



TOWN COUNCIL REGULAR MEETING

21 Main Street

Tuesday, April 09, 2024 at 9:00 AM

AGENDA

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

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

I. WORKSESSION - 9:00 AM

- [A.](#) Budget Work Session: Policies and Proposed Budget
- [B.](#) Financial Advisor Presentation
- [C.](#) Arrington Project Update
- [D.](#) **Initiation of a Zoning Ordinance Text Amendment** to Articles 3, 9, and 12 Related to Accessory Dwelling Units. Town Councilman Mooney has asked staff to consider allowing accessory dwelling units as a by-right use in the residential zoning districts.
- [E.](#) Code of Conduct Committee Recommendations
- [F.](#) Discussion of Board of Zoning Appeals Appointments
- [G.](#) Agenda Review
- [H.](#) Councilmember Resolutions

II. REGULAR MEETING - 6:30 PM

- A. INVOCATION.**
- B. PLEDGE OF ALLEGIANCE.**
- C. CITIZEN'S TIME.**
- D. PROCLAMATIONS AND RECOGNITIONS.**
- E. APPROVAL OF THE AGENDA.**
- F. PUBLIC HEARINGS.**
 - [a.](#) **Special Use Permit (SUP) 2023-04 W.C. Taylor Middle School Expansion**– the Applicant/Owner, Fauquier County School Board, is a requesting a SUP per Article 3-4.9.3 of the Zoning Ordinance for an

expansion in excess of 10,000 square feet to an existing middle school. The subject parcel is located in the Public-Semi Public (PSP) District of the Town of Warrenton Zoning Ordinance and is designated in the Greenway and Makers Character District as Public/Semi Public Non-Intensive on the Future Land Use Map. The subject parcel (GPIN 6984-48-7973-500) is located at 350 E. Shirley Avenue on approximately 39.1805 acres. The Applicant is requesting a waiver from Article 2-19 of the Zoning Ordinance to allow multiple retaining walls in excess of six feet.

G. CONSENT AGENDA.

H. NEW BUSINESS.

- a.** **Initiation of a Zoning Ordinance Text Amendment** to Articles 3, 9, and 12 Related to Accessory Dwelling Units. Town Councilman Mooney has asked staff to consider allowing accessory dwelling units as a by-right use in the residential zoning districts.
- b.** **ZOTA-24-2 - Initiation of a Zoning Ordinance Text Amendment** to Remove Articles 4 and 5 to Address Changes to the Erosion and Stormwater Control Ordinance. The Department of Public Works is currently in the process of writing a new, combined Erosion and Stormwater Management Ordinance that will become a separate, stand-alone document, as required by State law. As a part of the creation of the new, stand-alone Ordinance, the Zoning Ordinance must be revised to remove the current, out of date erosion and stormwater management regulations found in Article 4 and Article 5, as well as update several sections of the Zoning Ordinance that currently refer to Articles 4 and 5. This is a Town-initiated text amendment so as to remain in conformance with the requirements of the Code of Virginia, Section 62.1.44.15:51 Erosion and Sediment Control Law and Section 62.1-44.15:24 Stormwater Management Act, which will become effective on July 1, 2024.

I. UNFINISHED BUSINESS.

- a.** ARB Appointments

J. TOWN ATTORNEY'S REPORT.

K. TOWN MANAGER'S REPORT.

L. COUNCILMEMBERS TIME.

M. ADJOURNMENT.



Office of the Town Manager

Frank Cassidy

STAFF REPORT

Warrenton Town Council

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

Item A.

Council Meeting Date:	April 9, 2024
Agenda Title:	Initial Presentation of Policy Updates
Requested Action:	Information only
Department / Agency Lead:	Finance Department
Staff Lead:	Brooke Campbell

EXECUTIVE SUMMARY

Town Council has adopted a comprehensive set of fiscal policies that serve the Town and its citizens by ensuring compliance with applicable laws and regulations, providing straightforward guidance to assist in safeguarding and properly accounting for public funds and other assets, and assuring that sufficient funds are available to meet the needs of its citizens.

The Town reviews these policies as needed in conjunction with the budget process.

BACKGROUND

The Town currently has thirteen approved fiscal policies. Staff recommends updates to two (2) of the current policies as well as the addition of three (3) new policies in line with best practices outlined by the Government Finance Officers Association (GFOA).

Policy Updates

Financial Policy Update Summary - Budget and Expenditure Control		
Subsection	Current	Proposed
Basis of Budgeting	<i>N/A – Creation of new subsection.</i>	The annual budget spanning the fiscal year (July 1 – June 30) is prepared on a basis consistent with generally accepted accounting principles. For proprietary funds, depreciation expense is not budgeted, but is recorded and reported for financial purposes.
Principals for Budgeting	<i>N/A – Creation of new subsection.</i>	The Town Manager will prioritize funding liabilities owed by the Town as well as expenses associated with maintaining existing services. The Town Manager will examine prior spending patterns in the development of the budget.
Strategic Planning	<i>N/A – Creation of new subsection.</i>	The budget process will be coordinated to identify major policy issues for the Town Council. The budget process will be a part of an overall strategic planning process for the Town.

Personnel	"The creation of any full-time position requires Town Council approval since it represents an on-going commitment of funds. All part-time positions are considered temporary and may be approved by the Town Manager."	<ul style="list-style-type: none"> i. The creation of any new position requires Town Council approval since it represents an on-going commitment of funds. ii. The Finance Department shall maintain one master list of all approved positions, without regard to whether there is an incumbent or not. iii. Filled positions are budgeted at the incumbent's actual salary, vacant positions are budgeted at the midpoint for the position based on the adopted pay scale. iv. If a cost-of-living adjustment (COLA) is adopted in a particular budget year, the adopted pay scale shall also be adjusted by this amount to capture the impact of inflation on the pay scale.
Supplemental Appropriations	"The Town Manager is delegated authority to approve supplemental appropriations for the following: -Insurance recoveries less than \$50,000."	<p>The Town Manager is delegated authority to approve supplemental appropriations for the following:</p> <ul style="list-style-type: none"> -Insurance recoveries less than \$50,000. -Other cost recoveries less than \$50,000. -Grants requiring no local match less than \$50,000.

Financial Policy Update Summary - Water & Sewer Cash Balance Policy		
Subsection	Current	Proposed
Policy	<i>N/A - Creation of new subsection.</i>	Unrestricted cash represents cash that's readily available to be spent for any purpose and has not been pledged as collateral for a debt obligation or other purpose
Funding	<i>N/A - Creation of new subsection.</i>	The unrestricted cash reserve is funded by any annual budget surplus in the fund and other unencumbered operating income
Conditions for Use	<i>N/A - Creation of new subsection.</i>	<p>The unrestricted cash reserve shall be drawn upon only as necessary and any use thereof shall be upon the approval of Town Council and limited to:</p> <ol style="list-style-type: none"> 1. One-time capital expenditures. 2. Offsetting economic volatility. 3. Non-recurring expenditures. 4. Providing liquidity in emergency situations

New Policies

Policy Title	Purpose/Summary
Tap Privilege Fee Assessment Policy	This policy serves to define the administration of tap privilege fees for the Town of Warrenton’s Water and Sewer Utility. It applies to tap privilege fees for the entire Town of Warrenton Water and Sewer service area and is administered by the Town of Warrenton Water and Sewer Administration department.
Capital Improvement Plan Policy	<p>Infrastructure that is reliable and of good quality is vital for our community to thrive. This policy supports our infrastructure by:</p> <ul style="list-style-type: none"> • Promoting wise investment in new infrastructure. • Protecting the historical investments the Town of Warrenton has made in its infrastructure. <p>Each year, the Town of Warrenton staff will create a long-range capital improvement plan (CIP). The CIP will define and prioritize the capital projects that the Town plans to take on in the next six years. The CIP will consider the current condition of Town assets, the long-term needs of the Town, and which funding strategies are most appropriate for the plan.</p>
Grants Policy	<p>The purpose of the grants policy is:</p> <ul style="list-style-type: none"> • To ensure proper oversight of all funds appropriated to the Town. • To minimize the Town's risk of non-compliance with grant requirements. • To ensure proper administration and accounting of all grants. <p>This policy is applicable to all Town departments preparing and submitting grant applications to agencies outside the Town government for funds, materials, or equipment to be received and administered by the Town. All grant applications will be reviewed by the finance department prior to submittal to the outside agency. The requesting department is responsible for meeting all reporting requirements imposed by grantors. The Town will only apply for grants for capital projects if the project is already included in the adopted CIP.</p>

STAFF RECOMMENDATION

Staff will provide a presentation on the proposed policies.

Service Level/Policy Impact

The proposed policies institutionalize good financial management practices, promote continued long-term and strategic thinking, and comply with established public management best practices as outlined by the GFOA.

Fiscal Impact

None.

Legal Impact

Town Council may elect to adopt the proposed policies in conjunction with the FY 2025 budget.

ATTACHMENTS

Current Comprehensive Fiscal Policies are available at

<https://www.warrentonva.gov/DocumentCenter/View/2100/Comprehensive-Fiscal-Policies-PDF>



Office of the Town Manager

Frank Cassidy

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Paul Mooney, At Large
David McGuire, At Large

Item A.

Council Meeting Date:	April 9, 2024
Agenda Title:	Initial Presentation of the Fiscal Year 2024-2025 Annual Budget
Requested Action:	Information only
Department / Agency Lead:	Finance Department
Staff Lead:	Brooke Campbell

EXECUTIVE SUMMARY

The budget is one of the most important tools that we use to plan the improvements and continued service delivery that makes the Town of Warrenton a great place to live. The Town Council received the fiscal year 2025 proposed budget on Monday, April 1st, 2024. The proposed budget has been developed in support of the Council's mission, values, and long-term vision for the Town. This budget represents a commitment to a needs-based approach to budgeting, refining our plans based on historical spending while ensuring that we continue to properly fund town operations and infrastructure.

The total proposed budget for FY 2025 is \$43.8 million, excluding interfund transfers, to fund governmental, stormwater, water & sewer operations, and investment in the Town's capital infrastructure. This is an increase of \$3.4 million, or 9%, over the adopted FY 2024 budget. The increase is driven by the water and sewer infrastructure modernization needs.

BACKGROUND

An overview by fund is presented in the following paragraphs.

General Fund Operating Revenues

There are no tax rate increases proposed for FY 2025. FY 2025 General Fund operating revenue is projected to increase by \$927,181 compared to FY 2024. The largest changes are in the categories of Personal Property Tax, Use of Money, and State Revenue.

- *Personal Property Tax* – this was underestimated last year and has been increased by \$312,384 based on the current estimate provided by the Fauquier County Commissioner of the Revenue.
- *Use of Money* - the estimate for interest revenue has been increased by \$300,000 due to higher interest rates.
- *State Revenue* - VDOT Highway Maintenance funding was underestimated in FY24 and has been increased by \$409,564.

General Fund Operating Expenditures

FY 2025 General Fund operating expenditures are proposed to increase by \$144,773, or 0.8%, compared to FY 2024. The budgets for most functions are proposed to decrease or remain level compared to FY 2024.

Drivers of the increase include:

- *General Government, Legal Services* – this budget has been increased by \$82,500 based on required increases in service levels over the past year.
- *Parks & Recreation* – this function reflects an increase of \$224,227 due to changes in staffing.
 - During the FY24 budget cycle, Council requested that staff provide an accurate full-time equivalent (FTE) count for WARF part-time staff. Further details regarding the updated estimate may be found in the Parks & Recreation - Aquatic & Recreational Facility section.
 - A Maintenance Worker and the Building Engineer were previously allocated to Public Works but have been reprogrammed in Parks & Recreation for FY 2025.
- *Nondepartmental* – This category captures expenditures related to other organizations. The FY25 budget has increased by \$53,624 due to several factors:
 - Circuit Rider costs have increased slightly due to the addition of their on-demand services.
 - Pass-through grant funding for Warrenton Volunteer Fire Company has been reprogrammed here from the Public Safety function.

General Fund Capital

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

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

- *Capital projects* – The total programmed for projects is \$1,584,002. Projects included in FY 2025 focus on sidewalks and paving operations.
- *Capital asset replacements* – The budget for asset replacements for FY 2025 is \$1,765,000. Among other items, the plan includes traffic light updates, the Enterprise Resource Planning (ERP) software replacement, public safety radio replacements, the chiller at the WARF, a roof replacement at Public Works, and foundation repairs at Town Hall.

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

Stormwater Management Operating

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

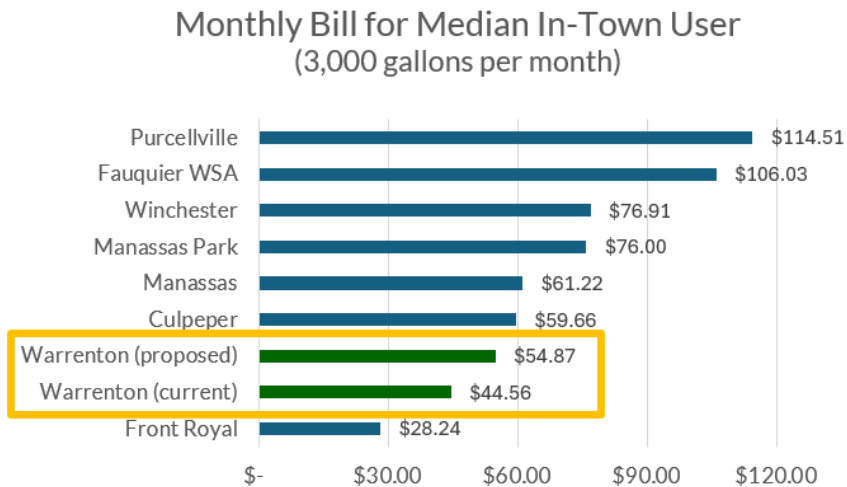
Stormwater Management Capital

Stormwater Management Capital is proposed to decrease by \$123,506 compared to FY 2024. The Master Drainage plan is programmed at \$500,000 and there is a project for Best Management Practices (BMP) Facilities for \$150,000. For further details, please refer to the 2025-2030 CIP.

Water & Sewer Operating Revenues

A water & sewer rate study update was completed in 2023 to ensure adequate funding for the necessary modernizations to our aging infrastructure. The study recommended a phased approach to increasing user rates coupled with the strategic issuance of debt to fund the capital needs. The recommended rate increase for FY25 is 23%. An average monthly In-Town residential bill (based on 3,000 gallons of consumption) will

increase from \$44.56 to \$54.87 A comparison of bills for an in-town median user is provided in the below chart:



The rate study model assumes the issuance of debt in future years to support the system’s capital needs. No debt is proposed for FY 2025.

Water & Sewer Operating Expenses

The operating budget has increased by \$297,993 due to inflation of costs related to chemicals, fuel, and utilities. The proposed FY 2025 budget plans a transfer to the capital program, which is in line with the recommendations of the rate study.

Water & Sewer Capital Expenses

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

- Major capital projects for FY 2025 include:
 - Primary Clarifier and Sludge Pumps - \$6,300,000
 - Lancaster Drive Waterline Replacement - \$1,500,000
 - Raw Water Pumps - \$770,000
 - Broadview Avenue Utility Betterment - \$600,000
- Major asset replacements planned for FY25 include:
 - Office Renovation at the Water Treatment Plant - \$295,000
 - Facilities Physical Security - \$100,000
 - Meter Reading Devices - \$141,000

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

Personnel

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

- *No requests for additional positions* - We have worked in recent months to realign staff to realize greater efficiency and cost savings. These changes resulted in cost savings of \$379,744. The changes in FTEs are detailed in the Personnel & Compensation Summary section of the budget document.
- *Cost of Living Adjustment (COLA) and Merit Increase* - The proposed FY 2025 budget includes a COLA of 3% effective July 1 and a proposed merit range of 0-3% that will be effective January 1. The COLA impact is \$319,828 across all funds and the merit impact is \$124,400 across all funds.
- *Health Insurance* - The renewal received from the Town's medical, dental, and vision insurance provider reflected no increase in premiums for FY 2025.

STAFF RECOMMENDATION

Staff will provide a presentation on the proposed budget.

Service Level/Policy Impact

The proposed budget provides a roadmap for the improvements and continued service delivery that the Town provides for fiscal year 2025.

Fiscal Impact

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

Legal Impact

- Town Code Section 15-1 provides that tax rates must be set by May 14th.
- Code of Virginia Section 15.2-2503 requires that the local governing body approve the budget no later than the date on which the fiscal year begins.

ATTACHMENTS

Proposed FY 2025 Budget and 2025-2030 CIP are available starting April 1st, 2024, at <https://www.warrentonva.gov/177/Budget>



TOWN OF WARRENTON, VIRGINIA
Fiscal Year 2025 Proposed Budget

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Frank Cassidy
TOWN MANAGER
T (540) 347-1101
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TOWN COUNCIL Item A.
H.E. Carter Nevill, Mayor
Paul W. Mooney
David A. McGuire
Heather D. Sutphin
William T. Semple II
Brett A. Hamby
James N. Hartman III, Vice Mayor
Eric F. Gagnon

March 29, 2024

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

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

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

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

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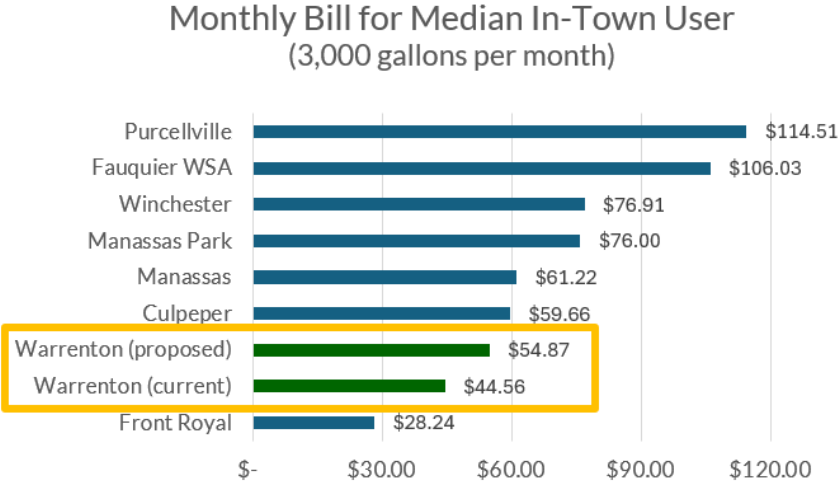
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- *Health Insurance* - The renewal received from the Town's medical, dental, and vision insurance provider reflected no increase in premiums for FY25.

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

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

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

Sincerely,

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

Frank Cassidy
Town Manager

COMBINED BUDGET SUMMARY

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

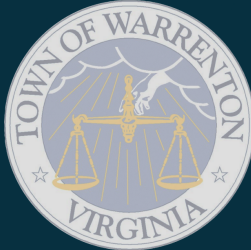
TOTAL ESTIMATED REVENUE | ALL FUNDS

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

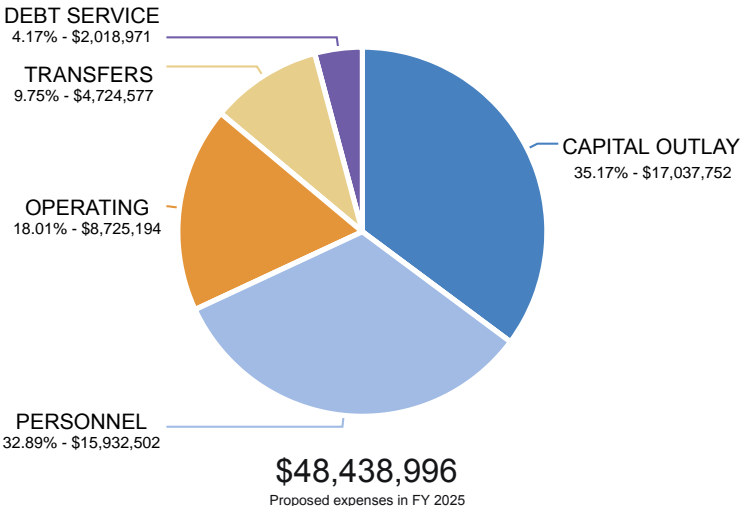
TOTAL APPROPRIATIONS | ALL FUNDS

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

PERSONNEL & COMPENSATION SUMMARY



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



HIGHLIGHTS OF EXPENSES RELATED TO PERSONNEL

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

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

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

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

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

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

POSITION CHANGES

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

UPGRADED POSITIONS

Positions upgraded during FY 2024.

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

DOWNGRADED POSITIONS

Positions downgraded during FY 2024.

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

POSITIONS ELIMINATED

Positions eliminated during FY 2024.

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

POSITIONS TRANSFERRED

Positions transferred between departments during FY 2024.

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

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

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

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

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

HEADCOUNT BY DEPARTMENT

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

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

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

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

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

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

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

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

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

POSITION ALLOCATION

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

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

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

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

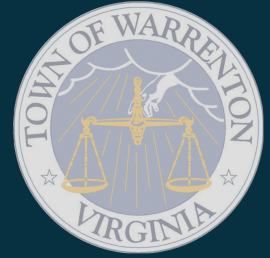
SUMMARY OF FULL-TIME EQUIVALENTS

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

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

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

WORKFORCE TRENDS & DEMOGRAPHICS



CALENDAR YEAR 2023 TURNOVER

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

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

CY 23 Employee Turnover Totals

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

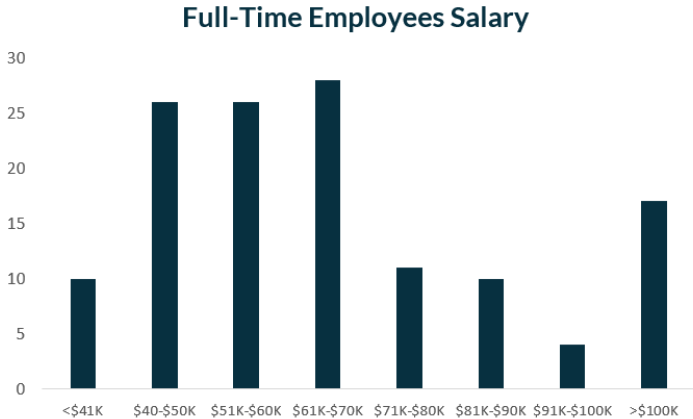
SALARY DISTRIBUTION & AVERAGES

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

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

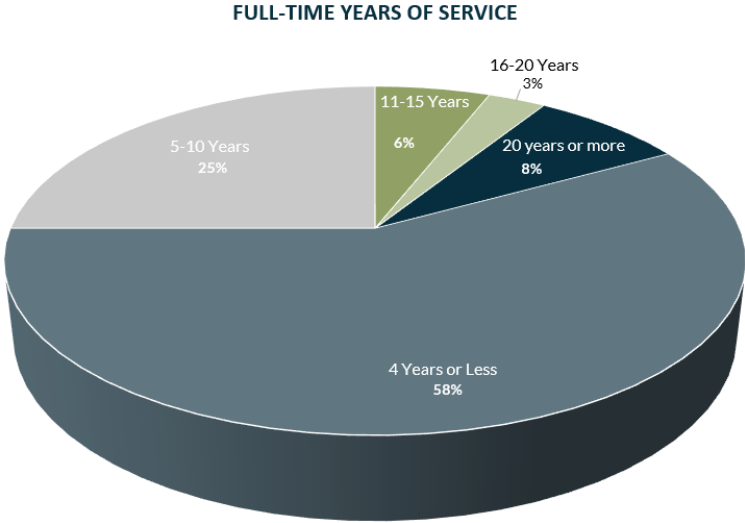
**Due to the nature of part-time work, wages are calculated on an hourly rather than an annual basis.*

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



FULL-TIME YEARS OF SERVICE

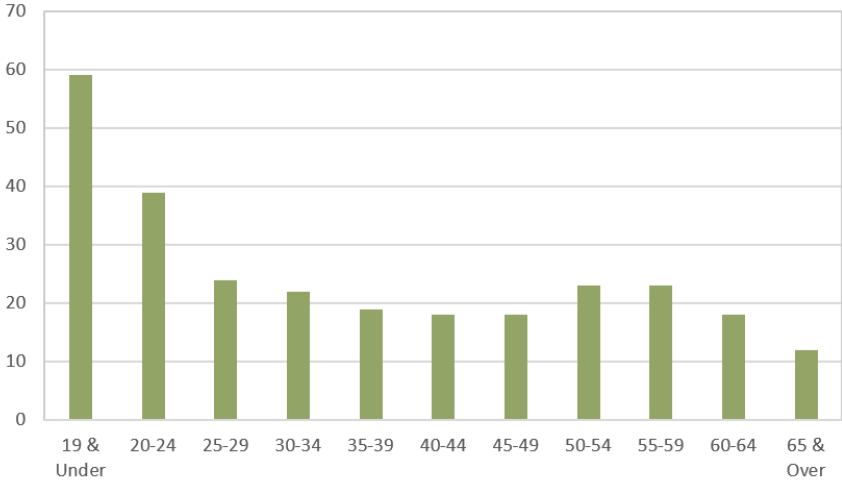
More than three quarters of the current full-time workforce (83%) has been employed with the Town for 10 years or less; 8% have worked for the Town for 20 years or more. Over half (58%) have been with the Town less than four (4) years.



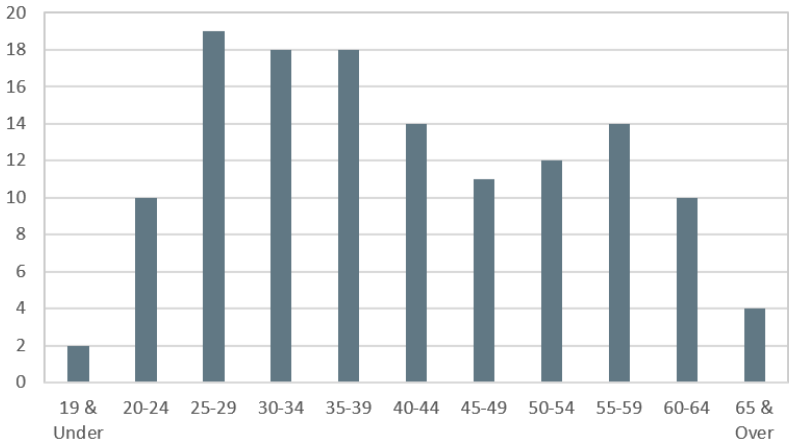
EMPLOYEE DEMOGRAPHICS

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

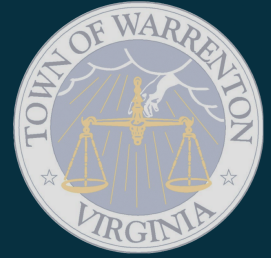
All Employees By Age Distribution



Full-Time Employees By Age Distribution



BUDGET PROCESS



BUDGET PROCESS

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

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

AMENDING THE BUDGET

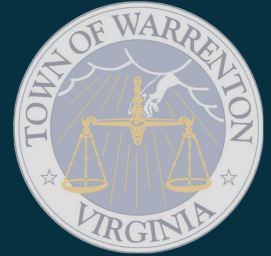
During the fiscal year, conditions may arise that necessitate changes to the adopted budget. This may take the form of a transfer or a supplemental appropriation. The Town Manager is delegated authority to approve supplemental appropriations for insurance recoveries less than \$50,000. All other supplements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

BUDGET CALENDAR

FISCAL YEAR 2025 BUDGET CALENDAR

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

MISSION STATEMENT; VISION & VALUE STATEMENT



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

MISSION STATEMENT

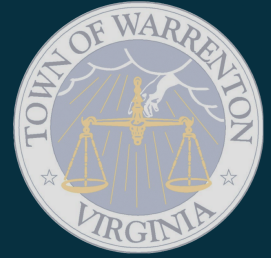
In cooperation with and for our Citizens, the Mayor, Town Council and the Staff of Warrenton are dedicated to providing public safety, economic opportunity, and quality public services in an attractive, well-planned community with historic character for the benefit, enjoyment and accessibility of all.

VISION & VALUE STATEMENT

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

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

STRATEGIC GOALS



PLAN WARRENTON 2040

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

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

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

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

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

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

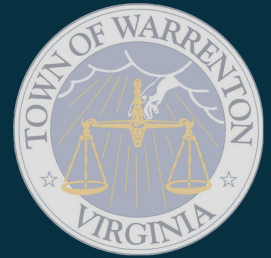
1. Implement robust maintenance schedules for community facilities – We will continue to implement schedules created during the budget process for sidewalks, roads, parking lots, and waterlines throughout the Town in order to anticipate and provide community resources where needed.

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

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

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

COMMUNITY



BACKGROUND

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

HISTORY

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

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

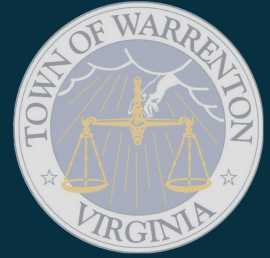
During the Civil War, the Town was near the scene of battles and skirmishes during which the churches and schools were used as hospitals, frequently occupied by Federal troops. Warrenton was the object of raids by Colonel John S. Mosby, known as the "Gray Ghost," who later made his home here and practiced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

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

TOWN GOVERNMENT

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

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



PRINCIPAL OFFICIALS

ELECTED OFFICIALS: TOWN COUNCIL

Carter Nevill
Mayor

Paul Mooney
At Large

David McGuire
At Large

Heather Sutphin
Ward 1

William T. Semple II
Ward 2

Brett A. Hamby
Ward 3

James N. Hartman III
Ward 4

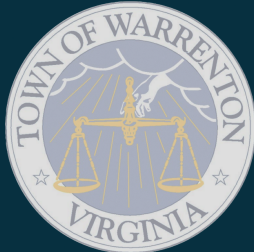
Eric F. Gagnon
Ward 5

APPOINTED OFFICIALS

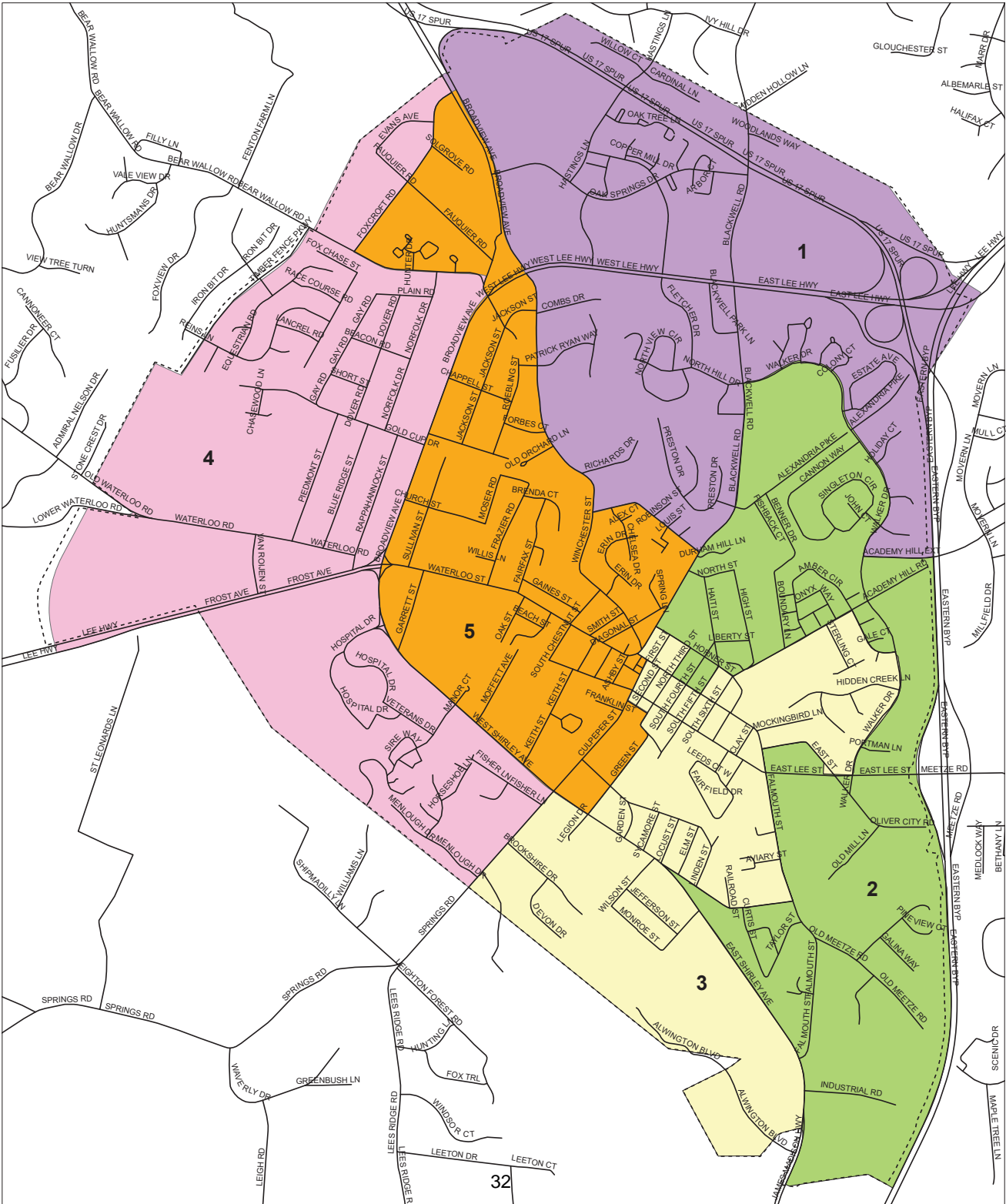
Frank Cassidy
Town Manager

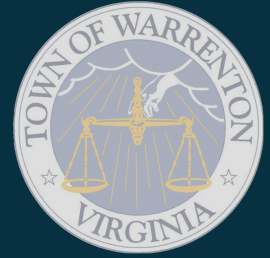
Martin Crim
Sands Anderson P.C.
Town Attorney

Stephen Clough
Town Clerk



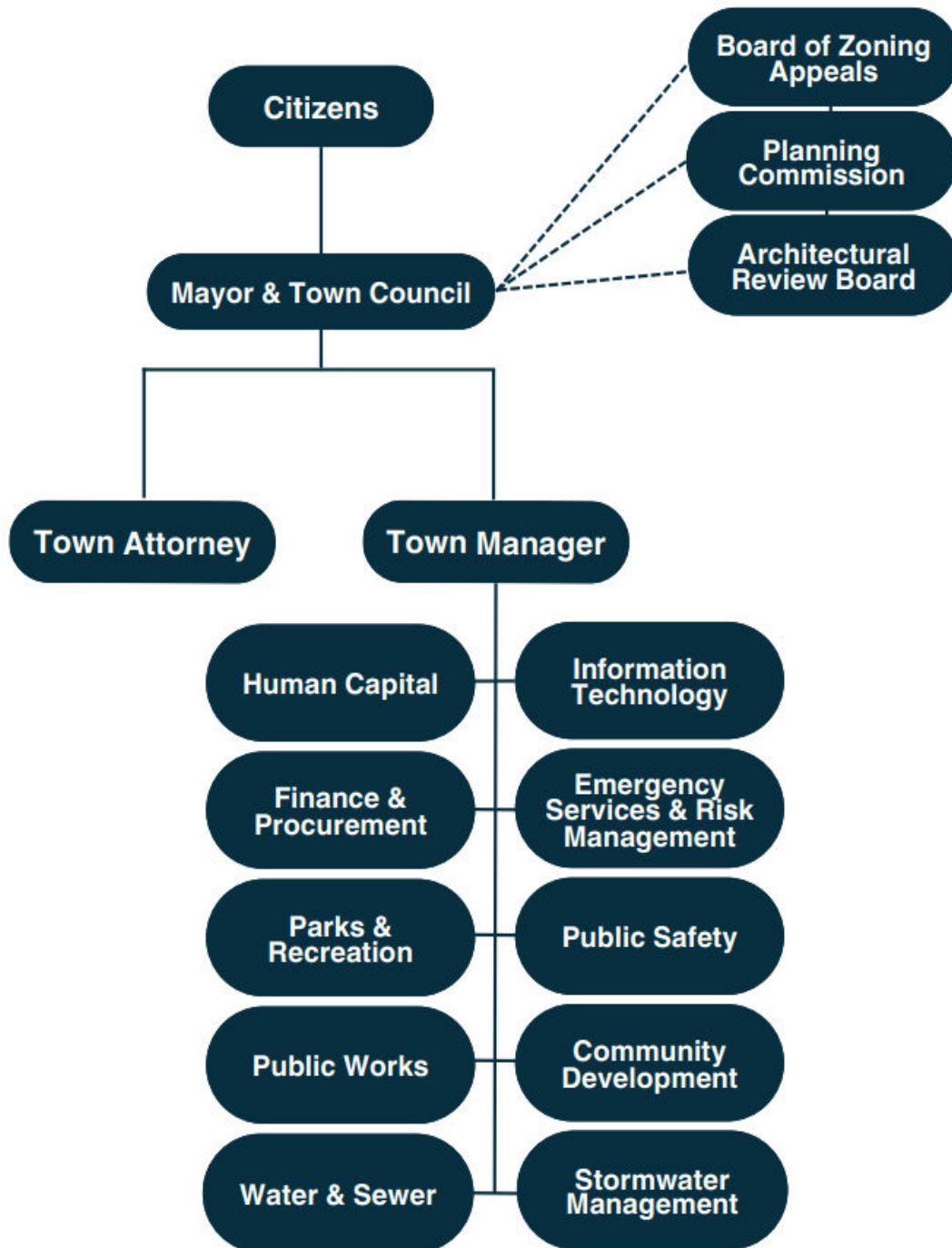
WARD MAP



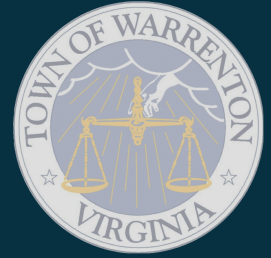


ORGANIZATIONAL CHART

Departmental organization charts are provided in each budget section.



FUND STRUCTURE AND USES



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

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

GOVERNMENTAL FUNDS

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

GENERAL FUND

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

GENERAL CAPITAL PROJECT FUND

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

GENERAL ASSET REPLACEMENT FUND

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

AMERICAN RESCUE PLAN ACT OF 2021 (ARPA) FUND

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

PROPRIETARY FUNDS

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

WATER & SEWER OPERATING FUND

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

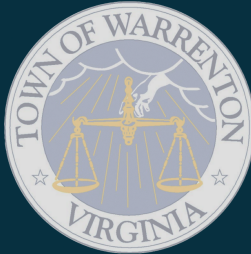
WATER & SEWER CAPITAL FUND

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

STORMWATER MANAGEMENT FUND

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

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

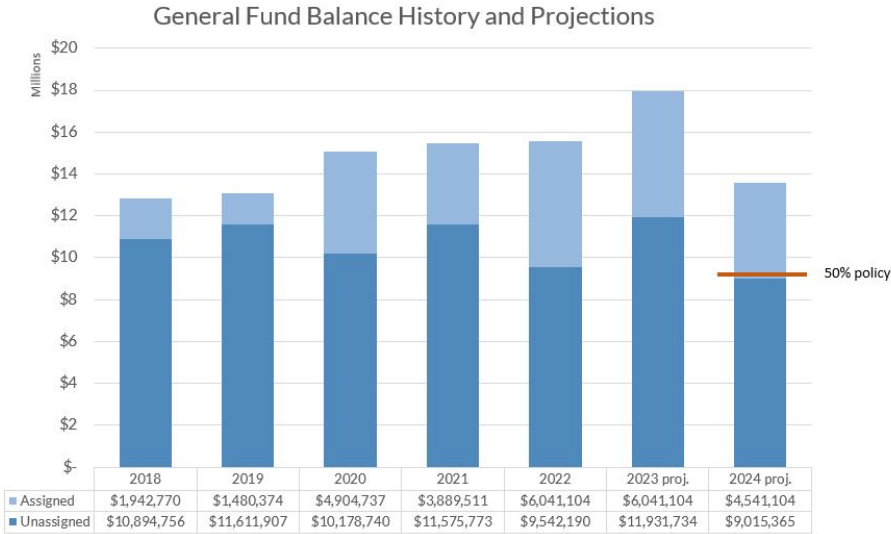


ESTIMATED FUND BALANCE

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

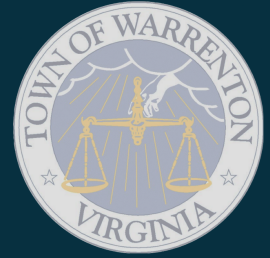
UNASSIGNED FUND BALANCE

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



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

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



GENERAL FUND SUMMARY

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

GENERAL FUND REVENUE

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

GENERAL FUND EXPENDITURES

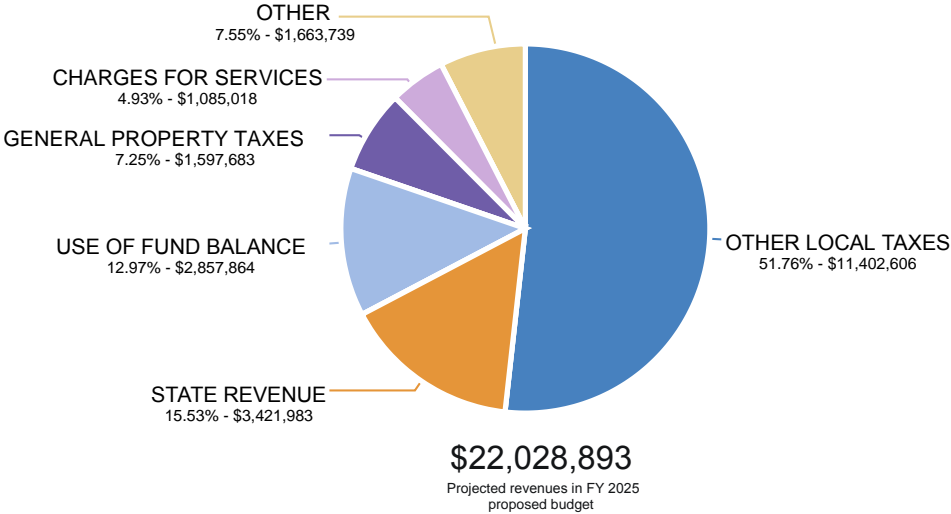
Expenditures/Uses	FY 2024 Adopted	FY 2025 Proposed	Variance (\$)	Variance (%)
General Government	\$4,501,562	\$4,386,751	(\$114,811)	(3%)
Public Safety	3,710,131	3,600,885	(109,246)	(3%)
Public Works	5,721,974	5,351,953	(370,021)	(6%)
Parks & Recreation	2,462,078	2,686,305	224,227	9%
Community Development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

GENERAL FUND REVENUE

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

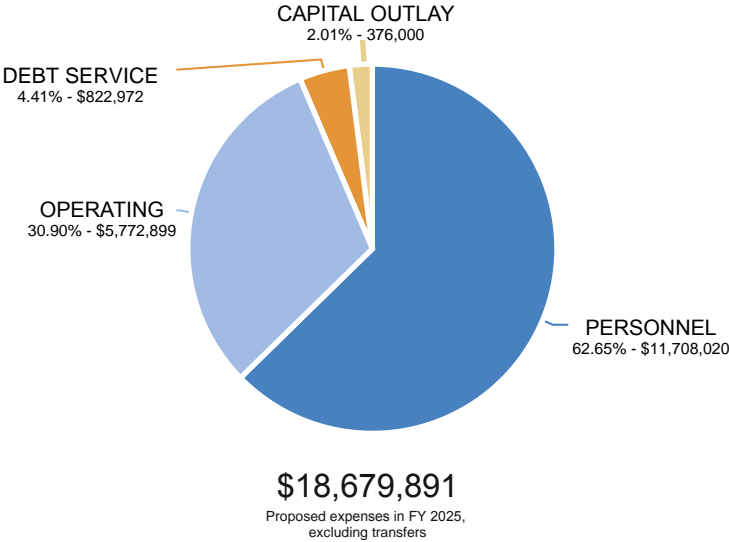
Excluding use of fund balance, General Fund revenues are projected to increase over FY 2024. The two (2) largest increases are in the State Revenue and Use of Money/Property categories. Other Local Taxes remains the largest source of revenue for the General Fund. This category includes Meals Tax; Sales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

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

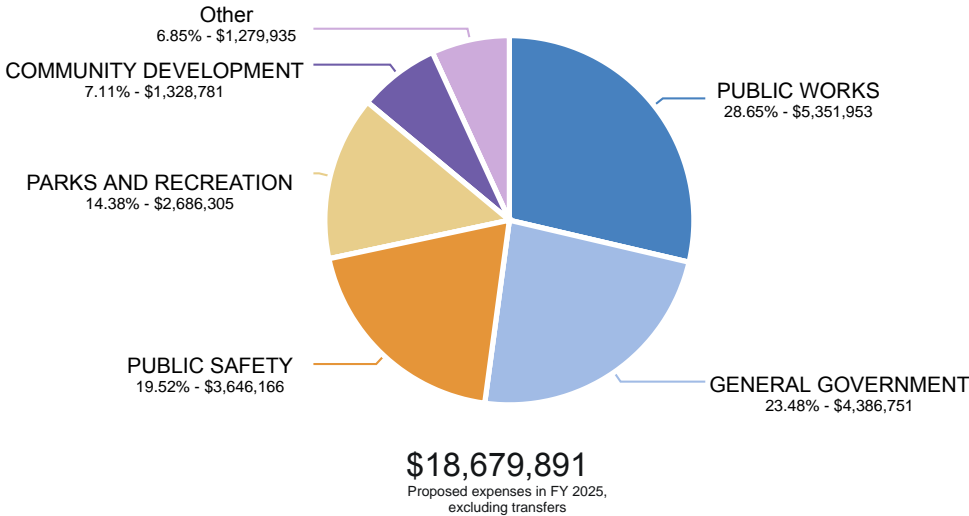


GENERAL FUND EXPENDITURES

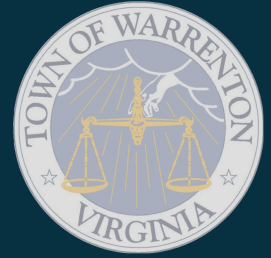
The following chart illustrates General Fund expenditures by category, excluding transfers. The largest category of expenditures for the General Fund is personnel.



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



GENERAL FUND REVENUE



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

GENERAL FUND REVENUE

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

GENERAL PROPERTY TAXES

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

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

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

GENERAL PROPERTY TAXES

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

FY 2025 PROPOSED TAX RATES

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

OTHER LOCAL TAXES

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

OTHER LOCAL TAXES

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

MEALS TAX

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

CIGARETTE TAX

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

BANK FRANCHISE TAXES

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

MOTOR VEHICLE LICENSES

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

BUSINESS, PROFESSIONAL, & OCCUPATION LICENSE (BPOL) TAX

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

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

UTILITY CONSUMPTION TAXES

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

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

LODGING TAX

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

CONSUMER UTILITY TAXES

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

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

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

LOCAL SALES TAXES

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

PERMITS & FEES

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

FINES & FORFEITURES

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

USE OF MONEY & PROPERTY

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

CHARGES FOR SERVICES

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

MISCELLANEOUS REVENUE

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

STATE REVENUE

NON-CATEGORICAL AID

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

NON-CATEGORICAL AID

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

CATEGORICAL AID

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

CATEGORICAL AID

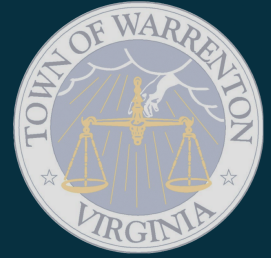
	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
REVENUES						
DCJS FUNDS (NOT GRANT)	\$0	\$0	–	\$0	\$0	–
STATE GRANT PD (NOT DCJS)	\$1,312	\$1,557	–	\$0	\$0	–
LOCAL LAW BLOCK GRANT	\$0	\$1,042	–	\$0	\$0	–
STATE GRANT	\$219,681	\$241,507	\$233,186	\$254,012	\$20,826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

USE OF FUND BALANCE & TRANSFERS IN

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

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

GENERAL GOVERNMENT ADMINISTRATION



FUNCTION OVERVIEW

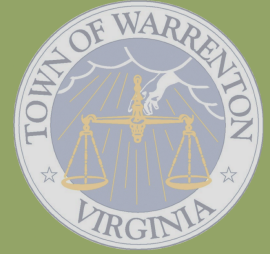
This functional area accounts for the general administration of the Town government. Departments accounted for in this grouping include legislative (Town Council), executive (Office of the Town Manager), legal services (Town Attorney), information technology, finance and procurement, emergency services,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

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

BUDGET SUMMARY

General Government Administration

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



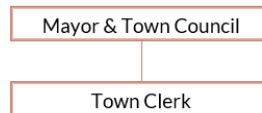
LEGISLATIVE

PROGRAM DESCRIPTION

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

CURRENT STAFFING

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



BUDGET SUMMARY

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

STAFFING SUMMARY

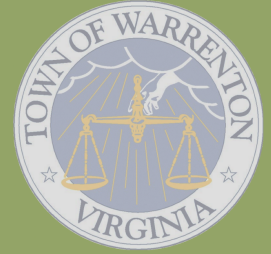
	FY2021	FY2022	FY2023	FY2024	FY2025
FTE Amount					
FTE Amount	0.73	0.73	1.00	1.00	1.00
FTE AMOUNT	0.73	0.73	1.00	1.00	1.00

BUDGET REQUEST / ANALYSIS

Item A.

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

EXECUTIVE



PROGRAM DESCRIPTION

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

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

CURRENT STAFFING

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

GOALS

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

FY 2024 HIGHLIGHTS

Item A.

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

KEY PROJECTS IN FY 2025

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

BUDGET SUMMARY

Item A.

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

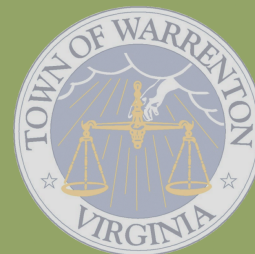
STAFFING SUMMARY

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

BUDGET REQUEST / ANALYSIS

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

LEGAL SERVICES



PROGRAM DESCRIPTION

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

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

CURRENT STAFFING

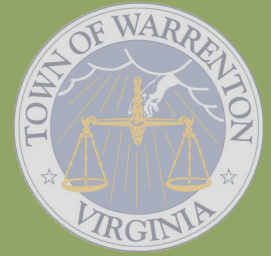
The Town Attorney is engaged on a contractual basis through Richmond based law firm Sands Anderson, PC.

BUDGET REQUEST / ANALYSIS

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

BUDGET SUMMARY

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



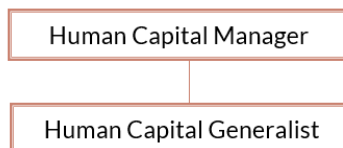
HUMAN CAPITAL

PROGRAM DESCRIPTION

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

CURRENT STAFFING

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



FY 2024 HIGHLIGHTS

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

KEY PROJECTS IN FY 2025

Item A.

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

BUDGET SUMMARY

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

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024	FY2025
FTE Amount					
Human Capital	0.00	0.50	0.50	1.75	1.50
FTE AMOUNT	0.00	0.50	0.50	1.75	1.50

BUDGET REQUEST / ANALYSIS

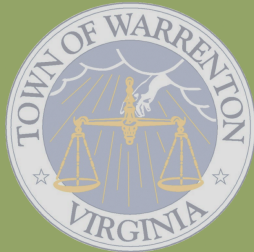
The proposed FY 2025 budget shows a decrease over FY 2024. The decrease in personnel costs is due to the Human Capital Generalist being allocated 25% to the Water & Sewer Fund in FY 2025. The increase in operating expenses is driven by proposed increases in professional services and training for the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

Goals, Objectives, and Performance Metrics

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

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

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



INFORMATION TECHNOLOGY

PROGRAM DESCRIPTION

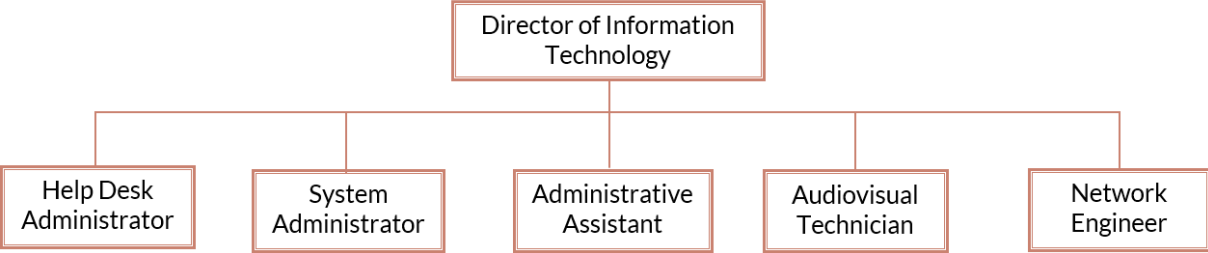
Prior to FY 2024, information technology was an Internal Service Fund that included all information technology costs. These costs were allocated to departments based upon the number of network users in that department.

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

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

CURRENT STAFFING

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



BUDGET SUMMARY

Item A.

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

STAFFING SUMMARY

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

BUDGET REQUEST / ANALYSIS

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

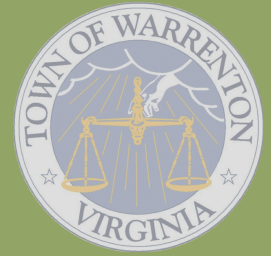
Goals, Objectives, and Performance Metrics

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

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

Goals	Objectives	Performance Metrics
Provide a stable, reliable, and secure network to support the town's information technology needs	<ul style="list-style-type: none"> • Provide service to Town employees through a Help Desk 	<ul style="list-style-type: none"> • 1353 Help Desk Tickets created / 1343 resolved (7/1/2022 - 3/26/2023) 8 Month's data.
	<ul style="list-style-type: none"> • Respond to Cybersecurity Events 	<ul style="list-style-type: none"> • One incident in 2023 and one in 2024 - both resolved within 48 hours.
Provide excellent customer service to all internal and external information technology customers	<ul style="list-style-type: none"> • Process Help Desk tickets in a timely manner 	<ul style="list-style-type: none"> • On average we respond within 14 minutes to all tickets.
	<ul style="list-style-type: none"> • Equipment uptime and availability 	<ul style="list-style-type: none"> • 100% computer uptime through good management and best practice staging of equipment.
Provide excellent viewing opportunity for Citizens for Town Council Meetings	<ul style="list-style-type: none"> • Provide efficient and clear Audio/Visual for all meetings 	<ul style="list-style-type: none"> • Live Views = 5,687 • Archive Views = 5,471 • Views Per Meeting = 11,150
Viewing opportunity for Planning Commission Meetings		<ul style="list-style-type: none"> • Views = 1,226

FINANCE & PROCUREMENT



PROGRAM DESCRIPTION

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

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

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

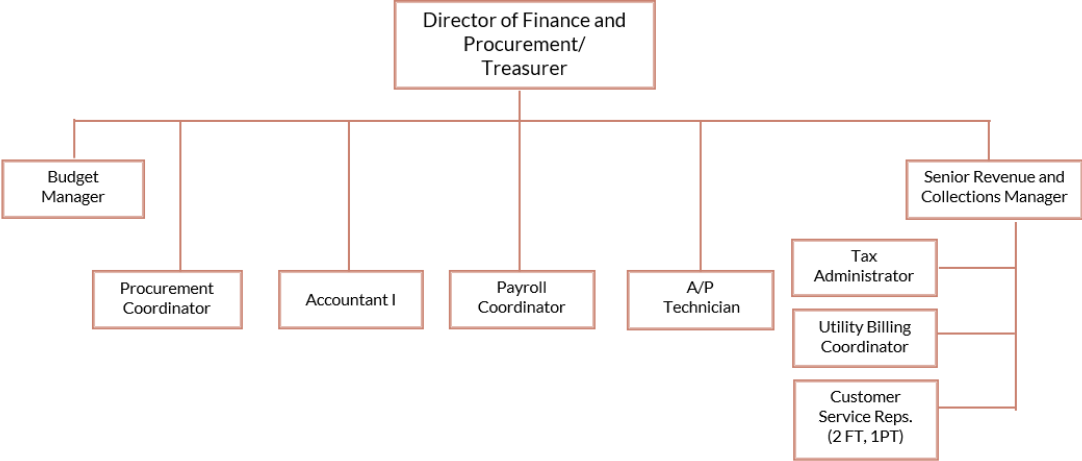
The Budget Manager works closely with Town departments and the Town Manager to produce the annual budget and the capital improvement plan. In Fiscal Year 2024, the Town's budget document was awarded the first GFOA Distinguished Budget Presentation Award.

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

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

CURRENT STAFFING

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



FY 2024 HIGHLIGHTS

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

KEY PROJECTS FOR FY 2025

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

BUDGET SUMMARY

Item A.

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

STAFFING SUMMARY

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

BUDGET REQUEST / ANALYSIS

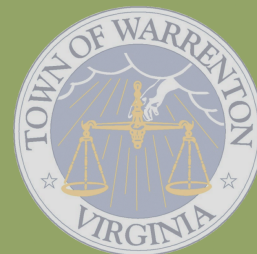
The FY 2025 proposed budget for the department is essentially flat when compared to the FY 2024 adopted budget. The increase in personnel expenses is driven by the COLA raise in the proposed budget. This increase is offset by the decrease in operating expenses which is driven by a reduction in projections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

Goals, Objectives, and Performance Metrics

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

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

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



OTHER ORGANIZATIONS

PROGRAM DESCRIPTION

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

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

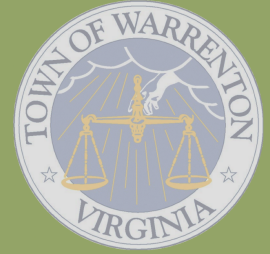
The Town is a member of the Fauquier Chamber of Commerce. The Town frequently partners with the Chamber to obtain feedback from businesses located in Town on certain issues that pertain to the local economy.

BUDGET SUMMARY

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

BUDGET REQUEST / ANALYSIS

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



ELECTIONS

PROGRAM DESCRIPTION

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

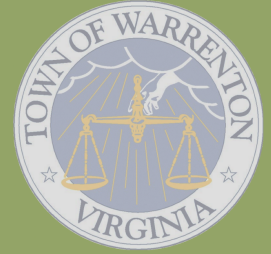
BUDGET SUMMARY

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

BUDGET REQUEST / ANALYSIS

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

EMERGENCY SERVICES & RISK MANAGEMENT



PROGRAM DESCRIPTION

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

CURRENT STAFFING

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

FY 2024 HIGHLIGHTS

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

KEY PROJECTS IN FY 2025

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

BUDGET SUMMARY

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

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

Staffing Summary

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

BUDGET REQUEST / ANALYSIS

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

Goals, Objectives, and Performance Metrics

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

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

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



INSURANCE

PROGRAM DESCRIPTION

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

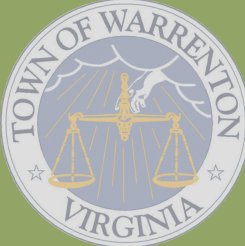
BUDGET SUMMARY

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

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

BUDGET REQUEST / ANALYSIS

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



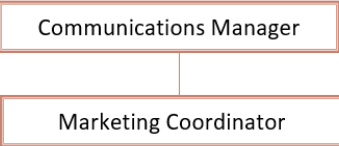
COMMUNICATIONS

PROGRAM DESCRIPTION

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

CURRENT STAFFING

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



FY 2024 HIGHLIGHTS

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

BUDGET SUMMARY

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

STAFFING SUMMARY

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

BUDGET REQUEST / ANALYSIS

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

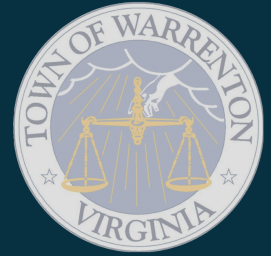
Goals, Objectives, and Performance Metrics

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

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

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

PUBLIC SAFETY



FUNCTION OVERVIEW

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

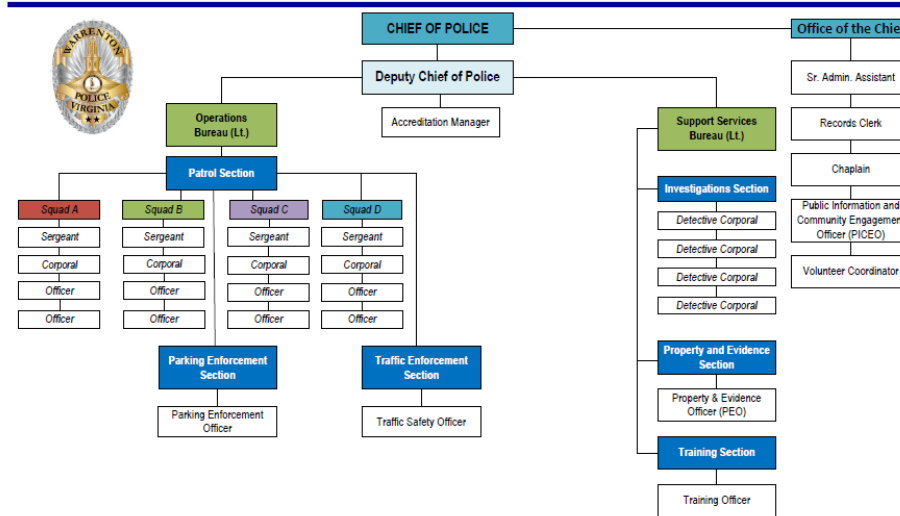
PROGRAM DESCRIPTION

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

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

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

Warrenton Police Department – Organizational Chart



BUDGET SUMMARY

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

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

STAFFING SUMMARY

Item A.

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

BUDGET REQUEST / ANALYSIS

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

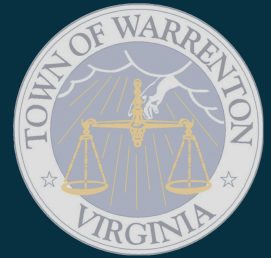
Goals, Objectives, and Performance Metrics

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

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

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

PUBLIC WORKS



FUNCTION OVERVIEW

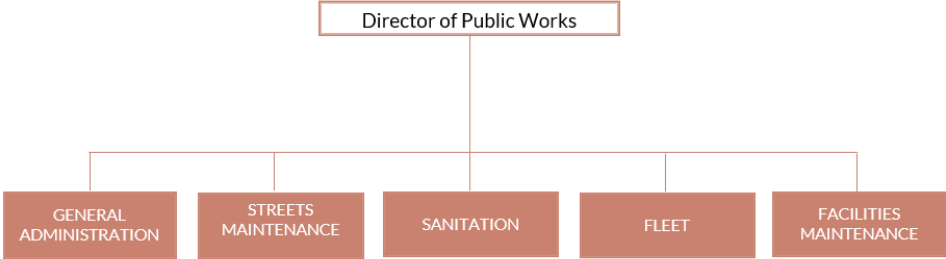
The public works function is responsible for maintaining 91.87 lane miles of roadway and right of way, a significant number of public sidewalks, an 18-acre public cemetery, ten (10) traffic signals, 40 miles of storm sewers, maintenance of the Town's vehicle and equipment fleets, all parks properties,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

CURRENT STAFFING

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

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

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



BUDGET SUMMARY

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

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

PUBLIC WORKS REVENUE

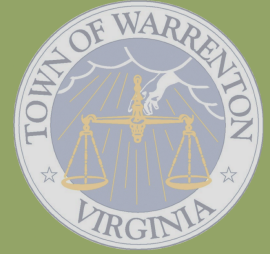
	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
REVENUES						
VDOT STREET & HWY MAINT	\$1,480,415	\$1,708,977	\$1,450,000	\$1,859,564	\$409,564	28%
REVENUES TOTAL	\$1,480,415	\$1,708,977	\$1,450,000	\$1,859,564	\$409,564	28%

Goals, Objectives, and Performance Metrics

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

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

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



PUBLIC WORKS ADMINISTRATION

PROGRAM DESCRIPTION

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

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

CURRENT STAFFING

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

BUDGET SUMMARY

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

STAFFING SUMMARY

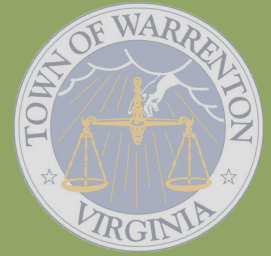
Department	FY2021	FY2022	FY2023	FY2024	FY2025
FTE Amount					
Public Works Administration	4.60	4.60	4.60	3.80	3.80
FTE AMOUNT	4.60	4.60	4.60	3.80	3.80

BUDGET REQUEST / ANALYSIS

Item A.

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

STREET MAINTENANCE



PROGRAM DESCRIPTION

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

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

CURRENT STAFFING

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

KEY PROJECTS IN FY 2025

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

BUDGET SUMMARY

Item A.

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

STAFFING SUMMARY

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

BUDGET REQUEST / ANALYSIS

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

ARTERIAL STREET MAINTENANCE

PROGRAM DESCRIPTION

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

CURRENT STAFFING

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

BUDGET SUMMARY

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

BUDGET REQUEST / ANALYSIS

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

COLLECTOR STREET MAINTENANCE

PROGRAM DESCRIPTION

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

CURRENT STAFFING

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

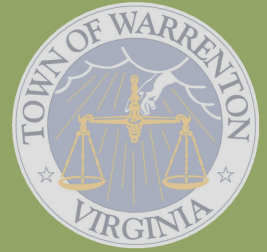
BUDGET SUMMARY

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

BUDGET REQUEST / ANALYSIS

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

SANITATION



PROGRAM DESCRIPTION

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

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

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

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

CURRENT STAFFING

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

KEY PROJECTS IN FY 2025

Item A.

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

BUDGET SUMMARY

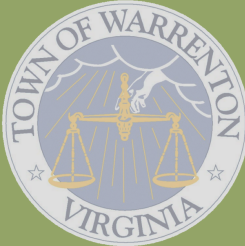
	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
EXPENSES						
PERSONNEL	\$487,898	\$468,136	\$506,168	\$553,661	\$47,493	9%
OPERATING	\$168,377	\$167,827	\$54,328	\$53,830	(\$498)	(1%)
EXPENSES TOTAL	\$656,274	\$635,963	\$560,496	\$607,491	\$46,995	8%

STAFFING SUMMARY

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

BUDGET REQUEST / ANALYSIS

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



FLEET

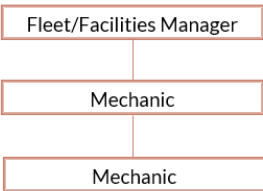
PROGRAM DESCRIPTION

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

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

CURRENT STAFFING

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



KEY PROJECTS FOR FY 2025

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

BUDGET SUMMARY

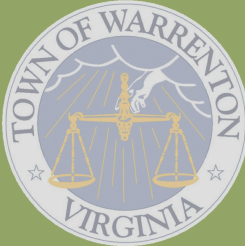
	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
EXPENSES						
PERSONNEL	\$207,418	\$227,411	\$241,723	\$289,438	\$47,715	20%
OPERATING	\$306,570	\$343,933	\$501,974	\$534,850	\$32,876	7%
CAPITAL OUTLAY	\$5,160	\$0	\$8,605	\$7,000	(\$1,605)	(19%)
EXPENSES TOTAL	\$519,148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

STAFFING SUMMARY

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

BUDGET REQUEST / ANALYSIS

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



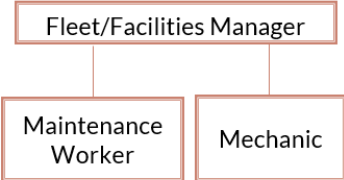
FACILITIES MAINTENANCE

PROGRAM DESCRIPTION

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

CURRENT STAFFING

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



KEY PROJECTS FOR FY 2025

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

BUDGET SUMMARY

Item A.

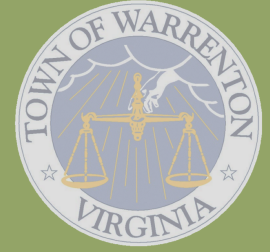
	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
EXPENSES						
PERSONNEL	\$277,975	\$379,547	\$475,604	\$256,885	(\$218,719)	(46%)
OPERATING	\$488,036	\$673,095	\$592,864	\$545,389	(\$47,474)	(8%)
CAPITAL OUTLAY	\$1,000	\$6,500	\$59,000	\$63,000	\$4,000	7%
EXPENSES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

STAFFING SUMMARY

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

BUDGET REQUEST / ANALYSIS

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



CEMETERY

PROGRAM DESCRIPTION

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

CURRENT STAFFING

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

BUDGET SUMMARY

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

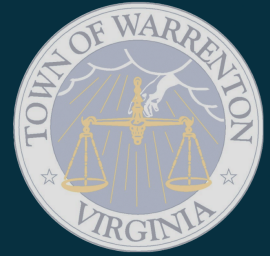
STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024	FY2025
FTE Amount					
Cemetery	0.00	0.00	0.00	0.00	2.00
FTE AMOUNT	0.00	0.00	0.00	0.00	2.00

BUDGET REQUEST / ANALYSIS

Item A.

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



PARKS & RECREATION

FUNCTION OVERVIEW

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

BUDGET SUMMARY

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

PARKS & RECREATION EXPENSES

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

PARKS & RECREATION CHARGES FOR SERVICES REVENUE

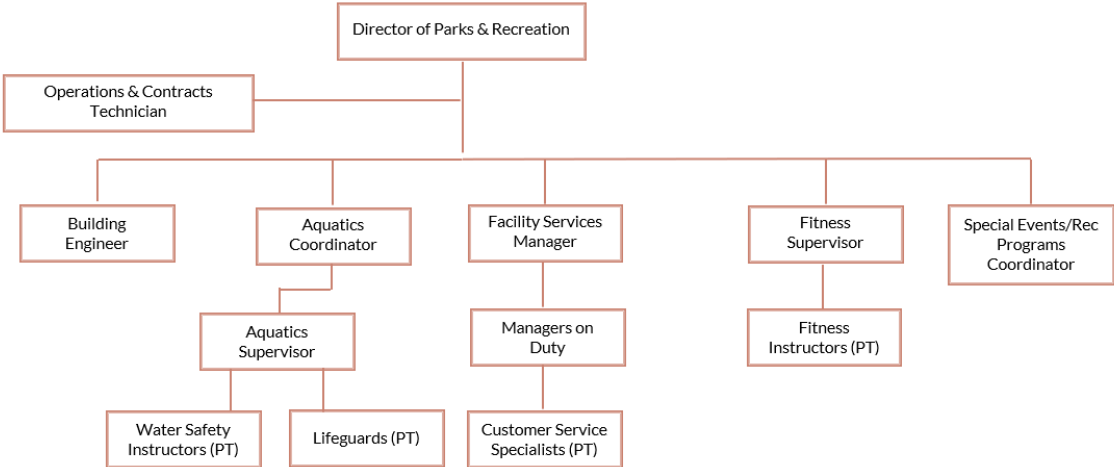
	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
REVENUES						
CHARGES FOR SERVICES- WARF	\$1,075,663	\$1,019,342	\$1,090,439	\$1,085,018	(\$5,421)	0%
REVENUES TOTAL	\$1,075,663	\$1,019,342	\$1,090,439	\$1,085,018	(\$5,421)	0%

PARKS & RECREATION MICELLANEOUS REVENUE

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

CURRENT STAFFING

Item A.



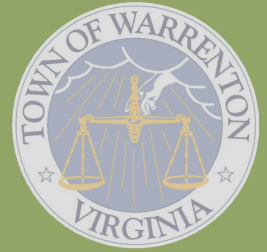
Goals, Objectives, and Performance Metrics

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

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

Goals	Objectives	Performance Metrics
Increase the number of programming amenities offered by the department	<ul style="list-style-type: none"> • Increase program participants by a minimum of 2% annually. 	<ul style="list-style-type: none"> • Total number of participants enrolled in recreation programs • Annual percent increase in participants • Number of volunteer hours served • Number of programs held • Number of programs meeting 90% utilization • Satisfaction rate of participants
Enhance department marketing efforts	<ul style="list-style-type: none"> • Increase public engagement by 5% annually 	<ul style="list-style-type: none"> • Number of social media followers • Number of news and announcement subscribers • Percent growth in followers and subscribers
Establish a viable cost recovery methodology	<ul style="list-style-type: none"> • Provide a wide variety of safe and healthy recreational opportunities at the WARF to achieve target expenditure recovery. 	<ul style="list-style-type: none"> • Number of hours for facility rental reservations • Percentage of expenses recovered through revenue at the WARF • Total number of annual memberships purchased • Renewal rate of annual memberships • Total number of daily visits to the WARF
Increase park use	<ul style="list-style-type: none"> • Increase park visits by 1% annually by properly maintaining facilities and providing diverse recreational opportunities while developing innovative methods to maintain service levels. 	<ul style="list-style-type: none"> • Number of daily park visits • Number of pavilion rentals • Number of field rentals

AQUATIC & RECREATIONAL FACILITY



PROGRAM DESCRIPTION

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

KEY PROJECTS IN FY 2025

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

CURRENT STAFFING

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

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

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

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

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

Total Estimated FTEs 20.09

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

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

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

BUDGET SUMMARY

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

STAFFING SUMMARY

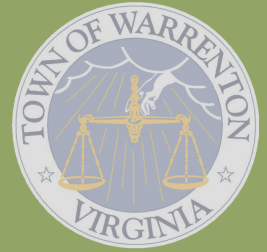
Department	FY2021	FY2022	FY2023	FY2024	FY2025
FTE Amount					
Aquatic Center	20.19	19.32	15.37	26.00	23.79
FTE AMOUNT	20.19	19.32	15.37	26.00	23.79

BUDGET REQUEST / ANALYSIS

Item A.

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

PARKS



PROGRAM DESCRIPTION

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

CURRENT STAFFING

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

FY 2024 HIGHLIGHTS

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

KEY PROJECTS IN FY 2025

- ADA Playgrounds funded by ARPA

BUDGET SUMMARY

Item A.

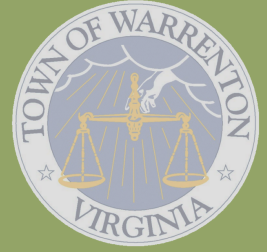
	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
EXPENSES						
PERSONNEL	\$19,767	\$1,494	\$100	\$41,154	\$41,054	41,054%
OPERATING	\$144,889	\$177,927	\$253,454	\$215,360	(\$38,094)	(15%)
CAPITAL OUTLAY	\$0	\$0	\$7,500	\$7,500	\$0	0%
EXPENSES TOTAL	\$164,656	\$179,421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

STAFFING SUMMARY

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

BUDGET REQUEST / ANALYSIS

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



PARKS AND RECREATION ADMINISTRATION

PROGRAM DESCRIPTION

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

CURRENT STAFFING

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

BUDGET SUMMARY

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

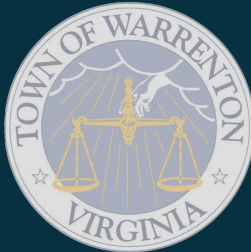
STAFFING SUMMARY

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

BUDGET REQUEST / ANALYSIS

Item A.

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

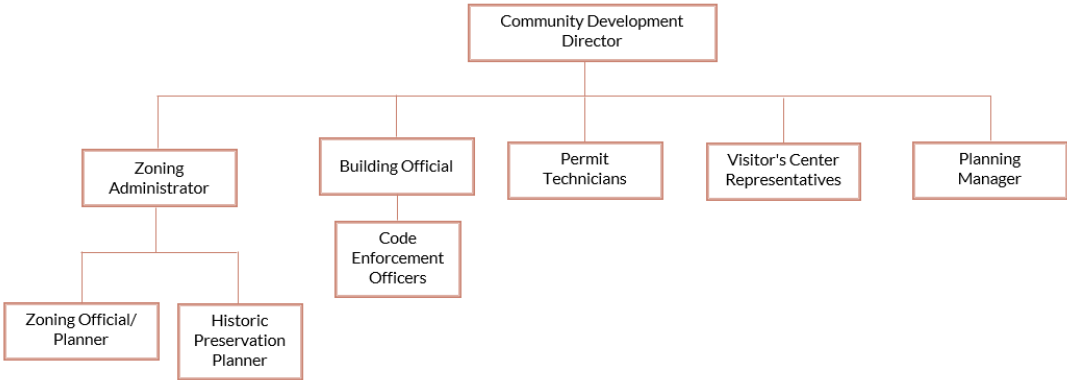


COMMUNITY DEVELOPMENT

FUNCTION OVERVIEW

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

CURRENT STAFFING



BUDGET SUMMARY

Item A.

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

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

COMMUNITY DEVELOPMENT PERMITS & FEES REVENUES

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

COMMUNITY DEVELOPMENT MISCELLANEOUS REVENUE

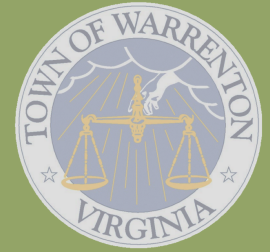
	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
REVENUES						
COUNTY OF FAUQUIER (VISITOR CENTER)	\$42,600	\$42,600	\$42,600	\$42,600	\$0	0%
REVENUES TOTAL	\$42,600	\$42,600	\$42,600	\$42,600	\$0	0%

Goals, Objectives, and Performance Metrics

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

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

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



DEVELOPMENT SERVICES

PROGRAM DESCRIPTION

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

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

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

CURRENT STAFFING

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

BUDGET SUMMARY

Item A.

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

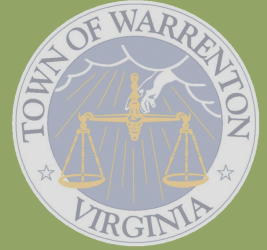
STAFFING SUMMARY

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

BUDGET REQUEST / ANALYSIS

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

PLANNING



PROGRAM DESCRIPTION

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

CURRENT STAFFING

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

BUDGET SUMMARY

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

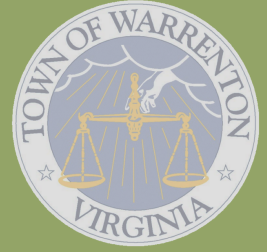
STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024	FY2025
FTE Amount					
Planning	4.14	4.14	4.39	2.50	2.50
FTE AMOUNT	4.14	4.14	4.39	2.50	2.50

BUDGET REQUEST / ANALYSIS

Item A.

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



VISITOR'S CENTER

PROGRAM DESCRIPTION

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

CURRENT STAFFING

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

BUDGET SUMMARY

Visitor's Center Expenses

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

VISITOR'S CENTER REVENUES

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

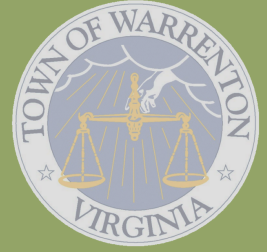
STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024	FY2025
FTE Amount					
Visitor Center	1.00	1.00	1.00	1.45	1.45
FTE AMOUNT	1.00	1.00	1.00	1.45	1.45

BUDGET REQUEST / ANALYSIS

Item A.

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



PLANNING COMMISSION

PROGRAM DESCRIPTION

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

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

CURRENT STAFFING

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

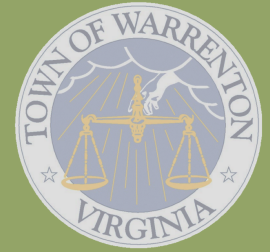
BUDGET SUMMARY

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

BUDGET REQUEST / ANALYSIS

Item A.

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



BOARD OF ZONING APPEALS

PROGRAM DESCRIPTION

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

CURRENT STAFFING

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

BUDGET SUMMARY

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

BUDGET REQUEST / ANALYSIS

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

ARCHITECTURAL REVIEW BOARD



PROGRAM DESCRIPTION

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

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

CURRENT STAFFING

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

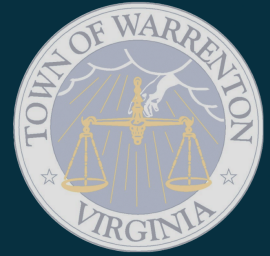
BUDGET SUMMARY

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

BUDGET REQUEST / ANALYSIS

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

CONTRIBUTIONS TO OUTSIDE AGENCIES



PROGRAM DESCRIPTION

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

BUDGET SUMMARY

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

Aging Together

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

Boys & Girls Club of Fauquier

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

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

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

Fauquier Community Child Care

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

Fauquier Community Food Bank / Thrift Store

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

Fauquier Family Shelter Services

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

Fauquier Free Clinic

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

Fauquier Historical Society

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

Hospice Support of Fauquier

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

Laurel Ridge Community College Foundation

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

Literacy Volunteers of Fauquier County

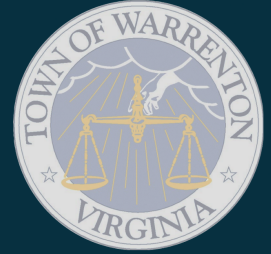
The overarching goals of Literacy Volunteers of Fauquier County (LVFC) are to improve the reading, writing, basic communication, study and computer skills of adults in our community and to promote learning as a fundamental goal. LVFC provides these services at their headquarters in Warrenton, the Warrenton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

Piedmont Dispute Resolution Center

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

Hope Heals

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



NONDEPARTMENTAL

PROGRAM DESCRIPTION

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

BUDGET SUMMARY

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

BUDGET REQUEST / ANALYSIS

Transportation Services

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

Main Street Program

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

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

Item A.

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

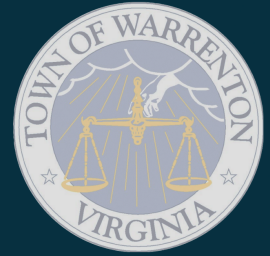
This program typically funds a Summer Concert Series in the Town. A grant through VCA provides half of the total funding from the Town.

Warrenton Volunteer Fire Company

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

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

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



DEBT SERVICE

PROGRAM DESCRIPTION

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

BUDGET SUMMARY

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

BUDGET REQUEST / ANALYSIS

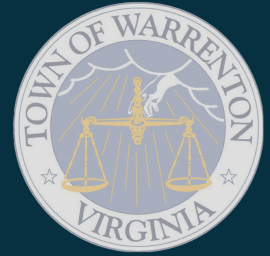
Debt service payments totaling \$822,972 are budgeted for FY 2025. This consists of \$525,000 in principal payments and \$297,972 in interest payments. The chart to the right shows the principal and interest requirements in support of each issuance.

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

ANNUAL DEBT SERVICE REQUIREMENTS

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

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



TRANSFERS

PROGRAM DESCRIPTION

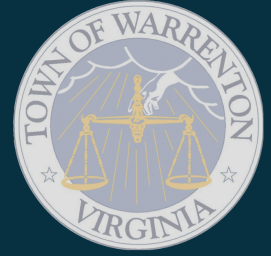
This function accounts for the transfer of funds from the General Fund to other funds as necessary to supplement operations and capital programs.

BUDGET SUMMARY

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

BUDGET REQUEST / ANALYSIS

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



GENERAL CAPITAL PROJECT FUND

PROGRAM DESCRIPTION

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

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

BUDGET SUMMARY

GENERAL CAPITAL PROJECT FUND REVENUES

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

GENERAL CAPITAL PROJECT FUND EXPENSES

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

BUDGET SUMMARY

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

PROJECT DESCRIPTIONS

Annual Paving Schedule

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

WARF Lighting

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

Washington Street Sidewalk

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

Capital Projects Contingency

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

Sidewalk Handicap Ramps

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

Improvements to Main Street

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

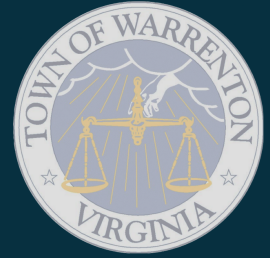
Park Pavilions

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

Courthouse Square Traffic Improvement

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

GENERAL ASSET REPLACEMENT FUND



PROGRAM DESCRIPTION

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

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

BUDGET SUMMARY

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

GENERAL ASSET REPLACEMENT FUND REVENUES

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

GENERAL ASSET REPLACEMENT FUND EXPENSES

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

GENERAL ASSET REPLACEMENT FUND EXPENDITURES

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

PROJECT DESCRIPTIONS

WARF Chiller Replacement

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

Enterprise Resource Planning (ERP) System

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

Traffic Light Updates

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

Roof Replacement

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

HVAC Replacement

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

Town Hall Foundation Repairs

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

Guardrail Replacement

Continued replacement of guardrails throughout Town.

P25 Radio Replacement

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

Information Technology Asset Replacement

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

Asphalt Resurfacing

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

WARF Structural Repairs

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

Energy Management

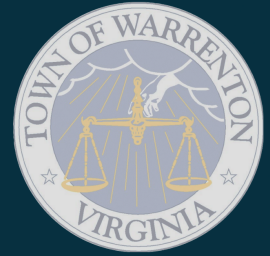
Updates to Town buildings to include, but not limited to, motion lighting, LED lights, energy-efficient windows, efficient water heating, updated insulation, air sealing, etc.

Fitness Equipment Replacement

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

Sign Replacement

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



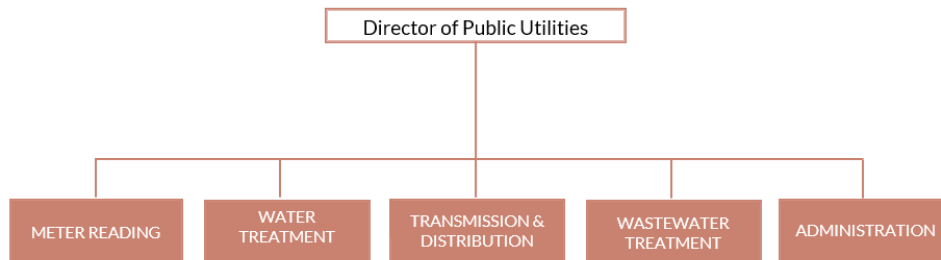
WATER & SEWER OPERATING FUND

PROGRAM DESCRIPTION

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

CURRENT STAFFING

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



SUMMARY OF BUDGET

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

WATER & SEWER OPERATING REVENUES

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

REVENUE

Permits & Fees

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

Fee Type	Fee
New Service	\$25
Security Deposit	\$150 residential & commercial
Late Fee	\$5
Reconnection Fee	\$40

Use of Money & Property

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

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

Charges for Services

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

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

PROPOSED RATES, EFFECTIVE JULY 1, 2024:

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

Commodity Rate, per 1,000 gallons:						
Usage	Water	Sewer	Total	Water	Sewer	Total
> 2,000	11.14	14.99	26.13	16.71	22.49	39.20

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

Recreational Vehicle Wastewater Disposal	
Flat Fee	\$10.00

Miscellaneous Revenue (Recoveries & Rebates)

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

Use of Fund Balance

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

WATER & SEWER OPERATING EXPENSES

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

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

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

WATER & SEWER OPERATING FUND EXPENSES

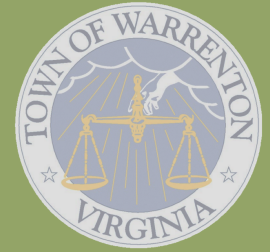
	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
EXPENSES						
METER READING	\$162,769	\$251,444	\$263,666	\$290,598	\$26,932	10%
WATER TREATMENT PLANT	\$1,074,607	\$1,150,929	\$1,411,414	\$1,595,441	\$184,027	13%
TRANSMISSION AND DISTRIBUTION	\$661,796	\$782,025	\$815,716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

Goals, Objectives, and Performance Metrics

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

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

Goals	Objectives	Performance Metrics
Produce potable water that complies with all state and federal agencies	<ul style="list-style-type: none"> • Increase resiliency 	<ul style="list-style-type: none"> • Able to produce water in all conditions
	<ul style="list-style-type: none"> • Increase capacity & quality 	<ul style="list-style-type: none"> • Ensure all water tests are passed
	<ul style="list-style-type: none"> • Ensure adequate staffing numbers are met 	<ul style="list-style-type: none"> • Able to adapt to increasing regulations
Ensure all water demands are met	<ul style="list-style-type: none"> • Ensure demands and delivery capabilities are met 	<ul style="list-style-type: none"> • Adequate storage capacity • Infrastructure maintained & in good, working order • Ensure adequate chemical stores are on site
Implement the Upgrade and Expansion Report	<ul style="list-style-type: none"> • Develop CIP and CARP to identify and map out improvements 	<ul style="list-style-type: none"> • Gain approval for phase 1 projects • Engage contractors as needed
	<ul style="list-style-type: none"> • Establish the timeline for upgrades and expansion 	<ul style="list-style-type: none"> • Establish the phase 2 and 3 projects



METER READING

PROGRAM DESCRIPTION

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

CURRENT STAFFING

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

BUDGET SUMMARY

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

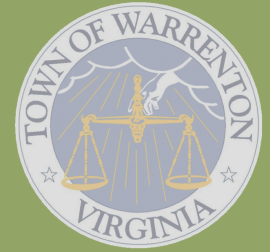
STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024	FY2025
FTE Amount					
Meter Department	1.00	1.00	1.00	1.00	1.00
FTE AMOUNT	1.00	1.00	1.00	1.00	1.00

BUDGET REQUEST / ANALYSIS

Item A.

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



WATER TREATMENT

PROGRAM DESCRIPTION

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

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

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

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

CURRENT STAFFING

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

FY 2024 HIGHLIGHTS

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

KEY PROJECTS IN FY 2025

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

BUDGET SUMMARY

Item A.

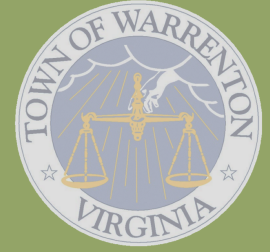
	ACTUAL		ADOPTED	PROPOSED	Variance (\$)	Variance (%)
	FY2022	FY2023	FY2024	FY2025		
EXPENSES						
PERSONNEL	\$429,901	\$464,520	\$656,256	\$737,494	\$81,238	12%
OPERATING	\$604,570	\$682,371	\$744,808	\$847,947	\$103,139	14%
CAPITAL OUTLAY	\$40,135	\$4,038	\$10,350	\$10,000	(\$350)	(3%)
EXPENSES TOTAL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

STAFFING SUMMARY

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

BUDGET REQUEST / ANALYSIS

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



TRANSMISSION & DISTRIBUTION

PROGRAM DESCRIPTION

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

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

CURRENT STAFFING

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

BUDGET SUMMARY

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

STAFFING SUMMARY

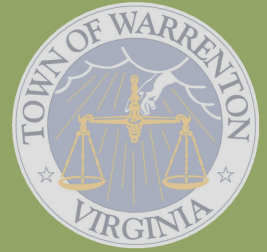
Department	FY2021	FY2022	FY2023	FY2024	FY2025
FTE Amount					
Transmission and Distribution	8.00	8.00	8.00	8.00	8.00
FTE AMOUNT	8.00	8.00	8.00	8.00	8.00

BUDGET REQUEST / ANALYSIS

Item A.

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

WASTEWATER TREATMENT



PROGRAM DESCRIPTION

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

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

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

CURRENT STAFFING

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

BUDGET SUMMARY

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

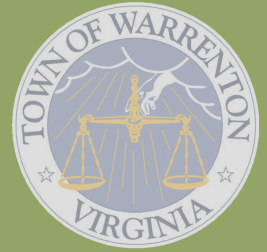
STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024	FY2025
FTE Amount					
Wastewater Treatment Plant	10.97	10.97	10.97	11.83	11.83
FTE AMOUNT	10.97	10.97	10.97	11.83	11.83

BUDGET REQUEST / ANALYSIS

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

WATER & SEWER ADMINISTRATION



PROGRAM DESCRIPTION

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

CURRENT STAFFING

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

KEY PROJECTS FOR FY 2025

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

BUDGET SUMMARY

Item A.

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

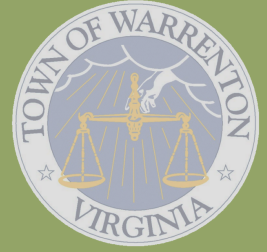
STAFFING SUMMARY

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

BUDGET REQUEST / ANALYSIS

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

WATER & SEWER FUND DEBT SERVICE



PROGRAM DESCRIPTION

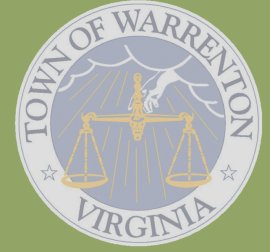
This category includes principal, interest and related charges associated with the issuance of long-term debt for capital improvements.

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

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

ANNUAL DEBT SERVICE REQUIREMENTS

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



WATER & SEWER FUND TRANSFERS

PROGRAM DESCRIPTION

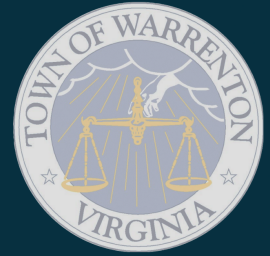
The FY 2025 proposed budget for the Water & Sewer Operating Fund includes a transfer to the General Fund. This transfer represents the total that the Water & Sewer Fund is remitting to the General Fund for the services provided by the information technology and fleet departments since there is no longer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

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

BUDGET SUMMARY

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

WATER & SEWER CAPITAL PROJECT FUND



FUND OVERVIEW

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

WATER & SEWER CAPITAL PROJECT FUND REVENUES

WATER & SEWER CAPITAL PROJECT FUND REVENUES

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

Interest Revenue

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

Tap Fees (Water & Sewer Connection Fees)

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

Proceeds from Indebtedness

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

Transfers

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

Use of Reserves

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

WATER & SEWER CAPITAL PROJECT FUND EXPENSES

Item A.

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

WATER & SEWER CAPITAL PROJECT FUND EXPENSES

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

WATER & SEWER ASSET REPLACEMENTS

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

Granular Activated Carbon (GAC) Replacement

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

Reliability Measures

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

Gateway Reading Devices

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

WTP Facility Renovation

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

HVAC Replacement

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

Energy Management

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

Dam Maintenance

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

Facilities Physical Security

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

Fleet Replacement Program

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

WATER & SEWER CAPITAL IMPROVEMENTS

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

Mt. Tank Line Power

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

Secondary Clarifier & Sludge Pump

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

WWTP Pump Station

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

Capital Projects Contingency

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

Warrenton Dam Repairs

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

Lancaster Drive Waterline Replacement

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

Primary Clarifiers & Sludge Pump Station

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

I&I Reduction Program

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

Broadview Waterline Betterment

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

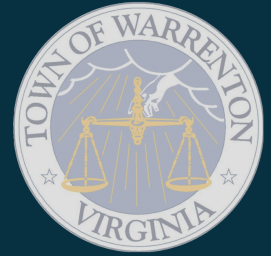
Raw Water Pumps

Replacement of aging and obsolete raw water pumps.

Connection Improvements

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

STORMWATER MANAGEMENT FUND



PROGRAM DESCRIPTION

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

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

CURRENT STAFFING

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

KEY PROJECTS FOR FY 2024

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

STORMWATER MANAGEMENT FUND REVENUES

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

Stormwater Management Fees (Local Revenue)

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

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

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

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

Miscellaneous Revenue

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

Grant Revenue (State and Federal)

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

Use of Fund Balance

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

STORMWATER MANAGEMENT FUND EXPENSES

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

STAFFING SUMMARY

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

BUDGET REQUEST / ANALYSIS

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

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

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

Asset replacement and capital projects include the following:

STORMWATER MANAGEMENT CAPITAL PROJECTS

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

Master Drainage Plan (MDP)

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

BMP Facilities

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

Capital Projects Contingency

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

Stream Retrofit Rady Park

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

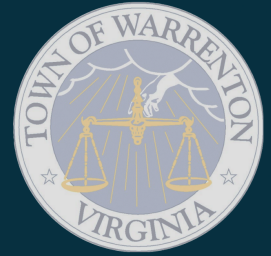
Goals, Objectives, and Performance Metrics

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

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

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

AMERICAN RESCUE PLAN ACT (ARPA) FUND



PROGRAM DESCRIPTION

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

CURRENT STAFFING

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

BUDGET SUMMARY

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

BUDGET REQUEST / ANALYSIS

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

ARPA CAPITAL PROJECTS

Item A.

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

Accessible Playground Replacement

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



TOWN OF WARRENTON, VIRGINIA

Proposed Capital Improvement Plan

2025-2030

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INTRODUCTION

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

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

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

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

CAPITAL IMPROVEMENT PLANNING & POLICIES

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

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

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

DEBT PLANNING

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

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

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

IMPACT OF THE CAPITAL IMPROVEMENT PROJECT ON THE OPERATING BUDGET

Debt Service

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

Current Revenue

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

Other Operating Impacts

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

THE ANNUAL CAPITAL BUDGET

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

PROJECT CATEGORIES

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

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

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

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

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

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



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

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

Mission Statement

In Cooperation With And For Our Citizens...

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

Vision & Value Statement

To Achieve Our Mission, We Strive To...

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

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

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

WHAT IS A COMPREHENSIVE PLAN?

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

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

WHAT IS PLAN WARRENTON 2040?

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

DRIVERS

Community Character

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

Community Health

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

Economic & Fiscal Resilience

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

TOPICAL ELEMENTS

- 

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

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

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

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

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

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

Land Use & Character Districts
Expand amenity options within character districts and existing neighborhoods to improve quality-of-life and maintain community character.

OTHER CAPITAL PLANNING

MAINTENANCE PROJECT SUMMARY

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

PROFFERS

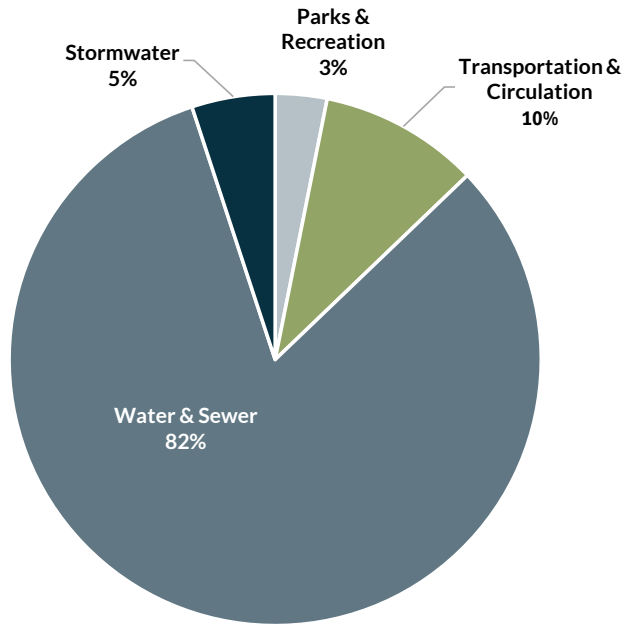
Section 15.2-2298 of the Code of Virginia requires that "No proffer shall be accepted by a locality unless it has adopted a capital improvement program." The Statute also prevents the transfer of property or acceptance of cash for a specific project until the subject project is included in the CIP. Fauquier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

CAPITAL IMPROVEMENT PLAN OVERVIEW

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

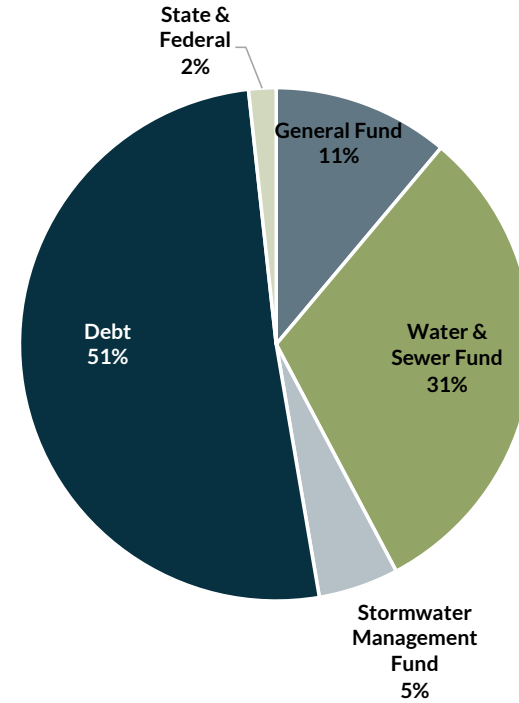
FY 2025 Expenditure by Category

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



FY 2025 Funding by Source

Source	Amount
General Fund	\$ 1,440,002
Water & Sewer Fund	4,030,500
Stormwater Management Fund	655,000
Debt	6,600,000
State & Federal	223,002
	\$ 12,948,503



The Town's budget is organized in alignment with the nature of the services provided to its citizens. The presentation of Capital Improvement Projects throughout this document aligns with the structure of the Town's funds as presented in the annual budget.

Categories within the General Fund are identified by the aspect of Plan Warrenton 2040 that they support.

- The General Fund accounts for general government administration, community development and facilities, public safety, public works, and parks and recreation.
 - Plan Warrenton 2040 Categories
 - Community Facilities
 - Parks and Recreation
 - Transportation and Circulation
- The Water and Sewer Fund provides for the efficient and effective delivery of water and sewer services to Town citizens.
- The Stormwater Management Fund accounts for the activities necessary to meet the requirements of the Town's Municipal Small Separate Stormwater System (MS4) permit.



Projects by Fund and Funding Source Summaries



GENERAL FUND CAPITAL PROJECTS

The capital projects planned for the General Fund are summarized by category below. A funding summary by source for all General Fund projects is on the next page. Detailed sources, uses, and previous allocations for each project are provided in the project detail pages.

Community Facilities

Project #	Project Name	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
CF-002	Public Works Facility Relocation	\$ -	\$ 775,000	\$ -	\$ -	\$ -	\$ -	\$ 775,000
		\$ -	\$ 775,000	\$ -	\$ -	\$ -	\$ -	\$ 775,000

Parks and Recreation

Project #	Project Name	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
PR-001	ADA Playground Replacements	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
PR-002	Eva Walker Park Improvements	-	100,000	150,000	150,000	100,000	-	500,000
PR-004	Park Pavilions	42,000	44,100	45,423	-	-	-	131,523
PR-005	Park Restrooms	-	121,275	-	-	-	-	121,275
PR-006	WARF Basketball Court Construction	-	-	100,000	-	-	-	100,000
PR-007	Replace Natatorium Lighting	215,000	135,000	-	-	-	-	350,000
PR-008	Skatepark Replacement at the WARF	-	-	-	-	300,000	-	300,000
		\$ 407,000	\$ 400,375	\$ 295,423	\$ 150,000	\$ 400,000	\$ -	\$ 1,652,798

Transportation & Circulation

Project #	Project Name	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
TC-004	Sidewalk Handicap Ramps	\$ 100,000	\$ 80,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 460,000
TC-006	East Shirley Street Improvements	-	-	200,000	650,000	7,150,000	5,000,000	13,000,000
TC-007	Walker/East Lee Intersection Improv	-	-	35,000	70,000	700,000	-	805,000
TC-008	Improvements to Main Street	146,003	1,468,614	-	-	-	-	1,614,617
TC-009	Route 211/Old Waterloo Improvement	-	10,000	110,250	340,673	-	-	460,923
TC-010	Lee Hwy/Blackwell Rd Safety Improve	-	2,456,910	-	2,066,512	12,133,285	-	16,656,707
TC-011	W Lee/US17BusN/Winchester Intersect	-	2,156,621	-	5,563,634	9,852,227	-	17,572,482
TC-012	Signal at Gold Cup/Broadview	-	-	-	-	-	722,839	722,839
TC-013	Washington Street Sidewalk	200,000	-	-	-	-	-	200,000
TC-014	Fauquier Road Sidewalk	-	300,000	-	625,000	-	-	925,000
TC-015	Foxcroft Road Sidewalk	-	-	-	45,000	375,000	-	420,000
TC-016	Gay Road Sidewalk	-	50,000	500,000	-	-	-	550,000
TC-017	Academy Hill Sidewalk	-	-	-	-	-	60,000	60,000
TC-018	Courthouse Square Traffic Improvement	10,000	40,000	-	-	-	-	50,000
TC-019	Annual Paving Schedule	800,000	450,000	400,000	350,000	450,000	300,000	2,750,000
		\$ 1,256,003	\$ 7,012,145	\$ 1,315,250	\$ 9,780,819	\$ 30,730,512	\$ 6,152,839	\$ 56,247,567
	Subtotal: General Fund Capital Projects	1,663,003	8,187,520	1,610,673	9,930,819	31,130,512	6,152,839	58,675,365
	Contingency - 10% of Town Funding	144,000	283,968	151,067	197,567	552,000	365,284	1,693,887
	TOTAL GENERAL FUND CAPITAL PROJECTS	\$ 1,807,003	\$ 8,471,488	\$ 1,761,740	\$ 10,128,386	\$ 31,682,512	\$ 6,518,123	\$ 60,369,252

GENERAL FUND CAPITAL PROJECTS - FUNDING SUMMARY

The following summarizes the funding sources for General Fund capital projects.

Funding Source	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
General Fund	1,440,002	2,105,375	1,410,673	1,650,673	1,695,000	1,152,839	9,454,561
Debt	-	734,307	100,000	325,000	3,575,000	2,500,000	7,234,307
State	73,002	5,347,838	100,000	7,955,146	25,560,512	2,500,000	41,536,498
Federal	150,000						150,000
Other					300,000		300,000
	\$ 1,663,003	\$ 8,187,520	\$ 1,610,673	\$ 9,930,819	\$ 31,130,512	\$ 6,152,839	\$ 58,675,365
Contingency - 10% of Town Funding	144,000	283,968	151,067	197,567	552,000	365,284	1,693,887
TOTAL GENERAL FUND CAPITAL PROJECTS	\$ 1,807,003	\$ 8,471,488	\$ 1,761,740	\$ 10,128,386	\$ 31,682,512	\$ 6,518,123	\$ 60,369,252

WATER & SEWER FUND CAPITAL PROJECTS

The Town operates a Water and Sewer Utility that is accounted for in a separate, self-supporting, Enterprise Fund. Projects have been broken out between Water (W) and Sewer (S). A combined funding summary for both Water and Sewer projects is provided following the project listings. Detailed sources, uses, and previous allocations for each project are provided in the project detail pages.

Water Projects

Project #	Project Name	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
W-001	WTP Clearwell Project	\$ -	\$ 7,775,000	\$ -	\$ -	\$ -	\$ -	\$ 7,775,000
W-005	Warrenton Reservoir Dam	300,000	3,000,000	1,000,000	1,000,000	1,000,000	1,000,000	7,300,000
W-006	Broadview Waterline Betterment	600,000	-	-	-	-	-	600,000
W-007	Utility Connection Program	63,000	69,458	78,874	92,255	111,142	130,000	544,728
W-008	Mt. Tank Line Power	100,000	945,000	-	-	-	-	1,045,000
W-010	High Rate Filter, Sediment & Flocc	-	882,000	6,813,450	4,678,569	-	-	12,374,019
W-011	Water Line Improvements: LRCC	-	-	-	-	400,000	4,000,000	4,400,000
W-012	Warrenton Reservoir Dredging	-	250,000	-	1,500,000	-	-	1,750,000
W-013	Raw Water Pumps	770,000	-	-	-	-	-	770,000
W-014	Airlie Drain Valve	-	-	-	350,893	-	-	350,893
W-015	Basin Coating	-	-	-	350,893	-	-	350,893
W-017	Lee Highway Waterline Replacement	-	-	150,000	-	1,500,000	-	1,650,000
W-018	Lancaster Drive Waterline Replacement	1,500,000	-	-	-	-	-	1,500,000
W-019	Hunton Street Waterline Replacement	-	50,000	1,000,000	-	-	-	1,050,000
W-020	Marr Drive Waterline Replacement	-	-	-	-	-	50,000	50,000
W-021	Industrial Road Waterline Replacement	-	-	-	-	40,000	600,000	640,000
TOTAL WATER PROJECTS		\$ 3,333,000	\$ 12,971,458	\$ 9,042,324	\$ 7,972,609	\$ 3,051,142	\$ 5,780,000	\$ 42,150,533

Sewer Projects

Project #	Project Name	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
S-001	Primary Clarifiers & Sludge Pump Station	\$ 6,300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,300,000
S-002	I&I Reduction	420,000	220,500	250,000	250,000	250,000	250,000	1,640,500
S-003	Primary Digester	-	6,063,750	-	-	-	-	6,063,750
S-005	Cedar Run Pump Station	-	-	350,000	-	5,000,000	-	5,350,000
S-006	Secondary Clarifier and Sludge Pump	420,000	10,500,000	-	-	-	-	10,920,000
S-007	Wastewater Treatment Plant Pump Station	157,500	82,688	-	-	-	-	240,188
S-008	Dewatered Sludge Storage	-	750,000	-	-	-	-	750,000
S-009	Secondary Sludge Pump	-	500,000	-	-	-	-	500,000
S-011	Taylor Pump Station	-	-	350,000	5,000,000	-	-	5,350,000
S-012	Sludge Dewatering	-	-	-	584,821	-	-	584,821
S-013	Sludge Screen with Enclosure	-	-	-	350,893	-	-	350,893
S-014	Turkey Run Pump Station #2	-	-	-	-	-	300,000	300,000
S-015	Plant Hydraulics/Piping	-	-	-	29,241	150,591	-	179,832
S-016	Sanitary Sewer Improvements to LRCC	-	-	-	-	361,419	-	361,419
S-017	Headworks Building	-	-	-	500,000	-	7,000,000	7,500,000
		\$ 7,297,500	\$ 18,116,938	\$ 950,000	\$ 6,714,955	\$ 5,762,011	\$ 7,550,000	\$ 46,391,403
	Subtotal: Water & Sewer Capital Projects	10,630,500	31,088,395	9,992,324	14,687,564	8,813,153	13,330,000	88,541,936
	Contingency - 10% of Town Funding	1,063,050	3,108,840	999,232	1,468,756	881,315	1,333,000	8,854,194
	TOTAL WATER & SEWER CAPITAL PROJECTS	\$ 11,693,550	\$ 34,197,235	\$ 10,991,557	\$ 16,156,320	\$ 9,694,468	\$ 14,663,000	\$ 97,396,130

WATER & SEWER FUND CAPITAL PROJECTS - FUNDING SUMMARY

The following summarizes the funding sources for Water & Sewer Fund capital projects.

Funding Source	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Water & Sewer Fund	\$ 4,030,500	\$ 2,867,645	\$ 1,828,874	\$ 9,008,995	\$ 2,413,153	\$ 8,030,000	\$ 28,179,167
Debt	6,600,000	28,220,750	8,163,450	5,678,569	6,400,000	5,300,000	60,362,769
State							
Federal							
Other							
	\$ 10,630,500	\$ 31,088,395	\$ 9,992,324	\$ 14,687,564	\$ 8,813,153	\$ 13,330,000	\$ 88,541,936
Contingency - 10% of Town Funding	1,063,050	3,108,840	999,232	1,468,756	881,315	1,333,000	8,854,194
TOTAL WATER & SEWER CAPITAL PROJECTS	\$ 11,693,550	\$ 34,197,235	\$ 10,991,557	\$ 16,156,320	\$ 9,694,468	\$ 14,663,000	97,396,129.51

STORMWATER MANAGEMENT FUND CAPITAL PROJECTS

The other Enterprise Fund for the Town is the Stormwater Management Fund. Projects planned in support of this function are as follows. Detailed sources, uses, and previous allocations for each project are provided in the project detail pages.

Project #	Project Name	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2028-29	Total
SM-003	Stream Retrofit Rady Park	\$ 5,000	\$ 771,750	\$ -	\$ -	\$ -	\$ -	\$ 776,750
SM-004	Master Drainage Plan	500,000	500,000	400,000	-	-	-	1,400,000
SM-005	BMP & Filterra Facilities	150,000	192,938	198,726	175,446	130,000	130,000	977,109
SM-006	East Street Drainage	-	-	31,500	266,860	-	-	298,360
SM-008	Sullivan/Broadview Avenue Drainage	-	33,075	254,823	-	-	-	287,898
SM-009	West Lee Highway Stormwater Culvert	-	-	-	204,687	-	-	204,687
		\$ 655,000	\$ 1,497,763	\$ 885,049	\$ 646,994	\$ 130,000	\$ 130,000	\$ 3,944,805
	Contingency - 10% of Town Funding	65,500	149,776	88,505	64,699	13,000	13,000	394,480
	TOTAL STORMWATER CAPITAL PROJECTS	\$ 720,500	\$ 1,647,539	\$ 973,554	\$ 711,693	\$ 143,000	\$ 143,000	\$ 4,339,285

STORMWATER MANAGEMENT FUND CAPITAL PROJECTS - FUNDING SUMMARY

The following summarizes the funding sources for Stormwater Management Fund capital projects.

Funding Source	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Stormwater Management Fund	\$ 655,000	\$ 1,497,763	\$ 885,049	\$ 646,994	\$ 130,000	\$ 130,000	\$ 3,944,805
Debt							
State							
Federal							
Other							
	\$ 655,000	\$ 1,497,763	\$ 885,049	\$ 646,994	\$ 130,000	\$ 130,000	\$ 3,944,805
	65,500	149,776	88,505	64,699	13,000	13,000	394,480
	\$ 720,500	\$ 1,647,539	\$ 973,554	\$ 711,693	\$ 143,000	\$ 143,000	\$ 4,339,285

COMBINED FUNDING SUMMARY - ALL FUNDS

Funding sources for the capital plan across all funds are summarized below.

Funding Source	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
General Fund	\$ 1,440,002	\$ 2,105,375	\$ 1,410,673	\$ 1,650,673	\$ 1,695,000	\$ 1,152,839	\$ 9,454,561
Water & Sewer Fund	4,030,500	2,867,645	1,828,874	9,008,995	2,413,153	8,030,000	28,179,167
Stormwater Management Fund	655,000	1,497,763	885,049	646,994	130,000	130,000	3,944,805
Debt	6,600,000	28,955,057	8,263,450	6,003,569	9,975,000	7,800,000	67,597,076
State	73,002	5,347,838	100,000	7,955,146	25,560,512	2,500,000	41,536,498
Federal	150,000	-	-	-	-	-	150,000
Other					300,000	-	300,000
	\$ 12,948,503	\$ 40,773,678	\$ 12,488,046	\$ 25,265,376	\$ 40,073,665	\$ 19,612,839	\$ 151,162,106
Contingency - 10% of Town Funding	1,272,550	3,542,584	1,238,805	1,731,023	1,446,315	1,711,284	1,693,887
	\$ 14,221,053	\$ 44,316,262	\$ 13,726,850	\$ 26,996,399	\$ 41,519,980	\$ 21,324,123	\$ 162,104,667

General Fund Project Detail Pages



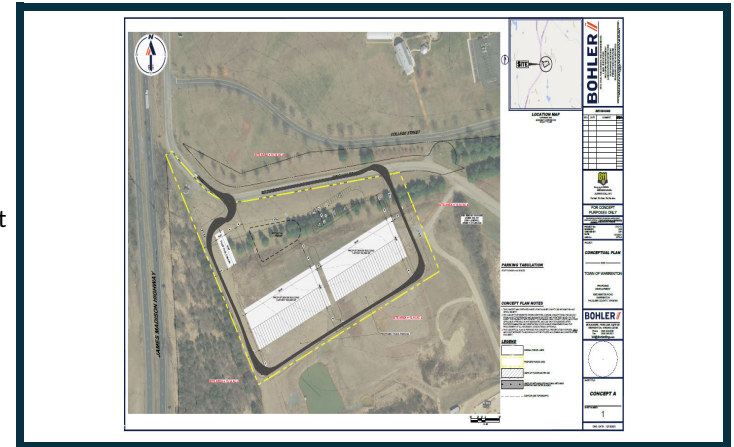
PROJECT NUMBER: CF-002

PROJECT TITLE: Public Works Facility Relocation

DEPARTMENT: Community Facilities (CF)

PROGRAM DESCRIPTION

Relocation of the public works facility. The previous allocation was to fund the completion of engineering study and preliminary site plan work. The second phase of this project involves building a salt structure at a new location, which will also provide more room at the current public works location. The current salt barn at the facility is beyond repair in many aspects. The salt barn was originally constructed for the public works facility in the 80s. The cost to construct a VDOT-type salt structure was estimated at \$350,000 without site work or engineered plans in FY 2023. Costs for this type of project are expected to be around \$750,000, with another \$25,000 allocated to engineering and stormwater planning



GOAL ADDRESSED

Plan Warrenton 2040 CF-1: Serve as the central inviting public service center for Town and County residents with a proportionate share of community services provided by other governments, including a fair and reasonable balance in funding sources for community facilities.
 CF-5: To provide a fiscally responsible infrastructure that maintains a high quality of life for residents, supports current businesses, and attracts new employers with a stable tax structure.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering	\$335,000		\$25,000					\$360,000
Construction/Purchase			\$750,000					\$750,000
Other								\$0
TOTAL	\$335,000	\$0	\$775,000	\$0	\$0	\$0	\$0	\$1,110,000
FUNDING SOURCES								
General Fund	\$335,000		\$775,000					\$1,110,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$335,000	\$0	\$775,000	\$0	\$0	\$0	\$0	\$1,110,000

PROJECT NUMBER: PR-001

PROJECT TITLE: ADA Playground Replacements

DEPARTMENT: Parks and Recreation (PR)

PROGRAM DESCRIPTION

Replace current playground structures in parks with ADA compliant structures. FY23- WARF(Fun for All), FY24- Sam Tarr and Rady Park, FY25- Eva Walker



GOAL ADDRESSED

Plan Warrenton 2040 CF-1.1: Foster high-quality, equitable, and accessible community facilities that meet the Town’s service requirements and support a high quality of life for the community. CF-1.5: Encourage the use of community facilities and grounds for community events and public functions. CF-1.10: Implement infrastructure improvements that benefit county-owned community facilities.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase	\$450,000	\$150,000						\$600,000
Other								\$0
TOTAL	\$450,000	\$150,000	\$0	\$0	\$0	\$0	\$0	\$600,000
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal	\$450,000	\$150,000						\$600,000
Other								\$0
TOTAL	\$450,000	\$150,000	\$0	\$0	\$0	\$0	\$0	\$600,000

PROJECT NUMBER: PR-002

PROJECT TITLE: Eva Walker Park Improvements

DEPARTMENT: Parks and Recreation (PR)

PROGRAM DESCRIPTION

The FY24 allocation was for cost estimates and construction drawings for the total master plan concept in conjunction with site analysis, soils and geotech testing, survey and site investigation. The future estimates are to implement the Eva Walker Park Master Plan by phasing construction.



GOAL ADDRESSED

Plan Warrenton 2040 CF-1.1: Foster high-quality, equitable, and accessible community facilities that meet the Town’s service requirements and support a high quality of life for the community. CF-1.5: Encourage the use of community facilities and grounds for community events and public functions. CF-1.10: Implement infrastructure improvements that benefit county-owned community facilities.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering	\$100,000		\$100,000					\$200,000
Construction/Purchase				\$150,000	\$150,000	\$100,000		\$400,000
Other								\$0
TOTAL	\$100,000	\$0	\$100,000	\$150,000	\$150,000	\$100,000	\$0	\$600,000
FUNDING SOURCES								
General Fund	\$100,000		\$100,000	\$150,000	\$150,000	\$100,000		\$600,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$100,000	\$0	\$100,000	\$150,000	\$150,000	\$100,000	\$0	\$600,000

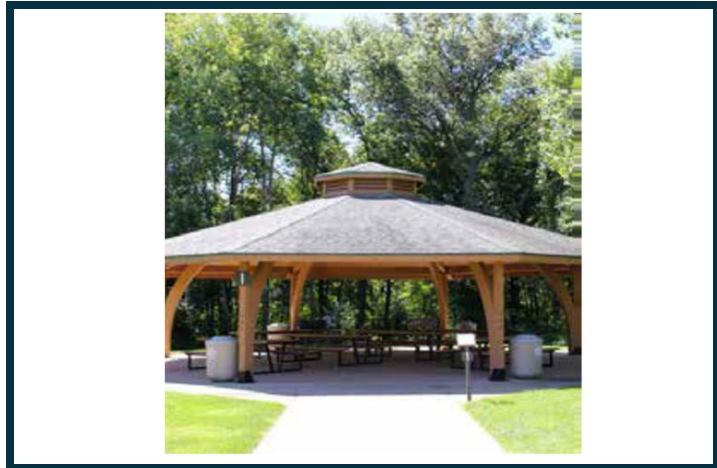
PROJECT NUMBER: PR-004

PROJECT TITLE: Park Pavilions

DEPARTMENT: Parks and Recreation (PR)

PROGRAM DESCRIPTION

Replace pavilions in parks: FY25- Sam Tarr, FY 26-Rady Park, FY27- Eva Walker.



GOAL ADDRESSED

Plan Warrenton 2040 CF-1.1: Foster high-quality, equitable, and accessible community facilities that meet the Town’s service requirements and support a high quality of life for the community. CF-1.5: Encourage the use of community facilities and grounds for community events and public functions. CF-1.10: Implement infrastructure improvements that benefit county-owned community facilities.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase		\$42,000	\$44,100	\$45,423				\$131,523
Other								\$0
TOTAL	\$0	\$42,000	\$44,100	\$45,423	\$0	\$0	\$0	\$131,523
FUNDING SOURCES								
General Fund		\$42,000	\$44,100	\$45,423				\$131,523
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$42,000	\$44,100	\$45,423	\$0	\$0	\$0	\$131,523

PROJECT NUMBER: PR-005

PROJECT TITLE: Park Restrooms

DEPARTMENT: Parks and Recreation (PR)

PROGRAM DESCRIPTION

Addition of restrooms at Academy Hill Park. This park is currently served by portable restroom units. The restrooms would be consistent with the other park restrooms that the town has in operation.



GOAL ADDRESSED

Plan Warrenton 2040 P-2.2: Recognize that the visitor experience in open space parks is paramount, regardless of the size of the land. The Town will ensure equitable consideration will be given throughout the Town for passive and active amenities.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase			\$121,275					\$121,275
Other								\$0
TOTAL	\$0	\$0	\$121,275	\$0	\$0	\$0	\$0	\$121,275
FUNDING SOURCES								
General Fund			\$121,275					\$121,275
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$121,275	\$0	\$0	\$0	\$0	\$121,275

PROJECT NUMBER: PR-006 **PROJECT TITLE: WARF Basketball Court Construction** **DEPARTMENT: Parks and Recreation (PR)**

PROGRAM DESCRIPTION

Construction of a basketball court at the WARF.



GOAL ADDRESSED

Plan Warrenton 2040 CF-1.1: Foster high-quality, equitable, and accessible community facilities that meet the Town’s service requirements and support a high quality of life for the community. CF-1.5: Encourage the use of community facilities and grounds for community events and public functions. CF-1.10: Implement infrastructure improvements that benefit county-owned community facilities.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase				\$100,000				\$100,000
Other								\$0
TOTAL	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000
FUNDING SOURCES								
General Fund				\$100,000				\$100,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000

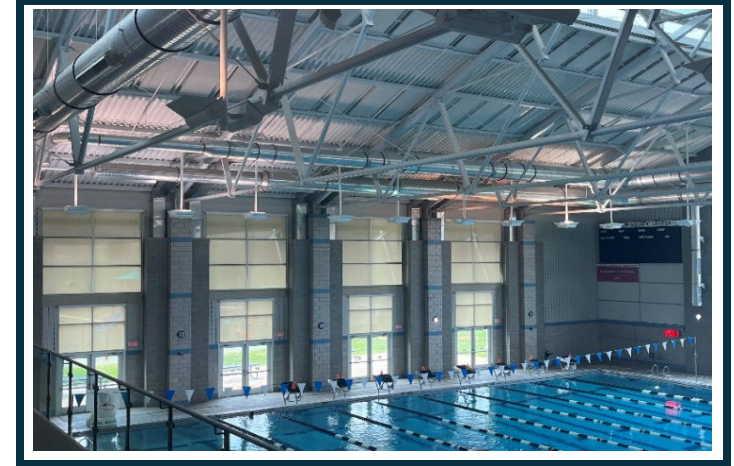
PROJECT NUMBER: PR-007

PROJECT TITLE: Replace Natatorium Lighting

DEPARTMENT: Parks and Recreation (PR)

PROGRAM DESCRIPTION

Replace all lighting fixtures in the leisure and competition pool areas. FY 2025 allocation will be used for the competition pool and the FY 2026 allocation will be used for the leisure pool.



GOAL ADDRESSED

Plan Warrenton 2040 CF-1.1: Foster high-quality, equitable, and accessible community facilities that meet the Town’s service requirements and support a high quality of life for the community. CF-1.5: Encourage the use of community facilities and grounds for community events and public functions. CF-1.10: Implement infrastructure improvements that benefit county-owned community facilities.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase		\$215,000	\$135,000					\$350,000
Other								\$0
TOTAL	\$0	\$215,000	\$135,000	\$0	\$0	\$0	\$0	\$350,000
FUNDING SOURCES								
General Fund		\$215,000	\$135,000					\$350,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$215,000	\$135,000	\$0	\$0	\$0	\$0	\$350,000

PROJECT NUMBER: PR-008

PROJECT TITLE: Skatepark Replacement at the WARF

DEPARTMENT: Parks and Recreation (PR)

PROGRAM DESCRIPTION

Replace the current skatepark at the WARF.



GOAL ADDRESSED

Plan Warrenton 2040 CF-1.1: Foster high-quality, equitable, and accessible community facilities that meet the Town’s service requirements and support a high quality of life for the community. CF-1.5: Encourage the use of community facilities and grounds for community events and public functions. CF-1.10: Implement infrastructure improvements that benefit county-owned community facilities.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase						\$300,000		\$300,000
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$300,000
FUNDING SOURCES								
General Fund						\$300,000		\$300,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$300,000

PROJECT NUMBER: TC-004

PROJECT TITLE: Sidewalk Handicap Ramps

DEPARTMENT: Transportation & Circulation (TC)

PROGRAM DESCRIPTION

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



GOAL ADDRESSED

Plan Warrenton 2040 T-3.4: Provide and improve sidewalks, crosswalks, pedestrian signals, lighting, and other amenities to make it safer, easier and more comfortable for people to walk. CF-1.3: Ensure that community facilities are accessible to persons in all stages of life and all abilities.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase	\$250,000	\$100,000	\$80,000	\$70,000	\$70,000	\$70,000	\$70,000	\$710,000
Other								\$0
TOTAL	\$250,000	\$100,000	\$80,000	\$70,000	\$70,000	\$70,000	\$70,000	\$710,000
General Fund	\$250,000	\$100,000	\$80,000	\$70,000	\$70,000	\$70,000	\$70,000	\$710,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$250,000	\$100,000	\$80,000	\$70,000	\$70,000	\$70,000	\$70,000	\$710,000

PROJECT NUMBER: TC-006 **PROJECT TITLE: East Shirley Street Improvements** **DEPARTMENT: Transportation & Circulation (TC)**

PROGRAM DESCRIPTION

East Shirley from and including the intersection with Culpeper Street is an excellent opportunity for an application for assistance from VDOT for Revenue Share or State of Good Repair funds. The corridor is of State-wide importance as it is the business lanes of Rts. 17/29/15. The intersection with Culpeper Street is an area of congestion during high traffic periods. This makes it a good candidate for VDOT funding opportunities. The project seeks to improve the safety needs of pedestrians along West Shirley as well as at the crossing for Culpeper Street by implementing the Walkability Audit, Complete Street, and other policies like Vision Zero, to ensure the corridor is usable by all modes and all ages.



GOAL ADDRESSED

Plan Warrenton 2040 T-4.4: Work cooperatively with VDOT to ensure that their transportation projects best distribute regional traffic demand within the context of future land use visions.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering				\$200,000	\$650,000	\$150,000		\$1,000,000
Construction/Purchase						\$7,000,000	\$5,000,000	\$12,000,000
Other								\$0
TOTAL	\$0	\$0	\$0	\$200,000	\$650,000	\$7,150,000	\$5,000,000	\$13,000,000
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt				\$100,000	\$325,000	\$3,575,000	\$2,500,000	\$6,500,000
State				\$100,000	\$325,000	\$3,575,000	\$2,500,000	\$6,500,000
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$200,000	\$650,000	\$7,150,000	\$5,000,000	\$13,000,000

PROJECT NUMBER: TC-007

PROJECT TITLE: Walker/East Lee Intersection Improvement

DEPARTMENT: Transportation & Circulation (TC)

PROGRAM DESCRIPTION

The Town plans to study the intersection of Walker Drive and East Lee to see what safety improvements are needed to improve sight lines and reduce speeds along East Lee. In FY 2027, the Town plans to perform a traffic study to analyze the existing traffic flows and speeds. Following the study, we will provide design concepts and cost estimates for each option to Council. This will allow the Town to submit for future VDOT funding. The "Other" funding represents a proffer.



GOAL ADDRESSED

Plan Warrenton 2040 T-1.4: Prioritize safety improvements for project implementation based on crash rates, congestion levels, and locations adjacent to schools.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering				\$35,000	\$70,000			\$105,000
Construction/Purchase						\$700,000		\$700,000
Other								\$0
TOTAL	\$0	\$0	\$0	\$35,000	\$70,000	\$700,000	\$0	\$805,000
General Fund				\$35,000	\$70,000	\$400,000		\$505,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other						\$300,000		\$300,000
TOTAL	\$0	\$0	\$0	\$35,000	\$70,000	\$700,000	\$0	\$805,000

PROJECT NUMBER: TC-008

PROJECT TITLE: Improvements to Main Street

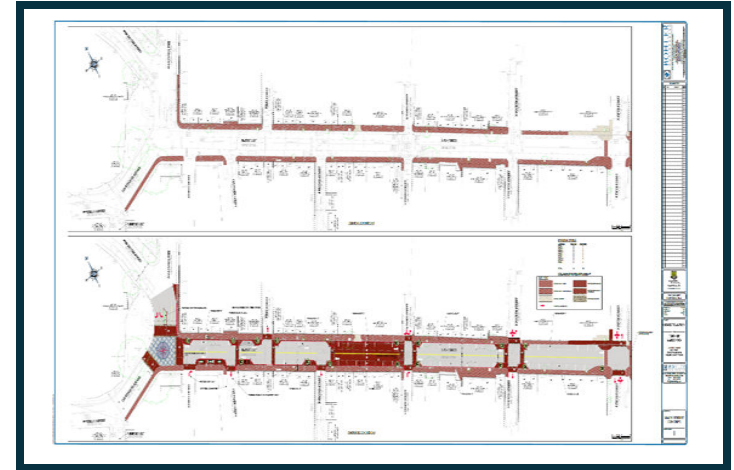
DEPARTMENT: Transportation & Circulation (TC)

PROGRAM DESCRIPTION

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

GOAL ADDRESSED

Plan Warrenton 2040 T-1.2: Assess the needs for access management strategies and capacity improvements along Warrenton's main corridors and boulevards. T-2.1: Implement the 5 C's of a walkable community: Connected, Comfortable, Convenient, Convivial, and Conspicuous.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering		\$146,003						\$146,003
Construction/Purchase			\$1,468,614					\$1,468,614
Other								\$0
TOTAL	\$0	\$146,003	\$1,468,614	\$0	\$0	\$0	\$0	\$1,614,617
General Fund		\$73,002						\$73,002
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt			\$734,307					\$734,307
State		\$73,002	\$734,307					\$807,308
Federal								\$0
Other								\$0
TOTAL	\$0	\$146,003	\$1,468,614	\$0	\$0	\$0	\$0	\$1,614,617

PROJECT NUMBER: TC-009

PROJECT TITLE: Route 211/Old Waterloo Improvement

DEPARTMENT: Transportation & Circulation (TC)

PROGRAM DESCRIPTION

The Broadview Improvement Project is due to complete construction in FY 2026. The next step is to study the transportation flow, function and safety of the road system for the western entrances into Town to seek how to properly address the increasing demands of this area that includes the WARF, the high school, commuter traffic, Timber Fence Trail, and neighborhoods. Then concept plan will be created in FY 2026 to use for future grants and/or funding requests. The goal of this project is to encourage the development of a safe, efficient and balanced transportation system for the movement of people, goods and services, into, out of, and within the Town that is consistent with the land use and is sound in regard to the fiscal consideration of the Town.



GOAL ADDRESSED

Plan Warrenton 2040 L-6.3: Limit new access points and consolidate current entrances off Broadview to improve safety, circulation, and congestion along the corridor. T-1.4: Prioritize safety improvements for project implementation based on crash rates, congestion levels, and locations adjacent to schools.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering			\$10,000	\$110,250				\$120,250
Construction/Purchase					\$340,673			\$340,673
Other								\$0
TOTAL	\$0	\$0	\$10,000	\$110,250	\$340,673	\$0	\$0	\$460,923
General Fund			\$10,000	\$110,250	\$340,673			\$460,923
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$10,000	\$110,250	\$340,673	\$0	\$0	\$460,923

PROJECT NUMBER: TC-010 **PROJECT TITLE: Lee Hwy/Blackwell Rd Safety Improvement** **DEPARTMENT: Transportation & Circulation (TC)**

PROGRAM DESCRIPTION

Lee Hwy/Blackwell Road Safety Improvement includes a proposed roundabout with pedestrian enhancements. Lee Highway and Blackwell Road is part of a VDOT "Pipeline Study". In 2022 the Town of Warrenton applied for a VDOT Smart Scale grant to help fund the improvement. Costs to be determined as the grant cycle and study are completed.



GOAL ADDRESSED

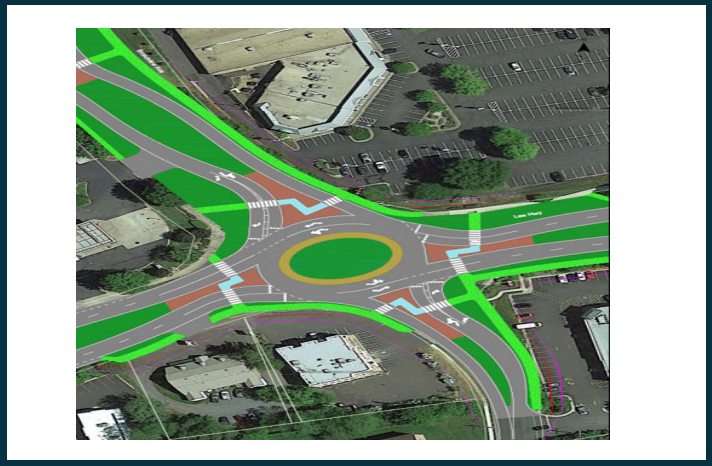
Plan Warrenton 2040 Transportation and Circulation Near Turn Recommendations (page 38).

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition					\$2,066,512			\$2,066,512
Architecture/Engineering			\$2,456,910					\$2,456,910
Construction/Purchase						\$12,133,285		\$12,133,285
Other								\$0
TOTAL	\$0	\$0	\$2,456,910	\$0	\$2,066,512	\$12,133,285	\$0	\$16,656,707
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State			\$2,456,910		\$2,066,512	\$12,133,285		\$16,656,707
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$2,456,910	\$0	\$2,066,512	\$12,133,285	\$0	\$16,656,707

PROJECT NUMBER: TC-011 **PROJECT TITLE: W Lee/US17BusN/Winchester Intersection Impr** **DEPARTMENT: Transportation & Circulation (TC)**

PROGRAM DESCRIPTION

Lee Hwy/Blackwell Road Safety Improvement includes a proposed roundabout with pedestrian enhancements. Lee Highway and Blackwell Road is part of a VDOT "Pipeline Study". In 2022 the Town of Warrenton applied for a VDOT Smart Scale grant to help fund the improvement. Costs to be determined as the grant cycle and study are completed.



GOAL ADDRESSED

Plan Warrenton 2040 Transportation and Circulation Near Turn Recommendations (page 38).

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition					\$5,563,634			\$5,563,634
Architecture/Engineering			\$2,156,621					\$2,156,621
Construction/Purchase						\$9,852,227		\$9,852,227
Other								\$0
TOTAL	\$0	\$0	\$2,156,621	\$0	\$5,563,634	\$9,852,227	\$0	\$17,572,482
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State			\$2,156,621		\$5,563,634	\$9,852,227		\$17,572,482
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$2,156,621	\$0	\$5,563,634	\$9,852,227	\$0	\$17,572,482

PROJECT NUMBER: TC-012

PROJECT TITLE: Signal at Gold Cup/Broadview

DEPARTMENT: Transportation & Circulation (TC)

PROGRAM DESCRIPTION

Engineer and install a signalized light at the intersection of Gold Cup and Broadview Avenue. Future redevelopment in the area will serve as the trigger for this project to move forward.

GOAL ADDRESSED

Plan Warrenton 2040 T-1.2 Assess the needs for access management and capacity improvements along Warrenton's main corridors and boulevards. T-1.4 Prioritize safety improvements for project implementation based on crash rates, congestion levels, and locations adjacent to schools.

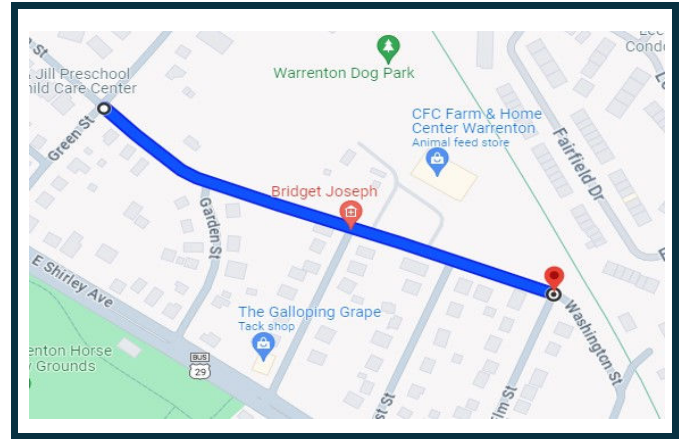


ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase							\$722,839	\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$722,839	\$0
General Fund							\$722,839	\$0
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$722,839	\$0

PROJECT NUMBER: TC-013 **PROJECT TITLE: Washington Street Sidewalk** **DEPARTMENT: Transportation & Circulation (TC)**

PROGRAM DESCRIPTION

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



GOAL ADDRESSED

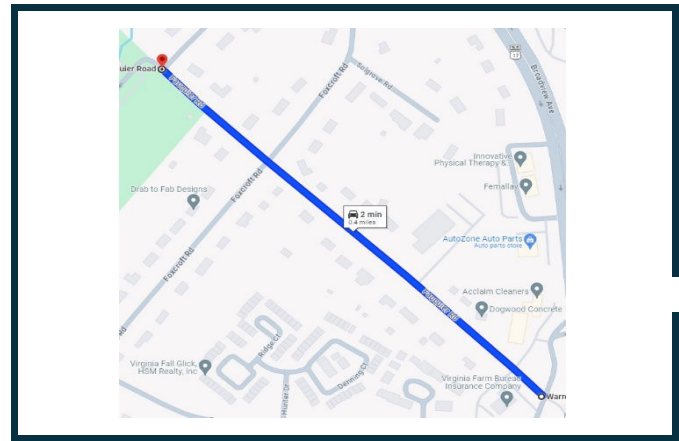
Plan Warrenton 2040 T-3.4: Provide and improve sidewalks, crosswalks, pedestrian signals, lighting, and other amenities to make it safer, easier and more comfortable for people to walk.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase		\$200,000						\$200,000
Other								\$0
TOTAL	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$200,000
General Fund		\$200,000						\$200,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$200,000

PROJECT NUMBER: TC-014 PROJECT TITLE: Fauquier Road Sidewalk DEPARTMENT: Transportation & Circulation (TC)

PROGRAM DESCRIPTION

Design and construct a new sidewalk from Rady Park to Broadview Avenue. The first phase include sidewalk from Rady Park to Foxcroft Road, with design in FY 2025 with construction in FY 2026. The second phase includes sidewalk from Foxcroft to Broadview Avenue, with design starting in FY 2027 and construction scheduled for FY 2028. This section of sidewalk will create connectivity for access to Rady Park and provide increased walkability.



GOAL ADDRESSED

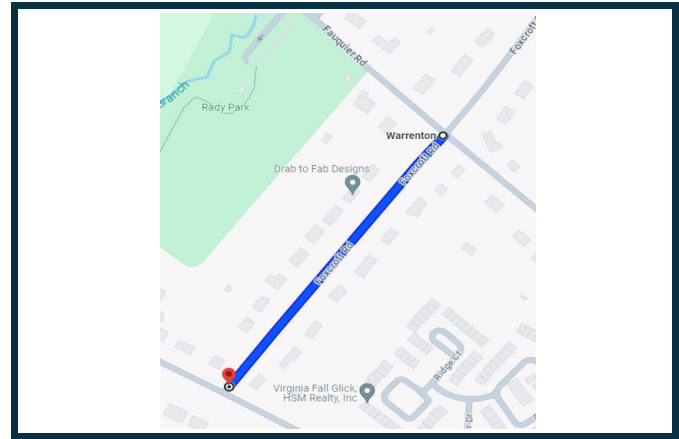
Plan Warrenton 2040 T-3.4: Provide and improve sidewalks, crosswalks, pedestrian signals, lighting, and other amenities to make it safer, easier and more comfortable for people to walk.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering			\$50,000		\$75,000			\$125,000
Construction/Purchase			\$250,000		\$550,000			\$800,000
Other								\$0
TOTAL	\$0	\$0	\$300,000	\$0	\$625,000	\$0	\$0	\$925,000
General Fund			\$300,000		\$625,000			\$925,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$300,000	\$0	\$625,000	\$0	\$0	\$925,000

PROJECT NUMBER: TC-015 **PROJECT TITLE: Foxcroft Road Sidewalk** **DEPARTMENT: Transportation & Circulation (TC)**

PROGRAM DESCRIPTION

Design and construct a new sidewalk from Bear Wallow Road to Fauquier Road. This section of sidewalk connects the walking trail at Bear Wallow Road to Rady Park and provides increased walkability.



GOAL ADDRESSED

Plan Warrenton 2040 T-3.4: Provide and improve sidewalks, crosswalks, pedestrian signals, lighting, and other amenities to make it safer, easier and more comfortable for people to walk.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering					\$45,000			\$45,000
Construction/Purchase						\$375,000		\$375,000
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$45,000	\$375,000	\$0	\$420,000
General Fund					\$45,000	\$375,000		\$420,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$45,000	\$375,000	\$0	\$420,000

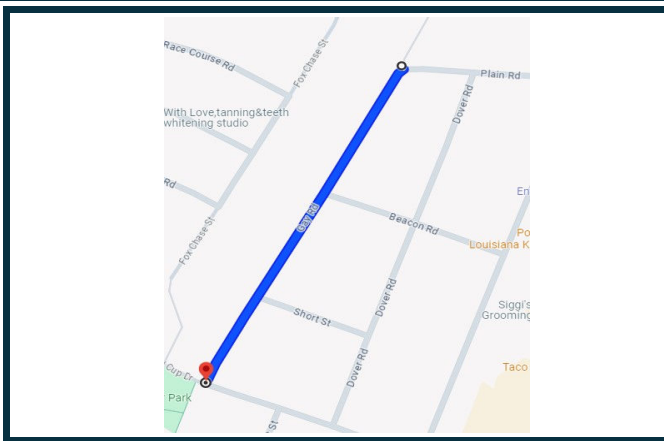
PROJECT NUMBER: TC-016

PROJECT TITLE: Gay Road Sidewalk

DEPARTMENT: Transportation & Circulation (TC)

PROGRAM DESCRIPTION

Design and construct a new sidewalk from Bear Wallow Road to Sam Tarr Park. This section of sidewalk would provide safe route to Fauquier High School as well as increase walkability. Once the concept plan is developed, Town staff will submit applications for VDOT Safety Route to School funds.



GOAL ADDRESSED

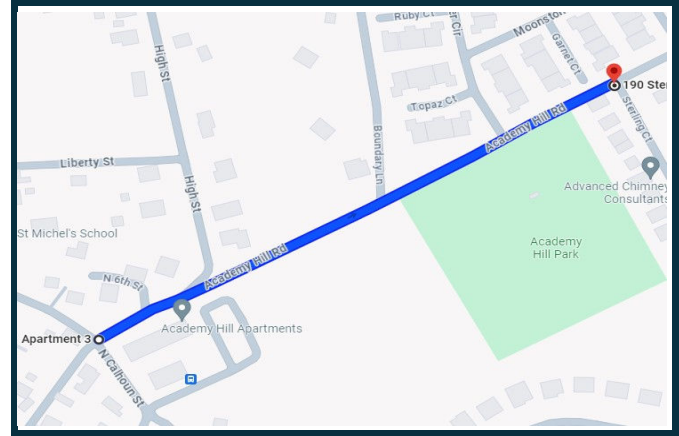
Plan Warrenton 2040 T-3.4: Provide and improve sidewalks, crosswalks, pedestrian signals, lighting, and other amenities to make it safer, easier and more comfortable for people to walk.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering			\$50,000					\$50,000
Construction/Purchase				\$500,000				\$500,000
Other								\$0
TOTAL	\$0	\$0	\$50,000	\$500,000	\$0	\$0	\$0	\$550,000
General Fund			\$50,000	\$500,000				\$550,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$50,000	\$500,000	\$0	\$0	\$0	\$550,000

PROJECT NUMBER: TC-017 **PROJECT TITLE: Academy Hill Sidewalk** **DEPARTMENT: Transportation & Circulation (TC)**

PROGRAM DESCRIPTION

Construction a new sidewalk to provide pedestrian access along Academy Hill to connect Old Town with Walker Drive. This will improve safe pedestrian movements and increase walkability.



GOAL ADDRESSED

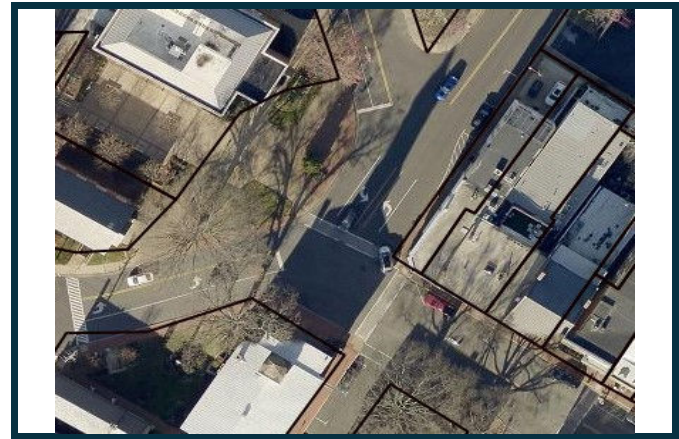
Plan Warrenton 2040 T-3.4: Provide and improve sidewalks, crosswalks, pedestrian signals, lighting, and other amenities to make it safer, easier and more comfortable for people to walk.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering							\$60,000	\$60,000
Construction/Purchase								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000	\$60,000
General Fund							\$60,000	\$60,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000	\$60,000

PROJECT NUMBER: TC-018 **PROJECT TITLE: Courthouse Square Traffic Improvement** **DEPARTMENT: Transportation & Circulation (TC)**

PROGRAM DESCRIPTION

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



GOAL ADDRESSED

Plan Warrenton 2040 T-3.4: Provide and improve sidewalks, crosswalks, pedestrian signals, lighting, and other amenities to make it safer, easier and more comfortable for people to walk.

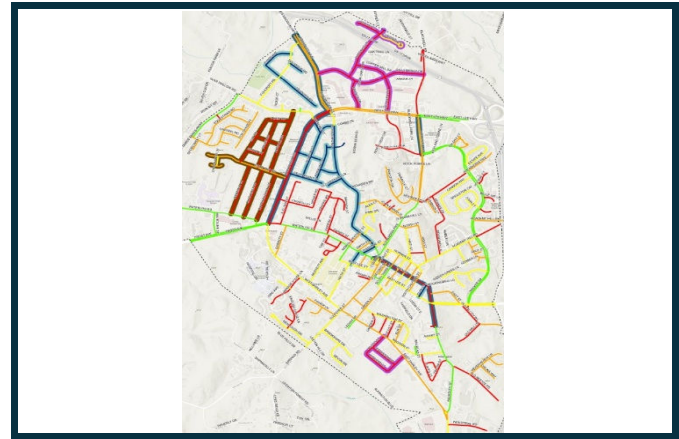
ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering		\$10,000	\$40,000					\$50,000
Construction/Purchase								\$0
Other								\$0
TOTAL	\$0	\$10,000	\$40,000	\$0	\$0	\$0	\$0	\$50,000
General Fund		\$10,000	\$40,000					\$50,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$10,000	\$40,000	\$0	\$0	\$0	\$0	\$50,000

PROJECT NUMBER: TC-019 **PROJECT TITLE: Annual Paving Schedule** **DEPARTMENT: Transportation & Circulation (TC)**

PROGRAM DESCRIPTION

By FY 2029, the Commonwealth Transportation Board will be required 82% of Arterial Streets need a CCI score greater than 60 and 75% of Collector Streets need a CCI score greater than 60. At the end of FY 2024, the Town currently has 31% of Arterial Street and 19% of Collector Streets meeting the CCI score of 60 or greater. The requested funding is for the Town to meet the CTB requirements by FY 2029.

FY 2025 Paving Schedule consists of Blue Ridge Street, Branch Drive, Cleveland Street, Fletcher Drive, Hastings Lane, Jefferson Street, Monroe Street, Oak Springs Drive, Piedmont Street, Rappahannock Street, Willow Court, and Wilson Street



GOAL ADDRESSED

Plan Warrenton 2040 T-3.4: Provide and improve sidewalks, crosswalks, pedestrian signals, lighting, and other amenities to make it safer, easier and more comfortable for people to walk.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase		\$800,000	\$450,000	\$400,000	\$350,000	\$450,000	\$300,000	\$2,750,000
Other								\$0
TOTAL	\$0	\$800,000	\$450,000	\$400,000	\$350,000	\$450,000	\$300,000	\$2,750,000
General Fund		\$800,000	\$450,000	\$400,000	\$350,000	\$450,000	\$300,000	\$2,750,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$800,000	\$450,000	\$400,000	\$350,000	\$450,000	\$300,000	\$2,750,000

Water and Sewer Fund

Project Detail Pages



PROJECT NUMBER: W-001 PROJECT TITLE: WTP Clearwell Project DEPARTMENT: Water (W)

PROGRAM DESCRIPTION

Study, design, and installation of a clearwell at the Water Treatment Plant for storage within the distribution network. This will allow for additional resiliency.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering	\$595,000							\$595,000
Construction/Purchase	\$834,000		\$7,775,000					\$8,609,000
Other								\$0
TOTAL	\$1,429,000	\$0	\$7,775,000	\$0	\$0	\$0	\$0	\$9,204,000
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$1,429,000							\$1,429,000
Stormwater Fund								\$0
Debt			\$7,775,000					\$7,775,000
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$1,429,000	\$0	\$7,775,000	\$0	\$0	\$0	\$0	\$9,204,000

PROJECT NUMBER: W-005

PROJECT TITLE: Warrenton Reservoir Dam

DEPARTMENT: Water (W)

PROGRAM DESCRIPTION

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



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition	\$250,000							\$250,000
Architecture/Engineering	\$250,000	\$300,000	\$3,000,000					\$3,550,000
Construction/Purchase				\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$4,000,000
Other								\$0
TOTAL	\$500,000	\$300,000	\$3,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$7,800,000
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$500,000							\$500,000
Stormwater Fund								\$0
Debt		\$300,000	\$3,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$7,300,000
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$500,000	\$300,000	\$3,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$7,800,000

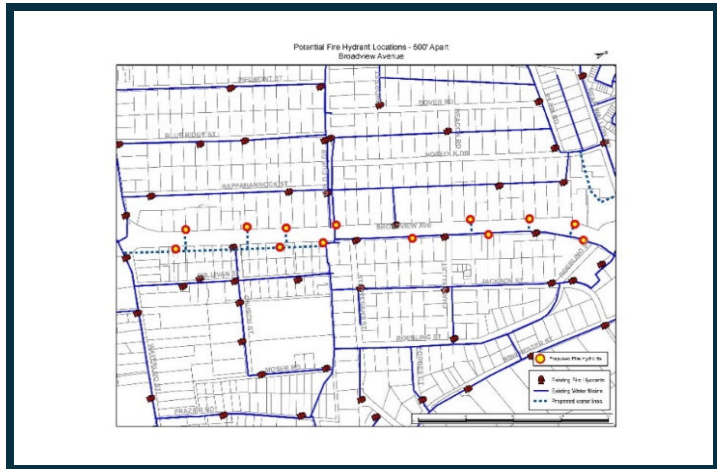
PROJECT NUMBER: W-006

PROJECT TITLE: Broadview Waterline Betterment

DEPARTMENT: Water (W)

PROGRAM DESCRIPTION

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



GOAL ADDRESSED

Plan Warrenton 2040 CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long term residential and commercial growth.

	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
ESTIMATED COSTS								
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase	\$872,812	\$600,000						\$1,472,812
Other								\$0
TOTAL	\$872,812	\$600,000	\$0	\$0	\$0	\$0	\$0	\$1,472,812
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$872,812	\$600,000						\$1,472,812
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$872,812	\$600,000	\$0	\$0	\$0	\$0	\$0	\$1,472,812

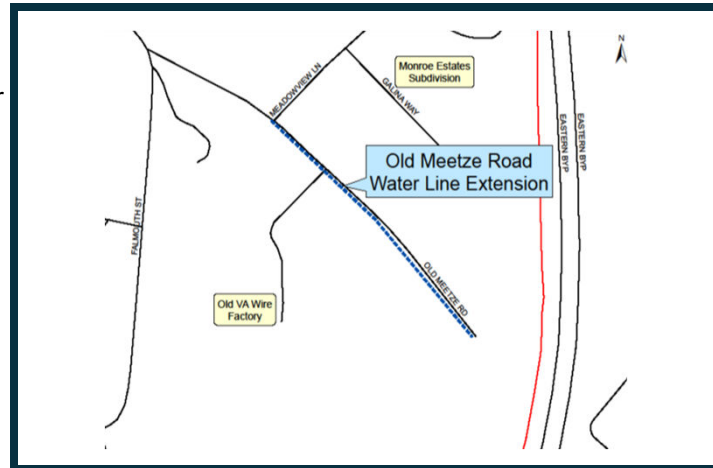
PROJECT NUMBER: W-007

PROJECT TITLE: Utility Connection Program

DEPARTMENT: Water (W)

PROGRAM DESCRIPTION

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



GOAL ADDRESSED

Plan Warrenton 2040 CF-4.8: Explore resources to help property owners and promote connection to public water and sewer within the Town boundaries.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase	\$87,000	\$63,000	\$69,458	\$78,874	\$92,255	\$111,142	\$130,000	\$631,728
Other								\$0
TOTAL	\$87,000	\$63,000	\$69,458	\$78,874	\$92,255	\$111,142	\$130,000	\$631,728
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$87,000	\$63,000	\$69,458	\$78,874	\$92,255	\$111,142	\$130,000	\$631,728
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$87,000	\$63,000	\$69,458	\$78,874	\$92,255	\$111,142	\$130,000	\$631,728

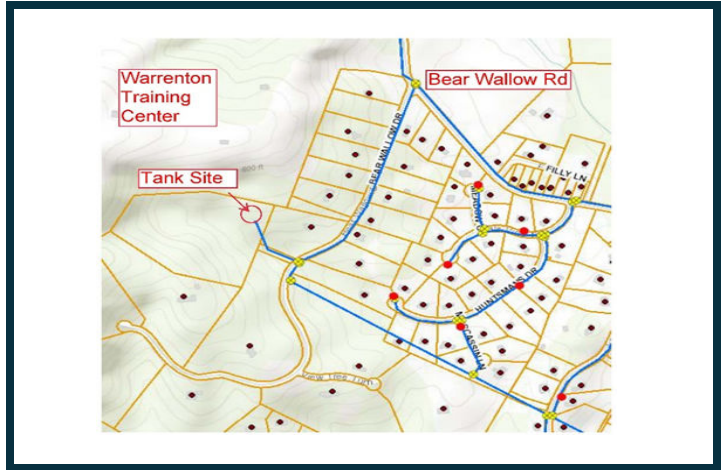
PROJECT NUMBER: W-008

PROJECT TITLE: Mt. Tank Line Power

DEPARTMENT: Water (W)

PROGRAM DESCRIPTION

An increased level of electric power is needed to the Mountain Tank to adequately operate tank mixing and ventilation. This is needed to control the levels of THMs and water stagnation in areas of the tank to maintain water quality limits. Options include running a 3-phase power line from Bear Wallow Road to the tank, which will be very complex, or providing and maintaining a generator on site.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering		\$100,000						\$100,000
Construction/Purchase			\$945,000					\$945,000
Other								\$0
TOTAL	\$0	\$100,000	\$945,000	\$0	\$0	\$0	\$0	\$1,045,000
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund		\$100,000	\$945,000					\$1,045,000
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$100,000	\$945,000	\$0	\$0	\$0	\$0	\$1,045,000

PROJECT NUMBER: W-010

PROJECT TITLE: High Rate Filter, Sediment & Flocc Basin

DEPARTMENT: Water (W)

PROGRAM DESCRIPTION

Additional flocculation and sedimentation basins and a new high speed filter to the Water Treatment Process Train.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering			\$882,000					\$882,000
Construction/Purchase				\$6,813,450	\$4,678,569			\$11,492,019
Other								\$0
TOTAL	\$0	\$0	\$882,000	\$6,813,450	\$4,678,569	\$0	\$0	\$12,374,019
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt			\$882,000	\$6,813,450	\$4,678,569			\$12,374,019
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$882,000	\$6,813,450	\$4,678,569	\$0	\$0	\$12,374,019

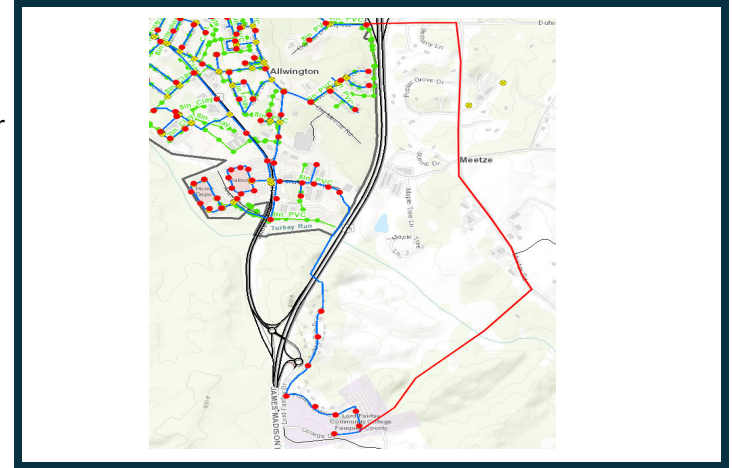
PROJECT NUMBER: W-011

PROJECT TITLE: Water Line Improvements: LRCC

DEPARTMENT: Water (W)

PROGRAM DESCRIPTION

The Town currently serves Laurel Ridge Community College with water. A system that creates a water loop will help with water quality and fire service to the College, which is currently limited. This is a placeholder for planning purposes until the best route and final locations are determined. Potential routes include a loop with Meetze Road or other considerations based on the future development.



GOAL ADDRESSED

Plan Warrenton 2040 CF-4.8: Explore resources to help property owners and promote connection to public water and sewer within the Town boundaries.

CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering						\$400,000		\$400,000
Construction/Purchase							\$4,000,000	\$4,000,000
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$400,000	\$4,000,000	\$4,400,000
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt						\$400,000	\$4,000,000	\$4,400,000
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$400,000	\$4,000,000	\$4,400,000

PROJECT NUMBER: W-012

PROJECT TITLE: Warrenton Reservoir Dredging

DEPARTMENT: Water (W)

PROGRAM DESCRIPTION

Dredge Warrenton Reservoir.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering			\$250,000					\$250,000
Construction/Purchase					\$1,500,000			\$1,500,000
Other								\$0
TOTAL	\$0	\$0	\$250,000	\$0	\$1,500,000	\$0	\$0	\$1,750,000
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund			\$250,000		\$1,500,000			\$1,750,000
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$250,000	\$0	\$1,500,000	\$0	\$0	\$1,750,000

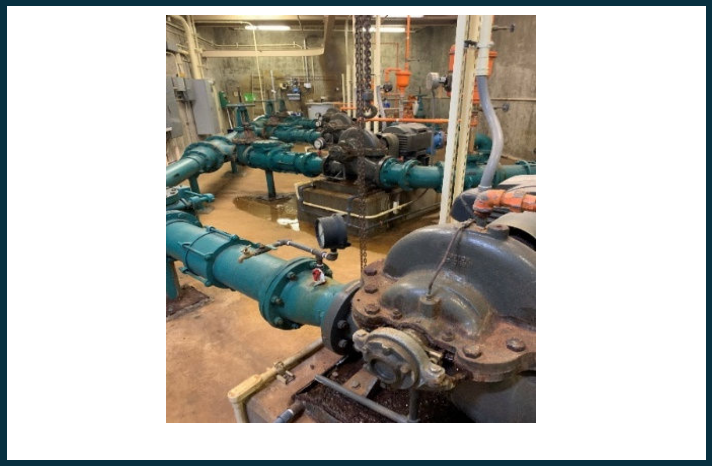
PROJECT NUMBER: W-013

PROJECT TITLE: Raw Water Pumps

DEPARTMENT: Water (W)

PROGRAM DESCRIPTION

Replace aging/obsolete raw water pumps.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering		\$70,000						\$70,000
Construction/Purchase		\$700,000						\$700,000
Other								\$0
TOTAL	\$0	\$770,000	\$0	\$0	\$0	\$0	\$0	\$770,000
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund		\$770,000						\$770,000
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$770,000	\$0	\$0	\$0	\$0	\$0	\$770,000

PROJECT NUMBER: W-014

PROJECT TITLE: Airlie Drain Valve

DEPARTMENT: Water (W)

PROGRAM DESCRIPTION

Replace/repair Airlie's failing reservoir drain valve.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering					\$116,964			\$116,964
Construction/Purchase					\$233,928			\$233,928
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$350,893	\$0	\$0	\$350,893
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund					\$350,893			\$350,893
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$350,893	\$0	\$0	\$350,893

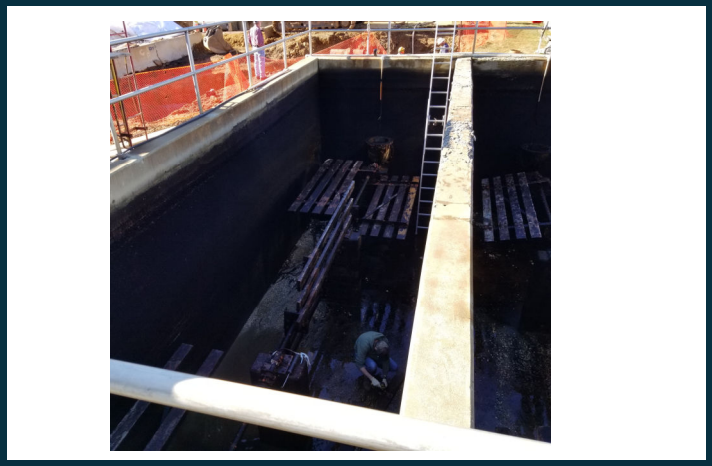
PROJECT NUMBER: W-015

PROJECT TITLE: Basin Coating

DEPARTMENT: Water (W)

PROGRAM DESCRIPTION

Evaluation, engineering, and design of repair of spalling and deteriorated concrete surfaces and the basin walls of the Water Treatment Plant flocculation basins. Project involves the removal of badly deteriorated concrete and recasting to ensure structural integrity of the basins and prevent continued deterioration due to freeze-thaw and exposure to elements. Walls are to be treated/coated with epoxy coatings to seal and provide long term protection.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering					\$40,937			\$40,937
Construction/Purchase					\$309,955			\$309,955
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$350,893	\$0	\$0	\$350,893
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund					\$350,893			\$350,893
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$350,893	\$0	\$0	\$350,893

PROJECT NUMBER: W-017 **PROJECT TITLE: Lee Highway Waterline Replacement** **DEPARTMENT: Water (W)**

PROGRAM DESCRIPTION

The Town's water distribution system has 18 miles of cast iron (CI) pipe ranging in age from 40-80+ years. Although CI is serviceable beyond 80 years, staff will evaluate and schedule for replacement of problematic sections of the system that are experiencing increasing breaks and maintenance requirements. The Town plans to replace the water main along Lee Highway from Winchester Street to Blackwell. The design process will begin in FY 2027 and construction phase is planned for FY 2029. The water main needs to be replaced prior to the construction of the two roundabouts at Winchester Street and Blackwell Road.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering				\$150,000				\$150,000
Construction/Purchase						\$1,500,000		\$1,500,000
Other								\$0
TOTAL	\$0	\$0	\$0	\$150,000	\$0	\$1,500,000	\$0	\$1,650,000
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund				\$150,000		\$1,500,000		\$1,650,000
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$150,000	\$0	\$1,500,000	\$0	\$1,650,000

PROJECT NUMBER: W-018 **PROJECT TITLE: Lancaster Drive Waterline Replacement** **DEPARTMENT: Water (W)**

PROGRAM DESCRIPTION

The Town's water distribution system has 18 miles of cast iron (CI) pipe ranging in age from 40-80+ years. Although CI is serviceable beyond 80 years, staff will evaluate and schedule for replacement of problematic sections of the system that are experiencing increasing breaks and maintenance requirements. The Town plans to replace 5,200 linear feet of water main along Lancaster Drive from Nordix Drive to King William Street. The design was completed in FY 2024 and will start construction in Fall of 2024.



GOAL ADDRESSED

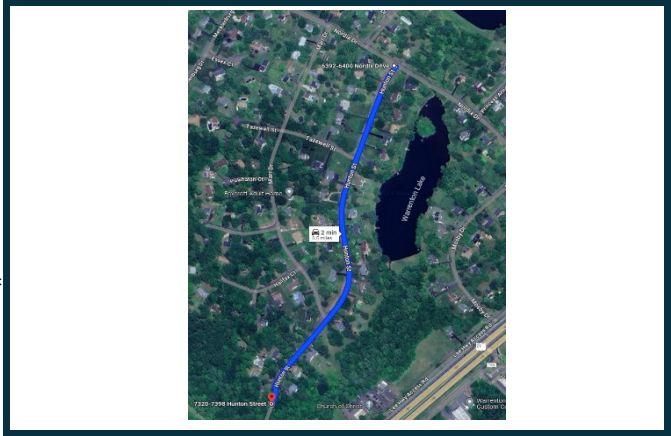
Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase		\$1,500,000						\$1,500,000
Other								\$0
TOTAL	\$0	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$1,500,000
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund		\$1,500,000						\$1,500,000
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$1,500,000

PROJECT NUMBER: W-019 **PROJECT TITLE: Hunton Street Waterline Replacement** **DEPARTMENT: Water (W)**

PROGRAM DESCRIPTION

The Town's water distribution system has 18 miles of cast iron (CI) pipe ranging in age from 40-80+ years. Although CI is serviceable beyond 80 years, staff will evaluate and schedule for replacement of problematic sections of the system that are experiencing increasing breaks and maintenance requirements. The Town plans to replace the water main along Hunton Street from Nordix Drive to Dead End. The design process will begin in FY 2026 and and construction phase will start in FY 2027.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering			\$50,000					\$50,000
Construction/Purchase				\$1,000,000				\$1,000,000
Other								\$0
TOTAL	\$0	\$0	\$50,000	\$1,000,000	\$0	\$0	\$0	\$1,050,000
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund			\$50,000	\$1,000,000				\$1,050,000
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$50,000	\$1,000,000	\$0	\$0	\$0	\$1,050,000

PROJECT NUMBER: W-020 **PROJECT TITLE: Marr Drive Waterline Replacement** **DEPARTMENT: Water (W)**

PROGRAM DESCRIPTION

The Town's water distribution system has 18 miles of cast iron (CI) pipe ranging in age from 40-80+ years. Although CI is serviceable beyond 80 years, staff will evaluate and schedule for replacement of problematic sections of the system that are experiencing increasing breaks and maintenance requirements. The Town plans to replace the water main along Marr Drive from Nordix Drive to Hunton Street. The design process will begin in FY 2030.



GOAL ADDRESSED

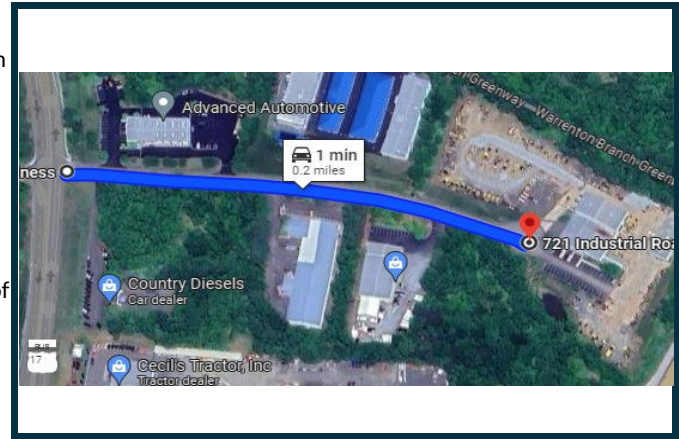
Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering							\$50,000	\$50,000
Construction/Purchase								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund							\$50,000	\$50,000
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000

PROJECT NUMBER: W-021 **PROJECT TITLE: Industrial Road Waterline Replacement** **DEPARTMENT: Water (W)**

PROGRAM DESCRIPTION

The Town's water distribution system has 18 miles of cast iron (CI) pipe ranging in age from 40-80+ years. Although CI is serviceable beyond 80 years, staff will evaluate and schedule for replacement of problematic sections of the system that are experiencing increasing breaks and maintenance requirements. The Town plans to replace the water main along Industrial Road from East Shirley Avenue to Dead End. The design process will begin in FY-29 and construction phase starts in FY-30.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering						\$40,000		\$40,000
Construction/Purchase							\$600,000	\$600,000
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$40,000	\$600,000	\$640,000
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund						\$40,000	\$600,000	\$640,000
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$40,000	\$600,000	\$640,000

PROJECT NUMBER: S-001 **PROJECT TITLE: Primary Clarifiers & Sludge Pump Station** **DEPARTMENT: Sewer (S)**

PROGRAM DESCRIPTION

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



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering	\$474,682							\$474,682
Construction/Purchase	\$7,850,000	\$6,300,000						\$14,150,000
Other								\$0
TOTAL	\$8,324,682	\$6,300,000	\$0	\$0	\$0	\$0	\$0	\$14,624,682
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$650,000							\$650,000
Stormwater Fund								\$0
Debt	\$2,274,682	\$6,300,000						\$8,574,682
State								\$0
Federal	\$5,400,000							\$5,400,000
Other								\$0
TOTAL	\$8,324,682	\$6,300,000	\$0	\$0	\$0	\$0	\$0	\$14,624,682

PROJECT NUMBER: S-002

PROJECT TITLE: I&I Reduction

DEPARTMENT: Sewer (S)

PROGRAM DESCRIPTION

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



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS

	Previous Allocation*	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering	\$600,000							\$600,000
Construction/Purchase	\$1,450,000	\$420,000	\$220,500	\$250,000	\$250,000	\$250,000	\$250,000	\$3,090,500
Other								\$0
TOTAL	\$2,050,000	\$420,000	\$220,500	\$250,000	\$250,000	\$250,000	\$250,000	\$3,690,500

FUNDING SOURCES

General Fund								\$0
Water and Sewer Fund	\$2,050,000	\$420,000	\$220,500	\$250,000	\$250,000	\$250,000	\$250,000	\$3,690,500
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$2,050,000	\$420,000	\$220,500	\$250,000	\$250,000	\$250,000	\$250,000	\$3,690,500

*Please note that for this project the "Previous Allocation" column captures the previous 4 years. Efforts around I&I have been ongoing for over a decade.

PROJECT NUMBER: S-003

PROJECT TITLE: Primary Digester

DEPARTMENT: Sewer (S)

PROGRAM DESCRIPTION

The modernization and rehabilitation of the existing Primary Digester will allow the percentage of sludge at the primary and secondary clarifiers to increase to proper percentages.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering	\$710,000							\$710,000
Construction/Purchase			\$6,063,750					\$6,063,750
Other								\$0
TOTAL	\$710,000	\$0	\$6,063,750	\$0	\$0	\$0	\$0	\$6,773,750
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$710,000							\$710,000
Stormwater Fund								\$0
Debt			\$6,063,750					\$6,063,750
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$710,000	\$0	\$6,063,750	\$0	\$0	\$0	\$0	\$6,773,750

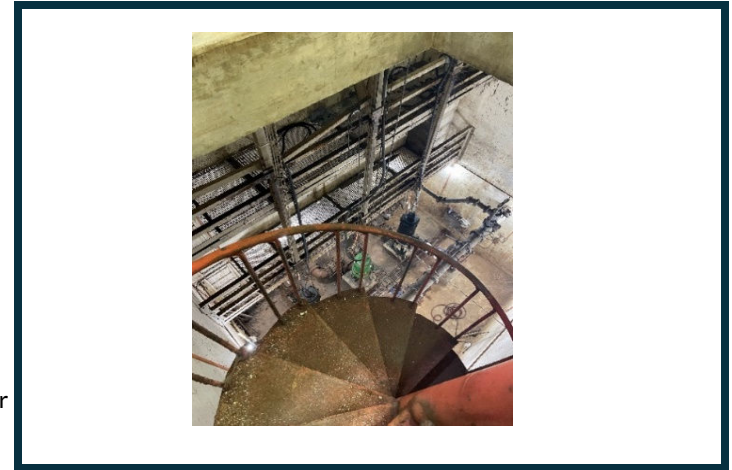
PROJECT NUMBER: S-005

PROJECT TITLE: Cedar Run Pump Station

DEPARTMENT: Sewer (S)

PROGRAM DESCRIPTION

The existing Cedar Run pump station is the largest in the Town. The current focus is working on reducing I&I in this area. Once the I&I work is completed, the Town will conduct another evaluation in FY 2027 to see what changes might have occurred. At that time, the Town plans to modernize and upgrade the existing facility in FY 2029.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering	\$80,000			\$350,000				\$430,000
Construction/Purchase						\$5,000,000		\$5,000,000
Other								\$0
TOTAL	\$80,000	\$0	\$0	\$350,000	\$0	\$5,000,000	\$0	\$5,430,000
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$80,000							\$80,000
Stormwater Fund								\$0
Debt				\$350,000		\$5,000,000		\$5,350,000
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$80,000	\$0	\$0	\$350,000	\$0	\$5,000,000	\$0	\$5,430,000

PROJECT NUMBER: S-006 **PROJECT TITLE: Secondary Clarifier and Sludge Pump** **DEPARTMENT: Sewer (S)**

PROGRAM DESCRIPTION

The secondary clarifier captures and removes wastewater solids prior to the denitrification filters. This project will also include the replacement of the secondary clarifier sludge pumping station, and adds a sludge thickening process. All supporting infrastructure, which is well beyond its expected useful lifespan is also included in the replacement.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering	\$150,000	\$420,000						\$570,000
Construction/Purchase			\$10,500,000					\$10,500,000
Other								\$0
TOTAL	\$150,000	\$420,000	\$10,500,000	\$0	\$0	\$0	\$0	\$11,070,000
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$150,000	\$420,000						\$570,000
Stormwater Fund								\$0
Debt			\$10,500,000					\$10,500,000
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$150,000	\$420,000	\$10,500,000	\$0	\$0	\$0	\$0	\$11,070,000

PROJECT NUMBER: S-007 **PROJECT TITLE: Wastewater Treatment Plant Pump Station** **DEPARTMENT: Sewer (S)**

PROGRAM DESCRIPTION

Replacement of pumps and infrastructure within the wet well pump station. The pump station provides flow throughout the Wastewater Treatment Plant.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering	\$25,000							\$25,000
Construction/Purchase	\$50,000	\$157,500	\$82,688					\$290,188
Other								\$0
TOTAL	\$75,000	\$157,500	\$82,688	\$0	\$0	\$0	\$0	\$315,188
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$75,000	\$157,500	\$82,688					\$315,188
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$75,000	\$157,500	\$82,688	\$0	\$0	\$0	\$0	\$315,188

PROJECT NUMBER: S-008

PROJECT TITLE: Dewatered Sludge Storage

DEPARTMENT: Sewer (S)

PROGRAM DESCRIPTION

Biosolids Storage. This project will completely rehab the storage structure which is beginning to show severe signs of degradation. Scope of work is also to include adding more square footage to the units to increase the amount of solids able to be stored.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering	\$60,000							\$60,000
Construction/Purchase			\$750,000					\$750,000
Other								\$0
TOTAL	\$60,000	\$0	\$750,000	\$0	\$0	\$0	\$0	\$810,000
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$60,000		\$750,000					\$810,000
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$60,000	\$0	\$750,000	\$0	\$0	\$0	\$0	\$810,000

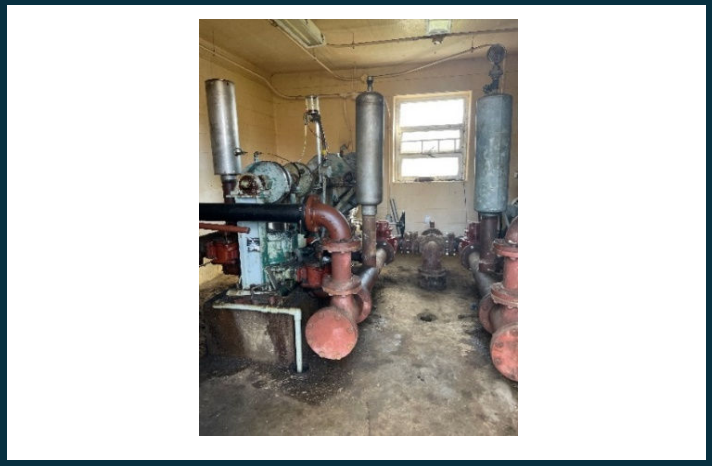
PROJECT NUMBER: S-009

PROJECT TITLE: Secondary Sludge Pump

DEPARTMENT: Sewer (S)

PROGRAM DESCRIPTION

Replacement of existing piston sludge pumps at the secondary clarifiers. Sludge is pumped from the clarifiers to the gravity sludge thickener.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering	\$25,000							\$25,000
Construction/Purchase			\$500,000					\$500,000
Other								\$0
TOTAL	\$25,000	\$0	\$500,000	\$0	\$0	\$0	\$0	\$525,000
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$25,000		\$500,000					\$525,000
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$25,000	\$0	\$500,000	\$0	\$0	\$0	\$0	\$525,000

PROJECT NUMBER: S-011 **PROJECT TITLE: Taylor Pump Station** **DEPARTMENT: Sewer (S)**

PROGRAM DESCRIPTION

Conduct an engineering evaluation of the Taylor Pump Station and maintain as appropriate. Enlarge existing wet well and improve system hydraulics.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering				\$350,000				\$350,000
Construction/Purchase					\$5,000,000			\$5,000,000
Other								\$0
TOTAL	\$0	\$0	\$0	\$350,000	\$5,000,000	\$0	\$0	\$5,350,000
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund				\$350,000	\$5,000,000			\$5,350,000
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$350,000	\$5,000,000	\$0	\$0	\$5,350,000

PROJECT NUMBER: S-012

PROJECT TITLE: Sludge Dewatering

DEPARTMENT: Sewer (S)

PROGRAM DESCRIPTION

Install two meter belt filter press. The belt press compresses the water from the biosolids.

GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase					\$584,821			\$584,821
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$584,821	\$0	\$0	\$584,821
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund					\$584,821			\$584,821
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$584,821	\$0	\$0	\$584,821

PROJECT NUMBER: S-013

PROJECT TITLE: Sludge Screen with Enclosure

DEPARTMENT: Sewer (S)

PROGRAM DESCRIPTION

Unit to replace the existing aqua guard.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase					\$350,893			\$350,893
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$350,893	\$0	\$0	\$350,893
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund					\$350,893			\$350,893
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$350,893	\$0	\$0	\$350,893

PROJECT NUMBER: S-014

PROJECT TITLE: Turkey Run Pump Station #2

DEPARTMENT: Sewer (S)

PROGRAM DESCRIPTION

Conduct an engineering evaluation to create design plans for an upgrade to the Turkey Run pump station. This will also allow for improved wastewater services to the Laurel Ridge Community College area.

GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering							\$300,000	\$300,000
Construction/Purchase								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$300,000
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt							\$300,000	\$300,000
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$300,000

PROJECT NUMBER: S-015

PROJECT TITLE: Plant Hydraulics/Piping

DEPARTMENT: Sewer (S)

PROGRAM DESCRIPTION

Required piping for processing in the Wastewater Treatment plant.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase					\$29,241	\$150,591		\$179,832
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$29,241	\$150,591	\$0	\$179,832
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund					\$29,241	\$150,591		\$179,832
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$29,241	\$150,591	\$0	\$179,832

PROJECT NUMBER: S-016

PROJECT TITLE: Sanitary Sewer Improvements to LRCC

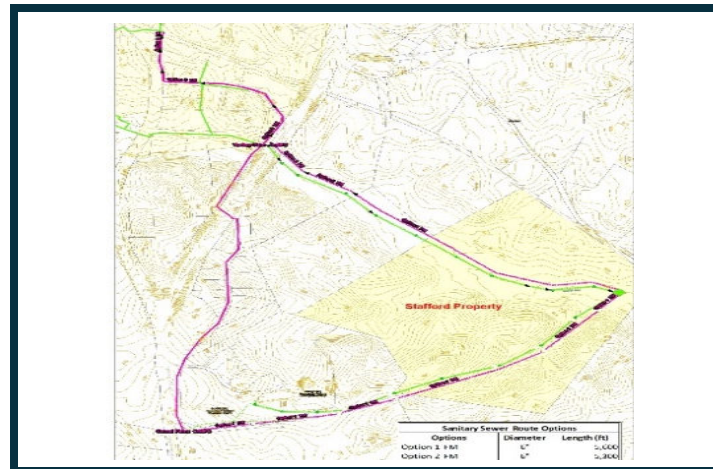
DEPARTMENT: Sewer (S)

PROGRAM DESCRIPTION

The Town currently serves Laurel Ridge Community College with sanitary sewer. Long term operational efficiencies are needed, such as potential pump stations and force main work. This will include a functional facility planning exercise is needed to look at the alternatives and benefits prior to surveys and engineering.

GOAL ADDRESSED

Plan Warrenton 2040 CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long term residential and commercial growth.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering						\$361,419		\$361,419
Construction/Purchase								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$361,419	\$0	\$361,419
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund						\$361,419		\$361,419
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$361,419	\$0	\$361,419

PROJECT NUMBER: S-017

PROJECT TITLE: Headworks Building

DEPARTMENT: Sewer (S)

PROGRAM DESCRIPTION

Headworks building's screen and grit removal. This request is to replace the existing facilities which are outdated and reaching end of life and will odor control during warm weather. This is a priority 2 request as outlined by the WWTP assessment by Whitman, Requardt and Associates, LLP. Hired to asses and provide a road map for maintenance, replacement and upgrades to the WWTP.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering					\$500,000			\$500,000
Construction/Purchase							\$7,000,000	\$7,000,000
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$500,000	\$0	\$7,000,000	\$7,500,000
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund					\$500,000		\$7,000,000	\$7,500,000
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$500,000	\$0	\$7,000,000	\$7,500,000

Stormwater Fund

Project Detail Pages



PROJECT NUMBER: SM-003

PROJECT TITLE: Stream Retrofit Rady Park

DEPARTMENT: Stormwater Management (SM)

PROGRAM DESCRIPTION

This project includes the restoration of 593 LF of natural stream that conveys stormwater from Fauquier County through Rady Park and back into Fauquier County. It is a badly eroded stream that Parks & Recreation has identified as a potential safety issue. This project is a potential benefit for nutrient reduction credits if soils testing shows acceptable parameters. If so, it would be a possible candidate for a SLAF Grant. This is also a possible teaming effort with Fauquier County.

GOAL ADDRESSED

Plan Warrenton 2040 CF-3.8: Minimize impervious areas in new developments and future road construction projects, thereby reducing stormwater flows and impacts to the Municipal Separate Storm Sewer System program. P-1.3: Use a nature-based systems approach in development to mitigate stormwater and improve habitat within the Town’s open spaces.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering	\$141,000	\$5,000						\$146,000
Construction/Purchase			\$771,750					\$771,750
Other								\$0
TOTAL	\$141,000	\$5,000	\$771,750	\$0	\$0	\$0	\$0	\$917,750
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund	\$141,000	\$5,000	\$771,750					\$917,750
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$141,000	\$5,000	\$771,750	\$0	\$0	\$0	\$0	\$917,750

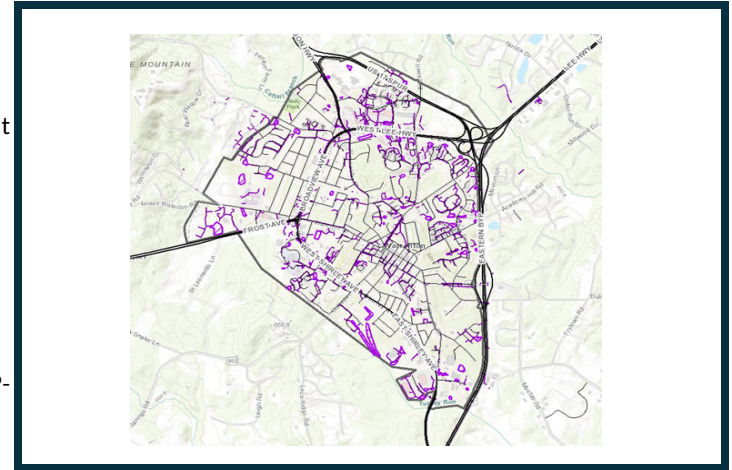
PROJECT NUMBER: SM-004

PROJECT TITLE: Master Drainage Plan

DEPARTMENT: Stormwater Management (SM)

PROGRAM DESCRIPTION

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



GOAL ADDRESSED

Plan Warrenton 2040 CF-3.8: Minimize impervious areas in new developments and future road construction projects, thereby reducing stormwater flows and impacts to the Municipal Separate Storm Sewer System program. P-1.3: Use a nature-based systems approach in development to mitigate stormwater and improve habitat within the Town’s open spaces.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering	\$100,000	\$500,000	\$500,000	\$400,000				\$1,500,000
Construction/Purchase								\$0
Other								\$0
TOTAL	\$100,000	\$500,000	\$500,000	\$400,000	\$0	\$0	\$0	\$1,500,000
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund	\$100,000	\$500,000	\$500,000	\$400,000				\$1,500,000
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$100,000	\$500,000	\$500,000	\$400,000	\$0	\$0	\$0	\$1,500,000

PROJECT NUMBER: SM-005

PROJECT TITLE: BMP & Filterra Facilities

DEPARTMENT: Stormwater Management (SM)

PROGRAM DESCRIPTION

The Town is required under the MS4 Permit (Chesapeake Bay TMDL Action Plan) to identify means and methods to achieve the necessary second-cycle pollutant reductions, including TP, TN, and TSS reductions. The Town is currently running a of negative of 65,000 pounds of TSS each year. This program will modify existing structures, ponds, and other methods into BMP from the DEQ approved Clearinghouse. This program will make sure the Town meets the MS4 permit requirements.

Project could include Pond C, the pond at the Methodist Church on Church Street, Sullivan Street, WTP Primary Clarifier, WTP Clearwell, and future sidewalk projects.



GOAL ADDRESSED

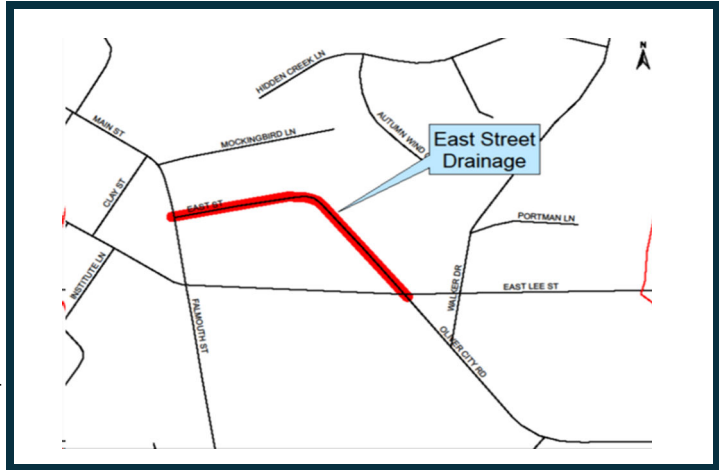
Plan Warrenton 2040 CF-3.8: Minimize impervious areas in new developments and future road construction projects, thereby reducing stormwater flows and impacts to the Municipal Separate Storm Sewer System program. P-1.3: Use a nature-based systems approach in development to mitigate stormwater and improve habitat within the Town's open spaces.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase		\$150,000	\$192,938	\$198,726	\$175,446	\$130,000	\$130,000	\$977,109
Other								\$0
TOTAL	\$0	\$150,000	\$192,938	\$198,726	\$175,446	\$130,000	\$130,000	\$977,109
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund		\$150,000	\$192,938	\$198,726	\$175,446	\$130,000	\$130,000	\$977,109
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$150,000	\$192,938	\$198,726	\$175,446	\$130,000	\$130,000	\$977,109

PROJECT NUMBER: SM-006 **PROJECT TITLE: East Street Drainage** **DEPARTMENT: Stormwater Management (SM)**

PROGRAM DESCRIPTION

Install curb and gutter and storm water piping on East Street to alleviate flooding of neighborhood. Project to include curbing on both sides with storm sewer collection and piping into the existing system on East Lee Street. Town will apply for a grant to help fund this project.



