



## TOWN COUNCIL REGULAR MEETING

21 Main Street

Tuesday, April 08, 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.](#) Planning Commission Update
- [B.](#) Budget Work Session: Proposed Budget
- [C.](#) Water Sewer Capacity Discussion
- [D.](#) Experience Old Town Warrenton Memorandum of Understanding
- [E.](#) Vacation of Easement, Ordinance Request
- [F.](#) Main Street Discussion
- [G.](#) Closed session
- H. 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.
- G. CONSENT AGENDA.
  - [a.](#) Authorization to convert part-time WTP operator position to full-time
  - [b.](#) Zoning Ordinance Update: Steering Committee
  - [c.](#) Experience Old Town Warrenton Memorandum of Understanding

[d.](#) Main Street Discussion

**H. NEW BUSINESS.**

**I. UNFINISHED BUSINESS.**

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

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

**L. COUNCILMEMBERS TIME.**

**M.ADJOURNMENT.**



Community Development  
Department

## **STAFF REPORT**

<b>Town Council Meeting Date:</b>	April 8, 2025
<b>Agenda Title:</b>	Planning Commission Update
<b>Requested Action:</b>	Informational Purposes
<b>Staff Lead:</b>	Denise Harris, Planning Manager

### **EXECUTIVE SUMMARY**

---

The Planning Commission cancelled their March meetings. Next meeting will be April 15, 2025.

### **BACKGROUND**

---

No Minutes are available because the March meeting was cancelled.

### **STAFF RECOMMENDATION**

---

For Informational Purposes.



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 B.

# STAFF REPORT

<b>Council Meeting Date:</b>	April 8, 2025
<b>Agenda Title:</b>	Initial Presentation of the Fiscal Year 2026 proposed budget
<b>Requested Action:</b>	Information only
<b>Department / Agency Lead:</b>	Finance
<b>Staff Lead:</b>	Brooke Campbell, Budget Manager

## EXECUTIVE SUMMARY

This budget is the result of discussions with the Town Council over the past several months regarding important budgetary decisions. The agreed upon direction used to formulate the budget included:

- continue providing services to citizens at current levels
- maintain human capital measures taken in recent years to ensure the town remains a competitive employer
- maintain focus on needs and infrastructure
- no interest in the implementation of a Solid Waste fee to cover the cost of refuse and recycling services

Capital needs continue to be the primary focus of this budget, with the water and sewer utility infrastructure being the top priority. The budget also includes several capital asset replacements that were deferred in recent years.

From an operational perspective, the inflationary pressures of the past few years have continued to impact the town. In developing the proposed budget, General Fund operating revenues were not projected to cover the increases in operating expenditure. To balance the budget, a real estate tax rate increase of \$0.0249 per \$100 of assessed value is proposed. This provides the Council the flexibility to implement an increase at that level or lower. The Town Code requires that the calendar year property tax rates are adopted by May 14th. A public hearing will be held on the proposed budget and on the proposed tax rate increase at the May meeting.

The table below shows the proposed change in the real estate tax rate and the impact on the average annual residential bill in town. Each \$0.01 increase of the real estate tax rate generates approximately \$220,981 in additional revenue.

Tax Rate Change	Tax Year 2024	Tax Year 2025	Change
Real Estate Tax Rate	\$ 0.0401	\$ 0.065	\$ 0.025
Average Annual Residential Bill	\$ 169.63	\$ 274.95	\$ 105.33

Average Home Value \$423,006



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. This is an increase of \$9.0 million, or 21%, over the adopted FY 2025 budget. As previously noted, the bulk of the increase is driven by the capital program.

**BACKGROUND**

An overview of the proposed budget by fund is presented in the following paragraphs.

General Fund Operating Revenues

FY26 General Fund operating revenue is projected to increase by \$876,032, or 5%, compared to FY25. The largest changes are in the categories of real estate tax, other local taxes, and permits and fees.

- Real Estate Tax – This estimate has increased by \$612,110, or 74%, based on the proposed tax rate increase coupled with the anticipated increase in values of the general reassessment that will be effective January 1, 2026.
- Other Local Taxes – This category projects an increase of \$210,724, or 2%, over FY25 based on historical trends. The specific areas of increase are business license tax, consumer utility tax, local sales tax, lodging tax, and bank franchise tax. The largest source of revenue for the general fund, meals tax, is projected to remain level.
- Permits & Fees - Revenue in this category is estimated to increase by \$59,118, or 32%, due to the anticipated construction of new developments in town.

General Fund Operating Expenditures

FY26 General Fund operating expenditures are proposed to increase by \$917,170, or 5%, compared to FY25. The largest functional categories of increase are general government administration, public works, and contributions to outside agencies.

- General government administration - The primary drivers of the \$264,639, or 6%, increase are professional and contractual services.
- Public works - The driver of the \$269,329, or 5%, increase is personnel costs. Personnel costs are discussed in more detail later in this letter and are also detailed in the Personnel and Compensation Summary on page 12.
- Contributions requested by outside agencies – This category increased by \$122,989. The full amount of these requests has been included in the proposed budget so that Council may make the decision regarding funding levels.

General Fund Capital

General fund capital expenditures will be funded by debt. Capital expenditures are broken down into capital projects and capital asset replacements.

- Capital projects – The total programmed for projects is \$3,419,497. Projects included in FY26 include the salt storage and public works rehabilitation, Eva Walker Park improvements, improvements to Main Street, and annual paving operations.
- Capital asset replacements – The budget for asset replacements for FY26 is \$2,869,500. Among other items, the plan includes the public safety facility HVAC replacements, public safety radio replacements, Enterprise Resource Planning (ERP) software replacement, the waterplay structure

replacement at the WARF, elevator replacement in town hall, and the purchase of replacements for public works equipment.

More details on these and other projects and replacements may be found in the 2026-2031 Capital Improvement Plan (CIP).

Stormwater Management Operating

Stormwater management is funded by a stormwater fee that is billed twice a year on the town’s real estate tax bill. Stormwater management operating expenses are projected to increase by \$97,261 primarily related to the purchase of stormwater management credits to ensure compliance with mandated program requirements.

Stormwater Management Capital

Stormwater Management Capital is proposed to decrease by \$60,500 compared to FY25. Capital projects related to stormwater enable the Town to meet state-mandated requirements. The Master Drainage Plan Update is planned for \$300,000 and there is a project for Best Management Practices (BMP) Facilities for \$200,000. For further details on stormwater capital projects, please refer to the 2026-2031 CIP.

Water & Sewer Operating Revenues

An update to the water and sewer rate study was completed in 2023 to ensure adequate funding for the necessary modernizations to our aging infrastructure. The study recommended a phased approach to increasing user rates coupled with the strategic issuance of debt to fund the capital needs. The recommended rate increase for FY26 is 23%. **An average monthly In-Town residential bill (based on 3,000 gallons of consumption) will increase from \$54.87 to \$67.57.**

The rate study model assumes the issuance of debt to support the system’s capital needs.

Water & Sewer Operating Expenses

The operating budget has increased by \$328,564 (excluding transfers to capital) due to inflation costs related to chemicals, fuel, and utilities. The proposed FY26 budget plans a transfer to partially cash fund the capital program, which is in line with the recommendations of the rate study.

Water & Sewer Capital Expenses

The proposed FY26 budget for water and sewer capital expenses has increased by \$5.0 million. This represents the continuation of the 6-year modernization and infrastructure resiliency plans that were factored into the rate study finalized in 2023.

- Major capital projects for FY26 include:
  - Warrenton reservoir dam - \$3,000,000
  - Mountain tank line power - \$945,000
  - High-rate filter, sediment & flocculation basin - \$8,950,893
  - Dewatered sludge storage - \$750,000
- Major asset replacements planned for FY26 include:
  - Camera truck - \$460,000
  - Facilities physical security - \$150,000
  - Dump truck - \$115,000

More details on these and other projects and asset replacements may be found in the 2026-2031 CIP.

Personnel

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

- No requests for additional positions - We have continued to realign staff when the opportunity arises to realize greater efficiency and cost savings. Since FY24, the full-time equivalent (FTE) count has dropped by 9.5 FTEs.
- Cost of Living Adjustment (COLA) and Merit Increase - The proposed FY26 budget includes a COLA of 3% effective July 1 and a proposed merit range of 0-3% that will be effective January 1. The COLA impact is \$331,446 across all funds and the merit impact is \$136,959 across all funds.
- Health Insurance - The renewal received from the Town’s medical, dental, and vision insurance provider reflected an increase of 8.8% in premiums for FY26.

Town staff continue to focus on citizen engagement through our communications outreach and education about our processes. The first Your Town Academy was a success, with many of the participants recommending the program to friends and family. We plan to conduct Fall sessions of the Academy going forward and continue to look for other opportunities to engage with our citizens.

The public hearings for the budget and to set the calendar year tax rates will take place at the May meeting. During recent discussions, Council members have identified several expenditure categories to review during future budget work sessions.

We look forward to collaborating with the Council to achieve a budget that meets the needs of our community in a fiscally prudent manner.

**STAFF RECOMMENDATION**

Staff will provide a presentation on the proposed budget.

**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 14<sup>th</sup>.
- 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**

- Proposed FY 2026 budget and 2026-2031 CIP are available starting April 1st, 2025, at <https://www.warrentonva.gov/177/Budget>
- Outside Agencies – FY 2026 Proposed Town & County

## Outside Agencies - FY 2026 Proposed Town &amp; County

## Nondepartmental (page 122 of FY 2026 proposed budget)

DESCRIPTION	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 ADOPTED	FY 2026 REQUESTED	Change	FY 2026 Proposed - Fauquier County
Virginia Regional Transit (Circuit Rider)*	\$127,795	\$165,666	\$174,009	\$185,927	\$11,918	See note [1] below.
Main Street Program (Experience Old Town Warrenton)	65,000	65,000	65,000	75,000	10,000	-
VA Commission for the Arts (VCA)- Creative Community Partnership (CCP)	9,000	9,000	9,000	9,000	-	-
Warrenton Caboose	850	-	-	-	-	-
Warrenton Volunteer Fire Company	150,000	150,000	150,000	210,000	60,000	See note [2] below.
VA Department of Fire Programs (VDFP) - Aid to Localities (ATL)	-	-	45,281	51,541	6,260	-
	<b>\$352,645</b>	<b>\$389,666</b>	<b>\$443,290</b>	<b>\$531,468</b>	<b>\$88,178</b>	

\*Formula-driven funding contribution.

## Contributions (page 119 of FY 2026 proposed budget)

DESCRIPTION	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 ADOPTED	FY 2026 REQUESTED	Change	FY 2026 Proposed - Fauquier County
Afro American Historical Association of Fauquier County	-	-	-	\$10,000	\$10,000	\$5,000
Aging Together	4,250	4,250	4,250	5,000	750	12,000
Boys & Girls Club of Fauquier	\$7,650	\$7,650	\$7,650	-	(7,650)	-
Fauquier Community Action Committee	7,650	7,650	7,650	7,500	(150)	See note [3] below.
Fauquier Community Child Care	\$3,443	\$3,443	\$3,443	\$7,500	4,057	9,000
Fauquier Food Bank	2,869	2,869	2,869	5,000	2,131	20,000
Fauquier County Youth Orchestra	\$1,750	-	-	-	-	-
Fauquier Family Shelter Services	5,126	5,126	5,126	8,000	2,874	110,145
Fauquier Free Clinic	\$7,650	\$7,650	\$7,650	\$10,000	2,350	47,500
Fauquier Habitat for Humanity, Inc.	-	-	-	10,000	10,000	20,000
Fauquier Historical Society	\$15,300	\$7,650	\$7,650	\$11,500	3,850	11,500
Hospice Support of Fauquier	4,250	4,250	4,250	5,000	750	4,000
Laurel Ridge Community College (LRCC)	\$5,738	\$5,738	\$5,738	\$6,000	262	See note [4] below.
Literacy Volunteers	1,913	1,913	1,913	2,500	587	13,500
Piedmont Dispute Resolution Center	\$765	\$765	\$765	\$765	-	51,500
The Arc of North Central Virginia	-	-	-	5,000	5,000	-
	<b>\$68,354</b>	<b>\$58,954</b>	<b>\$58,954</b>	<b>\$93,765</b>	<b>\$34,811</b>	

[1] The circuit rider is funded by a federal 5311 operating grant through the Federal Transit Administration (FTA), which requires a local match. The funding formula for routes 1-3 and Warrenton on-demand services prescribes that 50% of total costs are funded by the FTA, 18% by the Virginia Department of Rail and Public Transportation (VDRPT), and 32% from the Town. For FY 2026, the local match required from the Town is \$185,927. The PATH foundation has agreed to reimburse the Town for \$55,000 of this cost, consistent with prior years. This brings the Town's net cost to \$130,927 for FY 2026. The Fauquier County FY 2026 proposed budget includes \$51,917 for circuit rider services.

[2] Fauquier County imposes a special real estate tax levy, the fire rescue levy, to support the Fauquier County Fire Rescue System (FCFRS). FCFRS is composed of nine (9) volunteer fire companies, including Warrenton Volunteer Fire Company (WVFC). The Tax Year 2025 fire rescue levy in Fauquier County's FY 2026 proposed budget remains consistent with the prior year, at \$0.180 per \$100 of assessed value. The funding the Town has historically provided to WVFC has been for capital expenditures.

[3] The Fauquier County School Division contributes \$54,000 annually to the Fauquier Community Action Head Start/Bright Stars Program.

[4] The Fauquier County proposed budget includes funding of \$80,266 for LRCC, based on the organization's jurisdictional funding formula. The funding the Town has historically provided to LRCC has been for a specific Town of Warrenton Scholarship.



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 C.

# STAFF REPORT

<b>Council Meeting Date:</b>	April 8, 2025
<b>Agenda Title:</b>	Water and Sewer Capacity Discussion
<b>Requested Action:</b>	Discussion
<b>Department / Agency Lead:</b>	Steven Friend, Utilities Director
<b>Staff Lead:</b>	Frank Cassidy, Town Manager

## EXECUTIVE SUMMARY

At the January 2025 Town Council Meeting, the Mayor made recommendation to council to create a committee for the Water and Sewer Capacity issues and concerns. The fundamental idea was to establish an informational link with Town Council to ensure future developments and projects meet the capacities of our essential services. Two Council members were selected for this committee- Council member O'Halloran and Council member Francis. Our objective remains ensuring an effective long-term plan that is transparent, thoroughly vetted, and addresses the Town's needs today and well into years to come.

Steven Friend and I contacted the selected Council members, and a meeting was set up to discuss. The meeting focused on the current capacity study, the previous capacity study, the information provided to the council in previous meetings and memos, and the operational objectives of staff when it comes to applying and updating the results of these reports as we move forward. It also included assurance that no developments that have not already been taken into consideration by the most current report is not prematurely approved without first careful consideration of the effects to our plants, the capacity, the status of the required upgrades to the plant, and all outstanding developments and utility obligations currently identified. Any development of the project will be brought to the council for review and discussion prior to any staff approvals.

Both Council Members agreed that a committee was not needed at this time as long as staff continues to provide updates to council, operates within the established processes in regard to approving additional utility services, and we engage in the next capacity study due in 2027.

This was presented at the March Council meeting, a committee was determined as not necessary at this time; however, there is the continuation of a line of information and updates between the two Council Members and our Utilities Department. This also includes presentation of all developments and projects that have not been factored into the capacity studies for Council review.

We have also been asked to address some specific questions regarding DEQ, a meeting we had Friday, March 28, as follows:

**How did/does the capacity study factor into the decision for the VSA?** The capacity study, as well as our memo/"white paper" factored in the impacts of the Arrington BLA project. Based on the studies and our report, the impacts of the VSA were considered and found to be in line with the scheduled upgrades and

capacity of the plant. The numbers staff used were more than the numbers in the final proposal. The comment in the VSA referencing the capacity and the improvements is a mention to reemphasize the importance and the need to continue with our plan, outlined in the CIP, for the upgrades at the plant. Regardless of today's capacity or the next few years, if the plans to upgrade the plant are not continued, we will not be able to provide the required treatment necessary for any capacity. This is a reminder in the development to stay on our plan for the upgrades.

**At what point do we need to change our permit from 2.5 MGD to 3.0 MGD?** Permits are on five-year cycles. Our permit will be up for renewal in two years. Given our plan for the plant upgrades, we will be requesting a 3MGD permit at this time. We do and will continue to work with DEQ through this process. On a broader note, we do not request a new permit until such time our plant can handle, and is designed and equipped to handle, the requested amount. In other words, the permit request will take place when our plant is nearing completion with its currently planned upgrades and equipment replacements. Following our planning and projections, this will be in the next five-year permit cycle.

**When will DEQ require the Town to investigate another WWTP?** We do not want to be in a position where DEQ requires us to upgrade our plant or build another plant. We want to stay ahead of this through long-term planning. Our long-term planning includes holistic understanding of our operations in all aspects of water and sewer. Our capacity studies, our routine assessments of operations, our hard looks at new developments and projects, our reporting concerns to the council are all part of our long-term planning.

This will be dependent upon the continued developments and or projects that directly impact the capacity of the plants. The current plant will not be capable of exceeding the 3 MGD as the property is not large enough. The objective is to maintain our current processes in looking to the future to assess when another plant would be necessary. This will also depend on whether or not the Town would even be capable of providing such service. This includes access to land, finances, and operational capabilities. Also, if we continue to monitor and assess the plants progress in upgrades and take into consideration the development in and around Town that impacts our service, we may reach a point where we cannot provide any more services than we already offer. This is the objective of our approach to looking beyond tomorrow but looking into years ahead. Our CIP and our capacity reports are a major part of this growth assessment.

**Does our I&I have us violating our permit?** I&I represents inflow of water into our system when a natural event, rain, infiltrates our system, this produces a larger amount of inflow into our plant. This puts our plant under stress, and it exceeds our permitted flow values. These are short-term events. The true concern with I&I is how quickly and effectively our plant recovers from the event. We currently operate at an average of 1.7MGD. Our permit level, at 90%, is 2.25MGD on average. This is a monthly average. For us to violate the permit requirements our average must be over 90% for three consecutive months.

Our I&I, after a major rain event for example, can create an inflow of up to 4MGD. This obviously exceeds the permit amount for a day, or a small period of time; however, the permitted amount takes this into consideration and is based on a long-term average, over a month, not a single-day event. Our continuing efforts for infrastructure include addressing I&I issues. This has been effective as over time we have seen our impacts lower from similar events from 6MGD to 4MGD. We do have a way to go, and we will continue to address I&I as a part of our continuing efforts regarding infrastructure.

Also, RRRC and DEQ have requested The Town Council review the attached resolution. This resolution is explained in a corresponding email from Steven Friend. In short, this provides the RRRC and DEQ the opportunity to assist the Town with additional funding resources.

**BACKGROUND**

---

Over the last several years, staff have been providing updates and discussions on the status of our plants. Two capacity studies, one in 2015 and one in 2022, as well as a staff “white paper”/memo is also a part of these discussion. These documents and continued monitoring of our plants, working with financial advisors and engineers, staff worked on the needed upgrades into the CIP for the required improvements to the plants. We are not in our second year of the CIP projects focused on the required infrastructure projects for our utilities.

The documents referenced are included in the attachments.

**STAFF RECOMMENDATION**

---

Continue moving forward with the staff updates and planning for the next capacity study. The next capacity study will begin next year, 2026, at which time staff will re-engage the two Council Members.

**Service Level/Collaborative Impact**

---

N/A- Continuing with our planned process and future assessments and presentations to the Council to ensure a long term plan.

**Policy Direction/Warrenton Plan 2040**

---

All aspects are included in this project given Utilities are an essential service and impact all Town operations.

**Fiscal Impact**

---

N/A

**Legal Impact**

---

N/A

**ATTACHMENTS**

---

- 1. 2015 Study
- 2. 2022 Capacity Study
- 3. Memo to Council from Steven Friend, Frank Cassidy, and Rob Walton regarding capacity
- 4. Most current emails from Council member Semple
- 5. DEQ Resolution and Memo from Steven Friend





# Town of Warrenton – Water and Sewer System Capacity Evaluation Update

## Town of Warrenton, VA

Work Order Number: 18672

**Draft Report**

**12/06/2022**

## Table of Contents

Table of Contents .....	ii
List of Tables .....	ii
List of Figures .....	ii
Appendices .....	iii
1. Executive Summary .....	1
2. Purpose .....	2
3. Existing Water Capacity and Demands.....	3
3.1 Water Production, Distribution and Demand .....	3
3.2 Water Production Data and Water Billing Data .....	4
4. Existing Wastewater Treatment Capacity .....	5
4.1 Wastewater Flows .....	5
4.2 Wastewater System Extraneous Flows .....	6
5. Future Water Demand .....	7
5.1 Projected Water Demand from New Developments.....	7
5.2 Future Water Demand and Water Supply Capacity .....	8
6. Future Wastewater Loading .....	13
6.1 Wastewater Loading Projections .....	13
6.2 Future Wastewater Loading and Capacity .....	13
7. Turkey Run and Taylor Run Wastewater Pumping Station Capacities.....	18

## List of Tables

Table 5.1: Residential Water Demands per Unit .....	7
Table 5.2: Commercial Water Demands per Square Foot .....	7
Table 5.3: Total Water Demand per Land Use Type.....	8

## List of Figures

Figure 3.1: Average Daily Produced Water 2015 - 2021.....	3
Figure 3.2: Unaccounted for Water 2015 - 2021 .....	4
Figure 4.1: Average Wastewater Flows 2015 – 2021 .....	5
Figure 4.2: Average Billed Water vs. Wastewater 2015 – 2021.....	6
Figure 5.1: Water Demand by Proposed Developments.....	9

Figure 5.2: Buildout in 2040 Water Demand .....	10
Figure 5.3: 1% Growth Water Demand to Buildout .....	11
Figure 5.4: 2.5% Growth Water Demand to Buildout .....	12
Figure 6.1: Wastewater Loading by Proposed Developments .....	14
Figure 6.2: Buildout by 2040 Wastewater Loading.....	15
Figure 6.3: 1% Growth in Wastewater Loading to Buildout.....	16
Figure 6.4: 2.5% Growth in Wastewater Loading to Buildout.....	17

## Appendices

Appendix 1 Water & Wastewater Projection Allocation Summary .....	19
---	----

## 1. Executive Summary

Whitman, Requardt & Associates (WRA) has updated the April 2015 Water and Sewer Capacity Evaluation to include new data and to determine the impact of potential new housing and commercial development in the Town and in the Town's water and wastewater service area. Data on potential development was provided by the Warrenton Community Development Department. WRA estimated water demand and wastewater loadings from new developments including impacts to water and wastewater system capacity from overall development over time through year 2040.

The current water system capacity is 2.68 MGD from 2 reservoirs and 3 groundwater production wells. The Town's Water Filtration Plant has a capacity of 3 MGD. Water from the reservoirs is treated at the Filtration Plant and well water is treated at the well head. Average water production from 2015 through 2021 is 1.16 MGD. The current wastewater system treatment capacity at the Town's Wastewater Treatment Plant is 2.5 MGD. The average daily wastewater loading from 2015 through 2021 is 1.86 MGD. The Town is planning on expanding the capacity of the Wastewater Treatment Plant to 3 MGD over the next 10 years.

The estimated water system demand from the combination of the developments analyzed by WRA is 1.31 MGD. The estimated buildout water demand plus the 2021 water demand of 1.11 MGD provides an estimate of 2.42 MGD of future water demand. The estimated wastewater loading demand from the combination of the developments is 1.18 MGD. The estimated buildout wastewater loading plus the 2021 wastewater loading of 1.72 MGD provides an estimate of 2.9 MGD of future wastewater loading.

Per this analysis the Town of Warrenton has adequate water supply capacity and wastewater treatment capacity to accommodate the new housing and commercial developments identified by the Community Development Department. Several assumptions and assertions are included in this conclusion:

- Water demand projections are conservative. Water demand and wastewater loading can be monitored as developments came online to project future demand with greater accuracy.
- Unaccounted for water or the difference between billed water and water production and billed water is approximately 10%. This compares favorably to other communities in Northern Virginia
- The Virginia Department of Health (VDH) requires that communities submit a plan for increasing or providing for additional water system capacity when demand reaches 80% of permitted capacity. For Warrenton, the 80% threshold limit will be reached when all the development included in this analysis is in place. Depending on the Town's service area growth rate, this threshold could be reached in the 2050 decade or beyond.
- Extraneous water entering the wastewater system, also referred to as infiltration and inflow (I&I) constitutes about 49% of the wastewater flow entering the wastewater treatment plant. This level of I&I, although high, is not unusually high for wastewater collection systems similar in age to Warrenton's. WRA recommends that the Town continue to investigate and remediate I&I problems in the service area.
- The Virginia Department of Environmental Quality (DEQ) recognizes flow loadings approaching 95% of the design capacity (or 2.85 MGD) as the threshold level for planning WWTP capacity management strategies and improvements. This threshold level will be reached when all the development included in this analysis is in place. Depending on the Town's service area growth rate, this threshold could be reached in 2045 or beyond.
- The Turkey Run Pump Station can be used to receive flows from Laurel Ridge Community College. Although flows from Laurel Ridge can be managed by the Turkey Run PS, a detailed analysis should be made of the pump station before any additional flows are added.
- The Taylor Run Pump Station cannot receive flows from the Arrington Development and the Turkey Run Pump Station without improvements to the existing pumping system including the wet well. A detailed analysis of the existing system with recommendations for improvements to handle additional flows should be conducted before any new flows are added to this system.

## 2. Purpose

The Town of Warrenton authorized Whitman Requardt and Associates (WRA) to update the Water and Sewer System Growth and Capacity Report prepared in April 2015. The 2015 Report considered existing and future sewer loadings and existing and future potable water demands for the Town's water and sewer service. In the 2015 Report future sewer loadings and water demands were calculated based on developable lots within the service area.

This Report Update will analyze current and future loadings and demands based on information provided by the Town's Community Development Department. This information includes data on new residential and commercial developments that have been approved by the Town or have been submitted to the Town for review and approval. In this report the following information was also included:

- Wastewater flow data from the Town's wastewater treatment plant since 2015
- Water production data from the Town's water treatment plant (WWTP) since 2015
- Water supply information for the Town's reservoirs and wells
- Water billing information
- Proposed capacity changes to treatment capacity at the Town's WWTP
- Capacity of the Turkey Run Pump Station (PS #9) and the Taylor Run Middle School Pump (PS #6) to convey future wastewater flows from new developments in their respective sewer sheds

### 3. Existing Water Capacity and Demands

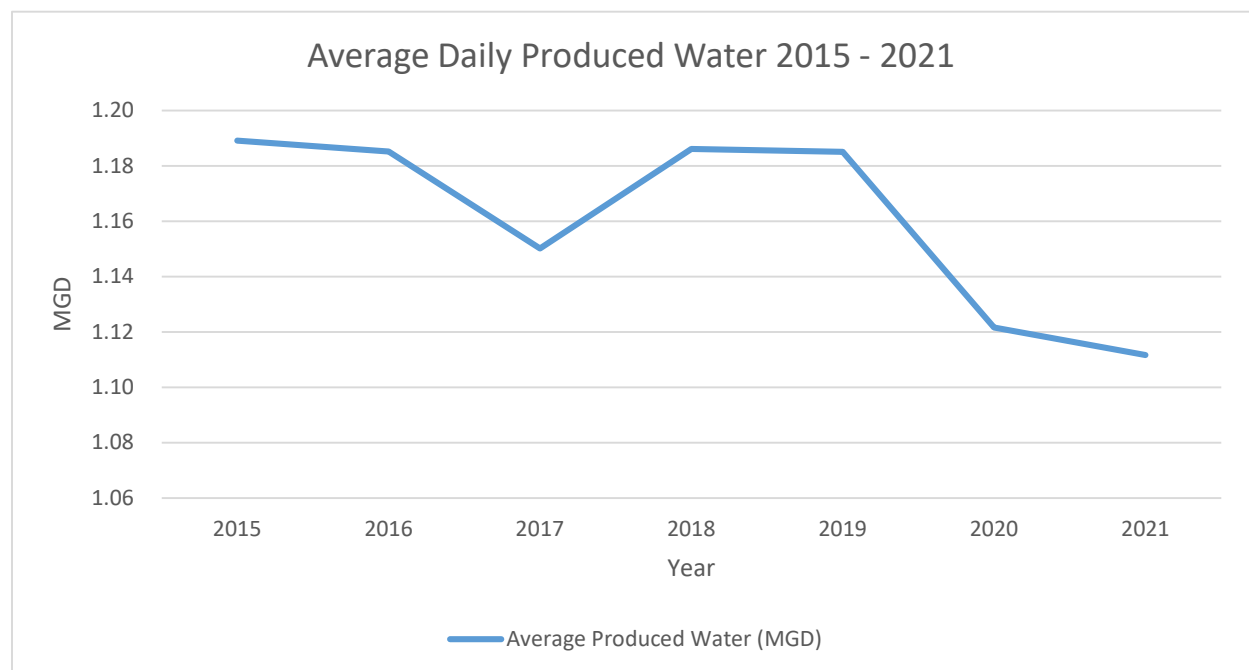
#### 3.1 Water Production, Distribution and Demand

Water supply for the Town of Warrenton is provided by 2 reservoirs, located on Cedar Run, and 3 groundwater wells. The Airlie reservoir (upstream) and the Warrenton reservoir (downstream), operate in series. The Airlie Reservoir provides a safe yield of 1.16 million gallons per day (MGD) and the Warrenton Reservoir provides a safe yield of 1.14 MGD for a total reservoir safe yield of 2.3 MGD. Reservoir safe yield is defined as the rate at which water can be withdrawn during a critical dry period without depleting the supply to such an extent that withdrawal of water is no longer economically feasible. Safe yield is determined by the Commonwealth of Virginia Department of Environmental Quality (DEQ). Water from the Airlie reservoir flows to the Warrenton reservoir further downstream on Cedar Run and is withdrawn from the Warrenton Reservoir for treatment at the Water Filtration Plant. The Water Filtration Plant has a capacity of 3 MGD. Water from the filtration plant is distribution throughout the Town and Town's water service area.

The Town also owns and operates 3 groundwater production wells. Well #5 and Well #6 provide 0.076 MGD of water directly to the Town's distribution system. Well #3 provides an additional 0.304 MGD of water supply and the Town's total groundwater capacity is 0.38 MGD. Similar to reservoir safe yield, wells are not operated at full capacity all of the time. However, for purposes of this analysis, groundwater well capacity of 0.38 MGD is used. Water from the Town's wells are treated at the wellhead before distribution.

The Town has an approximate total water supply capacity of 2.68 MGD (reservoir plus wells).

Figure 3.1 depicts average water production from the reservoir and groundwater systems for the years 2015 to 2021:



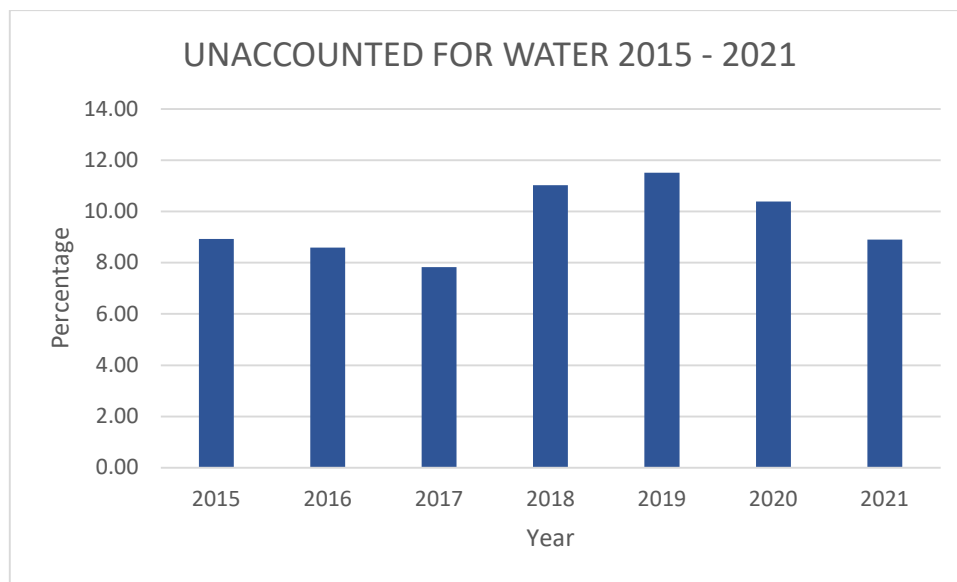
**Figure 3.1: Average Daily Produced Water 2015 - 2021**

The average water production for 2015 through 2021 is 1.16 MGD.

### 3.2 Water Production Data and Water Billing Data

WRA analyzed water production data and water billing data for the period 2015 through 2021. There are approximately 4,800 water accounts (residences and businesses) billed monthly. The billing data provided by the Town was adjusted for sale of water to construction contractors and other users not normally billed and for water lost through leaks. Water used to fight fires and to flush water mains is not accounted for. Water accounts are billed at the end of every month.

Water produced/distributed data was compared to billed water data on a month-to-month basis. Water volumes were converted to millions of gallons per day (MGD) and the difference between produced/distributed water and billed water was compared. The difference between these two values, is defined as unaccounted for water. Figure 3.2 depicts unaccounted for water for the period 2015 to 2021.



**Figure 3.2: Unaccounted for Water 2015 - 2021**

The average unaccounted for water in the most recent 7-year period is 9.6%. Unaccounted for water includes water lost through leaks in the distribution system, water used in firefighting, water taken illegally through fire hydrants and other sources and water used to flush mains and for other water system maintenance work.

