichmondDist.SmartTraffic@vdot.virginia.gov)  
Counties: Amelia, Brunswick, Caroline, Charles City, Chesterfield, Dinwiddie, Essex, Gloucester, Goochland, Hanover, Henrico, King and Queen, King George, King William, Lancaster, Lunenburg,

Mathews, Mecklenburg, Middlesex, New Kent, Northumberland, Nottoway, Powhatan, Prince George, Richmond, Westmoreland

Written requests for implementation of temporary lane closures must be submitted to the appropriate VDOT Regional Operations Center by close of business on the preceding Wednesday for the upcoming week's planned lane closures. All requests being directly input into LCAMS and VaTraffic must be entered no later than 2:00 pm on the preceding Thursday for the upcoming week's lane closure activities. Any conflicts with other roadway work must be resolved by close of business on Thursday the week prior to the scheduled lane closure activities with documented resolution sent to the VDOT point of contact provided by the regional traffic operation center LCAMS Administrator. Any requests received after these time limitations will not be approved and the proposed work within VDOT right of way requiring lane closures must be rescheduled.

Lane closure requestors wanting direct access to LCAMS and VaTraffic must complete [ITD-35E](#) & [ITD-36E](#) forms and return to Ms. Carlene McWhirt at [Carlene.McWhirt@VDOT.Virginia.gov](mailto:Carlene.McWhirt@VDOT.Virginia.gov). Online training is available for LCAMS and VaTraffic and VDOT can accommodate any additional training needs. Please contact Ms. McWhirt at (571) 350-2078 to schedule training.

### **Environmental**

- 1) In accordance with the Virginia Department of Transportation (VDOT) Road and Bridge Specification 107.16 (a), all contractors performing regulated land disturbing activities within VDOT right-of-way must have at least one (1) employee that has successfully completed the VDOT Erosion & Sediment Control Contractor Certification training. This person shall be on site during all land disturbance activities and will be responsible for insuring compliance with all applicable local, state and federal erosion and sediment control regulations during land disturbance activities. This person must have their certification card with them while on the project site. The land use permit will be suspended if proof of certification cannot be provided. Regulated land disturbing activities are defined as those activities that disturb greater than 2,500 square feet in locally designated Chesapeake Bay Preservation Areas in counties, cities and towns defined as "Tidewater Virginia" in the Chesapeake Bay Preservation Act (62.1-44.15:68, Code of Virginia) or 10,000 square feet or greater in all other areas of the State. The Department will require evidence of this certification with any Land Use Permit application that involves possible land disturbance. Improper installation, maintenance and removal of erosion and sediment control devices may result in revocation of VDOT Erosion & Sediment Control Contractor Certification.
- 2) The Permittee is responsible for pursuing and obtaining any and all environmental permits which may be required to pursue the proposed activity prior to any work beginning within state maintained right-of-way.
- 3) In the event hazardous materials or underground storage tanks are encountered within state maintained right-of-way during authorized activities, the Permittee shall suspend all work immediately then notify the local residency permit office and other responsible parties, i.e., the local fire department, emergency services, Department of Environmental Quality, etc. The Permittee is responsible for coordination and completion of all required remediation necessary to complete the permitted activities within the state maintained right-of-way, and shall provide evidence of such compliance to the local residency permit office prior to recommencement of permitted activities.
- 4) In the event cultural resources, archaeological, paleontological, and/or rare minerals are encountered within the right of way during authorized activities, the Permittee shall suspend all work immediately then notify the local residency permit office and the proper state authority charged with the responsibility for investigation and evaluation of such finds. The Permittee will meet all necessary requirements for resolving any conflicts prior to continuing with the proposed activities within the state maintained right-of-way, and shall provide evidence of such compliance to the local residency permit office.
- 5) Roadway drainage shall not be blocked or diverted. The shoulders, ditches, roadside, drainage facilities and pavement shall be kept in an operable condition satisfactory to the Department. Necessary precautions shall be taken by the Permittee to insure against siltation of adjacent properties, streams, etc., in accordance with

VDOT's current standards or as prescribed by the Department's Environmental Manual and the local residency permit office.

### **Inspection of the Work**

All activities authorized under the auspices of a VDOT land use permit may be subject to inspection by authorized VDOT personnel or contractors. When warranted, any/all reasonable costs associated with said inspections shall be borne by the Permittee.

### **Recurring Inspection**

The wireless support structure shall be inspected to determine its structural condition by the permittee at least once every four years, or more frequently if necessary based upon structure type and condition, to ensure public safety. Such inspection shall be by or under the supervision of an engineer licensed to practice in Virginia. A report setting out the results of the inspection shall be stamped and signed by the engineer in accordance with regulations issued by the Virginia Department of Professional and Occupational Regulation, and the report shall be retained by the permittee for the duration of the permit. The report(s) shall be provided to the Department within two weeks of the submission of a request. A summary of the most recent inspection shall be submitted by the permittee concurrently with the annual payment. The summary shall include:

- Structure permit number
- Date of most recent inspection
- Name of engineer who conducted or supervised the inspection
- Short, general description of the structure's condition and any major deficiencies found
- A minimum of two photographs (one showing the overall structure and the other a close-up elevation view), with additional photos of deficiencies if deficiencies are detected.

### **Emergency Repair**

In the event of an emergency situation that requires immediate action to protect persons or property, work may proceed within the right-of-way without authorization from the local residency permit office; however, the wireless service provider or wireless infrastructure provider must contact the VDOT Emergency Operations Center as soon as reasonably possible but no later than 48 hours after the end of the emergency situation.

### **Permittee Notice**

The preceding provisions are intentionally condensed in format and should not be loosely interpreted by the Permittee without consultation with the central office permit manager and affirmation from the [Land Use Permit Regulations](#).

### **Termination or Relocation**

This permit may be terminated by VDOT or a relocation required in accordance with [§56-484.30](#) of the Code of Virginia. VDOT shall provide at least 180 days' notice of termination or relocation required as a consequence of a construction project, upon termination of the permit, the Permittee shall have 30 days to remove the wireless support structure and associated facilities and restore the right-of-way to its pre-permit condition.

## Heather Jenkins

---

**From:** Paul Bernard  
**Sent:** Thursday, July 6, 2023 4:33 PM  
**To:** Denise Harris; Heather Jenkins; Amber Heflin  
**Cc:** Rob Walton; Grainne Mazon-Shafer; Dina Hermoso  
**Subject:** RE: RE: ZTOA-23-1 - Arcola Towers, LLC; Cell tower - APPLICATION - for a Text Amendment to the TOW Ordinance to change setback limits for ("cell towers") in the PSP District.  
**Attachments:** ZOTA-23-1 - Plat - location.pdf; ZOTA-23-1 - Letter of Justification.pdf

Denise/ Heather,

Although I can't read the details or words on the attached drawings, I have no real issues with this application from Public Works & Utilities perspective.

I understand that they have issues with the setback related to the potential fall zone of the proposed Tower. First, I believe this communications tower can be designed and constructed so the fall zone would be less than the 150-foot tower height. Secondly, the setback from the road access ramp appears to be around 100 feet. And all the property near this is State property.

The only other comment I have at this time is that if they do improvements on more than 10,000 square feet, they will need to incorporate Stormwater Management into their design. Since this property was set aside for SWM and Erosion Control for the interchange, this should not be a major problem.

Sincerely,

Paul A. Bernard, P.E.  
 Town Engineer  
 Town of Warrenton  
 540-347-1101; Ext 244

---

**From:** Grainne Mazon-Shafer <gmazonshafer@warrentonva.gov>  
**Sent:** Wednesday, June 7, 2023 4:28 PM  
**To:** Denise Harris <dharris@warrentonva.gov>; Paul Bernard <pbernard@warrentonva.gov>; Heather Jenkins <hjenkins@warrentonva.gov>; Amber Heflin <aheflin@warrentonva.gov>; kevin.swain@warrentonfire.org  
**Cc:** Rob Walton <rwalton@warrentonva.gov>  
**Subject:** RE: ZTOA-23-1 - Arcola Towers, LLC; Cell tower - APPLICATION - for a Text Amendment to the TOW Ordinance to change setback limits for ("cell towers") in the PSP District.  
**Importance:** High

Good afternoon,

Please find attached [ZTOA-23-1- Arcola Towers, LLC; Cell tower - APPLICATION - for a Text Amendment to the TOW Ordinance to change setback limits for \("cell towers"\) in the PSP District](#).

-

There is only 1 hardcopy so please review the attachments and the link below.

Comments are due to Ms. Heather Jenkins by [6/29/2023](#).

Item a.

[LINK](#)

Have a nice day!

Very Respectfully,

**Gràinne Mazon-Shafer**

Permit Technician



21 Main Street  
Warrenton, VA 20186  
(540) 347-2405 x106  
[warrentonva.gov](http://warrentonva.gov)



# MORRIS & RITCHIE ASSOCIATES, INC.

ENGINEERS, ARCHITECTS, PLANNERS, SURVEYORS,  
AND LANDSCAPE ARCHITECTS



December 11, 2023

Mr. Ryan Foltz  
Arcola Towers  
116 West Washington St, Suite 203  
Middleburg, Virginia 20117

Re: Site Name: VDOT Warrenton  
Rt 17 North Ramp  
Warrenton, Virginia 22405 (Fauquier County)  
MRA Job No. 21853.012

Dear Ryan:

The purpose of this letter is to certify that the proposed 150'-0" steel monopole structure will be designed by the manufacturer to meet the requirements of the 2018 Virginia Uniform Statewide Building Code (2018 VUSBC), ASCE 7-16, and the ANSI/TIA-222-H-2017 "Structural Standard for Antenna Supporting Structures and Antennas" Standard.

Per the TIA-222-H Standard and 2018 VUSBC requirements, the monopole shall be designed under the following minimum loading conditions:

TIA-222-H: 112 mph Wind (3-second gust) + No Ice  
TIA-222-H: 30 mph Wind (3-second gust) + 1" Radial Ice

Note: The monopole shall also be designed to resist seismic loading, if required, per TIA-222-H in conjunction with site specific soil parameters determined from a geotechnical investigation.

In addition to the minimum loading conditions above, we note that the monopole shall also be designed by the manufacturer such that should failure of the monopole occur under extreme weather conditions, the maximum "fall zone" radius will not exceed 75'-0" from the center of the monopole's base. While failure is extremely rare in any kind of tower, it is especially so for monopoles. In order to minimize damage to the surroundings below, a common industry practice is to design the monopoles such that in the rare event the monopole fails, the upper portion of the pole, which is supporting all of the proposed wind loading, would collapse onto itself and therefore minimize the "fall zone" radius and damage to the surroundings below.

Manufacturers facilitate this failure method by first designing the pole per all required code parameters noted above and ensuring that both the steel pole structure and concrete foundation are adequate to support the code required loading. Once the pole and foundation are designed per code required loadings, the manufacturer establishes the "fall point" which establishes the location that the pole would "break" under extreme loading conditions beyond code requirements. Once the "fall point" is established, the portion of the steel monopole below the "fall point" is then strengthened beyond the design parameters to ensure that the ultimate failure point is located precisely as intended. In the event of loading parameters above and beyond the design code-

1220-B East Joppa Road, Suite 400K, Towson, MD 21286 (410) 821-1690 Fax: (410) 821-1748 www.mragta.com

Abingdon, MD ♦ Baltimore, MD ♦ Laurel, MD ♦ Towson, MD ♦ Georgetown, DE ♦ New Castle, DE ♦ Purcellville, VA ♦ Raleigh, NC ♦ Orlando, FL  
(410) 515-9000 (443) 490-7201 (410) 792-9792 (410) 821-1690 (302) 855-5734 (302) 326-2200 (703) 994-4047 (984) 200-2103 (407) 317-6288

Arcola Towers  
RE: VDOT Warrenton  
December 11, 2023  
Page 2

required loading, which represent the equivalent loading of a 700-year wind event, the ultimate failure method of the pole would resemble the pole folding on itself at the “fall point”.

Based on the documentation made available from the manufacturer at this time, the proposed monopole shall be designed by the manufacturer such that if failure were to occur, it would occur in the upper portion of the monopole to meet the maximum “fall zone” radius requirement previously defined.

We also note that in addition to the above, the monopole will be designed to support a maximum of four (4) wireless carriers.

Monopole design documents shall be submitted from the manufacturer as part of the Building Permit submission. If you should have any questions or require any additional information, please do not hesitate to call our office.

Sincerely,  
MORRIS & RITCHIE ASSOCIATES, INC.



Alexander J. Leadore, P.E.  
Senior Structural Engineer

V:\bg\_PROJECTS\21800-21899\21853 - Arcola Towers\21853.012 - VDOT Warrenton\Letters\VDOT Warrenton Monopole Fall  
Letter\_AJL.doc

April 16, 2024  
Planning Commission  
Public Hearing

**A RESOLUTION OF DENIAL OF TEXT AMENDMENT ZOTA-23-1 PURSUANT TO SECTION 11-3.9.2 OF THE ZONING ORDINANCE OF THE TOWN OF WARRENTON FOR A ZONING ORDINANCE TEXT AMENDMENT TO ARTICLE 9, SECTION 9-18 TELECOMMUNICATIONS FACILITIES, SECTION 9-18.10 SETBACKS TO PERMIT A SETBACK LESS THAN ONE HUNDRED (100) PERCENT OF THE TOWER HEIGHT IN ALL ZONING DISTRICTS WITH THE CERTIFICATION OF A PROFESSIONAL ENGINEER**

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

**WHEREAS**, the Warrenton Town 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**, Zoning Ordinance Article 3 allows communications towers as a Permissible Use with the approval of a Special Use Permit by Town Council within all Zoning Districts; and

**WHEREAS**, Zoning Ordinance Article 9, Section 9-18 Telecommunications Facilities, Section 9-18.10 Setbacks, requires that all telecommunications towers be set back from property lines a distance equal to one hundred (100) percent of the tower height; and

**WHEREAS**, the Applicant, Arcola Towers, LLC and their Representative Mr. James Downey, submitted an application to initiate a Text Amendment to the Zoning Ordinance in accordance with the procedures set forth in Article 11, Section 11-3.9 Zoning Amendments on June 7, 2023; and

**WHEREAS**, the Applicant is requesting that the setback requirement for telecommunications towers may be reduced to less than one hundred (100) percent of the tower height, to equal the height of the certified fall zone as attested by a Virginia licensed Professional Engineer in all Zoning Districts as a part of the Special Use Permit process; and

**WHEREAS**, the Warrenton Planning Commission held a public hearing on this matter on April 16, 2024, and issued a recommendation of approval; and

**WHEREAS**, on June 11, 2024, the Warrenton Town Council conducted a public hearing on this matter and considered oral and written testimony; and

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

**RESOLVED**, that on this day, June 11, 2024, that the Warrenton Town Council hereby denies the requested text amendment.

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**For Information:**

Community Development Director,  
Town Attorney

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

June 11, 2024  
Town Council  
Public Hearing

**AN ORDINANCE TO APPROVE ZOTA-23-1 A ZONING ORDINANCE TEXT AMENDMENT TO ARTICLE 9, SECTION 9-18 TELECOMMUNICATIONS FACILITIES, SECTION 9-18.10 SETBACKS TO PERMIT A SETBACK LESS THAN ONE HUNDRED (100) PERCENT OF THE TOWER HEIGHT IN ALL ZONING DISTRICTS WITH THE CERTIFICATION OF A PROFESSIONAL ENGINEER**

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

**WHEREAS**, the Warrenton Town 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**, Zoning Ordinance Article 3 allows communications towers as a Permissible Use with the approval of a Special Use Permit by Town Council within all Zoning Districts; and

**WHEREAS**, Zoning Ordinance Article 9, Section 9-18 Telecommunications Facilities, Section 9-18.10 Setbacks, requires that all telecommunications towers be set back from property lines a distance equal to one hundred (100) percent of the tower height; and

**WHEREAS**, the Applicant, Arcola Towers, LLC and their Representative Mr. James Downey, submitted an application to initiate a Text Amendment to the Zoning Ordinance in accordance with the procedures set forth in Article 11, Section 11-3.9 Zoning Amendments on June 7, 2023; and

**WHEREAS**, the Applicant is requesting that the setback requirement for telecommunications towers may be reduced to less than one hundred (100) percent of the tower height, to equal the height of the certified fall zone as attested by a Virginia licensed Professional Engineer in all Zoning Districts as a part of the Special Use Permit process; and

**WHEREAS**, the Warrenton Planning Commission held a public hearing on this matter on April 16, 2024, and issued a recommendation of approval; and

**WHEREAS**, on June 11, 2024, the Warrenton Town Council conducted a public hearing on this matter and considered oral and written testimony; and

**WHEREAS**, the Warrenton Town Council finds that per the Code of Virginia Section 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

**ORDAINED**, by the Warrenton Town Council this 11<sup>th</sup> day of June 2024, that the Town Council hereby adopts the following text amendment to Article 9, Section 9-18.10 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 9

### Supplemental Use Regulations

#### 9-18 Telecommunications Facilities

##### 9-18.10. Setbacks.

Towers shall be set back a distance of at least one hundred (100) percent of the height of the tower from the boundaries of the property on which the tower is located. The required setback distance may be reduced to a distance of at least one hundred (100) percent of the certified fall zone, as certified by a Virginia Professional Engineer in a letter which includes the Professional Engineer's signature and seal.

June 11, 2024  
Town Council  
Regular Meeting  
RES-24-06-01

**A RESOLUTION TO ADOPT AND APPROPRIATE THE FISCAL YEAR 2025 BUDGET AND THE  
FISCAL YEAR 2025– 2030 CAPITAL IMPROVEMENT PROGRAM**

**WHEREAS** Code of Virginia §15.2-2503 requires that the Town Manager submit a proposed budget to the Town Council on or before the first day of April each year, and that the Council approve the budget no later than the date on which the fiscal year begins; and

**WHEREAS**, Section 15-1 of the Code of Ordinances of the Town of Warrenton requires that the Town Council adopt a tax rate for all real estate and for tangible personal property no later than the fourteenth day of May of each calendar year; and

**WHEREAS**, the Town Manager submitted the Fiscal Year 2025 Proposed Budget to the Town Council on April 1, 2024 and work sessions were held by the Council during April and May 2024 to discuss the Proposed Budget and any changes thereto; and

**WHEREAS**, a duly advertised Public Hearing was held on May 14, 2024 to receive public comment and the tax rates for all real estate and tangible personal property were adopted on that date; and

**NOW, THEREFORE BE IT RESOLVED**, that the Fiscal Year 2025-2030 Capital Improvement Program for the Town of Warrenton is hereby adopted; and be it

**RESOLVED FURTHER**, that the Comprehensive Fiscal Policies including updates to the Budget and Expenditure Control, Water and Sewer Operating Fund Cash Balance Policy, and Capital Assets Policy as well as the addition of the Tap Privilege Fee Assessment Policy, Capital Improvement Plan Policy, and Grant Application and Acceptance Policy are hereby adopted; and be it

**RESOLVED FURTHER**, that all outstanding encumbrances as of June 30, 2024 are hereby re-appropriated to FY 2025 to the same department or account for which they are encumbered in FY 2024, as approved by the Town Manager; and be it

**RESOLVED FURTHER**, that appropriations designated for capital projects and asset replacement projects that are unexpended as of June 30, 2024 are hereby re- appropriated to FY 2025 to the same projects; and be it

**RESOLVED FURTHER**, that all unencumbered FY 2024 appropriations lapse for budget items other than capital projects, asset replacement projects, contracts and grants, unless otherwise authorized by the Town Manager; and be it

**RESOLVED FURTHER**, that the Town Manager, or designee, may approve necessary accounting or budget transfers between funds to enable the proper accounting for capital projects, asset replacement projects, or other appropriations as authorized by the Town Manager; and be it

**RESOLVED FURTHER**, that the Fiscal Year 2025 Budget for the Town of Warrenton is hereby adopted and the amounts summarized below are hereby appropriated for the Fiscal Year Beginning July 1, 2024:



**TOWN OF WARRENTON, VIRGINIA**  
**PROPOSED BUDGET FOR FISCAL YEAR 2024-2025**

General Fund	Adopted FY 2024	Proposed FY 2025
<u>Revenues</u>		
Real Estate Taxes	\$ 844,000	\$ 824,266
Personal Property Taxes	417,616	730,000
Other Property Taxes	42,000	43,417
Motor Vehicle License Taxes	236,100	220,000
Local Sales Taxes	999,500	1,050,000
BPOL Taxes	2,272,525	2,300,000
Meals Taxes	5,500,000	5,500,000
Lodging Taxes	250,000	280,000
Cigarette Taxes	338,000	319,000
Consumer Utility Taxes	490,020	480,330
Utility Franchise Taxes	63,076	53,276
Bank Franchise Taxes	1,200,000	1,200,000
Licenses, Permits & Fees	288,064	185,132
Fines & Forfeitures	77,500	77,500
Use of Money & Property	500,000	800,000
Charges for Services	1,090,439	1,085,018
Miscellaneous Revenue	221,633	186,845
State Revenue	2,971,638	3,421,983
Transfers	539,913	414,262
<u>Use of Fund Balance</u>	4,394,803	2,857,864
Total General Fund Revenues	\$ \$22,736,827	\$ 22,028,893
<u>Expenditures</u>		
General Government	\$ 4,501,562	4,386,751
Public Safety	3,710,131	3,600,885
Public Works	5,721,974	5,351,953
Parks and Recreation	2,462,078	2,686,305
Community Development	1,359,697	1,328,781
Contributions	58,954	58,954
Non-departmental	389,666	443,290
Debt Service	824,238	822,972
Salary Savings Credit	(493,182)	-
<u>Transfer to Capital</u>	4,201,709	3,349,002
Total General Fund Expenditures	\$ 22,736,827	\$ 22,028,893

Other Funds

General Capital Project Fund	\$ 2,770,359	\$ 1,584,002
General Asset Replacement Fund	1,491,350	1,765,000
Water and Sewer Operating Fund	8,092,362	9,530,463
Water and Sewer Capital Fund	5,311,700	12,529,550
Stormwater Management Fund	1,485,404	1,291,232
<u>ARPA</u>	<u>3,269,910</u>	<u>164,467</u>
Total Other Funds	\$ 22,421,085	\$ 26,864,714
Less Interfund Transfers	(4,741,622)	(5,027,621)
Total Estimated Appropriations	\$ <u>40,416,290</u>	\$ <u>43,865,986</u>

Votes:

Ayes:

Nays:

Absent from Meeting:

**For Information:**

Budget Manager

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

Ordinance 2024-06

June 11, 2024  
 Town Council  
 Public Hearing  
 Ordinance 2024-06

**AN ORDINANCE TO ESTABLISH BUSINESS, PROFESSIONAL AND OCCUPATIONAL LICENSE TAX  
 RATES FOR THE TAX YEAR BEGINNING JULY 1, 2024**

BE IT ORDAINED by the Council of the Town of Warrenton, Virginia, that the following Business, Professional and Occupational License Tax Rates are hereby levied for the tax year beginning July 1, 2024:

Amusements	\$0.10 per \$100 Gross Receipts
Contractors, Builders or Developers	\$0.085 per \$100 Gross Receipts
Business, Personal or Repair Service Occupations	\$0.1683 per \$100 Gross Receipts
Financial or Real Estate Services	\$0.2678 per \$100 Gross Receipts
Professional Occupations	\$0.2678 per \$100 Gross Receipts
Retail Merchants	\$0.10 per \$100 Gross Receipts
Vending Machine Operators	\$200 plus \$0.10 per \$100 Gross Receipts
Wholesale Merchants	\$0.0425 per \$100 Gross Purchases
Public Utilities (Telephone & Telegraph)	½ of 1% of Gross Receipts

The license tax is the greater of \$30.00 or the tax computed on gross receipts. Flat fees apply to certain businesses as follows:

Fortune tellers, Clairvoyants & Practitioners of Palmistry	\$1,000.00 per year
Carnivals, Circuses and Speedways	\$1,000.00 per performance
Itinerant Merchants	\$500.00 per year
Peddlers	\$250.00 per year
Photographers (as defined in §58.1-3727 of the Code of Virginia)	\$30.00 per year
Savings and Loan Associations and Credit Unions	\$50.00 per year
Direct Sellers	(Total annual sales greater than \$4,000.00) \$0.10 per \$100 Total Annual Retail Sales -Or- \$0.0425 per \$100 Total Annual Wholesale Sales

Alcoholic Beverages (special license tax provision in addition to gross receipts tax):

Wholesale Beer License	\$75.00
Wholesale Wine Distributor	\$50.00
Retail On-Premises Wine & Beer - Hotel, Restaurant or Club	\$37.50
Retail Off-Premises Wine & Beer	\$37.50
Retail On-Premises Wine - Hotel, Restaurant or Club	\$25.00
Retail Off-Premises Beer	\$25.00

**Votes:**

**Ayes:**

**Nays:**

**Absent from Meeting:**

**For Information:**  
Budget Manager

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

June 11, 2024  
 Town Council  
 Regular Meeting  
 RES-24-06-02

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WARRENTON ESTABLISHING THE PERCENTAGE RELIEF GRANTED TO QUALIFYING PERSONAL USE VEHICLES, SUBJECT TO THE TOWN OF WARRENTON'S PERSONAL PROPERTY TAX, FOR THE 2024 TAX YEAR**

**WHEREAS**, the Personal Property Tax Relief Act of 1998, Virginia Code §58.1- 3253 et seq. ("PPTRA"), has been substantially modified by the enactment of Chapter 1 of the Acts of Assembly, 2004 Special Session I (Senate Bill 5005), and the provisions of Item 503 of Chapter 951 of the 2005 Acts of Assembly (the 2005 revisions to the 2004-06 Appropriations Act, hereinafter cited as the "2005 Appropriations Act"); and

**WHEREAS**, these legislative enactments require the Town of Warrenton to take affirmative steps to implement these changes, and to provide for the computation and allocation of relief provided pursuant to the Personal Property Tax Relief Act as revised; and

**WHEREAS**, these legislative enactments provide for the appropriation to the Town of Warrenton, of a fixed sum to be used exclusively for the provision of tax relief to owners of qualifying personal use vehicles that are subject to the personal property tax on such vehicles.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Warrenton, Virginia that:

Qualifying vehicles obtaining situs within the Town of Warrenton during tax year 2024, shall receive personal property tax relief in the following manner:

- Personal use vehicles valued at \$20,000 or less will be eligible for 100% tax relief;
- Personal use vehicles valued at \$20,001 or more shall only receive 100% tax relief on the first \$20,000 of value; and
- All other vehicles which do not meet the definition of "qualifying" (business use vehicles, farm use vehicles, motor homes, etc.) will not be eligible for any form of tax relief under this program.

**Votes:**

**Ayes:**

**Nays:**

**Absent from Meeting:**

**For Information:**

Budget Manager

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

## Ordinance 2024-07

June 11, 2024  
Town Council  
Public Hearing  
Ordinance 2024-07

**AN ORDINANCE TO ESTABLISH WATER AND SEWER RATES AND SERVICE FEES  
EFFECTIVE JULY 1, 2024**

WHEREAS, the Town of Warrenton charges certain fees and rates for usage pursuant to Article 2 of Chapter 17 of the Code of the Town of Warrenton (hereinafter referred to as the "Town Code") as authorized by Section 15.2-2119 of the Code of Virginia, 1950, as amended; now therefore

BE IT ORDAINED by the Council of the Town of Warrenton, Virginia, that the following water and sewer rates and fees are hereby effective beginning July 1, 2024:

Base Charge (for usage <2,000 gallons):

IN TOWN RATES				OUT OF TOWN RATES		
Meter Size	Water	Sewer	Total	Water	Sewer	Total
5/8	\$10.05	\$18.69	\$28.74	\$15.08	\$28.04	\$43.12
3/4	15.08	28.04	43.12	22.62	42.06	64.68
1	25.13	46.73	71.86	37.70	70.10	107.80
1 1/2	50.25	93.45	143.70	75.38	140.18	215.56
2	80.40	149.52	229.92	120.60	224.28	344.88
3	175.88	327.08	502.96	263.82	490.62	754.44
4	316.58	588.74	905.32	474.87	883.11	1,357.98
6	653.25	1,214.85	1,868.10	979.88	1,822.28	2,802.16
8	804.00	1,495.20	2,299.20	1,206.00	2,242.80	3,448.80

Commodity Rate, per 1,000 gallons:

Usage	Water	Sewer	Total	Water	Sewer	Total
> 2,000	\$11.14	\$14.99	\$26.13	\$16.71	\$22.49	\$39.20

Bulk Water Rates

Base charge (<2,000 gallons)	\$38.45
Commodity rate (>2,000 gallons, per 1,000 gallons)	\$16.71

Flat Sewer Rates

In Town	\$50.17
Out of Town	\$75.27
Out of Town Commercial	\$244.40

Recreational Vehicle Wastewater Disposal

Flat Fee	\$10.00
----------	---------

**Votes:**

Ayes:

Nays:

Absent from Meeting:

**For Information:**

Budget Manager

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

Ordinance 2024-08

June 11, 2024  
Town Council  
Public Hearing  
Ordinance 2024-08

**AN ORDINANCE TO ESTABLISH STORMWATER MANAGEMENT FEES  
EFFECTIVE JULY 1, 2024**

BE IT ORDAINED by the Council of the Town of Warrenton, Virginia, that the following Stormwater Management Fees are hereby effective beginning July 1, 2024:

STORMWATER MANAGEMENT		
DESCRIPTION	CODE	FEE
<b>FEES FOR PERMIT ISSUANCE</b>		
VSMP General Permit – Single-family detached residential structures	<b>VSMP</b>	\$209 (<5 Acres)
VSMP General Permit	<b>VSMP</b>	\$290 (<1 Acre) \$2,700 (≥1 - <5Acres) \$3,400 (≥5 - <10 Acres) \$4,500 (≥10 - <50 Acres) \$6,100 (≥50 - <100 Acres) \$9,600 (≥ 100 Acres)
<b>MODIFICATION AND TRANSFER FEES</b>		
Construction Activity/Land Clearing (Fee based on size of site/area within common plans of development or size of sale with land disturbance)	<b>SWMT</b>	\$20 (<1 Acre) \$200 (≥1 - <5Acres) \$250 (≥5 - <10 Acres) \$300 (≥10 - <50 Acres) \$450 (≥50 - <100 Acres) \$700 (≥ 100 Acres)
<b>PERMIT MAINTENANCE FEES*</b>		
Construction Activity/Land Clearing (Fee based on size of site/area within common plans of development or size of sale with land disturbance)	<b>SWPM</b>	\$50 (<1 Acre) \$400 (≥1 - <5Acres) \$500 (≥5 - <10 Acres) \$650 (≥10 - <50 Acres) \$900 (≥50 - <100 Acres) \$1,400 (≥ 100 Acres)

*\*General permit coverage maintenance fees shall be paid annually to the Town, by the anniversary date of general permit coverage. No permit will be reissued or automatically continued without payment of the required fee. General permit coverage maintenance fees shall be applied until a Notice of Termination is effective.*

**Votes:****Ayes:****Nays:****Absent from Meeting:****For Information:**

Budget Manager



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

Ordinance 2024-09

June 11, 2024  
 Town Council  
 Public Hearing  
 Ordinance 2024-09

**AN ORDINANCE TO ESTABLISH WARRENTON CEMETERY FEES  
 EFFECTIVE JULY 1, 2024**

BE IT ORDAINED by the Council of the Town of Warrenton, Virginia, that the following Warrenton Cemetery fees are hereby effective beginning July 1, 2024:

CEMETERY		
DESCRIPTION	CURRENT FEE	PROPOSED FEE
<b>OPENING AND CLOSING FEES*</b>		
Opening & Closing Grave Sites – Weekday	\$500 (Adult) \$200 (Child Under 6 or Cremation)	\$700 (Adult) \$400 (Child Under 6 or Cremation)
Opening & Closing Grave Sites - Weekend/Holiday	\$600 (Adult) \$250 (Child Under 6 or Cremation)	\$800 (Adult) \$450 (Child Under 6 or Cremation)
Opening & Closing Grave Sites – Emergency	\$750 (Adult) \$300 (Child Under 6 or Cremation)	\$950 (Adult) \$500 (Child Under 6 or Cremation)
<b>MISCELLANEOUS</b>		
Deed/Title Transfer Fee	\$5	\$50
Monument Inspections Fee **	No charge	\$50
Fee for Services Arriving Weekdays after 3pm or on Weekend/Holiday	No charge	\$200

\*For double depth grave sites, the fees in this schedule are doubled.

\*\*Includes layout of headstone dimensions by Town staff prior to installation of footer for headstones (to be completed by vendor).

**Votes:**

**Ayes:**

**Nays:**

**Absent from Meeting:**

**For Information:**

Budget Manager

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



Office of the Town Manager  
Frank Cassidy

## Warrenton Town Council

Carter Nevill, Mayor  
Heather Sutphin, Ward 1  
William Semple, Ward 2  
Brett Hamby, Ward 3  
James Hartman, Ward 4 Vice Mayor  
Eric Gagnon, Ward 5  
Paul Mooney, At Large  
David McGuire, At Large

Item c.

# STAFF REPORT

<b>Council Meeting Date:</b>	June 11, 2024
<b>Agenda Title:</b>	An Ordinance Exempting Real Property Owned by the Cortona Foundation Pursuant to Va. Code § 58.1-3651
<b>Requested Action:</b>	Consider the exemption request and adopt the ordinances
<b>Department / Agency Lead:</b>	Finance
<b>Staff Lead:</b>	Stephanie Miller, Finance Director

## EXECUTIVE SUMMARY

Virginia Code Section 58.1-3651 provides that a town may by designation or classification exempt from real or personal property taxes, or both, by ordinance adopted by the local governing body, the real or personal property, or both, owned by a nonprofit organization, including a single member limited liability company whose sole member is a nonprofit organization, that uses such property for religious, charitable, patriotic, historical, benevolent, cultural, or public park and playground purposes.

The Fauquier County Commissioner of the Revenue serves as the assessor for real and personal property located in the Town of Warrenton. Nonprofit organizations may apply to the Commissioner for exemption under 58.1-3651. If approved, those parcels are marked as exempt in the Commissioner's database. As such, those properties are not included in the land book provided by the County to the Town.

During Fiscal Year 2024, the County has exempted the property of three additional organizations – the Cortona Foundation, the PATH Foundation, and Hero's Bridge. This staff report applies to the Cortona Foundation.

## BACKGROUND

Virginia Code Section 58.1-3651 provides that "Before adopting any such ordinance, the governing body shall consider the following questions:

1. Whether the organization is exempt from taxation pursuant to § 501(c) of the Internal Revenue Code of 1954;
2. Whether a current annual alcoholic beverage license for serving alcoholic beverages has been issued by the Board of Directors of the Virginia Alcoholic Beverage Control Authority to such organization, for use on such property;
3. Whether any director, officer, or employee of the organization is paid compensation in excess of a reasonable allowance for salaries or other compensation for personal services which such director, officer, or employee actually renders;

4. Whether any part of the net earnings of such organization inures to the benefit of any individual, and whether any significant portion of the service provided by such organization is generated by funds received from donations, contributions, or local, state or federal grants. As used in this subsection, donations shall include the providing of personal services or the contribution of in-kind or other material services;
5. Whether the organization provides services for the common good of the public;
6. Whether a substantial part of the activities of the organization involves carrying on propaganda, or otherwise attempting to influence legislation and whether the organization participates in, or intervenes in, any political campaign on behalf of any candidate for public office;
7. The revenue impact to the locality and its taxpayers of exempting the property; and
8. Any other criteria, facts, and circumstances that the governing body deems pertinent to the adoption of such ordinance.

The Cortona Foundation applied to the Commissioner for a real property exemption under 58.1-3651. The application package submitted to the Commissioner is attached to the agenda item and provides answers to each of the above questions. The Fauquier County Board of Supervisors approved an ordinance to exempt the requested property on December 14, 2023. The County requires that entities that are approved for this exemption submit annual renewal applications to ensure that the conditions for eligibility still apply.

The assessed value and tax impact to the Town is shown below:

Owner	Address	PIN	Assessed Value	Tax
The Cortona Foundation	79 East Lee St.	6984-43-3019-000	\$624,400	\$250.38
			Total Tax Amount	\$250.38

STAFF RECOMMENDATION

Consider adopting An Ordinance Exempting Real Property Owned by the Cortona Foundation Pursuant to Va. Code § 58.1-3651.

Service Level/Policy Impact

There is no service level impact. From a policy perspective, exempting the properties could be viewed as providing support for the non-profits on the list.

Fiscal Impact

Based on the latest assessment and current real estate tax rate of \$0.0401 per \$100 of assessed value, the annual fiscal impact is \$250.38 based on current assessed value and current tax rate.

Legal Impact

- Va. Code § 58.1-3651 requires a public hearing prior to passing an ordinance to exempt property from local taxation.

ATTACHMENTS

1. ORD-24-06-01: An Ordinance Exempting Real Property Owned by the Cortona Foundation from Taxation Pursuant to Virginia Code Sec. 58.1-3651.

## ORDINANCE

AN ORDINANCE TO DESIGNATE REAL ESTATE OWNED BY THE CORTONA  
FOUNDATION EXEMPT FROM TAXATION

WHEREAS, Fauquier County Code § 8-71 authorizes the Board of Supervisors to designate property as exempt from taxation where such property is held by organizations that use the property exclusively for religious, charitable, patriotic, historical, benevolent, cultural or public park and playground purposes; and

WHEREAS, Virginia Code § 58.1-3651 sets forth the process and procedure by which a locality may designate property as tax exempt; and

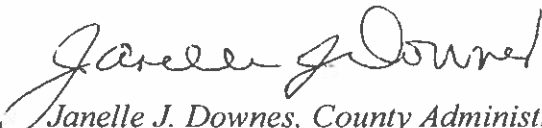
WHEREAS, Virginia Code § 58.1-3651(B) requires that prior to the adoption of any Ordinance exempting property from local taxation, the Board of Supervisors shall hold a public hearing on the proposed application and consider the questions enumerated in Virginia Code § 58.1-3651(B); and

WHEREAS, the Board of Supervisors, after due notice and public hearing, considered the questions set forth in Virginia Code § 58.1-3651(B) and, upon consideration of those questions, determined that The Cortona Foundation is a nonprofit organization located in Fauquier County that uses certain real estate it owns for charitable purposes, and that its application for exemption from taxation on that real estate used for charitable purposes should be granted; now, therefore, be it

ORDAINED by the Fauquier County Board of Supervisors this 14<sup>th</sup> day of December 2023, That the real estate owned by The Cortona Foundation and used for charitable purposes, be, and is hereby, designated exempt from taxation; and, be it

ORDAINED FURTHER, That the continuance of this exemption shall be contingent upon the continued use of the real estate in accordance with the purpose for which The Cortona Foundation has been designated tax exempt.

*A Copy Teste*

  
Janelle J. Downes, County Administrator  
Clerk to the Board of Supervisors

## RESOLUTION

A RESOLUTION DIRECTING THE COUNTY ADMINISTRATOR TO SCHEDULE A  
PUBLIC HEARING TO CONSIDER A TAX EXEMPTION REQUEST OF  
THE CORTONA FOUNDATION

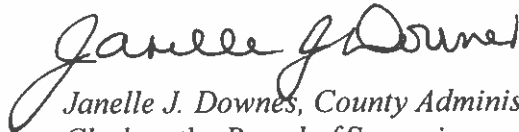
WHEREAS, The Cortona Foundation is a nonprofit organization owning real estate and personal property in Fauquier County that uses such property for charitable, historical, and cultural purposes; and

WHEREAS, The Cortona Foundation requested exemption from Fauquier County real estate and personal property taxes in order to permit it to better use its financial resources for charitable, historical, and cultural purposes; and

WHEREAS, prior to granting exemption from local property tax to a nonprofit organization that uses its property for such purposes, the Board of Supervisors must conduct a public hearing and adopt an ordinance designating the organization's property tax exempt; now, therefore, be it

RESOLVED by the Fauquier County Board of Supervisors this 9<sup>th</sup> day of November 2022, That the County Administrator be, and is hereby, directed to schedule a public hearing to consider the request of The Cortona Foundation to designate its real estate and personal property as tax exempt.

*A Copy Teste*

  
Janelle J. Downes, County Administrator  
Clerk to the Board of Supervisors



COMMONWEALTH OF VIRGINIA  
**COUNTY OF FAUQUIER**  
POST OFFICE BOX 149  
WARRENTON, VA. 20188-0149  
**ERIC J. MAYBACH**  
COMMISSIONER OF THE REVENUE  
[www.fauquiercounty.gov](http://www.fauquiercounty.gov)



## MEMORANDUM

TO: Tracy Gallehr, County Attorney

FROM: Eric J. Maybach, Commissioner of the Revenue

DATE: November 30, 2023

SUBJECT: Tax Exemption Designation Request:  
The Cortona Foundation  
19 Winchester Street, Warrenton, VA 20186  
Pin(s): 6984-43-3019-000

“The Cortona Foundation” submitted an application package seeking real estate property exemptions as a *“Virginia non-stock, non-profit corporation formed for religious, charitable, historical and cultural purposes”* as set forth in Article X, Section 6(a)(6) of the Constitution of Virginia. The intent of the organization is to provide support to underprivileged single mothers by facilitating critical home renovations and financial aid support.

Section 58.1-3651 of the *Code of Virginia*, 1950, as amended, governs the requirements for entities seeking to have tax-exempt status granted to real or personal property owned by that entity. That section grants the Board of Supervisors the authority to designate as tax exempt that real and personal property owned by organizations, which use it exclusively for religious, charitable, patriotic, historical, benevolent, cultural, or public park and playground purposes.

Based on the intended use of the facility and as outlined in the application, I find that “The Cortona Foundation” meets the eligibility requirements for real estate tax exemption consideration. There are no tax implications since the parcel was previously owned by a tax-exempt entity. If it is the will of the Board, “The Cortona Foundation” may be granted tax exemption as requested beginning January 1, 2024.

### Tax Summary:

Property Type	Identification	Assessment	Tax	SWM Fee	Total
<u>Real Estate</u>	6984-43-3019-000	\$624,400.00	\$5638.33	n/a	\$5638.33

EJM:reg



**COUNTY OF FAUQUIER, VIRGINIA**

Eric J. Maybach  
 Commissioner of the Revenue  
 P.O. Box 149, Warrenton, VA 20188  
 Tel: (540) 422-8149 Fax: (540) 422-8159



## **APPLICATION FOR PROPERTY TAX EXEMPTION - INSTRUCTIONS**

This application is for use by nonprofit organizations seeking an exemption from taxes on property used for religious, charitable, patriotic, historical, benevolent, cultural, or public park and playground purposes only. Confidential taxpayer information provided as part of this application is not open for public inspection.

This application must be completed in its entirety, and all supporting documents must be attached, in order for it to be accepted and processed. All delinquent taxes must be paid timely and in full before this application will be accepted. Portions of the application that are not applicable should be completed as "Not Applicable." Return the completed application along with the supporting documents to the Commissioner of the Revenue (Commissioner) at the address above. As part of the application review, it may be necessary to request and review additional records. Failure to answer all questions and/or provide required documentation may result in a delay in processing the application. The application must be signed by a duly authorized officer, director, or member who is knowledgeable as to the organization's activities and operations, and who can attest to the accuracy of the information provided.

Applications that are not eligible for property tax exemption by *classification* pursuant to § 58.1-3600 *et seq.* of the Code of Virginia will be forwarded to the Fauquier County Board of Supervisors (Board) for consideration for exemption by *designation*. The Board then must authorize a public hearing wherein it will consider whether to adopt an ordinance granting the tax-exempt designation and allow citizen input. A notice advertising the Board's intent to consider the ordinance at public hearing must be published in a newspaper of general circulation in Fauquier County. The organization will be required to pay the costs of advertising. Upon receipt of the invoice from the newspaper, a request for payment will be sent to the organization. Payment in full within thirty (30) days of the date of the request is required.

Typically, tax exempt applications take twelve (12) weeks to process. Therefore, applicants are advised to plan submission of their applications accordingly to ensure that the Board can hear and decide their applications well in advance of tax-day, which is January 1. Having a knowledgeable representative from the organization present at the Board's agenda review when the ordinance is introduced and at the Board's public hearing to answer questions is encouraged.

If the Board adopts the ordinance designating the property tax exempt, the exemption will be effective on January 1 of the following tax year. Continuance of the exemption depends on the continued use of the property in accordance with the purpose for which the organization is classified or designated tax exempt. The organization must re-file this application every three (3) years and maintain tax-exempt use of its property classified or designated as exempt to retain tax-exempt status with Fauquier County.

The Board's designation of the organization's property as tax exempt does not remove its obligations to continue filing tax returns and paying tax bills for previously assessed taxes timely and in full.

**If you have any questions regarding the *Application for Property Tax Exemption* process,  
 please call the Commissioner's Office at (540) 422-8149.**

*5/22/2017*

**COUNTY OF FAUQUIER, VIRGINIA**

Eric J. Maybach  
 Commissioner of the Revenue  
 P.O. Box 149, Warrenton, VA 20188  
 Tel: (540) 422-8149 Fax: (540) 422-8159

**APPLICATION FOR PROPERTY TAX EXEMPTION**

Before proceeding, note that applications can only be processed on accounts that are paid in full (no outstanding balance). Carefully review and complete each section, writing "n/a" (not applicable) if a specific question does not apply.

Organization Name: <b>The Cortona Foundation</b>		Federal ID #: <b>88-4006396</b>	
Address: <b>19 Winchester St. Warrenton, Va. 20186</b>		Email: <b>paul@cortonafoundation.org</b>	
Contact Name and Title: <b>Paul Mooney</b>		Phone Number: <b>540-272-2956</b>	
Parcel Identification Number (PIN): <b>6984-43-3019-000</b>		Date Organization Began Operations in Fauquier: <b>July 25, 2022</b>	
Type of Tax-Exemption Requested:	<input checked="" type="checkbox"/> <b>Real</b>	<input type="checkbox"/> <b>Personal</b>	<input type="checkbox"/> <b>Real and Personal</b>
Non-profit status (select one):	<input type="checkbox"/> <b>Benevolent</b>	<input checked="" type="checkbox"/> <b>Charitable</b>	<input type="checkbox"/> <b>Cultural</b>
	<input type="checkbox"/> <b>Historical</b> <input type="checkbox"/> <b>Patriotic</b>	<input type="checkbox"/> <b>Public Parks/Playgrounds</b>	<input type="checkbox"/> <b>Religious</b>
Select the incorporated town where the organization is located (if applicable) *:	<input type="checkbox"/> <b>Town of Remington</b> <input type="checkbox"/> <b>Town of The Plains</b> <input checked="" type="checkbox"/> <b>Town of Warrenton</b>		
What is the organization's nonprofit purpose? Provide support to underserved single mothers by facilitating crucial home renovations and offering monetary assistance, thereby contributing significantly to their socioeconomic well-being and creating an environment conducive to the nurturing of raising their children.			
Describe the services provided to the residents of Fauquier County by the organization: Underprivileged single mothers are beneficiaries of essential home renovations and financial aid.			
What is the organization's federal tax designation?	<input checked="" type="checkbox"/> <b>501(c)(3)</b>	<input type="checkbox"/> <b>501(c)(4)</b>	<input type="checkbox"/> <b>501(c)(6)</b> <input type="checkbox"/> <b>501(c)(7)</b> <input type="checkbox"/> <b>Other: _____</b>

*\*If a town is selected, the applicant must seek tax-exempt status from that town to be exempt from town taxes.*

**Please complete the following sections for all Real Estate, Tangible Personal Property, and/or Vehicles owned by the organization for which Fauquier County property tax exemption is sought.**

**REAL ESTATE- \*Attach documentation supporting the date the property began being used exclusively for nonprofit purposes.**

Parcel Identification Number (PIN)	Property Address	Date*	Use of Property
6984-43-3019-000	79 E. Lee St. Warrenton, Va. 20186	09/01/2022	aid single mothers in need and for community events.

**TANGIBLE PERSONAL PROPERTY- (Computer equipment, furniture and fixtures, etc.) \*Attach documentation supporting the date the property began being used exclusively for nonprofit purposes. Attach additional sheets as needed.**

Description	Location as of Jan. 1 <sup>st</sup>	Year Acquired	Original Cost	Date*	Use of Property
n/a					

VEHICLES/PERSONAL PROPERTY *Attach documentation supporting the date the property began being used exclusively for nonprofit purposes. Attach additional sheets as needed.							
Vehicle Identification Number (VIN)	Year Acquired	Purchase Price	Vehicle Year	Vehicle Make	Jurisdiction where vehicle is normally garaged or parked	Date*	Is the vehicle used exclusively for the organization's nonprofit purpose?
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No

Please list salaries or other compensation, if any, received by the organization's officers, directors, and board members and indicate the three highest paid employees.

COMPENSATION- Attach additional sheets as needed.		
Name	Title	Annual Compensation

PROVIDED SERVICES- Please describe and attach additional sheets as needed.	
Does the organization engage in any activities unrelated to the purpose for which it was established?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the organization provide services exclusively to Fauquier County residents?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the real and/or personal property requested for exemption currently used for a tax-exempt purpose? Describe how the real and/or personal property is currently used.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## REQUIRED DOCUMENTATION CHECKLIST

The following checklist of documents is required to process the application. Please include numbered, separate coversheets that correspond with each document as indicated below:

- ☒ **Document 1-** A current copy of the Fauquier County assessment record for all real estate and a current copy of the Fauquier County personal property tax return for all personal property owned by the organization.
- ☒ **Document 2-** A copy of the application and supporting documents submitted by the organization to the Internal Revenue Service ("IRS") for § 501(c) tax-exempt status, together with copies of all responses from the IRS, including the IRS Tax Exemption Status Determination.
- ☒ **Document 3-** IRS Forms 990/990T for two (2) prior years. N/A
- ☒ **Document 4-** A description of how the real and/or personal property will be used in the future. - SEE ARTICLES OF INCORPORATION
- ☒ **Document 5-** If applicable, please include a list of any lessees of the property and copies of any leases or other documents which describe such uses, specifically including any documents related to any other person's or entity's rights to use any portion of the property.

- ☒ **Document 6**- A list of names and addresses of the current officers and directors of the organization. *mt*
- ☐ **Document 7**- A Certificate of Good Standing from the Virginia State Corporation Commission and a copy of all fictitious name certificates, if any, filed by the organization with either the State Corporation Commission or the Fauquier County Circuit Court. *mt*
- ☒ **Document 8**- Copies of current financial statements, including a list of the individuals or entity to which the net earnings of the organization inure. The list must indicate the amount or percentage of the net earnings inuring to each individual or entity, including the amount of compensation paid to each director, officer and employee.
- ☒ **Document 9**- A copy of the current articles of incorporation and bylaws of the organization.
- ☒ **Document 10**- A statement signed by an officer of the organization indicating whether the organization has any rule, regulation, policy, or practice that unlawfully discriminates on the basis of religious conviction, race, color, sex, sexual orientation, gender identity, or national origin. *mt*
- ☒ **Document 11**- A statement signed by an officer of the organization indicating whether a current annual alcoholic beverage license for serving alcoholic beverages has been issued by the Board of Directors of the Virginia Alcoholic Beverage Control Authority to the organization for use on its property.
- ☒ **Document 12**- A statement signed by an officer of the organization affirming that tax-exempt activities comprise the vast majority of the organization's activity, and that no substantial part of the activities of the organization involves carrying on propaganda, or otherwise attempting to influence or intervene in legislation or any political campaign on behalf of any candidate for public office.
- ☐ **Document 13**- Copy of the organization's minutes, bylaws, resolution, or other documentation which serves as evidence that the signatory has been authorized by the organization to sign this application.
- ☒ **Document 14**- A list of localities in Virginia where the organization has been designated or received a property tax exemption.

### DECLARATION

I certify that I will immediately notify the Office of the Commissioner of the Revenue of any change in the use of any property listed in this application since it may affect the property's tax status. I agree to notify the Office of the Commissioner of the Revenue if my organization acquires or disposes of any real or personal property after the submission of this application.

I further agree that all delinquent taxes must be paid timely and in full before this application will be accepted, and that all taxes must continue to be paid until such time as the organization receives the tax exemption it seeks in this application.

I understand that the organization must re-file this application every three (3) years and maintain tax-exempt use of its property classified or designated as exempt to retain tax-exempt status with Fauquier County.

I understand that if the Board adopts the ordinance designating the property tax exempt, the exemption will be effective on January 1<sup>st</sup> of the following tax year.

I declare that the statements and information herein given are true, complete, and correct to the best of my knowledge and belief, and I am authorized to file this application on behalf of the organization.

*Paul W. Mooney*  
Authorized Signatory for Organization

*Paul W. Mooney*  
Printed Name

*11/21/23*  
Date

### OFFICE USE ONLY

C.O.R. Date Received		C.O.R. Date Reviewed:	
B.O.S. Date Forwarded:		Disposition Date:	
Public Hearing Date:		Laserfiche Scanned/ Copies to R.E./T.O.	

« 1 »

Parcel

1

of 1

Go

[Back to List \(/Results?page=1\)](#)

## Parcel Detail for PIN 6984-43-3019-000

**Street Address:** 79 E LEE ST

**Legal Description:**

### Current Assessment Summary

Improvements Value	Land Value	Deferment	Total Taxable Value
\$146,300	\$478,100	\$0	\$624,400

Parcel	Improvements	Land	Transfers
<b>Owners :</b> THE CORTONA FOUNDATION <b>Subdivision :</b> <b>Map Sheet :</b> 6984.14 <b>Landscape :</b> GOOD <b>Road Type :</b> PAVED <b>Topography :</b> ON GRADE ROLLING <b>Book/Page &amp; Instrument :</b> 1751/467 DEED OF GIFT <b>Ancestors :</b> <b>Mailing Address :</b> 19 WINCHESTER ST WARRENTON, VA 20186 <b>Neighborhood :</b> <b>Neighborhood Group :</b> 0006 <b>Tax District :</b> CENTER-WARRENTON <b>Class :</b> COMMERCIAL AND INDUSTRIAL <b>Acreage :</b> 0.2438 <b>Utilities :</b> PUBLIC WATER PUBLIC SEWER <b>Zoning :</b> CENTRAL BUSINESS DISTRICT <b>Descendents :</b>			

[View 1 more](#)

**Transfer Notes :** 1997-TO TUFTS, SS BY RT/ SURV-MAXIMILIAN DEC'D 10/96-DB 481/129 - WB 193/1485 1998-FR TUFTS, SALLY S DB 793/983 2007-FR TUFTS LLC - DB 1201/2426 2020-FR DIXON, BARRY D TEE & SOLE MEMBER OF THE OLD CHURCH LLC - DB 1607/978 2024-FR GUADALUPE INC - DB 1751/467

### Land Conservation Easement Summary

Purchase of Development Rights	County of Fauquier	Open Space Easement	Other
--------------------------------	--------------------	---------------------	-------

|« « 1 » »|

Parcel 1 of 1

[Back to List \(/Results?page=1\)](#)

## Parcel Detail for PIN 6984-43-3019-000

**Street Address:** 79 E LEE ST

**Legal Description:**

### Current Assessment Summary

Improvements Value	Land Value	Deferment	Total Taxable Value
\$146,300	\$478,100	\$0	\$624,400

**Parcel** **Improvements** **Land** **Transfers**

### Improvement Value Summary

Total Improvements	Improvement Value
3	\$146,300

### Detail - Improvements

[Expand all](#)

1.	<b>Building Use:</b>	COMMERCIAL
	<b>Valuation Method:</b>	COMMERCIAL
	<b>Structure:</b>	1 STY BRICK BLDG
	<b>Improvement Value:</b>	\$48,600

<b>Valuation Method</b>	COMMERCIAL	
<b>Depreciation Factors</b>	Physical %	70
	Functional %	
	Economic %	
<b>Other Factors</b>	Market Adj.	
	% Complete	100
<b>Improvement Value</b>		\$48,600

<b>Building Use :</b>	COMMERCIAL
<b>Condition :</b>	AVERAGE
<b>Grade :</b>	8
<b>Stories :</b>	1.0
<b>Year Built :</b>	1905
<b>Effective Year :</b>	1965
<b>Rooms :</b>	
<b>Bedrooms :</b>	
<b>Full Baths :</b>	
<b>Half Baths :</b>	2

**Structure :** 1 STY BRICK BLDG  
**Occupancy :** EXEMPT  
**Heating Type :** GAS FORCED AIR  
**Heating Fuel :** GAS  
**Roof Style :** GABLE  
**Roof Material :** METAL  
**Foundation :** BRICK  
**% Air Conditioned :** 100  
**Fireplace Opens :**  
**Chimney Stacks :**

**Style :**  
**Quality :**  
**Fireplace Types :**  
**Floor Cover :** WOOD  
**Interior Walls :** PLASTER  
**Exterior Wall :** BRICK

Building Sections	Square Feet	Stories
MASONRY WAREHOUSE/SHOP	2808	2.0
MASONRY WAREHOUSE/SHOP	432	1.0

**2. Building Use:** COMMERCIAL  
**Valuation Method:** COMMERCIAL  
**Structure:** 2 STY BRICK COMM.BLDG.  
**Improvement Value:** \$56,900

<b>Valuation Method</b>	COMMERCIAL	
<b>Depreciation Factors</b>	Physical %	49
	Functional %	
	Economic %	
<b>Other Factors</b>	Market Adj.	
	% Complete	100
<b>Improvement Value</b>		\$56,900

**Building Use :** COMMERCIAL  
**Condition :** AVERAGE  
**Grade :** C  
**Stories :** 2.0  
**Year Built :** 1909  
**Effective Year :** 1976  
**Rooms :**  
**Bedrooms :**  
**Full Baths :**  
**Half Baths :** 4  
**Structure :** 2 STY BRICK COMM.BLDG.  
**Occupancy :** COMMERCIAL

**Heating Type :** GAS FORCED AIR  
**Heating Fuel :** GAS  
**Roof Style :** GABLE  
**Roof Material :** ASPHALT  
**Foundation :** BRICK  
**% Air Conditioned :**  
**Fireplace Opens :**  
**Chimney Stacks :**

**Style :**

**Quality :**

**Fireplace Types :**

**Floor Cover :**

CARPET

VINYL

**Interior Walls :**

DRYWALL

PLASTER

**Exterior Wall :**

BRICK

Building Sections	Square Feet	Stories
OFFICE BLDG-BRICK	1232	2.0
OPEN PORCH	48	1.0

**3. Building Use:** COMMERCIAL  
**Valuation Method:** COMMERCIAL  
**Structure:** 1.5 STY BRICK COMM BLD  
**Improvement Value:** \$40,800

<b>Valuation Method</b>	COMMERCIAL	
<b>Depreciation Factors</b>	Physical %	70
	Functional %	
	Economic %	
<b>Other Factors</b>	Market Adj.	
	% Complete	100
<b>Improvement Value</b>		\$40,800

**Building Use :** COMMERCIAL  
**Condition :** FAIR  
**Grade :** B  
**Stories :** 1.5  
**Year Built :** 1909  
**Effective Year :** 1960  
**Rooms :**  
**Bedrooms :**  
**Full Baths :**  
**Half Baths :** 2  
**Structure :** 1.5 STY BRICK COMM BLD  
**Occupancy :** COMMERCIAL



**Heating Type :** GAS FORCED AIR  
**Heating Fuel :** GAS  
**Roof Style :** GABLE  
**Roof Material :** ASPHALT  
**Foundation :** BRICK  
**% Air Conditioned :** 100

**Fireplace Opens :**  
**Chimney Stacks :**

**Style :**

**Quality :**

**Fireplace Types :**

**Floor Cover :**

WOOD

**Interior Walls :**

DRYWALL

**Exterior Wall :**

BRICK

Building Sections	Square Feet	Stories
MASONRY WAREHOUSE/SHOP	2436	1.5
MASONRY WAREHOUSE/SHOP	60	1.0
UNF WALK-DWN BSM	742	

[Back to List \(/Results?page=1\)](#)**Parcel Detail for PIN 6984-43-3019-000****Street Address:** 79 E LEE ST**Legal Description:****Current Assessment Summary**

Improvements Value	Land Value	Deferment	Total Taxable Value
\$146,300	\$478,100	\$0	\$624,400

<b>Parcel</b>	<b>Improvements</b>	<b>Land</b>	<b>Transfers</b>
---------------	---------------------	-------------	------------------

**Land Valuation Summary**

<b>Segments</b>	1
<b>Acreage</b>	0.0000
<b>Total Value</b>	\$478,100
<b>Deferment</b>	\$0
<b>Taxable Value</b>	\$478,100

**Detail - Segment**

<b>Segment Type</b>	MISCELLANEOUS
<b>Valuation Method</b>	BY THE SQUARE FOOT
<b>Acreage</b>	0.0000
<b>Sq. Ft.</b>	10624.00
<b>Unit price</b>	\$45
<b>Adj. Code and %</b>	
<b>Zone Class</b>	
<b>Total Value</b>	\$478,100

**ARTICLES OF INCORPORATION  
OF  
THE CORTONA FOUNDATION**

TO:

THE DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS ("DCRA")  
CORPORATIONS DIVISION  
P.O. BOX 92300  
WASHINGTON, D.C. 20090

We, the undersigned natural persons of the age of twenty-one years or more, acting as incorporators of a corporation under the DISTRICT OF COLUMBIA NON-PROFIT CORPORATION ACT (D.C. Code, 2013 edition, Title 29, Chapter 4), adopt the following Articles of Incorporation:

**FIRST:** The name of the corporation is The Cortona Foundation (the "Corporation").

**SECOND:** The period of its duration is Perpetual.

**TIDRD:** (A) The Corporation is organized and will be operated exclusively for the purposes set forth in § 501(c)(3) of the Internal Revenue Code of 1986 (as the same may be amended or replaced, the "Code"), or corresponding provisions of any subsequent federal tax law, namely, for religious, charitable, educational and scientific purposes, and does not contemplate pecuniary gain or profit, incidental or otherwise. In particular, without limiting the foregoing, the Corporation is organized:

- (1) To provide residential construction services to help disadvantaged individuals, to include, but not limited to, single mothers, single fathers, single parents, low-income families;
- (2) To conduct or carry on any activities permitted to be conducted or carried on by an organization exempt under § 501(c)(3) of the Code.

(B) The foregoing enumeration of the purposes and powers of the Corporation is made in furtherance, and not in limitation, of the powers conferred the Corporation by the laws of the District of Columbia, except as the same may be limited by § 501(c)(3) of the Code.

(C) Notwithstanding any other provision of the Articles, the Corporation shall not engage directly or indirectly in any activity which would prevent it from qualifying, and continuing to qualify, as a corporation described in

Section 501(c)(3) of the Code, or as a corporation contribution to which are deductible under Section 170(c)(2) of the Code. No substantial part of the activities of the Corporation shall be devoted to carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided in Section 501(h) of the Code), and the Corporation shall not participate in or intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

**FOURTH:** Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine which are organized and operated exclusively for such purposes.

**FIFTH:** The Corporation shall not have members.

**SIXTH:** The Corporation is organized on a non-stock basis and has no authority to issue capital stock.

**SEVENTH:** Appointment of directors will be done by vote of the existing directors. The regulation of the internal affairs of the Corporation will be governed by its directors and by officers appointed by the directors. The dissolution or final liquidation of the Corporation can be accomplished by a vote by the board of the directors at which time the remaining assets of the corporation shall be distributed.

**EIGHTH:** Initial registered agent:  
Registered Agents, Inc.  
1717 N Street NW  
Suite 1  
Washington, D.C. 20036

**NINTH:** The number of directors constituting the initial board of directors is one (3). The name and addresses are as follows:

1. Paul Mooney  
182 Erin Dr.  
Warrenton, VA 20186
2. Daniel Koehr  
19 Winchester  
Warrenton, VA 20186




2



Comm. Exp. 04-03-26

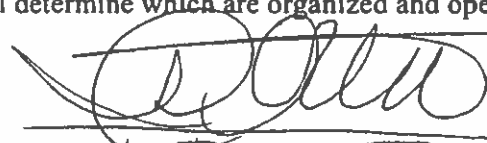


3. Hortencia Torres  
803 West Broad St.  
Falls Church, VA 22046

**TENTH:** The name and addresses of the incorporator is as follows:

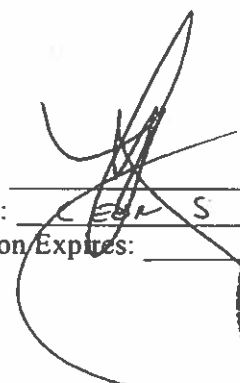
Hortencia Torres, Esq.  
803 West Broad St.  
Suite 750  
Falls Church, Virginia 22046

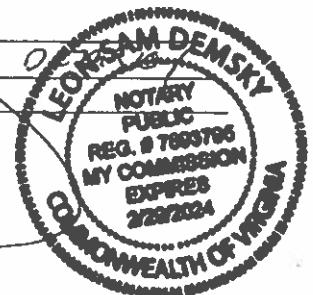
**ELEVENTH:** Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine which are organized and operated exclusively for such purposes.

  
Hortencia Torres

STATE OF VIRGINIA  
COUNTY OF FAIRFAX

The foregoing instrument was acknowledged before me this 26<sup>th</sup> day of October,  
2022 (date) by HORTENCIA TORRES.

Notary Public:   
Printed Name: LEON S O  
My Commission Expires: \_\_\_\_\_





Initial File #: N00007418791

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS  
CORPORATIONS DIVISION



**CERTIFICATE**

**THIS IS TO CERTIFY** that all applicable provisions of the District of Columbia Business Organizations Code have been complied with and accordingly, this ***CERTIFICATE OF INCORPORATION*** is hereby issued to:

The Cortona Foundation

**Effective Date:** 7/25/2022

**IN WITNESS WHEREOF I** have hereunto set my hand and caused the seal of this office to be affixed as of 7/26/2022 1:12 PM

Business and Professional Licensing Administration



*Josef G. Gasimov*

---

JOSEF G. GASIMOV  
Superintendent of Corporations,  
Corporations Division

Muriel Bowser  
Mayor

Tracking #: hKzVr1WB



Department of the Treasury  
Internal Revenue Service  
Tax Exempt and Government Entities  
P.O. Box 2508  
Cincinnati, OH 45201

THE CORTONA FOUNDATION  
PO BOX 3041  
WARRENTON, VA 20188

Date: 09/13/2022  
Employer ID number: 88-4006396  
Person to contact:  
Name: Customer Service  
ID number: 31954  
Telephone: 877-829-5500  
Accounting period ending: December 31  
Form 990-PF required: Yes  
Effective date of exemption: July 25, 2022  
Addendum applies: No  
DLN: 26053650002182

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a private foundation within the meaning of Section 509(a).

You're required to file Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation, annually, whether or not you have income or activity during the year. If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PF" in the search bar to view Publication 4221-PF, Compliance Guide for 501(c)(3) Private Foundations, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements

Letter 1076 (Rev. 2-2020)  
Catalog Number 35161A



7/20/2023

## LEASE AGREEMENT

This Lease Agreement made the 25 day of Aug, 2023, by and between The Cortona Foundation, of 19 Winchester St, Warrenton, VA 20186, hereafter referred to as "Lessor", an The Laetare Center, of 4226 Janes Ln, Marshall VA 20115 [address]. Hereafter referred to as "Lessee", collectively referred to herein as the "Parties", agree as follows:

- I. **Property:** The Lessor agrees to lease to the Lessee the old rectory building (exclusive of the old church and parish hall buildings) located at 79 E Lee Street, Warrenton, Virginia, referred to as the Rectory, hereinafter known as the "Premises".
- II. **Period of Tenancy:** The term of this Lease shall be for a period of one (1) year commencing on the 25 day of Aug, 2023 and expiring at midnight on the 24 day of June, 2023 ("initial term").  
Aug 2024
- III. **Lease Payments:** The net monthly payments shall be 1,200.00, payable monthly with the first payment due on the 5 day of Sep, 2023, and each monthly installment payable thereafter on the 1<sup>st</sup> day of each month. Said net monthly payment is hereafter referred to as the "Base Rent". Rent for any period during the term hereon, which is for less than 1 month shall be a pro-rata portion of the monthly rent.
- IV. **Operations:** The Lessor is leasing the Premises to the Lessee and the Lessee is hereby agreeing to lease the Premises for the following use and purpose: a Montessori school. Any change in use or purpose the Premises other than as described above shall be upon prior written consent of Lessor only.
- V. **Renewal Rights:** This Lease is renewable without any obligation on either the part of the Lessor or Lessee, on terms that are to be discussed within the two-month period ending \_\_\_\_\_ (end of "initial term"). If either the Lessor or Lessee with to terminate, for any reason, in their absolute discretion, notice of termination shall be given in writing not later than \_\_\_\_\_ (two months prior to end of the "initial term"). A separate addendum shall be executed, setting forth the terms of renewal, no later than \_\_\_\_\_ (end of "initial term").

7/20/2023

- VI. **Expenses:** It is the intention of the Parties that this Lease shall be considered a "Modified Gross Lease". The Lessor shall be obligated to maintain the general exterior structure of the Premises, in addition, shall maintain all major systems such as the heating, plumbing, and electrical. The sidewalks and entrances shall be maintained by the Lessor including the removal of any snow or environmental hazards as well as the grounds and lands surrounding the Premises. The Lessor shall maintain at their own casualty insurance for the Premises against loss by fire which may or may not include any extended coverage. The Lessee will provide and maintain personal liability and property damage insurance as a lessee, at least to the limits of One Million dollars (\$1,000,000.00), that will designate the Lessor as an "also named insured" and shall provide the Lessor with a copy of such insurance certification or policy prior to the effective date of this Lease. The graveled area toward the rear shall not be used for parking, except for staff. Lessor shall not be responsible for snow removal in the graveled area.

The Lessee is responsible for janitorial services, internet access and WiFi is desired.

Insurance. Lessee shall maintain, at all times during the term of this Lease, comprehensive general liability insurance in an insurance company licenses to do business in Virginia in which the Premises are located and that is satisfactory to Lessor, properly protecting and indemnifying Lessor with single limit coverage of not less than One Million and 00/100 Dollars (\$1,000,000.00) for injury to or One Million and 00/100 Dollars (\$1,000,000.00) death of persons and One Million and 00/100 Dollars (\$1,000,000.00) for property damage. During the term of this Lease, Lessee shall furnish the Lessor with certificate(s) of insurance, in a form acceptable to Lessor, covering such insurance so maintained by Lessee and naming the Lessor and Lessor's mortgages, if any, as additional insured.

- VII. **Security Deposit:** In addition to the above, a deposit in the amount of \_\_\_\_\_ shall be due and payable in advance or at the signing of this Lease, hereinafter referred to as the "Security Deposit", and shall be held in escrow by the Lessor in a separate, interest-bearing savings account as security for the faithful performance of

*No Security Deposit given*

*per JCF* 218 page

7/20/2023

the terms and conditions of the Lease. The security Deposit may not be used to pay the last month's rent unless written permission is granted by the Lessor.

- VIII. **Leasehold Improvements:** The Lessee agrees that no leasehold improvements, alterations or changes of any nature, (except for those listed on any attached addenda) shall be made to the leasehold premises or the exterior of the building without first obtaining the consent of the Lessor in writing, which consent shall not be unreasonably withheld, and thereafter, any and all leasehold improvements made to the Premises which become affixed or attached to the leasehold Premises shall remain the property of the Lessor at the expiration or termination of this Lease Agreement. Furthermore, any leasehold improvements shall be made only in accordance with applicable federal, state, or local codes, ordinances or regulations, having due regard for the type of construction of the building housing the subject leasehold premises. Leasehold improvements shall be at the expense of the Lessee, unless otherwise agreed in writing.

Nothing in the Lease shall be construed to authorize the Lessee or any other person acting for the Lessee to encumber the rents of the Premises or the interest of the Lessee in the Premises or any person under and through who, the Lessee has acquired its interest in the Premises with a mechanic's lien or any other type of encumbrance. Under no circumstances shall the Lessee be construed to be the agent, employee or representative of the Lessor. In the event a lien is placed against the Premises, through actions of the Lessee, Lessee will promptly pay the same or bond against the same and take steps immediately to have such lien removed. If the Lessee fails to have the Lien removed, the Lessor shall take steps to remove the lien and the Lessee shall pay Lessor for all expenses related to the Lien and removal thereof and shall be in default of this Lease.

- IX. **Licenses & Permits:** A copy of any and all local, state or federal permits acquired by the Lessee which are required for the use of the Premises shall be kept on site at all times and shall be readily accessible and produced to the Lessor and/or their agents or any local, state, or federal officials upon demand.

7/20/2023

- X. **Obligations of Lessee:** The Lessee shall be primarily responsible whenever needed for the maintenance and general pickup of the entranceway leading into the Premises, so that this is kept in a neat, safe and presentable condition. The Lessee shall also be responsible for all minor repairs and maintenance of the leasehold Premises, particularly those items which need immediate attention and which the Lessees, or their employees, can do and perform on their own, including but not limited to, the replacement of light bulbs, as well as the normal repair and cleaning of windows, cleaning and clearing of toilets, etc., and the Lessee shall properly and promptly remove all rubbish and hazardous wastes and see that the same are properly disposed of according to all local, state or federal laws, rules, regulations or ordinances.

In the event the structure of the Premises is damaged as a result of any neglect or negligence of Lessee, their employee, agents, business invitees, or any independent contractors serving the Lessee or in any way as a result of Lessee's use and occupancy of the Premises, then the Lessee shall be primarily responsible for seeing that the proper claims are placed with the Lessee's insurance company, or the damaging party's insurance company, and shall furthermore be responsible for seeing that the building is safeguarded with respect to said damage and that all proper notices with respect to said damage, are made in a timely fashion, including notice to the Lessor, and the party or parties causing said damage. Any damage that is not covered by an insurance company will be the liability of the Lessee.

The Lessee shall, during the term of the lease, and in the renewal thereof, at its sole expense, keep the interior of the premises in as good a condition and repair as it is at the date of this lease, reasonable wear and use excepted. This obligation would include obligation to replace any plate glass damage as a result of the neglect or acts of lessee or her guests or invitees. Furthermore, the lessee shall not knowingly commit nor permit to be committed any act or thing contrary to the rules and regulations prescribed from time to time by any federal, state, or local authority and shall expressly not be allowed to keep or maintain any hazardous waste materials or contaminates on the premises. Lessee shall also be responsible for the cost, if any,

7/20/2023

which would be incurred to bring her contemplated operation and business activity into compliance with any law or regulation of a federal, state or local authority.

- XI. **Insurance:** In the event the Lessee shall fail to obtain insurance required hereunder and fails to maintain the same in force continuously during the term, lessor may, but shall not be required to, obtain the same and charge the lessee for same as additional rent. Furthermore, lessee agrees not to keep upon the premises any articles or goods which may be prohibited by the standard form of fire insurance policy, and in the event the insurance rates applicable to fire and extended coverage covering the premises shall be increased by reason of any use of the premises made by lessee, then lessee shall pay to lessor, upon demand, such increase in insurance premium as shall be caused by said use or lessee's proportionate share of any such increase.
- XII. **Sublet/Assignment:** The Lessee may not transfer or assign this lease, or any right or interest hereunder or sublet said leased premises or any part thereof without first obtaining the prior written consent and approval of the lessor.
- XIII. **Damage to Leased Premises:** In the event the building housing the Premises shall be destroyed or damaged as a result of any fire or other casualty which is not the result of the intentional acts or neglect of lessee and which precludes or adversely affects the lessee's occupancy of the premises, then in every such cause, the rent herein set forth shall be abated or adjusted according to the extent to which the leased premises have been rendered unfit for use and occupation by the lessee and until the demised premises have been put in a condition at the expense of the lessor, at least to the extent of the value and as nearly as possible to the condition of the premises existing immediately prior to such damage. It is understood, however, in the event of total or substantial destruction to the premises that in no event shall the lessor's obligation to restore, replace, or rebuild exceed an amount equal to the sum of the insurance proceeds available for reconstruction with respect to the damages.
- XIV. **Default & Possession:** In the event that the Lessee shall fail to pay said rent, and expenses as set forth herein, or any part thereof, when the same are due and payable, or shall otherwise be in default of any other terms of said Lease for

5 | Page

7/20/2023

a period of more than 15 days, after receiving notice of said default, then the parties hereto expressly agree and covenant that the Lessor may declare the Lease terminated and may immediately re-enter said Premises and take possession of the same together with any of Lessee's personal property, equipment or fixtures left on the Premises which items may be held by the Lessor as security for the Lessee's eventual payment and/or satisfaction of rental defaults or other defaults of Lessee under the Lease. It is further agreed, that if the Lessee is in default, that the Lessor shall be entitled to take any and all action to protect its interest in the personal property and equipment, to prevent the unauthorized removal of said property or equipment which threatened action would be deemed to constitute irreparable harm and injury to the Lessor in violation of its security interest in said items of personal property. Furthermore, in the event of default, the Lessor may expressly undertake all reasonable preparations and efforts to release the Premises including, but not limited to, the removal of all inventory, equipment or leasehold improvements of the Lessee's, at the Lessee's expense, without the need to first procure an order of any court to do so, although obligated in the interim to undertake reasonable steps and procedures to safeguard the value of Lessee's property, including the storage of the same, under reasonable terms and conditions at Lessee's expense, and, in addition, it is understood that the Lessor may sue the Lessee for any damages or past rents due and owing and may undertake all and additional legal remedies then available.

In the event any legal action has to be instituted to enforce any terms or provisions under this Lease, then the prevailing party in said action shall be entitled to recover a reasonable attorney's fee in addition to all costs of said action.

Rent which is in default for more than fifteen (15) days after due date shall accrue a payment penalty of one of the following:

- Late fee of One Hundred Fifty and 00/100 Dollars (\$150.00) per month until the amount is paid in full.

7/20/2023

- In this regard, all delinquent rental payments made shall be applied first toward interest due and the remaining toward delinquent rental payments.

- XV. **Indemnification:** The Lessee hereby covenants and agrees to indemnify, defend and hold the Lessor harmless from any and all claims or liabilities which may arise from any cause whatsoever as a result of Lessee's use and occupancy of the Premises, and further shall indemnify the Lessor for any losses which the Lessor may suffer in connection with the Lessee's use and occupancy or care, custody and control of the Premises. The Lessee also hereby covenants and agrees to indemnify and hold harmless the Lessor from any and all claims or liabilities which may arise from any latent defects in the subject Premises that the Lessor is not aware of at the signing of the lease or at any time during the lease term.
- XVI. **Bankruptcy – Insolvency:** The Lessee agrees that in the event all or a substantial portion of the Lessee's assets are placed in the hands of a receiver or a Trustee, and such status continues for a period of 30 days, or should the Lessee make an assignment for the benefit of creditors or be adjudicated bankrupt; or should the Lessee institute any proceedings under the bankruptcy act or any amendment thereto, then such Lease or interest in and to the leased Premises shall not become an asset in any such proceedings and, in such event, and in addition to any and all other remedies of the Lessor hereunder or by law provided, it shall be lawful for the Lessor to declare the term hereof ended and to re-enter the leased land and take possession thereof and all improvements thereon and to remove all persons therefrom and the Lessee shall have no further claim thereon.
- XVII. **Subordination & Attornment:** Upon request of the Lessor, Lessee will subordinate its rights hereunder to the lien of any mortgage now or hereafter in force against the property or any portion thereof, and to all advances made or hereafter to be made upon the security thereof, and to any ground or underlying lease of the property provided, however, that in such case the holder of such mortgage, or the Lessor under such Lease shall agree that this Lease shall not

7/20/2023

be divested or in any way affected by foreclosure, or other default proceedings under said mortgage, obligation secured thereby, or Lease, so long as the Lessee shall not be in default under the terms of this Lease. Lessee agrees that this Lease shall remain in full force and effect notwithstanding any such default proceedings under said mortgage or obligation secured thereby. Lessee shall, in the event of the sale or assignment of Lessor's interest in the building of which the Premises form a part, or in the event of any proceedings brought for the foreclosure of, or in the event of exercise of the power of sale under any mortgage made by Lessor covering the Premises, attorn to the purchaser and recognize such purchaser as Lessor under this Lease.

**XVIII. Miscellaneous Terms:**

- a. Usage by Lessee: Lessee shall comply with all rules, regulations and laws of any governmental authority with respect to use and occupancy. Lessee shall not conduct or permit to be conducted upon the Premises any business or permit any act which is contrary to or in violation of any law, rules or regulations and requirements that may be imposed by any authority or any insurance company with which the Premises is insured, nor will the Lessee allow the Premises to be used in any way which will invalidate or be in conflict with any insurance policies applicable to the building. In no event shall explosives or extra hazardous materials be taken onto or retained on the Premises. Furthermore, Lessee shall not install or use any equipment that will cause undue interference with the peaceable and quiet enjoyment of the Premises by other tenants of the building.
- b. Signs: Lessee shall not place on any exterior door, wall or window of the Premises any sign or advertising matter without Lessor's prior written consent and the approval of the Town of Warrenton. Because the property is in the Historical District, all signs must be approved by the Town Architectural Review Board. Thereafter, Lessee agrees to maintain such sign or advertising matter as first approved by Lessor in good condition and repair. Furthermore, Lessee shall conform to any uniform reasonable sign plan or



7/20/2023

policy that the Lessor may introduce with respect to the building. Upon vacating the Premises, Lessee agrees to remove all signs and to repair all damages caused or resulting from such removal.

- c. **Pets:** Unless otherwise stated in this Lease Agreement, the only pets that shall be allowed on the Premises are those needed legally due to a disability or handicap.
- d. **Condition of Premises/Inspection by Lessee:** The Lessee has had the opportunity to inspect the Premises and acknowledges with its signature on this lease that the Premises are in good condition and comply in all respects with the requirements of this Lease. Furthermore, the Lessor makes no representation or warranty with respect to the condition of the Premises or its fitness or availability for any particular use, and the Lessor shall not be liable for any latent or patent defect therein. Furthermore, the Lessee represents that Lessee has inspected the Premises and is leasing and will take possession of the Premises with all current fixtures present in their "as is" condition as of the date hereof.
- e. **Right of Entry:** It is agreed and understood that the Lessor and its agents shall have the complete and unencumbered right of entry to the Premises at any time or times for purposes of inspecting or showing the Premises and for the purpose of making any necessary repairs to the building or equipment as may be required of the Lessor under the terms of this Lease or as may be deemed necessary with respect to the inspection, maintenance or repair of the building.

**XIX. Estoppel Certificate:** Lessee at any time and from time to time, upon at least ten (10) days prior notice by Lessor, shall execute, acknowledge and deliver to Lessor, and/or to any other person, firm or corporation specified by Lessor, a statement certifying that the Lease is unmodified and in full force and effect, or if the Lease has been modified, then that the same is in full force and effect except as modified and stating the modifications, stating the dates to which the fixed rent and additional rent have been paid, and stating whether or not there

7/20/2023

exists any default by Lessor under this Lease and, if so, specifying each such default.

XX. **Holdover:** Should Lessee remain in possession of the Premises after the cancellation, expiration or sooner termination of the Lease, or any renewal thereof, without the execution of a new Lease or addendum, such holding over in the absence of a written agreement to the contrary shall be deemed, if Lessor so elects, to have created and be construed to be a tenancy from month to month, terminable upon thirty (30) days' notice by either party.

XXI. **Waiver:** Waiver by Lessor of a default under this Lease shall not constitute a waiver of a subsequent default of any nature.

XXII. **Governing Law:** This Lease shall be governed by the laws of the state of Virginia.

XXIII. **Notices:** Payments and notices shall be addressed to the following:

Lessor: The Cortona Foundation  
19 Winchester St  
Warrenton, VA 20186

Lessee: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

XXIV. **Amendment:** No amendment of this lease shall be effective unless reduced to writing and subscribed by the parties with all the formality of the original.

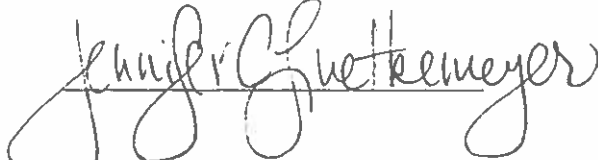
XXV. **Binding Effect:** This lease and any amendments thereto shall be binding upon the lessor and the lessees and/or their respective successors, heirs, assigns, executors and administrators.

7/20/2023

IN WITNESS WHEREOF, the parties hereto set their hands and seal this 25<sup>th</sup> day of 8, 2023

Lessee's Signature

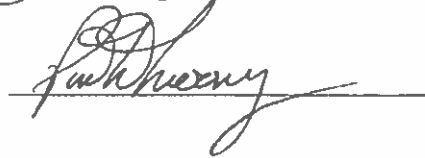
Printed Name



Jennifer Cluetkemeyer

Lessor's Signature

Printed Name

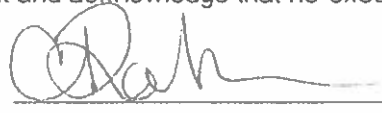


Paul W. Mooney

COMMONWEALTH OF VIRGINIA,

COUNTY OF FAUQUIER, to-wit:

On this 25<sup>th</sup> day of August, 2023, before me appeared Paul Mooney of The Cortona Foundation, Lessor, of this lease agreement who proved to me through government issued photo identification to be the above-named person in my presence executed foregoing instrument and acknowledge that he executed the same as his free act and deed.

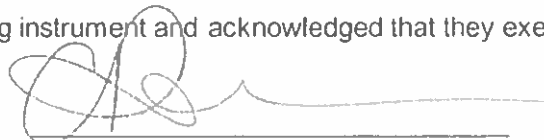
 Christine Victoria Parker  
Notary Public

My commission expired: 04-30-26

COMMONWEALTH OF VIRGINIA

CITY/COUNTY OF Fauquier to-wit:

On this 25 day of August, 2023, before me appeared Paul Mooney of The Cortona Foundation, Lessor, of this lease agreement who proved to me through government issued photo identification to be the above-named person in my presence executed foregoing instrument and acknowledged that they executed the same as their free act and deed.



Notary Public

My commission expired: 04-30-26



11 | Page

**Document 4:**

A description of how the real and/or personal property will be used in the future.

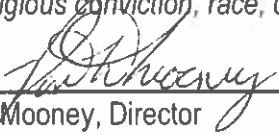
*The Cortona Foundation and the parcel 6984-43-3019-000 will be used as a tax-exempt facility to provide support to underserved single mothers by facilitating crucial home renovations and offering monetary assistance, thereby contributing significantly to their socioeconomic well-being and creating an environment conducive to the nurturing and raising of their children.*

  
Paul Mooney, Director

**Document 10:**

A statement signed by an officer of the organization indicating whether the organization has any rule, regulation, policy, or practice that unlawfully discriminates on the basis of religious conviction, race, color, sex, sexual orientation, gender identity, or national origin.

*The Cortona Foundation has no rules, regulations, policies or practices that unlawfully discriminate on the basis of religious conviction, race, color, sex, sexual orientation, gender identity, or national origin.*

  
Paul Mooney, Director

**Document 11:**

A statement signed by an officer of the organization indicating whether a current annual alcoholic beverage license for serving alcoholic beverages has been issued by the Board of Directors of the Virginia Alcoholic Beverage Control Authority to the organization for use on its property.

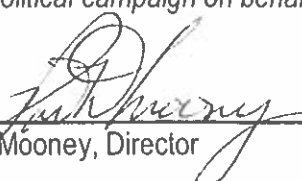
*The Cortona Foundation does not serve alcoholic beverages nor has an alcoholic beverage license issued by the Board of Directors of the Virginia Alcoholic Beverage Control Authority to the organization for use on its property.*

  
Paul Mooney, Director

**Document 12:**

A statement signed by an officer of the organization indicating whether a substantial part of the activities of the organization involves carrying on propaganda, or otherwise attempting to influence legislation and whether the organization participates in, or intervenes in, any political campaign on behalf of any candidate for public office.

*The Cortona Foundation is not involved in any activities or is an organization that is affiliated with propaganda, or otherwise attempting to influence legislation and whether the organization participates in, or intervenes in, any political campaign on behalf of any candidate for public office.*

  
Paul Mooney, Director

## ORDINANCE 2024-10

June 11, 2024  
 Town Council  
 Public Hearing  
 Ordinance 2024-10

**AN ORDINANCE TO EXEMPT REAL PROPERTY OWNED BY THE CORTONA FOUNDATION FROM  
 TAXATION PURSUANT TO VIRGINIA CODE SECTION 58.1-3651**

**WHEREAS**, Virginia Code § 58.1-3651 sets forth the process and procedure by which a locality may designate property as exempt from taxation where such property is held by organizations that use the property exclusively for religious, charitable, patriotic, historical, benevolent, cultural, or public park and playground purposes; and

**WHEREAS**, Virginia Code § 58.1-3651(B) requires that prior to the adoption of any ordinance exempting property from local taxation, the Town Council shall hold a public hearing on the proposed exemption and consider the questions enumerated in Virginia Code § 58.1-3651(B); and

**WHEREAS**, the Town Council, after due notice and public hearing, considered the questions set forth in Virginia Code § 58.1-3651(B) and, upon consideration of those questions, determined that the Cortona Foundation is a nonprofit organization located in the Town of Warrenton that uses certain real estate it owns for charitable purposes and that they should be exempted from real property taxation; and

**NOW THEREFORE BE IT ORDAINED** by the Warrenton Town Council this 11<sup>th</sup> day of June 2024, that real estate owned by the Cortona Foundation, respectively, used for charitable purposes, be, and is hereby, designated exempt from taxation pursuant to Virginia Code § 58.1-3651.

**Votes:****Ayes:****Nays:****Absent from Meeting:****For Information:**

Finance Director

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

Town Recorder



Office of the Town Manager  
Frank Cassidy

## Warrenton Town Council

Carter Nevill, Mayor  
Heather Sutphin, Ward 1  
William Semple, Ward 2  
Brett Hamby, Ward 3  
James Hartman, Ward 4 Vice Mayor  
Eric Gagnon, Ward 5  
Paul Mooney, At Large  
David McGuire, At Large

Item d.

# STAFF REPORT

<b>Council Meeting Date:</b>	June 11, 2024
<b>Agenda Title:</b>	An Ordinance Exempting Real Property Owned by the PATH Foundation Pursuant to Va. Code § 58.1-3651
<b>Requested Action:</b>	Consider the exemption request and adopt the ordinances
<b>Department / Agency Lead:</b>	Finance
<b>Staff Lead:</b>	Stephanie Miller, Finance Director

## EXECUTIVE SUMMARY

Virginia Code Section 58.1-3651 provides that a town may by designation or classification exempt from real or personal property taxes, or both, by ordinance adopted by the local governing body, the real or personal property, or both, owned by a nonprofit organization, including a single member limited liability company whose sole member is a nonprofit organization, that uses such property for religious, charitable, patriotic, historical, benevolent, cultural, or public park and playground purposes.

The Fauquier County Commissioner of the Revenue serves as the assessor for real and personal property located in the Town of Warrenton. Nonprofit organizations may apply to the Commissioner for exemption under 58.1-3651. If approved, those parcels are marked as exempt in the Commissioner's database. As such, those properties are not included in the land book provided by the County to the Town.

During Fiscal Year 2024, the County has exempted the property of three additional organizations – the Cortona Foundation, the PATH Foundation, and Hero's Bridge. This staff report applies to the PATH Foundation.

## BACKGROUND

Virginia Code Section 58.1-3651 provides that "Before adopting any such ordinance, the governing body shall consider the following questions:

1. Whether the organization is exempt from taxation pursuant to § 501(c) of the Internal Revenue Code of 1954;
2. Whether a current annual alcoholic beverage license for serving alcoholic beverages has been issued by the Board of Directors of the Virginia Alcoholic Beverage Control Authority to such organization, for use on such property;
3. Whether any director, officer, or employee of the organization is paid compensation in excess of a reasonable allowance for salaries or other compensation for personal services which such director, officer, or employee actually renders;

4. Whether any part of the net earnings of such organization inures to the benefit of any individual, and whether any significant portion of the service provided by such organization is generated by funds received from donations, contributions, or local, state or federal grants. As used in this subsection, donations shall include the providing of personal services or the contribution of in-kind or other material services;
5. Whether the organization provides services for the common good of the public;
6. Whether a substantial part of the activities of the organization involves carrying on propaganda, or otherwise attempting to influence legislation and whether the organization participates in, or intervenes in, any political campaign on behalf of any candidate for public office;
7. The revenue impact to the locality and its taxpayers of exempting the property; and
8. Any other criteria, facts, and circumstances that the governing body deems pertinent to the adoption of such ordinance.

The PATH Foundation applied to the Commissioner for a real property exemption under 58.1-3651. The application package submitted to the Commissioner is attached to the agenda item and provides answers to each of the above questions. The Fauquier County Board of Supervisors approved an ordinance to exempt the requested property on December 14, 2023. The County requires that entities that are approved for this exemption submit annual renewal applications to ensure that the conditions for eligibility still apply.

The assessed value and tax impact to the Town is shown below:

Owner	Address	PIN	Assessed Value	Tax
PATH Foundation	511 Falmouth St.	6983-69-5456-000	\$1,380,800	\$553.70
PATH Foundation	unassigned (PCL B)	6983-69-7548-000	\$150,000	\$60.15
			Total Tax Amount	\$613.85

**STAFF RECOMMENDATION**

Consider adopting An Ordinance Exempting Real Property Owned by the PATH Foundation Pursuant to Va. Code § 58.1-3651.

**Service Level/Policy Impact**

There is no service level impact. From a policy perspective, exempting the properties could be viewed as providing support for the non-profits on the list.

**Fiscal Impact**

Based on the latest assessment and current real estate tax rate of \$0.0401 per \$100 of assessed value, the annual fiscal impact is \$613.85 based on current assessed value and current tax rate.

**Legal Impact**

- Va. Code § 58.1-3651 requires a public hearing prior to passing an ordinance to exempt property from local taxation.

**ATTACHMENTS**

1. ORD-24-06-02: An Ordinance Exempting Real Property Owned by the PATH Foundation from Taxation Pursuant to Virginia Code Sec. 58.1-3651.





COMMONWEALTH OF VIRGINIA  
**COUNTY OF FAUQUIER**  
POST OFFICE BOX 149  
WARRENTON, VA. 20188-0149  
**ERIC J. MAYBACH**  
COMMISSIONER OF THE REVENUE  
[www.fauquiercounty.gov](http://www.fauquiercounty.gov)



## MEMORANDUM

TO: Tracy Gallehr, County Attorney

FROM: Eric J. Maybach, Commissioner of the Revenue

DATE: November 30, 2023

SUBJECT: Tax Exemption Designation Request:  
Fauquier Health Foundation, d/b/a PATH Foundation ("PATH")  
511 Falmouth Street, Warrenton, VA 20186  
Pin(s): 6983-69-5456-000, 6983-69-7548-000

The "Fauquier Health Foundation, d/b/a PATH Foundation ("PATH"), is seeking real estate property exemption as a "*Virginia non-stock, non-profit corporation formed for religious, charitable, historical and cultural purposes*" as set forth in Article X, Section 6(a)(6) of the Constitution of Virginia.

Section 58.1-3651 of the *Code of Virginia*, 1950, as amended, governs the requirements for entities seeking to have tax-exempt status granted to real or personal property owned by that entity. That section grants the Board of Supervisors the authority to designate as tax exempt that real and personal property owned by organizations, which use it exclusively for religious, charitable, patriotic, historical, benevolent, cultural, or public park and playground purposes.

Based on the intended use of the facility, I find that the "Fauquier Health Foundation, d/b/a PATH Foundation ("PATH") meets the eligibility requirements for real estate tax exemption consideration. If it is the will of the Board, the "Fauquier Health Foundation, d/b/a PATH Foundation ("PATH"), may be granted tax exemption beginning January 1, 2024.

### Parcel Tax Summary:

Property Type	Identification	Assessment	Tax	SWM Fee	Total
<b><u>Real Estate</u></b>	6983-69-5456-000	\$1,380,800.00	\$12,468.62	n/a	<b>\$13,823.12</b>
	6983-69-7548-000	\$150,000.00	\$1,354.50		

EJM:reg

**COUNTY OF FAUQUIER, VIRGINIA**

Eric J. Maybach  
 Commissioner of the Revenue  
 P.O. Box 149, Warrenton, VA 20188  
 Tel: (540) 422-8149 Fax: (540) 422-8159

**APPLICATION FOR PROPERTY TAX EXEMPTION - INSTRUCTIONS**

This application is for use by nonprofit organizations seeking an exemption from taxes on property used for religious, charitable, patriotic, historical, benevolent, cultural, or public park and playground purposes only. Confidential taxpayer information provided as part of this application is not open for public inspection.

This application must be completed in its entirety, and all supporting documents must be attached, in order for it to be accepted and processed. All delinquent taxes must be paid timely and in full before this application will be accepted. Portions of the application that are not applicable should be completed as "Not Applicable." Return the completed application along with the supporting documents to the Commissioner of the Revenue (Commissioner) at the address above. As part of the application review, it may be necessary to request and review additional records. Failure to answer all questions and/or provide required documentation may result in a delay in processing the application. The application must be signed by a duly authorized officer, director, or member who is knowledgeable as to the organization's activities and operations, and who can attest to the accuracy of the information provided.

Applications that are not eligible for property tax exemption by *classification* pursuant to § 58.1-3600 *et seq.* of the Code of Virginia will be forwarded to the Fauquier County Board of Supervisors (Board) for consideration for exemption by *designation*. The Board then must authorize a public hearing wherein it will consider whether to adopt an ordinance granting the tax-exempt designation and allow citizen input. A notice advertising the Board's intent to consider the ordinance at public hearing must be published in a newspaper of general circulation in Fauquier County. The organization will be required to pay the costs of advertising. Upon receipt of the invoice from the newspaper, a request for payment will be sent to the organization. Payment in full within thirty (30) days of the date of the request is required.

Typically, tax exempt applications take twelve (12) weeks to process. Therefore, applicants are advised to plan submission of their applications accordingly to ensure that the Board can hear and decide their applications well in advance of tax-day, which is January 1. Having a knowledgeable representative from the organization present at the Board's agenda review when the ordinance is introduced and at the Board's public hearing to answer questions is encouraged.

If the Board adopts the ordinance designating the property tax exempt, the exemption will be effective on January 1 of the following tax year. Continuance of the exemption depends on the continued use of the property in accordance with the purpose for which the organization is classified or designated tax exempt. The organization must re-file this application every three (3) years and maintain tax-exempt use of its property classified or designated as exempt to retain tax-exempt status with Fauquier County.

The Board's designation of the organization's property as tax exempt does not remove its obligations to continue filing tax returns and paying tax bills for previously assessed taxes timely and in full.

**If you have any questions regarding the *Application for Property Tax Exemption* process,  
 please call the Commissioner's Office at (540) 422-8149.**

**COUNTY OF FAUQUIER, VIRGINIA**

Eric J. Maybach  
 Commissioner of the Revenue  
 P.O. Box 149, Warrenton, VA 20188  
 Tel: (540) 422-8149 Fax: (540) 422-8159

**APPLICATION FOR PROPERTY TAX EXEMPTION**

Before proceeding, note that applications can only be processed on accounts that are paid in full (no outstanding balance). Carefully review and complete each section, writing "n/a" (not applicable) if a specific question does not apply.

Organization Name: Fauquier Health Foundation dba PATH Foundation		Federal ID #: 30-0219424	
Address: 321 Walker Drive, Ste 301, Warrenton, VA 20186		Email: jlerudis@pathforyou.org	
Contact Name and Title: Julie T. Lerudis		Phone Number: 540-680-4107	
Parcel Identification Number (PIN):		Date Organization Began Operations in Fauquier: 12/05/2003	
Type of Tax-Exemption Requested:	<input type="checkbox"/> Real	<input type="checkbox"/> Personal	<input checked="" type="checkbox"/> Real and Personal
Non-profit status (select one):	<input type="checkbox"/> Benevolent	<input checked="" type="checkbox"/> Charitable	<input type="checkbox"/> Cultural
	<input type="checkbox"/> Historical <input type="checkbox"/> Patriotic	<input type="checkbox"/> Public Parks/Playgrounds	<input type="checkbox"/> Religious
Select the incorporated town where the organization is located (if applicable) *:	<input type="checkbox"/> Town of Remington <input type="checkbox"/> Town of The Plains <input checked="" type="checkbox"/> Town of Warrenton <i>*If a town is selected, the applicant must seek tax-exempt status from that town to be exempt from town taxes.</i>		
What is the organization's nonprofit purpose? The PATH Foundation is a philanthropic private foundation that supports Fauquier, Rappahannock and Culpeper counties			
Describe the services provided to the residents of Fauquier County by the organization: The foundation invests in nonprofits and government agencies thru grants, program and partnerships			
What is the organization's federal tax designation?	<input checked="" type="checkbox"/> 501(c)(3)	<input type="checkbox"/> 501(c)(4)	<input type="checkbox"/> 501(c)(6) <input type="checkbox"/> 501(c)(7) <input type="checkbox"/> Other: _____

Please complete the following sections for all Real Estate, Tangible Personal Property, and/or Vehicles owned by the organization for which Fauquier County property tax exemption is sought.

<b>REAL ESTATE- *Attach documentation supporting the date the property began being used exclusively for nonprofit purposes.</b>			
Parcel Identification Number (PIN)	Property Address	Date*	Use of Property
6984-57-1202-000	35 Rock Point, Warrenton, VA	10.01.2014	Fauquier Free Clinic
6984-74-4279-301	321 Walker Dr, Ste 301, Warrenton	07.01.2018	PATH Fdn Admin & Program o
6984-74-4279-201	321 Walker Dr, Ste201, Warrenton	07.01.2018	PATH Resource Center
6983-69-5456-000	511 Falmouth St, Warrenton, VA	09.18.2023	Birdleg LLC - future

<b>TANGIBLE PERSONAL PROPERTY- (Computer equipment, furniture and fixtures, etc.) *Attach documentation supporting the date the property began being used exclusively for nonprofit purposes. Attach additional sheets as needed.</b>					
Description	Location as of Jan. 1 <sup>st</sup>	Year Acquired	Original Cost	Date*	Use of Property
See Depreciation schedule attache					

**VEHICLES/PERSONAL PROPERTY** \*Attach documentation supporting the date the property began being used exclusively for nonprofit purposes. Attach additional sheets as needed.

Vehicle Identification Number (VIN)	Year Acquired	Purchase Price	Vehicle Year	Vehicle Make	Jurisdiction where vehicle is normally garaged or parked	Date*	Is the vehicle used exclusively for the organization's nonprofit purpose?
N/A							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No

Please list salaries or other compensation, if any, received by the organization's officers, directors, and board members and indicate the three highest paid employees.

**COMPENSATION-** Attach additional sheets as needed.

Name	Title	Annual Compensation
Christine M. Connolly	President & CEO	See attached 990PF
Elizabeth B. Henrickson	Chief Operating Officer	See attached 990PF
Julie T. Lerudis	Chief Financial Officer	See attached 990PF

**PROVIDED SERVICES-** Please describe and attach additional sheets as needed.

Does the organization engage in any activities unrelated to the purpose for which it was established?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the organization provide services exclusively to Fauquier County residents?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the real and/or personal property requested for exemption currently used for a tax-exempt purpose? Describe how the real and/or personal property is currently used.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**REQUIRED DOCUMENTATION CHECKLIST**

The following checklist of documents is required to process the application. Please include numbered, separate coversheets that correspond with each document as indicated below:

- ☒ **Document 1-** A current copy of the Fauquier County assessment record for all real estate and a current copy of the Fauquier County personal property tax return for all personal property owned by the organization.
- ☒ **Document 2-** A copy of the application and supporting documents submitted by the organization to the Internal Revenue Service ("IRS") for § 501(c) tax-exempt status, together with copies of all responses from the IRS, including the IRS Tax Exemption Status Determination.
- ☒ **Document 3-** IRS Forms 990/990T for two (2) prior years.
- ☒ **Document 4-** A description of how the real and/or personal property will be used in the future.
- ☒ **Document 5-** If applicable, please include a list of any lessees of the property and copies of any leases or other documents which describe such uses, specifically including any documents related to any other person's or entity's rights to use any portion of the property.

- ☒ **Document 6-** A list of names and addresses of the current officers and directors of the organization.
- ☒ **Document 7-** A Certificate of Good Standing from the Virginia State Corporation Commission and a copy of all fictitious name certificates, if any, filed by the organization with either the State Corporation Commission or the Fauquier County Circuit Court.
- ☒ **Document 8-** Copies of current financial statements, including a list of the individuals or entity to which the net earnings of the organization inure. The list must indicate the amount or percentage of the net earnings inuring to each individual or entity, including the amount of compensation paid to each director, officer and employee.
- ☒ **Document 9-** A copy of the current articles of incorporation and bylaws of the organization.
- ☒ **Document 10-** A statement signed by an officer of the organization indicating whether the organization has any rule, regulation, policy, or practice that unlawfully discriminates on the basis of religious conviction, race, color, sex, sexual orientation, gender identity, or national origin.
- ☒ **Document 11-** A statement signed by an officer of the organization indicating whether a current annual alcoholic beverage license for serving alcoholic beverages has been issued by the Board of Directors of the Virginia Alcoholic Beverage Control Authority to the organization for use on its property.
- ☒ **Document 12-** A statement signed by an officer of the organization affirming that tax-exempt activities comprise the vast majority of the organization's activity, and that no substantial part of the activities of the organization involves carrying on propaganda, or otherwise attempting to influence or intervene in legislation or any political campaign on behalf of any candidate for public office.
- ☒ **Document 13-** Copy of the organization's minutes, bylaws, resolution, or other documentation which serves as evidence that the signatory has been authorized by the organization to sign this application.
- ☒ **Document 14-** A list of localities in Virginia where the organization has been designated or received a property tax exemption.

### DECLARATION

I certify that I will immediately notify the Office of the Commissioner of the Revenue of any change in the use of any property listed in this application since it may affect the property's tax status. I agree to notify the Office of the Commissioner of the Revenue if my organization acquires or disposes of any real or personal property after the submission of this application.

I further agree that all delinquent taxes must be paid timely and in full before this application will be accepted, and that all taxes must continue to be paid until such time as the organization receives the tax exemption it seeks in this application.

I understand that the organization must re-file this application every three (3) years and maintain tax-exempt use of its property classified or designated as exempt to retain tax-exempt status with Fauquier County.

I understand that if the Board adopts the ordinance designating the property tax exempt, the exemption will be effective on January 1<sup>st</sup> of the following tax year.

I declare that the statements and information herein given are true, complete, and correct to the best of my knowledge and belief, and I am authorized to file this application on behalf of the organization.

 _____ Authorized Signatory for Organization	Christine M. Connolly _____ Printed Name	10.30.2023 _____ Date
---	--	-----------------------------

### OFFICE USE ONLY

C.O.R. Date Received:		C.O.R. Date Reviewed:	
B.O.S. Date Forwarded:		Disposition Date:	
Public Hearing Date:		Laserfiche Scanned/ Copies to R.E./T.O.:	



## PATH FOUNDATION

30 October 2023

To Whom It May Concern:

Fauquier Health Foundation dba PATH Foundation does not have any rule, regulation, policy, or practice that unlawfully discriminates on the basis of religious conviction, race, color, sex, sexual orientation, gender identity or national origin.

Fauquier Health Foundation dba PATH Foundation does not have an alcoholic beverage license for serving alcoholic beverages issued by the Board of Directors of the Virginia Beverage Control Authority for use on its properties.

Fauquier Health Foundation dba PATH Foundation affirms that tax-exempt activities comprise the vast majority of our activities and that no substantial part of the activities of the organization involves carrying on propaganda, or otherwise attempting to influence in or intervene in legislation or any political campaign on behalf of any candidate for public office.

Christine M. Connolly  
President & CEO

## ORDINANCE 2024-11

June 11, 2024  
Town Council  
Public Hearing  
Ordinance 2024-11

**AN ORDINANCE TO EXEMPT REAL PROPERTY OWNED BY THE PATH FOUNDATION FROM  
TAXATION PURSUANT TO VIRGINIA CODE SECTION 58.1-3651**

**WHEREAS**, Virginia Code § 58.1-3651 sets forth the process and procedure by which a locality may designate property as exempt from taxation where such property is held by organizations that use the property exclusively for religious, charitable, patriotic, historical, benevolent, cultural, or public park and playground purposes; and

**WHEREAS**, Virginia Code § 58.1-3651(B) requires that prior to the adoption of any ordinance exempting property from local taxation, the Town Council shall hold a public hearing on the proposed exemption and consider the questions enumerated in Virginia Code § 58.1-3651(B); and

**WHEREAS**, the Town Council, after due notice and public hearing, considered the questions set forth in Virginia Code § 58.1-3651(B) and, upon consideration of those questions, determined that the PATH Foundation is a nonprofit organization located in the Town of Warrenton that uses certain real estate it owns for charitable purposes and that they should be exempted from real property taxation; and

**NOW THEREFORE BE IT ORDAINED** by the Warrenton Town Council this 11<sup>th</sup> day of June 2024, that real estate owned by the PATH Foundation, respectively, used for charitable purposes, be, and is hereby, designated exempt from taxation pursuant to Virginia Code § 58.1-3651.

**Votes:**

**Ayes:**

**Nays:**

**Absent from Meeting:**

**For Information:**

Finance Director

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

**Town Recorder**





Office of the Town Manager  
Frank Cassidy

## Warrenton Town Council

Carter Nevill, Mayor  
Heather Sutphin, Ward 1  
William Semple, Ward 2  
Brett Hamby, Ward 3  
James Hartman, Ward 4 Vice Mayor  
Eric Gagnon, Ward 5  
Paul Mooney, At Large  
David McGuire, At Large

Item e.

# STAFF REPORT

<b>Council Meeting Date:</b>	June 11, 2024
<b>Agenda Title:</b>	An Ordinance Exempting Personal Property Owned by Hero's Bridge Pursuant to Va. Code § 58.1-3651
<b>Requested Action:</b>	Consider the exemption request and adopt the ordinance
<b>Department / Agency Lead:</b>	Finance
<b>Staff Lead:</b>	Stephanie Miller, Finance Director

## EXECUTIVE SUMMARY

Virginia Code Section 58.1-3651 provides that a town may by designation or classification exempt from real or personal property taxes, or both, by ordinance adopted by the local governing body, the real or personal property, or both, owned by a nonprofit organization, including a single member limited liability company whose sole member is a nonprofit organization, that uses such property for religious, charitable, patriotic, historical, benevolent, cultural, or public park and playground purposes.

The Fauquier County Commissioner of the Revenue serves as the assessor for real and personal property located in the Town of Warrenton. Nonprofit organizations may apply to the Commissioner for exemption under 58.1-3651. If approved, those parcels are marked as exempt in the Commissioner's database. As such, those properties are not included in the land book provided by the County to the Town.

During Fiscal Year 2024, the County has exempted the property of three additional organizations – the Cortona Foundation, the PATH Foundation, and Hero's Bridge. This staff report applies to Hero's Bridge.

## BACKGROUND

Virginia Code Section 58.1-3651 provides that "Before adopting any such ordinance, the governing body shall consider the following questions:

1. Whether the organization is exempt from taxation pursuant to § 501(c) of the Internal Revenue Code of 1954;
2. Whether a current annual alcoholic beverage license for serving alcoholic beverages has been issued by the Board of Directors of the Virginia Alcoholic Beverage Control Authority to such organization, for use on such property;
3. Whether any director, officer, or employee of the organization is paid compensation in excess of a reasonable allowance for salaries or other compensation for personal services which such director, officer, or employee actually renders;
4. Whether any part of the net earnings of such organization inures to the benefit of any individual, and whether any significant portion of the service provided by such organization is generated by



funds received from donations, contributions, or local, state or federal grants. As used in this subsection, donations shall include the providing of personal services or the contribution of in-kind or other material services;

5. Whether the organization provides services for the common good of the public;
6. Whether a substantial part of the activities of the organization involves carrying on propaganda, or otherwise attempting to influence legislation and whether the organization participates in, or intervenes in, any political campaign on behalf of any candidate for public office;
7. The revenue impact to the locality and its taxpayers of exempting the property; and
8. Any other criteria, facts, and circumstances that the governing body deems pertinent to the adoption of such ordinance.

Hero’s Bridge applied to the Commissioner for a personal property exemption under 58.1-3651. The application package submitted to the Commissioner is attached to the agenda item and provides answers to each of the above questions. The Fauquier County Board of Supervisors approved an ordinance to exempt the requested property on December 14, 2023. The County requires that entities that are approved for this exemption submit annual renewal applications to ensure that the conditions for eligibility still apply.

The assessed value and tax impact to the Town is shown below:

Owner	Property	Assessed Value	Tax
Hero's Bridge	1998 Ford Econoline Van	\$850	\$8.50
Hero's Bridge	2016 Dodge Ram	\$25,425	\$254.25
Total Tax Amount			\$262.75

STAFF RECOMMENDATION

Consider adopting An Ordinance Exempting Personal Property Owned by Hero’s Bridge Pursuant to Va. Code § 58.1-3651.

Service Level/Policy Impact

There is no service level impact. From a policy perspective, exempting the properties could be viewed as providing support for the non-profits on the list.

Fiscal Impact

Based on the latest assessment and current real estate tax rate of \$0.0401 per \$100 of assessed value, the annual fiscal impact is \$262.75 based on current assessed value and current tax rate.

Legal Impact

- Va. Code § 58.1-3651 requires a public hearing prior to passing an ordinance to exempt property from local taxation.

ATTACHMENTS

1. ORD-24-06-03: An Ordinance Exempting Personal Property Owned by Hero’s Bridge from Taxation Pursuant to Virginia Code Sec. 58.1-3651.

## ORDINANCE

## AN ORDINANCE DESIGNATING PERSONAL PROPERTY OWNED BY HERO'S BRIDGE EXEMPT FROM TAXATION

WHEREAS, Fauquier County Code § 8-71 authorizes the Board of Supervisors to designate property as exempt from taxation where such property is held by organizations that use the property exclusively for religious, charitable, patriotic, historical, benevolent, cultural or public park and playground purposes; and

WHEREAS, Virginia Code § 58.1-3651 sets forth the process and procedure by which a locality may designate property as tax exempt; and

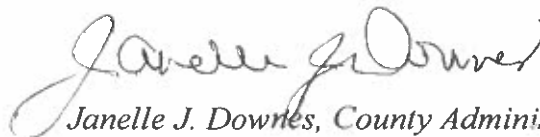
WHEREAS, Virginia Code § 58.1-3651(B) requires that prior to the adoption of any Ordinance exempting property from local taxation, the Board of Supervisors shall hold a public hearing on the proposed application and consider the questions enumerated in Virginia Code § 58.1-3651(B); and

WHEREAS, the Board of Supervisors, after due notice and public hearing, considered the questions set forth in Virginia Code § 58.1-3651(B) and, upon consideration of those questions, determined that Hero's Bridge is a nonprofit organization located in Fauquier County that uses all of its personal property for charitable purposes, and that its application for exemption from taxation on that personal property used for charitable purposes should be granted; now, therefore, be it

ORDAINED by the Fauquier County Board of Supervisors this 14<sup>th</sup> day of December 2023, That the personal property owned by Hero's Bridge and used for charitable purposes, be, and is hereby, designated exempt from taxation; and, be it

ORDAINED FURTHER, That the continuance of this exemption shall be contingent upon the continued use of the personal property in accordance with the purpose for which Hero's Bridge has been designated tax exempt.

*A Copy Teste*



Janelle J. Downes, County Administrator  
Clerk to the Board of Supervisors

## RESOLUTION

## A RESOLUTION DIRECTING THE COUNTY ADMINISTRATOR TO SCHEDULE A PUBLIC HEARING TO CONSIDER A TAX EXEMPTION REQUEST OF HERO'S BRIDGE

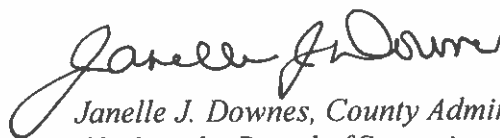
WHEREAS, Hero's Bridge is a nonprofit organization owning real estate and personal property in Fauquier County that uses such property for charitable, historical, and cultural purposes; and

WHEREAS, Hero's Bridge requested exemption from Fauquier County real estate and personal property taxes in order to permit it to better use its financial resources for charitable, historical, and cultural purposes; and

WHEREAS, prior to granting exemption from local property tax to a nonprofit organization that uses its property for such purposes, the Board of Supervisors must conduct a public hearing and adopt an ordinance designating the organization's property tax exempt; now, therefore, be it

RESOLVED by the Fauquier County Board of Supervisors this 9<sup>th</sup> day of November 2022, That the County Administrator be, and is hereby, directed to schedule a public hearing to consider the request of Hero's Bridge to designate its real estate and personal property as tax exempt.

*A Copy Teste*



Janelle J. Downes, County Administrator  
Clerk to the Board of Supervisors



COMMONWEALTH OF VIRGINIA  
**COUNTY OF FAUQUIER**  
POST OFFICE BOX 149  
WARRENTON, VA. 20188-0149  
**ERIC J. MAYBACH**  
COMMISSIONER OF THE REVENUE  
[www.fauquiercounty.gov](http://www.fauquiercounty.gov)



## MEMORANDUM

TO: Tracy Gallehr, County Attorney

FROM: Eric J. Maybach, Commissioner of the Revenue

DATE: November 30, 2023

SUBJECT: Tax Exemption Designation Request:  
Hero's Bridge  
Personal Property  
Vehicle Account(s): 1913766

"Hero's Bridge" submitted an application package seeking personal property exemptions as a *"Virginia non-stock, non-profit corporation formed for religious, charitable, historical and cultural purposes"* as set forth in Article X, Section 6(a)(6) of the Constitution of Virginia. The intent of the organization is to provide direct assistance to veterans 65 years of age and over.

Section 58.1-3651 of the *Code of Virginia*, 1950, as amended, governs the requirements for entities seeking to have tax-exempt status granted to real or personal property owned by that entity. That section grants the Board of Supervisors the authority to designate as tax exempt that real and personal property owned by organizations, which use it exclusively for religious, charitable, patriotic, historical, benevolent, cultural, or public park and playground purposes.

Based on the intended use of the facility and as outlined in the application, I find that "Hero's Bridge" meets the eligibility requirements for personal property tax exemption consideration. If it is the will of the Board, "Hero's Bridge" may be granted tax exemption status as requested beginning January 1, 2024.

### Tax Summary:

Property Type	Identification	Assessment	Tax	Total
<b><u>Personal Property</u></b>	1913766- 1998 Ford Econoline Van	\$850.00	\$29.33	<b>\$906.49</b>
	1913766- 2016 Dodge Ram	\$25,425.00	\$877.16	

EJM:reg

**COUNTY OF FAUQUIER, VIRGINIA**

Eric J. Maybach  
 Commissioner of the Revenue  
 P.O. Box 149, Warrenton, VA 20188  
 Tel: (540) 422-8149 Fax: (540) 422-8159



## **APPLICATION FOR PROPERTY TAX EXEMPTION - INSTRUCTIONS**

This application is for use by nonprofit organizations seeking an exemption from taxes on property used for religious, charitable, patriotic, historical, benevolent, cultural, or public park and playground purposes only. Confidential taxpayer information provided as part of this application is not open for public inspection.

This application must be completed in its entirety, and all supporting documents must be attached, in order for it to be accepted and processed. All delinquent taxes must be paid timely and in full before this application will be accepted. Portions of the application that are not applicable should be completed as "Not Applicable." Return the completed application along with the supporting documents to the Commissioner of the Revenue (Commissioner) at the address above. As part of the application review, it may be necessary to request and review additional records. Failure to answer all questions and/or provide required documentation may result in a delay in processing the application. The application must be signed by a duly authorized officer, director, or member who is knowledgeable as to the organization's activities and operations, and who can attest to the accuracy of the information provided.

Applications that are not eligible for property tax exemption by *classification* pursuant to § 58.1-3600 *et seq.* of the Code of Virginia will be forwarded to the Fauquier County Board of Supervisors (Board) for consideration for exemption by *designation*. The Board then must authorize a public hearing wherein it will consider whether to adopt an ordinance granting the tax-exempt designation and allow citizen input. A notice advertising the Board's intent to consider the ordinance at public hearing must be published in a newspaper of general circulation in Fauquier County. The organization will be required to pay the costs of advertising. Upon receipt of the invoice from the newspaper, a request for payment will be sent to the organization. Payment in full within thirty (30) days of the date of the request is required.

Typically, tax exempt applications take twelve (12) weeks to process. Therefore, applicants are advised to plan submission of their applications accordingly to ensure that the Board can hear and decide their applications well in advance of tax-day, which is January 1. Having a knowledgeable representative from the organization present at the Board's agenda review when the ordinance is introduced and at the Board's public hearing to answer questions is encouraged.

If the Board adopts the ordinance designating the property tax exempt, the exemption will be effective on January 1 of the following tax year. Continuance of the exemption depends on the continued use of the property in accordance with the purpose for which the organization is classified or designated tax exempt. The organization must re-file this application every three (3) years and maintain tax-exempt use of its property classified or designated as exempt to retain tax-exempt status with Fauquier County.

The Board's designation of the organization's property as tax exempt does not remove its obligations to continue filing tax returns and paying tax bills for previously assessed taxes timely and in full.

**If you have any questions regarding the *Application for Property Tax Exemption* process, please call the Commissioner's Office at (540) 422-8149.**

**COUNTY OF FAUQUIER, VIRGINIA**

Eric J. Maybach  
 Commissioner of the Revenue  
 P.O. Box 149, Warrenton, VA 20188  
 Tel: (540) 422-8149 Fax: (540) 422-8159

**APPLICATION FOR PROPERTY TAX EXEMPTION**

Before proceeding, note that applications can only be processed on accounts that are paid in full (no outstanding balance). Carefully review and complete each section, writing "n/a" (not applicable) if a specific question does not apply.

Organization Name: <b>Hero's Bridge</b>		Federal ID #: <b>81-2827604</b>	
Address: <b>98 Alexandria Pike Suite 41 Warrenton, VA 20186</b>		Email: <b>mbrooks@herosbridge.org</b>	
Contact Name and Title: <b>Molly Brooks- CEO/Founder</b>		Phone Number: <b>540-341-5378</b>	
Parcel Identification Number (PIN):		Date Organization Began Operations in Fauquier: <b>5-4-2016</b>	
Type of Tax-Exemption Requested:	<input type="checkbox"/> Real	<input type="checkbox"/> Personal	<input checked="" type="checkbox"/> Real and Personal
Non-profit status (select one):	<input type="checkbox"/> Benevolent	<input checked="" type="checkbox"/> Charitable	<input type="checkbox"/> Cultural
	<input type="checkbox"/> Historical <input checked="" type="checkbox"/> Patriotic	<input type="checkbox"/> Public Parks/Playgrounds	<input type="checkbox"/> Religious
Select the incorporated town where the organization is located (if applicable) *:	<input type="checkbox"/> Town of Remington <input type="checkbox"/> Town of The Plains <input checked="" type="checkbox"/> Town of Warrenton		
What is the organization's nonprofit purpose? Hero's Bridge serves veterans aged 65 and older by bridging veterans to a better quality of life through age specific programs.			
Describe the services provided to the residents of Fauquier County by the organization: Transportation, Meals, Financial Assistance, Home Repairs & Modifications, Social Visits and Excursions to reduce isolation			
What is the organization's federal tax designation?	<input checked="" type="checkbox"/> 501(c)(3)	<input type="checkbox"/> 501(c)(4)	<input type="checkbox"/> 501(c)(6) <input type="checkbox"/> 501(c)(7) <input type="checkbox"/> Other: _____

*\*If a town is selected, the applicant must seek tax-exempt status from that town to be exempt from town taxes.*

**Please complete the following sections for all Real Estate, Tangible Personal Property, and/or Vehicles owned by the organization for which Fauquier County property tax exemption is sought.**

**REAL ESTATE- \*Attach documentation supporting the date the property began being used exclusively for nonprofit purposes.**

Parcel Identification Number (PIN)	Property Address	Date*	Use of Property
NONE			

**TANGIBLE PERSONAL PROPERTY- (Computer equipment, furniture and fixtures, etc.) \*Attach documentation supporting the date the property began being used exclusively for nonprofit purposes. Attach additional sheets as needed.**

Description	Location as of Jan. 1 <sup>st</sup>	Year Acquired	Original Cost	Date*	Use of Property
Furniture	Fauquier	Various	\$5708.00	Various	Office
Shed	Fauquier	2019	\$9510.98	June 2019	Storage

**VEHICLES/PERSONAL PROPERTY** \*Attach documentation supporting the date the property began being used exclusively for nonprofit purposes. Attach additional sheets as needed.

Vehicle Identification Number (VIN)	Year Acquired	Purchase Price	Vehicle Year	Vehicle Make	Jurisdiction where vehicle is normally garaged or parked	Date*	Is the vehicle used exclusively for the organization's nonprofit purpose?
3C6URVUG4GE124	2021	\$25,000.00	2016	Ram Promaster	Fauquier	10/18/21	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1EDRE1427WHB74700	2017	0.00	1998	Ford Econoline	Fauquier	7/06/2017	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No

Please list salaries or other compensation, if any, received by the organization's officers, directors, and board members and indicate the three highest paid employees.

**COMPENSATION-** Attach additional sheets as needed.

Name	Title	Annual Compensation
Molly Brooks	CEO/Founder	\$102,508.00
Janelle Huffman	Director of Programs	\$62,400.00
Shanna McClain	Office Manager	\$56,160.00

**PROVIDED SERVICES-** Please describe and attach additional sheets as needed.

Does the organization engage in any activities unrelated to the purpose for which it was established?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the organization provide services exclusively to Fauquier County residents?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the real and/or personal property requested for exemption currently used for a tax-exempt purpose? Describe how the real and/or personal property is currently used.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
To Serve Elderly Veterans	

**REQUIRED DOCUMENTATION CHECKLIST**

The following checklist of documents is required to process the application. Please include numbered, separate coversheets that correspond with each document as indicated below:

- ☒ **Document 1-** A current copy of the Fauquier County assessment record for all real estate and a current copy of the Fauquier County personal property tax return for all personal property owned by the organization. *NO Real Estate - PP Attached*
- ☒ **Document 2-** A copy of the application and supporting documents submitted by the organization to the Internal Revenue Service ("IRS") for § 501(c) tax-exempt status, together with copies of all responses from the IRS, including the IRS Tax Exemption Status Determination.
- ☒ **Document 3-** IRS Forms 990/990T for two (2) prior years.
- ☒ **Document 4-** A description of how the real and/or personal property will be used in the future.
- ☒ **Document 5-** If applicable, please include a list of any lessees of the property and copies of any leases or other documents which describe such uses, specifically including any documents related to any other person's or entity's rights to use any portion of the property. *NOT Applicable*

- ☒ **Document 6-** A list of names and addresses of the current officers and directors of the organization.
- ☒ **Document 7-** A Certificate of Good Standing from the Virginia State Corporation Commission and a copy of all fictitious name certificates, if any, filed by the organization with either the State Corporation Commission or the Fauquier County Circuit Court.
- ☒ **Document 8-** Copies of current financial statements, including a list of the individuals or entity to which the net earnings of the organization inure. The list must indicate the amount or percentage of the net earnings inuring to each individual or entity, including the amount of compensation paid to each director, officer and employee.
- ☒ **Document 9-** A copy of the current articles of incorporation and bylaws of the organization.
- ☒ **Document 10-** A statement signed by an officer of the organization indicating whether the organization has any rule, regulation, policy, or practice that unlawfully discriminates on the basis of religious conviction, race, color, sex, sexual orientation, gender identity, or national origin.
- ☒ **Document 11-** A statement signed by an officer of the organization indicating whether a current annual alcoholic beverage license for serving alcoholic beverages has been issued by the Board of Directors of the Virginia Alcoholic Beverage Control Authority to the organization for use on its property.
- ☒ **Document 12-** A statement signed by an officer of the organization affirming that tax-exempt activities comprise the vast majority of the organization's activity, and that no substantial part of the activities of the organization involves carrying on propaganda, or otherwise attempting to influence or intervene in legislation or any political campaign on behalf of any candidate for public office.
- ☒ **Document 13-** Copy of the organization's minutes, bylaws, resolution, or other documentation which serves as evidence that the signatory has been authorized by the organization to sign this application.
- ☒ **Document 14-** A list of localities in Virginia where the organization has been designated or received a property tax exemption. **Not Applicable**

### DECLARATION

I certify that I will immediately notify the Office of the Commissioner of the Revenue of any change in the use of any property listed in this application since it may affect the property's tax status. I agree to notify the Office of the Commissioner of the Revenue if my organization acquires or disposes of any real or personal property after the submission of this application.

I further agree that all delinquent taxes must be paid timely and in full before this application will be accepted, and that all taxes must continue to be paid until such time as the organization receives the tax exemption it seeks in this application.

I understand that the organization must re-file this application every three (3) years and maintain tax-exempt use of its property classified or designated as exempt to retain tax-exempt status with Fauquier County.

I understand that if the Board adopts the ordinance designating the property tax exempt, the exemption will be effective on January 1<sup>st</sup> of the following tax year.

I declare that the statements and information herein given are true, complete, and correct to the best of my knowledge and belief, and I am authorized to file this application on behalf of the organization.

Molly Brooks CEO  
Authorized Signatory for Organization

Molly Brooks CEO  
Printed Name

9/12/23  
Date

### OFFICE USE ONLY

C.O.R. Date Received		C.O.R. Date Reviewed:	
B.O.S. Date Forwarded:		Disposition Date:	
Public Hearing Date:		Laserfische Scanned/ Copies to R.E./T.O.	



# Document 1

# Document #1

Item e.

TANYA REMSON WILCOX  
TREASURER FAUQUIER COUNTY  
P. O. Box 677  
Warrenton, VA 20188-0677



Address Service Requested

## 2023 PERSONAL PROPERTY TAX BILL

Bill Number: 25887

Account Number: 1913766

\*006551/1--S 19--B 1



HEROS BRIDGE  
98 ALEXANDRIA PIKE STE 41  
WARRENTON VA 20186-2849

TAX CLASS	RATE
PP-Personal Property	3.450
CT-Mtr Home/Camper Tri	1.500
HE-Handicap Equipped	0.050
MH-Mobile Home	0.903
FR-Fire & Rescue	0.250
BT-Boats/Boat Motors	1.500
08-Passenger Bus 30+	1.000
MT/AP-Machinery & Tools/ Interstate Trucks	3.450
BP/CE-Business Furniture/ Fixtures & Equipment	3.450

(Tax rate per \$100 of Assessed Value)

(Assessed Value ÷ \$100 x Rate = Tax)

You may have additional amounts due under other accounts.

☒ Qualified for Car Tax Relief

YEAR	MAKE/BODY DESCRIPTION	VEHICLE ID#	NO. MOS.	ASSESSED VALUE	TAX RATE	ASSESSED TAX		CAR TAX RELIEF 50%	TAX AMOUNT
1998	FORD VAN	1FDRE1427WHB74700	12	850	3.450	29.33	N	0.00	29.33
2016	DODGE VAN	3C6URVUG4GE124793	12	25,425	3.450	877.16	Y	-345.00	532.16

\*Denotes High Mileage

(Accounts with DMV Holds must pay by cash, cashier's check, money order, or credit card.)

Total Tax 561.49  
Credits  
Delinquent Taxes

TOTAL DUE MUST BE POSTMARKED ON OR BEFORE: 10/05/2023

561.49

See reverse side for information regarding penalty and interest.

SEE REVERSE SIDE FOR PAYMENT OPTIONS AND OTHER INFORMATION

(Detach and retain the top portion for your records.)

Return this stub with your check postmarked on or before: 10/05/2023

DUE DATE	ACCT#	DEPT	BILL #	TOTAL DUE
10/05/2023	1913766	PP2023	25887	\$561.49

Make checks payable to: FAUQUIER COUNTY

To change your mailing address, please fill in your new address below.

REMIT TO:

TANYA REMSON WILCOX  
TREASURER FAUQUIER COUNTY  
P. O. BOX 677  
WARRENTON, VA 20188-0677

HEROS BRIDGE



PP2023258870000005614900000019137664

## Document 2

9/22/23 Co#: 001 **Personal Property Detail** Last User: CRKBL  
 Status: Tax Type: PP District: 07 L-Chg Date: 2/01/2023  
 Acct: 1913766 / HEROS BRIDGE ID#: 812827604 / 000000000

Class\* 02 Status\* \_ Seq. Number: 0001 Batch #: 17222SB **MODE: REVIEW**  
 Misc Code 1 PPTR N DMV Veh Use B DMV Sts 1/2 B / \_  
 Year 1998 Make FORD Model ECONOLINE VAN Body VAN  
 Ident# 1FDRE1427WHB74700 Acqd/Sold 6182017 / Orig Cost 1  
 Mileage 0 MileFlag \_ MH Wdth/Lngth / MrktValue 850  
 Dmv Price 1

	Value	Disc.	Penalty	Tax Amt	Taxed	Period	Sup# / Yr.
Cur.	850			29.33	0	12	/ 0000
Prev.	944			32.57			/ 0000

CAV  
 Dcl Match N VehUse \_ Decal# 0000000 Decal Sld Dt Prorate C/Dates  
 DMV Match Y ExpDat 7312023 DMV Dwnld Date In \_ 6182017  
 NADAMatch N Init. Asm# 000 FeeExc\* Out \_  
 License # 2041EF Ttl# 1000410051 PltTyp\* ENDUR FREE VET RfdSts \_  
 Gross Wt. EmpWgt 3690 File Sts/Dt Dcl Snt Flg Y  
 Comments 17VAL=16VAL-10% - VIN Ticket#-Seq1/2 25887 - 1 /  
 NO LONGER IN BOOK Tax/Penalty 29.33 /

F2=Prompt F3=Exit F9=PrtDcl F10=Suppl F11=AC F13=Hst F14=PrtOCRDcl  
 F17=DMV INF F16=Lessee F5=Attach F19=Abtmt F22=CertSrc F23=Delete

9/22/23 Co#: 001 **Personal Property Detail** Last User: CRBRS  
 Status: Tax Type: PP District: 07 L-Chg Date 8/08/2023  
 Acct: 1913766 / HEROS BRIDGE ID#: 812827604 / 000000000

Class\* 02 Status\* \_ Seq. Number: 0002 Batch #: 23220BS **MODE: REVIEW**  
 Misc Code 1 \_ PPTR Y DMV Veh Use B DMV Sts 1/2 B / \_  
 Year 2016 Make DODGE Model RAM PROMASTER Body VAN  
 Ident# 3C6URVUG4GE124793 Acqd/Sold 3192021 / \_ Orig Cost 25000  
 Mileage 0 MileFlag \_ MH Wdth/Lngth \_ / \_ MrktValue \_  
 Dmv Price 25000

	Value	Disc.	Penalty	Tax Amt	Taxed	Period	Sup# / Yr.
Cur.	25425			877.16	0	12	/ 0000
Prev.	25200			869.40			01 / 2021

CAV  
 Dcl Match N VehUse \_ Decal# 0000000 Decal Sld Dt \_ **Prorate C/Dates**  
 DMV Match Y ExpDat 10312024 DMV Dwnld Date \_ In \_ 3192021  
 NADAMatch Y Init. \_ Asm# 000 FeeExc\* \_ Out \_ \_  
 License # TZX9288 Ttl# 1910403460 PltTyp\* PASS (PAVL) RfdSts \_  
 Gross Wt. \_ EmpWgt 4700 File Sts/Dt \_ Dcl Snt Flg \_  
 Comments 21SUP1 Ticket#-Seq1/2 25887 - 2 / \_  
 23VAL=O/L NADA COMM TRK Tax/Penalty 877.16 / \_

F2=Prompt F3=Exit F9=PrtDcl F10=Suppl F11=AC F13=Hst F14=PrtOCRDcl  
 F17=DMV INF F16=Lessee F5=Attach F19=Abtmt F22=CertSrc F23=Delete

Document #2

IRS 1 Item e. 3



Department of the Treasury  
Internal Revenue Service  
P. O. Box 2508  
Cincinnati, OH 45201

Date:

September 19, 2019

Person to contact/ID number:

M. FIELDS #194416

Contact telephone number:

877-829-5500

MOLLY BROOKS  
5150 PARK LANE DRIVE  
MIDLAND, VA 20187

Dear Sir or Madam:

We're responding to your letter dated August 15, 2019, requesting copies of Hero's Bridge.

Your copies are enclosed.

If you have questions, you can contact the person listed above.

Sincerely,

*Stephen A. Martin*

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements

Enclosure:  
Your Copies

Letter 5448 (12-2016)  
Catalog Number 66555Y

Form **1023-EZ**

(Rev. June 2014)

Department of the Treasury  
Internal Revenue Service**Streamlined Application for Recognition of Exemption  
Under Section 501(c)(3) of the Internal Revenue Code**Do not enter Social Security numbers on this form as it will be made public.  
Information about Form 1023-EZ and its separate instructions is at [www.irs.gov/form1023](http://www.irs.gov/form1023)

OMB No. 1545-0056

Notes: If exempt status is approved,  
this application will be open for  
public inspection.

- ☒ Check this box to attest that you have completed the Form 1023-EZ Eligibility Worksheet in the current instructions, are eligible to apply for exemption using Form 1023-EZ, and have read and understand the requirements to be exempt under section 501(c)(3).

**Part I Identification of Applicant****1a Full Name of Organization**

HEROS BRIDGE

**b Mailing Address (number, street, and room/suite), if a P.O. box, see instructions.**

5150 PARK LAKE DRIVE

**c City**

MIDLAND

**d State**

VA

**e Zip code + 4**

22728-0000

**2 Employer Identification Number**

81-2827604

**3 Month Tax Year Ends (MM)**

12

**4 Person to Contact if More Information Is Needed**

MOLLY BROOKS

**5 Contact Telephone Number**

(540)993-6386

**6 Fax Number (optional)****7 User Fee Submitted**

\$275.00

**8 List the names, titles, and mailing addresses of your officers, directors, and/or trustees. (If you have more than five, see instructions.)**

First Name: <b>MOLLY</b>	Last Name: <b>BROOKS</b>	Title: <b>PRESIDENT</b>	
Street Address: <b>5150 PARK LAKE DR</b>		City: <b>MIDLAND</b>	State: <b>VA</b> Zip code + 4: <b>22728-0000</b>
First Name: <b>DAVID</b>	Last Name: <b>BENHOFF</b>	Title: <b>VICE PRESIDENT</b>	
Street Address: <b>13208 RIVERSONG WAY</b>		City: <b>SPERRYVILLE</b>	State: <b>VA</b> Zip code + 4: <b>22740-0000</b>
First Name: <b>AMBER</b>	Last Name: <b>HAWES-REID</b>	Title: <b>SECRETARY</b>	
Street Address: <b>9224 BEAR MOUNTAIN ROAD</b>		City: <b>MARSHALL</b>	State: <b>VA</b> Zip code + 4: <b>20115-0000</b>
First Name:	Last Name:	Title:	
Street Address:		City:	State: Zip code + 4:
First Name:	Last Name:	Title:	
Street Address:		City:	State: Zip code + 4:

**9a Organization's Website (if available):****b Organization's Email (optional):****Part II Organizational Structure**

- 1 To file this form, you must be a corporation, an unincorporated association, or a trust. Select the box for the type of organization.  
☒ Corporation ☐ Unincorporated association ☐ Trust
- 2 ☒ Check this box to attest that you have the organizing document necessary for the organizational structure indicated above.  
(See the instructions for an explanation of necessary organizing documents.)
- 3 Date incorporated if a corporation, or formed if other than a corporation (MMDDYYYY): 05042016
- 4 State of incorporation or other formation: VA
- 5 Section 501(c)(3) requires that your organizing document must limit your purposes to one or more exempt purposes within section 501(c)(3).  
☒ Check this box to attest that your organizing document contains this limitation.
- 6 Section 501(c)(3) requires that your organizing document must not expressly empower you to engage, otherwise than as an insubstantial part of your activities, in activities that in themselves are not in furtherance of one or more exempt purposes.  
☒ Check this box to attest that your organizing document does not expressly empower you to engage, otherwise than as an insubstantial part of your activities, in activities that in themselves are not in furtherance of one or more exempt purposes.
- 7 Section 501(c)(3) requires that your organizing document must provide that upon dissolution, your remaining assets be used exclusively for section 501(c)(3) exempt purposes. Depending on your entity type and the state in which you are formed, this requirement may be satisfied by operation of state law.  
☒ Check this box to attest that your organizing document contains the dissolution provision required under section 501(c)(3) or that you do not need an express dissolution provision in your organizing document because you rely on the operation of state law in the state in which you are formed for your dissolution provision.

**Part III Your Specific Activities**

- 1** Enter the appropriate 3-character NTEE Code that best describes your activities (See the instructions): P20
- 2** To qualify for exemption as a section 501(c)(3) organization, you must be organized and operated exclusively to further one or more of the following purposes. By checking the box or boxes below, you attest that you are organized and operated exclusively to further the purposes indicated. Check all that apply.

- ☒ Charitable ☐ Religious ☐ Educational  
☐ Scientific ☐ Literary ☐ Testing for public safety  
☐ To foster national or international amateur sports competition ☐ Prevention of cruelty to children or animals

- 3** To qualify for exemption as a section 501(c)(3) organization, you must:

- ☐ Refrain from supporting or opposing candidates in political campaigns in any way.
- ☐ Ensure that your net earnings do not inure in whole or in part to the benefit of private shareholders or individuals (that is, board members, officers, key management employees, or other insiders).
- ☐ Not further non-exempt purposes (such as purposes that benefit private interests) more than insubstantially.
- ☐ Not be organized or operated for the primary purpose of conducting a trade or business that is not related to your exempt purposes.
- ☐ Not devote more than an insubstantial part of your activities attempting to influence legislation or, if you made a section 501(h) election, not normally make expenditures in excess of expenditure limitations outlined in section 501(h).
- ☐ Not provide commercial-type insurance as a substantial part of your activities.

☒ Check this box to attest that you have not conducted and will not conduct activities that violate these prohibitions and restrictions.

- 4** Do you or will you attempt to influence legislation? (If yes, consider filing Form 5768. See the instructions for more details.) ☐ Yes ☒ No
- 5** Do you or will you pay compensation to any of your officers, directors, or trustees? (Refer to the instructions for a definition of compensation.) ☐ Yes ☒ No
- 6** Do you or will you donate funds to or pay expenses for individual(s)? ☐ Yes ☒ No
- 7** Do you or will you conduct activities or provide grants or other assistance to individual(s) or organization(s) outside the United States? ☐ Yes ☒ No
- 8** Do you or will you engage in financial transactions (for example, loans, payments, rents, etc.) with any of your officers, directors, or trustees, or any entities they own or control? ☐ Yes ☒ No
- 9** Do you or will you have unrelated business gross income of \$1,000 or more during a tax year? ☐ Yes ☒ No
- 10** Do you or will you operate bingo or other gaming activities? ☐ Yes ☒ No
- 11** Do you or will you provide disaster relief? ☐ Yes ☒ No

**Part IV Foundation Classification**

**Part IV is designed to classify you as an organization that is either a private foundation or a public charity. Public charity status is a more favorable tax status than private foundation status.**

- 1** If you qualify for public charity status, check the appropriate box (1a - 1c below) and skip to Part V below.

- a** ☒ Select this box to attest that you normally receive at least one-third of your support from public sources or you normally receive at least 10 percent of your support from public sources and you have other characteristics of a publicly supported organization. Sections 509(a)(1) and 170(b)(1)(A)(vi).
- b** ☐ Select this box to attest that you normally receive more than one-third of your support from a combination of gifts, grants, contributions, membership fees, and gross receipts (from permitted sources) from activities related to your exempt functions and normally receive not more than one-third of your support from investment income and unrelated business taxable income. Section 509(a)(2).
- c** ☐ Select this box to attest that you are operated for the benefit of a college or university that is owned or operated by a governmental unit. Sections 509(a)(1) and 170(b)(1)(A)(iv).

- 2** If you are not described in items 1a - 1c above, you are a private foundation. As a private foundation, you are required by section 508(e) to have specific provisions in your organizing document, unless you rely on the operation of state law in the state in which you were formed to meet these requirements. These specific provisions require that you operate to avoid liability for private foundation excise taxes under sections 4941-4945.

- ☐ Select this box to attest that your organizing document contains the provisions required by section 508(e) or that your organizing document does not need to include the provisions required by section 508(e) because you rely on the operation of state law in your particular state to meet the requirements of section 508(e). (See the instructions for explanation of the section 508(e) requirements.)



**Part V Reinstatement After Automatic Revocation**

Complete this section only if you are applying for reinstatement of exemption after being automatically revoked for failure to file required annual returns or notices for three consecutive years, and you are applying for reinstatement under section 4 or 7 of Revenue Procedure 2014-11. (Check only one box.)

- 1 ☐ Check this box if you are seeking retroactive reinstatement under section 4 of Revenue Procedure 2014-11. By checking this box, you attest that you meet the specified requirements of section 4, that your failure to file was not intentional, and that you have put in place procedures to file required returns or notices in the future. (See the instructions for requirements.)
- 2 ☐ Check this box if you are seeking reinstatement under section 7 of Revenue Procedure 2014-11, effective the date you are filing this application.

**Part VI Signature**

- ☒ I declare under the penalties of perjury that I am authorized to sign this application on behalf of the above organization and that I have examined this application, and to the best of my knowledge it is true, correct, and complete.

MOLLY BROOKS

(Type name of signer)

PRESIDENT

(Type title or authority of signer)

7/23/2016

(Date)

# Document #2

Item e.

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: AUG 02 2016

HEROS BRIDGE  
5150 PARK LAKE DRIVE  
MIDLAND, VA 22728-0000

Employer Identification Number:  
81-2827604  
DLN:  
26053607009536  
Contact Person:  
CUSTOMER SERVICE ID# 31954  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
May 4, 2016  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

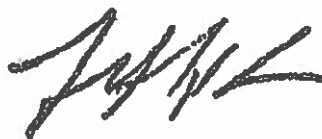
For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5436

-2-

HEROS BRIDGE

Sincerely,

A handwritten signature in dark ink, appearing to read 'J. Cooper', with a stylized flourish at the end.

Jeffrey I. Cooper  
Director, Exempt Organizations  
Rulings and Agreements

Letter 5436

# Document 4



#### **Document #4**

#### **Description of how the real and/or personal property will be used in the future**

Hero's Bridge intends to use all real and/or personal property now and in the future to serve our mission and serve elderly veterans.

Hero's Bridge is dedicated to serving elderly veterans, age 65 and older by bridging veterans to a better quality of life through age specific and innovative programs. These services are available to our heroes wherever they call home, at no expense to them.

# Document 6



### **Hero's Bridge Board of Directors**

Molly Brooks RN-BC, CHPN  
President/CEO/ Founder

Richard Heppard, ISCS (IDW) (ret)  
Vice President

Eric Maybach  
Treasurer

Stanley Parkes  
Secretary

John Lesinski  
Board Member

All officers and directors to be contacted at organization's primary address:  
Hero's Bridge  
98 Alexandria Pike Ste 41  
Warrenton, VA 20186

# Document 7



# Commonwealth of Virginia



## State Corporation Commission

### CERTIFICATE OF GOOD STANDING

I Certify the Following from the Records of the Commission:

That Hero's Bridge is duly incorporated under the law of the Commonwealth of Virginia;

That the corporation was incorporated on May 4, 2016;

That the corporation's period of duration is perpetual; and

That the corporation is in existence and in good standing in the Commonwealth of Virginia as of the date set forth below.

Nothing more is hereby certified.



Signed and Sealed at Richmond on this Date:

August 30, 2023

A handwritten signature in black ink, appearing to read "Bernard J. Logan".

Bernard J. Logan, Clerk of the Commission

CERTIFICATE NUMBER : 2023083019184634

# Document 11



**Document #11**

**Statement signed by an officer of the organization indicating whether a current annual alcoholic beverage license for serving alcoholic beverages has been issued by the Board of Directors of the Virginia Alcoholic Beverage Control Authority to the organization for use on its property.**

Hero's Bridge has not been issued a current annual alcoholic beverage license for serving alcoholic beverages by the Board of Directors of the Virginia Alcoholic Beverage Control Authority for use on its property.

Molly Brooks

Molly Brooks- President and CEO

9/12/23

Dated

# Document 12



## Document #12

**Statement signed by an officer of the organization affirming that tax-exempt activities comprise the vast majority of the organization's activity, and that no substantial part of the activities of the organization involves carrying on propaganda, or otherwise attempting to influence or intervene in legislation or any political campaign on behalf of any candidate for public office.**

Hero's Bridge tax- exempt activities comprise the vast majority of our organization's activity, and no substantial part of the activities of the organization involves carrying on propaganda, or otherwise attempting to influence or intervene in legislation or any political campaign on behalf of any candidate for public office.

A handwritten signature in black ink that reads "Molly Brooks". The signature is written over a horizontal line.

Molly Brooks- President and CEO

A handwritten date "9/12/23" in black ink, written over a horizontal line.

Dated

**ORDINANCE 2024-12**

**June 11, 2024  
Town Council  
Public Hearing  
Ordinance 2024-12**

**AN ORDINANCE TO EXEMPT PERSONAL PROPERTY OWNED BY HERO'S BRIDGE FROM TAXATION  
PURSUANT TO VIRGINIA CODE SECTION 58.1-3651**

**WHEREAS**, Virginia Code § 58.1-3651 sets forth the process and procedure by which a locality may designate property as exempt from taxation where such property is held by organizations that use the property exclusively for religious, charitable, patriotic, historical, benevolent, cultural, or public park and playground purposes; and

**WHEREAS**, Virginia Code § 58.1-3651(B) requires that prior to the adoption of any ordinance exempting property from local taxation, the Town Council shall hold a public hearing on the proposed exemption and consider the questions enumerated in Virginia Code § 58.1-3651(B); and

**WHEREAS**, the Town Council, after due notice and public hearing, considered the questions set forth in Virginia Code § 58.1-3651(B) and, upon consideration of those questions, determined that Hero's Bridge is a nonprofit organization located in the Town of Warrenton that uses certain real estate it owns for charitable purposes and that they should be exempted from real property taxation; and

**NOW THEREFORE BE IT ORDAINED** by the Warrenton Town Council this 11<sup>th</sup> day of June 2024, that personal property owned by Hero's Bridge, respectively, used for charitable purposes, be, and is hereby, designated exempt from taxation pursuant to Virginia Code § 58.1-3651.

**Votes:**

**Ayes:**

**Nays:**

**Absent from Meeting:**

**For Information:**

Finance Director

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

**Town Recorder**



Office of the Town Manager  
Frank Cassidy

## Warrenton Town Council

Carter Nevill, Mayor  
Heather Sutphin, Ward 1  
William Semple, Ward 2  
Brett Hamby, Ward 3  
James Hartman, Ward 4 Vice Mayor  
Eric Gagnon, Ward 5  
Paul Mooney, At Large  
David McGuire, At Large

Item f.

# STAFF REPORT

<b>Council Meeting Date:</b>	June 11 <sup>th</sup> , 2024
<b>Agenda Title:</b>	Erosion and Stormwater Management Ordinance
<b>Requested Action:</b>	Adoption of the Erosion and Stormwater Management Ordinance
<b>Department / Agency Lead:</b>	Public Utilities
<b>Staff Lead:</b>	Steven Friend, Director of Public Utilities / Kerry Wharton, Stormwater Administrator

## EXECUTIVE SUMMARY

The Virginia Erosion and Stormwater Management Regulation (9VAC25-875) updates included consolidation requirements of the Erosion and Sediment Control Regulation (9VAC25-840); Erosion and Sediment Control and Stormwater Certification Regulation (9VAC25-850); and Virginia Stormwater Management Program Regulation (9VAC25-870) into one chapter of the Virginia Administrative Code. To align with these requirements, the Town has combined existing erosion and sediment control and stormwater regulations into a new chapter of the Town Code named the "Erosion and Stormwater Management Ordinance". This ordinance will be effective July 1, 2024.

## BACKGROUND

Stormwater management is the collection and use of stormwater to protect the environment by preventing unregulated and potentially harmful pollutants from entering the Town's waterways. Pollutants include silt, dirt, trash, and other contaminants. Stormwater Management also reduces the nutrient loading in the streams which can disrupt the natural ecology of the waterways and could harm aquatic plant life and animal life.

The Town's current Erosion and Sediment Control and Stormwater regulations are included in the Town's Zoning Ordinance as Articles 4 & 5. The "Consolidation Bill" requires the combination of existing regulations to clarify program requirements, eliminate redundancies, and correct inconsistencies between the stormwater management and erosion control regulations.

Our current ordinance administers the Virginia Erosion and Sediment Control Program and the Virginia Stormwater Management Program separately within the Town's Zoning Ordinance. A new erosion and stormwater management ordinance has been created to address the new combined Erosion and Stormwater Management Regulations as required per state code.

The newly created Erosion and Stormwater Management Ordinance will be effective July 1, 2024.

STAFF RECOMMENDATION

Staff recommends the adoption of the standalone chapter to address Erosion and Stormwater Management. A separate initiation will strike the language from the Town of Warrenton’s Zoning Ordinance.

Service Level/Collaborative Impact

Adoption of the ordinance will bolster the vision of Plan Warrenton 2040 by helping to preserve the visual aesthetics and protect environmentally sensitive areas from unregulated / unmonitored runoff related to new and existing construction, and to maintain state code requirements. This will have a collaborative impact on the Public Utilities Department, Community Development Department, and Public Works departments.