GOAL ADDRESSED

Plan Warrenton 2040 CF-3.8: Minimize impervious areas in new developments and future road construction projects, thereby reducing stormwater flows and impacts to the Municipal Separate Storm Sewer System program. P-1.3: Use a nature-based systems approach in development to mitigate stormwater and improve habitat within the Town’s open spaces.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase				\$31,500				\$31,500
Other					\$266,860			\$266,860
TOTAL	\$0	\$0	\$0	\$31,500	\$266,860	\$0	\$0	\$298,360
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund				\$31,500	\$266,860			\$298,360
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$31,500	\$266,860	\$0	\$0	\$298,360

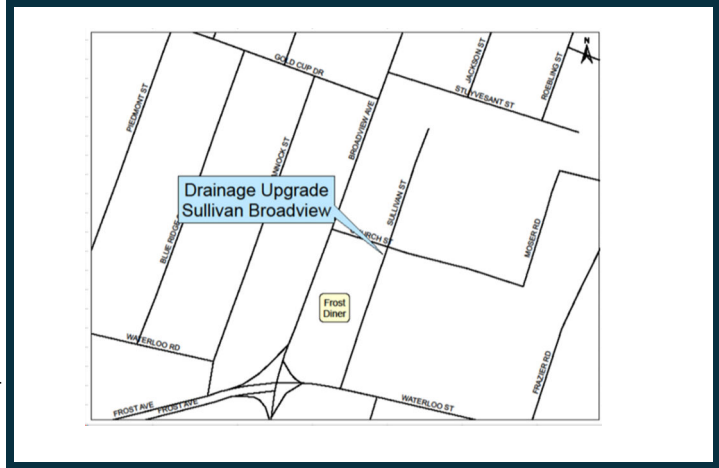
PROJECT NUMBER: SM-008 **PROJECT TITLE: Sullivan/Broadview Avenue Drainage** **DEPARTMENT: Stormwater Management (SM)**

PROGRAM DESCRIPTION

Replace the stormwater drainage system from Sullivan Street to the Broadview Avenue/Waterloo Street intersection.

GOAL ADDRESSED

Plan Warrenton 2040 CF-3.8: Minimize impervious areas in new developments and future road construction projects, thereby reducing stormwater flows and impacts to the Municipal Separate Storm Sewer System program. P-1.3: Use a nature-based systems approach in development to mitigate stormwater and improve habitat within the Town’s open spaces.

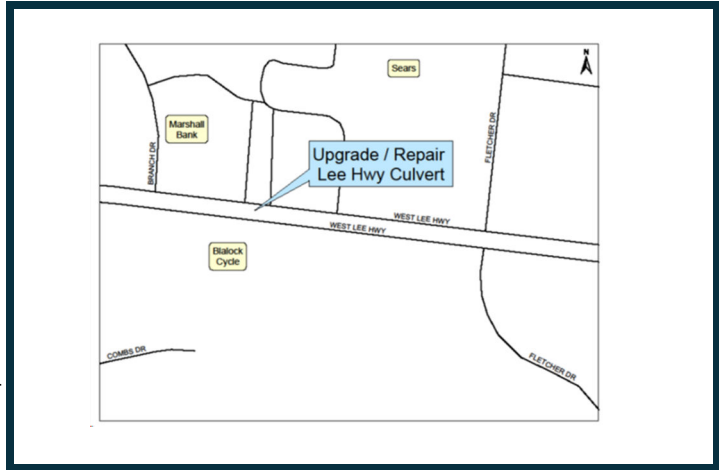


ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering			\$33,075					\$33,075
Construction/Purchase				\$254,823				\$254,823
Other								\$0
TOTAL	\$0	\$0	\$33,075	\$254,823	\$0	\$0	\$0	\$287,898
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund			\$33,075	\$254,823				\$287,898
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$33,075	\$254,823	\$0	\$0	\$0	\$287,898

PROJECT NUMBER: SM-009 **PROJECT TITLE: West Lee Highway Stormwater Culvert** **DEPARTMENT: Stormwater Management (SM)**

PROGRAM DESCRIPTION

Rehabilitation of 4'x6' box culvert under West Lee Highway (between Branch and Fletcher Drive). Reline the culvert walls and base to provide cover to exposed reinforcement and the badly scoured areas.



GOAL ADDRESSED

Plan Warrenton 2040 CF-3.8: Minimize impervious areas in new developments and future road construction projects, thereby reducing stormwater flows and impacts to the Municipal Separate Storm Sewer System program. P-1.3: Use a nature-based systems approach in development to mitigate stormwater and improve habitat within the Town's open spaces.

ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Land Acquisition								\$0
Architecture/Engineering					\$29,241			\$29,241
Construction/Purchase					\$175,446			\$175,446
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$204,687	\$0	\$0	\$204,687
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund					\$204,687			\$204,687
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$204,687	\$0	\$0	\$204,687

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GENERAL FUND MAINTENANCE PROJECTS

The Town must periodically perform major maintenance or upgrades on the facilities and equipment that is used to deliver services to citizens. This schedule provides a multi-year plan for the necessary upkeep of those items. As mentioned in the introductory section, these projects are not considered part of the CIP but facilitate financial planning by anticipating the Town's fiscal requirements on a long-term basis.

General Government

Project Name	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
IT Infrastructure	\$ 65,000	\$ 71,500	\$ 77,550	\$ 84,205	\$ -	\$ -	\$ 298,255
Enterprise Resource Planning System	300,000	300,000	500,000	100,000	-	-	1,200,000
TH HVAC Replacement	100,000	65,000	-	-	-	-	165,000
WPD HVAC Replacement	50,000	350,000	-	-	-	-	400,000
TH Foundation Repairs	140,000	-	-	-	-	-	140,000
Traffic Light Detection	300,000	-	-	-	-	-	300,000
Traffic Light PROWAG	-	-	-	205,000	35,000	35,000	275,000
Sign Replacement	15,000	45,000	30,000	30,000	30,000	30,000	180,000
Radar Signs	-	40,000	40,000	-	-	-	80,000
	\$ 970,000	\$ 871,500	\$ 647,550	\$ 419,205	\$ 65,000	\$ 65,000	\$ 3,038,255

Public Safety

Project Name	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Fleet Management Vehicles: Police	\$ -	\$ 300,000	\$ 120,000	\$ 180,000	\$ 120,000	\$ 180,000	\$ 900,000
Public Safety Radio Replacements	70,000	-	-	-	-	-	70,000
Secure Police Parking Area	-	82,688	-	-	-	-	82,688
	\$ 70,000	\$ 300,000	\$ 120,000	\$ 180,000	\$ 120,000	\$ 180,000	\$ 970,000

Parks & Recreation

Project Name	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Fitness Equipment Replacement	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Replace Chiller at WARF	340,000	-	-	-	-	-	340,000
Repaving and Restriping WARF Parking Lot	-	60,000	-	-	-	-	60,000
WARF Structural Repairs	25,000	-	-	-	-	-	25,000
Waterplay Structure Replacement	-	300,000	-	-	-	-	300,000
	\$ 390,000	\$ 385,000	\$ -	\$ -	\$ -	\$ -	\$ 775,000

Public Works

Project Name	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Facilities Elevator Replacement	\$ -	\$ 385,000	\$ -	\$ -	\$ -	\$ -	\$ 385,000
Public Works Roof Replacement	180,000	-	-	-	-	-	180,000
Facilities Energy Management Program	25,000	25,000	25,000	25,000	25,000	25,000	150,000
Facilities Asphalt Resurfacing	55,000	15,000	15,000	15,000	15,000	15,000	130,000
6 Fleet Management Vehicle: GF	-	175,000	87,500	-	175,000	87,500	525,000
Fleet Management Vehicle: Medium Dump Truck	-	135,000	-	-	-	-	135,000
Fleet Management Vehicle: Wheel Loader	-	310,000	-	-	-	-	310,000
Fleet Management Vehicle: Backhoe	-	-	-	-	-	175,000	175,000
Fleet Management Vehicle: Refuse Truck	-	525,000	-	-	-	-	525,000
Guard Rail Replacement	75,000	50,000	50,000	50,000	50,000	-	275,000
	\$ 335,000	\$ 1,620,000	\$ 177,500	\$ 90,000	\$ 265,000	\$ 302,500	\$ 2,790,000
TOTAL GENERAL FUND MAINTENANCE PROJECTS	\$ 1,765,000	\$ 3,176,500	\$ 945,050	\$ 689,205	\$ 450,000	\$ 547,500	\$ 7,573,255

WATER & SEWER FUND MAINTENANCE PROJECTS

Project Name	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Facilities Energy Management Program	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 150,000
Facilities Physical Security	100,000	35,000	-	-	-	-	135,000
Fleet Management Vehicle: UD	45,000	-	90,000	-	-	-	135,000
WTP Renovation	295,000	-	-	-	-	-	295,000
WS HVAC Replacement	25,000	25,000	-	-	-	-	50,000
Dam Maintenance	65,000	65,000	65,000	65,000	65,000	65,000	390,000
GAC Replacement	80,000	-	-	80,000	80,000	-	240,000
Meter Reading Devices	141,000	-	-	-	-	-	141,000
Reliability Measures	60,000	-	60,000	-	60,000	-	180,000
WTP Drain Field	-	-	-	40,000	-	-	40,000
WTP Sewer Lines	-	-	-	50,000	-	-	50,000
TOTAL WATER & SEWER FUND MAINTENANCE PROJECTS	\$ 836,000	\$ 150,000	\$ 240,000	\$ 260,000	\$ 230,000	\$ 90,000	\$ 1,806,000

PROJECT TITLE: IT Infrastructure **DEPARTMENT: General Government (GG)**

PROGRAM DESCRIPTION

Allocating budget funds for asset replacement is crucial to ensure the continued efficiency and reliability of essential equipment. Implementing a four-year asset replacement program is essential for our local government's sustainability and effectiveness. This proactive approach ensures the timely upgrading of critical infrastructure, reducing maintenance costs, enhancing operational efficiency, and ultimately delivering better services to our community. Investing in a structured replacement plan demonstrates fiscal responsibility and long-term vision for the well-being of our municipality



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase								\$0
Other	\$166,200	\$65,000	\$71,500	\$77,550	\$84,205			\$464,455
TOTAL	\$166,200	\$65,000	\$71,500	\$77,550	\$84,205	\$0	\$0	\$464,455

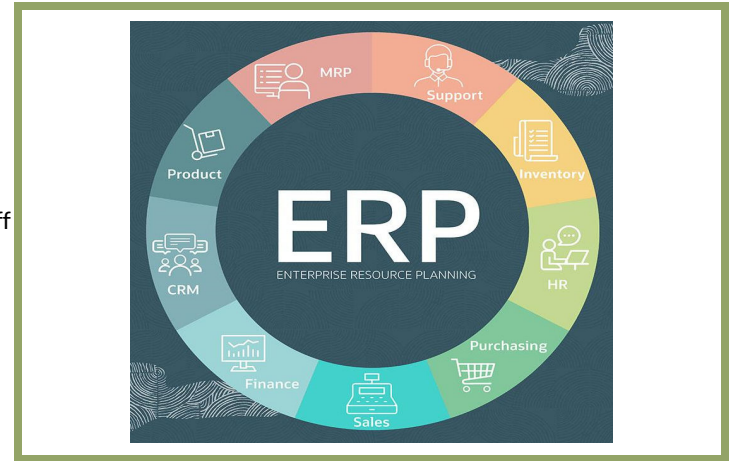
FUNDING SOURCES

General Fund	\$166,200	\$65,000	\$71,500	\$77,550	\$84,205			\$464,455
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Other								\$0
TOTAL	\$166,200	\$65,000	\$71,500	\$77,550	\$84,205	\$0	\$0	\$464,455

PROJECT TITLE: Enterprise Resource Planning System **DEPARTMENT: General Government (GG)**

PROGRAM DESCRIPTION

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



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase								\$0
Other	\$300,000	\$300,000	\$300,000	\$500,000	\$100,000			\$1,500,000
TOTAL	\$300,000	\$300,000	\$300,000	\$500,000	\$100,000	\$0	\$0	\$1,500,000

FUNDING SOURCES

General Fund	\$300,000	\$300,000	\$300,000	\$500,000	\$100,000			\$1,500,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Other								\$0
TOTAL	\$300,000	\$300,000	\$300,000	\$500,000	\$100,000	\$0	\$0	\$1,500,000

PROJECT TITLE: HVAC Replacement - Town Hall **DEPARTMENT: General Government (GG)**

PROGRAM DESCRIPTION

HVAC studies and subsequent replacement of multiple HVAC systems at town facilities. The facilities department has over twenty systems in operation, many dating back to the late 90's. Many of these units are at or beyond the end of their useful life. Multiple town facilities struggle with HVAC issues on a frequent basis. FY 2025, the 15-ton unit at town hall will be replaced for approximately \$100,000. FY 2026, an 8-ton and 3-ton unit on the second floor will be replaced for approximately \$65,000. FY 2027 - 30 will be evaluated during FY25 for establishment of a replacement plan.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering	\$5,000							\$5,000
Construction/Purchase	\$100,000	\$100,000	\$65,000					\$265,000
Other								\$0
TOTAL	\$105,000	\$100,000	\$65,000	\$0	\$0	\$0	\$0	\$270,000

FUNDING SOURCES

General Fund	\$50,000	\$100,000	\$65,000					\$215,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA	\$55,000							\$55,000
Other								\$0
TOTAL	\$105,000	\$100,000	\$65,000	\$0	\$0	\$0	\$0	\$270,000

PROJECT TITLE: HVAC Replacement - Police Department **DEPARTMENT: General Government (GG)**

PROGRAM DESCRIPTION

HVAC studies and subsequent replacement of multiple HVAC systems at town facilities. The facilities department has over twenty systems in operation, many dating back to the late 90's. Many of these units are at/or beyond the end of their useful life. The Public Safety Facility struggles with HVAC issues on a frequent basis. FY 2025 will continue with the replacement of aging units and the updating of HVAC ducting within the facility. FY 2026 will replace the central units with a comparable unit that has been designed for the facility. The current units do not comply with the facility's HVAC demand requirements.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase		\$50,000	\$350,000					\$400,000
Other								\$0
TOTAL	\$0	\$50,000	\$350,000	\$0	\$0	\$0	\$0	\$400,000

FUNDING SOURCES

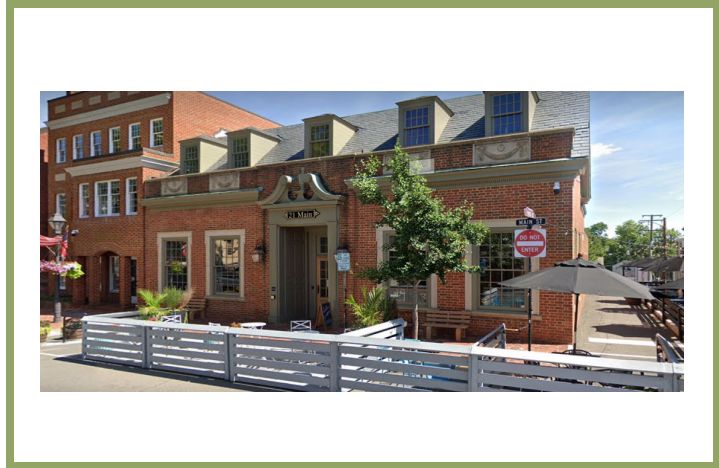
General Fund		\$50,000	\$350,000					\$400,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Other								\$0
TOTAL	\$0	\$50,000	\$350,000	\$0	\$0	\$0	\$0	\$400,000

PROJECT TITLE: Town Hall Foundation Repairs

DEPARTMENT: General Government (GG)

PROGRAM DESCRIPTION

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



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering		\$15,000						\$15,000
Construction/Purchase		\$125,000						\$125,000
Other								\$0
TOTAL	\$0	\$140,000	\$0	\$0	\$0	\$0	\$0	\$140,000

FUNDING SOURCES

General Fund		\$140,000						\$140,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
TOTAL	\$0	\$140,000	\$0	\$0	\$0	\$0	\$0	\$140,000

PROJECT TITLE: Traffic Light Updates - Detection

DEPARTMENT: General Government (GG)

PROGRAM DESCRIPTION

Replacement of hardware and components of the Traffic Signal System within the town. This project would ensure the success of our aging traffic signal network. The lights in the system are: Blackwell Rd, North Hill Dr, Fletcher Dr, Branch Dr, Rt. 17 & and Winchester St, Rt. 211, Van Roijen, Carriage House, Culpeper St. in FY 2025 this project will connect the Van Roijen and Waterloo St. lights into a central traffic management system to handle the increased flow of traffic coming from neighboring communities as well as replace the aging detection hardware and controllers at Blackwell Rd, North Hill/Walker Dr, Fletcher Dr, Rt. 17. The VDOT traffic engineering study will precede this project to enable the team to adjust the signal timing along this corridor as planned in the out years via the Smartscale projects. Any future transportation projects will be coordinated with VDOT in relation to the Broadview projects.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase	\$81,450	\$300,000						\$381,450
Other								\$0
TOTAL	\$81,450	\$300,000	\$0	\$0	\$0	\$0	\$0	\$381,450

FUNDING SOURCES

General Fund	\$52,650	\$300,000						\$352,650
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA	\$28,800							\$28,800
Other								\$0
TOTAL	\$81,450	\$300,000	\$0	\$0	\$0	\$0	\$0	\$381,450

PROJECT TITLE: Traffic Light Updates -PROWAG

DEPARTMENT: General Government (GG)

PROGRAM DESCRIPTION

Update of Accessible Pedestrian Facilities within the Public Right of Way in relation to update of traffic light infrastructure. This project is mandatory after the PROWAG guidelines were published on September, 7, 2023. Grant funding or state or federal funding may be available in the out years.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase					\$205,000	\$35,000	\$35,000	\$275,000
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$205,000	\$35,000	\$35,000	\$275,000
FUNDING SOURCES								
General Fund					\$205,000	\$35,000	\$35,000	\$275,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$205,000	\$35,000	\$35,000	\$275,000

PROJECT TITLE: Sign Replacement **DEPARTMENT: General Government (GG)**

PROGRAM DESCRIPTION

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



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase	\$45,000	\$15,000	\$45,000	\$30,000	\$30,000	\$30,000	\$30,000	\$225,000
Other								\$0
TOTAL	\$45,000	\$15,000	\$45,000	\$30,000	\$30,000	\$30,000	\$30,000	\$225,000

FUNDING SOURCES

General Fund	\$45,000	\$15,000	\$45,000	\$30,000	\$30,000	\$30,000	\$30,000	\$225,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Other								\$0
TOTAL	\$45,000	\$15,000	\$45,000	\$30,000	\$30,000	\$30,000	\$30,000	\$225,000

PROJECT TITLE: Radar Signs **DEPARTMENT:** General Government (GG)

PROGRAM DESCRIPTION

Installation of radar-activated speed monitoring signs with flashing red/blue lights and data analysis software. FY 2026 will also expand on the success of the Traffic Task Force by replacing the current radar signs on primary arterial roads and installing new intelligent signs that provide data for enhanced traffic management efforts. \$40,000 will be allocated to these six (6) signs for installation on the following streets: Alexandria Pike at Moorhead, Culpeper St, and East Shirley Ave. FY 2027 will replace current radar signs with the most current ones, and the previous ones will be relocated to neighborhoods for enhanced safety measures.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase			\$40,000	\$40,000				\$80,000
Other								\$0
TOTAL	\$0	\$0	\$40,000	\$40,000	\$0	\$0	\$0	\$80,000

FUNDING SOURCES

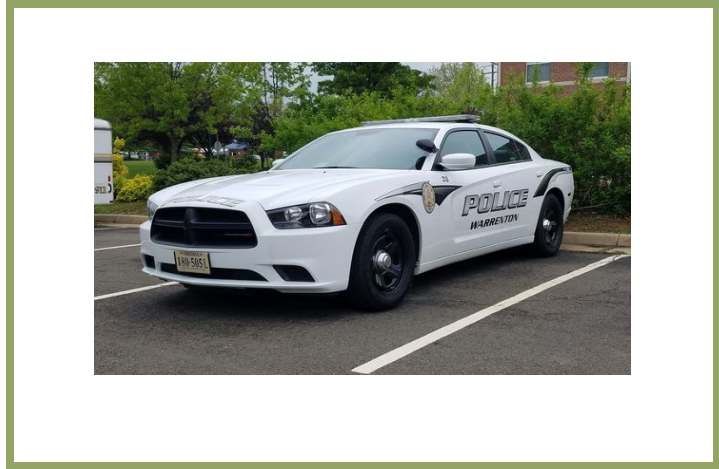
General Fund			\$40,000	\$40,000				\$80,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Other								\$0
TOTAL	\$0	\$0	\$40,000	\$40,000	\$0	\$0	\$0	\$80,000

PROJECT TITLE: Fleet Management Vehicles: Police

DEPARTMENT: Public Safety (PS)

PROGRAM DESCRIPTION

Scheduled fleet replacements per the adopted fleet replacement plan. The FY 2025 replacement program has continued with the FY 2024 re-evaluation and operating efficiencies with increased utilization in mind. All the fleet management vehicles are a continuation of vehicles re-evaluated during the COVID-19 pandemic.
 Police Vehicles: Purchase of three hybrid police explorer units. These units would be assigned to the patrol division. The current cost of one up-fitted patrol unit has increased to 60,000 due to materials and vehicle price increases.
 NOTE: Vehicles are currently transitioned out of police use and rotated through various town departments in lieu of purchasing new vehicles for general town use. FY 2026 will replace five patrol units



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase	\$278,262		\$300,000	\$120,000	\$180,000	\$120,000	\$180,000	\$1,178,262
Other								\$0
TOTAL	\$278,262	\$0	\$300,000	\$120,000	\$180,000	\$120,000	\$180,000	\$1,178,262

FUNDING SOURCES

General Fund	\$120,000		\$300,000	\$120,000	\$180,000	\$120,000	\$180,000	\$1,020,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA	\$98,262							\$98,262
Other	\$60,000							\$60,000
TOTAL	\$278,262	\$0	\$300,000	\$120,000	\$180,000	\$120,000	\$180,000	\$1,178,262

PROJECT TITLE: Public Safety Radios

DEPARTMENT: Public Safety (PS)

PROGRAM DESCRIPTION

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



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase		\$70,000						\$70,000
Other								\$0
TOTAL	\$0	\$70,000	\$0	\$0	\$0	\$0	\$0	\$70,000
FUNDING SOURCES								
General Fund		\$70,000						\$70,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
TOTAL	\$0	\$70,000	\$0	\$0	\$0	\$0	\$0	\$70,000

PROJECT TITLE: Secure Police Parking Area

DEPARTMENT: Public Safety (PS)

PROGRAM DESCRIPTION

The Police department is requesting a secure area for their officers to park while on-duty. Price includes access control cost estimates that would be needed for the fence operation. On-going costs would be service on the opener systems.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase			\$82,688					\$82,688
Other								\$0
TOTAL	\$0	\$0	\$82,688	\$0	\$0	\$0	\$0	\$82,688

FUNDING SOURCES

General Fund			\$82,688					\$82,688
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Grant - Federal								\$0
TOTAL	\$0	\$0	\$82,688	\$0	\$0	\$0	\$0	\$82,688

PROJECT TITLE: Fitness Equipment Replacement

DEPARTMENT: Parks & Recreation (PR)

PROGRAM DESCRIPTION

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



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase	\$50,000	\$25,000	\$25,000					\$100,000
Other								\$0
TOTAL	\$50,000	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$100,000

FUNDING SOURCES

General Fund	\$25,000	\$25,000	\$25,000					\$75,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA	\$25,000							\$25,000
Other								\$0
TOTAL	\$50,000	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$100,000

PROJECT TITLE: Replace Chiller at WARF

DEPARTMENT: Parks & Recreation (PR)

PROGRAM DESCRIPTION

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



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase		\$340,000						\$340,000
Other								\$0
TOTAL	\$0	\$340,000	\$0	\$0	\$0	\$0	\$0	\$340,000

FUNDING SOURCES

General Fund		\$340,000						\$340,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Other								\$0
TOTAL	\$0	\$340,000	\$0	\$0	\$0	\$0	\$0	\$340,000

PROJECT TITLE: Repaving and Restriping WARF Parking Lot

DEPARTMENT: Parks & Recreation (PR)

PROGRAM DESCRIPTION

Crack seal, seal coat and restripe the parking lot at WARF.

Previous allocation covered lower lot.

FY 2026 amount will be used for the upper lot following the structural repairs of front walkway at the WARF.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase	\$55,000		\$60,000					\$115,000
Other								\$0
TOTAL	\$55,000	\$0	\$60,000	\$0	\$0	\$0	\$0	\$115,000

FUNDING SOURCES

General Fund	\$55,000		\$60,000					\$115,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Other								\$0
TOTAL	\$55,000	\$0	\$60,000	\$0	\$0	\$0	\$0	\$115,000

PROJECT TITLE: WARF Structural/ Walkways Repairs

DEPARTMENT: Parks & Recreation (PR)

PROGRAM DESCRIPTION

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



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase		\$25,000						\$25,000
Other								\$0
TOTAL	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000

FUNDING SOURCES

General Fund		\$25,000						\$25,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Other								\$0
TOTAL	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000

PROJECT TITLE: Waterplay Structure Replacement

DEPARTMENT: Parks & Recreation (PR)

PROGRAM DESCRIPTION

The current play structure is 15 years old and made out of metal. Due to the amount of water that runs through it and around it has caused rusting from the inside out, causing multiple holes. To bring the play structure up to current standards and for safety purposes, we will purchase a fiberglass structure that will last longer.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase			\$300,000					\$300,000
Other								\$0
TOTAL	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$300,000

FUNDING SOURCES

General Fund			\$300,000					\$300,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Other								\$0
TOTAL	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$300,000

PROJECT TITLE: Facilities Elevator Replacement

DEPARTMENT: Public Works

PROGRAM DESCRIPTION

Replacement of the original elevator in the 21 Main Street Building. This unit is over 50 years old and overdue for a retrofit. The replacement unit will feature non-proprietary parts, unlike our current unit, which is manufacturer-specific. The current unit was also out of service for three months while waiting for parts to be fabricated. In FY 2024, a survey was conducted on the elevator at 21 Main Street. The unit, which is original to the building, will need a more extensive overhaul than anticipated. Its overhaul is expected to come in at \$350,000. This project will be bid out in FY 2026. Additionally, the facilities department has assumed maintenance responsibility for the elevator located at the WARF, which needs an electrical retrofit due to the call button boards no longer being manufactured. This conversion will be \$35,000



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase	\$100,000		\$385,000					\$485,000
Other								\$0
TOTAL	\$100,000	\$0	\$385,000	\$0	\$0	\$0	\$0	\$485,000

FUNDING SOURCES

General Fund	\$100,000		\$385,000					\$485,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
TOTAL	\$100,000	\$0	\$385,000	\$0	\$0	\$0	\$0	\$485,000

PROJECT TITLE: Public Works Roof Replacement

DEPARTMENT: Public Works

PROGRAM DESCRIPTION

Replacement of roofing systems that are at the end of life. In FY 2024, the roofing systems were evaluated at the town facilities. It was found that the roof at the public works facility is failing and leaking in many spots. This roofing system has been in place for over 35 years. The cost of replacement includes an assumption that the underlayment may contain asbestos and will need remediation during its replacement. Costs for this project are estimated due to the uncertainty of the underlayment. Testing will be conducted in FY 2024 to identify any ACM or PACM materials.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase	\$40,000	\$180,000						\$220,000
Other								\$0
TOTAL	\$40,000	\$180,000	\$0	\$0	\$0	\$0	\$0	\$220,000

FUNDING SOURCES

General Fund	\$10,000	\$180,000						\$190,000
Water and Sewer Fund	\$30,000							\$30,000
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
TOTAL	\$40,000	\$180,000	\$0	\$0	\$0	\$0	\$0	\$220,000

PROJECT TITLE: Facilities Energy Management Program

DEPARTMENT:Public Works

PROGRAM DESCRIPTION

Formation of an energy management program to address excessive energy consumption of aging building's thermal envelopes. The buildings need updates to include, but not limited to, motion lighting, LED lights, energy-efficient windows, efficient water heating, updated insulation, air sealing, etc.

FY 25 will focus on general fund buildings and utility buildings.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase	\$75,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$375,000
Other								\$0
TOTAL	\$75,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$375,000

FUNDING SOURCES

General Fund	\$75,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$225,000
Water and Sewer Fund		\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$150,000
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
TOTAL	\$75,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$375,000

PROJECT TITLE: Facilities Asphalt Resurfacing

DEPARTMENT: Public Works

PROGRAM DESCRIPTION

Resurfacing of asphalt parking and roadways within facilities.

FY24 included the cemetery, utility facilities, and Rady Park.

FY25 projects include resealing, and striping parking lots B, C, D, & F.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase	\$180,000	\$55,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$310,000
Other								\$0
TOTAL	\$180,000	\$55,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$310,000

FUNDING SOURCES

General Fund	\$55,000	\$55,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$185,000
Water and Sewer Fund	\$125,000							\$125,000
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
TOTAL	\$180,000	\$55,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$310,000

PROJECT TITLE: Fleet Management Vehicle: Plow Trucks

DEPARTMENT: Public Works

PROGRAM DESCRIPTION

Scheduled fleet replacements per the adopted fleet replacement plan.

Replacement: Two Ford F350 4x4 Trucks with similar units. One of the units due for replacement has transmission problems and is nearing time for a rebuild. These units are primary snow plow trucks, which has accelerated their decline. Their associated snow plows will be replaced as well.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase	\$175,000		\$175,000	\$87,500		\$175,000	\$87,500	\$700,000
Other								\$0
TOTAL	\$175,000	\$0	\$175,000	\$87,500	\$0	\$175,000	\$87,500	\$700,000

FUNDING SOURCES

General Fund	\$175,000		\$175,000	\$87,500		\$175,000	\$87,500	\$700,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
TOTAL	\$175,000	\$0	\$175,000	\$87,500	\$0	\$175,000	\$87,500	\$700,000

PROJECT TITLE: Fleet Management Vehicle: Dump Truck

DEPARTMENT: Public Works

PROGRAM DESCRIPTION

Scheduled fleet replacements per the adopted fleet replacement plan. The FY 2025 replacement program has continued with the FY 2024 re-evaluation and operating efficiencies with increased utilization in mind.

Replacement: This unit was sold in FY 2024 due to a blown engine. The department has relied on a similar unit assigned to the utilities team as a temporary solution. The share of this type of small unit has caused many scheduling and work delays due to only one unit being available. The project includes the cost of snow equipment to make this unit an all season asset.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase			\$135,000					\$135,000
Other								\$0
TOTAL	\$0	\$0	\$135,000	\$0	\$0	\$0	\$0	\$135,000

FUNDING SOURCES

General Fund			\$135,000					\$135,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
TOTAL	\$0	\$0	\$135,000	\$0	\$0	\$0	\$0	\$135,000

PROJECT TITLE: Fleet Management Vehicle: Wheel Loader

DEPARTMENT: Public Works

PROGRAM DESCRIPTION

Scheduled fleet replacements per the adopted fleet replacement plan. This unit has been on seasonal rent for the past four snow seasons. The public works department consistently needs a full-time loader unit to load out heavy aggregates. The requested unit is consistent with what other municipalities around us are utilizing. The purchase of this unit will also include an on-board scale to track material usage for the annual financial audit. The proposed unit is a CAT 926 Wheel Loader with attachments. NOTE: This project was proposed in FY24 as an effort to extend the replacement of a 710J backhoe #5033.



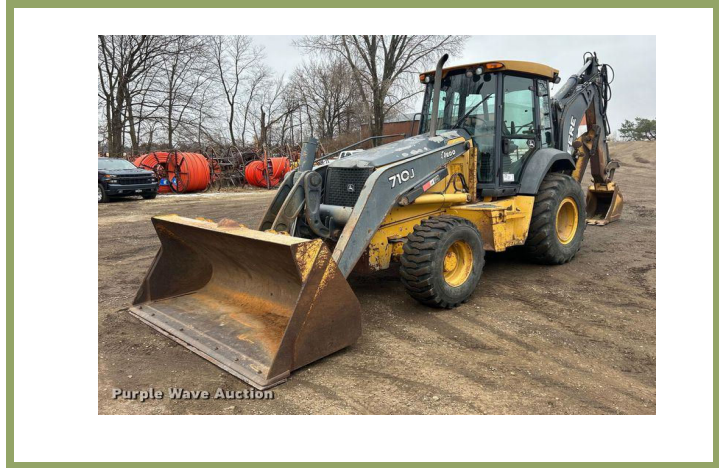
ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase			\$310,000					\$310,000
Other								\$0
TOTAL	\$0	\$0	\$310,000	\$0	\$0	\$0	\$0	\$310,000
FUNDING SOURCES								
General Fund			\$310,000					\$310,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
TOTAL	\$0	\$0	\$310,000	\$0	\$0	\$0	\$0	\$310,000

PROJECT TITLE: Fleet Management Vehicle: Backhoe Replacement

DEPARTMENT: Public Works

PROGRAM DESCRIPTION

Scheduled fleet replacements per the adopted fleet replacement plan. The public works department consistently utilizes this piece of equipment for its original purpose. NOTE: This project was originally due in FY24, but as an effort to extend the replacement of the 710J backhoe, it was proposed to eliminate the rental snow loader and replace it with a purchase unit that would be available year-round for this duty.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase							\$175,000	\$175,000
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$175,000	\$175,000
FUNDING SOURCES								
General Fund							\$175,000	\$175,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$175,000	\$175,000

PROJECT TITLE: Refuse Truck

DEPARTMENT: Public Works

PROGRAM DESCRIPTION

Scheduled fleet replacements per the fleet replacement plan. The FY 2025 replacement program has continued with the FY 2024 re-evaluation and operating efficiencies and increased utilization in mind. Replacement of a current 20 yard refuse truck with a similar unit. The replacement will replace unit #13028 which was due to be replaced in FY 2024 but was deferred. 13028 has had \$20,000 in work over the past six months associated with emissions and engine equipment. This unit is critical to the success of the weekly refuse program. The old unit will move into reserve status to function as the only spare unit for refuse or recycling operations. Pricing reflects an expected increase in chassis costs coming in 2024. This project also includes the purchase of residential refuse containers that are compatible with our refuse collection equipment



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase			\$525,000					\$525,000
Other								\$0
TOTAL	\$0	\$0	\$525,000	\$0	\$0	\$0	\$0	\$525,000

FUNDING SOURCES

General Fund			\$525,000					\$525,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
TOTAL	\$0	\$0	\$525,000	\$0	\$0	\$0	\$0	\$525,000

PROJECT TITLE: Guard Rail Replacement

DEPARTMENT: Public Works

PROGRAM DESCRIPTION

Several guard rails throughout Town are in need of replacement. The original prices we received were from 2017. We obtained updated estimates earlier this year and observed an increase of an average of 50%. We believe the increases have continued since the last estimates were updated.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase	\$100,000	\$75,000	\$50,000	\$50,000	\$50,000	\$50,000		\$375,000
Other								\$0
TOTAL	\$100,000	\$75,000	\$50,000	\$50,000	\$50,000	\$50,000	\$0	\$375,000

FUNDING SOURCES

General Fund	\$100,000	\$75,000	\$50,000	\$50,000	\$50,000	\$50,000		\$375,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
TOTAL	\$100,000	\$75,000	\$50,000	\$50,000	\$50,000	\$50,000	\$0	\$375,000

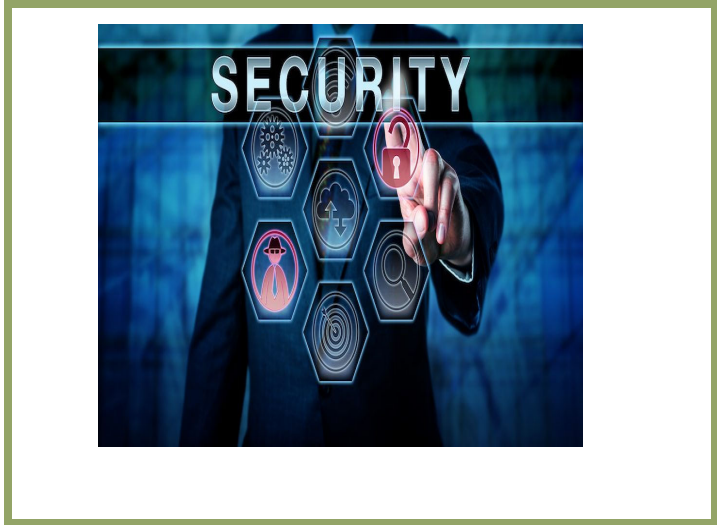
PROJECT TITLE: Facilities Physical Security

DEPARTMENT: Public Works

PROGRAM DESCRIPTION

This continued project is designed to deny unauthorized access to facilities, equipment, and resources and protect personnel and property from damage or harm. This project will ensure that our critical infrastructure facilities are properly secured and protected with measures like physical barriers, enhanced video, restricted access devices, alarms, and sensors. These health and safety measures are designed to protect the Town's critical infrastructure.

In FY 2025, we will expand and refine security initiatives to include physical barriers, enhanced video, access control, and security systems. Projects will be focused on the wastewater plant, pumping stations, and additional Warrenton Reservoir security measures.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase	\$60,000	\$100,000	\$35,000					\$195,000
Other								\$0
TOTAL	\$60,000	\$100,000	\$35,000	\$0	\$0	\$0	\$0	\$195,000

FUNDING SOURCES

General Fund								\$0
Water and Sewer Fund	\$60,000	\$100,000	\$35,000					\$195,000
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
TOTAL	\$60,000	\$100,000	\$35,000	\$0	\$0	\$0	\$0	\$195,000

PROJECT TITLE: Fleet Management Vehicle: Light trucks

DEPARTMENT: Public Utilities

PROGRAM DESCRIPTION

Scheduled fleet replacements per the adopted fleet replacement plan. The FY 2025 replacement program has continued with the FY 2024 re-evaluation and operating efficiencies and increased utilization in mind.

Replacement: One 2006 - 2008 Chevy Colorado 4x4 Pickup Truck with Ford Ranger or F150 Models. The units are budgeted at 45,000 per unit, which includes replacing Vhf radio's in each vehicle.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase	\$120,000	\$45,000		\$90,000				\$255,000
Other								\$0
TOTAL		\$45,000	\$0	\$90,000	\$0	\$0	\$0	\$255,000

FUNDING SOURCES

General Fund								\$0
Water and Sewer Fund	\$120,000	\$45,000		\$90,000				\$255,000
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
TOTAL	\$120,000	\$45,000	\$0	\$90,000	\$0	\$0	\$0	\$255,000

PROJECT TITLE: Facility Renovation

DEPARTMENT: Water & Sewer (WS)

PROGRAM DESCRIPTION

In FY 23 and FY 24, the old chemical room equipment was removed from the room in preparation for the construction of offices and a lunchroom area. This space previously held old chemical equipment and piping that has not been needed for any operation since the construction of the new chemical building. This area would serve as the central area for offices and employees. The water plant currently has a trailer that has been in place for many years to serve this function. The trailer is degrading and is going to need repair/replacement. This facility will also require updates to its ADA accessibility as the renovation falls into a "primary function area". The updates will comply meet standard ADA compliance mandates.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering	\$10,000	\$20,000						\$30,000
Construction/Purchase	\$95,000	\$275,000						\$370,000
Other								\$0
TOTAL	\$105,000	\$295,000	\$0	\$0	\$0	\$0	\$0	\$400,000
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$105,000	\$295,000						\$400,000
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
TOTAL	\$105,000	\$295,000	\$0	\$0	\$0	\$0	\$0	\$400,000

PROJECT TITLE: WS HVAC Replacement **DEPARTMENT:** Water & Sewer (WS)

PROGRAM DESCRIPTION

HVAC studies and subsequent replacement of multiple HVAC systems at town facilities. The facilities department has over twenty systems in operation, many dating back to the late 90's. Many of these units are at/or beyond the end of their useful life. Multiple town facilities struggle with HVAC issues on a frequent basis.

FY 2024 included the installation of supplemental heating and cooling at the WTP.
 FY 2025 will focus on the out well and pump facilities.
 FY 2026-30 will be planned in FY25 once a comprehensive inventory of equipment is established.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase		\$25,000	\$25,000					\$50,000
Other								\$0
TOTAL	\$0	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$50,000

FUNDING SOURCES

General Fund								\$0
Water and Sewer Fund		\$25,000	\$25,000					\$50,000
Stormwater Fund								\$0
ARPA								\$0
Other								\$0
TOTAL	\$0	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$50,000

PROJECT TITLE: Dam Maintenance

DEPARTMENT: Water & Sewer (WS)

PROGRAM DESCRIPTION

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



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase		\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$390,000
Other								\$0
TOTAL	\$0	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$390,000

FUNDING SOURCES

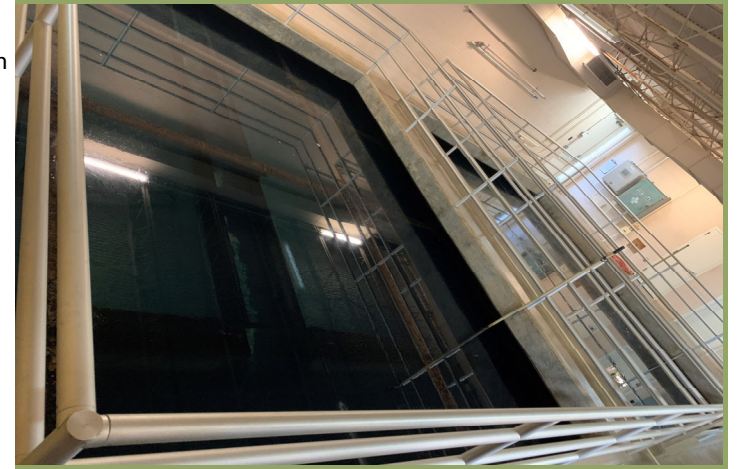
General Fund								\$0
Water and Sewer Fund		\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$390,000
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
TOTAL	\$0	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$390,000

PROJECT TITLE: Granular Activated Carbon Replacement (GAC)

DEPARTMENT: Water & Sewer (WS)

PROGRAM DESCRIPTION

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



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase		\$80,000			\$80,000	\$80,000		\$240,000
Other								\$0
TOTAL	\$0	\$80,000	\$0	\$0	\$80,000	\$80,000	\$0	\$240,000

FUNDING SOURCES

General Fund								\$0
Water and Sewer Fund		\$80,000			\$80,000	\$80,000		\$240,000
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
TOTAL	\$0	\$80,000	\$0	\$0	\$80,000	\$80,000	\$0	\$240,000

PROJECT TITLE: Gateway Reading Devices

DEPARTMENT: Water & Sewer (WS)

PROGRAM DESCRIPTION

Current radio read system for the water meters will be replaced with a new cellular gateway reading device and supporting software, known as an AMI system (Advanced Metering Infrastructure). The new Neptune 360 gateway reading devices uses cellular data to gather real time water meter readings, this will effectively translate to more accurate reading resulting in more accurate billing of water usage, for a more time effective accumulation of data, and will allow for better customer service and support.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase		\$141,000						\$141,000
Other								\$0
TOTAL	\$0	\$141,000	\$0	\$0	\$0	\$0	\$0	\$141,000

FUNDING SOURCES

General Fund								\$0
Water and Sewer Fund		\$141,000						\$141,000
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
TOTAL	\$0	\$141,000	\$0	\$0	\$0	\$0	\$0	\$141,000

PROJECT TITLE: WTP / WWTP Critical Infrastructure & Security Reliability Measures

DEPARTMENT: Water & Sewer (WS)

PROGRAM DESCRIPTION

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



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase		\$60,000		\$60,000		\$60,000		\$180,000
Other								\$0
TOTAL	\$0	\$60,000	\$0	\$60,000	\$0	\$60,000	\$0	\$180,000

FUNDING SOURCES

General Fund								\$0
Water and Sewer Fund		\$60,000		\$60,000		\$60,000		\$180,000
Stormwater Fund								\$0
ARPA								\$0
Grant - Federal								\$0
TOTAL	\$0	\$60,000	\$0	\$60,000	\$0	\$60,000	\$0	\$180,000

PROJECT TITLE: WTP Drain Field

DEPARTMENT: Water & Sewer (WS)

PROGRAM DESCRIPTION

Install a second tank to catch the water bypassing the leach field. Install a pump in the tank then run a line to our waste line and send the greywater to the wastewater treatment plant. Note: work can be done in house as time and manpower permits, which can result in cost savings



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering					\$15,000			\$15,000
Construction/Purchase					\$25,000			\$25,000
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$40,000	\$0	\$0	\$40,000

FUNDING SOURCES

General Fund								\$0
Water and Sewer Fund					\$40,000			\$40,000
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
TOTAL	\$0	\$0	\$0	\$0	\$40,000	\$0	\$0	\$40,000

PROJECT TITLE: WTP Sewer Lines

DEPARTMENT: Water & Sewer (WS)

PROGRAM DESCRIPTION

Replace end-of-life deteriorating/leaking sewer lines inside the Water Treatment Facility.



ESTIMATED COSTS	Previous Allocation	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	Total
Architecture/Engineering								\$0
Construction/Purchase					\$50,000			\$50,000
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	\$50,000
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund					\$50,000			\$50,000
Stormwater Fund								\$0
ARPA								\$0
Grant- Federal								\$0
TOTAL	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	\$50,000

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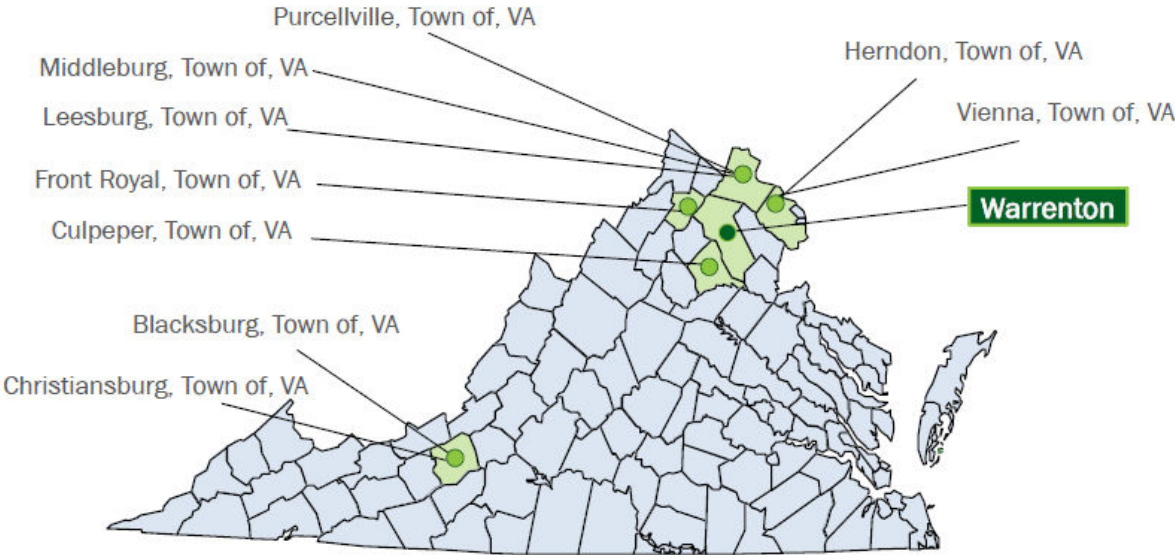
FISCAL DATA UPDATE

April 1, 2024

BACKGROUND

At the February 25, 2023, Fiscal Retreat, staff provided a fiscal review and analysis to the Town Council. This information has been updated and is provided as a supplement to the Proposed Fiscal Year 2025 Budget.

BENCHMARK COMMUNITIES (PEER COMPARISON GROUP)



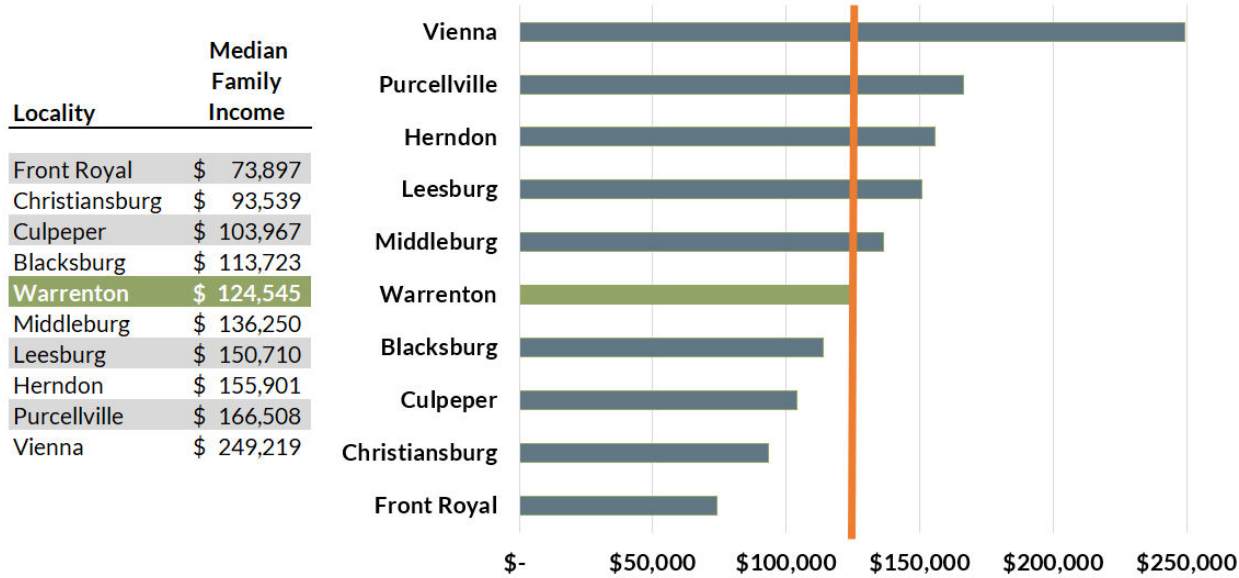
The Town’s financial advisors, Davenport & Company LLC, created this benchmark peer group for the Town in 2019 when they conducted a General Fund Revenue Review and a confirmation of our fund balance policy level. This group was chosen for a variety of reasons. Blacksburg and Christiansburg are included even though they are in southwest Virginia because they have some operational characteristics that are similar, and their policies and practices may, in large part, align with ours. For example, Christiansburg operates an aquatic facility like the WARF.

Since this group was established, we refer to them as our benchmarks. When evaluating changes, we compare our data to this group and may pull in other regional governments or utilities depending on the type of change proposed.

Data on Median Family Income and Median Home Value for our benchmarks is provided on the following page. The data is from the most recently available US Census for 2022.

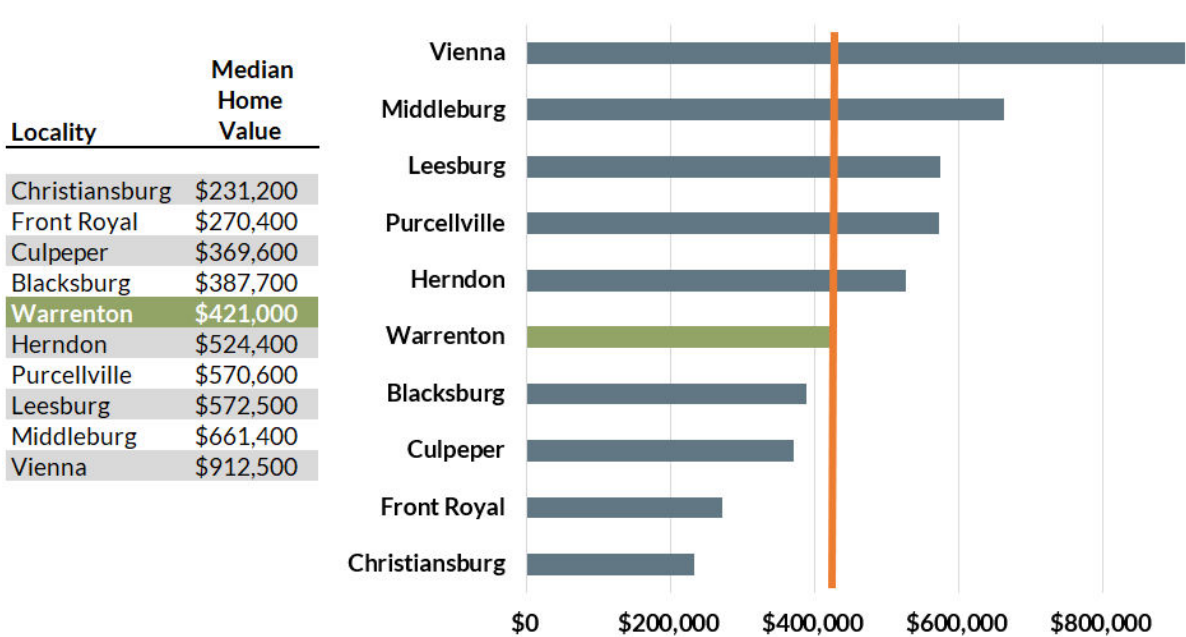
MEDIAN FAMILY INCOME COMPARISON

The table and graph below show the median family income comparison for Warrenton and our benchmarks. Warrenton falls between Blacksburg and Middleburg.



MEDIAN HOME VALUE COMPARISON

The table and graph below show the median home value comparison for Warrenton and our benchmarks. Warrenton falls between Blacksburg and Herndon.



UNASSIGNED FUND BALANCE POLICY

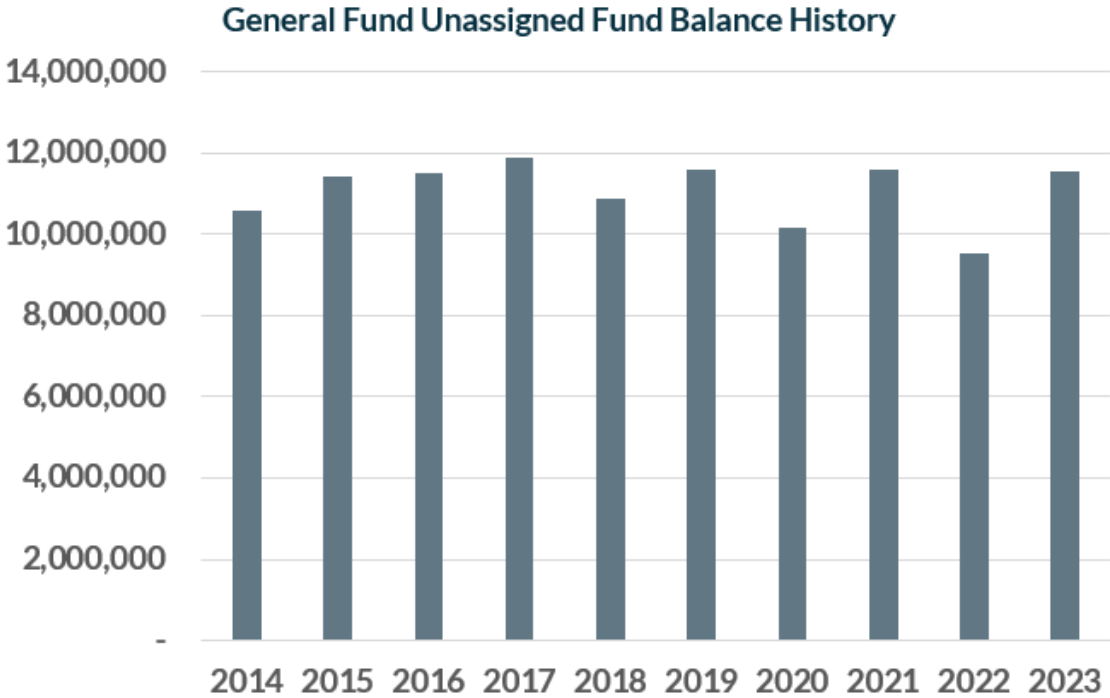
The Town follows an adopted policy to maintain a minimum unassigned fund balance in the General Fund equal to 50% of the current annual operating expenditure budget. The table below provides details on compliance with this fund balance policy. The left-hand side shows the amounts reported in the Town's annual comprehensive financial report for each of the past ten fiscal years for General Fund Unassigned Fund Balance and total General Fund Expenditures.

The columns to the right show the General Fund Unassigned Fund Balance as a percentage of the General Fund Expenditures for that year. The policy floor for each year is shown as 50% for illustrative purposes. The current policy was adopted in 2016. Prior to that, the Town adhered to a minimum fund balance policy level of 15%.

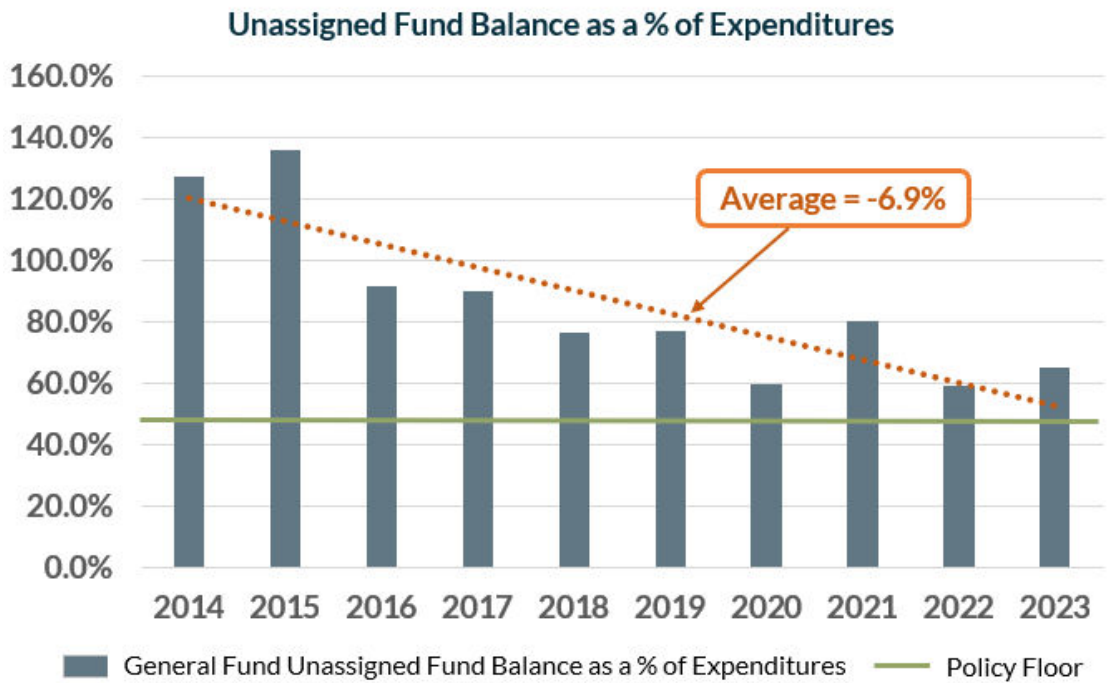
Fiscal Year	General Fund Unassigned Fund Balance	General Fund Expenditures	General Fund Unassigned Fund Balance as a % of Expenditures	Policy Floor
2014	10,593,545	8,311,001	127.5%	50.0%
2015	11,431,690	8,405,083	136.0%	50.0%
2016	11,521,316	12,572,684	91.6%	50.0%
2017	11,871,309	13,177,504	90.1%	50.0%
2018	10,894,756	14,174,381	76.9%	50.0%
2019	11,611,907	15,104,029	76.9%	50.0%
2020	10,178,740	16,968,273	60.0%	50.0%
2021	11,575,773	14,387,844	80.5%	50.0%
2022	9,542,190	16,129,651	59.2%	50.0%
2023	11,537,274	17,616,040	65.5%	50.0%

The charts on the next page illustrate the details from the table above.

The chart below illustrates the 10-year fund balance history.



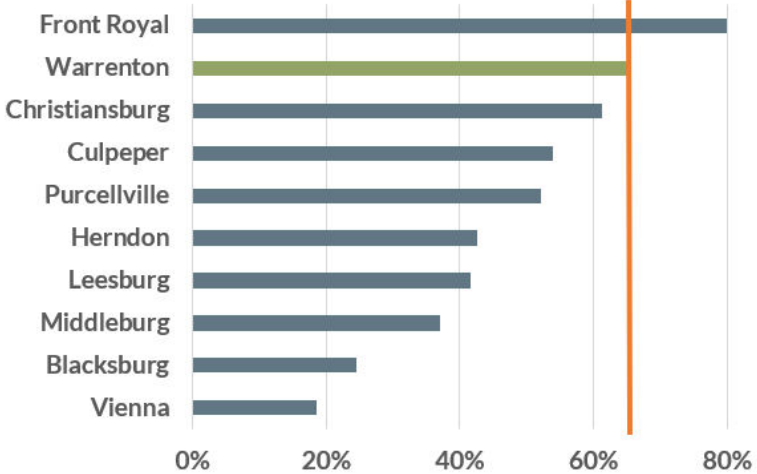
The next chart illustrates the Town’s compliance with the adopted General Fund Unassigned Fund Balance policy over the last 10 years. The bars represent the fund balance as a percentage of general fund expenditures. The green line illustrates the 50% policy floor, and the dotted orange line shows the downward trend in the percentage.



Unassigned Fund Balance as a Percentage of Expenditures – Benchmark Comparison

The table and chart below compare Warrenton’s unassigned fund balance as a percentage of general fund expenditures to our benchmarks. Data presented below is based on the most recent annual comprehensive financial reports (FY 2023).

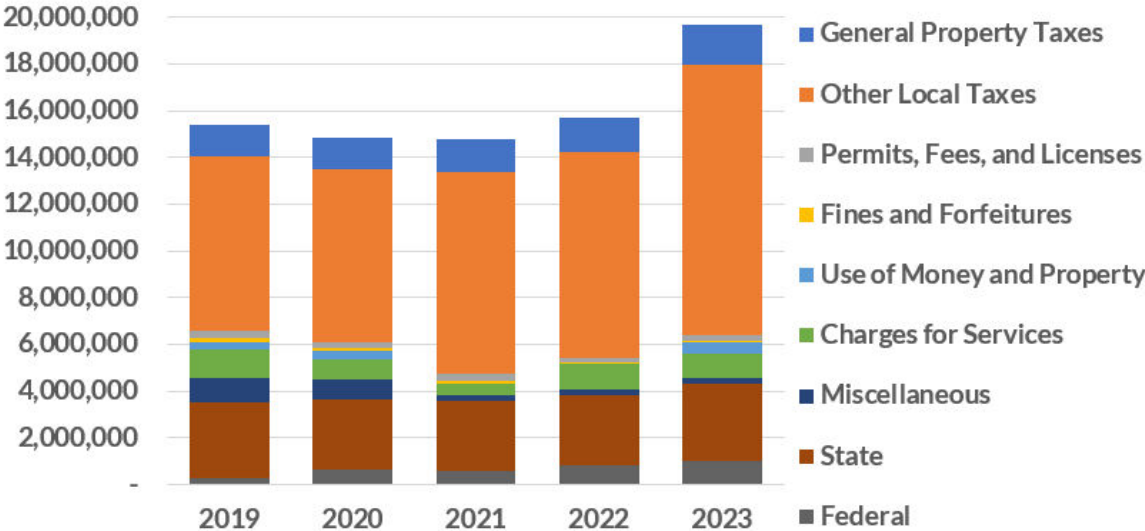
Locality	Unassigned Fund Balance compared to Expenditures (General Fund)	
	%	\$
Vienna	19%	5,664,359
Blacksburg	25%	9,767,609
Middleburg	37%	2,491,205
Leesburg	42%	28,342,103
Herndon	43%	17,357,274
Purcellville	52%	10,170,282
Culpeper	54%	13,085,507
Christiansburg	61%	26,889,997
Warrenton	65%	11,537,274
Front Royal	80%	11,908,855



HISTORICAL GENERAL FUND FINANCIALS

General Fund Revenues

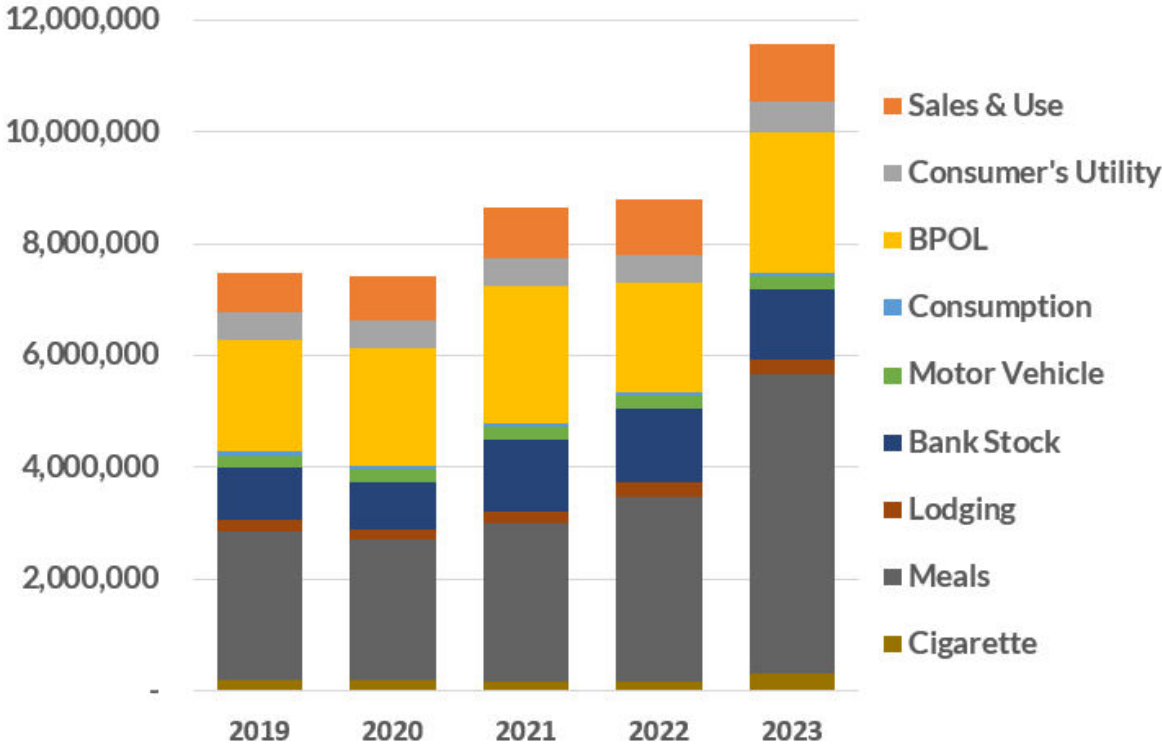
The chart and table below provide five (5) years of historical General Fund revenues by source.



General Fund Revenues

Fiscal Year	2019	2020	2021	2022	2023
General Property Taxes	1,312,429	1,342,789	1,379,006	1,461,261	1,739,907
Other Local Taxes	7,490,756	7,421,820	8,658,389	8,785,869	11,581,881
Permits, Fees, and Licenses	257,969	226,685	294,301	207,878	219,987
Fines and Forfeitures	188,749	155,478	112,113	76,229	72,505
Use of Money and Property	348,274	329,960	25,995	(95,166)	488,121
Charges for Services	1,203,731	871,183	468,599	1,075,663	1,019,342
Miscellaneous	1,060,766	887,871	264,835	238,715	283,266
State	3,243,275	3,004,887	2,970,530	2,999,607	3,258,781
Federal	266,730	628,363	596,798	839,985	1,045,074
Total	15,372,679	14,869,036	14,770,566	15,590,041	19,708,864

As shown in the preceding graph and table, the largest contributor to the Town’s General Fund Revenue is the category of Other Local Taxes. Within this category, the Town’s two (2) largest sources are Meals Tax and Business, Professional, and Occupational License Tax (BPOL). The graph and table below provide a breakout of that category.

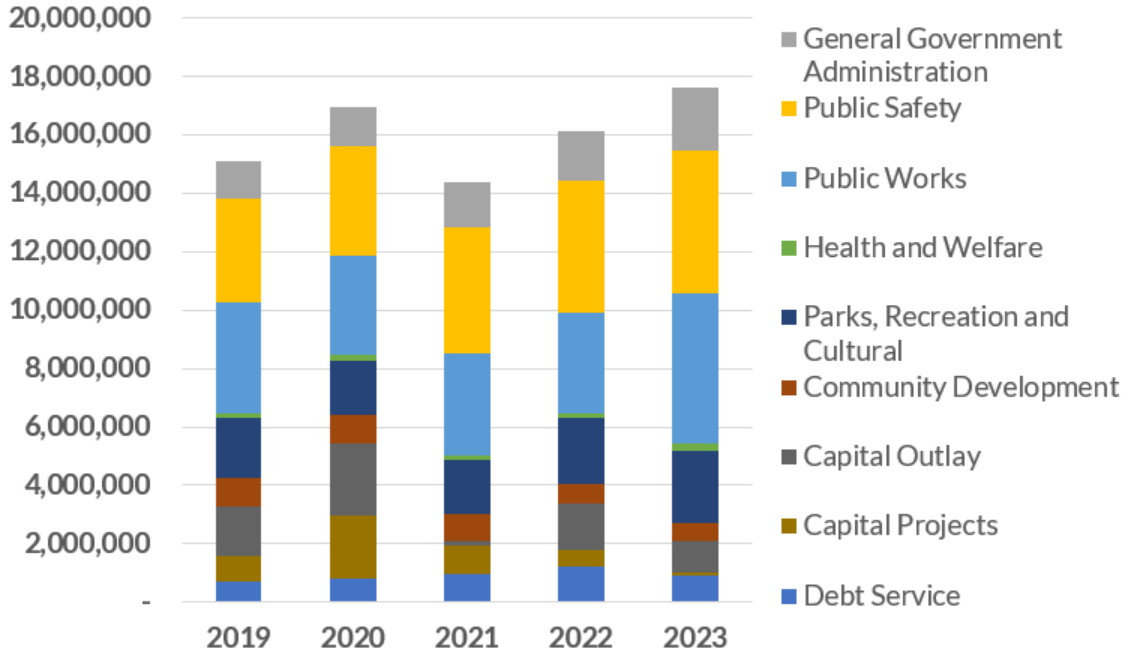


Other Local Taxes

Fiscal Year	2019	2020	2021	2022	2023
Sales & Use	709,173	781,649	925,159	978,837	1,018,823
Consumer's Utility	498,267	501,059	495,402	499,103	578,030
BPOL	1,998,815	2,103,568	2,438,043	1,964,786	2,511,960
Consumption	70,212	68,131	61,994	60,354	67,514
Motor Vehicle	216,600	237,353	239,788	219,887	224,882
Bank Stock	932,498	830,298	1,292,086	1,330,962	1,248,013
Lodging	220,994	182,606	197,050	261,215	270,943
Meals	2,659,254	2,515,018	2,828,431	3,296,859	5,346,726
Cigarette	184,943	202,138	180,436	173,866	314,990
Total	7,490,756	7,421,820	8,658,389	8,785,869	11,581,881

General Fund Expenditures

The graph and table below provide five (5) years of historical General Fund Expenditures by functional area.



Expenditures by Function

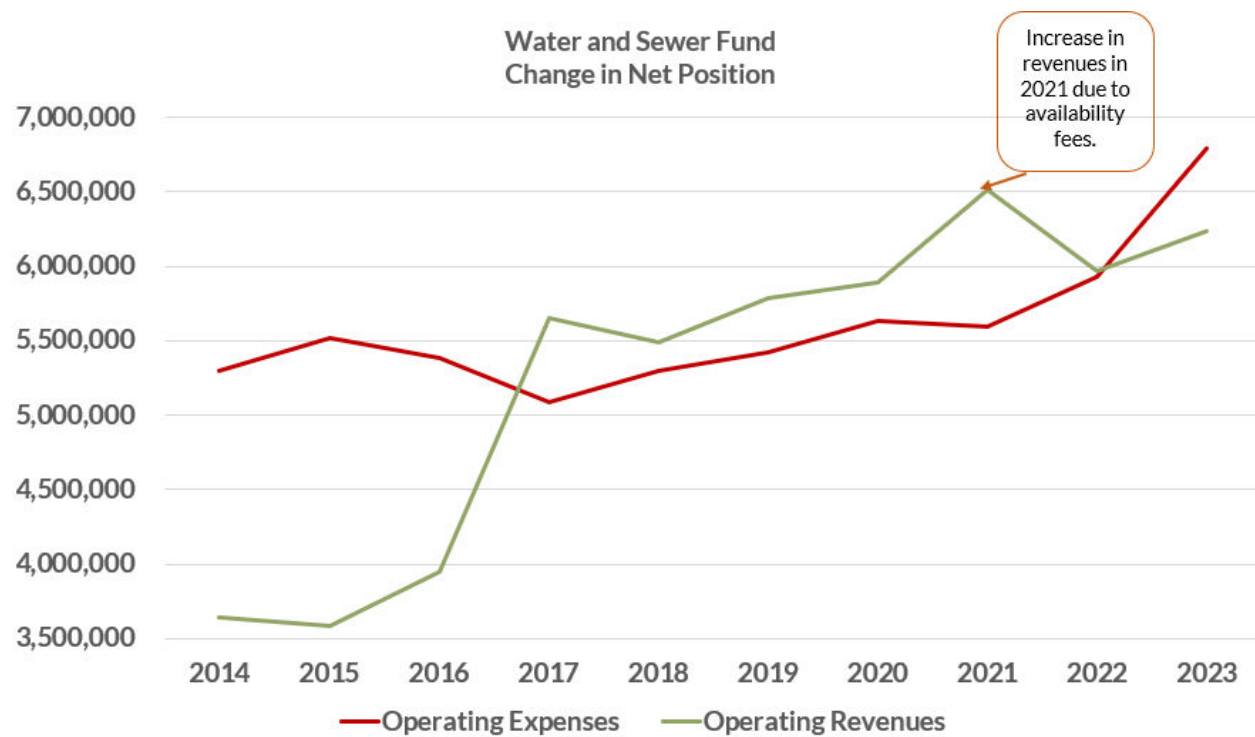
Fiscal Year	2019	2020	2021	2022	2023
General Government Administration	\$ 1,292,870	\$ 1,346,561	\$ 1,543,266	\$ 1,716,121	2,168,979
Public Safety	3,536,374	3,731,363	4,316,166	4,488,739	4,856,095
Public Works	3,796,095	3,443,271	3,498,257	3,466,980	5,144,171
Health and Welfare	161,934	177,910	183,554	173,361	259,011
Parks, Recreation and Cultural	2,040,281	1,855,164	1,851,122	2,216,458	2,454,818
Community Development	998,655	956,701	893,149	714,724	616,632
Capital Outlay	1,689,813	2,469,442	141,058	1,595,088	1,095,428
Capital Projects	870,375	2,170,295	993,676	529,010	135,899
Debt Service	717,632	817,566	967,596	1,229,170	885,007
Total	\$ 15,104,029	\$ 16,968,273	\$ 14,387,844	\$ 16,129,651	\$ 17,616,040

WATER & SEWER FUND

Historical Financials - Change in Net Position

The chart and table below provide details on the revenue and expenses of the Water & Sewer Fund over the past ten (10) years and the change in net position of the fund. Net position is similar to equity in the for-profit world. It is the difference between the assets and liabilities of the fund.

For the past two years, operating expenses have outpaced operating revenues due to inflation and increased costs related to the maintenance and repair of the aging infrastructure. This has resulted in a decrease in net position in 2022 and 2023.



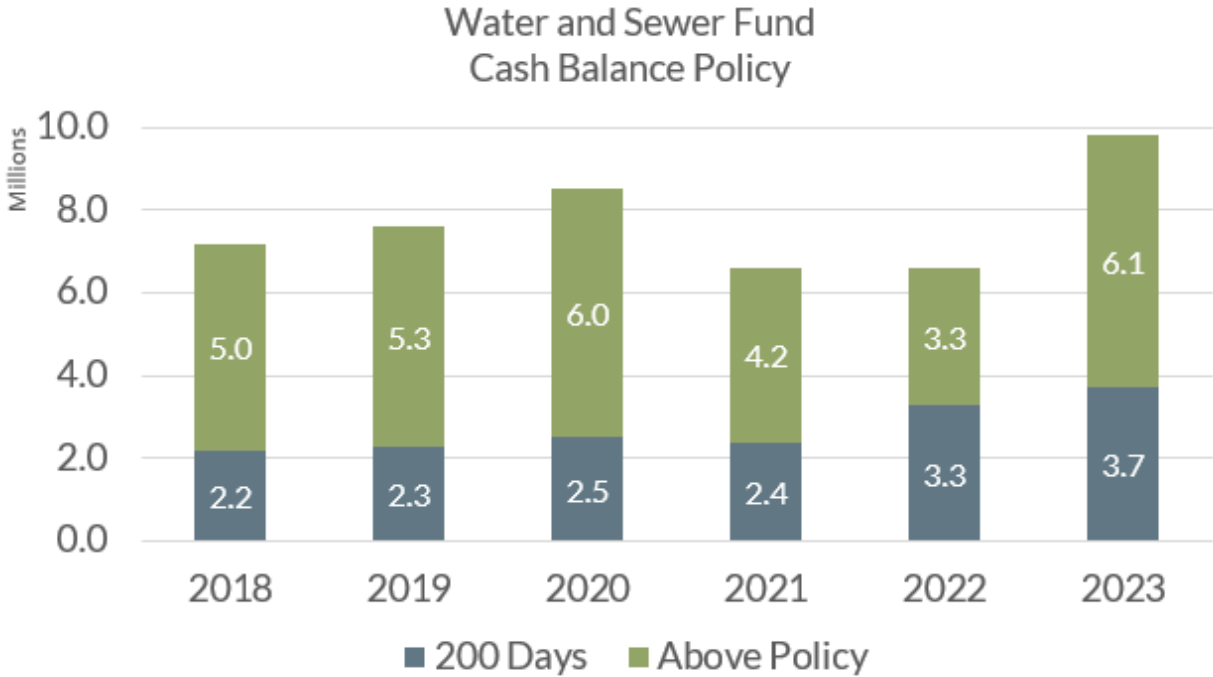
Fiscal Year	2014	2015	2016	2017	2018
Operating Revenues	3,638,503	3,588,448	3,948,790	5,652,278	5,485,203
Operating Expenses	5,300,755	5,514,237	5,383,099	5,086,703	5,302,082
Non-operating revenues (expenses)	287,875	326,470	419,587	153,331	(19,700)
Change in net position	(1,374,377)	(1,599,319)	(1,014,722)	718,906	163,421

Fiscal Year	2019	2020	2021	2022	2023
Operating Revenues	5,785,979	5,887,602	6,512,552	5,970,588	6,236,259
Operating Expenses	5,426,353	5,634,644	5,597,855	5,931,527	6,787,986
Non-operating revenues (expenses)	92,370	(45,983)	(148,747)	(159,169)	75,907
Change in net position	451,996	206,975	765,950	(120,108)	(475,820)

Cash Balance Policy

The Town Council adopted a cash balance policy for the Water & Sewer Fund that requires the fund to maintain a cash balance equivalent to 200 days of operating expenses. From 2018 through 2021, the 200 days calculation was in the range of \$2.2 million to \$2.4 million. The balance required has grown over the past two (2) years due to inflationary pressures on operating expenses.

The overall cash balance reported at the end of 2023 is higher due to the issuance of \$5.15 million in debt that has not been fully drawn down yet.

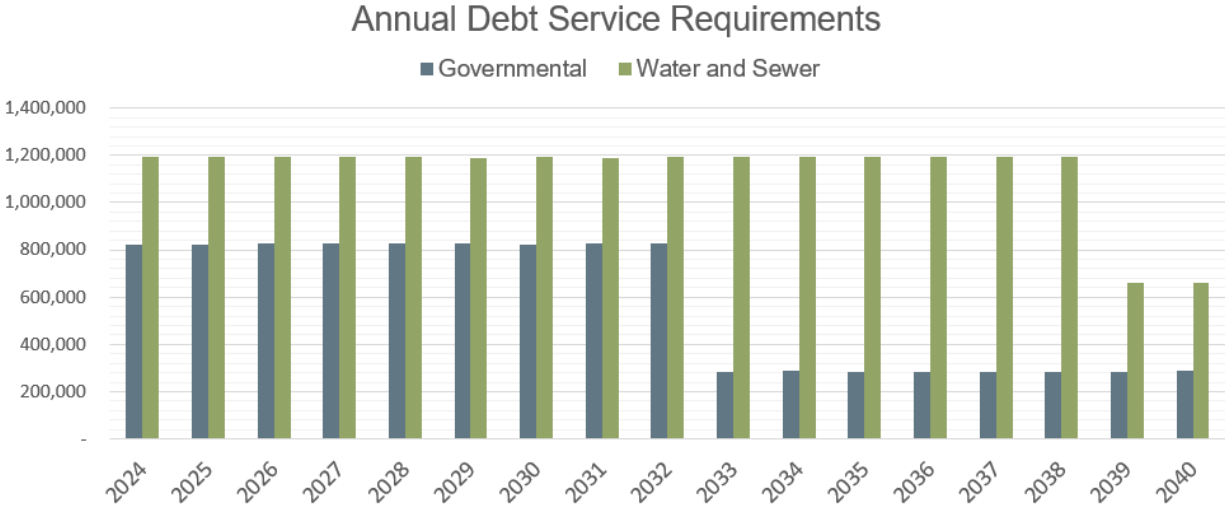


OUTSTANDING DEBT BALANCES

As of June 30, 2023, the principal balances of outstanding debt for the Town are:

General Obligation Bonds:	Interest Rate	Final Maturity Date	Amount of Original Issue	Outstanding Balance, as of June 30, 2023	
				Governmental	Water and Sewer
Refunding Series 2021A	2.75%	1/15/2038	\$ 6,935,000	\$ -	\$ 6,436,000
Refunding Series 2021B	1.54%	10/1/2039	\$ 12,695,000	\$ 7,690,000	\$ 3,715,000
Series 2022 Bond	2.90%	10/1/2039	\$ 5,150,000	\$ -	\$ 5,150,000
				\$ 7,690,000	\$ 15,301,000

The Town’s annual debt service requirements for payment of principal and interest are shown below:

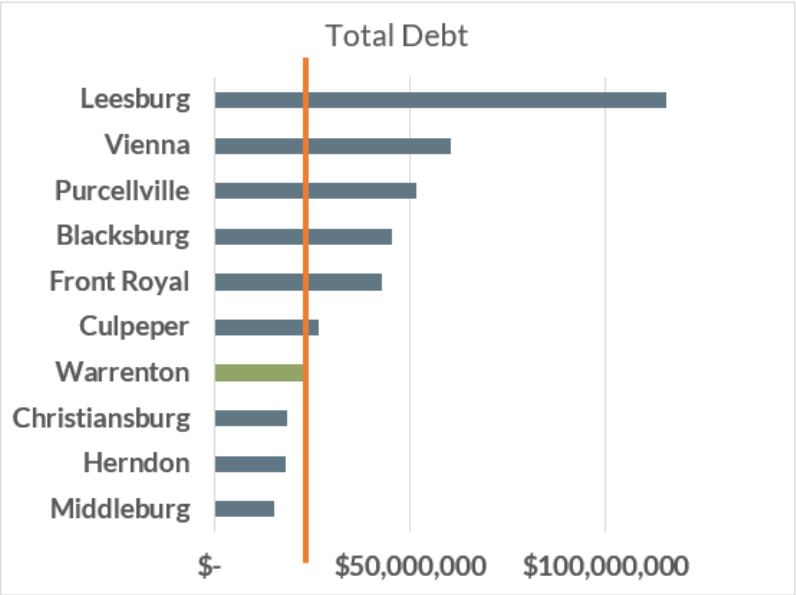


Fiscal Year	Governmental			Water and Sewer		
	Principal	Interest	Total	Principal	Interest	Total
2024	500,000	324,238	824,238	740,000	453,627	1,193,627
2025	525,000	297,972	822,972	767,000	428,999	1,195,999
2026	560,000	270,169	830,169	790,000	403,510	1,193,510
2027	585,000	240,828	825,828	816,000	377,130	1,193,130
2028	615,000	210,078	825,078	845,000	349,773	1,194,773
2029	650,000	177,663	827,663	869,000	321,497	1,190,497
2030	680,000	143,581	823,581	899,000	292,303	1,191,303
2031	720,000	107,706	827,706	927,000	262,033	1,189,033
2032	755,000	69,909	824,909	963,000	230,602	1,193,602
2033	240,000	46,063	286,063	994,000	199,539	1,193,539
2034	250,000	37,656	287,656	1,024,000	169,822	1,193,822
2035	255,000	31,041	286,041	1,052,000	141,308	1,193,308
2036	260,000	25,569	285,569	1,080,000	113,252	1,193,252
2037	265,000	20,106	285,106	1,108,000	84,558	1,192,558
2038	270,000	14,653	284,653	1,137,000	55,225	1,192,225
2039	275,000	8,978	283,978	637,000	24,996	661,996
2040	285,000	3,028	288,028	653,000	8,403	661,403
	<u>7,690,000</u>	<u>2,029,238</u>	<u>9,719,238</u>	<u>15,301,000</u>	<u>3,916,576</u>	<u>19,217,576</u>

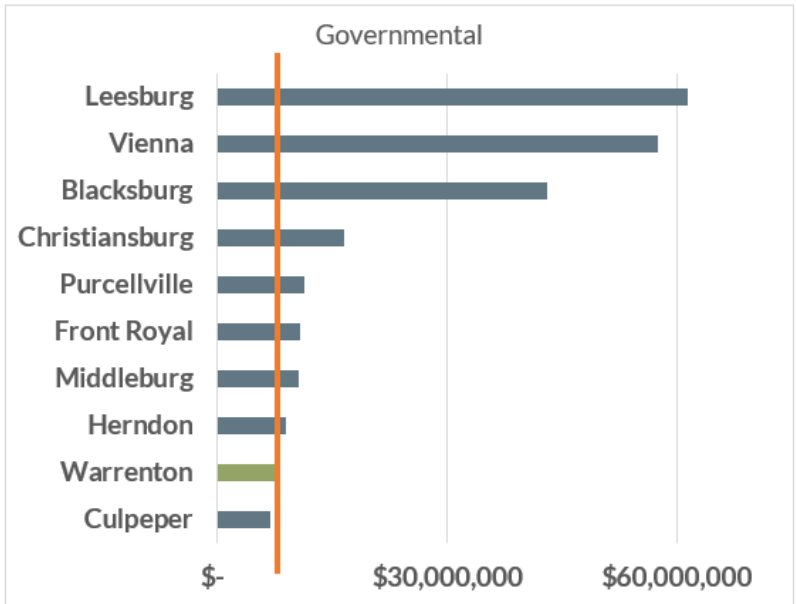
BENCHMARK COMPARISON: Total Outstanding Debt

The Town Council has requested a comparison of debt outstanding in similar localities. The following provides a summary of the amount of debt reported as outstanding as of June 30, 2023, by our benchmarks. The tables and graphs show total debt, Governmental debt, and Enterprise debt. The Town’s enterprise funds are Water & Sewer and Stormwater Management. All Enterprise debt is in support of Water & Sewer.

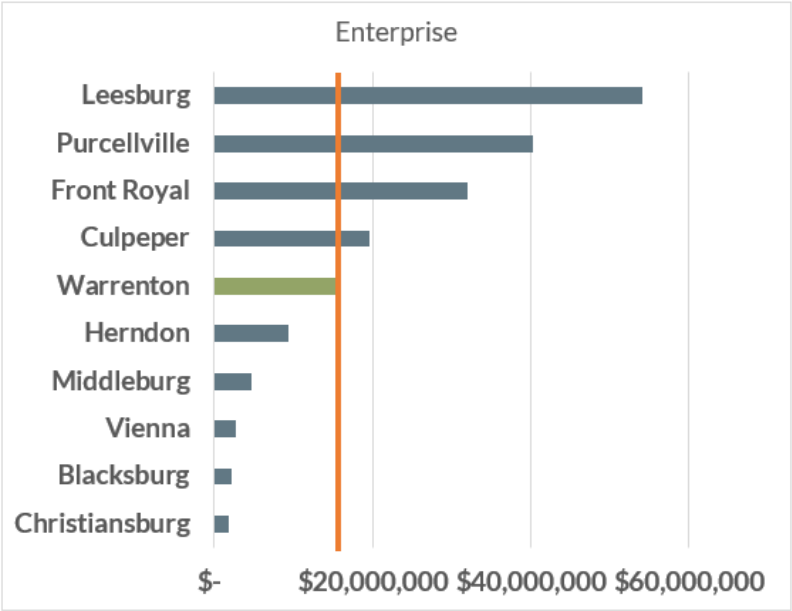
Locality	Total Debt
Middleburg	\$ 15,238,991
Herndon	\$ 18,287,343
Christiansburg	\$ 18,471,014
Warrenton	\$ 22,991,000
Culpeper	\$ 26,635,000
Front Royal	\$ 42,873,013
Blacksburg	\$ 45,379,999
Purcellville	\$ 51,656,234
Vienna	\$ 60,447,441
Leesburg	\$ 115,446,976



Locality	Governmental
Culpeper	\$ 6,978,000
Warrenton	\$ 7,690,000
Herndon	\$ 9,002,562
Middleburg	\$ 10,619,301
Front Royal	\$ 10,846,144
Purcellville	\$ 11,322,971
Christiansburg	\$ 16,566,970
Blacksburg	\$ 43,131,363
Vienna	\$ 57,659,010
Leesburg	\$ 61,408,026



Locality	Enterprise
Christiansburg	\$ 1,904,044
Blacksburg	\$ 2,248,636
Vienna	\$ 2,788,431
Middleburg	\$ 4,619,690
Herndon	\$ 9,284,781
Warrenton	\$ 15,301,000
Culpeper	\$ 19,657,000
Front Royal	\$ 32,026,869
Purcellville	\$ 40,333,263
Leesburg	\$ 54,038,950

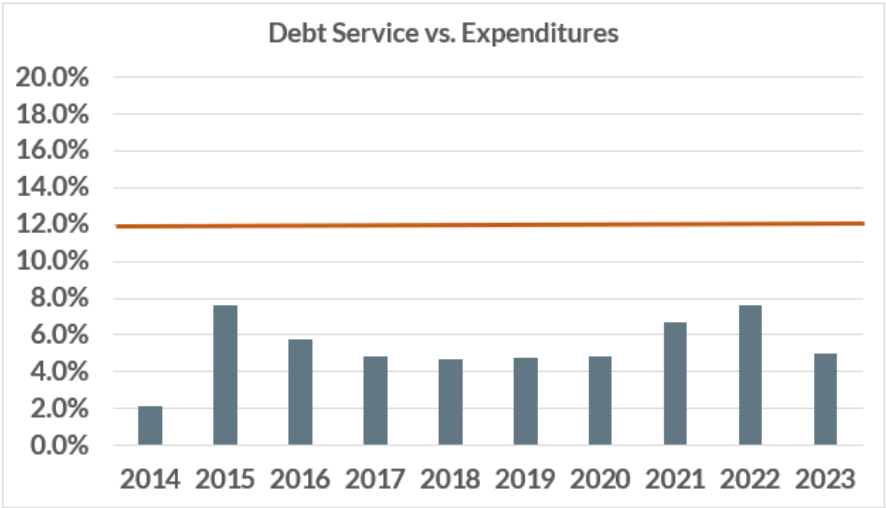


DEBT POLICY CALCULATIONS

The Town Council’s adopted policies related to debt are listed below along with graphs illustrating the calculations of the ratios based upon the historical data for the past ten (10) years.

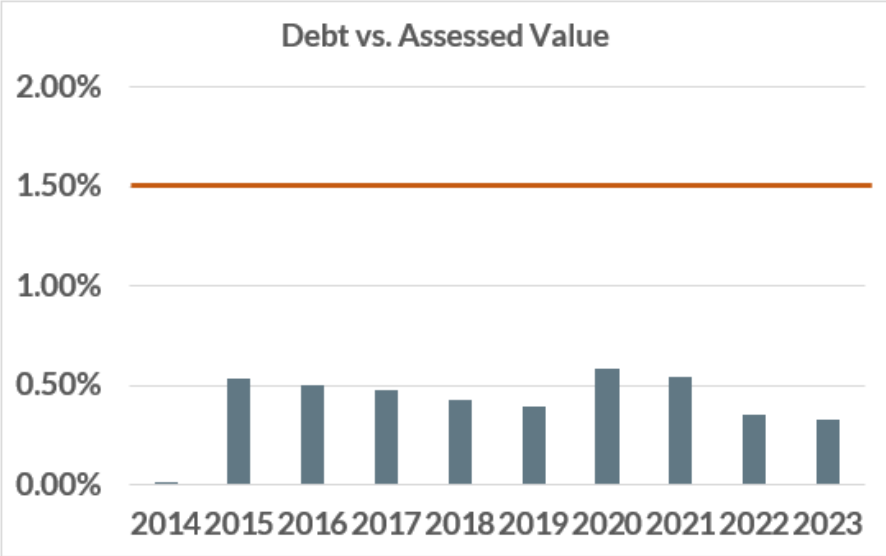
1. POLICY: Tax-supported debt service expenditures as a percentage of general fund expenditures should not exceed 12%.

The graph below shows that the Town’s General Fund debt service has remained below 12% of the General Fund Expenditures for the past ten years.



2. POLICY: Tax-supported debt of the town shall not exceed 1.5% of the total assessed value of taxable property.

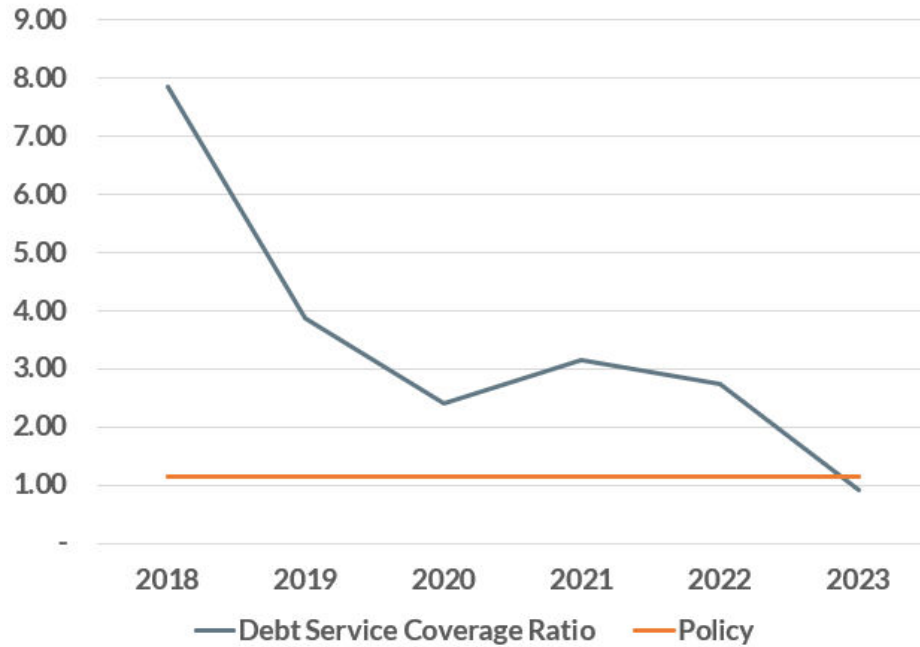
The graph below shows that the amount of the Town’s outstanding tax-supported debt has remained below 1.5% of the taxable assessed value of property located in the Town for the past ten years.



3. POLICY: The Water & Sewer Fund shall maintain a debt service coverage ratio of at least 1.15x.

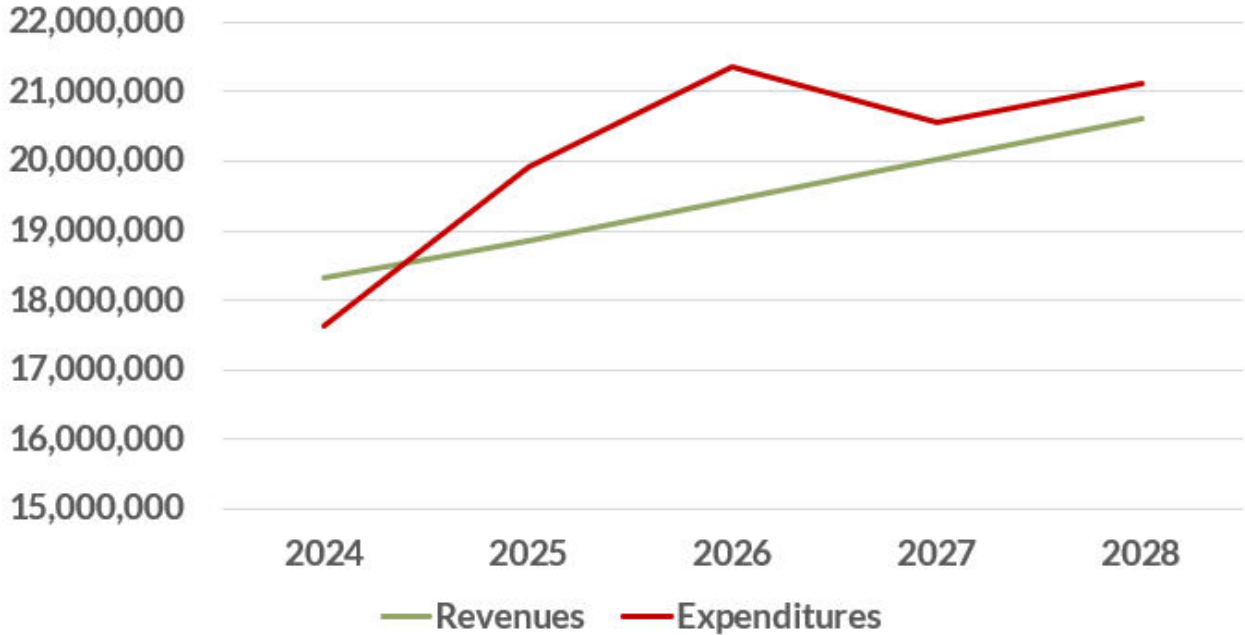
The graph below shows that the Water & Sewer Fund has maintained a debt service coverage ratio of at least 1.15x in all of the last six (6) years except for FY 2023. Data is only provided for six years instead of ten because 2017 was the first full year of debt service in the fund, resulting from the issuance of debt in 2016.

The rate study model predicted a dip in the debt service coverage ratio that will be corrected if the Town adheres to the planned rate increases.



FIVE-YEAR FINANCIAL PROJECTION

The following five-year financial projection is provided for the General Fund. This projection assumes a 3% increase in revenue and a 5% increase in operating expenditures based on historical trends. An estimated capital outlay amount has been added based on the current CIP and CARP totals.



All expenditures

Fiscal Year	2024	2025	2026	2027	2028
Revenues	\$ 18,317,775	\$ 18,867,308	\$ 19,433,327	\$ 20,016,327	\$ 20,616,817
Expenditures	17,641,354	19,924,938	21,346,080	20,551,548	21,129,665
Net change	\$ 676,421	\$ (1,057,630)	\$ (1,912,753)	\$ (535,220)	\$ (512,848)



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 B.

STAFF REPORT

Council Meeting Date:	April 9, 2024
Agenda Title:	Financial Advisor Presentation
Requested Action:	Receive the presentation from the Town’s financial advisors.
Department / Agency Lead:	Finance
Staff Lead:	Stephanie Miller, Finance Director

EXECUTIVE SUMMARY

Kyle Laux, Senior Vice President with Davenport & Company, LLC, will provide a presentation summarizing plans of finance for the Town’s 2025-2030 Capital Improvement Plan (CIP). To adequately fund these plans, it is recommended that the Town follow the recommendations of the Water & Sewer rate study finalized in 2023, which phased in user rate increases coupled with the strategic issuance of debt. An overview of the General Fund CIP will also be provided.

BACKGROUND

Davenport & Company, LLC, has served as the Town’s financial advisors since 2015. They have assisted the Town with debt issuances in support of the Water & Sewer Fund’s capital needs and the purchase and renovation of 21 Main Street. Other support that Davenport has provided includes:

- In 2019, they completed a General Fund Revenue Review to confirm the Town’s fund balance policy and provide recommendations for tax rate increases to support the debt service related to the purchase of 21 Main Street.
- In 2021, they assisted the Town with the refinancing of all outstanding debt to achieve net present value savings of \$1.7 million.
- In 2023, they partnered with NewGen Solutions to provide rate increase recommendations that would smooth the impact of rate increases while supporting the capital modernization needs of the Town’s water and sewer infrastructure.

Davenport has reviewed the Town’s draft 2025-2030 CIP and will provide a projection of future debt issuances necessary to properly fund the capital needs while maintaining compliance with the Town’s adopted policies related to fund balance in the General Fund and cash balance and debt service coverage in the Water & Sewer Fund.

STAFF RECOMMENDATION

Receive the presentation from Mr. Laux and ask any questions related to the Town’s long-term financial planning and funding of capital infrastructure needs.

Service Level/Collaborative Impact

No service level/collaborative impact.

Policy Direction/Warrenton Plan 2040

The draft 2025-2030 Capital Improvement Plan supports multiple aspects of Plan Warrenton 2040, including:

- CF-4: Ensure healthy, safe, adequate water and wastewater services.
- CF-5: To provide a fiscally responsible infrastructure that maintains a high quality of life for residents, supports current businesses, and attracts new employers with a stable tax structure.

Fiscal Impact

No fiscal impact.

Legal Impact

No legal impact.

ATTACHMENTS

n/a

Town of Warrenton, Virginia

Comprehensive Financial Review



April 9, 2024

Table of Contents



Tab	Section
A	Introduction / Executive Summary
B	Peer Comparison / Demographic Profile
C	Historical General Fund Financials
D	Tax-Supported Debt Management
E	Water and Sewer Fund
F	Next Steps
	Appendix

A. Introduction / Executive Summary

Town of Warrenton, Virginia

Introduction



- Davenport & Company LLC (“Davenport”), in our role as Financial Advisor to the Town of Warrenton (the “Town”), was asked to update a Comprehensive Financial Review to evaluate and assess the Town’s overall financial condition.

- At this time, the Town is in the preliminary planning stages for the FY 2025 Budget and a series of upcoming capital projects.

- As further described on the following page, the over-arching goal of the discussion presented herein is to identify strategies to maintain and enhance the financial strength and stability of the Town, while also funding the Town’s important capital needs in a sustainable and financially responsible manner.

Goals and Objectives



- As part of the discussion presented herein, Davenport intends to accomplish the following:
 - Review historical trends in General Fund revenues and expenditures;
 - Review compliance with the Town’s Financial Policies;
 - Provide a Peer Comparative Analysis of key financial and demographic metrics between the Town and similar localities; and,
 - Provide an overview of the Town’s Water and Sewer Fund including historical operating results, financial ratios, existing debt profile, and proposed Capital Improvement Program.

Executive Summary



1. Current Financial Status of the Town

- a. The Town compares favorably to other peer Virginia Towns with respect to key demographic and economic indicators.
- b. While these demographic and economic indicators aren't directly within the Town's immediate control, they are important to outside lenders/rating agencies/investors when deciding whether to lend to or otherwise invest in the Town.
- c. Based on the past five years of audited financial statements, the Town has had solid cash-flow in the General Fund which has provided the flexibility to cash-fund most of its routine General Fund capital needs during the prior five year period while also financing (i.e. borrowing for) a generational Town Hall project.
- d. The General Fund's revenue streams are diverse. This is a positive attribute.
- e. However, the General Fund is less reliant on Real Estate Tax related revenue than its peers. Instead, the Town is more reliant on business and consumer related taxes (i.e. meals tax, BPOL) that can be volatile in an economic downturn or slowdown.

Executive Summary (cont.)



1. Current Financial Status of the Town (cont.)

- f. The Town has a healthy Unassigned Fund Balance and a financially responsible Fund Balance Policy level.
- g. As of the 2023 Audit, the Unassigned Fund Balance was at roughly 65% of Expenditures vs. the Town's 50% policy minimum.
- h. The Town's Unassigned Fund Balance is critical for a variety of reasons including (but not limited to) providing an ample buffer against potential revenue volatility in a downturn and helping the Town to maximize its capital funding potential while minimizing the associated need for recurring revenues.
- i. The Town has a highly competitive Real Estate Tax Rate relative to peer local governments.
- j. The Town has low General Fund debt levels relative to "best practices" and recommended financial policy levels.

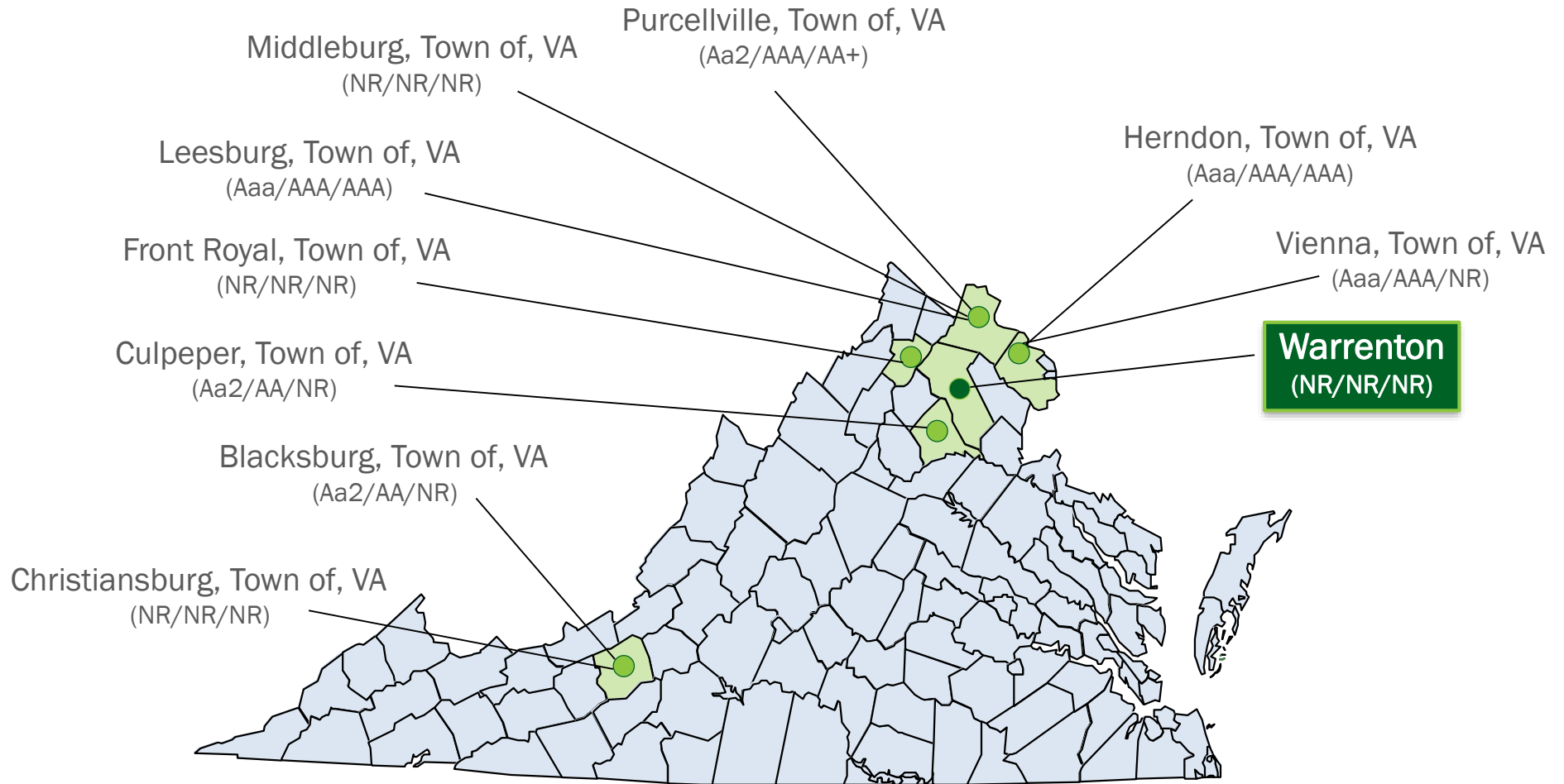
B. Peer Comparison / Demographic Profile

Town of Warrenton, Virginia

Peer Comparative Group Overview



- In the map below, Davenport has summarized a Virginia Town Peer Comparative group for Warrenton.

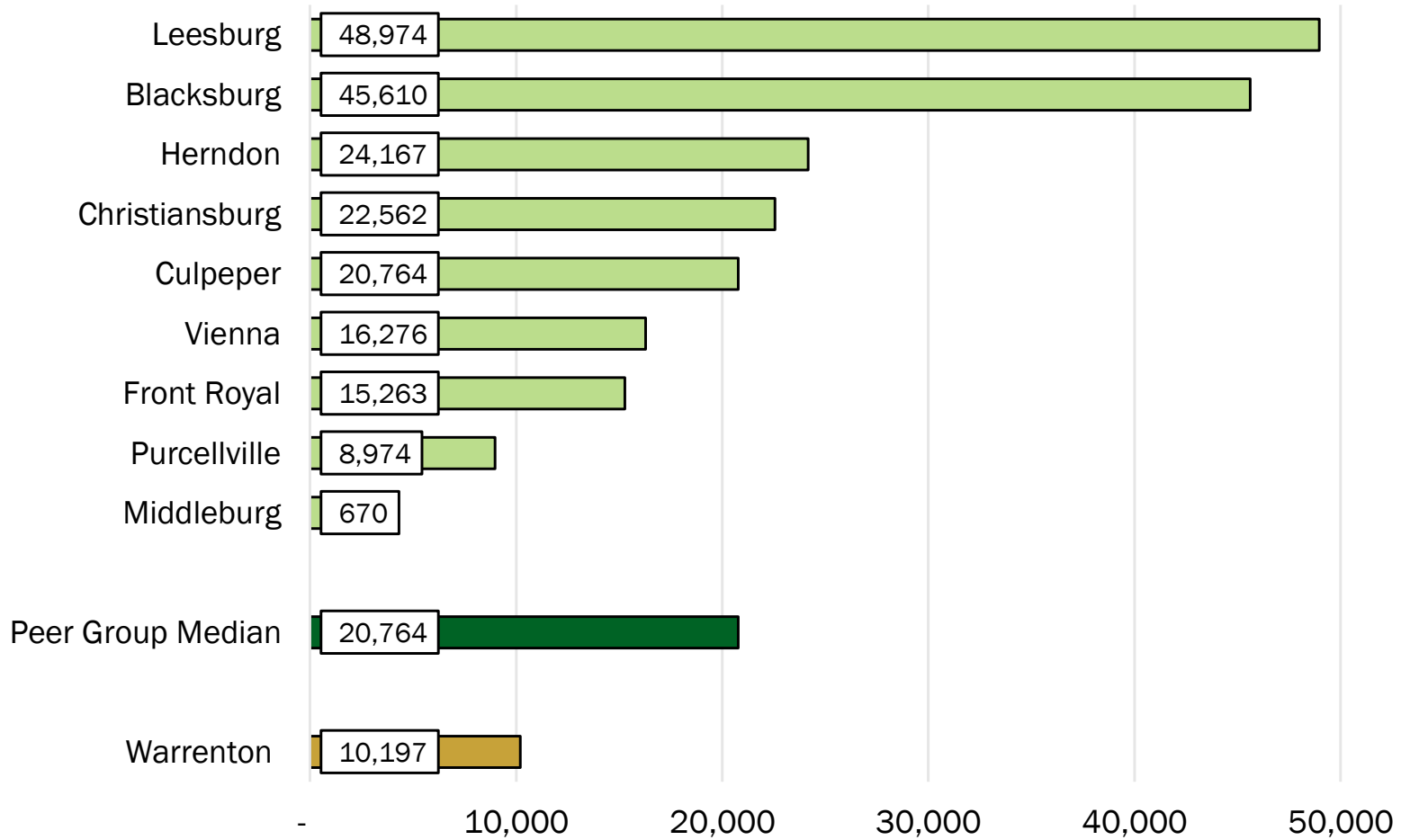


Note: Credit Ratings in Order of (Moody's/S&P/Fitch).
Note: NR = Not Rated.

Peer Comparative – Population



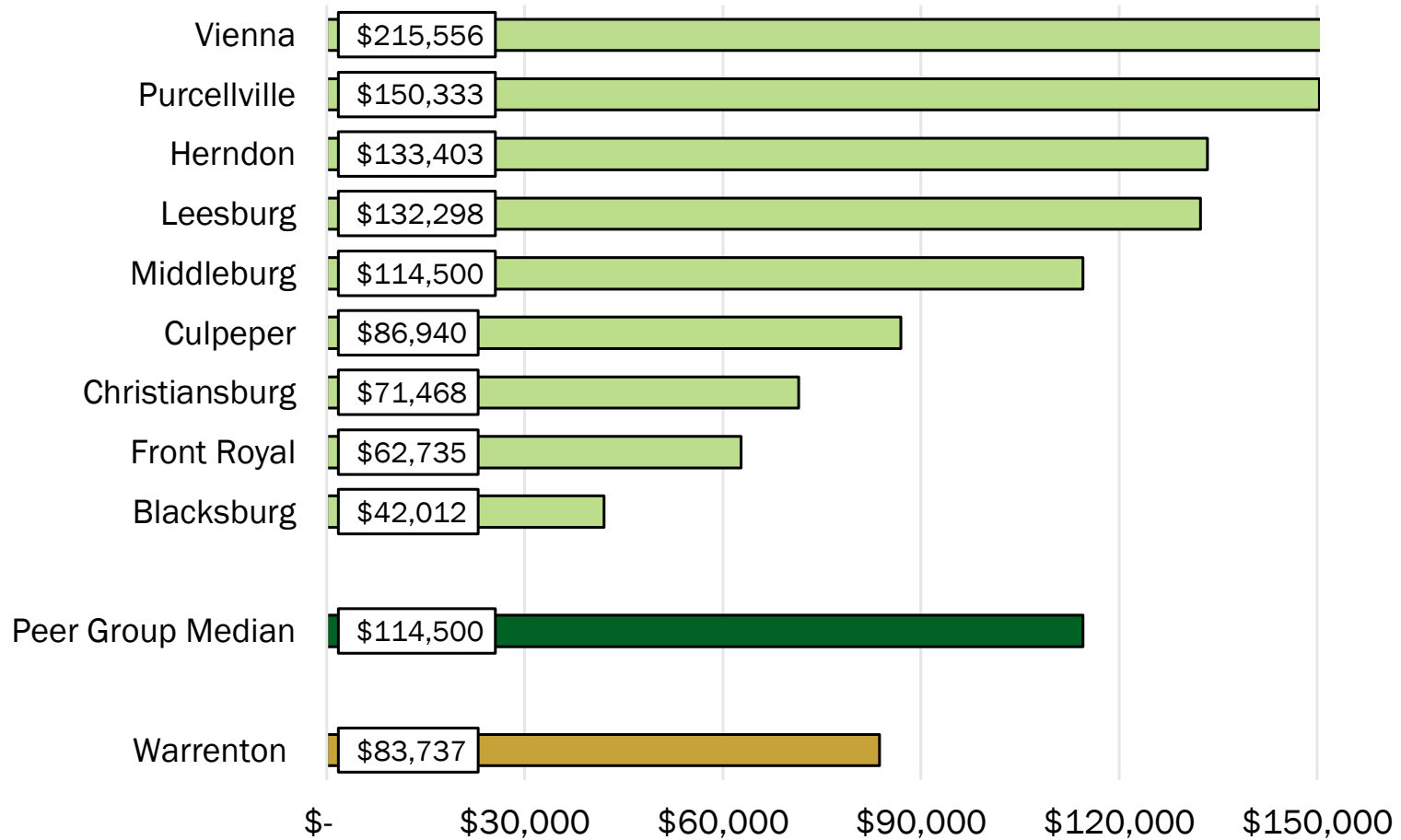
Population



Peer Comparative – Median Household Income



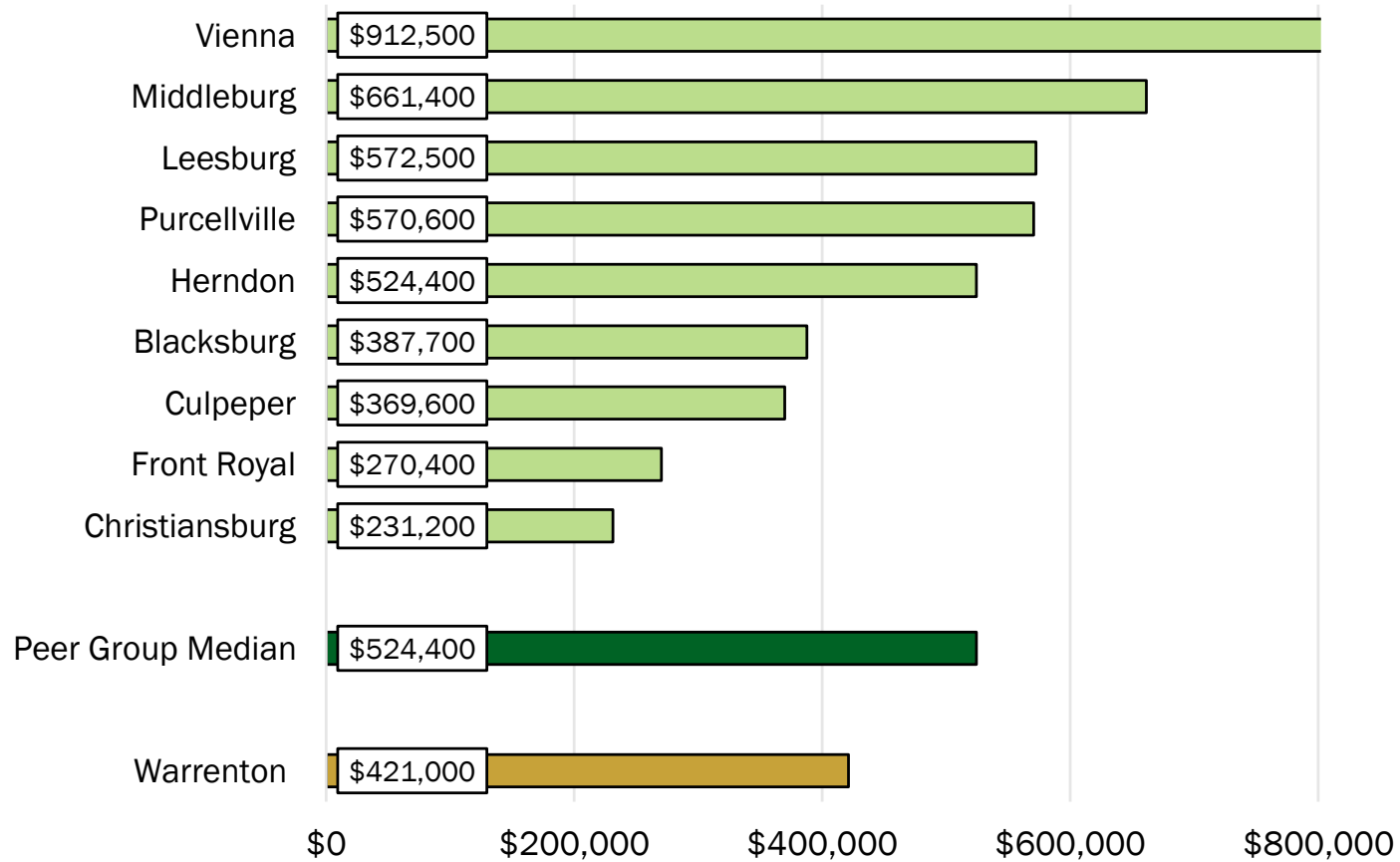
Median Household Income



Peer Comparative – Median Home Value



Median Home Value



C. Historical General Fund Financials

Town of Warrenton, Virginia

Overview



- As is shown on the following page, the Town’s General Fund has produced an annual surplus each of the past 5 fiscal years (FY 2019 – FY 2023) before cash funding of capital.
- During the past 5 fiscal years (FY 2019 – FY 2023), the surplus has averaged over \$2 million before cash funding of capital.
- The General Fund’s “other local taxes” line item comprises over 50% of the General Fund’s revenue.
- The Town’s General Fund revenues are diverse and not reliant on a single source. However, the General Fund’s primary revenue sources are heavily weighted towards economically sensitive business and consumption related taxes.
- The Town also shows steady growth in Assessed Value of Taxable Property.

Historical General Fund Results

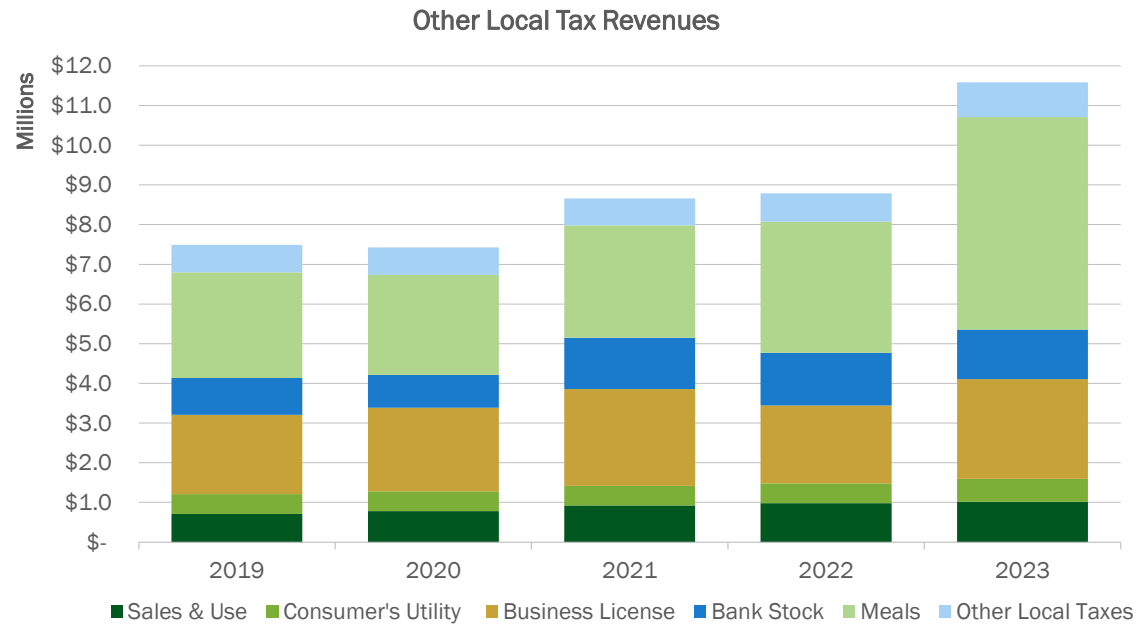


	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023
Revenues					
General Property Taxes	\$ 1,312,429	\$ 1,342,789	\$ 1,379,006	\$ 1,461,261	\$ 1,739,907
Other Local Taxes	7,490,756	7,421,820	8,658,389	8,785,869	11,581,881
Permits, Privilege Fees, and Regulatory Licenses	257,969	226,685	294,301	207,878	219,987
Fines & Forfeitures	188,749	155,478	112,113	76,229	72,505
Use of Money and Property	334,379	320,393	25,080	(96,717)	464,302
Charges for Services	1,203,731	871,183	468,599	1,075,663	1,019,342
Miscellaneous	1,060,766	574,273	264,835	238,715	283,266
Intergovernmental					
Commonwealth	3,243,275	3,318,485	2,970,530	2,999,607	3,258,781
Federal	266,730	628,363	596,798	839,985	1,045,074
Total Revenues	\$ 15,358,784	\$ 14,859,469	\$ 14,769,651	\$ 15,588,490	\$ 19,685,045
Expenditures					
Current					
General Government Administration	\$ 1,292,870	\$ 1,346,561	\$ 1,543,266	\$ 1,716,121	\$ 2,168,979
Public Safety	3,536,374	3,731,363	4,316,166	4,488,739	4,856,095
Public Works	3,796,095	3,443,271	3,498,257	3,466,980	5,144,171
Health and Welfare	161,934	177,910	183,554	173,361	259,011
Parks, Recreation and Cultural	2,040,281	1,855,164	1,851,122	2,216,458	2,454,818
Community Development	998,655	956,701	893,149	714,724	616,632
Capital Outlay	1,689,813	2,469,442	(614,541)	1,595,088	1,231,327
Capital Projects	870,375	2,170,295	1,749,275	529,010	-
Debt Service					
Principal Retirement	527,040	541,350	692,349	623,050	535,434
Interest and Other Fiscal Charges	190,592	198,125	275,247	606,120	349,573
Bond Issuance Costs	-	78,091	-	-	-
Total Expenditures	\$ 15,104,029	\$ 16,968,273	\$ 14,387,844	\$ 16,129,651	\$ 17,616,040
Excess Revenues over Expenditures	\$ 254,755	\$ (2,108,804)	\$ 381,807	\$ (541,161)	\$ 2,069,005
Excess Revenues over Expenditures (Excluding Capital)	\$ 2,814,943	\$ 2,530,933	\$ 1,516,541	\$ 1,582,937	\$ 3,300,332
Other Financing Sources (Uses)					
Proceeds from Capital Lease/Assets	\$ -	\$ -	\$ -	\$ 188,475	\$ -
Transfers Out	-	-	-	-	-
Proceeds from Issuance of Debt	-	4,100,000	-	8,720,000	-
Other Related Financing Sources (Uses)	-	-	-	(8,249,304)	-
Total Other Financing Sources (Uses)	\$ -	\$ 4,100,000	\$ -	\$ 659,171	\$ -
Net change in fund balances	\$ 254,755	\$ 1,991,196	\$ 381,807	\$ 118,010	\$ 2,069,005

Annual cash-flow to support cash funding of capital has averaged over \$2 mm per year.

Fund Balance has increased each of the prior five fiscal years.

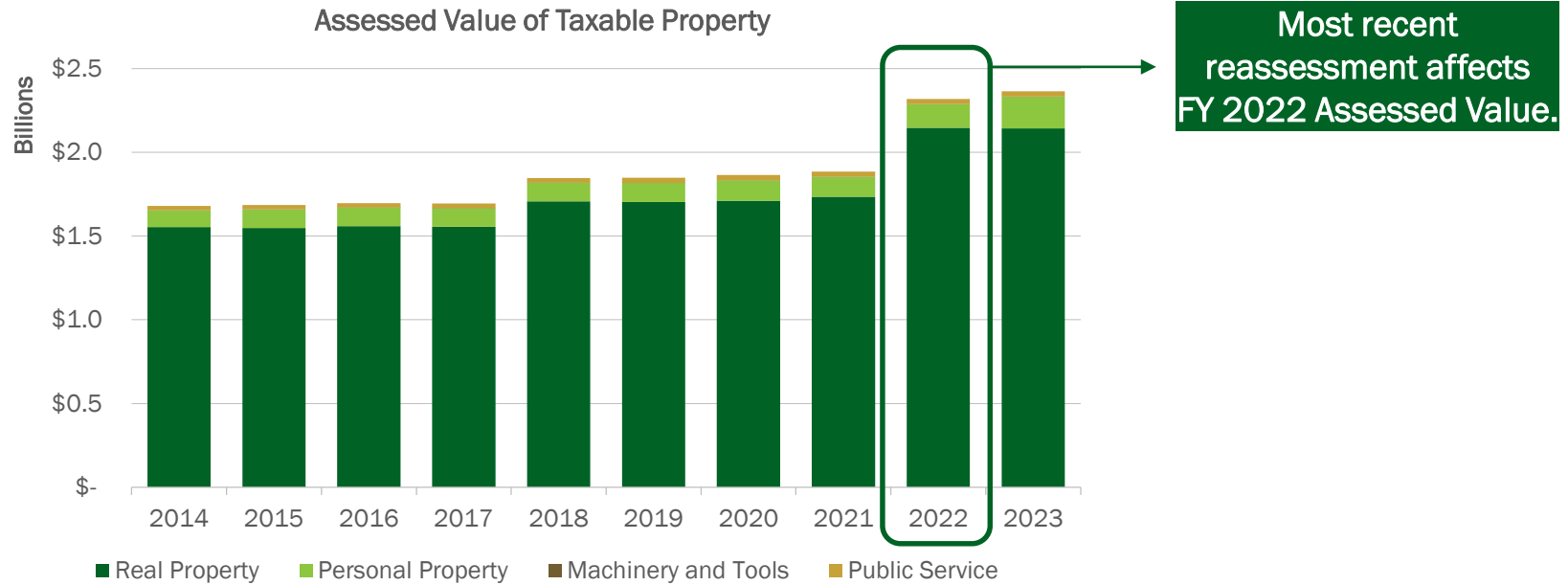
Historical General Fund Results – Other Local Taxes



Summary of Other Local Tax Revenues							Five Year CAGR
Other Local Taxes	2019	2020	2021	2022	2023		
Sales & Use	\$ 709,173	\$ 781,649	\$ 925,159	\$ 978,837	\$ 1,018,823		9.5%
Consumer's Utility	498,267	501,059	495,402	499,103	578,030		3.8%
Business License	1,998,815	2,103,568	2,438,043	1,964,786	2,511,960		5.9%
Consumption	70,212	68,131	61,994	60,354	67,515		-1.0%
Motor Vehicle	216,600	237,353	239,788	219,887	224,882		0.9%
Bank Stock	932,498	830,298	1,292,086	1,330,962	1,248,013		7.6%
Hotel and Motel	220,994	182,606	197,050	261,215	270,943		5.2%
Meals	2,659,254	2,515,018	2,828,431	3,296,859	5,346,726		19.1%
Cigarette	184,943	202,138	180,436	173,866	314,989		14.2%
Total	\$ 7,490,756	\$ 7,421,820	\$ 8,658,389	\$ 8,785,869	\$ 11,581,881		11.5%

Note: CAGR is compounded annual growth rate.

Assessed Value

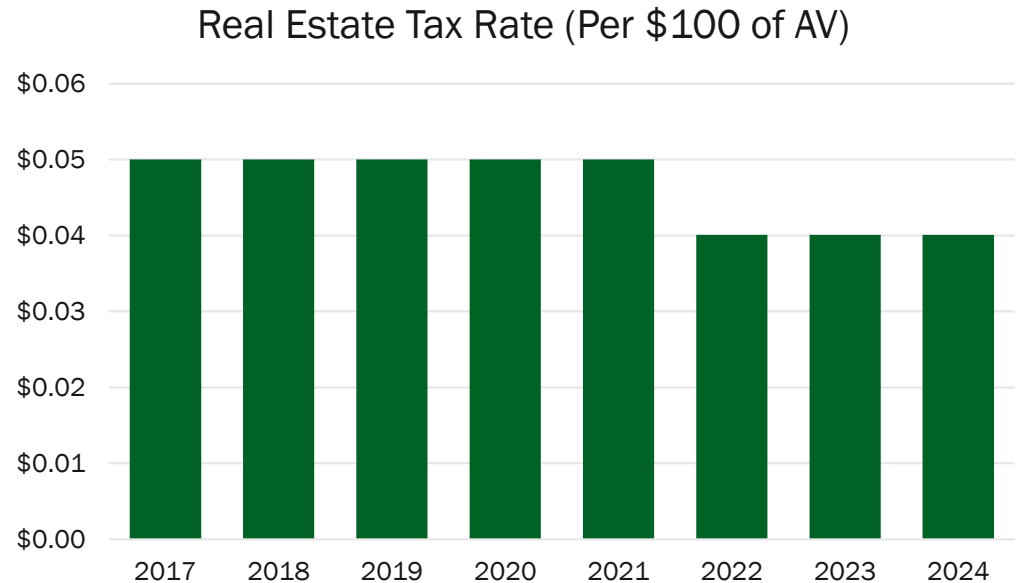


Assessed Value of Taxable Property										
Fiscal Year	Real Property		Personal Property		Machinery and Tools		Public Service		Total Taxable Assessed Value	
		%		%		%		%		%
2014	1,554,110,600	N/A	99,076,256	N/A	362,438	N/A	26,004,347	N/A	1,685,067,569	N/A
2015	1,548,458,500	0%	110,060,306	11%	379,240	5%	26,169,523	1%	1,696,762,765	1%
2016	1,559,784,700	1%	110,382,101	0%	362,252	-4%	26,233,712	0%	1,693,787,269	0%
2017	1,555,378,500	0%	111,836,351	1%	350,166	-3%	26,222,252	0%	1,846,239,494	9%
2018	1,707,497,200	10%	111,426,844	0%	381,478	9%	26,933,972	3%	1,847,402,940	0%
2019	1,704,181,500	0%	112,782,292	1%	358,690	-6%	30,080,458	12%	1,847,402,940	0%
2020	1,711,588,500	0%	121,035,613	7%	314,281	-12%	32,388,996	8%	1,865,327,390	1%
2021	1,735,031,400	1%	119,184,134	-2%	511,075	63%	30,341,699	-6%	1,885,068,308	1%
2022	2,146,350,500	24%	141,771,009	19%	452,805	-11%	30,915,674	2%	2,319,489,988	23%
2023	2,142,329,566	0%	189,785,413	34%	533,190	18%	31,026,875	0%	2,363,675,044	2%

Historical Real Estate Tax Rates



Fiscal Year	Real Estate Tax Rate
2017	\$0.0500
2018	0.0500
2019	0.0500
2020	0.0500
2021	0.0500
2022	0.0401
2023	0.0401
2024	0.0401



Peer Comparative – Real Estate Tax Rate



Real Estate Tax Rate

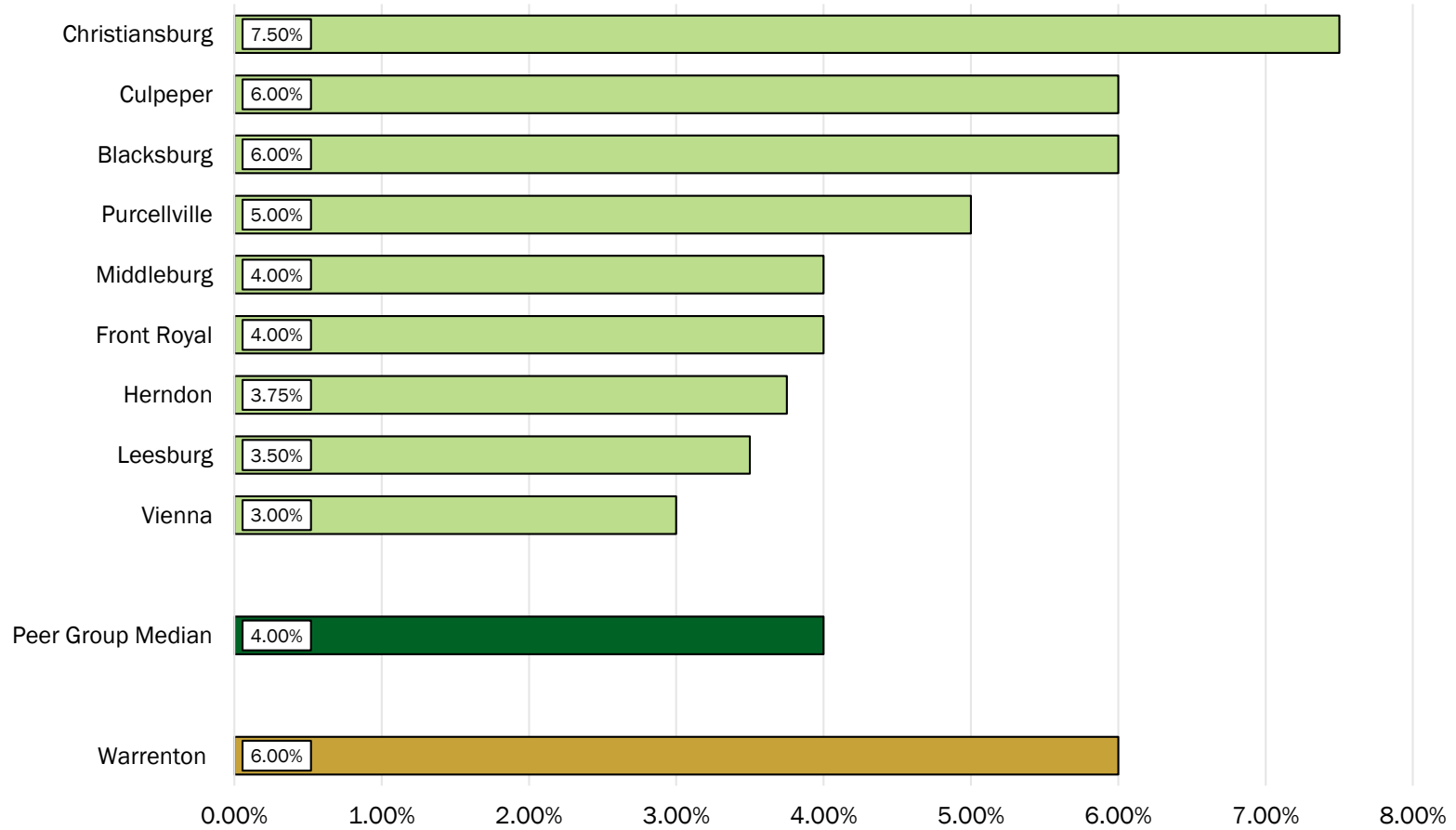


Note: Warrenton residents pay Real Estate Tax to Fauquier County at a rate of \$0.903 per \$100 of AV. Purcellville, Leesburg, and Middleburg residents pay Loudoun County (\$0.875 per \$100 of AV). Herndon and Vienna residents pay Fairfax County (\$1.095 per \$100 of AV). Blacksburg and Christiansburg residents pay Montgomery County (\$0.70 per \$100 of AV). Front Royal residents pay Warren County (\$0.49 per \$100 of AV). Culpeper residents pay Culpeper County (\$0.46 per \$100 of AV).

Peer Comparative – Meals Tax Rate



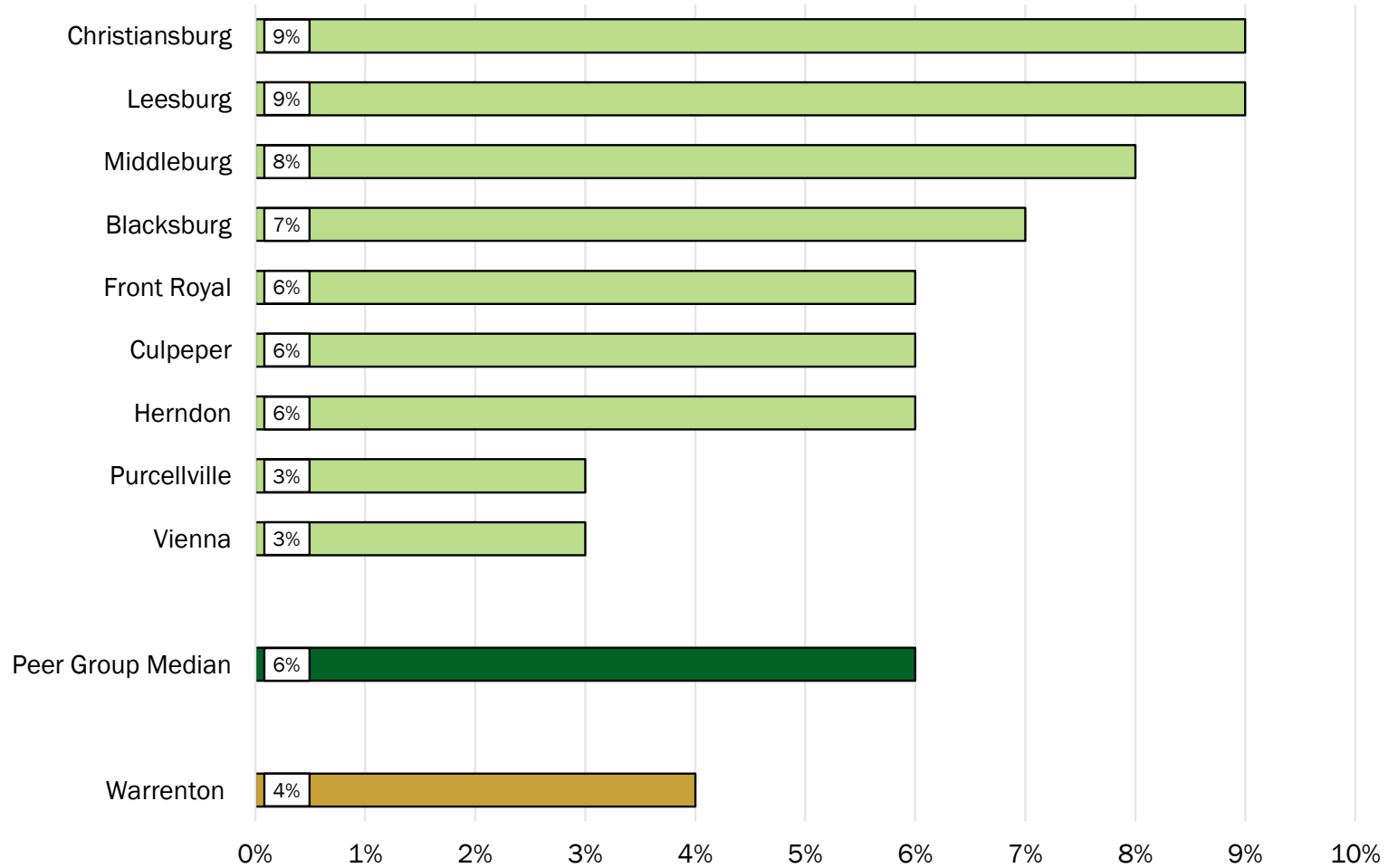
Meals Tax Rate



Peer Comparative – Lodging Tax Rate



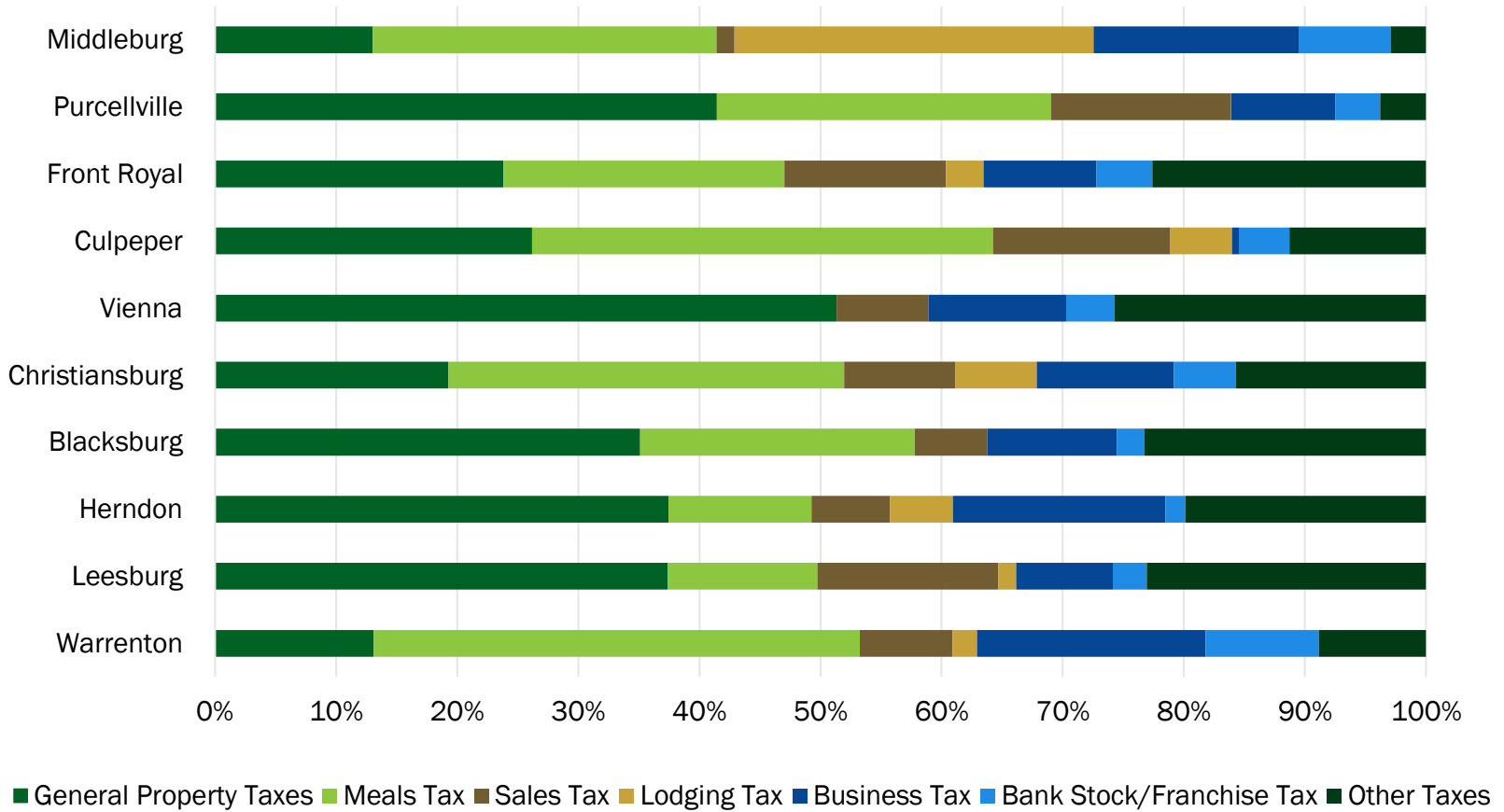
Lodging Tax Rate



Peer Comparative – Local Revenue Sources



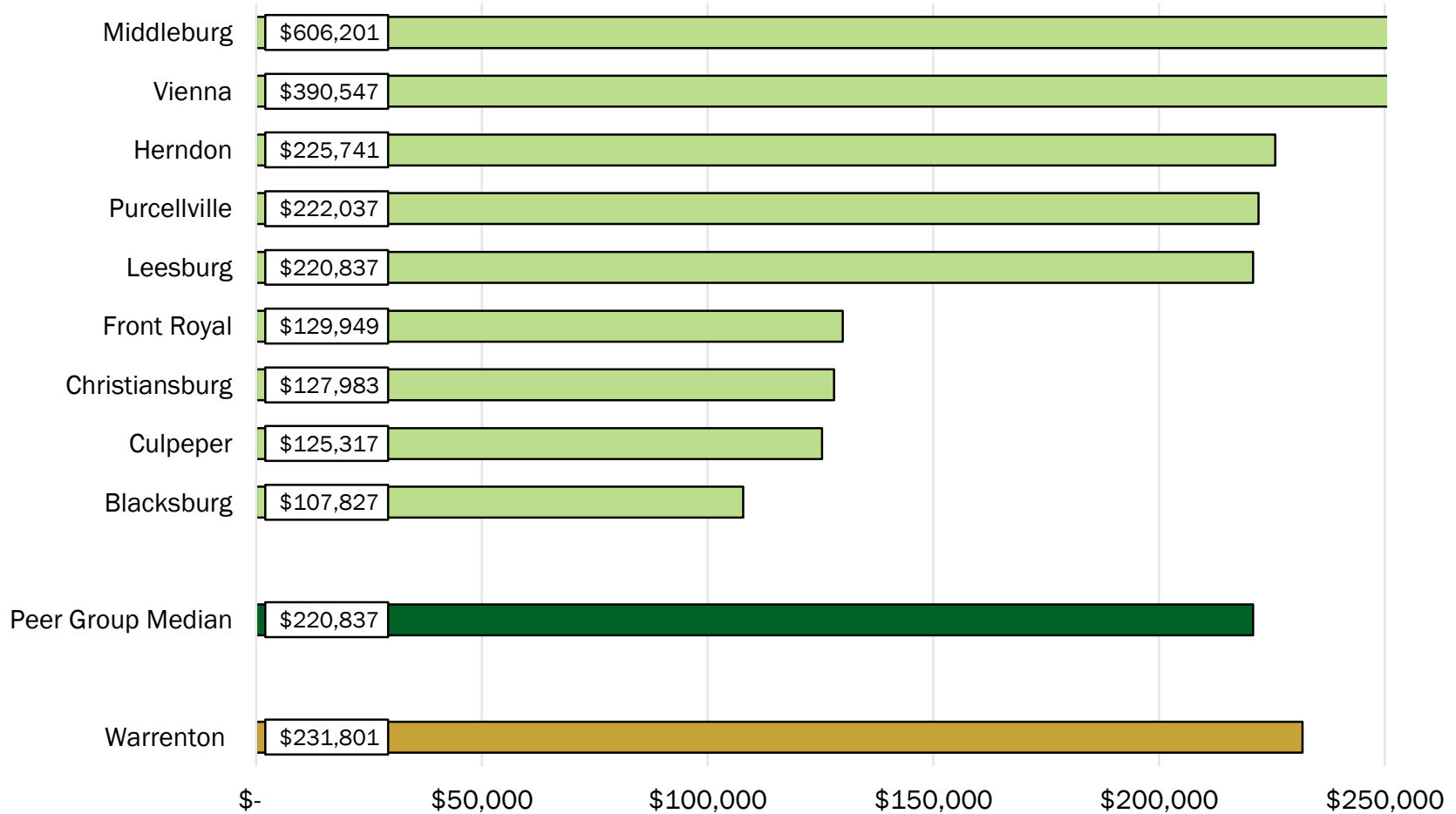
Total Local Revenue Sources Composition



Peer Comparative – Assessed Value Per Capita



Assessed Value Per Capita



Why an Unassigned Fund Balance is Important



- Why is maintaining a healthy unassigned fund balance important?
 - Provides adequate month-to-month cash flow and eliminates the need for costly cash-flow borrowing.
 - Provides funds for emergency situations (i.e. natural disasters).
 - Provides funds for unforeseen expenditures or revenue shortfalls that occur during a fiscal year.
 - Allows for bond funded capital projects to begin prior to having borrowed funds on hand.
 - Helps mitigate/offset other financial weaknesses.
 - Provides comfort to potential lenders and the rating agencies as it relates to the Town's financial strength / flexibility and thus allows the Town to obtain competitive financing.
 - Allows the Town to earn interest on its reserves which can produce substantial additional revenues in the current interest rate environment.

Fund Balance Policies



- **“The Town of Warrenton will maintain a minimum Unassigned Fund Balance in the General Fund equal to 50% of the current annual operating expenditure budget of the General Fund.”**
 - Fund balance may be maintained at a level higher than this minimum to save for large planned expenditures (i.e. capital projects), emergencies, cash flow issues related to timing of revenue receipts, and to address economic volatility.
 - Amounts above this minimum may be further identified by Council to be set aside for other purposes (such as capital projects or reserves for contingencies).

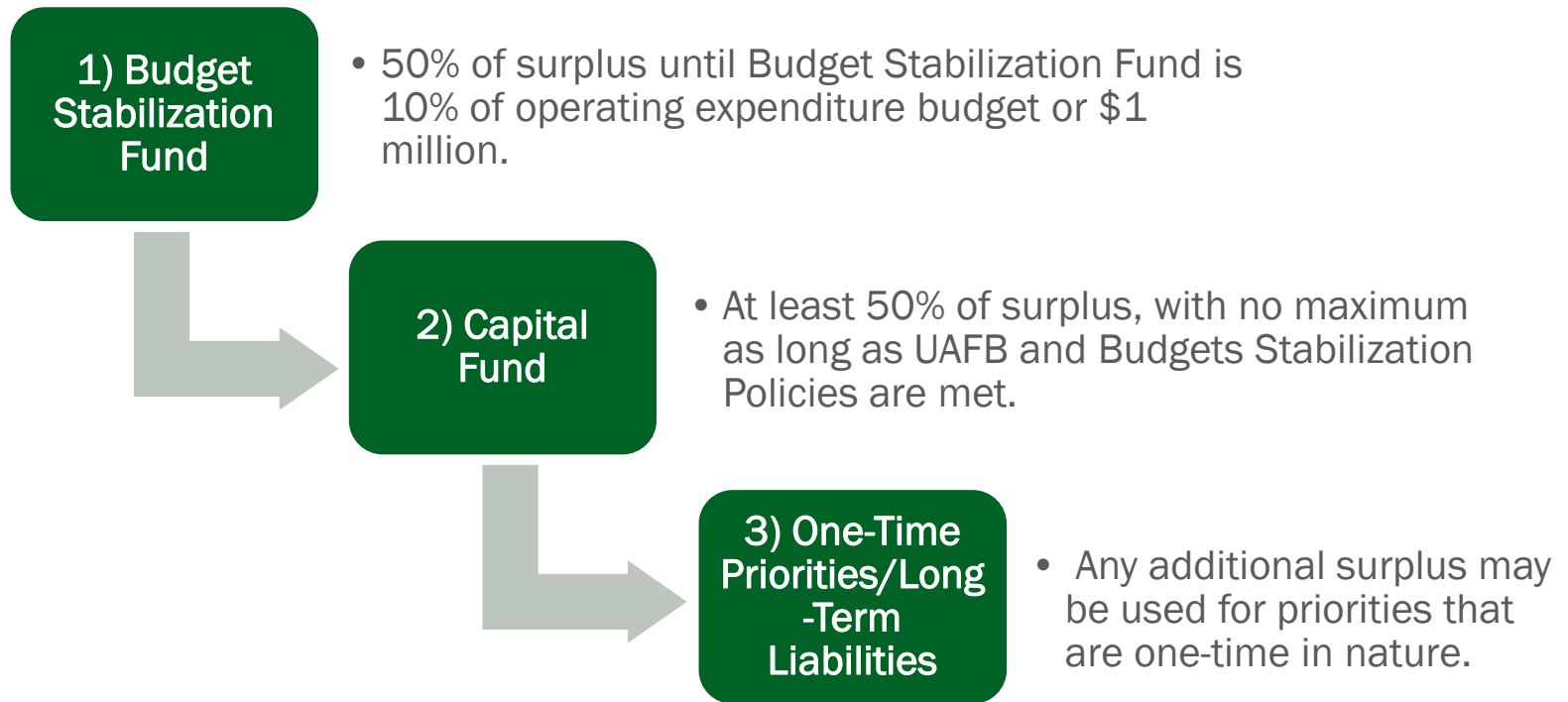
- In addition to the minimum Unassigned Fund Balance Level Policy, the Town has further adopted certain policies to ensure that Fund Balance levels are maintained/used appropriately:
 1. **Maintenance of Minimum Unassigned General Fund Balance Level/Use of Year-end Operating Surplus. (Additional details contained on the following page)**

Fund Balance Policies (cont.)



1. Maintenance of Minimum Unassigned General Fund Balance Level/Use of Year-end Operating Surplus:

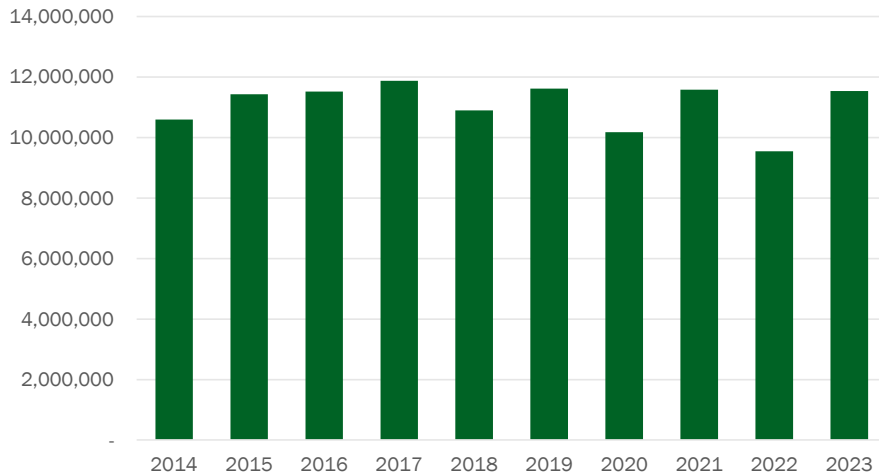
- a. Annual surplus revenues will be allocated to the Unassigned Fund Balance (“UAFB”) until the 50% minimum policy target is met;
- b. If the 50% Unassigned Fund Balance minimum policy is met, the remaining annual surplus funds will be allocated as follows:



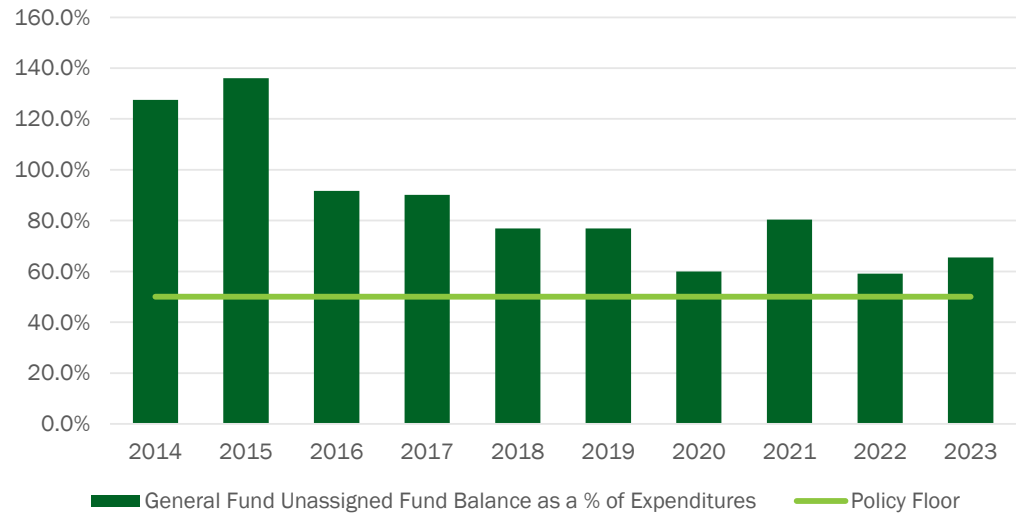
Unassigned Fund Balance



General Fund Unassigned Fund Balance



Unassigned Fund Balance as a % of Expenditures



Fiscal Year	General Fund Unassigned Fund Balance	General Fund Expenditures	General Fund Unassigned Fund Balance as a % of Expenditures	Policy Floor
2014	10,593,545	8,311,001	127.5%	50.0%
2015	11,431,690	8,405,083	136.0%	50.0%
2016	11,521,316	12,572,684	91.6%	50.0%
2017	11,871,309	13,177,504	90.1%	50.0%
2018	10,894,756	14,174,381	76.9%	50.0%
2019	11,611,907	15,104,029	76.9%	50.0%
2020	10,178,740	16,968,273	60.0%	50.0%
2021	11,575,773	14,387,844	80.5%	50.0%
2022	9,542,190	16,129,651	59.2%	50.0%
2023	11,537,274	17,616,040	65.5%	50.0%

Current Policy: “The Town of Warrenton will maintain a minimum unassigned fund balance in the General Fund equal to 50% of the current annual operating expenditure budget.”

Note: In FY 2016, the Town incorporated the WARF into the General Fund resulting in an increase to the denominator of the Fund Balance vs. Expenditures ratio.

Evaluation of Unassigned Fund Balance

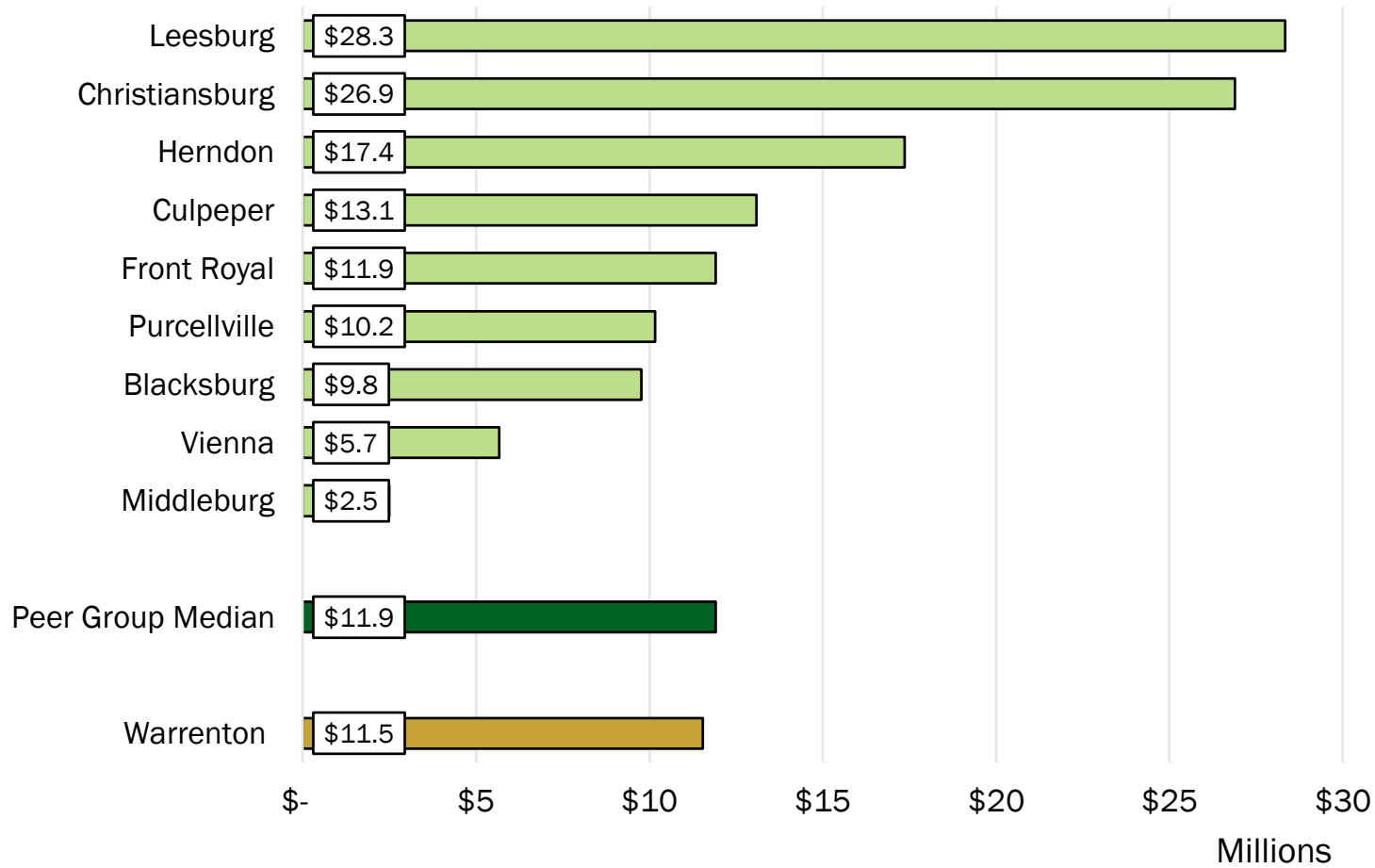
- As shown on the preceding page, the Town currently maintains an Unassigned Fund Balance Policy equal to 50% of Expenditures.
- As of Fiscal Year 2023, the Town’s Unassigned Fund Balance levels remain above its policy floor at roughly 65% of Expenditures.
- As shown below, Moody’s Criteria for General Obligation Credits defines categories for Unassigned Fund Balance as a Percentage of Revenues. Moody’s defines the “Very Strong” threshold for Aaa credits as those with fund balance levels exceeding 30%.
- It would be prudent for the Town to continue to maintain its Fund Balance Policy at such a strong level given the magnitude of capital projects it is contemplating and the potential for economic uncertainty.

– Very Strong (Aaa):	> 30%	← Targeted minimum threshold range
– Strong (Aa):	30% - 15%	
– Moderate (A):	15% - 5%	
– Weak/Very Poor (Baa & below):	5% - 0%	

Peer Comparison – Unassigned Fund Balance (General Fund)



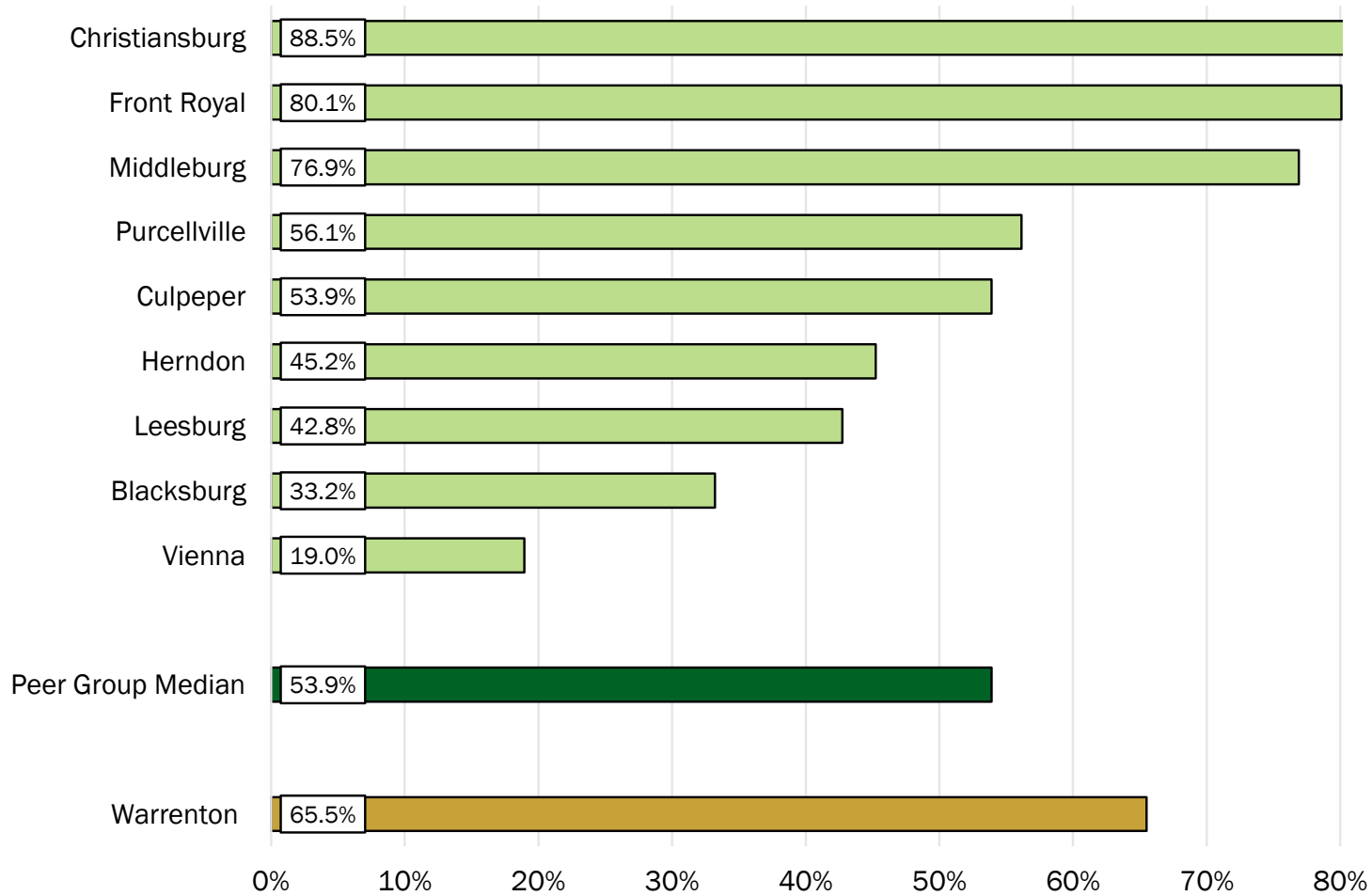
Unassigned Fund Balance



Peer Comparison – Unassigned Fund Balance as a % of Expenditures (General Fund)



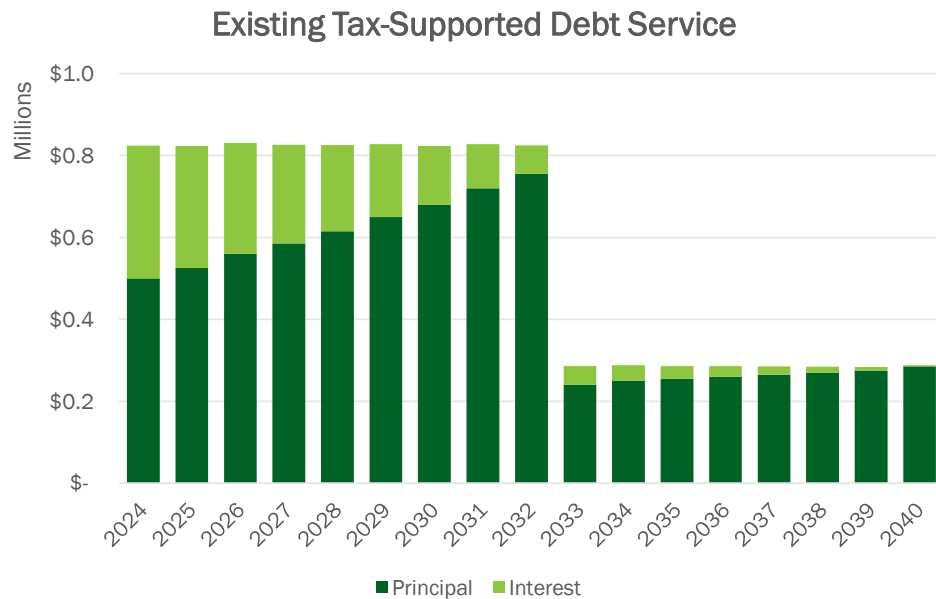
Unassigned Fund Balance vs. General Fund Expenditures



D. Tax-Supported Debt Management

Town of Warrenton, Virginia

Existing Tax-Supported Debt Service



Existing Tax-Supported Debt Service				
Fiscal Year	Principal	Interest	Total	Payout Ratio
2024	500,000	324,238	824,238	6.5%
2025	525,000	297,972	822,972	13.3%
2026	560,000	270,169	830,169	20.6%
2027	585,000	240,828	825,828	28.2%
2028	615,000	210,078	825,078	36.2%
2029	650,000	177,663	827,663	44.7%
2030	680,000	143,581	823,581	53.5%
2031	720,000	107,706	827,706	62.9%
2032	755,000	69,909	824,909	72.7%
2033	240,000	46,063	286,063	75.8%
2034	250,000	37,656	287,656	79.1%
2035	255,000	31,041	286,041	82.4%
2036	260,000	25,569	285,569	85.8%
2037	265,000	20,106	285,106	89.2%
2038	270,000	14,653	284,653	92.7%
2039	275,000	8,978	283,978	96.3%
2040	285,000	3,028	288,028	100.0%
Total	\$7,690,000	\$2,029,238	\$ 9,719,238	

Debt Management Policies

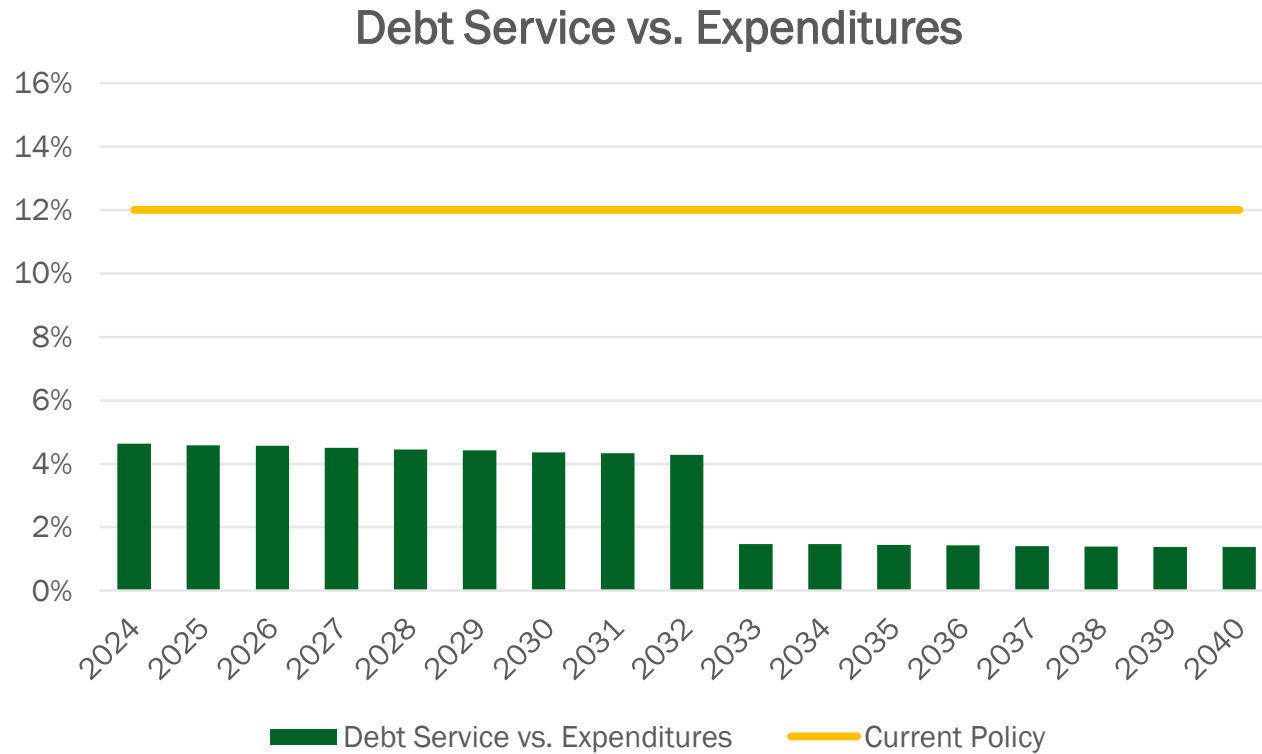


- An important part of debt management is monitoring indicators of borrowing capacity and affordability. While there are several different ratios/metrics that can be tracked to evaluate a government's debt profile, two are generally regarded industry-wide as **Key Debt Ratios**.
 1. **Debt vs. Assessed Value:**
 - The Town's Policy states that Tax Supported debt of the Town shall not exceed **1.5%** of the total Assessed Value of Taxable Property in the Town.
 2. **Debt Service vs. Expenditures**
 - The Town's Policy states that Tax Supported Debt Service Expenditures as a percentage of General Fund Expenditures should not exceed **12%**.

Tax-Supported Debt Service vs. Expenditures



- Tax-Supported debt service expenditures as a percentage of general fund expenditures should not exceed 12%.

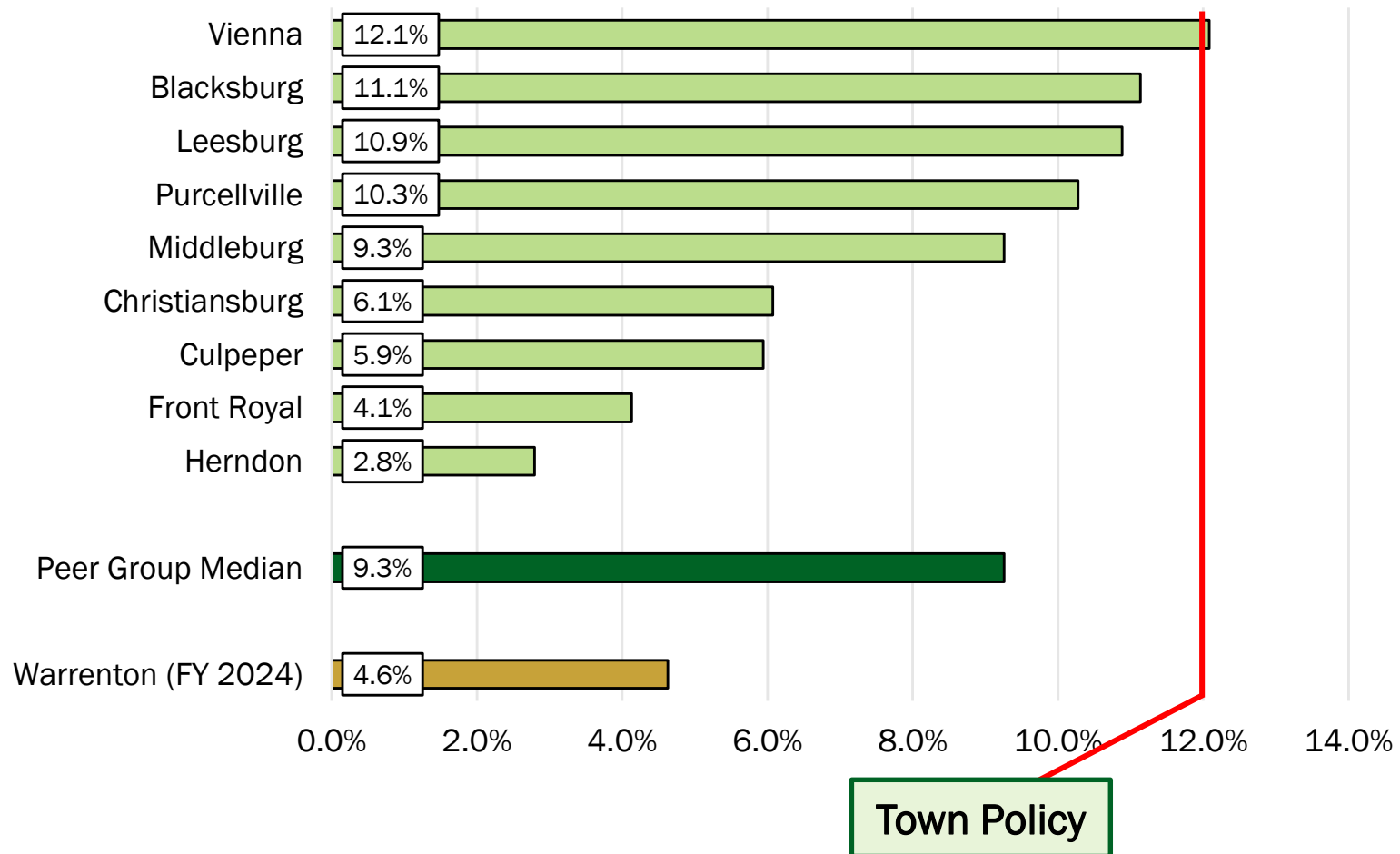


Note: Expenditures are based on FY 2023 Audit expenditures (\$17,616,040) plus 1% growth rate from FY 2023 to FY 2024 and each year thereafter.

Peer Comparison – Tax-Supported Debt Service vs. General Fund Expenditures



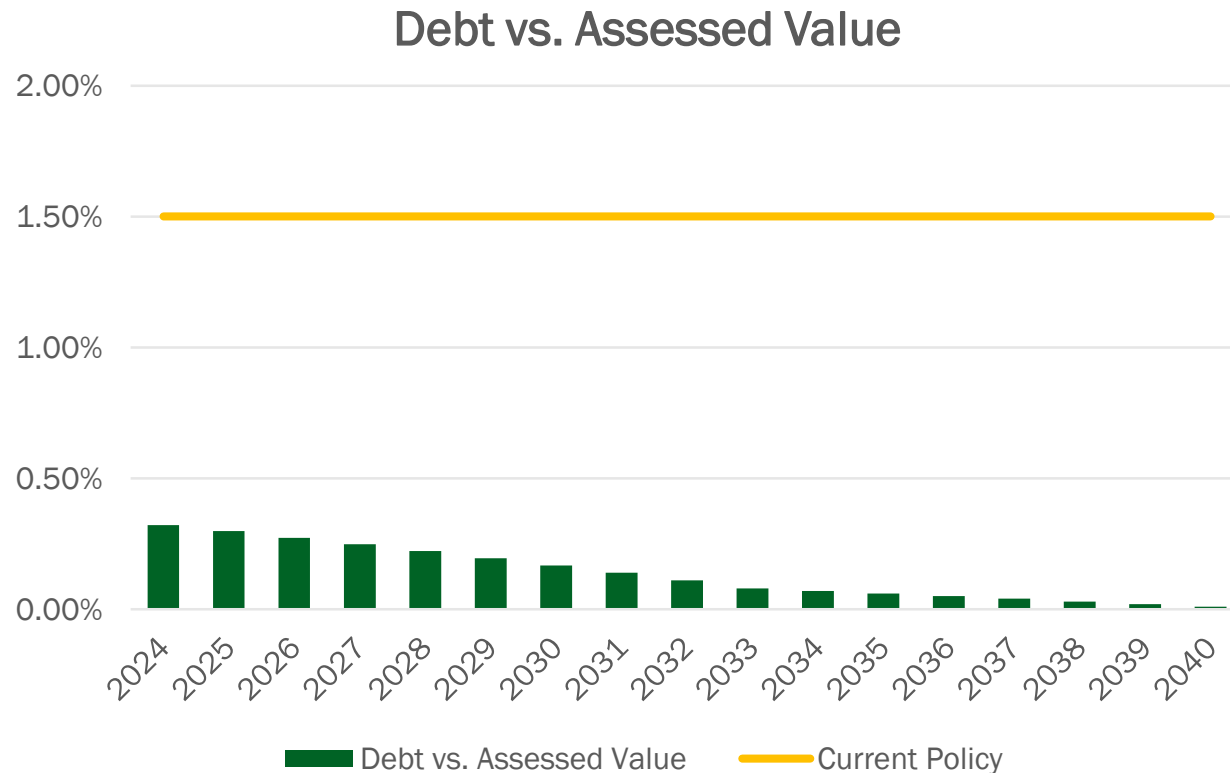
Debt Service vs. General Fund Expenditures



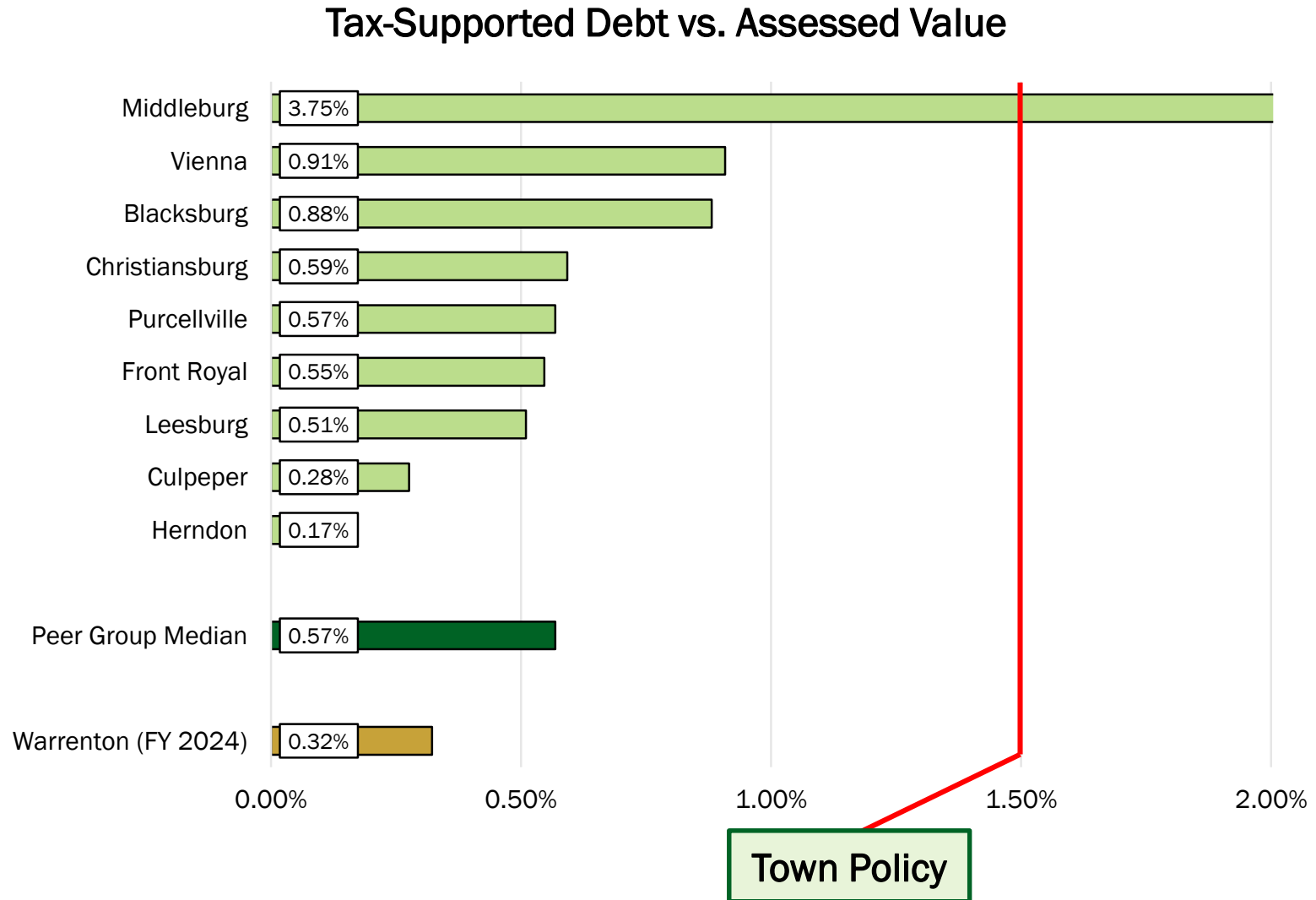
Tax-Supported Debt vs. Assessed Value



- Tax-Supported debt of the Town shall not exceed 1.5% of the total assessed value of taxable property in the Town.



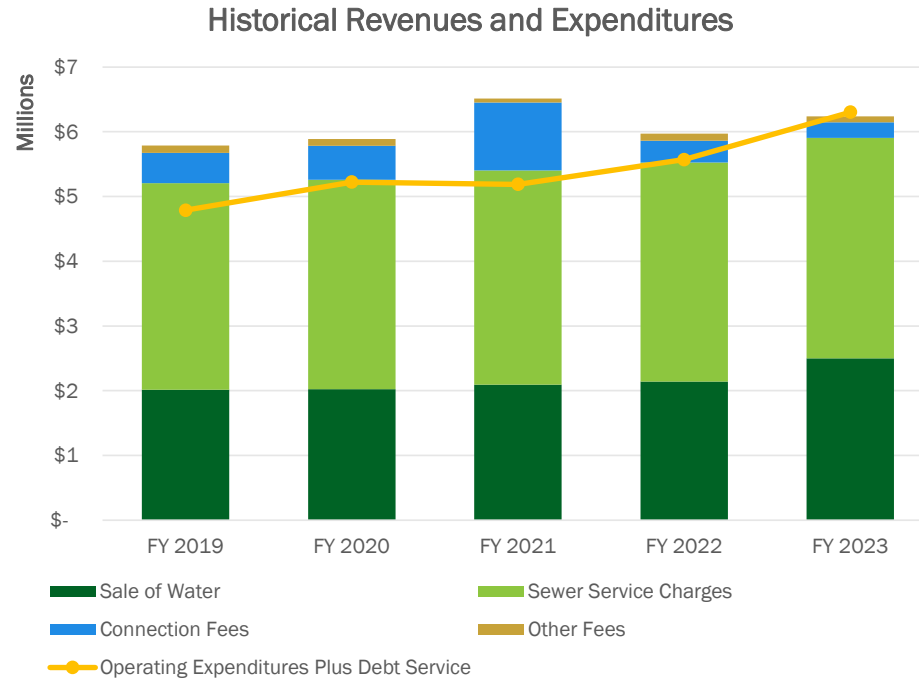
Peer Comparison – Tax-Supported Debt vs. Assessed Value



E. Water and Sewer Fund

Town of Warrenton, Virginia

Historical Water & Sewer Fund Results



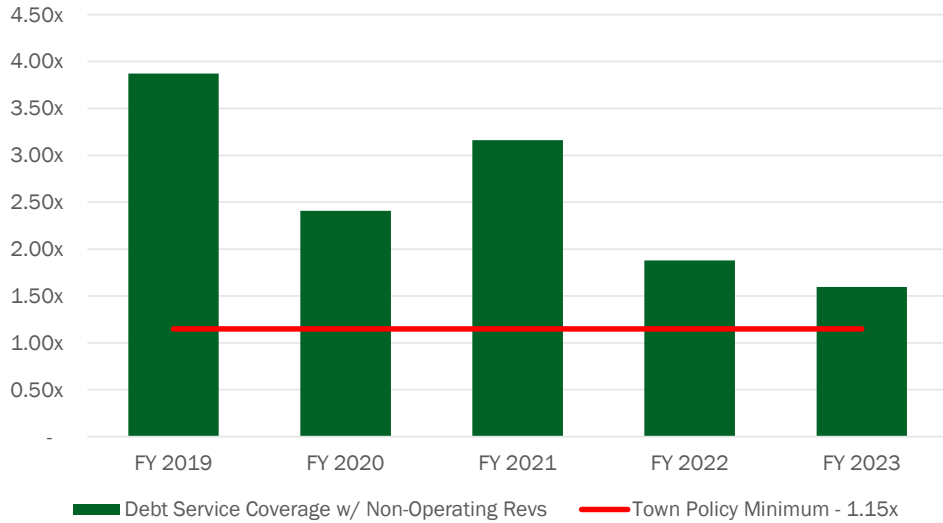
	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	CAGR
Revenues						
Sale of Water	\$ 2,012,245	\$ 2,023,159	\$ 2,092,318	\$ 2,140,716	\$ 2,497,514	5.5%
Sewer Service Charges	3,193,272	3,234,461	3,309,247	3,384,176	3,410,119	1.7%
Connection Fees	467,187	526,725	1,050,300	336,545	236,250	-15.7%
Other Fees	113,275	103,257	60,687	109,151	92,376	-5.0%
A Total Operating Revenues	\$ 5,785,979	\$ 5,887,602	\$ 6,512,552	\$ 5,970,588	\$ 6,236,259	1.9%
	Growth	N/A	1.8%	10.6%	-8.3%	4.4%
B Total Operating Expenses	\$ 4,266,934	\$ 4,504,090	\$ 4,467,687	\$ 4,798,238	\$ 5,472,073	6.4%
	Growth	N/A	5.6%	-0.8%	7.4%	14.0%
A-B=C Net Revenue Available for Debt Service	\$ 1,519,045	\$ 1,383,512	\$ 2,044,865	\$ 1,172,350	\$ 764,186	
Debt Service	\$ 519,516	\$ 718,684	\$ 720,657	\$ 772,236	\$ 830,277	

Note: Depreciation is excluded from Operating Expenditures
 Note: FY 2022 Debt Service taken from FY 2021 projected Debt Service.