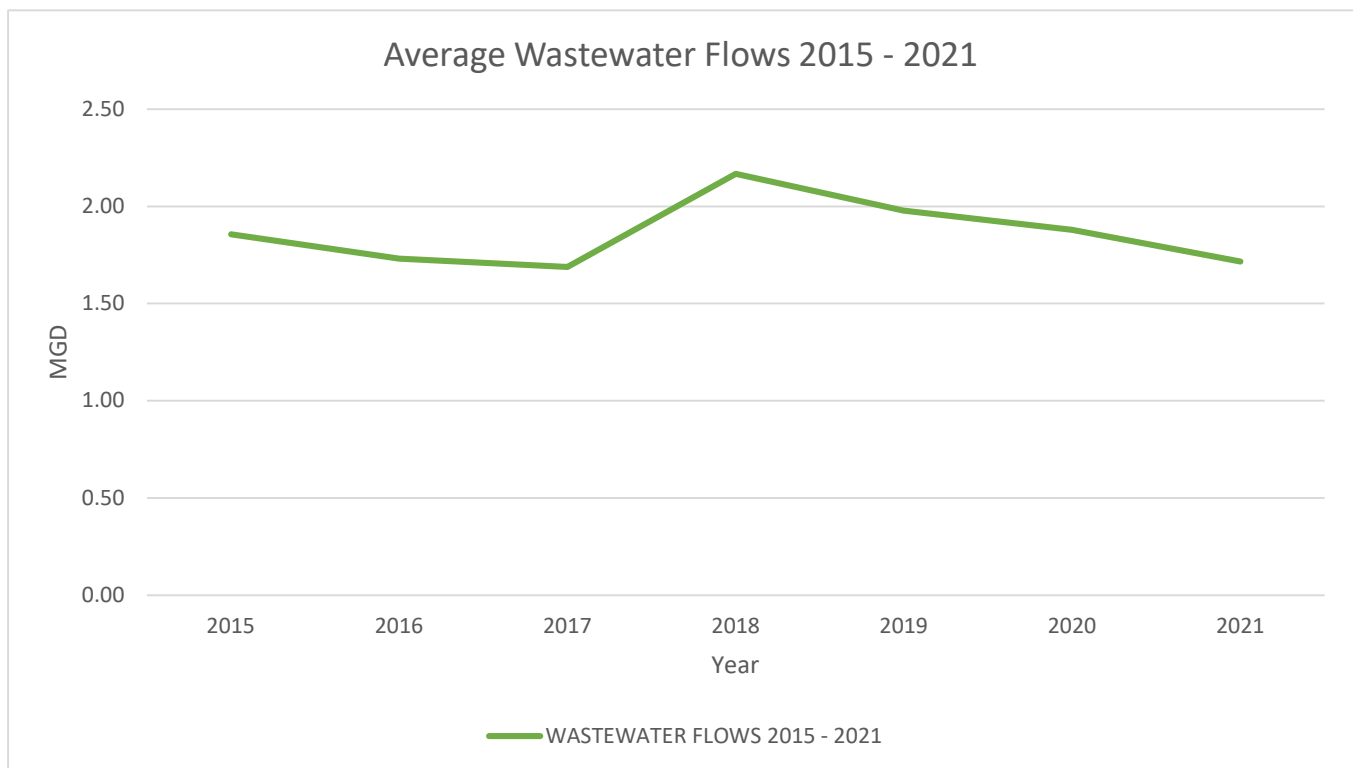
The Town's 10% level of unaccounted for water compares favorable to other communities in Northern Virginia and does not indicate significant problems with the water distribution system or problems with the way the water system is managed.

## 4. Existing Wastewater Treatment Capacity

The Warrenton Wastewater Treatment Plant (WWTP) is permitted for treatment and discharge of 2.5 million gallons per day (MGD), average daily flow. Wastewater flows have averaged approximately 1.86 MGD over the past 7 years. The Town and WRA are currently conducting preliminary engineering for projects that will allow expansion of WWTP capacity to 3.0 MGD, average daily flow. Section 6 of this report describes how future wastewater flow projections will impact the proposed 3.0 MGD WWTP capacity.

### 4.1 Wastewater Flows

Daily wastewater flow data for the period 2015 – 2021 is shown in Figure 4.1.



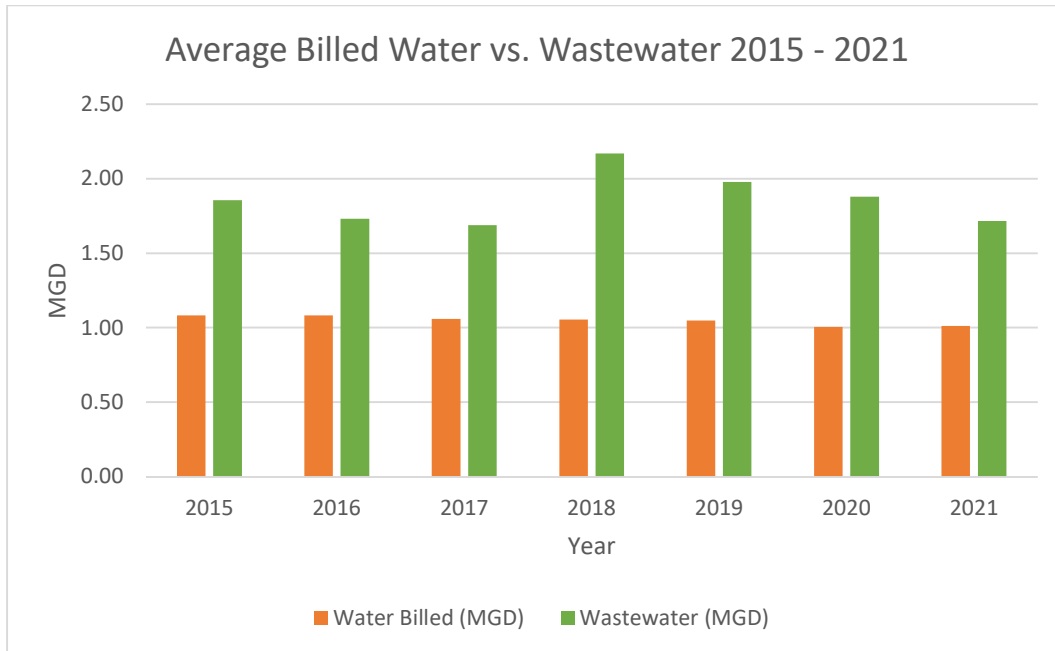
**Figure 4.1: Average Wastewater Flows 2015 – 2021**

Wastewater flows include sewage discharge from households and businesses and extraneous water that enters the collection pipeline system. Extraneous water sources include infiltration of groundwater through defected sewer pipe joints, manhole walls and other pipe defects in the collection system. Extraneous flows include Inflow of water discharged directly into the sewer system through basement and foundation drains, roof downspouts, manhole covers, cross connections with stormwater systems and other direct connections. Wastewater flows in municipal systems vary from year to year because infiltration and Inflow (I&I), varies depending on rainfall. I&I tends to be higher in years with excessive precipitation (rain and snow) such as occurred in 2018.



## 4.2 Wastewater System Extraneous Flows

WRA compared wastewater flow data and water billing data for period 2015-2021. Water billing data is the best measure of water consumed in municipalities. Figure 4.2 shows billed water versus wastewater loadings in the Town of Warrenton for the last 7 years.



**Figure 4.2: Average Billed Water vs. Wastewater 2015 – 2021**

Billed water data used in this figure was discounted by 90% to account for customer water not returned to the wastewater system such as water used in landscape and lawn irrigation. Average annual I&I for the past seven years was calculated by subtracting wastewater flows as recorded at the WWTP from billed water (discounted). The difference is the measure of extraneous water or I&I entering the wastewater collection system.

Average I&I in the Warrenton system is calculated to be 0.92 MGD over the past years or 49% of total flows treated at the WWTP. This amount of I&I in the wastewater collection system is not unusual in municipalities with older wastewater collection infrastructure. The calculated 2015-2021 I&I flow component of 49% is approximately the same percentage as the I&I component calculated in the 2015 Water & Sewer System Capacity Evaluation.

## 5. Future Water Demand

### 5.1 Projected Water Demand from New Developments

The Town of Warrenton's Community Development Department provided WRA with data for proposed residential and commercial growth in the Town. Forty-two (42) projects were identified including residential and commercial developments. WRA also included Laurel Ridge Community College as a potential new consumer of Warrenton water and wastewater services. Laurel Ridge Community College is currently not served by the Town's.

The developments include new housing (Single-family homes, apartments, townhomes, hotels, senior care facilities) and commercial facilities (offices, medical facilities, retail, entertainment, industrial and academic facilities). Projects vary considerably in size from a few single-family houses to hundreds of apartment units. Project status varied also, with some developments approved by Community Development and other projects in review. WRA projected water demand and wastewater loadings for the developments based on the type of residential or commercial unit within the development. WRA used standard water demand (gallons per day) factor for each type of unit based on water demand factors used by the Town and/or by other utilities such as Prince William Service Authority and the Town of Leesburg. Information on the proposed developments, including the number of units, the and the total water demand and wastewater loading generated by the developments is included in Appendix A. The demand factors used to calculate water demand are included in Table 5.1.

**Table 5.1: Residential Water Demands per Unit**

Residential	Water Demand per Unit (GPD)
Single-Family (units)	300
Multifamily (units)	300
Apartment (units)	300
Townhouse (units)	300
Senior Home (units)	100
Hotel (rooms)	100

It should be noted that conservative demand values were chosen for residential units.

Commercial demand factors are included in Table 5.2.

**Table 5.2: Commercial Water Demands per Square Foot**

Commercial	Water Demand per Square Foot (GPD)
General (SF)	0.2
Entertainment (SF)	0.2
Academic (SF)	0.29
Office/Employment (SF)	0.29
Medical Offices (SF)	0.29
Industrial	Water Demand per Square Foot (GPD)
General (SF)	0.02

According to the U.S. Department of Education, Laurel Ridge Community College (LRCC) had a student population of 3,474 students in the 2018 – 2019 academic year. WRA used 15 gallons per day per student as the factor for calculating LRCC demand.

Additionally, there are some residences in Warrenton that are currently not connected to the Town's water system and/or the sewer system. The Town plans on incorporating these residences into the utility systems in the future and WRA included these units when calculating future water demand.

Table 5.3 summarizes the total number of residential units and commercial square footage and associated water demand for the proposed developments:

**Table 5.3: Total Water Demand per Land Use Type**

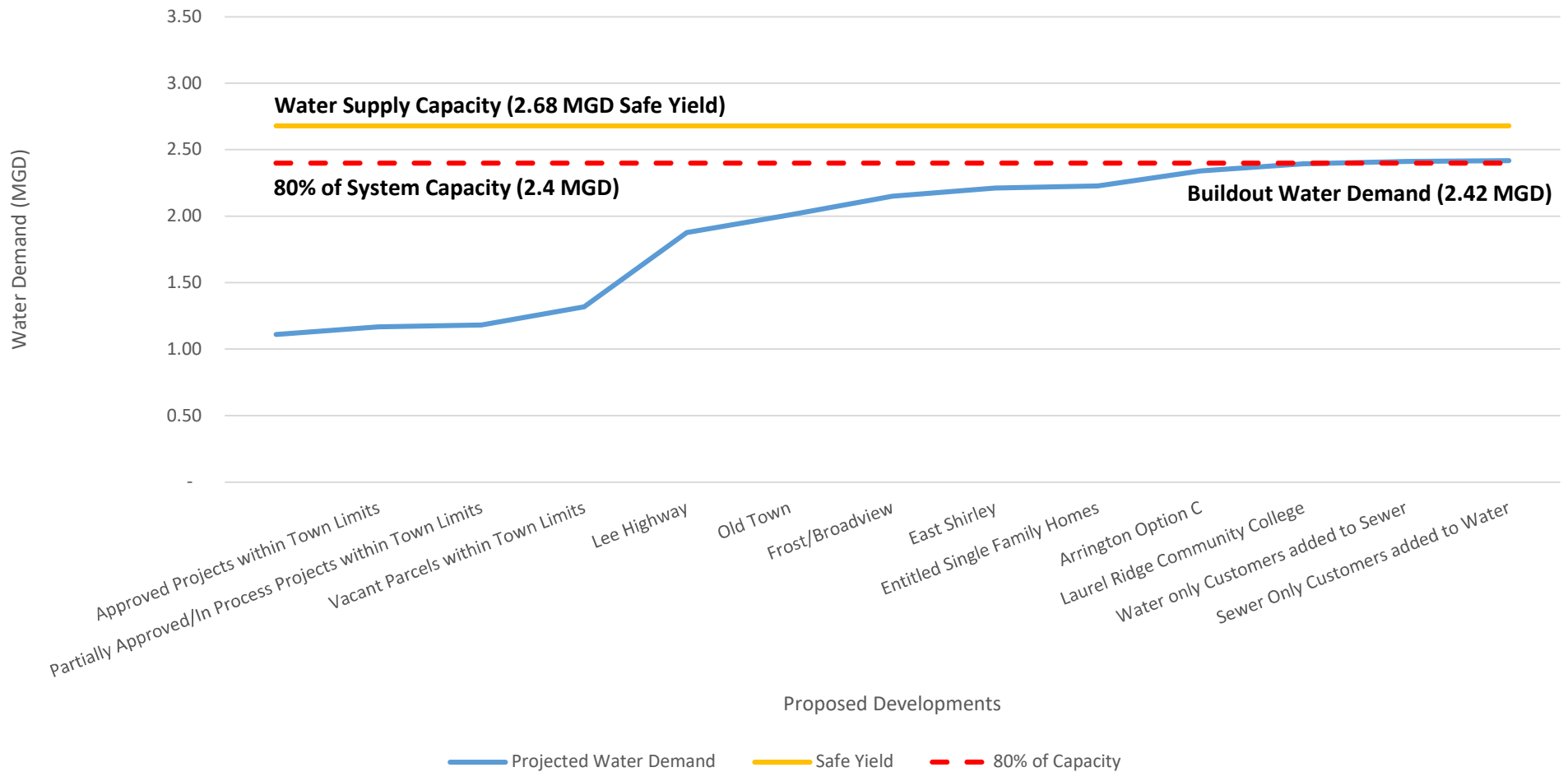
Land Use Type		Total Units	Total Water Demand (gal/day)
<b>Residential</b>	Single-Family (units)	1,479	469,500
	Multi-Family (units)	120	36,000
	Apartments (units)	1,420	426,000
	Townhouse (units)	296	88,800
	Senior Home (units)	60	6,000
	Hotel (rooms)	360	36,000
<b>Commercial</b>	General (SF)	200,711	40,142
	Entertainment (SF)	245,000	49,000
	Academic (SF)	220,000	63,800
	Office/Employment (SF)	40,000	11,600
	Medical Offices (SF)	50,000	14,500
<b>Industrial</b>	General (SF)	759,500	15,190
<b>Community College</b>	Students (unit)	3,474	52,110
<b>TOTAL</b>			<b>1.31 MGD</b>

## 5.2 Future Water Demand and Water Supply Capacity

Total water demand for the target year 2040 was calculated to be 2.42 MGD, assuming all proposed developments are eventually constructed. This demand projection value includes the average water demand in 2021 (1.11 MGD) plus the total buildout demand (1.31 MGD).

Figure 5.1 displays cumulative water demand by addition of the demand created by the named developments. The order or chronology of the projects is not definitive; however, cumulative water demand will not change.

### Water Demand by Proposed Developments

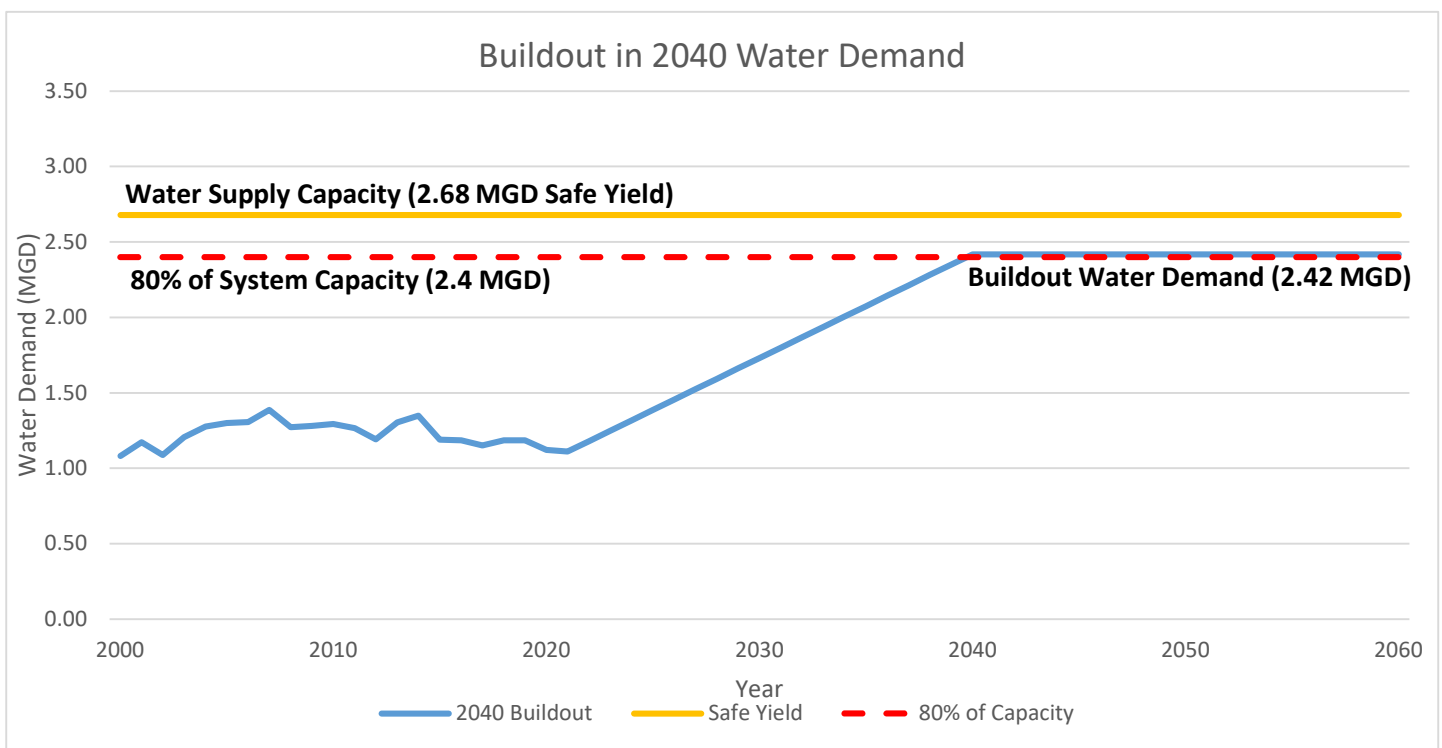


**Figure 5.1: Water Demand by Proposed Developments**

Buildout (all developments constructed) water demand is 2.42 MGD compared to water supply capacity of 2.65. Estimated demand is 91% of water supply capacity. Virginia Waterworks Regulation 12 VAC 5-590-520 requires municipalities to submit a written plan for developing adequate or additional water supply to the Virginia Department of Health, Office of Drinking Water, when water production exceeds 80% of the permitted design capacity for 3 consecutive months.

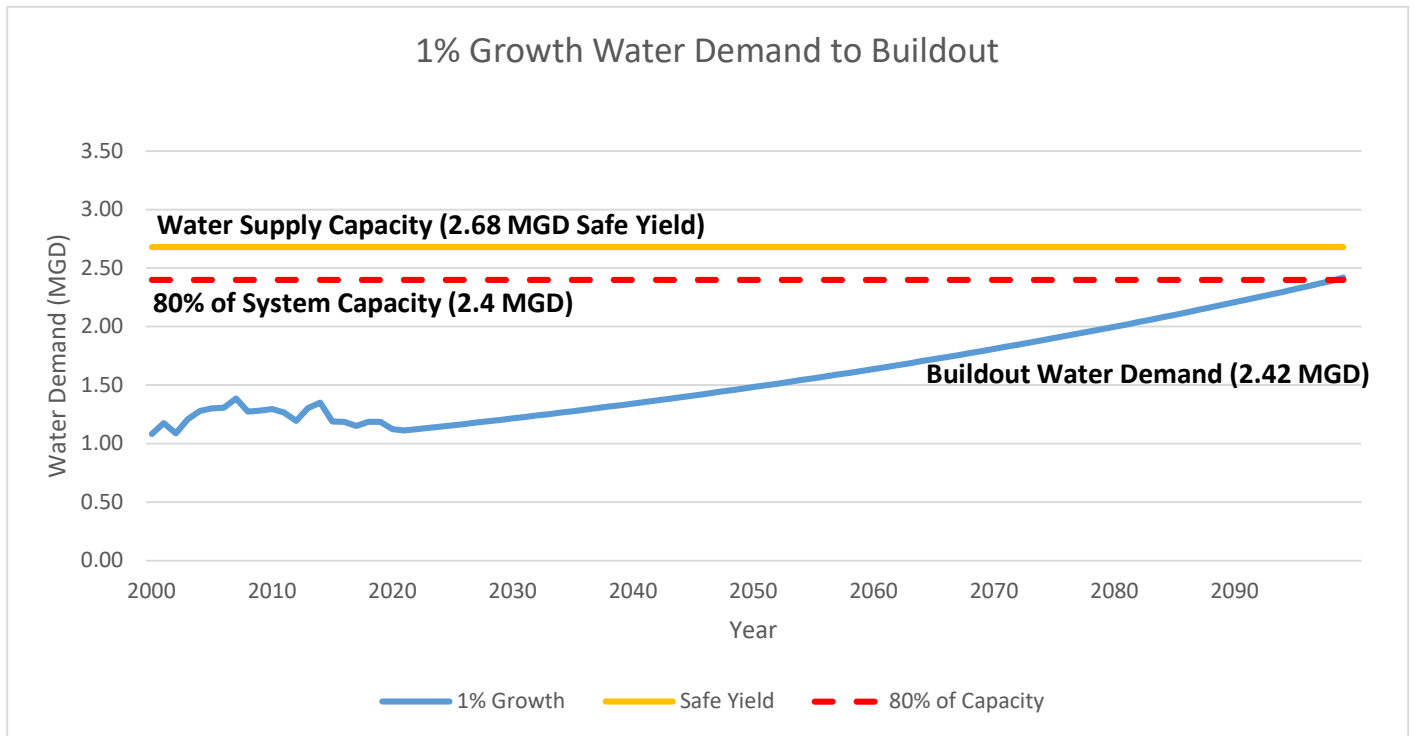
It should be noted that the estimated buildout water demand by development is conservative. Although the time frame for the progression of development construction through buildout is unknown, time-step analyses of water demand was also conducted.

An initial time step progression is shown in Figure 5.2. This linear growth time-step progression assumes that all development is completed by 2040, the target year for the current Warrenton Comprehensive Plan. The annual water demand growth rate is 7% for the linear growth model.



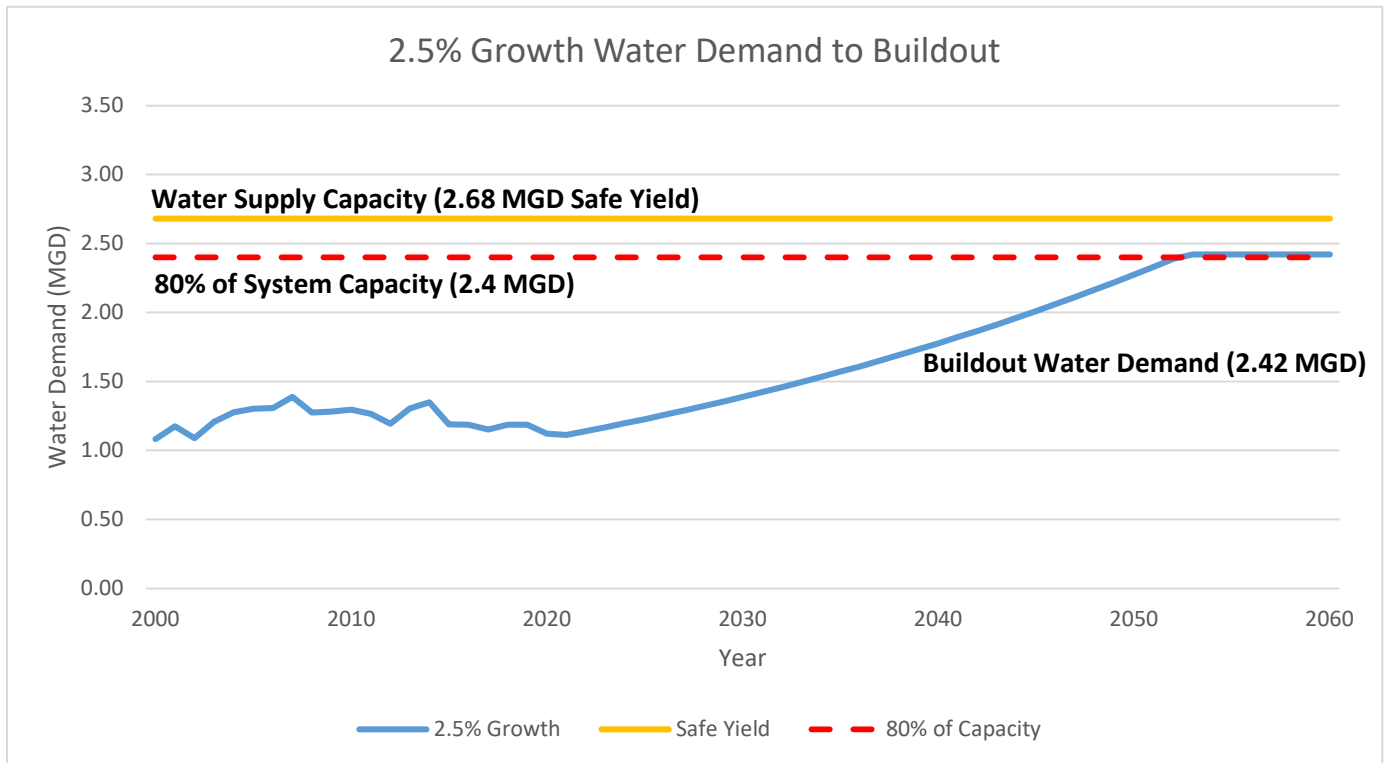
**Figure 5.2: Buildout in 2040 Water Demand**

Additional water demand growth models were analyzed by WRA. According to the U.S. Census Bureau, population growth in the Town of Warrenton and Fauquier County from 2010 to 2020 averaged 1% annually. Figure 5.3 depicts water demand assuming a 1% annual growth in water demand, similar to the most recent population growth pattern for The Town. For this growth model, 80% of system capacity is reached in 2099.



**Figure 5.3: 1% Growth Water Demand to Buildout**

Figure 5.4 shows a 2.5% annual increase in water demand. This model is more consistent with a more robust population and economic growth that could occur in Warrenton. In this case, 80% of capacity is reached in 2053.



**Figure 5.4: 2.5% Growth Water Demand to Buildout**

## 6. Future Wastewater Loading

### 6.1 Wastewater Loading Projections

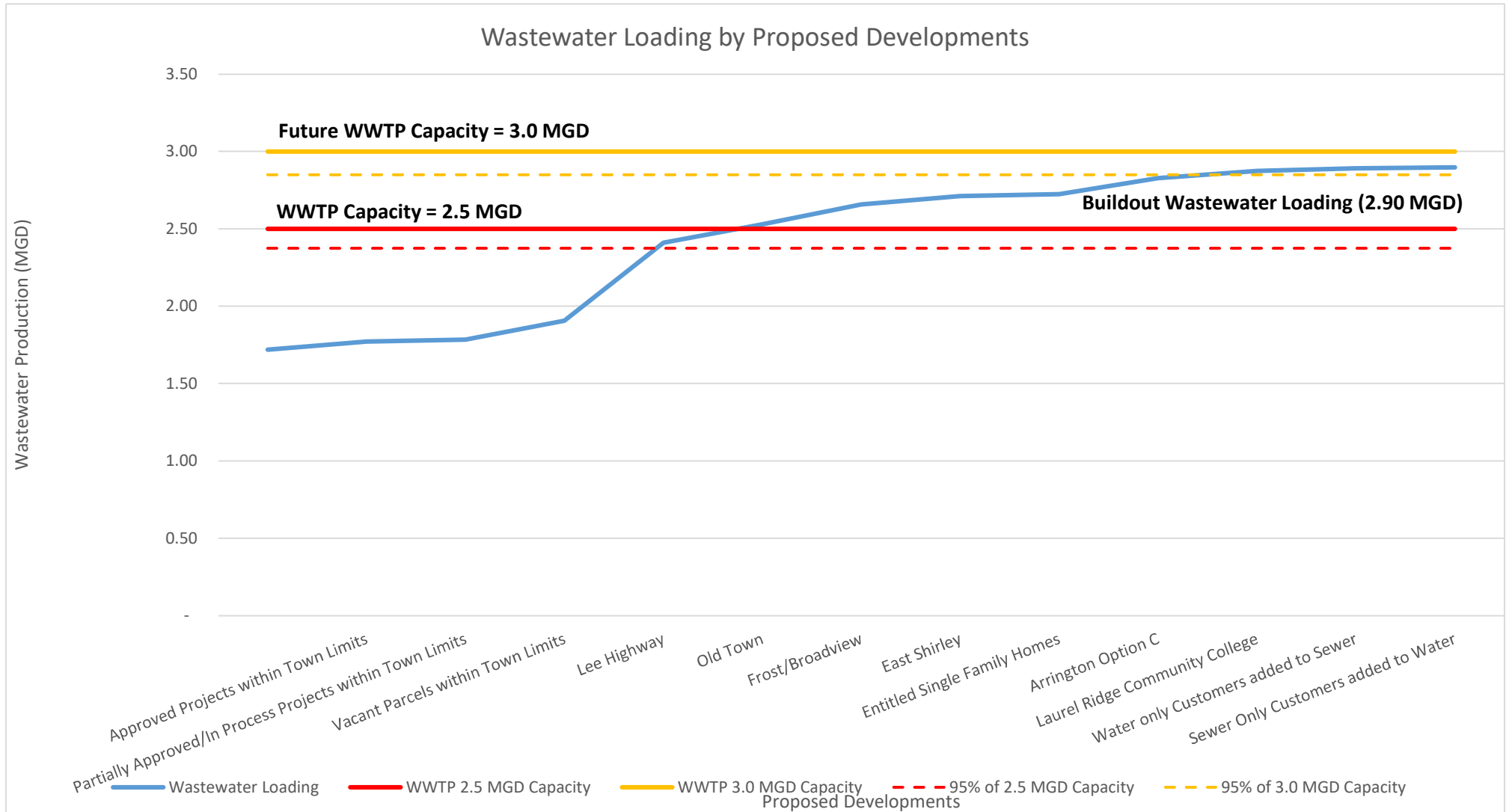
Future wastewater loadings are calculated based on an assumed 90% return of water consumed to the wastewater collection system. Water demand projections are described in Section 5 and included in Appendix A. Appendix A includes a compilation of expected wastewater loadings, based on water demand. The estimated total wastewater loading from all the developments described in Appendix A is 1.18 MGD (average daily flow basis).

Future total wastewater loading for Warrenton is estimated by adding the average wastewater flow in 2021 to the estimated buildout flow. The average daily wastewater flow in 2021 was 1.72 MGD and the additional flow from buildout is 1.18 MGD. Total future estimated wastewater loading is 2.90 MGD. It should be noted that the 2021 wastewater loading includes a significant extraneous water (I&I) component. I&I from the new developments is considered negligible in this analysis, although the base I&I in the beginning year of 2021 remains and is a component of overall wastewater loading.

### 6.2 Future Wastewater Loading and Capacity

Figure 6.1 depicts cumulative wastewater loading by addition of the demand created by the named developments. The order or chronology of the projects is not definitive; however, cumulative water demand will not change. As shown graphically, the capacity of the existing WWTP (2.5 MGD) is exceeded before all the proposed developments are completed. The Town is currently planning on increasing the capacity of the WWTP to 3.0 MGD within 10 years, approximately. Under this wastewater loading model, The Town's wastewater would be accommodated if the expansion of the WWTP is implemented as currently planned.

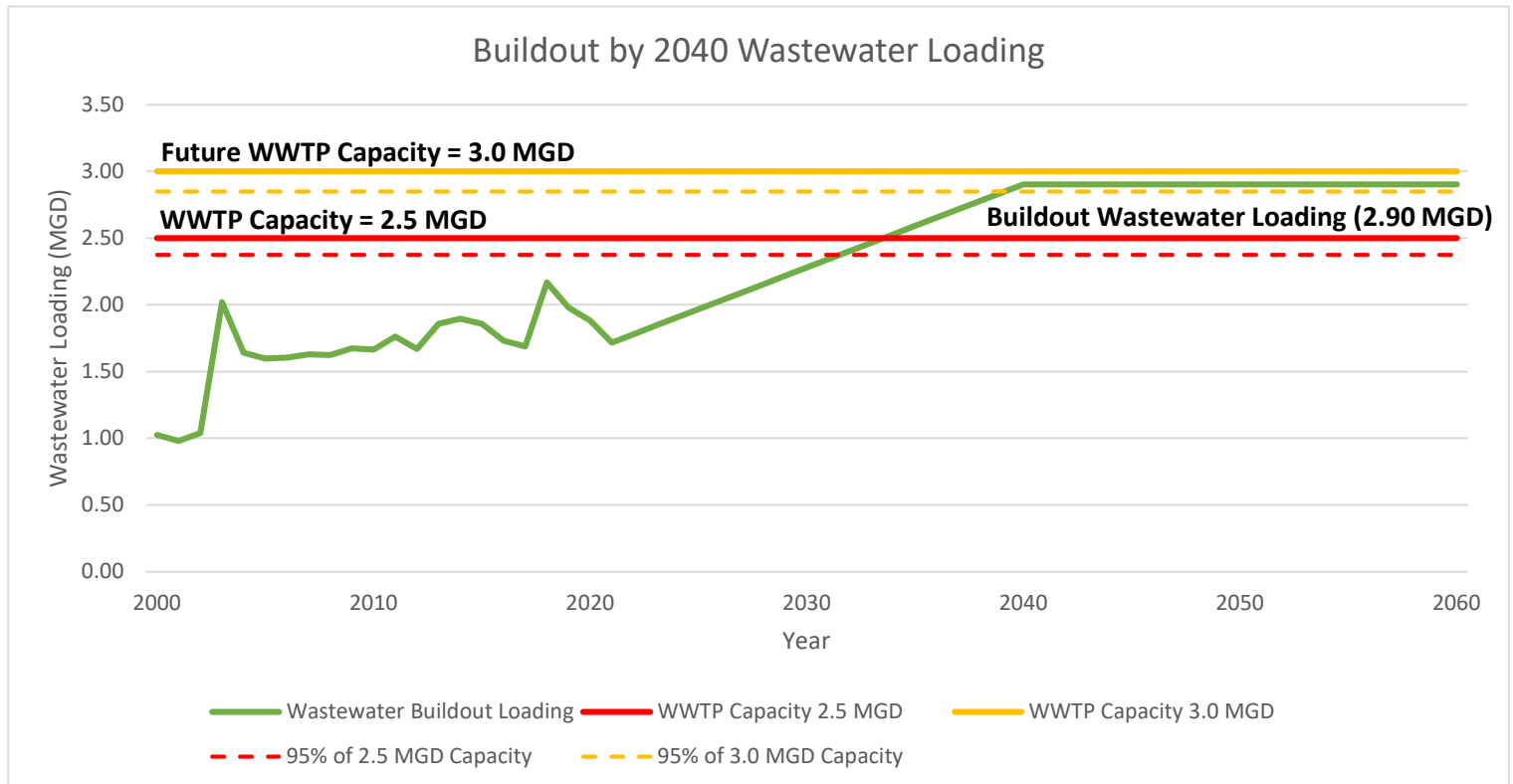




**Figure 6.1: Wastewater Loading by Proposed Developments**

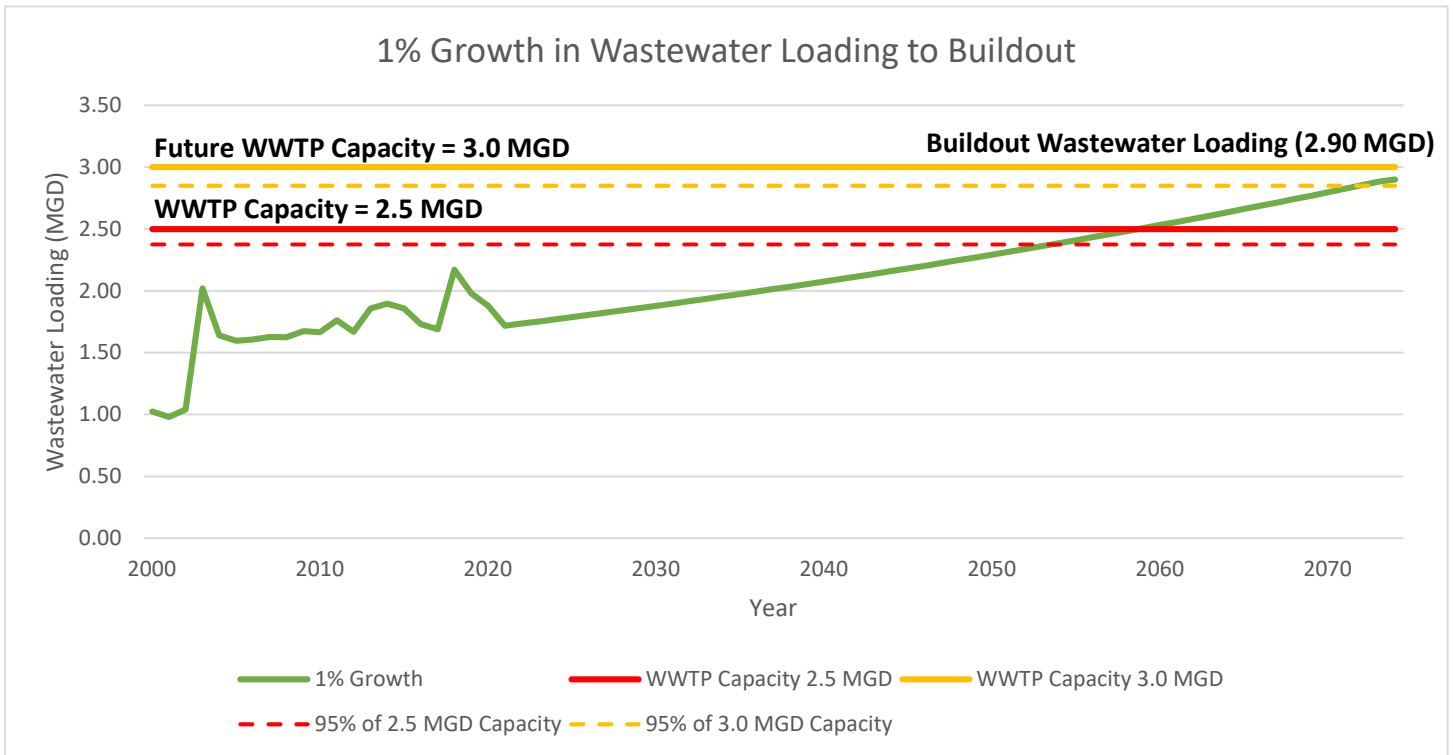
Although the upsized WWTP will accommodate loadings from the proposed developments, additional WWTP capacity enhancements may be necessary as loadings approach 2.90 MGD. The Virginia Department of Environmental Quality (DEQ) recognizes flow loadings approaching 95% of the design capacity (or 2.85 MGD) as a trigger point for planning WWTP capacity management strategies and improvements.

