



TOWN COUNCIL REGULAR MEETING

21 Main Street

Tuesday, May 13, 2025 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. Fiscal Year 2025-2026 Budget Work Session: Budget Scenarios
- B. Planning Commission Update: PC held a work session on April 22, 2025 on ZOTA-25-1 – A Text Amendment to Remove Data Centers as a Permissible Use within the Industrial District.
- C. Denim and Pearls Fee Waiver Request
- D. ARB Committee Appointment
- E. Ethics Committee
- F. Mr. Mooney's Request: Discussion of addition of a Finance Committee and a Public Safety Committee
- G. 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. Vacation of the Electric Easement for Waterloo Junction
 - b. Update of Tax Relief for the Elderly and Disabled Ordinance

- [c.](#) A Public Hearing to Consider the Fiscal Year 2026 Proposed Budget, the Fiscal Year 2026-2031 Proposed Capital Improvement Plan, 2025 Tax Rates, Fiscal Year Water and Sewer Rates, Warrenton Aquatic & Recreational Facility (WARF) Fees, and Special Events Fees

G. CONSENT AGENDA.

- [a.](#) Departmental Quarterly Reports
- [b.](#) Police Department Report
- [c.](#) Finance Department Report
- [d.](#) Community Development Department Report
- [e.](#) Parks and Recreation Department Report
- [f.](#) Public Works and Utilities Department Report
 - Capital Improvement Program
 - Street Maintenance Report
- [g.](#) Human Capital
- [h.](#) Office of Emergency Management Report
- [i.](#) Fleet and Facilities Department Report
- [j.](#) Information and Technology Department Report
- [k.](#) Approval of Town Council Minutes
- [l.](#) RRRC Water Supply Planning Resolution
- [m.](#) Creation of a Finance Committee and the appointment of Mr. William Semple and Mr. Paul Mooney to the Finance Committee
- [n.](#) Creation of a Public Safety Committee and the appointment of Ms. Michele O'Halloran and Mr. David McGuire to the Committee.

H. NEW BUSINESS.

- [a.](#) Acceptance of SLAF grant award/agreement – Garrett Street Pond

I. UNFINISHED BUSINESS.

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

Item A.

STAFF REPORT

Council Meeting Date: May 13, 2025
Agenda Title: Budget Scenarios
Requested Action: Information only
Department / Agency Lead: Finance
Staff Lead: Brooke Campbell, Budget Manager

EXECUTIVE SUMMARY

Council has requested that staff provide scenarios for the General Fund operating budget based on feedback during the April 21st special council meeting. The table below summarizes the scenarios provided. Further details are provided for each scenario in the background section.

Scenario	Real Estate Tax Rate	Operating Surplus ^[1]	Projected FY26 Unassigned Fund Balance ^[2]
1 - Proposed Budget	\$0.065	\$0	49.50%
2 - Outside Agency Cuts	\$0.065	\$307,746	51.90%
3 - Outside Agency Cuts, \$0.01 Reduction of Proposed Real Estate Tax Rate	\$0.055	\$86,765	50.50%
4 - Outside Agency and COLA Cuts	\$0.065	\$404,792	52.70%
5 - Outside Agency and COLA Cuts, \$0.015 Reduction of Proposed Real Estate Tax	\$0.050	\$73,315	50.40%

[1] Operating surplus is equal to reductions in operating expenses ("cuts") less reductions in revenue for each scenario.

[2] Fund balance figures include the impact of updated revenue projections and the issuance of debt in Fall 2025. They do not incorporate potential modifications to the budget stabilization provision of the fund balance policy.

BACKGROUND

Please refer to attachment 1 “Budget Scenarios” to see the adjusted budget summary for each scenario.

Scenario 1 – Proposed Budget

- The General Fund operating and capital figures are as proposed on April 1st.
- The proposed real estate tax rate is \$0.065.
- This option produces a \$0 operating surplus.
- FY26 ending unassigned fund balance of 49.5%.

Scenario 2 – Outside Agency Cuts

- Figures in red have been changed from those proposed on April 1st. At the April 21st special council meeting, cuts to nondepartmental and contributions to outside agencies were suggested by council. These cuts total a net \$307,746 as detailed in attachment 2 “Outside Agencies – FY 2026 Proposed & Council.”
- The real estate tax rate in this option is \$0.065.
- This option produces a \$307,746 operating surplus.
- This results in FY26 unassigned fund balance of 51.9%, due to the operating surplus and decrease in budgeted operating expenditures.

Scenario 3 – Outside Agency Cuts, \$0.01 Reduction of Proposed Real Estate Tax Rate

- Figures in red have been changed from those proposed on April 1st. At the April 21st special council meeting, cuts to nondepartmental and contributions to outside agencies were suggested by council. These cuts total a net \$307,746 as detailed in attachment 2 “Outside Agencies – FY 2026 Proposed & Council.”
- The real estate tax rate in this option is \$0.055. This reduces FY26 projected general property tax revenue by \$220,981 as detailed in attachment 3 “Real Estate Tax Rate Cuts Required.”
- This option produces a \$86,765 operating surplus.
- This results in FY26 unassigned fund balance of 50.5%, due to a reduction in projected FY25 ending unassigned fund balance, the operating surplus and decrease in budgeted operating expenditures.

Scenario 4 - Outside Agency and COLA Cuts

- Figures in red have been changed from those proposed on April 1st. At the April 21st special council meeting, cuts to nondepartmental and contributions to outside agencies were suggested by council. These cuts total a net \$307,746 as detailed in attachment 2 “Outside Agencies – FY 2026 Proposed & Council.” Cutting the employee’s cost of living adjustment (COLA) was also suggested by council. Reducing the COLA totals \$97,046 in the General Fund Operating, as detailed in attachment 4 “COLA Detail.”
- The real estate tax rate in this option is \$0.065.
- This option produces a \$404,792 operating surplus.
- This results in FY26 unassigned fund balance of 52.7%, due to the operating surplus and decrease in budgeted operating expenditures.

Scenario 5 - Outside Agency and COLA Cuts, \$0.015 Reduction of Proposed Real Estate Tax Rate

- Figures in red have been changed from those proposed on April 1st. At the April 21st special council meeting, cuts to nondepartmental and contributions to outside agencies were suggested by council. These cuts total a net \$307,746 as detailed in attachment 2 “Outside Agencies – FY 2026 Proposed & Council.” Cutting the employee’s cost of living adjustment (COLA) was also suggested by council. Reducing the COLA totals \$97,046 in the General Fund Operating, as detailed in attachment 4 “COLA Detail.”
- The real estate tax rate in this option is \$0.050. This reduces FY26 projected general property tax revenue by \$331,472 as detailed in attachment 3 “Real Estate Rax Rate Cuts Required.”
- This option produces a \$73,315 operating surplus.
- This results in FY26 unassigned fund balance of 50.4%, due to a reduction in projected FY25 ending unassigned fund balance, the operating surplus and decrease in budgeted operating expenditures.

STAFF RECOMMENDATION

Staff will provide a presentation of the budget scenarios.

Service Level/Policy Impact

The proposed budget provides a roadmap for the capital improvements and continued service delivery that the Town provides for fiscal year 2026.

Fiscal Impact

The total proposed budget for FY26 is \$52.9 million, excluding interfund transfers, to fund governmental, stormwater, and water & sewer operations, and investment in the town’s capital infrastructure.

Legal Impact

- Town Code Section 15-1 provides that tax rates must be set by May 14th.
- 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

- Attachment 1 - Budget Scenarios
- Attachment 2 - Outside Agencies – FY 2026 Proposed & Council
- Attachment 3 - Real Estate Tax Rate Cuts Required
- Attachment 4 - COLA Detail
- Attachment 5 - Budget Variance Report

Scenario 1 – Proposed Budget

TOTAL APPROPRIATIONS

Expenditures/Uses	FY 2025 Adopted	FY 2026 Proposed	Variance (\$)	Variance (%)
General Government	\$4,386,751	\$4,651,390	\$264,639	6%
Public Safety	3,600,885	3,739,865	138,980	4%
Public Works	5,351,953	5,621,282	269,329	5%
Parks & Recreation	2,686,305	2,725,410	39,105	1%
Community Development	1,328,781	1,403,712	74,931	6%
Contributions	58,954	93,765	34,811	59%
Nondepartmental	443,290	531,468	88,178	20%
Debt Service	822,972	830,169	7,197	1%
GENERAL FUND TOTAL	\$18,679,891	\$19,597,061	\$917,170	5%

Capital Projects	\$1,584,002	\$3,419,497	\$1,835,495	116%
General Asset Replacement	1,765,000	2,869,500	1,104,500	63%

Operating Surplus \$0

FY25 Ending Unassigned	\$9,704,942
Move FY26 Budgeted Capital to Assigned	(\$5,626,436)
Bond Proceeds	\$5,176,436
FY26 Budgeted Operating Revenue	\$20,047,061
FY26 Budgeted Operating Expenditure	(\$19,597,061)
FY26 Ending Unassigned	\$9,704,942
	49.5%

TOTAL ESTIMATED REVENUE

Revenue/Sources	FY 2025 Adopted	FY 2026 Projected	Variance (\$)	Variance (%)
General Property Taxes	\$1,597,683	\$2,231,376	\$633,693	40%
Other Local Taxes	11,402,606	11,613,330	210,724	2%
Permits & Fees	185,132	244,250	59,118	32%
Fines & Forfeitures	77,500	77,500	-	-
Use of Money/Property	800,000	800,000	-	-
Charges for Services	1,085,018	1,075,500	(9,518)	(1%)
Miscellaneous Revenue	186,845	192,445	5,600	3%
State Revenue	3,421,983	3,434,680	12,697	0%
Transfers In	414,262	377,980	(36,282)	(9%)
GENERAL FUND TOTAL	\$19,171,029	\$20,047,061	\$876,032	5%

Capital Projects	\$1,584,002	\$3,419,497	\$1,835,495	116%
General Asset Replacement	1,765,000	2,869,500	1,104,500	63%

Scenario 2 – Outside Agency Cuts

TOTAL APPROPRIATIONS

Expenditures/Uses	FY 2025 Adopted	FY 2026 Proposed	Variance (\$)	Variance (%)
General Government	\$4,386,751	\$4,651,390	\$264,639	6%
Public Safety	3,600,885	3,739,865	138,980	4%
Public Works	5,351,953	5,621,282	269,329	5%
Parks & Recreation	2,686,305	2,725,410	39,105	1%
Community Development	1,328,781	1,403,712	74,931	6%
Contributions	58,954	10,519	(48,435)	(82%)
Nondepartmental	443,290	302,468	(140,822)	(32%)
Debt Service	822,972	830,169	7,197	1%
GENERAL FUND TOTAL	\$18,679,891	\$19,284,815	\$604,924	3%

Capital Projects	\$1,584,002	\$3,419,497	\$1,835,495	116%
General Asset Replacement	1,765,000	2,869,500	1,104,500	63%

Operating Surplus	\$307,746
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FY25 Ending Unassigned	\$9,704,942
Move FY26 Budgeted Capital to Assigned	(\$5,626,436)
Bond Proceeds	\$5,176,436
FY26 Budgeted Operating Revenue	\$20,042,561
FY26 Budgeted Operating Expenditure	(\$19,284,815)
FY26 Ending Unassigned	\$10,012,688
	51.9%

TOTAL ESTIMATED REVENUE

Revenue/Sources	FY 2025 Adopted	FY 2026 Projected	Variance (\$)	Variance (%)
General Property Taxes	\$1,597,683	\$2,231,376	\$633,693	40%
Other Local Taxes	11,402,606	11,613,330	210,724	2%
Permits & Fees	185,132	244,250	59,118	32%
Fines & Forfeitures	77,500	77,500	-	-
Use of Money/Property	800,000	800,000	-	-
Charges for Services	1,085,018	1,075,500	(9,518)	(1%)
Miscellaneous Revenue	186,845	192,445	5,600	3%
State Revenue	3,421,983	3,430,180	8,197	0%
Transfers In	414,262	377,980	(36,282)	(9%)
GENERAL FUND TOTAL	\$19,171,029	\$20,042,561	\$871,532	5%

Capital Projects	\$1,584,002	\$3,419,497	\$1,835,495	116%
General Asset Replacement	1,765,000	2,869,500	1,104,500	63%

Scenario 3 – Outside Agency Cuts, \$0.01 Reduction of Proposed Real Estate Tax Rate

TOTAL APPROPRIATIONS | ALL FUNDS

Expenditures/Uses	FY 2025 Adopted	FY 2026 Proposed	Variance (\$)	Variance (%)
General Government	\$4,386,751	\$4,651,390	\$264,639	6%
Public Safety	3,600,885	3,739,865	138,980	4%
Public Works	5,351,953	5,621,282	269,329	5%
Parks & Recreation	2,686,305	2,725,410	39,105	1%
Community Development	1,328,781	1,403,712	74,931	6%
Contributions	58,954	10,519	(48,435)	(82%)
Nondepartmental	443,290	302,468	(140,822)	(32%)
Debt Service	822,972	830,169	7,197	1%
GENERAL FUND TOTAL	\$18,679,891	\$19,284,815	\$604,924	3%

Capital Projects	\$1,584,002	\$3,419,497	\$1,835,495	116%
General Asset Replacement	1,765,000	2,869,500	1,104,500	63%

Operating Surplus \$86,765

FY25 Ending Unassigned	\$9,654,050
Move FY26 Budgeted Capital to Assigned	(\$5,626,436)
Bond Proceeds	\$5,176,436
FY26 Budgeted Operating Revenue	\$19,821,580
FY26 Budgeted Operating Expenditure	(\$19,284,815)
FY26 Ending Unassigned	\$9,740,815
	50.5%

TOTAL ESTIMATED REVENUE | ALL FUNDS

Revenue/Sources	FY 2025 Adopted	FY 2026 Projected	Variance (\$)	Variance (%)
General Property Taxes	\$1,597,683	\$2,010,395	\$412,712	26%
Other Local Taxes	11,402,606	11,613,330	210,724	2%
Permits & Fees	185,132	244,250	59,118	32%
Fines & Forfeitures	77,500	77,500	-	-
Use of Money/Property	800,000	800,000	-	-
Charges for Services	1,085,018	1,075,500	(9,518)	(1%)
Miscellaneous Revenue	186,845	192,445	5,600	3%
State Revenue	3,421,983	3,430,180	8,197	0%
Transfers In	414,262	377,980	(36,282)	(9%)
GENERAL FUND TOTAL	\$19,171,029	\$19,821,580	\$650,551	3%

Capital Projects	\$1,584,002	\$3,419,497	\$1,835,495	116%
General Asset Replacement	1,765,000	2,869,500	1,104,500	63%

Scenario 4 - Outside Agency and COLA Cuts

TOTAL APPROPRIATIONS | ALL FUNDS

Expenditures/Uses	FY 2025 Adopted	FY 2026 Proposed	Variance (\$)	Variance (%)
General Government	\$4,386,751	\$4,632,923	\$246,172	6%
Public Safety	3,600,885	3,712,890	112,005	3%
Public Works	5,351,953	5,595,107	243,154	5%
Parks & Recreation	2,686,305	2,710,657	24,352	1%
Community Development	1,328,781	1,393,036	64,255	5%
Contributions	58,954	10,519	(48,435)	(82%)
Nondepartmental	443,290	302,468	(140,822)	(32%)
Debt Service	822,972	830,169	7,197	1%
GENERAL FUND TOTAL	\$18,679,891	\$19,187,769	\$507,878	3%

Capital Projects	\$1,584,002	\$3,419,497	\$1,835,495	116%
General Asset Replacement	1,765,000	2,869,500	1,104,500	63%

Operating Surplus \$404,792

FY25 Ending Unassigned **\$9,704,942**
 Move FY26 Budgeted Capital to Assigned (\$5,626,436)
 Bond Proceeds \$5,176,436
 FY26 Budgeted Operating Revenue **\$20,042,561**
 FY26 Budgeted Operating Expenditure **(\$19,187,769)**
FY26 Ending Unassigned **\$10,109,734**
52.7%

TOTAL ESTIMATED REVENUE | ALL FUNDS

Revenue/Sources	FY 2025 Adopted	FY 2026 Projected	Variance (\$)	Variance (%)
General Property Taxes	\$1,597,683	\$2,231,376	\$633,693	40%
Other Local Taxes	11,402,606	11,613,330	210,724	2%
Permits & Fees	185,132	244,250	59,118	32%
Fines & Forfeitures	77,500	77,500	-	-
Use of Money/Property	800,000	800,000	-	-
Charges for Services	1,085,018	1,075,500	(9,518)	(1%)
Miscellaneous Revenue	186,845	192,445	5,600	3%
State Revenue	3,421,983	3,430,180	8,197	0%
Transfers In	414,262	377,980	(36,282)	(9%)
GENERAL FUND TOTAL	\$19,171,029	\$20,042,561	\$871,532	5%

Capital Projects	\$1,584,002	\$3,419,497	\$1,835,495	116%
General Asset Replacement	1,765,000	2,869,500	1,104,500	63%

Scenario 5 - Outside Agency & COLA Cuts, \$0.015 Reduction of Proposed Real Estate Tax Rate

TOTAL APPROPRIATIONS | ALL FUNDS

Expenditures/Uses	FY 2025 Adopted	FY 2026 Proposed	Variance (\$)	Variance (%)
General Government	\$4,386,751	\$4,632,923	\$246,172	6%
Public Safety	3,600,885	3,712,890	112,005	3%
Public Works	5,351,953	5,595,107	243,154	5%
Parks & Recreation	2,686,305	2,710,657	24,352	1%
Community Development	1,328,781	1,393,036	64,255	5%
Contributions	58,954	10,519	(48,435)	(82%)
Nondepartmental	443,290	302,468	(140,822)	(32%)
Debt Service	822,972	830,169	7,197	1%
GENERAL FUND TOTAL	\$18,679,891	\$19,187,769	\$507,878	3%

Capital Projects	\$1,584,002	\$3,419,497	\$1,835,495	116%
General Asset Replacement	1,765,000	2,869,500	1,104,500	63%

Operating Surplus \$73,321

FY25 Ending Unassigned	\$9,603,158
Move FY26 Budgeted Capital to Assigned	(\$5,626,436)
Bond Proceeds	\$5,176,436
FY26 Budgeted Operating Revenue	\$19,711,090
FY26 Budgeted Operating Expenditure	(\$19,187,769)
FY26 Ending Unassigned	\$9,676,479
	50.4%

TOTAL ESTIMATED REVENUE | ALL FUNDS

Revenue/Sources	FY 2025 Adopted	FY 2026 Projected	Variance (\$)	Variance (%)
General Property Taxes	\$1,597,683	\$1,899,905	\$302,222	19%
Other Local Taxes	11,402,606	11,613,330	210,724	2%
Permits & Fees	185,132	244,250	59,118	32%
Fines & Forfeitures	77,500	77,500	-	-
Use of Money/Property	800,000	800,000	-	-
Charges for Services	1,085,018	1,075,500	(9,518)	(1%)
Miscellaneous Revenue	186,845	192,445	5,600	3%
State Revenue	3,421,983	3,430,180	8,197	0%
Transfers In	414,262	377,980	(36,282)	(9%)
GENERAL FUND TOTAL	\$19,171,029	\$19,711,090	\$540,061	3%

Capital Projects	\$1,584,002	\$3,419,497	\$1,835,495	116%
General Asset Replacement	1,765,000	2,869,500	1,104,500	63%

Outside Agencies - FY 2026 Proposed & Council

Nondepartmental (page 122 of FY 2026 proposed budget)

DESCRIPTION	FY 2025 ADOPTED	FY 2026 REQUESTED	FY 2026 COUNCIL	CUTS
Virginia Regional Transit (Circuit Rider)*	\$174,009	\$185,927	\$185,927	-
Main Street Program (Experience Old Town Warrenton)	65,000	75,000	65,000	10,000
VA Commission for the Arts (VCA)- Creative Community Partnership (CCP)	9,000	9,000	-	4,500
Warrenton Volunteer Fire Company	150,000	210,000	-	210,000
VA Department of Fire Programs (VDFP) - Aid to Localities (ATL)	45,281	51,541	51,541	-
	\$443,290	\$531,468	\$302,468	\$224,500

*Formula-driven funding contribution.

Contributions (page 119 of FY 2026 proposed budget)

DESCRIPTION	FY 2025 ADOPTED	FY 2026 REQUESTED	FY 2026 COUNCIL	CUTS
Afro American Historical Association of Fauquier County	-	\$10,000	\$0	\$10,000
Aging Together	4,250	5,000	-	5,000
Boys & Girls Club of Fauquier	7,650	-	-	-
Fauquier Community Action Committee	7,650	7,500	-	7,500
Fauquier Community Child Care	3,443	7,500	-	7,500
Fauquier Food Bank	2,869	5,000	2,869	2,131
Fauquier County Youth Orchestra	-	-	-	-
Fauquier Family Shelter Services	5,126	8,000	-	8,000
Fauquier Free Clinic	7,650	10,000	7,650	2,350
Fauquier Habitat for Humanity, Inc.	-	10,000	-	10,000
Fauquier Historical Society	7,650	11,500	-	11,500
Hospice Support of Fauquier	4,250	5,000	-	5,000
Laurel Ridge Community College (LRCC)	5,738	6,000	-	6,000
Literacy Volunteers	1,913	2,500	-	2,500
Piedmont Dispute Resolution Center	765	765	-	765
The Arc of North Central Virginia	-	5,000	-	5,000
	\$58,954	\$93,765	\$10,519	\$83,246
				\$307,746

Real Estate Tax Rates & Cuts Required

Each \$0.01 on the real estate tax rates generates \$220,981 in revenue for FY 2026.
To lower the tax rate by \$0.01, \$220,981 in cuts to general fund operating must be made.

	Proposed	<i>Half cent reduction</i>	<i>One cent reduction</i>	<i>One and a half cent reduction</i>	<i>Two cent reduction</i>	Current
Real Estate Tax Rate	\$0.065	\$0.060	\$0.055	\$0.050	\$0.045	\$0.0401
Cuts required	-	110,491	220,981	331,472	441,962	550,243

Council suggested cuts:

Category	Amount	Equivalent Reduction on Real Estate Tax Rate
Outside agencies	307,746	\$ 0.014
COLA	97,046	\$ 0.004

COLA Detail

3% COLA

Fund	Salaries & Benefits
General	\$11,580,546
Water & Sewer	\$3,761,067
Stormwater	\$487,052
Total	\$15,828,665

2% COLA

Fund	Salaries & Benefits
General	\$11,483,500
Water & Sewer	\$3,729,118
Stormwater	\$482,980
Total	\$15,695,592

Cuts
\$ 97,046
\$ 31,949
\$ 4,073
\$133,073

Budget Variance Report

The Town Manager has reviewed departmental budget requests and has concluded that any additional reduction in the General Fund operating budgets will result in the reduction of services.

GL	Account Name	Department	FY 2025 PROJECTED	FY 2026 PROPOSED	FY25-FY26 VARIANCE	Note
100-012230-3320	MAINTENANCE CONTRACTS	INFORMATION TECHNOLOGY	724,276	891,118	166,842	This line item funds all of the recurring software fees for the town (Microsoft Office, Paylocity, Silent Partner, etc.). A full listing of the software applications is available for council review at the IT office. To reduce this line, one or more of these software applications would need to be removed.
100-012230-3100	PROFESSIONAL SERVICES	INFORMATION TECHNOLOGY	21,926	81,900	59,974	This line item funds professional services utilized by the IT department including AV services for council meetings and server maintenance. A full listing of the professional services is available for council review at the IT office. To reduce this line, one or more of these services would need to be removed.
100-081100-3100	PROFESSIONAL SERVICES	PLANNING	41,064	90,000	48,936	This line item funds professional services related to the planning department such as transportation engineering services, plan reviews, transportation impact analysis reviews, pre-bid support. To reduce this line, planned professional services for FY26 would need to be reduced.
100-012230-5230	COMMUNICATIO N	INFORMATION TECHNOLOGY	98,203	143,000	44,797	This line item funds the Town's internet service, fax service, and phone services. To reduce this line, one or more of these services would need to be removed.
100-071600-3357	PARK MAINTENANCE	MAINTENANCE - PARKS	24,000	56,000	32,000	This line item funds various maintenance activities at the Town's parks including mulch, fertilizer, asphalt/gravel for small repairs, etc. Projected spending in the current year is lower as maintenance issues at the WARF required budget transfers from this line. To reduce this line, planned park maintenance for FY26 would need to be reduced.
100-042300-3815	SHARE LANDFILL OPERATIONS	REFUSE COLLECTION	12,000	40,000	28,000	This line item funds tipping fees paid to Fauquier County's landfill. The county waives the first \$200,000 for household refuse collected by the Town, so this line funds fees paid over the amount waived by the county as well as fees associated with brush and recycling. To reduce this line, the volume and type of refuse collected from residents (and then dumped at the landfill) would need to be reduced.
100-043200-3310	CONTRACTUAL REPAIR	FACILITIES	63,500	90,000	26,500	This line item funds repairs to Town-owned facilities that are contracted out including HVAC repairs, repairs to fire alarm & detection systems, inspection of emergency lights at the police department, and repairs to traffic lights. To reduce this line, planned services in these areas for FY26 would need to be reduced.
100-071300-5410	LEASE OF EQUIPMENT	AQUATIC CENTER	2,935	28,500	25,565	The increase in FY26 in this line item is due to the rental of fitness equipment at the WARF. The purchase of fitness equipment was previously captured in Fund 305 as part of the CARP. Reduction of this line would mean reducing the equipment available at the WARF.

100-012230-5240	MOBILE DEVICES/CELL PHONES	INFORMATION TECHNOLOGY	80,326	99,600	19,274	This line item funds cell phone and iPad service for Town Council. To reduce this line, one or more of these services would need to be removed.
100-043200-5410	LEASE OF EQUIPMENT	FACILITIES	3,500	20,780	17,280	This increase in FY26 in this line item is due to the lease of AEDs in Town-owned facilities. To reduce this line, some or all of these AEDs would need to be removed.
100-081720-5210	POSTAGE	COMMUNICATIONS	3,552	15,000	11,448	This line item funds postage for communications to Town residents such as the Town crier. To reduce this line, some or all of these communications would need to be reduced for FY26.
100-041600-8261	TREE MAINTENANCE	COLLECTOR STREET	5,000	15,000	10,000	This line items funds the maintenance of trees along collector streets. To reduce this line, planned tree maintenance for FY26 would need to be reduced.
100-071300-8201	EQUIPMENT	AQUATIC CENTER	10,000	20,000	10,000	This line item funds equipment for the WARF including equipment for swim meets, exhaust fans for the HVAC in the pool area, and pumps and motors for the leisure pool. To reduce this line, planned equipment purchases for the WARF in FY26 would need to be reduced.
100-071300-6000	PURCHASING	AQUATIC CENTER	78,837	88,480	9,643	This line item funds general purchasing for the WARF including materials for lifeguard training, materials purchased for maintenance and repairs done by staff. To reduce this line, planned purchases for FY26 would need to be reduced.
100-031100-3100	PROFESSIONAL SERVICES	POLICE DEPARTMENT	5,158	14,450	9,292	This line item funds professional testing for pre-employment screening of police applicants such as polygraph examination services; psychologist examination services; and physical examinations as well as costs associated with investigation of crimes, such as document requests pursuant to subpoena, transcription of statements, copying of audio and video footage, expert witness fees, etc. To reduce this line item planned services in these areas would need to be reduced for FY26.
100-031100-3310	CONTRACTUAL REPAIR	POLICE DEPARTMENT	17,892	26,725	8,833	This line item funds items such as calibrations on radar and speedometer equipment and repairs for cruiser lights and sirens that are beyond warranty. To reduce this line item planned services in these areas would need to be reduced for FY26.
100-012230-5540	TRAINING	INFORMATION TECHNOLOGY	2,503	10,840	8,337	This line item funds certifications and trainings for IT department personnel including CTS and ANP certifications and training on Axon. To reduce this line, one or more of these planned trainings would need to be removed for FY26.
100-031100-6010	POLICE SUPPLIES	POLICE DEPARTMENT	35,000	43,150	8,150	This line items funds the purchase of police supplies such as range ammunition, taser batteries, radar units, crime scene processing materials, trauma kits, and ballistic shields. To reduce this line item planned purchases in these areas would need to be reduced for FY26.
100-043200-8266	COLLECTOR TRAFFIC SIGNS	FACILITIES	7,500	15,000	7,500	This line item funds the purchase of traffics signs on collector streets throughout Town. To reduce this line item, purchases of traffic signs for collector streets would need to be reduced for FY26.

100-041600-5110	ELECTRICITY	COLLECTOR STREET	103,200	110,000	6,800	This line item funds electric for street lights on collector streets throughout Town. To reduce this line item, the use of electric would need to be reduced for FY26.
100-071600-6000	PURCHASING	MAINTENANCE - PARKS	4,226	10,400	6,174	This line item funds general purchasing for the Town's parks including dog waste bags, smaller additions to playgrounds to classified as equipment, and materials for repairs and maintenance performed by Town staff. To reduce this line, planned purchases in these areas would need to be reduced for FY26.
100-043200-8262	TRAFFIC CALMING	FACILITIES	8,159	14,000	5,841	This line item funds items related to traffic calming and safety including traffic radar equipment and speed signs. To reduce this line item, planning purchases of these items would need to be reduced for FY26.
100-043200-3330	JANITORIAL SERVICES	FACILITIES	113,703	119,390	5,687	This line item funds the Janitorial services for Town owned facilities. To reduce this line item for FY26 the contract would need to be cancelled for one or more of the facilities.
100-031100-5540	TRAINING	POLICE DEPARTMENT	31,926	37,500	5,574	This line item funds the Town's share of support for the Rappahannock Regional Criminal Justice Academy. IT also funds training seminars which are not offered by our academy such as interviewing and interrogation, domestic and child abuse, forensic science, photography, narcotics interdiction, computer training, supervisor training for first line and mid-level supervisors as well as gang investigation. To reduce this line item planned trainings or academy participation would need to be reduced for FY26.
100-041600-6000	PURCHASING	COLLECTOR STREET	85,000	90,300	5,300	This line item funds purchasing related to collector streets maintenance including asphalt aggregates, cold asphalt patch, erosion control materials, grates. To reduce this line item planned maintenance activities for collector streets would need to be reduced for FY26.
100-031100-6001	OFFICE SUPPLIES	POLICE DEPARTMENT	6,587	11,750	5,163	This line item funds typical office supplies expenses for the police department. To reduce this line item planned purchases in these areas would need to be reduced for FY26.
100-031100-2885	TUITION REIMBURSEMENT	POLICE DEPARTMENT	-	5,000	5,000	This line funds tuition reimbursements for officers obtaining a bachelor's degree or an advanced degree. To reduce this line item, the number of officers taking courses in FY26 would need to be reduced.
100-041100-5540	TRAINING	GENERAL ADMINISTRATION	1,651	6,000	4,349	This line item funds training for the public works administration department including trainings put on by VDOT and JJ Keller. To reduce this line item planned trainings for FY26 would need to be reduced.
100-071700-6000	PURCHASING	P&R ADMINISTRATION	822	5,000	4,178	This line item funds purchasing for the parks and recreation administration department including office supplies, and various overhead expenses associated with the administration of the parks & recreation function. To reduce this line item, planned purchases in this area for FY26 would need to be reduced.

100-031100-5510	TRAVEL	POLICE DEPARTMENT	16,000	20,000	4,000	This line funds travel expenses associated with trainings, the FBI National Academy Conference, and investigative activities. To reduce this line item, the items associated with travel would have to be reduced in FY26.
100-081720-6000	PURCHASING	COMMUNICATIONS	100	4,000	3,900	This line funds purchasing for the communications department for events and initiatives related to communicating with Town resident including materials & supplies for Your Town Academy, and Town Talks. To reduce this line, planned purchases in this area would need to be reduced for FY26.
100-071600-6005	PROGRAM SUPPLIES	MAINTENANCE - PARKS	85	3,000	2,915	This line item funds supplies purchased for recreation programs held in the parks by the department. To reduce this line, planned recreation programs for FY26 would need to be reduced.
100-081100-5540	TRAINING	PLANNING	2,500	5,000	2,500	This line item funds training for the department. To reduce this line item, planned trainings for FY26 would need to be reduced.
100-081300-3100	PROFESSIONAL SERVICES	PLANNING COMMISSION	-	2,500	2,500	This line item funds professional services for the planning commission, such as the engagement of consultants. To reduce this line item, planned professional services would need to be reduced for FY26.
100-043200-5540	TRAINING	FACILITIES	1,586	3,815	2,229	This line item funds trainings for the facilities department staff. To reduce this line item, planned trainings in FY26 would need to be reduced.
100-071600-6100	SPECIAL EVENTS	MAINTENANCE - PARKS	45,000	47,000	2,000	This line item funds expenses related to special events held by the department. The largest of which are related to the annual Town Limits 4th of July Celebration. Expenses include the fireworks display and Porta Potty rentals. To reduce this line, planned special events for FY26 would need to be reduced.
100-081720-5540	TRAINING	COMMUNICATIONS	1,000	3,000	2,000	This line funds trainings for the communications department. To reduce this line, planned trainings for FY26 would need to be reduced.
100-081100-5510	TRAVEL	PLANNING	200	2,000	1,800	This line item funds travel associated with trainings for the department. To reduce this line item, planned trainings for FY26 would need to be reduced.
100-041100-3100	PROFESSIONAL SERVICES	GENERAL ADMINISTRATION	8,396	10,000	1,604	This line items funds DOT Drug & Alcohol clearinghouse requirements for the public works department. To reduce this line item, DOT-required testing would have to be reduced for FY26.
100-081600-3100	PROFESSIONAL SERVICES	ARCHITECTURAL REVIEW BOARD	-	1,500	1,500	This line item funds professional services for the ARB, such as the engagement of consultants. To reduce this line item, planned professional services would need to be reduced for FY26.
100-081100-3500	PRINTING	PLANNING	-	1,000	1,000	This line item funds printing services for the planning department for FY26. To reduce this line item, planned expenses in this area would need to be reduced.
100-081100-3600	ADVERTISING/MARKETING	PLANNING	-	1,000	1,000	This line item funds advertising/marketing services for the planning department for FY26. To reduce this line item, planned advertisements would need to be reduced.

100-081100-6000	PURCHASING	PLANNING	2,000	3,000	1,000	This line item funds general purchasing for the planning department. To reduce this line item, planned expenses in this area would need to be reduced for FY26.
100-081720-5510	TRAVEL	COMMUNICATIONS	-	1,000	1,000	This line funds travel expense associated with trainings for the department. To reduce this line, planned trainings for FY26 would need to be reduced.
100-041100-5510	TRAVEL	GENERAL ADMINISTRATION	500	1,000	500	This line funds travel expense associated with trainings for the department. To reduce this line, planned trainings for FY26 would need to be reduced.



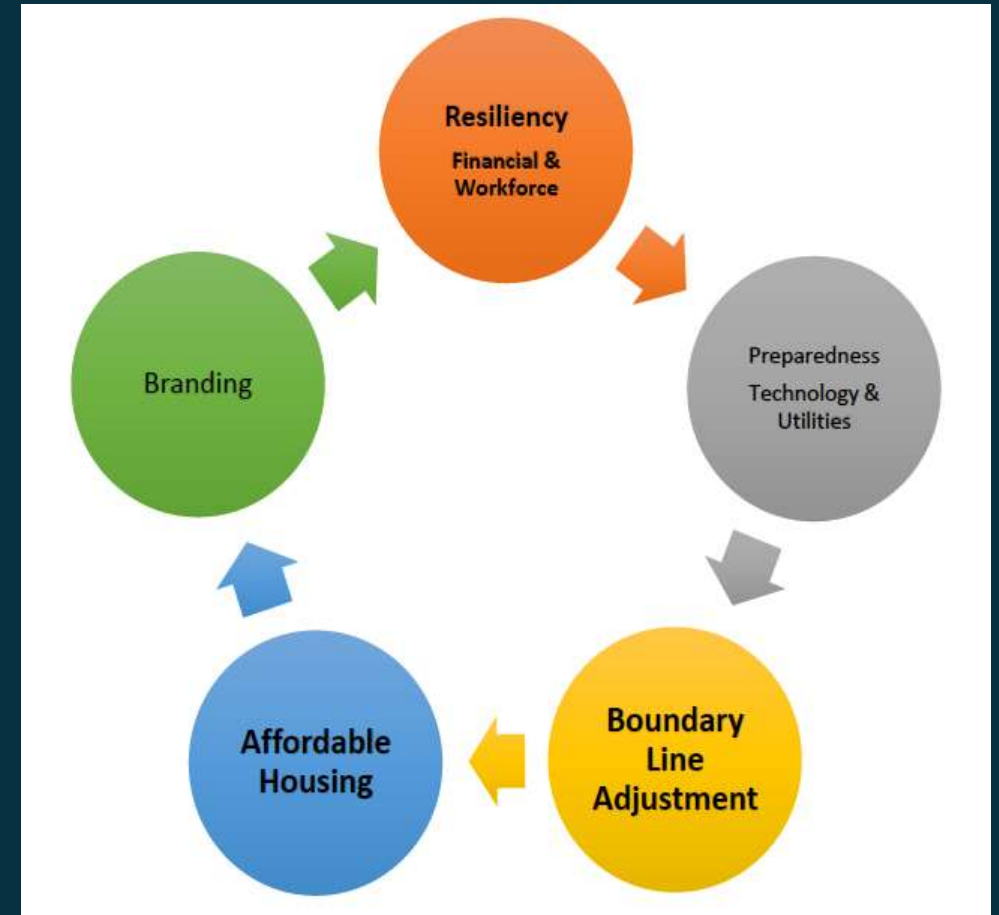
Importance of Staffing Human Capital Department

Town Council Regular Meeting
May 13, 2025

Town Council Strategic Priority: Resiliency

To identify key actions and initiatives that will protect and promote a successful future for Warrenton specifically in the areas of

- 1) financial and workforce resources
- 2) technology and utility investments.

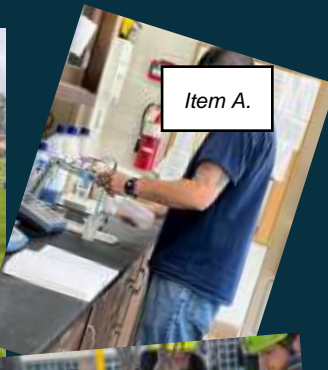


PURPOSE OF PEOPLE

MORE THAN “JUST” STAFFING...

Ensure an organization has the
right people
in the
right roles
at the right time
to **meet** its operational needs and
achieve its goals.

*The thought that an employee is JUST here to do a job...
is outdated.*



Evolution of the Employee

Flexibility

Item A.

Collaboration

Advance Technology

Continuous Growth
&
Learning Opportunities

Innovative

Knowing the WHY

PAST

Work 9-5



Work anytime

Work in a corporate office



Work anywhere

Use company equipment



Use any device

Focused on inputs



Focus on outputs

Climb the corporate ladder



Create your own ladder

Pre-defined work



Customised work

Hoards information



Shares information

No voice



Can become a leader

Relies on email



Relies on collaboration technologies

Focused on knowledge



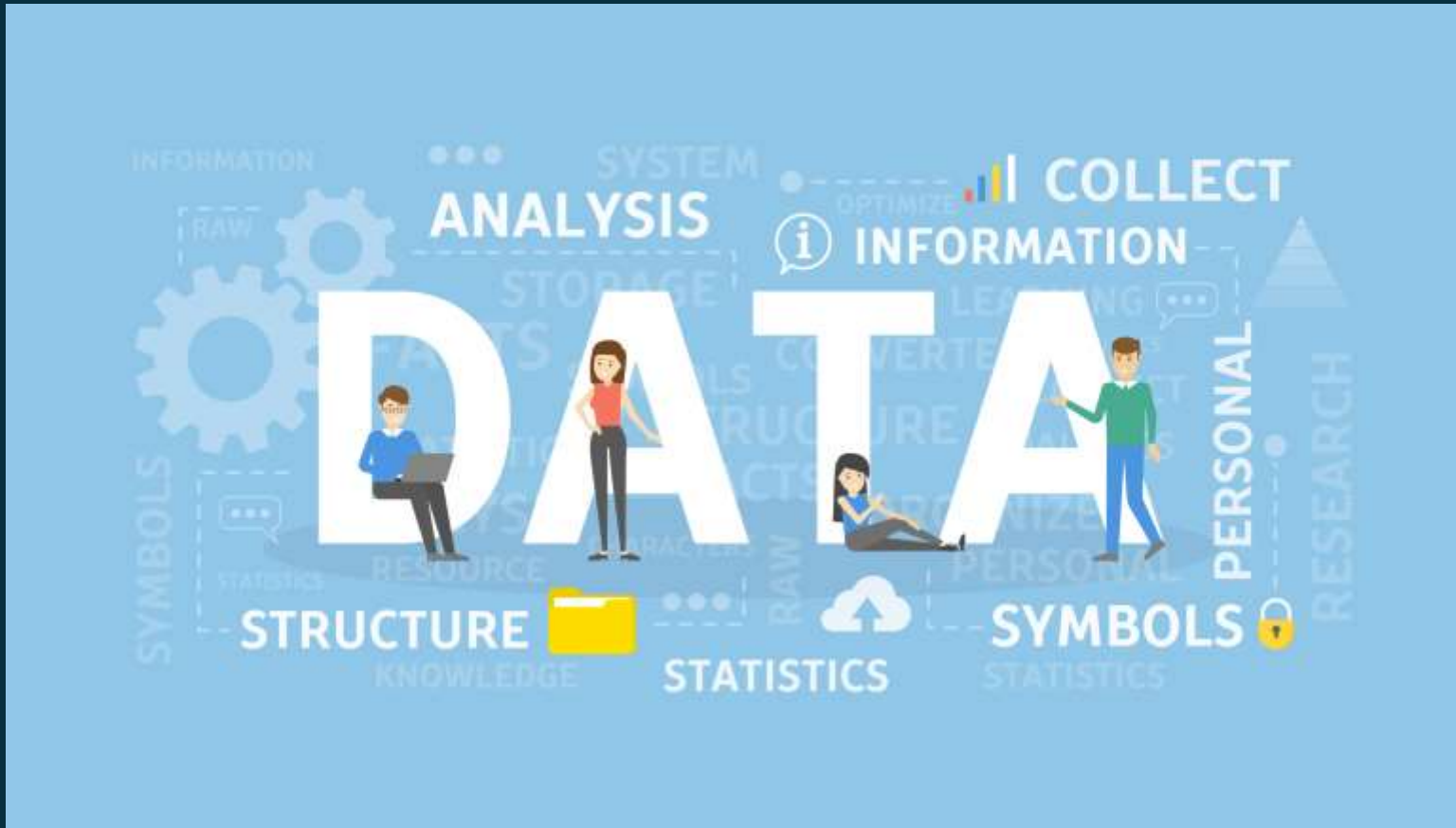
Focused on adaptive learning

Corporate learning and teaching



Democratised learning and teaching

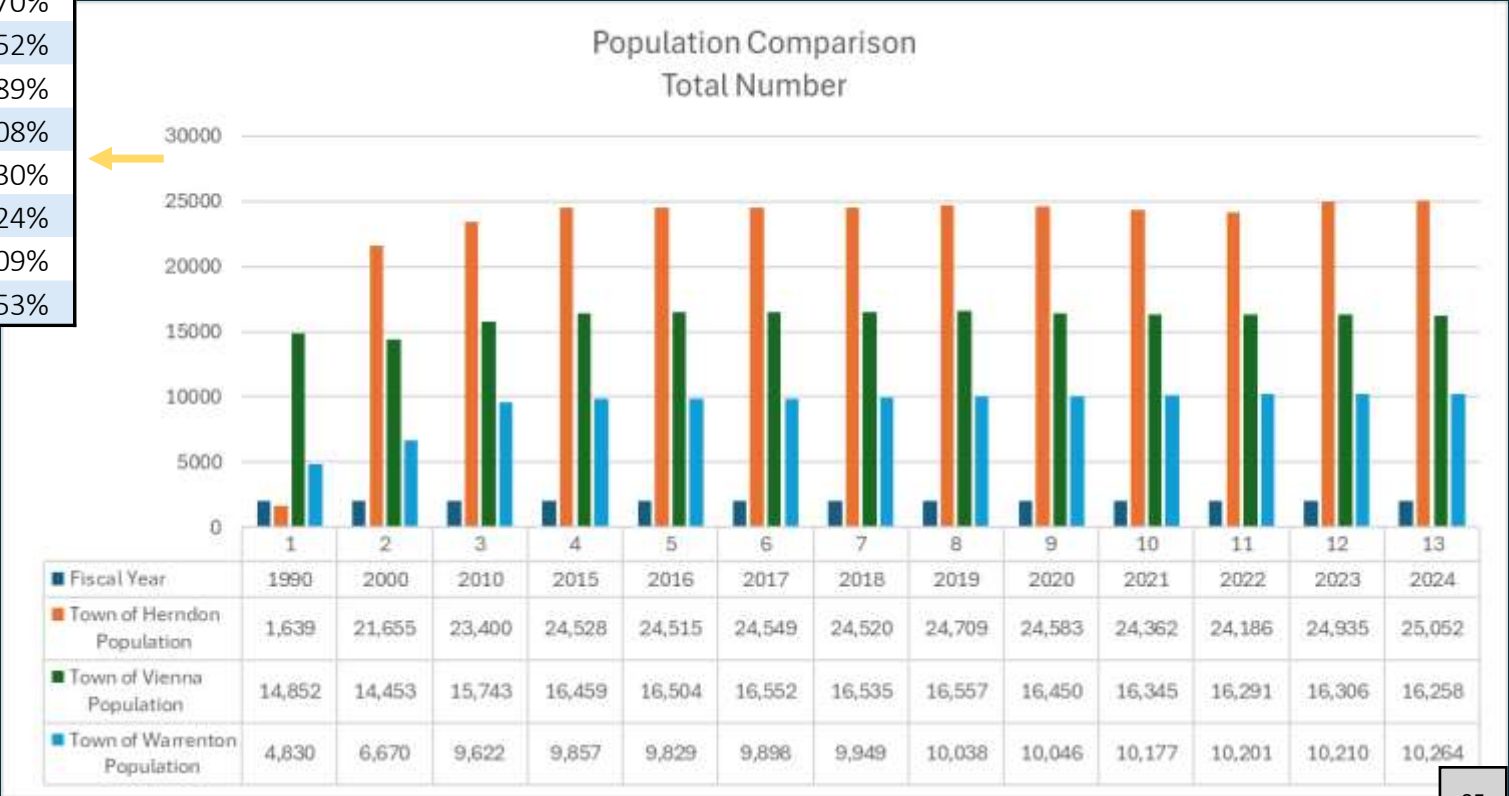




MAIN FOCUS: Continuous Improvement

Population Comparison

Fiscal Year	Town of Herndon		Town of Vienna		Town of Warrenton	
1990	1,639	-3.99%	14,852	-3.99%	4,830	23.62%
2000	21,655	-2.69%	14,453	-2.69%	6,670	38.10%
2010	23,400	8.93%	15,743	8.93%	9,622	44.26%
2015	24,528	0.01%	16,459	0.27%	9,857	-0.34%
2016	24,515	-0.05%	16,504	0.27%	9,829	-0.28%
2017	24,549	0.14%	16,552	0.29%	9,898	0.70%
2018	24,520	-0.12%	16,535	-0.10%	9,949	0.52%
2019	24,709	0.77%	16,557	0.13%	10,038	0.89%
2020	24,583	-0.51%	16,450	-0.65%	10,046	0.08%
2021	24,362	-0.90%	16,345	-0.64%	10,177	1.30%
2022	24,186	-0.72%	16,291	-0.33%	10,201	0.24%
2023	24,935	3.10%	16,306	0.09%	10,210	0.09%
2024	25,052	0.47%	16,258	-0.29%	10,264	0.53%



Evolution of the Organization

Item A.



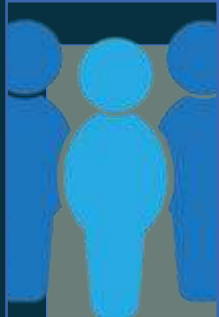
Strategic Partner

Aligns workforce capability with strategic objectives.



Adaptability & Learning

A culture of continuous learning develops flexible strategies, innovation solutions, and a workforce trained to be able to pivot operations when needed,



Employee Engagement & Culture

Engaged workforce promotes collaboration, ethical behavior and a shared purpose.



Competitive Edge

A competent, motivated workforce and operations align with strategic goals



Retention and Continuity

Sustainable competitive edge.

COLA & MERIT

COLA

Designed as an increase across the board that is intended to offset the rise of goods and services due to inflation – therefore, impacting all employees equitably.

Merit

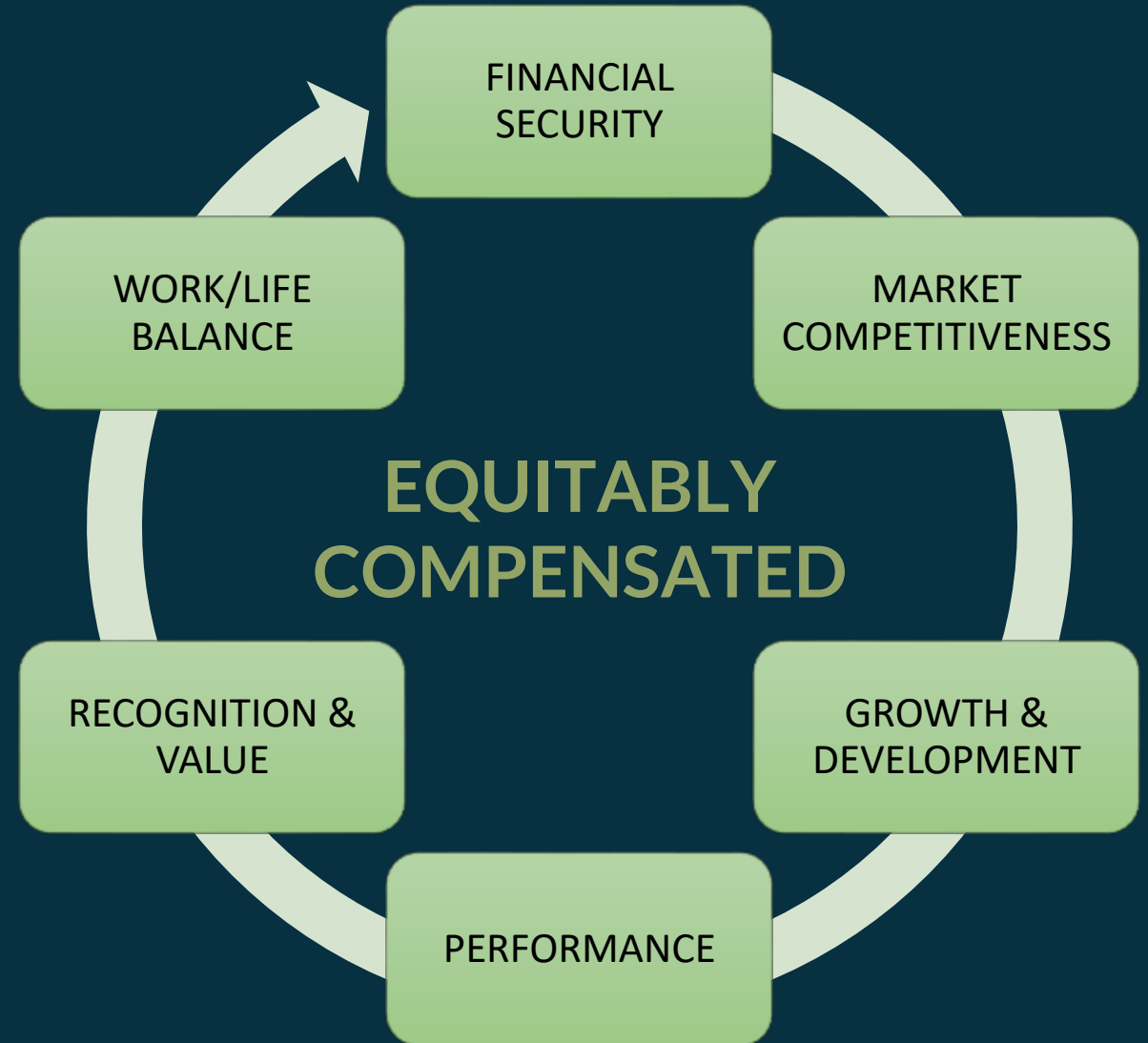
Based off an employee's performance and achievements during the applicable performance plan year as long as they meet program requirements.

- Performance Year: October 1 – September 30
- Effective January 1
- Must have one year of service
- Must have satisfactory performance

It is not JUST about the “numbers” when it comes to personnel, it is about taking care of your most vital asset = people.

HUMAN CAPITAL = RESILIENCY & PREPAREDNESS

Item A.



COLA History FY15 - Present

	COLA	MERIT
FY15 <i>July 1, 2014 - June 30, 2015</i>	0-5%	
FY16 <i>July 1, 2015 - June 30, 2016</i>	0-5%	
FY17 <i>July 1, 2016 - June 30, 2017</i>	0-5%	
FY18 <i>July 1, 2017 - June 30, 2018</i>	0-5%	
FY19 <i>July 1, 2018 - June 30, 2019</i>	0-5%	
FY20 <i>July 1, 2019 - June 30, 2020</i>	0-5%	
FY21 <i>July 1, 2020 - June 30, 2021</i>	0-5%	
*FY22 <i>July 1, 2021 - June 30, 2022</i>	up to 2%	
FY23 <i>July 1, 2022 - June 30, 2023</i>	5%	up to 3%
**FY24 <i>July 1, 2023 - June 30, 2024</i>	10%	
FY25 <i>July 1, 2024 - June 30, 2025</i>	3%	up to 3%
FY26 <i>July 1, 2025 - June 30, 2026</i>	<i>Proposed</i> 3%	<i>Proposed</i> up to 3%

*FY22: moved anniversary merit increases to annual performance review with program

**FY24: market base adjustment to be competitive

Comparators COLA FY26

	FY26 COLA %	Approved COLA
TOW	3%	Proposed
Fauquier County	2.7%	Approved
Herndon	2.5%	Proposed
Falls Church	2%	Approved
Vienna	2%	Proposed
Manassas Park	2.5%	Approved
Prince William	3%	Approved
Fairfax	2%	Approved
City of Manassas	3%	Approved
Leesburg	2%	Approved

*Several locations also include an additional increase to the COLA & Merit for their public safety personnel. This also includes Union increases. On average this increase is estimated to be around 5%.

Merit: Performance Management

FY22 - FY24 Performane Management Program	
Average % of Eligible Employees	84%
Average Salary Increase in FY22	\$3,800
Average Salary Increase in FY23	\$1,500
Average Salary Increase in FY24	\$2,056

REASONS FOR LEAVING 2021 - PRESENT		TOTAL
Reasons for Leaving - Full Time		
Better Employment / Opportunity/Compensation		58
New Career		6
Not best fit - position/culture		8
Involuntary Due to Performance		10
Relocation		6
Resigned In lieu of Termination		0
Retirement		21
Work/Life Balance (school, other)		2
Other / Unknown		13
Reasons for Leaving - Part Time		
Better Employment / Opportunity/Compensation		26
New Career		2
Not best fit - position/culture		6
Involuntary Due to Performance		10
Relocation		5
Resigned In lieu of Termination		0
Retirement		4
Work/Life Balance (school, other)		126
Other / Unknown		16

Top 3 Reasons for Leaving

1. Compensation
2. Retirement
3. Work/Life Balance



Flexibility

Collaboration

Advance Technology

*Continuous Growth
&
Learning Opportunities*

Innovative

Knowing the WHY



MAIN FOCUS: Continuous Improvement

Evaluating all positions to ensure the positions duties/responsibilities meet the needs of the department and/or Town.

All vacancies are vetted and as necessary in order to identify and maintain service levels, demands of the position, safety of related staff, and needs of the town.

Essentially, ensuring Excellence In Action is achievable!

Historical – Brief Information

Item A.

★ Key positions have been added since 2015 include:

- ★ Project Coordinator
- ★ Tax administrator
- ★ Budget manager
- ★ Accounting Manager
- ★ *Temporary AARPA Coordinator*
- ★ Planning Manager
- ★ Permit Technician
- ★ WTP & WWTP Operators
- ★ All Human Capital 2 positions
- ★ All 6 IT positions
- ★ All 3 Stormwater positions

★ Reduced positions where efficiencies have been identified, or priorities changed; these include:

- ★ Economic Development Manager
- ★ Financial Service Representative
- ★ ARPA Financial Coordinator
- ★ Accounting Manager
- ★ 2 Firefighter positions
- ★ Assistant Director of Parks & Recreation

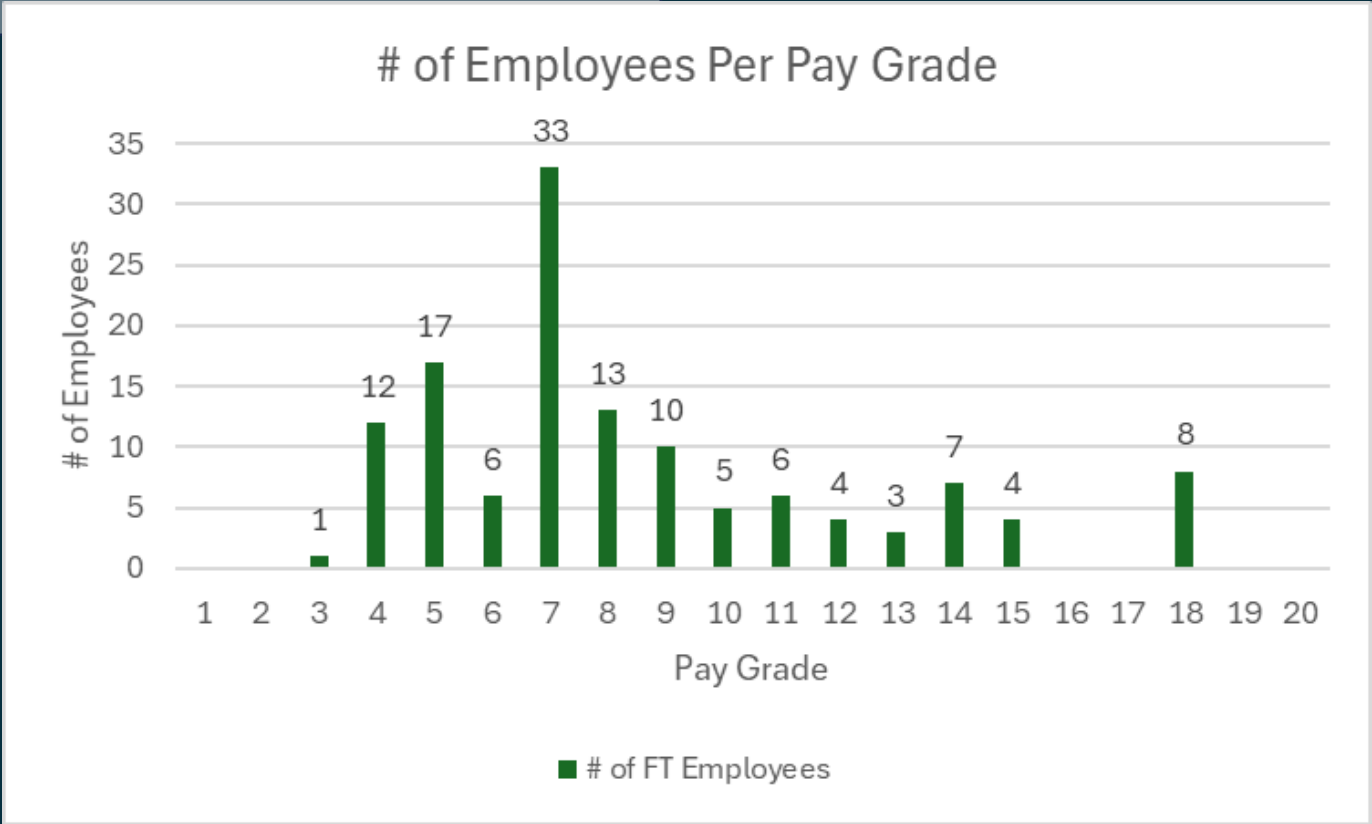
Efficiencies were founded by collaboration with the County; positions transferred to the County; or repurposing positions that increased efficiencies within departmental program operations, to include the ARPA Financial Coordinator temporary position.

Employee Pay Grade Breakdown

As of May 9, 2025

Item A.

- ★ Over 46% of our full-time staff earns less than \$60,000 annually.
- ★ The lowest salary being slightly under \$40,000.
- ★ 23% of the workforce is above the midpoint and 5% is maxed out.



2023 : Pay Plan Adjustments Follow-Up

Purpose: to identify the competitive landscape of the Town from a compensation assessment.

34% of employees who were included in the 10% pay adjustment in 2023 have left the Town. This includes PT & FT employees.

*Work/Life Balance	43%
**Compensation	16%
Performance	14%
Retired	11%
Better Opportunity	9%
Relocation	5%
Deceased	1%

**Work/Life Balance is roughly 97% PT employees.*

***Roughly 67% are FT employees*

HUMAN CAPITAL = RESILIENCY & PREPAREDNESS



Incorporating **people** strategies into the organization's goals, objectives, and priorities **enhances** the overall organizational resilience by ensuring the workforce is **capable, adaptable, and committed** to navigating their employee journey – to include challenges – **effectively and efficiently.**

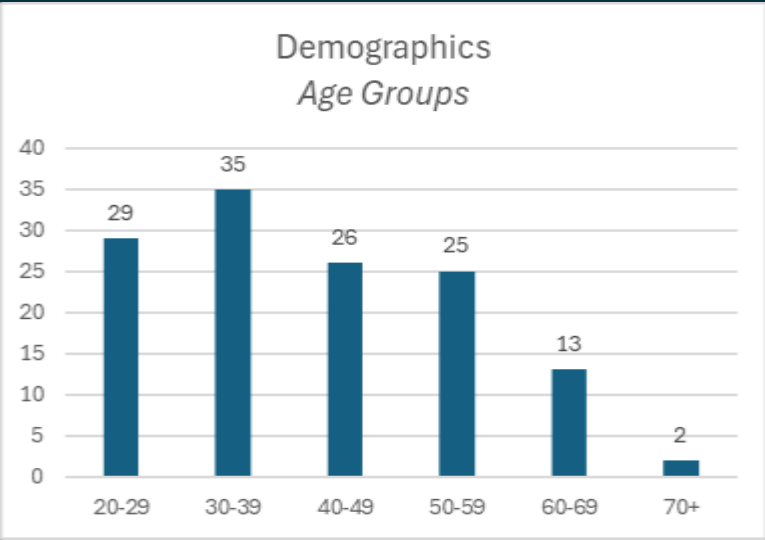
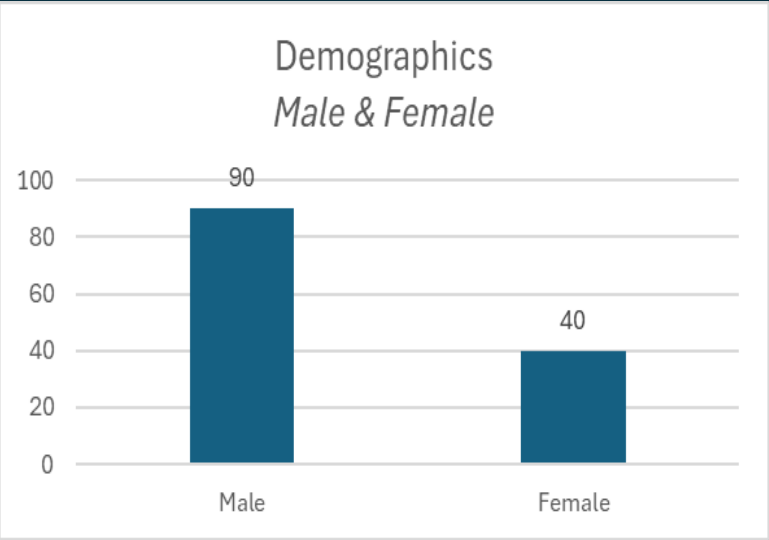
ADDITIONAL METRICS & INFORMATION

DEMOGRAPHICS

Item A.

70% of our workforce is male with 30% being female.

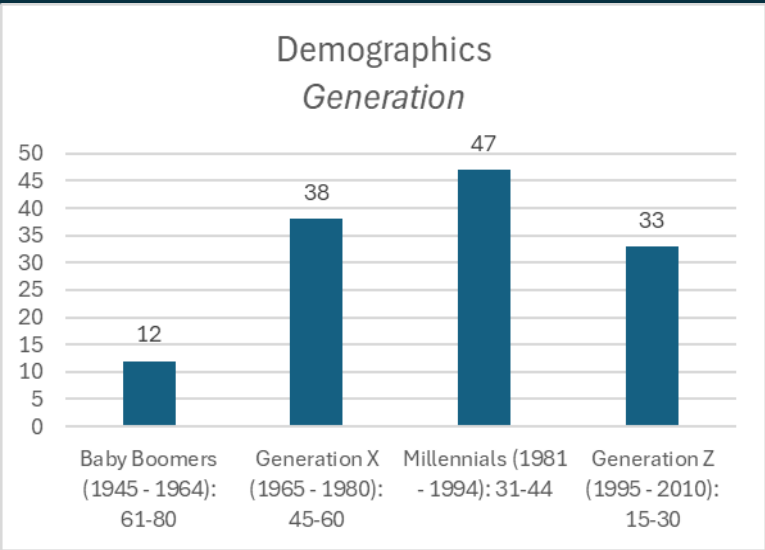
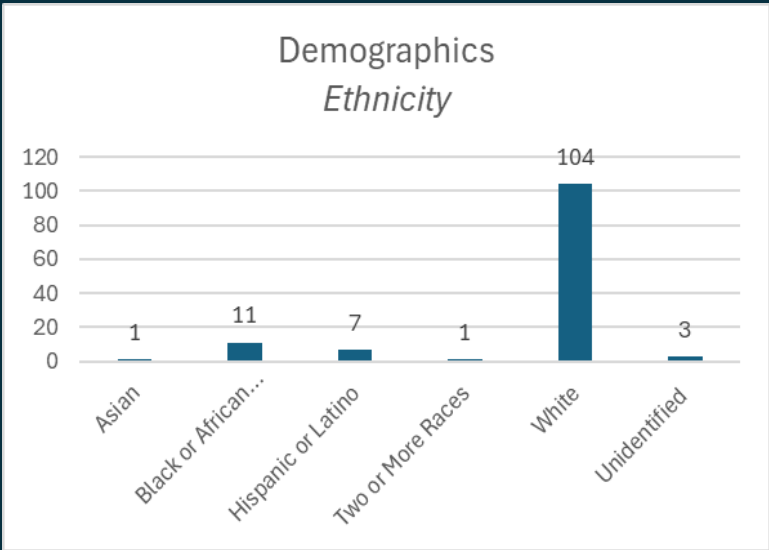
.8% is Asian, 8% is black/African American, 6% is Hispanic, while most of our workforce is White.



26% of our workforce is between the ages of 30-39.

22% is between the ages of 20-29

20% is between the ages of 50-59 with 10% being between the ages of 60-69.



Most of our workforce is Millennials and Generation X. Followed closely by Generation Z.

2024 – 2025 Pay Scale

Grade	Annual Min	Annual Mid	Annual Max	Hourly Min	Hourly Mid	Hourly Max
1	\$32,136.00	\$41,777.00	\$51,418.00	\$15.45	\$20.09	\$24.72
2	\$34,547.00	\$44,911.00	\$55,274.00	\$16.61	\$21.59	\$26.57
3	\$37,138.00	\$48,280.00	\$59,420.00	\$17.85	\$23.21	\$28.57
4	\$39,923.00	\$51,900.00	\$63,877.00	\$19.19	\$24.95	\$30.71
5	\$42,918.00	\$55,793.00	\$68,668.00	\$20.63	\$26.82	\$33.01
6	\$46,136.00	\$59,977.00	\$73,818.00	\$22.18	\$28.84	\$35.49
7	\$49,597.00	\$64,475.00	\$79,354.00	\$23.84	\$31.00	\$38.15
8	\$53,316.00	\$69,311.00	\$85,305.00	\$25.63	\$33.32	\$41.01
9	\$57,315.00	\$74,509.00	\$91,703.00	\$27.56	\$35.82	\$44.09
10	\$61,613.00	\$80,097.00	\$98,581.00	\$29.62	\$38.51	\$47.39
11	\$66,235.00	\$86,104.00	\$105,974.00	\$31.84	\$41.40	\$50.95
12	\$71,201.00	\$92,562.00	\$113,923.00	\$34.23	\$44.50	\$54.77
13	\$76,542.00	\$99,504.00	\$122,466.00	\$36.80	\$47.84	\$58.88
14	\$82,282.00	\$106,967.00	\$131,651.00	\$39.56	\$51.43	\$63.29
15	\$88,454.00	\$114,990.00	\$141,526.00	\$42.53	\$55.28	\$68.04
16	\$95,087.00	\$123,614.00	\$152,140.00	\$45.71	\$59.43	\$73.14
17	\$102,219.00	\$132,884.00	\$163,550.00	\$49.14	\$63.89	\$78.63
18	\$109,885.00	\$142,850.00	\$175,816.00	\$52.83	\$68.68	\$84.53
19	\$118,127.00	\$153,564.00	\$189,002.00	\$56.79	\$73.83	\$90.87
20	\$126,986.00	\$165,082.00	\$203,177.00	\$61.05	\$79.37	\$97.68

*Disclaimer: All full-time hourly wages may not be exact to annual wages due to rounding.