Policy Direction/Warrenton Plan 2040

Plan Warrenton 2040 seeks to preserve, enhance, and protect the environmental, scenic, and natural quality of the Town. The proposed Erosion and Stormwater Management Ordinance ensures all construction activities are properly regulated and maintained and limit pollution and enhance water quality through proper Stormwater Management practices. It directly relates to Community Facilities Goal of:

**CF-4:** Ensure healthy, safe, adequate water and wastewater services.

Fiscal Impact

None identified at this time.

Legal Impact

None identified at this time.

ATTACHMENTS

- Ordinance 2024-13: An Ordinance Creating Chapter 21 “Erosion and Stormwater Management”, of the Code of the Town of Warrenton, Effective July 1, 2024



June 11, 2024  
Town Council  
Public Hearing  
Ord. No. 2024-13

**ORDINANCE 2024-13  
AN ORDINANCE CREATING CHAPTER 21 “EROSION AND STORMWATER MANAGEMENT”, OF THE  
CODE OF THE TOWN OF WARRENTON  
EFFECTIVE JULY 1, 2024**

**WHEREAS**, on June 22, 2023, Virginia’s State Water Control Board adopted new Virginia Erosion and Stormwater Management Regulations (9VAC25-875) with an effective date of July 1, 2024, to consolidate and clarify program requirements, eliminate redundancies, and correct inconsistencies between the erosion and sediment control and stormwater management program regulations; and

**WHEREAS**, the intent of this new regulation is to combine and clarify the existing regulatory requirements from the Erosion and Sediment Control (9VAC25-840), the Erosion and Sediment Control and Stormwater Management Certification (9VAC25-850), and the Virginia Stormwater Management Program (9VAC25-870) regulations into one chapter of the Virginia Administrative Code; and

**WHEREAS**, no substantive changes to existing erosion and sediment control minimum standards or to the post-construction stormwater management technical criteria are part of this regulatory action; and

**WHEREAS**, the Town’s regulations pertaining to Erosion and Sediment Control and Stormwater Management were previously codified in Articles 4 and 5 of the Town’s Zoning Ordinance; and

**WHEREAS**, the Town Council conducted a work session to review the new regulatory requirements at the March 12, 2024, meeting and directed staff to initiate an updated, separate ordinance; and

**WHEREAS**, the Town Council held a duly advertised public hearing on June 11, 2024 to review the new regulations and receive public input on the proposed addition of Chapter 21, Erosion and Stormwater Management, to the Code of the Town of Warrenton, which aligns with the Virginia Erosion and Stormwater Management Regulations (9VAC25-875); and

**NOW THEREFORE BE IT ORDAINED**, by the Town Council of the Town of Warrenton that the Town Code be and is hereby amended to add Chapter 21, Erosion and Stormwater Management, to read in its entirety as follows:

## Table of Contents

### Chapter 21, Erosion and Stormwater Management

Sec. 21-1	Title, Purpose, and Authority
Sec. 21-2	Definitions
Sec. 21-3	Erosion and Stormwater Management Program Established
Sec. 21-4	Conflicting Contents with other Codes and Ordinances
Sec. 21-5	Regulated Land Disturbing Activities
Sec. 21-6	Review and Approval of Plans; Prohibitions
Sec. 21-7	Review of a Soil Erosion Control and Stormwater Management Plan (ESM Plan)
Sec. 21-8	Stormwater Permit Requirements: Exemptions
Sec. 21-9	Stormwater Pollution Prevention Plan; Contents of Plans
Sec. 21-10	Stormwater Pollution Prevention Plan; MS4
Sect. 21-11	Stormwater Management Plan; Contents of Plan
Sec. 21-12	Pollution Prevention Plan; Contents of Plans
Sec. 21-13	Erosion and Sediment Control Plan; Contents of Plans
Sec. 21-14	Technical Criteria for Regulated Land Disturbing Activities
Sec. 21-15	Long Term Maintenance of Permanent Stormwater Facilities
Sec. 21-16	Monitoring and Inspections
Sect 21-17	Performance Bonds
Sec. 21-18	Hearings
Sec. 21-19	Appeals
Sect. 21-20	Right of Entry
Sec. 21-21	Enforcement
Sec. 21-22	Fees

## CHAPTER 21 – EROSION AND STORMWATER MANAGEMENT ORDINANCE

### **Section 21-1 Title, Purpose, Authority.**

- A. The purpose of this Chapter is to ensure the general health, safety, and welfare of the citizens of the Town to protect the quality and quantity of state waters from the potential harm of unmanaged stormwater and soil erosion, including protection from a land disturbing activity causing unreasonable degradation of properties, water quality, stream channels, and other natural resources, and to establish procedures whereby stormwater requirements related to water quality and quantity shall be administered and enforced. The chapter establishes a local erosion and stormwater program that shall be administered in conjunction with the Town's Municipal Separate Storm Sewer System (MS4) Program.
- B. This Chapter is authorized by § 62.1-44.15:27 of the Code of Virginia. Pursuant to that statute, this Chapter is adopted as part of an initiative to integrate the Town's stormwater management requirements with the Town's erosion and sediment control, flood plain management, and Chesapeake Bay Preservation Act requirements into a consolidated erosion and stormwater management program. The erosion and stormwater management program is intended to facilitate the submission and approval of plans, issuance of Permits, payment of fees, and coordination of inspection and enforcement activities for land-disturbing activities into a more convenient and efficient manner for both the Town and those responsible for compliance with these programs.
- C. All references to provisions of the Code of Virginia, Acts of the General Assembly, or state regulations in this Chapter shall be interpreted to include future amendments to the provisions of the Code, acts of the General Assembly or state regulations.

### **Section 21-2 Definitions.**

The following words and terms, when used in this Chapter, shall have the following meanings, unless the context clearly indicates otherwise.

"Adequate channel" means a channel that will convey the designated frequency storm event without overtopping the channel bank nor causing erosive damage to the channel bed or banks.

"Administrator" means the person appointed by the Town Manager to administer this Chapter and any designee or agent appointed by the Administrator for inspections, administration, enforcement, or other action under any provision of this Chapter.

"Agreement in lieu of a plan" means a contract between the Town and the owner or Permittee that specifies methods that shall be implemented to comply with the requirements of the VESMA and this Chapter for the construction of a (i) single-family detached residential structure or (ii) farm building or structure on a parcel of land with a total impervious cover percentage, including the impervious cover from the farm building or structure to be constructed, of less than five percent; such contract may be executed by the Town in lieu of a soil erosion control and stormwater management plan.

"Applicant" means person submitting a soil erosion control and stormwater management plan to a VESMP authority for approval in order to obtain authorization to commence a land-disturbing activity.

"Best management practice" or "BMP" means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices, including both structural and nonstructural practices, to prevent or reduce the pollution of surface waters and groundwater systems.

1. "Nonproprietary best management practice" means both structural and nonstructural practices to prevent or reduce the pollution of surface waters and groundwater systems that are in the public domain and are not protected by trademark or patent or copyright.
2. "Proprietary best management practice" means both structural and nonstructural practices to prevent or reduce the pollution of surface waters and groundwater systems that are privately owned and controlled and may be protected by trademark or patent or copyright.

"Board" means the State Water Control Board.

"Causeway" means a temporary structural span constructed across a flowing watercourse or wetland to allow construction traffic to access the area without causing erosion damage.

"Channel" means a natural stream or manmade waterway.

"Chesapeake Bay Preservation Act" means Article 2.5 (§ 62.1-44.15:67 et seq.) of Chapter 3.1 of Title 62.1 of the Code of Virginia.

"Chesapeake Bay Preservation Area" means any land designated by a local government pursuant to Part III (9VAC25-830-70 et seq.) of the Chesapeake Bay Preservation Area Designation and Management Regulations and § 62.1-44.15:74 of the Code of Virginia. A Chesapeake Bay Preservation Area shall consist of a Resource Protection Area and a Resource Management Area as defined in the Chesapeake Bay Preservation Area Designation and Management Regulations (9VAC25-830).

"Clean Water Act" or "CWA" means the federal Clean Water Act (33 USC § 1251 et seq.).

"Clearing" means any activity that removes vegetative ground cover, including but not limited to the removal of vegetation, root mat removal, and/or topsoil removal. This definition does not include the selective removal of non-native tree and shrub species when the soil is left relatively undisturbed; removal of dead trees and shrubs; or normal mowing operations.

"Cofferdam" means a watertight temporary structure in a river, lake, etc., for keeping the water from an enclosed area that has been pumped dry so that bridge foundations, dams, etc., may be constructed.

"Common plan of development or sale" means a contiguous area where separate and distinct construction activities may be taking place at different times on different schedules.

"Comprehensive stormwater management plan" means a plan, which may be integrated with other land use plans or regulations that specifies how the water quality components, quantity components, or both of stormwater are to be managed on the basis of an entire watershed or a portion thereof. The plan may also provide for the remediation of erosion, flooding, and water quality and quantity problems caused by prior development.

"Construction activity" means any clearing, grading, or excavation associated with large construction activity or associated with small construction activity.

"Control measure" means any BMP, stormwater facility, or other method used to minimize the discharge of pollutants to state waters.

"CWA and regulations" means the Clean Water Act and applicable regulations published in the Code of Federal Regulations promulgated thereunder. For the purposes of this Chapter, it includes state program requirements.

"Dam" means a barrier to confine or raise water for storage or diversion, to create a hydraulic head, to prevent gully erosion, or to retain soil, rock, or other debris.

"Denuded" means a term applied to land that has been physically disturbed and no longer supports vegetative cover.

"Department" means the Virginia Department of Environmental Quality.

"Development" means land disturbance and the resulting landform associated with the construction of residential, commercial, industrial, institutional, recreation, transportation, or utility facilities or structures or the clearing of land for nonagricultural or nonsilvicultural purposes. The regulation of discharges from development, for purposes of stormwater management, does not include the exclusions found in 9VAC25-875-860.

"Dike" means an earthen embankment constructed to confine or control water, especially one built along the banks of a river to prevent overflow of lowlands; synonymous with "levee."

"Discharge" when used without qualification, means the discharge of a pollutant.

"Discharge of a pollutant" means:

1. Any addition of any pollutant or combination of pollutants to state waters from any point source; or
2. Any addition of any pollutant or combination of pollutants to the waters of the contiguous zone or the ocean from any point source other than a vessel or other floating craft which is being used as a means of transportation.

This definition includes additions of pollutants into surface waters from: surface runoff that is collected or channeled by man; discharges through pipes, sewers, or other conveyances owned by a state, municipality, or other person that do not lead to a treatment works; and discharges through pipes, sewers, or other conveyances, leading into privately owned treatment works. This term does not include an addition of pollutants by any indirect discharger.

"District" or "soil and water conservation district" means a political subdivision of the Commonwealth organized in accordance with the provisions of Article 3 (§ 10.1-506 et seq.) of Chapter 5 of Title 10.1 of the Code of Virginia.

"Diversion" means a channel with a supporting ridge on the lower side constructed across or at the bottom of a slope for the purpose of intercepting surface runoff.

"Dormant" means denuded land that is not actively being brought to a desired grade or condition.

"Drainage area" means a land area, water area, or both from which runoff flows to a common point.

"Drainage easement" means a legal right granted by a landowner to a grantee allowing the use of private land for drainage and stormwater management purposes.

"Energy dissipator" means a nonerodible structure which reduces the velocity of concentrated flow to reduce its erosive effects.

"Environmental Protection Agency" or "EPA" means the United States Environmental Protection Agency.

"Erosion and sediment control plan" means a document containing material for the conservation of soil and water resources of a unit or group of units of land. It may include appropriate maps, an appropriate soil and water plan inventory and management information with needed interpretations, and a record of decisions contributing to conservation treatment. The plan shall contain all major conservation decisions to ensure that the entire unit or units of land will be so treated to achieve the conservation objectives.

"Erosion impact area" means an area of land that is not associated with a current land-disturbing activity but is subject to persistent soil erosion resulting in the delivery of sediment onto neighboring properties or into state waters. This definition shall not apply to any lot or parcel of land of 10,000 square feet or less used for residential purposes or to shorelines where the erosion results from wave action or other coastal processes.

"ESC" means erosion and sediment control.

"ESM plan" means a soil erosion control and stormwater management plan, commonly referred to as the erosion control and stormwater management plan.

"Excavating" means any digging, scooping, or other method of removing earth materials.

"Farm building or structure" means the same as that term is defined in § 36-97 of the Code of Virginia and also includes any building or structure used for agritourism activity, as defined in § 3.2-6400 of the Code of Virginia, and any related impervious services including roads, driveways, and parking areas.

"Filling" means any depositing or stockpiling of earth materials.

"Flood fringe" means the portion of the floodplain outside the floodway that is usually covered with water from the 100-year flood or storm event. This includes the flood or floodway fringe designated by the Federal Emergency Management Agency.

"Flooding" means a volume of water that is too great to be confined within the banks or walls of the stream, water body, or conveyance system and that overflows onto adjacent lands, thereby causing or threatening damage.

"Floodplain" means the area adjacent to a channel, river, stream, or other water body that is susceptible to being inundated by water normally associated with the 100-year flood or storm event. This includes the floodplain designated by the Federal Emergency Management Agency.

"Flood-prone area" means the component of a natural or restored stormwater conveyance system that is outside the main channel. Flood-prone areas may include the floodplain, floodway, the flood fringe, wetlands, riparian buffers, or other areas adjacent to the main channel.

"Floodway" means the channel of a river or other watercourse and the adjacent land areas, usually associated with flowing water, that must be reserved in order to discharge the 100-year flood or storm event without cumulatively increasing the water surface elevation more than one foot. This includes the floodway designated by the Federal Emergency Management Agency.

"Flume" means a constructed device lined with erosion-resistant materials intended to convey water on steep grades.

"General Permit" means a Permit authorizing a category of discharges under the CWA and the VESMA within a geographical area.

"Hundred-year storm" or "100-year storm" means a storm that is capable of producing rainfall expected to be equaled or exceeded on the average of once in 100 years. It may also be expressed as an exceedance probability with a 1% chance of being equaled or exceeded in any given year.

"Hydrologic Unit Code" or "HUC" means a watershed unit established in the most recent version of Virginia's 6th Order National Watershed Boundary Dataset unless specifically identified as another order.

"Illicit discharge" or "Unauthorized Discharge" means any discharge to the storm drainage (storm sewer) system that is not composed of entirely of stormwater, except discharges pursuant to either a Virginia Pollutant Discharge Elimination System (VPDES) permit or discharges resulting from firefighting activities. This definition shall not include discharges listed in Town Code, section 17-218 (a) unless the town identifies such discharges as sources of pollutants to state water.

"Impervious cover" means a surface composed of material that significantly impedes or prevents natural infiltration of water into soil.

"Incorporated place" means a city or town that is incorporated under the Code of Virginia.

"Inspection" means an on-site review of the project's compliance with any applicable design criteria, or an on-site review to obtain information or conduct surveys or investigations necessary in the implementation or enforcement of the VESMA and applicable regulations.

"Karst area" means any land area predominantly underlain at the surface or shallow subsurface by limestone, dolomite, or other soluble bedrock regardless of any obvious surface karst features.

"Karst features" means sinkholes, sinking and losing streams, caves, large flow springs, and other such landscape features found in karst areas.

"Land disturbance" or "land-disturbing activity" means a manmade change to the land surface that may result in soil erosion or has the potential to change its runoff characteristics, including construction activity such as the clearing, grading, excavating, or filling of land, or the conversion of land from permeable to impermeable surfaces.

"Land-disturbance approval" means an approval allowing a land-disturbing activity to commence issued by the VESMP authority after the requirements of § 62.1-44.15:34 of the Code of Virginia have been met.

"Large construction activity" means construction activity including clearing, grading, and excavation, except operations that result in the disturbance of less than five acres of total land area. Large construction activity also includes the disturbance of less than five acres of total land area that is a part of a larger common plan of development or sale if the larger common plan will ultimately disturb five acres or more. Large construction activity does not include routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original purpose of the facility.

"Linear development project" means a land-disturbing activity that is linear in nature such as, but not limited to, (i) the construction of electric and telephone utility lines, and natural gas pipelines; (ii) construction of tracks, rights-of-way, bridges, communication facilities and other related structures of a railroad company; (iii) highway construction projects; (iv) construction of stormwater channels and stream restoration activities; and (v) water and sewer lines. Private subdivision roads or streets shall not be considered linear development projects.

"Live watercourse" means a definite channel with bed and banks within which concentrated water flows continuously.

"Locality" means any county, city, or town.

"Localized flooding" means smaller scale flooding that may occur outside of a stormwater conveyance system. This may include high water, ponding, or standing water from stormwater runoff, which is likely to cause property damage or unsafe conditions.

"Main channel" means the portion of the stormwater conveyance system that contains the base flow and small frequent storm events.

"Manmade" means constructed by human beings.

"Minimize" means to reduce or eliminate the discharge of pollutants to the extent achievable using stormwater controls that are technologically available and economically practicable.

"Minor modification" means modifications and amendments not requiring extensive review and evaluation including changes in EPA promulgated test protocols, increasing monitoring frequency requirements, changes in sampling locations, and changes to compliance dates within the overall compliance schedules. A minor Permit modification or amendment does not substantially alter Permit conditions, substantially increase, or decrease the amount of surface water impacts, increase the size of the operation, or reduce the capacity of the facility to protect human health or the environment.

"MS4" or "Municipal separate storm sewer system" means a municipal separate storm sewer system as defined in Virginia law.

"MS4 service area" means: (i) for Phase I MS4 permittees, the service area delineated in accordance with the permit issued pursuant to 9VAC25-870-380 A3; and (ii) for Phase II MS4 permittees, the term as described in 9VAC25-890.

"Natural channel design concepts" means the utilization of engineering analysis and fluvial geomorphic processes to create, rehabilitate, restore, or stabilize an open conveyance system for the purpose of creating or recreating a stream that conveys its bankfull storm event within its banks and allows larger flows to access its bankfull bench and its floodplain.

"Natural stream" means a tidal or nontidal watercourse that is part of the natural topography. It usually maintains a continuous or seasonal flow during the year and is characterized as being irregular in cross-section with a meandering course. Constructed channels such as drainage ditches or swales shall not be considered natural streams; however, channels designed utilizing natural channel design concepts may be considered natural streams.

"Nonerodible" means a material such as riprap, concrete, or plastic that will not experience surface wear due to natural forces.

"Nonpoint source pollution" means pollution such as sediment, nitrogen, phosphorus, hydrocarbons, heavy metals, and toxics whose sources cannot be pinpointed but rather are washed from the land surface in a diffuse manner by stormwater.

"Operator" means the owner or operator of any facility or activity subject to the VESMA and this Chapter. In the context of stormwater associated with a large or small construction activity, operator means any person associated with a construction project that meets either of the following two criteria: (i) the person has direct operational control over construction plans and specifications, including the ability to make modifications to those plans and specifications or (ii) the person has day-to-day operational control of those activities at a project that are necessary to ensure compliance with a stormwater pollution prevention plan for the site or other Permit or VESMP authority Permit conditions (i.e., they are authorized to direct workers at a site to carry out activities required by the stormwater pollution prevention plan or comply with other Permit conditions).

"Owner" means the same as that term is defined in § 62.1-44.3 of the Code of Virginia. For a regulated land-disturbing activity that does not require a Permit, "owner" also means the owner or owners of the freehold of the premises or lesser estate therein, mortgagee or vendee in possession, assignee of rents, receiver, executor, trustee, lessee, or other person, firm, or corporation in control of a property.



"Peak flow rate" means the maximum instantaneous flow from a prescribed design storm at a particular location.

"Percent impervious" means the impervious area within the site divided by the area of the site multiplied by 100.

"Permit" means a VPDES permit issued by the department pursuant to § 62.1-44.15 of the Code of Virginia for stormwater discharges from a land-disturbing activity.

"Permittee" means the person to whom the Permit is issued.

"Person" means any individual, partnership, firm, association, joint venture, public or private corporation, trust, estate, commission, board, public or private institution, utility, cooperative, county, city, town, or other political subdivision of the Commonwealth, governmental body, including a federal or state entity as applicable, any interstate body, or any other legal entity.

"Point of discharge" means a location at which concentrated stormwater runoff is released.

"Point source" means any discernible, confined, and discrete conveyance including any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, landfill leachate collection system, vessel, or other floating craft from which pollutants are or may be discharged. This term does not include return flows from irrigated agriculture or agricultural stormwater runoff.

"Pollutant discharge" means the average amount of a particular pollutant measured in pounds per year or other standard reportable unit as appropriate, delivered by stormwater runoff.

"Pollution" means such alteration of the physical, chemical, or biological properties of any state waters as will or is likely to create a nuisance or render such waters (a) harmful or detrimental or injurious to the public health, safety, or welfare, or to the health of animals, fish or aquatic life; (b) unsuitable with reasonable treatment for use as present or possible future sources of public water supply; or (c) unsuitable for recreational, commercial, industrial, agricultural, or other reasonable uses, provided that (i) an alteration of the physical, chemical, or biological property of state waters, or a discharge or deposit of sewage, industrial wastes or other wastes to state waters by any owner which by itself is not sufficient to cause pollution, but which, in combination with such alteration of or discharge or deposit to state waters by other owners, is sufficient to cause pollution; (ii) the discharge of untreated sewage by any owner into state waters; and (iii) contributing to the contravention of standards of water quality duly established by the State Water Control Board, are "pollution" for the terms and purposes of this Chapter.

"Post-development" refers to conditions that reasonably may be expected or anticipated to exist after completion of the land development activity on a specific site or tract of land.

"Predevelopment" refers to the conditions that exist at the time that plans for the land-disturbing activity are submitted to the VESMP authority. Where phased development or plan approval occurs (such as preliminary grading, demolition of existing structures, roads, and utilities), the existing conditions at the time prior to the commencement of land-disturbing activity shall establish predevelopment conditions.

"Prior developed lands" means land that has been previously utilized for residential, commercial, industrial, institutional, recreation, transportation, or utility facilities or structures, and that will have the impervious areas associated with those uses altered during a land-disturbing activity.

"Qualified personnel" means a person knowledgeable in the principles and practices of erosion and sediment and stormwater management controls who possesses the skills to assess conditions at the construction site for the operator that could impact stormwater quality and quantity and to assess the

effectiveness of any sediment and erosion control measures or stormwater management facilities selected to control the quality and quantity of stormwater discharges from the construction activity.

"Redevelopment" means the process of developing land that is or has been previously developed by the construction of residential, commercial, industrial, institutional, recreational, transportation or utility facilities or structures.

The "Regulation" means the Virginia Erosion and Stormwater Management Regulation, Chapter 875 of 9 VAC 25.

"Responsible land disturber" or "RLD" means an individual holding a certificate issued by the department who is responsible for carrying out the land-disturbing activity in accordance with the approved erosion and sediment control plan or ESM plan. The RLD may be the owner, applicant, Permittee, designer, superintendent, project manager, contractor, or any other project or development team member. The RLD must be designated on the erosion and sediment control plan, ESM plan, or Permit as defined in this Chapter as a prerequisite for engaging in land disturbance.

"Runoff" or "stormwater runoff" means that portion of precipitation that is discharged across the land surface or through conveyances to one or more waterways.

"Runoff characteristics" includes maximum velocity, peak flow rate, volume, and flow duration.

"Runoff volume" means the volume of water that runs off the land development project from a prescribed storm event.

"Sediment basin" means a temporary impoundment built to retain sediment and debris with a controlled stormwater release structure.

"Sediment trap" means a temporary impoundment built to retain sediment and debris which is formed by constructing an earthen embankment with a stone outlet.

"Sheet flow" (also called overland flow) means shallow, unconcentrated and irregular flow down a slope. The length of strip for overland flow usually does not exceed 200 feet under natural conditions.

"Shoreline erosion control project" means an erosion control project approved by local wetlands boards, the Virginia Marine Resources Commission, the department, or the United States Army Corps of Engineers and located on tidal waters and within nonvegetated or vegetated wetlands as defined in Title 28.2 of the Code of Virginia.

"Site" means the land or water area where any facility or land-disturbing activity is physically located or conducted, including adjacent land used or preserved in connection with the facility or land-disturbing activity. Areas channelward of mean low water in tidal Virginia shall not be considered part of a site.

"Site hydrology" means the movement of water on, across, through, and off the site as determined by parameters including soil types, soil permeability, vegetative cover, seasonal water tables, slopes, land cover, and impervious cover.

"Slope drain" means tubing or conduit made of nonerodible material extending from the top to the bottom of a cut or fill slope with an energy dissipator at the outlet end.

"Small construction activity" means:

1. Construction activities including clearing, grading, and excavating that results in land disturbance of equal to or greater than one acre and less than five acres. Small construction activity also includes the disturbance of less than one acre of total land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb equal to or greater than one and less than five acres. Small construction activity does not include routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original purpose of the facility. The department may waive the otherwise applicable requirements in a general Permit for a stormwater discharge from construction activities that disturb less than five acres where stormwater controls are not needed based on an approved TMDL that addresses the pollutants of concern or, for nonimpaired waters that do not require TMDLs, an equivalent analysis that determines allocations for small construction sites for the pollutants of concern or that determines that such allocations are not needed to protect water quality based on consideration of existing in-stream concentrations, expected growth in pollutant contributions from all sources, and a margin of safety. For the purpose of this Chapter, the pollutants of concern include sediment or a parameter that addresses sediment (such as total suspended solids, turbidity, or siltation) and any other pollutant that has been identified as a cause of impairment of any water body that will receive a discharge from the construction activity. The operator shall certify to the department that the construction activity will take place, and stormwater discharges will occur, within the drainage area addressed by the TMDL or provide an equivalent analysis. As of the start date in Table 1 of 9VAC25-31-1020, all certifications submitted in support of the waiver shall be submitted electronically by the owner or operator to the department in compliance with this Chapter and 40 CFR Part 3 (including, in all cases, 40 CFR Part 3 Subpart D), 9VAC25-875-940, and Part XI (9VAC25-31-950 et seq.) of the Virginia Pollutant Discharge Elimination System (VPDES) Permit Regulation. Part XI of 9VAC25-31 is not intended to undo existing requirements for electronic reporting. Prior to this date, and independent of Part XI of 9VAC25-31, Permittees may be required to report electronically if specified by a particular Permit.
2. Any other construction activity designated by either the department or the EPA regional administrator, based on the potential for contribution to a violation of a water quality standard or for significant contribution of pollutants to surface waters.

"Soil erosion" means the movement of soil by wind or water into state waters or onto lands in the Commonwealth.

"Soil erosion control and stormwater management plan," commonly referred to as the erosion control and stormwater management plan, or "ESM plan" means a document describing methods for controlling soil erosion and managing stormwater in accordance with the requirements adopted pursuant to the VESMA. The ESM plan may consist of aspects of the erosion and sediment control plan and the stormwater management plan as each is described in this Chapter.

"Stabilized" means land that has been treated to withstand normal exposure to natural forces without incurring erosion damage.

"State" means the Commonwealth of Virginia.

"State application" or "application" means the standard form or forms, including any additions, revisions, or modifications to the forms, approved by the Administrator and the department for applying for a Permit.

"State Water Control Law" means Chapter 3.1 (§ 62.1-44.2 et seq.) of Title 62.1 of the Code of Virginia.

"State waters" means all water, on the surface and under the ground, wholly or partially within or bordering the Commonwealth or within its jurisdiction, including wetlands.

"Storm sewer inlet" means a structure through which stormwater is introduced into an underground conveyance system.

"Stormwater," for the purposes of the VESMA, means precipitation that is discharged across the land surface or through conveyances to one or more waterways and that may include stormwater runoff, snow melt runoff, and surface runoff and drainage.

"Stormwater conveyance system" means a combination of drainage components that are used to convey stormwater discharge, either within or downstream of the land-disturbing activity. This includes:

1. "Manmade stormwater conveyance system" means a pipe, ditch, vegetated swale, or other stormwater conveyance system constructed by man except for restored stormwater conveyance systems;
2. "Natural stormwater conveyance system" means the main channel of a natural stream and the flood-prone area adjacent to the main channel; or
3. "Restored stormwater conveyance system" means a stormwater conveyance system that has been designed and constructed using natural channel design concepts. Restored stormwater conveyance systems include the main channel and the flood-prone area adjacent to the main channel.

"Stormwater detention" means the process of temporarily impounding runoff and discharging it through a hydraulic outlet structure to a downstream conveyance system.

"Stormwater management facility" means a control measure that controls stormwater runoff and changes the characteristics of that runoff including the quantity and quality, the period of release or the velocity of flow.

"Stormwater management plan" means a document containing material describing methods for complying with the requirements of the VESMP.

"Stormwater Pollution Prevention Plan" or "SWPPP" means a document that is prepared in accordance with good engineering practices and that identifies potential sources of pollutants that may reasonably be expected to affect the quality of stormwater discharges. A SWPPP required under the VESMP for construction activities shall identify and require the implementation of control measures and shall include or incorporate by reference an approved erosion and sediment control plan, an approved stormwater management plan, and a pollution prevention plan.

"Subdivision Plat" has the meaning given for the term "Plat" in Article 5 of the Town's Subdivision Ordinance.

"Surface waters" means:

1. All waters that are currently used, were used in the past, or may be susceptible to use in interstate or foreign commerce, including all waters that are subject to the ebb and flow of the tide;
2. All interstate waters, including interstate wetlands;
3. All other waters such as intrastate lakes, rivers, streams (including intermittent streams), mudflats, sandflats, wetlands, sloughs, prairie potholes, wet meadows, playa lakes, or natural ponds the use, degradation, or destruction of which would affect or could affect interstate or foreign commerce including any such waters:
  - a. That are or could be used by interstate or foreign travelers for recreational or other purposes;
  - b. From which fish or shellfish are or could be taken and sold in interstate or foreign commerce;
 or

- c. That are used or could be used for industrial purposes by industries in interstate commerce;
- 4. All impoundments of waters otherwise defined as surface waters under this definition;
- 5. Tributaries of waters identified in subdivisions 1 through 4 of this definition;
- 6. The territorial sea; and
- 7. Wetlands adjacent to waters (other than waters that are themselves wetlands) identified in subdivisions 1 through 6 of this definition.

Waste treatment systems, including treatment ponds or lagoons designed to meet the requirements of the CWA and the law, are not surface waters. Surface waters do not include prior converted cropland. Notwithstanding the determination of an area's status as prior converted cropland by any other agency, for the purposes of the CWA, the final authority regarding the CWA jurisdiction remains with the EPA.

"SWM" means stormwater management.

"Temporary vehicular stream crossing" means a temporary nonerodible structural span installed across a flowing watercourse for use by construction traffic. Structures may include bridges, round pipes or pipe arches constructed on or through nonerodible material.

"Ten-year storm" means a storm that is capable of producing rainfall expected to be equaled or exceeded on the average of once in 10 years. It may also be expressed as an exceedance probability with a 10% chance of being equaled or exceeded in any given year.

"Total maximum daily load" or "TMDL" means the sum of the individual wasteload allocations for point sources, load allocations (LAs) for nonpoint sources, natural background loading, and a margin of safety. TMDLs can be expressed in terms of either mass per time, toxicity, or other appropriate measure. The TMDL process provides for point versus nonpoint source trade-offs.

"Town" means the Town of Warrenton.

"Two-year storm" means a storm that is capable of producing rainfall expected to be equaled or exceeded on the average of once in two years. It may also be expressed as an exceedance probability with a 50% chance of being equaled or exceeded in any given year.

"Virginia Erosion and Stormwater Management Act" or "VESMA" means Article 2.3 (§ 62.1-44.15:24 et seq.) of Chapter 3.1, State Water Control Law, of Title 62.1 of the Code of Virginia.

"Virginia Erosion and Stormwater Management Program" or "VESMP" means a program established by the VESMP authority for the effective control of soil erosion and sediment deposition and the management of the quality and quantity of runoff resulting from land-disturbing activities to prevent the unreasonable degradation of properties, stream channels, waters, and other natural resources. The program shall include such items as local ordinances, rules, requirements for Permits and land-disturbance approvals, policies and guidelines, technical materials, and requirements for plan review, inspection, and enforcement consistent with the requirements of the VESMA.

"Virginia Erosion and Stormwater Management Program authority" or "VESMP authority" means the Town, acting through the Administrator.

"Virginia Pollutant Discharge Elimination System (VPDES) Permit" or "VPDES Permit" means a document issued by the department pursuant to the State Water Control Law authorizing, under prescribed conditions, the potential or actual discharge of pollutants from a point source to surface waters.

"Virginia Stormwater BMP Clearinghouse" means a collection that contains detailed design standards and specifications for control measures that may be used in Virginia to comply with the requirements of the VESMA and associated regulations.

"Virginia Stormwater Management Handbook" means a collection of pertinent information that provides general guidance for compliance with the VESMA and associated regulations and is developed by the department with advice from a stakeholder advisory committee.

"Wasteload allocation" or "wasteload" means the portion of a receiving surface water's loading or assimilative capacity allocated to one of its existing or future point sources of pollution. Wasteload allocations are a type of water quality-based effluent limitation.

"Water quality technical criteria" means standards set forth in regulations adopted pursuant to the VESMA that establish minimum design criteria for measures to control nonpoint source pollution.

"Water quantity technical criteria" means standards set forth in regulations adopted pursuant to the VESMA that establish minimum design criteria for measures to control localized flooding and stream channel erosion.

"Watershed" means a defined land area drained by a river or stream, karst system, or system of connecting rivers or streams such that all surface water within the area flows through a single outlet. In karst areas, the karst feature to which water drains may be considered the single outlet for the watershed.

"Wetlands" means those areas that are inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

Pursuant to § 62.1-44.15:27 of the Code of Virginia, the Town hereby establishes a Virginia Erosion and Stormwater Management Program for land-disturbing activities and adopts the Virginia Erosion and Stormwater Management Regulation that specify standards and specifications for VESMPs promulgated by the State Water Control Board for the purposes set out in Section 21 of this Chapter.

#### **Section 21-4 Conflicting Content with other Codes and Ordinances.**

Whenever any provisions of any Commonwealth or Federal statute or other provisions of Town Code impose a greater requirement, or higher standard, than is required by these regulations, those provisions shall govern.

#### **Section 21-5 Regulated Land Disturbing Activities.**

- A. Land-disturbing activities that meet one of the criteria below are regulated as follows:
  - 1. Land-disturbing activity that (i) disturbs 2,000 square feet or more but less than one acre, (ii) is not in a Chesapeake Bay Preservation Area, and (iii) is not part of a common plan of development or sale, is subject to criteria defined in Article 2 (9VAC25-875-540 et seq.) of Part V of the Virginia Erosion and Stormwater Management Regulation. However:
    - a. Construction of a (i) single-family detached residential structure or (ii) farm building or structure on a parcel of land with a total impervious cover percentage, including the impervious cover from the farm building or structure to be constructed, of less than five percent, requires an Agreement in Lieu of a Plan and does not require a soil erosion control or stormwater management plan; and
    - b. Land disturbing activity exceeding 10,000 sq. ft, requires a stormwater management plan, subject to criteria defined in Article 3 (9VAC25-875-570 et seq.) of Part V.
  - 2. Land-disturbing activity that (i) disturbs 2,000 square feet or more but less than one acre and (ii) is part of an overall larger common plan of development or sale that disturbs one acre or more, is subject to criteria defined in Article 2 (9VAC25-875-540 et seq.) and Article 3 (9VAC25-875-570 et seq.) of Part V unless Article 4 (9VAC25-875-670 et seq.) of Part V of the Regulation is applicable, as determined in accordance with 9VAC25-875-480 and 9VAC25-875-490.
  - 3. Land-disturbing activity that disturbs one acre or more, or which is in a Chesapeake Bay Preservation Area, is subject to criteria defined in Article 2 (9VAC25-875-540 et seq.) and Article 3 (9VAC25-875-570 et seq.) of Part V unless Article 4 (9VAC25-875-670 et seq.) of Part V is applicable, as determined in accordance with 9VAC25-875-480 and 9VAC25-875-490.
- B. Land-disturbing activities exempt per 9VAC25-875-90 are not required to comply with the requirements of the VESMA unless otherwise required by federal law.

#### **Section 21-6 Review and Approval of Plans (§ 62.1-44.15:34 of the Code of Virginia): Prohibitions.**

- A. The Administrator shall review and approve soil erosion control and stormwater management (ESM) plans, except for activities not required to comply with the requirements of the Virginia Erosion and Stormwater Management Act (VESMA), pursuant to § 62.1-44.15:34 of the Code of Virginia. Activities not required to comply with VESMA are defined in 9VAC25-875-90.

- B. Except as expressly allowed elsewhere in this Chapter, a person shall not conduct any land-disturbing activity in the Town of Warrenton until all of the following steps have been completed:
1. An application that includes a land disturbance Permit application, if applicable, a state Permit registration statement, Stormwater Pollution Prevention Plan, an erosion control and stormwater management plan or an executed agreement in lieu of a plan, if required, has been submitted to the Stormwater Administrator; and
  2. The name of the individual who will be assisting the owner in carrying out the activity and holds a Responsible Land Disturber certificate pursuant to § 62.1-44.15:30 of the Code of Virginia is submitted to the Administrator. Failure to provide the name of an individual holding a Responsible Land Disturber certificate prior to engaging in land-disturbing activities may result in revocation of the land-disturbance approval and shall subject the owner to the penalties provided by the VESMA; and
  3. All required documentation, including proof of purchase of off-site nutrients and wetland credits, copies of wetland permits, and all easements, plats, bonds, or surety contracts have been submitted and approved as applicable; and
  4. The Administrator has issued its land-disturbance approval. The land disturbance Permit will be issued by the Administrator once all applicable criteria noted above and the site development plan is approved in its entirety in accordance with Town of Warrenton Zoning Ordinance, Town of Warrenton Subdivision Ordinance, and the Regulation.
- C. The Administrator may require changes to an approved ESM plan in the following cases:
1. Where inspection has revealed that the plan is inadequate to satisfy applicable regulations or ordinances; or
  2. Where the owner finds that because of changed circumstances or for other reasons the plan cannot be effectively carried out, and proposed amendments to the plan, consistent with the requirements of the Act, are agreed to by the VESMP authority and the owner.
- D. In order to prevent further erosion, the Administrator may require approval of an erosion and sediment control plan and a stormwater management plan for any land it identifies as an erosion impact area. (§ 62.1-44.15:34)
- E. Prior to issuance of any land-disturbance approval, the Administrator may also require an applicant, excluding state agencies and federal entities, to submit a reasonable performance bond with surety, cash escrow, letter of credit, any combination thereof, or such other legal arrangement it finds acceptable, to ensure that it can take measures at the applicant's expense should he fail, after proper notice, within the time specified to comply with the conditions it imposes as a result of his land-disturbing activity. If the Administrator takes such action upon such failure by the applicant, it may collect from the applicant the difference should the amount of the reasonable cost of such action exceed the amount of the security held. Within 60 days of the completion of the Administrator's conditions, such bond, cash escrow, letter of credit, or other legal arrangement, or the unexpended or unobligated portion thereof, shall be refunded to the applicant or terminated.
- F. The Town may enter into an agreement with an adjacent VESMP authority regarding the administration of multijurisdictional projects, specifying who shall be responsible for all or part of the administrative procedures. Should adjacent VESMP authorities fail to reach such an agreement, each shall be responsible for administering the area of the multijurisdictional project that lies within its jurisdiction.



- G. No exception to, or waiver of, post-development nonpoint nutrient runoff compliance requirements shall be granted unless offsite options have been considered and found not available in accordance with subsection D of § 62.1-44.15:35 of the Code of Virginia.
- H. The Town is authorized to cooperate and enter into agreements with any federal or state agency in connection with the requirements for land-disturbing activities in accordance with § 62.1-44.15:50 of the Code of Virginia.

**Section 21-7 Review of a Soil Erosion Control and Stormwater Management Plan (ESM Plan).**

- A. The Administrator shall approve or disapprove an ESM plan according to the following:
  - 1. The Administrator shall determine the completeness of any application within 15 days after receipt and shall act on any application within 60 days after it has been determined by the to be complete.
  - 2. The Administrator shall issue either land-disturbance approval or denial and provide written rationale for any denial.
  - 3. Prior to issuing a land-disturbance approval, the Administrator shall be required to obtain evidence of Permit coverage when such coverage is required.
  - 4. The Administrator also shall determine whether any resubmittal of a previously disapproved application is complete within 15 days after receipt and shall act on the resubmitted application within 45 days after receipt.

**Section 21-8 Stormwater Permit Requirement; Exemptions.**

- A. Except as provided herein, no person may engage in any land-disturbing activity until a Permit has been issued by the Administrator in accordance with the provisions of this Chapter and the Regulation.
- B. Notwithstanding any other provisions of this Chapter, the following activities are not required to comply with the requirements of this Chapter unless otherwise required by federal law:
  - 1. Minor land-disturbing activities, including home gardens and individual home landscaping, repairs, and maintenance work;
  - 2. Installation, maintenance, or repair of any individual service connection;
  - 3. Installation, maintenance, or repair of any underground utility line when such activity occurs on an existing hard surfaced road, street, or sidewalk, provided the land-disturbing activity is confined to the area of the road, street, or sidewalk that is hard surfaced;
  - 4. Installation, maintenance, or repair of any septic tank line or drainage field unless included in an overall plan for land-disturbing activity relating to construction of the building to be served by the septic tank system;
  - 5. Permitted surface or deep mining operations and projects, or oil and gas operations and projects conducted pursuant to Title 45.2 of the Code of Virginia;
  - 6. Clearing of lands specifically for bona fide agricultural purposes; the management, tilling, planting, or harvesting of agricultural, horticultural, or forest crops; livestock feedlot

operations; agricultural engineering operations, including construction of terraces, terrace outlets, check dams, desilting basins, dikes, ponds, ditches, strip cropping, lister furrowing, contour cultivating, contour furrowing, land drainage, and land irrigation; or as additionally set forth by the Board in regulations. However, this exception shall not apply to harvesting of forest crops unless the area on which harvesting occurs is reforested artificially or naturally in accordance with the provisions of Chapter 11 (§ 10.1-1100 et seq. of the Code of Virginia) or is converted to bona fide agricultural or improved pasture use as described in subsection B of § 10.1-1163 of the Code of Virginia;

7. Installation of fence and sign posts or telephone and electric poles and other kinds of posts or poles;
8. Shoreline erosion control projects on tidal waters when all of the land-disturbing activities are within the regulatory authority of and approved by local wetlands boards, the Marine Resources Commission, or the United States Army Corps of Engineers; however, any associated land that is disturbed outside of this exempted area shall remain subject to the VESMA and the regulations adopted pursuant thereto;
9. Repair or rebuilding of the tracks, rights-of-way, bridges, communication facilities, and other related structures and facilities of a railroad company;
10. Land-disturbing activities in response to a public emergency where the related work requires immediate authorization to avoid imminent endangerment to human health or the environment. In such situations, the Administrator shall be advised of the disturbance within seven days of commencing the land-disturbing activity, and compliance with the administrative requirements of subsection A is required within 30 days of commencing the land-disturbing activity; and
11. Discharges to a sanitary sewer or a combined sewer system that are not from a land-disturbing activity.

C. Notwithstanding this Chapter and in accordance with the Virginia Erosion and Stormwater Management Act, Article 2.3 (§ 62.1-44.15:24 et seq.) of Chapter 3.1 of Title 62.1 of the Code of Virginia, the following activities are required to comply with the soil erosion control requirements but are not required to comply with the water quantity and water quality technical criteria, unless otherwise required by federal law:

1. Activities under a state or federal reclamation program to return an abandoned property to an agricultural or open land use;
2. Routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original construction of the project. The paving of an existing road with a compacted or impervious surface and reestablishment of existing associated ditches and shoulders shall be deemed routine maintenance if performed in accordance with this subsection; and
3. Discharges from a land-disturbing activity to a sanitary sewer or a combined sewer system.

#### **Section 21-9 Stormwater Pollution Prevention Plan; Contents of Plans. (9VAC25-875-500)**

- A. A stormwater pollution prevention plan shall include, but not be limited to, an approved erosion and sediment control plan, an approved stormwater management plan, a pollution prevention plan for

regulated land-disturbing activities, and a description of any additional control measures necessary to address a TMDL pursuant to subsection D of this section.

- B. A soil erosion control and stormwater management (ESM) plan consistent with the requirements of the Virginia Erosion and Stormwater Management Act (VESMA) and regulations must be designed and implemented during construction activities. Prior to land disturbance, this plan must be approved by the Administrator in accordance with the VESMA, this Chapter, and attendant regulations.
- C. A pollution prevention plan that identifies potential sources of pollutants that may reasonably be expected to affect the quality of stormwater discharges from the construction site and describe control measures that will be used to minimize pollutants in stormwater discharges from the construction site must be developed before land disturbance commences.
- D. In addition to the requirements of subsections A through C of this section, if a specific wasteload allocation for a pollutant has been established in an approved TMDL and is assigned to stormwater discharges from a construction activity, additional control measures must be identified and implemented by the operator so that discharges are consistent with the assumptions and requirements of the wasteload allocation.
- E. The stormwater pollution prevention plan must address the following requirements as specified in 40 CFR 450.21, to the extent otherwise required by state law or regulations and any applicable requirements of a state permit:
  - 1. Control stormwater volume and velocity within the site to minimize soil erosion;
  - 2. Control stormwater discharges, including both peak flow rates and total stormwater volume, to minimize erosion at outlets and to minimize downstream channel and stream bank erosion;
  - 3. Minimize the amount of soil exposed during construction activity;
  - 4. Minimize the disturbance of steep slopes;
  - 5. Minimize sediment discharges from the site. The design, installation and maintenance of erosion and sediment controls must address factors such as the amount, frequency, intensity and duration of precipitation, the nature of resulting stormwater runoff, and soil characteristics, including the range of soil particle sizes expected to be present on the site;
  - 6. Provide and maintain natural buffers around surface waters, direct stormwater to vegetated areas to increase sediment removal and maximize stormwater infiltration, unless infeasible;
  - 7. Minimize soil compaction and, unless infeasible, preserve topsoil;
  - 8. Stabilization of disturbed areas must, at a minimum, be initiated immediately whenever any clearing, grading, excavating, or other earth disturbing activities have permanently ceased on any portion of the site, or temporarily ceased on any portion of the site and will not resume for a period exceeding 14 calendar days. Stabilization must be completed within a period of time determined by the VESMP authority. In arid, semiarid, and drought-stricken areas where initiating vegetative stabilization measures immediately is infeasible, alternative stabilization measures must be employed as specified by the VESMP authority; and
  - 9. Utilize outlet structures that withdraw water from the surface, unless infeasible, when discharging from basins and impoundments.

- F. The SWPPP shall be amended whenever there is a change in design, construction, operation, or maintenance that has a significant effect on the discharge of pollutants to state waters and that has not been previously addressed in the SWPPP. The SWPPP must be maintained at a central location onsite. If an onsite location is unavailable, notice of the SWPPP's location must be posted near the main entrance at the construction site.

**Section 21-10 Stormwater Pollution Prevention Plan; MS4.**

- A. A Pollution Prevention Plan, when required by the Regulation, shall be developed, implemented, and updated as necessary and must detail the design, installation, implementation, and maintenance of effective pollution prevention measures to prevent the discharge of pollutants to the Town of Warrenton MS4 according to the requirements of the Town's MS4 Permit. The following non-stormwater discharges are authorized by Town's MS4 permit, unless the State Water Control Board or the Town determines the discharge to be a significant source of pollutants to surface waters:
1. Water line flushing; landscape irrigation; diverted stream flows; rising ground waters;
  2. Uncontaminated ground water infiltration (as defined at 40 CFR 35.2005(20)); uncontaminated pumped ground water;
  3. Discharges from potable water sources; foundation drains; air conditioning condensation; irrigation water; springs; water from crawl space pumps; footing drains;
  4. Lawn watering; individual residential car washing;
  5. Flows from riparian habitats and wetlands;
  6. Dechlorinated swimming pool discharges;
  7. Discharges or flows from firefighting;
  8. Other activities generating discharges identified by the Department as not requiring Virginia Pollutant Discharge Elimination System ("VDPES") authorization.

**Section 21-11 Stormwater Management Plan; Contents of Plan (9VAC25-875-510).**

- A. Land development requires approval of a site plan pursuant to the Town's Zoning ordinance or a construction/infrastructure plan pursuant of the Town's subdivision ordinance. The erosion control and stormwater management plan shall be submitted as part of the site plan or construction/infrastructure plan application and shall be processed as part of such site plan or construction/infrastructure plan.
- B. A stormwater management plan shall be developed and submitted to the Administrator. The stormwater management plan shall be implemented as approved or modified by the Administrator and shall be developed in accordance with the following:
1. A stormwater management plan for a land-disturbing activity shall apply the stormwater management technical criteria set forth in this Chapter and Article 4 (9VAC25-875-670 et seq) of Part V of the Regulation to the entire land-disturbing activity. Individual lots in new residential, commercial, or industrial developments, including those developed under subsequent owners, shall not be considered separate land-disturbing activities.
  2. A stormwater management plan shall consider all sources of surface runoff and all sources of subsurface and groundwater flows converted to surface runoff.

C. A complete stormwater management plan shall include the following elements:

1. Information on the type of and location of stormwater discharges, information on the features to which stormwater is being discharged including surface waters or karst features if present, and predevelopment and post-development drainage areas;
2. Contact information including the name, address, telephone number, and email address of the owner and the tax reference number and parcel number of the property or properties affected;
3. A narrative that includes a description of current site conditions and final site conditions or if allowed by the VESMP authority, the information provided and documented during the review process that addresses the current and final site conditions;
4. A general description of the proposed stormwater management facilities and the mechanism through which the facilities will be operated and maintained after construction is complete;
5. Information on the proposed stormwater management facilities, including (i) detailed narrative on the conversion to a long-term stormwater management facility if the facility was used as a temporary ESC measure; (ii) the type of facilities; (iii) location, including geographic coordinates; (iv) acres treated; and (v) the surface waters or karst features into which the facility will discharge;
6. Hydrologic and hydraulic computations to accommodate the maximum expected flow of surface waters for a given watershed, or portion thereof, for the duration of intensity of rainfall , including runoff characteristics;
7. Documentation and calculations verifying compliance with the water quality and quantity requirements of these regulations;
8. A map of the site that depicts the topography of the site and includes:
  - i. All contributing drainage areas;
  - ii. Existing streams, ponds, culverts, ditches, wetlands, other water bodies, and floodplains;
  - iii. Soil types, geologic formations if karst features are present in the area, forest cover, and other vegetative areas;
  - iv. Current land use including existing structures, roads, and locations of known utilities and easements;
  - v. Sufficient information on adjoining parcels to assess the impacts of stormwater from the site on these parcels;
  - vi. The limits of clearing and grading, and the proposed drainage patterns on the site;
  - vii. Proposed buildings, roads, parking areas, utilities, and stormwater management facilities; and
  - viii. Proposed land use with tabulation of the percentage of surface area to be adapted to various uses, including planned locations of utilities, roads, and easements;

- D. If an operator intends to meet the requirements established in 9VAC25-875-580 or 9VAC25-875-600 through the use of off-site compliance options, where applicable, then a letter of availability from the off-site provider must be included; and if the Town requires payment of a fee with the stormwater management plan submission, the fee, and the required fee form in accordance with Section 21-22 of this Chapter must be submitted.
- E. In cases where the drainage plans of a proposed development do not satisfy the minimum requirements because necessary offsite facilities or improvements are lacking, the Applicant shall delay development until the necessary offsite facilities or improvements are constructed or other arrangements are made which are satisfactory to the Administrator. In such an event, the plats, or plans, otherwise satisfactory, will be approved when the requirements of this Section are satisfied. Alternatively, the Applicant may choose to supply the offsite facilities that are necessary for adequate drainage.
- F. If the discharge conditions are not met and the discharge may aggravate an existing drainage concern or contribute to a drainage problem, the Applicant must provide a drainage system satisfactory to Administrator. These improvements will be contained within a suitable drainage easement.
- G. All final plan elements, specifications, or calculations of the stormwater management plans whose preparation requires a license under Chapter 4 (§ 54.1-400 et seq.) or 22 (§ 54.1-2200 et seq.) of Title 54.1 of the Code of Virginia shall be appropriately signed and sealed by a professional who is licensed to engage in practice in the Commonwealth of Virginia. Nothing in this subsection shall authorize any person to engage in practice outside his area of professional competence.

**Section 21-12 Pollution Prevention Plan; Contents of Plans. (9VAC25-875-520)**

- A. A plan for implementing pollution prevention measures during construction activities shall be developed, implemented, and updated as necessary. The pollution prevention plan shall detail the design, installation, implementation, and maintenance of effective pollution prevention measures as specified in 40 CFR 450.21(d) to minimize the discharge of pollutants. At a minimum, such measures must be designed, installed, implemented, and maintained to:
  - 1. Minimize the discharge of pollutants from equipment and vehicle washing, wheel wash water, and other wash waters. Wash waters must be treated in a sediment basin or alternative control that provides equivalent or better treatment prior to discharge;
  - 2. Minimize the exposure of building materials, building products, construction wastes, trash, landscape materials, fertilizers, pesticides, herbicides, detergents, sanitary waste, and other materials present on the site to precipitation and to stormwater; and
  - 3. Minimize the discharge of pollutants from spills and leaks and implement chemical spill and leak prevention and response procedures.
- B. The pollution prevention plan shall include effective best management practices to prohibit the following discharges in accordance with 40 CFR 450.21(e):
  - 1. Wastewater from washout of concrete, unless managed by an appropriate control;
  - 2. Wastewater from washout and cleanout of stucco, paint, form release oils, curing compounds, and other construction materials;
  - 3. Fuels, oils, or other pollutants used in vehicle and equipment operation and maintenance; and

4. Soaps or solvents used in vehicle and equipment washing.
- C. Discharges from dewatering activities, including discharges from dewatering of trenches and excavations, are prohibited unless managed by appropriate controls in accordance with 40 CFR 450.21(c).

**Section 21-13 Erosion and Sediment Control Plan; Contents of Plans (9VAC25-875-550)**

- A. An erosion and sediment control plan, which is a component of the ESM plan, shall be filed for development and the buildings constructed within, regardless of the phasing of construction. The erosion and sediment control plan shall contain all major conservation decisions to ensure that the entire unit or units of land will be so treated to achieve the conservation objectives in 9VAC25-875-560. The erosion and sediment control plan shall include:
  1. Appropriate maps;
  2. An appropriate soil and water plan inventory and management information with needed interpretations; and
  3. A record of decisions contributing to conservation treatment to include the following:
    - a. Project description briefly describing the nature and the purpose of the land disturbing activities and acreage to be disturbed;
    - b. Existing site conditions description of existing topography, land use, cover, and drainage patterns at the site;
    - c. Adjacent area description of neighboring on-site or offsite areas such as streams, lakes, property, roads, etc. and potential impacts due to concentrated flow or runoff from land disturbing activities;
    - d. Offsite disturbed areas description of proposed borrow sites, waste, surplus areas, utility extension and erosion controls to be implemented;
    - e. Soils description briefly summarizing site, disturbed area, and soils including name, unit, hydrologic soils group (HSG) classification, surface runoff potential, erodibility, permeability, depth, texture, structure, erosion hazards, shrink-swell potential, limitations for use and anticipated depths to bedrock and the seasonal water table as applicable;
    - f. Critical areas on the site which may have potentially serious erosion and sediment controls problems, and special considerations required (such as steep slopes, hydric soils, channels, springs, sinkholes, water supply reservoirs, or groundwater recharge).
    - g. Proposed erosion and sediment control measures inclusive to the specific erosion and sediment control plan as proposed for the land disturbing activity. Measures must be consistent with the proposed onsite drawings and address general use, installation, limitations, sequencing and maintenance requirements for each control measure;
    - h. Stabilization measures required for the site, either temporary or permanent, and during and following construction including temporary and permanent seeding, mulching, paving, stone, soil stabilization blankets and matting, sodding, landscaping, or special stabilization techniques to be utilized at the site; and
    - i. Stormwater management considerations for the site, either of temporary or permanent nature,

and strategies, sequences, and measures required for control.

- B. The Owner or Operator shall provide the name of an RLD to the Administrator.
- C. If individual lots or sections in a residential development are being developed by different property owners, all land-disturbing activities related to the building construction shall be covered by an erosion and sediment control plan or an "Agreement in Lieu of a Plan" signed by the property owner.
- D. Land-disturbing activity of less than 10,000 square feet on individual lots in a residential development shall not be considered exempt from the provisions of the VESMA if the total land-disturbing activity in the development is equal to or greater than 10,000 square feet.

**Section 21-14 Technical Criteria for Regulated Land Disturbing Activities.**

- A. To protect the quality and quantity of state water from the potential harm of unmanaged stormwater runoff resulting from land-disturbing activities, t h e T o w n hereby adopts the technical criteria for regulated land-disturbing activities set forth in Part V of 9VAC25-875 expressly to include 9VAC25-875-580 [water quality design criteria requirements]; 9VAC25-875-590 [water quality compliance]; 9VAC25-875-600 [water quantity]; 9VAC25-875-610 [offsite compliance options]; 9VAC25-875-620 [design storms and hydrologic methods]; 9VAC25-875-630 [stormwater harvesting]; 9VAC25-875-640 [linear development project]; and, 9VAC25-875-650 [stormwater management impoundment structures or facilities], which shall apply to all land-disturbing activities regulated pursuant to this Chapter, except as expressly set forth in Subsection B of this Section.
- B. Any land-disturbing activity shall be considered grandfathered and shall be subject to Article 4 (9VAC25-875-670 et seq) of Part V of the Regulation provided:
  - 1. A proffered or conditional zoning plan, zoning with a plan of development, preliminary or final subdivision plat, preliminary or final site plan, or any document determined by the Town to be equivalent thereto (i) was approved by the Town prior to July 1, 2012, (ii) provided a layout as defined in 9VAC25-875-670, (iii) will comply with the technical criteria of Article 4 of Part V of 9VAC25-875, and (iv) has not been subsequently modified or amended in a manner resulting in an increase in the amount of phosphorus leaving each point of discharge, and such that there is no increase in the volume or rate of runoff; and
  - 2. A Permit has not been issued prior to July 1, 2014; and
  - 3. Land disturbance did not commence prior to July 1, 2014.
- C. Locality, state, and federal projects shall be considered grandfathered by the Town and shall be subject to the technical criteria of Article 4 of Part V of 9VAC25-875 provided:
  - 1. There has been an obligation of locality, state, or federal funding, in whole or in part, prior to July 1, 2012, or the department has approved a stormwater management plan prior to July 1, 2012; and
  - 2. A permit has not been issued prior to July 1, 2014; and
  - 3. Land disturbance did not commence prior to July 1, 2014.
- D. Land disturbing activities grandfathered under subsections A and B of this section shall remain subject to the technical criteria of Article 4 of Part V of 9VAC25-875 for one additional Permit



cycle. After such time, portions of the project not under construction shall become subject to any new technical criteria adopted by the board.

- E. In cases where governmental bonding or public debt financing has been issued for a project prior to July 1, 2012, such project shall be subject to the technical criteria of Article 4 of Part V of 9VAC25-875.
- F. Nothing in this section shall preclude an operator from constructing to a more stringent standard at his discretion.

**Section 21-15 Long-Term Maintenance of Permanent Stormwater Facilities.**

- A. The Operator shall submit a construction record drawing for permanent stormwater management facilities to the Stormwater Administrator in accordance with 9VAC25-875-535. The record drawing shall contain a statement signed by a professional registered in the Commonwealth of Virginia pursuant to Chapter 4 of Title 54.1 of the Code of Virginia, stating that to the best of their knowledge, the construction record drawing shows all adjustments and revisions to the Stormwater Management Plan made during construction and serve as a permanent record of the actual location of all constructed elements.
- B. The Administrator shall require the provision of long-term responsibility for, and maintenance of stormwater management facilities and other techniques specified to manage the quality and quantity of runoff. Such requirements shall be set forth in an instrument recorded in the local land records prior to general Permit termination or earlier as required by the Town and shall at a minimum:
  - 1. Be submitted to the Administrator for review and approval prior to the approval of the stormwater management plan;
  - 2. Be stated to run with the land;
  - 3. Provide for all necessary access to the property for purposes of maintenance and regulatory inspections;
  - 4. Provide for inspections and maintenance and the submission of inspection and maintenance reports to the Administrator; and
  - 5. Be enforceable by all appropriate governmental parties.
- C. At the discretion of the Administrator, such recorded instruments need not be required for stormwater management facilities designed to treat stormwater runoff primarily from an individual residential lot on which they are located, provided it is demonstrated to the satisfaction of the Stormwater Administrator that future maintenance for those facilities will be addressed through an enforceable mechanism at the discretion of Stormwater Administrator.
- D. If a recorded instrument is not required pursuant to Subsection C., the Administrator shall develop a strategy for addressing maintenance of stormwater management facilities designed to treat stormwater runoff primarily from an individual residential lot on which they are located. Such a strategy may include periodic inspections, homeowner outreach and education, or other methods targeted at promoting the long-term maintenance of such facilities. Such facilities shall not be subject to the requirement for an inspection to be conducted by the Administrator or its duly authorized agent.

**Section 21-16 Monitoring and Inspections.**

- A. The Administrator shall inspect the land-disturbing activity during construction for:
  - 1. Compliance with the approved erosion and sediment control plan;
  - 2. Compliance with the approved stormwater management plan;
  - 3. Development, updating, and implementation of a pollution prevention plan; and
  - 4. Development and implementation of any additional control measures necessary to address a TMDL.
- B. The Administrator shall conduct periodic inspections on all projects during construction. The Administrator shall conduct periodic monitoring inspections on all projects during construction:
  - 1. Pre-construction meeting is required prior to commencement of construction;
  - 2. An initial site inspection shall be made prior to the start of construction to assure that all required initial erosion control measures are installed and functioning per the approved plan to protect waterways and adjacent properties from sediment deposition. Written notice will be provided to the owner, owner's representative, and RLD granting or denying permission to commence construction.
  - 3. Conduct inspections during or immediately following initial inspection of erosion controls, at least once in every two-week period, within 48 hours following any runoff producing storm event, and at the completion of the project prior to the release of any performance bonds;
- C. Post-construction inspections of stormwater management facilities require by the provisions of this Chapter shall be conducted by the Administrator pursuant to the Town's adopted and State Board approved inspection program, at least once every (5) years.
  - 1. The Administrator may utilize the inspection reports of the owner of a stormwater management facility as part of an inspection program established, if the inspection is conducted by a person who is licensed as a professional engineer, architect, landscape architect, or land surveyor pursuant to the Code of Virginia; a person who works under the direction and oversight of the licensed professional engineer, architect, landscape architect, or land surveyor; or a person who holds an appropriate certificate of competence from the Department.
  - 2. As part of the established inspection program, BMP inspection reports are required annually by the owner in accordance with their Stormwater Maintenance Agreement.
- D. If a recorded instrument is not required pursuant to 9VAC25-875-130, the Administrator shall develop a strategy for addressing maintenance of stormwater management facilities designed to treat stormwater runoff primarily from an individual residential lot on which they are located. Such a strategy may include periodic inspections, homeowner outreach and education, or other methods targeted at promoting the long-term maintenance of such facilities. Such facilities shall not be subject to the requirement for an inspection to be conducted by the Administrator ..
- E. The Owner shall always have an RLD assigned to the plan or Permit and shall immediately notify the Town if an RLD ceases to serve in that role. Failure to assign an RLD within five days of an RLD ceasing to serve in the role shall require the Owner to cease land-disturbing activities until the Owner assigns a new RLD and notifies the Town of the new RLD's identity and contact information.

**Section 21-17 Performance Bond (§ 62.1-44.15:34 of the Code of Virginia)**

- A. Prior to issuance of any Permit, the Applicant shall submit a performance bond with surety, cash escrow, letter of credit, any combination thereof, or such other legal arrangement acceptable to the Town's Attorney, to ensure that measures could be taken by the Town of Warrenton at the Applicant's expense should he fail, after proper notice, within the time specified to initiate or maintain appropriate actions which may be required of him by the Permit conditions as a result of his land disturbing activity. If the Town takes such action upon such failure by the Applicant, the Town may collect from the Applicant the difference should the amount of the reasonable cost of such action exceed the amount of the security held, if any.
- B. Within 60 days of the completion of the requirements of the Permit conditions, such bond, cash escrow, letter of credit or other legal arrangement, or the unexpended or unobligated portion thereof, shall be released. The release of the bond will not occur until such time as all temporary erosion and sediment control measures have been replaced with permanent conservation measures, and the entity responsible for the long-term maintenance, spelled out in the maintenance agreement, has reviewed, accepted the facility, and demonstrated to the Administrator that the facility functions as specified.

**Section 21-18 Hearings.**

- A. Any Applicant or Permittee, or person subject to the requirements of this Chapter, aggrieved by any action of the Administrator taken without a formal hearing, or by the Administrator's decision not to take action, may demand in writing a formal hearing by the Town Manager, provided a petition requesting such hearing is filed with the Administrator within 30 days after notice of such action or decision not to act is given by the Administrator.
- B. The hearings held under this Section shall be conducted by the Town Manager or designee after reasonable notice to the Administrator and petitioner of the time and place of the hearing. The burden shall be on the petitioner to show (a) that it is subject to the requirements of this Chapter and (b) that the Administrator erred.
- C. A verbatim record of the proceedings of such hearings shall be taken and filed with the Town Manager. Depositions may be taken and read as in actions at law.
- D. The Town Manager shall have power to issue subpoenas and subpoenas duces tecum, and at the request of any party shall issue such subpoenas. The failure of a witness without legal excuse to appear or to testify or to produce documents shall be acted upon by the Town Manager, whose action may include the procurement of an order of enforcement from the circuit court. Witnesses who are subpoenaed shall receive the same fees and reimbursement for mileage as in civil actions.
- E. Admission of evidence in any hearing under this section shall be governed by Virginia Code § 62.1-44.27.

**Section 21-19 Appeals.**

- A. Pursuant to 9VAC25-875-160, any Applicant, Permittee, or person subject to the requirements of this chapter aggrieved by the decision of the Town Manager, may within (30) days of such decision or action, as applicable, appeal the decision to the Circuit Court.

- B. The circuit court shall conduct such review in accordance with the standards established in § 2.2-4027 of the Code of Virginia, and the decisions of the circuit court shall be subject to review by the Court of Appeals.

#### **Section 21-20 Right of Entry.**

- A. The Administrator may, at reasonable times and under reasonable circumstances, enter any establishment or upon any property, public or private, for the purpose of obtaining information or conducting surveys or investigations necessary in the enforcement of the provisions of this Chapter.
- B. In accordance with a performance bond with surety, cash escrow, letter of credit, any combination thereof, or other legal arrangement, the Administrator may also enter any establishment or upon any property, public or private, for the purpose of initiating or maintaining appropriate actions that are required by conditions imposed by the Administrator on a land-disturbing activity when an owner, after proper notice, has failed to take acceptable action within the time specified.

#### **Section 21-21 Enforcement.**

- A. If the Administrator determines that there is a failure to comply with the Permit conditions or determines there is an unauthorized discharge, notice shall be served upon the Permittee or person responsible for carrying out the Permit conditions by any of the following: verbal warnings and inspection reports, notices of corrective action, consent special orders, and notices to comply. Written notices shall be served by registered or certified mail to the address specified in the Permit application, by delivery at the site of the development activities to the agent or employee supervising such activities, or by any electronic communication means used by the Permittee in communication with the Administrator.
  - 1. The notice shall specify the measures needed to comply with the Permit conditions and shall specify the time within which such measures shall be completed. Upon failure to comply within the time specified, a stop work order may be issued in accordance with § 62.1-44.15:37 of the Code of Virginia or the Permit may be revoked by the Administrator.
  - 2. If a Permittee fails to comply with a notice issued in accordance with this Section within the time specified, the Stormwater Administrator may issue an order requiring the owner, Permittee, RLD, person responsible for carrying out an approved plan, or the person conducting the land-disturbing activities without an approved plan or required Permit to cease all land-disturbing activities until the violation of the Permit has ceased, or an approved plan and required Permits are obtained, and specified corrective measures have been completed.

Such orders shall become effective upon service on the person by certified mail, return receipt requested, sent to his address specified in the land records of the locality, or by personal service. However, if the Administrator finds that any such violation is grossly affecting or presents an imminent and substantial danger of causing harmful erosion of lands or sediment deposition in waters within the watersheds of the Commonwealth or otherwise substantially impacting water quality, it may issue, without advance notice or hearing, an emergency order directing such person to cease immediately all land-disturbing activities on the site and shall provide an opportunity for a hearing, after reasonable notice as to the time and place thereof, to such person, to affirm, modify, amend, or cancel such emergency order. If a person who has been issued an order is not complying with the terms thereof, the Administrator may institute a proceeding for an injunction, mandamus, or other appropriate remedy in accordance with § 62.1-44.15:48 of the Code of Virginia.

- B. In addition to any other remedy provided by this Chapter, if the Administrator **or** his designee determines that there is a failure to comply with the provisions of this Chapter, they may initiate such informal and/or formal administrative enforcement procedures in a manner that is consistent with State Code, Erosion and Stormwater Regulations, and the local inspection and enforcement policy.
- C. Any person violating or failing, neglecting, or refusing to obey any rule, regulation, ordinance, order, approved standard or specification, or any Permit condition issued by the Administrator may be compelled in a proceeding instituted in Fauquier County by the Town to obey same and to comply therewith by injunction, mandamus or other appropriate remedy.
1. Violations for which a penalty may be imposed under this Subsection shall include but not be limited to the following:
    - i. No state permit registration;
    - ii. No SWPPP;
    - iii. Incomplete SWPPP;
    - iv. SWPPP not available for review;
    - v. No approved erosion and sediment control plan;
    - vi. Failure to install stormwater BMPs or erosion and sediment controls;
    - vii. Stormwater BMPs or erosion and sediment controls improperly installed or maintained;
    - viii. Operational deficiencies;
    - ix. Failure to conduct required inspections;
    - x. Incomplete, improper, or missed inspections;
    - xi. Failure to maintain and provide contact information for an RLD; and
    - xii. Discharges not in compliance with the requirements of 9VAC25-880-70.
  2. The Administrator may issue a summons for collection of the civil penalty and the action may be prosecuted in the appropriate court.
  3. In imposing a civil penalty pursuant to this Subsection, the court may consider the degree of harm caused by the violation and also the economic benefit to the violator from noncompliance.
  4. Any civil penalties assessed by a court as a result of a summons issued by the Town shall be paid into the treasury of the Town to be used for the purpose of minimizing, preventing, managing, or mitigating pollution of the waters of the Town and abating environmental pollution therein in such manner as the court may, by order, direct.
- D. Notwithstanding any other civil or equitable remedy provided by this Chapter or by law, any person who willfully or negligently violates any provision of this Chapter, any order of the Administrator, any condition of a Permit, or any order of a court shall be guilty of a misdemeanor punishable by

confinement in jail for not more than 12 months or a fine of not less than \$2,500 nor more than \$32,500, or both.

**Section 21-22. Fees.**

- A. Fees to cover costs associated with implementation of a VESMP related to land disturbing activities and issuance of general Permit coverage and VESMP authority Permits shall be imposed in accordance with Table 1. When a site or sites has been purchased for development within a previously permitted common plan of development or sale, the applicant shall be subject to fees ("total fee to be paid by applicant" column) in accordance with the disturbed acreage of their site or sites according to Table 1.

Table 1: Fees for Permit issuance

Fee type	Total fee to be paid by applicant (includes both VESMP authority and department portions where applicable)	Department portion of "total fee to be paid by applicant" (based on 28% of total fee paid*)
Chesapeake Bay Preservation Act Land-Disturbing Activity (not subject to General Permit coverage; sites within designated areas of Chesapeake Bay Act localities with land-disturbance acreage equal to or greater than 2,500 square feet and less than 1 acre)	\$290	\$0
General / Stormwater Management - Small Construction Activity/Land Clearing (Areas within common plans of development or sale with land disturbance acreage less than 1 acre.)	\$290	\$81
General / Stormwater Management - Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 1 acre and less than 5 Acres)	\$2,700	\$756
General / Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 5 acres and less than 10 acres)	\$3,400	\$952
General / Stormwater Management - Large Construction Activity/Land Clearing [Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 10 acres and less than 50 acres]	\$4,500	\$1,260
General / Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 50 acres and less than 100 acres)	\$6,100	\$1,708
General / Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 100 acres)	\$9,600	\$2,688

\* If the project is completely administered by the Department such as may be the case for a state or federal project or projects covered by individual Permits, the entire applicant fee shall be paid to the Department.

- B. Fees for the modification or transfer of registration statements from the general Permit issued by the department shall be imposed in accordance with Table 2. If the general Permit modifications result in changes to stormwater management plans that require additional review by the Town of Warrenton, such reviews shall be subject to the fees set out in Table 2. The fee assessed shall be based on the total disturbed acreage of the site. In addition to the general Permit modification fee, modifications resulting in an increase in total disturbed acreage shall pay the difference in the initial Permit fee paid and the Permit fee that would have applied for the total disturbed acreage in Table 1.

**Table 2: Fees for the modification or transfer of registration statements for the General Permit for Discharges of Stormwater from Construction Activities**

Type of Permit	Fee Amount
General / Stormwater Management – Small Construction Activity/Land Clearing (Areas within common plans of development or sale with land disturbance acreage less than 1 acre)	\$20
General / Stormwater Management – Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 1 and less than 5 acres)	\$200
General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 5 acres and less than 10 acres)	\$250
General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 10 acres and less than 50 acres)	\$300
General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 50 acres and less than 100 acres)	\$450
General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 100 acres)	\$700



- C. The following annual Permit maintenance shall be imposed in accordance with Table 3, including fees imposed on expired Permits that have been administratively continued. With respect to the general Permit, these fees shall apply until the Permit coverage is terminated. Fees specified in this Subsection go to the Town.

**Table 3: Permit Maintenance Fees**

Type of Permit	Fee Amount
Chesapeake Bay Preservation Act Land-Disturbing Activity (not subject to General Permit coverage; sites within designated areas of Chesapeake Bay Act localities with land-disturbance acreage equal to or greater than 2,500 square feet and less than 1 acre)	\$50
General / Stormwater Management – Small Construction Activity/Land Clearing (Areas within common plans of development or sale with land disturbance acreage less than 1 acre)	\$50
General / Stormwater Management – Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance equal to or greater than 1 acre and less than 5 acres)	\$400
General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 5 acres and less than 10 acres)	\$500
General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 10 acres and less than 50 acres)	\$650
General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 50 acres and less than 100 acres)	\$900
General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater 100 acres)	\$1,400

\*General Permit coverage maintenance fees shall be paid annually to the Town, by the anniversary date of general Permit coverage. No Permit will be reissued or automatically continued without payment of the required fee. General Permit coverage maintenance fees shall be applied until a Notice of Termination is effective.

- D. The fees set forth in Subsections A through C of this section, shall apply to:
1. All persons seeking coverage under the general Permit.
  2. All Permittees who request modifications to or transfers of their existing registration statement for coverage under a general Permit.
  3. Persons whose coverage under the general Permit has been revoked shall apply to the department for an Individual Permit for Discharges of Stormwater from Construction Activities.
- E. Permit and Permit coverage maintenance fees outlined under Section 21-22 may apply to each general Permit holder.
- F. No general Permit application fees will be assessed to:
1. Permittees who request minor modifications to general Permits as defined in Section 1.2 of this Chapter. Permit modifications at the request of the Permittee resulting in changes to stormwater management plans that require additional review by the Administrator shall not be exempt pursuant to this Section.
  2. Permittees whose general Permits are modified or amended at the initiative of the Department, excluding errors in the registration statement identified by the Administrator or errors related to the acreage of the site.
- G. All incomplete payments will be deemed as nonpayments, and the Applicant shall be notified of any incomplete payments. Interest may be charged for late payments at the underpayment rate set forth in §58.1-15 of the Code of Virginia and is calculated on a monthly basis at the applicable periodic rate. A 10% late payment fee shall be charged to any delinquent (over 90 days past due) account. The Town shall be entitled to all remedies available under the Code of Virginia in collecting any past due amount.



# **COMMUNITY DEVELOPMENT**

## **STAFF REPORT**

<b>Council Meeting Date:</b>	June 11, 2024
<b>Agenda Title:</b>	Smart Scale Round 6 Applications
<b>Requested Action:</b>	Hold Public Hearing/Adopt Resolutions of Support
<b>Department / Agency Lead:</b>	Community Development
<b>Staff Lead:</b>	Denise M. Harris, AICP

### **EXECUTIVE SUMMARY**

---

The Virginia Department of Transportation (VDOT) Smart Scale Round 6 applications are now pre-screened and open for formal application. In February, the Town Council directed staff to submit qualified transportation projects on Lee Highway and Broadview Avenue for prescreening. Projects that have been determined competitive for Round 6 are the roundabout at Fletcher Drive and access management at Branch and Village Center intersections on Lee Highway. These projects would complete the recommended safety and traffic circulation improvements contained in VDOT's Pipeline Study of Lee Highway. In Round 5, the Town was awarded funding for roundabouts at Blackwell and Winchester intersections of Lee Highway. The Town Council will hold a public hearing. Resolutions of support of the Smart Scale applications are required to be included in the submittals.

### **BACKGROUND**

---

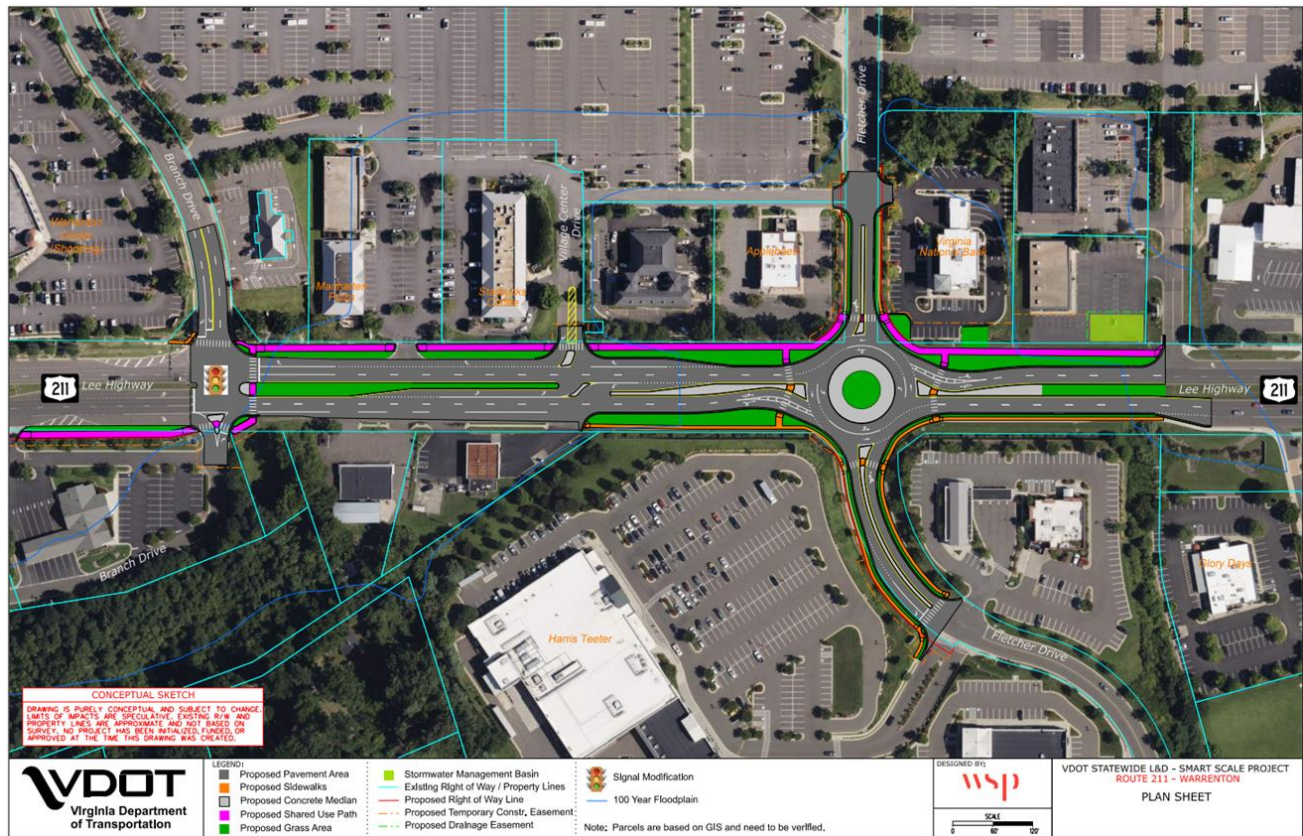
Plan Warrenton 2040 includes a list of transportation improvements with "Near Term Recommendations" to pursue for grant funding. In addition, VDOT conducts "pipeline studies" to assist in developing concepts that have been through a public comment process and technical review to determine designs that best meet the needs of a community. The VDOT "Pipeline Study," which develops concepts for Smart Scale applications, was conducted on Lee Highway and finalized in 2022 with specific recommendations.

Every two years VDOT opens the Smart Scale application process. Successful projects are funded 100% through Federal funds and administered by VDOT. Projects that are successful in this very competitive process are added to the end years of the VDOT Six Year Improvement Program. The Commonwealth Transportation Board makes their final selection of Smart Scale Round 6 projects in June, 2025.

In Round 5, the Town of Warrenton submitted three Smart Scale applications. Two proposed roundabouts located at Lee Highway/Blackwell and Lee Highway/Broadview/Winchester were successfully funded. The third project located at Broadview/US 17/Shopping Center, was unsuccessful due to other projects in the district scoring higher. The Commonwealth Transportation Board further adjusted their scoring process this year.

VDOT's consultant team refined the recommended Pipeline Study design concepts for the following intersections:

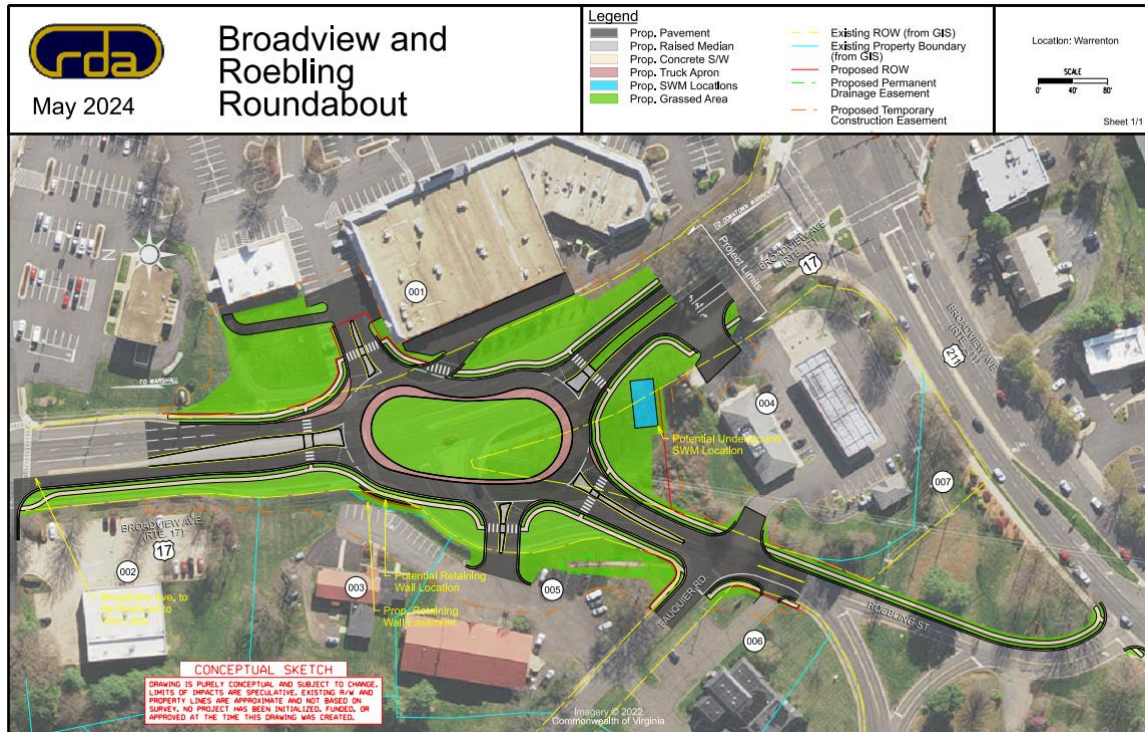
- Branch Drive: Access Management to restrict left turn movements
- Village Center Drive: Access Management to restrict left turn movements
- Fletcher Drive: Roundabout
- Includes pedestrian improvements and a shared use path.



The entire Lee Highway segment has prescreened in Smart Scale. Staff continues to work with VDOT to determine if the final submission should be submitted as one or two applications. This is due to scoring based on the related costs that could impact if an application is successful. VDOT central office determines the estimated costs for applications. This information is not yet available; however, since Smart Scale funding is 100% Federal monies, it does not impact the Town fiscal considerations.

Based on the Smart Scale scoring criteria, staff determined that the Broadview/US17/Shopping Center “peanut” roundabout would likely not be successful this round. Crash data declined and costs escalated since rounds 4 and 5 when the project was already declined. Staff will continue to explore solutions, including potential “road diets” and intersection improvements for other grant funding opportunities. The latest VDOT design sketch (below) illustrates the challenges of the intersection.





STAFF RECOMMENDATION

Staff recommends holding public hearing and passing a resolution of support for the Smart Scale application.

Service Level/Collaborative Impact

These projects have been identified to help improve traffic circulation, safety, and multi-modal infrastructure.

Policy Direction/Warrenton Plan 2040

Plan Warrenton 2040 lists the segment of Lee Highway between Broadview Avenue and US 15/17/29 interchange in Near Term Recommendations as projects that should be “pursued immediately and could be implemented under the Smart Scale...”.

Fiscal Impact

Smart Scale projects are funded with 100% Federal monies awarded through the state.

Legal Impact

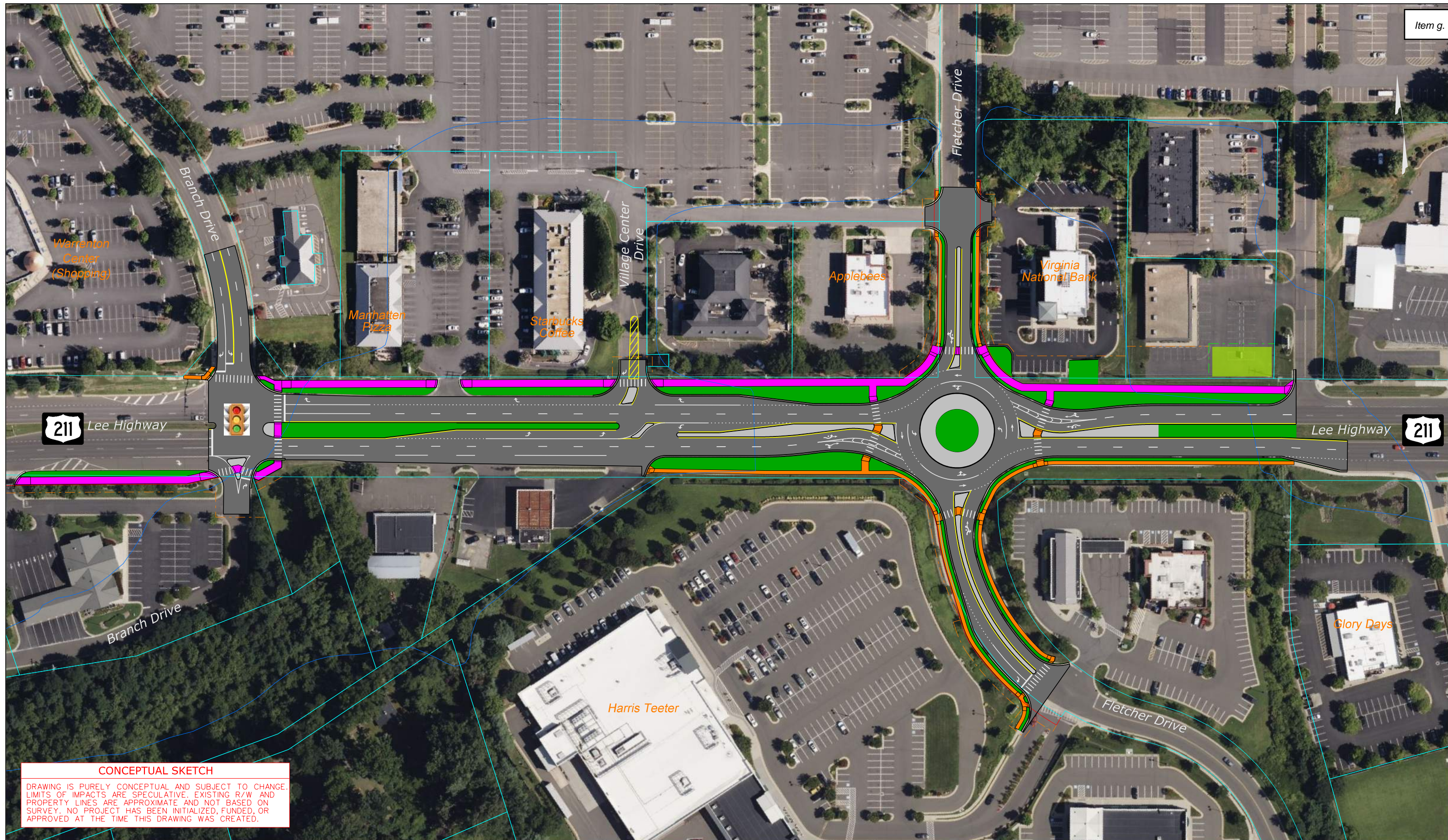
N/A

**ATTACHMENTS**

---

1. VDOT Pipeline Study Lee Highway
2. 2024 Smart Scale Resolution
3. Presentation





#### CONCEPTUAL SKETCH

DRAWING IS PURELY CONCEPTUAL AND SUBJECT TO CHANGE. LIMITS OF IMPACTS ARE SPECULATIVE. EXISTING R/W AND PROPERTY LINES ARE APPROXIMATE AND NOT BASED ON SURVEY. NO PROJECT HAS BEEN INITIALIZED, FUNDED, OR APPROVED AT THE TIME THIS DRAWING WAS CREATED.



#### LEGEND:

- Proposed Pavement Area
- Proposed Sidewalks
- Proposed Concrete Median
- Proposed Shared Use Path
- Proposed Grass Area

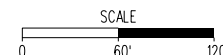
- Stormwater Management Basin
- Existing Right of Way / Property Lines
- Proposed Right of Way Line
- Proposed Temporary Constr. Easement
- Proposed Drainage Easement



- Signal Modification
- 100 Year Floodplain

Note: Parcels are based on GIS and need to be verified.

DESIGNED BY:



VDOT STATEWIDE L&D - SMART SCALE PROJECT  
ROUTE 211 - WARRENTON  
PLAN SHEET





# PROJECT PIPELINE

CU01: Town of Warrenton  
US 211 - Lee Highway  
Final Report

From Broadview Avenue to Blackwell Road



## US 211 (Lee Highway) from Broadview Avenue to Blackwell Road

Final Report  
October 2022



Prepared by

**Michael Baker**  
**INTERNATIONAL**

3200 Rockbridge Street, Suite 104  
Richmond, Virginia 23230

# Chapter 1:

# Needs Evaluation and Diagnosis

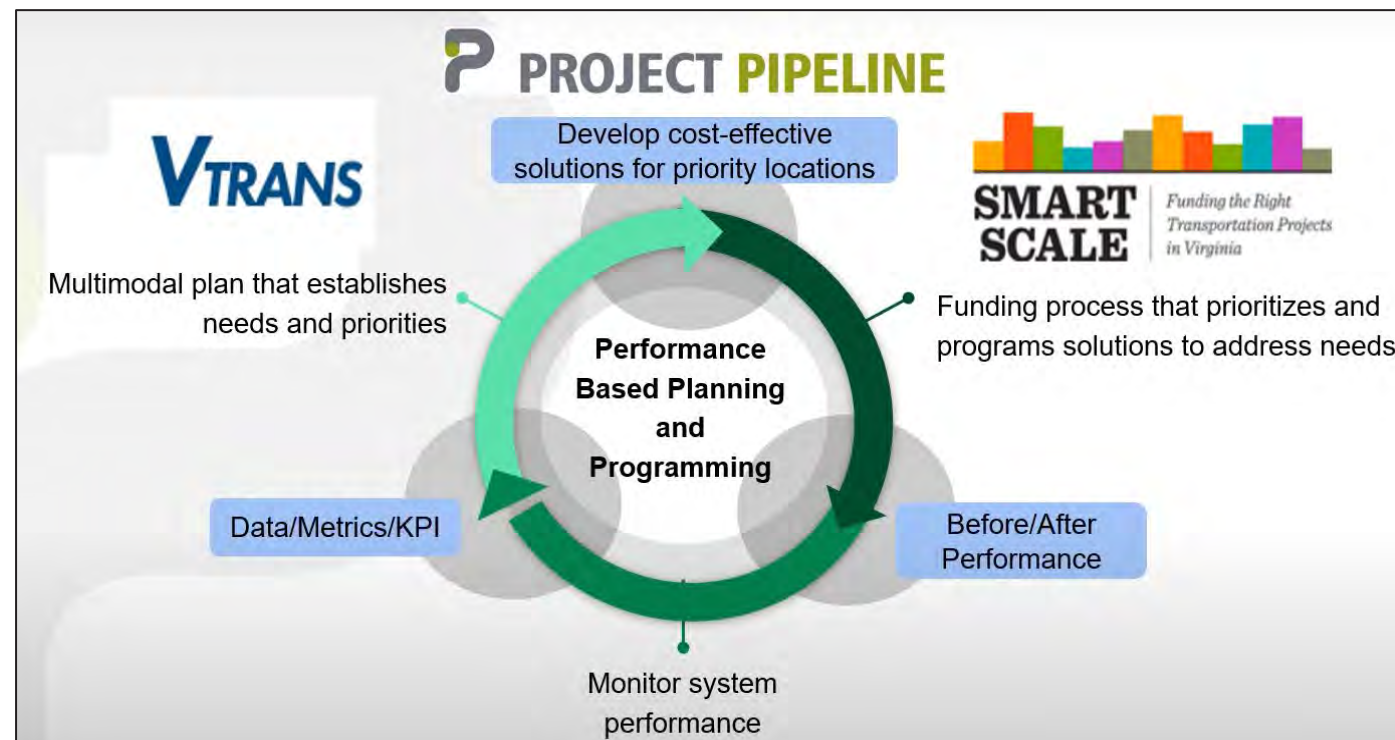
# PROJECT PIPELINE

## Methodology

Project Pipeline is a performance-based planning program to identify cost-effective solutions to multimodal transportation needs in Virginia. Through this planning process, projects and solutions may be considered for funding through programs including SMART SCALE, revenue sharing, interstate funding, and others. Visit the Project Pipeline webpage for additional information [vapipeline.org](http://vapipeline.org).

This study focuses on concepts targeting identified needs including congestion mitigation, safety improvement, pedestrian and bicycle infrastructure along the corridor, and transit access. The objectives of Project Pipeline are shown below in Figure 1.








Figure 1. Project Pipeline Objectives



## Background

The Office of Intermodal Planning and Investment (OIPI) prepared the VTrans Virginia's statewide transportation plan for the Commonwealth Transportation Board (CTB) in which mid-term needs (0 - 10 years) were identified for different categories listed in Table 1. This study focuses on addressing needs identified in VTrans, and those previously identified by the localities.

Table 1: List of VTrans Needs

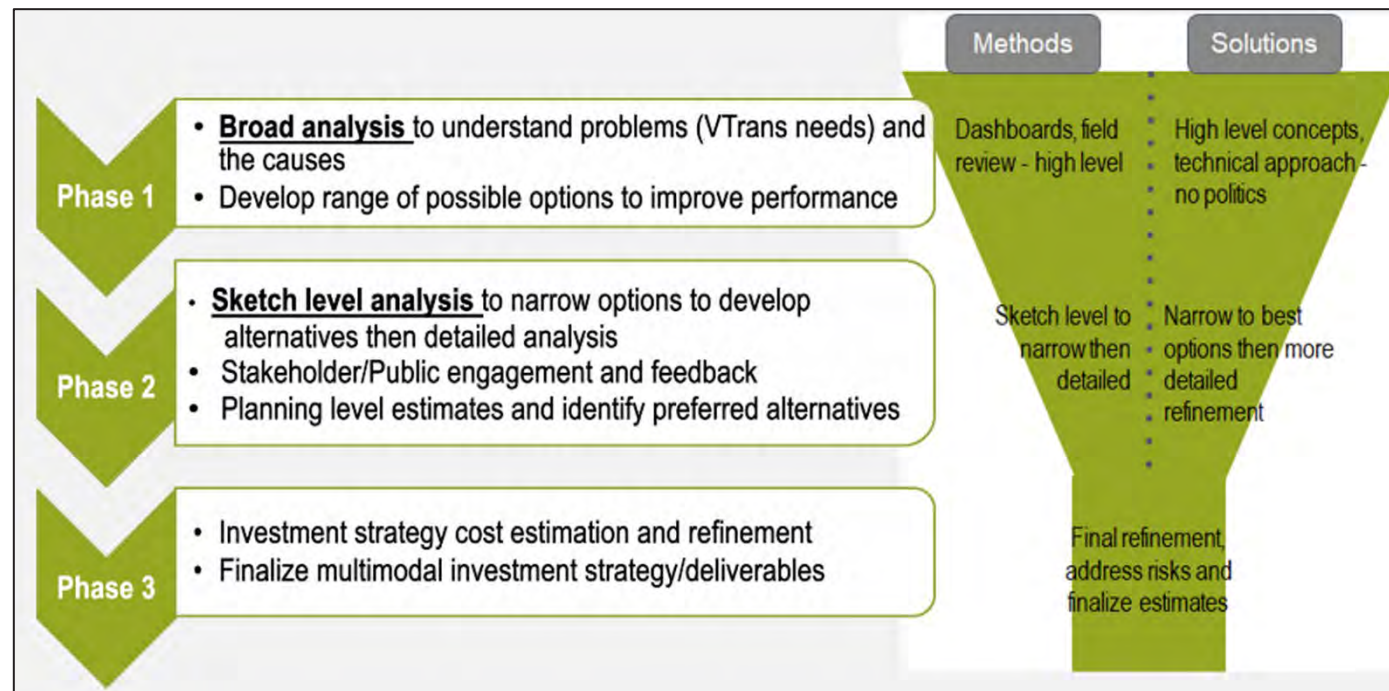
VTrans Needs			
	Transportation Demand Management		Capacity Preservation
	Congestion Mitigation		Bicycle Access
	Safety Improvement		Pedestrian Safety Improvement
	Transit Access		

# PROJECT PIPELINE

## Methodology

The study is broken down into three phases. Phase I consists of the problem diagnosis and brainstorming of alternatives, Phase II includes the alternative evaluation and sketch level analysis, and Phase III is the investment strategy and cost estimates. Details on methods and solutions for each study phase are outlined below in Figure 2.

Figure 2. Study Phase Methods and Solutions



The study team is also broken down into three teams, with each team simultaneously working on different areas of the study. Team 1 focuses on Traffic Operations, Capacity, and Access, Team 2 focuses on Road Reliability and Safety, while Team 3 focuses on Rail, Transit, and Transportation Demand Management (TDM). As shown in Figure 3, Team 1 and Team 2 are led by ATCS, with support from KLS on the effort with respect to pedestrian and bicycle needs. Team 3 is led by Mead & Hunt, with support from Michael Baker under the Department of Rail and Public Transportation (DRPT) Program. The following details the focus areas of study for each team:

- Team 1 – Identify operation and access needs by conducting future traffic demand volume forecasts and performing operational analysis of future conditions using Synchro/SimTraffic. Evaluate operational mitigations such as geometric modifications, access management improvements, and installation of facilities for pedestrians and bicycles.
- Team 2 – Identify safety needs with respect to vehicles, pedestrians, and cyclists by evaluating existing roadway conditions as well as crash patterns and crash hot spot locations based on the most recent five-year crash history obtained from the VDOT Crash Database Tableau Tool. Recommend safety improvement options through geometric modifications, access management improvements, and installation of facilities for pedestrians and bicycles.
- Team 3 – Identify needs with respect to rail, transit, and TDM by reviewing existing rail and transit routes and future traffic demand volume forecasts. Consider improvements recommended through public transit route extensions and the addition of Park and Ride lots.



## Study Area

The Lee Highway (including US 211, US Business 29, and US Business 15) study corridor between the western US 17 ramps and Winchester St (US Business 17) is located in the Town of Warrenton, Virginia. This segment runs approximately eight tenths of a mile.

The corridor is classified as Other Principal Arterial within the study area and has a posted speed of 40 miles per hour. The corridor provides access to numerous businesses and residential areas in Warrenton. Lee Highway connects to US 15, US 17, and US 29 directly to the East. Lee Highway is a four-lane divided roadway with a grass median. All unsignalized intersections are limited right-in/right-out movements. Left and right turn lanes are present at all signalized intersections. The area immediately surrounding the study corridor is primarily commercial business including grocery stores, a car dealership, numerous restaurants, banks, and various other businesses. The study area includes five intersections along Lee Highway, including one unsignalized intersection, and four signalized intersections. A map detailing the extents of the study corridor and surrounding area is shown below in Figure 3.

Figure 3. Study Area



## VTrans and Related Project Background Information

VTrans is Virginia's statewide transportation plan. It identifies and prioritizes locations with transportation needs using data-informed transparent processes. The policy for identifying VTrans mid-term needs establishes multimodal need categories that correspond to the Commonwealth Transportation Board-adopted VTrans visions, goals, and objectives. Each need category has one or more performance measures and thresholds to identify one or more needs. Visit the Vtrans policy guide for additional information: [https://vtrans.org/resources/VTrans\\_Policy\\_Guide\\_v6.pdf](https://vtrans.org/resources/VTrans_Policy_Guide_v6.pdf).

The mid-term needs, as identified in VTrans for the study corridor, were identified as 'Very High' for Transportation Demand Management', 'High' for Bicycle Access, Capacity Preservation, Congestion Mitigation, and Safety Improvement, 'Medium' for Pedestrian Safety Improvement, and 'Low' for Transit Access needs, as presented in Table 2.

Table 2: VTrans Needs in Study Area

VTRANS IDENTIFIED NEEDS	PRIORITIES
Bicycle Access	HIGH
Capacity Preservation	NONE
Congestion Mitigation	VERY HIGH
IEDA (UDA) Access	NONE
Pedestrian Access	HIGH
Safety Improvement	HIGH
Pedestrian Safety Improvement	NONE
Reliability	NONE
Rail On-Time Performance	NONE
Transit Access	VERY HIGH
Transit Access for Equity Emphasis Areas	NONE
Transportation Demand Management	VERY HIGH



# PROJECT PIPELINE

At the VDOT Construction District level, each identified need location is assigned a tier from 1 to 4, with Tier 1 representing the most critical needs and Tier 4 representing the least critical. The segments ranked as “Priority 1” represent those with multiple categories identified as high in need. Figure 4 presents a map of the study area with 2019 VTrans mid-term need locations by priority tier.

Figure 4. VTrans 2019 Mid-Term Needs



## Traffic Operation and Accessibility

Traffic operational analysis was performed using Synchro 10 software for all study intersections along the Lee Highway corridor. Inputs and analysis methodologies are consistent with the VDOT Traffic Operations and Safety Analysis Manual (TOSAM) guidelines. Both AM and PM peak hour analyses were performed for both the existing and future no-build conditions.

### Traffic Data

Intersection turning movement counts were collected at each study intersection in August 2021. The AM peak hour was determined to be between 8:00 and 9:00 AM, the PM peak hour was determined to be between 4:00 and 5:00 PM. The raw turning movement counts are provided in Appendix A.

Future traffic volumes were forecasted by evaluating the trend in growth of VDOT’s historical average daily traffic (ADT) volumes for all roadway segments within the project area between 2010 and 2019. The weighted average linear growth rate across the entire project area was approximately 0.50%.

In the volume settings in Synchro, an overall Peak Hour Factor (PHF) was used per intersection as recommended by the Highway Capacity Manual. If PHFs for each individual approach or movement are used, they are likely to create demand volumes from one 15-minute period that are in apparent conflict with demand volumes from another 15-minute period, but in reality, these peak volumes do not occur at the same time.

Truck percentages for each movement were calculated and used in the models. Synchro roadway speeds were assumed to be the posted speed limit.

## Measures of Effectiveness

There are many measures of effectiveness (MOE) in traffic operations analysis to quantify operational and safety objectives and provide a basis for evaluating the performance of a transportation network. Several MOEs for intersection analyses can be reported from Synchro/SimTraffic, VJuST, and SIDRA.

For the purposes of this study, guidance for reporting MOEs for signalized and unsignalized intersections was obtained from Chapter 4 of the VDOT TOSAM. A summary of the MOEs evaluated for the study intersections is presented below:

- Control Delay (measured in seconds per vehicle – sec/veh)
- Level of service (LOS)
- 95th Percentile Queue Length via Synchro (measured in feet – ft)
- Volume-to-Capacity (v/c) Ratio

## Traffic Operations Analysis and Results

In an effort to identify operational and accessibility needs along the study corridor, Synchro analysis was performed for both the existing year 2021 and the future year 2045. Analysis was completed for the AM and PM peak hours for both the existing and future no-build conditions.

The operational analysis shows that all study intersections operate at a Level of Service (LOS) D or better during both AM and PM peak hours in both 2021 and 2045. All mainline Lee Highway approaches operate at Level of Service C or better for all intersections other than the intersection of Lee Highway and Blackwell Road, where the westbound approach operates at LOS D during both peak periods in existing and no-build conditions. Overall, the side streets along Lee Highway operate at LOS E or better.

The analysis shows that, during both existing and no-build conditions, at the intersection of Lee Highway and Broadview Avenue / Winchester Street, the side-street approaches experience congestion and queueing during both peak periods. The left-turn movements along Lee Highway experience excessive delays during both peak periods, with the westbound left turn lane operating at LOS E and F during the AM and PM peak periods respectively. The queue lengths for the westbound left turn lane spillback into the through lanes.

# PROJECT PIPELINE

For the intersections of Lee Highway and Branch Drive and Lee Highway and Fletcher Drive, the analysis results show excessive delays for the eastbound and westbound left-turn lanes, as well as both side-street (Branch Drive) approaches, in both the existing and no-build conditions for both peak hours.

At the unsignalized Village Center intersection, the southbound approach operates at LOS D during the PM peak period in both the existing and no-build conditions.

As mentioned previously, the intersection of Lee Highway and Blackwell Road operates at LOS D during both peak periods. The westbound left-turn movement experienced delays in excess of 77 seconds during the PM

peak period of the no-build scenario. The side-street (Blackwell Road) approaches operated at LOS E during both the existing and no-build conditions for both peak hours.

Table 3 presents the AM and PM peak hour Synchro analysis results summary for 2021 and 2045 No-Build conditions. The Synchro reports are included in Appendix B. The traffic operations and accessibility needs are summarized in Figure 7 to Figure 9.

Table 3: Synchro Analysis for Existing and No Build Conditions

Intersection		Scenario	Control	Overall Delay (LOS)	Delay per Lane Group by Approach (sec/veh) (Level of Service)											
					Eastbound			Westbound			Northbound			Southbound		
					LT	TH	RT	LT	TH	RT	LT	TH	RT	LT	TH	RT
1	US Route 15/17/29 Bus/ US Route 211 (Lee Highway) & Broadview Avenue / Winchester Street	AM Peak Hour														
		Existing Conditons	Signal	C (27.1)	C (27.7)			B (18.4)			D (46.9)			D (35.5)		
					E (64.0)	B (16.8)	B (16.8)	E (79.0)	B (13.9)	C (28.0)	E (70.0)	E (64.5)	A (0.0)	E (66.9)	E (65.0)	A (0.2)
		2045 No Build	Signal	C (29.1)	C (31.0)			C (20.5)			D (44.7)			D (36.0)		
					E (64.0)	C (20.8)	C (20.8)	E (78.3)	B (16.0)	C (27.0)	E (65.7)	E (62.4)	A (0.0)	E (67.8)	E (65.5)	A (0.2)
		PM Peak Hour														
		Existing Conditons	Signal	C (29.4)	C (33.4)			C (20.3)			D (54.0)			C (29.7)		
					E (70.0)	C (21.0)	C (21.0)	F (95.4)	B (16.3)	B (19.2)	E (73.9)	E (68.8)	A (0.1)	E (72.9)	E (72.4)	A (0.3)
2045 No Build	Signal	C (30.7)	D (36.9)			C (20.6)			E (55.1)			C (29.9)				
			E (71.9)	C (25.0)	C (25.0)	F (92.8)	B (16.4)	B (15.9)	E (76.2)	E (69.4)	A (0.1)	E (74.2)	E (72.6)	A (0.4)		

Intersection		Scenario	Control	Overall Delay (LOS)	Delay per Lane Group by Approach (sec/veh) (Level of Service)											
					Eastbound			Westbound			Northbound			Southbound		
					LT	TH	RT	LT	TH	RT	LT	TH	RT	LT	TH	RT
2	US Route 15/17/29 Bus/ US Route 211 (Lee Highway) & Branch Drive	AM Peak Hour														
		Existing Conditons	Signal	B (12.5)	A (9.2)			A (7.1)			E (65.0)			E (66.1)		
					E (76.8)	A (5.7)	A (8.9)	F (82.8)	A (2.2)	A (8.8)	E (66.7)	E (66.7)	E (64.4)	E (68.2)	E (68.2)	E (61.7)
		2045 No Build	Signal	B (12.8)	A (9.2)			A (7.5)			E (64.9)			E (67.3)		
					E (76.7)	A (5.7)	A (9.4)	F (85.0)	A (2.5)	A (9.2)	E (66.6)	E (66.6)	E (64.2)	E (70.1)	E (70.1)	E (61.2)
		PM Peak Hour														
		Existing Conditons	Signal	C (21.7)	B (16.8)			B (13.5)			E (69.9)			E (67.8)		
					E (78.2)	A (9.2)	B (12.2)	F (90.5)	A (8.9)	B (14.6)	E (72.1)	E (68.7)	E (68.7)	E (74.0)	E (74.0)	E (59.0)
2045 No Build	Signal	C (22.5)	A (0.0)			A (0.0)			A (0.0)			A (0.0)				
			E (79.9)	B (10.4)	B (13.5)	F (84.4)	B (10.1)	B (15.9)	E (72.0)	E (72.0)	E (68.5)	E (74.0)	E (74.0)	E (57.9)		

Table 3: Synchro Analysis for Existing and No Build Conditions

Intersection		Scenario	Control	Overall Delay (LOS)	Delay per Lane Group by Approach (sec/veh) (Level of Service)											
					Eastbound			Westbound			Northbound			Southbound		
					LT	TH	RT	LT	TH	RT	LT	TH	RT	LT	TH	RT
3	US Route 15/17/29 Bus/ US Route 211 (Lee Highway) & BP Gas Station / Village Center Entrance	AM Peak Hour														
		Existing Conditons	Stop	A (0.6)	A (0.3)			A (0.0)			A (9.5)			B (11.2)		
					A (9.4)	A (0.0)	A (0.0)	A (9.5)	A (0.0)	A (0.0)	A (0.0)	A (0.0)	A (9.5)	C (19.8)	A (0.0)	A (9.8)
		2045 No Build	Stop	A (0.7)	A (0.3)			A (0.0)			A (9.5)			B (11.6)		
					A (9.9)	A (0.0)	A (0.0)	A (9.9)	A (0.0)	A (0.0)	A (0.0)	A (0.0)	A (9.5)	C (21.7)	A (0.0)	A (10.0)
		PM Peak Hour														
		Existing Conditons	Stop	A (0.5)	A (0.4)			A (0.0)			A (9.8)			B (12.7)		
					B (11.0)	A (0.0)	A (0.0)	A (9.8)	A (0.0)	A (0.0)	A (0.0)	A (0.0)	A (9.8)	D (26.4)	A (0.0)	A (9.7)
2045 No Build	Stop	A (0.5)	A (0.5)			A (0.0)			A (9.8)			B (13.1)				
			B (11.0)	A (0.0)	A (0.0)	B (10.2)	A (0.0)	A (0.0)	A (0.0)	A (0.0)	A (9.7)	D (32.3)	A (0.0)	A (9.6)		
Intersection		Scenario	Control	Overall Delay (LOS)	Delay per Lane Group by Approach (sec/veh) (Level of Service)											
					Eastbound			Westbound			Northbound			Southbound		
					LT	TH	RT	LT	TH	RT	LT	TH	RT	LT	TH	RT
4	US Route 15 / 29 BusinessUS Route 211 (Lee Highway) & Fletcher Drive	AM Peak Hour														
		Existing Conditons	Signal	B (10.4)	A (8.4)			A (3.8)			E (63.7)			E (66.4)		
					E (75.9)	A (5.9)	A (0.0)	F (100.1)	A (1.0)	A (6.1)	E (66.2)	E (66.6)	E (59.8)	E (68.5)	E (68.5)	E (61.5)
		2045 No Build	Signal	B (11.4)	B (10.2)			A (3.9)			E (63.2)			E (67.5)		
					E (73.1)	A (7.2)	B (11.9)	F (95.0)	A (1.3)	A (6.3)	E (66.3)	E (66.6)	E (58.4)	E (70.2)	E (70.2)	E (61.1)
		PM Peak Hour														
		Existing Conditons	Signal	C (23.8)	B (17.4)			B (14.9)			E (64.1)			E (67.8)		
					E (72.1)	B (15.1)	A (2.8)	E (75.0)	B (10.6)	A (7.2)	E (70.8)	E (70.4)	D (53.3)	E (72.3)	E (72.3)	E (60.8)
2045 No Build	Signal	C (24.3)	B (18.6)			B (15.1)			E (63.8)			E (67.7)				
			E (75.0)	B (16.3)	A (2.3)	F (81.5)	B (10.8)	A (1.5)	E (71.2)	E (70.6)	D (52.1)	E (72.7)	E (72.7)	E (59.4)		
Intersection		Scenario	Control	Overall Delay (LOS)	Delay per Lane Group by Approach (sec/veh) (Level of Service)											
					Eastbound			Westbound			Northbound			Southbound		
					LT	TH	RT	LT	TH	RT	LT	TH	RT	LT	TH	RT
5	US Route 15/17/29 Bus/ US Route 211(Lee Highway) & Blackwell Road	AM Peak Hour														
		Existing Conditons	Signal	C (34.2)	B (17.1)			D (36.8)			E (60.6)			E (64.7)		
					C (33.0)	B (18.4)	A (0.1)	E (67.9)	C (29.5)	C (23.5)	E (66.4)	E (58.8)	E (57.5)	E (65.9)	E (64.7)	E (59.1)
		2045 No Build	Signal	D (36.4)	C (21.2)			D (38.1)			E (60.6)			E (65.3)		
					D (38.0)	C (23.0)	A (0.1)	E (68.2)	C (31.4)	C (24.1)	E (67.8)	E (58.3)	E (56.9)	E (66.5)	E (65.6)	E (58.4)
		PM Peak Hour														
		Existing Conditons	Signal	D (42.4)	C (24.3)			D (38.3)			E (66.0)			E (72.4)		
					D (48.5)	C (25.6)	A (0.1)	E (75.1)	C (33.8)	C (24.8)	F (81.6)	E (58.3)	E (55.2)	E (74.3)	E (74.1)	E (58.5)
2045 No Build	Signal	D (45.2)	C (27.7)			D (40.9)			E (68.5)			E (74.2)				
			D (52.1)	C (29.5)	A (0.1)	E (77.4)	D (36.8)	C (25.5)	F (89.2)	E (57.8)	D (54.4)	E (76.5)	E (76.1)	E (57.5)		



Table 4: Queue Lengths for Existing and No Build Conditions

Intersection		Scenario	Synchro 95th Percentile Queue Length (LF)											
			Eastbound			Westbound			Northbound			Southbound		
			LT	TH	RT	LT	TH	RT	LT	TH	RT	LT	TH	RT
1	US Route 15/17/29 Bus/ US Route 211 (Lee Highway) & Broadview Avenue / Winchester Street	AM Peak Hour												
		Existing	148	328	61	177	46	106	83	0	163	167	0	
		Future No Build	168	392	83	164	39	119	92	0	176	178	0	
		PM Peak Hour												
		Existing	183	371	107	211	27	186	170	0	189	193	0	
		Future No Build	196	411	128	235	36	191	174	0	203	203	0	

Intersection		Scenario	Synchro 95th Percentile Queue Length (LF)											
			Eastbound			Westbound			Northbound			Southbound		
			LT	TH	RT	LT	TH	RT	LT	TH	RT	LT	TH	RT
2	US Route 15/17/29 Bus/ US Route 211 (Lee Highway) & Branch Drive	AM Peak Hour												
		Existing	87	119	0	98	52	0	47	0	95	0		
		Future No Build	96	129	0	108	50	0	53	0	106	0		
		PM Peak Hour												
		Existing	193	180	0	125	195	0	64	D (53.3)	215	7		
		Future No Build	202	183	0	128	216	0	67	D (52.1)	231	18		

Intersection		Scenario	Synchro 95th Percentile Queue Length (LF)											
			Eastbound			Westbound			Northbound			Southbound		
			LT	TH	RT	LT	TH	RT	LT	TH	RT	LT	TH	RT
3	US Route 15/17/29 Bus/ US Route 211 (Lee Highway) & BP Gas Station / Village Center Entrance	AM Peak Hour												
		Existing	3	0	0	0	0	0	N/A	N/A	2	3	6	
		Future No Build	4	0	0	0	0	0	N/A	N/A	1	4	5	
		PM Peak Hour												
		Existing	6	0	0	0	0	0	N/A	N/A	3	5	0	
		Future No Build	7	0	0	0	0	0	N/A	N/A	1	5	0	

# PROJECT PIPELINE

Table 4: Queue Lengths for Existing and No Build Conditions

Intersection		Scenario	Synchro 95th Percentile Queue Length (LF)											
			Eastbound			Westbound			Northbound			Southbound		
			LT	TH	RT	LT	TH	RT	LT	TH	RT	LT	TH	RT
4	US Route 15 / 29 BusinessUS Route 211 (Lee Highway) & Fletcher Drive	AM Peak Hour												
		Existing	80	95	0	46	59	1	35	36	0	96	0	
		Future No Build	86	131	7	42	69	1	41	43	0	109	0	
		PM Peak Hour												
		Existing	127	276	7	151	193	9	129	130	28	189	17	
		Future No Build	130	308	6	151	187	1	133	134	31	202	23	

Intersection		Scenario	Synchro 95th Percentile Queue Length (LF)											
			Eastbound			Westbound			Northbound			Southbound		
			LT	TH	RT	LT	TH	RT	LT	TH	RT	LT	TH	RT
5	US Route 15/17/29 Bus/ US Route 211(Lee Highway) & Blackwell Road	AM Peak Hour												
		Existing	60	303	0	277	353	26	157	82	65	118	120	0
		Future No Build	79	541	0	300	396	38	171	88	74	128	132	0
		PM Peak Hour												
		Existing	123	475	0	265	519	48	358	179	82	233	241	0
		Future No Build	132	596	0	275	547	49	416	196	86	240	247	0

## Safety and Reliability

For the analysis of existing safety conditions, the VDOT Crash Database Tableau Tool was utilized to determine the crash history at the study intersections and along the study corridor on Lee Highway. Crash data was collected and analyzed for a five-year period spanning from January 2015 to December 2019. The study team reviewed the FR-300 crash reports provided by VDOT to determine specific trends and “hot spot” areas for consideration in developing alternative improvement concepts. For the purposes of this analysis, “injury crashes” is defined as the sum of type A (severe injury), B (visible injury), and C (non-visible injury) crashes.

## Safety Analysis Results

The crash severities of crashes within the study area are summarized by year and by crash type in Table 5 and Table 6, respectively.

Table 5: Crashes by Year

Crash Year and Severity	A. Severe Injury	B. Visible Injury	C. Nonvisible Injury	O. Property Damage Only	Total
<b>2015</b>	2	1	10	34	<b>47</b>
<b>2016</b>	0	7	11	20	<b>38</b>
<b>2017</b>	2	4	9	23	<b>38</b>
<b>2018</b>	1	0	10	17	<b>28</b>
<b>2019</b>	1	4	7	21	<b>33</b>
<b>Total</b>	<b>6</b>	<b>16</b>	<b>47</b>	<b>115</b>	<b>184</b>

Table 6: Crashes by Type

Crash Type and Severity	A. Severe Injury	B. Visible Injury	C. Nonvisible Injury	O. Property Damage Only	Total
<b>Rear End</b>	2	7	31	67	<b>107</b>
<b>Angle</b>	2	7	11	28	<b>48</b>
<b>Sideswipe - Same Direction</b>	0	0	0	14	<b>14</b>
<b>Fixed Object - Off Road</b>	0	1	4	2	<b>7</b>
<b>Other</b>	1	1	0	1	<b>3</b>
<b>Backed Into</b>	0	0	0	2	<b>2</b>
<b>Head On</b>	1	0	1	0	<b>2</b>
<b>Fixed Object in Road</b>	0	0	0	1	<b>1</b>
<b>Total</b>	<b>6</b>	<b>16</b>	<b>47</b>	<b>115</b>	<b>184</b>

A total of 184 crashes were reported along Lee Highway within the study area during the five-year study period. Key takeaways from the crash data are as follows:

1. Six crashes were reported as severe (A) injury crashes, including 2 rear-end crashes, two angle crashes, one head-on crash, and one incident classified under “other”.
2. The majority of reported crashes within the corridor are rear-end and angle crashes. Combined, these constitute approximately 84% of the total crashes.
3. A total of 69 crashes resulted in injuries, which account for approximately 38% of the total reported crashes within the corridor. There were no crashes that led to a fatality.
4. A significant concentration of crashes was reported at the intersections, with few crashes occurring on the segments between intersections.
5. Throughout the corridor, most of the rear-end crashes occurred along the eastbound approach of Lee Highway. At Fletcher Drive in particular, it appears that queues extending from Blackwell Road contributed to the number of rear-ends at this location.

The safety and reliability needs and diagnosis identified during the analysis are summarized in Figure 7 and Figure 8. Detailed collision diagrams at the study intersections are provided in Figure 10 through Figure 14.

# PROJECT PIPELINE

## Pedestrian and Bicycle Access

In an effort to identify the needs with respect to accessibility, the study team reviewed existing conditions for pedestrian and bicycle accommodations. There is sidewalk along much of the corridor. There is no sidewalk East of Blackwell Road. Gaps exist in the sidewalk network to the East of Branch Drive and to the East of Blackwell Park Ln, both on the eastbound side of Lee Highway. Crosswalks and pedestrian signals exist at all major intersections along the study corridor on Lee Highway at Broadview Avenue, Branch Drive, Fletcher Drive, and Blackwell Road. There are no accommodations specific to cyclists along the study corridor. Figure 5 summarizes these findings.

Figure 5. Pedestrian Facilities



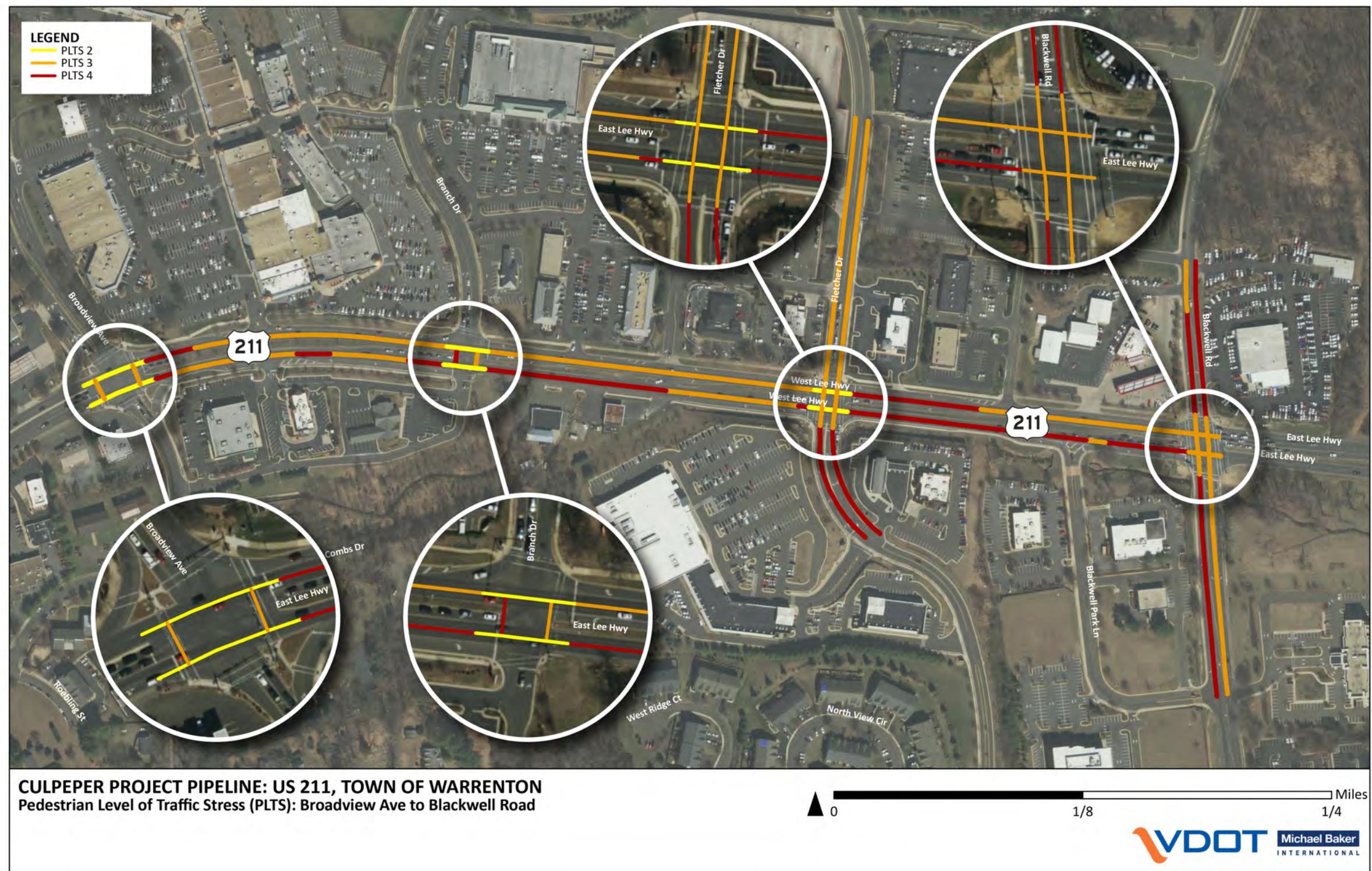
The project team completed a Pedestrian Level of Traffic Stress Analysis (PLTS) in the study corridor, presented as Figure 6. The purpose of PLTS is to create a high-level inventory and a walkability/connectivity performance rating of pedestrian facilities in a community without needing a significant amount of data. The Pedestrian Level of Traffic Stress methodology classifies roadway segments according to the level of pressure or strain experienced by pedestrians and other sidewalk users. All definitions of PLTS in this section are sourced from Oregon DOT.

- PLTS 1: Represents little to no traffic stress and requires little attention to the traffic situation. This is suitable for all users including children 10 years or younger, groups of people and people using a wheeled mobility device
- PLTS 2: Represents little traffic stress but requires more attention to the traffic situation than of which young children may be capable. This would be suitable for children over 10, teens and adults.
- PLTS 3: Represents moderate stress and is suitable for adults. An able-bodied adult would feel uncomfortable but safe using this facility. This includes higher speed roadways with smaller buffers.
- PLTS 4: Represents high traffic stress. Only able-bodied adults with limited route choices would use this facility.



# PROJECT PIPELINE

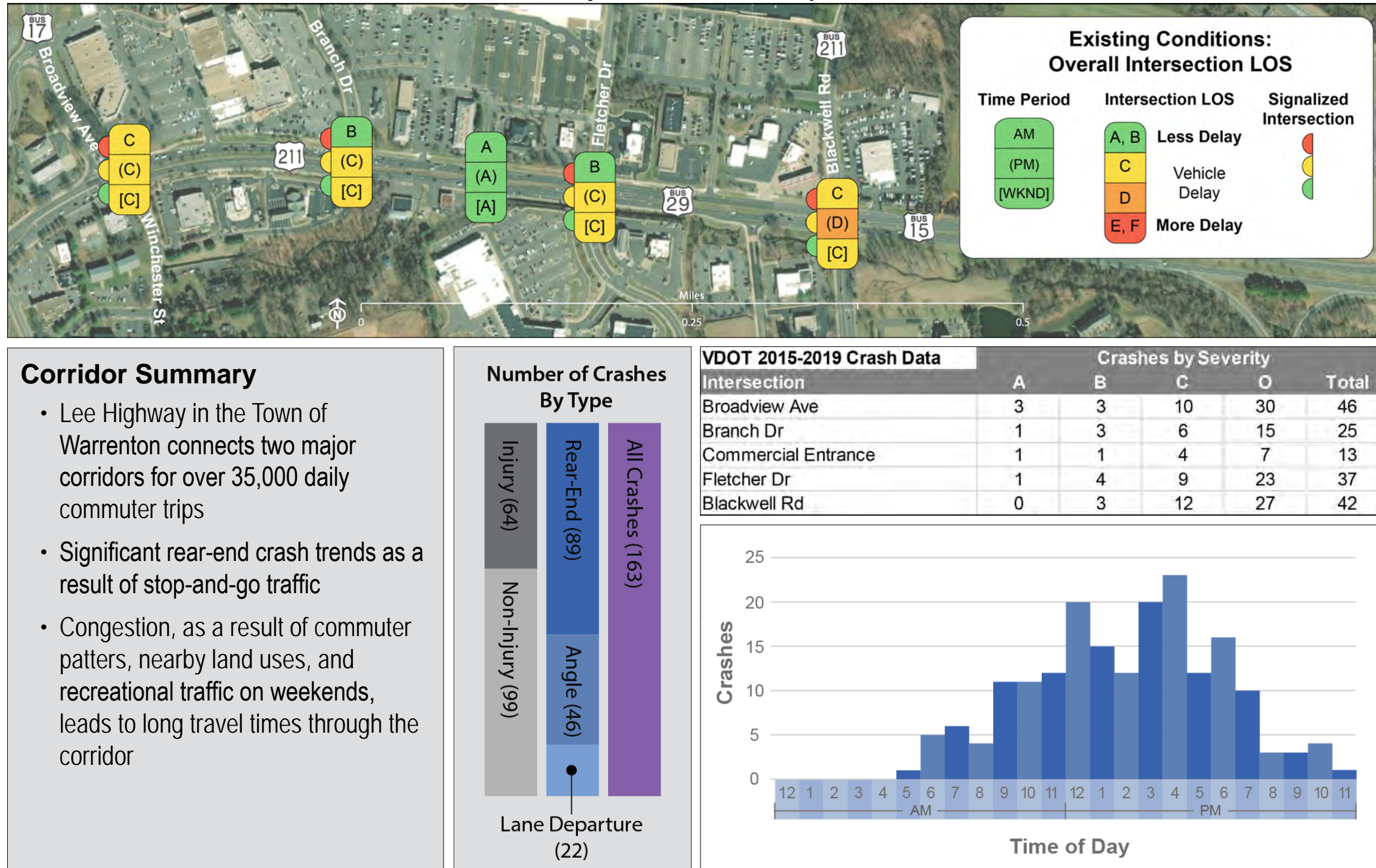
Figure 6. Pedestrian Level of Traffic Stress





## Corridor Operation and Safety Needs and Diagnosis Summary

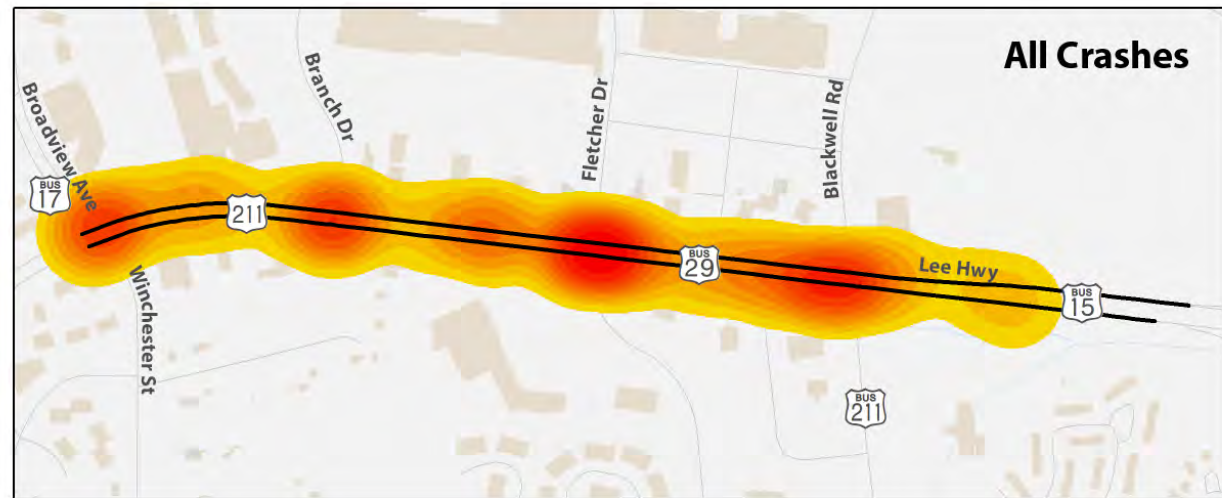
Figure 7. Level of Service Summary



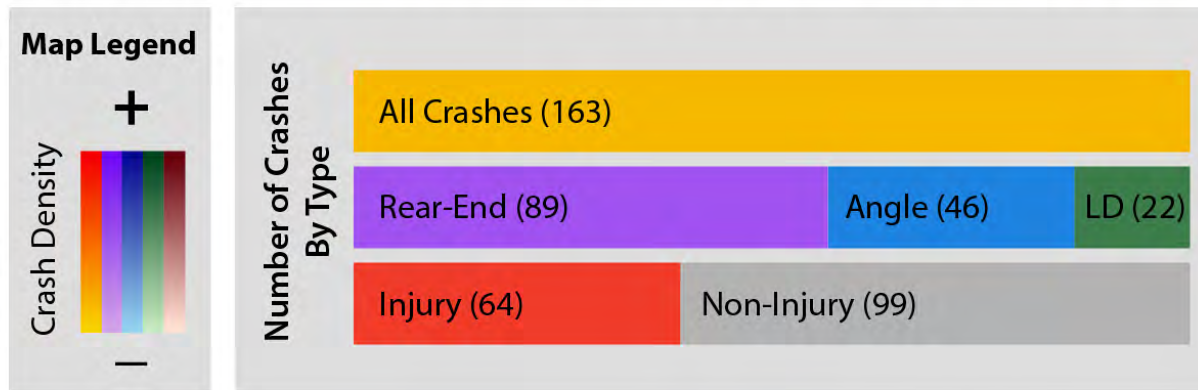


# PROJECT PIPELINE

Figure 8. Crash Density by Crash Type



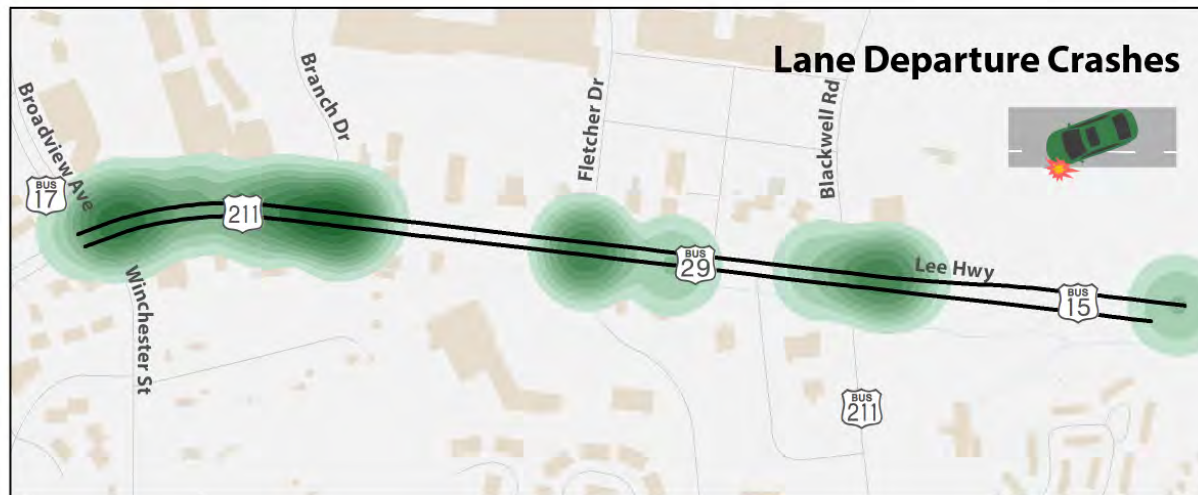
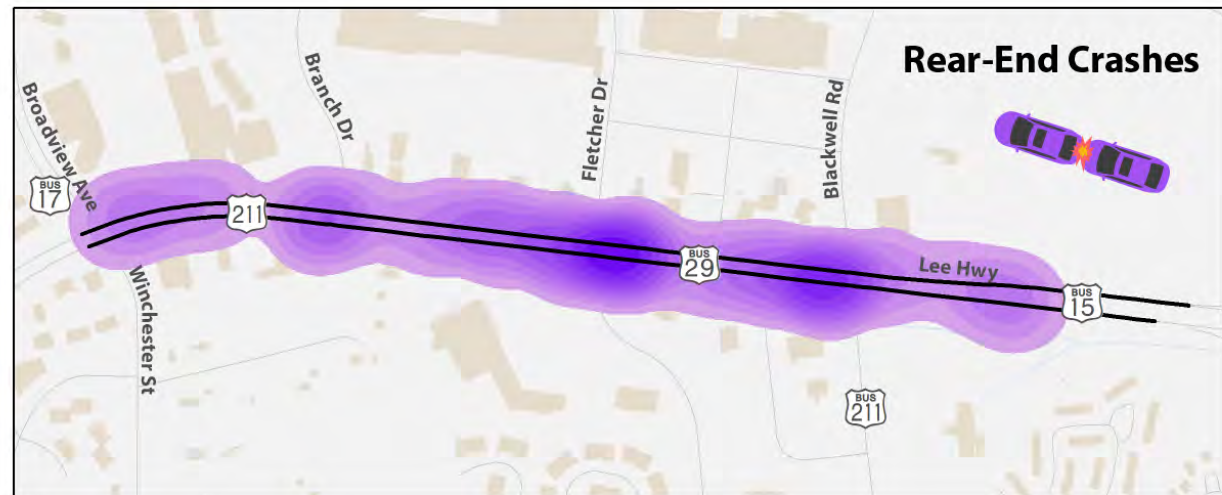
## Warrenton/Lee Highway: Crash Density



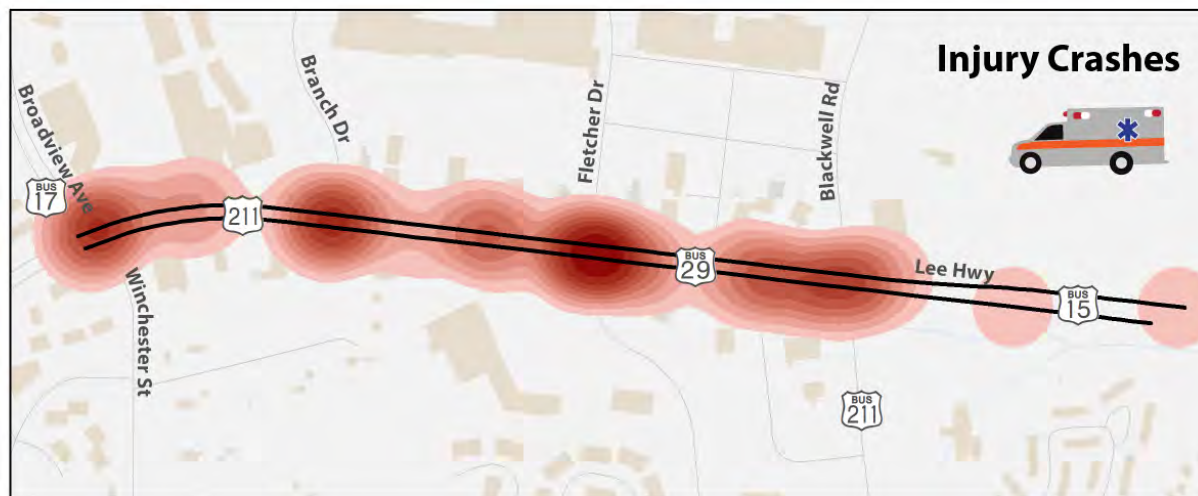
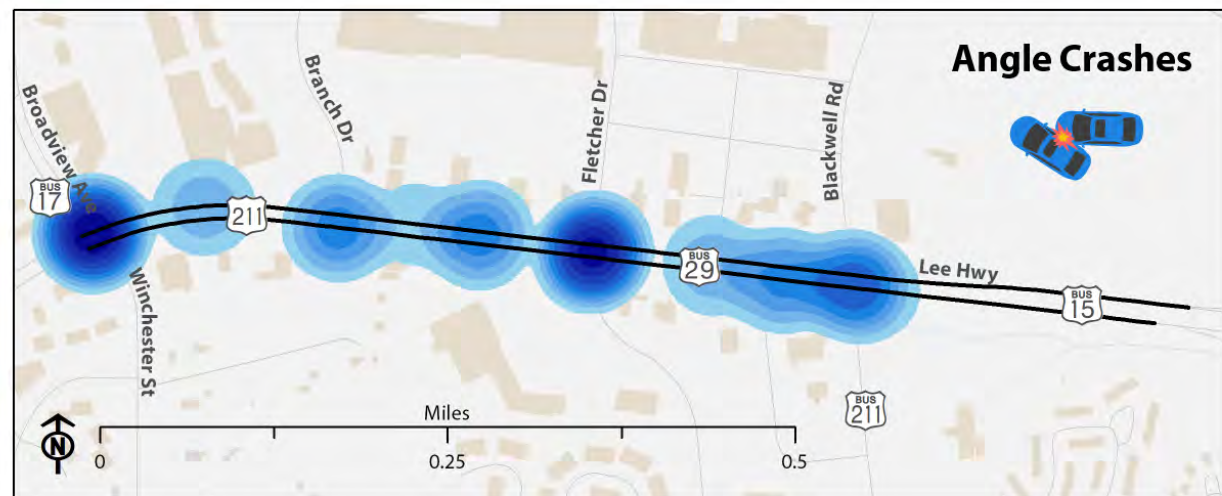
Top 100 PSI segment between Branch Avenue and Blackwell Road

High concentration of angle collisions at Broadview Avenue and Fletcher Drive

Throughout the corridor there were a significant number of rear-end crashes related to congestion



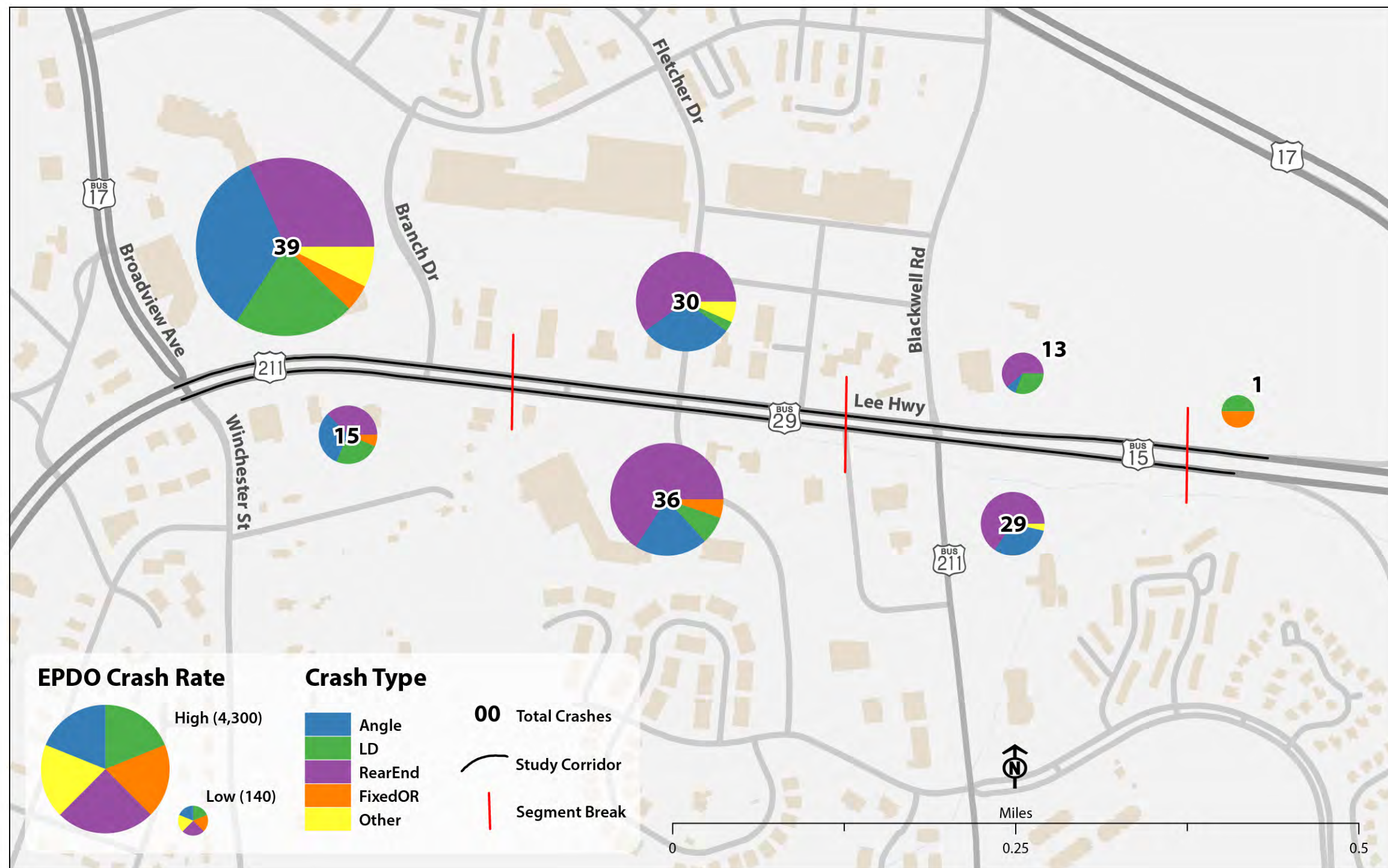
Concentration of rear-ends along eastbound Lee Highway between Fletcher Drive and Blackwell Road indicate queuing extends to upstream intersection





# PROJECT PIPELINE

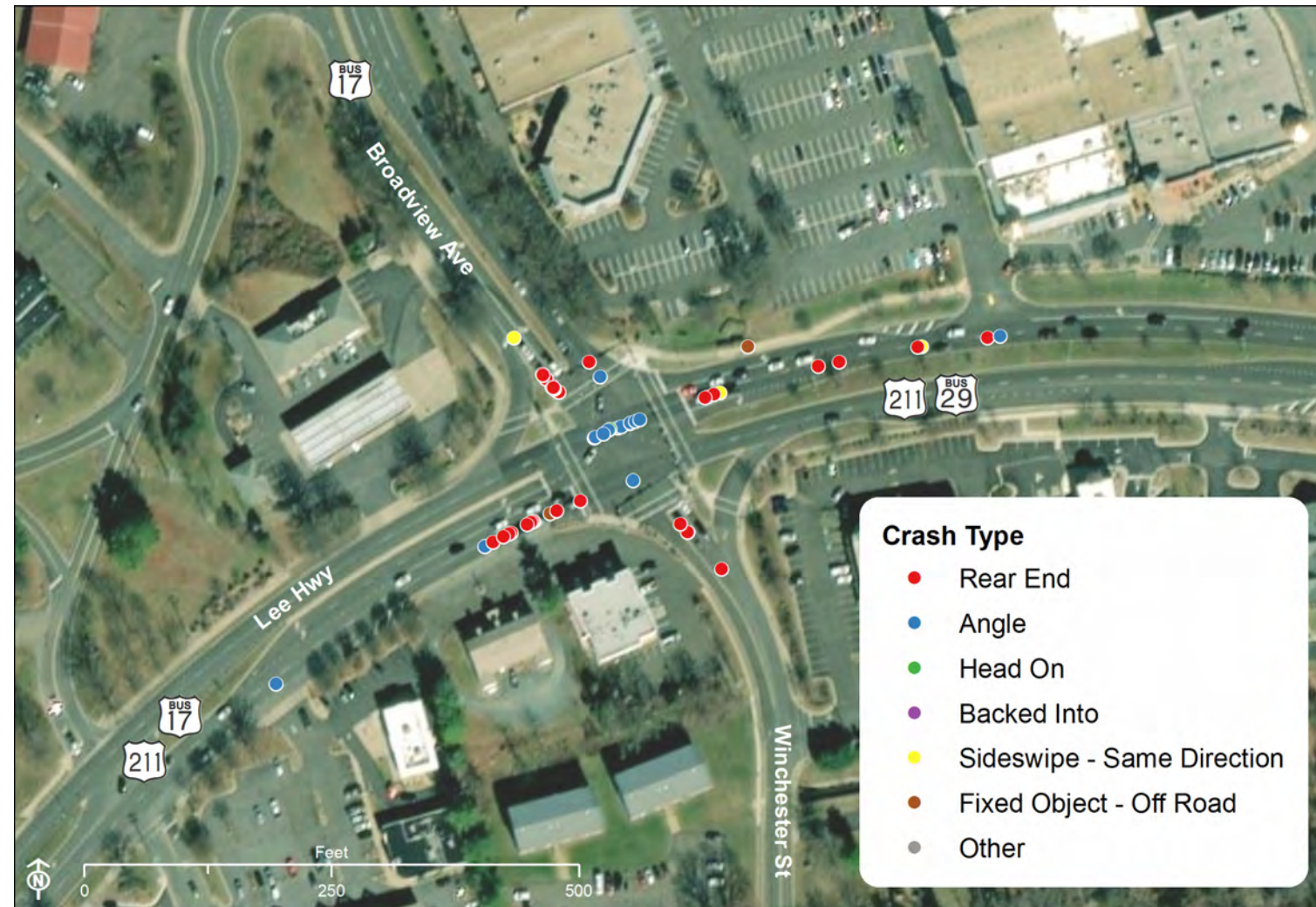
Figure 9. Intersection Crash EPDO and Crash Type





## Broadview Ave Operation and Safety Needs and Diagnosis

Figure 10. Lee Highway and Broadview Avenue Crashes



Congestion for all approaches and all peak hours in the no-build conditions

Excessive delays and queues for the mainline left turns, with queues spilling back into the through lane along the westbound approach

All approaches operate at LOS D or better in the existing condition and LOS E or better in the no-build condition

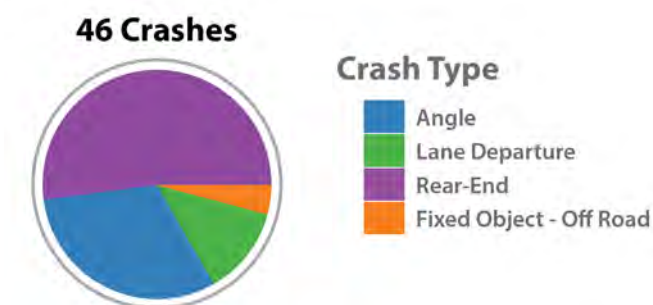


Numerous rear-end crashes along the eastbound and westbound approaches

History of angle crashes at this location, particularly involving the westbound through movement



Marked crosswalks and accessible pedestrian signal (APS) infrastructure present at this location





## Branch Drive Operation and Safety Needs and Diagnosis

Figure 11. Lee Highway and Branch Drive Crashes



Excessive delay for the northbound and southbound approaches during both peak hours in both existing and no-build conditions

LOS E or worse for the mainline left turns during both peak hours in both existing and no-build conditions



Most predominate crash type is rear-ends, particularly along the eastbound approach

Segment between Branch Drive and Blackwell Road is a Top 100 Potential for Safety Improvement (PSI) Segment in the District



Marked crosswalks and APS infrastructure present at this location

25 Crashes



Crash Type





# PROJECT PIPELINE

## Commercial Drive Operation and Safety Needs and Diagnosis

Figure 12. Lee Highway and Commercial Drive Crashes



Overall intersection LOS is A

Southbound approach is LOS D during the PM peak hour in both existing and no-build conditions

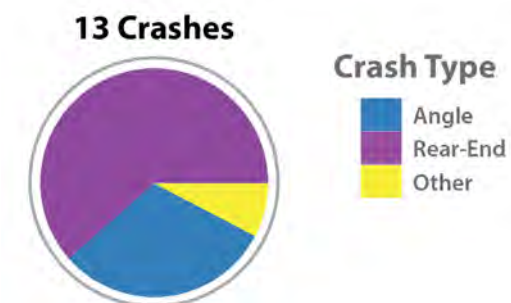


Severe (A) angle collision involving eastbound left-turn and opposing westbound through movement

Segment between Branch Drive and Blackwell Road is a Top 100 Potential for Safety Improvement (PSI) Segment in the District



No marked crosswalks, sidewalk exists along the north and south leg of intersection





# PROJECT PIPELINE

## Fletcher Drive Operation and Safety Needs and Diagnosis

Figure 13. Lee Highway and Fletcher Drive Crashes



Excessive delay for the northbound and southbound approaches during both peak hours in both existing and no-build conditions



LOS E or worse for the mainline left turns during both peak hours in both existing and no-build conditions

Most predominate crash type is rear-ends, particularly along the eastbound approach

Segment between Branch Drive and Blackwell Road is a Top 100 Potential for Safety Improvement (PSI) Segment in the District



Marked crosswalks and APS infrastructure present at this location

**37 Crashes**



**Crash Type**

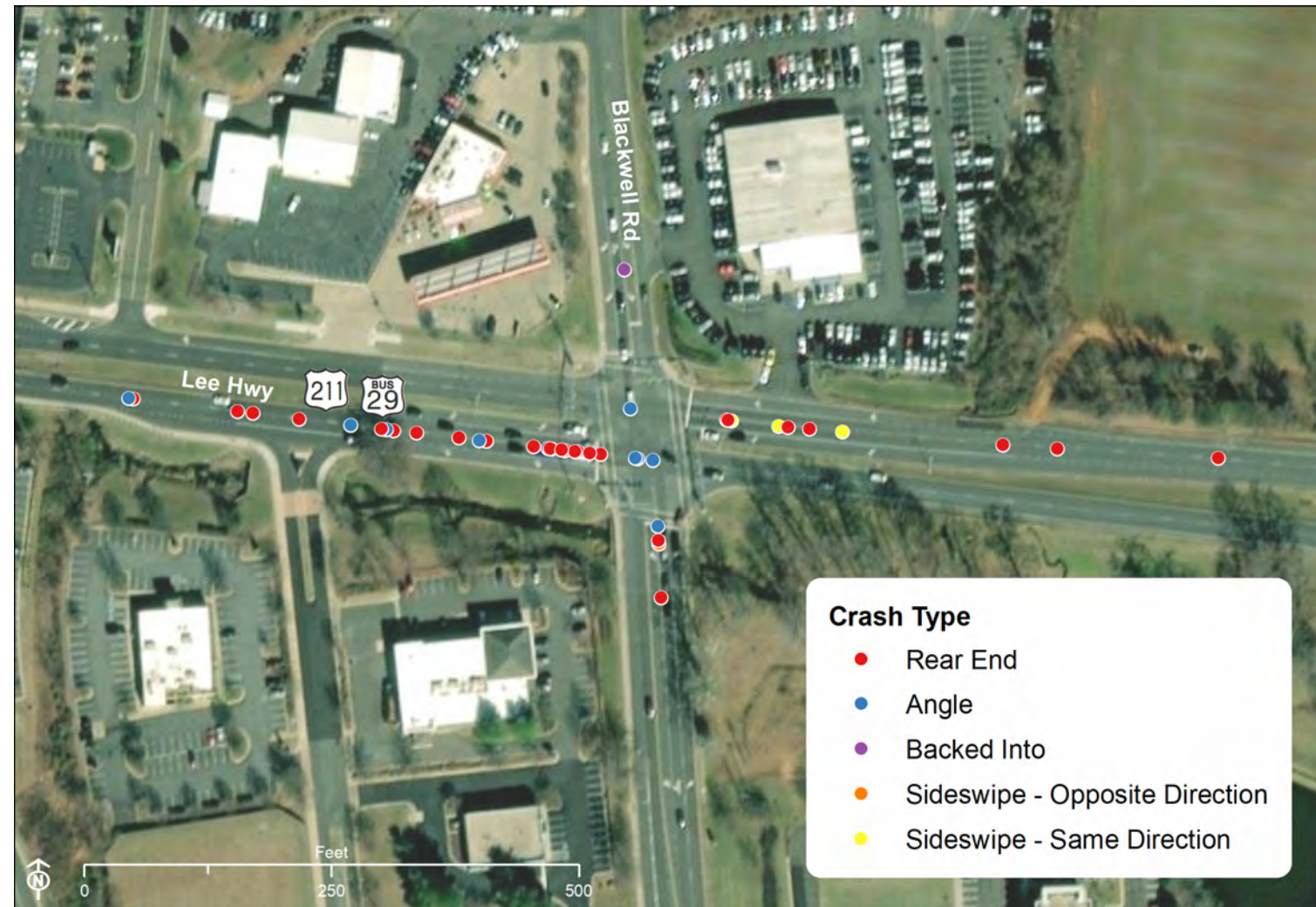
- Angle
- Lane Departure
- Rear-End
- Fixed Object - Off Road



# PROJECT PIPELINE

## Blackwell Road Operation and Safety Needs and Diagnosis

Figure 14. Lee Highway and Blackwell Road Crashes



Congestion for all approaches and all peak hours in the no-build conditions

Excessive delays and queues along both mainline approaches

Queues along eastbound approach extend back to the upstream intersection (Fletcher Drive)

All approaches operate at LOS E or better in the existing condition and LOS F or better in the no-build condition

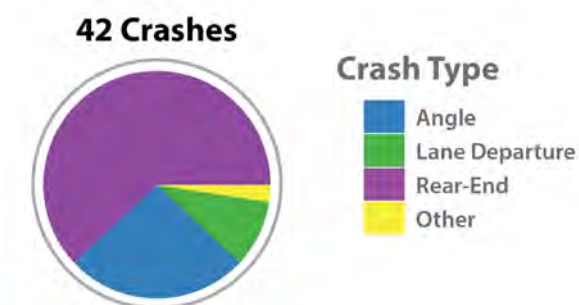


Large concentration of rear-end crashes along the eastbound approach

Segment between Branch Drive and Blackwell Road is a Top 100 Potential for Safety Improvement (PSI) Segment in the District



Marked crosswalks and APS infrastructure present at this location





# PROJECT PIPELINE

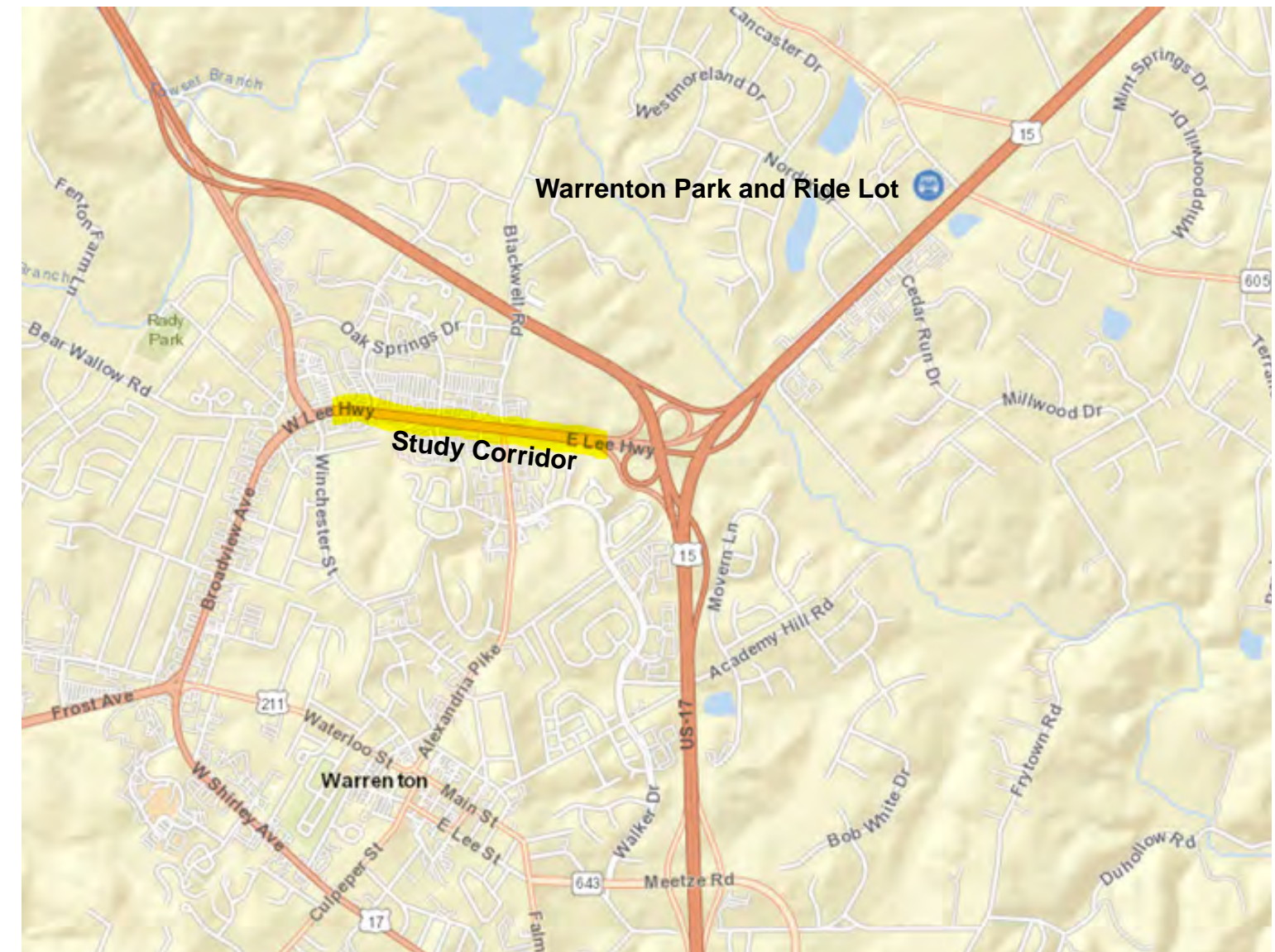
## Rail, Transit, and TDM

With support from DRPT, the study team reviewed the existing rail infrastructure, Park and Ride locations, and public transit routes in the study area.