An initial time step progression is shown in Figure 6.2. This linear growth time-step progression assumes that all development is completed by 2040, the target year for the current Warrenton Comprehensive Plan. The annual wastewater loading demand growth rate is the same as for water demand, 7%. With buildout by 2040, the current 2.5 MGD WWTP capacity is exceeded by 2034. With the proposed increased WWTP capacity, 95% of treatment capacity is reached in 2039.



**Figure 6.2: Buildout by 2040 Wastewater Loading**

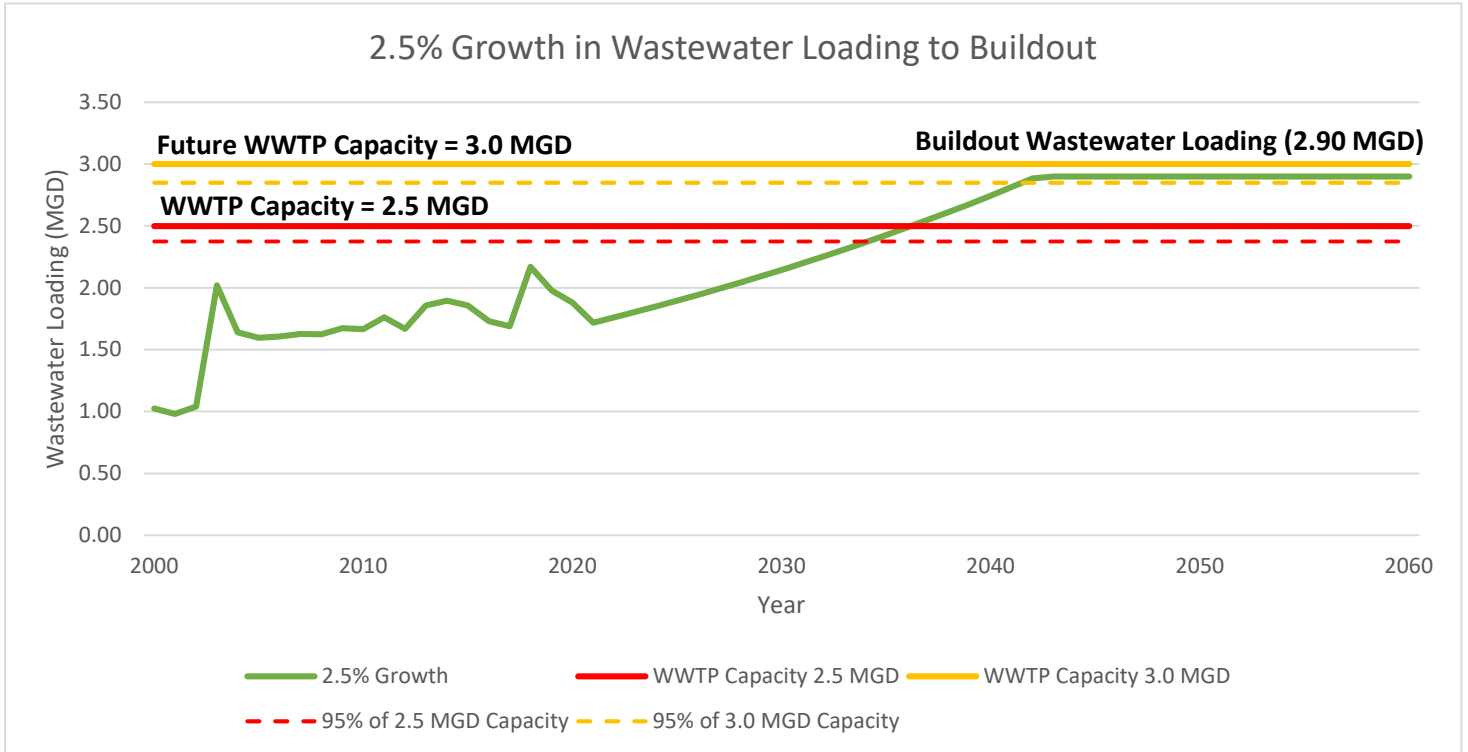
Similar to the water demand projection graphs, 6.3 depicts wastewater loadings at a 1% annual growth rate.



**Figure 6.3: 1% Growth in Wastewater Loading to Buildout**

In this case, wastewater loading would not reach the 3 MGD 95% threshold until 2071.

Figure 6.4 depicts a more robust 2.5% annual rate in wastewater loadings.



**Figure 6.4: 2.5% Growth in Wastewater Loading to Buildout**

In this scenario, wastewater loadings would not reach the 3 MGD 95% threshold until 2043.

## 7. Turkey Run and Taylor Run Wastewater Pumping Station Capacities

The Town of Warrenton owns and operates 11 wastewater lift stations (pump stations) that help convey wastewater generated in the outer reaches of the wastewater service area into the central part of the wastewater collection system for conveyance by gravity into the wastewater treatment plant.

Data for 2 of the pump stations Taylor Run (PS #6) and Turkey Run (PS #9) were analyzed to determine the impact of wastewater flows from new developments into the two stations. In the future wastewater, flows from Laurel Ridge Community College will flow into the Turkey Run Pump Station. Flows from the Turkey Run PS are then discharged to the Taylor Run PS. Taylor Run will also receive flows from the new Arrington development.

Laurel Ridge Community College is estimated to produce approximately 0.05 MGD of wastewater. Assuming a peak flow value of 4, the wastewater volume would increase to 0.2 MGD, or 139 gallons per minute (GPM). The proposed Arrington development is estimated to produce approximately 0.1 MGD of wastewater. A peak volume for this flow is 0.4 MGD, or 278 GPM.

WRA's analysis of the Turkey Run PS indicates that additional flows from Laurel Ridge Community College can be discharged into the Turkey Run PS using the existing pumps, wetwell and pump station appurtenances.

The Taylor Run PS will receive flows coming from the Turkey Run Pump Station and has a capacity of 600 GPM. Current wastewater flows into the Taylor Run PS are estimated to be 704 GPM. A pumping rate of 704 GPM is within the range of the new pumps installed in 2011. Adding peak flows from Laurel Ridge Community College and the proposed Arrington development would increase flows to the Taylor Run PS by 417 GPM (approximately 1121 GPM). This increase in flow would require larger horsepower motors and a different impeller if the same pumps are used. Taylor Run PS also currently experiences a large number of pump starts each day. This condition indicates that the wetwell may be too small for existing flows, even though the pumps are able to manage these flows.

The Turkey Run PS appears to be able to receive the future flows from Laurel Ridge Community College while the Taylor Run PS would probably need substantial modifications or replacement to serve the Arrington Development and the Turkey Run flows.

WRA recommends that a more detailed analysis be conducted for both stations before additional flows are discharged into them.

## Appendix 1

### Water & Wastewater Projection Allocation Summary

Totalized Units Based on Project Development		IN-TOWN								OUT OF TOWN				TOTALS
Land Use Type		Approved Projects within Town Limits	Partially Approved/In Process Projects within Town Limits	Vacant Parcels within Town Limits	Lee Highway	Old Town	Frost/Broadview	East Shirley	Entitled Single Family Homes	Arrington Option C	Laurel Ridge Community College	Water only Customers added to Sewer	Sewer only Customers added to Water	
Residential	Single-Family (units)	190	36	331	-	206	235	117	50	314	-	63	23	1,479
	Multi-Family (units)	-	-	-	-	-	120	-	-	-	-	-	-	120
	Apartment (units)	-	-	-	1,336	84	-	-	-	-	-	-	-	1,420
	Townhouse (units)	-	-	34	108	7	-	84	-	63	-	-	-	296
	Senior Home (units)	-	-	-	-	-	60	-	-	-	-	-	-	60
	Hotel (rooms)	-	-	-	115	115	115	-	-	15	-	-	-	360
Commercial	General (SF)	-	12,550	60,161	98,000	10,000	20,000	-	-	-	-	-	-	200,711
	Entertainment (SF)	-	-	-	100,000	145,000	-	-	-	-	-	-	-	245,000
	Academic (SF)	-	-	-	220,000	-	-	-	-	-	-	-	-	220,000
	Office/Employment (SF)	-	-	-	40,000	-	-	-	-	-	-	-	-	40,000
	Medical Offices (SF)	-	-	-	-	-	50,000	-	-	-	-	-	-	50,000
Industrial	General (sq ft)	-	-	759,500	-	-	-	-	-	-	-	-	-	759,500
Community College	Campus (units)	-	-	-	-	-	-	-	-	-	3,474	-	-	3,474

Additional Water Demand Based on Projected Development

Land Use Type		IN-TOWN								OUT OF TOWN				TOTAL (gal/day)	
		Approved Projects within Town Limits	Partially Approved/In Process Projects within Town Limits	Vacant Parcels within Town Limits	Lee Highway	Old Town	Frost/Broadview	East Shirley	Entitled Single Family Homes	Arrington Option C	Laurel Ridge Community College	Water only Customers added to Sewer	Sewer Only Customers added to Water		
Residential	Single-Family (units)	57,000	10,800	99,300	-	61,800	70,500	35,100	15,000	94,200	-	18,900	6,900	469,500	
	Multi-Family (units)	-	-	-	-	-	36,000	-	-	-	-	-	-	36,000	
	Apartment (units)	-	-	-	400,800	25,200	-	-	-	-	-	-	-	426,000	
	Townhouse (units)	-	-	10,200	32,400	2,100	-	25,200	-	18,900	-	-	-	88,800	
	Senior Home (units)	-	-	-	-	-	6,000	-	-	-	-	-	-	6,000	
	Hotel (rooms)	-	-	-	11,500	11,500	11,500	-	-	1,500	-	-	-	36,000	
Commercial	General (SF)	-	2,510	12,032	19,600	2,000	4,000	-	-	-	-	-	-	40,142	
	Entertainment (SF)	-	-	-	20,000	29,000	-	-	-	-	-	-	-	49,000	
	Academic (SF)	-	-	-	63,800	-	-	-	-	-	-	-	-	63,800	
	Office/Employment (SF)	-	-	-	11,600	-	-	-	-	-	-	-	-	11,600	
	Medical Offices (SF)	-	-	-	-	-	14,500	-	-	-	-	-	-	14,500	
Industrial	General (sq ft)	-	-	15,190	-	-	-	-	-	-	-	-	-	15,190	
Community College	Students (units)	-	-	-	-	-	-	-	-	-	52,110	-	-	52,110	
	Sub-Total Water (MGD)	0.06	0.01	0.14	0.56	0.13	0.14	0.06	0.02	0.11	0.05	0.02	0.01	1.31	Average Water Demand (MGD)
	Sub-Total Wastewater (MGD)	0.05	0.01	0.12	0.50	0.12	0.13	0.05	0.01	0.10	0.05	0.02	0.01	1.18	WRA Calculated Wastewater Demand (MGD)



Total Water and Wastewater Demand Including  
Projected and Existing

Existing 2021 + New Project Water Demand (MGD)	1.11	1.17	1.18	1.32	1.88	2.01	2.15	2.21	2.23	2.34	2.39	2.41	2.42	2.42	Totalized Projected Water Demand (MGD)
Existing 2021 + New Project Wastewater Demand (MGD)	1.72	1.77	1.78	1.91	2.41	2.53	2.66	2.71	2.72	2.83	2.87	2.89	2.90	2.90	Totalized Projected Wastewater Demand (MGD)

Approved Project within Town Limits	51,300
Partially Approved/In Process Projects within Town Limits	123,050
Vacant Parcels within Town Limits	187,729
Sub-Total	362,079
Service District Projects Outside of Town Limits	105,840
Total	467,919



## TOWN OF WARRENTON

Department of  
Community Development

PO BOX 341  
WARRENTON, VIRGINIA 20188  
<http://www.warrentonva.gov>  
[LandDevelopment@warrentonva.gov](mailto:LandDevelopment@warrentonva.gov)  
(540) 347-2405

### MEMORANDUM

**TO:** Christopher E. Martino, Town Manager

**FROM:** Steven Friend, Assistant Director of Utilities  
Frank Cassidy, Director of Public Works/Public Utilities  
Rob Walton, Director of Community Development

**DATE:** August 30, 2022

**SUBJECT:** Water and Sewage Capacity

---

**Introduction:** The Department of Public Works/Public Utilities and Department of Community Development have been working together closely with regards to land development, not only within the Town, but also within the Warrenton Service District boundaries. We have been assessing past reports, current operations, and proposals for development. Our goal is straight forward- to provide every opportunity for positive and sustainable economic development. To accomplish this, we must make sure we bring into the conversation every outlying concern. This serves to make the conversation holistic, reasonable, and realistic. The purpose of this memo is to provide information regarding utilities and development.

**Background:** The last few years have found us looking at several new and previously discussed projects that were “on hold” for various reasons. These include several projects within Town limits, projects outside of Town limits, and the possibility for BLA. Providing utility service to all prospective customers is part of this conversation.

Through the years, the Town has engaged consultants to provide studies regarding the sewer and water capacities. The most recent study was in 2015. As a product of that study, the Town has been taking steps to address limitations as we move forward. These steps include:

- Working with an engineering firm to develop a long-range plan to make improvements to the water and wastewater treatment plants. This is designed to replace old and aging equipment and to increase capacity.
- The Town has been relining pipes and working on maintenance of water and sewer lines to limit the I&I effects at the WWTP.
- We have been incorporating the reports into our CIP and budgeting to bring the proposed improvements to completion.

Looking at the 2015 study, it appears we are on track with the study's estimated outlooks. The capacity estimates in the study line up with the concerns we are having today. In short, we are at the high-capacity levels outlined in the report. With this, we are looking ahead at insuring we accurately take the ability of providing the Town utility services to all the proposed increases for service.

The projects located outside the Town limits will sometimes require an update to the Tri-Party Agreement between the Town, County, and Fauquier County Water and Sanitation Authority (WSA). In preparing ARPA expenditure requests, several improvements are needed at the sewage treatment plant that raises the questions, "how much capacity exists and how much capacity is reserved for approved/pipeline projects?" Our current operating limits are based on two factors:

1. The existing deed for the property for the WWTP- the deed limits or per day capacity to 2.5mgd.
2. The existing permit from the State, which has just been renewed for another five years, limits our capacity to 2.5mgd.
3. The condition of the plant (which will be discussed later in this memo).

Based on the recommendations from the 2015 capacity assessment and the proposed improvement schedule from our consultants, the Town is working to increase the capacity to 3.0 mgd. to date we have installed and have operating a MBBR, as mentioned above, we have relined several pipes throughout the Town and we continue to do so, and we are moving forward with the other recommended improvements. This will also require the Town increase the DEQ permit to allow treatment of 3.0 mgd as compared to the currently permitted 2.5 mgd. To increase the current treatment levels, the

Town will need to come to an agreement with Mr. Van Roijen prior to an application to DEQ for the increase. Below is an analysis of current treatment levels as well as a breakdown of land development projects that are either approved or under consideration.

### **Current Sewage Treatment:**

The Wastewater Treatment Plant (WWTP) is currently operating with outdated and aging equipment other than the newly installed MBBR. We have submitted CIP projects for the last three years to capture the remaining necessary upgrades. These upgrades have also been discussed during the most recent utility fee rate study and presentation and the opportunities to use ARPA funds for these projects. The challenge has been navigating limited budget resources with the high costs of these projects. One attempt for this has been to postpone these projects. For the last two years we have not had any major upgrade projects funded in our CIP; and our current CIP does not wither. The projects are spread out over the next five to ten years.

The challenge to date has been the day-to-day operations at the WWTP. Over the last year alone we have had three emergency operational setbacks:

- The head works ceased functioning- this resulted in emergency disposal of raw sewage and unanticipated repairs.
- Two MBBR break downs- we have had all three motors/blowers cease over two separate times. The last event included two motors going down at the same time which required the Town rent a portable motor and generator and work through the repairs.
- The secondary clarifier ceased working- this is currently still an issue as it has not been repaired at the time of this memo. This is waiting for parts and repairs and as we wait, we must haul sludge to Culpeper three times a week.

The above are major issues. We continue to work with many other smaller breakdowns daily. The overall operation of the plant to sustain current function is a testimony to the staff. They continually find ways to work around the aging equipment to keep it working.

Current reports indicate that the sewage treatment plant processes approximately 1.8 mgd to 2.0 mgd on average. During rain events, this level

rises to approximately 4.0 mgd, or higher, due to inflow and infiltration (I&I). The current DEQ permit allows the Town to treat 2.5 mgd of sewage effluent; however, the treatment should be limited to ninety percent (95%) of the 2.375 mgd cap. This allows for an expected treatment capacity of 2.375 mgd.

### **Current Water Treatment:**

The Water Treatment Plant (WTP) is currently functioning at 40% capacity. The WTP and wells are producing 1.6 mgd on average. All in all, the water plant is operating well and can handle additional accounts with limited stress on the system. The main concerns for additional capacity are:

- The time it would take to produce the required water- in short, the plant operation hours may need to be extended. This would require additional staffing depending on the amount of additional time required to safely produce 2.3 mgd. The WTP operates at 14 hours per day allowing the production of 1.6 mgd to keep up with demand.
- The amount of available water in the reservoir and wells- this is impacted by environmental conditions; however, it may require increasing the capacity of the reservoir and this can be expensive. Also, we may have to engage in dam upgrades in the near future.

### **Land Development Projects:**

Due to the proximity of current treatment levels, staff has created the tables below of yet to be built projects along with their anticipated sewage generation. For estimation purposes, residential uses create 270 gpd of sewage and businesses would generate approximately 630 gallons per acre.

### **Approved Projects within Town Limits**

<b><u>Name</u></b>	<b><u>Use</u></b>	<b><u># Units</u></b>	<b><u>Acreage</u></b>	<b><u>Sewer gal/day</u></b>	<b><u>Status</u></b>
Warrenton Crossing	Single Family Detached	135	46.68	36,450	Site Plan Approved
Alexandria Knolls	Single Family Detached	8	2.85	2,160	Approved with Conditions
Cobb Hill	Single Family Detached	29	9	7,830	Subdivided, SDP Expired

Oak Street	Single Family Detached	6	2.71	1,620	SDP Approved
Washington/ Green Street	Single Family Detached	6	0.44	1,620	Approved/ Not Built
Lee Street Subdivision	Single Family Detached	2	1.26	540	Approved with Conditions
Durham Hill Lane	Single Family Detached	4		1,080	Under Construction
<b>TOTALS</b>		190	62.94	51,300 gpd	

### Partially Approved/In Process Projects within Town Limits

<u>Name</u>	<u>Use</u>	<u># Units</u>	<u>Acreage</u>	<u>Sewer gal/day</u>	<u>Status</u>
Walker Drive PUD	Condos Apartments	40 116	31.38	42,120	Rezoning Approved
Winchester Chase Phase 2	Single Family Detached	36	10.45	9,720	SDP In Process
Waterloo Junction	Townhouses Apartments Commercial	47 6 11,200 sqft	4.8	14,310	Rezoning/ SUP In Process
Warrenton Village Mixed Use	Apartments/ Multifamily	436	29.05	117,720	SUP In Process
Oak View Bank	Commercial		1.23	774	SUP In Process
Data Center	Industrial		41.70	1,600	SUP In Process
197-211 Broadview	Commercial		1.13	711	SDP In Process
Strickland Oil	Commercial		0.55	346	SDP In Process
Piedmont Urgent Care	Commercial		0.68	428	SDP In Process
<b>TOTALS</b>		677	120.97	187,729 gpd	

### Vacant Parcels within Town Limits

<u>Name</u>	<u>Zoning</u>	<u>Potential # Units</u>	<u>Acreage</u>	<u>Sewer gal/day</u>	<u>Status</u>
St. Leonard's Farm	R-10	236	54.19	63,720	Vacant
Spring Lane	RT	20 TH's	2.9	5,400	Vacant
Academy Hill Lot	R-6	17 SFD	5.3	4,590	Vacant
Warrenton Baptist Parcel	R-10	52 SFD	20.85 (8.75 FP)	14,040	Vacant
Industrial Next to Poet's Walk	I	700 gpa	21.7	13,671	Vacant
Oak Springs Dr./Blackwell Rd.	RT	14 TH's	2.0	3,780	Vacant
Benner Property	R-10	26 SFD	6.08	7,020	Vacant
Cross Fit	C		0.7	441	Vacant
Industrial Properties	I		12.92	8,139	Vacant
3 Blackwell Park Lane Parcels	C		3.57	2,249	Vacant
<b>TOTALS</b>		365	130.21	123,050 gpd	

**\*\*\*Sewage generation calculated at 362,079 gpd. Does not include Arrington, BLA, nor Tri-Party Agreement properties.**



### Service District Projects Outside of Town Limits

<u>Name</u>	<u>Use</u>	<u># Units</u>	<u>Acreage</u>	<u>Sewer gal/day</u>	<u>Status</u>
Arrington Option A	Single Family Detached	217	439.73	58,590	Rezoning Approved
Arrington Option B	Hotel Townhouse Single Family Detached	15 Beds 27 288	206.43	89,100	Rezoning Amendment In Process
Arrington Option C	Hotel Townhouse Single Family Detached	15 Beds 63 314	206.43	105,840	Rezoning Amendment In Process
<b>TOTALS</b>		217-392	206.43- 468.61	58,590 - 105,840	

### Moving Forward:

Using the chart above regarding the projects in the pipeline, and standard calculations for capacity, we are concerned the improvements at the WWTP will not be able to keep pace with the development. This is not to say we cannot provide the services, just we need to make sure all parties understand the limitations and the scheduling issues of the projects. Our team is working to ensure projects move forward and coincide with the capacities of our plants.

To get a better picture of this, we are engaging with the consultant to conduct and update the 2015 Sewer and Water Capacity study. Once complete this will help provide an up-to-date assessment for our services.

The tables above represent projects that are either approved, moving through the land development process, and vacant properties with development potential within Town limits. The numbers do not include parcels included in the BLA, those within the Service District Boundary, nor those already included in the Tri-Party Agreement. The above estimates anticipate a total of **362,079 gpd** of new sewage flows which puts the sewage treatment plant at the 95% capacity based on the 2.5 mgd State permit.

**Conclusion:**

The purpose of the memo is to provide insight as to the current and future demands based on existing conditions and projects within the Town limits. We feel it important to provide this information as it relates to the Town moving forward and providing adequate services to Town residents, customers, and businesses. We find this information valuable in providing a holistic view in moving forward with land development projects. The memo in no way implies that additional economic development is not possible, but rather, the Town should be cautious with extending utilities outside of Town limits. The Town needs to continue with the upgrades to the WWTP to obtain the 3.0 mgd as outlined in the CIP while working with the deed restriction and State permitting process ensuring the schedule of these upgrades are in line with future development.

Attachment: 2015 Sewer and Water Capacity Study

## 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.



## 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 C.

### Memorandum

**Date:** March 26<sup>th</sup>, 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.**



## TOWN OF WARRENTON

Department of  
Community Development

PO BOX 341  
WARRENTON, VIRGINIA 20188  
<http://www.warrentonva.gov>  
[LandDevelopment@warrentonva.gov](mailto:LandDevelopment@warrentonva.gov)  
(540) 347-2405

### MEMORANDUM

**TO:** Christopher E. Martino, Town Manager

**FROM:** Steven Friend, Assistant Director of Utilities  
Frank Cassidy, Director of Public Works/Public Utilities  
Rob Walton, Director of Community Development

**DATE:** August 31, 2022

**SUBJECT:** Water and Sewage Capacity

---

**Introduction:** The Department of Public Works/Public Utilities and Department of Community Development have been working together closely with regards to land development, not only within the Town, but also within the Warrenton Service District boundaries. We have been assessing past reports, current operations, and proposals for development. Our goal is straight forward- to provide every opportunity for positive and sustainable economic development. To accomplish this, we must make sure we bring into the conversation every outlying concern. This serves to make the conversation holistic, reasonable, and realistic. The purpose of this memo is to provide information regarding utilities and development.

**Background:** The last few years have found us looking at several new and previously discussed projects that were “on hold” for various reasons. These include several projects within Town limits, projects outside of Town limits, and the possibility for BLA. Providing utility service to all prospective customers is part of this conversation.

Through the years, the Town has engaged consultants to provide studies regarding the sewer and water capacities. The most recent study was in 2015. As a product of that study, the Town has been taking steps to address limitations as we move forward. These steps include:

- Working with an engineering firm to develop a long-range plan to make improvements to the water and wastewater treatment plants. This is designed to replace old and aging equipment and to increase capacity.
- The Town has been relining pipes and working on maintenance of water and sewer lines to limit the I&I effects at the WWTP.
- We have been incorporating the reports into our CIP and budgeting to bring the proposed improvements to completion.

Looking at the 2015 study, it appears we are on track with the study's estimated outlooks. The capacity estimates in the study line up with the concerns we are having today. In short, we are at the high-capacity levels outlined in the report. With this, we are looking ahead at insuring we accurately take the ability of providing the Town utility services to all the proposed increases for service.

The projects located outside the Town limits will sometimes require an update to the Tri-Party Agreement between the Town, County, and Fauquier County Water and Sanitation Authority (WSA). In preparing ARPA expenditure requests, several improvements are needed at the sewage treatment plant that raises the questions, "how much capacity exists and how much capacity is reserved for approved/pipeline projects?" Our current operating limits are based on two factors:

1. The existing deed for the property for the WWTP- the deed limits or per day capacity to 2.5mgd.
2. The existing permit from the State, which has just been renewed for another five years, limits our capacity to 2.5mgd.
3. The condition of the plant (which will be discussed later in this memo).

Based on the recommendations from the 2015 capacity assessment and the proposed improvement schedule from our consultants, the Town is working to increase the capacity to 3.0 mgd. to date we have installed and have operating a MBBR, as mentioned above, we have relined several pipes throughout the Town and we continue to do so, and we are moving forward with the other recommended improvements. This will also require the Town increase the DEQ permit to allow treatment of 3.0 mgd as compared to the currently permitted 2.5 mgd. To increase the current treatment levels, the

Town will need to come to an agreement with Mr. Van Roijen prior to an application to DEQ for the increase. Below is an analysis of current treatment levels as well as a breakdown of land development projects that are either approved or under consideration.

### **Current Sewage Treatment:**

The Wastewater Treatment Plant (WWTP) is currently operating with outdated and aging equipment other than the newly installed MBBR. We have submitted CIP projects for the last three years to capture the remaining necessary upgrades. These upgrades have also been discussed during the most recent utility fee rate study and presentation and the opportunities to use ARPA funds for these projects. The challenge has been navigating limited budget resources with the high costs of these projects. One attempt for this has been to postpone these projects. For the last two years we have not had any major upgrade projects funded in our CIP; and our current CIP does not wither. The projects are spread out over the next five to ten years.

The challenge to date has been the day-to-day operations at the WWTP. Over the last year alone we have had three emergency operational setbacks:

- The head works ceased functioning- this resulted in emergency disposal of raw sewage and unanticipated repairs.
- Two MBBR break downs- we have had all three motors/blowers cease over two separate times. The last event included two motors going down at the same time which required the Town rent a portable motor and generator and work through the repairs.
- The secondary clarifier ceased working- this is currently still an issue as it has not been repaired at the time of this memo. This is waiting for parts and repairs and as we wait, we must haul sludge to Culpeper three times a week.

The above are major issues. We continue to work with many other smaller breakdowns daily. The overall operation of the plant to sustain current function is a testimony to the staff. They continually find ways to work around the aging equipment to keep it working.

Current reports indicate that the sewage treatment plant processes approximately 1.8 mgd to 2.0 mgd on average. During rain events, this level



risers to approximately 4.0 mgd, or higher, due to inflow and infiltration (I&I). The current DEQ permit allows the Town to treat 2.5 mgd of sewage effluent; however, the treatment should be limited to ninety percent (95%) of the 2.375 mgd cap. This allows for an expected treatment capacity of 2.375 mgd.

### **Current Water Treatment:**

The Water Treatment Plant (WTP) is currently functioning at 40% capacity. The WTP and wells are producing 1.6 mgd on average. All in all, the water plant is operating well and can handle additional accounts with limited stress on the system. The main concerns for additional capacity are:

- The time it would take to produce the required water- in short, the plant operation hours may need to be extended. This would require additional staffing depending on the amount of additional time required to safely produce 2.3 mgd. The WTP operates at 14 hours per day allowing the production of 1.6 mgd to keep up with demand.
- The amount of available water in the reservoir and wells- this is impacted by environmental conditions; however, it may require increasing the capacity of the reservoir and this can be expensive. Also, we may have to engage in dam upgrades in the near future.

### **Land Development Projects:**

Due to the proximity of current treatment levels, staff has created the tables below of yet to be built projects along with their anticipated sewage generation. For estimation purposes, residential uses create 270 gpd of sewage and businesses would generate approximately 630 gallons per acre.

### **Approved Projects within Town Limits**

<b><u>Name</u></b>	<b><u>Use</u></b>	<b><u># Units</u></b>	<b><u>Acreage</u></b>	<b><u>Sewer gal/day</u></b>	<b><u>Status</u></b>
Warrenton Crossing	Single Family Detached	135	46.68	36,450	Site Plan Approved
Alexandria Knolls	Single Family Detached	8	2.85	2,160	Approved with Conditions
Cobb Hill	Single Family Detached	29	9	7,830	Subdivided, SDP Expired

Oak Street	Single Family Detached	6	2.71	1,620	SDP Approved
Washington/ Green Street	Single Family Detached	6	0.44	1,620	Approved/ Not Built
Lee Street Subdivision	Single Family Detached	2	1.26	540	Approved with Conditions
Durham Hill Lane	Single Family Detached	4		1,080	Under Construction
<b>TOTALS</b>		190	62.94	51,300 gpd	

### Partially Approved/In Process Projects within Town Limits

<u>Name</u>	<u>Use</u>	<u># Units</u>	<u>Acreage</u>	<u>Sewer gal/day</u>	<u>Status</u>
Walker Drive PUD	Condos Apartments	40 116	31.38	42,120	Rezoning Approved
Winchester Chase Phase 2	Single Family Detached	36	10.45	9,720	SDP In Process
Waterloo Junction	Townhouses Apartments Commercial	47 6 11,200 sqft	4.8	14,310	Rezoning/ SUP In Process
Warrenton Village Mixed Use	Apartments/ Multifamily	436	29.05	117,720	SUP In Process
Oak View Bank	Commercial		1.23	774	SUP In Process
Data Center	Industrial		41.70	1,600	SUP In Process
197-211 Broadview	Commercial		1.13	711	SDP In Process
Strickland Oil	Commercial		0.55	346	SDP In Process
Piedmont Urgent Care	Commercial		0.68	428	SDP In Process
<b>TOTALS</b>		677	120.97	187,729 gpd	

**Vacant Parcels within Town Limits**

<u>Name</u>	<u>Zoning</u>	<u>Potential # Units</u>	<u>Acreage</u>	<u>Sewer gal/day</u>	<u>Status</u>
St. Leonard's Farm	R-10	236	54.19	63,720	Vacant
Spring Lane	RT	20 TH's	2.9	5,400	Vacant
Academy Hill Lot	R-6	17 SFD	5.3	4,590	Vacant
Warrenton Baptist Parcel	R-10	52 SFD	20.85 (8.75 FP)	14,040	Vacant
Industrial Next to Poet's Walk	I	700 gpa	21.7	13,671	Vacant
Oak Springs Dr./Blackwell Rd.	RT	14 TH's	2.0	3,780	Vacant
Benner Property	R-10	26 SFD	6.08	7,020	Vacant
Cross Fit	C		0.7	441	Vacant
Industrial Properties	I		12.92	8,139	Vacant
3 Blackwell Park Lane Parcels	C		3.57	2,249	Vacant
<b>TOTALS</b>		365	130.21	123,050 gpd	

**\*\*\*Sewage generation calculated at 362,079 gpd. Does not include Arrington, BLA, nor Tri-Party Agreement properties.**

### Service District Projects Outside of Town Limits

<u>Name</u>	<u>Use</u>	<u># Units</u>	<u>Acreage</u>	<u>Sewer gal/day</u>	<u>Status</u>
Arrington Option A	Single Family Detached	217	439.73	58,590	Rezoning Approved
Arrington Option B	Hotel Townhouse Single Family Detached	15 Beds 27 288	206.43	89,100	Rezoning Amendment In Process
Arrington Option C	Hotel Townhouse Single Family Detached	15 Beds 63 314	206.43	105,840	Rezoning Amendment In Process
<b>TOTALS</b>		217-392	206.43- 468.61	58,590 - 105,840	

### Moving Forward:

Using the chart above regarding the projects in the pipeline, and standard calculations for capacity, we are concerned the improvements at the WWTP will not be able to keep pace with the development. This is not to say we cannot provide the services, just we need to make sure all parties understand the limitations and the scheduling issues of the projects. Our team is working to ensure projects move forward and coincide with the capacities of our plants.