An aerial photograph of a town street, showing a mix of residential and commercial buildings, trees, and parked cars. The street runs vertically through the center of the image. The word "Questions?" is overlaid in the center of the image.

Questions?



Community Development
Department

STAFF REPORT

Town Council Meeting Date:	May 13, 2025
Agenda Title:	Planning Commission Update
Requested Action:	Informational Purposes
Staff Lead:	Denise Harris, Planning Manager

EXECUTIVE SUMMARY

On Tuesday, April 22nd the Planning Commission held a work session on the Town Council initiated zoning text amendment to remove data centers from the Zoning Ordinance. There was discussion about public health, safety, and welfare; potential financial and legal impacts; and the need for data to make an informed recommendation. The intent is to hold a public hearing next month on “clean text” rescinding the use; yet potentially keep the public hearing open to hear from the community. There was one member of the public and one member of the press in the audience. The draft meeting minutes are attached and is available for viewing on the Town’s website here: <https://www.regionalwebtv.com/warrentonpc>.

BACKGROUND

On March 22, 2025, Town Council adopted a Resolution to initiate a text amendment to Articles 3, 9, and 12 of the Town of Warrenton Zoning Ordinance. This text amendment is for the purpose of removing Data Centers as a Permissible Use within the Industrial District, and therefore make Data Centers an impermissible Use within the Town of Warrenton.

STAFF RECOMMENDATION

For Informational Purposes.



PLANNING COMMISSION REGULAR MEETING

21 Main Street

Tuesday, April 22, 2025, at 7:00 PM

MINUTES

Item B.

A WOKE SESSION OF THE PLANNING COMMISSION OF THE TOWN OF WARRENTON, VIRGINIA, WAS HELD ON APRIL 22, 2025, at 7:00 PM

Regular Meeting PRESENT

Mr. Ryan Stewart, Chair; Mr. Terry Lasher, Vice Chair; Ms. Darine Barbour, Secretary; Mr. James Lawrence; Ms. Denise Harris, Planning Manager; Heather Jenkins, Zoning Administrator; Patrick Corish, Associate Town Attorney

ABSENT

Steve Ainsworth

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

CALL TO ORDER AND ESTABLISHMENT OF A QUORUM.

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

WORK SESSION ITEMS.

1. Zoning Ordinance Text Amendment - ZOTA-25-1 – A Text Amendment to Remove Data Centers as a Permissible Use within the Industrial District. On March 22, 2025, Town Council adopted a Resolution to initiate a text amendment to Articles 3, 9, and 12 of the Town of Warrenton Zoning Ordinance. This text amendment is for the purpose of removing Data Centers as a Permissible Use within the Industrial District, and therefore make Data Centers an impermissible Use within the Town of Warrenton.

Ms. Heather Jenkins, Zoning Administrator, gave an overview of the Town Council initiated text amendment and then asked the Planning Commission for their thoughts on a draft to be developed.

Chair Stewart opened the floor up to questions.

Commissioner Lawrence inquired about the language in the initiation resolution passed by the Town Council and if this is as simple as undoing the previous 2021 ordinance that added the data center use.

Ms. Jenkins reviewed the pre 2021 Zoning Ordinance language contained in the staff report attachment. Article 3 would remove data center as a use from the Industrial district, Article 12 definition for data center would be removed, and Article 9-26 data center special use regulations would be removed.

Mr. Patrick Corish stated that it would be a simple strike through.

Vice Chair Lasher inquired if there has been a financial analysis of what this could potentially mean.

Mr. Corish stated he doesn't think there would be an impact on already authorized vested use. Council has the ability to add and/or subtract uses from the Zoning Ordinance.

Chair Stewart brought up that a potential use has been granted to property owners and now talking about having it rescinded. Would it be considered a taking? He wants to ensure Council is well informed and look at all alternatives before simply rescinding as it may not be the best choice without looking at options.

Mr. Corish stated the property owners only have the right to the use after vesting. He does not think it is a taking if not yet vested. Only when the permit is approved.

Vice Chair Lasher raised the concern of the Town modifying the Zoning Ordinance on a regular basis and the uncertainty this creates. He asked if once an use has been addressed for it not to come up again under a certain timeframe?

Mr. Corish stated the Town Council has the right to pass ordinances as the political winds go.

Secretary Barbour agreed with Vice Chair Lasher's concerns regarding changing the Zoning Ordinance every two-four years. She indicated the use was previously vetted and asked what is the reasoning now to change it again? She asked if there had been specific guidance provided by Town Council as to why the Planning Commission is reviewing this. Secretary Barbour reviewed the current ordinance, restrictions are in place and the Town has the ability to say yes or no to a land use application. She stated that Town needs to stand by its Zoning Ordinance to provide predicable guidance to the property owners

Chair Stewart agreed with Secretary Barbour. He stated the Town conducted public hearings, vetted it, found the use in the best interests of Town, and met public health, safety, and welfare. He asked what has changed. What is in the underlying data to find the use is no longer in the public health, safety, and welfare? Is there a form that is more appropriate? Maybe a data center needs a different process or criteria for the proposed use. The Amazon site has no construction and no use in place to give us data. It has been a paper exercise to this point.

Vice Chair Lasher's raised a concern about creating a precedence of special rules for special uses.

Chair Stewart stated that perhaps it is not a separate process but distinct criteria like setbacks from residential properties, maximum square footage, etc.

Commissioner Lawrence believes the public comments express very clearly about how the community feels about the use and if the Planning Commission is a recommending body of the Town Council, who has directed us to amend the Zoning Ordinance, it is the job of the Planning Commission to review language and provide it to Town Council. He does not believe it is the Planning Commission's mandate to debate the use.

Secretary Barbour stated there needs to be some data, some reason for this amendment. She wants to understand what is the benefit. She believes the Planning Commission needs to do our due process. There needs to be a basis to make this change. What are the concerns and issues? She stated assumptions being made.

Chair Stweart acknowledged Commissioner Ainsworth's email as he was not present. The email raised concerns over this action, stating it feels arbitrary and recommended the Town Council rescind the direction to remove data centers until new information is provided regarding the impact on the public

health, safety, and welfare. He likened data centers to the old telephone exchange buildings and discussed how data centers are essential to town businesses and citizens.

Ms. Jenkins indicated that the old telephone buildings are considered utilities. At this time, data centers are not.

Commissioner Lawrence stated he would be interested in seeing the clean language for public hearing next month.

Chair Stewart stated that to his knowledge there is no other jurisdiction in Virginia that has made data centers a non-allowable use. He asked the Associate Town Attorney if there are any concerns in setting a precedent for the Commonwealth.

Mr. Corish indicated he will research and provide a more robust answer.

After being asked, Ms. Jenkins stated the 100 day clock for the Planning Commission starts in this meeting.

Vice Chair raised the question of financial impact again, He stated he would like to understand associated costs. He asked if it is possible to consider long term, maybe 20 years, financial considerations with this type of flip flopping. He asked if there is an opportunity cost that impacts the bottom line for the Town. What is the potential tax revenue vs tax loss.

Commissioner Lawrence pointed out that the Planning Commission asked those same questions during the Amazon SUP discussion and never received an answer. It is a hard number to get from the user and puts staff in a difficult position.

Chair Stewart asked if there is any data on the use since 2021 on the negative impacts of data centers on public health, safety, and welfare?

Chair Stewart stated the next steps would be a draft text to review. He asked if the Planning Commission would like another work session or public hearing?

Consensus was to move to a public hearing to allow time for public input.

Ms. Jenkins confirmed the Planning Commission needed to act by July 31st

Commissioner Lawrence stated the Planning Commission may consider holding the public hearing next month and holding it open as well.

Chair Stewart agreed to this approach.

ADMINISTRATIVE ITEMS.

Next Regular Meeting of the Planning Commission will enable them to take action on the update of their bylaws.

COMMENTS FROM THE COMMISSION.

Chair Stewart stated he and Secretary Barbour attended the special meeting of Town Council the previous evening.

COMMENTS FROM THE STAFF.

Ms. Denise Harris stated that on April 24, 2025 the Commission on Local Government's three panel judge is meeting to determine the Voluntary Settlement Agreement for the Arrington property.

ADJOURN.

Vice Chair Lasher moved to adjourn the meeting; Commissioner Lawrence seconded the motion. With no further business, the Chair Stewart adjourned at 7: 47 PM.

I hereby certify that this is a true and exact record of actions taken by the Planning Commission of the Town of Warrenton on April 22, 2025.

Darine Barbour, Secretary
Planning Commission

DRAFT



Office of the Town Manager
Frank Cassidy

Warrenton Town Council

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

Item C.

STAFF REPORT

Council Meeting Date:	May 13, 2025
Agenda Title:	Request to Waive Fees for Parklets in 2024
Requested Action:	Provide Direction
Department / Agency Lead:	Frank Cassidy, Town Manager
Staff Lead:	Frank Cassidy, Town Manager

EXECUTIVE SUMMARY

2024 was the last year of our parklet program that was implemented as a response to the pandemic. It was authorized under the RolloutWarrenton! Program. This program has ended.

2024 was the last year parklet were allowed and required a permit process with required fees. The fees were based on square footage of the requested space. For Denim and Pearls, this included the area along First St. During the period of the parklets, First St was still asphalt and closed with temporary blocks (planters). First St. was permanently closed by Council Resolution in 2021. First St was designated to be turned into a public "courtyard" space intended to provide a gateway to Main St.

In early 2024, we proceeded with plans to seal the basement at 21 Main St. This was identified as a required project prior to the Town's Purchase. To seal our basement, we required access to First St. if we had enough funds, we would include improvements to First St as previously approved by Council to turn this into a public courtyard space. In fact, our basement required less work than originally budgeted for, so we used the funds to improve First St.

During our work, we were approached by Denim and Pearls as they needed to seal their basement as well. In short, given the Town already started construction and the contractor was onsite, we allowed Denim and Pearls to "piggyback" with our project. This saved them money and provided them other improvements that included connecting their stormwater to the Towns to prevent drainage onto the surface of First St., the discovery of a coal/ice shoot that required additional sealing, the removal of a telephone pole that interfered with tables in the area, and ADA access improvements. By providing Denim and Pearls with the opportunity to repair their structure while the Town already had the street opened with construction saved them \$30,000.00 to \$40,000.00 but added three weeks to our project timeline. Additionally, Denim and Pearls was afforded the opportunity to set their "parklets" back up after construction and they remained until November, then they were able to keep their tables set up continuously since the end of construction, under the guise of our "Sidewalk Café" Ordinance at no charge.

All this time, there was no charge for the parklets. The outstanding bill for the parklets is only for the months of April through June, the months prior to construction. Additionally, over the last several years, we have been working with Denim and Pearls to manage their dumpster. The dumpster was placed through a verbal agreement and is on Town Property. This dumpster never obtained a permit, is in violation of Town Code, violation of the historical preservation guidelines, and sanitary standards for dumpsters. We

discussed having Denim and Pearls pay for the required slab; however, the discussion moved towards the opportunity of the Town to provide a designated area for Main St businesses to store their trash cans and/or place a dumpster. Therefore, the Town installed the pad and is working to install the required screening. To this date, there has been no cost to Denim and Pearls. We will be discussing fees for the use of space as we move through this year.

BACKGROUND

The outstanding fees represent only those months the parklets were set up and being used prior to construction, and there are no charges for post construction set up and use or the sidewalk café set up.

The other businesses that participated in the parklet program in 2024 have been paid in full.

Waiving fees is contrary to our objective of developing a consistent, and predictable, government.

STAFF RECOMMENDATION

Do not waive the fees as requested.

Service Level/Collaborative Impact

N/A

Policy Direction/Warrenton Plan 2040

Historic Resources Goal:
HR-1: Conserve, reuse, and promote historic resources to enhance the Town’s sense of place and grow the economy.

Economic and Fiscal Resilience Goals:
E-1: Grow a strong, diversified, and resilient economy that support residents and businesses alike.

Land Use and Character Districts:
L-2: Old Town Character District: The Old Town Character District will include a mix of infill and new mixed-use development that is designed to maintain, preserve, reuse, and renovate Old Town’s historic character.

Fiscal Impact

N/A

Legal Impact

N/A

ATTACHMENTS

1. Copy of request letter from Denim and Pearls
2. Related emails



Town of Warrenton
21 Main Street
Warrenton, VA 20186

April 15, 2025

Dear Town Manager,

Robinson Ventures dba Denim & Pearls Restaurant would like to request an abatement of the fees due for the 2024 parklets, Invoice #2024-031 for \$3492.00. The construction delays originally quoted by the Town would be 4-6 weeks, however, the actual time of construction was closer to 13 weeks. In addition, during several days of construction, the entrance to our building was completely blocked not allowing guests to be able to enter for several hours+ each time. During this 13 week construction period we suffered a loss of over \$200,000 as compared to the previous year(s). See figures below-

Year/Outdoor Seating Revenue (figures below are outdoor seating only)

2021/\$557,766.03

2022/\$567,545.80

2023/\$517,767.72

2024/\$286,331.63

We appreciate the abatement of the fees (July-October) during the construction timeframe but would also like to request that the remainder of the fees are also waived due to the significant loss of income.

Thank you for your consideration,

A handwritten signature in black ink that reads 'Jennifer Robinson'. The signature is written in a cursive, flowing style.

Jennifer Robinson

Robinson Ventures, Denim & Pearls Restaurant

Owner

703.928.3293

From: Jennifer Robinson <[REDACTED]>
Sent: Tuesday, April 22, 2025 4:36 PM
To: Frank Cassidy <fcassidy@warrentonva.gov>
Cc: Larry Kovalik <lkovalik@warrentonva.gov>; Carter Nevill <cnevill@warrentonva.gov>; Stephanie Miller <smiller@warrentonva.gov>; Lyndie Paul <lpaul@warrentonva.gov>
Subject: Re: 2024 Parklets Invoice

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Hi! Thank you for the information.

What we are asking is that the Town recognize the significant loss of revenue due to the extended construction time. Losing over \$200K is a big number for a small business like ourselves due to events outside our control. Just as the Town is asking for Columbia Gas to reimburse for expenses incurred during the gas leak due to an event outside of your control, we feel this is along the same avenue. Additionally, we were NOT notified in advance that our entrance would be blocked on more than one occasion (if I remember correctly-3 or 4 days) not allowing patrons to enter our restaurant during our busy lunch rush. The loss of revenue for the restaurant overall on those days, not just the outdoor seating, should also be taken into consideration and is not listed in the numbers in my previous email. To clarify, the sidewalk cafe seating was not during the busy peak outdoor dining time, the weather was already cold by then. And I believe the sidewalk cafe ordinance was for everyone, not specific to Denim & Pearls, but please correct me if I am mistaken about that. Therefore, we are asking the Town to consider the abatement of the remaining fees.

Thank you.
Jenn Robinson
[REDACTED]

Item C.

On Fri, Apr 18, 2025 at 8:16 AM Frank Cassidy <fcassidy@warrentonva.gov> wrote:

Good morning.

Here are the calculations of the monthly cost for the parklets. The monthly amount for Denim & Pearls was \$1,164.

The original bill for April through October was \$8,148. We abated the portion of the bill for July 1 through the end of the year due to the construction. Your outstanding bill is \$3,492, which represents 3 months (April, May, and June).

Additionally, you were provided the opportunity to keep your tables out, in line with the sidewalk café ordinance, since without any costs.

I feel this was a fair approach especially given how staff worked with you to make this happen.

Thank you,

Frank Cassidy

Town Manager



21 Main Street

Item C.

Warrenton, VA 20186

Office: (540) 347-1101 Ext. 123

warrentonva.gov

From: Jennifer Robinson <[REDACTED]>
Sent: Thursday, April 17, 2025 2:22 PM
To: Frank Cassidy <fcassidy@warrentonva.gov>
Cc: Larry Kovalik <lkovalik@warrentonva.gov>; Carter Nevill <cnevill@warrentonva.gov>
Subject: 2024 Parklets Invoice

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Hi Frank,

Please see the attached letter requesting an abatement of the fees for the 2024 parklets. A hard copy will also be dropped off to the town office this afternoon.

Thank you for your consideration,

Jenn Robinson

Denim & Pearls Restaurant

[REDACTED]

From: Jennifer Robinson <[REDACTED]>
Sent: Friday, April 25, 2025 8:55 AM
To: Frank Cassidy <fcassidy@warrentonva.gov>
Cc: Larry Kovalik <lkovalik@warrentonva.gov>; Carter Nevill <cnevill@warrentonva.gov>; Stephanie Miller <smiller@warrentonva.gov>; Lyndie Paul <lpaul@warrentonva.gov>; John Ward <jward@warrentonva.gov>; Johnny Switzer <jswitzer@warrentonva.gov>
Subject: Re: 2024 Parklets Invoice

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Good morning. Thanks for your reply.

While we appreciate the opportunity to fix our leaks, we would have just continued to deal with the leaks as we have been for the past 8 years had the Town not done the construction.

- Providing you the opportunity to address your basement leaks during our construction which saved you the costs of initial construction (piggy backing on our work) to the area of \$40,000-\$60,000. **see point above, so these figures are irrelevant.**
- The discovery of a coal/ice shoot into your basement which was causing additional leak and assistance with repairing the leaking. **see above.**

- The 2–3-week construction delays created by work on your building. **Maximum for ou was no more than 2. Even if we say the initial worse case on your part was 6 weeks, and we added 2 you were still 5 weeks over the original estimated timeframe. And during the busiest time of the year for outside seating.**
- The Town connecting your storm water systems and basement drain into ours so they would not run onto First St. **This was an issue for the Town, not us. We did not request this to be fixed. At some point, someone from the Town approved this drainage onto 1st Street many many years ago prior to us owning the building.**
- The continuous working with staff to provide access to your business during construction. **Are you saying it was not up to the Town to provide access to our business during this time? As a reminder, there were 3/4 days of completely restricted access to our building adding additional loss of revenue per my previous email. Of which, we were NOT notified in advance.**
- The removal of the telephone pole which was interfering with your businesses access to the sidewalk. **We did not request for the telephone pole to be removed so this was not done at our request nor did it interfere with our business.**
- The construction of a dumpster pad at no cost to you (fees will be discussed later for use). **To recap my previous email on this topic, we did not request a dumpster pad. A conversation took place over a year ago with you, TC Robinson and Brett Hamby at your request, which nothing had been communicated since that meeting. We came into work to find our dumpster had been moved one day with no prior communication that a dumpster pad was being installed.**

On Wed, Apr 23, 2025 at 8:39 AM Frank Cassidy <fcassidy@warrentonva.gov> wrote:

Good morning.

I will see if we can get this on the next Council agenda to discuss as Council has the authority to waive fees.

Understand I will not agree to the waiver; not only based upon what has already been stated but to include:

- Providing you the opportunity to address your basement leaks during our construction which saved you the costs of initial construction (piggy backing on our work) to the area of \$40,000-\$60,000.
- The discovery of a coal/ice shoot into your basement which was causing additional leak and assistance with repairing the leaking.
- The 2–3-week construction delays created by work on your building.
- The Town connecting your storm water systems and basement drain into ours so they would not run onto First St.

- The continuous working with staff to provide access to your business during construction.
- The removal of the telephone pole which was interfering with your businesses access to the sidewalk.
- The construction of a dumpster pad at no cost to you (fees will be discussed later for use).

Thank you,

Frank Cassidy

Town Manager



21 Main Street

Warrenton, VA 20186

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warrentonva.gov

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Subject: Re: 2024 Parklets Invoice

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Thank you.

Jenn Robinson

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Town Manager



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Hi Frank,

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Thank you for your consideration,

Jenn Robinson

Denim & Pearls Restaurant

[REDACTED]

May 13, 2025
 Town Council
 Regular Meeting
 Resolution 25-__-__

**RESOLUTUION TO WAIVE PARKLET FEE OWED BY “DENIM AND PEARLS”
 DURING THE MONTHS OF APRIL 2024 TO JUNE 2024**

WHEREAS, the Town of Warrenton, VA, (the “Town”) is a municipal corporation located within the County of Fauquier, VA;

WHEREAS, the Town implemented a ‘parklet’ program as part of its RolloutWarrenton! Program to encourage foot traffic in the Town’s downtown business sector in response to COVID-19’s impact on local business.

WHEREAS, local businesses could acquire a parklet for a fee with the Town, with the last year for the RolloutWarrenton! Parklet scheme being 2024;

WHEREAS, the local business, Denim and Pearls Restaurant (“Denim and Pearls”), acquired a parklet for the year of 2024;

WHEREAS, Denim and Pearls entered into an agreement with the Town while the town was conducting repairs to its town hall facility sealing its basement, whereby the Denim and Pearls would also seal its basement using the Town’s already contracted contractor to perform work on their property.

WHEREAS, during the time of the joint work the contractor conducted for the Town, Denim and Pearls could not use its parklet.

WHEREAS, due to this inability to use its Parklet, the Town granted further permission to use its parklet past the time of its permit’s expiration, until the month of November, 2024; and

WHEREAS, while the Town abated Denim and Pearls’ parklet fees for the months of July to October 2024, Denim and Pearls asks that the fees owed for April to June 2024 also be abated due to financial hardship;

NOW, THEREFORE, BE IT RESOLVED, that the Town of Warrenton, VA this 13th day of May, 2025 hereby abates and forgives the fees Denim and Pearls owes the Town for use of a parklet for the months of April 2024 to June 2024.

Votes:

Ayes:

Nays:

Absent from Meeting:

For Information:

Town Attorney



STAFF REPORT

Council Meeting Date:	May 13 th , 2025.
Agenda Title:	ARB Appointment Committee.
Requested Action:	Consider the request for advertisement for the Vacant ARB Position.
Department / Agency Lead:	Town Clerk
Staff Lead:	Stephen Clough, CMC, Town Clerk

EXECUTIVE SUMMARY

The Town Council appoints members to the Architectural Review Board. The Members of the Architecture Review board are appointed to four-year terms by the Town Council. There is currently one vacancy on the ARB. The Town has received three applications for the position.

The Town Council typically forms a committee to recommend appointments to the ARB after conducting interviews with the applicants. The Committee consists of: Ms. Casey Squyres, Historical Planner; Mr. Rob Walton, Director of Community Development; Ms. Karen Lavarneway, ARB Chair, two Members of the Council.

Mr. William Semple, Vice Mayor and Councilmen Larry Kovalik have Volunteered to be the Council representatives of the ARB Committee.

Mr. John Thorsen has resigned from the ARB effective November 21st, 2024. The Town Council may choose to appoint a replacement for the remainder of Mr. Thorsen's term. Mr. Thorsten's term will expire on December 31st, 2025.

The Zoning Ordinance Article 3-5.3.2.1 requires the ARB to be composed of five (5) voting members appointed by Town Council. In order to continue processing the required Certificates of Appropriateness permits for the Historic District, it is essential new appointments are made to ensure ARB is meeting quorum. The Town's website offers a continuous link for interested parties to apply to Town boards and commissions.

To appoint members of the Planning Commission and Architectural Review Board, historically the Town Council has appointed a review committee and sought applicants from the Community. Staff is seeking direction on the process the Town Council wishes to undergo for the appointment of the members.

BACKGROUND

The ARB shall consist of the majority of its members being Town residents, and all shall have reasonable knowledge in /or possess a demonstrated interest in historic or architectural development in the Town and

in general. In addition, the Town is a recognized Certified Local Government with the Virginia Department of Historic Resources, which has its own ARB membership requirements. This includes:

- All members having a demonstrated interest, competence, and knowledge in historic preservation; and
- At least one architect or architectural historian in the membership, (unless this requirement is specifically waived by DHR); and
- At least one additional member with professional training or equivalent experience in architecture, history, architectural history, archaeology, or planning (unless this requirement is specifically waived by DHR).

Architectural Review Board: Current Members-

- **Karen Lavarney**
Term expires December 31, 2025
- **Steve Wojcik**
Term expires December 31, 2026
- **Michael Beidler**
Term expires December 31st, 2025
- **Millie Latack**
Term expires December 31st, 2025

The ARB powers and duties are outlined in the Zoning Ordinance Article 3-5.3.2.6. This includes issuing or denying Certificates of Appropriateness, serving as a resource to assist property owners on preservation techniques that align with the Historic District Guidelines, and providing guidance on the appropriate cyclical maintenance, preservation, rehabilitation, or reconstruction of historic resources within the Historic District, and assisting the Town Council as needed on matters related to historical assets.

The ARB meets on the fourth Thursday of each month. All members are expected to attend monthly meetings, assist property owners with recommendations in collaboration with the Historic Preservation Planner, and perform site visits as needed.

STAFF RECOMMENDATION

Appoint a committee to make a recommendation to the Council to fill the current vacancy on the ARB.

Service Level/Collaborative Impact

The ARB meetings are staffed by the Community Development Department. A quorum must be present in order for the ARB to issue Certificate of Appropriateness permits.

Policy Direction/Warrenton Plan 2040

The ARB serves to preserve the Historic resources with the Town outlined in Warrenton, Plan 2040.

Fiscal Impact

A fiscal impact would be incurred for advertising and staff time to facilitate the appointment committees.

Legal Impact

The four current members of the ARB currently make up a quorum. If two members are absent, or needed to recuse themselves under COIA, a Quorum would not be able to be established, and business could not be conducted.

ATTACHMENTS

- 1.
- 2.
- 3.



STAFF REPORT

Council Meeting Date:	May 13 th , 2025.
Agenda Title:	Code of Conduct Committee Update
Requested Action:	Consider Recommendations of the Code of Conduct Committee
Department / Agency Lead:	Town Council
Staff Lead:	Councilwoman Michele O'Halloran

EXECUTIVE SUMMARY

Councilwoman Michele O'Halloran has requested the work of the Ethics Committee be reestablished and requested appointment to the Committee to continue the work started in 2024.

The Code of Conduct Committee was established at the March 12, 2024, Town Council Work Session. This newly formed Special Committee was responsible for reviewing and updating the Code of Ethics for the Town Council and all boards and commissions beneath them. Staff have been instructed by the Town Manager to assist in this endeavor.

The Code of Conduct committee has reviewed the Codes of Conduct, Codes of Ethics, and their implementation across multiple jurisdictions around the Town of Warrenton. They have also incorporated references to the Virginia State Code for applicable laws and regulations.

The Code of Conduct committee had come forward with the following recommendations:

- 1) Review the proposed code of conduct and provide feedback no later than one week before the next Council meeting.
- 2) Consider the addition and updating of Citizen rules of conduct to better shape the processes of Citizen's time and public comment to align with the council's rules of decorum.
- 3) Consider with this change a request to the Town Manager to begin a rewrite of the Town Council Handbook to update the code of conduct sections and incorporate best practices, policies, and standard operating procedures to ensure the effective, knowledgeable, and ethical guidance of the Town's operations. Items to consider for the Town Manager for inclusion should be discussed at the next Town Council Meeting.

No action was taken on the proposed drafts with the Council deciding to wait until the newly seated Council had the opportunity to weigh in on the proposals.

BACKGROUND

The Code of Conduct Committee was established at the March 12, 2024, Town Council Work Session. This newly formed Special Committee will be responsible for reviewing and updating the Code of Ethics. For the Town Council and all boards and commissions beneath them. Staff have been instructed by the Town

Manager to assist in this endeavor. Consider the points of direction for them to follow. This report will lay out suggested items for the committee to focus on.

Goals of the committee:

1. Review other communities Code of Conduct.
2. Review the Virginia State Code for applicable laws and regulations.
3. Establish a new code of conduct for review and action by the Council.
4. Take into consideration the recommendations from Ms. Jane Dittmar from the Virginia institute of Government.
5. Present the information for review and action by the Council no later than the August regularly Scheduled Town Council Meeting.

As there are Two Members of the Committee, no chairperson is necessary.

As a reminder, minutes of the meeting of the committee should be taken and meetings are open to the public under FOIA. The Town Clerk can assist with this process.

The Virginia Institute of Government, with Jane Ditmar as the attending facilitator, provided a work session on code of conduct and Ethics. This work session reviewed and discussed roles, opportunities, strengths, and recommendations to move forward. The report is attached. As the top recommendation, Ms. Ditmar recommended focusing on updating and reworking the Code of Conduct for Council Members. It was determined that by working on this first, moving forward with the strategic planning initiative will be more successful.

STAFF RECOMMENDATION

Consider the request of Councilwoman O'Halloran to reestablish the Ethics Committee and her appointment to it.

Service Level/Collaborative Impact

The Code of Conduct will impact all departments, Boards, Commissions, and Committees of the Town of Warrenton.

Policy Direction/Warrenton Plan 2040

The Town Council is the guiding force behind all actions of Warrenton Plan 2040. This Code of Conduct will help guide this Council and future Councils with the

Fiscal Impact

There is a minor fiscal impact with additional staff time for this committee.

Legal Impact

The Town Attorney will be available to review the proposed Code of Conduct and discuss items with the Committee members.

ATTACHMENTS

1. 2020 Ethics Statement



Brandie Schaeffer
TOWN MANAGER
T(540) 347-1101
bschaeffer@warrentonva.gov

TOWN COUNCIL
H.E. Carter Nevill, Mayor
Renard J. Carlos
Sean M. Polster
Heather D. Sutphin
William T. Semple II
Brett A. Hamby
James N. Hartman III
Kevin T. Carter

TO: Town Council Members, Planning Commission & Board Members

FROM: Brandie Schaeffer, Town Manager

DATE: July 14, 2020

RE: Code of Ethics Statements

The Town Council adopted the attached Code of Ethics at its meeting on August 9, 2016. The Code addresses how members will ethically conduct themselves to earn and maintain the public's full confidence for integrity.

The Code of Ethics is adopted for execution by each elected or appointed member of a Town public body, including the Mayor and Town Council Members, the Planning Commission, Board of Zoning Appeals and Architectural Review Board, and citizen Committee Members. It includes a statement of affirmation by individual members of each body to sign and date.

Please read the Code of Ethics sign the Member Statement and return it to Town Clerk, Elizabeth Gillie at your earliest convenience. Let me know if you have any questions.

Thank you,

Brandie M. Schaeffer
Town Manager

TOWN MISSION AND VALUES STATEMENTS

Mission: 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.

Values: 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 team work we can maintain an environment in which we can maximize our potential.

TOWN OF WARRENTON CODE OF ETHICS

The Town Council adopted the attached Code of Ethics at its meeting on August 9, 2016. The Code addresses how members will ethically conduct themselves to earn and maintain the public's full confidence for integrity.

The Code of Ethics is adopted for execution by each elected or appointed member of a Town public body, including the Mayor and Town Council Members, the Planning Commission, Board of Zoning Appeals and Architectural Review Board.

Preamble

The citizens and businesses of Town of Warrenton, Virginia, are entitled to have fair, ethical and accountable local government, which has earned the public's full confidence for integrity. In keeping with the Town of Warrenton's Commitment to Excellence, the effective functioning of democratic government, therefore, requires that public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government; that public officials be independent, impartial and fair in their judgment and actions; that public office is used for the public good, not for personal gain; and that public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Town of Warrenton Town Council has adopted this Code of Ethics for members of the Council and of the Town's boards, commissions, and committees to assure public confidence in the integrity of local government and its effective and fair operation.

1. Act in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of the Town of Warrenton and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims, and transactions coming before the Town of Warrenton Town Council, boards, commissions, and committees.

2. Conduct of Members

The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges, or verbal attacks upon the character or motives of other members of the Town Council, boards, commissions, and committees, the staff or public.

3. Respect for Process

Members shall perform their duties following the processes and rules of order established by the Town Council and boards, committees, and commissions governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Town Council by Town staff.

4. Conduct of Public Meetings

Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body, or otherwise interfering with the orderly conduct of meetings.

5. Decisions Based on Merit

Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

6. Communication

Members shall publicly share substantive information that is relevant to a matter under consideration by the Town Council or boards, committees, and commissions, which they may have received from sources outside of the public decision-making process.

7. Conflict of Interest

To assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest, or where they have an organizational responsibility or personal relationship that may give the appearance of a conflict of interest.

Under the law, members shall disclose investments, interests in real property, sources of income, and gifts; and they shall abstain from participating in deliberations and decision-making where conflicts may exist.

8. Gifts and Favors

Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office, which is not available to the public in general. They shall refrain from accepting any gifts, favors, or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised.

9. Confidential Information

Members shall respect the confidentiality of information concerning the property, personnel, or affairs of the Town. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their personal, financial, or other private interests.

10. Use of Public Resources

Members shall not use public resources that are not available to the public in general, such as Town staff time, equipment, supplies, or facilities, for private gain or personal purposes.

11. Representation of Private Interests

In keeping with their role as stewards of the public interest, members of the Council shall not appear on behalf of the private interests of third parties before the Town Council or any board, committee, commission or proceeding of the Town, nor shall members of boards, committees or commissions appear before their bodies or before the Town Council on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

12. Advocacy

Members shall represent the official policies or positions of the Town Council, boards, commissions, or committees to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the Town of Warrenton, nor will they allow the inference that they do.

13. Policy Role of Members

The Town Council determines the policies of the Town with the advice, information, and analysis provided by the public, boards, commissions, and committees, and Town staff. The Town Council delegates authority for the administration of the Town to the Town Manager.

Members, therefore, shall not interfere with the administrative functions of the Town or the professional duties of Town staff; nor shall they impair the ability of staff to implement Council policy decisions.

To prioritize staff time, Members shall not cause Town staff to spend more than one hour on any project without the specific approval of a simple majority of Council Members in an open meeting with a quorum present unless such time is the result of a closed session discussion involving duly authorized projects such as work on litigation, the sale or purchase of real property or any other issues associated with a properly authorized closed session. Any project requiring more than one hour by staff shall be brought to the attention of the Town Manager and Mayor who may place the project for discussion upon the next Town Council meeting's agenda.

14. Independence of Board and Commissions

Because of the value of the independent advice of boards, committees, and commissions to the public decision-making process, members of the Town Council shall refrain from using their positions to unduly influence the deliberations or outcomes of board, committee, or commission proceedings.

15. Positive Work Place Environment

Members shall support the maintenance of a positive and constructive work environment for Town employees and citizens and businesses dealing with the Town. Members shall recognize their special role in dealings with Town employees and in no way create the perception of inappropriate direction to staff.

16. Implementation

As an expression of the standards of conduct for members expected by the Town, the Town of Warrenton Code of Ethics is intended to be self-enforcing. It, therefore, becomes most effective when members are thoroughly familiar with it and embrace its provisions.

For this reason, ethical standards shall be included in the regular orientations for candidates for the Town Council, applicants to boards, committees, and commissions, and newly elected and appointed officials. Members entering office shall sign a statement affirming they have read and understood the Town of Warrenton Code of Ethics. In addition, the Town Council, boards, committees, and commissions, shall annually review the Code of Ethics and the Town Council shall consider recommendations from boards, committees, and commissions to update it as necessary.

17. Compliance and Enforcement

The Town of Warrenton Code of Ethics expresses standards of ethical conduct expected of members of the Town Council, boards, committees, and commissions. Members themselves have the primary responsibility to assure that ethical standards are understood and met and that the public can continue to have full confidence in the integrity of government.

The chairs of boards, committees, and commissions and the Mayor have the additional responsibility to intervene when actions of members that appear to violate the Code of Ethics are brought to their attention.

The Town Council may impose sanctions on members whose conduct does not comply with the Town's ethical standards, such as reprimand, formal censure, loss of seniority or committee assignment, or budget restriction. Where allowed by law, the Town Council also may remove members of Town-appointed boards, committees, and commissions from office.

A violation of this Code of Ethics shall not be considered a basis for challenging the validity of a Town Council, board, and committee or commission decision.

18. Email Etiquette

In an effort to ensure that all Council Members are receiving the same information, any request for information from staff by a Member shall result in the same information being disseminated to the entire Council. This shall apply to all requests concerning development projects, emergencies, capital improvement projects, or any other matter that has a direct impact on the community as a whole. It is understood that not all communications should be disseminated to prevent an inordinate amount of emails to the Council Members; however, this rule is intended to ensure that all Council Members have equal access to issues involving the Town.

**A RESOLUTION TO ADOPT UPDATED MISSION AND VALUES
STATEMENTS AND CODE OF ETHICS FOR THE MEMBERS OF THE
WARRENTON TOWN COUNCIL AND FOR THE MEMBERS OF ALL BOARDS,
COMMITTEES AND COMMISSIONS APPOINTED BY THE TOWN COUNCIL**

WHEREAS, the Town Council has determined that the adoption of a Mission and Values Statements and Code of Ethics for its members and the members of all Council-appointed boards, committees and commissions will assist in achieving these ends; and

WHEREAS, the citizens and businesses of the Town of Warrenton are entitled to have fair, ethical and accountable local government which has earned the public's full confidence; and

WHEREAS, in keeping with Town Council's commitment to excellence, all public officials, both elected and appointed, must comply with both the letter and spirit of the laws and policies affecting the operation of government; and

WHEREAS, all public officials, both elected and appointed, are required to be impartial and fair in their judgment and actions and ensure that public office is used for the public good; and; now therefore, be it

RESOLVED by the Town Council 9th day of August 2016, that the following Mission and Value Statements and Code of Ethics is hereby adopted.

Model of Excellence
Town of Warrenton Town Council, Boards, Committees and Commissions

MEMBER STATEMENT

As a member of the Town Council, or of a Town of Warrenton board, committee or commission, I agree to uphold the Code of Ethics for elected and appointed officials adopted by the Town and conduct myself by the following model of excellence. I will:

- Recognize the worth of individual members and appreciate their individual talents, perspectives and contributions;
- Help create an atmosphere of respect and civility where individual members, Town staff and the public are free to express their ideas and work to their full potential;
- Conduct my personal and public affairs with honesty, integrity, fairness and respect for others;
- Respect the dignity and privacy of individuals and organizations;
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit;
- Avoid and discourage conduct which is divisive or harmful to the best interests of the Town of Warrenton;
- Treat all people with whom I interact in the manner I wish to be treated;

I affirm that I have read and understand the Town of Warrenton Code of Ethics.

Name (printed): _____

Signature: _____

Date: _____

E X P E R I E N C E



Office of the Town Manager
Frank Cassidy

Warrenton Town Council

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

Item a.

STAFF REPORT

Council Meeting Date:	May 13 th , 2025
Agenda Title:	Vacation of Easement, Ordinance Request
Requested Action:	Consider inclusion of an Ordinance at an upcoming Town Council Meeting.
Department / Agency Lead:	Town Attorney
Staff Lead:	Patrick Corish

EXECUTIVE SUMMARY

Through title and Deed research by the Developer (Van Metre) and the Town, the property at GPIN 6984-18-3854-000, has been found to have unused utility easements that have existed since the 1950s. These easements were for unnamed, unspecified utilities when the property was subdivided in the 1950s. In all this time, the easements were never used or acted upon. Through the previous development of the area, new easements were granted, rendering the original "relic" easements essentially abandoned. In order to move forward with the project, the Developer would need to have those easements vacated. The developer has requested the Town Council consider an Ordinance to use its inherent powers under Va. Code § 15.2-2271(2) to vacate those easements. A process which Van Metre has encountered in various projects throughout the Commonwealth.

BACKGROUND

At the April 8th, 2025, Regular Town Council meeting, the Town Council decided to hold the public hearing in consideration of the ordinance.

At the November 9th, 2022, Regular Town Council meeting, CPA/ZMA/SUP 2022-01 Waterloo Junction Mixed-Use Center was approved by the Town Council. The Developer has been working through the process for this development and has found historic easements that are still active.

Their existence was overlooked by the owner and developer until fairly recently, when they were discovered in a title search.

STAFF RECOMMENDATION

Hold the public hearing and consider the proposed Ordinance.

Service Level/Collaborative Impact

The Town Attorney, the Developer, and the Property Owner have been in discussions for this request, along with an initial request for a draft ordinance be proposed to counsel by Councilor Mooney. The Town

Attorney has been liaising with the Developer, their legal team, and the Property Owners to identify the exact terms of the ordinance in order to resolve the matter.

Policy Direction/Warrenton Plan 2040

Fiscal Impact

Minor fiscal impact for the holding of the public hearing and advertising.

Legal Impact

Minimal, as no beneficiary to these easements are named or identified, and have otherwise been abandoned or waived for decades. The publication and advertisement requirements under Va. Code § 15.2-2271(2) should provide enough notice to any challengers of the vacation, and there is an opportunity for an appeal to the Circuit Court within 30 days of the ordinance passing prior to it becoming permanent.

ATTACHMENTS

- 1. 11.09.22 Comprehensive Plan Amendment Signed
- 2. 11.09.22 Resolution Zoning Ordinance approval signed
- 3. 11.09.22 Resolution Zoning ordinance approval
- 4. 197-41
- 5. 200-153
- 6. 626-248
- 7. 863.978
- 8. Draft Ordinance for consideration.

November 9, 2022
Town Council
Regular Meeting

RESOLUTION OF THE TOWN OF WARRENTON TOWN COUNCIL TO AMEND THE FUTURE LAND USE MAP OF THE COMPREHANSIVE PLAN ("PLAN WARRENTON 2040")

WHEREAS, Broadview Holdings, LLC, ("the Applicant"), is the requesting Comprehensive Plan Amendment to the Future Land Use Map of approximately three parcels identified as GPINs 6984-18-3915-000, 6984-18-2905-000, & 6984-18-2709-000 located on the east side of Norfolk Drive and hereinafter referred to as the "Property"; and

WHEREAS, the Town of Warrenton adopted a comprehensive plan, herein referred to as "Plan Warrenton 2040", on April 13, 2021; and

WHEREAS, the Applicant is requesting to designate the properties as Re-Planned Commercial within the Experience Broadview Character District of the Future Land Use Map to enable a Mixed Use Development; and

WHEREAS, Plan Warrenton 2040 envisioned the Experience Broadview Character District to, "maintain and enhance the existing commercial corridor but add nodal development with mixed use residential anchors and improve transitions to adjacent single-family neighborhoods."

WHEREAS, the Applicant proposes to amend the Future Land Use map of Plan Warrenton 2040 in furtherance of meeting the goals of the Experience Broadview Character District; and

WHEREAS, upon petition of the Applicant for approval of the Comprehensive Plan Amendment, the Planning Commission held a Public Hearing on October 18, 2022, upon advertisement and notice properly given pursuant to §15.2-2204 of the Virginia Code; and

WHEREAS, the Town Council received and considered the recommendation of the Planning Commission for approval of the Comprehensive Plan Amendment; and

WHEREAS, the Town Council of the Town of Warrenton held a Public Hearing on November 9, 2022, upon notice properly and duly given; and

WHEREAS, the Town Council believes that the general welfare, as well as good planning practices, are served by the approval of the requested Comprehensive Plan Amendment; and

WHEREAS, the Town Council, in consideration of all of the foregoing, is of the opinion that the application for requested Comprehensive Plan Amendment be approved; now, therefore, be it

RESOLVED by the Town of Warrenton Town Council on this 9th day of November 2022, that CPA 2021-01 amends the Future Land Use map by incorporating and designating three parcels identified as GPINs 6984-18-3915-000, 6984-18-2905-000, & 6984-18-2709-000 in the Experience Broadview Character District as Re-Planned Commercial be, and is hereby, approved.

Votes:

Ayes: Mr. Sean Polster, Mr. Renard Carlos, Ms. Heather Sutphin, Mr. William Semple, Mr. Brett Hamby, Mr. James Hartman, Mr. John Heroux

Nays:

Absent from Vote:

Absent from Meeting:

For Information:

Director of ComDev Zoning and Permitting

ATTEST:



Town Recorder

November 9, 2022
Town Council
Regular Meeting

RESOLUTION PURSUANT TO SECTION 11-3.10 OF THE ZONING ORDINANCE OF THE TOWN OF WARRENTON FOR APPROVAL OF APPLICATION FOR ISSUANCE OF A SPECIAL USE PERMIT

WHEREAS, Broadview Holdings, LLC, ("the Applicant"), is the requesting Special Use Permit approval of approximately 4.81 acres, located on the west side of Broadview Avenue and hereinafter referred to as the "Property"; and

WHEREAS, the Applicant submitted a Special Use Permit Plan was prepared by Bohler dated June 3, 2022 and revised through October 18, 2022 hereinafter the "SUP Plan"; and

WHEREAS, the Applicant has applied for a Special Use Permit pursuant to Section 11-3.10 of the Zoning Ordinance, for a Mixed-Use Development under Section 9-25 of the Zoning Ordinance within the Town of Warrenton, hereinafter the "Special Use Permit"; and

WHEREAS, the Applicant has applied for waivers and modifications to the Zoning Ordinance for a waiver of the five acre requirement (§9-25.1.A), an increase allowable residential density for mixed-use (§9-25.1, allowing for front loaded townhouses, modifying required setback for new residential buildings (§9-25.1.J), modifying required setback for new commercial building (§9-25.1.J), modifying required lot width for residential (§9-25.1.J), and waiving landscape buffer requirements between single-family homes to townhouses and townhouses to commercial (§8-8.5); and

WHEREAS, pursuant to §11-3 of the Zoning Ordinance upon petition of the Applicant for approval of the Special Use Permit, the Planning Commission held a Public Hearing on October 18, 2022, upon advertisement and notice properly given pursuant to §15.2-2204 of the Virginia Code; and

WHEREAS, the Town Council received and considered the recommendation of the Planning Commission for approval of the Special Use Permit with the SUP Plan conditions; and

WHEREAS, the Town Council of the Town of Warrenton held a Public Hearing on November 9, 2022, upon notice properly and duly given; and

WHEREAS, the Town Council has considered the impact of the requested use on the Town of Warrenton and on the facilities and systems listed in Section 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 issuance of the requested Special Use Permit be approved subject to the SUP Plan and conditions; now, therefore, be it

RESOLVED by the Town of Warrenton Town Council on this 9th day of November 2022, that SUP 2021-01 be, and is hereby, approved, subject to the SUP Plan and Conditions of Approval dated October 18, 2022.

Votes:

Ayes: Mr. Sean Polster, Mr. Renard Carlos, Ms. Heather Sutphin, Mr. William Semple, Mr. Brett Hamby, Mr. James Hartman, Mr. John Heroux

Nays:

Absent from Vote:

Absent from Meeting:

For Information:

Director of ComDev Zoning and Permitting

ATTEST: _____
Town Recorder

November 9, 2022
Town Council
Regular Meeting

**RESOLUTION PURSUANT TO SECTION 11-3.9 OF THE ZONING ORDINANCE OF THE TOWN
OF WARRENTON FOR APPROVAL OF APPLICATION FOR ISSUANCE OF A ZONING MAP
AMENDMENT**

WHEREAS, Broadview Holdings, LLC, ("the Applicant"), seeks to amend the zoning district for R-15 residential parcels identified as GPINs 6984-18-3915-000, 6984-18-2905-000, and 6984-18-2709-000 located on the east side of Norfolk Drive, and hereinafter referred to as the "Property", to C – Commercial district; and

WHEREAS, the Applicant further seeks to amend parcels identified as GPINs 6984-18-5649-000, 6984-18-3854-000, and 6984-18-6837-000 currently zoned Commercial to Commercial with Proffers; and

WHEREAS, a Rezoning Plan was prepared by Bohler dated June 3, 2022 and revised through October 18, 2022 hereinafter the "Zoning Map Amendment"; and

WHEREAS, the Zoning Map Amendment incorporates Applicant requested waivers and modifications from the Zoning Ordinance including an increase allowable residential density for mixed-use (§9-25.1, allowing for front loaded townhouses, modifying required setback for new residential buildings (§9-25.1.J), modifying required setback for new commercial building (§9-25.1.J), modifying required lot width for residential (§9-25.1.J), and waiving landscape buffer requirements between single-family homes to townhouses and townhouses to commercial (§8-8.5); and

WHEREAS, pursuant to §11-3.9 of the Zoning Ordinance upon petition of the Applicant for approval of the Zoning Map Amendment, the Planning Commission held a Public Hearing on October 18, 2022, upon advertisement and notice properly given pursuant to §15.2-2204 of the Virginia Code; and

WHEREAS, the Town Council received and considered the recommendation of the Planning Commission for approval of the Zoning Map Amendment with proffers; and

WHEREAS, the Town Council of the Town of Warrenton held a Public Hearing on November 9, 2022, upon notice properly and duly given; and

WHEREAS, the Town Council has considered the impact of the requested use on the Town of Warrenton and on the facilities and systems listed in § 11-3.9-12 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 issuance of the requested Zoning Map Amendment be approved subject to the Rezoning Plan dated June 3, 2022 with revisions through October 18, 2022, and proffers revised on October 18, 2022.

NOW THEREFORE BE IT RESOLVED, by the Town Council of Warrenton, Virginia **APPROVES** the

application by the Applicant for issuance of a Zoning Map Amendment to the properties identified as GPINS 6984-18-3915-000, 6984-18-2905-000, and 6984-18-2709-000 be rezoned from R-15 Residential to C Commercial District with proffers; and

BE IT FURTHER RESOLVED, that the Town Council of Warrenton, Virginia hereby **APPROVES** the application by the Applicant for issuance of a Zoning Map Amendment for the properties identified as GPINS 6984-18-5649-000, 6984-18-3854-000, and 6984-18-6837-000 currently zoned Commercial to Commercial with Proffers.

Votes:

Ayes: Mr. Sean Polster, Mr. Renard Carlos, Ms. Heather Sutphin, Mr. William Semple, Mr. Brett Hamby, Mr. James Hartman, Mr. John Heroux

Nays:

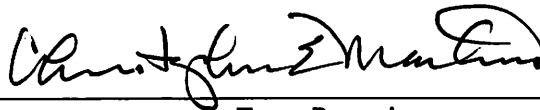
Absent from Vote:

Absent from Meeting:

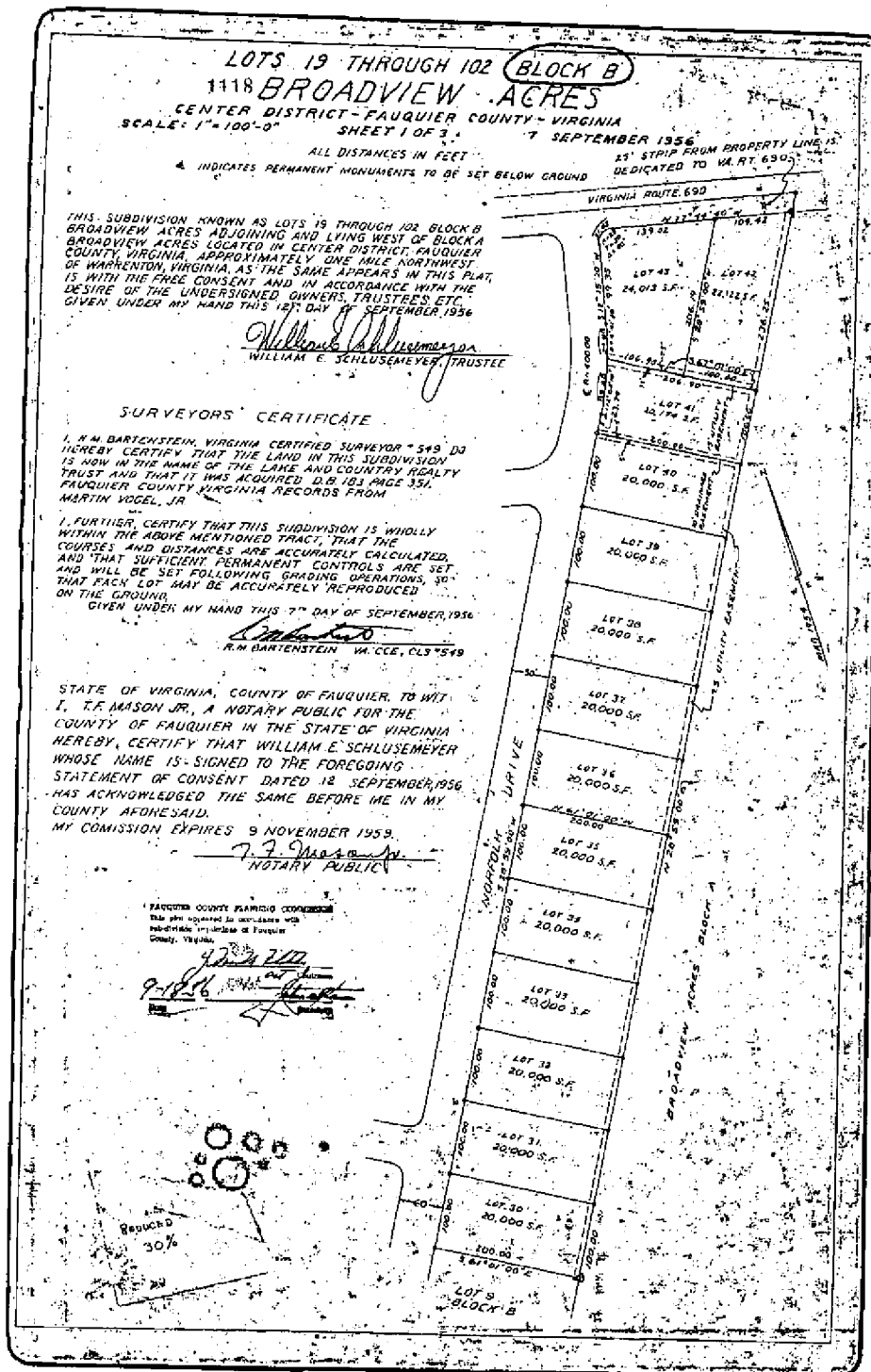
For Information:

Director of ComDev Zoning and Permitting

ATTEST: _____

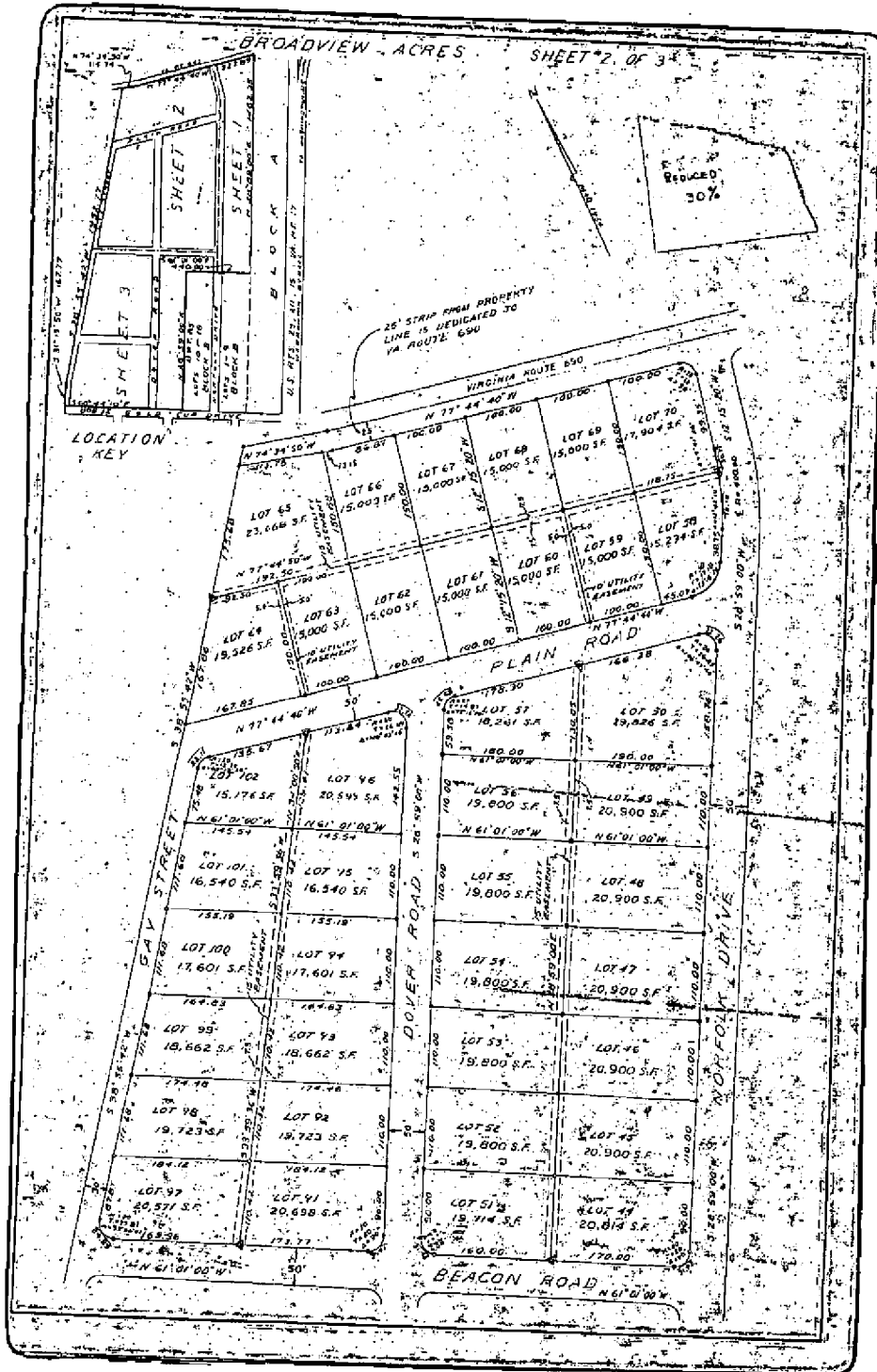


Town Recorder



PRODUCED
 ACCORD
 6/5/56
 PL-8

Book 200
 Page 52
 Book 200
 Page 216
 Book 200
 Page 978



197-41

813
 THIS DEED made this the 18th day of July, 1957,
 by and between WILLIAM E. SCHLUSEMEYER and ADELE R.
 SCHLUSEMEYER, his wife, parties of the first part; and
 WILLIAM E. SCHLUSEMEYER, Trustee of Lake and Country
 Realty Trust, dated February 10, 1938, originally recorded
 in the Clerk's Office, Farmington, Massachusetts and now

SCHLUSEMEYER
 WILLIAM E.
 & UX

TO (B & S)

SCHLUSEMEYER
 WILLIAM E.
 TEE

813 delivered To
 T. F. Mason this 9th

See Vol. B 203 Page 386 Day 8 Sept, 1957.
 See Vol. B 197 Page 1 1957

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Item a.

recorded also in the Clerk's Office of the Circuit Court of Fauquier County, Virginia in Deed Book 183 at page 349, party of the second part.

WITNESSETH: that for an in consideration of the sum of TEN DOLLARS and other valuable considerations moving between the parties hereto, and paid by the party of the second part to the parties of the first part, receipt of which is hereby acknowledged at and before the signing and delivery of this deed, the said parties of the first part have bargained and sold, and by this deed do hereby bargain, sell, grant and convey with GENERAL WARRANTY OF TITLE unto William E. Schlusemeyer, Trustee of Lake and Country Realty Trust, the party of the second part, the following described real estate, to-wit:

All that certain lot or parcel of land, lying and being near the Town of Warrenton, Fauquier County, Virginia adjoining the Subdivision known as Broadview Acres, and more particularly adjoining Gay Street in said Subdivision on the Northwestern side of said street, and being more particularly described as follows according to plat and survey of R. M. Bartenstein, dated July 12, 1957 which is attached to and recorded with and as a part of this deed:

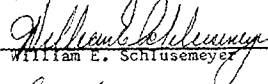

Beginning at a point on the west side of Gay Street at its intersection with Gold Cup Drive, thence running with Gold Cup Drive N60°44'10" W 29.32 feet to a point corner to the residue of the Schlusemeyer property, thence running with said residue with a 20.00 foot radius curve to the left for an arc distance of 30.72 feet, thence N31°15'50"E 101.52 feet, thence with a 715.08 foot radius curve to the right for an arc

distance of 95.66 feet, thence N38°55'42"E 1529.78 feet to a point, thence S77°44'40"E 11.19 feet to a point in the line of the Lake and Country Realty Trust Company, said point being the intersection of the north side of Gay Street with the original line of Broadview, thence with the west side of Gay Street as follows; S38°55'42"W 1581.97 feet, thence S31°15'50"W 167.77 feet to the point of beginning, said tract constitutes a strip of property, which when added to Gay Street makes said street 40.00 wide and said strip contains 17,502 Square Feet.

This being a part of the property known as "Broadview Farm" which was conveyed to the said William E. Schlusemeyer by Martin Vogel, Jr. by deed dated June 22, 1953 and recorded in Deed Book 183 at page 351 in the Office of the Clerk of the Circuit Court of Fauquier, Virginia, to which said deed and other records of the Clerk's Office aforesaid reference is hereby made for a more particular description herein conveyed.

TO HAVE AND TO HOLD the above granted lands and premises, together with all rights, ways, easements and appurtenances thereto belonging or in anywise appertaining unto him, the said William E. Schlusemeyer, Trustee of Lake and Country Realty Trust, the said party of the second part, in fee simple forever.

WITNESS the following signatures and seals.

 (SEAL)
William E. Schlusemeyer
 (SEAL)
Adele R. Schlusemeyer

STATE OF VIRGINIA

COUNTY OF FAUQUIER, to-wit:

I T. F. MASON, JR., a Notary Public in and for the State and County aforesaid, whose commission expires on the 9th day of NOVEMBER 1959, do hereby

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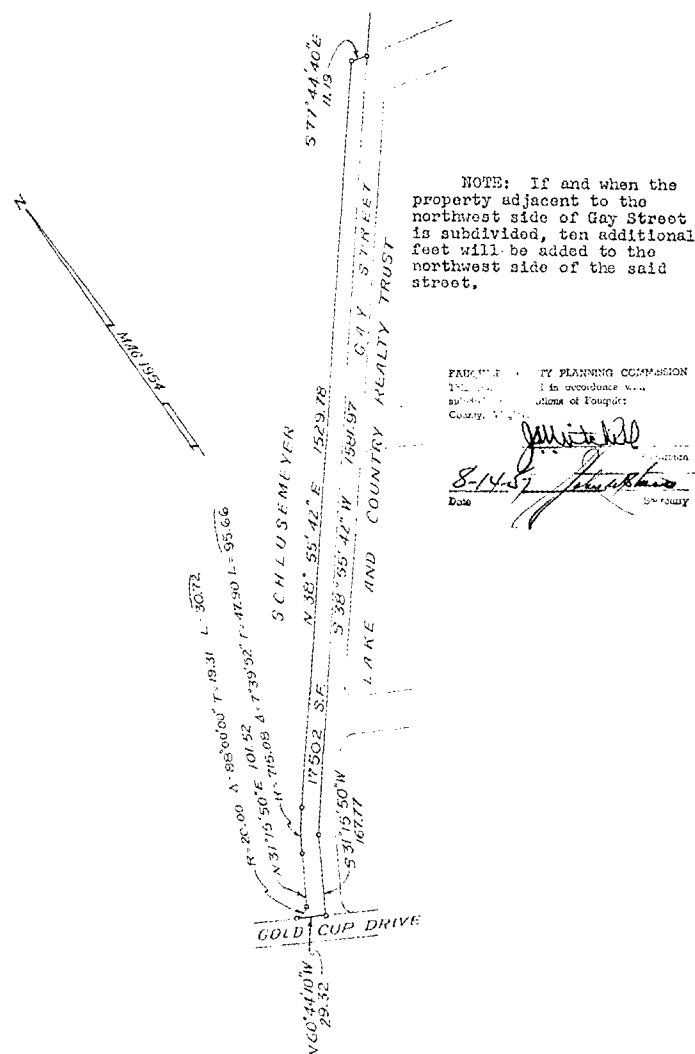
Item a.

SCHLUSEMEYER PROPERTY

CENTER DISTRICT, FAUQUIER COUNTY, VIRGINIA
 BY R. M. BARTENSTEIN & ASSOCIATES, WARRENTON, VA.
 VA. C.L.S. NO. 549 NO. 626 VA. C.C.E. NO. 768 NO. 1209

NOT DRAWN TO SCALE - SHEET 1 OF 2 12 JULY 1957

J. H. Bartenstein



SCHLUSEMEYER PROPERTY

Sheet 2 of 2

This is to certify that I made a survey of a portion of the William E. Schlusemeyer property known as Broadview and described in Deed Book 183, page 352 Fauquier County Virginia Records. The said property is described as follows:

Beginning at a point on the west side of Gay Street at its intersection with Gold Cup Drive, thence running with Gold Cup Drive N60°44'11"W 29.32 feet to a point corner to the residue of the Schlusemeyer property, thence running with said residue with a 20.00 foot radius curve to the left for an arc distance of 30.72 feet, thence N31°15'50"E 101.52 feet, thence with a 715.08 foot radius curve to the right for an arc distance of 95.66 feet, thence N38°55'42"E 1529.78 feet to a point, thence S77°44'40"E 11.19 feet to a point in the line of the Lake and Country Realty Trust Company, said point being the intersection

156

Item a.

**LOTS 19 THROUGH 102 BLOCK B
BROADVIEW ACRES
CENTER DISTRICT - FAUQUIER COUNTY - VIRGINIA**
SCALE: 1"=100'-0" SHEET 1 OF 3 7 SEPTEMBER 1956

ALL DISTANCES IN FEET
A INDICATES PERMANENT SIGNUMENTS TO BE SET BELOW GROUND

THIS SUBDIVISION KNOWN AS LOTS 19 THROUGH 102 BLOCK B BROADVIEW ACRES ADJOINING AND LYING WEST OF BLOCK A BROADVIEW ACRES LOCATED IN CENTER DISTRICT, FAUQUIER COUNTY, VIRGINIA, APPROXIMATELY ONE MILE NORTHWEST OF WARRENVILLE, VIRGINIA, AS THE SAME APPEARS IN THIS PLAT, IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRE OF THE UNDERSIGNED OWNERS, TRUSTEES, ETC. GIVEN UNDER MY HAND THIS 7TH DAY OF SEPTEMBER 1956

William E. Schlusemeyer
WILLIAM E. SCHLUSEMEYER, TRUSTEE

SURVEYORS CERTIFICATE

I, R. M. BARTENSTEIN, VIRGINIA CERTIFIED SURVEYOR #549 DO HEREBY CERTIFY THAT THE LAND IN THIS SUBDIVISION IS NOW IN THE NAME OF THE LAKE AND COUNTRY REALTY TRUST AND THAT IT WAS ACQUIRED O.B. 183 PAGE 351, FAUQUIER COUNTY VIRGINIA RECORDS FROM MARTIN VOGLER, JR.

I, FURTHER, CERTIFY THAT THIS SUBDIVISION IS WHOLLY WITHIN THE ABOVE MENTIONED TRACT, THAT THE COURSES AND DISTANCES ARE ACCURATELY CALCULATED, AND THAT SUFFICIENT PERMANENT CONTROLS ARE SET AND WILL BE SET FOLLOWING GRADING OPERATIONS, SO THAT THE PLAT MAY BE ACCURATELY REPRODUCED ON THE GROUND.

GIVEN UNDER MY HAND THIS 7TH DAY OF SEPTEMBER, 1956

R. M. Bartenstein
R. M. BARTENSTEIN - VIR. C.E. #549

STATE OF VIRGINIA COUNTY OF FAUQUIER, TO WIT:
I, J. F. MASON JR., A NOTARY PUBLIC FOR THE COUNTY OF FAUQUIER IN THE STATE OF VIRGINIA HEREBY CERTIFY THAT WILLIAM E. SCHLUSEMEYER WHOSE NAME IS SIGNED TO THE FOREGOING STATEMENT OF CONSENT DATED SEPTEMBER, 1956 HAS ACKNOWLEDGED THE SAME BEFORE ME IN MY COUNTY AND STATE.

MY COMMISSION EXPIRES 9 NOVEMBER 1959.