Transit service in the study area is provided by Virginia Regional Transit's (VRT) Circuit Rider on its Blue Route and Green Route. The Blue Route runs Monday through Friday between 7:30 AM and 7:30 PM at 45-minute intervals while the Green Route runs on Saturday between 9:30 AM and 5:30 PM hourly. No bus stops are located on Lee Highway (US 211) but there are stops located along some of the side roads and in commercial parking lots (i.e., Rite Aid and North Rock Shopping Center). Ridership is low but typical for this type of rural system.

The Warrenton park-and-ride lot is located approximately one mile east of the study area on US 211 at the intersection of Dumfries Road. In 2019 the lot was expanded from 212 spaces to 360 spaces and the lot was improved with new lighting, bike racks, and sidewalks long Dumfries Road. A map of the park and ride lot location is presented in Figure 15. The rail, transit, and TDM needs identified by the study team are presented in Figure 16.

Figure 15. Existing Park and Ride Locations in the Study Area











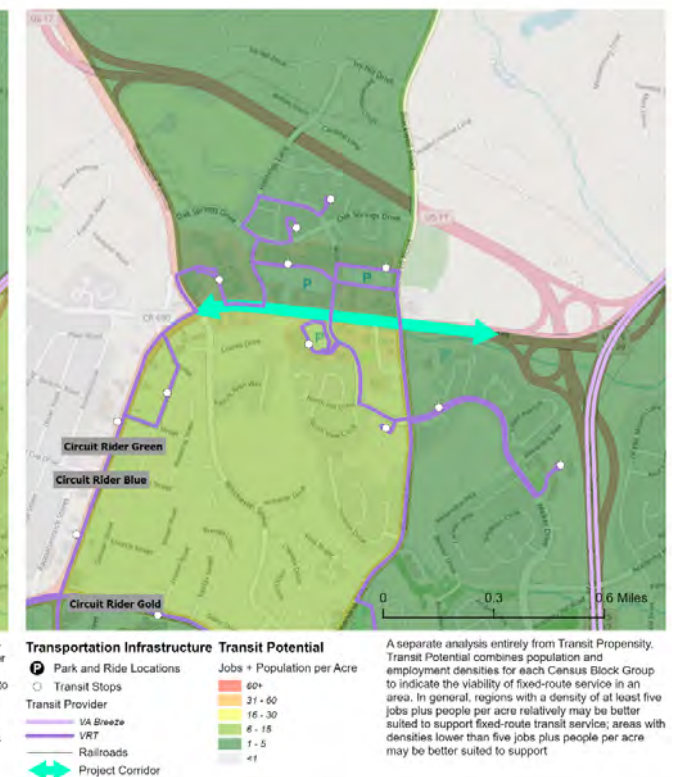
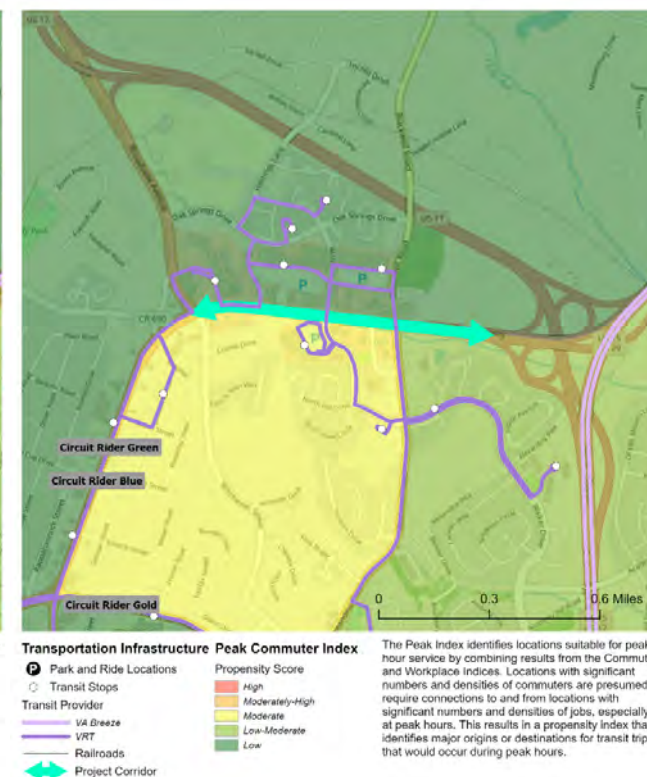
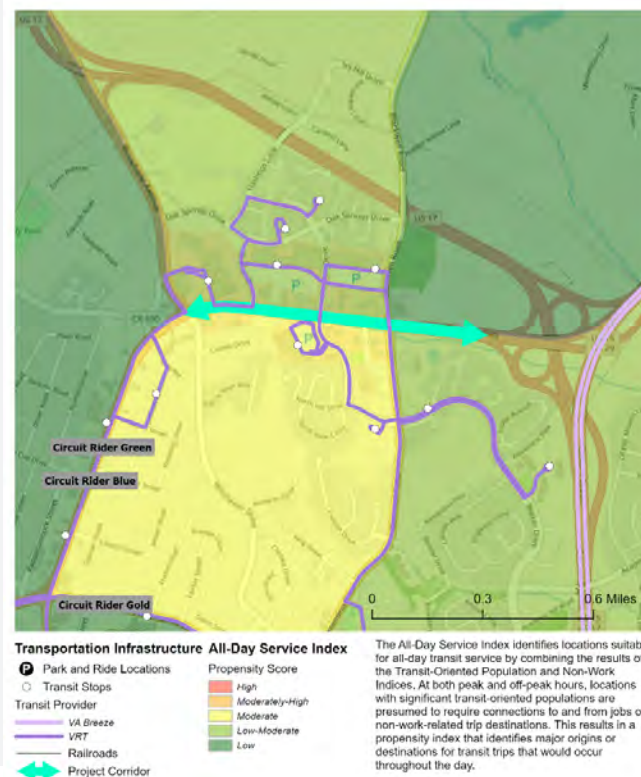
# PROJECT PIPELINE

Figure 16. Rail, Transit, and TDM Needs and Diagnosis



## Existing Conditions

-  No rail infrastructure
-  Commuter Services is the primary commuter assistance program in the region
-  Warrenton PNR lot is east of the corridor (360 spaces, 7 ADA spaces)
-  No bikeshare or scooter programs in area
-  VRT's Circuit Rider Blue Route (M-F, 7:30a-7:30p, 45 min) and Circuit Rider Green Route (Sat, 9:30a – 5:30p, 60 min) both operate in the corridor
-  No bus stops on Lee Hwy but stops are found in the commercial parking lots (at entrances to businesses)





# Chapter 2:

# Alternative Development and Refinement



## Alternative Development and Screening

In order to develop alternative concepts to address the needs identified in Chapter 1, a thorough review of the existing conditions data was conducted and alternatives for addressing the needs at each intersection were identified.

A VJuST screening analysis was completed for each intersection prior to the Synchro build condition analyses to identify candidate alternative intersection designs and compare their potential operational and safety benefits to each intersection's existing configuration. VJuST is a screening tool that helps in the decision-making process of identifying innovative intersection and interchange configurations that are most appropriate in reducing congestion and improving safety to advance to further study, analysis, and design. The inputs and analysis methodologies are consistent with the VDOT TOSAM guidelines.

Where VJuST suggested one or more alternative intersection configurations may provide significant benefit over the existing configuration, Synchro or Sidra analysis was completed. For the purposes of alternative testing and screening, the afternoon (PM) peak hour analyses were performed for the future year 2045. The afternoon peak hour was determined to be the controlling peak hour for this corridor based on review of the no-build Synchro analysis results.

## VJuST Analysis

In order to address operational and capacity needs, a VJuST analysis was completed for each subject intersection to consider alternative intersection designs and evaluate their potential benefits. VJuST analysis does not consider the influence of adjacent intersections on traffic patterns. Therefore, it was conducted for screening purposes only, with detailed analyses performed using Synchro. VJuST analysis was performed for all five intersections within the study area for the afternoon peak hour (4:00 PM to 5:00 PM). Some alternative design options in VJuST were not feasible for the roadway type at the subject intersections; hence, only the ones deemed most feasible were considered. VJuST worksheets for the afternoon peak hours are provided in Appendix C.

### Lee Highway at Broadview Avenue/Winchester Street VJuST Analysis

Table 7 presents the alternative design considered at the Lee Highway and Broadview Ave/Winchester St intersection and its results compared to the conventional intersection as it will exist in the no-build. The VJuST analysis results show that during the PM peak hour, which is more critical than the AM peak hour for this intersection. A multi-lane hybrid roundabout would not provide significant operational benefits in terms of volume-to-capacity (V/C) ratio. However, the hybrid roundabout would greatly reduce the conflict points in the intersection, and thus the greatest benefit would be in terms of safety.

Table 7: VJuST Analysis for Lee Highway at Broadview Avenue/Winchester Street

Intersection Results					
		Congestion		Pedestrian	Safety
Type	Dir	Maximum V/C	Accommodation Compared to Conventional	Weighted Total Conflict Points	Notes
Conventional	-	0.68		48	Existing Configuration
Roundabout	-	0.69		8	Hybrid Roundabout
*The continuous green-T is the only three-legged innovative intersection in this tool. To compare the continuous green-T to other innovative intersections, conflicts corresponding with the fourth leg must be removed. This has been done for the conventional intersection. Conflict point diagrams for three-legged and four-legged conventional intersections have been provided on the conventional intersection worksheet for reference.					

### Lee Highway at Branch Drive VJuST Analysis

Table 8 presents the alternative designs considered at the Lee Highway and Branch Drive intersection and its results compared to the conventional intersection as it will exist in the no-build. The VJuST analysis results show that the alternative designs may have modest operational benefit relative to the planned conventional intersection. Both alternative intersections feature less conflict points than the conventional intersection, which leads to greater safety benefits.

Table 8: VJuST Analysis for Lee Highway at Branch Drive

Intersection Results					
		Congestion		Pedestrian	Safety
Type	Dir	Maximum V/C	Accommodation Compared to Conventional	Weighted Total Conflict Points	Notes
Conventional	-	0.55		48	
Restricted Crossing U-Turn	-	0.51		20	
Thru-Cut	-	0.51		28	
*The continuous green-T is the only three-legged innovative intersection in this tool. To compare the continuous green-T to other innovative intersections, conflicts corresponding with the fourth leg must be removed. This has been done for the conventional intersection. Conflict point diagrams for three-legged and four-legged conventional intersections have been provided on the conventional intersection worksheet for reference.					

# PROJECT PIPELINE

## Lee Highway at Village Center Entrance VJuST Analysis

Table 9 presents the alternative designs considered at the Lee Highway and Village Center intersection and its results compared to the conventional intersection as it will exist in the no-build. The VJuST analysis results show that the alternative designs may have modest operational benefit relative to the planned conventional intersection. The alternative intersections feature less conflict points than the conventional intersection, which leads to greater safety benefits.

Table 9: VJuST Analysis for Lee Highway at Village Center Entrance

Intersection Results					
Type	Dir	Maximum V/C	Accommodation Compared to Conventional	Weighted Total Conflict Points	Notes
Median U-Turn	-	0.42	+	20	on has to be signalized, although it is anticipated t
Restricted Crossing U-Turn	-	0.39		20	1 Lane; NB & SB 1 Lane approaches; EB & WB sam
Thru-Cut	-	0.42		28	& SB 2 LTs and 1 RT Lane; EB & WB same as existi
Two-Way Stop Control	-	0.33		48	Existing Configuration
*The continuous green-T is the only three-legged innovative intersection in this tool. To compare the continuous green-T to other innovative intersections, conflicts corresponding with the fourth leg must be removed. This has been done for the conventional intersection. Conflict point diagrams for three-legged and four-legged conventional intersections have been provided on the conventional intersection worksheet for reference.					

## Lee Highway at Fletcher Drive VJuST Analysis

Table 10 presents the alternative designs considered at the Lee Highway and Fletcher Drive intersection. It should be noted that the conventional intersection represents the V/C ratio if the split-phase operation that currently exists is removed to allow a single phase dedicated to serving the side-streets. The VJuST analysis results show that the alternative designs may have modest operational benefit relative to the planned conventional intersection. The alternative intersections feature less conflict points than the conventional intersection, which leads to greater safety benefits.

## Lee Highway at Blackwell Road VJuST Analysis

Table 11 presents the alternative designs considered at the Lee Highway and Blackwell Road intersection and its results compared to the conventional intersection as it will exist in the no-build. The VJuST analysis results show that the alternative designs may have modest operational benefit relative to the planned conventional intersection. The alternative intersections feature less conflict points than the conventional intersection, which leads to greater safety benefits.

Table 10: VJuST Analysis for Lee Highway at Fletcher Drive

Intersection Results					
Type	Dir	Maximum V/C	Accommodation Compared to Conventional	Weighted Total Conflict Points	Notes
Conventional	-	0.46		48	Split Phase Removal
Thru-Cut	-	0.47		28	s for NBL; remaining approaches same as Existing,
Roundabout	-	0.53		8	Hybrid Roundabout
*The continuous green-T is the only three-legged innovative intersection in this tool. To compare the continuous green-T to other innovative intersections, conflicts corresponding with the fourth leg must be removed. This has been done for the conventional intersection. Conflict point diagrams for three-legged and four-legged conventional intersections have been provided on the conventional intersection worksheet for reference.					

Table 11: VJuST Analysis for Lee Highway at Blackwell Road

Intersection Results					
Type	Dir	Maximum V/C	Accommodation Compared to Conventional	Weighted Total Conflict Points	Notes
Conventional	-	0.63		48	Remove Split Phase by making SB L-T-R
Median U-Turn	-	0.65	+	20	Lanes; EB U-Turn 1 Lane; NB & SB both 1 Thru Lan
Partial Median U-Turn	-	0.74	+	28	SB existing configurations maintained; EB & WB s
Quadrant Roadway	N-W	0.59		40	
	S-W	0.56		40	
Restricted Crossing U-Turn	-	0.57		20	1 Lane; NB & SB 2 Lane approaches; EB & WB sam
Thru-Cut	-	0.67		28	& SB 2 LTs and 1 RT Lane; EB & WB same as existi
Roundabout	-	0.79		8	Full Two-Lane Roundabout
*The continuous green-T is the only three-legged innovative intersection in this tool. To compare the continuous green-T to other innovative intersections, conflicts corresponding with the fourth leg must be removed. This has been done for the conventional intersection. Conflict point diagrams for three-legged and four-legged conventional intersections have been provided on the conventional intersection worksheet for reference.					

# PROJECT PIPELINE

## Synchro/SIDRA Results

Following the preliminary VJuST analysis and alternative screening, alternatives that were deemed viable were carried forward for more detailed analysis. Using the PM peak period and 2045 traffic volumes, screening-level Synchro and SIDRA analysis was performed at the study intersections. These results are discussed in the following sections.

### Lee Highway and Broadview Avenue/Winchester Street SIDRA Analysis

A multi-lane hybrid roundabout design was considered at this location. Using SIDRA analysis software, the roundabout was determined to reduce delays in the afternoon peak period by up to approximately 60 percent compared to the 2045 no-build. All approaches operated at LOS C or better, and the left-turn movements along Lee Highway improved from LOS E & F to LOS C. Table 12 shows the SIDRA results in comparison with the existing and no-build conditions.

Based on the results of this analysis, the study group decided to advance only the roundabout configuration for public comment. This configuration is shown in Figure 17.

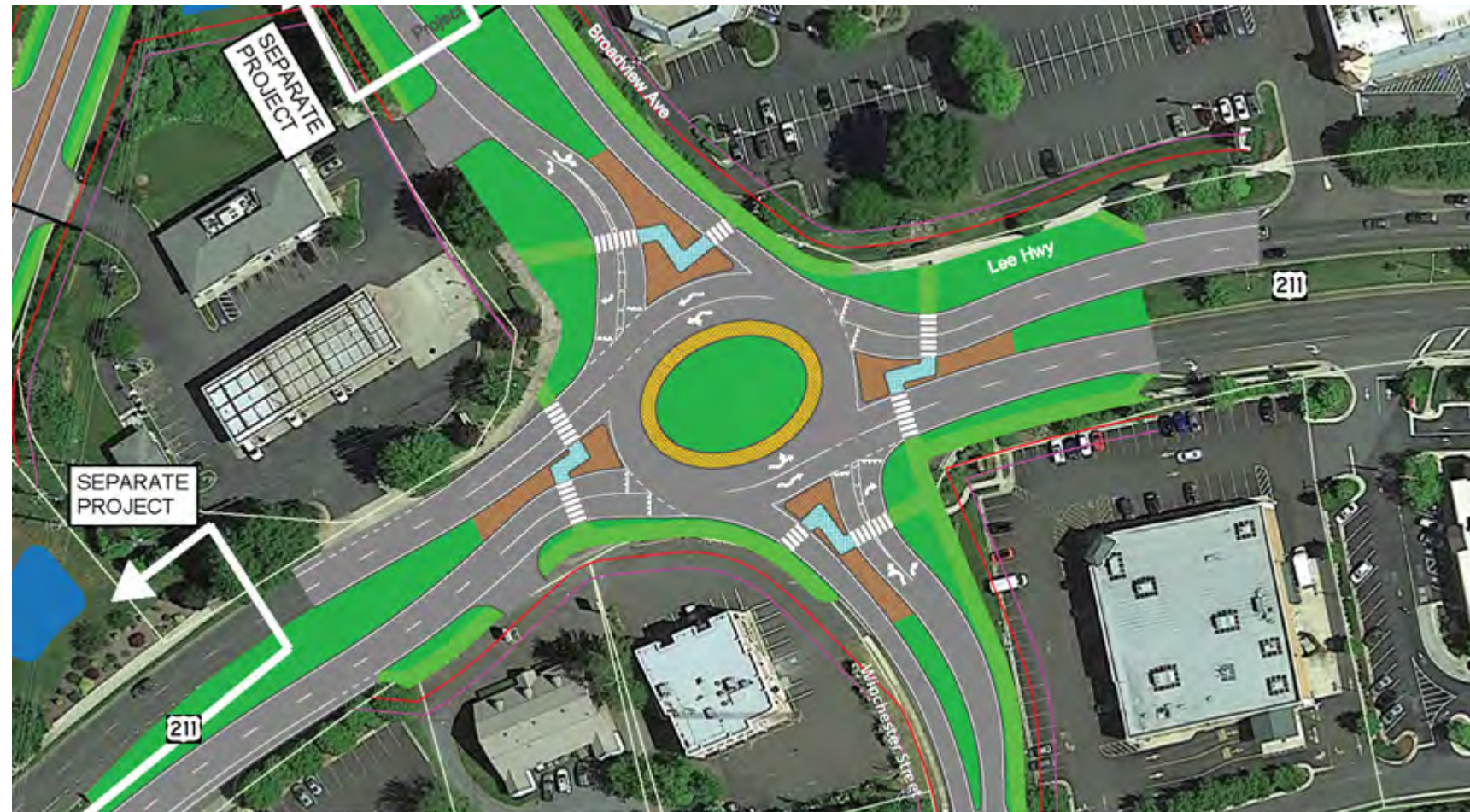
Table 12: Synchro Analysis for Lee Highway at Blackwell Road

Intersection		Scenario		Control	Overall Delay (LOS)	Delay per Lane Group by Approach (sec/veh) (Level of Service)												
						Eastbound			Westbound			Northbound			Southbound			
						LT	TH	RT	LT	TH	RT	LT	TH	RT	LT	TH	RT	
1	US Route 15/17/29 Bus/ US Route 211 (Lee Highway) & Broadview Avenue / Winchester Street		PM Peak Hour															
			Existing Conditons		Signal	C (29.4)	E (70.0)	C (21.0)	C (21.0)	F (95.4)	B (16.3)	B (19.2)	E (73.9)	E (68.8)	A (0.1)	E (72.9)	E (72.4)	A (0.3)
							C (33.4)			C (20.3)			D (54.0)			C (29.7)		
			2045 No Build		Signal	C (30.7)	E (71.9)	C (25.0)	C (25.0)	F (92.8)	B (16.4)	B (15.9)	E (76.2)	E (69.4)	A (0.1)	E (74.2)	E (72.6)	A (0.4)
							D (36.9)			C (20.6)			E (55.1)			C (29.9)		
			2045 Build	Quadrant Roadway	Signal	C (28.3)	A (0.0)	B (16.2)	B (16.2)	A (0.0)	C (24.6)	D (45.3)	E (73.2)	E (67.9)	A (0.1)	E (71.7)	E (70.4)	A (0.4)
							B (16.2)			C (27.2)			D (53.3)			C (33.5)		
				Roundabout	Stop	B (12.1)	C (15.1)	A (6.0)	A (6.0)	C (21.9)	B (12.2)	B (11.3)	C (19.0)	B (13.8)	B (14.8)	C (20.3)	B (14.1)	C (15.2)
							A (7.7)			B (12.5)			C (16.1)			C (16.7)		



# PROJECT PIPELINE

Figure 17. Broadview Avenue Roundabout Concept



## Lee Highway and Branch Drive Synchro Analysis

Three scenarios were analyzed in Synchro: Split-phase removal, thru-cut, and converting the northbound Branch Drive approach to right-in/right-out only. Each of the scenarios offered improved operations when compared to the future no-build; however, the delays experienced by the mainline left-turn movements were greater than 59 seconds for all scenarios. Table 13 shows the Synchro results in comparison with the existing and no-build conditions.

Based on the results of this analysis, the study group decided to advance the Thru-Cut configuration and the partial access management concept for public comment. These concepts are shown in Figure 18 and Figure 19, respectively.

Table 13: Synchro Analysis for Lee Highway at Branch Drive

Intersection		Scenario		Control	Overall Delay (LOS)	Delay per Lane Group by Approach (sec/veh) (Level of Service)												
						Eastbound			Westbound			Northbound			Southbound			
						LT	TH	RT	LT	TH	RT	LT	TH	RT	LT	TH	RT	
2	US Route 15/17/29 Bus/ US Route 211 (Lee Highway) & Branch Drive		PM Peak Hour															
			Existing Conditons		Signal	C (21.7)	E (78.2)	A (9.2)	B (12.2)	F (90.5)	A (8.9)	B (14.6)	E (72.1)	E (68.7)	E (68.7)	E (74.0)	E (74.0)	E (59.0)
							B (16.8)			B (13.5)			E (69.9)			E (67.8)		
			2045 No Build		Signal	C (22.5)	E (79.9)	B (10.4)	B (13.5)	F (84.4)	B (10.1)	B (15.9)	E (72.0)	E (72.0)	E (68.5)	E (74.0)	E (74.0)	E (57.9)
							B (18.1)			B (14.3)			E (69.7)			E (67.3)		
			2045 Build	Conventional Improvements	Signal	C (21.0)	F (84.0)	A (8.9)	B (12.7)	F (84.2)	B (10.2)	B (14.9)	E (68.2)	E (69.6)	E (69.6)	E (57.4)	D (52.6)	D (52.6)
							B (17.2)			B (14.3)			E (69.4)			D (55.0)		
				Thru-Cut	Signal	B (19.9)	E (59.9)	B (11.6)	A (7.9)	E (62.4)	B (15.9)	A (10.0)	D (48.5)	---	D (48.5)	E (60.7)	---	A (8.5)
							B (17.4)			B (15.9)			C (34.3)			D (43.0)		
			Northbound RIRO	Signal	B (13.7)	E (80.0)	A (1.5)	A (3.1)	A (0.0)	A (6.1)	A (2.2)	---	---	---	E (74.0)	---	E (59.4)	
						B (11.4)			A (5.8)			---			E (66.9)			



# PROJECT PIPELINE

Figure 18. Branch Drive Thru-Cut Concept



# PROJECT PIPELINE

Figure 19. Branch Drive Access Management Concept



### Lee Highway and Village Center Synchro Analysis

Two alternatives were considered at this location: converting the side-street approaches to right-in/right-out only and implementing a thru-cut configuration. The right-in/right-out configuration featured the greatest operational improvement when compared to the no-build. Because the thru-cut configuration requires signalization, the overall intersection delay is greater than in the no-build. Table 14 shows the Synchro results in comparison with the existing and no-build conditions.

Based on the results of this analysis, the study group decided to advance only the partial access management concept for public comment. This concept is shown in Figure 20.

Table 14: Synchro Analysis for Lee Highway at Village Center

Intersection		Scenario		Control	Overall Delay (LOS)	Delay per Lane Group by Approach (sec/veh) (Level of Service)												
						Eastbound			Westbound			Northbound			Southbound			
						LT	TH	RT	LT	TH	RT	LT	TH	RT	LT	TH	RT	
3	US Route 15/17/29 Bus/ US Route 211 (Lee Highway) & Village Center		PM Peak Hour															
			Existing Conditons		Stop	A (0.5)	B (11.0)	A (0.0)	A (0.0)	A (9.8)	A (0.0)	A (0.0)	A (0.0)	A (0.0)	A (9.8)	D (26.4)	A (0.0)	A (9.7)
							A (0.4)			A (0.0)			A (9.8)			B (12.7)		
			2045 No Build		Stop	A (0.5)	B (11.0)	A (0.0)	A (0.0)	B (10.2)	A (0.0)	A (0.0)	A (0.0)	A (0.0)	A (9.7)	D (32.3)	A (0.0)	A (9.6)
							A (0.5)			A (0.0)			A (9.8)			B (13.1)		
			2045 Build	Conventional Improvements	Stop	A (0.2)	A (0.0)	A (0.0)	A (0.0)	B (10.7)	A (0.0)	A (0.0)	---	---	A (9.3)	---	---	A (9.9)
							A (0.0)			A (0.0)			A (9.3)			A (9.9)		
				Thru-Cut	Stop	A (0.8)	B (12.9)	A (0.0)	A (0.0)	B (10.4)	A (0.0)	A (0.0)	D (26.5)	---	A (9.3)	D (32.8)	---	B (10.4)
							A (0.5)			A (0.0)			B (13.3)			B (13.9)		



# PROJECT PIPELINE

Figure 20. Village Center Access Management Concept



## Lee Highway and Fletcher Drive SIDRA & Synchro Analysis

The alternatives considered at this intersection include a roundabout, thru-cut, and removing the split-phase for the side-street approaches. Of these alternatives, the roundabout had the greatest improvement in terms of operations, with an expected overall intersection delay 73 percent lower than the no-build. The SIDRA and Synchro results are shown below in Table 15.

Based on the results of this analysis, the study group decided to advance the Thru-Cut and Roundabout configurations for public comment. These concepts are shown in Figure 21 and Figure 22, respectively.

Table 15: Synchro and SIDRA Analysis for Lee Highway at Village Center

Intersection		Scenario		Control	Overall Delay (LOS)	Delay per Lane Group by Approach (sec/veh) (Level of Service)												
						Eastbound			Westbound			Northbound			Southbound			
						LT	TH	RT	LT	TH	RT	LT	TH	RT	LT	TH	RT	
4	US Route 15/17/29 Bus/ US Route 211 (Lee Highway) & Fletcher Drive		PM Peak Hour															
			Existing Conditons		Signal	C (23.8)	E (72.1)	B (15.1)	A (2.8)	E (75.0)	B (10.6)	A (7.2)	E (70.8)	E (70.4)	D (53.3)	E (72.3)	E (72.3)	E (60.8)
							B (17.4)			B (14.9)			E (64.1)			E (67.8)		
			2045 No Build		Signal	C (24.3)	E (75.0)	B (16.3)	A (2.3)	F (81.5)	B (10.8)	A (1.5)	E (71.2)	E (70.6)	D (52.1)	E (72.7)	E (72.7)	E (59.4)
							B (18.6)			B (15.1)			E (63.8)			E (67.7)		
			2045 Build	Conventional Improvements	Signal	C (22.3)	E (74.9)	B (11.6)	A (1.1)	F (86.9)	A (8.1)	A (1.4)	E (68.8)	E (71.1)	E (71.1)	E (69.2)	E (64.0)	E (64.0)
							B (14.6)			B (13.1)			E (70.0)			E (66.5)		
				Roundabout	Stop	A (6.7)	B (14.4)	A (5.5)	A (5.2)	B (14.5)	A (5.6)	A (5.5)	B (12.2)	A (7.0)	A (8.1)	B (14.0)	A (8.7)	A (9.7)
							A (5.9)			A (6.1)			A (9.8)			B (11.7)		
				Thru-Cut	Signal	C (21.1)	E (71.0)	B (12.8)	A (3.9)	E (74.1)	A (5.3)	A (3.0)	E (72.2)	---	E (57.8)	E (73.6)	---	E (59.4)
			B (15.7)				A (9.9)			E (66.8)			E (68.2)					



# PROJECT PIPELINE

Figure 21. Fletcher Drive Thru-Cut Concept



# PROJECT PIPELINE

Figure 22. Fletcher Drive Roundabout Concept





## Lee Highway and Blackwell Road SIDRA & Synchro Analysis

A Quadrant Roadway along with a roundabout and removing the split-phase for the side-street approaches were considered at the intersection with Blackwell Road. Of these alternatives, the roundabout had the greatest improvement in terms of operations, with an expected overall intersection delay 71 percent lower than the no-build. The SIDRA and Synchro results are shown below in Table 16.

Based on the results of these analyses, the study group decided to advance the Partial Quadrant and Roundabout configurations for public comment. These concepts are shown in Figure 23 and Figure 24, respectively.

Table 16: Synchro and SIDRA Analysis for Lee Highway at Village Center

Intersection		Scenario		Control	Overall Delay (LOS)	Delay per Lane Group by Approach (sec/veh) (Level of Service)												
						Eastbound			Westbound			Northbound			Southbound			
						LT	TH	RT	LT	TH	RT	LT	TH	RT	LT	TH	RT	
5	US Route 15/17/29 Bus/ US Route 211(Lee Highway) & Blackwell Road		PM Peak Hour															
			Existing Conditons		Signal	D (42.4)	D (48.5)	C (25.6)	A (0.1)	E (75.1)	C (33.8)	C (24.8)	F (81.6)	E (58.3)	E (55.2)	E (74.3)	E (74.1)	E (58.5)
							C (24.3)			D (38.3)			E (66.0)			E (72.4)		
			2045 No Build		Signal	D (45.2)	D (52.1)	C (29.5)	A (0.1)	E (77.4)	D (36.8)	C (25.5)	F (89.2)	E (57.8)	D (54.4)	E (76.5)	E (76.1)	E (57.5)
							C (27.7)			D (40.9)			E (68.5)			E (74.2)		
			2045 Build	Conventional Improvements	Signal	D (36.8)	D (50.3)	B (19.7)	B (13.0)	D (36.0)	C (30.1)	B (12.1)	E (78.3)	E (73.2)	D (51.9)	D (53.1)	E (78.3)	E (78.3)
							C (20.8)			C (28.6)			E (66.4)			E (64.6)		
				Quadrant	Signal	C (33.1)	F (118.5)	C (26.0)	A (6.8)	F (80.1)	B (16.8)	B (12.3)	D (54.7)	D (43.1)	D (40.1)	F (159.7)	E (73.3)	E (58.8)
							C (24.2)			C (24.8)			D (46.0)			E (71.6)		
			Roundabout	Stop	B (13.1)	C (19.3)	A (9.9)	A (9.2)	C (22.4)	B (12.6)	B (11.8)	C (17.3)	B (11.6)	B (12.3)	C (21.1)	C (15.9)	B (10.5)	
B (10.3)						B (13.5)			B (14.1)			C (18.1)						

# PROJECT PIPELINE

Figure 23. Blackwell Road Partial Quadrant Concept





# PROJECT PIPELINE

Figure 24. Blackwell Road Roundabout Concept





# PROJECT PIPELINE

## Bike/Ped Plan

Several bicycle and pedestrian recommendations were developed in the Warrenton study corridor. To supplement the existing sidewalk infrastructure, the following improvements were recommended:

- Close the gap in sidewalk along northbound Lee Hwy between Branch Drive and Blalock Cycle Co
- Provide a bicycle and pedestrian facility along the southbound side of Lee Highway from Broadview Avenue to Blackwell Road; alternatively, construct a bicycle and pedestrian facility along Oak Springs Drive, Broadview Avenue between Oak Springs Drive and Branch Drive, and Branch Drive from Broadview Avenue to Oak Springs Drive
- Safety improvements to the existing crosswalks at the four signalized intersections in the corridor

The bicycle and pedestrian recommendations are shown in Figure 25.

Figure 25. Bicycle and Pedestrian Recommendations





# Chapter 3:

## Public and Stakeholder Outreach and Feedback

# PROJECT PIPELINE

## Public Involvement

Following the development and analysis of the alternative designs for the study intersections, a public involvement survey was developed to determine the public's response to the recommended improvements and what they perceived as the relevant issues within the study area. This survey was available online for 18 days spanning from February 1 to February 18, 2022.

## Survey Design

Public involvement for this study took place in the form of an online survey developed in MetroQuest, which is an online engagement platform that is designed to educate the public while gathering informed output. The goals of this public outreach effort were to present relevant issues, educate the public on the recommended improvement concepts outlined in Chapter 2, and to receive the public's feedback on the proposed improvements.

Overall, the survey is divided into five sections, which include the following:

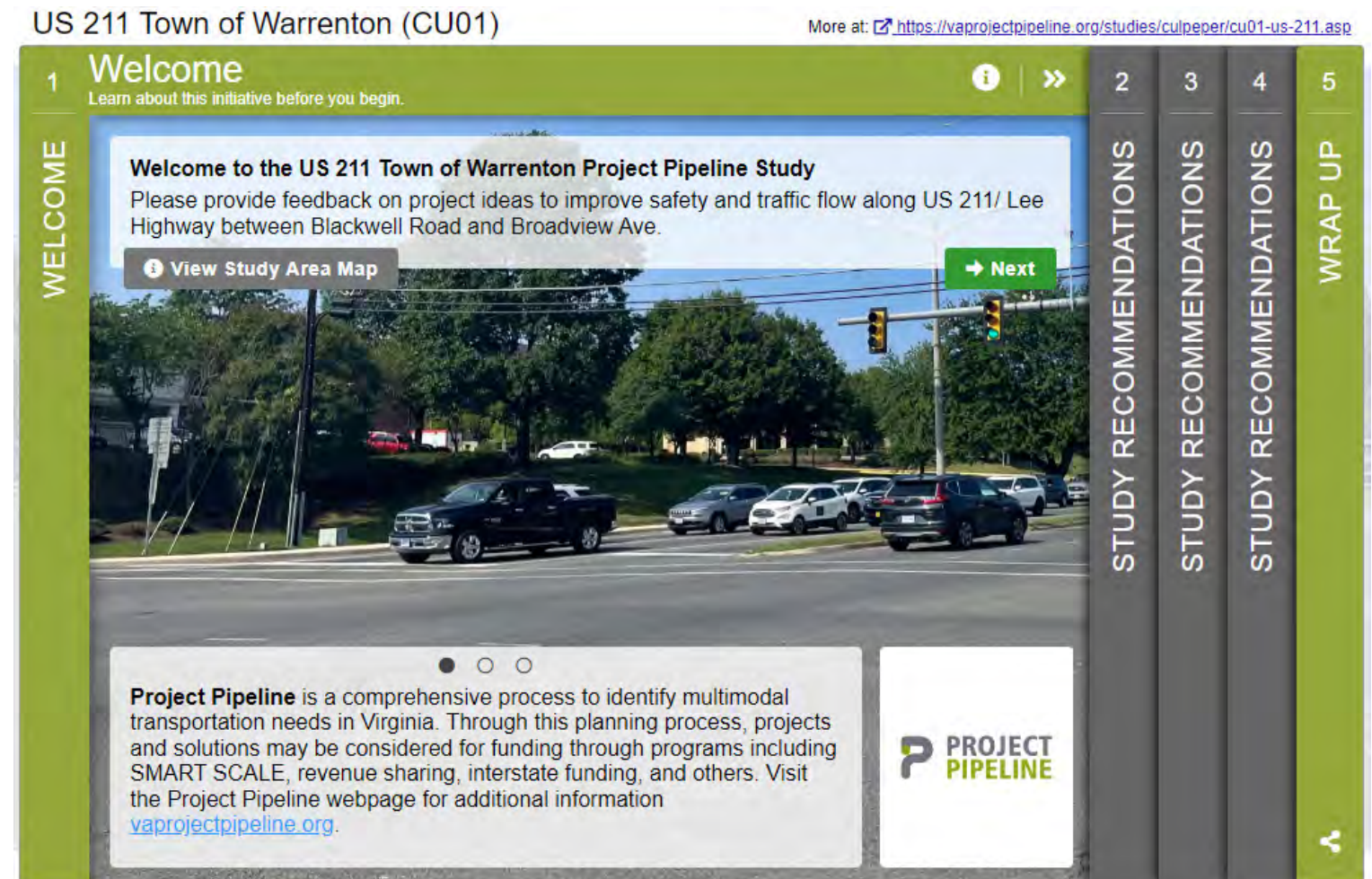
1. Welcome/introduction with overview of the project and study area
2. Bike & Transit Survey questions
3. Intersection Recommendations – Broadview Ave, Branch Dr, & Village Center
4. Intersection Recommendations – Fletcher Dr, Blackwell Dr
5. Wrap up with demographic questions

The first section provides an overview of the study area and the project initiative. In the second section, participants were asked if they were in favor of increased access for bicyclists and pedestrians on and along Lee Highway, as well as whether transit bus stops should be relocated along Lee Highway. In the third & fourth sections, a summary of the recommended improvements and benefits at each study intersection was presented to the participants, as shown in Figure 26. For these recommended improvement concepts, participants were asked to rate them based on their opinion from one to five, one being very unfavorable, three being neutral, and five being strongly in favor. They were also provided with an option to input comments or concerns. At the end of the survey, the participants were asked a few demographic questions including: "How do you normally travel in this area?" and "What other modes of travel would you prefer?". A total of 457 people participated in the survey, 79 percent of which live in Warrenton. No relevant comments were submitted to the MetroQuest survey.

## Survey Questions and Results:

The survey results on the participants' trip purpose, current and preferred modes of travel are presented in Figure 27 and Figure 28. Overall, the majority of participants live and drive their personal vehicle within the study area. One-third of participants responded that they preferred active transportation (walking/biking/transit).

Figure 26. MetroQuest Survey Welcome Screen



# PROJECT PIPELINE

Figure 27. Current Travel Mode Results from the MetroQuest Survey

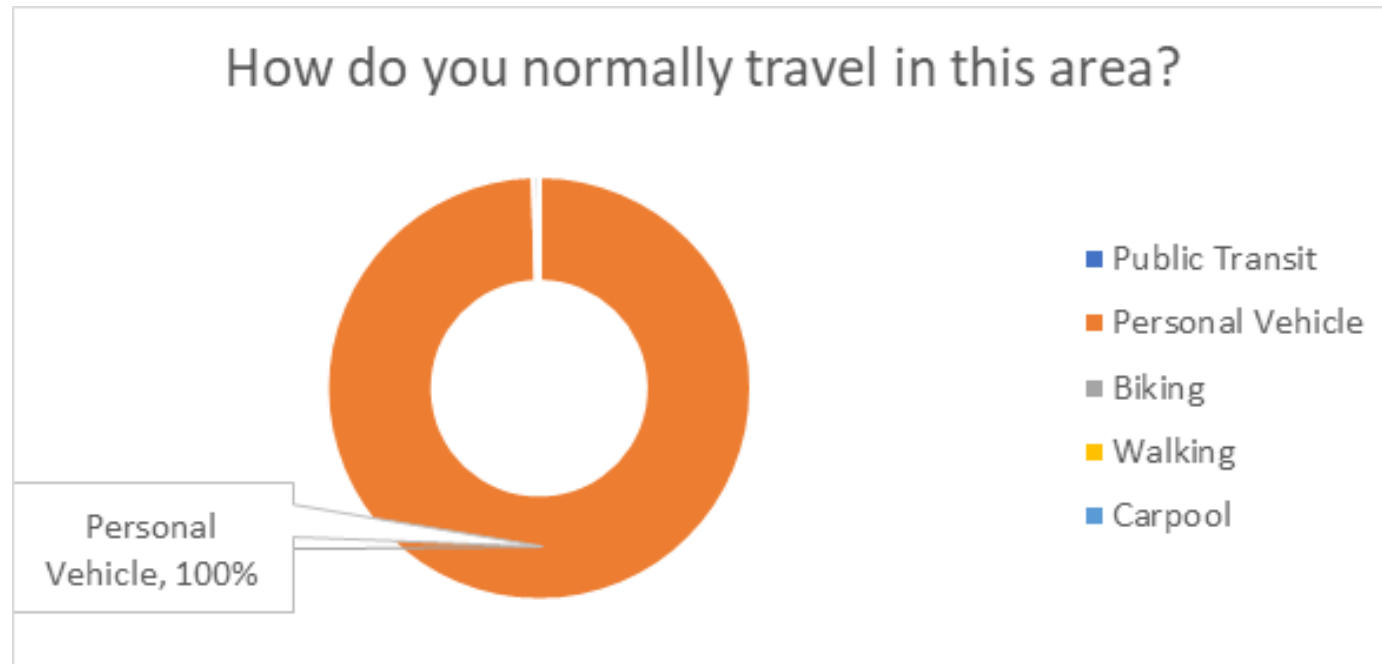
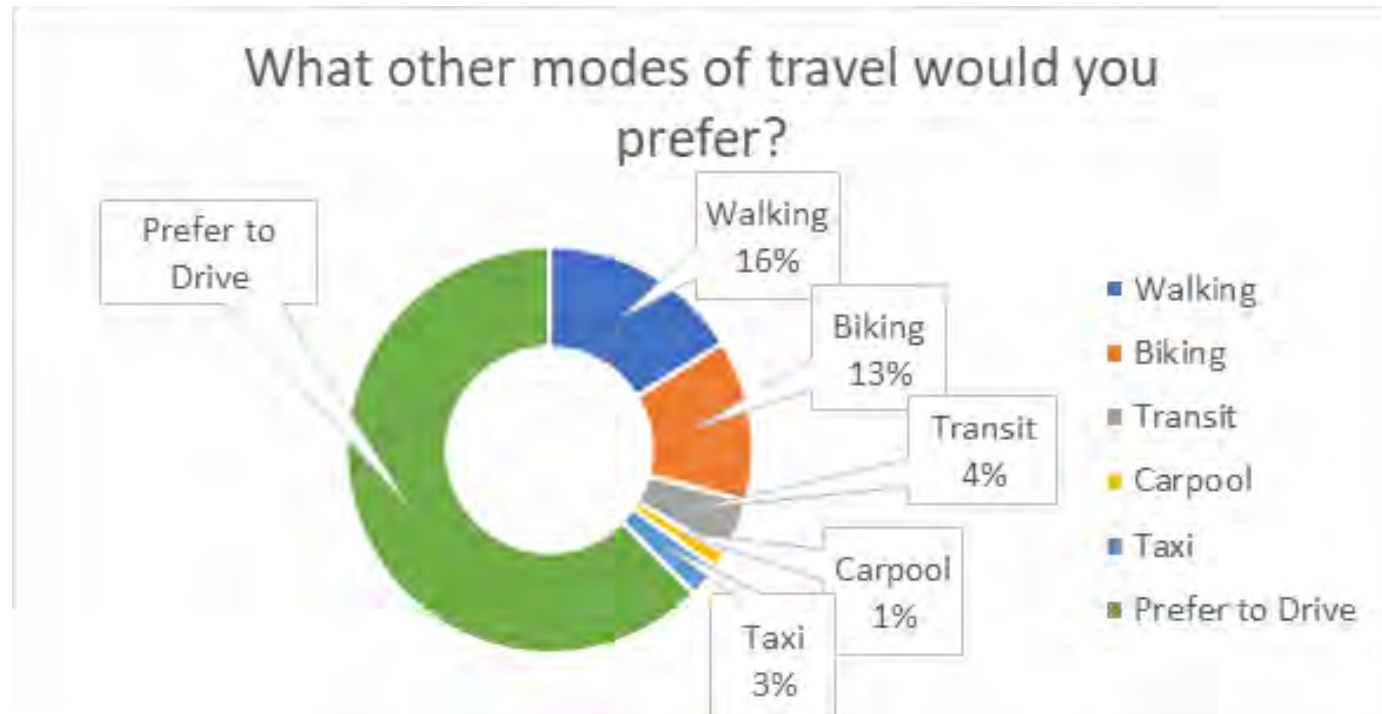


Figure 28. Desired Travel Mode Results from the MetroQuest Survey

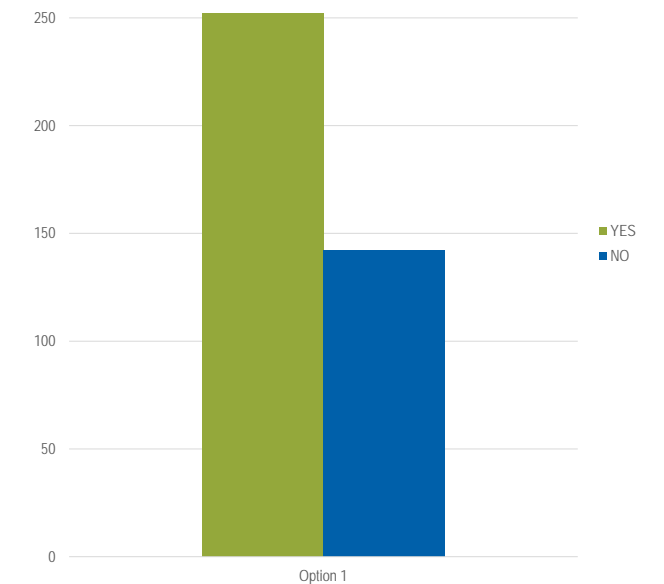


## Bike and Pedestrian Plan

The bike & pedestrian plan serves as a foundation for future improvements to provide more access & safer crossings within Warrenton. This plan can be found in the previous chapter as Figure 25.

- 69% in support of the plan

Figure 29. Support for the Bicycle and Pedestrian Plan on the MetroQuest Survey

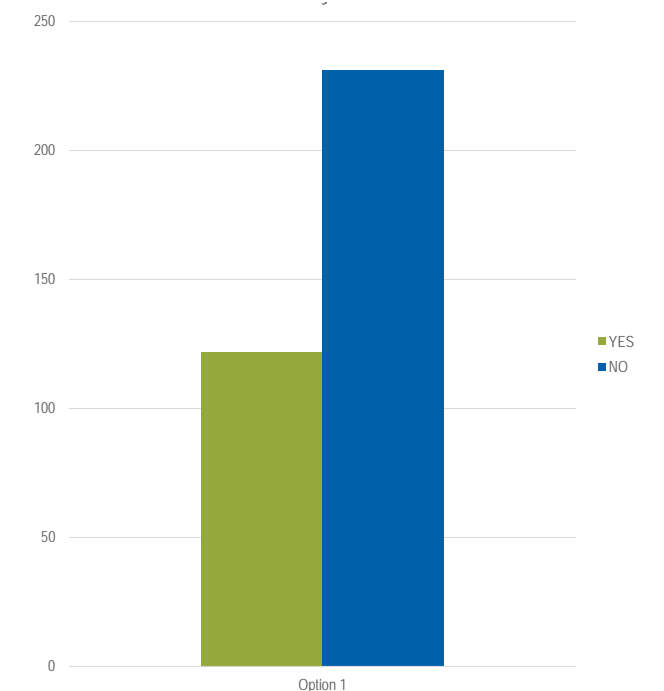


## Transit Stops

Three Circuit Rider stops are in the area at Safeway, Rite Aid, & Harris Teeter. These stops are on business's private parking lots. Should stops be moved to the Lee Highway public right of way to improve transit access & establish more permanent bus stops?

- 69% do not support the option to relocate the stops

Figure 30. Support for moving transit stops on the MetroQuest Survey





# PROJECT PIPELINE

## US 211 & Broadview Ave

No Improvement: Leave the existing conditions as is; no improvements. The anticipated delay through the intersection is expected to increase by more than 10% over the next 20 years.

- Average score: 2.39

Roundabout: reconfigures the intersection to a multi-lane hybrid roundabout. The roundabout can improve operations by 60%, reduce crashes up to 60%, and improve the safety of pedestrian crossings.

- Average score: 3.46

Figure 31. Results for Broadview Road Intersection Improvements from the MetroQuest Survey

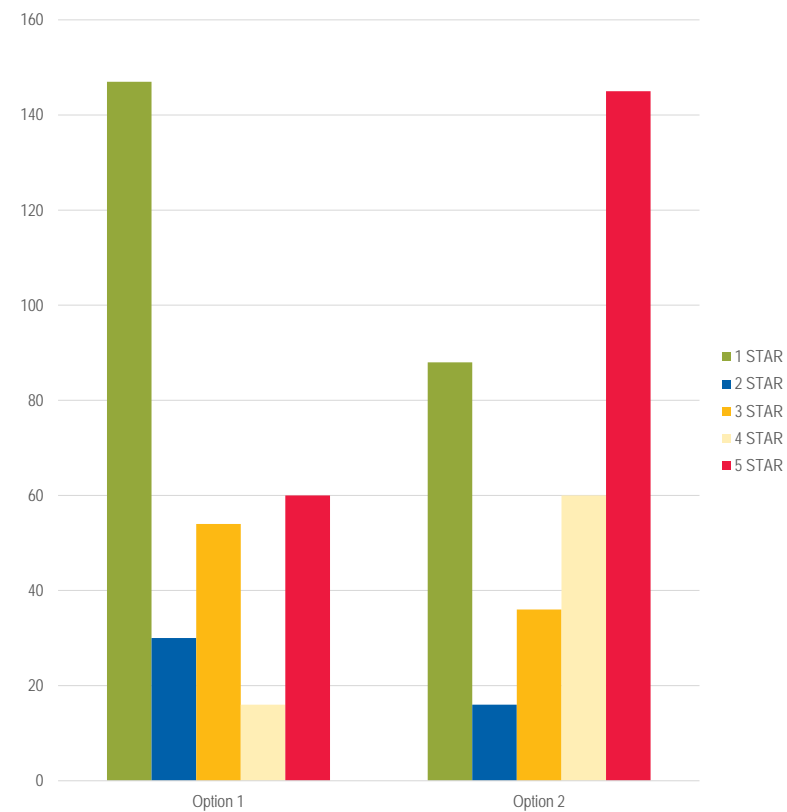


Figure 32. Options for Broadview Road Intersection Improvements from the MetroQuest Survey





# PROJECT PIPELINE

## US 211 & Branch Drive

**No Improvement:** Leave the existing condition as is; no improvements. The anticipated delay through the intersection is expected to increase by more than 15% over the next 20 years

- Average score: 2.45

**Thru-Cut:** Relocates the Branch Drive through-movements through other intersections and can reduce delay by up to 25% and reduce crashes by up to 10%.

- Average score: 3.00

**Partial Access Management:** Reconfigures the northbound approach of Branch Drive to right-in/right-out only. The relocated movements can use the Broadview Ave intersection. This improvement requires the recommended roundabout at Broadview Ave to be completed. Operations would be improved by 40%, and a projected crash reduction of up to 60% through-movements through other intersections and can reduce delay by up to 25% and reduce crashes by up to 10%.

- Average score: 3.15

Figure 33. Results for Branch Drive Intersection Improvements from the MetroQuest Survey

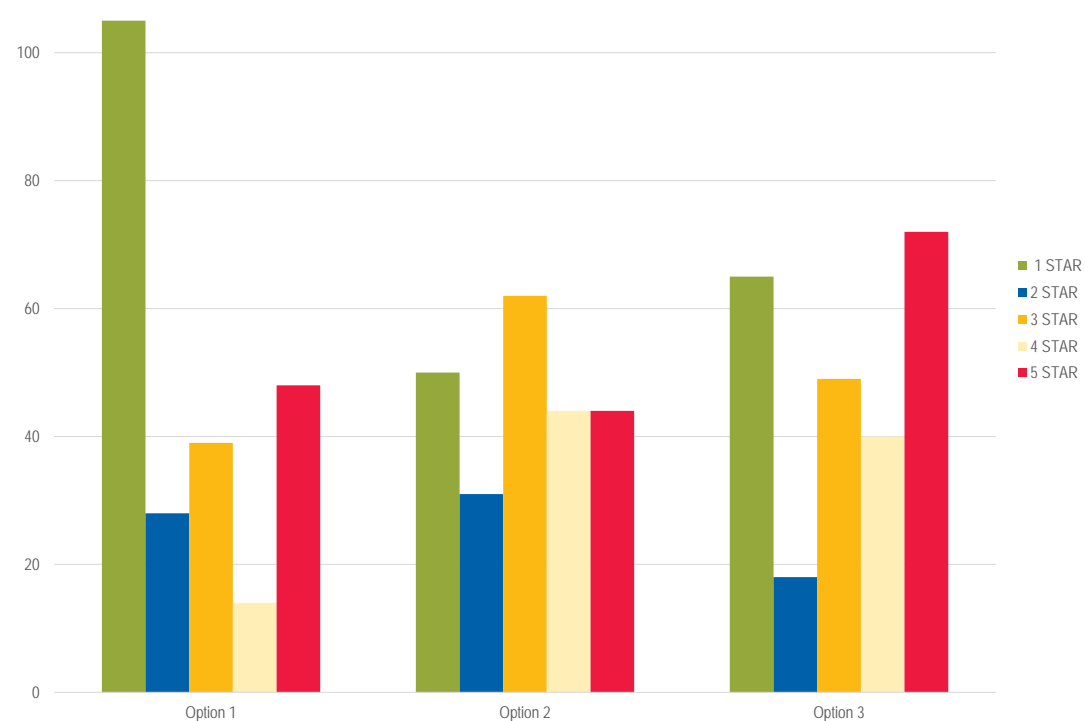
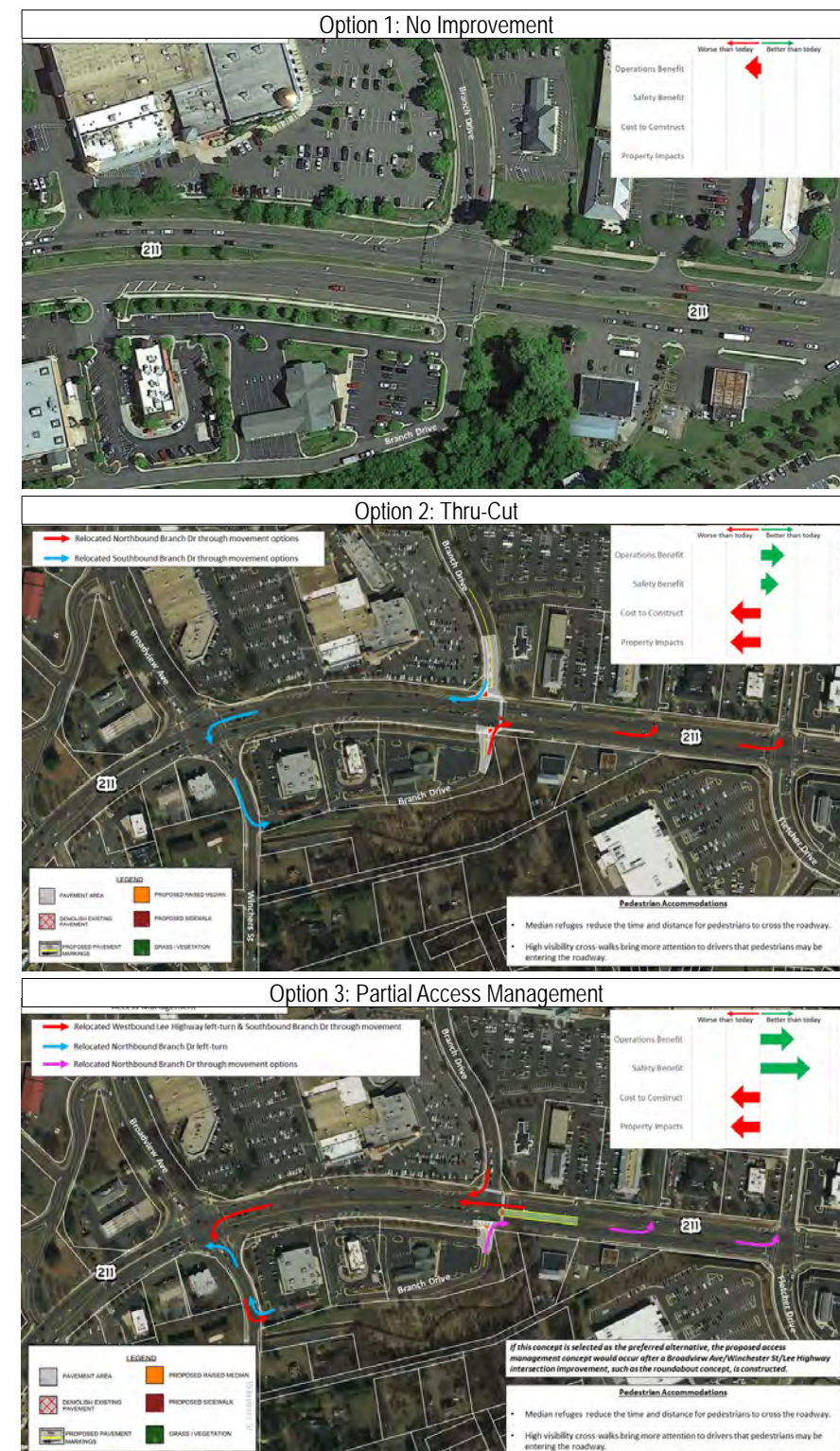


Figure 34. Options for Branch Drive Intersection Improvements from the MetroQuest Survey



# PROJECT PIPELINE

## US 211 & VILLAGE CENTER

**Access Management:** Median opening to be reconfigured to restrict through- and left-turn movements from the driveways. Additionally, the Village Center driveway would be reconstructed to improve ingress & egress.

- Average score: 3.33

Figure 35. Results for Village Center Intersection Improvements from the MetroQuest Survey

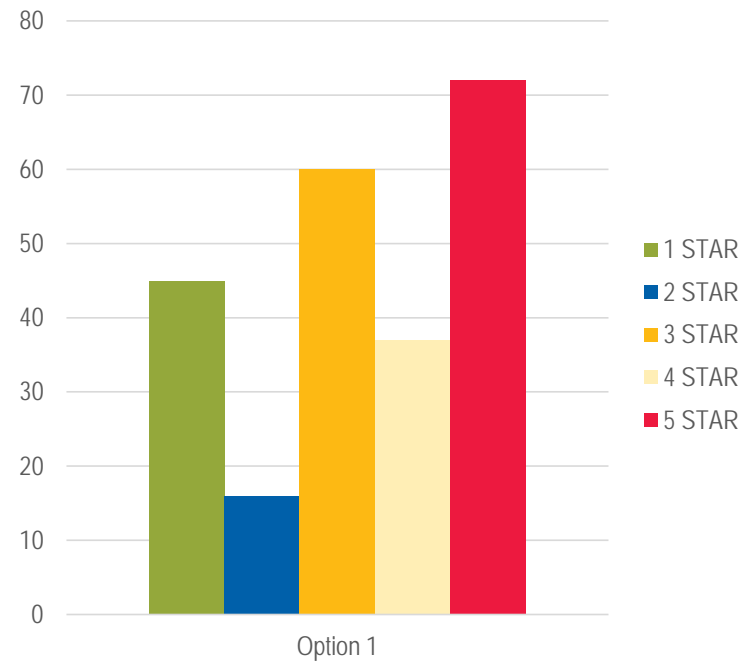


Figure 36. Option for Village Center Intersection Improvements from the MetroQuest Survey





# PROJECT PIPELINE

## US 211 & Fletcher Drive

No Improvement: Leave the existing condition as is; no improvements. The anticipated delay through the intersection is expected to increase by more than 10% over the next 20 years

- Average score: 2.59

Thru-Cut: Relocates the Branch Drive through-movements through other intersections and can reduce delay by up to 25% and reduce crashes by up to 10%.

- Average score: 2.67

Roundabout: reconfigures the intersection to a multi-lane hybrid roundabout. The roundabout can improve operations by 70%, reduce crashes up to 60%, and improve the safety of pedestrian crossings.

- Average score: 3.18

Figure 37. Results for Fletcher Drive Intersection Improvements from the MetroQuest Survey

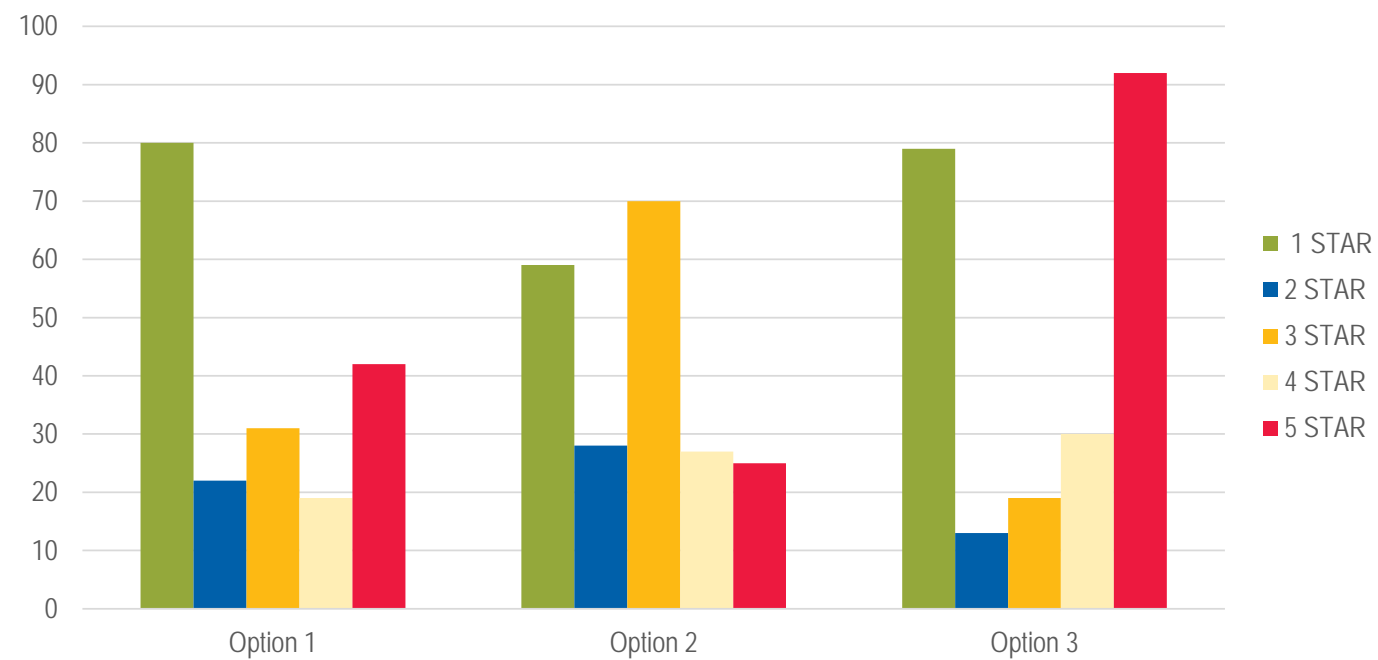
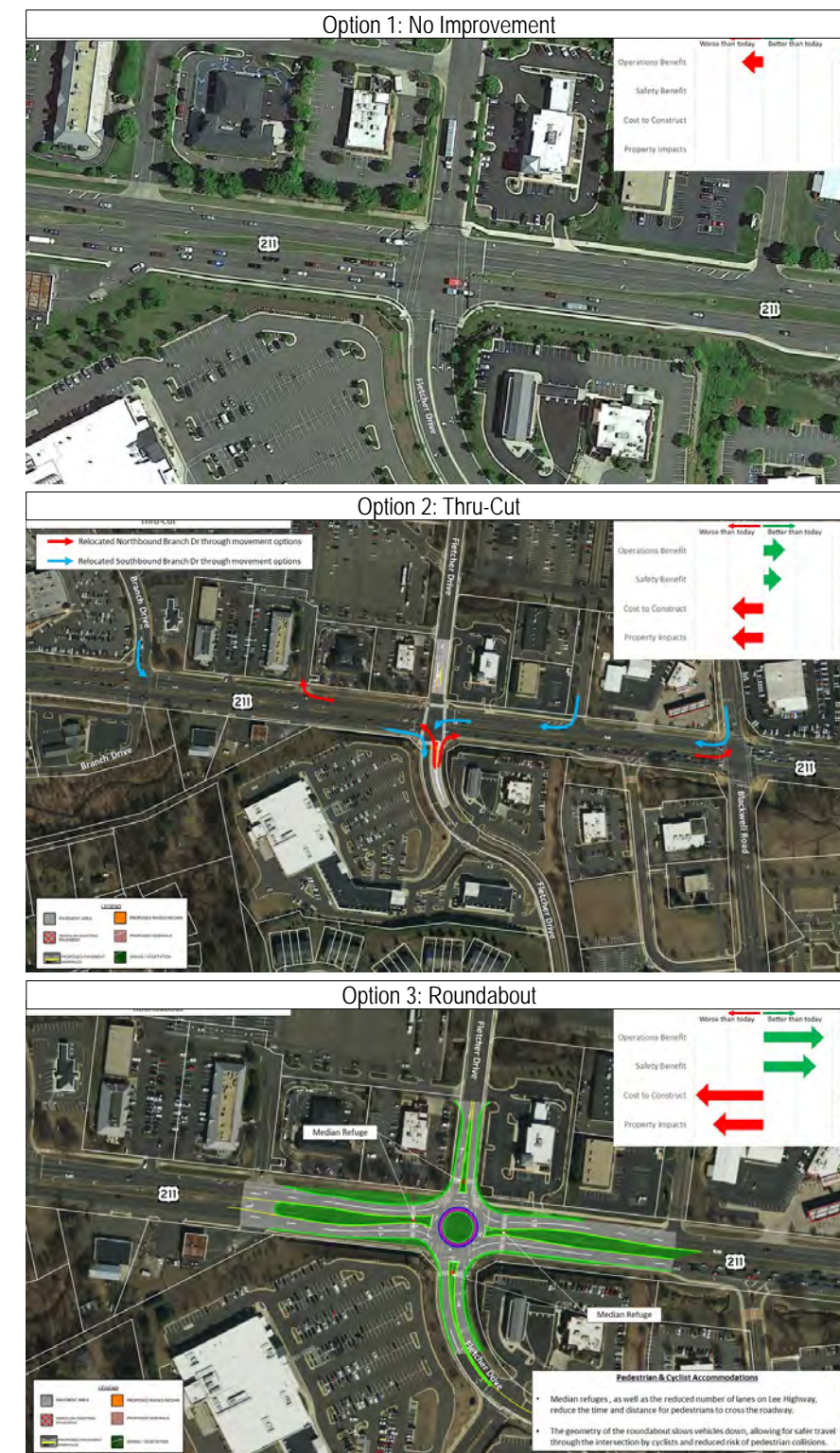


Figure 38. Option for Fletcher Drive Intersection Improvements from the MetroQuest Survey





# PROJECT PIPELINE

## US 211 & Blackwell Road

No Improvement: Leave the existing condition as is; no improvements. The anticipated delay through the intersection is expected to increase by more than 10% over the next 20 years.

- Average score: 3.33

Partial Quadrant Roadway: This alternative relocates the southbound Blackwell Road and eastbound US 211 left-turn movements through Blackwell Park Lane. Delay is expected to be reduced by up to 25% and reduce crossing conflicts.

- Average score: 2.59

Roundabout: reconfigures the intersection to a multi-lane hybrid roundabout. The roundabout can improve operations by 70%, reduce crashes up to 60%, and improve the safety of pedestrian crossings.

- Average score: 3.33

Figure 39. Results for Blackwell Road Intersection Improvements from the MetroQuest Survey

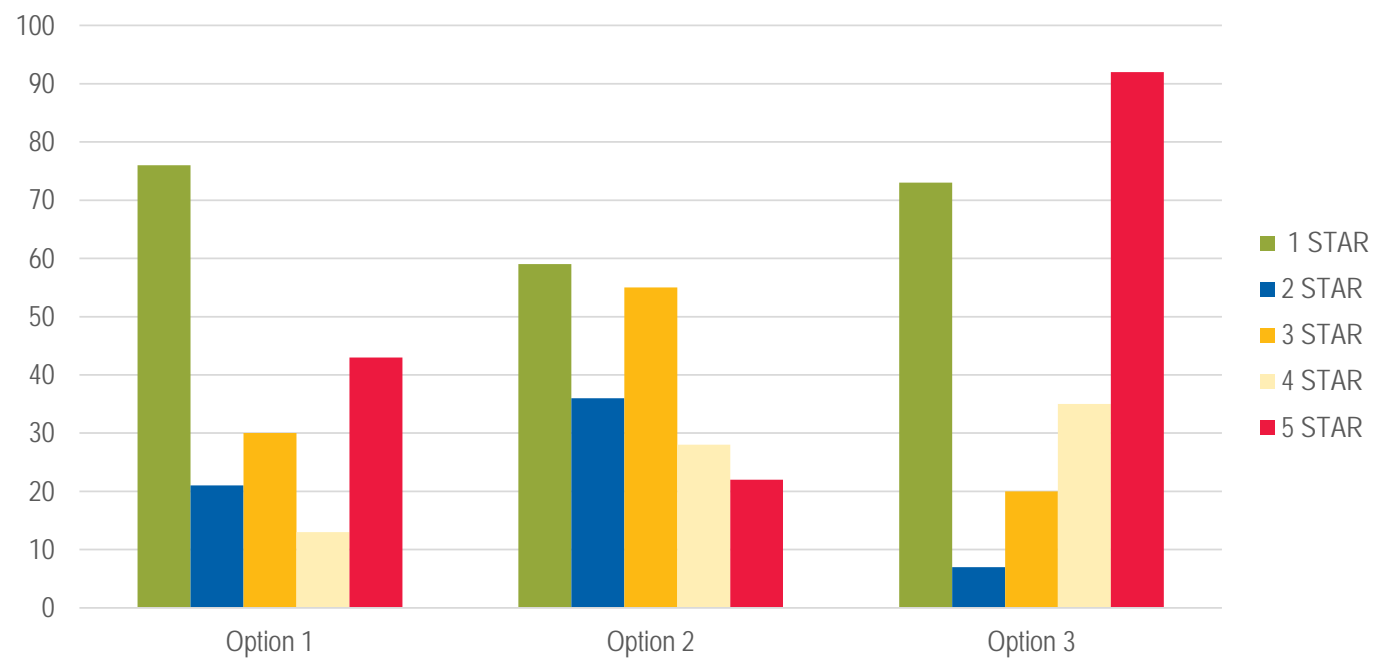
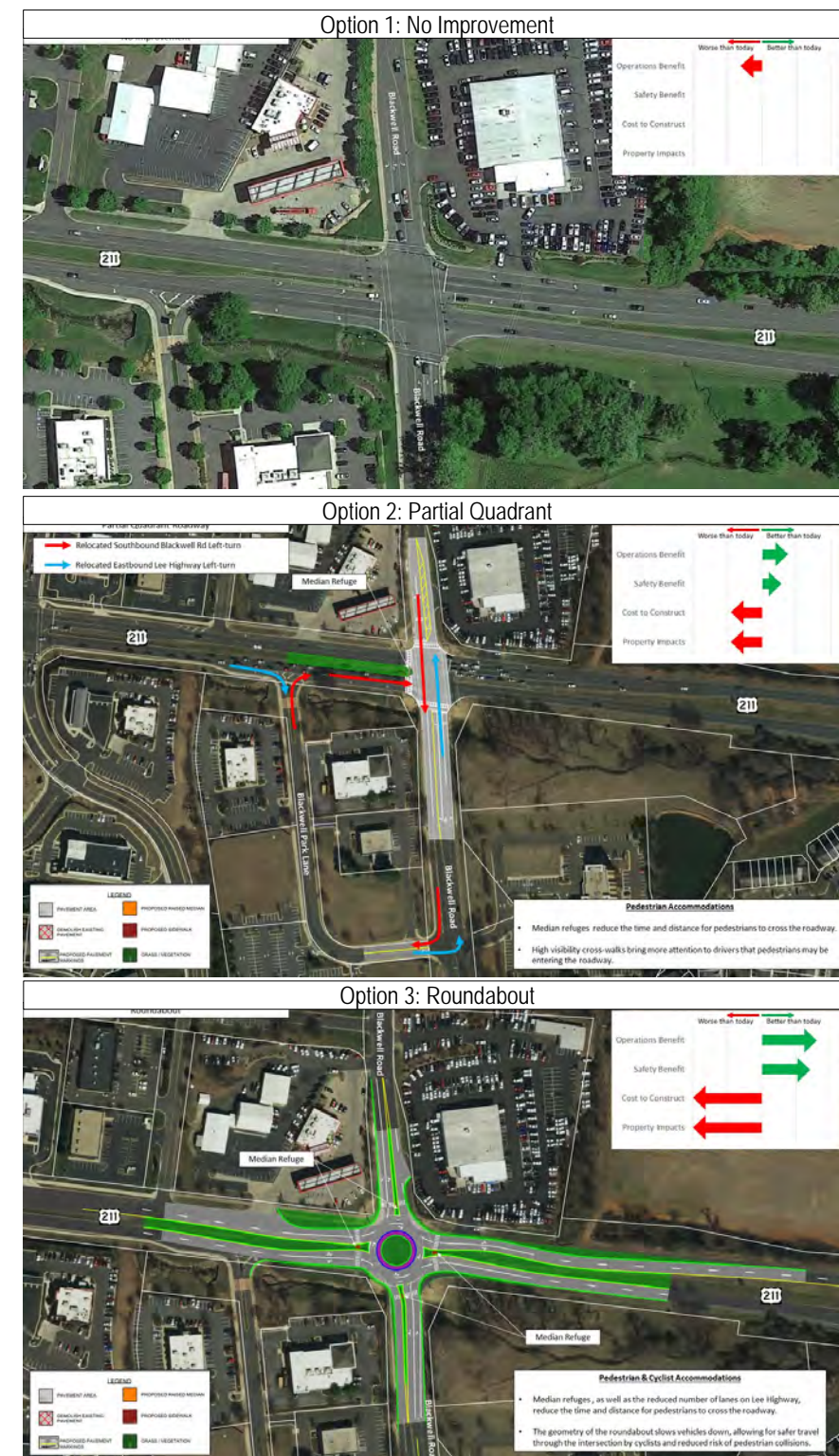


Figure 40. Option for Blackwell Road Intersection Improvements from the MetroQuest Survey



# Chapter 4:

## Preferred Alternative Design Refinement & Investment Strategy

# PROJECT PIPELINE

## Preferred Alternatives

The Preferred Alternative options were developed for the study area based on the results of the analysis as discussed in the previous Alternative Development and Screening section (Chapter 2), and Public and Stakeholders Feedback (Chapter 3). A summary of the proposed alternatives is provided in Table 17 and shown in Figure 41. The recommended considerations developed by Team 3 with respect to rail, transit, and TDM are shown in Figure 42.

## SMART SCALE, Fiscal Year 2024

Based on public comments, preliminary Synchro analysis of each alternative for the controlling peak hour, and planning level cost estimates of each alternative, the study team decided to advance only the proposed roundabout at Lee Highway and Blackwell Road for fiscal year 2024 SMART SCALE funding consideration. Because this is a targeted improvement with both safety and congestion benefits, the SMART SCALE Program is a logical first option. A SMART SCALE application was prepared for this project and submitted by the Town of Warrenton on August 1st, 2022, for the fiscal year 2024 SMART SCALE cohort. If selected, this project would receive full funding by Virginia fiscal year 2026.

As a result of a separate study along Broadview Avenue, the Town of Warrenton also submitted a SMART SCALE application for a hybrid roundabout at the intersection of Broadview Avenue and Lee Highway.

Table 17: List of Preferred Alternative Improvements

Improvement	Description	Planning-Level Cost Estimate
Blackwell Road Hybrid Roundabout and Pedestrian Improvements	Convert the intersection of Lee Highway and Blackwell Road to a hybrid roundabout, construct pedestrian facilities on each leg, and provide pedestrian crossings with median refuges and HAWK signals	\$11,200,000
Branch Avenue Thru-Cut	Relocate the Branch Drive through movements through other intersections	\$6,700,000
Branch Avenue Access Management Improvements	Convert northbound approach of Branch Ave to right-in/right-out only	\$3,000,000
Fletcher Drive Roundabout	Multi-lane hybrid roundabout	\$7,200,000



# PROJECT PIPELINE

Figure 41. Preferred Alternatives



## PROJECT NEEDS

These proposed improvements help address VTrans needs associated with safety, capacity preservation, and congestion mitigation. The preferred alternatives reduce delay, improve safety for both vehicle and other modes such as bikes and pedestrians.

Need	Priority
Congestion Mitigation	Very High
Transit Access	Very High
Transportation Demand Management	Very High
Safety Improvement	High
Bicycle and Pedestrian Access	High

## Survey Summary

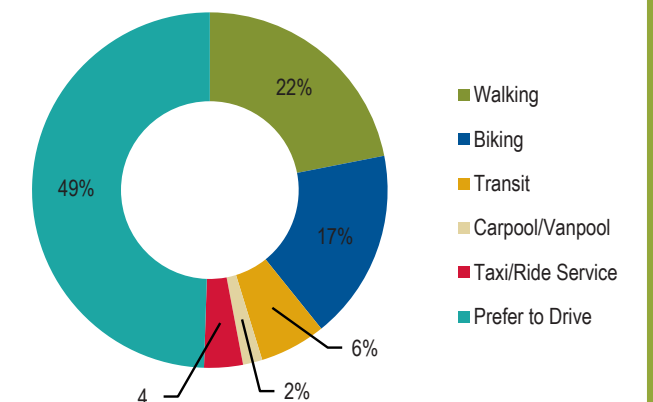
- The MetroQuest survey ran between February 1 and February 18, 2022
- Survey included 457 participants
- 79% of respondents were residents, 13% visitors, and 8% employees of the study area

## PROJECT DESCRIPTION

The following alternatives were advanced that can be submitted for future funding applications. These improvements will incorporate measures such as improved pedestrian crossing distances, crosswalks, and updated parallel facilities, such as shared use paths:

- Multi-lane Hybrid Roundabouts:** A multi-lane roundabout will help improve operations and reduce crashes by up to 60%. Roundabouts are also particularly beneficial for other roadway users like pedestrians and cyclists because of the slower speeds through a roundabout.
- Thru-cuts:** An alternative that reduces traffic signal phases on the minor approaches by relocating the through movement within the network. This improvement enhances timings and reduces delay.
- Access Management and Intersection Improvement:** A safety improvement that reduces the number of movements permitted at an intersection.
  - Branch Drive: Movements onto and into Branch Drive northbound approach would be reduced so that those turns would use a future roundabout at Broadview Avenue.
  - Village Center Driveway: Movements across and out of the driveway are reduced to enhance safety. The driveway would also be reconstructed to allow quicker ingress/egress.

What other modes of travel would you prefer?





# PROJECT PIPELINE

Figure 42. Transit and TDM Recommendations



Complete the pedestrian network on Lee Hwy where gaps exist (two blocks on southside of road east of Branch Dr and east of Blackwell Park Ln)



Add striping and pedestrian median refuges to the crosswalks at the intersections of Lee Hwy with Broadview Ave/Winchester St, Branch Dr, Fletcher Dr, and Blackwell Rd



Consider relocating bus stops to public rights-of-way (such as Fletcher Dr and Branch Dr) and installing more permanent infrastructure, including bus stop signs; consider instituting bi-directional service instead of loops



Leverage the existing RRRC's Commuter Services commuter assistance programs to promote the use of transit, carpool and vanpool, and to provide ridematching and commute options information to residents, employers, and employees.

# Appendix A:

## Existing Turning Movement Counts

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 7-Hwy 29 and Broadview Ave\_Winchester St SAT  
 Site Code :  
 Start Date : 8/7/2021  
 Page No : 1

### Groups Printed- Cars

	Hwy 29 Eastbound					Hwy 29 Westbound					Winchester St Northbound					Broadview Ave Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
07:00 AM	8	67	0	0	75	5	66	3	2	76	2	4	3	0	9	11	1	18	0	30	190
07:15 AM	13	74	0	0	87	0	78	6	2	86	2	3	5	0	10	11	9	21	0	41	224
07:30 AM	22	104	2	0	128	4	88	3	1	96	7	5	4	0	16	12	1	21	0	34	274
07:45 AM	24	97	3	5	129	8	105	17	1	131	7	8	9	0	24	21	3	25	0	49	333
Total	67	342	5	5	419	17	337	29	6	389	18	20	21	0	59	55	14	85	0	154	1021
08:00 AM	21	106	6	2	135	2	124	16	0	142	5	6	4	0	15	10	10	29	0	49	341
08:15 AM	27	116	6	1	150	12	107	14	0	133	12	4	9	0	25	17	13	27	0	57	365
08:30 AM	36	129	3	2	170	5	139	18	2	164	16	3	7	0	26	24	8	33	0	65	425
08:45 AM	37	141	5	2	185	5	151	17	3	176	10	15	7	0	32	23	10	33	0	66	459
Total	121	492	20	7	640	24	521	65	5	615	43	28	27	0	98	74	41	122	0	237	1590
09:00 AM	29	133	5	2	169	9	130	14	3	156	19	16	13	0	48	16	13	49	0	78	451
09:15 AM	45	153	9	0	207	8	161	15	2	186	26	23	17	0	66	32	6	34	0	72	531
09:30 AM	36	193	9	1	239	8	181	21	7	217	15	17	15	0	47	26	11	43	0	80	583
09:45 AM	46	163	8	1	218	7	160	11	4	182	18	23	17	0	58	28	17	50	0	95	553
Total	156	642	31	4	833	32	632	61	16	741	78	79	62	0	219	102	47	176	0	325	2118
10:00 AM	61	195	8	0	264	11	206	24	3	244	22	13	19	0	54	34	16	56	0	106	668
10:15 AM	55	190	9	3	257	10	180	29	2	221	24	26	21	0	71	35	17	56	0	108	657
10:30 AM	61	217	3	3	284	8	226	19	3	256	21	21	13	0	55	30	18	62	0	110	705
10:45 AM	34	189	15	1	239	4	245	15	4	268	21	19	10	0	50	35	15	75	1	126	683
Total	211	791	35	7	1044	33	857	87	12	989	88	79	63	0	230	134	66	249	1	450	2713
11:00 AM	59	195	10	1	265	12	194	19	3	228	15	21	27	0	63	49	25	53	0	127	683
11:15 AM	69	189	8	2	268	12	210	23	6	251	15	26	21	0	62	26	15	61	0	102	683
11:30 AM	74	195	7	0	276	14	217	18	5	254	22	20	13	0	55	31	14	50	0	95	680
11:45 AM	60	180	7	2	249	18	203	26	3	250	12	29	13	0	54	43	9	66	0	118	671
Total	262	759	32	5	1058	56	824	86	17	983	64	96	74	0	234	149	63	230	0	442	2717
12:00 PM	70	178	8	1	257	10	209	29	3	251	22	33	23	0	78	31	21	50	0	102	688
12:15 PM	90	207	7	1	305	10	234	26	4	274	31	22	19	0	72	36	19	67	0	122	773
12:30 PM	64	192	10	5	271	18	182	22	8	230	24	25	28	0	77	43	18	76	0	137	715
12:45 PM	65	184	14	3	266	12	206	26	8	252	22	39	22	0	83	35	14	67	0	116	717
Total	289	761	39	10	1099	50	831	103	23	1007	99	119	92	0	310	145	72	260	0	477	2893
01:00 PM	69	220	13	1	303	13	159	32	8	212	16	24	24	0	64	34	8	55	0	97	676
01:15 PM	51	182	4	1	238	16	194	27	5	242	21	20	18	0	59	37	11	64	0	112	651
01:30 PM	76	196	7	2	281	14	214	24	5	257	18	27	15	0	60	32	14	52	0	98	696
01:45 PM	55	164	4	2	225	13	192	28	5	238	24	31	19	0	74	30	15	48	0	93	630
Total	251	762	28	6	1047	56	759	111	23	949	79	102	76	0	257	133	48	219	0	400	2653
02:00 PM	53	178	9	1	241	18	184	22	2	226	25	22	14	0	61	26	19	51	0	96	624
02:15 PM	58	156	9	1	224	11	189	28	4	232	16	12	14	0	42	28	18	51	0	97	595
02:30 PM	63	163	13	2	241	12	214	15	5	246	13	20	12	0	45	38	18	67	0	123	655
02:45 PM	61	156	8	3	228	12	185	22	10	229	14	15	9	0	38	35	16	58	0	109	604
Total	235	653	39	7	934	53	772	87	21	933	68	69	49	0	186	127	71	227	0	425	2478
03:00 PM	44	190	11	1	246	13	191	23	0	227	21	25	16	0	62	19	15	52	0	86	621
03:15 PM	55	173	4	4	236	15	174	26	3	218	21	14	16	0	51	45	8	52	0	105	610
03:30 PM	46	184	6	2	238	7	196	21	4	228	12	16	16	0	44	19	15	50	0	84	594
03:45 PM	55	148	2	3	208	14	180	22	6	222	15	16	10	0	41	34	14	49	0	97	568
Total	200	695	23	10	928	49	741	92	13	895	69	71	58	0	198	117	52	203	0	372	2393
04:00 PM	54	186	8	1	249	8	142	21	2	173	15	27	11	0	53	34	14	54	0	102	577
04:15 PM	52	184	9	2	247	13	170	18	2	203	14	17	16	0	47	36	13	41	0	90	587
04:30 PM	36	165	9	2	212	20	187	14	6	227	11	14	16	0	41	23	15	48	0	86	566
04:45 PM	42	157	6	0	205	11	146	13	6	176	20	16	9	0	45	33	14	48	0	95	521
Total	184	692	32	5	913	52	645	66	16	779	60	74	52	0	186	126	56	191	0	373	2251
05:00 PM	48	164	3	1	216	16	167	27	5	215	22	7	5	0	34	11	9	42	0	62	527
05:15 PM	54	157	4	0	215	16	127	19	2	164	12	17	0	0	29	34	8	36	0	78	486
05:30 PM	57	180	12	1	250	14	136	19	1	170	13	14	5	0	32	21	11	37	0	69	521
05:45 PM	39	151	7	1	198	11	172	22	1	206	14	15	19	0	48	30	11	29	0	70	522
Total	198	652	26	3	879	57	602	87	9	755	61	53	29	0	143	96	39	144	0	279	2056
06:00 PM	35	136	5	2	178	6	162	19	6	193	26	21	20	0	67	20	10	34	0	64	502
06:15 PM	36	122	5	0	163	13	134	18	5	170	12	15	11	0	38	24	8	33	0	65	436
06:30 PM	43	120	4	0	167	14	157	24	2	197	10	6	9	0	25	23	11	30	0	64	453
06:45 PM	40	100	7	0	147	12	143	17	5	177	16	12	13	0	41	9	23	30	0	62	427
Total	154	478	21	2	655	45	596	78	18	737	64	54	53	0	171	76	52	127	0	255	1810



# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 7-Hwy 29 and Broadview Ave\_Winchester St SAT  
 Site Code :  
 Start Date : 8/7/2021  
 Page No : 2

### Groups Printed- Cars

	Hwy 29 Eastbound					Hwy 29 Westbound					Winchester St Northbound					Broadview Ave Southbound					
	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
Grand Total	2328	7719	331	71	10449	524	8117	952	179	9772	791	844	656	0	2291	1334	621	2233	1	4189	26701
Apprch %	22.3	73.9	3.2	0.7		5.4	83.1	9.7	1.8		34.5	36.8	28.6	0		31.8	14.8	53.3	0		
Total %	8.7	28.9	1.2	0.3	39.1	2	30.4	3.6	0.7	36.6	3	3.2	2.5	0	8.6	5	2.3	8.4	0	15.7	

	Hwy 29 Eastbound				Hwy 29 Westbound				Winchester St Northbound				Broadview Ave Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 07:00 AM to 11:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 10:30 AM																	
10:30 AM	61	217	3	281	8	226	19	253	21	21	13	55	30	18	62	110	699
10:45 AM	34	189	15	238	4	245	15	264	21	19	10	50	35	15	75	125	677
11:00 AM	59	195	10	264	12	194	19	225	15	21	27	63	49	25	53	127	679
11:15 AM	69	189	8	266	12	210	23	245	15	26	21	62	26	15	61	102	675
Total Volume	223	790	36	1049	36	875	76	987	72	87	71	230	140	73	251	464	2730
% App. Total	21.3	75.3	3.4		3.6	88.7	7.7		31.3	37.8	30.9		30.2	15.7	54.1		
PHF	.808	.910	.600	.933	.750	.893	.826	.935	.857	.837	.657	.913	.714	.730	.837	.913	.976

Peak Hour Analysis From 12:00 PM to 06:45 PM - Peak 1 of 1

Peak Hour for Entire Intersection Begins at 12:00 PM

12:00 PM	70	178	8	256		10	209	<b>29</b>	248		22	33	23	78		31	<b>21</b>	50	102	684
12:15 PM	<b>90</b>	<b>207</b>	7	<b>304</b>		10	<b>234</b>	26	<b>270</b>		<b>31</b>	22	19	72		36	19	67	122	<b>768</b>
12:30 PM	64	192	10	266		<b>18</b>	182	22	222		24	25	<b>28</b>	77		<b>43</b>	18	<b>76</b>	<b>137</b>	702
12:45 PM	65	184	<b>14</b>	263		12	206	26	244		22	<b>39</b>	22	<b>83</b>		35	14	67	116	706
Total Volume	289	761	39	1089		50	831	103	984		99	119	92	310		145	72	260	477	2860
% App. Total	26.5	69.9	3.6			5.1	84.5	10.5			31.9	38.4	29.7			30.4	15.1	54.5		
PHF	.803	.919	.696	.896		.694	.888	.888	.911		.798	.763	.821	.934		.843	.857	.855	.870	.931

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 7-Hwy 29 and Broadview Ave\_Winchester St SAT  
 Site Code :  
 Start Date : 8/7/2021  
 Page No : 1

### Groups Printed- Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					Winchester St Northbound					Broadview Ave Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
07:00 AM	0	1	0	0	1	0	2	1	0	3	0	0	0	0	0	0	0	0	0	0	4
07:15 AM	0	3	1	0	4	0	3	1	0	4	1	0	0	0	1	0	0	0	0	0	9
07:30 AM	0	3	0	0	3	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	5
07:45 AM	2	0	0	0	2	0	1	0	0	1	0	0	0	0	0	0	1	0	0	1	4
Total	2	7	1	0	10	0	8	2	0	10	1	0	0	0	1	0	1	0	0	1	22
08:00 AM	0	4	0	0	4	0	6	0	0	6	0	0	0	0	0	0	0	1	0	1	11
08:15 AM	1	2	0	0	3	0	3	0	0	3	0	0	0	0	0	0	0	1	0	1	7
08:30 AM	0	4	0	0	4	0	3	0	0	3	0	0	0	0	0	1	0	0	0	1	8
08:45 AM	0	3	0	0	3	0	5	1	0	6	0	0	0	0	0	0	0	0	0	0	9
Total	1	13	0	0	14	0	17	1	0	18	0	0	0	0	0	1	0	2	0	3	35
09:00 AM	0	6	0	0	6	0	3	2	0	5	0	0	0	0	0	0	0	0	0	0	11
09:15 AM	0	5	0	0	5	0	1	0	0	1	0	0	0	0	0	1	0	0	0	1	7
09:30 AM	0	5	0	0	5	0	2	0	0	2	0	0	0	0	0	2	0	0	0	2	9
09:45 AM	0	5	0	0	5	1	2	0	0	3	1	0	0	0	1	0	0	0	0	0	9
Total	0	21	0	0	21	1	8	2	0	11	1	0	0	0	1	3	0	0	0	3	36
10:00 AM	0	3	0	0	3	0	1	1	0	2	1	0	0	0	1	0	0	0	0	0	6
10:15 AM	0	2	0	0	2	0	2	0	0	2	0	0	0	0	0	0	1	0	0	1	5
10:30 AM	0	2	0	0	2	0	1	0	0	1	0	0	0	0	0	0	0	1	0	1	4
10:45 AM	0	2	0	0	2	0	5	1	0	6	1	0	2	0	3	0	0	1	0	1	12
Total	0	9	0	0	9	0	9	2	0	11	2	0	2	0	4	0	1	2	0	3	27
11:00 AM	0	3	1	0	4	0	2	0	0	2	0	0	0	0	0	0	1	0	0	1	7
11:15 AM	1	1	0	0	2	0	2	1	0	3	0	0	0	0	0	1	0	0	0	1	6
11:30 AM	0	2	0	0	2	0	5	0	0	5	0	0	0	0	0	1	1	0	0	2	9
11:45 AM	0	4	0	0	4	0	3	0	0	3	0	0	0	0	0	0	0	1	0	1	8
Total	1	10	1	0	12	0	12	1	0	13	0	0	0	0	0	2	2	1	0	5	30
12:00 PM	0	5	0	0	5	0	2	1	0	3	0	0	0	0	0	0	0	0	0	0	8
12:15 PM	0	3	0	0	3	0	0	1	0	1	1	0	0	0	1	0	0	0	0	0	5
12:30 PM	1	2	0	0	3	0	1	1	0	2	0	0	0	0	0	0	0	3	0	3	8
12:45 PM	1	1	0	0	2	1	0	0	0	1	1	1	0	0	2	0	0	0	0	0	5
Total	2	11	0	0	13	1	3	3	0	7	2	1	0	0	3	0	0	3	0	3	26
01:00 PM	0	1	0	1	2	0	3	0	0	3	0	0	0	0	0	0	0	1	0	1	6
01:15 PM	0	1	0	0	1	0	3	0	0	3	0	0	1	0	1	0	0	0	0	0	5
01:30 PM	1	1	0	0	2	1	3	1	0	5	0	0	0	0	0	0	0	3	0	3	10
01:45 PM	1	4	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	6
Total	2	7	0	1	10	1	9	1	0	11	0	0	1	0	1	0	0	5	0	5	27
02:00 PM	0	0	0	0	0	0	3	0	0	3	0	1	0	0	1	1	0	1	0	2	6
02:15 PM	1	1	0	0	2	0	1	0	0	1	0	0	0	0	0	0	0	2	0	2	5
02:30 PM	1	1	0	0	2	0	7	1	0	8	0	0	0	0	0	0	0	2	0	2	12
02:45 PM	2	0	0	0	2	0	2	2	0	4	0	0	0	0	0	0	0	0	0	0	6
Total	4	2	0	0	6	0	13	3	0	16	0	1	0	0	1	1	0	5	0	6	29
03:00 PM	0	4	0	0	4	0	2	0	0	2	0	0	0	0	0	1	0	0	0	1	7
03:15 PM	0	4	0	0	4	0	4	0	0	4	0	0	0	0	0	0	0	1	0	1	9
03:30 PM	1	2	0	0	3	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	6
03:45 PM	0	1	0	0	1	0	3	0	0	3	0	0	0	0	0	0	0	1	0	1	5
Total	1	11	0	0	12	0	12	0	0	12	0	0	0	0	0	1	0	2	0	3	27
04:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:15 PM	0	3	0	0	3	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	4
04:30 PM	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	4
04:45 PM	1	1	0	0	2	0	4	1	0	5	0	0	0	0	0	0	0	0	0	0	7
Total	1	7	0	0	8	0	5	1	0	6	0	0	0	0	0	0	0	1	0	1	15
05:00 PM	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3
05:15 PM	0	3	0	0	3	1	0	0	0	1	0	0	0	0	0	0	0	1	0	1	5
05:30 PM	0	1	0	0	1	0	1	0	0	1	2	0	0	0	2	0	0	0	0	0	4
05:45 PM	0	0	0	0	0	1	3	0	0	4	0	0	0	0	0	0	0	1	0	1	5
Total	0	7	0	0	7	2	4	0	0	6	2	0	0	0	2	0	0	2	0	2	17
06:00 PM	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	1	0	1	0	2	5
06:15 PM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	1	0	0	0	1	3
06:30 PM	0	1	0	0	1	0	1	0	0	1	0	0	0	0	0	0	0	1	0	1	3
06:45 PM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	2
Total	0	4	0	0	4	0	5	0	0	5	0	0	0	0	0	2	0	2	0	4	13

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 7-Hwy 29 and Broadview Ave\_Winchester St SAT  
 Site Code :  
 Start Date : 8/7/2021  
 Page No : 2

Groups Printed- Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					Winchester St Northbound					Broadview Ave Southbound					
	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
Grand Total	14	109	2	1	126	5	105	16	0	126	8	2	3	0	13	10	4	25	0	39	304
Apprch %	11.1	86.5	1.6	0.8		4	83.3	12.7	0		61.5	15.4	23.1	0		25.6	10.3	64.1	0		
Total %	4.6	35.9	0.7	0.3	41.4	1.6	34.5	5.3	0	41.4	2.6	0.7	1	0	4.3	3.3	1.3	8.2	0	12.8	

	Hwy 29 Eastbound					Hwy 29 Westbound					Winchester St Northbound					Broadview Ave Southbound					
Start Time	Left	Thru	Right	App. Total		Left	Thru	Right	App. Total		Left	Thru	Right	App. Total		Left	Thru	Right	App. Total		Int. Total
Peak Hour Analysis From 07:00 AM to 11:45 AM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 08:45 AM																					
08:45 AM	0	3	0	3		0	5	1	6		0	0	0	0		0	0	0	0		9
09:00 AM	0	6	0	6		0	3	2	5		0	0	0	0		0	0	0	0		11
09:15 AM	0	5	0	5		0	1	0	1		0	0	0	0		1	0	0	1		7
09:30 AM	0	5	0	5		0	2	0	2		0	0	0	0		2	0	0	2		9
Total Volume	0	19	0	19		0	11	3	14		0	0	0	0		3	0	0	3		36
% App. Total	0	100	0			0	78.6	21.4			0	0	0			100	0	0			
PHF	.000	.792	.000	.792		.000	.550	.375	.583		.000	.000	.000	.000		.375	.000	.000	.375		.818

Peak Hour Analysis From 12:00 PM to 06:45 PM - Peak 1 of 1

Peak Hour for Entire Intersection Begins at 02:30 PM

02:30 PM	1	1	0	2		0	7	1	8		0	0	0	0		0	0	2	2		12
02:45 PM	2	0	0	2		0	2	2	4		0	0	0	0		0	0	0	0		6
03:00 PM	0	4	0	4		0	2	0	2		0	0	0	0		1	0	0	1		7
03:15 PM	0	4	0	4		0	4	0	4		0	0	0	0		0	0	1	1		9
Total Volume	3	9	0	12		0	15	3	18		0	0	0	0		1	0	3	4		34
% App. Total	25	75	0			0	83.3	16.7			0	0	0			25	0	75			
PHF	.375	.563	.000	.750		.000	.536	.375	.563		.000	.000	.000	.000		.250	.000	.375	.500		.708

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 7-Hwy 29 and Broadview Ave\_Winchester St SAT  
 Site Code :  
 Start Date : 8/7/2021  
 Page No : 1

### Groups Printed- Cars - Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					Winchester St Northbound					Broadview Ave Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
07:00 AM	8	68	0	0	76	5	68	4	2	79	2	4	3	0	9	11	1	18	0	30	194
07:15 AM	13	77	1	0	91	0	81	7	2	90	3	3	5	0	11	11	9	21	0	41	233
07:30 AM	22	107	2	0	131	4	90	3	1	98	7	5	4	0	16	12	1	21	0	34	279
07:45 AM	26	97	3	5	131	8	106	17	1	132	7	8	9	0	24	21	4	25	0	50	337
Total	69	349	6	5	429	17	345	31	6	399	19	20	21	0	60	55	15	85	0	155	1043
08:00 AM	21	110	6	2	139	2	130	16	0	148	5	6	4	0	15	10	10	30	0	50	352
08:15 AM	28	118	6	1	153	12	110	14	0	136	12	4	9	0	25	17	13	28	0	58	372
08:30 AM	36	133	3	2	174	5	142	18	2	167	16	3	7	0	26	25	8	33	0	66	433
08:45 AM	37	144	5	2	188	5	156	18	3	182	10	15	7	0	32	23	10	33	0	66	468
Total	122	505	20	7	654	24	538	66	5	633	43	28	27	0	98	75	41	124	0	240	1625
09:00 AM	29	139	5	2	175	9	133	16	3	161	19	16	13	0	48	16	13	49	0	78	462
09:15 AM	45	158	9	0	212	8	162	15	2	187	26	23	17	0	66	33	6	34	0	73	538
09:30 AM	36	198	9	1	244	8	183	21	7	219	15	17	15	0	47	28	11	43	0	82	592
09:45 AM	46	168	8	1	223	8	162	11	4	185	19	23	17	0	59	28	17	50	0	95	562
Total	156	663	31	4	854	33	640	63	16	752	79	79	62	0	220	105	47	176	0	328	2154
10:00 AM	61	198	8	0	267	11	207	25	3	246	23	13	19	0	55	34	16	56	0	106	674
10:15 AM	55	192	9	3	259	10	182	29	2	223	24	26	21	0	71	35	18	56	0	109	662
10:30 AM	61	219	3	3	286	8	227	19	3	257	21	21	13	0	55	30	18	63	0	111	709
10:45 AM	34	191	15	1	241	4	250	16	4	274	22	19	12	0	53	35	15	76	1	127	695
Total	211	800	35	7	1053	33	866	89	12	1000	90	79	65	0	234	134	67	251	1	453	2740
11:00 AM	59	198	11	1	269	12	196	19	3	230	15	21	27	0	63	49	26	53	0	128	690
11:15 AM	70	190	8	2	270	12	212	24	6	254	15	26	21	0	62	27	15	61	0	103	689
11:30 AM	74	197	7	0	278	14	222	18	5	259	22	20	13	0	55	32	15	50	0	97	689
11:45 AM	60	184	7	2	253	18	206	26	3	253	12	29	13	0	54	43	9	67	0	119	679
Total	263	769	33	5	1070	56	836	87	17	996	64	96	74	0	234	151	65	231	0	447	2747
12:00 PM	70	183	8	1	262	10	211	30	3	254	22	33	23	0	78	31	21	50	0	102	696
12:15 PM	90	210	7	1	308	10	234	27	4	275	32	22	19	0	73	36	19	67	0	122	778
12:30 PM	65	194	10	5	274	18	183	23	8	232	24	25	28	0	77	43	18	79	0	140	723
12:45 PM	66	185	14	3	268	13	206	26	8	253	23	40	22	0	85	35	14	67	0	116	722
Total	291	772	39	10	1112	51	834	106	23	1014	101	120	92	0	313	145	72	263	0	480	2919
01:00 PM	69	221	13	2	305	13	162	32	8	215	16	24	24	0	64	34	8	56	0	98	682
01:15 PM	51	183	4	1	239	16	197	27	5	245	21	20	19	0	60	37	11	64	0	112	656
01:30 PM	77	197	7	2	283	15	217	25	5	262	18	27	15	0	60	32	14	55	0	101	706
01:45 PM	56	168	4	2	230	13	192	28	5	238	24	31	19	0	74	30	15	49	0	94	636
Total	253	769	28	7	1057	57	768	112	23	960	79	102	77	0	258	133	48	224	0	405	2680
02:00 PM	53	178	9	1	241	18	187	22	2	229	25	23	14	0	62	27	19	52	0	98	630
02:15 PM	59	157	9	1	226	11	190	28	4	233	16	12	14	0	42	28	18	53	0	99	600
02:30 PM	64	164	13	2	243	12	221	16	5	254	13	20	12	0	45	38	18	69	0	125	667
02:45 PM	63	156	8	3	230	12	187	24	10	233	14	15	9	0	38	35	16	58	0	109	610
Total	239	655	39	7	940	53	785	90	21	949	68	70	49	0	187	128	71	232	0	431	2507
03:00 PM	44	194	11	1	250	13	193	23	0	229	21	25	16	0	62	20	15	52	0	87	628
03:15 PM	55	177	4	4	240	15	178	26	3	222	21	14	16	0	51	45	8	53	0	106	619
03:30 PM	47	186	6	2	241	7	199	21	4	231	12	16	16	0	44	19	15	50	0	84	600
03:45 PM	55	149	2	3	209	14	183	22	6	225	15	16	10	0	41	34	14	50	0	98	573
Total	201	706	23	10	940	49	753	92	13	907	69	71	58	0	198	118	52	205	0	375	2420
04:00 PM	54	186	8	1	249	8	142	21	2	173	15	27	11	0	53	34	14	54	0	102	577
04:15 PM	52	187	9	2	250	13	171	18	2	204	14	17	16	0	47	36	13	41	0	90	591
04:30 PM	36	168	9	2	215	20	187	14	6	227	11	14	16	0	41	23	15	49	0	87	570
04:45 PM	43	158	6	0	207	11	150	14	6	181	20	16	9	0	45	33	14	48	0	95	528
Total	185	699	32	5	921	52	650	67	16	785	60	74	52	0	186	126	56	192	0	374	2266
05:00 PM	48	167	3	1	219	16	167	27	5	215	22	7	5	0	34	11	9	42	0	62	530
05:15 PM	54	160	4	0	218	17	127	19	2	165	12	17	0	0	29	34	8	37	0	79	491
05:30 PM	57	181	12	1	251	14	137	19	1	171	15	14	5	0	34	21	11	37	0	69	525
05:45 PM	39	151	7	1	198	12	175	22	1	210	14	15	19	0	48	30	11	30	0	71	527
Total	198	659	26	3	886	59	606	87	9	761	63	53	29	0	145	96	39	146	0	281	2073
06:00 PM	35	139	5	2	181	6	162	19	6	193	26	21	20	0	67	21	10	35	0	66	507
06:15 PM	36	122	5	0	163	13	136	18	5	172	12	15	11	0	38	25	8	33	0	66	439
06:30 PM	43	121	4	0	168	14	158	24	2	198	10	6	9	0	25	23	11	31	0	65	456
06:45 PM	40	100	7	0	147	12	145	17	5	179	16	12	13	0	41	9	23	30	0	62	429
Total	154	482	21	2	659	45	601	78	18	742	64	54	53	0	171	78	52	129	0	259	1831

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 7-Hwy 29 and Broadview Ave\_Winchester St SAT  
 Site Code :  
 Start Date : 8/7/2021  
 Page No : 2

### Groups Printed- Cars - Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					Winchester St Northbound					Broadview Ave Southbound					
	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
Grand Total	2342	7828	333	72	10575	529	8222	968	179	9898	799	846	659	0	2304	1344	625	2258	1	4228	27005
Apprch %	22.1	74	3.1	0.7		5.3	83.1	9.8	1.8		34.7	36.7	28.6	0		31.8	14.8	53.4	0		
Total %	8.7	29	1.2	0.3	39.2	2	30.4	3.6	0.7	36.7	3	3.1	2.4	0	8.5	5	2.3	8.4	0	15.7	
Cars	2328	7719	331	71	10449	524	8117	952	179	9772	791	844	656	0	2291	1334	621	2233	1	4189	26701
% Cars	99.4	98.6	99.4	98.6	98.8	99.1	98.7	98.3	100	98.7	99	99.8	99.5	0	99.4	99.3	99.4	98.9	100	99.1	98.9
Trucks	14	109	2	1	126	5	105	16	0	126	8	2	3	0	13	10	4	25	0	39	304
% Trucks	0.6	1.4	0.6	1.4	1.2	0.9	1.3	1.7	0	1.3	1	0.2	0.5	0	0.6	0.7	0.6	1.1	0	0.9	1.1

	Hwy 29 Eastbound					Hwy 29 Westbound					Winchester St Northbound					Broadview Ave Southbound					
Start Time	Left	Thru	Right	App. Total		Left	Thru	Right	App. Total		Left	Thru	Right	App. Total		Left	Thru	Right	App. Total		Int. Total
Peak Hour Analysis From 07:00 AM to 11:45 AM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 10:30 AM																					
10:30 AM	61	<b>219</b>	3	<b>283</b>		8	227	19	254		21	21	13	55		30	18	63	111		<b>703</b>
10:45 AM	34	191	<b>15</b>	240		4	<b>250</b>	16	<b>270</b>		<b>22</b>	19	12	53		35	15	<b>76</b>	126		689
11:00 AM	59	198	11	268		<b>12</b>	196	19	227		15	21	<b>27</b>	<b>63</b>		<b>49</b>	<b>26</b>	53	<b>128</b>		686
11:15 AM	<b>70</b>	190	8	268		12	212	<b>24</b>	248		15	<b>26</b>	21	62		27	15	61	103		681
Total Volume	224	798	37	1059		36	885	78	999		73	87	73	233		141	74	253	468		2759
% App. Total	21.2	75.4	3.5			3.6	88.6	7.8			31.3	37.3	31.3			30.1	15.8	54.1			
PHF	.800	.911	.617	.936		.750	.885	.813	.925		.830	.837	.676	.925		.719	.712	.832	.914		.981

Peak Hour Analysis From 12:00 PM to 06:45 PM - Peak 1 of 1

Peak Hour for Entire Intersection Begins at 12:00 PM

12:00 PM	70	183	8	261		10	211	<b>30</b>	251		22	33	23	78		31	<b>21</b>	50	102		692
12:15 PM	<b>90</b>	<b>210</b>	7	<b>307</b>		10	<b>234</b>	27	<b>271</b>		<b>32</b>	22	19	73		36	19	67	122		<b>773</b>
12:30 PM	65	194	10	269		<b>18</b>	183	23	224		24	25	<b>28</b>	77		<b>43</b>	18	<b>79</b>	<b>140</b>		710
12:45 PM	66	185	<b>14</b>	265		13	206	26	245		23	<b>40</b>	22	<b>85</b>		35	14	67	116		711
Total Volume	291	772	39	1102		51	834	106	991		101	120	92	313		145	72	263	480		2886
% App. Total	26.4	70.1	3.5			5.1	84.2	10.7			32.3	38.3	29.4			30.2	15	54.8			
PHF	.808	.919	.696	.897		.708	.891	.883	.914		.789	.750	.821	.921		.843	.857	.832	.857		.933

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 7-Hwy 29 and Broadview Ave\_Winchester St SAT  
 Site Code :  
 Start Date : 8/7/2021  
 Page No : 1

### Groups Printed- Pedestrians

	Hwy 29 Eastbound					Hwy 29 Westbound					Winchester St Northbound					Broadview Ave Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
07:00 AM	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1
07:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
07:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
07:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1
08:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
08:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
08:30 AM	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1
08:45 AM	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Total	0	0	0	1	1	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	2
09:00 AM	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1
09:15 AM	0	0	0	1	1	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	2
09:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
09:45 AM	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1
Total	0	0	0	1	1	0	0	0	3	3	0	0	0	0	0	0	0	0	0	0	4
10:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10:15 AM	0	0	0	1	1	0	0	0	1	1	0	0	0	1	1	0	0	0	0	0	3
10:30 AM	0	0	0	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3
10:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	4	4	0	0	0	1	1	0	0	0	1	1	0	0	0	0	0	6
11:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:15 AM	0	0	0	0	0	0	0	0	1	1	0	0	0	1	1	0	0	0	0	0	2
11:30 AM	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	2
11:45 AM	0	0	0	0	0	0	0	0	2	2	0	0	0	2	2	0	0	0	0	0	4
Total	0	0	0	1	1	0	0	0	3	3	0	0	0	3	3	0	0	0	1	1	8
12:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
12:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	1
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	1	1	2
01:00 PM	0	0	0	0	0	0	0	0	1	1	0	0	0	1	1	0	0	0	0	0	2
01:15 PM	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
01:30 PM	0	0	0	2	2	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	3
01:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	3	3	0	0	0	1	1	0	0	0	2	2	0	0	0	0	0	6
02:00 PM	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1
02:15 PM	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
02:30 PM	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1
02:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Total	0	0	0	1	1	0	0	0	2	2	0	0	0	0	0	0	0	0	1	1	4
03:00 PM	0	0	0	2	2	0	0	0	2	2	0	0	0	0	0	0	0	0	3	3	7
03:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
03:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	2	2	0	0	0	2	2	0	0	0	0	0	0	0	0	4	4	8
04:00 PM	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	2
04:15 PM	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1
04:30 PM	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	2
04:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	1	1	0	0	0	3	3	0	0	0	0	0	0	0	0	1	1	5
05:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	1
05:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:30 PM	0	0	0	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	2
05:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	1	1	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	3
06:00 PM	0	0	0	0	0	0	0	0	2	2	0	0	0	1	1	0	0	0	0	0	3
06:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
06:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	2	2	0	0	0	1	1	0	0	0	1	1	5

Peggy Malone & Associates  
(888) 247-8602

Item g.

File Name : 7-Hwy 29 and Broadview Ave\_Winchester St SAT  
Site Code :  
Start Date : 8/7/2021  
Page No : 2

Groups Printed- Pedestrians

	Hwy 29 Eastbound					Hwy 29 Westbound					Winchester St Northbound					Broadview Ave Southbound					Int. Total
	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
Grand Total	0	0	0	15	15	0	0	0	19	19	0	0	0	10	10	0	0	0	9	9	53
Apprch %	0	0	0	100		0	0	0	100		0	0	0	100		0	0	0	100		
Total %	0	0	0	28.3	28.3	0	0	0	35.8	35.8	0	0	0	18.9	18.9	0	0	0	17	17	

	Hwy 29 Eastbound					Hwy 29 Westbound					Winchester St Northbound					Broadview Ave Southbound					Int. Total
Start Time	Left	Thru	Right	App. Total		Left	Thru	Right	App. Total		Left	Thru	Right	App. Total		Left	Thru	Right	App. Total		Int. Total
Peak Hour Analysis From 07:00 AM to 11:45 AM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 07:00 AM																					
07:00 AM	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
07:15 AM	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
07:30 AM	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
07:45 AM	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
Total Volume	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
% App. Total	0	0	0			0	0	0			0	0	0			0	0	0			
PHF	.000	.000	.000	.000		.000	.000	.000	.000		.000	.000	.000	.000		.000	.000	.000	.000		.000

Peak Hour Analysis From 12:00 PM to 06:45 PM - Peak 1 of 1

Peak Hour for Entire Intersection Begins at 12:00 PM

12:00 PM	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
12:15 PM	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
12:30 PM	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
12:45 PM	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
Total Volume	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
% App. Total	0	0	0			0	0	0			0	0	0			0	0	0			
PHF	.000	.000	.000	.000		.000	.000	.000	.000		.000	.000	.000	.000		.000	.000	.000	.000		.000



# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 7-Hwy 29 and Broadview Ave\_Winchester St AM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

### Groups Printed- Cars

	Hwy 29 Eastbound					Hwy 29 Westbound					Winchester St Northbound					Broadview Ave Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
06:00 AM	12	121	1	1	135	0	65	29	1	95	3	5	3	0	11	9	1	14	0	24	265
06:15 AM	14	151	3	0	168	0	63	18	0	81	3	5	8	0	16	21	4	17	0	42	307
06:30 AM	20	150	1	0	171	4	91	22	0	117	5	6	12	0	23	15	2	23	0	40	351
06:45 AM	18	158	4	0	180	5	87	27	0	119	12	6	12	0	30	26	3	38	0	67	396
Total	64	580	9	1	654	9	306	96	1	412	23	22	35	0	80	71	10	92	0	173	1319
07:00 AM	22	139	4	0	165	2	81	35	1	119	14	13	9	0	36	13	6	33	0	52	372
07:15 AM	39	155	4	0	198	2	98	22	0	122	12	6	9	0	27	36	7	49	0	92	439
07:30 AM	41	165	3	1	210	4	126	25	0	155	9	10	10	0	29	16	11	45	0	72	466
07:45 AM	41	175	4	0	220	10	152	38	1	201	14	19	5	0	38	34	11	64	0	109	568
Total	143	634	15	1	793	18	457	120	2	597	49	48	33	0	130	99	35	191	0	325	1845
08:00 AM	52	171	5	2	230	7	162	26	0	195	11	10	11	0	32	24	24	53	0	101	558
08:15 AM	62	168	4	1	235	3	137	30	2	172	18	10	12	0	40	36	19	34	0	89	536
08:30 AM	56	163	5	2	226	7	126	30	2	165	14	8	11	0	33	27	11	34	0	72	496
08:45 AM	41	178	4	0	223	8	146	41	5	200	19	18	14	0	51	38	19	49	0	106	580
Total	211	680	18	5	914	25	571	127	9	732	62	46	48	0	156	125	73	170	0	368	2170
Grand Total	418	1894	42	7	2361	52	1334	343	12	1741	134	116	116	0	366	295	118	453	0	866	5334
Apprch %	17.7	80.2	1.8	0.3		3	76.6	19.7	0.7		36.6	31.7	31.7	0		34.1	13.6	52.3	0		
Total %	7.8	35.5	0.8	0.1	44.3	1	25	6.4	0.2	32.6	2.5	2.2	2.2	0	6.9	5.5	2.2	8.5	0	16.2	

	Hwy 29 Eastbound				Hwy 29 Westbound				Winchester St Northbound				Broadview Ave Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 06:00 AM to 08:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 08:00 AM																	
08:00 AM	52	171	<b>5</b>	228	7	<b>162</b>	26	<b>195</b>	11	10	11	32	24	<b>24</b>	<b>53</b>	101	556
08:15 AM	<b>62</b>	168	4	<b>234</b>	3	137	30	170	18	10	12	40	36	19	34	89	533
08:30 AM	56	163	5	224	7	126	30	163	14	8	11	33	27	11	34	72	492
08:45 AM	41	<b>178</b>	4	223	<b>8</b>	146	<b>41</b>	195	<b>19</b>	<b>18</b>	<b>14</b>	<b>51</b>	<b>38</b>	19	49	<b>106</b>	<b>575</b>
Total Volume	211	680	18	909	25	571	127	723	62	46	48	156	125	73	170	368	2156
% App. Total	23.2	74.8	2		3.5	79	17.6		39.7	29.5	30.8		34	19.8	46.2		
PHF	.851	.955	.900	.971	.781	.881	.774	.927	.816	.639	.857	.765	.822	.760	.802	.868	.937

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 7-Hwy 29 and Broadview Ave\_Winchester St AM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

### Groups Printed- Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					Winchester St Northbound					Broadview Ave Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
06:00 AM	0	0	0	0	0	0	2	1	0	3	0	0	0	0	0	0	0	0	0	0	3
06:15 AM	0	2	0	0	2	0	2	1	0	3	0	0	0	0	0	0	0	1	0	1	6
06:30 AM	0	8	0	0	8	0	0	1	0	1	0	0	0	0	0	0	0	1	0	1	10
06:45 AM	2	4	0	0	6	1	5	1	0	7	0	0	0	0	0	0	0	0	0	0	13
Total	2	14	0	0	16	1	9	4	0	14	0	0	0	0	0	0	0	2	0	2	32
07:00 AM	0	1	0	0	1	0	10	1	0	11	0	0	0	0	0	0	0	0	0	0	12
07:15 AM	0	6	0	0	6	0	4	0	0	4	0	0	0	0	0	2	1	1	0	4	14
07:30 AM	2	7	0	0	9	1	7	3	0	11	0	0	0	0	0	1	0	1	0	2	22
07:45 AM	2	12	0	0	14	0	7	1	0	8	1	1	0	0	2	0	0	1	0	1	25
Total	4	26	0	0	30	1	28	5	0	34	1	1	0	0	2	3	1	3	0	7	73
08:00 AM	3	11	0	0	14	0	4	0	0	4	1	0	0	0	1	0	0	0	0	0	19
08:15 AM	2	9	1	0	12	0	9	1	0	10	0	0	0	0	0	3	0	0	0	3	25
08:30 AM	2	9	0	0	11	0	7	6	0	13	0	0	0	0	0	0	0	2	0	2	26
08:45 AM	3	9	0	0	12	0	10	1	0	11	0	0	0	0	0	2	0	2	0	4	27
Total	10	38	1	0	49	0	30	8	0	38	1	0	0	0	1	5	0	4	0	9	97
Grand Total	16	78	1	0	95	2	67	17	0	86	2	1	0	0	3	8	1	9	0	18	202
Apprch %	16.8	82.1	1.1	0		2.3	77.9	19.8	0		66.7	33.3	0	0		44.4	5.6	50	0		
Total %	7.9	38.6	0.5	0	47	1	33.2	8.4	0	42.6	1	0.5	0	0	1.5	4	0.5	4.5	0	8.9	

	Hwy 29 Eastbound				Hwy 29 Westbound				Winchester St Northbound				Broadview Ave Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 06:00 AM to 08:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 08:00 AM																	
08:00 AM	3	11	0	14	0	4	0	4	1	0	0	1	0	0	0	0	19
08:15 AM	2	9	1	12	0	9	1	10	0	0	0	0	3	0	0	3	25
08:30 AM	2	9	0	11	0	7	6	13	0	0	0	0	0	0	2	2	26
08:45 AM	3	9	0	12	0	10	1	11	0	0	0	0	2	0	2	4	27
Total Volume	10	38	1	49	0	30	8	38	1	0	0	1	5	0	4	9	97
% App. Total	20.4	77.6	2		0	78.9	21.1		100	0	0		55.6	0	44.4		
PHF	.833	.864	.250	.875	.000	.750	.333	.731	.250	.000	.000	.250	.417	.000	.500	.563	.898

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 7-Hwy 29 and Broadview Ave\_Winchester St AM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

### Groups Printed- Cars - Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					Winchester St Northbound					Broadview Ave Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
06:00 AM	12	121	1	1	135	0	67	30	1	98	3	5	3	0	11	9	1	14	0	24	268
06:15 AM	14	153	3	0	170	0	65	19	0	84	3	5	8	0	16	21	4	18	0	43	313
06:30 AM	20	158	1	0	179	4	91	23	0	118	5	6	12	0	23	15	2	24	0	41	361
06:45 AM	20	162	4	0	186	6	92	28	0	126	12	6	12	0	30	26	3	38	0	67	409
Total	66	594	9	1	670	10	315	100	1	426	23	22	35	0	80	71	10	94	0	175	1351
07:00 AM	22	140	4	0	166	2	91	36	1	130	14	13	9	0	36	13	6	33	0	52	384
07:15 AM	39	161	4	0	204	2	102	22	0	126	12	6	9	0	27	38	8	50	0	96	453
07:30 AM	43	172	3	1	219	5	133	28	0	166	9	10	10	0	29	17	11	46	0	74	488
07:45 AM	43	187	4	0	234	10	159	39	1	209	15	20	5	0	40	34	11	65	0	110	593
Total	147	660	15	1	823	19	485	125	2	631	50	49	33	0	132	102	36	194	0	332	1918
08:00 AM	55	182	5	2	244	7	166	26	0	199	12	10	11	0	33	24	24	53	0	101	577
08:15 AM	64	177	5	1	247	3	146	31	2	182	18	10	12	0	40	39	19	34	0	92	561
08:30 AM	58	172	5	2	237	7	133	36	2	178	14	8	11	0	33	27	11	36	0	74	522
08:45 AM	44	187	4	0	235	8	156	42	5	211	19	18	14	0	51	40	19	51	0	110	607
Total	221	718	19	5	963	25	601	135	9	770	63	46	48	0	157	130	73	174	0	377	2267
Grand Total	434	1972	43	7	2456	54	1401	360	12	1827	136	117	116	0	369	303	119	462	0	884	5536
Apprch %	17.7	80.3	1.8	0.3		3	76.7	19.7	0.7		36.9	31.7	31.4	0		34.3	13.5	52.3	0		
Total %	7.8	35.6	0.8	0.1	44.4	1	25.3	6.5	0.2	33	2.5	2.1	2.1	0	6.7	5.5	2.1	8.3	0	16	
Cars	418	1894	42	7	2361	52	1334	343	12	1741	134	116	116	0	366	295	118	453	0	866	5334
% Cars	96.3	96	97.7	100	96.1	96.3	95.2	95.3	100	95.3	98.5	99.1	100	0	99.2	97.4	99.2	98.1	0	98	96.4
Trucks	16	78	1	0	95	2	67	17	0	86	2	1	0	0	3	8	1	9	0	18	202
% Trucks	3.7	4	2.3	0	3.9	3.7	4.8	4.7	0	4.7	1.5	0.9	0	0	0.8	2.6	0.8	1.9	0	2	3.6

	Hwy 29 Eastbound				Hwy 29 Westbound				Winchester St Northbound				Broadview Ave Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 06:00 AM to 08:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 08:00 AM																	
08:00 AM	55	182	<b>5</b>	242	7	<b>166</b>	26	199	12	10	11	33	24	<b>24</b>	<b>53</b>	101	575
08:15 AM	<b>64</b>	177	5	<b>246</b>	3	146	31	180	18	10	12	40	39	19	34	92	558
08:30 AM	58	172	5	235	7	133	36	176	14	8	11	33	27	11	36	74	518
08:45 AM	44	<b>187</b>	4	235	<b>8</b>	156	<b>42</b>	<b>206</b>	<b>19</b>	<b>18</b>	<b>14</b>	<b>51</b>	<b>40</b>	19	51	<b>110</b>	<b>602</b>
Total Volume	221	718	19	958	25	601	135	761	63	46	48	157	130	73	174	377	2253
% App. Total	23.1	74.9	2		3.3	79	17.7		40.1	29.3	30.6		34.5	19.4	46.2		
PHF	.863	.960	.950	.974	.781	.905	.804	.924	.829	.639	.857	.770	.813	.760	.821	.857	.936

# Peggy Malone & Associates

(888) 247-8602

Item g.

File Name : 7-Hwy 29 and Broadview Ave\_Winchester St AM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

## Groups Printed- Pedestrians

	Hwy 29 Eastbound					Hwy 29 Westbound					Winchester St Northbound					Broadview Ave Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
06:00 AM	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
06:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:45 AM	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	2
Total	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	3
07:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	2
07:15 AM	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
07:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	0	0	0	2	2	4
07:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	1	1	0	0	0	0	0	0	0	0	4	4	0	0	0	2	2	7
08:00 AM	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	2
08:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
08:30 AM	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	2
08:45 AM	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Total	0	0	0	2	2	0	0	0	2	2	0	0	0	0	0	0	0	0	1	1	5
Grand Total	0	0	0	5	5	0	0	0	2	2	0	0	0	4	4	0	0	0	4	4	15
Apprch %	0	0	0	100		0	0	0	100		0	0	0	100		0	0	0	100		
Total %	0	0	0	33.3	33.3	0	0	0	13.3	13.3	0	0	0	26.7	26.7	0	0	0	26.7	26.7	

	Hwy 29 Eastbound				Hwy 29 Westbound				Winchester St Northbound				Broadview Ave Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 06:00 AM to 08:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 06:00 AM																	
06:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Volume	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% App. Total	0	0	0		0	0	0		0	0	0		0	0	0		
PHF	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 7-Hwy 29 and Broadview Ave\_Winchester St PM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

### Groups Printed- Cars

	Hwy 29 Eastbound					Hwy 29 Westbound					Winchester St Northbound					Broadview Ave Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
02:00 PM	51	186	8	0	245	14	221	22	4	261	19	17	13	0	49	40	13	63	0	116	671
02:15 PM	49	152	6	3	210	13	200	23	1	237	17	27	17	0	61	35	13	74	0	122	630
02:30 PM	74	181	7	1	263	16	176	19	4	215	14	17	22	0	53	47	13	65	0	125	656
02:45 PM	52	158	10	3	223	13	237	25	1	276	23	20	11	0	54	53	19	74	0	146	699
Total	226	677	31	7	941	56	834	89	10	989	73	81	63	0	217	175	58	276	0	509	2656
03:00 PM	69	188	15	2	274	14	211	24	1	250	31	25	17	0	73	59	19	52	0	130	727
03:15 PM	57	164	9	1	231	9	250	16	2	277	20	21	16	0	57	50	23	68	0	141	706
03:30 PM	62	171	14	4	251	12	228	20	0	260	24	26	23	0	73	60	15	63	0	138	722
03:45 PM	51	177	9	2	239	20	247	21	2	290	26	24	18	0	68	48	19	90	0	157	754
Total	239	700	47	9	995	55	936	81	5	1077	101	96	74	0	271	217	76	273	0	566	2909
04:00 PM	71	187	12	0	270	14	245	15	3	277	32	24	21	0	77	65	12	75	0	152	776
04:15 PM	60	197	10	4	271	11	246	21	6	284	28	22	20	0	70	38	16	94	0	148	773
04:30 PM	75	162	6	0	243	8	264	31	0	303	19	21	13	0	53	36	12	84	1	133	732
04:45 PM	44	172	8	1	225	13	270	23	4	310	32	34	15	0	81	41	13	90	0	144	760
Total	250	718	36	5	1009	46	1025	90	13	1174	111	101	69	0	281	180	53	343	1	577	3041
05:00 PM	63	192	8	2	265	9	202	41	7	259	21	32	22	0	75	45	13	106	0	164	763
05:15 PM	67	161	5	2	235	9	283	29	0	321	28	30	22	0	80	45	15	76	0	136	772
05:30 PM	63	128	4	0	195	8	240	22	2	272	26	21	18	0	65	59	26	105	0	190	722
05:45 PM	62	159	8	0	229	15	253	29	1	298	30	20	13	0	63	42	20	82	0	144	734
Total	255	640	25	4	924	41	978	121	10	1150	105	103	75	0	283	191	74	369	0	634	2991
06:00 PM	52	179	9	0	240	12	214	19	5	250	23	30	16	0	69	46	12	74	0	132	691
06:15 PM	50	161	11	1	223	16	237	22	4	279	23	15	12	0	50	33	17	51	0	101	653
06:30 PM	52	159	5	1	217	11	222	19	6	258	18	32	8	0	58	28	9	50	0	87	620
06:45 PM	37	157	10	0	204	14	191	25	8	238	20	10	20	0	50	22	12	33	0	67	559
Total	191	656	35	2	884	53	864	85	23	1025	84	87	56	0	227	129	50	208	0	387	2523
Grand Total	1161	3391	174	27	4753	251	4637	466	61	5415	474	468	337	0	1279	892	311	1469	1	2673	14120
Apprch %	24.4	71.3	3.7	0.6		4.6	85.6	8.6	1.1		37.1	36.6	26.3	0		33.4	11.6	55	0		
Total %	8.2	24	1.2	0.2	33.7	1.8	32.8	3.3	0.4	38.3	3.4	3.3	2.4	0	9.1	6.3	2.2	10.4	0	18.9	

	Hwy 29 Eastbound				Hwy 29 Westbound				Winchester St Northbound				Broadview Ave Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 02:00 PM to 06:45 PM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 04:00 PM																	
04:00 PM	71	187	12	270	14	245	15	274	32	24	21	77	65	12	75	152	773
04:15 PM	60	197	10	267	11	246	21	278	28	22	20	70	38	16	94	148	763
04:30 PM	75	162	6	243	8	264	31	303	19	21	13	53	36	12	84	132	731
04:45 PM	44	172	8	224	13	270	23	306	32	34	15	81	41	13	90	144	755
Total Volume	250	718	36	1004	46	1025	90	1161	111	101	69	281	180	53	343	576	3022
% App. Total	24.9	71.5	3.6		4	88.3	7.8		39.5	35.9	24.6		31.2	9.2	59.5		
PHF	.833	.911	.750	.930	.821	.949	.726	.949	.867	.743	.821	.867	.692	.828	.912	.947	.977

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 7-Hwy 29 and Broadview Ave\_Winchester St PM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

### Groups Printed- Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					Winchester St Northbound					Broadview Ave Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
02:00 PM	1	4	0	0	5	0	7	0	0	7	0	0	1	0	1	1	0	1	0	2	15
02:15 PM	1	3	0	0	4	0	4	0	0	4	0	0	0	0	0	0	0	1	0	1	9
02:30 PM	1	4	0	0	5	0	6	0	0	6	0	0	0	0	0	1	0	1	0	2	13
02:45 PM	1	2	0	0	3	0	2	0	0	2	0	0	0	0	0	2	0	1	0	3	8
Total	4	13	0	0	17	0	19	0	0	19	0	0	1	0	1	4	0	4	0	8	45
03:00 PM	2	4	1	0	7	0	7	0	0	7	0	0	0	0	0	0	0	2	0	2	16
03:15 PM	1	3	0	0	4	0	9	0	0	9	0	0	0	0	0	0	0	2	0	2	15
03:30 PM	3	6	0	0	9	0	7	1	0	8	0	0	0	0	0	1	0	2	0	3	20
03:45 PM	0	5	0	0	5	0	2	1	0	3	0	0	0	0	0	0	0	3	0	3	11
Total	6	18	1	0	25	0	25	2	0	27	0	0	0	0	0	1	0	9	0	10	62
04:00 PM	0	0	0	0	0	0	4	0	0	4	0	0	0	0	0	1	0	1	0	2	6
04:15 PM	2	2	0	0	4	0	2	0	0	2	0	0	0	0	0	0	0	4	0	4	10
04:30 PM	0	1	1	0	2	0	4	0	0	4	0	0	0	0	0	0	0	0	0	0	6
04:45 PM	0	2	0	0	2	0	3	0	0	3	0	0	0	0	0	2	0	2	0	4	9
Total	2	5	1	0	8	0	13	0	0	13	0	0	0	0	0	3	0	7	0	10	31
05:00 PM	1	5	0	0	6	0	3	2	0	5	0	0	0	0	0	1	1	2	0	4	15
05:15 PM	2	4	0	0	6	0	4	0	0	4	0	0	0	0	0	1	0	2	0	3	13
05:30 PM	0	3	0	0	3	0	8	1	0	9	1	0	0	0	1	0	0	0	0	0	13
05:45 PM	1	1	1	0	3	0	3	0	0	3	0	0	0	0	0	1	0	0	0	1	7
Total	4	13	1	0	18	0	18	3	0	21	1	0	0	0	1	3	1	4	0	8	48
06:00 PM	0	2	0	0	2	1	9	1	0	11	0	0	0	0	0	0	0	1	0	1	14
06:15 PM	0	3	0	0	3	0	1	0	0	1	1	0	0	0	1	1	0	0	0	1	6
06:30 PM	0	3	0	0	3	0	4	0	0	4	0	0	0	0	0	0	0	1	0	1	8
06:45 PM	0	0	0	0	0	0	5	0	0	5	0	0	0	0	0	0	0	0	0	0	5
Total	0	8	0	0	8	1	19	1	0	21	1	0	0	0	1	1	0	2	0	3	33
Grand Total	16	57	3	0	76	1	94	6	0	101	2	0	1	0	3	12	1	26	0	39	219
Apprch %	21.1	75	3.9	0		1	93.1	5.9	0		66.7	0	33.3	0		30.8	2.6	66.7	0		
Total %	7.3	26	1.4	0	34.7	0.5	42.9	2.7	0	46.1	0.9	0	0.5	0	1.4	5.5	0.5	11.9	0	17.8	

	Hwy 29 Eastbound				Hwy 29 Westbound				Winchester St Northbound				Broadview Ave Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 02:00 PM to 06:45 PM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 03:00 PM																	
03:00 PM	2	4	1	7	0	7	0	7	0	0	0	0	0	0	2	2	16
03:15 PM	1	3	0	4	0	9	0	9	0	0	0	0	0	0	2	2	15
03:30 PM	3	6	0	9	0	7	1	8	0	0	0	0	1	0	2	3	20
03:45 PM	0	5	0	5	0	2	1	3	0	0	0	0	0	0	3	3	11
Total Volume	6	18	1	25	0	25	2	27	0	0	0	0	1	0	9	10	62
% App. Total	24	72	4		0	92.6	7.4		0	0	0		10	0	90		
PHF	.500	.750	.250	.694	.000	.694	.500	.750	.000	.000	.000	.000	.250	.000	.750	.833	.775

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 7-Hwy 29 and Broadview Ave\_Winchester St PM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

### Groups Printed- Cars - Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					Winchester St Northbound					Broadview Ave Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
02:00 PM	52	190	8	0	250	14	228	22	4	268	19	17	14	0	50	41	13	64	0	118	686
02:15 PM	50	155	6	3	214	13	204	23	1	241	17	27	17	0	61	35	13	75	0	123	639
02:30 PM	75	185	7	1	268	16	182	19	4	221	14	17	22	0	53	48	13	66	0	127	669
02:45 PM	53	160	10	3	226	13	239	25	1	278	23	20	11	0	54	55	19	75	0	149	707
Total	230	690	31	7	958	56	853	89	10	1008	73	81	64	0	218	179	58	280	0	517	2701
03:00 PM	71	192	16	2	281	14	218	24	1	257	31	25	17	0	73	59	19	54	0	132	743
03:15 PM	58	167	9	1	235	9	259	16	2	286	20	21	16	0	57	50	23	70	0	143	721
03:30 PM	65	177	14	4	260	12	235	21	0	268	24	26	23	0	73	61	15	65	0	141	742
03:45 PM	51	182	9	2	244	20	249	22	2	293	26	24	18	0	68	48	19	93	0	160	765
Total	245	718	48	9	1020	55	961	83	5	1104	101	96	74	0	271	218	76	282	0	576	2971
04:00 PM	71	187	12	0	270	14	249	15	3	281	32	24	21	0	77	66	12	76	0	154	782
04:15 PM	62	199	10	4	275	11	248	21	6	286	28	22	20	0	70	38	16	98	0	152	783
04:30 PM	75	163	7	0	245	8	268	31	0	307	19	21	13	0	53	36	12	84	1	133	738
04:45 PM	44	174	8	1	227	13	273	23	4	313	32	34	15	0	81	43	13	92	0	148	769
Total	252	723	37	5	1017	46	1038	90	13	1187	111	101	69	0	281	183	53	350	1	587	3072
05:00 PM	64	197	8	2	271	9	205	43	7	264	21	32	22	0	75	46	14	108	0	168	778
05:15 PM	69	165	5	2	241	9	287	29	0	325	28	30	22	0	80	46	15	78	0	139	785
05:30 PM	63	131	4	0	198	8	248	23	2	281	27	21	18	0	66	59	26	105	0	190	735
05:45 PM	63	160	9	0	232	15	256	29	1	301	30	20	13	0	63	43	20	82	0	145	741
Total	259	653	26	4	942	41	996	124	10	1171	106	103	75	0	284	194	75	373	0	642	3039
06:00 PM	52	181	9	0	242	13	223	20	5	261	23	30	16	0	69	46	12	75	0	133	705
06:15 PM	50	164	11	1	226	16	238	22	4	280	24	15	12	0	51	34	17	51	0	102	659
06:30 PM	52	162	5	1	220	11	226	19	6	262	18	32	8	0	58	28	9	51	0	88	628
06:45 PM	37	157	10	0	204	14	196	25	8	243	20	10	20	0	50	22	12	33	0	67	564
Total	191	664	35	2	892	54	883	86	23	1046	85	87	56	0	228	130	50	210	0	390	2556
Grand Total	1177	3448	177	27	4829	252	4731	472	61	5516	476	468	338	0	1282	904	312	1495	1	2712	14339
Apprch %	24.4	71.4	3.7	0.6		4.6	85.8	8.6	1.1		37.1	36.5	26.4	0		33.3	11.5	55.1	0		
Total %	8.2	24	1.2	0.2	33.7	1.8	33	3.3	0.4	38.5	3.3	3.3	2.4	0	8.9	6.3	2.2	10.4	0	18.9	
Cars	1161	3391	174	27	4753	251	4637	466	61	5415	474	468	337	0	1279	892	311	1469	1	2673	14120
% Cars	98.6	98.3	98.3	100	98.4	99.6	98	98.7	100	98.2	99.6	100	99.7	0	99.8	98.7	99.7	98.3	100	98.6	98.5
Trucks	16	57	3	0	76	1	94	6	0	101	2	0	1	0	3	12	1	26	0	39	219
% Trucks	1.4	1.7	1.7	0	1.6	0.4	2	1.3	0	1.8	0.4	0	0.3	0	0.2	1.3	0.3	1.7	0	1.4	1.5

	Hwy 29 Eastbound				Hwy 29 Westbound				Winchester St Northbound				Broadview Ave Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 02:00 PM to 06:45 PM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 04:00 PM																	
04:00 PM	71	187	12	270	14	249	15	278	32	24	21	77	66	12	76	154	779
04:15 PM	62	199	10	271	11	248	21	280	28	22	20	70	38	16	98	152	773
04:30 PM	75	163	7	245	8	268	31	307	19	21	13	53	36	12	84	132	737
04:45 PM	44	174	8	226	13	273	23	309	32	34	15	81	43	13	92	148	764
Total Volume	252	723	37	1012	46	1038	90	1174	111	101	69	281	183	53	350	586	3053
% App. Total	24.9	71.4	3.7		3.9	88.4	7.7		39.5	35.9	24.6		31.2	9	59.7		
PHF	.840	.908	.771	.934	.821	.951	.726	.950	.867	.743	.821	.867	.693	.828	.893	.951	.980



# Peggy Malone & Associates

(888) 247-8602

Item g.