To get a better picture of this, we are engaging with the consultant to conduct and update the 2015 Sewer and Water Capacity study. Once complete this will help provide an up-to-date assessment for our services.

The tables above represent projects that are either approved, moving through the land development process, and vacant properties with development potential within Town limits. The numbers do not include parcels included in the BLA, those within the Service District Boundary, nor those already included in the Tri-Party Agreement. The above estimates anticipate a total of **362,079 gpd** of new sewage flows which puts the sewage treatment plant at the 95% capacity based on the 2.5 mgd State permit.

**Conclusion:**

The purpose of the memo is to provide insight as to the current and future demands based on existing conditions and projects within the Town limits. We feel it important to provide this information as it relates to the Town moving forward and providing adequate services to Town residents, customers, and businesses. We find this information valuable in providing a holistic view in moving forward with land development projects. The memo in no way implies that additional economic development is not possible, but rather, the Town should be cautious with extending utilities outside of Town limits. The Town needs to continue with the upgrades to the WWTP to obtain the 3.0 mgd as outlined in the CIP while working with the deed restriction and State permitting process ensuring the schedule of these upgrades are in line with future development.

Attachment: 2015 Sewer and Water Capacity Study



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 D.

# STAFF REPORT

<b>Council Meeting Date:</b>	April 8, 2025
<b>Agenda Title:</b>	EOTW MOU
<b>Requested Action:</b>	Discussion and Direction to Sign
<b>Department / Agency Lead:</b>	Kelly Koernig, Parks and Recreation
<b>Staff Lead:</b>	Frank Cassidy, Town Manager

## EXECUTIVE SUMMARY

EOTW, Experience Old Town Warrenton, is a non-profit organization developed as part of the Virginia Main Street program. The focus is to have an entity representing the "downtown" or Main St neighborhood for economic development and overall community improvements.

## BACKGROUND

EOTW's MOU was up for renewal this year. Staff have been working with EOTW and have produced the attached MOU for review and signature if approved. The changes since the last MOU mainly address clarification of language, clarifying responsibilities based on the changing aspects of EOTW operations (location of events and offices and Town Hall for example), and EOTW assuming all responsibility for the Farmers Market.

## STAFF RECOMMENDATION

Review the attached MOU and provide direction on finalizing it.

## Service Level/Collaborative Impact

As outlined in the MOU

## 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**

---

This has been reviewed by legal and found to be sufficient.

**ATTACHMENTS**

---

- 1. 2025 EOTW/MOU
- 2. Related emails



## MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWN OF WARRENTON AND EXPERIENCE OLD TOWN WARRENTON

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is entered into as of February 28, 2025 (the “Effective Date”), by the Town of Warrenton (hereinafter referred to as the “Town”) and Experience Old Town Warrenton, Inc., a Virginia Corporation organized under section 501(c)(3) of the Internal Revenue Code (hereinafter referred to as “EOTW”), each a “Party” to this MOU and collectively the “Parties.”

WHEREAS, the Town is recognized as a designated “Virginia Main Street Community” by the Virginia Department of Housing and Community Development (“DHCD”), and desires to retain that designation; and

WHEREAS, the Town desires to develop a “Main Street Program” that will take full advantage of the benefits of the DHCD’s Virginia Main Street Community Program; and

WHEREAS, the Town desires to engage the services of a private, non-profit organization with a mission to act as an advocate for the old town business district; and

WHEREAS, EOTW is a private, non-profit organization established in 2017 for the purpose of serving and promoting Old Town Warrenton through the “National Main Streets” process which includes organization, promotion, design, and economic vitality; and

WHEREAS, EOTW is willing and able to provide to the Town the management of a program that supports the economic vitality, sustainability, and historic preservation of Old Town Warrenton; and

WHEREAS, this MOU is intended to set forth the understanding of the Parties and not to create legally enforceable obligations;



**NOW THEREFORE, the Parties agree as follows:**

1. The recitals stated above are repeated and incorporated hereunder.

**EOTW Shall:**

2. Adhere to and incorporate all aspects of the Virginia Main Street Program in all functions of operations and objectives to ensure compliance with the DHCD's Main Street Program Guidelines, as updated from time to time.
3. Provide a member of the board or Executive Director to serve as liaison to the Town Manager.
4. EOTW will share their Strategic Plan with the Town including any updates as they are made available.
5. Develop an Old Town Warrenton promotion plan in coordination with the Town, merchants, and partners as appropriate.
6. Work in conjunction with the Town to support the operations of the farmer's market by ensuring vendors contact town staff regarding meals tax and fire inspections at least one week prior to attendance at market, adhering to layouts provided by the Town and ensuring all vendors are in compliance with health, fire and public safety regulations. EOTW agrees to keep the facility assets and any other shared-use items used by the farmer's market in good working order. EOTW shall ensure that the space is vacated, cleaned and ready for Town usage by the end of the scheduled use, whether such use is by the Town, EOTW or a third party. This shall include ensuring all facility assets are returned to their assigned locations and the space has been returned to the condition in which it was received.
7. Develop a process for considering and proposing design improvements to Old Town in coordination with the Town. These may include but are not limited to art fixtures and placemaking improvements. These improvements may occur on public and/or private property dependent upon the owner's cooperation. Nothing shall be planned on public property absent coordination with the Town.
8. Advocate for the interests of merchants and property owners in coordination with the Town staff and other partners as appropriate.
9. EOTW shall inform affected merchants and property owners of the Town of EOTW special events or activities that may impact them, in a timely fashion, regardless of the sponsor of the event.
10. Provide a year-end report to the Town Council on activities and improvements led or contributed to by EOTW no later than May 13, 2025 and February 10, 2026. This report shall follow the format of the strategic plan, identify any portions of the strategic plan that were not accomplished, and evaluate the impacts of all EOTW activities and improvements covered in the report.

11. Identify and fill, in coordination with the Town Council, other roles as needed within the scope of the Virginia Main Street Program.

**The Town Shall:**

12. Appropriate funds as the Town Council may from time to time deem appropriate for the fulfillment of this MOU
13. Commit to developing and maintaining a working relationship with EOTW through liaison to the Town Manager.
14. Provide such additional non-monetary support as it deems beneficial to the Town from time to time, including but not limited to the regular support listed:
  - (a) Storage space at 18 Court St and existing storage building for Gumdrop square materials located across from the dog park;
  - (b) Daily trash pick up;
  - (c) Trash and street clean up after events;
  - (d) Main Street clean-ups on Friday mornings which include street sweeping and sidewalk cleaning; and
  - (e) Placement of seasonal decorations which include changing flags, lights, wreaths, etc.
15. Provide in-kind services as deemed appropriate through its public works, electric, police, recreation, and other departments for the support of downtown activities such as festivals and parades. The Town intends to support efforts while maintaining accountability and following adopted processes, including but not limited to the regular support listed:
  - (a) Daily Trash pick up;
  - (b) Trash and street clean up after an event;
  - (c) Main Street clean-ups on Friday Mornings which include street sweeping and sidewalk cleaning; and
  - (d) Placement of seasonal decorations which include changing flags, lights, wreaths, etc.
16. Work in conjunction with EOTW to support the operations of the farmer's market as deemed appropriate by the Town Manager or Town Council, by providing a venue for the market to include the indoor space and restrooms at 18 Court St. or other space as needed for successful markets, inspections, permits, posting and maintenance of no parking signage, equipment and training needed for closing collector streets and/or parking lots, police assistance for vehicles remaining within the street closures, on-call

staff as needed, county liaison to coordinate access and use of county property, trash removal and exterior clean up as needed. The Town shall, in its sole and absolute discretion, provide for or defer routine maintenance and repair of Town property and therefore have access at all reasonable times to the property. The Town shall provide access and usage to cleaning supplies, tables and chairs as needed.

17. Attempt, where appropriate, to provide information from other government officials that would be of benefit in the performance of this MOU to include transportation projects, staffing changes as well as other projects that could impact standard activity in Old Town.
18. When feasible, provide advanced notice of street closures related to special events. Town staff will not provide notice on infrastructure-related closures, or utilities beyond what is currently provided Town-wide to all businesses.
19. Provide regular feedback to the liaison on the performance and progress of this MOU through regular meetings with the Town Manager.

**General provisions:**

20. The Parties understand that this MOU is not a binding contract and does create any legally enforceable obligation.
21. This MOU has a term of two years from the Effective Date, plus several additional months to align with the fiscal year ending on June 30, 2027, but may be terminated by either Party upon thirty (30) days written notice to the other party.

**[SIGNATURE PAGE TO FOLLOW.]**

IN WITNESS WHEREOF, the Parties have made and executed this Memorandum of Understanding to be effective, as of the Effective Date above written.

APPROVED AS TO  
FORM AND LEGALITY:

By: \_\_\_\_\_  
Town Attorney

Item D.

TOWN OF WARRENTON, V \_\_\_\_\_,  
a Virginia municipal corporation.

By: \_\_\_\_\_  
Town Manager

By: \_\_\_\_\_  
Mayor

EXPERIENCE OLD TOWN  
WARRENTON, INC., a Virginia  
nonstock corporation.

By:  \_\_\_\_\_  
Chairman, EOTW



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 E.

# STAFF REPORT

<b>Council Meeting Date:</b>	April 8 <sup>th</sup> , 2025
<b>Agenda Title:</b>	Vacation of Easement, Ordinance Request
<b>Requested Action:</b>	Consider inclusion of an Ordinance at an upcoming Town Council Meeting.
<b>Department / Agency Lead:</b>	Town Attorney
<b>Staff Lead:</b>	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 November 9<sup>th</sup>, 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

Consider the request of the developer and the Town Attorney for the inclusion of a Public Hearing on this item at the May 13<sup>th</sup>, 2025, Regular Town Council Meeting.

## 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 9<sup>th</sup> 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:**

A handwritten signature in black ink, appearing to read "Christopher Martini", is written over a horizontal line.

**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 9<sup>th</sup> 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:**

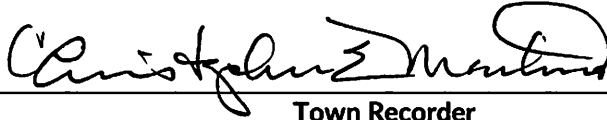
**Absent from Vote:**

**Absent from Meeting:**

**For Information:**

Director of ComDev Zoning and Permitting

**ATTEST:**

A handwritten signature in cursive script, appearing to read "Cristy Martinez", written over a horizontal line.

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:**

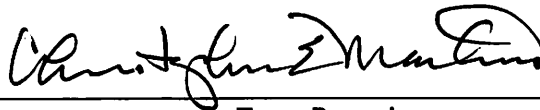
**Absent from Vote:**

**Absent from Meeting:**

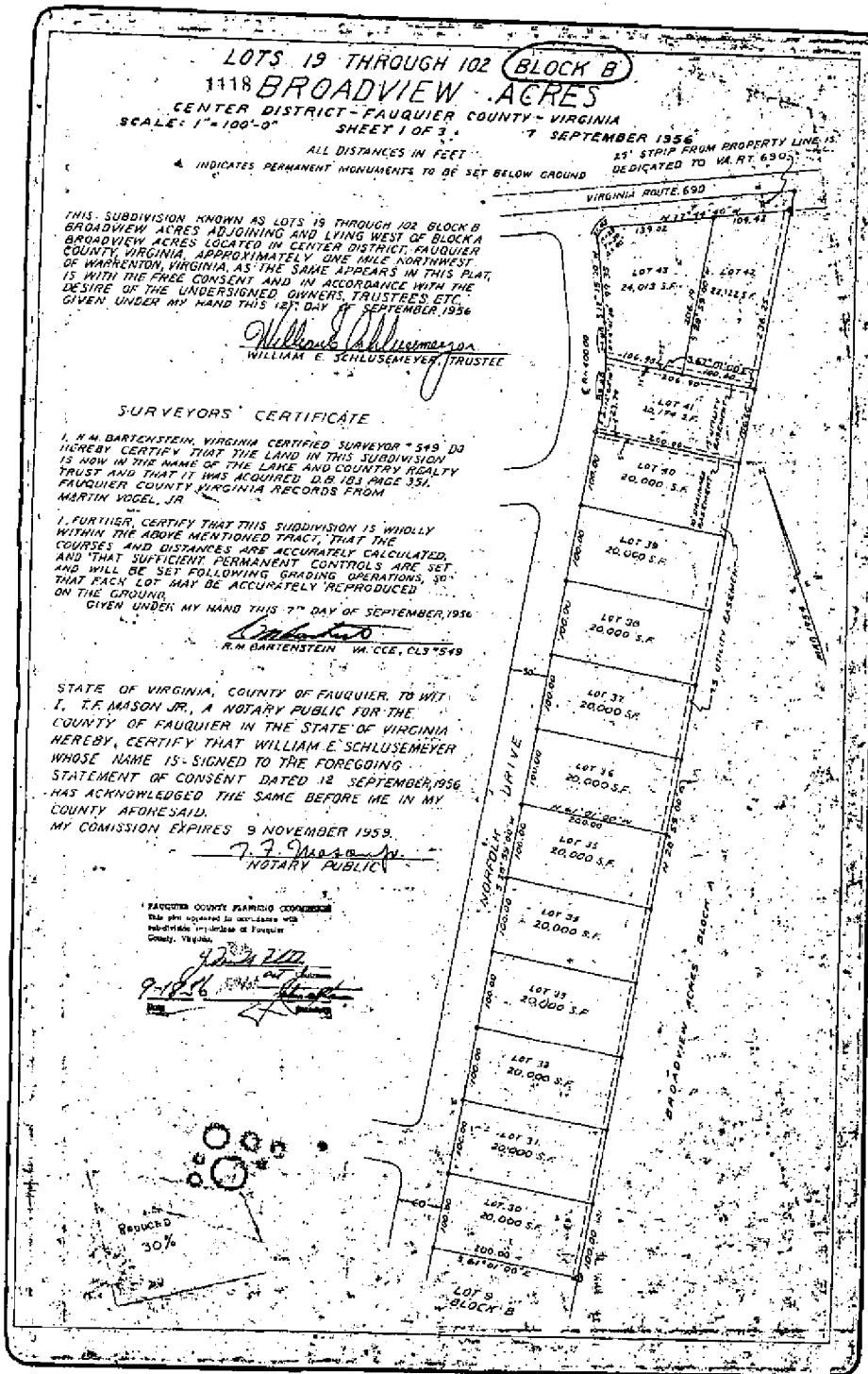
**For Information:**

Director of ComDev Zoning and Permitting

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

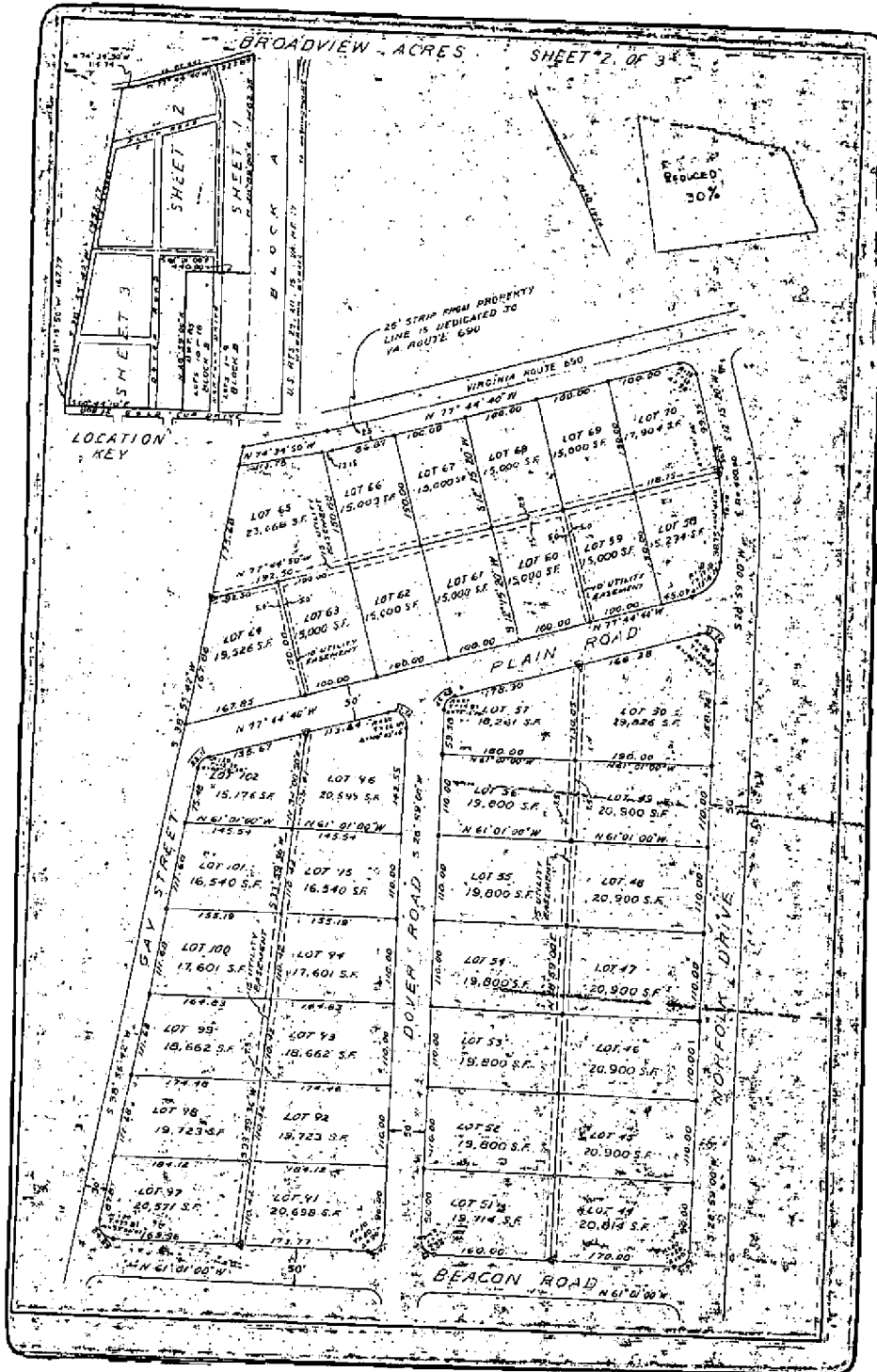


Town Recorder



PRODUCED  
 ACCORD  
 613  
 PL-0

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 Rec 386 Day 8 Sept, 1957.  
 See Vol. B 197 Rec 41 1957

154

Item E.

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:

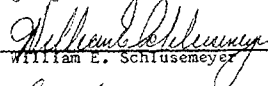

Beginning at a point on the west side of Gay Street at its intersection with Gold Cup Drive, thence running with Gold Cup Drive N60°44'10" W 29.32 feet to a point corner to the residue of the Schlusemeyer property, thence running with said residue with a 20.00 foot radius curve to the left for an arc 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 9<sup>th</sup> day of NOVEMBER 1959, do hereby



155

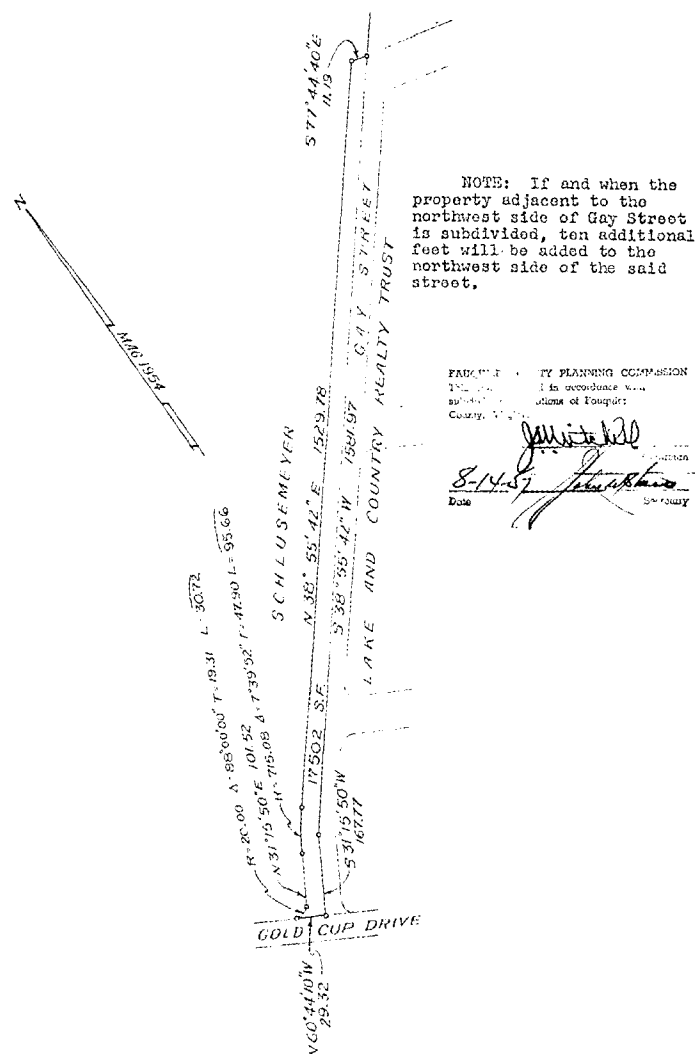
Item E.

## 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°44'10"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

156

Item E.

**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 7<sup>TH</sup> 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 7<sup>TH</sup> 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.*  
NOTARY PUBLIC

PLAT NO. 10000 PLANNED SUBDIVISION

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

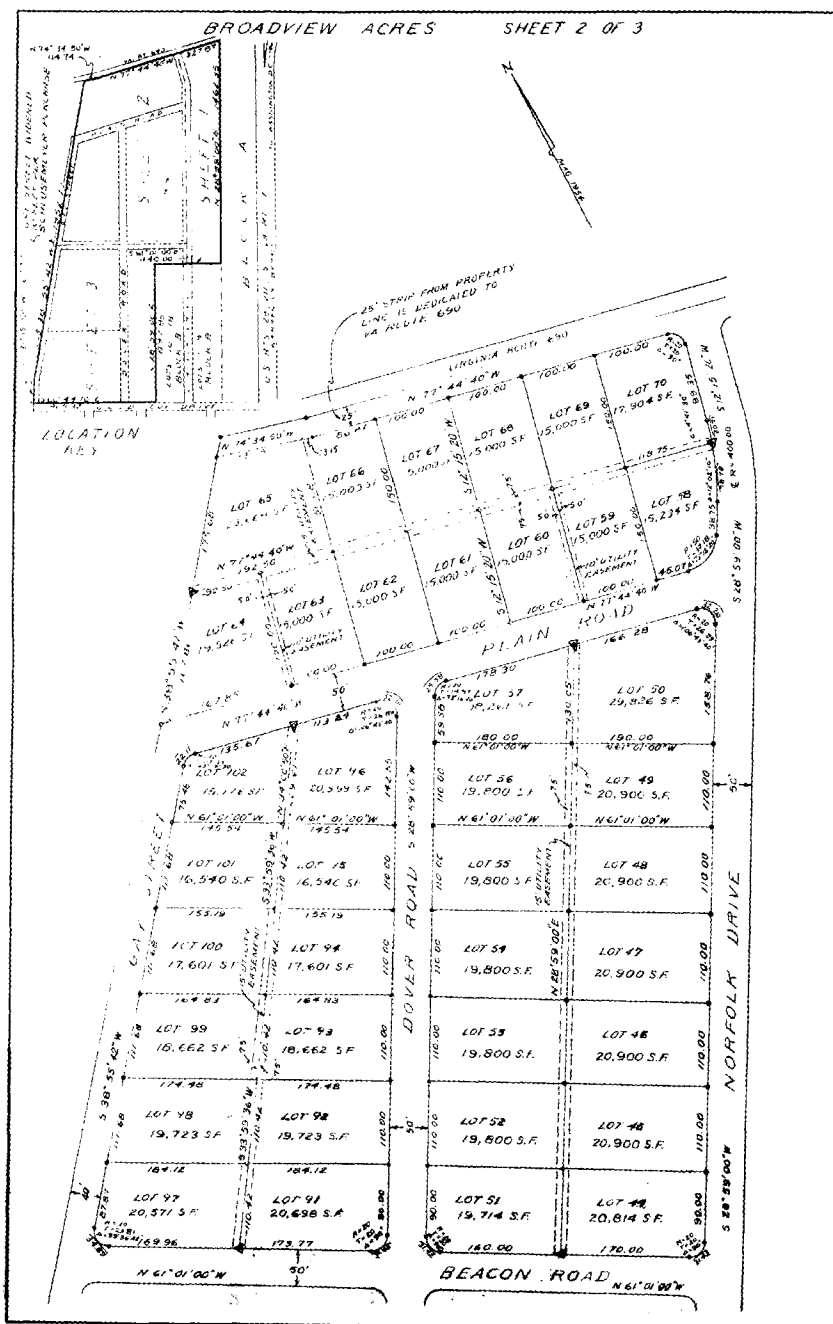
100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"

100' 0" 100' 0" 100' 0" 100' 0"



158

Item E.



159

Item E.

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 22<sup>nd</sup> day of July, 1957.

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

89-08629  
BK 0626PG0248

Item E.

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:

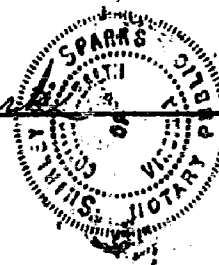
I, Shirley W. Sparks a Notary Public for  
said County of Fauquier, the State of Virginia, do hereby  
certify that George F. Passmore, Jr. whose names  
are signed to the foregoing certificate of confirmation by owners,  
and Plat, bearing date of the 28 day of September, 1989,  
have acknowledged the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

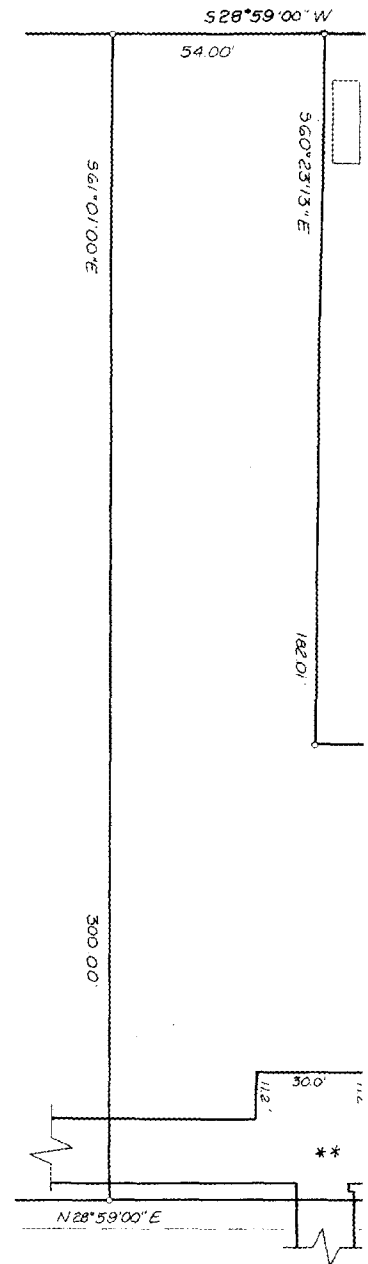
U.S. R.

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*

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

SEP 28 1989  
B.A.K.

BK 0626PG0251



LOT 42

NO TITLE REPORT FL



BK 0626 PG 0250

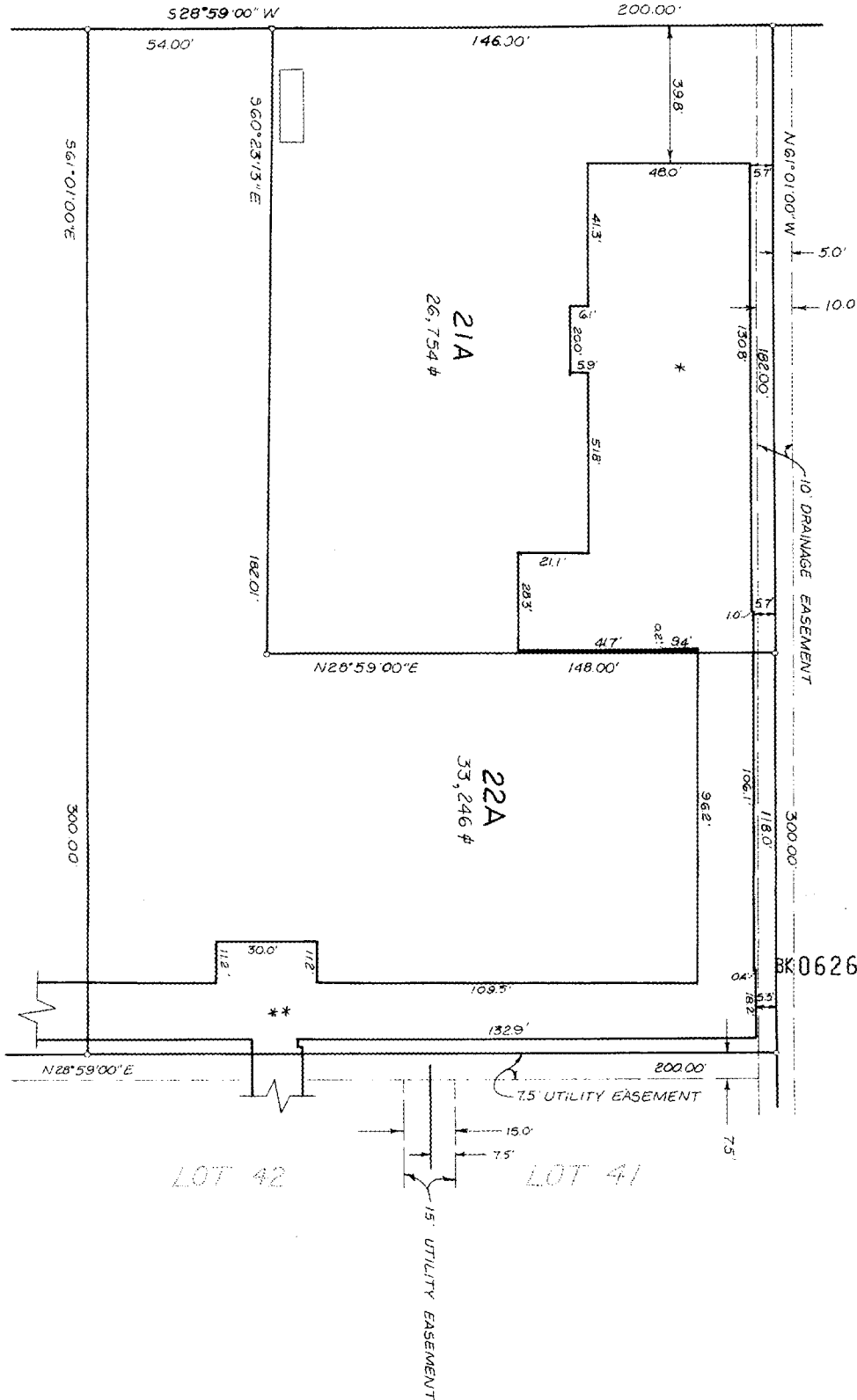
Item E.

\* 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

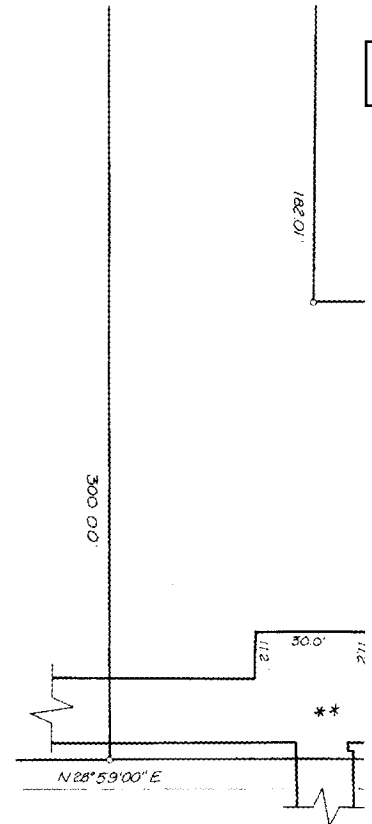


Examined and  
Returned To:  
GEORGE F. HORE, JR.  
394 BROADVIEW AVE.  
WARRENTON, VA. 22186

SEP 28 1989  
D.A.K.

BK 0626 PG 0251

LOT 23



Item E.

LOT 42

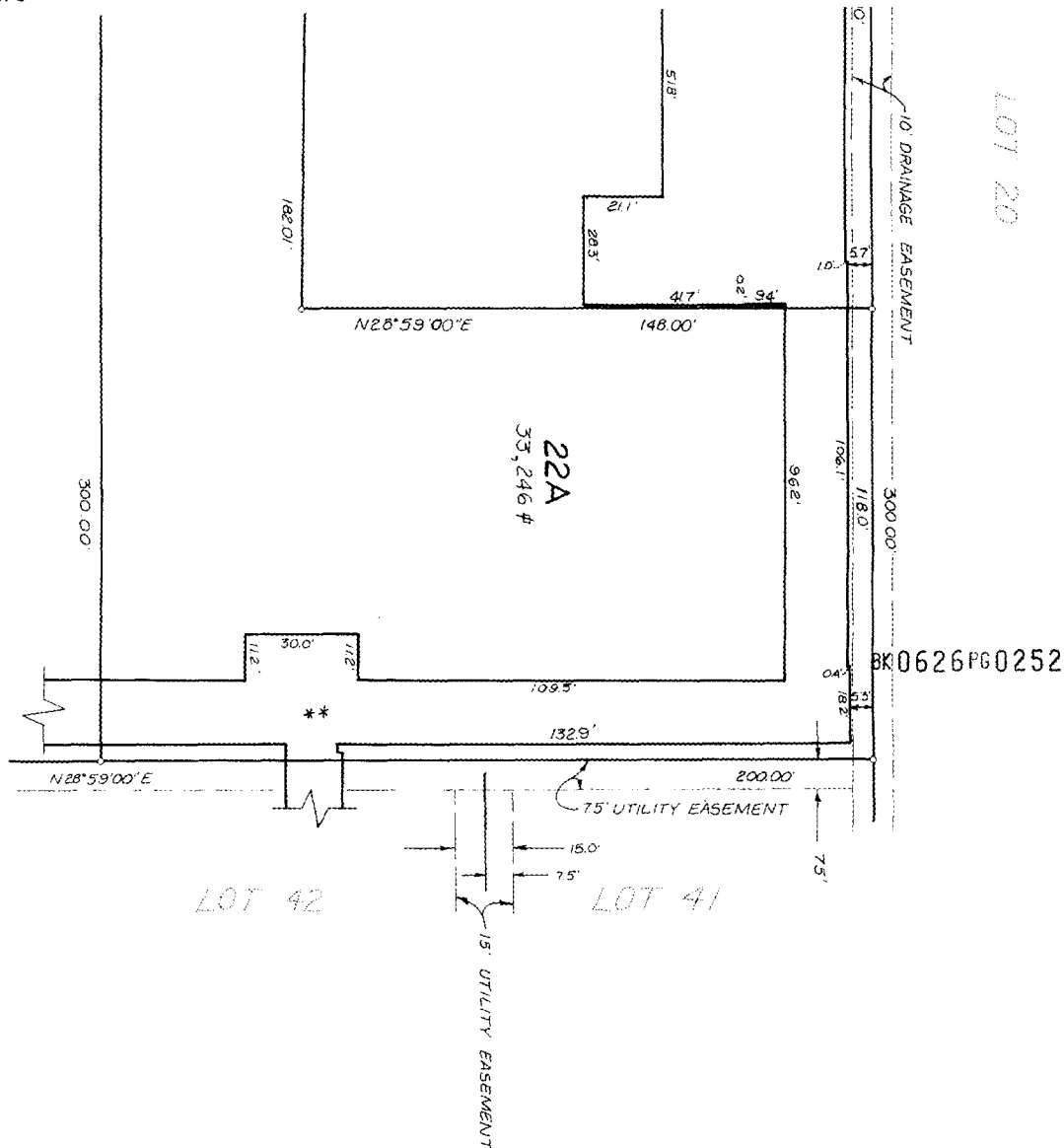
NO TITLE REPORT FURNISHED. T.M.