J. F. Mason Jr.
J. F. MASON JR.
NOTARY PUBLIC

PLAT NO. 10000 PLANNED DEVELOPMENT

100' x 100' x 100' x 100'

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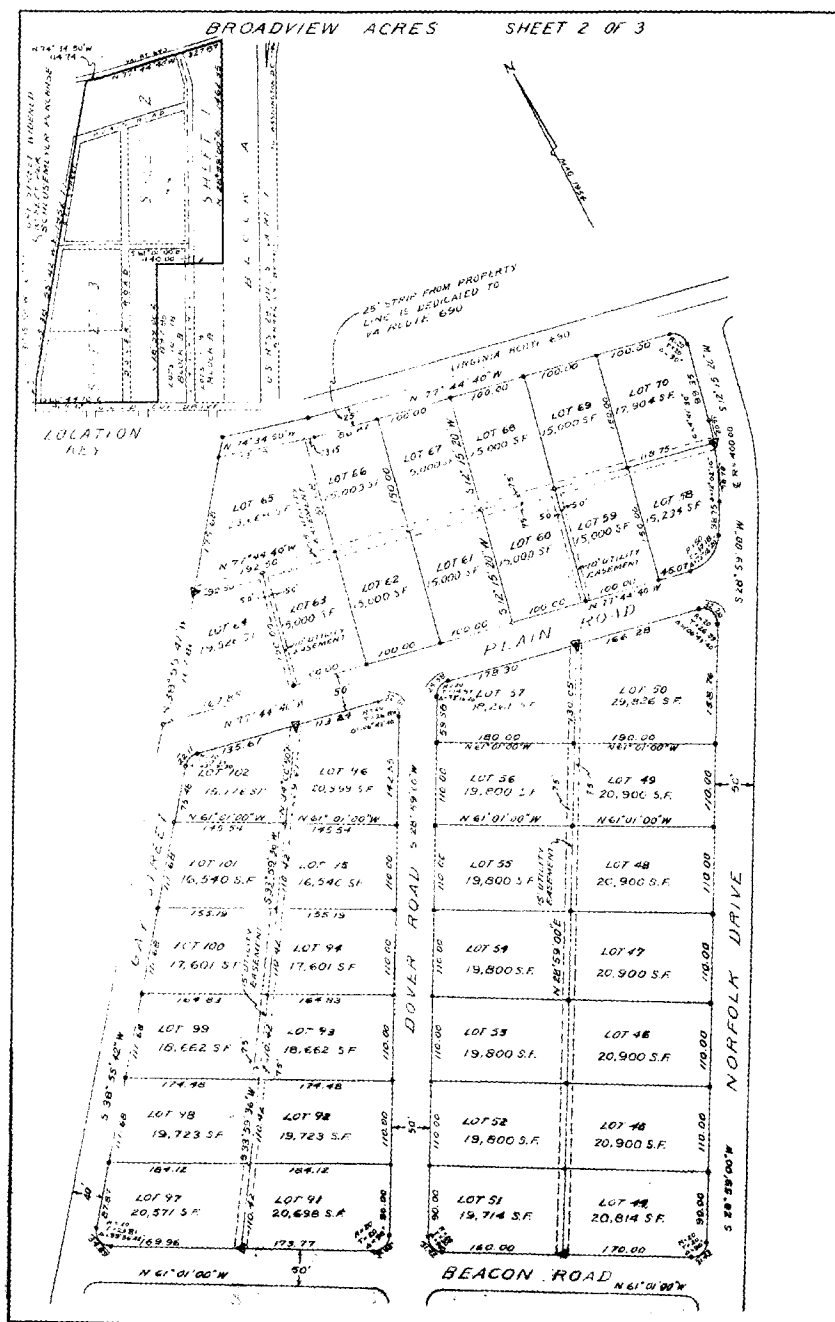
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159

Item a.

of the north side of Gay Street with the original line of Broadview, .
 thence with the west side of Gay Street as follows; S38°55'42"W 1581.97
 feet, thence S31°15'50"W 167.77 feet to the point of beginning, said
 tract constitutes a strip of property, which when added to Gay Street
 makes said street 40.00 wide and said strip contains 17,502 Square Feet.

certify that William E. Schlusemeyer and Adele R. Schlusemeyer,
 whose names are signed to the foregoing deed bearing date
 on the 18th day of July, 1957, have acknowledged the same
 before me in my County aforesaid.

Given under my hand this 22nd day of July, 1957.

Clerk's Office of Fauquier Circuit Court, 22nd July 1957
 This deed of said survey was this day received in said
 Office and with certificate admitted to record at 1:25 P.M.
 J. F. Mason, Jr. Notary Public
 J. F. Mason, Jr. Clerk

89-08629
BK 0626PG0248

Item a.

The attached plat, and courses and distance description,
made by GARNETT WOMACK Certified
Land Surveyor, MANASSAS, Virginia,
dated SEPT 27, 1989, of the lands of GEORGE F.
PASSMORE JR. TRUSTEE situate in TOWN OF WARRENTON
District, Fauquier County, Virginia, and being the same land
acquired by the said GEORGE F. PASSMORE JR. TRUSTEE by
deed dated July 16, 1985, from BARRAB N. NOLAND
BAUDHWIN A/K/A, of record in the Clerk's
Office of the Circuit Court of Fauquier County, Virginia, in Deed
Book Number 496, Page 20, is hereby confirmed and
submitted for record in the aforesaid Clerk's Office.

Given under our hands this 28 day of SEPT,
1989.

Examined and
Returned to:

George F. Passmore, Jr.
Warrenton Va
SEP 28 1989
gbb

George F. Passmore, Jr. (SEAL)
OWNER

OWNER (SEAL)

ACKNOWLEDGMENT

STATE OF VIRGINIA
COUNTY OF Fauquier, to-wit:

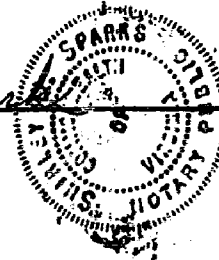
I, Shirley W. Sparks a Notary Public for
said County of Fauquier, the State of Virginia, do hereby
certify that George F. Passmore, Jr. whose names
are signed to the foregoing certificate of confirmation by owners,
and Plat, bearing date of the 28 day of September, 1989,
have acknowledged the same before me in my county aforesaid.

My commission as Notary expires March 8, 1991

Given under my hand this 28 day of September

1989.

Shirley W. Sparks
NOTARY PUBLIC

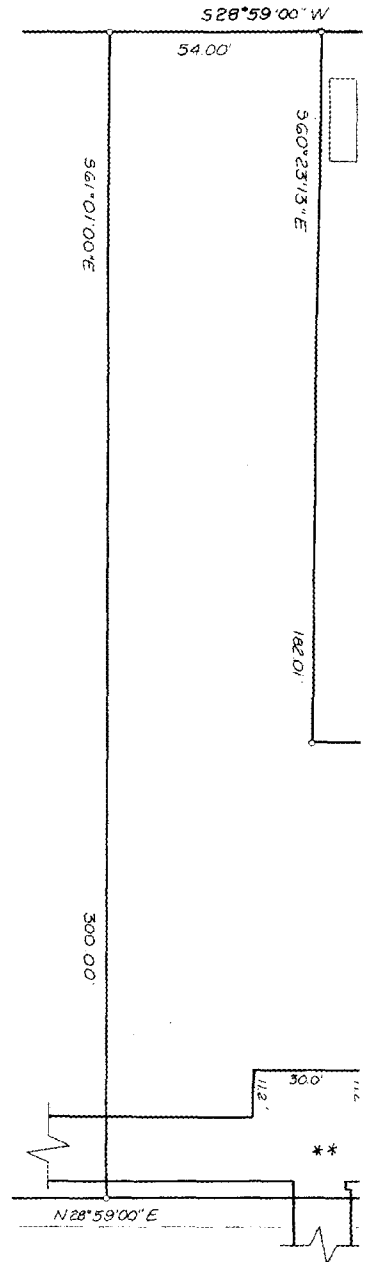


BK 0626PG0249

Item a.

U.S. R.

This plat approved pursuant to Section 3-9.5
of the subdivision ordinance and may be
entered to record.
Barbara G. Hark
Zoning Administrator Date *2/28/93*



LOT 23

LOT 42

Examined and
Returned To:
Georg F. Hark, Jr.
394 Broadview Ave.
WARRINGTON, VA 22186

SEP 28 1989
B.A.K.

BK 0626PG0251

NO TITLE REPORT FL



BK 0626 PG 0250

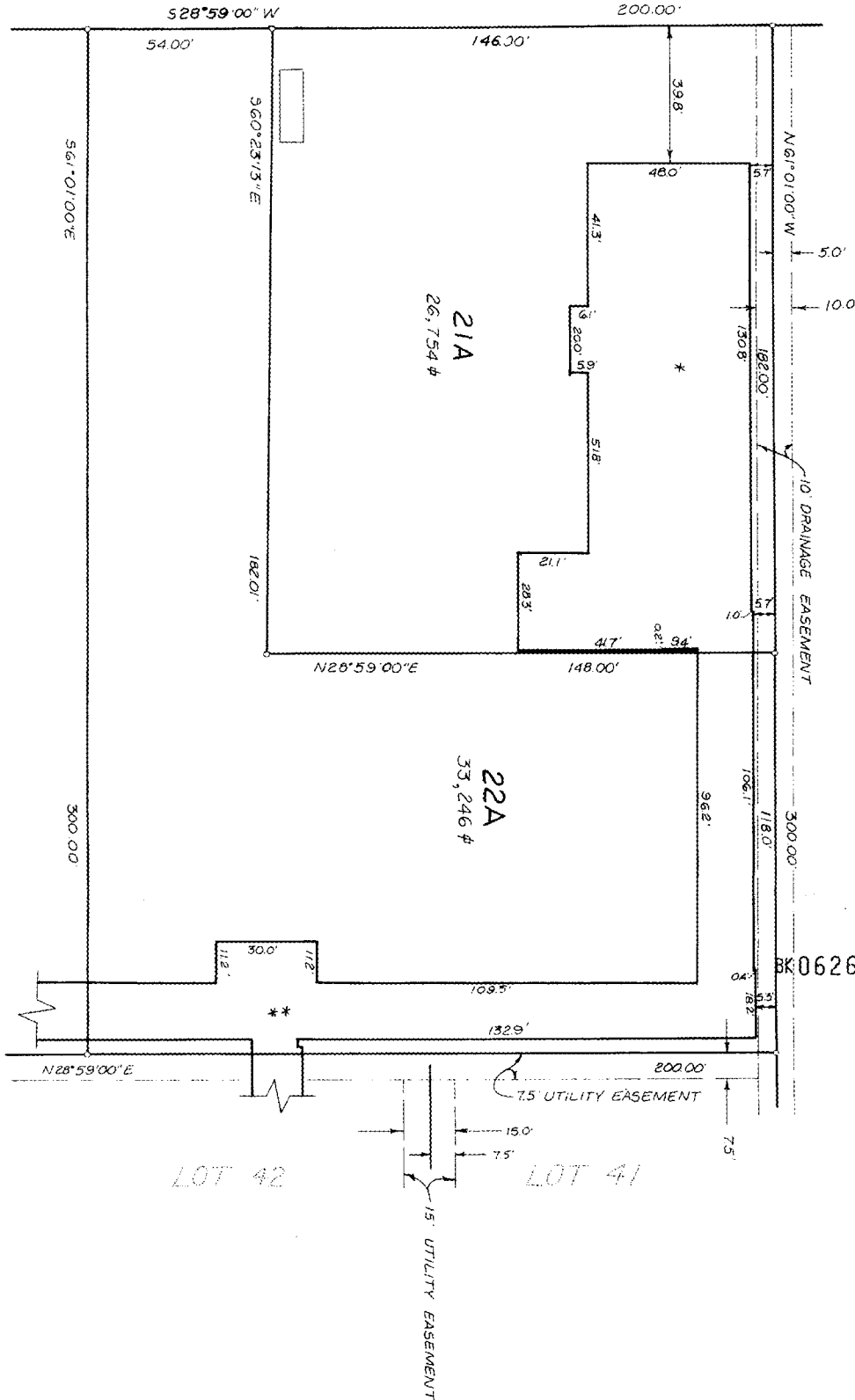
Item a.

* 2 STORY FRAME & STONE BUILDING
 ** 1 STORY MASONRY & FRAME BUILDING

U.S. ROUTE 211, 29, & 15
 (STATE ROUTE 17)
 (VARIABLE WIDTH)

LOT 23

LOT 20



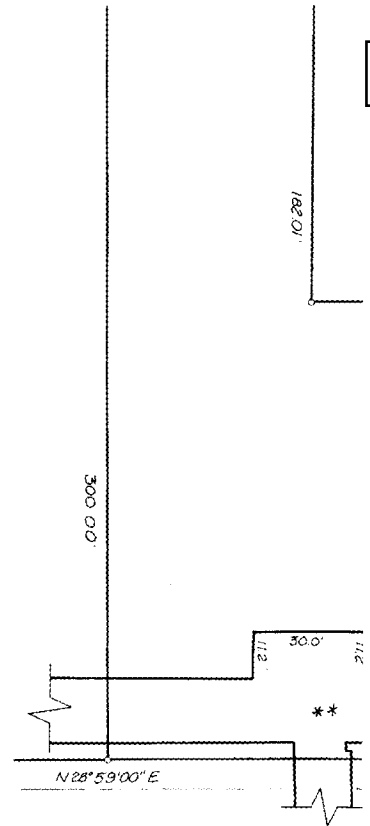
BK 0626 PG 0252

Examined and
Returned To:
GEORGE F. HORE, JR.
394 Broadview Ave.
Warrenton, VA. 22186

SEP 28 1989
D.A.K.

BK 0626 PG 0251

LOT 23



LOT 42

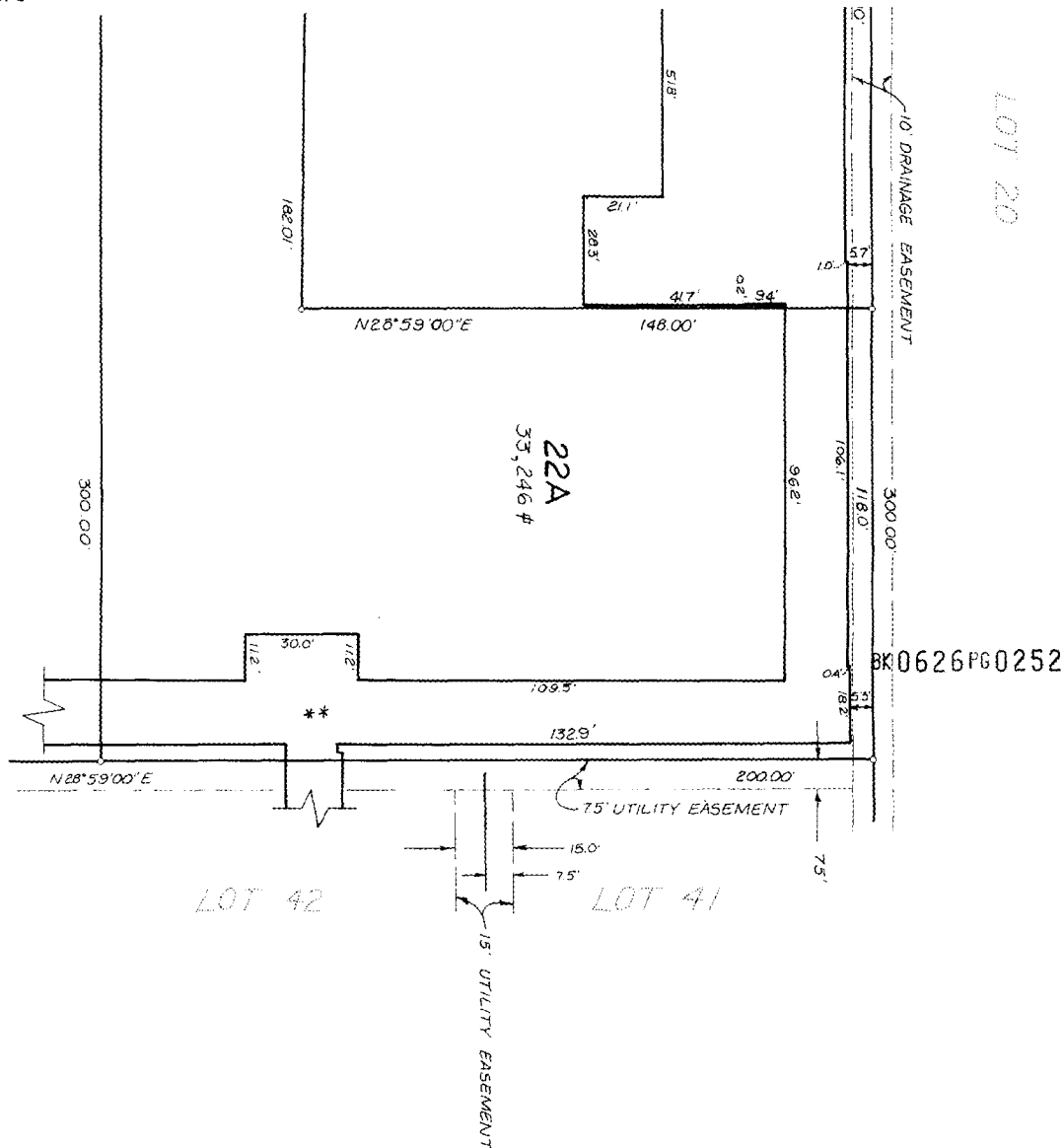
NO TITLE REPORT FURNISHED. T.M.

DRAWN BY: ANN MANASSAS, VIRGINIA F.B. 88 PG. 33
FIELD WORK BY: W.E.F. 368-7800
D.C. BLK. PARCEL ORDER NO. 12496



PLAT SHOWING
PROPOSED RESUBDIVISION
LOTS 21 & 22, BLOCK A
BROADVIEW ACRES
TOWN OF WARRENTON
FAUQUIER COUNTY, VIRGINIA
SCALE: 1" = 30'
GARNETT M. WOMACK & ASSOCIATES, L.L.C.
LAND SURVEYING
9389 FORESTWOOD LANE
MANASSAS, VIRGINIA 20108
SEPTEMBER 27, 1989

Item a.



Clerk's Office of Panguitch Circuit Court. SEP 28 1989

This instrument was this day received in said Office
and with certificate admitted to record at 9:36 AM

Tested: *H. Brown* Clerk

TO PART OF THE ADJOINING LOT-111 WHICH IS THE SAME PARCEL
NOT CREATE A NEW BUILDING LOT.

BOUNDARY LINE ADJUSTMENT STATEMENT FOR LOT-43R

2,423 SQ.FT. (TRACT-11) IS HEREBY SUBTRACTED FROM PART OF THE ADJOINING 24,031 SQ.FT. TO
CREATE ONE PARCEL OF 21,608 SQ.FT. AND DOES NOT CREATE A NEW BUILDING LOT.

BOUNDARY LINE ADJUSTMENT STATEMENT FOR PARCEL-1

22,644 SQ.FT. (TRACT-1) IS HEREBY SUBTRACTED FROM AND 904 (TRACT-2) IS HEREBY SUBTRACTED
FROM AND 8,586 SQ.FT. (TRACT-3) IS HEREBY SUBTRACTED FROM PART OF THE ADJOINING 32,134
SQ.FT. TO CREATE ONE PARCEL OF 0 SQ.FT. AND DOES NOT CREATE A NEW BUILDING LOT. PARCEL-1
IS ELIMINATED AS A RESULT OF THIS BOUNDARY LINE ADJUSTMENT.

WHERE T
PROTECTED BY
DATE: AUGUST
THIS DOES NO
2. WETLANDS
3. NO TITLE

OWNER'S CONSENT STATEMENT

THIS BOUNDARY LINE ADJUSTMENT IS WITH THE FREE CONSENT AND IN ACCORDANCE
WITH THE DESIRES OF THE UNDERSIGNED OWNERS, PROPRIETORS, & TRUSTEES
GOAL L.C.

By: Giancarlo Odeida, Manager

CERTIFICATE OF ACKNOWLEDGEMENT:

CITY/COUNTY OF FALLOUTIER
COMMONWEALTH/STATE OF VIRGINIA

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED

BEFORE ME THIS 9th DAY OF February, 20 00.

BY Giancarlo Odeida, Manager, on behalf of Goal L.C.

John J. Hoff
NOTARY PUBLIC

MY COMMISSION EXPIRES: June 30, 2001



SURVE

I, ERIC K. M
VIRGINIA, DO
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AND STAND
PROFESSION
I FURTHER
GOAL L.C.
AS FOUND A
DEED BOOK
TO BE RECO
THE DETERM
DESCRIPTION

BK0863PG0980

Examined and
Notarized by:
T. J. H.
(WALKER, JONES, et al.)

MAR 16 2000

200

FILENAME: H:\Osterda (Warranton)-98198\PLATS\981988LA01 PLOT DATE: 2/8/2000

BOUNDARY LINE ADJUSTMENT STATEMENT FOR LOT-21A-R

8,586 SQ.FT. (TRACT-3) IS HEREBY ADDED TO AND 3,138 SQ.FT. (TRACT-7) IS HEREBY ADDED TO AND 1,820 SQ.FT. (TRACT-4) IS HEREBY SUBTRACTED FROM AND 1,327 SQ.FT. (TRACT-5) IS HEREBY SUBTRACTED FROM PART OF THE ADJOINING 26,752 SQ.FT. TO CREATE ONE PARCEL OF 35,329 SQ.FT. AND DOES NOT CREATE A NEW BUILDING LOT.

BOUNDARY LINE ADJUSTMENT STATEMENT FOR LOT-22A-R

904 SQ.FT. (TRACT-2) IS HEREBY ADDED TO AND 1,820 SQ.FT. (TRACT-4) IS HEREBY ADDED TO AND 12,103 SQ.FT. (TRACT-6) IS HEREBY SUBTRACTED FROM AND 3,138 SQ.FT. (TRACT-7) IS HEREBY SUBTRACTED FROM AND 20,819 SQ.FT. (TRACT-8) IS HEREBY ADDED TO AND 2,185 SQ.FT. (TRACT-10) IS HEREBY ADDED TO AND 8,913 SQ.FT. (TRACT-9) IS HEREBY ADDED TO PART OF THE ADJOINING 33,245 SQ.FT. TO CREATE ONE PARCEL OF 52,645 SQ.FT. AND DOES NOT CREATE A NEW BUILDING LOT.

BOUNDARY LINE ADJUSTMENT STATEMENT FOR LOT-23R

22,644 SQ.FT. (TRACT-1) IS HEREBY ADDED TO AND 1,327 SQ.FT. (TRACT-5) IS HEREBY ADDED TO AND 12,103 SQ.FT. (TRACT-6) IS HEREBY ADDED TO AND 20,819 SQ.FT. (TRACT-8) IS HEREBY SUBTRACTED FROM PART OF THE ADJOINING 51,104 SQ.FT. TO CREATE ONE PARCEL OF 66,359 SQ.FT. AND DOES NOT CREATE A NEW BUILDING LOT.

BOUNDARY LINE ADJUSTMENT STATEMENT FOR LOT-41R

2,185 SQ.FT. (TRACT-10) IS BY SUBTRACTED FROM PART OF THE ADJOINING 20,164 SQ.FT. TO CREATE ONE PARCEL OF 17,979 SQ.FT. AND DOES NOT CREATE A NEW BUILDING LOT.

BOUNDARY LINE ADJUSTMENT STATEMENT FOR LOT-42R

8,913 SQ.FT. (TRACT-9) IS BY SUBTRACTED FROM AND 2,423 SQ.FT. (TRACT-11) IS HEREBY ADDED TO PART OF THE ADJOINING 22,116 SQ.FT. TO CREATE ONE PARCEL OF 15,625 SQ.FT. AND DOES NOT CREATE A NEW BUILDING LOT.

BOUNDARY LINE ADJUSTMENT STATEMENT FOR LOT-43R

2,423 SQ.FT. (TRACT-11) IS HEREBY SUBTRACTED FROM PART OF THE ADJOINING 24,031 SQ.FT. TO CREATE ONE PARCEL OF 21,608 SQ.FT. AND DOES NOT CREATE A NEW BUILDING LOT.

BOUNDARY LINE ADJUSTMENT STATEMENT FOR PARCEL-1

22,644 SQ.FT. (TRACT-1) IS HEREBY SUBTRACTED FROM AND 904 (TRACT-2) IS HEREBY SUBTRACTED FROM AND 8,586 SQ.FT. (TRACT-3) IS HEREBY SUBTRACTED FROM PART OF THE ADJOINING 32,134 SQ.FT. TO CREATE ONE PARCEL OF 0 SQ.FT. AND DOES NOT CREATE A NEW BUILDING LOT. PARCEL-1 IS ELIMINATED AS A RESULT OF THIS BOUNDARY LINE ADJUSTMENT.

APP

BK0863P60981

NOTES:

1. THE PROPER BETWEEN LIMITS SUBJECT TO THE WHERE THE CO PROTECTED BY DATE: AUGUST THIS DOES NO
2. WETLANDS,
3. NO TITLE R

SURVE

1. ERIC K. M
VIRGINIA, DO
OF MY KNOW
AND STANDAR
PROFESSION

THIS DOES NOT CONSTITUTE A FLOOD STUDY BY THIS FIRM.

2. WETLANDS, IF ANY, NOT SHOWN.

3. NO TITLE REPORT FURNISHED. OTHER EASEMENTS AND/OR RIGHTS-OF-WAY MAY EXIST.

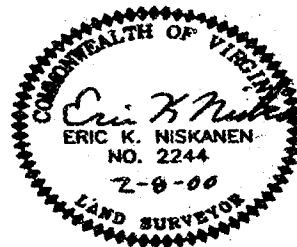
SURVEYOR'S CERTIFICATE

I, ERIC K. NISKANEN, A DULY LICENSED LAND SURVEYOR IN THE COMMONWEALTH OF VIRGINIA, DO HEREBY CERTIFY THAT THIS BOUNDARY LINE ADJUSTMENT & VACATION TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS CORRECT AND COMPLIES WITH THE MINIMUM PROCEDURE AND STANDARDS ESTABLISHED BY THE VIRGINIA STATE BOARD OF ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYOR'S, AND CERTIFIED LANDSCAPE ARCHITECTS, I FURTHER CERTIFY THE PROPERTY SHOWN HEREON LIES IN THE NAMES OF

GOAL L.C.
AS FOUND AMONG THE LAND RECORDS OF FAUQUIER COUNTY, VIRGINIA IN DEED BOOK 760, PAGE 613 AND A DEED FROM THE TOWN OF WARRENTON TO BE RECORDED IMMEDIATELY PRIOR TO THIS BOUNDARY LINE ADJUSTMENT. THE DETERMINATION OF THE BOUNDARY HAS BEEN BASED UPON METES & BOUNDS DESCRIPTIONS AND/OR PLATS OF RECORD AND FIELD EVIDENCE FOUND.

Eric K. Niskanen

ERIC K. NISKANEN LS NO 2244



BOUNDARY ADJUSTMENT

This plat is authorized as a Boundary Adjustment in accordance with Section 3-15 of the Town of Warrenton Subdivision Ordinance dated March 15, 1991.

Raymond L. Ouellet
Zoning Administrator

3-15-00

PLAT SHOWING
BOUNDARY LINE ADJUSTMENT
BETWEEN LOTS 21A, 22A, & 23 BLOCK A
BROADVIEW ACRES
DEED BOOK 185, PAGE 43 & DEED BOOK 626, PAGE 249
LOTS 41, 42, & 43 BLOCK B
BROADVIEW ACRES
DEED BOOK 197, PAGE 41
AND PARCEL-1
THE PROPERTY OF
GOAL L.C.
TOWN OF WARRENTON
FAUQUIER COUNTY, VIRGINIA
DECEMBER 10, 1999

REVISED: FEB. 8, 2000

PROJECT #98198-10

SHEET 1 OF 3



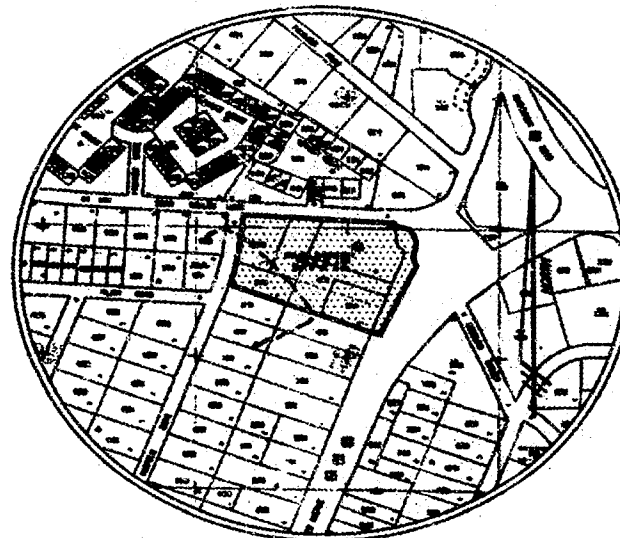
CARSON, HARRIS & ASSOCIATES, LLC

CIVIL ENGINEERING . LAND SURVEYING . LAND PLANNING
39 GARRETT STREET, WARRENTON, VIRGINIA 20186
PHONE: (540) 347-9191 FAX: (540) 349-1905

BK0863PG0980

APPROVAL BLOCK

BK0863PG0981



VICINITY MAP
SCALE 1"=500'

NOTES:

1. THE PROPERTY AS SHOWN HEREON DOES LIE WITHIN ZONE B FLOOD HAZARD. AREAS BETWEEN LIMITS OF THE 100-YEAR FLOOD AND 500-YEAR FLOOD; OR CERTAIN AREAS SUBJECT TO 100-YEAR FLOODING WITH AVERAGE DEPTHS LESS THAN ONE (1) FOOT OR WHERE THE CONTRIBUTING DRAINAGE AREA IS LESS THAN ONE SQUARE MILE; OR AREA PROTECTED BY LEVEES FROM THE BASE FLOOD. COMM-PANEL # 510057 0001 B. EFFECTIVE DATE: AUGUST 1, 1979.

THIS DOES NOT CONSTITUTE A FLOOD STUDY BY THIS FIRM.

2. WETLANDS, IF ANY, NOT SHOWN.

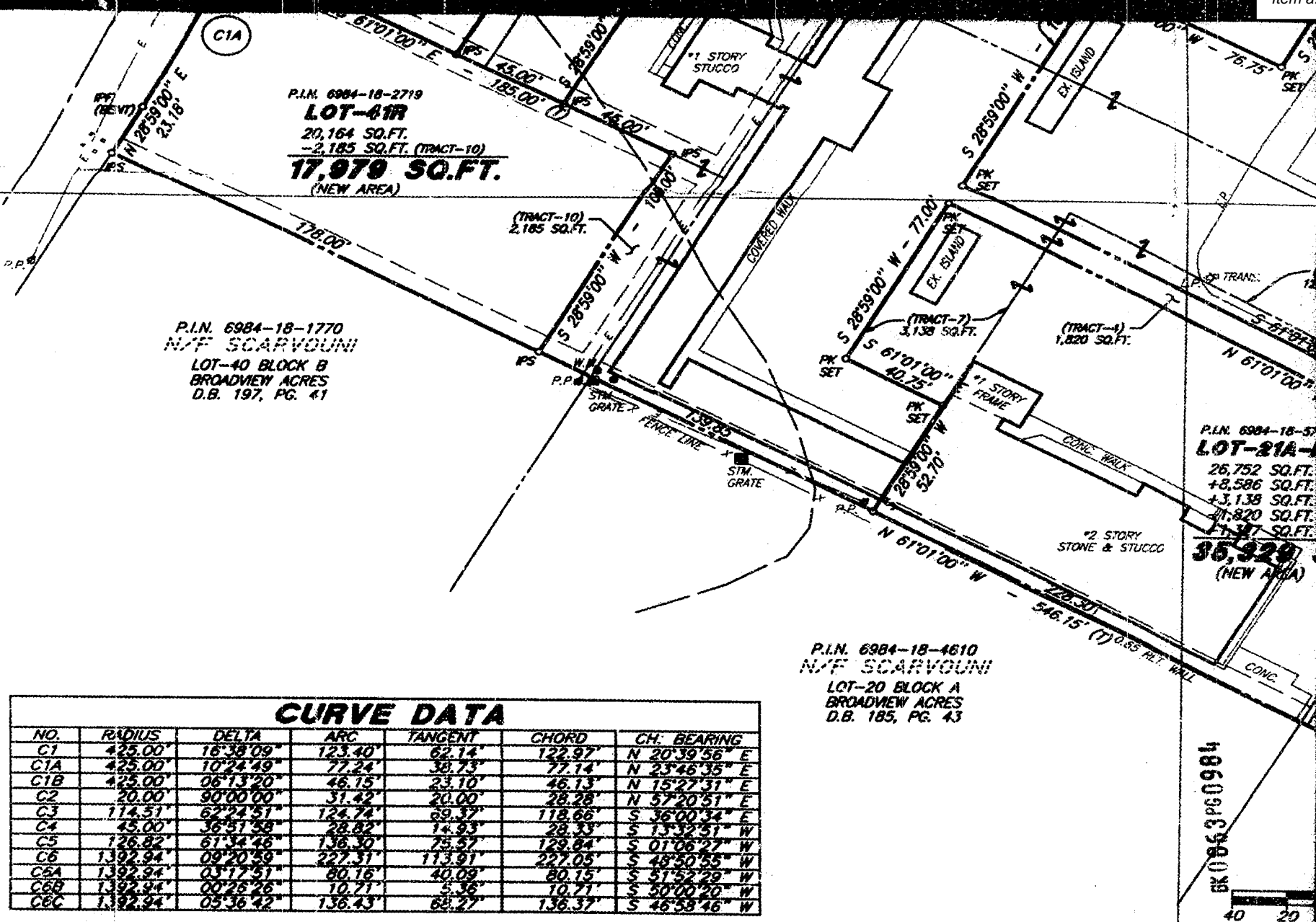
3. NO TITLE REPORT FURNISHED. OTHER EASEMENTS AND/OR RIGHTS-OF-WAY MAY EXIST.

SURVEYOR'S CERTIFICATE

I, ERIC K. NISKANEN, A DULY LICENSED LAND SURVEYOR IN THE COMMONWEALTH OF VIRGINIA, DO HEREBY CERTIFY THAT THIS BOUNDARY LINE ADJUSTMENT & VACATION TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS CORRECT AND COMPLIES WITH THE MINIMUM PROCEDURES AND STANDARDS ESTABLISHED BY THE VIRGINIA STATE BOARD OF ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS, AND CERTIFIED LANDSCAPE ARCHITECTS. I FURTHER CERTIFY THE PROPERTY SHOWN HEREON LIES IN THE NAMES OF



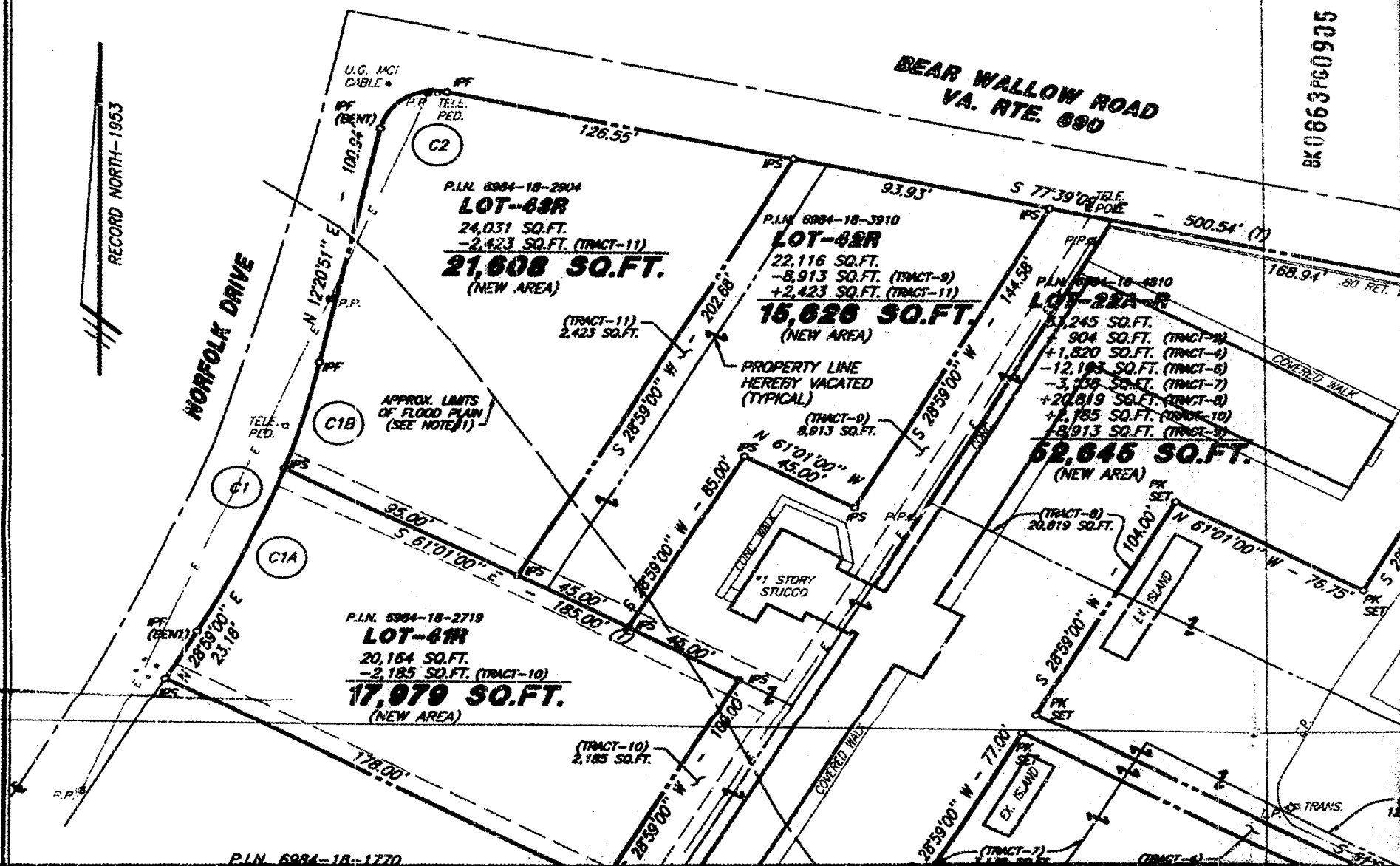
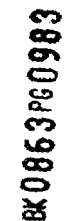
BK0863PG0982

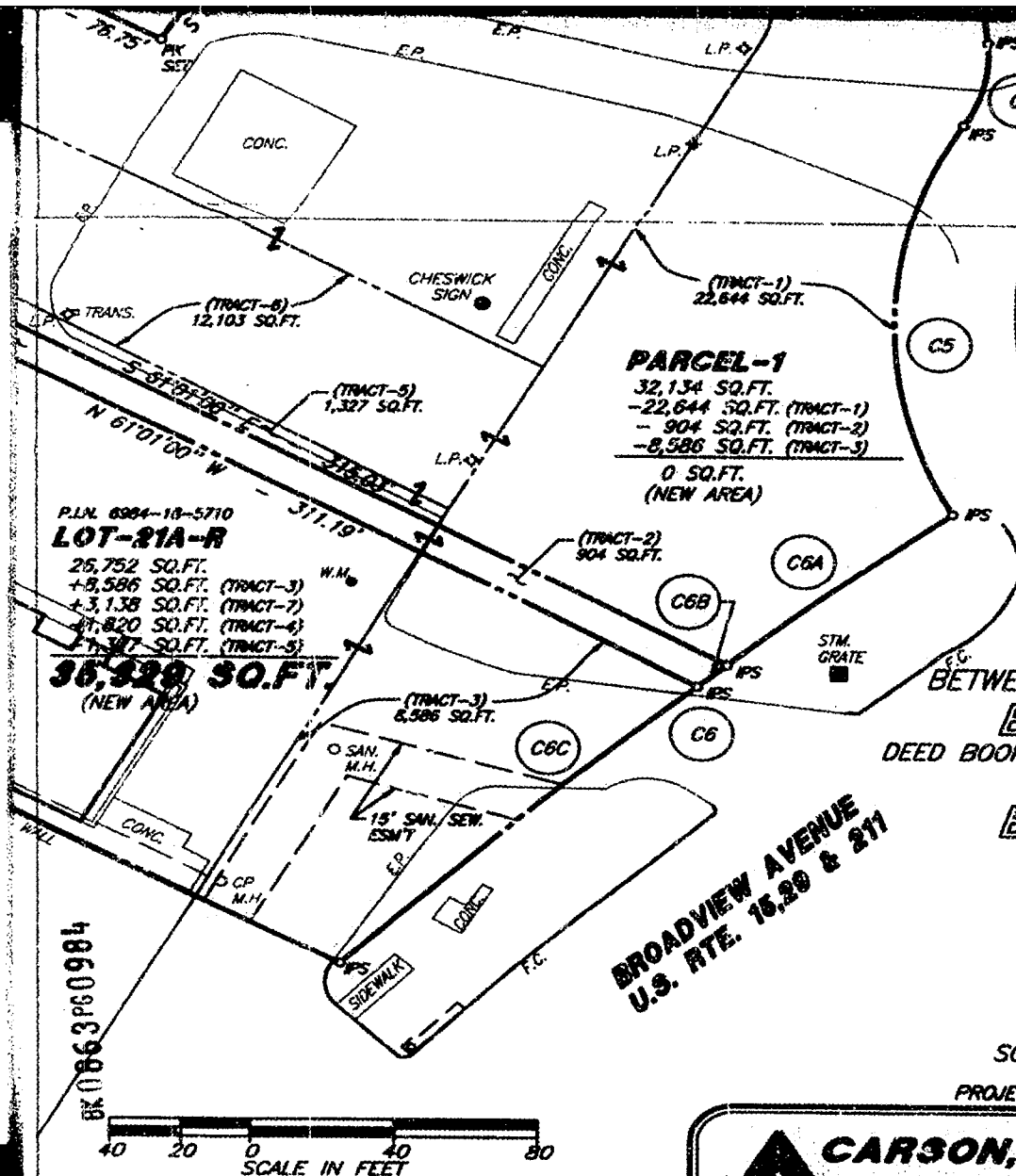


BK0863PG0984

40 20

PK063PG0935





PLAT SHOWING
BOUNDARY LINE ADJUSTMENT
BETWEEN LOTS 21A, 22A, & 23 BLOCK A
BROADVIEW ACRES
DEED BOOK 185, PAGE 43 & DEED BOOK 626, PAGE 249
LOTS 41, 42, & 43 BLOCK B
BROADVIEW ACRES
DEED BOOK 197, PAGE 41
AND PARCEL-1
THE PROPERTY OF
GOAL L.C.
TOWN OF WARRENTON
FAUQUIER COUNTY, VIRGINIA

SCALE: 1"=40'

DECEMBER 10, 1999

REVISED: FEB. 8, 2000

SHEET 2 OF 3

PROJECT 98198-10



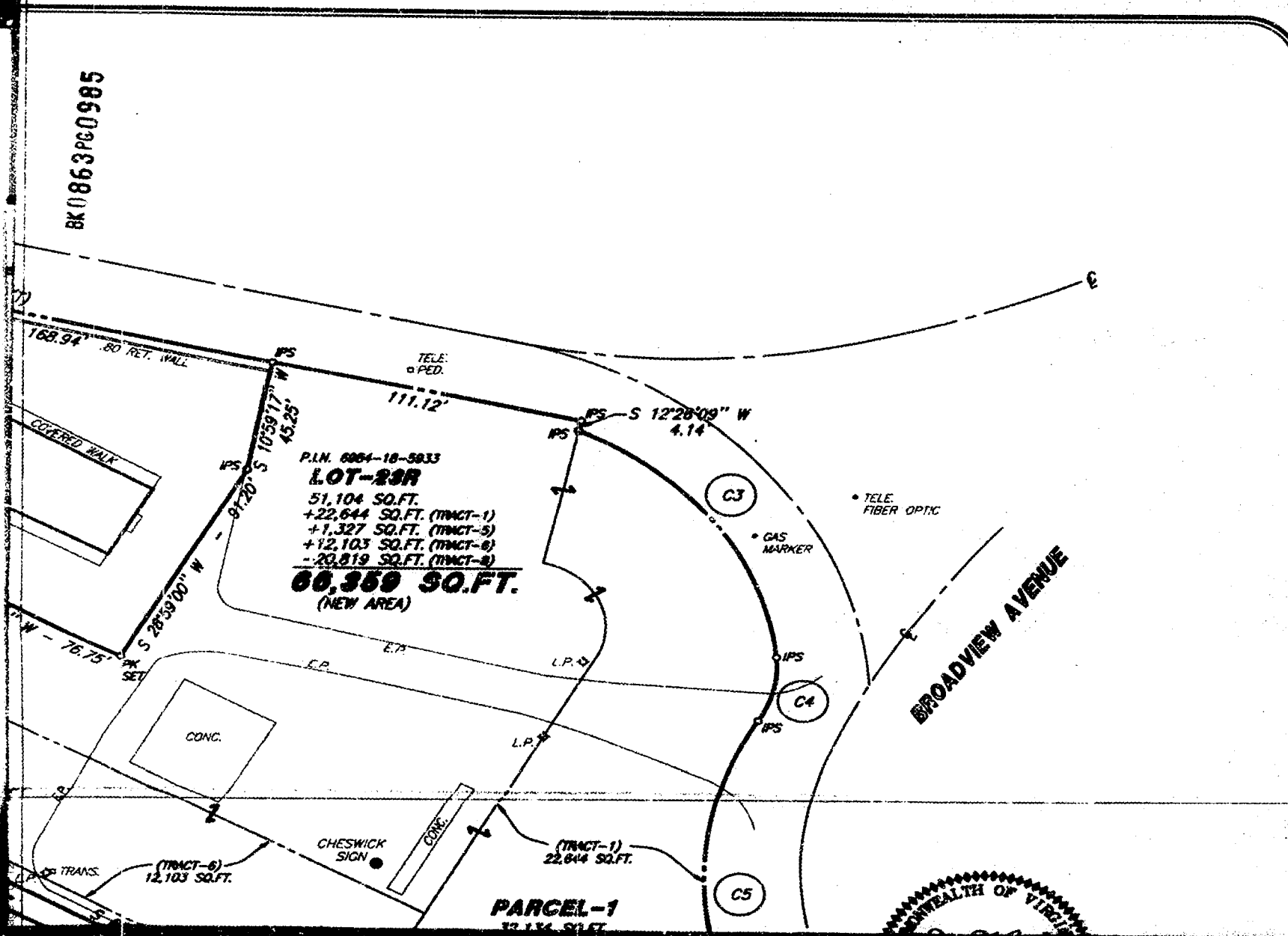
CARSON, HARRIS & ASSOCIATES, LLC

CIVIL ENGINEERING . LAND SURVEYING . LAND PLANNING

39 GARRETT STREET; WARRENTON, VIRGINIA 20186

PHONE: (540) 347-9191

FAX: (540) 349-1905



**OWNER'S CONSENT STATEMENT**

THIS BOUNDARY LINE ADJUSTMENT IS WITH THE FREE CONSENT AND IN ACCORDANCE
WITH THE DESIRES OF THE UNDERSIGNED OWNERS, PROPRIETORS, & TRUSTEES

James M. Lewis, Trustee

CERTIFICATE OF ACKNOWLEDGEMENT:

CITY/COUNTY OF Fairfax

COMMONWEALTH/STATE OF Virginia

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED

BEFORE ME THIS 24th DAY OF February, 2000

BY James M. Lewis, Trustee

Admiral Cooper
NOTARY PUBLIC

MY COMMISSION EXPIRES: 7/31/2002

BK0863PG0986

BK0863PG0988

FILENAME: H:\Oxinda (Warrenton)-98198\PLATS\98198BLA01 PLOT DATE: 2/9/2000

OWNER'S CONSENT STATEMENT

THIS BOUNDARY LINE ADJUSTMENT IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNERS, PROPRIETORS, & TRUSTEES

Robert W. Sylcox

Robert W. Sylcox, V.P.
The Fauquier Bank

CERTIFICATE OF ACKNOWLEDGEMENT:

CITY/COUNTY OF Fauquier

COMMONWEALTH/STATE OF Virginia

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED

BEFORE ME THIS 15th DAY OF February, 2000

BY Robert W. Sylcox

Melissa D. Hall

NOTARY PUBLIC

MY COMMISSION EXPIRES:



Melissa D. Hall
Notary Public
Commonwealth of Virginia
My Commission Expires April 30, 2001

OWNER'S CONSENT STATEMENT

BK0863PG0987

BK0863PG0989



PLAT SHOWING
BOUNDARY LINE ADJUSTMENT
BETWEEN LOTS 21A, 22A, & 23 BLOCK A
BROADVIEW ACRES
DEED BOOK 185, PAGE 43 & DEED BOOK 626, PAGE 249
LOTS 41, 42, & 43 BLOCK B
BROADVIEW ACRES
DEED BOOK 197, PAGE 41

AND PARCEL-1
THE PROPERTY OF
GOAL L.C.
TOWN OF WARRENTON
FAUQUIER COUNTY, VIRGINIA

DECEMBER 10, 1999

REVISED: FEB. 8, 2000
SHEET 3 OF 3

PROJECT #98198-10



CARSON, HARRIS & ASSOCIATES, LLC

CIVIL ENGINEERING . LAND SURVEYING . LAND PLANNING
39 GARRETT STREET; WARRENTON, VIRGINIA 20186
PHONE: (540) 347-9191 FAX: (540) 349-1905

BK0863P50988

8X0863PG0989

VIRGINIA: IN THE CLERK'S OFFICE OF THE JUDICIAL CIRCUIT COURT

This instrument was received in the Clerk's Office with

MAR 16 2000

certificate submitted to record on _____

at 10:44 a.m. Tax of \$ _____ imposed by Section

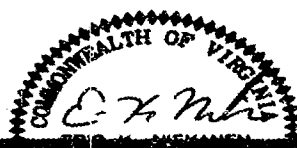
58.1-302 Fedl. Consideration: \$ _____

State Tax \$ _____ County Tax \$ _____

Transfer Fee \$ _____ VSLF \$1.00 Technology Fee \$3.00

Clerk's Fee \$ 20.00 Total: \$ 34.00

Taxes: Gail H. Barb Clerk



ORDINANCE 2025-XX

April 13th, 2025
 Town Council
 Public Hearing
 Ordinance 2025-

**AN ORDINANCE VACATING PORTIONS OF SUBDIVISION AND CERTAIN EASEMENTS
 ENCUMBERING TAX MAP PARCEL 6984-18-3854-000
 FURTHER FACILITATING COMPLETION OF
 THE WATERLOO JUNCTION COMMUNITY DEVELOPMENT PROJECT.**

WHEREAS, Broadview Holdings, LLC. (“Owner”) is the owner of certain real property located in the Town of Warrenton, Virginia, identified as Tax Map Parcel 6984-18-3854-000 containing 2.9733 acres and located at the address 394 Broadview Ave, Warrenton, VA 20186 (the “Property”).

WHEREAS, on November 9, 2022, the Town approved the development of the Property for the construction of 47 townhomes, retail space, and a private park, among other usable structures; and,

WHEREAS, portions of the Property were previously known as Lots 41, 42, and 43, Block B, Broadview Acres as shown on that certain plat recorded in Deed Book 197 at Page 41 on September 7, 1956 (said plat also included as pages 156-158 within the body of a deed recorded in Deed Book 200 at Pages 153-159) (the “Original Lots”); and portions of Lots 21, 22, and 23, Block A, Broadview Acres as shown on that certain plat recorded in Deed Book 185 at Page 43 on September 20, 1955; said Lots 21, and 22, Block A, Broadview Acres were subsequently identified as Lots 21A and 22A, Block A, Broadview Acres as shown on that certain plat of resubdivision recorded in Deed Book 626 at Pages 248-251 on September 28, 1989; and all of the aforesaid lots and a portion of former road right-of-way were redefined as Lot-21A-R, Lot-22A-R, Lot-23R, Lot 41R, Lot-42R, and Lot-43R as shown on that certain boundary line adjustment plat recorded in Deed Book 863 at Pages 978-989 (collectively, “Instruments”) among the Fauquier County, Virginia land records (the “Land Records”).

WHEREAS, these Instruments each identify “utility easements” and/or “drainage easements” on the Lots and noted as follows:

- Deed Book 197 at Page 41, “utility easements” and “drainage easements” identified on Lots 41, 42, and 43, Block B, Broadview Acres;
- Deed Book 200 at Pages 156-158, “utility easements” and “drainage easements” identified on Lots 41, 42, and 43, Block B, Broadview Acres;

- Deed Book 196 at Pages 261-264, the width of certain of the aforesaid “utility easements” on Lots 21, 22, and 23, Block A, and Lots 41, 42, and 43, Block B, Broadview Acres were reduced and an additional “utility easement” (5.12 feet wide) was created on Lots 41, 42, and 43, Block B, Broadview Acres; and
- Deed Book 626 at Pages 248-251, “utility easements” shown on Lot 42 and Lot 41, Block B, Broadview Acres (collectively, all of the aforesaid easements are defined as the “Easements” with such Easements subsequently shown on a boundary line adjustment plat recorded in Deed Book 863 at Pages 978-989).

WHEREAS, these Easements are originally reserved by the previous deed owner, Broad View Acres, for use in the development and improvement of the Original Lots and the Easements are specified for “utility usage”; however, no utility is specified in any of the Instruments; and further, the easements state no specific grantee or benefitted party, and there are no improvements constructed in the easement areas; and

WHEREAS, Broad View Acres has been fully developed for decades, and the subdivision, by separate grants of specific utility easements are fully served for water, sanitary sewer, and similar public utilities, thus there is no need for any other utility connectivity to be established for the use and benefit of the Original Lots, as subsequently redefined, and that reserved easements are not necessary for Owner’s development of its real property since the Town of Warrenton has approved the site plan and accounted for specific utility easements to serve Broadview Holdings’ development, either by grant or the use of existing specific utility easements; and

WHEREAS, the Easements, therefore, have been unused, forgotten, or otherwise abandoned for the purpose to which they were established; they now impede Broadview Holdings’ current development of the Property in a project commonly known as the Waterloo Junction Development Project; and

WHEREAS, the Town of Warrenton has the authority via statutory method to cause the vacation of the portion of the plats containing the “Original Lots” and the Easements shown thereon, and the authority to decide which easements are non-specific as to purpose, and recognize that Owner has no use for the aforementioned Easements since all public utility easements in Broadview Holdings’ development are accounted for in its own utility easements by specific grant; and,

WHEREAS it is the desire of the Owner and the Town to vacate the aforesaid portions of the plats showing the Original Lots and Easements thereon as permitted by Code of Virginia Section 15.2-2272 (2); and

WHEREAS the Town Council desires to adopt this ordinance to vacate the aforementioned utility easement as set forth on the aforesaid plats of survey;

NOW THEREFORE, BE IT ORDAINED by the Town Council of the Town of Warrenton, Virginia, as follows:

1. That the Council vacates the portions of the subdivision plats showing the Original Lots and Easements; and
2. That the Town's staff and Town attorney are hereby directed to execute a deed of vacation of such Original Lots and Easements to be recorded and registered with the Land Records of Fauquier County, and take any other actions necessary to give effect to this Ordinance.

Votes:

Ayes:

Nays:

Absent from Meeting:

For Information:

Town Attorney



STAFF REPORT

Council Meeting Date:	May 13, 2025
Agenda Title:	An Ordinance to Amend Chapter 15, Article IV, Real Estate Tax Relief for the Elderly
Requested Action:	Consider the proposed ordinance for adoption
Department / Agency Lead:	Department of Finance and Procurement
Staff Lead:	Stephanie Miller, Director of Finance

EXECUTIVE SUMMARY

The Fauquier County Commissioner of the Revenue serves as the assessor for real estate and personal property located in the town of Warrenton. The Commissioner administers a program to provide tax exemptions for real estate and personal property owned by persons who are 65 years of age or older, or permanently and totally disabled.

BACKGROUND

Chapter 15, Article IV of the Town Code currently provides a provision for real estate tax relief for the elderly and disabled. The Town's intention is to mirror the provisions of the County Code to allow for approved County tax relief exemptions to flow through to the individual's Town tax liability. The Town Code section varies from the County's Code in the following ways (variances highlighted in yellow):

1. Sec. 15-67. - Eligibility for exemption.

Request to update acreage to match the County Code.

The County's code provides that any person sixty-five (65) years of age or older on December 31 of the year immediately preceding the taxable year who owns or partially owns a dwelling as the sole dwelling of that person, or who is sixty-five (65) years of age and resides in a hospital, nursing home, convalescent home or other facility for physical or mental care for extended periods of time, provided such residence is not used or leased to others for consideration or who is determined to be permanently and totally disabled as defined herein, shall be eligible for and may apply for an exemption of real estate taxes on such dwelling and land, in an amount not to exceed **five (5) acres** on which it is situated.

The Town's code currently provides that the exemption may be applied for land not to exceed one (1) acre. The proposed ordinance will update this section of the Town code from one (1) acre to five (5) acres.

2. Sec. 15-67. - Eligibility for exemption.

Request to update income limitation to match the County code.

The County's code provides that the total combined income during the immediately preceding calendar year from all sources of the owners of the dwelling living therein and of the owners' relatives living in the dwelling does not exceed **seventy-two thousand dollars (\$72,000.00)**, the first ten thousand dollars (\$10,000.00) of the income of each relative, other than spouse, of the owner or owners, who is living in the dwelling shall not be included in such total.

Where the County code specifies a limitation of \$72,000, the Town's code provides for an income limitation of \$58,000. The proposed ordinance will update this section of the Town code from \$58,000 to \$72,000.

3. New Section 15-69. Application for personal property exemption.

Request to add provision for personal property exemption.

The County's code section extends the application for tax relief to personal property in addition to real estate. The Town has followed these exemptions to date, but the Town's code provision does not specify that it extends to personal property. This update will align the Town Code to the Commissioner's program requirements.

Other minor aspects of the code section have been updated or reformatted, including amending the title of the code section, but do not substantially alter any provisions of the code. Attached to the agenda item are a marked-up version of the current code and a final version with the proposed amendments.

STAFF RECOMMENDATION

Staff recommend approval of the attached ordinance to update Chapter 15, Article IV of the Town Code to align to the Commissioner's tax relief program.

Service Level/Collaborative Impact

The proposed ordinance will ensure that the Town's Code for tax relief for elderly and totally and permanently disabled persons aligns with the program requirements of the Fauquier County Commissioner of the Revenue.

Policy Direction/Warrenton Plan 2040

n/a

Fiscal Impact

There is no fiscal impact as these updates align our Code to the requirements of the program that the Town already honors in practice.

Legal Impact

n/a

ATTACHMENTS

1. Ordinance 2025-03, An Ordinance to Amend Chapter 15, Article IV – Real Estate Tax Relief for the Elderly of the Town of Warrenton Code of Ordinances
2. ARTICLE_IV.___REAL_ESTATE_TAX_RELIEF_FOR_THE_ELDERLY with markup
3. ARTICLE_IV.___REAL_ESTATE_AND_PERSONAL_PROPERTY_TAX_RELIEF_FOR_ELDERLY_AND_DISABLED_PERSONS_final

May 13, 2025
Town Council
Regular Meeting
Ord. No. 2025-04

ORDINANCE 2025-04
AN ORDINANCE TO AMEND CHAPTER 15, ARTICLE IV – REAL ESTATE TAX RELIEF FOR THE ELDERLY
OF THE TOWN OF WARRENTON CODE OF ORDINANCES

WHEREAS, Chapter 15, Article IV, of the Code of the Town of Warrenton (hereinafter the “Town”) provides a provision for real estate tax relief for the elderly and disabled; and

WHEREAS, the Fauquier County Commissioner of the Revenue serves as the assessor for real and personal property located in the Town and administers the application and approval process to provide Tax Relief for the Elderly and Disabled. This program provides an exemption on real estate and personal property for persons aged 65 and over or persons who are permanently and totally disabled and who meet certain income and net financial worth requirements; and

WHEREAS, Town Code Chapter 15, Article IV requires several updates to align with the requirements of the County’s tax relief program, including acreage, income limits, and to provide a provision for personal property tax exemptions; and

NOW THEREFORE BE IT ORDAINED, by the Town Council of the Town of Warrenton, Virginia, this 13th Day of May 2025, that Chapter 15, Article IV of the Code of the Town of Warrenton be, and hereby, is amended as provided in the attachment.

ATTACHMENT: Article IV. Real Estate and Personal Property Tax Relief for Elderly and Disabled Persons.

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

For Information:

ATTEST: _____
Town Recorder

PART II - THE CODE
Chapter 15 - TAXATION

ARTICLE IV. REAL ESTATE AND PERSONAL PROPERTY TAX RELIEF FOR ELDERLY AND DISABLED PERSONS

**ARTICLE IV. REAL ESTATE AND PERSONAL PROPERTY TAX RELIEF FOR ELDERLY
AND DISABLED PERSONS¹**

Sec. 15-66. Definitions.

For the purposes of this article, the following words and phrases shall have the meanings respectively ascribed to them by this section:

Net combined financial worth. All assets of the owners of the dwelling and the spouse of any owner who resides therein, including equitable interests but excluding the value of the dwelling and the land in an amount not to exceed one (1) acre upon which it is situated.

Permanently and totally disabled. Any person unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment or deformity which can be expected to result in death or can be expected to last for the duration of such person's life.

Total combined income. Gross income from all sources, of the owners of the dwelling residing therein and of any relatives of the owner who reside in the dwelling.

(Code 1981, § 16-13)

State law reference(s)—"Permanently and totally disabled" defined, Code of Virginia, § 58.1-3217.

Sec. 15-67. Eligibility for exemption.

Any person sixty-five (65) years of age or older on December 31 of the year immediately preceding the taxable year who owns or partially owns a dwelling as the sole dwelling of that person, or who is sixty-five (65) years of age and resides in a hospital, nursing home, convalescent home or other facility for physical or mental care for extended periods of time, provided such residence is not used or leased to others for consideration or who is determined to be permanently and totally disabled as defined herein, shall be eligible for and may apply for an exemption of real estate taxes on such dwelling and land, in an amount not to exceed five (5) acres on which it is situated; provided that:

- (1) The total combined income during the immediately preceding calendar year from all sources of the owners of the dwelling living therein and of the owners' relatives living in the dwelling does not exceed seventy-two thousand dollars (\$72,000.00), the first ten thousand dollars (\$10,000.00) of the income of each relative, other than spouse, of the owner or owners, who is living in the dwelling shall not be included in such total.
- (2) Notwithstanding subsection (1) of this section, if a person has already qualified for an exemption or deferral under this article, and if the person can prove by clear and convincing evidence that after so qualifying the person's physical or mental health has been deteriorated to the point that the only alternative to permanently residing in a hospital, nursing home, convalescent home or other facility for physical or mental care is to have a relative move in and provide care for the person, and if relative

¹State law reference(s)—Real estate tax exemptions for elderly and handicapped, Code of Virginia, § 58.1-3210 et seq.

does move in for that purpose, then none of the relative's income shall be counted towards the income limit.

- (3) The net combined financial worth, as hereinabove defined, as of December 31 of the immediately preceding year, cannot exceed four hundred forty thousand dollars (\$440,000.00).

(Code 1981, § 16-14; Ord. No. 1989-2, 5-2-89; Ord. No. 1992-17, 8-11-92; Ord. No. 1997-07, 6-10-97; Ord. No. 2017-01, 2-14-17)

State law reference(s)—Restrictions and exemptions, Code of Virginia, §§ 58.1-3211, 58.1-3213; absence from residence, Code of Virginia, § 58.1-3214.

Sec. 15-68. Application for real estate exemption.

- (a) The person claiming an exemption provided for herein, shall file in writing an application with the commissioner of the revenue annually, on a form prescribed by the commissioner. The application shall be accompanied by an affidavit, setting forth the names of all persons occupying such dwellings and stating that the total combined income, and the net combined financial worth, do not exceed the limitations set forth in section 8-3. Such application shall be accepted on a rolling basis throughout the year.
- (b) In lieu of the filing of an annual application once a taxpayer is determined to be eligible, an application may be filed on a three-year cycle with an annual certification by the taxpayer that no information contained on the last preceding application filed has changed to violate the limitations and conditions provided in section 8-3. Such annual certification, on a form prescribed by the commissioner, shall be accepted on a rolling basis throughout the year.
- (c) The commissioner of the revenue may require an applicant to answer questions under oath, as to his requirements under this article or to produce for inspection certified federal income tax returns for the preceding three (3) years to establish the total combined income or net combined financial worth as hereinbefore defined. If such person is under sixty-five (65) years of age, such form shall have attached thereto a certification by the Social Security Administration, the veteran's administration, or the railroad retirement board, or if such person is not eligible for certification by any of these agencies, a sworn affidavit by two (2) medical doctors licensed to practice medicine in the commonwealth, or who are military officers on active duty who practice medicine with the United States Armed Forces, to the effect that the person is permanently and totally disabled as defined in section 8-2. The affidavit of at least one (1) of the doctors shall be based on a physical examination of the person by such doctor. The commissioner of the revenue shall further determine that a permanently disabled person meets the test prescribed in Code of Virginia, 1950, §§ 58.1-3217 and 58.1-3213(c), as amended.

(Code 1981, § 16-15; Ord. No. 1992-18, 8-11-92; Ord. No. 1998-11, 8-11-98)

State law reference(s)—Application for exemption, Code of Virginia, § 58.1-3213.

Sec. 15-69. Application for personal property exemption.

- (a) The person applying under this article shall file annually with the commissioner of the revenue of the county, city or town assessing officer, or such other officer as may be designated by the governing body, on forms to be supplied by the county, city or town concerned, an affidavit setting forth that the total combined net worth, including equitable interests and the combined income from all sources, of the persons specified in Code of Virginia, § 58.1-3506.2 does not exceed the limits prescribed in such ordinance.

- (b) In lieu of the annual affidavit filing requirement, a county, city or town may prescribe by ordinance for the filing of the affidavit on a three-year cycle with an annual certification by the taxpayer that no information contained on the last preceding affidavit filed has changed to violate the limitations and conditions provided herein.
- (c) Notwithstanding the provisions of subsections (a), (b), and (e) of this section, any county, city or town may, by local ordinance, prescribe: (i) the content of the affidavit described in subsection (a), subject to the requirements established in Code of Virginia, § 58.1-3506.2; and (ii) the frequency with which an affidavit, or certification as described in subsection (b) of this section must be filed, and may include a procedure for late filing of affidavits.
- (d) If such person is under sixty-five (65) years of age, the form shall have attached thereto a certification by the Social Security Administration, the department of veterans affairs or the railroad retirement board or, if such person is not eligible for certification by any of these agencies, a sworn affidavit by two medical doctors who are either licensed to practice medicine in the commonwealth or are military officers on active duty who practice medicine with the United States Armed Forces, to the effect that the person is permanently and totally disabled, as defined in Code of Virginia, § 58.1-3506.3. The affidavit of at least one (1) of the doctors shall be based upon a physical examination of the person by the doctor. The affidavit of one (1) of the doctors may be based upon medical information contained in the records of the civil service commission which is relevant to the standards for determining permanent and total disability as defined in Code of Virginia, § 8.1-3506.3.
- (e) Such affidavit or certification shall be filed after January 1 of each year, but before April 1, or such later date as may be fixed by ordinance. Such ordinance may include a procedure for late filing by first-time applicants or for hardship cases.
- (f) The commissioner of the revenue or town assessing officer, or another officer designated by the governing body of the county, city or town, shall also make any other reasonably necessary inquiry of persons applying under this article, requiring answers under oath, to determine qualifications as specified herein, including qualification as permanently and totally disabled as defined in Code of Virginia, § 58.1-3506.3, or as specified by county, city or town ordinance. The local governing body may, in addition, require the production of certified tax returns to establish the income or financial worth of any applicant for tax relief.

Sec. 15-70. Changes in ownership, income or financial worth.

- (a) Any change in respect to total combined income, net combined financial worth, ownership of the dwelling exempted, or other factors, which occur during the taxable year for which the affidavit is filed, and which has the effect of exceeding or violating the limitations and conditions of this article, receive the exemption or deferral for the portion of the year during which he or she qualifies and lose the exemption or deferral only for the remainder of the year, and the taxable year immediately following. However, change in ownership to a spouse due to the death of the qualified individual will result in a prorated exemption for the then-eligible year. Such prorated portion shall be determined by multiplying the amount of the exemption or deferral by a fraction wherein the number of complete months of the year such property was properly eligible for such exemption or deferral is the numerator and the number of twelve (12) is the denominator.
- (b) An individual who does not qualify for the exemption under this article based upon the previous year's income limitations and financial worth limitations, may nonetheless qualify for the current year by filing an affidavit that clearly shows a substantial change of circumstances, that was not volitional on the part of the individual to become eligible for the exemption, and will result in income and financial worth levels that are within the limitations of the ordinance.
- (c) A death of a spouse, resulting in loss of income during the current tax may qualify the surviving spouse, provided that no other source of income with the exception of insurance proceeds is available to the surviving spouse. Upon filing an affidavit as prescribed by the commissioner of the revenue, that includes a

copy of the death certificate and a federal tax return from the immediately preceding calendar year, the current year tax shall be prorated from the date the substantial change in income occurred.