File Name : 7-Hwy 29 and Broadview Ave\_Winchester St PM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

## Groups Printed- Pedestrians

	Hwy 29 Eastbound					Hwy 29 Westbound					Winchester St Northbound					Broadview Ave Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
02:00 PM	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	2	2	3
02:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:30 PM	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1
02:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0	2	2	4
03:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	1
03:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	1
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	2
04:00 PM	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1
04:15 PM	0	0	0	0	0	0	0	0	2	2	0	0	0	1	1	0	0	0	0	0	3
04:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:45 PM	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Total	0	0	0	1	1	0	0	0	3	3	0	0	0	1	1	0	0	0	0	0	5
05:00 PM	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1
05:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:30 PM	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1
05:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	1
Total	0	0	0	0	0	0	0	0	2	2	0	0	0	1	1	0	0	0	0	0	3
06:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:15 PM	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	2
06:30 PM	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	2
06:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	1	1	0	0	0	2	2	0	0	0	0	0	0	0	0	1	1	4
Grand Total	0	0	0	2	2	0	0	0	9	9	0	0	0	4	4	0	0	0	3	3	18
Apprch %	0	0	0	100		0	0	0	100		0	0	0	100		0	0	0	100		
Total %	0	0	0	11.1	11.1	0	0	0	50	50	0	0	0	22.2	22.2	0	0	0	16.7	16.7	

	Hwy 29 Eastbound				Hwy 29 Westbound				Winchester St Northbound				Broadview Ave Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 02:00 PM to 06:45 PM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 02:00 PM																	
02:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Volume	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% App. Total	0	0	0		0	0	0		0	0	0		0	0	0		
PHF	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 8-Hwy 29 and Branch Dr SAT  
 Site Code :  
 Start Date : 8/7/2021  
 Page No : 1

### Groups Printed- Cars

	Hwy 29 Eastbound					Hwy 29 Westbound					Branch Dr Northbound					Branch Dr Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
07:00 AM	3	79	0	1	83	6	65	2	0	73	0	0	4	0	4	2	0	5	0	7	167
07:15 AM	4	82	0	1	87	5	89	2	0	96	1	0	1	0	2	3	1	2	0	6	191
07:30 AM	7	102	0	0	109	11	101	4	0	116	0	3	5	0	8	5	1	3	0	9	242
07:45 AM	6	121	0	1	128	5	132	6	1	144	0	0	3	0	3	3	1	7	0	11	286
Total	20	384	0	3	407	27	387	14	1	429	1	3	13	0	17	13	3	17	0	33	886
08:00 AM	11	109	0	1	121	5	135	4	1	145	2	3	5	0	10	5	1	7	0	13	289
08:15 AM	10	114	3	1	128	12	130	6	0	148	1	2	9	0	12	3	2	10	0	15	303
08:30 AM	7	125	1	2	135	8	145	6	1	160	4	2	7	0	13	12	1	11	0	24	332
08:45 AM	10	139	3	3	155	11	165	8	2	186	3	3	6	0	12	8	3	11	0	22	375
Total	38	487	7	7	539	36	575	24	4	639	10	10	27	0	47	28	7	39	0	74	1299
09:00 AM	23	127	1	0	151	15	142	7	1	165	5	0	12	0	17	14	6	13	0	33	366
09:15 AM	25	175	1	0	201	23	173	12	1	209	2	9	13	0	24	9	2	19	0	30	464
09:30 AM	21	178	3	0	202	15	194	16	1	226	4	6	18	0	28	12	4	16	0	32	488
09:45 AM	28	191	6	2	227	15	181	6	0	202	4	5	25	0	34	12	4	18	0	34	497
Total	97	671	11	2	781	68	690	41	3	802	15	20	68	0	103	47	16	66	0	129	1815
10:00 AM	28	190	5	5	228	22	215	11	0	248	5	2	16	0	23	16	5	17	0	38	537
10:15 AM	27	205	1	4	237	23	208	18	0	249	5	7	23	0	35	21	2	25	0	48	569
10:30 AM	37	194	2	3	236	13	215	15	1	244	2	7	18	0	27	20	6	22	0	48	555
10:45 AM	29	193	6	3	231	20	230	14	0	264	6	6	15	0	27	13	4	27	0	44	566
Total	121	782	14	15	932	78	868	58	1	1005	18	22	72	0	112	70	17	91	0	178	2227
11:00 AM	28	212	0	5	245	17	218	23	4	262	5	8	20	0	33	23	2	26	0	51	591
11:15 AM	28	191	0	3	222	18	199	16	4	237	4	5	16	0	25	29	4	30	0	63	547
11:30 AM	31	212	0	1	244	22	225	19	3	269	2	3	17	0	22	24	3	32	0	59	594
11:45 AM	31	186	1	2	220	30	226	17	3	276	9	2	18	0	29	28	3	42	0	73	598
Total	118	801	1	11	931	87	868	75	14	1044	20	18	71	0	109	104	12	130	0	246	2330
12:00 PM	34	199	2	8	243	20	234	26	3	283	8	5	22	0	35	30	2	29	0	61	622
12:15 PM	39	213	2	1	255	22	224	22	1	269	5	5	17	0	27	29	4	33	0	66	617
12:30 PM	39	199	1	7	246	16	227	38	2	283	1	2	22	0	25	30	7	27	0	64	618
12:45 PM	32	203	1	2	238	27	209	21	0	257	8	6	18	0	32	32	6	30	0	68	595
Total	144	814	6	18	982	85	894	107	6	1092	22	18	79	0	119	121	19	119	0	259	2452
01:00 PM	25	215	3	3	246	15	189	29	0	233	7	6	17	0	30	32	8	31	0	71	580
01:15 PM	47	200	0	2	249	11	204	17	1	233	5	7	8	0	20	34	4	29	0	67	569
01:30 PM	28	204	2	2	236	17	233	22	0	272	4	4	22	0	30	21	3	27	0	51	589
01:45 PM	26	179	0	5	210	27	217	9	4	257	3	5	21	0	29	29	9	34	0	72	568
Total	126	798	5	12	941	70	843	77	5	995	19	22	68	0	109	116	24	121	0	261	2306
02:00 PM	18	169	0	3	190	12	178	12	4	206	5	3	19	0	27	27	1	26	0	54	477
02:15 PM	29	172	1	3	205	14	193	17	1	225	4	3	17	0	24	20	5	26	0	51	505
02:30 PM	26	171	0	0	197	12	211	21	2	246	8	3	17	0	28	38	4	27	0	69	540
02:45 PM	20	185	0	5	210	12	197	15	2	226	6	3	17	0	26	22	6	30	0	58	520
Total	93	697	1	11	802	50	779	65	9	903	23	12	70	0	105	107	16	109	0	232	2042
03:00 PM	22	195	0	1	218	8	191	19	3	221	3	3	13	0	19	28	6	26	0	60	518
03:15 PM	26	186	0	0	212	12	194	21	3	230	2	2	13	0	17	34	5	27	0	66	525
03:30 PM	42	178	0	2	222	10	199	22	0	231	2	1	15	0	18	30	6	29	0	65	536
03:45 PM	18	173	1	5	197	12	184	25	0	221	5	1	6	0	12	17	3	26	0	46	476
Total	108	732	1	8	849	42	768	87	6	903	12	7	47	0	66	109	20	108	0	237	2055
04:00 PM	19	197	0	2	218	5	174	18	3	200	1	0	14	0	15	19	5	18	0	42	475
04:15 PM	28	211	1	0	240	10	170	12	0	192	3	5	11	0	19	24	3	24	0	51	502
04:30 PM	21	177	0	1	199	9	166	27	1	203	2	2	6	0	10	22	0	25	0	47	459
04:45 PM	16	166	1	2	185	11	156	16	1	184	3	6	12	0	21	19	2	19	0	40	430
Total	84	751	2	5	842	35	666	73	5	779	9	13	43	0	65	84	10	86	0	180	1866
05:00 PM	22	169	0	0	191	12	189	8	0	209	3	2	6	0	11	33	6	22	0	61	472
05:15 PM	11	161	0	5	177	7	142	12	1	162	6	4	14	0	24	20	3	15	0	38	401
05:30 PM	22	200	0	2	224	10	164	22	1	197	2	4	11	0	17	31	3	20	0	54	492
05:45 PM	25	172	1	1	199	13	168	17	0	198	5	3	12	0	20	27	3	12	0	42	459
Total	80	702	1	8	791	42	663	59	2	766	16	13	43	0	72	111	15	69	0	195	1824
06:00 PM	16	160	2	1	179	14	176	17	1	208	1	2	12	0	15	23	2	19	0	44	446
06:15 PM	21	165	0	4	190	13	146	17	1	177	2	6	7	0	15	25	3	15	0	43	425
06:30 PM	12	159	0	3	174	10	175	17	1	203	2	3	7	0	12	23	2	14	0	39	428
06:45 PM	15	144	1	2	162	15	151	14	1	181	5	3	8	0	16	23	5	15	0	43	402
Total	64	628	3	10	705	52	648	65	4	769	10	14	34	0	58	94	12	63	0	169	1501

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 8-Hwy 29 and Branch Dr SAT  
 Site Code :  
 Start Date : 8/7/2021  
 Page No : 2

### Groups Printed- Cars

	Hwy 29 Eastbound					Hwy 29 Westbound					Branch Dr Northbound					Branch Dr Southbound					
	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
Grand Total	1093	8247	52	110	9502	672	8649	745	60	10126	175	172	635	0	982	1004	171	1018	0	2193	22803
Apprch %	11.5	86.8	0.5	1.2		6.6	85.4	7.4	0.6		17.8	17.5	64.7	0		45.8	7.8	46.4	0		
Total %	4.8	36.2	0.2	0.5	41.7	2.9	37.9	3.3	0.3	44.4	0.8	0.8	2.8	0	4.3	4.4	0.7	4.5	0	9.6	

	Hwy 29 Eastbound				Hwy 29 Westbound				Branch Dr Northbound				Branch Dr Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 07:00 AM to 11:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 11:00 AM																	
11:00 AM	28	212	0	240	17	218	23	258	5	8	20	33	23	2	26	51	582
11:15 AM	28	191	0	219	18	199	16	233	4	5	16	25	29	4	30	63	540
11:30 AM	31	212	0	243	22	225	19	266	2	3	17	22	24	3	32	59	590
11:45 AM	31	186	1	218	30	226	17	273	9	2	18	29	28	3	42	73	593
Total Volume	118	801	1	920	87	868	75	1030	20	18	71	109	104	12	130	246	2305
% App. Total	12.8	87.1	0.1		8.4	84.3	7.3		18.3	16.5	65.1		42.3	4.9	52.8		
PHF	.952	.945	.250	.947	.725	.960	.815	.943	.556	.563	.888	.826	.897	.750	.774	.842	.972

Peak Hour Analysis From 12:00 PM to 06:45 PM - Peak 1 of 1

Peak Hour for Entire Intersection Begins at 12:00 PM

12:00 PM	34	199	<b>2</b>	235		20	<b>234</b>	26	280		<b>8</b>	5	<b>22</b>	<b>35</b>		30	2	29	61	611
12:15 PM	<b>39</b>	<b>213</b>	2	<b>254</b>		22	224	22	268		5	5	17	27		29	4	<b>33</b>	66	<b>615</b>
12:30 PM	39	199	1	239		16	227	<b>38</b>	<b>281</b>		1	2	22	25		30	<b>7</b>	27	64	609
12:45 PM	32	203	1	236		<b>27</b>	209	21	257		8	<b>6</b>	18	32		<b>32</b>	6	30	<b>68</b>	593
Total Volume	144	814	6	964		85	894	107	1086		22	18	79	119		121	19	119	259	2428
% App. Total	14.9	84.4	0.6			7.8	82.3	9.9			18.5	15.1	66.4			46.7	7.3	45.9		
PHF	.923	.955	.750	.949		.787	.955	.704	.966		.688	.750	.898	.850		.945	.679	.902	.952	.987

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 8-Hwy 29 and Branch Dr SAT  
 Site Code :  
 Start Date : 8/7/2021  
 Page No : 1

### Groups Printed- Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					Branch Dr Northbound					Branch Dr Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
07:00 AM	0	2	0	0	2	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	4
07:15 AM	0	4	0	0	4	0	4	0	0	4	0	0	0	0	0	0	0	0	0	0	8
07:30 AM	0	5	0	0	5	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	7
07:45 AM	0	1	0	0	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	2
Total	0	12	0	0	12	0	9	0	0	9	0	0	0	0	0	0	0	0	0	0	21
08:00 AM	0	4	0	0	4	0	6	1	0	7	0	0	0	0	0	0	0	0	0	0	11
08:15 AM	0	2	0	0	2	0	4	0	0	4	0	0	0	0	0	0	0	0	0	0	6
08:30 AM	0	5	0	0	5	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	7
08:45 AM	0	4	0	0	4	0	6	0	0	6	0	0	0	0	0	0	0	0	0	0	10
Total	0	15	0	0	15	0	18	1	0	19	0	0	0	0	0	0	0	0	0	0	34
09:00 AM	0	6	0	0	6	0	4	0	0	4	0	0	0	0	0	0	0	0	0	0	10
09:15 AM	1	4	0	0	5	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	6
09:30 AM	0	7	0	0	7	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	10
09:45 AM	0	3	0	0	3	0	1	0	0	1	0	0	0	0	0	0	0	1	0	1	5
Total	1	20	0	0	21	0	9	0	0	9	0	0	0	0	0	0	0	1	0	1	31
10:00 AM	0	3	0	0	3	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	6
10:15 AM	0	2	0	0	2	0	2	1	1	4	0	0	0	0	0	0	0	0	0	0	6
10:30 AM	1	1	0	0	2	0	2	0	0	2	0	0	0	0	0	0	0	1	0	1	5
10:45 AM	0	3	1	0	4	1	4	0	0	5	0	0	0	0	0	0	0	0	0	0	9
Total	1	9	1	0	11	1	11	1	1	14	0	0	0	0	0	0	0	1	0	1	26
11:00 AM	0	2	0	0	2	0	2	1	0	3	0	0	1	0	1	0	0	0	0	0	6
11:15 AM	0	3	0	0	3	0	5	0	0	5	0	0	1	0	1	0	0	0	0	0	9
11:30 AM	0	2	0	0	2	0	5	0	0	5	0	0	0	0	0	0	0	0	0	0	7
11:45 AM	0	2	0	0	2	0	4	0	0	4	0	0	0	0	0	0	0	0	0	0	6
Total	0	9	0	0	9	0	16	1	0	17	0	0	2	0	2	0	0	0	0	0	28
12:00 PM	0	6	0	0	6	0	3	0	0	3	0	0	0	0	0	0	0	1	0	1	10
12:15 PM	0	4	0	0	4	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	6
12:30 PM	0	2	0	0	2	1	3	0	0	4	0	0	0	0	0	0	0	0	0	0	6
12:45 PM	0	2	0	0	2	0	1	0	0	1	0	0	0	0	0	0	0	1	0	1	4
Total	0	14	0	0	14	1	9	0	0	10	0	0	0	0	0	0	0	2	0	2	26
01:00 PM	0	3	0	0	3	0	2	0	0	2	0	0	0	0	0	0	0	2	0	2	7
01:15 PM	1	1	0	0	2	0	3	0	0	3	0	0	0	0	0	1	0	0	0	1	6
01:30 PM	0	2	0	0	2	0	4	1	0	5	0	0	0	0	0	0	0	0	0	0	7
01:45 PM	0	4	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4
Total	1	10	0	0	11	0	9	1	0	10	0	0	0	0	0	1	0	2	0	3	24
02:00 PM	0	1	0	0	1	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	4
02:15 PM	0	1	0	0	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	2
02:30 PM	0	1	0	0	1	0	11	0	0	11	0	0	0	0	0	0	0	0	0	0	12
02:45 PM	0	0	0	0	0	0	4	0	0	4	0	0	0	0	0	0	0	0	0	0	4
Total	0	3	0	0	3	0	19	0	0	19	0	0	0	0	0	0	0	0	0	0	22
03:00 PM	0	4	0	0	4	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	5
03:15 PM	0	6	0	0	6	0	5	0	0	5	0	0	1	0	1	1	0	0	0	1	13
03:30 PM	0	3	0	0	3	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	5
03:45 PM	0	2	0	0	2	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	4
Total	0	15	0	0	15	0	10	0	0	10	0	0	1	0	1	1	0	0	0	1	27
04:00 PM	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	1
04:15 PM	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3
04:30 PM	1	2	0	0	3	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	5
04:45 PM	0	1	0	0	1	0	4	0	0	4	0	0	0	0	0	0	0	0	0	0	5
Total	1	6	0	0	7	0	7	0	0	7	0	0	0	0	0	0	0	0	0	0	14
05:00 PM	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
05:15 PM	0	4	0	0	4	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	5
05:30 PM	0	1	0	0	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	2
05:45 PM	1	0	0	0	1	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	4
Total	1	7	0	0	8	0	5	0	0	5	0	0	0	0	0	0	0	0	0	0	13
06:00 PM	0	4	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4
06:15 PM	0	2	0	0	2	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	4
06:30 PM	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
06:45 PM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	1	0	0	0	1	3
Total	0	7	0	0	7	0	4	0	0	4	0	0	0	0	0	1	0	0	0	1	13

# Peggy Malone & Associates

(888) 247-8602

Item g.

File Name : 8-Hwy 29 and Branch Dr SAT  
 Site Code :  
 Start Date : 8/7/2021  
 Page No : 2

## Groups Printed- Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					Branch Dr Northbound					Branch Dr Southbound					
	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
Grand Total	5	127	1	0	133	2	126	4	1	133	0	0	3	0	3	3	0	6	0	9	278
Apprch %	3.8	95.5	0.8	0		1.5	94.7	3	0.8		0	0	100	0		33.3	0	66.7	0		
Total %	1.8	45.7	0.4	0	47.8	0.7	45.3	1.4	0.4	47.8	0	0	1.1	0	1.1	1.1	0	2.2	0	3.2	

	Hwy 29 Eastbound				Hwy 29 Westbound				Branch Dr Northbound				Branch Dr Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 07:00 AM to 11:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 08:45 AM																	
08:45 AM	0	4	0	4	0	6	0	6	0	0	0	0	0	0	0	0	10
09:00 AM	0	6	0	6	0	4	0	4	0	0	0	0	0	0	0	0	10
09:15 AM	1	4	0	5	0	1	0	1	0	0	0	0	0	0	0	0	6
09:30 AM	0	7	0	7	0	3	0	3	0	0	0	0	0	0	0	0	10
Total Volume	1	21	0	22	0	14	0	14	0	0	0	0	0	0	0	0	36
% App. Total	4.5	95.5	0		0	100	0		0	0	0		0	0	0		
PHF	.250	.750	.000	.786	.000	.583	.000	.583	.000	.000	.000	.000	.000	.000	.000	.000	.900

Peak Hour Analysis From 12:00 PM to 06:45 PM - Peak 1 of 1

Peak Hour for Entire Intersection Begins at 02:30 PM																			
02:30 PM	0	1	0	1	0	11	0	11	0	0	0	0	0	0	0	0	0	0	12
02:45 PM	0	0	0	0	0	4	0	4	0	0	0	0	0	0	0	0	0	4	
03:00 PM	0	4	0	4	0	1	0	1	0	0	0	0	0	0	0	0	0	5	
03:15 PM	0	6	0	6	0	5	0	5	0	0	1	1	1	0	0	0	1	13	
Total Volume	0	11	0	11	0	21	0	21	0	0	1	1	1	0	0	0	1	34	
% App. Total	0	100	0		0	100	0		0	0	100		100	0	0	0			
PHF	.000	.458	.000	.458	.000	.477	.000	.477	.000	.000	.250	.250	.250	.000	.000	.250		.654	

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 8-Hwy 29 and Branch Dr SAT  
 Site Code :  
 Start Date : 8/7/2021  
 Page No : 1

### Groups Printed- Cars - Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					Branch Dr Northbound					Branch Dr Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
07:00 AM	3	81	0	1	85	6	67	2	0	75	0	0	4	0	4	2	0	5	0	7	171
07:15 AM	4	86	0	1	91	5	93	2	0	100	1	0	1	0	2	3	1	2	0	6	199
07:30 AM	7	107	0	0	114	11	103	4	0	118	0	3	5	0	8	5	1	3	0	9	249
07:45 AM	6	122	0	1	129	5	133	6	1	145	0	0	3	0	3	3	1	7	0	11	288
Total	20	396	0	3	419	27	396	14	1	438	1	3	13	0	17	13	3	17	0	33	907
08:00 AM	11	113	0	1	125	5	141	5	1	152	2	3	5	0	10	5	1	7	0	13	300
08:15 AM	10	116	3	1	130	12	134	6	0	152	1	2	9	0	12	3	2	10	0	15	309
08:30 AM	7	130	1	2	140	8	147	6	1	162	4	2	7	0	13	12	1	11	0	24	339
08:45 AM	10	143	3	3	159	11	171	8	2	192	3	3	6	0	12	8	3	11	0	22	385
Total	38	502	7	7	554	36	593	25	4	658	10	10	27	0	47	28	7	39	0	74	1333
09:00 AM	23	133	1	0	157	15	146	7	1	169	5	0	12	0	17	14	6	13	0	33	376
09:15 AM	26	179	1	0	206	23	174	12	1	210	2	9	13	0	24	9	2	19	0	30	470
09:30 AM	21	185	3	0	209	15	197	16	1	229	4	6	18	0	28	12	4	16	0	32	498
09:45 AM	28	194	6	2	230	15	182	6	0	203	4	5	25	0	34	12	4	19	0	35	502
Total	98	691	11	2	802	68	699	41	3	811	15	20	68	0	103	47	16	67	0	130	1846
10:00 AM	28	193	5	5	231	22	218	11	0	251	5	2	16	0	23	16	5	17	0	38	543
10:15 AM	27	207	1	4	239	23	210	19	1	253	5	7	23	0	35	21	2	25	0	48	575
10:30 AM	38	195	2	3	238	13	217	15	1	246	2	7	18	0	27	20	6	23	0	49	560
10:45 AM	29	196	7	3	235	21	234	14	0	269	6	6	15	0	27	13	4	27	0	44	575
Total	122	791	15	15	943	79	879	59	2	1019	18	22	72	0	112	70	17	92	0	179	2253
11:00 AM	28	214	0	5	247	17	220	24	4	265	5	8	21	0	34	23	2	26	0	51	597
11:15 AM	28	194	0	3	225	18	204	16	4	242	4	5	17	0	26	29	4	30	0	63	556
11:30 AM	31	214	0	1	246	22	230	19	3	274	2	3	17	0	22	24	3	32	0	59	601
11:45 AM	31	188	1	2	222	30	230	17	3	280	9	2	18	0	29	28	3	42	0	73	604
Total	118	810	1	11	940	87	884	76	14	1061	20	18	73	0	111	104	12	130	0	246	2358
12:00 PM	34	205	2	8	249	20	237	26	3	286	8	5	22	0	35	30	2	30	0	62	632
12:15 PM	39	217	2	1	259	22	226	22	1	271	5	5	17	0	27	29	4	33	0	66	623
12:30 PM	39	201	1	7	248	17	230	38	2	287	1	2	22	0	25	30	7	27	0	64	624
12:45 PM	32	205	1	2	240	27	210	21	0	258	8	6	18	0	32	32	6	31	0	69	599
Total	144	828	6	18	996	86	903	107	6	1102	22	18	79	0	119	121	19	121	0	261	2478
01:00 PM	25	218	3	3	249	15	191	29	0	235	7	6	17	0	30	32	8	33	0	73	587
01:15 PM	48	201	0	2	251	11	207	17	1	236	5	7	8	0	20	35	4	29	0	68	575
01:30 PM	28	206	2	2	238	17	237	23	0	277	4	4	22	0	30	21	3	27	0	51	596
01:45 PM	26	183	0	5	214	27	217	9	4	257	3	5	21	0	29	29	9	34	0	72	572
Total	127	808	5	12	952	70	852	78	5	1005	19	22	68	0	109	117	24	123	0	264	2330
02:00 PM	18	170	0	3	191	12	181	12	4	209	5	3	19	0	27	27	1	26	0	54	481
02:15 PM	29	173	1	3	206	14	194	17	1	226	4	3	17	0	24	20	5	26	0	51	507
02:30 PM	26	172	0	0	198	12	222	21	2	257	8	3	17	0	28	38	4	27	0	69	552
02:45 PM	20	185	0	5	210	12	201	15	2	230	6	3	17	0	26	22	6	30	0	58	524
Total	93	700	1	11	805	50	798	65	9	922	23	12	70	0	105	107	16	109	0	232	2064
03:00 PM	22	199	0	1	222	8	192	19	3	222	3	3	13	0	19	28	6	26	0	60	523
03:15 PM	26	192	0	0	218	12	199	21	3	235	2	2	14	0	18	35	5	27	0	67	538
03:30 PM	42	181	0	2	225	10	201	22	0	233	2	1	15	0	18	30	6	29	0	65	541
03:45 PM	18	175	1	5	199	12	186	25	0	223	5	1	6	0	12	17	3	26	0	46	480
Total	108	747	1	8	864	42	778	87	6	913	12	7	48	0	67	110	20	108	0	238	2082
04:00 PM	19	197	0	2	218	5	175	18	3	201	1	0	14	0	15	19	5	18	0	42	476
04:15 PM	28	214	1	0	243	10	170	12	0	192	3	5	11	0	19	24	3	24	0	51	505
04:30 PM	22	179	0	1	202	9	168	27	1	205	2	2	6	0	10	22	0	25	0	47	464
04:45 PM	16	167	1	2	186	11	160	16	1	188	3	6	12	0	21	19	2	19	0	40	435
Total	85	757	2	5	849	35	673	73	5	786	9	13	43	0	65	84	10	86	0	180	1880
05:00 PM	22	171	0	0	193	12	189	8	0	209	3	2	6	0	11	33	6	22	0	61	474
05:15 PM	11	165	0	5	181	7	143	12	1	163	6	4	14	0	24	20	3	15	0	38	406
05:30 PM	22	201	0	2	225	10	165	22	1	198	2	4	11	0	17	31	3	20	0	54	494
05:45 PM	26	172	1	1	200	13	171	17	0	201	5	3	12	0	20	27	3	12	0	42	463
Total	81	709	1	8	799	42	668	59	2	771	16	13	43	0	72	111	15	69	0	195	1837
06:00 PM	16	164	2	1	183	14	176	17	1	208	1	2	12	0	15	23	2	19	0	44	450
06:15 PM	21	167	0	4	192	13	148	17	1	179	2	6	7	0	15	25	3	15	0	43	429
06:30 PM	12	160	0	3	175	10	175	17	1	203	2	3	7	0	12	23	2	14	0	39	429
06:45 PM	15	144	1	2	162	15	153	14	1	183	5	3	8	0	16	24	5	15	0	44	405
Total	64	635	3	10	712	52	652	65	4	773	10	14	34	0	58	95	12	63	0	170	1513

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 8-Hwy 29 and Branch Dr SAT  
 Site Code :  
 Start Date : 8/7/2021  
 Page No : 2

### Groups Printed- Cars - Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					Branch Dr Northbound					Branch Dr Southbound					
	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
Grand Total	1098	8374	53	110	9635	674	8775	749	61	10259	175	172	638	0	985	1007	171	1024	0	2202	23081
Apprch %	11.4	86.9	0.6	1.1		6.6	85.5	7.3	0.6		17.8	17.5	64.8	0		45.7	7.8	46.5	0		
Total %	4.8	36.3	0.2	0.5	41.7	2.9	38	3.2	0.3	44.4	0.8	0.7	2.8	0	4.3	4.4	0.7	4.4	0	9.5	
Cars	1093	8247	52	110	9502	672	8649	745	60	10126	175	172	635	0	982	1004	171	1018	0	2193	22803
% Cars	99.5	98.5	98.1	100	98.6	99.7	98.6	99.5	98.4	98.7	100	100	99.5	0	99.7	99.7	100	99.4	0	99.6	98.8
Trucks	5	127	1	0	133	2	126	4	1	133	0	0	3	0	3	3	0	6	0	9	278
% Trucks	0.5	1.5	1.9	0	1.4	0.3	1.4	0.5	1.6	1.3	0	0	0.5	0	0.3	0.3	0	0.6	0	0.4	1.2

	Hwy 29 Eastbound				Hwy 29 Westbound				Branch Dr Northbound				Branch Dr Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 07:00 AM to 11:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 11:00 AM																	
11:00 AM	28	<b>214</b>	0	242	17	220	<b>24</b>	261	5	<b>8</b>	<b>21</b>	<b>34</b>	23	2	26	51	588
11:15 AM	28	194	0	222	18	204	16	238	4	5	17	26	<b>29</b>	<b>4</b>	30	63	549
11:30 AM	<b>31</b>	214	0	<b>245</b>	22	<b>230</b>	19	271	2	3	17	22	24	3	32	59	597
11:45 AM	31	188	<b>1</b>	220	<b>30</b>	230	17	<b>277</b>	<b>9</b>	2	18	29	28	3	<b>42</b>	<b>73</b>	<b>599</b>
Total Volume	118	810	1	929	87	884	76	1047	20	18	73	111	104	12	130	246	2333
% App. Total	12.7	87.2	0.1		8.3	84.4	7.3		18	16.2	65.8		42.3	4.9	52.8		
PHF	.952	.946	.250	.948	.725	.961	.792	.945	.556	.563	.869	.816	.897	.750	.774	.842	.974

Peak Hour Analysis From 12:00 PM to 06:45 PM - Peak 1 of 1

Peak Hour for Entire Intersection Begins at 12:00 PM

12:00 PM	34	205	<b>2</b>	241	20	<b>237</b>	26	283	<b>8</b>	5	<b>22</b>	<b>35</b>	30	2	30	62	<b>621</b>
12:15 PM	<b>39</b>	<b>217</b>	2	<b>258</b>	22	226	22	270	5	5	17	27	29	4	<b>33</b>	66	621
12:30 PM	39	201	1	241	17	230	<b>38</b>	<b>285</b>	1	2	22	25	30	<b>7</b>	27	64	615
12:45 PM	32	205	1	238	<b>27</b>	210	21	258	8	<b>6</b>	18	32	<b>32</b>	6	31	<b>69</b>	597
Total Volume	144	828	6	978	86	903	107	1096	22	18	79	119	121	19	121	261	2454
% App. Total	14.7	84.7	0.6		7.8	82.4	9.8		18.5	15.1	66.4		46.4	7.3	46.4		
PHF	.923	.954	.750	.948	.796	.953	.704	.961	.688	.750	.898	.850	.945	.679	.917	.946	.988



# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 8-Hwy 29 and Branch Dr SAT  
 Site Code :  
 Start Date : 8/7/2021  
 Page No : 1

### Groups Printed- Pedestrians

	Hwy 29 Eastbound					Hwy 29 Westbound					Branch Dr Northbound					Branch Dr Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
07:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
07:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	0	0	0	1	1	3
07:30 AM	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	2
07:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	2	2	0	0	0	2	2	0	0	0	1	1	5
08:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	1
08:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
08:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
08:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	2	2	3
09:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
09:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
09:30 AM	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
09:45 AM	0	0	0	1	1	0	0	0	3	3	0	0	0	0	0	0	0	0	1	1	5
Total	0	0	0	2	2	0	0	0	3	3	0	0	0	0	0	0	0	0	2	2	7
10:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10:15 AM	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
10:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
10:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	2
11:00 AM	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1
11:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
11:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Total	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	2	2	3
12:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
12:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
01:00 PM	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	2
01:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
01:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
01:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	2
Total	0	0	0	0	0	0	0	0	2	2	0	0	0	2	2	0	0	0	0	0	4
02:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
03:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
04:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	2
04:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	2
05:00 PM	0	0	0	0	0	0	0	0	1	1	0	0	0	1	1	0	0	0	0	0	2
05:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:30 PM	0	0	0	0	0	0	0	0	1	1	0	0	0	1	1	0	0	0	0	0	2
05:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	2	2	0	0	0	2	2	0	0	0	0	0	4
06:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	1
06:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:45 PM	0	0	0	1	1	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	2
Total	0	0	0	1	1	0	0	0	1	1	0	0	0	1	1	0	0	0	0	0	3

Peggy Malone & Associates  
(888) 247-8602

Item g.

File Name : 8-Hwy 29 and Branch Dr SAT  
Site Code :  
Start Date : 8/7/2021  
Page No : 2

Groups Printed- Pedestrians

	Hwy 29 Eastbound					Hwy 29 Westbound					Branch Dr Northbound					Branch Dr Southbound					Int. Total
	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
Grand Total	0	0	0	4	4	0	0	0	11	11	0	0	0	8	8	0	0	0	12	12	35
Apprch %	0	0	0	100		0	0	0	100		0	0	0	100		0	0	0	100		
Total %	0	0	0	11.4	11.4	0	0	0	31.4	31.4	0	0	0	22.9	22.9	0	0	0	34.3	34.3	

	Hwy 29 Eastbound					Hwy 29 Westbound					Branch Dr Northbound					Branch Dr Southbound					Int. Total
Start Time	Left	Thru	Right	App. Total		Left	Thru	Right	App. Total		Left	Thru	Right	App. Total		Left	Thru	Right	App. Total		Int. Total
Peak Hour Analysis From 07:00 AM to 11:45 AM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 07:00 AM																					
07:00 AM	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
07:15 AM	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
07:30 AM	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
07:45 AM	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
Total Volume	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
% App. Total	0	0	0			0	0	0			0	0	0			0	0	0			
PHF	.000	.000	.000	.000		.000	.000	.000	.000		.000	.000	.000	.000		.000	.000	.000	.000		.000

Peak Hour Analysis From 12:00 PM to 06:45 PM - Peak 1 of 1

Peak Hour for Entire Intersection Begins at 12:00 PM

12:00 PM	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
12:15 PM	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
12:30 PM	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
12:45 PM	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
Total Volume	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
% App. Total	0	0	0			0	0	0			0	0	0			0	0	0			
PHF	.000	.000	.000	.000		.000	.000	.000	.000		.000	.000	.000	.000		.000	.000	.000	.000		.000

# Peggy Malone & Associates

(888) 247-8602

Item g.

File Name : 8-Hwy 29 and Branch Dr AM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

## Groups Printed- Cars

	Hwy 29 Eastbound					Hwy 29 Westbound					Branch Dr Northbound					Branch Dr Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
06:00 AM	1	130	0	1	132	2	88	0	0	90	1	0	1	0	2	1	0	3	0	4	228
06:15 AM	4	163	0	1	168	4	82	4	0	90	1	0	8	0	9	1	1	1	0	3	270
06:30 AM	3	171	1	1	176	5	111	3	0	119	2	1	2	0	5	2	1	3	0	6	306
06:45 AM	5	177	0	2	184	3	117	5	0	125	0	2	2	0	4	5	0	4	0	9	322
Total	13	641	1	5	660	14	398	12	0	424	4	3	13	0	20	9	2	11	0	22	1126
07:00 AM	5	153	0	1	159	12	116	2	0	130	2	0	4	0	6	2	0	4	0	6	301
07:15 AM	6	177	0	2	185	9	123	8	0	140	0	1	5	0	6	4	1	5	0	10	341
07:30 AM	7	191	0	1	199	14	165	6	0	185	3	0	7	0	10	3	1	6	0	10	404
07:45 AM	12	197	0	1	210	9	216	11	0	236	4	2	8	0	14	8	1	7	0	16	476
Total	30	718	0	5	753	44	620	27	0	691	9	3	24	0	36	17	3	22	0	42	1522
08:00 AM	4	168	0	0	172	9	178	5	0	192	1	2	12	0	15	9	1	7	0	17	396
08:15 AM	10	202	2	3	217	16	169	7	0	192	3	2	11	0	16	3	1	10	0	14	439
08:30 AM	10	184	3	2	199	9	163	7	1	180	1	3	8	0	12	5	6	8	0	19	410
08:45 AM	14	198	1	0	213	13	203	12	1	229	4	4	12	0	20	5	5	10	0	20	482
Total	38	752	6	5	801	47	713	31	2	793	9	11	43	0	63	22	13	35	0	70	1727
Grand Total	81	2111	7	15	2214	105	1731	70	2	1908	22	17	80	0	119	48	18	68	0	134	4375
Apprch %	3.7	95.3	0.3	0.7		5.5	90.7	3.7	0.1		18.5	14.3	67.2	0		35.8	13.4	50.7	0		
Total %	1.9	48.3	0.2	0.3	50.6	2.4	39.6	1.6	0	43.6	0.5	0.4	1.8	0	2.7	1.1	0.4	1.6	0	3.1	

	Hwy 29 Eastbound				Hwy 29 Westbound				Branch Dr Northbound				Branch Dr Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 06:00 AM to 08:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 08:00 AM																	
08:00 AM	4	168	0	172	9	178	5	192	1	2	12	15	9	1	7	17	396
08:15 AM	10	202	2	214	16	169	7	192	3	2	11	16	3	1	10	14	436
08:30 AM	10	184	3	197	9	163	7	179	1	3	8	12	5	6	8	19	407
08:45 AM	14	198	1	213	13	203	12	228	4	4	12	20	5	5	10	20	481
Total Volume	38	752	6	796	47	713	31	791	9	11	43	63	22	13	35	70	1720
% App. Total	4.8	94.5	0.8		5.9	90.1	3.9		14.3	17.5	68.3		31.4	18.6	50		
PHF	.679	.931	.500	.930	.734	.878	.646	.867	.563	.688	.896	.788	.611	.542	.875	.875	.894

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 8-Hwy 29 and Branch Dr AM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

### Groups Printed- Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					Branch Dr Northbound					Branch Dr Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
06:00 AM	0	0	0	0	0	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	3
06:15 AM	0	3	0	0	3	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	6
06:30 AM	0	8	0	0	8	0	4	0	0	4	0	0	0	0	0	0	0	0	0	0	12
06:45 AM	0	2	0	0	2	0	5	1	0	6	0	0	1	0	1	1	0	0	0	1	10
Total	0	13	0	0	13	0	15	1	0	16	0	0	1	0	1	1	0	0	0	1	31
07:00 AM	0	1	0	0	1	0	8	0	0	8	0	0	0	0	0	0	0	1	0	1	10
07:15 AM	0	9	0	0	9	1	3	1	0	5	1	0	0	0	1	0	0	0	0	0	15
07:30 AM	0	7	0	0	7	0	11	0	0	11	0	0	1	0	1	1	0	0	0	1	20
07:45 AM	0	9	0	0	9	0	7	2	0	9	0	0	0	0	0	1	0	1	0	2	20
Total	0	26	0	0	26	1	29	3	0	33	1	0	1	0	2	2	0	2	0	4	65
08:00 AM	0	9	0	0	9	0	5	0	0	5	0	0	3	0	3	0	0	1	0	1	18
08:15 AM	0	11	0	0	11	0	9	0	0	9	0	0	2	0	2	1	0	0	0	1	23
08:30 AM	0	7	0	0	7	0	11	0	0	11	0	0	0	0	0	0	0	0	0	0	18
08:45 AM	1	10	0	0	11	0	9	0	0	9	0	0	0	0	0	1	0	2	0	3	23
Total	1	37	0	0	38	0	34	0	0	34	0	0	5	0	5	2	0	3	0	5	82
Grand Total	1	76	0	0	77	1	78	4	0	83	1	0	7	0	8	5	0	5	0	10	178
Apprch %	1.3	98.7	0	0		1.2	94	4.8	0		12.5	0	87.5	0		50	0	50	0		
Total %	0.6	42.7	0	0	43.3	0.6	43.8	2.2	0	46.6	0.6	0	3.9	0	4.5	2.8	0	2.8	0	5.6	

	Hwy 29 Eastbound				Hwy 29 Westbound				Branch Dr Northbound				Branch Dr Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 06:00 AM to 08:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 08:00 AM																	
08:00 AM	0	9	0	9	0	5	0	5	0	0	3	3	0	0	1	1	18
08:15 AM	0	11	0	11	0	9	0	9	0	0	2	2	1	0	0	1	23
08:30 AM	0	7	0	7	0	11	0	11	0	0	0	0	0	0	0	0	18
08:45 AM	1	10	0	11	0	9	0	9	0	0	0	0	1	0	2	3	23
Total Volume	1	37	0	38	0	34	0	34	0	0	5	5	2	0	3	5	82
% App. Total	2.6	97.4	0		0	100	0		0	0	100		40	0	60		
PHF	.250	.841	.000	.864	.000	.773	.000	.773	.000	.000	.417	.417	.500	.000	.375	.417	.891

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 8-Hwy 29 and Branch Dr AM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

### Groups Printed- Cars - Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					Branch Dr Northbound					Branch Dr Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
06:00 AM	1	130	0	1	132	2	91	0	0	93	1	0	1	0	2	1	0	3	0	4	231
06:15 AM	4	166	0	1	171	4	85	4	0	93	1	0	8	0	9	1	1	1	0	3	276
06:30 AM	3	179	1	1	184	5	115	3	0	123	2	1	2	0	5	2	1	3	0	6	318
06:45 AM	5	179	0	2	186	3	122	6	0	131	0	2	3	0	5	6	0	4	0	10	332
Total	13	654	1	5	673	14	413	13	0	440	4	3	14	0	21	10	2	11	0	23	1157
07:00 AM	5	154	0	1	160	12	124	2	0	138	2	0	4	0	6	2	0	5	0	7	311
07:15 AM	6	186	0	2	194	10	126	9	0	145	1	1	5	0	7	4	1	5	0	10	356
07:30 AM	7	198	0	1	206	14	176	6	0	196	3	0	8	0	11	4	1	6	0	11	424
07:45 AM	12	206	0	1	219	9	223	13	0	245	4	2	8	0	14	9	1	8	0	18	496
Total	30	744	0	5	779	45	649	30	0	724	10	3	25	0	38	19	3	24	0	46	1587
08:00 AM	4	177	0	0	181	9	183	5	0	197	1	2	15	0	18	9	1	8	0	18	414
08:15 AM	10	213	2	3	228	16	178	7	0	201	3	2	13	0	18	4	1	10	0	15	462
08:30 AM	10	191	3	2	206	9	174	7	1	191	1	3	8	0	12	5	6	8	0	19	428
08:45 AM	15	208	1	0	224	13	212	12	1	238	4	4	12	0	20	6	5	12	0	23	505
Total	39	789	6	5	839	47	747	31	2	827	9	11	48	0	68	24	13	38	0	75	1809
Grand Total	82	2187	7	15	2291	106	1809	74	2	1991	23	17	87	0	127	53	18	73	0	144	4553
Apprch %	3.6	95.5	0.3	0.7		5.3	90.9	3.7	0.1		18.1	13.4	68.5	0		36.8	12.5	50.7	0		
Total %	1.8	48	0.2	0.3	50.3	2.3	39.7	1.6	0	43.7	0.5	0.4	1.9	0	2.8	1.2	0.4	1.6	0	3.2	
Cars	81	2111	7	15	2214	105	1731	70	2	1908	22	17	80	0	119	48	18	68	0	134	4375
% Cars	98.8	96.5	100	100	96.6	99.1	95.7	94.6	100	95.8	95.7	100	92	0	93.7	90.6	100	93.2	0	93.1	96.1
Trucks	1	76	0	0	77	1	78	4	0	83	1	0	7	0	8	5	0	5	0	10	178
% Trucks	1.2	3.5	0	0	3.4	0.9	4.3	5.4	0	4.2	4.3	0	8	0	6.3	9.4	0	6.8	0	6.9	3.9

	Hwy 29 Eastbound				Hwy 29 Westbound				Branch Dr Northbound				Branch Dr Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 06:00 AM to 08:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 08:00 AM																	
08:00 AM	4	177	0	181	9	183	5	197	1	2	15	18	9	1	8	18	414
08:15 AM	10	213	2	225	16	178	7	201	3	2	13	18	4	1	10	15	459
08:30 AM	10	191	3	204	9	174	7	190	1	3	8	12	5	6	8	19	425
08:45 AM	15	208	1	224	13	212	12	237	4	4	12	20	6	5	12	23	504
Total Volume	39	789	6	834	47	747	31	825	9	11	48	68	24	13	38	75	1802
% App. Total	4.7	94.6	0.7		5.7	90.5	3.8		13.2	16.2	70.6		32	17.3	50.7		
PHF	.650	.926	.500	.927	.734	.881	.646	.870	.563	.688	.800	.850	.667	.542	.792	.815	.894

# Peggy Malone & Associates

(888) 247-8602

Item g.

File Name : 8-Hwy 29 and Branch Dr AM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

## Groups Printed- Pedestrians

	Hwy 29 Eastbound					Hwy 29 Westbound					Branch Dr Northbound					Branch Dr Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
06:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
07:00 AM	0	0	0	0	0	0	0	0	1	1	0	0	0	2	2	0	0	0	0	0	3
07:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
07:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	0	0	0	3	3	5
07:45 AM	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1
Total	0	0	0	0	0	0	0	0	2	2	0	0	0	4	4	0	0	0	4	4	10
08:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	1	1	2
08:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
08:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
08:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	1	1	2
Grand Total	0	0	0	0	0	0	0	0	2	2	0	0	0	5	5	0	0	0	5	5	12
Apprch %	0	0	0	0		0	0	0	100		0	0	0	100		0	0	0	100		
Total %	0	0	0	0		0	0	0	16.7	16.7	0	0	0	41.7	41.7	0	0	0	41.7	41.7	

	Hwy 29 Eastbound				Hwy 29 Westbound				Branch Dr Northbound				Branch Dr Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 06:00 AM to 08:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 06:00 AM																	
06:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Volume	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% App. Total	0	0	0		0	0	0		0	0	0		0	0	0		
PHF	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 8-Hwy 29 and Branch Dr PM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

### Groups Printed- Cars

	Hwy 29 Eastbound					Hwy 29 Westbound					Branch Dr Northbound					Branch Dr Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
02:00 PM	16	214	1	4	235	12	229	22	0	263	5	4	13	0	22	28	7	26	0	61	581
02:15 PM	19	164	1	2	186	15	201	22	0	238	7	5	18	0	30	33	3	35	0	71	525
02:30 PM	30	210	0	1	241	21	201	16	2	240	1	9	17	0	27	24	3	16	0	43	551
02:45 PM	18	190	0	1	209	11	241	15	0	267	3	8	7	0	18	25	2	30	0	57	551
Total	83	778	2	8	871	59	872	75	2	1008	16	26	55	0	97	110	15	107	0	232	2208
03:00 PM	26	222	0	2	250	17	216	14	2	249	5	1	5	0	11	43	3	27	0	73	583
03:15 PM	24	193	1	1	219	19	259	20	1	299	2	7	19	0	28	25	5	22	0	52	598
03:30 PM	28	200	0	4	232	21	222	14	1	258	7	12	18	0	37	26	5	27	0	58	585
03:45 PM	19	214	1	1	235	18	268	14	0	300	3	5	12	0	20	26	6	25	0	57	612
Total	97	829	2	8	936	75	965	62	4	1106	17	25	54	0	96	120	19	101	0	240	2378
04:00 PM	32	235	1	2	270	10	258	22	3	293	1	1	15	0	17	30	6	29	0	65	645
04:15 PM	26	229	0	2	257	17	246	17	2	282	3	7	12	0	22	39	5	33	0	77	638
04:30 PM	23	169	3	1	196	14	266	20	1	301	2	6	11	0	19	25	3	17	0	45	561
04:45 PM	19	213	0	3	235	17	287	23	1	328	4	4	11	0	19	31	4	22	0	57	639
Total	100	846	4	8	958	58	1057	82	7	1204	10	18	49	0	77	125	18	101	0	244	2483
05:00 PM	27	220	0	1	248	10	250	18	0	278	4	2	13	0	19	25	7	25	0	57	602
05:15 PM	18	181	1	2	202	16	288	18	4	326	2	1	9	0	12	33	3	26	0	62	602
05:30 PM	25	177	2	1	205	9	250	17	0	276	3	4	17	0	24	29	7	29	0	65	570
05:45 PM	23	186	0	2	211	10	277	19	0	306	5	1	9	0	15	22	1	31	0	54	586
Total	93	764	3	6	866	45	1065	72	4	1186	14	8	48	0	70	109	18	111	0	238	2360
06:00 PM	30	212	0	1	243	6	237	11	1	255	3	3	11	0	17	28	3	21	0	52	567
06:15 PM	20	164	3	2	189	13	234	19	0	266	7	6	4	0	17	26	4	25	0	55	527
06:30 PM	22	165	1	2	190	10	220	17	0	247	8	4	9	0	21	27	4	37	0	68	526
06:45 PM	21	164	0	4	189	13	205	16	2	236	2	1	12	0	15	22	2	21	0	45	485
Total	93	705	4	9	811	42	896	63	3	1004	20	14	36	0	70	103	13	104	0	220	2105
Grand Total	466	3922	15	39	4442	279	4855	354	20	5508	77	91	242	0	410	567	83	524	0	1174	11534
Apprch %	10.5	88.3	0.3	0.9		5.1	88.1	6.4	0.4		18.8	22.2	59	0		48.3	7.1	44.6	0		
Total %	4	34	0.1	0.3	38.5	2.4	42.1	3.1	0.2	47.8	0.7	0.8	2.1	0	3.6	4.9	0.7	4.5	0	10.2	

	Hwy 29 Eastbound				Hwy 29 Westbound				Branch Dr Northbound				Branch Dr Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 02:00 PM to 06:45 PM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 04:00 PM																	
04:00 PM	32	235	1	268	10	258	22	290	1	1	15	17	30	6	29	65	640
04:15 PM	26	229	0	255	17	246	17	280	3	7	12	22	39	5	33	77	634
04:30 PM	23	169	3	195	14	266	20	300	2	6	11	19	25	3	17	45	559
04:45 PM	19	213	0	232	17	287	23	327	4	4	11	19	31	4	22	57	635
Total Volume	100	846	4	950	58	1057	82	1197	10	18	49	77	125	18	101	244	2468
% App. Total	10.5	89.1	0.4		4.8	88.3	6.9		13	23.4	63.6		51.2	7.4	41.4		
PHF	.781	.900	.333	.886	.853	.921	.891	.915	.625	.643	.817	.875	.801	.750	.765	.792	.964



# Peggy Malone & Associates

(888) 247-8602

Item g.

File Name : 8-Hwy 29 and Branch Dr PM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

## Groups Printed- Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					Branch Dr Northbound					Branch Dr Southbound						
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total	
02:00 PM	0	6	0	0	6	0	10	0	0	10	0	0	0	0	0	2	0	0	0	0	2	18
02:15 PM	0	3	0	0	3	0	4	0	0	4	0	0	0	0	0	1	0	0	0	0	1	8
02:30 PM	0	6	0	0	6	0	4	0	0	4	0	0	0	0	0	0	0	2	0	2	12	
02:45 PM	0	5	0	0	5	0	2	0	0	2	0	0	0	0	0	2	0	0	0	0	2	9
Total	0	20	0	0	20	0	20	0	0	20	0	0	0	0	0	5	0	2	0	7	47	
03:00 PM	0	3	0	0	3	0	12	0	0	12	0	0	0	0	0	0	0	0	0	0	0	15
03:15 PM	0	3	0	0	3	0	4	0	0	4	0	0	0	0	0	0	0	0	0	0	0	7
03:30 PM	0	6	0	0	6	0	7	0	0	7	0	0	0	0	0	0	0	0	0	0	0	13
03:45 PM	0	5	0	0	5	0	3	1	0	4	0	0	0	0	0	0	0	0	0	0	0	9
Total	0	17	0	0	17	0	26	1	0	27	0	0	0	0	0	0	0	0	0	0	0	44
04:00 PM	0	1	0	0	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	2
04:15 PM	0	2	0	0	2	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	5
04:30 PM	0	4	0	0	4	0	3	0	0	3	0	0	0	0	0	1	0	0	0	0	1	8
04:45 PM	0	2	0	0	2	0	4	0	0	4	0	0	1	0	1	0	0	0	0	0	0	7
Total	0	9	0	0	9	0	11	0	0	11	0	0	1	0	1	1	0	0	0	0	1	22
05:00 PM	0	7	0	0	7	0	5	0	0	5	0	0	0	0	0	0	0	0	0	0	0	12
05:15 PM	2	3	0	0	5	0	4	0	0	4	0	0	0	0	0	0	0	1	0	1	10	
05:30 PM	0	3	0	0	3	0	4	0	0	4	0	0	0	0	0	0	0	1	0	1	8	
05:45 PM	0	3	0	0	3	0	4	0	0	4	0	0	0	0	0	0	0	1	0	1	8	
Total	2	16	0	0	18	0	17	0	0	17	0	0	0	0	0	0	0	3	0	3	38	
06:00 PM	0	2	0	0	2	0	7	0	0	7	0	0	0	0	0	0	0	0	0	0	0	9
06:15 PM	0	5	0	0	5	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	7
06:30 PM	0	3	0	0	3	0	6	0	0	6	0	0	0	0	0	0	0	0	0	0	0	9
06:45 PM	0	0	0	0	0	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	3
Total	0	10	0	0	10	0	18	0	0	18	0	0	0	0	0	0	0	0	0	0	0	28
Grand Total	2	72	0	0	74	0	92	1	0	93	0	0	1	0	1	6	0	5	0	11	179	
Apprch %	2.7	97.3	0	0		0	98.9	1.1	0		0	0	100	0		54.5	0	45.5	0			
Total %	1.1	40.2	0	0	41.3	0	51.4	0.6	0	52	0	0	0.6	0	0.6	3.4	0	2.8	0	6.1		

	Hwy 29 Eastbound				Hwy 29 Westbound				Branch Dr Northbound				Branch Dr Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 02:00 PM to 06:45 PM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 02:00 PM																	
02:00 PM	0	6	0	6	0	10	0	10	0	0	0	0	2	0	0	2	18
02:15 PM	0	3	0	3	0	4	0	4	0	0	0	0	1	0	0	1	8
02:30 PM	0	6	0	6	0	4	0	4	0	0	0	0	0	0	2	2	12
02:45 PM	0	5	0	5	0	2	0	2	0	0	0	0	2	0	0	2	9
Total Volume	0	20	0	20	0	20	0	20	0	0	0	0	5	0	2	7	47
% App. Total	0	100	0		0	100	0		0	0	0		71.4	0	28.6		
PHF	.000	.833	.000	.833	.000	.500	.000	.500	.000	.000	.000	.000	.625	.000	.250	.875	.653

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 8-Hwy 29 and Branch Dr PM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

### Groups Printed- Cars - Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					Branch Dr Northbound					Branch Dr Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
02:00 PM	16	220	1	4	241	12	239	22	0	273	5	4	13	0	22	30	7	26	0	63	599
02:15 PM	19	167	1	2	189	15	205	22	0	242	7	5	18	0	30	34	3	35	0	72	533
02:30 PM	30	216	0	1	247	21	205	16	2	244	1	9	17	0	27	24	3	18	0	45	563
02:45 PM	18	195	0	1	214	11	243	15	0	269	3	8	7	0	18	27	2	30	0	59	560
Total	83	798	2	8	891	59	892	75	2	1028	16	26	55	0	97	115	15	109	0	239	2255
03:00 PM	26	225	0	2	253	17	228	14	2	261	5	1	5	0	11	43	3	27	0	73	598
03:15 PM	24	196	1	1	222	19	263	20	1	303	2	7	19	0	28	25	5	22	0	52	605
03:30 PM	28	206	0	4	238	21	229	14	1	265	7	12	18	0	37	26	5	27	0	58	598
03:45 PM	19	219	1	1	240	18	271	15	0	304	3	5	12	0	20	26	6	25	0	57	621
Total	97	846	2	8	953	75	991	63	4	1133	17	25	54	0	96	120	19	101	0	240	2422
04:00 PM	32	236	1	2	271	10	259	22	3	294	1	1	15	0	17	30	6	29	0	65	647
04:15 PM	26	231	0	2	259	17	249	17	2	285	3	7	12	0	22	39	5	33	0	77	643
04:30 PM	23	173	3	1	200	14	269	20	1	304	2	6	11	0	19	26	3	17	0	46	569
04:45 PM	19	215	0	3	237	17	291	23	1	332	4	4	12	0	20	31	4	22	0	57	646
Total	100	855	4	8	967	58	1068	82	7	1215	10	18	50	0	78	126	18	101	0	245	2505
05:00 PM	27	227	0	1	255	10	255	18	0	283	4	2	13	0	19	25	7	25	0	57	614
05:15 PM	20	184	1	2	207	16	292	18	4	330	2	1	9	0	12	33	3	27	0	63	612
05:30 PM	25	180	2	1	208	9	254	17	0	280	3	4	17	0	24	29	7	30	0	66	578
05:45 PM	23	189	0	2	214	10	281	19	0	310	5	1	9	0	15	22	1	32	0	55	594
Total	95	780	3	6	884	45	1082	72	4	1203	14	8	48	0	70	109	18	114	0	241	2398
06:00 PM	30	214	0	1	245	6	244	11	1	262	3	3	11	0	17	28	3	21	0	52	576
06:15 PM	20	169	3	2	194	13	236	19	0	268	7	6	4	0	17	26	4	25	0	55	534
06:30 PM	22	168	1	2	193	10	226	17	0	253	8	4	9	0	21	27	4	37	0	68	535
06:45 PM	21	164	0	4	189	13	208	16	2	239	2	1	12	0	15	22	2	21	0	45	488
Total	93	715	4	9	821	42	914	63	3	1022	20	14	36	0	70	103	13	104	0	220	2133
Grand Total	468	3994	15	39	4516	279	4947	355	20	5601	77	91	243	0	411	573	83	529	0	1185	11713
Apprch %	10.4	88.4	0.3	0.9		5	88.3	6.3	0.4		18.7	22.1	59.1	0		48.4	7	44.6	0		
Total %	4	34.1	0.1	0.3	38.6	2.4	42.2	3	0.2	47.8	0.7	0.8	2.1	0	3.5	4.9	0.7	4.5	0	10.1	
Cars	466	3922	15	39	4442	279	4855	354	20	5508	77	91	242	0	410	567	83	524	0	1174	11534
% Cars	99.6	98.2	100	100	98.4	100	98.1	99.7	100	98.3	100	100	99.6	0	99.8	99	100	99.1	0	99.1	98.5
Trucks	2	72	0	0	74	0	92	1	0	93	0	0	1	0	1	6	0	5	0	11	179
% Trucks	0.4	1.8	0	0	1.6	0	1.9	0.3	0	1.7	0	0	0.4	0	0.2	1	0	0.9	0	0.9	1.5

	Hwy 29 Eastbound				Hwy 29 Westbound				Branch Dr Northbound				Branch Dr Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 02:00 PM to 06:45 PM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 03:30 PM																	
03:30 PM	28	206	0	234	21	229	14	264	7	12	18	37	26	5	27	58	593
03:45 PM	19	219	1	239	18	271	15	304	3	5	12	20	26	6	25	57	620
04:00 PM	32	236	1	269	10	259	22	291	1	1	15	17	30	6	29	65	642
04:15 PM	26	231	0	257	17	249	17	283	3	7	12	22	39	5	33	77	639
Total Volume	105	892	2	999	66	1008	68	1142	14	25	57	96	121	22	114	257	2494
% App. Total	10.5	89.3	0.2		5.8	88.3	6		14.6	26	59.4		47.1	8.6	44.4		
PHF	.820	.945	.500	.928	.786	.930	.773	.939	.500	.521	.792	.649	.776	.917	.864	.834	.971

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 8-Hwy 29 and Branch Dr PM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

### Groups Printed- Pedestrians

	Hwy 29 Eastbound					Hwy 29 Westbound					Branch Dr Northbound					Branch Dr Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
02:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	2
02:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	2
03:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
03:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
04:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
05:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	1
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	1	1	2
06:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	4	4	5
Apprch %	0	0	0	0		0	0	0	0		0	0	0	100		0	0	0	100		
Total %	0	0	0	0		0	0	0	0		0	0	0	20	20	0	0	0	80	80	

	Hwy 29 Eastbound				Hwy 29 Westbound				Branch Dr Northbound				Branch Dr Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 02:00 PM to 06:45 PM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 02:00 PM																	
02:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Volume	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% App. Total	0	0	0		0	0	0		0	0	0		0	0	0		
PHF	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 9-Hwy 29 and Safeway Warrenton Village Ctr SAT  
 Site Code :  
 Start Date : 8/7/2021  
 Page No : 1

### Groups Printed- Cars

	Hwy 29 Eastbound					Hwy 29 Westbound					BP Driveway Northbound					Safeway Warrenton Village Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
07:00 AM	7	75	0	3	85	0	69	0	0	69	0	0	3	0	3	1	0	3	0	4	161
07:15 AM	3	77	0	0	80	0	100	0	1	101	0	0	0	0	0	4	0	2	0	6	187
07:30 AM	9	98	0	3	110	1	117	1	0	119	0	0	3	0	3	3	0	3	0	6	238
07:45 AM	10	118	0	7	135	2	138	0	1	141	1	0	0	0	1	1	0	9	0	10	287
Total	29	368	0	13	410	3	424	1	2	430	1	0	6	0	7	9	0	17	0	26	873
08:00 AM	6	106	1	3	116	0	145	2	1	148	0	1	1	0	2	2	0	7	0	9	275
08:15 AM	9	123	0	1	133	1	145	0	1	147	0	0	0	0	0	4	0	12	0	16	296
08:30 AM	5	134	0	4	143	0	157	2	1	160	0	0	2	0	2	0	0	11	0	11	316
08:45 AM	6	147	0	3	156	2	177	3	1	183	3	1	0	0	4	2	1	12	0	15	358
Total	26	510	1	11	548	3	624	7	4	638	3	2	3	0	8	8	1	42	0	51	1245
09:00 AM	11	143	0	2	156	1	158	3	1	163	1	0	1	0	2	2	0	6	0	8	329
09:15 AM	7	188	0	5	200	2	204	8	0	214	0	0	1	0	1	7	0	6	0	13	428
09:30 AM	10	197	0	5	212	0	210	4	2	216	0	0	2	0	2	1	0	13	0	14	444
09:45 AM	8	203	0	7	218	0	190	2	1	193	3	0	1	0	4	3	0	7	0	10	425
Total	36	731	0	19	786	3	762	17	4	786	4	0	5	0	9	13	0	32	0	45	1626
10:00 AM	4	213	0	3	220	2	256	2	0	260	0	0	5	0	5	4	0	9	0	13	498
10:15 AM	8	232	1	4	245	0	238	2	0	240	0	0	1	0	1	2	0	14	0	16	502
10:30 AM	11	224	0	3	238	1	234	5	0	240	1	0	0	0	1	6	0	15	0	21	500
10:45 AM	6	200	0	3	209	1	258	5	0	264	0	0	4	0	4	4	0	13	0	17	494
Total	29	869	1	13	912	4	986	14	0	1004	1	0	10	0	11	16	0	51	0	67	1994
11:00 AM	7	252	1	5	265	0	270	8	0	278	0	0	3	0	3	2	0	17	0	19	565
11:15 AM	12	228	1	5	246	2	212	3	1	218	0	0	3	0	3	6	0	19	0	25	492
11:30 AM	7	244	0	3	254	1	258	6	1	266	0	0	3	0	3	5	0	14	0	19	542
11:45 AM	18	215	0	4	237	0	276	11	0	287	0	0	3	0	3	4	2	13	0	19	546
Total	44	939	2	17	1002	3	1016	28	2	1049	0	0	12	0	12	17	2	63	0	82	2145
12:00 PM	11	240	0	2	253	2	253	7	0	262	0	0	5	0	5	3	1	15	0	19	539
12:15 PM	10	233	0	2	245	1	254	1	0	256	0	0	3	0	3	6	0	7	0	13	517
12:30 PM	13	241	0	7	261	1	276	4	2	283	0	0	1	0	1	1	0	14	0	15	560
12:45 PM	19	232	1	6	258	1	241	8	1	251	0	0	3	0	3	5	0	9	0	14	526
Total	53	946	1	17	1017	5	1024	20	3	1052	0	0	12	0	12	15	1	45	0	61	2142
01:00 PM	10	253	0	2	265	2	219	9	0	230	0	1	3	0	4	1	0	15	0	16	515
01:15 PM	11	219	0	1	231	1	222	4	0	227	1	0	5	0	6	3	0	13	0	16	480
01:30 PM	10	233	0	0	243	0	256	7	0	263	0	0	3	0	3	5	0	15	0	20	529
01:45 PM	10	214	0	6	230	2	248	6	0	256	0	0	3	0	3	4	0	17	0	21	510
Total	41	919	0	9	969	5	945	26	0	976	1	1	14	0	16	13	0	60	0	73	2034
02:00 PM	10	220	0	2	232	1	188	4	1	194	0	0	2	0	2	5	0	10	0	15	443
02:15 PM	6	199	1	3	209	1	214	3	1	219	0	0	1	0	1	1	0	11	0	12	441
02:30 PM	6	220	0	5	231	2	248	4	0	254	0	0	3	0	3	4	0	11	0	15	503
02:45 PM	11	214	0	1	226	0	224	3	0	227	0	0	2	0	2	3	0	12	0	15	470
Total	33	853	1	11	898	4	874	14	2	894	0	0	8	0	8	13	0	44	0	57	1857
03:00 PM	10	231	0	2	243	0	195	5	2	202	1	1	1	0	3	2	0	15	0	17	465
03:15 PM	12	221	0	2	235	2	222	1	0	225	0	0	2	0	2	5	0	15	0	20	482
03:30 PM	12	210	0	2	224	0	217	3	0	220	0	0	5	0	5	1	0	12	0	13	462
03:45 PM	8	184	1	2	195	1	206	4	1	212	0	0	3	0	3	4	0	15	0	19	429
Total	42	846	1	8	897	3	840	13	3	859	1	1	11	0	13	12	0	57	0	69	1838
04:00 PM	11	221	0	0	232	0	180	10	0	190	2	0	1	0	3	3	0	18	0	21	446
04:15 PM	9	225	1	3	238	1	190	5	0	196	0	0	3	0	3	4	0	12	0	16	453
04:30 PM	8	191	0	2	201	0	193	7	0	200	1	0	7	0	8	1	0	11	0	12	421
04:45 PM	8	182	0	2	192	0	176	3	0	179	0	0	4	0	4	3	0	9	0	12	387
Total	36	819	1	7	863	1	739	25	0	765	3	0	15	0	18	11	0	50	0	61	1707
05:00 PM	7	199	0	4	210	0	193	0	0	193	0	0	2	0	2	7	0	14	0	21	426
05:15 PM	6	180	0	1	187	0	161	3	0	164	0	1	3	0	4	5	1	7	0	13	368
05:30 PM	8	223	1	5	237	1	193	2	0	196	0	0	7	0	7	1	0	7	0	8	448
05:45 PM	6	189	0	3	198	1	205	1	0	207	0	0	0	0	0	4	0	1	0	5	410
Total	27	791	1	13	832	2	752	6	0	760	0	1	12	0	13	17	1	29	0	47	1652
06:00 PM	3	204	0	3	210	0	201	2	0	203	0	0	1	0	1	2	0	5	0	7	421
06:15 PM	9	191	0	1	201	0	171	2	0	173	0	0	0	0	0	2	0	7	0	9	383
06:30 PM	5	192	0	2	199	0	208	2	2	212	0	0	0	0	0	4	0	8	0	12	423
06:45 PM	3	178	0	2	183	0	168	3	0	171	0	0	0	1	1	3	0	6	0	9	364
Total	20	765	0	8	793	0	748	9	2	759	0	0	1	1	2	11	0	26	0	37	1561

600

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 9-Hwy 29 and Safeway Warrenton Village Ctr SAT  
 Site Code :  
 Start Date : 8/7/2021  
 Page No : 2

Groups Printed- Cars

	Hwy 29 Eastbound					Hwy 29 Westbound					BP Driveway Northbound					Safeway Warrenton Village Southbound					
	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
Grand Total	416	9356	9	146	9927	36	9734	180	22	9972	14	5	109	1	129	155	5	516	0	676	20704
Apprch %	4.2	94.2	0.1	1.5		0.4	97.6	1.8	0.2		10.9	3.9	84.5	0.8		22.9	0.7	76.3	0		
Total %	2	45.2	0	0.7	47.9	0.2	47	0.9	0.1	48.2	0.1	0	0.5	0	0.6	0.7	0	2.5	0	3.3	

	Hwy 29 Eastbound				Hwy 29 Westbound				BP Driveway Northbound				Safeway Warrenton Village Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 07:00 AM to 11:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 11:00 AM																	
11:00 AM	7	252	1	260	0	270	8	278	0	0	3	3	2	0	17	19	560
11:15 AM	12	228	1	241	2	212	3	217	0	0	3	3	6	0	19	25	486
11:30 AM	7	244	0	251	1	258	6	265	0	0	3	3	5	0	14	19	538
11:45 AM	18	215	0	233	0	276	11	287	0	0	3	3	4	2	13	19	542
Total Volume	44	939	2	985	3	1016	28	1047	0	0	12	12	17	2	63	82	2126
% App. Total	4.5	95.3	0.2		0.3	97	2.7		0	0	100		20.7	2.4	76.8		
PHF	.611	.932	.500	.947	.375	.920	.636	.912	.000	.000	1.00	1.00	.708	.250	.829	.820	.949

Peak Hour Analysis From 12:00 PM to 06:45 PM - Peak 1 of 1

Peak Hour for Entire Intersection Begins at 12:00 PM

12:00 PM	11	240	0	251		<b>2</b>	253	7	262		0	0	<b>5</b>	<b>5</b>		3	<b>1</b>	<b>15</b>	<b>19</b>	537	
12:15 PM	10	233	0	243		1	254	1	256		0	0	3	3		<b>6</b>	0	7	13	515	
12:30 PM	13	<b>241</b>	0	<b>254</b>		1	<b>276</b>	4	<b>281</b>		0	0	1	1		1	0	14	15	<b>551</b>	
12:45 PM	<b>19</b>	232	<b>1</b>	252		1	241	<b>8</b>	250		0	0	3	3		5	0	9	14	519	
Total Volume	53	946	1	1000		5	1024	20	1049		0	0	12	12		15	1	45	61	2122	
% App. Total	5.3	94.6	0.1			0.5	97.6	1.9			0	0	100			24.6	1.6	73.8			
PHF	.697	.981	.250	.984		.625	.928	.625	.933		.000	.000	.600	.600		.625	.250	.750	.803	.963	

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 9-Hwy 29 and Safeway Warrenton Village Ctr SAT  
 Site Code :  
 Start Date : 8/7/2021  
 Page No : 1

### Groups Printed- Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					BP Driveway Northbound					Safeway Warrenton Village Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
07:00 AM	0	2	0	0	2	1	2	0	0	3	0	0	0	0	0	0	0	0	0	0	5
07:15 AM	0	4	0	0	4	0	4	0	0	4	0	0	0	0	0	0	0	0	0	0	8
07:30 AM	0	3	0	0	3	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	6
07:45 AM	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Total	0	11	0	0	11	1	9	0	0	10	0	0	0	0	0	0	0	0	0	0	21
08:00 AM	0	4	0	0	4	0	7	0	0	7	0	0	0	0	0	0	0	0	0	0	11
08:15 AM	0	2	0	0	2	0	5	0	0	5	0	0	0	0	0	0	0	0	0	0	7
08:30 AM	0	3	0	0	3	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	5
08:45 AM	0	3	0	0	3	0	6	0	0	6	0	0	1	0	1	0	0	0	0	0	10
Total	0	12	0	0	12	0	20	0	0	20	0	0	1	0	1	0	0	0	0	0	33
09:00 AM	0	6	0	0	6	0	5	0	0	5	0	0	0	0	0	0	0	0	0	0	11
09:15 AM	0	2	0	0	2	0	2	0	0	2	0	0	1	0	1	0	0	0	0	0	5
09:30 AM	0	7	0	0	7	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	9
09:45 AM	0	4	0	0	4	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	6
Total	0	19	0	0	19	0	11	0	0	11	0	0	1	0	1	0	0	0	0	0	31
10:00 AM	0	3	0	0	3	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	6
10:15 AM	0	1	0	0	1	0	4	0	0	4	0	0	0	0	0	0	0	0	0	0	5
10:30 AM	0	1	0	0	1	0	1	0	0	1	0	0	1	0	1	0	0	0	0	0	3
10:45 AM	0	3	0	0	3	0	5	0	0	5	0	0	0	0	0	0	0	0	0	0	8
Total	0	8	0	0	8	0	13	0	0	13	0	0	1	0	1	0	0	0	0	0	22
11:00 AM	0	3	0	0	3	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	6
11:15 AM	0	4	0	0	4	0	5	0	0	5	0	0	0	0	0	0	0	0	0	0	9
11:30 AM	0	1	0	0	1	0	5	0	0	5	0	0	0	0	0	0	0	0	0	0	6
11:45 AM	0	4	0	0	4	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	7
Total	0	12	0	0	12	0	16	0	0	16	0	0	0	0	0	0	0	0	0	0	28
12:00 PM	0	5	0	0	5	0	4	0	0	4	0	0	0	0	0	0	0	0	0	0	9
12:15 PM	0	4	0	0	4	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	7
12:30 PM	0	3	0	0	3	0	4	0	0	4	0	0	0	0	0	0	0	0	0	0	7
12:45 PM	0	2	0	0	2	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	3
Total	0	14	0	0	14	0	12	0	0	12	0	0	0	0	0	0	0	0	0	0	26
01:00 PM	0	2	0	0	2	0	1	0	0	1	0	0	0	0	0	0	0	1	0	1	4
01:15 PM	0	2	0	0	2	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	4
01:30 PM	0	2	0	0	2	0	5	0	0	5	0	0	0	0	0	0	0	0	0	0	7
01:45 PM	0	4	0	0	4	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	5
Total	0	10	0	0	10	0	9	0	0	9	0	0	0	0	0	0	0	1	0	1	20
02:00 PM	0	1	0	0	1	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	4
02:15 PM	0	1	0	0	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	2
02:30 PM	0	1	0	0	1	0	12	1	0	13	0	0	0	0	0	0	0	0	0	0	14
02:45 PM	0	0	0	0	0	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	3
Total	0	3	0	0	3	0	19	1	0	20	0	0	0	0	0	0	0	0	0	0	23
03:00 PM	0	4	0	0	4	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	6
03:15 PM	0	7	0	0	7	0	5	1	0	6	0	0	1	0	1	0	0	0	0	0	14
03:30 PM	1	2	0	0	3	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	5
03:45 PM	0	2	0	0	2	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	3
Total	1	15	0	0	16	0	10	1	0	11	0	0	1	0	1	0	0	0	0	0	28
04:00 PM	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	1
04:15 PM	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
04:30 PM	0	2	0	0	2	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	5
04:45 PM	0	1	0	0	1	0	4	0	0	4	0	0	0	0	0	0	0	0	0	0	5
Total	0	5	0	0	5	0	8	0	0	8	0	0	0	0	0	0	0	0	0	0	13
05:00 PM	0	2	0	0	2	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	3
05:15 PM	0	3	0	0	3	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	5
05:30 PM	0	3	0	0	3	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	4
05:45 PM	0	0	0	0	0	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	3
Total	0	8	0	0	8	0	7	0	0	7	0	0	0	0	0	0	0	0	0	0	15
06:00 PM	1	3	0	0	4	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	5
06:15 PM	0	1	0	0	1	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	3
06:30 PM	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
06:45 PM	0	1	0	0	1	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	3
Total	1	6	0	0	7	0	5	0	0	5	0	0	0	0	0	0	0	0	0	0	13

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 9-Hwy 29 and Safeway Warrenton Village Ctr SAT  
 Site Code :  
 Start Date : 8/7/2021  
 Page No : 2

Groups Printed- Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					BP Driveway Northbound					Safeway Warrenton Village Southbound					
	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
Grand Total	2	123	0	0	125	1	139	2	0	142	0	0	4	0	4	0	0	1	0	1	272
Apprch %	1.6	98.4	0	0		0.7	97.9	1.4	0		0	0	100	0		0	0	100	0		
Total %	0.7	45.2	0	0	46	0.4	51.1	0.7	0	52.2	0	0	1.5	0	1.5	0	0	0.4	0	0.4	

	Hwy 29 Eastbound				Hwy 29 Westbound				BP Driveway Northbound				Safeway Warrenton Village Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 07:00 AM to 11:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 08:45 AM																	
08:45 AM	0	3	0	3	0	6	0	6	0	0	1	1	0	0	0	0	10
09:00 AM	0	6	0	6	0	5	0	5	0	0	0	0	0	0	0	0	11
09:15 AM	0	2	0	2	0	2	0	2	0	0	1	1	0	0	0	0	5
09:30 AM	0	7	0	7	0	2	0	2	0	0	0	0	0	0	0	0	9
Total Volume	0	18	0	18	0	15	0	15	0	0	2	2	0	0	0	0	35
% App. Total	0	100	0		0	100	0		0	0	100		0	0	0		
PHF	.000	.643	.000	.643	.000	.625	.000	.625	.000	.000	.500	.500	.000	.000	.000	.000	.795

Peak Hour Analysis From 12:00 PM to 06:45 PM - Peak 1 of 1

Peak Hour for Entire Intersection Begins at 02:30 PM

02:30 PM	0	1	0	1		0	12	1	13		0	0	0	0		0	0	0	0		14
02:45 PM	0	0	0	0		0	3	0	3		0	0	0	0		0	0	0	0		3
03:00 PM	0	4	0	4		0	2	0	2		0	0	0	0		0	0	0	0		6
03:15 PM	0	7	0	7		0	5	1	6		0	0	1	1		0	0	0	0		14
Total Volume	0	12	0	12		0	22	2	24		0	0	1	1		0	0	0	0		37
% App. Total	0	100	0			0	91.7	8.3			0	0	100			0	0	0			
PHF	.000	.429	.000	.429		.000	.458	.500	.462		.000	.000	.250	.250		.000	.000	.000	.000		.661



# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 9-Hwy 29 and Safeway Warrenton Village Ctr SAT  
 Site Code :  
 Start Date : 8/7/2021  
 Page No : 1

### Groups Printed- Cars - Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					BP Driveway Northbound					Safeway Warrenton Village Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
07:00 AM	7	77	0	3	87	1	71	0	0	72	0	0	3	0	3	1	0	3	0	4	166
07:15 AM	3	81	0	0	84	0	104	0	1	105	0	0	0	0	0	4	0	2	0	6	195
07:30 AM	9	101	0	3	113	1	120	1	0	122	0	0	3	0	3	3	0	3	0	6	244
07:45 AM	10	120	0	7	137	2	138	0	1	141	1	0	0	0	1	1	0	9	0	10	289
Total	29	379	0	13	421	4	433	1	2	440	1	0	6	0	7	9	0	17	0	26	894
08:00 AM	6	110	1	3	120	0	152	2	1	155	0	1	1	0	2	2	0	7	0	9	286
08:15 AM	9	125	0	1	135	1	150	0	1	152	0	0	0	0	0	4	0	12	0	16	303
08:30 AM	5	137	0	4	146	0	159	2	1	162	0	0	2	0	2	0	0	11	0	11	321
08:45 AM	6	150	0	3	159	2	183	3	1	189	3	1	1	0	5	2	1	12	0	15	368
Total	26	522	1	11	560	3	644	7	4	658	3	2	4	0	9	8	1	42	0	51	1278
09:00 AM	11	149	0	2	162	1	163	3	1	168	1	0	1	0	2	2	0	6	0	8	340
09:15 AM	7	190	0	5	202	2	206	8	0	216	0	0	2	0	2	7	0	6	0	13	433
09:30 AM	10	204	0	5	219	0	212	4	2	218	0	0	2	0	2	1	0	13	0	14	453
09:45 AM	8	207	0	7	222	0	192	2	1	195	3	0	1	0	4	3	0	7	0	10	431
Total	36	750	0	19	805	3	773	17	4	797	4	0	6	0	10	13	0	32	0	45	1657
10:00 AM	4	216	0	3	223	2	259	2	0	263	0	0	5	0	5	4	0	9	0	13	504
10:15 AM	8	233	1	4	246	0	242	2	0	244	0	0	1	0	1	2	0	14	0	16	507
10:30 AM	11	225	0	3	239	1	235	5	0	241	1	0	1	0	2	6	0	15	0	21	503
10:45 AM	6	203	0	3	212	1	263	5	0	269	0	0	4	0	4	4	0	13	0	17	502
Total	29	877	1	13	920	4	999	14	0	1017	1	0	11	0	12	16	0	51	0	67	2016
11:00 AM	7	255	1	5	268	0	273	8	0	281	0	0	3	0	3	2	0	17	0	19	571
11:15 AM	12	232	1	5	250	2	217	3	1	223	0	0	3	0	3	6	0	19	0	25	501
11:30 AM	7	245	0	3	255	1	263	6	1	271	0	0	3	0	3	5	0	14	0	19	548
11:45 AM	18	219	0	4	241	0	279	11	0	290	0	0	3	0	3	4	2	13	0	19	553
Total	44	951	2	17	1014	3	1032	28	2	1065	0	0	12	0	12	17	2	63	0	82	2173
12:00 PM	11	245	0	2	258	2	257	7	0	266	0	0	5	0	5	3	1	15	0	19	548
12:15 PM	10	237	0	2	249	1	257	1	0	259	0	0	3	0	3	6	0	7	0	13	524
12:30 PM	13	244	0	7	264	1	280	4	2	287	0	0	1	0	1	1	0	14	0	15	567
12:45 PM	19	234	1	6	260	1	242	8	1	252	0	0	3	0	3	5	0	9	0	14	529
Total	53	960	1	17	1031	5	1036	20	3	1064	0	0	12	0	12	15	1	45	0	61	2168
01:00 PM	10	255	0	2	267	2	220	9	0	231	0	1	3	0	4	1	0	16	0	17	519
01:15 PM	11	221	0	1	233	1	224	4	0	229	1	0	5	0	6	3	0	13	0	16	484
01:30 PM	10	235	0	0	245	0	261	7	0	268	0	0	3	0	3	5	0	15	0	20	536
01:45 PM	10	218	0	6	234	2	249	6	0	257	0	0	3	0	3	4	0	17	0	21	515
Total	41	929	0	9	979	5	954	26	0	985	1	1	14	0	16	13	0	61	0	74	2054
02:00 PM	10	221	0	2	233	1	191	4	1	197	0	0	2	0	2	5	0	10	0	15	447
02:15 PM	6	200	1	3	210	1	215	3	1	220	0	0	1	0	1	1	0	11	0	12	443
02:30 PM	6	221	0	5	232	2	260	5	0	267	0	0	3	0	3	4	0	11	0	15	517
02:45 PM	11	214	0	1	226	0	227	3	0	230	0	0	2	0	2	3	0	12	0	15	473
Total	33	856	1	11	901	4	893	15	2	914	0	0	8	0	8	13	0	44	0	57	1880
03:00 PM	10	235	0	2	247	0	197	5	2	204	1	1	1	0	3	2	0	15	0	17	471
03:15 PM	12	228	0	2	242	2	227	2	0	231	0	0	3	0	3	5	0	15	0	20	496
03:30 PM	13	212	0	2	227	0	219	3	0	222	0	0	5	0	5	1	0	12	0	13	467
03:45 PM	8	186	1	2	197	1	207	4	1	213	0	0	3	0	3	4	0	15	0	19	432
Total	43	861	1	8	913	3	850	14	3	870	1	1	12	0	14	12	0	57	0	69	1866
04:00 PM	11	221	0	0	232	0	181	10	0	191	2	0	1	0	3	3	0	18	0	21	447
04:15 PM	9	227	1	3	240	1	190	5	0	196	0	0	3	0	3	4	0	12	0	16	455
04:30 PM	8	193	0	2	203	0	196	7	0	203	1	0	7	0	8	1	0	11	0	12	426
04:45 PM	8	183	0	2	193	0	180	3	0	183	0	0	4	0	4	3	0	9	0	12	392
Total	36	824	1	7	868	1	747	25	0	773	3	0	15	0	18	11	0	50	0	61	1720
05:00 PM	7	201	0	4	212	0	194	0	0	194	0	0	2	0	2	7	0	14	0	21	429
05:15 PM	6	183	0	1	190	0	163	3	0	166	0	1	3	0	4	5	1	7	0	13	373
05:30 PM	8	226	1	5	240	1	194	2	0	197	0	0	7	0	7	1	0	7	0	8	452
05:45 PM	6	189	0	3	198	1	208	1	0	210	0	0	0	0	0	4	0	1	0	5	413
Total	27	799	1	13	840	2	759	6	0	767	0	1	12	0	13	17	1	29	0	47	1667
06:00 PM	4	207	0	3	214	0	202	2	0	204	0	0	1	0	1	2	0	5	0	7	426
06:15 PM	9	192	0	1	202	0	173	2	0	175	0	0	0	0	0	2	0	7	0	9	386
06:30 PM	5	193	0	2	200	0	208	2	2	212	0	0	0	0	0	4	0	8	0	12	424
06:45 PM	3	179	0	2	184	0	170	3	0	173	0	0	0	1	1	3	0	6	0	9	367
Total	21	771	0	8	800	0	753	9	2	764	0	0	1	1	2	11	0	26	0	37	1603

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 9-Hwy 29 and Safeway Warrenton Village Ctr SAT  
 Site Code :  
 Start Date : 8/7/2021  
 Page No : 2

Groups Printed- Cars - Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					BP Driveway Northbound					Safeway Warrenton Village Southbound					
	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
Grand Total	418	9479	9	146	10052	37	9873	182	22	10114	14	5	113	1	133	155	5	517	0	677	20976
Apprch %	4.2	94.3	0.1	1.5		0.4	97.6	1.8	0.2		10.5	3.8	85	0.8		22.9	0.7	76.4	0		
Total %	2	45.2	0	0.7	47.9	0.2	47.1	0.9	0.1	48.2	0.1	0	0.5	0	0.6	0.7	0	2.5	0	3.2	
Cars	416	9356	9	146	9927	36	9734	180	22	9972	14	5	109	1	129	155	5	516	0	676	20704
% Cars	99.5	98.7	100	100	98.8	97.3	98.6	98.9	100	98.6	100	100	96.5	100	97	100	100	99.8	0	99.9	98.7
Trucks	2	123	0	0	125	1	139	2	0	142	0	0	4	0	4	0	0	1	0	1	272
% Trucks	0.5	1.3	0	0	1.2	2.7	1.4	1.1	0	1.4	0	0	3.5	0	3	0	0	0.2	0	0.1	1.3

	Hwy 29 Eastbound				Hwy 29 Westbound				BP Driveway Northbound				Safeway Warrenton Village Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 07:00 AM to 11:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 11:00 AM																	
11:00 AM	7	<b>255</b>	<b>1</b>	<b>263</b>	0	273	8	281	0	0	<b>3</b>	<b>3</b>	2	0	17	19	<b>566</b>
11:15 AM	12	232	1	245	<b>2</b>	217	3	222	0	0	3	3	<b>6</b>	0	<b>19</b>	<b>25</b>	495
11:30 AM	7	245	0	252	1	263	6	270	0	0	3	3	5	0	14	19	544
11:45 AM	<b>18</b>	219	0	237	0	<b>279</b>	<b>11</b>	<b>290</b>	0	0	3	3	4	<b>2</b>	13	19	549
Total Volume	44	951	2	997	3	1032	28	1063	0	0	12	12	17	2	63	82	2154
% App. Total	4.4	95.4	0.2		0.3	97.1	2.6		0	0	100		20.7	2.4	76.8		
PHF	.611	.932	.500	.948	.375	.925	.636	.916	.000	.000	1.00	1.00	.708	.250	.829	.820	.951

Peak Hour Analysis From 12:00 PM to 06:45 PM - Peak 1 of 1

Peak Hour for Entire Intersection Begins at 12:00 PM

12:00 PM	11	<b>245</b>	0	256	<b>2</b>	257	7	266	0	0	<b>5</b>	<b>5</b>	3	<b>1</b>	<b>15</b>	<b>19</b>	546
12:15 PM	10	237	0	247	1	257	1	259	0	0	3	3	<b>6</b>	0	7	13	522
12:30 PM	13	244	0	<b>257</b>	1	<b>280</b>	4	<b>285</b>	0	0	1	1	1	0	14	15	<b>558</b>
12:45 PM	<b>19</b>	234	<b>1</b>	254	1	242	<b>8</b>	251	0	0	3	3	5	0	9	14	522
Total Volume	53	960	1	1014	5	1036	20	1061	0	0	12	12	15	1	45	61	2148
% App. Total	5.2	94.7	0.1		0.5	97.6	1.9		0	0	100		24.6	1.6	73.8		
PHF	.697	.980	.250	.986	.625	.925	.625	.931	.000	.000	.600	.600	.625	.250	.750	.803	.962

Item g.

Peggy Malone & Associates  
(888) 247-8602

Item g.

File Name : 9-Hwy 29 and Safeway Warrenton Village Ctr SAT  
Site Code :  
Start Date : 8/7/2021  
Page No : 2

Groups Printed- Pedestrians

	Hwy 29 Eastbound					Hwy 29 Westbound					BP Driveway Northbound					Safeway Warrenton Village Southbound					
	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
Grand Total	0	0	0	4	4	0	0	0	0	0	0	0	0	7	7	0	0	0	13	13	24
Apprch %	0	0	0	100		0	0	0	0		0	0	0	100		0	0	0	100		
Total %	0	0	0	16.7	16.7	0	0	0	0	0	0	0	0	29.2	29.2	0	0	0	54.2	54.2	

	Hwy 29 Eastbound				Hwy 29 Westbound				BP Driveway Northbound				Safeway Warrenton Village Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 07:00 AM to 11:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 07:00 AM																	
07:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
07:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
07:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
07:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Volume	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% App. Total	0	0	0		0	0	0		0	0	0		0	0	0		
PHF	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000

Peak Hour Analysis From 12:00 PM to 06:45 PM - Peak 1 of 1

Peak Hour for Entire Intersection Begins at 12:00 PM

12:00 PM	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
12:15 PM	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
12:30 PM	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
12:45 PM	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
Total Volume	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
% App. Total	0	0	0			0	0	0			0	0	0			0	0	0			
PHF	.000	.000	.000	.000		.000	.000	.000	.000		.000	.000	.000	.000		.000	.000	.000	.000		.000

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 9-Hwy 29 and Safeway Warrenton Village Ctr AM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

### Groups Printed- Cars

	Hwy 29 Eastbound					Hwy 29 Westbound					BP Driveway Northbound					Safeway Warrenton Village Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
06:00 AM	3	124	0	2	129	0	90	2	0	92	0	0	0	0	0	6	0	2	0	8	229
06:15 AM	1	165	0	3	169	0	91	0	0	91	0	0	0	0	0	5	0	5	0	10	270
06:30 AM	3	171	0	3	177	1	117	0	0	118	0	0	0	0	0	3	0	5	0	8	303
06:45 AM	3	161	0	5	169	0	132	1	0	133	0	0	3	0	3	2	0	7	0	9	314
Total	10	621	0	13	644	1	430	3	0	434	0	0	3	0	3	16	0	19	0	35	1116
07:00 AM	3	157	0	3	163	1	118	2	0	121	0	0	1	0	1	1	0	9	0	10	295
07:15 AM	5	173	0	8	186	0	142	0	0	142	0	0	1	0	1	8	0	8	0	16	345
07:30 AM	4	193	0	3	200	0	197	0	0	197	0	0	1	0	1	3	0	9	0	12	410
07:45 AM	12	195	0	5	212	1	230	2	3	236	0	0	3	0	3	3	0	7	0	10	461
Total	24	718	0	19	761	2	687	4	3	696	0	0	6	0	6	15	0	33	0	48	1511
08:00 AM	5	175	0	5	185	0	182	4	1	187	0	0	0	0	0	0	0	18	0	18	390
08:15 AM	12	195	0	6	213	0	167	1	1	169	0	0	1	0	1	3	0	14	0	17	400
08:30 AM	6	181	0	4	191	1	170	0	2	173	0	0	4	0	4	3	0	12	0	15	383
08:45 AM	7	207	0	5	219	2	206	3	1	212	0	0	0	0	0	3	0	12	0	15	446
Total	30	758	0	20	808	3	725	8	5	741	0	0	5	0	5	9	0	56	0	65	1619
Grand Total	64	2097	0	52	2213	6	1842	15	8	1871	0	0	14	0	14	40	0	108	0	148	4246
Apprch %	2.9	94.8	0	2.3		0.3	98.5	0.8	0.4		0	0	100	0		27	0	73	0		
Total %	1.5	49.4	0	1.2	52.1	0.1	43.4	0.4	0.2	44.1	0	0	0.3	0	0.3	0.9	0	2.5	0	3.5	

	Hwy 29 Eastbound				Hwy 29 Westbound				BP Driveway Northbound				Safeway Warrenton Village Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 06:00 AM to 08:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 07:30 AM																	
07:30 AM	4	193	0	197	0	197	0	197	0	0	1	1	3	0	9	12	407
07:45 AM	12	195	0	207	1	230	2	233	0	0	3	3	3	0	7	10	453
08:00 AM	5	175	0	180	0	182	4	186	0	0	0	0	0	0	18	18	384
08:15 AM	12	195	0	207	0	167	1	168	0	0	1	1	3	0	14	17	393
Total Volume	33	758	0	791	1	776	7	784	0	0	5	5	9	0	48	57	1637
% App. Total	4.2	95.8	0		0.1	99	0.9		0	0	100		15.8	0	84.2		
PHF	.688	.972	.000	.955	.250	.843	.438	.841	.000	.000	.417	.417	.750	.000	.667	.792	.903

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 9-Hwy 29 and Safeway Warrenton Village Ctr AM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

### Groups Printed- Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					BP Driveway Northbound					Safeway Warrenton Village Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
06:00 AM	0	1	0	0	1	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	4
06:15 AM	0	3	0	0	3	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	6
06:30 AM	0	7	0	0	7	0	4	1	0	5	0	0	0	0	0	0	0	0	0	0	12
06:45 AM	1	4	0	0	5	0	7	0	0	7	0	0	0	0	0	0	0	0	0	0	12
Total	1	15	0	0	16	0	17	1	0	18	0	0	0	0	0	0	0	0	0	0	34
07:00 AM	0	1	0	0	1	0	7	0	0	7	0	0	0	0	0	0	0	0	0	0	8
07:15 AM	0	9	0	0	9	0	4	0	0	4	0	0	0	0	0	0	0	0	0	0	13
07:30 AM	0	8	0	0	8	0	12	0	0	12	0	0	0	0	0	0	0	0	0	0	20
07:45 AM	0	8	0	0	8	0	9	1	0	10	0	0	0	0	0	0	0	0	0	0	18
Total	0	26	0	0	26	0	32	1	0	33	0	0	0	0	0	0	0	0	0	0	59
08:00 AM	0	12	0	0	12	0	6	0	0	6	0	0	0	0	0	0	0	0	0	0	18
08:15 AM	1	13	0	0	14	0	9	0	0	9	0	0	0	0	0	0	0	0	0	0	23
08:30 AM	0	7	0	0	7	0	13	0	0	13	0	0	0	0	0	0	0	0	0	0	20
08:45 AM	1	10	0	0	11	0	9	0	0	9	0	0	0	0	0	0	0	0	0	0	20
Total	2	42	0	0	44	0	37	0	0	37	0	0	0	0	0	0	0	0	0	0	81
Grand Total	3	83	0	0	86	0	86	2	0	88	0	0	0	0	0	0	0	0	0	0	174
Apprch %	3.5	96.5	0	0		0	97.7	2.3	0		0	0	0	0	0	0	0	0	0		
Total %	1.7	47.7	0	0	49.4	0	49.4	1.1	0	50.6	0	0	0	0	0	0	0	0	0	0	

	Hwy 29 Eastbound				Hwy 29 Westbound				BP Driveway Northbound				Safeway Warrenton Village Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 06:00 AM to 08:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 08:00 AM																	
08:00 AM	0	12	0	12	0	6	0	6	0	0	0	0	0	0	0	0	18
08:15 AM	1	13	0	14	0	9	0	9	0	0	0	0	0	0	0	0	23
08:30 AM	0	7	0	7	0	13	0	13	0	0	0	0	0	0	0	0	20
08:45 AM	1	10	0	11	0	9	0	9	0	0	0	0	0	0	0	0	20
Total Volume	2	42	0	44	0	37	0	37	0	0	0	0	0	0	0	0	81
% App. Total	4.5	95.5	0		0	100	0		0	0	0		0	0	0		
PHF	.500	.808	.000	.786	.000	.712	.000	.712	.000	.000	.000	.000	.000	.000	.000	.000	.880

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 9-Hwy 29 and Safeway Warrenton Village Ctr AM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

### Groups Printed- Cars - Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					BP Driveway Northbound					Safeway Warrenton Village Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
06:00 AM	3	125	0	2	130	0	93	2	0	95	0	0	0	0	0	6	0	2	0	8	233
06:15 AM	1	168	0	3	172	0	94	0	0	94	0	0	0	0	0	5	0	5	0	10	276
06:30 AM	3	178	0	3	184	1	121	1	0	123	0	0	0	0	0	3	0	5	0	8	315
06:45 AM	4	165	0	5	174	0	139	1	0	140	0	0	3	0	3	2	0	7	0	9	326
Total	11	636	0	13	660	1	447	4	0	452	0	0	3	0	3	16	0	19	0	35	1150
07:00 AM	3	158	0	3	164	1	125	2	0	128	0	0	1	0	1	1	0	9	0	10	303
07:15 AM	5	182	0	8	195	0	146	0	0	146	0	0	1	0	1	8	0	8	0	16	358
07:30 AM	4	201	0	3	208	0	209	0	0	209	0	0	1	0	1	3	0	9	0	12	430
07:45 AM	12	203	0	5	220	1	239	3	3	246	0	0	3	0	3	3	0	7	0	10	479
Total	24	744	0	19	787	2	719	5	3	729	0	0	6	0	6	15	0	33	0	48	1570
08:00 AM	5	187	0	5	197	0	188	4	1	193	0	0	0	0	0	0	0	18	0	18	408
08:15 AM	13	208	0	6	227	0	176	1	1	178	0	0	1	0	1	3	0	14	0	17	423
08:30 AM	6	188	0	4	198	1	183	0	2	186	0	0	4	0	4	3	0	12	0	15	403
08:45 AM	8	217	0	5	230	2	215	3	1	221	0	0	0	0	0	3	0	12	0	15	466
Total	32	800	0	20	852	3	762	8	5	778	0	0	5	0	5	9	0	56	0	65	1700
Grand Total	67	2180	0	52	2299	6	1928	17	8	1959	0	0	14	0	14	40	0	108	0	148	4420
Apprch %	2.9	94.8	0	2.3		0.3	98.4	0.9	0.4		0	0	100	0		27	0	73	0		
Total %	1.5	49.3	0	1.2	52	0.1	43.6	0.4	0.2	44.3	0	0	0.3	0	0.3	0.9	0	2.4	0	3.3	
Cars	64	2097	0	52	2213	6	1842	15	8	1871	0	0	14	0	14	40	0	108	0	148	4246
% Cars	95.5	96.2	0	100	96.3	100	95.5	88.2	100	95.5	0	0	100	0	100	100	0	100	0	100	96.1
Trucks	3	83	0	0	86	0	86	2	0	88	0	0	0	0	0	0	0	0	0	0	174
% Trucks	4.5	3.8	0	0	3.7	0	4.5	11.8	0	4.5	0	0	0	0	0	0	0	0	0	0	3.9

	Hwy 29 Eastbound				Hwy 29 Westbound				BP Driveway Northbound				Safeway Warrenton Village Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 06:00 AM to 08:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 07:30 AM																	
07:30 AM	4	201	0	205	0	209	0	209	0	0	1	1	3	0	9	12	427
07:45 AM	12	203	0	215	1	239	3	243	0	0	3	3	3	0	7	10	471
08:00 AM	5	187	0	192	0	188	4	192	0	0	0	0	0	0	18	18	402
08:15 AM	13	208	0	221	0	176	1	177	0	0	1	1	3	0	14	17	416
Total Volume	34	799	0	833	1	812	8	821	0	0	5	5	9	0	48	57	1716
% App. Total	4.1	95.9	0		0.1	98.9	1		0	0	100		15.8	0	84.2		
PHF	.654	.960	.000	.942	.250	.849	.500	.845	.000	.000	.417	.417	.750	.000	.667	.792	.911



# Peggy Malone & Associates

(888) 247-8602

Item g.

File Name : 9-Hwy 29 and Safeway Warrenton Village Ctr AM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

## Groups Printed- Pedestrians

	Hwy 29 Eastbound					Hwy 29 Westbound					BP Driveway Northbound					Safeway Warrenton Village Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
06:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
07:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	1	1	2
07:15 AM	0	0	0	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	1	1	3
07:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	0	0	0	2	2	4
07:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Total	0	0	0	1	1	0	0	0	0	0	0	0	0	4	4	0	0	0	5	5	10
08:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	1
08:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
08:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
08:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	5	5
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	5	5	6
Grand Total	0	0	0	1	1	0	0	0	0	0	0	0	0	5	5	0	0	0	10	10	16
Apprch %	0	0	0	100		0	0	0	0		0	0	0	100		0	0	0	100		
Total %	0	0	0	6.2	6.2	0	0	0	0	0	0	0	0	31.2	31.2	0	0	0	62.5	62.5	

	Hwy 29 Eastbound				Hwy 29 Westbound				BP Driveway Northbound				Safeway Warrenton Village Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 06:00 AM to 08:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 06:00 AM																	
06:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Volume	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% App. Total	0	0	0		0	0	0		0	0	0		0	0	0		
PHF	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 9-Hwy 29 and Safeway Warrenton Village Ctr PM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

### Groups Printed- Cars

	Hwy 29 Eastbound					Hwy 29 Westbound					BP Driveway Northbound					Safeway Warrenton Village Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
02:00 PM	8	229	0	2	239	0	256	7	0	263	0	0	4	0	4	2	0	16	0	18	524
02:15 PM	10	211	0	2	223	0	235	4	1	240	0	0	4	0	4	2	2	8	0	12	479
02:30 PM	9	229	0	2	240	2	240	3	0	245	0	0	1	0	1	5	0	13	0	18	504
02:45 PM	6	221	1	1	229	2	252	9	0	263	0	0	2	0	2	2	0	13	0	15	509
Total	33	890	1	7	931	4	983	23	1	1011	0	0	11	0	11	11	2	50	0	63	2016
03:00 PM	10	250	0	4	264	1	237	3	0	241	0	0	2	0	2	1	0	13	0	14	521
03:15 PM	4	238	1	3	246	0	294	4	1	299	0	0	2	0	2	2	0	10	0	12	559
03:30 PM	9	228	0	3	240	1	258	1	0	260	0	0	3	0	3	1	0	7	0	8	511
03:45 PM	0	241	0	0	241	1	291	6	0	298	0	0	2	0	2	2	0	6	0	8	549
Total	23	957	1	10	991	3	1080	14	1	1098	0	0	9	0	9	6	0	36	0	42	2140
04:00 PM	15	266	0	1	282	0	290	6	2	298	0	0	7	0	7	1	0	12	0	13	600
04:15 PM	9	273	0	3	285	0	268	3	2	273	0	0	4	0	4	2	0	15	0	17	579
04:30 PM	8	203	0	2	213	0	321	1	0	322	0	0	0	0	0	0	0	9	0	9	544
04:45 PM	8	248	0	3	259	1	308	1	0	310	0	0	1	0	1	5	0	7	0	12	582
Total	40	990	0	9	1039	1	1187	11	4	1203	0	0	12	0	12	8	0	43	0	51	2305
05:00 PM	8	248	0	2	258	1	280	1	0	282	1	0	3	0	4	0	0	8	0	8	552
05:15 PM	1	222	1	4	228	0	315	3	1	319	0	0	4	0	4	1	0	10	0	11	562
05:30 PM	6	224	0	1	231	1	267	4	0	272	0	0	2	0	2	3	0	12	0	15	520
05:45 PM	11	204	0	2	217	0	311	4	0	315	0	0	2	0	2	1	0	7	0	8	542
Total	26	898	1	9	934	2	1173	12	1	1188	1	0	11	0	12	5	0	37	0	42	2176
06:00 PM	8	237	2	3	250	0	237	0	0	237	0	0	3	0	3	2	0	3	0	5	495
06:15 PM	2	195	0	1	198	1	271	2	0	274	0	0	1	0	1	0	0	6	0	6	479
06:30 PM	14	182	0	1	197	1	244	4	0	249	0	0	1	0	1	1	0	4	0	5	452
06:45 PM	7	195	0	4	206	1	236	2	0	239	3	0	1	0	4	3	0	9	0	12	461
Total	31	809	2	9	851	3	988	8	0	999	3	0	6	0	9	6	0	22	0	28	1887
Grand Total	153	4544	5	44	4746	13	5411	68	7	5499	4	0	49	0	53	36	2	188	0	226	10524
Apprch %	3.2	95.7	0.1	0.9		0.2	98.4	1.2	0.1		7.5	0	92.5	0		15.9	0.9	83.2	0		
Total %	1.5	43.2	0	0.4	45.1	0.1	51.4	0.6	0.1	52.3	0	0	0.5	0	0.5	0.3	0	1.8	0	2.1	

	Hwy 29 Eastbound				Hwy 29 Westbound				BP Driveway Northbound				Safeway Warrenton Village Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 02:00 PM to 06:45 PM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 04:00 PM																	
04:00 PM	15	266	0	281	0	290	6	296	0	0	7	7	1	0	12	13	597
04:15 PM	9	273	0	282	0	268	3	271	0	0	4	4	2	0	15	17	574
04:30 PM	8	203	0	211	0	321	1	322	0	0	0	0	0	0	9	9	542
04:45 PM	8	248	0	256	1	308	1	310	0	0	1	1	5	0	7	12	579
Total Volume	40	990	0	1030	1	1187	11	1199	0	0	12	12	8	0	43	51	2292
% App. Total	3.9	96.1	0		0.1	99	0.9		0	0	100		15.7	0	84.3		
PHF	.667	.907	.000	.913	.250	.924	.458	.931	.000	.000	.429	.429	.400	.000	.717	.750	.960

# Peggy Malone & Associates

(888) 247-8602

Item g.

File Name : 9-Hwy 29 and Safeway Warrenton Village Ctr PM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

## Groups Printed- Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					BP Driveway Northbound					Safeway Warrenton Village Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
02:00 PM	0	8	0	0	8	0	7	0	0	7	0	0	0	0	0	0	0	0	0	0	15
02:15 PM	0	4	0	0	4	0	5	0	0	5	0	0	0	0	0	1	0	0	0	1	10
02:30 PM	0	6	0	0	6	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	9
02:45 PM	0	6	0	0	6	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	9
Total	0	24	0	0	24	0	18	0	0	18	0	0	0	0	0	1	0	0	0	1	43
03:00 PM	0	5	0	0	5	0	11	0	0	11	0	0	0	0	0	0	0	0	0	0	16
03:15 PM	1	3	0	0	4	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	6
03:30 PM	0	6	0	0	6	0	7	0	0	7	0	0	0	0	0	0	0	0	0	0	13
03:45 PM	0	4	0	0	4	0	4	0	0	4	0	0	0	0	0	0	0	0	0	0	8
Total	1	18	0	0	19	0	24	0	0	24	0	0	0	0	0	0	0	0	0	0	43
04:00 PM	0	1	0	0	1	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	3
04:15 PM	0	3	0	0	3	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	6
04:30 PM	0	2	0	0	2	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	4
04:45 PM	0	4	0	0	4	0	4	0	0	4	0	0	0	0	0	0	0	0	0	0	8
Total	0	10	0	0	10	0	11	0	0	11	0	0	0	0	0	0	0	0	0	0	21
05:00 PM	0	6	0	0	6	0	5	0	0	5	0	0	0	0	0	0	0	0	0	0	11
05:15 PM	0	3	0	0	3	0	4	0	0	4	0	0	0	0	0	0	0	0	0	0	7
05:30 PM	0	4	0	0	4	0	4	0	0	4	0	0	0	0	0	0	0	0	0	0	8
05:45 PM	0	3	0	0	3	0	4	0	0	4	0	0	0	0	0	0	0	0	0	0	7
Total	0	16	0	0	16	0	17	0	0	17	0	0	0	0	0	0	0	0	0	0	33
06:00 PM	0	6	0	0	6	0	7	0	0	7	0	0	0	0	0	0	0	0	0	0	13
06:15 PM	0	4	0	0	4	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	5
06:30 PM	0	4	0	0	4	0	5	0	0	5	0	0	0	0	0	0	0	0	0	0	9
06:45 PM	0	0	0	0	0	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	3
Total	0	14	0	0	14	0	16	0	0	16	0	0	0	0	0	0	0	0	0	0	30
Grand Total	1	82	0	0	83	0	86	0	0	86	0	0	0	0	0	1	0	0	0	1	170
Apprch %	1.2	98.8	0	0		0	100	0	0		0	0	0	0		100	0	0	0		
Total %	0.6	48.2	0	0	48.8	0	50.6	0	0	50.6	0	0	0	0	0	0.6	0	0	0	0.6	

	Hwy 29 Eastbound				Hwy 29 Westbound				BP Driveway Northbound				Safeway Warrenton Village Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 02:00 PM to 06:45 PM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 02:15 PM																	
02:15 PM	0	4	0	4	0	5	0	5	0	0	0	0	1	0	0	1	10
02:30 PM	0	6	0	6	0	3	0	3	0	0	0	0	0	0	0	0	9
02:45 PM	0	6	0	6	0	3	0	3	0	0	0	0	0	0	0	0	9
03:00 PM	0	5	0	5	0	11	0	11	0	0	0	0	0	0	0	0	16
Total Volume	0	21	0	21	0	22	0	22	0	0	0	0	1	0	0	1	44
% App. Total	0	100	0		0	100	0		0	0	0		100	0	0		
PHF	.000	.875	.000	.875	.000	.500	.000	.500	.000	.000	.000	.000	.250	.000	.000	.250	.688

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 9-Hwy 29 and Safeway Warrenton Village Ctr PM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

### Groups Printed- Cars - Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					BP Driveway Northbound					Safeway Warrenton Village Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
02:00 PM	8	237	0	2	247	0	263	7	0	270	0	0	4	0	4	2	0	16	0	18	539
02:15 PM	10	215	0	2	227	0	240	4	1	245	0	0	4	0	4	3	2	8	0	13	489
02:30 PM	9	235	0	2	246	2	243	3	0	248	0	0	1	0	1	5	0	13	0	18	513
02:45 PM	6	227	1	1	235	2	255	9	0	266	0	0	2	0	2	2	0	13	0	15	518
Total	33	914	1	7	955	4	1001	23	1	1029	0	0	11	0	11	12	2	50	0	64	2059
03:00 PM	10	255	0	4	269	1	248	3	0	252	0	0	2	0	2	1	0	13	0	14	537
03:15 PM	5	241	1	3	250	0	296	4	1	301	0	0	2	0	2	2	0	10	0	12	565
03:30 PM	9	234	0	3	246	1	265	1	0	267	0	0	3	0	3	1	0	7	0	8	524
03:45 PM	0	245	0	0	245	1	295	6	0	302	0	0	2	0	2	2	0	6	0	8	557
Total	24	975	1	10	1010	3	1104	14	1	1122	0	0	9	0	9	6	0	36	0	42	2183
04:00 PM	15	267	0	1	283	0	292	6	2	300	0	0	7	0	7	1	0	12	0	13	603
04:15 PM	9	276	0	3	288	0	271	3	2	276	0	0	4	0	4	2	0	15	0	17	585
04:30 PM	8	205	0	2	215	0	323	1	0	324	0	0	0	0	0	0	0	9	0	9	548
04:45 PM	8	252	0	3	263	1	312	1	0	314	0	0	1	0	1	5	0	7	0	12	590
Total	40	1000	0	9	1049	1	1198	11	4	1214	0	0	12	0	12	8	0	43	0	51	2326
05:00 PM	8	254	0	2	264	1	285	1	0	287	1	0	3	0	4	0	0	8	0	8	563
05:15 PM	1	225	1	4	231	0	319	3	1	323	0	0	4	0	4	1	0	10	0	11	569
05:30 PM	6	228	0	1	235	1	271	4	0	276	0	0	2	0	2	3	0	12	0	15	528
05:45 PM	11	207	0	2	220	0	315	4	0	319	0	0	2	0	2	1	0	7	0	8	549
Total	26	914	1	9	950	2	1190	12	1	1205	1	0	11	0	12	5	0	37	0	42	2209
06:00 PM	8	243	2	3	256	0	244	0	0	244	0	0	3	0	3	2	0	3	0	5	508
06:15 PM	2	199	0	1	202	1	272	2	0	275	0	0	1	0	1	0	0	6	0	6	484
06:30 PM	14	186	0	1	201	1	249	4	0	254	0	0	1	0	1	1	0	4	0	5	461
06:45 PM	7	195	0	4	206	1	239	2	0	242	3	0	1	0	4	3	0	9	0	12	464
Total	31	823	2	9	865	3	1004	8	0	1015	3	0	6	0	9	6	0	22	0	28	1917
Grand Total	154	4626	5	44	4829	13	5497	68	7	5585	4	0	49	0	53	37	2	188	0	227	10694
Apprch %	3.2	95.8	0.1	0.9		0.2	98.4	1.2	0.1		7.5	0	92.5	0		16.3	0.9	82.8	0		
Total %	1.4	43.3	0	0.4	45.2	0.1	51.4	0.6	0.1	52.2	0	0	0.5	0	0.5	0.3	0	1.8	0	2.1	
Cars	153	4544	5	44	4746	13	5411	68	7	5499	4	0	49	0	53	36	2	188	0	226	10524
% Cars	99.4	98.2	100	100	98.3	100	98.4	100	100	98.5	100	0	100	0	100	97.3	100	100	0	99.6	98.4
Trucks	1	82	0	0	83	0	86	0	0	86	0	0	0	0	0	1	0	0	0	1	170
% Trucks	0.6	1.8	0	0	1.7	0	1.6	0	0	1.5	0	0	0	0	0	2.7	0	0	0	0.4	1.6

	Hwy 29 Eastbound				Hwy 29 Westbound				BP Driveway Northbound				Safeway Warrenton Village Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 02:00 PM to 06:45 PM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 04:00 PM																	
04:00 PM	15	267	0	282	0	292	6	298	0	0	7	7	1	0	12	13	600
04:15 PM	9	276	0	285	0	271	3	274	0	0	4	4	2	0	15	17	580
04:30 PM	8	205	0	213	0	323	1	324	0	0	0	0	0	0	9	9	546
04:45 PM	8	252	0	260	1	312	1	314	0	0	1	1	5	0	7	12	587
Total Volume	40	1000	0	1040	1	1198	11	1210	0	0	12	12	8	0	43	51	2313
% App. Total	3.8	96.2	0		0.1	99	0.9		0	0	100		15.7	0	84.3		
PHF	.667	.906	.000	.912	.250	.927	.458	.934	.000	.000	.429	.429	.400	.000	.717	.750	.964

# Peggy Malone & Associates

(888) 247-8602

Item g.

File Name : 9-Hwy 29 and Safeway Warrenton Village Ctr PM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

## Groups Printed- Pedestrians

	Hwy 29 Eastbound					Hwy 29 Westbound					BP Driveway Northbound					Safeway Warrenton Village Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
02:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
02:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	2
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	3	3
03:00 PM	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
03:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	2
03:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	3
04:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	1
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	1
06:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	2
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	2
Grand Total	0	0	0	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	7	7	9
Apprch %	0	0	0	100		0	0	0	0		0	0	0	100		0	0	0	100		
Total %	0	0	0	11.1	11.1	0	0	0	0	0	0	0	0	11.1	11.1	0	0	0	77.8	77.8	

	Hwy 29 Eastbound				Hwy 29 Westbound				BP Driveway Northbound				Safeway Warrenton Village Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 02:00 PM to 06:45 PM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 02:00 PM																	
02:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Volume	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% App. Total	0	0	0		0	0	0		0	0	0		0	0	0		
PHF	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 10-Hwy 29 and Fletcher Dr SAT  
 Site Code :  
 Start Date : 8/7/2021  
 Page No : 1

### Groups Printed- Cars

	Hwy 29 Eastbound					Hwy 29 Westbound					Fletcher Dr Northbound					Fletcher Dr Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
07:00 AM	5	69	4	0	78	1	69	2	1	73	1	0	6	0	7	2	0	0	0	2	160
07:15 AM	0	75	10	0	85	3	97	2	1	103	0	0	2	0	2	0	1	1	0	2	192
07:30 AM	5	93	2	0	100	3	115	1	0	119	4	2	4	0	10	4	1	2	0	7	236
07:45 AM	4	105	10	0	119	5	131	4	1	141	5	0	2	0	7	5	1	5	0	11	278
Total	14	342	26	0	382	12	412	9	3	436	10	2	14	0	26	11	3	8	0	22	866
08:00 AM	5	99	7	0	111	3	137	3	0	143	4	2	2	0	8	5	2	4	0	11	273
08:15 AM	5	111	11	0	127	6	143	11	2	162	6	2	5	0	13	4	3	3	0	10	312
08:30 AM	7	115	13	0	135	8	154	13	1	176	4	0	3	0	7	9	3	2	0	14	332
08:45 AM	9	120	18	0	147	13	166	8	1	188	14	4	6	0	24	11	3	3	0	17	376
Total	26	445	49	0	520	30	600	35	4	669	28	8	16	0	52	29	11	12	0	52	1293
09:00 AM	6	119	15	0	140	4	149	11	0	164	8	2	7	0	17	14	7	9	0	30	351
09:15 AM	15	170	13	0	198	11	204	10	0	225	14	3	5	0	22	14	2	11	0	27	472
09:30 AM	12	169	19	1	201	10	181	19	1	211	12	3	8	0	23	15	5	10	0	30	465
09:45 AM	21	167	17	0	205	9	185	12	3	209	10	6	13	0	29	22	8	10	0	40	483
Total	54	625	64	1	744	34	719	52	4	809	44	14	33	0	91	65	22	40	0	127	1771
10:00 AM	19	187	25	0	231	6	213	18	0	237	13	10	14	0	37	11	1	23	0	35	540
10:15 AM	22	193	25	2	242	12	212	17	1	242	14	7	12	0	33	32	5	21	0	58	575
10:30 AM	15	189	20	0	224	12	193	22	4	231	13	6	17	0	36	22	9	24	0	55	546
10:45 AM	21	177	23	0	221	14	227	18	2	261	17	5	12	1	35	34	9	26	0	69	586
Total	77	746	93	2	918	44	845	75	7	971	57	28	55	1	141	99	24	94	0	217	2247
11:00 AM	20	196	29	0	245	14	229	26	0	269	23	11	17	0	51	14	8	19	0	41	606
11:15 AM	21	198	28	0	247	10	190	24	3	227	22	5	14	0	41	22	6	17	0	45	560
11:30 AM	13	201	32	1	247	15	222	32	1	270	20	13	17	0	50	18	12	13	0	43	610
11:45 AM	16	185	29	1	231	15	251	25	0	291	31	11	13	0	55	26	8	17	0	51	628
Total	70	780	118	2	970	54	892	107	4	1057	96	40	61	0	197	80	34	66	0	180	2404
12:00 PM	16	199	31	0	246	15	212	28	2	257	29	7	14	0	50	34	10	11	0	55	608
12:15 PM	13	196	29	0	238	17	214	18	3	252	25	8	16	0	49	23	5	19	0	47	586
12:30 PM	21	189	33	0	243	9	238	24	4	275	24	6	14	0	44	28	7	18	0	53	615
12:45 PM	17	205	29	2	253	19	214	33	5	271	16	13	24	0	53	18	12	23	0	53	630
Total	67	789	122	2	980	60	878	103	14	1055	94	34	68	0	196	103	34	71	0	208	2439
01:00 PM	11	213	27	0	251	15	204	25	2	246	20	10	21	0	51	29	3	15	0	47	595
01:15 PM	11	194	29	1	235	25	175	29	4	233	28	10	18	0	56	27	7	24	0	58	582
01:30 PM	14	207	17	1	239	16	214	32	0	262	28	6	21	0	55	22	11	17	0	50	606
01:45 PM	21	174	22	1	218	17	217	28	1	263	22	4	23	0	49	24	2	15	0	41	571
Total	57	788	95	3	943	73	810	114	7	1004	98	30	83	0	211	102	23	71	0	196	2354
02:00 PM	6	197	25	1	229	11	152	22	1	186	21	5	18	0	44	25	6	11	0	42	501
02:15 PM	11	163	24	0	198	15	194	27	0	236	24	5	21	0	50	23	9	12	0	44	528
02:30 PM	14	190	21	2	227	7	225	21	2	255	9	10	17	0	36	23	4	13	0	40	558
02:45 PM	8	179	32	2	221	14	195	27	1	237	15	8	12	0	35	25	6	17	0	48	541
Total	39	729	102	5	875	47	766	97	4	914	69	28	68	0	165	96	25	53	0	174	2128
03:00 PM	12	199	29	0	240	20	188	24	0	232	9	7	21	0	37	24	7	14	0	45	554
03:15 PM	22	164	26	0	212	14	186	19	1	220	21	6	27	0	54	19	7	26	0	52	538
03:30 PM	10	190	18	0	218	6	196	21	0	223	12	6	20	0	38	32	3	14	0	49	528
03:45 PM	9	160	38	0	207	23	196	16	2	237	17	8	20	0	45	25	7	10	0	42	531
Total	53	713	111	0	877	63	766	80	3	912	59	27	88	0	174	100	24	64	0	188	2151
04:00 PM	9	203	22	1	235	15	159	15	5	194	17	9	21	0	47	12	4	11	0	27	503
04:15 PM	13	191	35	0	239	16	169	20	3	208	18	5	21	0	44	17	6	8	0	31	522
04:30 PM	10	164	20	0	194	14	167	27	2	210	21	5	17	0	43	29	7	15	0	51	498
04:45 PM	15	169	23	0	207	14	163	13	2	192	20	7	22	0	49	12	8	9	0	29	477
Total	47	727	100	1	875	59	658	75	12	804	76	26	81	0	183	70	25	43	0	138	2000
05:00 PM	6	179	20	0	205	11	151	20	0	182	18	1	14	0	33	30	2	14	0	46	466
05:15 PM	11	160	23	0	194	14	154	25	2	195	20	7	17	0	44	15	6	3	0	24	457
05:30 PM	5	207	22	0	234	18	160	12	1	191	13	7	21	0	41	27	4	8	0	39	505
05:45 PM	3	167	15	1	186	16	176	26	1	219	18	11	12	0	41	16	3	17	0	36	482
Total	25	713	80	1	819	59	641	83	4	787	69	26	64	0	159	88	15	42	0	145	1910
06:00 PM	11	171	28	0	210	17	179	15	1	212	12	6	20	0	38	24	4	8	0	36	496
06:15 PM	11	167	10	0	188	18	144	18	4	184	23	5	23	0	51	19	4	10	0	33	456
06:30 PM	7	166	17	0	190	12	173	12	1	198	20	8	13	0	41	21	8	11	0	40	469
06:45 PM	10	150	16	1	177	12	149	12	0	173	15	5	15	0	35	24	3	7	0	34	419
Total	39	654	71	1	765	59	645	57	6	767	70	24	71	0	165	88	19	36	0	143	1810

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 10-Hwy 29 and Fletcher Dr SAT  
 Site Code :  
 Start Date : 8/7/2021  
 Page No : 2

### Groups Printed- Cars

	Hwy 29 Eastbound					Hwy 29 Westbound					Fletcher Dr Northbound					Fletcher Dr Southbound					
	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
Grand Total	568	8051	1031	18	9668	594	8632	887	72	10185	770	287	702	1	1760	931	259	600	0	1790	23403
Apprch %	5.9	83.3	10.7	0.2		5.8	84.8	8.7	0.7		43.8	16.3	39.9	0.1		52	14.5	33.5	0		
Total %	2.4	34.4	4.4	0.1	41.3	2.5	36.9	3.8	0.3	43.5	3.3	1.2	3	0	7.5	4	1.1	2.6	0	7.6	

	Hwy 29 Eastbound				Hwy 29 Westbound				Fletcher Dr Northbound				Fletcher Dr Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 07:00 AM to 11:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 11:00 AM																	
11:00 AM	20	196	29	245	14	229	26	269	23	11	17	51	14	8	19	41	606
11:15 AM	21	198	28	247	10	190	24	224	22	5	14	41	22	6	17	45	557
11:30 AM	13	201	32	246	15	222	32	269	20	13	17	50	18	12	13	43	608
11:45 AM	16	185	29	230	15	251	25	291	31	11	13	55	26	8	17	51	627
Total Volume	70	780	118	968	54	892	107	1053	96	40	61	197	80	34	66	180	2398
% App. Total	7.2	80.6	12.2		5.1	84.7	10.2		48.7	20.3	31		44.4	18.9	36.7		
PHF	.833	.970	.922	.980	.900	.888	.836	.905	.774	.769	.897	.895	.769	.708	.868	.882	.956

Peak Hour Analysis From 12:00 PM to 06:45 PM - Peak 1 of 1

Peak Hour for Entire Intersection Begins at 12:00 PM

12:00 PM	16	199	31	246		15	212	28	255		29	7	14	50		34	10	11	55	606
12:15 PM	13	196	29	238		17	214	18	249		25	8	16	49		23	5	19	47	583
12:30 PM	21	189	33	243		9	238	24	271		24	6	14	44		28	7	18	53	611
12:45 PM	17	205	29	251		19	214	33	266		16	13	24	53		18	12	23	53	623
Total Volume	67	789	122	978		60	878	103	1041		94	34	68	196		103	34	71	208	2423
% App. Total	6.9	80.7	12.5			5.8	84.3	9.9			48	17.3	34.7			49.5	16.3	34.1		
PHF	.798	.962	.924	.974		.789	.922	.780	.960		.810	.654	.708	.925		.757	.708	.772	.945	.972



# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 10-Hwy 29 and Fletcher Dr SAT  
 Site Code :  
 Start Date : 8/7/2021  
 Page No : 1

### Groups Printed- Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					Fletcher Dr Northbound					Fletcher Dr Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
07:00 AM	1	2	0	0	3	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	6
07:15 AM	0	1	0	0	1	0	4	1	0	5	0	0	1	0	1	0	0	0	0	0	7
07:30 AM	0	4	0	0	4	1	2	0	0	3	0	0	0	0	0	0	0	0	0	0	7
07:45 AM	0	1	0	0	1	0	1	0	0	1	0	0	0	0	0	1	0	0	0	1	3
Total	1	8	0	0	9	1	10	1	0	12	0	0	1	0	1	1	0	0	0	1	23
08:00 AM	0	4	0	0	4	0	7	0	0	7	1	0	0	0	1	1	0	0	0	1	13
08:15 AM	0	1	0	0	1	1	4	0	0	5	0	0	0	0	0	0	0	0	0	0	6
08:30 AM	0	4	0	0	4	0	2	0	0	2	0	0	0	0	0	2	0	0	0	2	8
08:45 AM	0	2	0	0	2	0	5	0	0	5	0	0	0	0	0	0	0	0	0	0	7
Total	0	11	0	0	11	1	18	0	0	19	1	0	0	0	1	3	0	0	0	3	34
09:00 AM	0	5	1	0	6	0	5	0	0	5	0	0	0	0	0	0	0	0	0	0	11
09:15 AM	0	3	0	0	3	0	2	0	0	2	0	0	1	0	1	0	0	0	0	0	6
09:30 AM	0	6	1	0	7	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	9
09:45 AM	1	3	0	0	4	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	6
Total	1	17	2	0	20	0	11	0	0	11	0	0	1	0	1	0	0	0	0	0	32
10:00 AM	0	3	0	0	3	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	6
10:15 AM	0	1	0	0	1	2	4	0	0	6	0	0	0	0	0	0	0	0	0	0	7
10:30 AM	0	2	0	0	2	0	2	0	0	2	0	2	0	0	2	0	0	0	0	0	6
10:45 AM	0	3	0	0	3	0	4	0	0	4	1	0	0	0	1	0	0	0	0	0	8
Total	0	9	0	0	9	2	13	0	0	15	1	2	0	0	3	0	0	0	0	0	27
11:00 AM	0	3	0	0	3	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	5
11:15 AM	0	4	0	0	4	0	4	0	0	4	0	0	0	0	0	0	0	1	0	1	9
11:30 AM	0	1	1	0	2	0	4	0	0	4	1	0	0	0	1	0	0	0	0	0	7
11:45 AM	0	3	1	0	4	0	2	1	0	3	0	0	0	0	0	0	0	1	0	1	8
Total	0	11	2	0	13	0	12	1	0	13	1	0	0	0	1	0	0	2	0	2	29
12:00 PM	0	5	0	0	5	0	3	0	0	3	1	0	0	0	1	0	0	0	0	0	9
12:15 PM	0	4	0	0	4	0	2	1	0	3	0	0	0	0	0	1	0	0	0	1	8
12:30 PM	0	2	0	0	2	0	4	0	0	4	0	0	0	0	0	0	0	0	0	0	6
12:45 PM	0	2	0	0	2	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	3
Total	0	13	0	0	13	0	10	1	0	11	1	0	0	0	1	1	0	0	0	1	26
01:00 PM	0	1	0	0	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	2
01:15 PM	0	3	0	0	3	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	5
01:30 PM	0	1	0	0	1	0	5	0	0	5	0	0	0	0	0	1	0	0	0	1	7
01:45 PM	0	3	0	0	3	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	4
Total	0	8	0	0	8	0	9	0	0	9	0	0	0	0	0	1	0	0	0	1	18
02:00 PM	0	1	0	0	1	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	4
02:15 PM	0	1	0	0	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	2
02:30 PM	0	0	0	0	0	0	12	0	0	12	0	0	0	0	0	0	0	0	0	0	12
02:45 PM	0	1	0	0	1	0	3	0	0	3	0	0	0	0	0	1	0	0	0	1	5
Total	0	3	0	0	3	0	19	0	0	19	0	0	0	0	0	1	0	0	0	1	23
03:00 PM	0	4	0	0	4	1	1	0	0	2	0	0	0	0	0	0	0	0	0	0	6
03:15 PM	0	6	0	0	6	0	6	0	0	6	0	0	1	0	1	0	0	0	0	0	13
03:30 PM	0	2	0	0	2	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	3
03:45 PM	0	1	0	0	1	0	2	0	0	2	0	0	0	0	0	1	0	0	0	1	4
Total	0	13	0	0	13	1	10	0	0	11	0	0	1	0	1	1	0	0	0	1	26
04:00 PM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	2
04:15 PM	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3
04:30 PM	0	2	0	0	2	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	4
04:45 PM	0	1	0	0	1	0	4	0	0	4	0	0	0	0	0	0	0	0	0	0	5
Total	0	6	0	0	6	0	8	0	0	8	0	0	0	0	0	0	0	0	0	0	14
05:00 PM	0	2	0	0	2	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	3
05:15 PM	0	3	0	0	3	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	4
05:30 PM	0	1	2	0	3	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	4
05:45 PM	0	0	0	0	0	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	3
Total	0	6	2	0	8	0	6	0	0	6	0	0	0	0	0	0	0	0	0	0	14
06:00 PM	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3
06:15 PM	0	1	0	0	1	0	2	0	0	2	1	0	0	0	1	0	0	0	0	0	4
06:30 PM	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
06:45 PM	0	1	0	0	1	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	3
Total	0	6	0	0	6	0	4	0	0	4	1	0	0	0	1	0	0	0	0	0	11

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 10-Hwy 29 and Fletcher Dr SAT  
 Site Code :  
 Start Date : 8/7/2021  
 Page No : 2

### Groups Printed- Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					Fletcher Dr Northbound					Fletcher Dr Southbound					
	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
Grand Total	2	111	6	0	119	5	130	3	0	138	5	2	3	0	10	8	0	2	0	10	277
Apprch %	1.7	93.3	5	0		3.6	94.2	2.2	0		50	20	30	0		80	0	20	0		
Total %	0.7	40.1	2.2	0	43	1.8	46.9	1.1	0	49.8	1.8	0.7	1.1	0	3.6	2.9	0	0.7	0	3.6	

	Hwy 29 Eastbound				Hwy 29 Westbound				Fletcher Dr Northbound				Fletcher Dr Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 07:00 AM to 11:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 08:00 AM																	
08:00 AM	0	4	0	4	0	7	0	7	1	0	0	1	1	0	0	1	13
08:15 AM	0	1	0	1	1	4	0	5	0	0	0	0	0	0	0	0	6
08:30 AM	0	4	0	4	0	2	0	2	0	0	0	0	2	0	0	2	8
08:45 AM	0	2	0	2	0	5	0	5	0	0	0	0	0	0	0	0	7
Total Volume	0	11	0	11	1	18	0	19	1	0	0	1	3	0	0	3	34
% App. Total	0	100	0		5.3	94.7	0		100	0	0		100	0	0		
PHF	.000	.688	.000	.688	.250	.643	.000	.679	.250	.000	.000	.250	.375	.000	.000	.375	.654

Peak Hour Analysis From 12:00 PM to 06:45 PM - Peak 1 of 1

Peak Hour for Entire Intersection Begins at 02:30 PM

02:30 PM	0	0	0	0		0	12	0	12		0	0	0	0		0	0	0	0	12
02:45 PM	0	1	0	1		0	3	0	3		0	0	0	0		1	0	0	1	5
03:00 PM	0	4	0	4		1	1	0	2		0	0	0	0		0	0	0	0	6
03:15 PM	0	6	0	6		0	6	0	6		0	0	1	1		0	0	0	0	13
Total Volume	0	11	0	11		1	22	0	23		0	0	1	1		1	0	0	1	36
% App. Total	0	100	0			4.3	95.7	0			0	0	100			100	0	0		
PHF	.000	.458	.000	.458		.250	.458	.000	.479		.000	.000	.250	.250		.250	.000	.000	.250	.692

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 10-Hwy 29 and Fletcher Dr SAT  
 Site Code :  
 Start Date : 8/7/2021  
 Page No : 1

### Groups Printed- Cars - Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					Fletcher Dr Northbound					Fletcher Dr Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
07:00 AM	6	71	4	0	81	1	72	2	1	76	1	0	6	0	7	2	0	0	0	2	166
07:15 AM	0	76	10	0	86	3	101	3	1	108	0	0	3	0	3	0	1	1	0	2	199
07:30 AM	5	97	2	0	104	4	117	1	0	122	4	2	4	0	10	4	1	2	0	7	243
07:45 AM	4	106	10	0	120	5	132	4	1	142	5	0	2	0	7	6	1	5	0	12	281
Total	15	350	26	0	391	13	422	10	3	448	10	2	15	0	27	12	3	8	0	23	889
08:00 AM	5	103	7	0	115	3	144	3	0	150	5	2	2	0	9	6	2	4	0	12	286
08:15 AM	5	112	11	0	128	7	147	11	2	167	6	2	5	0	13	4	3	3	0	10	318
08:30 AM	7	119	13	0	139	8	156	13	1	178	4	0	3	0	7	11	3	2	0	16	340
08:45 AM	9	122	18	0	149	13	171	8	1	193	14	4	6	0	24	11	3	3	0	17	383
Total	26	456	49	0	531	31	618	35	4	688	29	8	16	0	53	32	11	12	0	55	1327
09:00 AM	6	124	16	0	146	4	154	11	0	169	8	2	7	0	17	14	7	9	0	30	362
09:15 AM	15	173	13	0	201	11	206	10	0	227	14	3	6	0	23	14	2	11	0	27	478
09:30 AM	12	175	20	1	208	10	183	19	1	213	12	3	8	0	23	15	5	10	0	30	474
09:45 AM	22	170	17	0	209	9	187	12	3	211	10	6	13	0	29	22	8	10	0	40	489
Total	55	642	66	1	764	34	730	52	4	820	44	14	34	0	92	65	22	40	0	127	1803
10:00 AM	19	190	25	0	234	6	216	18	0	240	13	10	14	0	37	11	1	23	0	35	546
10:15 AM	22	194	25	2	243	14	216	17	1	248	14	7	12	0	33	32	5	21	0	58	582
10:30 AM	15	191	20	0	226	12	195	22	4	233	13	8	17	0	38	22	9	24	0	55	552
10:45 AM	21	180	23	0	224	14	231	18	2	265	18	5	12	1	36	34	9	26	0	69	594
Total	77	755	93	2	927	46	858	75	7	986	58	30	55	1	144	99	24	94	0	217	2274
11:00 AM	20	199	29	0	248	14	231	26	0	271	23	11	17	0	51	14	8	19	0	41	611
11:15 AM	21	202	28	0	251	10	194	24	3	231	22	5	14	0	41	22	6	18	0	46	569
11:30 AM	13	202	33	1	249	15	226	32	1	274	21	13	17	0	51	18	12	13	0	43	617
11:45 AM	16	188	30	1	235	15	253	26	0	294	31	11	13	0	55	26	8	18	0	52	636
Total	70	791	120	2	983	54	904	108	4	1070	97	40	61	0	198	80	34	68	0	182	2433
12:00 PM	16	204	31	0	251	15	215	28	2	260	30	7	14	0	51	34	10	11	0	55	617
12:15 PM	13	200	29	0	242	17	216	19	3	255	25	8	16	0	49	24	5	19	0	48	594
12:30 PM	21	191	33	0	245	9	242	24	4	279	24	6	14	0	44	28	7	18	0	53	621
12:45 PM	17	207	29	2	255	19	215	33	5	272	16	13	24	0	53	18	12	23	0	53	633
Total	67	802	122	2	993	60	888	104	14	1066	95	34	68	0	197	104	34	71	0	209	2465
01:00 PM	11	214	27	0	252	15	205	25	2	247	20	10	21	0	51	29	3	15	0	47	597
01:15 PM	11	197	29	1	238	25	177	29	4	235	28	10	18	0	56	27	7	24	0	58	587
01:30 PM	14	208	17	1	240	16	219	32	0	267	28	6	21	0	55	23	11	17	0	51	613
01:45 PM	21	177	22	1	221	17	218	28	1	264	22	4	23	0	49	24	2	15	0	41	575
Total	57	796	95	3	951	73	819	114	7	1013	98	30	83	0	211	103	23	71	0	197	2372
02:00 PM	6	198	25	1	230	11	155	22	1	189	21	5	18	0	44	25	6	11	0	42	505
02:15 PM	11	164	24	0	199	15	195	27	0	237	24	5	21	0	50	23	9	12	0	44	530
02:30 PM	14	190	21	2	227	7	237	21	2	267	9	10	17	0	36	23	4	13	0	40	570
02:45 PM	8	180	32	2	222	14	198	27	1	240	15	8	12	0	35	26	6	17	0	49	546
Total	39	732	102	5	878	47	785	97	4	933	69	28	68	0	165	97	25	53	0	175	2151
03:00 PM	12	203	29	0	244	21	189	24	0	234	9	7	21	0	37	24	7	14	0	45	560
03:15 PM	22	170	26	0	218	14	192	19	1	226	21	6	28	0	55	19	7	26	0	52	551
03:30 PM	10	192	18	0	220	6	197	21	0	224	12	6	20	0	38	32	3	14	0	49	531
03:45 PM	9	161	38	0	208	23	198	16	2	239	17	8	20	0	45	26	7	10	0	43	535
Total	53	726	111	0	890	64	776	80	3	923	59	27	89	0	175	101	24	64	0	189	2177
04:00 PM	9	203	22	1	235	15	161	15	5	196	17	9	21	0	47	12	4	11	0	27	505
04:15 PM	13	194	35	0	242	16	169	20	3	208	18	5	21	0	44	17	6	8	0	31	525
04:30 PM	10	166	20	0	196	14	169	27	2	212	21	5	17	0	43	29	7	15	0	51	502
04:45 PM	15	170	23	0	208	14	167	13	2	196	20	7	22	0	49	12	8	9	0	29	482
Total	47	733	100	1	881	59	666	75	12	812	76	26	81	0	183	70	25	43	0	138	2014
05:00 PM	6	181	20	0	207	11	152	20	0	183	18	1	14	0	33	30	2	14	0	46	469
05:15 PM	11	163	23	0	197	14	155	25	2	196	20	7	17	0	44	15	6	3	0	24	461
05:30 PM	5	208	24	0	237	18	161	12	1	192	13	7	21	0	41	27	4	8	0	39	509
05:45 PM	3	167	15	1	186	16	179	26	1	222	18	11	12	0	41	16	3	17	0	36	485
Total	25	719	82	1	827	59	647	83	4	793	69	26	64	0	159	88	15	42	0	145	1924
06:00 PM	11	174	28	0	213	17	179	15	1	212	12	6	20	0	38	24	4	8	0	36	499
06:15 PM	11	168	10	0	189	18	146	18	4	186	24	5	23	0	52	19	4	10	0	33	460
06:30 PM	7	167	17	0	191	12	173	12	1	198	20	8	13	0	41	21	8	11	0	40	470
06:45 PM	10	151	16	1	178	12	151	12	0	175	15	5	15	0	35	24	3	7	0	34	422
Total	39	660	71	1	771	59	649	57	6	771	71	24	71	0	166	88	19	36	0	143	1851

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 10-Hwy 29 and Fletcher Dr SAT  
 Site Code :  
 Start Date : 8/7/2021  
 Page No : 2

### Groups Printed- Cars - Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					Fletcher Dr Northbound					Fletcher Dr Southbound					
	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
Grand Total	570	8162	1037	18	9787	599	8762	890	72	10323	775	289	705	1	1770	939	259	602	0	1800	23680
Apprch %	5.8	83.4	10.6	0.2		5.8	84.9	8.6	0.7		43.8	16.3	39.8	0.1		52.2	14.4	33.4	0		
Total %	2.4	34.5	4.4	0.1	41.3	2.5	37	3.8	0.3	43.6	3.3	1.2	3	0	7.5	4	1.1	2.5	0	7.6	
Cars	568	8051	1031	18	9668	594	8632	887	72	10185	770	287	702	1	1760	931	259	600	0	1790	23403
% Cars	99.6	98.6	99.4	100	98.8	99.2	98.5	99.7	100	98.7	99.4	99.3	99.6	100	99.4	99.1	100	99.7	0	99.4	98.8
Trucks	2	111	6	0	119	5	130	3	0	138	5	2	3	0	10	8	0	2	0	10	277
% Trucks	0.4	1.4	0.6	0	1.2	0.8	1.5	0.3	0	1.3	0.6	0.7	0.4	0	0.6	0.9	0	0.3	0	0.6	1.2

	Hwy 29 Eastbound				Hwy 29 Westbound				Fletcher Dr Northbound				Fletcher Dr Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 07:00 AM to 11:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 11:00 AM																	
11:00 AM	20	199	29	248	14	231	26	271	23	11	17	51	14	8	19	41	611
11:15 AM	21	202	28	251	10	194	24	228	22	5	14	41	22	6	18	46	566
11:30 AM	13	202	33	248	15	226	32	273	21	13	17	51	18	12	13	43	615
11:45 AM	16	188	30	234	15	253	26	294	31	11	13	55	26	8	18	52	635
Total Volume	70	791	120	981	54	904	108	1066	97	40	61	198	80	34	68	182	2427
% App. Total	7.1	80.6	12.2		5.1	84.8	10.1		49	20.2	30.8		44	18.7	37.4		
PHF	.833	.979	.909	.977	.900	.893	.844	.906	.782	.769	.897	.900	.769	.708	.895	.875	.956

Peak Hour Analysis From 12:00 PM to 06:45 PM - Peak 1 of 1

Peak Hour for Entire Intersection Begins at 12:00 PM

12:00 PM	16	204	31	251	15	215	28	258	30	7	14	51	34	10	11	55	615
12:15 PM	13	200	29	242	17	216	19	252	25	8	16	49	24	5	19	48	591
12:30 PM	21	191	33	245	9	242	24	275	24	6	14	44	28	7	18	53	617
12:45 PM	17	207	29	253	19	215	33	267	16	13	24	53	18	12	23	53	626
Total Volume	67	802	122	991	60	888	104	1052	95	34	68	197	104	34	71	209	2449
% App. Total	6.8	80.9	12.3		5.7	84.4	9.9		48.2	17.3	34.5		49.8	16.3	34		
PHF	.798	.969	.924	.979	.789	.917	.788	.956	.792	.654	.708	.929	.765	.708	.772	.950	.978

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 10-Hwy 29 and Fletcher Dr SAT  
 Site Code :  
 Start Date : 8/7/2021  
 Page No : 1

### Groups Printed- Pedestrians

	Hwy 29 Eastbound					Hwy 29 Westbound					Fletcher Dr Northbound					Fletcher Dr Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
07:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
07:15 AM	0	0	0	1	1	0	0	0	0	0	0	0	0	2	2	0	0	0	1	1	4
07:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
07:45 AM	0	0	0	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4
Total	0	0	0	5	5	0	0	0	0	0	0	0	0	2	2	0	0	0	1	1	8
08:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
08:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	1	1	2
08:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
08:45 AM	0	0	0	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	5
Total	0	0	0	4	4	0	0	0	0	0	0	0	0	1	1	0	0	0	2	2	7
09:00 AM	0	0	0	0	0	0	0	0	1	1	0	0	0	1	1	0	0	0	0	0	2
09:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	2
09:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
09:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Total	0	0	0	0	0	0	0	0	1	1	0	0	0	3	3	0	0	0	1	1	5
10:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:00 AM	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1
11:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1
12:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
12:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	2
01:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
01:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
01:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
01:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	1
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	1
02:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	1
03:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
03:45 PM	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Total	0	0	0	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	1	1	3
04:00 PM	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1
04:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1
05:00 PM	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
05:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
06:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	1
06:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0

Peggy Malone & Associates  
(888) 247-8602

Item g.

File Name : 10-Hwy 29 and Fletcher Dr SAT  
Site Code :  
Start Date : 8/7/2021  
Page No : 2

Groups Printed- Pedestrians

	Hwy 29 Eastbound					Hwy 29 Westbound					Fletcher Dr Northbound					Fletcher Dr Southbound					Int. Total
	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
Grand Total	0	0	0	11	11	0	0	0	3	3	0	0	0	9	9	0	0	0	7	7	30
Apprch %	0	0	0	100		0	0	0	100		0	0	0	100		0	0	0	100		
Total %	0	0	0	36.7	36.7	0	0	0	10	10	0	0	0	30	30	0	0	0	23.3	23.3	

	Hwy 29 Eastbound					Hwy 29 Westbound					Fletcher Dr Northbound					Fletcher Dr Southbound					Int. Total
Start Time	Left	Thru	Right	App. Total		Left	Thru	Right	App. Total		Left	Thru	Right	App. Total		Left	Thru	Right	App. Total		Int. Total
Peak Hour Analysis From 07:00 AM to 11:45 AM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 07:00 AM																					
07:00 AM	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
07:15 AM	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
07:30 AM	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
07:45 AM	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
Total Volume	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
% App. Total	0	0	0			0	0	0			0	0	0			0	0	0			
PHF	.000	.000	.000	.000		.000	.000	.000	.000		.000	.000	.000	.000		.000	.000	.000	.000		.000

Peak Hour Analysis From 12:00 PM to 06:45 PM - Peak 1 of 1

Peak Hour for Entire Intersection Begins at 12:00 PM

12:00 PM	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
12:15 PM	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
12:30 PM	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
12:45 PM	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
Total Volume	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
% App. Total	0	0	0			0	0	0			0	0	0			0	0	0			
PHF	.000	.000	.000	.000		.000	.000	.000	.000		.000	.000	.000	.000		.000	.000	.000	.000		.000

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 10-Hwy 29 and Fletcher Dr AM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

### Groups Printed- Cars

	Hwy 29 Eastbound					Hwy 29 Westbound					Fletcher Dr Northbound					Fletcher Dr Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
06:00 AM	0	130	1	0	131	1	93	0	0	94	0	0	0	0	0	3	0	0	0	3	228
06:15 AM	0	165	6	0	171	1	87	0	0	88	1	2	1	0	4	0	0	0	0	0	263
06:30 AM	0	171	5	0	176	2	116	1	0	119	2	0	3	0	5	5	0	1	0	6	306
06:45 AM	0	163	7	0	170	1	135	6	1	143	3	0	1	0	4	3	1	0	0	4	321
Total	0	629	19	0	648	5	431	7	1	444	6	2	5	0	13	11	1	1	0	13	1118
07:00 AM	0	159	3	0	162	2	109	1	1	113	2	1	1	0	4	3	0	2	0	5	284
07:15 AM	2	166	6	0	174	0	143	7	1	151	6	1	2	0	9	3	3	0	0	6	340
07:30 AM	2	174	3	0	179	4	196	3	0	203	0	1	4	0	5	6	0	1	0	7	394
07:45 AM	3	182	14	1	200	5	222	9	1	237	1	1	1	0	3	6	3	7	0	16	456
Total	7	681	26	1	715	11	670	20	3	704	9	4	8	0	21	18	6	10	0	34	1474
08:00 AM	7	169	10	0	186	3	184	9	0	196	2	2	5	0	9	12	2	4	0	18	409
08:15 AM	10	180	10	1	201	5	153	8	1	167	4	1	2	0	7	9	2	8	0	19	394
08:30 AM	9	184	12	1	206	3	175	8	0	186	3	1	7	0	11	10	2	7	0	19	422
08:45 AM	9	171	20	0	200	8	185	9	0	202	11	3	3	0	17	13	4	2	0	19	438
Total	35	704	52	2	793	19	697	34	1	751	20	7	17	0	44	44	10	21	0	75	1663
Grand Total	42	2014	97	3	2156	35	1798	61	5	1899	35	13	30	0	78	73	17	32	0	122	4255
Apprch %	1.9	93.4	4.5	0.1		1.8	94.7	3.2	0.3		44.9	16.7	38.5	0		59.8	13.9	26.2	0		
Total %	1	47.3	2.3	0.1	50.7	0.8	42.3	1.4	0.1	44.6	0.8	0.3	0.7	0	1.8	1.7	0.4	0.8	0	2.9	

	Hwy 29 Eastbound				Hwy 29 Westbound				Fletcher Dr Northbound				Fletcher Dr Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 06:00 AM to 08:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 07:45 AM																	
07:45 AM	3	182	<b>14</b>	199	<b>5</b>	<b>222</b>	<b>9</b>	<b>236</b>	1	1	1	3	6	<b>3</b>	7	16	<b>454</b>
08:00 AM	7	169	10	186	3	184	9	196	2	<b>2</b>	5	9	<b>12</b>	2	4	18	409
08:15 AM	<b>10</b>	180	10	200	5	153	8	166	<b>4</b>	1	2	7	9	2	<b>8</b>	<b>19</b>	392
08:30 AM	9	<b>184</b>	12	<b>205</b>	3	175	8	186	3	1	<b>7</b>	<b>11</b>	10	2	7	19	421
Total Volume	29	715	46	790	16	734	34	784	10	5	15	30	37	9	26	72	1676
% App. Total	3.7	90.5	5.8		2	93.6	4.3		33.3	16.7	50		51.4	12.5	36.1		
PHF	.725	.971	.821	.963	.800	.827	.944	.831	.625	.625	.536	.682	.771	.750	.813	.947	.923



# Peggy Malone & Associates

(888) 247-8602

Item g.

File Name : 10-Hwy 29 and Fletcher Dr AM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

## Groups Printed- Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					Fletcher Dr Northbound					Fletcher Dr Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
06:00 AM	0	0	0	0	0	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	3
06:15 AM	1	0	0	0	1	0	4	0	0	4	0	0	1	0	1	0	0	0	0	0	6
06:30 AM	0	5	0	0	5	0	4	0	0	4	0	0	0	0	0	0	0	0	0	0	9
06:45 AM	0	3	0	0	3	2	8	0	0	10	0	0	0	0	0	0	0	0	0	0	13
Total	1	8	0	0	9	2	19	0	0	21	0	0	1	0	1	0	0	0	0	0	31
07:00 AM	0	1	0	0	1	1	5	1	0	7	1	0	0	0	1	0	0	0	0	0	9
07:15 AM	0	11	0	0	11	0	4	0	0	4	0	0	1	0	1	0	0	1	0	1	17
07:30 AM	0	12	0	0	12	0	12	0	0	12	0	0	1	0	1	0	0	0	0	0	25
07:45 AM	0	10	0	0	10	0	8	0	0	8	0	0	0	0	0	0	0	1	0	1	19
Total	0	34	0	0	34	1	29	1	0	31	1	0	2	0	3	0	0	2	0	2	70
08:00 AM	0	12	0	0	12	1	5	0	0	6	0	0	2	0	2	0	0	1	0	1	21
08:15 AM	0	12	0	0	12	0	8	0	0	8	0	0	0	0	0	2	0	0	0	2	22
08:30 AM	0	7	1	0	8	0	11	0	0	11	0	1	0	0	1	0	1	2	0	3	23
08:45 AM	0	7	1	0	8	0	9	0	0	9	0	0	0	0	0	0	0	0	0	0	17
Total	0	38	2	0	40	1	33	0	0	34	0	1	2	0	3	2	1	3	0	6	83
Grand Total	1	80	2	0	83	4	81	1	0	86	1	1	5	0	7	2	1	5	0	8	184
Apprch %	1.2	96.4	2.4	0		4.7	94.2	1.2	0		14.3	14.3	71.4	0		25	12.5	62.5	0		
Total %	0.5	43.5	1.1	0	45.1	2.2	44	0.5	0	46.7	0.5	0.5	2.7	0	3.8	1.1	0.5	2.7	0	4.3	

	Hwy 29 Eastbound				Hwy 29 Westbound				Fletcher Dr Northbound				Fletcher Dr Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 06:00 AM to 08:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 07:30 AM																	
07:30 AM	0	12	0	12	0	12	0	12	0	0	1	1	0	0	0	0	25
07:45 AM	0	10	0	10	0	8	0	8	0	0	0	0	0	0	1	1	19
08:00 AM	0	12	0	12	1	5	0	6	0	0	2	2	0	0	1	1	21
08:15 AM	0	12	0	12	0	8	0	8	0	0	0	0	2	0	0	2	22
Total Volume	0	46	0	46	1	33	0	34	0	0	3	3	2	0	2	4	87
% App. Total	0	100	0		2.9	97.1	0		0	0	100		50	0	50		
PHF	.000	.958	.000	.958	.250	.688	.000	.708	.000	.000	.375	.375	.250	.000	.500	.500	.870

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 10-Hwy 29 and Fletcher Dr AM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

### Groups Printed- Cars - Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					Fletcher Dr Northbound					Fletcher Dr Southbound						
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total	
06:00 AM	0	130	1	0	131	1	96	0	0	97	0	0	0	0	0	3	0	0	0	0	3	231
06:15 AM	1	165	6	0	172	1	91	0	0	92	1	2	2	0	5	0	0	0	0	0	0	269
06:30 AM	0	176	5	0	181	2	120	1	0	123	2	0	3	0	5	5	0	1	0	6	315	
06:45 AM	0	166	7	0	173	3	143	6	1	153	3	0	1	0	4	3	1	0	0	4	334	
Total	1	637	19	0	657	7	450	7	1	465	6	2	6	0	14	11	1	1	0	13	1149	
07:00 AM	0	160	3	0	163	3	114	2	1	120	3	1	1	0	5	3	0	2	0	5	293	
07:15 AM	2	177	6	0	185	0	147	7	1	155	6	1	3	0	10	3	3	1	0	7	357	
07:30 AM	2	186	3	0	191	4	208	3	0	215	0	1	5	0	6	6	0	1	0	7	419	
07:45 AM	3	192	14	1	210	5	230	9	1	245	1	1	1	0	3	6	3	8	0	17	475	
Total	7	715	26	1	749	12	699	21	3	735	10	4	10	0	24	18	6	12	0	36	1544	
08:00 AM	7	181	10	0	198	4	189	9	0	202	2	2	7	0	11	12	2	5	0	19	430	
08:15 AM	10	192	10	1	213	5	161	8	1	175	4	1	2	0	7	11	2	8	0	21	416	
08:30 AM	9	191	13	1	214	3	186	8	0	197	3	2	7	0	12	10	3	9	0	22	445	
08:45 AM	9	178	21	0	208	8	194	9	0	211	11	3	3	0	17	13	4	2	0	19	455	
Total	35	742	54	2	833	20	730	34	1	785	20	8	19	0	47	46	11	24	0	81	1746	
Grand Total	43	2094	99	3	2239	39	1879	62	5	1985	36	14	35	0	85	75	18	37	0	130	4439	
Apprch %	1.9	93.5	4.4	0.1		2	94.7	3.1	0.3		42.4	16.5	41.2	0		57.7	13.8	28.5	0			
Total %	1	47.2	2.2	0.1	50.4	0.9	42.3	1.4	0.1	44.7	0.8	0.3	0.8	0	1.9	1.7	0.4	0.8	0	2.9		
Cars	42	2014	97	3	2156	35	1798	61	5	1899	35	13	30	0	78	73	17	32	0	122	4255	
% Cars	97.7	96.2	98	100	96.3	89.7	95.7	98.4	100	95.7	97.2	92.9	85.7	0	91.8	97.3	94.4	86.5	0	93.8	95.9	
Trucks	1	80	2	0	83	4	81	1	0	86	1	1	5	0	7	2	1	5	0	8	184	
% Trucks	2.3	3.8	2	0	3.7	10.3	4.3	1.6	0	4.3	2.8	7.1	14.3	0	8.2	2.7	5.6	13.5	0	6.2	4.1	

	Hwy 29 Eastbound				Hwy 29 Westbound				Fletcher Dr Northbound				Fletcher Dr Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 06:00 AM to 08:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 07:45 AM																	
07:45 AM	3	192	14	209	5	230	9	244	1	1	1	3	6	3	8	17	473
08:00 AM	7	181	10	198	4	189	9	202	2	2	7	11	12	2	5	19	430
08:15 AM	10	192	10	212	5	161	8	174	4	1	2	7	11	2	8	21	414
08:30 AM	9	191	13	213	3	186	8	197	3	2	7	12	10	3	9	22	444
Total Volume	29	756	47	832	17	766	34	817	10	6	17	33	39	10	30	79	1761
% App. Total	3.5	90.9	5.6		2.1	93.8	4.2		30.3	18.2	51.5		49.4	12.7	38		
PHF	.725	.984	.839	.977	.850	.833	.944	.837	.625	.750	.607	.688	.813	.833	.833	.898	.931

# Peggy Malone & Associates

(888) 247-8602

Item g.