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 E.*



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 12,111 SQ. FT. AND DOES NOT  
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  
OF MY KNOW  
AND STAND  
PROFESSION  
I FURTHER  
GOAL L.C.  
AS FOUND A  
DEED BOOK  
TO BE RECO  
THE DETERM  
DESCRIPTION

BK0863PG0980

Examined and  
Testified to:  
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.

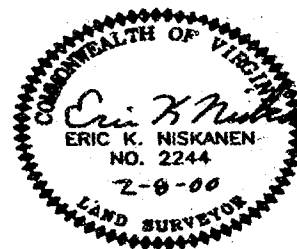
## SURVEYOR'S CERTIFICATE

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



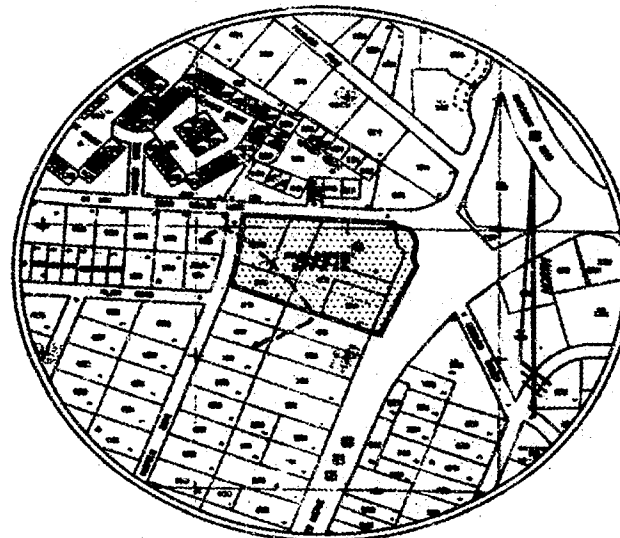
**CARSON, HARRIS & ASSOCIATES, LLC**

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:

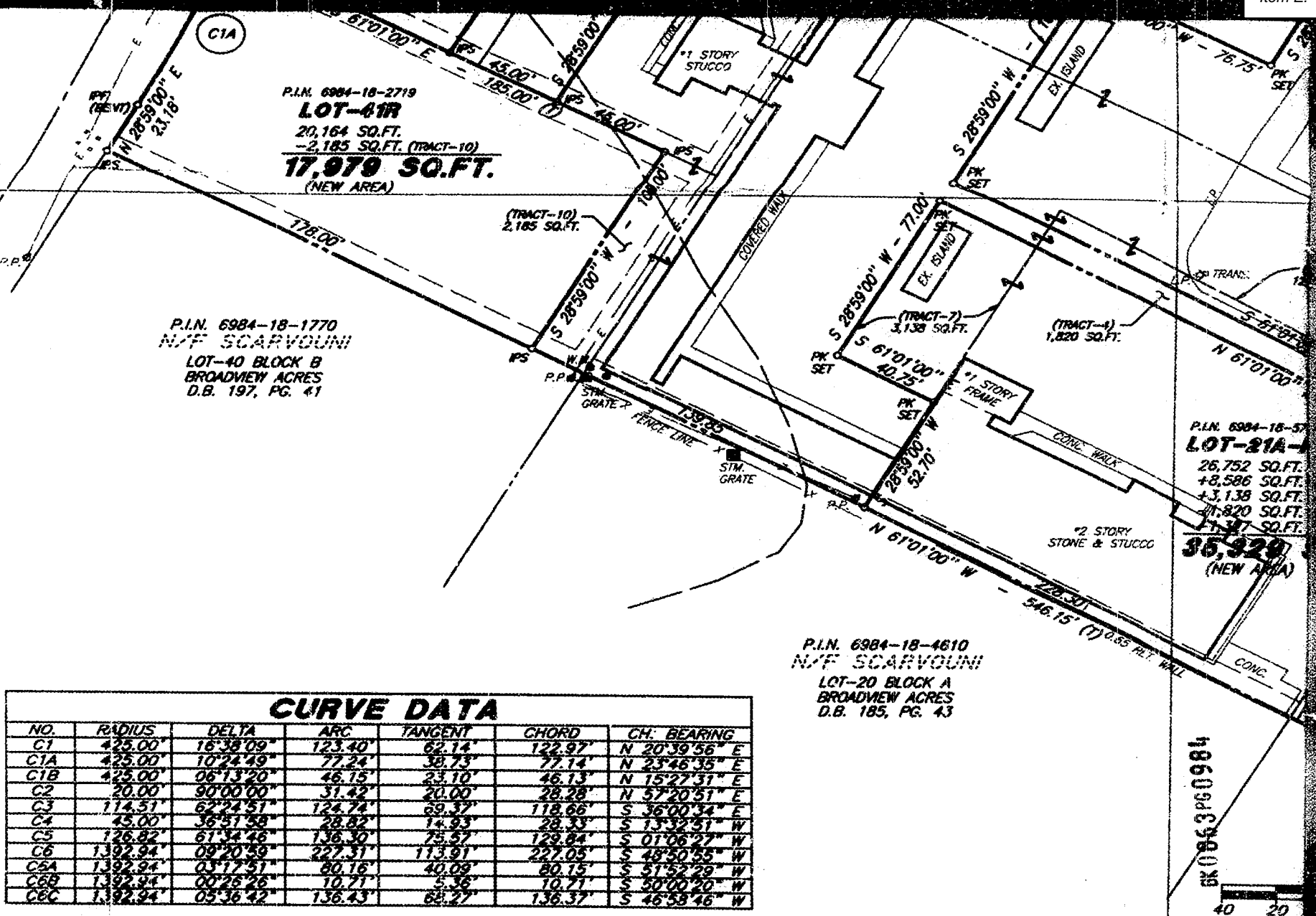
1. THE PROPERTY AS SHOWN HEREON DOES LIE WITHIN ZONE B FLOOD HAZARD. AREAS BETWEEN LIMITS OF THE 100-YEAR FLOOD AND 500-YEAR FLOOD; OR CERTAIN AREAS SUBJECT TO 100-YEAR FLOODING WITH AVERAGE DEPTHS LESS THAN ONE (1) FOOT OR WHERE THE CONTRIBUTING DRAINAGE AREA IS LESS THAN ONE SQUARE MILE; OR AREA PROTECTED 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



40 20

FILENAME: H:\Odenda (Warrenton)-93198\PLATS\981988\AC1 PLOT DATE: 2/8/2000

BK0863PG0983

BK0863PG0935

RECORD NORTH-1953

NORFOLK DRIVE

BEAR WALLOW ROAD  
VA. RTE. 690U.G. MCI  
CABLEPF  
(BENT)

C2

P.L.N. 6984-18-2904

**LOT-63R**

24,031 SQ.FT.

-2,423 SQ.FT. (TRACT-11)

**21,608 SQ.FT.**  
(NEW AREA)(TRACT-11)  
2,423 SQ.FT.APPROX. LIMITS  
OF FLOOD PLAIN  
(SEE NOTE 1)

C1B

TELE. POLE

C1

C1A

P.L.N. 6984-18-2719

**LOT-61R**

20,164 SQ.FT.

-2,185 SQ.FT. (TRACT-10)

**17,979 SQ.FT.**  
(NEW AREA)(TRACT-10)  
2,185 SQ.FT.

P.L.N. 6984-18-3910

**LOT-62R**

22,116 SQ.FT.

-8,913 SQ.FT. (TRACT-9)

+2,423 SQ.FT. (TRACT-11)

**15,626 SQ.FT.**  
(NEW AREA)PROPERTY LINE  
HEREBY VACATED  
(TYPICAL)(TRACT-9)  
8,913 SQ.FT.

P.L.N. 6984-18-4810

**LOT-22A-R**

51,245 SQ.FT.

+904 SQ.FT. (TRACT-11)

+1,820 SQ.FT. (TRACT-4)

-12,193 SQ.FT. (TRACT-8)

-3,458 SQ.FT. (TRACT-7)

+20,819 SQ.FT. (TRACT-8)

+2,185 SQ.FT. (TRACT-10)

-8,913 SQ.FT. (TRACT-9)

**62,645 SQ.FT.**  
(NEW AREA)(TRACT-8)  
20,819 SQ.FT.

EX. ISLAND

N 61°01'00" W - 76.75' PK SET

S 28°59'00" W - 77.00'

S 28°59'00" W - 77.00'

S 28°59'00" W - 77.00'

S 28°59'00" W - 77.00'

S 28°59'00" W - 77.00'

S 28°59'00" W - 77.00'

S 28°59'00" W - 77.00'

S 28°59'00" W - 77.00'

S 28°59'00" W - 77.00'

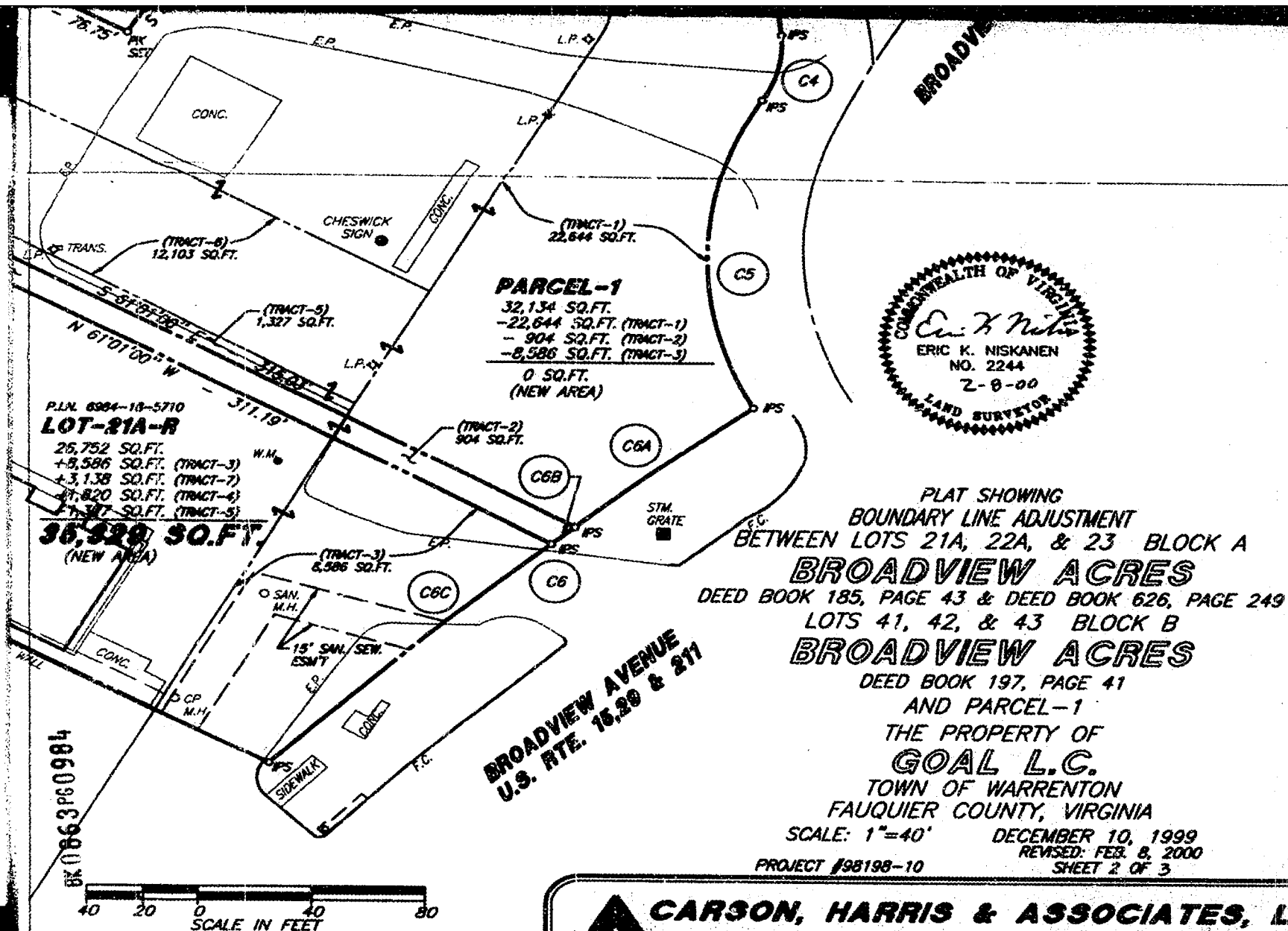
S 28°59'00" W - 77.00'

S 28°59'00" W - 77.00'

S 28°59'00" W - 77.00'

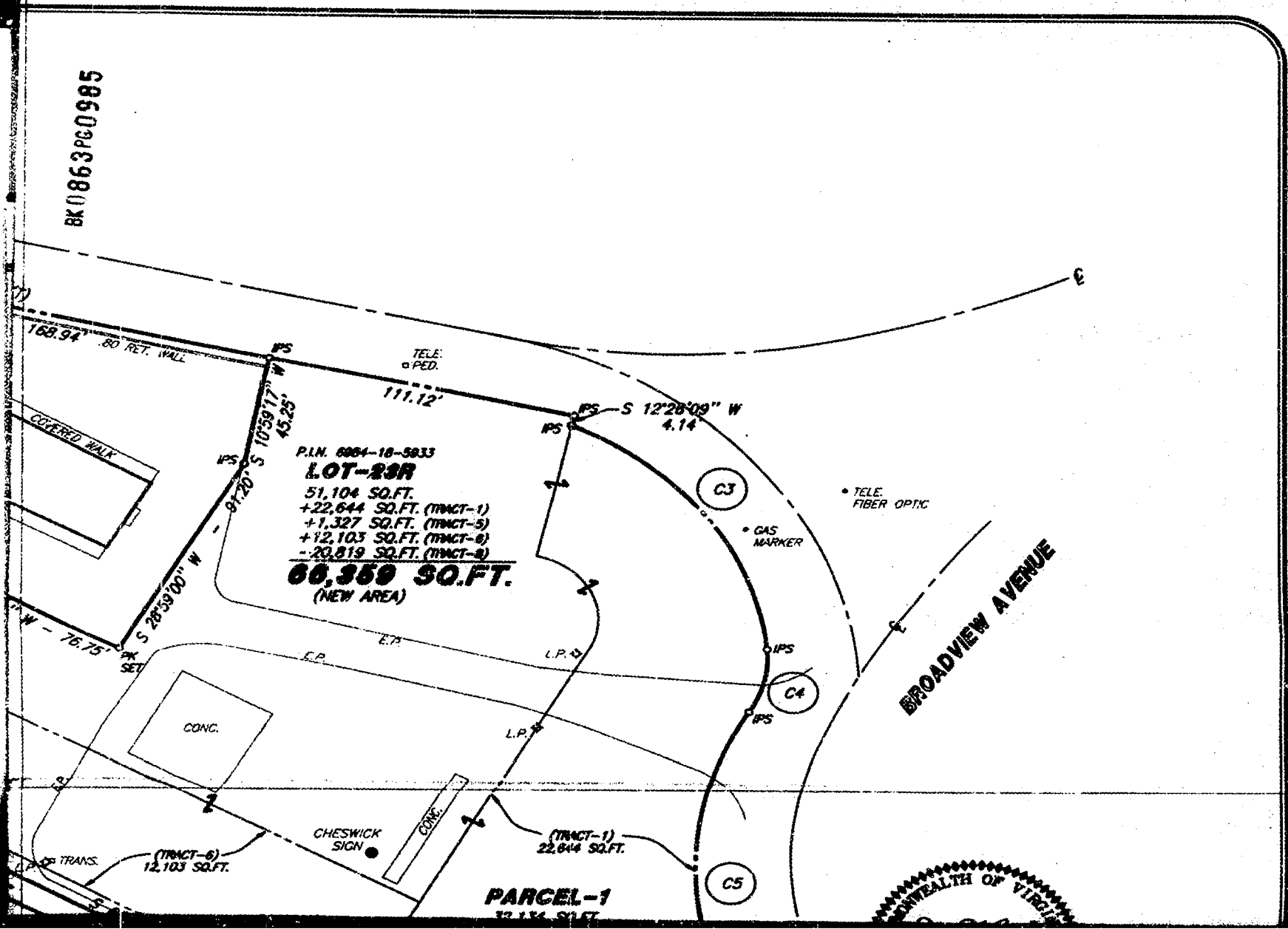
P.L.N. 6984-18-1770





**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

PROJECT #98198-10

REVISED: FEB. 8, 2000  
SHEET 3 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

BK0863P50988

8X0863PG0989

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

This instrument was received in the Office and with

**MAR 16 2000**

certificate submitted to record on

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

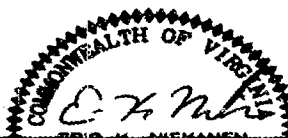
58.1-302 Paid. Consideration: \$ \_\_\_\_\_

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 13<sup>th</sup>, 2025  
 Town Council  
 Public Hearing  
 Ordinance 2025-

**AN ORDINANCE VACATING AN UNUSED UTILITY EASEMENTS ENCUMBERING  
 SHOWN ON PARCEL NUMBER – FURTHER FACILITATING COMPLETION  
 OF THE WATERLOO JUNCTION COMMUNITY DEVELOPMENT PROJECT.**

**WHEREAS**, Broadview Holdings, LLC. (“Broadview Holdings” or “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 in subplots of land have been identified and recorded in Deed Book 197 at Page 41 on September 7, 1956; Deed Book 200 Pages 153-159 on July 27, 1957; Deed Book 626 at Pages 248 on September 28, 1989; and 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” noted as follows:

- Deed Book 197 at Page 41 “utility easement” granted on Lots 37, 38, 39, 40 and 41;
- Deed Book 200 Pages 153-159 reserving a 7.5’ utility easement to Lots 26-29, a 15’ utility easement to Lot 84, and a 10’ utility easement to Lot 73;
- Deed Book 626 Page 248 reserving a 7.5’ utility easement at Lot 22A which runs parallel to Lot 42 and Lot 41 that have a 15’ utility easement that runs perpendicular between the two lots; and
- Deed Book 863 Page 978 reserving a number of easements denoted in pgs. 982-85.

(collectively, the “Easements”).

**WHEREAS**, these Easements are originally reserved by the previous deed owner, Broad View Acres, for use in the development and improvement of the lots which were originally subdivided in 1957, and further adjusted in 1989 and thereafter in that decade, and the Easements are specified for “utility usage”; however, no utility is specified on the 1956, 1957, or 1989 deeds; 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 lots previously identified in the Instruments, 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 plats and easements, and the authority to decide which easements are non-specific as to purpose, and recognize that Owner has no use for the aforementioned utility 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 plats and utility easement created in said deeds, 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 Easements created and identified by the Deed in Fauquier County Land Records initially recorded in Deed Book 197 at Page 41 on September 7, 1956; Deed Book 200 Pages 153-159 on July 27, 1957; Deed Book 626 at Pages 248 on September 28, 1989; and Deed Book 863 at Pages 978-989; and
2. That the Town’s staff and Town attorney are hereby directed to execute a deed of vacation of the aforementioned easement 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



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 F.

# STAFF REPORT

<b>Council Meeting Date:</b>	April 8, 2025
<b>Agenda Title:</b>	Main St Discussion- Parklets, Concepts, Sidewalk Cafe
<b>Requested Action:</b>	Information/Discussion
<b>Department / Agency Lead:</b>	Town Manager
<b>Staff Lead:</b>	Frank Cassidy

## EXECUTIVE SUMMARY

This executive summary will be brief as most is found in the November 12, 2024 Council meeting when the issue of RollOutWarrenton! was discussed, and in the attachments; as well as the Council Work Session on March 10, 2025..

At the November Council meeting, Staff was asked to look at a way to make the “parklet” program a yearlong/permanent program. The first thing to clarify is we don’t have a “parklet” program, we have a RollOutWarrenton! Program. We started by asking us all to remember our objective, to develop and provide a consistent, equitable, and predictable program. Then, we must remember that as we develop a walk able environment, this environment must be supplemented by a “sitable” aspect while providing public spaces for public use. These are fundamental aspects of good community developments and supported by entities like Strong Towns.

We have identified a section in our Town Code, Section 14-1, Obstructions generally, Sidewalk Cafes as the opportunity to continue this program. Section 14-1 maintains the objective of RollOutWarrenton! As well as flexibility. It solves the problem of consistency, equitability, and addressing all of the requirements for ADA, Building, fire, and maintenance. It is an “all year” section and builds upon the success of the RollOutWarrenton! Project.

At the March 10, 2025, Council Works Session staff was directed to work with EOTW to “find a way” to make parklets work. We have been discussing minimum standards for parklets to ensure compliance with minimum safety codes that include building, fire, ADA, and maintenance.

Staff also conducted a public forum to discuss the improvement options as discussed at the March Council meeting. The public forum was held on March 25=6 with approximately 30 attendees. After discussion and Q&A, a poll was taken about what concept attendees wanted to see. It was a unanimous vote for Concept B.

EOTW provided the result of their survey which has support for Concept B. Our poll at our “Your Town Academy” also showed support for Concept B. Responses I have received from Council Members show majority support for Concept B.

Given the results for Concept B, staff has been working to develop a layout along Main St. to provide a working model of Concept B. This approach will provide us additional input on the movement to the

“Sidewalk Café” model as it will have the layout to “push” the sidewalk out. This will allow for additional outdoor dining without the need for parklets. We are working to have this available as soon as we receive confirmation from Council to continue to move in this direction at the April 8, 2025 meeting.

Our outreach for this project has been in several formats to include walking Main St and handing out information while discussing the options; social media and media posts; the public forum; and receiving surveys.

**BACKGROUND**

---

The RollOutWarrenton! Program is no longer applicable. Staff is moving to the sidewalk café provisions in our existing ordinance. This is a continuation from the November council meeting.

Our Project Manager presents two concepts for review. These concepts are for the proposed upgrades to the sidewalks along Main ST. These will increase the width of the sidewalks, install bump-outs, and ADA improvements. These will assist with implementation of the sidewalk café program.

If approved to continue to move forward with Concept B we will continue to work on the model layout as discussed.

If Council decides they would like to allow parklets, an ordinance must be drafted.

We have specific questions to address at this Work Session:

**1. Concerns about locking in bump-outs (as in alternative B) and its long-term impact which may limit the kinds of businesses who would utilize these features.** The additional sidewalk space will provide opportunities for walkability and display for any business. This also “opens” up the front façade of the businesses from the roadway. This concept has also been shown to encourage similar businesses if one moves out and helps create a more attractive space for future tenants. In other words, this helps replace a restaurant with a restaurant. This is also in line with our Walkability Study and our Complete Streets initiative from 2017.

**2. Trade-offs of losing parking spaces (bad for retail merchants) vs. bump-outs (good for restaurants).** The area to be “bumped out” concerns five parking spaces. These spaces will be “made up” as we improve the parking lots, specifically the lot behind Town Hall. As stated by the Strong Towns Representative at a presentation to Council, “we do not have a parking problem, we have a walking problem.”

**3. Town liability mitigation options, such as an insurance rider, for parklet dining. Are there best practices from our insurance company that would allow for parklets while mitigating Town liability in a worst-case scenario, like a truck hitting diners on Main Street?** Any use of the Public Right of Way must be permitted. The business using this space must have an insurance rider named the Town. The underlying requirement from insurance is that the Town must make sure we take every step to ensure minimum safety standards are met. Insurance aside, we must also consider ADA, Fire Safety, Building Code, and maintenance requirements. There is an expectation from the public that if a government allows an

activity or structure within our right of ways or on our properties, they meet minimum permitting and safety requirements.

**STAFF RECOMMENDATION**

---

Continue to work on the Main St improvements, Concept B, while creating a working approach to the existing sidewalk café provisions in our ordinance.

**Service Level/Collaborative Impact**

---

Continuing collaboration with businesses and managing a right of way use permit for the “Sidewalk Café” program.

**Policy Direction/Warrenton Plan 2040**

---

**Economic and Fiscal Resilience Goals**

- E-1: Grow a strong, diversified, and resilient economy that supports residents and businesses alike.
- E-3: Promote Warrenton as a cultural, entertainment, and arts center.
- E-5: Be proactive in the Town’s economic development.

**Transportation and Circulation Goals**

- T-2: Enhance the traveling experience by creating great streets.
- T-3: Promote livability in the Town by creating great places where residents and visitors feel welcome and safe.

**Fiscal Impact**

---

Main St improvements are part of VDOT revenue share funding

**Legal Impact**

---

Required insurance forms required by applicants and legal review of the drafted application.

**ATTACHMENTS**

---

- 1. Copies of March Council Meeting Staff Reports
- 2. EOTW Survey results
- 3. Emails requesting this meeting
- 4. Copies of attachments from November Council Meeting

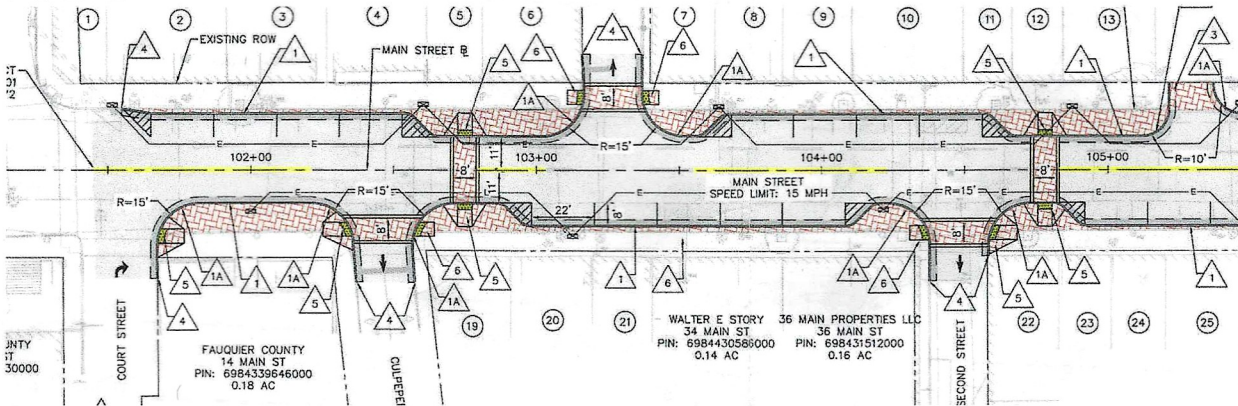
5. Main St concepts and staff report from Michale Wharton

## Main Street Sidewalk Designs:

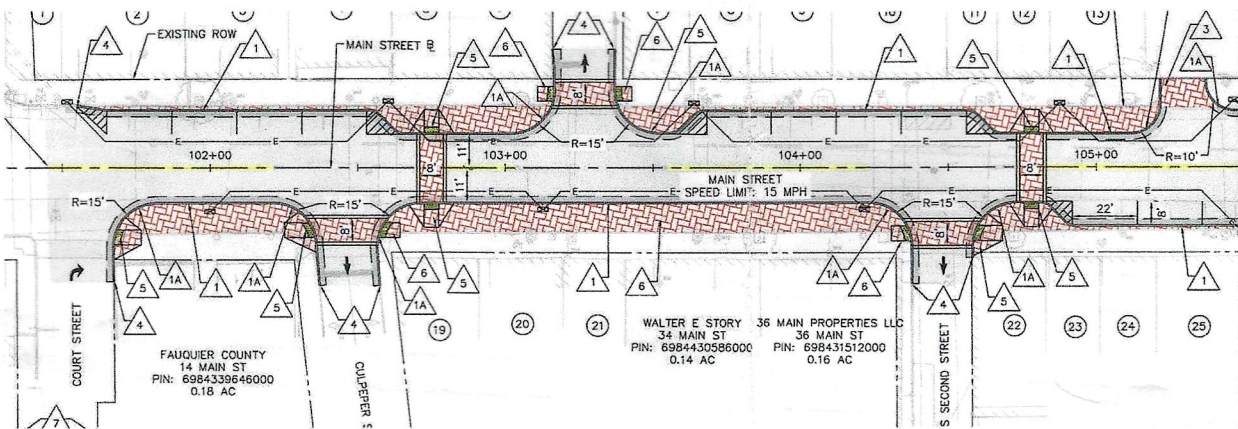
We are asking for your preference regarding wider sidewalks or bump-outs between Britches & Molly's on Main Street. EOTW is recommending PLAN B below allowing for a better space for outdoor dining options and improved walkability.

Please sign your name under your preferred option on the following page:

**PLAN A:**



**PLAN B:**



**PLAN A:**

Signature: Tom SENTZ  
Business: Berkley Gallery

Signature: Tim Dinkes  
Business: DRUM & STRUM

Signature: [Signature]  
Business: Village Flowers

**PLAN B:**

Signature: [Signature]  
Business: Britches

Signature: Annika Robinson  
Business: Don't & PEARLS LICORICE PIZZA

Signature: [Signature]  
Business: Molly's & Altered Sods



## PLAN A:

Signature: PS  
 Business: Studio Luxe Boutique

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

## PLAN B:

Signature: Am Dial  
 Business: Ellie's Place

Signature: Phil  
 Business: Deja Vu Apparel

Signature: David Hartman  
 Business: David Hartman Hartman Jewellers

Signature: Kelly Neal  
 Business: Latitudes

Signature: Phil - but replace the lost parking spots!  
 Business: Modal Music Studio

Signature: Kurt Main  
 Business: Carter & Spence

Signature: W. Layland  
 Business: Framecraft

Signature: Cepu  
 Business: The Open Book

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

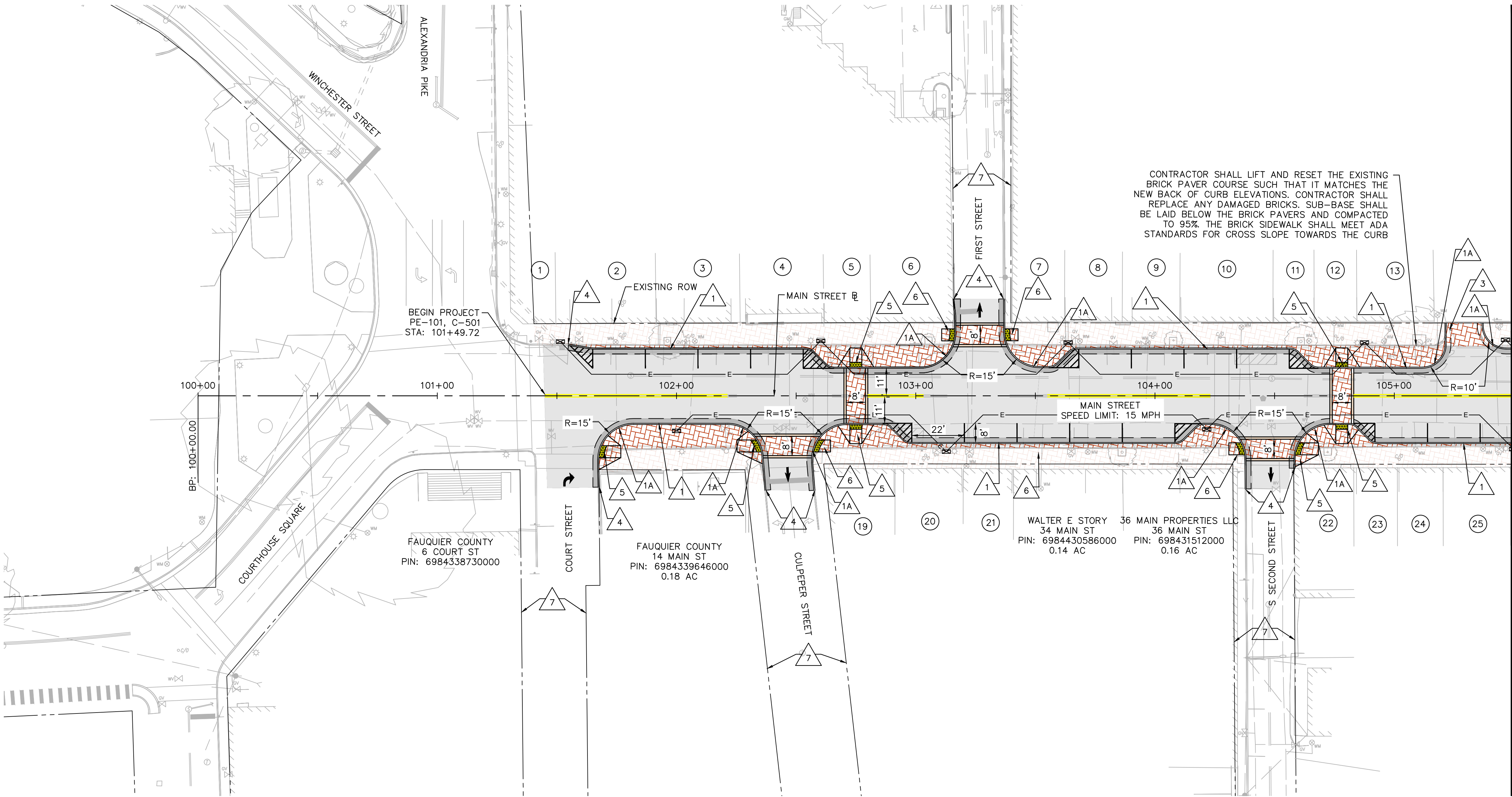


PROJECT MANAGER — DENNIS HARRIS (PLANNING MANAGER), TOWN OF WARRENTON  
SURVEYED BY, DATE — BOHLER ENGINEERING, 5/22/19, (703) 709-9500  
DESIGN BY — MARK PHILLIPS, P.E., (703) 870-3631 (KIMLEY-HORN)  
SUBSURFACE UTILITY BY, DATE — XXXX

REVISED	STATE	ROUTE	STATE PROJECT	SHEET NO.
	VA.	15	U000-156-R21	3A

Kimley-Horn  
Reston, Virginia  
Roadway Engineer

ROADWAY PLAN — CONCEPT A



CONTRACTOR SHALL LIFT AND RESET THE EXISTING BRICK PAVER COURSE SUCH THAT IT MATCHES THE NEW BACK OF CURB ELEVATIONS. CONTRACTOR SHALL REPLACE ANY DAMAGED BRICKS. SUB-BASE SHALL BE LAID BELOW THE BRICK PAVERS AND COMPACTED TO 95%. THE BRICK SIDEWALK SHALL MEET ADA STANDARDS FOR CROSS SLOPE TOWARDS THE CURB

MATCHLINE STA. 105+50 — SEE SHEET 4

LEGEND

- EXISTING BRICK PAVER
- PROPOSED ASPHALT PAVEMENT
- PROPOSED CONCRETE PAVEMENT
- PROPOSED MILL AND OVERLAY
- PROPOSED DWS
- PROPOSED BRICK PAVER
- PROPOSED FULL DEPTH SAWCUT
- PROPOSED 2" ELECTRIC CONDUIT
- PROPOSED ELECTRIC JUNCTION BOX

- 6" CURB, STD. CG-2 REQ'D
- 6" CURB, RAD. CG-2 REQ'D
- 6" CURB & GUTTER, STD. CG-6 REQ'D
- ENTRANCE GUTTER, STD. CG-9D REQ'D
- TIE TO EXISTING 6" CURB STD. CG-2
- STD. CG-12, TYPE A REQ'D.
- STD. CG-12, TYPE B REQ'D.
- EXISTING ROW

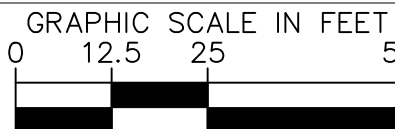
NOTE: PLEASE REFER TO THE PROPERTY INFORMATION SHEET 1C FOR PROPERTY OWNER INFORMATION AND LOT ACREAGE. ALL DETECTABLE WARNING SURFACES SHALL BE YELLOW TO CONTRAST BRICK PAVERS.