- (d) Any exemption under this section is conditioned upon the individual filing another affidavit in the year following the year in which the exemption was granted, showing that the actual income and financial net worth levels were within the limitations set by the ordinance. If the actual income and financial net worth levels exceeded the limitations, any exemption granted shall be nullified for that taxable year and the taxable year immediately following.

(Code 1981, § 16-16; Ord. No. 1992-19, 8-11-92)

State law reference(s)—Similar provisions, Code of Virginia, § 58.1-3215.

Sec. 15-71. Amount of exemption; proration.

- (a) Real estate described in section 15-67 shall be exempt from real estate taxes under the provision of this article for any year in which proper application is made; provided, that if the ownership of the property for which application for exemption is made is not held solely by the applicant, or jointly with the applicant's spouse, then the amount of the tax exemption hereunder shall be in proportion to the applicant's ownership interest in the subject real property, as that ownership interest may appear.
- (b) A change in ownership to a spouse, when such change results solely from the death of the qualifying individual, or a sale of such property, shall result in a prorated exemption for the then current taxable year. The proceeds of the sale which would result in the prorated exemption or deferral shall not be included in the computation of net worth or income as provided in section 15-67. Such prorated portion shall be determined by multiplying the amount of the exemption or deferral by a fraction wherein the number of complete months of the year such property was properly eligible for such exemption or deferral is the numerator and the number of twelve (12) is the denominator.

(Code 1981, § 16-17; Ord. No. 1992-20, 8-11-92)

Sec. 15-72. Notification to finance director of eligible persons.

The county commissioner of the revenue shall annually certify to the town finance director those persons who qualify under this article for an exemption and the amount thereof. The finance director shall deduct the amount of exemption from the applicant's real estate tax bill for that year.

(Code 1981, § 16-18)

Secs. 15-73—15-85. Reserved.

PART II - THE CODE
Chapter 15 - TAXATION

ARTICLE IV. REAL ESTATE AND PERSONAL PROPERTY TAX RELIEF FOR ELDERLY AND DISABLED PERSONS

**ARTICLE IV. REAL ESTATE AND PERSONAL PROPERTY TAX RELIEF FOR ELDERLY
AND DISABLED PERSONS¹**

Sec. 15-66. Definitions.

For the purposes of this article, the following words and phrases shall have the meanings respectively ascribed to them by this section:

Net combined financial worth. All assets of the owners of the dwelling and the spouse of any owner who resides therein, including equitable interests but excluding the value of the dwelling and the land in an amount not to exceed one (1) acre upon which it is situated.

Permanently and totally disabled. Any person unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment or deformity which can be expected to result in death or can be expected to last for the duration of such person's life.

Total combined income. Gross income from all sources, of the owners of the dwelling residing therein and of any relatives of the owner who reside in the dwelling.

(Code 1981, § 16-13)

State law reference(s)—"Permanently and totally disabled" defined, Code of Virginia, § 58.1-3217.

Sec. 15-67. Eligibility for exemption.

Any person sixty-five (65) years of age or older on December 31 of the year immediately preceding the taxable year who owns or partially owns a dwelling as the sole dwelling of that person, or who is sixty-five (65) years of age and resides in a hospital, nursing home, convalescent home or other facility for physical or mental care for extended periods of time, provided such residence is not used or leased to others for consideration or who is determined to be permanently and totally disabled as defined herein, shall be eligible for and may apply for an exemption of real estate taxes on such dwelling and land, in an amount not to exceed five (5) acres on which it is situated; provided that:

- (1) The total combined income during the immediately preceding calendar year from all sources of the owners of the dwelling living therein and of the owners' relatives living in the dwelling does not exceed seventy-two thousand dollars (\$72,000.00), the first ten thousand dollars (\$10,000.00) of the income of each relative, other than spouse, of the owner or owners, who is living in the dwelling shall not be included in such total.
- (2) Notwithstanding subsection (1) of this section, if a person has already qualified for an exemption or deferral under this article, and if the person can prove by clear and convincing evidence that after so qualifying the person's physical or mental health has been deteriorated to the point that the only alternative to permanently residing in a hospital, nursing home, convalescent home or other facility for physical or mental care is to have a relative move in and provide care for the person, and if relative

¹State law reference(s)—Real estate tax exemptions for elderly and handicapped, Code of Virginia, § 58.1-3210 et seq.

does move in for that purpose, then none of the relative's income shall be counted towards the income limit.

- (3) The net combined financial worth, as hereinabove defined, as of December 31 of the immediately preceding year, cannot exceed four hundred forty thousand dollars (\$440,000.00).

(Code 1981, § 16-14; Ord. No. 1989-2, 5-2-89; Ord. No. 1992-17, 8-11-92; Ord. No. 1997-07, 6-10-97; Ord. No. 2017-01, 2-14-17)

State law reference(s)—Restrictions and exemptions, Code of Virginia, §§ 58.1-3211, 58.1-3213; absence from residence, Code of Virginia, § 58.1-3214.

Sec. 15-68. Application for real estate exemption.

- (a) The person claiming an exemption provided for herein, shall file in writing an application with the commissioner of the revenue annually, on a form prescribed by the commissioner. The application shall be accompanied by an affidavit, setting forth the names of all persons occupying such dwellings and stating that the total combined income, and the net combined financial worth, do not exceed the limitations set forth in section 8-3. Such application shall be accepted on a rolling basis throughout the year.
- (b) In lieu of the filing of an annual application once a taxpayer is determined to be eligible, an application may be filed on a three-year cycle with an annual certification by the taxpayer that no information contained on the last preceding application filed has changed to violate the limitations and conditions provided in section 8-3. Such annual certification, on a form prescribed by the commissioner, shall be accepted on a rolling basis throughout the year.
- (c) The commissioner of the revenue may require an applicant to answer questions under oath, as to his requirements under this article or to produce for inspection certified federal income tax returns for the preceding three (3) years to establish the total combined income or net combined financial worth as hereinbefore defined. If such person is under sixty-five (65) years of age, such form shall have attached thereto a certification by the Social Security Administration, the veteran's administration, or the railroad retirement board, or if such person is not eligible for certification by any of these agencies, a sworn affidavit by two (2) medical doctors licensed to practice medicine in the commonwealth, or who are military officers on active duty who practice medicine with the United States Armed Forces, to the effect that the person is permanently and totally disabled as defined in section 8-2. The affidavit of at least one (1) of the doctors shall be based on a physical examination of the person by such doctor. The commissioner of the revenue shall further determine that a permanently disabled person meets the test prescribed in Code of Virginia, 1950, §§ 58.1-3217 and 58.1-3213(c), as amended.

(Code 1981, § 16-15; Ord. No. 1992-18, 8-11-92; Ord. No. 1998-11, 8-11-98)

State law reference(s)—Application for exemption, Code of Virginia, § 58.1-3213.

Sec. 15-69. Application for personal property exemption.

- (a) The person applying under this article shall file annually with the commissioner of the revenue of the county, city or town assessing officer, or such other officer as may be designated by the governing body, on forms to be supplied by the county, city or town concerned, an affidavit setting forth that the total combined net worth, including equitable interests and the combined income from all sources, of the persons specified in Code of Virginia, § 58.1-3506.2 does not exceed the limits prescribed in such ordinance.

- (b) In lieu of the annual affidavit filing requirement, a county, city or town may prescribe by ordinance for the filing of the affidavit on a three-year cycle with an annual certification by the taxpayer that no information contained on the last preceding affidavit filed has changed to violate the limitations and conditions provided herein.
- (c) Notwithstanding the provisions of subsections (a), (b), and (e) of this section, any county, city or town may, by local ordinance, prescribe: (i) the content of the affidavit described in subsection (a), subject to the requirements established in Code of Virginia, § 58.1-3506.2; and (ii) the frequency with which an affidavit, or certification as described in subsection (b) of this section must be filed, and may include a procedure for late filing of affidavits.
- (d) If such person is under sixty-five (65) years of age, the form shall have attached thereto a certification by the Social Security Administration, the department of veterans affairs or the railroad retirement board or, if such person is not eligible for certification by any of these agencies, a sworn affidavit by two medical doctors who are either licensed to practice medicine in the commonwealth or are military officers on active duty who practice medicine with the United States Armed Forces, to the effect that the person is permanently and totally disabled, as defined in Code of Virginia, § 58.1-3506.3. The affidavit of at least one (1) of the doctors shall be based upon a physical examination of the person by the doctor. The affidavit of one (1) of the doctors may be based upon medical information contained in the records of the civil service commission which is relevant to the standards for determining permanent and total disability as defined in Code of Virginia, § 8.1-3506.3.
- (e) Such affidavit or certification shall be filed after January 1 of each year, but before April 1, or such later date as may be fixed by ordinance. Such ordinance may include a procedure for late filing by first-time applicants or for hardship cases.
- (f) The commissioner of the revenue or town assessing officer, or another officer designated by the governing body of the county, city or town, shall also make any other reasonably necessary inquiry of persons applying under this article, requiring answers under oath, to determine qualifications as specified herein, including qualification as permanently and totally disabled as defined in Code of Virginia, § 58.1-3506.3, or as specified by county, city or town ordinance. The local governing body may, in addition, require the production of certified tax returns to establish the income or financial worth of any applicant for tax relief.

Sec. 15-70. Changes in ownership, income or financial worth.

- (a) Any change in respect to total combined income, net combined financial worth, ownership of the dwelling exempted, or other factors, which occur during the taxable year for which the affidavit is filed, and which has the effect of exceeding or violating the limitations and conditions of this article, receive the exemption or deferral for the portion of the year during which he or she qualifies and lose the exemption or deferral only for the remainder of the year, and the taxable year immediately following. However, change in ownership to a spouse due to the death of the qualified individual will result in a prorated exemption for the then-eligible year. Such prorated portion shall be determined by multiplying the amount of the exemption or deferral by a fraction wherein the number of complete months of the year such property was properly eligible for such exemption or deferral is the numerator and the number of twelve (12) is the denominator.
- (b) An individual who does not qualify for the exemption under this article based upon the previous year's income limitations and financial worth limitations, may nonetheless qualify for the current year by filing an affidavit that clearly shows a substantial change of circumstances, that was not volitional on the part of the individual to become eligible for the exemption, and will result in income and financial worth levels that are within the limitations of the ordinance.
- (c) A death of a spouse, resulting in loss of income during the current tax may qualify the surviving spouse, provided that no other source of income with the exception of insurance proceeds is available to the

surviving spouse. Upon filing an affidavit as prescribed by the commissioner of the revenue, that includes a copy of the death certificate and a federal tax return from the immediately preceding calendar year, the current year tax shall be prorated from the date the substantial change in income occurred.

- (d) Any exemption under this section is conditioned upon the individual filing another affidavit in the year following the year in which the exemption was granted, showing that the actual income and financial net worth levels were within the limitations set by the ordinance. If the actual income and financial net worth levels exceeded the limitations, any exemption granted shall be nullified for that taxable year and the taxable year immediately following.

(Code 1981, § 16-16; Ord. No. 1992-19, 8-11-92)

State law reference(s)—Application for exemption, Code of Virginia, § 58.1-3213.

Sec. 15-71. Amount of exemption; proration.

- (a) Real estate described in section 15-67 shall be exempt from real estate taxes under the provision of this article for any year in which proper application is made; provided, that if the ownership of the property for which application for exemption is made is not held solely by the applicant, or jointly with the applicant's spouse, then the amount of the tax exemption hereunder shall be in proportion to the applicant's ownership interest in the subject real property, as that ownership interest may appear.
- (b) A change in ownership to a spouse, when such change results solely from the death of the qualifying individual, or a sale of such property, shall result in a prorated exemption for the then current taxable year. The proceeds of the sale which would result in the prorated exemption or deferral shall not be included in the computation of net worth or income as provided in section 15-67. Such prorated portion shall be determined by multiplying the amount of the exemption or deferral by a fraction wherein the number of complete months of the year such property was properly eligible for such exemption or deferral is the numerator and the number of twelve (12) is the denominator.

(Code 1981, § 16-17; Ord. No. 1992-20, 8-11-92)

Sec. 15-72. Notification to finance director of eligible persons.

The county commissioner of the revenue shall annually certify to the town finance director those persons who qualify under this article for an exemption and the amount thereof. The finance director shall deduct the amount of exemption from the applicant's real estate tax bill for that year.

(Code 1981, § 16-18)

Secs. 15-73—15-85. Reserved.

May 13, 2025
 Town Council
 Public Hearing
 Ordinance 2025-05

**ORDINANCE 2025-03 AN ORDINANCE TO ESTABLISH TAX RATES FOR THE TAX YEAR BEGINNING
 JANUARY 1, 2025**

BE IT ORDAINED by the Council of the Town of Warrenton, Virginia, that the following tax rates are hereby levied for the tax year beginning January 1, 2025:

Real Property	\$0.065 per \$100 assessed value
Mobile Homes	\$0.00 per \$100 assessed value
Tangible Personal Property-General	\$1.00 per \$100 assessed value
Tangible Personal Property-Handicapped	\$0.00 per \$100 assessed value
Motor Homes, Campers and Boats	\$0.00 per \$100 assessed value
Machinery and Tools	\$1.00 per \$100 assessed value
Business Personal Property & Computers	\$1.00 per \$100 assessed value
Bank Stock	\$0.80 per \$100 of net capital

Tangible Personal Property as defined in Section 58.1-3504 of the Code of Virginia of 1950, as amended, shall be exempt from taxation under this ordinance.

Votes:

Ayes:

Nays:

Absent from Meeting:

For Information:

Budget Manager

ATTEST: _____
 Town Recorder

May 13, 2025
 Town Council
 Public Hearing
 Ordinance 2025-05

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 JANUARY 1, 2025**

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Real Property	\$0.06 per \$100 assessed value
Mobile Homes	\$0.00 per \$100 assessed value
Tangible Personal Property-General	\$1.00 per \$100 assessed value
Tangible Personal Property-Handicapped	\$0.00 per \$100 assessed value
Motor Homes, Campers and Boats	\$0.00 per \$100 assessed value
Machinery and Tools	\$1.00 per \$100 assessed value
Business Personal Property & Computers	\$1.00 per \$100 assessed value
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Votes:

Ayes:

Nays:

Absent from Meeting:

For Information:

Budget Manager

ATTEST: _____
 Town Recorder

May 13, 2025
Town Council
Public Hearing
Ordinance 2025-05

**ORDINANCE 2025-03 AN ORDINANCE TO ESTABLISH TAX RATES FOR THE TAX YEAR BEGINNING
JANUARY 1, 2025**

BE IT ORDAINED by the Council of the Town of Warrenton, Virginia, that the following tax rates are hereby levied for the tax year beginning January 1, 2025:

Real Property	\$0.055 per \$100 assessed value
Mobile Homes	\$0.00 per \$100 assessed value
Tangible Personal Property-General	\$1.00 per \$100 assessed value
Tangible Personal Property-Handicapped	\$0.00 per \$100 assessed value
Motor Homes, Campers and Boats	\$0.00 per \$100 assessed value
Machinery and Tools	\$1.00 per \$100 assessed value
Business Personal Property & Computers	\$1.00 per \$100 assessed value
Bank Stock	\$0.80 per \$100 of net capital

Tangible Personal Property as defined in Section 58.1-3504 of the Code of Virginia of 1950, as amended, shall be exempt from taxation under this ordinance.

Votes:

Ayes:

Nays:

Absent from Meeting:

For Information:

Budget Manager

ATTEST: _____
Town Recorder

May 13, 2025
 Town Council
 Public Hearing
 Ordinance 2025-05

**ORDINANCE 2025-03 AN ORDINANCE TO ESTABLISH TAX RATES FOR THE TAX YEAR BEGINNING
 JANUARY 1, 2025**

BE IT ORDAINED by the Council of the Town of Warrenton, Virginia, that the following tax rates are hereby levied for the tax year beginning January 1, 2025:

Real Property	\$0.05 per \$100 assessed value
Mobile Homes	\$0.00 per \$100 assessed value
Tangible Personal Property-General	\$1.00 per \$100 assessed value
Tangible Personal Property-Handicapped	\$0.00 per \$100 assessed value
Motor Homes, Campers and Boats	\$0.00 per \$100 assessed value
Machinery and Tools	\$1.00 per \$100 assessed value
Business Personal Property & Computers	\$1.00 per \$100 assessed value
Bank Stock	\$0.80 per \$100 of net capital

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Votes:

Ayes:

Nays:

Absent from Meeting:

For Information:

Budget Manager

ATTEST: _____
 Town Recorder

May 13, 2025
Town Council
Public Hearing
Ordinance 2025-05

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JANUARY 1, 2025**

BE IT ORDAINED by the Council of the Town of Warrenton, Virginia, that the following tax rates are hereby levied for the tax year beginning January 1, 2025:

Real Property	\$0.045 per \$100 assessed value
Mobile Homes	\$0.00 per \$100 assessed value
Tangible Personal Property-General	\$1.00 per \$100 assessed value
Tangible Personal Property-Handicapped	\$0.00 per \$100 assessed value
Motor Homes, Campers and Boats	\$0.00 per \$100 assessed value
Machinery and Tools	\$1.00 per \$100 assessed value
Business Personal Property & Computers	\$1.00 per \$100 assessed value
Bank Stock	\$0.80 per \$100 of net capital

Tangible Personal Property as defined in Section 58.1-3504 of the Code of Virginia of 1950, as amended, shall be exempt from taxation under this ordinance.

Votes:

Ayes:

Nays:

Absent from Meeting:

For Information:

Budget Manager

ATTEST: _____
Town Recorder

May 13, 2025
 Town Council
 Public Hearing
 Ordinance 2025-05

**ORDINANCE 2025-03 AN ORDINANCE TO ESTABLISH TAX RATES FOR THE TAX YEAR BEGINNING
 JANUARY 1, 2025**

BE IT ORDAINED by the Council of the Town of Warrenton, Virginia, that the following tax rates are hereby levied for the tax year beginning January 1, 2025:

Real Property	\$0.0401 per \$100 assessed value
Mobile Homes	\$0.00 per \$100 assessed value
Tangible Personal Property-General	\$1.00 per \$100 assessed value
Tangible Personal Property-Handicapped	\$0.00 per \$100 assessed value
Motor Homes, Campers and Boats	\$0.00 per \$100 assessed value
Machinery and Tools	\$1.00 per \$100 assessed value
Business Personal Property & Computers	\$1.00 per \$100 assessed value
Bank Stock	\$0.80 per \$100 of net capital

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

Item a.

STAFF REPORT

Council Meeting Date:	May 13th, 2025.
Agenda Title:	Quarterly Reports
Requested Action:	Receive the Departmental Reports- Informational
Department / Agency Lead:	All
Staff Lead:	Mr. Frank Cassidy, Town Manager.

EXECUTIVE SUMMARY

Departmental quarterly reports are a tool that the Town Staff uses to promote transparency and show the projects and actions that various departments have undertaken. They are presented on the following schedule.

Quarter One

July, August, September

Reports to Council are presented in November.

Quarter Two

October, November December

Reports to Council are presented in February.

Quarter Three

January, February March,

Reports to Council are presented in May.

Quarter Four

April, May, June

Reports to Council are presented in August.

Current Staff reports

- Finance & Procurement
- Parks and Recreation
- Warrenton Police Department
- Community Development
- Public Works and Utilities
- Information and Technology
- Capital Improvement Plan
- Street Maintenance
- Facilities and Fleet Management
- Human Capital
- Emergency Management

Quarterly Report Police

Department

Town Council Meeting Date: May 13, 2025

Third Quarter FY2025: January, February, March



Please accept this as the quarterly report for the **Police** department

Department introduction:

The Warrenton Police Department is a state accredited, full-service law enforcement agency. We provide patrol, investigative, parking and community engagement services. The department is authorized 28 sworn officers, 1 sworn, part-time parking enforcement officer, and three civilian employees. Each of our employees, both sworn and civilian, is well-trained. Our personnel use up-to-date equipment to better serve our citizens.

Commendable Achievements:

- On October 5, 2024, a missing and endangered juvenile female from Warrenton was located in New York City after a weeklong investigation into her disappearance by Corporal Richard Kniatt. Corporal Kniatt collaborated with local and state officials as well as law enforcement and governmental authorities in Washington, D.C. and from four different New York State agencies. As a result of his diligent work and the partnerships created with others during the investigation, Corporal Kniatt was able to track the juvenile from Warrenton to Washington, D.C. to New York City (population of over 8.2 million people stretched over 300 square miles) where she was located and returned safe and sound to her family.
- On October 19, 2024, the Warrenton Police Department participated in the 2024 Battle of the Badges charity softball tournament along with Fauquier County Sheriff's Office, Fauquier County Fire and Rescue, and the Virginia State Police. This free event, open to the public, was held at Fauquier High School and was well attended by town and county residents. The event raised money for the Bridge Community Church Canteen Unit, which supports emergency service workers countywide with adequate personal hydration and nutritional needs as well as creature comforts during prolonged emergency incidents.
- On October 10, 2024, the Warrenton Police Department held its annual awards banquet at the Warrenton Volunteer Fire Company. Many awards were presented, including the Officer of the Year award (Corporal Jason Asplundh) and the Civilian Staff Member of the Year award (Senior Administrative Assistant Jennifer Bush).
- During the quarter, officers of the Warrenton Police Department participated in

community engagement and special events such as Brumfield Elementary School Trunk-or-Treat, Town of Warrenton Halloween Parade, Town of Warrenton Trunk-or-Treat, Town of Warrenton Flashlight Candy Hunt, the Clothesline Project, Highland School Homecoming Dance, American Legion Post 72 Flags-In and Flags-Out projects, Coffee with a Cop (Starbucks), Coffee with a Cop (Goodness & Grace), Senator Tim Kaine visit, Turkey Trot 5K, Shop with a Cop (Teen), Shop with a Cop (Children), Warrenton Christmas Parade, and Wreaths Across America wreath laying ceremony, to name a few.

- On November 21, 2024, Corporal Jason Asplundh was awarded the Law Enforcement Officer of the Year award by the Warrenton Ruritan Club.
- On December 12, 2024, Senior Administrative Assistant Jennifer Bush was named Employee of the Year at the Town of Warrenton annual holiday luncheon and awards banquet.
- On December 16, 2024, Detective Matthew Eggers was promoted to Sergeant after an internal competitive promotional process. Sergeant Eggers is assigned to C Squad (night shift).

Project Progress:

- The Police Department's internal policy review committee continues its good work since its creation in December 2024. This committee, made up of police department employees, reviews the department's policies and procedures and makes recommendations for any improvements. This committee works in collaboration with the department's Community Action Team, a nine-member group of citizens whose mission is to bring the local police department into the 21st century through adopting best policing practices, addressing neighborhood concerns, recognizing issues to protect citizens and community members in a non-biased way, reviewing incidents with sensitive, respect, and objectivity, applying logic and truth to all commentary regarding incidents, and building community trust through transparency and accountability. During the quarter the internal policy review committee and the Community Action Team helped to review and make changes to 12 policies.
- The Police Department continues to aggressively recruit applicants for our vacant sworn officer positions. Currently we have vacancies at the ranks of Sergeant (1), Corporal (1), and Officer (4) in the patrol division. The impact of this number of vacancies is
 1. Increased use of overtime to cover shifts when officers are on leave or in training, when additional responsibilities require upstaffing (special events, special assignments, mental health emergency custody details, etc.), or to handle duties normally handled by a position that is currently vacant

Charts and information:

See included statistical reports for the months of January through March 2025.

Data:

See appended reports.



Quarterly Report

Department of Finance & Procurement

Town Council Meeting Date: May 13, 2025

Second Quarter 2025: January, February, March 2025

Department introduction:

The mission of the Department of Finance and Procurement 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 is responsible for accounting and financial reporting, budget preparation and monitoring, debt management, accounts receivable, accounts payable, payroll processing, procurement, tax billing, utility billing, collections, and investment management.

Project Progress:

Accounting and Financial Reporting:

- Staff are in the initial planning stages for the fiscal year 2025 audit.

Budget:

- Fiscal Year 2026 Proposed Budget:
 - The Town Manager's Proposed Budget was delivered to Council on April 1st.
 - The Budget Manager provided the initial budget presentation to the Council during the work session on April 8th.
 - Town Council held a special budget work session on April 21st.
 - On April 21st, the Town's financial advisors provided a Comprehensive Financial Review to the Town Council.
 - A Public Hearing on the Proposed Budget, Tax Rates, Water and Sewer Rates and other fees will be held on May 13th. Property tax rates (real estate and personal property) must be set at that meeting according to the Town Code.

Tax Administration:

- A public hearing will be held on May 13th to update the Town's code section for tax relief for the elderly and permanently disabled to align with Fauquier County's code. The Fauquier County Commissioner of the Revenue administers this program. The code

update will allow approved applications for exemption to be applied to the taxpayer's Town tax bill.

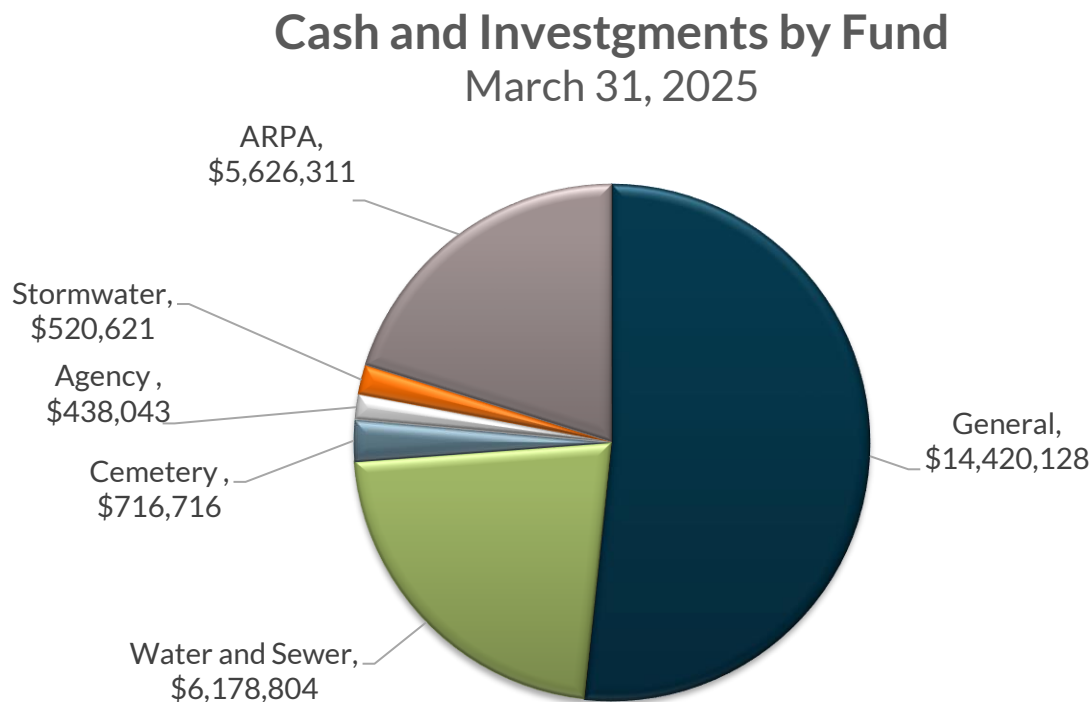
- Upcoming tax due dates:
 - Business License renewal applications were due on April 15th. The business license is based on prior calendar year gross receipts. In general, the gross receipts are trending higher. Bills will be generated and are due on June 30th.
 - Real estate tax and stormwater management fees for the first half of 2025 will be due on June 15th.
 - Brank franchise tax payments are due on June 1st.

Charts and information:

The following charts are provided based on the information contained in the **attached financial statements for the period ending March 31, 2025**. The statements are presented on a cash basis.

Cash and Investments

The following chart shows the cash and investment balances for each of the Town's major funds. The total has decreased by approximately \$5.2 million compared to the same period last year primarily due to the spending of ARPA funds and capital spending.



Reserve Amounts

This section has been modified to provide the unassigned fund balance as of the financial statement date. The council adopted a minimum unassigned fund balance for the General Fund equivalent to 50% of current adopted annual operating expenditures. That policy target for FY25 is \$9.4 million. As of March 31, 2025, the unassigned fund balance falls below that target by \$799,778.

For the Water and Sewer fund, the Council adopted a policy to maintain a cash balance equivalent to 200 days of operating expenses. As of March 31, 2025, the cash balance in the fund falls short of the policy level by \$562,093.

As we close out a fiscal year, many items are adjusted and accrued to the prior fiscal year in July and August. For this reason, falling below these targets is not unusual at this point in the year. For the General Fund, two large revenue sources (BPOL and Bank Franchise Tax) are due in June, plus the first half real estate billing.

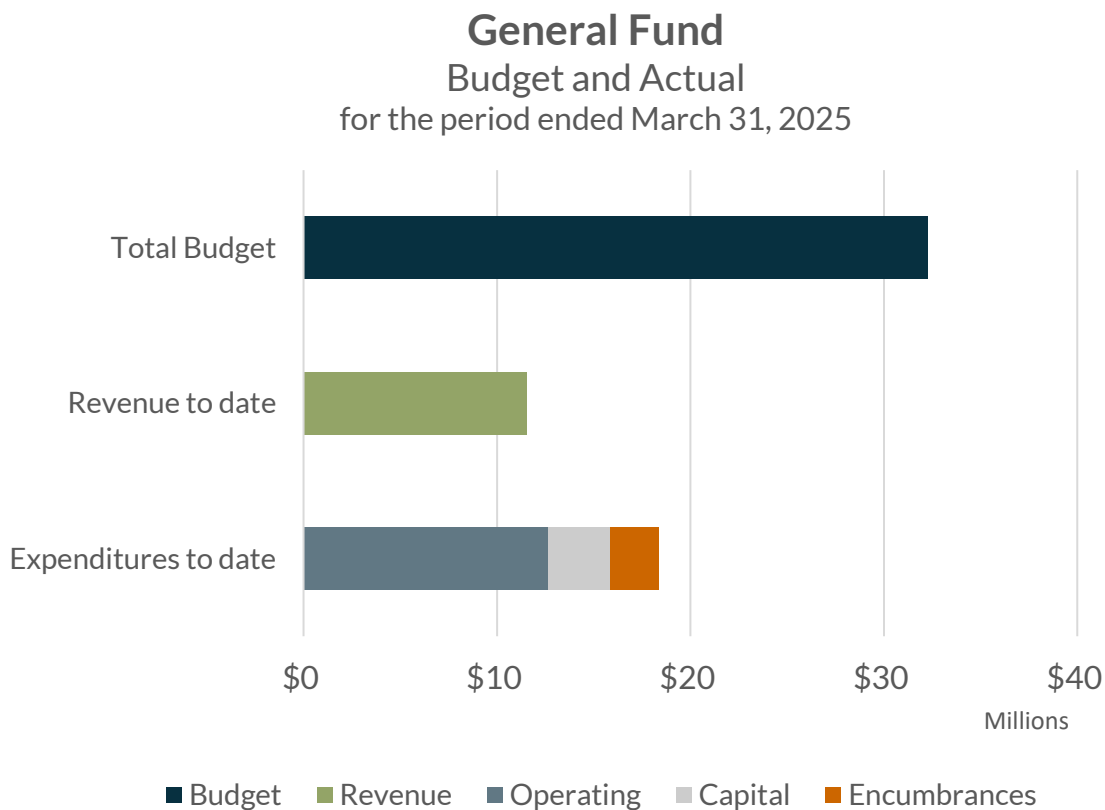
As we progress through the budget process, staff will provide updated projections for compliance with these policies.

Budget and Actual by Fund

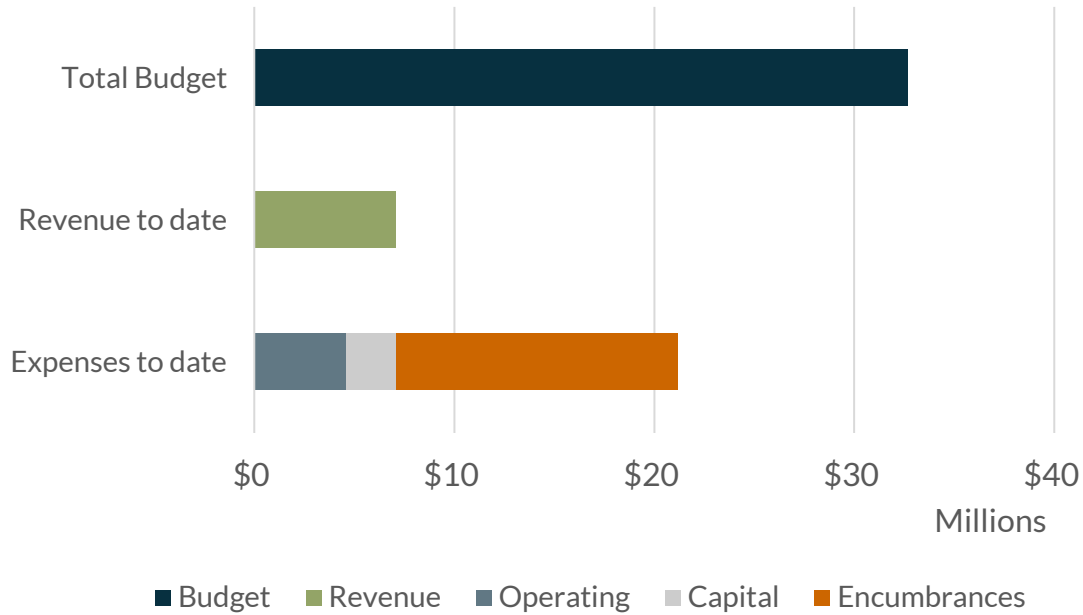
The following pages contain graphs for each fund that compare the budget to the actual revenue or expenditures recorded year-to-date. Capital projects are included for each fund. This can distort the budget-to-actual comparison, since most capital spending crosses over fiscal years.

Each graph shows:

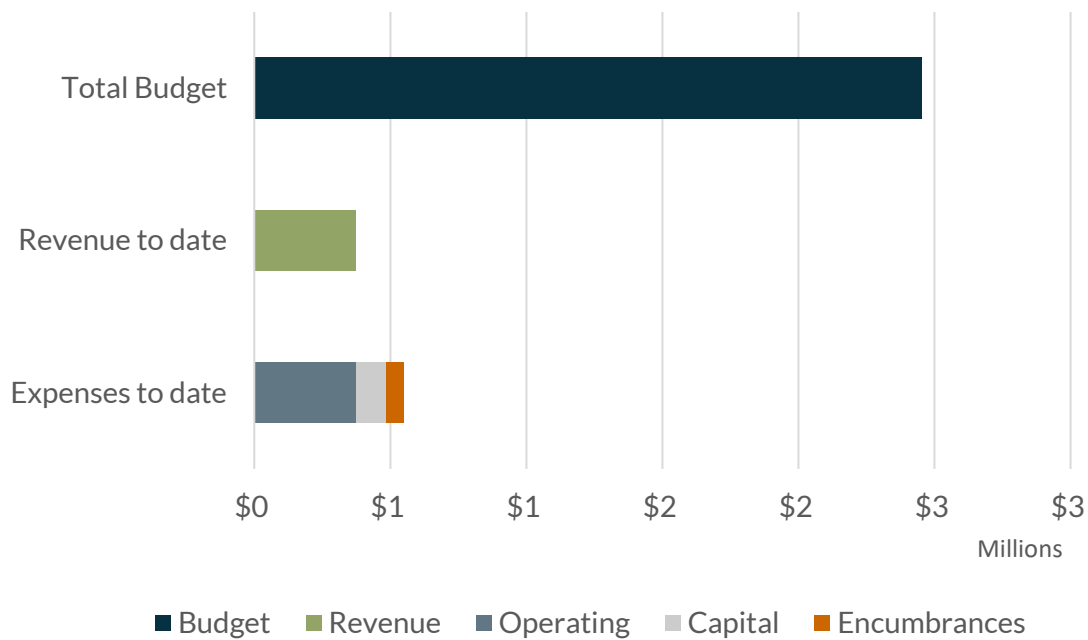
- the total budget for the fund, represented by the dark blue bar at the top of each graph.
- revenue received year-to-date, represented by the green bar.
- expenditures recorded year-to-date.
 - This is further broken down into
 - Operating (blue)
 - Capital (light gray)
 - Encumbrances (orange) – this represents the total value of purchase orders issued to vendors for services, equipment, materials, and supplies. While not part of the actual expenditure as of the end of the period, these amounts will be expended in the coming months.



Water and Sewer Fund
Budget and Actual
for the period ended March 31, 2025



Stormwater Fund
Budget and Actual
for the period ended March 31, 2025

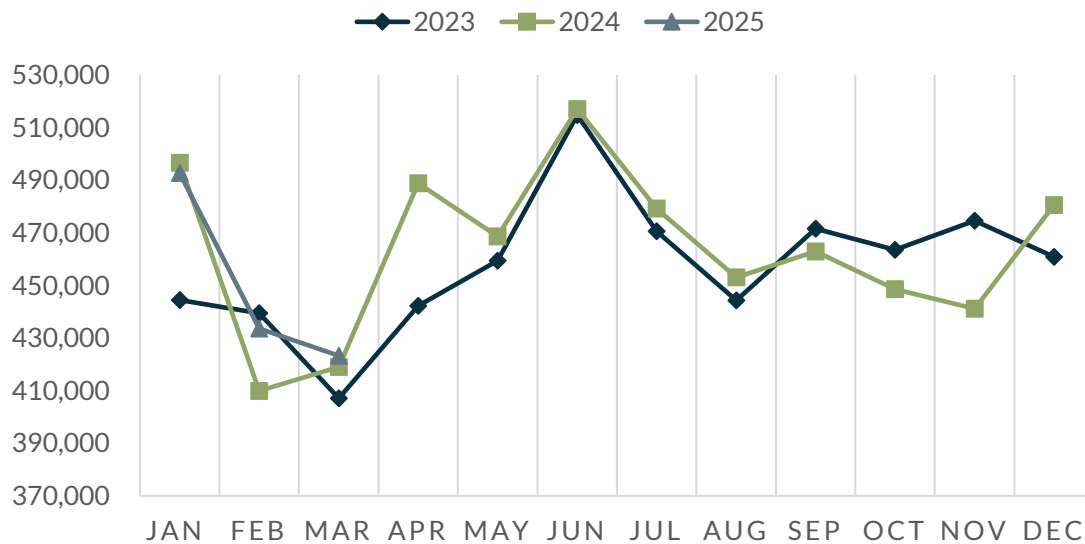


REVENUE TRENDS

A review of monthly revenue categories is provided to assist in understanding how our current receipts compare to prior periods. The data is presented on a cash basis for the current calendar year (2025) and two prior years (2024 and 2023). The monthly revenue categories are Meals Tax, Lodging Tax, Local Sales Tax, and Utility Billing Receipts.

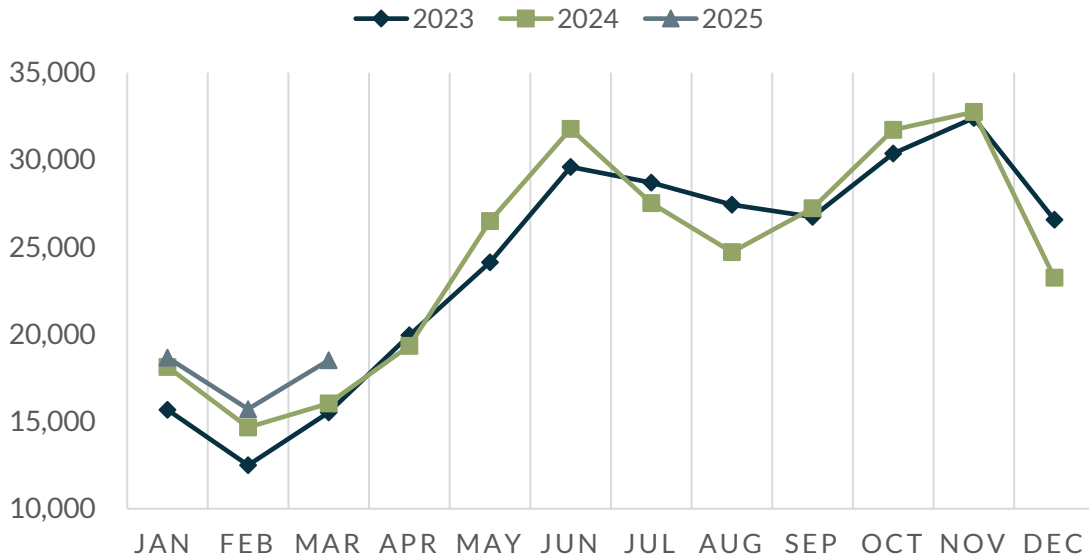
Meals Tax - This is the largest revenue source for the General Fund. Collections for the January through March 2025 are tracking in line with prior year receipts.

MEALS TAX RECEIPTS



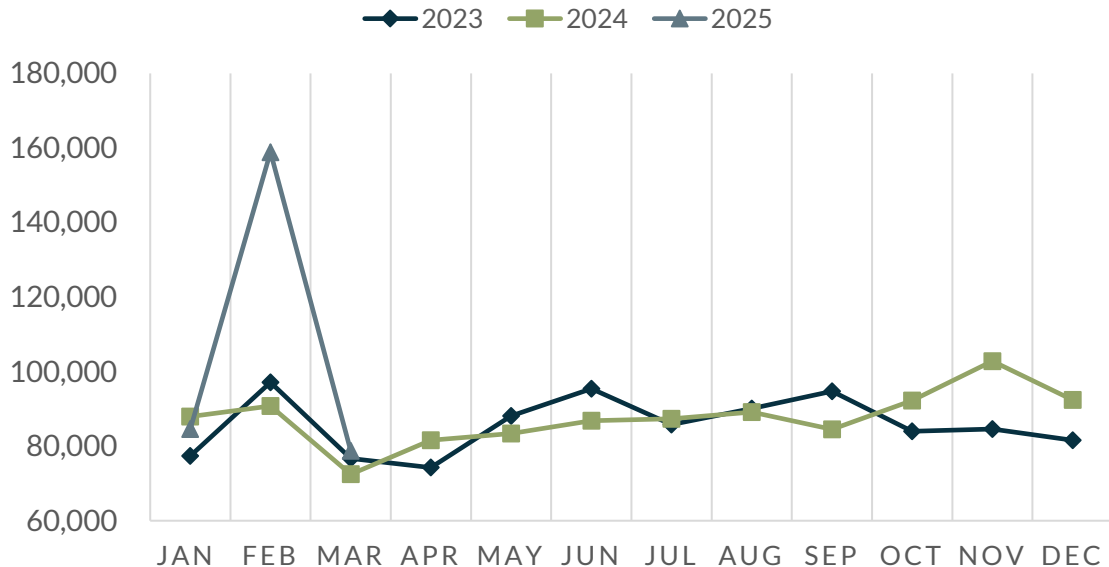
Lodging Tax – Lodging tax revenue has increased slightly this past quarter in comparison to the same period in prior years.

LODGING TAX RECEIPTS

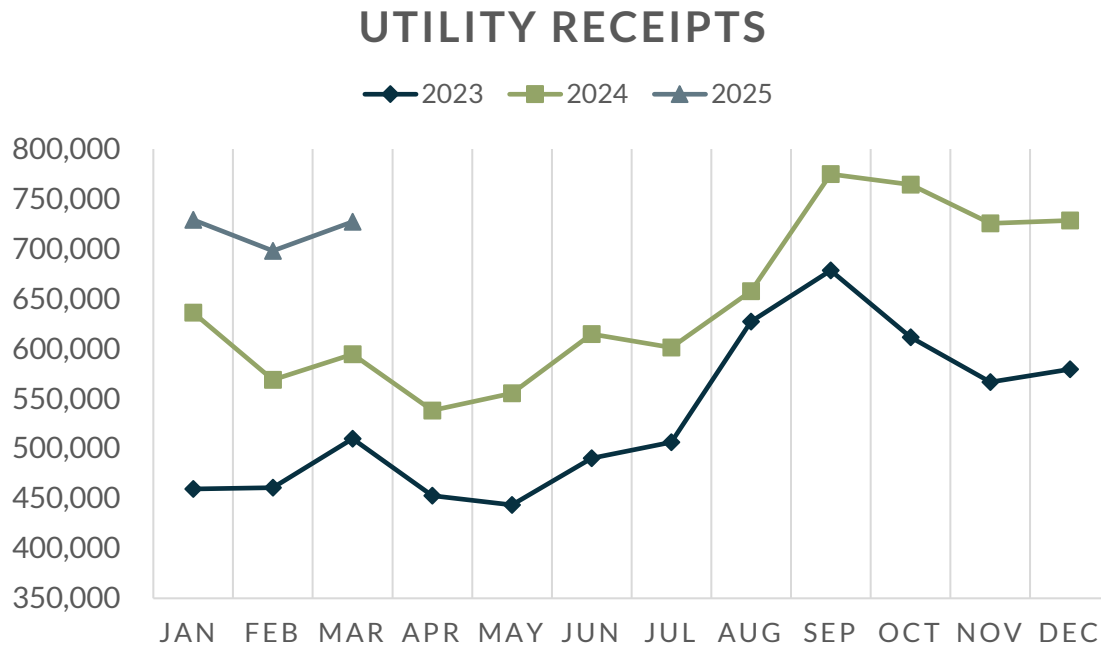


Local Sales Tax – Sales Tax receipts for January and March were trended consistent with 2024 but increased significantly in February. The remittance lags the month of collection by two months (e.g. – sales tax collected in December is received in February).

LOCAL SALES TAX RECEIPTS



Utility Receipts - The chart below shows the monthly receipts for Water and Sewer bills. The increase in the August and September time frame for each year reflects the annual adopted rate increases of approximately 23% in accordance with the Water and Sewer rate study update finalized in 2023.



Data:

DELINQUENT ACCOUNT BALANCES

Real Estate Tax and Stormwater Management Utility Fee

Real Estate tax and the Stormwater Management Utility fee are due twice a year, on June 15th and December 15th. The percentage collected and unpaid balances for FY24 and the first half of FY25 are shown below:

Fiscal Year	Real Estate Tax	Percentage Collected	Unpaid Balance
FY24	2nd half, CY2023	99.4%	\$2,507.25
FY24	1st half, CY2024	99.2%	\$3,317.52
FY25	2nd half, CY2024	98.5%	\$6,221.84

Fiscal Year	Stormwater Utility Fee	Percentage Collected	Unpaid Balance
FY24	2nd half, CY2023	99.4%	\$2,029.26
FY24	1st half, CY2024	99.3%	\$2,573.70
FY25	2nd half, CY2024	98.5%	\$5,390.43

Personal Property Tax and Vehicle License Fee

Personal Property taxes and vehicle license fees are due once a year on December 15th. The percent collected and unpaid balances for the December 15, 2024, billing are shown below:

Fiscal Year	Type	Percentage Collected	Unpaid Balance
FY25	Personal Property Tax	96.7%	\$38,802.44
FY25	Business Personal Property Tax	96.1%	\$16,885.83
FY25	Vehicle License Fee	80.5%	\$44,236.71

Business License Tax

Business license renewal applications are due annually on April 15th for the license year beginning July 1. The payment for the license is due on June 30th. The percentage collected and unpaid balances are shown below for the last three license years.

Fiscal Year	Type	Percentage Collected	Unpaid Balance
FY23	Business License 2023	99.4%	\$13,244.11
FY24	Business License 2024	98.9%	\$25,993.10
FY25	Business License 2025	97.8%	\$52,515.69

Meals Tax

Meals Tax collectors must file for us to know the amount of tax owed. If they fail to file, we may issue a statutory assessment based on the best available information and pursue collection of that amount.

Past Due Amounts and Delinquent Filings: The Town has a total of 90 registered Meals Tax collectors. The following businesses have past due Meals Tax balances or are not current on their filings.

Business	Past Due Amount	No. of Months Past Due Filing
Black Bear Bistro *	\$39,621.83	3
Fat Tuesdays	\$2,116.78	0
Weirddoughs	\$1,907.84	0

** business closed; statutorily assessed for months that were not filed and turned balance over to third-party collection agency; total amount includes penalty and interest*

Lodging Tax

Like Meals Tax, businesses must file for us to create an assessment. All registered collectors are current in their filings and payments.

Sales Tax

Sales tax is remitted to the State each month based on the County, not the Town, that the business is located in. The local 1% is then sent back to the County. The amount to be distributed to the Towns is determined based on the residency of school-aged children. The County retains 50% of that amount and distributes the remaining 50% to the incorporated Towns based on the percentage of school-aged children residing in each town. There is no information provided by the State regarding delinquent accounts.

Utility Billing

The total delinquent balance has increased by \$49,617 compared to March 2024. Some of the increase can be attributed to the 23% rate increase.

WATER AND SEWER OPERATING A/R AGING

	March 31, 2024	March 31, 2025	Incr./(Decr.)
Over 30	42,310	74,452	32,142
Over 60	8,991	23,511	14,520
<u>Over 90</u>	<u>1,863</u>	<u>4,818</u>	<u>2,955</u>
Total	\$ 53,164	\$ 102,781	\$ 49,617



Financial Statements

For the Period Ended March 31, 2025

Table of Contents

- 1 – Cash, Investments and Receivables
- 2 – Budget to Actual – Revenues
- 3 – Budget to Actual – Expenditures

Town of Warrenton, Virginia

Cash, Investment and Receivable Balances

	March 31, 2024	March 31, 2025
<u>CASH</u>		
On Hand	\$ 2,580	\$ 2,580
Checking Accounts	5,801,065	3,533,504
<u>Money Market Accounts</u>	414,858	422,439
TOTAL CASH IN BANK	\$ 6,218,503	\$ 3,958,524

<u>INVESTMENTS</u>		
Virginia Local Government Investment Pool	18,265,946	18,091,710
Virginia Investment Pool	3,753,186	3,963,323
Virginia SNAP	4,889,018	1,887,066
TOTAL INVESTMENTS	\$ 26,908,150	\$ 23,942,099
 TOTAL CASH AND INVESTMENTS	 \$ 33,126,653	 \$ 27,900,623

Comparison of Yields

Virginia Local Government Investment Pool	5.60%	4.52%
Virginia Investment Pool	4.75%	4.46%
Virginia SNAP	5.51%	4.49%

CASH AND INVESTMENT BALANCES BY FUND

General Fund	\$ 15,226,465	\$ 14,420,128
Water and Sewer Operating	\$ 5,334,742	\$ 4,660,079
Water and Sewer Capital	\$ 3,529,243	\$ 1,518,725
Stormwater Fund	\$ 581,991	\$ 520,621
CSLFRF Fund (ARPA)	\$ 7,338,671	\$ 5,626,311
Cemetery	\$ 683,367	\$ 716,716
Agency	\$ 432,174	\$ 438,043

CASH PROFFER BALANCES

Highland	\$ 111,808	\$ 117,550
Recreation	59,905	59,905
Academy Hill Park	29,260	29,260
	\$ 200,973	\$ 206,715

WATER AND SEWER OPERATING A/R AGING

	March 31, 2024	March 31, 2025	Incr./(Decr.)
Over 30	42,310	74,452	32,142
Over 60	8,991	23,511	14,520
<u>Over 90</u>	1,863	4,818	2,955
Total	\$ 53,164	\$ 102,781	\$ 49,617

RESERVE AMOUNTS

	Policy	Calculated Threshold	March 31, 2025
General Fund Unassigned Fund Balance	50% of adopted operating budget	\$ 9,339,946	\$ 8,540,168
-Budget Stabilization	50% of annual surplus, up to 10% operating budget	\$ 1,867,989	\$ 1,611,068
-Capital Reserve	50% of annual surplus	n/a	\$ -
Water and Sewer Operating	Cash balance = 200 days	\$ 5,222,172	\$ 4,660,079

Town of Warrenton, Virginia
Budget to Actual -- Revenues as of March 31, 2025

Fund / Source of Revenue	Budget		Actual		Budget Remaining
	Full Year	Expected Year-to-Date	Year-to-Date	% of Budget	
GENERAL FUND					
OPERATING					
General Property Taxes	\$ 1,597,683	\$ 1,168,050	\$ 1,183,432	74.07%	\$ 414,251
Local Sales Tax	1,050,000	787,500	694,264	66.12%	355,736
Consumer Utility Tax	480,330	360,248	315,779	65.74%	164,551
BPOL	2,300,000	-	474,519	20.63%	1,825,481
Consumption Tax	53,276	39,957	75,048	140.87%	(21,772)
Motor Vehicle License Fee	220,000	220,000	193,914	88.14%	26,086
Bank Franchise Tax	1,200,000	-	-	0.00%	1,200,000
Meals Tax	5,500,000	4,125,000	3,635,869	66.11%	1,864,131
Cigarette Tax	319,000	239,250	203,531	63.80%	115,469
Lodging Tax	280,000	210,000	192,522	68.76%	87,478
Permits, Privilege Fees & Licenses	185,132	138,849	185,439	100.17%	(307)
Fines & Forfeitures	77,500	58,125	55,044	71.02%	22,456
Use of Money & Property	800,000	600,000	605,246	75.66%	194,754
Charges for Services	1,085,018	813,764	791,999	72.99%	293,019
Miscellaneous Revenue	211,488	158,616	189,312	89.51%	22,176
Non-Categorical Aid	530,077	397,558	294,173	55.50%	235,904
Categorical Aid	2,891,906	2,168,930	2,417,038	83.58%	474,868
Federal Revenue	912,390	684,293	4,500	0.00%	907,890
Use of Fund Balance	4,218,106	-	-	0.00%	4,218,106
TOTAL GENERAL FUND	\$ 23,911,906	\$ 12,170,138	\$ 11,511,629	48.14%	\$ 12,400,277
CAPITAL PROJECTS FUND					
Transfers	\$ 5,488,998	\$ -	\$ 2,266	0.04%	\$ 5,486,732
TOTAL CAPITAL PROJECTS FUND	\$ 5,488,998	\$ -	\$ 2,266	0.04%	\$ 5,486,732
ASSET REPLACEMENT FUND					
Miscellaneous Revenue	\$ -	\$ -	\$ 10,011	0.00%	\$ (10,011)
Federal Revenue	-	-	-	0.00%	-
Transfers	2,934,365	-	-	0.00%	2,934,365
TOTAL GENERAL CARP FUND	\$ 2,934,365	\$ -	\$ 10,011	0.34%	\$ 2,924,354
TOTAL GENERAL FUND	\$ 32,335,269	\$ 12,170,138	\$ 11,523,906	35.64%	\$ 20,811,363
WATER AND SEWER FUND					
OPERATING FUND					
Transfer Fees	\$ 8,250	\$ 6,188	\$ 5,950	72.12%	\$ 2,300
Use of Money & Property	393,240	294,930	283,740	72.15%	109,500
Charges for Services	9,093,973	6,820,480	6,430,833	70.72%	2,663,140
Recovered Costs	34,614	25,960	22,069	63.76%	12,545
Miscellaneous Revenue	10,000	7,500	20,805	0.00%	(10,805)
Federal Revenue	-	-	-	0.00%	-
Non-Revenue Receipts	498,033	-	-	0.00%	498,033
TOTAL W&S OPERATING FUND	\$ 10,038,109	\$ 7,155,057	\$ 6,763,397	67.38%	\$ 3,274,712
CAPITAL FUND					
Use of Money & Property	\$ 75,000	\$ 56,250	\$ 151,478	0.00%	\$ (76,478)
State Revenue	194,596	-	-	0.00%	194,596
Non-Revenue Receipts	22,374,848	-	182,250	0.81%	22,192,598
TOTAL W&S CAPITAL FUND	\$ 22,644,444	\$ 56,250	\$ 333,728	1.47%	\$ 22,310,716
TOTAL WATER AND SEWER FUND	\$ 32,682,554	\$ 7,211,307	\$ 7,097,125	68.85%	\$ 25,585,429
STORMWATER MANAGEMENT FUND					
Local Revenue	\$ 733,300	\$ 366,650	\$ 371,657	50.68%	\$ 361,643
State Revenue	\$ 4,313	-	-	-	-
Federal Revenue	-	-	-	0.00%	-
Non-Revenue Receipts	1,715,227	-	-	0.00%	1,715,227
TOTAL SWM FUND	\$ 2,452,839	\$ 366,650	\$ 371,657	15.15%	\$ 2,081,182
CSLFRF FUND (ARPA)					
Federal Revenue	\$ 7,077,970	\$ -	\$ 1,503,129	21.24%	\$ 5,574,841
TOTAL CSLFRF FUND	\$ 7,077,970	\$ -	\$ 1,503,129	21.24%	\$ 5,574,841
TOTAL ALL FUNDS	\$ 74,548,632	\$ 19,748,095	\$ 20,495,817	27.49%	\$ 54,052,815

Budget to Actual -- Expenditures as of March 31, 2025

Fund/Category	Budget		Actual		% of Budget	Budget Remaining
	Full Year	Expected Year-to-Date	Year-to-Date	Encumbered		
GENERAL FUND						
OPERATING						
Council	\$ 248,056	\$ 124,028	\$ 165,686	\$ 339	66.93%	\$ 82,031
Town Manager	234,201	117,101	196,738	348	84.15%	37,115
Legal Services	410,000	205,000	227,235	35,898	64.18%	146,867
Human Capital	259,147	129,573	157,349	2,817	61.81%	98,981
Information Technology	2,039,891	1,019,946	1,236,458	264,755	73.59%	538,678
Finance	973,806	486,903	660,312	5,776	68.40%	307,718
Other Organizations	9,472	4,736	8,259	-	87.19%	1,213
Insurance	126,184	63,092	93,927	-	74.44%	32,257
Electoral Board	22,948	11,474	22,948	-	100.00%	-
Police	3,632,024	1,816,012	2,401,430	49,126	67.47%	1,181,469
Emergency Services	91,812	45,906	33,717	3,627	40.67%	54,468
Public Works Administration	525,853	262,927	363,776	4,845	70.10%	157,232
Street Maintenance	2,650,874	1,325,437	1,446,881	91,887	58.05%	1,112,105
Sanitation	607,491	303,746	453,761	30,254	79.67%	123,476
Fleet	932,384	466,192	612,743	181,710	85.21%	137,931
Facilities	904,081	452,041	474,322	139,809	67.93%	289,950
Cemetery	172,863	86,432	112,571	10,358	71.11%	49,934
Parks and Recreation	2,772,341	1,386,170	1,866,965	206,731	74.80%	698,645
Community Development	2,406,214	1,203,107	942,137	133,695	44.71%	1,330,382
Communications	189,519	94,760	87,076	4,344	0.00%	98,100
Contributions	58,954	29,477	58,954	-	100.00%	-
Non-departmental	443,290	221,645	352,298	-	79.47%	90,992
Transfers	3,377,529	1,688,765	-	-	0.00%	3,377,529
Debt Service	822,972	411,486	680,713	-	82.71%	142,260
TOTAL GENERAL FUND	\$ 23,911,906	\$ 11,955,953	\$ 12,656,255	\$ 1,166,318	57.81%	\$ 10,089,333
CAPITAL PROJECTS FUND						
Capital Projects	\$ 5,488,998	\$ 2,744,499	\$ 2,549,926	\$ 366,138	53.13%	\$ 2,572,933
TOTAL CAP. PROJECTS FUND	\$ 5,488,998	\$ 2,744,499	\$ 2,549,926	\$ 366,138	53.13%	\$ 2,572,933
ASSET REPLACEMENT FUND						
Asset Replacements	\$ 2,934,365	\$ 1,467,183	\$ 633,620	\$ 972,003	54.72%	\$ 1,328,742
TOTAL GEN. CARP FUND	\$ 2,934,365	\$ 1,467,183	\$ 633,620	\$ 972,003	54.72%	\$ 1,328,742
TOTAL GENERAL FUND	\$ 32,335,269	\$ 16,167,635	\$ 15,839,801	\$ 2,504,460	56.73%	\$ 13,991,009
WATER AND SEWER FUND						
WATER & SEWER OPERATING FUND						
Water Department	\$ 3,104,679	\$ 1,552,339	\$ 1,775,860	\$ 303,789	66.98%	\$ 1,025,030
Wastewater Department	2,720,829	1,360,415	1,749,260	274,081	74.36%	697,488
Water / Sewer Administration	1,372,932	686,466	924,621	32,724	69.73%	415,588
Debt Service	1,195,999	598,000	158,710	-	13.27%	1,037,289
Transfers	1,643,670	-	-	-	0.00%	1,643,670
TOTAL W&S OPERATING FUND	\$ 10,038,109	\$ 5,019,055	\$ 4,608,450	\$ 610,593	51.99%	\$ 4,819,066
WATER & SEWER CAPITAL FUND						
Asset Replacements	\$ 1,885,844	\$ 942,922	\$ 188,279	\$ 697,938	46.99%	\$ 999,627
Capital Projects	20,758,601	10,379,300	2,299,741	12,772,783	72.61%	5,686,077
TOTAL W&S CAPITAL FUND	\$ 22,644,444	\$ 11,322,222	\$ 2,488,020	\$ 13,470,721	70.48%	\$ 6,685,704
TOTAL WATER AND SEWER FUND	\$ 32,682,554	\$ 16,341,277	\$ 7,096,470	\$ 14,081,314	64.80%	\$ 11,504,769
STORMWATER MANAGEMENT FUND						
Operating	\$ 639,766	\$ 319,883	\$ 375,070	\$ 35,008	58.63%	\$ 264,695
Capital Projects	1,761,080	880,540	107,591	30,475	7.84%	1,623,013
Non-revenue receipts	51,994	25,997	-	-	0.00%	51,994
TOTAL SWM FUND	\$ 2,452,839	\$ 1,226,420	\$ 482,662	\$ 65,484	22.35%	\$ 1,970,178
CSLFRF FUND						
Expenditures	\$ 7,077,970	\$ 3,538,985	\$ 1,503,129	\$ 5,568,309	99.91%	\$ 6,531
TOTAL CSLFRF FUND	\$ 7,077,970	\$ 3,538,985	\$ 1,503,129	\$ 5,568,309	99.91%	\$ 6,531
TOTAL ALL FUNDS	\$ 74,548,632	\$ 37,274,316	\$ 24,922,061	\$ 22,219,567	63.24%	\$ 27,407,004

Quarterly Report

Department

Town Council Meeting Date: May 13, 2025

Third Quarter 2025: January, February, March



The Department of Community Development is involved in a number of day-to-day activities including:

- Site plan and plat reviews
- Zoning Determinations/Zoning Verifications
- Processing of legislative applications (Special Use Permits, Rezoning, Certificates of Appropriateness, and Variances)
- Staffing of various boards and commissions (Planning Commission, BZA, ARB, Tree Board, Warrenton Arts Group, etc.)
- Enforcement (zoning, property maintenance, and building codes)
- Fire prevention inspection program
- Permitting (signs, building, zoning, business license review)
- Building inspections associated with building permits
- Fire Safety Inspections

Over the third three (3) months of FY2025, the department processed 35 business license applications, 14 sign permits, 7 new zoning enforcement cases started, 6 zoning permits, 10 land development project reviews, 4 pre-application meeting requests, 1 Variance request before the BZA, 113 building permit reviews and 346 associated inspections, processing of legislative applications (Certificates of Appropriateness, Zoning Ordinance Text Amendments, and a Variance). The department continues to perform zoning and property maintenance enforcement, and be involved with transportation projects. The building inspector, code enforcement inspector, Building Official and Director handle off-hour emergencies, special event inspections when food vendors and/or amusement devices are anticipated, property maintenance issues and zoning enforcement.

1) Project Progress:

- Fauquier Transportation Coordination Meetings
- Zoning Ordinance Rewrite – Coordination with Consultant
- Budget
- Septic Remediation Committee: Continue working with DEQ to move forward with public sewer connections
- Arts in Public Places: Monthly meetings, Horner Street Mural

2) Data:

Legislative Applications/Special Projects

Architectural Review Board

- Certificates of Appropriateness: 14 Administratively approved applications and 4 approved by the ARB.

Local Board of Building Code Appeals

- Held an Organizational Meeting.

Board of Zoning Appeals

- BZA-24-4 Variance request.

Planning Commission

- Organizational Meeting
- Bylaws Review

Town Council

- Work Session – Fauquier High School Vulture Dispersal
- Work Session – Transportation Planning Update
- Planning Commission Updates
- Initiation – Zoning Ordinance Text Amendment to Remove Data Centers from I District at the request of Town Council

4 Pre-Application Meetings

- Warrenton Village Center SDP (PRE-25-1; Ward 1)
- Veritas Church Project (PRE-25-2; Ward 3)
- The Smith's Tiny House Village (PRE-25-3; Ward 2)
- Horner Street Fauquier Habitat for Humanity (PRE-25-4; Ward 2)

Zoning Applications/Permits

35 Business Licenses
 14 Sign Permits
 7 New Zoning Enforcement case
 6 Zoning Permits
 9 Zoning Inspections

Land Development Projects (10 Reviews)

- Academy Hill Site Plan Reviewed (**SDP-24-1**)
- Chick-fil-a As-Built Reviewed (**ABLT-24-4**)

- Tiffany Estates BLA Plat of Correction Reviewed/Approved (**BLA-23-4**)
- 88 Frazier Road BLA Approved (**BLA-24-6**)
- Fauquier Medical Office Building Bond Release Reviewed/Approved (**BOND-24-4**)
- Millfield Phase 4,5,6 plat approved (**ESMT-24-2**)
- Taylor Middle Easement Plat Reviewed (**ESMT-24-7**)
- Sheetz Storm Easements Reviewed/ approved (**ESMT-24-8**)
- 200 Waterloo Street Subdivision Reviewed (**PLAT-25-1**)
- Warrenton Crossing Final Plat Reviewed (**FP-24-3**)

Post- Comment Review Meetings (4 Total)

- St. John's Office Building
- Cobb Hill
- Waterloo + Garrett Street
- Warrenton Crossing

Special Projects (11 Total)

- Site visits with homeowners and business owners to discuss concerns and/or permitting for their projects
- Site visits with homeowners and business owners to discuss active zoning violations and remedies
- Zoning staff attended several meetings with developers to discuss various projects and their status or next steps
- Zoning staff continue to attend the Zoning Ordinance Update Steering Committee meetings. Draft is currently underway.
- Zoning staff continue to attend meetings with the code enforcement division to discuss current enforcement cases and actions
- Zoning staff attended a virtual check-in hosted by the Virginia Association of Zoning Officials with other local government zoning officials
- Zoning Official continues to manage the Community Development website and the OpenGov permit portal
- Zoning Administrator attended several meetings with the consultant for the Zoning Ordinance Update
- Review of Special Use Permits
- FOIA Requests
- Zoning Administrator continues to assist in facilitating the Town's Tree Board meetings

Building Applications/Permits

- 40 Fire Inspections created for Business License Applications
 - 35 Inspections done
 - 35 Permits issued

- Annual Fire Prevention Inspections
 - 7 Records created
 - 18 Inspections done
- Code Enforcement
 - 24 Records Created
 - 30-40 Inspections Performed
- Building Permits
 - 113 Records Created
 - 346 Inspections Completed
 - 122 Permits Issued
- Amusement Device Inspections
 - 2 Records Created
 - 1 Inspections Completed
 - 1 Permits Issued
- Enforcement

Property Maintenance Update (64 Active Enforcement Cases)

- **151 Main Street** - (Exterior Property Maintenance) Work is ongoing.
- **25 N Sixth Street**- (Unsanitary conditions) Adult Protective Services is working with the homeowner to abate the violations.
- **151 Blue Ridge St**- (Exterior Property Maintenance) Homeowner acquired a demo permit to demolish the pool in violation.
- **23 South Fifth St**- (Exterior Property Maintenance) Meeting with building owner to discuss violations.
- **17 South Fifth St**- (Exterior Property Maintenance) Meeting with building owner to discuss violations.
- **362 Douglas St**- (Exterior Property Areas) Homeowner is working to remove unsafe camper trailer from property.
- **329 Falmouth St**- (Exterior Property Maintenance) Notice of Violation sent 10/15/24.
- **145 Main St**- (Exterior Property Maintenance) Work is being conducted.
- **45 Winchester St**- (Exterior Property Maintenance) Set for trial 07/2/25.
- **3 Hotel St**- (Exterior Property Maintenance) Set for trial 06/04/25.
- **100 East Lee St**- (Exterior Property Maintenance) New owners are working with current tenants and Casey Squyres to secure permits.
- **162 Winchester**- (Exterior Property Maintenance) Homeowner is working with the siding contractor to schedule the final side.
- **705 Bear Wallow Rd**- (Exterior Property Maintenance) Permits issued Homeowner actively working.
- **69 South Fourth St**- (Fire Damage) Property has sold waiting to be rehabilitated.
- **388 Waterloo St**- (Outdoor storage/Blocked fire lane) Meeting was held on 10/25/24 Owner has agreed to make the changes discussed.
- **75 South 3rd St** – Small fire on rear deck on 10/24/24 – Building permit has been

- applied for but not issued, waiting for contractor information.
- **318 Waterloo St** – House fire on 11/8/24 – Homeowner is working with Zoning for reconstruction.
- **129 Derby Way**- Inoperative vehicle and complaint regarding swimming pool. Vehicle has been removed and homeowner will be renewing expired permit to final the pool once the weather breaks
- **143 Waterloo Street** – On 12/10/24 there was a garage fire. Waiting for final inspection.
- **50 South Third St** – On 12/23/24 there was a fire at Silver Branch Brewery. Business owner is working with insurance on reconstruction.
- **256 Onyx Way** – On 01/19/25 there was a fire in bathroom homeowner is working with insurance and will be applying for a permit.
- **347 Falmouth St**- House fire. Homeowner is working with insurance.
- **105 Old Mill Lane** – House fire. Homeowner heirs are working with utilities on disconnect letters for demo.