File Name : 10-Hwy 29 and Fletcher Dr AM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

## Groups Printed- Pedestrians

	Hwy 29 Eastbound					Hwy 29 Westbound					Fletcher Dr Northbound					Fletcher Dr Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
06:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:45 AM	0	0	0	1	1	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	3
Total	0	0	0	1	1	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	3
07:00 AM	0	0	0	0	0	0	0	0	1	1	0	0	0	3	3	0	0	0	1	1	5
07:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
07:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	2
07:45 AM	0	0	0	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4
Total	0	0	0	4	4	0	0	0	1	1	0	0	0	5	5	0	0	0	2	2	12
08:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
08:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	2
08:30 AM	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
08:45 AM	0	0	0	4	4	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	5
Total	0	0	0	5	5	0	0	0	1	1	0	0	0	2	2	0	0	0	0	0	8
Grand Total	0	0	0	10	10	0	0	0	2	2	0	0	0	9	9	0	0	0	2	2	23
Apprch %	0	0	0	100		0	0	0	100		0	0	0	100		0	0	0	100		
Total %	0	0	0	43.5	43.5	0	0	0	8.7	8.7	0	0	0	39.1	39.1	0	0	0	8.7	8.7	

	Hwy 29 Eastbound				Hwy 29 Westbound				Fletcher Dr Northbound				Fletcher Dr Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 06:00 AM to 08:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 06:00 AM																	
06:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Volume	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% App. Total	0	0	0		0	0	0		0	0	0		0	0	0		
PHF	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 10-Hwy 29 and Fletcher Dr PM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

### Groups Printed- Cars

	Hwy 29 Eastbound					Hwy 29 Westbound					Fletcher Dr Northbound					Fletcher Dr Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
02:00 PM	15	195	27	1	238	15	215	18	0	248	22	12	17	0	51	15	12	18	0	45	582
02:15 PM	19	165	27	1	212	15	188	13	1	217	32	8	23	0	63	28	12	20	0	60	552
02:30 PM	14	202	36	0	252	9	211	14	0	234	24	4	23	0	51	24	10	20	0	54	591
02:45 PM	20	184	25	0	229	9	219	21	1	250	14	7	17	0	38	32	6	15	0	53	570
Total	68	746	115	2	931	48	833	66	2	949	92	31	80	0	203	99	40	73	0	212	2295
03:00 PM	10	207	37	0	254	22	207	25	1	255	28	5	23	0	56	18	9	14	0	41	606
03:15 PM	21	191	25	1	238	11	247	27	2	287	22	6	21	0	49	18	18	28	0	64	638
03:30 PM	17	180	31	0	228	18	221	18	0	257	29	8	17	0	54	19	10	14	0	43	582
03:45 PM	14	204	31	1	250	11	262	16	0	289	15	11	17	0	43	21	8	19	0	48	630
Total	62	782	124	2	970	62	937	86	3	1088	94	30	78	0	202	76	45	75	0	196	2456
04:00 PM	18	210	37	0	265	15	247	20	3	285	35	7	19	0	61	27	6	18	0	51	662
04:15 PM	21	220	37	1	279	23	238	23	2	286	24	11	27	0	62	23	4	15	0	42	669
04:30 PM	11	169	23	0	203	15	284	24	1	324	23	8	19	0	50	27	11	23	0	61	638
04:45 PM	16	200	27	2	245	23	261	30	2	316	19	8	16	0	43	19	6	19	0	44	648
Total	66	799	124	3	992	76	1030	97	8	1211	101	34	81	0	216	96	27	75	0	198	2617
05:00 PM	15	216	36	0	267	13	236	14	2	265	32	8	29	0	69	18	6	14	0	38	639
05:15 PM	10	184	22	0	216	22	283	19	0	324	26	11	25	0	62	23	15	11	0	49	651
05:30 PM	15	194	29	0	238	19	252	16	0	287	20	6	19	0	45	19	3	14	0	36	606
05:45 PM	15	174	28	0	217	16	275	26	2	319	22	6	29	0	57	24	6	12	0	42	635
Total	55	768	115	0	938	70	1046	75	4	1195	100	31	102	0	233	84	30	51	0	165	2531
06:00 PM	11	195	36	1	243	22	201	24	2	249	23	8	32	0	63	18	6	15	0	39	594
06:15 PM	10	169	20	0	199	17	226	13	0	256	32	7	21	0	60	25	8	14	0	47	562
06:30 PM	11	167	16	0	194	9	221	16	3	249	19	7	18	0	44	28	5	11	0	44	531
06:45 PM	12	161	20	0	193	15	202	18	1	236	20	7	16	0	43	21	6	16	0	43	515
Total	44	692	92	1	829	63	850	71	6	990	94	29	87	0	210	92	25	56	0	173	2202
Grand Total	295	3787	570	8	4660	319	4696	395	23	5433	481	155	428	0	1064	447	167	330	0	944	12101
Apprch %	6.3	81.3	12.2	0.2		5.9	86.4	7.3	0.4		45.2	14.6	40.2	0		47.4	17.7	35	0		
Total %	2.4	31.3	4.7	0.1	38.5	2.6	38.8	3.3	0.2	44.9	4	1.3	3.5	0	8.8	3.7	1.4	2.7	0	7.8	

	Hwy 29 Eastbound				Hwy 29 Westbound				Fletcher Dr Northbound				Fletcher Dr Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 02:00 PM to 06:45 PM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 04:00 PM																	
04:00 PM	18	210	37	265	15	247	20	282	35	7	19	61	27	6	18	51	659
04:15 PM	21	220	37	278	23	238	23	284	24	11	27	62	23	4	15	42	666
04:30 PM	11	169	23	203	15	284	24	323	23	8	19	50	27	11	23	61	637
04:45 PM	16	200	27	243	23	261	30	314	19	8	16	43	19	6	19	44	644
Total Volume	66	799	124	989	76	1030	97	1203	101	34	81	216	96	27	75	198	2606
% App. Total	6.7	80.8	12.5		6.3	85.6	8.1		46.8	15.7	37.5		48.5	13.6	37.9		
PHF	.786	.908	.838	.889	.826	.907	.808	.931	.721	.773	.750	.871	.889	.614	.815	.811	.978

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 10-Hwy 29 and Fletcher Dr PM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

### Groups Printed- Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					Fletcher Dr Northbound					Fletcher Dr Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
02:00 PM	0	8	0	0	8	0	8	1	0	9	0	0	1	0	1	0	0	0	0	0	18
02:15 PM	1	5	0	0	6	0	7	1	0	8	0	1	0	0	1	0	0	0	0	0	15
02:30 PM	0	5	0	0	5	0	2	1	0	3	0	0	0	0	0	0	0	0	0	0	8
02:45 PM	0	5	0	0	5	0	3	1	0	4	0	0	0	0	0	0	0	0	0	0	9
Total	1	23	0	0	24	0	20	4	0	24	0	1	1	0	2	0	0	0	0	0	50
03:00 PM	0	3	1	0	4	0	10	0	0	10	1	0	0	0	1	2	0	0	0	2	17
03:15 PM	0	2	0	0	2	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	4
03:30 PM	1	5	0	0	6	0	6	1	0	7	0	0	0	0	0	0	0	1	0	1	14
03:45 PM	0	5	0	0	5	0	4	1	0	5	0	0	0	0	0	0	1	0	0	1	11
Total	1	15	1	0	17	0	22	2	0	24	1	0	0	0	1	2	1	1	0	4	46
04:00 PM	0	1	0	0	1	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	3
04:15 PM	0	6	0	0	6	0	3	2	0	5	0	0	1	0	1	0	0	0	0	0	12
04:30 PM	0	4	0	0	4	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	7
04:45 PM	0	3	0	0	3	0	4	1	0	5	0	0	0	0	0	0	0	0	0	0	8
Total	0	14	0	0	14	0	12	3	0	15	0	0	1	0	1	0	0	0	0	0	30
05:00 PM	0	7	0	0	7	0	4	0	0	4	0	0	0	0	0	0	0	0	0	0	11
05:15 PM	0	3	0	0	3	0	3	1	0	4	0	0	0	0	0	0	0	0	0	0	7
05:30 PM	0	3	0	0	3	0	5	1	0	6	0	0	0	0	0	0	0	0	0	0	9
05:45 PM	1	1	0	0	2	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	3
Total	1	14	0	0	15	0	13	2	0	15	0	0	0	0	0	0	0	0	0	0	30
06:00 PM	0	3	0	0	3	0	7	1	0	8	0	0	0	0	0	0	0	0	0	0	11
06:15 PM	0	3	0	0	3	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	5
06:30 PM	0	3	0	0	3	0	6	0	0	6	1	0	0	0	1	0	0	0	0	0	10
06:45 PM	0	0	0	0	0	0	4	0	0	4	0	0	0	0	0	2	0	0	0	2	6
Total	0	9	0	0	9	0	19	1	0	20	1	0	0	0	1	2	0	0	0	2	32
Grand Total	3	75	1	0	79	0	86	12	0	98	2	1	2	0	5	4	1	1	0	6	188
Apprch %	3.8	94.9	1.3	0		0	87.8	12.2	0		40	20	40	0		66.7	16.7	16.7	0		
Total %	1.6	39.9	0.5	0	42	0	45.7	6.4	0	52.1	1.1	0.5	1.1	0	2.7	2.1	0.5	0.5	0	3.2	

	Hwy 29 Eastbound				Hwy 29 Westbound				Fletcher Dr Northbound				Fletcher Dr Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 02:00 PM to 06:45 PM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 02:00 PM																	
02:00 PM	0	8	0	8	0	8	1	9	0	0	1	1	0	0	0	0	18
02:15 PM	1	5	0	6	0	7	1	8	0	1	0	1	0	0	0	0	15
02:30 PM	0	5	0	5	0	2	1	3	0	0	0	0	0	0	0	0	8
02:45 PM	0	5	0	5	0	3	1	4	0	0	0	0	0	0	0	0	9
Total Volume	1	23	0	24	0	20	4	24	0	1	1	2	0	0	0	0	50
% App. Total	4.2	95.8	0		0	83.3	16.7		0	50	50		0	0	0		
PHF	.250	.719	.000	.750	.000	.625	1.00	.667	.000	.250	.250	.500	.000	.000	.000	.000	.694

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 10-Hwy 29 and Fletcher Dr PM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

### Groups Printed- Cars - Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					Fletcher Dr Northbound					Fletcher Dr Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
02:00 PM	15	203	27	1	246	15	223	19	0	257	22	12	18	0	52	15	12	18	0	45	600
02:15 PM	20	170	27	1	218	15	195	14	1	225	32	9	23	0	64	28	12	20	0	60	567
02:30 PM	14	207	36	0	257	9	213	15	0	237	24	4	23	0	51	24	10	20	0	54	599
02:45 PM	20	189	25	0	234	9	222	22	1	254	14	7	17	0	38	32	6	15	0	53	579
Total	69	769	115	2	955	48	853	70	2	973	92	32	81	0	205	99	40	73	0	212	2345
03:00 PM	10	210	38	0	258	22	217	25	1	265	29	5	23	0	57	20	9	14	0	43	623
03:15 PM	21	193	25	1	240	11	249	27	2	289	22	6	21	0	49	18	18	28	0	64	642
03:30 PM	18	185	31	0	234	18	227	19	0	264	29	8	17	0	54	19	10	15	0	44	596
03:45 PM	14	209	31	1	255	11	266	17	0	294	15	11	17	0	43	21	9	19	0	49	641
Total	63	797	125	2	987	62	959	88	3	1112	95	30	78	0	203	78	46	76	0	200	2502
04:00 PM	18	211	37	0	266	15	249	20	3	287	35	7	19	0	61	27	6	18	0	51	665
04:15 PM	21	226	37	1	285	23	241	25	2	291	24	11	28	0	63	23	4	15	0	42	681
04:30 PM	11	173	23	0	207	15	287	24	1	327	23	8	19	0	50	27	11	23	0	61	645
04:45 PM	16	203	27	2	248	23	265	31	2	321	19	8	16	0	43	19	6	19	0	44	656
Total	66	813	124	3	1006	76	1042	100	8	1226	101	34	82	0	217	96	27	75	0	198	2647
05:00 PM	15	223	36	0	274	13	240	14	2	269	32	8	29	0	69	18	6	14	0	38	650
05:15 PM	10	187	22	0	219	22	286	20	0	328	26	11	25	0	62	23	15	11	0	49	658
05:30 PM	15	197	29	0	241	19	257	17	0	293	20	6	19	0	45	19	3	14	0	36	615
05:45 PM	16	175	28	0	219	16	276	26	2	320	22	6	29	0	57	24	6	12	0	42	638
Total	56	782	115	0	953	70	1059	77	4	1210	100	31	102	0	233	84	30	51	0	165	2561
06:00 PM	11	198	36	1	246	22	208	25	2	257	23	8	32	0	63	18	6	15	0	39	605
06:15 PM	10	172	20	0	202	17	228	13	0	258	32	7	21	0	60	25	8	14	0	47	567
06:30 PM	11	170	16	0	197	9	227	16	3	255	20	7	18	0	45	28	5	11	0	44	541
06:45 PM	12	161	20	0	193	15	206	18	1	240	20	7	16	0	43	23	6	16	0	45	521
Total	44	701	92	1	838	63	869	72	6	1010	95	29	87	0	211	94	25	56	0	175	2234
Grand Total	298	3862	571	8	4739	319	4782	407	23	5531	483	156	430	0	1069	451	168	331	0	950	12289
Apprch %	6.3	81.5	12	0.2		5.8	86.5	7.4	0.4		45.2	14.6	40.2	0		47.5	17.7	34.8	0		
Total %	2.4	31.4	4.6	0.1	38.6	2.6	38.9	3.3	0.2	45	3.9	1.3	3.5	0	8.7	3.7	1.4	2.7	0	7.7	
Cars	295	3787	570	8	4660	319	4696	395	23	5433	481	155	428	0	1064	447	167	330	0	944	12101
% Cars	99	98.1	99.8	100	98.3	100	98.2	97.1	100	98.2	99.6	99.4	99.5	0	99.5	99.1	99.4	99.7	0	99.4	98.5
Trucks	3	75	1	0	79	0	86	12	0	98	2	1	2	0	5	4	1	1	0	6	188
% Trucks	1	1.9	0.2	0	1.7	0	1.8	2.9	0	1.8	0.4	0.6	0.5	0	0.5	0.9	0.6	0.3	0	0.6	1.5

	Hwy 29 Eastbound				Hwy 29 Westbound				Fletcher Dr Northbound				Fletcher Dr Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 02:00 PM to 06:45 PM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 04:00 PM																	
04:00 PM	18	211	37	266	15	249	20	284	35	7	19	61	27	6	18	51	662
04:15 PM	21	226	37	284	23	241	25	289	24	11	28	63	23	4	15	42	678
04:30 PM	11	173	23	207	15	287	24	326	23	8	19	50	27	11	23	61	644
04:45 PM	16	203	27	246	23	265	31	319	19	8	16	43	19	6	19	44	652
Total Volume	66	813	124	1003	76	1042	100	1218	101	34	82	217	96	27	75	198	2636
% App. Total	6.6	81.1	12.4		6.2	85.6	8.2		46.5	15.7	37.8		48.5	13.6	37.9		
PHF	.786	.899	.838	.883	.826	.908	.806	.934	.721	.773	.732	.861	.889	.614	.815	.811	.972

# Peggy Malone & Associates

(888) 247-8602

Item g.

File Name : 10-Hwy 29 and Fletcher Dr PM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

## Groups Printed- Pedestrians

	Hwy 29 Eastbound					Hwy 29 Westbound					Fletcher Dr Northbound					Fletcher Dr Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
02:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
02:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:45 PM	0	0	0	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3
Total	0	0	0	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	4
03:00 PM	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
03:15 PM	0	0	0	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3
03:30 PM	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
03:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5
04:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:45 PM	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Total	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
05:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	1
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	1
06:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total	0	0	0	9	9	0	0	0	0	0	0	0	0	1	1	0	0	0	1	1	11
Apprch %	0	0	0	100		0	0	0	0		0	0	0	100		0	0	0	100		
Total %	0	0	0	81.8	81.8	0	0	0	0	0	0	0	0	9.1	9.1	0	0	0	9.1	9.1	

	Hwy 29 Eastbound				Hwy 29 Westbound				Fletcher Dr Northbound				Fletcher Dr Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 02:00 PM to 06:45 PM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 02:00 PM																	
02:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Volume	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% App. Total	0	0	0		0	0	0		0	0	0		0	0	0		
PHF	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000



# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 11-Hwy 29 and Blackwell Rd SAT  
 Site Code :  
 Start Date : 8/7/2021  
 Page No : 1

### Groups Printed- Cars

	Hwy 29 Eastbound					Hwy 29 Westbound					Blackwell Rd Northbound					Blackwell Rd Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
07:00 AM	2	67	6	1	76	6	56	7	1	70	8	4	10	0	22	6	2	2	0	10	178
07:15 AM	4	69	4	2	79	20	92	9	0	121	6	3	11	0	20	14	6	2	0	22	242
07:30 AM	4	77	11	0	92	20	112	15	1	148	11	8	8	0	27	4	2	3	0	9	276
07:45 AM	5	97	7	0	109	28	116	17	1	162	12	2	18	0	32	11	4	5	0	20	323
Total	15	310	28	3	356	74	376	48	3	501	37	17	47	0	101	35	14	12	0	61	1019
08:00 AM	3	88	10	2	103	36	119	16	0	171	13	8	24	0	45	13	7	1	0	21	340
08:15 AM	8	101	20	0	129	35	136	29	1	201	25	7	24	0	56	14	5	1	0	20	406
08:30 AM	5	97	17	1	120	31	144	17	2	194	23	9	31	0	63	23	4	1	0	28	405
08:45 AM	7	116	14	1	138	34	157	27	1	219	28	13	29	0	70	17	7	5	0	29	456
Total	23	402	61	4	490	136	556	89	4	785	89	37	108	0	234	67	23	8	0	98	1607
09:00 AM	9	117	19	0	145	40	141	26	0	207	28	11	48	0	87	25	18	5	0	48	487
09:15 AM	12	158	20	3	193	37	177	23	3	240	33	12	42	0	87	37	12	5	0	54	574
09:30 AM	13	147	20	2	182	51	184	30	0	265	31	15	43	0	89	31	11	8	0	50	586
09:45 AM	14	153	29	3	199	31	159	40	6	236	25	22	42	0	89	34	15	12	0	61	585
Total	48	575	88	8	719	159	661	119	9	948	117	60	175	0	352	127	56	30	0	213	2232
10:00 AM	15	156	28	1	200	43	174	37	1	255	56	26	37	0	119	28	21	10	0	59	633
10:15 AM	11	189	37	1	238	47	192	36	3	278	29	16	47	0	92	36	20	7	0	63	671
10:30 AM	11	206	27	1	245	34	185	36	1	256	38	19	51	0	108	33	17	8	0	58	667
10:45 AM	15	181	30	0	226	45	199	33	4	281	46	20	48	0	114	37	16	9	0	62	683
Total	52	732	122	3	909	169	750	142	9	1070	169	81	183	0	433	134	74	34	0	242	2654
11:00 AM	9	186	20	4	219	45	198	37	3	283	66	21	50	0	137	34	14	7	0	55	694
11:15 AM	10	187	21	5	223	45	178	47	6	276	52	27	44	0	123	33	22	13	0	68	690
11:30 AM	13	208	18	2	241	42	209	30	3	284	34	19	41	0	94	50	20	9	0	79	698
11:45 AM	8	174	20	0	202	26	214	51	2	293	46	18	58	0	122	50	19	11	0	80	697
Total	40	755	79	11	885	158	799	165	14	1136	198	85	193	0	476	167	75	40	0	282	2779
12:00 PM	14	194	23	5	236	42	191	32	0	265	54	20	46	0	120	41	12	9	0	62	683
12:15 PM	16	220	24	4	264	34	208	39	4	285	36	13	50	0	99	39	17	13	0	69	717
12:30 PM	6	186	26	1	219	44	197	33	5	279	42	29	46	0	117	45	18	13	0	76	691
12:45 PM	10	200	34	5	249	25	192	45	4	266	52	15	44	0	111	27	21	10	0	58	684
Total	46	800	107	15	968	145	788	149	13	1095	184	77	186	0	447	152	68	45	0	265	2775
01:00 PM	16	211	25	3	255	44	204	42	3	293	30	18	39	0	87	27	12	9	0	48	683
01:15 PM	8	205	24	2	239	40	196	38	2	276	26	23	39	0	88	33	18	8	0	59	662
01:30 PM	11	181	20	0	212	47	190	34	7	278	37	23	48	0	108	42	16	8	0	66	664
01:45 PM	13	188	22	5	228	35	202	33	3	273	38	13	30	0	81	42	11	11	0	64	646
Total	48	785	91	10	934	166	792	147	15	1120	131	77	156	0	364	144	57	36	0	237	2655
02:00 PM	11	195	25	5	236	21	135	27	3	186	30	10	38	0	78	37	14	12	0	63	563
02:15 PM	12	190	19	3	224	20	193	37	5	255	42	10	22	0	74	37	10	6	0	53	606
02:30 PM	15	182	24	1	222	30	182	34	1	247	33	17	39	0	89	35	18	9	0	62	620
02:45 PM	12	190	13	2	217	25	182	36	3	246	35	17	24	0	76	33	14	5	0	52	591
Total	50	757	81	11	899	96	692	134	12	934	140	54	123	0	317	142	56	32	0	230	2380
03:00 PM	6	211	26	2	245	36	197	39	0	272	28	19	47	0	94	37	18	9	0	64	675
03:15 PM	10	188	17	4	219	31	169	39	6	245	36	25	30	0	91	46	15	11	0	72	627
03:30 PM	15	210	27	0	252	30	167	25	2	224	39	15	37	0	91	41	21	7	0	69	636
03:45 PM	14	168	16	0	198	34	171	34	2	241	30	17	28	0	75	27	18	10	0	55	569
Total	45	777	86	6	914	131	704	137	10	982	133	76	142	0	351	151	72	37	0	260	2507
04:00 PM	14	189	21	1	225	28	157	28	2	215	24	15	38	0	77	35	15	8	0	58	575
04:15 PM	14	187	13	1	215	43	177	34	2	256	28	12	40	0	80	36	9	8	0	53	604
04:30 PM	6	196	23	2	227	40	173	30	6	249	37	18	37	0	92	42	14	6	0	62	630
04:45 PM	8	171	16	2	197	48	138	24	1	211	29	12	29	0	70	36	9	7	0	52	530
Total	42	743	73	6	864	159	645	116	11	931	118	57	144	0	319	149	47	29	0	225	2339
05:00 PM	11	200	17	2	230	37	151	41	5	234	33	10	32	0	75	45	16	10	0	71	610
05:15 PM	4	168	13	3	188	29	148	37	2	216	23	11	30	0	64	34	14	5	0	53	521
05:30 PM	9	212	18	2	241	20	148	37	0	205	28	6	22	0	56	35	10	4	0	49	551
05:45 PM	11	180	17	0	208	20	165	20	4	209	39	9	37	0	85	35	15	5	0	55	557
Total	35	760	65	7	867	106	612	135	11	864	123	36	121	0	280	149	55	24	0	228	2239
06:00 PM	6	194	25	3	228	28	176	28	4	236	26	11	58	0	95	34	13	1	0	48	607
06:15 PM	8	174	13	5	200	18	153	28	2	201	21	16	21	0	58	30	8	5	0	43	502
06:30 PM	6	182	24	1	213	17	168	26	2	213	26	11	23	0	60	28	13	6	0	47	533
06:45 PM	6	130	24	2	162	36	116	36	0	188	28	13	19	0	60	29	11	8	0	48	458
Total	26	680	86	11	803	99	613	118	8	838	101	51	121	0	273	121	45	20	0	186	2380

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 11-Hwy 29 and Blackwell Rd SAT  
 Site Code :  
 Start Date : 8/7/2021  
 Page No : 2

### Groups Printed- Cars

	Hwy 29 Eastbound					Hwy 29 Westbound					Blackwell Rd Northbound					Blackwell Rd Southbound					
	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
Grand Total	470	8076	967	95	9608	1598	7988	1499	119	11204	1540	708	1699	0	3947	1538	642	347	0	2527	27286
Apprch %	4.9	84.1	10.1	1		14.3	71.3	13.4	1.1		39	17.9	43	0		60.9	25.4	13.7	0		
Total %	1.7	29.6	3.5	0.3	35.2	5.9	29.3	5.5	0.4	41.1	5.6	2.6	6.2	0	14.5	5.6	2.4	1.3	0	9.3	

	Hwy 29 Eastbound				Hwy 29 Westbound				Blackwell Rd Northbound				Blackwell Rd Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 07:00 AM to 11:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 11:00 AM																	
11:00 AM	9	186	20	215	45	198	37	280	66	21	50	137	34	14	7	55	687
11:15 AM	10	187	21	218	45	178	47	270	52	27	44	123	33	22	13	68	679
11:30 AM	13	208	18	239	42	209	30	281	34	19	41	94	50	20	9	79	693
11:45 AM	8	174	20	202	26	214	51	291	46	18	58	122	50	19	11	80	695
Total Volume	40	755	79	874	158	799	165	1122	198	85	193	476	167	75	40	282	2754
% App. Total	4.6	86.4	9		14.1	71.2	14.7		41.6	17.9	40.5		59.2	26.6	14.2		
PHF	.769	.907	.940	.914	.878	.933	.809	.964	.750	.787	.832	.869	.835	.852	.769	.881	.991

Peak Hour Analysis From 12:00 PM to 06:45 PM - Peak 1 of 1

Peak Hour for Entire Intersection Begins at 12:00 PM

12:00 PM	14	194	23	231		42	191	32	265		54	20	46	120		41	12	9	62	678
12:15 PM	16	220	24	260		34	208	39	281		36	13	50	99		39	17	13	69	709
12:30 PM	6	186	26	218		44	197	33	274		42	29	46	117		45	18	13	76	685
12:45 PM	10	200	34	244		25	192	45	262		52	15	44	111		27	21	10	58	675
Total Volume	46	800	107	953		145	788	149	1082		184	77	186	447		152	68	45	265	2747
% App. Total	4.8	83.9	11.2			13.4	72.8	13.8			41.2	17.2	41.6			57.4	25.7	17		
PHF	.719	.909	.787	.916		.824	.947	.828	.963		.852	.664	.930	.931		.844	.810	.865	.872	.969

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 11-Hwy 29 and Blackwell Rd SAT  
 Site Code :  
 Start Date : 8/7/2021  
 Page No : 1

### Groups Printed- Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					Blackwell Rd Northbound					Blackwell Rd Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
07:00 AM	0	1	0	0	1	0	3	1	0	4	0	0	1	0	1	0	0	1	0	1	7
07:15 AM	0	5	0	0	5	0	5	1	0	6	0	0	0	0	0	1	0	0	0	1	12
07:30 AM	0	2	1	0	3	1	3	0	0	4	0	0	0	0	0	0	0	0	0	0	7
07:45 AM	0	5	0	0	5	0	1	2	0	3	0	0	0	0	0	1	0	0	0	1	9
Total	0	13	1	0	14	1	12	4	0	17	0	0	1	0	1	2	0	1	0	3	35
08:00 AM	0	5	0	0	5	0	6	0	0	6	0	0	0	0	0	0	0	1	0	1	12
08:15 AM	0	2	0	0	2	0	6	0	0	6	0	0	0	0	0	1	0	0	0	1	9
08:30 AM	0	6	0	0	6	2	2	1	0	5	0	0	0	0	0	1	0	0	0	1	12
08:45 AM	0	4	0	0	4	0	7	0	0	7	0	0	0	0	0	0	0	0	0	0	11
Total	0	17	0	0	17	2	21	1	0	24	0	0	0	0	0	2	0	1	0	3	44
09:00 AM	0	5	0	0	5	2	3	0	0	5	0	0	0	0	0	1	0	1	0	2	12
09:15 AM	0	5	0	0	5	0	2	1	0	3	1	0	1	0	2	0	0	0	0	0	10
09:30 AM	0	5	1	0	6	0	2	0	0	2	0	1	0	0	1	0	0	0	0	0	9
09:45 AM	0	2	0	0	2	0	1	0	0	1	0	1	0	0	1	1	0	0	0	1	5
Total	0	17	1	0	18	2	8	1	0	11	1	2	1	0	4	2	0	1	0	3	36
10:00 AM	0	3	0	0	3	0	2	0	0	2	1	0	0	0	1	0	0	1	0	1	7
10:15 AM	0	2	0	0	2	0	4	0	0	4	0	0	0	0	0	0	0	0	0	0	6
10:30 AM	0	1	1	0	2	0	1	0	0	1	0	1	0	0	1	0	0	0	0	0	4
10:45 AM	1	2	0	0	3	0	5	0	0	5	0	0	0	0	0	0	0	1	0	1	9
Total	1	8	1	0	10	0	12	0	0	12	1	1	0	0	2	0	0	2	0	2	26
11:00 AM	0	2	0	0	2	1	4	2	0	7	0	0	0	0	0	0	0	0	0	0	9
11:15 AM	1	5	0	0	6	0	3	0	0	3	0	0	2	0	2	1	0	0	0	1	12
11:30 AM	0	4	0	0	4	0	4	0	0	4	0	1	1	0	2	0	0	0	0	0	10
11:45 AM	0	2	0	0	2	0	4	0	0	4	0	0	0	0	0	0	0	0	0	0	6
Total	1	13	0	0	14	1	15	2	0	18	0	1	3	0	4	1	0	0	0	1	37
12:00 PM	0	4	0	0	4	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	6
12:15 PM	0	5	1	0	6	0	3	1	0	4	0	0	1	0	1	1	0	0	0	1	12
12:30 PM	0	2	0	0	2	0	3	1	0	4	0	1	0	0	1	1	0	0	0	1	8
12:45 PM	0	1	0	0	1	0	0	1	0	1	1	0	0	0	1	1	0	0	0	1	4
Total	0	12	1	0	13	0	8	3	0	11	1	1	1	0	3	3	0	0	0	3	30
01:00 PM	0	2	0	0	2	1	1	0	0	2	0	0	0	0	0	0	0	0	0	0	4
01:15 PM	0	3	0	0	3	1	3	0	0	4	0	0	0	0	0	0	0	0	0	0	7
01:30 PM	0	1	0	0	1	1	4	0	0	5	0	0	0	0	0	0	0	0	0	0	6
01:45 PM	0	4	0	0	4	0	1	0	0	1	1	0	0	0	1	0	1	0	0	1	7
Total	0	10	0	0	10	3	9	0	0	12	1	0	0	0	1	0	1	0	0	1	24
02:00 PM	0	0	0	0	0	0	1	0	0	1	1	0	0	0	1	0	0	0	0	0	2
02:15 PM	0	1	0	0	1	1	1	1	0	3	0	0	0	0	0	0	0	0	0	0	4
02:30 PM	0	0	0	0	0	0	11	0	0	11	0	0	0	0	0	1	0	0	0	1	12
02:45 PM	0	2	0	0	2	0	4	0	0	4	0	1	0	0	1	0	0	0	0	0	7
Total	0	3	0	0	3	1	17	1	0	19	1	1	0	0	2	1	0	0	0	1	25
03:00 PM	0	3	0	0	3	0	2	0	0	2	0	1	2	0	3	0	0	0	0	0	8
03:15 PM	0	9	0	0	9	1	6	1	0	8	0	0	0	0	0	0	0	1	0	1	18
03:30 PM	0	1	0	0	1	1	1	0	0	2	0	0	2	0	2	0	0	0	0	0	5
03:45 PM	0	2	0	0	2	0	2	0	0	2	0	1	0	0	1	2	0	0	0	2	7
Total	0	15	0	0	15	2	11	1	0	14	0	2	4	0	6	2	0	1	0	3	38
04:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	2	0	2	0	0	0	0	0	2
04:15 PM	0	3	0	0	3	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	4
04:30 PM	0	2	0	0	2	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	3
04:45 PM	0	0	1	0	1	0	3	0	0	3	1	0	0	0	1	0	0	0	0	0	5
Total	0	5	1	0	6	0	3	0	0	3	1	1	3	0	5	0	0	0	0	0	14
05:00 PM	0	2	0	0	2	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	3
05:15 PM	0	3	0	0	3	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	5
05:30 PM	0	1	0	0	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	2
05:45 PM	0	0	0	0	0	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	3
Total	0	6	0	0	6	1	6	0	0	7	0	0	0	0	0	0	0	0	0	0	13
06:00 PM	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
06:15 PM	0	1	0	0	1	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	3
06:30 PM	0	1	0	0	1	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	2
06:45 PM	0	1	0	0	1	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	3
Total	0	5	0	0	5	0	4	0	0	4	0	0	1	0	1	0	0	0	0	0	10

Peggy Malone & Associates  
(888) 247-8602

Item g.

File Name : 11-Hwy 29 and Blackwell Rd SAT  
Site Code :  
Start Date : 8/7/2021  
Page No : 2

Groups Printed- Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					Blackwell Rd Northbound					Blackwell Rd Southbound					Int. Total
	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
Grand Total	2	124	5	0	131	13	126	13	0	152	6	9	14	0	29	13	1	6	0	20	332
Apprch %	1.5	94.7	3.8	0		8.6	82.9	8.6	0		20.7	31	48.3	0		65	5	30	0		
Total %	0.6	37.3	1.5	0	39.5	3.9	38	3.9	0	45.8	1.8	2.7	4.2	0	8.7	3.9	0.3	1.8	0	6	

	Hwy 29 Eastbound					Hwy 29 Westbound					Blackwell Rd Northbound					Blackwell Rd Southbound					Int. Total
Start Time	Left	Thru	Right	App. Total		Left	Thru	Right	App. Total		Left	Thru	Right	App. Total		Left	Thru	Right	App. Total		Int. Total
Peak Hour Analysis From 07:00 AM to 11:45 AM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 08:30 AM																					
08:30 AM	0	6	0	6		2	2	1	5		0	0	0	0		1	0	0	1		12
08:45 AM	0	4	0	4		0	7	0	7		0	0	0	0		0	0	0	0		11
09:00 AM	0	5	0	5		2	3	0	5		0	0	0	0		1	0	1	2		12
09:15 AM	0	5	0	5		0	2	1	3		1	0	1	2		0	0	0	0		10
Total Volume	0	20	0	20		4	14	2	20		1	0	1	2		2	0	1	3		45
% App. Total	0	100	0			20	70	10			50	0	50			66.7	0	33.3			
PHF	.000	.833	.000	.833		.500	.500	.500	.714		.250	.000	.250	.250		.500	.000	.250	.375		.938

Peak Hour Analysis From 12:00 PM to 06:45 PM - Peak 1 of 1

Peak Hour for Entire Intersection Begins at 02:30 PM

02:30 PM	0	0	0	0		0	11	0	11		0	0	0	0		1	0	0	1		12
02:45 PM	0	2	0	2		0	4	0	4		0	1	0	1		0	0	0	0		7
03:00 PM	0	3	0	3		0	2	0	2		0	1	2	3		0	0	0	0		8
03:15 PM	0	9	0	9		1	6	1	8		0	0	0	0		0	0	1	1		18
Total Volume	0	14	0	14		1	23	1	25		0	2	2	4		1	0	1	2		45
% App. Total	0	100	0			4	92	4			0	50	50			50	0	50			
PHF	.000	.389	.000	.389		.250	.523	.250	.568		.000	.500	.250	.333		.250	.000	.250	.500		.625

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 11-Hwy 29 and Blackwell Rd SAT  
 Site Code :  
 Start Date : 8/7/2021  
 Page No : 1

### Groups Printed- Cars - Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					Blackwell Rd Northbound					Blackwell Rd Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
07:00 AM	2	68	6	1	77	6	59	8	1	74	8	4	11	0	23	6	2	3	0	11	185
07:15 AM	4	74	4	2	84	20	97	10	0	127	6	3	11	0	20	15	6	2	0	23	254
07:30 AM	4	79	12	0	95	21	115	15	1	152	11	8	8	0	27	4	2	3	0	9	283
07:45 AM	5	102	7	0	114	28	117	19	1	165	12	2	18	0	32	12	4	5	0	21	332
Total	15	323	29	3	370	75	388	52	3	518	37	17	48	0	102	37	14	13	0	64	1054
08:00 AM	3	93	10	2	108	36	125	16	0	177	13	8	24	0	45	13	7	2	0	22	352
08:15 AM	8	103	20	0	131	35	142	29	1	207	25	7	24	0	56	15	5	1	0	21	415
08:30 AM	5	103	17	1	126	33	146	18	2	199	23	9	31	0	63	24	4	1	0	29	417
08:45 AM	7	120	14	1	142	34	164	27	1	226	28	13	29	0	70	17	7	5	0	29	467
Total	23	419	61	4	507	138	577	90	4	809	89	37	108	0	234	69	23	9	0	101	1651
09:00 AM	9	122	19	0	150	42	144	26	0	212	28	11	48	0	87	26	18	6	0	50	499
09:15 AM	12	163	20	3	198	37	179	24	3	243	34	12	43	0	89	37	12	5	0	54	584
09:30 AM	13	152	21	2	188	51	186	30	0	267	31	16	43	0	90	31	11	8	0	50	595
09:45 AM	14	155	29	3	201	31	160	40	6	237	25	23	42	0	90	35	15	12	0	62	590
Total	48	592	89	8	737	161	669	120	9	959	118	62	176	0	356	129	56	31	0	216	2268
10:00 AM	15	159	28	1	203	43	176	37	1	257	57	26	37	0	120	28	21	11	0	60	640
10:15 AM	11	191	37	1	240	47	196	36	3	282	29	16	47	0	92	36	20	7	0	63	677
10:30 AM	11	207	28	1	247	34	186	36	1	257	38	20	51	0	109	33	17	8	0	58	671
10:45 AM	16	183	30	0	229	45	204	33	4	286	46	20	48	0	114	37	16	10	0	63	692
Total	53	740	123	3	919	169	762	142	9	1082	170	82	183	0	435	134	74	36	0	244	2680
11:00 AM	9	188	20	4	221	46	202	39	3	290	66	21	50	0	137	34	14	7	0	55	703
11:15 AM	11	192	21	5	229	45	181	47	6	279	52	27	46	0	125	34	22	13	0	69	702
11:30 AM	13	212	18	2	245	42	213	30	3	288	34	20	42	0	96	50	20	9	0	79	708
11:45 AM	8	176	20	0	204	26	218	51	2	297	46	18	58	0	122	50	19	11	0	80	703
Total	41	768	79	11	899	159	814	167	14	1154	198	86	196	0	480	168	75	40	0	283	2816
12:00 PM	14	198	23	5	240	42	193	32	0	267	54	20	46	0	120	41	12	9	0	62	689
12:15 PM	16	225	25	4	270	34	211	40	4	289	36	13	51	0	100	40	17	13	0	70	729
12:30 PM	6	188	26	1	221	44	200	34	5	283	42	30	46	0	118	46	18	13	0	77	699
12:45 PM	10	201	34	5	250	25	192	46	4	267	53	15	44	0	112	28	21	10	0	59	688
Total	46	812	108	15	981	145	796	152	13	1106	185	78	187	0	450	155	68	45	0	268	2805
01:00 PM	16	213	25	3	257	45	205	42	3	295	30	18	39	0	87	27	12	9	0	48	687
01:15 PM	8	208	24	2	242	41	199	38	2	280	26	23	39	0	88	33	18	8	0	59	669
01:30 PM	11	182	20	0	213	48	194	34	7	283	37	23	48	0	108	42	16	8	0	66	670
01:45 PM	13	192	22	5	232	35	203	33	3	274	39	13	30	0	82	42	12	11	0	65	653
Total	48	795	91	10	944	169	801	147	15	1132	132	77	156	0	365	144	58	36	0	238	2679
02:00 PM	11	195	25	5	236	21	136	27	3	187	31	10	38	0	79	37	14	12	0	63	565
02:15 PM	12	191	19	3	225	21	194	38	5	258	42	10	22	0	74	37	10	6	0	53	610
02:30 PM	15	182	24	1	222	30	193	34	1	258	33	17	39	0	89	36	18	9	0	63	632
02:45 PM	12	192	13	2	219	25	186	36	3	250	35	18	24	0	77	33	14	5	0	52	598
Total	50	760	81	11	902	97	709	135	12	953	141	55	123	0	319	143	56	32	0	231	2405
03:00 PM	6	214	26	2	248	36	199	39	0	274	28	20	49	0	97	37	18	9	0	64	683
03:15 PM	10	197	17	4	228	32	175	40	6	253	36	25	30	0	91	46	15	12	0	73	645
03:30 PM	15	211	27	0	253	31	168	25	2	226	39	15	39	0	93	41	21	7	0	69	641
03:45 PM	14	170	16	0	200	34	173	34	2	243	30	18	28	0	76	29	18	10	0	57	576
Total	45	792	86	6	929	133	715	138	10	996	133	78	146	0	357	153	72	38	0	263	2545
04:00 PM	14	189	21	1	225	28	157	28	2	215	24	15	40	0	79	35	15	8	0	58	577
04:15 PM	14	190	13	1	218	43	177	34	2	256	28	12	41	0	81	36	9	8	0	53	608
04:30 PM	6	198	23	2	229	40	173	30	6	249	37	19	37	0	93	42	14	6	0	62	633
04:45 PM	8	171	17	2	198	48	141	24	1	214	30	12	29	0	71	36	9	7	0	52	535
Total	42	748	74	6	870	159	648	116	11	934	119	58	147	0	324	149	47	29	0	225	2353
05:00 PM	11	202	17	2	232	38	151	41	5	235	33	10	32	0	75	45	16	10	0	71	613
05:15 PM	4	171	13	3	191	29	150	37	2	218	23	11	30	0	64	34	14	5	0	53	526
05:30 PM	9	213	18	2	242	20	149	37	0	206	28	6	22	0	56	35	10	4	0	49	553
05:45 PM	11	180	17	0	208	20	168	20	4	212	39	9	37	0	85	35	15	5	0	55	560
Total	35	766	65	7	873	107	618	135	11	871	123	36	121	0	280	149	55	24	0	228	2252
06:00 PM	6	196	25	3	230	28	176	28	4	236	26	11	58	0	95	34	13	1	0	48	609
06:15 PM	8	175	13	5	201	18	155	28	2	203	21	16	21	0	58	30	8	5	0	43	505
06:30 PM	6	183	24	1	214	17	168	26	2	213	26	11	24	0	61	28	13	6	0	47	535
06:45 PM	6	131	24	2	163	36	118	36	0	190	28	13	19	0	60	29	11	8	0	48	461
Total	26	685	86	11	808	99	617	118	8	842	101	51	122	0	274	121	45	20	0	186	2110

636

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 11-Hwy 29 and Blackwell Rd SAT  
 Site Code :  
 Start Date : 8/7/2021  
 Page No : 2

### Groups Printed- Cars - Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					Blackwell Rd Northbound					Blackwell Rd Southbound					
	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
Grand Total	472	8200	972	95	9739	1611	8114	1512	119	11356	1546	717	1713	0	3976	1551	643	353	0	2547	27618
Apprch %	4.8	84.2	10	1		14.2	71.5	13.3	1		38.9	18	43.1	0		60.9	25.2	13.9	0		
Total %	1.7	29.7	3.5	0.3	35.3	5.8	29.4	5.5	0.4	41.1	5.6	2.6	6.2	0	14.4	5.6	2.3	1.3	0	9.2	
Cars	470	8076	967	95	9608	1598	7988	1499	119	11204	1540	708	1699	0	3947	1538	642	347	0	2527	27286
% Cars	99.6	98.5	99.5	100	98.7	99.2	98.4	99.1	100	98.7	99.6	98.7	99.2	0	99.3	99.2	99.8	98.3	0	99.2	98.8
Trucks	2	124	5	0	131	13	126	13	0	152	6	9	14	0	29	13	1	6	0	20	332
% Trucks	0.4	1.5	0.5	0	1.3	0.8	1.6	0.9	0	1.3	0.4	1.3	0.8	0	0.7	0.8	0.2	1.7	0	0.8	1.2

	Hwy 29 Eastbound				Hwy 29 Westbound				Blackwell Rd Northbound				Blackwell Rd Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 07:00 AM to 11:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 11:00 AM																	
11:00 AM	9	188	20	217	46	202	39	287	66	21	50	137	34	14	7	55	696
11:15 AM	11	192	21	224	45	181	47	273	52	27	46	125	34	22	13	69	691
11:30 AM	13	212	18	243	42	213	30	285	34	20	42	96	50	20	9	79	703
11:45 AM	8	176	20	204	26	218	51	295	46	18	58	122	50	19	11	80	701
Total Volume	41	768	79	888	159	814	167	1140	198	86	196	480	168	75	40	283	2791
% App. Total	4.6	86.5	8.9		13.9	71.4	14.6		41.2	17.9	40.8		59.4	26.5	14.1		
PHF	.788	.906	.940	.914	.864	.933	.819	.966	.750	.796	.845	.876	.840	.852	.769	.884	.993

Peak Hour Analysis From 12:00 PM to 06:45 PM - Peak 1 of 1

Peak Hour for Entire Intersection Begins at 12:00 PM

12:00 PM	14	198	23	235	42	193	32	267	54	20	46	120	41	12	9	62	684
12:15 PM	16	225	25	266	34	211	40	285	36	13	51	100	40	17	13	70	721
12:30 PM	6	188	26	220	44	200	34	278	42	30	46	118	46	18	13	77	693
12:45 PM	10	201	34	245	25	192	46	263	53	15	44	112	28	21	10	59	679
Total Volume	46	812	108	966	145	796	152	1093	185	78	187	450	155	68	45	268	2777
% App. Total	4.8	84.1	11.2		13.3	72.8	13.9		41.1	17.3	41.6		57.8	25.4	16.8		
PHF	.719	.902	.794	.908	.824	.943	.826	.959	.856	.650	.917	.938	.842	.810	.865	.870	.963

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 11-Hwy 29 and Blackwell Rd SAT  
 Site Code :  
 Start Date : 8/7/2021  
 Page No : 1

### Groups Printed- Pedestrians

	Hwy 29 Eastbound					Hwy 29 Westbound					Blackwell Rd Northbound					Blackwell Rd Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
07:00 AM	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
07:15 AM	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	1	1	2
07:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
07:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	1	1	0	0	0	1	1	0	0	0	0	0	0	0	0	1	1	3
08:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
08:15 AM	0	0	0	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	2
08:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
08:45 AM	0	0	0	1	1	0	0	0	1	1	0	0	0	0	0	0	0	0	1	1	3
Total	0	0	0	2	2	0	0	0	1	1	0	0	0	1	1	0	0	0	1	1	5
09:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
09:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	2
09:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
09:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	2
10:00 AM	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
10:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	1
10:45 AM	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Total	0	0	0	2	2	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	3
11:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:45 AM	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Total	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
12:00 PM	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
12:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:30 PM	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
12:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3
01:00 PM	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
01:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
01:30 PM	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
01:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4
02:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Peggy Malone & Associates  
(888) 247-8602

Item g.

File Name : 11-Hwy 29 and Blackwell Rd SAT  
Site Code :  
Start Date : 8/7/2021  
Page No : 2

Groups Printed- Pedestrians

	Hwy 29 Eastbound					Hwy 29 Westbound					Blackwell Rd Northbound					Blackwell Rd Southbound					Int. Total
	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
Grand Total	0	0	0	14	14	0	0	0	2	2	0	0	0	4	4	0	0	0	2	2	22
Apprch %	0	0	0	100		0	0	0	100		0	0	0	100		0	0	0	100		
Total %	0	0	0	63.6	63.6	0	0	0	9.1	9.1	0	0	0	18.2	18.2	0	0	0	9.1	9.1	

	Hwy 29 Eastbound					Hwy 29 Westbound					Blackwell Rd Northbound					Blackwell Rd Southbound					Int. Total
Start Time	Left	Thru	Right	App. Total		Left	Thru	Right	App. Total		Left	Thru	Right	App. Total		Left	Thru	Right	App. Total		Int. Total
Peak Hour Analysis From 07:00 AM to 11:45 AM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 07:00 AM																					
07:00 AM	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
07:15 AM	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
07:30 AM	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
07:45 AM	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
Total Volume	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
% App. Total	0	0	0			0	0	0			0	0	0			0	0	0			
PHF	.000	.000	.000	.000		.000	.000	.000	.000		.000	.000	.000	.000		.000	.000	.000	.000		.000

Peak Hour Analysis From 12:00 PM to 06:45 PM - Peak 1 of 1

Peak Hour for Entire Intersection Begins at 12:00 PM

12:00 PM	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
12:15 PM	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
12:30 PM	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
12:45 PM	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
Total Volume	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0
% App. Total	0	0	0			0	0	0			0	0	0			0	0	0			
PHF	.000	.000	.000	.000		.000	.000	.000	.000		.000	.000	.000	.000		.000	.000	.000	.000		.000



# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 11-Hwy 29 and Blackwell Rd AM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

### Groups Printed- Cars

	Hwy 29 Eastbound					Hwy 29 Westbound					Blackwell Rd Northbound					Blackwell Rd Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
06:00 AM	2	123	4	1	130	5	81	9	0	95	5	4	24	0	33	9	5	0	0	14	272
06:15 AM	1	155	6	0	162	8	76	9	0	93	9	2	32	0	43	7	0	1	0	8	306
06:30 AM	5	165	8	1	179	10	103	7	1	121	10	3	28	0	41	10	3	1	0	14	355
06:45 AM	6	147	12	0	165	8	128	17	0	153	10	1	29	0	40	20	8	2	0	30	388
Total	14	590	30	2	636	31	388	42	1	462	34	10	113	0	157	46	16	4	0	66	1321
07:00 AM	5	126	9	1	141	22	99	13	0	134	16	5	42	0	63	13	9	0	0	22	360
07:15 AM	7	157	21	1	186	31	135	16	1	183	21	6	27	0	54	22	5	2	0	29	452
07:30 AM	9	148	18	0	175	50	160	21	1	232	23	6	32	0	61	24	8	8	0	40	508
07:45 AM	7	135	32	2	176	53	197	28	1	279	30	9	33	0	72	22	16	1	0	39	566
Total	28	566	80	4	678	156	591	78	3	828	90	26	134	0	250	81	38	11	0	130	1886
08:00 AM	6	154	25	1	186	51	166	25	0	242	21	8	29	0	58	18	13	3	0	34	520
08:15 AM	6	132	23	3	164	50	131	25	2	208	23	10	45	0	78	17	7	2	0	26	476
08:30 AM	11	153	24	2	190	42	154	29	1	226	30	14	39	0	83	23	10	5	0	38	537
08:45 AM	8	155	23	3	189	55	183	37	2	277	24	11	46	0	81	26	10	3	0	39	586
Total	31	594	95	9	729	198	634	116	5	953	98	43	159	0	300	84	40	13	0	137	2119
Grand Total	73	1750	205	15	2043	385	1613	236	9	2243	222	79	406	0	707	211	94	28	0	333	5326
Apprch %	3.6	85.7	10	0.7		17.2	71.9	10.5	0.4		31.4	11.2	57.4	0		63.4	28.2	8.4	0		
Total %	1.4	32.9	3.8	0.3	38.4	7.2	30.3	4.4	0.2	42.1	4.2	1.5	7.6	0	13.3	4	1.8	0.5	0	6.3	

	Hwy 29 Eastbound				Hwy 29 Westbound				Blackwell Rd Northbound				Blackwell Rd Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 06:00 AM to 08:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 08:00 AM																	
08:00 AM	6	154	<b>25</b>	185	51	166	25	242	21	8	29	58	18	<b>13</b>	3	34	519
08:15 AM	6	132	23	161	50	131	25	206	23	10	45	78	17	7	2	26	471
08:30 AM	<b>11</b>	153	24	<b>188</b>	42	154	29	225	<b>30</b>	<b>14</b>	39	<b>83</b>	23	10	<b>5</b>	38	534
08:45 AM	8	<b>155</b>	23	186	<b>55</b>	<b>183</b>	<b>37</b>	<b>275</b>	24	11	<b>46</b>	81	<b>26</b>	10	3	<b>39</b>	<b>581</b>
Total Volume	31	594	95	720	198	634	116	948	98	43	159	300	84	40	13	137	2105
% App. Total	4.3	82.5	13.2		20.9	66.9	12.2		32.7	14.3	53		61.3	29.2	9.5		
PHF	.705	.958	.950	.957	.900	.866	.784	.862	.817	.768	.864	.904	.808	.769	.650	.878	.906

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 11-Hwy 29 and Blackwell Rd AM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

### Groups Printed- Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					Blackwell Rd Northbound					Blackwell Rd Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
06:00 AM	0	0	0	0	0	0	4	1	0	5	0	0	0	0	0	0	0	0	0	0	5
06:15 AM	0	1	0	0	1	0	2	0	0	2	0	0	0	0	0	0	0	2	0	2	5
06:30 AM	0	3	0	0	3	0	4	2	0	6	0	0	0	0	0	2	0	0	0	2	11
06:45 AM	0	3	0	0	3	0	9	2	0	11	0	0	0	0	0	0	0	1	0	1	15
Total	0	7	0	0	7	0	19	5	0	24	0	0	0	0	0	2	0	3	0	5	36
07:00 AM	0	2	0	0	2	0	6	1	0	7	0	0	2	0	2	1	0	0	0	1	12
07:15 AM	1	9	0	0	10	0	2	0	0	2	0	0	0	0	0	1	0	0	0	1	13
07:30 AM	2	8	0	0	10	2	15	2	0	19	0	1	2	0	3	1	0	0	0	1	33
07:45 AM	3	9	1	0	13	1	8	0	0	9	1	0	2	0	1	1	0	0	0	1	24
Total	6	28	1	0	35	3	31	3	0	37	1	1	4	0	6	4	0	0	0	4	82
08:00 AM	2	6	1	0	9	2	4	3	0	9	1	1	0	0	2	0	0	0	0	0	20
08:15 AM	1	15	0	0	16	1	9	0	0	10	0	1	1	0	2	1	0	1	0	2	30
08:30 AM	0	7	0	0	7	1	10	2	0	13	0	0	1	0	1	2	1	0	0	3	24
08:45 AM	0	8	1	0	9	1	7	0	0	8	1	0	3	0	4	2	0	0	0	2	23
Total	3	36	2	0	41	5	30	5	0	40	2	2	5	0	9	5	1	1	0	7	97
Grand Total	9	71	3	0	83	8	80	13	0	101	3	3	9	0	15	11	1	4	0	16	215
Apprch %	10.8	85.5	3.6	0		7.9	79.2	12.9	0		20	20	60	0		68.8	6.2	25	0		
Total %	4.2	33	1.4	0	38.6	3.7	37.2	6	0	47	1.4	1.4	4.2	0	7	5.1	0.5	1.9	0	7.4	

	Hwy 29 Eastbound				Hwy 29 Westbound				Blackwell Rd Northbound				Blackwell Rd Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 06:00 AM to 08:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 07:30 AM																	
07:30 AM	2	8	0	10	2	15	2	19	0	1	2	3	1	0	0	1	33
07:45 AM	3	9	1	13	1	8	0	9	1	0	0	1	1	0	0	1	24
08:00 AM	2	6	1	9	2	4	3	9	1	1	0	2	0	0	0	0	20
08:15 AM	1	15	0	16	1	9	0	10	0	1	1	2	1	0	1	2	30
Total Volume	8	38	2	48	6	36	5	47	2	3	3	8	3	0	1	4	107
% App. Total	16.7	79.2	4.2		12.8	76.6	10.6		25	37.5	37.5		75	0	25		
PHF	.667	.633	.500	.750	.750	.600	.417	.618	.500	.750	.375	.667	.750	.000	.250	.500	.811

# Peggy Malone & Associates

(888) 247-8602

Item g.

File Name : 11-Hwy 29 and Blackwell Rd AM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

## Groups Printed- Cars - Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					Blackwell Rd Northbound					Blackwell Rd Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
06:00 AM	2	123	4	1	130	5	85	10	0	100	5	4	24	0	33	9	5	0	0	14	277
06:15 AM	1	156	6	0	163	8	78	9	0	95	9	2	32	0	43	7	0	3	0	10	311
06:30 AM	5	168	8	1	182	10	107	9	1	127	10	3	28	0	41	12	3	1	0	16	366
06:45 AM	6	150	12	0	168	8	137	19	0	164	10	1	29	0	40	20	8	3	0	31	403
Total	14	597	30	2	643	31	407	47	1	486	34	10	113	0	157	48	16	7	0	71	1357
07:00 AM	5	128	9	1	143	22	105	14	0	141	16	5	44	0	65	14	9	0	0	23	372
07:15 AM	8	166	21	1	196	31	137	16	1	185	21	6	27	0	54	23	5	2	0	30	465
07:30 AM	11	156	18	0	185	52	175	23	1	251	23	7	34	0	64	25	8	8	0	41	541
07:45 AM	10	144	33	2	189	54	205	28	1	288	31	9	33	0	73	23	16	1	0	40	590
Total	34	594	81	4	713	159	622	81	3	865	91	27	138	0	256	85	38	11	0	134	1968
08:00 AM	8	160	26	1	195	53	170	28	0	251	22	9	29	0	60	18	13	3	0	34	540
08:15 AM	7	147	23	3	180	51	140	25	2	218	23	11	46	0	80	18	7	3	0	28	506
08:30 AM	11	160	24	2	197	43	164	31	1	239	30	14	40	0	84	25	11	5	0	41	561
08:45 AM	8	163	24	3	198	56	190	37	2	285	25	11	49	0	85	28	10	3	0	41	609
Total	34	630	97	9	770	203	664	121	5	993	100	45	164	0	309	89	41	14	0	144	2216
Grand Total	82	1821	208	15	2126	393	1693	249	9	2344	225	82	415	0	722	222	95	32	0	349	5541
Apprch %	3.9	85.7	9.8	0.7		16.8	72.2	10.6	0.4		31.2	11.4	57.5	0		63.6	27.2	9.2	0		
Total %	1.5	32.9	3.8	0.3	38.4	7.1	30.6	4.5	0.2	42.3	4.1	1.5	7.5	0	13	4	1.7	0.6	0	6.3	
Cars	73	1750	205	15	2043	385	1613	236	9	2243	222	79	406	0	707	211	94	28	0	333	5326
% Cars	89	96.1	98.6	100	96.1	98	95.3	94.8	100	95.7	98.7	96.3	97.8	0	97.9	95	98.9	87.5	0	95.4	96.1
Trucks	9	71	3	0	83	8	80	13	0	101	3	3	9	0	15	11	1	4	0	16	215
% Trucks	11	3.9	1.4	0	3.9	2	4.7	5.2	0	4.3	1.3	3.7	2.2	0	2.1	5	1.1	12.5	0	4.6	3.9

	Hwy 29 Eastbound				Hwy 29 Westbound				Blackwell Rd Northbound				Blackwell Rd Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 06:00 AM to 08:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 08:00 AM																	
08:00 AM	8	160	26	194	53	170	28	251	22	9	29	60	18	13	3	34	539
08:15 AM	7	147	23	177	51	140	25	216	23	11	46	80	18	7	3	28	501
08:30 AM	11	160	24	195	43	164	31	238	30	14	40	84	25	11	5	41	558
08:45 AM	8	163	24	195	56	190	37	283	25	11	49	85	28	10	3	41	604
Total Volume	34	630	97	761	203	664	121	988	100	45	164	309	89	41	14	144	2202
% App. Total	4.5	82.8	12.7		20.5	67.2	12.2		32.4	14.6	53.1		61.8	28.5	9.7		
PHF	.773	.966	.933	.976	.906	.874	.818	.873	.833	.804	.837	.909	.795	.788	.700	.878	.911

File Name : 11-Hwy 29 and Blackwell Rd AM  
Site Code :  
Start Date : 8/5/2021  
Page No : 1

Groups Printed- Pedestrians

	Hwy 29 Eastbound					Hwy 29 Westbound					Blackwell Rd Northbound					Blackwell Rd Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
06:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
07:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
07:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
07:30 AM	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	2
07:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	2
08:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
08:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
08:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
08:45 AM	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Total	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Grand Total	0	0	0	1	1	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	3
Apprch %	0	0	0	100		0	0	0	100		0	0	0	0		0	0	0	0		
Total %	0	0	0	33.3	33.3	0	0	0	66.7	66.7	0	0	0	0	0	0	0	0	0	0	

	Hwy 29 Eastbound				Hwy 29 Westbound				Blackwell Rd Northbound				Blackwell Rd Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 06:00 AM to 08:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 06:00 AM																	
06:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Volume	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% App. Total	0	0	0		0	0	0		0	0	0		0	0	0		
PHF	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 11-Hwy 29 and Blackwell Rd PM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

### Groups Printed- Cars

	Hwy 29 Eastbound					Hwy 29 Westbound					Blackwell Rd Northbound					Blackwell Rd Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
02:00 PM	8	173	34	4	219	49	178	29	2	258	59	26	53	0	138	32	30	10	0	72	687
02:15 PM	11	166	45	3	225	44	169	31	3	247	45	18	44	0	107	40	17	3	0	60	639
02:30 PM	9	196	34	1	240	50	201	39	2	292	35	18	41	0	94	31	17	4	0	52	678
02:45 PM	10	188	34	3	235	50	194	33	2	279	45	27	65	0	137	44	22	14	0	80	731
Total	38	723	147	11	919	193	742	132	9	1076	184	89	203	0	476	147	86	31	0	264	2735
03:00 PM	3	190	37	3	233	52	196	51	2	301	38	22	46	0	106	29	24	7	0	60	700
03:15 PM	8	192	33	4	237	61	222	42	3	328	60	21	36	0	117	30	18	7	0	55	737
03:30 PM	10	177	30	1	218	46	193	30	2	271	53	29	41	0	123	43	20	8	0	71	683
03:45 PM	6	197	43	1	247	67	240	44	1	352	45	23	49	0	117	35	14	5	0	54	770
Total	27	756	143	9	935	226	851	167	8	1252	196	95	172	0	463	137	76	27	0	240	2890
04:00 PM	20	220	28	3	271	43	205	37	2	287	63	40	51	0	154	33	29	6	0	68	780
04:15 PM	12	233	23	5	273	51	213	36	1	301	61	29	58	0	148	40	28	14	0	82	804
04:30 PM	5	182	25	5	217	32	263	46	2	343	49	27	73	0	149	56	25	9	0	90	799
04:45 PM	10	203	30	0	243	39	233	47	2	321	58	23	64	0	145	44	27	8	0	79	788
Total	47	838	106	13	1004	165	914	166	7	1252	231	119	246	0	596	173	109	37	0	319	3171
05:00 PM	14	206	27	3	250	39	197	40	4	280	49	22	101	0	172	59	13	8	0	80	782
05:15 PM	12	195	23	5	235	44	259	40	0	343	54	17	64	0	135	46	27	7	0	80	793
05:30 PM	11	192	29	1	233	41	245	43	1	330	43	21	53	0	117	37	17	4	0	58	738
05:45 PM	13	203	27	0	243	52	258	31	3	344	34	16	46	0	96	39	15	10	0	64	747
Total	50	796	106	9	961	176	959	154	8	1297	180	76	264	0	520	181	72	29	0	282	3060
06:00 PM	8	217	27	3	255	41	216	28	1	286	29	14	51	0	94	42	14	4	0	60	695
06:15 PM	12	180	24	2	218	27	215	40	2	284	29	7	31	0	67	38	17	4	0	59	628
06:30 PM	9	187	24	3	223	37	211	41	4	293	41	19	28	0	88	36	14	8	0	58	662
06:45 PM	9	154	27	3	193	43	184	32	2	261	31	14	19	0	64	40	18	4	0	62	580
Total	38	738	102	11	889	148	826	141	9	1124	130	54	129	0	313	156	63	20	0	239	2565
Grand Total	200	3851	604	53	4708	908	4292	760	41	6001	921	433	1014	0	2368	794	406	144	0	1344	14421
Apprch %	4.2	81.8	12.8	1.1		15.1	71.5	12.7	0.7		38.9	18.3	42.8	0		59.1	30.2	10.7	0		
Total %	1.4	26.7	4.2	0.4	32.6	6.3	29.8	5.3	0.3	41.6	6.4	3	7	0	16.4	5.5	2.8	1	0	9.3	

	Hwy 29 Eastbound				Hwy 29 Westbound				Blackwell Rd Northbound				Blackwell Rd Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 02:00 PM to 06:45 PM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 04:00 PM																	
04:00 PM	20	220	28	268	43	205	37	285	63	40	51	154	33	29	6	68	775
04:15 PM	12	233	23	268	51	213	36	300	61	29	58	148	40	28	14	82	798
04:30 PM	5	182	25	212	32	263	46	341	49	27	73	149	56	25	9	90	792
04:45 PM	10	203	30	243	39	233	47	319	58	23	64	145	44	27	8	79	786
Total Volume	47	838	106	991	165	914	166	1245	231	119	246	596	173	109	37	319	3151
% App. Total	4.7	84.6	10.7		13.3	73.4	13.3		38.8	20	41.3		54.2	34.2	11.6		
PHF	.588	.899	.883	.924	.809	.869	.883	.913	.917	.744	.842	.968	.772	.940	.661	.886	.987

# Peggy Malone & Associates

(888) 247-8602

Item g.

File Name : 11-Hwy 29 and Blackwell Rd PM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

## Groups Printed- Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					Blackwell Rd Northbound					Blackwell Rd Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
02:00 PM	0	9	0	0	9	0	9	1	0	10	0	0	1	0	1	0	0	0	0	0	20
02:15 PM	1	4	0	0	5	0	5	1	0	6	0	0	1	0	1	1	0	1	0	2	14
02:30 PM	0	5	0	0	5	0	5	0	0	5	0	0	0	0	0	0	0	0	0	0	10
02:45 PM	0	4	1	0	5	0	2	0	0	2	1	0	0	0	1	1	0	0	0	1	9
Total	1	22	1	0	24	0	21	2	0	23	1	0	2	0	3	2	0	1	0	3	53
03:00 PM	0	6	0	0	6	1	12	0	0	13	0	0	0	0	0	0	0	0	0	0	19
03:15 PM	0	3	0	0	3	0	4	0	0	4	0	0	0	0	0	0	0	0	0	0	7
03:30 PM	0	4	0	0	4	1	5	0	0	6	0	0	1	0	1	1	0	0	0	1	12
03:45 PM	1	2	0	0	3	0	4	0	1	5	1	0	1	0	2	1	0	0	0	1	11
Total	1	15	0	0	16	2	25	0	1	28	1	0	2	0	3	2	0	0	0	2	49
04:00 PM	0	1	1	0	2	1	0	0	0	1	0	1	0	0	1	0	0	0	0	0	4
04:15 PM	0	8	0	0	8	2	5	1	0	8	0	0	0	0	0	1	1	0	0	2	18
04:30 PM	0	3	0	0	3	0	2	0	0	2	0	1	1	0	2	0	0	0	0	0	7
04:45 PM	0	2	0	0	2	0	4	0	0	4	0	0	1	0	1	0	0	0	0	0	7
Total	0	14	1	0	15	3	11	1	0	15	0	2	2	0	4	1	1	0	0	2	36
05:00 PM	0	4	1	0	5	0	5	0	0	5	0	0	0	0	0	1	0	1	0	2	12
05:15 PM	0	5	0	0	5	0	4	1	0	5	1	2	0	0	3	0	0	0	0	0	13
05:30 PM	0	3	0	0	3	0	7	0	0	7	0	0	2	0	2	2	1	0	0	3	15
05:45 PM	0	2	0	0	2	0	3	1	0	4	2	1	0	0	3	0	0	0	0	0	9
Total	0	14	1	0	15	0	19	2	0	21	3	3	2	0	8	3	1	1	0	5	49
06:00 PM	0	2	0	0	2	0	3	1	0	4	0	0	0	0	0	1	1	1	0	3	9
06:15 PM	0	3	0	0	3	0	1	0	0	1	1	0	0	0	1	2	0	0	0	2	7
06:30 PM	0	3	0	0	3	0	1	0	0	1	2	0	0	0	2	0	0	0	0	0	6
06:45 PM	0	0	0	0	0	0	3	0	0	3	0	1	0	0	1	0	0	0	0	0	4
Total	0	8	0	0	8	0	8	1	0	9	3	1	0	0	4	3	1	1	0	5	26
Grand Total	2	73	3	0	78	5	84	6	1	96	8	6	8	0	22	11	3	3	0	17	213
Apprch %	2.6	93.6	3.8	0		5.2	87.5	6.2	1		36.4	27.3	36.4	0		64.7	17.6	17.6	0		
Total %	0.9	34.3	1.4	0	36.6	2.3	39.4	2.8	0.5	45.1	3.8	2.8	3.8	0	10.3	5.2	1.4	1.4	0	8	

	Hwy 29 Eastbound				Hwy 29 Westbound				Blackwell Rd Northbound				Blackwell Rd Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 02:00 PM to 06:45 PM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 02:00 PM																	
02:00 PM	0	9	0	9	0	9	1	10	0	0	1	1	0	0	0	0	20
02:15 PM	1	4	0	5	0	5	1	6	0	0	1	1	1	0	1	2	14
02:30 PM	0	5	0	5	0	5	0	5	0	0	0	0	0	0	0	10	
02:45 PM	0	4	1	5	0	2	0	2	1	0	0	1	1	0	0	1	9
Total Volume	1	22	1	24	0	21	2	23	1	0	2	3	2	0	1	3	53
% App. Total	4.2	91.7	4.2		0	91.3	8.7		33.3	0	66.7		66.7	0	33.3		
PHF	.250	.611	.250	.667	.000	.583	.500	.575	.250	.000	.500	.750	.500	.000	.250	.375	.663

# Peggy Malone & Associates

## (888) 247-8602

Item g.

File Name : 11-Hwy 29 and Blackwell Rd PM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

### Groups Printed- Cars - Trucks

	Hwy 29 Eastbound					Hwy 29 Westbound					Blackwell Rd Northbound					Blackwell Rd Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
02:00 PM	8	182	34	4	228	49	187	30	2	268	59	26	54	0	139	32	30	10	0	72	707
02:15 PM	12	170	45	3	230	44	174	32	3	253	45	18	45	0	108	41	17	4	0	62	653
02:30 PM	9	201	34	1	245	50	206	39	2	297	35	18	41	0	94	31	17	4	0	52	688
02:45 PM	10	192	35	3	240	50	196	33	2	281	46	27	65	0	138	45	22	14	0	81	740
Total	39	745	148	11	943	193	763	134	9	1099	185	89	205	0	479	149	86	32	0	267	2788
03:00 PM	3	196	37	3	239	53	208	51	2	314	38	22	46	0	106	29	24	7	0	60	719
03:15 PM	8	195	33	4	240	61	226	42	3	332	60	21	36	0	117	30	18	7	0	55	744
03:30 PM	10	181	30	1	222	47	198	30	2	277	53	29	42	0	124	44	20	8	0	72	695
03:45 PM	7	199	43	1	250	67	244	44	2	357	46	23	50	0	119	36	14	5	0	55	781
Total	28	771	143	9	951	228	876	167	9	1280	197	95	174	0	466	139	76	27	0	242	2939
04:00 PM	20	221	29	3	273	44	205	37	2	288	63	41	51	0	155	33	29	6	0	68	784
04:15 PM	12	241	23	5	281	53	218	37	1	309	61	29	58	0	148	41	29	14	0	84	822
04:30 PM	5	185	25	5	220	32	265	46	2	345	49	28	74	0	151	56	25	9	0	90	806
04:45 PM	10	205	30	0	245	39	237	47	2	325	58	23	65	0	146	44	27	8	0	79	795
Total	47	852	107	13	1019	168	925	167	7	1267	231	121	248	0	600	174	110	37	0	321	3207
05:00 PM	14	210	28	3	255	39	202	40	4	285	49	22	101	0	172	60	13	9	0	82	794
05:15 PM	12	200	23	5	240	44	263	41	0	348	55	19	64	0	138	46	27	7	0	80	806
05:30 PM	11	195	29	1	236	41	252	43	1	337	43	21	55	0	119	39	18	4	0	61	753
05:45 PM	13	205	27	0	245	52	261	32	3	348	36	17	46	0	99	39	15	10	0	64	756
Total	50	810	107	9	976	176	978	156	8	1318	183	79	266	0	528	184	73	30	0	287	3109
06:00 PM	8	219	27	3	257	41	219	29	1	290	29	14	51	0	94	43	15	5	0	63	704
06:15 PM	12	183	24	2	221	27	216	40	2	285	30	7	31	0	68	40	17	4	0	61	635
06:30 PM	9	190	24	3	226	37	212	41	4	294	43	19	28	0	90	36	14	8	0	58	668
06:45 PM	9	154	27	3	193	43	187	32	2	264	31	15	19	0	65	40	18	4	0	62	584
Total	38	746	102	11	897	148	834	142	9	1133	133	55	129	0	317	159	64	21	0	244	2591
Grand Total	202	3924	607	53	4786	913	4376	766	42	6097	929	439	1022	0	2390	805	409	147	0	1361	14634
Apprch %	4.2	82	12.7	1.1		15	71.8	12.6	0.7		38.9	18.4	42.8	0		59.1	30.1	10.8	0		
Total %	1.4	26.8	4.1	0.4	32.7	6.2	29.9	5.2	0.3	41.7	6.3	3	7	0	16.3	5.5	2.8	1	0	9.3	
Cars	200	3851	604	53	4708	908	4292	760	41	6001	921	433	1014	0	2368	794	406	144	0	1344	14421
% Cars	99	98.1	99.5	100	98.4	99.5	98.1	99.2	97.6	98.4	99.1	98.6	99.2	0	99.1	98.6	99.3	98	0	98.8	98.5
Trucks	2	73	3	0	78	5	84	6	1	96	8	6	8	0	22	11	3	3	0	17	213
% Trucks	1	1.9	0.5	0	1.6	0.5	1.9	0.8	2.4	1.6	0.9	1.4	0.8	0	0.9	1.4	0.7	2	0	1.2	1.5

	Hwy 29 Eastbound					Hwy 29 Westbound					Blackwell Rd Northbound					Blackwell Rd Southbound					
Start Time	Left	Thru	Right	App. Total		Left	Thru	Right	App. Total		Left	Thru	Right	App. Total		Left	Thru	Right	App. Total		Int. Total
Peak Hour Analysis From 02:00 PM to 06:45 PM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 04:15 PM																					
04:15 PM	12	<b>241</b>	23	<b>276</b>		<b>53</b>	218	37	308		<b>61</b>	<b>29</b>	58	148		41	<b>29</b>	<b>14</b>	84		<b>816</b>
04:30 PM	5	185	25	215		32	<b>265</b>	46	<b>343</b>		49	28	74	151		56	25	9	<b>90</b>		799
04:45 PM	10	205	<b>30</b>	245		39	237	<b>47</b>	323		58	23	65	146		44	27	8	79		793
05:00 PM	<b>14</b>	210	28	252		39	202	40	281		49	22	<b>101</b>	<b>172</b>		<b>60</b>	13	9	82		787
Total Volume	41	841	106	988		163	922	170	1255		217	102	298	617		201	94	40	335		3195
% App. Total	4.1	85.1	10.7			13	73.5	13.5			35.2	16.5	48.3			60	28.1	11.9			
PHF	.732	.872	.883	.895		.769	.870	.904	.915		.889	.879	.738	.897		.838	.810	.714	.931		.979

# Peggy Malone & Associates

(888) 247-8602

Item g.

File Name : 11-Hwy 29 and Blackwell Rd PM  
 Site Code :  
 Start Date : 8/5/2021  
 Page No : 1

## Groups Printed- Pedestrians

	Hwy 29 Eastbound					Hwy 29 Westbound					Blackwell Rd Northbound					Blackwell Rd Southbound					
Start Time	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Left	Thru	Right	U-Turn	App. Total	Int. Total
02:00 PM	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
02:15 PM	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
02:30 PM	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
02:45 PM	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Total	0	0	0	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4
03:00 PM	0	0	0	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3
03:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:30 PM	0	0	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0	0	0	0	3
03:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	3	3	0	0	0	3	3	0	0	0	0	0	0	0	0	0	0	6
04:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:00 PM	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
05:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
06:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total	0	0	0	8	8	0	0	0	3	3	0	0	0	0	0	0	0	0	0	0	11
Apprch %	0	0	0	100		0	0	0	100		0	0	0	0		0	0	0	0		
Total %	0	0	0	72.7	72.7	0	0	0	27.3	27.3	0	0	0	0	0	0	0	0	0	0	

	Hwy 29 Eastbound				Hwy 29 Westbound				Blackwell Rd Northbound				Blackwell Rd Southbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 02:00 PM to 06:45 PM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 02:00 PM																	
02:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Volume	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% App. Total	0	0	0		0	0	0		0	0	0		0	0	0		
PHF	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000


























## Appendix B: Synchro Reports

# HCM Signalized Intersection Capacity Analysis

## 1: Winchester St/Broadview Avenue & Lee Highway

Item g.

12/03/2021























												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	221	718	19	25	628	135	63	46	48	130	73	174
Future Volume (vph)	221	718	19	25	628	135	63	46	48	130	73	174
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	7.8	5.2		6.9	5.8	9.4	8.3	8.3	4.0	9.4	9.4	4.0
Lane Util. Factor	0.97	0.95		1.00	0.95	1.00	1.00	1.00	1.00	0.95	0.95	1.00
Frt	1.00	1.00		1.00	1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85
Flt Protected	0.95	1.00		0.95	1.00	1.00	0.95	1.00	1.00	0.95	0.99	1.00
Satd. Flow (prot)	3335	3425		1805	3438	1524	1770	1900	1615	1649	1759	1583
Flt Permitted	0.95	1.00		0.95	1.00	1.00	0.95	1.00	1.00	0.95	0.99	1.00
Satd. Flow (perm)	3335	3425		1805	3438	1524	1770	1900	1615	1649	1759	1583
Peak-hour factor, PHF	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93
Adj. Flow (vph)	238	772	20	27	675	145	68	49	52	140	78	187
RTOR Reduction (vph)	0	1	0	0	0	58	0	0	0	0	0	0
Lane Group Flow (vph)	238	791	0	27	675	87	68	49	52	108	110	187
Heavy Vehicles (%)	5%	5%	5%	0%	5%	6%	2%	0%	0%	4%	0%	2%
Turn Type	Prot	NA		Prot	NA	pm+ov	Split	NA	Free	Split	NA	Free
Protected Phases	5	2		1	6		3	3		4		4
Permitted Phases						6			Free			Free
Actuated Green, G (s)	15.3	80.9		5.2	69.3	84.0	9.4	9.4	140.0	14.7	14.7	140.0
Effective Green, g (s)	15.3	80.9		5.2	69.3	84.0	9.4	9.4	140.0	14.7	14.7	140.0
Actuated g/C Ratio	0.11	0.58		0.04	0.49	0.60	0.07	0.07	1.00	0.10	0.10	1.00
Clearance Time (s)	7.8	5.2		6.9	5.8	9.4	8.3	8.3		9.4	9.4	
Vehicle Extension (s)	3.0	3.0		3.0	3.0	3.0	3.0	3.0		3.0	3.0	
Lane Grp Cap (vph)	364	1979		67	1701	914	118	127	1615	173	184	1583
v/s Ratio Prot	c0.07	c0.23		0.01	0.20	0.01	c0.04	0.03		c0.07	0.06	
v/s Ratio Perm						0.05			0.03			0.12
v/c Ratio	0.65	0.40		0.40	0.40	0.10	0.58	0.39	0.03	0.62	0.60	0.12
Uniform Delay, d1	59.8	16.2		65.9	22.2	11.9	63.4	62.5	0.0	60.0	59.8	0.0
Progression Factor	1.00	1.00		1.14	0.60	2.35	1.00	1.00	1.00	1.00	1.00	1.00
Incremental Delay, d2	4.2	0.6		3.8	0.7	0.0	6.7	1.9	0.0	6.8	5.1	0.2
Delay (s)	64.0	16.8		79.0	13.9	28.0	70.0	64.5	0.0	66.9	65.0	0.2
Level of Service	E	B		E	B	C	E	E	A	E	E	A
Approach Delay (s)		27.7			18.4			46.9			35.5	
Approach LOS		C			B			D			D	
<b>Intersection Summary</b>												
HCM 2000 Control Delay			27.1			HCM 2000 Level of Service			C			
HCM 2000 Volume to Capacity ratio			0.49									
Actuated Cycle Length (s)			140.0			Sum of lost time (s)			31.3			
Intersection Capacity Utilization			55.6%			ICU Level of Service			B			
Analysis Period (min)			15									
c Critical Lane Group												

# HCM Signalized Intersection Capacity Analysis

## 2: Branch Drive & Lee Highway

12/03/2021

Item g.




















												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	44	855	6	49	759	31	9	11	48	38	13	24
Future Volume (vph)	44	855	6	49	759	31	9	11	48	38	13	24
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	6.4	5.7	5.7	6.8	5.6	5.6		6.6	6.6		7.5	7.5
Lane Util. Factor	1.00	0.95	1.00	1.00	0.95	1.00		1.00	1.00		1.00	1.00
Frt	1.00	1.00	0.85	1.00	1.00	0.85		1.00	0.85		1.00	0.85
Flt Protected	0.95	1.00	1.00	0.95	1.00	1.00		0.98	1.00		0.96	1.00
Satd. Flow (prot)	1752	3438	1615	1805	3438	1615		1858	1468		1728	1495
Flt Permitted	0.95	1.00	1.00	0.95	1.00	1.00		0.98	1.00		0.96	1.00
Satd. Flow (perm)	1752	3438	1615	1805	3438	1615		1858	1468		1728	1495
Peak-hour factor, PHF	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90
Adj. Flow (vph)	49	950	7	54	843	34	10	12	53	42	14	27
RTOR Reduction (vph)	0	0	2	0	0	12	0	0	51	0	0	25
Lane Group Flow (vph)	49	950	5	54	843	22	0	22	2	0	56	2
Heavy Vehicles (%)	3%	5%	0%	0%	5%	0%	0%	0%	10%	8%	0%	8%
Turn Type	Prot	NA	Perm	Prot	NA	Perm	Split	NA	Perm	Split	NA	Perm
Protected Phases	1	6		5	2		4	4		3	3	
Permitted Phases			6			2			4			3
Actuated Green, G (s)	8.2	90.2	90.2	8.4	90.9	90.9		6.1	6.1		8.7	8.7
Effective Green, g (s)	8.2	90.2	90.2	8.4	90.9	90.9		6.1	6.1		8.7	8.7
Actuated g/C Ratio	0.06	0.64	0.64	0.06	0.65	0.65		0.04	0.04		0.06	0.06
Clearance Time (s)	6.4	5.7	5.7	6.8	5.6	5.6		6.6	6.6		7.5	7.5
Vehicle Extension (s)	3.0	3.0	3.0	3.0	3.0	3.0		3.0	3.0		3.0	3.0
Lane Grp Cap (vph)	102	2215	1040	108	2232	1048		80	63		107	92
v/s Ratio Prot	0.03	c0.28		c0.03	0.25			c0.01			c0.03	
v/s Ratio Perm			0.00			0.01			0.00			0.00
v/c Ratio	0.48	0.43	0.00	0.50	0.38	0.02		0.28	0.04		0.52	0.02
Uniform Delay, d1	63.8	12.2	8.9	63.8	11.4	8.7		64.8	64.1		63.6	61.6
Progression Factor	1.15	0.42	1.00	1.24	0.15	1.00		1.00	1.00		1.00	1.00
Incremental Delay, d2	3.4	0.6	0.0	3.5	0.5	0.0		1.9	0.2		4.6	0.1
Delay (s)	76.8	5.7	8.9	82.8	2.2	8.8		66.7	64.4		68.2	61.7
Level of Service	E	A	A	F	A	A		E	E		E	E
Approach Delay (s)		9.2			7.1			65.0			66.1	
Approach LOS		A			A			E			E	
<b>Intersection Summary</b>												
HCM 2000 Control Delay			12.5				HCM 2000 Level of Service			B		
HCM 2000 Volume to Capacity ratio			0.43									
Actuated Cycle Length (s)			140.0				Sum of lost time (s)			26.6		
Intersection Capacity Utilization			54.8%				ICU Level of Service			A		
Analysis Period (min)			15									
<b>c Critical Lane Group</b>												

# HCM Unsignalized Intersection Capacity Analysis

## 3: BP Gas Station/Village Center & Lee Highway

12/03/2021

Item g.

												
Movement	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBL	NBT	NBR	SBL
Lane Configurations												
Traffic Volume (veh/h)	20	32	891	0	5	3	763	8	0	0	5	9
Future Volume (Veh/h)	20	32	891	0	5	3	763	8	0	0	5	9
Sign Control			Free				Free			Stop		
Grade			0%				0%			0%		
Peak Hour Factor	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91
Hourly flow rate (vph)	0	35	979	0	0	3	838	9	0	0	5	10
Pedestrians												
Lane Width (ft)												
Walking Speed (ft/s)												
Percent Blockage												
Right turn flare (veh)												
Median type			None				None					
Median storage (veh)												
Upstream signal (ft)			549				429					
pX, platoon unblocked	0.00	0.90			0.00	0.87			0.92	0.92	0.87	0.92
vC, conflicting volume	0	847			0	979			1536	1902	490	1408
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	0	611			0	674			921	1320	111	783
tC, single (s)	0.0	4.2			0.0	4.1			7.5	6.5	6.9	7.5
tC, 2 stage (s)												
tF (s)	0.0	2.3			0.0	2.2			3.5	4.0	3.3	3.5
p0 queue free %	0	96			0	100			100	100	99	96
cM capacity (veh/h)	0	845			0	805			187	139	806	254
Direction, Lane #	EB 1	EB 2	EB 3	EB 4	WB 1	WB 2	WB 3	WB 4	NB 1	SB 1	SB 2	
Volume Total	35	490	490	0	3	419	419	9	5	10	62	
Volume Left	35	0	0	0	3	0	0	0	0	10	0	
Volume Right	0	0	0	0	0	0	0	9	5	0	62	
cSH	845	1700	1700	1700	805	1700	1700	1700	806	254	806	
Volume to Capacity	0.04	0.29	0.29	0.00	0.00	0.25	0.25	0.01	0.01	0.04	0.08	
Queue Length 95th (ft)	3	0	0	0	0	0	0	0	0	3	6	
Control Delay (s)	9.4	0.0	0.0	0.0	9.5	0.0	0.0	0.0	9.5	19.8	9.8	
Lane LOS	A				A				A	C	A	
Approach Delay (s)	0.3				0.0				9.5	11.2		
Approach LOS									A	B		
Intersection Summary												
Average Delay			0.6									
Intersection Capacity Utilization			45.1%			ICU Level of Service				A		
Analysis Period (min)			15									

# HCM Unsignalized Intersection Capacity Analysis 3: BP Gas Station/Village Center & Lee Highway

12/03/2021

Item g.


























Movement	SBT	SBR
Lane Configurations		
Traffic Volume (veh/h)	0	56
Future Volume (Veh/h)	0	56
Sign Control	Stop	
Grade	0%	
Peak Hour Factor	0.91	0.91
Hourly flow rate (vph)	0	62
Pedestrians		
Lane Width (ft)		
Walking Speed (ft/s)		
Percent Blockage		
Right turn flare (veh)		
Median type		
Median storage veh)		
Upstream signal (ft)		
pX, platoon unblocked	0.92	0.90
vC, conflicting volume	1893	419
vC1, stage 1 conf vol		
vC2, stage 2 conf vol		
vCu, unblocked vol	1310	136
tC, single (s)	6.5	6.9
tC, 2 stage (s)		
tF (s)	4.0	3.3
p0 queue free %	100	92
cM capacity (veh/h)	141	806
Direction, Lane #		

# HCM Signalized Intersection Capacity Analysis

## 4: Fletcher Drive & Lee Highway

12/03/2021

Item g.

























												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	37	819	54	20	733	34	20	8	19	46	11	24
Future Volume (vph)	37	819	54	20	733	34	20	8	19	46	11	24
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	6.7	5.5	7.1	6.7	5.1	8.9	7.1	7.1	6.7		8.9	8.9
Lane Util. Factor	1.00	0.95	1.00	1.00	0.95	1.00	0.95	0.95	1.00		1.00	1.00
Frt	1.00	1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85		1.00	0.85
Flt Protected	0.95	1.00	1.00	0.95	1.00	1.00	0.95	0.98	1.00		0.96	1.00
Satd. Flow (prot)	1805	3438	1553	1719	3438	1615	1715	1649	1455		1740	1429
Flt Permitted	0.95	1.00	1.00	0.95	1.00	1.00	0.95	0.98	1.00		0.96	1.00
Satd. Flow (perm)	1805	3438	1553	1719	3438	1615	1715	1649	1455		1740	1429
Peak-hour factor, PHF	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96
Adj. Flow (vph)	39	853	56	21	764	35	21	8	20	48	11	25
RTOR Reduction (vph)	0	0	17	0	0	10	0	0	18	0	0	23
Lane Group Flow (vph)	39	853	39	21	764	25	14	15	2	0	59	2
Heavy Vehicles (%)	0%	5%	4%	5%	5%	0%	0%	13%	11%	4%	9%	13%
Turn Type	Prot	NA	pm+ov	Prot	NA	pm+ov	Split	NA	pm+ov	Split	NA	Perm
Protected Phases	5	2	4	1	6	3	4	4	1	3	3	
Permitted Phases			2			6			4			3
Actuated Green, G (s)	7.3	92.2	98.0	4.9	90.2	99.1	5.8	5.8	10.7		8.9	8.9
Effective Green, g (s)	7.3	92.2	98.0	4.9	90.2	99.1	5.8	5.8	10.7		8.9	8.9
Actuated g/C Ratio	0.05	0.66	0.70	0.04	0.64	0.71	0.04	0.04	0.08		0.06	0.06
Clearance Time (s)	6.7	5.5	7.1	6.7	5.1	8.9	7.1	7.1	6.7		8.9	8.9
Vehicle Extension (s)	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0		3.0	3.0
Lane Grp Cap (vph)	94	2264	1087	60	2215	1143	71	68	111		110	90
v/s Ratio Prot	c0.02	c0.25	0.00	0.01	0.22	0.00	0.01	c0.01	0.00		c0.03	
v/s Ratio Perm			0.02			0.01			0.00			0.00
v/c Ratio	0.41	0.38	0.04	0.35	0.34	0.02	0.20	0.22	0.01		0.54	0.02
Uniform Delay, d1	64.3	10.9	6.5	66.0	11.4	6.1	64.8	64.9	59.8		63.5	61.5
Progression Factor	1.14	0.50	0.00	1.47	0.05	1.00	1.00	1.00	1.00		1.00	1.00
Incremental Delay, d2	2.8	0.5	0.0	3.2	0.4	0.0	1.4	1.6	0.0		5.0	0.1
Delay (s)	75.9	5.9	0.0	100.1	1.0	6.1	66.2	66.6	59.8		68.5	61.5
Level of Service	E	A	A	F	A	A	E	E	E		E	E
Approach Delay (s)		8.4			3.8			63.7			66.4	
Approach LOS		A			A			E			E	
<b>Intersection Summary</b>												
HCM 2000 Control Delay			10.4				HCM 2000 Level of Service			B		
HCM 2000 Volume to Capacity ratio			0.39									
Actuated Cycle Length (s)			140.0				Sum of lost time (s)			28.2		
Intersection Capacity Utilization			52.5%				ICU Level of Service			A		
Analysis Period (min)			15									
c Critical Lane Group												

# HCM Signalized Intersection Capacity Analysis

## 5: Blackwell Road & Lee Highway

12/03/2021

Item g.

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	43	744	97	208	664	121	100	45	164	89	41	14
Future Volume (vph)	43	744	97	208	664	121	100	45	164	89	41	14
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	6.7	5.7	4.0	6.7	5.5	5.5	8.9	8.9	8.9	8.2	8.2	8.2
Lane Util. Factor	1.00	0.95	1.00	1.00	0.95	1.00	1.00	1.00	1.00	0.95	0.95	1.00
Frt	1.00	1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85
Flt Protected	0.95	1.00	1.00	0.95	1.00	1.00	0.95	1.00	1.00	0.95	0.98	1.00
Satd. Flow (prot)	1656	3406	1583	1770	3438	1553	1770	1827	1568	1618	1712	1509
Flt Permitted	0.95	1.00	1.00	0.95	1.00	1.00	0.95	1.00	1.00	0.95	0.98	1.00
Satd. Flow (perm)	1656	3406	1583	1770	3438	1553	1770	1827	1568	1618	1712	1509
Peak-hour factor, PHF	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91
Adj. Flow (vph)	47	818	107	229	730	133	110	49	180	98	45	15
RTOR Reduction (vph)	0	0	0	0	0	75	0	0	162	0	0	14
Lane Group Flow (vph)	47	818	107	229	730	58	110	49	18	71	72	1
Heavy Vehicles (%)	9%	6%	2%	2%	5%	4%	2%	4%	3%	6%	2%	7%
Turn Type	Prot	NA	Free	Prot	NA	Perm	Split	NA	Perm	Split	NA	Perm
Protected Phases	5	2		1	6		4	4		3	3	
Permitted Phases			Free			6			4			3
Actuated Green, G (s)	24.1	61.4	140.0	23.4	60.9	60.9	14.2	14.2	14.2	11.5	11.5	11.5
Effective Green, g (s)	24.1	61.4	140.0	23.4	60.9	60.9	14.2	14.2	14.2	11.5	11.5	11.5
Actuated g/C Ratio	0.17	0.44	1.00	0.17	0.43	0.43	0.10	0.10	0.10	0.08	0.08	0.08
Clearance Time (s)	6.7	5.7		6.7	5.5	5.5	8.9	8.9	8.9	8.2	8.2	8.2
Vehicle Extension (s)	3.0	3.0		3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
Lane Grp Cap (vph)	285	1493	1583	295	1495	675	179	185	159	132	140	123
v/s Ratio Prot	0.03	c0.24		c0.13	0.21		c0.06	0.03		c0.04	0.04	
v/s Ratio Perm			0.07			0.04			0.01			0.00
v/c Ratio	0.16	0.55	0.07	0.78	0.49	0.09	0.61	0.26	0.11	0.54	0.51	0.01
Uniform Delay, d1	49.4	29.0	0.0	55.8	28.4	23.2	60.3	58.1	57.2	61.7	61.6	59.0
Progression Factor	0.66	0.59	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Incremental Delay, d2	0.3	1.4	0.1	12.1	1.1	0.2	6.1	0.8	0.3	4.2	3.2	0.0
Delay (s)	33.0	18.4	0.1	67.9	29.5	23.5	66.4	58.8	57.5	65.9	64.7	59.1
Level of Service	C	B	A	E	C	C	E	E	E	E	E	E
Approach Delay (s)		17.1			36.8			60.6			64.7	
Approach LOS		B			D			E			E	
<b>Intersection Summary</b>												
HCM 2000 Control Delay			34.2			HCM 2000 Level of Service			C			
HCM 2000 Volume to Capacity ratio			0.60									
Actuated Cycle Length (s)			140.0			Sum of lost time (s)			29.5			
Intersection Capacity Utilization			62.0%			ICU Level of Service			B			
Analysis Period (min)			15									
c Critical Lane Group												

## Queues

## 1: Winchester St/Broadview Avenue &amp; Lee Highway

02/16/2022



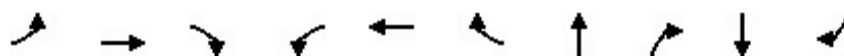
Lane Group	EBL	EBT	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Group Flow (vph)	238	792	27	675	145	68	49	52	108	110	187
v/c Ratio	0.66	0.38	0.27	0.39	0.15	0.50	0.34	0.03	0.63	0.60	0.12
Control Delay	68.4	17.9	78.3	15.0	2.8	74.2	66.4	0.0	75.2	72.4	0.1
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	68.4	17.9	78.3	15.0	2.8	74.2	66.4	0.0	75.2	72.4	0.1
Queue Length 50th (ft)	108	212	26	60	0	61	43	0	101	102	0
Queue Length 95th (ft)	150	322	61	164	45	109	84	0	163	162	0
Internal Link Dist (ft)		770		835			259			1381	
Turn Bay Length (ft)	283		128		195	75		85	210		
Base Capacity (vph)	481	2087	120	1744	1093	236	253	1615	313	334	1583
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.49	0.38	0.23	0.39	0.13	0.29	0.19	0.03	0.35	0.33	0.12
Intersection Summary											



## Queues

## 2: Branch Drive &amp; Lee Highway

02/16/2022



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBT	NBR	SBT	SBR
Lane Group Flow (vph)	49	950	7	54	843	34	22	53	56	27
v/c Ratio	0.42	0.41	0.01	0.44	0.36	0.03	0.23	0.27	0.46	0.12
Control Delay	81.7	6.3	0.0	87.6	2.4	0.0	68.6	3.3	73.7	1.2
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	81.7	6.3	0.0	87.6	2.4	0.0	68.6	3.3	73.7	1.2
Queue Length 50th (ft)	44	105	0	51	32	0	20	0	50	0
Queue Length 95th (ft)	89	118	m0	101	43	0	49	0	94	0
Internal Link Dist (ft)		835			469		866		979	
Turn Bay Length (ft)	240		330	155		155		75		
Base Capacity (vph)	195	2345	1145	234	2361	1151	244	304	178	264
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.25	0.41	0.01	0.23	0.36	0.03	0.09	0.17	0.31	0.10

## Intersection Summary

m Volume for 95th percentile queue is metered by upstream signal.

## Queues

## 4: Fletcher Drive &amp; Lee Highway

02/16/2022



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBT	SBR
Lane Group Flow (vph)	39	853	56	21	764	35	14	15	20	59	25
v/c Ratio	0.35	0.35	0.05	0.23	0.32	0.03	0.16	0.18	0.07	0.47	0.11
Control Delay	79.3	6.1	0.1	98.2	1.0	0.1	67.4	68.3	0.5	73.7	1.0
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	79.3	6.1	0.1	98.2	1.0	0.1	67.4	68.3	0.5	73.7	1.0
Queue Length 50th (ft)	38	73	0	20	2	0	12	13	0	53	0
Queue Length 95th (ft)	80	94	0	m45	55	1	38	40	0	99	0
Internal Link Dist (ft)		349			910			1093		912	
Turn Bay Length (ft)	155		255	255		288			75		200
Base Capacity (vph)	184	2435	1248	224	2351	1334	207	199	379	224	295
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.21	0.35	0.04	0.09	0.32	0.03	0.07	0.08	0.05	0.26	0.08













## Intersection Summary

m Volume for 95th percentile queue is metered by upstream signal.

## Queues

## 5: Blackwell Road &amp; Lee Highway

02/16/2022
























												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Group Flow (vph)	47	818	107	229	730	133	110	49	180	71	72	15
v/c Ratio	0.16	0.55	0.07	0.78	0.48	0.17	0.61	0.27	0.55	0.54	0.51	0.05
Control Delay	31.3	20.0	0.1	73.1	32.6	2.7	74.3	60.0	13.0	75.8	73.7	0.3
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	31.3	20.0	0.1	73.1	32.6	2.7	74.3	60.0	13.0	75.8	73.7	0.3
Queue Length 50th (ft)	27	129	0	202	269	0	98	42	0	66	67	0
Queue Length 95th (ft)	58	303	0	280	361	27	156	80	62	118	120	0
Internal Link Dist (ft)		910			996			609			979	
Turn Bay Length (ft)	210		150	530		320	350			180		228
Base Capacity (vph)	308	1496	1583	408	1728	860	244	252	378	217	230	369
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.15	0.55	0.07	0.56	0.42	0.15	0.45	0.19	0.48	0.33	0.31	0.04
Intersection Summary												

# HCM Signalized Intersection Capacity Analysis

## 1: Winchester St/Broadview Avenue & Lee Highway

Item g.

12/03/2021























												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	255	718	36	59	1080	90	111	101	69	181	53	343
Future Volume (vph)	255	718	36	59	1080	90	111	101	69	181	53	343
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	7.8	5.2		6.9	5.8	9.4	8.3	8.3	4.0	9.4	9.4	4.0
Lane Util. Factor	0.97	0.95		1.00	0.95	1.00	1.00	1.00	1.00	0.95	0.95	1.00
Frt	1.00	0.99		1.00	1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85
Flt Protected	0.95	1.00		0.95	1.00	1.00	0.95	1.00	1.00	0.95	0.97	1.00
Satd. Flow (prot)	3467	3545		1805	3574	1615	1805	1900	1615	1681	1737	1583
Flt Permitted	0.95	1.00		0.95	1.00	1.00	0.95	1.00	1.00	0.95	0.97	1.00
Satd. Flow (perm)	3467	3545		1805	3574	1615	1805	1900	1615	1681	1737	1583
Peak-hour factor, PHF	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98
Adj. Flow (vph)	260	733	37	60	1102	92	113	103	70	185	54	350
RTOR Reduction (vph)	0	2	0	0	0	37	0	0	0	0	0	0
Lane Group Flow (vph)	260	768	0	60	1102	55	113	103	70	118	121	350
Heavy Vehicles (%)	1%	1%	3%	0%	1%	0%	0%	0%	0%	2%	0%	2%
Turn Type	Prot	NA		Prot	NA	pm+ov	Split	NA	Free	Split	NA	Free
Protected Phases	5	2		1	6		3	3		4	4	
Permitted Phases						6			Free			Free
Actuated Green, G (s)	16.2	80.7		9.1	72.1	88.1	14.4	14.4	150.0	16.0	16.0	150.0
Effective Green, g (s)	16.2	80.7		9.1	72.1	88.1	14.4	14.4	150.0	16.0	16.0	150.0
Actuated g/C Ratio	0.11	0.54		0.06	0.48	0.59	0.10	0.10	1.00	0.11	0.11	1.00
Clearance Time (s)	7.8	5.2		6.9	5.8	9.4	8.3	8.3		9.4	9.4	
Vehicle Extension (s)	3.0	3.0		3.0	3.0	3.0	3.0	3.0		3.0	3.0	
Lane Grp Cap (vph)	374	1907		109	1717	948	173	182	1615	179	185	1583
v/s Ratio Prot	c0.07	c0.22		0.03	c0.31	0.01	c0.06	0.05		c0.07	0.07	
v/s Ratio Perm						0.03			0.04			0.22
v/c Ratio	0.70	0.40		0.55	0.64	0.06	0.65	0.57	0.04	0.66	0.65	0.22
Uniform Delay, d1	64.5	20.4		68.5	29.3	13.2	65.4	64.8	0.0	64.4	64.3	0.0
Progression Factor	1.00	1.00		1.32	0.50	1.45	1.00	1.00	1.00	1.00	1.00	1.00
Incremental Delay, d2	5.5	0.6		5.1	1.6	0.0	8.5	4.0	0.1	8.5	8.0	0.3
Delay (s)	70.0	21.1		95.4	16.3	19.2	73.9	68.8	0.1	72.9	72.4	0.3
Level of Service	E	C		F	B	B	E	E	A	E	E	A
Approach Delay (s)		33.4			20.3			54.0			29.7	
Approach LOS		C			C			D			C	
<b>Intersection Summary</b>												
HCM 2000 Control Delay			29.4									
HCM 2000 Volume to Capacity ratio			0.66									
Actuated Cycle Length (s)			150.0									
Intersection Capacity Utilization			69.4%									
Analysis Period (min)			15									
c Critical Lane Group												

# HCM Signalized Intersection Capacity Analysis

## 2: Branch Drive & Lee Highway

12/03/2021

Item g.




















												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	108	868	4	65	1110	82	10	18	50	126	18	101
Future Volume (vph)	108	868	4	65	1110	82	10	18	50	126	18	101
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	6.4	5.7	5.7	6.8	5.6	5.6		6.6	6.6		7.5	7.5
Lane Util. Factor	1.00	0.95	1.00	1.00	0.95	1.00		1.00	1.00		1.00	1.00
Frt	1.00	1.00	0.85	1.00	1.00	0.85		1.00	0.85		1.00	0.85
Flt Protected	0.95	1.00	1.00	0.95	1.00	1.00		0.98	1.00		0.96	1.00
Satd. Flow (prot)	1805	3574	1615	1805	3574	1615		1868	1583		1805	1615
Flt Permitted	0.95	1.00	1.00	0.95	1.00	1.00		0.98	1.00		0.96	1.00
Satd. Flow (perm)	1805	3574	1615	1805	3574	1615		1868	1583		1805	1615
Peak-hour factor, PHF	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97
Adj. Flow (vph)	111	895	4	67	1144	85	10	19	52	130	19	104
RTOR Reduction (vph)	0	0	2	0	0	37	0	0	50	0	0	92
Lane Group Flow (vph)	111	895	2	67	1144	48	0	29	2	0	149	12
Heavy Vehicles (%)	0%	1%	0%	0%	1%	0%	0%	0%	2%	1%	0%	0%
Turn Type	Prot	NA	Perm	Prot	NA	Perm	Split	NA	Perm	Split	NA	Perm
Protected Phases	1	6		5	2		4	4		3	3	
Permitted Phases			6			2			4			3
Actuated Green, G (s)	14.5	89.5	89.5	9.6	85.1	85.1		6.7	6.7		17.6	17.6
Effective Green, g (s)	14.5	89.5	89.5	9.6	85.1	85.1		6.7	6.7		17.6	17.6
Actuated g/C Ratio	0.10	0.60	0.60	0.06	0.57	0.57		0.04	0.04		0.12	0.12
Clearance Time (s)	6.4	5.7	5.7	6.8	5.6	5.6		6.6	6.6		7.5	7.5
Vehicle Extension (s)	3.0	3.0	3.0	3.0	3.0	3.0		3.0	3.0		3.0	3.0
Lane Grp Cap (vph)	174	2132	963	115	2027	916		83	70		211	189
v/s Ratio Prot	c0.06	c0.25		0.04	c0.32			c0.02			c0.08	
v/s Ratio Perm			0.00			0.03			0.00			0.01
v/c Ratio	0.64	0.42	0.00	0.58	0.56	0.05		0.35	0.03		0.71	0.06
Uniform Delay, d1	65.2	16.3	12.2	68.3	20.7	14.5		69.5	68.6		63.7	58.9
Progression Factor	1.09	0.53	1.00	1.23	0.38	1.00		1.00	1.00		1.00	1.00
Incremental Delay, d2	7.1	0.6	0.0	6.6	1.0	0.1		2.5	0.2		10.3	0.1
Delay (s)	78.2	9.2	12.2	90.5	8.9	14.6		72.1	68.7		74.0	59.0
Level of Service	E	A	B	F	A	B		E	E		E	E
Approach Delay (s)		16.8			13.5			69.9			67.8	
Approach LOS		B			B			E			E	
<b>Intersection Summary</b>												
HCM 2000 Control Delay			21.7			HCM 2000 Level of Service				C		
HCM 2000 Volume to Capacity ratio			0.59									
Actuated Cycle Length (s)			150.0			Sum of lost time (s)			26.6			
Intersection Capacity Utilization			67.5%			ICU Level of Service			C			
Analysis Period (min)			15									
c Critical Lane Group												

# HCM Unsignalized Intersection Capacity Analysis

## 3: BP Gas Station/Village Center & Lee Highway

12/03/2021

Item g.



												
Movement	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBL	NBT	NBR	SBL
Lane Configurations												
Traffic Volume (veh/h)	9	40	1002	0	4	1	1205	11	0	0	12	8
Future Volume (Veh/h)	9	40	1002	0	4	1	1205	11	0	0	12	8
Sign Control			Free				Free			Stop		
Grade			0%				0%			0%		
Peak Hour Factor	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96
Hourly flow rate (vph)	0	42	1044	0	0	1	1255	11	0	0	13	8
Pedestrians												
Lane Width (ft)												
Walking Speed (ft/s)												
Percent Blockage												
Right turn flare (veh)												
Median type			None				None					
Median storage (veh)												
Upstream signal (ft)			549				429					
pX, platoon unblocked	0.00	0.81			0.00	0.87			0.87	0.87	0.87	0.87
vC, conflicting volume	0	1266			0	1044			1802	2396	522	1876
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	0	854			0	744			946	1625	142	1030
tC, single (s)	0.0	4.1			0.0	4.1			7.5	6.5	6.9	7.5
tC, 2 stage (s)												
tF (s)	0.0	2.2			0.0	2.2			3.5	4.0	3.3	3.5
p0 queue free %	0	93			0	100			100	100	98	95
cM capacity (veh/h)	0	642			0	757			172	84	769	155
Direction, Lane #	EB 1	EB 2	EB 3	EB 4	WB 1	WB 2	WB 3	WB 4	NB 1	SB 1	SB 2	
Volume Total	42	522	522	0	1	628	628	11	13	8	45	
Volume Left	42	0	0	0	1	0	0	0	0	8	0	
Volume Right	0	0	0	0	0	0	0	11	13	0	45	
cSH	642	1700	1700	1700	757	1700	1700	1700	769	155	803	
Volume to Capacity	0.07	0.31	0.31	0.00	0.00	0.37	0.37	0.01	0.02	0.05	0.06	
Queue Length 95th (ft)	5	0	0	0	0	0	0	0	1	4	4	
Control Delay (s)	11.0	0.0	0.0	0.0	9.8	0.0	0.0	0.0	9.8	29.4	9.8	
Lane LOS	B				A				A	D	A	
Approach Delay (s)	0.4				0.0				9.8	12.7		
Approach LOS									A	B		
Intersection Summary												
Average Delay			0.5									
Intersection Capacity Utilization			56.6%			ICU Level of Service				B		
Analysis Period (min)			15									

# HCM Unsignalized Intersection Capacity Analysis 3: BP Gas Station/Village Center & Lee Highway

12/03/2021

Item g.


























Movement	SBT	SBR
Lane Configurations		
Traffic Volume (veh/h)	0	43
Future Volume (Veh/h)	0	43
Sign Control	Stop	
Grade	0%	
Peak Hour Factor	0.96	0.96
Hourly flow rate (vph)	0	45
Pedestrians		
Lane Width (ft)		
Walking Speed (ft/s)		
Percent Blockage		
Right turn flare (veh)		
Median type		
Median storage veh)		
Upstream signal (ft)		
pX, platoon unblocked	0.87	0.81
vC, conflicting volume	2385	628
vC1, stage 1 conf vol		
vC2, stage 2 conf vol		
vCu, unblocked vol	1612	64
tC, single (s)	6.5	6.9
tC, 2 stage (s)		
tF (s)	4.0	3.3
p0 queue free %	100	94
cM capacity (veh/h)	86	803
Direction, Lane #		

# HCM Signalized Intersection Capacity Analysis

## 4: Fletcher Drive & Lee Highway

12/03/2021

Item g.

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	69	833	124	87	1042	100	101	34	82	96	27	75
Future Volume (vph)	69	833	124	87	1042	100	101	34	82	96	27	75
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	6.7	5.5	7.1	6.7	5.1	8.9	7.1	7.1	6.7		8.9	8.9
Lane Util. Factor	1.00	0.95	1.00	1.00	0.95	1.00	0.95	0.95	1.00		1.00	1.00
Frt	1.00	1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85		1.00	0.85
Flt Protected	0.95	1.00	1.00	0.95	1.00	1.00	0.95	0.98	1.00		0.96	1.00
Satd. Flow (prot)	1805	3539	1454	1805	3574	1568	1715	1761	1599		1829	1615
Flt Permitted	0.95	1.00	1.00	0.95	1.00	1.00	0.95	0.98	1.00		0.96	1.00
Satd. Flow (perm)	1805	3539	1454	1805	3574	1568	1715	1761	1599		1829	1615
Peak-hour factor, PHF	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97
Adj. Flow (vph)	71	859	128	90	1074	103	104	35	85	99	28	77
RTOR Reduction (vph)	0	0	49	0	0	35	0	0	71	0	0	69
Lane Group Flow (vph)	71	859	79	90	1074	68	69	70	14	0	127	8
Heavy Vehicles (%)	0%	2%	0%	0%	1%	3%	0%	0%	1%	0%	0%	0%
Parking (#/hr)			0									
Turn Type	Prot	NA	pm+ov	Prot	NA	pm+ov	Split	NA	pm+ov	Split	NA	Perm
Protected Phases	5	2	4	1	6	3	4	4	1	3	3	
Permitted Phases			2			6			4			3
Actuated Green, G (s)	11.2	81.7	93.1	12.8	83.7	99.6	11.4	11.4	24.2		15.9	15.9
Effective Green, g (s)	11.2	81.7	93.1	12.8	83.7	99.6	11.4	11.4	24.2		15.9	15.9
Actuated g/C Ratio	0.07	0.54	0.62	0.09	0.56	0.66	0.08	0.08	0.16		0.11	0.11
Clearance Time (s)	6.7	5.5	7.1	6.7	5.1	8.9	7.1	7.1	6.7		8.9	8.9
Vehicle Extension (s)	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0		3.0	3.0
Lane Grp Cap (vph)	134	1927	902	154	1994	1041	130	133	257		193	171
v/s Ratio Prot	0.04	0.24	0.01	c0.05	c0.30	0.01	c0.04	0.04	0.00		c0.07	
v/s Ratio Perm			0.05			0.04			0.00			0.01
v/c Ratio	0.53	0.45	0.09	0.58	0.54	0.07	0.53	0.53	0.05		0.66	0.05
Uniform Delay, d1	66.9	20.5	11.4	66.0	20.9	8.9	66.7	66.7	53.2		64.4	60.2
Progression Factor	1.03	0.70	0.24	1.07	0.46	0.81	1.00	1.00	1.00		1.00	1.00
Incremental Delay, d2	3.5	0.7	0.0	4.5	0.9	0.0	4.1	3.7	0.1		7.9	0.1
Delay (s)	72.1	15.1	2.8	75.0	10.6	7.2	70.8	70.4	53.3		72.3	60.4
Level of Service	E	B	A	E	B	A	E	E	D		E	E
Approach Delay (s)		17.4			14.9			64.1			67.8	
Approach LOS		B			B			E			E	
<b>Intersection Summary</b>												
HCM 2000 Control Delay			23.8				HCM 2000 Level of Service		C			
HCM 2000 Volume to Capacity ratio			0.57									
Actuated Cycle Length (s)			150.0				Sum of lost time (s)		28.2			
Intersection Capacity Utilization			64.5%				ICU Level of Service		C			
Analysis Period (min)			15									

c Critical Lane Group



























# HCM Signalized Intersection Capacity Analysis

## 5: Blackwell Road & Lee Highway

12/03/2021











Item g.

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	60	852	107	175	948	167	231	121	248	174	110	37
Future Volume (vph)	60	852	107	175	948	167	231	121	248	174	110	37
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	6.7	5.7	4.0	6.7	5.5	5.5	8.9	8.9	8.9	8.2	8.2	8.2
Lane Util. Factor	1.00	0.95	1.00	1.00	0.95	1.00	1.00	1.00	1.00	0.95	0.95	1.00
Frt	1.00	1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85
Flt Protected	0.95	1.00	1.00	0.95	1.00	1.00	0.95	1.00	1.00	0.95	0.99	1.00
Satd. Flow (prot)	1805	3539	1599	1770	3574	1599	1805	1863	1599	1698	1766	1615
Flt Permitted	0.95	1.00	1.00	0.95	1.00	1.00	0.95	1.00	1.00	0.95	0.99	1.00
Satd. Flow (perm)	1805	3539	1599	1770	3574	1599	1805	1863	1599	1698	1766	1615
Peak-hour factor, PHF	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98
Adj. Flow (vph)	61	869	109	179	967	170	236	123	253	178	112	38
RTOR Reduction (vph)	0	0	0	0	0	95	0	0	214	0	0	33
Lane Group Flow (vph)	61	869	109	179	967	75	236	123	39	142	148	5
Heavy Vehicles (%)	0%	2%	1%	2%	1%	1%	0%	2%	1%	1%	1%	0%
Turn Type	Prot	NA	Free	Prot	NA	Perm	Split	NA	Perm	Split	NA	Perm
Protected Phases	5	2		1	6		4	4		3	3	
Permitted Phases			Free			6			4			3
Actuated Green, G (s)	13.3	59.2	150.0	20.2	66.3	66.3	23.3	23.3	23.3	17.8	17.8	17.8
Effective Green, g (s)	13.3	59.2	150.0	20.2	66.3	66.3	23.3	23.3	23.3	17.8	17.8	17.8
Actuated g/C Ratio	0.09	0.39	1.00	0.13	0.44	0.44	0.16	0.16	0.16	0.12	0.12	0.12
Clearance Time (s)	6.7	5.7		6.7	5.5	5.5	8.9	8.9	8.9	8.2	8.2	8.2
Vehicle Extension (s)	3.0	3.0		3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
Lane Grp Cap (vph)	160	1396	1599	238	1579	706	280	289	248	201	209	191
v/s Ratio Prot	0.03	c0.25		c0.10	0.27		c0.13	0.07		0.08	c0.08	
v/s Ratio Perm			0.07			0.05			0.02			0.00
v/c Ratio	0.38	0.62	0.07	0.75	0.61	0.11	0.84	0.43	0.16	0.71	0.71	0.02
Uniform Delay, d1	64.5	36.4	0.0	62.5	32.0	24.5	61.6	57.3	54.9	63.6	63.6	58.4
Progression Factor	0.73	0.65	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Incremental Delay, d2	1.4	1.9	0.1	12.6	1.8	0.3	20.0	1.0	0.3	10.8	10.5	0.1
Delay (s)	48.5	25.6	0.1	75.1	33.8	24.8	81.6	58.3	55.2	74.3	74.1	58.5
Level of Service	D	C	A	E	C	C	F	E	E	E	E	E
Approach Delay (s)		24.3			38.3			66.0			72.4	
Approach LOS		C			D			E			E	
<b>Intersection Summary</b>												
HCM 2000 Control Delay			42.4				HCM 2000 Level of Service			D		
HCM 2000 Volume to Capacity ratio			0.70									
Actuated Cycle Length (s)			150.0				Sum of lost time (s)			29.5		
Intersection Capacity Utilization			78.3%				ICU Level of Service			D		
Analysis Period (min)			15									
c Critical Lane Group												

# HCM Unsignalized Intersection Capacity Analysis 18: Winchester St & Branch Drive

Item g.

12/03/2021

						
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Volume (veh/h)	0	0	281	0	0	0
Future Volume (Veh/h)	0	0	281	0	0	0
Sign Control	Stop		Free			Free
Grade	0%		0%			0%
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	0	0	305	0	0	0
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)		2				
Median type			None			None
Median storage veh						
Upstream signal (ft)						339
pX, platoon unblocked						
vC, conflicting volume	305	305			305	
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	305	305			305	
tC, single (s)	6.4	6.2			4.1	
tC, 2 stage (s)						
tF (s)	3.5	3.3			2.2	
p0 queue free %	100	100			100	
cM capacity (veh/h)	687	735			1256	
Direction, Lane #	WB 1	NB 1	SB 1			
Volume Total	0	305	0			
Volume Left	0	0	0			
Volume Right	0	0	0			
cSH	1700	1700	1700			
Volume to Capacity	0.00	0.18	0.00			
Queue Length 95th (ft)	0	0	0			
Control Delay (s)	0.0	0.0	0.0			
Lane LOS	A					
Approach Delay (s)	0.0	0.0	0.0			
Approach LOS	A					
Intersection Summary						
Average Delay			0.0			
Intersection Capacity Utilization			18.1%	ICU Level of Service		A
Analysis Period (min)			15			

## Queues

## 1: Winchester St/Broadview Avenue &amp; Lee Highway

02/16/2022



Lane Group	EBL	EBT	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Group Flow (vph)	260	770	60	1102	92	113	103	70	118	121	350
v/c Ratio	0.70	0.40	0.48	0.64	0.10	0.65	0.57	0.04	0.66	0.65	0.22
Control Delay	74.5	22.7	99.0	17.4	2.8	82.5	76.2	0.0	80.9	80.2	0.3
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	74.5	22.7	99.0	17.4	2.8	82.5	76.2	0.0	80.9	80.2	0.3
Queue Length 50th (ft)	128	231	62	341	5	108	98	0	118	122	0
Queue Length 95th (ft)	174	345	m112	255	28	173	159	0	184	188	0
Internal Link Dist (ft)		770		835			259			1381	
Turn Bay Length (ft)	283		128		195	75		85	210		
Base Capacity (vph)	425	1943	217	1718	1025	225	236	1615	264	273	1583
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.61	0.40	0.28	0.64	0.09	0.50	0.44	0.04	0.45	0.44	0.22

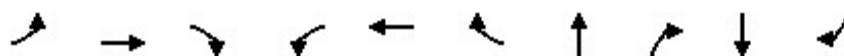
## Intersection Summary

m Volume for 95th percentile queue is metered by upstream signal.

## Queues

## 2: Branch Drive &amp; Lee Highway

02/16/2022



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBT	NBR	SBT	SBR
Lane Group Flow (vph)	111	895	4	67	1144	85	29	52	149	104
v/c Ratio	0.64	0.41	0.00	0.51	0.56	0.08	0.30	0.21	0.71	0.31
Control Delay	86.0	9.9	0.0	93.5	9.5	0.2	75.5	2.0	81.1	2.8
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	86.0	9.9	0.0	93.5	9.5	0.2	75.5	2.0	81.1	2.8
Queue Length 50th (ft)	96	164	0	70	94	0	28	0	143	0
Queue Length 95th (ft)	182	165	m0	122	101	0	63	0	211	3
Internal Link Dist (ft)		835			469		866		979	
Turn Bay Length (ft)	240		330	155		155		75		
Base Capacity (vph)	259	2197	1043	163	2059	1005	204	324	254	368
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.43	0.41	0.00	0.41	0.56	0.08	0.14	0.16	0.59	0.28

## Intersection Summary

m Volume for 95th percentile queue is metered by upstream signal.

## Queues

## 4: Fletcher Drive &amp; Lee Highway

02/16/2022



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBT	SBR
Lane Group Flow (vph)	71	859	128	90	1074	103	69	70	85	127	77
v/c Ratio	0.53	0.45	0.13	0.58	0.54	0.10	0.53	0.53	0.26	0.66	0.28
Control Delay	80.8	16.4	0.7	82.2	11.5	1.1	80.7	79.9	7.1	79.8	4.3
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	80.8	16.4	0.7	82.2	11.5	1.1	80.7	79.9	7.1	79.8	4.3
Queue Length 50th (ft)	66	133	3	83	182	4	69	70	0	122	0
Queue Length 95th (ft)	m121	238	6	m148	183	m3	123	124	30	186	12
Internal Link Dist (ft)		349			910			1093		912	
Turn Bay Length (ft)	155		255	255		288			75		200
Base Capacity (vph)	244	1928	1092	220	1993	1108	250	257	388	281	349
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.29	0.45	0.12	0.41	0.54	0.09	0.28	0.27	0.22	0.45	0.22













## Intersection Summary

m Volume for 95th percentile queue is metered by upstream signal.

## Queues

## 5: Blackwell Road &amp; Lee Highway

02/16/2022

												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Group Flow (vph)	61	869	109	179	967	170	236	123	253	142	148	38
v/c Ratio	0.35	0.62	0.07	0.75	0.60	0.21	0.84	0.43	0.55	0.71	0.71	0.11
Control Delay	51.0	27.3	0.1	81.5	35.6	4.6	86.6	61.5	10.8	81.8	81.4	0.6
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	51.0	27.3	0.1	81.5	35.6	4.6	86.6	61.5	10.8	81.8	81.4	0.6
Queue Length 50th (ft)	60	305	0	171	408	0	222	108	0	143	149	0
Queue Length 95th (ft)	100	424	0	247	491	48	#351	176	81	214	222	0
Internal Link Dist (ft)		910			996			609			979	
Turn Bay Length (ft)	210		150	530		320	350			180		228
Base Capacity (vph)	182	1398	1599	310	1673	839	306	315	481	269	280	407
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.34	0.62	0.07	0.58	0.58	0.20	0.77	0.39	0.53	0.53	0.53	0.09

## Intersection Summary

# 95th percentile volume exceeds capacity, queue may be longer.
























Queue shown is maximum after two cycles.

# HCM Signalized Intersection Capacity Analysis

## 1: Winchester St/Broadview Avenue & Lee Highway

Item g.

02/17/2022























												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	254	804	21	38	704	151	71	52	54	146	82	195
Future Volume (vph)	254	804	21	38	704	151	71	52	54	146	82	195
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	7.8	5.2		6.9	5.8	9.4	8.3	8.3	4.0	9.4	9.4	4.0
Lane Util. Factor	0.97	0.95		1.00	0.95	1.00	1.00	1.00	1.00	0.95	0.95	1.00
Frt	1.00	1.00		1.00	1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85
Flt Protected	0.95	1.00		0.95	1.00	1.00	0.95	1.00	1.00	0.95	0.99	1.00
Satd. Flow (prot)	3335	3425		1805	3438	1524	1770	1900	1615	1649	1759	1583
Flt Permitted	0.95	1.00		0.95	1.00	1.00	0.95	1.00	1.00	0.95	0.99	1.00
Satd. Flow (perm)	3335	3425		1805	3438	1524	1770	1900	1615	1649	1759	1583
Peak-hour factor, PHF	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93
Adj. Flow (vph)	273	865	23	41	757	162	76	56	58	157	88	210
RTOR Reduction (vph)	0	1	0	0	0	69	0	0	0	0	0	0
Lane Group Flow (vph)	273	887	0	41	757	93	76	56	58	121	124	210
Heavy Vehicles (%)	5%	5%	5%	0%	5%	6%	2%	0%	0%	4%	0%	2%
Turn Type	Prot	NA		Prot	NA	pm+ov	Split	NA	Free	Split	NA	Free
Protected Phases	5	2		1	6		3	3		4		4
Permitted Phases						6			Free			Free
Actuated Green, G (s)	16.7	75.7		7.5	65.0	80.7	11.3	11.3	140.0	15.7	15.7	140.0
Effective Green, g (s)	16.7	75.7		7.5	65.0	80.7	11.3	11.3	140.0	15.7	15.7	140.0
Actuated g/C Ratio	0.12	0.54		0.05	0.46	0.58	0.08	0.08	1.00	0.11	0.11	1.00
Clearance Time (s)	7.8	5.2		6.9	5.8	9.4	8.3	8.3		9.4	9.4	
Vehicle Extension (s)	3.0	3.0		3.0	3.0	3.0	3.0	3.0		3.0	3.0	
Lane Grp Cap (vph)	397	1851		96	1596	878	142	153	1615	184	197	1583
v/s Ratio Prot	c0.08	c0.26		0.02	0.22	0.01	c0.04	0.03		c0.07	0.07	
v/s Ratio Perm						0.05			0.04			0.13
v/c Ratio	0.69	0.48		0.43	0.47	0.11	0.54	0.37	0.04	0.66	0.63	0.13
Uniform Delay, d1	59.1	19.9		64.2	25.8	13.4	61.8	61.0	0.0	59.6	59.4	0.0
Progression Factor	1.00	1.00		1.18	0.58	2.01	1.00	1.00	1.00	1.00	1.00	1.00
Incremental Delay, d2	4.9	0.9		2.8	0.9	0.1	3.8	1.5	0.0	8.2	6.2	0.2
Delay (s)	64.0	20.8		78.3	16.0	27.0	65.7	62.4	0.0	67.8	65.5	0.2
Level of Service	E	C		E	B	C	E	E	A	E	E	A
Approach Delay (s)		31.0			20.5			44.7			36.0	
Approach LOS		C			C			D			D	
<b>Intersection Summary</b>												
HCM 2000 Control Delay			29.1			HCM 2000 Level of Service			C			
HCM 2000 Volume to Capacity ratio			0.56									
Actuated Cycle Length (s)			140.0			Sum of lost time (s)			31.3			
Intersection Capacity Utilization			58.7%			ICU Level of Service			B			
Analysis Period (min)			15									
c Critical Lane Group												

# HCM Signalized Intersection Capacity Analysis

## 2: Branch Drive & Lee Highway

02/17/2022

Item g.

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	50	957	7	55	850	35	10	12	54	43	15	27
Future Volume (vph)	50	957	7	55	850	35	10	12	54	43	15	27
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	6.4	5.7	5.7	6.8	5.6	5.6		6.6	6.6		7.5	7.5
Lane Util. Factor	1.00	0.95	1.00	1.00	0.95	1.00		1.00	1.00		1.00	1.00
Frt	1.00	1.00	0.85	1.00	1.00	0.85		1.00	0.85		1.00	0.85
Flt Protected	0.95	1.00	1.00	0.95	1.00	1.00		0.98	1.00		0.96	1.00
Satd. Flow (prot)	1752	3438	1615	1805	3438	1615		1857	1468		1730	1495
Flt Permitted	0.95	1.00	1.00	0.95	1.00	1.00		0.98	1.00		0.96	1.00
Satd. Flow (perm)	1752	3438	1615	1805	3438	1615		1857	1468		1730	1495
Peak-hour factor, PHF	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90
Adj. Flow (vph)	56	1063	8	61	944	39	11	13	60	48	17	30
RTOR Reduction (vph)	0	0	3	0	0	14	0	0	57	0	0	28
Lane Group Flow (vph)	56	1063	5	61	944	25	0	24	3	0	65	2
Heavy Vehicles (%)	3%	5%	0%	0%	5%	0%	0%	0%	10%	8%	0%	8%
Turn Type	Prot	NA	Perm	Prot	NA	Perm	Split	NA	Perm	Split	NA	Perm
Protected Phases	1	6		5	2		4	4		3	3	
Permitted Phases			6			2			4			3
Actuated Green, G (s)	8.6	88.9	88.9	8.9	89.7	89.7		6.3	6.3		9.3	9.3
Effective Green, g (s)	8.6	88.9	88.9	8.9	89.7	89.7		6.3	6.3		9.3	9.3
Actuated g/C Ratio	0.06	0.64	0.64	0.06	0.64	0.64		0.04	0.04		0.07	0.07
Clearance Time (s)	6.4	5.7	5.7	6.8	5.6	5.6		6.6	6.6		7.5	7.5
Vehicle Extension (s)	3.0	3.0	3.0	3.0	3.0	3.0		3.0	3.0		3.0	3.0
Lane Grp Cap (vph)	107	2183	1025	114	2202	1034		83	66		114	99
v/s Ratio Prot	0.03	c0.31		c0.03	0.27			c0.01			c0.04	
v/s Ratio Perm			0.00			0.02			0.00			0.00
v/c Ratio	0.52	0.49	0.00	0.54	0.43	0.02		0.29	0.04		0.57	0.02
Uniform Delay, d1	63.7	13.5	9.4	63.5	12.5	9.2		64.7	64.0		63.4	61.1
Progression Factor	1.14	0.37	1.00	1.27	0.15	1.00		1.00	1.00		1.00	1.00
Incremental Delay, d2	4.2	0.7	0.0	4.6	0.6	0.0		1.9	0.3		6.7	0.1
Delay (s)	76.7	5.7	9.4	85.0	2.5	9.2		66.6	64.2		70.1	61.2
Level of Service	E	A	A	F	A	A		E	E		E	E
Approach Delay (s)		9.2			7.5			64.9			67.3	
Approach LOS		A			A			E			E	
<b>Intersection Summary</b>												
HCM 2000 Control Delay			12.8				HCM 2000 Level of Service			B		
HCM 2000 Volume to Capacity ratio			0.49									
Actuated Cycle Length (s)			140.0				Sum of lost time (s)			26.6		
Intersection Capacity Utilization			58.0%				ICU Level of Service			B		
Analysis Period (min)			15									
<b>c Critical Lane Group</b>												






















# HCM Unsignalized Intersection Capacity Analysis

## 3: BP Gas Station/Village Center & Lee Highway

Item g.

02/17/2022

												
Movement	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBL	NBT	NBR	SBL
Lane Configurations												
Traffic Volume (veh/h)	22	36	998	0	6	3	855	9	0	0	6	10
Future Volume (Veh/h)	22	36	998	0	6	3	855	9	0	0	6	10
Sign Control			Free				Free			Stop		
Grade			0%				0%			0%		
Peak Hour Factor	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91
Hourly flow rate (vph)	0	40	1097	0	0	3	940	10	0	0	7	11
Pedestrians												
Lane Width (ft)												
Walking Speed (ft/s)												
Percent Blockage												
Right turn flare (veh)												
Median type			None				None					
Median storage (veh)												
Upstream signal (ft)			549				429					
pX, platoon unblocked	0.00	0.88			0.00	0.84			0.90	0.90	0.84	0.90
vC, conflicting volume	0	950			0	1097			1722	2133	548	1582
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	0	675			0	735			987	1444	82	831
tC, single (s)	0.0	4.2			0.0	4.1			7.5	6.5	6.9	7.5
tC, 2 stage (s)												
tF (s)	0.0	2.3			0.0	2.2			3.5	4.0	3.3	3.5
p0 queue free %	0	95			0	100			100	100	99	95
cM capacity (veh/h)	0	781			0	739			161	113	813	227
Direction, Lane #	EB 1	EB 2	EB 3	EB 4	WB 1	WB 2	WB 3	WB 4	NB 1	SB 1	SB 2	
Volume Total	40	548	548	0	3	470	470	10	7	11	69	
Volume Left	40	0	0	0	3	0	0	0	0	11	0	
Volume Right	0	0	0	0	0	0	0	10	7	0	69	
cSH	781	1700	1700	1700	739	1700	1700	1700	813	227	794	
Volume to Capacity	0.05	0.32	0.32	0.00	0.00	0.28	0.28	0.01	0.01	0.05	0.09	
Queue Length 95th (ft)	4	0	0	0	0	0	0	0	1	4	7	
Control Delay (s)	9.9	0.0	0.0	0.0	9.9	0.0	0.0	0.0	9.5	21.7	10.0	
Lane LOS	A				A				A	C	A	
Approach Delay (s)	0.3				0.0				9.5	11.6		
Approach LOS									A	B		
Intersection Summary												
Average Delay			0.7									
Intersection Capacity Utilization			48.1%		ICU Level of Service				A			
Analysis Period (min)			15									

# HCM Unsignalized Intersection Capacity Analysis 3: BP Gas Station/Village Center & Lee Highway

02/17/2022

Item g.


























Movement	SBT	SBR
Lane Configurations	↰	↱
Traffic Volume (veh/h)	0	63
Future Volume (Veh/h)	0	63
Sign Control	Stop	
Grade	0%	
Peak Hour Factor	0.91	0.91
Hourly flow rate (vph)	0	69
Pedestrians		
Lane Width (ft)		
Walking Speed (ft/s)		
Percent Blockage		
Right turn flare (veh)		
Median type		
Median storage veh)		
Upstream signal (ft)		
pX, platoon unblocked	0.90	0.88
vC, conflicting volume	2123	470
vC1, stage 1 conf vol		
vC2, stage 2 conf vol		
vCu, unblocked vol	1433	131
tC, single (s)	6.5	6.9
tC, 2 stage (s)		
tF (s)	4.0	3.3
p0 queue free %	100	91
cM capacity (veh/h)	115	794
Direction, Lane #		

# HCM Signalized Intersection Capacity Analysis

## 4: Fletcher Drive & Lee Highway

02/17/2022

Item g.

























												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	42	917	61	22	821	38	23	9	21	52	12	27
Future Volume (vph)	42	917	61	22	821	38	23	9	21	52	12	27
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	6.7	5.5	7.1	6.7	5.1	8.9	7.1	7.1	6.7		8.9	8.9
Lane Util. Factor	1.00	0.95	1.00	1.00	0.95	1.00	0.95	0.95	1.00		1.00	1.00
Frt	1.00	1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85		1.00	0.85
Flt Protected	0.95	1.00	1.00	0.95	1.00	1.00	0.95	0.98	1.00		0.96	1.00
Satd. Flow (prot)	1805	3438	1553	1719	3438	1615	1715	1650	1455		1740	1429
Flt Permitted	0.95	1.00	1.00	0.95	1.00	1.00	0.95	0.98	1.00		0.96	1.00
Satd. Flow (perm)	1805	3438	1553	1719	3438	1615	1715	1650	1455		1740	1429
Peak-hour factor, PHF	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96
Adj. Flow (vph)	44	955	64	23	855	40	24	9	22	54	12	28
RTOR Reduction (vph)	0	0	20	0	0	12	0	0	20	0	0	26
Lane Group Flow (vph)	44	955	44	23	855	28	16	17	2	0	67	2
Heavy Vehicles (%)	0%	5%	4%	5%	5%	0%	0%	13%	11%	4%	9%	13%
Turn Type	Prot	NA	pm+ov	Prot	NA	pm+ov	Split	NA	pm+ov	Split	NA	Perm
Protected Phases	5	2	4	1	6	3	4	4	1	3	3	
Permitted Phases			2			6			4			3
Actuated Green, G (s)	7.7	90.1	96.1	6.3	89.1	98.5	6.0	6.0	12.3		9.4	9.4
Effective Green, g (s)	7.7	90.1	96.1	6.3	89.1	98.5	6.0	6.0	12.3		9.4	9.4
Actuated g/C Ratio	0.06	0.64	0.69	0.04	0.64	0.70	0.04	0.04	0.09		0.07	0.07
Clearance Time (s)	6.7	5.5	7.1	6.7	5.1	8.9	7.1	7.1	6.7		8.9	8.9
Vehicle Extension (s)	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0		3.0	3.0
Lane Grp Cap (vph)	99	2212	1066	77	2188	1136	73	70	127		116	95
v/s Ratio Prot	c0.02	c0.28	0.00	0.01	0.25	0.00	0.01	c0.01	0.00		c0.04	
v/s Ratio Perm			0.03			0.02			0.00			0.00
v/c Ratio	0.44	0.43	0.04	0.30	0.39	0.02	0.22	0.24	0.02		0.58	0.02
Uniform Delay, d1	64.1	12.3	7.1	64.7	12.3	6.3	64.7	64.8	58.3		63.4	61.0
Progression Factor	1.10	0.54	1.68	1.44	0.07	1.00	1.00	1.00	1.00		1.00	1.00
Incremental Delay, d2	2.9	0.6	0.0	2.0	0.5	0.0	1.5	1.8	0.0		6.8	0.1
Delay (s)	73.1	7.2	11.9	95.0	1.3	6.3	66.3	66.6	58.4		70.2	61.1
Level of Service	E	A	B	F	A	A	E	E	E		E	E
Approach Delay (s)		10.2			3.9			63.2			67.5	
Approach LOS		B			A			E			E	
<b>Intersection Summary</b>												
HCM 2000 Control Delay			11.4			HCM 2000 Level of Service			B			
HCM 2000 Volume to Capacity ratio			0.44									
Actuated Cycle Length (s)			140.0			Sum of lost time (s)			28.2			
Intersection Capacity Utilization			57.1%			ICU Level of Service			B			
Analysis Period (min)			15									
<b>c Critical Lane Group</b>												

# HCM Signalized Intersection Capacity Analysis

## 5: Blackwell Road & Lee Highway

02/17/2022

Item g.

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	48	833	109	227	743	136	112	50	184	100	46	16
Future Volume (vph)	48	833	109	227	743	136	112	50	184	100	46	16
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	6.7	5.7	4.0	6.7	5.5	5.5	8.9	8.9	8.9	8.2	8.2	8.2
Lane Util. Factor	1.00	0.95	1.00	1.00	0.95	1.00	1.00	1.00	1.00	0.95	0.95	1.00
Frt	1.00	1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85
Flt Protected	0.95	1.00	1.00	0.95	1.00	1.00	0.95	1.00	1.00	0.95	0.98	1.00
Satd. Flow (prot)	1656	3406	1583	1770	3438	1553	1770	1827	1568	1618	1711	1509
Flt Permitted	0.95	1.00	1.00	0.95	1.00	1.00	0.95	1.00	1.00	0.95	0.98	1.00
Satd. Flow (perm)	1656	3406	1583	1770	3438	1553	1770	1827	1568	1618	1711	1509
Peak-hour factor, PHF	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91
Adj. Flow (vph)	53	915	120	249	816	149	123	55	202	110	51	18
RTOR Reduction (vph)	0	0	0	0	0	85	0	0	180	0	0	16
Lane Group Flow (vph)	53	915	120	249	816	64	123	55	22	79	82	2
Heavy Vehicles (%)	9%	6%	2%	2%	5%	4%	2%	4%	3%	6%	2%	7%
Turn Type	Prot	NA	Free	Prot	NA	Perm	Split	NA	Perm	Split	NA	Perm
Protected Phases	5	2		1	6		4	4		3	3	
Permitted Phases			Free			6			4			3
Actuated Green, G (s)	23.4	58.5	140.0	24.8	60.1	60.1	15.0	15.0	15.0	12.2	12.2	12.2
Effective Green, g (s)	23.4	58.5	140.0	24.8	60.1	60.1	15.0	15.0	15.0	12.2	12.2	12.2
Actuated g/C Ratio	0.17	0.42	1.00	0.18	0.43	0.43	0.11	0.11	0.11	0.09	0.09	0.09
Clearance Time (s)	6.7	5.7		6.7	5.5	5.5	8.9	8.9	8.9	8.2	8.2	8.2
Vehicle Extension (s)	3.0	3.0		3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
Lane Grp Cap (vph)	276	1423	1583	313	1475	666	189	195	168	140	149	131
v/s Ratio Prot	0.03	c0.27		c0.14	0.24		c0.07	0.03		c0.05	0.05	
v/s Ratio Perm			0.08			0.04			0.01			0.00
v/c Ratio	0.19	0.64	0.08	0.80	0.55	0.10	0.65	0.28	0.13	0.56	0.55	0.01
Uniform Delay, d1	50.2	32.4	0.0	55.2	29.9	23.8	60.0	57.5	56.6	61.3	61.3	58.4
Progression Factor	0.75	0.64	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Incremental Delay, d2	0.3	2.1	0.1	13.1	1.5	0.3	7.8	0.8	0.3	5.1	4.3	0.0
Delay (s)	38.0	23.0	0.1	68.2	31.4	24.1	67.8	58.3	56.9	66.5	65.6	58.4
Level of Service	D	C	A	E	C	C	E	E	E	E	E	E
Approach Delay (s)		21.2			38.1			60.6			65.3	
Approach LOS		C			D			E			E	
<b>Intersection Summary</b>												
HCM 2000 Control Delay			36.4			HCM 2000 Level of Service				D		
HCM 2000 Volume to Capacity ratio			0.67									
Actuated Cycle Length (s)			140.0			Sum of lost time (s)			29.5			
Intersection Capacity Utilization			66.2%			ICU Level of Service			C			
Analysis Period (min)			15									
c Critical Lane Group												

## Queues

## 1: Winchester St/Broadview Avenue &amp; Lee Highway

02/17/2022

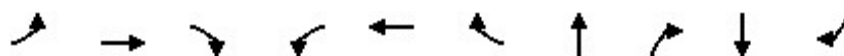


Lane Group	EBL	EBT	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Group Flow (vph)	273	888	41	757	162	76	56	58	121	124	210
v/c Ratio	0.69	0.47	0.37	0.47	0.18	0.53	0.37	0.04	0.65	0.63	0.13
Control Delay	68.1	22.5	81.9	17.3	3.1	74.5	66.4	0.0	75.3	72.6	0.2
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	68.1	22.5	81.9	17.3	3.1	74.5	66.4	0.0	75.3	72.6	0.2
Queue Length 50th (ft)	124	259	39	84	1	68	49	0	112	115	0
Queue Length 95th (ft)	168	392	83	164	39	119	92	0	176	178	0
Internal Link Dist (ft)		770		835			259			1381	
Turn Bay Length (ft)	283		128		195	75		85	210		
Base Capacity (vph)	485	1884	126	1595	1017	236	253	1615	313	334	1583
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.56	0.47	0.33	0.47	0.16	0.32	0.22	0.04	0.39	0.37	0.13
Intersection Summary											

## Queues

## 2: Branch Drive &amp; Lee Highway

02/17/2022



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBT	NBR	SBT	SBR
Lane Group Flow (vph)	56	1063	8	61	944	39	24	60	65	30
v/c Ratio	0.46	0.46	0.01	0.47	0.41	0.03	0.24	0.30	0.50	0.13
Control Delay	81.1	6.1	0.0	89.3	2.6	0.1	69.0	3.8	74.4	1.2
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	81.1	6.1	0.0	89.3	2.6	0.1	69.0	3.8	74.4	1.2
Queue Length 50th (ft)	50	116	0	58	37	0	21	0	58	0
Queue Length 95th (ft)	96	129	m0	108	50	0	53	0	106	0
Internal Link Dist (ft)		835			469		866		979	
Turn Bay Length (ft)	240		330	155		155		75		
Base Capacity (vph)	195	2315	1132	234	2330	1138	244	304	179	264
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.29	0.46	0.01	0.26	0.41	0.03	0.10	0.20	0.36	0.11

## Intersection Summary

m Volume for 95th percentile queue is metered by upstream signal.

## Queues

## 4: Fletcher Drive &amp; Lee Highway

02/17/2022



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBT	SBR
Lane Group Flow (vph)	44	955	64	23	855	40	16	17	22	67	28
v/c Ratio	0.39	0.41	0.06	0.25	0.37	0.03	0.18	0.20	0.08	0.50	0.12
Control Delay	76.9	7.7	0.6	96.5	1.3	0.1	67.8	68.7	0.6	74.3	1.1
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	76.9	7.7	0.6	96.5	1.3	0.1	67.8	68.7	0.6	74.3	1.1
Queue Length 50th (ft)	42	86	0	22	2	0	14	15	0	60	0
Queue Length 95th (ft)	86	131	7	m42	69	m1	41	43	0	109	0
Internal Link Dist (ft)		349			910			1093		912	
Turn Bay Length (ft)	155		255	255		288			75		200
Base Capacity (vph)	184	2351	1220	224	2325	1322	207	199	381	224	295
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.24	0.41	0.05	0.10	0.37	0.03	0.08	0.09	0.06	0.30	0.09













## Intersection Summary

m Volume for 95th percentile queue is metered by upstream signal.

## Queues

## 5: Blackwell Road &amp; Lee Highway

02/17/2022

												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Group Flow (vph)	53	915	120	249	816	149	123	55	202	79	82	18
v/c Ratio	0.18	0.64	0.08	0.80	0.54	0.19	0.65	0.28	0.58	0.56	0.55	0.06
Control Delay	37.1	25.4	0.1	73.0	34.3	3.9	75.1	59.5	13.9	75.9	74.4	0.4
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	37.1	25.4	0.1	73.0	34.3	3.9	75.1	59.5	13.9	75.9	74.4	0.4
Queue Length 50th (ft)	27	224	0	220	330	0	109	47	0	73	76	0
Queue Length 95th (ft)	79	#541	0	300	396	38	171	88	74	128	132	0
Internal Link Dist (ft)		910			996			609			979	
Turn Bay Length (ft)	210		150	530		320	350			180		228
Base Capacity (vph)	301	1422	1583	408	1722	858	245	253	391	217	229	369
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.18	0.64	0.08	0.61	0.47	0.17	0.50	0.22	0.52	0.36	0.36	0.05

## Intersection Summary

# 95th percentile volume exceeds capacity, queue may be longer.

Queue shown is maximum after two cycles.

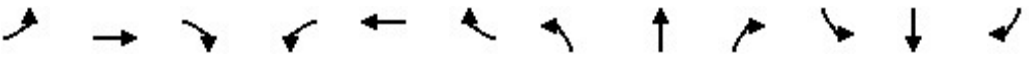


# HCM Signalized Intersection Capacity Analysis

## 1: Winchester St/Broadview Avenue & Lee Highway

Item g.

12/03/2021























												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations	←←	→→	→	←	→→	→	←	→	→	←	→→	→
Traffic Volume (vph)	286	804	40	77	1209	101	124	113	77	202	59	384
Future Volume (vph)	286	804	40	77	1209	101	124	113	77	202	59	384
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	7.8	5.2		6.9	5.8	9.4	8.3	8.3	4.0	9.4	9.4	4.0
Lane Util. Factor	0.97	0.95		1.00	0.95	1.00	1.00	1.00	1.00	0.95	0.95	1.00
Frt	1.00	0.99		1.00	1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85
Flt Protected	0.95	1.00		0.95	1.00	1.00	0.95	1.00	1.00	0.95	0.97	1.00
Satd. Flow (prot)	3467	3545		1805	3574	1615	1805	1900	1615	1681	1737	1583
Flt Permitted	0.95	1.00		0.95	1.00	1.00	0.95	1.00	1.00	0.95	0.97	1.00
Satd. Flow (perm)	3467	3545		1805	3574	1615	1805	1900	1615	1681	1737	1583
Peak-hour factor, PHF	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98
Adj. Flow (vph)	292	820	41	79	1234	103	127	115	79	206	60	392
RTOR Reduction (vph)	0	2	0	0	0	38	0	0	0	0	0	0
Lane Group Flow (vph)	292	859	0	79	1234	65	127	115	79	132	134	392
Heavy Vehicles (%)	1%	1%	3%	0%	1%	0%	0%	0%	0%	2%	0%	2%
Turn Type	Prot	NA		Prot	NA	pm+ov	Split	NA	Free	Split	NA	Free
Protected Phases	5	2		1	6		3	3		4		4
Permitted Phases						6			Free			Free
Actuated Green, G (s)	17.0	76.0		11.9	69.4	86.5	15.2	15.2	150.0	17.1	17.1	150.0
Effective Green, g (s)	17.0	76.0		11.9	69.4	86.5	15.2	15.2	150.0	17.1	17.1	150.0
Actuated g/C Ratio	0.11	0.51		0.08	0.46	0.58	0.10	0.10	1.00	0.11	0.11	1.00
Clearance Time (s)	7.8	5.2		6.9	5.8	9.4	8.3	8.3		9.4	9.4	
Vehicle Extension (s)	3.0	3.0		3.0	3.0	3.0	3.0	3.0		3.0	3.0	
Lane Grp Cap (vph)	392	1796		143	1653	931	182	192	1615	191	198	1583
v/s Ratio Prot	c0.08	c0.24		0.04	c0.35	0.01	c0.07	0.06		c0.08	0.08	
v/s Ratio Perm						0.03			0.05			0.25
v/c Ratio	0.74	0.48		0.55	0.75	0.07	0.70	0.60	0.05	0.69	0.68	0.25
Uniform Delay, d1	64.4	24.1		66.5	33.1	14.0	65.2	64.5	0.0	63.9	63.8	0.0
Progression Factor	1.00	1.00		1.34	0.42	1.13	1.00	1.00	1.00	1.00	1.00	1.00
Incremental Delay, d2	7.5	0.9		3.6	2.5	0.0	11.1	5.0	0.1	10.3	8.8	0.4
Delay (s)	71.9	25.0		92.8	16.4	15.9	76.2	69.4	0.1	74.2	72.6	0.4
Level of Service	E	C		F	B	B	E	E	A	E	E	A
Approach Delay (s)		36.9			20.6			55.1			29.9	
Approach LOS		D			C			E			C	
<b>Intersection Summary</b>												
HCM 2000 Control Delay			30.7									
HCM 2000 Volume to Capacity ratio			0.74									
Actuated Cycle Length (s)			150.0									
Intersection Capacity Utilization			74.6%									
Analysis Period (min)			15									
<b>c Critical Lane Group</b>												
HCM 2000 Level of Service				C								
Sum of lost time (s)				31.3								
ICU Level of Service				D								

# HCM Signalized Intersection Capacity Analysis

## 2: Branch Drive & Lee Highway

12/03/2021

Item g.




