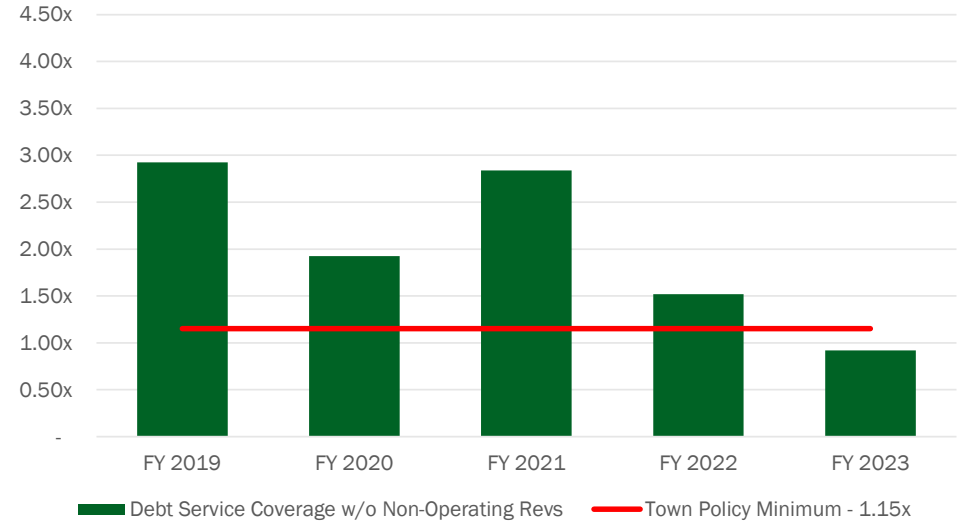
Historical Water & Sewer Fund Debt Service Coverage



Debt Service Coverage w/ Non-Operating Revs



Debt Service Coverage w/o Non-Operating Revs

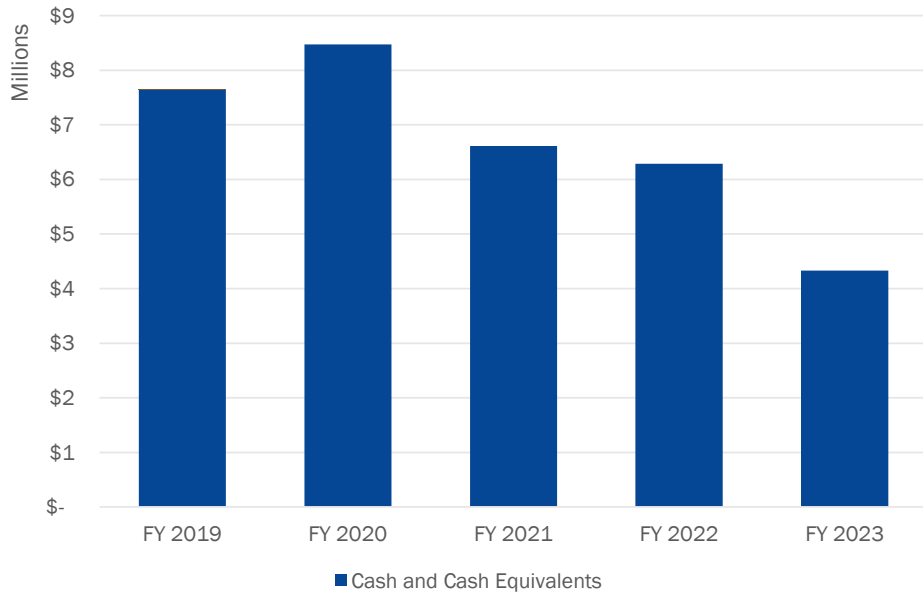


Water & Sewer Fund	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Debt Service Coverage w/o Non-Operating Revs	2.92x	1.93x	2.84x	1.52x	0.92x
Debt Service Coverage w/ Non-Operating Revs	3.87x	2.41x	3.16x	1.88x	1.60x
Town Policy Minimum - 1.15x	1.15x	1.15x	1.15x	1.15x	1.15x

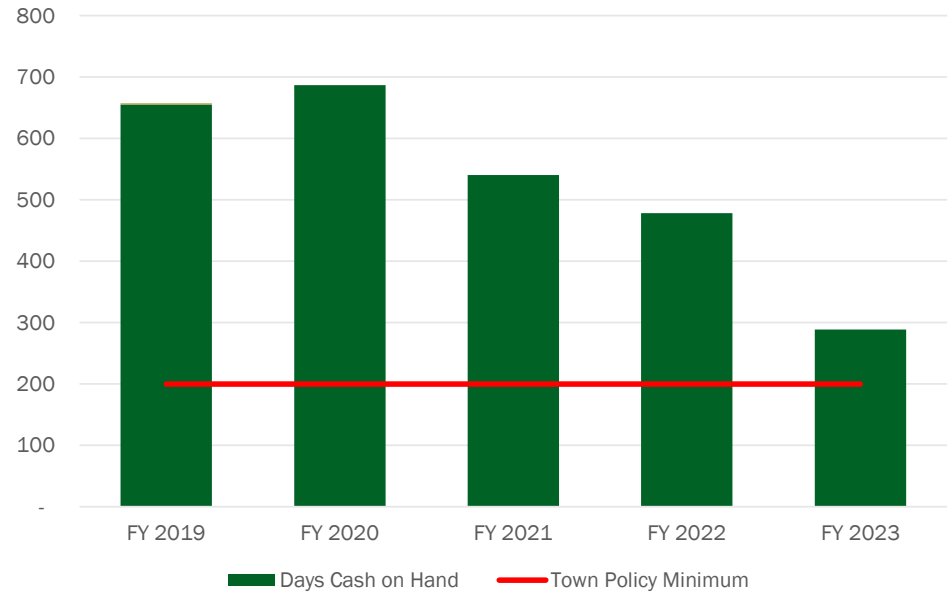
Historical Water & Sewer Fund Cash Balance



Water & Sewer Fund Cash & Cash Equivalents



Water & Sewer Fund Days Cash on Hand

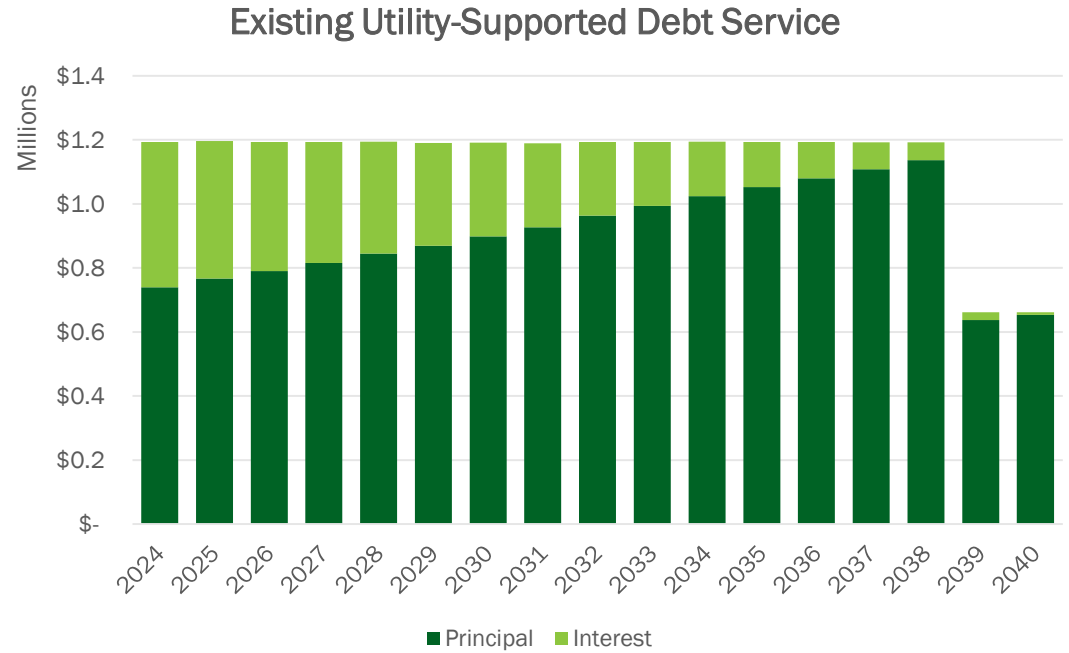


Water & Sewer Fund	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Cash and Cash Equivalents	\$ 7,653,103	\$ 8,473,309	\$ 6,612,579	\$ 6,287,203	\$ 4,329,251
Days Cash on Hand	655	687	540	478	289
Town Policy Minimum	200	200	200	200	200

Water & Sewer Existing Debt Profile



Existing Utility-Supported Debt Service				
Fiscal Year	Principal	Interest	Total	Payout Ratio
2024	740,000	453,627	1,193,627	4.8%
2025	767,000	428,999	1,195,999	9.8%
2026	790,000	403,510	1,193,510	15.0%
2027	816,000	377,130	1,193,130	20.3%
2028	845,000	349,773	1,194,773	25.9%
2029	869,000	321,497	1,190,497	31.5%
2030	899,000	292,303	1,191,303	37.4%
2031	927,000	262,033	1,189,033	43.5%
2032	963,000	230,602	1,193,602	49.8%
2033	994,000	199,539	1,193,539	56.3%
2034	1,024,000	169,822	1,193,822	63.0%
2035	1,052,000	141,308	1,193,308	69.8%
2036	1,080,000	113,252	1,193,252	76.9%
2037	1,108,000	84,558	1,192,558	84.1%
2038	1,137,000	55,225	1,192,225	91.6%
2039	637,000	24,996	661,996	95.7%
2040	653,000	8,403	661,403	100.0%
Total	\$ 15,301,000	\$3,916,576	\$ 19,217,576	



Summary of Outstanding Utility-Supported Debt

Series	Original Par	Par Outstanding	Interest Rate	Final Maturity
G.O. Refunding Bond, Series 2021A	\$ 6,935,000	\$ 6,436,000	2.750%	1/15/2038
G.O. Refunding Bond, Series 2021B	3,975,000	3,715,000	5.125% - 2.215%	10/1/2039
G.O. Bond, Water & Sewer Financing 2022	5,150,000	5,150,000	2.900%	10/1/2039
Total	\$ 15,301,000	\$ 15,301,000		

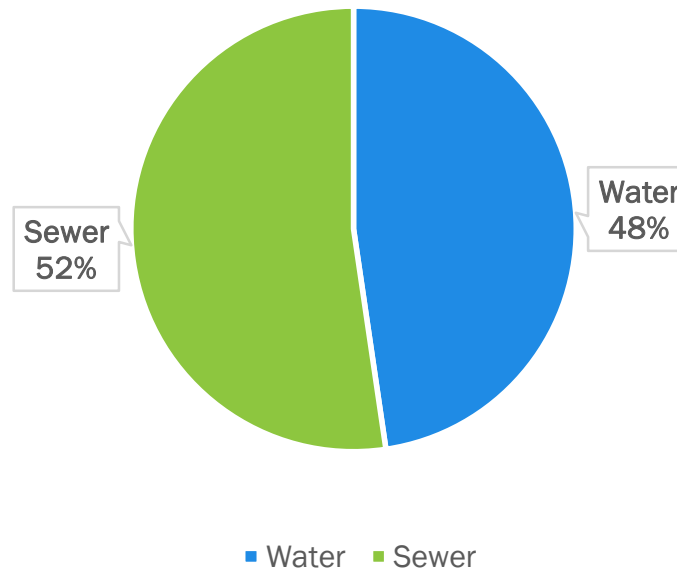
Historical Water & Sewer Capital Improvement Plan (CIP)

Proposed FY 2025 CIP



- Town Staff have identified over \$97 million in Capital Funding Projects over the next six (6) years for the Town's Water and Sewer Fund (FY 2025-2030).
 - Sewer capital projects over the next 6 years are approximately \$51 million.
 - Water capital projects over the next 6 years are approximately \$46 million.

Water & Sewer Fund CIP



Note: Capital Project costs include a 10% contingency.

F. Next Steps

Town of Warrenton, Virginia

Next Steps



- Tuesday, April 9, 2024 Davenport to present an updated Comprehensive Financial Review to the Town Council.

- Tuesday, May 14, 2024 Davenport presents update to Water & Sewer Capital Funding Plan, last presented to Town Council May of 2023.

- June 2024 Town Council Adopts FY 2025 Budget.

- Summer 2024 Refine Capital Funding Plan for Water & Sewer Fund.

- Summer/Fall 2024 Enact Capital Funding Plan for Water & Sewer Fund.



Appendix

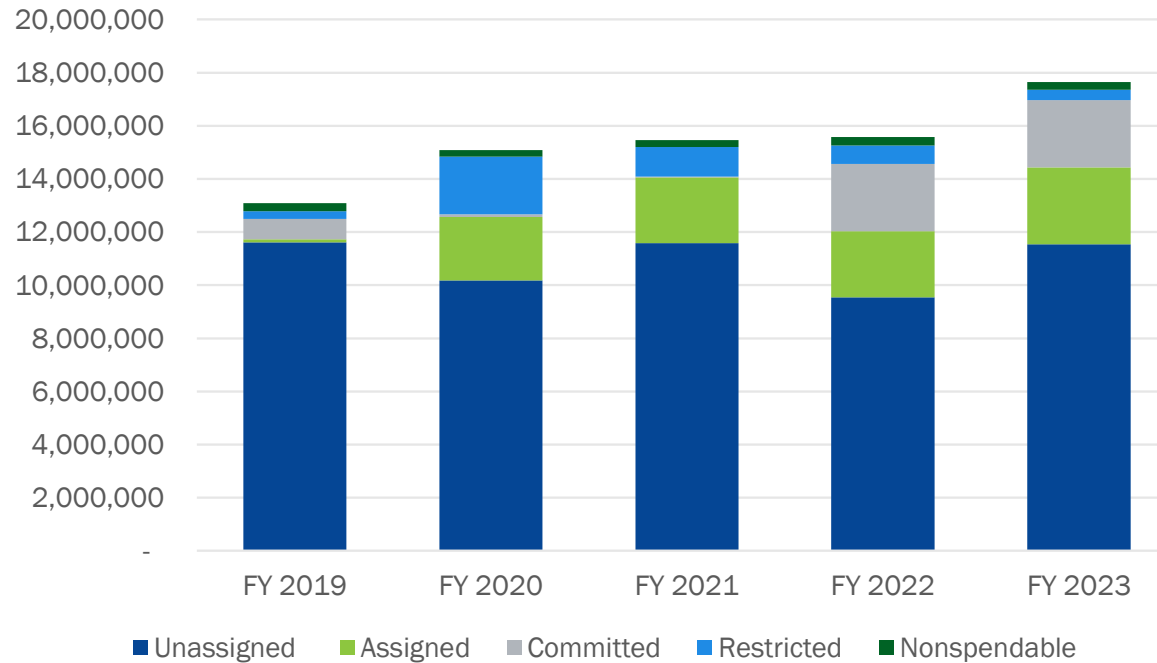
Town of Warrenton, Virginia

Historical Fund Balance

General Fund



Fund Balances - General Fund



Fund Balance	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Nonspendable	\$ 308,386	\$ 251,130	\$ 259,787	\$ 324,730	\$ 297,332
Restricted	288,726	2,168,746	1,123,502	699,326	389,915
Committed	770,262	93,287	28,035	2,528,550	2,532,750
Assigned	113,000	2,391,574	2,478,187	2,488,498	2,895,028
Unassigned	11,611,907	10,178,740	11,575,773	9,542,190	11,537,274
Total Fund Balances	\$ 13,092,281	\$ 15,083,477	\$ 15,465,284	\$ 15,583,294	\$ 17,652,299

Existing Debt Service



Summary of Outstanding Tax-Supported Debt

Series	Original Par	Par Outstanding	Interest Rate	Final Maturity
G.O. Refunding Bond, Series 2021B	\$ 8,720,000	\$ 7,690,000	5.125% - 2.215%	10/1/2039
	Total	\$ 7,690,000		

Summary of Outstanding Utility-Supported Debt

Series	Original Par	Par Outstanding	Interest Rate	Final Maturity
G.O. Refunding Bond, Series 2021A	\$ 6,935,000	\$ 6,436,000	2.750%	1/15/2038
G.O. Refunding Bond, Series 2021B	3,975,000	3,715,000	5.125% - 2.215%	10/1/2039
G.O. Bond, Water & Sewer Financing 2022	5,150,000	5,150,000	2.900%	10/1/2039
	Total	\$ 15,301,000		

Incremental Revenue Impact



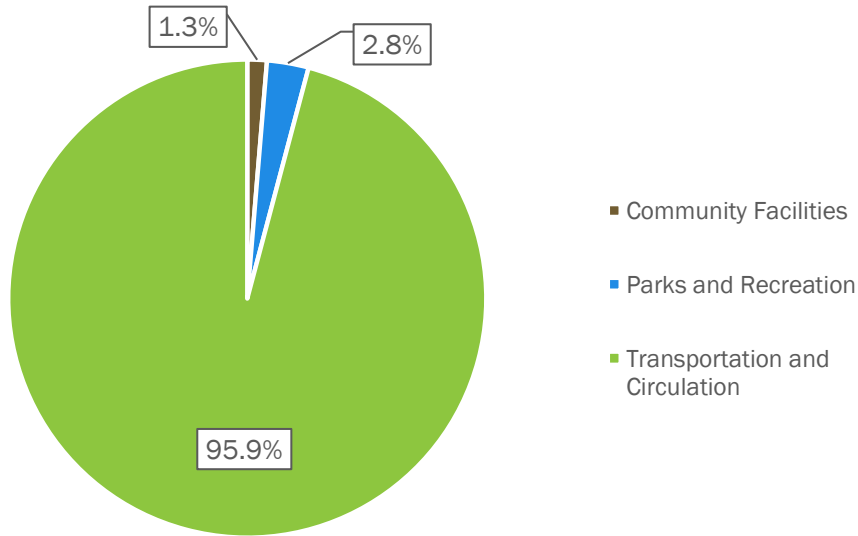
Tax Revenue	FY 2024 Budgeted Revenues	Current Tax Rate	Marginal Unit	Estimated Value of a 1-Unit Tax Increase
Real Estate Taxes	\$844,000	<u>\$0.0401</u> / \$100 of AV	\$0.01	\$210,000
Meals Tax	\$5,500,000	6.00%	1.00%	\$917,000

General Fund Capital Improvement Plan (CIP)

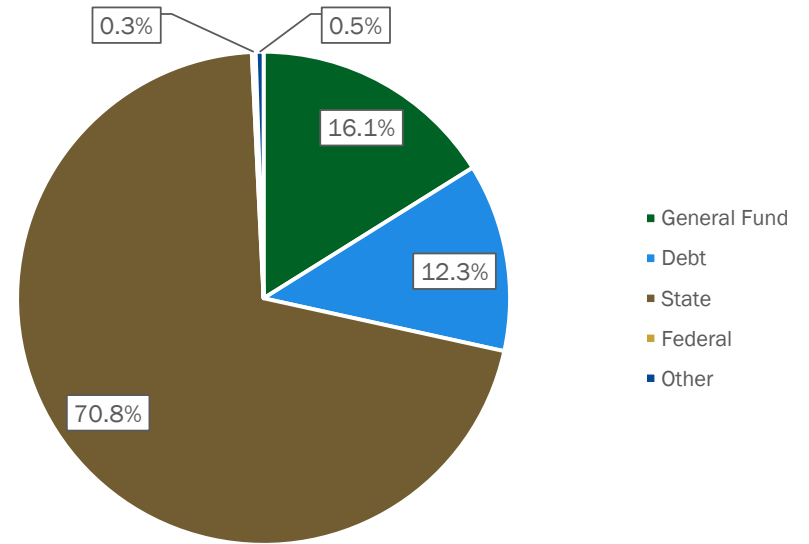
Proposed FY 2025 CIP



General Fund CIP Uses



General Fund CIP Sources



General Fund Capital Improvement Plan

Uses	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Total
Community Facilities	\$ -	\$ 775,000	\$ -	\$ -	\$ -	\$ -	\$ 775,000
Parks and Recreation	407,000	400,375	295,423	150,000	400,000	-	1,652,798
Transportation and Circulation	1,256,003	7,012,145	1,315,250	9,780,819	30,730,512	6,152,839	56,247,567
Total	\$ 1,663,003	\$ 8,187,520	\$ 1,610,673	\$ 9,930,819	\$ 31,130,512	\$ 6,152,839	\$ 58,675,365

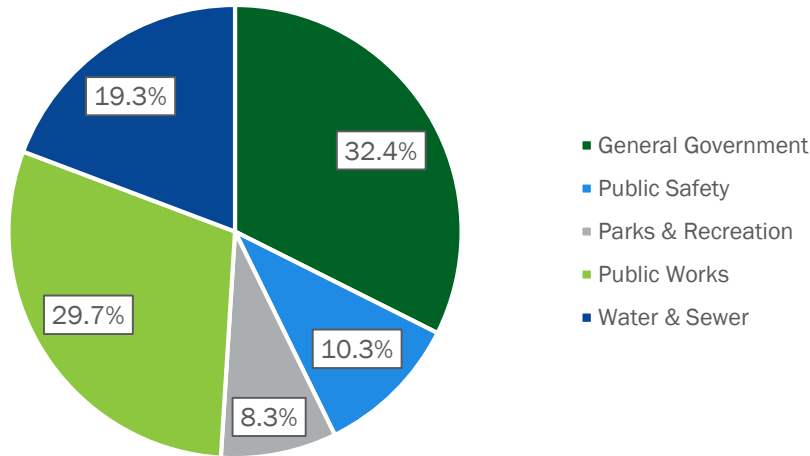
Sources	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Total
General Fund	\$ 1,440,002	\$ 2,105,375	\$ 1,410,673	\$ 1,650,673	\$ 1,695,000	\$ 1,152,839	\$ 9,454,561
Debt	-	734,307	100,000	325,000	3,575,000	2,500,000	7,234,307
State	73,002	5,347,838	100,000	7,955,146	25,560,512	2,500,000	41,536,498
Federal	150,000						150,000
Other					300,000		300,000
Total	\$ 1,663,003	\$ 8,187,520	\$ 1,610,673	\$ 9,930,819	\$ 30,830,512	\$ 6,152,839	\$ 58,675,365

General Fund Capital Asset Replacement Program (CARP)

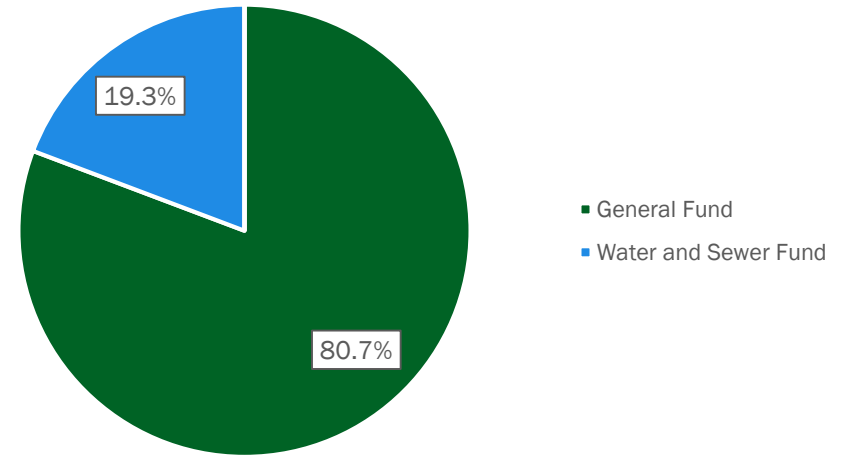
Proposed FY 2025 CARP



General Fund CARP Uses



General Fund CARP Sources



General Fund Capital Asset Replacement Program

Uses	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Total
General Government	\$ 970,000	\$ 871,500	\$ 647,550	\$ 419,205	\$ 65,000	\$ 65,000	\$ 3,038,255
Public Safety	70,000	300,000	120,000	180,000	120,000	180,000	970,000
Parks & Recreation	390,000	385,000	-	-	-	-	775,000
Public Works	335,000	1,620,000	177,500	90,000	265,000	302,500	2,790,000
Water & Sewer	836,000	150,000	240,000	260,000	230,000	90,000	1,806,000
Total	\$ 2,601,000	\$ 3,326,500	\$ 1,185,050	\$ 949,205	\$ 680,000	\$ 637,500	\$ 9,379,255
Sources	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Total
General Fund	\$ 1,765,000	\$ 3,176,500	\$ 945,050	\$ 689,205	\$ 450,000	\$ 547,500	\$ 7,573,255
Water and Sewer Fund	836,000	150,000	240,000	260,000	230,000	90,000	1,806,000
ARPA	-	-	-	-	-	-	-
Grant	-	-	-	-	-	-	-
Total	\$ 2,601,000	\$ 3,326,500	\$ 1,185,050	\$ 949,205	\$ 680,000	\$ 637,500	\$ 9,379,255

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Version 01/01/2024 GC/GB/AS/KL



Office of the Town Manager
Frank Cassidy

Warrenton Town Council

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

Item C.

STAFF REPORT

Council Meeting Date:	April 9 th , 2024
Agenda Title:	Arrington Project Update
Requested Action:	Receive an update on the Arrington Project from the Developer
Department / Agency Lead:	Town Manager
Staff Lead:	Frank Cassidy

EXECUTIVE SUMMARY

At the Marth 12th, 2024 Regular Town Council meeting a proposed draft was presented for preliminary approval by the Town Council pursuant to § 15.2-3400, Voluntary settlements among local governments. This motion passed unanimously. It was requested at that meeting that the developer come before the Council to give an overview of the project.

Since the Town Council and Board of supervisors both authorized the draft, the next step is submission of the draft VSA to COLG, then, after COLG's report the VSA will come back to the Town and County for public hearing and approval by ordinance. If both bodies adopt ordinances approving the VSA, we will submit it to a special three-judge court for review and approval.

BACKGROUND

At the December 12th, 2023, Regular Town Council Meeting, a Resolution was passed in support of application for a Citizen initiated petition for an annexation or boundary line adjustment with Fauquier County.

On November 12, 2015, the Fauquier County Board of Supervisors approved several applications related to the development of Arrington. These included a Comprehensive Plan Amendment (COMA-15-003473), Rezoning (REZN-15-003477), a Category 20 Special Exception to allow for a Sewer Treatment Facility, a Category 30 Special Exception to Waive the Requirement for Public Sewer (SPEX-15-003479), a Category 20 Special Exception for a Floodplain Crossing (SPEX-15-003481), and a Preliminary Plat (PREP-15-003482). Additionally, a Joint Planning and Water Service Agreement (Town of Warrenton, Fauquier County, and Applicants), which outlined the terms in which the Town of Warrenton would provide public water service to the project was executed.

The aforementioned approvals allowed the Arrington project to be primarily developed as an age-restricted community with an emphasis on preservation of natural open spaces and a compact traditional design form which is compatible with the historic portions of Warrenton. The Planned Residential District (PRD) portions of the project were limited to 217 residential lots for active adult residents over the age of 55. The Arrington approvals also permit 10 rural residential lots, in the RA zoned portions of the property and one residential (R-1) lot. The Rezoning approval included a Proffer Statement, Concept Development Plan (CDP), and Code

of Development (COD). The CDP and COD regulate the site design and development and ensure that the property is developed in conformance with the County's PRD regulations.

On August 8, 2018, the Board of Supervisors held a public hearing on REZN-19-011151, which was seeking to amend portions of the Arrington Proffer Statement associated with REZN-15-03477. No action was taken at the public hearing, and subsequently the application was placed on hold and then closed.

On February 10, 2022, the Board of Supervisors approved a Comprehensive Plan Amendment to add approximately 27.9 acres to the Warrenton Service District, changing the land use from Rural to Open Space/Park. The Comprehensive Plan Amendment restored the Warrenton Service District boundary to its location prior to approval of the Comprehensive Plan Amendment in 2015. Specifically, it allowed for a redesign of the wastewater treatment facility associated with the residential development to include a larger dispersal field area to better comply with regulatory recommendations and requirements. At the time of the request, the Applicant indicated that the change was not to support any additional density within Arrington or to be used for any habitable vertical improvements. Additionally, the Comprehensive Plan Amendment expanded the Urban Development Area (UDA) to include the 27.9 acres that were added back into the Warrenton Service District.

***Background taken from Fauquier County's staff report presented to the Board of Supervisors on November 9, 2023.**

STAFF RECOMMENDATION

Receive the update from the Developer.

Service Level/Collaborative Impact

The Town Attorney is currently working with the County Attorney to finalize the Voluntary Settlement Agreement to clarify the terms by which the current County approvals would transfer should the Council of Local Government allow the Arrington Property to annex into the Town Limits of Warrenton.

Policy Direction/Warrenton Plan 2040

H-1: Ensure equitable, attainable housing opportunities across residents of all ages, incomes, and abilities by catering to the needs of a diverse community, including young families, professionals early in their careers, essential workforce, and those entering retirement.

H-2: Character Districts will accommodate a balance of available housing typologies that are compatible to existing neighborhoods in scale, character, and transition.

H-3: Preserve existing neighborhoods and promote infill that supports the character and heritage of Warrenton.

H-4: Create regional partnerships to address and enhance attainable housing supply.

Fiscal Impact

Legal Impact

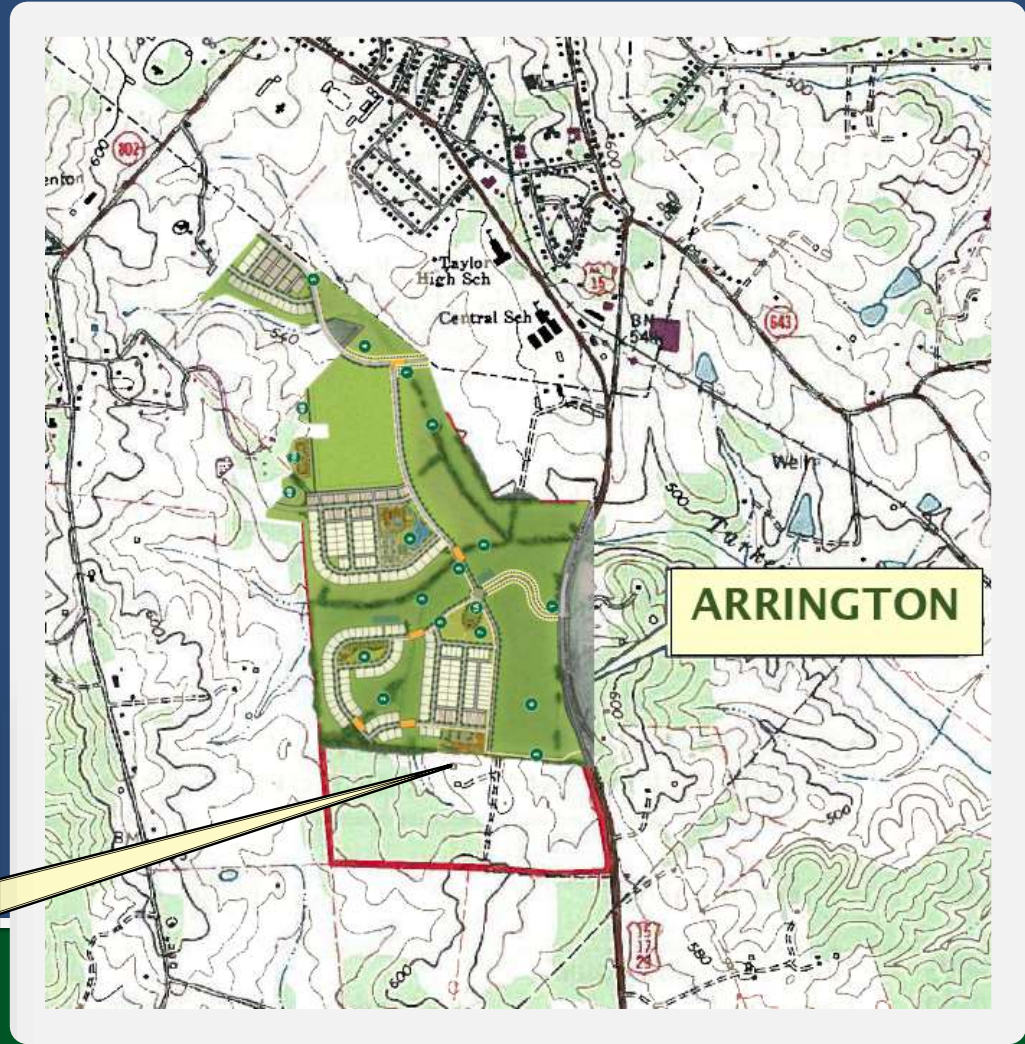
ATTACHMENTS

1. Phase Map



ARRINGTON

Community Plan



Leeton Forest log house w/two-story additions
(ca. 1830 log portion, ca. 1870 & 1920
two-story additions)

Community Planning Principles

- Be Respective of Prior Approvals (e.g., No Street Connections Southward to Lover's Lane nor Westward to Leeton Court)
- Meet Current County and Town Comprehensive Plan Objectives
- Propose Housing Typologies that Fill Current Town/County Demographic Voids
- Address Changes in Regulatory Requirements, Standards, and Specifications over Past 10 Years
- Provide A Sustainable and Age-Friendly Community Plan

Consistency with Current Guidance Documents

- Previous 2015 Rezoning Approval – CDP, COD, Proffers
- Warrenton Service District Plan within the Fauquier County Comprehensive Plan
- Plan 2040 – Town of Warrenton Comprehensive Plan
- County Zoning Ordinance – PRD District
- Town and County Subdivision Design Requirements
- VDOT Design Standards (James Madison Highway Entrance)
- Town of Warrenton – Water and Sewer System Capacity Evaluation Update
- Town and VDH Water & Sewer Standards

Warrenton Service District Plan

Fauquier County Comprehensive Plan

Item C.

February 10, 2022 Updated Plan Keynotes:

- Opportunity for the Town and County to **“define an urban/county boundary, to complement and improve the available commercial and public services, parks, neighborhood street and pathway linkages and to preserve a historic pedestrian scale”** (page 10)
- Greenway-Gateway Development pattern – **“clustering of residential uses”** and **“protect and maintain open space elements key to entry points into the County seat of Warrenton”**
- Proposed development “should be set back from Shirley Avenue to **preserve the farm fields that slope away from Shirley Avenue.”**

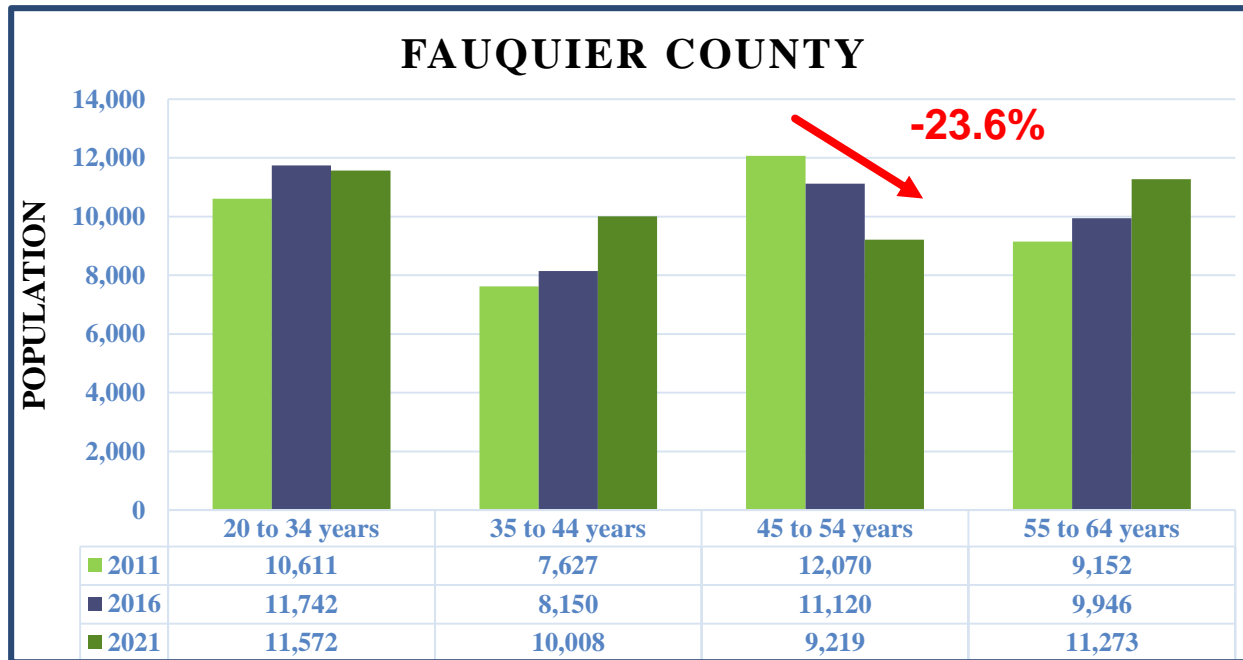
Plan 2040 – Town of Warrenton Comprehensive Plan

Guidance Language:

- Identified need for housing types which **“cater to the needs of a diverse community”**
- **Need varying house typologies – SFD, TH, Cottages**
- **Shortage of Workforce Housing**
- **Integrated bicycle and pedestrian network**
- **Create a regional strategy for addressing sewer and water needs**

Meet Current Demographic Needs

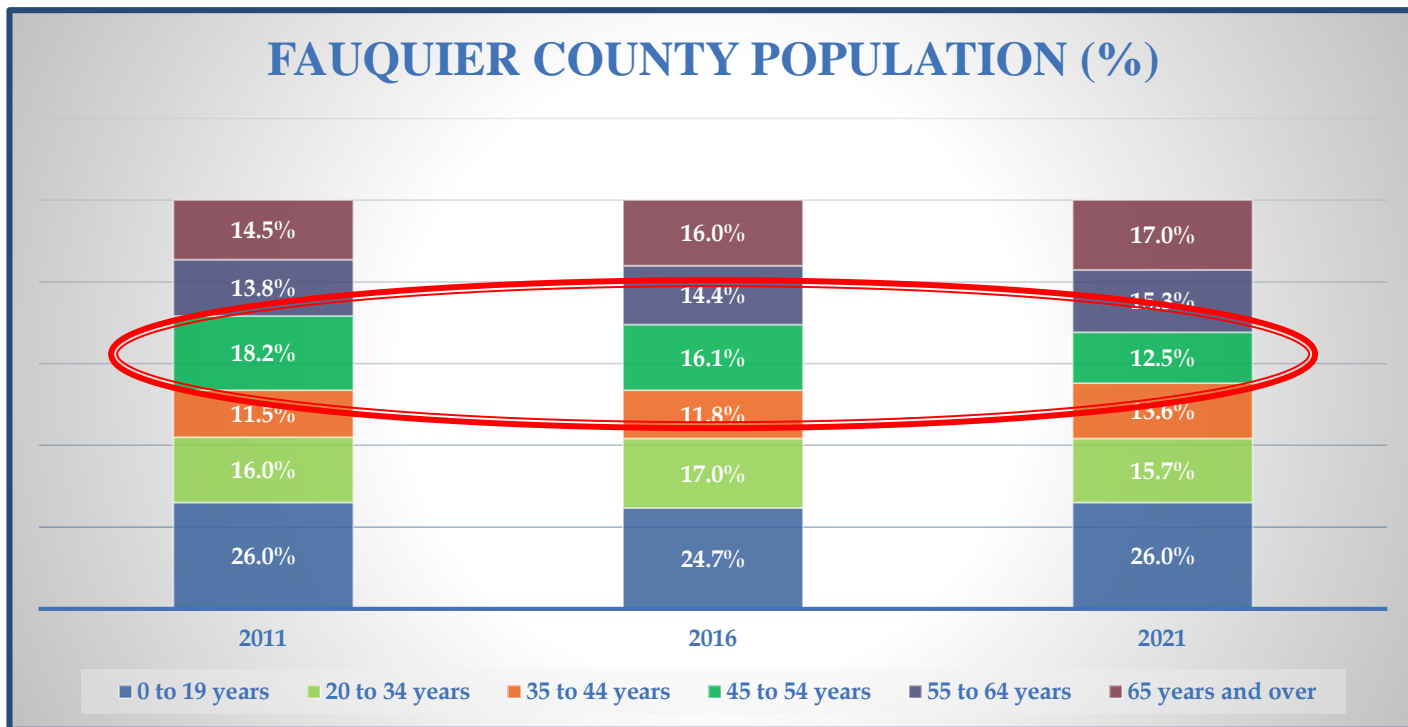
- 2011 to 2021 Demographic Data (US Census Bureau):
- 11.3% Population Growth (66,320 to 73,815 = 7,495 increase)
 - Population Growth in all Sectors EXCEPT 45-54 Age Group (23.6% Decline)



Meet Current Demographic Needs

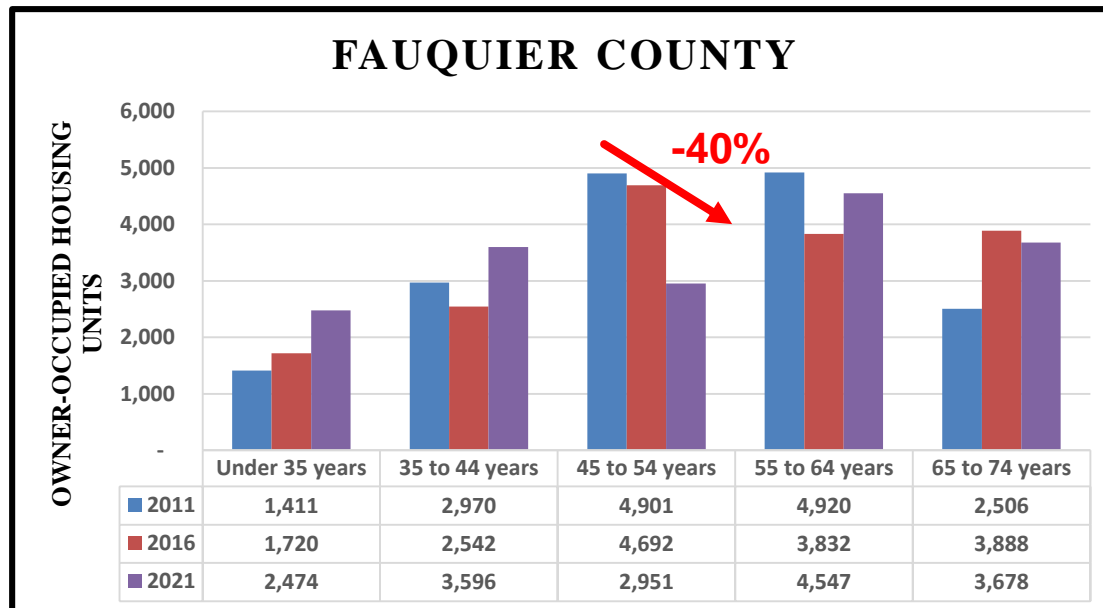
2011 to 2021 Demographic Data (US Census Bureau)

- Age 45-54 Proportion of Total Population Declining
- 18.2% in 2011 – 12.5% in 2021



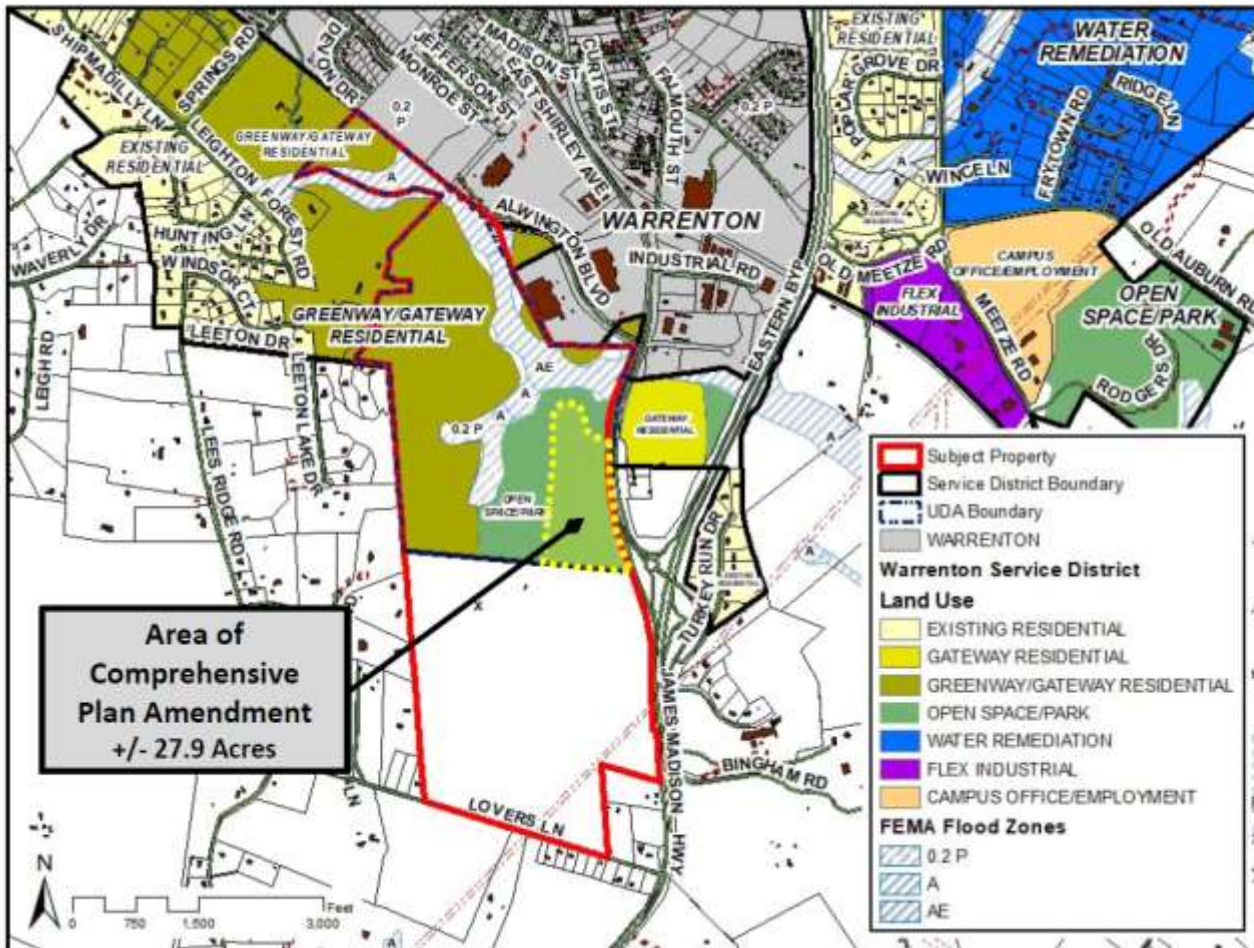
Meet Current Demographic Needs

- 2011 to 2021 Demographic Data (US Census Bureau):
- Number of Housing Units Increased 6.3% (18,565 to 19,748)
 - Population Growth of 11.3% vs Housing Growth of 6.3% (7,495 New Residents vs 1,183 New Homes – 7:1 Ratio)
 - 40% Decline Owner-Occupied Homes by 45-54 Age Group



2022 Comprehensive Plan Amendment

2022 COMPREHENSIVE PLAN AMENDMENT



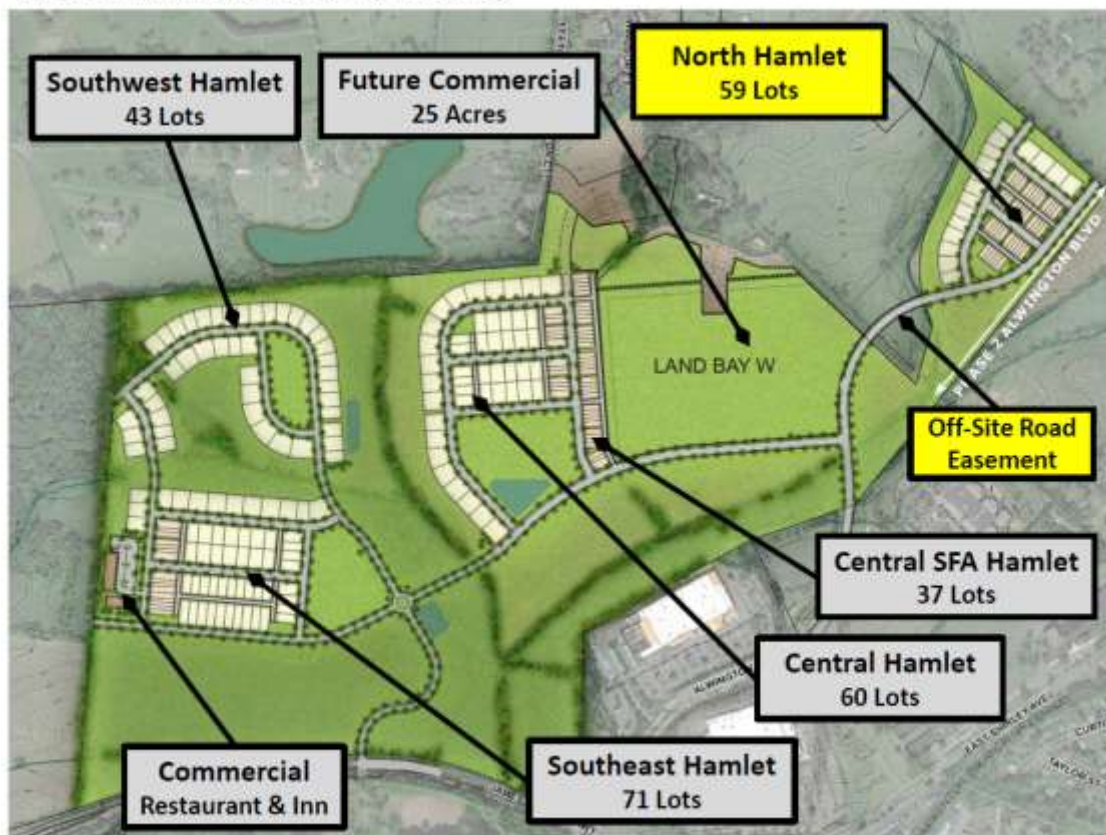
2022 Comprehensive Plan Amendment:

- Added 27.87 ac to the Warrenton Service District & Designated it as Open Space/Park
- Needed to Accommodate Larger Area for Wastewater Treatment Dispersal Areas – Average Daily Flows vs. Peak Flows
- FEMA Floodplain Expanded into Current Dispersal Area
- Restored 2015 Service District Boundary
- Extended the UDA

2023 Approved Rezoning Plan

ALTERNATIVE B SCENARIO

Arrington



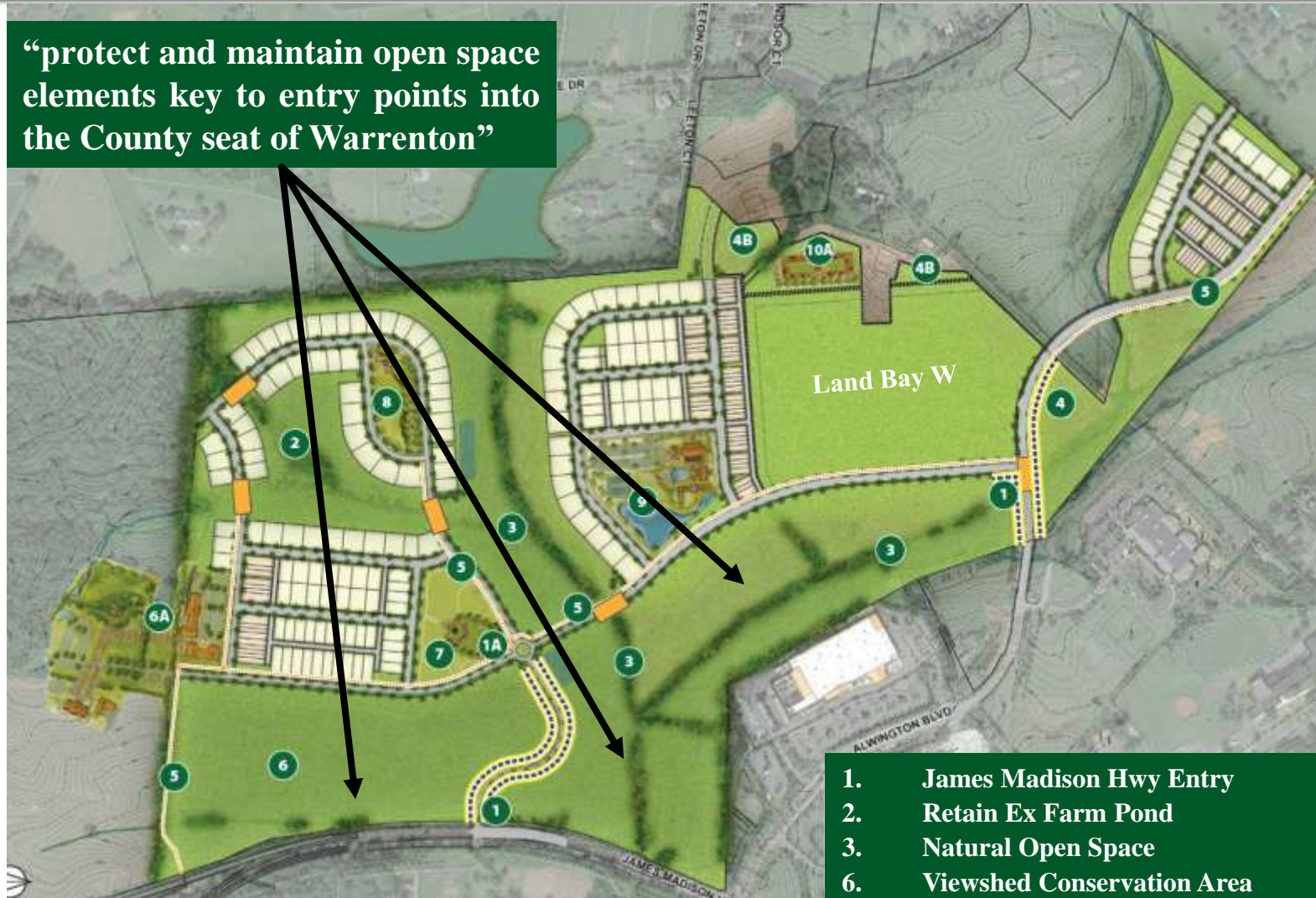
Alternative B Scenario:

- Incorporated into Town of Warrenton
- Public Water & Sewer
- Off-Site Road Easement Acquired
- 270 du (1.61 du/ac)
 - 254 Market Rate Units (94%)
 - 16 Affordable Units (6%)
- Front/Side Loaded: 127 Units Max (47%)
 - Estate A: 18 (6.7%)
 - Estate B: 23 (8.5%)
 - Neighborhood A: 46 (17.0%)
 - Neighborhood B: 40 (14.8%)
- Rear Loaded: 143 Units Min (53%)
 - Village A: 17 (6.3%)
 - Village B: 17 (6.3%)
 - Townhouse: 93 (34.4%)
 - Townhouse Affordable: 16 (5.9%)
- Restaurant (8,000 sf) & Inn (15 rooms)
- Unplanned Future Commercial: 25 ac
- Open Space: 108.88 ac (52%)

Community Planning Principles Implementation

Item C.

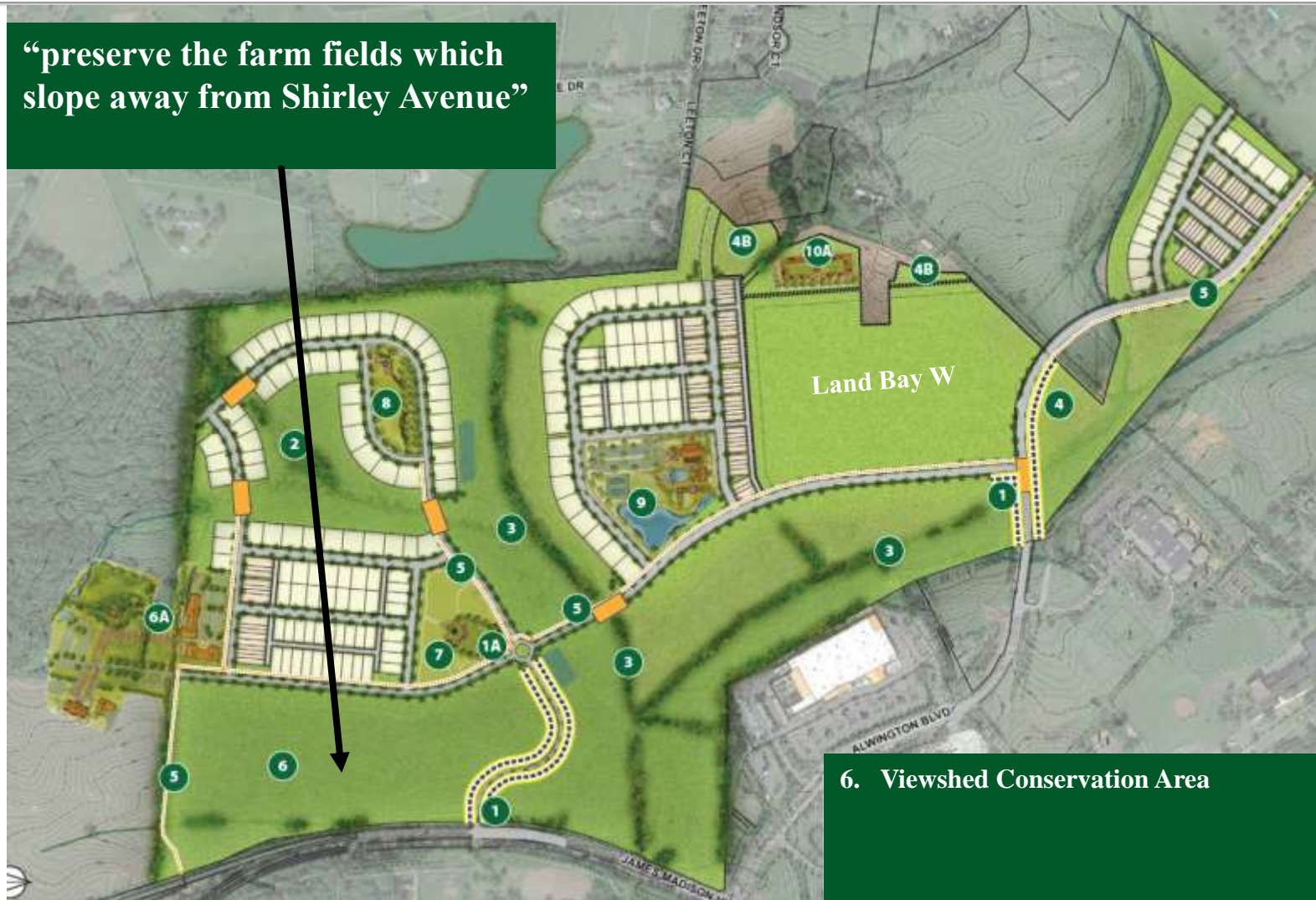
“protect and maintain open space elements key to entry points into the County seat of Warrenton”



Community Planning Principles Implementation

Item C.

“preserve the farm fields which slope away from Shirley Avenue”



6. Viewshed Conservation Area

Community Planning Principles Implementation

“clustering of residential uses” & proposed development “should be set back from Shirley Avenue”



- 7. Southeast Hamlet
- 8. Southwest Hamlet
- 9. Central Hamlet and Community Green

Community Planning Principles Implementation

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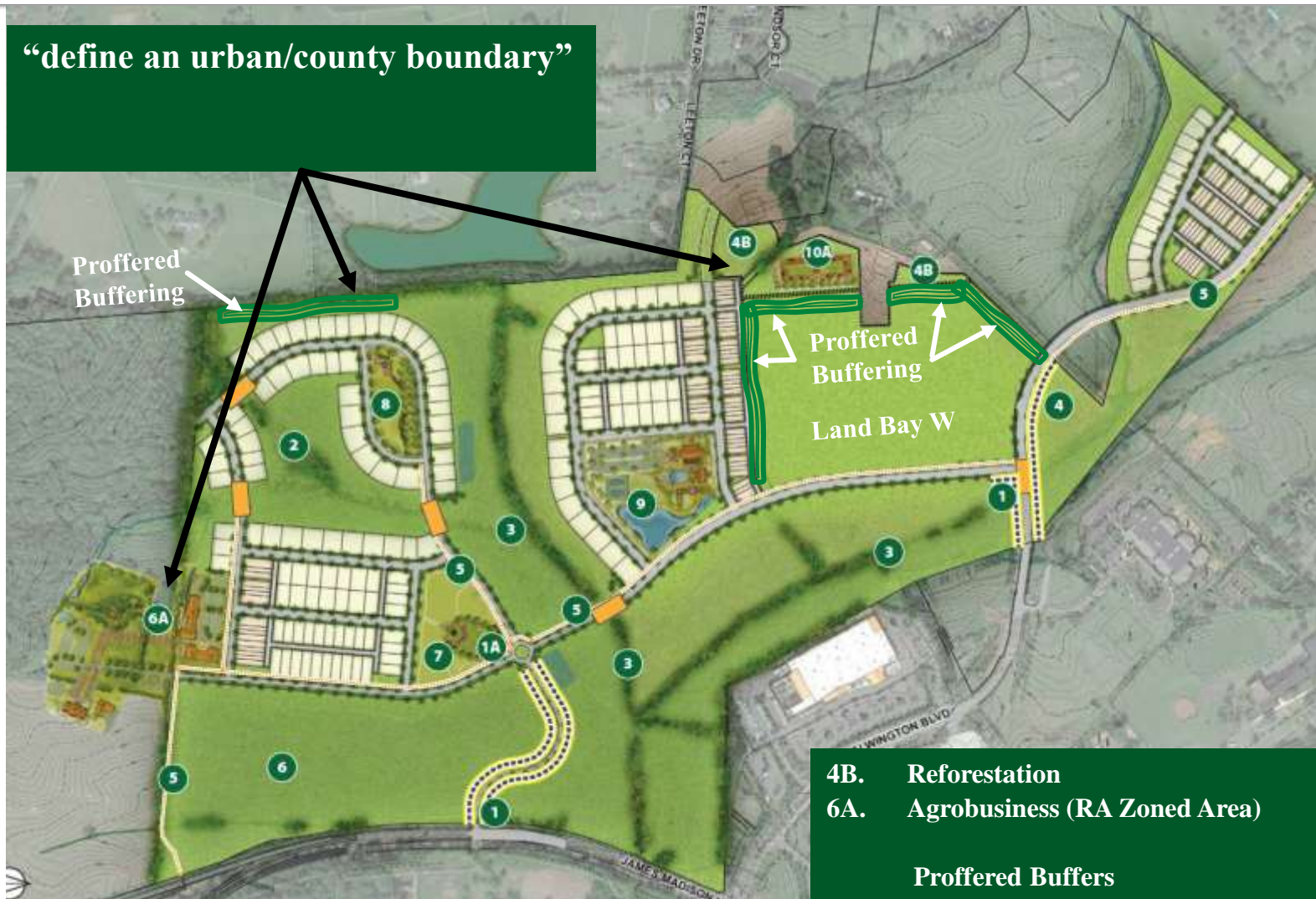
Integrated bicycle & pedestrian network to provide “pathway linkages and to preserve a historic pedestrian scale”



5. Neighborhood Pedestrian Linkages

Community Planning Principles Implementation

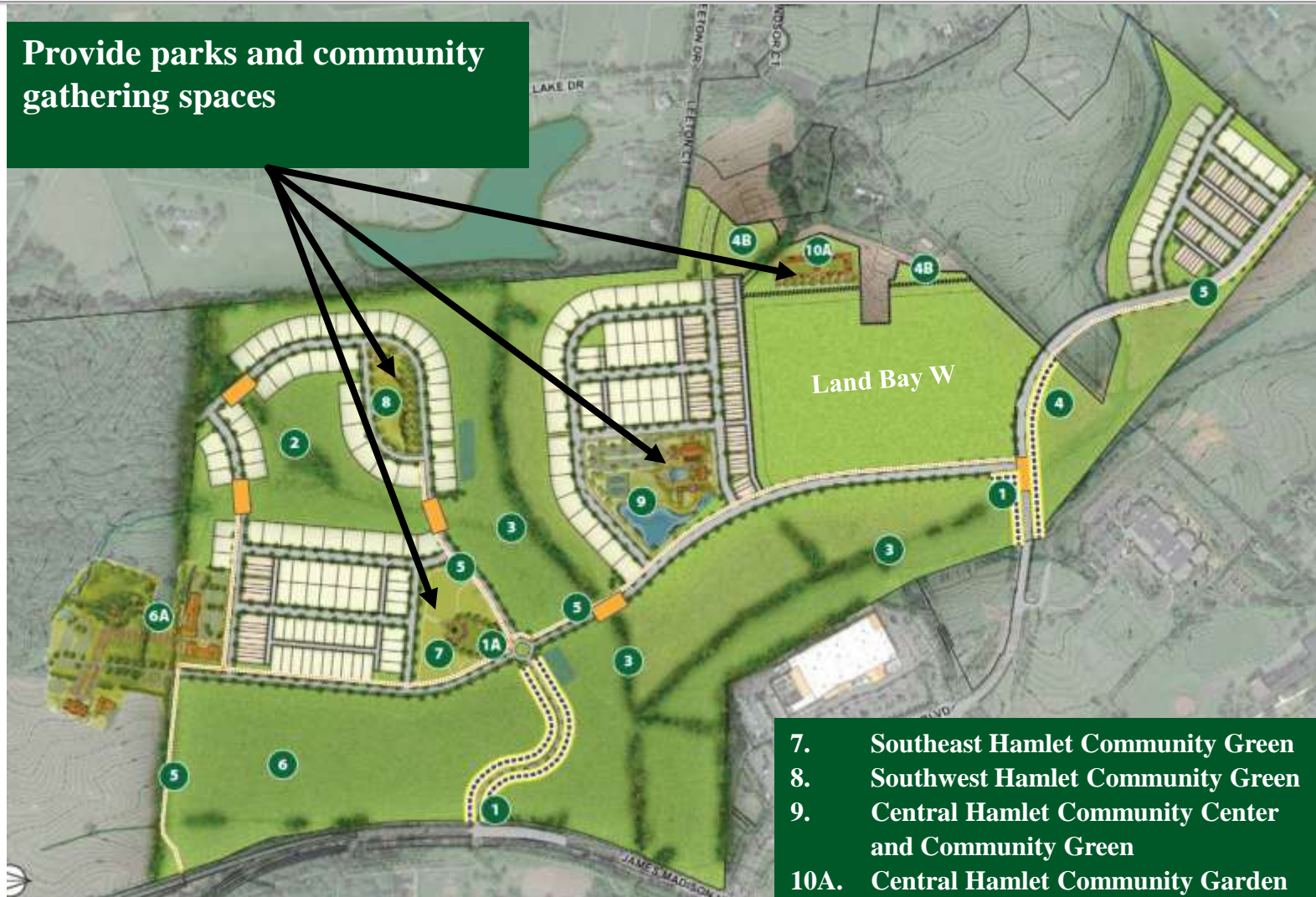
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Community Planning Principles Implementation

Item C.

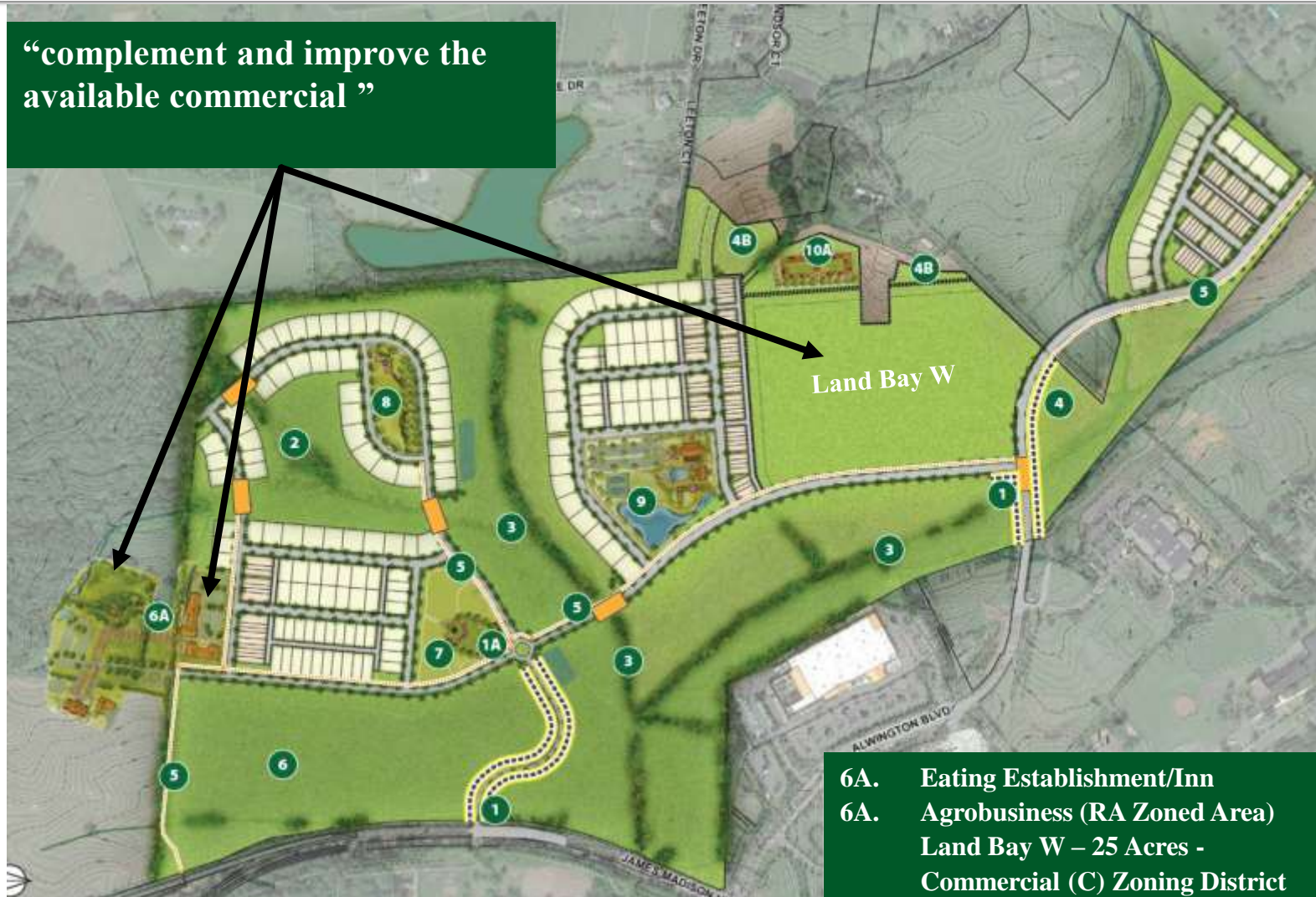
Provide parks and community gathering spaces



Community Planning Principles Implementation

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“complement and improve the available commercial”



Community Planning Principles Implementation

Item C.

Create a regional strategy for addressing sewer and water needs
– Construct Relocated Taylor Run Sewer Pump Station & Water System Redundancy



Community Planning Principles Implementation

Item C.

Identified need for housing types which “cater to the needs of a diverse community” including workforce housing and age-in-place floor plans.



161 Single Family Detached
 (25% with First Floor
 Bedroom and Bathroom)
91 Townhomes
16 Affordable Housing Units

LOT REGULATING PLAN (ALTERNATIVE B)

LOT WIDTHS

RESIDENTIAL LOTS CATEGORY	TYPE	INTERIOR/ CORNER/ END	LOT WIDTH	
			MIN (Ft)	MAX (Ft)
VILLAGE	A	INTERIOR	44	48
		CORNER	59	63
	B	INTERIOR	49	53
		CORNER	64	68
NEIGHBORHOOD	A	INTERIOR	62	66
		CORNER	77	81
	B	INTERIOR	74	78
		CORNER	89	93
ESTATE	A	INTERIOR	89	93
		CORNER	104	108
	B	INTERIOR	97	101
		CORNER	112	116
TOWNHOUSE	B	INTERIOR	19.5	20.5
		CORNER - PUB. STREET	35	40
		END - PVT. ALLEY/OS	29.5	30.5
TOWNHOUSE - AFFORDABLE	*	INTERIOR	19.5	20.5
		CORNER - PUB. STREET	35	40
		END - OPEN SPACE	29.5	30.5

Sustainable and Age-Friendly Community Design

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- Green Building Practices
- Universal Design
- Clubhouse/Pool
- Multi-Purpose Courts
- Trails



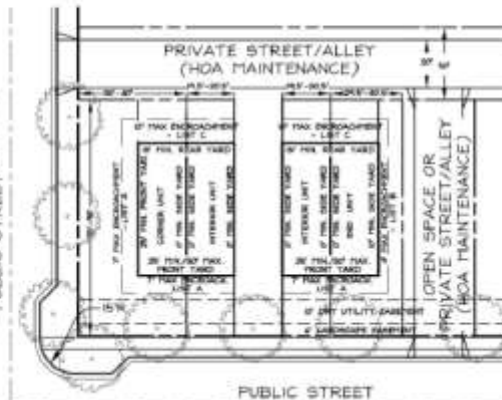
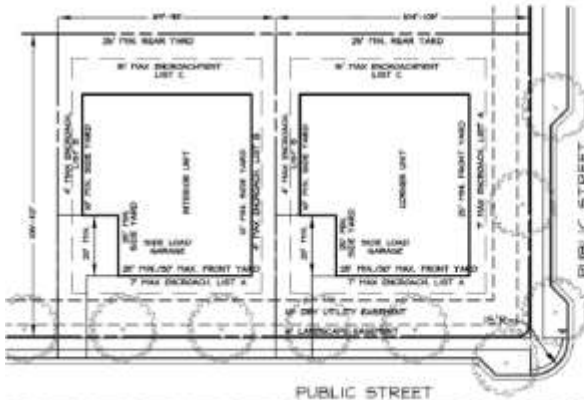
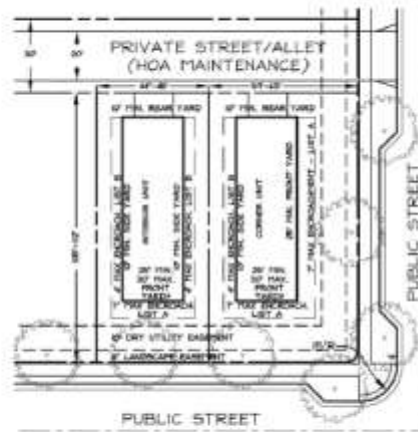
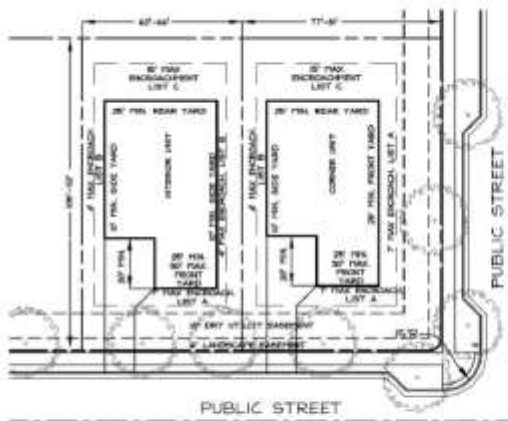
Community Planning Principles Implementation

Item C.

Code of Development regulated Neo-traditional Design Lot Standards

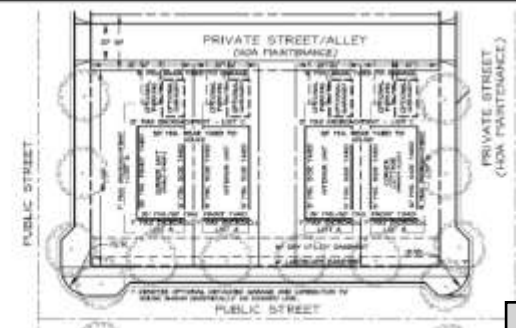
SETBACKS & GARAGES

Arrington



Development Summary:

- Setbacks
 - Front: 25' min; 30' max
 - Side: 10' min; 15' max
 - Cottage, Village & Neighborhood Lots: 5' Min; 10' max
 - Townhouse & Estate Lots: 10' Min; No Max
 - Rear (Front/Side Loaded Lot): 25' min
 - Rear (Rear Loaded Lot): 5' - 30' min
- Garages
 - Front Load: 20' min from Front (Closest Projection) of House
 - Side Load: Can be even w/Front (Closest Projection) of House



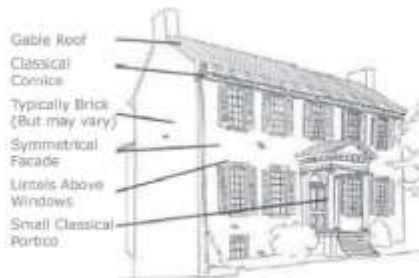
Community Planning Principles Implementation

Item C.

Code of Development regulated Neo-traditional Design Architecture

ARCHITECTURAL VARIETY

Arrington



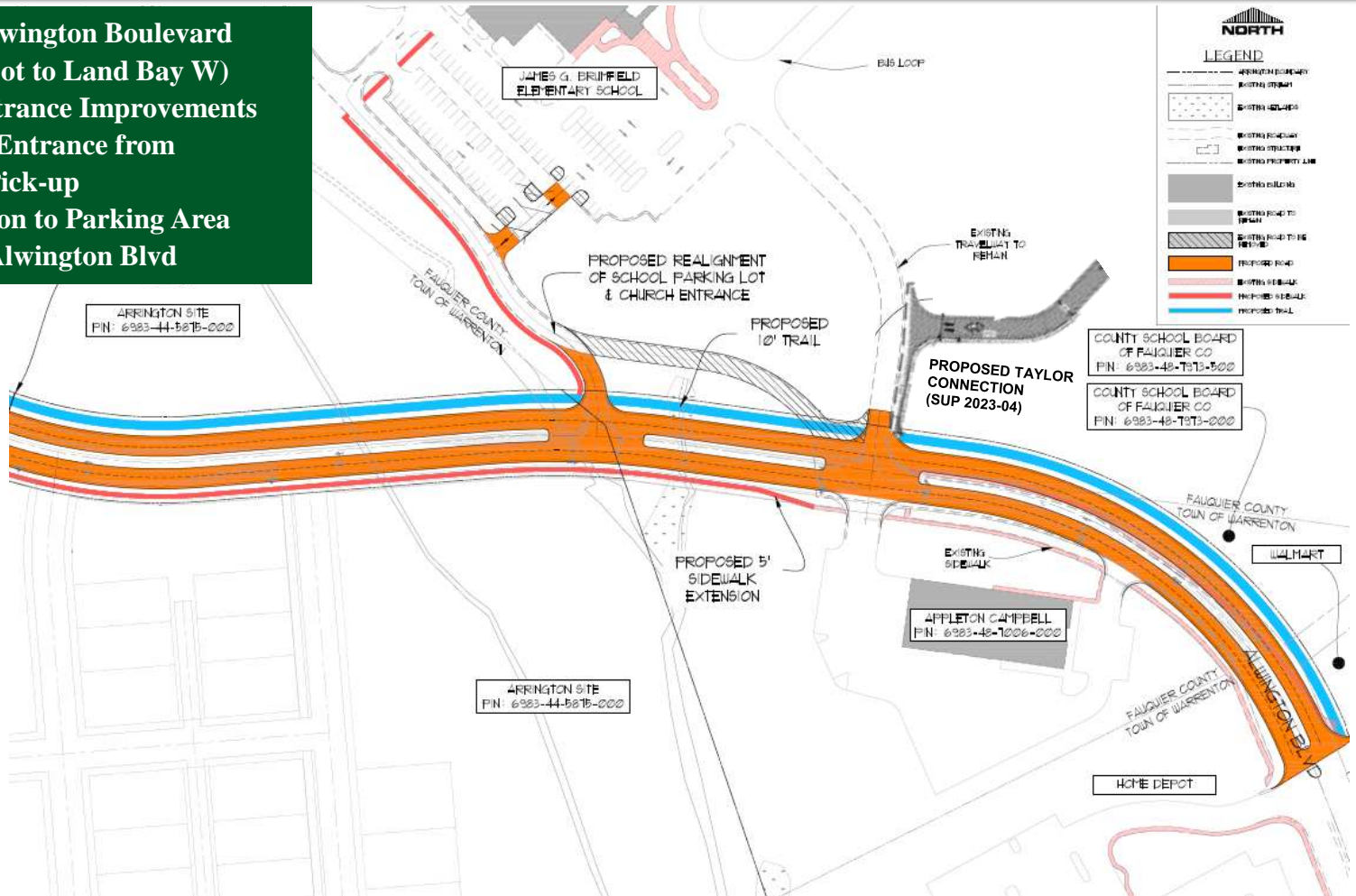
SFD Architectural Variety:

- Different Architectural Front Facades on Adjacent Lots or Lots Across the Street
 - Only Applies to lots the Same Category and Type
- Homes w/ Same Architectural Style Shall Not be Constructed on More than 3 lots Along Each Street Frontage of a Block
 - Only Applies to lots the Same Category and Type
- 20% Max of the Homes Located Along each Street Frontage of a Block can be the Same Color Scheme
- 50% Max of Houses Along Each Street Frontage of a Block Shall Have Front Facades with all or Predominantly Siding Above the Water Table
- Side Elevation of Corner Lots to Include Similar Architectural Elements & Articulations as Front Elevation

Transportation Improvements - Phase 1

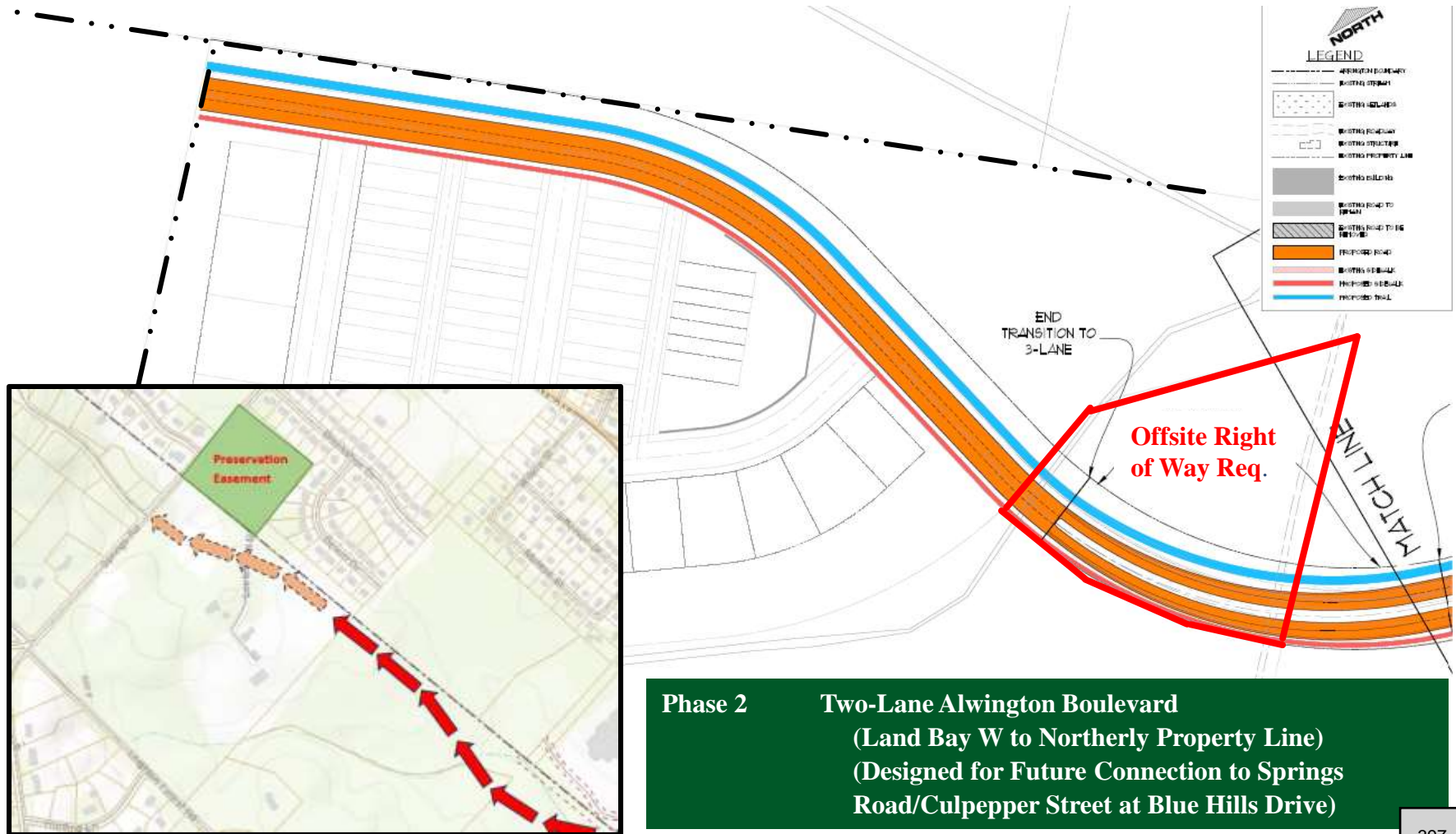
Item C.

**Phase 1 Four-Lane Alwington Boulevard
(Home Depot to Land Bay W)
Brumfield Entrance Improvements
Separate Bus Entrance from
Drop-Off/Pick-up
New Connection to Parking Area
Sidewalks to Alwington Blvd**



Transportation Improvements - Phase 2

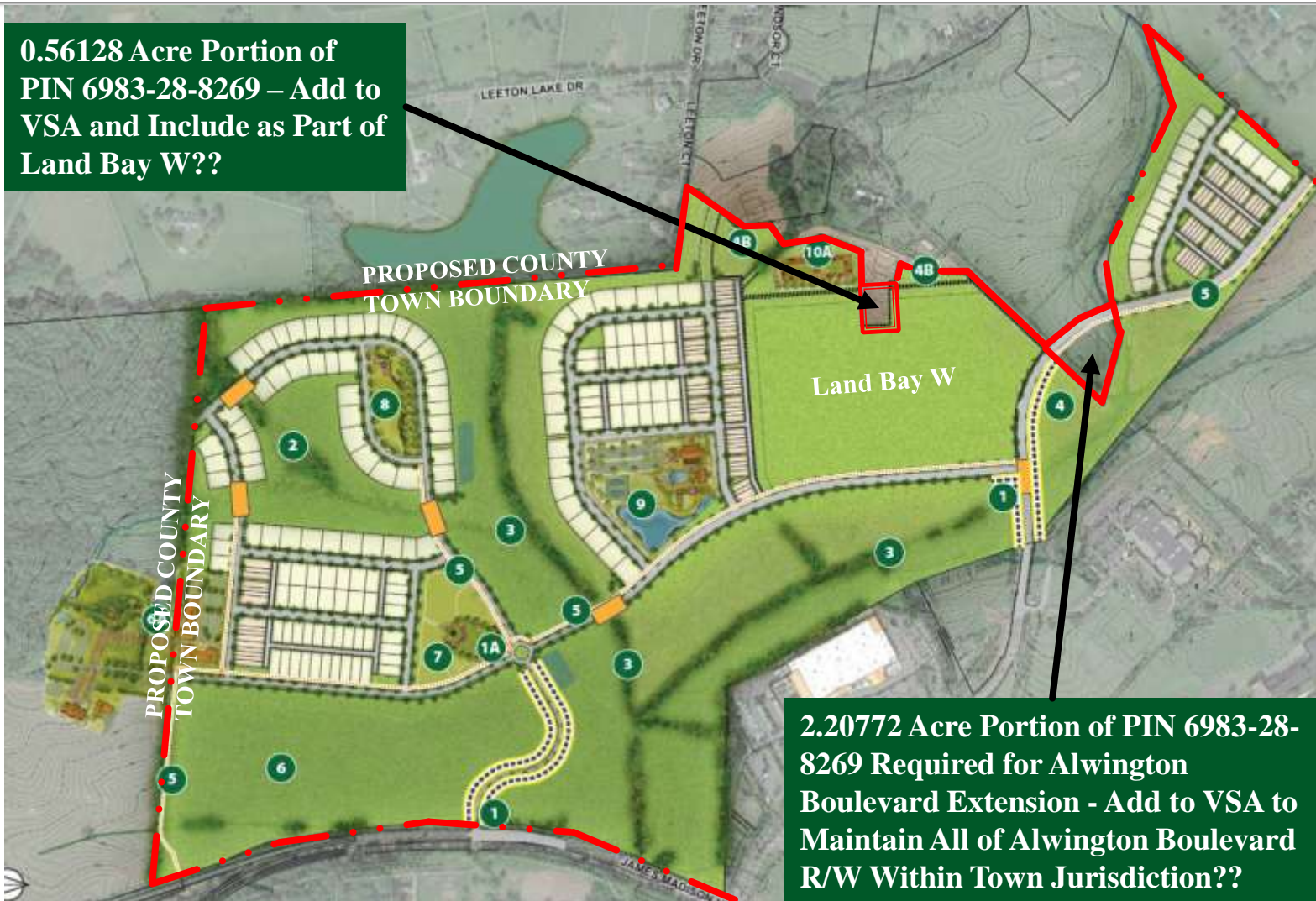
Item C.



Transportation Improvements – Phase 2 Offsite Right of Way

Item C.

0.56128 Acre Portion of PIN 6983-28-8269 – Add to VSA and Include as Part of Land Bay W??



2.20772 Acre Portion of PIN 6983-28-8269 Required for Alwington Boulevard Extension - Add to VSA to Maintain All of Alwington Boulevard R/W Within Town Jurisdiction??

398

Capital Impact Proffers

Capital Impacts – Alternative B (270 Units)			
Proffer Categories	County Model	Applicants' Proffer	Difference
Public School Facilities*	\$0.00	\$1,096,993.48	+\$1,096,993.48
Parks and Recreation Facilities	\$1,051,909.00	\$204,376.02	-\$847,532.98
Emergency Services / Public Safety	\$125,312.00	\$1,051,862.20	+\$926,550.20
TOTAL DEVELOPMENT	\$1,177,221.00	\$2,353,231.70	+\$1,176,010.70

Proffered Contributions:

- Schools: \$3,334.62 per Market-Rate Unit
 - Construction of Taylor Middle School
- Schools: \$250,000 LS
 - Estimated Construction Value for Brumfield Entrance/Potential Contribution
- Parks & Rec : \$804.63 per Market-Rate Unit
 - Improvements to Ex. Facilities & Construction of New Facilities
- Emergency Services: \$4,141.19 per Market-Rate Unit
 - Construction of a Fire and Rescue Station
 - Construction of a Public Safety Building

Thank You

Item C.

QUESTIONS???



Office of the Town Manager
Frank Cassidy

Warrenton Town Council

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

Item D.

STAFF REPORT

Council Meeting Date:	April 9, 2024
Agenda Title:	ZOTA Initiation - Accessory Dwelling Units
Requested Action:	Initiate a Zoning Ordinance Text Amendment to Articles 3, 9, and 12
Department / Agency Lead:	Community Development
Staff Lead:	Rob Walton, Director of Community Development

EXECUTIVE SUMMARY

During the March 12, 2024, Council Member Paul Mooney asked to consider a Text Amendment related to accessory dwelling units in the Town of Warrenton. Currently, the Town's Zoning Ordinance allows accessory dwelling units in the following residential districts with the approval of a Special Use Permit (SUP): R-15, R-10, R-6, and R-40. Accessory dwelling units are permitted by-right in the PSP District, and not permitted at all in the RT and RMF Districts. Mr. Mooney has asked staff to analyze the requirements currently set forth and to consider allowing accessory dwelling units by-right in all residential zoning districts. The initiation of this text amendment would allow staff to begin drafting the changes to the Zoning Ordinance and begin working with the Planning Commission.

BACKGROUND

Attainable housing is a goal of the Town of Warrenton. An "accessory dwelling unit" is defined in the Town's Zoning Ordinance as, "a subordinate dwelling unit in a main building or accessory building for use as a complete, independent living facility with provisions within the accessory dwelling for cooking, eating, sanitation, and sleeping. Such a dwelling is an accessory use to the main dwelling." Article 9 of the Zoning Ordinance also contains additional standards by which accessory dwelling units are regulated (below):

Article 9 Supplemental Use Regulations

9-1 Accessory Structures and Uses; Parcel Limitations

- 9-1.1 The aggregate gross floor area of an accessory structure (i.e., the total gross floor area of all accessory structures) shall not exceed thirty (30) percent of the area of the rear yard, nor shall it exceed 25% of the total area of the principal structure.
- 9-1.2 Accessory structures shall not be located closer than five (5) feet to any rear or side property line.
- 9-1.3 An accessory dwelling structure in a single-family dwelling or in an accessory building may be permitted by Special Use Permit in an R-15 or R-10 Residential District, provided that

1. Either the main dwelling or the accessory dwelling structure be occupied by the owner of the property,
2. The accessory dwelling structure shall not exceed twenty-five (25) percent of the total floor area of the main dwelling nor contain less than five hundred (500) square feet of floor area,
3. The general appearance of a single-family dwelling shall be maintained,
4. No exterior stairways to a second floor be constructed at the front or side of the main building, and
5. At least three (3) off-street parking spaces are available on the property for use by the owner-occupant and the tenant.

Staff has been asked to look at revising the Zoning Ordinance to allow accessory dwelling units as a by-right use in the residential districts to increase the attainable housing stock within the Town. By-right accessory dwelling units are commonly found as a by-right use in other jurisdictions as long as the accessory dwelling is subordinate to the principal structure.

STAFF RECOMMENDATION

Staff recommends Town Council initiate the Zoning Ordinance text amendment to Articles 3, 9 and 12 to allow staff to begin working on the Zoning Ordinance Text Amendment

Service Level/Collaborative Impact

As part of the text amendment, staff will need to work closely with GIS to determine the possible number of additional units that could be created and Public Utilities to determine the impact of additional water usage and creation of wastewater that will need to be processed at the wastewater treatment plant. Staff will also reach out to other jurisdictions to identify any issues that could be addressed through this revision.

Policy Direction/Warrenton Plan 2040

Warrenton Plan 2040's Housing Vision envisions inclusive and attainable housing for all ages, incomes, and needs that is compatible with existing Town character to create walkable communities with shared open space and a sense of place. A key aspiration related to this vision includes:

- Allowing for housing types that cater to the needs of a diverse community, including young families, professionals early in their careers, essential workforce (e.g. teachers and police officers), and those entering retirement.

Fiscal Impact

A fiscal impact analysis has not been conducted.

Legal Impact

None identified

ATTACHMENTS

- 1. Resolution

RESOLUTION TO RECOMMEND THE TOWN STAFF ANALYZE AND BEGIN THE PROCESS TO AMEND THE ZONING ORDINANCE TO REVISE ARTICLE 3 ZONING DISTRICTS AND MAP, ARTICLE 9 SUPPLEMENTAL USE REGULATIONS, AND ARTICLE 12 DEFINITIONS AS IT RELATES TO ACCESSORY DWELLING UNITS

WHEREAS, the Town of Warrenton’s Zoning Ordinance contains provisions to allow accessory dwelling units as a permissible use, and as a permitted use in the PSP District, within certain residential zoning districts; and

WHEREAS, Town Council expressed an interest in allowing accessory dwelling units by-right and requested Staff to initiate this Zoning Ordinance Text Amendment; and

WHEREAS, Staff is requesting the initiation of a Zoning Ordinance text amendment to revise Articles 3 Zoning Districts and Map, Article 9 Supplemental Use Regulations, and Article 12 Definitions to allow Staff to begin drafting changes to the Zoning Ordinance to allow accessory dwelling units by-right in certain zoning districts, and to revise the Supplemental Use Regulations (Article 9) as needed, and to revise the Article 12 Definitions as necessary; and

WHEREAS, the Town of Warrenton has determined that the public necessity, convenience, general welfare, and good zoning practice warrant this amendment; and

WHEREAS, pursuant to Section 11-3.9.2 of the Town Zoning Ordinance allows Town Council to initiate a text amendment by Resolution.

NOW THEREFORE, be it resolved, that the Town Council of the Town of Warrenton directs Town Staff to analyze and prepare a text amendment to the Town Zoning Ordinance to amend Article 3 Zoning Districts and Map, Article 9 Supplemental Use Regulations, and Article 12 Definitions and begin working with the Town of Warrenton’s Planning Commission.

Voting for:

Voting against:

Adopted:



Office of the Town Manager
Frank Cassidy

Warrenton Town Council

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

Item E.

STAFF REPORT

Council Meeting Date:	April 9 th , 2024.
Agenda Title:	Code of Conduct Committee
Requested Action:	Consider Recommendations for the Code of Conduct Committee
Department / Agency Lead:	Town Council
Staff Lead:	Carter Nevill, Mayor

EXECUTIVE SUMMARY

The Code of Conduct Committee was established at the March 12, 2024, Town Council Work Session. This newly formed Special Committee will be responsible for reviewing and updating the Code of Ethics. For the Town Council and all boards and commissions beneath them. Staff have been instructed by the Town Manager to assist in this endeavor. Consider the points of direction for them to follow. This report will lay out suggested items for the committee to focus on.

Goals of the committee:

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

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

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

BACKGROUND

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

STAFF RECOMMENDATION

Receive the information from the Mayor. Consider the information provided in the attachments for reference and establish a starting point.

Service Level/Collaborative Impact

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

Policy Direction/Warrenton Plan 2040

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

Fiscal Impact

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

Legal Impact

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

ATTACHMENTS

- 1. Ethics Statement
- 2. Strategic Retreat report
- 3. Suggested items from the Virginia Institute of Government for Review.



AFTER ACTION REPORT

Town Council - Extended Work Session

TOWN MANAGER WORKING DRAFT

I. SCOPE OF WORK FOR TOWN OF WARRENTON

In the fall of 2023, the Virginia Institute of Government (Institute) was retained to design and facilitate a one-day retreat on Friday January 26, 2024 in Warrenton Virginia, and after the conclusion of the retreat, provide recommendations for next steps including drafting the Council’s next 3–4-year strategic plan to provide a foundation for policy and budgetary decisions in sync with the 2040 Comprehensive Plan.

(See Appendix A for relevant sections of the Scope of Work)

II. PREPARATION FOR THE EXTENDED WORK SESSION

Preparation for the extended work session included:

A. Review of:

- The Fall 2022 After Action Report prepared by the Institute and an examination of the key findings and recommendations developed for 2022 Council and the interim Town Manager.
- The Comprehensive Plan
- The Council Handbook
- Town of Warrenton official Website
- Town Council Meeting Information & Guidelines for Participation
- Meeting Order for Work Session and Regular Meeting
- Staff Report format/template
- Contemporary Press Coverage
- Various website from the November 2023 campaign

(See Appendix B for fall 2022 After Action Report)

B. Interviews of Council Members including:

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

(See Appendix C for Council Directory)

C. Interviews of Professional Staff including:

Warrenton Town Manager, Frank Cassidy
 Warrenton Town Clerk, Stephen Clough

III. Extended Work Session

A. Agenda for the Day

After feedback from the interviews of the Council members, an agenda for the day was developed by the Institute and approved by the Mayor and the Town Manager.

The major subjects included:

- **A Review of Fall 2022 After Action Report**
- **Discussion of the elements of a vision for the Town**
- **Consideration of key priorities and major goals for:**
 - *Resiliency: Financial and Workforce*
 - *Preparedness: Technology and Utilities*
 - *Livability: Affordable Housing*
- **Presentation on the roles and Responsibilities of Locally Elected Officials**
- **Conversations around best practices in local government policy setting**

(See Appendix D for the Retreat Agenda)

B. Results from retreat exercises

- Exercise #1 - Norms of Behavior
Assignment – We all have expectations about how others should behave. What are your expectations with regard to the conduct of your fellow Council members?
(See Appendix E for exercise #1 results)
- Exercise #2 - Vision for Warrenton’s Future
Assignment – Look into your crystal ball – what does your best vision of Warrenton look like in the year 2040?
(See Appendix F for exercise #2 results)
- Exercise #3 – Strategic Goals
Assignment – List your top objectives for each of the following priorities and any others you may have that are not listed.
(See Appendix G for exercise #3 categories)

IV. Recommendations For Warrenton Town Council

Recommendation #1

Update the language in the current Town Council Handbook and create a comprehensive document so:

- The public understands the standards and guidelines that apply to their Town Council and Council members
- New members are familiarized with the standards and guidelines during their onboarding to the Council
- Continuing Council members can annually reaffirm their support of its contents, or recommend changes for adoption, at the organizing meeting in January or some other annual date selected by the Council
- Appointed members of committees, councils and commissions of the Town Council will have clear expectations of how they are to conduct the Town’s business

Although Council members appreciate that they are comprised of diverse thinkers with sometimes different policy objectives, a thorough review and updating of the Town Council Handbook is necessary to renew trust and restore cooperation and collaboration to the body as a whole.

Currently some of the language used to describe guidelines and policies have provided room for individual member interpretation which has, in turn, led to misunderstanding and conflict.

For instance, per the Code of the Commonwealth of Virginia, two elected officials may meet to discuss policy elements regarding matters that concern the elected body on which they serve, without declaring a public meeting. Such a meeting may include professional staff, provided attending staff members follow the guidelines set forth by their CAO. Yet the Handbook contains a provision which lacks enough specificity, to lead some to interpret this as a stipulation that the results of such meetings, should they be considered “substantive”, and should they eventually come before the Council, be shared publicly. What is “substantive”? When should results be shared and by whom and what is “publicly”? Without knowing the purpose of this language, or under what circumstances it applies and when it does not, we observe that this is recipe for misunderstandings and is the source of recent controversy among members.

Another example of language that should be updated, is the use of the supercharged word “ethics” referring to a “Code of Conduct” that Councilors agree would make for good working relationships among Council members.

The term “ethics” is typically used by local governments and state agencies to refer to state code sections regarding the *Freedom of Information Act (FOIA)* and the *Conflict of Interest Act (COIA)* that govern open government and ethical principles for state and local government officials.

A “Code of Conduct”, sometimes titled “Operating Agreement Among Members”, refers to an agreement or understanding developed around the “norms of behavior” that members expect from each other.

The term “Rules” generally refers to the operating rules of procedure adopted by the Board or Council at their organizing meeting each January. Contents typically include order of the public meetings, whether Roberts Rules or some other parliamentary protocol applies when decisions are made and also outlines other administrative functions of the governing body.

The term “Board or Council Handbook” generally refers to the compilation of the “Codes of Conduct”, “Board Rules”, and the State dictated “FOIA & COIA Ethics” requirements.

The Town of Warrenton is not in a unique position. With rising incivility on public bodies and in public meetings, jurisdictions across the country are working on “Codes of Conduct” for their own governing bodies and for their appointees who serve on committees, councils and commissions to follow as well.

The retreat developed good work around the norms and expectations that Council members have regarding collegial behavior. Taking this groundwork and updating the current Town Council Handbook should be a significant priority for Council.

With consensus on clear operating guidelines and protocols going forward, facilitating a Town Council that works well together even when there are disagreements over policy direction, the business of the citizens of Warrenton can be better accomplished.

Recommendation #2

Create a Strategic plan for the Council by:

- Using the work of the retreat as a foundation
- Seeking more detail through additional interviews of Council members and staff
- Reviewing the draft at a Council work session
- Presenting it to the residents of Warrenton for comment at a public hearing
- Adopting the plan and establishing an annual performance review to measure progress

V Appendixes

Appendix A - Relevant sections of the Scope of Work

Appendix B - 2022 After Action Report

Appendix C - Town Council Directory

Appendix D - January 2024 Retreat Agenda

Appendix E - Exercise #1 Results

Appendix F - Exercise #2 Results

Appendix G - Exercise #3 Form



UNIVERSITY
of VIRGINIA

Weldon Cooper Center
for Public Service
Virginia Institute of Government

Prepared for: Town of Warrenton

Date: November 4, 2023

Description of the Scope of Work

The Institute will design and facilitate an extended work session on January 26, 2023 for the members of Warrenton's Town Council to explore next steps for the Board to achieve high performance governance standards and to develop the Town's 2024-2027 strategic plan.

Phase I Strategic Planning Retreat

To tailor the content to the specific needs of the Town, preparation for the retreat will include:

Planning meetings held with the Town Manager and Mayor or their assigns and the Clerk of the Council to create a productive retreat environment.

Conducting confidential interviews with the Mayor, the other members the Council, the Clerk, the Town Manager, and any department heads identified by the Town Manager held virtually or telephonically.

The Institute consultant will also re-review all written reports, planning documents and other materials provided and design the work session agenda, exercises and power point, and facilitate the meeting.

The session will start by reviewing the difference between campaigning and governing and move on to develop a culture for governing as a team. Consensus on the cultural norms and behaviors Council members hope to achieve will be explored and this section will end by exploring conflict prevention and resolution skills useful in working with both citizens and each other.

The strategic planning portion of the retreat will begin with the exploration of best practices surrounding the roles and responsibilities of professional staff and elected members of the jurisdiction. High functioning bodies understand the difference between policy making and execution and we will explore where one responsibility ends and the other begins.

Next, the key priorities developed by the Council in the fall of 2022 and themes from the 2024 confidential interviews will be reviewed to reach consensus around high level priorities. The remainder of the retreat will be spent developing the goals, objectives and in some cases, strategies that will serve as a foundation for an actionable plan.



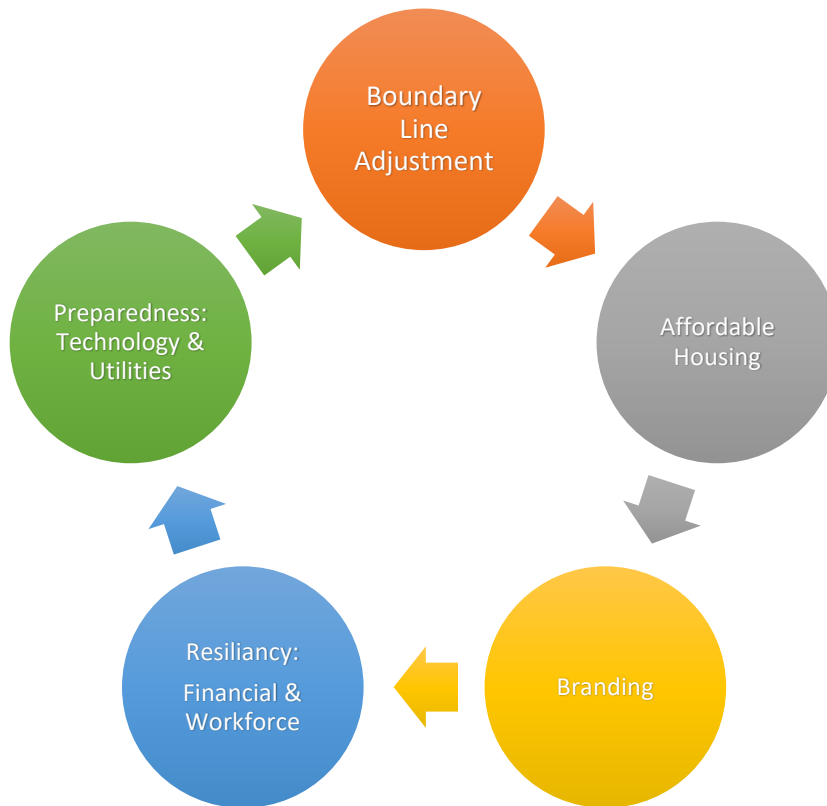
Weldon Cooper Center
for Public Service
Virginia Institute of Government



Warrenton Town Council Retreat - After Action Summary

1. Executive Summary

From the combination of reaffirmed existing priorities and the top-rated emerging priorities, all of which can be found rooted in the Comprehensive Plan, the following are by consensus the top priorities for 2023:



1. **Boundary Line Adjustment** – including overall relationship with the County and the process to finish this project
2. **Affordable Housing** – including how the County and Non-Governmental Organizations can assist in this challenge
3. **Branding** – Determining the next steps in this ongoing priority
4. **Resiliency & Preparedness** – Identifying key actions and initiatives that will protect and promote a successful future for Warrenton specifically in the areas of financial and workforce resources and also with attention to technology and utilities

Recommendations:

To build on the work of the September 24 retreat and to be well positioned for the FALL, WINTER & SPRING next steps, it would be advisable to review these priorities and:

1. Identify staff resources needed to execute the initiatives that will address these priorities
2. Identify the discretionary funding needed to pursue these priorities. This revenue will be in addition to the funding needed for general services and capital expenses in the budget.

It is also advisable to adopt project mapping software so initiatives can be reviewed for planning purposes and analyzed for milestone progress.

2. Overview

Retreat Preparation

During the weeks preceding the Warrenton Town Council planning session, 1-hour individual interviews were conducted to prepare for the retreat. The following people participated in a one-on-one format via video with Jane Dittmar from the Virginia Institute of Government:

Council Members (9)

H. E. Carter Neville – Mayor
James N. Hartman – Vice Mayor (Ward 4)
Renard Carlos – At Large Member
Sean Polster – At Large Member
Heather D. Sutphin – Ward 1
William Semple II – Ward 2
Brett A. Hamby – Ward 3
Jay Heroux – Ward 5 (newly appointed)
Kevin Carter – Ward 5 (recently resigned)

Professional Staff (10)

Chris Martino – Interim Town Manager
Tommy Cureton – Deputy Town Manager
Stephen Clough – Town Clerk
Kacey Braun- Human Capital Director
Frank Cassidy – Public Works & Utilities Director
Denise Harris – Planning Manager
Michael Kochis – Chief of Police
Stephanie Miller – Finance Director
Jonathan Stewart – IT Director
Kelly Koernig – Parks & Recreation (Acting) Director

The Retreat

On September 24, 2022, The Warrenton Town Council convened a day long retreat at the Warrenton Police station. Those present included:

Council Members (8)

H. E. Carter Neville – Mayor
James N. Hartman – Vice Mayor (Ward 4)
Renard Carlos – At Large Member
Sean Polster – At Large Member
Heather D. Sutphin – Ward 1
William Semple II – Ward 2
Brett A. Hamby – Ward 3
Jay Heroux – Ward 5

Professional Staff (4)

Chris Martino – Interim Town Manager
Tommy Cureton – Deputy Town Manager
Stephen Clough – Town Clerk
Stephen Bruck – IT Specialist

Facilitator

Jane Dittmar – Virginia Institute of Government

RETREAT AGENDA

- 1) Roles & Responsibilities of Elected Bodies and Professional Staff
- 2) Norms and Expectations among Council Members
- 3) Communication Strategies for Council Members
- 4) Challenges and Opportunities facing the Town
- 5) Existing Priorities found in the last Strategic and Comprehensive Plans
- 6) Emerging Priorities based on Challenges and Opportunities facing the Town
- 7) Next steps

1. Roles and Responsibilities

A. Summary

The science and philosophy behind highly performing elected bodies and their staff was discussed. Material from national and international organizations was reviewed.

Town Council

There was agreement that the Council is the policy maker and responsible for addressing the Town's long-term future by adopting the capital improvement and comprehensive plans, formulating annually a budget and setting the tax rate, enacting local ordinances and making land use determinations. The Council also understands its role hiring the Town Manager, Clerk and Attorney (or by securing outside legal services).

Town Manager & Staff

There was agreement the Town Manager is responsible for hiring, reviewing and retaining professional staff to execute Council policy and for ensuring high-level service delivery for Town residents. Discussion followed whether it was appropriate for individual Council members to work directly with staff instead of going through the Manager with constituent service requests. Utilizing the Town Manager to triage requests is the protocol described in the 2024 Warrenton Town Council Handbook. The handbook procedure was reaffirmed and Council members decided to review protocols on handling constituent service and other requests when the new Manager is on boarded.

Preferences for how Council Would Like Information

The group also discussed their preference in receiving briefings and recommendations from staff. There was consensus that an executive summary of findings and the recommendation of staff is a format that would be well received. There was not general consensus on how many options should be offered. Some members preferred just one recommendation with supporting justification. Others wanted a recommendation that included all the options considered by staff, and besides the supporting justification for the final recommendation, they wanted a brief explanation as to why the other options were rejected. One member did not like having three options to consider. There should be further discussion about how to present the staff recommendation found in their executive summaries.

2. Norms and Expectations

A. Summary

During individual Council members' interviews, the topic of norms of behavior among members came up frequently. This subject was added to the agenda. Besides stated norms found in the 2024 Warrenton Town Council Handbook, the Council discussed norms that were important to them individually and as a whole. Questions were posed such as:

- 1) How do we develop and find consensus on our norms?
- 2) How do we (shall we) evolve our norms?
- 3) How do we communicate our norms to new members?
- 4) What do we do if a norm is violated unintentionally?
- 5) What should we do if a member needs to violate a norm?

B. Individual interviews

During the individual interviews the following themes emerged:

- 1) **One Voice** – Members should bring policy and requests to the full Council so by majority, the Council can speak as “one voice”.
- 2) **No Surprises** – let your fellow members know in advance if they might be surprised by a motion or announcement
- 3) **General Decorum** – treat other members as you want to be treated
- 4) **The actions of a fellow member v. the member** – criticize actions or policies being promoted by a member, not the member themselves and keep language from becoming personal. Exercise care in social media posts and other group communication.
- 5) **My Ward – Our Town** – recognize and respect the ward members who represent a particular ward and all members should understand that the Council considers the good of the whole town.
- 6) **Horse trading votes** – when horse trading ward to ward, ensure that these votes are good for the whole town.
- 7) **Handling “breaches”** – reach out to understand a breach before reacting to what you assume was the motivation.

C. Exercise results

Members broke into four groups of two each to discuss norms and expectations. The following highlights illustrate the priorities of the members:

1) Boundaries

- a. **Ward boundaries** – those in wards request that they be notified if another member has town business to discuss or attend to in their ward. That said, some members didn't want the town to be too siloed by ward boundaries and wanted everyone to vote on behalf of the entire town.
- b. **Staff boundaries** – “don't put staff in the middle on issues”

2) Respect for each other

There was also good consensus around the showing of mutual respect by avoiding surprising a fellow member by talking outside of official meetings, coming prepared to meetings, accepting each other's differences and handling disagreements or concerns in private and preferably in person.

3) Handling Breaches

Discussion included the recommendation that any breach should be addressed carefully with respect on both sides.

3. Communication Strategies & Tools

Some time was devoted on tools and strategies for effective communication.

4. Existing Priorities

A. Summary

The Council spent time reviewing existing priorities found in the Comprehensive Plan “Plan Warrenton 2040” and in the findings of the last strategic plan held in 2019.

Plan Warrenton 2040 serves as the official document tying together community features with the overall vision for its future. It is broken into 7 areas of community policy and development:

- 1) Historic resources
- 2) Community facilities
- 3) Housing
- 4) Open space, parks & environment
- 5) Transportation and circulation
- 6) Economic and fiscal resilience
- 7) Land use and character district plan

B The strategic plan created in 2019 identified the following priorities:

- 1) **Boundary Adjustment- Facilities** – From the Community Facilities section of the Comprehensive Plan
- 2) **Branding- Who, What, Where** – From both the Historic Resources section and the Economic and Fiscal Resilience sections of the Comprehensive Plan
- 3) **Recreation- Quality of Life Activities** - From the Open Space Parks and Environment section of the Comprehensive Plan
- 4) **Historic District - Boundaries** – from both the Historic Resources and Land Use and Character District Plan
- 5) **Gateways** – from both Transportation and Circulation section and the Land Use and Character District section of the Comprehensive Plan and
- 6) **Inventory of Affordable Housing** – from the Housing section of the Comprehensive Plan

C Group Exercise – reaffirming existing priorities

Members broke into four groups of two each to discuss norms and responsibilities. The following highlights illustrate the priorities of the members. The top priorities identified by all four groups were:

1. Successful completion of the **boundary line adjustment** project
Top priority in two groups, number two priority in the other two groups
This priority continues to be consistent with both the Comprehensive Plan, found in the Community Facilities section, and the 2019 Council Retreat findings.
2. Forward movement on addressing **the affordable housing shortage**
Top priority in one group, Second priority in one group, third priority in two groups
This priority continues to be consistent with both the Comprehensive Plan found in the Housing section and the 2019 Council Retreat findings.
3. Continue the **branding** initiative for the town
Second priority in one group, third priority in one group, forth priority in one group and fifth priority in one group. This priority continues to be consistent with both the Comprehensive Plan, found in the Historic Resources section and the Economic and Fiscal Resilience section, and the 2019 Council Retreat findings.
4. Honorable mentions were recorded for:
 - a) Recreation (mentioned twice)
 - b) Historic resources (mentioned twice)
 - c) Transportation, including walkability (mentioned twice)
 - d) Economic Development (mentioned once)

5. Emerging Priorities

A. Summary

The Council was asked to consider emerging priorities that may not have been on the minds of council members when they (or if they) participated in the 2019 retreat.

B. Findings from the Interviews

The results of individual interviews were shared with the Council. The main themes centered around:

- 1) Resources – Protecting and growing the Town’s resilience by enhancing revenue streams and retaining and attracting top professional staff
- 2) Infrastructure - Water/Sewer & Technology – improving water and sewer capacity and procuring and training in technology for future resident service and general government efficiency. The need for project management software was frequently addressed in interviews.
- 3) Partner projects with Fauquier County – further developing and maintaining a close relationship with Fauquier County. This was raised regarding the boundary line adjustment project and also the possibility of jointly developing affordable housing at the boundary on either side of the Town limits.
- 4) Cultural shift – there is an awareness that the town is evolving from “Old Warrenton” to “New Warrenton” such that Council needs to determine what to preserve and what to stay out in front of.

C. Insights from the Virginia Institute of Government (VIG)

Generic challenges identified by (VIG) for local governments in the Commonwealth were briefly reviewed:

- 1) Local governments are increasingly asked to do more with less
- 2) Outside of pandemic one-time funding, federal and state support is declining
- 3) New technology continues to revolutionize communication and service deployment
- 4) Citizens are demanding a more responsive government
- 5) Conflict is erupting in the public square

D. Emerging Priorities – Exercise

Members broke into four groups of two each to discuss emerging priorities. The following highlights illustrate the priorities of the members

There were a number of emerging priorities the Council considered. The two major emerging priorities centered on **resiliency and workforce**.

1) Resiliency came in as number one emerging priority. It was listed number one for three groups and one of the three groups listed it twice. Descriptors for resiliency included:

- a) “financial”
- b) “preparedness”, and
- c) “preparedness for change”.

2) Workforce, arguably a subcategory of resiliency, was elevated to its own priority. It was listed as the number two issue for two groups and the number three issue for two groups. Descriptors included

- a) “hiring Town Manager”
- b) “employee retention”
- c) “employee recruitment and retention”, and
- d) “protecting our workforce”

3) Honorable mentions were recorded for:

- a) Representing town demographics; honoring diversity (mentioned twice)
- b) Maintaining high level of trust with residents (mentioned once)
- c) Maintaining the qualities of Warrenton that make it distinctive (mentioned once)
- d) Preparing for the future embracing change (mentioned once)
- e) Preparing for climate change (mentioned once)

6. Next Steps

There are several events in the near future that are significant to Council working through these priorities. They are:

1. FALL: Utilizing remaining work session(s) in 2022 to review the cost, action steps and timing of identified priorities for 2023. Also test the formats for explaining recommendations in executive summaries to determine which style suits the Council.
2. FALL: The November 2022 election will identify the several new members who will join the Council effective January 2023. Besides other materials, new member orientation can include a discussion of norms and expectations with other remaining members of the Council.
3. FALL: Communication with the search firm regarding the qualities the Council wants in their next Manager.
4. FALL: Staff preparation of the draft budget. To do this there will need to be clear direction from the Council on what priorities will be “slow walked” and which priorities should command the most discretionary resources in the next budget cycle.
5. WINTER: The on boarding of new Council members
6. WINTER: Preparation for the budget retreat where the Council will assess the expense side of general services, capital investment and whether there is sufficient resource to move ahead on their priority initiatives with the existing tax rate.
7. SPRING: The on boarding of the new Town Manager.

Prepared by:
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Virginia Institute of Government
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WELCOME!

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Weldon Cooper Center
for Public Service
Virginia Institute of Government



**Town Council - Extended Work Session
Friday, January 26, 2024
8:30A – 3:30P**

AGENDA

- I. Gathering**
- II. Welcome and Introductions**
- III. Purpose of the Extended Work Session**
- IV. Review of Fall 2022 After Action Report**

BREAK

- V. What is our Vision for 2040?**
- VI. Key Priorities: 2024 and Beyond.**
 - 1. Resiliency: Financial and Workforce**
 - 2. Preparedness: Technology and Utilities**
 - 3. Livability: Affordable Housing**

BREAK & LUNCH

- VII. Goals for the Key Priorities**
- VIII. Roles and Responsibilities of Locally Elected Officials**
- IX. Policy Setting & Getting to Yes**
- X. Commitments, Next Steps, & Adjournment**

APPENDIX E - Exercise #1 Norms Exercise Sheet Reports

NORMS	Team 1	Team 2	Team 3	Team 4
One Voice	<ol style="list-style-type: none"> 1. Support for the will of the majority 2. Can disagree but will not actively undermine progress by questioning process or legitimacy. 3. Respect the vote and move on 4. Stop attacking the process as excuse or attempt to derail or delegitimize a council vote or action. 	<ol style="list-style-type: none"> 1. We have to be united 2. We can't be the complaint department 	we need to be united	<ol style="list-style-type: none"> 1. bring policy and require in a timely way. We are informed and have had to revise the consequences on health safety and welfare of the public 2. We acknowledge the validity of the vote 3. Faithfully represent our constituents in a democratic process 4. All members should be kept informed
No Surprises		<ol style="list-style-type: none"> 1. Work session should be 2-3 weeks before the vote 2. Work as a team 	take time to communicate	<ol style="list-style-type: none"> 1. Everybody is informed on policy initiatives when initiated 2. Town manager should also prevent surprises 3. Respect our process
General Decorum	<ol style="list-style-type: none"> 1. Let other council members be themselves. 2. Respect autonomy to do the job as each sees fit (unless there's a violation) 	We should disagree in private	Be professional	Follow our current code towards ourselves and the public
Criticizing Actions of fellow Council members	<ol style="list-style-type: none"> 1. End tyranny of the minority. 2. Stop crying because you lost the vote 3. Same team: "Team Warrenton" 4. Respect the chaos 	Communicate person to person	<ol style="list-style-type: none"> 1. communicate person to person 2. take the time to settle between 	
My ward/ Our town		My ward/our town Ask – "is this good for the town?"	My ward/our town we all work for the Town as a whole	
How to handle breaches		Handle breaches in closed session	needs to be investigate each case will be different.	<ol style="list-style-type: none"> 1. Follow a process but don't call out fellow council members from the dais. 2. Go into closed session.
Other	Support staff and stay in our lane			

Teams were created randomly.

Vision	Team 1	Team 2	Team 3	Team 4
Agreed on concepts	A safe, secure community that provides excellent security	<ol style="list-style-type: none"> 1. Comp plan 2040 2. Affordable housing 3. Low taxes 4. preserve character of historic Warrenton 5. No parking 6. Zoning revision economic development 7. Continue strategic plan for Improving and replacing utilities 	<ol style="list-style-type: none"> 1. Preserve small town Warrenton 2. Parks and small green spaces 3. Effective economic development 4. Being proactive on major town issues 5. traffic 6. Better utilization of retail spaces 7. Better infill development 8. No more data centers 9. Self-sufficient non commuter job base 	<ol style="list-style-type: none"> 1. Pedestrian Friendly 2. Open spaces 3. Balancing character with Opportunity & Vitality 4. Prosperity 5. Diversity Tax Base 6. Economically strong 7. Small business strategy 8. Attracting large business for job creation 9. Diversify housing
Divergent concepts	Maintain the small-town character while providing excellent services publicly and privately	No divergent concepts	<ol style="list-style-type: none"> 1. Jobs 2. Funding for infrastructure improvements 3. Broadview road improvements 	Bike lanes
Divergent concepts	We have to understand what future generations needs and wants will be and how that translates into good Town Service	No divergent concepts	<ol style="list-style-type: none"> 1. Data centers dept. 2. Data centers – hardline 3. Improving communication and disclosure on town council 	<ol style="list-style-type: none"> 1. We enjoy small town Warrenton bult we need to grow with the times or the times will bass us by 2. Youth is essential 3. Collaborate with Fauquier – they have resources

Teams were created randomly

PWC - GOALS EXERCISES

NAMES _____

GOAL: circle one-> Land Use Community Infrastructure Conservation Other_____

Development

Facilities

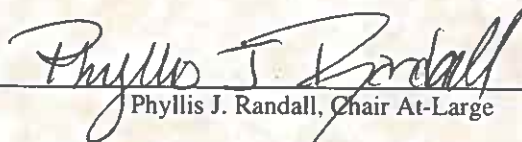
Preservation

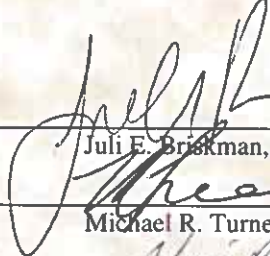


Code of Ethics & Standards of Conduct January 2, 2024


Recognizing that persons holding a public office have been given a public trust and that the stewardship of such office demands the highest levels of ethical, and moral conduct as well as integrity and professionalism to maintain the highest levels of public confidence in Loudoun County government, the Loudoun County Board of Supervisors has instituted and affirmed this Code of Ethics and Standards of Conduct. The Loudoun County Board of Supervisors should adhere to the following ethics and conduct standards while serving in their positions of public trust:

1. Uphold their sworn Oath of Office.
2. Endeavor to comply with Federal, State and Local laws. A violation that constitutes a misdemeanor or felony should be reported under paragraph 13.
3. Comply with all laws applying to political campaigns and elected public officials including but not limited to laws encompassing campaign finance, campaign disclosures, Freedom of Information, economic interest disclosures, land use disclosures, and Conflict of Interest matters.
4. File all required campaign and public official documents in a timely manner.
5. Adhere to Loudoun County's Statement of Values by providing high quality service to the public, striving for the highest level of performance to meet the needs of our customers and carry out our responsibilities with integrity by conducting county business in a responsible, conscientious, ethical, and professional manner.
6. As a Corporate Body, adopt policies and programs that are in accordance with the County's Equal Employment Opportunity Policy, and that support the rights and recognize the needs of ALL CITIZENS.
7. Engage in no business with Loudoun County Government or Loudoun County Public Schools, which is inconsistent with the State and Local Government Conflict of Interest Act or the Public Procurement Act.
8. Avoid even the appearance of a conflict of interest. Disclose any personal or professional interest in any item coming before the Board which might be reasonably interpreted as a conflict and which might be perceived as rendering direct personal gain for oneself, one's family, or any organization in which a Board member has a financial interest.
9. Never use any information gained confidentially in the performance of governmental duties as a means of making private profit for oneself, one's family, staff, close family relation or any business in which a Board member has a personal financial interest.
10. Grant no special favors or privileges to any individual or entity based on any outside influence or personal relationships.
11. Use county resources, county staff or staff that is in any way financially compensated by the County of Loudoun only to conduct county business. Adhere to Board policy regarding district budgets and one's legislative aides.
12. Be transparent to the greatest degree possible when conducting public business. It is recognized that conducting all business in an open meeting is not always in the best interest of the public. Adhere to the Code of Virginia and only enter Closed Session when clearly allowed by law to serve the public's interests.
13. If at any time a member of Loudoun County Board of Supervisors becomes aware of his or her intentional or unintentional violation of this Code of Ethics, said person will immediately make that violation known to the two highest ranking members of the Board of Supervisors (in accordance with the Board's approved Rules of Order) not involved in the violation.
14. Treat the public, staff, and each other with professionalism, courtesy, and respect. Respect all opinions and maintain a professional atmosphere in both public and private meetings.


Phyllis J. Randall, Chair At-Large


Juli E. Briskman, Algonkian District



Michael R. Turner, Ashburn District


Sylvia R. Glass, Broad Run District


Caleb A. Karshner, Catoclin District


Matthew F. Letourneau, Dulles District


Kristen C. Umstatt, Leesburg District



Laura A. TeKrony, Little River District


Koran T. Saines, Sterling District

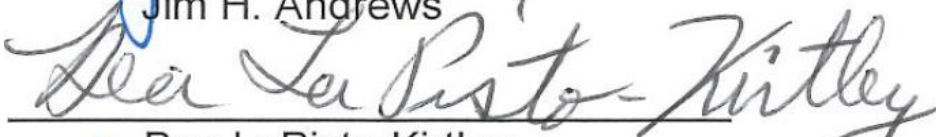
Albemarle County Board of Supervisors
Operating Guidelines for High Quality Governance

The Board commits to using the following guidelines to ensure high quality governance:


1. The County's strategic priorities will guide the work of the Board and staff and will be supported by a thoughtful priority setting process and cycle.
2. We will honor the expressed will of the majority and respect the concerns of the minority.
3. We ensure that policy decisions and directions to the County Executive are communicated by the entire Board.
Where this is unclear, the County Executive will seek clarification from the Board.
No single member of the Board can provide direction on policy implementation to the County Executive, or County Staff.
4. Board Members do not want their interactions with and requests to staff members to negatively impact staff productivity.
 - Staff members should use judgment and explain the resources that would be required to respond to Board requests.
 - If a policy issue is going to affect workload or a policy decision, it should come through the County Executive's office.
5. When a Board Member sends a communication to a staff member, it should be copied to the department director and the appropriate member of the County Executive's Office. Urgent matters will be clearly labeled in the subject line.
6. To assure maximum productivity, the Board should focus on policy-making work and the staff should focus on day-to-day operational work and provide progress reports.
7. We are responsible for our districts, the entire County, and the region; therefore, we should give our best efforts to work for the benefit of all.
8. When a Board Member has a concern regarding staff performance, we go directly to the County Executive in a timely manner so that it can be addressed.




Jim H. Andrews




Bea LaPisto-Kirtley




Diantha H. McKeel



Ned L. Gallaway



Ann H. Mallek



Donna P. Price



SPOTSYLVANIA COUNTY CODE OF ETHICS

Preamble

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

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

1. Act in the Public Interest

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

2. Comply with the Law

Members shall comply with the laws of the nation, the Commonwealth of Virginia and the County of Spotsylvania in the performance of their public duties. These laws include, but are not limited to: the United States and Virginia constitutions; the Code of the County of Spotsylvania; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and County ordinances and policies.

3. Conduct of Members

The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges

or verbal attacks upon the character or motives of other members of the Board of Supervisors, boards, commissions, and committees, the staff or public.

4. Respect for Process

Members shall perform their duties in accordance with the processes and rules of order established by the Board of Supervisors and boards, committees, and commissions governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Board of Supervisors by County staff.

5. Conduct of Public Meetings

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

6. Decisions Based on Merit

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

7. Communication

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

8. Conflict of Interest

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

In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts; and they shall abstain from participating in deliberations and decision-making where conflicts may exist, pursuant to the Virginia Conflict of Interest Act.

9. Gifts and Favors

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

\$50.00 or any combination of gifts from a single source valued at greater than \$100.00 in the aggregate. As used in this Code of Ethics, "gifts" shall not include political campaign contributions.

10. Confidential Information

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

11. Use of Public Resources

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

12. Representation of Private Interests

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

13. Advocacy

Members shall represent the official policies or positions of the Board of Supervisors, boards, commissions or committees to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions or otherwise speaking without the express direction or authorization of their body, members shall not state they represent their body or Spotsylvania County, nor will they allow the inference that they do.

14. Policy Role of Members

The Board of Supervisors determines the policies of the County with the advice, information and analysis provided by the public, boards, commissions, and committees, and County staff. The Board of Supervisors delegates authority for the administration of the County to the County Administrator.

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

15. Independence of Board and Commissions

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

16. Positive Work Place Environment

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

17. Implementation

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

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

18. Compliance and Enforcement

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

The chairs of boards, committees and commissions and the Chairman of the Board of Supervisors have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics are brought to their attention.

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

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

Model of Excellence

Spotsylvania County Board of Supervisors, Boards, Committees and Commissions

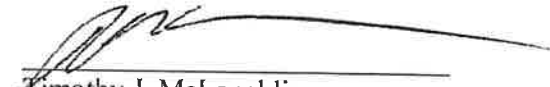
MEMBER STATEMENT

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

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

We affirm that we reviewed and adopted this Code of Ethics effective January 12, 2021.


Reviewed and agreed to:




Timothy J. McLaughlin
Chancellor District Supervisor




Deborah Frazier
Salem District Supervisor



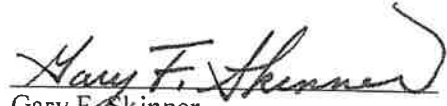
David Ross
Courtland District Supervisor




Kevin W. Marshall
Berkeley District Supervisor



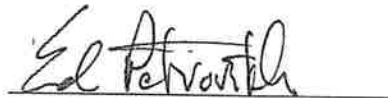
Chris Yakabouski
Battlefield District Supervisor




Gary F. Skinner
Lee Hill District Supervisor



Barry Jett
Livingston District Supervisor



Ed Petrovitch
County Administrator



Karl R. Holsten
County Attorney



BOARD OF SUPERVISORS 2023 BYLAWS

Adopted by the Board of Supervisors: January 11, 2023

ARTICLE I. - BOARD OF SUPERVISORS

- Section 1.1 - The County of Charles City is governed by a Board consisting of three (3) Supervisors, each elected by district. Term of each Supervisor is four (4) years and may be successive.
- Section 1.2 - Pursuant to 15.2-1422 of the Code of Virginia, the Board shall elect annually from its membership a Chair and a Vice-Chair. The Vice-Chair shall act with the full authority of the Chair in the absence of the Chair.
- Section 1.3 - The term of office of the Chair and Vice-Chair shall be one (1) calendar year beginning at the end of the Annual Organizational Meeting at which they were elected through the end of the Board's next Annual Organizational Meeting the following calendar year.
- Section 1.4 - The Clerk of the Board shall be the County Administrator, whose duties and responsibilities as Clerk shall be as specified in the Code of Virginia or as delegated by the Board. The Board, at its discretion, may designate a County employee as Deputy Clerk or Temporary Clerk.
- Section 1.5 - The County Attorney shall serve as Parliamentarian for the Board.
- Section 1.6 - The Sheriff of Charles City County or his designee(s) shall serve as Sergeant at Arms for Board meetings. As circumstances may require in the Sheriff's judgment and in consultation with the Board Chair and/or the County Administrator, the Sheriff may impose such security measures as he deems appropriate and lawful in order to protect the public safety.
- Section 1.7 - The Chair, as provided in Section 15.2-1410 of the Code of Virginia shall have the power to administer an oath to any person concerning any matter submitted to the Board or connected with its powers and duties.

ARTICLE II. - ELECTION OF OFFICERS

- Section 2.1 - Election of officers shall be held at the Annual Organizational Meeting.
- Section 2.2 - Election of officers shall be the first item of business at the meeting where elections are to be held. The Chair will temporarily appoint the County Administrator as Chair in order to hold the election.
- Section 2.3 - A majority vote of a quorum of the Board is needed to elect officers. A nomination for each officer shall be conducted upon motion by Board members of acceptance of the nominations. The closing of nominations shall be by motion and the majority vote of a quorum, at which time the election of officers will be conducted.
- Section 2.4 - Upon election of new officers, the new Chair and Vice-Chair shall preside at the first meeting and all other meetings during the term for which elected.

ARTICLE III. - MEETINGS

- Section 3.1 - The Chair, or Vice-Chair, in his/her absence, shall preside at all meetings of the Board.
- Section 3.2 - At any meeting, a majority of the Supervisors shall constitute a quorum.
- Section 3.3 - The Annual Organizational Meeting of the Board shall be held in January at a date and time determined by the Board at or before its Regular Meeting in December of the previous calendar year. At that meeting, the Board shall first elect a Chair and Vice-Chair for that year. During the course of that meeting, the Board will shall fix the date, time, and place of all of its Regular Meetings and work sessions for that year.
- Section 3.4 - The Board shall meet at least once each month for a Regular Meeting. Regular Meetings of the Board shall be held on the fourth Tuesday of each month at 6:00 p.m. in the auditorium of the Charles City County Government Administration Building. The Regular Meeting date, place, and time will continue unless changed by appropriate action of the Board.
- Section 3.5 - If a Regular Meeting will fall on a legal holiday, the meeting may be rescheduled by appropriate action of the Board and in accordance with these Bylaws.
- Section 3.6 - The Chair may cancel a meeting due to inclement weather and the meeting will be rescheduled for the earliest possible date by sending written notice to each member of the Board.
- Section 3.7 - Special Meetings of the Board may be approved and scheduled pursuant to Sections 15.2-1417 and 15.2-1418 of the Code of Virginia. Special Meetings shall be held when requested by any member of the Board. The request shall be in writing to the Clerk and shall specify the time and place of the meeting and the matter(s) for consideration. Upon receipt of such a request, the Clerk shall immediately notify each member and the County Attorney by electronic mail or in writing delivered in-person to his/her place of business or residence, as appropriate. The notice may be waived if all members of the Board attend the meeting or sign a waiver. No matter that is not specified in the notice shall be considered at such meeting.
- Section 3.8 - Recessed meetings are meetings that are set by the Board at the end of a regular or recessed meeting pursuant to the Code of Virginia 15.2-1416 for the purpose of completing the Board's business. No meeting can be recessed beyond the time fixed for the next Regular Meeting.
- Section 3.9 - Meetings of the Board are open to the public and all persons conducting themselves in an orderly manner may attend the meetings. Closed meetings shall be restricted for those purposes enumerated in the Code of Virginia. No closed meeting shall be convened unless and until the Board has favorably acted on a motion to so convene as permitted by and outlined in Section 2.2-3711 of the Code of Virginia.
- Section 3.10 - Unless otherwise specifically provided by law, no vote of any kind of the membership, or any part thereof, of any public body shall be taken to authorize

the transaction of any public business, other than a vote taken at an official meeting.

- Section 3.11 - Nothing contained herein shall be construed to prohibit separately contacting the membership, or any part thereof, of the Board for the purpose of ascertaining a member's position with respect to public business, provided the contact is done on a basis that does not constitute an official meeting.

ARTICLE IV. – BOARD MEETING AGENDA

- Section 4.1 – The County Administrator shall prepare an agenda for each regular or special meetings of the Board on which shall appear the title of each matter on which action is to be taken at that meeting. The agenda for each regular meeting shall (a) be prepared at least five days prior to the meeting, (b) be promptly mailed or delivered to each member of the Board or placed in the repository assigned to such Board member, and (c) be distributed to appropriate officers and employees of the county government and members of the public and media requesting copies.
- Section 4.2 - Any member of the Board or Constitutional officer may have an item of business included on the agenda provided it is received at least seven (7) working days before the date of the Board meeting; provided; however, that this does not prevent the County Administrator or Board members, at their discretion, to have items included which are received after the cutoff date hereinabove stated.
- Section 4.3 - The Order of Business at a regular meeting of the Board, in person or virtually, shall be as follows beginning at 6:00 p.m. or an alternative specified meeting time:
- Call to Order / Pledge of Allegiance
 - Adoption of the Agenda
 - Consent Agenda
 - Report by Agencies and Special Guests Presentations/Requests
 - Public Comment Period
 - Public Hearing(s)
 - Appointments
 - County Administrator's Report
 - Public Comment Period
 - Board Directives/Comments
 - Adjournment/Recess
- Section 4.4 – The Order of Business may be changed at the discretion of the Chairman.
- Section 4.5 - Upon a majority vote of the Board of Supervisors, in person or virtually, any item may be added when the agenda is voted on and the Chairman may allow any agenda item to be called out of sequence.
- Section 4.6 - Any matter not on the scheduled agenda, may be heard after the agenda has been approved by the Board only upon the unanimous vote of the Board members present.

- Section 4.7 - The Consent Agenda is that which contains items that do not warrant discussion or debate beyond simple clarification. The Consent Agenda shall be adopted as a single item. Upon objection by any Board member of an item's inclusion in the Consent Agenda, that item shall be removed and placed elsewhere on the agenda for consideration as appropriate. Such objection may be recorded at any time prior to taking a vote to approve the Consent Agenda.
- Section 4.8 - No matter on the scheduled agenda shall be considered after 12:00 am without the unanimous consent of the Board. Any matter not heard shall be automatically continued to the next regular scheduled meeting of the Board.

ARTICLE V. -MEETING PROCEDURES

- Section 5.1 - The proceedings of the Board of Supervisors will be governed by Robert's Rules of Order, a Manual of General Parliamentary Law, to the extent compatible with applicable law and these Bylaws, as interpreted by the Chair. Where provisions of these Bylaws conflict with Robert's Rules, the former shall prevail.
- Section 5.2 - A quorum of the Board must be present to Call to Order and/or continue an official meeting and for the Board to take any official action. Should for any reason a quorum not be maintained during an official meeting, the meeting shall adjourn or recess as appropriate.
- Section 5.3 - The Board will generally conduct business through the use of motions and roll call voting. At the appropriate time, the Chair will state the motion and call the name of each member to reply with a vote of either "Aye" or "Nay". The Chair may make a motion without vacating the chair. A discussion of an item will only be permitted after a motion is on the floor. Motion does not require a second.
- Section 5.4 - Each member of the Board may participate in a discussion of any issue only after being recognized by the Chair. The Chair shall not recognize a motion to "call the question" or end discussion until every member who so desires have had a chance to speak. After the conclusion of the discussion, the Chair shall "call the question" and no further discussion shall be in order.
- Section 5.5 - When a motion is under debate, no additional motion shall be made unless it is a motion to withdraw, to defer, to substitute, or to amend. If the member who made the motion agrees, a motion may be amended or withdrawn. Motions shall take precedence in the order listed above.
- Section 5.6 - Only one substitute motion, per Board member, shall be in order for a principal motion.
- Section 5.7 - A motion to defer shall be to date certain. Prior to voting on a motion to defer, the Board shall hear public comments on the issue of deferral if the scheduled item requires a public hearing.
- Section 5.8 - A vote by a member of the Board is final once cast. No ordinance, resolution, or motion previously voted upon by the Board shall be brought forward for reconsideration during the same meeting of the Board.

- Section 5.9 - No Board member is required to vote on any question, but an abstention, although not a vote in favor of carrying a question shall be counted as a vote for the purpose of determining a quorum.
- Section 5.10 - A tie vote shall defeat the motion, resolution, or issue voted on.

ARTICLE VI. – PUBLIC PARTICIPATION AT MEETINGS

- Section 6.1- Official meetings of the Board are open to the public and all those present shall be respectful of others. When any person, including Board members, speaks to the Board, he or she shall address the Chair.
- Section 6.2 - Persons will not be allowed to do the following and will be called out of order by the Chair:
- Engage in personal or “ad hominem” attacks;
 - Use profane or abusive language or gestures;
 - Address matters that are confidential under applicable law;
 - Campaign for public office;
 - Promote private business ventures;
 - Speak to matters previously presented to the Board by the speaker.
- Section 6.3 - Any citizen, staff, or organization who desires to address the Board on a business item shall submit a written request to the Clerk, or his designee, identifying with reasonable certainty the subject matter of the presentation. Those persons with a business item before the Board may address the Board upon invitation of the Chair and should clearly identify themselves by title and organization they may represent.
- Section 6.4 - Any citizen will have the opportunity to speak to the Board at the Board monthly meetings during Public Comments. The public comment periods will be for citizens to speak on items that are listed on the agenda and non-agenda items. Comments will be held 3 minutes if speaking individually, 5 minutes if speaking for a group. At the Chairman’s discretion, the time limit may be changed due to the number of participants speaking. Citizens will be asked to state their name, to be included in the minutes. Comments made during public comments will be noted in the Board of Supervisors' minutes but will not be in detail.

ARTICLE VII. –PUBLIC HEARINGS

- Section 7.1 - Public hearings will be held at Regular Meeting, or at such other times as may be advertised. All public hearings will be held in the Charles City Government and School Board Auditorium, or at such other place that may be designated and advertised by the Board. The Board may interrupt its Order of Business to proceed with any public hearing.
- Section 7.2 - The following format will generally be used for the conduct of public hearings:

- The Chair will make a brief statement identifying the matter to be heard and verify with the County Administrator that all proper legal notice requirements have been met.
- The Chair will recognize the appropriate staff member to present the item to be heard. Staff presentations should be concise and should strive to be no longer than five (5) minutes except when necessary to properly inform the public of the issue before the Board.
- The Chair will open the floor to public comment, starting with those persons who signed a roster to speak prior to the meeting. Comments should generally be held to three (3) minutes or less.
- The Chair will close the floor to public comment once all who wished to speak have done so and refer the matter for Board discussion.

Section 7.3 - Speakers addressing the Board at a public hearing shall clearly state their name and address and shall be allowed to speak for the time allotted by the Chair. If the Chair feels it necessary, speakers may register with the Clerk prior to the start of the hearing on forms provided, and the Chair shall verify that all such registration has been completed before beginning the hearing.

Section 7.4 - When a public hearing shall have been closed by order of the Chair, no further public comments shall be received.

Section 7.5 - No public comments regarding County business sent electronically shall be reviewed during the hearing by the members of the Board.

ARTICLE VIII. – MINUTES

Section 8.1 - The Clerk of the Board shall prepare and maintain adequate minutes of the proceedings of all official meetings of the Board, in accordance with the requirements of the Code of Virginia.

Section 8.2 - The Board can prescribe the form and content of the Minutes, but at a minimum, the Minutes shall contain the styling of the business item, the action of record, and the vote by individual members or consensus expression of the Board. Where deemed necessary to provide context, a brief discussion of the business item shall be included.

Section 8.3 - Minutes shall not be official until approved by the Board and recorded. Minutes should generally be presented at the next Regular Meeting of the Board where at least five (5) working days elapse between the meetings.

Section 8.4 - After approval, but before recordation, the Clerk may make additions or corrections to the Minutes that do materially affect the substance or content. These include, but are not limited to, misspellings, typographical errors, incorrect grammar, or page renumbering.

Section 8.5 - If an error is discovered in the Minutes after recordation, the Clerk shall bring the error to the Board at the next official meeting as is practical. The Board may vote to amend the Minutes only upon a clear showing that a clerical or administrative mistake was made.

ARTICLE IX. – APPOINTMENTS

Appointments to committees of the Board and to authorities, boards and commissions shall be made only by a majority of the full Board. Prior to consideration of the nomination, the nominee shall be notified to determine his willingness to serve and to determine if he meets the minimum qualifications for such appointment.

ARTICLE X. – COMMITTEES

The Board may create committees and shall appoint members to such committees. Committees may hold hearings and perform such other duties as may be prescribed. A committee may be instructed concerning the form of any report it shall be requested to make and a time may be fixed for submission of any report.

ARTICLE XI. – AMENDMENT

Section 11.1 - These Bylaws may be amended at any time during the year by a majority vote of the Board, at the regular meeting following the introduction of the proposed amendment, unless such change violates the Code of Virginia.

Section 11.2 - The Board of Supervisors may suspend the application of any section of these Bylaws by a unanimous affirmative vote of all Board members present at any time during the meeting.

ARTICLE XII. – NATURE OF BYLAWS, RULES AND PROCEDURES

These Bylaws, rules and procedures are for the convenience of the Board of Supervisors and are adopted by the Board to assist it in the conduct of its meetings. Only the Board of Supervisors has standing to enforce the provisions of these Bylaws and only at the time of the application of the Bylaws.

**GRAYSON COUNTY
BOARD OF SUPERVISORS
2023 RULES OF PROCEDURE**

Be it resolved that the Grayson County Board of Supervisors does hereby accept and adopt these Rules of Procedure in order to better facilitate its powers and duties in accordance with the provisions of Title 15.2, Code of Virginia of 1950, as amended.

ARTICLE I - TITLE

1.1 The official title of this board shall be the Grayson County Board of Supervisors.

ARTICLE II - MEMBERS

2.1 The Grayson County Board of Supervisors shall consist of five (5) members, one elected from each of the four election districts and one (1) elected at-large. The terms of office for all Supervisors shall be four (4) years.

ARTICLE III – OFFICERS AND MEMBERS

3.1 Chair and Vice Chair. A Chair and a Vice Chair of the Board shall be elected from its members at the first meeting of each calendar year. The Chair shall preside over all meetings and the Vice Chair shall preside in the absence of the Chair.

3.2 Term of Office. The Chair and Vice Chair shall be elected for a one-year term. Either, or both, may be re-elected for one or more additional one-year terms.

3.3 Clerk and Deputy Clerk. In compliance with the Code of Virginia, 1950, as amended, the County Administrator shall serve as Clerk of the Governing Body. His/her duties shall be those set forth in the Code of Virginia, 1950 as amended, and by Resolution of the Board as adopted from time to time. The Deputy Clerk shall serve the Governing Body in the absence of the Clerk and shall be appointed by the Board at the first meeting of each calendar year.

3.4 Code of Conduct and Code of Ethics. Each Member of the Board, the Clerk and Deputy Clerk shall sign and date with each adoption of these Rules of Procedures, a Code of Conduct and Code of Ethics. A knowing violation of these Codes may result in an annulment to an office, board, authority, commission and/or committee if deemed appropriate by a majority vote of the Board.

ARTICLE IV - MEETINGS

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- 4.1 Annual Meeting. The first meeting held after the newly elected members of the Board has qualified, and the first meeting held of each succeeding year shall be known as the Annual Meeting or Organizational Meeting. At said annual meeting, the Board shall establish the days, times, and places for the regular meetings of the Board for the ensuing twelve months and the times and places for Public Hearings.
- 4.2 Regular Meetings. The Board shall meet in regular session on the second Thursday of each month. If the regular meeting of the Board is unable to occur because of inclement weather conditions or other extenuating circumstances which make it hazardous for members to attend, the Board will meet in regular session on the Tuesday following the second Thursday to conduct its business, including public hearings, without further advertisement. The Board may subsequently establish different days, times, or places for such regular meetings by passing a resolution to that effect. However, when the day established as a regular meeting day falls on a legal holiday, the meeting shall be held on Tuesday following the second Thursday, without action of any kind by the Board.
- 4.3 Special Meetings. A special meeting of the Board shall be called either by the Chair or at the request of two or more members pursuant to the Code of Virginia 1950, as amended. Upon receipt of the request, the Clerk shall immediately notify each member of the Board and the County Attorney to attend the special meeting at the given time and place and for the given purpose. Such notice shall be given at least three days before the date of the special meeting. No matters other than those specified in the notice shall be considered at such meetings unless all members are present and agree to such action by unanimous vote.
- 4.4 Notices to Public. The Clerk or his/her designee shall notify the general news media of the time and place of all meetings, and the matters to be considered.
- 4.5 Public Hearings. Public hearings shall be held at 6:05 p.m. after proper public notice has been given pursuant to the Code of Virginia, 1950, as amended.
- 4.6 Continued Meetings. Any regular or special meeting may be continued by a majority of the members of the Board present to a date and time prior to the next regular meeting.
- 4.7 Place of Meetings. All meetings shall be held in the Boardroom of the Grayson County Courthouse in Independence, Virginia, unless a different meeting place has been established and notice published as required by the Code of Virginia, 1950, as amended.
- 4.8 Open Meetings. All meetings shall be open to the public, provided that the Board may, for purposes provided for in the Virginia Freedom of Information Act, upon motion made, seconded, and duly adopted, meet in closed session. No resolution, ordinance, rule, contract, regulation, or motion adopted, passed or agreed to in closed session shall become effective unless following such meeting the Board reconvenes in open meeting and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation, or motion.
- 4.9 Board Members shall make every reasonable effort to attend all meetings as scheduled by the Board for the purpose of efficiently and effectively conducting County business,

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ensuring a quorum and representing the public's interests. Whenever possible, Board Members shall communicate to the Chair, Vice Chair, Clerk and/or Deputy Clerk their inability to attend with as much time as possible to adequately adjust to the absence. A Board Member's frequent or routine inability to attend meetings may result in an annulment to an *office, board, authority, commission and/or committee if deemed appropriate, by a majority vote of the Board. (*The term 'office' is not intended to convey the Board Member's elected office)

ARTICLE V - QUORUM AND ACTIONS

- 5.1 Quorum. A majority of all the members of the Board shall constitute a quorum. A quorum shall not be established with less than three (3) members of the Board.
- 5.2 Required Absence. No action shall be taken by the Board unless there shall be present at least a quorum, provided, however, that the temporary absence from the meeting room of members sufficient to constitute a quorum shall not be deemed to prevent the hearing of presentations or the discussion of matters submitted to the Board. The Clerk shall suggest the absence of quorum prior to the taking of any action by the Board. Failure of the Clerk, or any member of the Board, to suggest the absence of a quorum shall not be deemed to alter the effect of this rule requiring a quorum as a prerequisite to any action.
- 5.3 Remote Participation in Board Meetings. A member of the Board may participate remotely in open sessions and may participate in a closed meeting of the Board, and participate in the open portion of the Board meeting to discuss and vote upon the motion to convene in closed session and the motion to return to open session and the certification required pursuant to Code of Virginia § 2.2-3712, through electronic communications from a remote location that is not open to the public as provided in Code of Virginia § 2.2-3708.1 subject to the following requirements:
1. A supervisor wishing to participate from a remote location in a meeting of the Board shall notify the Board Chair on or before the date of a meeting that the supervisor is unable to attend the meeting due to a personal matter, identify with specificity the nature of the personal matter and confirm that at the time of the Board meeting the member will physically be unable to attend in person.
 2. The Board shall record in its minutes the specific nature of the personal matter and the remote location from which the absent supervisor participated. If the absent supervisor's remote participation is disapproved because such participation would violate this policy, such disapproval shall be recorded in the Board's minutes.
 3. Such participation by the absent supervisor shall be limited in each calendar year to two meetings or 25 percent of the meetings of the Board, whichever is fewer.
 4. A quorum of the Board must be physically assembled at the primary or central meeting location.

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- 5. The Board shall make arrangements for the voice of the absent supervisor to be heard by all persons in attendance at the primary or central meeting location during the open portion of the Board meeting in which the absent supervisor participates and by those in attendance in the closed portion of the Board meeting in which the absent supervisor participates.
- 6. Other than as provided by this policy, no Board member shall otherwise participate in a Board meeting by electronic communications from a remote location and, specifically, if participation is allowed by this policy, the Board member's participation in the open portion of the meeting shall be limited to participation in the motion to convene the closed session, the motion to exit from the closed session and the adoption of the certification motion required pursuant to § 2.2-3712 of the Code of Virginia.

5.4 Action of the Board. Action of the Board shall be taken in one of the following ways:

- 1. Ordinances. Where required by law, action shall be by the adoption of ordinances. Ordinances shall be proposed for adoption, notice given, and adoption accomplished as provided for by general law.
- 2. Resolutions. Where it is not required by law or desired by the Board to act by the adoption of an ordinance, action may be taken by the adoption of a resolution. Resolutions shall be proposed in writing and a copy shall be delivered to the Clerk and all members of the Board prior to the proposing of adoption.
- 3. Contracts. In certain instances, action may be required by contract. Contracts shall be proposed in writing; and a copy shall be delivered to the Clerk and all members of the Board prior to the proposing of adoption.
- 4. Motions. Where action of the Board is required on a matter simply stated, action may be taken by oral motion.

5.5 Voting. Votes shall be taken on all motions made and seconded (*Refer to Section 7.11 for Exceptions*). Votes shall not be tendered, nor shall a motion be in order to call the question until every member of the Board has had an opportunity to speak to the underlying motion.

5.6 Roll Call Vote. A roll call vote shall be taken at the request of any member when such a request is made prior to the taking up of any other business. A roll call vote shall be taken on the final vote on any ordinance, resolution, or contract.

5.7 Restating the Question. The Chair shall restate the question prior to the taking of a vote. The chair may request that another member or the Clerk or Deputy Clerk restate the question if, in his/her opinion, that will expedite the decision thereof.

5.8 Unanimous Consent. Where no formal action is required, and no objection is heard, a

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request of a member shall be deemed a request of the Board without further action, when such request is made at a meeting with a quorum present, and the Chair states that such a request shall be deemed a request of the Board.

- 5.9 Tie Votes. When a tie vote occurs, the question shall be passed by until the next meeting, regular or special, at which time it must be put to a vote again. If the tie remains unbroken, the question is defeated, and the Clerk will record it as defeated.
- 5.10 Reconsideration. An action may be reconsidered only upon a motion of a member voting with the prevailing side on the original vote. A motion to reconsider may be made by a member voting on the losing side of the original vote after a 6-month period has elapsed. A motion to reconsider may be seconded by any member. A motion for reconsideration will be acted on only after following notice of not less than required by law.
- 5.11 Appointments to Boards, Authorities, Commissions and Committees. All appointments to any board, authority, commission, or committee shall require a majority vote of the members present constituting a quorum. Any member of the Board may make nomination(s) for the Board's consideration of appointment for any qualified and eligible individual(s) to serve. In instances where an appointment is required to be made from within a defined voting district, it shall be the responsibility of the Board member representing that district to identify candidates for nomination to be affirmed through appointment by majority of the Board. If a district specific nomination is not provided by a Board member representing that district or if the nomination(s) fails to achieve affirmation by majority vote, then it shall then be the responsibility of the At-Large Member of the Board to offer up a nomination(s) for the Board's consideration. Whenever possible, it shall be the responsibility of a Board member to provide the name(s) of individual(s) they wish for the Board to consider for appointment with as much advance notice of the action as possible, along with any support information that would be of benefit in assisting the Board to consider a candidate(s) for appointment. Appointment recommendations made in advance by Board members shall chronologically be included in the Board's Packets in the order that they are tendered. The Chairman shall take up the appointment recommendations as presented by way of a motion and majority vote to include the recommendations as nominations, as well as take up any additional nominations that may be offered up from the floor.

ARTICLE VI - ORDER OF BUSINESS

- 6.1 Commencement of Meeting. *At 6:00 PM*, Eastern Standard Time, and at the specified hour for adjourned or special meetings, the presiding officer shall call the meeting to order, provide for the invocation and Pledge of Allegiance, and direct the Clerk to note the

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presence or absence of members. A quorum shall be required to commence the meeting at the appointed hour.

- 6.2 Agenda. The Chair, with the Clerk, shall prepare an agenda for each meeting. Any member having matters he/she desires to have considered at the next meeting shall submit them to the Clerk for inclusion in the agenda.
- 6.3 Public Comments. There may be an agenda item known as Public Comments to allow citizens time to address the Board regarding any matter that is not an agenda item and over which the Board has influence. This period should not be used to request specific Board action at that meeting. The speaker shall state their full name, place of residency and the subject in which they will speak. The speaker shall be subject to a time limitation of three minutes per citizen or five minutes for a group representative. The Board of Supervisors may add two minutes of question and answer for clarification purposes. No speaker shall be permitted to yield time to another speaker. Each speaker is allowed only one appearance under this agenda item per meeting. There shall be no comment during Public Comment on a matter for which a public hearing is scheduled during the same meeting. Public Comment shall not serve as a forum for debate with the Board. Public Comment, as an agenda item, is not a requirement of the Commonwealth and is a privilege granted at the discretion of the Board. Citizens wishing to ensure an opportunity to speak during the Public Comment period must register with the Office of the Grayson County Administrator at least seven (7) days prior to the meeting at which they wish to speak to allow for proper inclusion on the Agenda. Registering or signing up to speak does not guarantee an opportunity to speak.
- 6.4 Supervisors' Time. The Chair shall provide in each regular meeting's agenda, a period during which each Board member shall be entitled to time for such purposes as each member may deem appropriate subject to such time limitation as the Chair may impose. Matters not included on the agenda and not disposed of during each members' unrestricted time, shall be taken up only if the presiding officer determines that:
1. They are emergency in nature; or
 2. They involve persons present who would not be present at a subsequent meeting; or
 3. By the unanimous consent of the members present.
- 6.5 County Administrator's Report. Insofar as it is possible, the County Administrator Reports shall be scheduled in the period from 6:00 pm to 7:30 pm.
- 6.6 Administrative and Informational Matters. Administrative and Informational Matters shall not be placed on the agenda, or considered by the Board, until the interested member has ascertained from the County Administrator that all administrative actions have been taken; or following a request for action until an unreasonable time has elapsed and insufficient administrative action has been taken. Matters having to do with actions or failures to act by the Administrative Staff shall not be placed on the agenda or considered by the Board

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until the County Administrator shall have been given a reasonable opportunity to furnish the interested member or members with an explanatory statement.

- 6.7 Orders on Agenda. The Chair, in consultation with the Clerk, shall establish the order of the agenda, taking into account the need for staff or other presentations, and probable public interest, in order to maximize convenience to the public and minimize adverse impact on performance of normal staff functions, insofar as it is practicable.
- 6.8 Preparation of Agenda. Except where emergency circumstances require otherwise, every item to be placed on the Agenda shall be received in the Office of the County Administrator by no later than noon on the Wednesday prior to the week of any regular meeting of the Board.
- 6.9 Delivery of the Agenda. Each member of the Board and the County Attorney, if at all possible, shall receive the Agenda on or before the Monday before any regularly scheduled meeting.
- 6.10 Minutes. The Clerk shall keep the minutes of the meetings of the Board. At the request of **any member, made at the time of said presentation of discussion, the minutes shall include** a summary of the substance of the presentation or debate. The Clerk shall maintain for one year an electronic recording of the proceedings of all Board meetings except the Executive Sessions. A copy of the minutes of the transcribed proceedings shall be kept on file in minute record books in the Circuit Clerk's vault for use by the general public. Citizens may purchase copies.
- 6.11 Approval of Minutes. The Clerk shall promptly transcribe the minutes following completion of the meeting and shall submit copies for distribution with the following month's Meeting Agenda, at which their approval will be on such Agenda. Approval of the minutes shall be one of the first items on each Agenda, following the roll call, and may be approved, or corrected and approved without reading.
- 6.12 Agency Matters. Agencies, which are not under the administrative supervision of the County administrator, shall not be placed on the agenda or considered by the Board until the affected agency has been given a reasonable opportunity to furnish the interested members of the Board with background information or data. Any department of the County government, agency, or organization who wishes to submit a request for funds that have not been budgeted will submit their request at a regular meeting. The request will not be considered at the same meeting it is presented. The request will be placed on the agenda to be considered by the Board at a future meeting.

ARTICLE VII - ORDER IN THE CONDUCT OF BUSINESS

- 7.1 Persons Addressing the Board. These persons shall limit their presentation to the time allotted by the Chair on the agenda, unless the Board by unanimous consent, shall extend such time. The Chair, in fixing such time, shall take into account the complexity of the

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matter, its importance in relation to other business of the Board, and time available on the meeting date sought. Insofar as is practicable, persons addressing the Board shall furnish the Clerk and members of the Board with a written copy of their remarks.

- 7.2 Public Hearings. Citizens wishing to provide comment during a scheduled public hearing shall be subject to a time limitation of three minutes or five minutes for a group representative and all other stipulations of Section 6.3 of these Rules. No speaker shall be permitted to yield time to another speaker. Public hearings shall not serve as a forum for debate with the Board. Each speaker shall be allowed only one appearance at each public hearing.
- 7.3 Recognition. Shall be given only by the presiding officer. No person shall address the Board without having first been recognized. When all public testimony has concluded, and the Board is representative and discussing the matter, no person shall thereafter be recognized to address the Board.
- 7.4 Cumulative or Repetitive Testimony. Shall not be permitted on any matter, and persons of the same position, as a previous speaker shall state their name and the position with which they agree.
- 7.5 Questions. By Board members, shall be reserved insofar as possible for the end of a presentation to avoid interrupting the speaker, disrupting the time-keeping process, and duplicating ground the speaker may cover.
- 7.6 Oaths and Affirmations. May be administered and taken by the Chair or person presiding in his/her stead, when a majority of the Board deems it appropriate to take sworn testimony. The Chair may place an individual under oath at any time before or during his/her presentation. Any such person shall be deemed to remain under oath as to the matter with respect to which he/she was sworn, for the remainder of the duration of the meeting.
- 7.7 Discussions and Debate by the Board. Shall be conducted following the presentation of testimony on the item of business pending, in which each member of the Board shall have the opportunity to speak to the matter. After the Board has acted, any member has the right to state a protest against the action, and his/her reasons, therefore.
- 7.8 Decisions on Points of Order. The Chair, when presiding at a meeting of the Board, without vacating the chair, may give his/her reasons for any decision made by him/her on any point of order and such decision shall be made without debate.
- 7.9 Points of Order and Appeal to Board. Any member of the Board may appeal to the Board from the decision of the Chair on any question of order, a majority vote of those present being necessary to over-rule the Chair.
- 7.10 The Chair may, as he/she sees necessary or at the request of a member of the Board, call a

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brief recess. In the case of an identified emergency, the Chair may adjourn the meeting subject to appeal upon motion of any Board member.

- 7.11 Motion to Adjourn. At a meeting of the Board, a motion to adjourn shall be always in order and shall be decided without debate.
- 7.12 Motions While a Question is Under Debate. When a question is under debate at a meeting of the Board, no motion shall be received unless it be one to amend, to commit or to postpone the previous question, for a substitute motion to be laid on the table or to adjourn. When there is an objection to consideration of a dilatory motion, the disposition of the motion shall require a majority vote of the Board and the underlying motion shall not be considered for the duration of the meeting.
- 7.13 Voting on Appointments to Office. Every appointment by the Board shall be by oral vote and recorded by name in the minutes of the Board.

ARTICLE VIII - DECORUM

- 8.1 Of Board Members. Shall be maintained in order to expedite disposition of the public's business before the Board. Questions, and remarks, shall be limited to only those relevant to the pending business. Members shall not converse with other members or with other persons in any manner having a disturbing effect on the conduct of such business. Members shall address all remarks to the Chair as the presiding officer. The Board shall further refer and adhere to the Code of Conduct and Code of Ethics.
- 8.2 Of Other Person. Shall be maintained by the Chair, who may request such assistance as to him/her appears necessary and may request the Sheriff or one of his/her deputies to attend meetings to preserve order. Persons addressing the Board shall limit their remarks to those relevant to the pending items. No persons in attendance shall be allowed to voice remarks except as recognized by the presiding officer after audibly stating their full name, place of residency and whom they represent. Groups in the audience creating an atmosphere detrimental or disturbing the conduct of the meeting will be asked to leave by the presiding officer. No person shall bring into the Board Room any sign, banner, or other such item; provided, that models, photos, maps, charts, drawings, and other such demonstrative materials intended for use in a presentation by a specific person shall be permitted. The Chair may order an expulsion of any citizen from the premises that he/she deems disorderly, subject to appeal to the full Board, for the safety and protection of the Board and its citizens, and to maintain proper decorum.

ARTICLE IX - MISCELLANEOUS

- 9.1 Roberts Rules of Order. Newly revised Roberts Rules of Order shall govern the conduct of all meetings of the Board to the extent that they are not inconsistent with these rules and

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the laws of the Commonwealth of Virginia.

- 9.2 Amendment of the Rules. May be accomplished by a majority vote of the entire membership, provided that such amendment may not be voted upon at any meeting unless the text of the proposed amendment has been presented to at least one previous meeting at which the date for a vote has also been established. Any proposed amendment shall be subject to further amendment at the meeting at which the vote is taken.
- 9.3 Suspension of the Rules. May occur whenever the Board shall by a majority vote to adopt a motion to suspend the rules. In such event, the rules shall be deemed suspended only with respect to the specific matter or question not then in accord with the rules.
- 9.4 In the interest of objectivity and to avoid any conflict of interest or the appearance thereof, the Board shall not hire or appoint to any office, board, authority, commission or committee, any member of a Board member's *immediate family. It is the sole responsibility of each Board member to fully disclose any familial relationships prior to any consideration of employment or appointment.

(*Immediate family member is defined as spouse and any other person residing in the same household as the employee who is a dependent of the employee or of whom the employee is a dependent.)

Adopted: _____

Attest: _____
Clerk of the Board

PRINCE EDWARD COUNTY
RULES OF
THE BOARD OF SUPERVISORS

(As amended January 2023)

I. ATTENDANCE AND ADJOURNMENT

All members shall make a reasonable effort to attend meetings of the Board. If unable to attend, a member shall notify the Chairman or County Administrator.

A majority of the members of the Board shall constitute a quorum and must be present to proceed to business. A smaller number of members may adjourn or send for absentees. Special meetings of the Board may be called in accordance with Section 15.2-1418 of the Code of Virginia, 1950, as amended.

The Chairman shall take the chair at the hour set by the Board for regular or special meetings. He shall immediately call the Board to order and determine if a quorum is present; if so, he shall have the minutes of the preceding meeting submitted. Any errors or omissions shall, upon motion and carried, then be corrected. The minutes, being found correct, shall be signed by the Chairman and Clerk and shall be the authentic record of the proceedings of the Board of Supervisors.

II. CHAIRMAN AND VICE-CHAIRMAN

Annually at the first meeting in January of the Board of Supervisors, the Board shall elect from its membership a Chairman and Vice-Chairman, each of whom shall serve a term for one year, expiring on December 31 of the year elected, or until their respective successors shall be elected. In the case of the absence of the Chairman, the Vice-Chairman shall preside at the meeting; in the absence of both the Chairman and Vice-Chairman, the members present shall choose one of its members as temporary Chairman.

The position of Chairman and Vice-Chairman of the Board shall be rotated annually among the Board members. The rotation process will commence with the most senior member, that is being the member from District 101 serving as Chairman and the member from District 201 serving as Vice Chairman. Seniority will be based on cumulative months/years of service on the Board of Supervisors, which need not be consecutive. In keeping with this policy, the selected Vice Chairman will be elevated the following year to serve as Chairman. Upon completion of serving a term as Chairman that district's Board member would move to the end of the rotation list. A Board member shall have a minimum of one year of service on the Board prior to election as the Vice-Chairman and two years of service prior to election as the Chairman. Should a member of the Board decline to seek the nomination as Chairman or Vice Chairman, that district's Board member would move to the end of the rotation list of seniority and the rotation would proceed to the next higher district number. If a tie shall occur in the seniority of Board members, the Board member from the lower numbered district shall succeed as Vice Chair/Chair first.

Commencing with the organizational meeting held on January of 2016, the following would be the rotation based upon the members in office shall be established at the annual organizational meeting of the Board. The rotation commencing January 1, 2023 is as follows:

Year	Chair District Number	Vice Chair District Number
2023	501	801
2024	801	101
2025	101	201
2026	201	701
2027	701	301
2028	301	601
2029	601	401
2030	401	501

The Board Chair and Vice Chair for prior years are as follows:

Year	Chair District Number	Vice Chair District Number
2016	101	201
2017	201	801
2018	801	701
2019	701	301
2020	301	601
2021	601	401
2022	401	501

The day, time, and place of regular board meetings shall be determined at the January meeting. If a Board of Supervisors meeting is cancelled due to inclement weather, the meeting will be held on the following Thursday, unless a holiday, in which case the meeting would be held on the following Tuesday. Pursuant to Virginia Code 15.2-1416, all hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required.

III. CLERK

The County Administrator shall serve as Clerk to the Board.

The minutes of the meetings of the Board shall be duly drawn by the Clerk and shall be submitted for approval at the next regular monthly meeting following their draft.

The Clerk shall appoint a deputy as recording secretary if required or needed by the Board.

IV. ORDER OF BUSINESS

After the call to order the Board shall proceed to the agenda. The normal order of the agenda shall be as below, except at the January organizational meeting and as subject to rearrangement by the Chairman, absent objection by the Board. At the organizational meeting in January, the first order of business shall be the election of the Chairman and Vice-Chairman and approval of the Board's operating procedures.

- A. Public Participation
- B. Consent Agenda
 - Acceptance of Treasurer's Report
 - Approval of Minutes
 - Approval of Warrant List
- C. Highway Matters
- D. Business for Board Consideration
- F. County Administrator's Report
- G. Closed Session
- H. Correspondence
- I. Informational Items
- J. Upcoming Meetings
- K. Monthly Reports from Local Departments
- L. Adjournment

V. PREPARATION OF AGENDA

The County Administrator shall see that the preparation and printing of Board papers, ordinances, resolutions, petitions, and other applicable documents, be completed within such time that members of the Board may receive the documents at least 72 hours before the meeting of the Board.

The County Administrator shall close the upcoming Agenda on the Wednesday prior to the meeting of the Board. Any item submitted after this deadline will not be considered for action unless recommended by the County Administrator.

VI. CONSENT AGENDA

The Chairman and County Administrator shall style routine, non-controversial matters requiring Board action on a Consent Agenda. Items may be removed from the Consent Agenda and place on the Regular Agenda on recorded vote by a majority of the Board members present. Only one motion is necessary to adopt all recommendations and action items on the Consent Agenda.

There shall be no debate or discussion by any member of the Board or the public regarding any item on the Consent Agenda, beyond asking questions for simple clarification.

VII. CONDUCT OF BUSINESS

The Chairman shall preserve order and decorum. When two or more members speak at the same time, the Chairman shall name the person who shall speak first.

A motion or proposition shall be reduced to writing, if desired by the Chairman or any member. Any motion or proposition may be withdrawn by the mover at any time before a decision, amendment, or other action of the Board upon it, except a motion to reconsider, which shall not be withdrawn without leave of the Board. Otherwise, meetings shall be conducted in accordance to Robert's Rules of Order, Newly Revised (Procedures for Small Boards).

VIII. TAKING THE VOTE

When a motion in order is made, a second shall be required. The Chairman shall then state the exact motion and indicate that it is open to debate. After the motion has been debated, the Chairman shall put the question in the following forms: "As many as agree that, etc. (as the question may be) let it be known by raising your right hand", and "Those opposed by the same sign."

According to the Constitution of Virginia, a majority of all elected members shall be necessary to adopt any ordinance or resolution appropriating money exceeding the sum of \$500.00, imposing taxes, or authorizing the borrowing of money. Otherwise, a resolution, ordinance, or other proposition shall be adopted by vote of the majority of Board members present and voting. A tie vote shall mean the defeat of the motion voted on.

A member may abstain and be entered in the minutes as present and abstaining.

The Code of Virginia, 1950, as amended, Title 2.2, Chapter 31, (State & Local Government Conflict of Interest Act) shall control with respect to a member's participation and voting.

IX. RECONSIDERATION

After a question has been decided, it may be reconsidered on the motion of any member who voted with the prevailing side, provided the motion is made on the same day as the decision carried. All motions to reconsider shall be decided by a majority of the votes of the members present and voting.

X. WITHDRAWAL OF EXHIBITS

Original papers, filed as exhibits with any ordinance or resolution, may be withdrawn by the patron or upon his order. In such case, he shall leave attested copies, and shall pay the Clerk for the cost of copying.

XI. MANUAL AND RULES

The rules of parliamentary practice in Robert's Rules of Order, Newly Revised shall govern the Board in all cases to which they are applicable, except when they are inconsistent with the rules established by the Board.

The Rules of the Board shall be reviewed and adopted in January of each year. These Rules may subsequently be suspended or amended by a two-third vote of the entire Board. Upon a motion to suspend or amend, the mover shall be allowed two minutes to state the reasons for his motion, and one member opposed to the motions shall be allowed an equal time to object.

XII. APPOINTMENTS

All appointments of Board representatives to commissions, authorities, committees, etc. shall be made once the individual leaves the position or on expiration of his term, and not later than two meetings after the individual has left. The Board shall attempt to honor appointments from representative districts and shall not discriminate based on sex, age, handicap, race, or origin.

At the January meeting of each year, the Board shall vote whether to operate with a system of standing committees during the year. If it does, the Board shall specify the name, composition, and function of each of the several committees. The committees shall meet at the regular times and in conformity with the Virginia Freedom of Information Act. In selecting members of committees, the Chairman of the Board shall make nominations after soliciting from members of the Board their preferences as to committee assignments. The Board may amend the Chairman's nominations and shall confirm the assignments. Standing committees shall consider such matters as referred by the Board, and shall report at regular meetings of the Board.

If the Board votes not to have standing committees, it may act as a committee of the whole on matters normally referred to standing committees. However; the Chairman after consulting with the County Administrator, may appoint special (ad hoc) committees to carry out specific tasks. This shall be done after soliciting from members of the Board their preferences as to committee assignments. A special committee shall automatically cease to exist once it has completed its specific task.

XIII. PUBLIC HEARINGS

The Chairman may, at his discretion, set an appropriate and consistent time limit on all speakers at a public hearing. All speakers shall come forward and identify themselves by name and address before stating their position. If a public hearing becomes disruptive, the Chairman may adjourn or continue, in accordance with the Code of Virginia.

XIV. CLOSED SESSIONS

All discussions held in Closed Session as outlined in the Freedom of Information Act shall represent privileged information held by those involved. Release of such information by a Board member outside the session shall be considered a breach of these by-laws, and the member shall be subject to censure. Specific purpose of closed session shall be stated in accordance with Section 2.2-3711 of the Code of Virginia, 1950, as amended.

Upon return to regular session after a closed session, the County Attorney and/or Chairman shall state the nature of the closed session in as specific terms as appropriate.

In open session, a roll call vote shall be recorded in the minutes, certifying that only public business matters lawfully exempted from open meeting requirements and only such business matters as were identified in the motion were discussed or considered. Any member of the public body who believes there was a departure from the requirements shall so state prior to the vote. The statement shall be recorded in the minutes.

ROBERT'S RULES OF ORDER, NEWLY REVISED

PROCEDURE IN SMALL BOARDS

In a board meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business. The rules governing such meetings are different from the rules that hold in other assemblies, in the following respects:

- Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
- There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.
- Informal discussion of a subject is permitted while no motion is pending.
- Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion having been introduced. Unless agreed to by general consent, however, all proposed actions of a board must be approved by vote under the same rules as in other assemblies, except that a vote can be taken initially by a show of hands, which is often a better method in such meetings.
- The chairman need not rise while putting questions to vote.
- The chairman can speak in discussion without rising or leaving the chair; and, subject to rule or custom within the particular board (which should be uniformly followed regardless of how many members are present), he usually can make motions and usually votes on all questions.

EFFECT OF PERIODIC PARTIAL CHANGE IN BOARD MEMBERSHIP

In cases where a board is constituted so that a specific portion of it is chosen periodically (as, for example, where one third of the board is elected annually for three-year terms), it becomes, in effect, a new board each time such a group assumes board membership. Consequently, all unfinished business existing when the outgoing portion of the board vacates membership falls to the ground; and if the board is one that elects its own officers or appoints standing committees, it chooses new officers and committees as soon as the new board members have taken up their duties, just as if the entire board membership had changed. The individual replacement of persons who may occasionally vacate board membership at other times, however, does not have these effects.



Mission Statement of the Board of Supervisors of the County of Prince Edward

"The mission of the Board of Supervisors of the County of Prince Edward is to represent all citizens, provide leadership, create vision and set policy to accomplish positive change and planned growth and to provide essential services, enhancing the quality of life and maintaining fiscal responsibility. "

Protocol for Board of Supervisors Comments

- The Board of Supervisors sets aside ten (10) minutes near the beginning of each regular board meeting for each member of the Board of Supervisors to respond to comments made by citizens during "Public Participation," if he/she so desires.
- This is an opportunity for each individual member of the Board to express his/her own personal opinion in response to a citizen's concerns on matters of public interest.
- "Board of Supervisors Comments" is not designed to allow debate between Board members and citizens.
- The Chairman of the Board will establish the order of speakers and will maintain decorum.
- Each Board member shall be allotted an opportunity to speak for a maximum of one (1) minute; unless additional time is yielded by another member of the Board. In the event a Board member or members shall be absent, unallocated time shall not be allocated to Board members in attendance.
- Following each Board member's comment period, the remaining two (2) minutes shall be set aside for appropriate response, and shall be divided equally between those members of the Board wishing to respond, and as directed by the Chairman.

Adopted May 12, 2009



Mission Statement of the Board of Supervisors of the County of Prince Edward

To represent all citizens, provide leadership, create vision and set policy to accomplish effective change, planned growth and provide essential service, while maintaining and enhancing the quality of life in Prince Edward County.

PROTOCOL FOR PUBLIC PARTICIPATION

- The Board of Supervisors sets aside twenty (20) minutes near the beginning of each regular board meeting for citizen comment.
- This regular agenda item is termed "Public Participation". During this period the Board receives comment from any citizen of Prince Edward County on any matter not scheduled for a public hearing.
- This is an opportunity for citizens to speak and the Board to listen carefully to citizen expressions of concern and opinion.
- Citizens may ask questions of the Board or individual Board members; however, Public Participation is not designed to allow debate between Board members and citizens.
- Citizens are expected to conduct research on topics prior to Board meetings and this forum provides citizens with an opportunity to inform elected officials of their findings and positions on matters of public interest and concern.
- Citizens wishing to speak during Public Participation are asked to please sign the Public Participation register prior to the beginning of the meeting.
- Citizens may also participate remotely by using the call-in information: 1-844-890-7777, Access Code: 390313. Citizens participating remotely are asked to pre-register by calling the County Administrator's Office at 434-392-8837, prior to 4:00 p.m. the day of the meeting.
- Citizens are respectfully requested to state their full name and address for the record.
- The Chairman of the Board will establish the order of speakers and will maintain decorum.
- Citizens shall speak for a maximum of five (5) minutes, unless more time is granted by the Chair.
- In the event that more than four (4) speakers wish to be heard during citizen's time, the Chairman shall allocate the twenty (20) minutes among speakers in an equitable manner. An extension to the twenty (20) minute limit can be granted by the Chair.
- Comments from citizens who are not residents of Prince Edward County will be entertained once all County residents are heard.
- Signs, placards, posters or like material are not permitted in the Board Chamber, adjoining areas or County offices.
- The Board asks that citizens remain seated during the meeting unless called upon to stand for recognition as a speaker, official duties, physical necessity, or to enter/leave the meeting.
- The use of profane, vulgar, obscene or threatening speech is not permitted and can result in removal from the meeting.
- Citizens are requested to turn off or deactivate the sound from all cell phones, pagers, or other electronic communication devices.
- Should you require special accommodations in order to participate in a Board meeting, please contact the Prince Edward County Administrator's Office at 434-392-8837.

BOARD OF COUNTY SUPERVISORS

RULES OF PROCEDURE

Amended: June 22, 2021



**RULES OF PROCEDURE
BOARD OF COUNTY SUPERVISORS
PRINCE WILLIAM COUNTY, VIRGINIA**

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 Prince William Board of County Supervisors Policy Regarding the Attendance of Meetings Electronically Pursuant to § 2.2-3708.2, VA Code. and the 2020 Governor’s Budget Amendments..... 22

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RULES OF PROCEDURE
BOARD OF COUNTY SUPERVISORS
PRINCE WILLIAM COUNTY, VIRGINIA

Adopted January 3, 1984

Amended January 21, 1986, January 7, 1992, January 2, 1996, January 4, 2000, February 8, 2000,
 March 14, 2000, effective March 14, 2000, September 19, 2000, effective September 19, 2000,
 Amended February 20, 2001, Amended January 6, 2004, Amended January 9, 2007, Amended
 January 8, 2008, Amended January 6, 2009, Amended February 8, 2011, Amended January 17, 2012,
 Amended June 5, 2012, Amended January 14, 2014, February 9, 2016, Amended June 21, 2016,
 Amended November 21, 2017, Amended February 19, 2019, Amended February 4, 2020, Amended
 May 12, 2020, Amended July 21, 2020, Amended January 12, 2021

Amended July 22, 2021

SECTION A: MEETINGS

1. (a) *Regular Meetings* - The Board of Supervisors shall adopt a schedule of the times, dates, and places of its regular meetings, for each calendar year, at its annual meeting, or as soon thereafter as practicable. The "annual meeting" is hereby specified to be the first meeting after the election of new members, and the corresponding first meeting of each subsequent year. Regular meetings shall be held on Tuesdays and will generally occur on the first, second, and third Tuesday of each month. Meetings shall begin at 2:00 P.M., and may reconvene at 7:30 P.M. or other convenient time for public hearings. There must be at least one scheduled meeting per month that occurs in the evening. In setting its regular meeting schedule, the Board may consider avoiding scheduling meetings when they would conflict with such occurrences as legal holidays and other meetings for the purpose of furthering public business which the majority of the Board has traditionally attended. The Board may schedule regular meetings each year as it deems appropriate, and may likewise cancel regular meetings, as provided in Subsection 1(c), below, after the annual meeting schedule is adopted, so long as the Board meets in regular session not less than once each month.

(b) *Changing or Adding Regular Meetings* - The Board may change the date, time, or place of any regular meeting to another date, time, or place, when such meeting conflicts with any holiday or any such change is otherwise deemed necessary by the Board, or it may establish additional regular meetings in any month. Such change to, or addition of a regular meeting may be accomplished by adoption of a resolution changing, or adding a regular meeting date, done at a regular or special meeting, which is provided for in this section. The Clerk shall cause a copy of such

1 resolution to be posted on the door of the courthouse, in the James J. McCoart Administration
2 Building, on the County's internet website, and on the County's social media pages as well as via the
3 County's email system at least one week prior to the changed or added meeting. If possible, notice
4 of the change to, or addition of, a regular meeting shall also be inserted in a newspaper of general
5 circulation in the County prior to the day on which the meeting was to have occurred.

6
7 (c) *Eliminating Regular Meetings.* The Board may eliminate any regular meeting
8 shown on its annual schedule of meeting dates in the event that it determines that it can
9 successfully complete its work in fewer meetings. This may be accomplished by resolution of the
10 Board, adopted at a regular or special meeting. In the event that it becomes apparent to the Chair
11 that a regular meeting should be eliminated for this reason, and there are no regular or special
12 meetings intervening before the meeting that should be eliminated, the Chair or the Chair's staff
13 shall individually, and consistent with the Virginia Freedom of Information Act, notify each of the
14 Board members of the Chair's determination that the meeting should be eliminated. Members
15 should avoid responding to multiple Board members at the same time in order to comply with the
16 Virginia Freedom of Information Act. All members shall be provided a reasonable opportunity to
17 raise an objection to the cancellation of the meeting directly to the Chair. If no member of the Board
18 objects, following reasonable efforts to contact all members and seek their input, consistent with the
19 Virginia Freedom of Information Act, then the Chair may declare the meeting cancelled. The Clerk
20 shall send a notice of the elimination of the meeting to all Board members. The Clerk shall promptly
21 notify the media and post the notice at the Judicial Center (where public notices are regularly
22 posted), or at the James J. McCoart Administration Building (in the Office of Executive Management
23 where public notices are regularly posted), on the County's social media pages as well as via the
24 County's email system, and on the County's Internet website as far in advance of the meeting to be
25 cancelled as possible under the circumstances. If possible, notice of the elimination of the meeting
26 shall also be inserted in a newspaper of general circulation in the County prior to the day on which
27 the meeting was to have occurred.

28
29 The Chair, after consultation with the County Executive and County Attorney, may cancel a
30 meeting in the event that holding the meeting would present a threat to public safety. The Clerk
31 shall promptly provide notice to all Board members and the media, and to the extent possible, post
32 such notice on the County's Internet website, on the County's social media pages as well as via the

1 County's email system, and in the James J. McCoart Administration Building (in the Office of
2 Executive Management and where public notices are regularly posted).

3

4 2. *Special Meetings* –

5 (a) The Board may hold special meetings by establishing a special meeting date,
6 time, place, and an agenda for said meeting at a regular meeting. The Clerk shall post and publish
7 notice of the special meeting in accordance with the Virginia Freedom of Information Act, including
8 §2.2-3707 VA Code Ann., and on the County's social media pages as well as via the County's email
9 system.

10

11 (b) Special meetings shall be held when called by the Chair or requested by two
12 or more members of the Board. Such request shall be in writing, addressed to the Clerk of the
13 Board, and shall specify the date, time, and place of meeting and the matters to be considered at
14 the meeting. Upon receipt of such request, the Clerk shall immediately notify each member of the
15 Board, the County Executive, and the County Attorney, in writing, to attend the special meeting at
16 the date, time and place mentioned in the request. Such notice shall specify the matters to be
17 considered at the meetings, and shall be delivered to each member of the Board of County
18 Supervisors, the County Executive and the County Attorney, in person, or to their residence or place
19 of business, and by e-mail. No matter not specified in the notice shall be considered at such
20 meeting, unless all the members of the Board are present or sign a written waiver. The Clerk shall
21 post and publish notice of the special meeting in accordance with the Virginia Freedom of
22 Information Act, §2.2-3707 VA Code Ann., and on the County's social media pages as well as via the
23 County's email system.