THESE PLANS ARE UNFINISHED AND UNAPPROVED AND ARE NOT TO BE USED FOR ANY TYPE OF CONSTRUCTION

REFERENCES  
(PROFILES, DETAIL & DRAINAGE DESCRIPTION SHEETS, ETC.)

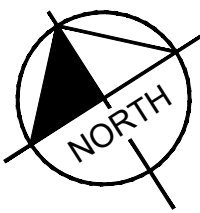
MAIN STREET  
IMPROVEMENTS  
TOWN OF WARRENTON, VIRGINIA

ROADWAY PLAN — CONCEPT A



PROJECT  
U000-156-R21

SHEET NO.  
3A





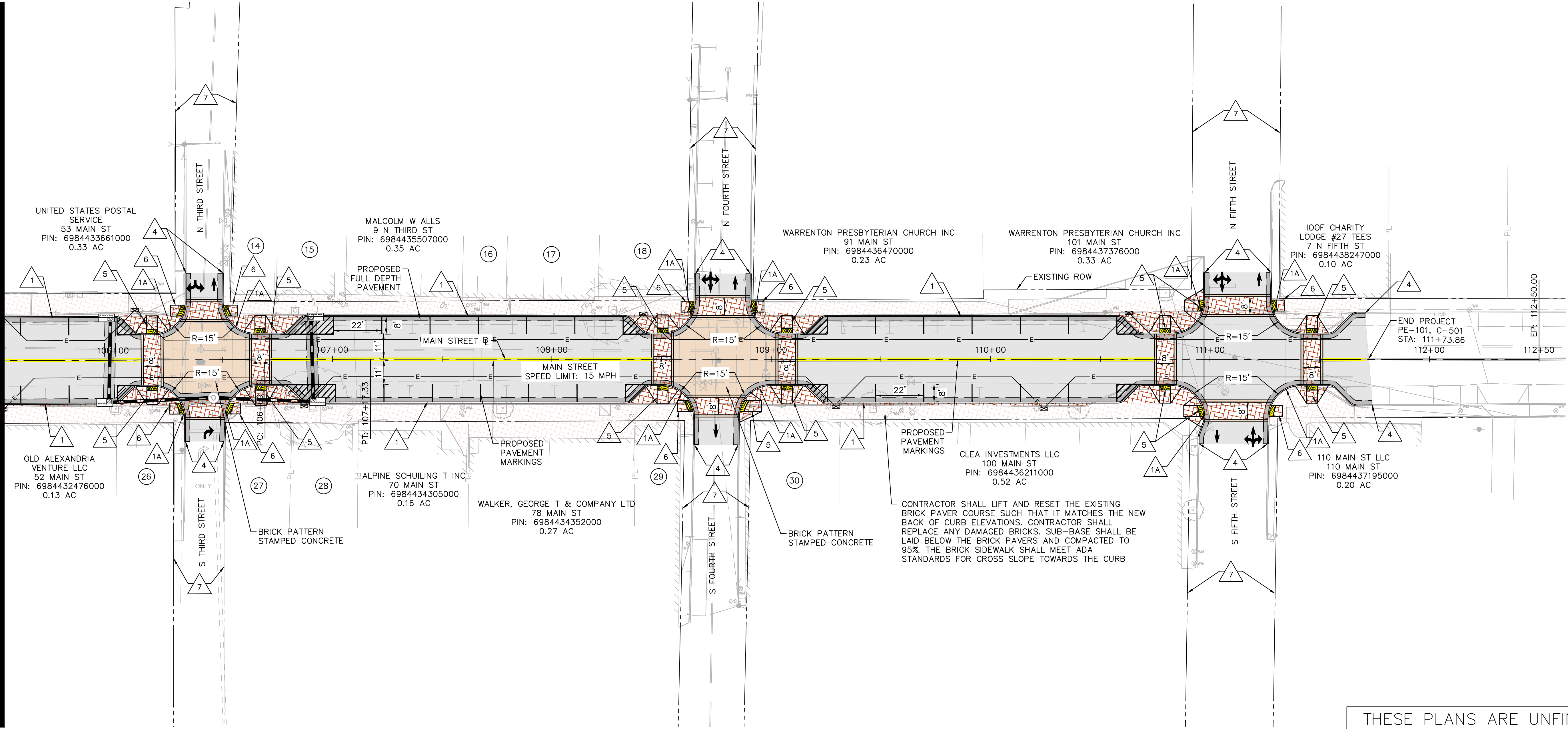
PROJECT MANAGER — DENNIS HARRIS (PLANNING MANAGER), TOWN OF WARRENTON  
SURVEYED BY, DATE — BOHLER ENGINEERING, 5/22/19, (703) 709-9500  
DESIGN BY — MARK PHILLIPS, P.E., (703) 870-3631 (KIMLEY-HORN)  
SUBSURFACE UTILITY BY, DATE — XXXX

REVISED	STATE	ROUTE	STATE PROJECT	SHEET NO.
	VA.	15	U000-156-R21	4

Kimley-Horn  
Reston, Virginia  
Roadway Engineer

ROADWAY PLAN

MATCHLINE STA. 105+50 — SEE SHEET 3A/3B

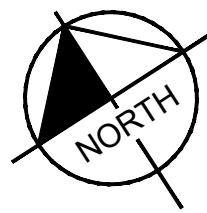


LEGEND

- EXISTING BRICK PAVER
- PROPOSED ASPHALT PAVEMENT
- PROPOSED CONCRETE PAVEMENT
- PROPOSED MILL AND OVERLAY
- PROPOSED DWS
- PROPOSED BRICK PAVER
- PROPOSED FULL DEPTH SAWCUT
- PROPOSED 2" ELECTRIC CONDUIT
- PROPOSED ELECTRIC JUNCTION BOX

- 6" CURB, STD. CG-2 REQ'D
- 6" CURB, RAD. CG-2 REQ'D
- 6" CURB & GUTTER, STD. CG-6 REQ'D
- ENTRANCE GUTTER, STD. CG-9D REQ'D
- TIE TO EXISTING 6" CURB STD. CG-2
- STD. CG-12, TYPE A REQ'D.
- STD. CG-12, TYPE B REQ'D.
- EXISTING ROW

NOTE: PLEASE REFER TO THE PROPERTY INFORMATION SHEET 1C FOR PROPERTY OWNER INFORMATION AND LOT ACREAGE. ALL DETECTABLE WARNING SURFACES SHALL BE YELLOW TO CONTRAST BRICK PAVERS.

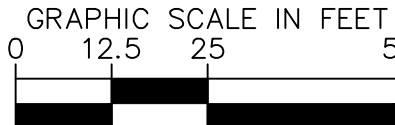


THESE PLANS ARE UNFINISHED  
AND UNAPPROVED AND ARE  
NOT TO BE USED FOR ANY TYPE  
OF CONSTRUCTION

REFERENCES  
(PROFILES, DETAIL & DRAINAGE  
DESCRIPTION SHEETS, ETC.)

MAIN STREET  
IMPROVEMENTS  
TOWN OF WARRENTON, VIRGINIA

ROADWAY PLAN



PROJECT	SHEET NO.
U000-156-R21	4

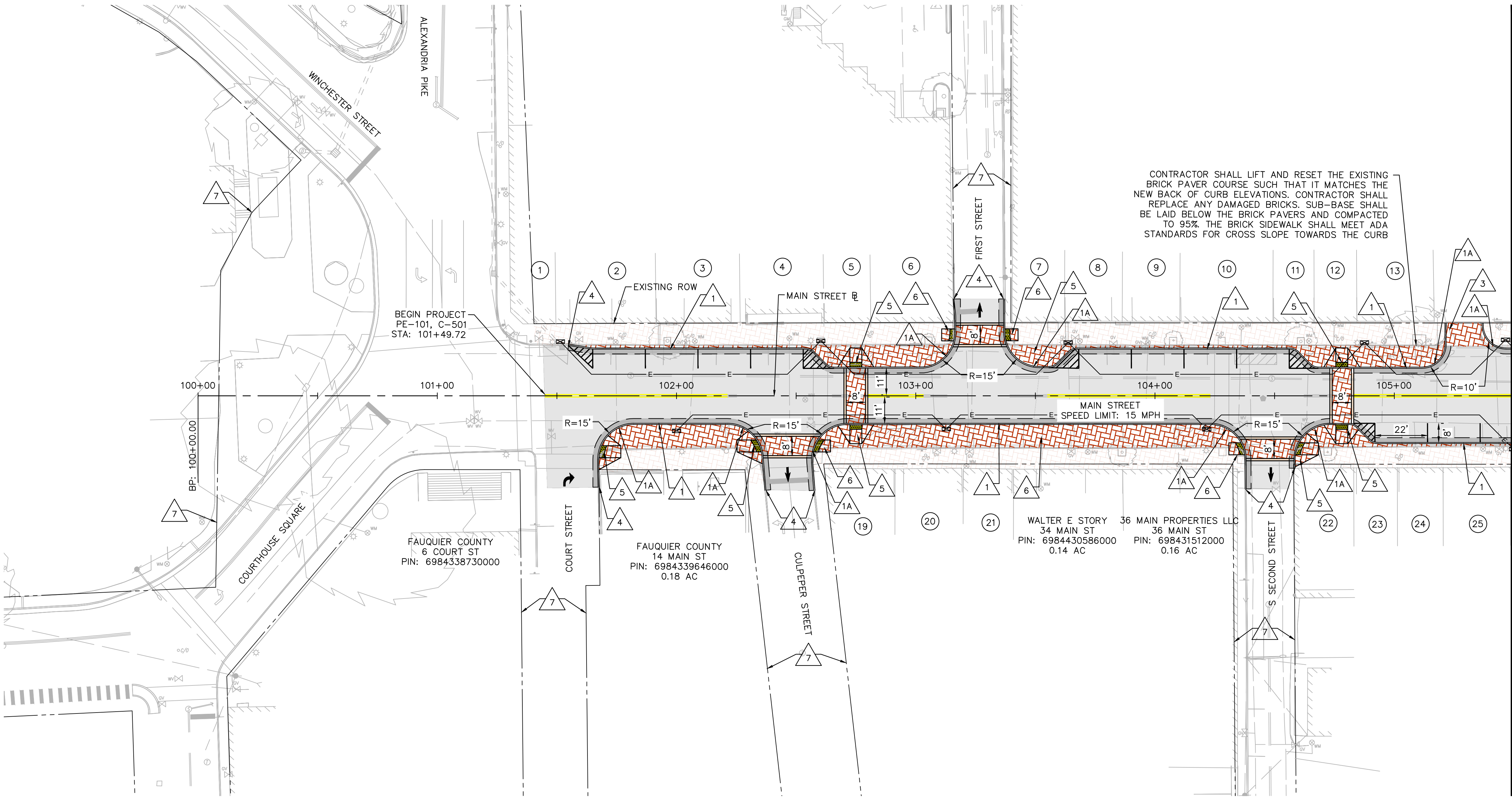


PROJECT MANAGER — DENNIS HARRIS (PLANNING MANAGER), TOWN OF WARRENTON —  
SURVEYED BY, DATE — BOHLER ENGINEERING, 5/22/19, (703) 709-9500 —  
DESIGN BY — MARK PHILLIPS, P.E. (703) 870-3631 (KIMLEY-HORN) —  
SUBSURFACE UTILITY BY, DATE — XXXX —

REVISED	STATE	STATE		SHEET NO.
		ROUTE	PROJECT	
	VA.	15	U000-156-R21	3B

Kimley-Horn  
Reston, Virginia  
Roadway Engineer

ROADWAY PLAN — CONCEPT B



CONTRACTOR SHALL LIFT AND RESET THE EXISTING BRICK PAVER COURSE SUCH THAT IT MATCHES THE NEW BACK OF CURB ELEVATIONS. CONTRACTOR SHALL REPLACE ANY DAMAGED BRICKS. SUB-BASE SHALL BE LAID BELOW THE BRICK PAVERS AND COMPACTED TO 95%. THE BRICK SIDEWALK SHALL MEET ADA STANDARDS FOR CROSS SLOPE TOWARDS THE CURB

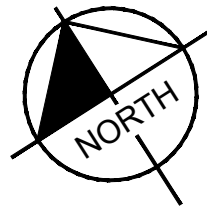
MATCHLINE STA. 105+50 — SEE SHEET 4

LEGEND

- EXISTING BRICK PAVER
- PROPOSED ASPHALT PAVEMENT
- PROPOSED CONCRETE PAVEMENT
- PROPOSED MILL AND OVERLAY
- PROPOSED DWS
- PROPOSED BRICK PAVER
- PROPOSED FULL DEPTH SAWCUT
- PROPOSED 2" ELECTRIC CONDUIT
- PROPOSED ELECTRIC JUNCTION BOX

- 6" CURB, STD. CG-2 REQ'D
- 6" CURB, RAD. CG-2 REQ'D
- 6" CURB & GUTTER, STD. CG-6 REQ'D
- ENTRANCE GUTTER, STD. CG-9D REQ'D
- TIE TO EXISTING 6" CURB STD. CG-2
- STD. CG-12, TYPE A REQ'D.
- STD. CG-12, TYPE B REQ'D.
- EXISTING ROW

NOTE: PLEASE REFER TO THE PROPERTY INFORMATION SHEET 1C FOR PROPERTY OWNER INFORMATION AND LOT ACREAGE. ALL DETECTABLE WARNING SURFACES SHALL BE YELLOW TO CONTRAST BRICK PAVERS.

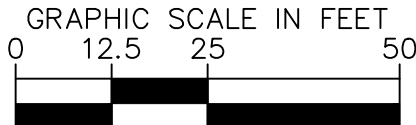


THESE PLANS ARE UNFINISHED AND UNAPPROVED AND ARE NOT TO BE USED FOR ANY TYPE OF CONSTRUCTION

REFERENCES  
(PROFILES, DETAIL & DRAINAGE DESCRIPTION SHEETS, ETC.)

MAIN STREET  
IMPROVEMENTS  
TOWN OF WARRENTON, VIRGINIA

ROADWAY PLAN — CONCEPT B



PROJECT  
U000-156-R21

SHEET NO.  
3B



# Main Street Safety Improvement Project

## Project Background

*Timeline:* On August 10, 2019, the Town Council approved a resolution for staff to apply for a VDOT Revenue Share Project on Main Street. Town staff applied for the project on October 1, 2019. In May 2020, VDOT awarded the Town with the funds to construct the Main Street Improvement Project. The original scope was from Courthouse Square to Calhoun Street. With the increase in construction costs the limits of the project scope/limits had to be revised. On July 3, 2024, Town staff and VDOT came to an agreement on the scope and cost estimate. In December 2024 VDOT and the Town finalized the agreement.

*Cost:* The total project estimate for the construction project will be \$1,766,514.00. VDOT will contribute \$733,563 and the Town portion will be \$1,084,307. Town staff engaged Kimley Horn for the design process. The revised concept is to fit within the budget. The estimated project cost will be \$1,728,374.56 which includes a 20% contingency.

*The project upgrades will include the following:*

- Improve pedestrian safety by bumping out sidewalks at crosswalks
- Updating the streetlight electrical
- Replacement of all bricks on sidewalk
- Upgrade the existing drainage system
- Paving of Main Street

## Concept Plan

The Concept Plan includes two options for the sidewalk between Culpeper Street and Second Street.

- Concept A: Keeps the sidewalk along second street the same width as it currently is.
- Concept B: Widens the sidewalk for the whole street like across at First Street.

## Communications

The Town will be creating a project page on the Town's website under the "Projects" tab at the top where there will be information on the project, timeline, and any pedestrian or vehicular traffic impacts.

Sign up for the "Town Alerts" through email and/or text message under the Alert System on the Town's Website by clicking on the "Notify Me" button on the homepage.

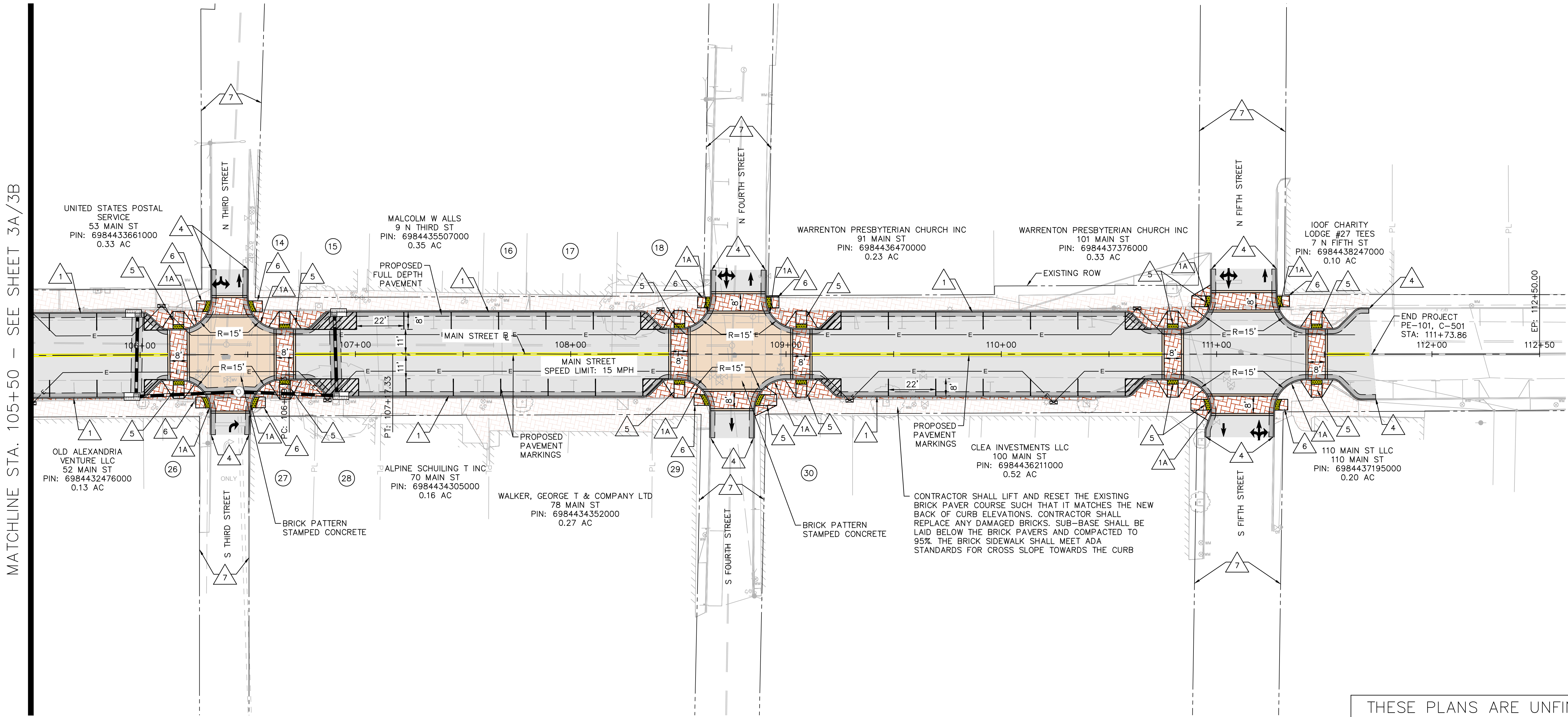


PROJECT MANAGER — DENNIS HARRIS (PLANNING MANAGER), TOWN OF WARRENTON  
SURVEYED BY, DATE — BOHLER ENGINEERING, 5/22/19, (703) 709-9500  
DESIGN BY — MARK PHILLIPS, P.E., (703) 870-3631 (KIMLEY-HORN)  
SUBSURFACE UTILITY BY, DATE — XXXX

REVISED	STATE	ROUTE	STATE PROJECT	SHEET NO.
	VA.	15	U000-156-R21	4

Kimley-Horn  
Reston, Virginia  
Roadway Engineer

ROADWAY PLAN

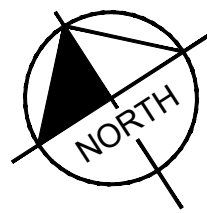


LEGEND

- EXISTING BRICK PAVER
- PROPOSED ASPHALT PAVEMENT
- PROPOSED CONCRETE PAVEMENT
- PROPOSED MILL AND OVERLAY
- PROPOSED DWS
- PROPOSED BRICK PAVER
- PROPOSED FULL DEPTH SAWCUT
- PROPOSED 2" ELECTRIC CONDUIT
- PROPOSED ELECTRIC JUNCTION BOX

- 6" CURB, STD. CG-2 REQ'D
- 6" CURB, RAD. CG-2 REQ'D
- 6" CURB & GUTTER, STD. CG-6 REQ'D
- ENTRANCE GUTTER, STD. CG-9D REQ'D
- TIE TO EXISTING 6" CURB STD. CG-2
- STD. CG-12, TYPE A REQ'D.
- STD. CG-12, TYPE B REQ'D.
- EXISTING ROW

NOTE: PLEASE REFER TO THE PROPERTY INFORMATION SHEET 1C FOR PROPERTY OWNER INFORMATION AND LOT ACREAGE. ALL DETECTABLE WARNING SURFACES SHALL BE YELLOW TO CONTRAST BRICK PAVERS.

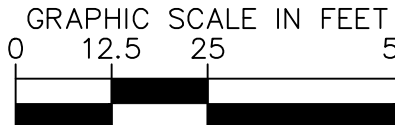


THESE PLANS ARE UNFINISHED  
AND UNAPPROVED AND ARE  
NOT TO BE USED FOR ANY TYPE  
OF CONSTRUCTION

REFERENCES  
(PROFILES, DETAIL & DRAINAGE  
DESCRIPTION SHEETS, ETC.)

MAIN STREET  
IMPROVEMENTS  
TOWN OF WARRENTON, VIRGINIA

ROADWAY PLAN



PROJECT	SHEET NO.
U000-156-R21	4

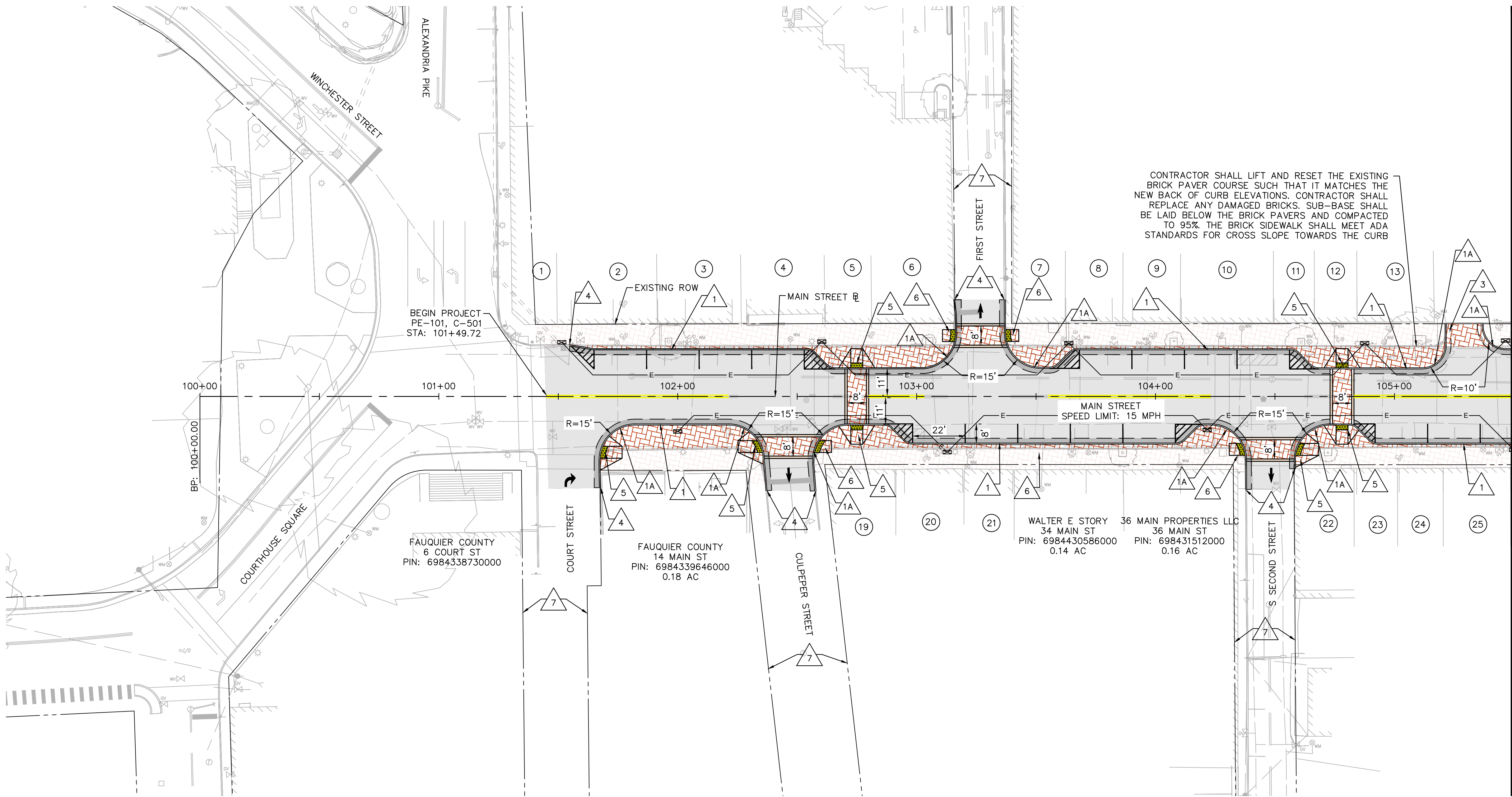


PROJECT MANAGER — DENNIS HARRIS (PLANNING MANAGER), TOWN OF WARRENTON  
SURVEYED BY, DATE — BOHLER ENGINEERING, 5/22/19, (703) 709-9500  
DESIGN BY — MARK PHILLIPS, P.E., (703) 870-3631 (KIMLEY-HORN)  
SUBSURFACE UTILITY BY, DATE — XXXX

REVISED	STATE	ROUTE	STATE PROJECT	SHEET NO.
	VA.	15	U000-156-R21	3A

Kimley-Horn  
Reston, Virginia  
Roadway Engineer

ROADWAY PLAN — CONCEPT A

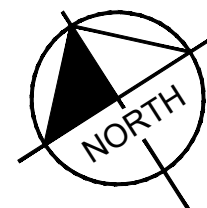


LEGEND

- EXISTING BRICK PAVER
- PROPOSED ASPHALT PAVEMENT
- PROPOSED CONCRETE PAVEMENT
- PROPOSED MILL AND OVERLAY
- PROPOSED DWS
- PROPOSED BRICK PAVER
- PROPOSED FULL DEPTH SAWCUT
- PROPOSED 2" ELECTRIC CONDUIT
- PROPOSED ELECTRIC JUNCTION BOX

- 6" CURB, STD. CG-2 REQ'D
- 6" CURB, RAD. CG-2 REQ'D
- 6" CURB & GUTTER, STD. CG-6 REQ'D
- ENTRANCE GUTTER, STD. CG-9D REQ'D
- TIE TO EXISTING 6" CURB STD. CG-2
- STD. CG-12, TYPE A REQ'D.
- STD. CG-12, TYPE B REQ'D.
- EXISTING ROW

NOTE: PLEASE REFER TO THE PROPERTY INFORMATION SHEET 1C FOR PROPERTY OWNER INFORMATION AND LOT ACREAGE. ALL DETECTABLE WARNING SURFACES SHALL BE YELLOW TO CONTRAST BRICK PAVERS.

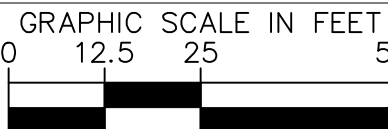


THESE PLANS ARE UNFINISHED  
AND UNAPPROVED AND ARE  
NOT TO BE USED FOR ANY TYPE  
OF CONSTRUCTION

REFERENCES  
(PROFILES, DETAIL & DRAINAGE  
DESCRIPTION SHEETS, ETC.)

MAIN STREET  
IMPROVEMENTS  
TOWN OF WARRENTON, VIRGINIA

ROADWAY PLAN — CONCEPT A



PROJECT  
U000-156-R21

SHEET NO.  
3A

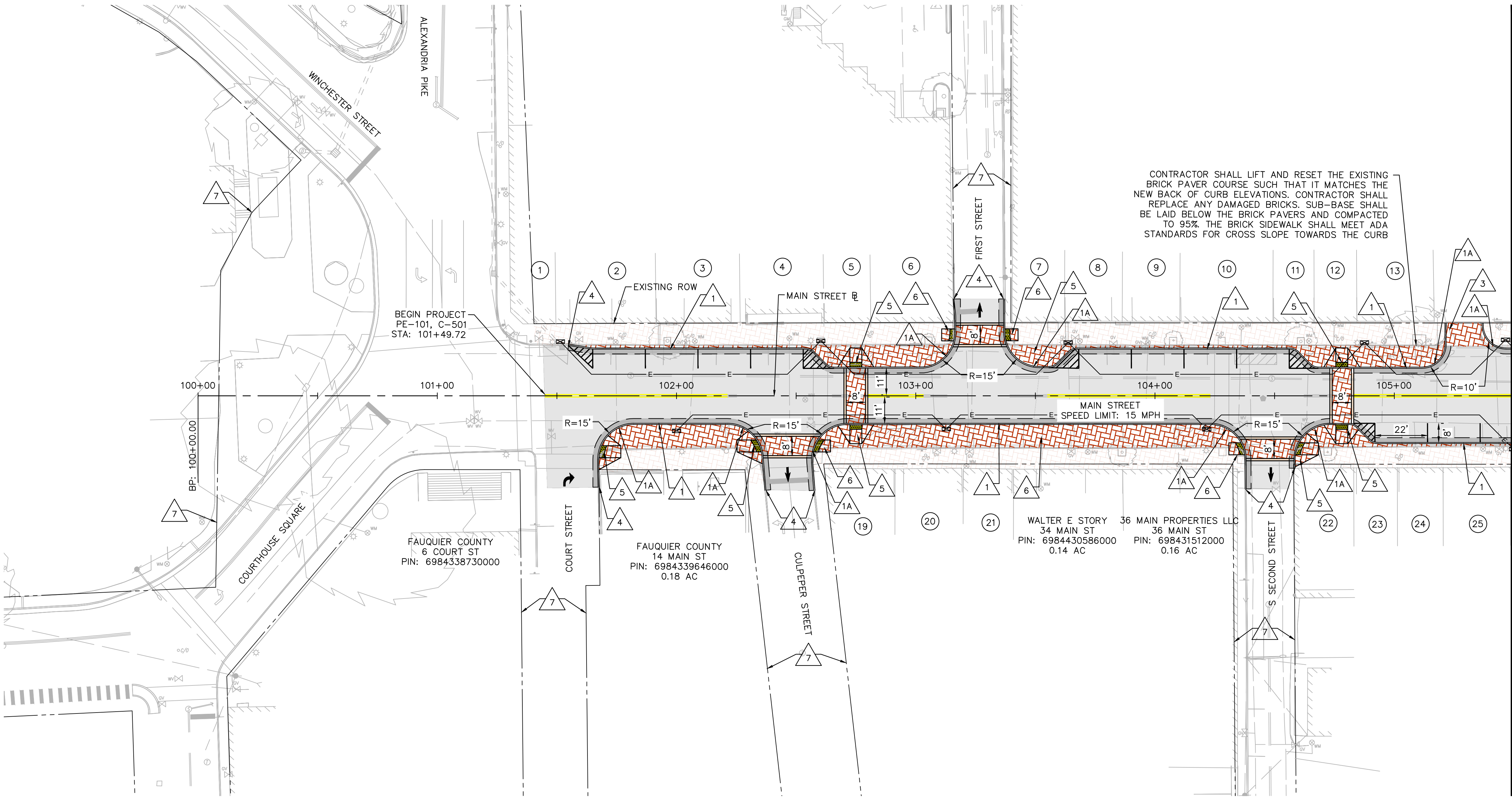


PROJECT MANAGER — DENNIS HARRIS (PLANNING MANAGER), TOWN OF WARRENTON —  
SURVEYED BY, DATE — BOHLER ENGINEERING, 5/22/19, (703) 709-9500 —  
DESIGN BY — MARK PHILLIPS, P.E. (703) 870-3631 (KIMLEY-HORN) —  
SUBSURFACE UTILITY BY, DATE — XXXX —

REVISED	STATE	STATE		SHEET NO.
		ROUTE	PROJECT	
	VA.	15	U000-156-R21	3B

Kimley-Horn  
Reston, Virginia  
Roadway Engineer

ROADWAY PLAN — CONCEPT B



CONTRACTOR SHALL LIFT AND RESET THE EXISTING BRICK PAVER COURSE SUCH THAT IT MATCHES THE NEW BACK OF CURB ELEVATIONS. CONTRACTOR SHALL REPLACE ANY DAMAGED BRICKS. SUB-BASE SHALL BE LAID BELOW THE BRICK PAVERS AND COMPACTED TO 95%. THE BRICK SIDEWALK SHALL MEET ADA STANDARDS FOR CROSS SLOPE TOWARDS THE CURB

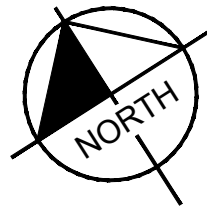
MATCHLINE STA. 105+50 — SEE SHEET 4

LEGEND

- EXISTING BRICK PAVER
- PROPOSED ASPHALT PAVEMENT
- PROPOSED CONCRETE PAVEMENT
- PROPOSED MILL AND OVERLAY
- PROPOSED DWS
- PROPOSED BRICK PAVER
- PROPOSED FULL DEPTH SAWCUT
- PROPOSED 2" ELECTRIC CONDUIT
- PROPOSED ELECTRIC JUNCTION BOX

- 6" CURB, STD. CG-2 REQ'D
- 6" CURB, RAD. CG-2 REQ'D
- 6" CURB & GUTTER, STD. CG-6 REQ'D
- ENTRANCE GUTTER, STD. CG-9D REQ'D
- TIE TO EXISTING 6" CURB STD. CG-2
- STD. CG-12, TYPE A REQ'D.
- STD. CG-12, TYPE B REQ'D.
- EXISTING ROW

NOTE: PLEASE REFER TO THE PROPERTY INFORMATION SHEET 1C FOR PROPERTY OWNER INFORMATION AND LOT ACREAGE. ALL DETECTABLE WARNING SURFACES SHALL BE YELLOW TO CONTRAST BRICK PAVERS.