												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	121	972	4	73	1243	92	11	20	56	141	20	114
Future Volume (vph)	121	972	4	73	1243	92	11	20	56	141	20	114
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	6.4	5.7	5.7	6.8	5.6	5.6		6.6	6.6		7.5	7.5
Lane Util. Factor	1.00	0.95	1.00	1.00	0.95	1.00		1.00	1.00		1.00	1.00
Frt	1.00	1.00	0.85	1.00	1.00	0.85		1.00	0.85		1.00	0.85
Flt Protected	0.95	1.00	1.00	0.95	1.00	1.00		0.98	1.00		0.96	1.00
Satd. Flow (prot)	1805	3574	1615	1805	3574	1615		1868	1583		1805	1615
Flt Permitted	0.95	1.00	1.00	0.95	1.00	1.00		0.98	1.00		0.96	1.00
Satd. Flow (perm)	1805	3574	1615	1805	3574	1615		1868	1583		1805	1615
Peak-hour factor, PHF	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97
Adj. Flow (vph)	125	1002	4	75	1281	95	11	21	58	145	21	118
RTOR Reduction (vph)	0	0	2	0	0	43	0	0	55	0	0	103
Lane Group Flow (vph)	125	1002	2	75	1281	52	0	32	3	0	166	15
Heavy Vehicles (%)	0%	1%	0%	0%	1%	0%	0%	0%	2%	1%	0%	0%
Turn Type	Prot	NA	Perm	Prot	NA	Perm	Split	NA	Perm	Split	NA	Perm
Protected Phases	1	6		5	2		4	4		3	3	
Permitted Phases			6			2			4			3
Actuated Green, G (s)	15.6	86.3	86.3	11.1	82.3	82.3		7.0	7.0		19.0	19.0
Effective Green, g (s)	15.6	86.3	86.3	11.1	82.3	82.3		7.0	7.0		19.0	19.0
Actuated g/C Ratio	0.10	0.58	0.58	0.07	0.55	0.55		0.05	0.05		0.13	0.13
Clearance Time (s)	6.4	5.7	5.7	6.8	5.6	5.6		6.6	6.6		7.5	7.5
Vehicle Extension (s)	3.0	3.0	3.0	3.0	3.0	3.0		3.0	3.0		3.0	3.0
Lane Grp Cap (vph)	187	2056	929	133	1960	886		87	73		228	204
v/s Ratio Prot	c0.07	c0.28		0.04	c0.36			c0.02			c0.09	
v/s Ratio Perm			0.00			0.03			0.00			0.01
v/c Ratio	0.67	0.49	0.00	0.56	0.65	0.06		0.37	0.04		0.73	0.07
Uniform Delay, d1	64.7	18.8	13.5	67.1	23.8	15.8		69.4	68.3		63.0	57.7
Progression Factor	1.11	0.51	1.00	1.19	0.36	1.00		1.00	1.00		1.00	1.00
Incremental Delay, d2	8.0	0.8	0.0	4.6	1.5	0.1		2.6	0.2		11.0	0.2
Delay (s)	79.9	10.4	13.5	84.4	10.1	15.9		72.0	68.5		74.0	57.9
Level of Service	E	B	B	F	B	B		E	E		E	E
Approach Delay (s)		18.1			14.3			69.7			67.3	
Approach LOS		B			B			E			E	
<b>Intersection Summary</b>												
HCM 2000 Control Delay			22.5				HCM 2000 Level of Service				C	
HCM 2000 Volume to Capacity ratio			0.66									
Actuated Cycle Length (s)			150.0				Sum of lost time (s)				26.6	
Intersection Capacity Utilization			72.8%				ICU Level of Service				C	
Analysis Period (min)			15									
c Critical Lane Group												

# HCM Unsignalized Intersection Capacity Analysis

## 3: BP Gas Station/Village Center & Lee Highway

Item g.

12/03/2021

												
Movement	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBL	NBT	NBR	SBL
Lane Configurations												
Traffic Volume (veh/h)	10	45	1122	0	4	1	1350	12	0	0	13	9
Future Volume (Veh/h)	10	45	1122	0	4	1	1350	12	0	0	13	9
Sign Control			Free				Free			Stop		
Grade			0%				0%			0%		
Peak Hour Factor	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96
Hourly flow rate (vph)	0	47	1169	0	0	1	1406	13	0	0	14	9
Pedestrians												
Lane Width (ft)												
Walking Speed (ft/s)												
Percent Blockage												
Right turn flare (veh)												
Median type			None				None					
Median storage (veh)												
Upstream signal (ft)			549				429					
pX, platoon unblocked	0.00	0.76			0.00	0.84			0.85	0.85	0.84	0.85
vC, conflicting volume	0	1419			0	1169			2018	2684	584	2100
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	0	929			0	808			962	1749	108	1060
tC, single (s)	0.0	4.1			0.0	4.1			7.5	6.5	6.9	7.5
tC, 2 stage (s)												
tF (s)	0.0	2.2			0.0	2.2			3.5	4.0	3.3	3.5
p0 queue free %	0	92			0	100			100	100	98	94
cM capacity (veh/h)	0	568			0	690			159	67	778	141
Direction, Lane #	EB 1	EB 2	EB 3	EB 4	WB 1	WB 2	WB 3	WB 4	NB 1	SB 1	SB 2	
Volume Total	47	584	584	0	1	703	703	13	14	9	50	
Volume Left	47	0	0	0	1	0	0	0	0	9	0	
Volume Right	0	0	0	0	0	0	0	13	14	0	50	
cSH	568	1700	1700	1700	690	1700	1700	1700	778	141	833	
Volume to Capacity	0.08	0.34	0.34	0.00	0.00	0.41	0.41	0.01	0.02	0.06	0.06	
Queue Length 95th (ft)	7	0	0	0	0	0	0	0	1	5	5	
Control Delay (s)	11.9	0.0	0.0	0.0	10.2	0.0	0.0	0.0	9.7	32.3	9.6	
Lane LOS	B				B				A	D	A	
Approach Delay (s)	0.5				0.0				9.7	13.1		
Approach LOS									A	B		
Intersection Summary												
Average Delay			0.5									
Intersection Capacity Utilization			60.7%			ICU Level of Service				B		
Analysis Period (min)			15									

# HCM Unsignalized Intersection Capacity Analysis 3: BP Gas Station/Village Center & Lee Highway

12/03/2021

Item g.


























Movement	SBT	SBR
Lane Configurations		
Traffic Volume (veh/h)	0	48
Future Volume (Veh/h)	0	48
Sign Control	Stop	
Grade	0%	
Peak Hour Factor	0.96	0.96
Hourly flow rate (vph)	0	50
Pedestrians		
Lane Width (ft)		
Walking Speed (ft/s)		
Percent Blockage		
Right turn flare (veh)		
Median type		
Median storage veh)		
Upstream signal (ft)		
pX, platoon unblocked	0.85	0.76
vC, conflicting volume	2671	703
vC1, stage 1 conf vol		
vC2, stage 2 conf vol		
vCu, unblocked vol	1734	0
tC, single (s)	6.5	6.9
tC, 2 stage (s)		
tF (s)	4.0	3.3
p0 queue free %	100	94
cM capacity (veh/h)	69	833
Direction, Lane #		

# HCM Signalized Intersection Capacity Analysis

## 4: Fletcher Drive & Lee Highway

12/03/2021

Item g.




























												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	77	933	138	97	1167	112	113	38	92	108	30	84
Future Volume (vph)	77	933	138	97	1167	112	113	38	92	108	30	84
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	6.7	5.5	7.1	6.7	5.1	8.9	7.1	7.1	6.7		8.9	8.9
Lane Util. Factor	1.00	0.95	1.00	1.00	0.95	1.00	0.95	0.95	1.00		1.00	1.00
Frt	1.00	1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85		1.00	0.85
Flt Protected	0.95	1.00	1.00	0.95	1.00	1.00	0.95	0.98	1.00		0.96	1.00
Satd. Flow (prot)	1805	3539	1454	1805	3574	1568	1715	1761	1599		1829	1615
Flt Permitted	0.95	1.00	1.00	0.95	1.00	1.00	0.95	0.98	1.00		0.96	1.00
Satd. Flow (perm)	1805	3539	1454	1805	3574	1568	1715	1761	1599		1829	1615
Peak-hour factor, PHF	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97
Adj. Flow (vph)	79	962	142	100	1203	115	116	39	95	111	31	87
RTOR Reduction (vph)	0	0	56	0	0	38	0	0	79	0	0	77
Lane Group Flow (vph)	79	962	86	100	1203	77	77	78	16	0	142	10
Heavy Vehicles (%)	0%	2%	0%	0%	1%	3%	0%	0%	1%	0%	0%	0%
Parking (#/hr)			0									
Turn Type	Prot	NA	pm+ov	Prot	NA	pm+ov	Split	NA	pm+ov	Split	NA	Perm
Protected Phases	5	2	4	1	6	3	4	4	1	3	3	
Permitted Phases			2			6			4			3
Actuated Green, G (s)	11.9	79.0	91.1	13.6	81.1	98.2	12.1	12.1	25.7		17.1	17.1
Effective Green, g (s)	11.9	79.0	91.1	13.6	81.1	98.2	12.1	12.1	25.7		17.1	17.1
Actuated g/C Ratio	0.08	0.53	0.61	0.09	0.54	0.65	0.08	0.08	0.17		0.11	0.11
Clearance Time (s)	6.7	5.5	7.1	6.7	5.1	8.9	7.1	7.1	6.7		8.9	8.9
Vehicle Extension (s)	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0		3.0	3.0
Lane Grp Cap (vph)	143	1863	883	163	1932	1026	138	142	273		208	184
v/s Ratio Prot	0.04	0.27	0.01	c0.06	c0.34	0.01	c0.04	0.04	0.01		c0.08	
v/s Ratio Perm			0.05			0.04			0.00			0.01
v/c Ratio	0.55	0.52	0.10	0.61	0.62	0.07	0.56	0.55	0.06		0.68	0.05
Uniform Delay, d1	66.5	23.1	12.3	65.7	23.9	9.4	66.4	66.3	52.0		63.8	59.2
Progression Factor	1.07	0.67	0.18	1.17	0.41	0.16	1.00	1.00	1.00		1.00	1.00
Incremental Delay, d2	4.1	0.9	0.0	5.0	1.1	0.0	4.8	4.3	0.1		8.9	0.1
Delay (s)	75.0	16.3	2.3	81.5	10.8	1.5	71.2	70.6	52.1		72.7	59.4
Level of Service	E	B	A	F	B	A	E	E	D		E	E
Approach Delay (s)		18.6			15.1			63.8			67.7	
Approach LOS		B			B			E			E	
<b>Intersection Summary</b>												
HCM 2000 Control Delay			24.3									
HCM 2000 Volume to Capacity ratio			0.63									
Actuated Cycle Length (s)			150.0									
Intersection Capacity Utilization			68.7%									
Analysis Period (min)			15									
c Critical Lane Group												

# HCM Signalized Intersection Capacity Analysis

## 5: Blackwell Road & Lee Highway

12/03/2021












Item g.

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		 			 						 	
Traffic Volume (vph)	68	954	120	196	1061	187	259	136	278	195	123	41
Future Volume (vph)	68	954	120	196	1061	187	259	136	278	195	123	41
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	6.7	5.7	4.0	6.7	5.5	5.5	8.9	8.9	8.9	8.2	8.2	8.2
Lane Util. Factor	1.00	0.95	1.00	1.00	0.95	1.00	1.00	1.00	1.00	0.95	0.95	1.00
Frt	1.00	1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85
Flt Protected	0.95	1.00	1.00	0.95	1.00	1.00	0.95	1.00	1.00	0.95	0.99	1.00
Satd. Flow (prot)	1805	3539	1599	1770	3574	1599	1805	1863	1599	1698	1766	1615
Flt Permitted	0.95	1.00	1.00	0.95	1.00	1.00	0.95	1.00	1.00	0.95	0.99	1.00
Satd. Flow (perm)	1805	3539	1599	1770	3574	1599	1805	1863	1599	1698	1766	1615
Peak-hour factor, PHF	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98
Adj. Flow (vph)	69	973	122	200	1083	191	264	139	284	199	126	42
RTOR Reduction (vph)	0	0	0	0	0	107	0	0	238	0	0	37
Lane Group Flow (vph)	69	973	122	200	1083	84	264	139	46	159	166	5
Heavy Vehicles (%)	0%	2%	1%	2%	1%	1%	0%	2%	1%	1%	1%	0%
Turn Type	Prot	NA	Free	Prot	NA	Perm	Split	NA	Perm	Split	NA	Perm
Protected Phases	5	2		1	6		4	4		3	3	
Permitted Phases			Free			6			4			3
Actuated Green, G (s)	11.9	55.6	150.0	21.5	65.4	65.4	24.5	24.5	24.5	18.9	18.9	18.9
Effective Green, g (s)	11.9	55.6	150.0	21.5	65.4	65.4	24.5	24.5	24.5	18.9	18.9	18.9
Actuated g/C Ratio	0.08	0.37	1.00	0.14	0.44	0.44	0.16	0.16	0.16	0.13	0.13	0.13
Clearance Time (s)	6.7	5.7		6.7	5.5	5.5	8.9	8.9	8.9	8.2	8.2	8.2
Vehicle Extension (s)	3.0	3.0		3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
Lane Grp Cap (vph)	143	1311	1599	253	1558	697	294	304	261	213	222	203
v/s Ratio Prot	0.04	c0.27		0.11	c0.30		c0.15	0.07		0.09	c0.09	
v/s Ratio Perm			0.08			0.05			0.03			0.00
v/c Ratio	0.48	0.74	0.08	0.79	0.70	0.12	0.90	0.46	0.18	0.75	0.75	0.03
Uniform Delay, d1	66.1	41.0	0.0	62.1	34.2	25.2	61.5	56.7	54.1	63.2	63.2	57.5
Progression Factor	0.75	0.64	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Incremental Delay, d2	2.3	3.4	0.1	15.4	2.6	0.4	27.7	1.1	0.3	13.3	12.9	0.1
Delay (s)	52.1	29.5	0.1	77.4	36.8	25.5	89.2	57.8	54.4	76.5	76.1	57.5
Level of Service	D	C	A	E	D	C	F	E	D	E	E	E
Approach Delay (s)		27.7			40.9			68.5			74.2	
Approach LOS		C			D			E			E	
<b>Intersection Summary</b>												
HCM 2000 Control Delay			45.2			HCM 2000 Level of Service				D		
HCM 2000 Volume to Capacity ratio			0.79									
Actuated Cycle Length (s)			150.0			Sum of lost time (s)			29.5			
Intersection Capacity Utilization			84.8%			ICU Level of Service			E			
Analysis Period (min)			15									
c Critical Lane Group												

## Queues

## 1: Winchester St/Broadview Avenue &amp; Lee Highway

02/14/2022

											
Lane Group	EBL	EBT	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Group Flow (vph)	292	861	79	1234	103	127	115	79	132	134	392
v/c Ratio	0.74	0.48	0.55	0.75	0.11	0.69	0.60	0.05	0.69	0.68	0.25
Control Delay	76.4	26.9	99.1	17.9	2.9	84.1	76.8	0.1	81.7	80.2	0.4
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	76.4	26.9	99.1	17.9	2.9	84.1	76.8	0.1	81.7	80.2	0.4
Queue Length 50th (ft)	144	283	82	316	1	122	109	0	132	134	0
Queue Length 95th (ft)	196	411	m128	235	m36	191	174	0	203	203	0
Internal Link Dist (ft)		770		835			268			1381	
Turn Bay Length (ft)	283		128		195	75		85	210		
Base Capacity (vph)	427	1798	217	1653	998	225	236	1615	264	273	1583
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.68	0.48	0.36	0.75	0.10	0.56	0.49	0.05	0.50	0.49	0.25

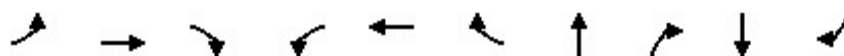
## Intersection Summary

m Volume for 95th percentile queue is metered by upstream signal.

## Queues

## 2: Branch Drive &amp; Lee Highway

02/14/2022



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBT	NBR	SBT	SBR
Lane Group Flow (vph)	125	1002	4	75	1281	95	32	58	166	118
v/c Ratio	0.66	0.48	0.00	0.56	0.64	0.10	0.32	0.24	0.73	0.34
Control Delay	86.7	10.8	0.0	97.7	10.6	0.2	75.7	2.2	80.7	4.6
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	86.7	10.8	0.0	97.7	10.6	0.2	75.7	2.2	80.7	4.6
Queue Length 50th (ft)	109	187	0	77	103	0	31	0	159	0
Queue Length 95th (ft)	202	183	m0	m128	216	m0	67	0	231	18
Internal Link Dist (ft)		835			469		256		979	
Turn Bay Length (ft)	240		330	155		155		75		
Base Capacity (vph)	259	2088	997	160	1992	978	204	324	261	374
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.48	0.48	0.00	0.47	0.64	0.10	0.16	0.18	0.64	0.32

## Intersection Summary

m Volume for 95th percentile queue is metered by upstream signal.



## Queues

## 4: Fletcher Drive &amp; Lee Highway

02/14/2022



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBT	SBR
Lane Group Flow (vph)	79	962	142	100	1203	115	77	78	95	142	87
v/c Ratio	0.55	0.52	0.14	0.61	0.62	0.11	0.56	0.55	0.27	0.68	0.30
Control Delay	79.9	20.2	0.7	85.8	12.0	0.4	80.9	80.1	6.5	79.8	6.0
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	79.9	20.2	0.7	85.8	12.0	0.4	80.9	80.1	6.5	79.8	6.0
Queue Length 50th (ft)	74	160	3	96	168	4	77	78	0	136	0
Queue Length 95th (ft)	m130	308	6	m151	187	m1	133	134	31	202	23
Internal Link Dist (ft)		349			910			1093		912	
Turn Bay Length (ft)	155		255	255		288			75		200
Base Capacity (vph)	244	1864	1072	221	1932	1087	250	257	404	283	350
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.32	0.52	0.13	0.45	0.62	0.11	0.31	0.30	0.24	0.50	0.25













## Intersection Summary

m Volume for 95th percentile queue is metered by upstream signal.

## Queues

## 5: Blackwell Road &amp; Lee Highway

02/14/2022

												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Group Flow (vph)	69	973	122	200	1083	191	264	139	284	159	166	42
v/c Ratio	0.43	0.74	0.08	0.79	0.68	0.23	0.90	0.46	0.57	0.75	0.75	0.12
Control Delay	55.7	30.4	0.1	83.4	37.9	4.3	92.8	61.9	10.5	83.7	83.2	0.7
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	55.7	30.4	0.1	83.4	37.9	4.3	92.8	61.9	10.5	83.7	83.2	0.7
Queue Length 50th (ft)	51	352	0	191	487	1	255	124	0	160	167	0
Queue Length 95th (ft)	#132	#596	0	275	547	49	#416	196	86	240	247	0
Internal Link Dist (ft)		910			996			609			979	
Turn Bay Length (ft)	210		150	530		320	350			180		228
Base Capacity (vph)	165	1313	1599	310	1640	836	305	315	506	269	280	407
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.42	0.74	0.08	0.65	0.66	0.23	0.87	0.44	0.56	0.59	0.59	0.10

## Intersection Summary
























# 95th percentile volume exceeds capacity, queue may be longer.

Queue shown is maximum after two cycles.

# HCM Signalized Intersection Capacity Analysis

## 1: Winchester St/Broadview Avenue & Lee Highway

12/03/2021























												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	286	804	40	77	1209	101	124	133	77	202	59	384
Future Volume (vph)	286	804	40	77	1209	101	124	133	77	202	59	384
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	7.8	5.2		6.9	5.8	9.4	8.3	8.3	4.0	9.4	9.4	4.0
Lane Util. Factor	0.97	0.95		1.00	0.95	1.00	1.00	1.00	1.00	0.95	0.95	1.00
Frt	1.00	0.99		1.00	1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85
Flt Protected	0.95	1.00		0.95	1.00	1.00	0.95	1.00	1.00	0.95	0.97	1.00
Satd. Flow (prot)	3467	3545		1805	3574	1615	1805	1900	1615	1681	1737	1583
Flt Permitted	0.95	1.00		0.95	1.00	1.00	0.95	1.00	1.00	0.95	0.97	1.00
Satd. Flow (perm)	3467	3545		1805	3574	1615	1805	1900	1615	1681	1737	1583
Peak-hour factor, PHF	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98
Adj. Flow (vph)	292	820	41	79	1234	103	127	136	79	206	60	392
RTOR Reduction (vph)	0	2	0	0	0	38	0	0	0	0	0	0
Lane Group Flow (vph)	292	859	0	79	1234	65	127	136	79	132	134	392
Heavy Vehicles (%)	1%	1%	3%	0%	1%	0%	0%	0%	0%	2%	0%	2%
Turn Type	Prot	NA		Prot	NA	pm+ov	Split	NA	Free	Split	NA	Free
Protected Phases	5	2		1	6		3	3		4	4	
Permitted Phases						6			Free			Free
Actuated Green, G (s)	17.0	75.8		11.9	69.2	86.3	15.4	15.4	150.0	17.1	17.1	150.0
Effective Green, g (s)	17.0	75.8		11.9	69.2	86.3	15.4	15.4	150.0	17.1	17.1	150.0
Actuated g/C Ratio	0.11	0.51		0.08	0.46	0.58	0.10	0.10	1.00	0.11	0.11	1.00
Clearance Time (s)	7.8	5.2		6.9	5.8	9.4	8.3	8.3		9.4	9.4	
Vehicle Extension (s)	3.0	3.0		3.0	3.0	3.0	3.0	3.0		3.0	3.0	
Lane Grp Cap (vph)	392	1791		143	1648	929	185	195	1615	191	198	1583
v/s Ratio Prot	c0.08	c0.24		0.04	c0.35	0.01	0.07	c0.07		c0.08	0.08	
v/s Ratio Perm						0.03			0.05			0.25
v/c Ratio	0.74	0.48		0.55	0.75	0.07	0.69	0.70	0.05	0.69	0.68	0.25
Uniform Delay, d1	64.4	24.2		66.5	33.2	14.1	65.0	65.0	0.0	63.9	63.8	0.0
Progression Factor	1.00	1.00		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Incremental Delay, d2	7.5	0.9		4.6	3.2	0.0	10.1	10.4	0.1	10.3	8.8	0.4
Delay (s)	71.9	25.1		71.0	36.4	14.1	75.1	75.4	0.1	74.2	72.6	0.4
Level of Service	E	C		E	D	B	E	E	A	E	E	A
Approach Delay (s)		37.0			36.7			57.9			29.9	
Approach LOS		D			D			E			C	
<b>Intersection Summary</b>												
HCM 2000 Control Delay			37.6				HCM 2000 Level of Service			D		
HCM 2000 Volume to Capacity ratio			0.74									
Actuated Cycle Length (s)			150.0				Sum of lost time (s)			31.3		
Intersection Capacity Utilization			81.8%				ICU Level of Service			D		
Analysis Period (min)			15									
c Critical Lane Group												

# HCM Signalized Intersection Capacity Analysis

## 2: Branch Drive & Lee Highway

12/03/2021

Item g.























												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	121	972	4	73	1243	92	11	0	56	141	0	133
Future Volume (vph)	121	972	4	73	1243	92	11	0	56	141	0	133
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	6.4	5.7	5.7	6.8	5.6	5.6	6.6		6.6	7.5		5.7
Lane Util. Factor	1.00	0.95	1.00	1.00	0.95	1.00	1.00		1.00	1.00		1.00
Frt	1.00	1.00	0.85	1.00	1.00	0.85	1.00		0.85	1.00		0.85
Flt Protected	0.95	1.00	1.00	0.95	1.00	1.00	0.95		1.00	0.95		1.00
Satd. Flow (prot)	1805	3574	1615	1805	3574	1615	1805		1583	1787		1615
Flt Permitted	0.95	1.00	1.00	0.95	1.00	1.00	0.95		1.00	0.95		1.00
Satd. Flow (perm)	1805	3574	1615	1805	3574	1615	1805		1583	1787		1615
Peak-hour factor, PHF	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97
Adj. Flow (vph)	125	1002	4	75	1281	95	11	0	58	145	0	137
RTOR Reduction (vph)	0	0	1	0	0	37	0	0	51	0	0	48
Lane Group Flow (vph)	125	1002	3	75	1281	58	11	0	7	145	0	89
Heavy Vehicles (%)	0%	1%	0%	0%	1%	0%	0%	0%	2%	1%	0%	0%
Turn Type	Prot	NA	Perm	Prot	NA	Perm	Prot		Perm	Prot		Perm
Protected Phases	1	6		5	2		4			8		
Permitted Phases			6			2			4			6
Actuated Green, G (s)	14.1	82.2	82.2	9.3	77.9	77.9	16.4		16.4	15.5		82.2
Effective Green, g (s)	14.1	82.2	82.2	9.3	77.9	77.9	16.4		16.4	15.5		82.2
Actuated g/C Ratio	0.11	0.65	0.65	0.07	0.61	0.61	0.13		0.13	0.12		0.65
Clearance Time (s)	6.4	5.7	5.7	6.8	5.6	5.6	6.6		6.6	7.5		5.7
Vehicle Extension (s)	3.0	3.0	3.0	3.0	3.0	3.0	3.0		3.0	3.0		3.0
Lane Grp Cap (vph)	200	2313	1045	132	2192	990	233		204	218		1045
v/s Ratio Prot	c0.07	c0.28		0.04	c0.36		0.01			c0.08		
v/s Ratio Perm			0.00			0.04			0.00			0.05
v/c Ratio	0.62	0.43	0.00	0.57	0.58	0.06	0.05		0.04	0.67		0.08
Uniform Delay, d1	53.9	11.0	7.9	56.9	14.8	9.8	48.5		48.4	53.3		8.4
Progression Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00		1.00	1.00		1.00
Incremental Delay, d2	6.0	0.6	0.0	5.5	1.1	0.1	0.1		0.1	7.4		0.2
Delay (s)	59.9	11.6	7.9	62.4	15.9	10.0	48.5		48.5	60.7		8.5
Level of Service	E	B	A	E	B	A	D		D	E		A
Approach Delay (s)		16.9			18.0			48.5			35.4	
Approach LOS		B			B			D			D	
<b>Intersection Summary</b>												
HCM 2000 Control Delay			19.9									
HCM 2000 Volume to Capacity ratio			0.61									
Actuated Cycle Length (s)			127.0									
Intersection Capacity Utilization			65.1%									
Analysis Period (min)			15									
c Critical Lane Group												

# HCM Signalized Intersection Capacity Analysis

## 4: Fletcher Drive & Lee Highway

12/03/2021

Item g.




























												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	77	933	138	97	1167	112	154	0	92	138	0	84
Future Volume (vph)	77	933	138	97	1167	112	154	0	92	138	0	84
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	6.7	5.5	7.1	6.7	5.1	8.9	7.1		7.1	8.9		8.9
Lane Util. Factor	1.00	0.95	1.00	1.00	0.95	1.00	1.00		1.00	1.00		1.00
Frt	1.00	1.00	0.85	1.00	1.00	0.85	1.00		0.85	1.00		0.85
Flt Protected	0.95	1.00	1.00	0.95	1.00	1.00	0.95		1.00	0.95		1.00
Satd. Flow (prot)	1805	3539	1454	1805	3574	1568	1805		1599	1805		1615
Flt Permitted	0.95	1.00	1.00	0.95	1.00	1.00	0.95		1.00	0.95		1.00
Satd. Flow (perm)	1805	3539	1454	1805	3574	1568	1805		1599	1805		1615
Peak-hour factor, PHF	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97
Adj. Flow (vph)	79	962	142	100	1203	115	159	0	95	142	0	87
RTOR Reduction (vph)	0	0	31	0	0	25	0	0	83	0	0	77
Lane Group Flow (vph)	79	962	111	100	1203	90	159	0	12	142	0	10
Heavy Vehicles (%)	0%	2%	0%	0%	1%	3%	0%	0%	1%	0%	0%	0%
Parking (#/hr)			0									
Turn Type	Prot	NA	pm+ov	Prot	NA	pm+ov	Prot		Perm	Prot		Perm
Protected Phases	5	2		1	6		4			8		
Permitted Phases			2			6			4			8
Actuated Green, G (s)	11.9	98.2	117.1	13.6	100.3	117.4	18.9		18.9	17.1		17.1
Effective Green, g (s)	11.9	98.2	117.1	13.6	100.3	117.4	18.9		18.9	17.1		17.1
Actuated g/C Ratio	0.08	0.65	0.78	0.09	0.67	0.78	0.13		0.13	0.11		0.11
Clearance Time (s)	6.7	5.5	7.1	6.7	5.1	8.9	7.1		7.1	8.9		8.9
Vehicle Extension (s)	3.0	3.0	3.0	3.0	3.0	3.0	3.0		3.0	3.0		3.0
Lane Grp Cap (vph)	143	2316	1135	163	2389	1227	227		201	205		184
v/s Ratio Prot	0.04	0.27	0.01	c0.06	c0.34	0.01	c0.09			0.08		
v/s Ratio Perm			0.06			0.05			0.01			0.01
v/c Ratio	0.55	0.42	0.10	0.61	0.50	0.07	0.70		0.06	0.69		0.05
Uniform Delay, d1	66.5	12.3	3.9	65.7	12.4	3.8	62.8		57.7	63.9		59.2
Progression Factor	1.00	1.00	1.00	1.05	0.38	0.79	1.00		1.00	1.00		1.00
Incremental Delay, d2	4.6	0.6	0.0	5.0	0.6	0.0	9.4		0.1	9.7		0.1
Delay (s)	71.0	12.8	3.9	74.1	5.3	3.0	72.2		57.8	73.6		59.4
Level of Service	E	B	A	E	A	A	E		E	E		E
Approach Delay (s)		15.7			9.9			66.8			68.2	
Approach LOS		B			A			E			E	
<b>Intersection Summary</b>												
HCM 2000 Control Delay			21.1									
HCM 2000 Volume to Capacity ratio			0.56									
Actuated Cycle Length (s)			150.0									
Intersection Capacity Utilization			62.2%									
Analysis Period (min)			15									
c Critical Lane Group												

# HCM Signalized Intersection Capacity Analysis

## 5: Blackwell Road & Lee Highway

12/03/2021

Item g.


												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		 			 						 	
Traffic Volume (vph)	68	954	120	196	1061	187	259	136	278	195	123	41
Future Volume (vph)	68	954	120	196	1061	187	259	136	278	195	123	41
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	6.7	5.7	4.0	6.7	5.5	5.5	8.9	8.9	8.9	8.2	8.2	8.2
Lane Util. Factor	1.00	0.95	1.00	1.00	0.95	1.00	1.00	1.00	1.00	0.95	0.95	1.00
Frt	1.00	1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85
Flt Protected	0.95	1.00	1.00	0.95	1.00	1.00	0.95	1.00	1.00	0.95	0.99	1.00
Satd. Flow (prot)	1805	3539	1599	1770	3574	1599	1805	1863	1599	1698	1766	1615
Flt Permitted	0.95	1.00	1.00	0.95	1.00	1.00	0.95	1.00	1.00	0.95	0.99	1.00
Satd. Flow (perm)	1805	3539	1599	1770	3574	1599	1805	1863	1599	1698	1766	1615
Peak-hour factor, PHF	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98
Adj. Flow (vph)	69	973	122	200	1083	191	264	139	284	199	126	42
RTOR Reduction (vph)	0	0	0	0	0	107	0	0	238	0	0	37
Lane Group Flow (vph)	69	973	122	200	1083	84	264	139	46	159	166	5
Heavy Vehicles (%)	0%	2%	1%	2%	1%	1%	0%	2%	1%	1%	1%	0%
Turn Type	Prot	NA	Free	Prot	NA	Perm	Split	NA	Perm	Split	NA	Perm
Protected Phases	5	2		1	6		4	4		3	3	
Permitted Phases			Free			6			4			3
Actuated Green, G (s)	11.9	55.6	150.0	21.5	65.4	65.4	24.5	24.5	24.5	18.9	18.9	18.9
Effective Green, g (s)	11.9	55.6	150.0	21.5	65.4	65.4	24.5	24.5	24.5	18.9	18.9	18.9
Actuated g/C Ratio	0.08	0.37	1.00	0.14	0.44	0.44	0.16	0.16	0.16	0.13	0.13	0.13
Clearance Time (s)	6.7	5.7		6.7	5.5	5.5	8.9	8.9	8.9	8.2	8.2	8.2
Vehicle Extension (s)	3.0	3.0		3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
Lane Grp Cap (vph)	143	1311	1599	253	1558	697	294	304	261	213	222	203
v/s Ratio Prot	0.04	c0.27		0.11	c0.30		c0.15	0.07		0.09	c0.09	
v/s Ratio Perm			0.08			0.05			0.03			0.00
v/c Ratio	0.48	0.74	0.08	0.79	0.70	0.12	0.90	0.46	0.18	0.75	0.75	0.03
Uniform Delay, d1	66.1	41.0	0.0	62.1	34.2	25.2	61.5	56.7	54.1	63.2	63.2	57.5
Progression Factor	0.91	0.89	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Incremental Delay, d2	2.4	3.6	0.1	15.4	2.6	0.4	27.7	1.1	0.3	13.3	12.9	0.1
Delay (s)	62.8	40.2	0.1	77.4	36.8	25.5	89.2	57.8	54.4	76.5	76.1	57.5
Level of Service	E	D	A	E	D	C	F	E	D	E	E	E
Approach Delay (s)		37.3			40.9			68.5			74.2	
Approach LOS		D			D			E			E	
<b>Intersection Summary</b>												
HCM 2000 Control Delay			48.2			HCM 2000 Level of Service				D		
HCM 2000 Volume to Capacity ratio			0.79									
Actuated Cycle Length (s)			150.0			Sum of lost time (s)			29.5			
Intersection Capacity Utilization			84.8%			ICU Level of Service			E			
Analysis Period (min)			15									
c Critical Lane Group												

# HCM Signalized Intersection Capacity Analysis

## 1: Winchester St/Broadview Avenue & Lee Highway

Item g.

12/03/2021

























												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations	↔↔	↔↔		↔	↔↔	↔	↔	↔	↔	↔	↔	↔
Traffic Volume (vph)	286	804	40	77	1209	101	124	113	77	202	59	384
Future Volume (vph)	286	804	40	77	1209	101	124	113	77	202	59	384
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	7.8	5.2		6.9	5.8	9.4	8.3	8.3	4.0	9.4	9.4	4.0
Lane Util. Factor	0.97	0.95		1.00	0.95	1.00	1.00	1.00	1.00	0.95	0.95	1.00
Frt	1.00	0.99		1.00	1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85
Flt Protected	0.95	1.00		0.95	1.00	1.00	0.95	1.00	1.00	0.95	0.97	1.00
Satd. Flow (prot)	3467	3545		1805	3574	1615	1805	1900	1615	1681	1737	1583
Flt Permitted	0.95	1.00		0.95	1.00	1.00	0.95	1.00	1.00	0.95	0.97	1.00
Satd. Flow (perm)	3467	3545		1805	3574	1615	1805	1900	1615	1681	1737	1583
Peak-hour factor, PHF	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98
Adj. Flow (vph)	292	820	41	79	1234	103	127	115	79	206	60	392
RTOR Reduction (vph)	0	2	0	0	0	38	0	0	0	0	0	0
Lane Group Flow (vph)	292	859	0	79	1234	65	127	115	79	132	134	392
Heavy Vehicles (%)	1%	1%	3%	0%	1%	0%	0%	0%	0%	2%	0%	2%
Turn Type	Prot	NA		Prot	NA	pm+ov	Split	NA	Free	Split	NA	Free
Protected Phases	5	2		1	6		3	3		4	4	
Permitted Phases						6			Free			Free
Actuated Green, G (s)	17.0	76.0		11.9	69.4	86.5	15.2	15.2	150.0	17.1	17.1	150.0
Effective Green, g (s)	17.0	76.0		11.9	69.4	86.5	15.2	15.2	150.0	17.1	17.1	150.0
Actuated g/C Ratio	0.11	0.51		0.08	0.46	0.58	0.10	0.10	1.00	0.11	0.11	1.00
Clearance Time (s)	7.8	5.2		6.9	5.8	9.4	8.3	8.3		9.4	9.4	
Vehicle Extension (s)	3.0	3.0		3.0	3.0	3.0	3.0	3.0		3.0	3.0	
Lane Grp Cap (vph)	392	1796		143	1653	931	182	192	1615	191	198	1583
v/s Ratio Prot	c0.08	c0.24		0.04	c0.35	0.01	c0.07	0.06		c0.08	0.08	
v/s Ratio Perm						0.03			0.05			0.25
v/c Ratio	0.74	0.48		0.55	0.75	0.07	0.70	0.60	0.05	0.69	0.68	0.25
Uniform Delay, d1	64.4	24.1		66.5	33.1	14.0	65.2	64.5	0.0	63.9	63.8	0.0
Progression Factor	1.00	1.00		1.27	0.54	1.30	1.00	1.00	1.00	1.00	1.00	1.00
Incremental Delay, d2	7.5	0.9		3.7	2.6	0.0	11.1	5.0	0.1	10.3	8.8	0.4
Delay (s)	71.9	25.0		87.8	20.5	18.3	76.2	69.4	0.1	74.2	72.6	0.4
Level of Service	E	C		F	C	B	E	E	A	E	E	A
Approach Delay (s)		36.9			24.1			55.1			29.9	
Approach LOS		D			C			E			C	
<b>Intersection Summary</b>												
HCM 2000 Control Delay			32.1									
HCM 2000 Volume to Capacity ratio			0.74									
Actuated Cycle Length (s)			150.0									
Intersection Capacity Utilization			74.6%									
Analysis Period (min)			15									
c Critical Lane Group												

# HCM Signalized Intersection Capacity Analysis

## 2: Branch Drive & Lee Highway

12/03/2021

Item g.

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	121	972	4	73	1243	92	11	20	56	141	20	114
Future Volume (vph)	121	972	4	73	1243	92	11	20	56	141	20	114
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	6.4	5.7	5.7	6.8	5.6	5.6	4.5	6.6		7.5	4.5	
Lane Util. Factor	1.00	0.95	1.00	1.00	0.95	1.00	1.00	1.00		1.00	1.00	
Frt	1.00	1.00	0.85	1.00	1.00	0.85	1.00	0.89		1.00	0.87	
Flt Protected	0.95	1.00	1.00	0.95	1.00	1.00	0.95	1.00		0.95	1.00	
Satd. Flow (prot)	1805	3574	1615	1805	3574	1615	1805	1666		1787	1658	
Flt Permitted	0.95	1.00	1.00	0.95	1.00	1.00	0.73	1.00		0.71	1.00	
Satd. Flow (perm)	1805	3574	1615	1805	3574	1615	1382	1666		1327	1658	
Peak-hour factor, PHF	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97
Adj. Flow (vph)	125	1002	4	75	1281	95	11	21	58	145	21	118
RTOR Reduction (vph)	0	0	2	0	0	41	0	55	0	0	97	0
Lane Group Flow (vph)	125	1002	2	75	1281	54	11	24	0	145	42	0
Heavy Vehicles (%)	0%	1%	0%	0%	1%	0%	0%	0%	2%	1%	0%	0%
Turn Type	Prot	NA	Perm	Prot	NA	Perm	pm+pt	NA		pm+pt	NA	
Protected Phases	1	6		5	2		7	4		3	8	
Permitted Phases			6			2	4			8		
Actuated Green, G (s)	15.4	88.3	88.3	11.2	84.6	84.6	8.2	8.2		26.3	26.3	
Effective Green, g (s)	15.4	88.3	88.3	11.2	84.6	84.6	8.2	8.2		26.3	26.3	
Actuated g/C Ratio	0.10	0.59	0.59	0.07	0.56	0.56	0.05	0.05		0.18	0.18	
Clearance Time (s)	6.4	5.7	5.7	6.8	5.6	5.6	4.5	6.6		7.5	4.5	
Vehicle Extension (s)	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0		3.0	3.0	
Lane Grp Cap (vph)	185	2103	950	134	2015	910	83	91		280	290	
v/s Ratio Prot	c0.07	c0.28		0.04	c0.36		0.00	c0.01		c0.05	0.03	
v/s Ratio Perm			0.00			0.03	0.00			c0.04		
v/c Ratio	0.68	0.48	0.00	0.56	0.64	0.06	0.13	0.27		0.52	0.14	
Uniform Delay, d1	64.9	17.6	12.7	67.0	22.2	14.7	67.4	68.0		55.8	52.3	
Progression Factor	1.16	0.46	1.00	1.19	0.40	1.00	1.00	1.00		1.00	1.00	
Incremental Delay, d2	8.6	0.7	0.0	4.3	1.3	0.1	0.7	1.6		1.6	0.2	
Delay (s)	84.0	8.9	12.7	84.2	10.2	14.9	68.2	69.6		57.4	52.6	
Level of Service	F	A	B	F	B	B	E	E		E	D	
Approach Delay (s)		17.2			14.3			69.4			55.0	
Approach LOS		B			B			E			E	
<b>Intersection Summary</b>												
HCM 2000 Control Delay			21.0			HCM 2000 Level of Service				C		
HCM 2000 Volume to Capacity ratio			0.64									
Actuated Cycle Length (s)			150.0			Sum of lost time (s)				26.6		
Intersection Capacity Utilization			69.3%			ICU Level of Service				C		
Analysis Period (min)			15									
c Critical Lane Group												






















# HCM Unsignalized Intersection Capacity Analysis

## 3: BP Gas Station/Village Center & Lee Highway

Item g.

12/03/2021

												
Movement	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBL	NBT	NBR	SBL
Lane Configurations												
Traffic Volume (veh/h)	10	45	1122	0	4	1	1350	12	0	0	13	9
Future Volume (Veh/h)	10	45	1122	0	4	1	1350	12	0	0	13	9
Sign Control			Free				Free			Stop		
Grade			0%				0%			0%		
Peak Hour Factor	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96
Hourly flow rate (vph)	0	47	1169	0	0	1	1406	13	0	0	14	9
Pedestrians												
Lane Width (ft)												
Walking Speed (ft/s)												
Percent Blockage												
Right turn flare (veh)												
Median type			None				None					
Median storage (veh)												
Upstream signal (ft)			549				429					
pX, platoon unblocked	0.00	0.78			0.00	0.84			0.86	0.86	0.84	0.86
vC, conflicting volume	0	1419			0	1169			2018	2684	584	2100
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	0	970			0	821			1019	1795	126	1115
tC, single (s)	0.0	4.1			0.0	4.1			7.5	6.5	6.9	7.5
tC, 2 stage (s)												
tF (s)	0.0	2.2			0.0	2.2			3.5	4.0	3.3	3.5
p0 queue free %	0	92			0	100			100	100	98	93
cM capacity (veh/h)	0	560			0	686			146	64	763	130
Direction, Lane #	EB 1	EB 2	EB 3	EB 4	WB 1	WB 2	WB 3	WB 4	NB 1	SB 1	SB 2	
Volume Total	47	584	584	0	1	703	703	13	14	9	50	
Volume Left	47	0	0	0	1	0	0	0	0	9	0	
Volume Right	0	0	0	0	0	0	0	13	14	0	50	
cSH	560	1700	1700	1700	686	1700	1700	1700	763	130	790	
Volume to Capacity	0.08	0.34	0.34	0.00	0.00	0.41	0.41	0.01	0.02	0.07	0.06	
Queue Length 95th (ft)	7	0	0	0	0	0	0	0	1	6	5	
Control Delay (s)	12.0	0.0	0.0	0.0	10.3	0.0	0.0	0.0	9.8	34.8	9.9	
Lane LOS	B				B				A	D	A	
Approach Delay (s)	0.5				0.0				9.8	13.7		
Approach LOS									A	B		
Intersection Summary												
Average Delay			0.6									
Intersection Capacity Utilization			60.7%			ICU Level of Service				B		
Analysis Period (min)			15									

# HCM Unsignalized Intersection Capacity Analysis 3: BP Gas Station/Village Center & Lee Highway

12/03/2021

Item g.



























Movement	SBT	SBR
Lane Configurations		
Traffic Volume (veh/h)	0	48
Future Volume (Veh/h)	0	48
Sign Control	Stop	
Grade	0%	
Peak Hour Factor	0.96	0.96
Hourly flow rate (vph)	0	50
Pedestrians		
Lane Width (ft)		
Walking Speed (ft/s)		
Percent Blockage		
Right turn flare (veh)		
Median type		
Median storage veh)		
Upstream signal (ft)		
pX, platoon unblocked	0.86	0.78
vC, conflicting volume	2671	703
vC1, stage 1 conf vol		
vC2, stage 2 conf vol		
vCu, unblocked vol	1780	50
tC, single (s)	6.5	6.9
tC, 2 stage (s)		
tF (s)	4.0	3.3
p0 queue free %	100	94
cM capacity (veh/h)	65	790
Direction, Lane #		

# HCM Signalized Intersection Capacity Analysis

## 4: Fletcher Drive & Lee Highway

12/03/2021

Item g.




























												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	77	933	138	97	1167	112	113	38	92	108	30	84
Future Volume (vph)	77	933	138	97	1167	112	113	38	92	108	30	84
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	6.7	5.5	5.5	6.7	5.1	8.9	7.1	7.1		8.9	8.9	
Lane Util. Factor	1.00	0.95	1.00	1.00	0.95	1.00	0.97	1.00		1.00	1.00	
Frt	1.00	1.00	0.85	1.00	1.00	0.85	1.00	0.89		1.00	0.89	
Flt Protected	0.95	1.00	1.00	0.95	1.00	1.00	0.95	1.00		0.95	1.00	
Satd. Flow (prot)	1805	3539	1454	1805	3574	1568	3502	1686		1805	1690	
Flt Permitted	0.95	1.00	1.00	0.95	1.00	1.00	0.95	1.00		1.00	1.00	
Satd. Flow (perm)	1805	3539	1454	1805	3574	1568	3502	1686		1900	1690	
Peak-hour factor, PHF	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97
Adj. Flow (vph)	79	962	142	100	1203	115	116	39	95	111	31	87
RTOR Reduction (vph)	0	0	63	0	0	39	0	62	0	0	72	0
Lane Group Flow (vph)	79	962	79	100	1203	76	116	72	0	111	46	0
Heavy Vehicles (%)	0%	2%	0%	0%	1%	3%	0%	0%	1%	0%	0%	0%
Parking (#/hr)			0									
Turn Type	Prot	NA	Perm	Prot	NA	pm+ov	Prot	NA		pm+pt	NA	
Protected Phases	5	2		1	6	3	7	4		3	8	
Permitted Phases			2			6				8		
Actuated Green, G (s)	11.9	83.5	83.5	13.6	85.6	98.5	10.3	11.8		14.4	14.4	
Effective Green, g (s)	11.9	83.5	83.5	13.6	85.6	98.5	10.3	11.8		14.4	14.4	
Actuated g/C Ratio	0.08	0.56	0.56	0.09	0.57	0.66	0.07	0.08		0.10	0.10	
Clearance Time (s)	6.7	5.5	5.5	6.7	5.1	8.9	7.1	7.1		8.9	8.9	
Vehicle Extension (s)	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0		3.0	3.0	
Lane Grp Cap (vph)	143	1970	809	163	2039	1029	240	132		182	162	
v/s Ratio Prot	0.04	0.27		c0.06	c0.34	0.01	0.03	c0.04		0.05	0.03	
v/s Ratio Perm			0.05			0.04				c0.01		
v/c Ratio	0.55	0.49	0.10	0.61	0.59	0.07	0.48	0.55		0.61	0.28	
Uniform Delay, d1	66.5	20.2	15.6	65.7	20.8	9.3	67.3	66.5		63.6	63.0	
Progression Factor	1.06	0.53	0.06	1.24	0.34	0.15	1.00	1.00		1.00	1.00	
Incremental Delay, d2	4.2	0.8	0.2	5.7	1.1	0.0	1.5	4.6		5.7	1.0	
Delay (s)	74.9	11.6	1.1	86.9	8.1	1.4	68.8	71.1		69.2	64.0	
Level of Service	E	B	A	F	A	A	E	E		E	E	
Approach Delay (s)		14.6			13.1			70.0			66.5	
Approach LOS		B			B			E			E	
<b>Intersection Summary</b>												
HCM 2000 Control Delay			22.3			HCM 2000 Level of Service				C		
HCM 2000 Volume to Capacity ratio			0.61									
Actuated Cycle Length (s)			150.0			Sum of lost time (s)				28.2		
Intersection Capacity Utilization			74.1%			ICU Level of Service				D		
Analysis Period (min)			15									
c Critical Lane Group												

# HCM Signalized Intersection Capacity Analysis

## 5: Blackwell Road & Lee Highway

12/03/2021

Item g.


												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		 			 						 	
Traffic Volume (vph)	68	954	120	196	1061	187	259	136	278	195	123	41
Future Volume (vph)	68	954	120	196	1061	187	259	136	278	195	123	41
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	6.7	5.7	8.9	6.7	5.5	8.2	8.9	8.9	6.7	8.2	8.2	8.2
Lane Util. Factor	1.00	0.95	1.00	1.00	0.95	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Frt	1.00	1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85
Flt Protected	0.95	1.00	1.00	0.95	1.00	1.00	0.95	1.00	1.00	0.95	1.00	1.00
Satd. Flow (prot)	1805	3539	1599	1770	3574	1599	1805	1863	1599	1787	1881	1615
Flt Permitted	0.95	1.00	1.00	0.13	1.00	1.00	0.59	1.00	1.00	0.56	1.00	1.00
Satd. Flow (perm)	1805	3539	1599	251	3574	1599	1124	1863	1599	1054	1881	1615
Peak-hour factor, PHF	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98
Adj. Flow (vph)	69	973	122	200	1083	191	264	139	284	199	126	42
RTOR Reduction (vph)	0	0	36	0	0	73	0	0	109	0	0	38
Lane Group Flow (vph)	69	973	86	200	1083	118	264	139	175	199	126	4
Heavy Vehicles (%)	0%	2%	1%	2%	1%	1%	0%	2%	1%	1%	1%	0%
Turn Type	Prot	NA	pm+ov	pm+pt	NA	pm+ov	pm+pt	NA	pm+ov	pm+pt	NA	Perm
Protected Phases	5	2	7	1	6	3	7	4	1	3	8	
Permitted Phases			2	6		6	4		4	8		8
Actuated Green, G (s)	12.2	71.4	88.5	77.1	77.1	92.4	33.2	16.1	33.8	29.6	14.3	14.3
Effective Green, g (s)	12.2	71.4	88.5	77.1	77.1	92.4	33.2	16.1	33.8	29.6	14.3	14.3
Actuated g/C Ratio	0.08	0.48	0.59	0.51	0.51	0.62	0.22	0.11	0.23	0.20	0.10	0.10
Clearance Time (s)	6.7	5.7	8.9	6.7	5.5	8.2	8.9	8.9	6.7	8.2	8.2	8.2
Vehicle Extension (s)	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
Lane Grp Cap (vph)	146	1684	943	308	1837	1072	326	199	360	282	179	153
v/s Ratio Prot	0.04	c0.27	0.01	0.08	c0.30	0.01	c0.09	0.07	0.06	0.07	0.07	
v/s Ratio Perm			0.04	c0.26		0.06	c0.09		0.05	0.07		0.00
v/c Ratio	0.47	0.58	0.09	0.65	0.59	0.11	0.81	0.70	0.49	0.71	0.70	0.03
Uniform Delay, d1	65.8	28.4	13.3	25.4	25.4	11.9	55.0	64.6	50.5	56.6	65.8	61.5
Progression Factor	0.72	0.54	0.58	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Incremental Delay, d2	2.1	1.3	0.0	4.7	1.4	0.0	13.8	10.2	1.0	7.8	11.9	0.1
Delay (s)	49.5	16.6	7.8	30.1	26.8	11.9	68.8	74.8	51.6	64.4	77.7	61.6
Level of Service	D	B	A	C	C	B	E	E	D	E	E	E
Approach Delay (s)		17.7			25.3			62.9			68.6	
Approach LOS		B			C			E			E	
<b>Intersection Summary</b>												
HCM 2000 Control Delay			34.2			HCM 2000 Level of Service				C		
HCM 2000 Volume to Capacity ratio			0.70									
Actuated Cycle Length (s)			150.0			Sum of lost time (s)			29.5			
Intersection Capacity Utilization			82.6%			ICU Level of Service			E			
Analysis Period (min)			15									
<b>c Critical Lane Group</b>												

# HCM Signalized Intersection Capacity Analysis

## 1: Blackwell Road & Lee Highway

10/14/2021

Item g.

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↑↑	↑	↑	↑↑	↑		↑	↑	↑	↑	↑
Traffic Volume (vph)	0	852	107	175	948	167	0	181	248	174	110	37
Future Volume (vph)	0	852	107	175	948	167	0	181	248	174	110	37
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)		5.7	4.0	6.7	5.5	5.5		8.9	6.7	8.9	8.9	8.9
Lane Util. Factor		0.95	1.00	1.00	0.95	1.00		1.00	1.00	1.00	1.00	1.00
Frt		1.00	0.85	1.00	1.00	0.85		1.00	0.85	1.00	1.00	0.85
Flt Protected		1.00	1.00	0.95	1.00	1.00		1.00	1.00	0.95	1.00	1.00
Satd. Flow (prot)		3574	1599	1787	3574	1599		1881	1599	1787	1881	1599
Flt Permitted		1.00	1.00	0.16	1.00	1.00		1.00	1.00	0.95	1.00	1.00
Satd. Flow (perm)		3574	1599	308	3574	1599		1881	1599	1787	1881	1599
Peak-hour factor, PHF	0.92	0.92	0.92	0.91	0.91	0.91	0.97	0.97	0.97	0.89	0.89	0.89
Adj. Flow (vph)	0	926	116	192	1042	184	0	187	256	196	124	42
RTOR Reduction (vph)	0	0	0	0	0	95	0	0	112	0	0	37
Lane Group Flow (vph)	0	926	116	192	1042	89	0	187	144	196	124	5
Heavy Vehicles (%)	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%
Turn Type		NA	Free	pm+pt	NA	Perm		NA	pm+ov	Prot	NA	Perm
Protected Phases		2		1	6			4	1	3	4	
Permitted Phases			Free	6		6			4			4
Actuated Green, G (s)		29.1	90.0	43.6	43.6	43.6		10.9	18.5	12.2	10.9	10.9
Effective Green, g (s)		29.1	90.0	43.6	43.6	43.6		10.9	18.5	12.2	10.9	10.9
Actuated g/C Ratio		0.32	1.00	0.48	0.48	0.48		0.12	0.21	0.14	0.12	0.12
Clearance Time (s)		5.7		6.7	5.5	5.5		8.9	6.7	8.9	8.9	8.9
Vehicle Extension (s)		3.0		3.0	3.0	3.0		3.0	3.0	3.0	3.0	3.0
Lane Grp Cap (vph)		1155	1599	274	1731	774		227	328	242	227	193
v/s Ratio Prot		c0.26		0.06	c0.29			c0.10	0.04	c0.11	0.07	
v/s Ratio Perm			0.07	0.28		0.06			0.05			0.00
v/c Ratio		0.80	0.07	0.70	0.60	0.12		0.82	0.44	0.81	0.55	0.03
Uniform Delay, d1		27.8	0.0	29.5	16.9	12.7		38.6	31.2	37.8	37.2	34.9
Progression Factor		1.00	1.00	1.00	1.00	1.00		1.00	1.00	1.00	1.00	1.00
Incremental Delay, d2		5.9	0.1	7.8	1.6	0.3		20.9	0.9	17.8	2.7	0.1
Delay (s)		33.7	0.1	37.3	18.4	13.0		59.5	32.2	55.6	39.9	34.9
Level of Service		C	A	D	B	B		E	C	E	D	C
Approach Delay (s)		30.0			20.3			43.7			47.8	
Approach LOS		C			C			D			D	
<b>Intersection Summary</b>												
HCM 2000 Control Delay			29.6				HCM 2000 Level of Service			C		
HCM 2000 Volume to Capacity ratio			0.82									
Actuated Cycle Length (s)			90.0				Sum of lost time (s)			30.2		
Intersection Capacity Utilization			77.6%				ICU Level of Service			D		
Analysis Period (min)			15									
c Critical Lane Group												

# HCM Unsignalized Intersection Capacity Analysis

## 2: Blackwell Park Lane & Lee Highway

Item g.











10/14/2021

	→	↘	↙	←	↖	↗
Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑↑	↑		↑↑	↑	
Traffic Volume (veh/h)	959	60	0	985	231	0
Future Volume (Veh/h)	959	60	0	985	231	0
Sign Control	Free			Free	Stop	
Grade	0%			0%	0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.97	0.97
Hourly flow rate (vph)	1042	65	0	1071	238	0
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage veh						
Upstream signal (ft)				350		
pX, platoon unblocked					0.79	
vC, conflicting volume			1042		1578	521
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			1042		1189	521
tC, single (s)			4.1		6.8	6.9
tC, 2 stage (s)						
tF (s)			2.2		3.5	3.3
p0 queue free %			100		0	100
cM capacity (veh/h)			663		143	505
Direction, Lane #	EB 1	EB 2	EB 3	WB 1	WB 2	NB 1
Volume Total	521	521	65	536	536	238
Volume Left	0	0	0	0	0	238
Volume Right	0	0	65	0	0	0
cSH	1700	1700	1700	1700	1700	143
Volume to Capacity	0.31	0.31	0.04	0.32	0.32	1.66
Queue Length 95th (ft)	0	0	0	0	0	427
Control Delay (s)	0.0	0.0	0.0	0.0	0.0	382.0
Lane LOS						F
Approach Delay (s)	0.0			0.0		382.0
Approach LOS						F
Intersection Summary						
Average Delay			37.6			
Intersection Capacity Utilization			46.7%		ICU Level of Service	A
Analysis Period (min)			15			

# HCM Unsignalized Intersection Capacity Analysis

## 3: Blackwell Road & Blackwell Park Lane

10/14/2021

						
Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Traffic Volume (veh/h)	60	0	231	369	392	0
Future Volume (Veh/h)	60	0	231	369	392	0
Sign Control	Stop			Free	Free	
Grade	0%			0%	0%	
Peak Hour Factor	0.92	0.92	0.97	0.97	0.92	0.92
Hourly flow rate (vph)	65	0	238	380	426	0
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type				None	None	
Median storage veh						
Upstream signal (ft)					714	
pX, platoon unblocked						
vC, conflicting volume	1092	213	426			
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	1092	213	426			
tC, single (s)	6.8	6.9	4.1			
tC, 2 stage (s)						
tF (s)	3.5	3.3	2.2			
p0 queue free %	61	100	79			
cM capacity (veh/h)	168	795	1137			
Direction, Lane #	EB 1	NB 1	NB 2	NB 3	SB 1	SB 2
Volume Total	65	238	190	190	213	213
Volume Left	65	238	0	0	0	0
Volume Right	0	0	0	0	0	0
cSH	168	1137	1700	1700	1700	1700
Volume to Capacity	0.39	0.21	0.11	0.11	0.13	0.13
Queue Length 95th (ft)	42	20	0	0	0	0
Control Delay (s)	39.4	9.0	0.0	0.0	0.0	0.0
Lane LOS	E	A				
Approach Delay (s)	39.4	3.5			0.0	
Approach LOS	E					
Intersection Summary						
Average Delay			4.2			
Intersection Capacity Utilization			37.0%		ICU Level of Service	A
Analysis Period (min)			15			

## Queues

## 1: Blackwell Road &amp; Lee Highway

10/14/2021



Lane Group	EBT	EBR	WBL	WBT	WBR	NBT	NBR	SBL	SBT	SBR
Lane Group Flow (vph)	926	116	192	1042	184	187	256	196	124	42
v/c Ratio	0.80	0.07	0.71	0.60	0.21	0.82	0.54	0.81	0.55	0.11
Control Delay	34.6	0.1	43.5	18.8	2.7	67.7	11.4	64.1	46.9	0.6
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	34.6	0.1	43.5	18.8	2.7	67.7	11.4	64.1	46.9	0.6
Queue Length 50th (ft)	254	0	62	217	0	105	30	110	67	0
Queue Length 95th (ft)	332	0	#119	281	33	#215	68	#220	122	0
Internal Link Dist (ft)	270			996		634			979	
Turn Bay Length (ft)		150	530		320			180		228
Base Capacity (vph)	1160	1599	284	1746	875	231	487	247	231	391
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.80	0.07	0.68	0.60	0.21	0.81	0.53	0.79	0.54	0.11

## Intersection Summary

# 95th percentile volume exceeds capacity, queue may be longer.

Queue shown is maximum after two cycles.



# Appendix C:

# VJuST Reports

## VDOT Junction Screening Tool

### Results Worksheet



General Information	
Project Title:	Lee Hwy at Broadview Ave / Winchester St - PM Peak
EW Facility:	Lee Hwy
NS Facility:	Broadview Ave / Winchester St
Date:	August 30, 2021

Volumes (veh/hr)	U-Turn / Left	Through	Right
Eastbound	255	718	36
Westbound	59	1080	90
Northbound	111	101	69
Southbound	181	53	343

**General Instructions:** All intersection and interchange configurations have a default assumption of one exclusive lane per movement. No results shall be interpreted until the user has verified the lane configurations on each worksheet.

### Intersection Results

		Congestion	Pedestrian	Safety	
Type	Dir	Maximum V/C	Accommodation Compared to Conventional	Weighted Total Conflict Points	Notes
Conventional	-	0.68		48	Existing Configuration
Roundabout	-	0.69		8	Hybrid Roundabout

\*The continuous green-T is the only three-legged innovative intersection in this tool. To compare the continuous green-T to other innovative intersections, conflicts corresponding with the fourth leg must be removed. This has been done for the conventional intersection. Conflict point diagrams for three-legged and four-legged conventional intersections have been provided on the conventional intersection worksheet for reference.

Interchange Results					
		Congestion		Pedestrian	Safety
Type	Dir	Maximum V/C	Accommodation Compared to Traditional Diamond	Weighted Total Conflict Points	Notes

Information	
Congestion	The maximum v/c ratio represents the worst v/c of all zones that make up an intersection.
Pedestrian	Compares the potential of each design to accommodate pedestrians based on safety, wayfinding, and delay. Potential is qualitatively defined as better (+), similar (blank cell), or worse (-) than a conventional intersection or traditional diamond interchange.
Safety	Weighted Total = (2 x Crossing Conflicts) + Merging Conflicts + Diverging Conflicts

## VDOT Junction Screening Tool

### Results Worksheet



General Information	
Project Title:	Lee Hwy at Branch Drive - PM Peak
EW Facility:	Lee Hwy
NS Facility:	Branch Drive
Date:	August 5, 2021

Volumes (veh/hr)	U-Turn / Left	Through	Right
Eastbound	108	868	4
Westbound	65	1110	82
Northbound	10	18	50
Southbound	126	18	101

**General Instructions:** All intersection and interchange configurations have a default assumption of one exclusive lane per movement. No results shall be interpreted until the user has verified the lane configurations on each worksheet.

### Intersection Results

		Congestion			Pedestrian	Safety	Notes
Type	Dir	Maximum V/C	Accommodation Compared to Conventional	Weighted Total Conflict Points			
Conventional	-	0.55		48			
Restricted Crossing U-Turn	-	0.51		20			
Thru-Cut	-	0.51		28			

\*The continuous green-T is the only three-legged innovative intersection in this tool. To compare the continuous green-T to other innovative intersections, conflicts corresponding with the fourth leg must be removed. This has been done for the conventional intersection. Conflict point diagrams for three-legged and four-legged conventional intersections have been provided on the conventional intersection worksheet for reference.

## VDOT Junction Screening Tool

### Results Worksheet



General Information	
Project Title:	Lee Hwy at Village Center / BP - PM Peak
EW Facility:	Lee Hwy
NS Facility:	Village Center / BP Gas Station
Date:	August 31, 2021

Volumes (veh/hr)	U-Turn / Left	Through	Right
Eastbound	49	1002	0
Westbound	5	1205	11
Northbound	0	0	12
Southbound	8	0	43

**General Instructions:** All intersection and interchange configurations have a default assumption of one exclusive lane per movement. No results shall be interpreted until the user has verified the lane configurations on each worksheet.

### Intersection Results

		Congestion			Pedestrian		Safety		Notes	
Type	Dir	Maximum V/C	Accommodation Compared to Conventional	Weighted Total Conflict Points						
Median U-Turn	-	0.42	+	20	on has to be signalized, although it is anticipated t					
Restricted Crossing U-Turn	-	0.39		20	1 Lane; NB & SB 1 Lane approaches; EB & WB sam					
Thru-Cut	-	0.42		28	& SB 2 LTs and 1 RT Lane; EB & WB same as existi					
Two-Way Stop Control	-	0.33		48	Existing Configuration					

\*The continuous green-T is the only three-legged innovative intersection in this tool. To compare the continuous green-T to other innovative intersections, conflicts corresponding with the fourth leg must be removed. This has been done for the conventional intersection. Conflict point diagrams for three-legged and four-legged conventional intersections have been provided on the conventional intersection worksheet for reference.

## VDOT Junction Screening Tool

### Results Worksheet



General Information	
Project Title:	Lee Hwy at Fletcher Drive - PM Peak
EW Facility:	Lee Hwy
NS Facility:	Fletcher Drive
Date:	August 30, 2021

Volumes (veh/hr)	U-Turn / Left	Through	Right
Eastbound	69	833	124
Westbound	87	1042	100
Northbound	101	34	82
Southbound	96	27	75

**General Instructions:** All intersection and interchange configurations have a default assumption of one exclusive lane per movement. No results shall be interpreted until the user has verified the lane configurations on each worksheet.

### Intersection Results

		Congestion		Pedestrian	Safety	Notes
Type	Dir	Maximum V/C	Accommodation Compared to Conventional	Weighted Total Conflict Points		
Conventional	-	0.46		48		Split Phase Removal
Thru-Cut	-	0.47		28		s for NBL; remaining approaches same as Existing,
Roundabout	-	0.53		8		Hybrid Roundabout

\*The continuous green-T is the only three-legged innovative intersection in this tool. To compare the continuous green-T to other innovative intersections, conflicts corresponding with the fourth leg must be removed. This has been done for the conventional intersection. Conflict point diagrams for three-legged and four-legged conventional intersections have been provided on the conventional intersection worksheet for reference.

## VDOT Junction Screening Tool

## Results Worksheet



General Information	
Project Title:	Lee Hwy at Blackwell Road - PM Peak
EW Facility:	Lee Hwy
NS Facility:	Blackwell Road
Date:	August 31, 2021

Volumes (veh/hr)	U-Turn / Left	Through	Right
Eastbound	60	852	107
Westbound	175	948	167
Northbound	231	121	248
Southbound	174	110	37

**General Instructions:** All intersection and interchange configurations have a default assumption of one exclusive lane per movement. No results shall be interpreted until the user has verified the lane configurations on each worksheet.

## Intersection Results

		Congestion		Pedestrian	Safety	Notes
Type	Dir	Maximum V/C	Accommodation Compared to Conventional	Weighted Total Conflict Points		
Conventional	-	0.63		48		Remove Split Phase by making SB L-T-R
Median U-Turn	-	0.65	+	20		Lanes; EB U-Turn 1 Lane; NB & SB both 1 Thru Lane
Partial Median U-Turn	-	0.74	+	28		SB existing configurations maintained; EB & WB same as existing
Quadrant Roadway	N-W	0.59		40		
	S-W	0.56		40		
Restricted Crossing U-Turn	-	0.57		20		1 Lane; NB & SB 2 Lane approaches; EB & WB same as existing
Thru-Cut	-	0.67		28		& SB 2 LTs and 1 RT Lane; EB & WB same as existing
Roundabout	-	0.79		8		Full Two-Lane Roundabout

\*The continuous green-T is the only three-legged innovative intersection in this tool. To compare the continuous green-T to other innovative intersections, conflicts corresponding with the fourth leg must be removed. This has been done for the conventional intersection. Conflict point diagrams for three-legged and four-legged conventional intersections have been provided on the conventional intersection worksheet for reference.

# Appendix D:

# SIDRA Reports



## MOVEMENT SUMMARY

 **Site: 101 [2045 AM]**

US 211 & Fletcher Dr  
Site Category: (None)  
Roundabout

Movement Performance - Vehicles												
Mov ID	Turn	Demand Total veh/h	Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back Vehicles veh	of Queue Distance ft	Prop. Queued	Effective Stop Rate	Aver. No. Cycles	Average Speed mph
South: Fletcher Dr												
3	L2	24	0.0	0.085	8.4	LOS A	0.3	9.0	0.59	0.68	0.59	28.7
8	T1	9	13.0	0.085	3.9	LOS A	0.3	9.0	0.59	0.68	0.59	23.4
18	R2	22	11.0	0.085	4.8	LOS A	0.3	9.0	0.59	0.68	0.59	27.7
Approach		55	6.6	0.085	6.2	LOS A	0.3	9.0	0.59	0.68	0.59	27.3
East: Lee Highway												
1	L2	23	5.0	0.334	10.5	LOS B	1.9	49.2	0.23	0.40	0.23	31.6
6	T1	855	5.0	0.334	4.1	LOS A	1.9	49.9	0.22	0.39	0.22	37.5
16	R2	40	0.0	0.334	4.1	LOS A	1.9	49.9	0.22	0.38	0.22	29.7
Approach		918	4.8	0.334	4.3	LOS A	1.9	49.9	0.22	0.39	0.22	37.0
North: Fletcher Dr												
7	L2	54	4.0	0.137	8.2	LOS A	0.5	14.2	0.56	0.69	0.56	28.6
4	T1	13	9.0	0.137	3.2	LOS A	0.5	14.2	0.56	0.69	0.56	23.3
14	R2	28	13.0	0.137	4.5	LOS A	0.5	14.2	0.56	0.69	0.56	27.6
Approach		95	7.3	0.137	6.4	LOS A	0.5	14.2	0.56	0.69	0.56	27.5
West: Lee Highway												
5u	U	2	0.0	0.393	13.0	LOS B	2.4	63.4	0.28	0.43	0.28	38.6
5	L2	42	0.0	0.393	10.5	LOS B	2.4	63.4	0.28	0.43	0.28	31.4
2	T1	955	5.0	0.393	4.3	LOS A	2.5	64.9	0.27	0.41	0.27	37.3
12	R2	64	4.0	0.393	4.2	LOS A	2.5	64.9	0.27	0.40	0.27	29.5
Approach		1063	4.7	0.393	4.5	LOS A	2.5	64.9	0.27	0.41	0.27	36.5
All Vehicles		2130	4.9	0.393	4.5	LOS A	2.5	64.9	0.27	0.42	0.27	35.8

Site Level of Service (LOS) Method: Delay & v/c (HCM 6). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Roundabout LOS Method: Same as Signalised Intersections.

Vehicle movement LOS values are based on average delay and v/c ratio (degree of saturation) per movement.

LOS F will result if  $v/c > 1$  irrespective of movement delay value (does not apply for approaches and intersection).

Intersection and Approach LOS values are based on average delay for all movements (v/c not used as specified in HCM 6).

Roundabout Capacity Model: SIDRA Standard.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

**SIDRA INTERSECTION 8.0 | Copyright © 2000-2019 Akcelik and Associates Pty Ltd | sidrasolutions.com**

Organisation: MICHAEL BAKER INTERNATIONAL | Processed: Friday, March 11, 2022 11:27:17 AM

Project: \\RICHFS1.bkr.mbakercorp.com\PROJECTS\VDOT TMPD On-Call 2017\Term 3 Task Orders\TO 53 - General Planning Task Order\TO 53.1 Culpeper Pipeline Phase 1\Work\_Files\Analysis\Sidra\Warrenton\Future\2045 Fletcher\2045 Fletcher.sip8

## MOVEMENT SUMMARY

 **Site: 101 [2045 PM]**

US 211 & Fletcher Dr  
Site Category: (None)  
Roundabout

Movement Performance - Vehicles												
Mov ID	Turn	Demand Total veh/h	Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance ft	Prop. Queued	Effective Stop Rate	Aver. No. Cycles	Average Speed mph
South: Fletcher Dr												
3	L2	116	0.0	0.402	10.3	LOS B	2.2	54.0	0.74	0.87	0.83	28.2
8	T1	39	0.0	0.402	5.0	LOS A	2.2	54.0	0.74	0.87	0.83	23.0
18	R2	95	1.0	0.402	6.1	LOS A	2.2	54.0	0.74	0.87	0.83	27.4
Approach		251	0.4	0.402	7.9	LOS A	2.2	54.0	0.74	0.87	0.83	26.9
East: Lee Highway												
1u	U	9	0.0	0.566	14.2	LOS B	4.3	107.7	0.52	0.56	0.52	37.4
1	L2	91	0.0	0.566	11.7	LOS B	4.3	107.7	0.52	0.56	0.52	30.7
6	T1	1203	1.0	0.566	5.3	LOS A	4.5	113.1	0.50	0.53	0.50	36.4
16	R2	115	3.0	0.566	5.2	LOS A	4.5	113.1	0.50	0.51	0.50	29.0
Approach		1419	1.1	0.566	5.7	LOS A	4.5	113.1	0.50	0.53	0.50	35.3
North: Fletcher Dr												
7	L2	111	0.0	0.415	11.4	LOS B	2.3	57.8	0.79	0.92	0.91	27.8
4	T1	31	0.0	0.415	6.2	LOS A	2.3	57.8	0.79	0.92	0.91	22.7
14	R2	87	0.0	0.415	7.3	LOS A	2.3	57.8	0.79	0.92	0.91	27.0
Approach		229	0.0	0.415	9.2	LOS A	2.3	57.8	0.79	0.92	0.91	26.7
West: Lee Highway												
5u	U	3	0.0	0.477	14.0	LOS B	3.2	80.4	0.47	0.55	0.47	37.6
5	L2	76	0.0	0.477	11.5	LOS B	3.2	80.4	0.47	0.55	0.47	30.8
2	T1	962	2.0	0.477	5.2	LOS A	3.3	84.0	0.46	0.52	0.46	36.6
12	R2	142	0.0	0.477	5.0	LOS A	3.3	84.0	0.45	0.50	0.45	29.1
Approach		1184	1.6	0.477	5.6	LOS A	3.3	84.0	0.46	0.52	0.46	35.1
All Vehicles		3081	1.2	0.566	6.1	LOS A	4.5	113.1	0.53	0.58	0.54	33.5

Site Level of Service (LOS) Method: Delay & v/c (HCM 6). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Roundabout LOS Method: Same as Signalised Intersections.

Vehicle movement LOS values are based on average delay and v/c ratio (degree of saturation) per movement.

LOS F will result if v/c > 1 irrespective of movement delay value (does not apply for approaches and intersection).

Intersection and Approach LOS values are based on average delay for all movements (v/c not used as specified in HCM 6).

Roundabout Capacity Model: SIDRA Standard.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

**SIDRA INTERSECTION 8.0 | Copyright © 2000-2019 Akcelik and Associates Pty Ltd | sidrasolutions.com**

Organisation: MICHAEL BAKER INTERNATIONAL | Processed: Friday, March 11, 2022 11:27:17 AM

Project: \\RICHFS1.bkr.mbakercorp.com\PROJECTS\VDOT TMPD On-Call 2017\Term 3 Task Orders\TO 53 - General Planning Task Order\TO 53.1  
Culpeper Pipeline Phase 1\Work\_Files\Analysis\Sidra\Warrenton\Future\2045 Fletcher\2045 Fletcher.sip8

## MOVEMENT SUMMARY

 **Site: 101 [2045 AM w/ SB Right Lane]**

US 211 & Broadview  
Site Category: (None)  
Roundabout

Movement Performance - Vehicles												
Mov ID	Turn	Demand Total veh/h	Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance ft	Prop. Queued	Effective Stop Rate	Aver. No. Cycles	Average Speed mph
South: Winchester Ave												
3	L2	76	2.0	0.371	10.7	LOS B	1.7	44.0	0.75	0.86	0.84	28.2
8	T1	56	0.0	0.371	5.3	LOS A	1.7	44.0	0.75	0.86	0.84	27.1
18	R2	58	0.0	0.371	6.4	LOS A	1.7	44.0	0.75	0.86	0.84	27.4
Approach		190	0.8	0.371	7.8	LOS A	1.7	44.0	0.75	0.86	0.84	27.6
East: Lee Highway												
1u	U	11	0.0	0.462	15.1	LOS B	2.8	71.7	0.58	0.65	0.58	37.3
1	L2	30	0.0	0.462	12.6	LOS B	2.8	71.7	0.58	0.65	0.58	30.5
6	T1	757	5.0	0.462	6.3	LOS A	2.9	76.5	0.57	0.63	0.57	36.2
16	R2	162	6.0	0.462	6.1	LOS A	2.9	76.5	0.56	0.60	0.56	33.6
Approach		960	5.0	0.462	6.6	LOS A	2.9	76.5	0.57	0.62	0.57	35.5
North: BroadViewAve												
7	L2	157	4.0	0.297	11.4	LOS B	1.5	37.5	0.66	0.77	0.66	32.9
4	T1	88	0.0	0.297	5.3	LOS A	1.5	37.5	0.66	0.77	0.66	26.2
14	R2	210	2.0	0.285	6.3	LOS A	1.4	34.3	0.66	0.79	0.66	33.3
Approach		455	2.3	0.297	7.9	LOS A	1.5	37.5	0.66	0.78	0.66	31.5
West: Lee Highway												
5u	U	6	0.0	0.509	14.4	LOS B	3.9	100.6	0.64	0.66	0.64	36.1
5	L2	267	5.0	0.509	12.1	LOS B	3.9	100.6	0.64	0.66	0.64	33.8
2	T1	865	5.0	0.509	5.5	LOS A	4.0	104.6	0.63	0.57	0.63	35.7
12	R2	23	5.0	0.509	5.5	LOS A	4.0	104.6	0.62	0.53	0.62	28.7
Approach		1160	5.0	0.509	7.1	LOS A	4.0	104.6	0.63	0.59	0.63	35.1
All Vehicles		2766	4.2	0.509	7.1	LOS A	4.0	104.6	0.62	0.65	0.63	34.0

Site Level of Service (LOS) Method: Delay & v/c (HCM 6). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Roundabout LOS Method: Same as Signalised Intersections.

Vehicle movement LOS values are based on average delay and v/c ratio (degree of saturation) per movement.

LOS F will result if v/c > 1 irrespective of movement delay value (does not apply for approaches and intersection).

Intersection and Approach LOS values are based on average delay for all movements (v/c not used as specified in HCM 6).

Roundabout Capacity Model: SIDRA Standard.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

**SIDRA INTERSECTION 8.0 | Copyright © 2000-2019 Akcelik and Associates Pty Ltd | sidrasolutions.com**

Organisation: MICHAEL BAKER INTERNATIONAL | Processed: Friday, March 11, 2022 10:47:34 AM

Project: \\RICHFS1.bkr.mbakercorp.com\PROJECTS\VDOT TMPD On-Call 2017\Term 3 Task Orders\TO 53 - General Planning Task Order\TO 53.1  
Culpeper Pipeline Phase 1\Work\_Files\Analysis\Sidra\Warrenton\Future\2045 Broadview\2045 Broadview Ave.sip8

## MOVEMENT SUMMARY

 **Site: 101 [2045 PM w/ SB Right Lane]**

US 211 & Broadview  
Site Category: (None)  
Roundabout

Movement Performance - Vehicles												
Mov ID	Turn	Demand Total veh/h	Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance ft	Prop. Queued	Effective Stop Rate	Aver. No. Cycles	Average Speed mph
South: Winchester Ave												
3	L2	127	0.0	0.625	13.6	LOS B	3.8	95.0	0.83	1.02	1.14	27.3
8	T1	115	0.0	0.625	8.4	LOS A	3.8	95.0	0.83	1.02	1.14	26.2
18	R2	79	0.0	0.625	9.4	LOS A	3.8	95.0	0.83	1.02	1.14	26.5
Approach		320	0.0	0.625	10.7	LOS B	3.8	95.0	0.83	1.02	1.14	26.7
East: Lee Highway												
1u	U	15	0.0	0.701	19.5	LOS B	7.1	179.3	0.74	0.89	0.99	35.3
1	L2	53	0.0	0.701	17.0	LOS B	7.1	179.3	0.74	0.89	0.99	29.2
6	T1	1234	1.0	0.701	10.1	LOS B	7.6	192.2	0.73	0.86	0.96	34.7
16	R2	103	0.0	0.701	9.5	LOS A	7.6	192.2	0.73	0.83	0.93	32.5
Approach		1405	0.9	0.701	10.4	LOS B	7.6	192.2	0.73	0.86	0.96	34.3
North: BroadViewAve												
7	L2	205	2.0	0.546	16.2	LOS B	3.2	82.2	0.84	1.01	1.06	30.8
4	T1	60	0.0	0.546	10.1	LOS B	3.2	82.2	0.84	1.01	1.06	24.9
14	R2	392	2.0	0.644	10.8	LOS B	4.7	118.2	0.89	1.05	1.19	31.3
Approach		657	1.8	0.644	12.4	LOS B	4.7	118.2	0.87	1.03	1.14	30.4
West: Lee Highway												
5u	U	6	0.0	0.507	14.7	LOS B	3.9	98.5	0.68	0.68	0.68	35.9
5	L2	286	1.0	0.507	12.2	LOS B	3.9	98.5	0.68	0.68	0.68	33.7
2	T1	820	1.0	0.507	5.6	LOS A	4.1	103.4	0.67	0.58	0.67	35.6
12	R2	41	3.0	0.507	5.6	LOS A	4.1	103.4	0.66	0.54	0.66	28.6
Approach		1153	1.1	0.507	7.3	LOS A	4.1	103.4	0.67	0.61	0.67	34.8
All Vehicles		3536	1.0	0.701	9.8	LOS A	7.6	192.2	0.75	0.82	0.92	32.8

Site Level of Service (LOS) Method: Delay & v/c (HCM 6). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Roundabout LOS Method: Same as Signalised Intersections.

Vehicle movement LOS values are based on average delay and v/c ratio (degree of saturation) per movement.

LOS F will result if v/c > 1 irrespective of movement delay value (does not apply for approaches and intersection).

Intersection and Approach LOS values are based on average delay for all movements (v/c not used as specified in HCM 6).

Roundabout Capacity Model: SIDRA Standard.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

**SIDRA INTERSECTION 8.0 | Copyright © 2000-2019 Akcelik and Associates Pty Ltd | sidrasolutions.com**

Organisation: MICHAEL BAKER INTERNATIONAL | Processed: Friday, March 11, 2022 10:44:03 AM

Project: \\RICHFS1.bkr.mbakercorp.com\PROJECTS\VDOT TMPD On-Call 2017\Term 3 Task Orders\TO 53 - General Planning Task Order\TO 53.1  
Culpeper Pipeline Phase 1\Work\_Files\Analysis\Sidra\Warrenton\Future\2045 Broadview\2045 Broadview Ave.sip8

## MOVEMENT SUMMARY

 **Site: 101 [2045 AM w/ NB&SB Right Lane]**

US 211 & Blackwell Dr  
Site Category: (None)  
Roundabout

Movement Performance - Vehicles												
Mov ID	Turn	Demand Total veh/h	Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance ft	Prop. Queued	Effective Stop Rate	Aver. No. Cycles	Average Speed mph
South: Blackwell Rd												
3	L2	122	2.0	0.272	12.2	LOS B	1.2	30.2	0.63	0.82	0.63	32.6
8	T1	54	4.0	0.272	6.5	LOS A	1.2	30.2	0.63	0.82	0.63	26.0
18	R2	200	3.0	0.269	6.4	LOS A	1.2	31.3	0.63	0.78	0.63	33.3
Approach		376	2.8	0.272	8.3	LOS A	1.2	31.3	0.63	0.80	0.63	31.7
East: Lee Highway												
1u	U	7	0.0	0.499	14.0	LOS B	3.9	100.4	0.58	0.61	0.58	36.5
1	L2	247	2.0	0.499	11.6	LOS B	3.9	100.4	0.58	0.61	0.58	34.2
6	T1	808	5.0	0.499	5.2	LOS A	4.0	104.2	0.57	0.55	0.57	35.9
16	R2	148	4.0	0.499	5.1	LOS A	4.0	104.2	0.56	0.51	0.56	28.9
Approach		1209	4.2	0.499	6.6	LOS A	4.0	104.2	0.57	0.56	0.57	34.5
North: Blackwell Rd												
7	L2	109	6.0	0.235	8.8	LOS A	1.1	27.9	0.70	0.76	0.70	28.2
4	T1	50	2.0	0.235	3.3	LOS A	1.1	27.9	0.70	0.76	0.70	27.2
14	R2	17	7.0	0.047	7.2	LOS A	0.2	4.5	0.67	0.74	0.67	27.5
Approach		176	5.0	0.235	7.1	LOS A	1.1	27.9	0.70	0.76	0.70	27.8
West: Lee Highway												
5u	U	11	0.0	0.519	15.7	LOS B	3.5	90.6	0.60	0.69	0.64	37.1
5	L2	41	9.0	0.519	13.7	LOS B	3.5	90.6	0.60	0.69	0.64	30.4
2	T1	905	6.0	0.519	6.8	LOS A	3.5	92.1	0.59	0.66	0.61	36.0
12	R2	118	2.0	0.519	6.2	LOS A	3.5	92.1	0.58	0.63	0.59	33.5
Approach		1076	5.6	0.519	7.1	LOS A	3.5	92.1	0.59	0.66	0.61	35.5
All Vehicles		2837	4.6	0.519	7.0	LOS A	4.0	104.2	0.59	0.64	0.60	34.0

Site Level of Service (LOS) Method: Delay & v/c (HCM 6). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Roundabout LOS Method: Same as Signalised Intersections.

Vehicle movement LOS values are based on average delay and v/c ratio (degree of saturation) per movement.

LOS F will result if v/c > 1 irrespective of movement delay value (does not apply for approaches and intersection).

Intersection and Approach LOS values are based on average delay for all movements (v/c not used as specified in HCM 6).

Roundabout Capacity Model: SIDRA Standard.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

**SIDRA INTERSECTION 8.0 | Copyright © 2000-2019 Akcelik and Associates Pty Ltd | sidrasolutions.com**

Organisation: MICHAEL BAKER INTERNATIONAL | Processed: Friday, March 11, 2022 11:11:02 AM

Project: \\RICHFS1.bkr.mbakercorp.com\PROJECTS\VDOT TMPD On-Call 2017\Term 3 Task Orders\TO 53 - General Planning Task Order\TO 53.1  
Culpeper Pipeline Phase 1\Work\_Files\Analysis\Sidra\Warrenton\Future\2045 Blackwell\2045 Blackwell.sip8

## MOVEMENT SUMMARY

 **Site: 101 [2045 PM w/ NB&SB Right Lane]**

US 211 & Blackwell Dr  
Site Category: (None)  
Roundabout

Movement Performance - Vehicles												
Mov ID	Turn	Demand Total veh/h	Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance ft	Prop. Queued	Effective Stop Rate	Aver. No. Cycles	Average Speed mph
South: Blackwell Rd												
3	L2	264	0.0	0.590	14.6	LOS B	3.8	95.3	0.78	0.98	0.99	31.8
8	T1	139	2.0	0.590	8.8	LOS A	3.8	95.3	0.78	0.98	0.99	25.4
18	R2	284	1.0	0.511	9.6	LOS A	2.8	70.1	0.77	0.92	0.93	31.8
Approach		687	0.8	0.590	11.4	LOS B	3.8	95.3	0.78	0.96	0.97	30.2
East: Lee Highway												
1u	U	8	0.0	0.727	19.7	LOS B	9.4	236.5	0.93	0.98	1.20	34.6
1	L2	192	2.0	0.727	17.4	LOS B	9.4	236.5	0.93	0.98	1.20	32.5
6	T1	1083	1.0	0.727	10.2	LOS B	9.8	248.0	0.93	0.94	1.17	34.3
16	R2	191	1.0	0.727	9.7	LOS A	9.8	248.0	0.92	0.91	1.15	27.9
Approach		1473	1.1	0.727	11.2	LOS B	9.8	248.0	0.93	0.94	1.17	33.1
North: Blackwell Rd												
7	L2	199	1.0	0.647	14.7	LOS B	4.6	116.8	0.92	1.11	1.26	26.6
4	T1	126	1.0	0.647	9.5	LOS A	4.6	116.8	0.92	1.11	1.26	25.6
14	R2	42	0.0	0.138	8.4	LOS A	0.6	14.8	0.79	0.83	0.79	27.2
Approach		366	0.9	0.647	12.2	LOS B	4.6	116.8	0.91	1.08	1.20	26.3
West: Lee Highway												
5u	U	15	0.0	0.603	17.7	LOS B	5.0	127.7	0.71	0.83	0.85	36.2
5	L2	54	0.0	0.603	15.2	LOS B	5.0	127.7	0.71	0.83	0.85	29.8
2	T1	973	2.0	0.603	8.5	LOS A	5.4	135.9	0.70	0.79	0.82	35.4
12	R2	122	1.0	0.603	8.0	LOS A	5.4	135.9	0.70	0.76	0.80	33.1
Approach		1165	1.8	0.603	8.9	LOS A	5.4	135.9	0.70	0.79	0.82	34.9
All Vehicles		3692	1.2	0.727	10.6	LOS B	9.8	248.0	0.83	0.91	1.03	32.2

Site Level of Service (LOS) Method: Delay & v/c (HCM 6). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Roundabout LOS Method: Same as Signalised Intersections.

Vehicle movement LOS values are based on average delay and v/c ratio (degree of saturation) per movement.

LOS F will result if v/c > 1 irrespective of movement delay value (does not apply for approaches and intersection).

Intersection and Approach LOS values are based on average delay for all movements (v/c not used as specified in HCM 6).

Roundabout Capacity Model: SIDRA Standard.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

**SIDRA INTERSECTION 8.0 | Copyright © 2000-2019 Akcelik and Associates Pty Ltd | sidrasolutions.com**

Organisation: MICHAEL BAKER INTERNATIONAL | Processed: Friday, March 11, 2022 11:11:06 AM

Project: \\RICHFS1.bkr.mbakercorp.com\PROJECTS\VDOT TMPD On-Call 2017\Term 3 Task Orders\TO 53 - General Planning Task Order\TO 53.1  
Culpeper Pipeline Phase 1\Work\_Files\Analysis\Sidra\Warrenton\Future\2045 Blackwell\2045 Blackwell.sip8

June 11, 2024  
Town Council  
Regular Meeting  
Res. No.

**RESOLUTION TO SUPPORT VIRGINIA DEPARTMENT OF TRANSPORTATION SMART SCALE  
ROUND 6 APPLICATION -INTERSECTION IMPROVEMENTS WEST LEE HWY/RT. 29 WITH  
FLETCHER DRIVE, VILLAGE CENTER DRIVE, AND BRANCH DRIVE IN THE TOWN OF  
WARRENTON**

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

**WHEREAS**, the Town of Warrenton updated its comprehensive plan in 2021 and identified West Lee Highway for segment and intersection improvements; and

**WHEREAS**, the Virginia Department of Transportation (VDOT) conducted a "Pipeline Study" in 2021-2022 that included recommended segment and intersection improvements to West Lee Highway for increased traffic circulation and safety; and

**WHEREAS**, the Town Council directed staff at its February 13, 2024 meeting to submit the West Lee Highway intersections at Fletcher Drive for a roundabout and Branch Drive/Village Center Drive for access management for Smart Scale pre-screening; and

**WHEREAS**, the Town submitted the SMART SCALE pre-application and was deemed "pre-screened" eligible to apply for final Smart Scale funding; and

**WHEREAS**, VDOT developed the design sketch for the Smart Scale application, and

**WHEREAS**, the Town Council held a public hearing on June 11, 2024, on the design sketch for the Smart Scale application; and

**NOW, THEREFORE, BE IT RESOLVED** that the Warrenton Town Council this 11th day of June, 2024 hereby commits its support and interest in furthering the Smart Scale Round 6 applications for the West Lee Highway segment to include a roundabout at Fletcher Drive and access improvements at Branch Drive and Village Center Drive and directs staff to forward the applications for final submission.

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

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

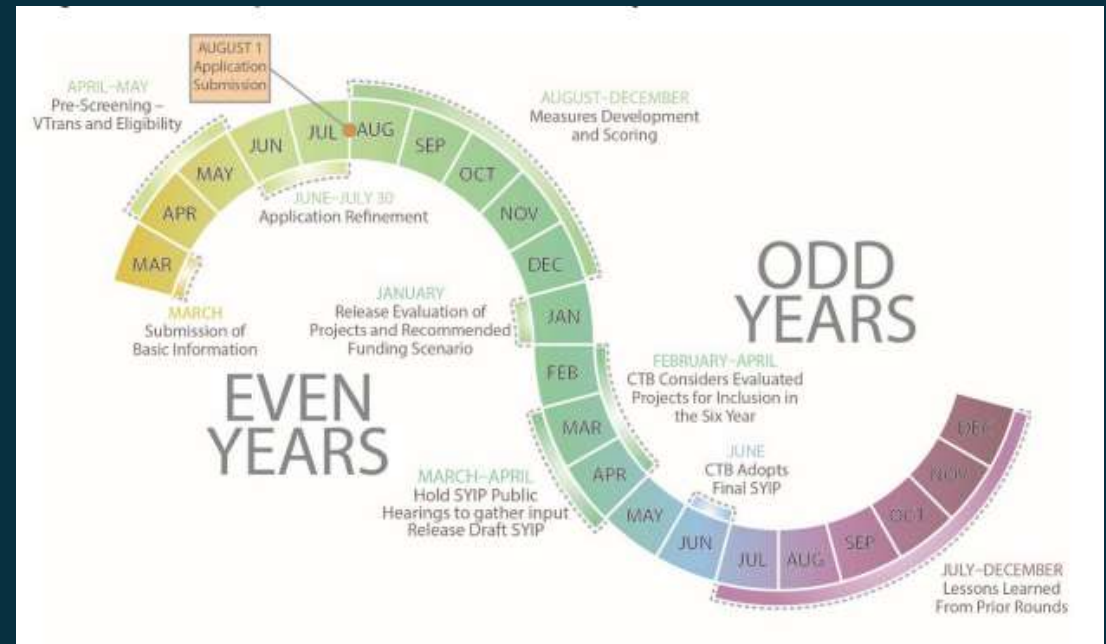




**Town Council**  
**VDOT Smart Scale Applications Round 6**  
**June 11, 2024**

# Smart Scale Process

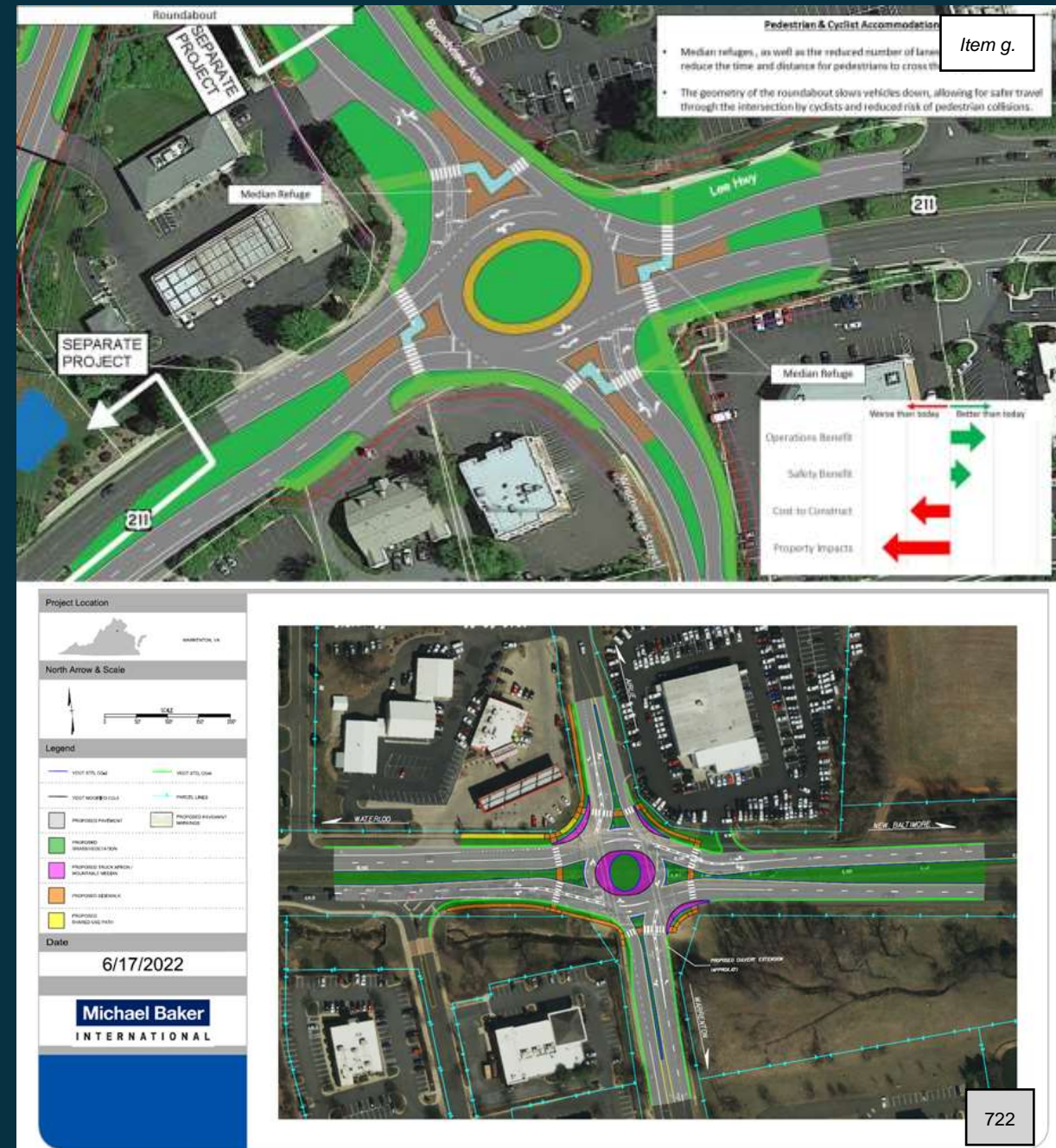
- Federal Funding through VDOT High Priority Projects Program and Construction District Grant Program
- Applications Open Every Two Years
- Project VDOT Administered
- Must Be Pre-screened In and Meet VDOT Criteria
- February 2024 Town Council Directed Pre App Filing
- Resolution of Support for Final Filing
- CTB Decision June, 2025





# PREVIOUSLY FUNDED ROUND 5- Lee Hwy Roundabouts

- Corridor of Statewide Significance and adopted UDA
- Included in Plan Warrenton 2040
- Included in FY23-28 CIP
- VDOT Pipeline Study
  - This alternative reconfigures the intersection to a multi-lane hybrid roundabout.
  - The roundabout can improve operations by 60%, reduce crashes up to 60%, and improve the safety of pedestrian crossings.





# Lee Highway Pipeline Study - Preferred Alternatives

Item g.



**PROJECT NEEDS**

These proposed improvements help address VTrans needs associated with safety, capacity preservation, and congestion mitigation. The preferred alternatives reduce delay, improve safety for both vehicle and other modes such as bikes and pedestrians.




Need	Priority
Congestion Mitigation	Very High
Transit Access	Very High
Transportation Demand Management	Very High
Safety Improvement	High
Bicycle and Pedestrian Access	High

**Survey Summary**

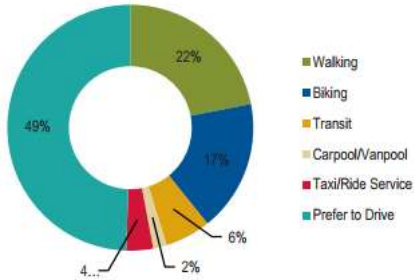
- The MetroQuest survey ran between February 1 and February 18, 2022
- Survey included 457 participants
- 79% of respondents were residents, 13% visitors, and 8% employees of the study area

**PROJECT DESCRIPTION**

The following alternatives were advanced that can be submitted for future funding applications. These improvements will incorporate measures such as improved pedestrian crossing distances, crosswalks, and updated parallel facilities, such as shared use paths:

-  **Multi-lane Hybrid Roundabouts:** A multi-lane roundabout will help improve operations and reduce crashes by up to 60%. Roundabouts are also particularly beneficial for other roadway users like pedestrians and cyclists because of the slower speeds through a roundabout.
-  **Thru-cuts:** An alternative that reduces traffic signal phases on the minor approaches by relocating the through movement within the network. This improvement enhances timings and reduces delay.
-  **Access Management and Intersection Improvement:** A safety improvement that reduces the number of movements permitted at an intersection.
  - Branch Drive: Movements onto and into Branch Drive northbound approach would be reduced so that those turns would use a future roundabout at Broadview Avenue.
  - Village Center Driveway: Movements across and out of the driveway are reduced to enhance safety. The driveway would also be reconstructed to allow quicker ingress/egress.

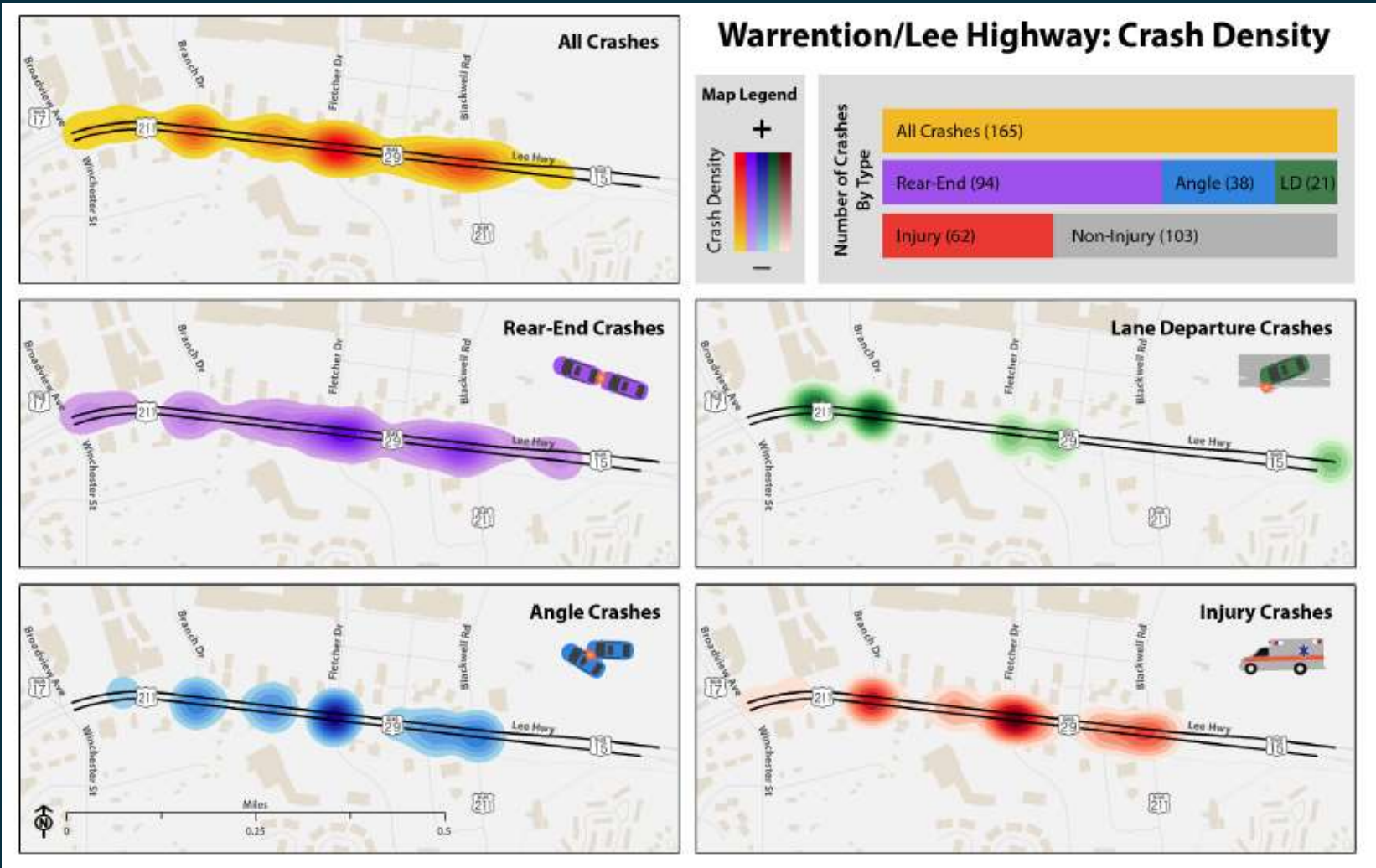
What other modes of travel would you prefer?



Improvement	Description	Planning-Level Cost Estimate
Blackwell Road Hybrid Roundabout and Pedestrian Improvements	Convert the intersection of Lee Highway and Blackwell Road to a hybrid roundabout, construct pedestrian facilities on each leg, and provide pedestrian crossings with median refuges and HAWK signals	\$11,200,000
Branch Avenue Thru-Cut	Relocate the Branch Drive through movements through other intersections	\$6,700,000
Branch Avenue Access Management Improvements	Convert northbound approach of Branch Ave to right-in/right-out only	\$3,000,000
Fletcher Drive Roundabout	Multi-lane hybrid roundabout	\$7,200,000



# Data Collection/Analysis



# Full Corridor Concept

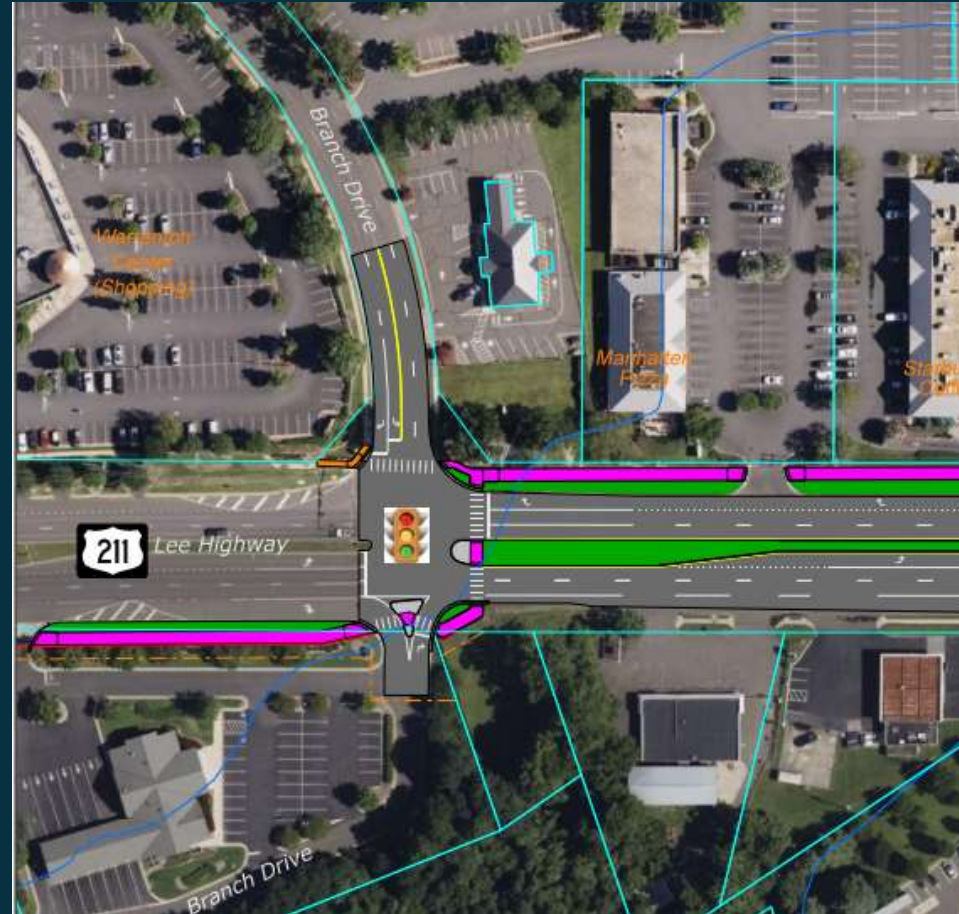
Item g.



General Concept - Final Design to be determined.

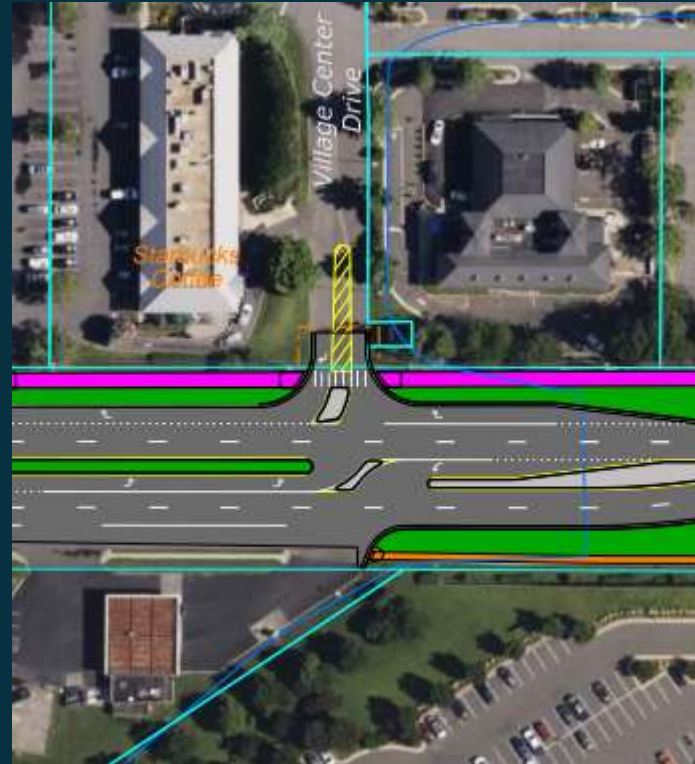


# Branch Avenue Access Management Concept



General Concept is to restrict left turn movements on to side streets. Final Design to be determined.

# Village Center Access Management Concept



General Concept is to restrict left turn movements on to side streets. Final Design to be determined.



# Fletcher Drive Roundabout Concept



General Concept is to install a roundabout to keep circulation moving with the other roundabouts and improve safety. Final Design to be determined.

# US17/Broadview/Shopping Center Roundabout

- Previous Round 4 & 5 –Not Successful in Smart Scale
- Included in Plan Warrenton 2040
- Included in FY23-28 CIP
- Not Moving Forward Due to Increased Costs/Lower Scoring Make Not Viable for Smart Scale
- Reassess and Pursue Other Funding Sources



# Next Steps

- Public Hearing June 2024
- Town Council Resolution of Support
- PD9 Resolution of Support
- Submit Final Applications
- Final CTB Action June, 2025



**Town Council**  
**VDOT Smart Scale Applications**  
**June 11, 2024**





Office of the Town Manager  
Frank Cassidy

## Warrenton Town Council

Carter Nevill, Mayor  
Heather Sutphin, Ward 1  
William Semple, Ward 2  
Brett Hamby, Ward 3  
James Hartman, Ward 4 Vice Mayor  
Eric Gagnon, Ward 5  
Paul Mooney, At Large  
David McGuire, At Large

Item a.

# STAFF REPORT

<b>Council Meeting Date:</b>	June 11 <sup>th</sup> , 2024.
<b>Agenda Title:</b>	Consent Agenda- Meeting Minutes
<b>Requested Action:</b>	Review and consider approval of the Town Council Meeting Minutes
<b>Department / Agency Lead:</b>	Town Clerk
<b>Staff Lead:</b>	Stephen Clough, CMC

## EXECUTIVE SUMMARY

The following draft minutes have been submitted by the Town Clerk for consideration for approval by the Town Council:

Draft May 9<sup>th</sup>, 2023, Regular Town Council meeting.

Draft June 13<sup>th</sup>, 2023, Regular Town Council meeting.

Draft July 11<sup>th</sup>, 2023, Regular Town Council meeting.

Draft August 8<sup>th</sup>, 2023, Regular Town Council meeting.

## BACKGROUND

The Town Council Meeting minutes are created by the Town Clerk for each meeting of the Town Council to summarize the meetings and act as an official record for the proceedings per Warrenton Town Code (Code 1981, § 2-31).

Per Virginia Code § 2.2-3707(i) the meeting minutes will contain the following:

- (a) the date, time, and location of the meeting;
- (b) the members of the public body recorded as present and absent; and
- (c) a summary of the discussion on matters proposed, deliberated, or decided, and a record of any votes taken.

In addition, for electronic communication meetings conducted in accordance with § 2.2-3708.2 or 2.2-3708.3, minutes shall include (1) the identity of the members of the public body who participated in the meeting through electronic communication means, (2) the identity of the members of the public body who were physically assembled at one physical location, and (3) the identity of the members of the public body who were not present at the location identified in clause (2) but who monitored such meeting through electronic communication means.

## STAFF RECOMMENDATION

Review and consider approval of the Town Council Meeting Minutes.

### **Service Level/Collaborative Impact**

---

The minutes of the Town Council Meetings help facilitate transparency in Government with records management and availability.

### **Policy Direction/Warrenton Plan 2040**

---

The minutes are an integral part of Plan Warrenton 2040 as they document the steps taken by the Staff and Town Council towards every goal laid out in the Comprehensive plan.

### **Fiscal Impact**

---

No additional impact is expected. Minutes creation is an assigned duty of the Town Clerk and falls within the budget amount for that role.

### **Legal Impact**

---

The Town Council Meeting minutes are the legal record of the proceedings and actions of the Town Council

### **ATTACHMENTS**

---

1. Draft May 9<sup>th</sup>, 2023, Regular Town Council meeting.
2. Draft June 13<sup>th</sup>, 2023, Regular Town Council meeting.
- 3.



## TOWN COUNCIL REGULAR MEETING

21 Main Street

Tuesday, May 09, 2023 at 9:00 AM

### MINUTES

#### AN OPEN MEETING OF THE TOWN COUNCIL OF THE TOWN OF WARRENTON, VIRGINIA, WAS HELD ON MAY 9<sup>th</sup>, 2023, AT 9:00 AM

##### Work Session

##### PRESENT

Mr. Carter Nevill, Mayor; Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. Paul Mooney; Mr. David McGuire; Mr. Frank Cassidy, Interim Town Manager; Mr. Stephen Clough, Town Clerk; Mr. Martin Crim, Town Attorney.

##### ABSENT

##### Regular Meeting

##### PRESENT

Mr. Carter Nevill, Mayor; Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. Paul Mooney; Mr. David McGuire; Mr. Frank Cassidy, Interim Town Manager; Mr. Stephen Clough, Town Clerk; Mr. Martin Crim, Town Attorney.

##### ABSENT

#### WORKSESSION - 9:00 AM

The Mayor called the meeting to order at 9:00 a.m. A quorum was present, and business could be conducted.

#### **A. NewGen & Davenport Presentation: Water and Rate Study**

Stephanie Miller, Director of Finance, introduced the topic. She introduced Mr. Kyle Luxe from Davenport & Company LLC and Mr. Michael Maker from NewGen Strategies & Solutions. They would present the Water and Sewer rate study to Council. She reminded Council of the proposed 20% water and sewer rate increase that was included with the budget and noted that the advisors were still working through the numbers for the proposal.

Mr. Luxe presented a financial report to the Council.

Mr. Maker continued the presentation.

Davenport presented a list of recommendations to Council for consideration.

Councilmember McGuire asked whether the water usage and rate were keeping pace with debt and debt capacity.

Mr. Luxe explained that, as part of Council's financial policies, they closely observed the debt service coverage ratio. He said that it was the Town's policy to maintain a ratio of \$1.20 for every dollar of debt service.

Councilmember Heroux asked what assumptions were made in regards to utilities demand, specifically in terms of population and business growth.

Mr. Maker said they were not aggressive regarding growth—the Town was reaching a buildout point, limiting redevelopment. He said they anticipated a 1% increase in customers; however, customers were separate from usage projections since per capita, customers were using less water.

Councilmember McGuire asked if they had considered selling water as they increased capacity.

Mr. Maker replied that it was something to consider since new revenue opportunities were welcome.

Councilmember Semple expressed concerns about the rapid increase in capital expenses despite several sources indicating the Town was experiencing very low growth rates. He asked what the forecast was for the debt service coverage.

Mr. Luxe said that they could follow up with a chart. He explained that Council had a policy to maintain a minimum 1.20:1 ratio for debt service, and within the projected five years, they would fall either at the ratio or higher. He said that the rate increases and capital borrowing were planned to correlate with the debt service ratio.

Councilmember Mooney expressed concerns about the \$70 million of debt service, noting that some of the projects may be unnecessary if usage decreased.

Mr. Cassidy noted that maintenance and infrastructure projects had been delayed for the past few years, so the projected costs included costs which had accumulated over those years. He said that the projects were to address capacity needs within the current customer base and system pressures, regardless of growth. He noted that they had to establish a maintenance and improvement plan to move these projects forward before it became a critical issue.

---

## **B. Town / County Liaison Update**

Mayor Nevill introduced the topic. He stated that he and Councilmember Hamby attended the Town/County Liaison Committee meeting on May 3. He noted that it was Mr. McCulla's last meeting with the Town/County Liaison, and he wished him the best of luck during his retirement. He said that at the meeting, they addressed the Main Street repaving, and the County expressed interest in supporting the project.



Mayor Nevill stated that they also discussed the former Visitor Center conversion to the Wellness Center, a VHCD grant opportunity, and pedestrian safety improvements.

---

### C. FY 24 Budget Work Session

Stephanie Miller, Director of Finance, introduced the topic. She noted that for any increase to the tax rate, they would have to advertise a public hearing for the June meeting. She clarified that the public hearing on the agenda was related to the tax rates for the calendar year.

Ms. Miller provided Council with a presentation on the proposed changes to the budget following Council's previous budget work sessions on April 11 and April 26.

Councilmember McGuire noted that residents were paying more in personal property taxes than businesses were paying. He said he wanted Council to increase the business personal property tax rate (BPP) so that it was fair and equitable for residents. He suggested also setting a separate rate for data centers according to enabling legislation in state code. He said that by raising the BPP, they may be able to lower personal property taxes for residents.

Councilmember Semple said Council had previously reached a consensus where they would actually lower BPP. He said that they could have a threshold where smaller businesses could have a lower rate.

Mr. Eric Maybach, Fauquier County Commissioner of the Revenue, explained that in 2022, the General Assembly passed legislation enabling the general classification tax rate to be lower than other classes; previously, all other classes had to be the same rate or lower than the general classification. He continued that this law had a sunset clause for 2025, and it was unclear how tax rates would be impacted. He said that this could potentially impact their tax rate if the BPP were higher than the general personal property tax rate. He noted that it was staff's recommendation to keep the rates equal at \$1.50.

Councilmember McGuire said that he would support setting the same rate for personal property and BPP.

Ms. Miller continued the presentation, which focused on the CIP.

Council and staff discussed I9, stormwater infiltration, and the progress the Town had made in addressing I9 issues.

Ms. Miller continued the presentation on the asset replacement program.

Mr. Mooney requested staff provide Council a presentation at a future meeting regarding the ERP system replacement project.

Ms. Miller noted that the current system was purchased in 1996, and it was approaching a time when the software was no longer supported. She said that it was likely they would have to change software vendors at some point, and they were trying to be proactive.

Councilmember Semple asked for clarification regarding funding for the police vehicles.

Ms. Miller said that they had applied for a grant to cover the cost of one vehicle.

Councilmember Semple asked for clarification about the cost of the vehicles, which were up to \$150,000 for a single vehicle.

A discussion followed regarding vehicle costs and features and the replacement cycle for vehicle assets. Staff noted that the costs included all of the equipment and technology outfitted onto vehicles. Staff explained that they were transferring to an SUV fleet, which would enable them to transfer equipment from one vehicle to another, reducing future replacement costs.

Ms. Miller continued the presentation on new positions included in the budget.

Councilmember Heroux expressed his support for both the Communications Manager position and the Building Official position in Community Development. He asked why the Building Official position had been vacant.

Mr. Cassidy replied that the position had been staffed, but the funding had been cut at some point during staff restructuring due to the COVID-19 pandemic.

Councilmember Hamby asked what the Human Capital Generalist position entailed.

Kasey Braun, Human Capital Manager, explained that the position would help the Town with recruitment and retention.

Councilmember McGuire asked what positions were hard to fill.

Ms. Braun said positions which were hard to fill included those in public works and utilities, especially the water treatment plant, and in finance.

Councilmember Semple asked how they compared to other localities in regards to Human Capital departments.

Ms. Braun said the Town of Culpeper had two positions and a part time position, and Culpeper County had two positions and was requesting more.

Councilmember Semple expressed support for keeping the fund balance policy at 50%.

Ms. Miller noted that if Council wanted to keep the 50% fund balance policy, they would need to realize further budget cuts. She said that the budget alternatives provided by staff would be able to fund all of the presented items.

Councilmember Hamby said that if they wanted to change policy regarding fund balance, they should do so incrementally. He said that they should not change the policy during the budget process but instead address it afterwards. He said that they should maintain the current policy.

Councilmember Mooney expressed support for maintaining the 50% policy.

Ms. Miller continued the presentation on ARPA funding.

Rob Walton, Director of Community Development, provided an overview of the comprehensive zoning update.

Councilmember Semple suggested reallocating the \$1 million in ARPA funding for the water treatment plant project to Habitat for Humanity. He said that with \$500,000 of the ARPA funds, Habitat would be able to construct 10 homes on Haiti Street, rehabilitating the area.

Councilmember Mooney said he agreed with Councilmember Semple's suggestion to reallocate the funds to Habitat.

Councilmember Heroux asked if Mr. Cassidy could provide background on the \$1 million capital payment.

Mr. Cassidy said that the \$1 million capital payment was meant to address an issue regarding the capacity of the water treatment plant, which was restricted to a 2.5 million gallons per day (MGD) capacity by a deed and a permit from the state. As part of the approach to improve at the plant, they need to get out from underneath the deed, which would allow them to upgrade the permit with DEQ and continue upgrading the plant to make it functional.

Councilmember Semple reiterated that he did not believe the use of ARPA funds was pertinent to securing that permit because it is part of a plan and not the result of a crisis. They would also lose the opportunity to do something meaningful by creating safe and affordable housing.

Mayor Nevill said if there was an interest in reallocating these funds or to keep them as presented, staff should hear from Council about that today.

Councilmember Heroux said that he supported keeping the ARPA fund allocations as presented.

Mayor Nevill said that it was possible to fund the water treatment plant capital payment out of the general fund, but it appeared the consensus of Council was to use ARPA funding as presented, which would help offset the costs of necessary infrastructure improvements. He said he was glad to see the use of \$200,000 for the zoning ordinance update, which would help address affordable housing issues as identified by the Rappahannock-Rapidan Regional Commission.

#### **D. Zoning Ordinance Text Amendment Initiation - Churches in the Industrial District**

Heather Jenkins, Zoning Administrator, introduced the topic. She provided a brief summary of the item to Council.

Councilmember Semple asked how they defined a church.

Ms. Jenkins answered that it was defined in Article 12 of the ordinance, which specifically calls out a structure or building used for a religious-type purpose. The staff report included a copy of the definition copied from the zoning ordinance. Due to the specificity of the definition for the

church use group, they did not have the ability to call it something else, so they could not approve a church as a use in the industrial zoning district.

Councilmember Semple asked how this situation was discriminatory against churches.

Ms. Jenkins explained that because the industrial zoning district allowed for other similar assembly-type uses, it was discriminatory under federal law to exclude church uses.

Mr. Crim explained that there were four tests under the Religious Land Use and Institutionalized Persons Act (RLUIPA) to determine whether a local ordinance was in violation of the Act. One of those tests was whether or not churches were excluded entirely from the area, and another was disparate treatment compared to other similar uses.

Councilmember Semple expressed concern about the potential traffic impacts that could result if the church had a large congregation. He asked if they would be violating the law by requiring a special use permit.

Mr. Crim said that by requiring a special use permit for a church and not for other similar uses, yes, it would be a violation. He noted that there was a legitimate government interest in the land use differences between a church serving 200 people and one serving 20,000.

Councilmember Heroux asked if the pre-existing assembly uses in the industrial zoning district could be grandfathered in if the allowed uses were changed.

Mr. Crim said that there was potential for a property owner to claim their existing land use had a vested right, and in that case would be well-advised to come to the Town and ask for an opinion as to whether they had a vested right.

Councilmember Semple asked why the purpose of the district in addition to the use were not sufficient to determine whether it was discriminatory.

Mr. Crim said that the text and history of RLUIPA indicated that Congress found there was discrimination against religious land uses. The case law followed that in a certain circumstance when a similar secular use and did not allow a religious use, it was effectively discrimination and anti-religious animosity. Without direct proof of animosity, the statute allows a church to show they were treated differently in violation of RLUIPA.

Mayor Nevill said that they would be seeking action tonight from Council to either include churches, remove the similar uses entirely, or to move them all to special use permit or all to by right. The uses in the industrial zoning district could be further addressed during their upcoming comprehensive ordinance update and review; however, this item was immediately generated by an applicant initiation.

Councilmember McGuire asked if they would potentially be eliminating the special use permit process.

Ms. Jenkins said no. She explained that there currently is no process by which a church can be allowed in an industrial district.

Councilmember McGuire clarified that the issue pertained specifically to churches.

---

#### **E. Strategic Retreat Date and Location Discussion**

Mayor Nevill requested that all Councilmembers review the staff report which had dates presented for when the Virginia Institute of Government (VIG) was available to conduct their strategic retreat. This is a follow-up and continuation of the work done last August. He asked Councilmembers to email Mr. Clough by tomorrow with their preferred dates or any scheduling conflicts so they could confirm the dates with VIG.

---

#### **F. Agenda Review**

Mr. Cassidy reviewed the agenda. He noted a new item on the agenda, which was Proclamations, Recognitions, and Promotions, during which several staff members would be recognized. He said regarding the quarterly reports, he wanted to bring Council's attention to some of the details of the CIP Quarterly Report. The report included current CIP projects and their timelines along with estimated costs and funding sources.

Mr. Cassidy noted the Water Fill Station project was substantially completed on March 27, 2023 and was under budget by \$52,000. The Stormwater Garrett Street Pond Retrofit was substantially completed on April 5, 2023 and was under budget by \$122,452. He explained the intent of providing this information to Council was to give them a better view of how the timeline and budget estimates for these projects may change as the projects move along. The report was placed under the Public Works and Utilities Departmental Report because that department was managing most of the CIP projects.

Mr. Cassidy continued reviewing the agenda.

---

#### **G. Closed Session**

- 1) As permitted by Virginia Code § 2.2-3711 (A)(1), a personnel matter involving: Discussion, consideration, or interviews of prospective candidates for employment or appointment; OR assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with the Town Attorney Appointment
- 2) As permitted by Virginia Code § 2.2-3711 (A)(8), consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, relating to a proposed Text Amendment limiting tree clearing new legislation review

Vice Mayor Hartman moved to convene a closed session as permitted by Virginia Code 2.2-3711 (A)(1).

Councilmember Hamby Seconded. There was no discussion on the motion.

**Ayes:** Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. David McGuire; Mr. Paul Mooney.

**Nays:**

**Abstention:**

**Absent:**

Upon reconvening the closed session, Vice Mayor Hartman moved to adopt the following Certification of Closed meeting:

#### **CERTIFICATION OF CLOSED MEETING**

**WHEREAS**, the Town Council of the Town of Warrenton has convened a closed meeting on this date pursuant to an affirmative recorded vote in accordance with the provisions of the Virginia Freedom of Information Act; and

**WHEREAS**, Section 2.2-3172 E of the Code of Virginia requires a certification by the Town Council that such closed meeting was conducted in conformity with Virginia law;

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Town Council

Councilmember Mooney seconded. There was no discussion on the motion.

The vote for the motion was unanimous, as follows:

**Ayes:** Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. David McGuire; Mr. Paul Mooney.

**Nays:**

**Abstention:**

**Absent:**

---

#### **REGULAR MEETING - 6:30 PM**

The Mayor called the meeting to order at 6:31 pm. A quorum was present, and business could be conducted.

## A. INVOCATION.

Reverend Zach Ritz from Veritas Church led the invocation.

## B. PLEDGE OF ALLEGIANCE.

Mayor Carter Nevill led the Pledge of Allegiance.

## C. PROCLAMATIONS, RECOGNITIONS, AND PROMOTIONS.

Town Manager Frank Cassidy said there were several staff members they would recognize this evening.

Mr. Cassidy announced the Town's new hires: In the Community Development Department, Zoning Administrator Heather Jenkins and Preservation Planner Casey Squyres. In the Finance Department, Accounting Manager John Norman.

Mr. Cassidy announced the Town's staff promotions: In the Police Department, Scott Arnold was promoted from Lieutenant to Deputy Chief of Police and Kevin Turner was assigned to a new position as Property & Evidence Officer/Training Coordinator. In the Public Utilities/Water Treatment Department, Operator Jared Harris received certification as a Virginia Class III Waterworks Operator License. In the Facilities Management Department, Maintenance Worker Matt Wilkinson earned a Class B Commercial Driver's License (CDL) from the Town's internal Entry-Level Driver Training (ELDT) Program. In the Emergency Services Department, Emergency Management Coordinator Chris Melmer took this position after previously serving in the Town's Police Department.

Chief of Police Timothy Carter said that it was a great honor to promote Scott Arnold to the position of Deputy Chief of Police after he was unanimously chosen through their competitive selection process. He presented Deputy Chief Arnold with his badge.

Mayor Nevill congratulated staff on their recent achievements.

## D. CITIZEN'S TIME.

Citizen's time Sign in Town Council Regular Meeting: May 9, 2023		
Name	Address	Topic
Melanie Burch	98 Alexandria Pike	ARPA funding for Habitat for Humanity
Joe Washington		Juneteenth Celebration 2023

Josephine Gilbert	Scott Drive	BLM Protests in Courthouse Square
-------------------	-------------	-----------------------------------

Melanie Burch, President and CEO of Fauquier Habitat for Humanity, requested Town Council to utilize ARPA funds and collaborate with Habitat for Humanity to fulfill their priority of providing affordable housing.

Joe Washington, representing the Juneteenth Committee, requested the Town Council's support and participation in the Juneteenth Celebration to take place on June 17, 2023.

Mayor Nevill said that Mr. Washington had the unequivocal support of the Town Council for the Juneteenth Celebration.

Josephine Gilbert, Scott Drive, spoke regarding the weekly Black Lives Matter vigil and insufficient documents provided for FOIA requests.

## E. APPROVAL OF THE AGENDA.

Mayor Nevill sought a motion to approve the agenda.

Motion put forth by Councilman Hamby was to approve the agenda.

Seconded by Vice Mayor Hartman.

The vote was as follows:

**Ayes:** *Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. David McGuire; Mr. Paul Mooney.*

**Nays:**

**Abstention:**

**Absent:**

The motion passed unanimously; the agenda was approved.

## F. PUBLIC HEARINGS.

### 1. Lease-Franchise Agreement Glo Fiber

Mr. Martin Crim, Town Attorney, introduced the topic and provided a brief summary of the item to Council.

Mr. Crim noted that the materials sent to the Town from Glo Fiber were not the latest version of the franchise that had been discussed, so he advised holding the public hearing and continuing it to the June meeting of the Town Council so the issue could be resolved.



Mayor Nevill clarified that Mr. Crim's advisement was to hold the public hearing and keep it open for 30 days until their June meeting.

Mr. Crim confirmed that was correct.

The public hearing was opened at 6:48 p.m.

No one spoke at the public hearing.

The public hearing was kept open and continued until the June meeting of Town Council.

## **2. Lease-Franchise Agreement Water Tower: Dish**

Mr. Martin Crim, Town Attorney, introduced the topic and provided a brief summary of the item to Council.

Mr. Crim noted that this lease-franchise agreement was not ready for action; Dish had sent a redlined version without communication as to why. He said that his advisement to Council would be to open the public hearing and continue it to the June meeting in order to communicate with Dish and rectify the problem.

The public hearing was opened at 6:49 p.m.

No one spoke at the public hearing.

The public hearing was kept open and continued until the June meeting of Town Council.

## **3. Acquisition of Real Property- Warrenton Horse Show Grounds**

Tommy Cureton, Director of Parks and Recreation, introduced the topic and provided a brief summary of the item to Council.

Councilmember Mooney asked if the details of the agreement will be addressed during contract negotiations.

Mr. Cureton said that was correct. He added that the final draft of the property management agreement was provided last week to both the Town Council and representation of the Association.

The public hearing was opened at 6:51 p.m.

Marion Maggiolo, 7197 Woods Edge Court, Warrenton, VA spoke regarding the positive aspects of the Warrenton Horse Show Grounds, including its benefits to local revenues, culture, community, and history.

Janelle Mullen, 7241 Hunton Street, Warrenton, VA, Board member of the Warrenton Horse Show Association and Warrenton Pony Show, spoke in favor of the proposal.

Kelsey Stern, 7241 Hunton Street, Warrenton, VA, Co-President of the Warrenton Pony Show, spoke in favor of the proposal.

Becky Miller, 9597 Leesville Road, spoke in favor of the proposal.

Betty Orr spoke in favor of the proposal for proposal.

Mary Paige, 4318 Buckminster Lane, Founding President of the nonprofit organization Ride Fauquier, spoke in favor of the proposal.

Catherine Pendleton spoke in favor of the proposal.

Laura Bartee, Chair of the Warrenton Architectural Review Board (ARB), spoke in favor of the proposal.

Richard Gargagliano spoke in favor of the proposal.

Lachlan Willwerth spoke regarding the importance of the Warrenton Horse Show Grounds because of its creek and being able to participate in shows at the Grounds.

Kristy Willwerth spoke regarding the importance of preserving the Warrenton Horse Show Grounds for the children of the community, as well as its personal significance to her as a native Warrenton resident and teacher.

Sandra Favini spoke regarding the historical and cultural significance of the Warrenton Horse Show Grounds.

Hillary Gearhart, Co-President of the Warrenton Horse Show, spoke regarding the historical, cultural, and environmental significance of the Grounds.

The Public hearing was Closed at 7:15 p.m.

Public Hearing: Acquisition of Real Property: Warrenton Horse Show Grounds		
Name	Address	Organization or Individual
Marion Maggiolo	7197 Woods Edge Court, Warrenton, VA	Individual
Janelle Mullen	7241 Hunton Street, Warrenton, VA	Individual
Kelsey Stern	7241 Hunton Street, Warrenton, VA	Individual

Becky Miller	9597 Leesville Road, Warrenton, VA	Individual
Betty Orr		Individual
Mary Paige	4318 Buckminster Lane, Warrenton, VA	Individual
Catherine Pendleton	158 Culpeper Street, Warrenton, VA	Individual
Laura Bartee	9549 Springs Road, Warrenton, VA	Individual
Richard Gargagliano		Individual
Kristy Willwerth	7769 Piccadilly Drive, Warrenton, VA and 10219 Leesville Road, Warrenton, VA	Individual
Lachlan Willwerth	7769 Piccadilly Drive, Warrenton, VA and 10219 Leesville Road, Warrenton, VA	Individual
Sandra Favini		Individual
Hillary Gearhart	8305 Old Dumfries Road, Catlett, VA	Individual

Mayor Nevill sought a motion on the item.

Motion put forth by Councilmember Hamby was to direct the Town Manager to enter into contract negotiations for the purchase of real property within Town limits, the Warrenton Horse Show Grounds.

Seconded by Vice Mayor Hartman.

Councilmember Semple disclosed that 20 years ago, he purchased his horse tack and equipment from Ms. Maggioli. He expressed his appreciation for her attendance and comments tonight. He expressed his support of the proposal.

Councilmember Sutphin thanked the members of the public for attending tonight's public hearing. She recalled the positive impacts that equestrian activities had on generations of children and their families. She expressed her support of the proposal.

Councilmember McGuire expressed his support of the proposal.

Mayor Nevill noted that a member of the public mentioned to him the positive aspects of this location as a green space for seniors of the community.

Councilmember Mooney thanked the members of the public for attending the public hearing. He expressed his enthusiasm for utilizing this property to benefit the community.

Councilmember Hamby thanked the members of the public for attending the public hearing and thanked staff for their commitment to working on this project. He expressed his support of the proposal.

Councilmember Heroux expressed his support of the proposal.

The vote was as follows:

**Ayes:** *Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. David McGuire; Mr. Paul Mooney.*

**Nays:**

**Abstention:**

**Absent:**

The motion passed unanimously; Acquisition of Real Property, Warrenton Horse Show Grounds was approved.

---

#### **4. Fiscal Year 2023-2024 Budget Public Hearing: Tax Rates**

Stephanie Miller, Director of Finance and Procurement, introduced the topic. She provided a brief summary of the item to Council. She noted that this topic was previously discussed at the morning work session and alternatives had been provided.

Councilmember Hamby asked who set the values of the vehicles.

Ms. Miller replied that the Commissioner of the Revenue assessed the values of the vehicles.

Councilmember Hamby clarified that the Town was not the entity that decided the value of the cars.

Ms. Miller said that was correct. She said that it was valued by the National Auto Dealers Association (NADA) each year. The NADA was predicting a 20% decline in values this year.

Councilmember Semple asked if considerable staff effort was required to manage the vehicle fee.

Ms. Miller confirmed that it was a significant effort for staff to send out the supplemental bills and answer questions regarding them.

The Public hearing was opened at 7:28 p.m.

No one spoke at the public hearing.

The Public hearing was Closed at 7:29 p.m.

Public Hearing: Fiscal Year 2023-2024 Budget Public Hearing: Tax Rates		
Name	Address	Organization or Individual

Councilmember McGuire stated that whatever direction Council took tonight, it was essential it be equitable across the board.

Councilmember Heroux noted that there was an ongoing issue with revenue in the Town that the Council must address. He mentioned that in light of the results of the water and rates study provided in the Council's earlier session, he would support alternative one. He emphasized that Council must create a revenue strategy for the Town with reasonable expectations for their citizens and businesses.

Mayor Nevill sought a motion on the item.

Motion put forth by Councilmember Hamby was to approve alternative one for the Fiscal Year 2023-2024 Tax Rates.

Mayor Nevill clarified that alternative one would maintain the current tax rates for vehicle and business personal property at \$1.00 and maintained the vehicle licensing fee for this year.

Seconded by Councilmember Sutphin.

Councilmember McGuire expressed concern that keeping the same rate would exacerbate their issues with generating revenue, especially with regard to the water and rates study. While they could lower the rate in the future, it was unwise to maintain a steady rate.

Mayor Nevill noted that the rates study proposed an increase to rates, and currently it was proposed in the budget as a 20% increase for water rates.

Councilmember McGuire said that he understood; however, considering the history of how the water rates got to how they currently are, he urged caution against doing nothing. An equitable raise in rates would avoid the potential of a shortfall and Council had the option of lowering the rates in the future if deemed fiscally appropriate.

Councilmember Semple asked Ms. Miller what staff's reasoning was for the proposal to increase the tax rate and elimination of the vehicle license fee.

Ms. Miller answered that staff had seen the elimination of the motor vehicle licensing fee in other localities either through consolidation into the rate or elimination of the fee altogether. Staff has

been aware of the possibility to consider such action for several years, but they also wanted to produce a revenue-neutral option by still associating the rate with the vehicle.

Councilmember Semple asked if the proposal was to maintain alternative one and offset the decrease through elimination of other expenses.

Ms. Miller said yes. The \$568,054 decrease was the impact to revenues, and this could be partially offset by the \$236,100 generated by keeping the motor vehicle license fee.

Mayor Nevill said that it would be flat revenue with the expectation of a decrease in revenues after the COVID-19 bump.

Ms. Miller confirmed that it accounted for that.

Councilmember Heroux said that he agreed with Councilmember McGuire's earlier statement about the Town's issues with revenue. He said that they must set the expectations and explain effectively to their citizens what the current state of finances are in the Town. He reiterated that a revenue strategy was necessary in order for them to make informed decisions on how to fix these issues.

Councilmember McGuire expressed his support for increasing the tax rate and eliminating the vehicle licensing fee in order to maintain equity for their citizens.

Councilmember Heroux stated that looking forward, the Council must consider diversification of revenue sources in their strategies.

Mayor Nevill clarified that the motion on the floor was regarding the tax rates for business personal property, general personal property, and real estate. The vehicle licensing fee will be addressed at the Town Council's June meeting.

Councilmember Mooney noted that the data center would provide revenues to the Town in the future.

The vote was as follows:

**Ayes:** *Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. David McGuire; Mr. Paul Mooney.*

**Nays:**

**Abstention:**

**Absent:**

The motion passed unanimously; Fiscal Year 2023-2024 Tax Rates was approved.

## **G. CONSENT AGENDA.**

### **1. DEPARTMENT REPORTS.**

- a. Quarterly Finance Department Report
- b. Quarterly Parks and Recreation Department Report
- c. Quarterly Police Department Report
- d. Quarterly Community Development Report
- e. Quarterly Public Works and Utilities Department Report

Mayor Nevill sought a motion on the item.

Motion put forth by Councilmember Hamby was to approve the Consent Agenda as presented.

Seconded by Vice Mayor Hartman.

The vote was as follows:

**Ayes:** *Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. David McGuire; Mr. Paul Mooney.*

**Nays:**

**Abstention:**

**Absent:**

The motion passed unanimously; the Consent Agenda was approved.

---

## H. NEW BUSINESS.

### 1. A Resolution to Amend the Fiscal Year 2023 Adopted Budget to Appropriate \$100,000 in Virginia Outdoors Foundation Grant Funds

Mr. Tommy Cureton, Director of Parks and Recreation, introduced the topic. He provided a brief summary of the item.

Councilmember Semple asked if the language of the Warrenton Horse Show Grounds' conservation easement mentioned that it would not be maintained as an equine facility.

Mr. Cureton said that was correct. Staff coordinated with VOF to ensure that it did not have to remain in that state, although it would continue to operate as such. He clarified that it was not a contingency for acceptance of the grant.

Councilmember Semple asked if the grant had already been received or if the award was contingent upon the Town receiving ownership of the Horse Show Grounds.

Mr. Cureton said that they had not yet accepted the grant.

Councilmember Semple asked how they would appropriate funds that they did not yet have.

Mr. Crim clarified that Council was authorizing the expenditure for when the funds were received.

Mayor Nevill sought a motion on the item.

Motion put forth by Councilmember Semple was to approve the Resolution to Amend the Fiscal Year 2023 Adopted Budget to Appropriate \$100,000 in Virginia Outdoors Foundation Grant Funds.

Seconded by Vice Mayor Hartman.

The vote was as follows:

**Ayes:** *Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. David McGuire; Mr. Paul Mooney.*

**Nays:**

**Abstention:**

**Absent:**

The motion passed unanimously; Resolution to Amend the Fiscal Year 2023 Adopted Budget to Appropriate \$100,000 in Virginia Outdoors Foundation Grant Funds was approved.

---

## **2. Zoning Ordinance Text Amendment Initiation - Churches in the Industrial District**

Heather Jenkins, Zoning Administrator, introduced the topic. She provided a brief summary of the item to Council.

Councilmember Heroux said that in addition to considering the ZTA if churches were included, they should also consider the option of removing other assembly-related uses from industrial zoning in order to better utilize their industrial land.

Councilmember Semple said that he agreed with Councilmember Heroux. They should consider removing some of the language regarding assembly in the current industrial zoning. He asked Ms. Jenkins if there were three options to consider.

Ms. Jenkins said that generally, there were three to four options. They could consider adding churches, removing all assembly uses, move all assembly uses to be permissible uses that require a special use permit approval, or leave it unchanged.

Councilmember McGuire asked Mr. Crim what the legal implications could be if they added churches into the zoning. He noted that it would give more clarity if they eliminated all of the assembly-related language.

Mr. Crim said that Council had the option to ask the Planning Commission to consider eliminating all assembly uses from the industrial district and keep uses in line with the purposes of the industrial zone. However, the Planning Commission could still recommend a different option if they deemed it appropriate.



Councilmember McGuire asked if an applicant could request an assembly-related use through a special use permit.

Mr. Crim said no. If they forbid the use in the zone, it could not be requested by right or with a special use permit.

Councilmember McGuire said that he believed they should keep the industrial zoning specific to industrial uses.

Councilmember Mooney said that it would be wise for Council to take more time to address the questions and concerns regarding this item before taking action on it.

Mayor Nevill said that the initiation would direct staff to begin work on the item; it would still take six to eight months for the item to return to Council for consideration.

Councilmember Heroux clarified that the initiation would allow staff to research the options and was not approving any changes to their code. He asked for more information about the tax implications for a situation in which an assembly took place in a building owned by an entity that was not a church.

Councilmember Hamby said that he did not believe that Council had adequate direction to give the Planning Commission on this item.

Mr. Crim said that Council could potentially move the item forward and hold a joint work session with the Planning Commission to discuss the item together. He noted there had already been a threat of litigation in this case, so he was sensitive to ensuring they were moving deliberately and with appropriate speed on this item.

Councilmember Semple asked if the applicant had made the threat of litigation.

Mr. Crim said yes, the applicant had mentioned they could sue the Town, although he was not present for the discussion during which that was stated.

Councilmember Semple asked if the initiation was brought forward by the Town or the applicant.

Mr. Crim replied that it was initiated by the Town in response to the discrepancy that was brought to their attention.

Mayor Nevill said that in order to receive further information from staff, it seemed prudent to initiate this process and direct staff to draft the ZTA, especially in light of the legal consequences that may result in the case of inaction. He noted that joint work sessions with the Town Council and the Planning Commission could take place if the Council wanted to be a part of the drafting process, but they would hear the recommendation of the Planning Commission regardless.

Councilmember McGuire asked if Mr. Crim could provide information on the potential legal consequences of eliminating all assembly uses from the industrial zoning.

Motion put forth by Councilmember Hamby to authorize staff to initiate work on the Zoning Text Amendment, to refer the matter to the Planning Commission, and for the Town Council and

the Planning Commission to jointly meet to review legal and zoning language to specifically address the assembly uses within industrial zoned land.

Councilmember McGuire said that his position on the matter was that Council should recommend all assembly uses be eliminated from the industrial zoning.

Councilmember Hamby said that he was unsure about giving a specific recommendation to the Planning Commission without further discussion with the legal team, staff, and the Planning Commission.

Seconded by Councilmember Mooney.

The vote was as follows:

**Ayes:** *Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. David McGuire; Mr. Paul Mooney.*

**Nays:**

**Abstention:**

**Absent:**

The motion passed unanimously; Zoning Text Amendment Initiation – Churches in the Industrial District was approved.

---

**3. Resolution appointing Martin Crim of Sands Anderson P.C. as the Town Attorney for the Town of Warrenton, Virginia, effective June 1st, 2023.**

Mr. Crim introduced the topic. He provided a brief summary of the item to Council.

Mayor Nevill noted that the Town had an established relationship with Sands Anderson P.C. and their assets would contribute to Mr. Crim's provision of sound legal guidance to the Town.

Mayor Nevill sought a motion on the item.

Motion put forth by Vice Mayor Hartman was to approve the Resolution appointing Martin Crim of Sands Anderson P.C. as the Town Attorney for the Town of Warrenton, Virginia, effective June 1st, 2023.

Seconded by Councilmember Sutphin.

The vote was as follows:

**Ayes:** *Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. David McGuire; Mr. Paul Mooney.*

**Nays:**

**Abstention:**

**Absent:**

The motion passed unanimously; Resolution appointing Martin Crim of Sands Anderson P.C. as the Town Attorney for the Town of Warrenton, Virginia, effective June 1st, 2023 was approved.

---

## **I. UNFINISHED BUSINESS.**

There was none.

---

## **J. TOWN ATTORNEY'S REPORT.**

Mr. Crim reported that he had updates to provide Council regarding two litigation matters. In the case *Cross et al. v. Town Council et al.*, Amazon filed a motion to be added as a defendant in this case, which was approved. Amazon was defending their property interests in the special use permit. The transcripts of all work sessions were being prepared and expected to be completed by the end of the month or beginning of next month.

Mr. Crim explained that transcripts were essential to processing the case because the allegation that the decision was wrongly made depends on the facts known by the Council at the time of the vote, and the transcript would show all the information available to the Town at that time. The Town was primarily being defended by insurance counsel John McGavin, who filed defensive motions on behalf of the Town's position in that case.

Mr. Crim reported that in the other case currently pending, *Citizens for Fauquier County v. Town of Warrenton*, which arose from the plaintiff's FOIA request to the Town, the case was concluded at the Circuit Court level, an order had been entered, and an appeal had been filed by Citizens for Fauquier County. Insurance counsel John McGavin was appointed to represent the Town in that case as well. The expectation was that the petition for appeal would be filed, followed by briefs between the two parties, and then a hearing before the court sometime in the next few months.

---

## **K. TOWN MANAGER'S REPORT.**

Mr. Cassidy reported that the new floors at the wharf were installed promptly by staff and he encouraged Councilmembers to see them in person if they had not yet. The farmers' market was approaching its fourth week and had been having impressive numbers of citizens in attendance since opening. First Fridays also was an excellent event with great attendance, which he hoped would continue. Parks and Public Works and Utilities were flocked by Fauquier High School at the shops, and he expressed his gratitude for those involved. He announced that Public Works and Utilities would be hosting their Touch a Truck Event on Friday, May 12, 2023 at the WARF from 9:00 a.m. to 1 p.m., and he encouraged everyone to attend.

---

## **L. COUNCILMEMBERS TIME.**

**Mr. Mooney:** Thanked Town staff for their dedicated work on the budget and efforts in answering all questions during the process. Expressed his gratitude to the Town Manager for initiating the new segment at the beginning of their meeting. Thanked the Project Manager, Mr. Warden, for his excellent work. Congratulated everyone, including the new Deputy Chief of Police. Stated that he was looking forward to working with the Commissioner and Economic Development Manager. Stated that he was extremely disappointed that the Council did not reallocate funds to Habitat for Humanity and instead spent them on something they could have easily added to their debt service over the next five years. Stated that he was hopeful that the last bit of money they have could be used to help Habitat. Stated that he looked forward to the negotiations on the Horse Show Grounds and the potential of the historic property to be used for great things.

**Ms. Sutphin:** Stated that she always encouraged people to be passionate about their community, and it was always great when people come in and voice their opinions. Stated that some of the comments made about Habitat for Humanity had upset her. Stated that she refuted the accusations made that because funding was not allocated to Habitat for Humanity it meant that Council did not care about their residents, the crime, or the condition of Haiti Street. Expressed her appreciation for the passion that brought people to discuss issues before Council, and wanted to emphasize that she and all her fellow Councilmembers care tremendously about their constituents. Thanked Public Works for all of their hard work cleaning up Hastings Lane. Read a constituent's comment sent to her on Facebook regarding how great the area now looked. Stated that another resident talked with her in person about how excited she was about them taking care of a feral cat colony in the area. Announced that the Juneteenth Celebration on June 17, 2023 from 11 a.m. to 8 p.m. would happen rain or shine, and encouraged the community to come enjoy the food and entertainment. Announced that the Joseph .E. Penn Family Life Center was holding a Ladies Chat and Chew, called Ignite the Fire, which would begin June 3, 2023 at 1:00 p.m. and provide food and empowering discussions for women of all ages in the community. Thanked Mr. Cureton for his work regarding the renovations of the wharf floors. Congratulated all the new hires and recent promotions of Town staff.

**Mr. Sample:** Announced that Give Local Piedmont was still ongoing and would end tonight at 11:59 p.m., and encouraged everyone to donate to their favorite local nonprofit organization. Thanked the Town staff for their diligence in fixing the water main break on the Greenway. Stated that he discussed with staff present the issues currently faced by the Town regarding the breaks that were occurring more frequently with their aging infrastructure. Noted that it was an ongoing issue that they would be taking up. Expressed his hope that the Town could provide funding to Habitat in some capacity. Stated that the passionate remarks provided by citizens were due to their emotional involvement in the cause to provide safe housing for their community members. Thanked Mr. Cassidy for his work so far as Town Manager. Congratulated Mr. Crim on joining his new law firm.

**Mr. Hamby:** Echoed the previous comments made by Councilmembers. Congratulated all the promotions and new hires of the Town. Expressed his gratitude for the consistent great work done by Public Works, especially since water main breaks had been taking up a lot of time. Thanked staff for their work done on the budget. Thanked the members of the public who spoke on topics tonight.

**Vice Mayor Hartman:** Thanked Mr. Cassidy for adding the proclamations and promotions item to the agenda. Welcomed Mr. Crim back in his new capacity.

**Mr. Heroux:** Stated that he was in Nashville last weekend with his wife, where he walked into a bar in which Maddie Lenhart of Fauquier County was playing music. Congratulated the new hires and promotions of the Town staff. Stated that the quarterly reports were outstanding and he appreciated the job well done. Stated that regarding the budget, difficult decisions must be made in terms of balancing revenue and expenditures, but they must continue to work through it. Noted that for many questions asked by Council, there were informative staff responses on the Town's website. Encouraged Councilmembers and the public to review the staff responses to get a more complete picture of the budget process. Wished everyone a Happy Mother's Day. Announced that Memorial Day Flags would be placed in the cemeteries and anyone who wished to get involved should contact American Legion 68. Asked for those who were able to please donate through Give Local Piedmont as mentioned by Councilmember Semple or to otherwise donate to their local nonprofits or churches.<sup>8</sup>

**Mr. McGuire:** Expressed his appreciation for the work of Council. Thanked the citizens who came to the meeting tonight. Noted that citizens were noticing what was going on locally and nationally regarding the divisiveness of politics, and he believed they all needed to come together and be civil in government with everyone they deal with, regardless of opposing views. Stated that it was great to see the support for the new Police Chief and the support for their community in general. Proposed that for Fauquier Fire's 100th anniversary, the Town bring back the Firefighters' Parade to honor their Fire Department and other local heroes.