Administrative

- Chamber of Economic Development and Legislative Committee Meetings
- Zoning Ordinance Update
- Citizen Academy Presentation
- PD9 Quarterly Roundtable
- General Assembly Legislative Tracking
- Warrenton Arts Commission Monthly Meetings
- VDOT/Fauquier/Town Transportation Coordination Meetings
- Septic Remediation Project Administration
- Samsara Training
- Coordination Meetings with Fauquier County Economic Development
- Budget Discussions
- School Board Building Committee Meeting

Quarterly Report

Parks and Recreation

Department



Town Council Meeting Date: May 13th, 2025.

Third Quarter FY-2025: January, February, March

Please accept this as the quarterly report for the Parks and Recreation Department

Department introduction:

The Town of Warrenton Parks and Recreation Department's mission to enhance the quality of life by connecting the community to accessible services, diverse programs and well-maintained parks and facilities. We strive to be a leading provider of high-quality recreational programs, services and facilities in the Town of Warrenton. Our values are as follows: **Growth**-embracing new ideas and innovation to enhance our services, **Accessibility**-Ensuring that all community members feel welcome, safe and valued, **Teamwork**-Collaborating effectively with other departments, organizations and community members to achieve shared goals, **Health and Wellness**-Promoting physical, mental and emotion well-being through recreational opportunities, **Excellence**-Striving for the highest standards in all aspects of service delivery, **Respect**-Treating every individual, community member and the environment with dignity, fairness and kindness. We invite you to GATHER at one of our facilities, parks or programs.

Commendable Achievements:

For the winter session of swim lessons, we held 35 classes with 174 participants.

High School swim meets continued through January, as well as 2 large weekend long swim meets in January and February.

Throughout the months of January and February, we offered Pop Up Hot Chocolate Bar 3 times to coincide with the community using the Athey Field hills for sledding, serving about a 100 community members each time.

Additionally, we offered Warm Up Wednesdays throughout the months of January and February where people could come into the WARF to get free coffee and hot chocolate, as well as play games at the lobby tables.

Our Special Events and Recreation Program Coordinator completed Year 2 of Event Management School through NRPA and became a Certified Festival and Events Associate through the International Festival and Events Association.

Puzzle Wars was a popular program during the winter months. We offered a total of 4 events with 48 participants.

The Director and Special Events and Recreation Program Coordinator gave a presentation at Ignite Fauquier to share more about our parks, the special event process, and the difference between internal and external events.

Project Progress:

Front Walkway-As an update to the Second Quarter Report, work on the front walkway continued through the winter and was completed at the end of February.

WARF Elevator-As an update to the Second Quarter Report, we have had several issues with the elevator, but we have had no prolonged closures.

Fitness Equipment Replacement-As an update to Second Quarter Report, the bid for leasing fitness equipment closed in January and a vendor was chosen. Installation is scheduled for beginning of April.

ADA Playgrounds-As an update to the Second Quarter Report, we anticipate work starting on the playgrounds in April.

Chiller Replacement-As an update to the Second Quarter Report, we are anticipating a mid-April timeframe for this project to be completed.

Parks and Recreation Master Plan-Kicked off in March, with an estimated 6 months that includes demographics analysis, parks and facilities evaluations, benchmarking, funding and revenue assessment, along with public engagement of stakeholder interviews, focus groups and a statistically valid online survey.

Charts and information:



**Town of Warrenton
Department of Parks and Recreation**

Revenue Summary								
	FY 2023 Total	FY 2024 3rd Qtr.	FY 2024 4th Qtr.	FY 2024 YTD	FY 2025 1st Qtr.	FY 2025 2nd Qtr.	FY 2025 3rd Qtr.	FY 2025 YTD
Memberships	\$324,933.72	\$82,469.01	\$74,192.76	\$325,236.99	\$92,745.84	\$87,516.37	\$94,633.72	\$274,895.93
MVPasses	\$40,102.00	\$11,588.50	\$11,515.00	\$43,750.25	\$10,080.70	\$10,849.50	\$12,748.82	\$33,679.02
Daily Admissions	\$200,501.72	\$51,794.00	\$80,779.00	\$226,207.39	\$63,341.00	\$34,027.50	\$53,060.50	\$150,429.00
Group Fitness 15 Class Pass	\$0.00	\$0.00	\$0.00	\$0.00	\$1,890.00	\$2,390.00	\$2,390.00	\$6,170.00
Programs (Aquatics, Fitness, Recreation)	\$127,433.39	\$30,069.87	\$56,734.74	\$139,635.08	\$31,627.50	\$23,603.38	\$35,968.00	\$91,098.88
Rentals	\$253,304.75	\$115,367.50	\$26,237.50	\$238,728.00	\$41,149.84	\$54,884.50	\$99,241.00	\$195,275.34
Individual Instruction	\$59,512.74	\$5,355.00	\$2,490.00	\$28,569.50	\$8,739.00	\$7,563.00	\$9,805.00	\$26,107.00
Merchandise	\$3,638.28	\$1,099.74	\$1,088.00	\$3,720.24	\$1,346.89	\$936.92	\$1,087.63	\$3,371.44
Sponsorship/Grant/ Ad Sales	\$0.00	\$6,500.00	\$6,050.00	\$15,450.00	\$900.00	\$2,000.00	\$5,400.00	\$8,300.00
Park Rentals and Events	\$7,595.00	\$2,585.00	\$3,330.86	\$9,303.36	\$2,135.00	\$540.00	\$2,845.00	\$5,520.00
Vending Commission	\$11,627.69	\$2,144.10	\$1,969.71	\$6,650.30	\$2,408.82	\$1,132.66	\$2,894.77	\$6,436.25
End of period	\$1,028,649.29	\$308,972.72	\$264,387.57	\$1,037,251.11	\$256,264.59	\$224,943.83	\$320,074.44	\$801,282.86

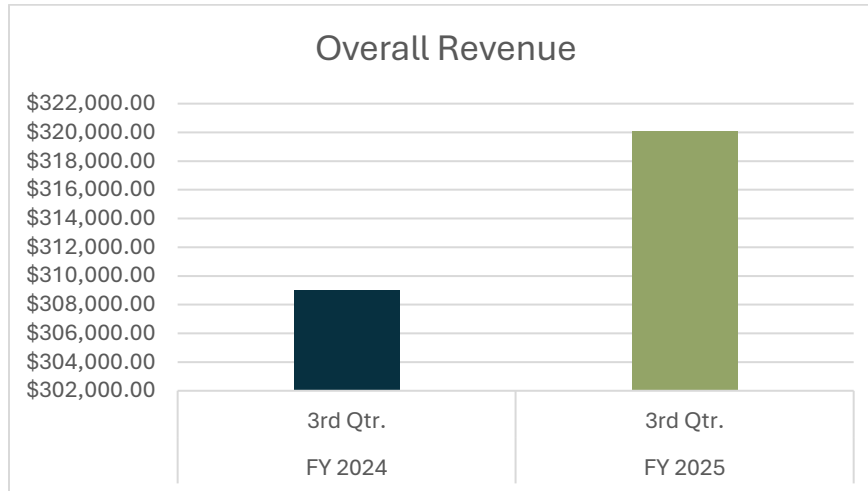
Monthly Memberships/25 Visit Passes/Admissions Sales Summary								
	FY 2023 YTD	FY 2024 3rd Qtr.	FY 2024 4th Qtr.	FY 2024 YTD	FY 2025 1st Qtr.	FY 2025 2nd Qtr.	FY 2025 3rd Qtr.	FY 2025 YTD
New Annual Memberships	721	209	202	884	234	214	239	687
Renewal Rate	5%	4%	7%	3.5%	50%	58%	50%	53%
Monthly Memberships	759	207	193	795	157	193	212	562
25 Visit Passes	360	83	74	305	74	70	83	227
Group Fitness 15 Class Pass	0	0	0	0	16	14	18	48
Daily Admissions	29,491	7,890	11,538	32,927	10,117	5,253	7,924	23,294
Total Number of Check-ins	97,017	27,721	30,174	107,069	26,495	25,783	29,482	81,760

Monthly Programming Summary								
	FY 2023 Total	FY 2024 3rd Qtr.	FY 2024 4th Qtr.	FY 2024 YTD	FY 2025 1st Qtr.	FY 2025 2nd Qtr.	FY 2025 3rd Qtr.	FY 2025 YTD
Aquatic Classes Offered	220	39	97	223	89	6	42	131
Number of Participants in Aquatic Classes	952	191	465	1032	375	21	203	599
Fitness Classes Offered	2867	682	716	2878	658	691	604	1953
Number of Participants in Fitness Classes	19588	6943	6352	24365	6006	6441	6639	19086
Specialty Classes Offered	23	3	7	16	4	3	3	10
Number of Participants in Specialty Classes	51	22	55	115	21	16	24	61
Recreation Programs/Events Offered	10	3	5	11	6	5	4	15
Number of Participants in Recreation Programs/Events	289	145	96	424	60	131	48	239

Rentals								
	FY 2023 Total	FY 2024 3rd Qtr.	FY 2024 4th Qtr.	FY 2024 YTD	FY 2025 1st Qtr.	FY 2025 2nd Qtr.	FY 2025 3rd Qtr.	FY 2025 YTD
Swim Lanes	7821.5	3100.25	1424.5	8658.5	768	2608	3108.5	6484.5
Birthday Parties	229	69	74	250	54	71	75	200
Facility Rentals/Group Swims	259	22	25	107	37	47	33	117
Pavilion Rentals	89	3	44	96	35	17	9	61
Field Rentals	1	2	0	8	0	0	0	0

Data:

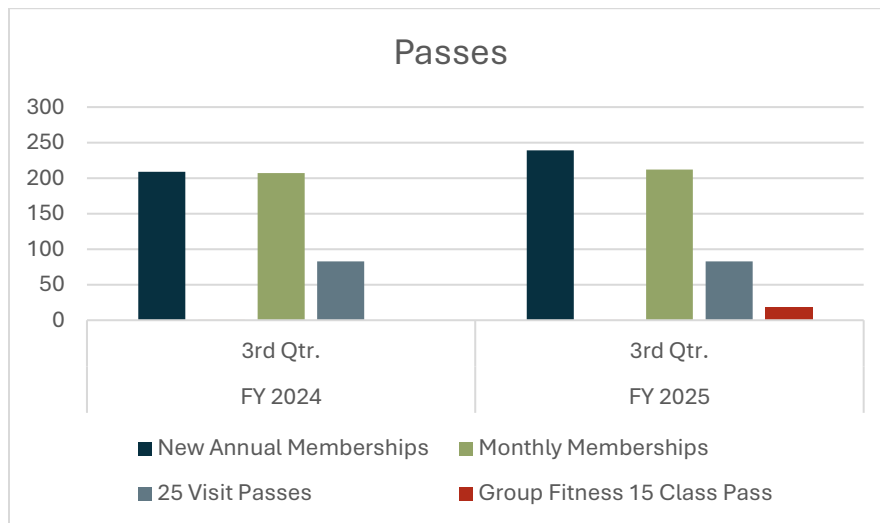
Overall revenue has increased by 4% compared to FY 24-3rd quarter:

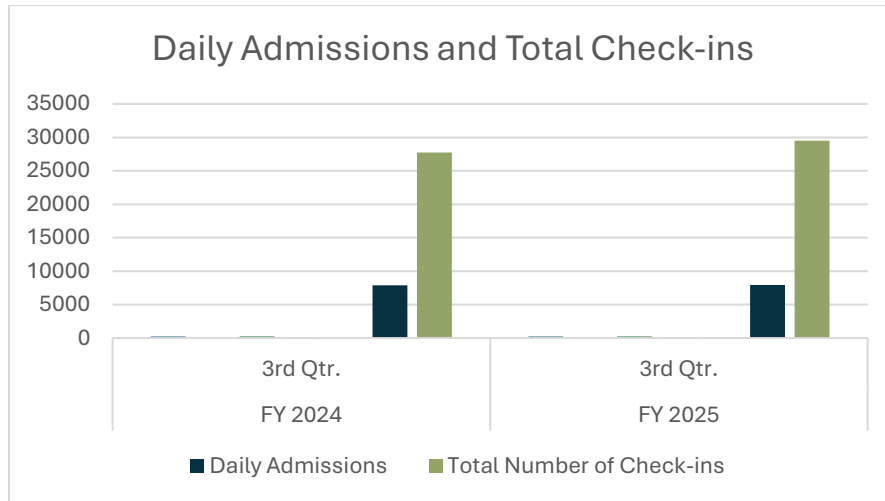
**Passes and Daily Admissions:**

14% increase in Annual Memberships compared to FY 24-3rd quarter

We were not accurately able to track the Renewal rate in our old recreation program software system so next FY, we will have better data to compare year to year.

6% increase in total number of check ins compared to FY 24-3rd





Programs:

8% decrease in aquatic class participation compared to FY 24-3rd quarter

4% decrease in fitness class participation, which aligns with offering less classes during the winter

The “decrease” in recreation program participation is due to the Egg Hunts being held in March last year and April this year.

Rentals:

No significant change in swim lane rentals compared to this time last year

8% increase in birthday parties compared to FY 24-3rd quarter

50% increase in facility rentals/group swims compared to FY 24-3rd quarter

Quarterly Report

Public Works & Utilities

Departments



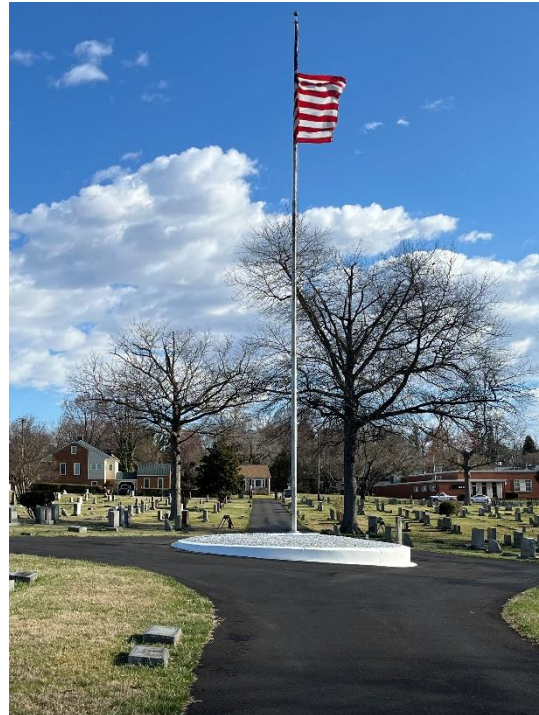
Town Council Meeting Date:

3RD. Quarter FY-2025:

Please accept this as the quarterly report for the **Public Works & Utilities** departments.

Project Progress:

- The Town staff upgraded the flagpole site at the cemetery. After removing the grassy area new white gravel was applied and the concrete border was painted white.



- The town's Land Maintenance crew extended the pollinator garden by the Dog Park. This included removing the old garden, applying topsoil, and finishing the site.



- The ice storm during February resulted in over 50 tons of trees, limbs, and brush being disposed of. This storm left extensive damage in Eva Walker Park that the crews had to clean up and remove.



- The Street crew prepared an additional playground area at Rady Park.



- Snow Storm Blair left in its wake in January, approximately 9" of snow, and the frigid temperatures made it harder for crews to make the roads safe again.
- 4 Burial permits issued: Jan. 1 Feb. 2 Mar. 1

Walkability Study Repairs included:

- We had a contractor add a sidewalk on Haiti Street. Then our crews finished the site to grade.



Public Utilities:

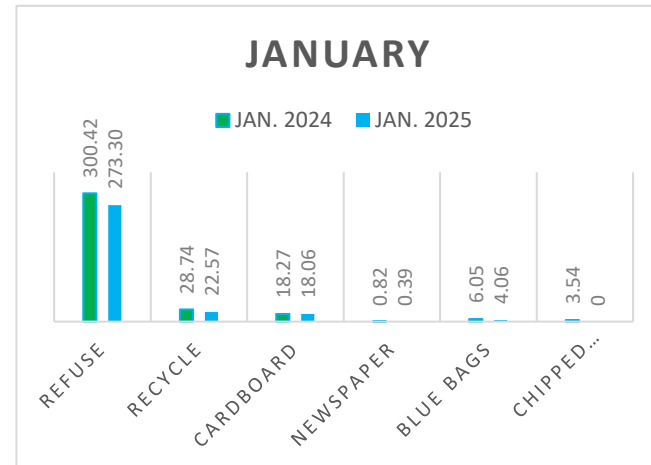
- Staff worked with VDOT in measuring man access holes for an upcoming paving project in Warrenton Lakes.
- 3 Water Main Breaks: 2 after-hours emergency call-ins.
- Repaired a 12" water main break at the Mountain tank.

Meter Dept:

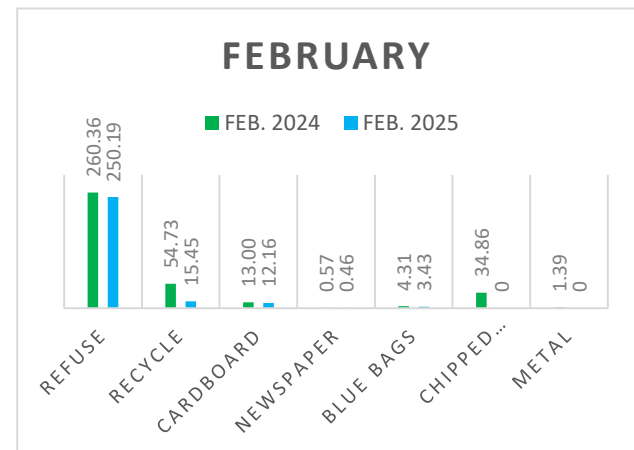
- 0 Meter installed. 0 Meters replaced. 54 Read & Transfer.
- 4 Water connections issued. 2 Sewer connections issued
- 13 Water cut-ons/off.
- 0 Meter registers replaced.

Charts and information:**3RD. QTR. OF FY25 TONNAGES FOR REFUSE & RECYCLING**

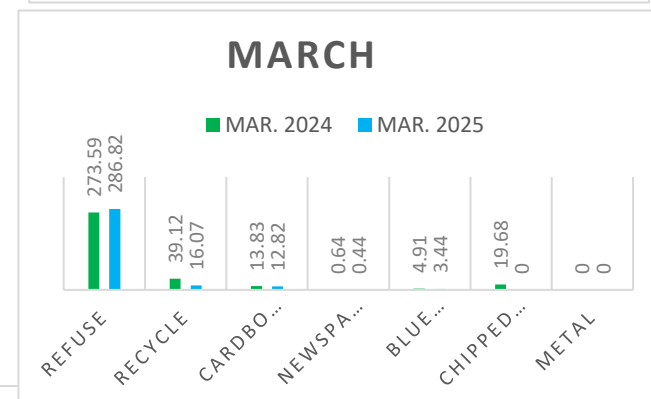
	JAN. 2024	JAN. 2025
Refuse	300.42	273.30
Recycle	28.74	22.57
Cardboard	18.27	18.06
Newspaper	0.82	0.39
Blue Bags	6.05	4.06
Chipped Brush	3.54	0



	FEB. 2024	FEB. 2025
Refuse	260.36	250.19
Recycle	54.73	15.45
Cardboard	13.00	12.16
Newspaper	0.57	0.46
Blue Bags	4.31	3.43
Chipped Brush	34.86	0
Metal	1.39	0



	MAR. 2024	MAR. 2025
Refuse	273.59	286.82
Recycle	39.12	16.07
Cardboard	13.83	12.82
Newspaper	0.64	0.44
Blue Bags	4.91	3.44
Chipped Brush	19.68	0
Metal	0	0



Chipped Brush	19.68	0
Metal	0	0

Data:**Taps Committed & Available for Sale:**

(Based on the December 2002 Capacity and Growth Evaluation, Performed by Whitman & Requardt & Associates)

Residential:	Jan.	Feb.	Mar.
In-Town Water	<u>807.5</u>	<u>818.5</u>	<u>805.5</u>
In Town Sewer	<u>695</u>	<u>705</u>	<u>693</u>
Out of Town Water	<u>263</u>	<u>276</u>	<u>261</u>
Out of Town Sewer	<u>268</u>	<u>273</u>	<u>268</u>

Commercial:

	Jan.	Feb.	Mar.
In-Town Water	<u>347</u>	<u>348</u>	<u>347</u>
In Town Sewer	<u>361</u>	<u>362</u>	<u>361</u>
Out of Town Water	<u>15</u>	<u>15</u>	<u>15</u>
Out of Town Sewer	<u>15</u>	<u>15</u>	<u>15</u>

Water & Sewer residential taps sold: 4

Jan. 0

Feb. 3 1 in Town Water & Sewer. 2 out of Town Water.

Mar. 1 In Town Water.

Water Treatment Plant:

	Jan.	Feb.	Mar.
Total gallons pumped (All Sources):	<u>33,658,528</u>	<u>29,585,730</u>	<u>34,222,554</u>
Average gallons per day:	<u>1,085,759</u>	<u>954,378</u>	<u>1,103,953</u>
Total gals. pumped same month last year:	<u>31,131,830</u>	<u>28,962,393</u>	<u>30,009,514</u>
Average gallons per day:	<u>1,004,253</u>	<u>934,271</u>	<u>968,049</u>

Wastewater Treatment Plant:

	Jan.	Feb.	Mar.
Total gals. flow through the sewage plant:	<u>47,470,000</u>	<u>56,001,000</u>	<u>47,800,000</u>
Average gallons per day:	<u>1,531,290</u>	<u>1,806,484</u>	<u>1,541,935</u>
Total gals. flow during the same month last year:	<u>63,870,000</u>	<u>52,650,000</u>	<u>59,890,000</u>
Average gallons per day:	<u>2,060,323</u>	<u>1,698,387</u>	<u>1,931,935</u>
Total inches rainfall:	<u>.2 In.</u>	<u>9.85 In.</u>	<u>1.1</u>

DEQ Report of Operation Report:

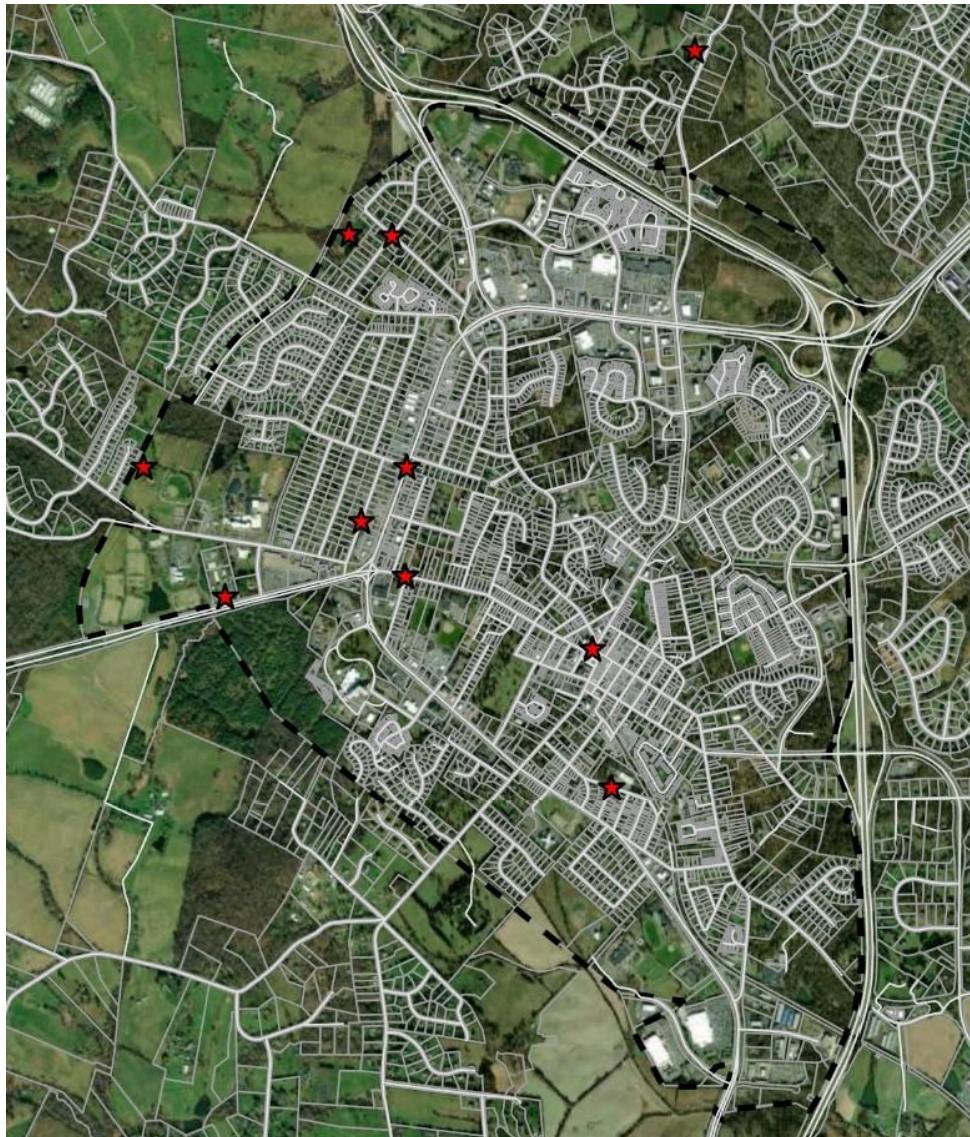
Jan.	2024	2025
Reported Water Connections:	<u>5,035</u>	<u>5,049</u>
People served:	<u>11,832</u>	<u>11,865</u>
Feb.	2024	2025
Reported Water Connections:	<u>5,027</u>	<u>5,038</u>
People served:	<u>11,813</u>	<u>11,839</u>
Mar.	2024	2025
Reported Water Connections:	<u>5,029</u>	<u>5,041</u>
People served:	<u>11,818</u>	<u>11,855</u>



The Town of Warrenton
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April 2025 CIP Report

Capital Improvement Projects

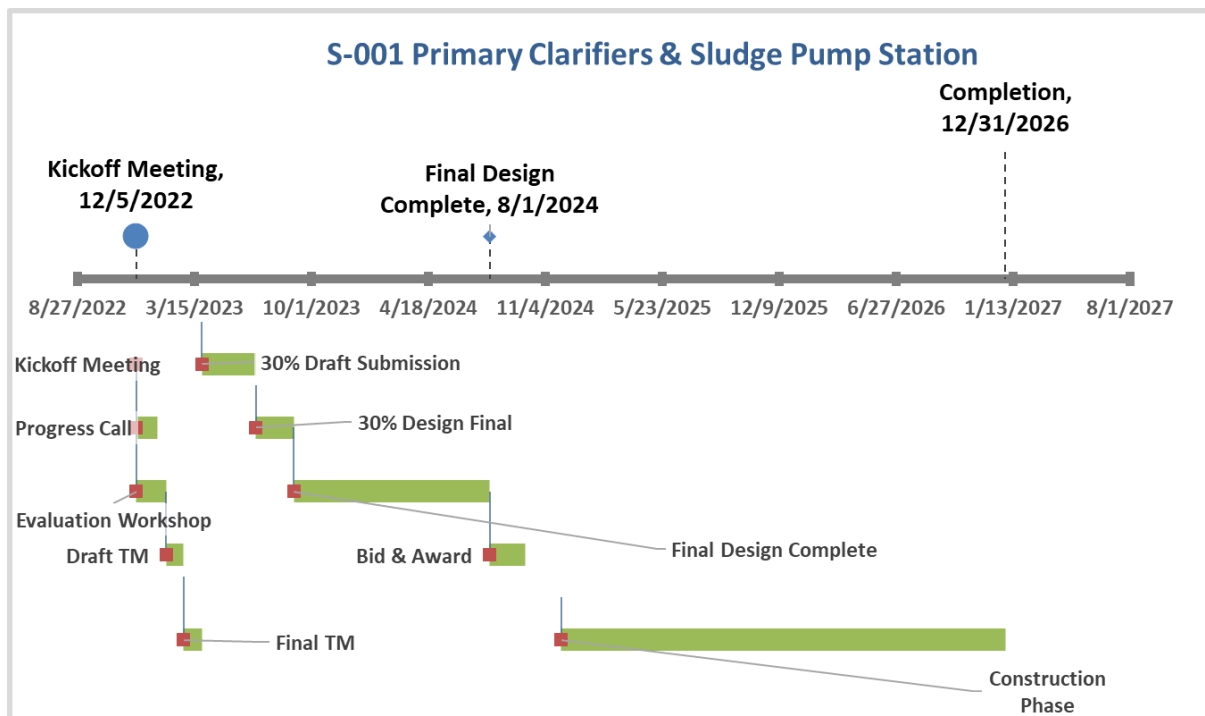


Project Name: S-001 Primary Clarifiers & Sludge Pump Station

Project Objective: Replace the existing primary clarifiers and sludge pumps.

Project Status Update: The contractor has poured the slabs and foundations for the influent pump station and splitter box.

PROJECT SCHEDULE			
Phase (Task)	Start	Finish	% Complete
PE Design	December 5, 2022	September 1, 2023	100%
Final Design	September 5, 2023	August 1, 2024	100%
Project Bid	August 1, 2024	September 30, 2024	100%
Construction	October 1, 2024	December 31, 2026	18%
PROJECT BUDGET		PROJECT FUNDING SOURCE	
Design	\$ 474,682.00	Debt	\$ 8,574,682.00
Construction	\$ 14,150,000.00	Federal	\$ 5,400,000.00
		W&S Fund	\$ 650,000.00

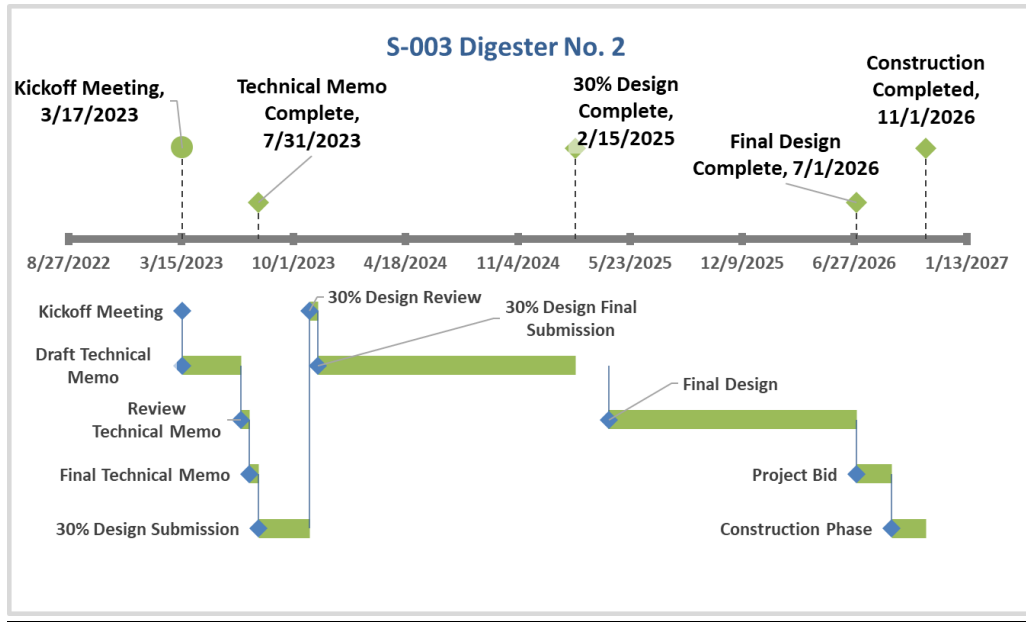


Project Name: S-003 Digester No. 2

Project Objective: A new digester to breakdown wastewater biosolids

Project Status Update: The designer has completed the 30% design, final design start will start in April 2025

PROJECT SCHEDULE			
Phase (Task)	Start	Finish	% Complete
PE Design	March 17, 2023	January 1, 2025	100%
Final Design	April 15, 2025	July 1, 2026	5%
Project Bid	July 1, 2026	September 1, 2026	0%
Construction	September 1, 2026	October 1, 2028	0%
PROJECT BUDGET		PROJECT FUNDING SOURCE	
Design	\$ 710,000.00	Debt	\$ 6,063,750.00
Construction	\$ 6,063,750.00	W&S Fund	\$ 710,000.00

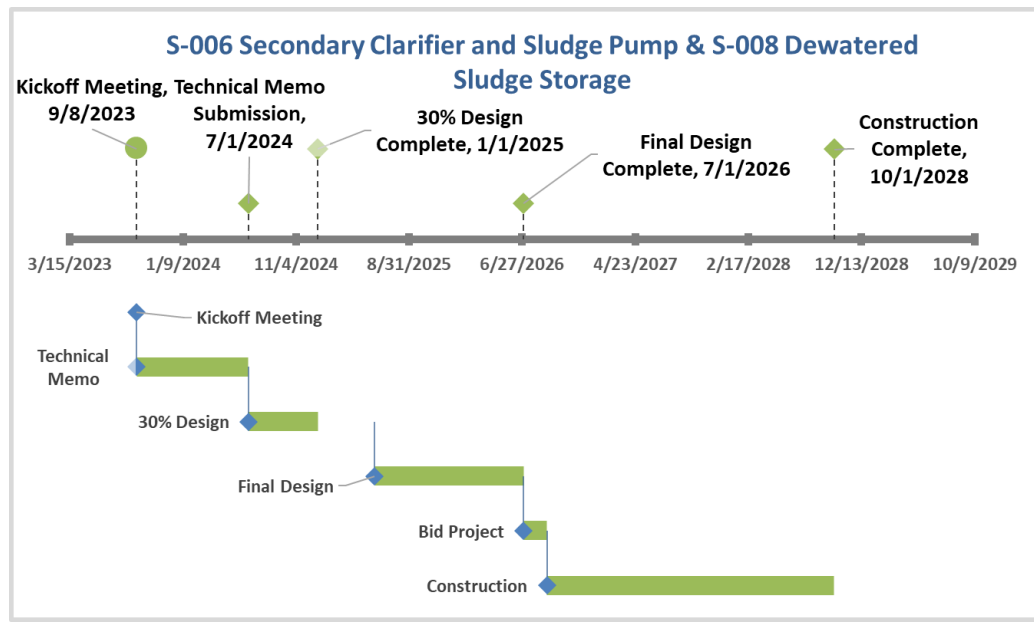


Project Name: S-006 Secondary Clarifier and Sludge Pump & S-008- Dewatered Sludge Storage

Project Objective: Replace the existing secondary clarifiers, sludge pumps and rehab the existing sludge storage structure.

Project Status Update: The designer has completed the 30% design, final design will start in June 2025

PROJECT SCHEDULE			
Phase (Task)	Start	Finish	% Complete
PE Design	March 17, 2023	January 1, 2025	100%
Final Design	June 1, 2025	July 1, 2026	0%
Project Bid	July 1, 2026	September 1, 2026	0%
Construction	September 1, 2026	October 1, 2028	0%
PROJECT BUDGET		PROJECT FUNDING SOURCE	
Design	\$ 630,000.00	Debt	\$ 10,500,000.00
Construction	\$ 11,250,000.00	W&S Fund	\$ 1,380,000.00

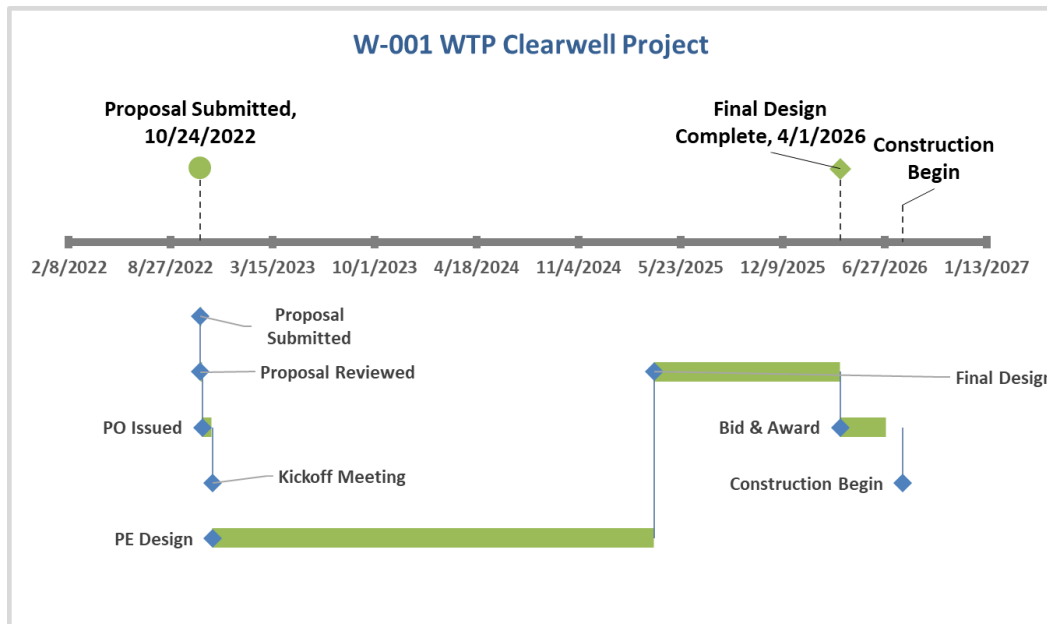


Project Name: W-001 WTP Clearwell Project

Project Objective: Study, design and construct a clearwell at the Water Treatment Plant. This will allow for additional resiliency.

Project Status Update: The designer is working on final design.

PROJECT SCHEDULE			
Phase (Task)	Start	Finish	% Complete
PE Design	October 24, 2022	April 1, 2024	100%
Final Design	April 1, 2024	April 1, 2026	50%
Project Bid	April 1, 2026	June 30, 2026	0%
Construction	August 1, 2026	August 1, 2028	0%
PROJECT BUDGET		PROJECT FUNDING SOURCE	
Design	\$ 595,000.00	Debt	\$ 7,775,000.00
Construction	\$ 8,609,000.00	W&S Fund	\$ 1,429,000.00

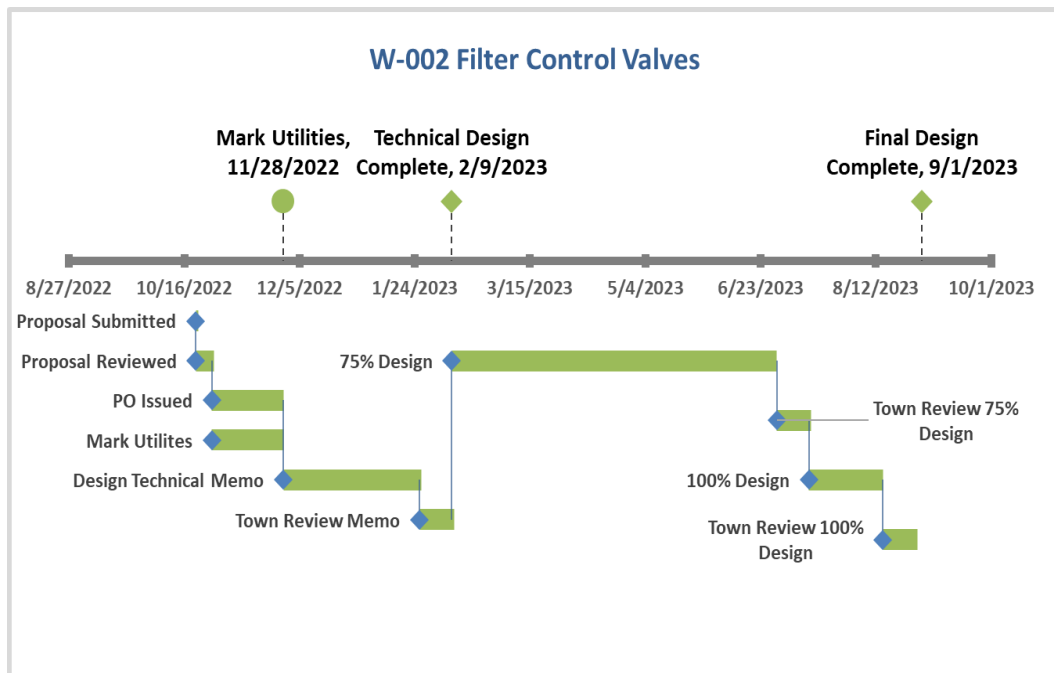


Project Name: W-002 Filter Control Valves

Project Objective: Replace the failing valves at the Water Treatment Plant. The current valves must be reprogrammed daily.

Project Status Update: The contractor has replaced all the valves and waiting on final inspection.

PROJECT SCHEDULE			
Phase (Task)	Start	Finish	% Complete
Design	November 17, 2022	September 1, 2023	100%
Project Bid	September 1, 2023	November 1, 2023	100%
Construction	February 2025	April 15, 2025	15%
PROJECT BUDGET		PROJECT FUNDING SOURCE	
Design	\$ 97,763.00	Debt	\$ 750,000.00
Construction	\$ 1,371,851.00	W&S Fund	\$ 719,614.00

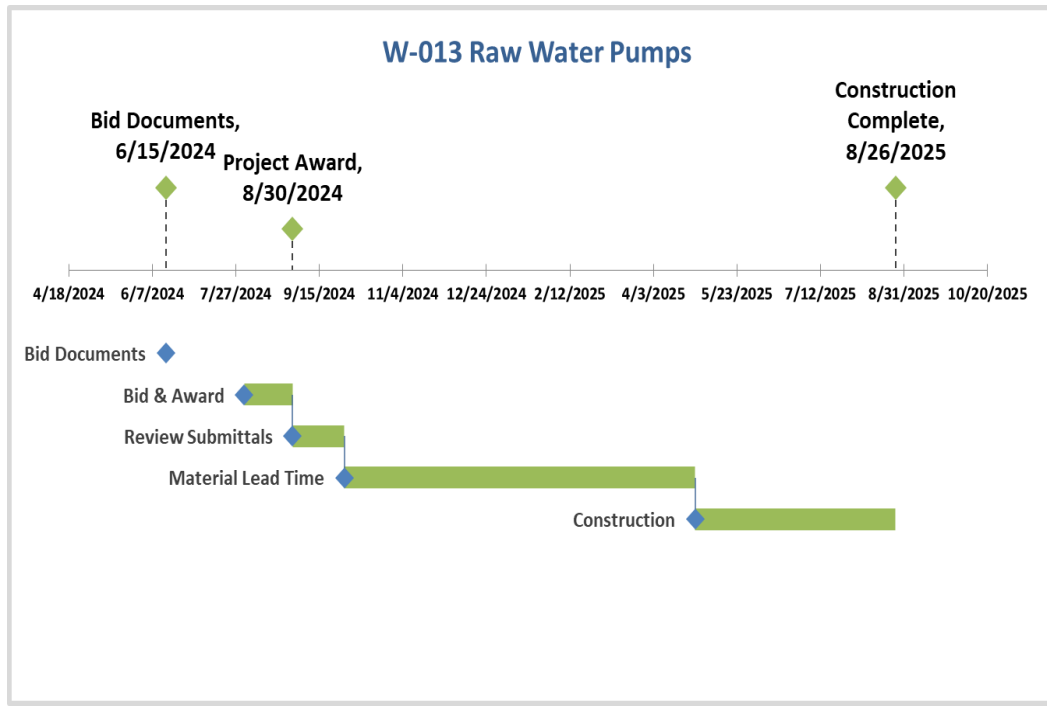


Project Name: W-013 Raw Water Pumps

Project Objective: Replace the aging and obsolete raw water pumps.

Project Status Update: The contractor has replaced two pumps and currently working on replacing the remaining pumps.

Phase (Task)	Start	Finish	% Complete
Bid Documents	June 15, 2024	August 1, 2024	100%
Project Bid	August 1, 2024	August 30, 2024	100%
Construction	August 30, 2024	August 26, 2025	20%
PROJECT BUDGET		PROJECT FUNDING SOURCE	
Design	\$ 70,000.00	Debt	\$ -
Construction	\$ 700,000.00	W&S Fund	\$ 770,000.00

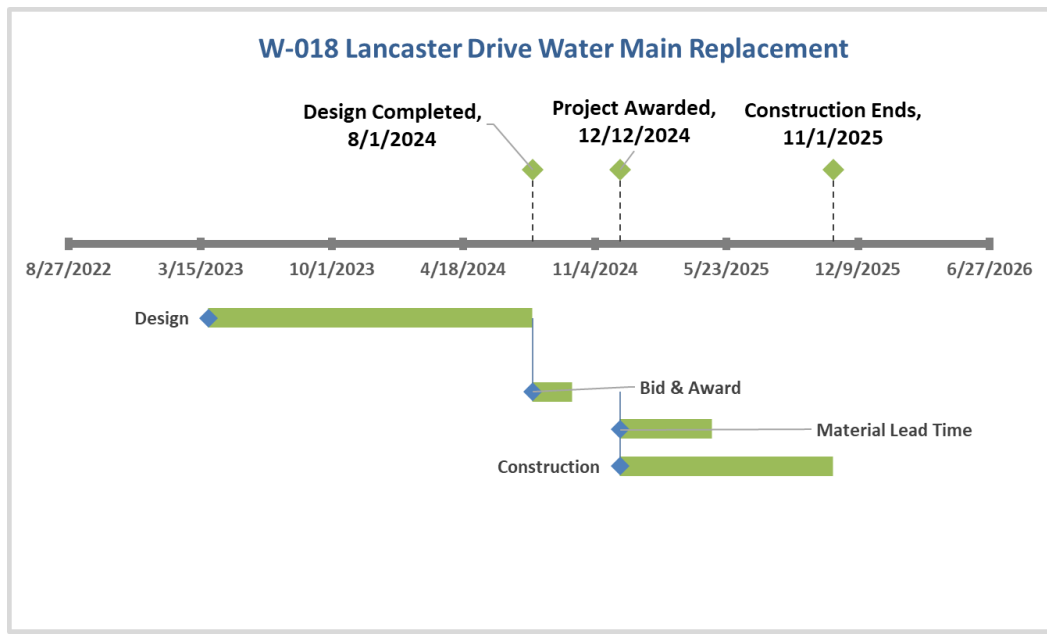


Project Name: W-018 Lancaster Drive Waterline Replacement

Project Objective: Replace the existing cast iron waterline with ductile iron, which will improve fire flows and reduce pipe breaks.

Project Status Update: The contractor has started installing water main. They have installed approximately 2500 feet.

Phase (Task)	Start	Finish	% Complete
Design	March 27, 2023	August 1, 2024	100%
Project Bid	August 1, 2024	December 12, 2024	100%
Construction	March 1, 2025	Novemeber 1, 2025	40%
PROJECT BUDGET		PROJECT FUNDING SOURCE	
Design	\$ 95,434.00	Debt	\$ -
Construction	\$ 2,366,930.00	W&S Fund	\$ 2,366,930.00

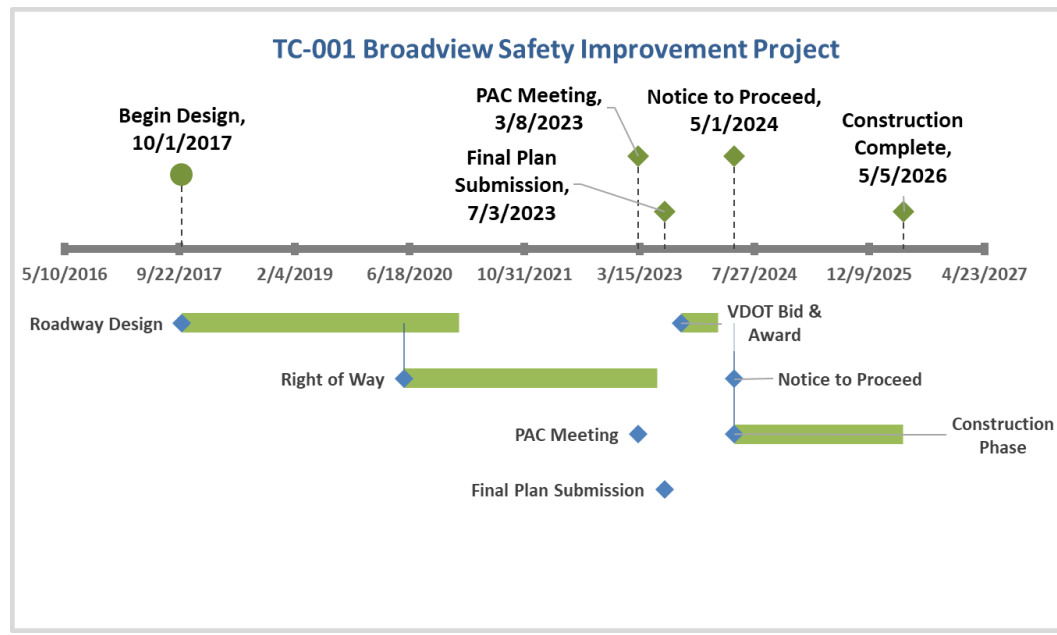


Project Name: TC-001 Broadview Safety Improvement

Project Objective: To improve safety and access management to businesses.

Project Status Update: VDOT has started the project and is on schedule to complete by May 2026.

PROJECT SCHEDULE			
Phase (Task)	Start	Finish	% Complete
Design	October 1, 2017	July 3, 2023	100%
Project Bid	July 3, 2023	February 21, 2024	50%
Construction	May 1, 2024	May 2026	65%
PROJECT BUDGET			
R/W	\$	2,032,481.00	
Design	\$	-	
Construction	\$	5,819,412.00	
PROJECT FUNDING SOURCE			
General Fund	\$	1,488,000.00	
VDOT	\$	6,363,893.00	

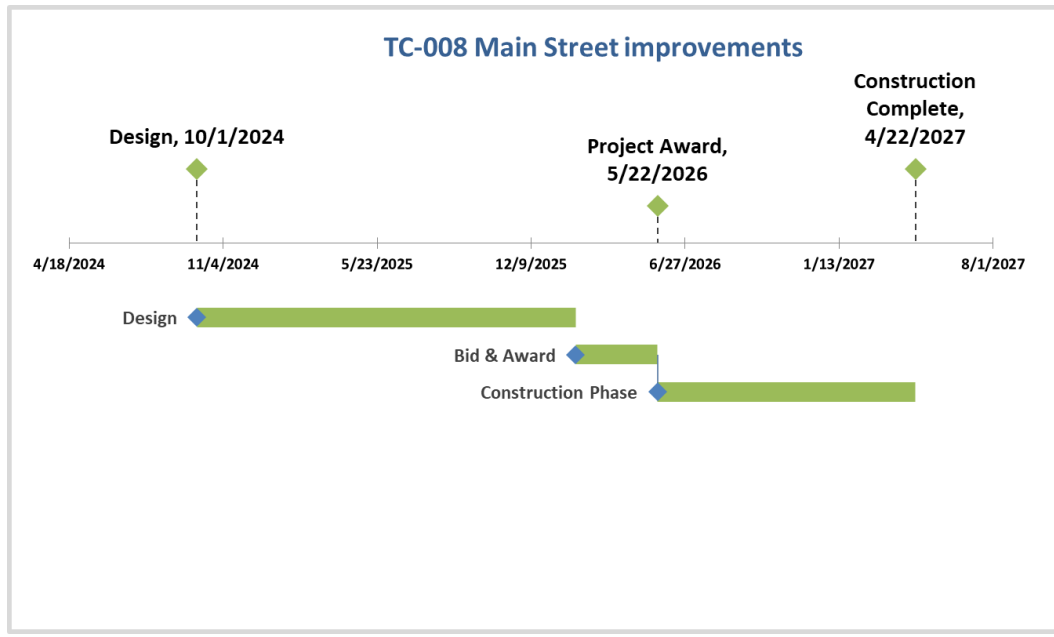


Project Name: TC-008 Main Street Improvements

Project Objective: Town's Main Street Improvements project will enhance the crosswalks and sidewalks.

Project Status Update: Designer has started working on the plans.

PROJECT SCHEDULE			
Phase (Task)	Start	Finish	% Complete
Design	October 1, 2024	February 5, 2026	50%
Project Bid	February 5, 2026	May 22, 2026	0%
Construction	May 22, 2026	April 22, 2027	0%
PROJECT BUDGET		PROJECT FUNDING SOURCE	
Design	\$ 146,003.00	General Fund	\$ 448,002.00
Construction	\$ 1,843,614.00	VDOT	\$ 807,308.00
		Debt	\$ 734,307.00

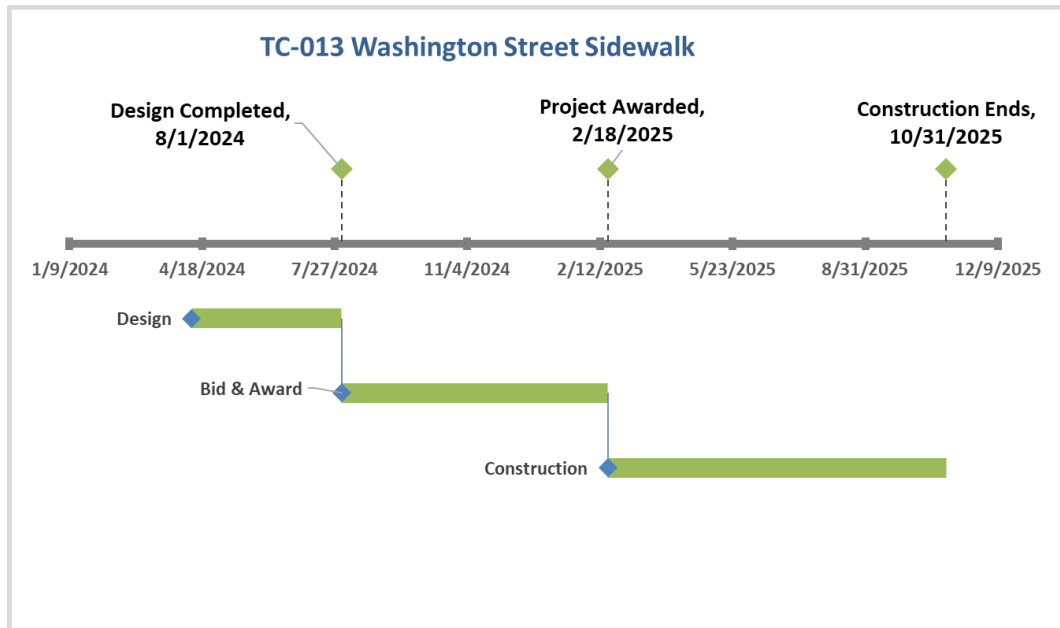


Project Name: TC-013 Washington Street Sidewalk

Project Objective: This section of sidewalk will connect the Greenway with Green Street and provide increased walkability.

Project Status Update: Project will be bid out by middle of January 2025 and under construction by April 2025

PROJECT SCHEDULE			
Phase (Task)	Start	Finish	% Complete
Plan Revision	April 10, 2024	August 1, 2024	100%
Project Bid	January 16, 2025	February 18, 2025	100%
Construction	April 1, 2025	October 31, 2025	0%
PROJECT BUDGET		PROJECT FUNDING SOURCE	
Design	\$ 21,250.00	General Fund	\$ 510,287.00
Construction	\$ 489,037.00	VDOT	\$ -
		Debt	\$ -





The Town of Warrenton
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April 2025 Road Conditions Report



VDOT State of Good Repair

- **VDOT State of Good Repair Program- Local Pavement Program**
 - 100% funding from VDOT via FHWA
 - ADA Ramps upgraded to present standards
 - Mill and overlay deteriorated streets
- **VDOT SGR 2023**
 - **VDOT awards the Town \$598,723.49 of SGR Funds to paving the following routes:**
 - Falmouth Street- from Falmouth Court to Main Street
 - Main Street- from Falmouth Street to Alexandria Pike
 - Alexandria Pike- from Main Street to Old Alexandria Pike
 - Scheduled to be paved once Main Street Improvement is completed in early 2026
- **VDOT SGR 2025 application**
 - Broadview Avenue- from Roebling Street to Town Limits
 - Blackwell Road- from Lee Highway to Walker Drive
- **VDOT CTB Requirements**
 - CTB FY-2029 Goal
 - 82 % of Arterial Streets need a CCI score of 60 or greater
 - 75 % of Collector Streets need a CCI score of 60 or greater

Pavement Overlay and Sidewalk Replacement Plan

- **FY-25 Pavement Overlay Schedule**
 - FY-25 schedule completed in September 2024
 - Total Cost- \$758,703.01
- **FY-26 Pavement Overlay Schedule**
 - Award PO July 2025
 - Collector Routes
 - Beacon Road
 - Blue Ridge Street
 - Dover Road
 - First Street
 - Gold Cup Drive

- Haiti Street
- Norfolk Drive
- Piedmont Street
- Short Street
- Fix broken curbs and sidewalks on proposed routes
 - Estimate 35% to 40% replacement
- Sidewalk Repairs- Summer 2025
- Asphalt placement- Completed before July 1, 2026
- Estimated Funding Request- \$450,000.00

➤ **FY-27 Pavement Overlay Schedule**

- Award PO July 2026
- Collector Routes
 - Church Street
 - Sullivan Street
 - Frazier Road
 - Moser Road
- Fix broken curbs and sidewalks on proposed routes
 - Estimate 35% to 40% replacement
- Sidewalk Repairs- Summer 2026
- Asphalt placement- Completed before July 1, 2027
- Estimated Funding Request- \$450,000.00

➤ **Pavement Evaluation**

- Forecast future funding demands
- Spring 20245 evaluates Poor and Fair Roadways
- Start Planning for FY-27 Pavement Overlay and Sidewalk Replacement

➤ **Current Pavement Conditions**

Current Road Conditions (1st Quarter 2025)						
Arterial Routes				Collector Routes		
Condition	Lane Miles	Percentage		Condition	Lane Miles	Percentage
Good	10.2	30.3%		Good	12.8	27.0%
Satisfactory	7.1	21.5%		Satisfactory	14.3	21.7%
Fair	9.6	18.0%		Fair	15.2	28.3%
Poor	5.9	30.2%		Poor	23.8	23.0%
Total Lane Miles	32.8			Total Lane Miles	66.1	

- **Town Current CCI Score**
 - Arterial Street- 64.3
- **Other Pavement Projects**
 - Town Hall Parking Lot-Summer 2025
 - Eva Walker Basketball Court- Summer 2025

Sidewalk Construction

- **Fauquier Road**
 - Started Preliminary Engineering on September 28, 2023
 - Survey work completed by end of October 2023
 - Concept Plan completed December 2023
 - Public Comment
 - 30% Design completed by end of 2024
 - Submit for VDOT Revenue Share funding in FY-25
- **Haiti Street**
 - Estimated Bid: Mid-August 2024
 - Construction Start: December 2024
 - Completed: March 12, 2025
- **Main Street**
 - VDOT Agreement: October 2024
 - Start Design: November 2024
 - Public Meeting: March 26, 2025
 - VDOT Review: June 2025
 - Construction Start: August 2025
- **Washington Street**
 - Estimated Bid: January 2025
 - Construction Start: May 2025
 - Estimated Completion: November 2025
- **Waterloo Street**
 - Construction: July 2025
- **Future Sidewalks in planning stage**

- Gay Road
- Foxcroft Road
- Academy Hill Road

Transportation & Safety Improvements

➤ Courthouse Square

- Install medians: Summer 2025

Quarterly Report

HUMAN CAPITAL

Department



Town Council Meeting Date: May 13th, 2025.

Third Quarter FY-2025: January, February, March

Please accept this as the quarterly report for the **Human Capital** department

Department introduction:

The Human Capital (HC) department delivers innovative HC programs and services that are designed to support the Town's most valuable asset, our employees, as well as the Town Council's objectives and initiatives. Furthermore, one of HC's main objective is to empower Town employees to contribute to the Town and its residents at optimum levels that will pave the way towards success by meeting the Town residents, Town Manager, and Town Councils overall initiatives. In alignment with our Town policies and objectives, HC's purpose is to deliver thought and servant leadership that meets the needs of our employees (current and prospective). To achieve maximum efficiency and success, the HC department is broken into four pillars: Recruitment, Benefits, Cultivation, Governance. We support and encourage our employees' personal and professional growth through individual learning opportunities, wellness initiatives, and other Town sponsored activities and programs.

Commendable Achievements:

- Hosted successful Employee Events throughout the quarter: Human Capital Open House, Confined Space Training, VRS Retirement Training, Fauquier Hospital Health Lunch-N-Learn Event, Job Fair – Kettle Run, Managers Compliance Training, Attended MHA Meeting.

Project Progress:

HC has been continuously reviewing and updating programs processes and procedures that will build a stronger foundation for the Town's retention programs which are aligned to meet and adhere to the Town Manager and Town Council's strategic initiatives. Some of the programs that have been updated and are in progress of enhancements or development include:

- Redesigned performance review program documents to align to the Town's Excellence in Action initiatives, streamline program process and procedures, and incorporate a more professional development & succession plan within the program initiatives.
- Advance the risk & safety programs through departmental training and collaboration efforts.

- This includes installation of Stop the Bleed Kits and First Aid/CPR kits throughout Town facilities.
- This includes scheduling opportunities for employees on Stop the Bleed, Active Shooter, Manager Training, Confined Spaces, and many more upcoming opportunities to align to our Town's safety program.
- Maintaining a hiring and recruiting program to include enhancement of onboarding program initiatives.
 - This includes the creation of Launchpad: Town of Warrenton New Hire Onboarding Program.
- Leadership Commitment to pursuing Excellence in Action through Town-wide dedicated engagement and retention efforts.
 - This includes monthly Town Wellness Connection committee meetings to discuss Town-wide benefit programs with employees.
- Streamlining of HC employee advocacy programs, such as employee relations and professional development processes and procedures.
 - Health & Financial wellness: This includes continuation of building partnerships with CommonHealth and local organizations around Town/County.
- Continuous review of internal policies and procedures that foster an inclusive and diverse workforce.
 - This included updating the Town of Warrenton Grievance Process to align with current legal guidance and updates in employment law since the last revision
- Collaborating with HC and Risk vendors, the enhancement of employee programs, such as VRSA and Workers Compensation.
- Continuous collaboration with Fauquier County HR and Risk Management teams on building upon HC programs (benefits, facilities, etc.) and training programs partnerships.
 - This includes the partnership with the Wellness Center. The Town is now able to utilize the Wellness Center for DOT and Non-DOT, which is beneficial in ensuring we are following applicable policies and/or CDL regulations.

Charts and information: Data:

FY25	Quarter 1	Quarter 2	Quarter 3	
Total Headcount - Full Time	137	138	136	
# Hires	6	7	3	
# Voluntary Sep	3	6	4	
# Involuntary Sep.	1	0	1	
# Voluntary Turnover %	2.22%	4.36%	2.92%	
# Involuntary Turnover %	0.74%	0.00%	0.73%	
Total Headcount - Part Time	153	154	150	
# Hires	9	7	5	
# Voluntary Sep	4	6	9	
# Involuntary Sep.	2	0	0	
# Voluntary Turnover %	2.66%	3.91%	5.92%	
# Involuntary Turnover %	1.33%	0.00%	0.00%	
	Quarter 1	Quarter 2	Quarter 3	FY25 TOTAL
TOTAL FT/PT	2.96%	4.36%	3.65%	3.66%
TOTAL PT	3.99%	3.91%	5.92%	4.61%
TOTAL FT/PT	6.95%	8.27%	9.57%	8.26%

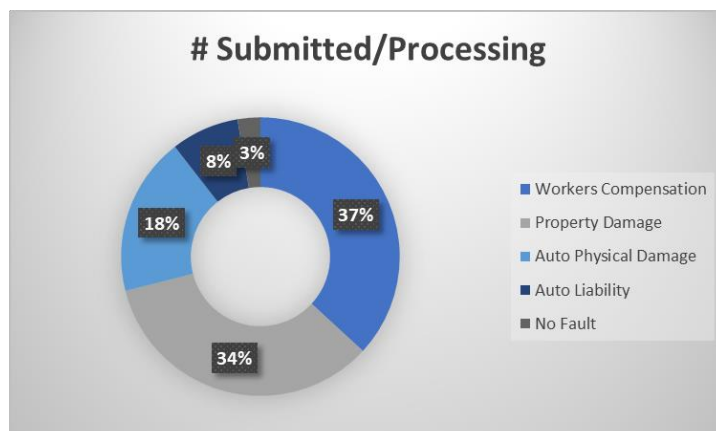
Top 3 Reasons for Resignations/Terminations (PT & FT)

1. Compensation
2. Retirement
3. Work/Life Balance (PT)

FY25	
Full Time Hires	16
Full Time Terminations	15
Part Time Hires	21
Part Time Terminations	21
CHURNOVERS (PT/FT - Hires/TERMS)	2
FT Hired & Termed within year	2
Reasons for Leaving - Full Time	15
Better Employment / Opportunity/Compensation	5
New Career	1
Not best fit - position/culture	2
Involuntary Due to Performance	2
Relocation	1
Resigned In lieu of Termination	0
Retirement	3
Work/Life Balance (school, other)	0
Other / Unknown	1
Reasons for Leaving - Part Time	21
Better Employment / Opportunity/Compensation	2
Compensation	1
New Career	0
Not best fit - position/culture	0
Involuntary Due to Performance	2
Relocation	0
Resigned In lieu of Termination	0
Retirement	0
Work/Life Balance (school, other)	11
Other / Unknown	5

YY25: Risk Management Data

As of May 1, 2025



Quarterly Report

Emergency Management

Town Council Meeting Date: May 13, 2025

Third Quarter: January, February, March



Please accept this as the quarterly report for the Office of Emergency Management

Department Introduction:

The Warrenton Office of Emergency Management (OEM) is dedicated to safeguarding our community by preparing for, responding to, and recovering from emergencies. We work tirelessly to mitigate risks, coordinate resources, and ensure the well-being of our residents during times of crisis.

- Our mission is to build a resilient community through effective emergency planning, preparedness, response, and recovery efforts. We achieve this by:
- Developing and maintaining comprehensive emergency plans
- Conducting regular training exercises and drills
- Establishing strong partnerships with local, state, and federal agencies
- Providing timely and accurate information to the public
- Promoting individual and community preparedness

We are committed to serving our community and will continue working diligently to make Warrenton safer for all.

Commendable Achievements:**March 5th, 2025: Natural Gas Emergency**

On Wednesday, March 5th, at approximately 11:55 AM, Warrenton, Virginia experienced a natural gas emergency triggered by an over odorization incident. Multiple 911 calls, beginning at 12:55 PM, indicated a widespread strong odor of natural gas throughout the town. In response, the Town Emergency Management Coordinator activated the Emergency Operations Plan, fully activating the Emergency Operations Center (EOC) at 1:43 PM. Columbia Gas of Virginia responded to the scene and confirmed the presence of an over-odorization issue, rather than a gas leak. The coordinated response between local emergency services and Columbia Gas mitigated potential risks and ensured public safety. This incident highlights the importance of robust emergency response protocols and effective communication during potential hazardous material events.

The EMC responded to twenty-two incidents during this reporting period. A summary is listed in this report.

Staff Training & Certifications:

The Emergency Management Coordinator has graduated from the FEMA National Disaster & Emergency Management University.