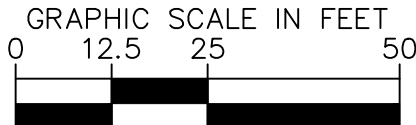


THESE PLANS ARE UNFINISHED AND UNAPPROVED AND ARE NOT TO BE USED FOR ANY TYPE OF CONSTRUCTION

REFERENCES  
(PROFILES, DETAIL & DRAINAGE  
DESCRIPTION SHEETS, ETC.)

MAIN STREET  
IMPROVEMENTS  
TOWN OF WARRENTON, VIRGINIA

ROADWAY PLAN — CONCEPT B



PROJECT  
U000-156-R21

SHEET NO.  
3B



# Motion for Convening a Closed Session

**Council Meeting Date:** January 14<sup>th</sup>, 2025

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 Mr. Chap Petersen, Town Attorney.
- \_\_\_\_\_ As permitted by Virginia Code § 2.2-3711 (A)(3), a matter involving:  
     \_\_\_\_\_ discussion or consideration of the acquisition of real property for a public purpose; OR  
     \_\_\_\_\_ disposition of publicly held real property specifically involving \_\_\_\_\_ [Give location of property], because discussion in an open meeting would adversely affect the City's bargaining position or negotiating strategy.
- \_\_\_\_\_ As permitted by Virginia Code § 2.2-3711 (A)(4), a matter requiring the protection of the privacy of individuals in personal matters not involving the public business.
- \_\_\_\_\_ As permitted by Virginia Code § 2.2-3711 (A)(7), consultation with legal counsel or briefing by staff members or consultants pertaining to:  
     \_\_\_\_\_ probable litigation involving \_\_\_\_\_ [Give subject]; OR  
     \_\_\_\_\_ the pending case of \_\_\_\_\_ [Give case name], where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the City.
- \_\_\_\_\_ As permitted by Virginia Code § 2.2-3711 (A)(8), consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, relating to \_\_\_\_\_ [Give nature of matter].
- \_\_\_\_\_ As permitted by Virginia Code § 2.2-3711 (A)(29), discussion of the award of a public contract for \_\_\_\_\_ [Give nature of the contract] involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the City Council.
- \_\_\_\_\_ As permitted by Virginia Code § \_\_\_\_\_, a matter involving:  
     \_\_\_\_\_

[IDENTIFY THE APPLICABLE PARAGRAPH OF § 2.2-3711(A) OR OTHER LAW AND GIVE THE SUBJECT MATTER AND PURPOSE FOR THE CLOSED SESSION.]

Votes:

Ayes:

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:

Ayes:

Nays:

Absent from Vote: None

For Information:

Town Clerk

Effective date: April 8<sup>th</sup>, 2025.

Stephen Clough, Town Recorder

---





Office of the Town Manager  
Frank Cassidy

## Warrenton Town Council

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

Item a.

# STAFF REPORT

<b>Council Meeting Date:</b>	March 31, 2025
<b>Agenda Title:</b>	Authorization to convert part-time WTP operator position to full-time
<b>Requested Action:</b>	Approval
<b>Department / Agency Lead:</b>	Department of Finance and Procurement
<b>Staff Lead:</b>	Brooke Campbell, Budget Manager

## EXECUTIVE SUMMARY

Minimum staffing levels for the Water Treatment Plant are prescribed by the Virginia Administrative Code. The Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals (WWWOSSP Board) licenses individuals who operate water and wastewater treatment facilities. These facilities must be staffed by properly licensed employees depending on the size and classification of the facility. The Virginia Department of Health monitors compliance with licensure requirements and staffing levels through reporting and periodic site visits.

## BACKGROUND

To meet the required staffing, staff have requested the upgrade of a part-time operator position to full-time status. The Town Manager discussed this request with the Town Council during the March 2025 meeting. Hearing no objections to this request, staff have prepared a resolution to memorialize this approval. This will ensure that the plant has the proper staffing across all shifts.

As noted above, there is no budgetary impact at this time due to vacancies. There is adequate funding in the current budget to cover this upgrade. The upgraded position will be reflected in the FY 2026 Proposed Budget.

## STAFF RECOMMENDATION

Staff recommend approval of the attached resolution to memorialize the increase of a part-time operator to full-time status.

## Service Level/Collaborative Impact

This action will ensure adequate and properly licensed staffing coverage for the Town's water treatment plant.

## Policy Direction/Warrenton Plan 2040

Maintain a sufficient quantity and quality of public water supply.

**Fiscal Impact**

---

There is no requirement for additional funds at this time, as this upgrade may be handled within the current budget allocation. The upgraded position will be reflected in the FY 2026 Proposed Budget.

**Legal Impact**

---

n/a

**ATTACHMENTS**

---

1. A Resolution to Upgrade a Part-time Water Treatment Plant Operator Position to Full-time

April 8, 2025  
Town Council  
Regular Meeting  
Res. No.

**A RESOLUTION TO UPGRADE A WATER TREATMENT PLANT OPERATOR POSITION  
FROM PART-TIME TO FULL-TIME**

**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 Virginia Administrative Code prescribes minimum staffing levels for Water Treatment facilities, which can be difficult to meet at the Town's facility with current staffing; and

**WHEREAS**, due to vacancies, an upgrade of an existing part-time Water Treatment Plant Operator position to full-time may be accomplished in the current Fiscal Year 2025 adopted budget without appropriating additional funds; and

**WHEREAS**, the Town Council has considered this request and deems it in the best interest of the health and safety of the Town's drinking water supply; and

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Town of Warrenton this 8<sup>th</sup> day of April 2025, that the part-time Water Treatment Plant Operator is hereby upgraded from part-time to full-time status

**Votes:**

**Ayes:**

**Nays:**

**Absent from Meeting:**

**For Information:**

Budget Manager

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



Office of the Town Manager  
Frank Cassidy

# STAFF REPORT

## Warrenton Town Council

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

Item b.

<b>Council Meeting Date:</b>	April 8 <sup>th</sup> , 2025
<b>Agenda Title:</b>	Zoning Ordinance Update Steering Committee
<b>Requested Action:</b>	Hold the Work Session and Adopt Resolution
<b>Department / Agency Lead:</b>	Community Development
<b>Staff Lead:</b>	Rob Walton, Director of Community Development

## EXECUTIVE SUMMARY

At the July 9<sup>th</sup>, 2024, Regular Town Council meeting, the Town Council voted to initiate the Zoning Ordinance update and appoint a steering committee consisting of members that reflect the contributing voices of the community.

On March 12<sup>th</sup>, 2025, Town staff received a request from the Piedmont Environmental Council (PEC) to replace one member of the Committee that was serving as a representative of the PEC. The PEC has requested that Mr. Kevin Kask be replaced by Mr. John McCarthy due to Mr. Kask leaving PEC's employment.

April 8<sup>th</sup>, 2025  
 Town Council  
 Regular Meeting  
 Res. No.

**RESOLUTION TO REPLACE PIEDMONT ENVIRONMENTAL COUNCIL APPOINTEE OF THE  
 TOWN OF WARRENTON ZONING ORDINANCE UPDATE STEERING COMMITTEE**

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

**WHEREAS**, the Town Council held a work session on July 7<sup>th</sup>, 2024, and adopted a resolution initiating the update to the Zoning Ordinance and appointed a Steering Committee (the "Committee"); and

**WHEREAS**, the Piedmont Environment Council was requested to designate one of their members to provide input as a member of the Committee; and

**WHEREAS**, the Mr. Kevin Kask was appointed to fill this role and has since left the employment of the Piedmont Environment Council; and

**WHEREAS**, the Piedmont Environment Council now requests that their appointed representative, Mr. Kevin Kask, be replaced with Mr. John McCarthy; and

**NOW, THEREFORE, BE IT RESOLVED** that the Warrenton Town Council this 8th day of April, 2025 hereby replaces on the Town of Warrenton Zoning Ordinance Update Steering Committee Mr. Kevin Kask with Mr. John McCarthy.

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

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

July 9, 2024  
Town Council  
Regular Meeting  
RES-24-07-04

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

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

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

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

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

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

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Warrenton Town Council this 9th day of July, 2024 hereby initiates the update to the Town of Warrenton Zoning Ordinance;

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

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

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

1. Paul Mooney, Town Council At Large
2. Darine Barbour, Planning Commissioner
3. Taylor Boyd, Warrenton Arts Commission Vice-Chair/Business Owner
4. Bill Chipman, Commercial Real Estate/Business Owner/Local Resident
5. Keith Farrish, Local Business and Property Owner
6. Jay Heroux, Affordable/Attainable Housing, Former TC Member/Local Resident
7. Jim Hricko, Local Business Owner/Architect/Local Resident
8. Kevin Kask, PEC Employee
9. Sam Parker, VP Local Bank/Local Resident
10. Ben Rose, Landscape Architect, Local Resident
11. Melanie Burch, President Habitat for Humanity

And

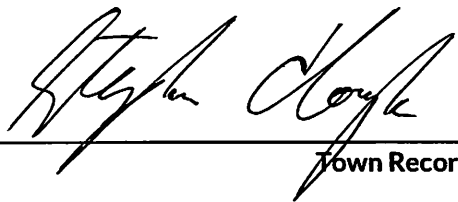
**BE IT FINALLY RESOLVED** that the Warrenton Town Council directs the Steering Committee to report to the Town Council on its efforts as part of the work of the consultant team and staff, after which the Town Council will take additional action to refer the draft Ordinance Update to the Planning Commission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

**Votes:**

**Ayes:** Ms. Heather Sutphin; Mr. William Semple; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Eric Gagnon; Mr. Paul Mooney; Mr. David McGuire

**Nays:**

**ATTEST:**



Town Recorder



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 c.

# STAFF REPORT

<b>Council Meeting Date:</b>	April 8, 2025
<b>Agenda Title:</b>	EOTW MOU
<b>Requested Action:</b>	Discussion and Direction to Sign
<b>Department / Agency Lead:</b>	Kelly Koernig, Parks and Recreation
<b>Staff Lead:</b>	Frank Cassidy, Town Manager

## EXECUTIVE SUMMARY

EOTW, Experience Old Town Warrenton, is a non-profit organization developed as part of the Virginia Main Street program. The focus is to have an entity representing the "downtown" or Main St neighborhood for economic development and overall community improvements.

## BACKGROUND

EOTW's MOU was up for renewal this year. Staff have been working with EOTW and have produced the attached MOU for review and signature if approved. The changes since the last MOU mainly address clarification of language, clarifying responsibilities based on the changing aspects of EOTW operations (location of events and offices and Town Hall for example), and EOTW assuming all responsibility for the Farmers Market.

## STAFF RECOMMENDATION

Review the attached MOU and provide direction on finalizing it.

## Service Level/Collaborative Impact

As outlined in the MOU

## 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**

---

This has been reviewed by legal and found to be sufficient.

**ATTACHMENTS**

---

- 1. 2025 EOTW/MOU
- 2. Related emails



## MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWN OF WARRENTON AND EXPERIENCE OLD TOWN WARRENTON

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is entered into as of February 28, 2025 (the “Effective Date”), by the Town of Warrenton (hereinafter referred to as the “Town”) and Experience Old Town Warrenton, Inc., a Virginia Corporation organized under section 501(c)(3) of the Internal Revenue Code (hereinafter referred to as “EOTW”), each a “Party” to this MOU and collectively the “Parties.”

WHEREAS, the Town is recognized as a designated “Virginia Main Street Community” by the Virginia Department of Housing and Community Development (“DHCD”), and desires to retain that designation; and

WHEREAS, the Town desires to develop a “Main Street Program” that will take full advantage of the benefits of the DHCD’s Virginia Main Street Community Program; and

WHEREAS, the Town desires to engage the services of a private, non-profit organization with a mission to act as an advocate for the old town business district; and

WHEREAS, EOTW is a private, non-profit organization established in 2017 for the purpose of serving and promoting Old Town Warrenton through the “National Main Streets” process which includes organization, promotion, design, and economic vitality; and

WHEREAS, EOTW is willing and able to provide to the Town the management of a program that supports the economic vitality, sustainability, and historic preservation of Old Town Warrenton; and

WHEREAS, this MOU is intended to set forth the understanding of the Parties and not to create legally enforceable obligations;

**NOW THEREFORE, the Parties agree as follows:**

1. The recitals stated above are repeated and incorporated hereunder.

**EOTW Shall:**

2. Adhere to and incorporate all aspects of the Virginia Main Street Program in all functions of operations and objectives to ensure compliance with the DHCD's Main Street Program Guidelines, as updated from time to time.
3. Provide a member of the board or Executive Director to serve as liaison to the Town Manager.
4. EOTW will share their Strategic Plan with the Town including any updates as they are made available.
5. Develop an Old Town Warrenton promotion plan in coordination with the Town, merchants, and partners as appropriate.
6. Work in conjunction with the Town to support the operations of the farmer's market by ensuring vendors contact town staff regarding meals tax and fire inspections at least one week prior to attendance at market, adhering to layouts provided by the Town and ensuring all vendors are in compliance with health, fire and public safety regulations. EOTW agrees to keep the facility assets and any other shared-use items used by the farmer's market in good working order. EOTW shall ensure that the space is vacated, cleaned and ready for Town usage by the end of the scheduled use, whether such use is by the Town, EOTW or a third party. This shall include ensuring all facility assets are returned to their assigned locations and the space has been returned to the condition in which it was received.
7. Develop a process for considering and proposing design improvements to Old Town in coordination with the Town. These may include but are not limited to art fixtures and placemaking improvements. These improvements may occur on public and/or private property dependent upon the owner's cooperation. Nothing shall be planned on public property absent coordination with the Town.
8. Advocate for the interests of merchants and property owners in coordination with the Town staff and other partners as appropriate.
9. EOTW shall inform affected merchants and property owners of the Town of EOTW special events or activities that may impact them, in a timely fashion, regardless of the sponsor of the event.
10. Provide a year-end report to the Town Council on activities and improvements led or contributed to by EOTW no later than May 13, 2025 and February 10, 2026. This report shall follow the format of the strategic plan, identify any portions of the strategic plan that were not accomplished, and evaluate the impacts of all EOTW activities and improvements covered in the report.

11. Identify and fill, in coordination with the Town Council, other roles as needed within the scope of the Virginia Main Street Program.

**The Town Shall:**

12. Appropriate funds as the Town Council may from time to time deem appropriate for the fulfillment of this MOU
13. Commit to developing and maintaining a working relationship with EOTW through liaison to the Town Manager.
14. Provide such additional non-monetary support as it deems beneficial to the Town from time to time, including but not limited to the regular support listed:
  - (a) Storage space at 18 Court St and existing storage building for Gumdrop square materials located across from the dog park;
  - (b) Daily trash pick up;
  - (c) Trash and street clean up after events;
  - (d) Main Street clean-ups on Friday mornings which include street sweeping and sidewalk cleaning; and
  - (e) Placement of seasonal decorations which include changing flags, lights, wreaths, etc.
15. Provide in-kind services as deemed appropriate through its public works, electric, police, recreation, and other departments for the support of downtown activities such as festivals and parades. The Town intends to support efforts while maintaining accountability and following adopted processes, including but not limited to the regular support listed:
  - (a) Daily Trash pick up;
  - (b) Trash and street clean up after an event;
  - (c) Main Street clean-ups on Friday Mornings which include street sweeping and sidewalk cleaning; and
  - (d) Placement of seasonal decorations which include changing flags, lights, wreaths, etc.
16. Work in conjunction with EOTW to support the operations of the farmer's market as deemed appropriate by the Town Manager or Town Council, by providing a venue for the market to include the indoor space and restrooms at 18 Court St. or other space as needed for successful markets, inspections, permits, posting and maintenance of no parking signage, equipment and training needed for closing collector streets and/or parking lots, police assistance for vehicles remaining within the street closures, on-call

staff as needed, county liaison to coordinate access and use of county property, trash removal and exterior clean up as needed. The Town shall, in its sole and absolute discretion, provide for or defer routine maintenance and repair of Town property and therefore have access at all reasonable times to the property. The Town shall provide access and usage to cleaning supplies, tables and chairs as needed.

17. Attempt, where appropriate, to provide information from other government officials that would be of benefit in the performance of this MOU to include transportation projects, staffing changes as well as other projects that could impact standard activity in Old Town.
18. When feasible, provide advanced notice of street closures related to special events. Town staff will not provide notice on infrastructure-related closures, or utilities beyond what is currently provided Town-wide to all businesses.
19. Provide regular feedback to the liaison on the performance and progress of this MOU through regular meetings with the Town Manager.

**General provisions:**

20. The Parties understand that this MOU is not a binding contract and does create any legally enforceable obligation.
21. This MOU has a term of two years from the Effective Date, plus several additional months to align with the fiscal year ending on June 30, 2027, but may be terminated by either Party upon thirty (30) days written notice to the other party.

**[SIGNATURE PAGE TO FOLLOW.]**

IN WITNESS WHEREOF, the Parties have made and executed this Memorandum of Understanding to be effective, as of the Effective Date above written.

APPROVED AS TO  
FORM AND LEGALITY:

By: \_\_\_\_\_  
Town Attorney

Item c.

TOWN OF WARRENTON, VIRGINIA, a Virginia municipal corporation.

By: \_\_\_\_\_  
Town Manager

By: \_\_\_\_\_  
Mayor

EXPERIENCE OLD TOWN  
WARRENTON, INC., a Virginia  
nonstock corporation.

By:  \_\_\_\_\_  
Chairman, EOTW



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 d.

# STAFF REPORT

<b>Council Meeting Date:</b>	April 8, 2025
<b>Agenda Title:</b>	Main St Discussion- Parklets, Concepts, Sidewalk Cafe
<b>Requested Action:</b>	Information/Discussion
<b>Department / Agency Lead:</b>	Town Manager
<b>Staff Lead:</b>	Frank Cassidy

## EXECUTIVE SUMMARY

This executive summary will be brief as most is found in the November 12, 2024 Council meeting when the issue of RollOutWarrenton! was discussed, and in the attachments; as well as the Council Work Session on March 10, 2025..

At the November Council meeting, Staff was asked to look at a way to make the “parklet” program a yearlong/permanent program. The first thing to clarify is we don’t have a “parklet” program, we have a RollOutWarrenton! Program. We started by asking us all to remember our objective, to develop and provide a consistent, equitable, and predictable program. Then, we must remember that as we develop a walk able environment, this environment must be supplemented by a “sitable” aspect while providing public spaces for public use. These are fundamental aspects of good community developments and supported by entities like Strong Towns.

We have identified a section in our Town Code, Section 14-1, Obstructions generally, Sidewalk Cafes as the opportunity to continue this program. Section 14-1 maintains the objective of RollOutWarrenton! As well as flexibility. It solves the problem of consistency, equitability, and addressing all of the requirements for ADA, Building, fire, and maintenance. It is an “all year” section and builds upon the success of the RollOutWarrenton! Project.

At the March 10, 2025, Council Works Session staff was directed to work with EOTW to “find a way” to make parklets work. We have been discussing minimum standards for parklets to ensure compliance with minimum safety codes that include building, fire, ADA, and maintenance.

Staff also conducted a public forum to discuss the improvement options as discussed at the March Council meeting. The public forum was held on March 25=6 with approximately 30 attendees. After discussion and Q&A, a poll was taken about what concept attendees wanted to see. It was a unanimous vote for Concept B.

EOTW provided the result of their survey which has support for Concept B. Our poll at our “Your Town Academy” also showed support for Concept B. Responses I have received from Council Members show majority support for Concept B.

Given the results for Concept B, staff has been working to develop a layout along Main St. to provide a working model of Concept B. This approach will provide us additional input on the movement to the

“Sidewalk Café” model as it will have the layout to “push” the sidewalk out. This will allow for additional outdoor dining without the need for parklets. We are working to have this available as soon as we receive confirmation from Council to continue to move in this direction at the April 8, 2025 meeting.

Our outreach for this project has been in several formats to include walking Main St and handing out information while discussing the options; social media and media posts; the public forum; and receiving surveys.

**BACKGROUND**

---

The RollOutWarrenton! Program is no longer applicable. Staff is moving to the sidewalk café provisions in our existing ordinance. This is a continuation from the November council meeting.

Our Project Manager presents two concepts for review. These concepts are for the proposed upgrades to the sidewalks along Main ST. These will increase the width of the sidewalks, install bump-outs, and ADA improvements. These will assist with implementation of the sidewalk café program.

If approved to continue to move forward with Concept B we will continue to work on the model layout as discussed.

If Council decides they would like to allow parklets, an ordinance must be drafted.

We have specific questions to address at this Work Session:

**1. Concerns about locking in bump-outs (as in alternative B) and its long-term impact which may limit the kinds of businesses who would utilize these features.** The additional sidewalk space will provide opportunities for walkability and display for any business. This also “opens” up the front façade of the businesses from the roadway. This concept has also been shown to encourage similar businesses if one moves out and helps create a more attractive space for future tenants. In other words, this helps replace a restaurant with a restaurant. This is also in line with our Walkability Study and our Complete Streets initiative from 2017.

**2. Trade-offs of losing parking spaces (bad for retail merchants) vs. bump-outs (good for restaurants).** The area to be “bumped out” concerns five parking spaces. These spaces will be “made up” as we improve the parking lots, specifically the lot behind Town Hall. As stated by the Strong Towns Representative at a presentation to Council, “we do not have a parking problem, we have a walking problem.”

**3. Town liability mitigation options, such as an insurance rider, for parklet dining. Are there best practices from our insurance company that would allow for parklets while mitigating Town liability in a worst-case scenario, like a truck hitting diners on Main Street?** Any use of the Public Right of Way must be permitted. The business using this space must have an insurance rider named the Town. The underlying requirement from insurance is that the Town must make sure we take every step to ensure minimum safety standards are met. Insurance aside, we must also consider ADA, Fire Safety, Building Code, and maintenance requirements. There is an expectation from the public that if a government allows an



activity or structure within our right of ways or on our properties, they meet minimum permitting and safety requirements.

**STAFF RECOMMENDATION**

---

Continue to work on the Main St improvements, Concept B, while creating a working approach to the existing sidewalk café provisions in our ordinance.

**Service Level/Collaborative Impact**

---

Continuing collaboration with businesses and managing a right of way use permit for the “Sidewalk Café” program.

**Policy Direction/Warrenton Plan 2040**

---

**Economic and Fiscal Resilience Goals**

- E-1: Grow a strong, diversified, and resilient economy that supports residents and businesses alike.
- E-3: Promote Warrenton as a cultural, entertainment, and arts center.
- E-5: Be proactive in the Town’s economic development.

**Transportation and Circulation Goals**

- T-2: Enhance the traveling experience by creating great streets.
- T-3: Promote livability in the Town by creating great places where residents and visitors feel welcome and safe.

**Fiscal Impact**

---

Main St improvements are part of VDOT revenue share funding

**Legal Impact**

---

Required insurance forms required by applicants and legal review of the drafted application.

**ATTACHMENTS**

---

- 1. Copies of March Council Meeting Staff Reports
- 2. EOTW Survey results
- 3. Emails requesting this meeting
- 4. Copies of attachments from November Council Meeting

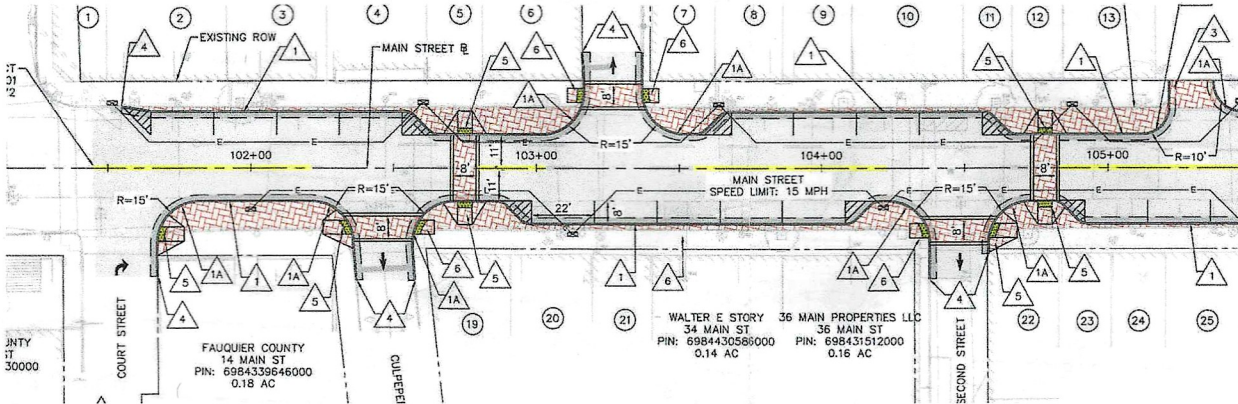
5. Main St concepts and staff report from Michale Wharton

## Main Street Sidewalk Designs:

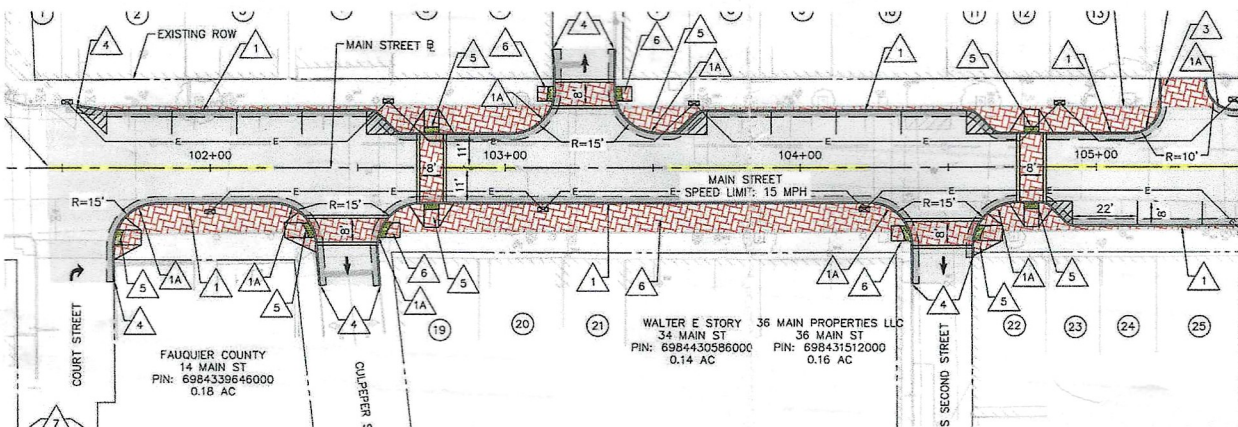
We are asking for your preference regarding wider sidewalks or bump-outs between Britches & Molly's on Main Street. EOTW is recommending PLAN B below allowing for a better space for outdoor dining options and improved walkability.

Please sign your name under your preferred option on the following page:

**PLAN A:**



**PLAN B:**



**PLAN A:**

Signature: Tom SENTZ  
Business: Berkley Gallery

Signature: Tim Dinkes  
Business: DRUM & STRUM

Signature: Al Bousley  
Business: Village Flowers

**PLAN B:**

Signature: [Signature]  
Business: Britches

Signature: Annika Robinson  
Business: Don't & PEARLS LICORICE PIZZA

Signature: [Signature]  
Business: Molly's & Altered Sods

## PLAN A:

Signature: PS  
 Business: Studio Luxe Boutique

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

## PLAN B:

Signature: Am Dial  
 Business: Ellie's Place

Signature: Phil  
 Business: Deja Vu Apparel

Signature: David Hartman  
 Business: David Hartman Hartman Jewellers

Signature: Kelly Neal  
 Business: Latitudes

Signature: Phil — but replace the lost parking spots!  
 Business: Modal Music Studio

Signature: Kurt Main  
 Business: Carter & Spence

Signature: W. Lay/Clid  
 Business: Framecraft

Signature: Cepu  
 Business: The Open Book

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Business: \_\_\_\_\_

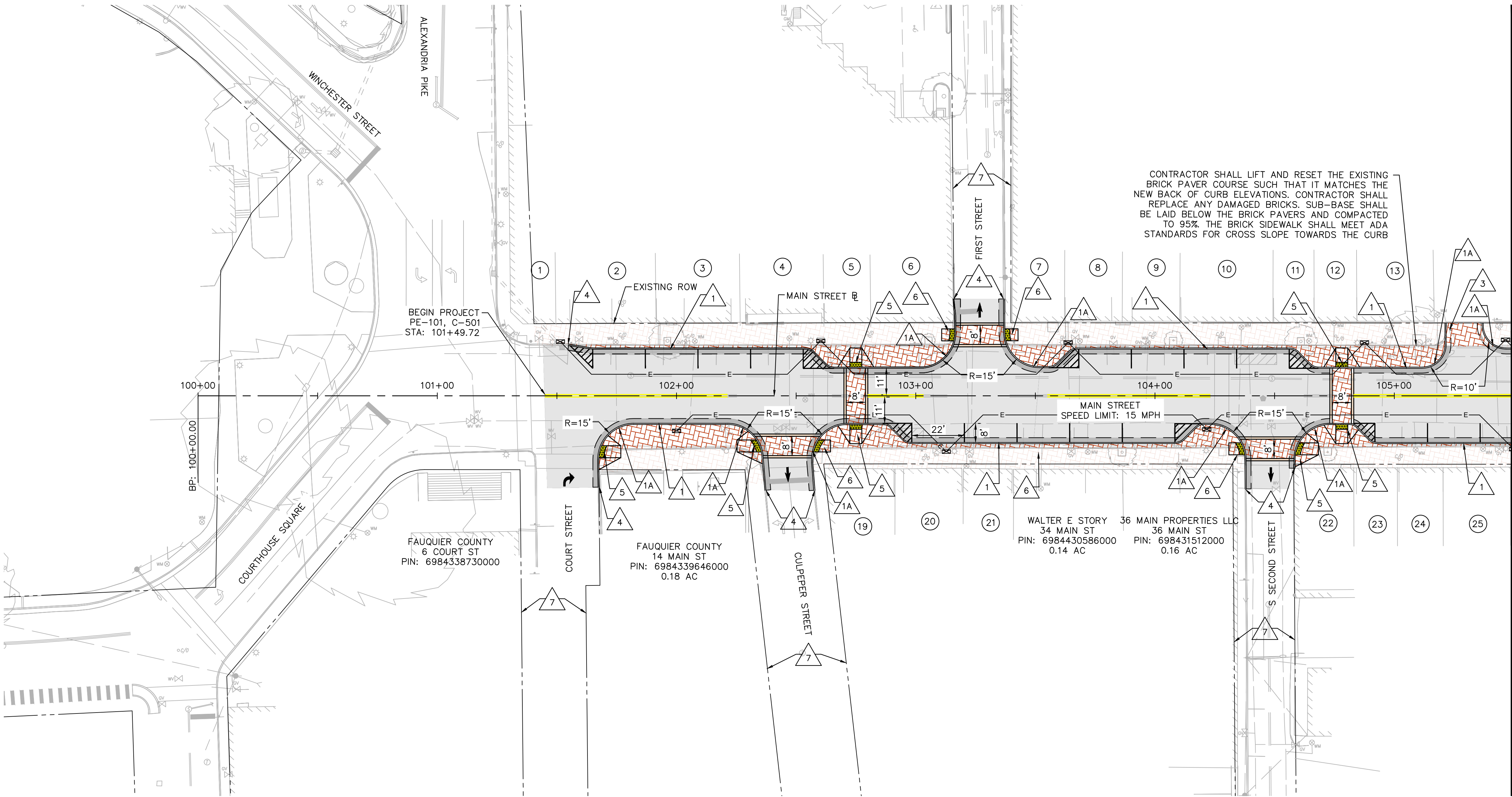


PROJECT MANAGER — DENNIS HARRIS (PLANNING MANAGER), TOWN OF WARRENTON  
SURVEYED BY, DATE — BOHLER ENGINEERING, 5/22/19, (703) 709-9500  
DESIGN BY — MARK PHILLIPS, P.E., (703) 870-3631 (KIMLEY-HORN)  
SUBSURFACE UTILITY BY, DATE — XXXX

REVISED	STATE	STATE		SHEET NO.
		ROUTE	PROJECT	
	VA.	15	U000-156-R21	3A

Kimley-Horn  
Reston, Virginia  
Roadway Engineer

ROADWAY PLAN — CONCEPT A

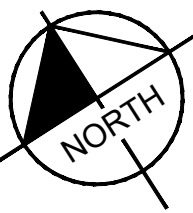


LEGEND

- EXISTING BRICK PAVER
- PROPOSED ASPHALT PAVEMENT
- PROPOSED CONCRETE PAVEMENT
- PROPOSED MILL AND OVERLAY
- PROPOSED DWS
- PROPOSED BRICK PAVER
- PROPOSED FULL DEPTH SAWCUT
- PROPOSED 2" ELECTRIC CONDUIT
- PROPOSED ELECTRIC JUNCTION BOX

- 6" CURB, STD. CG-2 REQ'D
- 6" CURB, RAD. CG-2 REQ'D
- 6" CURB & GUTTER, STD. CG-6 REQ'D
- ENTRANCE GUTTER, STD. CG-9D REQ'D
- TIE TO EXISTING 6" CURB STD. CG-2
- STD. CG-12, TYPE A REQ'D.
- STD. CG-12, TYPE B REQ'D.
- EXISTING ROW

NOTE: PLEASE REFER TO THE PROPERTY INFORMATION SHEET 1C FOR PROPERTY OWNER INFORMATION AND LOT ACREAGE. ALL DETECTABLE WARNING SURFACES SHALL BE YELLOW TO CONTRAST BRICK PAVERS.

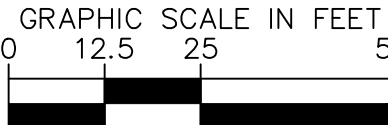


THESE PLANS ARE UNFINISHED AND UNAPPROVED AND ARE NOT TO BE USED FOR ANY TYPE OF CONSTRUCTION

REFERENCES  
(PROFILES, DETAIL & DRAINAGE DESCRIPTION SHEETS, ETC.)