**Mayor Nevill:** Reminded Councilmembers to review the dates for the Strategic Retreat and please email Mr. Clough tomorrow by close of business.

---

## M. ADJOURNMENT.

With no further business, this meeting was adjourned at 8:35 PM on Tuesday, May 9<sup>th</sup>, 2023.

I hereby certify that this is a true and exact record of actions taken by the Town Council of the Town of Warrenton on May 9<sup>th</sup>, 2023.

---

Stephen M. Clough  
Town Recorder

Attachments:

- 1) Handouts to Council from Citizen's time. May 9<sup>th</sup>, 2023.
- 2) Citizen Comment Emails and form submissions.
- 3) Signed legislation.

Draft



The Town of Warrenton  
P.O. Box 341  
Warrenton, VA 20188  
P (540) 347-1101  
F (540) 349-2414

**May 9th, 2023 Regular Town Council Meeting**  
**Minutes**

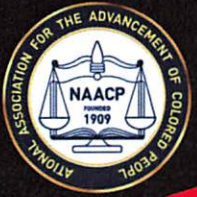
**Attachment 1: Handouts to Council from Citizen's**  
**time. May 9th, 2023.**





# 3<sup>rd</sup> Annual Juneteenth Celebration

*Sponsored By*



Community • Unity • Commitment

Saturday, June 17<sup>th</sup>  
11 am - 8 pm

Main Street, Warrenton, VA

*Enjoy the African-American Experience*

Live Music Featuring:

R&B • Jazz • Gospel

Chihamba African Dance Troupe • Black History Education • Vendors

*Celebrating*



*Freedom*

1865

Bring  
the  
Family!

For more information or to register for an event:  
Go To: [fauquierjuneteenth.com](http://fauquierjuneteenth.com)  
or Call: 540.812.6525

Volunteers  
Need

759

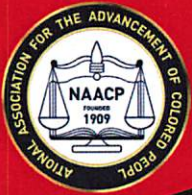




3<sup>rd</sup> Annual

# Juneteenth Celebration

*Sponsored By*



Community • Unity • Commitment

Saturday, June 17<sup>th</sup>

11 am - 8 pm

Main Street, Warrenton, VA

## Seeking Talented Contestants

Rap  
Contest

1<sup>st</sup> Prize \$150  
2<sup>nd</sup> Prize \$100

Mr. & Ms.  
Juneteenth  
Pageant

Mr. 1<sup>st</sup> Prize \$150  
Ms. 1<sup>st</sup> Prize \$150

Sweet  
Potato  
Pie  
Contest

1<sup>st</sup> Prize \$150  
2<sup>nd</sup> Prize \$100

Hair-  
Braiding  
Contest

\$250 Prize!

Vendors Welcome! Food, Businesses, Organizations, Churches  
"Share your food, your services, and your story!"

## FREE Registration! Spaces are limited!

For more information or to register for an event:

Email: [fauquiercountyjuneteenth@gmail.com](mailto:fauquiercountyjuneteenth@gmail.com)

Go To: [FauquierJuneteenth.com](http://FauquierJuneteenth.com)

Or Call : 540.812.6525

Bring  
the  
Family!

Volunteers  
Need 760!





# 3<sup>rd</sup> Annual Juneteenth Celebration

*Sponsored By*



Community • Unity • Commitment

Saturday, June 17<sup>th</sup>  
11 am - 8 pm

Main Street, Warrenton, VA

*Enjoy the African-American Experience*

Live Music Featuring:

**R&B • Jazz • Gospel**

Chihamba African Dance Troupe • Black History Education • Vendors

*Celebrating*



*Freedom*

1865

**Bring  
the  
Family!**

For more information or to register for an event:

Go To: [fauquierjuneteenth.com](http://fauquierjuneteenth.com)

or Call: 540.812.6525

**Volunteers  
Need!**

761

Draft









The Town of Warrenton  
P.O. Box 341  
Warrenton, VA 20188  
P (540) 347-1101  
F (540) 349-2414

**May 9th, 2023 Regular Town Council Meeting**  
**Minutes**

**Attachment 2: Citizen Comment Emails and form**  
**submissions.**

**From:** "David Winn" <[REDACTED]>  
**Sent:** Tue, 11 Apr 2023 20:52:12 +0000  
**To:** "cneville@warrentonva.gov" <cneville@warrentonva.gov>  
**Cc:** "tcureton@warrentonva.gov" <tcureton@warrentonva.gov>;  
 "fcassidy@warrentonva.gov" <fcassidy@warrentonva.gov>; "mcrim@vfnlaw.com"  
 <mcrim@vfnlaw.com>; "osimmons@vfnlaw.com" <osimmons@vfnlaw.com>;  
 "hsutphin@warrentonva.gov" <hsutphin@warrentonva.gov>;  
 "cneville@warrentonva.gov" <cneville@warrentonva.gov>;  
 "citizencomment@warrentonva.gov" <citizencomment@warrentonva.gov>;  
 "dmcguire@warrentonva.gov" <dmcguire@warrentonva.gov>;  
 "pmooney@warrentonva.gov" <pmooney@warrentonva.gov>;  
 "jheroux@warrentonva.gov" <jheroux@warrentonva.gov>;  
 "jhartman@warrentonva.gov" <jhartman@warrentonva.gov>;  
 "bhamby@warrentonva.gov" <bhamby@warrentonva.gov>;  
 "wsemples@warrentonva.gov" <wsemples@warrentonva.gov>  
**Subject:** Re: Amazon's Land Disturbance

**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Mr. Nevill,

Thank you for your prompt response.

I am referring to the Amazon site on Blackwell Road during the period of March 2023; land clearing.

Specifically, Article 4 of the Zoning Ordinance (Site Conservation Manual), section 4.7, Permits, paragraphs 1 and 2.

In addition, Article 4, Section 4.8.1.2, Tree Survey. All trees were NOT listed in either the tree survey or the Tree Removal Base Plan. The plan was inaccurate; depicting approximately 8 acres as open space (no trees depicted on plans when in fact the area was a mature forest with hundreds of trees).

Also, Article 4, section 4.8.1.5 Erosion and Sediment Control Plan. Paragraph 1; "Clear-cutting, as defined in Article 12, shall not be authorized."

And Article 4, section 4.8.3, Approval Process. No plans were submitted or approved prior to clearing of land (specifically, SDP, SCP and LDP). (Land Disturbance Permit needs approval by Town Arborist or Zoning Administrator. I have not seen a record of that.)

Furthermore, Article 4: 4.8.4, 4.8.6, 4.8.7, 4.8.8, and 4.11.

These touch on just the Town Ordinances. The state statutes set the minimum standards the Town must adhere to as the delegated authority. Those are contained in the summary pages I sent earlier.

I hope this is helpful.

Dave Winn

----- Original Message -----

**From:** [Carter Nevill](#)

**To:** [David Winn](#)

**Cc:** [Tommy Cureton](#) ; [Frank Cassidy](#) ; [Martin Crim](#) ; [Olaun Simmons](#)

**Sent:** Tuesday, April 11, 2023 4:17 PM

**Subject:** RE: Amazon's Land Disturbance

Dear Mr. Winn,

Thank you for bringing your concerns to our attention. Please specify exactly what actions or inactions fell short of the Town's obligations under the VESCP with citations to specific sites, dates and the applicable provisions of state law or regulations.

We will follow up with any inquiry accordingly.

*(Town Council has been bcc'ed on this email)*

Kindly,  
H. E. Carter Nevill

Mayor, Town of Warrenton  
21 Main Street  
Warrenton, VA 20186  
[cnevill@warrentonva.gov](mailto:cnevill@warrentonva.gov)  
(540) 359-5246

---

**From:** [David Winn](#)

**Sent:** Tuesday, April 11, 2023 2:21 PM

**To:** [Carter Nevill](#); [Heather Sutphin](#); [William Semple](#); [Brett Hamby](#); [James Hartman](#); [John B. Heroux](#); [Paul Mooney](#); [David McGuire](#); [citizencomment](#)

**Subject:** Amazon's Land Disturbance

**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Dear Town Council Members of Warrenton,

I have attached for you summary pages of the Virginia Erosion and Sediment Control Program (VESCP) handbook which governs all land development in the Commonwealth of VA. The state

statute sets the minimum standards for land development and permitting, for which the Town and Counties cannot fall below.

In the case of Amazon's land disturbance, I believe the Town officials have fallen below the standards set in the VESCP, and the VESCP Handbook. I am asking for an inquiry by the Town Council and Town Manager into why the Town has not fulfilled its obligations as the responsible authority for following the state ordinance.

I have researched numerous recent Land Disturbance Permits and Site Development Permits issued by the Town, and find that the Town Ordinances may have not been applied consistently (see SDP-22-8), and/or may have been issued contrary to the state statutes (example, LDP-23-2).

Thank you for your attention in this matter.

Dave Winn  
Warrenton, VA

Draft



**From:** "David Winn" <[REDACTED]>  
**Sent:** Tue, 11 Apr 2023 18:18:45 +0000  
**To:** "cnevill@warrentonva.gov" <cnevill@warrentonva.gov>;  
 "hsutphin@warrentonva.gov" <hsutphin@warrentonva.gov>;  
 "wsemple@warrentonva.gov" <wsemple@warrentonva.gov>;  
 "bhamby@warrentonva.gov" <bhamby@warrentonva.gov>;  
 "jhartman@warrentonva.gov" <jhartman@warrentonva.gov>;  
 "jheroux@warrentonva.gov" <jheroux@warrentonva.gov>;  
 "pmooney@warrentonva.gov" <pmooney@warrentonva.gov>;  
 "dmcguire@warrentonva.gov" <dmcguire@warrentonva.gov>;  
 "citizencomment@warrentonva.gov" <citizencomment@warrentonva.gov>  
**Subject:** Amazon's Land Disturbance  
**Attachments:** VA. Erosion Sediment Control Program (VESCP) Summary  
 pages.pdf, Virginia Erosion and Sediment Control Handbook NOTES.doc, SDP 22  
 8 The Oaks tree removal.pdf

**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Dear Town Council Members of Warrenton,

I have attached for you summary pages of the Virginia Erosion and Sediment Control Program (VESCP) handbook which governs all land development in the Commonwealth of VA. The state statute sets the minimum standards for land development and permitting, for which the Town and Counties cannot fall below.

In the case of Amazon's land disturbance, I believe the Town officials have fallen below the standards set in the VESCP, and the VESCP Handbook. I am asking for an inquiry by the Town Council and Town Manager into why the Town has not fulfilled its obligations as the responsible authority for following the state ordinance.

I have researched numerous recent Land Disturbance Permits and Site Development Permits issued by the Town, and find that the Town Ordinances may have not been applied consistently (see SDP-22-8), and/or may have been issued contrary to the state statutes (example, LDP-23-2).

Thank you for your attention in this matter.

Dave Winn  
 Warrenton, VA

**From:** "Lynn" <[REDACTED]>  
**Sent:** Wed, 19 Apr 2023 12:31:07 0400  
**To:** "" <citizencomment@warrentonva.gov>  
**Subject:** Street closure

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

My name is Lynn Florence. My husband and I have lived in Warrenton for 24 years. The Main Street closing on weekends is one of the best family friendly decisions the town has made. Everyone enjoys the security of the closed street to enjoy dining and entertainment. The Business owners I have spoken to enjoy it as well. Please consider keeping street closed on weekends.

Thank you

Sent from my iPhone

Draft



The Town of Warrenton  
P.O. Box 341  
Warrenton, VA 20188  
P (540) 347-1101  
F (540) 349-2414

## May 9th, 2023 Regular Town Council Meeting Minutes

### Attachment 3: Signed legislation

May 9, 2023  
Town Council  
Regular Meeting

**A RESOLUTION TO AMEND THE FISCAL YEAR 2023 ADOPTED BUDGET BY \$100,000 TO  
APPROPRIATE VIRGINIA OUTDOORS FOUNDATION GRANT FUNDS**

**WHEREAS**, the Warrenton Town Council is charged by the Code of Virginia with the preparation of an annual budget for the Town of Warrenton; and

**WHEREAS**, on June 16, 2022, the Town Council adopted the Town of Warrenton Fiscal Year 2023 Budget; and

**WHEREAS**, during the fiscal year certain events occur that necessitate amending the budget; and

**WHEREAS**, the Town seeks to purchase the 9.57 acre parcel commonly referred to as the Warrenton Horse Show grounds; and

**WHEREAS**, staff applied for and received notice of a grant award in the amount of \$100,000 from the Virginia Outdoors Foundation under the Preservation Trust Fund – Public Access Program to assist with the purchase of said parcel; and

**WHEREAS**, the terms of the grant agreement require that the Town convey a right, interest or privilege in the property that will protect 9.57 acres of open space and provide for a permanent right of public access to the property; and

**WHEREAS**, the Town Council desires to move forward with the acquisition of the parcels and to permanently protect the land and convey the open space easement required by the grant; and

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Warrenton that the Fiscal Year 2023 Budget be, and is hereby, amended to appropriate \$100,000 in general fund - local grant revenue for the acquisition of real estate to be permanently protected for public access;

**BE IT FURTHER RESOLVED** that the Town Manager is authorized to execute the grant agreement with the Virginia Outdoors Foundation and to take all such necessary actions to fulfill the terms of said agreement.

**ATTACHMENT:** None

**Votes:**


**Ayes:** Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. Paul Mooney; Mr. David McGuire.

**Nays:**

**Absent from Meeting:**

**For Information:**

Parks and Recreation Director

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

# Town of Warrenton

May 9<sup>th</sup>, 2023

## Budget Amendment Summary

Department	Amount	From	To	Description
General Fund – Parks and Recreation	\$100,000	Local Grant Revenue 3-100-18990-0050	4-100-71600-8100	Appropriates VOF funds for the purchase of the Warrenton Horse Show Grounds

Draft

May 9, 2023  
Town Council  
Regular Meeting

**RESOLUTION PURSUANT TO SECTION 11-3.9.2 OF THE ZONING ORDINANCE OF THE TOWN OF WARRENTON TO INITIATE A ZONING ORDINANCE TEXT AMENDMENT TO ARTICLE 3, SECTION 3-4.12 INDUSTRIAL DISTRICT**

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

**WHEREAS**, the Warrenton Town 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 the Town Council in accord with the procedures and requirements of the Ordinance; and

**WHEREAS**, the omission of Churches as an allowable use in Article 3, Section 3-4.12 Industrial District, in contrast to other allowed assembly-type uses, has been brought to the attention of staff as a matter that requires an amendment to the Ordinance to resolve the discrepancy; and

**NOW THEREFORE BE IT RESOLVED**, that staff is hereby authorized by the Warrenton Town Council to commence work necessary to prepare a Text Amendment to the Ordinance in accordance with the procedures set forth in Article 11, Section 11-3.9 Zoning Amendments; and

**NOW THEREFORE BE IT FURTHER RESOLVED**, that the Warrenton Town Council hereby directs staff to schedule a joint work session with both the Warrenton Town Council and the Planning Commission, to discuss and review all options in regards to assembly uses within Industrial-zoned land, so that Town Council may provide direction to staff and a recommendation to the Planning Commission.

**Votes:**

**Ayes:** Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. Paul Mooney; Mr. David McGuire

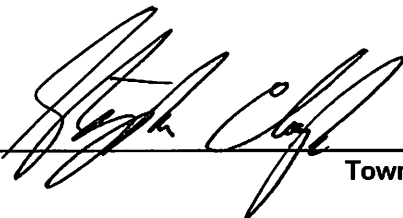
**Nays:**

**Absent from Meeting:**

**For Information:**

Community Development Director,  
Town Attorney

ATTEST:



Town Recorder

## FORM MOTION FOR CONVENING A CLOSED MEETING 05/09/2023

I move that the Council convene in closed session to discuss the following:

- ☒ As permitted by Virginia Code § 2.2-3711 (A)(1), a personnel matter involving:  
Discussion, consideration, or interviews of prospective candidates for employment or appointment; OR  
assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of  
specific public officers, appointees, or employees of the Town;  
specifically dealing with the Town Attorney
- \_\_\_ As permitted by Virginia Code § 2.2-3711 (A)(3), a matter involving:  
\_\_\_ discussion or consideration of the acquisition of real property for a public purpose; OR  
\_\_\_ disposition of publicly held real property  
specifically involving \_\_\_\_\_ [Give location of property], because discussion in an open  
meeting would adversely affect the City's bargaining position or negotiating strategy.
- \_\_\_ As permitted by Virginia Code § 2.2-3711 (A)(4), a matter requiring the protection of the privacy of  
individuals in personal matters not involving the public business.
- \_\_\_ As permitted by Virginia Code § 2.2-3711 (A)(7), consultation with legal counsel or briefing by staff  
members or consultants pertaining to:  
\_\_\_ probable litigation involving \_\_\_\_\_ [Give subject]; OR  
\_\_\_ the pending case of \_\_\_\_\_ [Give case name],  
where such consultation or briefing in open meeting would adversely affect the negotiating or litigating  
posture of the City.
- ☒ As permitted by Virginia Code § 2.2-3711 (A)(8), consultation with legal counsel regarding specific legal  
matters requiring the provision of legal advice by such counsel, relating to A proposed text amendment  
limiting tree clearing, new legislation review. [Give nature of matter].
- \_\_\_ As permitted by Virginia Code § 2.2-3711 (A)(29), discussion of the award of a public contract for  
[Give nature of the contract] involving the expenditure of public funds, including interviews of bidders or  
offerors, and discussion of the terms or scope of such contract, where discussion in an open session  
would adversely affect the bargaining position or negotiating strategy of the City Council.
- \_\_\_ As permitted by Virginia Code § 2.2-3711 (A)(19), a matter involving: \_\_\_\_\_  
\_\_\_\_\_.

[IDENTIFY THE APPLICABLE PARAGRAPH OF § 2.2-3711(A) OR OTHER LAW AND GIVE  
THE SUBJECT MATTER AND PURPOSE FOR THE CLOSED SESSION.]

Votes: Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr.  
Jay Heroux; Mr. Paul Mooney; Mr. David McGuire.

Ayes:

Nays:

Absent from Meeting:

**CERTIFICATION MOTION AFTER RECONVENING IN PUBLIC SESSION:**

(requires a recorded roll call vote)

Item a.

I move that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion.

Votes: Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. Paul Mooney; Mr. David McGuire.

Ayes:

Nays:

Absent from Vote: None

For Information:

Town Clerk

Effective date: May 9<sup>th</sup>, 2023

Stephen Clough, Town Recorder



Draft



May 19<sup>th</sup>, 2023  
Mayor H.E. Carter Nevill

**A PROCLAMATION RECOGNIZING THE ROBERT E. LAING MEMORIAL VFW POST 9835'S 75<sup>TH</sup>  
ANNIVERSARY IN THE TOWN OF WARRENTON, VIRGINIA**

**WHEREAS**, the predecessor of the Veterans of Foreign Wars of the United States was founded in 1899 from veterans returning from the Spanish American War, and

**WHEREAS**, several existing veterans organizations banded together to found the Veterans of Foreign Wars of the United States in August 1923; and

**WHEREAS**, 90 Veterans of World Wars I and II joined together to become charter members of the Veterans of Foreign Wars Warrenton Post 9835 on May 19<sup>th</sup>, 1948; and

**WHEREAS**, Post 9835 formally changed its name in 1974 to honor WWII Veteran Robert E. Laing; and

**WHEREAS**, The Robert E. Laing Memorial VFW post 9835 has, since its original creation, served the Warrenton and Fauquier County communities by providing support and awards to many local organizations and individuals including students, teachers, scouts, local veteran-centric entities; and


**WHEREAS**, The Robert E. Laing Memorial VFW post 9835 has seen its membership grow from the original 90 founders to over 330 members today; and

**WHEREAS**, The Robert E. Laing Memorial VFW post 9835 has, through its activities in support of the key programs of the Veterans of Foreign Wars of the United States and the Warrenton /Fauquier Community, been recognized with more than two score citations as an Honor Post, more than a dozen Citations as an All-State Post, and eight Citations as an All-American Post; and

**WHEREAS**, all of these accomplishments have taken place without the post having a formal Post home; instead relying over the decade of offers of temporary meeting spaces; and

**NOW, THEREFORE, BE IT PROCLAIMED** the Mayor of the Town of Warrenton wishes to offer thanks and congratulations to the members of the Robert E. Laing Memorial VFW post 9835 on the occasion of the Post's 75<sup>th</sup> Anniversary of May 19, 2023.



  
H. E. Carter Nevill  
Mayor  
Town of Warrenton

May 9<sup>th</sup>, 2023  
Town Council  
Regular Meeting

**A RESOLUTION TO APPOINT MARTIN CRIM OF SANDS ANDERSON P.C. AS THE TOWN ATTORNEY  
FOR THE TOWN OF WARRENTON, VIRGINIA, EFFECTIVE JUNE 1ST, 2023.**

**WHEREAS**, the Warrenton Town Council appointed Martin Crim of Vanderpool, Frostick and Nishanian, P.C. (VF&N) as the Town Attorney at the January 25<sup>th</sup>, 2022 Special Town Council Meeting; and

**WHEREAS**, Mr. Crim has been serving the Town diligently since his appointment; and

**WHEREAS**, Mr. Crim has resigned from Vanderpool, Frostick and Nishanian, P.C. effective May 31<sup>st</sup>, 2023; and

**WHEREAS**, Mr. Crim will join the team of Sands Anderson P.C. as of June 1<sup>st</sup>, 2023; and

**WHEREAS**, the Town Council wishes to retain Mr. Crim as the Town Attorney and utilize the team of Sands Anderson P.C. for the needs of representation for the Town of Warrenton; and

**NOW, THEREFORE, BE IT RESOLVED** that the Warrenton Town Council Hereby appoints Martin Crim of Sands Anderson P.C. as the Town Attorney for the Town of Warrenton, Virginia, effective June 1<sup>st</sup>, 2023.

ATTACHMENT:

**Votes:**

**Ayes:** Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. Paul Mooney; Mr. David McGuire.

**Nays:**

**Absent from Meeting:**

**For Information:**

Town Clerk

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



Town Recorder

May 9<sup>th</sup>, 2023  
Town Council  
Regular Meeting

**A RESOLUTION DIRECTING THE TOWN MANAGER TO ENTER INTO CONTRACT NEGOTIATIONS FOR THE PURCHASE OF REAL PROPERTY WITHIN TOWN BOUNDARIES: THE WARRENTON HORSE SHOW GROUNDS**

**WHEREAS**, the 9.57-acre historic Warrenton Horse Show Grounds, located off of Shirley Avenue, is home to the country's oldest continuously operating horse show; and

**WHEREAS**, the Warrenton Horse Show Association ownership approached the Town to purchase the property to preserve the unique land and open it to the public year-round while continuing its popular use as an equine recreation facility; and

**WHEREAS**, The Town Council has directed Staff to review the property for purchase and identify sources of funding to utilize for the purchase; and

**NOW, THEREFORE, BE IT RESOLVED** that the Warrenton Town Council hereby directs the Town Manager to enter into contract negotiations with the Warrenton Horse Show Association for the purchase of the Warrenton Horse Show Grounds for the use as a park for no more than \$1.6 Million; and

**BE IT FURTHER RESOLVED** that the Town Manager return to Town Council with a draft contract for Council approval and appropriation of funds.

ATTACHMENT:

**Votes:**

**Ayes:** Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. Paul Mooney; Mr. David McGuire.

**Nays:**

**Absent from Meeting:**

**For Information:**

Town Clerk

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



Town Recorder



## TOWN COUNCIL REGULAR MEETING

21 Main Street

Tuesday, June 13, 2023 at 9:00 AM

### MINUTES

#### AN OPEN MEETING OF THE TOWN COUNCIL OF THE TOWN OF WARRENTON, VIRGINIA, WAS HELD ON June 13th, 2023, AT 9:00 AM

##### Work Session

##### PRESENT

Mr. Carter Nevill, Mayor; Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. Paul Mooney; Mr. David McGuire; Mr. Frank Cassidy, Interim Town Manager; Mr. Stephen Clough, Town Clerk; Mr. Martin Crim, Town Attorney.

##### ABSENT

##### Regular Meeting

##### PRESENT

Mr. Carter Nevill, Mayor; Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. Paul Mooney; Mr. David McGuire; Mr. Frank Cassidy, Interim Town Manager; Mr. Stephen Clough, Town Clerk; Mr. Martin Crim, Town Attorney.

#### WORKSESSION - 9:00 AM

The Mayor Called the meeting to order at 9:00 a.m. A quorum was present, and business could be conducted.

#### A. Closed Session

1. **As permitted by Virginia Code § 2.2-3711 (A)(7), consultation with legal counsel or briefing by staff members or consultants pertaining to probable litigation involving BLM Vigil for Action.**

Vice Mayor Hartman moved to convene a closed session as permitted by Virginia.

Seconded by Councilmember Hamby. There was no discussion on the motion. The vote for the motion was unanimous, as follows:

**Ayes:** Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. David McGuire; Mr. Paul Mooney.

**Nays:**

**Abstention:**

**Absent:**

Upon reconvening at 10:07 a.m. from the closed session, Vice Mayor Hartman moved to adopt the following Certification of Closed meeting:

**CERTIFICATION OF CLOSED MEETING**

**WHEREAS**, the Town Council of the Town of Warrenton has convened a closed meeting on this date pursuant to an affirmative recorded vote in accordance with the provisions of the Virginia Freedom of Information Act; and

**WHEREAS**, Section 2.2-3172 E of the Code of Virginia requires a certification by the Town Council that such closed meeting was conducted in conformity with Virginia law;

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Town Council

Seconded by Councilmember Mooney. There was no discussion on the motion. The vote for the motion was unanimous, as follows:

**Ayes:** Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. David McGuire; Mr. Paul Mooney.

**Nays:**

**Abstention:**

**Absent:**

**B. BLM Vigil for Action Appeal**

Mayor Nevill introduced the topic and read the rules for the appeal.

Vincent Holland, Reverend of First Baptist Church, presented arguments on behalf of the appellant, BLM Vigil for Action.

T.M. Carter, Chief of Police, presented arguments on behalf of the appellee, the Town.

Reverend Holland provided a rebuttal to the Town's arguments.

Councilmember Semple asked how many incidents characterized as disruptive had been attributed to the BLM group as opposed to the counter-protestors.

Chief Carter said that he did not have a direct count, but a majority of incidents involved some type of distraction from the counter-protesting group.

Councilmember Heroux asked what the concern was over the alternative location regarding First Amendment rights.

Reverend Holland said that visibility from the road at the other location was greatly diminished. He said that the alternative location was down and out of the way, which was what the counter-protestors desired, since they viewed the BLM Vigil as a nuisance.

Councilmember Mooney motioned to uphold the Chief of Police's decision to deny the permit.

Seconded by Councilmember McGuire.

Councilmember Semple said that this matter required further deliberation and more time to gather information for him to make a decision.

Councilmember Sutphin said she would support deferring the matter to have more time for deliberation.

Councilmember Sutphin motioned to table the matter for further discussion.

Seconded by Councilmember Semple.

The vote was as follows:

<b>Ayes:</b>	Ms. Heather Sutphin; Mr. William Semple.
<b>Nays:</b>	Mr. Brett Hamby; Mr. David McGuire; Mr. Paul Mooney; Mr. James Hartman; Mr. Jay Heroux.
<b>Abstention:</b>	
<b>Absent:</b>	

The motion failed (2-5).

---

Mayor Nevill called the question on the motion to uphold the Chief of Police's decision to deny the permit.

The vote was as follows:

<b>Ayes:</b>	Mr. Brett Hamby; Mr. David McGuire, Mr. Paul Mooney, Mr. James Hartman.
<b>Nays:</b>	Ms. Heather Sutphin; Mr. William Semple, Mr. Jay Heroux.
<b>Abstention:</b>	
<b>Absent:</b>	

The motion passed (4-3); the appeal was denied.

---

## RECESS

Council recessed at 10:59 a.m. and reconvened at 11:08 a.m.

### **C. A Resolution to Contribute Funds to the Fauquier County Economic Development Authority's Microloan Program**

Rob Walton, Director of Community Development, introduced the item. Doug Parsons, Director of the EDA, introduced Brett Robinson, Silver Branch Brewing Company, and Ray Knott, Market President of Northern Virginia Atlantic Union Bank, who were present and able to answer questions from Council.

Councilmember Heroux asked how the loan would help Silver Branch.

Mr. Robinson said that the loan would enable Silver Branch to add a pizza oven to the kitchen and purchase a canning line for in-house products. He said that some retrofitting was required for the building, and the loan may be used partially for startup inventory, such as food, wine, and liquor.

Councilmember Heroux asked what projected revenues were.

Mr. Robinson said they anticipated more than \$2 million in revenue.

Councilmember McGuire asked for more information about the canning operation.

Mr. Robinson said that they intended to do canning onsite. He said they hoped to be selling manufactured products within the year, and they anticipated products to be available locally by November.

Mr. McGuire asked if they anticipated a separate location for canning in the future.

Mr. Robinson said that if they were successful, they may explore another facility in the County.

Mr. Knott provided an overview of the history of the fund. He detailed the terms of the proposed loan.

Mayor Nevill said that the item would be added to the Consent Agenda to be approved at the evening session.

---

### **D. FY 24 Budget Work Session**

Stephanie Miller, Director of Finance, introduced the topic. She provided an overview of the May Council meeting, including actions taken regarding the budget and tax rates. She said that since the May meeting, they found two errors. She said that when they remapped the motor pool internal service fund to create a fleet department in the general fund, the fuel cost estimates were not included. She said that insurance costs were not allocated correctly, as well, and the insurance renewal cost was higher than expected. She said that the total impact of the adjustments was \$272,000.

Ms. Miller noted that the total impact of all revisions across all funds was a reduction of \$610,000. She said that the unassigned fund balance at the end of FY 24 was now projected to be 48%.

Councilmember Semple asked for more information regarding ARPA funding. He said he was concerned about the \$1 million allocation for the WWTP capital payment, that it was not an appropriate use of ARPA funds. He expressed concerns that \$0 were allocated for affordable housing initiatives, and he suggested using a portion of the \$1 million to support Habitat for Humanity.

Council discussed potential uses of ARPA funding and whether Council should allocate funds to Habitat.

Mayor Nevill noted that interest in reallocating the ARPA funds had not gained majority support. He said that the majority of Council had shown interest in proceeding with the budget as presented.

Councilmember McGuire said that he would support using the remainder of the ARPA funds for projects that would benefit the Town as a whole, rather than on studies or organizational needs.

Councilmember McGuire motioned to allocate the remaining ARPA funds for the general betterment of the Town, to be discussed further at the next meeting.

Councilmember Semple called a point of order and asked whether motions could be considered during a work session.

Mayor Nevill said that motions could be made since it was an official meeting of the Town.

Seconded by Councilmember Semple.

Councilmember Semple motioned to amend to allocate the remainder of the ARPA balance to Habitat.

Seconded by Councilmember Mooney.

Councilmember Semple said that the funds would provide Habitat the opportunity to fulfill its obligations.

Councilmember Sutphin expressed concerns about what would happen to current residents if they were not accepted into the Habitat program.

Mayor Nevill called the question on the amended motion.

The vote was as follows:

<b>Ayes:</b>	<b>Mr. William Semple; Mr. Paul Mooney.</b>
<b>Nays:</b>	<b>Ms. Heather Sutphin; Mr. Jay Heroux; Mr. Brett Hamby; Mr. David McGuire; Mr. James Hartman.</b>
<b>Abstention:</b>	
<b>Absent:</b>	

The motion failed (2-5).



Mayor Nevill called the question on the original motion, to allocate the remainder of the ARPA balance for the betterment of the Town, to be discussed during the July work session.

The vote was as follows:

<b>Ayes:</b>	Mr. William Semple; Mr. Paul Mooney.
<b>Nays:</b>	Ms. Heather Sutphin; Mr. Jay Heroux; Mr. Brett Hamby; Mr. David McGuire; Mr. James Hartman.
<b>Abstention:</b>	
<b>Absent:</b>	

The motion passed unanimously.

---

## **E. Transportation Planning Update**

The item was moved to the July work session.

---

## **F. Agenda Review**

Frank Cassidy, Interim Town Manager, reviewed the agenda.

---

## **REGULAR MEETING - 6:30 PM**

The Mayor Called the meeting to order at 6:30 p.m. A quorum was present, and business could be conducted.

### **A. INVOCATION.**

Pastor Danielle Dean from The Bridge Community Church and Chaplain for the Fauquier County Sheriff's Department led the invocation.

---

### **B. PLEDGE OF ALLEGIANCE.**

The Boy Scouts Troop 10 led the Pledge of Allegiance.

---

## C. PROCLAMATIONS AND RECOGNITIONS

Interim Town Manager Frank Cassidy said there were several staff members they would recognize this evening.

Mr. Cassidy announced the Town's new hires: In the Parks and Recreation Department, Lifeguards Maggie Gardner and Gary Hyde, Head Guard Stephen Groves, Water Safety Instructor Andrew Hendrickson, Customer Service Specialist Michelle Weaver, Customer Service Specialist Barbara Hibbard, and Summer Intern Camryn Gavula.

Mr. Cassidy announced the Town's staff promotions: In the Parks and Recreation Department, Danette Parkman was promoted to Manager on Duty, Head Guards Paul Bass and David Poff completed a Lifeguard Instructor Trainer (LGIT) Certification. In the Water Treatment Plant, the staff received the 2022 Silver Water Treatment Plant Performance Award for Excellence in Filtration and Backwash.

Mr. Cassidy provided highlights from the 2023 Touch A Truck Event. He thanked the staff and students for their participation in the event.

Mr. Cassidy recognized Executive Assistant to the Town Manager Lyndie Paul for her achievement in earning a Master of Science in Criminal Justice and Leadership from Averett University.

Mr. Cassidy recognized Emergency Services Coordinator and Risk Manager Chris Melmer for taking the position in the Town Manager Department after serving in the Police Department.

Mr. Cassidy recognized Zoning Official Amber Heflin in the Community Development Department for successfully passing the Code Official Safety Specialist exam administered by the International Code Council.

Mayor Nevill congratulated staff on their recent achievements.

## D. CITIZEN'S TIME.

Citizen's time Sign in Town Council Regular Meeting: June 13, 2023		
Name	Address	Topic
Ann Berhans	Broad Run	BLM Vigil for Action
Scott Christian		BLM Vigil for Action
Colleen Taylor	Cedar Run	BLM Vigil for Action
Vincent Holland		First Baptist Church lot, plot, and deed
Joe Washington		First Baptist Church lot, plot, and deed

Greg Crown		BLM Vigil for Action
Arthur Pullen	Orlean	BLM Vigil for Action
Richard Parley		BLM Vigil for Action
Josephine Gilbert	Scott District	BLM Vigil for Action
Bill Dorler	Scott District	BLM Vigil for Action
Mary Brown Hock		Racism against Black residents
Mark Riley	Jeffersonton	BLM Vigil for Action
John Trevathan	Lee District	BLM Vigil for Action
Dean Banish		Amazon Data Center
Jennifer Dora	Scott District	BLM Vigil for Action
Jessica Miller	Fauquier County	BLM Vigil for Action
Taryn Weaver		BLM Vigil for Action
Joe Washington		BLM Vigil for Action

Ann Berhans spoke regarding the BLM Vigil for Action and requested Council reconsider their vote to bar the vigil from the Town Courthouse Square.

Scott Christian, representing the Virginia Interfaith Center for Public Policy, spoke regarding the BLM Vigil for Action and requested Council ensure the Courthouse Square was a safe gathering place for the community.

Colleen Taylor spoke regarding the BLM Vigil for Action.

Vincent Holland, representing First Baptist Church, spoke regarding concerns of the encroachment on the church's property and the church's ability to communicate their interests to the Town.

Joe Washington, representing First Baptist Church, spoke regarding the future process of ensuring the church's rights and interests were fairly considered by the Town.

Greg Crown spoke regarding the BLM Vigil for Action.

Arthur Pullen spoke regarding the BLM Vigil for Action.

Richard Parley spoke regarding the BLM Vigil for Action.

Josephine Gilbert spoke regarding the BLM Vigil for Action.

Bill Dorler spoke regarding the BLM Vigil for Action.

Mary Brown Hock spoke regarding the historical and ongoing racism against Black residents in the Town. She requested Council resolve the traffic and safety issues at the Courthouse Square.

Mark Riley spoke regarding the BLM Vigil for Action. He requested the Council reverse their decision, empower and support the police to stop the disruptive behavior of counter-protesters, and consider starting a commission.

John Trevathan, representing the Piedmont Race Amity Project, spoke regarding the BLM Vigil for Action.

Dean Banish spoke regarding the Amazon data center in Warrenton.

Jennifer Dora spoke regarding the BLM Vigil for Action. She requested the Town Council address the safety concerns so the vigil can continue to be held at the Courthouse Square.

Jessica Miller spoke regarding the BLM Vigil for Action.

Taryn Weaver spoke regarding the BLM Vigil for Action.

Joe Washington spoke regarding the BLM Vigil for Action.

---

## RECESS

Council recessed at 7:32 p.m. and reconvened at 7:46 p.m.

---

## E. APPROVAL OF THE AGENDA.

Mayor Nevill sought a motion to approve the agenda.

Motion put forth by Councilmember Hamby was to approve the agenda.

Seconded by Councilmember Heroux.

The vote was as follows:

**Ayes:** Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman; Mr. Jay Heroux; Mr. David McGuire; Mr. Paul Mooney.

**Nays:**

**Abstention:**

**Absent:**

The motion passed unanimously; the agenda was approved.

---

## F. PUBLIC HEARINGS.

### 1. FY24 Budget Public Hearing: Water and Sewer Rates

Ms. Stephanie Miller, Director of Finance and Procurement, introduced the topic and provided a brief summary of the item to Council.

Councilmember McGuire requested that staff review the bulk rate to ensure it was equitable with the citizens' rate.

Mayor Nevill said there was consensus from Council to direct staff to advertise for a public hearing to address the bulk rate for water for the July meeting of Council.

Councilmember Heroux clarified that the action tonight was on the first year's rates and did not affect the subsequent years addressed in the water study.

Ms. Miller said that was correct.

Councilmember Heroux asked if the potential future rate increases could be communicated to the public.

Ms. Miller said yes, staff could ensure the recommendations of the water study were published on the Town's website for public viewing.

The public hearing was opened at 7:50 p.m.

No one spoke at the public hearing.

The public hearing was closed at 7:51 p.m.

Mayor Nevill sought a motion on the item.

Motion put forth by Councilmember Heroux was to adopt R23-05, the proposed water and sewer rates ordinance.

Seconded by Vice Mayor Hartman.

The vote was as follows:

**Ayes:** Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman; Mr. Jay Heroux; Mr. David McGuire; Mr. Paul Mooney.

**Nays:**

**Abstention:**

**Absent:**

The motion passed unanimously; the water and sewer rates were approved.

## 2. SUP 2022-06 Chick Fil A

Ms. Denise Harris, Planning Manager, introduced the topic and provided a brief summary of the item to Council.

Councilmember Semple asked whether changes to traffic had been considered as a part of this proposed change.

Ms. Harris provided details of staff's analysis of the proposal, noting that the Planning Commission recommended approval per the conditions provided to Council. She noted that there were detailed conditions of approval recommended as they related to transportation.

Councilmember Hamby that Condition 9F, which recommended there be no vehicle stacking into the public right-of-way awaiting drive-through service, should be removed as a condition because it was unable to be effectively enforced.

Mayor Nevill agreed with Councilmember Hamby because the intent of this proposed design change was to expedite the flow of traffic, so the engineering itself alleviated the need for Condition 9F.

Ms. Harris noted that the recommendation for no stacking of vehicles in the public right-of-way was also included in Condition 9B. She said that these conditions were the only concern of the applicant.

The public hearing was opened at 8:04 p.m.

There was no one to speak at the public hearing.

The public hearing was closed at 8:05 p.m.

Mayor Nevill sought a motion on the item.

Motion put forth by Councilmember Hamby was to approve SUP2022-06 for Chick Fil A with the recommended conditions, removing Condition 9B's mention of the stacking of vehicles into the public right-of-way and Condition 9F in its entirety.

Seconded by Councilmember Sutphin.

Councilmember Semple asked if there was an avenue for rectifying any traffic or stacking problems in the future.

Mr. Cassidy said yes.

The vote was as follows:

**Ayes:** Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman; Mr. Jay Heroux; Mr. David McGuire; Mr. Paul Mooney.

**Nays:**

**Abstention:**

**Absent:**

The motion passed unanimously; SUP2022-06 Chick Fil A was approved.

### 3. Lease Franchise Agreement: Glo Fiber

Mr. Martin Crim, Town Attorney, introduced the topic and provided a brief summary of the item to Council.

Vice Mayor Hartman asked for confirmation that there had been no other bids were received for this agreement.

Mr. Crim confirmed that was correct; anyone who wished to submit a bid could do so at this time.

Councilmember Heroux asked if there was a revenue estimate for this franchise fee.

Mr. Crim said that that it was heavily regulated by state and federal laws and could not be negotiated.

The public hearing was opened at 8:09 p.m.

No one spoke at the public hearing.

The Public hearing was closed at 8:10 p.m.

Mayor Nevill sought a motion on the item.

Motion put forth by Vice Mayor Hartman was to accept the lease franchise agreement for Glo Fiber.

Seconded by Councilmember Hamby.

The vote was as follows:

**Ayes:** Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman; Mr. Jay Heroux; Mr. David McGuire; Mr. Paul Mooney.

**Nays:**

**Abstention:**

**Absent:**

The motion passed unanimously; the Lease Franchise Agreement for Glo Fiber was approved.

#### **4. Lease Franchise Agreement: Water Tower: Dish**

Mr. Martin Crim, Town Attorney, introduced the topic and provided a brief summary of the item to Council.

The Public hearing was opened at 8:12 p.m.

No one spoke at the public hearing.

The Public hearing was Closed at 8:12 p.m.

Mayor Nevill sought a motion on the item.

Motion put forth by Councilmember Hamby was to accept the lease franchise agreement for the water tower with Dish.

Seconded by Councilmember Mooney.

The vote was as follows:

**Ayes:** Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman; Mr. Jay Heroux; Mr. David McGuire; Mr. Paul Mooney.

**Nays:**

**Abstention:**

**Absent:**

The motion passed unanimously; the Lease Franchise Agreement for the water tower with Dish was approved.

---

## **G. CONSENT AGENDA.**

- 1. Strategic Retreat Date and Location Discussion**
- 2. A Resolution to amend the Fiscal Year 2023 budget to appropriate grant funds**
- 3. Community Development staff received a request to release the cash Public Improvements Bond in the amount of \$16, 505.87 on June 8, 2022**
- 4. A Resolution to Contribute Funds to the Fauquier County Economic Development Authority's Microloan Program**

Mayor Nevill sought a motion on the item.

Motion put forth by Vice Mayor Hartman was to approve the Consent Agenda as presented.

Seconded by Councilmember Hamby.

The vote was as follows:

**Ayes:** Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman; Mr. Jay Heroux; Mr. David McGuire; Mr. Paul Mooney.

**Nays:**

**Abstention:**

**Absent:**

The motion passed unanimously; the Consent Agenda was approved.

---

## **H. NEW BUSINESS.**

There was none.

## **I. UNFINISHED BUSINESS.**

- 1. Location and date setting for the Joint Town Council & Planning Commission Meeting**



Mr. Stephen Clough, Town Clerk, introduced the topic and provided a brief summary of the item to Council.

The Council discussed possible dates and any scheduling conflicts for the joint meeting.

Mayor Nevill said that there was consensus from Council to direct staff to return at the July meeting of Council with a best date for the joint meeting to be held at the dais.

## 2. Adoption of the FY 2024 Budget

Ms. Stephanie Miller, Director of Finance and Procurement, introduced the topic and provided a brief summary of the item to Council.

Mayor Nevill sought a motion on Ordinance 2023-04 BPOL.

Motion put forth by Councilmember Heroux was to approve Ordinance 2023-04 BPOL.

Seconded by Councilmember Hamby.

The vote was as follows:

**Ayes:** Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman; Mr. Jay Heroux; Mr. David McGuire; Mr. Paul Mooney.

**Nays:**

**Abstention:**

**Absent:**

The motion passed unanimously; Ordinance 2023-04 BPOL was approved.

Mayor Nevill sought a motion on the Resolution to Establish PPTRA.

Motion put forth by Councilmember Hamby to approve the Resolution to Establish PPTRA.

Seconded by Councilmember Heroux.

The vote was as follows:

**Ayes:** Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman; Mr. Jay Heroux; Mr. David McGuire; Mr. Paul Mooney.

**Nays:**

**Abstention:**

**Absent:**

The motion passed unanimously; the Resolution to Establish PPTRA was approved.

Mayor Nevill sought a motion on the Resolution to Adopt & Appropriate FY2024 Budget and 2024-2029 Capital Improvement Program.

Motion put forth by Councilmember Heroux to approve the Resolution to Adopt & Appropriate FY2024 Budget and FY2024-2029 Capital Improvement Program.

Seconded by Vice Mayor Hartman.

Councilmember Mooney said that he could not support the budget because he found it fiscally irresponsible to depend on the highest estimated revenue of the meals tax as a major contributor, to dip below the 50% reserve, and to not allocate any of the \$10 million of ARPA funds for affordable housing. He explained that he was in support of a 10% raise but not over one year, over multiple years. He was in support of two of the new positions but not all the rest. He did not think that when they could fill them in 28 to 34 days that they merit such raises in new positions.

Councilmember Semple said that he agreed with Councilmember Mooney, especially with regard to the utilization of ARPA funding.

Councilmember McGuire expressed concern regarding the water and sewer rates, which should be reconsidered for raises at a later date to address their revenue issues.

The vote was as follows:

<b>Ayes:</b>	<b>Ms. Heather Sutphin; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. David McGuire</b>
<b>Nays:</b>	<b>Mr. William Semple; Mr. Paul Mooney.</b>
<b>Abstention:</b>	
<b>Absent:</b>	

The motion passed (5-2); the Resolution to Adopt & Appropriate FY2024 Budget and FY2024-2029 Capital Improvement Program.

## **J. TOWN ATTORNEY'S REPORT.**

Mr. Crim reported that he had updates to provide Council regarding two litigation matters. In the case *Cross et al. v. Town Council et al.*, staff met today with insurance counsel who was defending that matter on behalf of the Town. They are proceeding through discovery; with a request for protection of documents having been made, they are working on getting those documents produced. There is also a motion craving oyer, which essentially is a legal request to attach documents referred to in the pleading. This step would be necessary for the judge to make a ruling on the merits of the matter. The motion craving oyer is set for August 25, after which there would be a briefing scheduled for a demurrer to test the legal sufficiency of the pleadings.

Mr. Crim reported that in the other case currently pending, *Citizens for Fauquier County v. Town of Warrenton*, which arose from the plaintiff's FOIA request to the Town, the case was concluded at the Circuit Court level, at which the judge had ruled that the Town had indeed complied with the Freedom of Information Act. The plaintiff had filed an appeal of the Circuit Court decision to the Court of Appeals, but that record had not yet been filed, so the deadline to file briefs on that matter had not been set. Staff would continue to monitor that case as it moved forward with the Court of Appeals.

## K. TOWN MANAGER'S REPORT.

Mr. Cassidy thanked everyone for their work during the budget process. He agreed with Mr. McGuire that they had more work to do and would continue to make it better. He welcomed the Town's new postmaster, Monica Praetor, and stated his appreciation of her work so far in fixing up the post office on Main Street. He reported that several other projects were moving forward, which were outlined in the bi-weekly report he had sent to the Council. He requested Council's feedback on these items or if anything should be added. He reported that multiple stop sign areas on Winchester Street were being assessed for placement and utilities, and they were working with the Police Chief on the school zone as well. The top priority was to repave and repaint the street by next year as part of their road improvement plan. Falmouth Street was still under schedule, but had been pushed back due to the water main break. They were looking at the end of July and August to begin work on Falmouth Street. He congratulated the Police Department on their successful torch run at the wharf for the Special Olympics.

## L. COUNCILMEMBERS TIME.

**Mr. Mooney:** Thanked Mr. Cassidy for his work and update emails. Congratulated all the new hires of the Town, Assistant to the Town Manager Lyndie Paul on receiving her Master's Degree, and the staff who received promotions. Congratulated the Water Department on receiving their award. Thanked all the staff who facilitated the Touch A Truck Event, which his kids enjoyed tremendously. Thanked all the members of the public who attended and spoke at today's meeting. Expressed his belief that the more Town residents participate in this public process, the better the Town would be and the better the communication would be between the Council and the community members. Expressed his disappointment with the remaining issues with the Amazon application and thanked staff for their diligence in identifying the issues. Expressed his concern that it would be difficult for the Town to enforce all the different conditions made and encouraged everyone to keep pushing on enforcement of the conditions. Expressed his concern with the allocation of the ARPA funds, but looked forward to working through that with the next budget cycle beginning next week. Thanked his colleagues and Mr. Cassidy.

**Ms. Sutphin:** Thanked everyone who attended today's meeting. Referring to the amendments to the Constitution, she noted that there had been attempts to redefine or reinterpret these amendments. Noted that there had been mention of what God does or does not approve of, and with June as Pride Month for LGBTQ community members, she wanted to reiterate that her God loves all people. Expressed her belief that they all have the freedom to be who they want to be, and this is what America is about. Stated that if someone wants to stand on a corner for eight years or to have an opinion, they also have the right to say their opinion and be treated respectfully. Stated to the public that she wanted to let everyone know if they want to speak their thoughts at this forum, they should be able to do so without fear of reprisal. Reiterated that people speaking at the dais deserve respect and should be heard. Thanked Chief Carter and Mr. Cassidy for their hard work. Expressed her excitement for the crosswalks, lights, and other public projects currently underway. Thanked her fellow Councilmembers for their respect and diverse backgrounds that helped make this work.

**Mr. Semple:** Expressed his appreciation of Mr. Cassidy's work as Town Manager. Thanked Chief Carter for his dedication to resolving their current issues. Thanked the members of the public who attended the meeting this morning. Commented that living in Warrenton is a privilege, and to maintain harmony and order in this small town is a delicate balance. One of the nice aspects of living here is that there has been a balance, and the job of any public official is to protect the health, safety, and welfare of citizens, but a lot of the reason why they are in such a safe and healthy neighborhood is because of the citizens themselves. Thanked the residents who love this Town as much as he does and who helped him realize what it means to live in a real community.

**Mr. Hamby:** Thanked everyone who attended their earlier work session and tonight's meeting. Reiterated that this is a place where people should come to voice their opinions. Thanked staff for their work during the long budget process.

**Vice Mayor Hartman:** Commended his colleagues on Council for having the courage to discuss the difficult issue they took up earlier today. Thanked the Police Chief for identifying the issue and bringing it forward. Explained that the item heard by Council was an appeal and had nothing to do with the content of the vigil or the gathering held across the street; it was purely a public safety issue. Stated that he looked forward to working with the Police Department and other Town staff on resolving the issue for the future. Expressed his objection to a comment made by a public speaker that compared their actions to putting them in the back of the bus. Expressed his objection to a comment made by a public speaker that they were finally putting a stop to the group. Clarified that they were not putting a stop to anyone but were simply relocating them due to a public safety issue and that they were still free to assemble at Eva Walker Park. Reiterated that they were not putting a stop to anything and that he looked forward to resolving the identified public safety issue. Thanked Mr. Cassidy, Ms. Miller, and other staff for their work on the budget process. Thanked the Wastewater Treatment Plant staff, their new hires, and other staff for their recent achievements. Thanked his colleagues and the Police Chief for their discussion today and expressed his hope that they could sort things out soon.

**Mr. Heroux:** Stated that it was a tough decision this morning. Affirmed his trust and confidence in Mr. Cassidy, Chief Carter, and Mr. Crim. Stated that there is an aspect of faith and adhering to the golden rule of treating others as one would want to be treated, and as they work through this he hopes that they could all adhere to that rule. Thanked the staff in Public Works for their work paving roads, lining streets, and installing signs. Congratulated all the new hires, promotions, and achievements of staff. Encouraged the public and press to read the staff analyses of the budget, which contained incredible insight into the decision-making process. Asked the public to always help to those in the community who are hungry, abused, and forgotten. Thanked Lulu for setting flags out in all the cemeteries.

**Mr. McGuire:** Stated that his decision today was easy because his military experience taught him to always support his commanders in the field, and Chief Carter is a fair and decent man who was knowledgeable and present on the scene. Stated that this was why they hired him and why he was out there, and his vote was not meant to be in favor of one group or another, but was meant to support their Chief of Police. Clarified that he would talk to anyone about any issue, but this did not mean he fully supported the issue being discussed. Reiterated that he believed in the Constitution and the right to peacefully assemble. Reported that since their last meeting, he had the chance to see Delta Company 116 Infantry 29<sup>th</sup> Division of the National Guard, and they

expressed their desire to become more involved in Town events in return for more support from the Town. Reported that the VFW 9835 Robert Lange Post celebrated their 75<sup>th</sup> anniversary, and had requested help from the Town to help them find a permanent location. Stated that he appreciated anyone in the community who could help with that. Reported that tomorrow is Flag Day and the Army Birthday, and reminded the public that it was due to soldiers and police officers at the front lines that they were afforded their freedom. Reiterated that the duty of a police officer is to maintain order in an unbiased fashion. Expressed his appreciation to the public for their attendance and for staff's hard work. Stated that he would discuss a traffic study with Chief Carter offline. Thanked his colleagues and expressed his support for civil discussion without creating division.

**Mr. Semple:** Invited all to the Juneteenth celebration that would be held June 17<sup>th</sup>, 2023, Rain or shine.

**Mayor Nevill:** Reiterated that June 17, 2023 is the upcoming Juneteenth Celebration on Main Street, taking place from 11:00 a.m. to 5:00 p.m., and everyone is encouraged to come out and celebrate. Thanked staff including Ms. Miller and Mr. Cassidy, and thanked his colleagues for adopting this year's budget. Expressed his belief that this was one of the strongest budgets they had seen and believed it took the obligations they had so that they would not only succeed for the next year but for the next five years. Stated that their vision, goal, and financial planning cannot exist in a vacuum and they cannot walk away from this year and think everything is taken care of; they are setting the stage for obligations and commitments, so their work makes the job of future Councils easier by committing to the hard work now and not deferring what should be taken care of now. Noted that delaying obligations and responsibilities only resulted in taxpayers paying more. Stated that this budget is strong, sensible, sober, and meaningful, with acceptance of responsibilities and commitments to them as they move forward. Thanked everyone for their input and for bringing this budget forward.

---

## M. ADJOURNMENT.

With no further business, this meeting was adjourned at 8:54 PM on June 13<sup>th</sup>, 2023.

I hereby certify that this is a true and exact record of actions taken by the Town Council of the Town of Warrenton on June 13<sup>th</sup>, 2023.

---

Stephen M. Clough  
Town Recorder

Attachments:

- 1) Handouts to Council from Citizen's time. June 13<sup>th</sup>, 2023.
- 2) Citizen Comment Emails and form submissions.
- 3) Signed legislation.

Draft



The Town of Warrenton  
P.O. Box 341  
Warrenton, VA 20188  
P (540) 347-1101  
F (540) 349-2414

**June 13th, 2023 Regular Town Council Meeting**  
**Minutes**

**Attachment 1: Handouts to Council from Citizen's**  
**time. June 13th, 2023.**

R9-10447

Item a.

\* CORRECTED BK0629PG0967

The attached plat, and courses and distance description,  
made by JAMES H. HARRIS & ASSOCIATES - Fred S. Price Certified  
Land Surveyor, Warrenton, Fauquier County, Virginia,  
dated November 12, 1, 88, of the lands of First Baptist  
Church of Warrenton situate in Center Magisterial  
District, Fauquier County, Virginia, and being the same land  
acquired by the said Trustees of the First Baptist Church of Warrenton by  
Deed dated May 2, 19 44, from Henry C. Jackson and  
Charles C. Jackson, of record in the Clerk's  
Office of the Circuit Court of Fauquier County, Virginia, in Deed  
Book Number 155, Page 199, is hereby confirmed and  
submitted for record in the aforesaid Clerk's Office.

Given under our hands this 29th day of November,  
19 89.

## TRUSTEES:

Helen E.  
AndersonMadaline O.  
FisherG. Woodson  
JoynerWilliam H.  
LewisAnne C.  
Nelson

Neddie Reavis

Priscilla L.  
WashingtonJohn E.  
Williams

Helen E. Anderson  
Helen E. Anderson, Trustee

Madaline O. Fisher  
Madaline O. Fisher, Trustee

G. Woodson Joyner  
G. Woodson Joyner, Trustee

William H. Lewis  
William H. Lewis, Trustee

Anne C. Nelson  
Anne C. Nelson, Trustee

Neddie Reavis  
Neddie Reavis, Trustee

Priscilla L. Washington (SEAL)  
Priscilla L. Washington, Trustee

John E. Williams (SEAL)  
John E. Williams, Trustee

## ACKNOWLEDGMENT

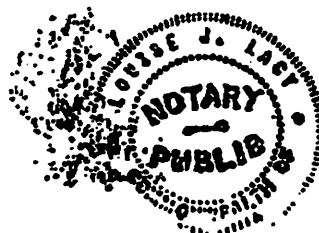
STATE OF VIRGINIA

COUNTY OF FAUQUIER, to-wit:

I, LOUISE J. LACY a Notary Public for  
said County of Fauquier, the State of Virginia, do hereby  
certify that the above named Trustees of First Baptist Church whose names  
are signed to the foregoing certificate of confirmation by owners,  
and Plat, bearing date of the 12th day of November, 1989  
have acknowledged the same before me in my county aforesaid.

My commission as Notary expires January 20, 1991

Given under my hand this 29th day of November

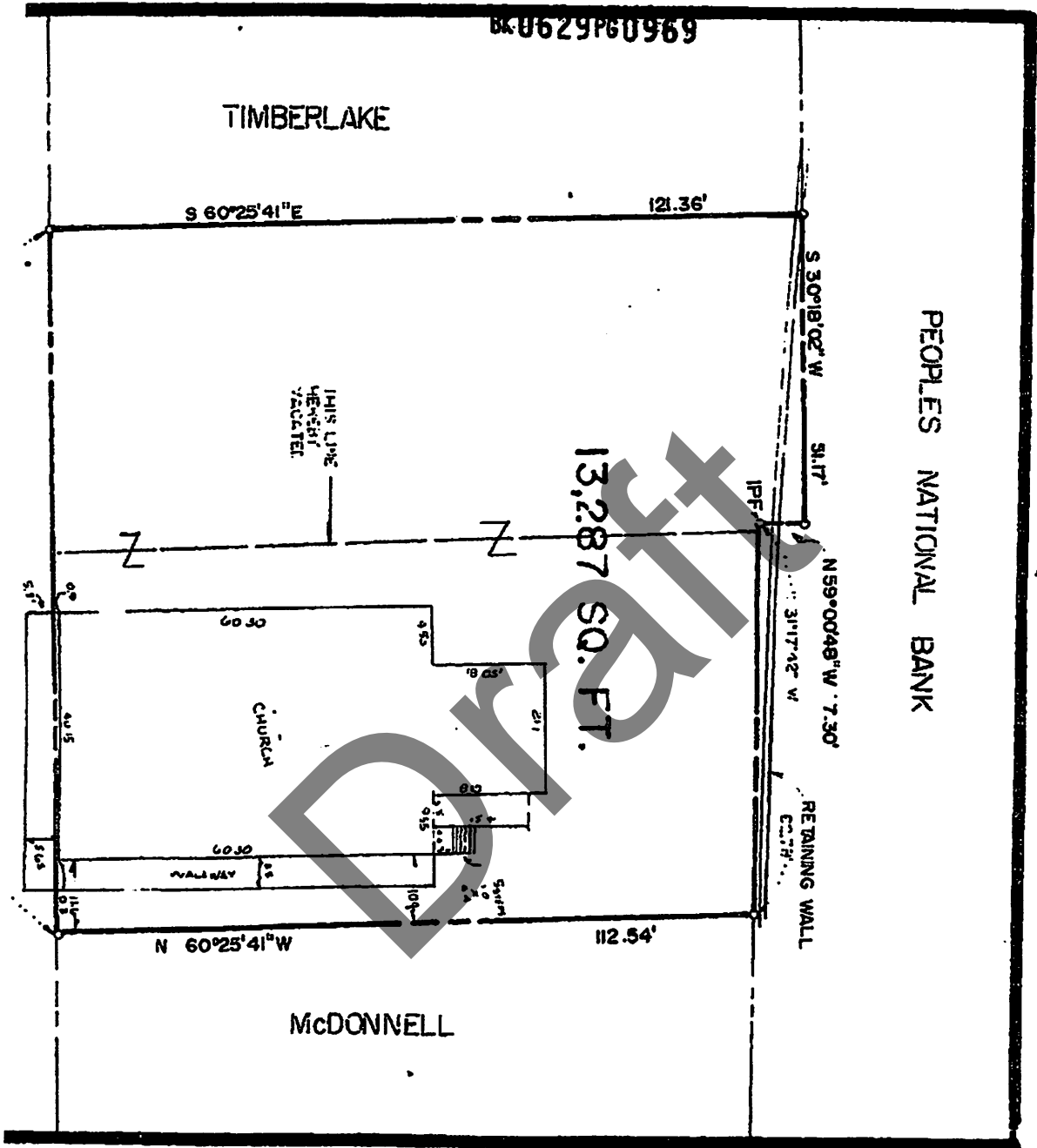
19 89.

Louise J. Lacy  
NOTARY PUBLIC

Examined and  
Returned To  
Anne C. Nelson  
NOV 30 1989







BK 0629PG0970

Item a.

NOV 30 1989

Clerk's Office of Fauquier Circuit Court

This instrument was this day received in said Office  
and with certificate submitted to record at 12:44 PM.

For: *H. Pearson* [Signature]

Draft

Mary Brown Haak, representing co-sponsor Coming to the Table.

I am a member of a historic Black church and the Correspondence Secretary for the Northern Virginia Baptist Sunday School Union—an organization of local Black Churches focused on encouraging Christian faith in our youth community. I am active in running the SAIL program where we bring members of both Black and white churches together for a senior program twice a month. I took care of a beloved local pastor, and his wife, in the closing year of his life until his needs exceeded my abilities. I take my elderly neighbor to doctors appointments so she has someone to advocate on her behalf.

These are my neighbors, my friends, my family. And because of these relationships, I see what many white people do not. And these friends share with me what they will not share with other white people. That racism is alive and well.

On Mother's Day morning, residents on Leeds Manor Road had KKK flyers dropped on their driveways. Think about that—Black mothers who already fear for the lives of the children every time they walk out the door being reminded why they fear...on Mother's Day. The next weekend, three teens vandalized a historic Black church and school building. And the following weekend, more KKK flyers, this time in the southern end of the county. None of these specifically targeted the Black community, but the history of KKK hatred is never far from their minds. These are just the major events; others happen every single day. Racism is alive and well and Black people are being terrorized.

What's most heart-breaking for me is the resignation. One friend said he kept his flyer for a couple days, then decided nothing was going to happen even if he reported it. Another threw hers in the trash thinking, "here we go again." Here. We. Go. Again. Because it's never stopped.

This is why we stood on the square every Saturday for three years. And every week, Black families would drive by to see if the white community was still there. In the worst month since the murder of George Floyd, we were not. This is why we need to be back where we are highly visible and can remind everyone that the problem of racism has not been solved. Therefore, I urge you to work expeditiously to resolve the traffic/public safety issues at the Courthouse Square intersection. Black Lives Matter.

Thank you.

**Remarks of Jon Trevathan to the Warrenton Town Council**  
June 13, 2023

After nearly three years of peaceful and lawful assembly, the Black Lives Matter Vigil for Action was, on May 11, 2023, told its Vigils would be permanently relocated from Warrenton's Courthouse Square to Eva Walker Park.

The Courthouse Square is unique in its centrality, visibility, and historical significance. It is the location where spontaneous demonstrations are expected to occur. It is safe. The adjacent streets have very low-speed limits. And, being at the convergence of three streets, traffic counts and pedestrian activity are high.

Warrenton's Courthouse Square is the archetype of a traditional public forum. [United States v. Grace, 461 U.S. 171, 179, 103 S.Ct. 1702 1708, 75 L.Ed.2d 736 (1983). Hicks v. Com., 548 S.E.2d 249, 36 Va. App. 49 (Va. App. 2001)]

As a traditional public forum, governmental restrictions on the time, place, or manner of speech within Courthouse Square must be justified without reference to the content of the regulated speech, narrowly tailored to serve a significant governmental interest, and provide ample alternative channels for communication. Ward v. Rock Against Racism, 491 U.S. 781, 791 (1989) (quoting Clark v. Cmty. for Creative Non-Violence, 468 U.S. 288, 293 (1984)). Camenzind v. Cal. Exposition & State Fair (E.D. Cal. 2022) Galvin v. Hay, 374 F.3d 739, 746 (9th Cir. 2004). Also, Camenzind v. Cal. Exposition & State Fair (E.D. Cal. 2022), among many others

The public safety concern initially cited for the Vigil's banishment was that a driver might jump the curb in an attack on Vigil participants. Scott Christian was additionally told that other groups might be permitted to use Courthouse Square if their speech content did not create this danger. First, this unfettered discretion to determine which content would or would not create this danger would clearly be unconstitutional. Beckerman v. Tupelo, 664 F.2d 502, 506 (former 5th Cir.1981). Smith v. Tarrant Cnty. College Dist., 694 F. Supp.2d 610 (N.D. Tex. 2010) Cox v. State of Louisiana, 379 U.S. 536, 85 S.Ct. 453, 13 L.Ed.2d 471 (1965)

Additionally, at a May 22, 2023, meeting with the Acting Town Manager, Police Chief, and Town Attorney, the Vigil sponsors learned that no particular threat or exigent circumstance had been identified as a basis for the Town's "safety concerns." If the Town had stuck with its original justification, there is little question that it would have failed the Court's content neutrality test.

"In a traditional public forum," restrictions based on content must satisfy strict scrutiny, and those based on viewpoint are prohibited." Minnesota Voters All. v. Mansky, 138 S. Ct. 1876, 1885 (2018). Quoted in McGlone v. Metro. Gov't of Nashville & Davidson Cnty. (6th Cir. 2018)

A speech restriction "is content based if a law applies to particular speech because of the topic discussed or the idea or message expressed." Brewer v. City of Albuquerque, 18 F.4th 1205 (10th Cir. 2021)

Miller Carpet proposed using Courthouse Square as a tribute to the police. The Vigil, while consistently supporting law enforcement, had, for 152 weeks, occupied Courthouse Square as a reminder that human beings are treated differently due to the color of their skin. Absent these content differences, the safety issues arising from Miller Carpet's and the Vigil's proposed use of Courthouse Square were theoretically identical. Yet, Miller Carpet's application was approved, and the Vigil was told its removal from Courthouse Square was permanent. This inequality

provides strong evidence of the Town's unconstitutional content-specific bias that survives the Town's subsequent attempt to find a more content-neutral basis for the Town's unequal treatment.

Although the optics remain abysmal, it is fortunate for the Town that this initial pretext was abandoned. Instead, at the May 22, 2023, meeting, we learned that a new justification had been concocted – one allegedly based on traffic concerns and distractions.

“[T]hat a governmental interest may be substantial in the abstract does not mean that the harms the government has invoked are real...” *Edenfield v. Fane*, 507 U.S. 766, 770 (1993) Quoted in *Pan Am. v. Municipality of San Juan* (D. P.R. 2018)

“[I]n the context of a First Amendment challenge ... the government has the burden of showing that there is evidence supporting its proffered justification.” *Lim v. City of Long Beach*, 217 F.3d 1050, 1054 (9th Cir.2000) quoted in *Kuba v. I-A Agricultural Ass'n*, 387 F.3d 850 (2004) See also *Leavitt*, 256 F.3d at 1072-73 (placing the burden on the government to justify its speech restrictions in a preliminary injunction hearing). Quoted in *Summum v. Pleasant Grove City*, 483 F.3d 1044 (10th Cir. 2007)

“Therefore, when the government defends a regulation on speech... it must do more than simply posit the existence of the disease sought to be cured.” *Turner Bd. Sys. Inc.*, 512 U.S. at 664 (so acknowledging); *Watkins*, 2014 WL 3408040 Quoted in *Pan Am. v. Municipality of San Juan* (D. P.R. 2018).

“That is so because there may not be a problem, and a regulation perfectly reasonable and appropriate in the face of a given problem may be highly capricious if that problem did not exist. See, *Turner Bd. Sys. Inc.*, 512 U.S. at 664; *Burkow v. City of Los Angeles*, 119 F. Supp. 2d 1076, 1080-1081 (C.D. Cal. 2000) Quoted in *Pan Am. v. Municipality of San Juan* (D. P.R. 2018)

During the May 22, 2023, meeting, the Town admitted that its decision to bar the Vigil from Warrenton's public forum was based on subjective impressions, not traffic studies or accident statistics.

Although subjective impressions are constitutionally insufficient, let's suppose that there are. Hasn't the Town Warrenton created several Catch-22 situations for itself? It has publically proclaimed the streets adjacent to Courthouse Square are dangerous and that gatherings can cause hazardous distractions. In this context, a blanket prohibition on all future public and private use of Courthouse Square would seem to be required. And, should the Town at any time in the future decide to reopen Courthouse Square, constitutionally impermissible content-based decisions would seemingly be inevitable.

Moreover, the Town cannot, “consistent with the First Amendment,” “close[ ] a substantial portion of a traditional public forum to all speakers” without “seriously addressing [its identified] problem through alternatives that leave the forum open for its time-honored purposes”. *Brewer v. City of Albuquerque*, 18 F.4th 1205 (10th Cir. 2021)

Here, it is particularly damning that Warrenton's Acting Town Manager, Police Chief, and Town Attorney refused to discuss the safety remediations the Vigil proffered in its appeal letters and during the May 22, 2023 meeting. Additionally, the Vigil's overtures to collaboratively address the Town's safety issues in future discussions were summarily rejected.

In this context, how does the Town Council propose to satisfy the “narrowly tailored” test? There is no evidence that the Town “contemplated the relative efficacy or burden on speech of any alternatives” to the Vigil’s banishment. Clearly, the only way “to evaluate alternatives, and subsequently opine on their utility, [is] ‘to consider them.’” *Brewer v. City of Albuquerque*, 18 F.4th 1205 (10th Cir. 2021)

As to the question: does Eva Walker Park provide the Vigil with ample alternative channels for communication? The answer is “No.” If the goal was to hide Vigil from public view, the objective was successful. Traffic counts seem to be substantially lower. Opportunities for pedestrian interactions seem relatively nonexistent. The steep hillside tends to subdivide the Vigil participants into two groupings. Pictures of Vigil participants document their relative invisibility.

Section 12-2, the Code of the Town of Warrenton stipulates that the Warrenton “ police department shall be under the control of the town manager for the purpose of preserving and enforcing peace and order, for the execution of the laws of the state and this Code and other ordinances of the town, and the performance of such other duties as the town manager may prescribe.” Similarly, Section 12-32 places the Chief of Police “ under the control of the town manager.” There appears to be some evidence that the Vigil’s content and the wishes of influential members of Warrenton’s business community may have had a greater influence over the Town’s decisions than the Town’s alleged safety concerns.

The Equal Protection Clause and the First Amendment’s prohibition on viewpoint discrimination are “closely intertwined,” as, under either constitutional provision, the “government may not grant the use of a forum to people whose views it finds acceptable, but deny use to those wishing to express less favored or more controversial views.” *Police Dep’t of Chicago v. Mosley*, 408 U.S. 92, 96, 92 S.Ct. 2286, 33 L.Ed.2d 212 (1972). Quoted in *Young America’s Found. v. Kaler*, 370 F.Supp.3d 967 (D. Minn. 2019)

Although “The loss of First Amendment freedoms, for even minimal periods of time, unquestionably constitutes irreparable injury,” *Elrod v. Burns*, 427 U.S. 347, 373, 96 S.Ct. 2673, 49 L.Ed.2d 547 (1976), quoted in *Pac. Frontier*, 414 F.3d at 1235, and *Heideman v. South Salt Lake City*, 348 F.3d 1182, 1190 (10th Cir. 2003). Quoted in *Sumnum v. Pleasant Grove City*, 483 F.3d 1044 (10th Cir. 2007)

...the Vigil’s sponsors remain hopeful that our offer to collaboratively address the Town’s alleged safety issues in the context of the Vigil’s two pending permit applications and the additional permit applications that the Town Council can be assured will be coming.



Citizen Statement to the Warrenton Town Council

13 June 2023

My name is Anne Burhans and I live in Broad Run. I am one of dozens of like-minded citizens who have been showing up every Saturday at the town square in Warrenton for a 45 minute Vigil for Justice. We have been doing so for three years without fail. We stand with signs that say "Black Lives Matter", "Liberty and Justice for ALL", and similar, and signs commemorating individuals who did not receive equal justice under law. The Vigil is sponsored by six non-partisan and/or interfaith groups and each week they invite public participation in a Vigil for Justice. Attendance varies, typically about forty people, all ages, faiths, races, and political persuasions. Over time, a hundred people or more have attended the Vigil.

We stand peacefully with our signs and smile and wave to the pedestrian and vehicular traffic passing by. We conscientiously follow all local ordinances and all police direction. We cause no disturbances. Our purpose is to raise the consciousness of our community to the reality of racial discrimination. Over time we have had increasing support with gentle honks, waves, and thumbs up. We have also had "counter-protesters" who have not been entirely peaceful. They will direct profane and violent language at us, make individual threats leading to protective orders, and obey police direction only when police are present. The town has instituted a permitting process for public events. The policy does not apply to the "counter-protesters", only to assemblies of 15 or more. It feels like a regulation directed at the peaceful Vigil while giving the "counter-protesters" free rein.

This May, with less than 48 hours notice, the Vigil was unceremoniously booted from its usual town square location to a less prominent one. Eva Walker Park is a lovely park, but with a number of disadvantages for our purposes. It gives us access to only one road into town (instead of four) which reduces our exposure. We are told where we must stand - behind a row of parked cars, behind the sidewalk, and behind a three panel concrete fence, giving us little visibility to passing drivers. And because the park lies lower than the roadway, we must stand on a precipitous slope while trying to hold our signs.

The ostensible reason given for moving us from the town square was "public safety". After three years without a single safety incident and with never a credible threat, that excuse doesn't pass muster. Our First Amendment rights to free speech and assembly are being curtailed by the town for no publicly expressed rational reason. Last summer this Council strongly expressed their belief in and support for freedom of speech and assembly, which makes your recent decision unfathomable.

We, in our small way, are engaged in the never-ending battle against fear and ignorance that has recently spawned an ideology of incivility, hate and violence. We will stand up peacefully for what we believe in and that is our right.

Please stand up to the political pressure you are getting from some. Stand up for the rights bestowed by our Constitution. We look to you for moral leadership that is needed now more than ever.





The Town of Warrenton  
P.O. Box 341  
Warrenton, VA 20188  
P (540) 347-1101  
F (540) 349-2414

**June 13th, 2023 Regular Town Council Meeting**  
**Minutes**

**Attachment 2: Citizen Comment Emails and form**  
**submissions.**

**From:** "Taryn Meeks" <[REDACTED]>  
**Sent:** Wed, 17 May 2023 09:05:50 0400  
**To:** "" <citizencomment@warrentonva.gov>  
**Subject:** Waterloo St

**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Good morning Town Council,

I recently purchased the home on 175 Waterloo St, Warrenton. It's a lovely home and I've enjoyed being here. However, tragically last weekend my beloved cat Havana was hit and killed right in front of my home. The driver did not even stop but I heard my cat scream. She was gone moments later.

I am writing to tell you this because while I was trying to care for her in the middle of the road, cars continued to speed by and around me. It was 10pm and dark. I could easily have been hit. No one stopped and they barely slowed down.

I know this is a busy road and I do appreciate the new stop signs. However, they clearly do not deter people from speeding over that hill in between signs and posing a danger to animals and people alike. I don't have a crosswalk in front of my house - nor a sidewalk. So in order to cross the street, or even pull out of my driveway, I have to cross my fingers and hope no one flies over the hill at the time. This is very dangerous and I feel only a matter of time before there is another accident.

I am asking for speedbumps to be installed to help prevent future tragedy. Cars speed up to get over the hill and come down far faster than the speed limit allows. Even a well placed traffic camera could help.

Please consider this and I appreciate your time.

Taryn Meeks

**From:** "Gregory Schumacher" <[REDACTED]>  
**Sent:** Tue, 13 Jun 2023 12:01:16 0400  
**To:** "" <citizencomment@warrentonva.gov>  
**Cc:** "Gregory Schumacher" <[REDACTED]>  
**Subject:** Comment on Policy for Use of the Space the Black Lives Matter Vigil for Action Used for Almost Three Years

**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

- The space, while admittedly a great space for visibility for any group utilizing that space, is a distraction for traffic. It is at the apex of what can be a very difficult intersection to navigate even without any distractions. I agree with Chief Carter that this space should not be used for public demonstrations unless the street is closed off.
- Whatever space or spaces the Town authorizes for free speech demonstrations, no one group should be allowed to monopolize it. The Council might consider limiting authorization for any specific group or purpose to a limited number (Ex. 4 time/year), regardless of whether other individuals or groups have requested it or not.
- You might consider having a space or spaces designated for free speech expression without a permit, but limit the number of participants for any given cause.

Regards,

Greg Schumacher

Gregory A. Schumacher  
Major General, US Army (Ret)

[REDACTED]



The Town of Warrenton  
P.O. Box 341  
Warrenton, VA 20188  
P (540) 347-1101  
F (540) 349-2414

**June 13th , 2023 Regular Town Council**  
**Meeting Minutes**

**Attachment 3: Signed legislation**

## FORM MOTION FOR CONVENING A CLOSED MEETING 06/13/23

I move that the Council convene in closed session to discuss the following:

- \_\_\_\_ As permitted by Virginia Code § 2.2-3711 (A)(1), a personnel matter involving:  
Discussion, consideration, or interviews of prospective candidates for employment or appointment; OR  
assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of  
specific public officers, appointees, or employees of the Town;  
specifically dealing with \_\_\_\_\_
- \_\_\_\_ As permitted by Virginia Code § 2.2-3711 (A)(3), a matter involving:  
\_\_\_\_ discussion or consideration of the acquisition of real property for a public purpose; OR  
\_\_\_\_ disposition of publicly held real property  
specifically involving \_\_\_\_\_ [Give location of property], because discussion in an open  
meeting would adversely affect the City's bargaining position or negotiating strategy.
- \_\_\_\_ As permitted by Virginia Code § 2.2-3711 (A)(4), a matter requiring the protection of the privacy of  
individuals in personal matters not involving the public business.
- ☒ As permitted by Virginia Code § 2.2-3711 (A)(7), consultation with legal counsel or briefing by staff  
members or consultants pertaining to: probable litigation involving **BLM Vigil for Action**  
\_\_\_\_ [Give subject]; OR  
\_\_\_\_ the pending case of \_\_\_\_\_ [Give case name],  
where such consultation or briefing in open meeting would adversely affect the negotiating or litigating  
posture of the City.
- \_\_\_\_ As permitted by Virginia Code § 2.2-3711 (A)(8), consultation with legal counsel regarding specific legal  
matters requiring the provision of legal advice by such counsel, relating to \_\_\_\_\_  
\_\_\_\_ [Give nature of matter].
- \_\_\_\_ As permitted by Virginia Code § 2.2-3711 (A)(29), discussion of the award of a public contract for  
[Give nature of the contract] involving the expenditure of public funds, including interviews of bidders or  
offerors, and discussion of the terms or scope of such contract, where discussion in an open session  
would adversely affect the bargaining position or negotiating strategy of the City Council.
- \_\_\_\_ As permitted by Virginia Code § 2.2-3711(A)(19). a matter involving: \_\_\_\_\_  
\_\_\_\_\_.

[IDENTIFY THE APPLICABLE PARAGRAPH OF § 2.2-3711(A) OR OTHER LAW AND GIVE  
THE SUBJECT MATTER AND PURPOSE FOR THE CLOSED SESSION.]

Votes:

Ayes: Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr.  
Jay Heroux; Mr. Paul Mooney; Mr. David McGuire.

Nays:

Absent from Meeting:

**CERTIFICATION MOTION AFTER RECONVENING IN PUBLIC SESSION:**

(requires a recorded roll call vote)

Item a.

I move that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion.

**Votes:**

**Ayes:** Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. Paul Mooney; Mr. David McGuire.

**Nays:**

**Absent from Vote:** None

**For Information:**

**Town Clerk**

**Effective date:** June 13<sup>th</sup>, 2023

Stephen Clough, Town Recorder



Draft

June 13<sup>th</sup>, 2023  
Town Council  
Regular Meeting

**A RESOLUTION TO AMEND THE FISCAL YEAR 2023 BUDGET  
TO APPROPRIATE GRANT FUNDS AND DONATIONS**

**WHEREAS**, the Warrenton Town Council is charged by the Code of Virginia with the preparation of an annual budget for the Town of Warrenton; and

**WHEREAS**, on June 9, 2022, the Town Council adopted the Town of Warrenton Fiscal Year 2023 Budget; and

**WHEREAS**, during the course of the fiscal year, events may occur that require a supplemental appropriation; and

**WHEREAS**, Town staff identified several grant opportunities for staff training and development that did not require a match of local funds; and

**WHEREAS**, the Virginia State Police awarded a Help Eliminate Auto Theft (HEAT) grant to the Town in the amount of \$1,556.60 to cover attendance for one police officer at the Annual Southeast Chapter of the International Association of Auto Theft Investigators; and

**WHEREAS**, the Virginia Department of Environmental Quality has awarded a Litter Prevention and Recycling Program grant in the total amount of \$10,248, and the adopted budget contained an anticipated award of \$6,589, resulting in the need for an additional appropriation in the amount \$3,659; and

**WHEREAS**, the Town's Property, Liability and Workers' Compensation insurance carrier, Virginia Risk Sharing Association (VRSA), awarded a grant to the Town in the amount of \$1,500 to cover the cost of attendance for one staff member at the Virginia Women's Municipal Leadership Institute; and

**WHEREAS**, an anonymous donor has provided \$2,000 in gift cards to the Human Capital Department to be used for employee incentives and awards;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Warrenton this June 13, 2023, that the Fiscal Year 2023 budget is hereby amended to appropriate \$6,715.60 in grant revenue to reimburse expenditures for staff training and development and litter control activities and \$2,000 in donations for employee awards.

ATTACHMENT: Budget Amendment

**Votes:**

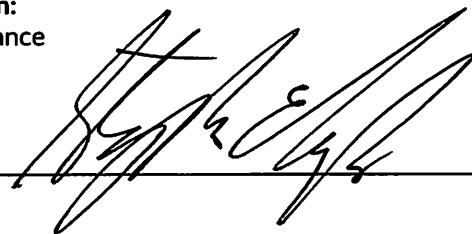
**Ayes:** Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. Paul Mooney; Mr. David McGuire.

**Nays:**

**Absent from Meeting:**

**For Information:**  
Director of Finance

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



**Town Recorder**  
**For Finance Department Use**

**Budget Amendment (Supplement)**

Date: June 13, 2023

Subject: Grants and Donations

G/L Account Number	Description	Debit	Credit
3-100-18990-0050	Local Grant Revenue		3,056.60
3-100-24040-0007	Litter Control Grant		3,659.00
3-100-18990-0051	Donations		2,000.00
4-100-31100-5540	Training	1,556.60	
4-100-12420-5540	Training	1,500.00	
4-100-42400-6099	Recycling Materials and Supplies	3,659.00	
4-100-12220-2850	Employee Incentive Program	2,000.00	

Draft



**June 13<sup>th</sup>, 2023  
Town Council  
Regular Meeting**

**ORDINANCE 2023-04**

**AN ORDINANCE TO ESTABLISH BUSINESS, PROFESSIONAL AND  
OCCUPATIONAL LICENSE TAX RATES FOR THE  
TAX YEAR BEGINNING JULY 1, 2023**

BE IT ORDAINED by the Council of the Town of Warrenton, Virginia, that the following Business, Professional and Occupational License Tax Rates are hereby levied for the tax year beginning July 1, 2023:

Amusements	\$0.10 per \$100 Gross Receipts
Contractors, Builders or Developers	\$0.085 per \$100 Gross Receipts
Business, Personal or Repair Service Occupations	\$0.1683 per \$100 Gross Receipts
Financial or Real Estate Services	\$0.2678 per \$100 Gross Receipts
Professional Occupations	\$0.2678 per \$100 Gross Receipts
Retail Merchants	\$0.10 per \$100 Gross Receipts
Vending Machine Operators	\$200 plus \$0.10 per \$100 Gross Receipts
Wholesale Merchants	\$0.0425 per \$100 Gross Purchases
Public Utilities (Telephone & Telegraph)	½ of 1% of Gross Receipts

The license tax is the greater of \$30.00 or the tax computed on gross receipts. Flat fees apply to certain businesses as follows:

Fortune tellers, Clairvoyants & Practitioners of Palmistry	\$1,000.00 per year
Carnivals, Circuses and Speedways	\$1,000.00 per performance
Itinerant Merchants	\$500.00 per year
Peddlers	\$250.00 per year
Photographers (as defined in §58.1-3727 of the Code of Virginia)	\$30.00 per year
Savings and Loan Associations and Credit Unions	\$50.00 per year
Direct Sellers	(Total annual sales greater than \$4,000.00) \$0.10 per \$100 Total Annual Retail Sales -Or- \$0.0425 per \$100 Total Annual Wholesale Sales

Alcoholic Beverages (special license tax provision in addition to gross receipts tax):

Wholesale Beer License	\$75.00
Wholesale Wine Distributor	\$50.00
Retail On-Premises Wine & Beer - Hotel, Restaurant or Club	\$37.50
Retail Off-Premises Wine & Beer	\$37.50
Retail On-Premises Wine - Hotel, Restaurant or Club	\$25.00
Retail Off-Premises Beer	\$25.00

ATTACHMENT: None

**Votes:**

**Ayes:** Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. Paul Mooney; Mr. David McGuire.

**Nays:**

**Absent from Meeting:**

**For Information:**

Director of Finance

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



Town Recorder

Draft

June 13<sup>th</sup>, 2023  
Town Council  
Regular Meeting

## ORDINANCE 2023-05

### AN ORDINANCE TO ESTABLISH WATER AND SEWER RATES AND SERVICE FEES EFFECTIVE JULY 1, 2023

WHEREAS, the Town of Warrenton charges certain fees and rates for usage pursuant to Article 2 of Chapter 17 of the Code of the Town of Warrenton (hereinafter referred to as the "Town Code") as authorized by Section 15.2-2119 of the Code of Virginia, 1950, as amended; now therefore

BE IT ORDAINED by the Council of the Town of Warrenton, Virginia, that the following water and sewer rates and fees are hereby effective beginning July 1, 2023:

#### WATER AND SEWER USAGE RATES:

##### Base Charge (for usage < 2,000 gallons):

Meter Size	In Town Rates		
	Water	Sewer	Total
5/8	\$ 8.04	\$ 15.32	\$ 23.36
3/4	\$ 12.06	\$ 22.98	\$ 35.04
1	\$ 20.10	\$ 38.30	\$ 58.40
1 1/2	\$ 40.20	\$ 76.60	\$ 116.80
2	\$ 64.32	\$ 122.56	\$ 186.88
3	\$ 140.70	\$ 268.10	\$ 408.80
4	\$ 253.26	\$ 482.58	\$ 735.84
6	\$ 522.60	\$ 995.80	\$ 1,518.40
8	\$ 643.20	\$ 1,225.60	\$ 1,868.80

Out of Town Rates		
Water	Sewer	Total
\$ 12.06	\$ 22.98	\$ 35.04
\$ 18.09	\$ 34.47	\$ 52.56
\$ 30.15	\$ 57.45	\$ 87.60
\$ 60.30	\$ 114.90	\$ 175.20
\$ 96.48	\$ 183.84	\$ 280.32
\$ 211.05	\$ 402.15	\$ 613.20
\$ 379.89	\$ 723.87	\$ 1,103.76
\$ 783.90	\$ 1,493.70	\$ 2,277.60
\$ 964.80	\$ 1,838.40	\$ 2,803.20

##### Commodity Rate, per 1,000 gallons

Usage	Water	Sewer	Total
>2,000	\$ 8.91	\$ 12.29	\$ 21.20

Water	Sewer	Total
\$ 13.37	\$ 18.44	\$ 31.81

Minimum monthly charges shall not be prorated.

#### SEWER ONLY RATES:

The owner of any residential property connected to the Town sewer system which property has a private water supply shall pay a monthly charge of \$41.13 inside of Town and \$61.70 outside of Town for sewer service. Commercial users shall pay \$200.36 for sewer service outside of Town.

<b>WATER AND SEWER ACCOUNT FEES:</b>	
New Service/Transfer of Service	\$25
Security Deposit	\$150 (residential & commercial)
Late Fee	\$5
Reconnection Fee	\$40

### New Service Fee

A new service fee of \$25.00 shall be paid to transfer water and/or sewer service from one customer to another or to transfer a customer from one location to another.

### Security Deposits

The minimum utility deposit for residential and commercial customers, other than owner occupied properties, shall be \$150.00.

Any property whose water and or sewer account has become delinquent twice during any twelve-month period, and service has been disconnected for non-payment, shall be required to pay an additional deposit equal to the average monthly bill, or the minimum utility deposit amount of \$150.00, whichever is greater.

All funds paid for utility deposits shall be maintained in a separate account and no interest shall be payable on those utility deposits. Utility deposits shall be held and applied toward the final bill whenever a customer moves out of the Town or discontinues a utility account. Any remaining balance shall be refunded to the customer.

Any balance remaining from a deposit, after payment of the final bill, which the Town is unable to refund because no forwarding address has been supplied to the Town, shall be remitted to the Treasurer of Virginia in accordance with Unclaimed Property Regulations.

### Late Fees

Any utility account that is not paid when due shall be charged a late fee in the amount of \$5.00.

### Reconnection Fees

Any water service for which a bill has been rendered for water and/or sewer service and which is not paid after due notice shall be discontinued. Before service shall be reinstated, a reconnection fee of \$40.00 shall be paid.

If a customer requests suspension of water service, a reconnection fee of \$40.00 shall be paid prior to reinstating water service.

Liability of Homeowner/Homeowner Authorization

Where property is occupied by more than one family or occupied other than by the owner, such owner shall be directly liable for service charges and fees.

Tenants wishing to establish a utility account in their name must provide the Town with a Homeowner Authorization Form or a copy of a current signed lease agreement.

ATTACHMENT: None

Votes:

**Ayes:** Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. Paul Mooney; Mr. David McGuire.

**Nays:**

**Absent from Meeting:**

**For Information:**

Director of Finance

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

  
Town Recorder

June 13<sup>th</sup>, 2023  
Town Council  
Regular Meeting

**A RESOLUTION ANNOUNCING A DATE AND VENUE FOR THE WARRENTON TOWN COUNCIL  
STRATEGIC RETREAT**

**WHEREAS**, the Town Council has requested a Strategic Retreat for 2023 at the Warrenton Police Department Community Room; and

**WHEREAS**, The Town Council discussed dates for the retreat at the May 9<sup>th</sup>, 2023 Regular Town Council meeting; and

**NOW, THEREFORE, BE IT RESOLVED** that the Warrenton Town Council hereby adopts a resolution announcing the date as September 16<sup>th</sup>, 2023, and venue as the Warrenton Police Department Community room for the Strategic Retreat.

ATTACHMENT:

**Votes:**

**Ayes:** Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. Paul Mooney; Mr. David McGuire.

**Nays:**

**Absent from Meeting:**

**For Information:**

Town Manager

Town Clerk

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

Town Recorder

June 13<sup>th</sup>, 2023  
Town Council  
Regular Meeting

**A RESOLUTION TO ADOPT AND APPROPRIATE THE FISCAL YEAR 2024 BUDGET AND THE  
FISCAL YEAR 2024 - 2029 CAPITAL IMPROVEMENT PROGRAM**

**WHEREAS**, Code of Virginia §15.2-2503 requires that the Town Manager submit a proposed budget to the Town Council on or before the first day of April each year, and that the Council approve the budget no later than the date on which the fiscal year begins; and

**WHEREAS**, Section 15-1 of the Code of Ordinances of the Town of Warrenton requires that the Town Council adopt a tax rate for all real estate and for tangible personal property no later than the fourteenth day of May of each calendar year; and

**WHEREAS**, the Town Manager submitted the Fiscal Year 2024 Proposed Budget to the Town Council on March 31, 2023 and work sessions were held by the Council during April and May 2023 to discuss the Proposed Budget and any changes thereto; and

**WHEREAS**, a duly advertised Public Hearing was held on May 9, 2023 to receive public comment and the tax rates for all real estate and tangible personal property were adopted on that date; and

**NOW, THEREFORE, BE IT RESOLVED** that the Fiscal Year 2024 - 2029 Capital Improvement Program for the Town of Warrenton is hereby adopted;

**BE IT FURTHER RESOLVED** that all outstanding encumbrances as of June 30, 2023 are hereby re-appropriated to FY 2024 to the same department or account for which they are encumbered in FY 2023, as approved by the Town Manager;

**BE IT FURTHER RESOLVED** that appropriations designated for capital projects and asset replacement projects that are unexpended as of June 30, 2023 are hereby re-appropriated to FY 2024 to the same projects; and be it;

**BE IT FURTHER RESOLVED** that all unencumbered FY 2023 appropriations lapse for budget items other than capital projects, asset replacement projects, contracts and grants, unless otherwise authorized by the Town Manager;

**BE IT FURTHER RESOLVED** that the Town Manager, or designee, may approve necessary accounting or budget transfers between funds to enable the proper accounting for capital projects or asset replacement projects;

**BE IT FURTHER RESOLVED** that the Fiscal Year 2024 Budget for the Town of Warrenton is hereby adopted and the amounts summarized below are hereby appropriated for the Fiscal Year Beginning July 1, 2023:

ATTACHMENT: FY 2024 Budget and Capital Improvement Program

**Votes:**

**Ayes:** Ms. Heather Sutphin; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. David McGuire.

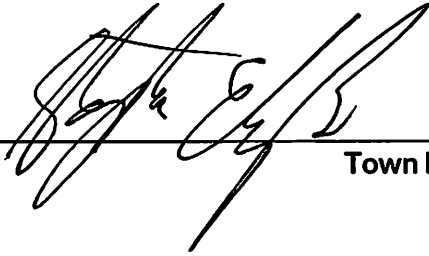
**Nays:** Mr. William Semple; Mr. Paul Mooney.

**Absent from Meeting:**

**For Information:**

Director of Finance

ATTEST:



Town Recorder

Draft



## REVENUE SOURCES

<b>GENERAL FUND</b>		<b>AMOUNT</b>
General Property Tax	\$	1,303,616
Meals Tax		5,500,000
BPOL Tax		2,272,525
Local Sales Tax		999,500
Bank Stock Tax		1,200,000
Consumer Utility Tax		490,020
Other Local Taxes		887,176
Permits and Fees		288,064
Fines and Forfeitures		77,500
Use of Money/Property		500,000
Charges for Services		1,090,439
Miscellaneous Revenue		221,633
State Revenue		2,971,638
Transfers/Proffers		539,913
<u>Use of Fund Balance</u>		<u>4,394,803</u>
<b>Total General Fund</b>	<b>\$</b>	<b>22,736,827</b>
<b>OTHER FUNDS</b>		
Capital Improvement Fund		2,770,359
General Asset Replacement Fund		1,491,350
Water and Sewer Operating Fund		8,092,362
Water and Sewer Capital Fund		5,311,700
Stormwater Utility Fund		1,485,404
<u>ARPA Fund</u>		<u>3,269,910</u>
<b>Total Other Funds</b>	<b>\$</b>	<b>22,421,085</b>
<b>Total All Funds</b>	<b>\$</b>	<b>45,157,912</b>
Less Transfers		(4,741,622)
<b>Total Estimated Revenue</b>	<b>\$</b>	<b>40,416,290</b>

## EXPENDITURES/ USES

GENERAL FUND		AMOUNT
General Government	\$	4,501,562
Public Safety		3,710,131
Public Works		5,721,974
Parks and Recreation		2,462,078
Community Development		1,359,697
Contributions		58,954
Non-departmental		389,666
Debt Service		824,238
Transfers – Capital		4,201,709
<u>Vacancy Savings</u>		<u>(493,182)</u>
<b>Total General Fund</b>	<b>\$</b>	<b>22,736,827</b>
OTHER FUNDS		
Capital Improvement Fund	\$	2,770,359
General Asset Replacement Fund		1,491,350
Water and Sewer Operating Fund		8,092,362
Water and Sewer Capital Fund		5,311,700
Stormwater Utility Fund		1,485,404
<u>ARPA Fund</u>		<u>3,269,910</u>
<b>Total Other Funds</b>	<b>\$</b>	<b>22,421,085</b>
<b>Total All Funds</b>	<b>\$</b>	<b>45,157,912</b>
Less Transfers		(4,741,622)
<b>Total Estimated Expenditures</b>	<b>\$</b>	<b>40,416,290</b>

June 13, 2023  
Town Council  
Regular Meeting

**RESOLUTION TO APPROVE BOND RELEASE REQUEST BOND-22-2 FOR STEEPLECHASE MANOR (SDP 1999-01)**

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

**WHEREAS**, a Site Development Plan for the Steeplechase Manor apartment complex, case number SDP 1999-01, was approved subject to the provision of a cash Public Improvements Bond placed on April 2, 2020 in the amount of \$16,505.87; and

**WHEREAS**, an As-Built Plan was submitted and subsequently approved on May 24, 2023 to demonstrate conformity with the approved site development plan and the ordinances and regulations of the Town of Warrenton as required by Section 10-9 of the Ordinance; and

**WHEREAS**, the Developer submitted a request on June 8, 2022 to release the cash Public Improvements Bond in full; and

**WHEREAS**, the Warrenton Town Council may grant period partial releases of any bond, escrow, letter of credit or other performance guarantee required for the completion of improvements which are to be bonded as provided in Section 10-8.5 of the Town of Warrenton Zoning Ordinance; and

**NOW THEREFORE BE IT RESOLVED**, by the Warrenton Town Council that the Public Improvements Bond in the amount of \$16,505.87 is hereby released in full.

**Votes:**

**Ayes:** Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. Paul Mooney; Mr. David McGuire.

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**For Information:**

Community Development Director,  
Town Attorney

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

Town Recorder

June 13<sup>th</sup>, 2023  
Town Council  
Regular Meeting

**A RESOLUTION TO CONTRIBUTE \$50,000 TO THE FAUQUIER COUNTY ECONOMIC DEVELOPMENT  
AUTHORITY'S MICROLOAN PROGRAM**

**WHEREAS** the Fauquier County Economic Development Authority's Microloan Program was created as a means of providing accessible microloans to small businesses in Fauquier County; and

**WHEREAS**, the Fauquier County EDA is supportive of offering a total loan amount of \$100,000 to assist in business retention; and

**WHEREAS**, the Town of Warrenton would like to provide an equal match to support the Fauquier County EDA's loan; and

**WHEREAS**, the Town of Warrenton agrees to supply this funding provided that the business continues to operate within the borders of the Town; and

**WHEREAS**, the Town of Warrenton's match will be expended from the Economic Development's Professional Services appropriation; and

**WHEREAS**, the Town Council have reviewed and approved the contribution of the funds; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Warrenton Town Council this 13th day of June 2023, that \$50,000 is hereby allocated from the Economic Development Department's Professional Services line item.

**Votes:**

**Ayes:** Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. Paul Mooney; Mr. David McGuire.

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**For Information:**

Fauquier County Department of Economic Development  
Community Development Director

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

Town Recorder

June 13<sup>th</sup>, 2023  
Town Council  
Regular Meeting

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WARRENTON ESTABLISHING THE PERCENTAGE RELIEF GRANTED TO QUALIFYING PERSONAL USE VEHICLES, SUBJECT TO THE TOWN OF WARRENTON'S PERSONAL PROPERTY TAX, FOR THE 2023 TAX YEAR**

**WHEREAS**, the Personal Property Tax Relief Act of 1998, Virginia Code §§58.1- 3253 et seq. ("PPTRA"), has been substantially modified by the enactment of Chapter 1 of the Acts of Assembly, 2004 Special Session I (Senate Bill 5005), and the provisions of Item 503 of Chapter 951 of the 2005 Acts of Assembly (the 2005 revisions to the 2004-06 Appropriations Act, hereinafter cited as the "2005 Appropriations Act"); and

**WHEREAS**, these legislative enactments require the Town of Warrenton to take affirmative steps to implement these changes, and to provide for the computation and allocation of relief provided pursuant to the Personal Property Tax Relief Act as revised; and

**WHEREAS**, these legislative enactments provide for the appropriation to the Town of Warrenton, of a fixed sum to be used exclusively for the provision of tax relief to owners of qualifying personal use vehicles that are subject to the personal property tax on such vehicles.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Warrenton, Virginia that:

Qualifying vehicles obtaining situs within the Town of Warrenton during tax year 2023, shall receive personal property tax relief in the following manner:

- Personal use vehicles valued at \$20,000 or less will be eligible for 100% tax relief;
- Personal use vehicles valued at \$20,001 or more shall only receive 100% tax relief on the first \$20,000 of value; and
- All other vehicles which do not meet the definition of "qualifying" (business use vehicles, farm use vehicles, motor homes, etc.) will not be eligible for any form of tax relief under this program.

ATTACHMENT: None

**Votes:**

**Ayes:** Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. Paul Mooney; Mr. David McGuire.

**Nays:**

**Absent from Meeting:**

**For Information:**

Director of Finance

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

Town Recorder

June 13<sup>th</sup>, 2023  
Town Council  
Regular Meeting

**RESOLUTION PURSUANT TO SECTION 11-3.10 OF THE ZONING ORDINANCE OF THE TOWN OF WARRENTON APPROVING A SPECIAL USE PERMIT AMENDMENT FOR A DUAL DRIVE THROUGH AT CHICK-FIL-A, 256 W. LEE HIGHWAY**

**WHEREAS**, Chick Fil A, ("the Applicant"), is requesting to amend Special Use Permit 2006-08 (the "SUP") to allow a dual drive through on a parcel of land containing approximately 1.2139 acres, located at 256 W. Lee Highway, and hereinafter referred to as the "Property"; and

**WHEREAS**, pursuant to §11-3 of the Zoning Ordinance, upon petition of the Applicant for amendment of the Special Use Permit, the Town Planning Commission held a Public Hearing on May 16, 2023, upon advertisement and notice properly given pursuant to § 15.2-2204 of the Virginia Code; and

**WHEREAS**, the Town Planning Commission has recommend approval of the Special Use Permit with the conditions proposed by Town staff; and

**WHEREAS**, the Town Council of the Town of Warrenton held a Public Hearing on June 13, 2023, upon notice properly and duly given pursuant to § 15.2-2204 of the Virginia Code; and

**WHEREAS**, the Town Council has considered the impact of the requested use on the Town of Warrenton and has weighed the factors listed in §11-3.10.3 of the Zoning Ordinance for the Town of Warrenton; and

**WHEREAS**, the Town Council, in consideration of all of the foregoing, is of the opinion that the application for the amendment of the requested Special Use Permit be approved subject to certain conditions; now, therefore, be it

**NOW, THEREFORE, BE IT RESOLVED** by the Town of Warrenton Town Council on this 13th day of June 2023, that SUP 2022-06 be, and is hereby, amended to allow a dual drive through, subject to Special Use Permit with Conditions of Approval dated June 13, 2023, which supersede all previous approvals for SUP 2006-08.

ATTACHMENT: Conditions

**Votes:**

**Ayes:** Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. Paul Mooney; Mr. David McGuire.

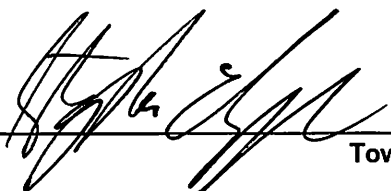
**Nays:**

**Absent from Meeting:**

**For Information:**

Town Clerk

ATTEST:



Town Recorder

## FINAL SPECIAL USE PERMIT CONDITIONS

**Applicant: Chick Fil A**  
**Owner: Warrenton Crossroad, LLC**  
**SUP 22-06 (Supersedes SUP #06-08)**  
**PINs 6984-28-8927-0000 (the "Property")**  
**Special Use Permit Area: ± 1.2139**  
**Zoning: Commercial (C)**  
**Date: June 13, 2023**

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 compliance with the imposed conditions. All required conditions shall be set out in the documentation approving the Special Use Permit (SUP).

1. **General:** This Special Use Permit is issued covering the entire Property pursuant to the provisions of § 11-3.10 of the Town of Warrenton Zoning Ordinance.
2. **Site Development:** The Property shall be developed in substantial conformance with the Special Use Permit Plan entitled, "SUP Amendment," prepared by Bohler Engineering, dated August 23, 2022, revised April 28, 2023, consisting of four (4) sheets (the "SUP Plan"). Minor changes and adjustments may be made to the road and street alignments, entrances, parking, dimensions and location of SWM/BMP facilities, the exact configuration and location of building footprints, and other similar features as shown on the SUP Plan, provided they meet the intent of these Conditions and are approved by the Director of Community Development or the Zoning Administrator.
3. **Use Parameters:**
  - a. Special Use Permit Area – The Special Use Permit shall apply to the entire +/- 1.2139 acre site.
  - b. Use Limitations – The use shall be limited to the dual land drive through and +/- 4,640 square foot commercial building.
4. **Elevations:** The site shall be developed in general conformance with the elevations submitted by Hill Foley Rossi Architecture and Engineering dated September 14, 2022.
5. **Signage:** All signage shall comply with the applicable provisions of Article 6 of the Town of Warrenton Zoning Ordinance.
6. **Site Maintenance and Refuse Collection:** 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. Compliance with this condition shall be demonstrated on each final site plan(s). Deliveries and refuse collection shall follow Town Code Section 11-19(9).

7. Environment: All landscaping shall be native and drought-resistant or other species as may be approved on the final site plan(s).
  - a) Landscaping – The Applicant shall make all efforts to maintain and preserve the existing mature vegetation and hardwood trees when feasible.
  - b) Stormwater Management – The Applicant shall provide one hundred percent (100%) of the required stormwater runoff quality and quantity control measures for the site. The locations and specific techniques to be utilized shall be determined at the time of plan review and discussed with Stormwater Management staff prior to submittal of the first final site plan.
8. Lighting: All outdoor lighting shall conform to the Zoning Ordinance and be full cut-off and designed to prevent sky glow and light trespass at time of site plan.
9. Transportation:
  - a) Vehicular Access – The site shall maintain a minimum 12' one way travel lane around the building, except for the north side adjacent to Lee Highway which will maintain a two way travel lane
  - b) Delivery trucks shall access and leave the site off Branch Drive.
  - c) Drive Through – vehicles on the eastern side of the building adjacent to the bank will be required to take a right turn only to leave the site.
  - d) Handicapped Parking and Signage – Handicapped parking and signage for shall be provided in accordance with the PFM and the Americans with Disabilities Act.
  - e) Pedestrian Safety – High visibility crosswalks will be installed and maintained on the northern side of the property to the sidewalk on Lee Highway and the western side of the property to the angel parking.
  - f) The property owner is responsible for maintaining all interior directional signage and wayfinding to maintain the safety of pedestrians and vehicles.
  - g) The location and number of directional signage and pavement arrows shall be reviewed as a part of the site development plan; a striping and signage plan shall be required for review and approval by the Zoning Administrator in coordination with the Fire Marshal, Warrenton Volunteer Fire Company, and Police Department.





## TOWN COUNCIL REGULAR MEETING

21 Main Street

Tuesday, July 11, 2023 at 9:00 AM

### MINUTES

#### AN OPEN MEETING OF THE TOWN COUNCIL OF THE TOWN OF WARRENTON, VIRGINIA, WAS HELD ON July 11<sup>th</sup>, 2023, AT 9:00 AM

##### Work Session

##### PRESENT

Mr. Carter Nevill, Mayor; Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. Paul Mooney; Mr. David McGuire; Mr. Frank Cassidy, Interim Town Manager; Mr. Stephen Clough, Town Clerk; Mr. Martin Crim, Town Attorney.

##### ABSENT

##### Regular Meeting

##### PRESENT

Mr. Carter Nevill, Mayor; Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. Jay Heroux; Mr. Paul Mooney; Mr. David McGuire; Mr. Frank Cassidy, Interim Town Manager; Mr. Stephen Clough, Town Clerk; Mr. Martin Crim, Town Attorney.

##### ABSENT

Mr. James Hartman, Vice Mayor.

#### PROCLAMATIONS AND RECOGNITIONS.

The Mayor read the Proclamation Recognizing Susan Helander for her dedication and service to the Town of Warrenton, Virginia.

#### WORKSESSION - 9:00 AM

The Mayor Called the meeting to order at 9:00 a.m. A quorum was present, and business could be conducted.

Councilmember Semple participated in the meeting remotely from his home due to a positive COVID-19 test.

#### A. Arts in Public Spaces

Rob Walton, Director of Community Development, introduced the topic.

Councilmember Mooney asked if the map would include business locations in addition to the artwork locations.

Mr. Walton said that the map had not been drafted yet, so they could add business locations.

Councilmember Semple asked if there were content guidelines for submitted artwork.

Mr. Walton said that there were none yet because they were still early in the design process. He said that they intended to put together design guidelines.

## **B. Septic Remediation Committee**

Denise Harris, Planning Manager, introduced the topic. She stated that staff's recommendation was to pursue the federal grant program and implement a first-come, first-serve program for septic remediation with the funds.

A discussion followed regarding how residents would be notified of the available funds and the rates of failure throughout the Town. Staff noted that there were currently no failures according to their reports, however, they did rely on residents self-reporting.

Councilmember Semple asked what the Committee thought about pursuing other federal and private grants.

Councilmember Hamby said that he did not have enough information on those grants to make a decision. He said that the grant on the table had a deadline of September 30, so it required more direct attention.

Councilmember Semple said he supported pursuing the grant.

Councilmember Heroux asked how this program would impact the water supply and capacity at the water treatment plants.

Mr. Cassidy said that the additional capacity requirements were already factored into the CIP.

Mayor Nevill said that there was unanimous consent from Council to pursue the grant and a first-come, first-serve program.

## **C. Transportation Planning Update**

Denise Harris, Planning Manager, introduced the topic. She stated that the staff recommendation was for Council to direct staff to execute a letter to Fauquier County on behalf of Council with the formal cost share request for the Main Street Improvement.

Mayor Nevill said he supported authorizing staff to send the letter.

Councilmember McGuire said he supported improvements on Main Street. He suggested installing security cameras on Main Street.

Mr. Cassidy said that they were exploring options with the IT Department and Facilities Management.

Councilmember Hamby asked for more information about the Courthouse Square project and the scope of the Main Street improvement project.

Mr. Cassidy explained that Courthouse Square was included in the scope. He said that they were accumulating the results of several studies to inform the development, and they had a couple options which had been considered for years as well as newer options.

Councilmember Semple asked how they were coordinating the Main Street program with the business community.

Ms. Harris said that when they went through the concept plan for the first revenue sharing application, there was active public participation from merchants and property owners. She said that the results of their public outreach was incorporated into the revenue sharing application and throughout the planning.

Mayor Nevill said that there was unanimous consent from Council to authorize staff to send the letter on behalf of Council to Fauquier County.

---

#### **D. Beneficial Use of Funds**

Frank Cassidy, Interim Town Manager, introduced the topic.

Mayor Nevill acknowledged the benefits of and the staff efforts to update the zoning ordinance. He said that doing so would benefit affordable housing efforts in the Town.

Council discussed ways to support affordable housing with the unallocated ARPA funds.

Councilmember Heroux noted that housing was a complicated problem, and many factors were out of their control. He said that Council should not commit at this time to a single solution.

Councilmember Semple asked Council to permit Melanie Burch, President of Fauquier Habitat for Humanity, to speak regarding how Habitat could utilize the ARPA funds.

Melanie Burch, President of Fauquier Habitat for Humanity, presented to Council about the opportunities to revitalize Haiti Street. She said that since the land had been dedicated, Habitat was prepared to tear down the four condemned structures and rebuild 13 units on the site, which would benefit affordable housing and the Town's tax base. She said that a grant from Virginia Housing would be used to demolish the structures, and there was a grant from Rappahannock-Rapidan to continue work on the infrastructure and six cluster homes. She noted that they had

already constructed 15 homes on Haiti Street in the past 30 years. She said that the houses would be entered into a community land trust.

Councilmember Hamby and Councilmember McGuire stated that they wanted to review a detailed plan for the project in the future.

A discussion followed regarding the details of the land trust and how land trusts helped to keep homes affordable.

Councilmember McGuire asked what the average length of stay was in the Habitat homes.

Ms. Burch replied that the majority of homeowners were staying permanently.

Councilmember Sutphin asked if there was assistance for residents who got behind on payments.

Ms. Burch said that there was an available fund which individuals could apply to for assistance.

Tyrone Champion, Executive Director of Community Touch, presented to Council regarding their organization's point-in-time survey to gauge homelessness in the community and the needs for affordable housing. He said that there was a need for land to be able to build affordable housing.

Felicia Champion, Program Director, presented to Council and addressed issues such as barriers to housing and housing for elderly people.

Councilmember Hartman motioned to dedicate the remaining unappropriated ARPA funds to affordable housing and accessibility initiatives focused on the best use of the funds for maximum benefit, requiring collaboration with existing entities and initiatives, including but not limited to Habitat and the First Baptist Church.

Seconded by Councilmember McGuire.

The vote was as follows:

**Ayes:** Ms. Heather Sutphin; Mr. William Semple; Mr. Jay Heroux; Mr. Brett Hamby; Mr. David McGuire; Mr. Paul Mooney; Mr. James Hartman.

**Nays:**

**Abstention:**

**Absent:**

The motion passed unanimously; the ARPA funds were allocated and appropriated.

---

## **E. Review of Parcels Exempt from Taxation by Resolution of the Fauquier County Board of Supervisors**

Stephanie Miller, Finance Director, introduced the topic.

Mayor Nevill said that the Town saw certain benefits from removing properties from the tax rolls, such as ensuring affordability for projects like Habitat builds. He said that doing so shifted burdens away from homeowners.

Mayor Nevill said that there was no objection to adding the matter to the evening's consent agenda. He said that there was consensus from Council to keep in-line with the County's decision and keep the parcels tax exempt.

## **RECESS**

Council recessed at 11:12 a.m. and reconvened at 11:22 a.m.

## **F. Agenda Review**

Frank Cassidy, Interim Town Manager, reviewed the agenda.

Denice Harris, Planning Manager, briefed Council regarding the public hearing for Special Use Permit (SUP) 2023-01 St. John the Evangelist Catholic Church.

Mr. David Norden representing the applicant, provided additional information to Council.

Rob Walton, Director of Community Development, briefed Council regarding the public hearing for a Petition to Terminate a Restrictive Covenant.

Jessica Pfeiffer, Walsh Colucci Lubeley & Walsh, representing the applicant, provided additional information to Council.

Mayor Nevill said that there was consensus from Council to cancel the joint meeting with the Commission and move the item forward to the Commission for consideration.

## **REGULAR MEETING - 6:30 PM**

The Mayor Called the meeting to order at 6:32p.m. A quorum was present, and business could be conducted.

Councilmember Semple participated in the meeting remotely from his home due to a positive COVID-19 test.

## **A. INVOCATION.**

Chaplain Ollie Smith, Warrenton Police Department, led the invocation.

## **B. A Moment of Silence for Bobby Pennington**

Chaplain Smith called for a moment of silence to honor Bobby Pennington.

## **C. PLEDGE OF ALLEGIANCE.**

Mayor Nevill led the Pledge of Allegiance.

## **D. PROCLAMATIONS, RECOGNITIONS, AND PROMOTIONS.**

### **1. Resolution Recognizing the Service of Ali Zarabi**

Mayor Nevill read a Proclamation recognizing Ali Zarabi for his dedication and service to the Town of Warrenton, Virginia.

Mr. Zarabi accepted the proclamation.

### **2. Resolution Recognizing the Service of Kevin Carter**

Mr. Carter was not able to attend the meeting.

### **3. Resolution Recognizing the Service of Renard Carlos**

Mayor Nevill read a Proclamation recognizing Renard Carlos for his dedication and service to the Town of Warrenton, Virginia.

Mr. Carlos accepted the proclamation.

### **4. Resolution Recognizing the Service of Sean Polster**

Mr. Polster was not able to attend the meeting.

Frank Cassidy, Interim Town Manager, said there were several new hires and promotions he would recognize.

Mr. Cassidy announced the Town's new hires. In the Parks and Recreation Department: Lifeguards Emma Gordon, Joseph Cernock, Richard Black, Dylan Hughes, and Zach Stott; Customer Service Specialists Paige Parkman, Zach Salter, and Josh Farley; Water Safety Instructor Kalina Frick; Head Guards Jesus Diaz-Nunez, and Tristan Boyd; and Aquatics Coordinator Joshua Cywinski.

Mr. Cassidy recognized the efforts of Parks and Recreation, the Police Department, Public Works, Emergency Services and Risk Management, and Community Development in hosting the 4th of July fireworks event.

Mr. Cassidy announced the Town's staff promotions. In the Police Department: Lieutenant Justin Pierce was promoted from Sergeant; Sergeant Stephen Hall was promoted form Officer. In Public Works: Superintendent of the Wastewater Treatment Plant Russell Smith was promoted after working for the Town for several years.

Mr. Cassidy recognized Bruce Sanford, Seth Cannonier, Brandon Wagoner, Warren Stringfellow, and Wayne Twomey for receiving the Responsible Land Disturber Certification from DEQ.

Mr. Cassidy recognized Dina Hermoso, Stormwater Administrator, for completing PMI Project Management training through DEQ.

Mr. Cassidy recognized Hunter Digges, Building Official, and Mike Rhodes, Building Inspector, for helping a family rehabilitate a property and make it a safe living environment.

## E. CITIZEN'S TIME.

Citizen's time Sign in Town Council Regular Meeting: June 13, 2023		
Name	Address	Topic
Raheed Ibrahim	32 Blue Ridge Street	Affordable Housing
Vincent Holland	4555 Whiting Street	BLM Vigil for Action
Arthur Poland		BLM Vigil for Action
Conway Porter		Habitat for Humanity
Bernadine Clark	Menlow Drive	Data Centers
Cindy Burbank	6347 Burnell Court	Data Centers
Jean Banish		Representation of Citizens
Joe Washington	Shipmadilly Lane	BLM Vigil for Action
Larry Kovalik	39 Brookshire Drive	Government Transparency

Raheed Ibrahim spoke regarding affordable housing and requested Council to allocate funds to support Habitat for Humanity's project to develop affordable housing on Haiti Street.

Vincent Holland, on behalf of BLM Vigil for Action, spoke regarding progress related to allowing First Amendment expression in the Town Square and improving traffic safety in the area.

Arthur Poland spoke regarding BLM Vigil for Action and the Amazon data center. He noted that there had been no safety incidents in three years related to the BLM Vigil for Action. He said he supported the data center.

Conway Porter, on behalf of the Fauquier NAACP, spoke regarding the Habitat for Humanity project on Haiti Street. He requested Council consider allocating ARPA funds to Habitat for the project.

Bernadine Clark spoke regarding concerns and oppositions to the Amazon data center.

Cindy Burbank spoke regarding concerns about the Amazon data center. She said that 2309 residents expressed opposition to the data center while only 11 supported it, undermining the claim that numerous citizens supported the development.

Jean Banish spoke regarding representation. She expressed concerns about the public's ability to stay informed on Town business and participate and provide input on matters before Council.

Joe Washington spoke regarding support for the BLM Vigil for Action and support for the successful Juneteenth event held the previous Saturday.

Larry Kovalik spoke regarding transparency in Town business. He said that trust in government was diminished when information was withheld from the public.

---

## **F. APPROVAL OF THE AGENDA.**

Councilman Hamby motioned to approve the agenda.

Seconded by Councilman Mooney.

The vote was as follows:

<b>Ayes:</b>	Ms. Heather Sutphin; Mr. William Semple; Mr. Jay Heroux; Mr. Brett Hamby; Mr. David McGuire; Mr. Paul Mooney.
<b>Nays:</b>	
<b>Abstention:</b>	
<b>Absent:</b>	

The motion passed unanimously; the agenda was approved.

---

## **G. PUBLIC HEARINGS.**

### **1. Special Use Permit (SUP) 2023-01 St. John the Evangelist Catholic Church**

Mayor Nevill stated that the public hearing would remain open, and Council would defer action to next month so that they could gather answers to their remaining questions.

Denise Harris, Planning Manager, introduced the topic and provided Council with a summary of the request.

The Public hearing was opened at 7:15 p.m.



Jeffrey Grambo addressed Council regarding concerns about setbacks and pedestrian access on Winchester Street.

Jean Banish addressed Council regarding concerns about stormwater management.

The public hearing portion was closed at 7:18 p.m., but the matter remained open, and public comments may continue to be submitted to the Town.

Public Hearing:		
Name	Address	Organization or Individual
Jeffrey Grambo	300 Winchester Street	Individual
Jean Banish		Individual

## 2. Bulk Water Rates

Stephanie Miller, Director of Finance, introduced the topic and provided a summary to Council.

The Public hearing was opened at 7:21 p.m.

No one spoke at the public hearing.

The Public hearing was Closed at 7:21 p.m.

Councilmember McGuire motioned for Council to adopt the bulk water rates as presented.

Seconded by Councilmember Heroux.

The vote was as follows:

**Ayes:** Ms. Heather Sutphin; Mr. William Semple; Mr. Jay Heroux; Mr. Brett Hamby; Mr. David McGuire; Mr. Paul Mooney.

**Nays:**

**Abstention:**

**Absent:**

The motion passed unanimously; the water rates were adopted.

Public Hearing:		
Name	Address	Organization or Individual

--	--	--

### 3. Petition to Terminate a Restrictive Covenant

Rob Walton, Director of Community Development, introduced the topic and provided Council with a summary of the request.

The Public hearing was opened at 7:24 p.m.

Jean Banish spoke in opposition to the request and expressed concerns about the process since it should have never been started and appeared fraudulent.

The Public hearing was Closed at 7:26 p.m.

Keith Parish, Broadview Holdings, developer of the project, presented as to why a restriction was initially placed on the property.

Councilmember Heroux motioned to terminate the restrictive covenant.

Seconded by Councilmember Hamby.

The vote was as follows:

**Ayes:** Ms. Heather Sutphin; Mr. William Semple; Mr. Jay Heroux; Mr. Brett Hamby; Mr. David McGuire; Mr. Paul Mooney.

**Nays:**

**Abstention:**

**Absent:**

The motion passed unanimously; the restrictive covenant was terminated.

Public Hearing:		
Name	Address	Organization or Individual
Jean Banish		Individual

### H. CONSENT AGENDA.

1. PD 9 Appointment
2. Sidewalk Project Description Update

### 3. Resolution Authorizing Advertisement of a Public Hearing for Review of Parcels Exempt from Taxation by Resolution of the Fauquier County Board of Supervisors

Councilmember Heroux motioned to adopt the consent agenda as presented.

Seconded by Councilmen Mooney.

The vote was as follows:

**Ayes:** Ms. Heather Sutphin; Mr. William Semple; Mr. Jay Heroux; Mr. Brett Hamby; Mr. David McGuire; Mr. Paul Mooney.

**Nays:**

**Abstention:**

**Absent:**

The motion passed unanimously; the consent agenda was adopted.

#### I. NEW BUSINESS.

There was none.

#### J. UNFINISHED BUSINESS.

There was none.

#### K. TOWN ATTORNEY'S REPORT.

Martin Crim, Town Attorney, reported that he had transitioned law firms and was now working with Sams Anderson. He said that he anticipated a smooth transition on all fronts in terms of enforcements and prosecutions. He updated Council regarding the case *Gloss v. Wheeler*, which involved FOIA and Prince William County. He said that as a result of the Virginia Supreme Court's ruling in the case, the exception for participating in a public forum appearance or debate was narrowed.

Mr. Crim said that those types of events could now constitute a meeting under FOIA if they involved a subject being addressed by the public body or one that was likely to come before the body in the future. He said that councilmembers should be considerate of attending public forums if multiple members were attending. He said that councilmembers should consider leaving and watching the event remotely.

#### L. TOWN MANAGER'S REPORT.

Frank Cassidy, Interim Town Manager, reported that a former employee of the Town, Rebecca Crouch, was being honored for 50 years of service in the Girl Scouts. He reported that the wastewater treatment plant was not functioning properly. He said that they were hauling over 12,000 lbs. of sludge to Winchester because the clarifiers were malfunctioning. He said that they had scheduled to repair the second clarifier that week, but they were now unable to fix it because they had to clear the sludge. He said that staff was monitoring the situation 24/7 and trying to determine a way to fix the clarifiers. He said that currently, they were restarting the retired rotating biological contactors to try and clear the sludge.

Mr. Cassidy announced that Fauquier County Fair started tomorrow. He said that National Night Out was scheduled for August 1, and they were planning the event at the Warf. He said that new stop signs were installed on Winchester Street, and he would look into the crosswalk concerns. He said he attended the farmers market on Saturday and was able to speak to several people. He thanked those who attended and thanked staff for setting up a stand to hand out flyers.

---

## M. COUNCILMEMBERS TIME.

**Mr. Mooney:** Thanked those individuals who gave time to the Planning Commission and Town Council. Expressed gratitude to Mr. Zarabi and Mr. Carlos, whose efforts inspired him to run for office. Congratulated the staff who received promotions. Expressed his appreciation for allocating funds towards affordable housing. Thanked the public for attending the meeting, as citizen participation made the Town better. Stated that he would continue to push for Thursday evening meetings to increase public engagement. Congratulated staff on the 4th of July event.

**Ms. Sutphin:** Thanked staff, especially Public Works, for handling their workload. Noted that Public Works was a good team that did their job very well. Thanked Mr. Cassidy for keeping the work moving forward. Noted that they had been trying to install lights on Hastings Lane, which had none, and there would now be 10 in total installed. Noted that residents in Warrenton Manor Apartments had been unable to walk their pets when it was dark due to the lack of streetlights. Thanked staff for the 4th of July fireworks display. Thanked the public for attending the meetings.

**Mr. Semple:** Referring to his open-door policy, he asked constituents to contact him whenever they felt. Congratulated Mr. Zarabi and Mr. Carlos for their service to the Town, noting that their work inspired him to continue working hard for the Town and the residents. Congratulated the Town Manager for meeting with residents on Saturday at the farmers market and encouraged him to continue that outreach. Announced he attended the Juneteenth festival, which was a marvelous experience. Acknowledged and commended the work of Hunter Digges and Mike Rhodes in assisting families stay in their homes. Expressed his condolences to the family of Bobby Pennington. Expressed appreciation to Council for hearing the presentation from Habitat during the work session.

**Mr. Hamby:** Expressed his condolences to the family of Bobby Pennington. Extended his best wishes to Vice Mayor Hartman through his upcoming medical procedures. Congratulated the recent staff recognitions and promotions. Thanked Melanie Burch, President of Fauquier Habitat

for Humanity, for meeting with him and Councilmember Heroux earlier that day and answering their questions. Thanked Keith Parish for his time and noted that he did not believe there was any malice attributed to the application.

**Mr. Heroux:** Expressed condolences to the family of Bobby Pennington and noted that he and Vice Mayor Hartman had been able to attend the memorial service on Saturday. Stated that he would keep Vice Mayor Hartman in his prayers during his medical procedures. Announced that the Town had been approved for almost \$29 million in SmartScale funding for road work. Congratulated Community Development, Public Works, and Denise Harris. Noted that the funds would result in two new roundabouts in the Town with construction expected in FY29: one at the Lee Highway/Blackwell Road intersection, and the other at the Broadview/Winchester intersection. Noted he received a tour of Haiti Street with Councilmember Hamby from Habitat, which was beneficial. Stated that there were several homeless people, forgotten people, and struggling people in the community and asked that they continue to find ways to lift each other up.

**Mr. McGuire:** Commended Council for supporting the transfer of the remaining ARPA funds to affordable housing initiatives. Expressed that it was important to remember that a society was judged based on how it treated the elderly and less fortunate members of their community. Noted that they could not help those at the top at the expense of those at the bottom. Reflected on the importance of affordable housing. Commended St. Johns for undergoing the SUP process. Expressed his best wishes to Vice Mayor Hartman during his procedures. Thanked the public for attending the meetings, as it was important for the public to participate and be informed. Stated that more united the community than divided them. Thanked his colleagues for their work.

**Mayor Nevill:** Expressed his condolences to the family of Bobby Pennington. Expressed his best wishes to Vice Mayor Hartman during his procedures. Thanked the public for attending the meeting. Requested that citizens not use the time for public comment to stump for their own political campaigns. Acknowledged that many residents felt intimidated from expressing their opinions publicly, and councilmembers had conversations with residents on a regular basis that were not recorded under FOIA. Noted that a significant number of people expressed their opinions to Council regarding the data centers, either for or against it, and many of those interactions were not available under FOIA. Acknowledged that the silent majority did exist, and their opinions should be respected and heard.

---

## N. ADJOURNMENT.

With no further business, this meeting was adjourned at 8:02 PM on Tuesday, August 8<sup>th</sup>, 2023.

I hereby certify that this is a true and exact record of actions taken by the Town Council of the Town of Warrenton on July 11<sup>th</sup>, 2023.

---

Stephen M. Clough  
Town Recorder

Attachments:

- 1) Handouts to Council from Citizen's time. July 11<sup>th</sup>, 2023.
- 2) Citizen Comment Emails and form submissions.
- 3) Signed legislation.

Draft



The Town of Warrenton  
P.O. Box 341  
Warrenton, VA 20188  
P (540) 347-1101  
F (540) 349-2414

**July 11th, 2023 Regular Town Council Meeting**  
**Minutes**

**Attachment 1: Handouts to Council from Citizen's**  
**time. July 11th, 2023.**

*Protecting and restoring the lands and waters of the Virginia Piedmont,  
while building stronger, more sustainable communities.*

July 7, 2023

Warrenton Town Council  
Town Hall  
Warrenton, VA 20186

RE: Proposal to Purchase the Warrenton Horse Show ground

Dear Mayor Neville and Members of Town Council:


Please accept this letter supporting the proposal of the Town to purchase the Warrenton Horse Show Grounds.

The Piedmont Environmental Council was formed in 1972 and we work to protect and restore the lands and waters of the Virginia Piedmont, while building stronger, more sustainable communities. Access to open spaces for active and passive recreation is critical to quality of life and health for residents and visitors of Warrenton, as it is in all communities of the Piedmont region. Equine sports, including events at the Warrenton Horse Show grounds, are part of the long history of active recreation in Warrenton. Continuing to have access for those activities within the Town is part of what makes Warrenton such a great community!

When the possibility arose for the public acquisition of the property, PEC has been uniformly supportive, both for the on-going recreational activity being sustained, and the opportunity the property offers for serving an underserved area of the Town with recreational access. In addition to continuing the Warrenton Pony Show at the end of June through the beginning of July and the Warrenton Horse Show over Labor Day weekend, both of which events bring people into the Town for extended stays, shopping and dining, the Town will be able to develop plans for using the property to meet neighborhood and community wide needs for open space and passive recreation.

PEC fully supports this investment in the Town's future quality of life, and applauds the Town Council for its initiative.

Thank you,



Christopher G. Miller  
President, The Piedmont Environmental Council



*Protecting and restoring the lands and waters of the Virginia Piedmont,  
while building stronger, more sustainable communities.*

July 7, 2023

Warrenton Town Council  
Town Hall  
Warrenton, VA 20186

RE: Request By Habitat for Humanity for Appropriation for Haiti Street Neighborhood Revitalization Project

Dear Mayor Neville and Members of Town Council:

Please accept this letter supporting the request by the Fauquier Habitat for Humanity for an appropriation in support of the Haiti Street Neighborhood Revitalization Project.

The Piedmont Environmental Council was formed in 1972 and we work to protect and restore the lands and waters of the Virginia Piedmont, while building stronger, more sustainable communities. We have been proud to be a supporter of various Habitat for Humanity affiliates throughout our nine county service area, but in particular have been intentional collaborators with the Fauquier Habitat for Humanity on their Haiti Street Neighborhood Revitalization Project in community clean up projects, native planting projects involving landscaping around new homes, and in a variety of other areas.

PEC has a staff member on the Virginia Statewide Community Land Trust which was created to maintain participating Habitat affiliates' stewardship of affordable housing property, and as a neighbor to the Haiti Street community, are committed to its success in our organization's headquarters.

PEC has invested in multiple small and mid-sized communities in our region to revitalize neighborhoods and to improve access to affordable housing and we recognize the government's role as a partner, along with philanthropy and private investment, in making a range of housing options attainable. The Town has been supportive of the Haiti Street project for many years, in matters such as collaborative policing, code enforcement and support for some of Habitat's grants applications. It seems prudent for the Town to make a direct investment now in the program's success, particularly as the funds will help leverage other sources available through the Rappahannock Rapidan Regional Commission, and others.

Thank you,



Christopher G. Miller, President  
The Piedmont Environmental Council

July 11, 2023

## ***Joint Statement of Protect Fauquier, Piedmont Environmental Council, and Citizens for Fauquier County***

### ***One Year Later: The Battle to Protect Warrenton from the Amazon Data Center***

One year ago, on July 12, 2022, scores of citizens came to the Warrenton Town Council meeting to protest the proposed Amazon Data Center on Blackwell Road. They also protested proposals for miles of high voltage transmission lines through the County and Town.

These residents of the Town and County appeared that night despite a fierce thunderstorm that was raging outside, and despite weather warnings that people should stay home. It was a portent of the year to come in Warrenton, a portent of many more meetings and citizen protests.

Citizens who appeared on July 12 spoke on behalf of Protect Fauquier, the Piedmont Environmental Council, and Citizens for Fauquier County -- and as individual residents of the Town and County. They came from all walks of life and a full range of political viewpoints. They emphasized the inappropriateness of a massive data center on the gateway into the small historic town of Warrenton. They opposed a 220,000 square foot data center adjacent to residential neighborhoods -- Oak Springs, the Warrenton Highlands, and North Rock -- where homes would be subjected to constant data center noise and vibration, 24/7, 365 days a year.

They also spoke against a secretive town process that, in 2021, had approved a data center zoning amendment that conflicted with the Town's Comprehensive Plan, written in close concert with Amazon, without any proactive effort of the town to seek citizen views. They spoke against Nondisclosure Agreements that Town employees signed with Amazon, to withhold information from the residents of the Town.

Over the next year, more than 2,000 citizens signed a petition against the Amazon data center on Blackwell Road. No one signed a petition for Amazon. Hundreds of citizens have spoken at Town Council meetings, Planning Commission hearings, and Town Council hearings. There was an extraordinary turn-out at the February 14 hearing at Fauquier High School.

Town Council members who voted for Amazon claimed they received "numerous" emails, cards, letters, and texts in support of Amazon. This is not true. Based on FOIA'd records of the Town, at least 389 individuals wrote in opposition to the data center and over 2,000 citizens signed a petition of opposition. There were just 11 individuals who submitted comments in support of the data center. This data covers a 4-month period, from 11/1/22 - 2/21/23, and is based on FOIA'd records of Council Member Heroux's emails and the Town's official electronic public comment site.

The resistance to the Amazon data center succeeded in key ways:

- Dominion Energy pulled back its proposed miles of overhead transmission lines in the Town and County;
- Dominion and Amazon dropped their proposal for a large electric substation on Blackwell Road;
- Dominion and Amazon agreed to bury distribution lines to the Blackwell site; and
- Amazon revised its design for the data center, to be less monolithic and industrial.

These changes were due entirely to citizen resistance, as the Town seemed ready to acquiesce to whatever Amazon proposed. (Unfortunately, the substation and power line relocation are now a threat to other Warrenton neighborhoods.)

The Town Council's 4-3 vote on February 15, 2023, to approve the Amazon Special Use Permit, is now the subject of a lawsuit filed by 10 Town residents and Citizens for Fauquier County. Citizens continue to resist in other ways, protesting Amazon's clear-cutting of trees in March without required permits, violation of multiple SUP provisions, and Amazon's grossly deficient site development plan -- a document which omitted key SUP requirements and was otherwise in conflict with multiple requirements and replete with inconsistencies. The Town's own staff documented 41 pages of issues with Amazon's Site Development Plan.

It has been a tumultuous year, one that attests to the commitment of residents of the Town and County to protect the qualities of the Town and County that they cherish and will fight to preserve. As many long-time residents said, "We have never seen the people of this Town and County come together so overwhelmingly on one issue."

As we mark this one-year anniversary, Protect Fauquier, the Piedmont Environmental Council, and Citizens for Fauquier County remain vigilant. We will continue this battle -- to halt the Amazon data center and to reform Town government -- into another year.

Draft





# **Recommended Approach for Town of Warrenton Affordable Housing Strategy**

**Draft and Not Official Policy or Direction to Any Town of Warrenton  
Council or Public Servants**

**8 July 2023**

**Author: Jay Heroux, Ward 5**

# Purpose of Affordable Housing Strategy

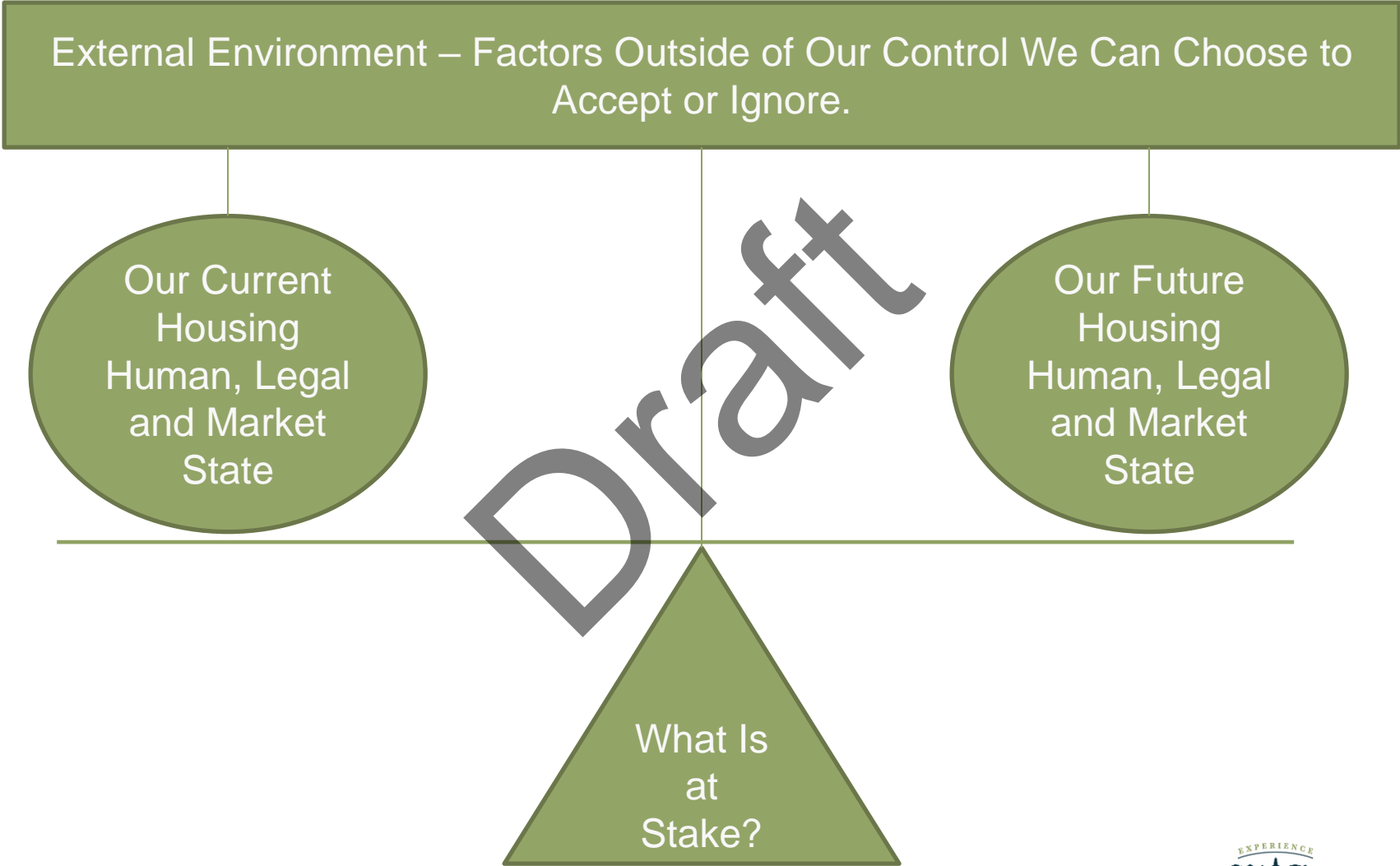
- **The Situation:**

- Housing in the Town of Warrenton and Fauquier County is predominantly a private sector-controlled asset.
- Majority of assets are single family homes and owner occupied.
- Rents and home prices in the Town appear to be tracking with national trends of:
  - Increasing prices including rents
  - Increasing mortgage rates
  - Inflation impacts
  - Limited existing housing supply
  - Slow new construction
  - Limited multi-family unit construction
  - Limited private sector developers serving market for affordable/attainable housing
  - Income qualification gaps – low wages do not meet cost-income ratios
  - Housing material cost increases
  - Limited construction trade professionals
  - Zoning, land use and policy barriers
  - Renter qualification barriers
  - Increase in homelessness or at-risk housing population
  - Public lack of consensus and shared incentives on how to make housing affordable.

# Recommended Warrenton Strategy Framework

Presented by Interim Town Manager Chris Martino at Budget Retreat

Item a.



# Who Are We Solving This Problem For?

Let's Make the AMI Criteria Human.

## A Spectrum of Persona's For Housing in Warrenton/Fauquier

Definitions Based on Experience, Conversations and Real Interactions.



### Un-housed

Consistently not living in any housing structure.  
Live in cars, tents outside, under bridges or  
some other non-traditional structure.

*Less than 50% of AMI*



### Housing Unstable

Consistently living in multiple types of housing  
arrangements. Motels, short term room stays, living  
on a friend or family couch. Does not own a house  
and is not in a formal rent lease. Lives week to  
week or month to month in a housing option.

*Less Than 50% of AMI*



### Qualification Challenged

Unable to obtain a lease or a loan for a house. Prior issues with bankruptcy,  
criminal records, addictions, pets, number of residents, domestic violence,  
evictions, credit scores or other "life" type events make them a high risk to  
rent or loan to. Maybe just starting out and no credit history

*Less than 50% AMI or 80% AMI.*

# Who Are We Solving This Problem For?

Let's Make the AMI Criteria Human.

## A Spectrum of Persona's For Housing in Warrenton/Fauquier

Definitions Based on Experience, Conversations and Real Interactions.



### Income and Cash Flow

Unable to generate the cash flows to pay rent/mortgage and life expenses. Cannot save enough for first and last month rent, security deposits for electric or other utilities. Distance to job increases fuel costs. Can pay the rent or mortgage but cannot live. Size of monthly housing payment crucial to quality of life. May also have issues maintaining the home they have.

*50-80% AMI*



### Equity For Future

Owns a home but will not sell it as it represents a significant part of their wealth. The home will be an asset that will sustain them in retirement and more than likely be an asset for Long Term Care. Maybe passing the home along to a family member.

*80-200% AMI*



### Starting Out

Has the income and qualifications for a rental unit or a small home. For owning, this is the "first time home buyer". Buying or renting to start the journey towards a more long-term residency.

*80%-120% AMI*



# Who Are We Solving This Problem For?

Let's Make the AMI Criteria Human.

## A Spectrum of Persona's For Housing in Warrenton/Fauquier

Definitions Based on Experience, Conversations and Real Interactions.



### Staying and Raising

Owns a home and is raising a family. Space is adequate. Will remain in the home "as long as the kids are in school". Commutes to a job out of the county. Single or dual income. Typically takes advantage of the Mortgage Interest Deduction housing subsidy.

*120-200% AMI or Above*



### Expanding

Upscaling to a newer or larger home. Maximizing out Mortgage Interest Deduction. Larger square footage and larger land/lot size. Will probably sell "when the kids are gone".

*120-200% AMI or Above.*



### Estate Building

Large homes and very large lots. Typically, rural. May have some working farming or be in a conservation easement. Long term family asset. Can also be working farms with income variability. The land is a significant asset.

*120-200% AMI Or Above.*

# What Problem Are We Solving?

Item a.

## Specific to Town of Warrenton – What is Our Problem?

### The Town of Warrenton Has an Affordable Housing Problem Because Of ...

#### Incomes?

Not Enough Good  
Paying Jobs To  
Quality for Rents or  
Mortgages. Fixed  
income elderly cannot  
maintain property?

#### Zoning?

Not the right zoning to  
incentivize  
development of multi-  
family or smaller  
affordable units?

#### Land?

Not enough land left in  
the Town to develop  
smaller, denser units  
on.

#### County Land and Zoning?

26% of Fauquier land  
in protected status  
which creates land  
supply issues.  
Preference to SF units  
on large lots.

#### Risk?

Lower incomes  
present a high risk to  
property owners to  
rent to.

#### Cost?

Cost of materials and  
land make building  
lower priced homes or  
MF units not  
profitable. Too much  
financial risk?

#### NIMBY?

Resistance to zoning  
changes or proposals  
for lower cost housing  
or more density or  
apartments.

#### Infrastructure?

Town infrastructure is  
restricted or cannot  
support more growth?  
Roads, parking, traffic,  
water?

#### Return?

Warrenton is a risky  
investment due to no  
growth sentiment.  
Therefore, limited private  
sector investment.

#### Developers?

No developer focused on the  
affordable market. More  
profitable to build bigger and more  
expensive.



# Who Needs to Be Part of the Solution?

Item a.

## The “Town” solves this problem – Not the Town Government

### The Town of Warrenton Housing Problem Effects...

#### Citizens

The entire persona spectrum is affected. Directly or indirectly.

#### Employers

Limited options for employees to live and work. Limits business growth and profitability.

#### Healthcare Workers

Increased stress on those most affected by not having adequate housing.

#### Government

Increased pressure to fix conflicting or barrier creating ordinances. Some public safety risk.

#### Developers

Limited housing diversity can shut out new market entrants.

#### Investors

Uninvested capital creates lost opportunity for Warrenton.

#### Children

Significant impact to learning, mental health and life outlook by living at risk of being homeless.

#### Churches and Non-Profits

Increased demands to respond to emergency and immediate needs for homeless or financially constrained.

#### Women and Moms

Increased risk of homelessness when domestic violence causes them to leave homes.

#### Schools

Increased demands to counsel, feed, and care for children in risky housing situations.

#### Roads

Increased demand and wear and tear on roads as citizens work here but live in other counties.

# Recommended Approach Going Forward

Item a.

- **Step 1 – Prioritize the Personas to Help**
  - We cannot solve all the issues for everyone at once.
  - Prioritize what persona needs to be addressed first or in a sequence
  - Who is at most risk?
  - What persona can feel the most positive impact by addressing the issue?
- **Step 2 – Based on the Personas – Determine What Problem We Need to Solve**
  - For the personas we want to begin to help – identify the issues impacting them.
  - Focus on the most impactful problems that can move the needle the most.
  - Avoid tossing money at what sounds or feels good.
- **Step 3 – Get Community Commitment**
  - This problem is NOT solved by the Town Government - but we have a role.
  - Create a consortium of private sector, non-profit, personas, government to work this.
  - Get employers and developers engaged – this is their workforce.
  - Get community investment – how to focus the money on this problem?
  - Produce a Plan of Action and Milestones with measures of success – know what success looks like
- **Step 4 – Set a Schedule and Performance Expectations**
  - Produce a Plan of Action and Milestones
  - Have meaningful performance measurements all investors agree on.
  - Execute and Report!

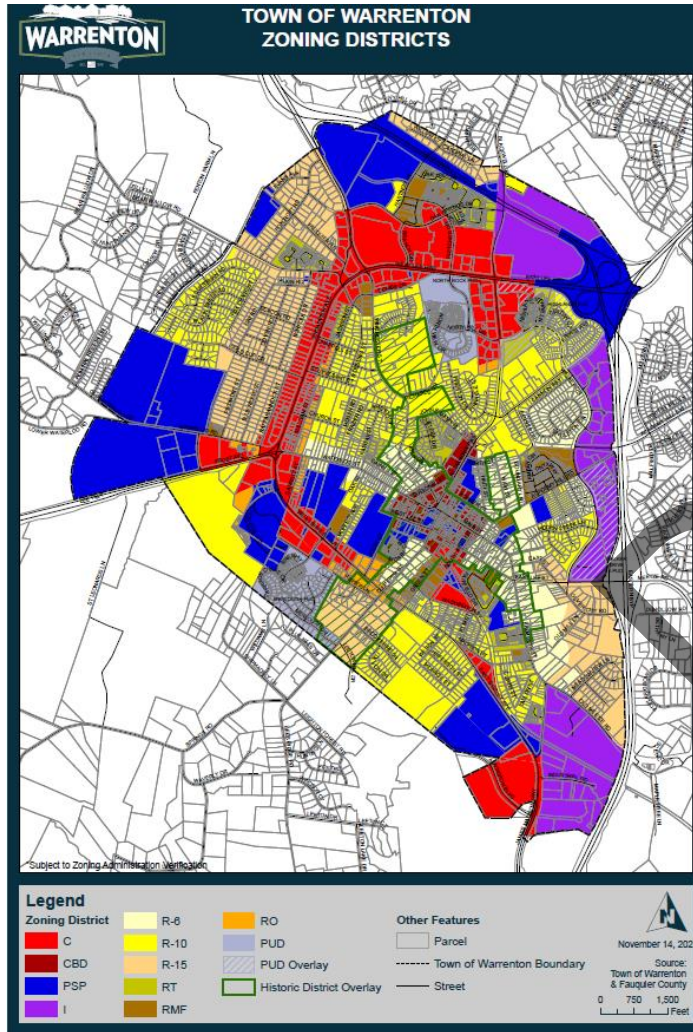
# Supporting Background Data That May Be Useful or Not.

Provided for Information Only.

# The Town of Warrenton: Our Boundaries

Item a.

## Our Jurisdiction



- **Warrenton Industrial Zones**

- 264 acres per GIS data

- **Warrenton Service District**

- 1 of 8 Service Districts: Bealeton Catlett, Marshall, Midland, New Baltimore, Opal, Remington, and Warrenton.
- Areas designated as service districts are designed to accommodate the county's highest-density residential, commercial, and industrial uses

	OBJECTID *	ZONING_NAM	FREQUENCY	SUM_acrage
1	1	C	21	374.059291
2	2	CBD	4	59.043137
3	3	I	4	264.203473
4	4	PSP	30	499.240456
5	5	PUD	2	95.162345
6	6	R-10	13	636.188324
7	7	R-15	7	360.263376
8	8	R-6	12	240.846606
9	9	RMF	10	85.779682
10	10	RO	9	44.324569
11	11	RT	11	113.235645
Click to add new row.				

# The Town of Warrenton: Part of a Bigger Picture

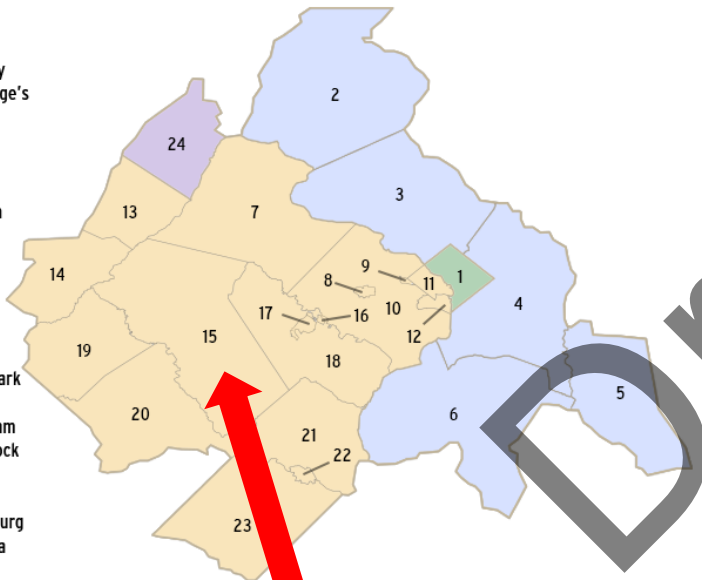
Item a.

Part of A Larger Economic Zone But Unique in Many Ways

- **Fauquier and Warrenton**

- Part of the Washington Metropolitan Statistical Area
- 6,385,162 people
- 6,563 square miles
- 24 Jurisdictions
- MSA Grew 13% in Population from 2010-2020
- Fauquier Grew 11% 2010-2020

1. D.C.
2. Frederick
3. Montgomery
4. Prince George's
5. Calvert
6. Charles
7. Loudoun
8. Fairfax City
9. Falls Church
10. Fairfax
11. Arlington
12. Alexandria
13. Clarke
14. Warren
15. Fauquier
16. Manassas Park
17. Manassas
18. Prince William
19. Rappahannock
20. Culpeper
21. Stafford
22. Fredericksburg
23. Spotsylvania
24. Jefferson



**That's Us!! 😊**



# The Comprehensive Plan of Warrenton: 246 Goals

Item a.