Project Progress:


- A. **Emergency Operations Plan (EOP)** – The town adopted an EOP in 2022, and its next update is due in 2026. The EMC has reviewed the EOP as part of our annual review to ensure it is up to date.
- B. **Continuity of Operations Plan (COOP)** – The COOP has undergone a full update since August and is ready to bring to the council in June for final approval.
- C. **Hazard Mitigation Plan (HMP)** – The EMC attended four meetings with the RRRC regarding the HMP 2024 update. One of these meetings was an open public forum at the Culpeper County Fieldhouse. The HMP is in the final stages of review with FEMA. Once this is complete it will be brought back to the localities for adoption at the local level.
- D. **Dam Planning** – The EMC is reviewing the Dam EOP in preparation for a tabletop exercise. This exercise is required to obtain our full operator's permit.
- E. **Virginia Department of Emergency Management (VDEM)** – The EMC has met monthly with our VDEM state partners and continues to build a collaborative EM program with the state partners
- F. **Town / County Emergency Management** – The town and county EM's met five times to discuss topics between agencies.
- G. **Water Emergency Tabletop Exercise** – The Town's emergency management office hosted a state-facilitated with over 40 attendees from the town, county, and support organizations. It was a great success and received many positive reviews.

Incident Response Summary

25-037	01.05.25	Weather Event - Local State of Emergency - Winter Storm Blair
25-038	01.07.25	MVC - Truck Vs. Utility Pole
25-039	01.09.25	Downed Tree - Emergency ROW Tree Removal
25-040	1.10.25	Weather Event - Winter Storm Cora
25-041	1.19.25	Weather Event - Winter Storm Demi
25-042	1.20.25	Weather Event - Hazardous Cold Temps
25-043	1.30.25	Inside Gas Leak - Commercial
25-044	02.03.25	Structure Fire Follow Up - Hazardous Condition - Electrical
25-045	02.05.25	Weather Event - Freezing Rain
25-046	02.06.25	Downed Tree - Hasting Lane - Damaged Property
25-047	02.06.25	Downed Power Lines - High Street
25-048	02.08.25	Weather Event - Snow
25-049	02.10.25	Weather Event - Local State of Emergency - Winter Storm Harlow
25-050	02.15.25	Weather Event - Snow, Ice, Flooding
25-051	02.16.25	Weather Event - High Wind Storm
25-052	02.16.25	Vehicle vs Tree
25-053	02.18.25	MVA vs Utility Pole
25-054	02.19.25	Weather Event - Winter Storm
25-055	02.24.25	Outside Fire - Airlie Reservoir
25-056	03.05.25	Weather Event - Wind Storm
25-057	03.05.25	Natural Gas Emergency
25-058	03.14.25	Structure Fire - Single Family Dwelling


Attachments

A. OEM Presentation- Columbia Gas Emergency



MARCH 5, 2025 NATURAL GAS EMERGENCY

Office of Emergency Management




Mitigation, Preparedness, Response,
and Recovery

1

INCIDENT OVERVIEW

March 5th, 2025: Natural Gas Emergency

On Wednesday, March 5th, at approximately 11:55 AM, Warrenton, Virginia experienced a natural gas emergency triggered by an over odorization incident. Multiple 911 calls, beginning at 12:55 PM, indicated a widespread strong odor of natural gas throughout the town. In response, the Town Emergency Management Coordinator activated the Emergency Operations Plan, fully activating the Emergency Operations Center (EOC) at 1:43 PM. Columbia Gas of Virginia responded to the scene and confirmed the presence of an over-odorization issue, rather than a gas leak. The coordinated response between local emergency services and Columbia Gas mitigated potential risks and ensured public safety. This incident highlights the importance of robust emergency response protocols and effective communication during potential hazardous material events.



2



Timeline of Events

-11:55 AM: Initial reports of strong gas odor.
 -12:55 PM: First 911 call received.
 -1:15 PM: Town EM J. Switzer called Fauquier County EM for assistance.
 -1:26 PM: Town EM contacted Aaron Boeke, VP of Gas Operations, Columbia Gas of VA.
 -1:43 PM: Town EOC fully activated.
 -1:43 PM: Town EM contacted VDEM, Alexa Boggs, CRC.
 -2:00 PM: Situation status: 39 911 calls, public safety system overwhelmed, mutual aid requested, area command established at Warrenton Volunteer Fire Company (WVFC).
 -2:24 PM: Petrina Jones Wroblewski, Columbia Gas of VA, liaison officer, informed Town EM of the mobile command center and emergency operations team en route.
 -2:45 PM: Derek Powell, Columbia Gas EOC Rep., arrived at EOC.
 -3:45 PM: Town press release issued. WIA and EAS out to public with "If you smell Gas, Evacuate, Dial 911" message.
 -4:00 PM: 76 911 calls received.
 -4:24 PM: Columbia Gas Mobile Command Center arrives.
 -4:25 PM: EOC transitioned to Town/County Full EOC activation.
 -4:34 PM: Town EM hotline updated with emergency alert message.
 -4:36 PM: Joint Town/County PIO message being drafted.
 -4:39 PM: Risk Management reports facility checks complete.
 -5:10 PM: First flaring site established at Fauquier High School.
 -5:28 PM: Main Street reopened.
 -5:45 PM: Columbia Gas suspected excessive mercaptan in the system, activated emergency response plans, and initiated flaring operations.
 -5:52 PM: EOC reduced to essential personnel.
 -6:01 PM: 410 Holiday Court and 674 Hastings Lane are identified as additional flaring sites; flaring begins at Fauquier High.
 -6:03 PM: Second flaring location at 674 Hastings Lane begins.
 -6:10 PM: Columbia Gas update: 176 active priority response tickets, 60 completed, prioritizing hospitals, healthcare, and schools.
 -6:21 PM: EOC reduced to minimum staffing.
 -7:05 PM: Flaring operations begin.
 -7:20 PM: Hotwash discussion with EOC staff.
 -9:22 PM: Final update sent for the night.
 -Post 9:22 PM: Over 300 911 calls received. Area command at WVFC demobilized. EOC status moved to yellow / virtual.

3

Response and Recovery Efforts

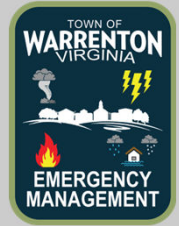


- EOC activation and coordination.
- Public safety response and mutual aid.
- Communication strategies (press releases, alerts).
- Columbia Gas response and mitigation efforts.
 - Flaring operations and site selection.
 - Public safety and resident support.

4

Alignment with

Warrenton Plan 2040



- **Community Safety & Resilience:** Enhanced emergency response capabilities.
- **Intergovernmental Partnerships:** Strong collaboration with Fauquier County and VDEM.
- **Resource Management:** Efficient use of resources during the emergency.
- **Continuous Improvement:** Identifying areas for improvement in emergency response plans.

5

Staff Recommendations



- 1. Joint After-Action Review (AAR):**
Collaborative review with Fauquier County.
Identify areas for improvement.
Enhance interagency coordination.
- 2. VDEM Interagency Agreement:**
Streamline resource requests during emergencies.
Enhance overall emergency preparedness.
- 3. Full Reimbursement from Columbia Gas of Virginia:**
Recover costs incurred by the Town.
Ensure fiscal responsibility.
Hold Columbia Gas accountable.

6

Legal Impact



- The Town incurred significant costs (personnel, equipment, etc.).
- Right to seek reimbursement from Columbia Gas.
- Potential for legal action if reimbursement agreement cannot be reached.
- Focus on demonstrating Columbia Gas's responsibility.

7

Conculsion



Key Takeaways:

- Successful response to a significant emergency.
- Importance of interagency collaboration.
- Need for continuous improvement in emergency preparedness.
- Commitment to protecting public health and safety.

8

Next Steps



- Implement AAR recommendations.
- Secure VDEM interagency agreement.
- Pursue full reimbursement from Columbia Gas.

9

**Representative from
Columbia Gas of Virginia**



10

Quarterly Report

Facilities & Fleet

Town Council Meeting Date: May 13, 2025

Third Quarter: January, February, March



Please accept this as the quarterly report for the Facilities & Fleet Management Division

- 1) **Department introduction:** The Facilities & Fleet Management Division of the Town of Warrenton is responsible for the maintenance and repair of all town-owned assets, including over 20 properties, 300+ fleet vehicles, and a variety of other equipment, such as parks, traffic safety devices, and traffic signals. The division's staff of five team members is dedicated to providing cost-effective and reliable services to ensure that the town's infrastructure is safe and well-maintained.

- 2) **Commendable Achievements:**

The FFM team has committed to ensuring that they maintain their training and certifications. As such, the team has all completed in both facilities and fleet bio-based certification programs, which are available at no charge to the town via a partnership with the U.S Soybean Board.

Staff Training & Certifications: The Facilities & Fleet Management Division is committed to continuous learning and development. The staff actively seeks out training and development opportunities to stay up-to-date on the latest industry best practices and technologies.

Some of the training and development programs that the staff have completed include:

- Biobased certified fleet professional program: This program teaches participants about the benefits of using biobased products in fleet operations. One additional team member has graduated from the program and has become certified.
- One team member has enrolled in the certification as Level 1 Traffic Signal Technician.

The Facilities & Fleet Management Division's commitment to training and development is commendable. The staff's dedication to continuous learning ensures that the town receives the best possible services.

3) Project Progress:

- A. **Traffic Task Force (TTF)** – The traffic task force has taken town traffic issues, challenges, and improvements to the next level. Citizen engagement has become one of the main focus points for the task force. The team has placed monitoring devices, radar boards, and a radar trailer in many areas of the town. The practices have become one of the positive discussion points during the continued town talks events. During this reporting cycle there were 8 individual engagements with citizens in which there was a positive and/or a desirable outcome for the reported issue.
- B. **Waterloo Street** – This study period is ongoing but has already resulted in many successful changes. We are continuing to monitor this area closely and will adjust our traffic calming measures as conditions warrant and construction phases near completion
- C. **Fleet Asset Replacements** – The replacements from the previous fiscal year are nearing completion and are expected to be on the road by the next report.
- D. **Traffic Light Updates** – The traffic coordination and automatic traffic management system project supplies have been delivered and the vendor is beginning to coordinate installation.
- E. **Sign Replacement** – We continue to replace out-of-compliance signs as indicated in the sign program. This includes radar signs that are failing or identified by a traffic study as a need for new installations. The TTF is utilizing the mobile radar speed trailer with messaging capabilities to be used as part of the ongoing Waterloo & Courthouse Square projects. This unit is traveling throughout the town to study visual warning devices on traffic behavior
- F. **Sign Program** – The team has replaced over 25 out-of-compliance signs during this reporting cycle.

Quarterly Report

Information Technology

Department



Town Council Meeting Date: May 13, 2025

Third Quarter: 2025 January, February, March

Please accept this as the quarterly report for the **Information Technology** department

Department Introduction:

The Information Technology (IT) department plays a crucial role in the seamless operation of the Town, serving as the foundation for reliable, secure, and efficient technology services across all departments. By ensuring that systems are consistently available and effectively utilized, IT enables more efficient processes, enhances interdepartmental communication, and fosters stronger collaboration among teams to drive productivity.

A primary responsibility is maintaining the safety and security of the Town's digital infrastructure. This includes proactive threat detection, email and network protection, and ongoing user awareness efforts. The department also focuses on optimizing system performance and ensuring that all technological resources are used responsibly, providing staff with the tools and support needed to perform their duties efficiently and securely.

An Audiovisual (AV) Specialist is also part of the department, managing the live video production and audio recording of Town Council meetings and sessions for various boards and commissions. This role supports government transparency and public engagement while enhancing the Town's internal communication, collaboration, and engagement efforts.

The Information Technology department is committed to supporting the Town's mission of *Excellence in Action* by driving innovation, enhancing infrastructure, and fostering collaboration in alignment with the goals of *Plan Warrenton 2040*.

Commendable Achievements:

Robert completed FEMA training 100, 200, 700, and 800.

Project Progress:**Computer Imaging:**

- Consistency across devices: Ensures all new computers have the same operating system, applications, settings, and security configurations.
- Faster deployment: Significantly reduces setup time by eliminating the need to install and configure each system individually.
- Reduced human error: Minimizes the risk of configuration mistakes or missing software during manual setup.
- Simplified updates: Allows IT to update the image once and deploy it across multiple machines, streamlining patching and software rollout.

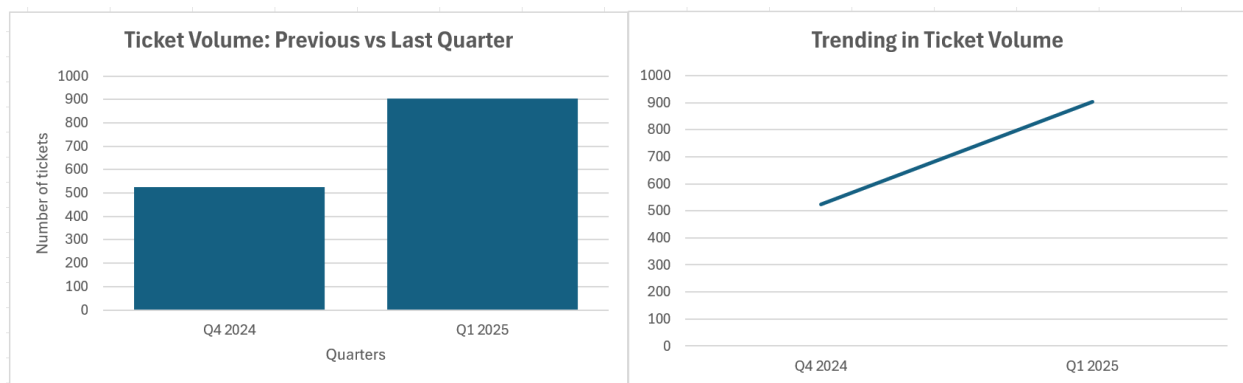
Multi factor computer security implementation:

- Enhanced Security
- Adds a second layer of authentication to protect against compromised passwords and phishing attacks.
- Improved Compliance
- Helps meet regulatory requirements (e.g., HIPAA, PCI-DSS, NIST) by enforcing strong access controls.
- User-Friendly Authentication
- Offers convenient options like push notifications, biometrics, or one-time passcodes to streamline login.

Modernization updates:

- Completed premise setup for monitoring and alerts
- Cybersecurity vulnerability testing
- WWTP – extended network for include additional remote building to network layout

Charts and information:



Ticket Volume Comparison:

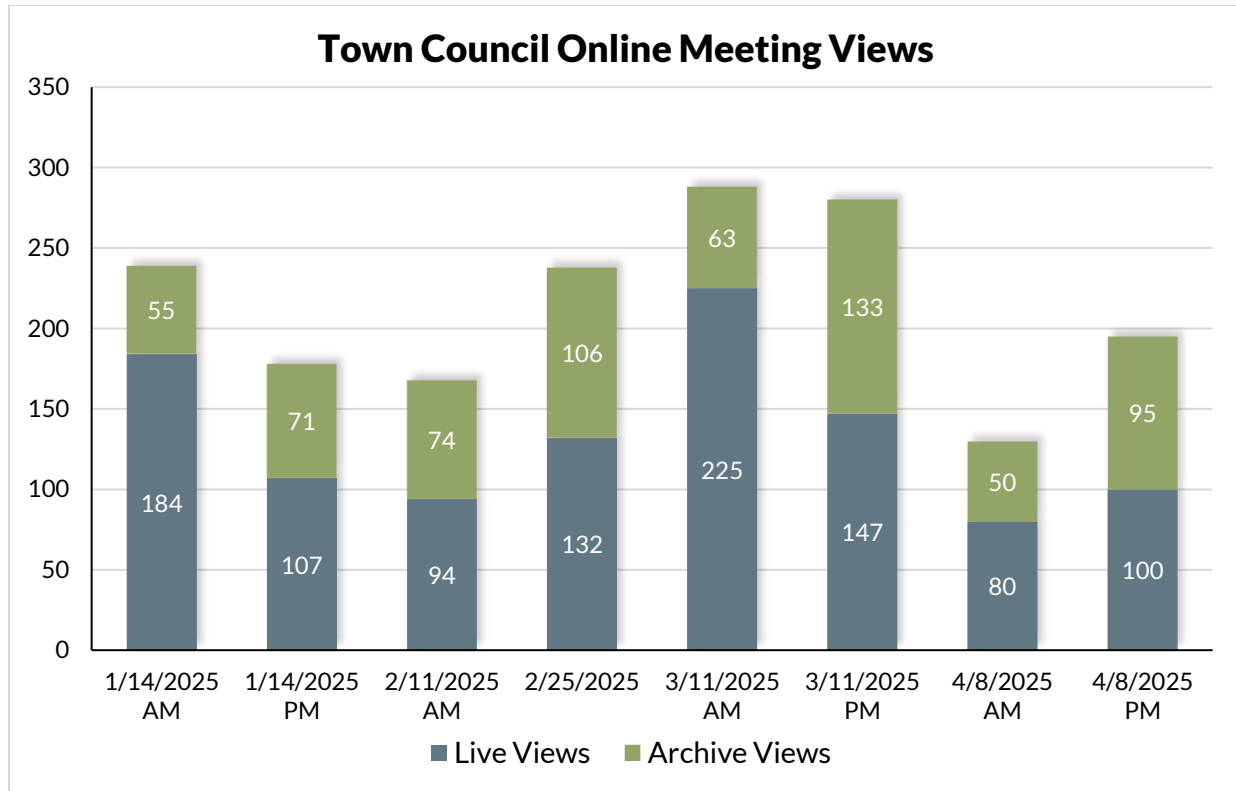
- In the **previous quarter**, there were **524 tickets**.
- In the **last quarter**, the number of tickets increased to **903**
- This represents an increase of **72%** over the two quarters.

Trending in Ticket Volume:

- The trend line indicates a **steady upward trend** in ticket volume from the previous quarter to the last quarter. The increase in ticket volume is attributed to the improved software for capturing requests, which suggests that more issues are being identified and recorded accurately. This is a positive indicator of enhanced system efficiency, ensuring that more support requests are being addressed.

Town Council Meeting Views:

This report provides an overview of online viewership for recent Town Council meetings, highlighting both live and archive viewing trends. Data was collected from sessions held between October and December 2024 and reflects public engagement across different meeting times. Analyzing these trends helps to assess the community's preferred viewing habits and inform decisions on scheduling and promoting Council meetings to maximize accessibility and participation





Office of the Town Manager
Frank Cassidy

Warrenton Town Council

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

Item k.

STAFF REPORT

Council Meeting Date:	May 13 th , 2025.
Agenda Title:	Consent Agenda- Meeting Minutes
Requested Action:	Review and consider approval of the Town Council Meeting Minutes
Department / Agency Lead:	Town Clerk
Staff Lead:	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 August 13th, 2024, 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 September 7th, 2023, Special Town Council meeting.
- 2. Draft September 12th, 2023, Regular Town Council meeting.



TOWN COUNCIL REGULAR MEETING

21 Main Street

Tuesday, August 13, 2024, at 9:00 AM

MINUTES

AN OPEN MEETING OF THE TOWN COUNCIL OF THE TOWN OF WARRENTON, VIRGINIA, WAS HELD ON AUGUST 13TH, 2024, AT 9:00 AM

Work Session

PRESENT

Mr. Carter Nevill, Mayor; Mr. William Semple; Mr. Brett Hamby; Mr. Paul Mooney; Mr. Eric Gagnon; Mr. Frank Cassidy, Town Manager; Mr. Stephen Clough, Town Clerk; Mr. Martin Crim, Town Attorney.

PRESENT

ELECTRONICALLY

Ms. Heather Sutphin

ABSENT

Mr. James Hartman, Vice Mayor; Mr. David McGuire

Regular Meeting

PRESENT

Mr. Carter Nevill, Mayor; Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Eric Gagnon; Mr. David McGuire; Mr. Paul Mooney; Mr. Frank Cassidy, Town Manager; Mr. Stephen Clough, Town Clerk; Mr. M. Tolly Gwinn, Town Attorney.

I. WORKSESSION - 9:00 AM

The Mayor called the meeting to order at 9:10am. He stated that a physical quorum was present, and that Vice Mayor Hartman and Mr. McGuire were unable to attend. He stated that Ms. Sutphin was attending remotely via the electronic meeting policy. He asked Ms. Sutphin to state her location and the reason for her remote attendance.

Councilwoman Sutphin stated she was at her home due to medical reasons.

1. EOTW Report

Mr. Frank Cassidy, Town Manager, introduced the topic. He stated that Ms. Joelle Fryman was unable to attend due to medical reasons and that she apologized for not being able to present.

Mr. Cassidy reviewed the report provided by Experience Old Town Warrenton and announced that the Town had a few new businesses including Goodness and Grace, WeirdDoughs, The Lucky Knot, Three Sisters, and more were coming. He described the working relationship between EOTW and the Town's Communications Manager and that the events that EOTW were partnering with the town on were going extremely well.

Mr. Cassidy called attention to the new branding incorporating the “Town Fox” and highlighted the positive work that EOTW was doing. He stated that if Council would like Ms. Fryman to return for more discussion to let him know.

2. Town of Warrenton Parks and Recreation Department Overview

Ms. Kelly Koernig, Director of Parks and Recreation, introduced the topic.

Ms. Koernig stated that her presentation would cover parks, playgrounds, events, future outlook and the behind the scenes as well. She highlighted that the Staff at Parks and Rec were one of their largest assets and praised the customer service they provide. She outlined various roles within the department and explained the impact those groups have. She began speaking about front desk staff who not only provide customer service to the pass holders and patrons of the WARF as well as interact with groups like the summer camps, signups for renting the pavilions, sign people up for the recreation programs and swim lessons as well as assist with setup for parties and other rental events.

She stated that Parks and Rec was the department partnered for the Warrenton Farmer’s Market to assist in processing payments, interacting with vendors and other things.

Ms. Koernig stated that the Parks and Rec Department processed all of the special event permits and applications.

She continued highlighting that the fitness instructors were not only teaching classes but taking the time to interact with people in those classes to build the personal relationships to better tailor their classes and training sessions to the participants.

Ms. Koernig spoke to the lifeguards who were not just seated on the stand but interacting with customers, reminding them of the rules, and addressing issues or questions that arise. Adding that the lifeguards also assist with large group events like the summer camps and swim teams that utilize the WARF.

The director also spoke about the Public Works staff of the Town who helped keep the parks safe and beautiful and the collaboration between the two departments.

Ms. Koernig stated that the WARF was an award-winning facility having won the Fauquier Times Reader’s Choice award for best gym and fitness club.

Behind the scenes, Ms. Koernig showed pictures of the equipment and staff that run the facility. She spoke to the efforts made to keep the systems running 24/7 to keep the building safe and operational.

Ms. Koernig discussed the upcoming projects that Parks and Rec were undertaking including the front walkway repair from a watermain break and a lighting project that came in lower than the project total listed in the Capital Improvement Plan. She also explained that this project could be

done without the expected major shutdown and would only need minimal closures. She continued outlining the current WARF shutdown and the work being done during this period.

The conversation continued on and shifted focus to the Parks. Ms. Koernig outlined a holistic approach to the parks amenities that would identify the needs of the parks and if equipment can or should be repaired out outright replaced. She stated this was going to be “needs”, not “wants” based. She explained that the approach would be equitable between all parks rather than focusing on just a few of them.

Ms. Koernig explained the collaborating between Parks and Recreation and the Public Works Department and complimented the work begin done at Rady Park for the new sand volleyball courts. She provided an overview of some upcoming parks projects and explained that Eva Walker Park’s master plan was still in Phase 1. She continued explaining the projects that were being completed with ARPA funds and ensuring ADA compliance. An overview of the planed expansions and projects at multiple parks was discussed.

The Director outlined multiple classes, lessons, and opportunities for training that the Parks and Rec team offers. She included updates and information about multiple other programs offered including dogapoolooza, pickleball classes, kids’ days at the parks, festivals, game nights, biathlons, cardboard boat races, puzzle wars, and more.

Ms. Koernig discussed the special events process that the Parks and Rec Team manages and stated that they processed 43 outside events in 2023. She spoke to the future programs being offered and the need to find the balance between free and paid programs as well as identifying what is working and what has not been successful. The discussion continued to how the department was receiving feedback from the community.

Ms. Koernig spoke of the Parks and Rec Master plan and the hope that it would outline the long-term plan for the development of the Town’s open space and reflect the needs and priorities of our community.

Councilmen Hamby thanked the team for the event-by-event work that they did. He asked about the budget of the department and the utilities costs. He requested that the department work to find a way to make the budget items clearer for the next Council and the citizens. He asked for more detail and explanations rather than just figures to better understand the differences year to year. He thanked Ms. Koernig for her work.

Mr. Semple requested the pre-COVID numbers to compare the recent numbers to. He complimented the quality of the instructors and stated that he was mostly concerned with the finances. He outlined that if the WARF was a service being provided by policy decision it would be acceptable. He stated that when the WARF was created, they had hoped it would be a profit-making enterprise when the debt was paid off. Mr. Semple requested demographics including those who were residents of Warrenton vs. not.

Ms. Koernig said that data could be provided.

Mr. Semple asked what could be done with marketing in terms of making the WARF more profitable and advertising to the citizens the benefits that the facility could provide.

Mayor Nevill stated that for a point of clarification, there was confusion over the assumption the WARF would ever be profitable. He stated that generally speaking these types of facilities were rarely profitable and that he thought it was a known factor when it was built. He asked Ms. Koernig what the typical or target recovery ratio was that indicated a healthy revenue to cost.

Ms. Koernig responded that it was usually a 70% cost recovery.

Mr. Semple asked her to explain those numbers.

Ms. Koernig explained that the target is between 50%-70% cost recovery.

Mr. Semple stated that he had received the information from a previous member of Council that made that voted based on that.

Councilmen Gagnon asked how many years the debt service would be in place for the WARF.

Mr. Cassidy responded that it would be in place through 2032.

Mayor Nevill added that as part of the repaving he has seen a demand for more pickleball courts and suggested that staff find a location where lines would be added so that pickleballers could set up their own nets.

Ms. Koernig responded in the affirmative and explained that within the Eva Walker Park Master plan one thing that was being explored was relocating the basketball court and having two courts with the ability to add the lines for pickleball.

Councilmen Mooney stated he had questions on the debt service. He expounded on the statement that good cost recovery was between 50-70% and requested that staff include other examples of facilities that are hitting the 50-70% with what locality they're in.

He asked if a lot of the work being done at the WARF currently was by staff members or contractors.

Ms. Koernig responded that the HVAC work being done was by contractors as well as the Surge tank project, but most of the other work was being completed by staff.

Mr. Mooney asked when the Council could expect a draft of the Parks and Rec Master Plan.

Ms. Koernig responded that a draft was expected by the end of the fiscal year.

Mr. Mooney asked about the use of ARPA funds for repair vs. replacement and new construction.

Ms. Koernig responded that many of the necessary repairs had been identified and were in the process of being addressed.

Mr. Cassidy stated that the projects were being reassessed for what needs to be contracted out and what needs to be done vs. what's to be done. He added that community requests like the shades the town has gotten a lot of requests for and would not add too much maintenance so those would be done.

Mr. Cassidy thanked the member of Council that came up with the idea to add the budget review to the overview section and reminded Council that this was the purpose of what these presentations were all about. He reminded Council that this was not the only time they could discuss parks and rec nor the budget and encouraged council feedback. He outlined that the Police Department and Human Capital were on the deck for next month's presentations.

3. Speed Limit Discussion

Mayor Nevill introduced this topic reflective of a new law that went into effect July 1st, 2024. He introduced Mr. Crim to present on this topic.

Martin Crim, Town Attorney, explained that the previous law required a municipality to have a speed study done on a particular area before the Council could adopt a speed limit less than 25mph. He continued that the Virginia Department of Transportation was not too happy with the process and had put various obstacles in the way of localities. He stated that this year the Council got the ability to adopt an ordinance that would be local government action set the speed limit of down to 15mph in an area that is currently 25mph.

Mr. Crim stated that all that was required would be that the Council adopt an Ordinance which could state either exactly what they would want, similar to the Middleburg ordinance in the agenda packet, or Council could delegate that authority to the Town Manger or someone else in the Town Staff to make decisions as to where speed limits should be. The Town would be required to send a letter to the Commissioner of Highways thirty days in advance of enforcement. He added that this was a fairly simple process compared to what it was previously.

Mr. Crim stated that this item was on the agenda seeking direction from Council on their desire to move forward with this speaking of his Philosophy of the "Three Es" Engineering, Education, and Enforcement in that order. He explained that you see better results from traffic calming devices than you do from education programs, and you'll get better results from education programs than you do from enforcement. He continued stating that these are all a part of package to deliver safety for pedestrians, bicyclists, and everyone else using the roads around cars.

Mayor Nevill stated that this was responsible for one of the larger complaints that we see in requests to address speeding cross town. He asked if there was anything stopping us from Having 20mph Townwide unless otherwise posted?

Mr. Crim responded that the Town would need to post signs on each street to state what the speed limit was.

Mayor Nevill confirmed that the speed limit resolution could be sweeping like that similar to other municipalities.

Mr. Crim confirmed that an extra sign could be put up, but for the enforcement, signs would need to be on each street.

Mayor Nevill stated that if Council was in agreement, they could direct staff to come back with proposals and suggestions to apply this new law to our streets.

Councilmen Gagnon asked if the Town had any prior experience in areas where the speed limit was dropped and the impact it had on speeding.

Mr. Crim stated that he would defer to Chief carter and that there were some places in town that the speed limit has been decreased.

Timothy Carter, Chief of Police, stated that when the town has dropped speed limits they did see a reduction in speed but it did not always hold. He continued stating that to Mr. Crimps point, 15mph was hard to maintain and those were areas where the department found a significant number of violations. He stated that 20-25mph was a good middle ground. He said that he would be happy to bring back more specific data to the Council. He agreed with Mr. Crim that education was the most important way to fix the issue and that enforcement would only help if it was 24/7.

Mr. Cassidy added that staff included information for "Twenty is Plenty" as well as the vision zero concept was included in the agenda packet. He said that these ideas would help with consistency when it came to enforcement.

Chief Carter added that the combination of pieces would help prevent the back and forth of decreased speeds re-increasing.

Councilmen Semple recommended the book "Confessions of a recovering engineer" by Charles Marone of Strong Towns. He described that in the book the concepts agree with Mr. Crim on the nature of speed limits and the effect they have. He summarized that basically the design of the road would dictate the speed that people would travel on it. He commended the Town for looking at how to modify streetscapes, not just relying on speed signs.

Mr. Mooney confirmed what the Town Manager and Attorney were requesting of the Council.

Mr. Cassidy confirmed that he was requesting direction from council on if this measure was something that Council wanted to pursue. He said that if so, staff would prepare recommendations and details to return to Council.

Mr. Mooney asked how many speed studies the Town had done.

Mr. Cassidy responded that the Town had done a numerous amount of speed studies and that currently instead of studies the Town was implementing changes to the traffic pattern and mitigation. He compared it to the concept of road dieting and added that the staff were working to redesign some of the more problematic areas in town.

Mr. Mooney confirmed that with the new law, the studies they had done previously, they can now just adopt the changes at the local level.

Mayor Nevill thanked Mr. Crim. He spoke on the importance of economic development and increasing the Town's revenue stream to be able to have the money to take on the engineering. He identified that it had been a priority of this council and himself to put in the median refugees,

medians, bump outs, curves, chicaning, and all of the potential possibilities that require funding to enable their implementation. He said until then, he believed that going to a town wide speed limit would simplify and remove the confusion multiple speed limits in Town. He requested that staff come forward with options for the Council to consider and that the recommendations be equitable so that it is all neighborhoods, and all streets.

Councilmen Hamby added that the Council had tried to undertake projects that effect every street and found the major differences in them. He requested that the Staff come back with a street by street break down of the speed limits.

Mr. Crim responded that the map that accompanies the Middleburg ordinance did exactly what Mr. Hamby was requesting.

Mayor Nevill confirmed that the Council and staff were clear on the direction moving forward.

4. Planning Commission update

Ms. Denise Harris, Planning Manager, updated the Council on the Planning Commission meeting held on July 16th, 2024. She stated that the PC held a work session on zoning amendment map amendment 2024-01 for United Methodist Church and Hero's Bridge for a residential planned unit development known as an R-PUD to allow construction of forty four duplex units for age restricted affordable housing with walking trails, office, a community center, a multipurpose recreation center, and an existing church.

Ms. Harris briefly described the project and stated that a second work session was scheduled for the Planning Commission Meeting in August.

Ms. Harris described the Public Hearing for the Zoning Text Amendment Initiated by the Town Council to remove articles four and five from zoning ordinance. She explained that this was the next step after the Town Council had approved the stand-alone stormwater management document as required by state code at the June 11th, 2024, Meeting. She said that there were no speakers at the public hearing and the Planning Commission recommended approval to the Town Council 4-0-1 with Commissioner Barbour absent.

Mayor Nevill thanked Ms. Harris for her report.

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5. **SUP 2022-05 Warrenton Village Center, the Owners, Jefferson Associates LP and Warrenton Center, LLC with the Applicant, NewCastle Development Group, seek a Special Use Permit for two parcels totaling approximately 29.05 acres to create a mixed use development in the existing Warrenton Village Center. The proposal includes up to 320 apartments, 34 2 over 2s, and 32 townhomes with the addition of central plaza, parking garage, enhanced internal road network, and pedestrian infrastructure to promote walkability. The properties are zoned Commercial and**

designated in the New Town Character District of Plan Warrenton 2040. (GPINs 6985-20-7247 and 6984-29-6753)

Ms. Harris introduced the topic. She recapped the description of the project and the steps it had taken through the Planning Commission and Town Council at this time.

Ms. Harris began explain that the Town Council held its second work session on Special Use Permit 2022-05 for the proposed mixed-use development at Warrenton Village Center, a commercially zoned area bordered by West Lee Highway, Branch Drive, Oak Springs, and Broadview. The 29-acre site is designated as part of the New Town Character District in future land use plans.

She explained that the Planning Commission previously held three work sessions with subject matter experts to review design, affordable housing, public amenities, infrastructure, transportation, and environmental impacts. A public hearing was held on June 18, where the commission unanimously recommended approval with draft conditions. Meeting minutes and videos are available on the town's website.

Ms. Harris continued stating that last month, the Town Council held a work session with experts from public utilities, transportation, and zoning to discuss housing standards, parking, water and sewer, and transportation. Following the session, the applicant submitted letters committing to:

- Installing low-flush toilets
- Adding a parking garage arm to restrict Oak Springs access during Highlands Lower School drop-off hours
- Constructing a playground near the proposed apartments

She noted that these commitments were not part of the original Planning Commission review or the recommended conditions of approval.

Ms. Harris stated that the applicant is present to provide updates, and the team is available to answer any questions from the Town Council.

Mayor Nevill thanked Ms. Harris for her introduction and asked if the Council had any questions for her. Hearing none, the Mayor welcomed the applicant.

Kendrick Whitmore of Venable, LLP, introduced the project to the Council. He spoke to the efforts the team had made, speaking with the Highland School since the inception of the project. He gave Credit to Councilmember Mooney for his suggestions and told the Council that they would be entering into a private agreement with the Highland School to address their concerns.

Mr. Whitmore continued by addressing some of the points raised at previous meetings.

He addressed the height of the proposed construction being within the confines outlined within the Comprehensive plan. He outlined proposed benefits of the height of the construction

including the ability to include affordable housing units and building density without sprawl. He stated that there were examples of four-story buildings on Hastings Lane with the Warrenton Mannor apartments.

Mr. Whitmore discussed the parking for the proposal and the impact that the construction would have on the existing parking in the area, noting the garages proposed. He spoke to the parking garage screening the additional vehicles to lessen the visual impact.

He continued speaking of the density outlined in the proposal and the comparison with the density proposed for the “New Town Character District” in the Comprehensive plan. He outlined the impact that increasing density in this area would have on the Fauquier County Comprehensive plan. Mr. Whitmore explained the benefits of the density, including the ability for the developer to provide affordable housing.

Mr. Whitmore outlined the gateway of the town and the impact that the development would have on the views. He continued outlining the work that had gone into the review of the impact on the Town’s water and sewer systems and explained that the addition of low flow fixtures would now be added after the Town Council’s discussions. He reviewed the proposed impact on the Town’s traffic and the agreement made with Highland School in that regard. He mentioned the planning work that had been done that outlined this project and the impacts it would have. Mr. Whitmore discussed the work done with the Planning Commission to ensure compliance with the Comprehensive Plan and how this proposal aligned with the mixed use, walkable space that it outlines. He reviewed the proposed waivers requested for the site.

The presentation continued with discussions about affordable housing and the Ordinance outlining 80% AMI as the definition for affordability. The presentation outlined the proposal for the inclusion of affordable housing units and compared the current stock for rental units in the Town. Mr. Whitmore’s data showed that there were no apartments available and only a few single-family homes with the average year built being 1891. He explained that one home available for sale was built before Pearl Harbor. The discussion continued comparing average salaries of various roles and the ability to afford affordable housing.

Mayor Nevill turned the discussion over to the Council for questions.

Councilmen Gagnon inquired about the estimate for the number of occupants when the development was built out.

Jess Achenbach, NewCastle Development Group, stated that the number was calculated by reviewing the portfolio across Northern Virginia and calculated the number of residents vs. the number of units to average 1.56 residents per unit. He applied that number to the units proposed 1.56×386 units and presented an estimated 602 residents at 100% occupancy.

Councilmen Gagnon asked if the Federal ratio of 2.5 residents from the US Census Bureau was used by the Town in its estimates.

Ms. Harris responded that the US census uses 2.5 residents across all types of units they have a definition in their data gathering that includes the types of homes and that presents an average including single family homes.

Councilman Gagnon stated he was confused about the number that the Council should use for guidance as the Census Bureau number is a US Government number provided as a benchmark. He continued that when factoring that number into the 386 units you would have an estimated population of 965 residents. He requested guidance on this.

Ms. Harris stated that the US Census number was a very high-level general number, and the applicant was proving their portfolio data, and it was up to the Council on what estimates to use. She added that Transportation studies are done based on very specific uses out of the Institute of Transportation Engineers.

Mr. Gagnon inquired about the traffic study and the calculations for the number of trips per day.

The applicants responded to the questions explaining the peak hours for commuting and the traffic study requirements outlined by the Town.

Mr. Gagnon asked how funding was secured for projects like this and if financing was secured ahead of time or if the applicant would seek funding after a decision was made. He asked if there were time limits that the lender would impose to start construction.

The applicants explained that every lender had different requirements and the variations that they could encounter. He stated there was no one size fits all approach.

Mr. Gagnon asked the developer if they would be receiving any tax brakes on the financing due to the affordable housing component of the proposal.

Mr. Whitmore explained that there would not be a tax break due to the affordable housing component.

Mr. Gagnon requested more information on the projected rental rates.

Jess Achenbach responded that it would be very difficult to predict the rental rates because there is no comparable rental properties in Warrenton. He mentioned that the figures presented were based on other localities like Chantilly or Manassas. He stated that the applicant anticipated the rental rate to be significantly lower to what was being seen in other nearby communities.

Mr. Gagnon inquired as to how the affordable housing would be monitored.

The applicant responded that they would be the ones monitoring it and annual reports would be provided to the Town.

Councilmen Gagnon explained that with the constituents he had talked to were primarily not in favor of the project and shared some concerns about the precedent it could set with approval. He asked if the project could work for the developer if it were scaled back.

Mr. Whitmore explained that any other applicant before the Council on any other project would be required to go through the same work that they had to prove the merits of their proposal independently. He continued, restating the steps that the proposal had gone through to this

point and the feedback received. He added that the project had been proposed as it is and it could take years to come back with revisions.

Councilmen Semple requested the elevation pictures be brought back up display for discussion. He asked if the view proposed would be consistent with what could be expected in a small town and expressed concerns over the project's size. He compared the project to the comprehensive plan and the differences he viewed in the frontages and scale.

Mr. Semple expressed concern over the statements made of availability in the housing market in Warrenton stating Warrenton had six LIHTC projects with four hundred and fifty-seven units.

Mr. Achenbach stated that Mr. Semple was correct and that there were zero available units currently.

Mr. Semple explained that he agreed with Mr. Gagnon that the scale could be rolled back and stated that it would be more acceptable. He also expressed concern with the market rate and the affordability of the rent. He continued expressing concerns about the scale of the project and the impact it could have at this scale and inquired if there were other aspects of the New Town Character district that could help soften the scale.

Mr. Whitmore thanked Mr. Semple for his statements and addressed the concerns listed. He explained that the proposal was developed to align with the Comprehensive Plan in ways to provide for other elements of the plan including open spaces, walkability, and mixed uses. He explained a critical need for housing units in the Town.

The discussion continued about the application of the Comprehensive plan and components of the proposal.

Councilmen Semple expressed concern with the setting of a precedent by the approval of this project creating a model for other developers.

Mr. Whitmore asked Mr. Crim if he was aware of any cases that had been deemed arbitrary and capricious as a result of precedent.

Mr. Crim responded that he was not aware of one and that the standard was that the item was fairly debatable. He added that just because he was not aware of any that it did not mean non existed.

Mr. Semple continued his statements on the concerns of the Live, work, play, aspect of the proposal.

Mr. Mooney requested to review the waivers being requested by the applicant.

Mr. Whitmore said that he would pull up another presentation with that information.

Mayor Nevill called for a short recess while the presentation was being accessed.

The meeting resumed at 11:30am after a brief recess. Mayor Nevill stated that for the efficiency of the meeting some items originally scheduled for this meeting would be moved to the

September regularly scheduled Town Council meeting. Those items were the ZTA 2024-2 and an amendment of the Town Code for building code violation enforcement. He stated that the Town Council would move to the next item in the agenda, the Code of Conduct Committee Discussion, then return to the Warrenton Village discussion to answer the questions posed by Mr. Mooney.

After the agenda review Mr. Whitmore provided a presentation on the waivers requested. He outlined the waiver requests related to density and setbacks. He outlined other waivers that included retaining wall height, commercial use adjacency, and landscape buffers.

The discussion continued around the setback distances and the potential for additional meetings to discuss the waivers.

The applicant explained their willingness to add additional waivers related to the Highland school adjacent to the property. They also explained the process to come to these waivers and how deviating from the proposal would affect the plans for the development.

Ms. Harris explained that while the Planning Commission was in review of the application it was brought to the attention of all that the Original Oak Spring was located on the site and that the applicant had modified plans to preserve the spring.

The applicant concluded the review of the waivers.

6. Code of Conduct Committee Update

Councilmen Mooney introduced the topic. He recapped the work done by the Committee. He stated that the Council members had been given a draft for review and the draft was based on recommendations from Ms. Jane Dittmar from the Virginia Institute of Government and other jurisdictions as well as the ICMA. He requested feedback by September 6th so that any changes could be implemented stating that this was the first step in a multiple step process with this update and that he was open to any feedback from the Council or Citizens.

Mayor Nevill complimented the draft provided by the committee and stated that it removed subjectivity and stated the proposed version was much more readable, usable, understandable, and, applicable.

Councilmen Semple asked if this draft would replace the Code of Ethics. He raised a concern about the inclusion of a Code of Conflict provision.

Mayor Nevill stated that this would replace the Code of Ethics, and the Code of Conflict provisions would be superseded by the State Code.

7. Agenda Review

Mr. Cassidy proceeded with agenda review. He explained there would be a closed session after the Warrenton Village discussion this morning. Moving onto the evening he stated there would

be a public hearing on SUP 2022- 05 Warrenton Village Center and on the consent agenda were the Quarterly reports and delinquent tax list. He stated it was standard procedure to publish the delinquent tax list to attempt to recover the funds. Further reviewing the agenda, Mr. Cassidy explained there was the BZA funding request on the Unfinished Business section.

Mayor Nevill asked if the delinquent Tax List would be published in the paper and further inquired as to the number of delinquent accounts.

Ms. Stephanie Miller, director of Finance responded that there was an email sent to Council with the list attached and bills less than \$5 the Town would choose to not pursue as it cost more in administrative fees to collect. She also said that there were a list of Personal Property Tax accounts that were delinquent that would be sent to third party collections. She said that she would be sending a list shortly to the Council for review.

Mr. Whitmore indicated he was ready to proceed and the agenda review concluded.

The discussion on the Warrenton village item is listed on item number 5 in the minutes.

8. Closed Session

As permitted by Virginia Code § 2.2-3711 (A)(7), consultation with legal counsel or briefing by staff members or consultants pertaining to: the pending case of CFFC FOIA Lawsuit 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 SUP Procedures

Councilmen Hamby moved to convene a closed session as permitted by Virginia Code 2.2-3711 (A)(7).

Councilmember Mooney Seconded. There was no discussion on the motion.

Ayes: Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. Eric Gagnon; Mr. Mr. Paul Mooney.

Nays:

Abstention:

Absent:

Upon reconvening from the closed session, Councilmen Hamby 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. Eric Gagnon; Mr. Mr. Paul Mooney.

Nays:

Abstention:

Absent:

9. Adjournment

Mayor Nevill requested the addition of a closed session to the evening session and following the determination in closed session.

With no further business, this meeting was adjourned at 12:38 PM on Tuesday, August 13th, 2024.

II. REGULAR MEETING - 6:30 PM

INVOCATION.

Rabbi Rachel Schwartz from the Fauquier Jewish Congregation lead the invocation.

PLEDGE OF ALLEGIANCE.

Mayor Carter Nevill lead the Pledge of Allegiance.

PROCLAMATIONS AND RECOGNITIONS.

Town Manager Frank Cassidy stated that it was his pleasure to introduce several staff members they would recognize this evening for their Excellence in Action.

Public Utilities has recognized a new hire, Mr. John Hocter, as a new operator at the water treatment facility.

The Parks and Recreation department introduced Peter Zieg, David Zieg, Gwyn Frick, Ethan Homenik, and Caden O'Grady as new lifeguards.

Michael Fisher of Facilities and Fleet management was recognized for achieving the Biobased Certified Fleet Professional Certification and Peyton Cvengros was recognized for achieving the Biobased Certified Facilities and Property Professional Certification (BCPP).

Joseph Tanner was recognized for obtaining the Virginia Class II Wastewater Treatment Facility Operators License.

Ms. Denise Harris was recognized for being the first ever recipient of the American Planning Association (APA) Virginia's Larson Distinguished Professional Award.

Ms. Brooke Campbell was recognized for being the recipient of the 2024 Fauquier Times Reader's Choice Award for "Best Public Servant" as well as being the 1st Place winner for 3 jams and the "John Ward Cheese Pie" at the Fauquier County Fair.

Ms. Lauren Kruck was recognized for winning "Biggest Zucchini" at the Fauquier County Fair.

Mr. Cassidy concluded the recognitions and congratulated the staff on the Excellence in Action that they had shown.

CITIZEN'S TIME.

Citizen's time Sign in Town Council Regular Meeting: January 9, 2024		
Name	Address	Topic
Ann Engel	7200 Woods Edge, Warrenton	Lot on Corner of Hastings & Oak Springs

Waldo Ward	192 Pinnacle Ct.	
Joeseeph Ficarelli	102 Winchester St.	Semple & Gagnon
Colleen Taylor	8301 Kine Rd.	Fauquier Juneteenth
Joseph A. Washington	8086	Fauquier Juneteenth

Anne Engel spoke regarding an abandoned property at the corner of Hastings and Oak Springs. She described the conditions and requested action by the town to remedy the situation. She also discussed the Brookside Nursing home and the lack of a place for the staff to eat lunch or take their brakes.

Waldo Ward expressed concerns about the Amazon data center and the perception of the Town Council by the citizens. He thanked the Town Clerk for the ADA Listening devices and their use.

Joe Ficarelli spoke regarding a voicemail received by Molly Brooks of Hero's Bridge from Mr. Semple. He described the voicemail and expressed concerns of an Ethics Violation by Mr. Semple and Mr. Gagnon.

Colleen Taylor thanked the Town for their support of the Juneteenth event and praised the event.

Joe Washington thanked the Town for their support of the Juneteenth event.

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. Eric Gagnon; Mr. David McGuire; Mr. Paul Mooney.

Nays:

Abstention:

Absent:

The motion passed unanimously; the agenda was approved.

PUBLIC HEARINGS.

SUP 2022-05 Warrenton Village Center, the Owners, Jefferson Associates LP and Warrenton Center, LLC with the Applicant, NewCastle Development Group, seek a Special Use Permit for two parcels totaling approximately 29.05 acres to create a mixed-use development in the existing Warrenton Village Center. The proposal includes up to 320 apartments, 34 2 over 2s, and 32 townhomes with the addition of central plaza, parking garage, enhanced internal road network, and pedestrian infrastructure to promote walkability. The properties are zoned Commercial and designated in the New Town Character District of Plan Warrenton 2040. (GPINs 6985-20-7247 and 6984-29-6753)

Mayor Nevill introduced the applicant. He stated that the applicant had prepared a presentation, and that Councilmen Gagnon had prepared a presentation as well. He stated the public hearing would follow the presentations.

Mr. Kendrick, Whitmore of Venable LLP representing applicant provided a presentation to the Council. His presentation spoke to misinformation in the press and other sources being provided about the project and addressed the concerns raised by the Council and Citizens. He spoke on flyers that had been distributed with misinformation before the public process had begun. He addressed concerns brought up in emails and circulated information that the project would add over a thousand residents to the town and stated that the projected number of residents was six hundred and two. He stated that the one thousand number came from the use of HUD numbers that would also include single family homes that were not present in the application. He talked about the affordability aspect of the project. He stated growth for growth's sake would not make a strong, healthy town.

Mr. Whitmore showed a citizen proposal for the Amazon Data center site that was presented to the council. He explained that the proposal was for a mixed-use community with walkability and supporting amenities, attainable work force housing and economic development driven by new residents. He explained that these goals were the goals of the New Town District and explained the connection of the proposal to the Comprehensive plan. He explained that the goals of the proposal for the Blackwell site aligned with the Warrenton Village goals of livability, attainability, and walkability.

The applicant outlined the process that the application had going through with the work sessions and public hearing through the Planning Commission. He outlined the proposal for the project highlighting the three housing blocks with different types of homes and the central plaza for recreation. He explained some of the changes made to the proposal through the public input process to provide different types of homes and their applicability to the Comprehensive Plan.

Mr. Whitmore spoke to the Economic white paper from RKG that was commissioned as part of the Comprehensive Plan and the findings of the paper show that without growth to the residential base the operational costs would start to outstrip the budget leading to a shortfall. He outlined the analysis in the white paper with the conclusion that the town could not continue to sustain itself as it was and it would need to grow. He outlined that the Comprehensive plan didn't call for just growth, but for smart growth that included walkability and outlines the elements of the character districts that would make the plan work.

Mr. Whitmore explained the Fauquier County Comprehensive plan called for service districts, like Warrenton, to contain the growth for the county to avoid sprawl through the rural areas of the county. He then discussed the lack of availability of rental apartments in the Town of Warrenton. He stated that the rental analysis showed the average year built for 1 bedroom homes to rent in the Town was 1891, 2 bedroom homes was 1918- and three-bedroom homes was 1007 highlighting the increased efforts required to maintain older homes.

The applicant spoke of the downward trends for consumer spending and the increase in commercial vacancies as well as the potential impact on the sales and meals tax for Warrenton. He stated that for the businesses to operate they would need workers and for workers to operate, they would need housing. He outlined the low rates of job growth in Warrenton.

Mr. Whitmore discussed the economic benefits from the proposed development and the potential ripple effects the increase in residents could bring.

The applicant then discussed the additional improvements to the area that would come with he proposal including a splash pad, village green, a restaurant, the restoration of old Oak Spring, the addition of a dog park, a tot lot, better connectivity, crosswalks, sidewalks, and an extension of Hastings In. He spoke on the modifications to the designs based on the feedback of the community and the Planning Commission to change the design from a more modern look to something that better reflected the character of Warrenton. He rehashed the history of the project and emphasized that if the project were approved tonight, it would not be just the next step in the process.

Mr. Whitmore addressed some concerns that were raised. He addressed concerns about the height, parking areas, density, water sewer systems, traffic, location, and affordability of the units. He explained that the proposal would not set a prescient allowing other developments of this nature in the future as each perspective development would have to go through the same process that Warrenton Village had.

The applicant addressed concerns of the affordability of the “affordable housing” as part of the proposal. He explained the economics of supply and demand and the impacts of the lack of supply. He addressed the 80% AMI value as required in the zoning ordinance and stated that the applicant would provide ten units at 80% AMI, ten units at 70% AMI, and five units at 60% AMI. He outlined that this proposal would bring forty-four new rent and income restricted apartments to Warrenton where there were none available today. He explained the cost of the units would be dictated by the market and showed comparable units in other jurisdictions. He provided a list of local public salaries that would be able to afford the units based on the listed salaries.

Mr. Whitmore concluded his presentation.

Mayor Nevill thanked Mr. Whitmore for his presentation and indicated that Mr. Gagnon had a presentation he wished to make as well.

Councilmen Gagnon began his presentation discussing some concerns of the proposal. He outlined his concerns including location, appropriateness, affordability, impact on traffic and Warer and Sewer infrastructure, and the long-term impact of the proposal.

Mr. Gagnon began stating that a project like Warrenton Village had never been built in Warrenton before. He added concerns of the density and questioned if the scale could be lowered to something that the residents of the town were more used to. He expressed concern that approval of the project would set a precedent that could lead to other high-density proposals.

He continued stating that one of the reasons residents of Warrenton moved here was because of the small town feel and that he wanted to keep it that way. He showed in his presentation some renderings of the proposal to show the scale of the project.

Mr. Gagnon highlighted the work of the developer in much larger areas and localities compared to Warrenton. He proposed the concern that the development would be much better suited for a larger area. He expressed concern of the location being attractive to commuters and the impact on the community.

He highlighted concerns of the affordability of the units and that the locals who needed homes may not be able to afford these units. He compared the proposal to a Reston style of commuter housing. He expressed concerns of the scale of the project being wrong for Warrenton. He spoke on some ideas for housing related to Strong Towns and proposed ADU developments and increasing density in apartments over Main street to solve the housing issues, rather than a new development.

Mr. Gagnon expressed concerns about the impact of this and other planned future developments on the infrastructure and the population of Warrenton. He stated that he believed the Planning Commission did not exercised the level of rigor and discipline and comprehensiveness that they should have exercised in this project.

Mr. Gagnon concluded his presentation.

Mayor Nevill stated that he would open the Public Hearing and that the applicant would have the privilege of the first statement.

The public hearing was opened at 7:58 p.m.

Public Hearing: SUP 2022-05 Warrenton Village Center		
Name	Address	Organization or Individual
Kendrick Whitmore	Applicant	Organization
Chris Bonner	602 Fauquier Rd.	Individual
Jane Nordstrom	6992 Ivy Hill Rd.	Individual
Jean Roberts	727 Cedar Crest Dr.	Individual
Ken Alm	194 Culpeper St.	Individual

Steve Wojack	621 Old Meetz Rd.	Organization
Ann Engel	7200 Woods Edge Ct.	Individual
Margaret Flannery	360 Culpeper St.	Individual
Roy Francis	147 N. View Dr.	Individual
PJ Leary	133 Copper Mill Dr.	Individual
Laurie Karnay	167 Brenda Ct.	Individual
Brett and Patti Mills	15198 Aikem Ct.	Organization
Joe Ficarelli	102 Winchester St.	Individual
Heidi Jameson	500 Hospital Dr.	Individual
David Norden	318 Falmouth St.	Individual
Cindy Burbank	6347 Barn Owl Ct.	Individual
Melanie Burch	98 Alexandria	Organization
Charla Malone	452 Ridge Ct.	Individual
Barbara Marmet	80 Fairfax St.	Individual
Fred Verdi	587 Foxcroft Rd.	Individual
Connor Hedges	102 Dorset Ln.	Individual
Lisa Kiplinger	172 Blue Ridge St.	Individual
Melissa Widenfield	12 Fishback Ct.	Individual
David Gibson	7548 Fox view Dr.	Individual
Ernie Hueier	7379 Legh Rd.	Individual
Whit Robinson	38E Lee St.	Individual
Geoffrey Arambo	300 Winchester St.	Individual
Shane Koehr	6797 Cartus run Rd.	Individual
Charlie Mulliss	721 Lancrel Rd.	Individual
Michael Fox	7241 Hastings Ln.	Individual

Colleen Taylor	8301 Kines Rd.	Individual
Larry Kovalik	39 Brookshire Dr.	Individual
Joseph W	8085 Shipyard	Individual
Waldo Ward	692 Pinnacle Ct.	Individual

Kendrick Whitmore responded to Mr. Gagnon's presentation.

The presenter expressed concerns regarding the accuracy and objectivity of the information presented in a prior report from March 2024, stating that it lacked public input and was not based on factual analysis. They emphasized the need for a fact-based, objective review of development applications and criticized the use of subjective language and anecdotal references.

Regarding the mentioned, proposed 90-unit downtown development, the presenter questioned its origin, feasibility, and density, contrasting it with the current proposal under review, which they asserted was based on established facts and discussions. They also refuted claims that there had been insufficient community engagement, stating that the comprehensive plan serves as the result of such a conversation and has guided development decisions.

The presenter further challenged the methodology used in growth projections, citing concerns over assumptions regarding unapproved projects, single-family unit metrics, and the absence of a clear timeline. Additionally, they questioned the inconsistencies in affordability concerns raised, noting that the project adheres to the Town's ordinance for affordable housing at 80% AMI. He concluded that the decisions made needed to be based on facts.

Chris Bonner talked about the work of Hope Porter in stopping development of Warrenton and Fauquier, so they did not resemble Reston. He read a statement from Ms. Porter that spoke against the proposal.

Jane Nordstrom expressed concern for the traffic impact of the development and the impact on the Public Schools. She urged the Council to not vote on the development until the school studies had been done.

Jean Roberts thanked Mr. Gagnon for his presentation and stated she lived across from the proposed development. She expressed concerns for the parking of the development and the waivers requested.

Ken Alm spoke on the income of the area and expressed concerns of the affordability of the units.

Steve Wojack spoke on behalf of the Fauquier Health Board. He stated that the Board employs over six-hundred people making it one of the largest employers of the county. He explained that finding housing nearby for their employees had been a challenge do to the lack of availability. He spoke on the preservation of Oak Spring. He expressed gratitude to the developer for working with the board and him to preserve the spring and the project.

Anne Engle stated that the traffic was what concerned her most. She expressed concerns about the pricing and affordability, the schools, and the traffic impacts.

Margaret Flannery stated she thought this project makes sense. She spoke on the mixed use component of the project and the use of space to offer more housing that was affordable. She stated that Small Town Warrenton wasn't sustainable on its own. She urged the Council to approve the project.

Roy Francis commended the Council for consideration of the project. He urged the Council to vote no based on the amount of waivers requested, density, building heights, setbacks, traffic, and infrastructure impacts. He stated the project should be delayed or reduced in size and scope.

PJ Leary expressed concerns with the traffic noting challenges on Oak Springs Dr. during Highland School pickup hours. She expressed concerns of affordability and the density of the project.

Laurie Karnay said that she was sitting next to a "find what you love in Fauquier" poster and that a Fairfax style apartment complex and parking garage was not what she loved about Fauquier.

Brett and Patti Mills stated that they represented Galaxy Strikes bowling center. They stated they understood concerns that people have addressed and that they were speaking because their employees needed a place to live instead of driving an hour or more to be able to work.

Joe Ficarelli stated that historically, families had lived in Warrenton for generations. He said that he and his wife had worked for ten years in their blue collar job to be able to afford a home in Warrenton. He explained that when his daughters graduated college, there were no jobs in Warrenton for them and no place they can move to but out of Warrenton. He spoke in favor of the development.

Heidi Jameson, the marketing and public relations officer at Fauquier Health, explained how the lack of housing was affecting recruiting of highly qualified staff at the Hospital. She told the Council that one of the major issues brought up during recruitment is the commute because the area lacked good housing options. She spoke of the potential roles that new development could bring to the hospital and the community.

David Norden stated he had no objection to the project but that he objected to the scale of the project. He expressed concerns about the amount of waivers and about the density of the proposal. He stated concerns with the increased demand on the water and sewer systems and compatibility with the comprehensive plan.

Cindy Burbank stated she was speaking at the request of Lucas Ragusa, a resident of Racecourse rd. who was out of Town tonight. She stated that the project was appealing, but it was too much for Warrenton.

Melanie Burch spoke on behalf of Fauquier Habitat for Humanity. She stated that the members of the Fauquier Affordable Housing Coalition neither support nor oppose the proposed Warrenton Village Center. She added that the coalition would welcome the additional rental housing and inclusion of affordable units. She added that Representatives from Fauquier Habitat for Humanity, Community Housing Partners, Community Touch, the NAACP Fauquier Branch,

and the Mental Health Association of Fauquier County submitted public comments in support of the proposed development. She emphasized the benefits of thoughtful development, including increased rental housing, economic growth, and enhanced walkability. Additionally, she highlighted that affordability is influenced not only by rental costs but also by access to jobs, services, and energy efficiency, which can reduce living expenses and environmental impact. Ms. Burch underscored the importance of ensuring that inclusionary zoning provisions lead to genuine affordability. She clarified that the U.S. Department of Housing and Urban Development (HUD) defines affordable housing as costing no more than 30% of a household's gross income, including utilities. She cautioned against misinterpreting this definition with subjective terms like "attainable" or "sustainable." Additionally, Ms. Burch addressed misconceptions regarding Section 8 housing vouchers, explaining that these federally administered vouchers provide rental assistance for families earning less than 80% of the area median income. She emphasized that the program benefits communities by preventing homelessness and ensuring landlords receive stable rental income. She Explained that under Virginia law, landlords with more than four rental units cannot refuse tenants solely based on voucher use, and participating landlords must comply with regular inspections and reporting requirements.

Charla Malone stated that she had attended the planning commission meetings on the proposal and that if she wanted to see it in her town she would move. She stated that it she did not think the project in the current proposal fit the character of the small town.

Barbara Marmet spoke in favor of the proposal describing the AMI amounts and their impact. She encouraged others to support this project as it was presented and available rather than the perfect fit.

Fred Verdi spoke against the project starting that it was too big and too dense. He spoke on the parking challenges and astatic of the proposal.

Connor Hedges stated that he was part of the younger demographic and the challenges he and his generation faced in obtaining housing in Warrenton. He stated that the location looked perfect to him for the proposal and encouraged others to find what they Love in Fauquier and supply housing to those so that they can find the love too. He spoke against Mr. Gagnon's presentation calling it disingenuous with the use of colors.

Lisa Kiplinger spoke of her walks to the development area and the traffic safety issues she encounters. She spoke of the proposal turning the Town into Centerville and spoke against the proposed density. She spoke of her commuting and suggested higher salaries to afford the area.

Melissa Widenfield thanked Mr. Semple for his work as a Councilmember. She spoke against the condescension of the developer and advocated for respect. She started that the Town needed to rethink the proposed developments and that this proposal should be scaled back and rethought. She spoke against the waivers requested and advocated for the denial of waivers. She spoke against the parking garage in the proposal and the strain on the infrastructure the development would bring.

David Gibson, CFFC, stated that CFFC supported a project at this location but that they did not support the size and scale of this project. They cited four main issues: (1) a misleading density calculation using the entire 29-acre shopping center area, (2) the cumulative impact of numerous

waivers, which they argued effectively nullifies the intent of the Comprehensive Plan and borders on spot zoning, (3) unresolved secondary egress concerns, particularly with the proposed closure of the Oak Springs entrance and redirection of traffic through an inadequate alleyway that was not included in the traffic study, and (4) new, unclear information about the potential sale of townhomes that could affect affordable housing commitments. Mr. Gibson emphasized the need to scale down the project and revisit the plan to ensure better conformity with planning goals and community needs.

Ernie Huer thanked the developer and the planning commission for their work on the proposal and stated he appreciated the modifications to the design. He spoke on the difficulty of young people to buy homes and the lack of affordable housing for the hospital workers, service employees, fireman, first responders, and retail staff. He thanked the developer for including affordable housing in the proposal and the benefit it would add. He spoke in favor of the mixed use development that this would create and in favor of the project.

Whit Robinson stated that the applicant's description of the Gateway was disingenuous. He expressed concerns on the traffic study provided and the developers response to the increased density's effect on traffic. He urged the Council to go back to the table with the developer to discuss scale and to take additional time on this proposal before rubber stamping it.

Jeffrey Granbo urged the Council not to vote for the proposal for its given size comparing it to other Northern Virginia areas. He asked the Council to vote yes only if the size decreased.

Shane Koehler stated that he was a college student and his travels made him appreciate Warrenton more. He explained that he and his siblings have not been able to find housing in Warrenton and have had to move elsewhere. He asked the Council to let him live in the Town that he has always loved.

Charlie Mullis spoke in favor of the project for its increased walkability and interconnectivity. He stated that this project was necessary for someone like him and his friends who have been searching for jobs and living with their parents still because they're unable to afford something else. He said that he had seen projects like this come before the Council before and others had the same issues, the location, the scale, the impact to the area, but that the end result would be people like him, his generation, his skills, his talents, would have to move elsewhere out of Warrenton. He expressed support of the project.

Mike Fox stated that he came this evening to gain more information. He said that he could see the positives and the negatives of each side and that his biggest concern was the traffic impact. He asked the Council to consider the impact not only to those in town, but how this would affect others outside of town as well. He asked the Council to consider road modifications to dissuade people from using the access roads as cut throughs. He stated he felt the developers depiction of the gateway was disingenuous and a bad representation of the view.

Colleen Taylor spoke in favor of the development describing her history as a realtor, and volunteer. She spoke of the impact of the proposal not just on the younger generation, but also the older generation that would see a great benefit from an area designed for walkability and access. She spoke in favor of the development and the need for affordable housing in Town.

Larry Kovalik expressed his concerns on the project citing the traffic study and the scale and scope of the development. He expressed concerns about the number of waivers the applicant was requesting and asked about the developers interpretation of the affordable housing aspect of the proposal. He stated concerns of the growth of Warrenton and the potential increase in taxes.

Joseph Washington thanked the presenters and urged the Council to consider the pros and cons of what they put forth. He stated his main concern was affordable housing for low income. He stated diversity and Change were a good thing and were going to happen. He stated a need for the community to grow and we needed to needed to look out for everyone.

Waldo Ward stated that he was a blue collar guy and that no body could afford to live everywhere. He stated Warrenton was a fixed size and that not everyone could live where they want. He stated he saved his money and could afford to buy the house he wanted. He stated that he was a union guy and when people were saying that their employees couldn't afford to live here that they should pay them more to enable them to live there.

The public hearing was closed at 9:37 p.m.

Mr. Semple opened the discussion inquiring of the affordable housing rate expressing concern that the rates were too high for affordability.

Mr. Whitmore stated that the 80% AMI figure was from the Town's Ordinance and that the proposal met what the ordinance provides.

Mr. Semple stated his concern was the rent, and if that was affordable for the lower income groups.

Mr. Whitmore responded that the community would dictate what the level of affordability would be and that they had codified it at 80% AMI.

Mr. Semple expressed concern of the legality of the first condition and whether it would be in violation of the fair housing act.

Mr. Tolly Gwinn, Town Attorney, responded that with his understanding it was a legitimate condition. The discussion continued around the fair housing act and its implementation.

Mayor Nevill added that the part of the presentation highlighted the lack of stock of housing and with that demand the town is seeing upward pressure of pricing. He stated that the addition of projects like this, rental prices could be brought down overall. He spoke on the access of the new unites creating openings for those in older homes and rentals who may have issues with upkeep and wanted a change. He stated that this project addressed the missing middle and the approval of the development could have downstream affects.

Mr. Gagnon inquired about the difference in housing offered for sale vs. the rental for affordable housing.

Mr. Achenbach explained that there was a cap on the purchase price based on the AMI of the region.

Ms. Sutphin thanked the applicants for the work they had done on the proposal. She spoke on the definition of affordable housing vs. attainable housing. She spoke on the availability of the housing and the rising prices. She stated that the town needed the project because it was attainable.

Mr. Mooney explained that he appreciated and respected everyone's opinions on the project. He said he saw a great need for the project and that he met with multiple citizens, business owners, and that some people saw it as good, some saw it as bad. He stated he looked at the different lines of work that needed places for their staff to live. He continued offering praise to the planning commission adding it was their job to vet the projects like this and that he held them in high regard. He said that as a small business owner he talked to other owners and heard concerns that the Council was too focused on Main Street and that this would put people into their back yard and support businesses off Broadview.

Mr. Mooney expressed concern about the economic stagnation in the commercial district, noting that 14 storefronts on one side are currently vacant. He emphasized the importance of organic and incremental development and acknowledged both past and present administrations for making difficult decisions. He discussed the current development proposal, noting that while some waivers are required, particularly for height and setbacks, only three significantly impact surrounding properties. He urged respectful dialogue among citizens, developers, and council members and praised town staff for their accessibility. He expressed support for the project overall but acknowledged concerns regarding its scale and potential loss of affordable housing if downsized. He encouraged public participation in the upcoming zoning ordinance review and advocated for a 30-day extension to continue working collaboratively on potential improvements.

Mr. McGuire inquired about the first responders and medical professionals asking the representatives to elaborate on the program. He asked if they had spoken to the local Police departments.