24

25 3. *Adjourned Meetings* - Any regular or special meeting may be adjourned to a date and
26 time certain prior to the next regular meeting of the Board.

27

28 4. *Place of Meeting* - Unless otherwise changed as provided in Subsection 1(b), above, or
29 unless otherwise provided by resolution adopted by the Board, the Board's regular meetings shall
30 be held in the Board Chambers at the James J. McCoart Administration Building, One County
31 Complex Court, Prince William, Virginia. Special meetings shall be held at the McCoart Building, or in
32 the place specified by the notice required under Subsection 2(a) or (b), above.

33

1 5. *Public Hearings* - Public hearings shall be held after notice has been given in
2 accordance with the Code of Virginia. Except as provided herein, once a public hearing has been
3 advertised on any matter including a rezoning or special use permit application the public hearing
4 shall then be held to avoid inconvenience to the public. The Chair may then:

5
6 (a) close the public hearing at its conclusion, and the Board may take or defer
7 action on the matter including referral back to the Planning Commission of
8 any land use issue within its jurisdiction; or

9
10 (b) hold the hearing open for further public comment and Board action at a later
11 date. Any applicant for a rezoning or special use permit may withdraw their
12 application at any time prior to Board action thereon, subject to the
13 provisions of Section 32-700.70 of the Code of Prince William County.

14
15 No public hearing shall be held on any rezoning or special use permit application which has been
16 withdrawn in writing by the applicant under the provisions of that section. Any applicant for a
17 rezoning or special use permit may request Board approval of a deferral of action on their
18 application prior to the holding of a public hearing. If the Board agrees to such deferral, the Board
19 need not conduct the originally advertised public hearing if it believes that a public announcement
20 of the deferral request and postponement of the hearing would not substantially inconvenience the
21 public.

22
23 6. *Consideration and Adoption of Annual Budget* – The Board shall conduct the following
24 major steps in the procedure for adopting the annual budget during evening sessions of its
25 meetings: 1) the provision of budget guidance to the County Executive; 2) the presentation of the
26 County Executive’s proposed budget; 3) at least two public hearings on the proposed budget; 4)
27 budget markup by the Board; 5) budget recap; and 6) the adoption of the annual budget, and it shall
28 prescribe whether such discussions shall be held during an evening session. The Board may elect to
29 hold other discussions of a proposed annual budget, and it shall prescribe whether such discussions
30 shall be held during an evening session.

31
32

1 7. *Open Meetings* - All Board meetings shall be open to the public, provided that the
 2 Board may meet in closed session for those purposes authorized by the Virginia Freedom of
 3 Information Act. No meeting shall become a closed meeting unless there shall have been recorded
 4 in open session an affirmative vote to that effect, which motion shall 1) identify the subject matter
 5 and purpose of each item of closed session discussion and 2) make specific reference to the
 6 applicable exemption from open meeting requirements provided by the Virginia Freedom of
 7 Information Act. No resolution, ordinance, rule, contract, regulation or motion adopted, passed or
 8 agreed to in a closed meeting shall become effective unless the Board, following such meeting,
 9 reconvenes in open meeting and takes a vote on such resolution, ordinance, rule, contract,
 10 regulation or motion.

11

SECTION B: PRESIDING OFFICER

13

14 1. *Chair* - The Chair shall preside over all meetings, represent the Board at official
 15 functions and ceremonial events, and make such appointments as are not required by law to be
 16 made by the Board. The Chair shall retain the right to vote while presiding.

17

18 2. *Vice-Chair* - The Vice Chair shall be elected annually; shall preside over meetings in
 19 the absence of the Chair; and shall perform such other duties as may be assigned by the Board. The
 20 Vice-Chair shall retain the right to vote while presiding over a meeting.

21

22 3. *Chair Pro-Tem* - A Chair pro-tem shall be elected annually; shall preside over
 23 meetings in the absence of the Chair and the Vice-Chair and shall retain the right to vote while doing
 24 so. In the absence of the elected Chair Pro-Tem, a Chair pro-tem shall be appointed by the presiding
 25 officer before the presiding officer leaves the room.

26

SECTION C: QUORUM AND ACTIONS

28

29 1. *Quorum* - A majority of all the members of the Board shall constitute a quorum. The
 30 Chair shall be included and counted in determining whether a quorum exists.

31 (a) Policy Regarding the Attendance of Meetings Electronically Pursuant to § 2.2-
 32 3708.2 VA Code Ann. And the 2020 Governor’s Budget Amendments - *See Appendix A.*

33

1 2. *Required Absence* - No action shall be taken by the Board unless a quorum is present,
2 provided, however, that the temporary absence from the meeting room of members sufficient to
3 constitute a quorum shall not be deemed to prevent the hearing of presentations or the discussion
4 of matters submitted to the Board. The Chair, Clerk, or the County Executive shall suggest the
5 absence of a quorum prior to the taking of any action by the Board, but a failure to suggest the
6 absence of a quorum shall not be deemed to alter the effect of this rule requiring a quorum as a
7 prerequisite to any action.

8
9 3. *Actions* - The Board shall act in one of the following ways:

10 (a) *Ordinances* - If required by law, action shall be taken by the adoption of
11 ordinances. Ordinances shall be proposed for adoption, notice given, and adoption accomplished as
12 is provided for by the Code of Virginia.

13
14 (b) *Resolutions* - If action by ordinance is not required by law, the Board may act
15 upon adoption of a resolution, in the following manner:

16
17 (i) A resolution shall be presented in writing, along with any supporting
18 materials the Supervisor or Chair intends to be considered by the Board, to the Clerk with sufficient
19 time to be included in the published agenda packet for the meeting in which the action is sought;

20
21 (ii) The Clerk shall deliver a copy of any proposed resolution to all
22 members of the Board, the County Executive, and the County Attorney before the resolution is
23 proposed for adoption.

24
25 (iii) Notwithstanding any other provision of the Board's Rules of
26 Procedure, the Board may act, without prior notice, upon adoption of a resolution as a result of
27 matters discussed in closed session, pursuant to the Virginia Freedom of Information Act.

28
29 (c) *Motion* - If action is required on matters simply stated, the Board may act on
30 oral motion only. Any oral motion made and seconded, including any procedural motions pursuant
31 to these Rules, shall be voted on by the Board and fully recorded in the minutes of the meeting.

32

1 (d) *Unanimous Consent/Board Directives to Staff* - If action by ordinance or
2 resolution is not required by law or these Rules, and no objection is heard, a request of a member
3 shall be deemed a request of the Board without further action, provided that such request is made
4 at a meeting with a quorum present, and further provided that the Chair states that such request
5 shall be deemed to be a request of the Board. Such request may be a Board directive to staff
6 directing that certain actions be taken by staff.

7
8 4. *Proclamations and Commendations.*

9 (a) The Board may issue proclamations on such issues and at such times as it
10 shall deem appropriate. Proclamations shall only be issued upon Resolution of the Board adopted
11 as other Resolutions are adopted. Such proclamations shall be signed by the Chair of the Board, and
12 may be signed by all members of the Board.

13
14 (b) The Board shall have two forms of Commendation:

15 (i) *Board Commendations.* The Board itself may issue Commendations
16 to any persons or groups for meritorious service to the community or other act meriting public
17 notice, by Resolution adopted as other Resolutions are adopted. Such Commendations shall be
18 signed by the Chair of the Board, and may be signed by all members of the Board.

19
20 (ii) *Supervisors' Commendations.* The Board hereby expressly authorizes
21 any Supervisor to prepare Commendations for any persons or groups for actions that such
22 Supervisor shall deem worthy of note, and which may be signed by such Supervisor on behalf of the
23 Board, without the necessity of further formal Board action or vote thereon.

24
25 5. *Proposal of Policy and Appointment Resolution by an Individual Supervisor.*

26 (a) *Policy Resolution Proposed by an Individual Supervisor.*

27 (i) A Supervisor shall announce their intent to seek Board action
28 regarding a policy proposal/resolution at a future Board meeting during Supervisors' Time; if at least
29 one other Supervisor present at the meeting verbally concurs with the announcement, such
30 proposals would appear on the agenda in Supervisors' Time at the next meeting for Board
31 consideration pursuant to the provisions of this Subsection 5(a), or at such meeting as may be
32 specified by the Board or other code provisions; or
33

1 (ii) Pursuant to Subsection F(2)(a), an individual Supervisor, in
2 coordination with the Chair shall provide to the Clerk the written resolution, along with appropriate
3 written materials, in a timely fashion for inclusion on the published agenda for the meeting where
4 the action is scheduled for Board consideration during Supervisors' Time. No Board Action can be
5 taken on any matter where the written resolution is not published in the agenda for the meeting.
6

7 (iii) In the event that the Board has agreed by motion to waive the
8 provisions of Subsection 5 (a)(i)-(ii) above, and/or Subsection F(2)(a), thus permitting a Supervisor to
9 present a resolution for Board action which has not previously appeared on the Board's agenda or
10 has not been included in the meeting materials for prior review by the public, a copy of that
11 proposed resolution placed before the Board for action shall be shown on the overhead projector or
12 otherwise displayed in the Board chambers prior to any vote.
13

14 (b) *Appointment Resolution Proposed by an Individual Supervisor.*

15 (i) When appointments to policy or administrative boards are
16 recommended by an individual Supervisor, they shall be accompanied by a résumé of experience
17 and/or qualifications for the prospective appointee. These boards are the Community Services
18 Board, Human Rights Commission, Library Board, Planning Commission, and Service Authority.
19

20 (ii) Appointments to other boards, committees and commissions shall
21 be initiated as above and shall be accompanied by an abbreviated résumé that includes name,
22 address, phone number and an abbreviated statement of qualifications and/or interest in the
23 appointment.
24

25 (iii) Unless the membership of a board, committee or commission is
26 comprised of one at-large member and one member from each magisterial district appointed by the
27 Board of County Supervisors, Supervisors will consult with the Chair first before proposing an at-
28 large nomination of an appointment to the board, committee or commission.
29

30 6. *Process for Appointment of Supervisors to Various Entities.*

31 (a) A vacancy on any entity to which a Supervisor is to be appointed shall be
32 announced to the Board as soon as possible by the Chair. This announcement can be made at a
33 Board meeting, by voice or electronic mail message, or in writing. A copy of any written

1 announcement from the entity for which the appointment is to be made should be provided to the
2 Board.

3

4 (b) Supervisors who are interested in being appointed, should announce their
5 interest to the Board as soon as possible.

6

7 (c) The Chair shall notify the Board of the meeting at which such appointment
8 will appear on the agenda to be considered by the Board and when discussion of the appointment
9 will occur in closed session. The Chair shall request the Clerk to the Board to prepare for the agenda
10 a draft resolution for appointment with a blank for the name of the Supervisor to be considered if
11 the Board has not discussed the appointment in closed session. If the Board has already discussed
12 the appointment in a closed session, then the Chair may request the Clerk to include a Supervisor's
13 name in the draft resolution.

14

15 (d) The Board shall vote on all such appointments of Supervisors at a regular
16 Board meeting.

17

18 7. Process for adopting non-editorial changes made to previously advertised language
19 amending the Comprehensive Plan or the Zoning or Subdivision Ordinances, including the Design
20 and Construction Standards Manual following a special public input process.

21

22 Where the Board establishes a public involvement process when it initiates any five-year
23 update to the Comprehensive Plan, or a significant amendment to the text of the Zoning Ordinance
24 or the Subdivision Ordinance, including the Design and Construction Standards Manual, the Board
25 may provide in the initiating resolution or elsewhere that any non-editorial change to the language
26 published to the public as recommended for adoption by the Board will be made available to the
27 public for review prior to adoption of such non-editorial change. The purpose of providing notice of
28 the proposed non-editorial change prior to its adoption is to allow a sufficient time prior to Board
29 action on the non-editorial change to give the public a meaningful opportunity to comment on the
30 proposed non-editorial change. At all times, the Board will adhere to legal requirements for
31 advertising proposed language or proposed changes to advertised proposed language. Where re-
32 advertising non-editorial changes is not legally required, the Board may exercise its discretion in
33 determining how to provide the public with notice of a proposed non-editorial change and the time
34 that will elapse between the public notice and action on the proposed non-editorial change. The

1 Board may, but is not required to, provide detail concerning the process for consideration of non-
2 editorial changes to advertised proposed language, such as the time period for public notice prior to
3 action, the method for providing public notice, etc., in the initiating resolution.

6 SECTION D: VOTING

7
8 1. *Votes* - Votes shall be taken only upon motions made and seconded. Votes shall be
9 taken in accordance with the Virginia Freedom of Information Act, §2.2-3707 VA Code Ann.

10
11 2. *Method of Voting* - All voting shall be taken by electrical equipment permitting push-
12 button voting from each Board member's seat. At the discretion of the presiding officer, a roll call
13 vote may be taken for the vote on any ordinance or resolution.

14
15 3. *Restating the Question* - The Chair may restate the question or ask the Clerk to restate
16 the question prior to the taking of a vote, provided, however, that at the request of the Chair, a
17 Board member may restate the question if it is the opinion of the Chair that such procedures will
18 expedite the decision of the question.

19
20 4. *Tie Votes* - In the event of a tie vote, the motion under consideration shall be deemed
21 defeated.

22 SECTION E: RECONSIDERATION

23
24
25 Action on an ordinance, resolution or motion may be reconsidered one time and only upon
26 motion of a Board member voting with the prevailing side on the original vote, which motion must
27 be made at the same or immediately subsequent regular meeting as defined by Section A.1.(a) of
28 these Rules of Procedure. A motion to reconsider may be seconded by any member. Any such
29 matter defeated by a tie vote may be reconsidered upon motion by any Board member having voted
30 to defeat the matter at the same or the next regularly scheduled meeting.

31

1 Action upon reconsideration of a question shall be taken only following notice as required by
2 law and at least as much notice as was given prior to the original action, unless such action upon
3 reconsideration is taken at the same meeting as the original action.

4
5 In instances involving the reconsideration of the adoption, or rejection of an ordinance,
6 whether by tie vote or otherwise, the ordinance shall be re-advertised in accordance with the
7 advertising requirements for ordinances specified by the Code of Virginia prior to action on the
8 reconsidered question. A motion to reconsider an ordinance made at any other meeting than that at
9 which a lawful vote thereon shall have first been taken, shall constitute instruction to the Clerk to re-
10 advertise the said ordinance for further proceedings according to law.

11
12 **SECTION F: ORDER OF BUSINESS**
13

14
15 1. *Commencement of Meetings.*

16 (a) At the time specified in Section A of these Rules for the commencement of
17 regular meetings, and at the hour specified for adjourned or special meetings, the presiding officer
18 shall call the meeting to order, and direct the Clerk to note the presence or absence of Board
19 members. A quorum shall be required for the commencement of any meeting.

20
21 (b) The Board shall open each meeting, regular or special, with the reading or
22 recitation of a prayer, with an invocation by a cleric invited for the purpose, or with a moment of
23 silence or quiet reflection, and with the Pledge of Allegiance.

24
25 2. *Agenda* - The Chair, with the County Executive, shall prepare an agenda for each
26 meeting.

27 (a) Any member having matters to be considered by the Board, as well as any
28 presentations to make to the Board, which shall include any written or graphic materials, and/or
29 audio or video recordings of any kind to be read, viewed, heard, observed, and/or considered by the
30 Board at any point during any meeting, shall submit them to the Clerk to the Board for inclusion on
31 an appropriate agenda, in consultation with the Chair, and such materials shall be included with the
32 other materials dispatched to Board members and the public for that meeting's agenda in
33 preparation for the meeting.

1 (b) When County staff proposes that the Board take action in a meeting on a
2 particular matter County staff shall provide to the Clerk the staff reports that provide detailed
3 explanations and impact statements on the recommended action.
4

5 (c) No votes shall be permitted on matters placed on the Agenda at the request
6 of County staff for which the County staff report was not provided to the Board in the published
7 Agenda for the meeting for which a vote is sought.
8

9 3. *Consent Agenda* – The Chair is authorized and directed, in consultation with the
10 County Executive, to prepare a consent agenda for regular Board meetings, for matters of a routine,
11 non-controversial nature. Motions to approve the consent agenda shall not be debatable, and shall
12 be adopted only by unanimous consent of all Board members present at the meeting. Matters may
13 be removed from the consent agenda and placed on the regular agenda after Public Comment Time
14 for presentation, questions, or debate, and vote at the request of any Board member, the County
15 Executive, or the County Attorney.
16

17 4. *Public Comment Time* – The Board shall set aside Public Comment Time at the
18 beginning of each afternoon session of a regular meeting of the Board, and again at the beginning
19 of each evening session of a regular meeting. During Public Comment Time the Board will receive
20 comment from any member of the public on any item not on the public hearing calendar for the
21 day, provided that the use of obscenity or other speech tending to create a breach of the peace is
22 prohibited; and provided further that no individual member of the public shall be permitted to
23 address the Board for more than three (3) minutes. The Chair is vested with the Board's authority to
24 enforce these limitations. Individuals wishing to speak at Public Comment Time shall sign up in
25 person to speak by providing their own name and address on a list provided for this purpose by the
26 Clerk to the Board. No one shall be allowed to sign another individual's name on the list provided by
27 the Clerk to the Board. Members of the public residing in Prince William County shall be called to
28 speak prior to members of the public residing outside of the County. The Board shall provide
29 members of the general public with the opportunity for public comment time during a regular
30 meeting at least quarterly as required by Virginia Code § 15.2-1416(D). Decorum shall be
31 maintained as outlined in Section H: Decorum
32

1 The Board recognizes that some members of the public may not be able to attend Board
2 meetings in person. These individuals may have an interest in specific Agenda items and, in order to
3 facilitate the timely review of their comments, the Board will accept comments on a virtual agenda
4 comment section on the official County website as follows:

- 5 • The official County website shall allow for members of the public to provide comments on
6 agenda matters that shall open at the time of the publication of the agenda for a meeting,
7 and close not sooner than two hours prior to the start of the meeting for which the agenda
8 was published.
- 9 • Members of the public can click on the Agenda item they wish to comment on, and it will be
10 sent by email directly to the members of the Board of County Supervisors
- 11 • All submitted comments shall be subject to the Virginia Freedom of Information Act (FOIA).

12
13 5. *Supervisors’ Time* – On each agenda there shall be a period designated “Supervisors’
14 Time,” during which each Board member shall be entitled to unrestricted use of five (5) minutes for
15 such purposes as each member deems appropriate. A member may announce their intent to seek
16 Board action but may not make a motion during Supervisors’ Time except as provided under Section
17 C(5)(a). At the end of the five-minute period for each member, the presiding officer shall call the
18 Board to order, and any continuation of the matter then under discussion shall go over to the end of
19 the Agenda, or to a subsequent meeting, as the Board may determine. As provided elsewhere in the
20 Rules, member presentations must be dispatched with other agenda materials, and where a
21 Supervisor requests Board action that requires a resolution, all resolutions must be submitted to the
22 Board in writing, in advance.

23
24 6. *County Executive, County Attorney, and Board Matters* – To the maximum extent
25 possible County Executive, County Attorney, and Board matters shall be scheduled in the period
26 from 2:00 P.M. to 4:00 P.M. at the regular Board meetings. Under unusual circumstances, they may
27 be scheduled at such other time during a regular meeting as the Chair may deem expedient.

28
29 7. *Administrative and Informational Matters* - Administrative and informational matters
30 shall not be placed on the agenda or considered by the Board until the interested member shall
31 have ascertained from the administrative staff, through the County Executive, that all appropriate
32 administrative actions have been taken, or until an unreasonable amount of time following a
33 request for administrative action has elapsed and insufficient action has been taken. Matters having
34 to do with actions or failures to act by the administrative staff shall not be placed on the agenda or

1 considered by the Board until the County Executive shall have been given a reasonable opportunity
2 to furnish the interested member or members with an explanatory statement.

3

4 8. *Agency Matters* – Matters having to do with agencies not under the administrative
5 supervision of the County Executive shall not be placed on the agenda or considered by the Board
6 until the affected agency or agencies shall have been given a reasonable opportunity to furnish the
7 interested members of the Board with background information or data.

8

9 9. *Consolidated Land Use Public Hearing Agenda.*

10 (a) The Chair is authorized and directed, in consultation with the County
11 Executive, to prepare a consolidated land use public hearing agenda for regular Board meetings, for
12 those Comprehensive Plan map amendment, rezoning, proffer amendment and special use permit
13 applications that meet the criteria set forth in this Subsection. The Chair shall consolidate all public
14 hearings on the land use matters on the consolidated agenda into a single public hearing. Each
15 individual item on the consolidated land use public hearing agenda will be subject to the same
16 requirements for preparation of a written staff report, to be distributed to the Board and the public
17 at the same time as the staff reports are distributed for land use matters on the standard public
18 hearing agenda. Written staff reports for all land use matters, regardless of whether the public
19 hearing occurs on the consolidated or the standard public hearing agenda, shall be subject to the
20 same requirements for content and thoroughness.

21

22 (b) Matters may be removed from the consolidated land use public hearing
23 agenda and placed on the standard public hearing agenda for presentation, questions, or debate at
24 the request of any Board member, the County Executive, or the County Attorney. Therefore, relevant
25 County staff will be present and prepared to make full presentations on any and all land use matters
26 on the consolidated land use public hearing agenda to facilitate the ready removal of any matter
27 from the consolidated land use public hearing agenda to the standard public hearing agenda.

28

29 (c) Only Comprehensive Map amendment, rezoning, proffer amendment or
30 special use permit applications which have received recommendations of approval from County
31 staff and the Planning Commission, and where there are no unresolved issues between the
32 applicant and County staff or the Planning Commission may be placed on the consolidated land use
33 public hearing agenda. Further, no application can be placed on the consolidated land use public

1 hearing agenda without the consent of the Supervisor in whose district the land which is the subject
2 of the application is situated.

3
4 (d) The Chair will individually announce each land use case which is on the
5 consolidated land use public hearing agenda at the beginning of the consolidated public hearing.
6 Applicants may choose to make a presentation during the public hearing, but are not required to do
7 so.

8
9 10. *Agenda Order*

10 (a) Order on the agenda shall be established by the Chair, in consultation with
11 the County Executive, taking into account probable public interest and the need for staff or other
12 presentations. Insofar as is practicable, agenda order shall maximize convenience to the public and
13 minimize any adverse impact on performance of normal staff functions. The Board may amend the
14 agenda by majority vote.

15 (b) Matters neither included on the agenda nor disposed of during each
16 member's unrestricted time shall be taken up only if the presiding officer determines that:

- 17 (i) they are emergency in nature;
- 18 (ii) they involve persons who are present but would not be present
19 at a subsequent meeting; or
- 20 (iii) action is required by Robert's Rules of Order or these Rules of
21 Procedure.
22

23
24 11. *Minutes* – The Clerk shall keep minutes of the open meetings of the Board and shall
25 also maintain one recording, by means of electronic device, of the proceedings at any Board
26 meeting, except closed sessions. One copy of the minutes of the recorded proceedings shall be
27 made available by the Clerk to any person requesting same, with a fee to be paid to the County for
28 the cost of producing such copy. All copies shall be made by the County to fulfill requests by
29 members of the public.

30
31 12. *Closed Sessions* – Each agenda shall specify a time at each regular Board meeting of
32 the month, generally after all public business shall have been concluded during the afternoon
33 session, for closed sessions properly called. When so requested by the County Attorney, County

1 Executive, or any Board member, however, the Chair may permit a closed session at any other time
2 prior to consideration of any agenda item. Minutes shall not be kept of closed sessions.

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SECTION G: ORDER IN CONDUCT OF BUSINESS

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1. *Persons Addressing the Board* – Persons addressing the Board shall limit their presentations to the time allotted by the Chair, unless the Board extends such time by unanimous consent. The Chair, in allotting such time, shall take into account the complexity of the matter, its importance in relation to other business of the Board, and the time available during the Board meeting. At the discretion of the Chair, the conduct of business by the Board may be reordered to allow earlier consideration of matters about which a substantial number of persons desire to address the Board. Insofar as is practicable, persons addressing the Board shall furnish the Clerk and members of the Board with a written copy of their remarks, at or before the meeting.

2. *Recognition* – Recognition shall be given only by the presiding officer. No person shall address the Board without first having been recognized. When all public testimony has concluded, and the Board is considering and discussing the matter, no person shall thereafter be recognized to address the Board.

3. *Zoning and other Public Hearings* – Hearings on zoning applications and special use permits shall be conducted as public hearings, provided that to the maximum extent possible, the applicant’s presentation shall be limited to twenty (20) minutes, which time may be divided as the applicant sees fit. An applicant’s time is typically divided into fifteen (15) minutes for presentation and five (5) minutes for rebuttal. Speakers, other than the applicant, shall have three (3) minutes each for their presentation. Persons representing and speaking on behalf of a civic association, a home owners association, or any organizations formally recognized and current with Internal Revenue Service and/or the Commonwealth of Virginia State Corporation Commission shall have five (5) minutes for their presentation. In the event that there is a question as to whether an organization is recognizable for purposes of the extended time limitation, the Chair shall so determine. A speaker may not yield time to another speaker. Individuals wishing to speak at the Public Hearing shall sign up in person to speak by providing their own name and address on a list provided for this purpose by the Clerk to the Board. No one shall be allowed to sign another individual’s name on the list provided by the Clerk to the Board. Members of the public residing in

1 Prince William County shall be called to speak prior to members of the public residing outside of the
2 County.

3
4 a. The Board shall not conduct public hearings on residential land use matters
5 and/or land use matters of mixed use with a residential component, including applications for
6 special use permits, rezonings, and Comprehensive Plan amendments, during the intervening
7 period between the General Election for the Board seats and the seating of the new Board, unless
8 such action on the matter(s) is consistent with the applicable provisions of the Virginia Code. In
9 addition, County staff shall not schedule such residential land use matters and/or land use matters
10 of mixed use with a residential component for Planning Commission public hearing during this
11 intervening period, unless such action on the matter(s) is consistent with the applicable provisions of
12 the Virginia Code. As with any of the Rules of Procedure, the Board may waive this provision upon a
13 majority vote of a quorum of the Board during a Board meeting.

14
15 4. *Repetitive Testimony* – Testimony that is repetitive shall not be permitted on any
16 matter. Persons of the same position as a previous speaker shall simply state their names and the
17 positions with which they agree.

18
19 5. *Questions* – Questions by members of the Board shall be reserved for the end of a
20 presentation to avoid interrupting the speaker, disrupting the time-keeping process, and duplicating
21 ground the speaker may cover. Questions by members of the Board regarding the presentation or
22 item of business pending will not be counted toward the time for discussion and debate as
23 discussed below. Statements regarding the presentation or item of business pending shall be
24 reserved for Board Discussion as discussed below.

25
26 6. *Plans, Renderings, Exhibits* – Plans, renderings, and exhibits shall be permitted to be
27 used in the course of hearings on applications for rezoning and special use permits only when the
28 applicant shall first have provided the Board with instruments executed in such form as to assure
29 development and construction in conformity with any such plan, rendering, or other such graphic
30 exhibit in the event the requested zoning action is taken. Such instruments shall be held in escrow
31 by the County Attorney pending Board action, and shall be returned to the applicant in the event
32 such action is other than that requested, unless the applicant shall have consented on the record to
33 some other disposition of them.

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7. *Board Discussion* – Discussion and debate by the Board shall be conducted following the presentation of testimony on the item of business pending. Supervisors shall not speak to the item until recognized by the Chair. A Supervisor who has spoken to the item shall not again be recognized until each other member desiring to speak shall have had an opportunity to speak. A Board member may only speak twice in discussion and debate of an item of business pending and may speak up to five minutes each time; merely asking a question or making a brief suggestion is not counted as speaking in debate, nor is the making of a secondary motion counted as speaking in debate, so long as in making the motion the Board member makes no comment on the then-pending question. Board members may not save time for another item, or transfer (yield) time to another Board member. Discussion and debate by the Board shall be germane to the item of business pending.

SECTION H: DECORUM

1. *Board Members* – Decorum of Board Members shall be maintained in order to expedite disposition of the business before the Board. Questions and remarks shall be limited to those relevant to the pending business. Supervisors shall address all remarks to the presiding officer.

2. *Others* – Decorum of persons other than Board members shall be maintained by the Chair, who may request such assistance as may appear necessary. Persons addressing the Board shall limit their remarks to those relevant to the pending items, and to answering questions. The Chair shall call the speaker to order; if out-of-order remarks, or other indecorous conduct persists, the Chair may order the speaker from the lectern. The order with gavel, if not heeded, will then cause the Chief of Police or the Chief of Police’s designee to carry out the order.

Persons whose allotted time to speak has expired shall be warned by the Chair to conclude in one minute, after which such person shall leave the lectern, unless they are asked to remain to answer questions from the Board. No persons in attendance shall be allowed to voice remarks except as recognized by the Chair after audibly stating their name, address, and who they represent, if applicable. Groups or individuals in the audience creating an atmosphere detrimental or disturbing to the conduct of the meeting will be asked to leave by the Chair. The Chair may call a

1 recess when groups or individuals in the audience violate the rules on decorum, and/or threaten the
2 safety of any Board member or other person in attendance.

3
4 **SECTION I: MISCELLANEOUS**

5 1. *Robert's Rules of Order* – Robert's Rules of Order Newly Revised shall govern the
6 conduct of all meetings of the Board to the extent that they are not inconsistent with these Rules of
7 Procedure.

8
9 2. *Amendment of Rules* – These Rules of Procedure may be amended by majority vote of
10 the entire membership at the annual meeting. Any proposed amendment shall be subject to further
11 amendment at the meeting at which the vote is taken.

12
13 3. *Seating at the Dais and Reserved Area* – The Board members shall be seated at the
14 Board dais, with the County Executive at one end and the County Attorney at the other. The Chair at
15 Large shall sit at the center of the dais.

16
17 During a Board meeting, only members of the Board, the County Executive, County
18 Attorney, administrative staff, and other persons expressly invited shall be permitted to enter the
19 Area behind the Board dais, the adjacent hallway and the Potomac conference room.

20
21 4. *Press* – In the interest of serving the public, the County shall, to the extent possible
22 within the space available, provide work areas for the working press. These Rules of Procedure shall
23 govern the use of such space, and decorum therein.

24
25 5. *Supervisor's Office Expense Accounts.*

26 (a) Expenditures from appropriated office expense accounts for each individual
27 Supervisor or the Chair cannot be used for any cash donations or in-kind donations to any non-
28 governmental organization, or any governmental entity that is the recipient of appropriated funds in
29 the Prince William County budget;

30
31 (b) Expenditures from appropriated District or Chair Office expense accounts
32 cannot be used to sponsor non-official activities or for advertising in any publications associated
33 with those non-official activities. This limitation shall not be construed to limit Supervisor or Chair
34 sponsored events organized and funded by that Supervisor's or Chair's office. Funds can be used to

1 purchase a single ticket for admission to events for the individual District Supervisor or Chair and/or
2 a designated staff member when that event attendance is in furtherance of the official duties of the
3 District Supervisor or Chair;

4
5 (c) Any fund balances remaining in District Office or Chair’s expense accounts at
6 the end of the fiscal year must be transferred to the County Capital Reserve or approved
7 infrastructure projects identified in the adopted Comprehensive Plan, at the direction of the District
8 Supervisor or Chair, provided that approval is granted by the Board of County Supervisors using
9 current procedures for reviewing and approving such expenditures. The Board will address all post-
10 fiscal year requests for transfers of remaining office funds to infrastructure projects, and after the
11 amount of funds available has been confirmed by audit with the audit results communicated to the
12 Board. Notwithstanding the above, a Supervisor or Chair may dedicate and maintain from their
13 existing Office expense account an Employee Reserve Fund, not to exceed ten percent (10%) of the
14 salary and benefit expense costs for the current fiscal year, to pay any unanticipated staff salary or
15 benefit obligations from year-to-year.

16
17 6. *Employees of Supervisor’s Offices:*

- 18 • No Board Member will either pay or incur a legal obligation to pay overtime or
19 allow incurred comp time to Board office employees;
- 20 • No Board Member will employ or retain any full-time or part-time employee on
21 the County payroll who owns, is employed by, or is a contractor to any company
22 which has provided or provides services for hire to a political campaign of that
23 Board Member;
- 24 • No Board Member will engage or retain any vendor services using County funds
25 where the vendor has been or is retained by the political campaign of that Board
26 Member; and
- 27 • Every Board Member will follow Section 6.10 of the County Personnel Manual –
28 NEPOTISM, in hiring employees and managing Board Offices.

29
30 7. *Freedom of Information Act – Costs*

- 31 • As a policy matter, elected officials will not be treated any different from any
32 other member of the public, when the County charges the reasonable and actual

- 1 cost incurred by the County for responses to request for public records pursuant
2 to the Virginia Freedom of Information Act (FOIA);
- 3 • "Elected officials" includes, but is not limited to, members of the Board of County
4 Supervisors; and
 - 5 • Payment of the reasonable and actual costs for responses to these requests
6 made by members of the Board of County Supervisors may not come from their
7 County operational budget or from other County funds.

**Prince William Board of County Supervisors Policy Regarding the
Attendance of Meetings Electronically Pursuant to § 2.2-3708.2, VA Code Ann.**

The Prince William Board of County Supervisors may, in accordance with the applicable provisions of the Virginia Code and this Policy, conduct any meeting wherein the public business is discussed or transacted through electronic communication means.

This Policy shall be applied strictly and uniformly, without exception, to the entire membership of the Board and without regard to the identity of the Member requesting remote participation or the matters that will be considered or voted on at the meeting.

A quorum of the Board shall be physically assembled at one primary or central meeting location as dictated by the Board's Meeting Calendar for a meeting to be conducted in accordance with Sections 1 and 2 of this policy.

In addition, the Board hereby directs the County Executive to make arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

This Policy's requirements are as follows:

1. Except in cases of an Ordinance of Continuity of Government due to an enemy attack or other disaster, or in cases of a state of emergency declared by the Governor or Prince William County as discussed in Section 3 of this policy, a Member of the Board may electronically *participate* in a Board or committee meeting, open or closed:
 - a. If, on or before the day of a meeting, the Member of the Board notifies the Chair that:
 - i. Such member is unable to attend the meeting due to (1) a temporary or permanent disability or other medical condition that prevents the member's physical attendance or (2) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance; or
 - ii. Such Member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. Participation by a Member pursuant to this subdivision is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater; and
 - iii. Request to electronically participate, and provide verifiable assurances and verification that participation in any closed session of the meeting shall remain confidential and not be disclosed to any unauthorized persons or entities;
 - b. In response to the notice and request, the Board shall:
 - i. Cancel the meeting if the member(s) physically present will not constitute a quorum;
 - ii. Approve or disapprove the request uniformly and without exception pursuant to the following standard:

1. Electronic participation from a remote location shall be approved unless participation violates this policy or any provisions of the Virginia Freedom of Information Act; and
 2. If electronic participation from a remote location is challenged for being in violation of this policy or any provisions of the Virginia Freedom of Information Act, the Members of the Board physically present at the subject meeting shall vote whether to allow such participation,
 - iii. If approved,
 1. record within the minutes
 - a. the fact that the Member participated through electronic means due to (1) a temporary or permanent disability or other medical condition that prevented the Member's physical attendance or (2) a family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance (the specific disability or medical condition is not required to be identified); or
 - b. the specific nature of the personal matter given by the Member electronically participating, and
 - c. the remote location from which the member is electronically participating (the remote location need not be open to the public), and
 2. make arrangements for the voice of the remote participant to be heard by all persons physically present at the meeting,
 - iv. If a Member's participation from a remote location pursuant to a personal matter is disapproved because such participation would violate the policy, such disapproval shall be recorded in the minutes with specificity. (The Member may continue to monitor the meeting from the remote location, but may not participate in the proceeding and may not be counted as present at the meeting.)
2. To electronically *monitor* a Board or committee meeting, open or closed,:
 - a. the Member shall NOT:
 - i. Be visible or audible to other Members of the Board, regardless of whether the other Members are physically present,
 - ii. Communicate by any means with other Members of the Board or their staff, until the meeting is adjourned,
 - iii. Be counted as present for any purpose, or
 - iv. Participate in any way.
 - b. the Member shall provide assurances and verification that monitoring any closed session of the meeting shall remain confidential and not be disclosed to any unauthorized persons or entities; and
 - c. the Board shall note within the meeting minutes each member electronically monitoring the meeting.

3. a. The Board, or any joint meeting thereof, may meet by electronic communication means without a quorum of the Board physically assembled at one location when the Governor has declared a state of emergency in accordance with § 44-146.17, VA Code Ann. or Prince William County has declared a local state of emergency pursuant to § 44-146.20, VA Code Ann., provided that:
 - i. the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and
 - ii. the purpose of the meeting is to provide for the continuity of operations of the public body or the discharge of its lawful purposes, duties, and responsibilities.
- b. The Board convening a meeting in accordance with this Section shall comply with the provisions of this Section and:
 - i. Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the public body conducting the meeting;
 - ii. Make arrangements for public access to such meeting through electronic communication means, including videoconferencing if already used by the public body;
 - iii. Provide the public with the opportunity to comment at those meetings of the public body when public comment is customarily received; and
 - iv. Otherwise comply with the provisions of the Virginia Freedom of Information Act.
- c. The Member(s) shall provide assurances and verification that participation in any closed session of the meeting shall remain confidential and not be disclosed to any unauthorized persons or entities;
- d. The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes; and
- e. The provisions of this section shall be applicable only for the duration of the emergency declared pursuant to § 44-146.17, VA Code Ann. or § 44-146.21, VA Code Ann.

MOTION: BAILEY

**June 22, 2021
Regular Meeting
Res. No. 21-366**

SECOND: BODDYE

**RE: AMEND BOARD OF COUNTY SUPERVISORS' RULES OF PROCEDURE – AMEND
POLICY FOR REMOTE PARTICIPATION**

ACTION: APPROVED

WHEREAS, the Prince William Board of County Supervisors reviews its adopted Rules of Procedure periodically to determine the necessity to make amendments or modifications; and

WHEREAS, during the 2021 Regular Session, the General Assembly amended Section 2.2-3708.2, VA Code Ann. regarding meetings held through electronic communication means, with the amendments to be effective July 1, 2021; and

WHEREAS, the Board desires to amend its Rules of Procedure to adopt an amended policy pursuant to the amended Section 2.2-3708.2, VA Code Ann.;

NOW, THEREFORE, BE IT RESOLVED that, effective July 1, 2021, the Prince William Board of County Supervisors hereby amends its Rules of Procedures to adopt an amended policy pursuant to amended Section 2.2-3708.2, VA Code Ann., to allow for remote participation by such Members of the Board as shown on the attached amended Policy;

BE IT FURTHER RESOLVED that the Clerk to the Board is instructed to provide public notice of this amended Policy as appropriate.

ATTACHMENT: Prince William Board of County Supervisors Policy Regarding the Attendance of Meetings Electronically Pursuant to Section 2.2-3708.2, VA Code Ann.

Votes:

Ayes: Angry, Bailey, Boddye, Candland, Franklin, Lawson, Vega, Wheeler

Nays: None

Absent from Vote: None

Absent from Meeting: None

For Information:

County Attorney

ATTEST: _____



Clerk to the Board

Prince William Board of County Supervisors Policy Regarding the Attendance of Meetings Electronically Pursuant to § 2.2-3708.2, VA Code Ann. and the 2020 Governor’s Budget Amendments

The Prince William Board of County Supervisors may, in accordance with the applicable provisions of the Virginia Code and this Policy, conduct any meeting wherein the public business is discussed or transacted through electronic communication means.

This Policy shall be applied strictly and uniformly, without exception, to the entire membership of the Board and without regard to the identity of the Member requesting remote participation or the matters that will be considered or voted on at the meeting.

A quorum of the Board shall be physically assembled at one primary or central meeting location as dictated by the Board’s Meeting Calendar for a meeting to be conducted in accordance with Sections 1 and 2 of this policy.

In addition, the Board hereby directs the County Executive to make arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

This Policy’s requirements are as follows:

1. Except in cases of an Ordinance of Continuity of Government due to an enemy attack or other disaster, or in cases of a state of emergency declared by the Governor or Prince William County as discussed in Sections 3 and 4 of this policy, a Member of the Board may electronically participate in a Board or committee meeting, open or closed:
 - a. If, on or before the day of a meeting, the Member of the Board notifies the Chair that:
 - i. Such Member is unable to attend the meeting due to (1) a temporary or permanent disability or other medical condition that prevents the member’s physical attendance or (2) a family member’s medical condition that requires the member to provide care for such family member, thereby preventing the member’s physical attendance; or
 - ii. Such Member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. Participation by a Member pursuant to this subdivision is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater; and
 - iii. Request to electronically participate, and provide verifiable assurances and verification that participation in any closed session of the meeting shall remain confidential and not be disclosed to any unauthorized persons or entities;
 - b. In response to the notice and request, the Board shall:
 - i. cancel the meeting if the member(s) physically present will not constitute a quorum;

- ii. approve or disapprove the request uniformly and without exception pursuant to the following standard:
 - 1. Electronic participation from a remote location shall be approved unless participation violates this policy or any provisions of the Virginia Freedom of Information Act; and
 - 2. If electronic participation from a remote location is challenged for being in violation of this policy or any provisions of the Virginia Freedom of Information Act, the Members of the Board physically present at the subject meeting shall vote whether to allow such participation,
 - iii. If approved,
 - 1. record within the meeting minutes
 - a. the fact that the Member participated through electronic means due to (1) a temporary or permanent disability or other medical condition that prevented the Member's physical attendance or (2) a family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance (the specific disability or medical condition is not required to be identified); or
 - b. the specific nature of the personal matter given by the Member electronically participating, and
 - c. the remote location from which the member is electronically participated (the remote location need not be open to the public), and
 - 2. Make arrangements for the voice of the remote participant to be heard by all persons physically present at the meeting,
 - iv. If a Member's participation from a remote location pursuant to a personal matter is disapproved because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity. (The Member may continue to monitor the meeting from the remote location, but may not participate in the proceeding and may not be counted as present at the meeting.)
2. To electronically monitor a Board or committee meeting, open or closed,
- a. the Member shall NOT:
 - i. Be visible or audible to other Members of Board, regardless of whether the other Members are physically present,
 - ii. Communicate by any means with other Members of the Board or their staff, until the meeting is adjourned,
 - iii. Be counted as present for any purpose, or
 - iv. Participate in any way.
 - b. the Member shall provide assurances and verification that monitoring any closed session of the meeting shall remain confidential and not be disclosed to any unauthorized persons or entities, and

- c. the Board shall note within the meeting minutes each member electronically monitoring the meeting.
3. a. The Board or any joint meetings thereof, may meet by electronic communication means without a quorum of the Board physically assembled at one location when the Governor has declared a state of emergency in accordance with § 44-146.17, VA Code Ann. or Prince William County has declared a local state of emergency pursuant to §44-146.21, VA Code Ann., provided that:
- i. the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and
 - ii. the purpose of the meeting is to address the emergency provide for the continuity of operations of the public body or the discharge of its lawful purposes, duties, and responsibilities.
- b. The Board convening a meeting in accordance with this Section shall comply with the provisions of this Section and:
- i. Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the public body conducting the meeting;
 - ii. Make arrangements for public access to such meeting through electronic communication means, including videoconferencing if already used by the public body; and
 - iii. provide the public with the opportunity to comment at those meetings of the public body when public comment is customarily received; and
 - iv. Otherwise comply with the provisions of 2.2-3708.2, VA Code Ann the Virginia Freedom of Information Act.
- c. The Member(s) shall provide assurances and verification that participation in any closed session of the meeting shall remain confidential and not be disclosed to any unauthorized persons or entities; ~~and~~
- d. The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes; ~~and.~~
- e. The provisions of this section shall be applicable only for the duration of the emergency declared pursuant to § 44-146.17, VA Code Ann. or § 44-146.21, VA Code Ann.
- ~~4. a. The Board may meet by electronic communication means without a quorum of the Board physically assembled at one location when the Governor has declared a state of emergency, provided:~~
- ~~i. The nature of the declared emergency makes it impracticable or unsafe for the public body to assemble in a single location;~~
 - ~~ii. The purpose of the meeting is to discuss or transact the business statutorily required or necessary to continue operations of the public body and the discharge of its lawful purposes, duties, and responsibilities;~~
 - ~~iii. The public body shall make available a recording or transcript of the meeting on its website;~~
 - ~~iv. Notice must be given to the public using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to the Board;~~

- v. ~~Arrangements shall be made for public access to the meeting including, to the extent practicable, videoconferencing technology;~~
 - vi. ~~If the means of communication allows, provide the public with an opportunity to comment;~~
 - vii. ~~Otherwise comply with the provisions of § 2.2-3708.2, VA Code Ann.; and~~
 - viii. ~~The minutes of the meeting shall state the nature of the emergency, the fact that the meeting was held by electronic communications means, and the type of electronic communications means used; and~~
- b. ~~the Member shall provide assurances and verification that participation in any closed session of the meeting shall remain confidential and not be disclosed to any unauthorized persons or entities.~~

MOTION: _____, 202__
SECOND: Regular Meeting
Res. No. 2__ -

RE: APPROVE REQUEST TO PARTICIPATE REMOTELY THROUGH ELECTRONIC COMMUNICATION MEANS

ACTION:

WHEREAS, the Prince William Board of County Supervisors (Board) adopted a policy in its Rules of Procedure pursuant to Section 2.2-3708.2, VA Code Ann., to allow for remote participation by Members of the Board; and

WHEREAS, in accordance with the Board's policy, _____ notified the Chair that the Member is requesting permission from the Board to electronically participate at the Board's _____ meeting; and

WHEREAS, the Member certified that (*check A or B*):

A. _____ the Member is unable to attend the meeting due to (i) a temporary or permanent disability or other medical condition that prevents the Member's physical attendance or (ii) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance; OR

B. _____ the Member is unable to attend the meeting due to the following specifically identified personal matter: _____.

AND the Member has not already participated electronically due to a personal reason in excess of two meeting this calendar year, or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater; and

WHEREAS, the remote location from which the Member plans to electronically participate is _____; and this remote location will/will not (*circle one*) be open to the public (*need not be open to the public*); and

WHEREAS, the Member verifies that the Member's participation in any closed session of the meeting shall remain confidential and not be disclosed to any unauthorized persons or entities; and

WHEREAS, pursuant to the Board's policy, a request for electronic participation from a remote location shall be approved unless participation violates the Board's policy or any provisions of the Virginia Freedom of Information Act;

_____, 202__
Regular Meeting
Res. No. 2__ -
Page Two

NOW, THEREFORE, BE IT RESOLVED that the Prince William Board of County Supervisors hereby approves the request to participate in the meeting through electronic communication means in accordance with the Board's policy; a quorum of the Board was physically assembled at one primary or central meeting location; and arrangements were made for the voice of the Member to be heard by all persons at the primary or central meeting location.

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

For Information:

County Attorney

ATTEST: _____
Clerk to the Board

REQUEST TO PARTICIPATE REMOTELY THROUGH ELECTRONIC COMMUNICATION MEANS

In accordance with Virginia Code Section 2.2-3708.2 and the Rules of Procedure of the Board of County Supervisors, I hereby notify the Chair that I am requesting permission from the Board of County Supervisors (Board) to electronically participate at the Board's _____ meeting.

(insert date)

I. I hereby certify that *(check A or B)*:

A. _____ I am unable to attend the meeting due to (i) a temporary or permanent disability or other medical condition that prevents my physical attendance or (ii) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance; OR

B. _____ I am unable to attend the meeting due to the following specifically identified personal matter:

(insert personal matter)

AND I have not already participated electronically due to a personal reason in excess of two meeting this calendar year, or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater; AND

II. The remote location from which I plan to electronically participate is

(insert location)

This remote location will/will not *(circle one)* be open to the public *(need not be open to the public)*; AND

III. I verify that my participation in any closed session of the meeting shall remain confidential and not be disclosed to any unauthorized persons or entities.

DATE: _____
(on or before day of meeting)

Member of the Board

* * * * *

This form should be provided to the Chair and the Clerk to the Board on or before the date of the meeting and shall be included in the meeting minutes.

Board Action on Request:

_____ Approval, (i) upon which the Member participated in the meeting through electronic communication means; (ii) a quorum of the Board was physically assembled at one primary or central meeting location; and (iii) arrangements were made for the voice of the Member to be heard by all persons at the primary or central meeting location.

_____ Disapproval; upon which the Member did not participate in the meeting through electronic communication means; although the Member may have monitored the meeting through electronic communication means. If the request pursuant to Section I(b) was disapproved because such participation would violate the Board's policy or any provision of FOIA, such disapproval shall be recorded in the minutes with specificity.

Fairfax County Board of Supervisors
RULES OF PROCEDURE
Adopted on February 9, 2021

1. MEETINGS

1.1 REGULAR MEETINGS. The Board of Supervisors will hold regular meetings on such days as prescribed by resolution at the first regular session in January of each year or as prescribed in any subsequent resolution adopted by the Board.

1.2 SPECIAL MEETINGS. A special meeting may be called at the request of the Chairman or, alternatively, at the request of two or more members. Any such request will be in writing addressed to the Clerk of the Board, specifying the time and place of the proposed special meeting and the matters to be considered. Upon receipt of the request, the Clerk will immediately notify each member of the Board, the County Executive, and the County Attorney, in writing, to attend the special meeting at the given time and place and for the given purpose.

1.3 ELECTRONIC MEETINGS. If so allowed by law, an electronic meeting may be called at the request of the Chairman or, alternatively, the Board may also vote to conduct a meeting electronically. Electronic meetings will be conducted through a dedicated video conference line or such equivalent technology as allowed by law. Members of the public may access the electronic meeting through a simultaneous telecast, video streaming, or by telephone, or such equivalent technology as allowed by law.

1.4 ADJOURNED MEETINGS. Any regular, special, or electronic meeting may be adjourned to a date and time certain prior to the next regular meeting.

1.5 PLACE OF MEETING. All regular or special meetings will be held in the Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, Virginia, unless a different meeting place has been established and notice published as is required by general law. Electronic meetings will be held over a dedicated video conference line or such equivalent technology as allowed by law with each member participating from a location where the member's voice may be adequately heard by every other member.

1.6 OPEN MEETINGS. All meetings will be open to the public, except as provided by law. The Board may, for the purposes provided for in the Virginia Freedom of Information Act or otherwise allowed by law, meet in closed session, which shall be closed to all persons except for the County Executive, the County Attorney, and those persons designated by the Chairman or the County Attorney.

2. PRESIDING OFFICER

2.1 CHAIRMAN. The Chairman will be the County Chairman whose election is provided for by general law. The Chairman will preside over all meetings and has the right to vote on all matters.

2.2 VICE-CHAIRMAN. The Vice-Chairman will be elected annually by the Board in January from among its members and will preside in the absence of the Chairman. The Vice-Chairman will retain the right to vote while acting as the presiding officer.

2.3 CHAIRMAN PRO TEM. A Chairman pro tem will be appointed by the Chairman or Vice-Chairman before leaving the room if leaving would result in neither the Chairman nor Vice-Chairman being present. In the event no Chairman pro tem has been appointed, one will be selected by the members remaining. The Chairman pro tem will preside in the absence of the Chairman or Vice-Chairman and will retain the right to vote.

3. QUORUM AND ACTIONS

3.1 QUORUM. A majority of all the members of the Board will constitute a quorum. The Chairman will be included and counted in determining the presence or absence of a quorum. If a member disqualifies themselves from hearing a particular matter, that member will remain at the meeting if the member's absence would break the quorum.

3.2 REQUIRED ABSENCE. No action will be taken by the Board unless at least a quorum is present. The temporary absence from the meeting room or electronic videoconference (in the event of an electronic meeting) of members sufficient to constitute a quorum will not prevent the hearing of presentations, testimony, or the discussion of matters submitted to the Board. The Clerk, the County Executive, the County Attorney, or any member will announce the absence of a quorum prior to the taking of any action by the Board. Failure of the Clerk, the County Executive, the County Attorney, or any member to announce the absence of a quorum does not alter the requirement for a quorum as a prerequisite to any action.

3.3 VOTING. All matters submitted to the Board for decision will be determined by oral vote. Votes will be taken only upon motions made and seconded. The presiding officer may conduct a roll call vote in the presiding officer's discretion. At the request of any member, when such request is made before any other business is taken up or upon the final vote of any ordinance or resolution, the presiding officer will conduct a roll call vote.

3.4 FRIENDLY AMENDMENTS. When formal action of the Board has been requested upon motion, duly seconded, and another member requests an amendment to the original motion, the presiding officer will ask the member who made the original motion if the original member agrees to the amendment. If the original member and the seconder agree to the amendment, the presiding officer will declare the amendment to the original motion adopted.

4. ORDER OF BUSINESS

4.1 COMMENCEMENT OF MEETING. At the posted start time for each meeting, the presiding officer will call the meeting to order. No quorum will be required to commence the meeting at the appointed hour.

4.2 AGENDA. The Chairman, with the County Executive, will prepare an agenda for each regular meeting. The order of the agenda will be established by the Chairman in consultation with the County Executive.

4.2.1 Presentations. In each agenda, the Chairman may provide a period for presentations that a member has requested by a Board Matter or that are otherwise appropriate to be scheduled, as determined in the Chairman's discretion.

4.2.2 Special Reports. In each agenda, the Chairman may provide a period for special reports by the County's boards, authorities, or commissions or by staff.

4.2.3 Matters presented by the County Executive. In each agenda, the Chairman will provide a period for matters presented by the County Executive or staff for administration, action, consideration, or information.

4.2.4 Board Matters. In each agenda, the Chairman will provide a period during which each member will be entitled to time to speak for such purposes as to such member may seem appropriate. At the end of each such period, the presiding officer will call the Board to order. Any continuation of the matter then under discussion will go over to the end of the agenda, or to a subsequent meeting, as the Board may determine.

4.2.5 Public Hearings. Matters that have been set for public hearing will be placed on the agenda at designated times certain.

4.2.6 Public Comment. A time for public comment may be placed on the agenda at a designated time certain. A maximum of 10 speakers will be heard and speakers may address the Board only once during a six-month period. The Board will hear public comment on any issue except issues under litigation; issues that have been scheduled for public hearing before the Board; and personnel matters or comments regarding individuals.

4.2.7 Closed Session. If it is necessary for the Board to hold a closed meeting for one of the purposes provided for in the Virginia Freedom of Information Act or otherwise allowed by law, the Chairman will provide a period for Closed Session. The final order and content of the Closed Session agenda will be approved by the Chairman in consultation with the County Attorney.

4.3 SUMMARIES OF BOARD MEETINGS. The Clerk will keep minutes of the meetings of the Board, as required by law. The County will also maintain electronic recordings of the meetings of the Board, except for closed sessions.

5. CONDUCT OF BUSINESS

5.1 TIME LIMITS. Speakers will limit their presentations to the time allotted, unless the Board by unanimous consent extends such time. Speakers will be allotted the following time to speak:

(a) Public Hearings:

Persons speaking for themselves as individuals — three (3) minutes.

One authorized representative of a formally organized or recognized group, association, company, or organization — five (5) minutes.

A person may yield and transfer any portion of his or her remaining time to another speaker; however, no speaker will be allotted more than ten (10) minutes to speak, regardless of how much time has been transferred to him or her, unless the Board by unanimous consent extends such time.

A person speaking as an individual may not also appear as the single authorized representative of a group or organization.

For all meetings, speakers may participate in public hearings by appearing in person (unless the meeting is an electronic meeting) or by telephone, video submissions, or written testimony.

Speakers who wish to submit videos or written testimony must send those submissions to the Clerk's Office by 9:00 a.m. on the day before the meeting in order for the submissions to be included.

(b) Public Comment:

All persons — three (3) minutes.

Speakers must contact the Clerk's Office by noon on the day of the meeting to ensure a place on the speakers' list.

Speakers may participate in public comment by appearing in person (unless the meeting is an electronic meeting) or by telephone, video submissions, or written testimony. Speakers who wish to submit videos or written testimony must send those submissions to the Clerk's Office by 9:00 a.m. on the day before the meeting in order for the submissions to be included.

5.2 RECOGNITION. No person will address the Board without having first been recognized by the presiding officer. When all testimony has concluded, and the Board is considering and discussing the matter, no person will thereafter be recognized to address the Board.

5.3 DECORUM.

5.3.1 Members. Members will not speak to an item until recognized by the presiding officer.

5.3.2 Non-Members. Persons addressing the Board will limit their remarks to those relevant to the pending items and to answering questions. They will address the Board as a whole, unless answering an individual member's questions.

The presiding officer will call the speaker or any audience member who has not been recognized to order; if out-of-order remarks or other inappropriate conduct persists, the presiding officer will order the speaker or audience member from the lectern or meeting, alternatively, the presiding officer may recess or adjourn the meeting until order is restored.

5.4 FACILITY USE REGULATIONS. Any person entering the Board Auditorium for a Board meeting will abide by all applicable facility regulations.

6. MISCELLANEOUS

6.1 ROBERT'S RULES OF ORDER. All meetings of the Board will be governed by Robert's Rules of Order, to the extent that they are not inconsistent with these Rules of Procedure.

6.2 AMENDMENT OF THESE RULES. The Rules of Procedure may be amended by majority vote of the members, provided that such amendment may not be voted upon at any meeting unless the text of the proposed amendment has been presented at least one previous meeting prior to the proposed vote. Any proposed amendment will be subject to further amendment at the meeting at which the vote is taken.

6.3 SUSPENSION OF RULES. These Rules of Procedure may be suspended if at least two-thirds of the members adopt such a motion to suspend. In such event, these Rules of Procedure will be deemed suspended only with respect to the specific matter or question not then in accord with the rules.

6.4 RESERVED AREA. Only members, the County Executive, the County Attorney, administrative staff, and other persons expressly invited will be entitled to enter the reserved area behind the Board Auditorium.

MOTION: CADDIGAN

**October 1, 1996
Regular Meeting
Res. No. 96-966**

SECOND: BARG

RE: ADOPT BASIC PRINCIPLES OF THE BOARD OF COUNTY SUPERVISORS

ACTION: APPROVED

WHEREAS, the Prince William Board of County Supervisors held its retreat on July 19-20, 1996; and

WHEREAS, the Board received a summary report from the retreat facilitators on August 9, 1996; and

WHEREAS, the Board agreed to readopt its Statement of Basic Principles;

NOW, THEREFORE, BE IT RESOLVED by the Prince William Board of County Supervisors that the retreat report is accepted and the attached Statement of Basic Principles last revised in July, 1996 is hereby adopted to facilitate Board meetings that are respectful of members and of citizens;

ATTACHMENT(S)

Votes:

Ayes: Barg, Caddigan, Hill, Jenkins, McQuigg, Seefeldt, Thompson, Wilbourn

Nays: None

Absent from Vote: None

Absent from Meeting: None

CERTIFIED COPY

Phillip J. Campbell
Clerk to the Board

0979

**PRINCE WILLIAM BOARD OF COUNTY SUPERVISORS
BASIC PRINCIPLES**

- To interact with mutual respect, honesty, and trust
- To communicate our expectations with one another
- To agree to maintain the confidentiality of Executive Sessions
- To keep an open mind until all information is in
- To accept divergence where personal principles are involved
- To balance district needs and work for what is in the best interest of Prince William County
- To agree to disagree without holding grudges
- To continue to operate as a team
- To communicate and dialogue openly and honestly with fellow Board members around specific problems
- To agree that when the Board takes a policy position, by majority vote, to stand united on the Board position
- When the Board has taken a position on a Federal or State Legislative issue, the matter will come back to the Board for review and action if the language of the legislation changes. We agree not to condemn other Board members for their stance. We agree to state our reasons for points of disagreement and not to "play" the press for the sake of politics at the expense of other Board members

CODE OF ETHICS AND
STANDARDS OF CONDUCT
FOR GOOCHLAND COUNTY APPOINTEES

CODE OF ETHICS

Persons who are appointed by the Goochland County Board of Supervisors or the County Administrator to serve on boards, committees, commissions, authorities, or similar groups are being appointed to represent the county and its citizens and have been given a public trust that requires a high level of ethical and moral conduct. Accordingly, any appointee should adhere to the following Code of Ethics:

1. Uphold the Constitution, laws and regulations of the United States and of Virginia and never knowingly be a party to their evasion.
2. Act in the best interest of the county and its residents.
3. Give a full measure of effort and service to the position of trust for which stewardship has been granted; giving earnest effort and best thought to the performance of duties.
4. Seek to find and use the most equitable, efficient, effective, and economical means for getting tasks accomplished.
5. Adopt policies and programs that support the rights and recognize the needs of all Goochland County citizens and avoid adopting policies or engaging in activities that discriminate against Goochland County citizens because of race, sex, age, religion, creed, country of origin, disability, sexual orientation, or gender identity. We do not tolerate discrimination based on race, sex, age, religion, creed, country of origin, disability, sexual orientation, or gender identity.
6. Ensure the integrity of the actions of the entity to which you are appointed by avoiding discrimination through the dispensing of special favors or unfair privileges to anyone, whether for remuneration or not. An appointee should never accept for himself or herself or for family members, any gifts, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties. In addition, each appointee shall comply with all applicable provisions of the State and Local Government Conflict of Interests Act, including those provisions that regulate the solicitation and acceptance of gifts, money or other things of value for services performed within the scope of the member's official duties.
7. Make no private promises of any kind binding upon the duties of your office, since a public servant has no private word which can be binding on public duty.
8. Engage in no business with the county government, or the school system, either directly or indirectly, which is inconsistent with the conscientious performance of government duties except as may be consistent with the conflict of interests statutes in the Virginia Code.
9. Never use any information gained confidentially in the performance of governmental duties as a means of making private profit.

10. Expose through appropriate means and channels, corruption, misconduct, or neglect of duty whenever discovered.
11. Adhere to the principle that the public's business should be conducted in the public view by observing and following the letter and spirit of the Freedom of Information Act using closed meetings only to deal with sensitive personnel, legal matters, contractual matters or as otherwise provided by the Virginia Code.
12. Avoid using your position of public trust to gain access to the media for the purposes of criticizing colleagues, citizens, or personnel, impugning their integrity or vilifying their personal beliefs.
13. Make sure, when responding to the media, that a clear distinction is made between personal opinion or belief and a decision made by the entity with which you serve.
14. If requested by any board of supervisors' member, review orally and in public session at the annual organizational meeting each of these principles.
15. Pledge to honor and uphold these principles, ever conscious that public office is a public trust.

STANDARDS OF CONDUCT

Recognizing that persons holding a position of public trust are under constant observation by the media and interested county residents, and recognizing that maintaining the integrity and dignity of the public office is essential for maintaining high levels of public confidence in our institutions of government, every person appointed by the Goochland County Board of Supervisors or County Administrator to a board, committee, commission, or similar group should adhere to the following Standards of Conduct:

1. In responding to questions, from the media or citizens, appointees should remind the listener that they are not speaking for their entity, clarify their position on a particular item, and make "no public comment" on closed meeting matters in reference to individuals, real estate, and other areas addressed pursuant to Virginia Code Section 2.2-3711.
2. Remember that personnel matters are to remain confidential and that it is the appointee's obligation to protect the privacy of the individual.
3. Focus on issues and avoid making public comments about individuals, staff members, fellow appointees, community residents or media representatives.
4. Ensure that e-mails on matters of public business which are sent to more than one member of an entity shall be sent to all other members.
5. Avoid, during public meetings and during the performance of public duties, the use of abusive, threatening, or intimidating language or gestures directed at colleagues, citizens, or personnel.
6. Pay all taxes due to the county, state, or national government.

7. Attend all regularly scheduled meetings of the entity to which you have been assigned, resigning whenever personal circumstances preclude regular attendance.
8. Avoid a private lifestyle that casts public doubt upon the integrity and competence of county government.
9. Make a conscientious effort to be well prepared for each meeting.
10. Offer criticism of colleagues or county employees only in private meetings with appropriate individuals or in closed meeting.
11. Work to create a positive environment in public meetings where citizens will feel comfortable in their roles as observers or participants.
12. Maintain an attitude of courtesy and consideration toward all colleagues and staff during all discussions and deliberations.
13. Be tolerant. Allow citizens, employees, or colleagues sufficient opportunity to present their views.
14. Be respectful and attentive. Avoid comments, body language or distracting activity that conveys a message of disrespect for the presentations from citizens, personnel or colleagues.
15. Be concise. Avoid the practice of taking more time to address an issue before the body than is necessary and essential for an adequate consideration of those matters being discussed.
16. Complaints. If a Goochland County resident believes an appointee has violated the Code of Ethics and/or Standards of Conduct, he/she should report it to the board of supervisors and county administrator.

Adopted by the Goochland County Board of Supervisors: January 5, 2021

Adopted January 19, 2022

Adopted January 3, 2023

Defending American Democracy at the Local Level

We must all take action to preserve our democratic institutions, public processes, and the council-manager form of government.

By Dr. Frank Benest, ICMA-CM (Retired), Chantal Cotton Gaines, and Rod Gould, ICMA-CM | Mar 01, 2024 | PM MAGAZINE - ARTICLE



San Francisco City Hall

American democracy at the local level is increasingly under attack. These attacks vary but all threaten the ability of our local governments to continue the daily work of serving our communities.

City and county managers and assistants must be staunch defenders of local representative democracy and the council-manager form of government – on top of all of our numerous and at times overwhelming duties and challenges.

At a well-attended session at the 2023 ICMA Annual Conference in Austin, Texas, participants from across the globe explored a sampling of six typical scenarios that undercut our local government democratic institutions:

Scenario #1: Angry crowds disrupting governing board meetings and not allowing the people's business to occur. Example: An organized opposition group to a housing proposal

swarms the council meeting, chanting and making noise and loudly booing anyone who attempts to speak for the project.

Scenario #2: Use of hate speech in public meetings and social media. Example: A self-styled community influencer uses social media to spread racist, homophobic, antisemitic, and sexist slurs against members of the city council and staff and “Zoom bombs” a governing board meeting with other extremists to repeat his hate speech, including calls for violence.

Scenario #3: Physical threats against elected and appointed officials and their families. Example: Because the county election official validated election results, she receives death threats on social media from election deniers, and her family home is picketed.

Scenario #4: Unwillingness of some elected officials to make a decision about a controversial issue that needs to be addressed. Example: Because of conflicts among interest groups, the council does not take action on how to address a significant homelessness problem confronting the community, or elected officials do not make compromises to move forward on any actions.

Scenario #5: Board member interference in administration of agency. Example: The mayor tells the city manager to move ahead with a park project that did not make the CIP list because she promised it during her campaign, warning the city manager that he could count on two other votes to fire him at any time.

Scenario #6: Avoiding or distorting issues through manipulation of agendas, staff reports or ballot language. Example: The county board chair opposes the desire of two supervisors to rename a park in honor of a slain civil rights leader and directs the county manager to not agendize the matter until after an election.

What Does American Democracy Look Like at the Local Level?

- Democracy at the local level is founded in part on several premises:
- Citizens in the local jurisdiction vote to elect their representatives.
- These elected officials represent the community’s ideas and concerns in the local government.
- Policy decisions are made by elected representatives of the people.
- Democracy rests upon the principles of majority rule and the protection of individual rights.
- Government is conducted by the rule of law.
- There is give-and-take and compromise in response to the big needs of the population.
- Given the intergovernmental system, local government decisions and actions are sometimes constrained by state and federal regulatory agencies.
- There is an independent judiciary that settles disputes.

How Does the Council-Manager Form of Government Support Democracy?

The council-manager form of government has long supported local democracy. The form features the following characteristics:

- Local government elections are often nonpartisan.
- Elected officials represent the needs and interests of the entire community.
- There is a policy/administration divide, with policy decisions made by elected officials in consultation with professional staff who carry out the decisions.
- Top management is often bound by a professional code of ethics.
- Local affairs are shaped by robust participation by community members and varied business, neighborhood, and other stakeholder groups.

Are There Upsides to Disruption?

If a jurisdiction historically excludes certain groups or the local government is not working to intentionally include all segments of the community in addressing a contentious issue (such as homeless encampments or police mistreatment of certain groups), people may storm the governing board meeting and demand action. It may be disruptive and ugly, but sometimes these disruptive displays force local government agencies to pause, reevaluate, and take more inclusive action.

How Can We Minimize the Threats to Democracy?

Participants in the ICMA Annual Conference session recognized that there were no simple solutions to the kinds of threats to local democracy that have unfortunately become all too common. However, they did recognize that city and county executives and other senior managers have a critical role to play in defending the democratic institutions at the local level. In doing so, we must partner with those elected officials who support democratic norms and traditions.

As part of the interactive conference session, participants discussed a number of partial responses to the threats to democracy:

1. Promote the ICMA Code of Ethics.

Because some elected officials, other political players, and/or monied interests may try to pressure you to take unethical actions undercutting local democracy, promote the [ICMA Code of Ethics](#), post the Code in your office (so you can refer to it during conversations), and reference the Code in your employment agreement. During discussions with governing board members, reinforce that you serve the whole board, share information with all, and execute the decisions of the board majority.

2. Help the governing board develop a code of conduct for the governing board members and those attending governing board meetings.

Support the governing board in developing a code of respectful conduct by board members and protocols for public input at board meetings. Start meetings with the presiding officer expressing the standards and expectations for respectful input at the meeting. ICMA, National League of Cities, and state municipal leagues have sample codes and other resources to develop codes of conduct. In the case of disrespectful or hateful speech, help the presiding official provide a response indicating that the governing board does not condone hurtful speech.

3. Help the governing board develop strategic priorities and adopt an organizational work plan for the coming year.

Help the governing board identify its big-picture priorities for the upcoming one- or two-year work cycle. Recommend a one- or two-year list of key projects for the governing board to adopt. If an elected official or other powerful individuals or groups pressure you to take unauthorized action, return to the governing board to get direction.

4. Understand the limits of public hearings to address controversial issues.

Public hearings at governing board meetings are the worst forums for addressing controversial adaptive challenges facing local communities (e.g., concerns related to the unhoused community, climate change actions, affordable housing projects, etc.). Either in advance of the public hearing (the better option) or in response to a contentious public hearing, design and offer a facilitated meeting or series of meetings in a neutral space away from city hall involving the stakeholders or other affected participants. Go beyond the usual stakeholders to ensure more representative input. (Read more about this in the article, "[Career Compass No.15: Dealing with Angry Crowds.](#)")

5. Develop relationships with key stakeholder groups in advance of confronting contentious challenges.

Relationships must precede problem-solving. Ensure that local government staff develop relationships with key stakeholder representatives in advance of controversy and conflict. With a solid relationship, you may not be able to resolve a conflict, but you can work together to minimize conflict and acrimony that can tear apart the community.

6. Ensure all voices are heard.

Oftentimes, well-organized business or homeowner groups dominate a discussion at governing board meetings with little input from marginalized groups (such as renters, at-risk youth, new immigrant groups). To ensure that all voices are considered by elected officials, develop outreach plans to engage marginalized groups. In addition to providing hard data to the governing board and other interested groups, incorporate "soft data" (for

example, testimonials and stories) to make the hard data come alive. This soft data can include the lived experiences of any marginalized individuals or groups. (Read more about this in the article, "[Career Compass No. 50: Storytelling: A Powerful Way to Lead and Communicate.](#)")

7. Anticipate disruption and develop a plan.

Work with the mayor or chair of the board, city attorney or county counsel, city clerk or clerk of the board, and police chief or sheriff to anticipate Zoom bombs, hate speech, and angry groups that could potentially disrupt governing board meetings. Identify what actions that elected officials, appointed officials, and public safety officers will take to minimize the disruptions. Provide de-escalation training for elected and appointed officials in charge of the meeting, as well as any attending public safety staff. Assign a police officer to be visible at the meeting. Experiment and refine the plan based on your experience. (Read more about this in the article, "[Managing Angry Mobs Disrupting Governing Board Meetings.](#)")

As is [the case in California](#), elected officials may wish to work with their state municipal league to pass new state legislation clarifying when hate speech becomes disruptive behavior and thereby allows law enforcement officers to remove a disruptive individual from a governing board meeting.

8. Protect public officials under attack.

Governing board members, city and county executives, election officials, public health officers, and other public officials are under attack for doing their jobs. To make matters worse, family members are now being threatened. It is our duty to protect public officials and their family members with adequate law enforcement resources at work — and at their homes, if necessary — so officials can safely do their work. Secure restraining orders if needed.

9. Provide mental health and peer support.

When officials and family members are threatened, it is often traumatic. Therefore, we need to provide peer support and mental health resources, as well as law enforcement protection. Mental health resources can be provided by your agency's employee assistance program (EAP) or the organization may partner with county agencies or community mental health organizations.

10. Know your ethical boundaries.

Our professional and ethical reputation is our one key asset. And many chief executives have a severance clause as part of their employment agreements. Therefore, if you are being threatened with termination if you do not take an action that in your view is illegal or unethical, or in some other way seriously undercuts your core values, you must know

your boundaries, resist, and deal with the consequences (even if it is termination of your employment).

No Perfect Solutions

We in local government have recently been overwhelmed with attacks on democracy. While there are no magic solutions in responding to these threats, we must all take action to preserve our democratic institutions, and public processes. This takes guts and comes with some risk. Yet, it is now required of us, and we must rise to meet the challenge.

DR. FRANK BENEST, ICMA-CM (Retired), is the former city manager of Palo Alto, California. He is a recipient of the ICMA Distinguished Service Award, and currently serves as ICMA liaison for Next Gen initiatives.

CHANTAL COTTON GAINES is the deputy city manager of Palo Alto, California, and a board member and advisor to the YMCA Youth and Government Program.

ROD GOULD, ICMA-CM, is the former city manager of Santa Monica, California. He is a former ICMA Executive Board member and an ICMA Distinguished Service Award recipient.



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 F.

Council Meeting Date:	April 9 th , 2024.
Agenda Title:	Discussion of Board of Zoning Appeals Appointments
Requested Action:	Receive the update from Staff and consider direction of appointment of one new BZA member.
Department / Agency Lead:	Town Clerk
Staff Lead:	Stephen Clough

EXECUTIVE SUMMARY

At the December 12th, 2023, Regular Town Council Meeting, The Town Council initiated the process to fill vacancies on the Board of Zoning appeals. Town Staff advertised the vacancies in the Fauquier Times, on the Town’s website, and through the Town’s social media. Staff received three applicants and forwarded their information to the Circuit Court for consideration of the appointment.

On March 14th, 2024, the Circuit Court appointed Mr. Geoffrey P. Fiutak and Mr. Van Baggett to the Board of Zoning Appeals for a 5-year term ending March 14th, 2029.

Staff has subsequently received the resignation of Ms. Betsy Sullivan from the Board of Zoning appeals and her position will be vacant.

The Board of Zoning Appeals is a quasi-judicial body that is appointed by the Circuit Court, consisting of a minimum of five members that serve five-year terms. The BZA makes decisions on Variances, Appeals of a Zoning Administrator’s Determination, and the location of Zoning District boundaries when there is a disagreement.

The actions of the BZA are regulated by State Code, Section 15.2-2308. The BZA is strictly required to follow the process for appeals, standards for granting of Variances, and purpose for determining Zoning District boundaries as laid out in State Code. The BZA does not have the ability to rezone property, make changes to the Zoning Ordinance, or substantially change zoning district boundaries. When an applicant disagrees with the decision of the BZA, an appeal is made directly to the Circuit Court.

BZA members cannot hold any other public office, except that one member of the BZA may also be on the Planning Commission. Board members may be appointed for consecutive terms. If a Board member leaves prior to the end of their five-year term, a replacement is appointed only for the remainder of their term.

BACKGROUND

The Warrenton Board of Zoning Appeals (BZA) holds regular meetings on the first Tuesday of each month, as needed. The duties of the BZA are governed by Virginia State Code § 15.2-2309.

Members of the BZA are appointed by the Circuit Court of Fauquier County for a five-year term.

Current members:

- Geoffrey P. Fiutak -Term expires 2029- Newly Appointed
- Van Baggett- Term Expires 2029- Newly Appointed
- Larry Kovalik-Term expires 2026.
- Melea Maybach-Term expires 2026.
- Betsy Sullivan-Term expires 2026 – Resigned.

STAFF RECOMMENDATION

Staff recommends directing staff to advertise for the position, reviewing the applications for recommendations to the Circuit Court of Fauquier County for Appointment of vacancies as follows:

1. Staff must publish an advertisement for the vacancies in the local newspaper requesting letters of interest with a resume.
2. Staff must collect the letters of interest and provide them to the Town Council to receive recommendations for appointment of the vacancies to the Board.
3. Staff will submit all letters of interest, a copy of the advertisement, and a recommendation letter from the Town Council to the Chief Judge.
 - a. With the recommendation letter, staff must include the term length, start and end date, and which existing member(s) the applicant(s) would be replacing.

Service Level/Policy Impact

The State Code requires that a Board of Zoning Appeals must retain a minimum of three members for a quorum to hold a meeting. At this time, with the resignations received, the Board currently has four members. The current board bylaws state the board must consist of five members.

Fiscal Impact

No additional financial impact is expected at this time.

Legal Impact

The Board of Zoning Appeals will be unable to hold a meeting if a quorum of three members is not maintained.

ATTACHMENTS

- 1) BZA Bylaws
- 2) Order to appoint Two Members to the Town of Warrenton Board of Zoning Appeals Pursuant to Virginia Code Section 15.2-2308

TOWN OF WARRENTON, VIRGINIA
BOARD OF ZONING APPEALS
BY-LAWS

ARTICLE 1 – OBJECTIVES

- 1-1 The Board of Zoning appeals of the Town of Warrenton, known hereafter as The Board, adopts the subsequent articles in order to facilitate its powers and duties in accordance with Article 15-2, Section 2308 of the 1950 Code of Virginia as amended and Article 11-2 Board of Zoning Appeals of the Town of Warrenton Zoning Ordinance.
- 1-2 The official title of this Board shall be the Town of Warrenton Board of Zoning Appeals.

ARTICLE 2 – MEMBERSHIP

- 2-1 The Board of Zoning Appeals, shall consist of five members who are residents of the Town and who shall be appointed by the Circuit Court of Fauquier County. The term of office shall be for five years. One of the five members appointed shall be an active member of the Planning Commission. Members may be removed for just cause by the appointing authority upon written charges and a public hearing.

ARTICLE 3 - OFFICERS AND THEIR SELECTION

- 3-1 The members of the Board shall annually elect a Chairman and a Vice-Chairman.
- 3-2 The Town Manager shall appoint a secretary to the Board.
- 3-3 Nomination of officers shall be made from the floor at an annual meeting to be held the first Tuesday in January of each year or the next scheduled meeting if no items are to be considered in January.
- 3-4 Each candidate for office shall be nominated and seconded by two members of the Board. Election of Officers shall follow immediately thereafter.
- 3-5 A majority vote of members shall be required to be elected to office.
- 3-6 A candidate for an office of the Board receiving an majority vote of the members shall be declared elected and shall take office immediately upon the conclusion of regular meeting and serve for one year or until his successor shall take office.
- 3-7 Vacancies in office prior to term expiration shall be filled immediately by regular election procedures as in 3-4.

Commented [KM1]: The board may elect as its secretary either one of its members or a qualified individual who is not a member of the board, excluding the alternate members. A secretary who is not a member of the board shall not be entitled to vote on matters before the board.

- 3-8 Vacancies occurring otherwise than by expiration of term shall in all cases be for the unexpired term in office.

ARTICLE 4 – DUTIES OF OFFICERS

- 4-1 The chairman shall be a member of the Board and shall:
- 4-1.1 Preside at all meetings and call the meeting to order at the appointed time;
 - 4-1.2 Announce the business before the assembly in its proper order;
 - 4-1.3 Preserve order and decorum;
 - 4-1.4 State and put all questions properly before the assembly;
 - 4-1.5 Rule on all procedural questions;
 - 4-1.6 Be informed immediately of any official communication and report same at the next regular meeting;
 - 4-1.7 Affix his signature to all orders issued by the Board of Zoning Appeals as evidence of such approve; and
 - 4-1.8 Appoint such committees as deemed necessary.
- 4-2 The vice chairman shall be a member of the Board and shall:
- 4-2.1 Assume duties of the Chair in the Chairman's absence or in the Chairman's inability to act.
- 4-3 The Secretary shall:
- 4-3.1 Keep a written record of all business transacted by the Board;
 - 4-3.2 Notify all members of all meetings;
 - 4-3.3 Keep a file of all official records and reports of the Board;
 - 4-3.4 Certify all records and reports and public meetings;
 - 4-3.5 Serve notice of all hearings and public meetings;
 - 4-3.6 Attend to correspondence of the Board;
 - 4-3.7 Keep a set of minutes of all meetings which shall become a public record; and
 - 4-3.8 Prepare and be responsible for publishing of advertisements relating to public hearings.

ARTICLE 5 – MEETINGS

- 5-1. When cases are pending, regular meetings of the Board shall be held on the first Tuesday of each month. When a meeting date falls on a legal holiday, the meeting shall be held on the following Tuesday unless otherwise designated by the Chairman. When no case is pending, no meeting shall be held. The meeting shall begin at 5:00 P.M., unless otherwise designated by the Chairman and stated in the Public Notice of the meeting as required in Section 15.1.431 of the Code of Virginia, 1950, as amended.
- 5-2. The regular meeting may be adjourned upon majority vote of the members present if all applications or appeals can not be disposed of on the meeting date set. In

such case, the meeting shall be reconvened at the dated scheduled at the regular meeting.

- 5-3. A majority of the members of the Board shall constitute a quorum and a favorable vote of three members of the Board shall be necessary to reserve any order, requirement, decision or determination of any administrative official or to decide in favor of the applicant on any matter upon which the Board is required to pass.
- 5-4. Motions shall be restated by the Chairman before the vote is taken. The names of the persons making and seconding the motion shall be recorded.
- 5-5. The secretary shall prepare a set of minutes of all regular and special meetings.
- 5-6. Parliamentary procedure and board meeting shall be governed by the Roberts Rules of Order, Revised.
- 5-7. A motion to reconsider any action of the Board must be made as provided in Roberts Rules of Order, Revised, on or before the conclusion of the next regularly scheduled meeting of the Board occurring after the meeting at which the matter to be reconsidered was originally addressed.
- 5-8. The rules of procedure of the Board may be suspended by a vote of four members, all as provided in Roberts Rules of Order, Revised.
- 5-9. All meetings shall be public meetings in accordance with the requirements and exceptions of Title 15.1, Chapter 11 of the 1950 Code of Virginia as mended.
- 5-10. **Yearly Report? Periodic Report – 11-2.3.6 T=20.**

ARTICLE 6 – ORDER OF BUSINESS

- 6-1. The order of business for a regular meeting shall be:
 - 6-1.1 Call to order by Chairman
 - 6-1.2 Determination of a quorum;
 - 6-1.3 Adoption of minutes;
 - 6-1.4 Public Hearings
 - 6-1.4.1 Unfinished Business;
 - 6-1.4.2 New Business;
 - 6-1.5 Adjournment.

ARTICLE 7 – PROCEDURES FOR HEARING CASES

7 PUBLIC HEARING PROCEDURES

- 1. Call to Order
- 2. Chairman calls the item with the starting time of the hearing item
- 3. Comments/Presentations from the Town staff
- 4. Comments/Presentations from the applicant
- 5. Questions on Staff report from Board Members
- 6. Questions of Applicant presentation from Board Members
- 7. Comments from the public. When the last person from the public has finished speaking, the Chairman shall declare the public hearing closed.
- 8. The hearing item reverts back to the Board at this point. No comments from anyone other than the Board and Staff are permitted.
- 9. Discussion and motions are made (Motions should not come the Chairman)

10. Discussion of main motion and amendments, if necessary
11. Chairman repeats motion and question is called
12. Vote on motion

ARTICLE 8 – AMENDMENTS

8-1 These by laws may be amended by affirmative vote of the majority of the members of the Board at a regularly scheduled meeting, provided that the proposed amendment to these By-Laws be delivered to members of the Board at least 30 days prior to the meeting at which the vote on the amendment is to be taken.

ADOPTED: November 6, 1996

VIRGINIA:

IN THE CIRCUIT COURT OF FAUQUIER COUNTY

IN RE: TOWN OF WARRENTON, VIRGINIA)
BOARD OF ZONING APPEALS)
APPOINTMENT) CL
OF VAN BAGGETT)
AND)
GEOFFREY P. FIUTAK)

ORDER TO APPOINT TWO MEMBERS TO THE TOWN OF WARRENTON BOARD OF ZONING APPEALS PURSUANT TO VIRGINIA CODE SECTION 15.2-2308

IT APPEARING TO THE COURT that there is a vacancy for two members to the Town of Warrenton Board of Zoning Appeals, and it appearing to the Court that Section 15.2-2308 dictates that appointments to the Board of Zoning Appeals be made by this Court; and

IT FURTHER APPEARING TO THE COURT that Virginia Code Section 15.2-2308 dictates that the term for appointments to the Board of Zoning Appeals is five years; and

IT FURTHER APPEARING TO THE COURT that Amos Cross Grove resigned his term effective November 30, 2023; and

IT FURTHER APPEARING TO THE COURT that there is a second open vacancy on the Board of Zoning Appeals; and

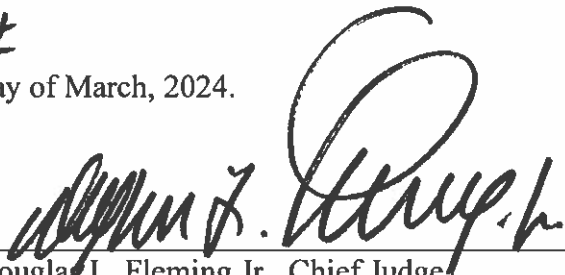
IT FUTURE APPEARING TO THE COURT that the vacancies were advertised twice a week for two successive weeks in The Fauquier Times, as well as social media and the town website, pursuant to order of this Court;

IT IS THEREFORE ORDERED that **VAN BAGGETT**, be, and is hereby, appointed as a member of the Town of Warrenton Board of Zoning Appeals, pursuant to §15.2-2308 of the Code of Virginia, which term shall begin on upon entry of this court order; and

IT IS THEREFORE ORDERED that **GEOFFREY P. FIUTAK**, be, and is hereby, appointed as a member of the Town of Warrenton Board of Zoning Appeals, pursuant to §15.2-2308 of the Code of Virginia, which term shall begin upon entry of this court order; and

IT IS THEREFORE ORDERED that **VAN BAGGETT** and **GEOFFREY P. FIUTAK**, be, and hereby, are appointed as members of the Town of Warrenton Board of Zoning Appeals, pursuant to §15.2-2308 of the Code of Virginia, which term will run for five years from the date of entry of this order.

ENTERED this 14TH day of March, 2024.



Douglas L. Fleming Jr., Chief Judge



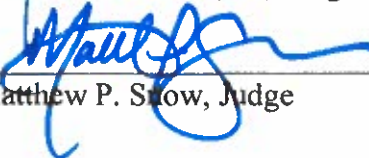
Stephen E. Sincavage, Judge



James P. Fisher, Judge



James E. Plowman, Jr., Judge



Matthew P. Snow, Judge

Rule 1:13



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 H.

STAFF REPORT

Council Meeting Date:	April 9 th , 2024.
Agenda Title:	Councilmembers’ Resolutions
Requested Action:	Consider the proposed Resolutions
Department / Agency Lead:	Town Council, Mr. Eric Gagnon, Mr. Paul Mooney
Staff Lead:	None.

EXECUTIVE SUMMARY

Mr. Gagnon to present two Resolutions for consideration by the Council. The two Resolutions were updated and added on Friday, March 8th, 2024. The Two Resolutions marked Final are what Mr. Gagnon has proposed for consideration at the March 12th, 2204, meeting. At the March 12th, 2024, meeting Mr. Mooney requested a “tactical pause” to defer consideration of the motions till a future date. Mr. Mooney motioned to table the discussion; Mr. Hamby seconded. Mr. Mooney met with Mr. Cassidy and Staff to discuss the resolutions. No special meeting was called.

BACKGROUND

At the February 13th, 2024, Town Council Regular Meeting Mr. Gagnon proposed two resolutions. Those resolutions were discussed in closed session. After the closed session, a motion was made by Mr. Mooney to table the discussion until the next Town Council Meeting. That motion was seconded by Mr. McGuire. The motion passed unanimously.

STAFF RECOMMENDATION

Staff has no recommendation at this time.

Service Level/Collaborative Impact

Town Manager met and discussed with Mr. Mooney, Awaiting further direction from Council.

Policy Direction/Warrenton Plan 2040

Town Manager met and discussed with Mr. Mooney, Awaiting further direction from Council.

Fiscal Impact

There is no expected fiscal impact at this time.

Legal Impact

The legal impact has been advised in Closed Session by the Town Attorney.

ATTACHMENTS

- 1.
- 2.
- 3.

February 13th, 2024
Town Council
Regular Meeting
Res. No.

A RESOLUTION RELATING TO AMAZON REDACTIONS

WHEREAS, Whereas the Town Council acknowledges and supports the spirit and intent of the Virginia Freedom of Information Act; and

WHEREAS, the VA FOIA law mandates *"The affairs of government are not intended to be conducted in an atmosphere of secrecy ... All public records... shall be presumed open, unless an exemption is properly invoked... The provisions of this chapter shall be liberally construed to promote an increased awareness by all persons of governmental activities and afford every opportunity to citizens to witness the operations of government. Any exemption from public access to records or meetings shall be narrowly construed and no record shall be withheld... unless specifically made exempt pursuant to this chapter or other specific provision of law."*; and

WHEREAS, Whereas the VA FOIA law does not mandate exclusions but instead expressly permits the local government, in its discretion, to release information and

NOW, THEREFORE, BE IT RESOLVED that the Warrenton Town Council hereby

- In applying VA FOIA law to redactions claimed by Amazon for its Site Development Plan, Town staff should give full weight to the above provisions in the FOIA law:
 - Amazon's claims for redactions are vague and broad and inadequately supported;
 - It is in the public interest—and it is consistent with VA FOIA law—to deny Amazon redactions relating to the noise-emitting equipment, a parking lot, landscaping outside the security fence, electrical lines and hook-ups, and stormwater management; and
 - Further, allowing Amazon's redactions would set an extremely problematic precedent for the future, giving all kinds of future applicants free rein to redact a wide range of information based on unsupported and inadequate information

ATTACHMENT: None

Votes:
Ayes:
Nays:
Absent from Meeting:

Adopted:

For Information:
Mr. Eric Gagnon, Councilmen, Ward 5

ATTEST: _____
Town Recorder

February 13th, 2024
Town Council
Regular Meeting
Res. No.

A RESOLUTION #2, RELATING TO INFORMATION ON POWER SUPPLY FOR THE AMAZON DATA CENTER

WHEREAS, Amazon has submitted a Site Development Plan (SDP) for a data center on Blackwell Road without any information on how power lines will be brought to the site or where a new substation will be built for the Amazon data center; and

WHEREAS, Amazon has redacted from the SDP information on electrical lines and hook-ups on the Blackwell site itself; and

NOW, THEREFORE, BE IT RESOLVED that the Warrenton Town Council hereby states prior to any action being taken to approve the Amazon SDP, the elected officials of the Town and the public are entitled to complete information on off-site and on-site electrical supply, routing, and siting. We advise the Town Manager and staff to require this information be provided prior to any approval of the SDP.

ATTACHMENT: None

Votes:

Ayes:

Nays:

Absent from Meeting:

Adopted:

For Information:

Mr. Eric Gagnon, Councilmen Ward 5

ATTEST: _____
Town Recorder

NEW 3/7/24

**Town Council
Regular Meeting
Res. No.**

RESOLUTION #1, RELATING TO REDACTIONS OF NOISE INFORMATION FROM THE AMAZON DATA CENTER SITE DEVELOPMENT PLAN

WHEREAS, the Town Council acknowledges and supports the spirit and intent of the Virginia Freedom of Information Act (FOIA);

WHEREAS, FOIA law mandates "*The affairs of government are not intended to be conducted in an atmosphere of secrecy ... All public records... shall be presumed open, unless an exemption is properly invoked.... The provisions of this chapter shall be liberally construed to promote an increased awareness by all persons of governmental activities and afford every opportunity to citizens to witness the operations of government. Any exemption from public access to records or meetings shall be narrowly construed and no record shall be withheld... unless specifically made exempt pursuant to this chapter or other specific provision of law.*";

WHEREAS, FOIA law does not mandate exclusions (even for safety and security purposes) but instead expressly permits the local government, in its discretion, to release information and

WHEREAS, noise from generators and air chillers was a major public concern during the hearing process for the Amazon data center on Blackwell;

WHEREAS, citizens have provided invaluable information during the Amazon data center permit process, including exposing the invalidity of Amazon’s first noise study, which Amazon withdrew as a result of citizen testimony;

WHEREAS, compliance with Warrenton’s noise standards was never demonstrated by Amazon during the Special Use Permit process;

WHEREAS, the final Special Use Permit for Amazon requires, in condition #2, “The Applicant shall produce a Site Development Plan that delineates the external noise emitting equipment that is to be installed and activated at each phase of the building;

WHEREAS, Amazon failed to provide any noise information in SDP submittals 1 and 2, and provided only one page of noise information in SDP submittal 3, which was entirely redacted from public view;

WHEREAS, the potential for noise-emitting information on generators and air chillers to threaten safety and security is remote and implausible, *prima facie*;

WHEREAS, Amazon has failed to provide any evidence to support its assertion that providing noise information is a threat to safety and security;

WHEREAS, allowing Amazon's noise redactions would set an extremely problematic precedent for the future, giving future applicants free rein to redact a wide range of information based on unsupported and inadequate information;

WHEREAS, it is in the public interest—and it is consistent with VA FOIA law and for all the reasons stated above—to deny Amazon redactions relating to the noise-emitting equipment;

NOW, THEREFORE, BE IT RESOLVED::

- In applying FOIA law to noise redactions claimed by Amazon for its Site Development Plan, Town staff shall give full weight to the above provisions in the FOIA law:

- The Town Manager shall work with Town Staff to provide a rigorous review of the adequacy of the noise information submitted by Amazon to ensure complete and convincing information is provided as to the expected noise levels from generators and air chillers at various phases of operation, including full operation at maximum capacity.

ATTACHMENT: None

Votes:

Ayes:

Nays:

Absent from Meeting:

Adopted:

For Information:

Mr. Eric Gagnon, Councilman, Ward 5

ATTEST: _____
Town Recorder

Revised 3/8/24
 Town Council
 Regular Meeting
 Res. No.

**A RESOLUTION #2, RELATING TO INFORMATION ON POWER SUPPLY
 FOR THE AMAZON DATA CENTER**

WHEREAS, Amazon Web Services ("Amazon") has submitted a Site Development Plan (SDP) for a data center on Blackwell Road;

WHEREAS, the SDP contains no information on how power lines will be brought to the site or where a new substation will be built for the Amazon data center;

WHEREAS, Amazon and Dominion agreed and announced publicly in the Fall of 2022 that power would be provided to the Blackwell site via underground distribution lines, buried along Falmouth Street, Walker Drive, and Blackwell Road, to be paid for by Amazon, at the time the Amazon Special Use Permit was approved on February 14, 2023;

WHEREAS, the Town of Warrenton subsequently denied Dominion a permit for the Falmouth/Walker/Blackwell routing;

WHEREAS, Dominion then indicated in the summer of 2023 that it would work with Virginia Department of Transportation (VDOT) on a plan to use Route 29 right of way for the underground distribution line(s);

WHEREAS, at a meeting on 2/28/24, VDOT informed local citizens and the Chair of the Fauquier Board of Supervisors that Dominion has not pursued the Route 29 option since the fall of 2023; Dominion has not filed a request for resource sharing to start the process, and the Route 29 right of way is variable and may not physically be wide enough to accommodate a buried distribution line(s);

WHEREAS, Amazon and Dominion have not responded to questions or otherwise informed the Town or the public regarding electrical service routing and associated substation(s);

WHEREAS, the off-site location of electric power lines and substations are relevant to site development plan review because they potentially impact the community as in the same manner as traffic and roadway infrastructure;

WHEREAS, Amazon has redacted from the SDP information on electrical lines, transformers, and hook-ups on the Blackwell site itself;

WHEREAS, prior to any action being taken to approve the Amazon SDP, the elected officials of the Town and the public are entitled to complete information on off-site and on-site electrical supply, routing, and siting;

NOW, THEREFORE, BE IT RESOLVED

- The Warrenton Town Council directs the Town Manager and staff to require information regarding the provision of electrical service to Amazon by Dominion be provided to the staff and the public, including the plan for line routing and substation location and on-site electrical information on transformers and switching stations, prior to any approval of the SDP.

ATTACHMENT: None

Votes:

Ayes:

Nays:

Absent from Meeting:

Adopted:

For Information:

Mr. Eric Gagnon, Councilman, Ward 5

ATTEST: _____
Town Recorder



Community Development
Department

STAFF REPORT

Commission Meeting Date:	April 9, 2024
Agenda Title:	Special Use Permit 2023-04 Taylor Middle School Expansion
Requested Action:	Hold a Public Hearing
Staff Lead:	Denise Harris, Planning Manager

EXECUTIVE SUMMARY

Special Use Permit (SUP) 2023-04 Taylor Middle School Expansion, the Applicant, and the Owner, the Fauquier County School Board, seeks a SUP to expand the school the in excess of 10,000 square feet. The subject parcel is in the Public Semi Public (PSP) District of the Town of Warrenton Zoning Ordinance and is designated as Public/Semi Public Non-Intensive in the Greenway and Makers Character District on the Future Land Use Map. The subject parcel (GPIN 6984-48-7973-500) is located at 350 E. Shirley Avenue on approximately 39.1805 acres. The Applicant is seeking a waiver to allow for retaining walls to be built up to twelve feet on the property.

The Planning Commission held a Work Session on February 20, 2024. Commissioners raised concerns regarding conflict points in the transportation design in a number of locations, including the interaction with Brumfield Elementary. Commissioners raised the lack of intermodal access nor the a provision for pedestrian connections to the surrounding neighborhoods and Brumfield. Commissioners expressed safety concerns regarding the prevalence and height of the multiple retaining walls. In conclusion, at the Work Session the Commissioners encouraged the Applicant to review the walkability of the site; to think more holistically about the use of the entire 39-acre property; and to reduce the transportation conflicts.

The Planning Commission held a Public Hearing on March 19, 2024, with draft Conditions of Approval based on the Applicant's March 1, 2024, resubmission. After three members of the public spoke, the Planning Commission recommended approval (5-0) to the Town Council based on Conditions of Approval that are consistent with other recent SUPs approved by the Town and add site specific conditions regarding the reservation of right-of-way for the upgrades to Alwington Boulevard to be built through a proffered Fauquier County rezoning for the Arrington property and dedication of easements for future shared use paths on Shirley and the southern portion of the property.

BACKGROUND

The Fauquier County School Board seeks to expand W.C. Taylor Middle School to consolidate it with Warrenton Middle School located on Waterloo Street. The approximately 39-acre property contains

frontage on Shirley Avenue and Alwington Boulevard, encompasses Brumfield Elementary, and is adjacent to WalMart and the Warrenton Community Center. Its location is an essential public property with the ability to link multiple neighborhoods, schools, community center, and Greenway by providing for walkable/bicycle friendly connections.

During agency review of the application, staff raised several issues mostly focused on the transportation circulation, lack of multi modal provisions, and conflict with Brumfield Elementary. The Applicant was made aware of the ongoing Virginis Department of Transportation Shirley Avenue Pipeline Study that recommends an upgrade Pedestrian Hybrid Beacon in front of the school property where it connects to the Greenway Trail; the Fauquier County Arrington Rezoning that includes proffers for transportation and pump station upgrades; Plan Warrenton 2040 Transportation Map, the Complete Streets Guide, and the Walkability Audit Report that speak to multi-modal goals; and the Town's ongoing offer to facilitate a conversation between the schools and the Virginia Department of Historic Resources, which is interested in the African American history of the site.

Zoning staff indicated they cannot verify the proposal will meet multiple Zoning Ordinance requirements related to parking, lighting, and landscaping. The Applicant stated the intent to provide this information at time of Site Development Plan; however, this may result in a scenario where the constraints of the site as laid out are impacted.

The Planning Commission held a Work Session on this proposal on February 20, 2024. During that meeting the Planning Commission discussed transportation conflicts, the constraints of the site, the safety concerns of the heights of the retaining walls, the environmental features, the lack of multi-modal connections, and the relationship of the schools with Brumfield, the community center, the Greenway, and the surrounding neighborhoods.

On March 1, 2024, the Applicant submitted an updated SUP Plan in response to the second round of Agency Comments and Planning Commission Work Session. The Applicant restructured the access from the parking lots to Shirley Avenue and provided a sidewalk along the new access road. The Applicant continues to acknowledge that Zoning staff cannot verify landscaping, parking, or lighting requirements of the Zoning Ordinance are met until the information is provided at time of site plan.

On March 19, 2024, the Planning Commission held a Public Hearing. Three members of the public spoke to the application generally in favor of it. The Planning Commission members asked questions regarding the shared use path, sidewalks, retaining walls, and floodplains. The Applicant suggested alternative language to the required reservation of land for transportation improvements to Alwington Boulevard and asked that the condition requiring the grading for a future shared use path along Shirley Avenue be struck. The Planning Commission, after asking staff a number of questions, determined to not modify the Conditions of Approval, with the exception of clarification wording around exterior LED lighting. The Planning Commission voted unanimously (5-0) to recommend approval to the Town Council per the draft Conditions of Approval.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission recommended approval to the Town Council subject to the draft Conditions of Approval.

Suggested Motions

1. I move that the Town Council approve of SUP 23-04, Taylor Middle School Expansion, to allow for the addition in excess of 10,000 square feet of approximately an additional 68,231 square feet, subject to the Conditions of Approval dated April 9, 2024, the Special Use Permit Plan consisting of 18 sheets created by RRMM Architects with Timmons Group dated September 7, 2023 and revised through March 1, 2024.

OR

2. I move that the Town Council forward SUP 23-04, Taylor Middle School Expansion to its meeting.

OR

3. I move an alternative motion.

OR

4. I move the Town Council deny SUP 23-04 Taylor Middle School Expansion for the following reasons...

ATTACHMENTS

1. Attachment A – Maps
2. Attachment B – March 19, 2024, Staff Analysis
3. Attachment C – March 1, 2024 Special Use Permit Plan
4. Attachment D – April 9, 2024 Draft Conditions of Approval
6. Attachment E – Statement of Justification
7. Attachment F – Agency Comments
8. Attachment G – March 1, 2024 Comment Response Letter
9. Attachment H – Staff Presentation from February 20, 2024 Work Session
10. Attachment I – Applicant Presentation from the February 20, 2024 Work Session
11. Attachment J – Staff Presentation from March 19, 2024 Planning Commission Public Hearing
12. Attachment k – Applicant Presentation from March 19, 2024 Planning Commission Public Hearing
13. Attachment L – Draft Resolution

DRAFT SPECIAL USE PERMIT CONDITIONS OF APPROVAL
Taylor Middle School
Owner/Applicant: County School Board of Fauquier County
SUP# 2023-04
GPIN 6983-48-7973-500 (“the “Property”)
Special Use Permit Area: ± 39.18 Zoning: PSP (Public Semi Public)
Date: April 9, 2024

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

1. General: This Special Use Permit is issued covering the entire Property pursuant to the provisions of § 11-3.10 of the Town of Warrenton Zoning Ordinance (“ZO”).
2. Site Development: The Property shall be developed in substantial conformance with the Special Use Permit Plan entitled, “Special Use Permit Plat,” prepared by Timmons Group, dated September 7, 2023, with revisions made through March 1, 2024. Minor changes and adjustments may be made to the road and street alignments, entrances, parking, dimensions and location of SWM/BMP facilities, the exact configuration and location of building footprints, and other similar features as shown on the SUP Plan, provided they meet the intent of these Conditions and are approved by the Director of Community Development or the Zoning Administrator.
3. Use Parameters:
 - a. Special Use Permit Area – The Special Use Permit shall apply to the entire +/-39.18 acre site.
 - b. Use Limitations – The primary use shall be limited to a school as defined in the ZO. Accessory uses are limited to those customarily incidental to a school.
4. Signage: All signage shall comply with the applicable provisions of Article 6 of the Town of Warrenton Zoning Ordinance.
5. Site Maintenance and Refuse Collection: Any refuse storage areas shall be screened with a solid enclosure constructed of materials that are compatible with the buildings on the property. The enclosure shall have gates that screen this area from adjoining properties and public rights-of-way. The gates shall remain closed when not in use and the trash containers shall be emptied as necessary to prevent odors or infestation by vermin. Compliance with this condition shall be demonstrated on each final site plan(s). Deliveries and refuse collection shall follow Town Code (currently Section 11-19(9)).

6. Environment: All landscaping shall be native and drought-resistant except as may be approved on the final site plan(s).

a. Landscaping – The Applicant shall make all efforts to maintain and preserve the existing mature vegetation and hardwood trees when feasible.

b. Minimize Clearing and Grading – The Applicant shall show the limits of clearing and grading for the site on the approved final site plan(s). For portions of buffers located outside the limits of clearing and grading, the existing vegetation shall be preserved and supplemented to meet the intent the buffer as noted above. In addition, existing trees and shrubs shall be incorporated into the landscaping plan. This does not preclude the removal of diseased, noxious and/or invasive vegetation.

c. Stormwater Management –The property owner is required to account for all improvements, regardless of square footage, made to the property since July 1, 2014, and design and construct for the accumulative stormwater management for both quantity and quality in accordance with all applicable State and local requirements in effect at the time of site development plan approval.

7. Lighting:

a. Building-mounted security lighting, which is full cut-off and directed toward the building and in compliance with the Zoning Ordinance, shall be permitted.

b. All exterior lighting fixtures, new or replacement light fixtures using LED, shall consist of full cut-off fixtures with a color temperature of 3,000 K or lower.

c. All other proposed lighting shall be addressed at site plan in accordance with the Zoning Ordinance.

8. Transportation:

a. Vehicular Access – The primary site shall be accessed from E. Shirley Avenue with secondary access from the bus loop entrance to Brumfield ES off of Alwington, which will also be the primary parent drop-off and pick up route. Egress shall be controlled via a stop sign traffic control with stop bar at the exits. The existing traffic signal will control the bus exit from the middle school site.

b. There shall be no stacking of vehicles into the public right-of-way. The school is responsible for ensuring drop off and pick up from the school do not result in backs ups on the public streets.

c. Handicapped Parking and Signage – Handicapped parking and signage shall be provided in accordance with the Public Facilities Manual and the Americans with Disabilities Act.

d. At the time of Final Site Plan, dedication of a public access easement shall be dedicated along E. Shirley Avenue from the southern parking lot entrance to the Southern Property line with the adjacent Community Center as well as on the portion of the school property south of the existing Community Center extending west to Alwington Blvd. The public access easement shall be of sufficient width to facilitate the extension of a future 10' wide Shared Use Path.

e. At time of Final Site Plan, Applicant shall reserve right of way and temporary construction easements at no cost of sufficient right-of-way for transportation improvements as shown in the page C 3.02A of the SUP Plans for the improvement of the extension of Alwington Boulevard, drainage improvements, intersection improvements, and construction of multi-use facilities.

f. Before Final Certificate of Occupancy, the public access easement dedicated along E. Shirley Avenue from the southern parking lot entrance to the Southern Property line with the adjacent Community Center shall be graded according to VDOT standards to accommodate a future extension of a 10' wide Shared Use Path.

9. Water and Sewer: The site shall continue to be served by public water, with the property owner bearing all costs associated with providing the additional onsite services necessary to serve the school use. The site will be served by public sewer, with the Property Owner responsible for the conveyance of the sewer to the Town pump station.

10. Emergency Access: The Property Owner shall provide Fauquier County Emergency Services and the Town of Warrenton Police with current and valid codes and/or locking mechanism keys to be able to open gates located on the property.

SPECIAL USE PERMIT (SUP 23-4)

TAYLOR MIDDLE SCHOOL ADDITION & RENOVATION

FAUQUIER COUNTY PUBLIC SCHOOLS

350 EAST SHIRLEY AVENUE WARRENTON, VIRGINIA 20186

CENTER MAGISTERIAL DISTRICT
TOWN OF WARRENTON, VIRGINIA
PARCEL ID: 6983-48-7973-500



VICINITY MAP
SCALE: 1" = 2,000'

**OWNER: COUNTY SCHOOL BOARD
OF FAUQUIER COUNTY**
320 HOSPITAL DRIVE, SUITE 40
WARRENTON, VA 20186
CONTACT: DAVID GRAHAM
PHONE: 540-422-7017

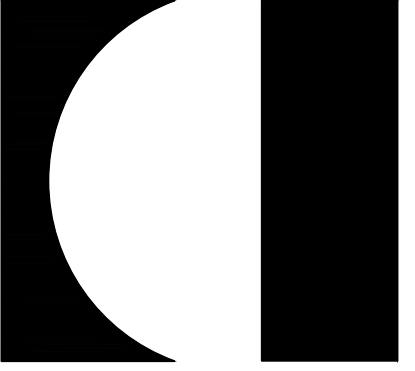
ARCHITECT: RRMM
115 SOUTH 15TH STREET, SUITE 502
RICHMOND, VA 23219
CONTACT: DOUG COFER, ARCHITECT
PHONE: 804-277-8987

ENGINEER: TIMMONS GROUP
20110 ASHBROOK PLACE, SUITE 100
ASHBURN, VIRGINIA 20147
CONTACT: LUKE FETCHO, PE
EMAIL: LUKE.FETCHO@TIMMONS.COM
PHONE: 703-544-6712

Sheet Number	Sheet Title
C0.00	COVER SHEET
C1.01	GENERAL NOTES
C1.02	OVERALL & ADJACENT OWNERS
C2.01	EXISTING CONDITIONS PLAN
C2.02	EXISTING CONDITIONS PLAN
C3.00	OVERALL SPECIAL USE PERMIT PLAN
C3.01	SPECIAL USE PERMIT PLAN
C3.02	SPECIAL USE PERMIT PLAN
C3.02A	SPECIAL USE PERMIT PLAN - FUTURE ARRINGTON PLANS
C3.03	SPECIAL USE PERMIT PLAN - AUTO-TURN
C3.04	SPECIAL USE PERMIT PLAN - AUTO-TURN
L1.03	SPECIAL USE PERMIT - TREE PRESERVATION
L1.04	SPECIAL USE PERMIT - TREE PRESERVATION
L1.05	SPECIAL USE PERMIT - TREE PRES NOTES AND DETAILS
E-401B	SPECIAL USE PERMIT - ELECTRICAL SITE PLAN
E-402B	SPECIAL USE PERMIT - ELECTRICAL SITE PLAN PHOTOMETRICS
SU-201	SPECIAL USE PERMIT - OVERALL EXTERIOR ELEVATIONS
SU-202	SPECIAL USE PERMIT - OVERALL EXTERIOR ELEVATIONS

Item #	DATE	BY	DES
1	01/12/2024		
2	03/01/2024		

DATE	PROJECT	DESIGNED	DRAWN	CHECKED	PVN
09/07/2023	21852-00	TIMMONS	TIMMONS		



RRMM ARCHITECTS, PC
115 South 15th Street, Suite 502
Richmond, Virginia 23219
(804)277-8987

NOT FOR CONSTRUCTION
02/29/2024
SUP APPLICATION

PROJECT: TAYLOR MIDDLE SCHOOL ADDITION & RENOVATION
 FAUQUIER COUNTY PUBLIC SCHOOLS
 350 EAST SHIRLEY AVENUE
 WARRENTON, VA 20186
 DRAWING: COVER SHEET
 VIRGINIA DEPARTMENT OF EDUCATION: 03-67-00-101
 FEB 18D

SHEET
C0.00

PROJECT NARRATIVE
 THIS SITE DEVELOPMENT PLAN PROPOSES A CORE ADDITION AND A CLASSROOM ADDITION, ALONG WITH RENOVATIONS TO THE EXISTING TAYLOR MIDDLE SCHOOL BUILDING. ALL EXISTING UTILITIES AND STORM DRAINAGE WILL BE RELOCATED AS NECESSARY.

SITE INFORMATION

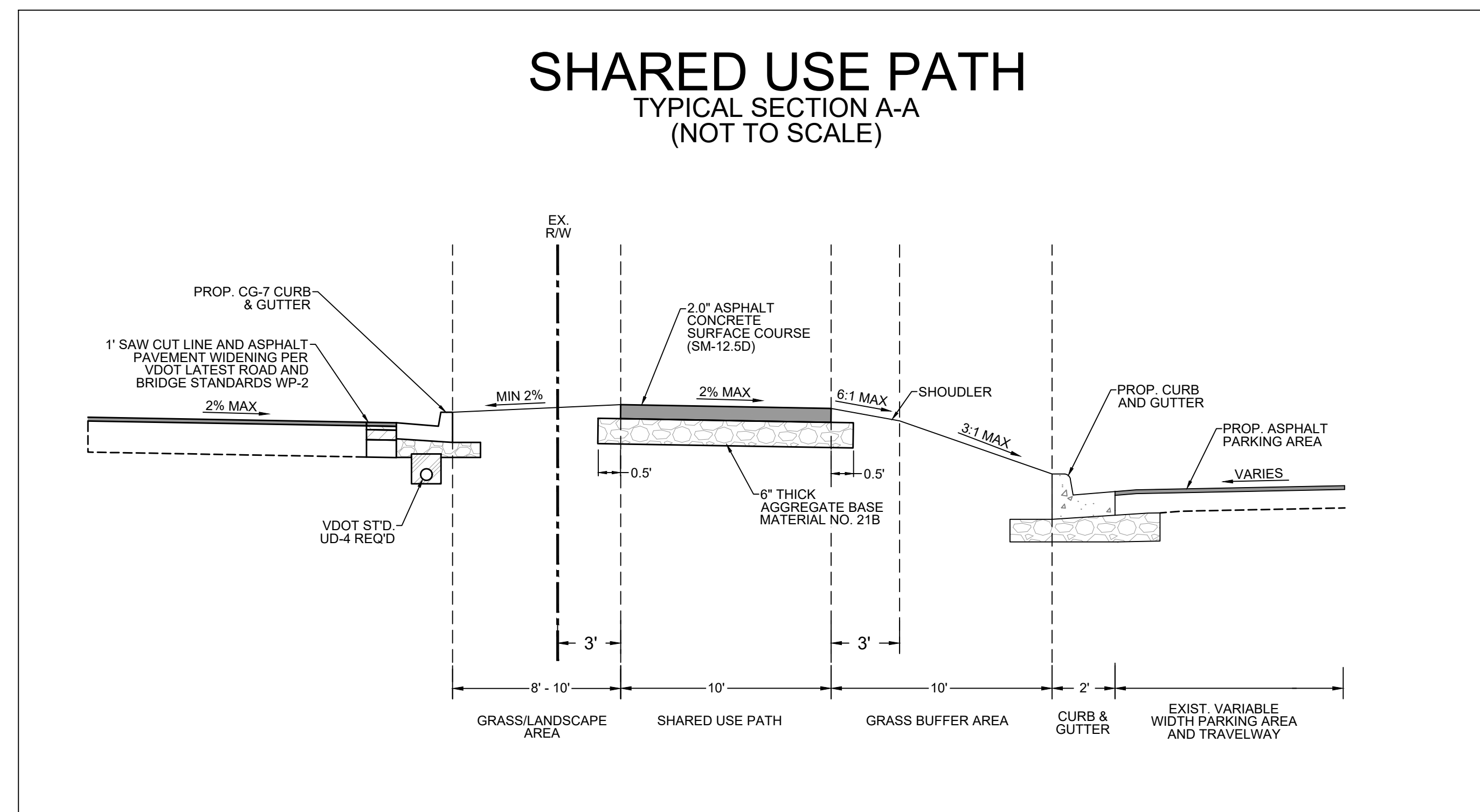
- APPLICANT:
 COUNTY SCHOOL BOARD OF FAUQUIER COUNTY
 320 HOSPITAL DR STE 40
 WARRENTON VA, 20186
- PREPARERS:
 TIMMONS GROUP
 20110 ASHBROOK PLACE, SUITE 100
 ASHBURN, VIRGINIA 20147
 (703) 554-6712
- RRMM ARCHITECTS
 115 SOUTH 15TH STREET, SUITE 502
 RICHMOND, VA 23219
 (804) 277-8987
- THE SUBJECT PARCEL SHOWN HEREON IS LOCATED IN TOWN OF WARRENTON:
- | OWNER | PIN # | ACRES | ZONING | USE |
|--|------------------|-------|--------|---------------|
| COUNTY SCHOOL BOARD OF FAUQUIER COUNTY | 6983-48-7973-500 | 39.18 | PSP | MIDDLE SCHOOL |
- THIS TOPOGRAPHIC SURVEY WAS COMPLETED BY TIMMONS GROUP UNDER THE DIRECT AND RESPONSIBLE CHARGE OF JEFFREY A. SMERALDO, A TIMMONS GROUP LICENSED SURVEYOR, FROM AN ACTUAL GROUND SURVEY MADE UNDER MY SUPERVISION; THAT THE ORIGINAL DATA WAS OBTAINED IN MARCH, 2023. THIS PLAT, MAP AND DIGITAL GEOSPATIAL DATA INCLUDING METADATA MEETS MINIMUM ACCURACY STANDARDS UNLESS OTHERWISE NOTED.
 - SUBSURFACE UTILITIES WERE LOCATED ON MARCH 9 & 10, 2023 BY THIS FIRM.
 - THE BOUNDARY INFORMATION SHOWN HEREON PER RECORD DESCRIPTIONS AND DOES NOT CONSTITUTE A BOUNDARY SURVEY AS DEFINED BY THE COMMONWEALTH OF VIRGINIA.
 - PHYSICAL FEATURES ARE SHOWN BASED ON CONVENTIONAL SURVEYING METHODS AND AERIAL MAPPING PROVIDED BY TUCK MAPPING SOLUTIONS, INC. FROM IMAGERY DATED MARCH 8, 2023.
 - THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT.
 - BASED ON FEMA FLOOD INSURANCE RATE MAP (FIRM) 51061C308C, EFFECTIVE DATE FEBRUARY 6, 2008, THE PROPERTY LIES IN UNSHADED ZONE X, WHICH ARE AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN, SHADED ZONE X OR AREAS OF 0.2% ANNUAL CHANCE FLOOD.
 - BASIS OF MERIDIAN: VCS NAD83 (2011)
 - VERTICAL DATUM: NAVD88
 - DATUM AND MERIDIAN WERE ESTABLISHED BY GPS OBSERVATIONS.
 - TOPOGRAPHIC FIELD WORK COMPLETED MARCH 27, 2023.
 - SOILS INFORMATION SHOWN HEREON IS TAKEN FROM THE 2007 FAUQUIER COUNTY SOIL SURVEY AND THE USDA WEB SOIL SURVEY. ORIGINAL SCALE 1" = 1000'.

ZONING TABULATIONS

ZONING REQUIREMENTS (ARTICLE 3-4.9)	EXISTING/REQUIRED	PROPOSED
ZONING DISTRICT:	PUBLIC-SEMI-PUBLIC INSTITUTIONAL (PSP)	PSP
		(SPECIAL USE PERMIT) TO ALLOW SCHOOLS WITH EXPANSIONS TO SCHOOL FACILITIES EQUAL TO/OVER 10,000 SF (ARTICLE 3-4.9.3)
LOT AND YARD REGULATIONS (ARTICLE 3-4.9.4)	REQUIRED	PROPOSED
MINIMUM LOT SIZE:	NONE	39.18 AC
MINIMUM LOT FRONTAGE:	50 FEET	1,202 FEET (EAST SHIRLEY AVE)
MAXIMUM LOT COVERAGE:	85%	36% (85% MAX)
FRONT YARD SETBACK (ADJACENT TO C, PSP, R-10, I DISTRICT)	NONE WHEN ADJACENT/ ACROSS FROM C, CBD, I DISTRICTS; 25' WHEN ADJACENT/ACROSS R DISTRICTS	5 FEET/30 FEET*
RIGHT SIDE YARD SETBACK (ADJACENT TO R-10 DISTRICT)	NONE WHEN ADJACENT/ ACROSS FROM C, CBD, I DISTRICTS; 15' WHEN ADJACENT/ACROSS R DISTRICTS	20 FEET*
LEFT SIDE YARD SETBACK (ADJACENT TO C, DISTRICT)	NONE WHEN ADJACENT/ ACROSS FROM C, CBD, I DISTRICTS; 15' WHEN ADJACENT/ACROSS R DISTRICTS	5 FEET*
REAR YARD SETBACK (ADJACENT TO C, RA DISTRICT LOCATED IN FAUQUIER COUNTY)	NONE WHEN ADJACENT/ ACROSS FROM C, CBD, I DISTRICTS; 35' WHEN ADJACENT/ACROSS R DISTRICTS	5 FEET*
		*FIVE (5) ADDITIONAL FEET ADDED TO MINIMUM SETBACK REQUIREMENTS BASED ON PROPOSED HEIGHT OF BUILDING (INCREASE OF ONE FOOT FOR EACH FOOT IN HEIGHT OVER 35 FEET)
BUILDING REGULATIONS (ARTICLE 3-4.9.5)	REQUIRED	PROPOSED
MAXIMUM HEIGHT*	35 FEET*	±40 FEET**
		*A PUBLIC OR INSTITUTIONAL BUILDING OR CHURCH MAY BE ERRECTED TO A HEIGHT OF 60 FEET FROM GRADE PROVIDED THAT REQUIRED FRONT, SIDE, AND REAR YARDS SHALL BE INCREASED BY ONE FOOT FOR EACH FOOT IN HEIGHT OVER 35 FEET.
		**EXISTING AND PROPOSED BUILDING HEIGHT OF 38 FEET IS REFERENCED FROM AVERAGE ELEVATION OF GROUND SURFACE ALONG FRONT OF BUILDING (ARTICLE 12). NOTE BUILDING HEIGHT EXCLUDES HEIGHT OF MOUNTED ROOFTOP MECHANICAL EQUIPMENT AND ASSOCIATED SCREENS.
BUILDING INFORMATION		
EXISTING BUILDING GROSS AREA (PRE-DEMOLITION):	87,692 SF GFA	
EXISTING BUILDING GROSS AREAS (POST-DEMOLITION):	80,794 SF GFA	
PROPOSED CORE ADDITION GROSS AREA:	47,353 SF GFA	
PROPOSED CLASSROOM ADDITION GROSS AREA:	20,796 SF GFA	
COMBINED PROPOSED ADDITIONS GROSS AREA:	68,149 SF GFA	
TOTAL MIDDLE SCHOOL GROSS AREA:	148,943 SF GFA	
OPEN SPACE CALCULATION (ARTICLE 3-4.9.4)		
MAXIMUM LOT COVERAGE:	85%	
TOTAL SITE AREA:	39,180.5 AC = 1,706,702.58 SF	
EXISTING BUILDING AREA POST-DEMOLITION (TAYLOR MIDDLE SCHOOL):	48,970 SF	
PROPOSED CORE ADDITION BUILDING AREA:	34,310 SF	
PROPOSED CLASSROOM ADDITION BUILDING AREA:	6,900 SF	
COMBINED PROPOSED ADDITIONS BUILDING AREA:	41,210 SF	
TOTAL TAYLOR MIDDLE SCHOOL BUILDING AREA:	90,180 SF	
ROAD AND PARKING LOT:		
EXISTING BUILDING AREA (JAMES G. BRUMFIELD ELEMENTARY SCHOOL):	208,500 SF	
OTHER TOTAL EXISTING IMPERVIOUS AREA:	81,100 SF	
PROPOSED LOT COVERAGE:	235,000 SF	
	614,780 SF/1,706,702.58 SF = 36% (MAX 85%)	
PARKING STANDARDS FOR INSTITUTIONAL AND COMMUNITY SERVICES USE (ARTICLE 7-4)		
1 SPACE PER 15 STUDENTS + 1 SPACE PER EMPLOYEE CALCULATED FOR THE WORK PERIOD CONTAINING THE LARGEST NUMBER OF EMPLOYEES		
TOTAL STUDENTS =	850 STUDENTS	
TOTAL EMPLOYEES =	100 EMPLOYEES	
TOTAL SPACES REQUIRED = 1 SPACE/15 STUDENTS * 850 STUDENTS =	57 SPACES	
1 SPACE/1 EMPLOYEE * 100 EMPLOYEES =	100 SPACES	
	157 SPACES	
ADA PARKING SPACES REQUIRED (ARTICLE 7-19.4) = 6 (AT LEAST 1 VAN ACCESSIBLE SPACE)		
TOTAL EXISTING SPACES =	134 SPACES (INCLUDES 5 ADA SPACES)	
TOTAL SPACES PROVIDED =	164 SPACES (INCLUDES 6 ADA SPACES)	
LOADING SPACES REQUIRED (AS THE TOWN ORDINANCE DOES NOT SPECIFY LOADING FOR INSTITUTIONAL USES, THE PROPOSED LOADING IS CONSISTENT WITH OTHER COUNTY MIDDLE SCHOOL FACILITIES AND MEETS THEIR OPERATIONAL NEEDS):		
LOADING SPACES PROVIDED =	2	

SOIL INFORMATION

MAP UNIT SYMBOL SOIL NAME SLOPE	SOIL DESCRIPTION	General Characteristics				LAND POTENTIALS	DEVELOPMENT POTENTIAL AND PROBLEMS LISTED	
		SOIL FEATURES		K _{sat}	CENTRAL WATER AND CENTRAL SEWER		CONVENTIONAL SEPTIC TANK AND DRAINFIELD	
12A Rohrer'sville loam	Very deep, somewhat poorly drained, brownish-yellow loam soils with intermittent high water tables in drainageways; developed in recent greenstone colluvium/alluvium	Slope (%)	0 - 2			Erosional Hazard Potential:		Slight
		Bedrock Depth (in.)	> 60	K Factor (surface):	0.37	Subsoil: low	SECONDARY PASTURE	
		Waterable Depth (in.)	10 - 20	K Factor (subsoil):	0.32	Substratum: Moderate	FORESTRY (HARDWOOD)	
	May have Hydric Soil inclusions	Shrink-Swell Potential:	Mod.	Hydrologic Group:	D		MODERATE	
17B Middleburg loam	Very deep, well drained, brown loamy soils in concave swales and along small drainageways; developed in recent colluvium and local wash from crystalline uplands	Slope (%)	2 - 7	Erosional Hazard Potential:	Mod.	Surface: Moderate	AGRICULTURE	POOR Frequent flooding; intermittent high water table; concentrated runoff from higher areas; low bearing capacity when wet
		Bedrock Depth (in.)	> 60	K Factor (surface):	0.37	Subsoil: Moderate	PRIME CROPLAND	
		Waterable Depth (in.)	> 40	K Factor (subsoil):	0.32	Substratum: Moderate	FORESTRY (HARDWOOD)	
	May have Hydric Soil inclusions	Shrink-Swell Potential:	low	Hydrologic Group:	B		HIGH	
		Bearing Capacity:	Mod.					
40C Myersville silt loam	Deep, well drained, strong brown silty soils on rolling summits and strongly sloping backslopes; developed in residuum from greenstone and chloritic schist	Slope (%)	7 - 15	Erosional Hazard Potential:	Mod.	Surface: Moderate	AGRICULTURE	FAIR Shallow to rock
		Bedrock Depth (in.)	40 - 60	K Factor (surface):	0.37	Subsoil: Moderate	SECONDARY CROPLAND	
		Waterable Depth (in.)	> 40	K Factor (subsoil):	0.32	Substratum: Moderate	FORESTRY (HARDWOOD)	
		Shrink-Swell Potential:	low	Hydrologic Group:	B	Weathered Bedrock: Impermeable	MODERATELY HIGH	
		Bearing Capacity:	Mod.					
43C Alanthus silt loam	Very deep, well drained, yellowish-red silty soils on strongly sloping backslopes; developed in residuum from greenstone and chloritic schist	Slope (%)	7 - 15	Erosional Hazard Potential:	Mod.	Surface: Moderate	AGRICULTURE	GOOD
		Bedrock Depth (in.)	> 60	K Factor (surface):	0.37	Subsoil: Moderate	SECONDARY CROPLAND	
		Waterable Depth (in.)	> 40	K Factor (subsoil):	0.32	Substratum: Moderate	FORESTRY (HARDWOOD)	
		Shrink-Swell Potential:	low	Hydrologic Group:	B		HIGH	
		Bearing Capacity:	Mod.					
45B Fauquier silt loam	Very deep, well drained, red clayey soils on undulating summits and gently sloping backslopes; developed in residuum from massive greenstone and chloritic schist	Slope (%)	2 - 7	Erosional Hazard Potential:	Mod.	Surface: Moderate	AGRICULTURE	GOOD
		Bedrock Depth (in.)	> 60	K Factor (surface):	0.32	Subsoil: Moderate	PRIME CROPLAND	
		Waterable Depth (in.)	> 40	K Factor (subsoil):	0.28	Substratum: Moderate	FORESTRY (HARDWOOD)	
		Shrink-Swell Potential:	Mod.	Hydrologic Group:	C		HIGH	
		Bearing Capacity:	Mod.					
45C Fauquier silt loam	Very deep, well drained, red clayey soils on strongly sloping backslopes; developed in residuum from massive greenstone and chloritic schist	Slope (%)	7 - 15	Erosional Hazard Potential:	Mod.	Surface: Moderate	AGRICULTURE	GOOD
		Bedrock Depth (in.)	> 60	K Factor (surface):	0.32	Subsoil: Moderate	SECONDARY CROPLAND	
		Waterable Depth (in.)	> 40	K Factor (subsoil):	0.28	Substratum: Moderate	FORESTRY (HARDWOOD)	
		Shrink-Swell Potential:	Mod.	Hydrologic Group:	C		HIGH	
		Bearing Capacity:	Mod.					



Item a.

01/12/2024
 03/01/2024

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 2

09/07/2023
 21352-00

DATE PROJECT DESIGNED DRAWN CHECKED

TIMMONS
 TIMMONS

DES BY
 DATE MARK REVISIONS

RRMM ARCHITECTS, PC
 115 South 15th Street, Suite 502
 Richmond, Virginia 23219
 (804)277-8987

NOT FOR CONSTRUCTION
 02/29/2024
 SUP APPLICATION

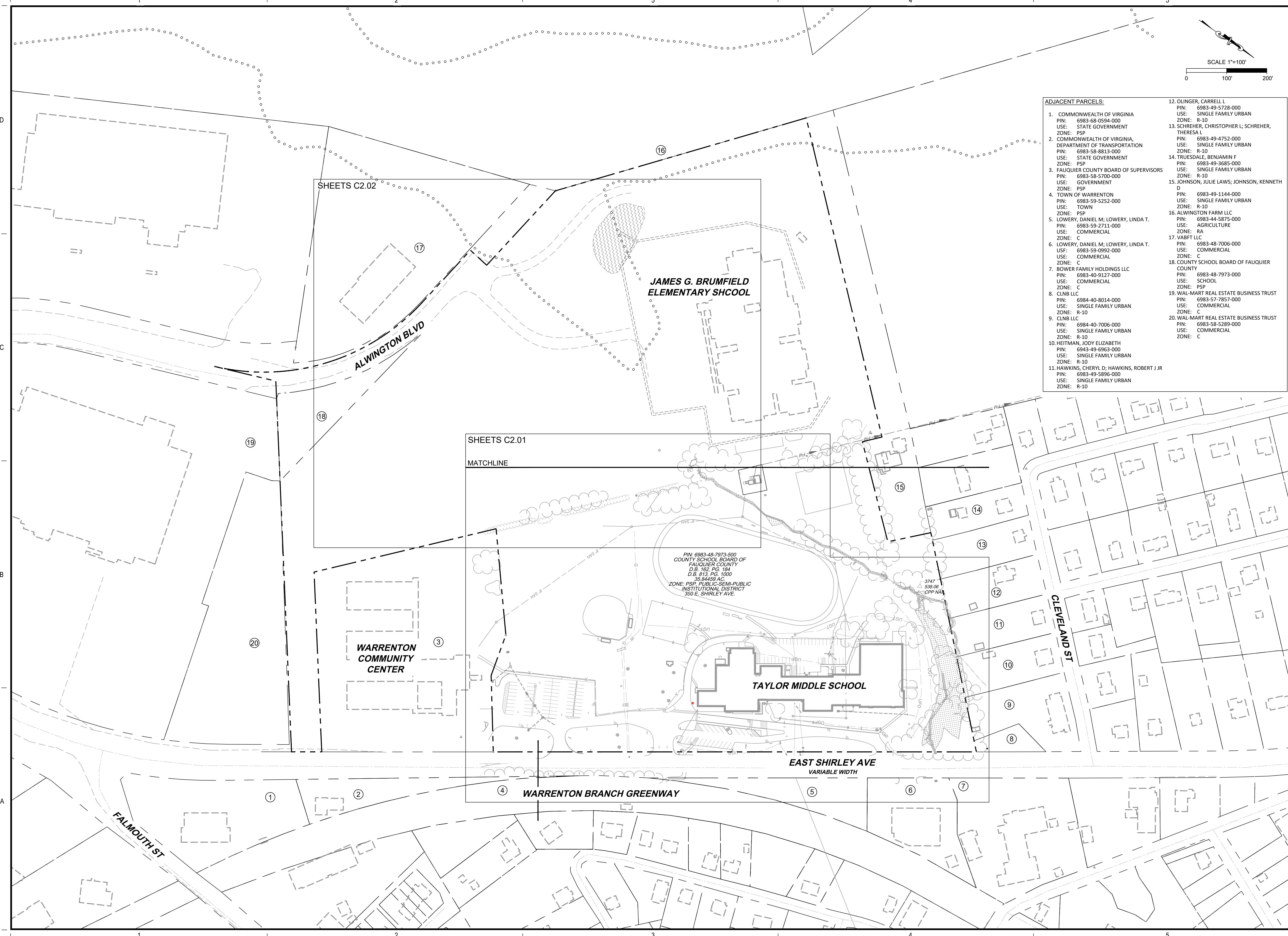
TAYLOR MIDDLE SCHOOL ADDITION & RENOVATION
 FAUQUIER COUNTY PUBLIC SCHOOLS
 350 EAST SHIRLEY AVENUE
 WARRENTON, VA 20186

FEB TED
 VIRGINIA DEPARTMENT OF EDUCATION: 03B-67-061-01

DRAWING GENERAL NOTES

PROJECT SHEET

C1.01



SHEETS C2.02

SHEETS C2.01

MATCHLINE

**JAMES G. BRUMFIELD
ELEMENTARY SHCOOL**

**WARRENTON
COMMUNITY
CENTER**

TAYLOR MIDDLE SCHOOL

WARRENTON BRANCH GREENWAY

**EAST SHIRLEY AVE
VARIABLE WIDTH**

ADJACENT PARCELS:

1. COMMONWEALTH OF VIRGINIA PIN: 6983-68-0594-000 USE: STATE GOVERNMENT ZONE: PSP	12. OLINGER, CARRELL L PIN: 6983-49-5728-000 USE: SINGLE FAMILY URBAN ZONE: R-10
2. COMMONWEALTH OF VIRGINIA, DEPARTMENT OF TRANSPORTATION PIN: 6983-58-8813-000 USE: STATE GOVERNMENT ZONE: PSP	13. SCHREHER, CHRISTOPHER I; SCHREHER, THERESA L PIN: 6983-49-4752-000 USE: SINGLE FAMILY URBAN ZONE: R-10
3. FAUQUIER COUNTY BOARD OF SUPERVISORS PIN: 6983-58-5700-000 USE: GOVERNMENT ZONE: PSP	14. TRUESDALE, BENJAMIN F PIN: 6983-49-3685-000 USE: SINGLE FAMILY URBAN ZONE: R-10
4. TOWN OF WARRENTON PIN: 6983-59-5252-000 USE: TOWN ZONE: PSP	15. JOHNSON, JULIE LAWS; JOHNSON, KENNETH D PIN: 6983-49-1144-000 USE: SINGLE FAMILY URBAN ZONE: R-10
5. LOWERY, DANIEL M.; LOWERY, LINDA T. PIN: 6983-59-2711-000 USE: COMMERCIAL ZONE: C	16. ALWINGTON FARM LLC PIN: 6983-49-5875-000 USE: AGRICULTURE ZONE: RA
6. LOWERY, DANIEL M.; LOWERY, LINDA T. PIN: 6983-59-0992-000 USE: COMMERCIAL ZONE: C	17. VABFT LLC PIN: 6983-48-7006-000 USE: COMMERCIAL ZONE: C
7. BOWER FAMILY HOLDINGS LLC PIN: 6983-40-9127-000 USE: COMMERCIAL ZONE: C	18. COUNTY SCHOOL BOARD OF FAUQUIER COUNTY PIN: 6983-48-7973-000 USE: SCHOOL ZONE: PSP
8. CLNB LLC PIN: 6984-40-8014-000 USE: SINGLE FAMILY URBAN ZONE: R-10	19. WAL-MART REAL ESTATE BUSINESS TRUST PIN: 6983-57-7857-000 USE: COMMERCIAL ZONE: C
9. CLNB LLC PIN: 6984-40-7006-000 USE: SINGLE FAMILY URBAN ZONE: R-10	20. WAL-MART REAL ESTATE BUSINESS TRUST PIN: 6983-58-5289-000 USE: COMMERCIAL ZONE: C
10. HEITMAN, JODY ELIZABETH PIN: 6943-49-6963-000 USE: SINGLE FAMILY URBAN ZONE: R-10	
11. HAWKINS, CHERYL D; HAWKINS, ROBERT J JR PIN: 6983-49-5896-000 USE: SINGLE FAMILY URBAN ZONE: R-10	

PIN: 6983-49-7973-500
COUNTY SCHOOL BOARD OF
FAUQUIER COUNTY
D.B. 162 PG. 184
D.B. 813 PG. 1000
35.84459 AC.
ZONE: PSP, PUBLIC-SEMI-PUBLIC
INSTITUTIONAL DISTRICT
320 E. SHIRLEY AVE.

3747
538.06
CPP NAD

Item a.

SUP 2ND SUB
SUP 3RD SUB

01/12/2024
03/01/2024

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09/07/2023

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02/29/2024
SUP APPLICATION

TAYLOR MIDDLE SCHOOL ADDITION & RENOVATION
FAUQUIER COUNTY PUBLIC SCHOOLS
350 EAST SHIRLEY AVENUE
WARRENTON, VA 20186

OVERALL & ADJACENT OWNERS

PROJECT DRAWING SHEET

SHEET
C1.02

546

MATCHLINE - SEE SHEET C2.02

SCALE 1"=40'

LEGEND

- PROPERTY BOUNDARY
- SOIL BOUNDARY
- SOIL IDENTIFICATION
- WETLAND BOUNDARY

- LEGEND:
- MONUMENT FOUND
 - PROPERTY CORNER FOUND
 - SIGN / UTILITY MARKER
 - FLAGPOLE
 - BOLLARD
 - TRASH CAN
 - HANDICAP PARKING
 - DECIDUOUS TREE
 - STORM MANHOLE
 - STORM GRATE
 - SANITARY MANHOLE
 - CLEANOUT
 - YARD LIGHT
 - LIGHT POLE
 - UTILITY POLE
 - GUY WIRE ANCHOR
 - ELECTRIC METER
 - TELECOMM PEDESTAL
 - FIRE HYDRANT
 - WATER METER
 - WATER VALVE
 - GAS VALVE
 - UTILITY VAULT
 - EDGE OF PAVEMENT
 - CURB & GUTTER
 - FENCE LINE
 - STORM PIPE
 - SANITARY LINE
 - FEMA FLOOD ZONE X
 - OVERHEAD UTILITY LINE
 - OVERHEAD POWER LINE
 - UNDERGROUND POWER LINE
 - UNDERGROUND TELECOMM LINE
 - UNDERGROUND FIBER OPTIC LINE
 - UNDERGROUND GAS LINE
 - UNDERGROUND WATER LINE
 - UNDERGROUND UTILITY LINE

DATE	PROJECT	DESIGNED	DRAWN	CHECKED	MARK	DATE	REVISIONS
09/07/2023	21352-00	TIMMONS	TIMMONS				
01/12/2024							
03/01/2024							

DATE	PROJECT	DESIGNED	DRAWN	CHECKED	MARK	DATE	REVISIONS
09/07/2023	21352-00	TIMMONS	TIMMONS				
01/12/2024							
03/01/2024							

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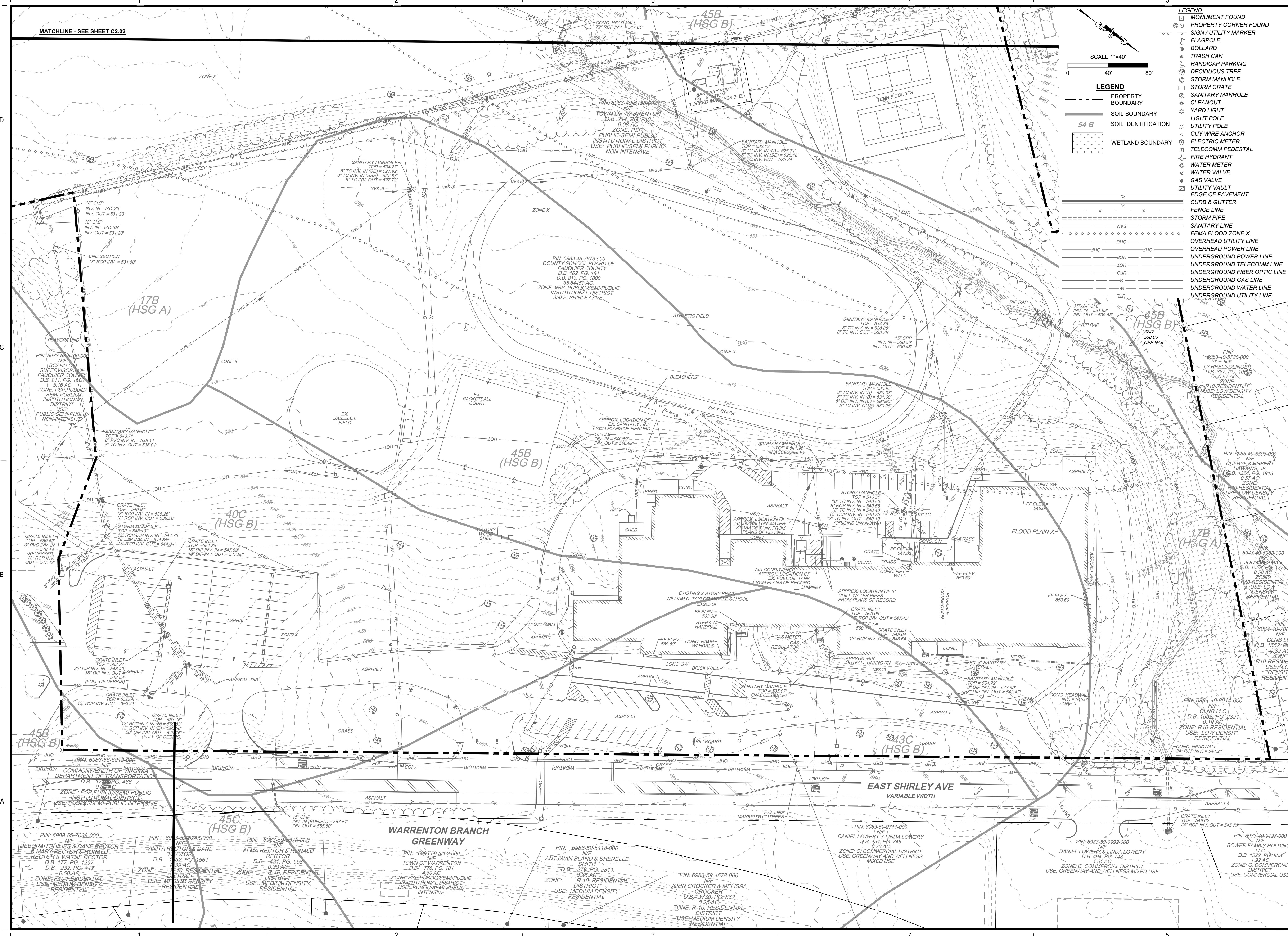
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02/29/2024
SUP APPLICATION

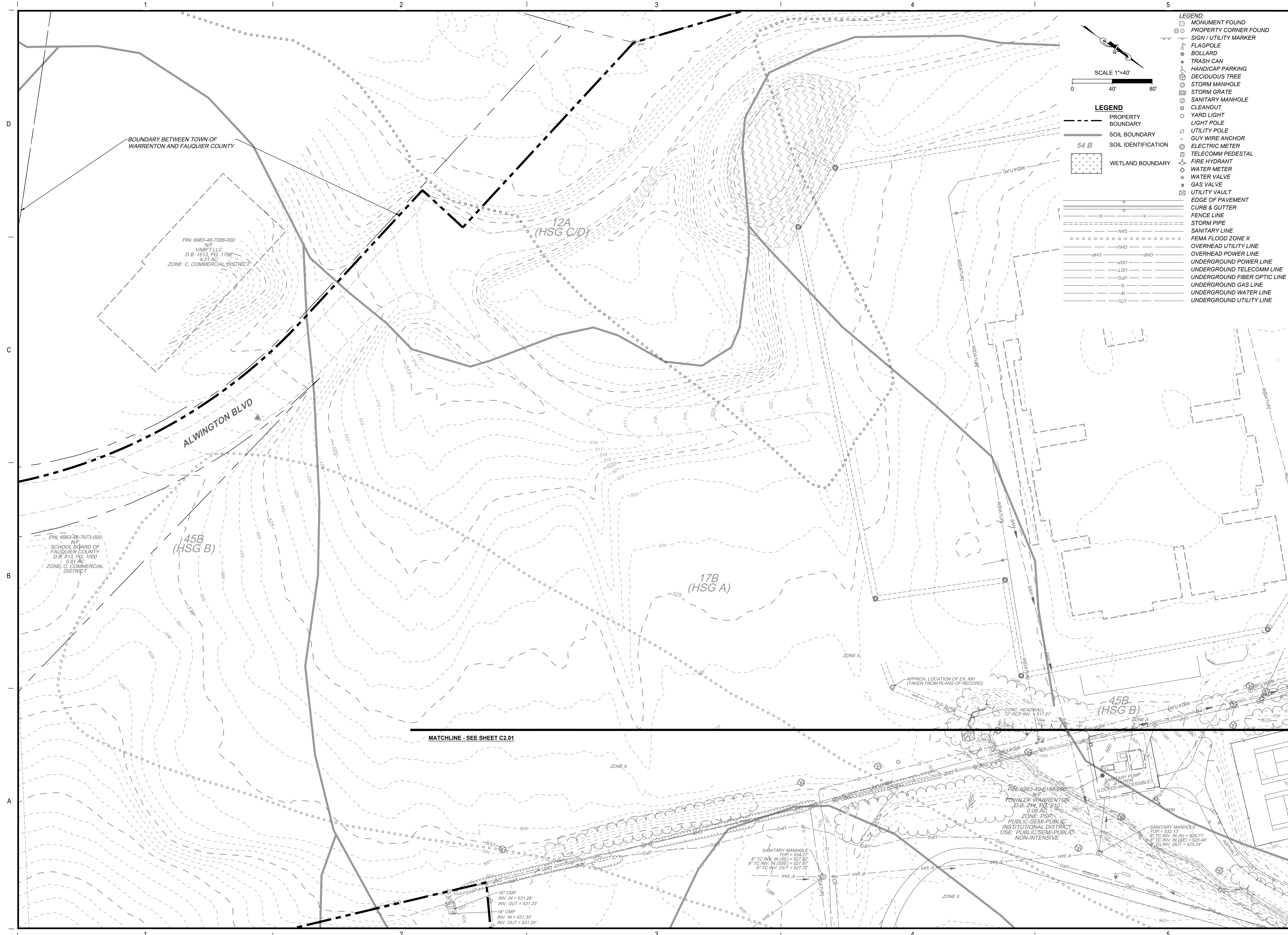
TAYLOR MIDDLE SCHOOL ADDITION & RENOVATION
FAUQUIER COUNTY PUBLIC SCHOOLS
350 EAST SHIRLEY AVENUE
WARRENTON, VA 20186

EXISTING CONDITIONS PLAN

PROJECT: TAYLOR MIDDLE SCHOOL ADDITION & RENOVATION
DRAWING: EXISTING CONDITIONS PLAN

SHEET: C2.01





- LEGEND:**
- MONUMENT FOUND
 - ⊙ PROPERTY CORNER FOUND
 - SIGN / UTILITY MARKER
 - ⊕ FLAGPOLE
 - ⊕ BOLLARD
 - ⊕ TRASH CAN
 - ⊕ HANDICAP PARKING
 - ⊕ DECIDUOUS TREE
 - ⊕ STORM MANHOLE
 - ⊕ STORM GRATE
 - ⊕ SANITARY MANHOLE
 - ⊕ CLEANOUT
 - ⊕ YARD LIGHT
 - ⊕ LIGHT POLE
 - ⊕ UTILITY POLE
 - ⊕ GUY WIRE ANCHOR
 - ⊕ ELECTRIC METER
 - ⊕ TELECOMM PEDESTAL
 - ⊕ FIRE HYDRANT
 - ⊕ WATER METER
 - ⊕ WATER VALVE
 - ⊕ GAS VALVE
 - ⊕ UTILITY VAULT
 - EDGE OF PAVEMENT
 - CURB & GUTTER
 - FENCE LINE
 - STORM PIPE
 - SANITARY LINE
 - FEMA FLOOD ZONE X
 - OVERHEAD UTILITY LINE
 - OVERHEAD POWER LINE
 - UNDERGROUND TELECOMM LINE
 - UNDERGROUND POWER LINE
 - UNDERGROUND FIBER OPTIC LINE
 - UNDERGROUND GAS LINE
 - UNDERGROUND WATER LINE
 - UNDERGROUND UTILITY LINE
- LEGEND**
- PROPERTY BOUNDARY
 - SOIL BOUNDARY
 - 54 B SOIL IDENTIFICATION
 - WETLAND BOUNDARY

DATE	PROJECT	DESIGNED	DRAWN	CHECKED	MARK	DATE	BY	DES
09/07/2023	21552-00	TIMMONS	TIMMONS					
01/12/2024								
03/01/2024								

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NOT FOR CONSTRUCTION
 02/29/2024
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PROJECT
 TAYLOR MIDDLE SCHOOL ADDITION & RENOVATION
 FAUQUIER COUNTY PUBLIC SCHOOLS
 350 EAST SHIRLEY AVENUE
 WARRENTON, VA 20186

DRAWING
 EXISTING CONDITIONS PLAN

FEB T8D
 VIRGINIA DEPARTMENT OF EDUCATION: 038-67-06-01

SHEET
 C2.02

D
C
B
A

1 2 3 4 5

BOUNDARY BETWEEN TOWN OF WARRENTON AND FAUQUIER COUNTY

PIN: 6983-48-7006-000
 N/F
 VABFT LLC
 D.B. 1513, PG. 1796
 4.31 AC
 ZONE: C, COMMERCIAL DISTRICT

ALWINGTON BLVD

45B (HSG B)

12A (HSG C/D)

17B (HSG A)

45B (HSG B)

MATCHLINE - SEE SHEET C2.01

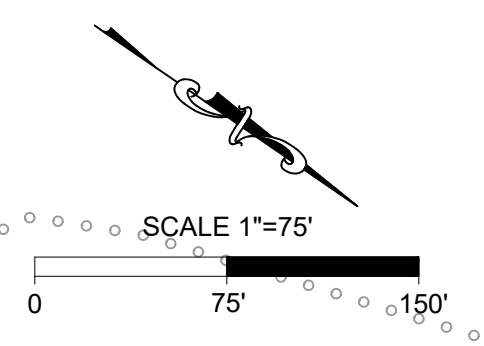
SANITARY MANHOLE
 TOP = 534.27'
 8" TC INV. IN (SSE) = 527.82'
 8" TC INV. OUT = 527.72'

PIN: 6983-49-1565-000
 N/F
 TOWN OF WARRENTON
 D.B. 214, PG. 210
 0.08 AC
 ZONE: PS-1
 PUBLIC/SEMI-PUBLIC
 INSTITUTIONAL DISTRICT
 USE: PUBLIC/SEMI-PUBLIC
 NON-INTENSIVE

SANITARY MANHOLE
 TOP = 532.11'
 8" TC INV. IN (N) = 525.71'
 8" TC INV. IN (SE) = 525.48'
 8" TC INV. OUT = 525.24'

18" CMP
 INV. IN = 531.26'
 INV. OUT = 531.23'

18" CMP
 INV. IN = 531.35'
 INV. OUT = 531.20'



NO.	DATE	REVISIONS
1	01/12/2024	DES
2	03/01/2024	BY

DATE	PROJECT	DESIGNED	DRAWN	CHECKED	PVN
09/07/2023	21352-00	TIMMONS	TIMMONS		

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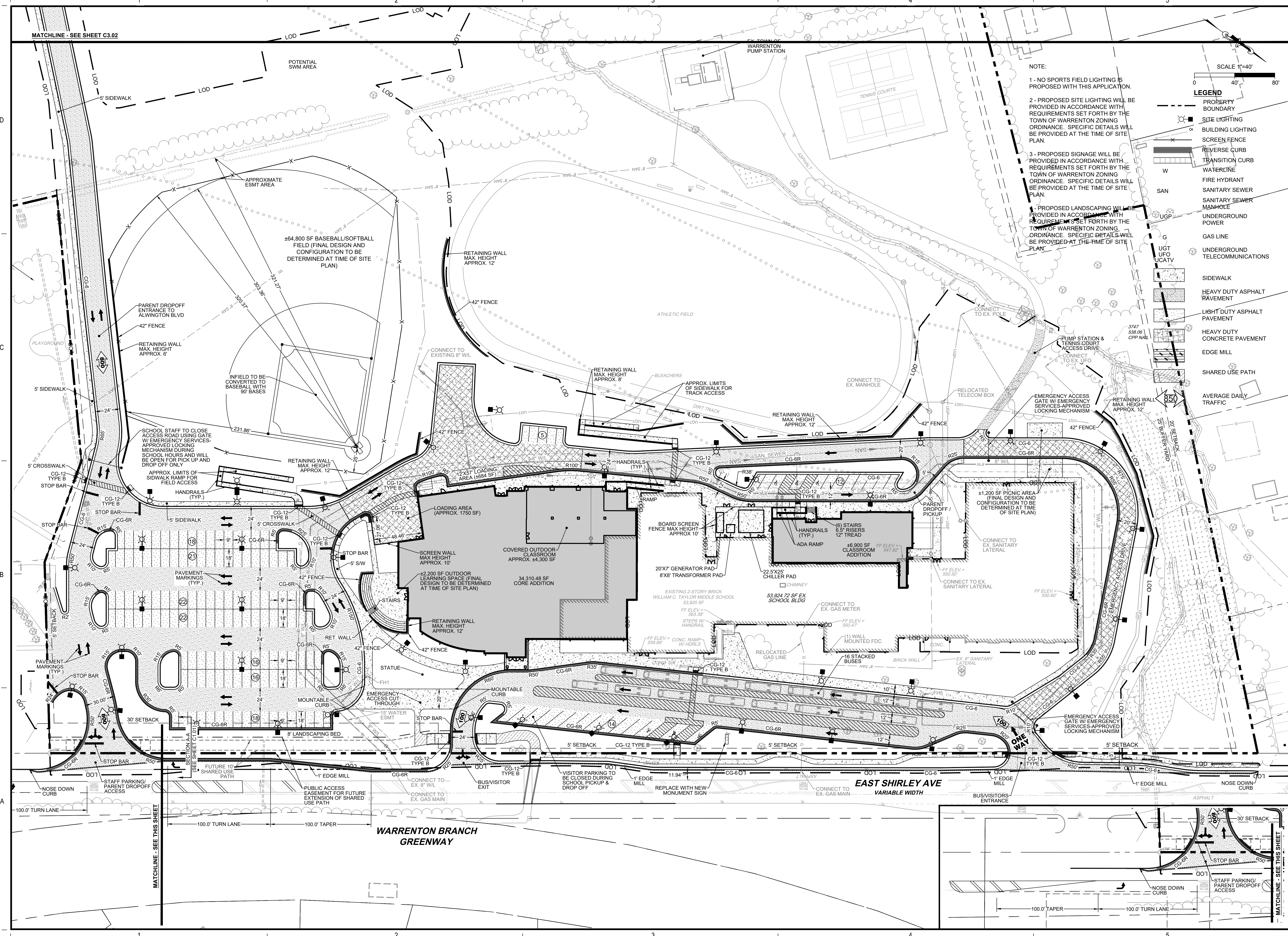
NOT FOR CONSTRUCTION
 02/29/2024
 SUP APPLICATION

PROJECT: TAYLOR MIDDLE SCHOOL ADDITION & RENOVATION
FAUQUIER COUNTY PUBLIC SCHOOLS
 350 EAST SHIRLEY AVENUE
 WARRENTON, VA 20186

DRAWING: OVERALL SPECIAL USE PERMIT PLAN

VIRGINIA DEPARTMENT OF EDUCATION: 03B-67-06-101
 FEB. TBD

SHEET
C3.00



NOTE:

- 1 - NO SPORTS FIELD LIGHTING IS PROPOSED WITH THIS APPLICATION.
- 2 - PROPOSED SITE LIGHTING WILL BE PROVIDED IN ACCORDANCE WITH REQUIREMENTS SET FORTH BY THE TOWN OF WARRENTON ZONING ORDINANCE. SPECIFIC DETAILS WILL BE PROVIDED AT THE TIME OF SITE PLAN.
- 3 - PROPOSED SIGNAGE WILL BE PROVIDED IN ACCORDANCE WITH REQUIREMENTS SET FORTH BY THE TOWN OF WARRENTON ZONING ORDINANCE. SPECIFIC DETAILS WILL BE PROVIDED AT THE TIME OF SITE PLAN.
- 4 - PROPOSED LANDSCAPING WILL BE PROVIDED IN ACCORDANCE WITH REQUIREMENTS SET FORTH BY THE TOWN OF WARRENTON ZONING ORDINANCE. SPECIFIC DETAILS WILL BE PROVIDED AT THE TIME OF SITE PLAN.

LEGEND

---	PROPERTY BOUNDARY
○	SITE LIGHTING
□	BUILDING LIGHTING
▬	SCREEN FENCE
⊖	REVERSE CURB
▬	TRANSITION CURB
W	WATERLINE
SAN	FIRE HYDRANT
UGP	SANITARY SEWER
UGP	SANITARY SEWER MANHOLE
UGP	UNDERGROUND POWER
UGP	GAS LINE
UGT	UNDERGROUND TELECOMMUNICATIONS
UGT	UGT UFO
UGT	UGT CATV
---	SIDEWALK
---	HEAVY DUTY ASPHALT PAVEMENT
---	LIGHT DUTY ASPHALT PAVEMENT
---	HEAVY DUTY CONCRETE PAVEMENT
---	EDGE MILL
---	SHARED USE PATH
---	AVERAGE DAILY TRAFFIC

Item a.	DES
01/12/2024	BY
03/01/2024	MARK DATE
1	REVISIONS
2	

09/07/2023	21352-00	TIMMONS	PVN
DATE	PROJECT	DESIGNED	CHECKED
		DRAWN	

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NOT FOR CONSTRUCTION
 02/29/2024
 SUP APPLICATION

TAYLOR MIDDLE SCHOOL ADDITION & RENOVATION
 FAUQUIER COUNTY PUBLIC SCHOOLS
 350 EAST SHIRLEY AVENUE
 WARRENTON, VA 20186

VIRGINIA DEPARTMENT OF EDUCATION: 03A-F-01-01
 FEB. TBD

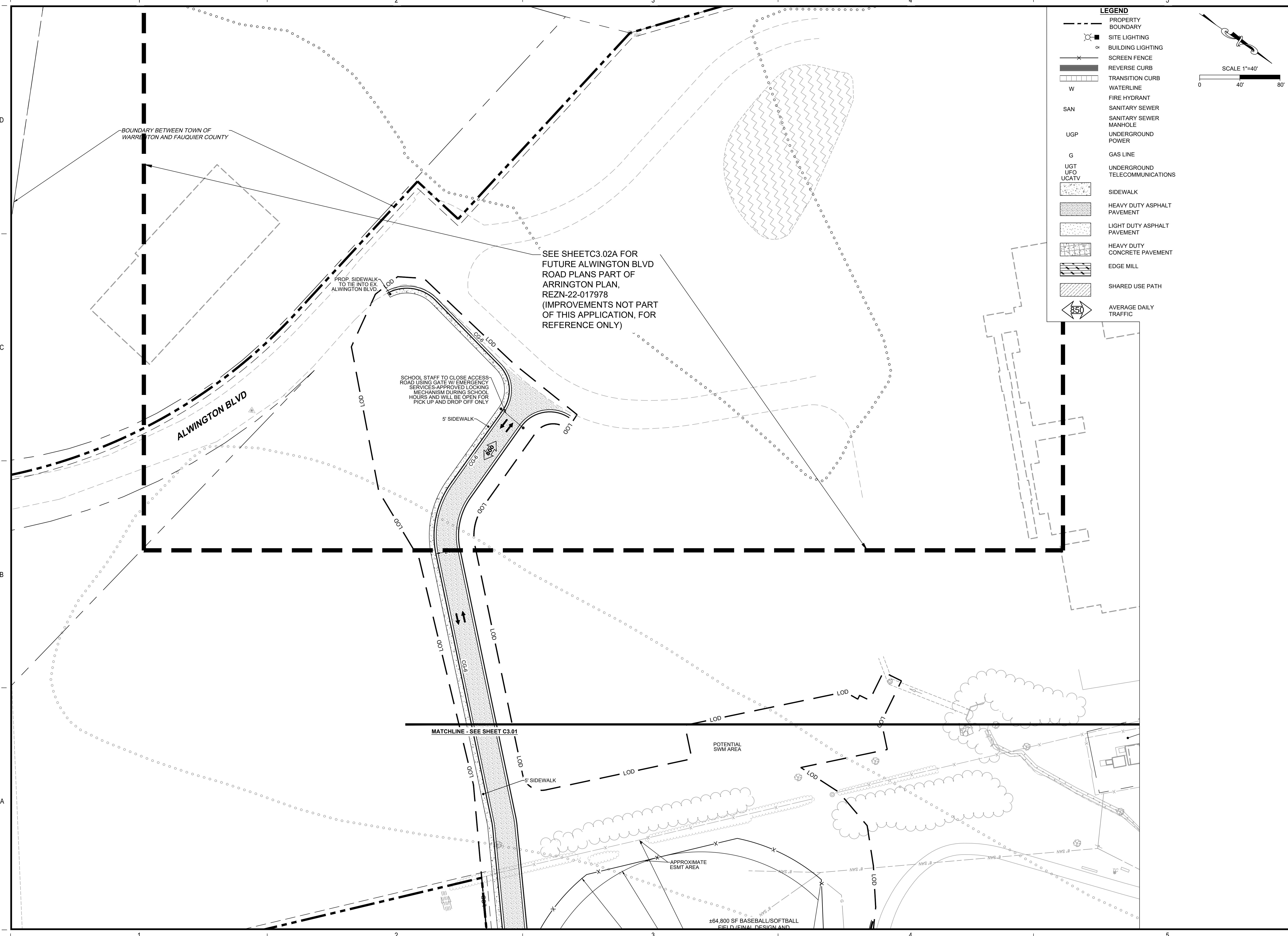
SPECIAL USE PERMIT PLAN

PROJECT

DRAWING

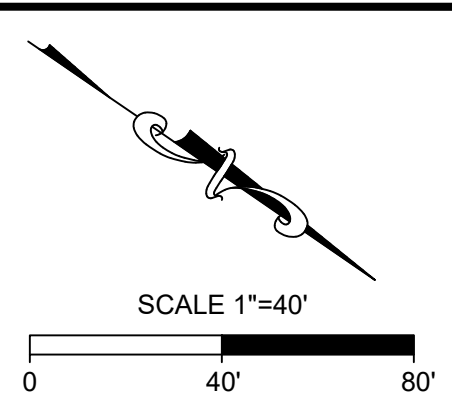
SHEET

C3.01



LEGEND

---	PROPERTY BOUNDARY
○	SITE LIGHTING
○	BUILDING LIGHTING
---	SCREEN FENCE
---	REVERSE CURB
---	TRANSITION CURB
W	WATERLINE
SAN	FIRE HYDRANT
UGP	SANITARY SEWER
G	SANITARY SEWER MANHOLE
UGT	UNDERGROUND POWER
UFO	GAS LINE
UCATV	UNDERGROUND TELECOMMUNICATIONS
[Pattern]	SIDEWALK
[Pattern]	HEAVY DUTY ASPHALT PAVEMENT
[Pattern]	LIGHT DUTY ASPHALT PAVEMENT
[Pattern]	HEAVY DUTY CONCRETE PAVEMENT
[Pattern]	EDGE MILL
[Pattern]	SHARED USE PATH
850	AVERAGE DAILY TRAFFIC



SUP 2ND SUB		DES	
SUP 3RD SUB		BY	
01/12/2024	03/01/2024	MARK	DATE
1	2	REVISIONS	

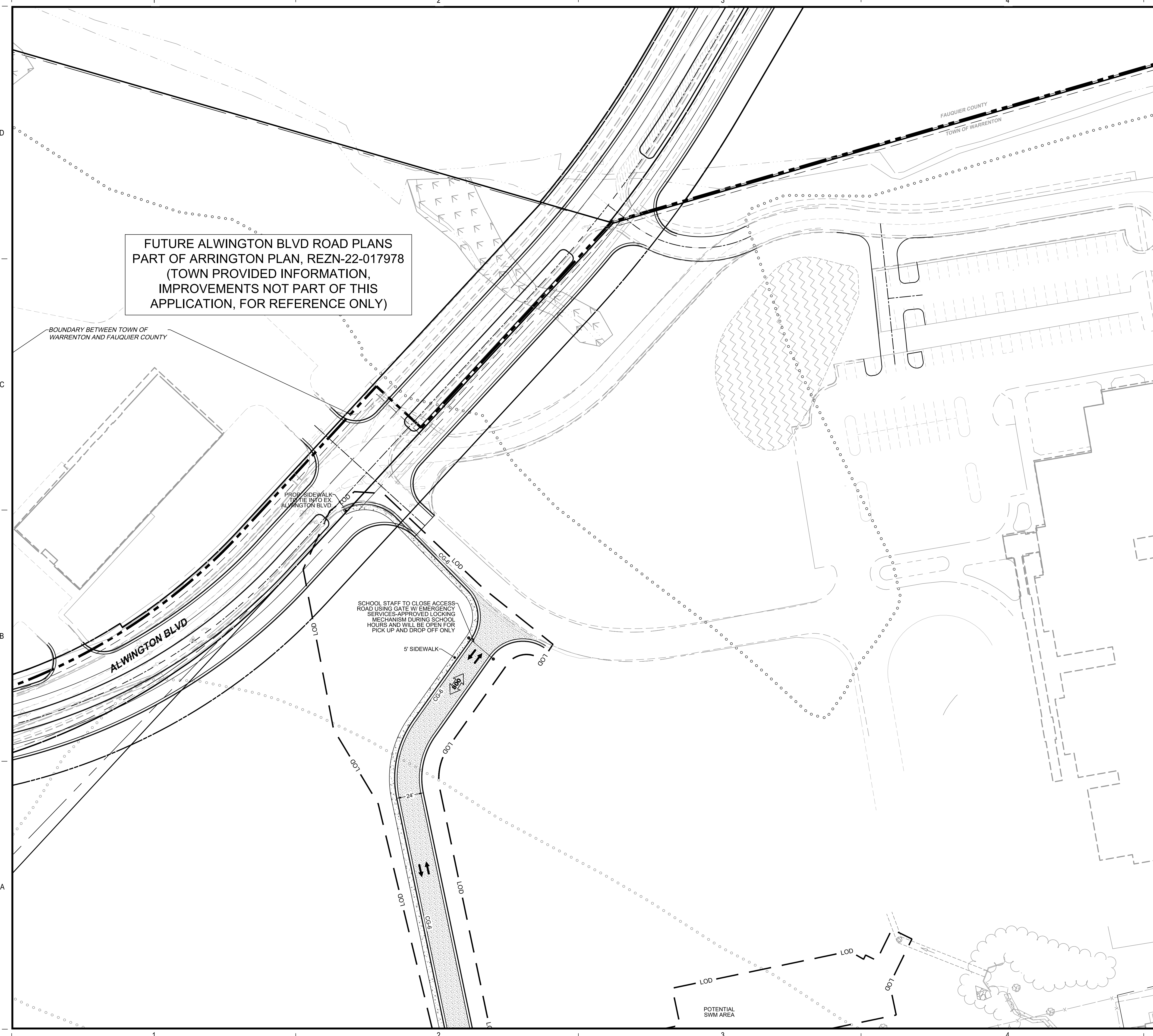
09/07/2023	21352-00	TIMMONS	PVN
DATE	PROJECT	DESIGNED	CHECKED
		TIMMONS	TIMMONS
		DRAWN	

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 02/29/2024
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PROJECT: TAYLOR MIDDLE SCHOOL ADDITION & RENOVATION
 FAUQUIER COUNTY PUBLIC SCHOOLS
 350 EAST SHIRLEY AVENUE
 WARRENTON, VA 20186
 VIRGINIA DEPARTMENT OF EDUCATION: 03A-67-06-101
 DRAWING: SPECIAL USE PERMIT PLAN

SHEET
C3.02



LEGEND

- PROPERTY BOUNDARY
- ☉ SITE LIGHTING
- BUILDING LIGHTING
- ✕ SCREEN FENCE
- ▬ REVERSE CURB
- ▬ TRANSITION CURB
- W WATERLINE
- SAN SANITARY SEWER
- UGP UNDERGROUND POWER
- G GAS LINE
- UGT UNDERGROUND TELECOMMUNICATIONS
- UFO
- UCATV
- ▨ SIDEWALK
- ▨ HEAVY DUTY ASPHALT PAVEMENT
- ▨ LIGHT DUTY ASPHALT PAVEMENT
- ▨ HEAVY DUTY CONCRETE PAVEMENT
- ▨ EDGE MILL
- ▨ SHARED USE PATH
- 850 AVERAGE DAILY TRAFFIC

SCALE 1"=40'

0 40' 80'

NO.	DATE	BY	REVISIONS
1	01/12/2024		
2	03/01/2024		

DATE	PROJECT	DESIGNED	DRAWN	CHECKED	PIN
09/07/2023	21352-00	TIMMONS	TIMMONS		

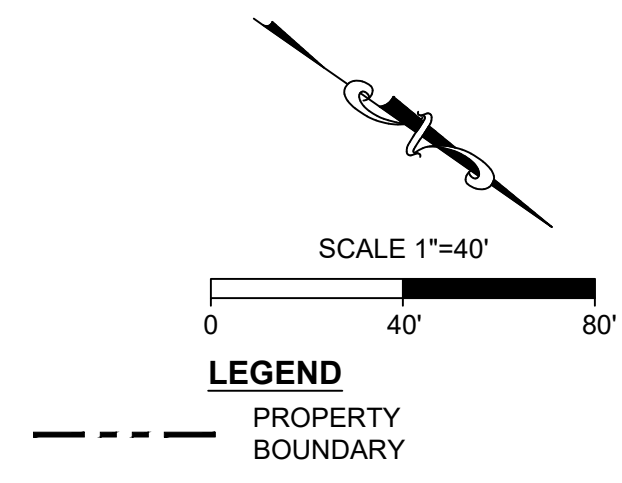
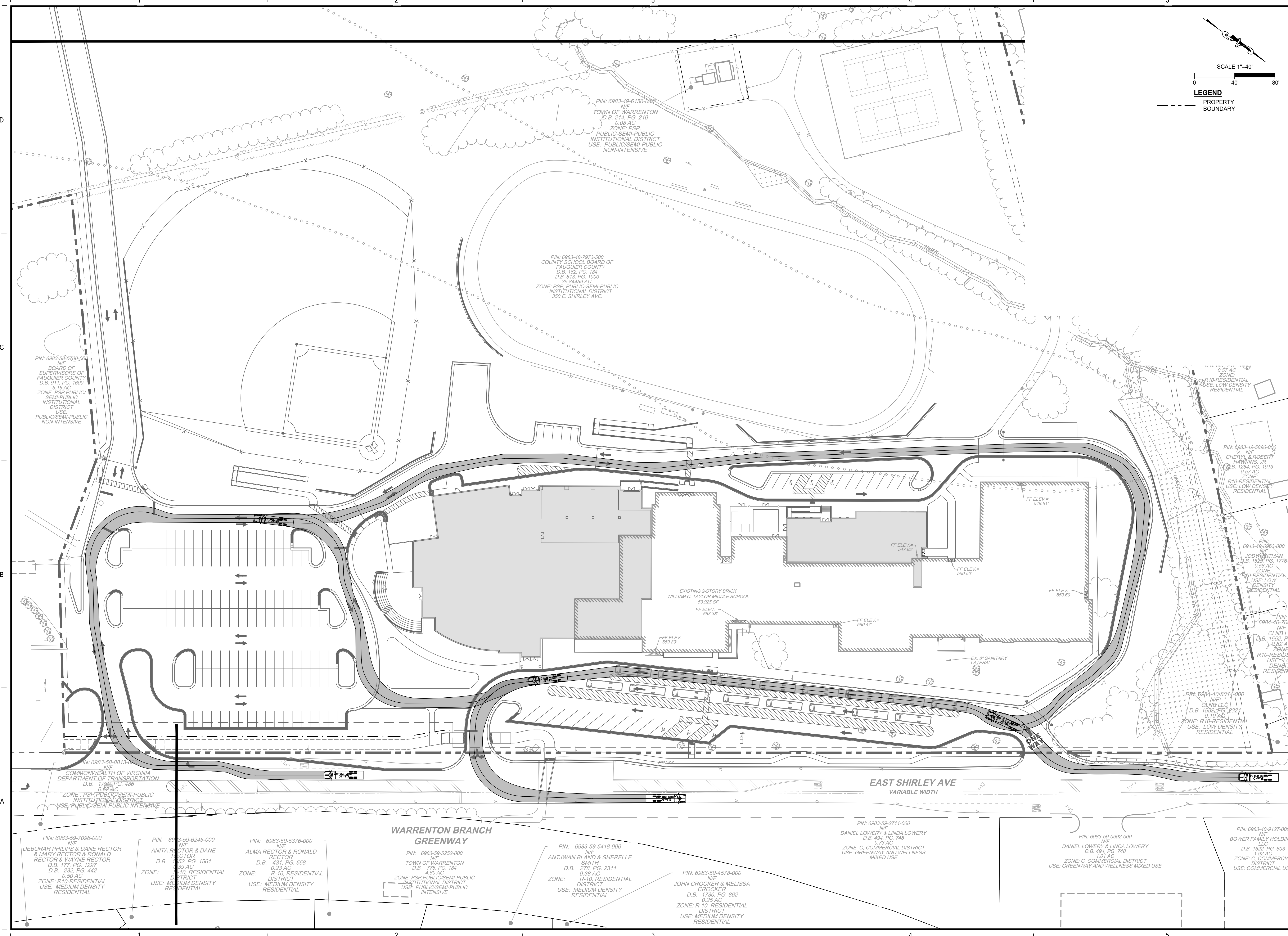
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02/29/2024
SUP APPLICATION

PROJECT: TAYLOR MIDDLE SCHOOL ADDITION & RENOVATION
FAUQUIER COUNTY PUBLIC SCHOOLS
350 EAST SHIRLEY AVENUE
WARRENTON, VA 20186
DRAWING: SPECIAL USE PERMIT PLAN - FUTURE ARRINGTON PLANS

REG. NO. 03-67-00-01
VIRGINIA DEPARTMENT OF EDUCATION

SHEET
C3.02A



DATE	PROJECT	DESIGNED	DRAWN	CHECKED	MARK	DATE	REVISIONS
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01/12/2024							DES
03/01/2024							BY

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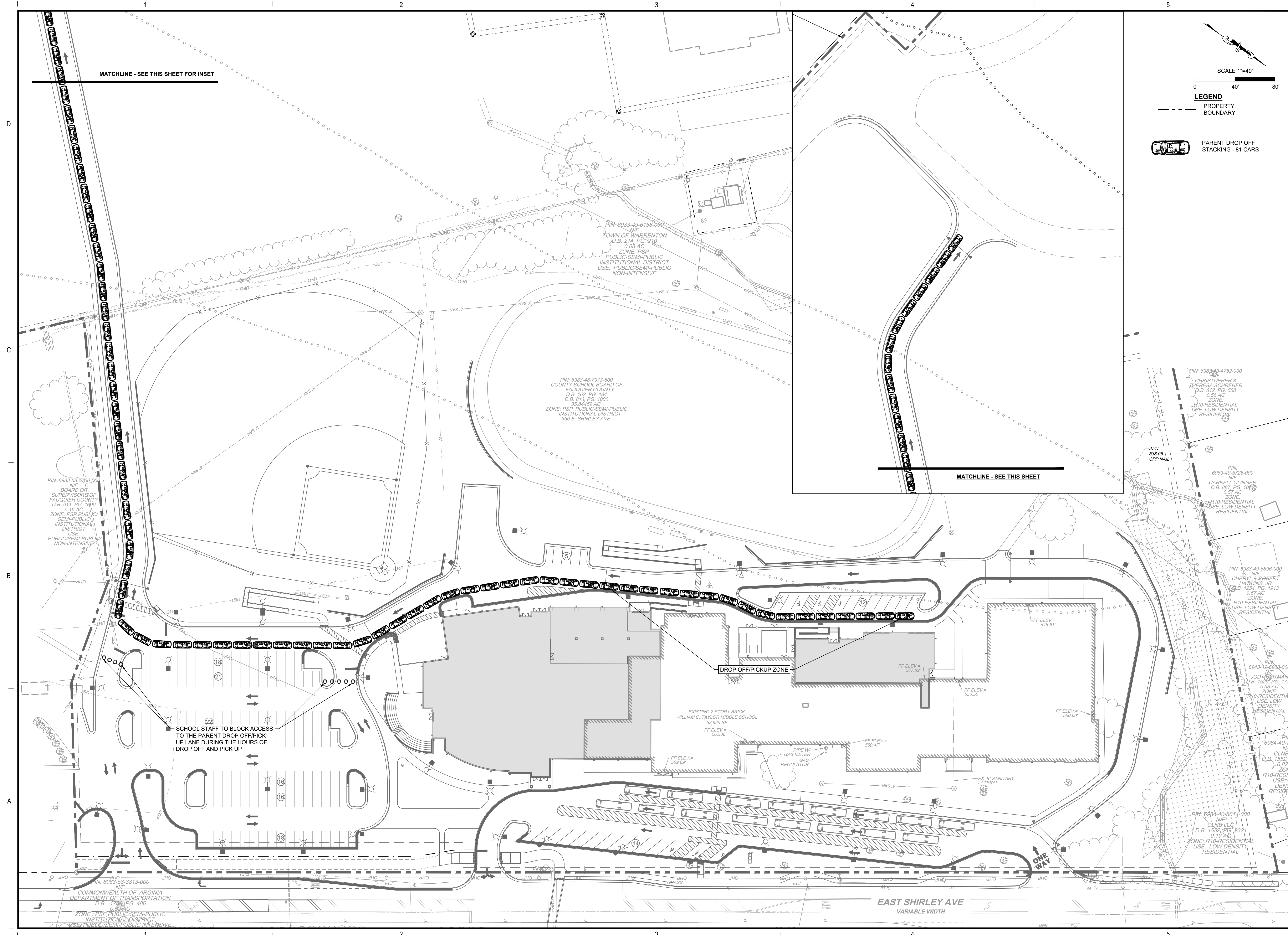
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TAYLOR MIDDLE SCHOOL ADDITION & RENOVATION
FAUQUIER COUNTY PUBLIC SCHOOLS
 350 EAST SHIRLEY AVENUE
 WARRENTON, VA 20186

VIRGINIA DEPARTMENT OF EDUCATION: 038-67-00-101
 FEB 18D

SPECIAL USE PERMIT PLAN - AUTO-TURN

PROJECT SHEET
C3.03



SCALE 1"=40'
0 40' 80'

LEGEND

- PROPERTY BOUNDARY
- PARENT DROP OFF STACKING - 81 CARS

DATE	PROJECT	DESIGNED	DRAWN	CHECKED	MARK	DATE	REVISIONS
09/07/2023	21352-00	TIMMONS	TIMMONS				PVN
01/12/2024							
03/01/2024							

RRMM ARCHITECTS, PC
115 South 15th Street, Suite 502
Richmond, Virginia 23219
(804)277-8987

NOT*FOR*CONSTRUCTION
02/29/2024
SUP APPLICATION

TAYLOR MIDDLE SCHOOL ADDITION & RENOVATION
FAUQUIER COUNTY PUBLIC SCHOOLS
350 EAST SHIRLEY AVENUE
WARRENTON, VA 20186

VIRGINIA DEPARTMENT OF EDUCATION: 030-67-06-01

SPECIAL USE PERMIT PLAN - AUTO-TURN

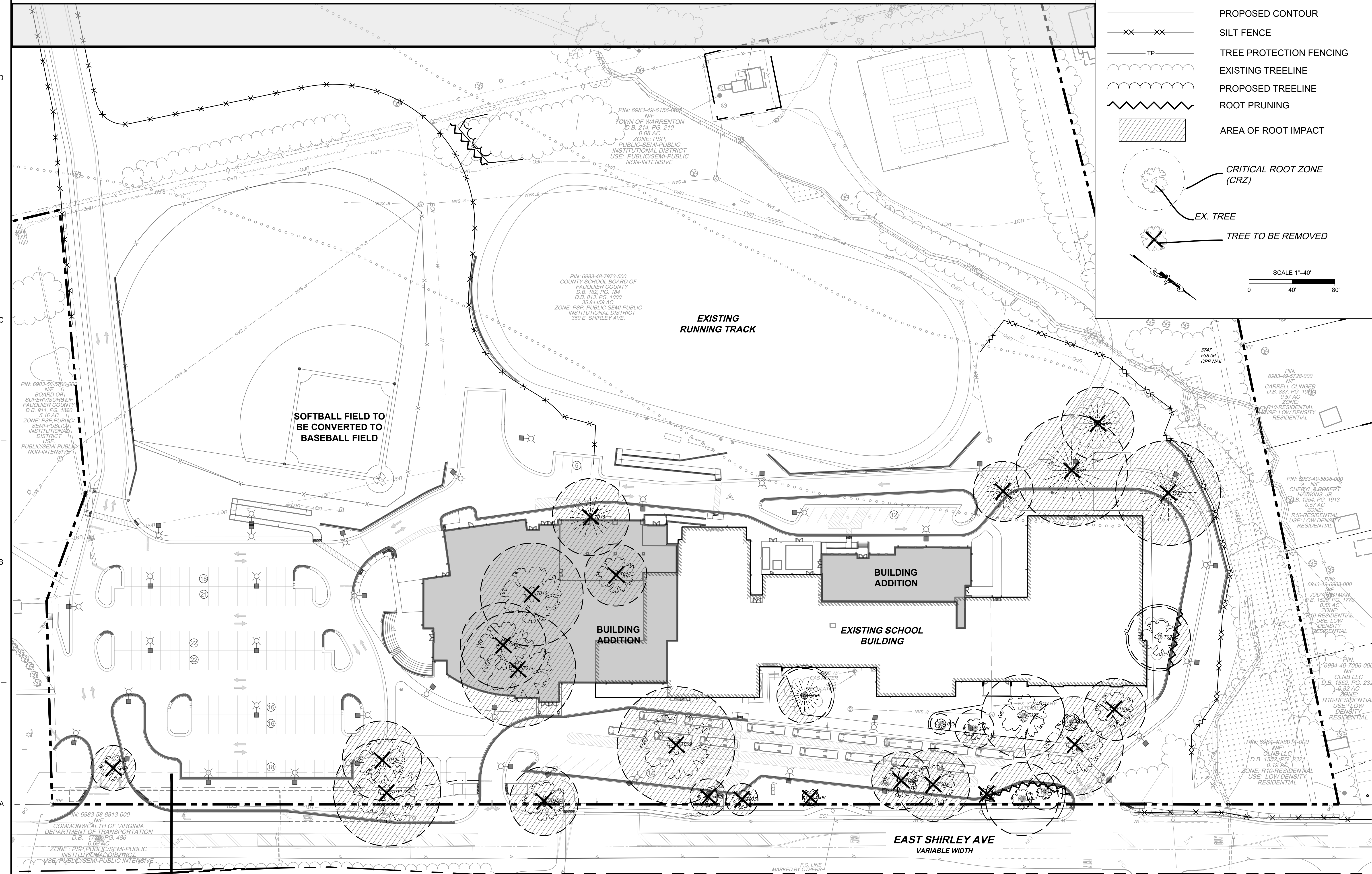
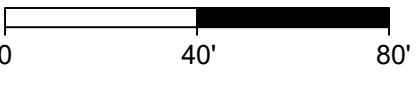
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MATCHLINE - SEE SHEET L1.04

LEGEND

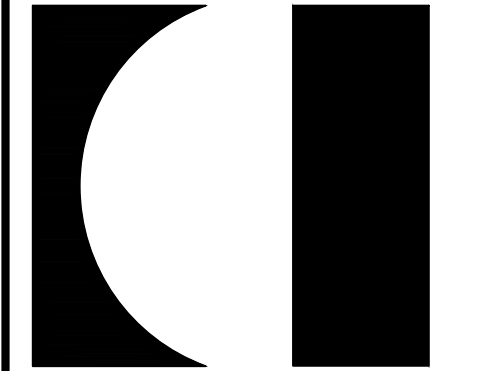
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- PROPOSED CONTOUR
- SILT FENCE
- TREE PROTECTION FENCING
- EXISTING TREELINE
- PROPOSED TREELINE
- ROOT PRUNING
- AREA OF ROOT IMPACT
- CRITICAL ROOT ZONE (CRZ)
- EX. TREE
- TREE TO BE REMOVED

SCALE 1"=40'



SUP 2ND SUB		DES	
SUP 3RD SUB		BY	
01/12/2024	03/01/2024	MARK	DATE
1	2	REVISIONS	

09/07/2023	21352-00	TIMMONS	P/W
DATE	PROJECT	DESIGNED	CHECKED
		DRAWN	



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NOT FOR CONSTRUCTION
 02/29/2024
 SUP APPLICATION

PROJECT: TAYLOR MIDDLE SCHOOL ADDITION & RENOVATION
 FAUQUIER COUNTY PUBLIC SCHOOLS
 350 EAST SHIRLEY AVENUE
 WARRENTON, VA 20186
 DRAWING: SPECIAL USE PERMIT - TREE PRESERVATION
 VIRGINIA DEPARTMENT OF EDUCATION: 030-PP-00-01
 IFB: TBD

SHEET
L1.03

- PIN: 6983-59-7096-000
N/F
EBORAH PHILIPS & DANE RECTOR & MARY RECTOR & RONALD RECTOR & WAYNE RECTOR
D.B. 177, PG. 1297
D.B. 232, PG. 442
0.50 AC
- PIN: 6983-59-6245-000
N/F
ANITA RECTOR & DANE RECTOR
D.B. 152, PG. 1561
0.39 AC
- PIN: 6983-59-5378-000
N/F
ALMA RECTOR & RONALD RECTOR
D.B. 431, PG. 558
D.B. 778, PG. 194
4.60 AC
- PIN: 6983-59-5262-000
N/F
TOWN OF WARRENTON
D.B. 431, PG. 558
D.B. 778, PG. 194
4.60 AC
- PIN: 6983-59-5418-000
N/F
ANTJWANI BLAND & SHERELLE SMITH
D.B. 278, PG. 2311
0.38 AC
- PIN: 6983-59-4578-000
N/F
- PIN: 6983-59-2711-000
N/F
DANIEL LOWERY & LINDA LOWERY
D.B. 494, PG. 749
0.73 AC
- PIN: 6983-59-0992-000
N/F
DANIEL LOWERY & LINDA LOWERY
D.B. 494, PG. 749
1.01 AC
- PIN: 6983-40-9127-000
N/F
BOWER FAMILY HOLDINGS LLC
D.B. 1522, PG. 803
1.92 AC



LEGEND

- PROPERTY BOUNDARY
- PROPOSED CONTOUR
- x-x- SILT FENCE
- TP — TREE PROTECTION FENCING
- ~ EXISTING TREELINE
- ~ PROPOSED TREELINE
- ~ ROOT PRUNING
- ▨ AREA OF ROOT IMPACT
- ⊗ CRITICAL ROOT ZONE (CRZ)
- ⊗ EX. TREE
- ⊗ TREE TO BE REMOVED

SCALE 1"=40'

0 40' 80'

MARK	DATE	BY	DES
1	01/12/2024		
2	03/01/2024		

DATE	PROJECT	DESIGNED	DRAWN	CHECKED	PIN
09/07/2023	21352-00	TIMMONS	TIMMONS		

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*NOT*FOR*CONSTRUCTION*
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FAUQUIER COUNTY PUBLIC SCHOOLS
350 EAST SHIRLEY AVENUE
WARRENTON, VA 20186

DRAWING SPECIAL USE PERMIT - TREE PRESERVATION

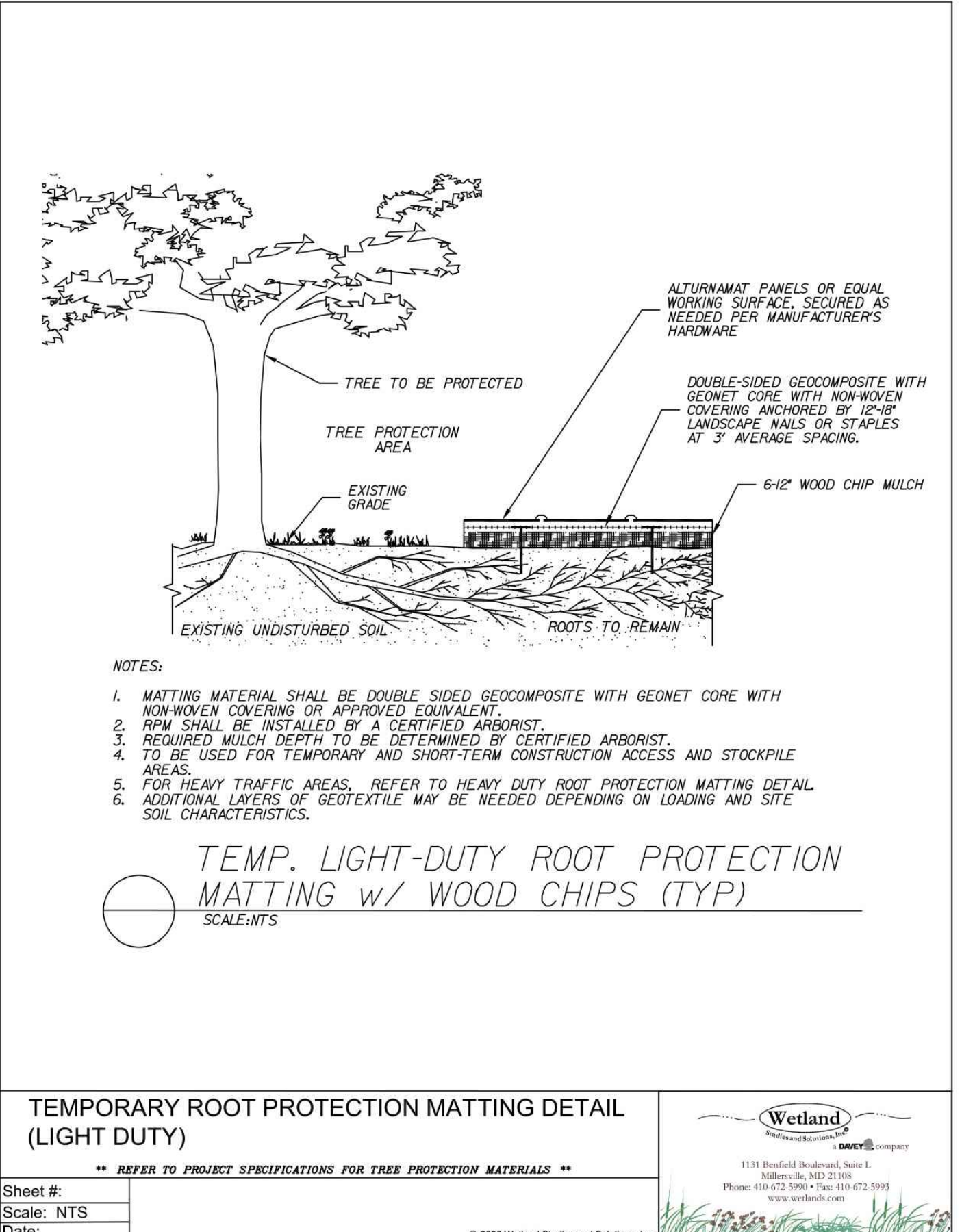
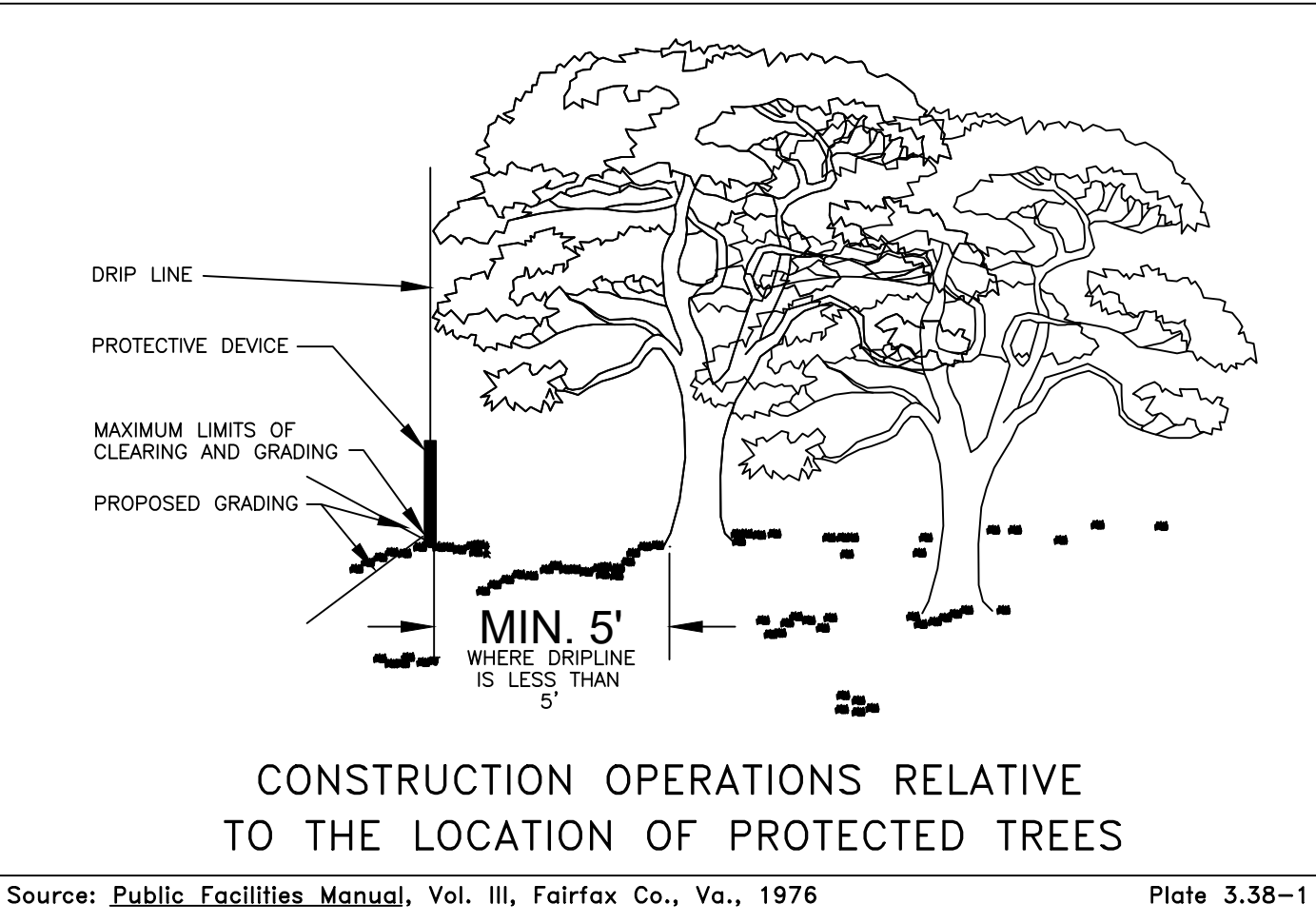
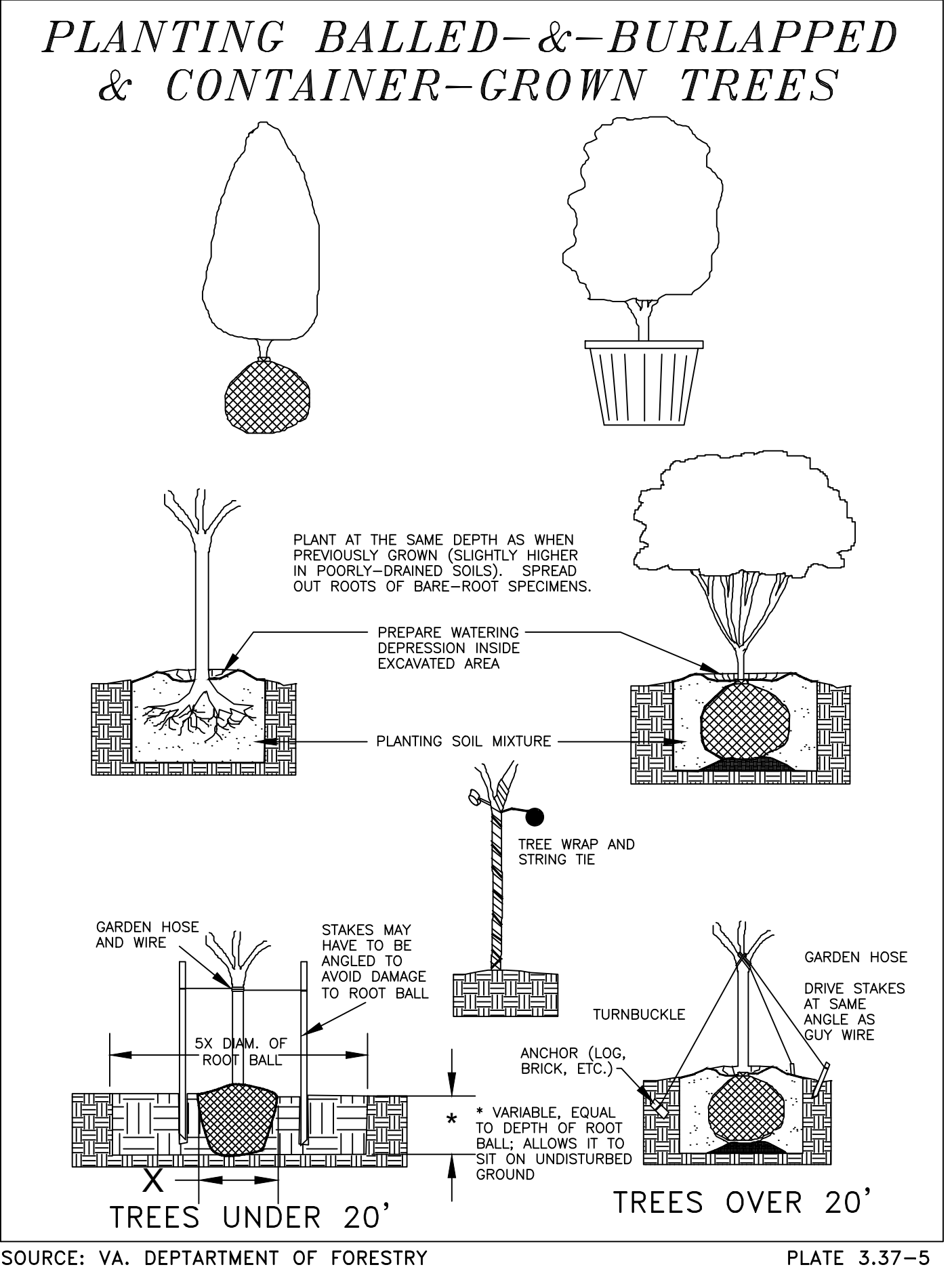
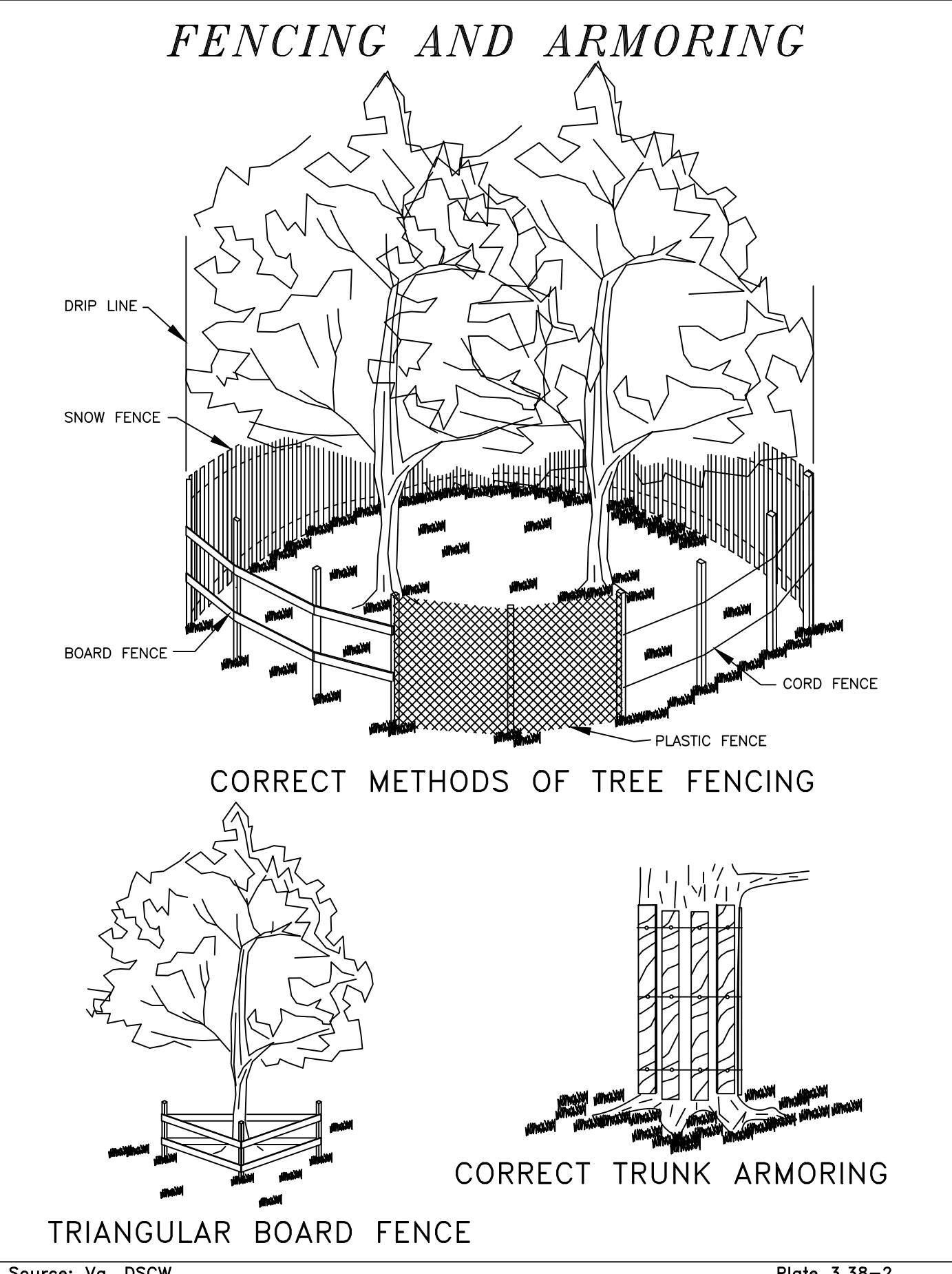
FEB. TED
VIRGINIA DEPARTMENT OF EDUCATION: 03B-F7-001

SHEET
L1.04

TREE INVENTORY AND CONDITION ANALYSIS

TREE NO.	BOTANICAL NAME	COMMON NAME	D.B.H. (in.)*	CONDITION	CRZ (SF)	CRZ IMPACT (SF)	CRZ IMPACT %	DISPOSITION
1	Quercus alba	White oak	17	70	2,043	358	17.52	SAVE
2	Quercus alba	White oak	23	100	3,739	1,075	28.75	SAVE
3	Cornus florida	Flowering dogwood	6	70	254	254	99.82	REMOVE
4	Quercus alba	White oak	23	70	3,739	3,739	99.99	REMOVE
5	Quercus alba	White oak	18	70	2,290	2,290	99.99	REMOVE
6	Prunus spp.	Ornamental Cherry	7.8421936	70	435	435	100.06	REMOVE
7	Prunus spp.	Ornamental Cherry	10.511898	70	781	781	99.99	REMOVE
8	Prunus spp.	Ornamental Cherry	11.224972	70	891	891	100.04	REMOVE
9	Quercus alba	White oak	37	100	9,677	9,677	100.00	REMOVE
10	Quercus alba	White oak	22	70	3,421	3,132	91.55	REMOVE
11	Quercus alba	White oak	34	40	8,171	7,549	92.38	REMOVE
12	Quercus alba	White oak	25	100	4,418	4,418	100.00	REMOVE
13	Juglans nigra	Black walnut	14	100	1,385	1,385	99.97	REMOVE
14	Quercus alba	White oak	36	70	9,161	9,161	100.00	REMOVE
15	Quercus alba	White oak	27	70	5,153	5,153	100.00	REMOVE
16	Quercus alba	White oak	32	70	7,238	7,238	100.00	REMOVE
17	Prunus spp.	Ornamental Cherry	20	100	2,827	2,827	99.98	REMOVE
18	Pinus strobus	Eastern white pine	24	100	4,072	4,072	100.01	REMOVE
19	Pinus strobus	Eastern white pine	19.026298	100	2,559	2,559	100.01	REMOVE
20	Pinus strobus	Eastern white pine	23	100	3,739	3,739	99.99	REMOVE
21	Pinus strobus	Eastern white pine	35	100	8,659	8,659	100.00	REMOVE
22	Pinus strobus	Eastern white pine	33	100	7,698	7,698	100.00	REMOVE
23	Lagerstroemia indica	Crape Myrtle	20	100	2,827	624	22.07	SAVE
24	Pyrus calleryana	Callery pear	20	70	2,827	2,827	99.98	REMOVE
25	Quercus alba	White oak	31	100	6,793	1,375	20.24	SAVE
26	Prunus spp.	Ornamental Cherry	8	70	452	452	99.91	REMOVE
27	Quercus alba	White oak	25.019992	70	4,425	820	18.53	SAVE
28	Prunus spp.	Ornamental Cherry	12	70	1,018	356	34.97	REMOVE
29	Cornus florida	Flowering dogwood	6	70	254	43	16.90	SAVE
30	Ilex opaca	American holly	18	70	2,290	678	29.60	SAVE

STATU S	ROOT PRUNING	CROWN REDUCTION	WATERING	FERTILIZING	MULCHING	OTHER
	✓				✓	
			✓	✓		
	✓		✓		✓	



Item a.