## 3 Drivers – Community Character – Community Health – Economic and Fiscal Health

Topical Elements and Goals Aligned to Them

51% of All Goals

One of Our Lowest Goals. Is the  
Comp Plan Right? Wrong?



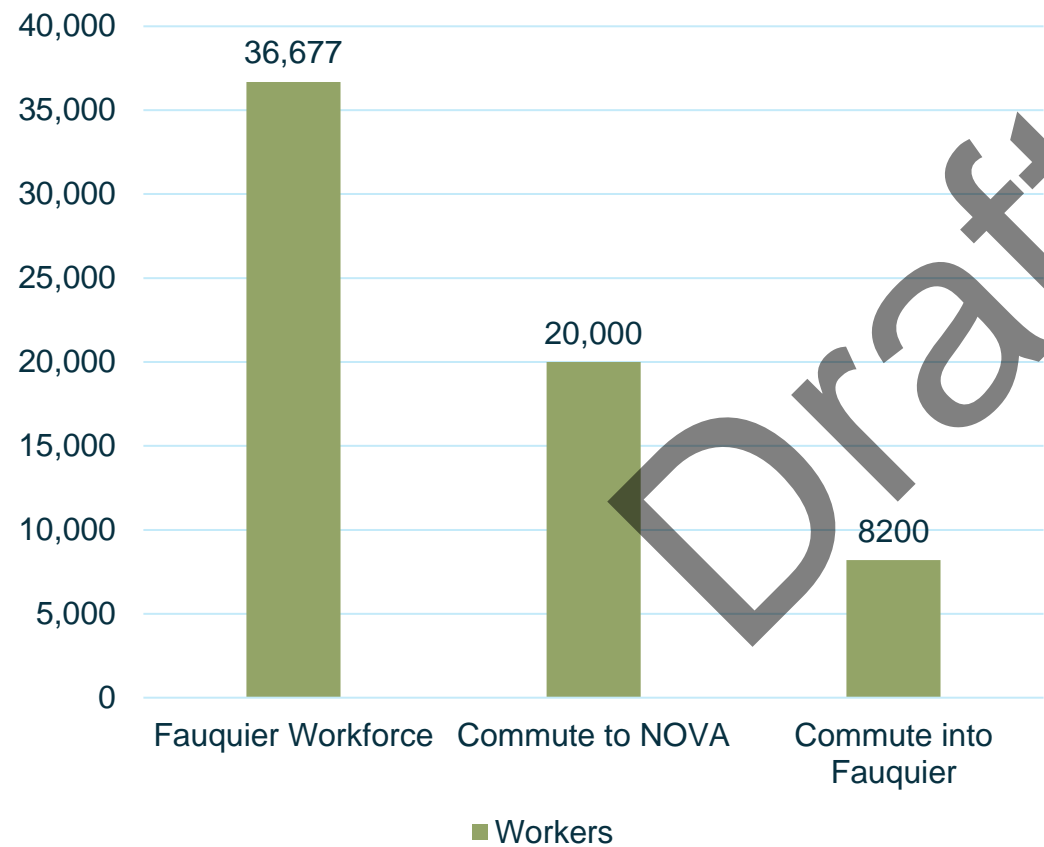


# Employment in Fauquier County

Item a.

Sources: Fauquier County Budget, VEC and Fauquier Commute Studies, Census Studies

## Workers



- Top Employers

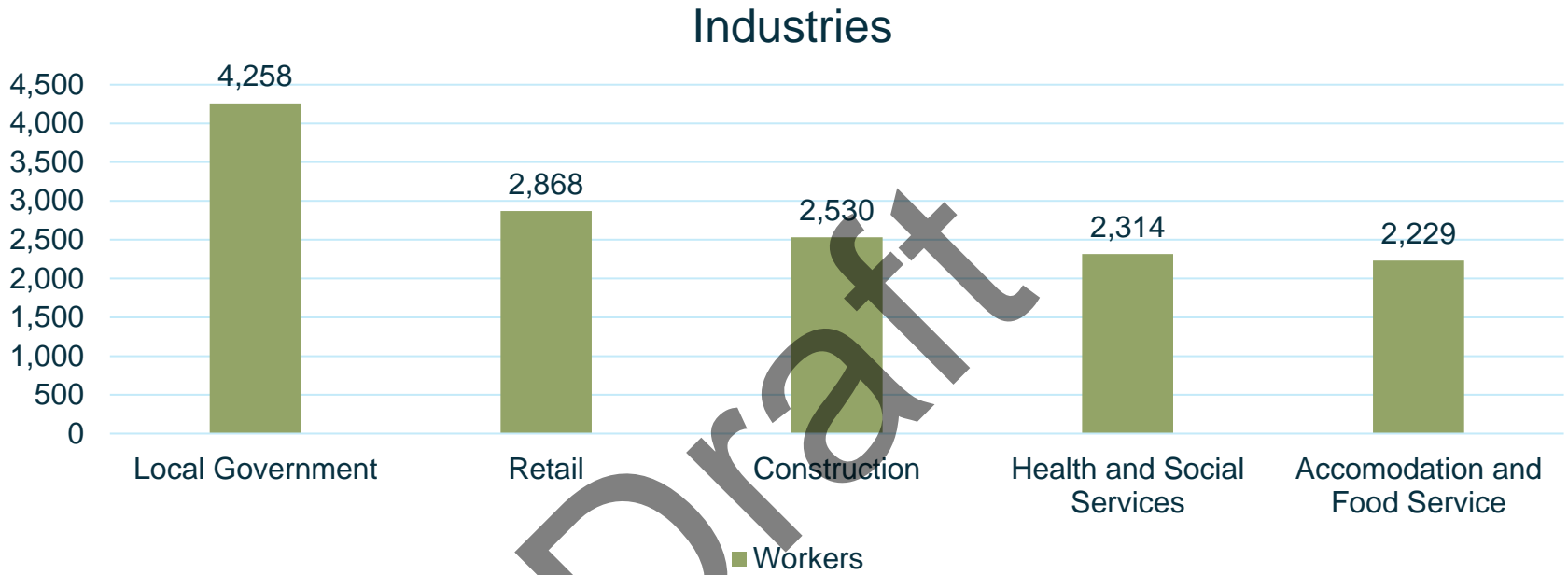
- Fauquier County School System
- Fauquier County Government
- Fauquier Health System
- US Dept. of Transportation
- Wal-Mart
- Food Lion
- Town of Warrenton
- The Home Depot
- Blue Ridge Orthopedics
- Greystone Servicing Corp.



# Top Industries in Fauquier County

Item a.

Sources: Fauquier County Budget, VEC and Fauquier Commute Studies, Census Studies

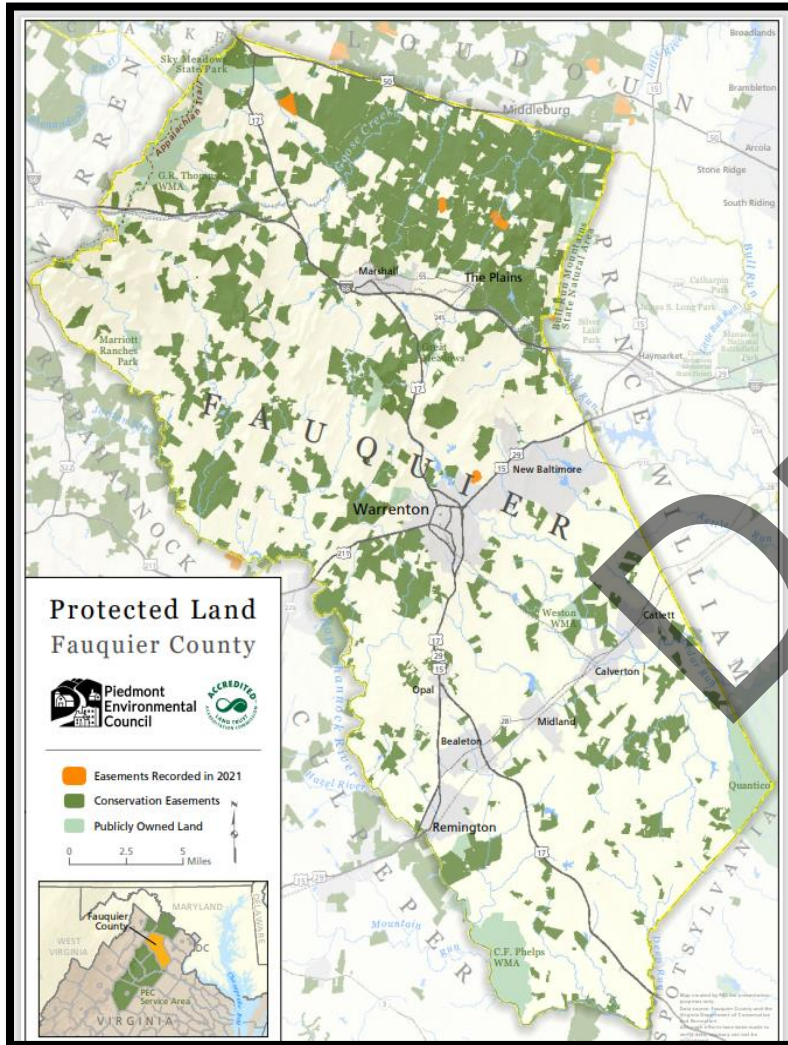


**Can citizens not afford housing here because of the industry's we attract?**

# Fauquier County Conservation Easements

Item a.

Source: PEC GeoHub



- **Fauquier Today**
  - 109,487 Acres in Protected Easement
  - Equates to 171 Square Miles
  - 26% of County Land Protected
- **By Comparison**
  - Prince William County Square Miles: 348
  - Our protected land is 49% **of all** PW land
  - Loudon County is 521 Square Miles
  - Our protected land is 32% **of all** LC land



The Town of Warrenton  
P.O. Box 341  
Warrenton, VA 20188  
P (540) 347-1101  
F (540) 349-2414

**July 11th, 2023 Regular Town Council Meeting**  
**Minutes**

**Attachment 2: Citizen Comment Emails and form**  
**submissions.**

**From:** "Gregory Schumacher" <[REDACTED]>  
**Sent:** Tue, 13 Jun 2023 12:01:16 0400  
**To:** "" <citizencomment@warrentonva.gov>  
**Cc:** "Gregory Schumacher" <[REDACTED]>  
**Subject:** Comment on Policy for Use of the Space the Black Lives Matter Vigil for Action Used for Almost Three Years

**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

- The space, while admittedly a great space for visibility for any group utilizing that space, is a distraction for traffic. It is at the apex of what can be a very difficult intersection to navigate even without any distractions. I agree with Chief Carter that this space should not be used for public demonstrations unless the street is closed off.
- Whatever space or spaces the Town authorizes for free speech demonstrations, no one group should be allowed to monopolize it. The Council might consider limiting authorization for any specific group or purpose to a limited number (Ex. 4 time/year), regardless of whether other individuals or groups have requested it or not.
- You might consider having a space or spaces designated for free speech expression without a permit, but limit the number of participants for any given cause.

Regards,

Greg Schumacher

Gregory A. Schumacher  
Major General, US Army (Ret)  
PO Box 399  
The Plains, VA 20198  
[REDACTED]

**From:** "Lauren Woolcott" <[REDACTED]>  
**Sent:** Tue, 13 Jun 2023 15:02:03 0600  
**To:** "" <citizencomment@warrentonva.gov>  
**Subject:** Town Council must demand adequate responses from Amazon

**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Dear Town Council members,  
Amazon games the system on your watch. Stand up for your citizens! Stand up for your requirements which Amazon ignores.  
Amazon has disregarded multiple conditions of the February approved Town Council special use permit, and now it is time for you to demand adequate responses from them for numerous omissions, deficiencies and errors.  
Thank you.  
Respectfully,  
Lauren Woolcott  
3213 Five Points Road  
Marshall, VA. 20115

Sent from my iPhone

**From:** "Janet Zaso" <[REDACTED]>  
**Sent:** Wed, 14 Jun 2023 09:11:11 0400  
**To:** "" <citizencomment@warrentonva.gov>  
**Subject:** AMAZON!

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

How can all of this have happened and people who are supposed to be ethical and caring about the good of the people and land, which are both not only priceless, but your responsibility to be upfront, honest and to faithfully represent?

\*Amazon has blatantly ignored the SUP!

\*They have also submitted so much information CONFIDENTIALLY!

Whatever they have done on the sly to get approval is wrong, possibly criminal by all parties and will eventually come out.

I urge you to end this!

Sent from my iPhone

Draft

**From:** "Tammy Conner" <[REDACTED]>  
**Sent:** Wed, 28 Jun 2023 16:16:36 0400  
**To:** "" <citizencomment@warrentonva.gov>  
**Subject:** Smell and police and traffic

**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

What's happening down by Firestone near the hospital?

Smells like rotten flesh! Police presence? Traffic is horrible down by 7 Eleven and Tom Frost Firestone. Did someone commit a murder?

--

Tammy Conner

Draft



**From:** "Tom Daily" <[REDACTED]>  
**Sent:** Mon, 10 Jul 2023 16:28:55 0400  
**To:** "" <citizencomment@warrentonva.gov>  
**Cc:** "" <cnevill@warrentonva.gov>,"  
 <pmooney@warrentonva.gov>; "" <dmcguire@warrentonva.gov>,"  
 <hsutphin@warrentonva.gov>; "" <wsemples@warrentonva.gov>,"  
 <bhamby@warrentonva.gov>; "" <jhartman@warrentonva.gov>,"  
 <jheroux@warrentonva.gov>; "cnevill@warrentonva.gov"  
 <cnevill@warrentonva.gov>; "jhartman@warrentonva.gov"  
 <jhartman@warrentonva.gov>; "wsemples@warrentonva.gov"  
 <wsemples@warrentonva.gov>; "dmcguire@warrentonva.gov"  
 <dmcguire@warrentonva.gov>  
**Subject:** Public Comment Amazon Data Center...

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Attention: Mayor Nevill and Members of the Warrenton Town Council

I am unable to attend the Town Council Meeting scheduled for Tuesday, July 11, 2023; so I am submitting a Public Comment in accordance with the information on the Town Council website.

It is my intent that my comments be added to those presented during the Public Hearing phase of the Meeting dealing with the proposed Amazon Data Center.

Briefly, I stand with the citizens who voice:

- \* Opposition to the proposed Amazon Data Center,
- \* Opposition to the secretive processes of the past year,
- \* Desire for a more open government – one that is more responsive to the people who live here,
- \* Belief in a small town democracy, and
- \* Love for this Town and County, and want it to be better.

Respectfully,

Tom Daily  
 3596 Sutherland Ct  
 Warrenton, Va 20187

Chair BOD/President Vint Hill Manor HOA

---



Draft



The Town of Warrenton  
P.O. Box 341  
Warrenton, VA 20188  
P (540) 347-1101  
F (540) 349-2414

## July 11th, 2023 Regular Town Council Meeting Minutes

### Attachment 3: Signed legislation

July 11, 2023  
Town Council  
Regular Meeting

**A RESOLUTION TO APPROPRIATE REMAINING AMERICAN RESCUE PLAN ACT (ARPA) FUNDING  
FOR AFFORDABLE HOUSING AND ACCESSIBILITY INITIATIVES**

**WHEREAS**, the U.S. Congress passed and the President signed the American Rescue Plan (ARP) Act of 2021 which established the Coronavirus State and Local Fiscal Recovery Fund (CSLFRF); and

**WHEREAS**, the United States Treasury distributed funding under the CSLFRF to the Commonwealth of Virginia and mandated that Non-Entitlement Unit funds be distributed according to a formula based on population; and

**WHEREAS**, the Town of Warrenton is considered a Non-Entitlement Unit and has received a total allocation of \$10,403,180 according to the prescribed formula, which has been distributed in two equal tranches of \$5,201,590 approximately 12 months apart with the second tranche received July 21, 2022; and

**WHEREAS**, staff has reviewed the United States Treasury guidance and provided information to Town Council during a work session on March 8, 2022 regarding projects that are eligible for the CSLFRF funding; and

**WHEREAS**, qualifying expenditures in the amount of \$1,966,648 as detailed in the attached Exhibit A have previously been appropriated in the Fiscal Year 2023 Adopted Budget on June 16, 2022; and

**WHEREAS**, qualifying expenditures in the amount of \$4,650,000 as detailed in the attached Exhibit B have previously been appropriated by council on September 13th, 2022; and

**WHEREAS**, the Town Council reviewed and committed funding for other projects as detailed in the attached Exhibit C in the amount of \$236,083 during the March 8, 2022 work session; and

**WHEREAS**, qualifying expenditures in the amount of \$3,269,910 as detailed in the attached Exhibit D have previously been appropriated in the Fiscal Year 2024 Adopted Budget on June 13, 2023; and

**WHEREAS**, the Town Council wishes to appropriate the remaining ARPA funds to affordable housing and accessibility initiatives focused on the best use of these funds for maximum benefit which will meet all the requirements for distribution of these funds; and

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Warrenton, Virginia on this 11th day of July 2023, that \$280,539 in CSLFRF funds are hereby appropriated.

**Votes:**

**Ayes:** Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. Paul Mooney; Mr. David McGuire.

Nays:

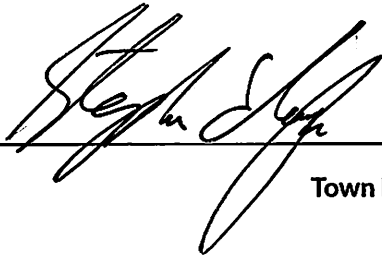
Absent from Meeting:

For Information:

Town Manager

Budget Manager

ATTEST:



Town Recorder

Draft

EXHIBIT D - Appropriated in FY24 Budget		
Project	Estimated Cost	Description
Financial Coordinator Salary and Benefits	\$124,824	1 year in budget, remaining time committed
Assistant Directors Salary and Benefits	\$17,044	Remainder of 1 year period
Project Coordinator Salary and Benefits	\$28,042	Remainder of 1 year period
Comprehensive Zoning Update	\$200,000	
Deed Provision	\$1,000,000	For payment of deed provision at WWTP
Horseshow grounds	\$1,600,000	For purchase of horseshow ground property
ADA Improvements (R-23-001)	\$300,000	ADA improvements to Town park facilities; Remaining project balance committed for future years
<b>\$3,269,910 Total Appropriated in FY24 Budget</b>		

\$10,122,641 Total Committed and Appropriated

\$10,403,180 Total ARPA Funds Received

\$280,539 Available Balance

Draft

EXHIBIT A - Appropriated in FY23 Budget		
Project	Estimated Cost	Description
Financial Coordinator Salary and Benefits	\$101,093	1 year in budget, remaining time committed
Assistant Director Salary and Benefits	\$154,397	Covers 1 year period - salary and benefits
Junior Engineer Salary and Benefits	\$131,947	Covers 1 year period - salary and benefits
Project Coordinator Salary and Benefits	\$119,406	Covers 1 year period - salary and benefits
Compensation Study	\$50,000	Classification and compensation study
Professional Services	\$42,350	Economic Development
Fuel System	\$50,000	IT
Waterloo Speed/Safety Improvements (T-23-002)	\$70,200	FY23 cost only
Leaf Machine (G-23-003)	\$85,000	
Salt Spreaders (G-23-004)	\$68,000	
HVAC Replacement (G-23-005)	\$55,000	FY23 cost only
Police Vehicles (P-23-001)	\$98,262	FY23 cost only
Fitness and Studio Floor Replacement	\$60,000	
Fitness Equipment Replacement	\$25,000	
Traffic Light Updates (T-23-008)	\$28,800	FY23 cost only
Timber Fence Trailway	\$50,889	Timber Fence Trail Segment 2 (Town cost-share)
Refuse Trucks	\$626,306	Two new refuse trucks
ADA Improvements (R-23-001)	\$150,000	ADA improvements to Town park facilities; Remaining project balance committed for future years
\$1,966,648		Total Appropriated in FY23 Budget

EXHIBIT B - Appropriated September 13, 2022		
Project	Estimated Cost	Description
Water and Sewer Projects	\$4,500,000	Per Davenport analysis of sewer rate study
ADA Compliance	\$150,000	
\$4,650,000		Total Appropriated September 13, 2022

EXHIBIT C - Commitments		
Project	Estimated Cost	Description
ADA Improvements (R-23-001)	\$150,000	ADA improvements to Town park facilities
Financial Coordinator Salary and Benefits	\$86,083	Funding for support through 12/31/2024
\$236,083		Total Committed

July 11<sup>th</sup>, 2023  
Town Council  
Regular Meeting

**ORDINANCE 2023-06**

**AN ORDINANCE TO ESTABLISH BULK WATER RATES  
EFFECTIVE JULY 12, 2023**

**WHEREAS**, the Town of Warrenton charges certain fees and rates for usage pursuant to Article 2 of Chapter 17 of the Code of the Town of Warrenton (hereinafter referred to as the "Town Code") as authorized by Section 15.2-2119 of the Code of Virginia, 1950, as amended; now therefore

**BE IT ORDAINED** by the Council of the Town of Warrenton, Virginia, that the following bulk water rates are hereby effective beginning July 12, 2023:

Rate Category	Rate
Base charge (<2,000 gallons)	\$31.25
Commodity rate (>2,000 gallons, per 1,000 gallons)	\$13.37

ATTACHMENT:

**Votes:**

**Ayes:** Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. Jay Heroux; Mr. Paul Mooney; Mr. David McGuire.

**Nays:**

**Absent from Meeting:** Mr. James Hartman, Vice Mayor

**For Information:**  
Finance Director

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

Town Recorder



July 11<sup>th</sup>, 2023  
Town Council  
Regular Meeting

**A RESOLUTION TO TERMINATE A RESTRICTIVE COVENANT ON PINs 6984-18-6837-000, 6984-18-5649-000, AND 6984-18-3854-000**

**WHEREAS**, Waterloo Junction is a mixed-use development that was approved by Town Council on November 9, 2022; and

**WHEREAS**, during the title examination of the parcels, it was found there was a restrictive covenant that precludes the construction of any structures along the front portion of the three (3) parcels along Broadview Avenue; and

**WHEREAS**, the restrictive covenant was created on March 16, 2000 in Deed Book 863, Page 971) between the Town and Goal LC; and

**WHEREAS**, the current owners, Fog Holdings LLC and Broadview Holdings LLC (Applicant), wish to have the restrictive covenant removed in order to proceed with the approved plans; and

**WHEREAS**, the Applicant submitted the request for the removal of the restrictive covenant on March 17, 2023; and

**WHEREAS**, on July 11, 2023, the Town of Warrenton Town Council held a public hearing and considered written and oral testimony on the proposed restrictive covenant removal; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Town Council of the Town of Warrenton this 11<sup>th</sup> day of July 2023, That the Town Council hereby approves the removal of the restrictive covenant:

**Votes:**

**Ayes:** Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. Jay Heroux; Mr. Paul Mooney; Mr. David McGuire.

**Nays:**

**Absent from Meeting:** Mr. James Hartman, Vice Mayor

**For Information:**

Community Development Director,  
Town Attorney

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

Town Recorder

July 11<sup>th</sup>, 2023  
Town Council  
Regular Meeting

**A RESOLUTION APPOINTING FRANCIS G. CASSIDY TO THE RAPPAHANNOCK-RAPIDAN REGINAL COMMISSION (PD9)**

**WHEREAS**, the Town of Warrenton is a participant in the Rappahannock-Rapidan Reginal Commission is a Planning District Commission created under the Virginia Area Development Act.

**WHEREAS**, The Town may appoint two representatives to PD9 under their charter, and

**NOW, THEREFORE, BE IT RESOLVED** that the Warrenton Town Council Hereby adopts a resolution appointing Francis G. Cassidy to the Rappahannock Rapidan Reginal Commission (pd9).

ATTACHMENT:

**Votes:**

**Ayes:** Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. Jay Heroux; Mr. Paul Mooney; Mr. David McGuire.

**Nays:**

**Absent from Meeting:** Mr. James Hartman, Vice Mayor

**For Information:**

Town Manager

Town Clerk

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

  
Town Recorder

July 11, 2023  
Town Council  
Regular Meeting

**A RESOLUTION AUTHORIZING STAFF TO ADVERTISE A PUBLIC HEARING TO EXEMPT PROPERTY FROM LOCAL TAXATION PURSUANT TO VIRGINIA CODE SECTION 58.1-3651**

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

**WHEREAS**, the Fauquier County Commissioner of the Revenue serves as the assessor for real and tangible personal property located within the Town; and

**WHEREAS**, Fauquier County (Hereinafter "the County") has exempted certain parcels from taxation by the County; and

**WHEREAS**, since exempting the properties from County taxation, the exempted properties have not been included in the land book provided to the Town annually for taxation purposes; and

**WHEREAS**, during a work session conducted on July 11, 2023, the Town Council expressed the desire to pass a similar ordinance to exempt the same properties pursuant to Virginia Code Section 58.1-3651, which requires a duly advertised public hearing; and

**NOW, THEREFORE, BE IT RESOLVED** that the Warrenton Town Council hereby authorizes staff to advertise a public hearing to exempt property from local taxation pursuant to Virginia Code Section 58.1-3651 for the August 8, 2023, Town Council meeting.

**Votes:**

**Ayes:** Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. Jay Heroux; Mr. Paul Mooney; Mr. David McGuire.

**Nays:**

**Absent from Meeting:** Mr. James Hartman, Vice Mayor

**For Information:**

Finance Director,  
Town Attorney

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



Town Recorder



## TOWN COUNCIL REGULAR MEETING

21 Main Street

Tuesday, August 08, 2023 at 9:00 AM

### MINUTES

#### AN OPEN MEETING OF THE TOWN COUNCIL OF THE TOWN OF WARRENTON, VIRGINIA, WAS HELD ON August 8<sup>th</sup>, 2023, AT 9:00 AM

##### Work Session

##### PRESENT

Mr. Carter Nevill, Mayor; Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. Paul Mooney; Mr. David McGuire; Mr. Frank Cassidy, Interim Town Manager; Mr. Stephen Clough, Town Clerk; Mr. Martin Crim, Town Attorney.

##### ABSENT

##### Regular Meeting

##### PRESENT

Mr. Carter Nevill, Mayor; Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. Paul Mooney; Mr. David McGuire; Mr. Frank Cassidy, Interim Town Manager; Mr. Stephen Clough, Town Clerk; Mr. Martin Crim, Town Attorney.

##### ABSENT

#### WORK SESSION - 9:00 AM

The Mayor called the meeting to order at 9:00 a.m. A quorum was present, and business could be conducted.

##### **A. Experience Old Town Warrenton Update**

Joelle Fryman, Director of Experience Old Town Warrenton, introduced the topic.

Casey Ward, Chair of Experience Old Town Warrenton, presented an update to Council.

Councilmember Heroux asked if there was any interest in new businesses coming to Warrenton.

Ms. Fryman answered that yes, there was always interest; however, it was often for locations on Main Street. She said they were working to promote side street locations for businesses.

Councilmember Semple asked for more information regarding their meeting with Virginia Main Street and Main Street America.

Ms. Fryman said that one of the main issues brought up from the workshops was that there was not enough parking. She noted that Main Street America was compiling the information gathered from their surveys and focus groups into a final report that would be shared with Town Council.

---

## **B. Share the Air Initiative**

Kelly Koernig, Director of Parks and Recreation, introduced the topic. She provided a brief summary of the item to Council. She stated that staff recommended Council adopt the Resolution at the September Town Council meeting.

Councilmember McGuire asked how this commitment would be enforced.

Mr. Cassidy said that this resolution was meant to add the commitment to tobacco-free and e-cigarette-free outdoor public spaces to their park rules. They could advise park users that the use of tobacco and e-cigarettes should be avoided. If it became a repetitive violation, they could take action through other ordinances to enforce it, but the subject resolution's primary function was an educational campaign.

---

## **C. Affordable Housing**

Frank Cassidy, Town Manager, introduced the topic. He provided a brief summary of the item to Council. He stated that staff's recommendation was for Council to consider the proposal for the issuance of the allocation of the remaining ARPA funds and to provide direction to staff on continuing with this proposal, modifying this proposal, or creating a different proposal to ensure the disbursement of funds.

Councilmember Semple expressed concern that the proposal was too broad. He recommended the proposal be specific to existing collaborative efforts and applications regarding affordable housing.

Mr. Cassidy clarified that the application would be bound by the resolution passed by Council, which meant that the applicants must be within the Town and align with the priorities set forward, with special consideration to Habitat and First Baptist Church. The rules and requirements of ARPA would also limit other entities from being able to participate.

Councilmember Heroux stated that the purpose of the Request for Information (RFI) was to gather data from the community and identify needs, which would inform their next steps for committing funding.

Mayor Nevill acknowledged that the data gathered from the RFI would help inform the long-term strategies of the Town as they related to affordable housing.

Councilmember Mooney expressed concern that the RFI process was deprioritizing the plans that had already been brought forward by community organizations such as Habitat and the Church.

Councilmember Heroux said that the applications could be submitted and reviewed in a timely manner, especially since there was a deadline for allocating the ARPA funds. He suggested that applications be brought back within two weeks.

Mr. Cassidy confirmed that the internal objective was to release the RFI and return with information as soon as possible, so staff could return in September with the applications.

**D. 33 N. Calhoun Street Cistern: The Town agreed to let Fauquier County lease the old Visitors Center building located at 33 N. Calhoun Street. The County is requesting to remove the cistern located in front of the building to allow for modified ADA access.**

Casey Squyres, Preservation Planner, introduced the topic. She provided a brief summary of the item to Council. Town staff conducted site visits to the property and offer the following for consideration during the work session:

- 1) If Town Council approves the demolition of the cistern, the bricks may be re-laid in a circular fashion, or in some other manner, to demark where the cistern was historically located.
- 2) Town Council may consider the removal of an existing tree to the left of the building, which would allow ADA clearance from the existing ADA marked parking space. This would allow the cistern to remain as is, or Council may allow the County to modify it in a manner that would allow for landscaping.

Councilmember Mooney asked if the Visitors Center currently had appropriate ADA capabilities.

Mr. Cassidy answered that yes, the building currently met ADA criteria, but the Town was attempting to update and improve the ADA accessibility of the Visitors Center.

Councilmember Mooney said that he would support an alternative to removing the cistern because of its historical educational value.

Councilmember Semple asked why the cistern was considered a non-contributing structure to the historic site.

Ms. Squyres said that when the Brentmoor property was divided into two parcels, the cistern was no longer associated with the historic context of the property. Due to that circumstance, the Department of Historic Resources and National Park Service made the determination that it was a non-contributing feature.

Mayor Nevill confirmed there was a majority consensus of Council to remove the cistern in order to upgrade the facility for ADA compliance.

## E. Agenda Review

Mr. Cassidy reviewed the agenda. He noted that for SUP 2023-01 St. John the Evangelist Catholic Church, the applicant had requested to defer the item until September so they could work through issues with the right-of-way and drainage.

David Norden introduced himself as architect for the St. John project. He explained that they had new information they would like to share regarding the one condition that required delay of the project, which was the right-of-way on Winchester Street. He acknowledged the issue regarding the water and trying to demolish the building prior to construction.

Mayor Nevill said that during the public hearing would be a more appropriate time for the applicant to speak on the item.

Councilmember Semple asked why the item had been deferred.

Mr. Crim said that staff was still working out what level of public dedication of right-of-way was required.

Mr. Cassidy continued reviewing the agenda.

Councilmember Semple asked if Ms. Miller could describe the difference between the last year's budget and their projected results for this year's budget.

Stephanie Miller, Director of Finance and Procurement, noted that the financial statements were preliminary because many year-end adjustments had not been made yet.

Councilmember Semple asked if ARPA-related allocations had effects on the statements.

Ms. Miller said that some of the large expenditures related to ongoing projects would be adjusted.

Councilmember Semple asked what the status was of the Amazon site review process.

Mr. Cassidy answered that staff was waiting for their second resubmission. They were working through some legal details regarding their security submissions. Staff was communicating with them and were standing by for a review.

Councilmember Semple asked what the status was of the Horse Show Grounds acquisition.

Mr. Cassidy answered that staff was in the process of negotiations and finalizing the agreement.

Mr. Crim clarified that the matter rests with the Horse Show Grounds attorney; however, he had sent multiple communications to him in the past week and a half and had not heard back regarding the finalization of the agreement.

Councilmember Semple asked if traffic safety planning for Courthouse Square had been undertaken at this time.

Mr. Cassidy replied that staff was working through several different concepts, and currently they were gathering traffic counts before initiating any further work. Their project manager was communicating with Virginia Department of Transportation (VDOT) and the School Board to ensure any implementations would not adversely affect traffic flows or school bus routes. After that consultation, they would set up an experimental traffic pattern change at the intersection of Waterloo, Winchester, Main, and Alexandria Pike. He clarified that they would not do anything permanent until they identified consequences of the change would have on the side streets.

Councilmember Semple asked for the status of the Department of Environmental Quality (DEQ) septic remediation grant proposal.

Mr. Cassidy answered that they had applied for it and they did not anticipate hearing anything further until after the application deadline of September 30.

Councilmember Semple asked if staff had an update regarding the Dominion permit application.

Mr. Cassidy answered that Dominion applied for the potential undergrounding along Falmouth and Walker Drive, which staff rejected.

Councilmember Mooney asked why the application was rejected.

Mr. Cassidy replied that it was due to the recent repaving of the streets, the sidewalks had been reworked, the residents were unsupportive of further disruptions, and the route was not practical for the project.

---

## **REGULAR MEETING - 6:30 PM**

The Mayor called the meeting to order at 6:30 p.m. A quorum was present, and business could be conducted.

### **A. INVOCATION.**

Scott Christian from the Northern Piedmont Chapter of the Virginia Interfaith Center for Public Policy led the invocation.

---

### **B. PLEDGE OF ALLEGIANCE.**

Mayor Carter Nevill led the Pledge of Allegiance.

---

### **C. PROCLAMATIONS, RECOGNITIONS, AND PROMOTIONS.**



Town Manager Frank Cassidy said there were several staff members he would recognize this evening.

Mr. Cassidy announced the Town's new hires: In the Community Development Department, Code Enforcement Officer Heather Kincaid. In Information Technology, Administrator Jimmy Retamoso. In Parks and Recreation, Manager on Duty Cindy Hendricks, Lifeguards Luke Delach, Reed Dodson, Max Dufault, and Caleb Kim, Special Events and Recreation Program Coordinator Lauren Kruck. In Public Utilities, Operator Trainee Ian Fry, and Chief of Utility Plant Mechanic Dwight Beahm.

Mr. Cassidy congratulated the staff of Parks and Recreation, the Police Department, Public Works, Emergency Services and Risk Management, and Community Development for setting up a successful and safe misting tent event in response to the recent hot weather.

Mr. Cassidy congratulated the Police Department's recent successful community outreach events, the Haiti Street Cookout and National Night Out. He noted that several hundred people attended the National Night Out event.

Mr. Cassidy recognized two community members, Elli Ambros and Keith Braesicke, who would walk around the Town and pick up trash daily.

Mr. Cassidy announced that Lucy Demarr, 3rd Grade, Kaylee Nufer, 4th Grade, and Bradyn Ferris, 5th Grade, won the stormwater poster contest at the special event held by the Mayor and stormwater management staff. He said that the posters would be displayed at the parks as part of the "Stop Pollution Quick. Don't Make the Water Sick"

#### D. CITIZEN'S TIME.

Citizen's time Sign in Town Council Regular Meeting: May 9, 2023		
Name	Address	Topic
Waldo Ward	192 Pinnacle Court,	Data Centers
Don Patrick	165 Topaz Court	Courthouse Square Safety/BLM Vigil for Action
Cindy Burbank	Burnell Court	Data Centers

Waldo Ward, 192 Pinnacle Court, addressed Council regarding the "toxic atmosphere" discussed during the July meeting's closing statements and expressed concerns that Council did not consider the citizen input regarding data centers.

Don Patrick, 165 Topaz Court, addressed the importance of being able to gather and assemble in Courthouse Square and said he supported efforts to improve traffic safety in the area.

Cindy Burbank, Burnell Court, expressed concerns about the Mayor's remarks at the end of the July Council meeting. She said that there was overwhelming opposition to the Amazon data

center, amounting to 2389 people opposed on the record, and the submitted statements in opposition were predominantly personal, thoughtful, and individual, not form letters, according to the Town's own records.

---

## E. APPROVAL OF THE AGENDA.

Mayor Nevill sought a motion to approve the agenda.

Councilmember Hamby motioned to adopt the agenda as presented.

Seconded by Vice Mayor Hartman.

The vote was as follows:

<b>Ayes:</b>	<b>Ms. Heather Sutphin; Mr. William Semple; Mr. Jay Heroux; Mr. Brett Hamby; Mr. David McGuire; Mr. Paul Mooney; Mr. James Hartman.</b>
<b>Nays:</b>	
<b>Abstention:</b>	
<b>Absent:</b>	

The motion passed unanimously; the agenda was approved.

---

## F. PUBLIC HEARINGS.

### 1. Special Use Permit (SUP) 2023-01 St. John the Evangelist Catholic Church

The matter was deferred to the September Town Council meeting.

---

### 2. Ordinance 2023-07: An Ordinance Exempting Real Property Owned by Various Organizations from Taxation Pursuant to Virginia Code Section 58.1-3651

Stephanie Miller, Director of Finance, introduced the topic.

The public hearing was opened at 6:49 p.m.

The Public hearing was Closed at 6:49 p.m.

Mayor Nevill sought a motion on the item.

Councilmember Mooney motioned to adopt Ordinance 2023-07.

Seconded by Councilmember Hamby.

The vote was as follows:

<b>Ayes:</b>	<b>Ms. Heather Sutphin; Mr. William Semple; Mr. Jay Heroux; Mr. Brett Hamby; Mr. David McGuire; Mr. Paul Mooney; Mr. James Hartman.</b>
<b>Nays:</b>	

**Abstention:**

**Absent:**

The motion passed unanimously; the ordinance was adopted.

## **G. CONSENT AGENDA.**

- a. BOND-23-4 Washington Street Development Bond Reduction Request

Mayor Nevill sought a motion on the item.

Vice Mayor Hartman motioned to approve the consent agenda as presented.

Seconded by Councilmember Mooney.

The vote was as follows:

**Ayes:** Ms. Heather Sutphin; Mr. William Semple; Mr. Jay Heroux; Mr. Brett Hamby; Mr. David McGuire; Mr. Paul Mooney; Mr. James Hartman.

**Nays:**

**Abstention:**

**Absent:**

The motion passed unanimously; the consent agenda was approved.

## **H. DEPARTMENT REPORTS.**

- a. Finance Department Report
- b. Parks and Recreation Department Report
- c. Police Department Report
- d. Community Development Report
- e. Public Works and Utilities Department Report
- f. Human Capital Department Report

## **I. NEW BUSINESS.**

There was none.

**J. UNFINISHED BUSINESS.**

There was none.

---

**K. TOWN ATTORNEY'S REPORT.**

There was none.

---

**L. TOWN MANAGER'S REPORT.**

Mr. Cassidy reported that on the night of August 7, they had to activate the emergency response team due to storms. He said that they prepared all day, and fortunately, the only damage was one tree down in Rady Park. He said that power was off for a small section of town by Willow and Cardinal, but the service had been restored. He said the water plant was also impacted, and it had service restored about 40 minutes ago.

Mr. Cassidy announced that his next farmers market event would be held on Saturday, August 19.

---

**M. COUNCILMEMBERS TIME.**

**Mr. McGuire:** Announced that Salvatore “Sal” Torelli, Fauquier County Sheriff’s Office, and Pablo Teodoro, Great Harvest Bread Company, had recently passed away. Recognized the success of the National Night Out event. Thanked the Police and Fire Departments for organizing the event. Commended the Town Manager for his work in installing stop signs on Winchester Street and the school zone at St. Johns. Announced that Restaurant Week would be held from August 14 to August 20. Expressed that his experience in the military and as a police officer had made him a better citizen and public servant. Commended those who served in the military, police department, and fire department. Noted that people in the military, police department, and fire department risked their lives every day, and they died not only from combat but also due to training accidents, travelling, chemical exposure, among other reasons.

**Mr. Heroux:** Expressed his condolences regarding Mr. Torelli and Mr. Teodoro. Congratulated the new hires. Noted that there were several traffic improvement projects underway in the Town. Thanked Pike Electric for fixing the electric power service to the water treatment plant. Thanked the Council for having a productive discussion on affordable housing.

**Mr. Hartman:** Recognized that Restaurant Week was upcoming and asked residents to support the local businesses. Mentioned that Back-To-School Week was next week, so drivers should be aware of students, bus stops, and buses.

---

**Mr. Hamby:** Announced that Restaurant Week was upcoming. Thanked Public Works for their efforts during the recent storms and noted that they did not lose water service despite power outages.

**Mr. Semple:** Expressed concerns about the Mayor's closing comments during the July meeting where the Mayor said he spoke for all of Council; however, he said that the Mayor did not speak for him. Noted that the Council should represent the will of the people, and when the evidence supported those who were against the data center, it was best to acknowledge that majority rather than any "silent" majority. Acknowledged that this behavior was a pattern of Council, and he hoped that Council would be more collaborative and treat residents with more respect.

**Ms. Sutphin:** Expressed her condolences to Mr. Torelli and Mr. Teodoro. Recollected her time working with Mr. Torelli. Noted that she had witnessed some of the most toxic behavior since joining Council, and she had received emails telling her to "fry in Hell" for decisions she had made on Council. Mentioned that she was sickened by the lies espoused about her colleagues. Stated that she loved the Town, having been born in it. Commended the Mayor and the Vice Mayor for their integrity and bravery. Commended the Town staff for continuing to work hard despite the challenging political and work environment. Stated that she wanted the toxic behavior from constituents to stop, and she refused to acknowledge it any further. Stated that they should all strive to act like Mr. Torelli, who never had a negative thing to say about people.

**Mr. Mooney:** Expressed concerns about the Mayor's closing comments during the July meeting. Stated that it had been demonstrated that a substantial majority of the Town opposed the data center. Acknowledged that the Mayor did not speak to him, and the pro-data center majority was untrue, despite being embraced by his colleagues. Noted that continuously making false statements weakened trust in Council, and targeting individual constituents was inappropriate and ultimately harmful to Council. Requested the Mayor to refrain from speaking on his behalf. Stated that he was touched by the response of the community to the deaths of Mr. Torelli and Mr. Teodoro. Acknowledged that if they improved by 1% per day, the Town would be 365% better by the end of the year. Commended the emergency response team for their work. Thanked his constituents for their votes. Welcomed the newly hired staff members. Thanked the Town Manager for his regular updates.

**Mr. Nevill:** Stated that he had no comments.

---

## N. ADJOURNMENT.

With no further business, this meeting was adjourned at 8:35 PM on Tuesday, August 8<sup>th</sup>, 2023.

I hereby certify that this is a true and exact record of actions taken by the Town Council of the Town of Warrenton on August 8<sup>th</sup>, 2023.

---

Stephen M. Clough  
Town Recorder

Attachments:

- 1) Handouts to Council from Citizen's time. August 8<sup>th</sup>, 2023.
- 2) Citizen Comment Emails and form submissions.
- 3) Signed legislation.

Draft



The Town of Warrenton  
P.O. Box 341  
Warrenton, VA 20188  
P (540) 347-1101  
F (540) 349-2414

**August 8th, 2023 Regular Town Council Meeting**  
**Minutes**

**Attachment 1: Handouts to Council from Citizen's**  
**time. August 8th, 2023.**

Item a.

# EXPERIENCE OLD TOWN

WARRENTON

EST. 1810



*Charming*  
**FRIENDLY**  
*Historic*  
**UNIQUE**  
*Vibrant*

Item a.

**EXPERIENCE**

Old Town  
Warrenton,  
Virginia



[www.OLDTOWNWARRENTON.ORG](http://www.OLDTOWNWARRENTON.ORG)



PATH FOUNDATION



MAIN STREET  
AMERICA



896

## Warrenton Farmers Market 2023 Updates: Mid-Peak Season

- Vendor Handbook created for 2023 Season
  - 1st handbook created for the Warrenton Farmers Market
  - Details safety requirements as per the Town of Warrenton Fire Marshall
  - Set guidelines for vendor conduct and established clear expectations and consequences
  - Increased fees for the 2023 season to help cover costs associated with facility maintenance
- Set-up of new application system & vendor document collection
  - Replaces a budget line item for an annual subscription to the platform previously used (Marketspread)
  - Keeps annual vendor fees to a minimum (the previous platform cost approx. \$30/vendor per season)
- "Straight from the Farm: A Weekly Digest for Locavores" Newsletter
  - approved by Town Manager, Community Development & EOTW
  - Starting off bi-weekly; will increase to weekly frequency as feedback from customers is gathered on desired content
  - 105 sign-ups since 7/27/23, promoted only on social media
  - Roll-out of virtual sign up via QR codes placed at each vendor 8/12 for National Farmers Market Week in conjunction with giveaways provided by Fauquier County Ag Development
  - Owned, evergreen media pieces that have life-time value are created as components to the newsletter; e.g. seasonally appropriate recipes featuring vendor product
- Community connections to strengthen our resources
  - Guest Vendor Program (over 25 locally-owned businesses highlighted YTD)
    - New form created to streamline intake of requests
  - Diversified Kids' Day Partners  
(Kids' Day is a place-making activity to encourage families to stay, shop, & play at the Market)
    - Establishes the Market & the Town as a family-friendly destination
    - Free fun & educational activities for kids
    - Bring awareness to family-friendly businesses, services, & resources in the community
    - Allows adults to "divide & conquer"- one adult shops while another one takes children to enjoy activities
  - New personnel & initiatives at Fauquier Ag Development have been conducive for increased engagement with our Market
    - Fauquier Ag provided tent, table, signage, & giveaways for Market

A note on behalf of the Vendors to Town Council:

Thank you all so much for your support of the Market and the 45+ small businesses that participate. It is a weekly bright spot in the community where folks can come together over good food in a safe & fun environment. Being located in the heart of Old Town Warrenton has been critical to our success. Over the years, we have also received anecdotal input from our merchant neighbors on Main St. & the side streets citing the success of Market & its contributions to keeping Old Town vibrant & thriving.

Much appreciation,

Natalie Ortiz





The Town of Warrenton  
P.O. Box 341  
Warrenton, VA 20188  
P (540) 347-1101  
F (540) 349-2414

## **August 8th, 2023 Regular Town Council Meeting** **Minutes**

### **Attachment 2: Citizen Comment Emails and form** **submissions.**



The Town of Warrenton  
P.O. Box 341  
Warrenton, VA 20188  
P (540) 347-1101  
F (540) 349-2414

**No Citizen Comment Emails Were Received in  
this Period.**

Draft



The Town of Warrenton  
P.O. Box 341  
Warrenton, VA 20188  
P (540) 347-1101  
F (540) 349-2414

## August 8th, 2023 Regular Town Council Meeting Minutes

---

### Attachment 3: Signed legislation

August 8<sup>th</sup>, 2023  
Town Council  
Regular Meeting

**ORDINANCE 2023-07**

**AN ORDINANCE EXEMPTING REAL PROPERTY OWNED BY VARIOUS ORGANIZATIONS  
FROM TAXATION PURSUANT TO VIRGINIA CODE § 58.1-3651**

**WHEREAS**, Virginia Code § 58.1-3651 sets forth the process and procedure by which a locality may designate property as exempt from taxation where such property is held by organizations that use the property exclusively for religious, charitable, patriotic, historical, benevolent, cultural, or public park and playground purposes; and

**WHEREAS**, Virginia Code § 58.1-3651(B) requires that prior to the adoption of any ordinance exempting property from local taxation, the Town Council shall hold a public hearing on the proposed exemption and consider the questions enumerated in Virginia Code § 58.1-3651(B); and

**WHEREAS**, the Town Council, after due notice and public hearing, considered the questions set forth in Virginia Code § 58.1-3651(B) and, upon consideration of those questions, determined that the following organizations located in Warrenton use their real estate for charitable, historical, or benevolent purposes and that they should be exempted from real property taxation: Fauquier Community Food Bank and Thrift Store, Fauquier Family Shelter Services, Inc., Fauquier Habitat for Humanity, Highland School Educational Foundation, Inc. Hospice Support of Fauquier County, Inc., IOOF Charity Lodge #27 Trustees, Mt. Carmel Lodge #133 Ancient Fr, Oak Springs Association Limited Partnership, PATH Holdings I, LLC, PATH Holdings II, LLC, PATH Holdings III, LLC, Sudduth John D Post No. 72, Inc., View Tree Masonic Lodge, Warrenton Horse Show Association, and The Warrenton Meeting Place; now, therefore

**BE IT ORDAINED** by the Warrenton Town Council this 8<sup>th</sup> day of August 2023, that the organizations listed herein are exempted from taxation pursuant to Virginia Code § 58.1-3651.

**Votes:**

**Ayes:** Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. Paul Mooney; Mr. David McGuire.

**Nays:**

**Absent from Meeting:**

**For Information:**

Finance Director

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

August 8, 2023  
Town Council  
Regular Meeting

**RESOLUTION TO APPROVE BOND REDUCTION REQUEST BOND-23-4 FOR WASHINGTON STREET  
DEVELOPMENT (FP 2020-0125)**

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

**WHEREAS**, a final plat for the Washington Street Development, case number FP 2020-0125, was approved subject to the provision of a Public Improvements Bond placed on June 17, 2021, in the amount of \$104,166.24; and

**WHEREAS**, an As-Built Plan was submitted and subsequently approved on June 20, 2023, to demonstrate conformity with the approved final plat and the ordinances and regulations of the Town of Warrenton as required by Section 10-9 of the Ordinance; and

**WHEREAS**, the Developer submitted a request on June 8, 2022 to reduce the Public Improvements Bond by 85%; and

**WHEREAS**, the Warrenton Town Council may grant period partial releases of any bond, escrow, letter of credit or other performance guarantee required for the completion of improvements which are to be bonded as provided in Section 10-8.5 of the Town of Warrenton Zoning Ordinance; and

**NOW THEREFORE BE IT RESOLVED**, by the Warrenton Town Council that the Public Improvements Bond in the amount of \$104,166.24 is hereby reduced by 85% to \$15,624.94.

**Votes:**

**Ayes:** Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. Paul Mooney; Mr. David McGuire.

**Nays:**

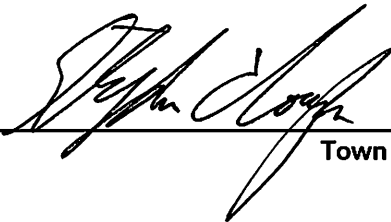
**Absent from Vote:**

**Absent from Meeting:**

**For Information:**

Community Development Director,  
Town Attorney

**ATTEST:**



Town Recorder



Office of the Town Manager

Frank Cassidy

# STAFF REPORT

## Warrenton Town Council

Carter Nevill, Mayor

Heather Sutphin, Ward 1

William Semple, Ward 2

Brett Hamby, Ward 3

James Hartman, Ward 4 Vice Mayor

Eric Gagnon, Ward 5

Paul Mooney, At Large

David McGuire, At Large

Item b.

<b>Council Meeting Date:</b>	June 11, 2024
<b>Agenda Title:</b>	BOND-23-1 - Bond Reduction – Winchester Chase Phase 1
<b>Requested Action:</b>	Approve the Requested Reduction
<b>Department / Agency Lead:</b>	Community Development
<b>Staff Lead:</b>	Heather Jenkins

## EXECUTIVE SUMMARY

The developer, Mr. Jeff Rizer of Winchester Chase Development, LLC, is requesting a reduction of the performance bond to reflect the items that have been constructed and deemed acceptable by the Public Works and Public Utilities Departments, from the original amount of \$1,916,237.00 to \$625,496.68, a total reduction of \$1,290,740.32.

## BACKGROUND

The Winchester Chase, Phase 1 residential development was approved under Site Development Plan case number SDP-2014-07 on November 22, 2016, and later amended via Site Development Plan case numbers SDP-2018-05 and SDP-2020-04; a copy of the 2016 approval letter is attached as [Attachment A](#). The Phase 1 development area consists of Patrick Ryan Way and a portion of Norma Dean Drive, as well as 59 residential lots, a stormwater management facility and open space, as shown in [Attachment B](#).

A public improvements bond in the amount of \$1,961,237.00 (Bond Number 2416555) was provided by the developer to the Town on March 21, 2018; a copy of the public improvements bond and the public improvements contract is provided as [Attachment C](#). An As-Built Plan, case number ABLT-2024-1, has been submitted by the developer for review. As a part of this as-built review process, the Public Works and Public Utilities Departments have deemed certain public improvements related to the construction of the roadways, road drainage, curb, gutter and sidewalk to be acceptable and approved a partial reduction of the total bond; a copy of the email approving the reductions is included as [Attachment D](#). Upon approval by Public Works and Public Utilities staff, the developer's engineer, Mr. Michael Johnson, P.E. submitted a unit price list reflecting the approved reductions for built infrastructure, provided as [Attachment E](#).

At this time an As-Built Plan has not been approved so as to authorize the total release of the performance bond. The requested reduction is based upon review of the submitted As-Built Plan and inspection of constructed improvements within the right-of-way area that have been deemed acceptable by the Public Works and Public Utilities Departments.

## STAFF RECOMMENDATION

Approve the requested reduction based on the unit price list as deemed acceptable by the Public Works and Public Utilities Departments.



### **Service Level / Policy Impact**

The release of the bond has no direct impact on the Town of Warrenton.

### **Fiscal Impact**

The release of the bond has no direct impact on the Town of Warrenton.

### **Legal Impact**

The release of the bond has no direct impact on the Town of Warrenton.

---

## **ATTACHMENTS**

---

- Attachment A – Site Plan Approval Letter, November 22, 2016
- Attachment B – Overall Site Layout – Phase 1
- Attachment C – Bonding Documents
- Attachment D – Reduction Approval from Public Works and Public Utilities
- Attachment E – Unit Price List – Reduction



## TOWN OF WARRENTON

18 Court Street, Warrenton, Virginia 20186  
(540) 347-2405 - [Planning@warrentonva.gov](mailto:Planning@warrentonva.gov)  
[www.warrentonva.gov](http://www.warrentonva.gov)

PLANNING & COMMUNITY  
DEVELOPMENT DEPARTMENT

November 22, 2016

Michael Johnson, PE  
14307 Broughton Place  
Gainesville, VA 20155

**RE: Approval Letter for Winchester Chase Site Development Plan (SDP 2014-07,  
GPINs 6984-37-2639-000, 6984-38-3140-000, 6984-38-2398-000)  
Property Owner: Jeffery K. Rizer and Terenda K. Rizer**

Dear Mr Johnson:

This letter is to inform you that the Site Development Plan for Winchester Chase Residential Development is approvable, as submitted. Please submit, at a minimum, five (5) clean copies, with all corrections made per our discussion, for the signatures of the Public Works Director and Planning Director. Our office will need to keep two (2) signed copies.

There are a number of items that will be required to be submitted prior to issuance of a Land Disturbance Permit, which are not included in this Site Plan submittal. Please note the following:

- a. No Land Disturbance Permit shall be issued until the following items are received and approved. All of these items should be included in the bond estimates and tabulations:
  - i. Lighting Photometric Plan
  - ii. Striping Plan (road improvements)
  - iii. Certified Planting Plans for Bioretention Facilities/Stormwater Management Facilities
  - iv. Stormwater Maintenance Agreement along with deeds and plat(s) for any required easements
  - v. SWM Maintenance Plan/VSMP Permit

- vi. HOA Agreement
  - vii. Bond estimates and tabulation sheets
  - viii. Bonding agreement
- b. As a part of any land disturbance application, or if the layout changes, we would need to see the steep slope analysis in order to verify areas that could be impacted, and could require other permits.






Sincerely,



Brandie M. Schaeffer  
Planning Director  
Town of Warrenton  
Planning & Community Development

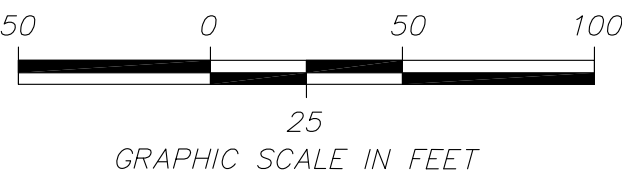
cc: File  
Jeffery K. Rizer  
Whitson W. Robinson, Town Attorney  
John Foote, Esq.



TREE KEY / LEGEND	
	= ZELKOVA
	= SAWTOOTH OAK
	= NATCHEZ WHITE CREPE MYRTLE
	= NORWAY SPRUCE
	= GREEN GIANT ARBORVITAE

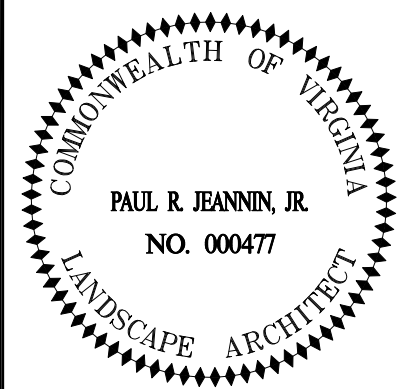


THIS SHEET TO BE USED FOR LANDSCAPE PURPOSES ONLY!!!



PLANNING & DEVELOPMENT SERVICES, INC.  
10012 ISLAND FOG COURT  
BRISTOW, VIRGINIA 20136  
TEL: (703)393-9521 www.MYPDSI.com

LANDSCAPE PLAN (1 OF 2)  
**WINCHESTER CHASE**  
TOWN OF WARRENTON, VIRGINIA



REVISION BLOCK	
NO.	DESCRIPTION
3	1-14-19 REVISED PER TOWN COMMENTS
2	11-17-18 REVISED PER TOWN COMMENTS
1	9-5-18 REVISED PER TOWN COMMENTS
DESIGN: MAJ	
DESIGN: PRJ	
DATE: JANUARY 14, 2019	
HORIZ. SCALE: 1"=50'	
VERT. SCALE: NO. SCALE	
27 OF 30	



**PUBLIC IMPROVEMENTS BOND****RECEIVED**

MAR 21 2013

Town of Warrenton

FOR TOWN USE ONLY:

Project name: Winchester Chase  
 Plan number: SDP 2018-05  
 Developer: Winchester Chase Development LLC

BOND NUMBER: 2416555

\* \* \* \* \*

AMOUNT: \$ 1,961,237**BOND**

*KNOW ALL MEN BY THESE PRESENTS*, that we/I Winchester Chase Development, LLC,  
 as Principal(s), and Great American Insurance Company, an Ohio

(place of incorporation) corporation, authorized to do business in the Commonwealth of  
 Virginia, having its principal office and place of business at 301 E Fourth Street, Cincinnati, OH 45202

as Surety(ies), do hereby give surety bond to and jointly and severally hold and firmly bind  
 ourselves and our respective successors and assigns unto the Town of Warrenton, Virginia, its

successors and assigns (hereinafter called "Obligee" or "Town") in the full and just sum of  
 One million, nine hundred sixty-one thousand  
 two hundred thirty-seven DOLLARS (\$ 1,961,237), lawful money of the United States

of America, for the payment of such sum.

*THE CONDITION OF THIS OBLIGATION IS SUCH* that if the Principal(s) shall in every  
 respect perform all of the obligations of Principal(s) under a certain Contract between  
 Principal(s) and the Town, dated January 29, 2019, relating to Town of Warrenton Plan  
 Number SDP-2018-05 and a project which is known as Winchester Chase, in accordance with all of  
 the terms and conditions of said Contract, at the times and in the manner in said Contract

specified, said Contract and all plans, plats, profiles, specifications and other documents and matters incorporated in said Contract by reference being hereby incorporated in this Bond by reference (all of which is hereinafter called the "Contract"), then this obligation shall be void; otherwise, this obligation shall continuously remain in full force and effect until formally released in writing by the Town, subject, however, to the following terms and conditions:

1. By execution of this Bond, Principal(s) and Surety(ies) hereby irrevocably acknowledge that the contract between Principal(s) and the Town has been fully and properly executed by the Principal(s) and by the Town and that the terms, conditions and provisions of the contract are those obtaining at the time of the execution of the Contract by the Town. In so acknowledging, Principal(s) and Surety(ies) hereby expressly waive any and all defenses which it (or they) may have to liability under the Contract and/or this Bond in relation to the matters acknowledged.

2. Surety(ies) hereby further expressly acknowledge that this Bond is submitted as an inducement and as a substantial portion of the consideration to the Town in connection with the Town's Contract with the Principal(s).

3. Surety(ies) hereby grant Principal(s) full authority to agree on Surety(ies)'s behalf to any and all revisions which may be hereafter made to the Contract between the Principal(s) and the Town (including revisions made to the plans, plats, profiles, specifications and/or other documents and matters referred to in the Contract) whether or not such revisions are made in writing, and to that end, and for such purposes, Surety(ies) do hereby appoint Principal(s) and Principal(s)'s representatives do act as agent on Surety(ies)'s behalf, and Surety(ies) hereby expressly agree that any consent given by Principal(s) or Principal(s)'s representatives to revisions of the Contract shall be effective and binding upon Surety(ies) even though such

consent be given by Principal(s) or Principal(s)'s representatives (a) without indication that Principal(s) or Principal(s)'s representative is acting on Surety(ies) behalf in addition to acting on Principal(s)'s behalf, and/or (b) without intent to act on behalf of Surety(ies); provided, however, that no such change(s) or revisions(s) to the Contract shall be binding upon Surety(ies) beyond the extent to which the totality of such changes and revisions increases the costs of performance under the Contract by an amount in excess of twenty percent (20%) of the face amount of this Bond, and provided further that, except as is otherwise expressly provided in this Bond, Surety(ies) shall in no event be liable to the Obligee in a sum in excess of the face amount of this Bond.

Notwithstanding any duty of the Principal(s) to notify Surety(ies) of (a) revisions made to the Contract between the Principal(s) and the Town (including revisions made to the plans, plats, profiles, specifications and/or other documents and matters referred to in the Contract) whether or not such revisions are made in writing, and (b) of any extension of time permitted or allowed, whether actively or passively, the Principal(s) by the Town beyond the period provided for in the Contract for completion of Principal(s)'s obligations under the Contract, Surety(ies) expressly waive any and all rights to be notified of such matters by the Obligee. Surety(ies) hereby further expressly waive any and all rights of Surety(ies) may have to raise any such extensions of time and/or any above-authorized revisions as a defense to Principal(s)'s and/or Surety(ies)'s liability to the Obligee in any litigation which may arise in relation to this Bond.

4. A default may be declared by the Town to have occurred on the part of the Principal(s) at any time that Principal(s) have failed to complete and/or satisfy any of its obligations under the Contract within the time set forth in the Contract, and furthermore, a default may be declared by the Town to have occurred prior to such time, if, in the sole judgment

of the Town Director of Public Works, the Principal(s) are not performing Principal(s)'s obligations in a satisfactory manner or has:

- a. Abandoned the performance of its obligations under the Contract or any revision thereof approved by the Town, or
- b. Renounced or repudiated its obligations under the Contract or any revisions thereof approved by the Town, or
- c. Demonstrated through insolvency or otherwise that Principal(s)'s obligations under the Contract, or any revisions thereof approved by the Town, cannot or will not be completed within the time allotted under the Contract.

5. In the event a default by Principal(s) has been declared by the Town, the Planning Director shall mail or deliver written notice of default to Surety(ies) and shall deliver or mail a copy of same to the Principal(s). In the event such notice is given to Surety(ies), Surety(ies) shall within fifteen (15) days of receipt of the notice of default (a) deliver written notice to the Planning Director and to the Town Manager stating whether or not Surety(ies) will assume responsibility for performance of the obligations of the Principal(s) under the Contract, and (b) commence work on-site in performance of Principal(s)'s obligations under the Contract, if Surety(ies) elect to assume responsibility for performance of the obligations of Principal(s) under the Contract. Should the Town Director of Public Works or the Town Manager fail to receive written notice from Surety (ies) or should Surety (ies) fail to commence work onsite in performance of Principal's obligations under the Contract within said fifteen (15) day period, the Town may thereafter proceed as though Surety (ies) had elected not to assume the responsibilities of the Principal(s) under the Contract. Should Surety(ies) timely deliver notice



stating that Surety(ies) elects to assume responsibility for performance of the obligations of Principal(s) under the Contract and timely commences work on—site, Surety(ies) shall satisfy and complete all of Principal(s)'s obligations under the terms of the Contract and shall be bound by all terms the Contract in like manner as though Surety(ies) were the Developer under the Contract, except that Surety(ies) shall satisfy and complete all of the Principal(s)'s obligations within one hundred eighty (180) days of the Town's receipt of notice from Surety(ies) or within the time allowed under the Contract, whichever is the greater time period. In the event Surety(ies) does perform all of Principal(s)'s obligations under the Contract and such is accomplished within the aforestated applicable time period, Surety(ies) shall have no further liability to the Obligee under this Bond other than to the extent to which the Developer remains liable to the Town under the Contract; provided further, however, that if the Surety(ies) timely elects to assume the obligations of Principal(s) and timely commences work on-site, but thereafter, in the sole judgment of the Town Director of Public Works, fails to faithfully perform all or any part of those obligations or unnecessarily delays in performing any or all of those obligations, then the Town may proceed in like manner as if Surety(ies) had notified the Town of its election not to assume the obligations of the Principal(s) under the Contract.

In the event of untimely notice to the Town of Surety (ies)'s election to assume responsibility for performance of the obligations of Principal(s) under the Contract and/or in the event of Surety (ies)'s untimely commencement of work on-site, the Town may waive the aforestated 15 day requirements, but in no circumstance shall the Town be considered required to do so absent strict compliance by Surety (ies) with the 15 day requirements. In the event the Town does waive the 15 day requirements, then Surety(ies)'s notice and commencement of work on-site shall be deemed to have been timely effected on the date notice is actually received by the Planning

Director of Surety(ies)'s election to assume responsibility for performance of Principal(s)'s obligations under the Contract . Should Surety (ies) elect not to assume the responsibilities of the Principal(s) under the Contract, the Town may elect to take any of the following actions or any combination thereof:

- a. The Town may terminate any and all rights of Principal(s) and/or Surety (ies) and their respective agents and assigns to perform further work on the subject property and may revoke or suspend any and all permits theretofore issued by the Town permitting development of the property.
- b. The Town may take over and/or re-let all or any part of the work required under the Contract which is not completed and complete the same for the account and at the expense of the Principal(s) and Surety(ies), who shall be jointly and severally liable to the Town for damages determined in accordance with the measure of damages set forth in the Contract and for the Town's reasonable attorney's fees and the Town's costs in connection with any litigation; threatened or instituted, which arises in connection with the Contract or this Bond; provided, however, that Surety(ies)'s liability to the Town shall in no case be greater than the sum of this Bond except to the extent that the Town's reasonable attorney's fees, costs in connection with litigation, and interest accrued in favor of the Town on the damages sustained by the Town prior to and after judgment, when added to Surety(ies)'s other liability under this Bond, exceed the sum of this Bond; or
- c. Within the statute of limitations period applicable to this Bond, said period commencing from the Principal(s)'s default or from the time Surety(ies) last performed obligations of the Principal(s) under the Contract, whichever is the

latter, the Town may bring suit, action or proceeding to enforce this Bond. In any such action, suit or proceeding, it is expressly agreed that the amount of damages recoverable by the Town shall be determined in accordance with the provisions of subparagraph (b) above (i.e., Subsection (b) of paragraph number 5 of this Bond).

6. Principal(s) hereby irrevocably and expressly agree and authorize Surety(ies), upon notice of default given by the Town, and all personnel of Surety(ies) and all other persons acting on behalf of or under authority or direction of Surety(ies), to enter upon and to remain upon Principal(s)'s property for the purpose of inspecting, evaluating, performing and/or correcting Principal(s)'s performance or non-performance of Principal(s)'s responsibilities, obligations, undertakings or duties under the contract between the Principal(s) and the Town; and Principal(s) hereby further irrevocably and expressly agree not to hinder or obstruct Surety(ies) or any such other persons in accomplishing any such purposes; provided, further, however, that this paragraph shall in no way be construed as limiting in any way any other rights of Surety(ies) and/or of the Town to enter upon, remain upon or perform inspections or work upon Principal(s)'s property.

7. No failure of the Town to declare, or to timely declare, a default shall operate in any way to release either Principal(s) or Surety(ies) from liability under the contract and/or this Bond so long as legal proceedings brought by the Town in connection with this bond and/or Contract are brought within applicable statutory time periods.

8. The failure or refusal of Obligee to take any action, proceeding or step to enforce any remedy or exercise any right of Obligee under the Contract or this Bond and/or the taking of any action, proceeding or step by Obligee, acting in good faith upon the belief that the same is permitted by the provisions Of the Contract or this Bond or by law, shall not in any way release

Principal(s) or Surety(ies), or either of them, or their respective heirs, executors, administrators, successors or assigns from liability under this Bond.

9. No agreement between the Obligee and Surety(ies) , or any of them, or their respective heirs, executors, administrators, successors, or assigns shall in any way release the Principal(s) from any of the Principal(s)'s obligations under the Contract between Principal(s) and Obligee, except to the extent the Surety(ies) have satisfied the obligations of Principal(s) to the Obligee.

10. The Obligee, Principal(s) and Surety (ies) intend that each and every provision of this Bond be valid and binding upon them and expressly agree to abide thereby.

11. If any suit, action or proceeding is initiated in connection with this Bond or any matters related thereto, the venue thereof shall be the County of Fauquier, Commonwealth of Virginia, and it is further understood and agreed that this Bond shall be governed by the law of the Commonwealth of Virginia both as to interpretation and performance.

12. All notices sent to the Principal(s) and Surety (ies) may be sent to the addresses set forth on the signature page of this Bond unless said Principal(s) and Surety (ies) notify the Planning Director and the Town Manager in writing of a change of address, making specific reference in such notice to this Bond and to the Contract between Obligee and Principal(s). If the addresses of any Principal(s) or Surety (ies) change, the Principal(s) and Surety (ies) shall immediately notify the Planning Director and the Town Manager in writing of such change. Failure to notify the Planning Director and the Town Manager of any change in address is deemed to be a waiver of any requirement of notice by Obligee under this Bond to the Principal(s) and/or Surety (ies). All written notice to the Town required under this Bond shall be sent by certified mail and addressed to the Planning Director and a copy thereof shall also be sent

by certified mail to the Town Manager, provided, however, that any notice that may be required pursuant to Section 49-25 of the Code of Virginia shall also be delivered to the Town Attorney and to the Mayor of the Town.

13. Whenever in this Bond reference is made to any person, party, official, body, or other entity, said reference shall be deemed to refer also to the successor(s), assign(s), heir(s), executors, administrators, and/or personal representative(s) of such person, party, official, body or other entity.

14. If any one or more of the provisions, clauses or terms of this Bond or of the Contract are found to be illegal or unenforceable or not valid and binding in any respect or circumstance, this Bond and the Contract shall remain in full force and effect in all other respects and circumstances.

15. Approval of this Bond by the Town shall be deemed acceptance by the Town without further notice to the Principal(s) or to Surety (ies).

*IN WITNESS OF ALL OF WHICH* the parties hereto have caused this agreement and Bond to be signed and sealed as of this 19 day of March, 2019.

PRINCIPAL:



(SEAL)

[Name] Jeffery K. Rizer, Managing Member  
Winchester Chase Development, LLC

475 Winchester Street, Warrenton, VA 20186

[Address]

(SEAL)

[Name]

[Address]

\_\_\_\_\_(SEAL)  
[Name]

\_\_\_\_\_(SEAL)  
[Name]

\_\_\_\_\_  
[Address]

\_\_\_\_\_  
[Address]

## SURETY:

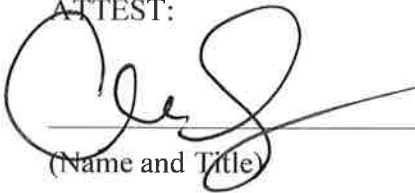
Great American Insurance Company

(Name)

301 E. Fourth Street, Cincinnati, OH 45202

(Address)

ATTEST:

  
(Name and Title)

BY: Neil Biller (SEAL)  
(Name and Title)

Chelsea Souza, VA Resident Agent

[Print or Type Name & Title]

Neil Biller, Attorney-in-Fact

[Print or Type Name & Title]

STATE OF Virginia,  
City  
~~COUNTY~~ OF Richmond, to-wit:

I, Laurie Ann Daugherty, a Notary Public in and for the State and County  
aforesaid, do certify that the foregoing instrument was acknowledged before me this 19th day  
of March, 2019 by Neil Biller,  
as attorney-in-fact on behalf of Great American Insurance Company.

GIVEN under my hand and seal this 19th day of March; 2019.



NOTARY PUBLIC

My Commission Expires: April 30, 2020

Serial No.: 7528807



STATE OF Virginia,  
COUNTY OF Fauquier, to-wit:

I, Christine Minor, a Notary Public in and for the State and County  
aforesaid, do certify that the foregoing instrument was acknowledged before me this 20 day  
of march, 2019, by Jeffery K. Rizer,  
as managing member on behalf of Winchester Chase Development, LLC.

GIVEN under my hand and seal this 20 day of march, 2019.

Chr mp  
NOTARY PUBLIC

My Commission Expires:

Serial No.:

CHRISTINE MINOR  
Notary Public  
Commonwealth of Virginia  
Registration No. 356887  
My Commission Expires Nov 30, 2022

STATE OF \_\_\_\_\_,  
COUNTY OF \_\_\_\_\_, to-wit:

I, \_\_\_\_\_, a Notary Public in and for the State and County  
aforesaid, do certify that the foregoing instrument was acknowledged before me this \_\_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_,  
as attorney-in-fact on behalf of \_\_\_\_\_.

GIVEN under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

Serial No.:

**GREAT AMERICAN INSURANCE COMPANY®****Administrative Office: 301 E 4TH STREET • CINCINNATI, OHIO 45202 • 513-369-5000 • FAX 513-723-2740**

The number of persons authorized by  
this power of attorney is not more than FIVE

No. 0 20564

**POWER OF ATTORNEY**

**KNOW ALL MEN BY THESE PRESENTS:** That the GREAT AMERICAN INSURANCE COMPANY, a corporation organized and existing under and by virtue of the laws of the State of Ohio, does hereby nominate, constitute and appoint the person or persons named below, each individually if more than one is named, its true and lawful attorney-in-fact, for it and in its name, place and stead to execute on behalf of the said Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; provided that the liability of the said Company on any such bond, undertaking or contract of suretyship executed under this authority shall not exceed the limit stated below.

	Name	Address	Limit of Power
BRANDON PULLIAM	NEIL BILLER	ALL OF	ALL
JOYCE D. BARRETT	CAROLYN MULLENAUX	RICHMOND VIRGINIA	\$10,000,000
VERONICA J. FOX			

This Power of Attorney revokes all previous powers issued on behalf of the attorney(s)-in-fact named above.

IN WITNESS WHEREOF the GREAT AMERICAN INSURANCE COMPANY has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 30TH day of SEPTEMBER, 2014.

Attest

GREAT AMERICAN INSURANCE COMPANY



*Stephen C. Beraha*  
Assistant Secretary

*David C. Kitchen*  
Divisional Senior Vice President

STATE OF OHIO, COUNTY OF HAMILTON - ss:

DAVID C. KITCHIN (877-377-2405)

On this 30TH day of SEPTEMBER, 2014, before me personally appeared DAVID C. KITCHIN, to me known, being duly sworn, deposes and says that he resides in Cincinnati, Ohio, that he is a Divisional Senior Vice President of the Bond Division of Great American Insurance Company, the Company described in and which executed the above instrument; that he knows the seal of the said Company; that the seal affixed to the said instrument is such corporate seal; that it was so affixed by authority of his office under the By-Laws of said Company, and that he signed his name thereto by like authority.



**Shelle Clontz**  
Notary Public, State of Ohio  
My Commission Expires 08-09-2015

*Shelle Clontz*

This Power of Attorney is granted by authority of the following resolutions adopted by the Board of Directors of Great American Insurance Company by unanimous written consent dated June 9, 2008.

**RESOLVED:** That the Divisional President, the several Divisional Senior Vice Presidents, Divisional Vice Presidents and Divisional Assistant Vice Presidents, or any one of them, be and hereby is authorized, from time to time, to appoint one or more Attorneys-in-Fact to execute on behalf of the Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; to prescribe their respective duties and the respective limits of their authority; and to revoke any such appointment at any time.

**RESOLVED FURTHER:** That the Company seal and the signature of any of the aforesaid officers and any Secretary or Assistant Secretary of the Company may be affixed by facsimile to any power of attorney or certificate of either given for the execution of any bond, undertaking, contract of suretyship, or other written obligation in the nature thereof, such signature and seal when so used being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

**CERTIFICATION**

I, STEPHEN C. BERAHA, Assistant Secretary of Great American Insurance Company, do hereby certify that the foregoing Power of Attorney and the Resolutions of the Board of Directors of June 9, 2008 have not been revoked and are now in full force and effect.

Signed and sealed this

19

day of

March

, 2019.



*Stephen C. Beraha*  
Assistant Secretary



# TOWN OF WARRENTON PUBLIC IMPROVEMENTS CONTRACT

FOR TOWN USE ONLY:

**RECEIVED**

**MAR 21 2019**

**Town of Warrenton**

Project name: Winchester Chase  
 Project number: SDP # ~~18-04~~ 18-05  
 Letter of Credit Number: \_\_\_\_\_  
 OR Bond Number: 2410555  
 Amount: 1,961,237.00  
 Developer: Winchester Chase Development LLC  
 State of Organization: Virginia  
 Type of Entity: LLC  
 Address: 475 Winchester St  
Warrenton VA 20186

Completion Date: 4-15-20

\* \* \* \* \*

THIS CONTRACT, dated this 21 day of March 2019, by and between the undersigned Developer ("Developer"), and the TOWN OF WARRENTON, VIRGINIA, ("Town").

## WITNESSETH:

IN CONSIDERATION of the approval by the Town, through its designee, of a subdivision plat/site plan/construction plan, for the project identified above, hereinafter referred to as the "Plan", the Developer agrees as follows:

1. To construct and install all of the improvements and facilities shown on the approved plans, specifications and profiles, or revisions thereof, all of which are incorporated herein and made a part of this Contract by reference, which are located on land belonging to or to be conveyed to the Town or another public body or in public rights-of-way or easements running to or to run to the Town or another public body or which relate to drainage for the project.

2. That all of the construction and installation of all of the facilities and improvements required by this Contract shall be completed by the Completion Date defined above.

3. To provide and maintain proper grading, drainage, and siltation and erosion control on all of the property to which the Plan relates until such time as all of said property is stabilized; to provide for reforestation of all of the property to which the subdivision Plan relates and of all public properties affected by development of the project, in accordance with all applicable ordinances and regulations of the Town, and to perform all landscaping shown on the Plan, in a manner judged satisfactory by the Town Director of Public Works; and to promptly restore, repair and/or replace, as is judged appropriate in the discretion of the Town Director of Public Works, any and all damage caused to existing Town public utilities in connection with development relating to the above-referenced Plan.

4. That the methods and materials used in the construction and installation of the improvements and facilities and all of the other work required by this Contract will conform to most current Town of Warrenton standards and specifications, to the most current Town design and construction standards (as published and referred to as the Town Public Facilities Manual), and to the Virginia Department of Highways and Transportation road and bridge specifications, all of which are incorporated herein and made a part of this Contract by reference. In case of conflict between those standards and specifications, the Town standards and specifications will control, and if there is no applicable Town standard or specification, the most stringent of those standards and specifications referred to in this paragraph will control.

5. To comply with all applicable Town ordinances, state and federal laws and governmental regulations, all of which are incorporated herein and made a part of this Contract by reference.

6. That all required improvements and facilities and all other work undertaken in connection with this Contract will be constructed, installed, implemented, and maintained in a workmanlike manner.

7. That the Town's decision as to the acceptability of the types, quantities and qualities of materials and the quality of workmanship shall be conclusive and final unless said decisions are in violation of applicable law or are arbitrary and capricious.

8. That the Town has the right to inspect all work performed in connection with this Contract and that Town personnel shall have the right to enter upon and remain upon Developer's property at any time for the purposes of inspection and/or evaluation of Developer's performance under this Contract, and that, in the event of Developer's breach of this Contract, personnel of the Town and every other person(s) acting on behalf of the Town Director of Public Works, or acting in connection with work to be performed on the property under the authority or direction of the Town Director of Public Works, shall have full authority to enter upon and to remain upon Developer's property for the purposes of inspecting, evaluating, and/or correcting performance and/or nonperformance of Developer's responsibilities, obligations, undertakings and/or duties under this Contract.

9. That changes to the plans, profiles and specifications may be made only by revision of the plans with written approval of either the Town Planning Director or Town Director of Public Works, or their designee, or in accordance with applicable provisions of the Town ordinances. In no event, however, shall the fact that changes acquiesced in or consented to by authorized representatives of the Town be made without such written approval operate to discharge or release or have any other impact upon any letter of credit, bond, surety or any other security or performance guarantee provided the Town in connection with this Contract.

10. That issuers of letters of credit and all others who provide security or performance guarantees in connection with this Contract, excepting sureties providing performance bonds, affirmatively consent to and waive notice of any and all changes to the plans, profiles and specifications and/or to this Contract and to any and all extensions of this Contract in advance. Sureties providing performance bonds in connection with this Contract shall be governed and bound by all other provisions of this Contract and by all other provisions of their bonds provided in connection with this Contract, and if Developer submits a performance bond as the security or performance guarantee in connection with this Contract, Developer shall be likewise governed and bound.

11. That all changes to the plans, profiles and specifications required by the Town for

the purpose of complying with applicable law or for the purpose of attaining standards of the Virginia Department of Highways and Transportation or the Town Public Facilities Manual will be accepted, complied with and performed.

12. To notify the Town Public Works Department, in writing, at least three (3) days before the beginning of any construction and to attend a pre-construction meeting between the Developer and the Director of Public Works or his designee prior to commencing any construction.

13. To provide adequate supervision on the site at all times that construction or installation of required improvements or facilities is underway and to have a responsible foreman or superintendent and one complete set of approved plans, profiles and specifications, including all revisions thereof, available at the site at all times that work is being performed.

14. To maintain dust control on the site at all times until such time as the entire site has been stabilized.

15. To not permit occupancy of any dwelling unit and to not transfer ownership of any dwelling unit to any person(s) anticipating immediate occupancy thereof until the Director of Public Works is satisfied that streets, off-street parking and other facilities have been installed to the extent necessary to service the dwelling and until an occupancy permit has been issued by the Zoning Administrator.

16. To provide and maintain clean, safe and adequate vehicular and pedestrian all-weather access including, but not limited to, snow removal, ice control and dust control, from all occupied dwellings to either a Town-maintained street or to a public highway in the primary or secondary highway system.

17. To comply with all requirements of the Town and other governmental units in order that all streets and other improvements and facilities in or on or proposed to be in or on public properties, rights-of-way or easements will be accepted by the Town of Warrenton or other governmental unit which is to have ultimate responsibility for its maintenance, and, upon completion of the required work, construction, installations, facilities and improvements, to make

prompt application for acceptance by the Town and/or other governmental unit which is to have ultimate responsibility for its maintenance. It is agreed that the Town shall have no duty to approve or accept any such work, construction, installations or improvements prior to such time as the Director of Public Works determines, in his sole discretion, that such work, construction, installations or improvements will not be likely to be damaged during the course of other work which is anticipated to be performed in conjunction with proposed development of the property.

18. That with respect to all work and activities undertaken by the Town which the Town would not have undertaken to have performed absent a breach by Developer of this Contract or undertaken by the Town as a consequence or result of Developer's breach of this Contract: a) all Town personnel involved in such work and/or activities shall be deemed to be employees of Developer for purposes of assessing liability for their acts, and to that end Developer agrees to indemnify and/or hold harmless the Town for any and all such damage(s) as may occur, whether such damage(s) be sustained by Developer, the Town, and/or by any other person(s) or entity(ies), and b) the Town shall have no liability to Developer and Developer agrees to indemnify and/or hold harmless the Town with respect to any and all damage(s) sustained by Developer, the Town, and/or any other person(s) or entity(ies) regardless of whether such damage(s) result from activities of or work performed by Town personnel or by other person(s) or entity(ies) acting under the authority or direction of the Town.

19. That the Town Director of Public Works may stop all or any part of the work at the site at any time that he, in his sole discretion, determines that work is not being performed in accordance with this Contract or that any of the terms of this Contract have not or are not being complied with. Failure of the Town Director of Public Works to do so shall, however, in no way be construed to imply approval of the work or compliance with or proper performance of this Contract.

20. To be responsible for all maintenance of and correction of deterioration in the work, construction, installations, improvements, and facilities required under this Contract until the improvements and facilities are accepted by the governmental unit(s) which are to have

ultimate responsibility for maintenance, and, towards that end, no facility or improvement shall be considered complete until it is accepted by the governmental unit which is to have ultimate responsibility for its maintenance.

21. To execute and file with the Town a properly executed letter of credit, bond or cash escrow identified above, in the amount identified above, in a form which is acceptable to the Town Attorney and secured by a source satisfactory to the Town Council. It is expressly agreed that if such security or performance guarantee is not submitted to the Town within forty-five (45) days of the Town's execution of this Contract, then this Contract shall, at the option of the Town, be rendered null and void in like manner as if this Contract had never been executed by the parties hereto and no agreement had ever been reached by the parties hereto.

22. That notwithstanding approval of the facilities and improvements as built and/or acceptance by the Town of the facilities and improvements, including offsite facilities and improvements, no approval or acceptance by the Town of any facility or improvement, and no release by the Town of any security or performance guarantee supplied to the Town by Developer in connection with this Contract, shall be considered binding upon the Town for the purposes of any determination as to whether Developer has fulfilled Developer's obligations to the Town under this Contract, and that this proviso is for the purpose of assuring, and it is hereby agreed, that the correction of any omissions or defects in the work and/or correction of any work performed in any unworkmanlike or faulty manner or contrary to the terms of this Contract be performed by and at the expense of Developer.

23. That all releases of Developer and any security or performance guarantee provided for by any sureties for the faithful performance of the work required by this Contract shall be governed by the Town ordinances.

24. That failure of Developer to maintain any security or performance guarantee in full force and effect during the entire term of this Contract or any extensions thereof shall be deemed to be a breach of this Contract at the option of the Town.

25. Whenever in this Contract reference is made to any person, party, official, body,

or other entity, said reference shall be deemed to refer also to the successor(s), assign(s), heir(s), executor(s), administrator(s), and/or personal representative(s) of such person, party, official, body, or other entity.

26. That if any clause or portion of this Contract is found not to be valid and binding in any respect or circumstance, this Contract shall continue in full force and effect in all other respects and circumstances.

27. That no other agreement(s) to which the Town is a party shall in any way be construed as impairing or diminishing the obligations and duties to the Town arising under this Contract or arising under any security or performance guarantee provided the Town in connection with this Contract.

28. That, regardless of when a breach of this Contract occurs, the measure of damages recoverable by the Town against Developer and/or surety, issuer of a letter of credit, or other provider of security or other performance guarantee, shall include: a) the costs of completion and/or correction of the work required by this Contract as of the earlier of the following two (2) dates: (i) when the work is actually performed; or (ii) date of trial, b) an additional amount in the sum of ten percent (10%) of the aforesaid costs of completion and/or correction, said sum being to compensate the Town for its resulting increased supervisory and administrative burden, c) costs of maintenance and costs of corrections resulting from deterioration prior to public acceptance of the required facilities and improvements, d) interest accruing at the rate of ten percent (10%) compounded annually on each expense incurred by the Town as a consequence of Developer's breach of this Contract, commencing from the various times such expenses are paid by the Town, plus any and all interest charges incurred by the Town on expenses incurred by the Town as a consequence of Developer's breach of this Contract, and e) the Town's reasonable attorney's fees and its costs expended in connection with any litigation, threatened or instituted, which may arise in connection with this Contract and/or any security or performance guarantee provided the Town in connection with this Contract.

THE PARTIES INTEND that each provision of this Contract be valid and binding upon each and all of them and expressly agree to abide by all terms of this Contract and agree that all matters pertaining to this Contract shall be governed by the law of Virginia.

IN WITNESS of which the parties hereto sign and seal this Contract:

DEVELOPER:

Winchester Chase Development LLC  
[NAME]

475 Winchester St

Warrenton VA 20182  
[ADDRESS]

ATTEST:

Jeffery Rizer  
[NAME, TITLE]

BY: [Signature] (SEAL)  
[NAME, TITLE]

COMMONWEALTH OF VIRGINIA

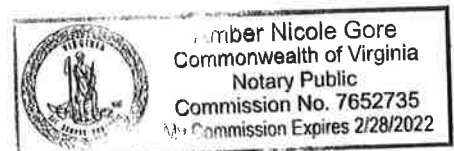
COUNTY OF Fauquier to-wit:

I, Amber Gore, a Notary Public in and for the jurisdiction aforesaid, do certify that the foregoing instrument was acknowledged before me this 21<sup>st</sup> day of March, 2009, by Jeffery Rizer of Winchester Chase Development LLC, a LLC corporation.

Given under my hand and seal this 21<sup>st</sup> day of March, 2009.

[Signature]  
NOTARY PUBLIC

My commission expires: 02/28/2022.






## TOWN OF WARRENTON, VIRGINIA

APPROVED AS TO FORM:

  
 Town Attorney

ATTEST:

  
 Town Clerk

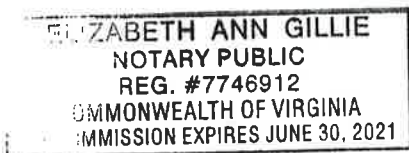
By:  (SEAL)  
 Town Manager

COMMONWEALTH OF VIRGINIA

COUNTY OF Fauquier to-wit:

I, Elizabeth Gillie, a Notary Public in and for the jurisdiction aforesaid, do certify that the foregoing instrument was acknowledged before me this 4 day of April, 2009, by Brandie Schaeffer, acting in capacity as Town Manager of the Town of Warrenton, Virginia, a municipal corporation.

Given under my hand and seal this 4 day of April, 2009



  
 NOTARY PUBLIC

My commission expires: June 30, 2021.

1. The first part of the document is a list of the names of the persons who were present at the meeting. The names are listed in alphabetical order.

2. The second part of the document is a list of the names of the persons who were present at the meeting. The names are listed in alphabetical order.

## Heather Jenkins

---

**From:** Paul Bernard  
**Sent:** Wednesday, May 22, 2024 3:30 PM  
**To:** Heather Jenkins; Amber Heflin; Kerry Wharton  
**Cc:** Michael Johnson, PE  
**Subject:** RE: FW: As-Built and Bond Reduction Review- Winchester Chase

This is consistent with what Mike and I discussed and agreed to.

Thanks,

Paul

---

**From:** Michael Johnson, PE <mikej20155@gmail.com>  
**Sent:** Wednesday, May 22, 2024 3:12 PM  
**To:** Heather Jenkins <hjenkins@warrentonva.gov>; Paul Bernard <pbernard@warrentonva.gov>; Amber Heflin <aheflin@warrentonva.gov>; Kerry Wharton <kwharton@warrentonva.gov>  
**Subject:** Re: FW: As-Built and Bond Reduction Review- Winchester Chase

**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

To All,

Please find attached revised bond reduction forms in .PDF and .XLS formats. Per a discussion I had today with Paul, this revision only applies to the stormwater management section which now shows no reduction is being requested for any of these items. This revision is being done to ensure that proper funds will remain in the bond to cover any issues relating to the SWM/BMP facility. If there are any questions or concerns please let me know. It would be greatly appreciated if any remaining issues can be resolved by the end of this week so the reduction request can be placed on the consent agenda for the June Town Council meeting.

On Wed, May 22, 2024 at 12:05 PM Heather Jenkins <[hjenkins@warrentonva.gov](mailto:hjenkins@warrentonva.gov)> wrote:

Mike – please see the attached bond sheets with Kerry’s notes. The items marked in red will need to be revised.

**Heather E. Jenkins, PLA, CZA**

Zoning Administrator

Community Development Department



21 Main Street

Warrenton, VA 20186

(540) 347-1101 x144

[warrentonva.gov](http://warrentonva.gov)

---

**From:** Kerry Wharton <[kwharton@warrentonva.gov](mailto:kwharton@warrentonva.gov)>

**Sent:** Thursday, May 16, 2024 1:09 PM

**To:** Heather Jenkins <[hjenkins@warrentonva.gov](mailto:hjenkins@warrentonva.gov)>; Paul Bernard <[pbernard@warrentonva.gov](mailto:pbernard@warrentonva.gov)>

**Subject:** RE: As-Built and Bond Reduction Review- Winchester Chase

Heather,

I have highlighted in yellow what can be released and what is in red cannot be released. Let me know if you need anything else.

Thanks,  
Kerry

**UNIT LIST PRICE FOR PERFORMANCE BONDS**  
**TOWN OF WARRENTON**  
**DEPARTMENT OF PLANNING, ZONING, UTILITIES & PUBLIC WORKS**

**PROJECT NAME** Winchester Chase

**T.O.W. FILE #** SDP 2018-05

**DATE PREPARED:** 5-22-2024

**NOTE:** This form is to be used as a work sheet to estimate performance bond prices posted with Town of Warrenton. These prices do not include items that are to be bonded separately with other agencies. The first column prices are to be used for all of the applicable quantities up to the established limits. The second and third column prices are to be applied only to the quantities that exceed the limits established by the first and second column respectively.

**1 STORM DRAINAGE**

**A. STRUCTURES**

<u>QUANTITY</u>		<u>UP TO 10</u>		<u>OVER 10</u>		<u>COST</u>	<u>% REMAINING</u>	<u>REVISED COST</u>
	DI-1	@	\$1,800 ea =	\$0	@	\$1,440 ea =	\$0	\$0.00
4	DI-3 (L <sub>2</sub> 8')	0 @	\$2,100 ea =	\$0	@	\$2,310 ea =	\$0	\$0.00
20	DI-3 (L <sub>2</sub> 8')	0 @	\$2,400 ea =	\$0	10 @	\$1,920 ea =	\$19,200	\$0.00
	DI-4	@	\$4,000 ea =	\$0	@	\$3,200 ea =	\$0	\$0.00
7	DI-7	0 @	\$2,100 ea =	\$0	@	\$1,680 ea =	\$0	\$0.00
3	MH-1	0 @	\$1,700 ea =	\$0	@	\$1,360 ea =	\$0	\$0.00
	MH-2	@	\$1,800 ea =	\$0	@	\$1,440 ea =	\$0	\$0.00
	JB-1	@	\$5,100 ea =	\$0	@	\$4,080 ea =	\$0	\$0.00
<b>Page 1 Sub-Total =</b>						\$19,200.00		\$0.00

## UNIT LIST PRICE FOR PERFORMANCE BONDS - T.O.W

**B. CONCRETE PIPE****COST      % REMAINING REVISED COST**

1261	15"0	1233 @	\$35	If =	\$43,155
622	18"0	622 @	\$38	If =	\$23,636
	21"0	@	\$44	If =	\$0
	24"0	@	\$48	If =	\$0
	27"0	@	\$50	If =	\$0
522	30"0	522 @	\$55	If =	\$28,710
	33"0	@	\$60	If =	\$0
32	36"0	32 @	\$97	If =	\$3,104
	42"0	@	\$109	If =	\$0
	48"0	@	\$126	If =	\$0
	54"0	@	\$143	If =	\$0
	60"0	@	\$160	If =	\$0
	66"0	@	\$177	If =	\$0
	72"0	@	\$206	If =	\$0

\$43,155.00	0	\$0.00
\$23,636.00	0	\$0.00
\$0.00		\$0.00
\$0.00		\$0.00
\$0.00		\$0.00
\$28,710.00	0	\$0.00
\$0.00		\$0.00
\$0.00		\$0.00
\$3,104.00	0	\$0.00
\$0.00		\$0.00
\$0.00		\$0.00
\$0.00		\$0.00
\$0.00		\$0.00
\$0.00		\$0.00
\$0.00		\$0.00

**C. End Walls****UP TO 10'****OVER 10'**

	15"0	@	\$650	ea =	\$0
	18"0	@	\$780	ea =	\$0
	21"0	@	\$960	ea =	\$0
	24"0	@	\$1,000	ea =	\$0

	@	\$520	ea =	\$0
	@	\$624	ea =	\$0
	@	\$768	ea =	\$0
	@	\$880	ea =	\$0

	@	\$390	ea =	\$0
	@	\$468	ea =	\$0
	@	\$576	ea =	\$0
	@	\$660	ea =	\$0

\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00

Page 2 Sub-Total = 98,605.00 \$0.00

## UNIT LIST PRICE FOR PERFORMANCE BONDS - T.O.W

C. END WALLS CONT

0	30"0	@	\$1,400	ea =	\$0
0	33"0	@	\$1,500	ea =	\$0
0	36"0	@	\$1,550	ea =	\$0
0	42"0	@	\$2,160	ea =	\$0
0	48"0	@	\$2,470	ea =	\$0
0	54"0	@	\$2,890	ea =	\$0
0	60"0	@	\$3,840	ea =	\$0
0	66"0	@	\$3,860	ea =	\$0
0	72"0	@	\$4,570	ea =	\$0

COST % REMAINING REVISED COST

\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00

D. END SECTIONS (ES-1)

0	15"0	@	\$340	ea =	\$0
0	18"0	@	\$480	ea =	\$0
0	21"0	@	\$580	ea =	\$0
0	24"0	@	\$660	ea =	\$0

\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00

Page 3 Sub-Total = \$0.00 \$0.00

UNIT LIST PRICE FOR PERFORMANCE BONDS - T.O.W

E. <u>END SECTIONS (ES-1 CONT'D)</u>					<u>COST</u>	% REMAINING	REVISED COST
0	27"0		@	\$772	ea =	\$0	
0	30"0		@	\$872	ea =	\$0	
0	33"0		@	\$980	ea =	\$0	
1	36"0	1	@	\$1,060	ea =	\$1,060	0
0	42"0		@	\$1,300	ea =	\$0	
0	48"0		@	\$1,472	ea =	\$0	
Sub-Total =					\$1,060.00		0.00
F. <u>DRIVEWAY CULVERTS (Bituminous Coated Corrugated Metal Pipe)</u>					<u>COST</u>	% REMAINING	REVISED COST
0	15"		@	\$25	LF =	\$0	
0	18"		@	\$30	LF =	\$0	
Sub-Total =					\$0.00		0.00
Page 4 Sub-Total =					\$1,060.00		0.00



## UNIT LIST PRICE FOR PERFORMANCE BONDS - T.O.W

**G.    END SECTIONS (ES-2)**

<u>0</u>	<u>15"0</u>	<u>      </u>	<u>@</u>	<u>\$350</u>	<u>ea</u>	<u>=</u>	<u>\$0</u>
<u>0</u>	<u>18"0</u>	<u>      </u>	<u>@</u>	<u>\$375</u>	<u>ea</u>	<u>=</u>	<u>\$0</u>

**COST            % REMAINING REVISED COST**

	<u>\$0.00</u>	<u>\$0.00</u>
	<u>\$0.00</u>	<u>\$0.00</u>
Sub-Total =	<u>\$0.00</u>	<u>\$0.00</u>

**H.    HIGH DENSITY POLYETHYLENE (HDPE) SMOOTHWALL PIPE**

<u>0</u>	<u>15"0</u>	<u>      </u>	<u>@</u>	<u>\$28</u>	<u>lf</u>	<u>=</u>	<u>\$0</u>
<u>0</u>	<u>18"0</u>	<u>      </u>	<u>@</u>	<u>\$30</u>	<u>lf</u>	<u>=</u>	<u>\$0</u>
<u>0</u>	<u>24"0</u>	<u>      </u>	<u>@</u>	<u>\$35</u>	<u>lf</u>	<u>=</u>	<u>\$0</u>
<u>0</u>	<u>30"0</u>	<u>      </u>	<u>@</u>	<u>\$43</u>	<u>lf</u>	<u>=</u>	<u>\$0</u>
<u>0</u>	<u>36"0</u>	<u>      </u>	<u>@</u>	<u>\$57</u>	<u>lf</u>	<u>=</u>	<u>\$0</u>

**COST            % REMAINING REVISED COST**

	<u>\$0.00</u>	<u>\$0.00</u>
	<u>\$0.00</u>	<u>\$0.00</u>
	<u>\$0.00</u>	<u>\$0.00</u>
	<u>\$0.00</u>	<u>\$0.00</u>
	<u>\$0.00</u>	<u>\$0.00</u>
Sub-Total =	<u>\$0.00</u>	<u>\$0.00</u>

<b>Page 5 Sub-Total =</b>	<u>\$0.00</u>	<u>\$0.00</u>
---------------------------	---------------	---------------

## UNIT LIST PRICE FOR PERFORMANCE BONDS - T.O.W

**I. STORMWATER MANAGEMENT/BMP FACILITIES (See Note #2, Last Page)**

<u>QUANTITY</u>						<u>COST</u>	<u>% REMAINING</u>	<u>REVISED COST</u>
1098	Excavation	1098	@	\$7	cy =	\$7,686		
						\$7,686.00	100	\$7,686.00
2330	Embankment (Fill Material)	2330	@	\$10	cy =	\$23,300		
						\$23,300.00	100	\$23,300.00
2330	Spread & Compact Fill Material	2330	@	\$5	cy =	\$11,650		
						\$11,650.00	100	\$11,650.00
								\$0.00
								\$0.00
1	OUTLET STRUCTURE	1	@	\$5,000	ea =	\$5,000		
	OUTLET PIPE		@		ea =	\$0	100	\$5,000.00
						\$0.00		\$0.00
1	End Wall	1	@	\$1,550	ea =	\$1,550		
						\$1,550.00	100	\$1,550.00
2	Anti-Seep Collars	2	@	\$300	ea =	\$600		
	(\$100 per 12"0 increments)					\$600.00	100	\$600.00
						\$0		\$0.00
1	Trash Rack	1	@	\$2,000	cy =	\$2,000		
	('300 per 12"0 increments)					\$2,000.00	100	\$2,000.00
								\$0.00
<b><u>SPILLWAY LINING</u></b>								
	Seed, Fertilizer & Mulch		@	\$2.00	sy =	\$0		\$0.00
	Sod		@	\$8.00	sy =	\$0		\$0.00
	Hydraulic Cem. Conc. - 4" Depth		@	\$54.00	sy =	\$0		\$0.00
	Bituminous Concrete-1' Depth		@	\$5.00	sy =	\$0		\$0.00
579	Rip Rap	579	@	\$65.00	sy =	\$37,635		
						\$37,635.00	100	\$37,635.00
	Grouted Rip-Rap		@	\$72.00	sy =	\$0		\$0.00
<b>Page 6 Sub-Total =</b>								
						\$89,421.00		\$89,421.00

### UNIT LIST PRICE FOR PERFORMANCE BONDS - T.O.W

### J. STORMWATER MANAGEMENT/BMP FACILITIES (Continued)

QUANTITY				COST		% REMAINING REVISED COST		
40	Erosion Control Stone (EC-1)	40	@ \$90	ton =	\$3,600	\$1,600.00	100	\$1,600.00
	# 57- Coarse Aggregate		@ \$25	cy =	\$0	\$0.00		\$0.00
	Porous Pavement		@ \$10	sy =	\$0	\$0.00		\$0.00
	4' High Chain Link Fence		@ \$7	lf =	\$0	\$0.00		\$0.00
	( #9 gauge or Better)							\$0.00
526	6' High Chain Link Fence	526	@ \$11	lf =	\$5,786	\$5,786.00	100	\$5,786.00
	( #9 gauge or Better)							\$0.00
	6' Board Fence		@ \$11	lf =	\$0	\$0.00		\$0.00
	Other							\$0.00
410	Trail (4"-21A, 2"-Top Coat)	410	@ \$21	sy =	\$8,610	\$8,610.00	100	\$8,610.00
			@ \$0	=	\$0	\$0.00		\$0.00
			@ \$0	=	\$0	\$0.00		\$0.00
								\$0.00
								\$0.00
K.	MISCELLANEOUS DRAINAGE ITEMS							\$0.00
								\$0.00
0	Box Culvert	@	\$400	lf =	\$0	\$0.00		\$0.00

## K. MISCELLANEOUS DRAINAGE ITEMS

<u>DITCHES</u>									
0	Paved Ditches	@	\$7.00	sf	=	\$0	\$0.00	\$0.00	
0	Filter Cloth Fabric & Gabion Stone	@	\$7.00	sf	=	\$0	\$0.00	\$0.00	
0	Sod Ditch	@	\$8.00	sy	=	\$0	\$0.00	\$0.00	
0	Seed, Fertilizer and Mulch	@	\$2.00	sy	=	\$0	\$0.00	\$0.00	
0	Rip-Rap	@	\$7.22	sf	=	\$0	\$0.00	\$0.00	
0	Grouted Rip-Rap	@	\$8.00	sf	=	\$0	\$0.00	\$0.00	

<b>Page 7 Sub-Total =</b>	<b>\$15,996.00</b>	<b>\$15,996.00</b>
---------------------------	--------------------	--------------------

### UNIT LIST PRICE FOR PERFORMANCE BONDS - T.O.W

## 2 CONSTRUCTION WITHIN THE RIGHT-OF-WAY AND /OR EASEMENTS

### A. SITE WORKS

						<u>UP TO 5 AC.</u>	<u>OVER 5 AC.</u>	<u>COST</u>	% REMAINING REVISED COST				
<u>2.7</u>	Clear & Grub	<u>2.7</u>	@	\$7,500	AC. = <u>\$20,250</u>	<u>0</u>	@	\$4,400	AC. = <u>\$0</u>	<u>\$20,250.00</u>	25	\$5,062.50	
										\$0.00			
										\$0.00			
<b>UP TO 2000</b>						<b>2001-100,000</b>		<b>OVER 100,000</b>					
<u>CU. YDS.</u>						<u>CU. YDS.</u>		<u>CU. YDS.</u>					
<u>7231</u>	Excavation	<u>2000</u>	@	\$7	cy = <u>\$14,000</u>	<u>5231</u>	@	\$5.00	cy = <u>\$26,155</u>	<u>\$40,155.00</u>	20	\$8,031.00	
<u>0</u>	Embankment	<u>0</u>	@	\$10	cy = <u>\$0</u>	<u>0</u>	@	\$8	cy = <u>\$0</u>	<u>\$0.00</u>		\$0.00	
<u>4277</u>	Spread & Compact Fill Material					<u>4277</u>	@	\$5	cy = <u>\$21,385</u>	<u>\$21,385.00</u>	20	\$4,277.00	
<u>0</u>	Slope Stabilization-Hydroseeding (3:1 or Flatter)						@	\$1.00	SQ. YD. ( \$ 200 Min.)	<u>\$0.00</u>		\$0.00	
<u>0</u>	Slope Stab - Sod, Jute Mesh, etc. (between 2:1 to 3:1)						@	\$6.00	SQ. YD. ( \$ 200 Min.)	<u>\$0.00</u>		\$0.00	
<u>0</u>	Special Slope Stabilization						@	Lump Sum		<u>\$0.00</u>		\$0.00	
<b>B. SUBBASE &amp; BASE COURSE</b>													
<u>6861</u>	Aggregate (21A)					<u>6861</u>	@	\$2.50	SQ. YD./Inch Depth	D= <u>8</u> in	<u>\$137,220.00</u>	20	\$27,444.00
<u>6861</u>	Top Course/Intermediate Course Bituminous Concrete					<u>6861</u>	@	\$5.50	SQ. YD./Inch Depth	D= <u>3</u> in	<u>\$113,206.50</u>	20	\$22,641.30
<u>6861</u>	Base Bituminous Concrete					<u>6861</u>	@	\$5.00	SQ. YD./Inch Depth	D= <u>2</u> in	<u>\$68,610.00</u>	20	\$13,722.00
	Class A Prim & Double Seal												\$0.00
<u>0</u>	Surface Treatment (Tar & Chip)						@	\$2.00	SQ. YD.		<u>\$0.00</u>		\$0.00
<u>0</u>	Gravel Shoulders						@	\$8.50	SQ. YD. (4" Depth)		<u>\$0.00</u>		\$0.00
<u>1850</u>	Sidewalk Underdrains					<u>1850</u>	@	\$5.25	LF		<u>\$9,712.50</u>	20	\$1,942.50
<u>0</u>	Cement Stabilization						@	\$20.00	SQ. YD. (6" Depth)		<u>\$0.00</u>		\$0.00
<u>0</u>	Lime Stabilization						@	\$15.00	SQ. YD. (6" Depth)		<u>\$0.00</u>		\$0.00

**Page 8 Sub-Total =** \$410,539.00 \$83,120.30

### UNIT LIST PRICE FOR PERFORMANCE BONDS - T.O.W

C.	ENTRANCES						COST	% REMAINING	REVISED COST
47	R-5 Private Entrance	47	@ \$1,500	ea =	\$70,500		\$70,500.00	20	\$14,100.00
0	R-6 Private Entrance		@ \$1,500	ea =	\$0		\$0.00		\$0.00
0	R-7 or equal (commercial Entrance) 30' Width		@ \$3,000	ea =	\$0		\$0.00		\$0.00
0	R-7 or equal ( Commercial Entrance) 40' Width		@ \$4,000	ea =	\$0		\$0.00		\$0.00
0	R-8 or equal ( Commercial Entrance) 30' Width		@ \$2,500	ea =	\$0		\$0.00		\$0.00
0	R-8 or equal ( Commercial Entrance) 40' Width		@ \$3,500	ea =	\$0		\$0.00		\$0.00
0	CG-11 Concrete Entrance		@ \$3,000	ea =	\$0		\$0.00		\$0.00
0	Valley Gutter		@ \$40	lf =	\$0		\$0.00		\$0.00
D.	MISCELLANEOUS CONSTRUCTION ITEMS								\$0.00
2152	Sidewalk (4' and 5' Widths )	2152	@ \$60	sy =	\$129,120		\$129,120.00	20	\$25,824.00
0	Header Curb CG-2	0	@ \$20	lf =	\$0		\$0.00		\$0.00
4	CG-12, Handicapped Ramp	4	@ \$2,000	ea =	\$8,000		\$8,000.00	0	\$0.00
3710	CG-6	3710	@ \$25	lf =	\$92,750		\$92,750.00	20	\$18,550.00
E.	UP TO 500 LIN. FT.								\$0.00
2	Street Name Sign	2	@ \$300	ea =	\$600		\$600.00	100	\$600.00
4	Traffic Control Sign	4	@ \$390	ea =	\$1,560		\$1,560.00	100	\$1,560.00
0	Roadside Delineators ( ED-1/PTS-8)		@ \$64	ea =	\$0		\$0.00		\$0.00
0	Traffic Barricade		@ \$1,500	ea =	\$0		\$0.00		\$0.00
10	Street Lighting	10	@ cost est	ea =	\$1,500		\$1,500.00	20	\$300.00
Page 9 Sub-Total =							\$304,030.00		\$60,934.00

## UNIT LIST PRICE FOR PERFORMANCE BONDS - T.O.W

<u>QUANTITY</u>		<u>UP TO 1000</u>				<u>OVER 1000</u>				<u>COST</u>	<u>% REMAINING REVISED COST</u>
		<u>LIN.FT.</u>				<u>LIN. FT.</u>					
0	Guardrail	@	\$39	If =	\$0	@	\$12	If =	\$0	\$0.00	\$0.00
0	GR-7 End Section	@	\$2,500	ea =	\$0					\$0.00	\$0.00

3

SANITARY SEWER AND WATER LINE CONSTRUCTION

(Min. Sewer Class SDR 35 &amp; Min. Water Line D. I. Class 52 &amp; Plastic Line Class SDR 18)

		<u>UP TO 10</u>				<u>OVER 10</u>				<u>COST</u>	<u>% REMAINING</u>	<u>REVISED COST</u>		
5	Fire Hydrant Assembly	5	@	\$5,000	ea =	\$25,000	@	\$1,800	ea =	\$0	\$25,000.00	20	\$5,000.00	
15	Sanitary Sewer Manhole	10	@	\$8,000	ea =	\$80,000	5	@	\$1,840	ea =	\$9,200	\$89,200.00	15	\$13,380.00
49	5/8 x 3/4 Water Meter Setup	10	@	\$1,200	ea =	\$12,000	39	@	\$800	ea =	\$31,200	\$43,200.00	20	\$8,640.00
	1" Water Meter Setup		@	\$1,500	ea =	\$0		@	\$1,000	ea =	\$0	\$0.00		\$0.00
	1 1/2"-2" Water Meter Setup		@	\$2,000	ea =	\$0		@	\$1,750	ea =	\$0	\$0.00		\$0.00
	Water Meter Setup, 2" Or Larger		@		ea =	\$0		@		ea =	\$0	\$0.00		\$0.00

WATER MAIN (Exclusive of Fire Hydrants)

UP TO 1000						OVER 1000							
<u>LIN. FT.</u>						<u>LIN. FT.</u>							
0	6"0	0	@	\$50	If = \$0	0	@	\$50	If = \$0		\$0.00		\$0.00
2445	8"0	1000	@	\$60	If = \$60,000	1445	@	\$60	If = \$86,700		\$146,700.00	50	\$73,350.00
0	12"0		@	\$96	If = \$0		@	\$90	If = \$0		\$0.00		\$0.00
0	16"0		@	\$120	If = \$0		@	\$115	If = \$0		\$0.00		\$0.00

Page10 Sub-Total = \$304,100.00 \$100,370.00

## UNIT LIST PRICE FOR PERFORMANCE BONDS - T.O.W

TAP OF WATER MAINS

				COST	% REMAINING	REVISED COST
0	6"	@	\$890 ea	\$0.00		\$0.00
0	8"	@	\$1,275 ea	\$0.00		\$0.00
0	10"	@	\$2,030 ea	\$0.00		\$0.00
1	12"	@	\$2,850 ea	\$2,850.00	0	\$0.00
and Larger						

SEWER PIPE LINE (Exclusive of Manhole Structures)

				UP TO 1000 LIN. FT.	OVER 1000 LIN. FT.	COST	% REMAINING	REVISED COST
0	4"0	@	\$40 lf =	\$0	@ \$35 lf =	\$0		\$0.00
0	6"0	@	\$45 lf =	\$0	@ \$40 lf =	\$0		\$0.00
2168	8"0	1000 @	\$65 lf =	\$65,000	1168 @ \$55 lf =	\$64,240	15	\$19,386.00
0	10"0	@	\$85 lf =	\$0	@ \$80 lf =	\$0		\$0.00
0	12"0	@	\$115 lf =	\$0	@ \$100 lf =	\$0		\$0.00
0	15"0	@	\$150 lf =	\$0	@ \$140 lf =	\$0		\$0.00

MISCELLANEOUS

1	Connection to Existing Sewer or Manhole	@	\$750 ea	\$750.00	0	\$0.00
0	Standard Drop Connection To Manhole	@	\$390 ea	\$0.00		\$0.00

Page 11 Sub-Total = \$132,840.00 \$19,386.00

## UNIT LIST PRICE FOR PERFORMANCE BONDS - T.O.W

4 UNIT PRICE LIST OR SILTATION AND EROSION CONTROL - TOWN OF WARRENTON

<u>QUANTITY</u>	<u>ITEM</u>	<u>UNIT COST</u>	<u>COST</u>	<u>% REMAINING</u>	<u>REVISED COST</u>
2232	Diversion Dike	@ \$3.00 lf	\$6,696.00	50	\$3,348.00
935	Silt Fence	@ \$3.00 lf	\$2,805.00	50	\$1,402.50
2542	Super Silt Fence	@ \$5.00 lf	\$12,710.00	50	\$6,355.00
0	Sod	@ \$6.00 sq.yd.	\$0.00		\$0.00
66905	Seeding Operation	@ \$2.00 sq.yd.	\$133,810.00	50	\$66,905.00
0	Coarse Aggregates (31 or #57)	@ \$75.00 Ton	\$0.00		\$0.00
0	Paved Flume	@ \$60.00 sy	\$0.00		\$0.00
32	Inlet Protection	@ \$60.00 ea	\$1,920.00	50	\$960.00
2	Temp. Const. Entrance	@ \$1,400 ea	\$2,800.00	50	\$1,400.00
0	Temp. Const. Entrance	@ \$2,000 ea	\$0.00		\$0.00
0	w/wash rack				\$0.00
3	Temp. Sediment Trap	@ \$27.00 LF	\$81.00	50	\$40.50
1	Temporary Sediment Basin	@ \$500-\$3000	\$3,000.00	50	\$1,500.00
0	Drainage area 3-25 acres	@ \$1,000-\$5,000			\$0.00
	26-50 acres	@ \$5,000-\$10,000			\$0.00
	50+ acres by itemized cost				\$0.00
	<b>OTHER</b>				\$0.00
0	Check Dam	@ _____ ea	\$0.00		\$0.00
0	Jute Mesh	@ _____ sy	\$0.00		\$0.00
1	Flush Storm	@ 10000 ea	\$10,000.00	100	\$10,000.00
0	Sewer Pipes	@ _____	\$0.00		\$0.00
<b>E &amp; S Sub-Total =</b>			<u>\$173,822.00</u>		\$91,911.00

MINIMUM ACCEPTABLE AMOUNT FOR EROSION AND SEDIMENT CONTROL IS \$1,000.

**Page 12 Sub-Total =** \$173,822.00 \$91,911.00



## UNIT LIST PRICE FOR PERFORMANCE BONDS - T.O.W

5 UNIT PRICE LIST FOR LANDSCAPING - TOWN OF WARRENTON

<u>QUANTITY</u>	<u>ITEM</u>	<u>SIZE</u>	<u>UNIT COST</u>	<u>COST</u>	<u>% REMAINING</u>	<u>REVISED COST</u>
7260	Seeding		@ \$2.00 sy	\$14,520.00	100	\$14,520.00
0	Sodding		@ \$6.00 sy	\$0.00		\$0.00
0	Planting Shrubs	12"	@ \$45 ea	\$0.00		\$0.00
0	Planting Shrubs	18"	@ \$50 ea	\$0.00		\$0.00
0	Planting Shrubs	24"	@ \$55 ea	\$0.00		\$0.00
0	Planting Shrubs	Larger	@ \$60 ea	\$0.00		\$0.00
0	Trees	4'-6'	@ \$150 ea	\$0.00		\$0.00
26	Trees	6'-8'	@ \$165 ea	\$4,290.00	100	\$4,290.00
40	Trees	8'-10'	@ \$250 ea	\$10,000.00	100	\$10,000.00
60	Trees	Larger	@ \$450 ea	\$27,000.00	100	\$27,000.00
						\$0.00
						\$0.00
0	Tree Protection	4'-6'	@ \$500 ea	\$0.00		\$0.00
0	Tree Wall, Stone ( D= 10', H=3)	N/A'	@ \$5,236 ea	\$0.00		\$0.00
						\$0.00
0	Other					\$0.00
0						\$0.00
0						\$0.00
Page 13 Sub-Total =				\$55,810.00		\$55,810.00

## UNIT LIST PRICE FOR PERFORMANCE BONDS - T.O.W

6 AS-BUILT DRAWING

<u>QUANTITY</u>						<u>COST</u>	<u>% REMAINING</u>	<u>REVISED COST</u>
2409	FT.	Storm Sewer Lines	@	\$1.00	lf	\$2,409.00	100	\$2,409.00
2168	FT.	Sanitary Sewer Lines	@	\$1.00	lf	\$2,168.00	100	\$2,168.00
2445	FT.	Water Lines	@	\$1.00	lf	\$2,445.00	100	\$2,445.00
0	FT.	Gas	@	\$1.00	lf	\$0.00		\$0.00
0	FT.	Telephone Lines	@	\$1.00	lf	\$0.00		\$0.00
0	FT.	Power Lines	@	\$1.00	lf	\$0.00		\$0.00
0	FT.	Cable TV. Lines	@	\$1.00	lf	\$0.00		\$0.00
3875	FT.	Sidewalk C&G	@	\$1.00	lf	\$3,875.00	100	\$3,875.00
0	FT.	Sidewalk Alignment ( Private or Public)	@	\$1.50	lf	\$0.00		\$0.00
0	FT.	Other Items	@		lf	\$0.00		\$0.00
0	FT.	Other Items	@		lf	\$0.00		\$0.00

MINIMUM ACCEPTABLE AMOUNT FOR PERFORMANCE BOND FOR AS-BUILT DRAWING IS \$ 2,500.00

Page 14 Sub-Total = \$10,897.00 \$10,897.00

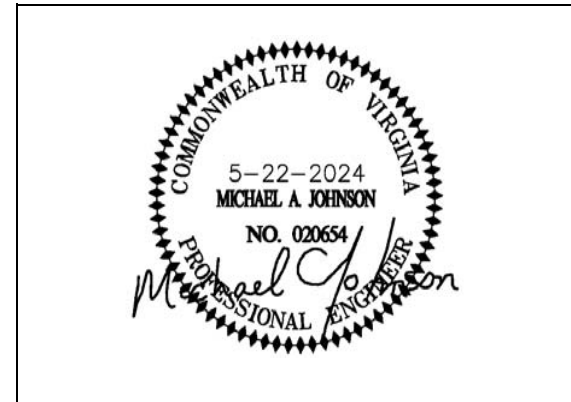
TOTAL CONSTRUCTION COST = **\$1,616,320.00** \$527,845.30

## UNIT LIST PRICE FOR PERFORMANCE BONDS - T.O.W

			REVISED COST
	<b>TOTAL CONSTRUCTION COST =</b>	<b><u>\$1,616,320.00</u></b>	<b>\$527,845.30</b>
	( From Page 14 )		
<b>4</b>	<b><u>MISCELLANEOUS - COSTS</u></b>		
	<b>Administrative Cost - 15% of the Total Construction Cost</b>	<b>=</b>	<b>\$242,448.00</b>
	<b>(Contingencies)</b>		<b>\$79,176.80</b>
	<b>Inflation Cost - Compounded Annually at 3.5% Per Year of the Total Construction Cost</b>	<b>=</b>	<b>\$56,571.20</b>
			<b>\$18,474.59</b>
	<b>TOTAL PERFORMANCE AMOUNT</b>	<b>=</b>	<b><u>\$1,915,339.20</u></b>
		<b>Remaining Total</b>	<b>\$625,496.68</b>

## Notes:

- 1 For items identified with \*\* the quantity for the embankment material is the net difference of total fill material needed and cut material available at the project site, if excavated or cut material is suitable for embankment.
- 2 For some of the items on page 6 of this form, the unit prices are not provided. Please refer to the appropriate section of this form to determine the applicable unit prices for those items, if necessary.
- 3 The Unit cost for each of the items in this Unit Price List is the Installation cost which includes factors such as excavation, bedding, backfilling, form work, etc.
- 4 Inflation has been calculated based on Northern Virginia Consumer Price Index of the Washington, D.C., as provided by the Bureau of Labor and Statistics.
- 5 Whomever Certifies the Site Development Plans must also certify this Total Performance Amount above and must bear the stamp and signature of the Professional Engineer, Land Surveyor and etc. on the Submit Performance Bond.



SEAL

June 11, 2024  
Town Council  
Regular Meeting

**BOND-23-1 - RESOLUTION TO APPROVE A BOND REDUCTION REQUEST FOR PHASE 1 OF THE WINCHESTER CHASE RESIDENTIAL SUBDIVISION**

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

**WHEREAS**, Article 10, Section 10-8 of the Town of Warrenton Zoning Ordinance requires the provision of a surety bond for all public improvements and infrastructure related to the development of a site and/or subdivision plan, and also allows for the periodic partial release of this performance guarantee for the completion of improvements by Town Council; and

**WHEREAS**, a Site Development Plan, case number SDP-2014-07, as revised in SDP-2018-05 and SDP-2020-04, was approved on November 22, 2016 subject to the provision of a Public Improvements Bond in the amount of \$1,916,237.00 for Phase I of the Winchester Chase residential subdivision; and

**WHEREAS**, a Public Improvements Bond was provided by the developer Winchester Chase Development, LLC to the Town on March 21, 2018, in the amount of \$1,916,237.00; and

**WHEREAS**, certain improvements have been completed as demonstrated by the submission of an As-Built Plan, case number ABLT-2024-1; and

**WHEREAS**, the Engineer for the developer, Mr. Michael Johnson, P.E. has submitted a unit price list dated May 22, 2024 to reduce the bond amounts for these improvements; and

**WHEREAS**, the Public Works and Public Utilities Departments have reviewed and approved these reductions based on the information provided in the As-Built Plan submittal and site inspections; now, therefore be it

**RESOLVED**, by the Warrenton Town Council that the Public Improvements Bond be reduced by \$1,290,740.32, leaving a remaining bond amount of \$625,496.68.

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**For Information:**

Community Development Director,  
Town Attorney

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

June 11, 2024  
Town Council  
Regular Meeting  
RES-24-06-03

**A RESOLUTION TO AMEND THE FISCAL YEAR 2024 ADOPTED BUDGET TO APPROPRIATE VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY REIMBURSABLE GRANT FUNDING IN THE AMOUNT OF \$162,390 TO FUND THE SEPTIC LOCAL PARTNERS PROGRAM**

**WHEREAS**, the Warrenton Town Council is charged by the Code of Virginia with the preparation of an annual budget for the Town of Warrenton; and

**WHEREAS**, on June 13, 2023, the Town Council adopted the Town of Warrenton Fiscal Year 2024 Budget; and

**WHEREAS**, during the fiscal year, certain events occur that necessitate amending the budget; and

**WHEREAS**, the Town has executed a grant agreement with Virginia Department of Environmental Quality and appropriated \$750,000 of reimbursable grant revenue funds to administer septic assistance; and

**WHEREAS**, Virginia Department of Environmental Quality has allocated an additional \$162,390 to the Town for the Septic Local Partners Program; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Warrenton Town Council Hereby amends the Fiscal Year 2024 Adopted Budget to appropriate \$162,390 reimbursable grant revenue to implement the Septic Local Partner Program grant.

**Votes:**

**Ayes:**

**Nays:**

**Absent from Meeting:**

**For Information:**

Budget Manager

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

June 11, 2024  
Town Council  
Regular Meeting  
RES-24-06-04

**A RESOLUTION TO AMEND THE FISCAL YEAR 2024 ADOPTED BUDGET TO APPROPRIATE  
INSURANCE RECOVERIES IN THE AMOUNT OF \$114,540.29**

**WHEREAS**, the Warrenton Town Council is charged by the Code of Virginia with the preparation of an annual budget for the Town of Warrenton; and

**WHEREAS**, on June 13, 2023, the Town Council adopted the Town of Warrenton Fiscal Year 2024 Budget; and

**WHEREAS**, the Town's insurance carrier, Virginia Risk Sharing Association (VRSA), evaluated damage to the interior and exterior of the Warrenton Aquatic and Recreation Facility (WARF) resulting from a failed pipe and paid the Town \$114,540.29; and

**WHEREAS**, staff will utilize the funds received from VRSA to fund the necessary repairs to the interior and exterior of the WARF; and

**NOW, THEREFORE, BE IT RESOLVED**, that this 11<sup>th</sup> day of June 2024 the Warrenton Town Council hereby amends the Fiscal Year 2024 Adopted Budget to appropriate \$114,540.29 in insurance recoveries.

**Votes:**

**Ayes:**

**Nays:**

**Absent from Meeting:**

**For Information:**

Budget Manager

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



Office of the Town Manager  
Frank Cassidy

## Warrenton Town Council

Carter Nevill, Mayor  
Heather Sutphin, Ward 1  
William Semple, Ward 2  
Brett Hamby, Ward 3  
James Hartman, Ward 4 Vice Mayor  
Eric Gagnon, Ward 5  
Paul Mooney, At Large  
David McGuire, At Large

Item a.

# STAFF REPORT

<b>Council Meeting Date:</b>	June 11, 2024
<b>Agenda Title:</b>	Zoning Ordinance Text Amendment Update
<b>Requested Action:</b>	Hold the Work Session and Adopt Resolution
<b>Department / Agency Lead:</b>	Community Development
<b>Staff Lead:</b>	Rob Walton, Director of Community Development

## EXECUTIVE SUMMARY

The Town Council will hold a Work Session with Clarion Associates, the consultant hired to help with the update of the Town's Zoning Ordinance, as part of their two day kick off of the project. Clarion will provide Town Council with an overview of the project, the schedule, and seek input from Council on what may be priority changes to the Zoning Ordinance. In addition, Clarion will provide an update on the public forum scheduled for the evening of Monday, June 10<sup>th</sup>.

During the May 13, 2024, Town Council Work Session, staff provided an overview of the recommended make up of a steering committee to help guide the development of the Zoning Ordinance update. Town Council was asked to recommend individuals to the Mayor who would then be appointed at the June 11, 2024 Town Council Meeting.

During the June 11, 2024, Regular Business Meeting, Town Council is being asked to pass a resolution officially initiating the Zoning Ordinance and appointing the steering committee.

June 11, 2024  
Town Council  
Regular Meeting  
Res. No.

**RESOLUTION TO INITIATE AN UPDATE TO THE TOWN OF WARRENTON ZONING  
ORDINANCE AND APPOINT A STEERING COMMITTEE**

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

**WHEREAS**, the Town of Warrenton Zoning Ordinance ("the Ordinance") was last fully updated in 2006 after the 2002 comprehensive plan update; and

**WHEREAS**, the Town of Warrenton updated its comprehensive plan in 2021; and

**WHEREAS**, the Town Council appropriated funding to update the Ordinance in Fiscal Year 2024 budget; and

**WHEREAS**, the Town staff procured a consultant team to help in the Ordinance update; and

**WHEREAS**, best practices call for a citizen led steering committee to help guide the update of the Ordinance as an advisory committee under Virginia Code § 15.2-1411, serving without stipend but eligible for reimbursement of expenses and training to the extent authorized in advance by the Town Manager (the "Steering Committee"), and

**WHEREAS**, the Town Council held a work session on May 14<sup>th</sup> when the Mayor requested Town Council forward names of citizens who may be interested in serving on the Steering Committee; and

**WHEREAS**, the Town Council held a work session on June 11<sup>th</sup> with the consultant team to discuss the process and priorities of the Ordinance update; and

**WHEREAS**, the Warrenton Town Council finds that per the Code of Virginia Section 15.2-2286.A.7, amending, supplementing, or changing the regulations, district boundaries, or classifications of property through amendment of the Ordinance and its associated zoning maps is required by public necessity, convenience, general welfare, and good zoning practice;

**NOW, THEREFORE, BE IT RESOLVED** that the Warrenton Town Council this 11th day of June, 2024 hereby initiates the update to the Town of Warrenton Zoning Ordinance;

**BE IT FURTHER RESOLVED** that the Warrenton Town Council believes the Steering Committee should reflect the contributing voices of the community and understand the final proposal will be a product representing varied and valued stakeholder input to deliver the best planning framework to ensure a healthy, resilient, and stronger future for all of Warrenton;



**BE IT FURTHER RESOLVED** that the Warrenton Town Council expects the Steering Committee members to support the full Steering Committee recommendations once put forth in the final draft product and help engage and inform citizens about the Ordinance update;

**BE IT FURTHER RESOLVED** that the Warrenton Town Council hereby appoints the following citizens to serve on the Steering Committee with the expectations they shall follow the Town's adopted Code of Ethics to earn and maintain the public's full confidence of integrity.:

1. Paul Mooney, Town Council At Large
  2. Darine Barbour, Planning Commissioner
  - 3.
  - 4.
  - 5.
  - 6.
  - 7.
  - 8.
  - 9.
  - 10.
  - 11.
  - 12.
- And

**BE IT FINALLY RESOLVED** that the Warrenton Town Council directs the Steering Committee to report to the Town Council on its efforts as part of the work of the consultant team and staff, after which the Town Council will take additional action to refer the draft Ordinance Update to the Planning Commission for its consideration and public hearing pursuant to the Code of Virginia.

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

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



Office of the Town Manager

Frank Cassidy

# STAFF REPORT

## Warrenton Town Council

Carter Nevill, Mayor

Heather Sutphin, Ward 1

William Semple, Ward 2

Brett Hamby, Ward 3

James Hartman, Ward 4 Vice Mayor

Eric Gagnon, Ward 5

Paul Mooney, At Large

David McGuire, At Large

Item a.

<b>Council Meeting Date:</b>	June 11 <sup>th</sup> , 2024
<b>Agenda Title:</b>	Broadview Avenue Update
<b>Requested Action:</b>	Daytime Work Update
<b>Department / Agency Lead:</b>	Public Works
<b>Staff Lead:</b>	Michael Wharton, Project Coordinator

## EXECUTIVE SUMMARY

VDOT held a pre-construction meeting on March 18, 2024, for the Broadview Avenue Safety Improvement Project. In the meeting, the contractor, General Excavation, Inc., requested if the Town of Warrenton was willing to allow daytime work for the project. Town staff informed to contractor this would need to go before council for their acceptance.

In the attached proposal GEI layouts out advantages/justifications for the request as a trail period. Below is a list of the topics GEI will touch on during their presentation:

- Project Update
- Advantages to daytime work hour
- Proposed traffic solutions to avoid impact to traffic flow.
- Increase productivity

GEI will provide additional maintenance of traffic plans and schedules if the Council considers a long-term lane closure.

GEI started working during daytime hours on May 20<sup>th</sup>, 2024. At this time, Town Staff has not received any complaint or viewed any traffic delays. Please see the contractor's attachment requesting to continue daytime working hours.

## BACKGROUND

For over 20 years, the Town of Warrenton and Virginia Department of Transportation have planned safety improvements along the Broadview Avenue Corridor. The objective was to improve all modes of transportation, reduce congestion and safer accessibility to commercial businesses. In 2018 the Broadview Avenue Safety Improvements from Hospital Drive to Roebing Street was awarded SmartScale funding from VDOT.

The design and public hearing process started in 2019. The right-of-way phase was complete in May of 2023. VDOT readvertised the project in January 2024 and was awarded by the Commonwealth Transportation Board on March 19, 2024. The Town of Warrenton, VDOT and GEI had a Pardon Our Dust Meeting on May 1,

2024. The contractor plans to start construction on May 6, 2024. The project is scheduled to be completed by May 5, 2026.

**STAFF RECOMMENDATION**

---

Town Staff would recommend continuing daytime work for the life of the project as requested by GEI.

**Service Level/Policy Impact**

None

**Fiscal Impact**

Daytime work may complete the project approximately 5 to 7 months ahead of schedule. This would lessen the impact on the businesses and residence.

**Legal Impact**

None

---

**ATTACHMENTS**

---

1. GEI's Daytime Work Request

# GENERAL EXCAVATION, INC.

9757 RIDER ROAD  
WARRENTON, VA 20187  
T 540.439.2202 | F 540.439.3795

---

Item a.

**TOWN OF WARRENTON**  
**21 Main Street**  
**Warrenton, VA 20186**

Attention: Warrenton Town Council  
Re: Broadview Avenue Safety Improvements Project  
Subject: Request for Continuance of Daytime Work

Members of the Town Council:

General Excavation would like to thank the Council for granting us approval to perform daytime work on a trial basis. We have performed several closures over the past 30 days and had no issues with either traffic or complaints from business owners. Nighttime lane closures have also been performed over the last 30 days in areas where we have observed heavier traffic during the day. Attached to this letter is a log of the lane closures implemented during the trial period.

We have paid special attention to traffic patterns since the start of the project and believe that we have a firm grasp on which areas and work activities can be performed during the day, and which areas will require night work. General Excavation believes that completion of the following work activities during the day will result in an accelerated project timeline:

- Concrete Flatwork (sidewalk, curb & gutter, entrances)
- Signal work at the intersection of Broadview Avenue, Waterloo Street, and Frost Avenue
- Installation of storm drainage structures and associated pipe

We would like to request daytime work approval from the Council to perform the activities listed above for the duration of the project. Please note that some portions of these work activities will still need to be completed at night. Should approval be granted we will use our best judgement to decide which work areas and activities benefit the project and the public more by being completed at night rather than during the day. As stated previously, we have observed traffic patterns within the project limits during the trial period and taken it upon ourselves to work nights to complete certain activities in the best interest of the businesses along Broadview Avenue and the travelling public. We intend to use the same good judgement throughout the duration of the project.

Please review this request and let us know if any additional information is required prior to deciding on this matter.

Sincerely,



Mark Rowles  
Project Manager  
General Excavation, Inc.





Office of the Town Manager

Frank Cassidy

# STAFF REPORT

## Warrenton Town Council

Carter Nevill, Mayor

Heather Sutphin, Ward 1

William Semple, Ward 2

Brett Hamby, Ward 3

James Hartman, Ward 4 Vice Mayor

Eric Gagnon, Ward 5

Paul Mooney, At Large

David McGuire, At Large

Item a.

<b>Council Meeting Date:</b>	May 14 <sup>th</sup> , 2024
<b>Agenda Title:</b>	Broadview Avenue Update
<b>Requested Action:</b>	Daytime Work Request
<b>Department / Agency Lead:</b>	Public Works
<b>Staff Lead:</b>	Michael Wharton, Project Coordinator

## EXECUTIVE SUMMARY

VDOT held a pre-construction meeting on March 18, 2024, for the Broadview Avenue Safety Improvement Project. In the meeting, the contractor, General Excavation, Inc., requested if the Town of Warrenton was willing to allow daytime work for the project. Town staff informed to contractor this would need to go before council for their acceptance.

In the attached proposal GEI layouts out advantages/justifications for the request as a trail period. Below is a list of the topics GEI will touch on during their presentation:

- Project Update
- Advantages to daytime work hour
- Proposed traffic solutions to avoid impact to traffic flow.
- Increase productivity

GEI will provide additional maintenance of traffic plans and schedules if the Council considers a long-term lane closure.

## BACKGROUND

For over 20 years, the Town of Warrenton and Virginia Department of Transportation have planned safety improvements along the Broadview Avenue Corridor. The objective was to improve all modes of transportation, reduce congestion and safer accessibility to commercial businesses. In 2018 the Broadview Avenue Safety Improvements from Hospital Drive to Roebling Street was awarded SmartScale funding from VDOT.

The design and public hearing process started in 2019. The right-of-way phase was complete in May of 2023. VDOT readvertised the project in January 2024 and was awarded by the Commonwealth Transportation Board on March 19, 2024. The Town of Warrenton, VDOT and GEI had a Pardon Our Dust Meeting on May 1, 2024. The contractor plans to start construction on May 6, 2024. The project is scheduled to be completed by May 5, 2026.

STAFF RECOMMENDATION

---

The contractor has worked on challenging projects like this project in the past. Staff recommendations to allow the contractor to work during hours requested for a temporary trial period.

**Service Level/Policy Impact**

None

**Fiscal Impact**

Daytime work may complete the project approximately 5 to 7 months ahead of schedule. This would lessen the impact on the businesses and residence.

**Legal Impact**

None

---

ATTACHMENTS

---

- 1. GEI’s Daytime Work Request Proposal
- 2. Presentation

# GENERAL EXCAVATION, INC.

9757 RIDER ROAD  
WARRENTON, VA 20187  
T 540.439.2202 | F 540.439.3795

---

Item a.

April 26, 2024

**TOWN OF WARRENTON**  
**21 Main Street**  
**Warrenton, VA 20186**

Attention: Warrenton Town Council  
Re: Broadview Avenue Safety Improvements Project  
Subject: Daytime Work Request

Members of the Town Council:

Thank you for taking the time to review this proposal. We would like to begin with a brief introduction to General Excavation, Inc. (GEI) and our history with Fauquier County. General Excavation is a full-service general / prime contractor specializing in heavy highway and utility construction, with completed projects ranging from \$100,000 to over \$29 Million. Located in Opal, GEI has been a part of the Fauquier County Community for more than 30 years. In this time, we have been involved in the development of many projects within Fauquier County and The Town of Warrenton, most recently as the prime contractor for the construction of the Timber Fence Trail Phase 1 project completed in 2021.

The Broadview Avenue Project immediately captured GEI's attention after being announced through VDOT and we were excited to be named the low-bidder and awarded a contract. This is a project that not only fits well within General Excavation's preferred contract value and range of capabilities, but also allows us the opportunity to showcase our work within our community.

We recognized that maintaining traffic and protecting pedestrians were essential aspects of our plan when we submitted our bid for this project, which is why we have chosen Kyle Finch as the Project Superintendent. Mr. Finch is an experienced Project Superintendent who has handled many complex traffic control situations, such as working on interstates and heavily trafficked intersections. With his skilled leadership, we are confident that our capable team will deliver effective and professional traffic control solutions, with minimal interference to the flow of traffic throughout the project.

General Excavation acknowledges the Town of Warrenton's concerns about allowing work during the day on Broadview Avenue, given the high traffic and business activity. However, we believe that the team we have assigned to the project can manage traffic effectively with minimal impacts on businesses and pedestrians. Our purpose for this proposal is not to ask for unrestricted permission to work on the project during the day in its entirety, but rather a request for the Town Council to consider giving us a trial period for daytime work. The benefits of daytime operations, especially in terms of the safety of both construction crews and the public, as well as potential improvement in efficiency, far outweigh the advantages of nighttime work.

There are sections of the project that will still require nighttime operations. For instance, much of the work at the intersection of Broadview Avenue and Frost/Waterloo Avenue, as well as the concrete islands at the entrance to Hospital Drive will have to be done at night to prevent traffic congestion. In situations where nighttime work activities are inevitable, GEI and our subcontractors will adhere to all industry best practices of to ensure the highest safety standards possible for all project staff, including GEI & our subcontractors, The Town of Warrenton, VDOT and the travelling public.



As a member of the community, General Excavation has a vested interest in maintaining a positive relationship with The Town of Warrenton, local business owners and the public. Safety will always be our number one concern, but returning the project to an unobstructed travel way in the interests of all affected by the project will be a primary focus during construction. We firmly believe that working during the day will accelerate the project timeline. A proposal providing the reasoning behind our request to perform daytime work has been provided in addition to this letter. Please review and feel free to ask any questions you may have. This project will require collaboration from everyone involved and we are eager to hear your thoughts and receive your feedback.

Sincerely,

A handwritten signature in cursive script, appearing to read "Mark Rowles".

Mark Rowles  
Project Manager  
General Excavation, Inc.

# BROADVIEW AVENUE SAFETY IMPROVEMENTS PROJECT

April 26, 2024



## Daytime Work Request Proposal

General Excavation, Inc.  
9757 Rider Road  
Warrenton, VA 20187

## Summary

In this proposal, General Excavation will summarize both the general and project specific advantages of daytime work on the Broadview Avenue Safety Improvements Project. Next, the intended work items that we would like to be performed using daytime traffic control operations will be listed. We will also address several of the crucial questions that we anticipate from businesses, pedestrians, and the travelling public. Finally, additional traffic control solutions are proposed that we believe would not only alleviate traffic congestion, but also shorten the construction schedule.

## General Advantages to Daytime Construction

### 1. Safety of Workers and the Travelling Public:

- Daylight provides better visibility for construction workers to navigate the worksite, operate heavy machinery, and perform tasks safely. This visibility reduces the likelihood of accidents and injuries caused by obscured hazards.
- With clear visibility, workers can more easily spot potential dangers such as uneven surfaces, debris, or approaching vehicles, allowing them to take preventive measures promptly.
- Adequate lighting during the day enhances the effectiveness of safety protocols and signage, further mitigating risks to construction personnel and the travelling public.

### 2. Increased Efficiency:

- Natural daylight enables workers to perform tasks more efficiently and accurately, resulting in faster project completion times.
- Tasks requiring detailed work can be completed with greater precision during the day.
- Access to Resources - Daytime construction provides improved access to necessary resources such as materials suppliers, equipment rental companies, and support services, which may have restricted availability or limited operating hours at night.

### 3. Reduced Disruption to Residents:

- Noise levels associated with construction activities during the day may be more tolerable to nearby residents who expect daytime urban noise, compared to disruptive nighttime noise such as back-up alarms, dump truck tail tailgates, excavator rock-breaker attachments, etc.
- Daytime working hours decrease the likelihood of reoccurring complaints from residents regarding equipment noise and artificial lighting.

### 4. Minimization of Environmental Impact:

- Daytime roadwork facilitates better monitoring and management of environmental risks. Workers can promptly respond to spills, leaks, or other environmental hazards, preventing potential contamination of soil and waterways.
- Better visibility during the day enhances the implementation of environmental best practices, such as dust control measures and proper waste management.

### 5. Improved Quality Control:

- Daylight allows for thorough inspection and assessment of construction work, materials, and safety measures by supervisors and quality control personnel.
- Inspectors can identify and address issues such as defects and deviations from specifications, minimizing the likelihood of costly rework or delays.
- Enhanced quality control during daylight hours ensures that construction projects meet regulatory requirements and industry standards, enhancing the durability, safety, and longevity of infrastructure.
- Winter temperatures at night increase the occurrence of unfavorable conditions for pouring concrete and placing asphalt and may result in lost productivity if work must be postponed due to temperatures below allowable specifications.

The points listed above represent the major advantages of daytime construction. In the next section we will expand upon these benefits as they apply to the Broadview Avenue Safety Improvements Project.

## **Project Specific Advantages to Daytime Construction**

### **1. Safety of Pedestrians, Motorists and Project Team**

Pedestrian safety is a primary concern when approaching the safety of construction sites for all projects. GEI's specific plan for sidewalk detours is highlighted later in this proposal, but the general approach will be to divert pedestrians around active construction by utilizing temporary crosswalks. It is safe to assume that most sidewalk traffic will occur during the daytime, and that construction will affect the daily routines of pedestrians who frequent the Broadview Avenue corridor. Daytime work will allow members of the project team to be available to assist the public in diverting active construction, guiding pedestrians to the nearest crosswalk and answering any questions about current or future detours.

It was mentioned in the previous section that the likelihood of accidents is reduced relative to the visibility of construction signage. Given the number of businesses on Broadview Avenue, we anticipate many vehicles turning off the roadway during work shifts. Turning from the road not only reduces visibility for the driver when operating in the vicinity of a work zone, but also increases the likelihood of another vehicle colliding with the turning vehicle. We believe working at night will result in reduced visibility on Broadview Avenue and an increased risk of accidents involving construction crews, motorists, and pedestrians.

### **2. Productivity**

As stated previously, GEI understands the importance of returning Broadview Avenue to an unimpeded travel way as quickly and efficiently as possible. Below we will discuss the primary constraints of nightwork activities on productivity and the time savings we expect should daytime work be approved.

Much of the work on this project will be focused on concrete flatwork (sidewalk, curb, entrances, etc.). One of the central considerations when completing concrete flatwork items is the availability of concrete from local suppliers. Concrete manufacturers must make special considerations for night work. GEI's subcontractor has indicated concrete will not be available until approximately 4:00 AM most nights due to restrictions on working hours for commercial drivers. Typically, flatwork crews can pour two truckloads of concrete during a daytime work shift. If trucks are not available until late into each shift, this will be reduced to one truck per shift. The corresponding reduction in productivity will effectively cut the progress of this portion of the work in half. In addition, reduced visibility during night shifts, paired with the expediency in which work must be completed to re-open travel lanes could potentially increase the amount of work that does not meet specifications and must be replaced.

Material availability issues are not constrained to concrete flatwork items. In most cases aggregate materials, asphalt, miscellaneous concrete, erosion control materials and other necessary work items are not available after normal business hours. In some instances, these items can be mitigated through proper planning. However, given the uncertain nature of construction materials must sometimes be ordered on an as-needed basis. Nighttime work leaves little room for flexibility in unexpected situations and enhances the possibility of construction delays. For example, should one of our crews strike a waterline that is not marked by locators – materials would not be readily available to fix the waterline quickly and efficiently to restore service to affected businesses and residents.

Material availability, working hours, visibility, and traffic control set up/removal are all primary factors to consider in the productivity of construction crews for a project of this scale. Combining these variables, it is the opinion of GEI that daytime work would result in a 10 to 20% increase in productivity over the 22-month construction schedule, significantly reducing unavoidable disruptions to businesses and residents on Broadview Avenue.

### 3. **Reduced Disruptions to Residents**

Although Broadview Avenue primarily consists of commercial properties, the adjacent residential properties within sight of the project limits will be affected by construction. Some nighttime construction is unavoidable, however disruptions to these residents could be drastically reduced with the allowance of work during the day.

Complaints from residents in nightwork scenarios are understandable and sometimes unavoidable. However, the number of complaints would be significantly reduced with the implementation of daytime working hours where applicable. Our goal is and always will be to complete projects on time with as little disruption to the public as possible. Daytime work would benefit General Excavation and the Town by assisting us to achieve both goals simultaneously.

### **Work Items to be Performed Using Daytime Lane Closures**

It is the opinion of General Excavation that the following work activities could be performed using daytime operations without significantly affecting normal use on Broadview Avenue:

#### 1. **Concrete Flatwork**

Existing concrete islands at the intersection of Broadview Ave & Waterloo/Frost Ave. (where feasible), curb, sidewalk, medians, and entrances throughout the project can be safely removed & replaced using daytime lane closures.

#### 2. **Erosion Controls**

In general, erosion controls laid out in the approved plan set are outside of the travel way and can be installed without affecting traffic flow or pedestrians.

#### 3. **Storm Structures & Pipe Installation**

Many of the storm drainage improvements for this project involve rehabilitation to the existing system, and very few pipe crossings are in trafficked areas. Most of this work can be completed under daytime shoulder or lane closures.

#### 4. **Sign Installation**

Sign installation can generally be completed using minimal traffic control, given the smaller equipment used for this work item.

#### 5. **Traffic Signal Improvements**

A portion of the signal improvements can be performed during the day under minimal traffic control, including bored conduit and signal pole foundation work.

#### 6. **Waterline Installation**

Much of the waterline follows the existing curb along Broadview Avenue and could be completed using single daytime lane closures. Portions of the waterline that extend further into the roadway, along with crossings on Broadview Avenue will need to be completed at night during times of lower traffic volume.

### **Anticipated Questions from Businesses and the Public**

Below is the proposed plan of action General Excavation is intending to follow to alleviate the concerns of businesses and the public regarding access during construction. These scenarios will not be achievable in all areas – some instances will require coordination with business owners regardless of whether the work is performed during the day or at night.

**Access to Businesses** – Fortunately, many of the businesses along Broadview Avenue are accessible by two or more entrances. In locations with two or more entrances our intent is to give as much advance notice as is feasible to business owners about the timing/extent of work and to limit our work to one entrance at a time. In cases where there is only one entrance, or if two entrances are needed to avoid disruptions to a business's typical operating procedures, we will close only half of the entrance at a time, allowing enough space for vehicular traffic and deliveries. This will be the approach whether work is performed at night or during the day.

It is the opinion of General Excavation that completing entrances during the day would provide the added advantage of allowing for business owners to voice any concerns directly to our Superintendent as opposed to having no personnel on site during peak business hours.



**Pedestrian Traffic** – General Excavation intends to follow the pedestrian detour plan set forth in the project plan sheets. As stated with business access, we again feel that potential issues could be avoided if personnel are available during the day to assist pedestrians with directions to crossing locations, or concerns from citizens about business access.

The pedestrian detour plan divides the project into four segments:

- (1) Waterloo Street to Church Street
- (2) Church Street to Stuyvesant Street
- (3) Stuyvesant Street to Chappell Street
- (4) Chappell Street to End of Project (North of Roebling Street)

Access to pedestrian crosswalks will be maintained by utilizing the Virginia Work Area Protection Manual's Typical Traffic Control Operation for temporary pedestrian crosswalks.

### **Precedence for Daytime Lane Closures**

General Excavation would also like to mention that there is precedence for successful daytime lane closures. At the time of this proposal, there are utility relocation projects being completed on Shirley Avenue in the vicinity of the Broadview Avenue and Waterloo Avenue intersection. We have observed no impact to traffic flow during this operation.

Our project team has also observed concrete median work on Broadview Avenue being completed at midday by Warrenton Public Works crews on several occasions. These well executed lane & shoulder closures have had no major impact on traffic and given the opportunity, General Excavation would like to use the same traffic control operations to safely achieve our goal of finishing the project ahead of schedule.

### **Proposed Traffic Solutions**

Our intent in this proposal is to allow us to implement daily lane closures on a trial basis. Should this request be approved, we would like to periodically revisit the subject and potentially institute longer term lane closures.

Long-term lane closures would be limited to areas with two existing through lanes and lefthand turn lanes in both directions (from the Broadview/Frost Ave. intersection to 500' south of Roebling Street). This would allow General Excavation to avoid daily traffic control setup/removal and save a considerable amount of time, accelerating the project schedule. The options we have considered are below:

1. Maintain Two Lanes North & South- Close One Lefthand Turn Lane
2. Maintain One Lane North/South-Keep Lefthand Turn Lane Open
3. Close Center Turn Lanes for Median Reconstruction – Maintain Safe Areas for Left Turning Traffic
4. Temporary Segmental Lane Closures

Should the Council consider long-term lane closures following a trial period of daily closures, General Excavation will provide a more thorough work plan, including maintenance of traffic drawings and a schedule of anticipated closures.

### **Conclusion**

General Excavation thanks the members of Warrenton's Town Council for taking the time to read and consider this proposal. We would like to state again that we believe daytime work hours are in the best interest of all parties involved in the project and are happy to discuss further details should the Council find it necessary. Please do not hesitate to contact us should you have any questions, comments, or concerns.