Mr. Whitmore thanked Mr. McGuire for his question and stated that they had reached out to the local departments and that there was a provision within the local building ordinance that allowed for housing priority. He read the condition stating "ADUs will be first made available to the following persons with preference for the first three bullet items below, those working residing or working in the town or the county, teachers, first responders, military."

Vice Mayor Hartman stated that he understood the thought of another 30 days to consider the project. He added that he didn't think it would get the Council closer to a decision and offered a motion to approve Special Use Permit 2022-05 Draft conditions of approval dated August 13th, 2024. The motion was seconded by Councilwoman Sutphin.

Motion put forth by Vice Mayor Hartman to approve Special Use Permit 2022-05 Draft conditions of approval dated August 13th, 2024.

Seconded by Councilwoman Sutphin.

Councilmen Semple motioned to amend the motion to table the item.

Seconded by Councilmen Gagnon

Mr. Semple explained that the request to table the item was to allow for additional deliberation, citing unresolved questions and discrepancies in the developer's presentation. He expressed strong disagreement with the developer's interpretation of the Comprehensive Plan, arguing that the proposed development may violate the plan's form-based, transect approach. He described the project as transformative and emphasized the need for a more thorough review before making a decision with such significant implications for the town. He also noted that some council members were absent from this and prior work sessions, and that the council had not yet had the opportunity to fully review and question the developer. He concluded that, with public input now received, the council should take time to reach a more informed and deliberative decision.

Mr. Gagnon spoke supporting a 30-day delay, noting that substantial new information—particularly regarding affordable housing and rent tables—was received only earlier that day. He emphasized that although the proposal has been under staff review since 2019, the council only began formal deliberations last month. He highlighted the upcoming visit from Strong Towns representatives on September 9 as a valuable opportunity to gain expert, independent insight on development and zoning issues. He proposed potentially turning that presentation into a special work session involving the public and developers, stating that input from national experts could lead to better-informed decisions. He reiterated that the request for more time was not a delay tactic but a chance to improve the council's understanding and outcomes.

Councilman Hamby expressed confidence in the Planning Commission's thorough review and noted the importance of maintaining constructive alignment between the Council and the Commission. He was skeptical that a 30-day delay would lead to meaningful changes, given the project has been in discussion for years. He voiced doubt about the value of input from national experts, emphasizing the town's long experience with similar challenges. He acknowledged public input, highlighting that community members often oppose change, but also noted that affordable housing needs remain unmet town-wide. He said no single project will solve that issue, but developments like this one, along with others in the pipeline, contribute toward addressing the need.

He also pointed out that many of the waivers requested have minimal impact and that the developer has made significant concessions, including accommodations for a neighboring school. Traffic studies and other regulatory requirements were met, and he felt concerns about infrastructure, schools, and historic sites had been addressed. In his view, the process has been comprehensive—from the Planning Commission to staff and Council—and it is time to move forward. While he supports continued oversight, he emphasized that the project will unfold over time and that the developer has signaled a willingness to cooperate in good faith. He concluded by noting that public opinion appeared evenly divided among the approximately 37–38 speakers.

Mayor Nevill called the question on the motion to table.

Mr. Cassidy stated that the motion to table the vote for thirty days would take the vote past the Next Regularly scheduled Council meeting.

Mayor Nevill inquired with Mr. Semple if he wanted to modify the motion to the next Council Meeting instead of thirty days.

Mr. Semple agreed and modified the motion.

The motion on the table is to table the discussion until the next Town Council Meeting.

The vote on the motion to table was as follows:

Ayes: Ms. Heather Sutphin; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. David McGuire.

Nays: Mr. Paul Mooney; Mr. William Semple; Mr. Eric Gagnon.

Abstention:

Absent:

The motion to table the discussion on Special Use Permit 2022-05 Draft conditions of approval dated August 13th, 2024, failed 4-3.

Vice Mayor Hartman reflected on over 50 years of life in Warrenton, recalling the transformation of areas once used for agriculture, recreation, and community gatherings—such as the former Gold Cup fields and the drive-in theater site—into residential neighborhoods. He noted that while these developments were initially met with resistance, they have become successful, thriving parts of the community.

He cited numerous examples of past development projects, including Ivy Hill, Oak Street, the WARF and various multi-story buildings throughout town, asserting that development has been a consistent part of Warrenton's evolution. He emphasized that each project should be evaluated individually and that the concept of “precedent” should not deter thoughtful, responsible growth.

Vice Mayor Hartman acknowledged concerns about traffic, infrastructure, and affordability but stated that professional studies and staff data indicated adequate capacity and mitigation strategies. He expressed skepticism about the use of water/sewer capacity and traffic as scare tactics against development, affirming that such concerns had been thoroughly reviewed and addressed in this case.

He highlighted the need for attainable housing options to support young professionals, working families, and local employees, many of whom currently cannot afford to live in Warrenton. He described the proposed development as “responsible infill,” aligned with the Town's 2040 Comprehensive Plan, and commended the developer for being responsive to feedback—adjusting architecture, preserving historical features, and including community amenities.

Vice Mayor Hartman concluded by expressing that, although the project is not perfect and was initially met with his own skepticism, he kept an open mind, performed due diligence, and came to see it as an important step toward Warrenton's continued vitality. He emphasized the importance of fostering a livable, economically diverse community and expressed his intent to support the proposal in service to the town's future.

Councilmen McGuire thanked Vice Mayor Hartman for his sage council. He agreed with the Vice Mayor that young professionals could provide a shot in the arm to help boost recently closed businesses. He urged passage of the proposal.

Councilmen Semple expressed concern regarding the proposed development project, noting that while the Planning Commission held several public hearings and ultimately recommended approval, the Town Council has not always adhered to their recommendations in the past. He cited the Walker Drive project as an example where the Planning Commission's advice was disregarded.

Councilmen Semple emphasized the need to consider whether the town is at a tipping point where continued development may compromise Warrenton's small-town character. He questioned whether the scale and appearance of the proposed four-story residential buildings were appropriate for the town, stating that no similar housing developments currently exist in Warrenton. He argued that the project diverges from the Comprehensive Plan's vision, which emphasizes accessory dwelling units (ADUs) and context-sensitive infill development.

While acknowledging the broader need for affordable housing, he expressed skepticism that the proposed development would meet that need effectively. He raised concerns that, based on sample rent-to-income ratios, the housing may still be unaffordable to many residents.

Councilmen Semple advocated for a 30-day delay in voting to allow further evaluation of the project's affordability and community impact. He expressed frustration with colleagues who indicated additional time would not change their views, suggesting that decisions may have been made prematurely.

Additional concerns were raised about water and sewer capacity and the accelerated timeline of growth, referencing the Whitman report. Mr. Semple clarified that his prior communications to constituents were based on staff data and took issue with criticism suggesting otherwise.

He concluded by reaffirming his commitment to representing residents who value Warrenton's traditional character and who fear this project threatens that identity.

Councilmen Hamby acknowledged the long duration of various projects, including the ongoing Amazon data center development, which has been in progress for years. He noted the diverse range of opinions on the project, including feedback from residents both in-town and from surrounding areas.

Councilman Hamby expressed frustration with the notion that the council "rubber stamps" projects or that decisions are made without sufficient deliberation. He emphasized that decisions are made with careful research and consideration.

He highlighted the speed at which certain projects, like the middle school, were pushed through the approval process, noting that the community's reactions to development vary depending on convenience and perspective. The member stressed that, despite differing opinions, the process includes input from multiple commissions, councils, and staff, ensuring that projects are thoroughly reviewed before moving forward.

Mayor Nevill called the question.

The vote on the motion to approve Special Use Permit 2022-05 Draft conditions of approval dated August 13th, 2024.

Ayes: Ms. Heather Sutphin; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. David McGuire; Mr. Paul Mooney.

Nays: Mr. William Semple; Mr. Eric Gagnon.

Abstention:

Absent:

The motion to approve Special Use Permit 2022-05 Draft conditions of approval dated August 13th, 2024, passed 5-2.

A short recess was called to allow those who had come for the Warrenton Village discussion to exit the chambers.

The meeting was called back to order at 10:44pm.

The Mayor called for a motion on the consent agenda.

CONSENT AGENDA.

BOND-24-2- Bond Release Request for Washington Street Development

Quarterly Reports

Police Department Report

Finance Department Report

Community Development Department Report

Parks and Recreation Department Report

Public Works and Utilities Department Report

Capital Improvement Program

Street Maintenance Report

Human Capital

Emergency Management

Fleet and Facilities Department Report

Delinquent Tax List

Approval of Draft Town Council Meeting Minutes

October 10th, 2023 Regular Town Council meeting minutes.

Motion put forth by Vice Mayor Hartman was to approve the Consent Agenda as presented.

Seconded by Councilmen Hamby

The vote was as follows:

Ayes: Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Eric Gagnon; Mr. David McGuire; Mr. Paul Mooney.

Nays:

Abstention:

Absent:

The motion passed unanimously; the Consent Agenda was approved.

NEW BUSINESS.

Closed Session

As permitted by Virginia Code § 2.2-3711 (A)(7), consultation with legal counsel pertaining to: the pending case of Citizens for Fauquier County v. the Town regarding exemptions under the Virginia Freedom of Information Act, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the City.

Vice Mayor Hartman moved to convene a closed session as permitted by Virginia Code § 2.2-3711 (A)(7).

Councilmember Mooney Seconded. There was no discussion on the motion.

Ayes: Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Eric Gagnon; Mr. David McGuire; Mr. Paul Mooney

Nays:

Abstention:

Absent:

Upon reconvening at 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.

Councilmember Hamby 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. Eric Gagnon; Mr. David McGuire; Mr. Paul Mooney

Nays:

Abstention:

Absent:

Legal Action: Direction of the Town Council

Upon reconvening the Mayor sought a motion on the discussion.

Vice Mayor Hartman moved to authorize the Town Attorney to file an appeal to the Virginia Supreme Court and citizens for Fauquier County versus the Town regarding exemptions under the Virginia Freedom of Information Act.

Seconded by Councilwoman Sutphin.

The vote was as follows:

Ayes: Ms. Heather Sutphin; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. David McGuire.

Nays: Mr. Eric Gagnon; Mr. William Semple; Mr. Paul Mooney.

Abstention:

Absent:

The motion passed 4-3; the Town Attorney was authorized to file an appeal to the Virginia Supreme Court and citizens for Fauquier County versus the Town regarding exemptions under the Virginia Freedom of Information Act.

UNFINISHED BUSINESS.

BZA Funding request

Mr. Cassidy introduced the topic. He reminded the Council that staff was directed to find \$15,000 in the current budget that could be allocated to the Board of Zoning appeals for an attorney. He explained that there was a resolution proposed that states that prior to any release of the funds that the BZA must forward the attorney they are looking at to our Town Attorney

for review, to ensure that we have a qualified person. He Continued that it then it must be approved by the Town Manager prior to releasing the fifteen thousand dollars for their services.

Mayor Nevill sought a motion on the resolution.

Motion put forth by Councilmen Mooney was to approve the resolution to amend the fiscal year 2025 adopted budget by \$15,000 for outside legal council for the Board of Zoning Appeals.

Seconded by Vice Mayor Hartman.

Councilmen Mooney suggested that in the next fiscal year this money may be appropriated so that the Council did not have to take additional action.

Councilmen McGuire asked for a Point of Information on the request.

Mayor Nevill summarized that there had been a third-party appeal of a site development plan, noting that the appeal was rejected by the Town due to lack of standing. It was explained that third-party appeals of such plans are rare and typically not permitted. The Board of Zoning Appeals (BZA) declined to hear the appeal, and the matter has now moved to Circuit Court. The Town will seek a ruling to prohibit the BZA from hearing the appeal; however, the court may ultimately determine whether the BZA has jurisdiction. Legal counsel for the BZA would operate independently of the Town Attorney to represent them.

Councilmen McGuire clarified that the money would be for legal Counsel for the Board of Zoning Appeals independent of the Town Attorney.

The vote was as follows:

Ayes: Ms. Heather Sutphin; Mr. William Semple; Mr. James Hartman, Vice Mayor; Mr. Eric Gagnon; Mr. David McGuire; Mr. Paul Mooney.

Nays: Mr. Brett Hamby.

Abstention:

Absent:

The motion passed 6-1; the resolution to amend the fiscal year 2025 adopted budget by \$15,000 for outside legal counsel for the Board of Zoning Appeals was approved.

TOWN ATTORNEY'S REPORT.

Mr. Gwinn explained that there was a building code amendment that was coming up for Council discussion that had been delayed from this meeting.

TOWN MANAGER'S REPORT.

Mr. Cassidy showed off the Annual Year in Review and called out a QR code for a communications survey. He stated that there were paving projects on oak springs and moving through Ward 3 for resurfacing. He called out the First Street project that the Town was Cooperating with Denim and Pearls on to get their basement sealed up as well and that the project was proceeding towards brickwork. He welcomed the Fauquier County Department of Economic Development that had moved into shared office space at 21 Main street and stated the Town was glad they were there. He asked everyone to be safe and aware as school started tomorrow.

COUNCILMEMBERS TIME.

Councilmen McGuire motion to suspend the rules and adjourn to bypass Councilmember's time.

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. Eric Gagnon; Mr. David McGuire; Mr. Paul Mooney.

Nays:

Abstention:

Absent:

The motion passed unanimously; the meeting was adjourned.

ADJOURNMENT.

With no further business, this meeting was adjourned at 11:31 PM on Tuesday, August 13th, 2024.

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 13th, 2024.

Stephen M. Clough
Town Recorder

Attachments:

- 1) Handouts to Council from Citizen's time. August 13th, 2024.
- 2) Citizen Comment Emails and form submissions.
- 3) Signed legislation.



The Town of Warrenton
P.O. Box 341
Warrenton, VA 20188
P (540) 347-1101
F (540) 349-2414

August 13th, 2024, Regular Town Council Meeting Minutes

Attachment 1: Handouts to Council.

My statement:

This project brings affordable housing for the middle-class, a profit for the town and better retail options so people in Warrenton, and Fauquier as a whole, can also spend their money in Warrenton. Like many of you, I fully support preserving the countryside, and this does just that; it keeps the people and the business that they generate in town. Currently Warrenton is drowning, the shopping center is all but a ghost town and groups of some of our most important contributors, young professionals and teachers for example, can't even live here. It's not rocket science, it's necessary.

Erin Bannister
Countryside Title & Escrow, LLC



703-568-0904
540-301-0701 fax
P.O. Box 130, Middleburg, VA 20118
10 North Pendleton Street
Building C, Suite 200-C
Middleburg, VA 20117

TALKING POINTS FAUQUIER AFFORDABLE HOUSING COALITION FOR WARRENTON TOWN COUNCIL MEETING AUGUST 13th

WARRENTON VILLAGE CENTER

First and foremost, the members of the Fauquier Affordable Housing Coalition neither support nor oppose the proposed Warrenton Village Center (WVC). However, we welcome the additional rental housing and inclusion of affordable units that address our unmet economic, social and community needs. As the Planning Commission has approved the project and the Town Council will hold a public hearing on Tuesday, August 13, 2024, the following public comments are submitted on behalf of Fauquier Habitat for Humanity, Community Housing Partners, Community Touch, NAACP Fauquier Branch and the Mental Health Association of Fauquier County

1. It is our belief that thoughtful development could provide many benefits to the community including allowing residents to live where they work, increasing the number of rental units, encouraging economic development and promoting walkability. More households will result in more taxes, increased commerce and more community vitality. WVC is within walkable distance of shopping, recreational activities, schools, and other community resources. It is served by Circuit Rider, making the hospital, and town and county governments—from whose workforce many potential homeowners and renters will be drawn—extremely accessible. In addition to rental rates, part of what makes housing affordable is proximity to services, jobs and energy efficiency. This reduces the carbon footprint and utility bills. The project would provide housing alternatives to young people in their first jobs seeking housing, as well as to older, retired people who no longer wish to maintain larger homes and lots. These are the kinds of housing alternatives that the local community critically needs.
2. It is essential that the inclusionary zoning provisions result in actual affordability. There has been, and still is, a basic misunderstanding of the term “affordability.” The US Department of Housing and Urban Development defines “affordability” as housing on which the occupant is paying no more than 30% of gross income for housing costs, including utilities. The term “affordable” is recognized and accepted as definitive by HUD and the Commonwealth of Virginia and should not be confused with other subjective terms such as “attainable” and “sustainable.”
3. It is clear from the Council's previous public discussions that there is a basic misunderstanding of the term “Section 8 Vouchers”. Section 8 is part of the HUD code which applies to Housing Choice Vouchers. These vouchers are

administered by Central Virginia Housing through local agencies like Encompass Community Supports and Community Touch. These vouchers are a benefit to the community, prevent homelessness and should never be stigmatized. Families earning less than 80% of Area Median Income (AMI) may apply. Participating landlords benefit from all or part of the rent guaranteed by the government and a potential pool of tenants needing housing. According to legislation passed in 2020, Virginia landlords with more than four rental units *cannot refuse* to rent to a tenant solely based upon a housing voucher. Every other rental complex in the Town of Warrenton with more than four units is already subject to this law. Additionally, landlords participating in the Housing Choice Voucher program must meet specific requirements, including:

- a. Be re-certified at least annually.
- b. Abide by the lease.
- c. Report any changes in household income or number of occupants.
- d. Provide truthful information.
- e. Not engage in illegal drugs and/or violent criminal activity.
- f. Permit the program to conduct periodic inspections of the premises.

We hope that this information will be of assistance in your deliberations and appreciate your willingness to consider our collective feedback.

SPECIAL USE PERMIT CONDITIONS

Applicant: NewCastle Development Group, LLC ("The Applicant")

Owners: Jefferson Associates LP; Warrenton Center LLC

SUP 2022-05, Warrenton Village Mixed Use Center

GPINs 6985-20-7247-000; 6984-29-6753-000 (the "Property")

Special Use Permit Area: ± 29.05 acres

Zoning: Commercial (C)

Date: August 13, 2024

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:** The property shall be developed in substantial conformance with these conditions and the plans titled "Special Use Permit for Warrenton Village Center, REVISION 3 – 5/31/2024", and prepared by Bohler Engineering. 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.
- 2. Use Parameters:** The Special Use Permit shall apply to the entire +/- 29.05 acre property. The property may be constructed with not more than 320 apartments, 32 townhomes, and 34 two over twos. The Zoning Ordinance 9-25 requires that residential uses shall not exceed 1 dwelling unit per 500 gross square feet of non-residential floor space within the mixed use development unless approved by Town Council through a Special Use Permit.
- 3. Phasing:** The Applicant has the flexibility to develop Blocks 1-3 in any order. Mixed Use development approval includes the provision for construction of public amenities. To ensure that site improvements are completed in a timely manner along with the residential buildings, Applicant agrees that the Town of Warrenton will withhold Certificates of Occupancy (COs) in accordance with the following schedule:

 - A. Block 1:** Prior to issuance of the 1st CO within Block 1, all required infrastructure improvements for Block 1 and the following amenities shall be constructed and open for public use:

 - Central Plaza
 - Dog Park and Picnic Area
 - West Plaza

- East Plaza
- Reconfiguration of commercial parking
- Preservation and reconditioning of Oak Spring (natural spring)
- Crosswalk across Oaks Springs Drive at Highland School entrance and Hastings Lane

B. Block 2: Prior to issuance of the 17th CO within Block 2, all required infrastructure improvements for Block 2 and the following amenities shall be constructed and open for public use:

- Central Plaza
- Reconfiguration of commercial parking
- Crosswalk across Oaks Springs Drive at Hastings Lane

C. Block 3: Prior to issuance of the 26th CO within Block 3, all required infrastructure improvements for Block 3 and the following amenities shall be constructed and open for public use:

- Central Plaza
- Reconfiguration of commercial parking
- Crosswalk across Oaks Springs Drive at Hastings Lane
- New sidewalk section on east side of Broadview Ave (behind Galaxy Strike Bowling Center building)

4. Architecture:

A. The final design of the buildings to be constructed shall generally conform to the elevations and materials included with the Special Use Permit application (hereinafter, the "Elevations"). The Elevations may be subject to minor modification approved by the Zoning Administrator in connection with Site Development Plan review. Additional changes to the design and materials may be made provided that any such changes are approved by the Zoning Administrator prior to the issuance of a building permit. Such approval shall be based on a determination that the changes result in equal to or better than the quality shown on the Building Elevations developed by Dynamik dated February 14, 2024 and/or May 30, 2024

B. The following materials are prohibited from use: vinyl siding, EIFS, corrugated metal siding, and plastic panels.

C. All residential buildings shall be designed and certified to a National Green Building Standard (NGBS), Level Bronze or higher. If NGBS is not available for this project, an equivalent certification from an alternative third-party green building rating system will be acceptable.

D. The structured parking garage in Block 1 shall include a nonreflective screening on the façade on its south facing side.

5. Waivers and Modifications:

- A. Article 2-6.1: The maximum density specified in the zoning ordinance for a given zoning district shall not be exceeded. The maximum density is 5 units per acre or 10 units per acre with inclusion of 10% affordable dwelling units.
- Waiver #1: Increase density to 386 units or 13.28 per acre.
- B. Article 3-4.10.4: Required front yard setback from ROW greater than 50' is 40' minimum, if no parking or loading is proposed.
- Waiver #2: Decrease minimum setback to 14' along Broadview Avenue.
- C. Article 3-4.10.4: Required side/rear yard setbacks is 5' minimum.
- Waiver #3: Decrease side/rear yard setbacks to 0'.
- D. Article 8-8.5: Minimum buffer width for commercial uses adjacent to residential uses is 25', plus 1' for each foot of building height over 35'. Minimum buffer width for rear boundaries of residential uses from public ROW is 25'.
- Waiver #4a: Decrease buffer width between commercial and residential uses to 0'.
 - Waiver #4b: Decrease rear buffer width for residential uses from public ROW to 14'.
- E. Article 2-20: Height limit for dwellings may be increased up to 45' and up to three stories provided that front, side and rear setbacks increase 1' for each additional foot of building height over 35'.
- Waiver #5: Increase height limit for dwellings as follows:
 - 54' max height for Block 1, Oak Springs Drive Frontage
 - 36' max height for Block 1, Broadview Avenue Frontage
 - 36' max height for Block 2
 - 45' max height for Block 3
- F. Article 3-4.4.5.3: No more than six townhouse units shall be grouped contiguously to each other.
- Waiver #6: Increase maximum grouping of townhouse units from six to seven
- G. Article 2-19: Fences and walls may be erected up to a height of six (6) feet in all zoning districts, except for fences or walls that extend within the required front setback.
- Waiver #7: Allow retaining walls in excess of six feet on Oak Springs Drive and Hastings Lane; and around refuse and dumpster enclosures as approved by the Zoning Administrator.
6. Signage: All signage shall comply with the applicable provisions of Article 6 of the Town of Warrenton Zoning Ordinance.
7. Site Maintenance and Refuse Collection: The Applicant shall maintain the site in a clean and orderly manner and shall arrange for the pickup of trash, litter, and debris. Any refuse storage areas shall be screened with a solid enclosure constructed of materials that are compatible with the buildings on the property. Private refuse collection will be provided by the Homeowners' Association and non-residential businesses. The Association documents shall ensure that pickup times for refuse

from both residential and the non-residential follow Town Code. Deliveries and refuse collection shall follow Town Code Section 11-19(9).

8. Transportation:

A. Access - Access to the site shall be provided as shown on the SUP Plan, subject to changes as may be approved at Site Development Plan review.

B. Loading/Unloading - All loading and unloading of vehicles shall take place on the Subject Property during regular hours of operation and outside of peak travel hours, to the greatest extent possible, in the Loading Area depicted on the Special Use Permit Plan.

C. Obstruction of Travel Ways - No vehicles associated with the use shall obstruct the travel ways, fire lanes, adjoining road network or encroach upon landscaped areas as shown on the Special Use Permit Plan. No vehicles shall be located within site entranceways or otherwise impede ingress, egress, and internal circulation.

D. Parking - The Subject Parcel shall meet all parking requirements as outlined in Article 7. Should it be desired to expand the use in any of the buildings located on the Subject Property, the new proposed use shall be required to apply for approvals that meet Zoning Ordinance and additional parking requirements.

E. Sidewalks - The Applicant shall install sidewalks as shown on the SUP Plan, through these Conditions of Approval, and required by the Town of Warrenton regulations. All sidewalks will be a minimum of five feet (5') in width. The Applicant will install a new section of sidewalk along the east side of Winchester Street, between Lee Highway and Broadview Avenue (behind the Galaxy Strike Bowling Center building) as part of Block 3 improvements.

F. Oak Springs Drive Crosswalk(s) - new crosswalks will be installed on Oak Springs Drive at Hasting Lane and at the entrance to Highland School as provided for in the Phasing condition. Inclusion of these crosswalks will be contingent upon and subject to Town of Warrenton at time of Site Development Plan approval.

9. Water & Public Sewer Connection: The Property shall connect to public water and public sewer. A pre and post closed-circuit TV inspection will be required with inspection prior to residential occupancy permits.

10. Stormwater Management: The site is to be planned and designed as a redeveloped site under the State's Runoff Reduction requirements for Stormwater Management (SWM) and in compliance with the Town of Warrenton's SWM Ordinance at time of construction.

11. Affordable Dwelling Units:

A. The Applicant shall provide the following minimum number of Affordable Dwelling Units (ADUs):

- 10% of total dwelling units within each of the three blocks (Block 1,

Block 2 and Block 3) will be reserved as 80% AMI ADUs;

- Ten (10) additional dwelling units in Block 1 will be reserved as 70% AMI ADUs;

- Five (5) additional dwelling units in Block 1 will be reserved as 60% AMI ADUs

B. The Applicant shall maintain the ADU program on all rental units for a period of twenty-five (25) years from the issuance of the Special Use Permit (the "Affordability Period").

C. Within Block 1, allocation of the ADUs between 1-, 2- and 3-bedroom units will be at the discretion of the Applicant, so long as the minimum number of units defined above are maintained as ADUs. Within Block 2 and Block 3, wherein all units are 3-bedrooms, all ADUs will be 3-bedrooms. The ADUs shall be identical to the market rate units in architectural design, fixture/appliance selections and unit size. ADUs will be distributed so that no more than three (3) are adjacent in Block 1 and none shall be adjacent in Blocks 2 and 3. The ADUs shall be architecturally identical to the market rate units. The size of these units shall be identical to the market rate units.

D. "Qualified Parties" and "Rent Limits" for ADUs, are defined as:

- For the purposes of qualifying for the lease of an affordable rental ADU a Qualified Party shall be an individual or a family whose gross annual household income does not exceed 60%, 70%, or 80% (dependent on the specific ADU) of the current Multifamily Tax Subsidy Program (MTSP) Income Limits for Fauquier County as published by the Virginia Housing (formerly known as VHDA), at the time the rental application is opened for such Qualified Party ("AMI"). If Virginia Housing has not published the Income Limits used under this Condition 11 for a period of more than 365 days, the Zoning Administrator shall notify the property owner at the record address given in the Fauquier County tax records of a new comparable Income Limits program to be used based on the available information about income in the Warrenton or Fauquier County housing markets.

- For the purposes of determining the Rent Limits for all ADUs, monthly rental rate limits shall be equal to those published by Virginia Housing for 0-, 1-, 2-, and 3-bedroom units and corresponding 60%, 70% and 80% AMIs, with no utility allowances.

- For the purposes of qualifying for the purchase of an ADU in Block 2 or Block 3, a Qualified Party shall be an individual or a family whose gross annual household income does not exceed 80% of the current Multifamily Tax Subsidy Program (MTSP) Income Limits for a 4-person household in Fauquier County as published by Virginia Housing, at the time the purchase contract is executed for such Qualified Party.

- For purposes of determining the purchase price of any for-sale ADU, that price will not exceed the amount at which the monthly mortgage payment for such unit exceeds the monthly rent limits for 3-bedroom units and 80% AMI income, as published by Virginia Housing. Qualifying Parties must provide a market rate loan commitment prior to closing in order to calculate the proposed mortgage payment.

E. ADU status shall be set forth in a deed of restrictive covenants recorded against the Property and shall continue to bind the minimum ADU requirement within each block to the Property for a period of twenty five years from the issuance of this Special Use Permit; provided, however, that for rental units, the Applicant may recalculate the rental

rates for new leases or renewals in accordance with the then current rates published by Virginia Housing.

F. The Applicant shall establish in a deed of restrictive covenants a program for the administration of this ADU program according to the requirements of these conditions.

G. The Applicant shall designate on the Construction Drawings submitted for building permit approval which units will be the initial ADUs; however, the units that are selected as the initial rental ADU units are not required to remain as the designated rental ADUs for the entirety of the Affordability Period. The Applicant will have the authority to re-designate the rental ADUs from time to time based on leases and vacancies. The Applicant will maintain a building plan set at the leasing office located in the Block 1 at all times that shows which units are currently designated as rental ADUs, a copy of which shall be made available to the Zoning Administrator upon request.

H. The documents creating the ADU program shall be reviewed and approved by the Town Attorney prior to their recordation in the Land Records.

I. ADUs will first be made available to the following persons with preference to the first three bulleted items below:

- Those residing or working in the Town of Warrenton or Fauquier County
- Town of Warrenton or Fauquier County teachers
- Town of Warrenton or Fauquier County first responders
- Veterans and enlisted members of the United States Armed Forces

J. The Applicant shall contact the appropriate local Social Service and/or Housing Authority offices for help to identify and place of local residents.

K. The community's Property Management Team shall make annual reports to the Zoning Administrator as to the number, type and location of units hereunder that shall have been rented as ADUs and shall verify that they have been rented to Qualified Parties.

L. Separate entrances for ADU apartment entrances are not permitted.

M. All ADU occupants shall have the same rights and privileges to amenities as market rate unit residents, except for as provided under the condo sale provision.

N. All ADUs shall meet the US Department of Housing and Urban Development Accessibility Requirements for Multifamily Buildings under the Fair Housing Act.

12. Site Surface: All outdoor areas used for open spaces, amenities, facilities, parking, storage, loading, display and driveways shall be constructed and maintained in good repair, free of cracks or damage to the surface.

13. Electric Vehicle Charging Stations: a minimum of 2% of the total spaces

included within the Block 1 parking garage will include electric charging stations for tenant use. EV stations shall be reserved for electric vehicles only and enforcement will be monitored by the Property Management team.

14. Landscaping: All Zoning Ordinance requirements must be met for landscaping, except as provided for in approved waivers and/or modifications. The Owner shall be responsible for the maintenance and replacement of all plantings on site. Any diseased or dead landscaping shall be replaced within one season of dormancy.

15. Emergency Services:

A. All future Site Development Plans shall illustrate adequate access to the site for Emergency Service vehicles, subject to approval by the Community Development Director or Zoning Administrator. Nothing shall be placed or constructed on the site that would prohibit or restrict Emergency Service vehicles from mounting curbs or accessing structures. There shall be no parking of any vehicles in the travel ways. Mountable curbs will be required at new and/or modified entrances.

B. Fire hydrants shall be installed in locations acceptable to the Town of Warrenton.

C. Buildings shall have supra boxes installed on them with a fire alarm panel inside the front and rear entrances of the structures.

16. Lighting:

A. All outdoor lighting shall be in conformance with the Zoning Ordinance.

B. The Applicant shall prepare and submit a photometric plan in connection with Site Development Plan review.

C. All site lighting, to include both new fixtures within the new development areas as well as any non-residential area that is modified as a part of site development, must consist of fully-shielded, full cut-off fixtures to meet the requirements of Article 9, Section 9-8.

D. Color temperature of exterior light fixtures will be 3,000 degrees kelvin or lower.

E. Average horizontal illumination level of exterior light fixtures will be 3.0 footcandles or less.

17. Open Space: each residential block/parcel and the residual retail parcel will individually meet the 10% usable open space requirement. The Applicant will construct and maintain all open spaces in general conformance with the improvements noted and shown in SUP "Open Space Plan." Benches, bicycle racks, and other amenities shall be provided as shown on the SUP "Open Space Plan."

18. Modified Alley: The Applicant will build and maintain the Modified Alley in general conformance with the improvements shown in this area on the Plan.

19. Three Bedroom Unit Maximum: A maximum of 10% of the units located in Block 1 will be 3-bedroom units.

20. Condo Sale of Block 2 and Block 3: Applicant will maintain the ability to sell the entirety of Block 2 (Multi-Family Townhomes) and/or the entirety of Block 3 (Multi-Family 2-Over-2 and Townhomes) as Condos. The Applicant agrees to sell all or none of the units within Block 2 or Block 3, so as to prohibit a mix of for rent and for sale units in the same block.

All conditions of the SUP will continue to be enforced in a block sale scenario through the Declarations of Restrictive Covenants that the Applicant will record and encumber the Block 2 and/or Block 3 parcels.

In a block sale scenario, Homeowner Associations will be established to maintain all conditions of the SUP and will own the block parcel, while individual condo owners will own the condo dwelling units.

In a sale scenario, residents/owners of the condos will not be tenants of the apartment community and will not have access to the rental amenities located within Block 1. In a block sale scenario, 10% of the units within the sold block will be required to be sold as ADUs, in accordance with the language outlined in Affordable Dwelling Units of this Conditions of Approval.

21. Block 1 Amenities: All amenities located within Block 1 will be available for use by tenants of residential rental units owned by the Owner in all three blocks (Block 1, 2 and 3). If residential units within Block 2 and/or Block 3 are sold by the Owner in a condo sale, the fee simple owners of the residential condos will not have access to the Block 1 amenities contained within the apartment complex. All public amenities shall continue to be open to Block 2 and 3 residents.

22. Parking Garage: The Applicant will install a traffic control device upon completion of the construction of the garage restricting non-emergency egress from the northwest entrance of the multifamily garage, with operations not to exceed 140 minutes daily in the aggregate during peak pick up and drop off times at Highland School per weekday.

23. Play Area: The Applicant will install a small play area per the timing of 3.A listed above under Phasing in the general area shown on Special Use Permit Plans – Open Space Plan Sheet 6 labeled Dog Park, the cost of which shall not exceed \$55,000 in 2024 dollars adjusted for inflation using the CPI-U, including hard and soft costs, consisting of a seating area and play equipment. The HOA will be responsible for maintaining the play area, seating, and equipment.

Please Deny SUP 2022-05 Warrenton Village

The Planning Commission was myopic in approving New Castle Development's Warrenton Village scheme. *Please* do not blindly also vote *wrong*. *Please* do not destroy our *Experience Warrenton's* in-proportion small town bucolic character.

The bait is "affordable housing" - but not for 90% of the units. That is a deplorably *inept trade-off* for an out-of-scale 4-story colossus which would cram 400 apartments, townhouses, and a 4-story concrete parking garage all onto a fraction of Amazon's data center acreage.

Mixed retail-residential Gainesville does not have a parking garage. Culpeper does not have a garage. Neither Haymarket, or Marshall has a garage, nor New Baltimore, Vint Hill, Bealton, or Catlett. If an elevated concrete garage is *incongruous* for every one of our neighboring communities, who would our Town Council want us to be, *Experience Fairfax*?

Don't permit 4-stories where *no other* neighboring structures were allowed to exceed the 3-story limit. A mountainous 4-story complex would front, and unconscionably defile our Town's northern gateway in its 1-story setting of a nursing home, two senior residences, two schools, and family homes. *Please, please disallow 4-stories*. It is the wrong setting to cram-in *hi-rise towers*...the wrong, way-too-small setting for *unprecedented over-density*.

There is no comparable obesely-dense concentration of residences on such a small parcel anywhere in Warrenton - anywhere in Fauquier County. And 450 garaged cars will choke Oak Springs Drive to Broadview Avenue at its busiest bend-in-the-road every day of every year.

Warrenton Village's colossal structures and Amazon's forebodingly-massive data center would be only .4 of a mile apart! WHY must just this one area pay the punishing full-price for *all* of our town's expansion? Quaint schools-and-residential Oak Springs Drive would become overwhelmed - become Warrenton's 'Street from Hell.'

Warrenton *does not* have the infrastructure, and certainly *not* the *homeowner* tax base to carry the increased costs for 1,600 renters' added needs - 1,600 renters who will not contribute to our tax base. And no New Castle token proffer will ameliorate those deficiencies. You will condemn Warrenton *homeowners* to the quicksand of ever-ballooning costs if you wrongly vote to approve. A cost of community services for Culpeper estimated that for every \$1 generated by residential housing, it actually cost the County \$1.22. *Please heed that red flag*.

New Castle would clear-cut hundreds of mature trees and cement/asphalt over every acre of its existing green ground. This is antithetical to all intelligent, all conscientious modern development models - deterring an *entire* parcel's runoff from penetrating the ground by instead, washing rooftop and toxic parking lot surface run-off into our streets and sewers. *Please* don't act ignorantly, insolently by detrimentally aspersing green practices. Demonstrate that you are smarter than that; prove that you won't cause this irreparable harm.

Warrenton's 2040 comprehensive plan calls for "*creating a sense of place*" - *not* a place for the 'Tower of Babel' of rentals. A 4-story apartments-townhouses-garage complex would be incompatible here in every way, by every definition, and every precedent. *Please* do not *adulterate* and vote-away Warrenton's character and small-town soul only to benefit New Castle.

ALGER DORRANCE

From: "noreply@civicplus.com" on behalf of "noreply@civicplus.com"
<noreply@civicplus.com>
Sent: 11 Aug 2024 06:44:35 -0500
To: "" <citizencomment@warrentonva.gov>
Subject: Online Form Submittal: Public Comment

Public Comment

Name	Dawn Arruda
Address	149 Pinnacle Ct
City	Warrenton
State	va
Zip Code	20186
Email Address	[REDACTED]
Phone Number	[REDACTED]
Committee, Board, or Commission Type	Town Council
Agenda Item	Proposed Warrenton Village Project
Comment	<p>I believe that this project will bring much needed housing for our working people of the town and will have a very pleasant appearance from the rendering i saw. Statically you should look at how well shopping centers with living facilities near by work. This small town can only grow so much due to our water and sewer and people need to understand that. They also need to understand that growth is inevitable but if done smart and with good purpose it can be a real win for the Town and the County. I also believe that done well it will help bring back and also help keep our young next Gen from leaving and that is important to thrive as they will be the next stewarts and supporters that help keep us viable.</p> <p>If the Town and the County refuse to grow(all be it smart PLEASE) you will push people out and that is already happening. We need to recognize that some growth and prosperity is needed in order to thrive otherwise we will be taxed out of our homes. People say the schools will be</p>

crowded, have you asked the school board how the enrollment is? They are trending down because the 40 and under crowd are choosing to not have families or have smaller families late. It is hard out there to raise a family and it is also hard to retire. There is a shift in family size with the 40 and under crowd. I have first hand experience of this as a mother of two Phenomenal adult children.

You say that traffic is a concern but you are not doing what could have been done years ago to allow the 211 traffic to go around instead of through an already busy road. The town cries that the sewer is in desperate trouble but then give an A OK to the developers. The town says they want to stay quintessential Warrenton but they bring in a Data Center. Do you see the pattern here? The comp plan is there to guide you forward and there are a lot of great wins in it (and a lot of money spent on it) Why not try to follow what " the vision for the towns future" will be.

Happy to sit down and chat any time.

Email not displaying correctly? [View it in your browser.](#)

From: "Lisa Buchanan" <[REDACTED]>
Sent: Mon, 12 Aug 2024 01:48:45 +0000
To: "citizencomment@warrentonva.gov"
<citizencomment@warrentonva.gov>
Subject: Warrenton Village Center

[You don't often get email from lmbuch@msn.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Warrenton Town Council,

As a property owner at the Cedars of Warrenton, across the street from the proposed Village Center development, I believe the density and height will dwarf our wonderful community. I am totally against this proposed development. This is sized not for Warrenton, but Fairfax or its suburbs. The traffic alone will turn Oak Springs and Broadview into a Manassas or Leesburg setting. Please do not let this happen. There are other alternatives than this.

Regards,

Lisa Buchanan

Sent from my iPad

From: "noreply@civicplus.com" on behalf of "noreply@civicplus.com"
<noreply@civicplus.com>
Sent: 12 Aug 2024 08:46:32 -0500
To: "" <citizencomment@warrentonva.gov>
Subject: Online Form Submittal: Public Comment

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Public Comment

Name	Michael Wood
Address	293 High Ridge Rd
City	Front Royal
State	Va
Zip Code	22630
Email Address	[REDACTED]
Phone Number	[REDACTED]
Committee, Board, or Commission Type	Town Council
Agenda Item	Housing for service members
Comment	<p>1. My name is Michael Wood. I am a Warrant Officer in the United States Army and a native of Warren County, Virginia, though I am currently stationed in California. I first enlisted in 2000, and I have served in multiple combat deployments in Iraq and Afghanistan throughout that time. The views expressed here are not those of the Army, but my own personal views developed over my nearly quarter century of service. I write today to ask you to approve the Warrenton Village Center development proposal. Throughout my service career, I have seen my fellow soldiers and servicemembers struggle to find housing. As you may be aware, the requirement for base housing is to provide for at least 10% of the force. This base housing frequently has a 6-9 month wait time, or sometimes</p>

not available at all. The remainder of servicemembers who cannot be housed on base must seek housing in the private market. With rising housing costs and a difficult market, the housing allowance provided makes paying for housing difficult, particularly in a market like Warrenton. As a warrant officer with a wife and two children, I would receive a housing allowance of just under \$3,500 per month to live in Warrenton. This allowance must stretch to cover utilities, insurance, and all other costs associated with housing. The stress of moving is hard on a family, unforeseen costs, having to change schools, find new doctors, and moving into a new community take its toll. Having to find housing is the biggest concern and often the most arduous. My long tenure and rank allow me a housing allowance of this level. While this is far from adequate for rental housing in the area, many enlisted and junior officers face a far tougher challenge finding safe, suitable housing based on their allowances. If servicemembers cannot afford to live in your Town, or cannot find safe and adequate housing in your Town, something is wrong. Please approve this development to allow for additional housing that can be made available to our men and women in uniform.

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From: "noreply@civicplus.com" on behalf of "noreply@civicplus.com"
<noreply@civicplus.com>
Sent: 2 Aug 2024 14:56:40 -0500
To: "" <citizencomment@warrentonva.gov>
Subject: Online Form Submittal: Public Comment

Public Comment

Name	Douglas C. Larson
Address	134 Mosby Circle
City	Warrenton
State	VA
Zip Code	20186
Email Address	[REDACTED]
Phone Number	[REDACTED]
Committee, Board, or Commission Type	Town Council
Agenda Item	Warrenton Village Center Hearing 8/13
Comment	<p>I wish to state my objection to the Warrenton Village Center project as it is currently proposed. While I realize that the site is appropriate for some well planned residential /mixed use development, I object to the scale of the project and the various problems that result from the proposed 386 housing units. By this I mean traffic, water and sewer demands, visual intrusion into town gateway.</p> <p>The developer traffic study says there will be no impact from this project which o the face of it seems absurd. Oak Springs is already well used by a number of residential units and institutional users. To say there is no impact call into question the quality of any traffic study.</p> <p>I urge the Council to demand a reduced scale proposal that would fit better onto the site and would be more in keeping with the Town of Warrenton.</p>

Douglas Larson
Ward 5

Email not displaying correctly? [View it in your browser.](#)

Draft

From: "noreply@civicplus.com" on behalf of "noreply@civicplus.com"
 <noreply@civicplus.com>
Sent: 9 Aug 2024 14:19:30 -0500
To: "" <citizencomment@warrentonva.gov>
Subject: Online Form Submittal: Public Comment

Public Comment

Name	Catherine
Address	Field not completed.
City	Heritage
State	va
Zip Code	20186
Email Address	98 Alexandria Pike
Phone Number	[REDACTED]
Committee, Board, or Commission Type	Town Council
Agenda Item	Public Hearing Warrenton Village Center August 13, 2024
Comment	<p>PUBLIC COMMENTS</p> <p>FAUQUIER AFFORDABLE HOUSING COALITION</p> <p>FOR WARRENTON TOWN COUNCIL MEETING AUGUST 13th</p> <p>WARRENTON VILLAGE CENTER</p> <p>First and foremost, the members of the Fauquier Affordable Housing Coalition neither support nor oppose the proposed Warrenton Village Center (WVC). However, we welcome the additional rental housing and inclusion of affordable units that address our unmet economic, social and community needs. As the Planning Commission has approved the project and the Town Council will hold a public hearing on Tuesday, August 13, 2024, the following public comments are submitted on behalf of Fauquier Habitat for Humanity, Community Housing Partners, Community Touch, NAACP Fauquier Branch and the Mental</p>

Health Association of Fauquier County.

It is our belief that thoughtful development could provide many benefits to the community including allowing residents to live where they work, increasing the number of rental units, encouraging economic development and promoting walkability. More households will result in more taxes, increased commerce and more community vitality. WVC is within walkable distance of shopping, recreational activities, schools, and other community resources. It is served by Circuit Rider, making the hospital, and town and county governments—from whose workforce many potential homeowners and renters will be drawn—extremely accessible. In addition to rental rates, part of what makes housing affordable is proximity to services, jobs and energy efficiency. This reduces the carbon footprint and utility bills. The project would provide housing alternatives to young people in their first jobs seeking housing, as well as to older, retired people who no longer wish to maintain larger homes and lots. These are the kinds of housing alternatives that the local community critically needs.

It is essential that the inclusionary zoning provisions result in actual affordability. There has been, and still is, a basic misunderstanding of the term “affordability.” The US Department of Housing and Urban Development defines “affordability” as housing on which the occupant is paying no more than 30% of gross income for housing costs, including utilities. The term “affordable” is recognized and accepted as definitive by HUD and the Commonwealth of Virginia and should not be confused with other subjective terms such as “attainable” and “sustainable.”

It is clear from the Council's previous public discussions that there is a basic misunderstanding of the term “Section 8 Vouchers”. Section 8 is part of the HUD code which applies to Housing Choice Vouchers. These vouchers are administered by Central Virginia Housing through local agencies like Encompass Community Supports and Community Touch. These vouchers are a benefit to the community, prevent homelessness and should never be stigmatized. Families earning less than 80% of Area Median Income (AMI) may apply. Participating landlords benefit from all or part of the rent

guaranteed by the government and a potential pool of tenants needing housing. According to legislation passed in 2020, Virginia landlords with more than four rental units cannot refuse to rent to a tenant solely based upon a housing voucher. Every other rental complex in the Town of Warrenton with more than four units is already subject to this law. Additionally, landlords participating in the Housing Choice Voucher program must meet specific requirements, including:

Be re-certified at least annually.

Abide by the lease.

Report any changes in household income or number of occupants.

Provide truthful information.

Not engage in illegal drugs and/or violent criminal activity.

Permit the program to conduct periodic inspections of the premises.

We hope that this information will be of assistance in your deliberations and appreciate your willingness to consider our collective feedback.

Email not displaying correctly? [View it in your browser.](#)

From: "noreply@civicplus.com" on behalf of "noreply@civicplus.com"
<noreply@civicplus.com>
Sent: 12 Aug 2024 14:12:47 -0500
To: "" <citizencomment@warrentonva.gov>
Subject: Online Form Submittal: Public Comment

Public Comment

Name	Suzanne Funesti
Address	7154 Academy Road
City	Warrenton
State	VA
Zip Code	20187
Email Address	[REDACTED]
Phone Number	[REDACTED]
Committee, Board, or Commission Type	Town Council
Agenda Item	Warrenton Village approval
Comment	<p>There are too many units included for the space proposed. If just half of the 320 rental units have 2 cars each and the remaining half have one car each, the number of parking spaces needed would be 480. This is with a garage of only 445 spaces, and doesn't address spaces needed for the condo and townhouse units.</p> <p>The number of rental spaces seems far beyond what is needed for a town of Warrenton's size. Why is there a need to increase the density of housing at such a huge rate? The project is too big by 286 units. Please do not grant approval for such a large impactful development!</p>

Email not displaying correctly? [View it in your browser.](#)

From: "Kevin Ramundo" <[REDACTED]>
Sent: Mon, 12 Aug 2024 19:11:05 -0400
To: "" <citizencomment@warrentonva.gov>
Subject: CFFC Comments on the Warrenton Village Center Application
Attachments: CFFC Comments on WVC.docx

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

[You don't often get email from ramundok@gmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Thank you for considering the analysis and recommendations that CFFC has provided in the attached letter, and please confirm that it will get into the hands of the town council members ahead of tomorrow's meeting.

Respectfully

Kevin Ramundo
President, Citizens for Fauquier County

From: "Jennifer Coates" <jencoates41@gmail.com>
Sent: Tue, 13 Aug 2024 09:10:51 -0400
To: "" <citizencomment@warrentonva.gov>
Subject: Warrenton Village Center

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

[You don't often get email from jencoates41@gmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Good morning,

I'm writing to ask the council to approve the SUP 2022-05 Warrenton Village Center application. I know it's not perfect, and I would like some items to be different, but it's a good step forward for Warrenton. Warrenton needs affordable and additional housing that utilizes space already developed. It's my opinion that we need less large home development that few people can afford and that requires driving for every errand. I like the idea of using a developed area that is in need of revitalization. I'm hopeful that the community area with the splash pad and other family friendly activities will be a draw as well. If possible, please continue to push for affordable housing units in this development. I trust that the council will ensure that the buildings will keep the rural and small town feel that we love about our town. Warrenton will definitely benefit from this type of development and will be able to draw some better business opportunities as well.

Thank you,

Jennifer Coates
Casanova, Va
Sent from my iPhone

From: "Yoder Kelly - Fauquier" <kelly.yoder@fauquierhealth.org>
Sent: Tue, 13 Aug 2024 15:02:22 +0000
To: "citizencomment@warrentonva.gov"
<citizencomment@warrentonva.gov>
Subject: Housing for community

You don't often get email from kelly.yoder@fauquierhealth.org. [Learn why this is important](#)

To Whom It May Concern,

Fauquier county needs affordable housing for those not making a significant income. The laboratory in particular has staff that make \$20 an hour and less. (Phlebotomy, Lab Assistants). In order to make ends meet, particularly in the current economy, the staff need to hold two full time jobs just to pay rent and car payments let alone childcare, groceries etc.

The lab will be bringing in an Agency Med Tech to cover while recruiting efforts to fill a position. The agency tech makes a decent wage, however she is in shock as to the apartment rent in this area. \$1200 a month for a room in a house? That is twice what my mortgage was in PA and hers in NC.

Personally, I could not afford the property I have if I moved to this area in 2024 vs 2018. I'm thankful I moved when I did. However, I do consider moving to a more affordable area to make my salary go further.

People cannot afford the housing in this area and their truly needs to be a viable option or we will not be able to maintain staffing that are vital to patient care.

Please approve the affordable housing in Warrenton!

Kelly T. Yoder BS MT (ASCP)SH, MS HSL
Laboratory and Respiratory Admin Director
Fauquier Health | 500 Hospital Drive Warrenton, VA 20186
o: (540) 316-5602 | f: (540) 316-5601 | Kelly.yoder@fauquierhealth.org
[facebook](#) | [twitter](#)

I Miss SO MUCH
Get A COVID-19 Vaccine
#VaccineHero

The information transmitted via this e-mail is intended only for the person or entity to which it is addressed and may contain confidential and/or proprietary information. Any use, review, retransmission, dissemination or other use of, or pursuing of any action in reliance upon this information by persons or

entities other than the intended recipient is strictly prohibited. If you are the recipient of this e-mail transmission in error, please reply to the sender and delete the material from any computer. Thank you.

Draft

From: "noreply@civicplus.com" on behalf of "noreply@civicplus.com"
 <noreply@civicplus.com>
Sent: 13 Aug 2024 10:27:14 -0500
To: "" <citizencomment@warrentonva.gov>
Subject: Online Form Submittal: Public Comment

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Public Comment

Name	Shawna Cochran Breeden
Address	Field not completed.
City	Field not completed.
State	Field not completed.
Zip Code	Field not completed.
Email Address	shawna.cochran@fauquierhealth.org
Phone Number	4349066138
Committee, Board, or Commission Type	Town Council
Agenda Item	Warrenton Village Center Project
Comment	I am a nursing director at Fauquier Hospital and would like to voice my concern for affordable housing in the county for our nursing and ancillary staff. We have found it to be a huge burden for staff to live farther away and commute in for shift and on call coverage for the operating room and procedural based units. I would like to respectfully ask for your consideration on this project. We truly need to have healthcare staff that live and work in this community rather than having to commute almost an hour away. I myself live over 45 minutes away because of the lack of housing when I took the leadership position in Surgical services. We have had a really hard time recruiting and retaining staff due to the cost of living and lack of housing options in the county. The hospital is thriving and in

order to continue to offer amazing, quality care to our community, we are asking that new apartments and townhomes be allowed to come to Warrenton. Our aging population will need great caregivers that are able to remain within a reasonable drive to the hospital and other care locations within the county. I know that many of the council can remember when we did not have staff to care for patients or perform surgeries after COVID, but now we are thriving and need to have housing options for our staff to live here. In order to maintain this positive momentum, we need housing to continue growing our hospital-based services.

Email not displaying correctly? [View it in your browser.](#)

From: "noreply@civicplus.com" on behalf of "noreply@civicplus.com"
<noreply@civicplus.com>
Sent: 12 Aug 2024 08:46:32 -0500
To: "" <citizencomment@warrentonva.gov>
Subject: Online Form Submittal: Public Comment

Public Comment

Name	Michael Wood
Address	293 High Ridge Rd
City	Front Royal
State	Va
Zip Code	22630
Email Address	[REDACTED]
Phone Number	[REDACTED]
Committee, Board, or Commission Type	Town Council
Agenda Item	Housing for service members
Comment	<p>1. My name is Michael Wood. I am a Warrant Officer in the United States Army and a native of Warren County, Virginia, though I am currently stationed in California. I first enlisted in 2000, and I have served in multiple combat deployments in Iraq and Afghanistan throughout that time. The views expressed here are not those of the Army, but my own personal views developed over my nearly quarter century of service. I write today to ask you to approve the Warrenton Village Center development proposal. Throughout my service career, I have seen my fellow soldiers and servicemembers struggle to find housing. As you may be aware, the requirement for base housing is to provide for at least 10% of the force. This base housing frequently has a 6-9 month wait time, or sometimes not available at all. The remainder of servicemembers who cannot be housed on base must seek housing in the private market. With rising housing costs and a difficult market, the housing allowance provided makes paying for housing difficult, particularly in a market like Warrenton. As a warrant officer with</p>

a wife and two children, I would receive a housing allowance of just under \$3,500 per month to live in Warrenton. This allowance must stretch to cover utilities, insurance, and all other costs associated with housing. The stress of moving is hard on a family, unforeseen costs, having to change schools, find new doctors, and moving into a new community take its toll. Having to find housing is the biggest concern and often the most arduous. My long tenure and rank allow me a housing allowance of this level. While this is far from adequate for rental housing in the area, many enlisted and junior officers face a far tougher challenge finding safe, suitable housing based on their allowances. If servicemembers cannot afford to live in your Town, or cannot find safe and adequate housing in your Town, something is wrong. Please approve this development to allow for additional housing that can be made available to our men and women in uniform.

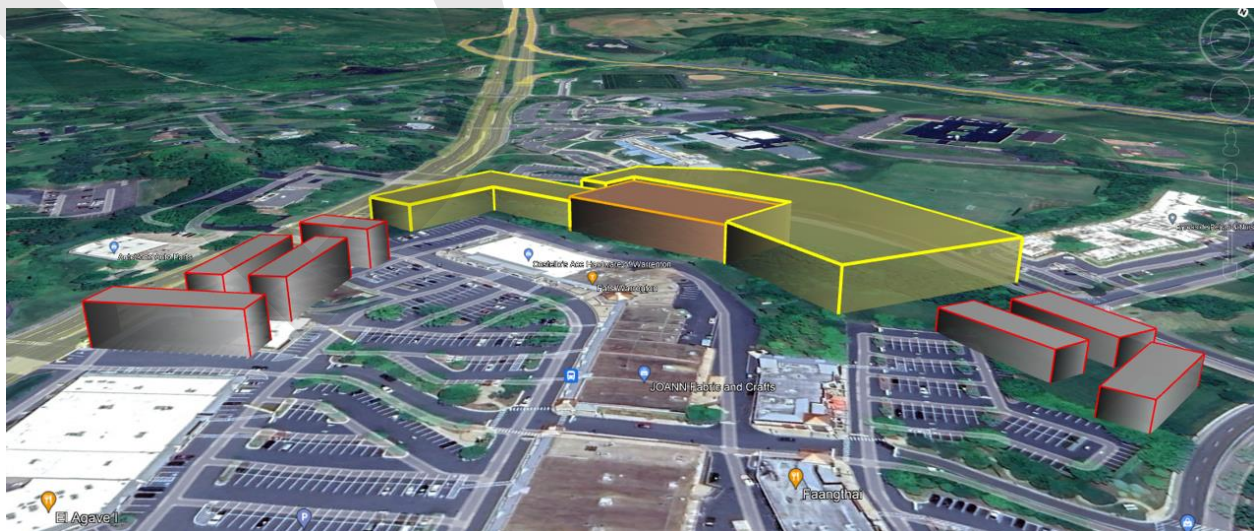
Email not displaying correctly? [View it in your browser.](#)

August 12, 2024

Dear Warrenton Town Council:

Citizens for Fauquier County (CFFC) opposes this Special Use Permit for the Warrenton Village Center that the Town Council will consider on August 13th at a public hearing. While CFFC generally supports mixed-use development for the New Town District in Warrenton, it opposes this project because of its scale, density, and inconsistency with its comprehensive plan and current zoning. As currently proposed, we believe this project will cause severe impacts on traffic, further challenge our compromised water and sewer capacity, and bend the hard-won Comprehensive Plan to the breaking point. We all deserve better.

The following to-scale image CFFC developed accurately shows how big this development is compared to the surrounding area. I can't help but draw your attention to the campus of the Highland School, which appears in the upper middle area of the image, and a little history covered in a letter to the editor that appeared in this week's Fauquier Times written by Hope Porter, who founded CFFC over 55 years ago. As she wrote, the school opened its campus in 1957 and has continually expanded its footprint with low-rise structures and open spaces consistent with the attributes of a small historic town. The school and many others have decided to protect what makes Warrenton unique. Now, a developer with very different intentions seeks as many as ten waivers and modifications to the existing zoning. There is no reasonable justification for this abrupt shift offered by the applicant or included in the Staff Analysis.



The allowable density on the property is five units per acre or ten units per acre, including 10% “affordable” dwelling units. The applicants are requesting a density of 13.28 units per acre, which is deceiving since they have calculated this density by adding the adjoining 22-acre commercial parcel. However, they are putting all 386 units on only 9.8 acres, which is a density of almost 40 units per acre. You might find this density in Tysons, Fairfax Corner, and most other urban areas of Northern Virginia, with much higher populations and mass transit. Furthermore, on the west side of the existing shopping center, they are removing commercial uses to replace them with townhouses. CFFC strongly recommends that staff take another look at the developer’s density calculations and determine if they fit with the Zoning Ordinance and Warrenton 2040.

To put a finer point on CFFC’s concerns about scale, the project proposes 4-story buildings as high as 54 feet, far exceeding the 35-foot limit in the zoning ordinance and explicitly contravening the Comprehensive Plan, which calls for maximum heights at Lee Highway with gradual stepdown in scale toward Oak Springs Drive. The proposer’s statement that “Inclusion of four-story buildings along Oak Springs Drive will provide a more gradual step down from the six stories allowed along Lee Highway” is disingenuous at best – the four-story apartment complex will abut playing fields and single-story structures at Highlands and Brookside Rehabilitation. The ordinance also calls for an extra foot of setback for every foot over 35 feet, but the developer is asking for the opposite; in many cases, they propose zero setbacks.

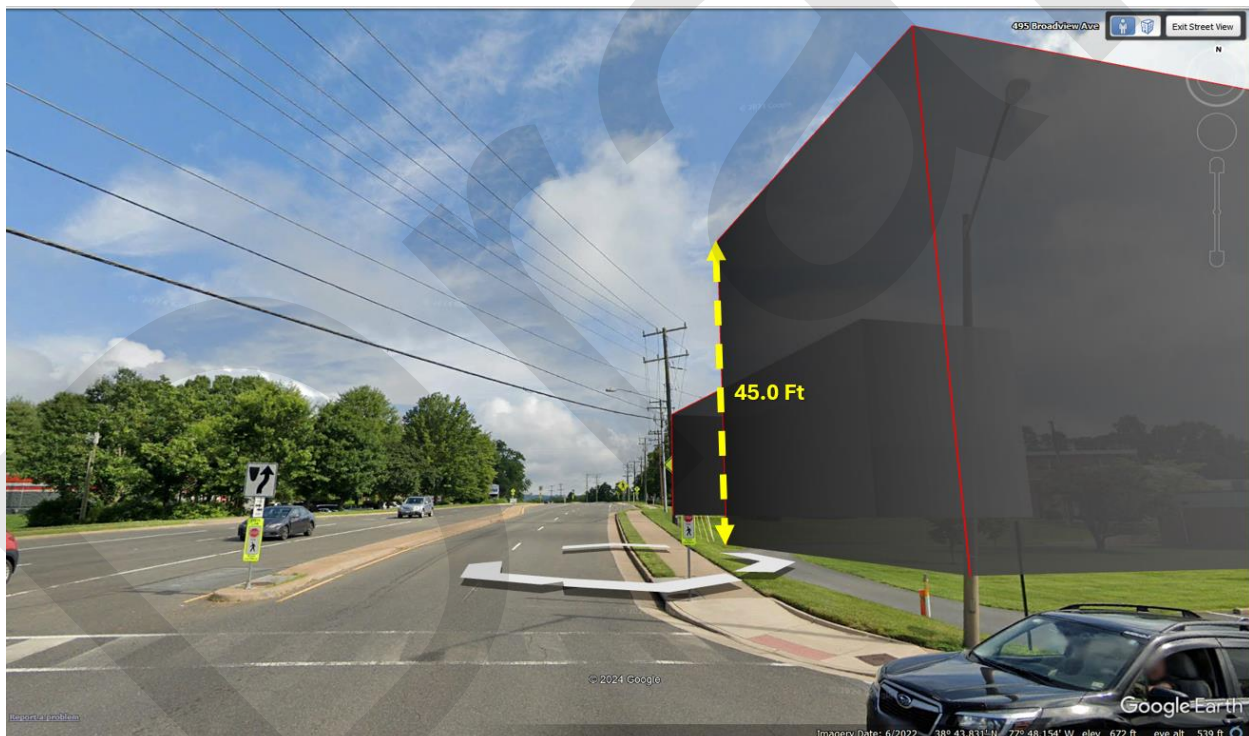
The developer’s traffic report also appears misleading, indicating only 154 trips in the morning and 197 trips in the evening and claiming no road or intersection improvements are necessary, even though there are almost 400 housing units and a single access point to the four-story parking garage on Oak Springs Drive. The developer says they will *“install signage and lighting at the Primary Garage Entrance to encourage residents to use the Secondary*

Summary of Waiver and Modifications Requested

- Waiver #1: Increase density to 386 units or 13.28 per acre
- Waiver #2: Decrease minimum setback to 14’ along Broadview
- Waiver #3: Decrease side/rear yard setbacks to 0’.
- Waiver #4a: Decrease buffer width between commercial and residential to 0’. (why?)
- Waiver #4b: Decrease rear buffer width for residential uses from public ROW to 14’.
- Waiver #5: Increase height limit for dwellings as follows:
 - ❖ 54’ max height for Block 1, Oak Springs Drive Frontage
 - ❖ 36’ max height for Block 1, Broadview Avenue Frontage
 - ❖ 36’ max height for Block 2
 - ❖ 45’ max height for Block 3
- Waiver #6: Increase maximum grouping of townhouse six to seven
- Waiver #7: Allow retaining walls in excess of six feet on Oak Springs Drive and Hastings Lane

Garage Entrance at those times” when Highland School traffic will be an obstacle. Unfortunately, the secondary garage access (they describe it as “the Modified Alley”) also serves as the trash and loading facility for the adjacent retail, and it empties into the Ace Hardware parking area or a very blind corner behind Joanne’s Fabrics and the Red Zone. None of these obstacles were mentioned in the Traffic Study, nor did they address the traffic patterns associated with Blocks 2 and 3. The Town Council should commission an independent traffic consultant to look at the applicants’ traffic report data for completeness and accuracy.

The increased demand for sewer and water is also a concern. The consumption for this use and at this density far exceeds what was expected to have occurred with the commercial zoning. A report shows that the buildout of this project pushes the capacities to the breaking point. What will the taxpayer's cost be to expand the sewer and water processing plants? We are talking tens of millions of dollars versus the predicted revenue to the town from this project of a paltry \$46,000.



The appendix to this letter includes a detailed analysis of this project by CFFC, and I ask that you review this information as well. It will only reinforce our belief that the Town Council should deny the particular use permit and send this plan back to the developers to address the concerns we and others have pointed out. And please keep in mind what your own Comprehensive Plan says in regards to applications such as Warrenton Village Center, *“The Character Districts are created to be a focal point for revitalization to allow*

for mixed-use and multi-family development AT AN APPROPRIATE SCALE COMPATIBLE WITH THE TOWN'S CHARACTER AND EXISTING NEIGHBORHOODS."

Submitted respectfully on behalf of the CFFC Board,

Kevin Ramundo

President, Citizens for Fauquier County



Appendix

Additional CFFC Warrenton Village Center Comments

General

- The transition from multi-family units to Highland's Lower School, playing fields, and the Brookside Rehabilitation Center is in sharp and unacceptable contrast, especially with the thoughtfulness of how the school campus was developed with its open space and smaller buildings.
- There are significant inconsistencies between the conceptual design, Bohler's SUP layout, and the traffic study that the PC should have cleared up should have cleared up. For example, Blocks 2 and 3 are not on Bohler's renderings; the proposed realignment of the roadways inside the Village parking areas has not been included or evaluated in the Traffic map; and the Concept Map in the July 9 packet shows five units in Block 2, not the three included in the Traffic Study. There should have been a final composite resolving the conflicts, changes, and omissions in the July 9 Packet.
- There are no setbacks clearly stated other than the justification of the plans, which is unacceptable. The Applicant has indicated that setbacks be measured from the roadside, not the ROW and sidewalk areas, for nonsensical reasons.
- The frontages of Blocks 2 and 3 are not parallel to the roadways they face. More striking—and not yet waived—is the fact that each of the three Blocks has units located on the first floor that front on the street or drive aisle, which is prohibited in the ordinance.
- The TC should demand that all of the drawings be updated to include all major changes, including parking road patterns and the egress and flow patterns anticipated from both entrances of the parking deck. This cannot be considered and approved without a comprehensive review!
- There are several places where the developer has "stretched" their canvass to suit their needs, and it is nearly impossible to get things to fit. The landscaping drawings will be impossible to implement, and there are several locations where they will never get the tree space they indicate on the drawings.
- To obtain an SUP, the developer needs to meet the entire list of requirements, which includes an appropriate review of potential impacts on adjacent areas, which does not appear to have been done.

Traffic

- There is no information on the height of the parking deck other than "4 levels precast garage." How many of the development cars will it hold? How will they manage this volume

at prime commuting times with Highlands Primary School entrance across the street? Signage in the parking deck and little red lights telling residents to slip out the back through a dangerous alley are not adequate safety measures

- The back-ups onto 17 north and south from Oak Springs are already horrific. The Traffic Plan did not fully address the impacts on Oak Spring and, eventually, Blackwell Ave.
- The Traffic Study indicates the 380 units will only generate 154 new trips during the AM peak hour, 197 new trips during the PM peak hour, and 2,602 new daily trips on a typical weekday. These numbers are not realistic.
- There seems to be a suggestion that the alley between the parking deck and the existing retail will be upgraded and usable even before they get the 0' setback they requested. A drive through this area reveals that this is neither desirable nor likely. This area should have very limited egress since blending foot traffic with delivery vehicles is dangerous. The "walkability" of anything except Oak Springs Road can be arguably bad.

Specifics

- One unit in Blocks 2 and 3 exceeds the contiguous limit of six units without any apparent justification. Both units have roadside frontage, which is unacceptable.
- If density is allowed, the retail lease rates will skyrocket, effectively igniting the redevelopment of this entire end of the "New Town" area. This is the sort of thing down in Tysons and Fairfax with the hope that developers will all prefer the infrastructure into a "seamless" modern development, but we know better.
- The proposed "plaza" is laughable. It will sit in the middle of a parking lot with a new road pattern.

Waivers & Conditions

There does not appear to be any explanation for why the Waivers and Modifications were necessary other than to allow more density and better economics for the developer. There seems to have been no attempt to justify these, and it would appear that they were already granted or approved by the Zoning before the Planning Commission approved this. This density is beyond what Warrenton 2040 ever contemplated.