SUP 2ND SUB
SUP 3RD SUB

DATE: 01/12/2024
03/01/2024

DATE: 09/07/2023

PROJECT: 21652-00

DESIGNED: TIMMONS
DRAWN: TIMMONS
CHECKED: [blank]

MARK DATE: [blank]

REVISIONS: [blank]

PIN: [blank]

RRMM ARCHITECTS, PC
115 South 15th Street, Suite 502
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(804)277-8987

NOT*FOR*CONSTRUCTION
02/29/2024

SUP APPLICATION

TAYLOR MIDDLE SCHOOL ADDITION & RENOVATION
FAUQUIER COUNTY PUBLIC SCHOOLS
350 EAST SHIRLEY AVENUE
WARRENTON, VA 20186

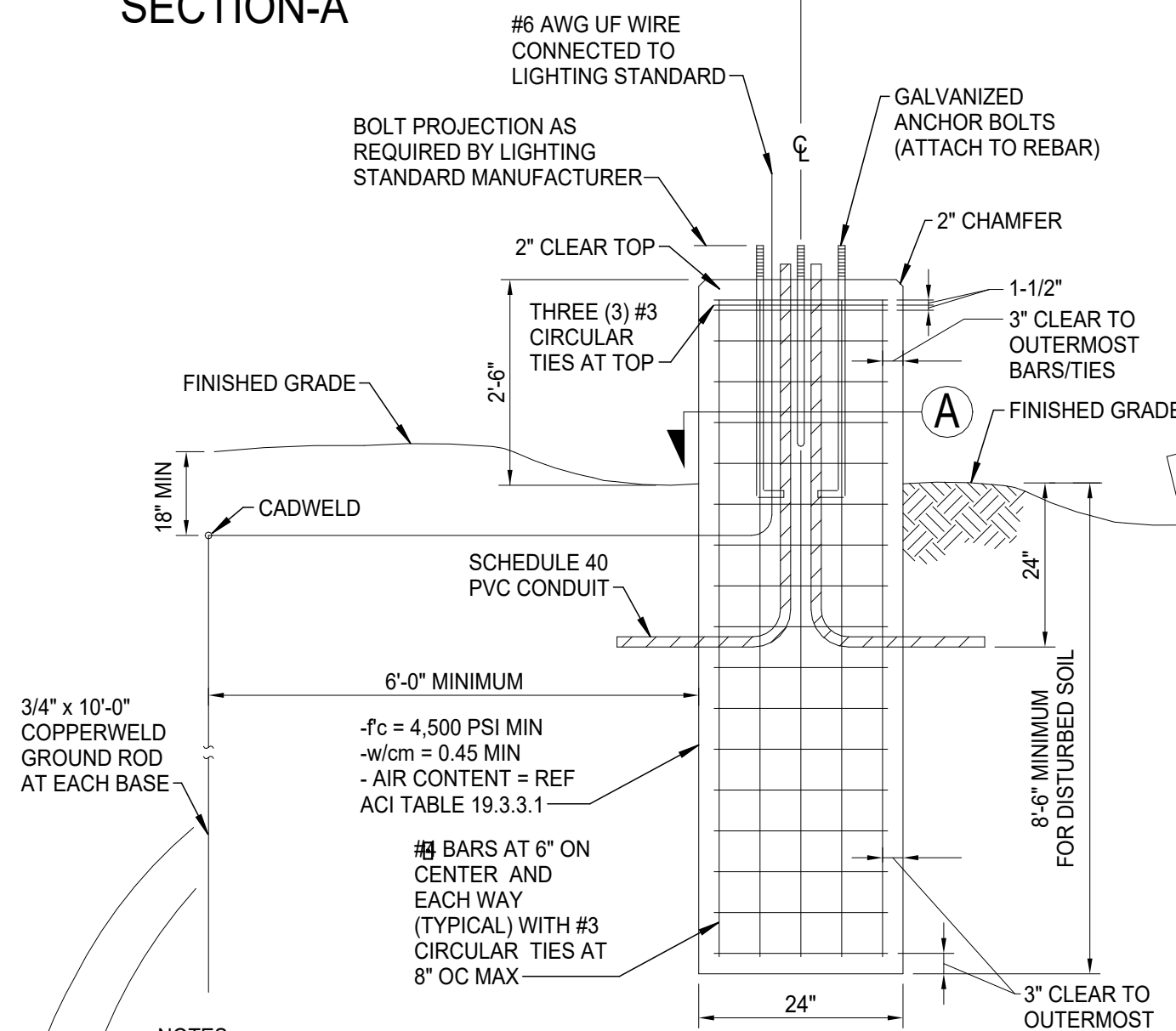
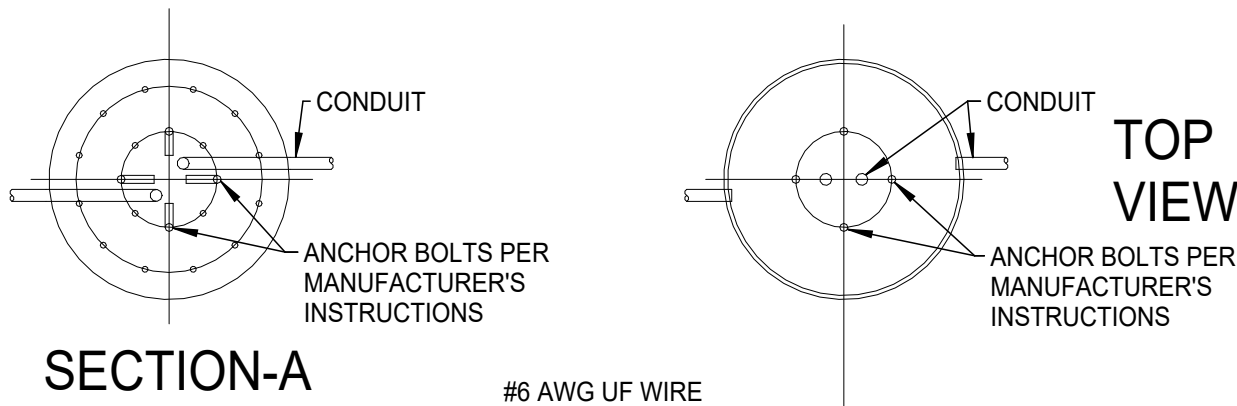
VIRGINIA DEPARTMENT OF EDUCATION: 03a-f7-00-101
FIB T&D

DRAWING SPECIAL USE PERMIT - TREE PRES NOTES AND DETAILS

PROJECT

SHEET
L1.05
L1.05

SITE LIGHT LEGEND	
	LED SINGLE HEAD LED POLE LIGHT ON CONCRETE BASE B AT 22.5'
	LED DOUBLE HEAD LED POLE LIGHT ON CONCRETE BASE B AT 22.5'
	LED SINGLE HEAD LED WALL MOUNTED LIGHT AT 12'



- NOTES:
- POLE FOUNDATIONS TO BE SET-BACK FROM PAVEMENT OR CURB AT LEAST 4'-0".
 - REFER TO NEC 410.30 FOR BONDING, GROUNDING AND OTHER CODES REGARDING LIGHTING POLE INSTALLATIONS.
 - CYLINDER TYPE CONCRETE BASE ABOVE AND BELOW GRADE. CONCRETE MIXTURE 4,500 PSI.
 - NOMINAL MAXIMUM AGGREGATE SIZE SHALL BE 1" WITH TARGET AIR CONTENT 6 PERCENT PER F2 CLASSIFICATION.

LIGHTING STANDARD FOUNDATION (B)
SCHEMATIC

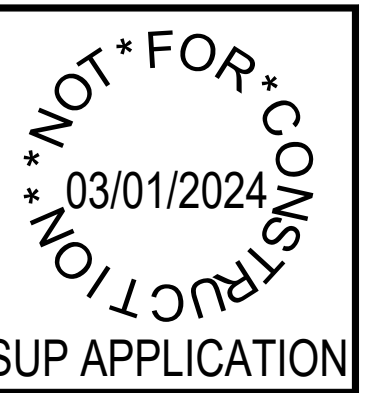
GENERAL SITE LIGHTING ELECTRICAL NOTES:

- THE SITE LIGHTING WILL BE DEVELOPED IN ACCORDANCE WITH FAUQUIER COUNTY LIGHTING SUPPLEMENTAL USE REGULATIONS AND STANDARDS.
- ALL LIGHT POLE LUMINAIRES AND EXTERIOR BUILDING MOUNTED LIGHTS ARE LED TYPE WITH FULL CUTOFF (NOT UPLIGHTING) WITH LIGHT SHIELDING TO PREVENT LIGHT POLLUTION AND GLARE (LOW BUG RATING) TO FRONT ROAD AT SCHOOL AND ADJOINING PROPERTY LINES.
- PUBLIC STREET LIGHTING MAXIMUM FOOTCANDLES WILL BE NO HIGHER THAN 1.0 FC AND LIGHT TRESPASS TO ADJOINING PROPERTIES WILL BE NO HIGHER THAN 0.5 FC.
- ALL BUILDING MOUNTED LIGHTS AND POLE LIGHTS OUTPUT WILL BE REDUCE BY 50 PERCENT AFTER CLOSING PER TIME SCHEDULE THAT MEETING THE GUIDELINES. ALL OF THE EXTERIOR LIGHTS WILL TURN OFF AFTER THE FIRST REDUCTION IN LIGHT AT A TIME SETTING PER THE STANDARDS. IF EXTERIOR LIGHTING IS TO BE USED AFTER 11 PM, IT WILL BE USED AT REDUCED 50 PERCENT OUTPUT. ALL EXTERIOR LIGHTS SHALL HAVE INTEGRAL PHOTOCELLS TO ALLOW THE LIGHTS TO COME ON DURING OFF HOURS TO ALLOW PEOPLE TO ENTER THE SITE AND GET TO THE BUILDING. ONLY THE ACTIVATED PHOTOCELLS AND RESPECTIVE LIGHTS WILL TURN ON FOR A SET TIME AND THAN TURN OFF UNLESS ACTIVATED AGAIN. THE CONTROLLING LIGHTING CONTACTORS SHALL ALSO HAND OFF AUTOMATIC CONTROLS.
- ALL LIGHT FIXTURES SHALL HAVE REPLACEABLE LEDS AND DRIVES FOR MAINTENANCE PURPOSES.
- POLE LIGHT FIXTURES SHALL NOT BE HIGHER AND 22.5 WITH CONCRETE BASE.
- ALL CONDUITS SERVING POLL LIGHTS SHALL BE UNDERGROUND AND CONCEALED WITHIN BASE AND POLE.



DATE	PROJECT	DESIGNED	DRAWN	CHECKED	MARK	DATE	REVISIONS
09/07/2023	21352-00	ROS	ROS	ROS			
01/12/2024							
03/01/2024							

DATE	PROJECT	DESIGNED	DRAWN	CHECKED	MARK	DATE	REVISIONS
09/07/2023	21352-00	ROS	ROS	ROS			
01/12/2024							
03/01/2024							



PROJECT TAYLOR MIDDLE SCHOOL ADDITION & RENOVATION
FAUQUIER COUNTY PUBLIC SCHOOLS
350 EAST SHIRLEY AVENUE
WARRENTON, VA 20186

VIRGINIA DEPARTMENT OF EDUCATION: 030-67-00-101
IFB: T&B

DRAWING SPECIAL USE PERMIT - ELECTRICAL SITE PLAN

SHEET
E-401B

3/1/2024 6:27:26 AM Autodesk Docs://21352-00 FCPS Taylor Middle School/23000 MEP Central R23.rvt



PHOTOMETRICS					
LOCATION	AVERAGE	MAXIMUM	MINIMUM	MAX/MIN RATIO	AVERAGE/MIN RATIO
BACK LOT	1.2 FC	2.4 FC	0.4 FC	6.0 : 1	3.0 : 1
EAST DRIVE	1.6 FC	3.5 FC	1.0 FC	3.5 : 1	1.6 : 1
FRONT LOT	1.8 FC	5.1 FC	0.4 FC	12.8 : 1	4.5 : 1
FRONT ROADWAY LINE	0.1 FC	0.8 FC	0.0 FC	N/A	N/A
FRONT SIDE WALK	1.0 FC	1.7 FC	0.2 FC	8.5 : 1	5.0 : 1
LARGE WEST LOT	1.4 FC	3.6 FC	0.1 FC	36.0 : 1	14.0 : 1
NORTH WEST DRIVE	1.0 FC	3.2 FC	0.2 FC	16.0 : 1	5.0 : 1
RESIDENTIAL LINE	0.0 FC	0.1 FC	0.0 FC	N/A	N/A
BACK SIDE ZERO LT LEVELS	0.0 FC	0.9 FC	0.0 FC	N/A	N/A
FRONT SIDE ZERO LT LEVELS	0.0 FC	0.1 FC	0.0 FC	N/A	N/A
LEFT SIDE ZERO LT LEVELS	0.0 FC	0.3 FC	0.0 FC	N/A	N/A
RIGHT SIDE ZERO LT LEVELS	0.0 FC	0.0 FC	0.0 FC	N/A	N/A

GENERAL NOTE THIS SHEET:
1. SEE SHEET E-401B FOR POLE LIGHT AND BUILDING MOUNTED LIGHT FIXTURE LOCATIONS.



Item A	SUP 2ND SUB	DES
01/12/2024	BY	MARK DATE
03/01/2024	REVISIONS	
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2		

DATE	PROJECT	DESIGNED	DRAWN	CHECKED
09/07/2023	21362-00			



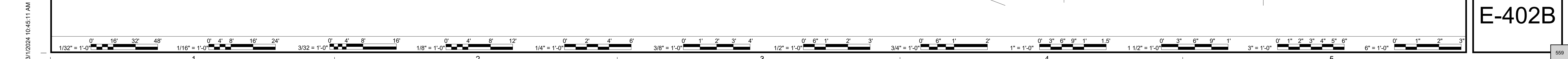
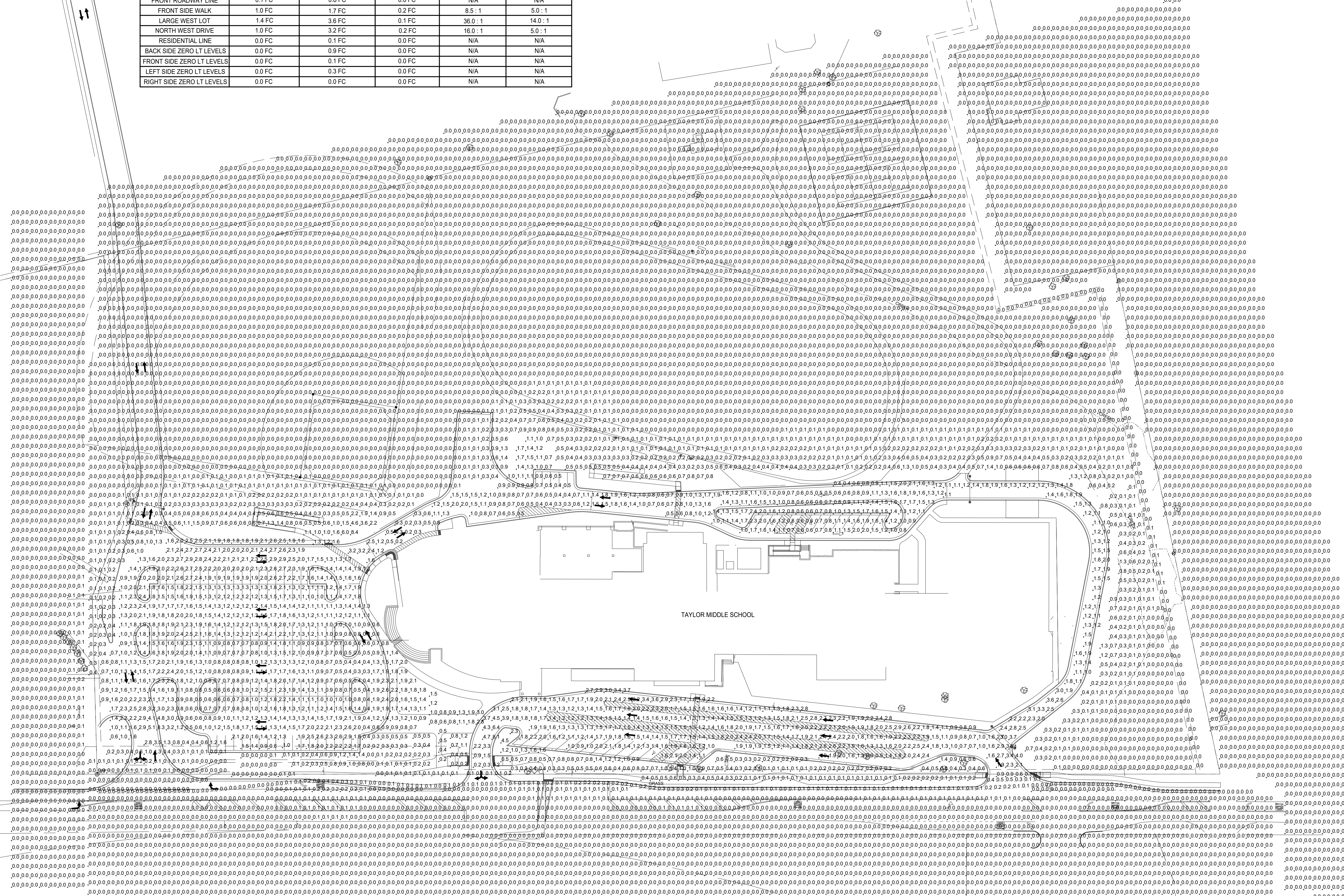
NOT FOR CONSTRUCTION
03/01/2024
SUP APPLICATION

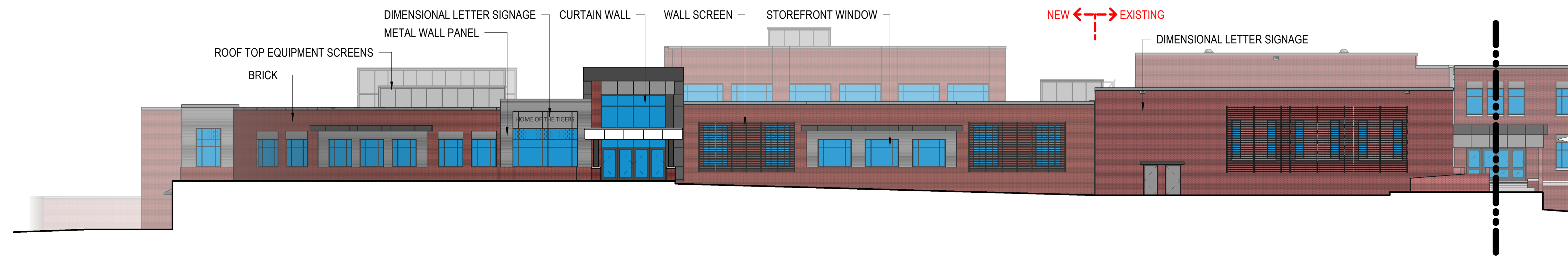
PROJECT TAYLOR MIDDLE SCHOOL ADDITION & RENOVATION
FAUQUIER COUNTY PUBLIC SCHOOLS
360 EAST SHIRLEY AVENUE
WARRENTON, VA 20186

DRAWING ELECTRICAL SITE PLAN PHOTOMETRICS

IFB/TBD
VIRGINIA DEPARTMENT OF EDUCATION: 030-07-00-101

SHEET
E-402B

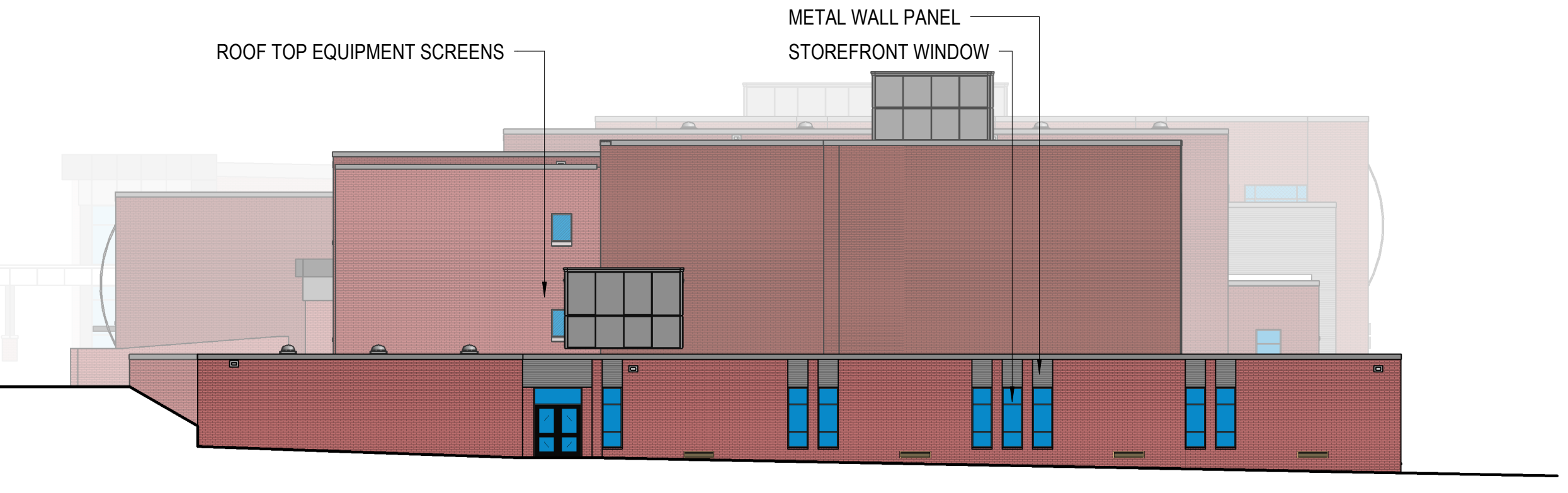




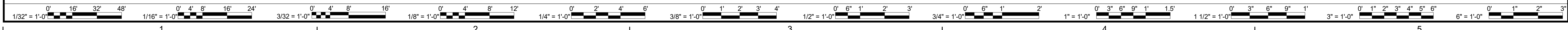
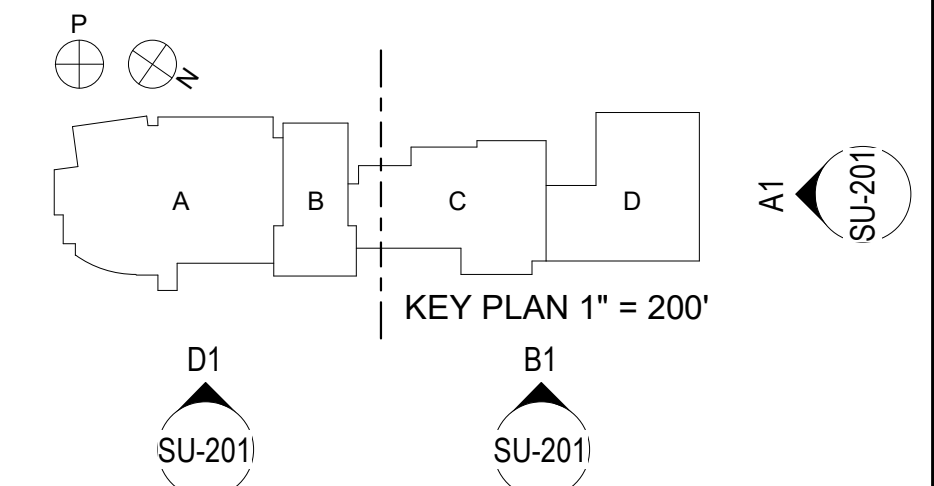
D1 PLAN SOUTH ELEVATION (TRUE NORTH-EAST)
 SU-201 SCALE: 1/16" = 1'-0"



B1 PLAN SOUTH ELEVATION (TRUE NORTH-EAST)
 SU-201 SCALE: 1/16" = 1'-0"



A1 PLAN EAST ELEVATION (TRUE NORTH-WEST)
 SU-201 SCALE: 1/16" = 1'-0"



REVISIONS	
MARK	DATE
1	01/22/2024
2	03/01/2024

DATE	PROJECT	DESIGNED	DRAWN	CHECKED
09/07/2023	21352-00	RRMM	RRMM	JAH

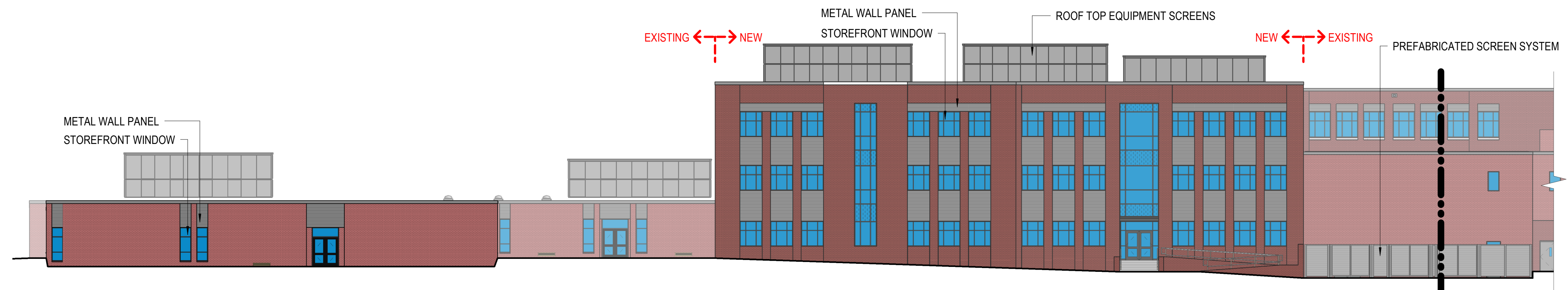
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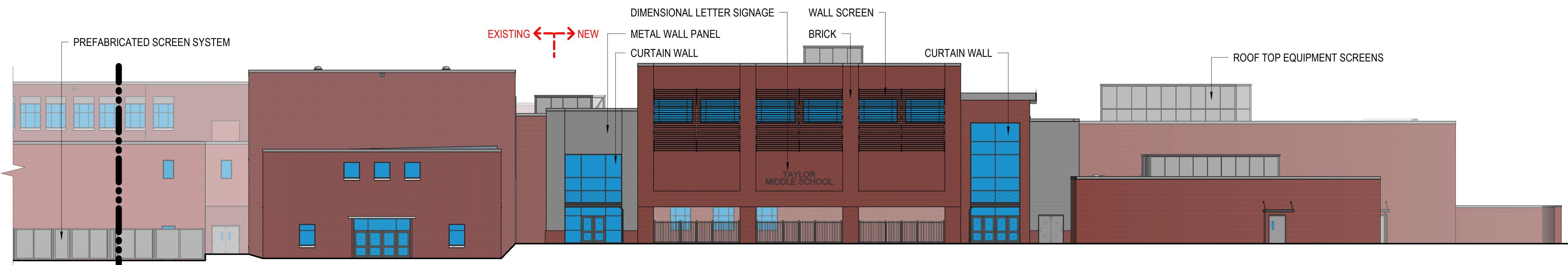
PROJECT: TAYLOR MIDDLE SCHOOL ADDITION & RENOVATION
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 WARRENTON, VA 20186
 VIRGINIA DEPARTMENT OF EDUCATION: 030-67-00-101
 DRAWING: SPECIAL USE PERMIT - OVERALL EXTERIOR ELEVATIONS

SHEET
SU-201

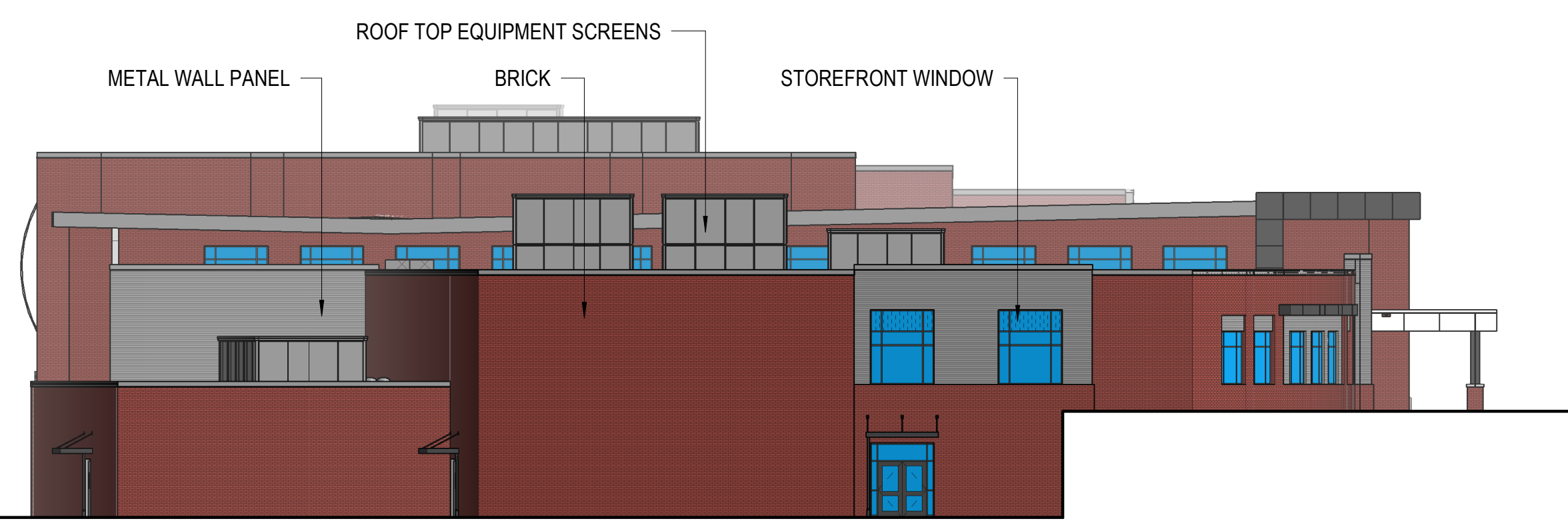
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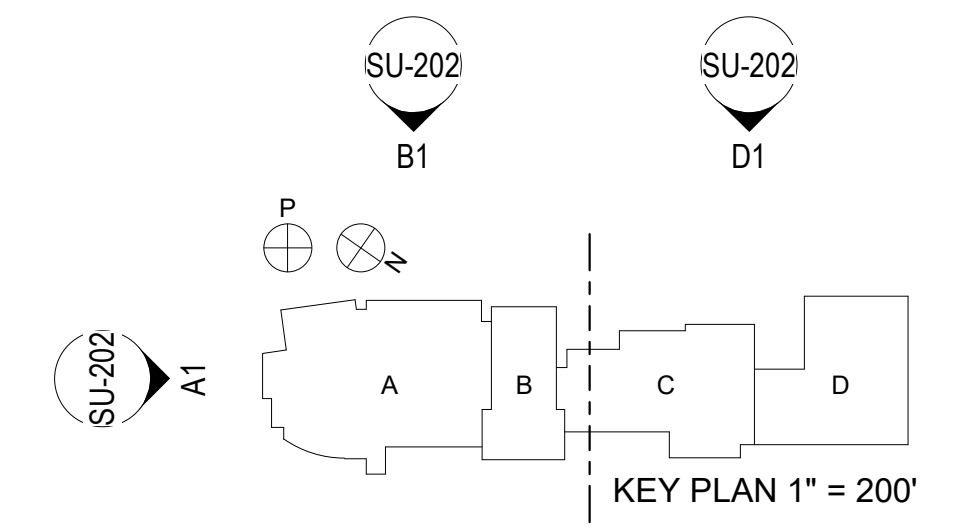
D1 PLAN NORTH ELEVATION (TRUE SOUTH-WEST)
 SU-202 SCALE: 1/16" = 1'-0"



B1 PLAN NORTH ELEVATION (TRUE SOUTH-WEST)
 SU-202 SCALE: 1/16" = 1'-0"



A1 PLAN WEST ELEVATION (TRUE SOUTH-EAST)
 SU-202 SCALE: 1/16" = 1'-0"



NO.	DATE	BY	REVISIONS
1	01/22/2024	RRMM	DES
2	03/01/2024	RRMM	BY

DATE	PROJECT	DESIGNED	DRAWN	CHECKED
09/07/2023	21352-00	RRMM	RRMM	JAH

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 DRAWING: SPECIAL USE PERMIT - OVERALL EXTERIOR ELEVATIONS

SHEET
SU-202

2/28/2024 3:04:54 PM Autodesk Docs://21352-00 FCPs Taylor Middle School/21352-00.v23 FCPs Taylor MS - ARCH.rvt

Staff Analysis

This analysis is based on the Comprehensive Plan, Zoning Ordinance, and review comments by Town Departments. The standards/analysis tables in the sections below contain the criteria for Planning Commission and Town Council consideration of Special Use Permits, per Article 11-3.10.3.

This request for a Special Use Permit for Taylor Middle School Expansion with Article 3-4.9 and Article 11-3.10 of the Town Zoning Ordinance. The proposal is to add approximately 68,231 square feet to the existing middle school.

The following table summarizes the area characteristics (see maps in Attachment A):

Approx. Direction	Land Use	Future Land Use Map Designation	Zoning
North	SF Residential/Church	Residential	R-10 Residential
South	Commercial/Community Center	Greenway and Makers District	PSP/Commercial
East	SF Residential/Commercial/Greenway Trail	Greenway and Makers District	R-10 Residential/Commercial
West	County/SF Residential/Vacant	Residential PDR	R-10/PDR

The subject parcel is zoned to the Public Semi Public (PSP) District of the Town of Warrenton Zoning Ordinance and is designated as Greenway and Makers Character District as Public/Semi Public Non-Intensive on the Future Land Use Map. The subject parcel (GPIN 6984-48-7973-500) is located at 350 E. Shirley Avenue on approximately 39 acres.

Comprehensive Plan Future Land Use

Plan Warrenton 2040 designates Taylor Middle School in the Greenway and Makers Character District. The summary of this district states *“Future planning shall ensure that the Town, county, and School District properties are walkable and accessible from adjoining neighborhoods...The Greenway and Makers District will maintain the current zoning of 35 feet, or one to three stories, as a transition zone in areas adjacent to the Warrenton Branch Greenway, industrial zoned areas and where James Brumfield Elementary, Taylor Middle School, and the Warrenton Community Center are located.”* Shirley Avenue is considered a “Boulevard” road on the Warrenton Street Typology Map. Greenway and Makers Character District will be promoted as the southern gateway into Town and maintain the critical linkages between education, civic uses and the surrounding neighborhoods.

Historic Resources

Taylor Middle School opened in 1952 as a segregated high school. Named after William C. Taylor who served as the principal for the Warrenton Rosenwald School, the school has stood as an important landmark to the Town’s history. It became an integrated junior high in 1969.

While the school is not located within the Town’s historic district and it not designated on the National Register, it is an important historical resource. Plan Warrenton 2040 includes the following Historic Resources goals:

- Conserve, reuse, and promote historic resources to enhance the Town’s sense of place...
- Preserve the authenticity and tell the stories of historic resources for generations to come through documentation.
- Educate the community on the value of the historic resource.
- Enhance the environment through preservation and sustainability best practices.

Standard	Analysis
<i>Whether the proposed Special Use Permit is consistent with the Comprehensive Plan.</i>	The proposed use falls within the future land use designation of Public Semi Public Non-Intensive of the Greenway and Makers Character District.
<i>The compatibility of the proposed use with other existing or proposed uses in the neighborhood, and adjacent parcels.</i>	Taylor Middle School is an existing use sharing the same parcel as Brumfield Elementary. It is adjacent to the Warrenton Community Center, commercial, and residential uses.

Staff Findings

The Applicant indicated the intention of incorporating the history of the school through graphics throughout the new building and anticipates a future statue of William C. Taylor.

Transportation and Circulation Analysis

Plan Warrenton 2040 includes a Transportation Plan map that includes improvements to Shirley Avenue as well as bicycle and pedestrian connections. “Make Shirley Avenue walkable, with continuous sidewalks that are lined with street trees.”

Both comprehensive plans for Fauquier County and the Town illustrate this property as a key linkage for bicycle and pedestrian facilities from neighborhoods to the north, west, and south. L-5.1 states “The Town, County, and School District properties should be walkable and accessible from the adjoining neighborhoods.”

A Transportation Impact Analysis was provided and is being reviewed with the SUP plans by the Virginia Department of Transportation (VDOT) and the Town’s transportation consultant. In 2017, the Town

conducted Walkability Audits and published a Complete Streets Guide. Both these documents were incorporated and adopted into the 2040 Plan Warrenton comprehensive plan. In addition, VDOT is currently undertaking a “Pipeline Study” of Shirley Avenue.

Standard	Analysis
<p><i>The traffic expected to be generated by the proposed use, the adequacy of access roads and the vehicular and pedestrian circulation elements (on and off-site) of the proposed use, all in relation to the public's interest in pedestrian and vehicular safety, efficient traffic movement and access in case of fire or catastrophe.</i></p>	<p>The Applicant provided a Transportation Impact Analysis (TIA) to calculate the potential impacts of the addition. The TIA determined no adverse impacts on the surrounding road network. However, this area of Town contains aging roadway systems that are envisioned to be upgraded in multiple plans and documents to accommodate the modern uses located on it.</p>
<p><i>Whether the proposed use will facilitate orderly and safe road development and transportation.</i></p>	

Staff Findings

The Applicant worked with staff, VDOT, and the Town’s transportation consultant to address several transportation issues. This included new layouts for the access road with a sidewalk to Alwington Boulevard, moving the access point from Shirley Avenue to the parking lot closer to the community center, and providing easements for a future shared use path from the school entrance to the school’s property boundary and along the southern property boundary adjacent to WalMart. In addition, VDOT requested the Applicant upgrade the entrances to the site, which the Applicant accommodated into the parking lot with left and right turn lanes updated to meet current design standards. The Applicant did indicate site constraints at the right turn lane into the bus loop and requested the existing left turn lane condition be allowed to remain. The proposed access road should be considered a private access road. The Applicant is providing a 5’ sidewalk along East Shirley Avenue from the crosswalk to the Greenway to the northern property line.

The Fauquier County Arrington Rezoning includes proffers to improve Alwington Boulevard and the intersection in front of Brumfield Elementary, which is included in this parcel. The Arrington developer will need right-of-way dedications and easements on to the property to be able to make these transportation improvements that will improve the safety and circulation of the area and schools. Staff is proposing a Condition of Approval for this application that stipulates the right-of-way and easements will be provided to enable the transportation improvements.

The Applicant is providing a public access easement for the future construction of a shared use path along the parking lot frontage at Shirley Avenue. Since the Applicant is not providing the multi-use trail envisioned in the comprehensive plans and Pipeline Study, staff is proposing a Condition of Approval that the Applicant will grade according to VDOT standards the 10’ easement to accommodate a future shared use path.

VDOT is in the final stages of a Shirley Avenue Pipeline Study to address safety and capacity issues along the corridor. The study recommends an upgraded Pedestrian Hybrid Beacon between the school and the Greenway. The Applicant requested that due to the study not being finalized, that this be addressed at a

later time to be funded by others.

Community Facilities and Environmental Analysis

Plan Warrenton 2040's vision includes key aspirations of fostering high quality, equitable, and accessible community facilities; reinforcing the role of County community facilities into the Town fabric; and promoting livability through properly located schools.

CF-1.12 Encourage schools to retain their presence in Town in walkable, safe, environmentally appropriate locations.

CF-3.7 All public facilities and utilities should be designed and developed so as to limit environmental degradation and protect the public environment. Safeguard floodplain and environmentally critical areas through the prohibitions against public facility development.

<u>Standard</u>	<u>Analysis</u>
<i>Whether the proposed Special Use Permit will be served adequately by essential public facilities, services and utilities.</i>	The parcel is located in Town and currently served by Town Police and Fauquier County Emergency Services. There is an existing water and sewer system on the parcel. The Fauquier County Arrington Rezoning includes an upgrade to the existing Town pump station located on the parcel if Arrington is boundary line adjusted into the Town.
<i>The location of any existing and/or proposed adequate on and off-site infrastructure.</i>	

Staff Findings

The property is a key parcel for the realization of Plan Warrenton 2040's goals. By expanding Taylor Middle School, the facility retains its presence in Town. While not as walkable as Warrenton Middle School, Taylor is located on the same parcel as Brumfield Elementary and adjacent to the Greenway Trail. It is served by public water and sewer, as well as the Town Police and Fauquier County Emergency Services. The proposed additions work to avoid the 500 year floodplain. The Applicant is requesting a waiver from Article 2-19 of the Zoning Ordinance to allow multiple retaining walls to exceed six feet. The Statement of Justification points out this is in an effort to avoid/minimize environmentally sensitive lands.

Economic Resources Analysis

An economic goal of Plan Warrenton 2040 is to promote a diverse, equitable stable tax base while preserving the character of the community.

<u>Standard</u>	<u>Analysis</u>
<i>Whether the proposed Special Use Permit use will provide desirable employment and enlarge the tax base by encouraging economic development activities consistent with the Comprehensive Plan.</i>	The proposed use does not change the existing public use on the property.
<i>The number of employees.</i>	The proposed facility is designed to accommodate 850 students, 100 staff, and 25 visitors.
<i>The proposed days/hours of operation.</i>	The school follows the Fauquier County Public School calendar with the building being occupied August – June from 7:00 am to 5:00 PM with some evening hours

Staff Findings

The proposal does not change the existing public use for the site.

Zoning Analysis

The legislative intent of the Public Semi-Public District is to provide for major public, semi-public, and institutional uses, to facilitate future growth of such uses within the district in accordance with the objectives, policies, and proposals of the Comprehensive Plan, including the encouragement of convenient and safe nearby residential neighborhoods, and to provide evidence on the Zoning map of the nature of land use planned for this district.

<u>Standard</u>	<u>Analysis</u>
<i>The level and impact of any noise emanating from the site, including that generated by the proposed use, in relation to the uses in the immediate area.</i>	The proposal does not change the existing school use. The noise will remain consistent with the current land use.
<i>The proposed location, lighting and type of signs in relation to the proposed use, uses in the area, and the sign requirements of this Ordinance.</i>	The Applicant intends to replace the existing monument sign and will address signage at the time of Site Plan Development.
<i>The location and area footprint with dimensions (all drawn to scale), nature and height of existing or proposed buildings, structures, walls, and fences on the site and in the neighborhood.</i>	The Applicant is proposing the school additions match the overall scale and use similar materials as the existing building. As is appropriate with historic resources, the design intent is not to match the existing building but instead to compliment it to enable the distinction between the original building from the addition.
<i>The nature and extent of existing or proposed landscaping, screening and buffering on the site and in the neighborhood.</i>	No new landscaping details are proposed on the SUP Plan. Staff is unable to verify ordinance requirements, which will be required at time of site plan submission

Standard	Analysis
<i>The timing and phasing of the proposed development and the duration of the proposed use.</i>	The project will not be phased with an anticipated duration of 36 months.
<i>Whether the proposed Special Use Permit at the specified location will contribute to or promote the welfare or convenience of the public.</i>	The school renovation will fully sprinkle the building and provide new fire hydrants throughout the site.
<i>Whether, in the case of existing structures proposed to be converted to uses requiring a Special Use Permit, the structures meet all code requirements of the Town of Warrenton.</i>	The building will comply with all applicable code requirements.
<i>The location, character, and size of any outdoor storage.</i>	There is no outdoor storage proposed with this application.
<i>The location of any major floodplain and steep slopes.</i>	There is 500 year, Zone X, floodplain on the site.
<i>The location and use of any existing non-conforming uses and structures.</i>	There are no non-conforming proposed structures with this addition.
<i>The location and type of any fuel and fuel storage.</i>	No fuel storage areas are noted on site.
<i>The location and use of any anticipated accessory uses and structures.</i>	There are no new accessory structures proposed with this application.
<i>The area of each proposed use.</i>	The proposed area for the approximate 68,231 addition is to the south and rear of the existing building.
<i>The location and screening of parking and loading spaces and/or areas.</i>	Parking is located on all sides of the building, with the exception of the northern emergency access road. The Applicant indicates they will screen the parking in conformance with Article 8 of the Zoning Ordinance.
<i>The location and nature of any proposed security features and provisions.</i>	The new access road to Alwington Boulevard and the emergency access drive will have gates with a locking mechanism during school hours.
<i>Any anticipated odors which may be generated by the uses on site.</i>	The site must remain in compliance with Article 9-14.5 regarding the control of odors.
<i>Refuse and service areas.</i>	The loading and refuse/service areas are located at the southwest corner of the proposed building. The mechanical yard with the generator transformer and chillers are located on the west side of the building.
<i>Whether the proposed Special Use Permit will result in the preservation or destruction, loss or damage of any significant topographic or physical, natural, scenic, archaeological or historic feature.</i>	The Applicant is requesting a waiver from Article 2-19 of the Zoning Ordinance for multiple retaining walls in excess of six feet. The reasoning is to protect environmental features as much as possible with the expansion of the school.

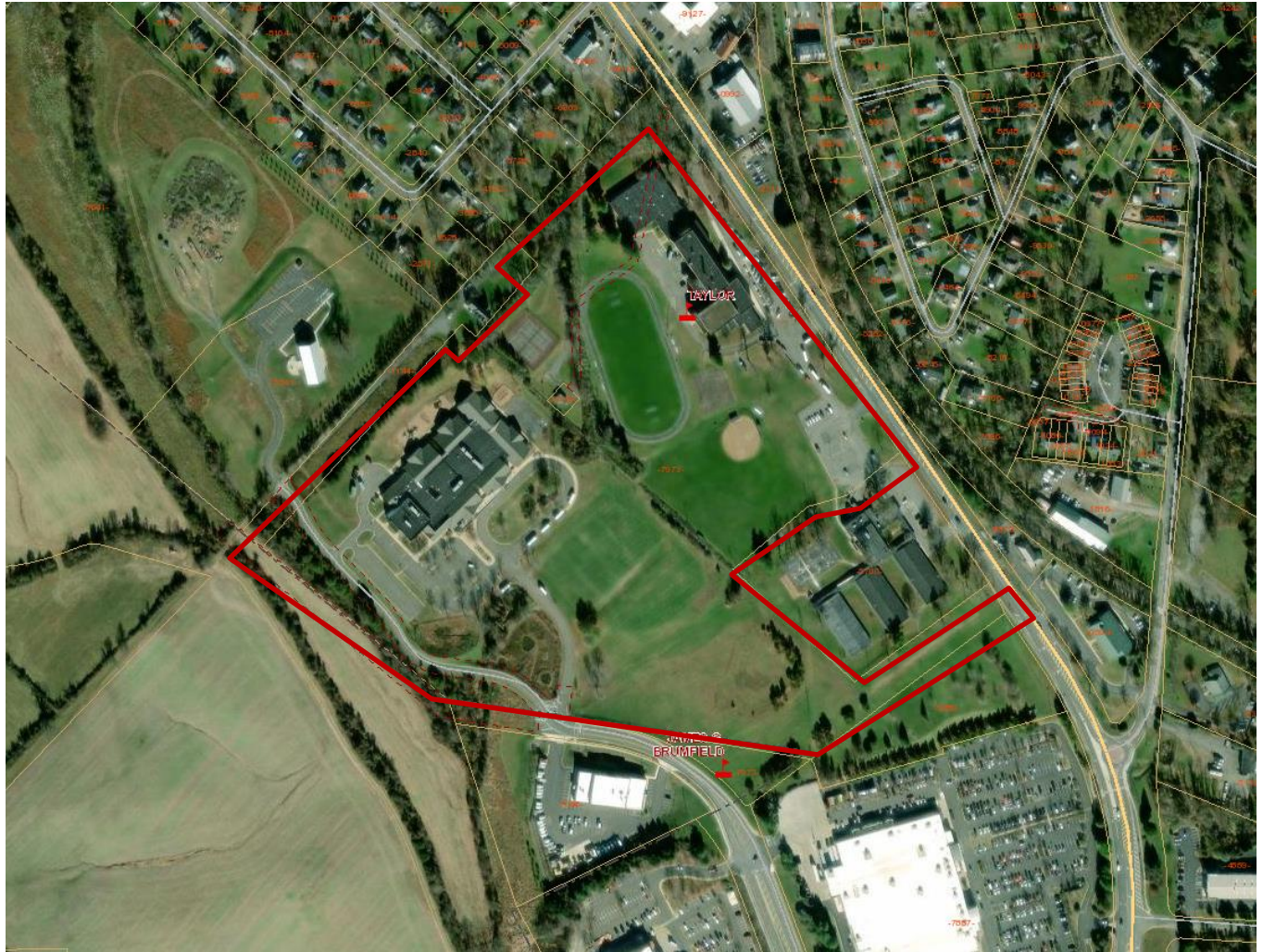
Standard	Analysis
<p><i>The effect of the proposed Special Use Permit on environmentally sensitive land or natural features, wildlife habitat and vegetation, water quality and air quality. The location of any major floodplain and steep slopes.</i></p>	<p>The parcel contains 500-year floodplain and wetlands. The proposal includes improvements within the floodplain for the new access road; however, no new building additions are proposed in the floodplain limits. The Applicant intends to preserve as many large trees as possible; however, the Tree Preservation Plan notes the removal of some trees to accommodate the improvements.</p>
<p><i>The glare or light that may be generated by the proposed use in relation to uses in the immediate area.</i></p>	<p>The Applicant provided a preliminary photometric plan and is indicating that a detailed lighting plan will be provided at the time of Site Plan.</p>

Staff Findings

The Applicant has indicated that items like lighting, landscaping, parking, and signage will all be addressed at the time of the Site Development Plan. Staff have raised concerns in advisory comments that if the Zoning Ordinance requirements cannot be met at that time, it may result in the need to amend the Special Use Permit and repeat the public hearing process. As with previous SUP approvals, draft Conditions of Approval attempt to address potential LED lights as the Zoning Ordinance has not yet been updated to address this technology. The Applicant has indicated the fields are not to be lit. In addition, there is a draft Condition of Approval with the provision that Fauquier County Emergency Services and the Town of Warrenton Police will be provide with the code and/or keys to be able to open the locked gates on the access road and emergency access drive.

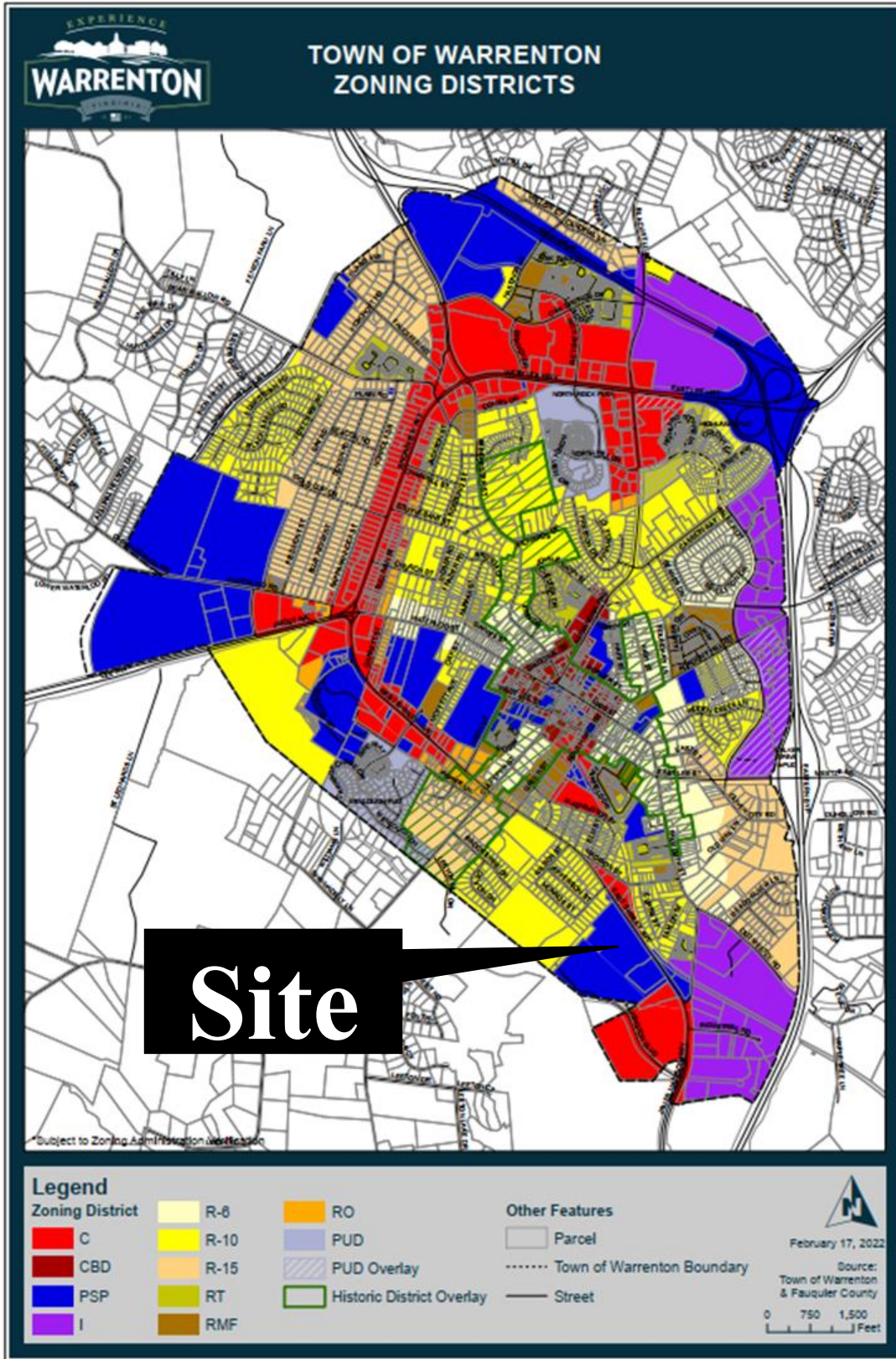
Attachment A – Maps

Vicinity Map:



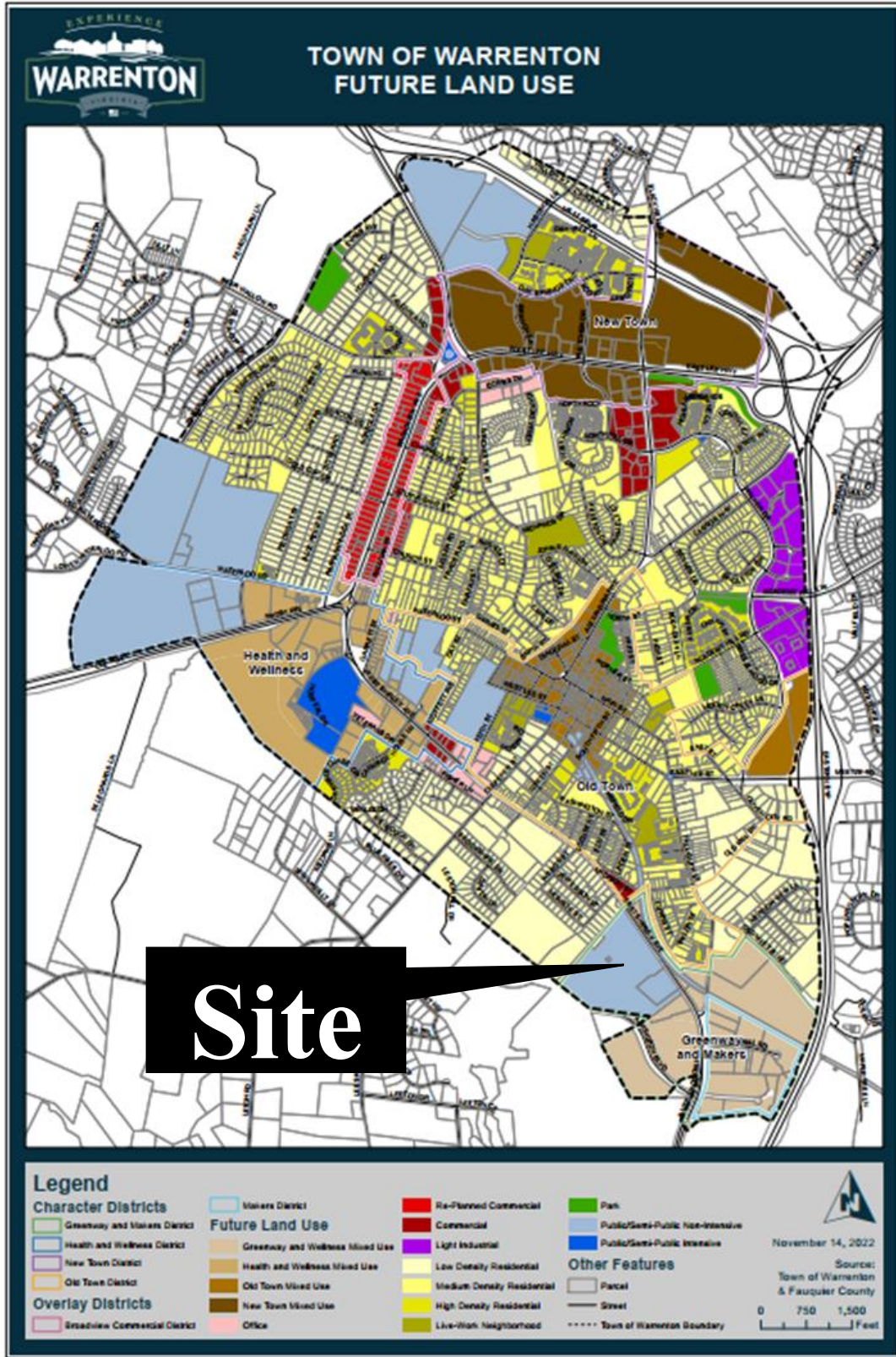
Attachment A – Maps

Zoning Map:



Attachment A – Maps

Future Land Use Map:



**Statement of Justification
Taylor Middle School Addition & Renovation
Special Use Permit SUP# 23-4**

GPIN 6983-48-7973-500

Owner/Applicant: County School Board of Fauquier County

**September 08, 2023
Revised March 01, 2024**

Introduction:

Fauquier County Public Schools is seeking approval of a Special Use Permit, as required by Article 3-4.9.3 of the Town of Warrenton 2006 Zoning Ordinance, for the expansion of Taylor Middle School located on GPIN 6983-48-7973-500 within the limits of the Town of Warrenton. Approval of the Special Use Permit is requested as the application proposes a renovation of the existing school facility as well as additions to the existing building that are approximately 70,000 SF, which exceeds the 10,000 SF maximum as defined by Article 3-4.9.3. This application also proposes to improve and expand the site parking facilities, vehicular and pedestrian travel ways, emergency vehicle access, and the existing physical education field located on the site.

(1) Consistency with Comprehensive Plan

The parcel is located within the Public-Semi Public district in the Future Land Use Map of Plan Warrenton 2040. The Special Use Permit is consistent with the Comprehensive Plan as the proposed improvements plan to promote the following key points of the current Comprehensive Plan:

- As further explained below, the renovation of the existing building strives to reuse and preserve the historic nature of the existing building.
 - William C. Taylor was the first high school to serve African American students in the Warrenton area and has a strong history and roots within the local community. Additions to Taylor Middle School match the overall scale of the existing building and use similar materials to blend the new with the old. The design intent of the additions is not to match the existing building completely, but rather to compliment it with more functional and energy efficient spaces. Renovations to the existing envelope will be limited and will mostly involve replacement of existing fenestrations. Where possible, we will implement similar exterior details on the existing building to further tie the old and new sections together.
 - The existing auditorium was host to many well-known artists throughout its early years and is a particularly important space for members of the W.C. Taylor High School Alumni Committee. As such, the auditorium is being maintained as much as possible. The finishes

will be updated to give the space a fresh look while honoring its history with images of the various performers over the years. Additionally, wall graphics throughout the building will include graphic and literary references to the history of William C. Taylor High School. A statue of William C. Taylor is also anticipated to be donated to the project by the W.C. Taylor High School Alumni Committee.

The improvements proposed with the Special Use Permit helps to achieve further integration of County facilities into the fabric of the Town and provides high-quality, equitable, and accessible community facilities that meet the Town's service requirements and support a high quality of life for the community. The application proposes improved pedestrian and bicycle facilities with additional sidewalks proposed along the frontage and throughout the site as well as an improved connection for users to access the site via the Warrenton Greenway Trail.

(2) Safety from Fire Hazards:

As part of the school renovation and addition project, the building will be fully sprinklered and will comply with 2018 Virginia Statewide Fire Prevention Code and 2014 NFPA 70. Building areas comply with allowable area per 2018 VCC. Fire extinguishers will be found throughout the school.

The proposed improvements reflected on the Special Use Permit plan meet the requirement for "Fire Lanes" where required, providing access to the building on all sides. This includes the construction of a dedicated emergency access lane on the north side of the building providing access around the building that does not currently exist. New fire hydrants will be provided throughout the site to provide coverage as required.

(3) Noise Impact:

The project site currently operates as a middle school. The improvements are not anticipated to generate additional sources of noise from what exists today. The proposed improvements will comply with the noise standards under Article 9-14.2 of the Town of Warrenton Zoning Ordinance.

(4) Lighting Impact:

The applicant will prepare a detailed lighting plan in conformance with 9-8 of the Town of Warrenton Zoning Ordinance at the time of Site Plan and will install lighting in accordance with the plan. All fixtures on site will conform to current lighting standards and be properly shielded. A photometric plan has been provided for reference only with the Special Use Permit Plan and will be updated and finalized at the time of Site Plan. Note that there is no existing or proposed lighting for the existing ball fields.

(5) Signage:

The project includes the replacement of the existing monument sign at the site frontage. All signage will be provided in accordance with Article 6 of the Town of Warrenton Zoning Ordinance and will be submitted with the Site Plan Process.

(6) Land Use and Compatibility with Existing and Proposed Uses Adjacent and in the Vicinity and Economic Impact:

Taylor Middle School is located on a 39.18-acre parcel identified in the Fauquier County Land Records as PIN #6983-48-7973-500, zoned as Public-Semi Public Institutional District. The parcel also includes Brumfield Elementary School. Based on the current zoning and Article 3-4.9.2, “Public Building” is a by right use.

The Taylor Middle School parcel is surrounded by a mix of commercial, Public-Semi Public, and Residential uses as defined below:

To the north: Trinity Lutheran Church, Zoned R10 and PSP and a Residential District Zoned R-10

To the east: Waterloo Motors, Zoned Commercial and Warrenton Branch Greenway Trail, Zoned PSP

To the south: The Warrenton Community Center, Zoned PSP and Walmart, Zoned Commercial

To the west: A residential district zoned R-10, the Gathering Place zoned R10, as well as currently vacant property located within the County of Fauquier.

The proposed Special Use Permit is considered compatible with the existing uses in the vicinity as the site is currently an existing middle school, is by right based on current Zoning, and ultimately serves the community and adjacent residential properties.

(7) Site Conditions, buildings etc.:

Taylor Middle School is located on a 39.18-acre parcel further identified in the Fauquier County Land Records as PIN #6983-48-7973-500, 305 E. Shirley Avenue, in Ward 3 of the Town of Warrenton. The existing middle school shares the parcel with James G. Brumfield Elementary School, located to the southwest of the existing middle school. The existing topography surrounding Taylor Middle School generally slopes from the east to the west with a significant grade change of approximately 35 feet. Stormwater runoff from the northern half of the site which includes the building, bus loop, rear parking area, and the exiting gravel track drains to the existing waterway located just west of the existing gravel track. Stormwater from the existing parking area on the southern half of the parcel, adjacent to the community center, is collected by a storm drainage system that outfalls at the western boundary of the community center property. From there drainage flows via overland westward towards the entrance of James G. Brumfield Elementary School and Alwington Blvd. All existing and proposed improvements can be found on the concept development plan.

(8) Landscaping:

Required landscaping and buffering will be provided at the time of Site Plan in accordance with Article 8 of the Town of Warrenton Zoning Ordinance.

(9) Construction Timeline:

The project construction will not be phased and has an anticipated duration of 36 months. Due to the scale of the renovations and extensive work associated with this project, students have been relocated to other facilities until the new Construction is issued a certificate of occupancy.

The site is served by Town of Warrenton's public water and sanitary sewer system. The project site does contain wetlands and 500yr floodplain (Flood plain X).

(10, 16, & 21) Impact on Existing Features:

The Design Team has conducted a detailed wetland survey and has identified several site features for avoidance if feasible. Along the north and northwestern side of the site there are existing PFO and PSS wetlands that appears to convey storm water runoff from the east side of Shirley Highway through the project site. At the time of site plan, it is the Project Teams intent to make all efforts to avoid wetland impacts. However, should impacts be required, the appropriate permits will be obtained through the required agencies.

A portion of the site does contain a 500yr floodplain (Zone X, 0.2% annual chance of flood) pursuant to FEMA Flood Insurance Rate Map 51061C0308C. This application does propose improvements within the Zone X floodplain with the improvements to the baseball/softball field, secondary access to Alwington Blvd, and the parent drop off/emergency access at the northwest side of the Middle School building. Note that while the existing building is within the limits of the Zone X floodplain, no new building additions are planned within the limits of the floodplain.

The project landscape architect and arborist performed a detailed tree assessment for the existing vegetation located on the site, primarily along the frontage of E Shirley Ave and the northern and northwestern side of the site. As identified with the exhibit provided with this application, there are several large trees within the noted study area. While it is the intent of the Project Team to preserve these tree's where possible, as noted on the tree preservation plan, removal of some of these trees will be required to accommodate the proposed building addition, bus loop reconfiguration, and the extension of the emergency access and Town Pump Station Access at the north side of the site.

Regarding the historical nature of the existing building, it is planned for the additions to Taylor Middle School match the overall scale of the existing building and use similar materials to blend the new with the old. The design intent of the additions is not to match the existing building completely, but rather to compliment it with more functional and energy efficient spaces. Renovations to the existing envelope will be limited and will mostly involve replacement of existing fenestrations. Where possible, the design team will implement similar exterior details on the existing building to further tie the old and new sections together.

Interior to the building, the existing auditorium is being maintained as much as possible. The finishes will be updated to give the space a fresh look while honoring its history with images of the various performers over the years. Additionally, wall graphics throughout the building will include graphic and literary

references to the history of William C. Taylor High School. A statue of William C. Taylor is also anticipated to be donated to the project by the W.C. Taylor High School Alumni Committee.

(11) Walkability, Public Welfare and Convenience:

The proposed project improvements include providing a dedicated bus entry/exit to the site as well two separate passenger vehicle entrances, one from E. Shirley Avenue and one to Alwington Blvd. By separating the bus and passenger vehicles, the current congestion that occurs during drop off and pick up will be alleviated so that there is no impact to the traffic within the public right of way. Additionally, a second entrance to the site from Alwington Blvd provides for an alternate access point for first responders in the case of emergency and will be used as the designated access for the parent drop off/pickup.

Pursuant to the current Town of Warrenton Comprehensive Plan, East Shirley Ave is identified as a "Signature Street". Based on the recommendations of the "Complete Streets Manual", dated September 2017 this application for Special Use Permit proposes to provide curb and gutter and sidewalk along the majority of the frontage of the subject parcel. In addition, the site improvements will include a new sidewalk that will provide a point of connection to the Greenway Trail along the site frontage. The sidewalk will also provide access to the main entry of the middle school as well as the other site features of the school site, including the baseball/softball field, running track, rectangular physical education field, and tennis courts. To further improve the future walkability of the area, this application proposes to construct a portion of Shared Use Path (SUP) that will provide a connection to the Greenway Trail. The SUP will extend south along Shirley Avenue and will terminate at a sidewalk connection to the site. From there a public access easement will be dedicated that will extend to the southern property boundary with the County Owned community center. A second public access easement will be dedicated for the future extension of a SUP at the pipe stem area between the Community center property and the Walmart property, that will extend to the ROW of Allwington BLVD. Placing the future SUP alignment on the outer boundary of the school property will provide sufficient separation from the occupied school building/facilities and public users of the trail, thus enhancing safety to the students and staff. In addition, a sidewalk is proposed along the southern side of the proposed access road that will connect Taylor Middle School with the existing sidewalk at the intersection of Alwington Blvd and the entrance to Brumfield ES.

As noted above, the improvements proposed with this application improve the walkability, welfare and convenience for students, staff, as well as the residents within the Town of Warrenton when compared to the current existing conditions of the site.

(12) Traffic:

As detailed in the provided traffic impact analysis dated September 8, 2023, Revised through March 2024, the site does not have any adverse impacts to the surrounding roadway network and no improvements are required at the study intersections.

It is noted that the Arrington Development received approval of a rezoning case (REZ 22-017978). The SUP concept plan includes an exhibit to show how the proposed Alwington Blvd Improvements interact with the proposed access road between Taylor MS and Brumfield ES.

(13) Safe and Orderly Road Development:

All proposed travel ways are located outside the Town and or VDOT Right of Way. Travel way dimensions and radii will be designed to Town and VDOT standards to allow for efficient maneuvering for the School users. As currently proposed, the site vehicular access points separate bus traffic from staff/public personal vehicles to limit conflict and to provide for a more efficient site. Furthermore, a secondary access to Alwington Blvd is proposed, which will further increase the efficiency of the internal transportation network. It should be noted that Middle School hours start at 7:30am and ends at 2:25pm, while Elementary School hours are from 8:35 am to 3:20 pm. While the secondary entrance shares the entrance to the bus loop of Brumfield Elementary School, the hour difference between the two class times will allow more than adequate time for parents to drop/off pick up at Taylor Middle School before bus traffic begins utilizing the loop at Brumfield ES.

(14) Code Requirements:

Building is not changing use. The renovations and additions will meet the Town of Warrenton code requirements.

(15) Impact on Public Facilities:Emergency Services:

The existing middle school relies on Town Services such as fire, rescue, and police services. As the site is currently a middle school, it is assumed that there would be no additional impact to the above noted services. Furthermore, the improvements proposed within the building as well as the site will provide for a safer building for occupants as well as first responders as the new construction will be compliant with current building codes and regulations. A sheet is provided within the Special Use Permit plan to illustrate that a fire truck has sufficient turning radii to maneuver through the site with out any conflict with obstructions (parking spaces, curbs, other fixed objects, etc.).

Traffic:

As detailed in the provided traffic impact analysis dated September 8, 2023, the site does not have any adverse impacts to the surrounding roadway network and no improvements are required at the study intersections.

Water/Sewer:

Based on VDH Waterworks regulations water and sanitary sewer usage for a school use can be calculated based on an average of 16 gpd / occupant within the building. Based on a total max occupant load (proposed max 850 students, 100 staff, and 25 visitors for a total design occupant load of 975), the total anticipated average water demand would be as follows:

$975 \text{ occupants} * 16 \text{ gpd/occupant} = 15,600 \text{ gpd average daily flow} * 1.75 \text{ peaking factor} = 27,300 \text{ gpd peak}$
or +/-19 gpm.

Similarly, the average daily flow for sanitary sewer wastewater generated is approximately 15,600 gpd or 0.0156 mgd. Assuming a peaking factor of 2.5 as specified by SCAT Regulations, the peak daily flow for sanitary sewer generated that would ultimately flow to the existing sanitary sewer pump station is approximately 0.039 mgd.

Schools:

The proposed improvements at Taylor Middle School are needed to improve the learning environment and meet the demands of the growing student population within the Town of Warrenton and surrounding areas and is necessary for Fauquier County Public Schools.

(17) Employment / Economic Impacts:

This project will provide desirable employment opportunities for teachers who are looking for an improved educational environment. This project has the potential to attract highly qualified teachers from neighboring localities who may choose to call Warrenton home.

(18) Affordable Shelter Opportunities for Residents:

Not Applicable to this application.

(19) Location of Outdoor Storage Areas:

There are no outdoor storage areas proposed with this application.

(20) Use of Open Space:

This application proposes to improve the existing diamond physical education field to provide for a more useable field for the school and public and to maintain access to the existing gravel track and tennis courts. Use of the existing and proposed sports fields will also be utilized by Parks and Recreation after school hours and events. The remainder of the existing open space will largely remain the same as it exists today.

(22) Non-conforming Uses and Structures:

There are no non-conforming uses or structures existing or proposed with this application.

(23) Fuel/Fuel Storage:

Not Applicable to this application as there is no fueling areas or fuel storage areas proposed.

(24) Accessory Uses and Structures:

There are no accessory structures proposed with this application.

(25) Area of each Proposed Use:

As illustrated on the concept development plan, there is only one proposed use (Public Building / Institutional) that is proposed to be +/- 148,943 SF.

(26) Hours of Operation:

The school will follow the Fauquier County Public Schools published calendar with teachers, staff and students occupying the building from August to June from 7am-5pm with some evening and weekend events.

(27) Location and Screening of Parking and Loading Spaces/Areas:

Proposed parking is distributed through the site, with most of the parking being located on the south side of the middle school in the same general area where existing parking is located. There will be visitor and ADA parking located adjacent to the bus loop for use outside of the hours of pickup and drop off as well as standard and ADA parking located at the rear or west of the school building. Parking will be screened in accordance with Article 8 of the current Ordinance. Based on the current Zoning Ordinance Article 7-4 for "School, Middle", parking is required at the following rate:

1 space per 15 students + 1 space per employee calculated for the work period containing the largest number of employees.

$$\begin{array}{l}
 1 \text{ space per } 15 \text{ students} * 850 \text{ max students} = 57 \text{ spaces required} \\
 \text{Plus } 1 \text{ space per employee} * 100 \text{ employees} = 100 \text{ spaces required} \\
 \hline
 \text{Total number of spaces required} = 157 \text{ spaces}
 \end{array}$$

At the time of site plan the intent is to meet the minimum number of spaces identified above. Also, it is understood that patrons of the community center utilize the existing parking lot for the middle school. It has been identified by Fauquier County Public Schools that there is no shared parking agreement with the County Board of Supervisors for use by the Community Center. In addition, the existing parking lot between the two uses has a total of +/- 62 spaces. The proposed parking lot with this application will likely provide nearly double the amount of parking than currently exists between the two uses.

(28) Proposed Security Features and Provisions:

A secured vestibule will be provided for visitors to gain access to the main office where they will check in before being granted access to the rest of the school facility.

(29) Number of Employees:

The proposed facility is designed to accommodate the following occupant loads - 850 students, 100 staff, and 25 visitors for a total design occupant load of 975.

(30) Existing and Proposed Infrastructure:

This application proposes significant site utility and infrastructure improvements as required for the renovated and expanded middle school facility. These include upgrades to onsite water and sanitary sewer lines, grading and drainage for storm water management and best management practice systems, telecommunication and power supply, vehicular and pedestrian access, parking to include ADA spaces, sidewalks, emergency access lanes, signage, physical education fields, and landscaping. These

improvements will be provided pursuant to the Town of Warrenton design and construction standards to provide an improve the learning environment and meet the demands due of the growing student population within the Town of Warrenton and surrounding areas and is necessary for Fauquier County Public Schools.

(31) Odors:

There is no proposed change in use and there are no major sources of odors resulting from the proposed improvements.

(32) Refuse/Service Areas:

The loading and refuse/service areas are located at the southwest corner of the proposed building and the mechanical yard where the generator transformer and chillers are located on the west side of the building as shown on the Special Use Permit plan. All screening will be provided in accordance with Section Article 8-8.2.3 of the current Ordinance.

Modifications:

This application is seeking relief from Section 2-19.4 of the Town of Warrenton 2006 Zoning Ordinance that requires "Retaining walls to not exceed a height of six (6) feet in any zoning district unless approved by the Planning Director." Exceeding the maximum height of 6' for retaining walls will be required as part of this application for the following reasons:

1. To avoid/minimize impact to existing wetlands and to minimize clearing at the north/northwest side of the building adjacent to the proposed emergency access road.
2. The proximity of the existing building and slopes on the west side down to the existing gravel track and diamond field. In order to maintain these existing elements (and improve the diamond field), retaining walls in excess of 6' will be required.



TOWN OF WARRENTON

Department of Community Development

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Item a.

February 9, 2024

Timmons Group
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20110 Ashbrook Place, Suite 100
Ashburn, VA 20147

RE: Special Use Permit Application (SUP 23-4) Taylor Middle School- Second Round Agency Comments

Dear Mr. Fetcho:

The attached comments are for the above referenced application that was officially accepted as of this date, September 29, 2023, with second submission received January 18, 2024.

REFERRAL AGENCY COMMENT SUMMARY			
Referral Agency	Date	Outstanding Issues	Attached
Planning	2/5/24	SUP Plan, multi-modal connections, transportation	X
Town Transportation Consultant	2/6/24	TIA comments, circulation, multi-modal connections	X
Zoning	2/7/24	Multiple SUP Plan and Zoning requirements	X
PW/PU	2/9/24	Water and sewer coordination	X
Emergency Service	1/22/24	Access gates	X
Police Department	2/7/24	No updates	X
VDOT	2/6/24	Pipeline Study, shared use path, design	X
Town Attorney		Review with Second Submission Conditions of Approval when submitted	

General overall comments continue to relate to the parcels relationship to the greater transportation network both internally and multi-modal interconnections. The Applicant should be aware that decision makers usually look at conditioning items like elevations, mitigating transportation impacts, refuse locations, and the other factors contained Article 11-3.10.3 of the Zoning Ordinance. All comments received to date are attached.

The application is scheduled for a Planning Commission work session on Tuesday, February 20, 2024 at 7:00 PM in Town Council Chambers.

Please do not hesitate to contact me at (540) 347-1101 X313 if you have any questions.

Sincerely,

Denise Harris, AICP
Planning Manager



TOWN OF WARRENTON

Department of Community Development

PO BOX 341
 WARRENTON, VIRGINIA 20188
<http://www.warrentonva.gov>
 TELEPHONE (540) 347-1101
 FAX (540) 349-2414

PLANNING STAFF COMMENTS

DATE: February 5, 2024
SUBJECT: Special Use Permit Application (SUP 23-4) Taylor Middle School
 Planning 2nd Review Comments

The Applicant is requesting a SUP for an expansion to an existing middle school. The property is zoned Public/Semi Public (PSP) and is approximately 39.18 acres. Article 3-4.9.3 of the Town of Warrenton's Zoning Ordinance (ZO) allows school expansion to existing facilities equal to or over 10,000 square feet with the approval of a Special Use Permit by Town Council.

General Comments

The applicant has stated they are aware that as presented the SUP, and if approved, the subsequent Conditions of Approval, will apply to the entire parcel. If there are proposed modifications to either Taylor Middle School or Brumfield Elementary the approved SUP Plan may need to be amended.

The applicant has indicated the fields are not to be lit.

Fauquier County approved the Arrington rezoning modifications to lift the age restriction proffer. If developed, the residential units located to the southwest will utilize both the elementary and middle schools. The applicant should be aware of the Concept Development Plan and Proffers related to this rezoning as it contains three development options. At this time, the property is located in the County with associated proffers. However, if it boundary line adjusts into the Town there are several additional proffers will be triggered that may impact the schools.

Plan Warrenton 2040

Plan Warrenton 2040 designates Taylor Middle School in the Greenway and Makers Character District. The summary of this district states *"Future planning shall ensure that the Town, county, and School District properties are walkable and accessible from adjoining neighborhoods...The Greenway and Makers District will maintain the current zoning of 35 feet, or one to three stories, as a transition zone in areas adjacent to the Warrenton Branch Greenway, industrial zoned areas and where James Brumfield Elementary, Taylor Middle School, and the Warrenton Community Center are located."* Shirley Avenue is

considered a “Boulevard” road on the Warrenton Street Typology Map. The following are statements from chapters of the comprehensive plan as they relate to schools.

Community Facilities

Vision includes key aspirations of fostering high quality, equitable, and accessible community facilities; reinforcing the role of County community facilities into the Town fabric; and promoting livability through properly located schools.

CF-1.12 Encourage schools to retain their presence in Town in walkable, safe, environmentally appropriate locations.

CF-3.7 All public facilities and utilities should be designed and developed so as to limit environmental degradation and protect the public environment. Safeguard floodplain and environmentally critical areas through the prohibitions against public facility development.

Previous Staff Comment: The applicant should explore options to interconnect Taylor Middle School with the surrounding neighborhoods through multi-modal bicycle/pedestrian facilities. Careful attention should be given to the potential environmental impacts as the proposal includes retaining walls, a new road, and relocated fields. In addition, Brumfield Elementary, located on the same parcel, contains a wetland that was constructed as part of a grant from the Virginia Department of Game and Inland Fisheries as part of the County and Town MS4 programs. How will the proposal impact the wetlands?

Comment Remains: The applicant provided for a right-of-way easement for a multi-use trail on the southern portion of the property adjacent to Walmart. However, there is no connection being built between the elementary and middle school or to the Community Center along the frontage of Shirley Avenue. Nor is there a sidewalk provided on the access road. This will lead to students and residents walking on the access road and through parking lots to create a potentially dangerous situation when mixed with vehicles.

Historic Resources

Taylor Middle School opened in 1952 as a segregated high school. Named after William C. Taylor who served as the principal for the Warrenton Rosenwald School, the school has stood as an important landmark to the Town’s history. It became an integrated junior high in 1969.

While the school is not located within the Town’s historic district and it not designated on the National Register, it is an important historical resource. Plan Warrenton 2040 includes the following Historic Resources goals:

- Conserve, reuse, and promote historic resources to enhance the Town’s sense of place...
- Preserve the authenticity and tell the stories of historic resources for generations to come through documentation.
- Educate the community on the value of the historic resource.
- Enhance the environment through preservation and sustainability best practices.

Previous Staff Comment:

The Applicant's Statement of Justification acknowledges the historical importance of the school. Town staff is available to help facilitate discussions between the applicant and the Virginia Department of Historic Resources as there is a strong desire to help preserve and celebrate African American Heritage sites.

Comment Remains: The applicant provided more detail on how the middle school will work to preserve the historical significance of the school. Town staff offers to help in any fashion on facilitating conversations regarding Historic Resources.

Transportation and Circulation

"Make Shirley Avenue walkable, with continuous sidewalks that are lined with street trees."

Plan Warrenton 2040 includes a Transportation Plan map that includes improvements to Shirley Avenue as well as bicycle and pedestrian connections. Both comprehensive plans for Fauquier County and the Town illustrate this property as a key linkage for bicycle and pedestrian facilities from neighborhoods to the north, west, and south.

Previous Staff Comment: Taylor Middle School and Brumfield Elementary are located on a key public parcel to link neighborhoods and trails to the schools through bicycle and pedestrian connections. Both the Town of Warrenton and Fauquier County comprehensive plans indicate these important linkages on the adopted maps. This is an opportunity for the FCPS, the Town, and VDOT to work together to ensure these linkages are achieved.

Comment Remains: The applicant provided right of way dedication for a multi-use trail on the southern portion of the property but stated it does not intend to build walkable access points from the south or west to access the school. The existing sidewalk on a portion of Shirley will remain with the connection to the Greenway. The VDOT Pipeline Study is currently recommending this is upgraded to an upgraded Pedestrian Hybrid Beacon and a shared use path along the frontage of Shirley Avenue from the crossing to the southern portion of the property.

Land Use and Character District

Greenway and Makers Character District will be promoted as the southern gateway into Town and maintain the critical linkages between education, civic uses and the surrounding neighborhoods. L-5.1 states "The Town, County, and School District properties should be walkable and accessible from the adjoining neighborhoods."

Previous Staff Comment: Schools serve as vital community centers for residents. The Town is dedicated to enhancing its walkability and looks forward to working with the schools and VDOT to bring this to fruition.

Comment Remains: There is no multi-modal infrastructure provided to the west or between the existing schools.

Transportation

A TIA was provided and is being reviewed with the SUP plans by VDOT and the Town's transportation consultant (see attached Kittleson comments). In 2017, the Town conducted Walkability Audits and published a Complete Streets Guide. Both these documents were incorporated and adopted into the 2040 Plan Warrenton comprehensive plan (see above). In addition, VDOT is currently undertaking a "Pipeline Study" of Shirley Avenue to assess multi-modal safety, accessibility, and capacity.

Previous Staff Comment: It would be beneficial for the applicant to meet with the Town, VDOT, and the County to discuss the larger transportation picture in this area. There may be opportunities to ensure the safety and operational efficiencies of both the elementary and middle schools, and ensure multi-modal linkages to adjacent neighborhoods and the Greenway.

Comment: The applicant met with VDOT, the County, and the Town to discuss the larger transportation initiatives and the key role the school parcel plays. As a result of this meeting, the applicant modified the access road alignment and has indicated right-of-way dedication provisions for a multi-use trail on the southern portion of the property adjacent to Walmart and the frontage along Shirley Avenue. However, as the Pipeline Study has progressed, taking the ideas from this meeting into account, there are recommendations for a shared use path along Shirley Avenue from the Greenway crossing south and an upgraded Pedestrian Hybrid Beacon.

Fauquier County Service District

This property is adjacent to the Town/County boundary and serves the surrounding student population of both Warrenton and Fauquier County. An active Rezoning and Special Exception application for Arrington was just passed by the Fauquier County Board of Supervisors that lifts the age restricted housing.

Previous Staff Comment: The property that encompasses Brumfield Elementary and Taylor Middle School will be in easy walking distance from adjacent neighborhoods.

Comment: Fauquier County Board of Supervisors and the Warrenton Town Council have passed resolutions regarding the property owner of the Arrington parcels desire to boundary line adjust into the Town. The applicant is encouraged to review the rezoning and proffers approved by Fauquier County as they contain three development scenarios with proffers that may impact the schools. The applicant did take into account potential transportation improvements at the Brumfield entrance; however, there may be additional proffers related to sewer and other miscellaneous items that interest the applicant.

Legal Comments Provided by Town Attorney

Major Safety Issue

The proposed 12' retaining wall shown on the plan page C3.01 is an ongoing safety issue for a middle school campus. The presence of a 42" fence at the top, as addressed in the Timmons Group Jan. 12 letter, does not necessarily mitigate the impact of this safety issue under the circumstances presented. The justification advanced for the retaining wall in excess of 6' consists solely of (1) minimizing impact to wetlands, (2) minimize clearing on that side of the building adjacent to the proposed emergency access road, and (3) maintaining the existing gravel track and

diamond field. Those are design choices that do not dictate the creation of a retaining wall twice the height of a by-right retaining wall.

Additional Issues

The following are all comments about Page C1.01 of the plans:

1. The project narrative references a site plan; this is incorrect.
2. Site Information Note 2 references a "Jeffrey A. Smeraldo" without indicating his affiliation or qualifications.
3. Note 7 (on floodplain coverage) is unclear because the portions after the first semicolon lack a verb. This needs to be rewritten for clarity.



TECHNICAL MEMORANDUM

Taylor Middle School Traffic Impact Study (2nd Submittal) Review

Date: February 6, 2024
To: Denise Harris, AICP
From: Liz Byrom, PhD, PE; and Chris Tiesler, PE, PTOE

Project #:
284490.007

At the request of the Town of Warrenton, Virginia, Kittelison & Associates, Inc. (Kittelison) reviewed the following documents related to the proposed expansion of Taylor Middle School:

- Taylor Middle School Traffic Impact Analysis (TIA), second submittal dated January 12, 2024, prepared by Timmons Group (Reference 1)
- Taylor Middle School Special Use Permit application and supporting documentation (Reference 2).

All analysis inputs and assumptions were reviewed according to Virginia Department of Transportation (VDOT) *Traffic Operations and Safety Analysis Manual (TOSAM)* and requirements (Reference 3).

FINDINGS AND RECOMMENDATIONS

The following comments are related to function of the proposed development and its impact on the adjacent transportation system:

- Volumes between Site Entrances on Shirley Avenue are still not balanced even though there are no driveways between the intersections that could result in the addition/subtraction of trips. For example, on Figure 8-1, 42 trips are added southbound on Shirley Avenue between Site Entrance #2 and #3 during the AM peak hour. Other smaller imbalances between Site Entrances #1, #2, and #3 exist in all three study time periods and analysis scenarios. Because Site Entrances #2 and #3 operate with minor-street stop control, mainline volumes on Shirley Avenue and the availability of gaps in those traffic streams directly influence the calculated levels of service (LOS), capacity, and forecast 95th percentile queue lengths of critical movements. While the reported traffic operational results indicate that the minor-street stop-controlled movements generally operate within acceptable operational thresholds, these imbalances (and other revisions noted below that may impact traffic operations) should be corrected.
- The TIA does not discuss anticipated pedestrian or bicycle activity between the elementary and middle schools, and the site plan does not identify a route or designated facility to provide for such activity/movements. Given the nature of the middle school and surrounding land uses, pedestrian and bicycle activity between and amongst the residential development (Arrington

Development), two school campuses, and the adjacent community center are likely and should be addressed/accommodated.

- The revised site plan provides approximately 70 feet of throat depth for exiting traffic at Site Entrance #3. However, the analysis shows that during the 2032 School PM peak hour, the forecast 95th percentile queue will be 100 feet. Under this condition, one to two vehicles in the queue will still be stored along the internal perpendicular drive aisle (could be from either direction or both), which may adversely impact on-site circulation and parking maneuvers for several parking spaces in the vicinity of this internal intersection. The current location of Site Entrance #3 in the middle of the parking field also creates unusual “dead end” parking drive aisles closest to Shirley Avenue. Parking maneuvers in these drive aisles may be difficult and could also lead to this portion of the parking lot being underutilized. See **Attachment A** for a rough sketch of an alternative alignment/location for Site Entrance #3 that may provide better separation of parent pick-up/drop off activity and parking circulation. Our cursory review indicates that the northbound left-turn lane on Shirley Avenue could be shifted south to this new entrance and still be developed within the available physical distance between this entrance and the adjacent community center driveway to the south.
- It is unclear what on-site route parents doing pick-up/drop-off should take after entering Site Entrance #3. Does the school intend to have staff direct parents to the appropriate path in order not to complicate student pick-up/drop off? Is wayfinding signage proposed on-site? The current layout of the parking lot will tend to mix vehicles parking and those performing pick-up/drop-off activities, which could create added friction and on-site circulation challenges.
- Page 1-5: Per comments above, the expansion of the middle school will impact local connectivity, especially with the elementary school. Kittelson recommends replacing “no impact on the surrounding network” text with additional narrative that better reflects the anticipated circulation and travel patterns of all modes between the adjacent land uses (two schools, nearby residential development, and community center) as well as planned parent pick-up/drop-off routing of kiss-n-ride vehicular traffic.
- The Synchro files are not utilizing appropriate peak hour factors (PHF) in the future conditions. For example, the intersection of Shirley/Culpepper in the existing conditions has a PHF of 0.88. In the 2026 background conditions, it increases to 0.94. Another example is that the James Madison Highway/Alwington Boulevard intersection has a PHF of 0.86 in the existing conditions and 0.95 in 2026 conditions. Per TOSAM, the future conditions analyses should assume a default PHF of 0.92 when PHF is lower in existing conditions.
- The special use permit plan (C3.01) shows storage lengths that are not consistent with the storage listed on page 6-4. The western entrance (Site Entrance #1) right turn has storage of 85 feet and taper of 50 feet. The northbound left turn for this entrance has 50 feet of taper length that is not

included in the model. Per TOSAM, Synchro and SimTraffic models should reflect “effective storage length”, which is equal to the existing striped storage length plus half of the taper length.

- Design plans and traffic analyses should be updated to address these comments so that the operational performance and anticipated queue lengths at the Site Entrances are still adequate and forecast queues can be stored within available turn lane lengths and will not adversely impact on-site circulation or parking maneuvers. After these changes, please confirm that queues are still maintained within the provided storage.

The following comments list minor technical or typographical errors noted in the TIA and analysis files through our review. While we don’t anticipate these to fundamentally affect the conclusions or recommendations of the TIA, they should be addressed/corrected to support the technical accuracy of the TIA:

- **Page 2-1:** There appears to be a typo “Route 17 carries approximately 9,700~~0~~ vehicle per day.” In addition, we recommend using consistent naming conventions throughout the document when referring to roadways (e.g., Route 15 versus US 15).
- **Page 2-2:** The sentence “No VDOT traffic data available for Alwington Boulevard” is not needed as volumes are provided in the following sentence.
- **Page 3-3:** We recommend that actual lane widths be approximated rather than a standard 12’ for all approaches. The existing lane widths along Shirley Avenue appear to be closer to 11’.
- **Page 6-2:** We recommend that sub bullet ‘a’ be separated from bullet ‘6’ like you have done in other sections.
- Typos are present in the operational summary tables. For example, the WBT at Culpepper St/Shirley Ave in the 2026 Background – School PM peak show a delay of 2.7 seconds and a LOS A. However, the Synchro results show that the calculated delay is 22.7 seconds and has a LOS of C. All tables should be reviewed and corrected. Related text should also be updated.
- Synchro: We recommend all analysis files and level of service tables be updated to reflect any changes related to the comments above.
- Page numbers appear to be off. For example, Section 6 starts on page 6-2.

Thank you for the opportunity to review. If you have any questions, please contact us at 919.473.9529.

ATTACHMENTS

Attachment A – Alternative Site Entrance #3 Location Sketch

REFERENCES

1. Timmons Group. Taylor Middle School – Addition Traffic Impact Analysis. September 2023.
2. Timmons Group. Taylor Middle School Special Use Permit application and supporting documentation. January 2024.

3. Virginia Department of Transportation. *Traffic Operations and Safety Analysis Manual* – Version 2.0. February 2020.

DISCLAIMER

This memorandum prepared by KITTELSON & ASSOCIATES INC. merely represents our professional, unbiased opinion with regard to the deliverable. This opinion is based solely on KITTELSON & ASSOCIATES, INC.'S evaluation of the information provided by the Town of Warrenton, and should not be considered an exhaustive review, insurance against errors or omissions in the deliverable, or advocacy of the intended project. The Town of Warrenton agrees that the purpose and intent of KITTELSON & ASSOCIATES, INC.'S evaluation of the deliverable is to reduce the risk of errors or omissions only and not to eliminate such risk. KITTELSON & ASSOCIATES, INC. offers no warranty or guarantee with regard to this plan review.

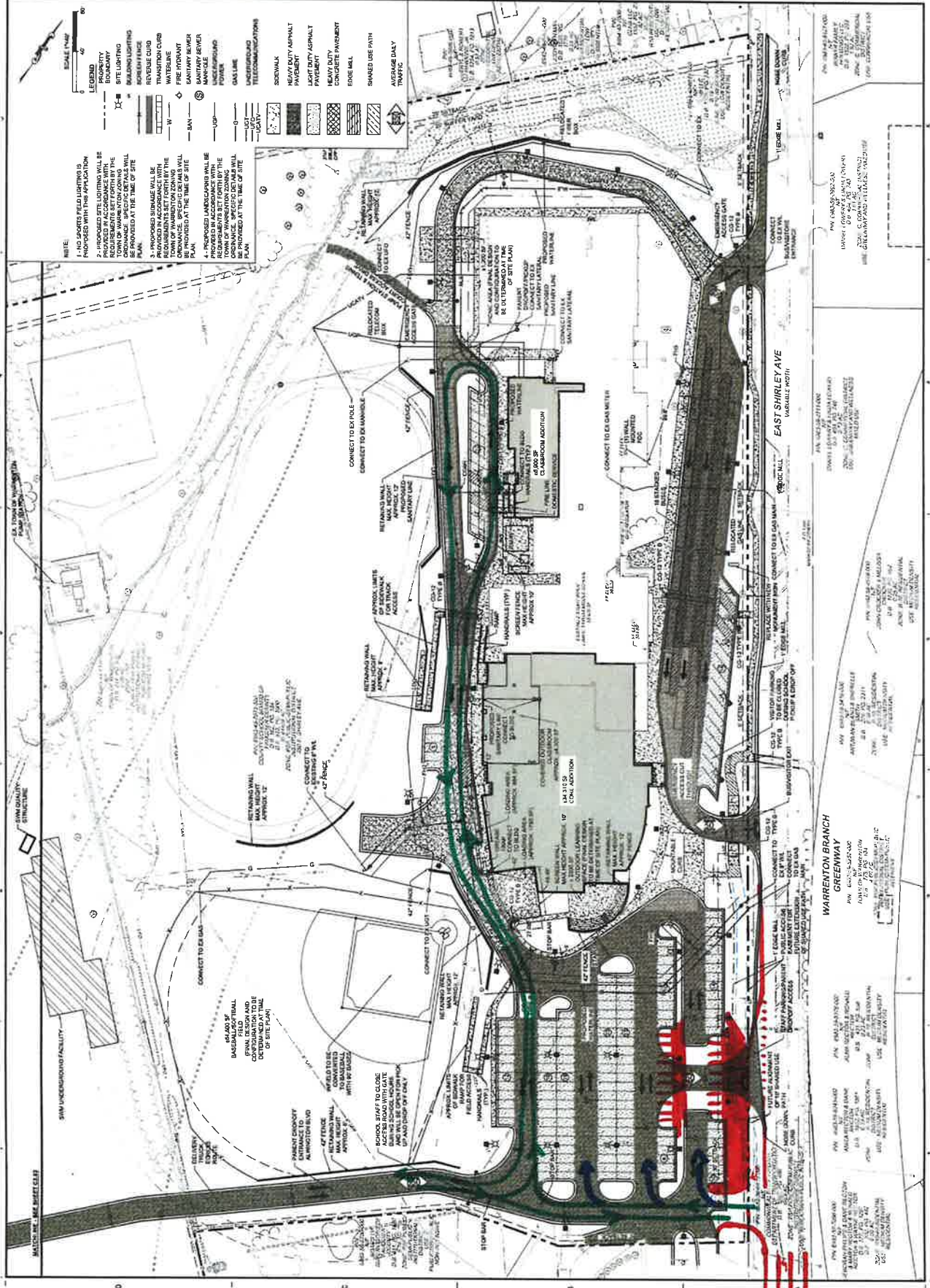
Attachment A
Alternative Site Entrance #3
Concept Sketch

PROJECT TAYLOR MIDDLE SCHOOL ADDITION & RENOVATION
300 EAST SHIRLEY AVENUE
WARRENTON, VA 20186
FAUQUIER COUNTY PUBLIC SCHOOLS
SPECIAL USE PERMIT PLAN

NOT FOR CONSTRUCTION
SIP APPLICATION
01/12/2024

RRMM ARCHITECTS, P.C.
10000 WOODBINE DRIVE
ROANOKE, VIRGINIA 24010
(540) 771-5811

DATE	09/07/2023
PROJECT	2152-00
DESIGNED	TIMMONS
CHECKED	TIMMONS
DATE	09/07/2023
MARK	DATE
REVISIONS	BY
	065
	TS
	SUP 2ND SUB



WARRENTON BRANCH GREENWAY

WARRENTON BRANCH GREENWAY
 1. 4' FENCE TO BE INSTALLED ALONG THE ENTIRE LENGTH OF THE GREENWAY TO BE MAINTAINED AS A BUFFER ZONE BETWEEN THE SCHOOL AND THE GREENWAY.
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 7. 4' FENCE TO BE INSTALLED ALONG THE ENTIRE LENGTH OF THE GREENWAY TO BE MAINTAINED AS A BUFFER ZONE BETWEEN THE SCHOOL AND THE GREENWAY.
 8. 4' FENCE TO BE INSTALLED ALONG THE ENTIRE LENGTH OF THE GREENWAY TO BE MAINTAINED AS A BUFFER ZONE BETWEEN THE SCHOOL AND THE GREENWAY.
 9. 4' FENCE TO BE INSTALLED ALONG THE ENTIRE LENGTH OF THE GREENWAY TO BE MAINTAINED AS A BUFFER ZONE BETWEEN THE SCHOOL AND THE GREENWAY.
 10. 4' FENCE TO BE INSTALLED ALONG THE ENTIRE LENGTH OF THE GREENWAY TO BE MAINTAINED AS A BUFFER ZONE BETWEEN THE SCHOOL AND THE GREENWAY.



TOWN OF WARRENTON

Department of Community Development

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

STAFF COMMENTS

TO: Denise Harris, AICP, Planning Manager
FROM: Amber Heflin, CZA, Zoning Official
DATE: February 7, 2024
SUBJECT: Taylor Middle School, 244 Waterloo Street (6983-48-7973-500)
SUP 2023- 4
Submission 01/18/2024; 2nd Review

I. Zoning Ordinance Review

The following analysis is based on the relevant Articles of the Zoning Ordinance.

Article 7 – Parking

Staff comment: **Advisory comment remains:** Staff will verify the proposed spaces will meet the required minimum dimensions at the time of site development plan.

The applicant will be required to demonstrate that parking stalls and drive aisle widths will meet minimum requirements at the time of site plan submission. Staff is unable to determine that these requirements have been met at this time.

Staff comment: *Comment remains:* Provide justification that two loading spaces will be adequate to handle the needs of the use.

Clarification: Justification with this submission is utilizing calculations within the Fauquier County Zoning Ordinance. The Town has separate requirements located under Article 7-18 of the Town of Warrenton Zoning Ordinance. Revise justification.

Article 8 – Landscaping

Staff comment: **Advisory comment remains:** Staff is unable to verify landscaping requirements as no landscaping details have been provided. The statement of justification provided by the applicant notes landscaping will be addressed at the time of site plan submittal.

The applicant will be required to address landscaping at the time of site plan submittal. Zoning staff is unable to complete a full review to verify that landscaping requirements have been met at this time.

Article 9-8 – Lighting

Staff comment: **Advisory comment remains:** The statement of justification acknowledges all lighting must meet the requirements of the Zoning Ordinance. All fixtures on site will require conformance to current lighting standards, and the photometric plan will be reviewed at the time of site plan submittal.

The applicant will be required to address site lighting at the time of site plan submittal. Zoning staff is unable to complete a full review to verify that lighting requirements have been met at this time.

Staff comment: *Comment remains:* The applicant provided a preliminary photometric plan for review with the SUP submittal, and staff is concerned that the site lighting proposed along Shirley Avenue will exceed 1.0 footcandle at the property line.

Clarification: Overall, the preliminary lighting plan looks acceptable. However, Zoning staff still has concerns about the site lighting at the entrances along Shirley Avenue. A more in-depth review of lighting requirements will be conducted at the time of site development plan, as fixture details may change.

Staff comment: **Advisory comment remains:** Fixture cutsheets have not been provided for the proposed wall mounted lighting. Staff is unable to verify if proposed lights will meet Zoning Ordinance requirements.

The applicant will be required to address site lighting at the time of site plan submittal. Zoning Staff is unable to complete a full review to verify that lighting requirements have been met at this time.

Staff comment: **Advisory comment remains:** Complete lighting plan was not provided with this submittal. The photometric plan only shows site lighting within the travel ways. Revise.

The applicant will be required to address site lighting at the time of site plan submittal. Zoning Staff is unable to complete a full review to verify that lighting requirements have been met at this time. See previous comment regarding the photometric plan.



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 a.

Memorandum

Date: February 5, 2024

To: Denise Harris, Planning Manager

From: Paul Bernard, Town Engineer
Steven Friend, Assistant Director, Public Utilities
John Ward, Assistant Director, Public Works

Re: SUP-23-04 Taylor Middle School Addition – 2nd Submission

The 2nd submittal provides no additional information than the 1st submission. This process for the Taylor Middle School major building addition SUP, the only comments at this time (which will be answered with more detailed plans) is to ensure that the modification to the access points to public streets, and revisions to the water and sanitary sewer system will need to be well coordinated with the current operations of the Taylor Pump Station and the connections to the existing water main ensuring adequate fire protection for the school. The Town is committed to provide adequate water and sewer facilities to support this program. The final project design will need to demonstrate adequate provisions for stormwater management and erosion and sediment controls meeting all the current Town and State ordinances and requirements including details and calculations as part of the final site plan submittal and review process.

This submittal has included a Statement of Justification (SoJ) that indicates the anticipated water demand and wastewater generation. The current monthly water use averages around 69,000 gallons. That would equate to around 3,450 gallons a day, assuming a 5-day week. The SoJ implies the projected wastewater generation from the new school will be around 15,600 gallons per day. While this is a significant increase over what is currently generated, the existing pumps at the pump station should be able to handle this, however, the Town will need to implement improvements to the current pump station's wet-well and structure.

The Traffic Impact Analysis implies no major impacts to the road network this proposal plans to connect to. This assessment is being reviewed by VDOT for their thoughts on the future planning for improvements to Shirley Highway.

More detailed infrastructure designs and details will be required with the construction site plan submittal and review process. Therefore, I have no additional comments at this time.



Warrenton Volunteer Fire Company, Inc.

167 WEST SHIRLEY AVE. WARRENTON, VIRGINIA 20186
 FIRE STATION 1 (540) 347-0522 EMS STATION 1 (540) 347-4873
 BUSINESS SERVICES (540) 347-3232 FAX (540) 347-6513



MEMORANDUM

Date: October 15, 2023

From: James K. Swain, Fire Chief

To: Denise Harris, Planning Manager
 Planning and Community Development – Town of Warrenton

Subject: Comments on Taylor Middle School – 350 East Shirley Ave.

Thank you for taking the time to seek our feedback and recommendations on the proposed project. Please see the bullet points below on some of our thoughts/ideas regarding Fire Department access and our ability to operate at the site during an emergency.

- Please provide information on the sprinkler system.
- Fire Department Connection (FDC) should be 4" stortz connection instead of 2.5" siamese.
- Water supply for FDC? It is on the same side of the building and not across the roadway blocking pathway of responding apparatus.
- Please show locations of all fire hydrants on the property so we can ensure coverage and locations are appropriate.
- Concrete pathway around building – width? Aerial apparatus needs at least 18' to set up for above grade operations i.e., access to the roof via aerial ladder.
- Pathways around building – to utilize ground ladders to access windows or rooflines for firefighters the ground needs to be level for ¼ of the height.
- Access gates around building, how are they secured? Will there be access for FD after hours and/or lock boxes? Due to locations lock boxes should be available on all gates.
- Lock boxes in front of the building are recommended as well as on the rear of the building. Due to the size of the building and the time it takes to walk around it we may need additional. We can coordinate later with FCPS Staff.
- Will there be non-ambulatory students or staff on upper floors? Do we have a plan to shelter in place in a particular classroom? Will that classroom be marked by the outside?
- Will the water supply be upgraded into the complex? Will this be a loop system?
- All curbs be rounded for better access?
- What will be the separation from the old building to the new construction?

Date: January 22, 2024

Subject: 2nd Submission Comments

- Access gates – the plans show they are locked during school hours. We need to design a plan where emergency services can gain access during emergencies.
- No further comments

We are looking forward to commenting on and working with the Town Officials as well as County Public Schools Staff relating to this building during construction and once completion has been achieved.



TOWN OF WARRENTON

POLICE DEPARTMENT

333 Carriage House Lane • Warrenton, Virginia 20186
Telephone (540) 347-1107 • Fax (540) 341-4190



Item a.

To: Chief T. Carter

From: Major A. Arnold

Date: 02/07/24

Re: CPTED Assessment for Taylor Middle School 2nd Submission

I have reviewed the Special Use Permit paperwork and I have read the responses from the applicant on my suggestions submitted previously.

I have no further recommendations / updates at this time.



COMMONWEALTH of VIRGINIA
DEPARTMENT OF TRANSPORTATION
457 East Shirley Avenue
Warrenton, Virginia 20186

Stephen C. Brich, P.E.
Commissioner

Date: February 06, 2024

To: Denise Harris – Planning Manager Town of Warrenton.

cc: Ben Davison, P.E. VDOT

Re: Taylor Middle School TIA & SUP – 2nd Submission

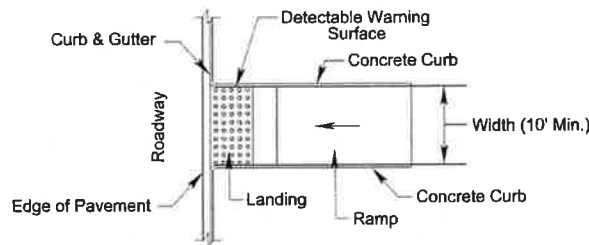
Dear Ms. Harris:

The above referenced Traffic Impact Analysis prepared by Gorove Slade with an engineer seal date of January 12, 2024, and a received by VDOT date of January 24, 2024, has been reviewed.

The following comments are advisory for the Town’s consideration.

Special Use Permit Plans:

1. US 17 Business (Shirley Ave) is currently being studied as part of the Project Pipeline. The Pipeline study identified the need for additional Bike and Ped connectivity along Shirley Ave. (Land Use)
2. The shared use path width (10’ min) should be extended across East Shirley Ave. The current plan shows narrow CG-12 for the connection with Shirley Ave.



Note: Ramp and Landing to be constructed of Hydraulic Cement Concrete Sidewalk (4" Depth)

Curb & Gutter Typical
(St'd. CG-12, Type B with Buffer Strip)
Not To Scale

FIGURE A(1)-11* ST'D. CG-12 TYPE B FOR SHARED USE PATH WITH CURB & GUTTER

3. While the public access easement for the future trail extension of the shared use path appears to be conceptual feasible, the proposed grading needs to be confirmed in order to ensure that the shared path can be constructed in the future. VDOT recommends that the shared use path is rough

graded with the future site plan. A typical cross section showing existing grades of Shirley Ave, future shared use path and proposed parking lot is recommended.

- The current/proposed entrance geometry does not appear to meet VDOT standards. The minimum entrance width is 30'. Since this road is within the Town jurisdiction, VDOT will defer to the Town. VDOT recommends that all proposed entrance radius are confirmed with Autoturn movements.

Commercial Entrance Designs along Highways with Curb and Gutter

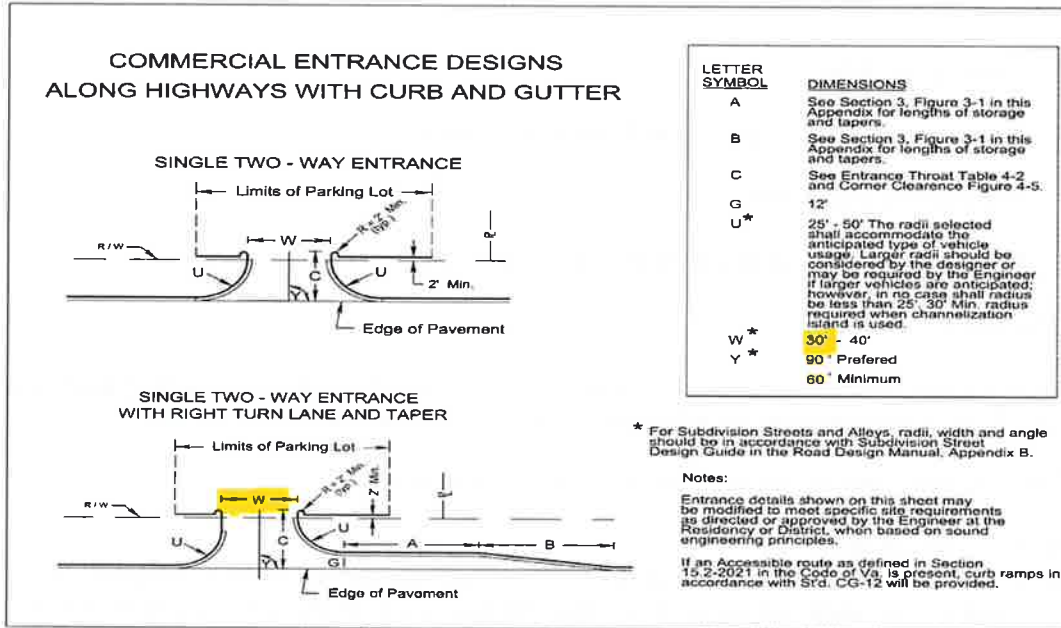


FIGURE 4-10 COMMERCIAL ENTRANCE DESIGNS ALONG HIGHWAYS WITH CURB AND GUTTER*

- The existing turn lane widths, length of storage, and taper lengths do not appear to meet VDOT min standards. VDOT understands that there are site constraints but standard turn lane geometry is recommended to ensure safety. The SUP plans do not provide enough detail to provide a complete review.

<u>LENGTH OF STORAGE</u>	<u>TAPER - Urban</u>	
	Urban - Length determined by capacity analysis for Left and Right Turn Storage (100' Minimum)	- For Design Speeds 50 MPH or Higher
	- For Design Speeds 45 MPH or Less	**T - 100' Min. (single) **T - 150' Min. (dual)

FIGURE 3-1 RIGHT AND LEFT TURN LANE CRITERIA FOR SINGLE AND DUAL LANES

(*) For instructions on selection of design speed, see [Appendix A1](#).

- 6. Advisory – The parent dropoff access road does not meet corner clearance min. of 225' from Alwington Blvd. Please note that since Alwington Blvd is not currently classified as a major roadway so this comment is advisory.

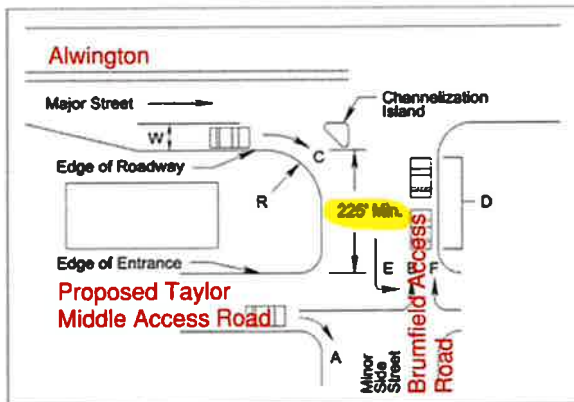


FIGURE 4-5 CORNER CLEARANCE

- 7. The design speed for the parent dropoff access road to Alwington Blvd should be defined. The retaining wall appears to be within the clearzone of the private access road and should be located either outside of the clearzone or protected with guardrail.
- 8. Please ensure that clear zone is free of fixed objects and that the slopes within the clear zone meet the town’s design requirements based on the proposed design speed.
- 9. VDOT recommends that the Town ensure that the internal parking lot and internal access roads will handle the school operations.

The Taylor Middle School TIA and SUP was sent to Culpeper District Traffic Engineering and Planning for review. No comments were generated from their review.

Please contact me at 540-229-1164 or craig.simpson@vdot.virginia.gov if there are any questions or concerns.

Sincerely,

Simpson Craig ab263842



Digitally signed by Simpson Craig ab263842
DN: E=craig.simpson@vdot.virginia.gov,
CN=Simpson Craig ab263842, OU=VDOT,
OU=Engineering, OU=CO/USARS, DC=va,
DC=us
Date: 2024.02.08 10:29:31-0500

Craig M. Simpson, P.E.
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Item a.

March 1, 2024

Denise Harris, AICP
Department of Community Development
Town of Warrenton
PO Box 341
Warrenton, VA 20188

RE: **Taylor Middle School Addition & Renovation – SUP 23-4**
2nd Review

Dear Ms. Harris,

Below are the responses as shown in *italic* to your comments dated February 9, 2024 for the above referenced project.

Planning Staff Comments

General:

1. The applicant should be aware that as presented the SUP, and if approved, subsequent Conditions of Approval, will apply to the entire parcel. If there are proposed modifications to Either Taylor Middle School or Brumfield Elementary the approved SUP Plan may need to be amended.

Response: Comment Acknowledged.

2. The applicant has indicated the fields are not to be lit.

Response: Comment Acknowledged.

3. Fauquier County approved the Arrington rezoning modifications to lift the age restriction proffer. If developed, the residential units located to the southwest will utilize both the elementary and middle schools. The applicant should be aware of the Concept Development Plan and Proffers related to this rezoning as it contains three development options. At this time, the property is located in the County with associated proffers. However, if it boundary line adjusts into the Town, several additional proffers will be triggered that may impact the schools.

Response: Comment noted. We have reviewed the referenced proffers as recommended.

Community Facilities:

4. The applicant provided for a right-of-way easement for a multi-use trail on the southern portion of the property adjacent to Walmart. However, there is no connection being built between the elementary and middle school or to the Community Center along the frontage of Shirley Avenue. Nor is there a sidewalk provided on the access road. This will lead to students and residents walking on the access road and through parking lots to create a potentially dangerous situation when mixed with vehicles.

Response: The SUP application has been revised to include a sidewalk along the proposed parent pickup/drop-off access road, that will extend from the Middle School, to the intersection with Alwington Blvd. The easement for the future shared use path cannot be proposed across the Community Center property, as that parcel is under different ownership. Additional coordination with Fauquier County will be required upon design and construction of the shared use path.

Historical Resources:

5. The applicant provided more detail on how the middle school will work to preserve the historical significance of the school. Town staff offers to help in any fashion on facilitating conversations regarding Historic Resources.

Response: Comment Acknowledged.

Transportation and Circulation:

6. The applicant provided right of way dedication for a multi-use trail on the southern portion of the property, but stated it does not intend to build walkable access points from the south or west to access the school. The existing sidewalk on a portion of Shirley will remain with the connection to the Greenway. The VDOT Pipeline Study is currently recommending this is upgraded to a Pedestrian Hybrid Beacon, and a shared use path along the frontage of Shirley Avenue, from the crossing to the southern portion of the property.

Response: As discussed at the initial review meeting, the proposed public access easement is being provided for the future extension of a shared use path, that will extend south of the bus loop exit, to the southern property boundary. On the southern portion of the County-owned Community Center property, an additional public access easement is to be dedicated, to extend the shared use path west, to Alwington Blvd.

Additionally, a crosswalk and 5' sidewalk are being proposed from the Greenway, extending north along E. Shirley Avenue, in accordance with the Complete Streets Manual. This submission has also been revised to include a proposed sidewalk along the access road, that extends from Taylor Middle School, to the existing sidewalk at the intersection of Alwington Blvd, and the Brumfield Elementary School entrance.

While it is understood that the draft of the VDOT Pipeline Study is recommending a Pedestrian Hybrid Beacon at the crossing for the Greenway Trail, the study is not final, and has not been formally adopted by the Town in their Complete Streets manual, or Comprehensive Plan.

Therefore, we respectfully request that the pedestrian beacon be addressed with future development, that will receive VDOT funding.

Land Use and Character District:

7. There is no multi-modal infrastructure provided to the west or between the existing schools.

Response: This application has been revised, to include a sidewalk along the proposed parent pick up/drop off road at the rear of the property, that will extend from Taylor Middle School to the sidewalk at the intersection of the entrance of Brumfield Elementary School and Alwington Blvd. Though the School Board has identified potential safety risks in facilitating access to the school property during the school day, this sidewalk will allow for more efficient pedestrian connectivity from Alwington Blvd to E. Shirley Avenue, until the future shared use path is ultimately funded and constructed.

Transportation:

8. The applicant met with VDOT, the County, and the Town to discuss the larger transportation initiatives and the key role the school parcel plays. As a result of this meeting, the applicant modified the access road alignment and has indicated right-of-way dedication provisions for a multi-use trail on the southern portion of the property adjacent to Walmart and the frontage along Shirley Avenue. However, as the Pipeline Study has progressed, taking the ideas from this meeting into account, there are recommendations for a shared use path along Shirley Avenue from the Greenway crossing south and an upgraded Pedestrian Hybrid Beacon.

Response: While it is understood that the draft of the VDOT Pipeline Study is recommending a Pedestrian Hybrid Beacon at the crossing for the Greenway Trail and extension of a shared use path, the study is not final, and has not been formally adopted by the Town in their Complete Streets manual or Town Plan. Therefore, it is requested to address the pedestrian beacon and final design and construction of the shared use path with a future project that will receive VDOT funding, as discussed at the initial review meeting.

Furthermore, a complete shared use path alignment cannot be provided along the frontage of E. Shirley Ave., as the School Owned property is bisected by the Fauquier County Owned Community Center. This application will accommodate the future shared use path on the subject property, by dedicating a public access easement across the property frontage as indicated on the plan.

Fauquier County Service District:

9. Fauquier County Board of Supervisors and the Warrenton Town Council have passed resolutions regarding the property owner of the Arrington parcels desire to boundary line adjust into the Town. The applicant is encouraged to review the rezoning and proffers approved by Fauquier County as they contain three development scenarios with proffers that may impact the schools. The applicant did take into account potential transportation improvements at the Brumfield entrance; however, there may be additional proffers related to sewer and other miscellaneous items that interest the applicant.

Response: Comment noted. The referenced proffers will be taken into consideration at the time of final site plan, assuming the Arrington property development is moving forward ahead of the proposed Taylor MS project.

Town Attorney

10. The proposed 12' retaining wall shown on the plan page C3.01 is an ongoing safety issue for a middle school campus. The presence of a 42" fence at the top, as addressed in the Timmons Group Jan. 12 letter, does not necessarily mitigate the impact of this safety issue under the circumstances presented. The justification advanced for the retaining wall in excess of 6' consists solely of (1) minimizing impact to wetlands, (2) minimize clearing on that side of the building adjacent to the proposed emergency access road, and (3) maintaining the existing gravel track and diamond field. Those are design choices that do not dictate the creation of a retaining wall twice the height of a by-right retaining wall.

Response: The retaining walls are not proposed for the convenience of design, but are a result of existing site constraints, and the School's desire to maintain existing site features. On the north side of the site, the wall is proposed to accommodate fire access around the existing building, that does not currently meet Statewide Fire Prevention code (Section 503.1.1).

The fire protection code requires new construction to provide fire access within 150' of all portions of the building, while existing nonconforming construction is not required, unless there is a proposed addition along that portion of the building. Since this portion of the building is existing and not being changed with this project, the access is not required to be updated. The Client has chosen to incorporate emergency access for the safety and wellbeing of students and staff. The existing finish floor elevation of the building, the constraints provided by the wetlands, and existing site grades, require the wall at the proposed height in order to provide the emergency access.

Similarly, the retaining walls around and adjacent to the athletic fields are required, due to the existing finish floor elevation of the building and resulting existing grades of the facilities. The 42" fall protection guard located at the top of the wall will be proposed as required by IBC requirements (Section 1015.2).

If the walls will not be permitted as proposed, the track, rectangular field and diamond field would be impacted such that they would no longer be a useable amenity for the school and surrounding community. It should be noted that there are existing Fauquier County Public School facilities, including Fauquier High School, which is also located within the Town, that have similar retaining wall conditions. Per the Schools, there are no known instances where student or public safety has been compromised. Furthermore, there are other instances within the Town where similar conditions exist (i.e. Northrock Shopping Center). During the site plan process, efforts will be made to reduce the effective wall height where possible.

11. The project narrative references a site plan; this is incorrect.

Response: The project narrative on sheet C1.01 has been revised to "SITE DEVELOPMENT PLAN."

12. Site Information Note 2 references a "Jeffrey A. Smeraldo" without indicating his affiliation or qualifications.

Response: Note 2 on sheet C1.01 has been updated to include Jeffrey A. Smeraldo's affiliations and qualifications.

13. Note 7 (on floodplain coverage) is unclear because the portions after the first semicolon lack a verb. This needs to be rewritten for clarity.

Response: The provided language was referenced from FEAM Firm 51061C308C, however we have updated it for clarity.

Town Transportation Consultant – Liz Byrom, PhD, PE and Chris Tiesler, PE, PTOE

1. Volumes between Site Entrances on Shirley Avenue are still not balanced even though there are no driveways between the intersections that could result in the addition/subtraction of trips. For example, on Figure 8-1, 42 trips are added southbound on Shirley Avenue between Site Entrance #2 and #3 during the AM peak hour. Other smaller imbalances between Site Entrances #1, #2, and #3 exist in all three study time periods and analysis scenarios. Because Site Entrances #2 and #3 operate with minor-street stop control, mainline volumes on Shirley Avenue and the availability of gaps in those traffic streams directly influence the calculated levels of service (LOS), capacity, and forecast 95th percentile queue lengths of critical movements. While the reported traffic operational results indicate that the minor-street stop-controlled movements generally operate within acceptable operational thresholds, these imbalances (and other revisions noted below that may impact traffic operations) should be corrected.

Response: All volumes have been checked and balanced where necessary.

2. The TIA does not discuss anticipated pedestrian or bicycle activity between the elementary and middle schools, and the site plan does not identify a route or designated facility to provide for such activity/movements. Given the nature of the middle school and surrounding land uses, pedestrian and bicycle activity between and amongst the residential development (Arrington Development), two school campuses, and the adjacent community center are likely and should be addressed/accommodated.

Response: The TIA has been updated to include a discussion of the pedestrian/bicycle accommodations within the site. However, no reductions in traffic have been taken for pedestrians or bicycles.

3. The revised site plan provides approximately 70 feet of throat depth for exiting traffic at Site Entrance #3. However, the analysis shows that during the 2032 School PM peak hour, the forecast 95th percentile queue will be 100 feet. Under this condition, one to two vehicles in the queue will still be stored along the internal perpendicular drive aisle (could be from either direction or both), which may adversely impact on-site circulation and parking maneuvers for several parking spaces in the vicinity of this internal intersection. The current location of Site

Entrance #3 in the middle of the parking field also creates unusual "dead end" parking drive aisles closest to Shirley Avenue. Parking maneuvers in these drive aisles may be difficult and could also lead to this portion of the parking lot being underutilized. See Attachment A for a rough sketch of an alternative alignment/location for Site Entrance #3 that may provide better separation of parent pick-up/drop off activity and parking circulation. Our cursory review indicates that the northbound left-turn lane on Shirley Avenue could be shifted south to this new entrance and still be developed within the available physical distance between this entrance and the adjacent community center driveway to the south.

Response: The proposed parking lot entrance (Entrance #3) has been revised, as suggested in the comment. The proposed throat exceeds 50' as required by VDOT standards, while maintaining access to and maintaining the existing condition with the adjacent Community Center, and keeping all proposed improvements on the school site.

4. It is unclear what on-site route parents doing pick-up/drop-off should take after entering Site Entrance #3. Does the school intend to have staff direct parents to the appropriate path in order not to complicate student pick-up/drop off? Is wayfinding signage proposed on-site? The current layout of the parking lot will tend to mix vehicles parking and those performing pick-up/drop-off activities, which could create added friction and on-site circulation challenges.

Response: All parent pickup and drop-off will utilize the new access road from Brumfield Elementary School, and the loop at the rear of the middle school, which provides stacking for ±80 vehicles as shown on sheet C3.04. Also, as noted on sheet C3.04, School staff will block access from the parking lot from E. Shirley Avenue, to prevent traffic from backing up into the right of way. Outside of the designated times for pick up and drop off, the access road will be gated to prevent cut through traffic from the future Arrington Development as noted on sheet C3.01.

5. Page 1-5: Per comments above, the expansion of the middle school will impact local connectivity, especially with the elementary school. Kittelson recommends replacing "no impact on the surrounding network" text with additional narrative that better reflects the anticipated circulation and travel patterns of all modes between the adjacent land uses (two schools, nearby residential development, and community center) as well as planned parent pick-up/drop-off routing of kiss-n-ride vehicular traffic.

Response: The narrative has been updated as requested.

6. The Synchro files are not utilizing appropriate peak hour factors (PHF) in the future conditions. For example, the intersection of Shirley/Culpepper in the existing conditions has a PHF of 0.88. In the 2026 background conditions, it increases to 0.94. Another example is that the James Madison Highway/Alwington Boulevard intersection has a PHF of 0.86 in the existing conditions and 0.95 in 2026 conditions. Per TOSAM, the future conditions analyses should assume a default PHF of 0.92 when PHF is lower in existing conditions.

Response: All PHF factors have been checked and updated in future models to 0.92 or the existing, whichever is higher except as noted in the report (school entrances).

7. The special use permit plan (C3.01) shows storage lengths that are not consistent with the storage listed on page 6-4. The western entrance (Site Entrance #1) right turn has storage of 85 feet and taper of 50 feet. The northbound left turn for this entrance has 50 feet of taper length that is not included in the model. Per TOSAM, Synchro and SimTraffic models should reflect "effective storage length", which is equal to the existing striped storage length plus half of the taper length.

Response: All storage lengths have been checked and updated. The effective storage shown on Figure 2-1, Figure 5-1, the LOS tables, and the Synchro analysis files all match with the revisions.

8. Design plans and traffic analyses should be updated to address these comments so that the operational performance and anticipated queue lengths at the Site Entrances are still adequate and forecast queues can be stored within available turn lane lengths and will not adversely impact on-site circulation or parking maneuvers. After these changes, please confirm that queues are still maintained within the provided storage.

Response: The analysis has been updated and the queues confirmed to be maintained within the available storage.

9. Page 2-1: There appears to be a typo "Route 17 carries approximately 9,7000 vehicle per day." In addition, we recommend using consistent naming conventions throughout the document when referring to roadways (e.g., Route 15 versus US 15).

Response: The above noted typo has been fixed in the report.

10. Page 2-2: The sentence "No VDOT traffic data available for Alwington Boulevard" is not needed as volumes are provided in the following sentence.

Response: The above noted comment has been addressed in the report.

11. Page 3-3: We recommend that actual lane widths be approximated rather than a standard 12' for all approaches. The existing lane widths along Shirley Avenue appear to be closer to 11'.

Response: All lane widths have been update to the actual width.

12. Page 6-2: We recommend that sub bullet 'a' be separated from bullet '6' like you have done in other sections.

Response: The above noted comment has been addressed in the report.

13. Typos are present in the operational summary tables. For example, the WBT at Culpepper St/Shirley Ave in the 2026 Background - School PM peak show a delay of 2.7 seconds and a LOS A. However, the Synchro results show that the calculated delay is 22.7 seconds and has a LOS of C. All tables should be reviewed and corrected. Related text should also be updated.

Response: All tables have been checked and updated as necessary.

14. Synchro: We recommend all analysis files and level of service tables be updated to reflect any changes related to the comments above.

Response: All files and tables have been checked and updated as necessary.

15. Page numbers appear to be off. For example, Section 6 starts on page 6-2.

Response: The above noted comment has been addressed in the report.

Zoning – Amber Heflin, CZO

Article 7- Parking:

- Overall, the plan appears to meet parking space requirements and provides one additional space. Staff will verify the proposed spaces will meet the required minimum dimensions at the time of site development plan. **The applicant will be required to demonstrate that parking stalls and drive aisle widths will meet minimum requirements at the time of site plan submission. Staff is unable to determine that these requirements have been met at this time.**

Response: Comment Acknowledged. Parking and proposed drive isles are proposed in accordance with Section 7-17 for 90 degree parking (9'x18' spaces with 24' wide drive isles. Dimensions have been noted on the plan.

- Provide justification that two loading spaces will be adequate to handle the needs of the use. Justification with this submission is utilizing calculations within the Fauquier County Zoning Ordinance. The Town has separate requirements located under Article 7-18 of the Town of Warrenton Zoning Ordinance. Revise justification.

Response: As approved in the attached email, the loading spaces for institutional uses are not defined by the Ordinance. As proposed, the loading spaces are consistent with other school facilities and the surrounding localities.

Article 8- Landscaping:

- Staff is unable to verify landscaping requirements as no landscaping details have been provided. The statement of justification provided by the applicant notes landscaping will be addressed at the time of site plan submittal. **The applicant will be required to address landscaping at the time of site plan submittal. Zoning staff is unable to complete a full review to verify that landscaping requirements have been met at this time.**

Response: Comment Acknowledged. Noted buffer locations have been and are shown on the proposed plan. Additional details will be provided at the time of site plan.

Article 9-8- Lighting:

4. The statement of justification acknowledges all lighting must meet the requirements of the Zoning Ordinance. All fixtures on site will require conformance to current lighting standards, and photometric plan will be reviewed at the time of site plan submittal. **The applicant will be required to address site lighting at the time of site plan submittal. Zoning staff is unable to complete a full review to verify that lighting requirements have been met at this time.**

Response: Comment noted. Detailed lighting design that complies with Article 9-8 will be provided at the time of site plan.

5. The applicant provided a preliminary photometric plan for review with the SUP submittal, and staff is concerned that the site lighting proposed along Shirley Avenue will exceed 1.0 footcandle at the property line.

Response: The photometrics have been adjusted to prevent lighting from exceeding 1.0 footcandle at the property line.

6. Fixture cutsheets have not been provided for the proposed wall mounted lighting. Staff is unable to verify if proposed lights will meet Zoning Ordinance requirements. **The applicant will be required to address site lighting at the time of site plan submittal. Zoning Staff is unable to complete a full review to verify that lighting requirements have been met at this time.**

Response: Comment noted. Detailed lighting design that complies with Article 9-8 will be provided at the time of site plan.

7. Complete lighting plan was not provided with this submittal. The photometric plan only shows site lighting within the travel ways. Revise. **The applicant will be required to address site lighting at the time of site plan submittal. Zoning Staff is unable to complete a full review to verify that lighting requirements have been met at this time. See previous comment regarding the photometric plan.**

Response: Comment noted. Detailed lighting design that complies with Article 9-8 will be provided at the time of site plan.

Emergency Service – James K. Swain

1. Access gates - the plans show they are locked during school hours. We need to design a plan where emergency services can gain access during emergencies.

Response: The proposed access gates are common on school sites. At the time of site plan, access will be granted via Knox Boxes, Knox Locks or other required means of access required by Emergency Services.

VDOT – Craig M. Simpson

1. US 17 Business (Shirley Ave) is currently being studied as part of the Project Pipeline. The Pipeline study identified the need for additional Bike and Ped connectivity along Shirley Ave. (Land Use)

Response: Comment Acknowledged. It is our understanding that the study is in draft form and not final nor has it been formally adopted by the Town for implementation.

2. The shared use path width (10' min) should be extended across East Shirley Ave. The current plan shows narrow CG-12 for the connection with Shirley Ave.

Response: The CG-12 at the connection to Shirley Ave. has been revised to a width of 10'. See sheet C3.01.

3. While the public access easement for the future trail extension of the shared use path appears to be conceptual feasible, the proposed grading needs to be confirmed in order to ensure that the shared path can be constructed in the future. VDOT recommends that the shared use path is rough graded with the future site plan. A typical cross section showing existing grades of Shirley Ave, future shared use path and proposed parking lot is recommended.

Response: A representative cross section has been provided on sheet C1.01, that illustrates the constructability of the shared use path along the school frontage.

4. The current/proposed entrance geometry does not appear to meet VDOT standards. The minimum entrance width is 30'. Since this road is within the Town jurisdiction, VDOT will defer to the Town. VDOT recommends that all proposed entrance radius are confirmed with Autoturn movements.

Response: The entrance width (and location) has been reconfigured to provide a minimum of 50' entrance throat as well as the minimum width of 30'. Note that final design will be provided during the time of site plan and it is intended to meet applicable VDOT standards.

5. The existing turn lane widths, length of storage, and taper lengths do not appear to meet VDOT min standards. VDOT understands that there are site constraints but standard turn lane geometry is recommended to ensure safety. The SUP plans do not provide enough detail to provide a complete review.

Response: The left and right turn lanes into the proposed parking lot have been updated to current standards. There are significant constraints at the right turn lane into the bus loop as a result of a drainage culvert, that drains from east to west below E. Shirley Avenue, existing grades, delineated wetland/stream, and wooded area. As a result of these constraints, full turn lane lengths cannot be provided without significant impact to the environmental features. As the turn lane is existing and the main intended use is to remain for bus traffic with relatively low volume, it is requested that the condition be left as it currently exists.

6. Advisory - The parent dropoff access road does not meet corner clearance min. of 225' from Alwington Blvd. Please note that since Alwington Blvd is not currently classified as a major roadway so this comment is advisory.

Response: Comment noted. However, the proposed road is internal to the site and should be considered a private access road.

7. The design speed for the parent dropoff access road to Alwington Blvd should be defined. The retaining wall appears to be within the clearzone of the private access road and should be located either outside of the clearzone or protected with guardrail.

Response: Additional information will be provided at the time of site plan. Should the wall be required to be within the clear zone, guardrail will be specified as needed.

8. Please ensure that clear zone is free of fixed objects and that the slopes within the clear zone meet the town's design requirements based on the proposed design speed.

Response: Clear zone will be further considered and additional detail will be provided at the time of final design and site plan.

9. VDOT recommends that the Town ensure that the internal parking lot and internal access roads will handle the school operations.

Response: Comment noted. The propose parking and access roads will be provided to meet all applicable Town and County codes and will support the School operations.

Should you have any questions regarding the above responses, please feel free to contact me (703) 554-6712.

Thank you,



Luke Fetcho
Senior Project Manager

Luke Fetcho

From: Denise Harris <dharris@warrentonva.gov>
Sent: Tuesday, February 13, 2024 12:13 PM
To: Luke Fetcho
Cc: Patrick Van Nuys
Subject: RE: SUP 23-04 Taylor Middle School Second Round Agency Comments

Good afternoon Luke,

I ran your question by the Zoning Administrator who indicated that a calculation showing that the two proposed spaces are adequate for the use based off of typical school activities will be sufficient.

Thanks,
Denise

From: Luke Fetcho <Luke.Fetcho@timmons.com>
Sent: Monday, February 12, 2024 2:31 PM
To: Denise Harris <dharris@warrentonva.gov>
Cc: Patrick Van Nuys <Patrick.VanNuys@timmons.com>
Subject: RE: SUP 23-04 Taylor Middle School Second Round Agency Comments

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

Thanks for sending these Denise. In turn, please see the attached draft conditions of approval for review.

Also, I did a real quick review of the comments that were provided. One I have a question on is related to the loading space. The comment references back to Article 7-18 of the Ordinance, however Article 07-18 does not identify a requirement for an institutional/school use. It only lists for retail, office, and industrial uses. Therefore, we referred back to the County Ordinance for schools and provided the calculation based on the County requirements. The County requirement of 2 spaces is inline with what the Schools generally need and is consistent with what is provided on Middle Schools in other local jurisdictions.

Can you please let us know if the loading space calculation can be approved using the County requirement? Otherwise, can you provide guidance on to approach this calculation for an institutional/school use?

Thank you,

Luke Fetcho, PE, LEED AP
Project Manager

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Your Vision Achieved Through Ours



Taylor Middle School Addition

Item a.

Traffic Impact Analysis

September 8, 2023

Revised January 12, 2024

Revised March 1, 2024

**Submitted to:
Town of Warrenton,
Virginia**

**Steve Schmidt, PE, PTOE
Project Manager**

**804-200-6502
Steve.Schmidt@Timmons.com**

**1001 Boulders Parkway, Suite 300
Richmond, VA 23225**

Taylor Middle School – Addition Traffic Impact Analysis

350 E Shirley Avenue, Warrenton, VA 20186

Prepared By:

Timmons Group
1001 Boulders Parkway, Suite 300
Richmond, VA 23225

Project Manager – Steve Schmidt, PE, PTOE
Analyst – Julie Strunk

September 2023
Revised through March 2024



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1 EXECUTIVE SUMMARY

This report presents the findings of the revised traffic impact analysis (TIA) prepared for the proposed expansion of Taylor Middle School in the Town of Warrenton, Virginia. The original TIA was submitted in September 2023 and the Town issued comments in November 2023. A second round of comments was received in February of 2024. This revised TIA has been prepared to address those comments.

1.1 PROJECT OVERVIEW

The site is generally located south of E Shirley Street, north of Alwington Boulevard, and east of Culpeper Street as shown in Figure 1-1 (all figures are located at the end of their respective chapter).

The existing site encompasses Taylor Middle School and James G. Brumfield Elementary School. The middle school currently accommodates 510 students. The proposed expansion of the middle school will accommodate an increase of 340 students for a total of 850 students.

Access will be provided via three existing entrances on E Shirley Avenue and one new entrance via a connecting road to the existing elementary school and out to Alwington Boulevard. A conceptual plan is shown on Figure 1-2.

For the purposes of this analysis, the expansion was assumed to be complete and occupied by 2026.

When complete, the expansion will generate an increase of 145 AM peak hour trips (84 in and 61 out), 101 School PM peak hour trips (40 in and 61 out), 42 PM peak hour trips (30 in and 12 out) and 714 average daily trips.

Based on the trips generated by the site and the rezoning application, a traffic study is required by the Town of Warrenton, but a VDOT Chapter 527 TIA is not required.

The purpose of this analysis is to determine the impact of the proposed expansion of the middle school on the surrounding roadway network. The scope of this study was developed in conjunction with the Town of Warrenton and the Virginia Department of Transportation (VDOT). A copy of the scoping documents is included in Appendix A.

1.2 STUDY LIMITS

As agreed, upon in the scoping documents, the study limits include the following seven (7) existing intersections:

1. Shirley Avenue/Culpeper Street (signalized);
2. E Shirley Avenue/Site Entrance #1 (unsignalized);
3. E Shirley Avenue/Site Entrance #2 (signalized);
4. E Shirley Avenue/Site Entrance #3 (unsignalized);
5. E Shirley Avenue/Falmouth Street (roundabout);
6. E Shirley Avenue/Alwington Boulevard (signalized); and
7. Alwington Boulevard/Elementary School Entrance (unsignalized).

It is noted that the Shirley Avenue/Culpeper Street signal is maintained by the Town while the E Shirley Avenue/Alwington Boulevard signal is maintained by VDOT.

In accordance with the scoping agreement, analyses were completed for the following scenarios:

1. 2023 Existing Traffic Conditions;
2. 2026 Background Traffic Conditions (without proposed expansion of the site);
3. 2026 Future Traffic Conditions (with proposed expansion of the site);
4. 2032 Background Traffic Conditions (without proposed expansion of the site); and
5. 2032 Future Traffic Conditions (with proposed expansion of the site).

The analysis examines the AM peak hour (when the school peak coincides with the commuter peak), the school PM peak hour, and the commuter PM peak hour. It is noted the commuter PM peak hour is referred to as the "PM peak hour" and the school PM peak hour is referred to as the "School PM peak hour" in this analysis.

The following steps were taken to determine the potential traffic impacts associated with this project:

1. Data Collection – Existing AM (6-9 AM) and PM (2-6 PM) peak hour traffic counts were collected at the existing study intersections on May 16 and May 18, 2023.
2. Traffic Growth – As agreed upon in the scoping document, a 1% annual growth rate was applied to existing traffic volumes to account for development outside the study area.
3. Other Developments – The traffic from the approved Arrington Development was accounted for in the 2032 scenarios only.
4. Trip Generation – Traffic generated by the proposed development was estimated using the existing traffic counts at the school driveways (peak hours) and the 11th edition of the Institute of Transportation Engineers' *Trip Generation Manual* (average daily traffic).
5. Traffic Distributions – The distribution of trips generated by the proposed developed was based on the existing traffic volumes, the nature of the use, and local knowledge.
6. Site Traffic Projections – Future traffic volumes were determined by combining the 2026 and 2032 background traffic volumes with proposed new trips generated by the site to create the 2026 and 2032 total traffic volumes used in the analysis.
7. Traffic Capacity Analysis – Level of service calculations for existing, background, and future conditions were performed using SYNCHRO Version 11 with SimTraffic for signalized and unsignalized intersections and SIDRA version 9 for the roundabout.
8. Queuing Analysis – The 95th percentile queue lengths (Synchro) and maximum queues (SimTraffic) were reviewed at the intersections listed above.
9. Turn Lane Warrant Analysis – The need for turn lanes at the site entrances on E Shirley Avenue will be analyzed under 2026 and 2032 future traffic conditions.
10. Access Management Review – An evaluation of the access management spacing standards for the site entrances on E Shirley Avenue will be conducted for the reconfigured site entrances.

1.3 PRINCIPAL FINDINGS

Based on the analysis contained herein, the following principal findings are offered:

Under 2023 existing conditions:

1. The East Shirley/Culpeper Street intersection currently operates an overall LOS C in each of the peak hours. Each of the approaches operates at LOS D or better with no queueing concerns.
2. The school entrances along East Shirley Avenue operate at LOS C or better in each of the peak hours. The queues at the left and right turns into the school are contained within the available storage.
3. The roundabout at East Shirley Avenue/Falmouth Street operates at LOS A in each of the peak hours with no queuing concerns.
4. The East Shirley Avenue/Alwington Boulevard intersections operates at LOS C or better in each of the peak hours. Each of the approaches operates at LOS D or better. Each of the queues are contained within the available storage.
5. Each of the movements at the Alwington Boulevard/School Entrance/Commercial Entrance intersection operates at LOS A in all peak hours.

Under 2026 background conditions, all intersections experience similar levels of service, delay, and queueing as under existing conditions. Specifically:

1. The East Shirley/Culpeper Street intersection will operate an overall LOS C or D in each of the peak hours. Each of the approaches operates at LOS D or better with no queueing concerns with the exception of the eastbound left approach which will operate at LOS E in both PM peaks.
 - a. It is noted that the traffic signal is running under “free” operations and is likely giving more time to the mainline through movements which results in the LOS E. The delays are less than the overall cycle length of the intersection indicating that the average traffic waits at most one cycle length to traverse the intersection.
2. The school entrances along East Shirley Avenue operate at LOS C or better in each of the peak hours. The queues at the left and right turns into the school are contained within the available storage.
3. The roundabout at East Shirley Avenue/Falmouth Street operates at LOS A in each of the peak hours with no queuing concerns.
4. The East Shirley Avenue/Alwington Boulevard intersections operates at LOS C in each of the peak hours. Each of the approaches operates at LOS D or better. Each of the queues are contained within the available storage.
5. Each of the movements at the Alwington Boulevard/School Entrance/Commercial Entrance intersection operates at LOS A in all peak hours.

Under 2026 total future conditions, with buildout of the proposed development, all intersections experience similar levels of service compared to 2026 background conditions. Specifically:

1. The East Shirley/Culpeper Street intersection will operate an overall LOS C or D in each of the peak hours. Each of the approaches operates at LOS D or better with no queuing concerns with the exception of the eastbound left approach which will operate at LOS E in both PM peaks.
 - a. It is noted that the traffic signal is running under “free” operations and is likely giving more time to the mainline through movements which results in the LOS E. The delays are less than the overall cycle length of the intersection indicating that the average traffic waits at most one cycle length to traverse the intersection.
2. The school entrances along East Shirley Avenue operate at LOS C or better in each of the peak hours. The queues at the left and right turns into the school are contained within the available storage.
3. The roundabout at East Shirley Avenue/Falmouth Street operates at LOS A in each of the peak hours with no queuing concerns.
4. The East Shirley Avenue/Alwington Boulevard intersections operates at LOS C in each of the peak hours. Each of the approaches operates at LOS D or better. Each of the queues are contained within the available storage.
5. Each of the movements at the Alwington Boulevard/School Entrance/Commercial Entrance intersection operates at LOS A in all peak hours.
6. The expansion of the middle school will have minimal impact on the external surrounding roadway network and no improvements are required at the study intersections beyond those identified above.
7. The expansion will provide a link between the elementary school and the middle school during school pick up and drop off times only. During all other times, the connection between the schools will be gated to vehicular traffic.
8. The site will provide a public access easement across the frontage for the future extension of the shared use path along Shirley Avenue. A five foot sidewalk will be provided along the roadway connection to the elementary school.

Under 2032 background conditions, all intersections experience similar levels of service, delay, and queueing as under 2026 background conditions. Specifically:

1. The East Shirley/Culpeper Street intersection will operate an overall LOS C or D in each of the peak hours. Each of the approaches operates at LOS D or better with no queuing concerns with the exception of the eastbound left approach which will operate at LOS E in both PM peaks.
 - a. It is noted that the traffic signal is running under “free” operations and is likely giving more time to the mainline through movements which results in the LOS E. The delays are less than the overall cycle length of the intersection indicating that the average traffic waits at most one cycle length to traverse the intersection.

2. The school entrances along East Shirley Avenue operate at LOS D or better in each of the peak hours. The queues at the left and right turns into the school are contained within the available storage.
3. The roundabout at East Shirley Avenue/Falmouth Street operates at LOS A or B in each of the peak hours with no queuing concerns.
4. The East Shirley Avenue/Alwington Boulevard intersections operates at LOS C in each of the peak hours. Each of the approaches operates at LOS D or better. Each of the queues are contained within the available storage.
5. Each of the movements at the Alwington Boulevard/School Entrance/Commercial Entrance intersection operates at LOS A in all peak hours.

Under 2032 total future conditions, with buildout of the proposed development, all intersections experience similar levels of service compared to 2026 background conditions. Specifically:

1. The East Shirley/Culpeper Street intersection will operate an overall LOS C or D in each of the peak hours. Each of the approaches operates at LOS D or better with no queuing concerns with the exception of the eastbound left approach which will operate at LOS E in both PM peaks.
 - a. It is noted that the traffic signal is running under “free” operations and is likely giving more time to the mainline through movements which results in the LOS E. The delays are less than the overall cycle length of the intersection indicating that the average traffic waits at most one cycle length to traverse the intersection.
2. The school entrances along East Shirley Avenue operate at LOS D or better in each of the peak hours. The queues at the left and right turns into the school are contained within the available storage.
3. The roundabout at East Shirley Avenue/Falmouth Street operates at LOS A or B in each of the peak hours with no queuing concerns.
4. The East Shirley Avenue/Alwington Boulevard intersections operates at LOS C in each of the peak hours. Each of the approaches operates at LOS D or better. Each of the queues are contained within the available storage.
5. Each of the movements at the Alwington Boulevard/School Entrance/Commercial Entrance intersection operates at LOS A in all peak hours.
6. The expansion of the middle school will have minimal impact on the external surrounding roadway network and no improvements are required at the study intersections beyond those identified above.
7. The expansion will provide a link between the elementary school and the middle school during school pick up and drop off times only. During all other times, the connection between the schools will be gated to vehicular traffic.
8. The site will provide a public access easement across the frontage for the future extension of the shared use path along Shirley Avenue. A five foot sidewalk will be provided along the roadway connection to the elementary school.

1.4 RECOMMENDATIONS

The expansion of the middle school will have minimal to no impact on the surrounding roadway network and no improvements are required at the study intersections beyond the turn lanes provided at the eastern site entrance on Shirley Avenue.

The expansion will provide a link between the elementary school and the middle school during school pick up and drop off times only. During all other times, the connection between the schools will be gated to vehicular traffic.

The site will provide a public access easement across the frontage for the future extension of the shared use path along Shirley Avenue. A five foot sidewalk will be provided along the roadway connection to the elementary school.

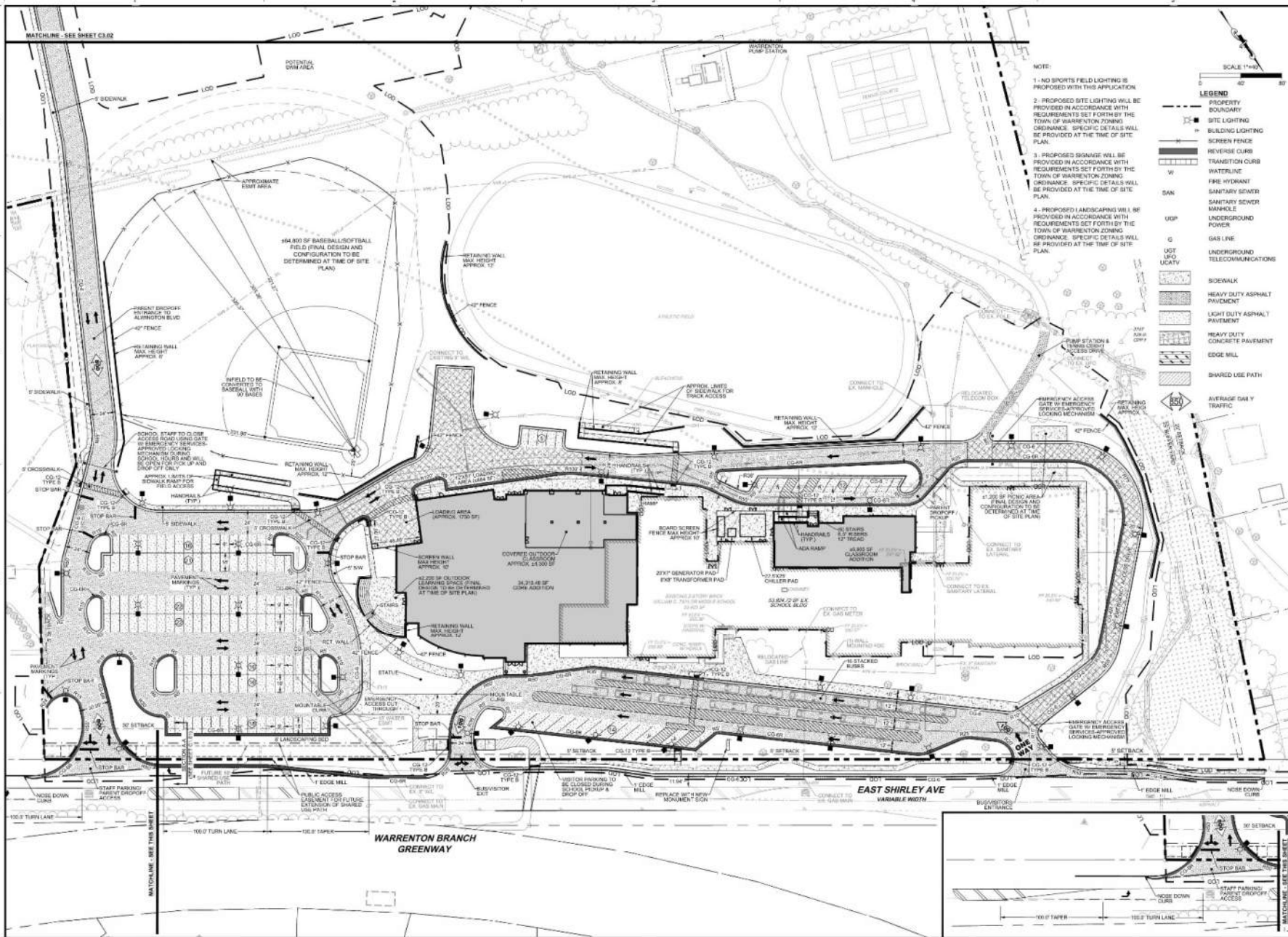
The traffic control at internal intersections to the school site was not reviewed as part of this study and will the specifics (signage, pavement markings, etc.) will be designed at the time of site plan approval.



Site Location and Study Intersections
 Taylor Middle School – Addition
 Town of Warrenton, Virginia

Figure
 1-1





Item a.

DATE: 08/07/2023
 PROJECT: 2150.00
 DESIGNED: TIMMONS
 DRAWN: TIMMONS
 CHECKED: []

RRMM ARCHITECTS, PC
 115 South 1st Street, Suite 502
 Richmond, Virginia 23219
 (804)277-8987

NOT FOR CONSTRUCTION
 02/29/2024
 SUP APPLICATION

TAYLOR MIDDLE SCHOOL ADDITION & RENOVATION
 FAUQUIER COUNTY PUBLIC SCHOOLS
 500 EAST SHIRLEY AVE
 WARRENTON, VA 20186
 FROM: DEPARTMENT OF EDUCATION, 08/06/23

DRAWING: SPECIAL USE PERMIT PLAN

SHEET: C3.01



Site Layout
 Taylor Middle School – Addition
 Town of Warrenton, Virginia

Figure
 1-2

2 BACKGROUND INFORMATION

2.1 DESCRIPTION OF ON-SITE DEVELOPMENT

The site is generally located south of E Shirley Street, north of Alwington Boulevard, and east of Culpeper Street as shown in Figure 1-1 (all figures are located at the end of their respective chapter).

The existing site encompasses Taylor Middle School and James G. Brumfield Elementary School. The middle school currently accommodates 510 students. The proposed expansion of the middle school will accommodate an increase of 340 students for a total of 850 students. Access will be provided via three existing entrances on E Shirley Avenue and one new entrance via a connecting road to the existing elementary school and out to Alwington Boulevard. A conceptual plan is shown on Figure 1-2.

For the purposes of this analysis, the expansion was assumed to be complete and occupied by 2026.

When complete, the expansion will generate an increase of 145 AM peak hour trips (84 in and 61 out), 101 School PM peak hour trips (40 in and 61 out), 42 PM peak hour trips (30 in and 12 out) and 714 average daily trips.

Based on the trips generated by the site and the rezoning application, a traffic study is required by the Town of Warrenton, but a VDOT Chapter 527 TIA is not required.

The purpose of this analysis is to determine the impact of the proposed expansion of the middle school on the surrounding roadway network. The scope of this study was developed in conjunction with the Town of Warrenton and the Virginia Department of Transportation (VDOT). A copy of the scoping documents is included in Appendix A.

2.2 STUDY LIMITS

As agreed, upon in the scoping documents, the study limits include the following seven (7) existing intersections:

1. Shirley Avenue/Culpeper Street (signalized);
2. E Shirley Avenue/Site Entrance #1 (unsignalized);
3. E Shirley Avenue/Site Entrance #2 (signalized);
4. E Shirley Avenue/Site Entrance #3 (unsignalized);
5. E Shirley Avenue/Falmouth Street (roundabout);
6. E Shirley Avenue/Alwington Boulevard (signalized); and
7. Alwington Boulevard/Elementary School Entrance (unsignalized).

2.3 EXISTING ROADWAY NETWORK

E Shirley Avenue (US Route 17) is a two-lane, undivided, minor arterial with a posted speed limit of 40 mph from Culpeper Street to Falmouth Street and 25 mph from Falmouth Street to Alwington Boulevard. The 2021 VDOT traffic data shows that E Shirley Avenue carries approximately 15,000 vehicles per day between Culpeper Street and Falmouth Street. The 2021 Virginia Roads traffic data shows that E Shirley Avenue carries approximately 9,700 vehicles per day between the Town of Warrenton Line and the James Madison Highway/Bus US 15 interchange.

An existing school zone speed limit of 25 mph is present on E Shirley Avenue approximately 255 ft west of school entrance #1 and approximately 650 ft east of school entrance #3. It was assumed that the school zone speed limit was active in this area during the AM and school PM peak hour of this analysis.

Falmouth Street (US Route 15) is a two-lane, undivided, minor arterial with a posted speed limit of 25 mph within the site vicinity. The 2021 VDOT traffic data shows that Falmouth Street carries approximately 4,300 vehicles per day between E Shirley Avenue and Mockingbird Lane.

Culpeper Street is a two-lane, undivided, major collector to the west and a minor arterial to the east of E Shirley Avenue, with a posted speed limit of 25 mph within the site vicinity. The 2021 VDOT traffic data shows that Culpeper Street carries approximately 3,300 vehicles per day between Shirley Avenue and Hotel Street.

Alwington Boulevard is a four-lane, divided, local road with a posted speed limit of 35 mph. The 2016 Virginia Roads traffic data shows that Alwington Boulevard carries approximately 7,000 vehicles per day.

The existing lane use and traffic control at the study intersections is shown on Figure 2-1.

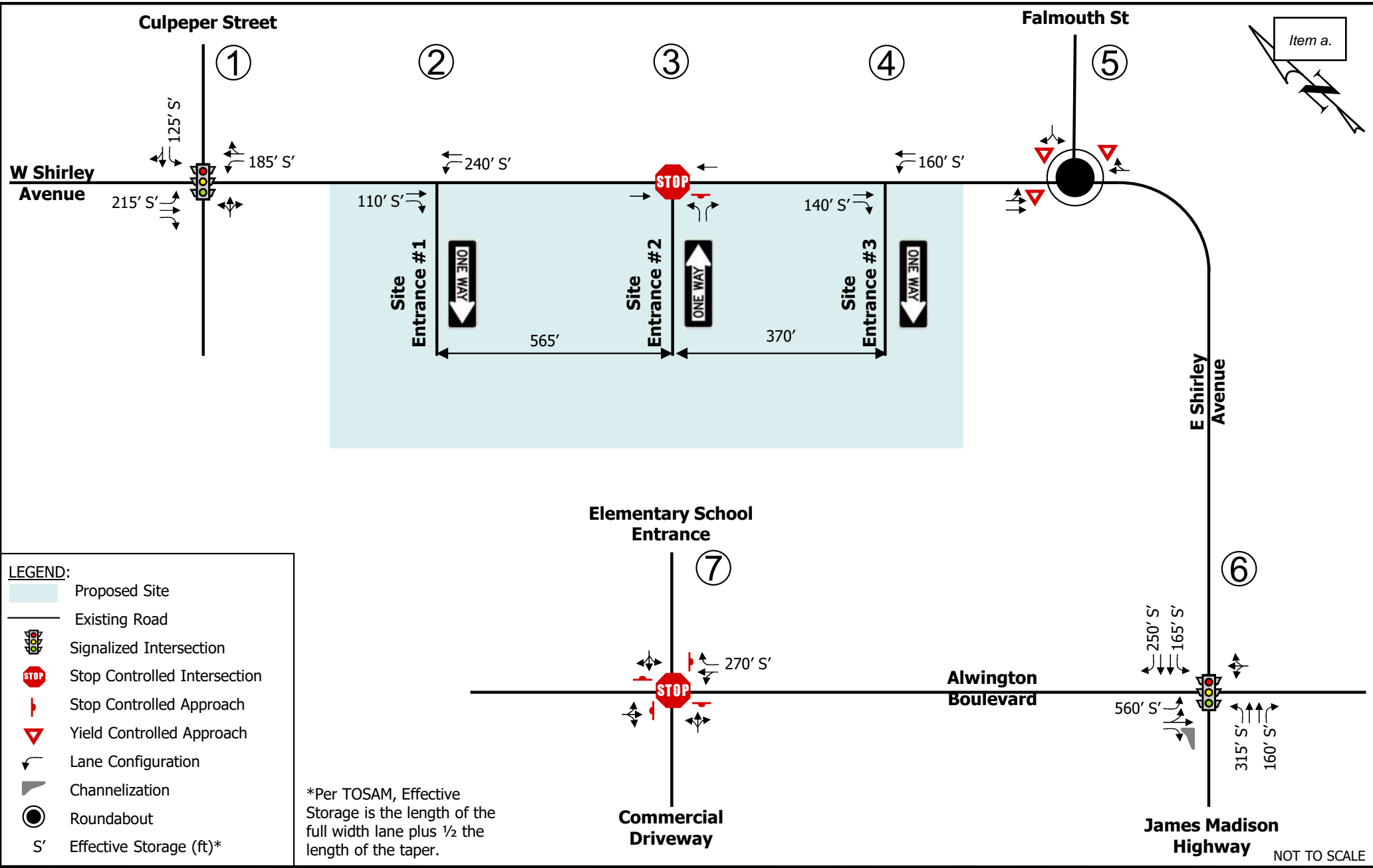
2.4 FUTURE IMPROVEMENTS

There are no improvements at the study intersections that will occur within the timeframe analyzed in the study except the realignment of the Alwington Boulevard/Elementary School Entrance/Commercial Driveway intersection. This improvement is a realignment only and will not impact the capacity of the intersection.

With the expansion, the access to the site will be reworked as shown in Figure 1-2. The two western entrances on East Shirley Avenue will be a bus loop only and the eastern entrance will be combined with the community center entrance and serve all other vehicles. The new entrance off of Alwington Boulevard will service passenger vehicles.

At the eastern entrance, the lanes along Shirley Avenue will be reworked to provide a right and left turn lane with 100 feet of storage and 100 feet of taper (effective storage of 150 feet).

The site will provide a public access easement across the frontage for the future extension of the shared use path along Shirley Avenue. A five foot sidewalk will be provided along the roadway connection to the elementary school.



Existing Roadway Geometry and Stop Control
 Taylor Middle School – Addition
 Town of Warrenton, Virginia

3 2023 EXISTING CONDITIONS

3.1 EXISTING TRAFFIC VOLUMES

Directional turning movement counts (TMCs) were collected during the AM (6:00-9:00) and PM (2:00-6:00) peak traffic hours. The counts were conducted on May 16, 2023, at intersections 2 through 7 and on May 18, 2023, at intersection 1 on a typical weekday when public schools were in session. The TMCs included heavy vehicles by movement and pedestrian/bicycles counts, where applicable. A copy of the count data is included in Appendix B.

The peak hours analyzed in this report align with the highest traffic volumes of the roadway network. The morning peak hour (7:15-8:15 AM), school PM peak hour (2:15-3:15 PM), and commuter PM peak hour (4:30-5:30 PM) were determined by the highest hour of total traffic on the study area road network. The 2023 existing bus peak hour volumes are shown on Figure 3-1 and the 2023 existing vehicle (no-bus) peak hour volumes are shown on Figure 3-2. Figures 3-1 and 3-2 were added together to yield the 2023 total existing peak hour volumes as shown on Figure 3-3.

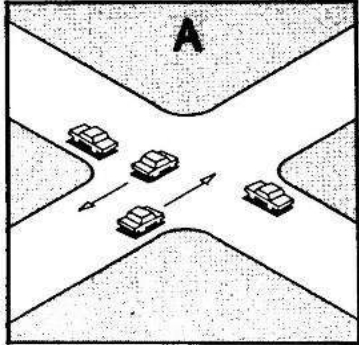
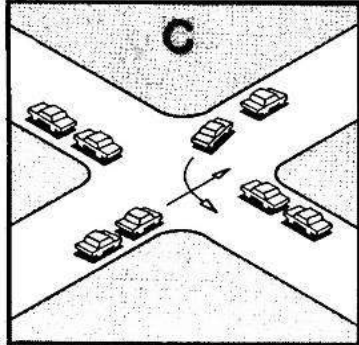
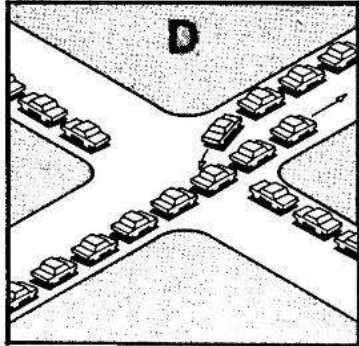
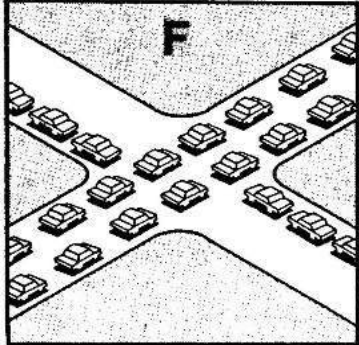
Existing signal timings for the Shirley Avenue/Culpeper Street intersection was provided by the Town of Warrenton and the E Shirley Avenue/Alwington Boulevard intersection was provided by VDOT. A copy of the signal timings included in Appendix C.

It is noted that both signals operate under “free” operations and are not coordinated with any other traffic signals.

3.2 CAPACITY ANALYSIS

Capacity analysis allows traffic engineers to determine the impacts of traffic on the surrounding roadway network. The Transportation Research Board’s (TRB) *Highway Capacity Manual* (HCM) methodologies govern how the capacity analyses are conducted and how the results are interpreted. There are six letter grades of Levels of Service (LOS) from A to F, with LOS A representing the best operating conditions and LOS F the worst operating conditions. Table 3-1 shows in detail how each of these levels of service are interpreted.

Table 3-1: Level of Service Definitions

Level of Service	Roadway Segments or Controlled Access Highways	Intersections	
A	Free flow, low traffic density.	No vehicle waits longer than one signal indication.	
B	Delay is not unreasonable, stable traffic flow.	On a rare occasion motorists wait through more than one signal indication.	
C	Stable condition, movements somewhat restricted due to higher volumes, but not objectionable for motorists.	Intermittently drivers wait through more than one signal indication, and occasionally backups may develop behind left turning vehicles, traffic flow still stable and acceptable.	
D	Movements more restricted, queues and delays may occur during short peaks, but lower demands occur often enough to permit clearing, thus preventing excessive backups.	Delays at intersections may become extensive with some, especially left-turning vehicles waiting two or more signal indications, but enough cycles with lower demand occur to permit periodic clearance, thus preventing excessive backups.	
E	Actual capacity of the roadway involves delay to all motorists due to congestion.	Very long queues may create lengthy delays, especially for left-turning vehicles.	
F	Forced flow with demand volumes greater than capacity resulting in complete congestion. Volumes drop to zero in extreme cases.	Backups from locations downstream restrict or prevent movement of vehicles out of approach creating a storage area during part or all of an hour.	

SOURCE: "A Policy on Design of Design of Urban Highways and Arterial Streets" - AASHTO, 1973 based upon material published in "Highway Capacity Manual", National Academy of Sciences, 1965.

For signalized and unsignalized intersections, level of service is defined in terms of **delay**, a measure of driver discomfort, frustration, fuel consumption and lost travel time. Table 3-2 summarizes the delay associated with each LOS category:

Table 3-2: Signalized and Unsignalized Intersection Level of Service Criteria

Signalized Intersections		Unsignalized Intersections	
Level of Service	Control Delay per Vehicle (sec/veh)	Level of Service	Average Control Delay (sec/veh)
A	≤ 10	A	0 to 10
B	> 10 to ≤ 20	B	> 10 to ≤ 15
C	> 20 to ≤ 35	C	> 15 to ≤ 25
D	> 35 to ≤ 55	D	> 25 to ≤ 35
E	> 55 to ≤ 80	E	> 35 to ≤ 50
F	> 80	F	> 50

Source: Exhibit 16-2 and Exhibit 17-2 from TRB's "Highway Capacity Manual 2000"

Capacity analyses were performed to assess existing (2023), background (2026 and 2032), and future (2026 and 2032) operational conditions. The signalized and unsignalized intersections were analyzed using SYNCHRO Version 11 and the roundabout was analyzed using SIDRA Version 9.0. All intersections were analyzed based on HCM 2000 methodologies except the all-way stop-control intersection (Alwington Boulevard/Elementary School Entrance/Commercial Entrance) which was based on HCM 6th edition. All analysis uses the with the following assumptions:

- Existing lane widths;
- Existing peak hour factor as determined by the traffic counts (by intersection) for existing scenario;
- The higher of the existing peak hour factor as determined by traffic counts (by intersection) or a peak hour factor of 0.92 for the background and total future scenarios;
- Grades as obtained through Google Earth;
- Turning movements into or out of the school will have a peak hour factor of 0.50;
- Heavy vehicle percentage as determined by the traffic counts (by movement); and
- Traffic signals timing data provided by the Town of Warrenton and VDOT.

Queuing analyses were conducted using both the HCM 2000 Edition methodology (as calculated by SYNCHRO/SIDRA) and SimTraffic simulations. The Synchro 95th percentile queue is the maximum back of queue for a particular lane within a lane group considering 95th percentile traffic volumes. The SimTraffic maximum queues are the average maximum queues after 10 runs of 60 minutes each.

Note that it is possible for the 95th percentile queue to be higher than the SimTraffic maximum queue due to the method in which each software calculates its respective value. The 95th percentile queue is based on an HCM formula while the SimTraffic maximum queue varies based on simulation results.

The signals operate under “free” operations and therefore all splits were optimized in each analysis scenario.

Additionally, the roundabout was modeled in Synchro for simulation purposes only, but all roundabout analysis results were obtained from SIDRA.

3.3 EXISTING CONDITIONS CAPACITY ANALYSIS RESULTS

Table 3-3 summarizes the 2023 existing intersection LOS, delay, 95th percentile queue lengths (Synchro), and maximum queue lengths (SimTraffic) based on the 2023 existing intersection geometry (Figure 2-1), peak hour traffic volumes shown on Figure 3-3 and the existing signal timings as provided by the Town of Warrenton and VDOT. The corresponding SYNCHRO and SimTraffic reports are included in Appendix D.