MAIN STREET  
IMPROVEMENTS  
TOWN OF WARRENTON, VIRGINIA

ROADWAY PLAN — CONCEPT A



PROJECT  
U000-156-R21

SHEET NO.  
3A

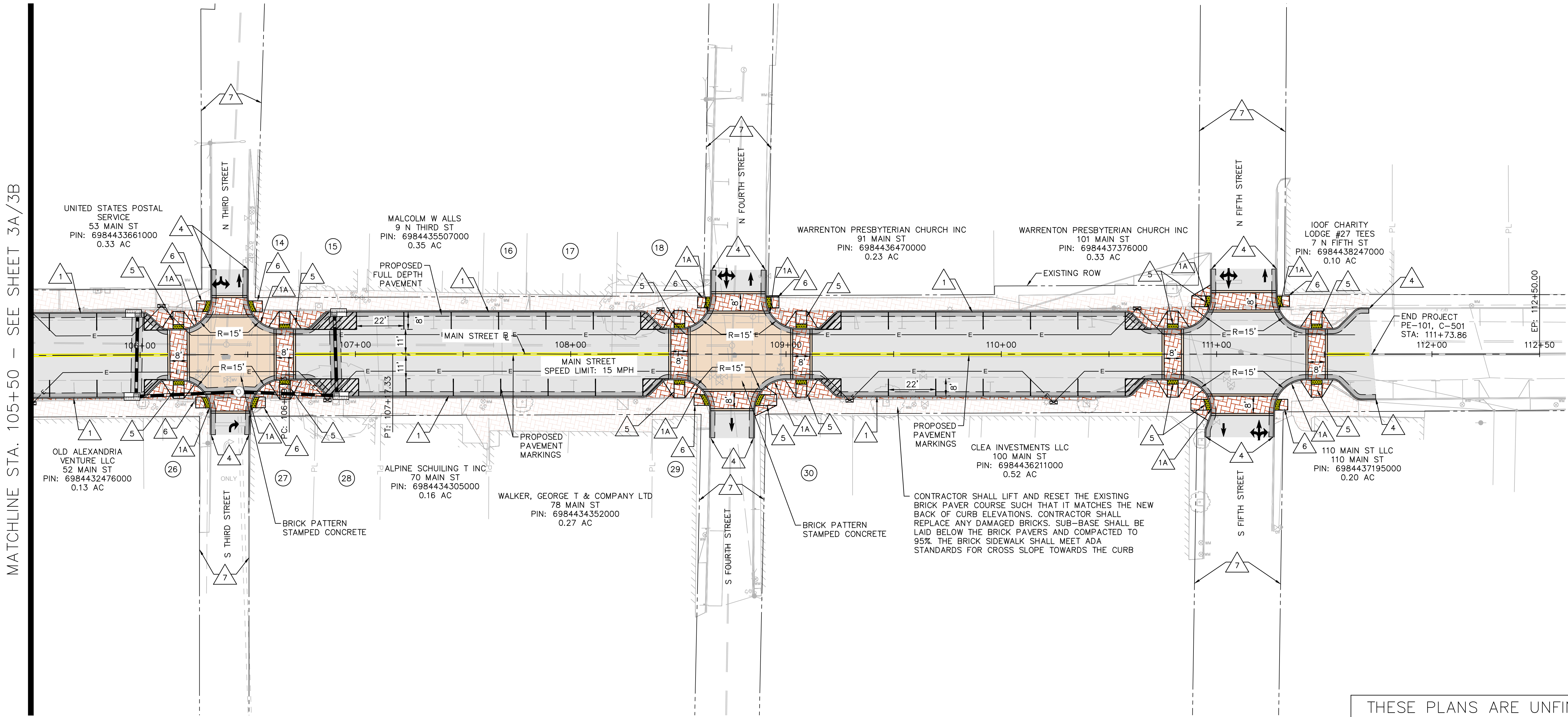


PROJECT MANAGER — DENNIS HARRIS (PLANNING MANAGER), TOWN OF WARRENTON  
SURVEYED BY, DATE — BOHLER ENGINEERING, 5/22/19, (703) 709-9500  
DESIGN BY — MARK PHILLIPS, P.E., (703) 870-3631 (KIMLEY-HORN)  
SUBSURFACE UTILITY BY, DATE — XXXX

REVISED	STATE	ROUTE	STATE PROJECT	SHEET NO.
	VA.	15	U000-156-R21	4

Kimley-Horn  
Reston, Virginia  
Roadway Engineer

ROADWAY PLAN

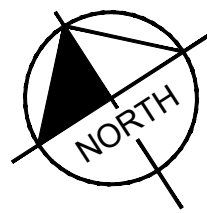


LEGEND

- EXISTING BRICK PAVER
- PROPOSED ASPHALT PAVEMENT
- PROPOSED CONCRETE PAVEMENT
- PROPOSED MILL AND OVERLAY
- PROPOSED DWS
- PROPOSED BRICK PAVER
- PROPOSED FULL DEPTH SAWCUT
- PROPOSED 2" ELECTRIC CONDUIT
- PROPOSED ELECTRIC JUNCTION BOX

- 6" CURB, STD. CG-2 REQ'D
- 6" CURB, RAD. CG-2 REQ'D
- 6" CURB & GUTTER, STD. CG-6 REQ'D
- ENTRANCE GUTTER, STD. CG-9D REQ'D
- TIE TO EXISTING 6" CURB STD. CG-2
- STD. CG-12, TYPE A REQ'D.
- STD. CG-12, TYPE B REQ'D.
- EXISTING ROW

NOTE: PLEASE REFER TO THE PROPERTY INFORMATION SHEET 1C FOR PROPERTY OWNER INFORMATION AND LOT ACREAGE. ALL DETECTABLE WARNING SURFACES SHALL BE YELLOW TO CONTRAST BRICK PAVERS.

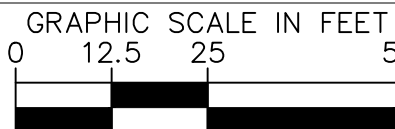


THESE PLANS ARE UNFINISHED  
AND UNAPPROVED AND ARE  
NOT TO BE USED FOR ANY TYPE  
OF CONSTRUCTION

REFERENCES  
(PROFILES, DETAIL & DRAINAGE  
DESCRIPTION SHEETS, ETC.)

MAIN STREET  
IMPROVEMENTS  
TOWN OF WARRENTON, VIRGINIA

ROADWAY PLAN



PROJECT	SHEET NO.
U000-156-R21	4

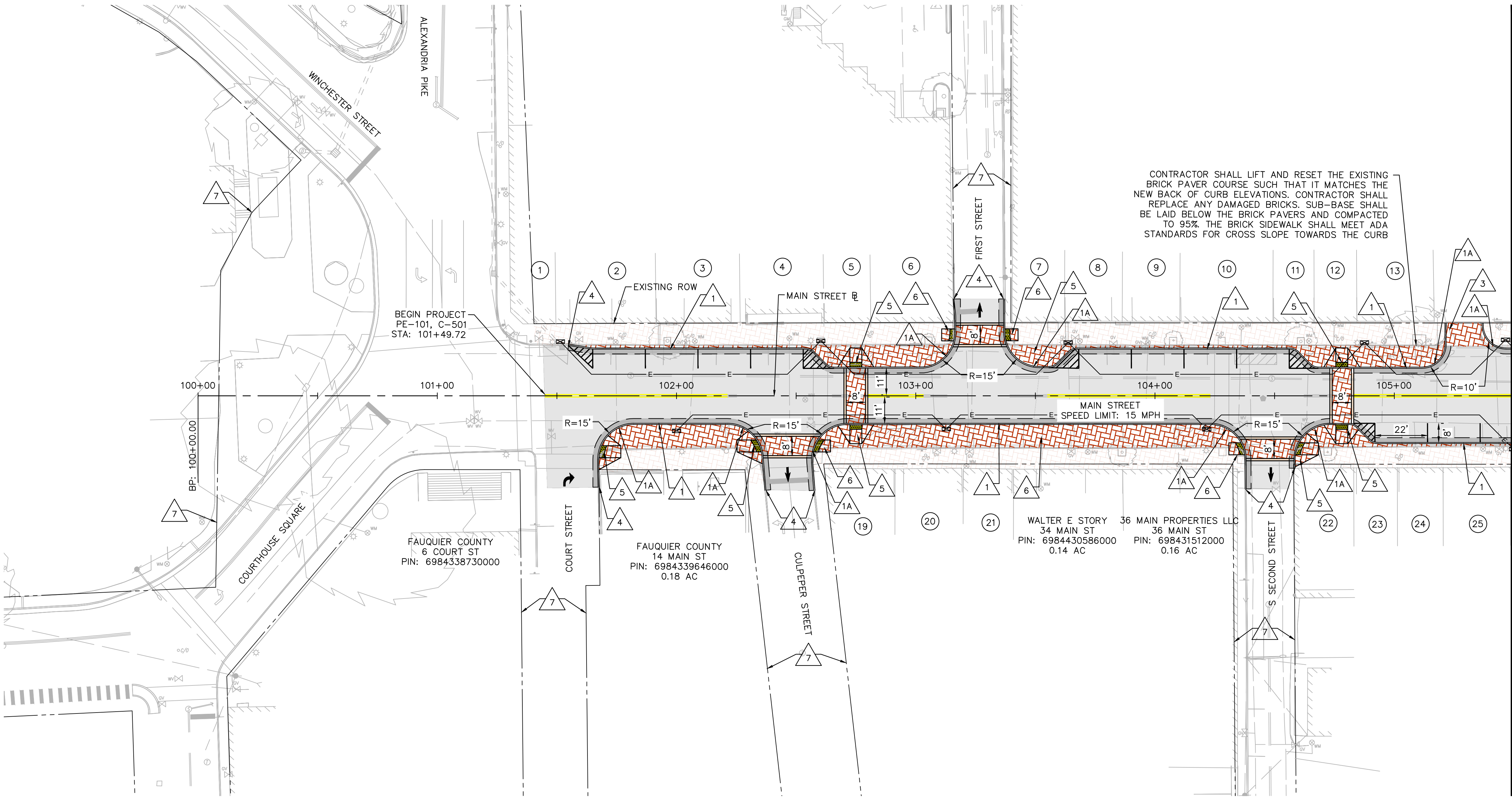


PROJECT MANAGER — DENNIS HARRIS (PLANNING MANAGER), TOWN OF WARRENTON —  
SURVEYED BY, DATE — BOHLER ENGINEERING, 5/22/19, (703) 709-9500 —  
DESIGN BY — MARK PHILLIPS, P.E. (703) 870-3631 (KIMLEY-HORN) —  
SUBSURFACE UTILITY BY, DATE — XXXX —

REVISED	STATE	ROUTE	STATE PROJECT	SHEET NO.
	VA.	15	U000-156-R21	3B

Kimley-Horn  
Reston, Virginia  
Roadway Engineer

ROADWAY PLAN — CONCEPT B



CONTRACTOR SHALL LIFT AND RESET THE EXISTING BRICK PAVER COURSE SUCH THAT IT MATCHES THE NEW BACK OF CURB ELEVATIONS. CONTRACTOR SHALL REPLACE ANY DAMAGED BRICKS. SUB-BASE SHALL BE LAID BELOW THE BRICK PAVERS AND COMPACTED TO 95%. THE BRICK SIDEWALK SHALL MEET ADA STANDARDS FOR CROSS SLOPE TOWARDS THE CURB

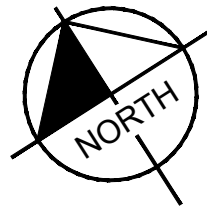
MATCHLINE STA. 105+50 — SEE SHEET 4

LEGEND

- EXISTING BRICK PAVER
- PROPOSED ASPHALT PAVEMENT
- PROPOSED CONCRETE PAVEMENT
- PROPOSED MILL AND OVERLAY
- PROPOSED DWS
- PROPOSED BRICK PAVER
- PROPOSED FULL DEPTH SAWCUT
- PROPOSED 2" ELECTRIC CONDUIT
- PROPOSED ELECTRIC JUNCTION BOX

- 6" CURB, STD. CG-2 REQ'D
- 6" CURB, RAD. CG-2 REQ'D
- 6" CURB & GUTTER, STD. CG-6 REQ'D
- ENTRANCE GUTTER, STD. CG-9D REQ'D
- TIE TO EXISTING 6" CURB STD. CG-2
- STD. CG-12, TYPE A REQ'D.
- STD. CG-12, TYPE B REQ'D.
- EXISTING ROW

NOTE: PLEASE REFER TO THE PROPERTY INFORMATION SHEET 1C FOR PROPERTY OWNER INFORMATION AND LOT ACREAGE. ALL DETECTABLE WARNING SURFACES SHALL BE YELLOW TO CONTRAST BRICK PAVERS.

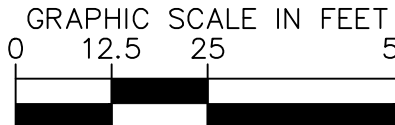


THESE PLANS ARE UNFINISHED AND UNAPPROVED AND ARE NOT TO BE USED FOR ANY TYPE OF CONSTRUCTION

REFERENCES  
(PROFILES, DETAIL & DRAINAGE DESCRIPTION SHEETS, ETC.)

MAIN STREET  
IMPROVEMENTS  
TOWN OF WARRENTON, VIRGINIA

ROADWAY PLAN — CONCEPT B



PROJECT  
U000-156-R21

SHEET NO.  
3B



# Main Street Safety Improvement Project

## Project Background

*Timeline:* On August 10, 2019, the Town Council approved a resolution for staff to apply for a VDOT Revenue Share Project on Main Street. Town staff applied for the project on October 1, 2019. In May 2020, VDOT awarded the Town with the funds to construct the Main Street Improvement Project. The original scope was from Courthouse Square to Calhoun Street. With the increase in construction costs the limits of the project scope/limits had to be revised. On July 3, 2024, Town staff and VDOT came to an agreement on the scope and cost estimate. In December 2024 VDOT and the Town finalized the agreement.

*Cost:* The total project estimate for the construction project will be \$1,766,514.00. VDOT will contribute \$733,563 and the Town portion will be \$1,084,307. Town staff engaged Kimley Horn for the design process. The revised concept is to fit within the budget. The estimated project cost will be \$1,728,374.56 which includes a 20% contingency.

*The project upgrades will include the following:*

- Improve pedestrian safety by bumping out sidewalks at crosswalks
- Updating the streetlight electrical
- Replacement of all bricks on sidewalk
- Upgrade the existing drainage system
- Paving of Main Street

## Concept Plan

The Concept Plan includes two options for the sidewalk between Culpeper Street and Second Street.

- Concept A: Keeps the sidewalk along second street the same width as it currently is.
- Concept B: Widens the sidewalk for the whole street like across at First Street.

## Communications

The Town will be creating a project page on the Town's website under the "Projects" tab at the top where there will be information on the project, timeline, and any pedestrian or vehicular traffic impacts.

Sign up for the "Town Alerts" through email and/or text message under the Alert System on the Town's Website by clicking on the "Notify Me" button on the homepage.



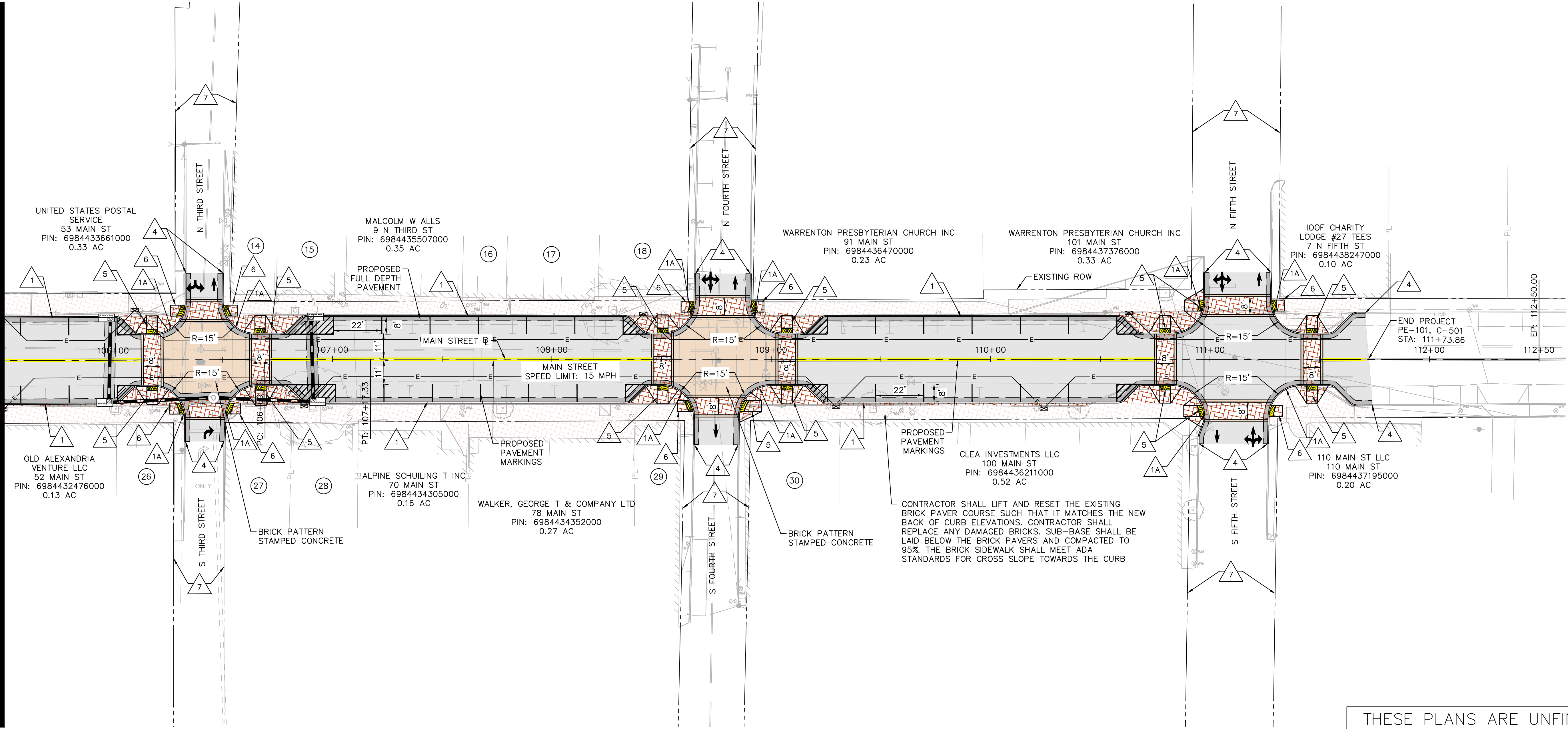
PROJECT MANAGER — DENNIS HARRIS (PLANNING MANAGER), TOWN OF WARRENTON  
SURVEYED BY, DATE — BOHLER ENGINEERING, 5/22/19, (703) 709-9500  
DESIGN BY — MARK PHILLIPS, P.E., (703) 870-3631 (KIMLEY-HORN)  
SUBSURFACE UTILITY BY, DATE — XXXX

REVISED	STATE	ROUTE	STATE PROJECT	SHEET NO.
	VA.	15	U000-156-R21	4

Kimley-Horn  
Reston, Virginia  
Roadway Engineer

ROADWAY PLAN

MATCHLINE STA. 105+50 — SEE SHEET 3A/3B

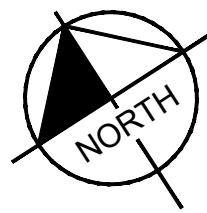


LEGEND

- EXISTING BRICK PAVER
- PROPOSED ASPHALT PAVEMENT
- PROPOSED CONCRETE PAVEMENT
- PROPOSED MILL AND OVERLAY
- PROPOSED DWS
- PROPOSED BRICK PAVER
- PROPOSED FULL DEPTH SAWCUT
- PROPOSED 2" ELECTRIC CONDUIT
- PROPOSED ELECTRIC JUNCTION BOX

- 6" CURB, STD. CG-2 REQ'D
- 6" CURB, RAD. CG-2 REQ'D
- 6" CURB & GUTTER, STD. CG-6 REQ'D
- ENTRANCE GUTTER, STD. CG-9D REQ'D
- TIE TO EXISTING 6" CURB STD. CG-2
- STD. CG-12, TYPE A REQ'D.
- STD. CG-12, TYPE B REQ'D.
- EXISTING ROW

NOTE: PLEASE REFER TO THE PROPERTY INFORMATION SHEET 1C FOR PROPERTY OWNER INFORMATION AND LOT ACREAGE. ALL DETECTABLE WARNING SURFACES SHALL BE YELLOW TO CONTRAST BRICK PAVERS.

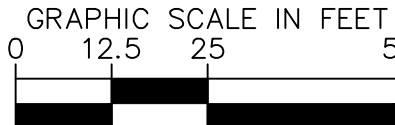


THESE PLANS ARE UNFINISHED  
AND UNAPPROVED AND ARE  
NOT TO BE USED FOR ANY TYPE  
OF CONSTRUCTION

REFERENCES  
(PROFILES, DETAIL & DRAINAGE  
DESCRIPTION SHEETS, ETC.)

MAIN STREET  
IMPROVEMENTS  
TOWN OF WARRENTON, VIRGINIA

ROADWAY PLAN



PROJECT  
U000-156-R21

SHEET NO.  
4

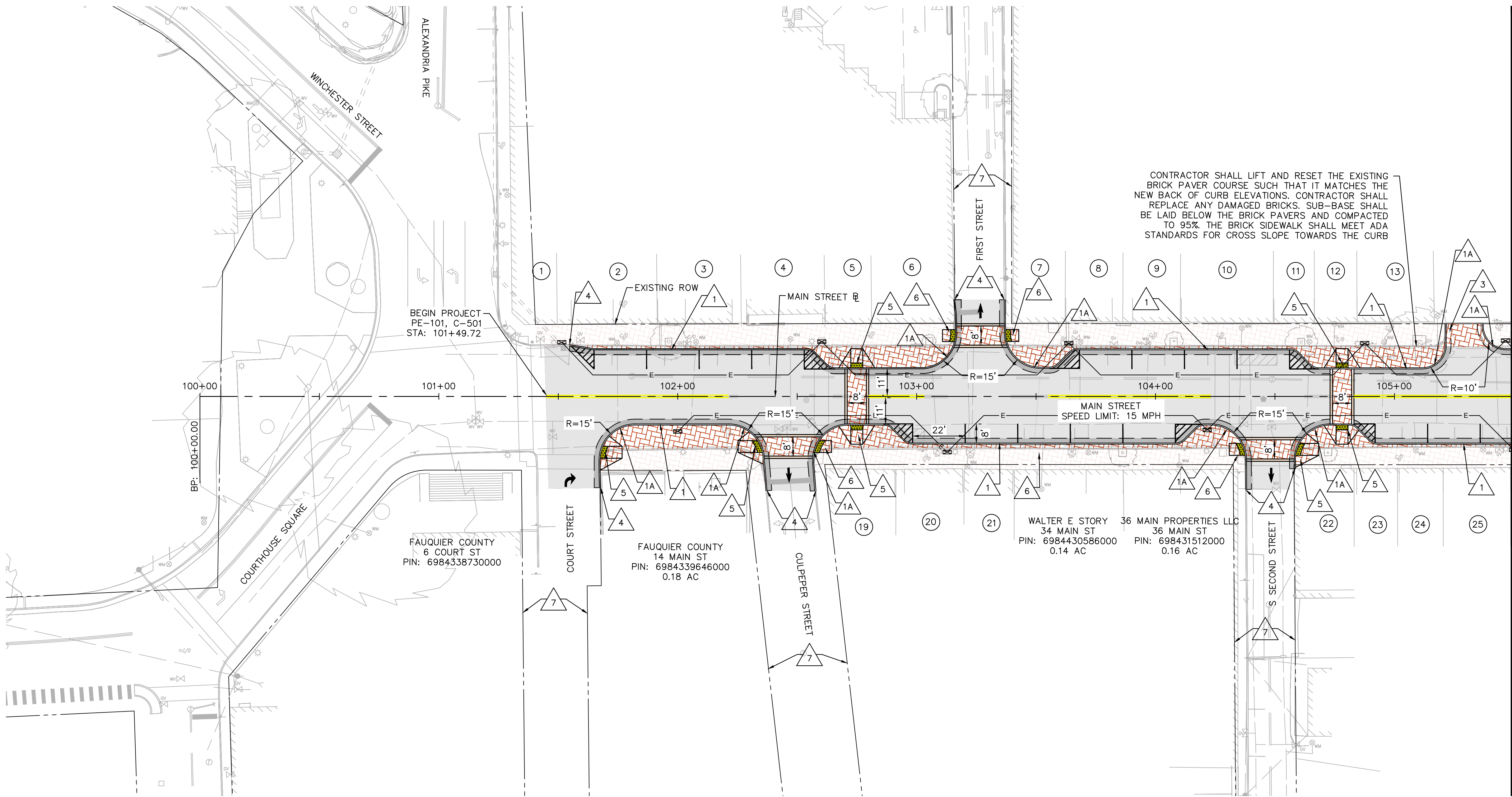


PROJECT MANAGER — DENNIS HARRIS (PLANNING MANAGER), TOWN OF WARRENTON  
SURVEYED BY, DATE — BOHLER ENGINEERING, 5/22/19, (703) 709-9500  
DESIGN BY — MARK PHILLIPS, P.E. (703) 870-3631 (KIMLEY-HORN)  
SUBSURFACE UTILITY BY, DATE — XXXX

REVISED	STATE	ROUTE	STATE PROJECT	SHEET NO.
	VA.	15	U000-156-R21	3A

Kimley-Horn  
Reston, Virginia  
Roadway Engineer

ROADWAY PLAN — CONCEPT A

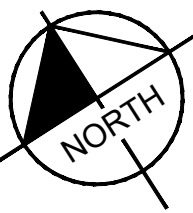


LEGEND

- EXISTING BRICK PAVER
- PROPOSED ASPHALT PAVEMENT
- PROPOSED CONCRETE PAVEMENT
- PROPOSED MILL AND OVERLAY
- PROPOSED DWS
- PROPOSED BRICK PAVER
- PROPOSED FULL DEPTH SAWCUT
- PROPOSED 2" ELECTRIC CONDUIT
- PROPOSED ELECTRIC JUNCTION BOX

- 6" CURB, STD. CG-2 REQ'D
- 6" CURB, RAD. CG-2 REQ'D
- 6" CURB & GUTTER, STD. CG-6 REQ'D
- ENTRANCE GUTTER, STD. CG-9D REQ'D
- TIE TO EXISTING 6" CURB STD. CG-2
- STD. CG-12, TYPE A REQ'D.
- STD. CG-12, TYPE B REQ'D.
- EXISTING ROW

NOTE: PLEASE REFER TO THE PROPERTY INFORMATION SHEET 1C FOR PROPERTY OWNER INFORMATION AND LOT ACREAGE. ALL DETECTABLE WARNING SURFACES SHALL BE YELLOW TO CONTRAST BRICK PAVERS.

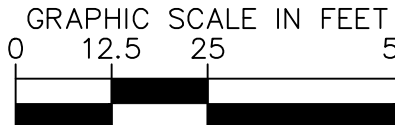


THESE PLANS ARE UNFINISHED  
AND UNAPPROVED AND ARE  
NOT TO BE USED FOR ANY TYPE  
OF CONSTRUCTION

REFERENCES  
(PROFILES, DETAIL & DRAINAGE  
DESCRIPTION SHEETS, ETC.)

MAIN STREET  
IMPROVEMENTS  
TOWN OF WARRENTON, VIRGINIA

ROADWAY PLAN — CONCEPT A



PROJECT  
U000-156-R21

SHEET NO.  
3A

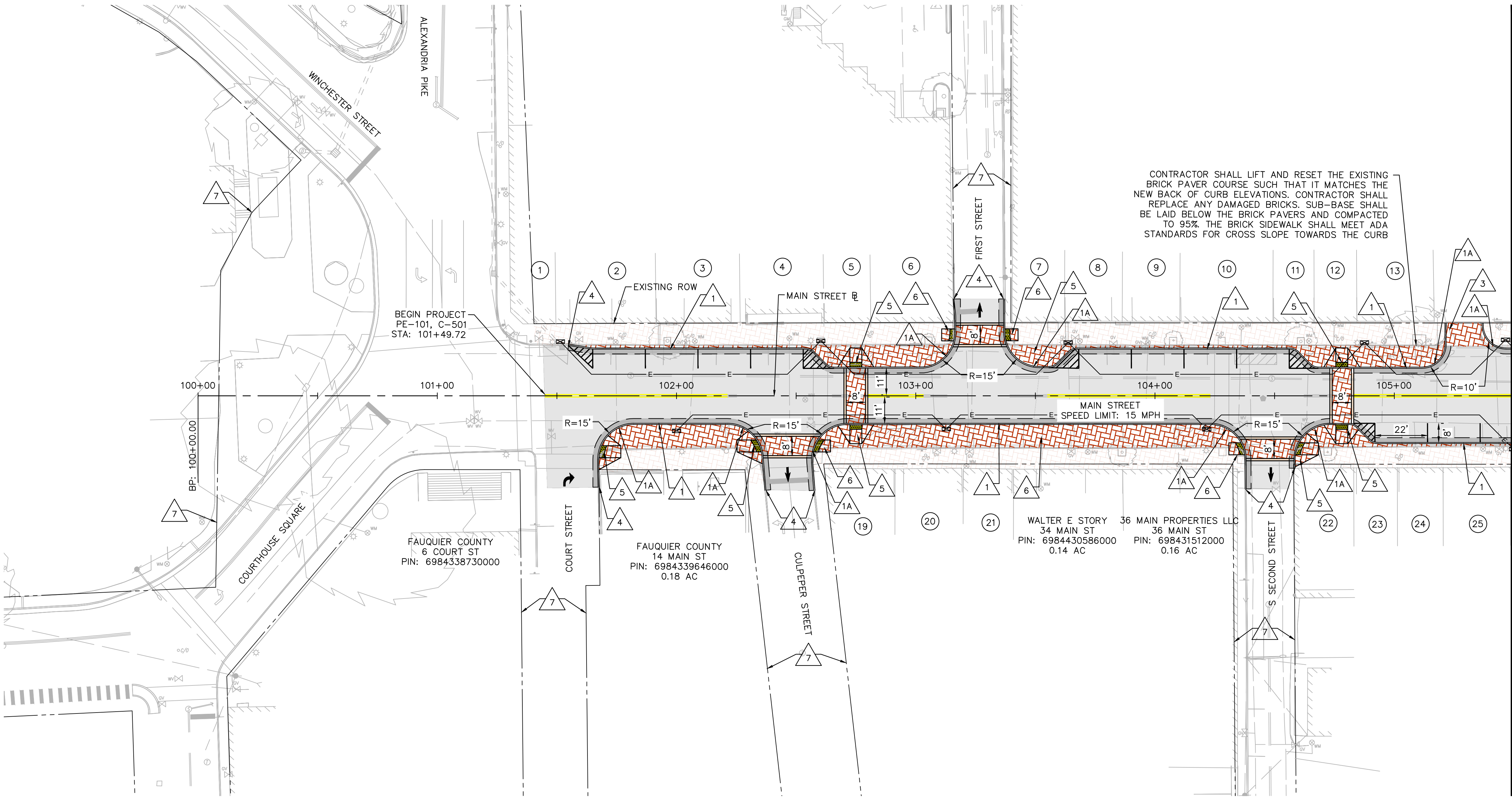


PROJECT MANAGER — DENNIS HARRIS (PLANNING MANAGER), TOWN OF WARRENTON —  
SURVEYED BY, DATE — BOHLER ENGINEERING, 5/22/19, (703) 709-9500 —  
DESIGN BY — MARK PHILLIPS, P.E. (703) 870-3631 (KIMLEY-HORN) —  
SUBSURFACE UTILITY BY, DATE — XXXX —

REVISED	STATE	STATE		SHEET NO.
		ROUTE	PROJECT	
	VA.	15	U000-156-R21	3B

Kimley-Horn  
Reston, Virginia  
Roadway Engineer

ROADWAY PLAN — CONCEPT B

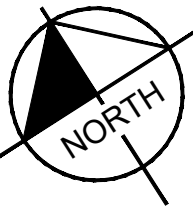


LEGEND

- EXISTING BRICK PAVER
- PROPOSED ASPHALT PAVEMENT
- PROPOSED CONCRETE PAVEMENT
- PROPOSED MILL AND OVERLAY
- PROPOSED DWS
- PROPOSED BRICK PAVER
- PROPOSED FULL DEPTH SAWCUT
- PROPOSED 2" ELECTRIC CONDUIT
- PROPOSED ELECTRIC JUNCTION BOX

- 6" CURB, STD. CG-2 REQ'D
- 6" CURB, RAD. CG-2 REQ'D
- 6" CURB & GUTTER, STD. CG-6 REQ'D
- ENTRANCE GUTTER, STD. CG-9D REQ'D
- TIE TO EXISTING 6" CURB STD. CG-2
- STD. CG-12, TYPE A REQ'D.
- STD. CG-12, TYPE B REQ'D.
- EXISTING ROW

NOTE: PLEASE REFER TO THE PROPERTY INFORMATION SHEET 1C FOR PROPERTY OWNER INFORMATION AND LOT ACREAGE. ALL DETECTABLE WARNING SURFACES SHALL BE YELLOW TO CONTRAST BRICK PAVERS.

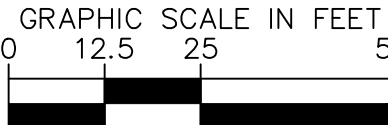


THESE PLANS ARE UNFINISHED  
AND UNAPPROVED AND ARE  
NOT TO BE USED FOR ANY TYPE  
OF CONSTRUCTION

REFERENCES  
(PROFILES, DETAIL & DRAINAGE  
DESCRIPTION SHEETS, ETC.)

MAIN STREET  
IMPROVEMENTS  
TOWN OF WARRENTON, VIRGINIA

ROADWAY PLAN — CONCEPT B



PROJECT  
U000-156-R21

SHEET NO.  
3B

April 8<sup>th</sup>, 2025  
 Town Council  
 Regular Meeting  
 Res. No.

**A RESOLUTION DIRECTING TOWN STAFF TO INITIATE THE PROCESS TO DRAFT AN ORDINANCE TO ESTABLISH A PERMENANT PARKLET PROGRAM WITHIN THE TOWN**

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

**WHEREAS**, the Town Council recognizes the value of enhancing public spaces and promoting active, pedestrian-friendly areas within the Town; and

**WHEREAS**, during the COVID-19 public health emergency, the Town implemented a temporary parklet program, RollOutWarrenton!, under the emergency provisions authorized by the Virginia General Assembly to support local businesses, enable outdoor dining, and ensure safe social distancing; and

**WHEREAS**, the temporary parklet initiative proved successful in activating public spaces, increasing outdoor amenities, and contributing to the vitality of the downtown and commercial areas; and

**WHEREAS**, a permanent Parklet Program would provide a clear and consistent framework for the development, approval, maintenance, and operation of parklets within the Town, while ensuring appropriate oversight, safety, accessibility, and design standards; and

**WHEREAS**, the Town Council desires to build upon the lessons learned from the emergency program to establish a sustainable, equitable, and well-managed initiative that supports placemaking, economic vitality, and public enjoyment; and

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of [Warrenton, Virginia, that the Town Manager, Town Attorney, and appropriate staff are hereby directed to initiate the process of drafting an ordinance to establish a formal Parklet Program, including but not limited to:

- Developing proposed design standards, application procedures, and operating requirements;
- Identifying appropriate locations or zoning districts where parklets may be permitted;
- Reviewing lessons learned and public feedback from the temporary COVID-era parklet program;
- Coordinating with relevant departments and stakeholders to assess infrastructure, accessibility, and public safety considerations;
- Seeking public input and engagement throughout the development process.;

**BE IT FURTHER RESOLVED** that Town staff shall present a draft ordinance and supporting materials for review and consideration by the Town Council within a reasonable timeframe;

ATTACHMENT: None

**Votes:**

Ayes:  
Nays:  
Absent from Vote:  
Absent from Meeting:

For Information:  
Town Attorney

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