- Waiver #1: Increase density to 386 units or 13.28 per acre (more like 30/ac now?)
- Waiver #2: Decrease minimum setback to 14' along Broadview Avenue. (why?)
- Waiver #3: Decrease side/rear yard setbacks to 0'. (why?)
- Waiver #4a: Decrease buffer width between commercial and residential to 0'. (why?)
- Waiver #4b: Decrease rear buffer width for residential uses from public ROW to 14'.

- Waiver #5: Increase height limit for dwellings as follows:
 - 54' max height for Block 1, Oak Springs Drive Frontage
 - 36' max height for Block 1, Broadview Avenue Frontage
 - 36' max height for Block 2
 - 45' max height for Block 3
- Waiver #6: Increase the maximum grouping of townhouse units from six to seven
- Waiver #7: Allow retaining walls over six feet on Oak Springs Drive and Hastings Lane

From: "Busy Bee Cleaning"
Sent: Tue, 13 Aug 2024 12:38:48 -0400
To: "" <citizencomment@warrentonva.gov>
Subject: Warrenton village

[You don't often get email from mybbc10@gmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Good evening,

I recently was able to attend the chamber event in regard to the Warrenton Village project. I was unable to attend this evenings meeting, but wanted to go on record as to voice my appreciation for this beautiful project that I feel would help so many people with the housing problem that our city currently has. Most of our employees come in from neighboring towns as Warrenton is very limited on housing.

The project itself is beautiful and looks like a wonderful way to bring the community together.

Thank you for taking the time to read my opinion.

Respectfully

Stephanie Mongue

Busy Bee Cleaning, LLC.™

Phone: 703-628-7804

Email: mybbc10@gmail.com

Web: <http://www.mybusybeecleaning.com/>

Google: <https://g.page/Busy-Bee-Cleaning-LLC/review?id>

Yelp: <https://vulp.to/aTKa/8hOExb3Uh8>

Facebook: <https://m.facebook.com/BusyBeeCleaningLLC1/>

Tiktok: <https://www.tiktok.com/@busybeecleaningllc?>

Twitter: <https://www.twitter.com/BUSYBEECLEANING>

Linked-In: <https://www.linkedin.com/in/stephanie-mongue-852761123>

From: "Wood"
Sent: Fri, 9 Aug 2024 20:54:00 +0000
To: "citizencomment@warrentonva.gov"
<citizencomment@warrentonva.gov>
Subject: Housing for Military Service Members
Attachments: Town Council Memo.pdf, smime.p7s

To Whom it may concern,

See attached.

Very Respectfully,

Michael C. Wood
CW4, Aviation
6-52nd TFWB, Aviation Safety Officer
Phone: 850.559.1892
Email: michael.c.wood.mil@army.mil



DEPARTMENT OF THE ARMY
11TH EXPEDITIONARY COMBAT AVIATION BRIGADE
5910 MAGRATH AVENUE, BUILDING 1362
FORT CARSON, CO 80913-4004

Item k.

FRAK-QTH-CO (900A)

9 August 2024

MEMORANDUM FOR Town of Warrenton Town Council

SUBJECT: Housing for Active Duty Service Members

1. My name is Michael Wood. I am a Warrant Officer in the United States Army and a native of Warren County, Virginia, though I am currently stationed in California. I first enlisted in 2000, and I have served in multiple combat deployments in Iraq and Afghanistan throughout that time. The views expressed here are not those of the Army, but my own personal views developed over my nearly quarter century of service. I write today to ask you to approve the Warrenton Village Center development proposal.
2. Throughout my service career, I have seen my fellow soldiers and servicemembers struggle to find housing. As you may be aware, the requirement for base housing is to provide for at least 10% of the force. This base housing frequently has a 6-9 month wait time, or sometimes not available at all. The remainder of servicemembers who cannot be housed on base must seek housing in the private market. With rising housing costs and a difficult market, the housing allowance provided makes paying for housing difficult, particularly in a market like Warrenton.
3. As a warrant officer with a wife and two children, I would receive a housing allowance of just under \$3,500 per month to live in Warrenton. This allowance must stretch to cover utilities, insurance, and all other costs associated with housing. The stress of moving is hard on a family, unforeseen costs, having to change schools, find new doctors, and moving into a new community take its toll. Having to find housing is the biggest concern and often the most arduous. My long tenure and rank allow me a housing allowance of this level. While this is far from adequate for rental housing in the area, many enlisted and junior officers face a far tougher challenge finding safe, suitable housing based on their allowances.
4. If servicemembers cannot afford to live in your Town, or cannot find safe and adequate housing in your Town, something is wrong. Please approve this development to allow for additional housing that can be made available to our men and women in uniform.

FRAK-QTH-CO (900A)
SUBJECT: Housing for Active Duty Service Members

2. The POC for this action is CW4 Michael Wood at (850) 559-1892 or michael.c.wood.mil@army.mil.

Michael C. Wood
CW4, AV
Aviation Safety Officer



The Town of Warrenton
P.O. Box 341
Warrenton, VA 20188
P (540) 347-1101
F (540) 349-2414

August 13th, 2024, Regular Town Council Meeting Minutes

Attachment 3: Signed legislation



Motion for Convening a Closed Session

Council Meeting Date: August 13th, 2024.

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 _____. [Give department, job title(s), or job category].
- ___ 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; OR the pending case of **CFFC FOIA Lawsuit**
 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 **SUP Procedures**
- ___ 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 § _____, 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; Mr. Eric Gagnon; Mr. David McGuire; Mr. Paul Mooney.

Ayes:

Nays:

Absent from Vote: None

CERTIFICATION MOTION AFTER RECONVENING IN PUBLIC SESSION:
(requires a recorded roll call vote)

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; Mr. Eric Gagnon; Mr. David McGuire; Mr. Paul Mooney.

Ayes:

Nays:

Absent from Vote: None

For Information:

Town Clerk

Effective date: August 13th, 2024.

Stephen Clough, Town Recorder

A handwritten signature in black ink, appearing to read "Stephen Clough", is written over a horizontal line.



Motion for Convening a Closed Session

Council Meeting Date: August 13th, 2024.

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 _____ [Give department, job title(s), or job category].
- ___ 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 pertaining to: the pending case of **Citizens for Fauquier County v. the Town regarding exemptions under the Virginia Freedom of Information Act**, 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 _____
- ___ 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 § _____, 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; Mr. Eric Gagnon; Mr. David McGuire; Mr. Paul Mooney.

Ayes:

Nays:

Absent from Vote: None

CERTIFICATION MOTION AFTER RECONVENING IN PUBLIC SESSION:
(requires a recorded roll call vote)

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; Mr. Eric Gagnon; Mr. David McGuire; Mr. Paul Mooney.

Ayes:

Nays:

Absent from Vote: None

For Information:
Town Clerk

Effective date: August 13th, 2024.

Stephen Clough, Town Recorder



August 13, 2024
Town Council
Regular Meeting
RES-24-08-01

RESOLUTION OF APPROVAL FOR SPECIAL USE PERMIT 22-05, WARRENTON VILLAGE CENTER MIXED USE, PURSUANT TO SECTION 11-3.10 OF THE ZONING ORDINANCE OF THE TOWN OF WARRENTON, VIRGINIA (GPINS 6985-20-7247 and 6984-29-6753)

WHEREAS, NewCastle Development Group ("the Applicant"), along with the owners of Warrenton Village Center, Jefferson Associates LP and Warrenton Center, LLC, , have applied to the Town of Warrenton for a Special Use Permit approval on a parcel of land containing approximately 29.05 acres, identified as GPINS 6985-20-7247 and 6984-29-6753, located at the existing Warrenton Village shopping center bordered by Oak Springs Drive, Branch Drive, Lee Highway, and Broadview Avenue in the Town of Warrenton ; and

WHEREAS, the Applicant seeks a Special Use Permit pursuant to §3-4.10 and §9-25 of the Zoning Ordinance that would allow a mixed-use development in the existing shopping center with up to 320 apartments, up to 34 2-over-2s, and up to 32 townhomes with the addition of a central plaza, enhanced internal road network, and pedestrian infrastructure to promote walkability (the "Special Use Permit" or "SUP 22-05"); and

WHEREAS, the Applicant has requested waivers and modifications to the Zoning Ordinance for Article 2-6.1 to allow for density increase to 386 units at approximately 13.28 units/per acre; Article 3-4.10.4 to allow for 14' setbacks from Public Right of Way on the east side of Broadview Avenue and 0' setbacks along internal parcel lines within Warrenton Village Center; Article 8-8.5 to allow for 0' buffer width between commercial and residential uses within Warrenton Village Center and 14' buffer width between Public Right of Way and residential uses along the east side of Broadview Avenue; Article 2-20 to allow for maximum building heights of 54' along Oak Springs Drive (Block 1), 36' along Broadview Avenue (Block 1), 36' within Block 2, and 45' within Block 3; Article 3-4.4.5.3 to allow for seven multifamily townhome and/or 2-over-2 units to be grouped contiguously, and Article 2-19 to allow retaining walls in excess of six feet on Oak Springs Drive and Hastings Lane; and

WHEREAS, the Planning Commission held three public work sessions on the Special Use Permit on March 19, 2024; April 16, 2024; April 23, 2024; and

WHEREAS, pursuant to §11-3 of the Zoning Ordinance upon application of the Applicant for approval of the Special Use Permit, the Planning Commission upon advertisement and notice properly given pursuant to §15.2-2204 of the Virginia Code held a Public Hearing on June 18, 2024; and

WHEREAS, the Planning Commission evaluated the Special Use Permit based on Conditions of Approval and Virginia Code Section 15.2-2286.A.3; and

WHEREAS, the Planning Commission found that the Application meets the criteria for approval found in Section 11-3.10.3 in the Town of Warrenton Zoning Ordinance; and

WHEREAS, on June 18, 2024 the Planning Commission, in consideration of all of the foregoing, voted four to one, with one member absent, to recommend the Special Use Permit for approval to the Town Council subject to certain conditions; and

WHEREAS, the Town Council held work sessions on the application on July 9, 2024 and August 13, 2024; and

WHEREAS, pursuant to §11-3 of the Zoning Ordinance, the Town Council upon advertisement and notice properly given pursuant to Virginia Code Section 15.2-2204, held a Public Hearing on August 13, 2024; and

WHEREAS, the Town Council evaluated the Special Use Permit based on Conditions of Approval and Virginia Code Section 15.2-2286.A.3; and

WHEREAS, the Town Council finds that the Application meets the criteria for approval found in Section 11-3.10.3 in the Town of Warrenton Zoning Ordinance, and will serve the public interest;

NOW, THEREFORE, BE IT RESOLVED that the Warrenton Town Council on this 13th day of August, 2024, approves SUP 22-05 subject to the Conditions of Approval dated August 13, 2024 and Special Use Permit Plans dated June 30, 2023 and revised through May 31, 2024 by Bohler (Sheets 1-36), as presented.

Votes:

Ayes: Ms. Heather Sutphin; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Paul Mooney; Mr. David McGuire

Nays: Mr. William Semple Mr. Eric Gagnon.

Absent from Meeting: None

ATTEST: 
Stephen Clough, Town Clerk

SPECIAL USE PERMIT CONDITIONS

Applicant: NewCastle Development Group, LLC ("The Applicant")

Owners: Jefferson Associates LP; Warrenton Center LLC

SUP 2022-05, Warrenton Village Mixed Use Center

GPINs 6985-20-7247-000; 6984-29-6753-000 (the "Property")

Special Use Permit Area: ± 29.05 acres

Zoning: Commercial (C)

Date: August 13, 2024

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:** The property shall be developed in substantial conformance with these conditions and the plans titled "Special Use Permit for Warrenton Village Center, REVISION 3 – 5/31/2024", and prepared by Bohler Engineering. 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.
- 2. Use Parameters:** The Special Use Permit shall apply to the entire +/- 29.05 acre property. The property may be constructed with not more than 320 apartments, 32 townhomes, and 34 two over twos. The Zoning Ordinance 9-25 requires that residential uses shall not exceed 1 dwelling unit per 500 gross square feet of non-residential floor space within the mixed use development unless approved by Town Council through a Special Use Permit.
- 3. Phasing:** The Applicant has the flexibility to develop Blocks 1-3 in any order. Mixed Use development approval includes the provision for construction of public amenities. To ensure that site improvements are completed in a timely manner along with the residential buildings, Applicant agrees that the Town of Warrenton will withhold Certificates of Occupancy (COs) in accordance with the following schedule:

 - A. Block 1:** Prior to issuance of the 1st CO within Block 1, all required infrastructure improvements for Block 1 and the following amenities shall be constructed and open for public use:

 - Central Plaza
 - Dog Park and Picnic Area
 - West Plaza

- East Plaza
- Reconfiguration of commercial parking
- Preservation and reconditioning of Oak Spring (natural spring)
- Crosswalk across Oaks Springs Drive at Highland School entrance and Hastings Lane

B. Block 2: Prior to issuance of the 17th CO within Block 2, all required infrastructure improvements for Block 2 and the following amenities shall be constructed and open for public use:

- Central Plaza
- Reconfiguration of commercial parking
- Crosswalk across Oaks Springs Drive at Hastings Lane

C. Block 3: Prior to issuance of the 26th CO within Block 3, all required infrastructure improvements for Block 3 and the following amenities shall be constructed and open for public use:

- Central Plaza
- Reconfiguration of commercial parking
- Crosswalk across Oaks Springs Drive at Hastings Lane
- New sidewalk section on east side of Broadview Ave (behind Galaxy Strike Bowling Center building)

4. Architecture:

A. The final design of the buildings to be constructed shall generally conform to the elevations and materials included with the Special Use Permit application (hereinafter, the "Elevations"). The Elevations may be subject to minor modification approved by the Zoning Administrator in connection with Site Development Plan review. Additional changes to the design and materials may be made provided that any such changes are approved by the Zoning Administrator prior to the issuance of a building permit. Such approval shall be based on a determination that the changes result in equal to or better than the quality shown on the Building Elevations developed by Dynamik dated February 14, 2024 and/or May 30, 2024

B. The following materials are prohibited from use: vinyl siding, EIFS, corrugated metal siding, and plastic panels.

C. All residential buildings shall be designed and certified to a National Green Building Standard (NGBS), Level Bronze or higher. If NGBS is not available for this project, an equivalent certification from an alternative third-party green building rating system will be acceptable.

D. The structured parking garage in Block 1 shall include a nonreflective screening on the façade on its south facing side.

5. Waivers and Modifications:

- A. Article 2-6.1: The maximum density specified in the zoning ordinance for a given zoning district shall not be exceeded. The maximum density is 5 units per acre or 10 units per acre with inclusion of 10% affordable dwelling units.
- Waiver #1: Increase density to 386 units or 13.28 per acre.
- B. Article 3-4.10.4: Required front yard setback from ROW greater than 50' is 40' minimum, if no parking or loading is proposed.
- Waiver #2: Decrease minimum setback to 14' along Broadview Avenue.
- C. Article 3-4.10.4: Required side/rear yard setbacks is 5' minimum.
- Waiver #3: Decrease side/rear yard setbacks to 0'.
- D. Article 8-8.5: Minimum buffer width for commercial uses adjacent to residential uses is 25', plus 1' for each foot of building height over 35'. Minimum buffer width for rear boundaries of residential uses from public ROW is 25'.
- Waiver #4a: Decrease buffer width between commercial and residential uses to 0'.
 - Waiver #4b: Decrease rear buffer width for residential uses from public ROW to 14'.
- E. Article 2-20: Height limit for dwellings may be increased up to 45' and up to three stories provided that front, side and rear setbacks increase 1' for each additional foot of building height over 35'.
- Waiver #5: Increase height limit for dwellings as follows:
 - 54' max height for Block 1, Oak Springs Drive Frontage
 - 36' max height for Block 1, Broadview Avenue Frontage
 - 36' max height for Block 2
 - 45' max height for Block 3
- F. Article 3-4.4.5.3: No more than six townhouse units shall be grouped contiguously to each other.
- Waiver #6: Increase maximum grouping of townhouse units from six to seven
- G. Article 2-19: Fences and walls may be erected up to a height of six (6) feet in all zoning districts, except for fences or walls that extend within the required front setback.
- Waiver #7: Allow retaining walls in excess of six feet on Oak Springs Drive and Hastings Lane; and around refuse and dumpster enclosures as approved by the Zoning Administrator.
6. Signage: All signage shall comply with the applicable provisions of Article 6 of the Town of Warrenton Zoning Ordinance.
7. Site Maintenance and Refuse Collection: The Applicant shall maintain the site in a clean and orderly manner and shall arrange for the pickup of trash, litter, and debris. Any refuse storage areas shall be screened with a solid enclosure constructed of materials that are compatible with the buildings on the property. Private refuse collection will be provided by the Homeowners' Association and non-residential businesses. The Association documents shall ensure that pickup times for refuse

from both residential and the non-residential follow Town Code. Deliveries and refuse collection shall follow Town Code Section 11-19(9).

8. Transportation:

A. Access - Access to the site shall be provided as shown on the SUP Plan, subject to changes as may be approved at Site Development Plan review.

B. Loading/Unloading – All loading and unloading of vehicles shall take place on the Subject Property during regular hours of operation and outside of peak travel hours, to the greatest extent possible, in the Loading Area depicted on the Special Use Permit Plan.

C. Obstruction of Travel Ways – No vehicles associated with the use shall obstruct the travel ways, fire lanes, adjoining road network or encroach upon landscaped areas as shown on the Special Use Permit Plan. No vehicles shall be located within site entranceways or otherwise impede ingress, egress, and internal circulation.

D. Parking – The Subject Parcel shall meet all parking requirements as outlined in Article 7. Should it be desired to expand the use in any of the buildings located on the Subject Property, the new proposed use shall be required to apply for approvals that meet Zoning Ordinance and additional parking requirements.

E. Sidewalks - The Applicant shall install sidewalks as shown on the SUP Plan, through these Conditions of Approval, and required by the Town of Warrenton regulations. All sidewalks will be a minimum of five feet (5') in width. The Applicant will install a new section of sidewalk along the east side of Winchester Street, between Lee Highway and Broadview Avenue (behind the Galaxy Strike Bowling Center building) as part of Block 3 improvements.

F. Oak Springs Drive Crosswalk(s) – new crosswalks will be installed on Oak Springs Drive at Hasting Lane and at the entrance to Highland School as provided for in the Phasing condition. Inclusion of these crosswalks will be contingent upon and subject to Town of Warrenton at time of Site Development Plan approval.

9. Water & Public Sewer Connection: The Property shall connect to public water and public sewer. A pre and post closed-circuit TV inspection will be required with inspection prior to residential occupancy permits.

10. Stormwater Management: The site is to be planned and designed as a redeveloped site under the State's Runoff Reduction requirements for Stormwater Management (SWM) and in compliance with the Town of Warrenton's SWM Ordinance at time of construction.

11. Affordable Dwelling Units:

A. The Applicant shall provide the following minimum number of Affordable Dwelling Units (ADUs):

- 10% of total dwelling units within each of the three blocks (Block 1,

Block 2 and Block 3) will be reserved as 80% AMI ADUs;

- Ten (10) additional dwelling units in Block 1 will be reserved as 70% AMI ADUs;

- Five (5) additional dwelling units in Block 1 will be reserved as 60% AMI ADUs

B. The Applicant shall maintain the ADU program on all rental units for a period of twenty-five (25) years from the issuance of the Special Use Permit (the "Affordability Period").

C. Within Block 1, allocation of the ADUs between 1-, 2- and 3-bedroom units will be at the discretion of the Applicant, so long as the minimum number of units defined above are maintained as ADUs. Within Block 2 and Block 3, wherein all units are 3-bedrooms, all ADUs will be 3-bedrooms. The ADUs shall be identical to the market rate units in architectural design, fixture/appliance selections and unit size. ADUs will be distributed so that no more than three (3) are adjacent in Block 1 and none shall be adjacent in Blocks 2 and 3. The ADUs shall be architecturally identical to the market rate units. The size of these units shall be identical to the market rate units.

D. "Qualified Parties" and "Rent Limits" for ADUs, are defined as:

- For the purposes of qualifying for the lease of an affordable rental ADU a Qualified Party shall be an individual or a family whose gross annual household income does not exceed 60%, 70%, or 80% (dependent on the specific ADU) of the current Multifamily Tax Subsidy Program (MTSP) Income Limits for Fauquier County as published by the Virginia Housing (formerly known as VHDA), at the time the rental application is opened for such Qualified Party ("AMI"). If Virginia Housing has not published the Income Limits used under this Condition 11 for a period of more than 365 days, the Zoning Administrator shall notify the property owner at the record address given in the Fauquier County tax records of a new comparable Income Limits program to be used based on the available information about income in the Warrenton or Fauquier County housing markets.
- For the purposes of determining the Rent Limits for all ADUs, monthly rental rate limits shall be equal to those published by Virginia Housing for 0-, 1-, 2-, and 3-bedroom units and corresponding 60%, 70% and 80% AMIs, with no utility allowances.
- For the purposes of qualifying for the purchase of an ADU in Block 2 or Block 3, a Qualified Party shall be an individual or a family whose gross annual household income does not exceed 80% of the current Multifamily Tax Subsidy Program (MTSP) Income Limits for a 4-person household in Fauquier County as published by Virginia Housing, at the time the purchase contract is executed for such Qualified Party.
- For purposes of determining the purchase price of any for-sale ADU, that price will not exceed the amount at which the monthly mortgage payment for such unit exceeds the monthly rent limits for 3-bedroom units and 80% AMI income, as published by Virginia Housing. Qualifying Parties must provide a market rate loan commitment prior to closing in order to calculate the proposed mortgage payment.

E. ADU status shall be set forth in a deed of restrictive covenants recorded against the Property and shall continue to bind the minimum ADU requirement within each block to the Property for a period of twenty five years from the issuance of this Special Use Permit; provided, however, that for rental units, the Applicant may recalculate the rental

rates for new leases or renewals in accordance with the then current rates published by Virginia Housing.

F. The Applicant shall establish in a deed of restrictive covenants a program for the administration of this ADU program according to the requirements of these conditions.

G. The Applicant shall designate on the Construction Drawings submitted for building permit approval which units will be the initial ADUs; however, the units that are selected as the initial rental ADU units are not required to remain as the designated rental ADUs for the entirety of the Affordability Period. The Applicant will have the authority to re-designate the rental ADUs from time to time based on leases and vacancies. The Applicant will maintain a building plan set at the leasing office located in the Block 1 at all times that shows which units are currently designated as rental ADUs, a copy of which shall be made available to the Zoning Administrator upon request.

H. The documents creating the ADU program shall be reviewed and approved by the Town Attorney prior to their recordation in the Land Records.

I. ADUs will first be made available to the following persons with preference to the first three bulleted items below:

- Those residing or working in the Town of Warrenton or Fauquier County
- Town of Warrenton or Fauquier County teachers
- Town of Warrenton or Fauquier County first responders
- Veterans and enlisted members of the United States Armed Forces

J. The Applicant shall contact the appropriate local Social Service and/or Housing Authority offices for help to identify and place of local residents.

K. The community's Property Management Team shall make annual reports to the Zoning Administrator as to the number, type and location of units hereunder that shall have been rented as ADUs and shall verify that they have been rented to Qualified Parties.

L. Separate entrances for ADU apartment entrances are not permitted.

M. All ADU occupants shall have the same rights and privileges to amenities as market rate unit residents, except for as provided under the condo sale provision.

N. All ADUs shall meet the US Department of Housing and Urban Development Accessibility Requirements for Multifamily Buildings under the Fair Housing Act.

12. Site Surface: All outdoor areas used for open spaces, amenities, facilities, parking, storage, loading, display and driveways shall be constructed and maintained in good repair, free of cracks or damage to the surface.

13. Electric Vehicle Charging Stations: a minimum of 2% of the total spaces

included within the Block 1 parking garage will include electric charging stations for tenant use. EV stations shall be reserved for electric vehicles only and enforcement will be monitored by the Property Management team.

14. Landscaping: All Zoning Ordinance requirements must be met for landscaping, except as provided for in approved waivers and/or modifications. The Owner shall be responsible for the maintenance and replacement of all plantings on site. Any diseased or dead landscaping shall be replaced within one season of dormancy.

15. Emergency Services:

A. All future Site Development Plans shall illustrate adequate access to the site for Emergency Service vehicles, subject to approval by the Community Development Director or Zoning Administrator. Nothing shall be placed or constructed on the site that would prohibit or restrict Emergency Service vehicles from mounting curbs or accessing structures. There shall be no parking of any vehicles in the travel ways. Mountable curbs will be required at new and/or modified entrances.

B. Fire hydrants shall be installed in locations acceptable to the Town of Warrenton.

C. Buildings shall have supra boxes installed on them with a fire alarm panel inside the front and rear entrances of the structures.

16. Lighting:

A. All outdoor lighting shall be in conformance with the Zoning Ordinance.

B. The Applicant shall prepare and submit a photometric plan in connection with Site Development Plan review.

C. All site lighting, to include both new fixtures within the new development areas as well as any non-residential area that is modified as a part of site development, must consist of fully-shielded, full cut-off fixtures to meet the requirements of Article 9, Section 9-8.

D. Color temperature of exterior light fixtures will be 3,000 degrees kelvin or lower.

E. Average horizontal illumination level of exterior light fixtures will be 3.0 footcandles or less.

17. Open Space: each residential block/parcel and the residual retail parcel will individually meet the 10% usable open space requirement. The Applicant will construct and maintain all open spaces in general conformance with the improvements noted and shown in SUP "Open Space Plan." Benches, bicycle racks, and other amenities shall be provided as shown on the SUP "Open Space Plan."

18. Modified Alley: The Applicant will build and maintain the Modified Alley in general conformance with the improvements shown in this area on the Plan.

19. Three Bedroom Unit Maximum: A maximum of 10% of the units located in Block 1 will be 3-bedroom units.

20. Condo Sale of Block 2 and Block 3: Applicant will maintain the ability to sell the entirety of Block 2 (Multi-Family Townhomes) and/or the entirety of Block 3 (Multi-Family 2-Over-2 and Townhomes) as Condos. The Applicant agrees to sell all or none of the units within Block 2 or Block 3, so as to prohibit a mix of for rent and for sale units in the same block.

All conditions of the SUP will continue to be enforced in a block sale scenario through the Declarations of Restrictive Covenants that the Applicant will record and encumber the Block 2 and/or Block 3 parcels.

In a block sale scenario, Homeowner Associations will be established to maintain all conditions of the SUP and will own the block parcel, while individual condo owners will own the condo dwelling units.

In a sale scenario, residents/owners of the condos will not be tenants of the apartment community and will not have access to the rental amenities located within Block 1. In a block sale scenario, 10% of the units within the sold block will be required to be sold as ADUs, in accordance with the language outlined in Affordable Dwelling Units of this Conditions of Approval.

21. Block 1 Amenities: All amenities located within Block 1 will be available for use by tenants of residential rental units owned by the Owner in all three blocks (Block 1, 2 and 3). If residential units within Block 2 and/or Block 3 are sold by the Owner in a condo sale, the fee simple owners of the residential condos will not have access to the Block 1 amenities contained within the apartment complex. All public amenities shall continue to be open to Block 2 and 3 residents.

22. Parking Garage: The Applicant will install a traffic control device upon completion of the construction of the garage restricting non-emergency egress from the northwest entrance of the multifamily garage, with operations not to exceed 140 minutes daily in the aggregate during peak pick up and drop off times at Highland School per weekday.

23. Play Area: The Applicant will install a small play area per the timing of 3.A listed above under Phasing in the general area shown on Special Use Permit Plans – Open Space Plan Sheet 6 labeled Dog Park, the cost of which shall not exceed \$55,000 in 2024 dollars adjusted for inflation using the CPI-U, including hard and soft costs, consisting of a seating area and play equipment. The HOA will be responsible for maintaining the play area, seating, and equipment.

August 13, 2024
Town Council
Regular Meeting
RES-24-08-02

RESOLUTION TO APPROVE BOND RELEASE REQUEST BOND-24-2 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 granted the request to reduce the Public Improvements bond by 85% on August 8, 2023; and

WHEREAS, the Developer submitted a request on July 24, 2024 to release remaining the Public Improvements bond in the amount of \$15,624.94; 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 \$15,624.94 is hereby released.

Votes:

Ayes: Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Eric Gagnon; Mr. Paul Mooney; Mr. David McGuire

Nays:

Absent from Vote:

Absent from Meeting:

For Information:

Community Development Director,
Town Attorney

ATTEST: _____


Town Recorder

August 13, 2024
Town Council
Regular Meeting
RES-24-08-03

**A RESOLUTION TO AMEND THE FISCAL YEAR 2025 ADOPTED BUDGET BY \$15,000 FOR OUTSIDE
LEGAL COUNSEL TO THE BOARD OF ZONING APPEALS**

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 11, 2024, the Town Council adopted the Town of Warrenton Fiscal Year 2025 Budget; and

WHEREAS, the Warrenton Board of Zoning Appeals has requested funding to engage outside legal counsel regarding recent applications to the Board and court filings listing the Board; and

WHEAREAS, the Town Attorney shall review the legal counsel selected by the Board; and

WHEAREAS, upon approval by the Town Attorney, the Town Manager will enter into an agreement with the selected legal counsel on behalf of the Town of Warrenton and notify the Chairman of the Board of Zoning Appeals that they may proceed to obtain the requested legal advice; and

NOW, THEREFORE, BE IT RESOLVED, that this 13th day of August 2024 the Warrenton Town Council hereby amends the Fiscal Year 2025 Adopted Budget to appropriate \$15,000 from the General Fund Balance for the Board of Zoning Appeals legal services.

Votes:

Ayes: Ms. Heather Sutphin; Mr. William Semple; Mr. James Hartman, Vice Mayor; Mr. Eric Gagnon; Mr. Paul Mooney; Mr. David McGuire

Nays: Mr. Brett Hamby

Absent from Meeting:

For Information:
Budget Manager

ATTEST:



Town Recorder



Stephen Clough
TOWN CLERK
T (540) 347-1101
sclough@warrentonva.gov

Item k.

TOWN COUNCIL
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

Attestation to Motion of Legal Action: Direction of Council

I Stephen Clough, Town Clerk and Town Recorder of the Town of Warrenton, Virginia, hereby attest the following motion was made by Vice mayor James Hartman, at the August 13th, 2024, Regular Town Council Meeting of the Town of Warrenton, Virginia. Seconded by Councilwoman Heather Sutphin.

I move to authorize the Town Attorney to file an appeal to the Virginal Supreme Court in Citizens for Fauquier County v. the Town regarding exemptions under the Virginia Freedom of Information Act.

Votes on the Motion:

Ayes: Ms. Heather Sutphin; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. David McGuire.

Nays: Mr. William Semple; Mr. Eric Gagnon; Mr. Paul Mooney.

For Information:

Town Attorney, Town Manager, FOIA Officer, Town Clerk

Stephen Clough, Town Clerk, Town Recorder

Town of Warrenton, Virginia.



The Town of Warrenton
P.O. Box 341
Warrenton, VA 20188
P (540) 347-1101
F (540) 349-2414

August 13th 2024, Regular Town Council Meeting Minutes

Attachment 2: Citizen Comment Emails and form submissions.



TOWN OF WARRENTON

Department of Public Works & Utilities

PO BOX 341
WARRENTON, VIRGINIA 20188
<http://www.warrentonva.gov>
TELEPHONE (540) 347-1858
FAX (540) 349-2414

Item I.

Memorandum

Date: March 26th, 2025

To: Frank Cassidy, Town Manager
Stephanie Miller, Deputy Town Manager, Director of Finance

From: Steven Friend, Director of Public Utilities

Re: RRRC Water Supply Planning Resolution

Please accept this memorandum as explanation for adopting the newest resolution from the Rappahannock-Rapidan Regional Commission (RRRC) through the Department of Environmental Quality (DEQ). This new resolution outlines new and expanded items that are to be included in the Town's Community Water System Emergency Response Plan, (CWS ERP). Furthermore, this new resolution will engage the Town with the RRRC in creating a region wide Water Supply Plan and to allow RRRC to apply for grants related to supply plans on behalf of the Town.

This new resolution will help create a robust Water Supply plan across the Norther Piedmont Region, maintain DEQ compliance requirements, and receive / maintain eligibility for grant funding.

Attached is the DEQ Resolution Draft.

RESOLUTION

A Resolution Regarding Local and Regional Water Supply Planning and Application for a FY2025 Water Supply Planning Grant

Whereas, the Virginia General Assembly has mandated the development of regional water supply plans throughout the Commonwealth and the State Water Control Board has developed regulations to implement this planning process; and

Whereas, based upon these regulations the Town of Warrenton is required to contribute towards a regional water supply plan that fulfills the regulations by deadlines established in 9VAC25-780-50.A, specifically:

“Each locality in a regional planning area shall assist its regional planning unit in developing and submitting a single jointly produced regional water supply plan to the Department within **five years from October 9th, 2024**”

Whereas, regional planning areas are designated by 9VAC25-780-45.B, and a local government may request that the Department change its designated regional planning area to an adjoining planning area in accordance with 9VAC25-780-45.C.

Whereas, the following elements must be included in regional water supply plans in accordance with 9VAC25-780:

- A description of existing water sources in accordance with the requirements of 9VAC25-780-70;
- A description of existing water use in accordance with the requirements of 9VAC25-780-80;
- A description of existing water resource conditions in accordance with the requirements of 9VAC25-780-90;
- An assessment of projected water demand in accordance with the requirements of 9VAC25-780-100;
- A statement of need for the regional planning unit in accordance with the requirements of 9VAC25-780-100;
- An alternatives analysis to address projected deficits in water supplies in accordance with the requirements of 9VAC25-780-100;
- A description of water management actions in accordance with the requirements of 9VAC25-780-110 and 9VAC25-780-120;
- A description of drought response and contingency plans for each local government in the RPU, in accordance with the requirements of 9VAC25-780-120;
- An identification of water supply risks and regional strategies to address identified risks in accordance with the requirements of 9VAC25-780-125; and
- A map identifying important elements discussed in the water supply plan that may include existing environmental resources, existing water sources, significant existing water uses, and proposed new sources, and

Whereas, the Virginia Department of Environmental Quality has announced the availability of grant funds to assist Regional Planning Units and offset some of the costs related to the development of these Plans and are encouraging RPUs to submit applications for grant funds; and

Whereas, for purposes of this DEQ water supply grant fund program, the Town of Warrenton will participate within the Northern Piedmont 1 Regional Planning Unit, and

Whereas, the Regional Planning Unit, through the Rappahannock-Rapidan Regional Commission wishes to apply for and secure DEQ grant funds to help offset the cost of regional water supply plan development.

NOW, THEREFORE BE IT RESOLVED that the Town of Warrenton agrees to participate with all local governments and water authorities within the Northern Piedmont 1 Regional Planning Unit in the development of a regional water supply plan that will comply with mandated regulations; and

BE IT FURTHER RESOLVED that the Rappahannock-Rapidan Regional Commission is authorized to develop an application for water supply planning grant funds to offset to the extent feasible the cost of developing said regional water supply plan; and

BE IT FURTHER RESOLVED that the Rappahannock-Rapidan Regional Commission agrees to manage all grant funds received and allocate these shared funds towards the tasks and deliverables proposed in the grant application for the benefit of the entire Regional Planning Unit, and

BE IT FINALLY RESOLVED that the Rappahannock-Rapidan Regional Commission is authorized to sign the DEQ contract and other appropriate documents related to the water supply planning grant and the regional water supply plan.

Upon the Motion of _____ and second by _____, this RESOLUTION is hereby approved on this the ____day of _____, 2025.

ATTACHMENT:

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

For Information: Director of Utilities

ATTEST: _____

Town Recorder

May 13th, 2025
 Town Council
 Regular Meeting
 Res. No.

A RESOLUTION ESTABLISHING A FINANCE COMMITTEE FOR THE TOWN OF WARRENTON

WHEREAS, the Town of Warrenton, Virginia, is committed to responsible fiscal management, transparency, and long-term financial sustainability; and

WHEREAS, the Town Council recognizes the need for focused oversight and guidance on financial planning, budgeting, and investment strategies; and

WHEREAS, it is in the best interest of the Town to establish a temporary advisory body to support Council in reviewing, analyzing, and making recommendations on matters relating to town finances;

NOW, THEREFORE, BE IT RESOLVED that the Warrenton Town Council by the Town Council of the Town of Warrenton, Virginia, that:

1. **Establishment of Committee:** A Special Finance Committee is hereby established for the purpose of advising the Town Council on financial matters, including but not limited to budgeting, forecasting, investment policies, and capital planning.
2. **Composition:** The Committee shall consist of Mr. William Semple and Mr. Paul Mooney
3. **Meetings and Reporting:** The Committee shall meet as needed and shall report its findings and recommendations to the Town Council on a regular basis, with a final report due prior to the adoption of the next annual budget.
4. **Support:** Town staff shall provide reasonable administrative and logistical support to the Committee to enable it to carry out its responsibilities effectively.

BE IT FURTHER RESOLVED that the Town Council expresses its appreciation to those who volunteer their time and expertise to serve the Town of Warrenton through this Special Finance Committee.

ATTACHMENT:

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

For Information:

ATTEST: _____
 Town Recorder

May 13th, 2025
 Town Council
 Regular Meeting
 Res. No.

A RESOLUTION TO APPOINT A SPECIAL PUBLIC SAFETY COMMITTEE FOR THE TOWN OF WARRENTON

WHEREAS, the Town of Warrenton is committed to ensuring the health, safety, and well-being of its residents, businesses, and visitors; and

WHEREAS, the Town Council acknowledges the importance of evaluating and enhancing public safety policies, resources, and community engagement; and

WHEREAS, the Council finds it prudent to establish a temporary advisory body to assist in the review of public safety operations and to recommend strategies to address evolving community needs;

NOW, THEREFORE, BE IT RESOLVED that the Warrenton Town Council by the Town Council of the Town of Warrenton, Virginia, that:

1. **Establishment of Committee:** A Special Public Safety Committee is hereby established for the purpose of advising the Town Council on issues related to public safety, including but not limited to law enforcement, fire and emergency response, traffic safety, and emergency preparedness.
2. **Composition:** The Committee shall consist of Ms. Michele O'Halloran and Mr. David McGuire
3. **Meetings and Reporting:** The Committee shall meet as needed and shall report its findings and recommendations to the Town Council on a regular basis, with a final report due prior to the adoption of the next annual budget.
4. **Support:** Town staff shall provide reasonable administrative and logistical support to the Committee to enable it to carry out its responsibilities effectively.

BE IT FURTHER RESOLVED that the Town Council expresses its thanks the individuals who serve on the Special Public Safety Committee for their commitment to enhancing public safety in the Town of Warrenton.

ATTACHMENT:

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

For Information:

ATTEST: _____
 Town Recorder



Office of the Town Manager
Frank Cassidy

Warrenton Town Council

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

Item a.

STAFF REPORT

Council Meeting Date:	May 13, 2025
Agenda Title:	Stormwater Local Assistance Fund Grant Agreement No. 20-11
Requested Action:	Approve the acceptance of the grant agreement
Department / Agency Lead:	Department of Finance and Procurement
Staff Lead:	Stephanie Miller, Director of Finance

EXECUTIVE SUMMARY

The Stormwater Local Assistance Fund (SLAF) was created by the General Assembly in 2013 to provide matching grants to local governments for the planning, design, and implementation of stormwater best management practices that address cost efficiency and commitments related to reducing water quality pollutant loads. It is administered by the Virginia Department of Environmental Quality (VDEQ).

BACKGROUND

During fiscal year 2023, the Town completed the Garrett Street Pond Retrofit project. The goal of the project was to install a stormwater management constructed wetland to transition the town-owned existing dry pond on Garrett Street to a level 1 wetland.

This project was partially funded by the National Fish and Wildlife Foundation. The project was completed in February 2023 for a total cost of \$162,702.02. The funding breakdown is shown below.

Funding Source	Amount
NFWF funding	\$77,334.75
Town match	\$85,392.28
Total cost	\$162,727.02

This SLAF grant will reimburse the Town up to \$65,000 for its share of the Garrett Street Pond Retrofit project. Upon approval of the grant agreement, staff will execute the agreement and submit a reimbursement request for \$65,000 to VDEQ.

STAFF RECOMMENDATION

Staff recommend approval and acceptance of the grant agreement.

Service Level/Collaborative Impact

n/a

Policy Direction/Warrenton Plan 2040

n/a

Fiscal Impact

The acceptance of this grant agreement will allow the Town to be reimbursed for \$65,000 of stormwater management funds already expended.

Legal Impact

n/a

ATTACHMENTS

- 1. Stormwater Local Assistance Fund Grant Agreement SLAF Grant No.: 20-11

**STORMWATER LOCAL ASSISTANCE FUND
GRANT AGREEMENT
SLAF Grant No.: 20-11**

THIS AGREEMENT is made as of this _____ day of _____, 2025 by and between the Virginia Department of Environmental Quality (the “Department”), and the Town of Warrenton, Virginia (the “Grantee”).

Pursuant to Item 360 in Chapter 860 of the 2013 Acts of Assembly (the Commonwealth’s 2013-14 Budget) (the “Act”), the General Assembly created the Stormwater Local Assistance Fund (the “Fund”). The Department is authorized, pursuant to Item 365 C in Chapter 2 of the 2024 Acts of Assembly, Special Session I, to provide matching grants to local governments for the planning, design, and implementation of stormwater best management practices that address cost efficiency and commitments related to reducing water quality pollutant loads.

The Grantee has been approved by the Department to receive a Grant from the Fund subject to the terms and conditions herein to finance fifty percent (50%) of the cost of the Eligible Project, which consists of the planning, design and implementation of best management practices for stormwater control as described herein. The Grantee will use the Grant to finance that portion of the Eligible Project Costs not being paid for from other sources as set forth in the Total Project Budget in Exhibit B to this Agreement. Such other sources may include, but are not limited to, the Virginia Water Facilities Revolving Fund, Chapter 22, Title 62.1 of the Code of Virginia (1950), as amended.

This Agreement provides for payment of the Grant, design and construction of the Eligible Project, and development and implementation by the Grantee of provisions for the long-term responsibility and maintenance of the stormwater management facilities and other techniques installed under the Eligible Project. This Agreement is supplemental to the State Water Control Law, Chapter 3.1, Title 62.1 of the Code of Virginia (1950), as amended, and it does not limit in any way the other water quality restoration, protection and enhancement, or enforcement authority of the State Water Control Board (the “Board”) or the Department.

ARTICLE I
DEFINITIONS

1. The capitalized terms contained in this Agreement shall have the meanings set forth below unless the context requires otherwise:

(a) “Agreement” means this Stormwater Local Assistance Fund Grant Agreement between the Department and the Grantee, together with any amendments or supplements hereto.

(b) “Authorized Representative” means any member, official or employee of the Grantee authorized by resolution, ordinance or other official act of the governing body of the Grantee to perform the act or sign the document in question.

(c) “Capital Expenditure” means any cost of a type that is properly chargeable to a capital account (or would be so chargeable with (or but for) a proper election or the application of the definition of “placed in service” under Treasury Regulation Section 1.150-2(c)) under general federal income tax principles, determined at the time the expenditure is paid.

Town of Warrenton, Virginia (SLAF # 20-11)

(d) “Eligible Project” means all grant eligible items of the particular stormwater project described in Exhibit A to this Agreement to be designed and constructed by the Grantee with, among other monies, the Grant, with such changes thereto as may be approved in writing by the Department and the Grantee.

(e) “Eligible Project Costs” means costs of the individual items comprising the Eligible Project as permitted by the Act with such changes thereto as may be approved in writing by the Department and the Grantee. All Eligible Project Costs shall be Capital Expenditures and no Eligible Project Costs shall be Working Capital Expenditures.

(f) “Extraordinary Conditions” means unforeseeable or exceptional conditions resulting from causes beyond the reasonable control of the Grantee such as, but not limited to fires, floods, strikes, acts of God, and acts of third parties that singly or in combination cause material breach of this Agreement.

(g) “Grant” means the particular grant described in Section 4.0 of this Agreement, with such changes thereto as may be approved in writing by the Department and the Grantee.

(h) “Total Eligible Project Budget” means the sum of the Eligible Project Costs as set forth in Exhibit B to this Agreement, with such changes thereto as may be approved in writing by the Department and the Grantee.

(i) “Total Project Budget” means the sum of the Eligible Project Costs (with such changes thereto as may be approved in writing by the Department and the Grantee) plus any ineligible costs that are solely the responsibility of the Grantee, as set forth in Exhibit B to this Agreement.

(j) “Project Engineer” means the Grantee’s engineer who must be a licensed professional engineer registered to do business in Virginia and designated by the Grantee as the Grantee’s engineer for the Eligible Project in a written notice to the Department.

(k) “Project Schedule” means the schedule for the Eligible Project as set forth in Exhibit C to this Agreement, with such changes thereto as may be approved in writing by the Department and the Grantee. The Project Schedule assumes timely approval of adequate plans and specifications and timely reimbursement in accordance with this Agreement by the Department.

(l) “Working Capital Expenditure” means any cost that is not a Capital Expenditure. Generally, current operating expenses are Working Capital Expenditures.

(m) “VPBA” means the Virginia Public Building Authority, a political subdivision of the Commonwealth of Virginia.

(n) “VPBA Bonds” means (i) the Virginia Public Building Authority Public Facilities Revenue Bonds, Series 2013A, which were issued by VPBA on February 21, 2013, (ii) any other bonds issued by VPBA, the proceeds of which are used in whole or in part to provide funds for the making of the Grant, and (iii) any refunding bonds related thereto.

ARTICLE II

SCOPE OF PROJECT

2. The Grantee will cause the Eligible Project to be designed, constructed and placed in operation as described in Exhibit A to this Agreement.

ARTICLE III

SCHEDULE

3. The Grantee will cause the Eligible Project to be designed, constructed and placed in operation in accordance with the Project Schedule in Exhibit C to this Agreement. The Grantee agrees that the Grant may only be used to cover costs incurred and expended during the period beginning January 1, 2020 and ending April 30, 2024.

ARTICLE IV

COMPENSATION

4.0. Grant Amount. The total Grant award from the Fund under this Agreement is up to **\$65,000.00** and represents the Commonwealth's fifty percent (50%) share of the Total Eligible Project Budget. Any material changes made to the Eligible Project after execution of this Agreement, which alters the Total Eligible Project Budget, will be submitted to the Department for review of grant eligibility. The amount of the Grant award set forth herein may be modified from time to time by agreement of the parties to reflect changes to the Eligible Project or the Total Eligible Project Budget.

4.1. Payment of Grant. Disbursement of the Grant will begin following approval of all program requirements, the receipt of construction bids, and the development and approval of a final project budget based on as-bid or contractual costs. The Department will notify the Grantee when the eligibility to submit reimbursement requests has been approved. Disbursement of the Grant will be conducted in accordance with the payment provisions set forth in Section 4.2 herein and the eligibility determinations made in the Total Project Budget (Exhibit B).

4.2. Disbursement of Grant Funds. The Department will disburse the Grant to the Grantee not more frequently than once each calendar month for approved eligible reimbursement of a minimum of one thousand (\$1,000.00) dollars, excluding the final payment, upon receipt by the Department of the following:

(a) A requisition for approval by the Department, signed by the Authorized Representative and containing all receipts, vouchers, statements, invoices or other evidence that costs in the Total Eligible Project Budget, including the applicable local share for the portion of the Eligible Project covered by such requisition, have been incurred or expended and all other information called for by, and otherwise being in the form of, Exhibit D to this Agreement.

(b) If any requisition includes an item for payment for labor or to contractors, builders or material men, a certificate, signed by the Project Engineer, stating that such work was actually performed or such materials, supplies or equipment were actually furnished or installed in or about the construction of the Eligible Project.

Upon receipt of each such requisition and accompanying certificate(s) and schedule(s), the Department shall request disbursement of the Grant to the Grantee in accordance with such requisition to the extent approved by the Department.

Except as may otherwise be approved by the Department, disbursements shall be held at ninety-five percent (95%) of the total Grant amount to ensure satisfactory completion of the Eligible Project. Satisfactory completion includes the submittal to the Department the Responsibilities & Maintenance Plan required by Section 5.1 herein. Upon receipt from the Grantee of the certificate specified in Section 4.5 and a final requisition detailing all retainage to which the Grantee is then entitled, the Department, subject to the provisions of this section and Section 4.3 herein, shall request disbursement to the Grantee of the final payment from the Grant.

4.3. Application of Grant Funds. The Grantee agrees to apply the Grant solely and exclusively to the reimbursement of Eligible Project Costs. The Grantee represents and warrants that the average reasonably expected economic life of the assets to be financed with the Grant is set forth in Exhibit E attached hereto.

4.4. Agreement to Complete Project. The Grantee agrees to cause the Eligible Project to be designed and constructed, as described in Exhibit A to this Agreement, and in accordance with (i) the schedule in Exhibit C to this Agreement and (ii) plans and specifications prepared by the Project Engineer and approved by the Department.

4.5. Notice of Substantial Completion. When the Eligible Project has been completed, the Grantee shall promptly deliver to the Department a certificate signed by the Authorized Representative and by the Project Engineer stating (i) that the Eligible Project has been completed substantially in accordance with the approved plans and specifications and addenda thereto, and in substantial compliance with all material applicable laws, ordinances, rules, and regulations; (ii) the date of such completion; (iii) that all certificates of occupancy and operation necessary for start-up for the Eligible Project have been issued or obtained; and (iv) the amount, if any, to be released for payment of the final Eligible Project Costs.

4.6. Source of Grant Funds; Reliance. The Grantee represents that it understands that the Grant funds are derived from the proceeds of the VPBA Bonds, the interest on which must remain excludible from gross income for federal income tax purposes (that is, "tax- exempt") pursuant to contractual covenants made by VPBA for the benefit of the owners of the VPBA Bonds. The Grantee further represents that (a) the undersigned Authorized Representative of the Grantee has been informed of the purpose and scope of Sections 103 and 141-150 of the Internal Revenue Code of 1986, as amended, as they relate to the VPBA Bonds and the Grant, and (b) the representations and warranties contained in this Agreement can be relied on by VPBA and bond counsel to VPBA in executing certain documents and rendering certain opinions in connection with the VPBA Bonds.

ARTICLE V

RESPONSIBILITIES AND MAINTENANCE PLAN

5.0 Plan Submittal. No later than thirty (30) days from the date of the Notice of Substantial Completion, the Grantee shall submit to the Department a Responsibilities and Maintenance Plan for the Eligible Project.

5.1 Plan Elements. The plan required by Section 5.0 shall include a description of the project type, a recommended schedule of inspection and maintenance, and the identification of a person, persons or position within an organization responsible for administering and maintaining the plan for the useful service life of the installed facilities. If the Eligible Project includes construction on private property, the plan shall document the Grantee's right to access the Eligible Project for purposes of implementing the plan required by Section 5.0.

5.2 Recordation. Long-term responsibility and maintenance requirements for stormwater management facilities located on private property shall be set forth in an instrument recorded in the local land records and shall be consistent with 9VAC25-875-130 of the Virginia Erosion and Stormwater Management Regulation.

ARTICLE VI

MATERIAL BREACH

6.0. Material Breach. Any failure or omission by the Grantee to perform its obligations under this Agreement, unless excused by the Department, is a material breach.

6.1. Notice of Material Breach. If at any time the Grantee determines that it is unable to perform its obligations under this Agreement, the Grantee shall promptly provide written notification to the Department. This notification shall include a statement of the reasons it is unable to perform, any actions to be taken to secure future performance and an estimate of the time necessary to do so.

6.2. Monetary Assessments for Breach. In case of Material Breach, Grant funds will be re-paid into the State Treasury and credited to the Fund. Within 90 days of receipt of written demand from the Department, the Grantee shall re-pay the Grant funds for the corresponding material breaches of this Agreement unless the Grantee asserts a defense pursuant to the requirements of Section 6.3 herein.

6.3 Extraordinary Conditions.

(a) The Grantee may assert, and it shall be a defense to any action by the Department to collect Grant funds or otherwise secure performance of this Agreement that the alleged non-performance was due to Extraordinary Conditions, provided that the Grantee:

(1) takes reasonable measures to effect a cure or to minimize any non-performance with the Agreement, and

(2) provides written notification to the Department of the occurrence of Extraordinary Conditions, together with an explanation of the events or circumstances contributing to such Extraordinary Conditions, no later than 10 days after the discovery of the Extraordinary Conditions.

(b) If the Department disagrees that the events or circumstances described by the Grantee constitute Extraordinary Conditions, the Department must provide the Grantee with a written objection within sixty (60) days of Grantee's notice under paragraph 6.3(a)(2), together with an explanation of the basis for its objection.

6.4 Resolution and Remedy. If no resolution is reached by the parties, the Department may immediately bring an action in the Circuit Court of the City of Richmond to recover part or all of the Grant funds. In any such action, the Grantee shall have the burden of proving that the alleged noncompliance was due to Extraordinary Conditions. The Grantee agrees to venue to any such action in the Circuit Court of the City of Richmond, either north or south of the James River in the option of the Department.

6.5 Indemnification. To the extent permitted by law and subject to legally available funds, the Grantee shall indemnify and hold the Department, the Fund, VPBA and the owners of the VPBA Bonds, and their respective members, directors, officers, employees, attorneys and agents (the "Indemnitees"), harmless against any and all liability, losses, damages, costs, expenses, penalties, taxes, causes of action, suits, claims, demands and judgments of any nature arising from or in connection with any misrepresentation, breach of warranty, noncompliance or default by or on behalf of the Grantee under this Agreement, including, without limitation, all claims or liability (including all claims of and liability to the Internal Revenue Service) resulting from, arising out of or in connection with the loss of the excludability from gross income of the interest on all or any portion of the VPBA Bonds that may be occasioned by any cause whatsoever pertaining to such misrepresentation, breach, noncompliance or default, such indemnification to include the reasonable costs and expenses of defending itself or investigating any claim of liability and other reasonable expenses and attorneys' fees incurred by any of the Indemnitees in connection therewith. This paragraph shall not constitute an express or implied waiver of any applicable immunity afforded the Grantee.

ARTICLE VII **GENERAL PROVISIONS**

7.0. Effect of the Agreement on Permits. This Agreement shall not be deemed to relieve the Grantee of its obligations to comply with the terms of its Virginia Pollutant Discharge Elimination System (VPDES) and/or Virginia Water Protection (VWP) permit(s) issued by the Board. This Agreement does not obviate the need to obtain, where required, any other State or Federal permit(s).

7.1. Disclaimer. Nothing in this Agreement shall be construed as authority for either party to make commitments which will bind the other party beyond the covenants contained herein.

7.2. Non-Waiver. No waiver by the Department of any one or more defaults by the Grantee in the performance of any provision of this Agreement shall operate or be construed as a waiver of any future default or defaults of whatever character.

7.3. Integration and Modification. This Agreement constitutes the entire Agreement between the Grantee and the Department. No alteration, amendment or modification of the provisions of this Agreement shall be effective unless reduced to writing, signed by both the parties and attached hereto. This Agreement may be modified by agreement of the parties for any purpose.

7.4. Collateral Agreements. Where there exists any inconsistency between this Agreement and other provisions of collateral contractual agreements which are made a part of this Agreement by reference, the provisions of this Agreement shall control.

7.5. Non-Discrimination. In the performance of this Agreement, the Grantee warrants that it will not discriminate against any employee, or other person, on account of race, color, sex, religious

Town of Warrenton, Virginia (SLAF # 20-11)

creed, ancestry, age, national origin or other non-job related factors. The Grantee agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

7.6. Conflict of Interest. The Grantee warrants that it has fully complied with the Virginia Conflict of Interest Act as it may apply to this Agreement.

7.7. Applicable Laws. This Agreement shall be governed in all respects whether as to validity, construction, capacity, performance or otherwise, by the laws of the Commonwealth of Virginia. The Grantee further agrees to comply with all laws and regulations applicable to the Grantee's performance of its obligations pursuant to this Agreement.

7.8. Records Availability. The Grantee agrees to maintain complete and accurate books and records of the Eligible Project Costs, and further, to retain all books, records, and other documents relative to this Agreement for three (3) years after final payment. The Department, its authorized agents, and/or State auditors will have full access to and the right to examine any of said materials during said period. Additionally, the Department and/or its representatives will have the right to access work sites during normal business hours, after reasonable notice to the Grantee, for the purpose of ensuring that the provisions of this Agreement are properly carried out.

7.9. Severability. Each paragraph and provision of this Agreement is severable from the entire Agreement; and if any provision is declared invalid, the remaining provisions shall nevertheless remain in effect.

7.10. Notices. All notices given hereunder shall be in writing and shall be sent by United States certified mail, return receipt requested, postage prepaid, and shall be deemed to have been received at the earliest of: (a) the date of actual receipt of such notice by the addressee, (b) the date of the actual delivery of the notice to the address of the addressee set forth below, or (c) five (5) days after the sender deposits it in the mail properly addressed. All notices required or permitted to be served upon either party hereunder shall be directed to:

Department: Virginia Department of Environmental Quality
Clean Water Financing and Assistance Program
P.O. Box 1105
Richmond, VA 23218
Attn: CWFAP Deputy Director

Grantee: Town of Warrenton, Virginia
PO Drawer 341
Warrenton, Virginia 20188
Attn: Paul Bernard, Town Engineer
pbernard@warrentonva.gov

7.11. Successors and Assigns Bound. This Agreement shall extend to and be binding upon the parties hereto, and their respective legal representatives, successors and assigns.

7.12. Exhibits. All exhibits to this Agreement are incorporated herein by reference.

Town of Warrenton, Virginia (SLAF # 20-11)

ARTICLE VIII

COUNTERPARTS

8. This Agreement may be executed in any number of counterparts, each of which shall be an original and all of which together shall constitute but one and the same instrument.

ARTICLE IX

CREDIT GENERATION

9. Any land area generating stream or wetland mitigation credits from the Eligible Project is not eligible for the generation of any other environmental credits, including credits associated with nonpoint source nutrient banks, either upon completion of the project or anytime thereafter. Any project designs approved by the Department under the Grant may not meet the design requirements for approval from other State or Federal water programs. The Grantee is responsible for obtaining information on design and permit requirements for the type of environmental credit they are seeking.

WITNESS the following signatures, all duly authorized.

DEPARTMENT OF ENVIRONMENTAL QUALITY

By: **Edwards Alvie**
xqp92569

Digitally signed by: Edwards Alvie
xqp92569
DN: CN = Edwards Alvie xqp92569
OU = COV-Users, End-Users, DEQ
Date: 2025.03.18 09:04:32 -04'00'

Date: _____

Alvie Edwards
Director of Administration
(804) 898-9883
alvie.edwards@deq.virginia.gov

TOWN OF WARRENTON, VIRGINIA

By: _____ Date: _____

Frank Cassidy
Town Manager
(540) 347-1101
Townmanager@warrentonva.gov

Town of Warrenton, Virginia (SLAF # 20-11)

EXHIBIT A**ELIGIBLE PROJECT DESCRIPTION**

Grantee: Town of Warrenton, Virginia

SLAF Grant No.: 20-11

Project Description:

Garret Street Pond Conversion: The Garret Street Pond Conversion involves the conversion and retrofit of existing SWM/BMP structures at the Garret Street and Shirley Avenue Pond to enhance nutrient removal to achieve the goals set in the Total Maximum Daily Load (TMDL) under the DEQ MS4 Stormwater Program. Proposed methods will be the installation of pond fore-bays, modification of intake structures, planting of wetlands vegetation and other approved methods outlined in the BMP Clearinghouse.

Town of Warrenton, Virginia (SLAF #20-11)

EXHIBIT B**TOTAL PROJECT BUDGET**

Grantee: Town of Warrenton, Virginia

SLAF Grant No.: 20-11

The following budget reflects the estimated costs associated with eligible cost categories of the project.

Project Category / Project Name	Project Cost	SLAF Eligible	Grant %	Grant Amount
Design Engineering				
Garret Street Pond Conversion	\$23,500.00	\$0.00	50.00%	\$0.00
Sub-Total	\$23,500.00	\$0.00		\$0.00
Construction				
Garret Street Pond Conversion	\$140,107.02	\$130,000.00	50.00%	\$65,000.00
Sub-Total	\$140,107.02	\$130,000.00		\$65,000.00
Other				
Garret Street Pond Conversion	\$0.00	\$0.00	50.00%	\$0.00
Sub-Total	\$0.00	\$0.00		\$0.00
TOTALS	\$163,607.02	\$130,000.00		\$65,000.00

Town of Warrenton, Virginia (SLAF #20-11)

EXHIBIT C

PROJECT SCHEDULE

Grantee: Town of Warrenton, Virginia

SLAF Grant No.: 20-11

The Grantee has proposed the following schedule of key activities/milestones as a planning tool which may be subject to change. Unless authorized by a grant modification, it is the responsibility of the Grantee to adhere to the anticipated schedule for the Eligible Project as follows:

Project Name	Project Description / Milestone	Schedule / Timeline
Garret Street Pond Conversion	Start Planning	January 2021
	Complete Planning	July 2022
	Start Construction	August 2022
	Complete Construction	April 2024

Town of Warrenton, Virginia (SLAF #20-11)

The Grantee has proposed the following estimates for the grant funds for which it will request reimbursement:

Quarter	Estimated Amount of Grant Funds to be Requested for Reimbursement
January – March 2025	
April – June 2025	\$65,000
July – September 2025	
October – December 2025	
January – March 2026	
April – June 2026	
July – September 2026	
October – December 2026	
January – March 2027	
April – June 2027	
July – September 2027	
October – December 2027	

EXHIBIT D**REQUISITION FOR REIMBURSEMENT**

(To be on Grantee's Letterhead)

Department of Environmental Quality
 Clean Water Financing and Assistance Program
 P.O. Box 1105
 Richmond, VA 23218
 Attn.: CWFAP Deputy Director

RE: **Stormwater Local Assistance Fund Grant**

SLAF Grant No.: 20-11
 Garret Street Pond Conversion

Dear Deputy Director:

This requisition, Number ____, is submitted in connection with the referenced Grant Agreement, dated as of *[insert date of grant agreement]* between the Virginia Department of Environmental Quality and _____. Unless otherwise defined in this requisition, all capitalized terms used herein shall have the meaning set forth in Article I of the Grant Agreement. The undersigned Authorized Representative of the Grantee hereby requests disbursement of grant proceeds under the Grant Agreement in the amount of \$_____, for the purposes of payment of the Eligible Project Costs as set forth on Schedule I attached hereto.

Copies of invoices relating to the items for which payment is requested are attached.

The undersigned certifies that the amounts requested by this requisition will be applied solely and exclusively to the reimbursement of the Grantee for the payment of Eligible Project Costs that are Capital Expenditures.

This requisition includes (if applicable) an accompanying Certificate of the Project Engineer as to the performance of the work.

Sincerely,

 Date: _____
 (Authorized Representative of the Grantee)

Town of Warrenton, Virginia (SLAF #20-11)

CERTIFICATE OF THE PROJECT ENGINEER
FORM TO ACCOMPANY REQUEST FOR REIMBURSEMENT

Grantee: Town of Warrenton, Virginia

SLAF Grant No.: 20-11

This Certificate is submitted in connection with Requisition Number _____, dated _____, 20__, submitted by the _____ (the "Grantee") to the Virginia Department of Environmental Quality. Capitalized terms used herein shall have the same meanings set forth in Article I of the Grant Agreement referred to in the Requisition.

The undersigned Project Engineer for _____ hereby certifies that insofar as the amounts covered by this Requisition include payments for labor or to contractors, builders or material men, such work was actually performed or such materials, supplies, or equipment were actually furnished to or installed in the Eligible Project.

(Project Engineer)

(Date)

SCHEDULE 1
STORMWATER LOCAL ASSISTANCE FUND
FORM TO ACCOMPANY REQUEST FOR REIMBURSEMENT

REQUISITION # _____ **DATE:** _____ **TITLE:** _____
Grantee: Town of Warrenton
SLAF Grant No.: 20-11 **CERTIFYING SIGNATURE:** _____

Cost Category	Total Project Budget	SLAF Eligible Project Budget	SLAF Grant Budget	Eligible Expenditures This Period	Current Grant Payment	Previous Grant Disbursements	Total Grant Payments to Date	SLAF Grant Balance
Design Engineering								
	Garret Street Pond Conversion	\$23,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub-Total		\$23,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction								
	Garret Street Pond Conversion	\$140,107.02	\$130,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$65,000.00
Sub-Total		\$140,107.02	\$130,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$65,000.00
Other								
	Garret Street Pond Conversion	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub-Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals		\$163,607.02	\$130,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$65,000.00

Total Grant Amount: \$65,000.00
Previous Disbursements: \$0.00
This Request: \$0.00
Grant Proceeds Remaining: \$65,000.00

EXHIBIT E

**DETERMINATION OF AVERAGE REASONABLY
EXPECTED ECONOMIC LIFE OF PROJECT ASSETS**

Grantee: Town of Warrenton, Virginia

SLAF Grant No.: 20-11

The Internal Revenue Code of 1986, as amended, limits the length of average maturity for certain tax-exempt bonds, such as the VPBA Bonds, to no more than 120% of the average reasonably expected economic life of the assets being financed with the proceeds of such bonds. This life is based on Revenue Procedure 62-21 as to buildings and Revenue Procedures 83-35 and 87-56 as to equipment and any other assets. In this Exhibit, the Grantee will certify as to the average reasonably expected economic life of the assets being financed by the Grant.

Please complete the attached chart as follows:

Step 1. Set forth in Column II the corresponding total cost of each type of asset to be financed with the Grant.

Step 2. Set forth in Column III the economic life of each type of asset listed in accordance with the following:

Land. Exclude the acquisition of any land financed with a portion of the Grant funds from the economic life calculation.

Land Improvements. Land improvements (i.e., depreciable improvements made directly to or added to land) include sidewalks, roads, canals, waterways, site drainage, stormwater retention basins, drainage facilities, sewers (excluding municipal sewers), wharves and docks, bridges, fences, landscaping, shrubbery and all other general site improvements, not directly related to the building. Buildings and structural components are specifically excluded. 20 years is the economic life for most stormwater projects.

Buildings. Forty years is the economic life for most buildings.

Equipment. Please select an Asset Depreciation Range (“ADR”) midpoint or class life for each item of equipment to be financed. The tables of asset guideline classes, asset guideline periods and asset depreciation ranges included in IRS Revenue Procedures 83-35 and 87-56 may be used for reference. To use the tables, you should first determine the asset guideline class in which each item of equipment falls. General business assets fall into classes 00.11 through 00.4 to the extent that a separate class is provided for them. Other assets, to the extent that a separate class is provided, fit into one or more of classes 01.1 through 80.0. Subsidiary assets (jigs, dies, molds, patterns, etc.) are in the same class as are the other major assets in an industry activity unless the subsidiary assets are classified separately for that industry. Each item of equipment should be classified according to the activity in which it is primarily used. If the equipment is not described in any asset guideline class, its estimated economic life must be determined on a case by case basis.

Contingency. Any amounts shown on the Project Budget as “contingency” should be assigned to the shortest-lived asset. For example, contingency for a stormwater project should likely be given an economic life of 20 years.

Step 3. Set forth in Column IV the date each asset is expected to be placed in service. An asset

Town of Warrenton, Virginia (SLAF #20-11)

is first placed in service when it is first placed in a condition or state of readiness and available for a specifically assigned function. For example, the placed in service date for a stormwater project is likely the project's expected completion date.

Step 4. Determine the adjusted economic life of the asset in Column V by adding the amount of time between February 21, 2013 (the earliest date upon which the VPBA Bonds were issued) and the specified placed in service date from Column IV. For example, if a stormwater project with an economic life of 20 years will be placed in service 2 years after February 21, 2013, then the adjusted economic life for such stormwater project should be 22.

Step 5. For Column VI, multiply the Total Costs Financed with the Grant from Column II by the Adjusted Economic Life from Column V for each type of asset.

Step 6. Total all the entries in Column II and in Column VI.

Step 7. Divide the total of Column VI by the total of Column II. The quotient is the average reasonable expected economic life of the assets to be financed with the Grant.

AVERAGE REASONABLY EXPECTED ECONOMIC LIFE OF PROJECT ASSETS

Column I	Column II	Column III	Column IV	Column V	Column VI
<u>Asset</u>	<u>Total Cost Financed with Grant</u>	<u>Economic Life</u>	<u>Date Asset Placed in Service</u>	<u>Adjusted Economic Life</u>	<u>Column II x Column V</u>
Land Improvements	\$162,727	20 years	7/1/2023	30 years	\$4,881,810
Building					
Equipment					
Contingency					
TOTAL	\$ <u>162,727</u>				\$ <u>4,881,810</u>

Average Reasonably Expected Economic Life: Total of Column VI ÷ Total of Column II = 30 years