Note that the intersection numbers shown on the LOS, delay, and queue length summary tables correspond with the intersection numbers used in the SYNCHRO models and report figures.

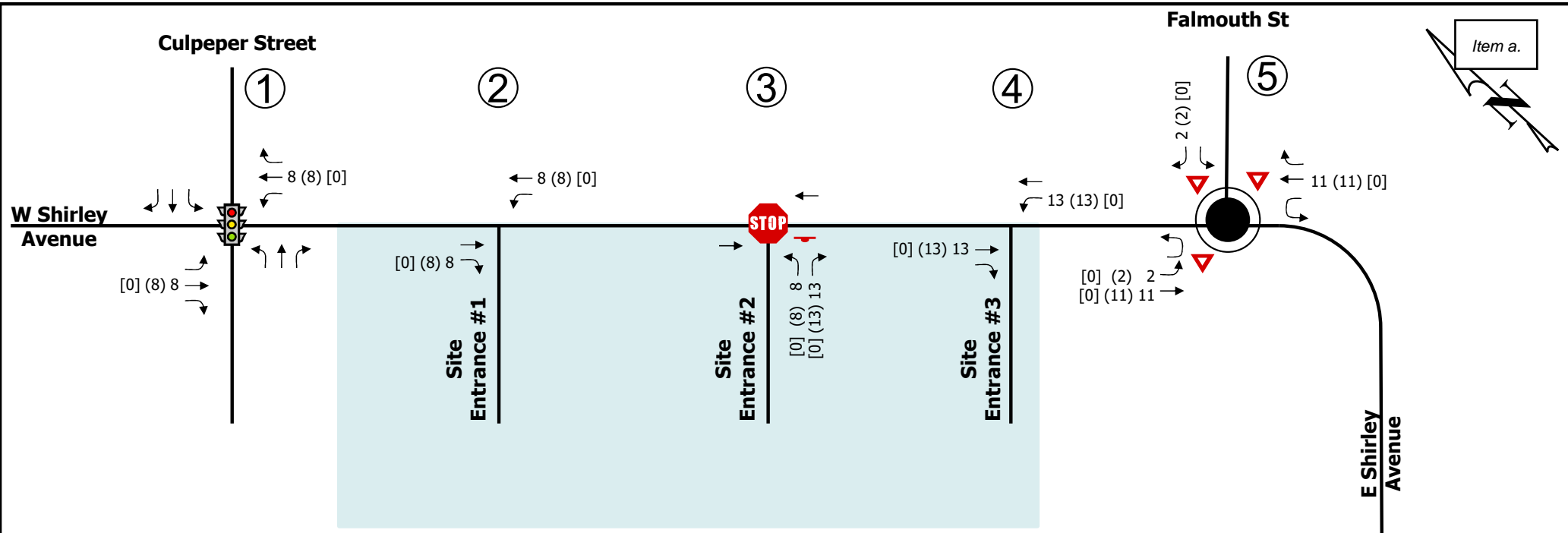
As shown in Table 3-3, under 2023 existing conditions:

1. The East Shirley/Culpeper Street intersection currently operates an overall LOS C in each of the peak hours. Each of the approaches operates at LOS D or better with no queueing concerns.
2. The school entrances along East Shirley Avenue operate at LOS C or better in each of the peak hours. The queues at the left and right turns into the school are contained within the available storage.
3. The roundabout at East Shirley Avenue/Falmouth Street operates at LOS A in each of the peak hours with no queueing concerns.
4. The East Shirley Avenue/Alwington Boulevard intersections operates at LOS C or better in each of the peak hours. Each of the approaches operates at LOS D or better. Each of the queues are contained within the available storage.
5. Each of the movements at the Alwington Boulevard/School Entrance/Commercial Entrance intersection operates at LOS A in all peak hours.

Table 3-3: 2023 Existing Traffic Intersection Level of Service and Delay Summary

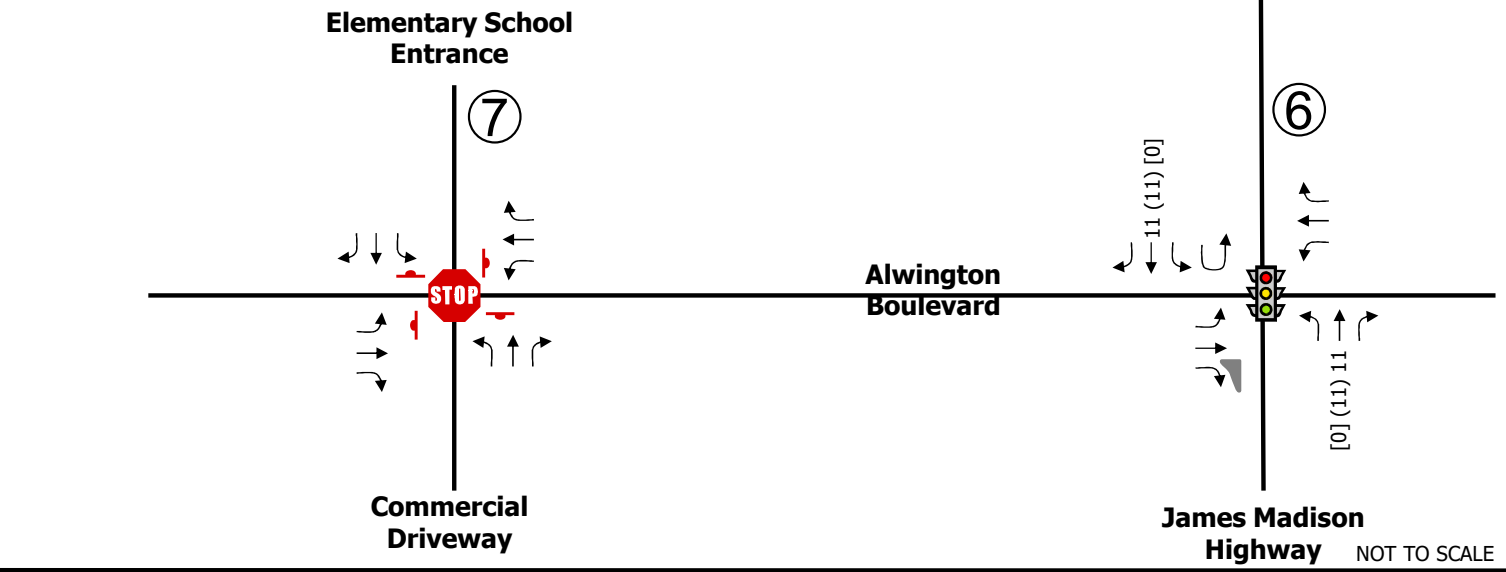
Intersection and Type of Control	Movement and Approach	Turn Lane Storage (ft)	AM PEAK HOUR			SCHOOL PM PEAK HOUR			COMMUTER PM PEAK HOUR					
			Delay ¹ (sec/veh)	LOS ¹	HCS 95th Percentile Queue Length (ft)	Simulated Maximum Queue Length ⁽²⁾ (ft)	Delay ¹ (sec/veh)	LOS ¹	HCS 95th Percentile Queue Length (ft)	Simulated Maximum Queue Length ⁽²⁾ (ft)	Delay ¹ (sec/veh)	LOS ¹	HCS 95th Percentile Queue Length (ft)	Simulated Maximum Queue Length ⁽²⁾ (ft)
1. Shirley Avenue (E-W) at Culpeper Street (N-S) Signalized	EB Left	215	43.6	D	46	119	56.3	E	62	169	46.0	D	57	214
	EB Thru		23.3	C	264	270	28.0	C	#453	374	32.4	C	#488	379
	EB Right		17.8	B	0	65	17.3	B	11	74	20.7	C	45	71
	EB Approach		23.8	C	--	--	28.1	C	--	--	30.6	C	--	--
	WB Left	185	39.3	D	47	132	42.1	D	61	184	40.4	D	50	162
	WB Thru/Right		25.0	C	#435	354	23.1	C	#452	349	26.9	C	#489	382
	WB Approach		25.9	C	--	--	24.4	C	--	--	27.8	C	--	--
	NB Left/Thru/Right		43.4	D	#226	231	45.5	D	201	224	43.3	D	179	187
	NB Approach		43.4	D	--	--	45.5	D	--	--	43.3	D	--	--
	SB Left	125	39.4	D	29	66	41.0	D	43	72	35.8	D	49	97
	SB Thru/Right		41.0	D	56	109	44.2	D	89	123	41.0	D	140	165
	SB Approach		40.6	D	--	--	43.4	D	--	--	40.0	D	--	--
Overall			29.3	C	--	--	30.2	C	--	--	32.3	C	--	--
2. E Shirley Avenue (E-W) at Site Entrance #1 (N-S) Unsignalized	EB Thru		†	†	0	2	†	†	0	0	†	†	0	0
	EB Right	110	†	†	0	6	†	†	0	0	†	†	0	2
	EB Approach		†	†	--	--	†	†	--	--	†	†	--	--
	WB Left	240	8.3	A	4	58	8.5	A	1	31	8.5	A	1	26
WB Thru		†	†	0	--	†	†	0	--	†	†	0	--	
WB Approach		0.8	A	--	--	0.2	A	--	--	0.1	A	--	--	
3. E Shirley Avenue (E-W) at Site Entrance #2 (N-S) Unsignalized	EB Thru		†	†	0	4	†	†	0	2	†	†	0	--
	EB Approach		†	†	--	--	†	†	--	--	†	†	--	--
	WB Thru		†	†	0	--	†	†	0	--	†	†	0	--
	WB Approach		†	†	--	--	†	†	--	--	†	†	--	--
4. E Shirley Avenue (E-W) at Site Entrance #3 (N-S) Unsignalized	NB Left		17.8	C	12	79	23.2	C	16	78	19.5	C	5	35
	NB Right		10.7	B	7	82	13.0	B	10	90	11.6	B	0	30
	NB Approach		13.9	B	--	--	17.3	C	--	--	18.4	C	--	--
	Overall		†	†	0	--	†	†	0	--	†	†	0	--
5. E Shirley Avenue (E-W) at Falmouth Street (N) Roundabout*	EB Thru		†	†	0	2	†	†	0	0	†	†	0	0
	EB Right	140	†	†	0	2	†	†	0	0	†	†	0	0
	EB Approach		†	†	--	--	†	†	--	--	†	†	--	--
	WB Left	160	8.0	A	2	31	8.7	A	1	35	8.7	A	2	42
WB Thru		†	†	0	--	†	†	0	--	†	†	0	--	
WB Approach		0.4	A	--	--	0.3	A	--	--	0.4	A	--	--	
6. E Shirley Avenue (E-W) at James Madison Highway at Alwington Boulevard (E-W) Signalized	EB Approach		1.8	A	21	--	1.9	A	30	--	1.9	A	30	--
	WB Approach		10.5	B	120	--	9.2	A	100	--	12.7	B	176	--
	SB Approach		8.7	A	34	--	7.0	A	31	--	7.8	A	37	--
	Overall		7.2	A	--	--	5.7	A	--	--	7.7	A	--	--
7. Alwington Boulevard (E-W) at Elementary School Entrance/ Commercial Entrance (N-S) Unsignalized**	EB Left	560	34.1	C	63	123	36.7	D	128	147	38.6	D	128	152
	EB Left/Thru		34.1	C	63	90	36.9	D	130	109	38.6	D	129	107
	EB Right ⁽³⁾		0.1	A	0	6	0.2	A	0	57	0.2	A	0	52
	EB Approach		21.2	C	--	--	22.1	C	--	--	21.8	C	--	--
	WB Left/Thru/Right		33.0	C	0	53	34.9	C	26	64	37.1	D	0	57
	WB Approach		33.0	C	--	--	34.9	C	--	--	37.1	D	--	--
	NB Left	315	17.6	B	99	171	18.1	B	95	146	18.5	B	102	163
	NB Thru		18.4	B	143	210	18.0	B	83	133	18.2	B	92	150
	NB Right	160	15.8	B	0	22	16.8	B	0	39	16.7	B	0	18
	NB Approach		18.1	B	--	--	18.0	B	--	--	18.3	B	--	--
	SB Left	165	15.2	B	11	39	16.2	B	17	41	16.0	B	15	66
	SB Thru		24.1	C	71	113	25.6	C	129	154	26.9	C	138	164
SB Right	250	16.9	B	15	104	15.5	B	9	85	15.3	B	0	77	
SB Approach		20.6	C	--	--	22.5	C	--	--	24.4	C	--	--	
Overall			19.4	B	--	--	21.2	C	--	--	21.7	C	--	--
7. Alwington Boulevard (E-W) at Elementary School Entrance/ Commercial Entrance (N-S) Unsignalized**	EB Left/Thru/Right		7.3	A	0	8	7.4	A	0	24	7.3	A	3	10
	EB Approach		7.3	A	--	--	7.4	A	--	--	7.3	A	--	--
	WB Left/Thru		8.7	A	10	75	8.8	A	3	64	8.9	A	3	72
	WB Right	270	7.1	A	10	63	6.9	A	5	49	6.7	A	3	59
	WB Approach		7.8	A	--	--	7.4	A	--	--	7.8	A	--	--
	NB Left/Thru/Right		6.9	A	3	87	6.6	A	3	68	6.6	A	3	60
	NB Approach		6.9	A	--	--	6.6	A	--	--	6.6	A	--	--
	SB Left/Thru/Right		7.8	A	3	42	7.4	A	0	29	7.4	A	3	31
SB Approach		7.8	A	--	--	7.4	A	--	--	7.4	A	--	--	

¹ Overall intersection LOS and delay reported for signalized intersections and roundabouts only.
² SimTraffic Queues are average maximum queues after 10 runs of 60 minutes each.
³ Channelized right turn not controlled by the signal.
- 95th percentile volume exceeds capacity, queue may be longer. Queue shown is maximum after two cycles.
† SYNCHRO does not provide level of service or delay for unsignalized movements with no conflicting volumes.
* Note: SIDRA was used to analyze the roundabout at intersection 5.
** Note: HCM 6th Edition was used to analyze the all way stop controlled intersection at intersection 7.

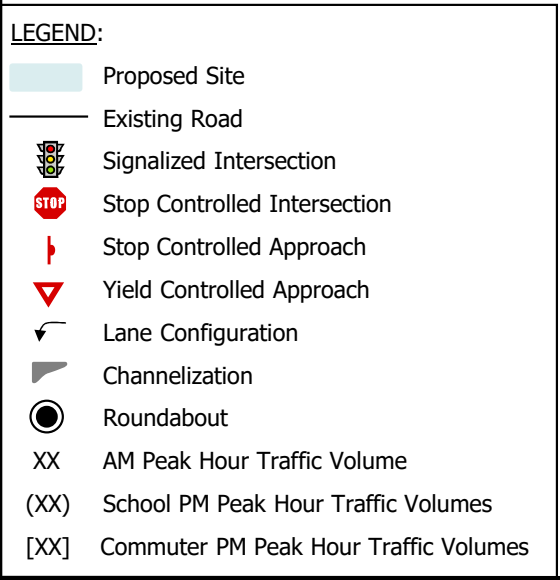
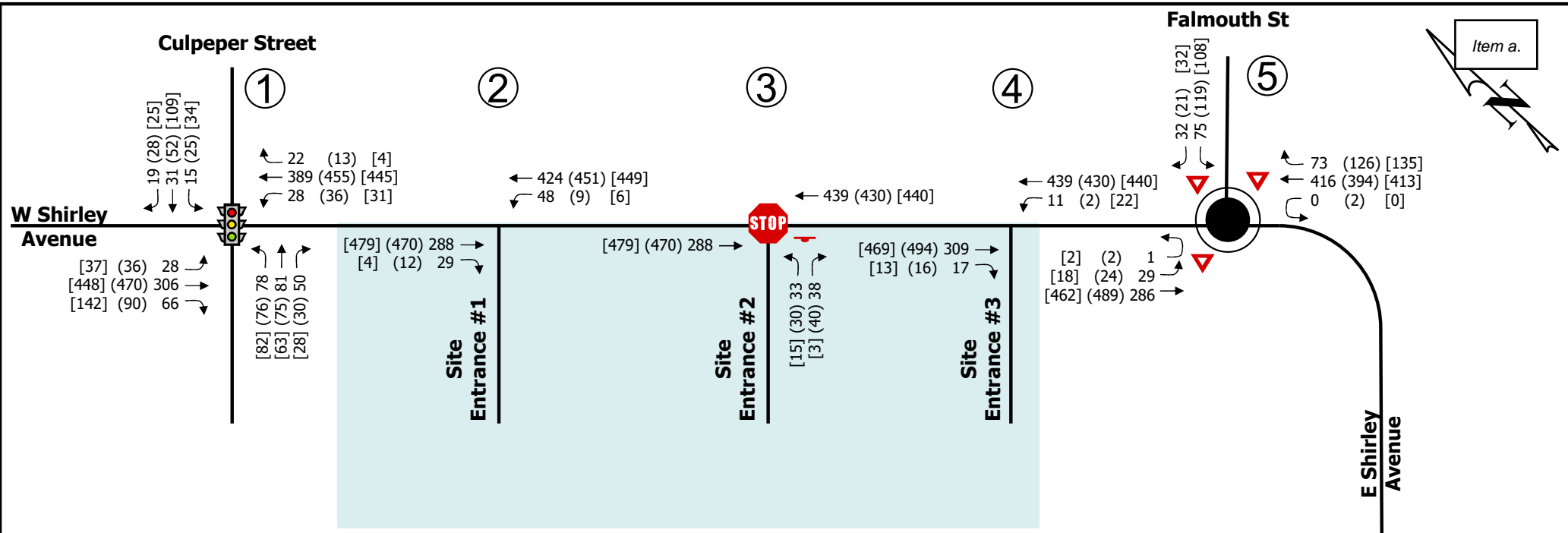


LEGEND:

- Proposed Site
- Existing Road
- Signalized Intersection
- Stop Controlled Intersection
- Stop Controlled Approach
- Yield Controlled Approach
- Lane Configuration
- Channelization
- Roundabout
- XX AM Peak Hour Traffic Volume
- (XX) School PM Peak Hour Traffic Volumes
- [XX] Commuter PM Peak Hour Traffic Volumes



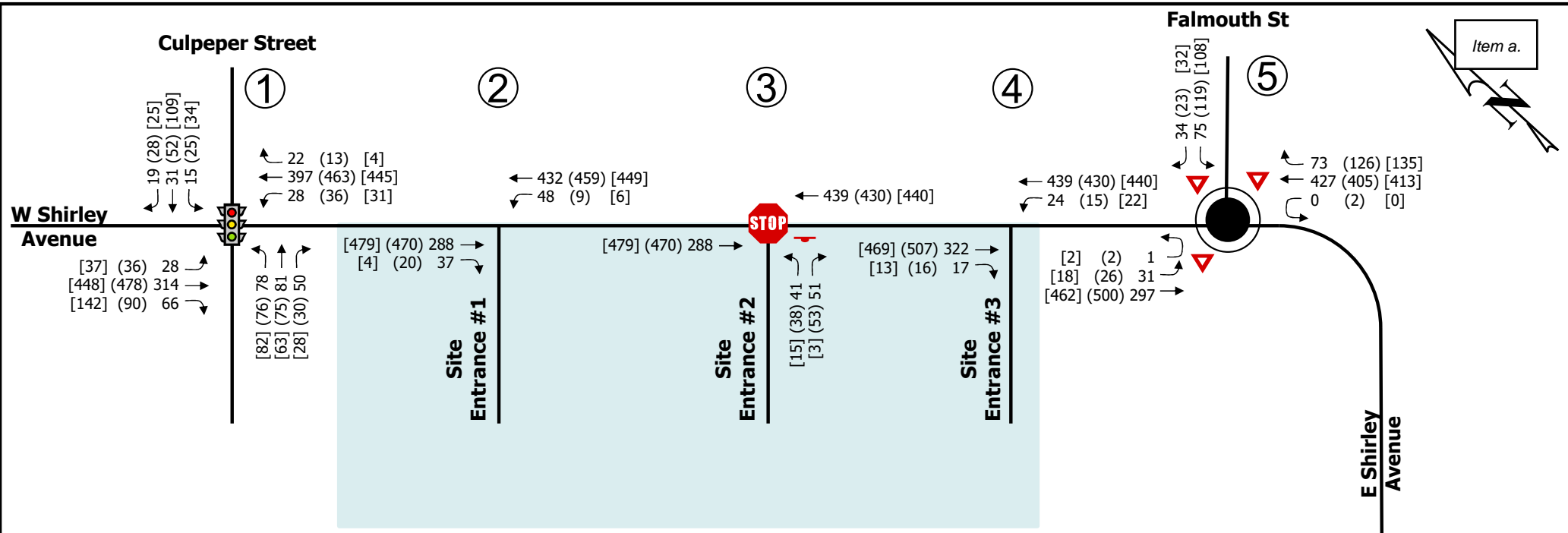
**2023 Existing Bus Peak Hour Volumes
Taylor Middle School – Addition
Town of Warrenton, Virginia**



2023 Existing Vehicles (Non-Bus) Peak Hour Volumes
 Taylor Middle School – Addition
 Town of Warrenton, Virginia

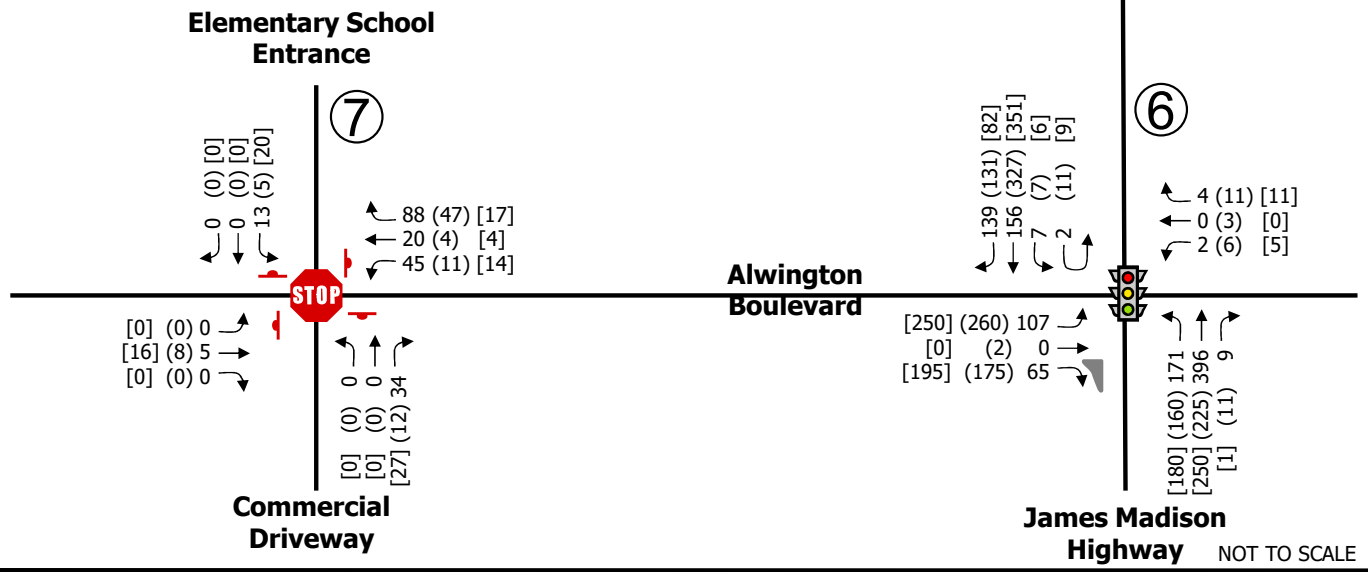
Figure
 3-2





LEGEND:

- Proposed Site
- Existing Road
- Signalized Intersection
- Stop Controlled Intersection
- Stop Controlled Approach
- Yield Controlled Approach
- Lane Configuration
- Channelization
- Roundabout
- XX AM Peak Hour Traffic Volume
- (XX) School PM Peak Hour Traffic Volumes
- [XX] Commuter PM Peak Hour Traffic Volumes



2023 Total Existing Peak Hour Volumes
Taylor Middle School – Addition
Town of Warrenton, Virginia

Figure
3-3



4 2026 BACKGROUND CONDITIONS

The background 2026 volumes were analyzed assuming existing intersection geometry in conjunction with projected background traffic volumes, which consists of general traffic growth in the area.

4.1 GENERAL TRAFFIC GROWTH

The background volumes were based on a 1.0% annual growth rate and applied to all movements except the turns into and out of the existing school entrances. The growth rate was compounded annually for the three-year period from 2023 to 2026 and was applied to all movements at the study intersections. The resulting 2026 vehicle background (existing + growth) volumes are shown on Figure 4-1.

4.2 BACKGROUND 2026 CAPACITY ANALYSIS RESULTS

Table 4-1 summarizes the 2026 background intersection LOS, delay, 95th percentile queue lengths (Synchro), and maximum queue lengths (SimTraffic) based on the intersection geometry (Figure 2-1), 2026 background peak hour traffic volumes shown on Figure 4-1 and the existing signal timings as provided by the Town of Warrenton and VDOT. The corresponding SYNCHRO and SimTraffic reports are included in Appendix E.

Note that the intersection numbers shown on the LOS, delay, and queue length summary tables correspond with the intersection numbers used in the SYNCHRO models and report figures.

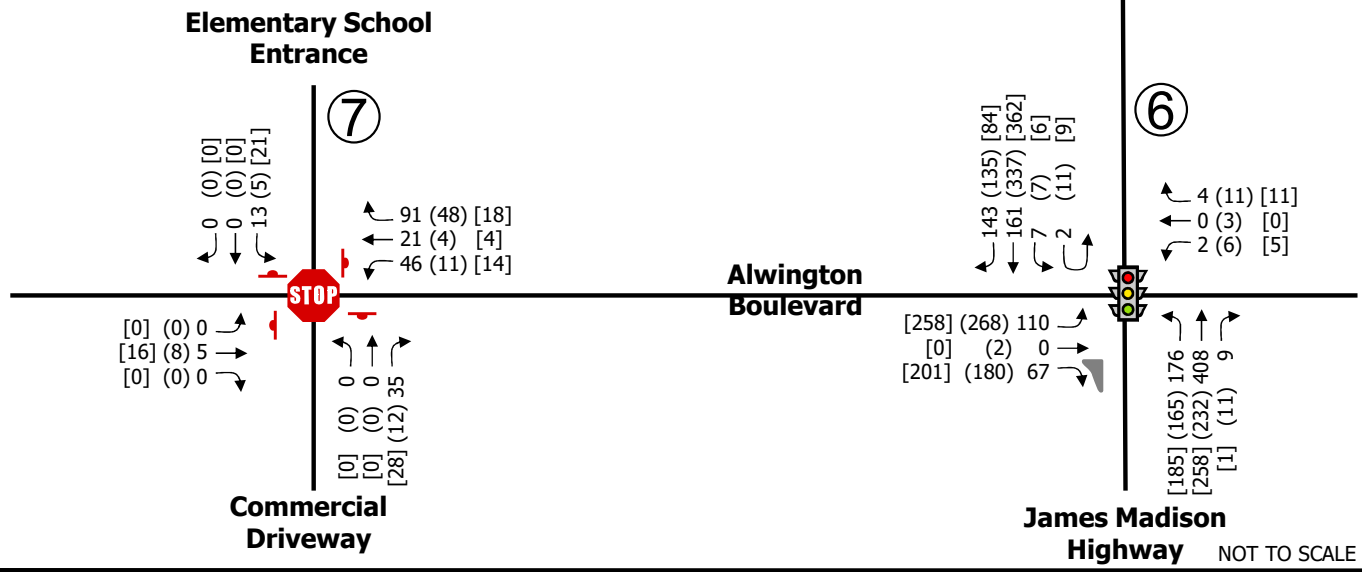
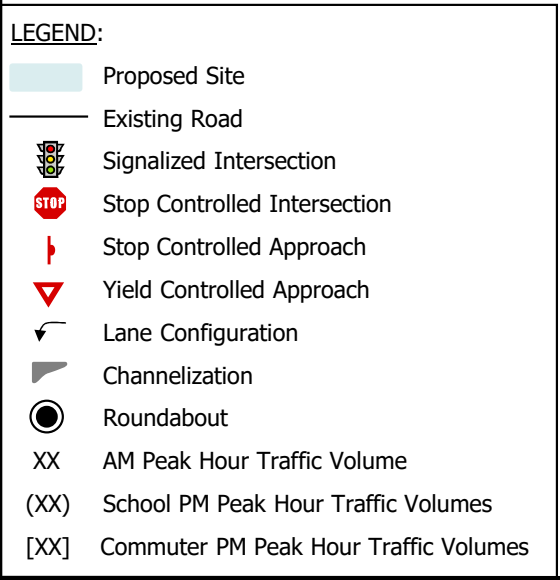
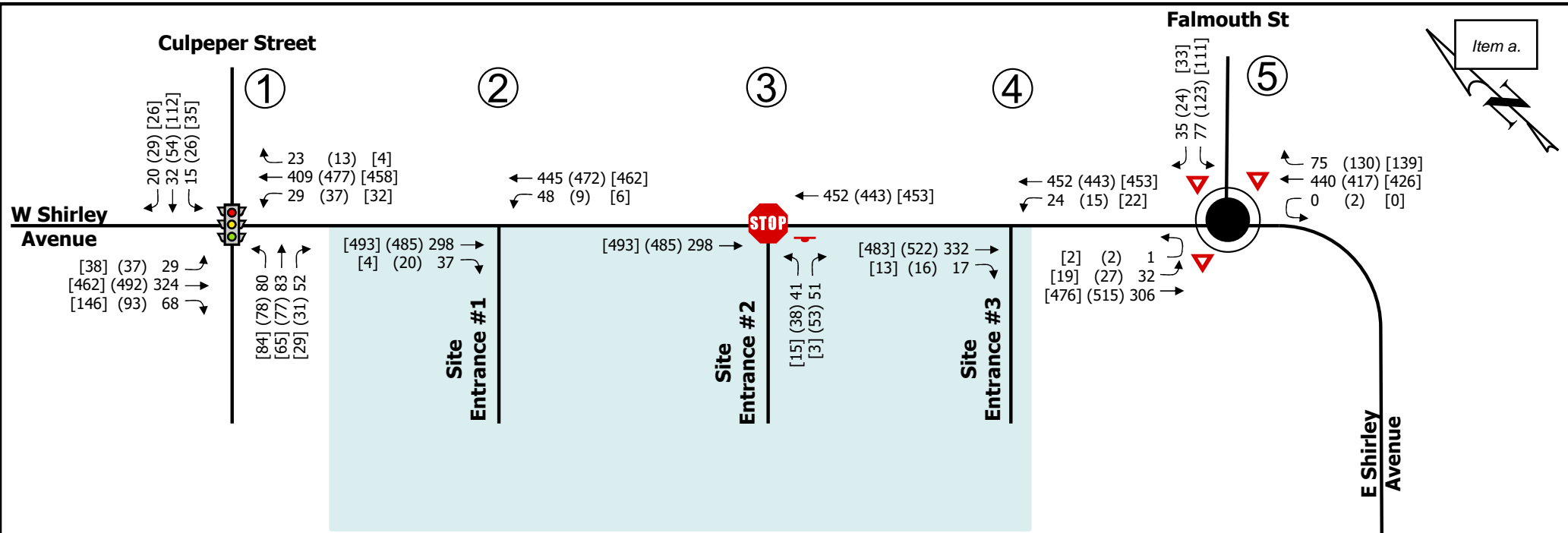
As shown in Table 4-1, under 2026 background conditions, all intersections experience similar levels of service, delay, and queueing as under existing conditions. Specifically:

1. The East Shirley/Culpeper Street intersection will operate an overall LOS C in each of the peak hours. Each of the approaches operates at LOS E or better with no queueing concerns.
2. The school entrances along East Shirley Avenue operate at LOS C or better in each of the peak hours. The queues at the left and right turns into the school are contained within the available storage.
3. The roundabout at East Shirley Avenue/Falmouth Street operates at LOS A in each of the peak hours with no queuing concerns.
4. The East Shirley Avenue/Alwington Boulevard intersections operates at LOS C in each of the peak hours. Each of the approaches operates at LOS D or better. Each of the queues are contained within the available storage.
5. Each of the movements at the Alwington Boulevard/School Entrance/Commercial Entrance intersection operates at LOS A in all peak hours.

**Table 4-1: 2026 Background Conditions
Intersection Level of Service and Delay Summary**

Intersection and Type of Control	Movement and Approach	Turn Lane Storage (ft)	AM PEAK HOUR				SCHOOL PM PEAK HOUR				COMMUTER PM PEAK HOUR			
			Delay ¹ (sec/veh)	LOS ¹	HCS 95th Percentile Queue Length (ft)	Simulated Maximum Queue Length ⁽²⁾ (ft)	Delay ¹ (sec/veh)	LOS ¹	HCS 95th Percentile Queue Length (ft)	Simulated Maximum Queue Length ⁽²⁾ (ft)	Delay ¹ (sec/veh)	LOS ¹	HCS 95th Percentile Queue Length (ft)	Simulated Maximum Queue Length ⁽²⁾ (ft)
1. Shirley Avenue (E-W) at Culpeper Street (N-S) Signalized	EB Left	215	47.5	D	51	101	56.7	E	62	177	53.5	D	63	190
	EB Thru		22.3	C	270	279	28.8	C	#495	404	30.1	C	431	387
	EB Right		17.4	B	0	65	17.4	B	12	65	19.9	B	42	82
	EB Approach		23.3	C	--	--	28.7	C	--	--	29.1	C	--	--
	WB Left	185	40.9	D	51	136	42.5	D	62	177	43.6	D	56	139
	WB Thru/Right		22.7	C	389	343	23.6	C	#493	400	25.1	C	428	343
	WB Approach		23.9	C	--	--	24.9	C	--	--	26.3	C	--	--
	NB Left/Thru/Right		45.7	D	#236	232	46.7	D	#207	228	46.9	D	197	206
	NB Approach		45.7	D	--	--	46.7	D	--	--	46.9	D	--	--
	SB Left	125	40.9	D	30	50	41.2	D	44	84	37.7	D	53	106
	SB Thru/Right		42.6	D	60	92	44.7	D	93	131	43.9	D	154	191
	SB Approach		42.2	D	--	--	43.9	D	--	--	42.7	D	--	--
Overall			28.7	C	--	--	30.8	C	--	--	31.9	C	--	--
2. E Shirley Avenue (E-W) at Site Entrance #1 (N-S) Unsignalized	EB Thru		†	†	0	0	†	†	0	--	†	†	0	--
	EB Right	110	†	†	0	6	†	†	0	--	†	†	0	--
	EB Approach		†	†	--	--	†	†	--	--	†	†	--	--
	WB Left	240	8.6	A	7	57	8.6	A	1	31	8.5	A	1	32
	WB Thru		†	†	0	--	†	†	0	--	†	†	0	--
WB Approach		1.4	A	--	--	0.3	A	--	--	0.2	A	--	--	
3. E Shirley Avenue (E-W) at Site Entrance #2 (N-S) Unsignalized	EB Thru		†	†	0	0	†	†	0	4	†	†	0	--
	EB Approach		†	†	--	--	†	†	--	--	†	†	--	--
	WB Thru		†	†	0	--	†	†	0	--	†	†	0	--
	WB Approach		†	†	--	--	†	†	--	--	†	†	--	--
	NB Left		19.6	C	24	84	25.1	D	30	83	20.5	C	10	45
NB Right		11.2	B	13	78	13.6	B	19	99	11.6	B	0	27	
NB Approach		14.9	B	--	--	18.4	C	--	--	19.7	C	--	--	
4. E Shirley Avenue (E-W) at Site Entrance #3 (N-S) Unsignalized	EB Thru		†	†	0	--	†	†	0	--	†	†	0	--
	EB Right	140	†	†	0	2	†	†	0	4	†	†	0	4
	EB Approach		†	†	--	--	†	†	--	--	†	†	--	--
	WB Left	160	8.2	A	3	40	8.8	A	2	35	8.8	A	4	48
	WB Thru		†	†	0	--	†	†	0	--	†	†	0	--
WB Approach		0.7	A	--	--	0.5	A	--	--	0.7	A	--	--	
5. E Shirley Avenue (E-W) at Falmouth Street (N) Roundabout*	EB Approach		1.8	A	21	--	2.0	A	31	--	1.9	A	30	--
	WB Approach		10.1	B	125	--	9.5	A	107	--	13.1	B	185	--
	SB Approach		8.8	A	35	--	7.2	A	32	--	8.0	A	38	--
	Overall		7.4	A	--	--	5.9	A	--	--	7.9	A	--	--
6. E Shirley Avenue/ James Madison Highway at Alwington Boulevard (E-W) Signalized	EB Left	560	34.0	C	64	127	37.0	D	132	154	38.5	D	130	145
	EB Left/Thru		34.0	C	64	93	37.3	D	133	114	38.5	D	130	114
	EB Right ⁽³⁾		0.1	A	0	6	0.2	A	0	59	0.2	A	0	63
	EB Approach		21.2	C	--	--	22.3	C	--	--	21.7	C	--	--
	WB Left/Thru/Right		32.6	C	0	52	35.2	D	27	65	34.9	C	0	48
	WB Approach		32.6	C	--	--	35.2	D	--	--	34.9	C	--	--
	NB Left	315	17.4	B	99	155	18.3	B	99	152	18.1	B	106	155
	NB Thru		18.3	B	143	200	18.1	B	87	161	17.7	B	93	157
	NB Right	160	15.8	B	0	19	16.9	B	0	48	16.3	B	0	8
	NB Approach		18.0	B	--	--	18.2	B	--	--	17.9	B	--	--
	SB Left	165	15.1	B	11	41	16.3	B	18	42	15.8	B	15	89
	SB Thru		23.7	C	70	110	25.9	C	135	163	25.8	C	141	170
	SB Right	250	16.7	B	15	107	15.5	B	9	91	15.4	B	0	76
SB Approach		20.3	C	--	--	22.6	C	--	--	23.6	C	--	--	
Overall			19.3	B	--	--	21.4	C	--	--	21.3	C	--	--
7. Alwington Boulevard (E-W) at Elementary School Entrance/ Commercial Entrance (N-S) Unsignalized**	EB Left/Thru/Right		7.3	A	0	10	7.4	A	0	20	7.2	A	3	10
	EB Approach		7.3	A	--	--	7.4	A	--	--	7.2	A	--	--
	WB Left/Thru		8.7	A	10	76	8.7	A	3	64	8.9	A	3	69
	WB Right	270	7.1	A	10	61	6.8	A	5	60	6.7	A	3	59
	WB Approach		7.8	A	--	--	7.3	A	--	--	7.8	A	--	--
	NB Left/Thru/Right		6.9	A	3	83	6.5	A	0	61	6.6	A	3	56
	NB Approach		6.9	A	--	--	6.5	A	--	--	6.6	A	--	--
	SB Left/Thru/Right		7.8	A	3	45	7.3	A	0	29	7.4	A	3	34
SB Approach		7.8	A	--	--	7.3	A	--	--	7.4	A	--	--	

¹ Overall intersection LOS and delay reported for signalized intersections and roundabouts only.
² SimTraffic Queues are average maximum queues after 10 runs of 60 minutes each.
³ Channelized right turn not controlled by the signal.
- 95th percentile volume exceeds capacity, queue may be longer. Queue shown is maximum after two cycles.
† SYNCHRO does not provide level of service or delay for unsignalized movements with no conflicting volumes.
* Note: SIDRA was used to analyze the roundabout at intersection 5.
** Note: HCM 6th Edition was used to analyze the all way stop controlled intersection at intersection 7.



2026 Total Background Peak Hour Volumes
 Taylor Middle School – Addition
 Town of Warrenton, Virginia

Figure
 4-1

5 TRIP GENERATION

For purposes of this analysis, the proposed expansion of the middle school will accommodate an increase of 340 students and anticipated to occur by 2026.

Access to the site will be provided via three existing entrances into the site from E Shirley Avenue and one new alternate access from Alwington Boulevard. A site layout is shown on Figure 1-2.

With the expansion, the access to the site will be reworked as shown in Figure 5-1. The two western entrances on East Shirley Avenue will be a bus loop only and the eastern entrance will be combined with the community center entrance and serve all other vehicles. The new entrance off of Alwington Boulevard will service passenger vehicles.

It is anticipated that passenger vehicle traffic from the south on East Shirley Avenue will use the entrance off Alwington Boulevard while all other traffic will use the entrances on East Shirley Avenue.

5.1 ACCESS MANAGEMENT REVIEW

As noted above, the expanded Middle School will utilize the existing three entrances points along E Shirley Avenue under a reworked access scenario. No new access points are proposed on E Shirley Avenue.

As shown on Figure 2-1, the western access point (bus entrance only) is located approximately 565 feet from the middle entrance (bus out only). The middle entrance is spaced approximately 370 feet from the eastern entrance (vehicle in and out).

In accordance with VDOT's Road Design Manual, Appendix F, Table 2-2, on a roadway like E Shirley Avenue (minor arterial with a posted 40 mph speed limit), a Type 3 (full access) entrance requires 470 feet of spacing to other signalized or full access intersections. A Type 4 (partial access) requires 250 feet of spacing from all other intersections.

Since the eastern and middle entrance are Type 4 (partial access), 250 feet of spacing is required between each of the entrances.

The spacing between each entrance exceeds 250 feet and therefore all access management standards are met at the entrances.

5.2 REROUTED TRAFFIC

As noted above, with the expansion, the site driveways will be changed as shown in Figure 5-1. As a result, the existing traffic entering and exiting the school will be rerouted to the new entrances as shown on Figure 5-2 (bus trips) and Figure 5-3 (vehicle trips).

5.3 SITE TRIP GENERATION

The peak hour site-generated traffic volumes shown in Table 5-1 were estimated using existing driveway counts at the school pro-rated for the expansion in students. The average daily traffic was estimated using the 11th Edition of the Institute of Transportation Engineers' (ITE) *Trip Generation Manual*.

Table 5-1: Trip Generation Summary

Land Use	Size	Units	Land Use Code	School AM Peak Hour ⁽¹⁾			School PM Peak ⁽¹⁾			Commuter PM Peak Hour ⁽¹⁾			Average Daily Trips ⁽²⁾
				In	Out	Total	In	Out	Total	In	Out	Total	
Existing Capacity													
Middle School	510	Students	522	126	92	218	60	91	151	45	18	63	1071
New Capacity													
Middle School	850	Students	522	210	153	363	100	152	252	75	30	105	1785
Increase	340	Students		84	61	145	40	61	101	30	12	42	714

Note: (1) Peak hour counts based on existing driveway counts conducted for the site for the existing school capacity. New capacity trips pro-rated based on the existing counts and the percent increase in students.

(2) Average Daily Trips based on the Institute of Transportation Engineers Trip Generation, 11th Edition. Assumes General Urban/Suburban land use category.

As shown in Table 5-1, the overall expansion will generate an increase of 145 AM peak hour trips (84 in and 61 out), 101 School PM peak hour trips (40 in and 61 out), 42 PM peak hour trips (30 in and 12 out) and 714 average daily trips.

5.4 EXTERNAL TRIP DISTRIBUTIONS

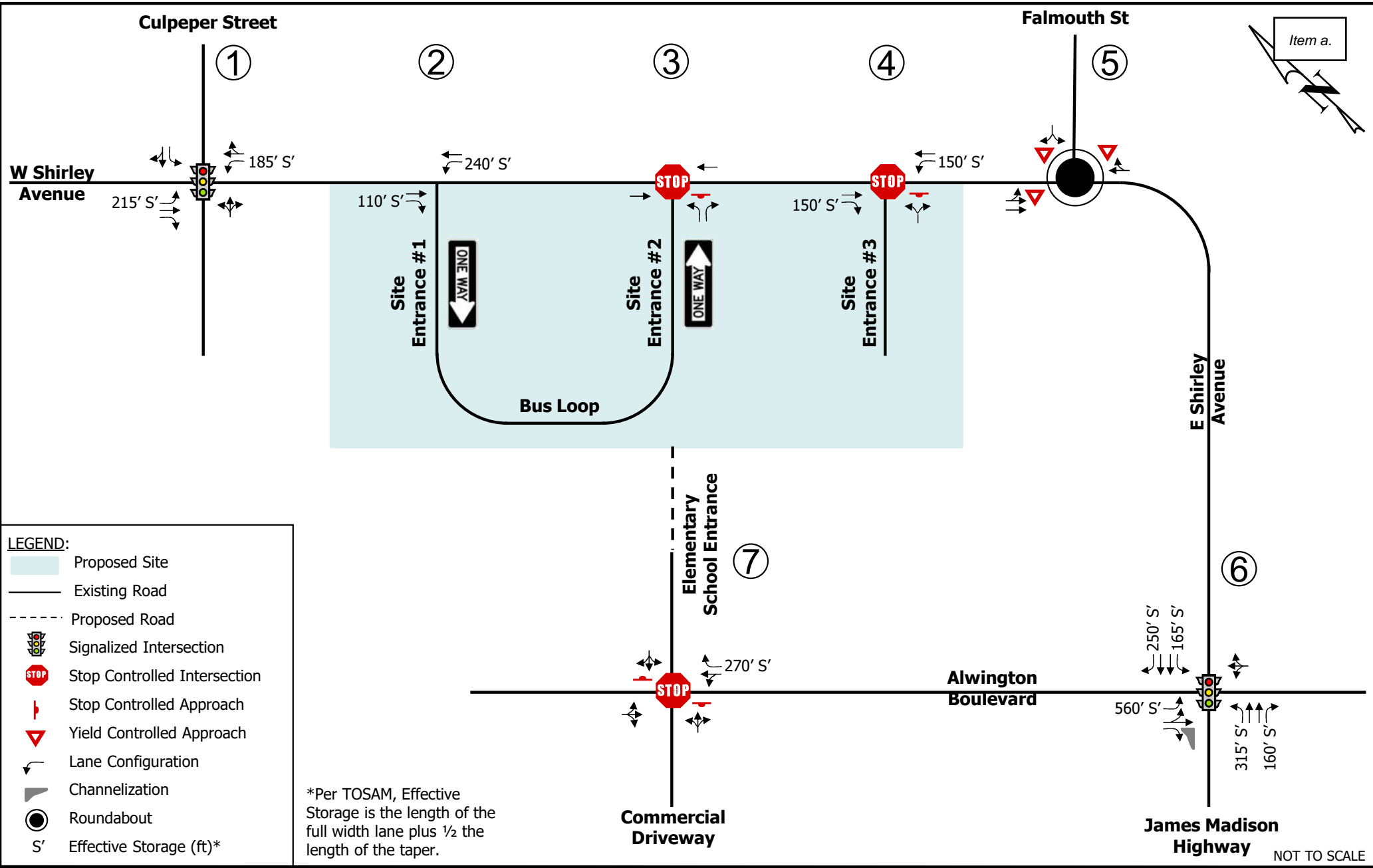
The distribution of trips generated by the proposed developed was based on other traffic studies in the area, the existing traffic volumes, the nature of the use, the school attendance map and local knowledge.

The following directional distributions were assumed for the site:

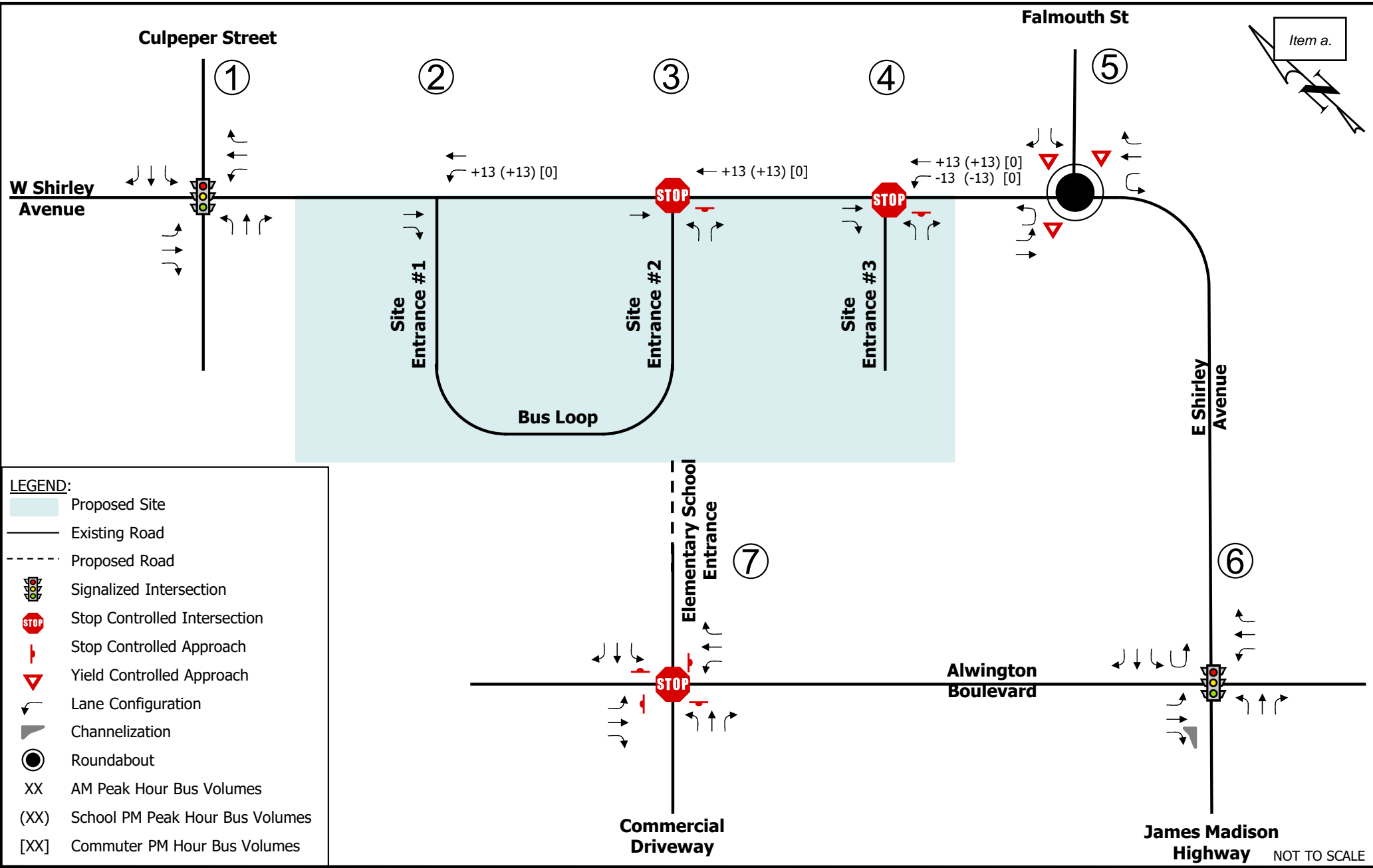
- 40% from the west on East Shirley Avenue;
- 10% from the north on Falmouth Street; and
- 50% from the south on East Shirley Avenue.

5.5 TRAFFIC ASSIGNMENT

The trip distribution percentages for the new traffic generated by the site were applied to the site driveways as shown in Figure 5-4 (bus trips) and Figure 5-5 (vehicle trips). The distributions were then applied to the new trips shown in Table 5-1 and the resulting new external trips are shown in Figure 5-6 (bus trips) and Figure 5-7 (vehicle trips).

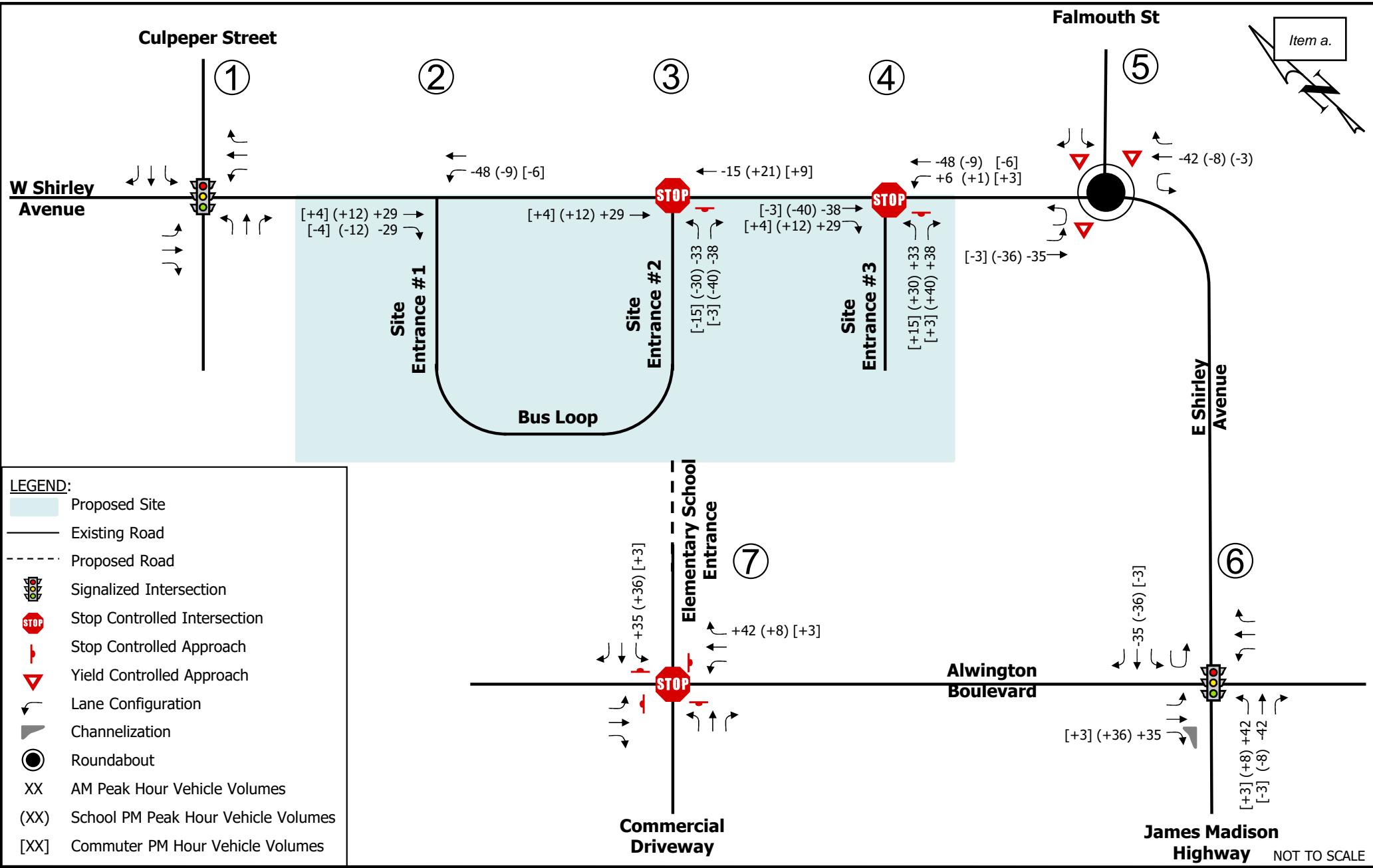


Future Geometry and Stop Control
Taylor Middle School – Addition
Town of Warrenton, Virginia



Rerouted Existing Buses Taylor Middle School – Addition Town of Warrenton, Virginia

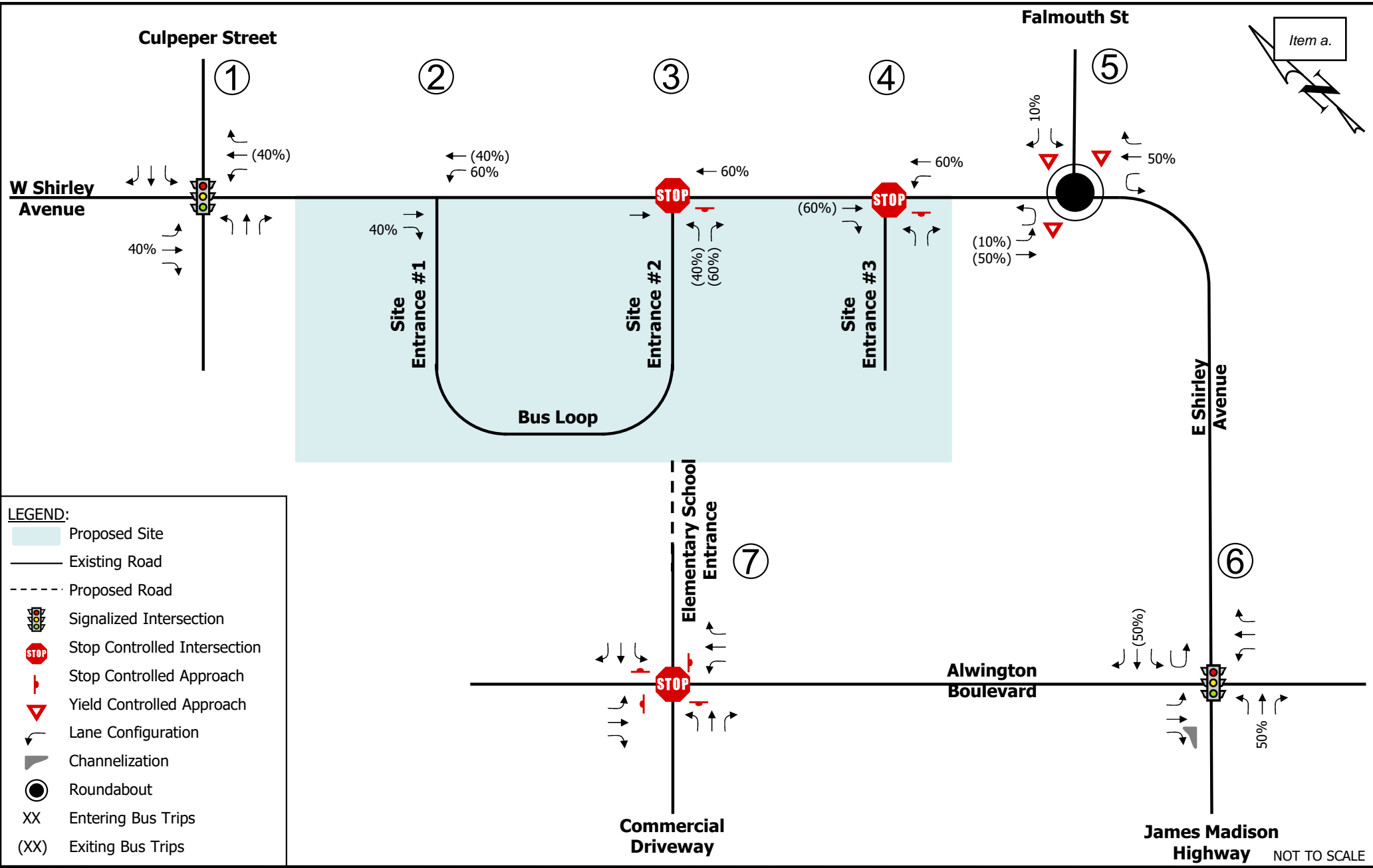
Figure
5-2



Rerouted Existing Vehicles (Non-Bus)
 Taylor Middle School – Addition
 Town of Warrenton, Virginia

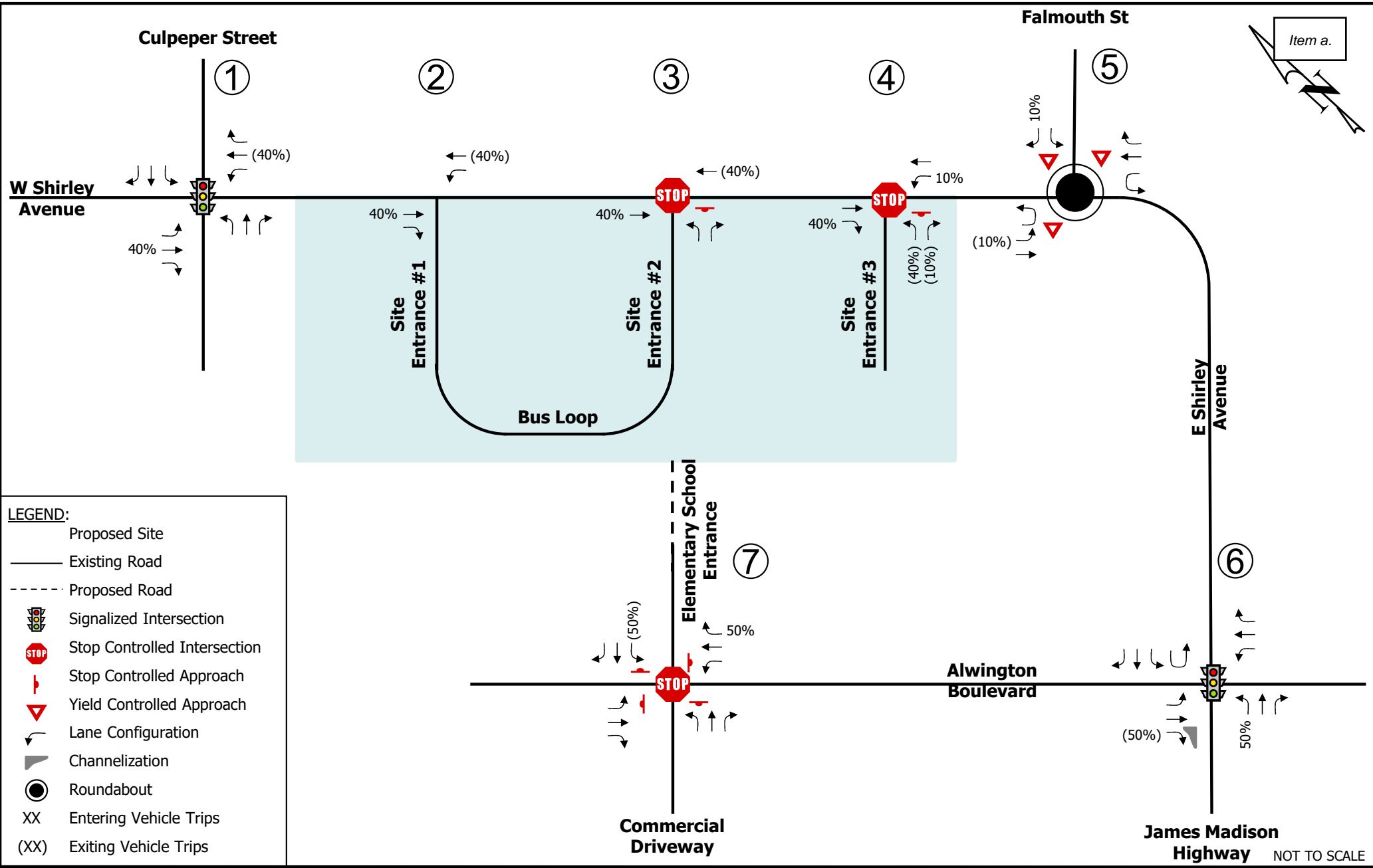
Figure
 5-3





Additional Bus Trip Distributions
 Taylor Middle School – Addition
 Town of Warrenton, Virginia

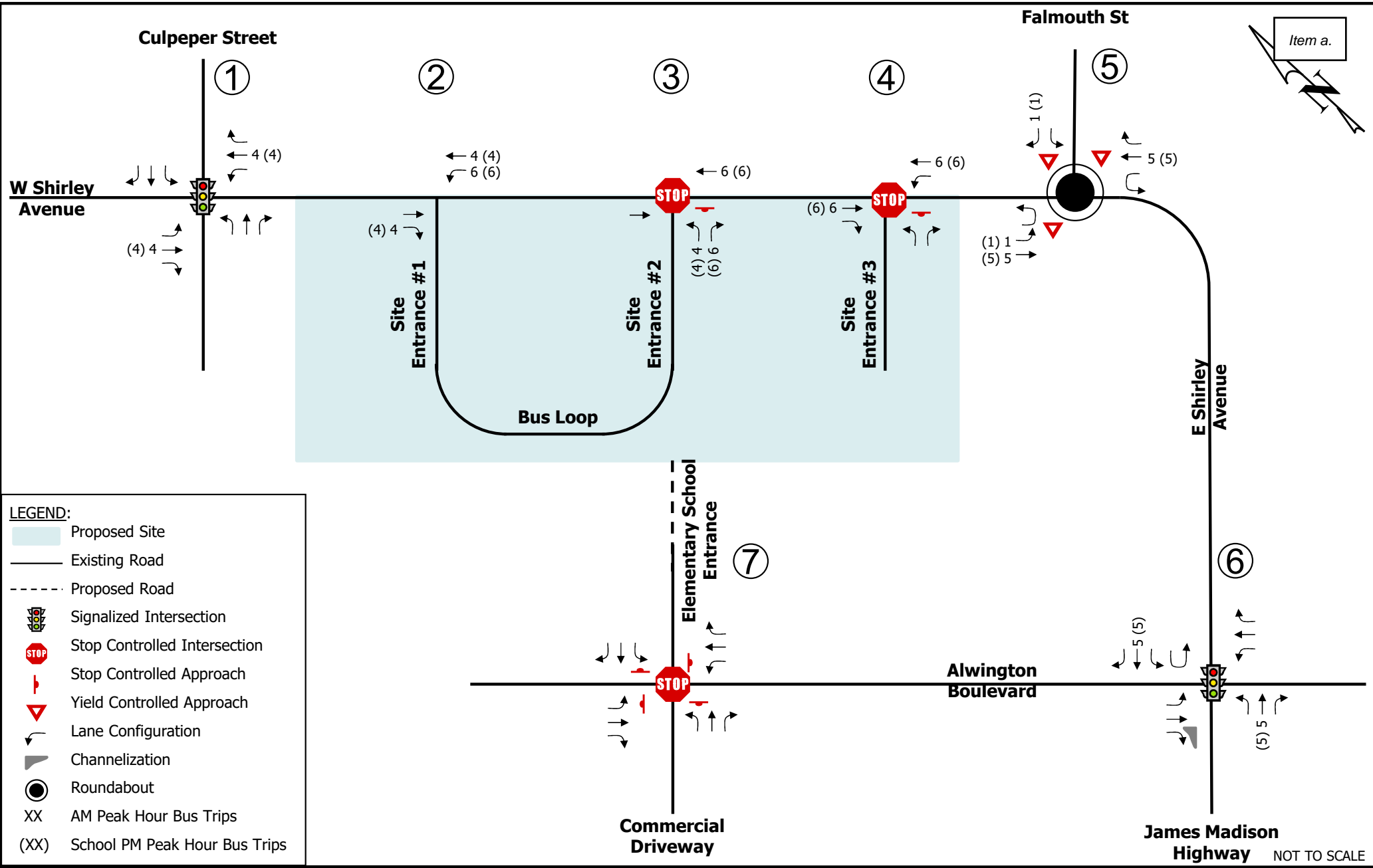
Figure
 5-4



Additional Vehicle (Non-Bus) Trip Distributions
 Taylor Middle School – Addition
 Town of Warrenton, Virginia

Figure
 5-5

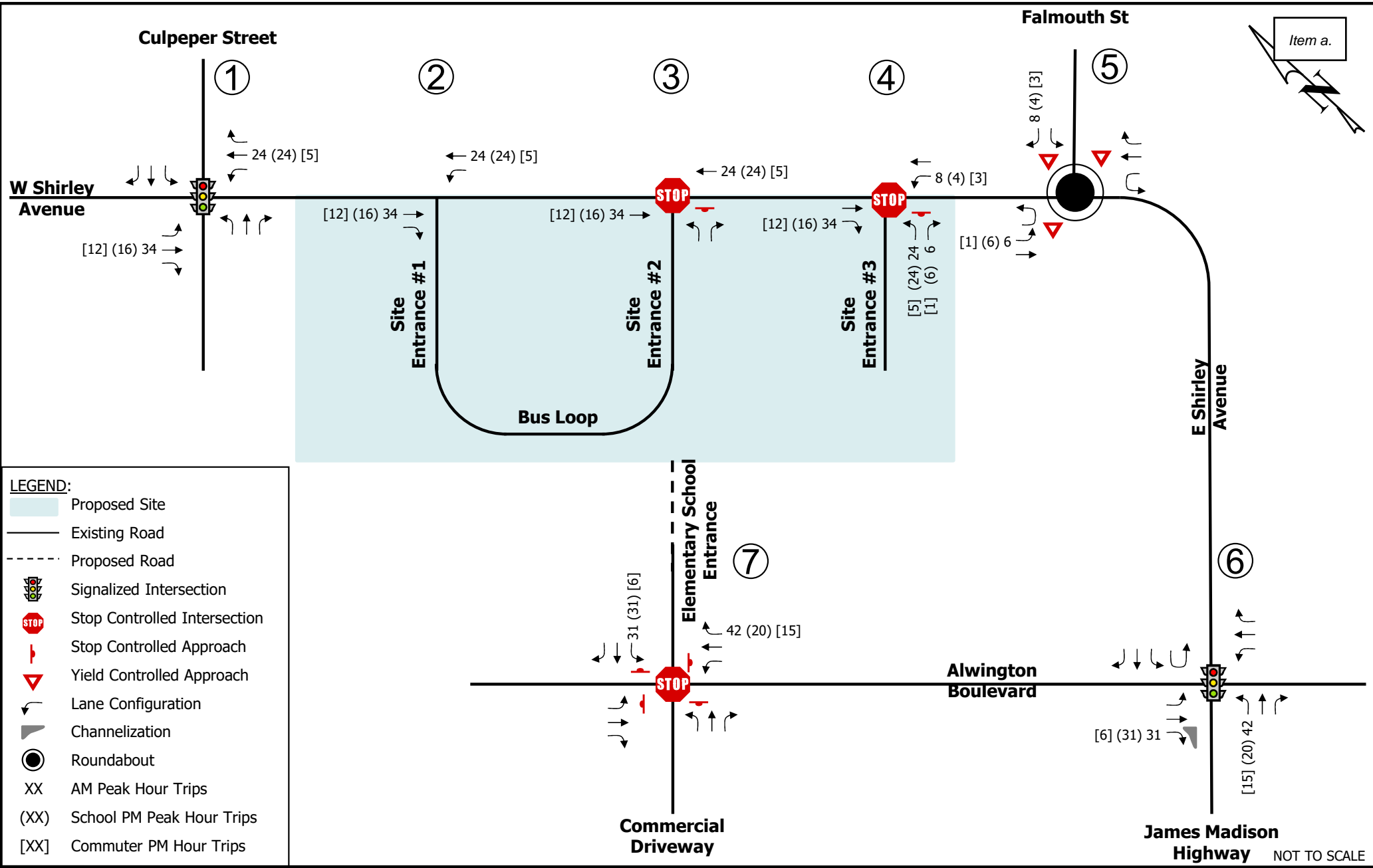




Site Generated Additional Bus Trips
 Taylor Middle School – Addition
 Town of Warrenton, Virginia

Figure
 5-6





Site Generated Additional Vehicle (Non-Bus) Trips
 Taylor Middle School – Addition
 Town of Warrenton, Virginia

6 2026 TOTAL FUTURE CONDITIONS

To complete the analysis of 2026 total conditions (with the proposed development), the estimated site trips were added to the background 2026 traffic volumes. The projected volumes were then used to complete the capacity analysis.

6.1 TOTAL FUTURE TRAFFIC VOLUMES

The rerouted existing trips shown on Figures 5-2 and 5-3 and site generated trips shown on Figures 5-6 and 5-7 were added to the 2026 background traffic volumes (Figure 4-1) to yield the 2026 total future traffic volumes shown in Figure 6-1.

6.2 2026 FUTURE CONDITIONS ANALYSIS RESULTS

Table 6-1 summarizes the 2026 future intersection LOS, delay, 95th percentile queue lengths (Synchro), and maximum queue lengths (SimTraffic) based on the future intersection geometry (Figure 5-1), 2026 future peak hour traffic volumes shown on Figure 6-1 and the existing signal timings as provided by the Town of Warrenton and VDOT. The corresponding SYNCHRO and SimTraffic reports are included in Appendix F.

Note that the intersection numbers shown on the LOS, delay, and queue length summary tables correspond with the intersection numbers used in the SYNCHRO models and report figures.

As shown in Table 6-1, under 2026 future conditions, all intersections experience similar levels of service, delay, and queueing as under 2026 background conditions. Specifically:

- 1. The East Shirley/Culpeper Street intersection will operate an overall LOS C or D in each of the peak hours. Each of the approaches operates at LOS E or better with no queueing concerns with the exception of the eastbound left approach which will operate at LOS E in both PM peaks.
 - a. It is noted that the traffic signal is running under "free" operations and is likely giving more time to the mainline through movements which results in the LOS E. The delays are less than the overall cycle length of the intersection indicating that the average traffic waits at most one cycle length to traverse the intersection.
- 2. The school entrances along East Shirley Avenue operate at LOS D or better in each of the peak hours. The queues at the left and right turns into the school are contained within the available storage.
- 3. The roundabout at East Shirley Avenue/Falmouth Street operates at LOS A in each of the peak hours with no queuing concerns.
- 4. The East Shirley Avenue/Alwington Boulevard intersections operates at LOS C in each of the peak hours. Each of the approaches operates at LOS D or better. Each of the queues are contained within the available storage.
- 5. Each of the movements at the Alwington Boulevard/School Entrance/Commercial Entrance intersection operates at LOS A in all peak hours.

**Table 6-1: 2026 Total Future Conditions
Intersection Level of Service and Delay Summary**

Intersection and Type of Control	Movement and Approach	Turn Lane Storage (ft)	AM PEAK HOUR				SCHOOL PM PEAK HOUR				COMMUTER PM PEAK HOUR			
			Delay ¹ (sec/veh)	LOS ¹	HCS 95th Percentile Queue Length (ft)	Simulated Maximum Queue Length ⁽²⁾ (ft)	Delay ¹ (sec/veh)	LOS	HCS 95th Percentile Queue Length (ft)	Simulated Maximum Queue Length ⁽²⁾ (ft)	Delay ¹ (sec/veh)	LOS ¹	HCS 95th Percentile Queue Length (ft)	Simulated Maximum Queue Length ⁽²⁾ (ft)
1. Shirley Avenue (E-W) at Culpeper Street (N-S) Signalized	EB Left	215	47.8	D	51	169	58.1	E	62	202	53.6	D	63	202
	EB Thru		23.1	C	302	304	29.8	C	#529	394	30.8	C	446	411
	EB Right		17.1	B	0	74	17.4	B	12	66	19.8	B	42	116
	EB Approach		23.8	C	--	--	29.7	C	--	--	29.6	C	--	--
	WB Left	185	41.2	D	51	160	42.9	D	62	175	43.8	D	56	141
	WB Thru/Right		23.4	C	415	384	24.7	C	#541	423	25.2	C	434	373
	WB Approach		24.4	C	--	--	25.9	C	--	--	26.4	C	--	--
	NB Left/Thru/Right		47.9	D	#248	224	47.2	D	#207	242	47.2	D	197	192
	NB Approach		47.9	D	--	--	47.2	D	--	--	47.2	D	--	--
	SB Left	125	41.2	D	30	48	41.7	D	44	95	37.9	D	53	120
	SB Thru/Right		43.0	D	60	95	45.2	D	93	140	44.1	D	154	186
	SB Approach		42.6	D	--	--	44.4	D	--	--	42.9	D	--	--
Overall			29.3	C	--	--	31.5	C	--	--	32.2	C	--	--
2. E Shirley Avenue (E-W) at Site Entrance #1 (N-S) Unsignalized	EB Thru		†	†	0	2	†	†	0	--	†	†	0	--
	EB Right	110	†	†	0	--	†	†	0	0	†	†	0	--
	EB Approach		†	†	--	--	†	†	--	--	†	†	--	--
	WB Left	240	8.4	A	3	42	8.7	A	3	34	†	†	0	--
WB Thru		†	†	0	--	†	†	0	--	†	†	0	--	
WB Approach		0.6	A	--	--	0.6	A	--	--	†	†	--	--	
3. E Shirley Avenue (E-W) at Site Entrance #2 (N-S) Unsignalized	EB Thru		†	†	0	--	†	†	0	4	†	†	0	--
	EB Approach		†	†	--	--	†	†	--	--	†	†	--	--
	WB Thru		†	†	0	--	†	†	0	--	†	†	0	--
	WB Approach		†	†	--	--	†	†	--	--	†	†	--	--
	NB Left		18.8	C	7	52	23.3	C	9	60	†	†	0	--
NB Right		11.1	B	5	64	12.8	B	6	65	†	†	0	--	
NB Approach		14.1	B	--	--	16.8	C	--	--	†	†	--	--	
4. E Shirley Avenue (E-W) at Site Entrance #3 (N-S) Unsignalized	EB Thru		†	†	0	0	†	†	0	2	†	†	0	0
	EB Right	150	†	†	0	6	†	†	0	0	†	†	0	0
	EB Approach		†	†	--	--	†	†	--	--	†	†	--	--
	WB Left	150	8.4	A	4	37	8.8	A	1	30	9.0	A	5	52
	WB Thru		†	†	0	--	†	†	--	--	†	†	--	--
	WB Approach		0.9	A	--	--	0.2	A	--	--	0.9	A	--	--
	NB Left-Right		21.4	C	64	108	30.5	D	91	134	23.5	C	18	42
NB Approach		21.4	C	--	--	30.5	D	--	--	23.5	C	--	--	
5. E Shirley Avenue (E-W) at Falmouth Street (N) Roundabout*	EB Approach		1.8	A	20	--	1.9	A	30	--	1.9	A	30	--
	WB Approach		10.1	B	109	--	9.6	A	106	--	13.1	B	182	--
	SB Approach		8.6	A	36	--	7.3	A	34	--	8.1	A	39	--
	Overall		7.0	A	--	--	6.0	A	--	--	7.9	A	--	--
6. E Shirley Avenue/ (N-S) James Madison Highway at Alwington Boulevard (E-W) Signalized	EB Left	560	35.6	D	68	133	37.0	D	130	164	36.7	D	125	151
	EB Left/Thru		35.6	D	68	96	37.3	D	132	125	36.7	D	125	113
	EB Right ⁽³⁾		0.2	A	0	27	0.3	A	0	69	0.2	A	0	47
	EB Approach		16.2	B	--	--	19.5	B	--	--	20.3	C	--	--
	WB Left/Thru/Right		34.1	C	0	61	35.2	D	26	65	34.8	C	0	50
	WB Approach		34.1	C	--	--	35.2	D	--	--	34.8	C	--	--
	NB Left	315	18.2	B	146	213	18.7	B	115	164	19.0	B	122	181
	NB Thru		17.4	B	129	166	18.1	B	86	148	18.1	B	95	173
	NB Right	160	15.3	B	0	19	16.9	B	0	42	16.7	B	0	28
	NB Approach		17.7	B	--	--	18.4	B	--	--	18.5	B	--	--
	SB Left	165	14.6	B	11	43	16.3	B	18	51	16.2	B	15	74
	SB Thru		25.1	C	63	103	25.9	C	123	154	25.8	C	140	167
	SB Right	250	18.1	B	0	113	15.8	B	9	89	15.1	B	1	78
SB Approach		21.2	C	--	--	22.6	C	--	--	23.5	C	--	--	
Overall			18.3	B	--	--	20.4	C	--	--	20.9	C	--	--
7. Alwington Boulevard (E-W) at Elementary School Entrance/ Commercial Entrance (N-S) Unsignalized**	EB Left/Thru/Right		7.6	A	0	8	7.6	A	0	23	7.3	A	3	8
	EB Approach		7.6	A	--	--	7.6	A	--	--	7.3	A	--	--
	WB Left/Thru		9.0	A	10	74	8.9	A	3	65	8.9	A	3	75
	WB Right	270	7.9	A	20	86	7.2	A	8	68	6.8	A	3	68
	WB Approach		8.2	A	--	--	7.5	A	--	--	7.5	A	--	--
	NB Left/Thru/Right		7.2	A	3	83	6.7	A	0	63	6.6	A	3	56
	NB Approach		7.2	A	--	--	6.7	A	--	--	6.6	A	--	--
SB Left/Thru/Right		8.5	A	10	68	7.8	A	8	50	7.5	A	3	36	
SB Approach		8.5	A	--	--	7.8	A	--	--	7.5	A	--	--	

¹ Overall intersection LOS and delay reported for signalized intersections and roundabouts only.
² SimTraffic Queues are average maximum queues after 10 runs of 60 minutes each.
³ Channelized right turn not controlled by the signal.
- 95th percentile volume exceeds capacity, queue may be longer. Queue shown is maximum after two cycles.
† SYNCHRO does not provide level of service or delay for unsignalized movements with no conflicting volumes.
* Note: SIDRA was used to analyze the roundabout at intersection 5.
** Note: HCM 6th Edition was used to analyze the all way stop controlled intersection at intersection 7.

6. The expansion of the middle school will have minimal impact on the external surrounding roadway network and no improvements are required at the study intersections beyond those identified above.
7. The expansion will provide a link between the elementary school and the middle school during school pick up and drop off times only. During all other times, the connection between the schools will be gated to vehicular traffic.
8. The site will provide a public access easement across the frontage for the future extension of the shared use path along Shirley Avenue. A five foot sidewalk will be provided along the roadway connection to the elementary school.

6.3 2026 TURN LANE WARRANT ANALYSIS

As shown in Figures 2-1 and 5-1, the following right and left turn lanes are present under existing conditions at the site entrances on E Shirley Avenue:

Western Site Entrance (Bus Ingress Only)

Eastbound right turn lane with 125 feet of storage

Westbound left turn lane with 255 feet of storage

Eastern Site Entrance (Vehicle Ingress and Egress)

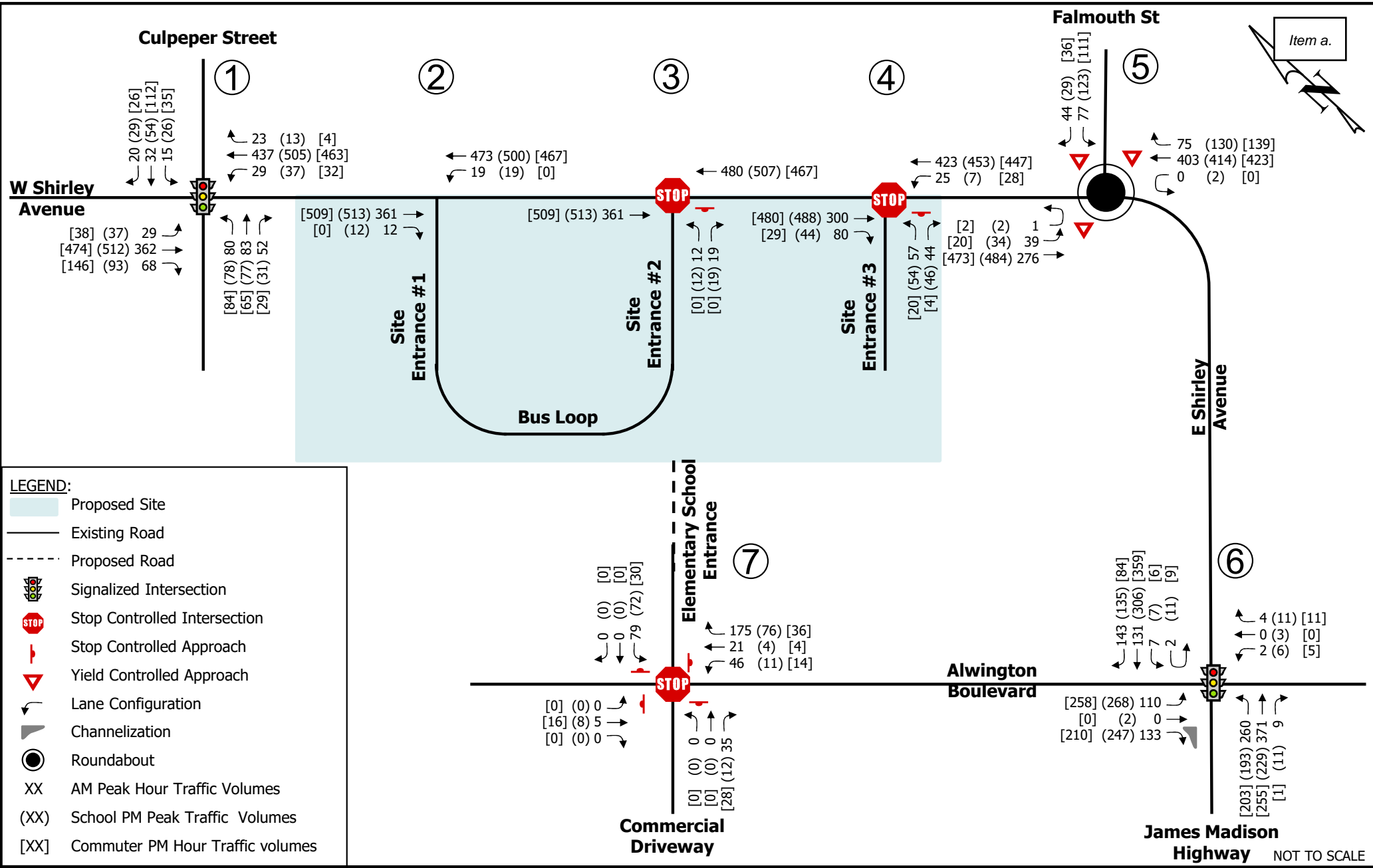
Eastbound right turn lane with 140 feet of storage

Westbound left turn lane with 160 feet of storage

As discussed above, with the expansion of the site, the access to the site will be reworked as shown in Figure 1-2. The two western entrances on East Shirley Avenue will be a bus loop only and the eastern entrance will be combined with the community center entrance and serve all other vehicles.

At the eastern entrance, the lanes along Shirley Avenue will be reworked to provide a right and left turn lane with 100 feet of storage and 100 feet of taper (effective storage of 150 feet).

As shown in Table 6-1, under 2026 future conditions, the 95th percentile and maximum queues at the site entrances will be contained within the existing available storage. No additional storage is required.



2026 Total Future Peak Hour Volumes
 Taylor Middle School – Addition
 Town of Warrenton, Virginia

Figure
 6-1



7 2032 BACKGROUND CONDITIONS

The background 2032 volumes were analyzed assuming existing intersection geometry in conjunction with projected background traffic volumes, which consists of general traffic growth and growth due to an approved and the neighboring Arrington development.

7.1 GENERAL TRAFFIC GROWTH

The background volumes were based on a 1.0% annual growth rate. The growth rate was compounded annually for the nine-year period from 2023 to 2032 and was applied to all movements at the study intersections. The resulting 2032 vehicle background (existing + growth) volumes are shown on Figure 7-1.

7.2 APPROVED BACKGROUND DEVELOPMENTS

Per coordination with the Town of Warrenton, the traffic associated with the approved Arrington Development was included in the 2032 background conditions analysis.

The generated site trips were included in the approved Arrington Development TIA were extracted and applied to the study area intersections and are shown on Figure 7-2. Note that the study area for the Arrington Development TIA is south of the study area for this report. As a result, the distributions were assigned to the study area road network according to existing travel patterns, the nature of the use, the 2023 existing traffic volumes, and local knowledge.

7.3 2032 TOTAL BACKGROUND

The Arrington development trips shown on Figure 7-2 were added to the existing + growth traffic shown on Figure 7-1 to yield the total 2032 background traffic forecasts which are shown on Figure 7-3.

7.4 BACKGROUND 2032 CAPACITY ANALYSIS RESULTS

Table 7-1 summarizes the 2032 background intersection LOS, delay, 95th percentile queue lengths (Synchro), and maximum queue lengths (SimTraffic) based on the existing intersection geometry (Figure 2-1), 2032 background peak hour traffic volumes shown on Figure 7-3 and the existing signal timings as provided by the Town of Warrenton and VDOT.

The corresponding SYNCHRO and SimTraffic reports are included in Appendix G. Note that the intersection numbers shown on the LOS, delay, and queue length summary tables correspond with the intersection numbers used in the SYNCHRO models and report figures.

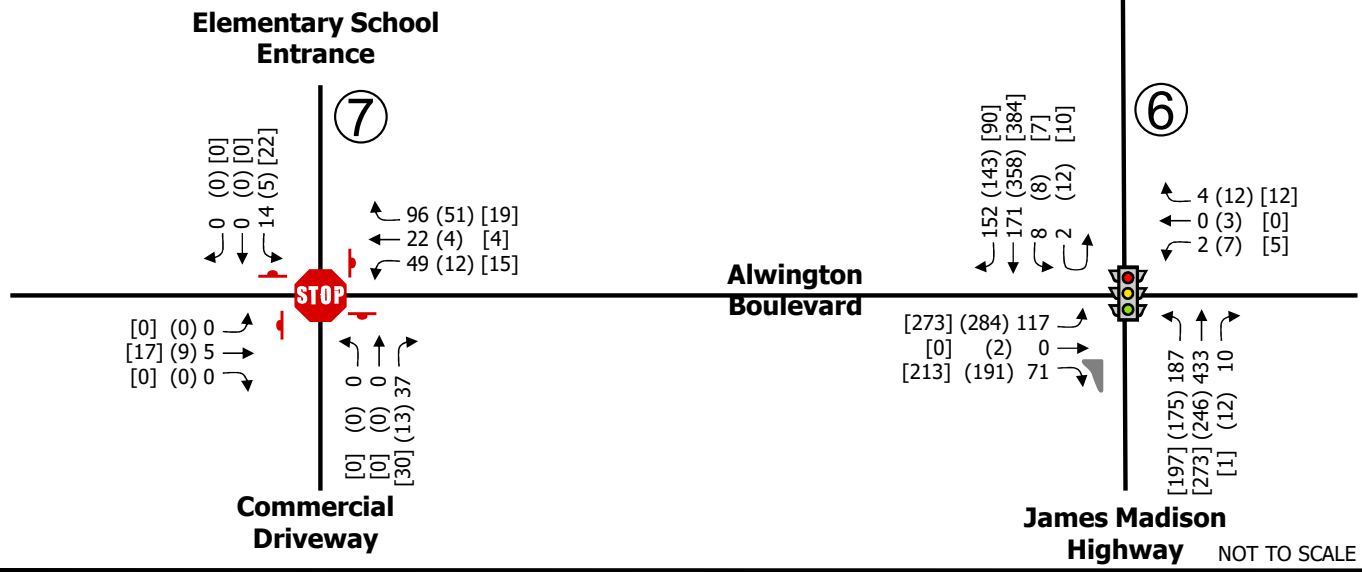
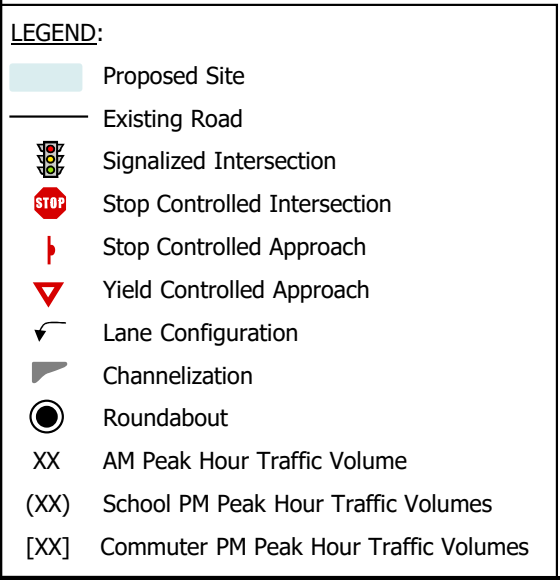
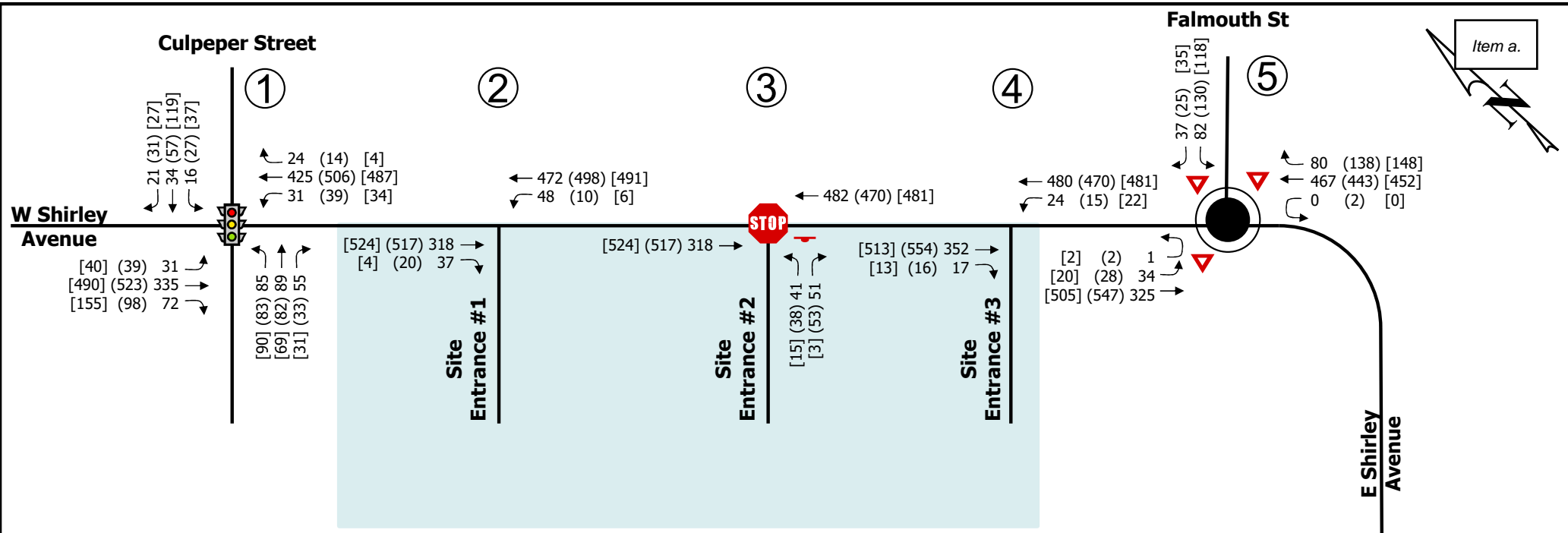
As shown in Table 7-1, under 2032 background conditions, all intersections experience similar levels of service, delay, and queueing as under 2026 background conditions. Specifically:

1. The East Shirley/Culpeper Street intersection will operate an overall LOS C or D in each of the peak hours. Each of the approaches operates at LOS E or better with no queueing concerns with the exception of the eastbound left approach which will operate at LOS E in both PM peaks.
 - a. It is noted that the traffic signal is running under “free” operations and is likely giving more time to the mainline through movements which results in the LOS E. The delays are less than the overall cycle length of the intersection indicating that the average traffic waits at most one cycle length to traverse the intersection.
2. The school entrances along East Shirley Avenue operate at LOS D or better in each of the peak hours. The queues at the left and right turns into the school are contained within the available storage.
3. The roundabout at East Shirley Avenue/Falmouth Street operates at LOS A or B in each of the peak hours with no queuing concerns.
4. The East Shirley Avenue/Alwington Boulevard intersections operates at LOS C in each of the peak hours. Each of the approaches operates at LOS D or better. Each of the queues are contained within the available storage.
5. Each of the movements at the Alwington Boulevard/School Entrance/Commercial Entrance intersection operates at LOS A in all peak hours.

**Table 7-1: 2032 Background Conditions
Intersection Level of Service and Delay Summary**

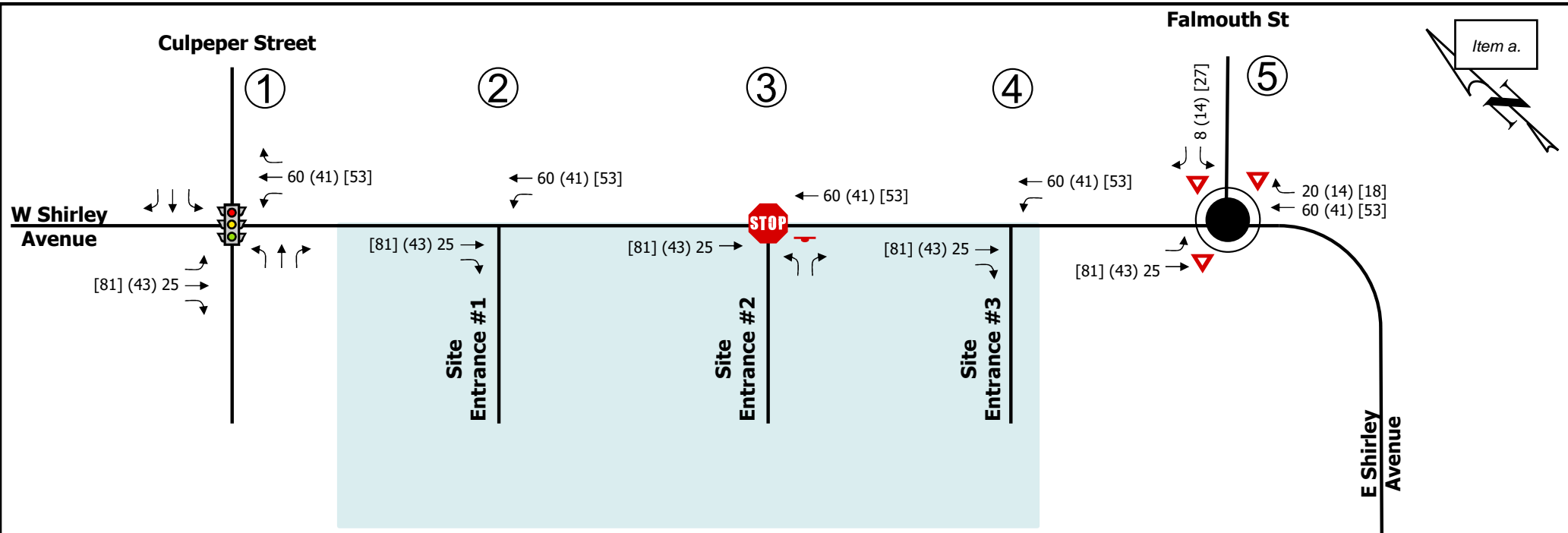
Intersection and Type of Control	Movement and Approach	Turn Lane Storage (ft)	AM PEAK HOUR				SCHOOL PM PEAK HOUR				COMMUTER PM PEAK HOUR			
			Delay ¹ (sec/veh)	LOS ¹	HCS 95th Percentile Queue Length (ft)	Simulated Maximum Queue Length ⁽²⁾ (ft)	Delay ¹ (sec/veh)	LOS ¹	HCS 95th Percentile Queue Length (ft)	Simulated Maximum Queue Length ⁽²⁾ (ft)	Delay ¹ (sec/veh)	LOS ¹	HCS 95th Percentile Queue Length (ft)	Simulated Maximum Queue Length ⁽²⁾ (ft)
1. Shirley Avenue (E-W) at Culpeper Street (N-S) Signalized	EB Left	215	49.4	D	53	135	61.7	E	64	214	59.7	E	67	214
	EB Thru		23.1	C	302	301	34.5	C	#621	477	39.1	D	#630	454
	EB Right		17.2	B	0	68	17.5	B	16	96	20.1	C	49	83
	EB Approach		24.0	C	--	--	33.6	C	--	--	36.4	D	--	--
	WB Left	185	42.3	D	54	162	44.5	D	64	184	46.4	D	58	161
	WB Thru/Right		26.2	C	#524	494	27.2	C	#617	452	28.8	C	#577	452
	WB Approach		27.1	C	--	--	28.3	C	--	--	29.8	C	--	--
	NB Left/Thru/Right		51.1	D	#272	239	50.0	D	#237	234	51.7	D	210	208
	NB Approach		51.1	D	--	--	50.0	D	--	--	51.7	D	--	--
	SB Left	125	42.0	D	31	50	42.8	D	45	91	39.6	D	55	117
	SB Thru/Right		43.9	D	62	95	46.8	D	97	140	47.1	D	164	197
	SB Approach		43.5	D	--	--	45.9	D	--	--	45.6	D	--	--
	Overall			31.1	C	--	--	34.5	C	--	--	36.9	D	--
2. E Shirley Avenue (E-W) at Site Entrance #1 (N-S) Unsignalized	EB Thru		†	†	0	4	†	†	0	--	†	†	0	--
	EB Right	110	†	†	0	9	†	†	0	--	†	†	0	0
	EB Approach		†	†	--	--	†	†	--	--	†	†	--	--
	WB Left	240	8.7	A	7	60	8.9	A	1	30	8.9	A	1	29
	WB Thru		†	†	0	--	†	†	0	--	†	†	0	--
WB Approach		1.2	A	--	--	0.3	A	--	--	0.2	A	--	--	
3. E Shirley Avenue (E-W) at Site Entrance #2 (N-S) Unsignalized	EB Thru		†	†	0	4	†	†	0	2	†	†	0	--
	EB Approach		†	†	--	--	†	†	--	--	†	†	--	--
	WB Thru		†	†	0	--	†	†	0	--	†	†	0	--
	WB Approach		†	†	--	--	†	†	--	--	†	†	--	--
	NB Left		24.3	C	31	93	32.6	D	40	79	26.6	D	13	47
NB Right		11.6	B	14	84	14.9	B	22	98	12.8	B	1	30	
NB Approach		17.3	C	--	--	22.3	C	--	--	24.3	C	--	--	
4. E Shirley Avenue (E-W) at Site Entrance #3 (N-S) Unsignalized	EB Thru		†	†	0	--	†	†	0	--	†	†	0	--
	EB Right	140	†	†	0	0	†	†	0	2	†	†	0	2
	EB Approach		†	†	--	--	†	†	--	--	†	†	--	--
	WB Left	160	8.3	A	3	40	9.0	A	3	35	9.3	A	4	51
	WB Thru		†	†	0	--	†	†	0	--	†	†	0	--
WB Approach		0.6	A	--	--	0.5	A	--	--	0.7	A	--	--	
5. E Shirley Avenue (E-W) at Falmouth Street (N) Roundabout*	EB Approach		1.9	A	25	--	2.1	A	37	--	2.1	A	39	--
	WB Approach		14.3	B	203	--	11.3	B	149	--	18.1	B	317	--
	SB Approach		10.8	B	48	--	8.3	A	42	--	10.4	B	58	--
	Overall		9.7	A	--	--	6.9	A	--	--	10.2	B	--	--
6. E Shirley Avenue/ (N-S) James Madison Highway at Alwington Boulevard (E-W) Signalized	EB Left	560	35.3	D	88	149	38.2	D	151	180	40.4	D	154	176
	EB Left/Thru		35.6	D	88	109	38.6	D	153	143	40.5	D	155	132
	EB Right ⁽³⁾		0.1	A	0	5	0.2	A	0	47	0.2	A	0	60
	EB Approach		23.8	C	--	--	23.8	C	--	--	23.8	C	--	--
	WB Left/Thru/Right		33.7	C	0	56	35.6	D	29	68	36.2	D	0	47
	WB Approach		33.7	C	--	--	35.6	D	--	--	36.2	D	--	--
	NB Left	315	18.0	B	110	157	19.0	B	105	168	19.3	B	119	176
	NB Thru		19.2	B	172	210	19.7	B	99	177	19.5	B	111	168
	NB Right	160	16.1	B	0	20	18.1	B	0	47	17.6	B	0	21
	NB Approach		18.8	B	--	--	19.4	B	--	--	19.4	B	--	--
	SB Left	165	15.5	B	12	46	16.7	B	19	49	16.4	B	17	80
	SB Thru		24.8	C	82	127	26.9	C	150	186	27.9	C	174	187
	SB Right	250	16.8	B	20	109	15.5	B	16	105	15.7	B	12	92
SB Approach		20.8	C	--	--	23.2	C	--	--	24.6	C	--	--	
Overall			20.4	C	--	--	22.4	C	--	--	22.9	C	--	--
7. Alwington Boulevard (E-W) at Elementary School Entrance/ Commercial Entrance (N-S) Unsignalized**	EB Left/Thru/Right		7.6	A	5	20	7.6	A	5	49	7.6	A	5	29
	EB Approach		7.6	A	--	--	7.6	A	--	--	7.6	A	--	--
	WB Left/Thru		8.9	A	13	81	8.8	A	8	71	9.4	A	13	82
	WB Right	270	7.2	A	10	73	6.9	A	5	63	6.8	A	3	57
	WB Approach		8.0	A	--	--	7.8	A	--	--	8.9	A	--	--
	NB Left/Thru/Right		7.1	A	3	81	6.7	A	0	69	6.9	A	3	57
	NB Approach		7.1	A	--	--	6.7	A	--	--	6.9	A	--	--
	SB Left/Thru/Right		8.0	A	3	54	7.5	A	0	26	7.7	A	3	31
SB Approach		8.0	A	--	--	7.5	A	--	--	7.7	A	--	--	

¹ Overall intersection LOS and delay reported for signalized intersections and roundabouts only.
² SimTraffic Queues are average maximum queues after 10 runs of 60 minutes each.
³ Channelized right turn not controlled by the signal.
- 95th percentile volume exceeds capacity, queue may be longer. Queue shown is maximum after two cycles.
† SYNCHRO does not provide level of service or delay for unsignalized movements with no conflicting volumes.
* Note: SIDRA was used to analyze the roundabout at intersection 5.
** Note: HCM 6th Edition was used to analyze the all way stop controlled intersection at intersection 7.

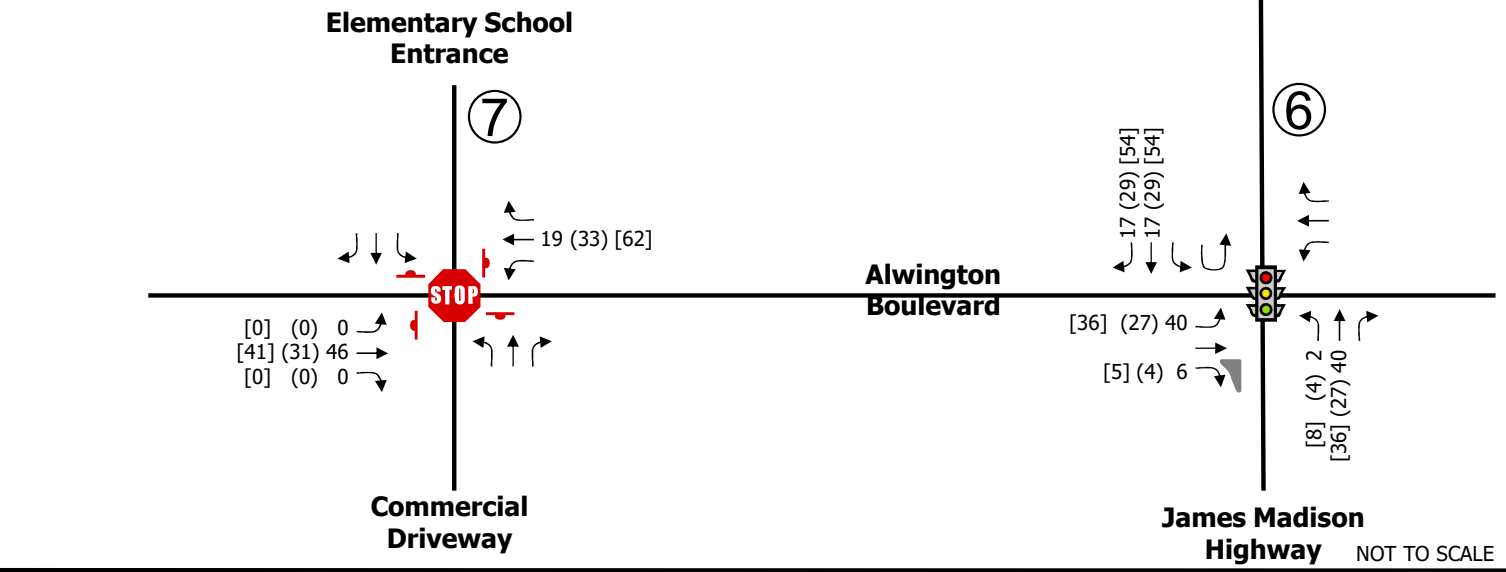


2032 Existing + Growth Peak Hour Volumes
Taylor Middle School – Addition
Town of Warrenton, Virginia

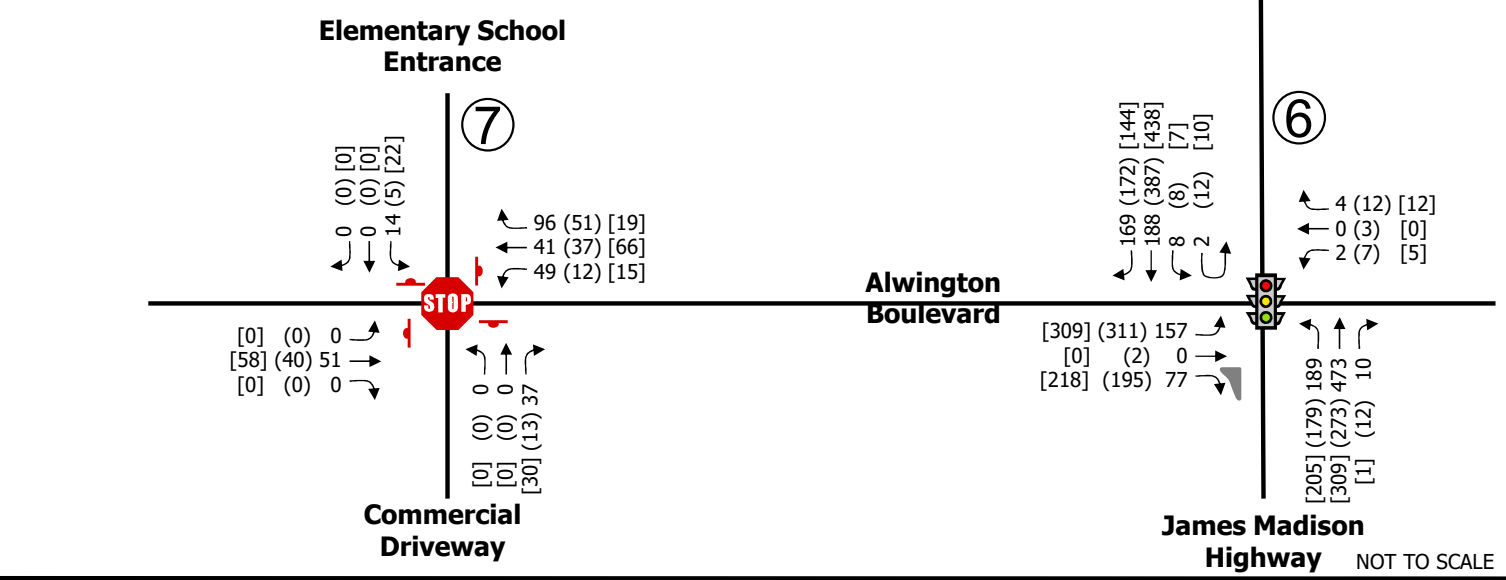
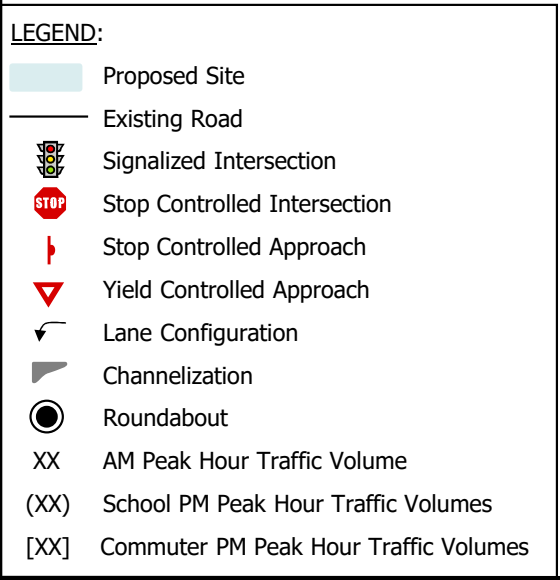
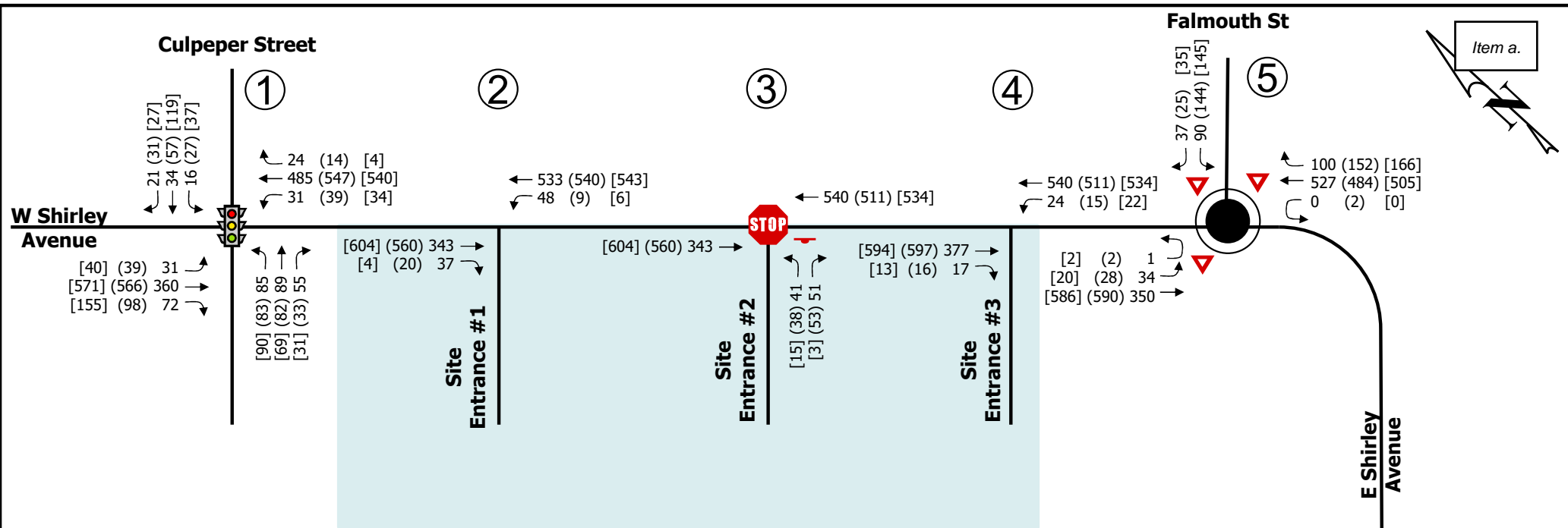
Figure
7-1
658



- LEGEND:**
- Proposed Site
 - Existing Road
 - Signalized Intersection
 - Stop Controlled Intersection
 - Stop Controlled Approach
 - Yield Controlled Approach
 - Lane Configuration
 - Channelization
 - Roundabout
 - XX AM Peak Hour Trips
 - (XX) School PM Peak Hour Trips
 - [XX] Commuter PM Peak Hour Trips



Arrington Development Trips
Taylor Middle School – Addition
Town of Warrenton, Virginia



2032 Total Background Peak Hour Volumes
Taylor Middle School – Addition
Town of Warrenton, Virginia

Figure
7-3



8 2032 TOTAL FUTURE CONDITIONS

To complete the analysis of 2032 total conditions (with the proposed expansion), the estimated site trips were added to the background 2032 traffic volumes. The projected volumes were then used to complete the capacity analysis.

8.1 2032 TOTAL FUTURE TRAFFIC VOLUMES

The rerouted existing trips shown on Figure 5-2 and Figure 5-3 and The site generated trips shown on Figures 5-6 and 5-7 were added to the 2032 total background traffic volumes (Figure 7-3) to yield the 2032 total future traffic volumes shown in Figure 8-1.

8.2 2032 FUTURE CONDITIONS ANALYSIS RESULTS

Table 8-1 summarizes the 2032 future intersection LOS, delay, 95th percentile queue lengths (Synchro), and maximum queue lengths (SimTraffic) based on the future intersection geometry (Figure 5-1), 2032 future peak hour traffic volumes shown on Figure 8-1 and the existing signal timings as provided by the Town of Warrenton and VDOT. The corresponding SYNCHRO and SimTraffic reports are included in Appendix H.

Note that the intersection numbers shown on the LOS, delay, and queue length summary tables correspond with the intersection numbers used in the SYNCHRO models and report figures.

As shown in Table 8-1, under 2032 future conditions, all intersections experience similar levels of service, delay, and queueing as under 2032 background conditions. Specifically:

9. The East Shirley/Culpeper Street intersection will operate an overall LOS C or D in each of the peak hours. Each of the approaches operates at LOS D or better with no queueing concerns with the exception of the eastbound left approach which will operate at LOS E in both PM peaks.
 - a. It is noted that the traffic signal is running under “free” operations and is likely giving more time to the mainline through movements which results in the LOS E. The delays are less than the overall cycle length of the intersection indicating that the average traffic waits at most one cycle length to traverse the intersection.
10. The school entrances along East Shirley Avenue operate at LOS D or better in each of the peak hours. The queues at the left and right turns into the school are contained within the available storage.
11. The roundabout at East Shirley Avenue/Falmouth Street operates at LOS A or B in each of the peak hours with no queuing concerns.
12. The East Shirley Avenue/Alwington Boulevard intersections operates at LOS C in each of the peak hours. Each of the approaches operates at LOS D or better. Each of the queues are contained within the available storage.
13. Each of the movements at the Alwington Boulevard/School Entrance/Commercial Entrance intersection operates at LOS A in all peak hours.
14. The expansion of the middle school will have minimal impact on the external surrounding roadway network and no improvements are required at the study intersections beyond those identified above.

15. The expansion will provide a link between the elementary school and the middle school during school pick up and drop off times only. During all other times, the connection between the schools will be gated to vehicular traffic.
16. The site will provide a public access easement across the frontage for the future extension of the shared use path along Shirley Avenue. A five foot sidewalk will be provided along the roadway connection to the elementary school.

8.3 2026 TURN LANE WARRANT ANALYSIS

As shown in Figures 2-1 and 5-1, the following right and left turn lanes are present under existing conditions at the site entrances on E Shirley Avenue:

Western Site Entrance (Bus Ingress Only)

Eastbound right turn lane with 125 feet of storage

Westbound left turn lane with 255 feet of storage

Eastern Site Entrance (Vehicle Ingress and Egress)

Eastbound right turn lane with 140 feet of storage

Westbound left turn lane with 160 feet of storage

As discussed above, with the expansion of the site, the access to the site will be reworked as shown in Figure 1-2. The two western entrances on East Shirley Avenue will be a bus loop only and the eastern entrance will be combined with the community center entrance and serve all other vehicles.

At the eastern entrance, the lanes along Shirley Avenue will be reworked to provide a right and left turn lane with 100 feet of storage and 100 feet of taper (effective storage of 150 feet).

As shown in Table 8-1, under 2032 future conditions, the 95th percentile and maximum queues at the site entrances will be contained within the existing available storage. No additional storage is required.

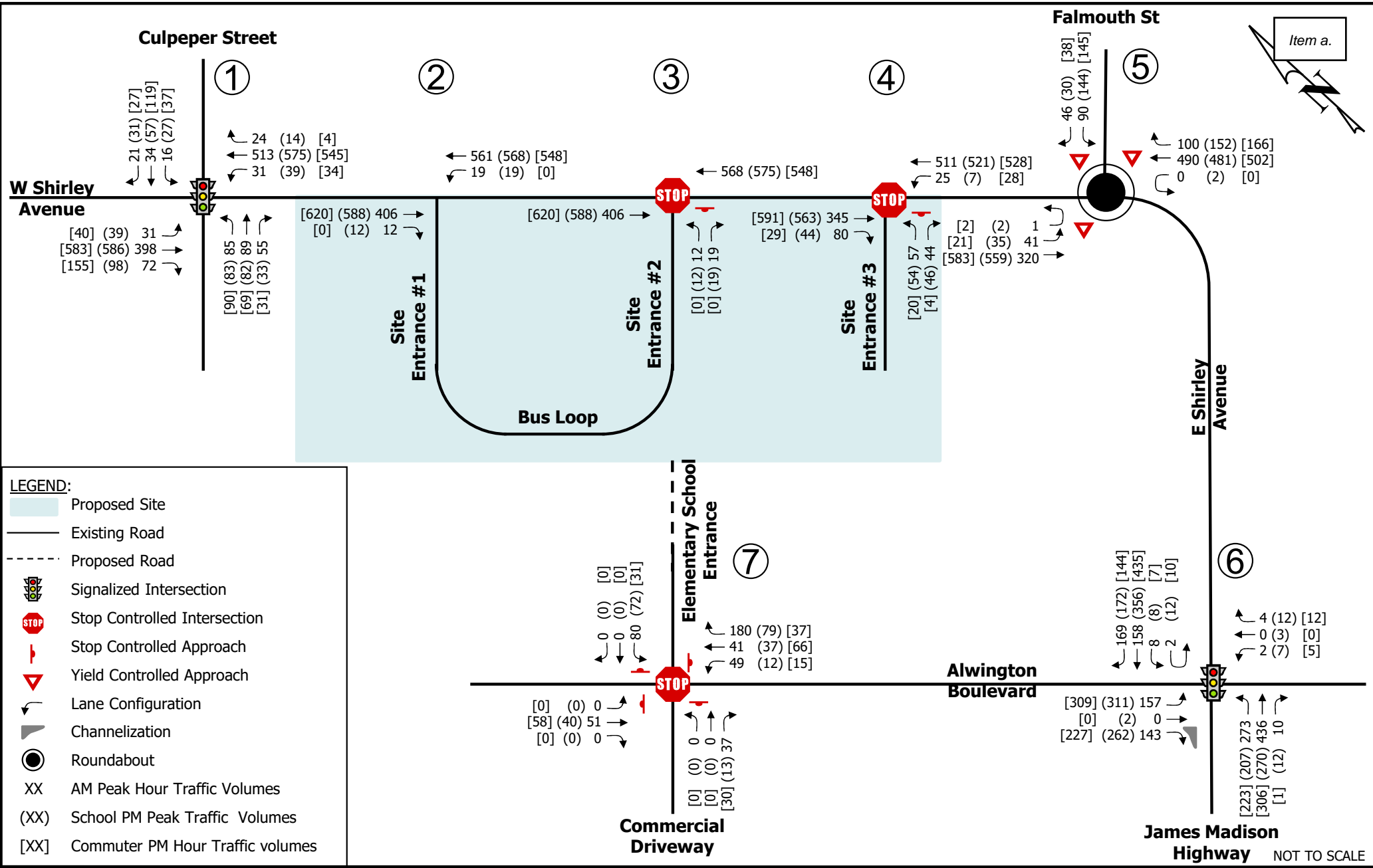
2032 TURN LANE WARRANT ANALYSIS

As shown in Figures 2-1 and 5-1, the following right and left turn lanes are present under existing conditions at the site entrances on E Shirley Avenue:

**Table 8-1: 2032 Total Future Conditions
Intersection Level of Service and Delay Summary**

Intersection and Type of Control	Movement and Approach	Turn Lane Storage (ft)	AM PEAK HOUR			SCHOOL PM PEAK HOUR			COMMUTER PM PEAK HOUR					
			Delay ¹ (sec/veh)	LOS ¹	HCS 95th Percentile Queue Length (ft)	Simulated Maximum Queue Length ⁽²⁾ (ft)	Delay ¹ (sec/veh)	LOS ¹	HCS 95th Percentile Queue Length (ft)	Simulated Maximum Queue Length ⁽²⁾ (ft)	Delay ¹ (sec/veh)	LOS ¹	HCS 95th Percentile Queue Length (ft)	Simulated Maximum Queue Length ⁽²⁾ (ft)
1. Shirley Avenue (E-W) at Culpeper Street (N-S) Signalized	EB Left	215	49.4	D	53	112	61.5	E	64	214	59.9	E	67	214
	EB Thru		24.6	C	342	308	35.9	D	#654	505	40.9	D	#650	590
	EB Right		17.2	B	0	66	17.3	B	16	137	20.1	C	51	119
	EB Approach		25.1	C	--	--	34.8	C	--	--	37.7	D	--	--
	WB Left	185	42.3	D	54	172	45.2	D	64	184	46.6	D	58	184
	WB Thru/Right		28.3	C	#572	451	28.8	C	#665	573	29.0	C	#586	459
	WB Approach		29.1	C	--	--	29.8	C	--	--	30.0	C	--	--
	NB Left/Thru/Right		51.1	D	#272	258	51.4	D	#237	255	52.3	D	210	237
	NB Approach		51.1	D	--	--	51.4	D	--	--	52.3	D	--	--
	SB Left	125	42.0	D	31	53	43.4	D	45	85	39.7	D	55	118
	SB Thru/Right		43.9	D	62	99	47.6	D	97	149	47.3	D	164	190
	SB Approach		43.5	D	--	--	46.6	D	--	--	45.8	D	--	--
	Overall			32.0	C	--	--	35.7	D	--	--	37.6	D	--
2. E Shirley Avenue (E-W) at Site Entrance #1 (N-S) Unsignalized	EB Thru		†	†	0	--	†	†	0	--	†	†	0	--
	EB Right	110	†	†	0	5	†	†	0	6	†	†	0	--
	EB Approach		†	†	--	--	†	†	--	--	†	†	--	--
	WB Left	240	8.6	A	3	55	9.0	A	3	48	†	†	0	--
	WB Thru		†	†	0	--	†	†	0	--	†	†	0	--
WB Approach		0.5	A	--	--	0.5	A	--	--	†	†	--	--	
3. E Shirley Avenue (E-W) at Site Entrance #2 (N-S) Unsignalized	EB Thru		†	†	0	0	†	†	0	--	†	†	0	--
	EB Approach		†	†	--	--	†	†	--	--	†	†	--	--
	WB Thru		†	†	0	--	†	†	0	--	†	†	0	--
	WB Approach		†	†	--	--	†	†	--	--	†	†	--	--
	NB Left		22.2	C	8	53	28.4	D	11	58	†	†	0	--
NB Right		11.5	B	5	56	13.7	B	7	63	†	†	0	--	
NB Approach		15.7	C	--	--	19.4	C	--	--	†	†	--	--	
4. E Shirley Avenue (E-W) at Site Entrance #3 (N-S) Unsignalized	EB Thru		†	†	0	11	†	†	0	--	†	†	0	0
	EB Right	150	†	†	0	12	†	†	0	2	†	†	0	2
	EB Approach		†	†	--	--	†	†	--	--	†	†	--	--
	WB Left	150	8.6	A	4	43	9.0	A	1	30	9.4	A	5	57
	WB Thru		†	†	0	--	†	†	--	--	†	†	--	--
	WB Approach		0.7	A	--	--	0.2	A	--	--	0.8	A	--	--
NB Left-Right		19.4	C	31	81	26.1	D	45	92	28.3	D	12	43	
NB Approach		19.4	C	--	--	26.1	D	--	--	28.3	D	--	--	
5. E Shirley Avenue (E-W) at Falmouth Street (N) Roundabout*	EB Approach		1.8	A	23	--	2.1	A	35	--	2.1	A	39	--
	WB Approach		13.3	B	174	--	11.5	B	148	--	18.0	B	312	--
	SB Approach		10.5	B	48	--	8.4	A	43	--	10.4	B	59	--
	Overall		9.1	A	--	--	7.1	A	--	--	10.4	B	--	--
6. E Shirley Avenue/ (N-S) James Madison Highway at Alwington Boulevard (E-W) Signalized	EB Left	560	37.3	D	90	155	38.1	D	151	168	41.3	D	155	184
	EB Left/Thru		37.4	D	91	114	38.5	D	153	134	41.4	D	156	144
	EB Right ⁽³⁾		0.2	A	0	36	0.3	A	0	84	0.2	A	0	60
	EB Approach		19.7	B	--	--	21.0	C	--	--	23.9	C	--	--
	WB Left/Thru/Right		35.1	D	0	55	35.8	D	29	74	36.3	D	0	65
	WB Approach		35.1	D	--	--	35.8	D	--	--	36.3	D	--	--
	NB Left	315	19.3	B	160	208	19.4	B	120	186	19.6	B	128	204
	NB Thru		18.4	B	157	209	19.7	B	98	172	19.3	B	109	168
	NB Right	160	15.7	B	0	20	18.1	B	0	46	17.5	B	0	28
	NB Approach		18.7	B	--	--	19.5	B	--	--	19.4	B	--	--
	SB Left	165	15.1	B	12	45	16.7	B	19	59	16.2	B	17	175
	SB Thru		26.3	C	75	123	27.6	C	142	180	28.0	C	173	192
	SB Right	250	18.3	B	3	111	16.2	B	18	103	15.9	B	13	99
SB Approach		22.0	C	--	--	23.6	C	--	--	24.7	C	--	--	
Overall			19.8	B	--	--	21.6	C	--	--	22.9	C	--	--
7. Alwington Boulevard (E-W) at Elementary School Entrance/ Commercial Entrance (N-S) Unsignalized**	EB Left/Thru/Right		8.0	A	5	23	7.9	A	5	35	7.6	A	5	29
	EB Approach		8.0	A	--	--	7.9	A	--	--	7.6	A	--	--
	WB Left/Thru		9.2	A	13	79	9.1	A	8	66	9.4	A	13	71
	WB Right	270	8.1	A	23	78	7.2	A	8	69	6.9	A	3	64
	WB Approach		8.5	A	--	--	7.9	A	--	--	8.6	A	--	--
	NB Left/Thru/Right		7.4	A	3	84	6.9	A	0	63	7.0	A	3	57
	NB Approach		7.4	A	--	--	6.9	A	--	--	7.0	A	--	--
	SB Left/Thru/Right		8.8	A	10	78	8.0	A	8	54	7.8	A	3	35
SB Approach		8.8	A	--	--	8.0	A	--	--	7.8	A	--	--	

¹ Overall intersection LOS and delay reported for signalized intersections and roundabouts only.
² SimTraffic Queues are average maximum queues after 10 runs of 60 minutes each.
³ Channelized right turn not controlled by the signal.
- 95th percentile volume exceeds capacity, queue may be longer. Queue shown is maximum after two cycles.
† SYNCHRO does not provide level of service or delay for unsignalized movements with no conflicting volumes.
* Note: SIDRA was used to analyze the roundabout at intersection 5.
** Note: HCM 6th Edition was used to analyze the all way stop controlled intersection at intersection 7.



2032 Total Future Peak Hour Volumes
 Taylor Middle School – Addition
 Town of Warrenton, Virginia

Figure
 8-1
 664

9 CONCLUSIONS

9.1 PRINCIPAL FINDINGS

Based on the analysis contained herein, the following principal findings are offered:

Under 2023 existing conditions:

1. The East Shirley/Culpeper Street intersection currently operates an overall LOS C in each of the peak hours. Each of the approaches operates at LOS D or better with no queuing concerns.
2. The school entrances along East Shirley Avenue operate at LOS C or better in each of the peak hours. The queues at the left and right turns into the school are contained within the available storage.
3. The roundabout at East Shirley Avenue/Falmouth Street operates at LOS A in each of the peak hours with no queuing concerns.
4. The East Shirley Avenue/Alwington Boulevard intersections operates at LOS C or better in each of the peak hours. Each of the approaches operates at LOS D or better. Each of the queues are contained within the available storage.
5. Each of the movements at the Alwington Boulevard/School Entrance/Commercial Entrance intersection operates at LOS A in all peak hours.

Under 2026 background conditions, all intersections experience similar levels of service, delay, and queueing as under existing conditions. Specifically:

1. The East Shirley/Culpeper Street intersection will operate an overall LOS C or D in each of the peak hours. Each of the approaches operates at LOS D or better with no queuing concerns with the exception of the eastbound left approach which will operate at LOS E in both PM peaks.
 - a. It is noted that the traffic signal is running under "free" operations and is likely giving more time to the mainline through movements which results in the LOS E. The delays are less than the overall cycle length of the intersection indicating that the average traffic waits at most one cycle length to traverse the intersection.
2. The school entrances along East Shirley Avenue operate at LOS C or better in each of the peak hours. The queues at the left and right turns into the school are contained within the available storage.
3. The roundabout at East Shirley Avenue/Falmouth Street operates at LOS A in each of the peak hours with no queuing concerns.
4. The East Shirley Avenue/Alwington Boulevard intersections operates at LOS C in each of the peak hours. Each of the approaches operates at LOS D or better. Each of the queues are contained within the available storage.

5. Each of the movements at the Alwington Boulevard/School Entrance/Commercial Entrance intersection operates at LOS A in all peak hours.

Under 2026 total future conditions, with buildout of the proposed development, all intersections experience similar levels of service compared to 2026 background conditions. Specifically:

1. The East Shirley/Culpeper Street intersection will operate an overall LOS C or D in each of the peak hours. Each of the approaches operates at LOS D or better with no queuing concerns with the exception of the eastbound left approach which will operate at LOS E in both PM peaks.
 - a. It is noted that the traffic signal is running under “free” operations and is likely giving more time to the mainline through movements which results in the LOS E. The delays are less than the overall cycle length of the intersection indicating that the average traffic waits at most one cycle length to traverse the intersection.
2. The school entrances along East Shirley Avenue operate at LOS C or better in each of the peak hours. The queues at the left and right turns into the school are contained within the available storage.
3. The roundabout at East Shirley Avenue/Falmouth Street operates at LOS A in each of the peak hours with no queuing concerns.
4. The East Shirley Avenue/Alwington Boulevard intersections operates at LOS C in each of the peak hours. Each of the approaches operates at LOS D or better. Each of the queues are contained within the available storage.
5. Each of the movements at the Alwington Boulevard/School Entrance/Commercial Entrance intersection operates at LOS A in all peak hours.
6. The expansion of the middle school will have minimal impact on the external surrounding roadway network and no improvements are required at the study intersections beyond those identified above.
7. The expansion will provide a link between the elementary school and the middle school during school pick up and drop off times only. During all other times, the connection between the schools will be gated to vehicular traffic.
8. The site will provide a public access easement across the frontage for the future extension of the shared use path along Shirley Avenue. A five foot sidewalk will be provided along the roadway connection to the elementary school.

Under 2032 background conditions, all intersections experience similar levels of service, delay, and queueing as under 2026 background conditions. Specifically:

1. The East Shirley/Culpeper Street intersection will operate an overall LOS C or D in each of the peak hours. Each of the approaches operates at LOS D or better with no queuing concerns with the exception of the eastbound left approach which will operate at LOS E in both PM peaks.
 - a. It is noted that the traffic signal is running under “free” operations and is likely giving more time to the mainline through movements which results in the LOS E. The delays are less

than the overall cycle length of the intersection indicating that the average traffic waits at most one cycle length to traverse the intersection.

2. The school entrances along East Shirley Avenue operate at LOS D or better in each of the peak hours. The queues at the left and right turns into the school are contained within the available storage.
3. The roundabout at East Shirley Avenue/Falmouth Street operates at LOS A or B in each of the peak hours with no queuing concerns.
4. The East Shirley Avenue/Alwington Boulevard intersections operates at LOS C in each of the peak hours. Each of the approaches operates at LOS D or better. Each of the queues are contained within the available storage.
5. Each of the movements at the Alwington Boulevard/School Entrance/Commercial Entrance intersection operates at LOS A in all peak hours.

Under 2032 total future conditions, with buildout of the proposed development, all intersections experience similar levels of service compared to 2026 background conditions. Specifically:

1. The East Shirley/Culpeper Street intersection will operate an overall LOS C or D in each of the peak hours. Each of the approaches operates at LOS D or better with no queueing concerns with the exception of the eastbound left approach which will operate at LOS E in both PM peaks.
 - a. It is noted that the traffic signal is running under “free” operations and is likely giving more time to the mainline through movements which results in the LOS E. The delays are less than the overall cycle length of the intersection indicating that the average traffic waits at most one cycle length to traverse the intersection.
2. The school entrances along East Shirley Avenue operate at LOS D or better in each of the peak hours. The queues at the left and right turns into the school are contained within the available storage.
3. The roundabout at East Shirley Avenue/Falmouth Street operates at LOS A or B in each of the peak hours with no queuing concerns.
4. The East Shirley Avenue/Alwington Boulevard intersections operates at LOS C in each of the peak hours. Each of the approaches operates at LOS D or better. Each of the queues are contained within the available storage.
5. Each of the movements at the Alwington Boulevard/School Entrance/Commercial Entrance intersection operates at LOS A in all peak hours.
6. The expansion of the middle school will have minimal impact on the external surrounding roadway network and no improvements are required at the study intersections beyond those identified above.
7. The expansion will provide a link between the elementary school and the middle school during school pick up and drop off times only. During all other times, the connection between the schools will be gated to vehicular traffic.

8. The site will provide a public access easement across the frontage for the future extension of the shared use path along Shirley Avenue. A five foot sidewalk will be provided along the roadway connection to the elementary school.

9.2 RECOMMENDATIONS

The expansion of the middle school will have minimal to no impact on the surrounding roadway network and no improvements are required at the study intersections beyond the turn lanes provided at the eastern site entrance on Shirley Avenue.

The expansion will provide a link between the elementary school and the middle school during school pick up and drop off times only. During all other times, the connection between the schools will be gated to vehicular traffic.

The site will provide a public access easement across the frontage for the future extension of the shared use path along Shirley Avenue. A five foot sidewalk will be provided along the roadway connection to the elementary school.

The traffic control at internal intersections to the school site was not reviewed as part of this study and will the specifics (signage, pavement markings, etc.) will be designed at the time of site plan approval.

Appendix A Scoping Agreement



PRE-SCOPE OF WORK MEETING FORM
Information on the Project
Traffic Impact Analysis Base Assumptions

The applicant is responsible for entering the relevant information and submitting the form to VDOT and the locality no less than three (3) business days prior to the meeting. If a form is not received by this deadline, the scope of work meeting may be postponed.

Contact Information			
Consultant Name:	Steve Schmidt		
Tele:	804.200.6502		
E-mail:	steve.schmidt@timmons.com		
Developer/Owner Name:			
Tele:			
E-mail:			
Project Information			
Project Name:	Taylor Middle School Expansion	Locality/County:	Town of Warrenton
Project Location: (Attach regional and site specific location map)	The site is generally located south of Buisness 17 (East Shirley Avenue) and north of Alwington Boulevard in the Town of Warrenton as shown in Figure 1.		
Submission Type	Comp Plan <input type="checkbox"/>	Rezoning <input type="checkbox"/>	^{SUP} Site Plan <input checked="" type="checkbox"/> Subd Plat <input type="checkbox"/>
Project Description: (Including details on the land use, acreage, phasing, access location, etc. Attach additional sheet if necessary)	<p>The expansion of the existing Taylor Middle School will add a total of 69,000 sf of additional building area to increase the capacity of the school from 510 students to 850 students. Site improvements also include a dedicated loop for school buses, a separate loop for parent drop off, as well as parking lot improvements.</p> <p>Access to the site is proposed via the three (3) existing entrances to Taylor Middle School (on Business 17) and one new access via Alwington Boulevard via the James Brumfield Elementary School access road.</p> <p>See Figure 2 for the conceptual plan and Tables 1/2 for the trip generation table for traffic generated by the site. Table 1 shows the trip generation based on the existing driveway counts and Table 2 shows the trip generation based on ITE rates/equations. It is proposed to use the local counts (Table 1) as they represent actual operations at the school.</p>		
Proposed Use(s): (Check all that apply; attach additional pages as necessary)	Residential <input type="checkbox"/>	Commercial <input type="checkbox"/>	Mixed Use <input type="checkbox"/> Other <input checked="" type="checkbox"/>

It is important for the applicant to provide sufficient information to county and VDOT staff so that questions regarding geographic scope, alternate methodology, or other issues can be answered at the scoping meeting.

	Residential Uses(s) Number of Units: _____ ITE LU Code(s): _____ _____	_____
	Commercial Use(s) ITE LU Code(s): _____ _____	Other Use(s) ITE LU Code(s): 522 _____
	Square Ft or Other Variable: _____	Independent Variable(s): Students _____

Total Peak Hour Trip Projection:	Less than 100 <input type="checkbox"/>	100 – 499 <input checked="" type="checkbox"/>	500 – 999 <input type="checkbox"/>	1,000 or more <input type="checkbox"/>
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Traffic Impact Analysis Assumptions

Study Period	Existing Year: 2023	Build-out Year: 2026	Design Year: 2032
---------------------	---------------------	----------------------	-------------------

Study Area Boundaries (Attach map)	North: Route 17	South: Alwington Boulevard
	East: Alwington Boulevard	West: Cleveland Street

External Factors That Could Affect Project (Planned road improvements, other nearby developments)	<p>1. The traffic generated by the Arrington development will be included in all future analyses.</p> <p>2. With the Arrington development, the elementary school entrances will be reconfigured. This will be assumed in all future analyses.</p> <p>3. VDOT Pipeline Study on Route 17 - this will be discussed in the report but not analyzed in any scenario as the improvements are not funded.</p>
---	--

Consistency With Comprehensive Plan (Land use, transportation plan)	The site is currently a middle school and there is no change in land use
---	--

Available Traffic Data (Historical, forecasts)	VDOT AADT Data, AM (6-9AM) and PM (2-6PM) counts conducted in May '23 prior to school letting out.
--	--

Trip Distribution (Attach sketch)	Road Name: see Figure 3 and notes	Road Name:
	Road Name:	Road Name:

Annual Vehicle Trip Growth Rate:	1%	Peak Period for Study (check all that apply)	<input checked="" type="checkbox"/> AM <input checked="" type="checkbox"/> PM <input type="checkbox"/> SAT
		Peak Hour of the Generator	PM School Peak

Study Intersections and/or Road Segments (Attach additional sheets as necessary)	1. Culpeper St/Shirley Ave	6. Route 17 and Alwington Boulevard
	2. Site Entrance 1 and Route 17	7. Alwington Boulevard and ES School Entrance
	3. Site Entrance 2 and Route 17	8.

It is important for the applicant to provide sufficient information to county and VDOT staff so that questions regarding geographic scope, alternate methodology, or other issues can be answered at the scoping meeting.

	4.Site Entrance 3 and Route 17	9.
	5.Route 17 and Route 15	10.
Trip Adjustment Factors	Internal allowance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Reduction: _____% trips	Pass-by allowance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Reduction: _____% trips
Software Methodology	<input checked="" type="checkbox"/> Synchro <input type="checkbox"/> HCS (v.2000/+) <input checked="" type="checkbox"/> aaSIDRA <input type="checkbox"/> CORSIM <input type="checkbox"/> Other _____	
Traffic Signal Proposed or Affected (Analysis software to be used, progression speed, cycle length)	Existing Signals: Culpeper St/Shirley Ave and Route 17/Alwington Boulevard	
Improvement(s) Assumed or to be Considered	<p>1. The traffic generated by the Arrington development will be included in all future analyses.</p> <p>2. With the Arrington development, the elementary school entrances will be reconfigured. This will be assumed in all future analyses.</p> <p>3. VDOT Pipeline Study on Route 17 - this will be discussed in the report but not analyzed in any scenario as the improvements are not funded.</p>	
Background Traffic Studies Considered	TIA for the Arrington Development will be used to compare traffic counts, growth rates, etc.	
Plan Submission	<input type="checkbox"/> Master Development Plan (MDP) <input checked="" type="checkbox"/> Generalized Development Plan (GDP) <input type="checkbox"/> Preliminary/Sketch Plan <input type="checkbox"/> Other Plan type (Final Site, Subd. Plan)	
Additional Issues to be Addressed	<input checked="" type="checkbox"/> Queuing analysis <input type="checkbox"/> Actuation/Coordination <input type="checkbox"/> Weaving analysis <input type="checkbox"/> Merge analysis <input checked="" type="checkbox"/> Bike/Ped Accommodations <input checked="" type="checkbox"/> Intersection(s) <input type="checkbox"/> TDM Measures <input checked="" type="checkbox"/> Other Turn Lane Warrant Analysis	

NOTES on ASSUMPTIONS: See Tables 1/2 for the trip generation table for traffic generated by the site. Table 1 shows the trip generation based on the existing driveway counts and Table 2 shows the trip generation based on ITE rates/equations. It is proposed to use the local counts (Table 1) as they represent actual operations at the school and are generally in line with ITE rates/equations.

The overall site trip distributions are shown on Figure 3 and are based on the existing traffic counts at the school driveways and the County school attendance map for Taylor Middle School.

Turn lane warrant analyses will be completed for all site entrances

Study will include a review of Access Management Spacing Standards.

It is important for the applicant to provide sufficient information to county and VDOT staff so that questions regarding geographic scope, alternate methodology, or other issues can be answered at the scoping meeting.

SIGNED:  DATE: 08/28/23
Applicant or Consultant

PRINT NAME: Steve Schmidt
Applicant or Consultant

It is important for the applicant to provide sufficient information to county and VDOT staff so that questions regarding geographic scope, alternate methodology, or other issues can be answered at the scoping meeting.

SCOPE OF WORK MEETING CONCLUSIONS
ADDITIONS TO THE VDOT REQUIRED ELEMENTS, CHANGES TO THE
METHODOLOGY OR STANDARD ASSUMPTIONS, AND SIGNATURE PAGE

Any additions to the VDOT Required Elements or changes to the Methodology or Standard Assumptions due to special circumstances that are approved by VDOT:

The applicant will contact VDOT and the locality prior to the preparation of the traffic impact analysis study in the event there are any substantial changes in the existing conditions that will affect the scope of the study.

AGREED:  DATE: 08/28/23
 Applicant or Consultant

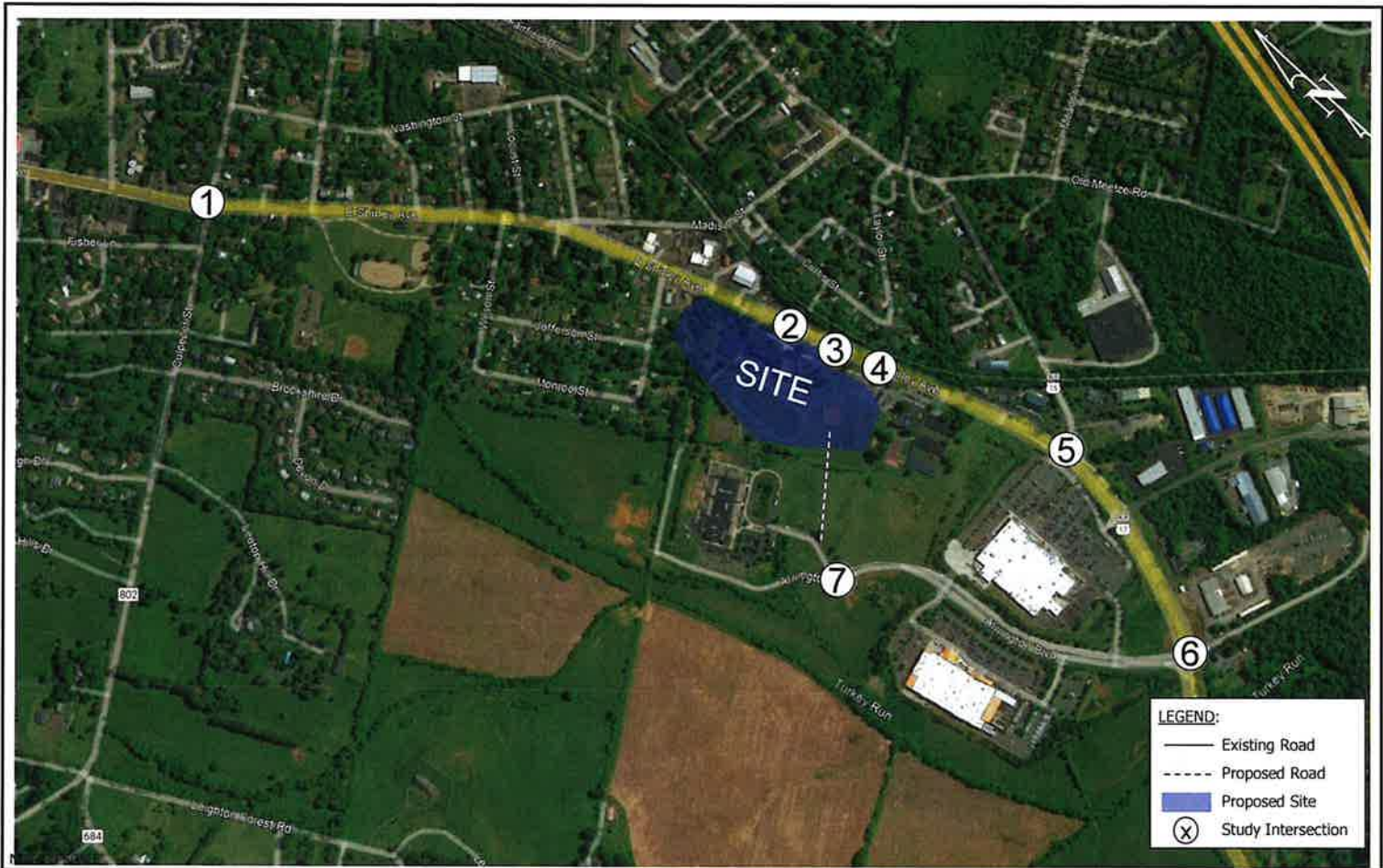
PRINT NAME: Steve Schmidt
 Applicant or Consultant

SIGNED: _____ DATE: _____
 VDOT Representative

PRINT NAME: _____
 VDOT Representative

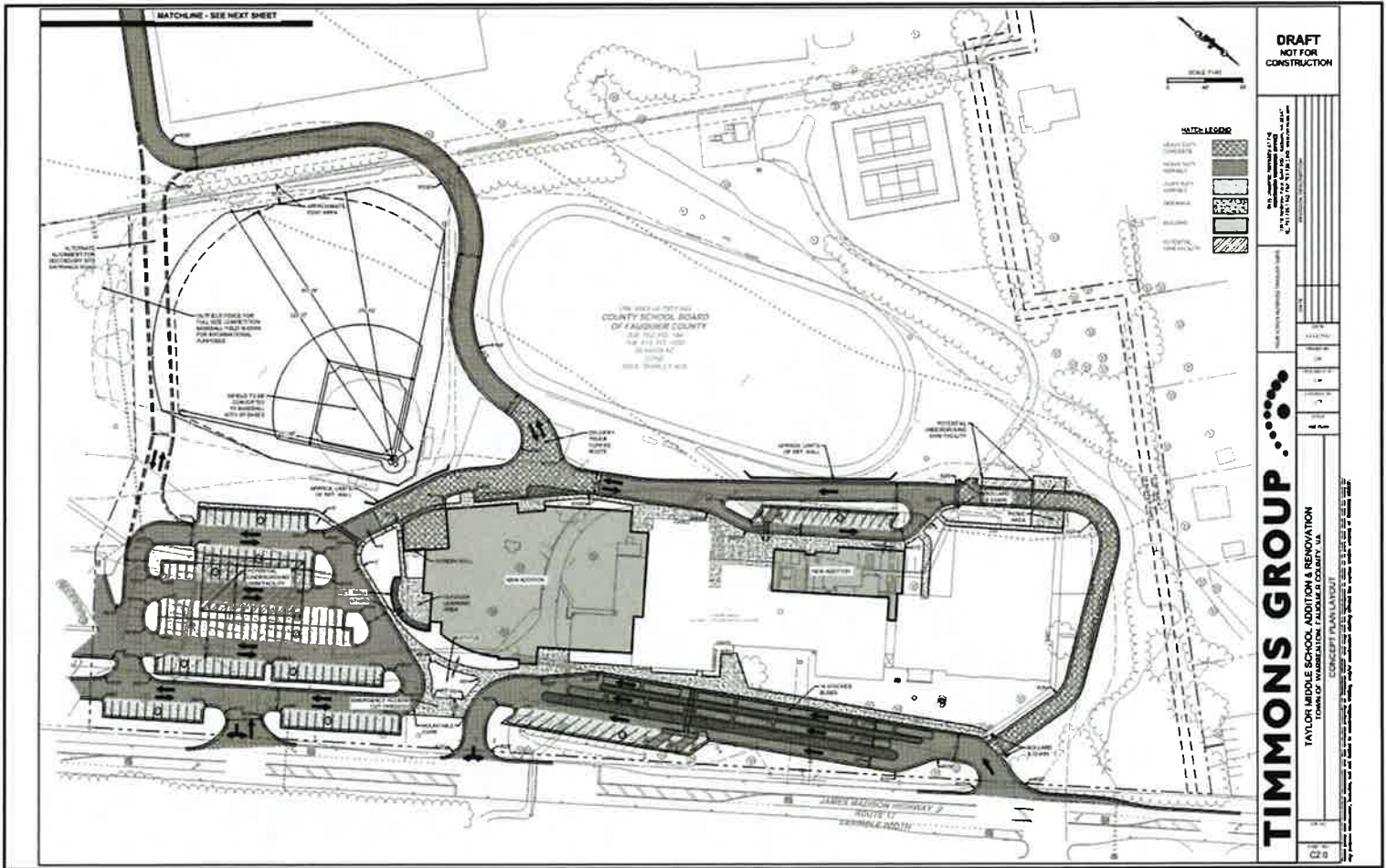
SIGNED:  DATE: 8/29/23
 Local Government Representative

PRINT NAME: Denise Harris
 Local Government Representative



Surrounding Roadway Network and Site Location
Taylor Middle School Addition
Town of Warrenton, Virginia

Figure
1



Conceptual Plan
Taylor Middle School Addition
Town of Warrenton, Virginia

Figure
2



Proposed Overall Site Distributions
Taylor Middle School – Addition & Renovation
Town of Warrenton, Virginia

Figure
3

Table 1
Taylor Middle School Addition
Existing Counts as Basis For Trip Generation

Land Use	Size	Units	Land Use Code	School AM Peak Hour ⁽¹⁾			School PM Peak ⁽¹⁾			Commuter PM Peak Hour ⁽¹⁾			Average Daily Trips ⁽²⁾
				In	Out	Total	In	Out	Total	In	Out	Total	
Existing Capacity Middle School	510	Students	522	126	92	218	60	91	151	45	18	63	1071
New Capacity Middle School	850	Students	522	210	153	363	100	152	252	75	30	105	1785
Increase	340	Students		84	61	145	40	61	101	30	12	42	714

Note: (1) Peak hour counts based on existing driveway counts conducted for the site for the existing school capacity. New capacity trips pro-rated based on the existing counts and the percent increase in students.
(2) Average Daily Trips based on the Institute of Transportation Engineers Trip Generation, 11th Edition. Assumes General Urban/Suburban land use category.

Table 2
Taylor Middle School Addition
ITE Trip Generation as Basis for Trip Generation

Land Use	Size	Units	Land Use Code	School AM Peak Hour			School PM Peak			Commuter PM Peak Hour			Average Daily Trips
				In	Out	Total	In	Out	Total	In	Out	Total	
Existing Capacity Middle School	510	Students	522	233	190	423	91	107	198	37	40	77	1071
New Capacity Middle School	850	Students	522	354	290	644	143	167	310	61	67	128	1785
Increase	340	Students		121	100	221	52	60	112	24	27	51	714

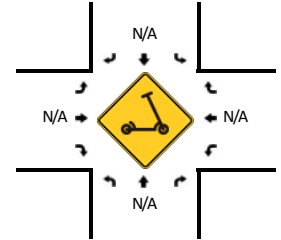
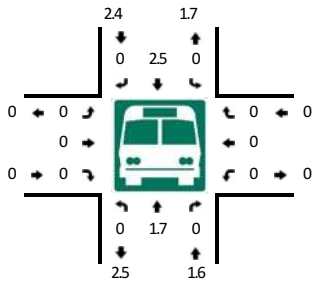
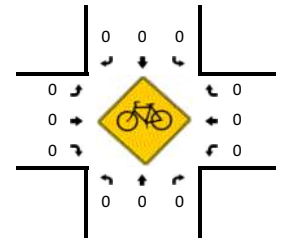
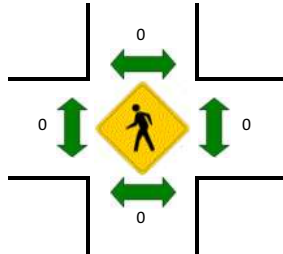
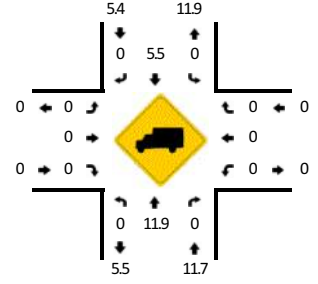
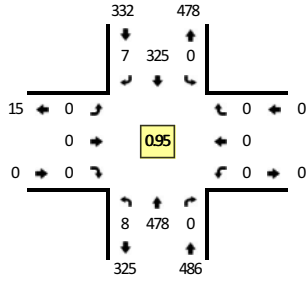
Note: (1) Based on the Institute of Transportation Engineers Trip Generation, 11th Edition, Assumes General Urban/Suburban land use category.

Appendix B Traffic Count Data

LOCATION: Rte 17 Bus -- Western Dwy
CITY/STATE: Warrenton, VA

QC JOB #: 16218101
DATE: Tue, May 16 2023

Peak-Hour: 7:45 AM -- 8:45 AM
Peak 15-Min: 8:15 AM -- 8:30 AM



15-Min Count Period Beginning At	Rte 17 Bus (Northbound)				Rte 17 Bus (Southbound)				Western Dwy (Eastbound)				Western Dwy (Westbound)				Total	Hourly Totals
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
6:00 AM	0	25	0	0	0	26	1	0	0	0	0	0	0	0	0	0	52	
6:15 AM	0	28	0	0	0	28	0	0	0	0	0	0	0	0	0	0	56	
6:30 AM	2	51	0	0	0	35	1	0	0	0	0	0	0	0	0	0	89	
6:45 AM	7	65	0	0	0	63	7	0	0	0	0	0	0	0	0	0	142	339
7:00 AM	26	59	0	0	0	58	14	0	0	0	0	0	0	0	0	0	157	444
7:15 AM	32	109	0	0	0	58	24	0	0	0	0	0	0	0	0	0	223	611
7:30 AM	13	90	0	0	0	65	9	0	0	0	0	0	0	0	0	0	177	699
7:45 AM	1	125	0	0	0	74	3	0	0	0	0	0	0	0	0	0	203	760
8:00 AM	2	107	0	0	0	98	1	0	0	0	0	0	0	0	0	0	208	811
8:15 AM	3	128	0	0	0	84	1	0	0	0	0	0	0	0	0	0	216	804
8:30 AM	2	118	0	0	0	69	2	0	0	0	0	0	0	0	0	0	191	818
8:45 AM	1	102	0	0	0	83	2	0	0	0	0	0	0	0	0	0	188	803
Peak 15-Min Flowrates At	Northbound				Southbound				Eastbound				Westbound				Total	
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
All Vehicles	12	512	0	0	0	336	4	0	0	0	0	0	0	0	0	0	864	
Heavy Trucks	0	48	0	0	0	16	0	0	0	0	0	0	0	0	0	0	64	
Buses	0	20	0	0	0	4	0	0	0	0	0	0	0	0	0	0	24	
Pedestrians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Bicycles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Scoters	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Comments:

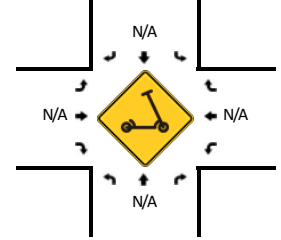
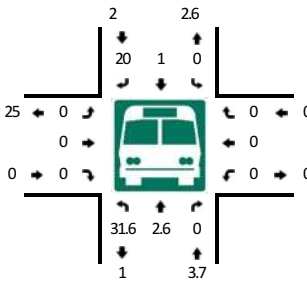
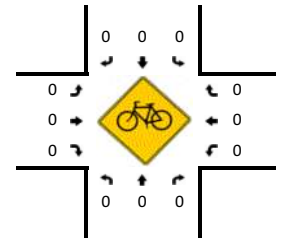
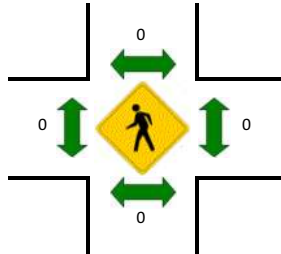
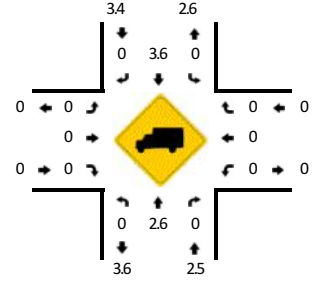
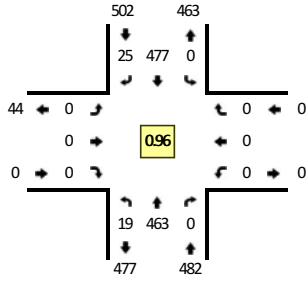
LOCATION: Rte 17 Bus -- Western Dwy
CITY/STATE: Warrenton, VA

QC JOB #: 16218102
DATE: Tue, May 16 2023

Peak-Hour: 2:00 PM -- 3:00 PM
Peak 15-Min: 2:15 PM -- 2:30 PM



TRUE DATA TO IMPROVE MOBILITY



15-Min Count Period Beginning At	Rte 17 Bus (Northbound)				Rte 17 Bus (Southbound)				Western Dwy (Eastbound)				Western Dwy (Westbound)				Total	Hourly Totals
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
2:00 PM	10	108	0	0	0	128	5	0	0	0	0	0	0	0	0	0	251	
2:15 PM	5	124	0	0	0	113	13	0	0	0	0	0	0	0	0	0	255	
2:30 PM	4	124	0	0	0	121	3	0	0	0	0	0	0	0	0	0	252	
2:45 PM	0	107	0	0	0	115	4	0	0	0	0	0	0	0	0	0	226	984
3:00 PM	0	98	0	0	0	120	0	0	0	0	0	0	0	0	0	0	218	951
3:15 PM	2	96	0	0	0	124	0	0	0	0	0	0	0	0	0	0	222	918
3:30 PM	2	150	0	0	0	131	0	0	0	0	0	0	0	0	0	0	283	949
3:45 PM	0	111	0	0	0	103	1	0	0	0	0	0	0	0	0	0	215	938
4:00 PM	1	101	0	0	0	120	2	0	0	0	0	0	0	0	0	0	224	944
4:15 PM	1	99	0	0	0	119	1	0	0	0	0	0	0	0	0	0	220	942
4:30 PM	3	118	0	0	0	144	0	0	0	0	0	0	0	0	0	0	265	924
4:45 PM	1	102	0	0	0	126	4	0	0	0	0	0	0	0	0	0	233	942
5:00 PM	1	105	0	0	0	95	0	0	0	0	0	0	0	0	0	0	201	919
5:15 PM	1	124	0	0	0	113	0	0	0	0	0	0	0	0	0	0	238	937
5:30 PM	0	107	0	0	0	106	1	0	0	0	0	0	0	0	0	0	214	886
5:45 PM	0	82	0	0	0	73	1	0	0	0	0	0	0	0	0	0	156	809

Peak 15-Min Flowrates	Northbound				Southbound				Eastbound				Westbound				Total
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	
All Vehicles	20	496	0	0	0	452	52	0	0	0	0	0	0	0	0	0	1020
Heavy Trucks	0	12	0	0	0	16	0	0	0	0	0	0	0	0	0	0	28
Buses	0	12	0	0	0	0	4	0	0	0	0	0	0	0	0	0	16
Pedestrians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bicycles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Scooters	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Comments:

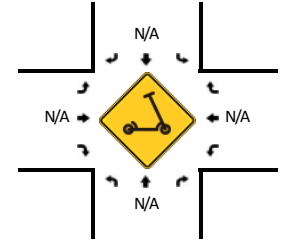
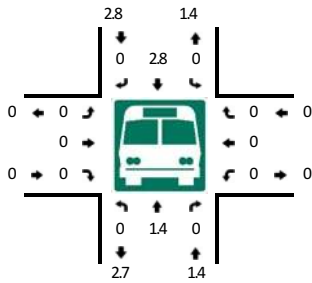
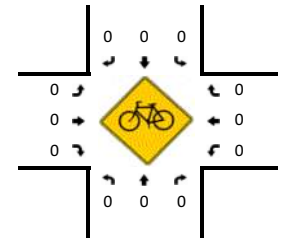
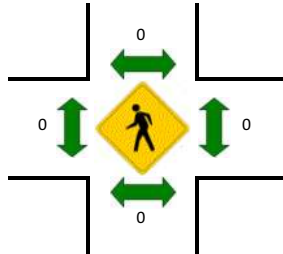
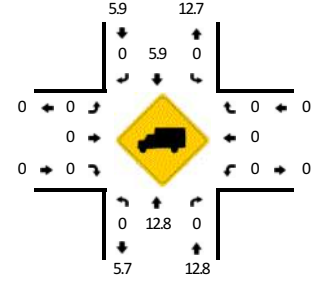
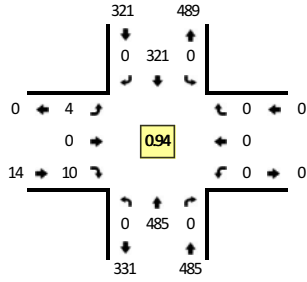
LOCATION: Rte 17 Bus -- Center Dwy
CITY/STATE: Warrenton, VA

QC JOB #: 16218103
DATE: Tue, May 16 2023

Peak-Hour: 7:45 AM -- 8:45 AM
Peak 15-Min: 8:15 AM -- 8:30 AM



TRUE DATA TO IMPROVE MOBILITY



15-Min Count Period Beginning At	Rte 17 Bus (Northbound)				Rte 17 Bus (Southbound)				Center Dwy (Eastbound)				Center Dwy (Westbound)				Total	Hourly Totals
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
6:00 AM	0	25	0	0	0	25	1	0	0	0	0	0	0	0	0	0	51	
6:15 AM	0	26	0	0	0	26	0	0	2	0	0	0	0	0	0	0	54	
6:30 AM	0	53	0	0	0	37	1	0	0	0	2	0	0	0	0	0	93	
6:45 AM	0	72	0	0	0	60	0	0	0	0	1	0	0	0	0	0	133	331
7:00 AM	0	74	0	0	0	61	0	0	12	0	21	0	0	0	0	0	168	448
7:15 AM	0	113	0	0	0	58	0	0	28	0	31	0	0	0	0	0	230	624
7:30 AM	0	92	0	0	0	62	0	0	11	0	16	0	0	0	0	0	181	712
7:45 AM	0	128	0	0	0	73	0	0	0	0	3	0	0	0	0	0	204	783
8:00 AM	0	108	0	0	0	93	0	0	2	0	1	0	0	0	0	0	204	819
8:15 AM	0	129	0	0	0	86	0	0	2	0	2	0	0	0	0	0	219	808
8:30 AM	0	120	0	0	0	69	0	0	0	0	4	0	0	0	0	0	193	820
8:45 AM	0	99	0	0	0	79	0	0	1	0	2	0	0	0	0	0	181	797
Peak 15-Min Flowrates	Northbound				Southbound				Eastbound				Westbound				Total	
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
All Vehicles	0	516	0	0	0	344	0	0	8	0	8	0	0	0	0	0	876	
Heavy Trucks	0	48	0	0	0	8	0	0	0	0	0	0	0	0	0	0	56	
Buses	0	20	0	0	0	8	0	0	0	0	0	0	0	0	0	0	28	
Pedestrians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Bicycles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Scoters	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Comments:

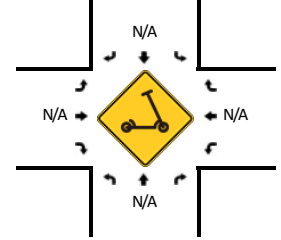
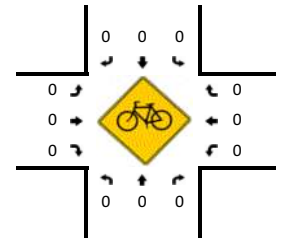
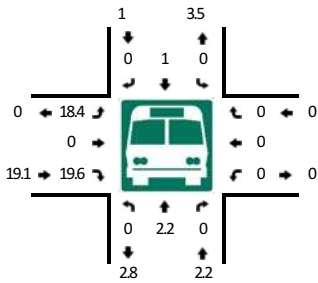
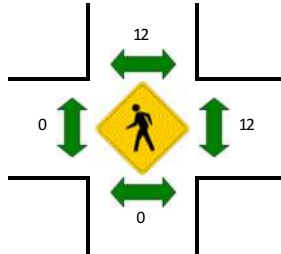
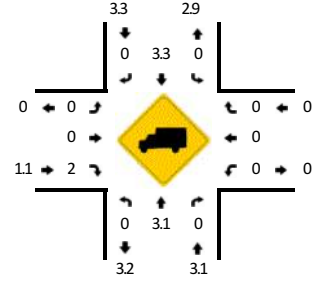
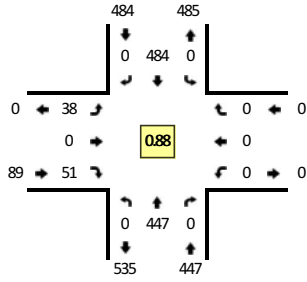
LOCATION: Rte 17 Bus -- Center Dwy
CITY/STATE: Warrenton, VA

QC JOB #: 16218104
DATE: Tue, May 16 2023

Peak-Hour: 2:00 PM -- 3:00 PM
Peak 15-Min: 2:30 PM -- 2:45 PM



TRUE DATA TO IMPROVE MOBILITY



15-Min Count Period Beginning At	Rte 17 Bus (Northbound)				Rte 17 Bus (Southbound)				Center Dwy (Eastbound)				Center Dwy (Westbound)				Total	Hourly Totals
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
2:00 PM	0	117	0	0	0	135	0	0	3	0	2	0	0	0	0	0	257	
2:15 PM	0	124	0	0	0	100	0	0	5	0	6	0	0	0	0	0	235	
2:30 PM	0	105	0	0	0	131	0	0	23	0	30	0	0	0	0	0	289	
2:45 PM	0	101	0	0	0	118	0	0	7	0	13	0	0	0	0	0	239	1020
3:00 PM	0	97	0	0	0	124	0	0	3	0	4	0	0	0	0	0	228	991
3:15 PM	0	97	0	0	0	120	0	0	2	0	3	0	0	0	0	0	222	978
3:30 PM	0	148	0	0	0	132	0	0	4	0	2	0	0	0	0	0	286	975
3:45 PM	0	97	0	0	0	101	0	0	3	0	4	0	0	0	0	0	205	941
4:00 PM	2	98	0	0	0	126	0	0	1	0	2	0	0	0	0	0	229	942
4:15 PM	0	103	0	0	0	118	0	0	0	0	6	0	0	0	0	0	227	947
4:30 PM	0	113	0	0	0	137	0	0	8	0	2	0	0	0	0	0	260	921
4:45 PM	0	96	0	0	0	133	0	0	4	0	0	0	0	0	0	0	233	949
5:00 PM	0	104	0	0	0	98	0	0	2	0	0	0	0	0	0	0	204	924
5:15 PM	0	124	0	0	0	112	1	0	1	0	1	0	0	0	0	0	239	936
5:30 PM	0	105	0	0	0	103	2	0	1	0	1	0	0	0	0	0	212	888
5:45 PM	0	83	0	0	0	75	0	0	0	0	1	0	0	0	0	0	159	814

Peak 15-Min Flowrates	Northbound				Southbound				Eastbound				Westbound				Total
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	
All Vehicles	0	420	0	0	0	524	0	0	92	0	120	0	0	0	0	0	1156
Heavy Trucks	0	8	0	0	0	28	0	0	0	0	0	0	0	0	0	0	36
Buses	0	8	0	0	0	8	0	0	8	0	20	0	0	0	0	0	44
Pedestrians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bicycles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Scooters	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Comments:

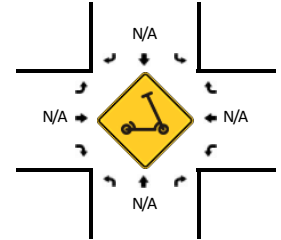
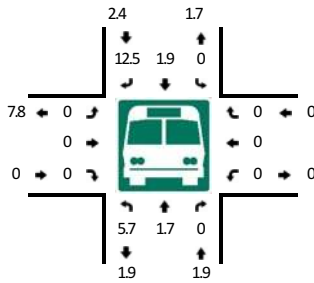
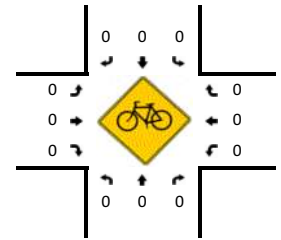
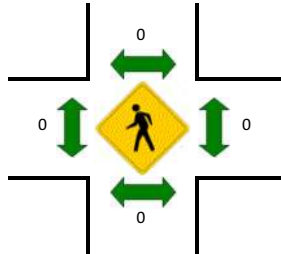
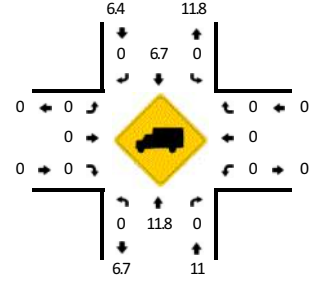
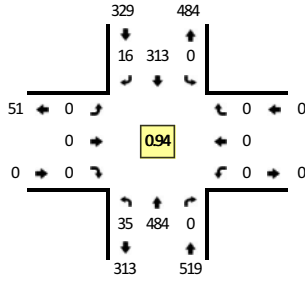
LOCATION: Rte 17 Bus -- Eastern Dwy
CITY/STATE: Warrenton, VA

QC JOB #: 16218105
DATE: Tue, May 16 2023

Peak-Hour: 7:45 AM -- 8:45 AM
Peak 15-Min: 8:15 AM -- 8:30 AM



TRUE DATA TO IMPROVE MOBILITY



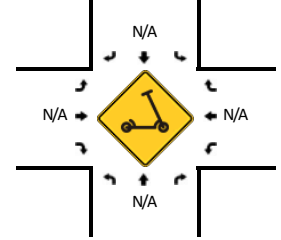
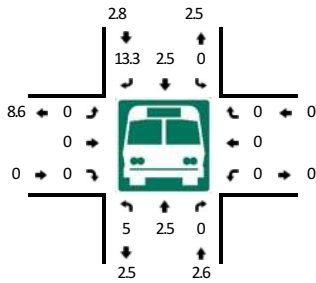
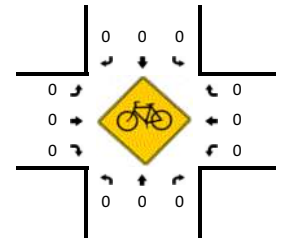
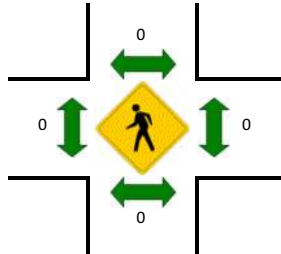
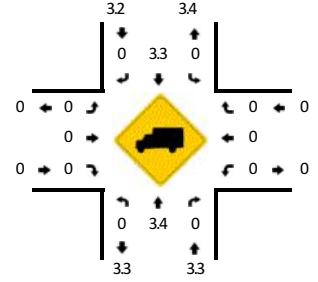
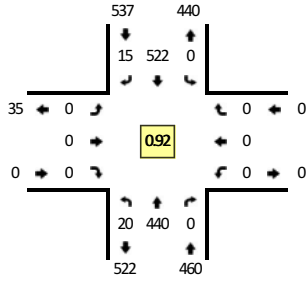
15-Min Count Period Beginning At	Rte 17 Bus (Northbound)				Rte 17 Bus (Southbound)				Eastern Dwy (Eastbound)				Eastern Dwy (Westbound)				Total	Hourly Totals
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
6:00 AM	0	25	0	0	0	23	3	0	0	0	0	0	0	0	0	0	51	
6:15 AM	3	25	0	0	0	26	1	0	0	0	0	0	0	0	0	0	55	
6:30 AM	2	53	0	0	0	38	1	0	0	0	0	0	0	0	0	0	94	
6:45 AM	10	71	0	0	0	58	1	0	0	0	0	0	0	0	0	0	140	340
7:00 AM	12	73	0	0	0	74	7	0	0	0	0	0	0	0	0	0	166	455
7:15 AM	6	109	0	0	0	80	9	0	0	0	0	0	0	0	0	0	204	604
7:30 AM	3	97	0	0	0	77	4	0	0	0	0	0	0	0	0	0	181	691
7:45 AM	9	125	0	0	0	70	1	0	0	0	0	0	0	0	0	0	205	756
8:00 AM	6	108	0	0	0	95	3	0	0	0	0	0	0	0	0	0	212	802
8:15 AM	8	130	0	0	0	83	4	0	0	0	0	0	0	0	0	0	225	823
8:30 AM	12	121	0	0	0	65	8	0	0	0	0	0	0	0	0	0	206	848
8:45 AM	7	99	0	0	0	75	6	0	0	0	0	0	0	0	0	0	187	830
Peak 15-Min Flowrates At	Northbound				Southbound				Eastbound				Westbound				Total	
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
All Vehicles	32	520	0	0	0	332	16	0	0	0	0	0	0	0	0	0	900	
Heavy Trucks	0	44	0	0	0	12	0	0	0	0	0	0	0	0	0	0	56	
Buses	0	20	0	0	0	4	0	0	0	0	0	0	0	0	0	0	24	
Pedestrians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Bicycles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Scoters	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Comments:

LOCATION: Rte 17 Bus -- Eastern Dwy
CITY/STATE: Warrenton, VA

QC JOB #: 16218106
DATE: Tue, May 16 2023

Peak-Hour: 2:00 PM -- 3:00 PM
Peak 15-Min: 2:30 PM -- 2:45 PM



15-Min Count Period Beginning At	Rte 17 Bus (Northbound)				Rte 17 Bus (Southbound)				Eastern Dwy (Eastbound)				Eastern Dwy (Westbound)				Total	Hourly Totals
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
2:00 PM	5	110	0	0	0	139	2	0	0	0	0	0	0	0	0	0	256	
2:15 PM	6	131	0	0	0	97	4	0	0	0	0	0	0	0	0	0	238	
2:30 PM	4	100	0	0	0	159	7	0	0	0	0	0	0	0	0	0	270	
2:45 PM	5	99	0	0	0	127	2	0	0	0	0	0	0	0	0	0	233	997
3:00 PM	0	100	0	0	0	124	3	0	0	0	0	0	0	0	0	0	227	968
3:15 PM	4	98	0	0	0	125	5	0	0	0	0	0	0	0	0	0	232	962
3:30 PM	3	147	0	0	0	128	3	0	0	0	0	0	0	0	0	0	281	973
3:45 PM	5	86	0	0	0	95	2	0	0	0	0	0	0	0	0	0	188	928
4:00 PM	2	101	0	0	0	133	2	0	0	0	0	0	0	0	0	0	238	939
4:15 PM	2	101	0	0	0	120	3	0	2	0	0	0	0	0	0	0	228	935
4:30 PM	6	113	0	0	0	135	4	0	0	0	1	0	0	0	0	0	259	913
4:45 PM	10	101	0	0	0	126	3	0	0	0	1	0	0	0	0	0	241	966
5:00 PM	3	99	0	0	0	94	5	0	0	0	0	0	0	0	0	0	201	929
5:15 PM	3	127	0	0	0	114	1	0	1	0	0	0	0	0	0	0	246	947
5:30 PM	3	106	0	0	0	104	1	0	0	0	0	0	0	0	0	0	214	902
5:45 PM	2	79	0	0	0	74	1	0	1	0	0	0	0	0	0	0	157	818

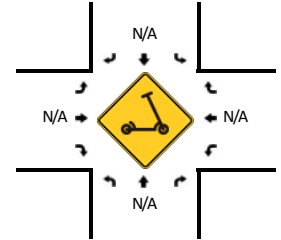
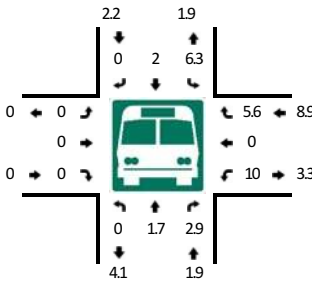
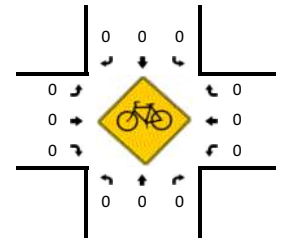
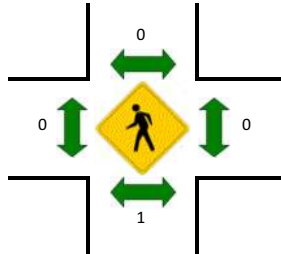
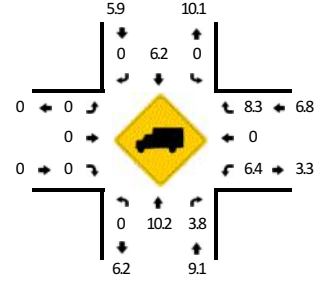
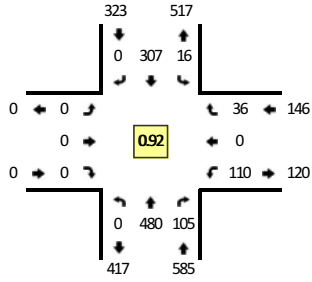
Peak 15-Min Flowrates	Northbound				Southbound				Eastbound				Westbound				Total
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	
All Vehicles	16	400	0	0	0	636	28	0	0	0	0	0	0	0	0	0	1080
Heavy Trucks	0	12	0	0	0	24	0	0	0	0	0	0	0	0	0	0	36
Buses	0	8	0	0	0	40	4	0	0	0	0	0	0	0	0	0	52
Pedestrians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bicycles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Scooters	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Comments:

LOCATION: Rte 17 Bus -- Rte 15 Bus
CITY/STATE: Warrenton, VA

QC JOB #: 16218107
DATE: Tue, May 16 2023

Peak-Hour: 7:45 AM -- 8:45 AM
Peak 15-Min: 8:15 AM -- 8:30 AM

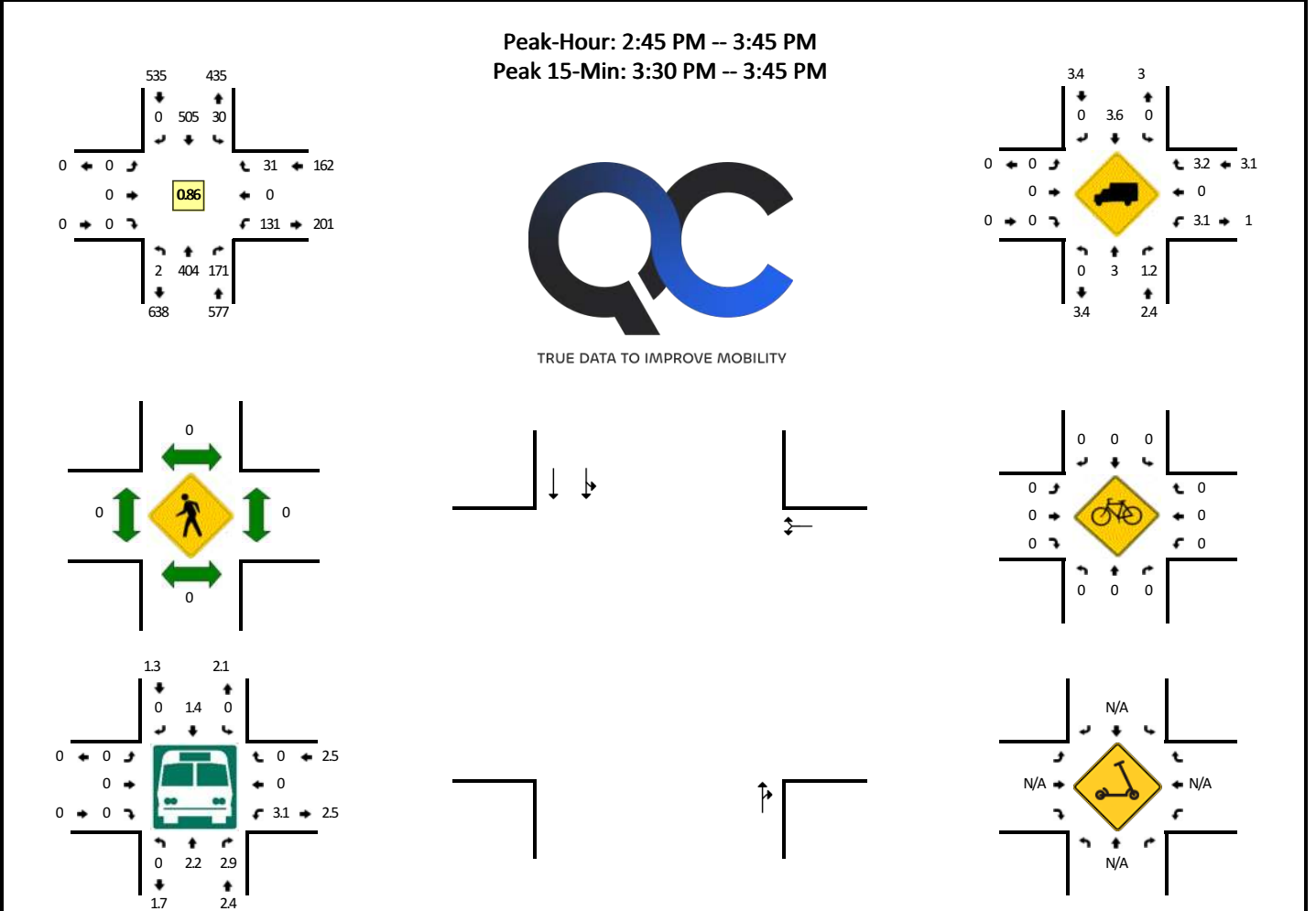


15-Min Count Period Beginning At	Rte 17 Bus (Northbound)				Rte 17 Bus (Southbound)				Rte 15 Bus (Eastbound)				Rte 15 Bus (Westbound)				Total	Hourly Totals
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
6:00 AM	0	25	4	0	1	22	0	0	0	0	0	0	6	0	0	0	58	
6:15 AM	0	24	3	1	2	22	0	0	0	0	0	0	8	0	1	0	61	
6:30 AM	0	54	10	0	1	32	0	0	0	0	0	0	4	0	2	0	103	
6:45 AM	0	72	14	0	1	55	0	0	0	0	0	0	10	0	5	0	157	379
7:00 AM	0	81	14	0	8	61	0	0	0	0	0	0	13	0	10	0	187	508
7:15 AM	0	99	14	0	11	72	0	0	0	0	0	0	10	0	13	0	219	666
7:30 AM	0	94	17	0	9	70	0	0	0	0	0	0	13	0	4	0	207	770
7:45 AM	0	124	24	0	9	63	0	0	0	0	0	0	26	0	12	0	258	871
8:00 AM	0	110	18	0	2	92	0	1	0	0	0	0	26	0	5	0	254	938
8:15 AM	0	129	30	0	1	83	0	0	0	0	0	0	36	0	6	0	285	1004
8:30 AM	0	117	33	0	3	69	0	0	0	0	0	0	22	0	13	0	257	1054
8:45 AM	0	95	15	1	12	66	0	0	0	0	0	0	15	0	6	0	210	1006
Peak 15-Min Flowrates	Northbound				Southbound				Eastbound				Westbound				Total	
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
All Vehicles	0	516	120	0	4	332	0	0	0	0	0	0	144	0	24	0	1140	
Heavy Trucks	0	36	4	0	0	4	0	0	0	0	0	0	16	0	0	0	60	
Buses	0	20	0	0	0	4	0	0	0	0	0	0	20	0	0	0	44	
Pedestrians	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	
Bicycles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Scoters	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Comments:

LOCATION: Rte 17 Bus -- Rte 15 Bus
CITY/STATE: Warrenton, VA

QC JOB #: 16218108
DATE: Tue, May 16 2023



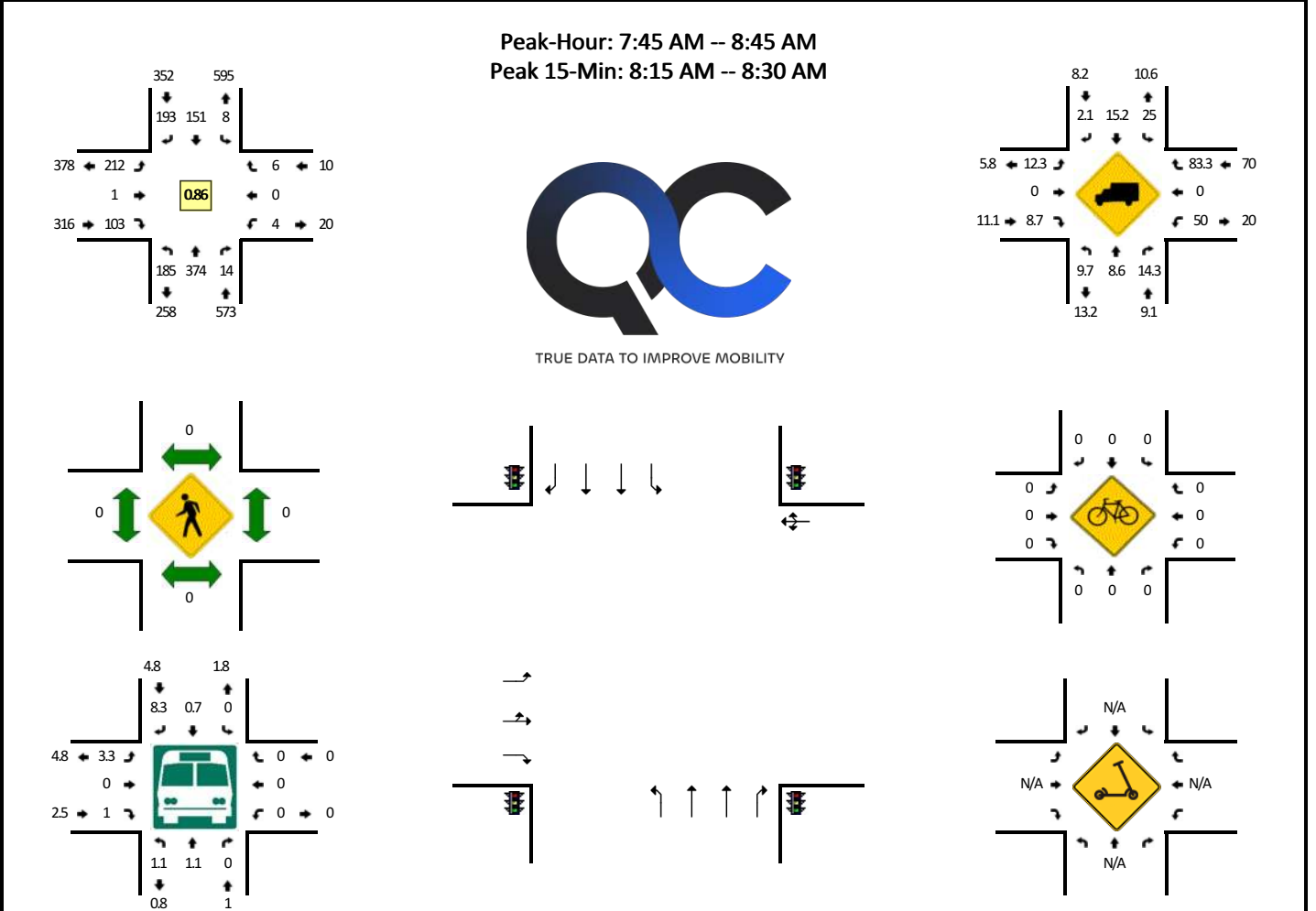
15-Min Count Period Beginning At	Rte 17 Bus (Northbound)				Rte 17 Bus (Southbound)				Rte 15 Bus (Eastbound)				Rte 15 Bus (Westbound)				Total	Hourly Totals
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
2:00 PM	0	101	23	0	6	133	0	0	0	0	0	0	31	0	5	0	299	
2:15 PM	0	131	30	0	4	97	0	1	0	0	0	0	27	0	5	0	295	
2:30 PM	0	89	22	1	12	149	0	1	0	0	0	0	21	0	6	0	301	
2:45 PM	0	94	40	0	4	124	0	0	0	0	0	0	34	0	7	0	303	1198
3:00 PM	0	91	34	1	6	130	0	0	0	0	0	0	37	0	5	0	304	1203
3:15 PM	0	88	42	1	8	121	0	0	0	0	0	0	26	0	9	0	295	1203
3:30 PM	0	131	55	0	12	130	0	0	0	0	0	0	34	0	10	0	372	1274
3:45 PM	0	86	47	1	7	99	0	0	0	0	0	0	28	0	11	0	279	1250
4:00 PM	0	100	29	0	8	133	0	0	0	0	0	0	19	0	6	0	295	1241
4:15 PM	0	93	25	0	2	121	0	1	0	0	0	0	24	0	7	0	273	1219
4:30 PM	0	107	38	0	7	127	0	1	0	0	0	0	31	0	7	0	318	1165
4:45 PM	0	97	38	0	2	143	0	0	0	0	0	0	29	0	11	0	320	1206
5:00 PM	0	88	32	0	5	86	0	0	0	0	0	0	24	0	9	0	244	1155
5:15 PM	0	121	27	0	4	106	0	1	0	0	0	0	24	0	5	0	288	1170
5:30 PM	0	109	17	0	2	109	0	0	0	0	0	0	20	0	6	0	263	1115
5:45 PM	0	71	26	0	6	64	0	0	0	0	0	0	24	0	7	0	198	993

Peak 15-Min Flowrates	Northbound				Southbound				Eastbound				Westbound				Total
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	
All Vehicles	0	524	220	0	48	520	0	0	0	0	0	0	136	0	40	0	1488
Heavy Trucks	0	12	0	0	0	16	0	0	0	0	0	0	0	0	4	0	32
Buses	0	20	8	0	0	8	0	0	0	0	0	0	4	0	0	0	40
Pedestrians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bicycles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Scoters	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Comments:

LOCATION: Rte 17 Bus -- Alwington Boulevard
CITY/STATE: Warrenton, VA

QC JOB #: 16218109
DATE: Tue, May 16 2023



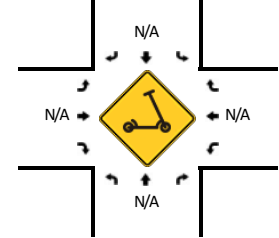
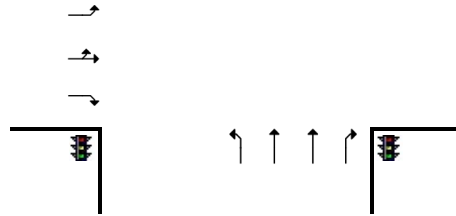
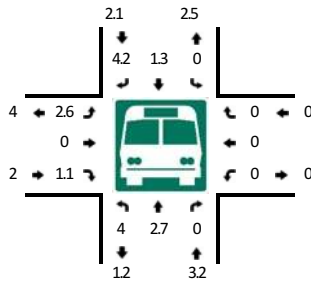
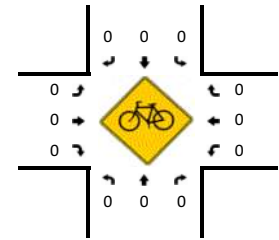
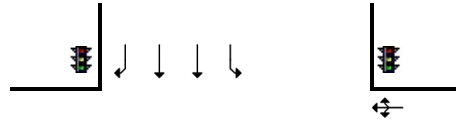
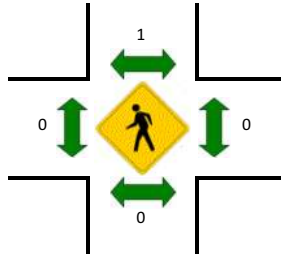
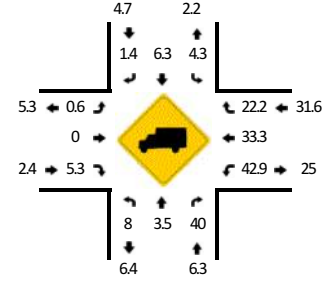
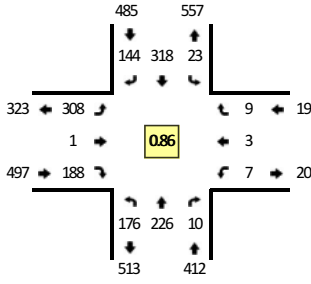
15-Min Count Period Beginning At	Rte 17 Bus (Northbound)				Rte 17 Bus (Southbound)				Alwington Boulevard (Eastbound)				Alwington Boulevard (Westbound)				Total	Hourly Totals
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
6:00 AM	12	23	3	0	1	17	6	0	3	0	9	0	3	0	2	0	79	
6:15 AM	11	28	0	0	0	19	5	0	4	0	6	0	2	0	0	0	75	
6:30 AM	17	54	0	0	0	15	13	0	12	0	11	0	2	0	0	0	124	
6:45 AM	26	96	3	0	2	25	16	0	12	1	10	0	0	0	1	0	192	470
7:00 AM	36	84	0	0	2	42	21	0	11	1	20	0	0	0	0	0	217	608
7:15 AM	37	101	1	0	1	41	26	1	18	0	15	0	0	0	0	0	241	774
7:30 AM	44	78	0	0	1	43	26	0	26	0	21	0	0	0	1	0	240	890
7:45 AM	47	131	5	0	1	32	40	0	32	0	17	0	2	0	0	0	307	1005
8:00 AM	43	86	3	0	4	40	47	1	31	0	12	0	0	0	3	0	270	1058
8:15 AM	45	88	3	0	0	41	71	2	74	0	41	0	0	0	0	0	365	1182
8:30 AM	50	69	3	0	0	38	35	0	75	1	33	0	2	0	3	0	309	1251
8:45 AM	33	74	1	0	1	34	26	1	34	0	24	0	1	0	0	0	229	1173
Peak 15-Min Flowrates At	Northbound				Southbound				Eastbound				Westbound				Total	
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
All Vehicles	180	352	12	0	0	164	284	8	296	0	164	0	0	0	0	0	1460	
Heavy Trucks	20	40	0	0	0	36	4	0	4	0	16	0	0	0	0	0	120	
Buses	4	0	0	0	0	0	24	0	20	0	4	0	0	0	0	0	52	
Pedestrians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Bicycles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Scoters	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Comments:

LOCATION: Rte 17 Bus -- Alwington Boulevard
CITY/STATE: Warrenton, VA

QC JOB #: 16218110
DATE: Tue, May 16 2023

Peak-Hour: 2:45 PM -- 3:45 PM
Peak 15-Min: 3:30 PM -- 3:45 PM



15-Min Count Period Beginning At	Rte 17 Bus (Northbound)				Rte 17 Bus (Southbound)				Alwington Boulevard (Eastbound)				Alwington Boulevard (Westbound)				Total	Hourly Totals
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
2:00 PM	48	55	3	0	2	76	34	2	71	0	46	0	2	1	2	0	342	
2:15 PM	34	64	1	0	2	65	29	6	76	1	41	0	0	0	3	0	322	
2:30 PM	41	46	2	0	1	101	31	1	62	0	47	0	0	1	1	0	334	
2:45 PM	42	58	6	0	2	89	31	2	60	0	43	0	3	2	4	0	342	1340
3:00 PM	43	57	2	0	2	72	40	2	62	1	44	0	3	0	3	0	331	1329
3:15 PM	48	58	0	0	1	71	36	1	72	0	44	0	0	0	0	0	331	1338
3:30 PM	43	53	2	0	4	86	37	9	114	0	57	0	1	1	2	0	409	1413
3:45 PM	47	58	3	0	1	76	20	2	70	0	51	0	3	0	3	0	334	1405
4:00 PM	38	36	2	0	4	88	20	5	75	0	66	0	1	1	3	0	339	1413
4:15 PM	38	49	1	0	1	74	23	3	65	0	42	0	3	1	2	0	302	1384
4:30 PM	47	60	0	0	2	95	17	3	67	0	48	0	2	0	4	0	345	1320
4:45 PM	52	54	0	0	3	99	26	4	69	0	42	0	0	0	2	0	351	1337
5:00 PM	43	58	1	0	0	77	22	1	59	0	53	0	2	0	3	0	319	1317
5:15 PM	38	78	0	0	1	80	17	1	55	0	52	0	1	0	2	0	325	1340
5:30 PM	37	66	2	0	1	81	12	2	48	0	53	0	1	2	2	0	307	1302
5:45 PM	33	51	1	0	0	52	8	0	50	0	42	0	4	0	1	0	242	1193

Peak 15-Min Flowrates	Northbound				Southbound				Eastbound				Westbound				Total
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	
All Vehicles	172	212	8	0	16	344	148	36	456	0	228	0	4	4	8	0	1636
Heavy Trucks	24	4	4		4	16	0		4	0	4		4	0	0		64
Buses	12	4	0		0	0	12		24	0	4		0	0	0		56
Pedestrians	0	0	0		0	0	0		0	0	0		0	0	0		0
Bicycles	0	0	0		0	0	0		0	0	0		0	0	0		0
Scoters																	

Comments:

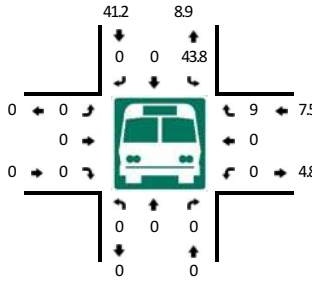
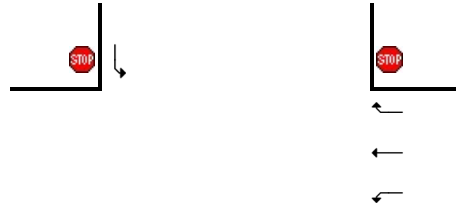
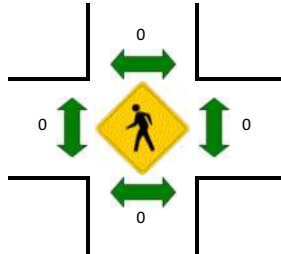
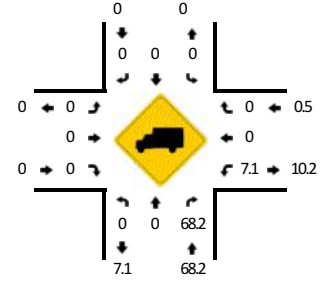
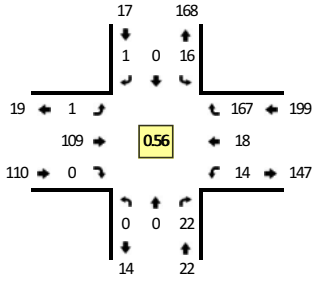
LOCATION: Elementary School Entrance -- Alwington Blvd
CITY/STATE: Warrenton, VA

QC JOB #: 16218111
DATE: Tue, May 16 2023

Peak-Hour: 7:45 AM -- 8:45 AM
Peak 15-Min: 8:15 AM -- 8:30 AM



TRUE DATA TO IMPROVE MOBILITY



15-Min Count Period Beginning At	Elementary School Entrance (Northbound)				Elementary School Entrance (Southbound)				Alwington Blvd (Eastbound)				Alwington Blvd (Westbound)				Total	Hourly Totals
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
6:00 AM	0	0	0	0	3	0	0	0	0	2	0	0	0	2	2	0	9	
6:15 AM	0	0	0	0	2	0	0	0	0	0	0	0	3	1	2	0	8	
6:30 AM	0	0	0	0	3	0	0	0	0	0	0	0	1	0	3	0	7	
6:45 AM	0	0	0	0	2	0	0	0	0	0	0	0	19	2	1	0	24	48
7:00 AM	0	0	1	0	1	0	0	0	0	0	0	0	21	0	11	0	34	73
7:15 AM	0	0	6	0	6	0	0	0	0	1	0	0	21	1	11	0	46	111
7:30 AM	0	0	10	0	2	0	0	0	0	2	0	0	14	8	12	0	48	152
7:45 AM	0	0	12	0	3	0	0	0	0	1	0	0	3	7	31	0	57	185
8:00 AM	0	0	6	0	2	0	0	0	0	1	0	0	7	4	34	0	54	205
8:15 AM	0	0	2	0	8	0	1	0	0	65	0	0	2	6	72	0	156	315
8:30 AM	0	0	2	0	3	0	0	0	1	42	0	0	2	1	30	0	81	348
8:45 AM	0	0	4	0	3	0	0	0	0	7	0	0	5	1	8	0	28	319
Peak 15-Min Flowrates	Northbound				Southbound				Eastbound				Westbound				Total	
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
All Vehicles	0	0	8	0	32	0	4	0	0	260	0	0	8	24	288	0	624	
Heavy Trucks	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	8	
Buses	0	0	0	0	24	0	0	0	0	0	0	0	0	0	24	0	48	
Pedestrians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Bicycles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Scoters	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Comments:

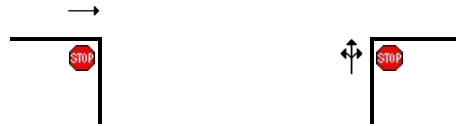
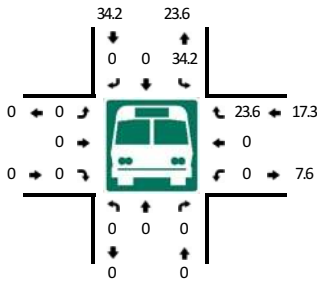
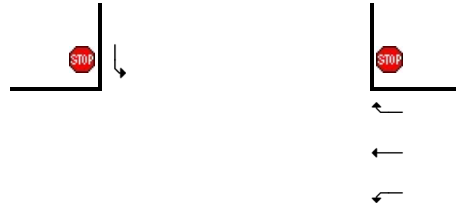
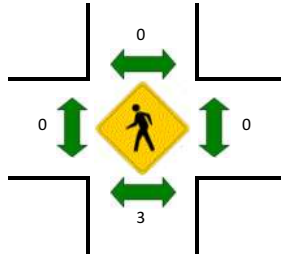
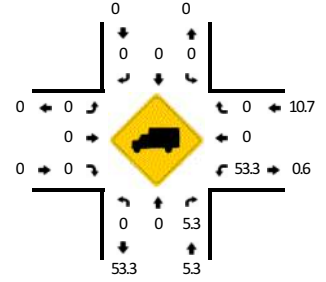
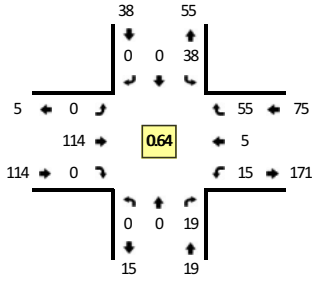
LOCATION: Elementary School Entrance -- Alwington Blvd
CITY/STATE: Warrenton, VA

QC JOB #: 16218112
DATE: Tue, May 16 2023

Peak-Hour: 3:15 PM -- 4:15 PM
Peak 15-Min: 3:30 PM -- 3:45 PM



TRUE DATA TO IMPROVE MOBILITY



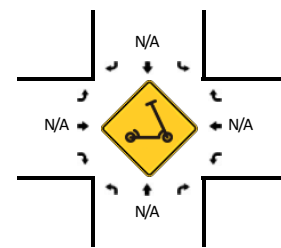
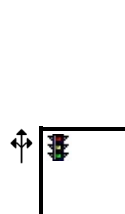
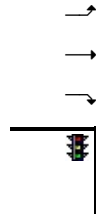
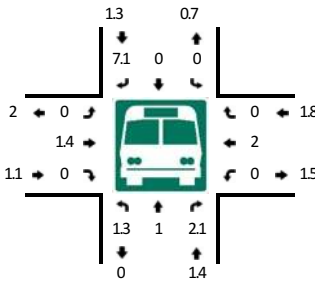
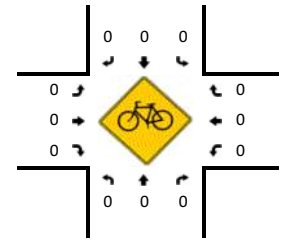
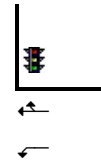
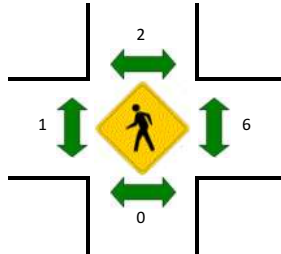
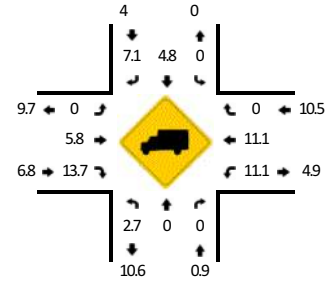
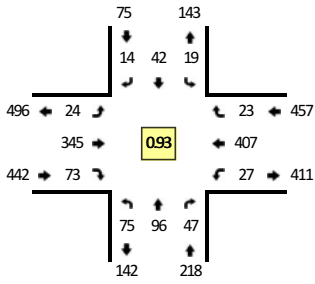
15-Min Count Period Beginning At	Elementary School Entrance (Northbound)				Elementary School Entrance (Southbound)				Alwington Blvd (Eastbound)				Alwington Blvd (Westbound)				Total	Hourly Totals
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
2:00 PM	0	0	2	0	5	0	0	0	0	7	0	0	3	0	3	0	20	
2:15 PM	0	0	3	0	1	0	0	0	0	3	0	0	3	2	4	0	16	
2:30 PM	0	0	0	0	0	0	0	0	0	2	0	0	3	0	11	0	16	
2:45 PM	0	0	4	0	3	0	0	0	0	2	0	0	1	1	13	0	24	76
3:00 PM	0	0	5	0	1	0	0	0	0	1	0	0	4	1	19	0	31	87
3:15 PM	0	0	4	0	4	0	0	0	0	30	0	0	3	2	28	0	71	142
3:30 PM	0	0	4	0	8	0	0	0	0	57	0	0	6	1	20	0	96	222
3:45 PM	0	0	3	0	14	0	0	0	0	13	0	0	4	1	4	0	39	237
4:00 PM	0	0	8	0	12	0	0	0	0	14	0	0	2	1	3	0	40	246
4:15 PM	0	0	6	0	5	0	0	0	0	4	0	0	4	1	3	0	23	198
4:30 PM	0	0	6	0	6	0	0	0	0	7	0	0	3	2	5	0	29	131
4:45 PM	0	0	7	0	5	0	0	0	0	3	0	0	4	1	7	0	27	119
5:00 PM	0	0	8	0	6	0	0	0	0	5	0	0	5	0	4	0	28	107
5:15 PM	0	0	6	0	3	0	0	0	0	1	0	0	2	1	1	0	14	98
5:30 PM	0	0	5	0	3	0	0	0	0	1	0	0	1	0	5	0	15	84
5:45 PM	0	0	10	0	2	0	0	0	0	0	0	0	1	0	1	0	14	71
Peak 15-Min Flowrates	Northbound				Southbound				Eastbound				Westbound				Total	
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
All Vehicles	0	0	16	0	32	0	0	0	0	228	0	0	24	4	80	0	384	
Heavy Trucks	0	0	0	0	0	0	0	0	0	0	0	0	20	0	0	0	20	
Buses	0	0	0	0	32	0	0	0	0	0	0	0	0	0	20	0	52	
Pedestrians	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	
Bicycles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Scooters	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Comments:

LOCATION: Culpeper St -- W Shirley Ave
CITY/STATE: Warrenton, VA

QC JOB #: 16218113
DATE: Thu, May 18 2023

Peak-Hour: 7:45 AM -- 8:45 AM
Peak 15-Min: 7:45 AM -- 8:00 AM



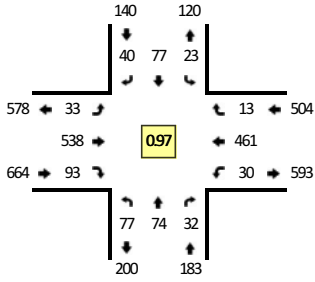
15-Min Count Period Beginning At	Culpeper St (Northbound)				Culpeper St (Southbound)				W Shirley Ave (Eastbound)				W Shirley Ave (Westbound)				Total	Hourly Totals
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
6:00 AM	9	12	1	0	3	1	0	0	0	21	5	0	0	25	0	0	77	
6:15 AM	14	15	1	0	0	5	0	0	1	39	11	0	3	31	2	0	122	
6:30 AM	10	26	1	0	1	2	2	0	4	34	4	0	4	48	0	0	136	
6:45 AM	16	12	4	0	0	2	1	0	2	76	9	0	1	79	4	0	206	541
7:00 AM	17	21	9	0	4	6	4	0	5	65	11	0	1	79	2	0	224	688
7:15 AM	24	15	17	0	4	5	6	0	4	87	14	0	7	100	3	0	286	852
7:30 AM	14	21	6	0	3	4	5	0	7	69	17	0	7	94	6	0	253	969
7:45 AM	29	24	9	0	6	13	3	0	9	72	20	0	9	121	5	0	320	1083
8:00 AM	11	21	18	0	2	9	5	0	8	86	15	0	5	82	8	0	270	1129
8:15 AM	24	35	12	0	6	9	3	0	3	90	18	0	8	93	6	0	307	1150
8:30 AM	11	16	8	0	5	11	3	0	4	97	20	0	5	111	4	0	295	1192
8:45 AM	20	18	6	0	3	10	2	0	6	72	14	0	7	93	4	0	255	1127
Peak 15-Min Flowrates At	Northbound				Southbound				Eastbound				Westbound				Total	
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
All Vehicles	116	96	36	0	24	52	12	0	36	288	80	0	36	484	20	0	1280	
Heavy Trucks	4	0	0		0	4	0		0	16	4		0	64	0		92	
Buses	4	0	0		0	0	0		0	4	0		0	0	0		8	
Pedestrians		0				0				0				0			0	
Bicycles	0	0	0		0	0	0		0	0	0		0	0	0		0	
Scoters																	0	

Comments:

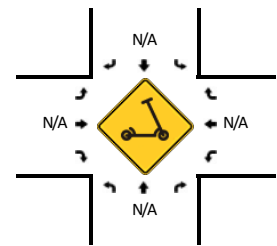
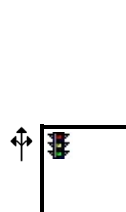
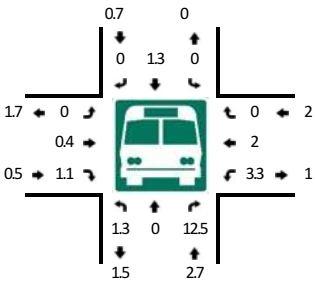
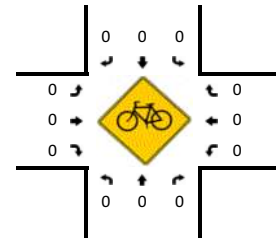
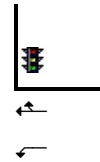
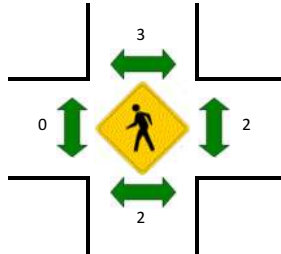
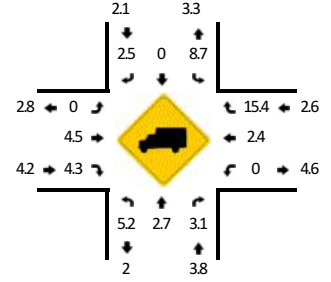
LOCATION: Culpeper St -- W Shirley Ave
CITY/STATE: Warrenton, VA

QC JOB #: 16218114
DATE: Thu, May 18 2023

Peak-Hour: 3:00 PM -- 4:00 PM
Peak 15-Min: 3:00 PM -- 3:15 PM



TRUE DATA TO IMPROVE MOBILITY



15-Min Count Period Beginning At	Culpeper St (Northbound)				Culpeper St (Southbound)				W Shirley Ave (Eastbound)				W Shirley Ave (Westbound)				Total	Hourly Totals
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
2:00 PM	24	15	12	0	5	15	9	0	5	113	18	0	3	123	1	0	343	
2:15 PM	17	24	6	0	5	12	6	0	5	124	28	0	7	110	1	0	345	
2:30 PM	19	21	6	0	9	10	3	0	8	113	22	0	14	131	5	0	361	
2:45 PM	24	11	6	0	7	9	7	0	15	104	17	0	9	97	4	0	310	1359
3:00 PM	16	19	12	0	4	21	12	0	8	137	23	0	6	125	3	0	386	1402
3:15 PM	24	20	8	0	9	17	9	0	9	152	19	0	5	98	3	0	373	1430
3:30 PM	22	17	4	0	5	15	8	0	10	130	16	0	13	116	2	0	358	1427
3:45 PM	15	18	8	0	5	24	11	0	6	119	35	0	6	122	5	0	374	1491
4:00 PM	19	18	8	0	6	19	8	0	8	130	25	0	4	115	5	0	365	1470
4:15 PM	21	15	9	0	8	29	3	0	8	105	29	0	7	92	3	0	329	1426
4:30 PM	18	16	8	0	17	19	12	0	14	129	37	0	8	106	1	0	385	1453
4:45 PM	22	17	4	0	5	34	3	0	9	115	40	0	10	107	0	0	366	1445
5:00 PM	21	14	10	0	5	24	5	0	7	112	30	0	9	130	2	0	369	1449
5:15 PM	21	16	6	0	7	32	5	0	7	92	35	0	4	102	1	0	328	1448
5:30 PM	16	16	7	0	5	23	3	0	4	110	31	0	8	91	1	0	315	1378
5:45 PM	14	13	10	0	4	13	7	0	3	100	22	0	6	111	3	0	306	1318

Peak 15-Min Flowrates	Northbound				Southbound				Eastbound				Westbound				Total
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	
All Vehicles	64	76	48	0	16	84	48	0	32	548	92	0	24	500	12	0	1544
Heavy Trucks	0	4	0	0	0	0	0	0	0	8	4	0	0	16	0	0	32
Buses	0	0	4	0	0	0	0	0	0	4	0	0	0	0	0	0	8
Pedestrians	0	0	0	0	0	8	0	0	0	0	0	0	0	0	0	0	8
Bicycles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Scooters	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Comments:

Appendix C

Traffic Signal Timings

15-17-29BusJames Madison&1105 Alwington

Phase Timing

9/1/2023 10:30:10 AM

Phase	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Min Green	7	12	7	7	7	12	0	0	0	0	0	0	0	0	0	0
Veh Ext	4.0	5.0	4.0	5.0	4.0	5.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Max Green 1	15	30	20	15	15	30	0	0	0	0	0	0	0	0	0	0
Max Green 2	15	30	20	15	15	30	0	0	0	0	0	0	0	0	0	0
Max Green 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Max Ext	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Yellow	4.8	4.8	4.1	3.2	4.8	4.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Red Clr	3.9	3.9	4.7	3.1	3.9	3.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Adv Flash	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Bike MG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Walk	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ped Clr	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Walk2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sol DW	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Early Wlk	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Delay Wlk	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Added	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Max Initial	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Min Gap	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Reduce After	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TTReduce	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CS Min Green	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CS Max Green	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Red Revert	4.0	4.0	4.0	4.0	4.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Neg Ped	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
AP Disc	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pmt Green	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pmt Walk	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pmt Ped Clr	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Return Green	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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Phase Options

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Phases	1-8						9-16					
Min Recalls	2	3			6							
Max Recalls												
Ped Recalls												
Soft Recall												
Dual Entry												
Red Rest												
Walk Rest												
Walk Expand												
Ped Recycle												
Sim Ped Term												
PC Thru Clr												
Guar Passage												
No Simult Gap												
Yel Lock	2				6							
Red Lock												
PhaseNext Lock	1	2	3	4	5	6						
No Term Call	1	2	3	4	5	6						
Cond Serv												
CS Enable												
Cond Reserve												
Reserve												
Veh Omit						7	8					
Ped Omit												
Perm Phase												
Protect Calls												
Protect Calls 2												
Flash Entry												
Flash Exit												
Flash Exit Yel												
Flash Exit Red												
Ped Scramble												
No Min Yel												
No Min Red Rev												
Max Scramble Walk												
Flash Yellow	2				6							
Flash FYA												
CNA 1												
CNA 2												

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Phase Startup Options

9/1/2023 10:30:10 AM

Startup Flash Mode
 Startup All Red Yellow

Phases	1-8								9-16								
Startup Phases	2				6												
Startup Yellow																	
Startup Red																	
Startup No Walk																	
Startup Next																	
Startup Yel Fls																	
Startup FYA																	
No Veh Call							7	8									
No Ped Call																	

Phase Startup Timing

Phase	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Start Walk	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Start Min Green	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Start Max Green	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Unit

Red Revert Ped Protect AdvFls in Flash

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Ring Sequence / Conflicting Phases

9/1/2023 10:30:10 AM

Ringgroup 1

Ring 1	1	2	3	4	0	0	0	0	0	0	0	0	0	0	0
Ring 2	5	6	0	0	0	0	0	0	0	0	0	0	0	0	0

Ringgroup 2

Custom Sequences

Seq 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Seq 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Seq 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Seq 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Seq 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Seq 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Seq 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Seq 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Conflicting Phases

1-8

9-16

Phase 1															
Phase 2															
Phase 3															
Phase 4															
Phase 5															
Phase 6															
Phase 7															
Phase 8															
Phase 9															
Phase 10															
Phase 11															
Phase 12															
Phase 13															
Phase 14															
Phase 15															
Phase 16															

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MCE Options

9/1/2023 10:30:10 AM

Phases

1-8

9-16

MCE Ped Protect																	
MCE Veh Call	2	4	6														
MCE Ped Call																	
MCE Veh Omit																	
MCE Ped Omit																	
MCE Veh Sync	2	4	6														
MCE Ped Sync																	
MCE Halt Don't Walk																	

LRV Phases

1-8

MCE LRV Term Early									
--------------------	--	--	--	--	--	--	--	--	--

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FYA/FRA

9/1/2023 10:30:10 AM

FYA	1	2	3	4	5	6	7	8
Prot Phs	1	0	0	0	5	0	0	0
Opp Thru	2	0	0	0	6	0	0	0
Start Phs	0	0	0	0	0	0	0	0
Opp Ped	0	0	0	0	0	0	0	0
Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Min FYA	3.0	0.0	0.0	0.0	3.0	0.0	0.0	0.0
Skip Prot Red	Disabled	Disabled	Disabled	Disabled	Disabled	Disabled	Disabled	Disabled
Head Mode	FYA 1	FYA 1	FYA 1	FYA 1	FYA 1	FYA 1	FYA 1	FYA 1

Ped Hawk 1

Veh Phase

Ped Phase

Flash Yel Dark Signal

Flash Delay Flash Carryover

Green Mode

Ped Hawk 2

Veh Phase

Ped Phase

Flash Yel Dark Signal

Flash Delay Flash Carryover

Green Mode

Ped Hawk 3

Veh Phase

Ped Phase

Flash Yel Dark Signal

Flash Delay Flash Carryover

Green Mode

Ped Hawk 4

Veh Phase

Ped Phase

Flash Yel Dark Signal

Flash Delay Flash Carryover

Green Mode

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Overlap 2

9/1/2023 10:30:10 AM

Min Green Trail Green Trail Green 2 Delay Green
 Yellow Red Red Revert
 Walk Ped Clearance Solid DW Early Wlk Delay Wlk

Phases	1-8								9-16								
Parents			3														
Negative Green																	
Start Next																	
Trail Enable																	
Trail Ena Next																	
Trail Ena 2																	
Trail Next 2																	
Delay Enable																	
Negative Veh																	
Negative Ped																	
Negative Olap																	
Walk Rest																	
Walk Thru																	
Walk Halt																	
Ped Recycle																	
Overlap Start																	
Overlap Ped Start																	
Phase Calls																	

Pmt Green Walk Ped Clr

PP Phase PP Delay

Min FR FR Hold FR Delay

LRV Start Enable

LRV Enable

Phases	1-8								9-16								
Perm Phases																	
Prot Phases																	
FR Ena Phases																	
FR Grn Phases																	
FR Ped Conf																	
FR OLPed Conf																	

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Coordination Options

9/1/2023 10:30:10 AM

Sync Time	<input type="text" value="00:00"/>	RTC Set Time	<input type="text" value="00:00"/>																
Transition Mode	<input type="text" value="Best 2"/>	Ped Adjust	<input type="text" value="None"/>																
Trans Short %	<input type="text" value="20"/>	Trans Long %	<input type="text" value="35"/>																
Offset Reference	<input type="text" value="Crd Grp End"/>	Short Cycles	<input type="text" value="0"/>																
Dual Entry	<input type="text" value="Normal"/>	Overlap F/O	<input type="text" value="Disabled"/>																
Master Sync Mode	<input type="text" value="RTC"/>	Master Sync Length	<input type="text" value="0"/>																
Adapt Thresh	<input type="text" value="0"/>	Adapt Step	<input type="text" value="0"/>																
External Plan Max	<input type="text" value="0"/>																		
Hardwire No Match	<input type="text" value="Sched"/>	Hardwire Sync Fail	<input type="text" value="0"/>																
Override Omit/Recall	<input type="text" value="No"/>																		
Phases	1-8	9-16																	
No Trans Recall	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>									<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>									
Trans Ped Recall	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>									<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>									
Trans Phases	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>									<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>									

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Hardwire Plans

9/1/2023 10:30:10 AM

Hardwire	Plan Select	Pattern	Offset	Mode
Plan 1		0	0	Hardwire
Plan 2		0	0	Hardwire
Plan 3		0	0	Hardwire
Plan 4		0	0	Hardwire
Plan 5		0	0	Hardwire
Plan 6		0	0	Hardwire
Plan 7		0	0	Hardwire
Plan 8		0	0	Hardwire
Plan 9		0	0	Hardwire
Plan 10		0	0	Hardwire
Plan 11		0	0	Hardwire
Plan 12		0	0	Hardwire
Plan 13		0	0	Hardwire
Plan 14		0	0	Hardwire
Plan 15		0	0	Hardwire
Plan 16		0	0	Hardwire
Plan 17		0	0	Hardwire
Plan 18		0	0	Hardwire
Plan 19		0	0	Hardwire
Plan 20		0	0	Hardwire
Plan 21		0	0	Hardwire
Plan 22		0	0	Hardwire
Plan 23		0	0	Hardwire
Plan 24		0	0	Hardwire
Plan 25		0	0	Hardwire
Plan 26		0	0	Hardwire
Plan 27		0	0	Hardwire
Plan 28		0	0	Hardwire
Plan 29		0	0	Hardwire
Plan 30		0	0	Hardwire
Plan 31		0	0	Hardwire
Plan 32		0	0	Hardwire

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Soft Interconnect

9/1/2023 10:30:10 AM

Mode Remote Int Number

Yield Delay

Yield Duration

Permissive

Local Hold Limit

Phases	1-8								9-16								
Local Control Phases																	
Local Hold Phases																	
Local Perm Phases																	
Local Call Phases																	
Remote Perm Phases																	
Remote Hold Phases																	

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Preempt Inputs

9/1/2023 10:30:10 AM

Preempt Input	1	2	3	4	5	6	7	8	9	10
Delay	0	0	0	0	0	0	0	0	0	0
Checkout Limit	0	0	0	0	0	0	0	0	0	0
Locked	No	No	No	No	No	No	No	No	No	No
Interlock	Disabled	Disabled	Disabled	Disabled	Disabled	Disabled	Disabled	Disabled	Disabled	Disabled
Input Number	0	0	0	0	0	0	0	0	0	0
Input Priority	All	All	All	All	All	All	All	All	All	All
Delay Mode	Inp	Inp	Inp	Inp	Inp	Inp	Inp	Inp	Inp	Inp

Preempt Priority

Preempt Priority	1	2	3	4	5	6	7	8	9	10
Priority	0	0	0	0	0	0	0	0	0	0

Remote Preemption

Remote Preempt	RM 1	RM 2	RM 3	RM 4	RM 5	RM 6	RM 7	RM 8
Int Number	0	0	0	0	0	0	0	0
PE Number	0	0	0	0	0	0	0	0
Mode	Dis	Dis	Dis	Dis	Dis	Dis	Dis	Dis
Slack	0	0	0	0	0	0	0	0
Travel Time	0	0	0	0	0	0	0	0
Alt TT 1	0	0	0	0	0	0	0	0
Alt TT 2	0	0	0	0	0	0	0	0
Alt TT 3	0	0	0	0	0	0	0	0
Alt TT 4	0	0	0	0	0	0	0	0
Alt TT 5	0	0	0	0	0	0	0	0
Alt TT 6	0	0	0	0	0	0	0	0
Alt TT 7	0	0	0	0	0	0	0	0

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Preempt 1 (Configuration)

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Enabled	<input type="text" value="No"/>	Dwell Mode	<input type="text" value="Normal"/>	Output Mode	<input type="text" value="All"/>
Output2 Mode	<input type="text" value="All"/>	Fail Action	<input type="text" value="Preempt Off"/>	Exit Mode	<input type="text" value="Normal"/>
Override Flash	<input type="text" value="No"/>	Change Phasenext	<input type="text" value="Yes"/>		

	1-8	9-16
Enable Phases	<input type="text"/>	<input type="text"/>
Preempt Inputs	<input type="text"/>	<input type="text"/>

	1-8	
LRV Disable	<input type="text"/>	Max <input type="text" value="0"/>
LRV Dwell Flash	<input type="text"/>	
LRV Omit	<input type="text"/>	Delay <input type="text" value="0"/>
LRV No Yel	<input type="text"/>	

Preempt 1 (Timing/Phases/Overlaps)

	1-8	9-16
Phases/Overlaps	<input type="text"/>	<input type="text"/>
Omit Olap Grn Clr	<input type="text"/>	<input type="text"/>
Phs EWlk to Grn	<input type="text"/>	<input type="text"/>
TClr 1 Veh Phases	<input type="text"/>	<input type="text"/>
TClr 1 Ped Phases	<input type="text"/>	<input type="text"/>
TClr 1 Olap	<input type="text"/>	<input type="text"/>
TClr 1 Olap Ped	<input type="text"/>	<input type="text"/>
TClr 2 Veh Phases	<input type="text"/>	<input type="text"/>
TClr 2 Ped Phases	<input type="text"/>	<input type="text"/>
TClr 2 Olap	<input type="text"/>	<input type="text"/>
TClr 2 Olap Ped	<input type="text"/>	<input type="text"/>
Init Dwell Phases	<input type="text"/>	<input type="text"/>
Dwell Veh Phases	<input type="text"/>	<input type="text"/>
Dwell Ped Phases	<input type="text"/>	<input type="text"/>
Dwell Olap	<input type="text"/>	<input type="text"/>
Dwell Olap Ped	<input type="text"/>	<input type="text"/>
Exit Veh Phases	<input type="text"/>	<input type="text"/>
Exit Ped Phases	<input type="text"/>	<input type="text"/>
Exit Olap	<input type="text"/>	<input type="text"/>
Exit Olap Ped	<input type="text"/>	<input type="text"/>
Zero Phase Walk	<input type="text"/>	<input type="text"/>
Zero Phase Ped Clr	<input type="text"/>	<input type="text"/>
Zero Phase Green	<input type="text"/>	<input type="text"/>
Zero Olap Walk	<input type="text"/>	<input type="text"/>
Zero Olap Ped Clr	<input type="text"/>	<input type="text"/>
Zero Olap Green	<input type="text"/>	<input type="text"/>
Dwell-Phase Red	<input type="text"/>	<input type="text"/>
Dwell-Phase Red Flash	<input type="text"/>	<input type="text"/>
Dwell-Phase Yel Flash	<input type="text"/>	<input type="text"/>
Dwell-Olap Red Flash	<input type="text"/>	<input type="text"/>
Dwell-Olap Yel Flash	<input type="text"/>	<input type="text"/>
Dwell-Ped Dark	<input type="text"/>	<input type="text"/>
Dwell-Olap Ped Dark	<input type="text"/>	<input type="text"/>

Start Green	<input type="text" value="0"/>	Start Walk	<input type="text" value="0"/>
		Start Ped Clr	<input type="text" value="0"/>
Track Clear 1	<input type="text" value="0"/>	Track Clear 2	<input type="text" value="0"/>
TC1 Extend	<input type="text" value="0"/>	TC1 Max	<input type="text" value="0"/>
Exit Ped Clr	<input type="text" value="0"/>	Exit Yellow	<input type="text" value="0.0"/>
Exit Red	<input type="text" value="0.0"/>		
Min Dwell	<input type="text" value="0"/>	Min Duration	<input type="text" value="0"/>
Dwell Extend	<input type="text" value="0"/>		
Max Dwell	<input type="text" value="0"/>	Max Call	<input type="text" value="0"/>
Reserve Inh Same	<input type="text" value="0"/>		
Reserve Inh All	<input type="text" value="0"/>		
Delay	<input type="text" value="0"/>		

	1-8	9-16
Phases/Overlaps	<input type="text"/>	<input type="text"/>
TClr 1 FR Olap	<input type="text"/>	<input type="text"/>
TClr 2 FR Olap	<input type="text"/>	<input type="text"/>
Dwell FR Olap	<input type="text"/>	<input type="text"/>
TClr 1 FYA	<input type="text"/>	<input type="text"/>
TClr 2 FYA	<input type="text"/>	<input type="text"/>
Dwell FYA	<input type="text"/>	<input type="text"/>

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Preempt 2 (Configuration)

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Enabled	<input type="text" value="Yes"/>	Dwell Mode	<input type="text" value="Normal"/>	Output Mode	<input type="text" value="All"/>
Output2 Mode	<input type="text" value="All"/>	Fail Action	<input type="text" value="Preempt Off"/>	Exit Mode	<input type="text" value="Normal"/>
Override Flash	<input type="text" value="No"/>	Change Phasenext	<input type="text" value="Yes"/>		

	1-8	9-16
Enable Phases	<input type="text"/>	<input type="text"/>
Preempt Inputs	<input type="text" value="2"/>	<input type="text"/>

	1-8	Max	<input type="text" value="0"/>
LRV Disable	<input type="text"/>		
LRV Dwell Flash	<input type="text"/>		
LRV Omit	<input type="text"/>	Delay	<input type="text" value="0"/>
LRV No Yel	<input type="text"/>		

Preempt 2 (Timing/Phases/Overlaps)

	1-8	9-16
Phases/Overlaps		
Omit Olap Grn Clr		
Phs EWlk to Grn		
TClr 1 Veh Phases		
TClr 1 Ped Phases		
TClr 1 Olap		
TClr 1 Olap Ped		
TClr 2 Veh Phases		
TClr 2 Ped Phases		
TClr 2 Olap		
TClr 2 Olap Ped		
Init Dwell Phases		
Dwell Veh Phases	<input type="text" value="2"/>	<input type="text" value="5"/>
Dwell Ped Phases		
Dwell Olap		
Dwell Olap Ped		
Exit Veh Phases	<input type="text" value="2"/>	<input type="text" value="6"/>
Exit Ped Phases		
Exit Olap		
Exit Olap Ped		
Zero Phase Walk		
Zero Phase Ped Clr		
Zero Phase Green		
Zero Olap Walk		
Zero Olap Ped Clr		
Zero Olap Green		
Dwell-Phase Red		
Dwell-Phase Red Flash		
Dwell-Phase Yel Flash		
Dwell-Olap Red Flash		
Dwell-Olap Yel Flash		
Dwell-Ped Dark		
Dwell-Olap Ped Dark		

Start Green	<input type="text" value="5"/>	Start Walk	<input type="text" value="0"/>
		Start Ped Clr	<input type="text" value="0"/>
Track Clear 1	<input type="text" value="0"/>	Track Clear 2	<input type="text" value="0"/>
TC1 Extend	<input type="text" value="0"/>	TC1 Max	<input type="text" value="0"/>
Exit Ped Clr	<input type="text" value="0"/>	Exit Yellow	<input type="text" value="0.0"/>
Exit Red	<input type="text" value="0.0"/>		
Min Dwell	<input type="text" value="5"/>	Min Duration	<input type="text" value="0"/>
Dwell Extend	<input type="text" value="0"/>		
Max Dwell	<input type="text" value="180"/>	Max Call	<input type="text" value="0"/>
Reserve Inh Same	<input type="text" value="0"/>		
Reserve Inh All	<input type="text" value="0"/>		
Delay	<input type="text" value="0"/>		

	1-8	9-16
Phases/Overlaps		
TClr 1 FR Olap	<input type="text"/>	<input type="text"/>
TClr 2 FR Olap	<input type="text"/>	<input type="text"/>
Dwell FR Olap	<input type="text"/>	<input type="text"/>
TClr 1 FYA	<input type="text"/>	<input type="text"/>
TClr 2 FYA	<input type="text"/>	<input type="text"/>
Dwell FYA	<input type="text" value="1"/>	<input type="text"/>

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Preempt 3 (Configuration)

9/1/2023 10:30:10 AM

Enabled	<input type="text" value="Yes"/>	Dwell Mode	<input type="text" value="Normal"/>	Output Mode	<input type="text" value="All"/>
Output2 Mode	<input type="text" value="All"/>	Fail Action	<input type="text" value="Preempt Off"/>	Exit Mode	<input type="text" value="Normal"/>
Override Flash	<input type="text" value="No"/>	Change Phasenext	<input type="text" value="Yes"/>		

	1-8	9-16
Enable Phases	<input type="text"/>	<input type="text"/>
Preempt Inputs	<input type="text" value="3"/>	<input type="text"/>

	1-8	
LRV Disable	<input type="text"/>	Max <input type="text" value="0"/>
LRV Dwell Flash	<input type="text"/>	
LRV Omit	<input type="text"/>	Delay <input type="text" value="0"/>
LRV No Yel	<input type="text"/>	

Preempt 3 (Timing/Phases/Overlaps)

	1-8	9-16
Phases/Overlaps		
Omit Olap Grn Clr		
Phs EWlk to Grn		
TClr 1 Veh Phases		
TClr 1 Ped Phases		
TClr 1 Olap		
TClr 1 Olap Ped		
TClr 2 Veh Phases		
TClr 2 Ped Phases		
TClr 2 Olap		
TClr 2 Olap Ped		
Init Dwell Phases		
Dwell Veh Phases	<input type="text" value="3"/>	
Dwell Ped Phases		
Dwell Olap		
Dwell Olap Ped		
Exit Veh Phases	<input type="text" value="2"/>	<input type="text" value="6"/>
Exit Ped Phases		
Exit Olap		
Exit Olap Ped		
Zero Phase Walk		
Zero Phase Ped Clr		
Zero Phase Green		
Zero Olap Walk		
Zero Olap Ped Clr		
Zero Olap Green		
Dwell-Phase Red		
Dwell-Phase Red Flash		
Dwell-Phase Yel Flash		
Dwell-Olap Red Flash		
Dwell-Olap Yel Flash		
Dwell-Ped Dark		
Dwell-Olap Ped Dark		

Start Green	<input type="text" value="5"/>	Start Walk	<input type="text" value="0"/>
		Start Ped Clr	<input type="text" value="0"/>
Track Clear 1	<input type="text" value="0"/>	Track Clear 2	<input type="text" value="0"/>
TC1 Extend	<input type="text" value="0"/>	TC1 Max	<input type="text" value="0"/>
Exit Ped Clr	<input type="text" value="0"/>	Exit Yellow	<input type="text" value="0.0"/>
Exit Red	<input type="text" value="0.0"/>		
Min Dwell	<input type="text" value="5"/>	Min Duration	<input type="text" value="0"/>
Dwell Extend	<input type="text" value="0"/>		
Max Dwell	<input type="text" value="180"/>	Max Call	<input type="text" value="0"/>
Reserve Inh Same	<input type="text" value="0"/>		
Reserve Inh All	<input type="text" value="0"/>		
Delay	<input type="text" value="0"/>		

	1-8	9-16
Phases/Overlaps		
TClr 1 FR Olap	<input type="text"/>	<input type="text"/>
TClr 2 FR Olap	<input type="text"/>	<input type="text"/>
Dwell FR Olap	<input type="text"/>	<input type="text"/>
TClr 1 FYA	<input type="text"/>	<input type="text"/>
TClr 2 FYA	<input type="text"/>	<input type="text"/>
Dwell FYA	<input type="text"/>	<input type="text"/>

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Preempt 4 (Configuration)

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Enabled	<input type="text" value="Yes"/>	Dwell Mode	<input type="text" value="Normal"/>	Output Mode	<input type="text" value="All"/>
Output2 Mode	<input type="text" value="All"/>	Fail Action	<input type="text" value="Preempt Off"/>	Exit Mode	<input type="text" value="Normal"/>
Override Flash	<input type="text" value="No"/>	Change Phasenext	<input type="text" value="Yes"/>		

	1-8	9-16
Enable Phases	<input type="text"/>	<input type="text"/>
Preempt Inputs	<input type="text" value="4"/>	<input type="text"/>

	1-8	
LRV Disable	<input type="text"/>	Max <input type="text" value="0"/>
LRV Dwell Flash	<input type="text"/>	
LRV Omit	<input type="text"/>	Delay <input type="text" value="0"/>
LRV No Yel	<input type="text"/>	

Preempt 4 (Timing/Phases/Overlaps)

	1-8	9-16
Phases/Overlaps		
Omit Olap Grn Clr		
Phs EWlk to Grn		
TClr 1 Veh Phases		
TClr 1 Ped Phases		
TClr 1 Olap		
TClr 1 Olap Ped		
TClr 2 Veh Phases		
TClr 2 Ped Phases		
TClr 2 Olap		
TClr 2 Olap Ped		
Init Dwell Phases		
Dwell Veh Phases	<input type="text" value="4"/>	
Dwell Ped Phases		
Dwell Olap		
Dwell Olap Ped		
Exit Veh Phases	<input type="text" value="2"/> <input type="text" value="6"/>	
Exit Ped Phases		
Exit Olap		
Exit Olap Ped		
Zero Phase Walk		
Zero Phase Ped Clr		
Zero Phase Green		
Zero Olap Walk		
Zero Olap Ped Clr		
Zero Olap Green		
Dwell-Phase Red		
Dwell-Phase Red Flash		
Dwell-Phase Yel Flash		
Dwell-Olap Red Flash		
Dwell-Olap Yel Flash		
Dwell-Ped Dark		
Dwell-Olap Ped Dark		

Start Green	<input type="text" value="5"/>	Start Walk	<input type="text" value="0"/>
		Start Ped Clr	<input type="text" value="0"/>
Track Clear 1	<input type="text" value="0"/>	Track Clear 2	<input type="text" value="0"/>
TC1 Extend	<input type="text" value="0"/>	TC1 Max	<input type="text" value="0"/>
Exit Ped Clr	<input type="text" value="0"/>	Exit Yellow	<input type="text" value="0.0"/>
Exit Red	<input type="text" value="0.0"/>		
Min Dwell	<input type="text" value="5"/>	Min Duration	<input type="text" value="0"/>
Dwell Extend	<input type="text" value="0"/>		
Max Dwell	<input type="text" value="180"/>	Max Call	<input type="text" value="0"/>
Reserve Inh Same	<input type="text" value="0"/>		
Reserve Inh All	<input type="text" value="0"/>		
Delay	<input type="text" value="0"/>		

	1-8	9-16
Phases/Overlaps		
TClr 1 FR Olap	<input type="text"/>	<input type="text"/>
TClr 2 FR Olap	<input type="text"/>	<input type="text"/>
Dwell FR Olap	<input type="text"/>	<input type="text"/>
TClr 1 FYA	<input type="text"/>	<input type="text"/>
TClr 2 FYA	<input type="text"/>	<input type="text"/>
Dwell FYA	<input type="text"/>	<input type="text"/>

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Preempt 5 (Configuration)

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Enabled	<input type="text" value="Yes"/>	Dwell Mode	<input type="text" value="Normal"/>	Output Mode	<input type="text" value="All"/>
Output2 Mode	<input type="text" value="All"/>	Fail Action	<input type="text" value="Preempt Off"/>	Exit Mode	<input type="text" value="Normal"/>
Override Flash	<input type="text" value="No"/>	Change Phasenext	<input type="text" value="Yes"/>		

	1-8	9-16
Enable Phases	<input type="text"/>	<input type="text"/>
Preempt Inputs	<input type="text" value="5"/>	<input type="text"/>

	1-8	
LRV Disable	<input type="text"/>	Max <input type="text" value="0"/>
LRV Dwell Flash	<input type="text"/>	
LRV Omit	<input type="text"/>	Delay <input type="text" value="0"/>
LRV No Yel	<input type="text"/>	

Preempt 5 (Timing/Phases/Overlaps)

	1-8	9-16
Phases/Overlaps		
Omit Olap Grn Clr	<input type="text"/>	<input type="text"/>
Phs EWlk to Grn	<input type="text"/>	<input type="text"/>
TClr 1 Veh Phases	<input type="text"/>	<input type="text"/>
TClr 1 Ped Phases	<input type="text"/>	<input type="text"/>
TClr 1 Olap	<input type="text"/>	<input type="text"/>
TClr 1 Olap Ped	<input type="text"/>	<input type="text"/>
TClr 2 Veh Phases	<input type="text"/>	<input type="text"/>
TClr 2 Ped Phases	<input type="text"/>	<input type="text"/>
TClr 2 Olap	<input type="text"/>	<input type="text"/>
TClr 2 Olap Ped	<input type="text"/>	<input type="text"/>
Init Dwell Phases	<input type="text"/>	<input type="text"/>
Dwell Veh Phases	<input type="text" value="1"/>	<input type="text" value="6"/>
Dwell Ped Phases	<input type="text"/>	<input type="text"/>
Dwell Olap	<input type="text"/>	<input type="text"/>
Dwell Olap Ped	<input type="text"/>	<input type="text"/>
Exit Veh Phases	<input type="text" value="2"/>	<input type="text" value="6"/>
Exit Ped Phases	<input type="text"/>	<input type="text"/>
Exit Olap	<input type="text"/>	<input type="text"/>
Exit Olap Ped	<input type="text"/>	<input type="text"/>
Zero Phase Walk	<input type="text"/>	<input type="text"/>
Zero Phase Ped Clr	<input type="text"/>	<input type="text"/>
Zero Phase Green	<input type="text"/>	<input type="text"/>
Zero Olap Walk	<input type="text"/>	<input type="text"/>
Zero Olap Ped Clr	<input type="text"/>	<input type="text"/>
Zero Olap Green	<input type="text"/>	<input type="text"/>
Dwell-Phase Red	<input type="text"/>	<input type="text"/>
Dwell-Phase Red Flash	<input type="text"/>	<input type="text"/>
Dwell-Phase Yel Flash	<input type="text"/>	<input type="text"/>
Dwell-Olap Red Flash	<input type="text"/>	<input type="text"/>
Dwell-Olap Yel Flash	<input type="text"/>	<input type="text"/>
Dwell-Ped Dark	<input type="text"/>	<input type="text"/>
Dwell-Olap Ped Dark	<input type="text"/>	<input type="text"/>

Start Green	<input type="text" value="5"/>	Start Walk	<input type="text" value="0"/>
		Start Ped Clr	<input type="text" value="0"/>
Track Clear 1	<input type="text" value="0"/>	Track Clear 2	<input type="text" value="0"/>
TC1 Extend	<input type="text" value="0"/>	TC1 Max	<input type="text" value="0"/>
Exit Ped Clr	<input type="text" value="0"/>	Exit Yellow	<input type="text" value="0.0"/>
Exit Red	<input type="text" value="0.0"/>		
Min Dwell	<input type="text" value="5"/>	Min Duration	<input type="text" value="0"/>
Dwell Extend	<input type="text" value="0"/>		
Max Dwell	<input type="text" value="180"/>	Max Call	<input type="text" value="0"/>
Reserve Inh Same	<input type="text" value="0"/>		
Reserve Inh All	<input type="text" value="0"/>		
Delay	<input type="text" value="0"/>		

	1-8	9-16
Phases/Overlaps		
TClr 1 FR Olap	<input type="text"/>	<input type="text"/>
TClr 2 FR Olap	<input type="text"/>	<input type="text"/>
Dwell FR Olap	<input type="text"/>	<input type="text"/>
TClr 1 FYA	<input type="text"/>	<input type="text"/>
TClr 2 FYA	<input type="text"/>	<input type="text"/>
Dwell FYA	<input type="text" value="5"/>	<input type="text"/>

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Preempt 6 (Configuration)

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Enabled	<input type="text" value="No"/>	Dwell Mode	<input type="text" value="Normal"/>	Output Mode	<input type="text" value="All"/>
Output2 Mode	<input type="text" value="All"/>	Fail Action	<input type="text" value="Preempt Off"/>	Exit Mode	<input type="text" value="Normal"/>
Override Flash	<input type="text" value="No"/>	Change Phasenext	<input type="text" value="Yes"/>		

	1-8	9-16
Enable Phases	<input type="text"/>	<input type="text"/>
Preempt Inputs	<input type="text"/>	<input type="text"/>

	1-8	
LRV Disable	<input type="text"/>	Max <input type="text" value="0"/>
LRV Dwell Flash	<input type="text"/>	
LRV Omit	<input type="text"/>	Delay <input type="text" value="0"/>
LRV No Yel	<input type="text"/>	

Preempt 6 (Timing/Phases/Overlaps)

	1-8	9-16
Phases/Overlaps		
Omit Olap Grn Clr	<input type="text"/>	<input type="text"/>
Phs EWlk to Grn	<input type="text"/>	<input type="text"/>
TClr 1 Veh Phases	<input type="text"/>	<input type="text"/>
TClr 1 Ped Phases	<input type="text"/>	<input type="text"/>
TClr 1 Olap	<input type="text"/>	<input type="text"/>
TClr 1 Olap Ped	<input type="text"/>	<input type="text"/>
TClr 2 Veh Phases	<input type="text"/>	<input type="text"/>
TClr 2 Ped Phases	<input type="text"/>	<input type="text"/>
TClr 2 Olap	<input type="text"/>	<input type="text"/>
TClr 2 Olap Ped	<input type="text"/>	<input type="text"/>
Init Dwell Phases	<input type="text"/>	<input type="text"/>
Dwell Veh Phases	<input type="text"/>	<input type="text"/>
Dwell Ped Phases	<input type="text"/>	<input type="text"/>
Dwell Olap	<input type="text"/>	<input type="text"/>
Dwell Olap Ped	<input type="text"/>	<input type="text"/>
Exit Veh Phases	<input type="text"/>	<input type="text"/>
Exit Ped Phases	<input type="text"/>	<input type="text"/>
Exit Olap	<input type="text"/>	<input type="text"/>
Exit Olap Ped	<input type="text"/>	<input type="text"/>
Zero Phase Walk	<input type="text"/>	<input type="text"/>
Zero Phase Ped Clr	<input type="text"/>	<input type="text"/>
Zero Phase Green	<input type="text"/>	<input type="text"/>
Zero Olap Walk	<input type="text"/>	<input type="text"/>
Zero Olap Ped Clr	<input type="text"/>	<input type="text"/>
Zero Olap Green	<input type="text"/>	<input type="text"/>
Dwell-Phase Red	<input type="text"/>	<input type="text"/>
Dwell-Phase Red Flash	<input type="text"/>	<input type="text"/>
Dwell-Phase Yel Flash	<input type="text"/>	<input type="text"/>
Dwell-Olap Red Flash	<input type="text"/>	<input type="text"/>
Dwell-Olap Yel Flash	<input type="text"/>	<input type="text"/>
Dwell-Ped Dark	<input type="text"/>	<input type="text"/>
Dwell-Olap Ped Dark	<input type="text"/>	<input type="text"/>

Start Green	<input type="text" value="0"/>	Start Walk	<input type="text" value="0"/>
		Start Ped Clr	<input type="text" value="0"/>
Track Clear 1	<input type="text" value="0"/>	Track Clear 2	<input type="text" value="0"/>
TC1 Extend	<input type="text" value="0"/>	TC1 Max	<input type="text" value="0"/>
Exit Ped Clr	<input type="text" value="0"/>	Exit Yellow	<input type="text" value="0.0"/>
Exit Red	<input type="text" value="0.0"/>		
Min Dwell	<input type="text" value="0"/>	Min Duration	<input type="text" value="0"/>
Dwell Extend	<input type="text" value="0"/>		
Max Dwell	<input type="text" value="0"/>	Max Call	<input type="text" value="0"/>
Reserve Inh Same	<input type="text" value="0"/>		
Reserve Inh All	<input type="text" value="0"/>		
Delay	<input type="text" value="0"/>		

	1-8	9-16
Phases/Overlaps		
TClr 1 FR Olap	<input type="text"/>	<input type="text"/>
TClr 2 FR Olap	<input type="text"/>	<input type="text"/>
Dwell FR Olap	<input type="text"/>	<input type="text"/>
TClr 1 FYA	<input type="text"/>	<input type="text"/>
TClr 2 FYA	<input type="text"/>	<input type="text"/>
Dwell FYA	<input type="text"/>	<input type="text"/>

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Preempt 7 (Configuration)

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Enabled	<input type="text" value="No"/>	Dwell Mode	<input type="text" value="Normal"/>	Output Mode	<input type="text" value="All"/>
Output2 Mode	<input type="text" value="All"/>	Fail Action	<input type="text" value="Preempt Off"/>	Exit Mode	<input type="text" value="Normal"/>
Override Flash	<input type="text" value="No"/>	Change Phasenext	<input type="text" value="Yes"/>		

	1-8	9-16
Enable Phases	<input type="text"/>	<input type="text"/>
Preempt Inputs	<input type="text"/>	<input type="text"/>

	1-8	
LRV Disable	<input type="text"/>	Max <input type="text" value="0"/>
LRV Dwell Flash	<input type="text"/>	
LRV Omit	<input type="text"/>	Delay <input type="text" value="0"/>
LRV No Yel	<input type="text"/>	

Preempt 7 (Timing/Phases/Overlaps)

	1-8	9-16
Phases/Overlaps	<input type="text"/>	<input type="text"/>
Omit Olap Grn Clr	<input type="text"/>	<input type="text"/>
Phs EWlk to Grn	<input type="text"/>	<input type="text"/>
TClr 1 Veh Phases	<input type="text"/>	<input type="text"/>
TClr 1 Ped Phases	<input type="text"/>	<input type="text"/>
TClr 1 Olap	<input type="text"/>	<input type="text"/>
TClr 1 Olap Ped	<input type="text"/>	<input type="text"/>
TClr 2 Veh Phases	<input type="text"/>	<input type="text"/>
TClr 2 Ped Phases	<input type="text"/>	<input type="text"/>
TClr 2 Olap	<input type="text"/>	<input type="text"/>
TClr 2 Olap Ped	<input type="text"/>	<input type="text"/>
Init Dwell Phases	<input type="text"/>	<input type="text"/>
Dwell Veh Phases	<input type="text"/>	<input type="text"/>
Dwell Ped Phases	<input type="text"/>	<input type="text"/>
Dwell Olap	<input type="text"/>	<input type="text"/>
Dwell Olap Ped	<input type="text"/>	<input type="text"/>
Exit Veh Phases	<input type="text"/>	<input type="text"/>
Exit Ped Phases	<input type="text"/>	<input type="text"/>
Exit Olap	<input type="text"/>	<input type="text"/>
Exit Olap Ped	<input type="text"/>	<input type="text"/>
Zero Phase Walk	<input type="text"/>	<input type="text"/>
Zero Phase Ped Clr	<input type="text"/>	<input type="text"/>
Zero Phase Green	<input type="text"/>	<input type="text"/>
Zero Olap Walk	<input type="text"/>	<input type="text"/>
Zero Olap Ped Clr	<input type="text"/>	<input type="text"/>
Zero Olap Green	<input type="text"/>	<input type="text"/>
Dwell-Phase Red	<input type="text"/>	<input type="text"/>
Dwell-Phase Red Flash	<input type="text"/>	<input type="text"/>
Dwell-Phase Yel Flash	<input type="text"/>	<input type="text"/>
Dwell-Olap Red Flash	<input type="text"/>	<input type="text"/>
Dwell-Olap Yel Flash	<input type="text"/>	<input type="text"/>
Dwell-Ped Dark	<input type="text"/>	<input type="text"/>
Dwell-Olap Ped Dark	<input type="text"/>	<input type="text"/>

Start Green	<input type="text" value="0"/>	Start Walk	<input type="text" value="0"/>
		Start Ped Clr	<input type="text" value="0"/>
Track Clear 1	<input type="text" value="0"/>	Track Clear 2	<input type="text" value="0"/>
TC1 Extend	<input type="text" value="0"/>	TC1 Max	<input type="text" value="0"/>
Exit Ped Clr	<input type="text" value="0"/>	Exit Yellow	<input type="text" value="0.0"/>
Exit Red	<input type="text" value="0.0"/>		
Min Dwell	<input type="text" value="0"/>	Min Duration	<input type="text" value="0"/>
Dwell Extend	<input type="text" value="0"/>		
Max Dwell	<input type="text" value="0"/>	Max Call	<input type="text" value="0"/>
Reserve Inh Same	<input type="text" value="0"/>		
Reserve Inh All	<input type="text" value="0"/>		
Delay	<input type="text" value="0"/>		

	1-8	9-16
Phases/Overlaps	<input type="text"/>	<input type="text"/>
TClr 1 FR Olap	<input type="text"/>	<input type="text"/>
TClr 2 FR Olap	<input type="text"/>	<input type="text"/>
Dwell FR Olap	<input type="text"/>	<input type="text"/>
TClr 1 FYA	<input type="text"/>	<input type="text"/>
TClr 2 FYA	<input type="text"/>	<input type="text"/>
Dwell FYA	<input type="text"/>	<input type="text"/>

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Preempt 8 (Configuration)

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Enabled	<input type="text" value="No"/>	Dwell Mode	<input type="text" value="Normal"/>	Output Mode	<input type="text" value="All"/>
Output2 Mode	<input type="text" value="All"/>	Fail Action	<input type="text" value="Preempt Off"/>	Exit Mode	<input type="text" value="Normal"/>
Override Flash	<input type="text" value="No"/>	Change Phasenext	<input type="text" value="Yes"/>		

	1-8	9-16
Enable Phases	<input type="text"/>	<input type="text"/>
Preempt Inputs	<input type="text"/>	<input type="text"/>

	1-8	
LRV Disable	<input type="text"/>	Max <input type="text" value="0"/>
LRV Dwell Flash	<input type="text"/>	
LRV Omit	<input type="text"/>	Delay <input type="text" value="0"/>
LRV No Yel	<input type="text"/>	

Preempt 8 (Timing/Phases/Overlaps)

	1-8	9-16
Phases/Overlaps		
Omit Olap Grn Clr	<input type="text"/>	<input type="text"/>
Phs EWlk to Grn	<input type="text"/>	<input type="text"/>
TClr 1 Veh Phases	<input type="text"/>	<input type="text"/>
TClr 1 Ped Phases	<input type="text"/>	<input type="text"/>
TClr 1 Olap	<input type="text"/>	<input type="text"/>
TClr 1 Olap Ped	<input type="text"/>	<input type="text"/>
TClr 2 Veh Phases	<input type="text"/>	<input type="text"/>
TClr 2 Ped Phases	<input type="text"/>	<input type="text"/>
TClr 2 Olap	<input type="text"/>	<input type="text"/>
TClr 2 Olap Ped	<input type="text"/>	<input type="text"/>
Init Dwell Phases	<input type="text"/>	<input type="text"/>
Dwell Veh Phases	<input type="text"/>	<input type="text"/>
Dwell Ped Phases	<input type="text"/>	<input type="text"/>
Dwell Olap	<input type="text"/>	<input type="text"/>
Dwell Olap Ped	<input type="text"/>	<input type="text"/>
Exit Veh Phases	<input type="text"/>	<input type="text"/>
Exit Ped Phases	<input type="text"/>	<input type="text"/>
Exit Olap	<input type="text"/>	<input type="text"/>
Exit Olap Ped	<input type="text"/>	<input type="text"/>
Zero Phase Walk	<input type="text"/>	<input type="text"/>
Zero Phase Ped Clr	<input type="text"/>	<input type="text"/>
Zero Phase Green	<input type="text"/>	<input type="text"/>
Zero Olap Walk	<input type="text"/>	<input type="text"/>
Zero Olap Ped Clr	<input type="text"/>	<input type="text"/>
Zero Olap Green	<input type="text"/>	<input type="text"/>
Dwell-Phase Red	<input type="text"/>	<input type="text"/>
Dwell-Phase Red Flash	<input type="text"/>	<input type="text"/>
Dwell-Phase Yel Flash	<input type="text"/>	<input type="text"/>
Dwell-Olap Red Flash	<input type="text"/>	<input type="text"/>
Dwell-Olap Yel Flash	<input type="text"/>	<input type="text"/>
Dwell-Ped Dark	<input type="text"/>	<input type="text"/>
Dwell-Olap Ped Dark	<input type="text"/>	<input type="text"/>

Start Green	<input type="text" value="0"/>	Start Walk	<input type="text" value="0"/>
		Start Ped Clr	<input type="text" value="0"/>
Track Clear 1	<input type="text" value="0"/>	Track Clear 2	<input type="text" value="0"/>
TC1 Extend	<input type="text" value="0"/>	TC1 Max	<input type="text" value="0"/>
Exit Ped Clr	<input type="text" value="0"/>	Exit Yellow	<input type="text" value="0.0"/>
Exit Red	<input type="text" value="0.0"/>		
Min Dwell	<input type="text" value="0"/>	Min Duration	<input type="text" value="0"/>
Dwell Extend	<input type="text" value="0"/>		
Max Dwell	<input type="text" value="0"/>	Max Call	<input type="text" value="0"/>
Reserve Inh Same	<input type="text" value="0"/>		
Reserve Inh All	<input type="text" value="0"/>		
Delay	<input type="text" value="0"/>		

	1-8	9-16
Phases/Overlaps		
TClr 1 FR Olap	<input type="text"/>	<input type="text"/>
TClr 2 FR Olap	<input type="text"/>	<input type="text"/>
Dwell FR Olap	<input type="text"/>	<input type="text"/>
TClr 1 FYA	<input type="text"/>	<input type="text"/>
TClr 2 FYA	<input type="text"/>	<input type="text"/>
Dwell FYA	<input type="text"/>	<input type="text"/>

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Preempt 9 (Configuration)

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Enabled	<input type="text" value="No"/>	Dwell Mode	<input type="text" value="Normal"/>	Output Mode	<input type="text" value="All"/>
Output2 Mode	<input type="text" value="All"/>	Fail Action	<input type="text" value="Preempt Off"/>	Exit Mode	<input type="text" value="Normal"/>
Override Flash	<input type="text" value="No"/>	Change Phasenext	<input type="text" value="Yes"/>		

	1-8	9-16
Enable Phases	<input type="text"/>	<input type="text"/>
Preempt Inputs	<input type="text"/>	<input type="text"/>

	1-8	
LRV Disable	<input type="text"/>	Max <input type="text" value="0"/>
LRV Dwell Flash	<input type="text"/>	
LRV Omit	<input type="text"/>	Delay <input type="text" value="0"/>
LRV No Yel	<input type="text"/>	

Preempt 9 (Timing/Phases/Overlaps)

	1-8	9-16
Phases/Overlaps		
Omit Olap Grn Clr	<input type="text"/>	<input type="text"/>
Phs EWlk to Grn	<input type="text"/>	<input type="text"/>
TClr 1 Veh Phases	<input type="text"/>	<input type="text"/>
TClr 1 Ped Phases	<input type="text"/>	<input type="text"/>
TClr 1 Olap	<input type="text"/>	<input type="text"/>
TClr 1 Olap Ped	<input type="text"/>	<input type="text"/>
TClr 2 Veh Phases	<input type="text"/>	<input type="text"/>
TClr 2 Ped Phases	<input type="text"/>	<input type="text"/>
TClr 2 Olap	<input type="text"/>	<input type="text"/>
TClr 2 Olap Ped	<input type="text"/>	<input type="text"/>
Init Dwell Phases	<input type="text"/>	<input type="text"/>
Dwell Veh Phases	<input type="text"/>	<input type="text"/>
Dwell Ped Phases	<input type="text"/>	<input type="text"/>
Dwell Olap	<input type="text"/>	<input type="text"/>
Dwell Olap Ped	<input type="text"/>	<input type="text"/>
Exit Veh Phases	<input type="text"/>	<input type="text"/>
Exit Ped Phases	<input type="text"/>	<input type="text"/>
Exit Olap	<input type="text"/>	<input type="text"/>
Exit Olap Ped	<input type="text"/>	<input type="text"/>
Zero Phase Walk	<input type="text"/>	<input type="text"/>
Zero Phase Ped Clr	<input type="text"/>	<input type="text"/>
Zero Phase Green	<input type="text"/>	<input type="text"/>
Zero Olap Walk	<input type="text"/>	<input type="text"/>
Zero Olap Ped Clr	<input type="text"/>	<input type="text"/>
Zero Olap Green	<input type="text"/>	<input type="text"/>
Dwell-Phase Red	<input type="text"/>	<input type="text"/>
Dwell-Phase Red Flash	<input type="text"/>	<input type="text"/>
Dwell-Phase Yel Flash	<input type="text"/>	<input type="text"/>
Dwell-Olap Red Flash	<input type="text"/>	<input type="text"/>
Dwell-Olap Yel Flash	<input type="text"/>	<input type="text"/>
Dwell-Ped Dark	<input type="text"/>	<input type="text"/>
Dwell-Olap Ped Dark	<input type="text"/>	<input type="text"/>

Start Green	<input type="text" value="0"/>	Start Walk	<input type="text" value="0"/>
		Start Ped Clr	<input type="text" value="0"/>
Track Clear 1	<input type="text" value="0"/>	Track Clear 2	<input type="text" value="0"/>
TC1 Extend	<input type="text" value="0"/>	TC1 Max	<input type="text" value="0"/>
Exit Ped Clr	<input type="text" value="0"/>	Exit Yellow	<input type="text" value="0.0"/>
Exit Red	<input type="text" value="0.0"/>		
Min Dwell	<input type="text" value="0"/>	Min Duration	<input type="text" value="0"/>
Dwell Extend	<input type="text" value="0"/>		
Max Dwell	<input type="text" value="0"/>	Max Call	<input type="text" value="0"/>
Reserve Inh Same	<input type="text" value="0"/>		
Reserve Inh All	<input type="text" value="0"/>		
Delay	<input type="text" value="0"/>		

	1-8	9-16
Phases/Overlaps		
TClr 1 FR Olap	<input type="text"/>	<input type="text"/>
TClr 2 FR Olap	<input type="text"/>	<input type="text"/>
Dwell FR Olap	<input type="text"/>	<input type="text"/>
TClr 1 FYA	<input type="text"/>	<input type="text"/>
TClr 2 FYA	<input type="text"/>	<input type="text"/>
Dwell FYA	<input type="text"/>	<input type="text"/>

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Preempt 10 (Configuration)

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Enabled	<input type="text" value="No"/>	Dwell Mode	<input type="text" value="Normal"/>	Output Mode	<input type="text" value="All"/>
Output2 Mode	<input type="text" value="All"/>	Fail Action	<input type="text" value="Preempt Off"/>	Exit Mode	<input type="text" value="Normal"/>
Override Flash	<input type="text" value="No"/>	Change Phasenext	<input type="text" value="Yes"/>		

	1-8	9-16
Enable Phases	<input type="text"/>	<input type="text"/>
Preempt Inputs	<input type="text"/>	<input type="text"/>

	1-8	
LRV Disable	<input type="text"/>	Max <input type="text" value="0"/>
LRV Dwell Flash	<input type="text"/>	
LRV Omit	<input type="text"/>	Delay <input type="text" value="0"/>
LRV No Yel	<input type="text"/>	

Preempt 10 (Timing/Phases/Overlaps)

	1-8	9-16
Phases/Overlaps		
Omit Olap Grn Clr	<input type="text"/>	<input type="text"/>
Phs EWlk to Grn	<input type="text"/>	<input type="text"/>
TClr 1 Veh Phases	<input type="text"/>	<input type="text"/>
TClr 1 Ped Phases	<input type="text"/>	<input type="text"/>
TClr 1 Olap	<input type="text"/>	<input type="text"/>
TClr 1 Olap Ped	<input type="text"/>	<input type="text"/>
TClr 2 Veh Phases	<input type="text"/>	<input type="text"/>
TClr 2 Ped Phases	<input type="text"/>	<input type="text"/>
TClr 2 Olap	<input type="text"/>	<input type="text"/>
TClr 2 Olap Ped	<input type="text"/>	<input type="text"/>
Init Dwell Phases	<input type="text"/>	<input type="text"/>
Dwell Veh Phases	<input type="text"/>	<input type="text"/>
Dwell Ped Phases	<input type="text"/>	<input type="text"/>
Dwell Olap	<input type="text"/>	<input type="text"/>
Dwell Olap Ped	<input type="text"/>	<input type="text"/>
Exit Veh Phases	<input type="text"/>	<input type="text"/>
Exit Ped Phases	<input type="text"/>	<input type="text"/>
Exit Olap	<input type="text"/>	<input type="text"/>
Exit Olap Ped	<input type="text"/>	<input type="text"/>
Zero Phase Walk	<input type="text"/>	<input type="text"/>
Zero Phase Ped Clr	<input type="text"/>	<input type="text"/>
Zero Phase Green	<input type="text"/>	<input type="text"/>
Zero Olap Walk	<input type="text"/>	<input type="text"/>
Zero Olap Ped Clr	<input type="text"/>	<input type="text"/>
Zero Olap Green	<input type="text"/>	<input type="text"/>
Dwell-Phase Red	<input type="text"/>	<input type="text"/>
Dwell-Phase Red Flash	<input type="text"/>	<input type="text"/>
Dwell-Phase Yel Flash	<input type="text"/>	<input type="text"/>
Dwell-Olap Red Flash	<input type="text"/>	<input type="text"/>
Dwell-Olap Yel Flash	<input type="text"/>	<input type="text"/>
Dwell-Ped Dark	<input type="text"/>	<input type="text"/>
Dwell-Olap Ped Dark	<input type="text"/>	<input type="text"/>

Start Green	<input type="text" value="0"/>	Start Walk	<input type="text" value="0"/>
		Start Ped Clr	<input type="text" value="0"/>
Track Clear 1	<input type="text" value="0"/>	Track Clear 2	<input type="text" value="0"/>
TC1 Extend	<input type="text" value="0"/>	TC1 Max	<input type="text" value="0"/>
Exit Ped Clr	<input type="text" value="0"/>	Exit Yellow	<input type="text" value="0.0"/>
Exit Red	<input type="text" value="0.0"/>		
Min Dwell	<input type="text" value="0"/>	Min Duration	<input type="text" value="0"/>
Dwell Extend	<input type="text" value="0"/>		
Max Dwell	<input type="text" value="0"/>	Max Call	<input type="text" value="0"/>
Reserve Inh Same	<input type="text" value="0"/>		
Reserve Inh All	<input type="text" value="0"/>		
Delay	<input type="text" value="0"/>		

	1-8	9-16
Phases/Overlaps		
TClr 1 FR Olap	<input type="text"/>	<input type="text"/>
TClr 2 FR Olap	<input type="text"/>	<input type="text"/>
Dwell FR Olap	<input type="text"/>	<input type="text"/>
TClr 1 FYA	<input type="text"/>	<input type="text"/>
TClr 2 FYA	<input type="text"/>	<input type="text"/>
Dwell FYA	<input type="text"/>	<input type="text"/>

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Preempt 1 (Delay)

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Delay Mode

Delay LRV

TC1 End

Phases/Overlaps	1-8	9-16
Delay Phases	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Delay Peds	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Delay Olaps	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Delay Olap Peds	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Guar Olaps	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Preempt 2 (Delay)

Delay Mode

Delay LRV

TC1 End

Phases/Overlaps	1-8	9-16
Delay Phases	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Delay Peds	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Delay Olaps	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Delay Olap Peds	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Guar Olaps	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Preempt 3 (Delay)

Delay Mode

Delay LRV

TC1 End

Phases/Overlaps	1-8	9-16
Delay Phases	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Delay Peds	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Delay Olaps	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Delay Olap Peds	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Guar Olaps	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

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Preempt 4 (Delay)

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Delay Mode

Delay LRV

TC1 End

Phases/Overlaps	1-8	9-16
Delay Phases	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Delay Peds	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Delay Olaps	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Delay Olap Peds	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Guar Olaps	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Preempt 5 (Delay)

Delay Mode

Delay LRV

TC1 End

Phases/Overlaps	1-8	9-16
Delay Phases	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Delay Peds	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Delay Olaps	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Delay Olap Peds	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Guar Olaps	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Preempt 6 (Delay)

Delay Mode

Delay LRV

TC1 End

Phases/Overlaps	1-8	9-16
Delay Phases	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Delay Peds	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Delay Olaps	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Delay Olap Peds	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Guar Olaps	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

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Preempt 7 (Delay)

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Delay Mode

Delay LRV

TC1 End

Phases/Overlaps	1-8	9-16
Delay Phases	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Delay Peds	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Delay Olaps	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Delay Olap Peds	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Guar Olaps	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Preempt 8 (Delay)

Delay Mode

Delay LRV

TC1 End

Phases/Overlaps	1-8	9-16
Delay Phases	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Delay Peds	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Delay Olaps	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Delay Olap Peds	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Guar Olaps	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Preempt 9 (Delay)

Delay Mode

Delay LRV

TC1 End

Phases/Overlaps	1-8	9-16
Delay Phases	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Delay Peds	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Delay Olaps	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Delay Olap Peds	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Guar Olaps	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

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Preempt 10 (Delay)

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Delay Mode

Delay LRV

TC1 End

Phases/Overlaps	1-8								9-16								
Delay Phases																	
Delay Peds																	
Delay Olaps																	
Delay Olap Peds																	
Guar Olaps																	

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TOD Pattern Events

9/1/2023 10:30:10 AM

	Time	DOW							Holidays							Mode	Pattern	Offset
Event 1	00:00														Sched	0	0	
Event 2	00:00														Sched	0	0	
Event 3	00:00														Sched	0	0	
Event 4	00:00														Sched	0	0	
Event 5	00:00														Sched	0	0	
Event 6	00:00														Sched	0	0	
Event 7	00:00														Sched	0	0	
Event 8	00:00														Sched	0	0	
Event 9	00:00														Sched	0	0	
Event 10	00:00														Sched	0	0	
Event 11	00:00														Sched	0	0	
Event 12	00:00														Sched	0	0	
Event 13	00:00														Sched	0	0	
Event 14	00:00														Sched	0	0	
Event 15	00:00														Sched	0	0	
Event 16	00:00														Sched	0	0	
Event 17	00:00														Sched	0	0	
Event 18	00:00														Sched	0	0	
Event 19	00:00														Sched	0	0	
Event 20	00:00														Sched	0	0	
Event 21	00:00														Sched	0	0	
Event 22	00:00														Sched	0	0	
Event 23	00:00														Sched	0	0	
Event 24	00:00														Sched	0	0	
Event 25	00:00														Sched	0	0	
Event 26	00:00														Sched	0	0	
Event 27	00:00														Sched	0	0	
Event 28	00:00														Sched	0	0	
Event 29	00:00														Sched	0	0	
Event 30	00:00														Sched	0	0	
Event 31	00:00														Sched	0	0	
Event 32	00:00														Sched	0	0	

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Holidays

9/1/2023 10:30:10 AM

	Active Holidays	Month	Day	DOW	WOM
Date 1		0	0		0
Date 2		0	0		0
Date 3		0	0		0
Date 4		0	0		0
Date 5		0	0		0
Date 6		0	0		0
Date 7		0	0		0
Date 8		0	0		0
Date 9		0	0		0
Date 10		0	0		0
Date 11		0	0		0
Date 12		0	0		0
Date 13		0	0		0
Date 14		0	0		0
Date 15		0	0		0
Date 16		0	0		0
Date 17		0	0		0
Date 18		0	0		0
Date 19		0	0		0
Date 20		0	0		0
Date 21		0	0		0
Date 22		0	0		0
Date 23		0	0		0
Date 24		0	0		0
Date 25		0	0		0
Date 26		0	0		0
Date 27		0	0		0
Date 28		0	0		0
Date 29		0	0		0
Date 30		0	0		0
Date 31		0	0		0
Date 32		0	0		0

15-17-29BusJames Madison&1105 Alwington

Control / Config

9/1/2023 10:30:10 AM

Pattern Mode

Manual Pattern Manual Offset

Stop Time Input

Aux Switch

DLS Mode Time Zone GPS Thresh

Password Timeout

Maint Phs Recalls

Maint Ped Recalls

Serial 1 Port Configuration

Broadcast Plan/Sync Broadcast Time

Serial Rebroadcast Response

Serial 2 Port Configuration

Broadcast Plan/Sync Broadcast Time

Ethernet Port Configuration

Broadcast Plan/Sync Broadcast Time

Serial Rebroadcast

Peer Configuration

Peer 1

Peer 2

Peer 3

Peer 4

Peer 5

Peer 6

Peer 7

Peer 8

Programmed EPAC Data

11/23/20
2:09:23PM

Item a.

Intersection Name: Culpeper & E.Shirley

Intersection Alias: culesh

Access Code: 9999 Channel: 1 Address: 7 Revision: 3.33b

Access Data

Port 2 Comm :19200 Baud

Port 3 Comm :1200 Baud

Phase Data

<u>Vehical Basic Timings</u>							<u>Vehical Density Timings</u>			Time B4	Cars	Time To
Phase	Min_Grn	Passage	Max1	Max2	Yellow	All Red	Added Initial	Max_Initial	Reduction	Before	Reduce	Min_Gap
1	8	4.0	30	30	4.0	2.0	0.0	0	0	0	0	0.0
2	30	4.0	45	50	4.0	2.0	0.0	0	0	0	0	0.0
3	8	4.0	30	30	4.0	2.0	0.0	0	0	0	0	0.0
4	8	4.0	30	50	4.0	2.0	0.0	0	0	0	0	0.0
5	8	4.0	30	30	4.0	2.0	0.0	0	0	0	0	0.0
6	30	4.0	45	50	4.0	2.0	0.0	0	0	0	0	0.0

<u>Pedestrian Timing</u>			<u>Extended Actuated</u>			<u>General Control</u>					<u>Miscellaneous</u>				
Phase	Ped Walk	Flashing Clear	Ped Clear	Rest in Walk	Non-Act Initialize	Veh Response	Ped Recall	Recall Delay	Non Lock	Dual Entry	Last Car Passage	Conditional Service	Simultaneous Gap	No Simultaneous Out	
1	0	0	No	0	Inactive	None	Min	None	0	Yes	No	No	No	No	
2	0	0	No	0	Green	NonActI	Min	None	0	No	No	No	No	No	
3	7	12	No	0	Inactive	None	None	None	0	No	No	No	No	No	
4	7	12	No	0	Inactive	NonActII	None	None	0	No	No	No	No	No	
5	0	0	No	0	Inactive	None	None	None	0	Yes	No	No	No	No	
6	7	12	No	0	Green	NonActI	Min	None	0	No	No	No	No	No	

<u>Special Sequence</u> Default Data	<u>Vehical Detector Phase Assignment</u>				
	Assigned Phase	Mode	Switched Phase	Extend	Delay
	Default Data				

<u>Pedestrian Detector</u> Default Data	<u>Special Detector Phase Assignment</u>				
	Assign Phase	Switched Phase	Extend	Delay	
	Default Data				

Unit Data

<u>General Control</u>	<u>Remote Flash</u>
Startup Time: 5sec Startup State: Flash Red Revert: 4sec	Test A = Flash Channel Color Flash Alternat
Auto Ped Clear: No Stop Time Reset: No Alternate Sequence: 0	Flash Flash Entry Exit
ABC connector Input Modes: 0 Input Output	Default Data - No Flash
ABC connector Output Modes: 0 Ring Respons Selection	
D connector Input Modes: 0 1 Ring 1 Ring 1	
D connector Output Modes: 0 2 Ring 2 Ring 2	
3 None None	Default Data - No Flash
4 None None	

<u>Overlaps</u>	<u>Overlaps</u>															
Phase(s)	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Trail Green	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Trail Yellow	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Trail Red	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Plus Green	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Minus Green	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Ring	Next	Phase(s)															Item a.		
Phase	Ring	Phase																	
1	1	2	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
2	1	3	5	5	7	7	2	2	4	4									
3	1	4	6	6	8	8	5	6	7	8									
4	1	1																	
5	2	6																	
6	2	7																	

Alternate Sequences

Alternate Sequences

Port 1 Data

BIU Port Message
 Addr Status 40

Phase
 Pair(s)

Default Data

No
 Alternate
 Sequences

Channel Assignment

Control	Channel	Hardware Pin Set	Control	Channel	Hardware Pin Set	Control	Channel	Hardware Pin Set
Ph.1 Veh	1	1 - Ph.1 RYG	Ph.2 Veh	2	2 - Ph.2 RYG	Ph.3 Veh	3	3 - Ph.3 RYG
Ph.4 Veh	4	4 - Ph.4 RYG	Ph.5 Veh	5	5 - Ph.5 RYG	Ph.6 Veh	6	6 - Ph.6 RYG
Ph.7 Veh	7	7 - Ph.7 RYG	Ph.8 Veh	8	8 - Ph.8 RYG	Ph.2 Ped	9	10 - Ph.2 DPW
Ph.4 Ped	10	12 - Ph.4 DPW	Ph.6 Ped	11	14 - Ph.6 DPW	Ph.8 Ped	12	16 - Ph.8 DPW
Ph.1 OLP	13	17 - Ph.1 RYG	Ph.2 OLP	14	18 - Ph.2 RYG	Ph.3 OLP	15	19 - Ph.3 RYG
Ph.4 OLP	16	20 - Ph.4 RYG	Ph.1 Ped	17	9 - Ph.1 DPW	Ph.3 Ped	18	11 - Ph.3 DPW
Ph.5 Ped	19	13 - Ph.5 DPW	Ph.7 Ped	20	15 - Ph.7 DPW			

Coordination Data

Dial/Split Cycle

General Coordination Data

Operation Mode: 0=Free Offset Mode: 0=Beg Grn Manual Dial: 1
 Coordination Mode: 0=Permissive Force Mode: 0=Plan Manual Split: 1
 Maximun Mode: 2=Max 2 Max Dwell Time: 0 Manual Offset: 1
 Correction Mode: 0=Dwell Yield Period: 0

Split Times and Phase Mode:

Dial / Split

Ph. Splits Ph. Mode Ph. Splits Ph. Mode Ph. Splits Ph. Mode Ph. Splits Ph. Mode

Traffic Plan Data

Plan: // Offset Time: Alt. Sequence: Mode: Rg 2 Lag Time: Rg 3 Lag Time: Rg 4 Lag Time:

Local TBC Data

Start of Daylight Saving Month: 0 Week: 0 Cycle Zero ReferenceHours: 0 Min: 0
 End of Daylight Saving Month: 0 Week: 0

Source	Equate Days						
Day	1	2	3	4	5	6	7

Traffic Data

Event	Day	Time	D/S/O	flash	PHASE FUNCTION															
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
		:	//		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

AUX. Events

Item a.

Event	Program Day	Hour	Min.	Aux Outputs			Det. Diag.	Det. Rpt.	Det. Mult100	Dimming	Special Function Outputs														
				1	2	3	D1	D2	D3		1	2	3	4	5	6	7	8							
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Default Data - No Special Day(s) or Week(s) Programmed

Special Functions

Function	SF1	SF2	SF3	SF4	SF5	SF6	SF7	SF8
Special Function 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Function 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Function 3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Function 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Function 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Function 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Function 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Special Function 8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Phase Function

Phase Function Map	PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10	PF11	PF12	PF13	PF14	PF15	PF16
Phase 1 Max2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phase 2 Max2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phase 3 Max2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phase 4 Max2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phase 5 Max2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phase 6 Max2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phase 7 Max2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phase 8 Max2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phase 1 Phase Omit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phase 2 Phase Omit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phase 3 Phase Omit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phase 4 Phase Omit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phase 5 Phase Omit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phase 6 Phase Omit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phase 7 Phase Omit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Phase 8 Phase Omit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Dimming Data

Item a.

Channel Red Yellow Green Alternate



Default Data - No Dimming Programmed

Preemption Data

General Preemption Data

Ring Min Grn/Walk Time

1	10
2	10
3	10
4	10

Flash > Preempt 1 Preempt 2 = Preempt 3 Preempt 4 = Preempt 5
 Preempt 1 > Preempt 2 Preempt 3 = Preempt 4 Preempt 5 = Preempt 6

Preempt Timers

Preempt	Non-Link to		Delay	Extend	Duration	MaxCall	Lock-Out	Select Ped			Track				Dwell Green	Return Ped		
	Locking	Preempt						Clear	Yel	Red	Grn	Ped	Yel	Red		Clear	Yel	Red
1	No	0	0	0	0	0	0	0	0.0	0.0	0	0	0.0	0.0	6	0	0.0	0.0
2	No	0	0	0	0	0	0	0	0.0	0.0	0	0	0.0	0.0	6	0	0.0	0.0
3	No	0	0	0	0	0	0	0	0.0	0.0	0	0	0.0	0.0	6	0	0.0	0.0
4	No	0	0	0	0	0	0	0	0.0	0.0	0	0	0.0	0.0	6	0	0.0	0.0
5	No	0	0	0	0	0	0	8	4.0	2.0	10	8	4.0	2.0	10	8	4.0	2.0
6	No	0	0	0	0	0	0	8	4.0	2.0	10	8	4.0	2.0	10	8	4.0	2.0

Preempt 1			Preempt 2			Preempt 3			Preempt 4			Preempt 5			Preempt 6		
Exit Phase	Exit Phase	Exit Calls	Exit Phase	Exit Phase	Exit Calls	Exit Phase	Exit Phase	Exit Calls	Exit Phase	Exit Phase	Exit Calls	Exit Phase	Exit Phase	Exit Calls	Exit Phase	Exit Phase	Exit Calls
1	No	Yes	2	Yes	No	2	Yes	Yes	2	Yes	No	1	No	Yes	1	No	Yes
2	Yes	No	4	No	Yes	5	No	Yes	3	No	Yes	2	No	Yes	2	No	Yes
6	Yes	Yes	6	Yes	No	6	Yes	No	6	Yes	No	3	No	Yes	3	No	Yes
												4	No	Yes	4	No	Yes
												5	No	Yes	5	No	Yes
												6	No	Yes	6	No	Yes
												7	No	Yes	7	No	Yes
												8	No	Yes	8	No	Yes

Priority Timers

Priority	Non-Locking	Delay	Extend	Duration	Dwell	Max_Call	Lock-Out	Skip Phases
1	No	0	0	0	0	0	0	0=Do not Skip Phases
2	No	0	0	0	0	0	0	0=Do not Skip Phases
3	No	0	0	0	0	0	0	0=Do not Skip Phases
4	No	0	0	0	0	0	0	0=Do not Skip Phases
5	No	0	0	0	0	0	0	0=Do not Skip Phases
6	No	0	0	0	0	0	0	0=Do not Skip Phases

Priority 1			Priority 2			Priority 3			Priority 4			Priority 5			Priority 6		
Exit Phase	Exit Phase	Exit Calls	Exit Phase	Exit Phase	Exit Calls	Exit Phase	Exit Phase	Exit Calls	Exit Phase	Exit Phase	Exit Calls	Exit Phase	Exit Phase	Exit Calls	Exit Phase	Exit Phase	Exit Calls

Preempt 1

Vehical Phases				Pedestrian Phases			Overlaps			Item a.
Ph. Track	Dwell	Cycle		Ph. Track	Dwell	Cycle	Ovlp. Track	Dwell	Cycle	
1 Red	Green	No		Default Data			Default Data			
6 Red	Green	No		Default Data			Default Data			

Preempt 2

Vehical Phases				Pedestrian Phases			Overlaps		
Ph. Track	Dwell	Cycle		Ph. Track	Dwell	Cycle	Ovlp. Track	Dwell	Cycle
4 Red	Green	No		Default Data			Default Data		

Preempt 3

Vehical Phases				Pedestrian Phases			Overlaps		
Ph. Track	Dwell	Cycle		Ph. Track	Dwell	Cycle	Ovlp. Track	Dwell	Cycle
2 Red	Green	No		Default Data			Default Data		
5 Red	Green	No		Default Data			Default Data		

Preempt 4

Vehical Phases				Pedestrian Phases			Overlaps		
Ph. Track	Dwell	Cycle		Ph. Track	Dwell	Cycle	Ovlp. Track	Dwell	Cycle
3 Red	Green	No		Default Data			Default Data		

Preempt 5

Vehical Phases				Pedestrian Phases			Overlaps		
Ph. Track	Dwell	Cycle		Ph. Track	Dwell	Cycle	Ovlp. Track	Dwell	Cycle
				Default Data			Default Data		

Default Data

Preempt 6

Vehical Phases				Pedestrian Phases			Overlaps		
Ph. Track	Dwell	Cycle		Ph. Track	Dwell	Cycle	Ovlp. Track	Dwell	Cycle
				Default Data			Default Data		

Default Data

System/Detectors Data

Local Critical Alarms

Revert to Backup: 15 1st Phone:
 Local Free: No Cycle Failure: No Coord Failure: No Conflict Flash: No Remote Flash: No 2nd Phone:
 Local Fash: No Cycle Fault: No Coord Fault: No Preemption: No Voltage Monitor: No
 Special Status 1: No Special Status 2: No Special Status 3: No Special Status 4: No Special Status 5: No Special Status 6: No

Traffic Responsive

System	Detector	Average	Occupancy	Min	Queue 1	System	Weight	Queue 2	System	Weight	
Detector	Channel	Veh/Hr	Time(mins)	Correction/10	Volume %	Detectors	Detectors	Factor	Detectors	Detectors	Factor

Default Data

Sample Interval:

Default Data

Queue: 1 Input Selection: 0=Average **Queue:**
 Detector Failed Level : 0 Level Enter Leave Dial / Split / Offset
Queue: 2 Input Selection: 0=Average
 Detector Failed Level : 0 / /

Default Data

Vehical Detector

Diagnostic Value 0
 Max No Erratic
 Detector Presence Activity Count

Vehical Detector

Diagnostic Value 1
 Max No Erratic
 Detector Presence Activity Count

Special Detector

Diagnostic Value 0
 Max No Erratic
 Detector Presence Activity Count

Default Data - Diag 0 Values

Default Data - No Diag 1 Values

Default Data - No Diag 0 Vali

Pedestrian Detector
Diagnostic Value 0
Max No Erratic
Detector Presence Activity Count

Default Data - No Diag 0 Values

Speed Trap Data

Speed Trap:
Measurement:
Detector 1 Detector_2 Distance :

Default Data

Volume Detector Data

Report Interval
Volume Controller
Detector Detector
Number Channel

Default Data

Pedestrian Detector
Diagnostic Value 1
Max No Erratic
Detector Presence Activity Count

Default Data - No Diag 1 Values

Dial/Split/Offset
//

Default Data

Special Detector
Diagnostic Value 1
Max No Erratic
Detector Presence Activity Count

Default Data - No Diag 1 Values

Speed Trap Speed Trap
Low Treshold High Treshold

Item a.

Appendix D

Existing Analysis Worksheets



Lane Group	EBL	EBT	EBR	WBL	WBT	NBT	SBL	SBT
Lane Group Flow (vph)	32	357	75	32	476	238	17	57
v/c Ratio	0.18	0.58	0.12	0.21	0.66	0.71	0.09	0.30
Control Delay	41.4	28.4	0.4	43.8	30.4	44.9	39.1	30.8
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	41.4	28.4	0.4	43.8	30.4	44.9	39.1	30.8
Queue Length 50th (ft)	17	167	0	17	246	117	9	19
Queue Length 95th (ft)	46	264	0	47	#435	#226	29	56
Internal Link Dist (ft)		1033			3084	958		736
Turn Bay Length (ft)	215			185			125	
Base Capacity (vph)	392	818	792	151	718	383	381	381
Starvation Cap Reductn	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.08	0.44	0.09	0.21	0.66	0.62	0.04	0.15

Intersection Summary

95th percentile volume exceeds capacity, queue may be longer.
 Queue shown is maximum after two cycles.

2023 Existing - AM Peak

2023 Existing - AM Peak

1: Culpeper Street & W Shirley Avenue/E Shirley Avenue

HCM Signalized Intersection Capacity Analysis



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations	↖	↑	↗	↖	↗			↕		↖	↗	
Traffic Volume (vph)	28	314	66	28	397	22	78	81	50	15	31	19
Future Volume (vph)	28	314	66	28	397	22	78	81	50	15	31	19
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Width	11	11	11	11	11	11	11	11	11	11	11	11
Grade (%)		-2%			-5%			0%				4%
Total Lost time (s)	6.0	6.0	6.0	6.0	6.0			6.0		6.0	6.0	
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00			1.00		1.00	1.00	
Frt	1.00	1.00	0.85	1.00	0.99			0.97		1.00	0.94	
Flt Protected	0.95	1.00	1.00	0.95	1.00			0.98		0.95	1.00	
Satd. Flow (prot)	1762	1702	1488	1611	1663			1678		1710	1634	
Flt Permitted	0.95	1.00	1.00	0.95	1.00			0.98		0.95	1.00	
Satd. Flow (perm)	1762	1702	1488	1611	1663			1678		1710	1634	
Peak-hour factor, PHF	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88
Adj. Flow (vph)	32	357	75	32	451	25	89	92	57	17	35	22
RTOR Reduction (vph)	0	0	46	0	1	0	0	10	0	0	20	0
Lane Group Flow (vph)	32	357	29	32	475	0	0	228	0	17	37	0
Heavy Vehicles (%)	0%	9%	6%	11%	13%	0%	6%	2%	4%	0%	3%	5%
Turn Type	Prot	NA	Perm	Prot	NA		Split	NA		Split	NA	
Protected Phases	5	2		1	6		3	3		4	4	
Permitted Phases			2									
Actuated Green, G (s)	5.1	34.4	34.4	8.1	37.4			16.9		7.1	7.1	
Effective Green, g (s)	5.1	34.4	34.4	8.1	37.4			16.9		7.1	7.1	
Actuated g/C Ratio	0.06	0.38	0.38	0.09	0.41			0.19		0.08	0.08	
Clearance Time (s)	6.0	6.0	6.0	6.0	6.0			6.0		6.0	6.0	
Vehicle Extension (s)	4.0	4.0	4.0	4.0	4.0			4.0		4.0	4.0	
Lane Grp Cap (vph)	99	646	565	144	687			313		134	128	
v/s Ratio Prot	0.02	0.21		c0.02	c0.29			c0.14		0.01	c0.02	
v/s Ratio Perm			0.02									
v/c Ratio	0.32	0.55	0.05	0.22	0.69			0.73		0.13	0.29	
Uniform Delay, d1	41.0	22.0	17.7	38.3	21.8			34.6		38.8	39.3	
Progression Factor	1.00	1.00	1.00	1.00	1.00			1.00		1.00	1.00	
Incremental Delay, d2	2.6	1.3	0.1	1.1	3.2			8.8		0.6	1.7	
Delay (s)	43.6	23.3	17.8	39.3	25.0			43.4		39.4	41.0	
Level of Service	D	C	B	D	C			D		D	D	
Approach Delay (s)		23.8			25.9			43.4			40.6	
Approach LOS		C			C			D			D	

Intersection Summary			
HCM 2000 Control Delay	29.3	HCM 2000 Level of Service	C
HCM 2000 Volume to Capacity ratio	0.63		
Actuated Cycle Length (s)	90.5	Sum of lost time (s)	24.0
Intersection Capacity Utilization	53.3%	ICU Level of Service	A
Analysis Period (min)	15		
c Critical Lane Group			

2023 Existing - AM Peak
2: Site Entrance #1 & E Shirley Avenue

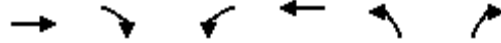


Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑	↑	↑	↑		
Traffic Volume (veh/h)	288	37	48	432	0	0
Future Volume (Veh/h)	288	37	48	432	0	0
Sign Control	Free			Free	Stop	
Grade	-4%			2%	0%	
Peak Hour Factor	0.91	0.91	0.91	0.91	0.91	0.91
Hourly flow rate (vph)	316	41	53	475	0	0
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			357		897	316
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			357		897	316
tC, single (s)			4.2		6.4	6.2
tC, 2 stage (s)						
tF (s)			2.3		3.5	3.3
p0 queue free %			95		100	100
cM capacity (veh/h)			1143		298	729
Direction, Lane #	EB 1	EB 2	WB 1	WB 2		
Volume Total	316	41	53	475		
Volume Left	0	0	53	0		
Volume Right	0	41	0	0		
cSH	1700	1700	1143	1700		
Volume to Capacity	0.19	0.02	0.05	0.28		
Queue Length 95th (ft)	0	0	4	0		
Control Delay (s)	0.0	0.0	8.3	0.0		
Lane LOS			A			
Approach Delay (s)	0.0		0.8			
Approach LOS						
Intersection Summary						
Average Delay			0.5			
Intersection Capacity Utilization			33.1%	ICU Level of Service	A	
Analysis Period (min)			15			

2023 Existing - AM Peak
3: Site Entrance #2 & E Shirley Avenue

2023 Existing - AM Peak
HCM Unsignalized Intersection Capacity Analysis

Item a.



Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑			↑	↘	↘
Traffic Volume (veh/h)	288	0	0	439	41	51
Future Volume (Veh/h)	288	0	0	439	41	51
Sign Control	Free			Free	Stop	
Grade	1%			0%	-2%	
Peak Hour Factor	0.89	0.89	0.89	0.89	0.89	0.89
Hourly flow rate (vph)	324	0	0	493	46	57
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			324		817	324
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			324		817	324
tC, single (s)			4.1		6.6	6.4
tC, 2 stage (s)						
tF (s)			2.2		3.7	3.4
p0 queue free %			100		86	92
cM capacity (veh/h)			1247		327	686
Direction, Lane #	EB 1	WB 1	NB 1	NB 2		
Volume Total	324	493	46	57		
Volume Left	0	0	46	0		
Volume Right	0	0	0	57		
cSH	1700	1700	327	686		
Volume to Capacity	0.19	0.29	0.14	0.08		
Queue Length 95th (ft)	0	0	12	7		
Control Delay (s)	0.0	0.0	17.8	10.7		
Lane LOS			C	B		
Approach Delay (s)	0.0	0.0	13.9			
Approach LOS			B			
Intersection Summary						
Average Delay			1.6			
Intersection Capacity Utilization			33.1%	ICU Level of Service	A	
Analysis Period (min)			15			

2023 Existing - AM Peak
4: Site Entrance #3 & E Shirley Avenue

2023 Existing - AM Peak Item a.
HCM Unsignalized Intersection Capacity Analysis

	→	↘	↙	←	↖	↗
Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑	↗	↙	↑		
Traffic Volume (veh/h)	322	17	24	439	0	0
Future Volume (Veh/h)	322	17	24	439	0	0
Sign Control	Free			Free	Stop	
Grade	0%			0%	-3%	
Peak Hour Factor	0.95	0.95	0.95	0.95	0.95	0.95
Hourly flow rate (vph)	339	18	25	462	0	0
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			357		851	339
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			357		851	339
tC, single (s)			4.1		6.4	6.2
tC, 2 stage (s)						
tF (s)			2.2		3.5	3.3
p0 queue free %			98		100	100
cM capacity (veh/h)			1213		327	708
Direction, Lane #	EB 1	EB 2	WB 1	WB 2		
Volume Total	339	18	25	462		
Volume Left	0	0	25	0		
Volume Right	0	18	0	0		
cSH	1700	1700	1213	1700		
Volume to Capacity	0.20	0.01	0.02	0.27		
Queue Length 95th (ft)	0	0	2	0		
Control Delay (s)	0.0	0.0	8.0	0.0		
Lane LOS				A		
Approach Delay (s)	0.0			0.4		
Approach LOS						
Intersection Summary						
Average Delay			0.2			
Intersection Capacity Utilization			26.4%	ICU Level of Service	A	
Analysis Period (min)			15			

6: James Madison Highway/E Shirley Avenue & Alwington Boulevard

Queues



Lane Group	EBL	EBT	EBR	WBT	NBL	NBT	NBR	SBL	SBT	SBR
Lane Group Flow (vph)	62	62	76	7	199	460	10	10	181	162
v/c Ratio	0.37	0.37	0.06	0.02	0.45	0.33	0.01	0.03	0.35	0.28
Control Delay	36.0	36.0	0.1	0.2	17.2	17.5	0.0	12.3	29.9	2.6
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	36.0	36.0	0.1	0.2	17.2	17.5	0.0	12.3	29.9	2.6
Queue Length 50th (ft)	27	27	0	0	53	65	0	2	37	0
Queue Length 95th (ft)	63	63	0	0	99	143	0	11	71	15
Internal Link Dist (ft)		1992		455		682			791	
Turn Bay Length (ft)	560				315		160	165		250
Base Capacity (vph)	251	251	1291	336	546	1429	837	393	876	667
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.25	0.25	0.06	0.02	0.36	0.32	0.01	0.03	0.21	0.24

Intersection Summary

6: James Madison Highway/E Shirley Avenue & Alwington Boulevard Signalized Intersection Capacity Analysis



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBU	SBL	SBT
Lane Configurations	↖	↖	↖		↔		↖	↑↑	↖		↘	↑↑
Traffic Volume (vph)	107	0	65	2	0	4	171	396	9	2	7	156
Future Volume (vph)	107	0	65	2	0	4	171	396	9	2	7	156
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Grade (%)		5%			1%			-4%				4%
Total Lost time (s)	6.3	6.3	4.0		8.8		8.7	8.7	8.7		8.7	8.7
Lane Util. Factor	0.95	0.95	1.00		1.00		1.00	0.95	1.00		1.00	0.95
Frt	1.00	1.00	0.85		0.90		1.00	1.00	0.85		1.00	1.00
Flt Protected	0.95	0.95	1.00		0.99		0.95	1.00	1.00		0.95	1.00
Satd. Flow (prot)	1316	1316	1291		1003		1674	3409	1647		1436	3103
Flt Permitted	0.95	0.95	1.00		0.99		0.64	1.00	1.00		0.49	1.00
Satd. Flow (perm)	1316	1316	1291		1003		1123	3409	1647		736	3103
Peak-hour factor, PHF	0.86	0.86	0.86	0.86	0.86	0.86	0.86	0.86	0.86	0.86	0.86	0.86
Adj. Flow (vph)	124	0	76	2	0	5	199	460	10	2	8	181
RTOR Reduction (vph)	0	0	0	0	6	0	0	0	6	0	0	0
Lane Group Flow (vph)	62	62	76	0	1	0	199	460	4	0	10	181
Heavy Vehicles (%)	27%	0%	22%	50%	0%	75%	10%	8%	0%	0%	29%	14%
Turn Type	Split	NA	Free	Split	NA		D.P+P	NA	Perm	D.P+P	D.P+P	NA
Protected Phases	4	4		3	3		5	2		1	1	6
Permitted Phases			Free				6		2	2	2	
Actuated Green, G (s)	9.3	9.3	79.2		7.0		30.4	29.2	29.2		30.4	19.4
Effective Green, g (s)	9.3	9.3	79.2		7.0		30.4	29.2	29.2		30.4	19.4
Actuated g/C Ratio	0.12	0.12	1.00		0.09		0.38	0.37	0.37		0.38	0.24
Clearance Time (s)	6.3	6.3			8.8		8.7	8.7	8.7		8.7	8.7
Vehicle Extension (s)	3.0	3.0			3.0		3.0	3.0	3.0		3.0	3.0
Lane Grp Cap (vph)	154	154	1291		88		507	1256	607		293	760
v/s Ratio Prot	c0.05	0.05			0.00		c0.05	c0.13			0.00	0.06
v/s Ratio Perm			c0.06				0.10		0.00		0.01	
v/c Ratio	0.40	0.40	0.06		0.01		0.39	0.37	0.01		0.03	0.24
Uniform Delay, d1	32.4	32.4	0.0		32.9		17.1	18.2	15.8		15.1	24.0
Progression Factor	1.00	1.00	1.00		1.00		1.00	1.00	1.00		1.00	1.00
Incremental Delay, d2	1.7	1.7	0.1		0.0		0.5	0.2	0.0		0.0	0.2
Delay (s)	34.1	34.1	0.1		33.0		17.6	18.4	15.8		15.2	24.1
Level of Service	C	C	A		C		B	B	B		B	C
Approach Delay (s)		21.2			33.0			18.1				20.6
Approach LOS		C			C			B				C

Intersection Summary			
HCM 2000 Control Delay	19.4	HCM 2000 Level of Service	B
HCM 2000 Volume to Capacity ratio	0.39		
Actuated Cycle Length (s)	79.2	Sum of lost time (s)	32.5
Intersection Capacity Utilization	47.1%	ICU Level of Service	A
Analysis Period (min)	15		

c Critical Lane Group

6: James Madison Highway/E Shirley Avenue & Alwington Boulevard HCM Signalized Intersection Capacity Analysis

Movement	SBR
Lane Configurations	
Traffic Volume (vph)	139
Future Volume (vph)	139
Ideal Flow (vphpl)	1900
Grade (%)	
Total Lost time (s)	6.3
Lane Util. Factor	1.00
Frt	0.85
Flt Protected	1.00
Satd. Flow (prot)	1426
Flt Permitted	1.00
Satd. Flow (perm)	1426
Peak-hour factor, PHF	0.86
Adj. Flow (vph)	162
RTOR Reduction (vph)	103
Lane Group Flow (vph)	59
Heavy Vehicles (%)	11%
Turn Type	pm+ov
Protected Phases	4
Permitted Phases	6
Actuated Green, G (s)	28.7
Effective Green, g (s)	28.7
Actuated g/C Ratio	0.36
Clearance Time (s)	6.3
Vehicle Extension (s)	3.0
Lane Grp Cap (vph)	516
v/s Ratio Prot	0.01
v/s Ratio Perm	0.03
v/c Ratio	0.11
Uniform Delay, d1	16.8
Progression Factor	1.00
Incremental Delay, d2	0.1
Delay (s)	16.9
Level of Service	B
Approach Delay (s)	
Approach LOS	
Intersection Summary	

Intersection	
Intersection Delay, s/veh	7.6
Intersection LOS	A

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕	↕		↕			↕	
Traffic Vol, veh/h	0	5	0	45	20	88	0	0	34	13	0	0
Future Vol, veh/h	0	5	0	45	20	88	0	0	34	13	0	0
Peak Hour Factor	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90
Heavy Vehicles, %	0	0	0	24	0	7	0	0	65	8	0	0
Mvmt Flow	0	6	0	50	22	98	0	0	38	14	0	0
Number of Lanes	0	1	0	0	1	1	0	1	0	0	1	0

Approach	EB	WB	NB	SB
Opposing Approach	WB	EB	SB	NB
Opposing Lanes	2	1	1	1
Conflicting Approach Left	SB	NB	EB	WB
Conflicting Lanes Left	1	1	1	2
Conflicting Approach Right	NB	SB	WB	EB
Conflicting Lanes Right	1	1	2	1
HCM Control Delay	7.3	7.8	6.9	7.8
HCM LOS	A	A	A	A

Lane	NBLn1	EBLn1	WBLn1	WBLn2	SBLn1
Vol Left, %	0%	0%	69%	0%	100%
Vol Thru, %	0%	100%	31%	0%	0%
Vol Right, %	100%	0%	0%	100%	0%
Sign Control	Stop	Stop	Stop	Stop	Stop
Traffic Vol by Lane	34	5	65	88	13
LT Vol	0	0	45	0	13
Through Vol	0	5	20	0	0
RT Vol	34	0	0	88	0
Lane Flow Rate	38	6	72	98	14
Geometry Grp	2	5	7	7	2
Degree of Util (X)	0.039	0.007	0.107	0.106	0.019
Departure Headway (Hd)	3.718	4.215	5.35	3.895	4.675
Convergence, Y/N	Yes	Yes	Yes	Yes	Yes
Cap	969	840	671	920	770
Service Time	1.719	2.285	3.073	1.617	2.676
HCM Lane V/C Ratio	0.039	0.007	0.107	0.107	0.018
HCM Control Delay	6.9	7.3	8.7	7.1	7.8
HCM Lane LOS	A	A	A	A	A
HCM 95th-tile Q	0.1	0	0.4	0.4	0.1

Intersection: 1: Culpeper Street & W Shirley Avenue/E Shirley Avenue

Movement	EB	EB	EB	WB	WB	NB	SB	SB
Directions Served	L	T	R	L	TR	LTR	L	TR
Maximum Queue (ft)	119	270	65	132	354	231	66	109
Average Queue (ft)	28	122	23	28	152	108	13	35
95th Queue (ft)	74	216	53	82	296	192	40	80
Link Distance (ft)		1077	1077		3093	989		776
Upstream Blk Time (%)								
Queuing Penalty (veh)								
Storage Bay Dist (ft)	215			185			125	
Storage Blk Time (%)	0	1		0	6			0
Queuing Penalty (veh)	0	0		0	2			0

Intersection: 2: Site Entrance #1 & E Shirley Avenue

Movement	EB	EB	WB
Directions Served	T	R	L
Maximum Queue (ft)	2	6	58
Average Queue (ft)	0	0	11
95th Queue (ft)	2	4	40
Link Distance (ft)	3093		
Upstream Blk Time (%)			
Queuing Penalty (veh)			
Storage Bay Dist (ft)		110	240
Storage Blk Time (%)			
Queuing Penalty (veh)			

Intersection: 3: Site Entrance #2 & E Shirley Avenue

Movement	EB	NB	NB
Directions Served	T	L	R
Maximum Queue (ft)	4	79	82
Average Queue (ft)	0	30	33
95th Queue (ft)	3	66	66
Link Distance (ft)	505	382	382
Upstream Blk Time (%)			
Queuing Penalty (veh)			
Storage Bay Dist (ft)			
Storage Blk Time (%)			
Queuing Penalty (veh)			

Intersection: 4: Site Entrance #3 & E Shirley Avenue

Movement	EB	WB
Directions Served	R	L
Maximum Queue (ft)	2	31
Average Queue (ft)	0	7
95th Queue (ft)	2	28
Link Distance (ft)		
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)	140	160
Storage Blk Time (%)		
Queuing Penalty (veh)		

Intersection: 5: E Shirley Avenue & Falmouth Street

Movement	EB	WB	SB
Directions Served	ULT	TR	L>
Maximum Queue (ft)	127	143	86
Average Queue (ft)	24	25	25
95th Queue (ft)	85	91	68
Link Distance (ft)	393	351	742
Upstream Blk Time (%)			
Queuing Penalty (veh)			
Storage Bay Dist (ft)			
Storage Blk Time (%)			
Queuing Penalty (veh)			

Intersection: 6: James Madison Highway/E Shirley Avenue & Alwington Boulevard

Movement	EB	EB	EB	WB	NB	NB	NB	NB	SB	SB	SB	SB
Directions Served	L	LT	R	LTR	L	T	T	R	UL	T	T	R
Maximum Queue (ft)	123	90	6	53	171	210	176	22	39	113	103	104
Average Queue (ft)	47	17	0	6	72	96	30	3	6	51	40	45
95th Queue (ft)	99	62	5	31	133	170	103	13	26	93	85	82
Link Distance (ft)		1974	1974	480		730	730			787	787	
Upstream Blk Time (%)												
Queuing Penalty (veh)												
Storage Bay Dist (ft)	560				315			160	165			250
Storage Blk Time (%)							0			0		
Queuing Penalty (veh)							0			0		

Intersection: 7: Commercial Entrance /Elementary School Entrance & Alwington Boulevard

Movement	EB	WB	WB	NB	SB
Directions Served	LTR	LT	R	LTR	LTR
Maximum Queue (ft)	8	75	63	87	42
Average Queue (ft)	1	36	33	32	9
95th Queue (ft)	6	66	55	76	32
Link Distance (ft)	954	1974		170	605
Upstream Blk Time (%)					
Queuing Penalty (veh)					
Storage Bay Dist (ft)			270		
Storage Blk Time (%)					
Queuing Penalty (veh)					

Network Summary

Network wide Queuing Penalty: 2



Lane Group	EBL	EBT	EBR	WBL	WBT	NBT	SBL	SBT
Lane Group Flow (vph)	40	525	99	40	523	199	27	88
v/c Ratio	0.28	0.76	0.15	0.26	0.64	0.68	0.15	0.41
Control Delay	49.7	34.7	1.5	48.9	28.0	48.5	41.9	38.5
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	49.7	34.7	1.5	48.9	28.0	48.5	41.9	38.5
Queue Length 50th (ft)	24	281	0	24	280	110	15	38
Queue Length 95th (ft)	62	#453	11	61	#452	201	43	89
Internal Link Dist (ft)		1033			3084	958		736
Turn Bay Length (ft)	215			185			125	
Base Capacity (vph)	143	798	753	152	831	361	339	373
Starvation Cap Reductn	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.28	0.66	0.13	0.26	0.63	0.55	0.08	0.24

Intersection Summary

95th percentile volume exceeds capacity, queue may be longer.
 Queue shown is maximum after two cycles.

2023 Existing - School PM Peak
1: Culpeper Street & W Shirley Avenue/E Shirley Avenue

2023 Existing - School PM Peak
HCM Signalized Intersection Capacity Analysis



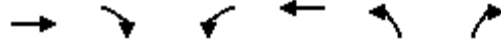
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations	↘	↑	↗	↘	↗			↕		↘	↗	
Traffic Volume (vph)	36	478	90	36	463	13	76	75	30	25	52	28
Future Volume (vph)	36	478	90	36	463	13	76	75	30	25	52	28
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Width	11	11	11	11	11	11	11	11	11	11	11	11
Grade (%)		-2%			-5%			0%				4%
Total Lost time (s)	6.0	6.0	6.0	6.0	6.0			6.0		6.0	6.0	
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00			1.00		1.00	1.00	
Frt	1.00	1.00	0.85	1.00	1.00			0.98		1.00	0.95	
Flt Protected	0.95	1.00	1.00	0.95	1.00			0.98		0.95	1.00	
Satd. Flow (prot)	1588	1767	1488	1687	1755			1656		1583	1662	
Flt Permitted	0.95	1.00	1.00	0.95	1.00			0.98		0.95	1.00	
Satd. Flow (perm)	1588	1767	1488	1687	1755			1656		1583	1662	
Peak-hour factor, PHF	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91
Adj. Flow (vph)	40	525	99	40	509	14	84	82	33	27	57	31
RTOR Reduction (vph)	0	0	59	0	1	0	0	7	0	0	20	0
Lane Group Flow (vph)	40	525	40	40	522	0	0	192	0	27	68	0
Heavy Vehicles (%)	11%	5%	6%	6%	7%	0%	8%	4%	7%	8%	4%	0%
Turn Type	Prot	NA	Perm	Prot	NA		Split	NA		Split	NA	
Protected Phases	5	2		1	6		3	3		4	4	
Permitted Phases			2									
Actuated Green, G (s)	4.3	38.6	38.6	8.2	42.5			15.8		8.5	8.5	
Effective Green, g (s)	4.3	38.6	38.6	8.2	42.5			15.8		8.5	8.5	
Actuated g/C Ratio	0.05	0.41	0.41	0.09	0.45			0.17		0.09	0.09	
Clearance Time (s)	6.0	6.0	6.0	6.0	6.0			6.0		6.0	6.0	
Vehicle Extension (s)	4.0	4.0	4.0	4.0	4.0			4.0		4.0	4.0	
Lane Grp Cap (vph)	71	717	603	145	784			275		141	148	
v/s Ratio Prot	c0.03	c0.30		0.02	c0.30			c0.12		0.02	c0.04	
v/s Ratio Perm			0.03									
v/c Ratio	0.56	0.73	0.07	0.28	0.67			0.70		0.19	0.46	
Uniform Delay, d1	44.5	23.9	17.3	40.7	20.7			37.4		40.1	41.1	
Progression Factor	1.00	1.00	1.00	1.00	1.00			1.00		1.00	1.00	
Incremental Delay, d2	11.8	4.1	0.1	1.4	2.4			8.1		0.9	3.1	
Delay (s)	56.3	28.0	17.3	42.1	23.1			45.5		41.0	44.2	
Level of Service	E	C	B	D	C			D		D	D	
Approach Delay (s)		28.1			24.4			45.5			43.4	
Approach LOS		C			C			D			D	

Intersection Summary		
HCM 2000 Control Delay	30.2	HCM 2000 Level of Service C
HCM 2000 Volume to Capacity ratio	0.65	
Actuated Cycle Length (s)	95.1	Sum of lost time (s) 24.0
Intersection Capacity Utilization	56.6%	ICU Level of Service B
Analysis Period (min)	15	
c Critical Lane Group		

2023 Existing - School PM Peak
2: Site Entrance #1 & E Shirley Avenue

2023 Existing - School PM Peak
HCM Unsignalized Intersection Capacity Analysis

Item a.



Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑	↑	↑	↑		
Traffic Volume (veh/h)	470	20	9	459	0	0
Future Volume (Veh/h)	470	20	9	459	0	0
Sign Control	Free			Free	Stop	
Grade	-4%			2%	0%	
Peak Hour Factor	0.93	0.93	0.93	0.93	0.93	0.93
Hourly flow rate (vph)	505	22	10	494	0	0
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			527		1019	505
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			527		1019	505
tC, single (s)			4.1		6.4	6.2
tC, 2 stage (s)						
tF (s)			2.2		3.5	3.3
p0 queue free %			99		100	100
cM capacity (veh/h)			1050		262	571
Direction, Lane #	EB 1	EB 2	WB 1	WB 2		
Volume Total	505	22	10	494		
Volume Left	0	0	10	0		
Volume Right	0	22	0	0		
cSH	1700	1700	1050	1700		
Volume to Capacity	0.30	0.01	0.01	0.29		
Queue Length 95th (ft)	0	0	1	0		
Control Delay (s)	0.0	0.0	8.5	0.0		
Lane LOS			A			
Approach Delay (s)	0.0			0.2		
Approach LOS						
Intersection Summary						
Average Delay			0.1			
Intersection Capacity Utilization			34.7%	ICU Level of Service	A	
Analysis Period (min)			15			

2023 Existing - School PM Peak
3: Site Entrance #2 & E Shirley Avenue

2023 Existing - School PM Peak
HCM Unsignalized Intersection Capacity Analysis

Item a.



Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑			↑	↘	↗
Traffic Volume (veh/h)	470	0	0	430	38	53
Future Volume (Veh/h)	470	0	0	430	38	53
Sign Control	Free			Free	Stop	
Grade	1%			0%	-2%	
Peak Hour Factor	0.86	0.86	0.86	0.86	0.86	0.86
Hourly flow rate (vph)	547	0	0	500	44	62
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			547	1047	547	
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			547	1047	547	
tC, single (s)			4.1	6.5	6.4	
tC, 2 stage (s)						
tF (s)			2.2	3.6	3.5	
p0 queue free %			100	82	88	
cM capacity (veh/h)			1033	241	509	
Direction, Lane #	EB 1	WB 1	NB 1	NB 2		
Volume Total	547	500	44	62		
Volume Left	0	0	44	0		
Volume Right	0	0	0	62		
cSH	1700	1700	241	509		
Volume to Capacity	0.32	0.29	0.18	0.12		
Queue Length 95th (ft)	0	0	16	10		
Control Delay (s)	0.0	0.0	23.2	13.0		
Lane LOS			C	B		
Approach Delay (s)	0.0	0.0	17.3			
Approach LOS			C			
Intersection Summary						
Average Delay			1.6			
Intersection Capacity Utilization			34.7%	ICU Level of Service	A	
Analysis Period (min)			15			

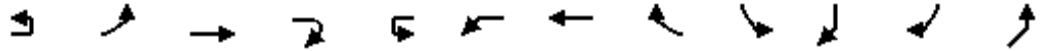
2023 Existing - School PM Peak
4: Site Entrance #3 & E Shirley Avenue

2023 Existing - School PM Peak Item a.
HCM Unsignalized Intersection Capacity Analysis

	→	↘	↙	←	↖	↗
Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑	↗	↙	↑		
Traffic Volume (veh/h)	507	16	15	430	0	0
Future Volume (Veh/h)	507	16	15	430	0	0
Sign Control	Free			Free	Stop	
Grade	0%			0%	-3%	
Peak Hour Factor	0.90	0.90	0.90	0.90	0.90	0.90
Hourly flow rate (vph)	563	18	17	478	0	0
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			581	1075	563	
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			581	1075	563	
tC, single (s)			4.1	6.4	6.2	
tC, 2 stage (s)						
tF (s)			2.2	3.5	3.3	
p0 queue free %			98	100	100	
cM capacity (veh/h)			1003	242	530	
Direction, Lane #	EB 1	EB 2	WB 1	WB 2		
Volume Total	563	18	17	478		
Volume Left	0	0	17	0		
Volume Right	0	18	0	0		
cSH	1700	1700	1003	1700		
Volume to Capacity	0.33	0.01	0.02	0.28		
Queue Length 95th (ft)	0	0	1	0		
Control Delay (s)	0.0	0.0	8.7	0.0		
Lane LOS			A			
Approach Delay (s)	0.0		0.3			
Approach LOS						
Intersection Summary						
Average Delay			0.1			
Intersection Capacity Utilization			30.0%	ICU Level of Service		A
Analysis Period (min)			15			

2023 Existing - School PM Peak
5: E Shirley Avenue & Falmouth Street

2023 Existing - School PM Peak Item a.
HCM Unsignalized Intersection Capacity Analysis



Movement	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	SBL	SBR	SBR2	NEL
Right Turn Channelized												
Traffic Volume (veh/h)	2	26	500	0	2	0	405	126	119	0	23	0
Future Volume (veh/h)	2	26	500	0	2	0	405	126	119	0	23	0
Peak Hour Factor	0.99	0.99	0.99	0.99	0.99	0.99	0.99	0.99	0.99	0.99	0.99	0.92
Hourly flow rate (vph)	2	26	505	0	2	0	409	127	120	0	23	0
Approach Volume (veh/h)			533				538		143			0
Crossing Volume (veh/h)			122				28		413			655
High Capacity (veh/h)			1259				1355		1000			824
High v/c (veh/h)			0.42				0.40		0.14			0.00
Low Capacity (veh/h)			1047				1134		814			658
Low v/c (veh/h)			0.51				0.47		0.18			0.00

Intersection Summary												
Maximum v/c High			0.42									
Maximum v/c Low			0.51									
Intersection Capacity Utilization			47.1%				ICU Level of Service			A		



Movement	NEL
Right Turn Channelized	
Traffic Volume (veh/h)	0
Future Volume (veh/h)	0
Peak Hour Factor	0.92
Hourly flow rate (vph)	0
Approach Volume (veh/h)	
Crossing Volume (veh/h)	
High Capacity (veh/h)	
High v/c (veh/h)	
Low Capacity (veh/h)	
Low v/c (veh/h)	

Intersection Summary	

6: James Madison Highway/E Shirley Avenue & Alwington Boulevard

Queues



Lane Group	EBL	EBT	EBR	WBT	NBL	NBT	NBR	SBL	SBT	SBR
Lane Group Flow (vph)	134	136	180	20	165	232	11	18	337	135
v/c Ratio	0.53	0.54	0.12	0.14	0.40	0.17	0.02	0.04	0.55	0.20
Control Delay	38.5	38.6	0.2	26.9	17.7	17.3	0.1	13.6	32.5	1.3
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	38.5	38.6	0.2	26.9	17.7	17.3	0.1	13.6	32.5	1.3
Queue Length 50th (ft)	60	61	0	4	46	33	0	5	75	0
Queue Length 95th (ft)	128	130	0	26	95	83	0	17	129	9
Internal Link Dist (ft)		1992		455		682			791	
Turn Bay Length (ft)	560				315		160	165		250
Base Capacity (vph)	369	370	1485	156	472	1378	632	512	889	763
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.36	0.37	0.12	0.13	0.35	0.17	0.02	0.04	0.38	0.18

Intersection Summary

2023 Existing - School PM Peak

2023 Existing - School PM Peak

6: James Madison Highway/E Shirley Avenue & Alwington Boulevard HCM Signalized Intersection Capacity Analysis



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBU	SBL	SBT
Lane Configurations	↖	↖	↖		↔		↖	↕	↖		↘	↕
Traffic Volume (vph)	260	2	175	3	6	11	160	225	11	11	7	327
Future Volume (vph)	260	2	175	3	6	11	160	225	11	11	7	327
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Grade (%)		5%			1%			-4%				4%
Total Lost time (s)	6.3	6.3	4.0		8.8		8.7	8.7	8.7		8.7	8.7
Lane Util. Factor	0.95	0.95	1.00		1.00		1.00	0.95	1.00		1.00	0.95
Frt	1.00	1.00	0.85		0.93		1.00	1.00	0.85		1.00	1.00
Flt Protected	0.95	0.95	1.00		0.99		0.95	1.00	1.00		0.95	1.00
Satd. Flow (prot)	1655	1661	1485		1339		1737	3474	1211		1678	3276
Flt Permitted	0.95	0.95	1.00		0.99		0.55	1.00	1.00		0.61	1.00
Satd. Flow (perm)	1655	1661	1485		1339		1003	3474	1211		1072	3276
Peak-hour factor, PHF	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97
Adj. Flow (vph)	268	2	180	3	6	11	165	232	11	11	7	337
RTOR Reduction (vph)	0	0	0	0	10	0	0	0	7	0	0	0
Lane Group Flow (vph)	134	136	180	0	10	0	165	232	4	0	18	337
Heavy Vehicles (%)	1%	0%	6%	33%	33%	27%	6%	6%	36%	0%	14%	8%
Turn Type	Split	NA	Free	Split	NA		D.P+P	NA	Perm	D.P+P	D.P+P	NA
Protected Phases	4	4		3	3		5	2		1	1	6
Permitted Phases			Free				6		2	2	2	
Actuated Green, G (s)	11.6	11.6	82.6		7.3		31.2	30.0	30.0		31.2	21.4
Effective Green, g (s)	11.6	11.6	82.6		7.3		31.2	30.0	30.0		31.2	21.4
Actuated g/C Ratio	0.14	0.14	1.00		0.09		0.38	0.36	0.36		0.38	0.26
Clearance Time (s)	6.3	6.3			8.8		8.7	8.7	8.7		8.7	8.7
Vehicle Extension (s)	3.0	3.0			3.0		3.0	3.0	3.0		3.0	3.0
Lane Grp Cap (vph)	232	233	1485		118		465	1261	439		413	848
v/s Ratio Prot	0.08	c0.08			0.01		c0.04	c0.07			0.00	c0.10
v/s Ratio Perm			c0.12				0.09		0.00		0.02	
v/c Ratio	0.58	0.58	0.12		0.08		0.35	0.18	0.01		0.04	0.40
Uniform Delay, d1	33.2	33.2	0.0		34.6		17.7	17.9	16.8		16.2	25.3
Progression Factor	1.00	1.00	1.00		1.00		1.00	1.00	1.00		1.00	1.00
Incremental Delay, d2	3.5	3.7	0.2		0.3		0.5	0.1	0.0		0.0	0.3
Delay (s)	36.7	36.9	0.2		34.9		18.1	18.0	16.8		16.2	25.6
Level of Service	D	D	A		C		B	B	B		B	C
Approach Delay (s)		22.1			34.9			18.0				22.5
Approach LOS		C			C			B				C

Intersection Summary		
HCM 2000 Control Delay	21.2	HCM 2000 Level of Service C
HCM 2000 Volume to Capacity ratio	0.42	
Actuated Cycle Length (s)	82.6	Sum of lost time (s) 32.5
Intersection Capacity Utilization	52.5%	ICU Level of Service A
Analysis Period (min)	15	

c Critical Lane Group

6: James Madison Highway/E Shirley Avenue & Alwington Boulevard HCM Signalized Intersection Capacity Analysis

Movement	SBR
Lane Configurations	
Traffic Volume (vph)	131
Future Volume (vph)	131
Ideal Flow (vphpl)	1900
Grade (%)	
Total Lost time (s)	6.3
Lane Util. Factor	1.00
Frt	0.85
Flt Protected	1.00
Satd. Flow (prot)	1507
Flt Permitted	1.00
Satd. Flow (perm)	1507
Peak-hour factor, PHF	0.97
Adj. Flow (vph)	135
RTOR Reduction (vph)	81
Lane Group Flow (vph)	54
Heavy Vehicles (%)	5%
Turn Type	pm+ov
Protected Phases	4
Permitted Phases	6
Actuated Green, G (s)	33.0
Effective Green, g (s)	33.0
Actuated g/C Ratio	0.40
Clearance Time (s)	6.3
Vehicle Extension (s)	3.0
Lane Grp Cap (vph)	602
v/s Ratio Prot	0.01
v/s Ratio Perm	0.02
v/c Ratio	0.09
Uniform Delay, d1	15.4
Progression Factor	1.00
Incremental Delay, d2	0.1
Delay (s)	15.5
Level of Service	B
Approach Delay (s)	
Approach LOS	
Intersection Summary	

Intersection	
Intersection Delay, s/veh	7.3
Intersection LOS	A

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕	↕		↕			↕	
Traffic Vol, veh/h	0	8	0	11	4	47	0	0	12	5	0	0
Future Vol, veh/h	0	8	0	11	4	47	0	0	12	5	0	0
Peak Hour Factor	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70
Heavy Vehicles, %	0	13	0	55	2	2	0	0	33	0	0	0
Mvmt Flow	0	11	0	16	6	67	0	0	17	7	0	0
Number of Lanes	0	1	0	0	1	1	0	1	0	0	1	0

Approach	EB	WB	NB	SB
Opposing Approach	WB	EB	SB	NB
Opposing Lanes	2	1	1	1
Conflicting Approach Left	SB	NB	EB	WB
Conflicting Lanes Left	1	1	1	2
Conflicting Approach Right	NB	SB	WB	EB
Conflicting Lanes Right	1	1	2	1
HCM Control Delay	7.4	7.4	6.6	7.4
HCM LOS	A	A	A	A

Lane	NBLn1	EBLn1	WBLn1	WBLn2	SBLn1
Vol Left, %	0%	0%	73%	0%	100%
Vol Thru, %	0%	100%	27%	0%	0%
Vol Right, %	100%	0%	0%	100%	0%
Sign Control	Stop	Stop	Stop	Stop	Stop
Traffic Vol by Lane	12	8	15	47	5
LT Vol	0	0	11	0	5
Through Vol	0	8	4	0	0
RT Vol	12	0	0	47	0
Lane Flow Rate	17	11	21	67	7
Geometry Grp	2	5	7	7	2
Degree of Util (X)	0.017	0.014	0.035	0.072	0.008
Departure Headway (Hd)	3.474	4.327	5.849	3.881	4.283
Convergence, Y/N	Yes	Yes	Yes	Yes	Yes
Cap	1019	826	615	926	829
Service Time	1.534	2.357	3.559	1.591	2.344
HCM Lane V/C Ratio	0.017	0.013	0.034	0.072	0.008
HCM Control Delay	6.6	7.4	8.8	6.9	7.4
HCM Lane LOS	A	A	A	A	A
HCM 95th-tile Q	0.1	0	0.1	0.2	0

Intersection: 1: Culpeper Street & W Shirley Avenue/E Shirley Avenue

Movement	EB	EB	EB	WB	WB	NB	SB	SB
Directions Served	L	T	R	L	TR	LTR	L	TR
Maximum Queue (ft)	169	374	74	184	349	224	72	123
Average Queue (ft)	39	199	28	39	178	103	20	48
95th Queue (ft)	109	335	56	120	325	185	55	97
Link Distance (ft)		1077	1077		3093	989		776
Upstream Blk Time (%)								
Queuing Penalty (veh)								
Storage Bay Dist (ft)	215			185			125	
Storage Blk Time (%)	0	6		0	8		0	0
Queuing Penalty (veh)	0	2		0	3		0	0

Intersection: 2: Site Entrance #1 & E Shirley Avenue

Movement	WB
Directions Served	L
Maximum Queue (ft)	31
Average Queue (ft)	4
95th Queue (ft)	20
Link Distance (ft)	
Upstream Blk Time (%)	
Queuing Penalty (veh)	
Storage Bay Dist (ft)	240
Storage Blk Time (%)	
Queuing Penalty (veh)	

Intersection: 3: Site Entrance #2 & E Shirley Avenue

Movement	EB	NB	NB
Directions Served	T	L	R
Maximum Queue (ft)	2	78	90
Average Queue (ft)	0	29	37
95th Queue (ft)	2	65	73
Link Distance (ft)	505	382	382
Upstream Blk Time (%)			
Queuing Penalty (veh)			
Storage Bay Dist (ft)			
Storage Blk Time (%)			
Queuing Penalty (veh)			

Intersection: 4: Site Entrance #3 & E Shirley Avenue

Movement	WB
Directions Served	L
Maximum Queue (ft)	35
Average Queue (ft)	5
95th Queue (ft)	23
Link Distance (ft)	
Upstream Blk Time (%)	
Queuing Penalty (veh)	
Storage Bay Dist (ft)	160
Storage Blk Time (%)	
Queuing Penalty (veh)	

Intersection: 5: E Shirley Avenue & Falmouth Street

Movement	EB	WB	SB
Directions Served	ULT	UTR	L>
Maximum Queue (ft)	226	125	76
Average Queue (ft)	78	18	29
95th Queue (ft)	190	74	65
Link Distance (ft)	393	351	742
Upstream Blk Time (%)			
Queuing Penalty (veh)			
Storage Bay Dist (ft)			
Storage Blk Time (%)			
Queuing Penalty (veh)			

Intersection: 6: James Madison Highway/E Shirley Avenue & Alwington Boulevard

Movement	EB	EB	EB	WB	NB	NB	NB	NB	SB	SB	SB	SB
Directions Served	L	LT	R	LTR	L	T	T	R	UL	T	T	R
Maximum Queue (ft)	147	109	57	64	146	133	82	39	41	142	154	85
Average Queue (ft)	85	42	4	15	69	64	14	5	9	79	83	38
95th Queue (ft)	134	93	27	47	119	118	48	23	30	128	138	70
Link Distance (ft)		1974	1974	480		730	730			787	787	
Upstream Blk Time (%)												
Queuing Penalty (veh)												
Storage Bay Dist (ft)	560				315			160	165			250
Storage Blk Time (%)												0
Queuing Penalty (veh)												0

Intersection: 7: Commercial Entrance /Elementary School Entrance & Alwington Boulevard

Movement	EB	WB	WB	NB	SB
Directions Served	LTR	LT	R	LTR	LTR
Maximum Queue (ft)	24	64	49	68	29
Average Queue (ft)	2	14	24	13	4
95th Queue (ft)	10	47	45	46	21
Link Distance (ft)	954	1974		170	605
Upstream Blk Time (%)					
Queuing Penalty (veh)					
Storage Bay Dist (ft)			270		
Storage Blk Time (%)					
Queuing Penalty (veh)					

Network Summary

Network wide Queuing Penalty: 6

Intersection	
Intersection Delay, s/veh	7.3
Intersection LOS	A

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕	↕		↕			↕	
Traffic Vol, veh/h	0	16	0	14	4	17	0	0	27	20	0	0
Future Vol, veh/h	0	16	0	14	4	17	0	0	27	20	0	0
Peak Hour Factor	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84
Heavy Vehicles, %	0	0	0	57	0	18	0	0	7	0	0	0
Mvmt Flow	0	19	0	17	5	20	0	0	32	24	0	0
Number of Lanes	0	1	0	0	1	1	0	1	0	0	1	0

Approach	EB	WB	NB	SB
Opposing Approach	WB	EB	SB	NB
Opposing Lanes	2	1	1	1
Conflicting Approach Left	SB	NB	EB	WB
Conflicting Lanes Left	1	1	1	2
Conflicting Approach Right	NB	SB	WB	EB
Conflicting Lanes Right	1	1	2	1
HCM Control Delay	7.3	7.8	6.6	7.4
HCM LOS	A	A	A	A

Lane	NBLn1	EBLn1	WBLn1	WBLn2	SBLn1
Vol Left, %	0%	0%	78%	0%	100%
Vol Thru, %	0%	100%	22%	0%	0%
Vol Right, %	100%	0%	0%	100%	0%
Sign Control	Stop	Stop	Stop	Stop	Stop
Traffic Vol by Lane	27	16	18	17	20
LT Vol	0	0	14	0	20
Through Vol	0	16	4	0	0
RT Vol	27	0	0	17	0
Lane Flow Rate	32	19	21	20	24
Geometry Grp	2	5	7	7	2
Degree of Util (X)	0.031	0.022	0.036	0.022	0.028
Departure Headway (Hd)	3.421	4.129	5.967	3.907	4.228
Convergence, Y/N	Yes	Yes	Yes	Yes	Yes
Cap	1036	865	601	917	841
Service Time	1.476	2.164	3.688	1.628	2.28
HCM Lane V/C Ratio	0.031	0.022	0.035	0.022	0.029
HCM Control Delay	6.6	7.3	8.9	6.7	7.4
HCM Lane LOS	A	A	A	A	A
HCM 95th-tile Q	0.1	0.1	0.1	0.1	0.1

Intersection: 1: Culpeper Street & W Shirley Avenue/E Shirley Avenue

Movement	EB	EB	EB	WB	WB	NB	SB	SB
Directions Served	L	T	R	L	TR	LTR	L	TR
Maximum Queue (ft)	214	379	71	162	382	187	97	165
Average Queue (ft)	44	211	33	34	189	86	24	76
95th Queue (ft)	131	344	58	104	333	156	68	138
Link Distance (ft)		1077	1077		3093	989		776
Upstream Blk Time (%)								
Queuing Penalty (veh)								
Storage Bay Dist (ft)	215			185			125	
Storage Blk Time (%)	0	9		0	10		0	2
Queuing Penalty (veh)	0	3		0	3		0	1

Intersection: 2: Site Entrance #1 & E Shirley Avenue

Movement	EB	WB
Directions Served	R	L
Maximum Queue (ft)	2	26
Average Queue (ft)	0	3
95th Queue (ft)	2	16
Link Distance (ft)		
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)	110	240
Storage Blk Time (%)		
Queuing Penalty (veh)		

Intersection: 3: Site Entrance #2 & E Shirley Avenue

Movement	NB	NB
Directions Served	L	R
Maximum Queue (ft)	35	30
Average Queue (ft)	13	3
95th Queue (ft)	39	17
Link Distance (ft)	382	382
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)		
Storage Blk Time (%)		
Queuing Penalty (veh)		

Intersection: 4: Site Entrance #3 & E Shirley Avenue

Movement	WB
Directions Served	L
Maximum Queue (ft)	42
Average Queue (ft)	6
95th Queue (ft)	26
Link Distance (ft)	
Upstream Blk Time (%)	
Queuing Penalty (veh)	
Storage Bay Dist (ft)	160
Storage Blk Time (%)	
Queuing Penalty (veh)	

Intersection: 5: E Shirley Avenue & Falmouth Street

Movement	EB	WB	SB
Directions Served	ULT	TR	L>
Maximum Queue (ft)	162	133	66
Average Queue (ft)	47	15	24
95th Queue (ft)	125	72	57
Link Distance (ft)	393	351	742
Upstream Blk Time (%)			
Queuing Penalty (veh)			
Storage Bay Dist (ft)			
Storage Blk Time (%)			
Queuing Penalty (veh)			

Intersection: 6: James Madison Highway/E Shirley Avenue & Alwington Boulevard

Movement	EB	EB	EB	WB	NB	NB	NB	NB	SB	SB	SB	SB
Directions Served	L	LT	R	LTR	L	T	T	R	UL	T	T	R
Maximum Queue (ft)	152	107	52	57	163	150	96	18	66	164	159	77
Average Queue (ft)	81	40	4	12	77	66	15	1	10	87	90	30
95th Queue (ft)	135	93	28	38	135	123	53	12	41	138	141	64
Link Distance (ft)		1974	1974	480		730	730			787	787	
Upstream Blk Time (%)												
Queuing Penalty (veh)												
Storage Bay Dist (ft)	560				315			160	165			250
Storage Blk Time (%)							0			0		
Queuing Penalty (veh)							0			0		

Intersection: 7: Commercial Entrance /Elementary School Entrance & Alwington Boulevard

Movement	EB	WB	WB	NB	SB
Directions Served	LTR	LT	R	LTR	LTR
Maximum Queue (ft)	10	72	59	60	31
Average Queue (ft)	3	18	16	19	15
95th Queue (ft)	10	55	47	47	38
Link Distance (ft)	954	1974		170	605
Upstream Blk Time (%)					
Queuing Penalty (veh)					
Storage Bay Dist (ft)			270		
Storage Blk Time (%)					
Queuing Penalty (veh)					

Network Summary

Network wide Queuing Penalty: 8



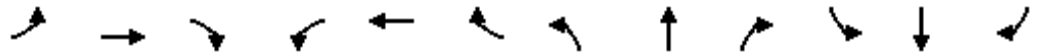
Lane Group	EBL	EBT	EBR	WBL	WBT	NBT	SBL	SBT
Lane Group Flow (vph)	39	477	151	33	477	184	36	143
v/c Ratio	0.23	0.80	0.25	0.20	0.66	0.64	0.15	0.55
Control Delay	44.0	41.4	5.7	43.9	32.6	45.9	36.5	43.4
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	44.0	41.4	5.7	43.9	32.6	45.9	36.5	43.4
Queue Length 50th (ft)	21	249	0	18	249	95	18	73
Queue Length 95th (ft)	57	#488	45	50	#489	179	49	140
Internal Link Dist (ft)		1033			3084	958		736
Turn Bay Length (ft)	215			185			125	
Base Capacity (vph)	348	597	608	342	724	364	356	366
Starvation Cap Reductn	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.11	0.80	0.25	0.10	0.66	0.51	0.10	0.39

Intersection Summary

95th percentile volume exceeds capacity, queue may be longer.
 Queue shown is maximum after two cycles.

2023 Existing - Commuter PM Peak
1: Culpeper Street & W Shirley Avenue/E Shirley Avenue

2023 Existing - Commuter PM Peak
HCM Signalized Intersection Capacity Analysis



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations	↖	↑	↗	↖	↗			↕		↖	↗	
Traffic Volume (vph)	37	448	142	31	445	4	82	63	28	34	109	25
Future Volume (vph)	37	448	142	31	445	4	82	63	28	34	109	25
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Width	11	11	11	11	11	11	11	11	11	11	11	11
Grade (%)		-2%			-5%			0%				4%
Total Lost time (s)	6.0	6.0	6.0	6.0	6.0			6.0		6.0	6.0	
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00			1.00		1.00	1.00	
Frt	1.00	1.00	0.85	1.00	1.00			0.98		1.00	0.97	
Flt Protected	0.95	1.00	1.00	0.95	1.00			0.98		0.95	1.00	
Satd. Flow (prot)	1762	1801	1531	1736	1826			1715		1710	1721	
Flt Permitted	0.95	1.00	1.00	0.95	1.00			0.98		0.95	1.00	
Satd. Flow (perm)	1762	1801	1531	1736	1826			1715		1710	1721	
Peak-hour factor, PHF	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94
Adj. Flow (vph)	39	477	151	33	473	4	87	67	30	36	116	27
RTOR Reduction (vph)	0	0	98	0	0	0	0	7	0	0	8	0
Lane Group Flow (vph)	39	477	53	33	477	0	0	177	0	36	135	0
Heavy Vehicles (%)	0%	3%	3%	3%	3%	0%	2%	2%	4%	0%	2%	0%
Turn Type	Prot	NA	Perm	Prot	NA		Split	NA		Split	NA	
Protected Phases	5	2		1	6		3	3		4	4	
Permitted Phases			2									
Actuated Green, G (s)	5.5	33.1	33.1	8.8	36.4			15.0		13.4	13.4	
Effective Green, g (s)	5.5	33.1	33.1	8.8	36.4			15.0		13.4	13.4	
Actuated g/C Ratio	0.06	0.35	0.35	0.09	0.39			0.16		0.14	0.14	
Clearance Time (s)	6.0	6.0	6.0	6.0	6.0			6.0		6.0	6.0	
Vehicle Extension (s)	4.0	4.0	4.0	4.0	4.0			4.0		4.0	4.0	
Lane Grp Cap (vph)	102	632	537	162	704			272		242	244	
v/s Ratio Prot	c0.02	c0.26		0.02	c0.26			c0.10		0.02	c0.08	
v/s Ratio Perm			0.03									
v/c Ratio	0.38	0.75	0.10	0.20	0.68			0.65		0.15	0.55	
Uniform Delay, d1	42.8	27.0	20.6	39.5	24.1			37.2		35.5	37.7	
Progression Factor	1.00	1.00	1.00	1.00	1.00			1.00		1.00	1.00	
Incremental Delay, d2	3.2	5.4	0.1	0.9	2.8			6.1		0.4	3.3	
Delay (s)	46.0	32.4	20.7	40.4	26.9			43.3		35.8	41.0	
Level of Service	D	C	C	D	C			D		D	D	
Approach Delay (s)		30.6			27.8			43.3			40.0	
Approach LOS		C			C			D			D	

Intersection Summary		
HCM 2000 Control Delay	32.3	HCM 2000 Level of Service C
HCM 2000 Volume to Capacity ratio	0.64	
Actuated Cycle Length (s)	94.3	Sum of lost time (s) 24.0
Intersection Capacity Utilization	62.6%	ICU Level of Service B
Analysis Period (min)	15	
c Critical Lane Group		

2023 Existing - Commuter PM Peak
2: Site Entrance #1 & E Shirley Avenue

2023 Existing - Commuter PM Peak Item a.
HCM Unsignalized Intersection Capacity Analysis



Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑	↗	↘	↑		
Traffic Volume (veh/h)	479	4	6	449	0	0
Future Volume (Veh/h)	479	4	6	449	0	0
Sign Control	Free			Free	Stop	
Grade	-4%			2%	0%	
Peak Hour Factor	0.88	0.88	0.88	0.88	0.88	0.88
Hourly flow rate (vph)	544	5	7	510	0	0
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			549	1068	544	
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			549	1068	544	
tC, single (s)			4.1	6.4	6.2	
tC, 2 stage (s)						
tF (s)			2.2	3.5	3.3	
p0 queue free %			99	100	100	
cM capacity (veh/h)			1031	246	543	
Direction, Lane #	EB 1	EB 2	WB 1	WB 2		
Volume Total	544	5	7	510		
Volume Left	0	0	7	0		
Volume Right	0	5	0	0		
cSH	1700	1700	1031	1700		
Volume to Capacity	0.32	0.00	0.01	0.30		
Queue Length 95th (ft)	0	0	1	0		
Control Delay (s)	0.0	0.0	8.5	0.0		
Lane LOS			A			
Approach Delay (s)	0.0		0.1			
Approach LOS						
Intersection Summary						
Average Delay			0.1			
Intersection Capacity Utilization			35.2%		ICU Level of Service	A
Analysis Period (min)			15			

2023 Existing - Commuter PM Peak
3: Site Entrance #2 & E Shirley Avenue

2023 Existing - Commuter PM Peak Item a.
HCM Unsignalized Intersection Capacity Analysis

	→	↘	↙	←	↖	↗
Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑			↑	↘	↗
Traffic Volume (veh/h)	479	0	0	440	15	3
Future Volume (Veh/h)	479	0	0	440	15	3
Sign Control	Free			Free	Stop	
Grade	1%			0%	-2%	
Peak Hour Factor	0.90	0.90	0.90	0.90	0.90	0.90
Hourly flow rate (vph)	532	0	0	489	17	3
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			532	1021	532	
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			532	1021	532	
tC, single (s)			4.1	6.4	6.2	
tC, 2 stage (s)						
tF (s)			2.2	3.5	3.3	
p0 queue free %			100	94	99	
cM capacity (veh/h)			1046	264	552	
Direction, Lane #	EB 1	WB 1	NB 1	NB 2		
Volume Total	532	489	17	3		
Volume Left	0	0	17	0		
Volume Right	0	0	0	3		
cSH	1700	1700	264	552		
Volume to Capacity	0.31	0.29	0.06	0.01		
Queue Length 95th (ft)	0	0	5	0		
Control Delay (s)	0.0	0.0	19.5	11.6		
Lane LOS			C	B		
Approach Delay (s)	0.0	0.0	18.4			
Approach LOS			C			
Intersection Summary						
Average Delay			0.4			
Intersection Capacity Utilization			35.2%	ICU Level of Service	A	
Analysis Period (min)			15			

2023 Existing - Commuter PM Peak
4: Site Entrance #3 & E Shirley Avenue

2023 Existing - Commuter PM Peak Item a.
HCM Unsignalized Intersection Capacity Analysis

	→	↘	↙	←	↖	↗
Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑	↗	↙	↑		
Traffic Volume (veh/h)	469	13	22	440	0	0
Future Volume (Veh/h)	469	13	22	440	0	0
Sign Control	Free			Free	Stop	
Grade	0%			0%	-3%	
Peak Hour Factor	0.91	0.91	0.91	0.91	0.91	0.91
Hourly flow rate (vph)	515	14	24	484	0	0
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			529	1047	515	
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			529	1047	515	
tC, single (s)			4.2	6.4	6.2	
tC, 2 stage (s)						
tF (s)			2.3	3.5	3.3	
p0 queue free %			98	100	100	
cM capacity (veh/h)			1004	249	564	
Direction, Lane #	EB 1	EB 2	WB 1	WB 2		
Volume Total	515	14	24	484		
Volume Left	0	0	24	0		
Volume Right	0	14	0	0		
cSH	1700	1700	1004	1700		
Volume to Capacity	0.30	0.01	0.02	0.28		
Queue Length 95th (ft)	0	0	2	0		
Control Delay (s)	0.0	0.0	8.7	0.0		
Lane LOS				A		
Approach Delay (s)	0.0			0.4		
Approach LOS						
Intersection Summary						
Average Delay			0.2			
Intersection Capacity Utilization			28.0%	ICU Level of Service	A	
Analysis Period (min)			15			

6: James Madison Highway/E Shirley Avenue & Alwington Boulevard

Queues



Lane Group	EBL	EBT	EBR	WBT	NBL	NBT	NBR	SBL	SBT	SBR
Lane Group Flow (vph)	131	132	205	17	189	263	1	15	369	86
v/c Ratio	0.49	0.50	0.13	0.05	0.43	0.18	0.00	0.04	0.54	0.13
Control Delay	38.8	38.9	0.2	0.2	17.5	17.0	0.0	12.9	32.3	0.4
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	38.8	38.9	0.2	0.2	17.5	17.0	0.0	12.9	32.3	0.4
Queue Length 50th (ft)	65	65	0	0	57	40	0	4	90	0
Queue Length 95th (ft)	128	129	0	0	102	92	0	15	138	0
Internal Link Dist (ft)		1992		455		682			791	
Turn Bay Length (ft)	560				315		160	165		250
Base Capacity (vph)	325	325	1529	379	482	1472	489	409	855	719
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.40	0.41	0.13	0.04	0.39	0.18	0.00	0.04	0.43	0.12

Intersection Summary

2023 Existing - Commuter PM Peak

2023 Existing - Commuter PM Peak

6: James Madison Highway/E Shirley Avenue & Alwington Boulevard HCM Signalized Intersection Capacity Analysis



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBU	SBL	SBT
Lane Configurations												
Traffic Volume (vph)	250	0	195	5	0	11	180	250	1	9	6	351
Future Volume (vph)	250	0	195	5	0	11	180	250	1	9	6	351
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Grade (%)		5%			1%			-4%				4%
Total Lost time (s)	6.3	6.3	4.0		8.8		8.7	8.7	8.7		8.7	8.7
Lane Util. Factor	0.95	0.95	1.00		1.00		1.00	0.95	1.00		1.00	0.95
Frt	1.00	1.00	0.85		0.90		1.00	1.00	0.85		1.00	1.00
Flt Protected	0.95	0.95	1.00		0.99		0.95	1.00	1.00		0.95	1.00
Satd. Flow (prot)	1655	1655	1529		1502		1721	3541	824		1328	3369
Flt Permitted	0.95	0.95	1.00		0.99		0.53	1.00	1.00		0.59	1.00
Satd. Flow (perm)	1655	1655	1529		1502		964	3541	824		824	3369
Peak-hour factor, PHF	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Adj. Flow (vph)	263	0	205	5	0	12	189	263	1	9	6	369
RTOR Reduction (vph)	0	0	0	0	16	0	0	0	1	0	0	0
Lane Group Flow (vph)	131	132	205	0	1	0	189	263	0	0	15	369
Heavy Vehicles (%)	1%	0%	3%	20%	0%	9%	7%	4%	100%	0%	83%	5%
Turn Type	Split	NA	Free	Split	NA		D.P+P	NA	Perm	D.P+P	D.P+P	NA
Protected Phases	4	4		3	3		5	2		1	1	6
Permitted Phases			Free				6		2	2	2	
Actuated Green, G (s)	13.0	13.0	87.6		7.1		35.0	33.5	33.5		35.0	23.6
Effective Green, g (s)	13.0	13.0	87.6		7.1		35.0	33.5	33.5		35.0	23.6
Actuated g/C Ratio	0.15	0.15	1.00		0.08		0.40	0.38	0.38		0.40	0.27
Clearance Time (s)	6.3	6.3			8.8		8.7	8.7	8.7		8.7	8.7
Vehicle Extension (s)	5.0	5.0			4.0		4.0	5.0	5.0		4.0	5.0
Lane Grp Cap (vph)	245	245	1529		121		483	1354	315		337	907
v/s Ratio Prot	0.08	c0.08			0.00		c0.05	0.07			0.00	c0.11
v/s Ratio Perm			c0.13				0.11		0.00		0.02	
v/c Ratio	0.53	0.54	0.13		0.01		0.39	0.19	0.00		0.04	0.41
Uniform Delay, d1	34.5	34.5	0.0		37.0		17.7	18.0	16.7		16.0	26.3
Progression Factor	1.00	1.00	1.00		1.00		1.00	1.00	1.00		1.00	1.00
Incremental Delay, d2	4.1	4.1	0.2		0.1		0.7	0.1	0.0		0.1	0.6
Delay (s)	38.6	38.6	0.2		37.1		18.5	18.2	16.7		16.0	26.9
Level of Service	D	D	A		D		B	B	B		B	C
Approach Delay (s)		21.8			37.1			18.3				24.4
Approach LOS		C			D			B				C

Intersection Summary		
HCM 2000 Control Delay	21.7	HCM 2000 Level of Service C
HCM 2000 Volume to Capacity ratio	0.42	
Actuated Cycle Length (s)	87.6	Sum of lost time (s) 32.5
Intersection Capacity Utilization	53.3%	ICU Level of Service A
Analysis Period (min)	15	

c Critical Lane Group

Movement	SBR
Lane Configurations	
Traffic Volume (vph)	82
Future Volume (vph)	82
Ideal Flow (vphpl)	1900
Grade (%)	
Total Lost time (s)	6.3
Lane Util. Factor	1.00
Frt	0.85
Flt Protected	1.00
Satd. Flow (prot)	1439
Flt Permitted	1.00
Satd. Flow (perm)	1439
Peak-hour factor, PHF	0.95
Adj. Flow (vph)	86
RTOR Reduction (vph)	50
Lane Group Flow (vph)	36
Heavy Vehicles (%)	10%
Turn Type	pm+ov
Protected Phases	4
Permitted Phases	6
Actuated Green, G (s)	36.6
Effective Green, g (s)	36.6
Actuated g/C Ratio	0.42
Clearance Time (s)	6.3
Vehicle Extension (s)	5.0
Lane Grp Cap (vph)	601
v/s Ratio Prot	0.01
v/s Ratio Perm	0.02
v/c Ratio	0.06
Uniform Delay, d1	15.2
Progression Factor	1.00
Incremental Delay, d2	0.1
Delay (s)	15.3
Level of Service	B
Approach Delay (s)	
Approach LOS	
Intersection Summary	

MOVEMENT SUMMARY

Site: 101 [Taylor Middle School Addition - AM Peak (Site Folder: General)]

AM Peak
Site Category: (None)
Roundabout

Vehicle Movement Performance														
Mov ID	Turn	INPUT VOLUMES		DEMAND FLOWS		Deg. Satn	Aver. Delay	Level of Service	95% BACK OF QUEUE		Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed
		[Total veh/h	HV %	[Total veh/h	HV %				[Veh. veh	Dist] ft				
East: E Shirley Avenue														
1u	U	1	0.0	1	0.0	0.547	10.2	LOS B	4.5	120.3	0.28	0.12	0.28	24.3
6	T1	427	10.0	469	10.0	0.547	10.5	LOS B	4.5	120.3	0.28	0.12	0.28	23.2
16	R2	73	11.0	80	11.0	0.547	10.6	LOS B	4.5	120.3	0.28	0.12	0.28	22.6
Approach		501	10.1	551	10.1	0.547	10.5	LOS B	4.5	120.3	0.28	0.12	0.28	23.1
North: Falmouth Street														
7	L2	75	21.0	82	21.0	0.202	8.9	LOS A	1.2	34.3	0.67	0.57	0.67	23.2
14	R2	34	9.0	37	9.0	0.202	8.1	LOS A	1.2	34.3	0.67	0.57	0.67	22.3
Approach		109	17.3	120	17.3	0.202	8.7	LOS A	1.2	34.3	0.67	0.57	0.67	22.9
West: E Shirley Avenue														
5u	U	1	0.0	1	0.0	0.131	4.6	LOS A	0.8	20.5	0.33	0.17	0.33	25.4
5	L2	31	19.0	34	19.0	0.131	5.4	LOS A	0.8	20.5	0.33	0.17	0.33	24.7
2	T1	297	9.0	326	9.0	0.131	1.4	LOS A	0.8	20.5	0.09	0.05	0.09	25.5
Approach		329	9.9	362	9.9	0.131	1.8	LOS A	0.8	20.5	0.11	0.06	0.11	25.4
All Vehicles		939	10.9	1032	10.9	0.547	7.2	LOS A	4.5	120.3	0.27	0.15	0.27	23.8

Site Level of Service (LOS) Method: Delay & v/c (HCM 6). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Roundabout LOS Method: SIDRA Roundabout LOS.

Vehicle movement LOS values are based on average delay and v/c ratio (degree of saturation) per movement.

LOS F will result if v/c > 1 irrespective of movement delay value (does not apply for approaches and intersection).

Intersection and Approach LOS values are based on average delay for all movements (v/c not used as specified in HCM 6).

Roundabout Capacity Model: SIDRA Standard.

Delay Model: HCM Delay Formula (Geometric Delay is not included).

Queue Model: HCM Queue Formula.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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MOVEMENT SUMMARY

Site: 101 [Taylor Middle School Addition - Commuter PM Peak (Site Folder: General)]

AM Peak
Site Category: (None)
Roundabout

Vehicle Movement Performance														
Mov ID	Turn	INPUT VOLUMES		DEMAND FLOWS		Deg. Satn	Aver. Delay	Level of Service	95% BACK OF QUEUE		Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed
		[Total veh/h	HV %	[Total veh/h	HV %				[Veh. veh	Dist] ft				
East: E Shirley Avenue														
1u	U	1	0.0	1	0.0	0.622	12.2	LOS B	6.2	175.5	0.25	0.09	0.25	23.7
6	T1	413	21.0	454	21.0	0.622	12.9	LOS B	6.2	175.5	0.25	0.09	0.25	22.6
16	R2	135	4.0	148	4.0	0.622	12.3	LOS B	6.2	175.5	0.25	0.09	0.25	22.1
Approach		549	16.8	603	16.8	0.622	12.7	LOS B	6.2	175.5	0.25	0.09	0.25	22.5
North: Falmouth Street														
7	L2	108	1.0	119	1.0	0.222	7.7	LOS A	1.4	36.7	0.69	0.57	0.69	23.3
14	R2	32	9.0	35	9.0	0.222	8.2	LOS A	1.4	36.7	0.69	0.57	0.69	22.4
Approach		140	2.8	154	2.8	0.222	7.8	LOS A	1.4	36.7	0.69	0.57	0.69	23.1
West: E Shirley Avenue														
5u	U	2	0.0	2	0.0	0.185	5.2	LOS A	1.1	29.3	0.37	0.21	0.37	25.5
5	L2	18	11.0	20	11.0	0.185	5.7	LOS A	1.1	29.3	0.37	0.21	0.37	24.8
2	T1	462	5.0	508	5.0	0.185	1.7	LOS A	1.1	29.3	0.12	0.07	0.12	25.4
Approach		482	5.2	530	5.2	0.185	1.9	LOS A	1.1	29.3	0.13	0.07	0.13	25.4
All Vehicles		1171	10.3	1287	10.3	0.622	7.7	LOS A	6.2	175.5	0.25	0.14	0.25	23.7

Site Level of Service (LOS) Method: Delay & v/c (HCM 6). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Roundabout LOS Method: SIDRA Roundabout LOS.

Vehicle movement LOS values are based on average delay and v/c ratio (degree of saturation) per movement.

LOS F will result if v/c > 1 irrespective of movement delay value (does not apply for approaches and intersection).

Intersection and Approach LOS values are based on average delay for all movements (v/c not used as specified in HCM 6).

Roundabout Capacity Model: SIDRA Standard.

Delay Model: HCM Delay Formula (Geometric Delay is not included).

Queue Model: HCM Queue Formula.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).


HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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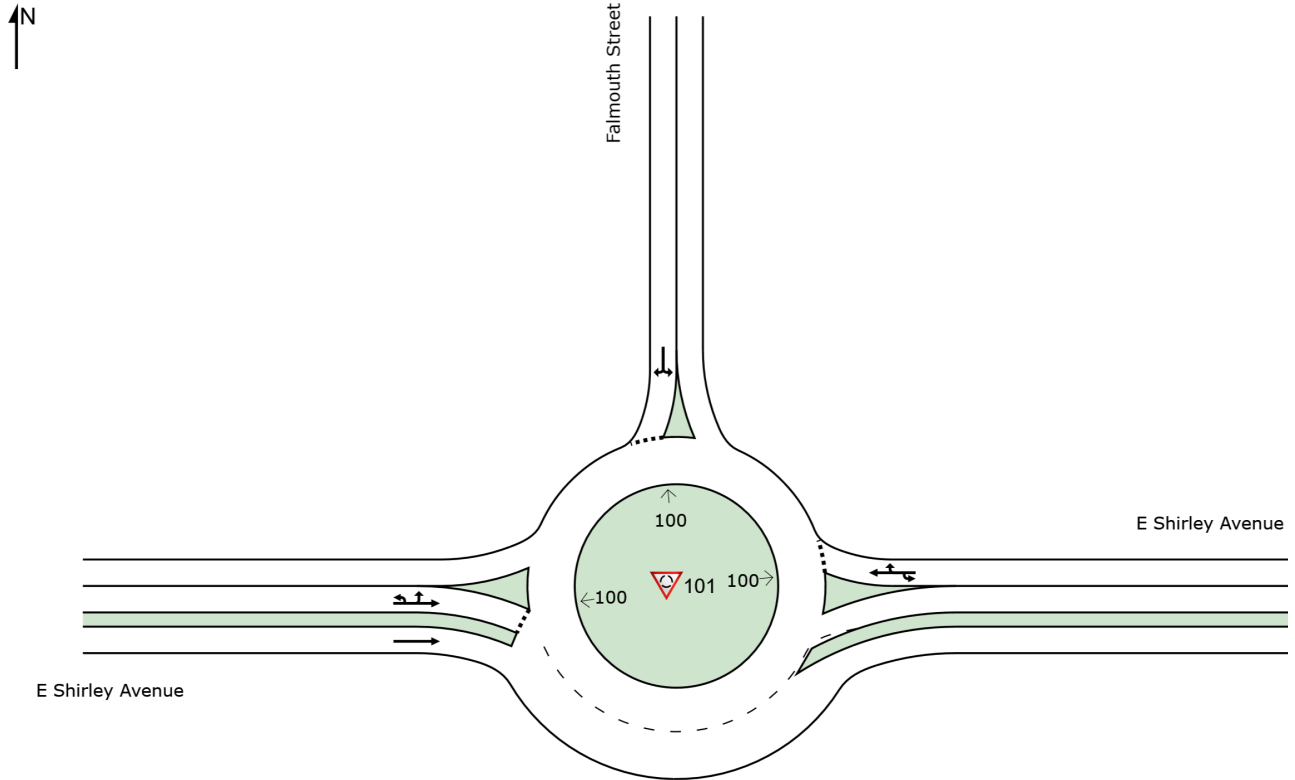
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SITE LAYOUT

 Site: 101 [Taylor Middle School Addition - Commuter PM Peak (Site Folder: General)]

AM Peak
Site Category: (None)
Roundabout

Layout pictures are schematic functional drawings reflecting input data. They are not design drawings.



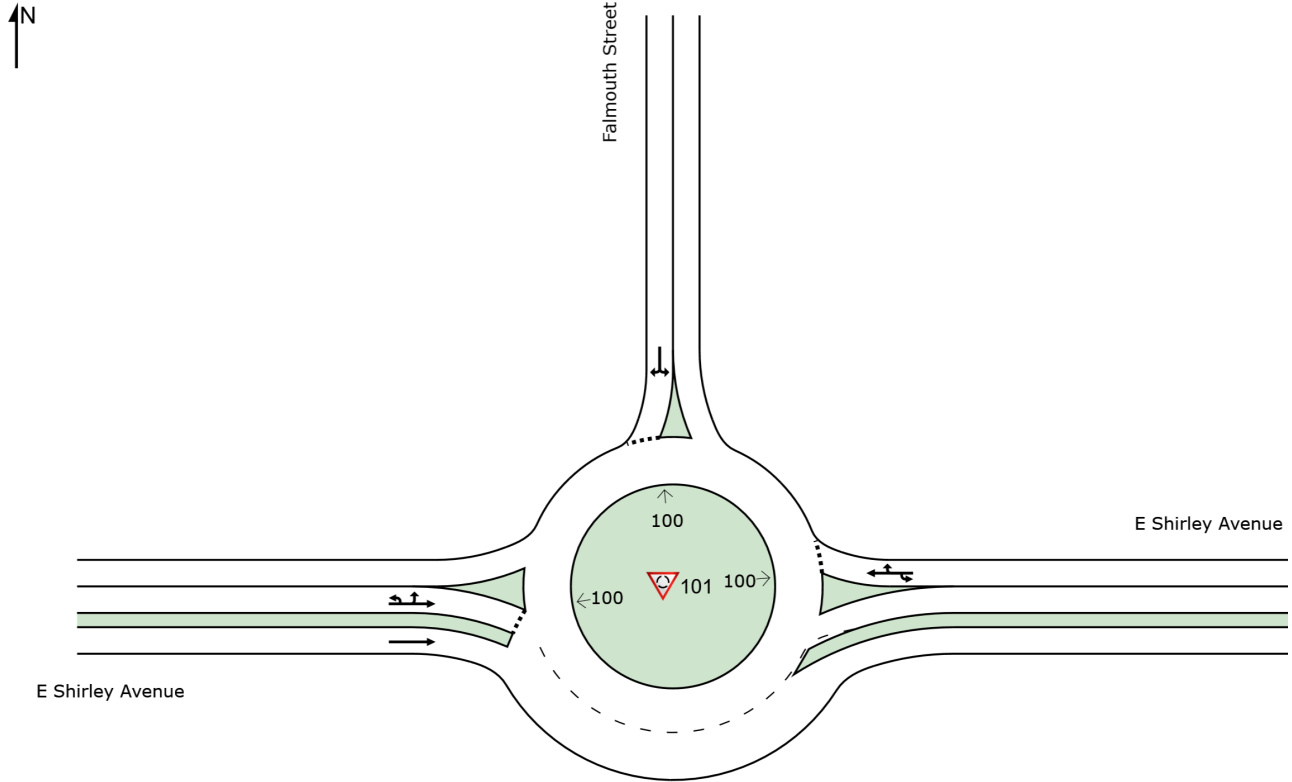
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SITE LAYOUT

Site: 101 [Taylor Middle School Addition - AM Peak (Site Folder: General)]

AM Peak
Site Category: (None)
Roundabout

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MOVEMENT SUMMARY

**Site: 101 [Taylor Middle School Addition - School PM Peak
(Site Folder: General)]**

School PM Peak
Site Category: (None)
Roundabout

Vehicle Movement Performance														
Mov ID	Turn	INPUT VOLUMES		DEMAND FLOWS		Deg. Satn v/c	Aver. Delay sec	Level of Service	95% BACK OF QUEUE		Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed mph
		[Total veh/h]	[HV %]	[Total veh/h]	[HV %]				[Veh. veh]	[Dist ft]				
East: E Shirley Avenue														
1u	U	2	0.0	2	0.0	0.501	9.0	LOS A	3.9	100.3	0.23	0.09	0.23	24.6
6	T1	405	4.0	409	4.0	0.501	9.2	LOS A	3.9	100.3	0.23	0.09	0.23	23.5
16	R2	126	6.0	127	6.0	0.501	9.2	LOS A	3.9	100.3	0.23	0.09	0.23	22.9
Approach		533	4.5	538	4.5	0.501	9.2	LOS A	3.9	100.3	0.23	0.09	0.23	23.3
North: Falmouth Street														
7	L2	119	7.0	120	7.0	0.194	7.1	LOS A	1.2	30.6	0.61	0.47	0.61	23.5
14	R2	23	0.0	23	0.0	0.194	6.7	LOS A	1.2	30.6	0.61	0.47	0.61	22.5
Approach		142	5.9	143	5.9	0.194	7.0	LOS A	1.2	30.6	0.61	0.47	0.61	23.3
West: E Shirley Avenue														
5u	U	2	0.0	2	0.0	0.189	5.4	LOS A	1.1	29.8	0.39	0.23	0.39	25.4
5	L2	26	23.0	26	23.0	0.189	6.3	LOS A	1.1	29.8	0.39	0.23	0.39	24.7
2	T1	500	5.0	505	5.0	0.189	1.7	LOS A	1.1	29.8	0.11	0.07	0.11	25.4
Approach		528	5.9	533	5.9	0.189	1.9	LOS A	1.1	29.8	0.13	0.08	0.13	25.4
All Vehicles		1203	5.2	1215	5.2	0.501	5.7	LOS A	3.9	100.3	0.23	0.13	0.23	24.2

Site Level of Service (LOS) Method: Delay & v/c (HCM 6). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Roundabout LOS Method: SIDRA Roundabout LOS.

Vehicle movement LOS values are based on average delay and v/c ratio (degree of saturation) per movement.

LOS F will result if v/c > 1 irrespective of movement delay value (does not apply for approaches and intersection).

Intersection and Approach LOS values are based on average delay for all movements (v/c not used as specified in HCM 6).

Roundabout Capacity Model: SIDRA Standard.

Delay Model: HCM Delay Formula (Geometric Delay is not included).

Queue Model: HCM Queue Formula.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).


HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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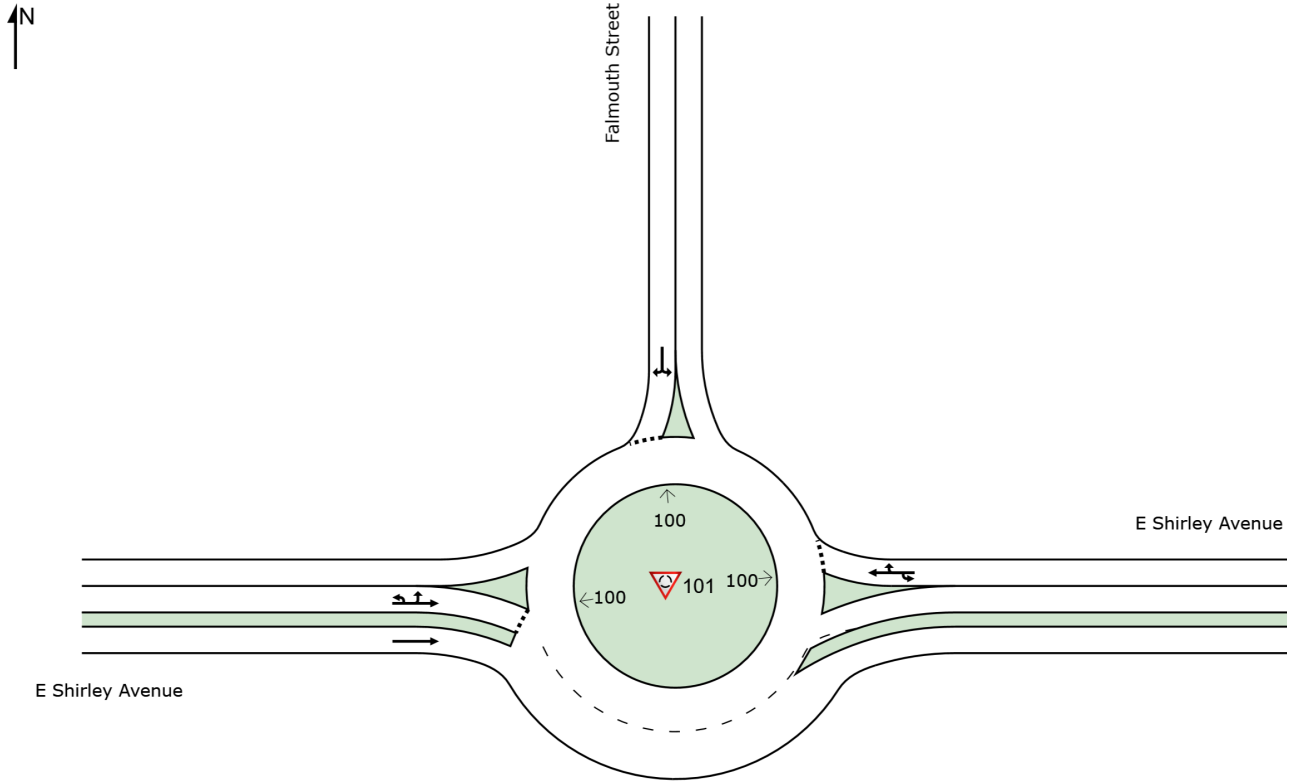
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SITE LAYOUT

 **Site: 101 [Taylor Middle School Addition - School PM Peak
(Site Folder: General)]**

School PM Peak
Site Category: (None)
Roundabout

Layout pictures are schematic functional drawings reflecting input data. They are not design drawings.



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Appendix E

2026 Background Analysis Worksheets



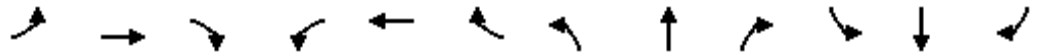
Lane Group	EBL	EBT	EBR	WBL	WBT	NBT	SBL	SBT
Lane Group Flow (vph)	32	352	74	32	470	234	16	57
v/c Ratio	0.20	0.54	0.11	0.22	0.62	0.71	0.09	0.30
Control Delay	46.0	27.0	0.3	46.7	27.2	47.0	41.8	32.7
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	46.0	27.0	0.3	46.7	27.2	47.0	41.8	32.7
Queue Length 50th (ft)	18	166	0	18	243	120	9	19
Queue Length 95th (ft)	51	270	0	51	389	#236	30	60
Internal Link Dist (ft)		1033			3084	958		736
Turn Bay Length (ft)	215			185			125	
Base Capacity (vph)	160	757	744	147	785	392	370	371
Starvation Cap Reductn	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.20	0.46	0.10	0.22	0.60	0.60	0.04	0.15

Intersection Summary

95th percentile volume exceeds capacity, queue may be longer.
 Queue shown is maximum after two cycles.

2026 Background - AM Peak
1: Culpeper Street & W Shirley Avenue/E Shirley Avenue

2026 Background - AM Peak
HCM Signalized Intersection Capacity Analysis



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations	↖	↗	↘	↖	↗			↕		↖	↗	
Traffic Volume (vph)	29	324	68	29	409	23	80	83	52	15	32	20
Future Volume (vph)	29	324	68	29	409	23	80	83	52	15	32	20
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Width	11	11	11	11	11	11	11	11	11	11	11	11
Grade (%)		-2%			-5%			0%				4%
Total Lost time (s)	6.0	6.0	6.0	6.0	6.0			6.0		6.0	6.0	
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00			1.00		1.00	1.00	
Frt	1.00	1.00	0.85	1.00	0.99			0.97		1.00	0.94	
Flt Protected	0.95	1.00	1.00	0.95	1.00			0.98		0.95	1.00	
Satd. Flow (prot)	1762	1702	1488	1611	1663			1677		1710	1634	
Flt Permitted	0.95	1.00	1.00	0.95	1.00			0.98		0.95	1.00	
Satd. Flow (perm)	1762	1702	1488	1611	1663			1677		1710	1634	
Peak-hour factor, PHF	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Adj. Flow (vph)	32	352	74	32	445	25	87	90	57	16	35	22
RTOR Reduction (vph)	0	0	45	0	2	0	0	11	0	0	20	0
Lane Group Flow (vph)	32	352	29	32	468	0	0	223	0	16	37	0
Heavy Vehicles (%)	0%	9%	6%	11%	13%	0%	6%	2%	4%	0%	3%	5%
Turn Type	Prot	NA	Perm	Prot	NA		Split	NA		Split	NA	
Protected Phases	5	2		1	6		3	3		4	4	
Permitted Phases			2									
Actuated Green, G (s)	4.4	37.3	37.3	8.2	41.1			17.0		7.2	7.2	
Effective Green, g (s)	4.4	37.3	37.3	8.2	41.1			17.0		7.2	7.2	
Actuated g/C Ratio	0.05	0.40	0.40	0.09	0.44			0.18		0.08	0.08	
Clearance Time (s)	6.0	6.0	6.0	6.0	6.0			6.0		6.0	6.0	
Vehicle Extension (s)	4.0	4.0	4.0	4.0	4.0			4.0		4.0	4.0	
Lane Grp Cap (vph)	82	677	592	140	729			304		131	125	
v/s Ratio Prot	0.02	0.21		c0.02	c0.28			c0.13		0.01	c0.02	
v/s Ratio Perm			0.02									
v/c Ratio	0.39	0.52	0.05	0.23	0.64			0.73		0.12	0.29	
Uniform Delay, d1	43.3	21.4	17.3	39.8	20.6			36.2		40.3	40.8	
Progression Factor	1.00	1.00	1.00	1.00	1.00			1.00		1.00	1.00	
Incremental Delay, d2	4.2	0.9	0.0	1.1	2.2			9.5		0.6	1.8	
Delay (s)	47.5	22.3	17.4	40.9	22.7			45.7		40.9	42.6	
Level of Service	D	C	B	D	C			D		D	D	
Approach Delay (s)		23.3			23.9			45.7			42.2	
Approach LOS		C			C			D			D	

Intersection Summary		
HCM 2000 Control Delay	28.7	HCM 2000 Level of Service C
HCM 2000 Volume to Capacity ratio	0.61	
Actuated Cycle Length (s)	93.7	Sum of lost time (s) 24.0
Intersection Capacity Utilization	53.6%	ICU Level of Service A
Analysis Period (min)	15	
c Critical Lane Group		

2026 Background - AM Peak
2: Site Entrance #1 & E Shirley Avenue

2026 Background - AM Peak
HCM Unsignalized Intersection Capacity Analysis

Item a.



Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑	↑	↑	↑		
Traffic Volume (veh/h)	298	37	48	445	0	0
Future Volume (Veh/h)	298	37	48	445	0	0
Sign Control	Free			Free	Stop	
Grade	-4%			2%	0%	
Peak Hour Factor	0.92	0.50	0.50	0.92	0.92	0.92
Hourly flow rate (vph)	324	74	96	484	0	0
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			398	1000	324	
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			398	1000	324	
tC, single (s)			4.2	6.4	6.2	
tC, 2 stage (s)						
tF (s)			2.3	3.5	3.3	
p0 queue free %			91	100	100	
cM capacity (veh/h)			1103	248	722	
Direction, Lane #	EB 1	EB 2	WB 1	WB 2		
Volume Total	324	74	96	484		
Volume Left	0	0	96	0		
Volume Right	0	74	0	0		
cSH	1700	1700	1103	1700		
Volume to Capacity	0.19	0.04	0.09	0.28		
Queue Length 95th (ft)	0	0	7	0		
Control Delay (s)	0.0	0.0	8.6	0.0		
Lane LOS				A		
Approach Delay (s)	0.0		1.4			
Approach LOS						
Intersection Summary						
Average Delay			0.8			
Intersection Capacity Utilization			33.8%		ICU Level of Service	A
Analysis Period (min)			15			

2026 Background - AM Peak
3: Site Entrance #2 & E Shirley Avenue

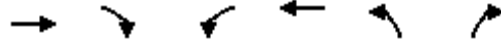
2026 Background - AM Peak Item a.
HCM Unsignalized Intersection Capacity Analysis

	→	↘	↙	←	↖	↗
Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑			↑	↘	↗
Traffic Volume (veh/h)	298	0	0	452	41	51
Future Volume (Veh/h)	298	0	0	452	41	51
Sign Control	Free			Free	Stop	
Grade	1%			0%	-2%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.50	0.50
Hourly flow rate (vph)	324	0	0	491	82	102
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			324			324
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			324			324
tC, single (s)			4.1			6.4
tC, 2 stage (s)						
tF (s)			2.2			3.4
p0 queue free %			100			85
cM capacity (veh/h)			1247			686
Direction, Lane #	EB 1	WB 1	NB 1	NB 2		
Volume Total	324	491	82	102		
Volume Left	0	0	82	0		
Volume Right	0	0	0	102		
cSH	1700	1700	328	686		
Volume to Capacity	0.19	0.29	0.25	0.15		
Queue Length 95th (ft)	0	0	24	13		
Control Delay (s)	0.0	0.0	19.6	11.2		
Lane LOS			C	B		
Approach Delay (s)	0.0	0.0	14.9			
Approach LOS			B			
Intersection Summary						
Average Delay			2.8			
Intersection Capacity Utilization			33.8%	ICU Level of Service		A
Analysis Period (min)			15			

2026 Background - AM Peak
4: Site Entrance #3 & E Shirley Avenue

2026 Background - AM Peak
HCM Unsignalized Intersection Capacity Analysis

Item a.



Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑	↑	↑	↑		
Traffic Volume (veh/h)	332	17	24	452	0	0
Future Volume (Veh/h)	332	17	24	452	0	0
Sign Control	Free			Free	Stop	
Grade	0%			0%	-3%	
Peak Hour Factor	0.95	0.50	0.50	0.95	0.50	0.50
Hourly flow rate (vph)	349	34	48	476	0	0
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			383		921	349
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			383		921	349
tC, single (s)			4.1		6.4	6.2
tC, 2 stage (s)						
tF (s)			2.2		3.5	3.3
p0 queue free %			96		100	100
cM capacity (veh/h)			1187		291	699
Direction, Lane #	EB 1	EB 2	WB 1	WB 2		
Volume Total	349	34	48	476		
Volume Left	0	0	48	0		
Volume Right	0	34	0	0		
cSH	1700	1700	1187	1700		
Volume to Capacity	0.21	0.02	0.04	0.28		
Queue Length 95th (ft)	0	0	3	0		
Control Delay (s)	0.0	0.0	8.2	0.0		
Lane LOS			A			
Approach Delay (s)	0.0	0.7				
Approach LOS						
Intersection Summary						
Average Delay			0.4			
Intersection Capacity Utilization			27.1%	ICU Level of Service	A	
Analysis Period (min)			15			

6: James Madison Highway/E Shirley Avenue & Alwington Boulevard

Queues



Lane Group	EBL	EBT	EBR	WBT	NBL	NBT	NBR	SBL	SBT	SBR
Lane Group Flow (vph)	60	60	73	6	191	443	10	10	175	155
v/c Ratio	0.36	0.36	0.06	0.02	0.43	0.32	0.01	0.03	0.33	0.26
Control Delay	35.8	35.8	0.1	0.2	16.9	17.3	0.0	12.2	29.2	2.4
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	35.8	35.8	0.1	0.2	16.9	17.3	0.0	12.2	29.2	2.4
Queue Length 50th (ft)	26	26	0	0	50	62	0	2	35	0
Queue Length 95th (ft)	64	64	0	0	99	143	0	11	70	15
Internal Link Dist (ft)		1992		455		682			791	
Turn Bay Length (ft)	560				315		160	165		250
Base Capacity (vph)	271	271	1291	349	528	1413	830	396	841	689
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.22	0.22	0.06	0.02	0.36	0.31	0.01	0.03	0.21	0.22

Intersection Summary

6: James Madison Highway/E Shirley Avenue & Alwington Boulevard Signalized Intersection Capacity Analysis



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBU	SBL	SBT
Lane Configurations												
Traffic Volume (vph)	110	0	67	2	0	4	176	408	9	2	7	161
Future Volume (vph)	110	0	67	2	0	4	176	408	9	2	7	161
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Grade (%)		5%			1%			-4%				4%
Total Lost time (s)	6.3	6.3	4.0		8.8		8.7	8.7	8.7		8.7	8.7
Lane Util. Factor	0.95	0.95	1.00		1.00		1.00	0.95	1.00		1.00	0.95
Frt	1.00	1.00	0.85		0.91		1.00	1.00	0.85		1.00	1.00
Flt Protected	0.95	0.95	1.00		0.98		0.95	1.00	1.00		0.95	1.00
Satd. Flow (prot)	1316	1316	1291		1015		1674	3409	1647		1436	3103
Flt Permitted	0.95	0.95	1.00		0.98		0.64	1.00	1.00		0.50	1.00
Satd. Flow (perm)	1316	1316	1291		1015		1130	3409	1647		749	3103
Peak-hour factor, PHF	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Adj. Flow (vph)	120	0	73	2	0	4	191	443	10	2	8	175
RTOR Reduction (vph)	0	0	0	0	5	0	0	0	6	0	0	0
Lane Group Flow (vph)	60	60	73	0	1	0	191	443	4	0	10	175
Heavy Vehicles (%)	27%	0%	22%	50%	0%	75%	10%	8%	0%	0%	29%	14%
Turn Type	Split	NA	Free	Split	NA		D.P+P	NA	Perm	D.P+P	D.P+P	NA
Protected Phases	4	4		3	3		5	2		1	1	6
Permitted Phases			Free				6		2	2	2	
Actuated Green, G (s)	9.0	9.0	78.5		7.0		30.0	28.7	28.7		30.0	19.4
Effective Green, g (s)	9.0	9.0	78.5		7.0		30.0	28.7	28.7		30.0	19.4
Actuated g/C Ratio	0.11	0.11	1.00		0.09		0.38	0.37	0.37		0.38	0.25
Clearance Time (s)	6.3	6.3			8.8		8.7	8.7	8.7		8.7	8.7
Vehicle Extension (s)	3.0	3.0			3.0		3.0	3.0	3.0		3.0	3.0
Lane Grp Cap (vph)	150	150	1291		90		505	1246	602		297	766
v/s Ratio Prot	c0.05	0.05			0.00		c0.05	c0.13			0.00	0.06
v/s Ratio Perm			c0.06				0.09		0.00		0.01	
v/c Ratio	0.40	0.40	0.06		0.01		0.38	0.36	0.01		0.03	0.23
Uniform Delay, d1	32.2	32.2	0.0		32.6		16.9	18.2	15.8		15.1	23.6
Progression Factor	1.00	1.00	1.00		1.00		1.00	1.00	1.00		1.00	1.00
Incremental Delay, d2	1.7	1.7	0.1		0.0		0.5	0.2	0.0		0.0	0.2
Delay (s)	34.0	34.0	0.1		32.6		17.4	18.3	15.8		15.1	23.7
Level of Service	C	C	A		C		B	B	B		B	C
Approach Delay (s)		21.2			32.6			18.0				20.3
Approach LOS		C			C			B				C

Intersection Summary		
HCM 2000 Control Delay	19.3	HCM 2000 Level of Service
HCM 2000 Volume to Capacity ratio	0.38	B
Actuated Cycle Length (s)	78.5	Sum of lost time (s)
Intersection Capacity Utilization	47.4%	32.5
Analysis Period (min)	15	ICU Level of Service
		A

c Critical Lane Group

6: James Madison Highway/E Shirley Avenue & Alwington Boulevard HCM Signalized Intersection Capacity Analysis

Movement	SBR
Lane Configurations	
Traffic Volume (vph)	143
Future Volume (vph)	143
Ideal Flow (vphpl)	1900
Grade (%)	
Total Lost time (s)	6.3
Lane Util. Factor	1.00
Frt	0.85
Flt Protected	1.00
Satd. Flow (prot)	1426
Flt Permitted	1.00
Satd. Flow (perm)	1426
Peak-hour factor, PHF	0.92
Adj. Flow (vph)	155
RTOR Reduction (vph)	99
Lane Group Flow (vph)	56
Heavy Vehicles (%)	11%
Turn Type	pm+ov
Protected Phases	4
Permitted Phases	6
Actuated Green, G (s)	28.4
Effective Green, g (s)	28.4
Actuated g/C Ratio	0.36
Clearance Time (s)	6.3
Vehicle Extension (s)	3.0
Lane Grp Cap (vph)	515
v/s Ratio Prot	0.01
v/s Ratio Perm	0.03
v/c Ratio	0.11
Uniform Delay, d1	16.6
Progression Factor	1.00
Incremental Delay, d2	0.1
Delay (s)	16.7
Level of Service	B
Approach Delay (s)	
Approach LOS	
Intersection Summary	

Intersection	
Intersection Delay, s/veh	7.6
Intersection LOS	A

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕	↕		↕			↕	
Traffic Vol, veh/h	0	5	0	46	21	91	0	0	35	13	0	0
Future Vol, veh/h	0	5	0	46	21	91	0	0	35	13	0	0
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Heavy Vehicles, %	0	0	0	24	0	7	0	0	65	8	0	0
Mvmt Flow	0	5	0	50	23	99	0	0	38	14	0	0
Number of Lanes	0	1	0	0	1	1	0	1	0	0	1	0

Approach	EB	WB	NB	SB
Opposing Approach	WB	EB	SB	NB
Opposing Lanes	2	1	1	1
Conflicting Approach Left	SB	NB	EB	WB
Conflicting Lanes Left	1	1	1	2
Conflicting Approach Right	NB	SB	WB	EB
Conflicting Lanes Right	1	1	2	1
HCM Control Delay	7.3	7.8	6.9	7.8
HCM LOS	A	A	A	A

Lane	NBLn1	EBLn1	WBLn1	WBLn2	SBLn1
Vol Left, %	0%	0%	69%	0%	100%
Vol Thru, %	0%	100%	31%	0%	0%
Vol Right, %	100%	0%	0%	100%	0%
Sign Control	Stop	Stop	Stop	Stop	Stop
Traffic Vol by Lane	35	5	67	91	13
LT Vol	0	0	46	0	13
Through Vol	0	5	21	0	0
RT Vol	35	0	0	91	0
Lane Flow Rate	38	5	73	99	14
Geometry Grp	2	5	7	7	2
Degree of Util (X)	0.039	0.006	0.108	0.107	0.018
Departure Headway (Hd)	3.719	4.216	5.347	3.895	4.677
Convergence, Y/N	Yes	Yes	Yes	Yes	Yes
Cap	969	840	672	921	770
Service Time	1.719	2.284	3.067	1.615	2.678
HCM Lane V/C Ratio	0.039	0.006	0.109	0.107	0.018
HCM Control Delay	6.9	7.3	8.7	7.1	7.8
HCM Lane LOS	A	A	A	A	A
HCM 95th-tile Q	0.1	0	0.4	0.4	0.1

Intersection: 1: Culpeper Street & W Shirley Avenue/E Shirley Avenue

Movement	EB	EB	EB	WB	WB	NB	SB	SB
Directions Served	L	T	R	L	TR	LTR	L	TR
Maximum Queue (ft)	101	279	65	136	343	232	50	92
Average Queue (ft)	25	133	22	29	154	109	13	32
95th Queue (ft)	67	239	51	91	288	192	39	68
Link Distance (ft)		1077	1077		3093	989		776
Upstream Blk Time (%)								
Queuing Penalty (veh)								
Storage Bay Dist (ft)	215			185			125	
Storage Blk Time (%)	0	2		0	5			0
Queuing Penalty (veh)	0	0		0	2			0

Intersection: 2: Site Entrance #1 & E Shirley Avenue

Movement	EB	WB
Directions Served	R	L
Maximum Queue (ft)	6	57
Average Queue (ft)	0	13
95th Queue (ft)	6	44
Link Distance (ft)		
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)	110	240
Storage Blk Time (%)		
Queuing Penalty (veh)		

Intersection: 3: Site Entrance #2 & E Shirley Avenue

Movement	NB	NB
Directions Served	L	R
Maximum Queue (ft)	84	78
Average Queue (ft)	28	30
95th Queue (ft)	68	65
Link Distance (ft)	382	382
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)		
Storage Blk Time (%)		
Queuing Penalty (veh)		

Intersection: 4: Site Entrance #3 & E Shirley Avenue

Movement	EB	WB
Directions Served	R	L
Maximum Queue (ft)	2	40
Average Queue (ft)	0	6
95th Queue (ft)	2	29
Link Distance (ft)		
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)	140	160
Storage Blk Time (%)		
Queuing Penalty (veh)		

Intersection: 5: E Shirley Avenue & Falmouth Street

Movement	EB	WB	B17	SB
Directions Served	ULT	TR		L>
Maximum Queue (ft)	128	144	7	81
Average Queue (ft)	29	28	0	27
95th Queue (ft)	92	98	7	69
Link Distance (ft)	393	351	787	742
Upstream Blk Time (%)				
Queuing Penalty (veh)				
Storage Bay Dist (ft)				
Storage Blk Time (%)				
Queuing Penalty (veh)				

Intersection: 6: James Madison Highway/E Shirley Avenue & Alwington Boulevard

Movement	EB	EB	EB	WB	NB	NB	NB	NB	SB	SB	SB	SB
Directions Served	L	LT	R	LTR	L	T	T	R	UL	T	T	R
Maximum Queue (ft)	127	93	6	52	155	200	175	19	41	110	102	107
Average Queue (ft)	51	19	0	6	73	99	35	2	6	50	40	46
95th Queue (ft)	103	62	5	31	128	166	105	11	26	91	83	85
Link Distance (ft)		1974	1974	480		730	730			787	787	
Upstream Blk Time (%)												
Queuing Penalty (veh)												
Storage Bay Dist (ft)	560				315			160	165			250
Storage Blk Time (%)								0				
Queuing Penalty (veh)								0				

Intersection: 7: Commercial Entrance /Elementary School Entrance & Alwington Boulevard

Movement	EB	WB	WB	NB	SB
Directions Served	LTR	LT	R	LTR	LTR
Maximum Queue (ft)	10	76	61	83	45
Average Queue (ft)	1	37	34	33	11
95th Queue (ft)	7	68	56	75	35
Link Distance (ft)	954	1974		170	605
Upstream Blk Time (%)					
Queuing Penalty (veh)					
Storage Bay Dist (ft)	270				
Storage Blk Time (%)					
Queuing Penalty (veh)					

Network Summary

Network wide Queuing Penalty: 2



Lane Group	EBL	EBT	EBR	WBL	WBT	NBT	SBL	SBT
Lane Group Flow (vph)	40	535	101	40	532	203	28	91
v/c Ratio	0.28	0.78	0.15	0.26	0.65	0.69	0.15	0.42
Control Delay	50.1	35.7	1.7	49.3	28.6	49.4	42.0	39.3
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	50.1	35.7	1.7	49.3	28.6	49.4	42.0	39.3
Queue Length 50th (ft)	24	292	0	24	290	114	16	42
Queue Length 95th (ft)	62	#495	12	62	#493	#207	44	93
Internal Link Dist (ft)		1033			3084	958		736
Turn Bay Length (ft)	215			185			125	
Base Capacity (vph)	142	792	749	151	825	358	337	370
Starvation Cap Reductn	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.28	0.68	0.13	0.26	0.64	0.57	0.08	0.25

Intersection Summary

95th percentile volume exceeds capacity, queue may be longer.
 Queue shown is maximum after two cycles.

2026 Background - School PM Peak
1: Culpeper Street & W Shirley Avenue/E Shirley Avenue

2026 Background - School PM Peak
HCM Signalized Intersection Capacity Analysis



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations	↖	↑	↗	↖	↗			↕		↖	↗	
Traffic Volume (vph)	37	492	93	37	477	13	78	77	31	26	54	29
Future Volume (vph)	37	492	93	37	477	13	78	77	31	26	54	29
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Width	11	11	11	11	11	11	11	11	11	11	11	11
Grade (%)		-2%			-5%			0%				4%
Total Lost time (s)	6.0	6.0	6.0	6.0	6.0			6.0		6.0	6.0	
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00			1.00		1.00	1.00	
Frt	1.00	1.00	0.85	1.00	1.00			0.98		1.00	0.95	
Flt Protected	0.95	1.00	1.00	0.95	1.00			0.98		0.95	1.00	
Satd. Flow (prot)	1588	1767	1488	1687	1756			1656		1583	1662	
Flt Permitted	0.95	1.00	1.00	0.95	1.00			0.98		0.95	1.00	
Satd. Flow (perm)	1588	1767	1488	1687	1756			1656		1583	1662	
Peak-hour factor, PHF	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Adj. Flow (vph)	40	535	101	40	518	14	85	84	34	28	59	32
RTOR Reduction (vph)	0	0	60	0	1	0	0	7	0	0	19	0
Lane Group Flow (vph)	40	535	41	40	531	0	0	196	0	28	72	0
Heavy Vehicles (%)	11%	5%	6%	6%	7%	0%	8%	4%	7%	8%	4%	0%
Turn Type	Prot	NA	Perm	Prot	NA		Split	NA		Split	NA	
Protected Phases	5	2		1	6		3	3		4	4	
Permitted Phases			2									
Actuated Green, G (s)	4.3	38.9	38.9	8.2	42.8			16.0		8.7	8.7	
Effective Green, g (s)	4.3	38.9	38.9	8.2	42.8			16.0		8.7	8.7	
Actuated g/C Ratio	0.04	0.41	0.41	0.09	0.45			0.17		0.09	0.09	
Clearance Time (s)	6.0	6.0	6.0	6.0	6.0			6.0		6.0	6.0	
Vehicle Extension (s)	4.0	4.0	4.0	4.0	4.0			4.0		4.0	4.0	
Lane Grp Cap (vph)	71	717	604	144	784			276		143	150	
v/s Ratio Prot	c0.03	c0.30		0.02	c0.30			c0.12		0.02	c0.04	
v/s Ratio Perm			0.03									
v/c Ratio	0.56	0.75	0.07	0.28	0.68			0.71		0.20	0.48	
Uniform Delay, d1	44.8	24.2	17.4	41.0	21.0			37.7		40.3	41.4	
Progression Factor	1.00	1.00	1.00	1.00	1.00			1.00		1.00	1.00	
Incremental Delay, d2	11.8	4.5	0.1	1.4	2.6			8.9		0.9	3.3	
Delay (s)	56.7	28.8	17.4	42.5	23.6			46.7		41.2	44.7	
Level of Service	E	C	B	D	C			D		D	D	
Approach Delay (s)		28.7			24.9			46.7			43.9	
Approach LOS		C			C			D			D	

Intersection Summary		
HCM 2000 Control Delay	30.8	HCM 2000 Level of Service C
HCM 2000 Volume to Capacity ratio	0.67	
Actuated Cycle Length (s)	95.8	Sum of lost time (s) 24.0
Intersection Capacity Utilization	57.7%	ICU Level of Service B
Analysis Period (min)	15	
c Critical Lane Group		

2026 Background - School PM Peak
2: Site Entrance #1 & E Shirley Avenue

2026 Background - School PM Peak Item a.
HCM Unsignalized Intersection Capacity Analysis



Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑	↑	↑	↑		
Traffic Volume (veh/h)	485	20	9	472	0	0
Future Volume (Veh/h)	485	20	9	472	0	0
Sign Control	Free			Free	Stop	
Grade	-4%			2%	0%	
Peak Hour Factor	0.93	0.50	0.50	0.93	0.93	0.93
Hourly flow rate (vph)	522	40	18	508	0	0
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			562	1066	522	
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			562	1066	522	
tC, single (s)			4.1	6.4	6.2	
tC, 2 stage (s)						
tF (s)			2.2	3.5	3.3	
p0 queue free %			98	100	100	
cM capacity (veh/h)			1019	244	559	
Direction, Lane #	EB 1	EB 2	WB 1	WB 2		
Volume Total	522	40	18	508		
Volume Left	0	0	18	0		
Volume Right	0	40	0	0		
cSH	1700	1700	1019	1700		
Volume to Capacity	0.31	0.02	0.02	0.30		
Queue Length 95th (ft)	0	0	1	0		
Control Delay (s)	0.0	0.0	8.6	0.0		
Lane LOS				A		
Approach Delay (s)	0.0		0.3			
Approach LOS						
Intersection Summary						
Average Delay			0.1			
Intersection Capacity Utilization			35.5%	ICU Level of Service	A	
Analysis Period (min)			15			

2026 Background - School PM Peak
3: Site Entrance #2 & E Shirley Avenue

2026 Background - School PM Peak
HCM Unsignalized Intersection Capacity Analysis

Item a.



Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑			↑	↘	↗
Traffic Volume (veh/h)	485	0	0	443	38	53
Future Volume (Veh/h)	485	0	0	443	38	53
Sign Control	Free			Free	Stop	
Grade	1%			0%	-2%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.50	0.50
Hourly flow rate (vph)	527	0	0	482	76	106
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			527		1009	527
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			527		1009	527
tC, single (s)			4.1		6.5	6.4
tC, 2 stage (s)						
tF (s)			2.2		3.6	3.5
p0 queue free %			100		70	80
cM capacity (veh/h)			1050		254	523
Direction, Lane #	EB 1	WB 1	NB 1	NB 2		
Volume Total	527	482	76	106		
Volume Left	0	0	76	0		
Volume Right	0	0	0	106		
cSH	1700	1700	254	523		
Volume to Capacity	0.31	0.28	0.30	0.20		
Queue Length 95th (ft)	0	0	30	19		
Control Delay (s)	0.0	0.0	25.1	13.6		
Lane LOS			D	B		
Approach Delay (s)	0.0	0.0	18.4			
Approach LOS			C			
Intersection Summary						
Average Delay			2.8			
Intersection Capacity Utilization			35.5%	ICU Level of Service	A	
Analysis Period (min)			15			

2026 Background - School PM Peak
4: Site Entrance #3 & E Shirley Avenue

2026 Background - School PM Peak Item a.
HCM Unsignalized Intersection Capacity Analysis

	→	↘	↙	←	↖	↗
Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑	↗	↙	↑		
Traffic Volume (veh/h)	522	16	15	443	0	0
Future Volume (Veh/h)	522	16	15	443	0	0
Sign Control	Free			Free	Stop	
Grade	0%			0%	-3%	
Peak Hour Factor	0.92	0.50	0.50	0.92	0.92	0.92
Hourly flow rate (vph)	567	32	30	482	0	0
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			599	1109	567	
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			599	1109	567	
tC, single (s)			4.1	6.4	6.2	
tC, 2 stage (s)						
tF (s)			2.2	3.5	3.3	
p0 queue free %			97	100	100	
cM capacity (veh/h)			988	227	527	
Direction, Lane #	EB 1	EB 2	WB 1	WB 2		
Volume Total	567	32	30	482		
Volume Left	0	0	30	0		
Volume Right	0	32	0	0		
cSH	1700	1700	988	1700		
Volume to Capacity	0.33	0.02	0.03	0.28		
Queue Length 95th (ft)	0	0	2	0		
Control Delay (s)	0.0	0.0	8.8	0.0		
Lane LOS			A			
Approach Delay (s)	0.0	0.5				
Approach LOS						
Intersection Summary						
Average Delay			0.2			
Intersection Capacity Utilization			30.8%	ICU Level of Service	A	
Analysis Period (min)			15			

6: James Madison Highway/E Shirley Avenue & Alwington Boulevard

Queues



Lane Group	EBL	EBT	EBR	WBT	NBL	NBT	NBR	SBL	SBT	SBR
Lane Group Flow (vph)	138	140	186	20	170	239	11	18	347	139
v/c Ratio	0.53	0.54	0.13	0.15	0.41	0.17	0.02	0.04	0.57	0.21
Control Delay	38.5	38.7	0.2	27.3	18.1	17.5	0.1	13.8	33.0	1.4
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	38.5	38.7	0.2	27.3	18.1	17.5	0.1	13.8	33.0	1.4
Queue Length 50th (ft)	62	63	0	4	48	34	0	5	78	0
Queue Length 95th (ft)	132	133	0	27	99	87	0	18	135	9
Internal Link Dist (ft)		1992		455		682			791	
Turn Bay Length (ft)	560				315		160	165		250
Base Capacity (vph)	388	390	1485	154	469	1380	633	500	838	780
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.36	0.36	0.13	0.13	0.36	0.17	0.02	0.04	0.41	0.18

Intersection Summary

2026 Background - School PM Peak

2026 Background - School PM Peak

6: James Madison Highway/E Shirley Avenue & Alwington Boulevard Signalized Intersection Capacity Analysis



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBU	SBL	SBT
Lane Configurations	↙	↖	↗		↔		↙	↕	↗		↘	↕
Traffic Volume (vph)	268	2	180	6	3	11	165	232	11	11	7	337
Future Volume (vph)	268	2	180	6	3	11	165	232	11	11	7	337
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Grade (%)		5%			1%			-4%				4%
Total Lost time (s)	6.3	6.3	4.0		8.8		8.7	8.7	8.7		8.7	8.7
Lane Util. Factor	0.95	0.95	1.00		1.00		1.00	0.95	1.00		1.00	0.95
Frt	1.00	1.00	0.85		0.93		1.00	1.00	0.85		1.00	1.00
Flt Protected	0.95	0.95	1.00		0.99		0.95	1.00	1.00		0.95	1.00
Satd. Flow (prot)	1655	1661	1485		1329		1737	3474	1211		1678	3276
Flt Permitted	0.95	0.95	1.00		0.99		0.54	1.00	1.00		0.60	1.00
Satd. Flow (perm)	1655	1661	1485		1329		994	3474	1211		1065	3276
Peak-hour factor, PHF	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97
Adj. Flow (vph)	276	2	186	6	3	11	170	239	11	11	7	347
RTOR Reduction (vph)	0	0	0	0	10	0	0	0	7	0	0	0
Lane Group Flow (vph)	138	140	186	0	10	0	170	239	4	0	18	347
Heavy Vehicles (%)	1%	0%	6%	33%	33%	27%	6%	6%	36%	0%	14%	8%
Turn Type	Split	NA	Free	Split	NA		D.P+P	NA	Perm	D.P+P	D.P+P	NA
Protected Phases	4	4		3	3		5	2		1	1	6
Permitted Phases			Free				6		2	2	2	
Actuated Green, G (s)	11.9	11.9	83.2		7.3		31.5	30.3	30.3		31.5	21.6
Effective Green, g (s)	11.9	11.9	83.2		7.3		31.5	30.3	30.3		31.5	21.6
Actuated g/C Ratio	0.14	0.14	1.00		0.09		0.38	0.36	0.36		0.38	0.26
Clearance Time (s)	6.3	6.3			8.8		8.7	8.7	8.7		8.7	8.7
Vehicle Extension (s)	3.0	3.0			3.0		3.0	3.0	3.0		3.0	3.0
Lane Grp Cap (vph)	236	237	1485		116		464	1265	441		412	850
v/s Ratio Prot	0.08	c0.08			0.01		c0.04	c0.07			0.00	c0.11
v/s Ratio Perm			c0.13				0.09		0.00		0.02	
v/c Ratio	0.58	0.59	0.13		0.09		0.37	0.19	0.01		0.04	0.41
Uniform Delay, d1	33.3	33.4	0.0		34.9		17.8	18.1	16.9		16.2	25.5
Progression Factor	1.00	1.00	1.00		1.00		1.00	1.00	1.00		1.00	1.00
Incremental Delay, d2	3.7	3.9	0.2		0.3		0.5	0.1	0.0		0.0	0.3
Delay (s)	37.0	37.3	0.2		35.2		18.3	18.1	16.9		16.3	25.8
Level of Service	D	D	A		D		B	B	B		B	C
Approach Delay (s)		22.3			35.2			18.2				22.6
Approach LOS		C			D			B				C

Intersection Summary		
HCM 2000 Control Delay	21.4	HCM 2000 Level of Service C
HCM 2000 Volume to Capacity ratio	0.43	
Actuated Cycle Length (s)	83.2	Sum of lost time (s) 32.5
Intersection Capacity Utilization	53.0%	ICU Level of Service A
Analysis Period (min)	15	

c Critical Lane Group

6: James Madison Highway/E Shirley Avenue & Alwington Boulevard HCM Signalized Intersection Capacity Analysis

Movement	SBR
Lane Configurations	
Traffic Volume (vph)	135
Future Volume (vph)	135
Ideal Flow (vphpl)	1900
Grade (%)	
Total Lost time (s)	6.3
Lane Util. Factor	1.00
Frt	0.85
Flt Protected	1.00
Satd. Flow (prot)	1507
Flt Permitted	1.00
Satd. Flow (perm)	1507
Peak-hour factor, PHF	0.97
Adj. Flow (vph)	139
RTOR Reduction (vph)	83
Lane Group Flow (vph)	56
Heavy Vehicles (%)	5%
Turn Type	pm+ov
Protected Phases	4
Permitted Phases	6
Actuated Green, G (s)	33.5
Effective Green, g (s)	33.5
Actuated g/C Ratio	0.40
Clearance Time (s)	6.3
Vehicle Extension (s)	3.0
Lane Grp Cap (vph)	606
v/s Ratio Prot	0.01
v/s Ratio Perm	0.02
v/c Ratio	0.09
Uniform Delay, d1	15.4
Progression Factor	1.00
Incremental Delay, d2	0.1
Delay (s)	15.5
Level of Service	B
Approach Delay (s)	
Approach LOS	
Intersection Summary	

Intersection	
Intersection Delay, s/veh	7.2
Intersection LOS	A

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕	↕		↕			↕	
Traffic Vol, veh/h	0	8	0	11	4	48	0	0	12	5	0	0
Future Vol, veh/h	0	8	0	11	4	48	0	0	12	5	0	0
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Heavy Vehicles, %	0	13	0	55	2	7	0	0	35	0	0	0
Mvmt Flow	0	9	0	12	4	52	0	0	13	5	0	0
Number of Lanes	0	1	0	0	1	1	0	1	0	0	1	0

Approach	EB	WB	NB	SB
Opposing Approach	WB	EB	SB	NB
Opposing Lanes	2	1	1	1
Conflicting Approach Left	SB	NB	EB	WB
Conflicting Lanes Left	1	1	1	2
Conflicting Approach Right	NB	SB	WB	EB
Conflicting Lanes Right	1	1	2	1
HCM Control Delay	7.4	7.3	6.5	7.3
HCM LOS	A	A	A	A

Lane	NBLn1	EBLn1	WBLn1	WBLn2	SBLn1
Vol Left, %	0%	0%	73%	0%	100%
Vol Thru, %	0%	100%	27%	0%	0%
Vol Right, %	100%	0%	0%	100%	0%
Sign Control	Stop	Stop	Stop	Stop	Stop
Traffic Vol by Lane	12	8	15	48	5
LT Vol	0	0	11	0	5
Through Vol	0	8	4	0	0
RT Vol	12	0	0	48	0
Lane Flow Rate	13	9	16	52	5
Geometry Grp	2	5	7	7	2
Degree of Util (X)	0.012	0.01	0.026	0.056	0.006
Departure Headway (Hd)	3.434	4.304	5.84	3.872	4.241
Convergence, Y/N	Yes	Yes	Yes	Yes	Yes
Cap	1035	833	616	930	840
Service Time	1.479	2.323	3.543	1.575	2.285
HCM Lane V/C Ratio	0.013	0.011	0.026	0.056	0.006
HCM Control Delay	6.5	7.4	8.7	6.8	7.3
HCM Lane LOS	A	A	A	A	A
HCM 95th-tile Q	0	0	0.1	0.2	0

Intersection: 1: Culpeper Street & W Shirley Avenue/E Shirley Avenue

Movement	EB	EB	EB	WB	WB	NB	SB	SB
Directions Served	L	T	R	L	TR	LTR	L	TR
Maximum Queue (ft)	177	404	65	177	400	228	84	131
Average Queue (ft)	45	202	27	41	190	102	22	52
95th Queue (ft)	124	330	53	120	336	186	61	101
Link Distance (ft)		1077	1077		3093	989		776
Upstream Blk Time (%)								
Queuing Penalty (veh)								
Storage Bay Dist (ft)	215			185			125	
Storage Blk Time (%)	0	6		0	8		0	1
Queuing Penalty (veh)	0	2		0	3		0	0

Intersection: 2: Site Entrance #1 & E Shirley Avenue

Movement	WB
Directions Served	L
Maximum Queue (ft)	31
Average Queue (ft)	4
95th Queue (ft)	21
Link Distance (ft)	
Upstream Blk Time (%)	
Queuing Penalty (veh)	
Storage Bay Dist (ft)	240
Storage Blk Time (%)	
Queuing Penalty (veh)	

Intersection: 3: Site Entrance #2 & E Shirley Avenue

Movement	EB	NB	NB
Directions Served	T	L	R
Maximum Queue (ft)	4	83	99
Average Queue (ft)	0	26	34
95th Queue (ft)	3	63	76
Link Distance (ft)	505	382	382
Upstream Blk Time (%)			
Queuing Penalty (veh)			
Storage Bay Dist (ft)			
Storage Blk Time (%)			
Queuing Penalty (veh)			

Intersection: 4: Site Entrance #3 & E Shirley Avenue

Movement	EB	WB
Directions Served	R	L
Maximum Queue (ft)	4	35
Average Queue (ft)	0	5
95th Queue (ft)	4	25
Link Distance (ft)		
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)	140	160
Storage Blk Time (%)		
Queuing Penalty (veh)		

Intersection: 5: E Shirley Avenue & Falmouth Street

Movement	EB	WB	B17	SB
Directions Served	ULT	UTR	T	L>
Maximum Queue (ft)	227	166	5	81
Average Queue (ft)	77	21	0	31
95th Queue (ft)	184	93	5	68
Link Distance (ft)	393	351	787	742
Upstream Blk Time (%)				
Queuing Penalty (veh)				
Storage Bay Dist (ft)				
Storage Blk Time (%)				
Queuing Penalty (veh)				

Intersection: 6: James Madison Highway/E Shirley Avenue & Alwington Boulevard

Movement	EB	EB	EB	WB	NB	NB	NB	NB	SB	SB	SB	SB
Directions Served	L	LT	R	LTR	L	T	T	R	UL	T	T	R
Maximum Queue (ft)	154	114	59	65	152	161	122	48	42	163	152	91
Average Queue (ft)	82	40	5	15	70	70	16	5	11	83	84	40
95th Queue (ft)	137	96	31	49	122	125	59	26	33	137	135	72
Link Distance (ft)		1974	1974	480		730	730			787	787	
Upstream Blk Time (%)												
Queuing Penalty (veh)												
Storage Bay Dist (ft)	560				315			160	165			250
Storage Blk Time (%)							0			0		
Queuing Penalty (veh)							0			0		

Intersection: 7: Commercial Entrance /Elementary School Entrance & Alwington Boulevard

Movement	EB	WB	WB	NB	SB
Directions Served	LTR	LT	R	LTR	LTR
Maximum Queue (ft)	20	64	60	61	29
Average Queue (ft)	3	14	27	13	4
95th Queue (ft)	13	48	51	46	21
Link Distance (ft)	954	1974		170	605
Upstream Blk Time (%)					
Queuing Penalty (veh)					
Storage Bay Dist (ft)			270		
Storage Blk Time (%)					
Queuing Penalty (veh)					

Network Summary

Network wide Queuing Penalty: 6



Lane Group	EBL	EBT	EBR	WBL	WBT	NBT	SBL	SBT
Lane Group Flow (vph)	40	491	155	34	491	189	37	147
v/c Ratio	0.27	0.76	0.24	0.23	0.63	0.68	0.15	0.58
Control Delay	50.7	36.9	4.8	50.0	29.6	50.6	39.5	47.0
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	50.7	36.9	4.8	50.0	29.6	50.6	39.5	47.0
Queue Length 50th (ft)	23	265	0	20	264	104	20	79
Queue Length 95th (ft)	63	431	42	56	428	197	53	154
Internal Link Dist (ft)		1033			3084	958		736
Turn Bay Length (ft)	215			185			125	
Base Capacity (vph)	148	758	734	146	804	349	342	351
Starvation Cap Reductn	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.27	0.65	0.21	0.23	0.61	0.54	0.11	0.42
Intersection Summary								

2026 Background - Commuter PM Peak
1: Culpeper Street & W Shirley Avenue/E Shirley Avenue

2026 Background - Commuter PM Peak
HCM Signalized Intersection Capacity Analysis



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	38	462	146	32	458	4	84	65	29	35	112	26
Future Volume (vph)	38	462	146	32	458	4	84	65	29	35	112	26
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Width	11	11	11	11	11	11	11	11	11	11	11	11
Grade (%)		-2%			-5%			0%				4%
Total Lost time (s)	6.0	6.0	6.0	6.0	6.0			6.0		6.0	6.0	
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00			1.00		1.00	1.00	
Frt	1.00	1.00	0.85	1.00	1.00			0.98		1.00	0.97	
Flt Protected	0.95	1.00	1.00	0.95	1.00			0.98		0.95	1.00	
Satd. Flow (prot)	1762	1801	1531	1736	1826			1715		1710	1721	
Flt Permitted	0.95	1.00	1.00	0.95	1.00			0.98		0.95	1.00	
Satd. Flow (perm)	1762	1801	1531	1736	1826			1715		1710	1721	
Peak-hour factor, PHF	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94
Adj. Flow (vph)	40	491	155	34	487	4	89	69	31	37	119	28
RTOR Reduction (vph)	0	0	96	0	0	0	0	7	0	0	8	0
Lane Group Flow (vph)	40	491	59	34	491	0	0	182	0	37	139	0
Heavy Vehicles (%)	0%	3%	3%	3%	3%	0%	2%	2%	4%	0%	2%	0%
Turn Type	Prot	NA	Perm	Prot	NA		Split	NA		Split	NA	
Protected Phases	5	2		1	6		3	3		4	4	
Permitted Phases			2									
Actuated Green, G (s)	4.4	37.4	37.4	8.1	41.1			15.4		13.8	13.8	
Effective Green, g (s)	4.4	37.4	37.4	8.1	41.1			15.4		13.8	13.8	
Actuated g/C Ratio	0.04	0.38	0.38	0.08	0.42			0.16		0.14	0.14	
Clearance Time (s)	6.0	6.0	6.0	6.0	6.0			6.0		6.0	6.0	
Vehicle Extension (s)	4.0	4.0	4.0	4.0	4.0			4.0		4.0	4.0	
Lane Grp Cap (vph)	78	682	580	142	760			267		239	240	
v/s Ratio Prot	c0.02	c0.27		0.02	c0.27			c0.11		0.02	c0.08	
v/s Ratio Perm			0.04									
v/c Ratio	0.51	0.72	0.10	0.24	0.65			0.68		0.15	0.58	
Uniform Delay, d1	46.1	26.2	19.8	42.4	23.0			39.3		37.3	39.7	
Progression Factor	1.00	1.00	1.00	1.00	1.00			1.00		1.00	1.00	
Incremental Delay, d2	7.4	3.9	0.1	1.2	2.1			7.6		0.4	4.2	
Delay (s)	53.5	30.1	19.9	43.6	25.1			46.9		37.7	43.9	
Level of Service	D	C	B	D	C			D		D	D	
Approach Delay (s)		29.1			26.3			46.9			42.7	
Approach LOS		C			C			D			D	

Intersection Summary		
HCM 2000 Control Delay	31.9	HCM 2000 Level of Service C
HCM 2000 Volume to Capacity ratio	0.65	
Actuated Cycle Length (s)	98.7	Sum of lost time (s) 24.0
Intersection Capacity Utilization	63.9%	ICU Level of Service B
Analysis Period (min)	15	
c Critical Lane Group		



Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑	↑	↑	↑		
Traffic Volume (veh/h)	493	4	6	462	0	0
Future Volume (Veh/h)	493	4	6	462	0	0
Sign Control	Free			Free	Stop	
Grade	-4%			2%	0%	
Peak Hour Factor	0.92	0.50	0.50	0.92	0.92	0.92
Hourly flow rate (vph)	536	8	12	502	0	0
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			544		1062	536
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			544		1062	536
tC, single (s)			4.1		6.4	6.2
tC, 2 stage (s)						
tF (s)			2.2		3.5	3.3
p0 queue free %			99		100	100
cM capacity (veh/h)			1035		247	549
Direction, Lane #	EB 1	EB 2	WB 1	WB 2		
Volume Total	536	8	12	502		
Volume Left	0	0	12	0		
Volume Right	0	8	0	0		
cSH	1700	1700	1035	1700		
Volume to Capacity	0.32	0.00	0.01	0.30		
Queue Length 95th (ft)	0	0	1	0		
Control Delay (s)	0.0	0.0	8.5	0.0		
Lane LOS			A			
Approach Delay (s)	0.0			0.2		
Approach LOS						
Intersection Summary						
Average Delay			0.1			
Intersection Capacity Utilization			35.9%	ICU Level of Service	A	
Analysis Period (min)			15			

	→	↘	↙	←	↖	↗
Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑			↑	↘	↗
Traffic Volume (veh/h)	493	0	0	453	15	3
Future Volume (Veh/h)	493	0	0	453	15	3
Sign Control	Free			Free	Stop	
Grade	1%			0%	-2%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.50	0.92
Hourly flow rate (vph)	536	0	0	492	30	3
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			536	1028		536
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			536	1028		536
tC, single (s)			4.1	6.4		6.2
tC, 2 stage (s)						
tF (s)			2.2	3.5		3.3
p0 queue free %			100	89		99
cM capacity (veh/h)			1042	262		549
Direction, Lane #	EB 1	WB 1	NB 1	NB 2		
Volume Total	536	492	30	3		
Volume Left	0	0	30	0		
Volume Right	0	0	0	3		
cSH	1700	1700	262	549		
Volume to Capacity	0.32	0.29	0.11	0.01		
Queue Length 95th (ft)	0	0	10	0		
Control Delay (s)	0.0	0.0	20.5	11.6		
Lane LOS			C	B		
Approach Delay (s)	0.0	0.0	19.7			
Approach LOS			C			
Intersection Summary						
Average Delay			0.6			
Intersection Capacity Utilization			35.9%	ICU Level of Service		A
Analysis Period (min)			15			

2026 Background - Commuter PM Peak
4: Site Entrance #3 & E Shirley Avenue

2026 Background - Commuter PM Peak Item a.
HCM Unsignalized Intersection Capacity Analysis



Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑	↑	↑	↑		
Traffic Volume (veh/h)	483	13	22	453	0	0
Future Volume (Veh/h)	483	13	22	453	0	0
Sign Control	Free			Free	Stop	
Grade	0%			0%	-3%	
Peak Hour Factor	0.92	0.50	0.50	0.92	0.50	0.50
Hourly flow rate (vph)	525	26	44	492	0	0
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			551		1105	525
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			551		1105	525
tC, single (s)			4.2		6.4	6.2
tC, 2 stage (s)						
tF (s)			2.3		3.5	3.3
p0 queue free %			96		100	100
cM capacity (veh/h)			985		225	557
Direction, Lane #	EB 1	EB 2	WB 1	WB 2		
Volume Total	525	26	44	492		
Volume Left	0	0	44	0		
Volume Right	0	26	0	0		
cSH	1700	1700	985	1700		
Volume to Capacity	0.31	0.02	0.04	0.29		
Queue Length 95th (ft)	0	0	4	0		
Control Delay (s)	0.0	0.0	8.8	0.0		
Lane LOS				A		
Approach Delay (s)	0.0		0.7			
Approach LOS						
Intersection Summary						
Average Delay			0.4			
Intersection Capacity Utilization			28.8%	ICU Level of Service	A	
Analysis Period (min)			15			

6: James Madison Highway/E Shirley Avenue & Alwington Boulevard

Queues



Lane Group	EBL	EBT	EBR	WBT	NBL	NBT	NBR	SBL	SBT	SBR
Lane Group Flow (vph)	136	136	212	17	195	272	1	15	381	88
v/c Ratio	0.56	0.56	0.14	0.05	0.47	0.19	0.00	0.04	0.59	0.14
Control Delay	40.3	40.3	0.2	0.2	18.2	16.8	0.0	12.9	32.6	0.4
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	40.3	40.3	0.2	0.2	18.2	16.8	0.0	12.9	32.6	0.4
Queue Length 50th (ft)	63	63	0	0	55	38	0	4	87	0
Queue Length 95th (ft)	130	130	0	0	106	93	0	15	141	0
Internal Link Dist (ft)		1992		455		682			791	
Turn Bay Length (ft)	560				315		160	165		250
Base Capacity (vph)	343	343	1529	386	464	1455	487	395	949	722
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.40	0.40	0.14	0.04	0.42	0.19	0.00	0.04	0.40	0.12

Intersection Summary

2026 Background - Commuter PM Peak

2026 Background - Commuter PM Peak

6: James Madison Highway/E Shirley Avenue & Alwington Boulevard HCM Signalized Intersection Capacity Analysis



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBU	SBL	SBT
Lane Configurations												
Traffic Volume (vph)	258	0	201	5	0	11	185	258	1	9	6	362
Future Volume (vph)	258	0	201	5	0	11	185	258	1	9	6	362
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Grade (%)		5%			1%			-4%				4%
Total Lost time (s)	6.3	6.3	4.0		8.8		8.7	8.7	8.7		8.7	8.7
Lane Util. Factor	0.95	0.95	1.00		1.00		1.00	0.95	1.00		1.00	0.95
Frt	1.00	1.00	0.85		0.90		1.00	1.00	0.85		1.00	1.00
Flt Protected	0.95	0.95	1.00		0.99		0.95	1.00	1.00		0.95	1.00
Satd. Flow (prot)	1655	1655	1529		1502		1721	3541	824		1328	3369
Flt Permitted	0.95	0.95	1.00		0.99		0.53	1.00	1.00		0.58	1.00
Satd. Flow (perm)	1655	1655	1529		1502		953	3541	824		817	3369
Peak-hour factor, PHF	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Adj. Flow (vph)	272	0	212	5	0	12	195	272	1	9	6	381
RTOR Reduction (vph)	0	0	0	0	16	0	0	0	1	0	0	0
Lane Group Flow (vph)	136	136	212	0	1	0	195	272	0	0	15	381
Heavy Vehicles (%)	1%	0%	3%	20%	0%	9%	7%	4%	100%	0%	83%	5%
Turn Type	Split	NA	Free	Split	NA		D.P+P	NA	Perm	D.P+P	D.P+P	NA
Protected Phases	4	4		3	3		5	2		1	1	6
Permitted Phases			Free				6		2	2	2	
Actuated Green, G (s)	11.3	11.3	83.3		7.1		32.4	31.2	31.2		32.4	22.0
Effective Green, g (s)	11.3	11.3	83.3		7.1		32.4	31.2	31.2		32.4	22.0
Actuated g/C Ratio	0.14	0.14	1.00		0.09		0.39	0.37	0.37		0.39	0.26
Clearance Time (s)	6.3	6.3			8.8		8.7	8.7	8.7		8.7	8.7
Vehicle Extension (s)	3.0	3.0			3.0		3.0	3.0	3.0		3.0	3.0
Lane Grp Cap (vph)	224	224	1529		128		466	1326	308		325	889
v/s Ratio Prot	c0.08	0.08			0.00		c0.05	c0.08			0.00	c0.11
v/s Ratio Perm			c0.14				0.11		0.00		0.02	
v/c Ratio	0.61	0.61	0.14		0.01		0.42	0.21	0.00		0.05	0.43
Uniform Delay, d1	33.9	33.9	0.0		34.9		17.5	17.6	16.3		15.7	25.4
Progression Factor	1.00	1.00	1.00		1.00		1.00	1.00	1.00		1.00	1.00
Incremental Delay, d2	4.6	4.6	0.2		0.0		0.6	0.1	0.0		0.1	0.3
Delay (s)	38.5	38.5	0.2		34.9		18.1	17.7	16.3		15.8	25.8
Level of Service	D	D	A		C		B	B	B		B	C
Approach Delay (s)		21.7			34.9			17.9				23.6
Approach LOS		C			C			B				C

Intersection Summary		
HCM 2000 Control Delay	21.3	HCM 2000 Level of Service C
HCM 2000 Volume to Capacity ratio	0.45	
Actuated Cycle Length (s)	83.3	Sum of lost time (s) 32.5
Intersection Capacity Utilization	53.8%	ICU Level of Service A
Analysis Period (min)	15	

c Critical Lane Group

6: James Madison Highway/E Shirley Avenue & Alwington Boulevard HCM Signalized Intersection Capacity Analysis

Movement	SBR
Lane Configurations	
Traffic Volume (vph)	84
Future Volume (vph)	84
Ideal Flow (vphpl)	1900
Grade (%)	
Total Lost time (s)	6.3
Lane Util. Factor	1.00
Frt	0.85
Flt Protected	1.00
Satd. Flow (prot)	1439
Flt Permitted	1.00
Satd. Flow (perm)	1439
Peak-hour factor, PHF	0.95
Adj. Flow (vph)	88
RTOR Reduction (vph)	53
Lane Group Flow (vph)	35
Heavy Vehicles (%)	10%
Turn Type	pm+ov
Protected Phases	4
Permitted Phases	6
Actuated Green, G (s)	33.3
Effective Green, g (s)	33.3
Actuated g/C Ratio	0.40
Clearance Time (s)	6.3
Vehicle Extension (s)	3.0
Lane Grp Cap (vph)	575
v/s Ratio Prot	0.01
v/s Ratio Perm	0.02
v/c Ratio	0.06
Uniform Delay, d1	15.4
Progression Factor	1.00
Incremental Delay, d2	0.0
Delay (s)	15.4
Level of Service	B
Approach Delay (s)	
Approach LOS	
Intersection Summary	

Intersection	
Intersection Delay, s/veh	7.3
Intersection LOS	A

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕	↕		↕			↕	
Traffic Vol, veh/h	0	16	0	14	4	18	0	0	28	21	0	0
Future Vol, veh/h	0	16	0	14	4	18	0	0	28	21	0	0
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Heavy Vehicles, %	0	0	0	57	0	18	0	0	7	0	0	0
Mvmt Flow	0	17	0	15	4	20	0	0	30	23	0	0
Number of Lanes	0	1	0	0	1	1	0	1	0	0	1	0

Approach	EB	WB	NB	SB
Opposing Approach	WB	EB	SB	NB
Opposing Lanes	2	1	1	1
Conflicting Approach Left	SB	NB	EB	WB
Conflicting Lanes Left	1	1	1	2
Conflicting Approach Right	NB	SB	WB	EB
Conflicting Lanes Right	1	1	2	1
HCM Control Delay	7.2	7.8	6.6	7.4
HCM LOS	A	A	A	A

Lane	NBLn1	EBLn1	WBLn1	WBLn2	SBLn1
Vol Left, %	0%	0%	78%	0%	100%
Vol Thru, %	0%	100%	22%	0%	0%
Vol Right, %	100%	0%	0%	100%	0%
Sign Control	Stop	Stop	Stop	Stop	Stop
Traffic Vol by Lane	28	16	18	18	21
LT Vol	0	0	14	0	21
Through Vol	0	16	4	0	0
RT Vol	28	0	0	18	0
Lane Flow Rate	30	17	20	20	23
Geometry Grp	2	5	7	7	2
Degree of Util (X)	0.029	0.02	0.032	0.021	0.027
Departure Headway (Hd)	3.411	4.121	5.96	3.9	4.217
Convergence, Y/N	Yes	Yes	Yes	Yes	Yes
Cap	1040	867	602	918	844
Service Time	1.462	2.154	3.681	1.621	2.265
HCM Lane V/C Ratio	0.029	0.02	0.033	0.022	0.027
HCM Control Delay	6.6	7.2	8.9	6.7	7.4
HCM Lane LOS	A	A	A	A	A
HCM 95th-tile Q	0.1	0.1	0.1	0.1	0.1

Intersection: 1: Culpeper Street & W Shirley Avenue/E Shirley Avenue

Movement	EB	EB	EB	WB	WB	NB	SB	SB
Directions Served	L	T	R	L	TR	LTR	L	TR
Maximum Queue (ft)	190	387	82	139	343	206	106	191
Average Queue (ft)	42	195	36	29	175	94	31	85
95th Queue (ft)	122	329	65	88	296	171	77	161
Link Distance (ft)		1077	1077		3093	989		776
Upstream Blk Time (%)								
Queuing Penalty (veh)								
Storage Bay Dist (ft)	215			185			125	
Storage Blk Time (%)	0	6		0	8		0	3
Queuing Penalty (veh)	0	2		0	3		0	1

Intersection: 2: Site Entrance #1 & E Shirley Avenue

Movement	WB
Directions Served	L
Maximum Queue (ft)	32
Average Queue (ft)	3
95th Queue (ft)	17
Link Distance (ft)	
Upstream Blk Time (%)	
Queuing Penalty (veh)	
Storage Bay Dist (ft)	240
Storage Blk Time (%)	
Queuing Penalty (veh)	

Intersection: 3: Site Entrance #2 & E Shirley Avenue

Movement	NB	NB
Directions Served	L	R
Maximum Queue (ft)	45	27
Average Queue (ft)	11	3
95th Queue (ft)	36	18
Link Distance (ft)	382	382
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)		
Storage Blk Time (%)		
Queuing Penalty (veh)		

Intersection: 4: Site Entrance #3 & E Shirley Avenue

Movement	EB	WB
Directions Served	R	L
Maximum Queue (ft)	4	48
Average Queue (ft)	0	7
95th Queue (ft)	3	31
Link Distance (ft)		
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)	140	160
Storage Blk Time (%)		
Queuing Penalty (veh)		

Intersection: 5: E Shirley Avenue & Falmouth Street

Movement	EB	WB	B17	SB
Directions Served	ULT	TR	T	L>
Maximum Queue (ft)	184	147	2	67
Average Queue (ft)	53	22	0	26
95th Queue (ft)	143	94	2	60
Link Distance (ft)	393	351	787	742
Upstream Blk Time (%)				
Queuing Penalty (veh)				
Storage Bay Dist (ft)				
Storage Blk Time (%)				
Queuing Penalty (veh)				

Intersection: 6: James Madison Highway/E Shirley Avenue & Alwington Boulevard

Movement	EB	EB	EB	WB	NB	NB	NB	NB	SB	SB	SB	SB
Directions Served	L	LT	R	LTR	L	T	T	R	UL	T	T	R
Maximum Queue (ft)	145	114	63	48	155	157	100	8	89	162	170	76
Average Queue (ft)	83	42	7	10	81	71	16	1	13	89	93	32
95th Queue (ft)	135	97	33	36	138	131	55	8	54	143	154	68
Link Distance (ft)		1974	1974	480		730	730			787	787	
Upstream Blk Time (%)												
Queuing Penalty (veh)												
Storage Bay Dist (ft)	560				315			160	165			250
Storage Blk Time (%)							0		0	0		
Queuing Penalty (veh)							0		0	0		

Intersection: 7: Commercial Entrance /Elementary School Entrance & Alwington Boulevard

Movement	EB	WB	WB	NB	SB
Directions Served	LTR	LT	R	LTR	LTR
Maximum Queue (ft)	10	69	59	56	34
Average Queue (ft)	3	18	16	18	14
95th Queue (ft)	10	55	47	46	37
Link Distance (ft)	954	1974		170	605
Upstream Blk Time (%)					
Queuing Penalty (veh)					
Storage Bay Dist (ft)			270		
Storage Blk Time (%)					
Queuing Penalty (veh)					

Network Summary

Network wide Queuing Penalty: 6

MOVEMENT SUMMARY

 Site: 101 [2026 Background - AM Peak (Site Folder: General)]

AM Peak
Site Category: (None)
Roundabout

Vehicle Movement Performance														
Mov ID	Turn	INPUT VOLUMES		DEMAND FLOWS		Deg. Satn	Aver. Delay	Level of Service	95% BACK OF QUEUE		Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed
		[Total veh/h	HV %	[Total veh/h	HV %				[Veh. veh	Dist] ft				
East: E Shirley Avenue														
1u	U	1	0.0	1	0.0	0.558	10.4	LOS B	4.6	125.3	0.28	0.12	0.28	24.2
6	T1	440	10.0	478	10.0	0.558	10.8	LOS B	4.6	125.3	0.28	0.12	0.28	23.1
16	R2	75	11.0	82	11.0	0.558	10.8	LOS B	4.6	125.3	0.28	0.12	0.28	22.6
Approach		516	10.1	561	10.1	0.558	10.8	LOS B	4.6	125.3	0.28	0.12	0.28	23.0
North: Falmouth Street														
7	L2	77	21.0	84	21.0	0.208	9.1	LOS A	1.2	35.4	0.68	0.58	0.68	23.2
14	R2	35	9.0	38	9.0	0.208	8.2	LOS A	1.2	35.4	0.68	0.58	0.68	22.3
Approach		112	17.3	122	17.3	0.208	8.8	LOS A	1.2	35.4	0.68	0.58	0.68	22.9
West: E Shirley Avenue														
5u	U	1	0.0	1	0.0	0.134	4.7	LOS A	0.8	21.0	0.33	0.18	0.33	25.4
5	L2	32	19.0	35	19.0	0.134	5.4	LOS A	0.8	21.0	0.33	0.18	0.33	24.7
2	T1	306	9.0	333	9.0	0.134	1.4	LOS A	0.8	21.0	0.09	0.05	0.09	25.5
Approach		339	9.9	368	9.9	0.134	1.8	LOS A	0.8	21.0	0.11	0.06	0.11	25.4
All Vehicles		967	10.9	1051	10.9	0.558	7.4	LOS A	4.6	125.3	0.27	0.15	0.27	23.8

Site Level of Service (LOS) Method: Delay & v/c (HCM 6). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Roundabout LOS Method: SIDRA Roundabout LOS.

Vehicle movement LOS values are based on average delay and v/c ratio (degree of saturation) per movement.

LOS F will result if v/c > 1 irrespective of movement delay value (does not apply for approaches and intersection).

Intersection and Approach LOS values are based on average delay for all movements (v/c not used as specified in HCM 6).

Roundabout Capacity Model: SIDRA Standard.

Delay Model: HCM Delay Formula (Geometric Delay is not included).

Queue Model: HCM Queue Formula.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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MOVEMENT SUMMARY

Site: 101 [2026 Background - School PM (Site Folder: General)]

School PM Peak
Site Category: (None)
Roundabout

Vehicle Movement Performance														
Mov ID	Turn	INPUT VOLUMES		DEMAND FLOWS		Deg. Satn v/c	Aver. Delay sec	Level of Service	95% BACK OF QUEUE		Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed mph
		[Total veh/h]	[HV %]	[Total veh/h]	[HV %]				[Veh. veh]	[Dist ft]				
East: E Shirley Avenue														
1u	U	2	0.0	2	0.0	0.517	9.3	LOS A	4.1	106.5	0.24	0.09	0.24	24.5
6	T1	417	4.0	421	4.0	0.517	9.5	LOS A	4.1	106.5	0.24	0.09	0.24	23.4
16	R2	130	6.0	131	6.0	0.517	9.5	LOS A	4.1	106.5	0.24	0.09	0.24	22.8
Approach		549	4.5	555	4.5	0.517	9.5	LOS A	4.1	106.5	0.24	0.09	0.24	23.3
North: Falmouth Street														
7	L2	123	7.0	124	7.0	0.203	7.3	LOS A	1.2	32.4	0.62	0.49	0.62	23.4
14	R2	24	0.0	24	0.0	0.203	6.9	LOS A	1.2	32.4	0.62	0.49	0.62	22.5
Approach		147	5.9	148	5.9	0.203	7.2	LOS A	1.2	32.4	0.62	0.49	0.62	23.3
West: E Shirley Avenue														
5u	U	2	0.0	2	0.0	0.195	5.5	LOS A	1.2	31.0	0.40	0.23	0.40	25.4
5	L2	27	23.0	27	23.0	0.195	6.5	LOS A	1.2	31.0	0.40	0.23	0.40	24.7
2	T1	515	5.0	520	5.0	0.195	1.7	LOS A	1.2	31.0	0.12	0.07	0.12	25.4
Approach		544	5.9	549	5.9	0.195	2.0	LOS A	1.2	31.0	0.13	0.08	0.13	25.4
All Vehicles		1240	5.2	1253	5.2	0.517	5.9	LOS A	4.1	106.5	0.24	0.13	0.24	24.2

Site Level of Service (LOS) Method: Delay & v/c (HCM 6). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Roundabout LOS Method: SIDRA Roundabout LOS.

Vehicle movement LOS values are based on average delay and v/c ratio (degree of saturation) per movement.

LOS F will result if v/c > 1 irrespective of movement delay value (does not apply for approaches and intersection).

Intersection and Approach LOS values are based on average delay for all movements (v/c not used as specified in HCM 6).

Roundabout Capacity Model: SIDRA Standard.

Delay Model: HCM Delay Formula (Geometric Delay is not included).

Queue Model: HCM Queue Formula.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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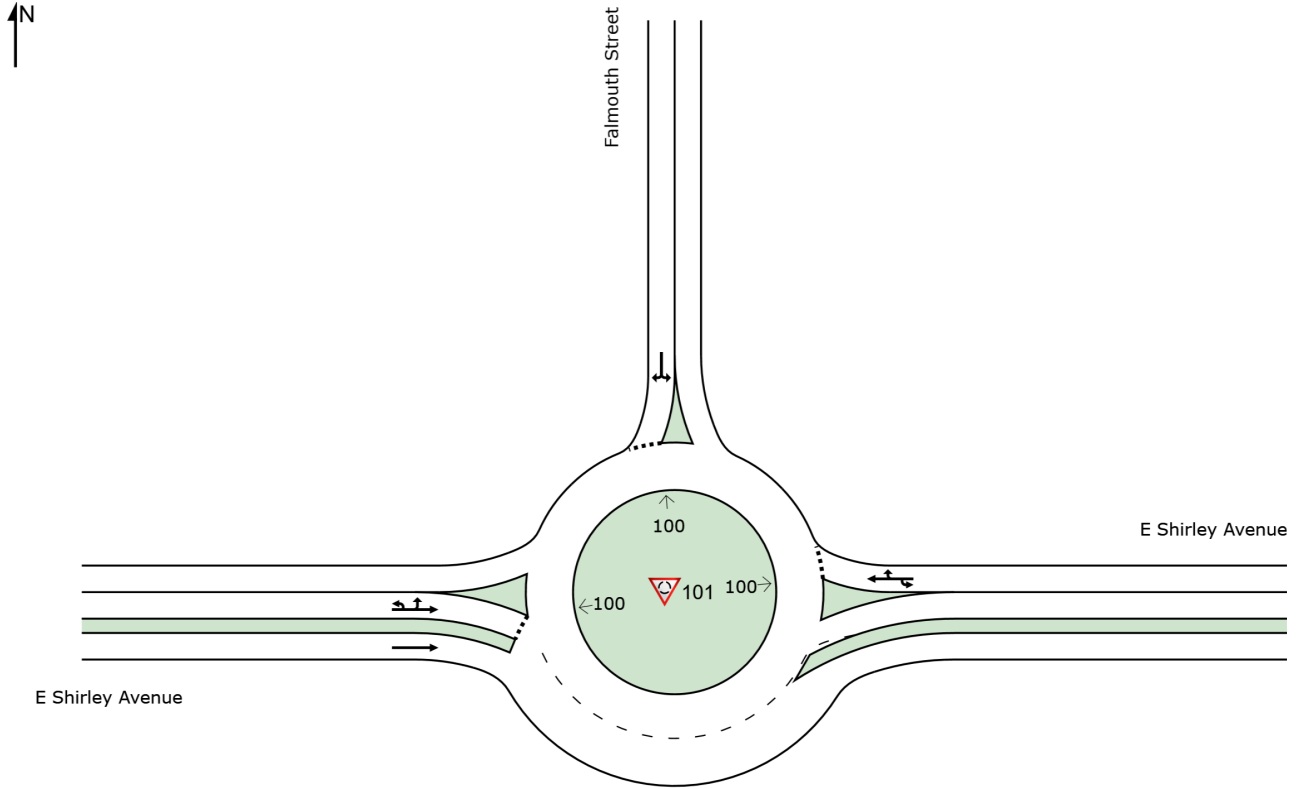
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SITE LAYOUT

Site: 101 [2026 Background - School PM (Site Folder: General)]

School PM Peak
Site Category: (None)
Roundabout

Layout pictures are schematic functional drawings reflecting input data. They are not design drawings.



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MOVEMENT SUMMARY

Site: 101 [2026 Background - Commuter Peak (Site Folder: General)]

AM Peak
Site Category: (None)
Roundabout

Vehicle Movement Performance														
Mov ID	Turn	INPUT VOLUMES		DEMAND FLOWS		Deg. Satn	Aver. Delay	Level of Service	95% BACK OF QUEUE		Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed
		[Total veh/h	HV %	[Total veh/h	HV %				[Veh. veh	Dist] ft				
East: E Shirley Avenue														
1u	U	1	0.0	1	0.0	0.636	12.6	LOS B	6.5	184.8	0.27	0.10	0.27	23.6
6	T1	426	21.0	463	21.0	0.636	13.3	LOS B	6.5	184.8	0.27	0.10	0.27	22.5
16	R2	139	4.0	151	4.0	0.636	12.7	LOS B	6.5	184.8	0.27	0.10	0.27	22.0
Approach		566	16.8	615	16.8	0.636	13.1	LOS B	6.5	184.8	0.27	0.10	0.27	22.4
North: Falmouth Street														
7	L2	111	1.0	121	1.0	0.229	7.9	LOS A	1.5	38.1	0.70	0.58	0.70	23.3
14	R2	33	9.0	36	9.0	0.229	8.4	LOS A	1.5	38.1	0.70	0.58	0.70	22.3
Approach		144	2.8	157	2.8	0.229	8.0	LOS A	1.5	38.1	0.70	0.58	0.70	23.1
West: E Shirley Avenue														
5u	U	2	0.0	2	0.0	0.189	5.3	LOS A	1.1	30.0	0.38	0.21	0.38	25.5
5	L2	19	11.0	21	11.0	0.189	5.7	LOS A	1.1	30.0	0.38	0.21	0.38	24.8
2	T1	476	5.0	517	5.0	0.189	1.7	LOS A	1.1	30.0	0.12	0.07	0.12	25.4
Approach		497	5.2	540	5.2	0.189	1.9	LOS A	1.1	30.0	0.13	0.07	0.13	25.4
All Vehicles		1207	10.4	1312	10.4	0.636	7.9	LOS A	6.5	184.8	0.26	0.15	0.26	23.6

Site Level of Service (LOS) Method: Delay & v/c (HCM 6). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Roundabout LOS Method: SIDRA Roundabout LOS.

Vehicle movement LOS values are based on average delay and v/c ratio (degree of saturation) per movement.

LOS F will result if v/c > 1 irrespective of movement delay value (does not apply for approaches and intersection).

Intersection and Approach LOS values are based on average delay for all movements (v/c not used as specified in HCM 6).

Roundabout Capacity Model: SIDRA Standard.

Delay Model: HCM Delay Formula (Geometric Delay is not included).

Queue Model: HCM Queue Formula.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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Appendix F

2026 Future Analysis Worksheets

2026 Future - AM Peak
 1: Culpeper Street & W Shirley Avenue/E Shirley Avenue

Queues



Lane Group	EBL	EBT	EBR	WBL	WBT	NBT	SBL	SBT
Lane Group Flow (vph)	32	393	74	32	500	234	16	57
v/c Ratio	0.20	0.59	0.11	0.22	0.65	0.73	0.09	0.30
Control Delay	46.3	27.8	0.3	47.0	27.7	49.0	42.1	32.9
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	46.3	27.8	0.3	47.0	27.7	49.0	42.1	32.9
Queue Length 50th (ft)	18	190	0	18	264	124	9	20
Queue Length 95th (ft)	51	302	0	51	415	#248	30	60
Internal Link Dist (ft)		1033			3084	958		736
Turn Bay Length (ft)	215			185			125	
Base Capacity (vph)	159	771	755	146	790	371	368	369
Starvation Cap Reductn	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.20	0.51	0.10	0.22	0.63	0.63	0.04	0.15

Intersection Summary

95th percentile volume exceeds capacity, queue may be longer.
 Queue shown is maximum after two cycles.

2026 Future - AM Peak
1: Culpeper Street & W Shirley Avenue/E Shirley Avenue

2026 Future - AM Peak
HCM Signalized Intersection Capacity Analysis



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations	↖	↑	↗	↖	↗			↕		↖	↗	
Traffic Volume (vph)	29	362	68	29	437	23	80	83	52	15	32	20
Future Volume (vph)	29	362	68	29	437	23	80	83	52	15	32	20
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Width	11	11	11	11	11	11	11	11	11	11	11	11
Grade (%)		-2%			-5%			0%				4%
Total Lost time (s)	6.0	6.0	6.0	6.0	6.0			6.0		6.0	6.0	
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00			1.00		1.00	1.00	
Frt	1.00	1.00	0.85	1.00	0.99			0.97		1.00	0.94	
Flt Protected	0.95	1.00	1.00	0.95	1.00			0.98		0.95	1.00	
Satd. Flow (prot)	1762	1702	1488	1611	1663			1677		1710	1634	
Flt Permitted	0.95	1.00	1.00	0.95	1.00			0.98		0.95	1.00	
Satd. Flow (perm)	1762	1702	1488	1611	1663			1677		1710	1634	
Peak-hour factor, PHF	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Adj. Flow (vph)	32	393	74	32	475	25	87	90	57	16	35	22
RTOR Reduction (vph)	0	0	44	0	2	0	0	11	0	0	20	0
Lane Group Flow (vph)	32	393	30	32	498	0	0	223	0	16	37	0
Heavy Vehicles (%)	0%	9%	6%	11%	13%	0%	6%	2%	4%	0%	3%	5%
Turn Type	Prot	NA	Perm	Prot	NA		Split	NA		Split	NA	
Protected Phases	5	2		1	6		3	3		4	4	
Permitted Phases			2									
Actuated Green, G (s)	4.4	38.2	38.2	8.2	42.0			16.7		7.2	7.2	
Effective Green, g (s)	4.4	38.2	38.2	8.2	42.0			16.7		7.2	7.2	
Actuated g/C Ratio	0.05	0.41	0.41	0.09	0.45			0.18		0.08	0.08	
Clearance Time (s)	6.0	6.0	6.0	6.0	6.0			6.0		6.0	6.0	
Vehicle Extension (s)	4.0	4.0	4.0	4.0	4.0			4.0		4.0	4.0	
Lane Grp Cap (vph)	82	689	602	140	740			296		130	124	
v/s Ratio Prot	0.02	0.23		c0.02	c0.30			c0.13		0.01	c0.02	
v/s Ratio Perm			0.02									
v/c Ratio	0.39	0.57	0.05	0.23	0.67			0.75		0.12	0.30	
Uniform Delay, d1	43.6	21.7	17.0	40.1	20.7			36.9		40.6	41.2	
Progression Factor	1.00	1.00	1.00	1.00	1.00			1.00		1.00	1.00	
Incremental Delay, d2	4.2	1.4	0.0	1.1	2.7			11.0		0.6	1.8	
Delay (s)	47.8	23.1	17.1	41.2	23.4			47.9		41.2	43.0	
Level of Service	D	C	B	D	C			D		D	D	
Approach Delay (s)		23.8			24.4			47.9			42.6	
Approach LOS		C			C			D			D	

Intersection Summary		
HCM 2000 Control Delay	29.3	HCM 2000 Level of Service C
HCM 2000 Volume to Capacity ratio	0.64	
Actuated Cycle Length (s)	94.3	Sum of lost time (s) 24.0
Intersection Capacity Utilization	53.6%	ICU Level of Service A
Analysis Period (min)	15	
c Critical Lane Group		

2026 Future - AM Peak
2: Site Entrance #1 & E Shirley Avenue

2026 Future - AM Peak Item a.
HCM Unsignalized Intersection Capacity Analysis



Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑	↑	↑	↑		
Traffic Volume (veh/h)	361	12	19	473	0	0
Future Volume (Veh/h)	361	12	19	473	0	0
Sign Control	Free			Free	Stop	
Grade	-4%			2%	0%	
Peak Hour Factor	0.92	0.50	0.50	0.92	0.92	0.92
Hourly flow rate (vph)	392	24	38	514	0	0
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			416		982	392
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			416		982	392
tC, single (s)			4.2		6.4	6.2
tC, 2 stage (s)						
tF (s)			2.3		3.5	3.3
p0 queue free %			97		100	100
cM capacity (veh/h)			1086		269	661
Direction, Lane #	EB 1	EB 2	WB 1	WB 2		
Volume Total	392	24	38	514		
Volume Left	0	0	38	0		
Volume Right	0	24	0	0		
cSH	1700	1700	1086	1700		
Volume to Capacity	0.23	0.01	0.03	0.30		
Queue Length 95th (ft)	0	0	3	0		
Control Delay (s)	0.0	0.0	8.4	0.0		
Lane LOS			A			
Approach Delay (s)	0.0		0.6			
Approach LOS						
Intersection Summary						
Average Delay			0.3			
Intersection Capacity Utilization			35.3%		ICU Level of Service	A
Analysis Period (min)			15			

2026 Future - AM Peak
3: Site Entrance #2 & E Shirley Avenue

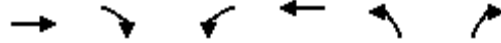
2026 Future - AM Peak Item a.
HCM Unsignalized Intersection Capacity Analysis

	→	↘	↙	←	↖	↗
Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑			↑	↘	↗
Traffic Volume (veh/h)	361	0	0	480	12	19
Future Volume (Veh/h)	361	0	0	480	12	19
Sign Control	Free			Free	Stop	
Grade	1%			0%	-2%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.50	0.50
Hourly flow rate (vph)	392	0	0	522	24	38
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			392			392
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			392			392
tC, single (s)			4.1			6.4
tC, 2 stage (s)						
tF (s)			2.2			3.4
p0 queue free %			100			94
cM capacity (veh/h)			1178			627
Direction, Lane #	EB 1	WB 1	NB 1	NB 2		
Volume Total	392	522	24	38		
Volume Left	0	0	24	0		
Volume Right	0	0	0	38		
cSH	1700	1700	286	627		
Volume to Capacity	0.23	0.31	0.08	0.06		
Queue Length 95th (ft)	0	0	7	5		
Control Delay (s)	0.0	0.0	18.8	11.1		
Lane LOS			C	B		
Approach Delay (s)	0.0	0.0	14.1			
Approach LOS			B			
Intersection Summary						
Average Delay			0.9			
Intersection Capacity Utilization			35.3%	ICU Level of Service		A
Analysis Period (min)			15			

2026 Future - AM Peak
4: Site Entrance #3 & E Shirley Avenue

2026 Future - AM Peak
HCM Unsignalized Intersection Capacity Analysis

Item a.



Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑	↑	↓	↑	↓	
Traffic Volume (veh/h)	300	80	25	423	57	44
Future Volume (Veh/h)	300	80	25	423	57	44
Sign Control	Free			Free	Stop	
Grade	0%			0%	-3%	
Peak Hour Factor	0.95	0.50	0.50	0.95	0.50	0.50
Hourly flow rate (vph)	316	160	50	445	114	88
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			476			861 316
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			476			861 316
tC, single (s)			4.1			6.4 6.2
tC, 2 stage (s)						
tF (s)			2.2			3.5 3.3
p0 queue free %			95			64 88
cM capacity (veh/h)			1097			314 729
Direction, Lane #	EB 1	EB 2	WB 1	WB 2	NB 1	
Volume Total	316	160	50	445	202	
Volume Left	0	0	50	0	114	
Volume Right	0	160	0	0	88	
cSH	1700	1700	1097	1700	418	
Volume to Capacity	0.19	0.09	0.05	0.26	0.48	
Queue Length 95th (ft)	0	0	4	0	64	
Control Delay (s)	0.0	0.0	8.4	0.0	21.4	
Lane LOS	A			C		
Approach Delay (s)	0.0	0.9		21.4		
Approach LOS				C		
Intersection Summary						
Average Delay			4.1			
Intersection Capacity Utilization			34.8%	ICU Level of Service	A	
Analysis Period (min)			15			

2026 Future - AM Peak
 6: James Madison Highway/E Shirley Avenue & Alwington Boulevard

2026 Future - AM Peak Item a.

Queues



Lane Group	EBL	EBT	EBR	WBT	NBL	NBT	NBR	SBL	SBT	SBR
Lane Group Flow (vph)	60	60	145	6	283	403	10	10	142	155
v/c Ratio	0.38	0.38	0.11	0.01	0.57	0.28	0.01	0.02	0.28	0.24
Control Delay	38.2	38.2	0.2	0.0	18.8	16.2	0.0	11.7	30.8	0.9
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	38.2	38.2	0.2	0.0	18.8	16.2	0.0	11.7	30.8	0.9
Queue Length 50th (ft)	27	27	0	0	79	55	0	2	30	0
Queue Length 95th (ft)	68	68	0	0	146	129	0	11	63	0
Internal Link Dist (ft)		1992		455		682			791	
Turn Bay Length (ft)	560				315		160	165		250
Base Capacity (vph)	225	225	1291	429	618	1482	858	420	723	699
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.27	0.27	0.11	0.01	0.46	0.27	0.01	0.02	0.20	0.22

Intersection Summary

6: James Madison Highway/E Shirley Avenue & Alwington Boulevard Signalized Intersection Capacity Analysis



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBU	SBL	SBT
Lane Configurations	↖	↖	↖		↔		↖	↕	↖		↘	↕
Traffic Volume (vph)	110	0	133	2	0	4	260	371	9	2	7	131
Future Volume (vph)	110	0	133	2	0	4	260	371	9	2	7	131
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Grade (%)		5%			1%			-4%				4%
Total Lost time (s)	6.3	6.3	4.0		8.8		8.7	8.7	8.7		8.7	8.7
Lane Util. Factor	0.95	0.95	1.00		1.00		1.00	0.95	1.00		1.00	0.95
Frt	1.00	1.00	0.85		0.91		1.00	1.00	0.85		1.00	1.00
Flt Protected	0.95	0.95	1.00		0.98		0.95	1.00	1.00		0.95	1.00
Satd. Flow (prot)	1316	1316	1291		1015		1674	3409	1647		1436	3103
Flt Permitted	0.95	0.95	1.00		0.98		0.66	1.00	1.00		0.51	1.00
Satd. Flow (perm)	1316	1316	1291		1015		1166	3409	1647		778	3103
Peak-hour factor, PHF	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Adj. Flow (vph)	120	0	145	2	0	4	283	403	10	2	8	142
RTOR Reduction (vph)	0	0	0	0	5	0	0	0	6	0	0	0
Lane Group Flow (vph)	60	60	145	0	1	0	283	403	4	0	10	142
Heavy Vehicles (%)	27%	0%	22%	50%	0%	75%	10%	8%	0%	0%	29%	14%
Turn Type	Split	NA	Free	Split	NA		D.P+P	NA	Perm	D.P+P	D.P+P	NA
Protected Phases	4	4		3	3		5	2		1	1	6
Permitted Phases			Free				6		2	2	2	
Actuated Green, G (s)	9.1	9.1	81.6		7.0		33.0	31.7	31.7		33.0	19.3
Effective Green, g (s)	9.1	9.1	81.6		7.0		33.0	31.7	31.7		33.0	19.3
Actuated g/C Ratio	0.11	0.11	1.00		0.09		0.40	0.39	0.39		0.40	0.24
Clearance Time (s)	6.3	6.3			8.8		8.7	8.7	8.7		8.7	8.7
Vehicle Extension (s)	3.0	3.0			3.0		3.0	3.0	3.0		3.0	3.0
Lane Grp Cap (vph)	146	146	1291		87		556	1324	639		325	733
v/s Ratio Prot	c0.05	0.05			0.00		c0.09	0.12			0.00	0.05
v/s Ratio Perm			c0.11				c0.12		0.00		0.01	
v/c Ratio	0.41	0.41	0.11		0.01		0.51	0.30	0.01		0.03	0.19
Uniform Delay, d1	33.8	33.8	0.0		34.1		17.4	17.3	15.3		14.6	24.9
Progression Factor	1.00	1.00	1.00		1.00		1.00	1.00	1.00		1.00	1.00
Incremental Delay, d2	1.9	1.9	0.2		0.0		0.7	0.1	0.0		0.0	0.1
Delay (s)	35.6	35.6	0.2		34.1		18.2	17.4	15.3		14.6	25.1
Level of Service	D	D	A		C		B	B	B		B	C
Approach Delay (s)		16.2			34.1			17.7				21.2
Approach LOS		B			C			B				C

Intersection Summary		
HCM 2000 Control Delay	18.3	HCM 2000 Level of Service
HCM 2000 Volume to Capacity ratio	0.45	B
Actuated Cycle Length (s)	81.6	Sum of lost time (s)
Intersection Capacity Utilization	52.1%	32.5
Analysis Period (min)	15	ICU Level of Service
		A

c Critical Lane Group

6: James Madison Highway/E Shirley Avenue & Alwington Boulevard HCM Signalized Intersection Capacity Analysis

Movement	SBR
Lane Configurations	
Traffic Volume (vph)	143
Future Volume (vph)	143
Ideal Flow (vphpl)	1900
Grade (%)	
Total Lost time (s)	6.3
Lane Util. Factor	1.00
Frt	0.85
Flt Protected	1.00
Satd. Flow (prot)	1426
Flt Permitted	1.00
Satd. Flow (perm)	1426
Peak-hour factor, PHF	0.92
Adj. Flow (vph)	155
RTOR Reduction (vph)	101
Lane Group Flow (vph)	54
Heavy Vehicles (%)	11%
Turn Type	pm+ov
Protected Phases	4
Permitted Phases	6
Actuated Green, G (s)	28.4
Effective Green, g (s)	28.4
Actuated g/C Ratio	0.35
Clearance Time (s)	6.3
Vehicle Extension (s)	3.0
Lane Grp Cap (vph)	496
v/s Ratio Prot	0.01
v/s Ratio Perm	0.03
v/c Ratio	0.11
Uniform Delay, d1	18.0
Progression Factor	1.00
Incremental Delay, d2	0.1
Delay (s)	18.1
Level of Service	B
Approach Delay (s)	
Approach LOS	
Intersection Summary	

Intersection	
Intersection Delay, s/veh	8.2
Intersection LOS	A

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕	↕		↕			↕	
Traffic Vol, veh/h	0	5	0	46	21	175	0	0	35	79	0	0
Future Vol, veh/h	0	5	0	46	21	175	0	0	35	79	0	0
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Heavy Vehicles, %	0	0	0	24	0	7	0	0	65	8	0	0
Mvmt Flow	0	5	0	50	23	190	0	0	38	86	0	0
Number of Lanes	0	1	0	0	1	1	0	1	0	0	1	0

Approach	EB	WB	NB	SB
Opposing Approach	WB	EB	SB	NB
Opposing Lanes	2	1	1	1
Conflicting Approach Left	SB	NB	EB	WB
Conflicting Lanes Left	1	1	1	2
Conflicting Approach Right	NB	SB	WB	EB
Conflicting Lanes Right	1	1	2	1
HCM Control Delay	7.6	8.2	7.2	8.5
HCM LOS	A	A	A	A

Lane	NBLn1	EBLn1	WBLn1	WBLn2	SBLn1
Vol Left, %	0%	0%	69%	0%	100%
Vol Thru, %	0%	100%	31%	0%	0%
Vol Right, %	100%	0%	0%	100%	0%
Sign Control	Stop	Stop	Stop	Stop	Stop
Traffic Vol by Lane	35	5	67	175	79
LT Vol	0	0	46	0	79
Through Vol	0	5	21	0	0
RT Vol	35	0	0	175	0
Lane Flow Rate	38	5	73	190	86
Geometry Grp	2	5	7	7	2
Degree of Util (X)	0.042	0.007	0.111	0.212	0.116
Departure Headway (Hd)	3.998	4.564	5.471	4.017	4.868
Convergence, Y/N	Yes	Yes	Yes	Yes	Yes
Cap	900	787	648	879	740
Service Time	2.002	2.577	3.266	1.811	2.87
HCM Lane V/C Ratio	0.042	0.006	0.113	0.216	0.116
HCM Control Delay	7.2	7.6	9	7.9	8.5
HCM Lane LOS	A	A	A	A	A
HCM 95th-tile Q	0.1	0	0.4	0.8	0.4

Intersection: 1: Culpeper Street & W Shirley Avenue/E Shirley Avenue

Movement	EB	EB	EB	WB	WB	NB	SB	SB
Directions Served	L	T	R	L	TR	LTR	L	TR
Maximum Queue (ft)	169	304	74	160	384	224	48	95
Average Queue (ft)	30	143	23	28	172	114	13	38
95th Queue (ft)	94	258	53	89	321	201	40	77
Link Distance (ft)		1078	1078		3094	992		778
Upstream Blk Time (%)								
Queuing Penalty (veh)								
Storage Bay Dist (ft)	215			185			125	
Storage Blk Time (%)	0	2		0	7			0
Queuing Penalty (veh)	0	1		0	2			0

Intersection: 2: Site Entrance #1 & E Shirley Avenue

Movement	EB	WB
Directions Served	T	L
Maximum Queue (ft)	2	42
Average Queue (ft)	0	5
95th Queue (ft)	2	25
Link Distance (ft)	3094	
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)		240
Storage Blk Time (%)		
Queuing Penalty (veh)		

Intersection: 3: Site Entrance #2 & E Shirley Avenue

Movement	NB	NB
Directions Served	L	R
Maximum Queue (ft)	52	64
Average Queue (ft)	12	17
95th Queue (ft)	41	51
Link Distance (ft)	383	383
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)		
Storage Blk Time (%)		
Queuing Penalty (veh)		

Intersection: 4: Site Entrance #3 & E Shirley Avenue

Movement	EB	WB	NB
Directions Served	R	L	LR
Maximum Queue (ft)	6	37	108
Average Queue (ft)	0	8	32
95th Queue (ft)	5	31	72
Link Distance (ft)			868
Upstream Blk Time (%)			
Queuing Penalty (veh)			
Storage Bay Dist (ft)	150	150	
Storage Blk Time (%)			
Queuing Penalty (veh)			

Intersection: 5: E Shirley Avenue & Falmouth Street

Movement	EB	WB	B17	B17	SB
Directions Served	ULT	TR	T		L>
Maximum Queue (ft)	116	170	29	9	84
Average Queue (ft)	23	30	2	0	25
95th Queue (ft)	77	105	27	9	65
Link Distance (ft)	392	351	787	787	742
Upstream Blk Time (%)					
Queuing Penalty (veh)					
Storage Bay Dist (ft)					
Storage Blk Time (%)					
Queuing Penalty (veh)					

Intersection: 6: James Madison Highway/E Shirley Avenue & Alwington Boulevard

Movement	EB	EB	EB	WB	NB	NB	NB	NB	SB	SB	SB	SB
Directions Served	L	LT	R	LTR	L	T	T	R	UL	T	T	R
Maximum Queue (ft)	133	96	27	61	213	166	135	19	43	103	94	113
Average Queue (ft)	54	20	1	8	103	89	28	2	5	43	34	50
95th Queue (ft)	107	65	13	36	181	154	89	11	25	82	75	91
Link Distance (ft)		1974	1974	480		730	730			787	787	
Upstream Blk Time (%)												
Queuing Penalty (veh)												
Storage Bay Dist (ft)	560				315			160	165			250
Storage Blk Time (%)					0		0			0		
Queuing Penalty (veh)					0		0			0		

Intersection: 7: Commercial Entrance /Elementary School Entrance & Alwington Boulevard

Movement	EB	WB	WB	NB	SB
Directions Served	LTR	LT	R	LTR	LTR
Maximum Queue (ft)	8	74	86	83	68
Average Queue (ft)	1	37	45	34	34
95th Queue (ft)	5	66	70	78	60
Link Distance (ft)	954	1974		170	605
Upstream Blk Time (%)					
Queuing Penalty (veh)					
Storage Bay Dist (ft)	270				
Storage Blk Time (%)					
Queuing Penalty (veh)					

Network Summary

Network wide Queuing Penalty: 3



Lane Group	EBL	EBT	EBR	WBL	WBT	NBT	SBL	SBT
Lane Group Flow (vph)	40	557	101	40	563	203	28	91
v/c Ratio	0.28	0.80	0.15	0.27	0.68	0.69	0.15	0.43
Control Delay	50.5	36.9	1.6	49.7	29.6	50.1	42.3	39.8
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	50.5	36.9	1.6	49.7	29.6	50.1	42.3	39.8
Queue Length 50th (ft)	25	310	0	25	315	118	17	43
Queue Length 95th (ft)	62	#529	12	62	#541	#207	44	93
Internal Link Dist (ft)		1033			3084	958		736
Turn Bay Length (ft)	215			185			125	
Base Capacity (vph)	141	784	743	149	825	355	334	367
Starvation Cap Reductn	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.28	0.71	0.14	0.27	0.68	0.57	0.08	0.25

Intersection Summary

95th percentile volume exceeds capacity, queue may be longer.
 Queue shown is maximum after two cycles.

2026 Future - School PM Peak
1: Culpeper Street & W Shirley Avenue/E Shirley Avenue

2026 Future - School PM Peak
HCM Signalized Intersection Capacity Analysis



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations	↗	↑	↖	↗	↖			↕		↗	↖	
Traffic Volume (vph)	37	512	93	37	505	13	78	77	31	26	54	29
Future Volume (vph)	37	512	93	37	505	13	78	77	31	26	54	29
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Width	11	11	11	11	11	11	11	11	11	11	11	11
Grade (%)		-2%			-5%			0%				4%
Total Lost time (s)	6.0	6.0	6.0	6.0	6.0			6.0		6.0	6.0	
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00			1.00		1.00	1.00	
Frt	1.00	1.00	0.85	1.00	1.00			0.98		1.00	0.95	
Flt Protected	0.95	1.00	1.00	0.95	1.00			0.98		0.95	1.00	
Satd. Flow (prot)	1588	1767	1488	1687	1756			1656		1583	1662	
Flt Permitted	0.95	1.00	1.00	0.95	1.00			0.98		0.95	1.00	
Satd. Flow (perm)	1588	1767	1488	1687	1756			1656		1583	1662	
Peak-hour factor, PHF	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Adj. Flow (vph)	40	557	101	40	549	14	85	84	34	28	59	32
RTOR Reduction (vph)	0	0	60	0	1	0	0	7	0	0	19	0
Lane Group Flow (vph)	40	557	41	40	562	0	0	196	0	28	72	0
Heavy Vehicles (%)	11%	5%	6%	6%	7%	0%	8%	4%	7%	8%	4%	0%
Turn Type	Prot	NA	Perm	Prot	NA		Split	NA		Split	NA	
Protected Phases	5	2		1	6		3	3		4	4	
Permitted Phases			2									
Actuated Green, G (s)	4.3	39.7	39.7	8.3	43.7			16.1		8.7	8.7	
Effective Green, g (s)	4.3	39.7	39.7	8.3	43.7			16.1		8.7	8.7	
Actuated g/C Ratio	0.04	0.41	0.41	0.09	0.45			0.17		0.09	0.09	
Clearance Time (s)	6.0	6.0	6.0	6.0	6.0			6.0		6.0	6.0	
Vehicle Extension (s)	4.0	4.0	4.0	4.0	4.0			4.0		4.0	4.0	
Lane Grp Cap (vph)	70	724	610	144	792			275		142	149	
v/s Ratio Prot	c0.03	c0.32		0.02	c0.32			c0.12		0.02	c0.04	
v/s Ratio Perm			0.03									
v/c Ratio	0.57	0.77	0.07	0.28	0.71			0.71		0.20	0.48	
Uniform Delay, d1	45.3	24.6	17.3	41.4	21.4			38.2		40.8	41.9	
Progression Factor	1.00	1.00	1.00	1.00	1.00			1.00		1.00	1.00	
Incremental Delay, d2	12.8	5.2	0.1	1.4	3.2			9.1		0.9	3.3	
Delay (s)	58.1	29.8	17.4	42.9	24.7			47.2		41.7	45.2	
Level of Service	E	C	B	D	C			D		D	D	
Approach Delay (s)		29.7			25.9			47.2			44.4	
Approach LOS		C			C			D			D	

Intersection Summary		
HCM 2000 Control Delay	31.5	HCM 2000 Level of Service C
HCM 2000 Volume to Capacity ratio	0.68	
Actuated Cycle Length (s)	96.8	Sum of lost time (s) 24.0
Intersection Capacity Utilization	57.7%	ICU Level of Service B
Analysis Period (min)	15	
c Critical Lane Group		

2026 Future - School PM Peak
2: Site Entrance #1 & E Shirley Avenue

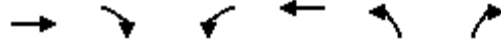
2026 Future - School PM Peak Item a.
HCM Unsignalized Intersection Capacity Analysis

	→	↘	↙	←	↖	↗
Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑	↗	↙	↑		
Traffic Volume (veh/h)	513	12	19	500	0	0
Future Volume (Veh/h)	513	12	19	500	0	0
Sign Control	Free			Free	Stop	
Grade	-4%			2%	0%	
Peak Hour Factor	0.93	0.50	0.50	0.93	0.93	0.93
Hourly flow rate (vph)	552	24	38	538	0	0
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			576	1166	552	
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			576	1166	552	
tC, single (s)			4.1	6.4	6.2	
tC, 2 stage (s)						
tF (s)			2.2	3.5	3.3	
p0 queue free %			96	100	100	
cM capacity (veh/h)			1007	208	537	
Direction, Lane #	EB 1	EB 2	WB 1	WB 2		
Volume Total	552	24	38	538		
Volume Left	0	0	38	0		
Volume Right	0	24	0	0		
cSH	1700	1700	1007	1700		
Volume to Capacity	0.32	0.01	0.04	0.32		
Queue Length 95th (ft)	0	0	3	0		
Control Delay (s)	0.0	0.0	8.7	0.0		
Lane LOS			A			
Approach Delay (s)	0.0		0.6			
Approach LOS						
Intersection Summary						
Average Delay			0.3			
Intersection Capacity Utilization			37.0%	ICU Level of Service	A	
Analysis Period (min)			15			

2026 Future - School PM Peak
3: Site Entrance #2 & E Shirley Avenue

2026 Future - School PM Peak
HCM Unsignalized Intersection Capacity Analysis

Item a.



Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑			↑	↘	↗
Traffic Volume (veh/h)	513	0	0	507	12	19
Future Volume (Veh/h)	513	0	0	507	12	19
Sign Control	Free			Free	Stop	
Grade	1%			0%	-2%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.50	0.50
Hourly flow rate (vph)	558	0	0	551	24	38
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			558		1109	558
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			558		1109	558
tC, single (s)			4.1		6.5	6.4
tC, 2 stage (s)						
tF (s)			2.2		3.6	3.5
p0 queue free %			100		89	92
cM capacity (veh/h)			1023		221	502
Direction, Lane #	EB 1	WB 1	NB 1	NB 2		
Volume Total	558	551	24	38		
Volume Left	0	0	24	0		
Volume Right	0	0	0	38		
cSH	1700	1700	221	502		
Volume to Capacity	0.33	0.32	0.11	0.08		
Queue Length 95th (ft)	0	0	9	6		
Control Delay (s)	0.0	0.0	23.3	12.8		
Lane LOS			C	B		
Approach Delay (s)	0.0	0.0	16.8			
Approach LOS			C			
Intersection Summary						
Average Delay			0.9			
Intersection Capacity Utilization			37.0%	ICU Level of Service	A	
Analysis Period (min)			15			

2026 Future - School PM Peak
4: Site Entrance #3 & E Shirley Avenue

2026 Future - School PM Peak
HCM Unsignalized Intersection Capacity Analysis

Item a.



Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑	↑	↑	↑	↑	↑
Traffic Volume (veh/h)	488	44	7	453	54	46
Future Volume (Veh/h)	488	44	7	453	54	46
Sign Control	Free			Free	Stop	
Grade	0%			0%	-3%	
Peak Hour Factor	0.92	0.50	0.50	0.92	0.50	0.50
Hourly flow rate (vph)	530	88	14	492	108	92
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			618		1050	530
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			618		1050	530
tC, single (s)			4.1		6.4	6.2
tC, 2 stage (s)						
tF (s)			2.2		3.5	3.3
p0 queue free %			99		57	83
cM capacity (veh/h)			972		251	553
Direction, Lane #	EB 1	EB 2	WB 1	WB 2	NB 1	
Volume Total	530	88	14	492	200	
Volume Left	0	0	14	0	108	
Volume Right	0	88	0	0	92	
cSH	1700	1700	972	1700	335	
Volume to Capacity	0.31	0.05	0.01	0.29	0.60	
Queue Length 95th (ft)	0	0	1	0	91	
Control Delay (s)	0.0	0.0	8.8	0.0	30.5	
Lane LOS	A			D		
Approach Delay (s)	0.0		0.2		30.5	
Approach LOS						D
Intersection Summary						
Average Delay			4.7			
Intersection Capacity Utilization			38.2%	ICU Level of Service	A	
Analysis Period (min)			15			

2026 Future - School PM Peak
 6: James Madison Highway/E Shirley Avenue & Alwington Boulevard

2026 Future - School PM Peak Item a.
 Queues



Lane Group	EBL	EBT	EBR	WBT	NBL	NBT	NBR	SBL	SBT	SBR
Lane Group Flow (vph)	138	140	255	20	199	236	11	18	315	139
v/c Ratio	0.53	0.54	0.17	0.15	0.47	0.17	0.02	0.04	0.53	0.21
Control Delay	38.3	38.5	0.3	27.1	19.1	17.5	0.1	13.9	32.9	1.4
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	38.3	38.5	0.3	27.1	19.1	17.5	0.1	13.9	32.9	1.4
Queue Length 50th (ft)	63	64	0	4	57	33	0	5	71	0
Queue Length 95th (ft)	130	132	0	26	115	86	0	18	123	9
Internal Link Dist (ft)		1992		455		682			791	
Turn Bay Length (ft)	560				315		160	165		250
Base Capacity (vph)	388	389	1485	154	468	1385	634	501	838	771
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.36	0.36	0.17	0.13	0.43	0.17	0.02	0.04	0.38	0.18

Intersection Summary

2026 Future - School PM Peak

2026 Future - School PM Peak

6: James Madison Highway/E Shirley Avenue & Alwington Boulevard Signalized Intersection Capacity Analysis



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBU	SBL	SBT
Lane Configurations	↖	↖	↖		↔		↖	↕	↖		↘	↕
Traffic Volume (vph)	268	2	247	6	3	11	193	229	11	11	7	306
Future Volume (vph)	268	2	247	6	3	11	193	229	11	11	7	306
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Grade (%)		5%			1%			-4%				4%
Total Lost time (s)	6.3	6.3	4.0		8.8		8.7	8.7	8.7		8.7	8.7
Lane Util. Factor	0.95	0.95	1.00		1.00		1.00	0.95	1.00		1.00	0.95
Frt	1.00	1.00	0.85		0.93		1.00	1.00	0.85		1.00	1.00
Flt Protected	0.95	0.95	1.00		0.99		0.95	1.00	1.00		0.95	1.00
Satd. Flow (prot)	1655	1661	1485		1329		1737	3474	1211		1678	3276
Flt Permitted	0.95	0.95	1.00		0.99		0.56	1.00	1.00		0.60	1.00
Satd. Flow (perm)	1655	1661	1485		1329		1025	3474	1211		1068	3276
Peak-hour factor, PHF	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97
Adj. Flow (vph)	276	2	255	6	3	11	199	236	11	11	7	315
RTOR Reduction (vph)	0	0	0	0	10	0	0	0	7	0	0	0
Lane Group Flow (vph)	138	140	255	0	10	0	199	236	4	0	18	315
Heavy Vehicles (%)	1%	0%	6%	33%	33%	27%	6%	6%	36%	0%	14%	8%
Turn Type	Split	NA	Free	Split	NA		D.P+P	NA	Perm	D.P+P	D.P+P	NA
Protected Phases	4	4		3	3		5	2		1	1	6
Permitted Phases			Free				6		2	2	2	
Actuated Green, G (s)	11.9	11.9	83.2		7.3		31.5	30.3	30.3		31.5	21.1
Effective Green, g (s)	11.9	11.9	83.2		7.3		31.5	30.3	30.3		31.5	21.1
Actuated g/C Ratio	0.14	0.14	1.00		0.09		0.38	0.36	0.36		0.38	0.25
Clearance Time (s)	6.3	6.3			8.8		8.7	8.7	8.7		8.7	8.7
Vehicle Extension (s)	3.0	3.0			3.0		3.0	3.0	3.0		3.0	3.0
Lane Grp Cap (vph)	236	237	1485		116		477	1265	441		413	830
v/s Ratio Prot	0.08	c0.08			0.01		c0.05	0.07			0.00	0.10
v/s Ratio Perm			c0.17				c0.11		0.00		0.02	
v/c Ratio	0.58	0.59	0.17		0.09		0.42	0.19	0.01		0.04	0.38
Uniform Delay, d1	33.3	33.4	0.0		34.9		18.1	18.0	16.9		16.2	25.6
Progression Factor	1.00	1.00	1.00		1.00		1.00	1.00	1.00		1.00	1.00
Incremental Delay, d2	3.7	3.9	0.3		0.3		0.6	0.1	0.0		0.0	0.3
Delay (s)	37.0	37.3	0.3		35.2		18.7	18.1	16.9		16.3	25.9
Level of Service	D	D	A		D		B	B	B		B	C
Approach Delay (s)		19.5			35.2			18.4				22.6
Approach LOS		B			D			B				C

Intersection Summary		
HCM 2000 Control Delay	20.4	HCM 2000 Level of Service
HCM 2000 Volume to Capacity ratio	0.46	C
Actuated Cycle Length (s)	83.2	Sum of lost time (s)
Intersection Capacity Utilization	54.6%	32.5
Analysis Period (min)	15	ICU Level of Service
		A

c Critical Lane Group

6: James Madison Highway/E Shirley Avenue & Alwington Boulevard HCM Signalized Intersection Capacity Analysis

Movement	SBR
Lane Configurations	
Traffic Volume (vph)	135
Future Volume (vph)	135
Ideal Flow (vphpl)	1900
Grade (%)	
Total Lost time (s)	6.3
Lane Util. Factor	1.00
Frt	0.85
Flt Protected	1.00
Satd. Flow (prot)	1507
Flt Permitted	1.00
Satd. Flow (perm)	1507
Peak-hour factor, PHF	0.97
Adj. Flow (vph)	139
RTOR Reduction (vph)	84
Lane Group Flow (vph)	55
Heavy Vehicles (%)	5%
Turn Type	pm+ov
Protected Phases	4
Permitted Phases	6
Actuated Green, G (s)	33.0
Effective Green, g (s)	33.0
Actuated g/C Ratio	0.40
Clearance Time (s)	6.3
Vehicle Extension (s)	3.0
Lane Grp Cap (vph)	597
v/s Ratio Prot	0.01
v/s Ratio Perm	0.02
v/c Ratio	0.09
Uniform Delay, d1	15.7
Progression Factor	1.00
Incremental Delay, d2	0.1
Delay (s)	15.8
Level of Service	B
Approach Delay (s)	
Approach LOS	
Intersection Summary	

Intersection	
Intersection Delay, s/veh	7.6
Intersection LOS	A

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕	↕		↕			↕	
Traffic Vol, veh/h	0	8	0	11	4	76	0	0	12	72	0	0
Future Vol, veh/h	0	8	0	11	4	76	0	0	12	72	0	0
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Heavy Vehicles, %	0	13	0	55	2	7	0	0	35	0	0	0
Mvmt Flow	0	9	0	12	4	83	0	0	13	78	0	0
Number of Lanes	0	1	0	0	1	1	0	1	0	0	1	0

Approach	EB	WB	NB	SB
Opposing Approach	WB	EB	SB	NB
Opposing Lanes	2	1	1	1
Conflicting Approach Left	SB	NB	EB	WB
Conflicting Lanes Left	1	1	1	2
Conflicting Approach Right	NB	SB	WB	EB
Conflicting Lanes Right	1	1	2	1
HCM Control Delay	7.6	7.5	6.7	7.8
HCM LOS	A	A	A	A

Lane	NBLn1	EBLn1	WBLn1	WBLn2	SBLn1
Vol Left, %	0%	0%	73%	0%	100%
Vol Thru, %	0%	100%	27%	0%	0%
Vol Right, %	100%	0%	0%	100%	0%
Sign Control	Stop	Stop	Stop	Stop	Stop
Traffic Vol by Lane	12	8	15	76	72
LT Vol	0	0	11	0	72
Through Vol	0	8	4	0	0
RT Vol	12	0	0	76	0
Lane Flow Rate	13	9	16	83	78
Geometry Grp	2	5	7	7	2
Degree of Util (X)	0.013	0.011	0.027	0.092	0.093
Departure Headway (Hd)	3.542	4.457	5.969	3.999	4.292
Convergence, Y/N	Yes	Yes	Yes	Yes	Yes
Cap	993	795	598	891	827
Service Time	1.627	2.531	3.719	1.747	2.358
HCM Lane V/C Ratio	0.013	0.011	0.027	0.093	0.094
HCM Control Delay	6.7	7.6	8.9	7.2	7.8
HCM Lane LOS	A	A	A	A	A
HCM 95th-tile Q	0	0	0.1	0.3	0.3

Intersection: 1: Culpeper Street & W Shirley Avenue/E Shirley Avenue

Movement	EB	EB	EB	WB	WB	NB	SB	SB
Directions Served	L	T	R	L	TR	LTR	L	TR
Maximum Queue (ft)	202	394	66	175	423	242	95	140
Average Queue (ft)	47	217	28	44	215	109	22	56
95th Queue (ft)	138	362	56	127	372	193	60	111
Link Distance (ft)		1078	1078		3094	992		778
Upstream Blk Time (%)								
Queuing Penalty (veh)								
Storage Bay Dist (ft)	215			185			125	
Storage Blk Time (%)	0	10		0	12		0	1
Queuing Penalty (veh)	0	4		0	4		0	0

Intersection: 2: Site Entrance #1 & E Shirley Avenue

Movement	WB
Directions Served	L
Maximum Queue (ft)	34
Average Queue (ft)	7
95th Queue (ft)	28
Link Distance (ft)	
Upstream Blk Time (%)	
Queuing Penalty (veh)	
Storage Bay Dist (ft)	240
Storage Blk Time (%)	
Queuing Penalty (veh)	

Intersection: 3: Site Entrance #2 & E Shirley Avenue

Movement	EB	NB	NB
Directions Served	T	L	R
Maximum Queue (ft)	4	60	65
Average Queue (ft)	0	13	17
95th Queue (ft)	3	43	49
Link Distance (ft)	505	383	383
Upstream Blk Time (%)			
Queuing Penalty (veh)			
Storage Bay Dist (ft)			
Storage Blk Time (%)			
Queuing Penalty (veh)			

Intersection: 4: Site Entrance #3 & E Shirley Avenue

Movement	EB	WB	NB
Directions Served	R	L	LR
Maximum Queue (ft)	2	30	134
Average Queue (ft)	0	3	38
95th Queue (ft)	2	17	89
Link Distance (ft)			868
Upstream Blk Time (%)			
Queuing Penalty (veh)			
Storage Bay Dist (ft)	150	150	
Storage Blk Time (%)			
Queuing Penalty (veh)			

Intersection: 5: E Shirley Avenue & Falmouth Street

Movement	EB	WB	B17	B17	SB
Directions Served	ULT	UTR	T		L>
Maximum Queue (ft)	216	176	29	9	88
Average Queue (ft)	69	32	2	0	32
95th Queue (ft)	170	112	28	9	71
Link Distance (ft)	392	351	787	787	742
Upstream Blk Time (%)					
Queuing Penalty (veh)					
Storage Bay Dist (ft)					
Storage Blk Time (%)					
Queuing Penalty (veh)					

Intersection: 6: James Madison Highway/E Shirley Avenue & Alwington Boulevard

Movement	EB	EB	EB	WB	NB	NB	NB	NB	SB	SB	SB	SB
Directions Served	L	LT	R	LTR	L	T	T	R	UL	T	T	R
Maximum Queue (ft)	164	125	69	65	164	148	92	42	51	147	154	89
Average Queue (ft)	83	46	6	14	79	67	14	5	11	79	82	39
95th Queue (ft)	140	103	35	46	137	128	51	24	34	126	135	73
Link Distance (ft)		1974	1974	480		730	730			787	787	
Upstream Blk Time (%)												
Queuing Penalty (veh)												
Storage Bay Dist (ft)	560				315			160	165			250
Storage Blk Time (%)												0
Queuing Penalty (veh)												0

Intersection: 7: Commercial Entrance /Elementary School Entrance & Alwington Boulevard

Movement	EB	WB	WB	NB	SB
Directions Served	LTR	LT	R	LTR	LTR
Maximum Queue (ft)	23	65	68	63	50
Average Queue (ft)	3	13	31	13	28
95th Queue (ft)	12	47	56	45	45
Link Distance (ft)	954	1974		170	605
Upstream Blk Time (%)					
Queuing Penalty (veh)					
Storage Bay Dist (ft)	270				
Storage Blk Time (%)					
Queuing Penalty (veh)					

Network Summary

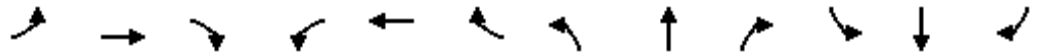
Network wide Queuing Penalty: 9



Lane Group	EBL	EBT	EBR	WBL	WBT	NBT	SBL	SBT
Lane Group Flow (vph)	40	504	155	34	497	189	37	147
v/c Ratio	0.27	0.78	0.24	0.23	0.64	0.68	0.15	0.58
Control Delay	50.9	37.9	4.8	50.2	29.8	50.6	39.7	47.3
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	50.9	37.9	4.8	50.2	29.8	50.6	39.7	47.3
Queue Length 50th (ft)	24	277	0	20	270	105	20	81
Queue Length 95th (ft)	63	446	42	56	434	197	53	154
Internal Link Dist (ft)		1033			3084	958		736
Turn Bay Length (ft)	215			185			125	
Base Capacity (vph)	148	756	732	145	801	348	340	350
Starvation Cap Reductn	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.27	0.67	0.21	0.23	0.62	0.54	0.11	0.42
Intersection Summary								

2026 Future - Commuter PM Peak
1: Culpeper Street & W Shirley Avenue/E Shirley Avenue

2026 Future - Commuter PM Peak
HCM Signalized Intersection Capacity Analysis



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations	↖	↑	↗	↖	↗			↕		↖	↗	
Traffic Volume (vph)	38	474	146	32	463	4	84	65	29	35	112	26
Future Volume (vph)	38	474	146	32	463	4	84	65	29	35	112	26
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Width	11	11	11	11	11	11	11	11	11	11	11	11
Grade (%)		-2%			-5%			0%				4%
Total Lost time (s)	6.0	6.0	6.0	6.0	6.0			6.0		6.0	6.0	
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00			1.00		1.00	1.00	
Frt	1.00	1.00	0.85	1.00	1.00			0.98		1.00	0.97	
Flt Protected	0.95	1.00	1.00	0.95	1.00			0.98		0.95	1.00	
Satd. Flow (prot)	1762	1801	1531	1736	1826			1715		1710	1721	
Flt Permitted	0.95	1.00	1.00	0.95	1.00			0.98		0.95	1.00	
Satd. Flow (perm)	1762	1801	1531	1736	1826			1715		1710	1721	
Peak-hour factor, PHF	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94
Adj. Flow (vph)	40	504	155	34	493	4	89	69	31	37	119	28
RTOR Reduction (vph)	0	0	96	0	0	0	0	7	0	0	8	0
Lane Group Flow (vph)	40	504	59	34	497	0	0	182	0	37	139	0
Heavy Vehicles (%)	0%	3%	3%	3%	3%	0%	2%	2%	4%	0%	2%	0%
Turn Type	Prot	NA	Perm	Prot	NA		Split	NA		Split	NA	
Protected Phases	5	2		1	6		3	3		4	4	
Permitted Phases			2									
Actuated Green, G (s)	4.4	37.7	37.7	8.1	41.4			15.4		13.8	13.8	
Effective Green, g (s)	4.4	37.7	37.7	8.1	41.4			15.4		13.8	13.8	
Actuated g/C Ratio	0.04	0.38	0.38	0.08	0.42			0.16		0.14	0.14	
Clearance Time (s)	6.0	6.0	6.0	6.0	6.0			6.0		6.0	6.0	
Vehicle Extension (s)	4.0	4.0	4.0	4.0	4.0			4.0		4.0	4.0	
Lane Grp Cap (vph)	78	685	583	142	763			266		238	239	
v/s Ratio Prot	c0.02	c0.28		0.02	c0.27			c0.11		0.02	c0.08	
v/s Ratio Perm			0.04									
v/c Ratio	0.51	0.74	0.10	0.24	0.65			0.69		0.16	0.58	
Uniform Delay, d1	46.3	26.4	19.7	42.6	23.0			39.5		37.5	39.9	
Progression Factor	1.00	1.00	1.00	1.00	1.00			1.00		1.00	1.00	
Incremental Delay, d2	7.4	4.4	0.1	1.2	2.2			7.7		0.4	4.2	
Delay (s)	53.6	30.8	19.8	43.8	25.2			47.2		37.9	44.1	
Level of Service	D	C	B	D	C			D		D	D	
Approach Delay (s)		29.6			26.4			47.2			42.9	
Approach LOS		C			C			D			D	

Intersection Summary		
HCM 2000 Control Delay	32.2	HCM 2000 Level of Service C
HCM 2000 Volume to Capacity ratio	0.66	
Actuated Cycle Length (s)	99.0	Sum of lost time (s) 24.0
Intersection Capacity Utilization	63.9%	ICU Level of Service B
Analysis Period (min)	15	
c Critical Lane Group		

2026 Future - Commuter PM Peak
2: Site Entrance #1 & E Shirley Avenue

2026 Future - Commuter PM Peak Item a.
HCM Unsignalized Intersection Capacity Analysis

	→	↘	↙	←	↖	↗
Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑	↗	↙	↑		
Traffic Volume (veh/h)	509	0	0	467	0	0
Future Volume (Veh/h)	509	0	0	467	0	0
Sign Control	Free			Free	Stop	
Grade	-4%			2%	0%	
Peak Hour Factor	0.92	0.50	0.50	0.92	0.92	0.92
Hourly flow rate (vph)	553	0	0	508	0	0
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			553	1061	553	
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			553	1061	553	
tC, single (s)			4.1	6.4	6.2	
tC, 2 stage (s)						
tF (s)			2.2	3.5	3.3	
p0 queue free %			100	100	100	
cM capacity (veh/h)			1027	250	537	
Direction, Lane #	EB 1	EB 2	WB 1	WB 2		
Volume Total	553	0	0	508		
Volume Left	0	0	0	0		
Volume Right	0	0	0	0		
cSH	1700	1700	1700	1700		
Volume to Capacity	0.33	0.01	0.00	0.30		
Queue Length 95th (ft)	0	0	0	0		
Control Delay (s)	0.0	0.0	0.0	0.0		
Lane LOS						
Approach Delay (s)	0.0		0.0			
Approach LOS						
Intersection Summary						
Average Delay			0.0			
Intersection Capacity Utilization			36.8%	ICU Level of Service	A	
Analysis Period (min)			15			

2026 Future - Commuter PM Peak
3: Site Entrance #2 & E Shirley Avenue

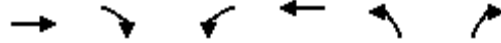
2026 Future - Commuter PM Peak Item a.
HCM Unsignalized Intersection Capacity Analysis

	→	↘	↙	←	↖	↗
Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑			↑	↘	↗
Traffic Volume (veh/h)	509	0	0	467	0	0
Future Volume (Veh/h)	509	0	0	467	0	0
Sign Control	Free			Free	Stop	
Grade	1%			0%	-2%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.50	0.50
Hourly flow rate (vph)	553	0	0	508	0	0
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			553		1061	553
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			553		1061	553
tC, single (s)			4.1		6.4	6.2
tC, 2 stage (s)						
tF (s)			2.2		3.5	3.3
p0 queue free %			100		100	100
cM capacity (veh/h)			1027		250	537
Direction, Lane #	EB 1	WB 1	NB 1	NB 2		
Volume Total	553	508	0	0		
Volume Left	0	0	0	0		
Volume Right	0	0	0	0		
cSH	1700	1700	1700	1700		
Volume to Capacity	0.33	0.30	0.08	0.06		
Queue Length 95th (ft)	0	0	0	0		
Control Delay (s)	0.0	0.0	0.0	0.0		
Lane LOS			A	A		
Approach Delay (s)	0.0	0.0	0.0			
Approach LOS			A			
Intersection Summary						
Average Delay			0.0			
Intersection Capacity Utilization			36.8%		ICU Level of Service	A
Analysis Period (min)			15			

2026 Future - Commuter PM Peak
4: Site Entrance #3 & E Shirley Avenue

2026 Future - Commuter PM Peak
HCM Unsignalized Intersection Capacity Analysis

Item a.



Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑	↑	↓	↑	↓	
Traffic Volume (veh/h)	480	29	28	447	20	4
Future Volume (Veh/h)	480	29	28	447	20	4
Sign Control	Free			Free	Stop	
Grade	0%			0%	-3%	
Peak Hour Factor	0.92	0.50	0.50	0.92	0.50	0.50
Hourly flow rate (vph)	522	58	56	486	40	8
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			580		1120	522
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			580		1120	522
tC, single (s)			4.2		6.4	6.2
tC, 2 stage (s)						
tF (s)			2.3		3.5	3.3
p0 queue free %			94		82	99
cM capacity (veh/h)			960		217	559
Direction, Lane #	EB 1	EB 2	WB 1	WB 2	NB 1	
Volume Total	522	58	56	486	48	
Volume Left	0	0	56	0	40	
Volume Right	0	58	0	0	8	
cSH	1700	1700	960	1700	242	
Volume to Capacity	0.31	0.03	0.06	0.29	0.20	
Queue Length 95th (ft)	0	0	5	0	18	
Control Delay (s)	0.0	0.0	9.0	0.0	23.5	
Lane LOS	A			C		
Approach Delay (s)	0.0		0.9		23.5	
Approach LOS						C
Intersection Summary						
Average Delay			1.4			
Intersection Capacity Utilization			35.3%	ICU Level of Service	A	
Analysis Period (min)			15			

2026 Future - Commuter PM Peak
 6: James Madison Highway/E Shirley Avenue & Alwington Boulevard

2026 Future - Commuter PM Peak Item a.

Queues



Lane Group	EBL	EBT	EBR	WBT	NBL	NBT	NBR	SBL	SBT	SBR
Lane Group Flow (vph)	136	136	221	17	214	268	1	15	378	88
v/c Ratio	0.53	0.53	0.14	0.05	0.53	0.19	0.00	0.04	0.59	0.14
Control Delay	37.9	37.9	0.2	0.2	20.5	17.4	0.0	13.7	32.5	0.5
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	37.9	37.9	0.2	0.2	20.5	17.4	0.0	13.7	32.5	0.5
Queue Length 50th (ft)	62	62	0	0	62	38	0	4	86	0
Queue Length 95th (ft)	125	125	0	0	122	95	0	15	140	1
Internal Link Dist (ft)		1992		455		682			791	
Turn Bay Length (ft)	560				315		160	165		250
Base Capacity (vph)	417	417	1529	547	418	1415	465	388	858	767
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.33	0.33	0.14	0.03	0.51	0.19	0.00	0.04	0.44	0.11

Intersection Summary

2026 Future - Commuter PM Peak

2026 Future - Commuter PM Peak

6: James Madison Highway/E Shirley Avenue & Alwington Boulevard Signalized Intersection Capacity Analysis



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBU	SBL	SBT
Lane Configurations												
Traffic Volume (vph)	258	0	210	5	0	11	203	255	1	9	6	359
Future Volume (vph)	258	0	210	5	0	11	203	255	1	9	6	359
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Grade (%)		5%			1%			-4%				4%
Total Lost time (s)	6.3	6.3	4.0		8.8		8.7	8.7	8.7		8.7	8.7
Lane Util. Factor	0.95	0.95	1.00		1.00		1.00	0.95	1.00		1.00	0.95
Frt	1.00	1.00	0.85		0.90		1.00	1.00	0.85		1.00	1.00
Flt Protected	0.95	0.95	1.00		0.99		0.95	1.00	1.00		0.95	1.00
Satd. Flow (prot)	1655	1655	1529		1502		1721	3541	824		1328	3369
Flt Permitted	0.95	0.95	1.00		0.99		0.53	1.00	1.00		0.59	1.00
Satd. Flow (perm)	1655	1655	1529		1502		955	3541	824		820	3369
Peak-hour factor, PHF	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Adj. Flow (vph)	272	0	221	5	0	12	214	268	1	9	6	378
RTOR Reduction (vph)	0	0	0	0	16	0	0	0	1	0	0	0
Lane Group Flow (vph)	136	136	221	0	1	0	214	268	0	0	15	378
Heavy Vehicles (%)	1%	0%	3%	20%	0%	9%	7%	4%	100%	0%	83%	5%
Turn Type	Split	NA	Free	Split	NA		D.P+P	NA	Perm	D.P+P	D.P+P	NA
Protected Phases	4	4		3	3		5	2		1	1	6
Permitted Phases			Free				6		2	2	2	
Actuated Green, G (s)	11.8	11.8	83.0		7.1		31.6	30.4	30.4		31.6	21.8
Effective Green, g (s)	11.8	11.8	83.0		7.1		31.6	30.4	30.4		31.6	21.8
Actuated g/C Ratio	0.14	0.14	1.00		0.09		0.38	0.37	0.37		0.38	0.26
Clearance Time (s)	6.3	6.3			8.8		8.7	8.7	8.7		8.7	8.7
Vehicle Extension (s)	3.0	3.0			3.0		3.0	3.0	3.0		3.0	3.0
Lane Grp Cap (vph)	235	235	1529		128		454	1296	301		319	884
v/s Ratio Prot	c0.08	0.08			0.00		c0.06	c0.08			0.00	0.11
v/s Ratio Perm			c0.14				c0.12		0.00		0.02	
v/c Ratio	0.58	0.58	0.14		0.01		0.47	0.21	0.00		0.05	0.43
Uniform Delay, d1	33.3	33.3	0.0		34.7		18.2	18.0	16.7		16.1	25.4
Progression Factor	1.00	1.00	1.00		1.00		1.00	1.00	1.00		1.00	1.00
Incremental Delay, d2	3.4	3.4	0.2		0.0		0.8	0.1	0.0		0.1	0.3
Delay (s)	36.7	36.7	0.2		34.8		19.0	18.1	16.7		16.2	25.8
Level of Service	D	D	A		C		B	B	B		B	C
Approach Delay (s)		20.3			34.8			18.5				23.5
Approach LOS		C			C			B				C

Intersection Summary		
HCM 2000 Control Delay	20.9	HCM 2000 Level of Service C
HCM 2000 Volume to Capacity ratio	0.48	
Actuated Cycle Length (s)	83.0	Sum of lost time (s) 32.5
Intersection Capacity Utilization	54.8%	ICU Level of Service A
Analysis Period (min)	15	

c Critical Lane Group

6: James Madison Highway/E Shirley Avenue & Alwington Boulevard HCM Signalized Intersection Capacity Analysis

Movement	SBR
Lane Configurations	
Traffic Volume (vph)	84
Future Volume (vph)	84
Ideal Flow (vphpl)	1900
Grade (%)	
Total Lost time (s)	6.3
Lane Util. Factor	1.00
Frt	0.85
Flt Protected	1.00
Satd. Flow (prot)	1439
Flt Permitted	1.00
Satd. Flow (perm)	1439
Peak-hour factor, PHF	0.95
Adj. Flow (vph)	88
RTOR Reduction (vph)	52
Lane Group Flow (vph)	36
Heavy Vehicles (%)	10%
Turn Type	pm+ov
Protected Phases	4
Permitted Phases	6
Actuated Green, G (s)	33.6
Effective Green, g (s)	33.6
Actuated g/C Ratio	0.40
Clearance Time (s)	6.3
Vehicle Extension (s)	3.0
Lane Grp Cap (vph)	582
v/s Ratio Prot	0.01
v/s Ratio Perm	0.02
v/c Ratio	0.06
Uniform Delay, d1	15.1
Progression Factor	1.00
Incremental Delay, d2	0.0
Delay (s)	15.1
Level of Service	B
Approach Delay (s)	
Approach LOS	
Intersection Summary	

Intersection	
Intersection Delay, s/veh	7.3
Intersection LOS	A

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕	↕		↕			↕	
Traffic Vol, veh/h	0	16	0	14	4	36	0	0	28	30	0	0
Future Vol, veh/h	0	16	0	14	4	36	0	0	28	30	0	0
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Heavy Vehicles, %	0	0	0	57	0	18	0	0	7	0	0	0
Mvmt Flow	0	17	0	15	4	39	0	0	30	33	0	0
Number of Lanes	0	1	0	0	1	1	0	1	0	0	1	0

Approach	EB	WB	NB	SB
Opposing Approach	WB	EB	SB	NB
Opposing Lanes	2	1	1	1
Conflicting Approach Left	SB	NB	EB	WB
Conflicting Lanes Left	1	1	1	2
Conflicting Approach Right	NB	SB	WB	EB
Conflicting Lanes Right	1	1	2	1
HCM Control Delay	7.3	7.5	6.6	7.5
HCM LOS	A	A	A	A

Lane	NBLn1	EBLn1	WBLn1	WBLn2	SBLn1
Vol Left, %	0%	0%	78%	0%	100%
Vol Thru, %	0%	100%	22%	0%	0%
Vol Right, %	100%	0%	0%	100%	0%
Sign Control	Stop	Stop	Stop	Stop	Stop
Traffic Vol by Lane	28	16	18	36	30
LT Vol	0	0	14	0	30
Through Vol	0	16	4	0	0
RT Vol	28	0	0	36	0
Lane Flow Rate	30	17	20	39	33
Geometry Grp	2	5	7	7	2
Degree of Util (X)	0.029	0.02	0.032	0.043	0.039
Departure Headway (Hd)	3.452	4.154	5.978	3.918	4.252
Convergence, Y/N	Yes	Yes	Yes	Yes	Yes
Cap	1025	858	600	913	836
Service Time	1.513	2.196	3.705	1.644	2.306
HCM Lane V/C Ratio	0.029	0.02	0.033	0.043	0.039
HCM Control Delay	6.6	7.3	8.9	6.8	7.5
HCM Lane LOS	A	A	A	A	A
HCM 95th-tile Q	0.1	0.1	0.1	0.1	0.1

Intersection: 1: Culpeper Street & W Shirley Avenue/E Shirley Avenue

Movement	EB	EB	EB	WB	WB	NB	SB	SB
Directions Served	L	T	R	L	TR	LTR	L	TR
Maximum Queue (ft)	202	411	116	141	373	192	120	186
Average Queue (ft)	44	202	39	31	181	100	29	84
95th Queue (ft)	135	340	86	94	313	172	79	156
Link Distance (ft)		1078	1078		3094	992		778
Upstream Blk Time (%)								
Queuing Penalty (veh)								
Storage Bay Dist (ft)	215			185			125	
Storage Blk Time (%)	0	7		0	9		0	3
Queuing Penalty (veh)	0	3		0	3		0	1

Intersection: 2: Site Entrance #1 & E Shirley Avenue

Movement
Directions Served
Maximum Queue (ft)
Average Queue (ft)
95th Queue (ft)
Link Distance (ft)
Upstream Blk Time (%)
Queuing Penalty (veh)
Storage Bay Dist (ft)
Storage Blk Time (%)
Queuing Penalty (veh)

Intersection: 3: Site Entrance #2 & E Shirley Avenue

Movement
Directions Served
Maximum Queue (ft)
Average Queue (ft)
95th Queue (ft)
Link Distance (ft)
Upstream Blk Time (%)
Queuing Penalty (veh)
Storage Bay Dist (ft)
Storage Blk Time (%)
Queuing Penalty (veh)

Intersection: 4: Site Entrance #3 & E Shirley Avenue

Movement	WB	NB
Directions Served	L	LR
Maximum Queue (ft)	52	42
Average Queue (ft)	10	13
95th Queue (ft)	37	34
Link Distance (ft)		868
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)	150	
Storage Blk Time (%)		
Queuing Penalty (veh)		

Intersection: 5: E Shirley Avenue & Falmouth Street

Movement	EB	WB	B17	SB
Directions Served	ULT	TR	T	L>
Maximum Queue (ft)	198	124	37	65
Average Queue (ft)	57	16	1	26
95th Queue (ft)	149	73	23	56
Link Distance (ft)	392	351	787	742
Upstream Blk Time (%)				
Queuing Penalty (veh)				
Storage Bay Dist (ft)				
Storage Blk Time (%)				
Queuing Penalty (veh)				

Intersection: 6: James Madison Highway/E Shirley Avenue & Alwington Boulevard

Movement	EB	EB	EB	WB	NB	NB	NB	NB	SB	SB	SB	SB
Directions Served	L	LT	R	LTR	L	T	T	R	UL	T	T	R
Maximum Queue (ft)	151	113	47	50	181	173	91	28	74	165	167	78
Average Queue (ft)	80	36	4	9	86	71	15	2	11	89	93	32
95th Queue (ft)	133	89	22	33	148	131	54	16	44	145	150	67
Link Distance (ft)		1974	1974	480		730	730			787	787	
Upstream Blk Time (%)												
Queuing Penalty (veh)												
Storage Bay Dist (ft)	560				315			160	165			250
Storage Blk Time (%)							0			0		
Queuing Penalty (veh)							0			0		

Intersection: 7: Commercial Entrance /Elementary School Entrance & Alwington Boulevard

Movement	EB	WB	WB	NB	SB
Directions Served	LTR	LT	R	LTR	LTR
Maximum Queue (ft)	8	75	68	56	36
Average Queue (ft)	3	22	25	19	19
95th Queue (ft)	9	62	56	45	42
Link Distance (ft)	954	1974		170	605
Upstream Blk Time (%)					
Queuing Penalty (veh)					
Storage Bay Dist (ft)	270				
Storage Blk Time (%)					
Queuing Penalty (veh)					

Network Summary

Network wide Queuing Penalty: 7

MOVEMENT SUMMARY

 Site: 101 [2026 Future - AM Peak (Site Folder: General)]

AM Peak
Site Category: (None)
Roundabout

Vehicle Movement Performance														
Mov ID	Turn	INPUT VOLUMES		DEMAND FLOWS		Deg. Satn	Aver. Delay	Level of Service	95% BACK OF QUEUE		Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed
		[Total veh/h	HV %	[Total veh/h	HV %				[Veh. veh	Dist] ft				
East: E Shirley Avenue														
1u	U	1	0.0	1	0.0	0.524	9.8	LOS A	4.0	108.7	0.30	0.14	0.30	24.4
6	T1	403	10.0	438	10.0	0.524	10.1	LOS B	4.0	108.7	0.30	0.14	0.30	23.3
16	R2	75	11.0	82	11.0	0.524	10.2	LOS B	4.0	108.7	0.30	0.14	0.30	22.7
Approach		479	10.1	521	10.1	0.524	10.1	LOS B	4.0	108.7	0.30	0.14	0.30	23.2
North: Falmouth Street														
7	L2	77	21.0	84	21.0	0.215	8.9	LOS A	1.3	36.2	0.66	0.55	0.66	23.3
14	R2	44	9.0	48	9.0	0.215	8.1	LOS A	1.3	36.2	0.66	0.55	0.66	22.3
Approach		121	16.6	132	16.6	0.215	8.6	LOS A	1.3	36.2	0.66	0.55	0.66	22.9
West: E Shirley Avenue														
5u	U	1	0.0	1	0.0	0.125	4.6	LOS A	0.7	19.6	0.33	0.17	0.33	25.3
5	L2	39	19.0	42	19.0	0.125	5.3	LOS A	0.7	19.6	0.33	0.17	0.33	24.6
2	T1	276	9.0	300	9.0	0.125	1.2	LOS A	0.7	19.6	0.08	0.04	0.08	25.5
Approach		316	10.2	343	10.2	0.125	1.8	LOS A	0.7	19.6	0.11	0.06	0.11	25.4
All Vehicles		916	11.0	996	11.0	0.524	7.0	LOS A	4.0	108.7	0.28	0.17	0.28	23.9

Site Level of Service (LOS) Method: Delay & v/c (HCM 6). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Roundabout LOS Method: SIDRA Roundabout LOS.

Vehicle movement LOS values are based on average delay and v/c ratio (degree of saturation) per movement.

LOS F will result if v/c > 1 irrespective of movement delay value (does not apply for approaches and intersection).

Intersection and Approach LOS values are based on average delay for all movements (v/c not used as specified in HCM 6).

Roundabout Capacity Model: SIDRA Standard.

Delay Model: HCM Delay Formula (Geometric Delay is not included).

Queue Model: HCM Queue Formula.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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MOVEMENT SUMMARY

Site: 101 [2026 Future - School PM (Site Folder: General)]

School PM Peak
Site Category: (None)
Roundabout

Vehicle Movement Performance														
Mov ID	Turn	INPUT VOLUMES		DEMAND FLOWS		Deg. Satn	Aver. Delay	Level of Service	95% BACK OF QUEUE		Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed
		[Total veh/h]	[HV %]	[Total veh/h]	[HV %]				[Veh. veh]	[Dist ft]				
East: E Shirley Avenue														
1u	U	2	0.0	2	0.0	0.520	9.5	LOS A	4.1	106.2	0.27	0.12	0.27	24.5
6	T1	414	4.0	418	4.0	0.520	9.6	LOS A	4.1	106.2	0.27	0.12	0.27	23.4
16	R2	130	6.0	131	6.0	0.520	9.7	LOS A	4.1	106.2	0.27	0.12	0.27	22.8
Approach		546	4.5	552	4.5	0.520	9.6	LOS A	4.1	106.2	0.27	0.12	0.27	23.2
North: Falmouth Street														
7	L2	123	7.0	124	7.0	0.210	7.4	LOS A	1.3	33.5	0.62	0.49	0.62	23.4
14	R2	29	0.0	29	0.0	0.210	7.0	LOS A	1.3	33.5	0.62	0.49	0.62	22.5
Approach		152	5.7	154	5.7	0.210	7.3	LOS A	1.3	33.5	0.62	0.49	0.62	23.2
West: E Shirley Avenue														
5u	U	2	0.0	2	0.0	0.187	5.4	LOS A	1.1	29.7	0.39	0.23	0.39	25.3
5	L2	34	23.0	34	23.0	0.187	6.4	LOS A	1.1	29.7	0.39	0.23	0.39	24.6
2	T1	484	5.0	489	5.0	0.187	1.6	LOS A	1.1	29.7	0.11	0.07	0.11	25.4
Approach		520	6.2	525	6.2	0.187	1.9	LOS A	1.1	29.7	0.13	0.08	0.13	25.4
All Vehicles		1218	5.3	1230	5.3	0.520	6.0	LOS A	4.1	106.2	0.25	0.15	0.25	24.1

Site Level of Service (LOS) Method: Delay & v/c (HCM 6). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Roundabout LOS Method: SIDRA Roundabout LOS.

Vehicle movement LOS values are based on average delay and v/c ratio (degree of saturation) per movement.

LOS F will result if v/c > 1 irrespective of movement delay value (does not apply for approaches and intersection).

Intersection and Approach LOS values are based on average delay for all movements (v/c not used as specified in HCM 6).

Roundabout Capacity Model: SIDRA Standard.

Delay Model: HCM Delay Formula (Geometric Delay is not included).

Queue Model: HCM Queue Formula.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

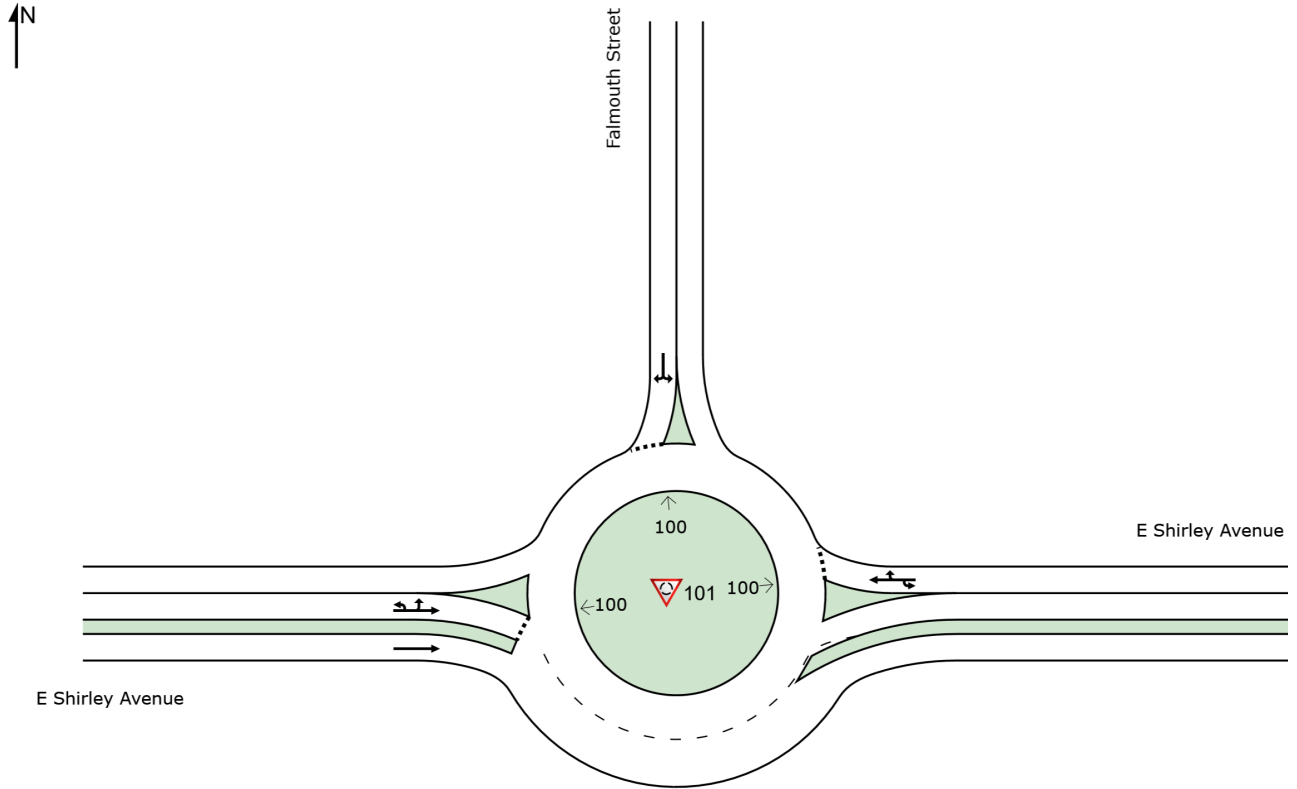
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SITE LAYOUT

 Site: 101 [2026 Future - School PM (Site Folder: General)]

School PM Peak
Site Category: (None)
Roundabout

Layout pictures are schematic functional drawings reflecting input data. They are not design drawings.



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MOVEMENT SUMMARY

 Site: 101 [2026 Future - Commuter Peak (Site Folder: General)]

AM Peak
Site Category: (None)
Roundabout

Vehicle Movement Performance														
Mov ID	Turn	INPUT VOLUMES		DEMAND FLOWS		Deg. Satn	Aver. Delay	Level of Service	95% BACK OF QUEUE		Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed
		[Total veh/h	HV %	[Total veh/h	HV %				[Veh. veh	Dist] ft				
East: E Shirley Avenue														
1u	U	1	0.0	1	0.0	0.633	12.5	LOS B	6.4	182.4	0.27	0.10	0.27	23.6
6	T1	423	21.0	460	21.0	0.633	13.2	LOS B	6.4	182.4	0.27	0.10	0.27	22.6
16	R2	139	4.0	151	4.0	0.633	12.7	LOS B	6.4	182.4	0.27	0.10	0.27	22.0
Approach		563	16.8	612	16.8	0.633	13.1	LOS B	6.4	182.4	0.27	0.10	0.27	22.4
North: Falmouth Street														
7	L2	111	1.0	121	1.0	0.234	7.9	LOS A	1.5	38.9	0.70	0.58	0.70	23.3
14	R2	36	9.0	39	9.0	0.234	8.5	LOS A	1.5	38.9	0.70	0.58	0.70	22.3
Approach		147	3.0	160	3.0	0.234	8.1	LOS A	1.5	38.9	0.70	0.58	0.70	23.0
West: E Shirley Avenue														
5u	U	2	0.0	2	0.0	0.188	5.3	LOS A	1.1	29.9	0.38	0.21	0.38	25.5
5	L2	20	11.0	22	11.0	0.188	5.7	LOS A	1.1	29.9	0.38	0.21	0.38	24.8
2	T1	473	5.0	514	5.0	0.188	1.7	LOS A	1.1	29.9	0.12	0.07	0.12	25.4
Approach		495	5.2	538	5.2	0.188	1.9	LOS A	1.1	29.9	0.13	0.07	0.13	25.4
All Vehicles		1205	10.3	1310	10.3	0.633	7.9	LOS A	6.4	182.4	0.26	0.15	0.26	23.6

Site Level of Service (LOS) Method: Delay & v/c (HCM 6). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Roundabout LOS Method: SIDRA Roundabout LOS.

Vehicle movement LOS values are based on average delay and v/c ratio (degree of saturation) per movement.

LOS F will result if v/c > 1 irrespective of movement delay value (does not apply for approaches and intersection).

Intersection and Approach LOS values are based on average delay for all movements (v/c not used as specified in HCM 6).

Roundabout Capacity Model: SIDRA Standard.

Delay Model: HCM Delay Formula (Geometric Delay is not included).

Queue Model: HCM Queue Formula.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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Project: L:\207\58360-T_Taylor_MS Expansion TIA\TRAFFIC\4. Analysis\SIDRA\Total\Taylor MS 2026 Future.sip9

Appendix G

2032 Background Analysis Worksheets



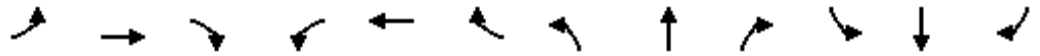
Lane Group	EBL	EBT	EBR	WBL	WBT	NBT	SBL	SBT
Lane Group Flow (vph)	34	391	78	34	553	249	17	60
v/c Ratio	0.22	0.58	0.12	0.24	0.71	0.76	0.10	0.32
Control Delay	47.2	27.6	0.3	48.1	30.3	52.0	42.4	33.6
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	47.2	27.6	0.3	48.1	30.3	52.0	42.4	33.6
Queue Length 50th (ft)	21	189	0	21	307	143	10	22
Queue Length 95th (ft)	53	302	0	54	#524	#272	31	62
Internal Link Dist (ft)		1033			3084	958		736
Turn Bay Length (ft)	215			185			125	
Base Capacity (vph)	157	758	745	143	777	365	362	364
Starvation Cap Reductn	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.22	0.52	0.10	0.24	0.71	0.68	0.05	0.16

Intersection Summary

95th percentile volume exceeds capacity, queue may be longer.
 Queue shown is maximum after two cycles.

2032 Background - AM Peak
1: Culpeper Street & W Shirley Avenue/E Shirley Avenue

2032 Background - AM Peak
HCM Signalized Intersection Capacity Analysis



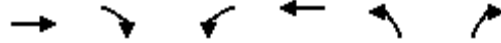
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations	↖	↑	↗	↖	↗			↕		↖	↗	
Traffic Volume (vph)	31	360	72	31	485	24	85	89	55	16	34	21
Future Volume (vph)	31	360	72	31	485	24	85	89	55	16	34	21
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Width	11	11	11	11	11	11	11	11	11	11	11	11
Grade (%)		-2%			-5%			0%				4%
Total Lost time (s)	6.0	6.0	6.0	6.0	6.0			6.0		6.0	6.0	
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00			1.00		1.00	1.00	
Frt	1.00	1.00	0.85	1.00	0.99			0.97		1.00	0.94	
Flt Protected	0.95	1.00	1.00	0.95	1.00			0.98		0.95	1.00	
Satd. Flow (prot)	1762	1702	1488	1611	1663			1678		1710	1635	
Flt Permitted	0.95	1.00	1.00	0.95	1.00			0.98		0.95	1.00	
Satd. Flow (perm)	1762	1702	1488	1611	1663			1678		1710	1635	
Peak-hour factor, PHF	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Adj. Flow (vph)	34	391	78	34	527	26	92	97	60	17	37	23
RTOR Reduction (vph)	0	0	46	0	2	0	0	11	0	0	21	0
Lane Group Flow (vph)	34	391	32	34	551	0	0	238	0	17	39	0
Heavy Vehicles (%)	0%	9%	6%	11%	13%	0%	6%	2%	4%	0%	3%	5%
Turn Type	Prot	NA	Perm	Prot	NA		Split	NA		Split	NA	
Protected Phases	5	2		1	6		3	3		4	4	
Permitted Phases			2									
Actuated Green, G (s)	4.4	39.1	39.1	8.2	42.9			17.3		7.3	7.3	
Effective Green, g (s)	4.4	39.1	39.1	8.2	42.9			17.3		7.3	7.3	
Actuated g/C Ratio	0.05	0.41	0.41	0.09	0.45			0.18		0.08	0.08	
Clearance Time (s)	6.0	6.0	6.0	6.0	6.0			6.0		6.0	6.0	
Vehicle Extension (s)	4.0	4.0	4.0	4.0	4.0			4.0		4.0	4.0	
Lane Grp Cap (vph)	80	693	606	137	743			302		130	124	
v/s Ratio Prot	0.02	0.23		c0.02	c0.33			c0.14		0.01	c0.02	
v/s Ratio Perm			0.02									
v/c Ratio	0.42	0.56	0.05	0.25	0.74			0.79		0.13	0.31	
Uniform Delay, d1	44.5	21.8	17.2	41.0	21.9			37.6		41.3	41.9	
Progression Factor	1.00	1.00	1.00	1.00	1.00			1.00		1.00	1.00	
Incremental Delay, d2	4.9	1.3	0.0	1.3	4.3			13.5		0.6	2.0	
Delay (s)	49.4	23.1	17.2	42.3	26.2			51.1		42.0	43.9	
Level of Service	D	C	B	D	C			D		D	D	
Approach Delay (s)		24.0			27.1			51.1			43.5	
Approach LOS		C			C			D			D	

Intersection Summary		
HCM 2000 Control Delay	31.1	HCM 2000 Level of Service C
HCM 2000 Volume to Capacity ratio	0.69	
Actuated Cycle Length (s)	95.9	Sum of lost time (s) 24.0
Intersection Capacity Utilization	56.4%	ICU Level of Service B
Analysis Period (min)	15	
c Critical Lane Group		

2032 Background - AM Peak
2: Site Entrance #1 & E Shirley Avenue

2032 Background - AM Peak
HCM Unsignalized Intersection Capacity Analysis

Item a.



Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑	↑	↑	↑		
Traffic Volume (veh/h)	343	37	48	533	0	0
Future Volume (Veh/h)	343	37	48	533	0	0
Sign Control	Free			Free	Stop	
Grade	-4%			2%	0%	
Peak Hour Factor	0.92	0.50	0.50	0.92	0.92	0.92
Hourly flow rate (vph)	373	74	96	579	0	0
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			447		1144	373
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			447		1144	373
tC, single (s)			4.2		6.4	6.2
tC, 2 stage (s)						
tF (s)			2.3		3.5	3.3
p0 queue free %			91		100	100
cM capacity (veh/h)			1057		203	678
Direction, Lane #	EB 1	EB 2	WB 1	WB 2		
Volume Total	373	74	96	579		
Volume Left	0	0	96	0		
Volume Right	0	74	0	0		
cSH	1700	1700	1057	1700		
Volume to Capacity	0.22	0.04	0.09	0.34		
Queue Length 95th (ft)	0	0	7	0		
Control Delay (s)	0.0	0.0	8.7	0.0		
Lane LOS			A			
Approach Delay (s)	0.0		1.2			
Approach LOS						
Intersection Summary						
Average Delay			0.7			
Intersection Capacity Utilization			38.4%		ICU Level of Service	A
Analysis Period (min)			15			

2032 Background - AM Peak
 3: Site Entrance #2 & E Shirley Avenue

2032 Background - AM Peak Item a.
 HCM Unsignalized Intersection Capacity Analysis

	→	↘	↙	←	↖	↗
Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑			↑	↘	↗
Traffic Volume (veh/h)	343	0	0	540	41	51
Future Volume (Veh/h)	343	0	0	540	41	51
Sign Control	Free			Free	Stop	
Grade	1%			0%	-2%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.50	0.50
Hourly flow rate (vph)	373	0	0	587	82	102
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			373			373
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			373			373
tC, single (s)			4.1			6.4
tC, 2 stage (s)						
tF (s)			2.2			3.4
p0 queue free %			100			84
cM capacity (veh/h)			1197			643
Direction, Lane #	EB 1	WB 1	NB 1	NB 2		
Volume Total	373	587	82	102		
Volume Left	0	0	82	0		
Volume Right	0	0	0	102		
cSH	1700	1700	268	643		
Volume to Capacity	0.22	0.35	0.31	0.16		
Queue Length 95th (ft)	0	0	31	14		
Control Delay (s)	0.0	0.0	24.3	11.6		
Lane LOS			C	B		
Approach Delay (s)	0.0	0.0	17.3			
Approach LOS			C			
Intersection Summary						
Average Delay			2.8			
Intersection Capacity Utilization			38.4%	ICU Level of Service		A
Analysis Period (min)			15			

2032 Background - AM Peak
4: Site Entrance #3 & E Shirley Avenue

2032 Background - AM Peak
HCM Unsignalized Intersection Capacity Analysis

Item a.



Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑	↑	↑	↑		
Traffic Volume (veh/h)	377	17	24	540	0	0
Future Volume (Veh/h)	377	17	24	540	0	0
Sign Control	Free			Free	Stop	
Grade	0%			0%	-3%	
Peak Hour Factor	0.95	0.50	0.50	0.95	0.95	0.95
Hourly flow rate (vph)	397	34	48	568	0	0
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			431		1061	397
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			431		1061	397
tC, single (s)			4.1		6.4	6.2
tC, 2 stage (s)						
tF (s)			2.2		3.5	3.3
p0 queue free %			96		100	100
cM capacity (veh/h)			1139		240	657
Direction, Lane #	EB 1	EB 2	WB 1	WB 2		
Volume Total	397	34	48	568		
Volume Left	0	0	48	0		
Volume Right	0	34	0	0		
cSH	1700	1700	1139	1700		
Volume to Capacity	0.23	0.02	0.04	0.33		
Queue Length 95th (ft)	0	0	3	0		
Control Delay (s)	0.0	0.0	8.3	0.0		
Lane LOS				A		
Approach Delay (s)	0.0			0.6		
Approach LOS						
Intersection Summary						
Average Delay			0.4			
Intersection Capacity Utilization			31.8%	ICU Level of Service	A	
Analysis Period (min)			15			

6: James Madison Highway/E Shirley Avenue & Alwington Boulevard

Queues



Lane Group	EBL	EBT	EBR	WBT	NBL	NBT	NBR	SBL	SBT	SBR
Lane Group Flow (vph)	85	86	84	6	205	514	11	11	204	184
v/c Ratio	0.46	0.47	0.07	0.02	0.47	0.37	0.01	0.03	0.38	0.30
Control Delay	38.8	39.0	0.1	0.2	17.9	18.2	0.0	12.7	30.5	2.8
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	38.8	39.0	0.1	0.2	17.9	18.2	0.0	12.7	30.5	2.8
Queue Length 50th (ft)	37	37	0	0	57	77	0	3	43	0
Queue Length 95th (ft)	88	88	0	0	110	172	0	12	82	20
Internal Link Dist (ft)		1992		455		682			791	
Turn Bay Length (ft)	560				315		160	165		250
Base Capacity (vph)	263	263	1291	336	515	1402	825	374	859	687
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.32	0.33	0.07	0.02	0.40	0.37	0.01	0.03	0.24	0.27

Intersection Summary

2032 Background - AM Peak

2032 Background - AM Peak

6: James Madison Highway/E Shirley Avenue & Alwington Boulevard Signalized Intersection Capacity Analysis



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBU	SBL	SBT
Lane Configurations	↖	↖	↖		↔		↖	↕	↖		↖	↕
Traffic Volume (vph)	157	0	77	2	0	4	189	473	10	2	8	188
Future Volume (vph)	157	0	77	2	0	4	189	473	10	2	8	188
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Grade (%)		5%			1%			-4%				4%
Total Lost time (s)	6.3	6.3	4.0		8.8		8.7	8.7	8.7		8.7	8.7
Lane Util. Factor	0.95	0.95	1.00		1.00		1.00	0.95	1.00		1.00	0.95
Frt	1.00	1.00	0.85		0.91		1.00	1.00	0.85		1.00	1.00
Flt Protected	0.95	0.95	1.00		0.98		0.95	1.00	1.00		0.95	1.00
Satd. Flow (prot)	1316	1316	1291		1015		1674	3409	1647		1430	3103
Flt Permitted	0.95	0.95	1.00		0.98		0.62	1.00	1.00		0.46	1.00
Satd. Flow (perm)	1316	1316	1291		1015		1099	3409	1647		688	3103
Peak-hour factor, PHF	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Adj. Flow (vph)	171	0	84	2	0	4	205	514	11	2	9	204
RTOR Reduction (vph)	0	0	0	0	5	0	0	0	7	0	0	0
Lane Group Flow (vph)	85	86	84	0	1	0	205	514	4	0	11	204
Heavy Vehicles (%)	27%	0%	22%	50%	0%	75%	10%	8%	0%	0%	29%	14%
Turn Type	Split	NA	Free	Split	NA		D.P+P	NA	Perm	D.P+P	D.P+P	NA
Protected Phases	4	4		3	3		5	2		1	1	6
Permitted Phases			Free				6		2	2	2	
Actuated Green, G (s)	10.3	10.3	80.8		7.0		31.0	29.8	29.8		31.0	19.9
Effective Green, g (s)	10.3	10.3	80.8		7.0		31.0	29.8	29.8		31.0	19.9
Actuated g/C Ratio	0.13	0.13	1.00		0.09		0.38	0.37	0.37		0.38	0.25
Clearance Time (s)	6.3	6.3			8.8		8.7	8.7	8.7		8.7	8.7
Vehicle Extension (s)	3.0	3.0			3.0		3.0	3.0	3.0		3.0	3.0
Lane Grp Cap (vph)	167	167	1291		87		500	1257	607		274	764
v/s Ratio Prot	0.06	c0.07			0.00		c0.06	c0.15			0.00	0.07
v/s Ratio Perm			c0.07				0.10		0.00		0.01	
v/c Ratio	0.51	0.51	0.07		0.01		0.41	0.41	0.01		0.04	0.27
Uniform Delay, d1	32.9	32.9	0.0		33.7		17.5	19.0	16.1		15.5	24.6
Progression Factor	1.00	1.00	1.00		1.00		1.00	1.00	1.00		1.00	1.00
Incremental Delay, d2	2.4	2.7	0.1		0.0		0.5	0.2	0.0		0.1	0.2
Delay (s)	35.3	35.6	0.1		33.7		18.0	19.2	16.1		15.5	24.8
Level of Service	D	D	A		C		B	B	B		B	C
Approach Delay (s)		23.8			33.7			18.8				20.8
Approach LOS		C			C			B				C

Intersection Summary		
HCM 2000 Control Delay	20.4	HCM 2000 Level of Service
HCM 2000 Volume to Capacity ratio	0.45	C
Actuated Cycle Length (s)	80.8	Sum of lost time (s)
Intersection Capacity Utilization	51.1%	32.5
Analysis Period (min)	15	ICU Level of Service
		A

c Critical Lane Group

6: James Madison Highway/E Shirley Avenue & Alwington Boulevard HCM Signalized Intersection Capacity Analysis

Movement	SBR
Lane Configurations	
Traffic Volume (vph)	169
Future Volume (vph)	169
Ideal Flow (vphpl)	1900
Grade (%)	
Total Lost time (s)	6.3
Lane Util. Factor	1.00
Frt	0.85
Flt Protected	1.00
Satd. Flow (prot)	1426
Flt Permitted	1.00
Satd. Flow (perm)	1426
Peak-hour factor, PHF	0.92
Adj. Flow (vph)	184
RTOR Reduction (vph)	115
Lane Group Flow (vph)	69
Heavy Vehicles (%)	11%
Turn Type	pm+ov
Protected Phases	4
Permitted Phases	6
Actuated Green, G (s)	30.2
Effective Green, g (s)	30.2
Actuated g/C Ratio	0.37
Clearance Time (s)	6.3
Vehicle Extension (s)	3.0
Lane Grp Cap (vph)	532
v/s Ratio Prot	0.02
v/s Ratio Perm	0.03
v/c Ratio	0.13
Uniform Delay, d1	16.6
Progression Factor	1.00
Incremental Delay, d2	0.1
Delay (s)	16.8
Level of Service	B
Approach Delay (s)	
Approach LOS	
Intersection Summary	

Intersection	
Intersection Delay, s/veh	7.8
Intersection LOS	A

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕	↕		↕			↕	
Traffic Vol, veh/h	0	51	0	49	41	96	0	0	37	14	0	0
Future Vol, veh/h	0	51	0	49	41	96	0	0	37	14	0	0
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Heavy Vehicles, %	0	0	0	24	0	7	0	0	65	8	0	0
Mvmt Flow	0	55	0	53	45	104	0	0	40	15	0	0
Number of Lanes	0	1	0	0	1	1	0	1	0	0	1	0

Approach	EB	WB	NB	SB
Opposing Approach	WB	EB	SB	NB
Opposing Lanes	2	1	1	1
Conflicting Approach Left	SB	NB	EB	WB
Conflicting Lanes Left	1	1	1	2
Conflicting Approach Right	NB	SB	WB	EB
Conflicting Lanes Right	1	1	2	1
HCM Control Delay	7.6	8	7.1	8
HCM LOS	A	A	A	A

Lane	NBLn1	EBLn1	WBLn1	WBLn2	SBLn1
Vol Left, %	0%	0%	54%	0%	100%
Vol Thru, %	0%	100%	46%	0%	0%
Vol Right, %	100%	0%	0%	100%	0%
Sign Control	Stop	Stop	Stop	Stop	Stop
Traffic Vol by Lane	37	51	90	96	14
LT Vol	0	0	49	0	14
Through Vol	0	51	41	0	0
RT Vol	37	0	0	96	0
Lane Flow Rate	40	55	98	104	15
Geometry Grp	2	5	7	7	2
Degree of Util (X)	0.044	0.065	0.144	0.114	0.021
Departure Headway (Hd)	3.9	4.243	5.307	3.925	4.862
Convergence, Y/N	Yes	Yes	Yes	Yes	Yes
Cap	923	832	675	910	740
Service Time	1.901	2.333	3.047	1.664	2.864
HCM Lane V/C Ratio	0.043	0.066	0.145	0.114	0.02
HCM Control Delay	7.1	7.6	8.9	7.2	8
HCM Lane LOS	A	A	A	A	A
HCM 95th-tile Q	0.1	0.2	0.5	0.4	0.1

Intersection: 1: Culpeper Street & W Shirley Avenue/E Shirley Avenue

Movement	EB	EB	EB	WB	WB	NB	SB	SB
Directions Served	L	T	R	L	TR	LTR	L	TR
Maximum Queue (ft)	135	301	68	162	494	239	50	95
Average Queue (ft)	28	145	26	36	198	113	13	35
95th Queue (ft)	78	248	55	109	377	203	39	74
Link Distance (ft)		1077	1077		3093	989		776
Upstream Blk Time (%)								
Queuing Penalty (veh)								
Storage Bay Dist (ft)	215			185			125	
Storage Blk Time (%)	0	2		0	9			0
Queuing Penalty (veh)	0	1		0	3			0

Intersection: 2: Site Entrance #1 & E Shirley Avenue

Movement	EB	EB	WB
Directions Served	T	R	L
Maximum Queue (ft)	4	9	60
Average Queue (ft)	0	0	14
95th Queue (ft)	2	5	47
Link Distance (ft)	3093		
Upstream Blk Time (%)			
Queuing Penalty (veh)			
Storage Bay Dist (ft)		110	240
Storage Blk Time (%)			
Queuing Penalty (veh)			

Intersection: 3: Site Entrance #2 & E Shirley Avenue

Movement	EB	NB	NB
Directions Served	T	L	R
Maximum Queue (ft)	4	93	84
Average Queue (ft)	0	29	29
95th Queue (ft)	3	72	65
Link Distance (ft)	505	382	382
Upstream Blk Time (%)			
Queuing Penalty (veh)			
Storage Bay Dist (ft)			
Storage Blk Time (%)			
Queuing Penalty (veh)			

Intersection: 4: Site Entrance #3 & E Shirley Avenue

Movement	WB
Directions Served	L
Maximum Queue (ft)	40
Average Queue (ft)	7
95th Queue (ft)	29
Link Distance (ft)	
Upstream Blk Time (%)	
Queuing Penalty (veh)	
Storage Bay Dist (ft)	160
Storage Blk Time (%)	
Queuing Penalty (veh)	

Intersection: 5: E Shirley Avenue & Falmouth Street

Movement	EB	WB	B17	SB
Directions Served	ULT	TR	T	L>
Maximum Queue (ft)	160	206	14	87
Average Queue (ft)	32	50	0	34
95th Queue (ft)	107	152	7	73
Link Distance (ft)	393	351	787	742
Upstream Blk Time (%)				
Queuing Penalty (veh)				
Storage Bay Dist (ft)				
Storage Blk Time (%)				
Queuing Penalty (veh)				

Intersection: 6: James Madison Highway/E Shirley Avenue & Alwington Boulevard

Movement	EB	EB	EB	WB	NB	NB	NB	NB	SB	SB	SB	SB
Directions Served	L	LT	R	LTR	L	T	T	R	UL	T	T	R
Maximum Queue (ft)	149	109	5	56	157	210	170	20	46	127	121	109
Average Queue (ft)	69	27	0	7	80	118	49	3	6	57	51	50
95th Queue (ft)	128	79	3	34	138	195	134	14	27	100	102	89
Link Distance (ft)		1974	1974	480		730	730			787	787	
Upstream Blk Time (%)												
Queuing Penalty (veh)												
Storage Bay Dist (ft)	560				315			160	165			250
Storage Blk Time (%)							0			0		
Queuing Penalty (veh)							0			0		

Intersection: 7: Commercial Entrance /Elementary School Entrance & Alwington Boulevard

Movement	EB	WB	WB	NB	SB
Directions Served	LTR	LT	R	LTR	LTR
Maximum Queue (ft)	20	81	73	81	54
Average Queue (ft)	6	38	36	34	13
95th Queue (ft)	15	66	59	76	40
Link Distance (ft)	954	1974		170	605
Upstream Blk Time (%)					
Queuing Penalty (veh)					
Storage Bay Dist (ft)	270				
Storage Blk Time (%)					
Queuing Penalty (veh)					

Network Summary

Network wide Queuing Penalty: 4



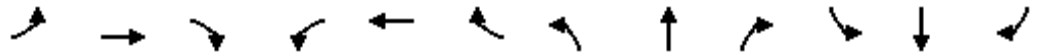
Lane Group	EBL	EBT	EBR	WBL	WBT	NBT	SBL	SBT
Lane Group Flow (vph)	42	615	107	42	610	215	29	96
v/c Ratio	0.31	0.87	0.16	0.29	0.74	0.72	0.16	0.45
Control Delay	51.9	42.6	1.9	51.1	32.0	52.5	42.7	40.6
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	51.9	42.6	1.9	51.1	32.0	52.5	42.7	40.6
Queue Length 50th (ft)	26	366	0	26	362	127	17	46
Queue Length 95th (ft)	64	#621	16	64	#617	#237	45	97
Internal Link Dist (ft)		1033			3084	958		736
Turn Bay Length (ft)	215			185			125	
Base Capacity (vph)	137	763	727	145	829	345	324	358
Starvation Cap Reductn	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.31	0.81	0.15	0.29	0.74	0.62	0.09	0.27

Intersection Summary

95th percentile volume exceeds capacity, queue may be longer.
 Queue shown is maximum after two cycles.

2032 Background - School PM Peak
1: Culpeper Street & W Shirley Avenue/E Shirley Avenue

2032 Background - School PM Peak
HCM Signalized Intersection Capacity Analysis



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations	↖	↑	↗	↖	↗			↕		↖	↗	
Traffic Volume (vph)	39	566	98	39	547	14	83	82	33	27	57	31
Future Volume (vph)	39	566	98	39	547	14	83	82	33	27	57	31
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Width	11	11	11	11	11	11	11	11	11	11	11	11
Grade (%)		-2%			-5%			0%				4%
Total Lost time (s)	6.0	6.0	6.0	6.0	6.0			6.0		6.0	6.0	
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00			1.00		1.00	1.00	
Frt	1.00	1.00	0.85	1.00	1.00			0.98		1.00	0.95	
Flt Protected	0.95	1.00	1.00	0.95	1.00			0.98		0.95	1.00	
Satd. Flow (prot)	1588	1767	1488	1687	1756			1656		1583	1661	
Flt Permitted	0.95	1.00	1.00	0.95	1.00			0.98		0.95	1.00	
Satd. Flow (perm)	1588	1767	1488	1687	1756			1656		1583	1661	
Peak-hour factor, PHF	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Adj. Flow (vph)	42	615	107	42	595	15	90	89	36	29	62	34
RTOR Reduction (vph)	0	0	62	0	1	0	0	7	0	0	20	0
Lane Group Flow (vph)	42	615	45	42	609	0	0	208	0	29	76	0
Heavy Vehicles (%)	11%	5%	6%	6%	7%	0%	8%	4%	7%	8%	4%	0%
Turn Type	Prot	NA	Perm	Prot	NA		Split	NA		Split	NA	
Protected Phases	5	2		1	6		3	3		4	4	
Permitted Phases			2									
Actuated Green, G (s)	4.4	41.3	41.3	8.2	45.1			16.8		8.9	8.9	
Effective Green, g (s)	4.4	41.3	41.3	8.2	45.1			16.8		8.9	8.9	
Actuated g/C Ratio	0.04	0.42	0.42	0.08	0.45			0.17		0.09	0.09	
Clearance Time (s)	6.0	6.0	6.0	6.0	6.0			6.0		6.0	6.0	
Vehicle Extension (s)	4.0	4.0	4.0	4.0	4.0			4.0		4.0	4.0	
Lane Grp Cap (vph)	70	735	619	139	798			280		142	149	
v/s Ratio Prot	c0.03	c0.35		0.02	c0.35			c0.13		0.02	c0.05	
v/s Ratio Perm			0.03									
v/c Ratio	0.60	0.84	0.07	0.30	0.76			0.74		0.20	0.51	
Uniform Delay, d1	46.5	25.9	17.4	42.8	22.6			39.2		41.9	43.1	
Progression Factor	1.00	1.00	1.00	1.00	1.00			1.00		1.00	1.00	
Incremental Delay, d2	15.2	8.6	0.1	1.7	4.6			10.9		1.0	3.7	
Delay (s)	61.7	34.5	17.5	44.5	27.2			50.0		42.8	46.8	
Level of Service	E	C	B	D	C			D		D	D	
Approach Delay (s)		33.6			28.3			50.0			45.9	
Approach LOS		C			C			D			D	

Intersection Summary		
HCM 2000 Control Delay	34.5	HCM 2000 Level of Service C
HCM 2000 Volume to Capacity ratio	0.73	
Actuated Cycle Length (s)	99.2	Sum of lost time (s) 24.0
Intersection Capacity Utilization	60.0%	ICU Level of Service B
Analysis Period (min)	15	
c Critical Lane Group		

2032 Background - School PM Peak
2: Site Entrance #1 & E Shirley Avenue

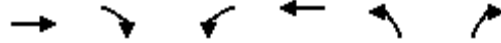
2032 Background - School PM Peak Item a.
HCM Unsignalized Intersection Capacity Analysis

	→	↘	↙	←	↖	↗
Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑	↗	↙	↑		
Traffic Volume (veh/h)	560	20	9	540	0	0
Future Volume (Veh/h)	560	20	9	540	0	0
Sign Control	Free			Free	Stop	
Grade	-4%			2%	0%	
Peak Hour Factor	0.93	0.50	0.50	0.93	0.93	0.93
Hourly flow rate (vph)	602	40	18	581	0	0
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			642	1219	602	
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			642	1219	602	
tC, single (s)			4.1	6.4	6.2	
tC, 2 stage (s)						
tF (s)			2.2	3.5	3.3	
p0 queue free %			98	100	100	
cM capacity (veh/h)			952	197	503	
Direction, Lane #	EB 1	EB 2	WB 1	WB 2		
Volume Total	602	40	18	581		
Volume Left	0	0	18	0		
Volume Right	0	40	0	0		
cSH	1700	1700	952	1700		
Volume to Capacity	0.35	0.02	0.02	0.34		
Queue Length 95th (ft)	0	0	1	0		
Control Delay (s)	0.0	0.0	8.9	0.0		
Lane LOS			A			
Approach Delay (s)	0.0		0.3			
Approach LOS						
Intersection Summary						
Average Delay			0.1			
Intersection Capacity Utilization			39.5%	ICU Level of Service	A	
Analysis Period (min)			15			

2032 Background - School PM Peak
3: Site Entrance #2 & E Shirley Avenue

2032 Background - School PM Peak
HCM Unsignalized Intersection Capacity Analysis

Item a.

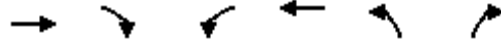


Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑			↑	↘	↗
Traffic Volume (veh/h)	560	0	0	511	38	53
Future Volume (Veh/h)	560	0	0	511	38	53
Sign Control	Free			Free	Stop	
Grade	1%			0%	-2%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.50	0.50
Hourly flow rate (vph)	609	0	0	555	76	106
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			609		1164	609
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			609		1164	609
tC, single (s)			4.1		6.5	6.4
tC, 2 stage (s)						
tF (s)			2.2		3.6	3.5
p0 queue free %			100		63	77
cM capacity (veh/h)			979		205	469
Direction, Lane #	EB 1	WB 1	NB 1	NB 2		
Volume Total	609	555	76	106		
Volume Left	0	0	76	0		
Volume Right	0	0	0	106		
cSH	1700	1700	205	469		
Volume to Capacity	0.36	0.33	0.37	0.23		
Queue Length 95th (ft)	0	0	40	22		
Control Delay (s)	0.0	0.0	32.6	14.9		
Lane LOS			D	B		
Approach Delay (s)	0.0	0.0	22.3			
Approach LOS			C			
Intersection Summary						
Average Delay			3.0			
Intersection Capacity Utilization			39.5%	ICU Level of Service	A	
Analysis Period (min)			15			

2032 Background - School PM Peak
4: Site Entrance #3 & E Shirley Avenue

2032 Background - School PM Peak
HCM Unsignalized Intersection Capacity Analysis

Item a.



Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑	↑	↑	↑		
Traffic Volume (veh/h)	597	16	15	511	0	0
Future Volume (Veh/h)	597	16	15	511	0	0
Sign Control	Free			Free	Stop	
Grade	0%			0%	-3%	
Peak Hour Factor	0.92	0.50	0.50	0.92	0.92	0.92
Hourly flow rate (vph)	649	32	30	555	0	0
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			681		1264	649
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			681		1264	649
tC, single (s)			4.1		6.4	6.2
tC, 2 stage (s)						
tF (s)			2.2		3.5	3.3
p0 queue free %			97		100	100
cM capacity (veh/h)			921		183	474
Direction, Lane #	EB 1	EB 2	WB 1	WB 2		
Volume Total	649	32	30	555		
Volume Left	0	0	30	0		
Volume Right	0	32	0	0		
cSH	1700	1700	921	1700		
Volume to Capacity	0.38	0.02	0.03	0.33		
Queue Length 95th (ft)	0	0	3	0		
Control Delay (s)	0.0	0.0	9.0	0.0		
Lane LOS				A		
Approach Delay (s)	0.0			0.5		
Approach LOS						
Intersection Summary						
Average Delay			0.2			
Intersection Capacity Utilization			34.8%	ICU Level of Service	A	
Analysis Period (min)			15			

6: James Madison Highway/E Shirley Avenue & Alwington Boulevard

Queues



Lane Group	EBL	EBT	EBR	WBT	NBL	NBT	NBR	SBL	SBT	SBR
Lane Group Flow (vph)	160	163	201	22	185	281	12	20	399	177
v/c Ratio	0.59	0.60	0.14	0.17	0.46	0.22	0.02	0.04	0.61	0.25
Control Delay	40.6	40.9	0.2	28.1	18.8	20.5	0.1	13.8	33.7	2.1
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	40.6	40.9	0.2	28.1	18.8	20.5	0.1	13.8	33.7	2.1
Queue Length 50th (ft)	76	77	0	5	54	42	0	5	94	0
Queue Length 95th (ft)	151	153	0	29	105	99	0	19	150	16
Internal Link Dist (ft)		1992		455		682			791	
Turn Bay Length (ft)	560				315		160	165		250
Base Capacity (vph)	378	380	1485	134	441	1292	608	468	902	786
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.42	0.43	0.14	0.16	0.42	0.22	0.02	0.04	0.44	0.23

Intersection Summary

2032 Background - School PM Peak

2032 Background - School PM Peak

6: James Madison Highway/E Shirley Avenue & Alwington Boulevard HCM Signalized Intersection Capacity Analysis



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBU	SBL	SBT
Lane Configurations	↖	↖	↖		↔		↖	↕	↖		↖	↕
Traffic Volume (vph)	311	2	195	7	3	12	179	273	12	12	8	387
Future Volume (vph)	311	2	195	7	3	12	179	273	12	12	8	387
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Grade (%)		5%			1%			-4%				4%
Total Lost time (s)	6.3	6.3	4.0		8.8		8.7	8.7	8.7		8.7	8.7
Lane Util. Factor	0.95	0.95	1.00		1.00		1.00	0.95	1.00		1.00	0.95
Frt	1.00	1.00	0.85		0.93		1.00	1.00	0.85		1.00	1.00
Flt Protected	0.95	0.95	1.00		0.98		0.95	1.00	1.00		0.95	1.00
Satd. Flow (prot)	1655	1661	1485		1329		1737	3474	1211		1675	3276
Flt Permitted	0.95	0.95	1.00		0.98		0.52	1.00	1.00		0.58	1.00
Satd. Flow (perm)	1655	1661	1485		1329		945	3474	1211		1021	3276
Peak-hour factor, PHF	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97
Adj. Flow (vph)	321	2	201	7	3	12	185	281	12	12	8	399
RTOR Reduction (vph)	0	0	0	0	11	0	0	0	8	0	0	0
Lane Group Flow (vph)	160	163	201	0	11	0	185	281	4	0	20	399
Heavy Vehicles (%)	1%	0%	6%	33%	33%	27%	6%	6%	36%	0%	14%	8%
Turn Type	Split	NA	Free	Split	NA		D.P+P	NA	Perm	D.P+P	D.P+P	NA
Protected Phases	4	4		3	3		5	2		1	1	6
Permitted Phases			Free				6		2	2	2	
Actuated Green, G (s)	12.8	12.8	83.5		7.1		31.1	28.6	28.6		31.1	21.2
Effective Green, g (s)	12.8	12.8	83.5		7.1		31.1	28.6	28.6		31.1	21.2
Actuated g/C Ratio	0.15	0.15	1.00		0.09		0.37	0.34	0.34		0.37	0.25
Clearance Time (s)	6.3	6.3			8.8		8.7	8.7	8.7		8.7	8.7
Vehicle Extension (s)	3.0	3.0			3.0		3.0	3.0	3.0		3.0	3.0
Lane Grp Cap (vph)	253	254	1485		113		445	1189	414		399	831
v/s Ratio Prot	0.10	c0.10			0.01		c0.05	c0.08			0.00	c0.12
v/s Ratio Perm			c0.14				0.11		0.00		0.02	
v/c Ratio	0.63	0.64	0.14		0.10		0.42	0.24	0.01		0.05	0.48
Uniform Delay, d1	33.1	33.2	0.0		35.2		18.4	19.6	18.1		16.6	26.5
Progression Factor	1.00	1.00	1.00		1.00		1.00	1.00	1.00		1.00	1.00
Incremental Delay, d2	5.1	5.5	0.2		0.4		0.6	0.1	0.0		0.1	0.4
Delay (s)	38.2	38.6	0.2		35.6		19.0	19.7	18.1		16.7	26.9
Level of Service	D	D	A		D		B	B	B		B	C
Approach Delay (s)		23.8			35.6			19.4				23.2
Approach LOS		C			D			B				C

Intersection Summary		
HCM 2000 Control Delay	22.4	HCM 2000 Level of Service C
HCM 2000 Volume to Capacity ratio	0.50	
Actuated Cycle Length (s)	83.5	Sum of lost time (s) 32.5
Intersection Capacity Utilization	55.7%	ICU Level of Service B
Analysis Period (min)	15	

c Critical Lane Group

6: James Madison Highway/E Shirley Avenue & Alwington Boulevard HCM Signalized Intersection Capacity Analysis

Movement	SBR
Lane Configurations	
Traffic Volume (vph)	172
Future Volume (vph)	172
Ideal Flow (vphpl)	1900
Grade (%)	
Total Lost time (s)	6.3
Lane Util. Factor	1.00
Frt	0.85
Flt Protected	1.00
Satd. Flow (prot)	1507
Flt Permitted	1.00
Satd. Flow (perm)	1507
Peak-hour factor, PHF	0.97
Adj. Flow (vph)	177
RTOR Reduction (vph)	105
Lane Group Flow (vph)	72
Heavy Vehicles (%)	5%
Turn Type	pm+ov
Protected Phases	4
Permitted Phases	6
Actuated Green, G (s)	34.0
Effective Green, g (s)	34.0
Actuated g/C Ratio	0.41
Clearance Time (s)	6.3
Vehicle Extension (s)	3.0
Lane Grp Cap (vph)	613
v/s Ratio Prot	0.02
v/s Ratio Perm	0.03
v/c Ratio	0.12
Uniform Delay, d1	15.4
Progression Factor	1.00
Incremental Delay, d2	0.1
Delay (s)	15.5
Level of Service	B
Approach Delay (s)	
Approach LOS	
Intersection Summary	

Intersection	
Intersection Delay, s/veh	7.6
Intersection LOS	A

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕	↕		↕			↕	
Traffic Vol, veh/h	0	40	0	12	37	51	0	0	13	5	0	0
Future Vol, veh/h	0	40	0	12	37	51	0	0	13	5	0	0
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Heavy Vehicles, %	0	13	0	55	2	7	0	0	35	0	0	0
Mvmt Flow	0	43	0	13	40	55	0	0	14	5	0	0
Number of Lanes	0	1	0	0	1	1	0	1	0	0	1	0

Approach	EB	WB	NB	SB
Opposing Approach	WB	EB	SB	NB
Opposing Lanes	2	1	1	1
Conflicting Approach Left	SB	NB	EB	WB
Conflicting Lanes Left	1	1	1	2
Conflicting Approach Right	NB	SB	WB	EB
Conflicting Lanes Right	1	1	2	1
HCM Control Delay	7.6	7.8	6.7	7.5
HCM LOS	A	A	A	A

Lane	NBLn1	EBLn1	WBLn1	WBLn2	SBLn1
Vol Left, %	0%	0%	24%	0%	100%
Vol Thru, %	0%	100%	76%	0%	0%
Vol Right, %	100%	0%	0%	100%	0%
Sign Control	Stop	Stop	Stop	Stop	Stop
Traffic Vol by Lane	13	40	49	51	5
LT Vol	0	0	12	0	5
Through Vol	0	40	37	0	0
RT Vol	13	0	0	51	0
Lane Flow Rate	14	43	53	55	5
Geometry Grp	2	5	7	7	2
Degree of Util (X)	0.014	0.052	0.083	0.06	0.007
Departure Headway (Hd)	3.668	4.334	5.615	3.89	4.477
Convergence, Y/N	Yes	Yes	Yes	Yes	Yes
Cap	982	823	640	923	804
Service Time	1.668	2.377	3.328	1.604	2.477
HCM Lane V/C Ratio	0.014	0.052	0.083	0.06	0.006
HCM Control Delay	6.7	7.6	8.8	6.9	7.5
HCM Lane LOS	A	A	A	A	A
HCM 95th-tile Q	0	0.2	0.3	0.2	0

Intersection: 1: Culpeper Street & W Shirley Avenue/E Shirley Avenue

Movement	EB	EB	EB	WB	WB	NB	SB	SB
Directions Served	L	T	R	L	TR	LTR	L	TR
Maximum Queue (ft)	214	477	96	184	452	234	91	140
Average Queue (ft)	50	251	31	46	228	117	23	55
95th Queue (ft)	139	427	74	134	399	197	62	110
Link Distance (ft)		1077	1077		3093	989		776
Upstream Blk Time (%)								
Queuing Penalty (veh)								
Storage Bay Dist (ft)	215			185			125	
Storage Blk Time (%)	0	13		0	15		0	1
Queuing Penalty (veh)	0	5		0	6		0	0

Intersection: 2: Site Entrance #1 & E Shirley Avenue

Movement	WB
Directions Served	L
Maximum Queue (ft)	30
Average Queue (ft)	3
95th Queue (ft)	18
Link Distance (ft)	
Upstream Blk Time (%)	
Queuing Penalty (veh)	
Storage Bay Dist (ft)	240
Storage Blk Time (%)	
Queuing Penalty (veh)	

Intersection: 3: Site Entrance #2 & E Shirley Avenue

Movement	EB	NB	NB
Directions Served	T	L	R
Maximum Queue (ft)	2	79	98
Average Queue (ft)	0	25	36
95th Queue (ft)	2	62	78
Link Distance (ft)	505	382	382
Upstream Blk Time (%)			
Queuing Penalty (veh)			
Storage Bay Dist (ft)			
Storage Blk Time (%)			
Queuing Penalty (veh)			

Intersection: 4: Site Entrance #3 & E Shirley Avenue

Movement	EB	WB
Directions Served	R	L
Maximum Queue (ft)	2	35
Average Queue (ft)	0	6
95th Queue (ft)	3	27
Link Distance (ft)		
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)	140	160
Storage Blk Time (%)		
Queuing Penalty (veh)		

Intersection: 5: E Shirley Avenue & Falmouth Street

Movement	EB	WB	B17	B17	SB
Directions Served	ULT	UTR	T		L>
Maximum Queue (ft)	295	199	6	6	92
Average Queue (ft)	107	32	0	0	38
95th Queue (ft)	242	121	6	6	80
Link Distance (ft)	393	351	787	787	742
Upstream Blk Time (%)	0				
Queuing Penalty (veh)	0				
Storage Bay Dist (ft)					
Storage Blk Time (%)					
Queuing Penalty (veh)					

Intersection: 6: James Madison Highway/E Shirley Avenue & Alwington Boulevard

Movement	EB	EB	EB	WB	NB	NB	NB	NB	SB	SB	SB	SB
Directions Served	L	LT	R	LTR	L	T	T	R	UL	T	T	R
Maximum Queue (ft)	180	143	47	68	168	177	136	47	49	166	186	105
Average Queue (ft)	96	55	5	16	81	80	22	6	10	95	102	45
95th Queue (ft)	159	120	27	50	143	144	77	27	34	147	162	83
Link Distance (ft)		1974	1974	480		730	730			787	787	
Upstream Blk Time (%)												
Queuing Penalty (veh)												
Storage Bay Dist (ft)	560				315			160	165			250
Storage Blk Time (%)							0			0		
Queuing Penalty (veh)							0			0		

Intersection: 7: Commercial Entrance /Elementary School Entrance & Alwington Boulevard

Movement	EB	WB	WB	NB	SB
Directions Served	LTR	LT	R	LTR	LTR
Maximum Queue (ft)	49	71	63	69	26
Average Queue (ft)	11	32	27	15	4
95th Queue (ft)	33	65	55	50	21
Link Distance (ft)	954	1974		170	605
Upstream Blk Time (%)					
Queuing Penalty (veh)					
Storage Bay Dist (ft)	270				
Storage Blk Time (%)					
Queuing Penalty (veh)					

Network Summary

Network wide Queuing Penalty: 12



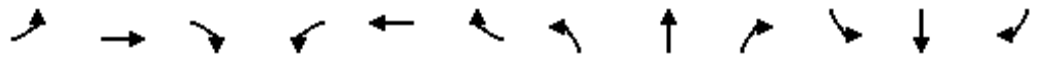
Lane Group	EBL	EBT	EBR	WBL	WBT	NBT	SBL	SBT
Lane Group Flow (vph)	43	607	165	36	578	202	39	156
v/c Ratio	0.31	0.90	0.25	0.26	0.72	0.72	0.16	0.61
Control Delay	53.5	48.8	5.7	52.3	33.3	54.9	40.7	50.1
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	53.5	48.8	5.7	52.3	33.3	54.9	40.7	50.1
Queue Length 50th (ft)	28	377	5	23	348	124	23	94
Queue Length 95th (ft)	67	#630	49	58	#577	210	55	164
Internal Link Dist (ft)		1033			3084	958		736
Turn Bay Length (ft)	215			185			125	
Base Capacity (vph)	140	720	705	139	799	332	325	334
Starvation Cap Reductn	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.31	0.84	0.23	0.26	0.72	0.61	0.12	0.47

Intersection Summary

95th percentile volume exceeds capacity, queue may be longer.
 Queue shown is maximum after two cycles.

2032 Background - Commuter PM Peak
1: Culpeper Street & W Shirley Avenue/E Shirley Avenue

2032 Background - Commuter PM Peak
HCM Signalized Intersection Capacity Analysis



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations	↘	↑	↗	↘	↗			↕		↘	↗	
Traffic Volume (vph)	40	571	155	34	540	4	90	69	31	37	119	27
Future Volume (vph)	40	571	155	34	540	4	90	69	31	37	119	27
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Width	11	11	11	11	11	11	11	11	11	11	11	11
Grade (%)		-2%			-5%			0%				4%
Total Lost time (s)	6.0	6.0	6.0	6.0	6.0			6.0		6.0	6.0	
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00			1.00		1.00	1.00	
Frt	1.00	1.00	0.85	1.00	1.00			0.98		1.00	0.97	
Flt Protected	0.95	1.00	1.00	0.95	1.00			0.98		0.95	1.00	
Satd. Flow (prot)	1762	1801	1531	1736	1826			1715		1710	1722	
Flt Permitted	0.95	1.00	1.00	0.95	1.00			0.98		0.95	1.00	
Satd. Flow (perm)	1762	1801	1531	1736	1826			1715		1710	1722	
Peak-hour factor, PHF	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94
Adj. Flow (vph)	43	607	165	36	574	4	96	73	33	39	127	29
RTOR Reduction (vph)	0	0	93	0	0	0	0	7	0	0	8	0
Lane Group Flow (vph)	43	607	72	36	578	0	0	195	0	39	148	0
Heavy Vehicles (%)	0%	3%	3%	3%	3%	0%	2%	2%	4%	0%	2%	0%
Turn Type	Prot	NA	Perm	Prot	NA		Split	NA		Split	NA	
Protected Phases	5	2		1	6		3	3		4	4	
Permitted Phases			2									
Actuated Green, G (s)	4.5	40.7	40.7	8.1	44.3			16.2		14.5	14.5	
Effective Green, g (s)	4.5	40.7	40.7	8.1	44.3			16.2		14.5	14.5	
Actuated g/C Ratio	0.04	0.39	0.39	0.08	0.43			0.16		0.14	0.14	
Clearance Time (s)	6.0	6.0	6.0	6.0	6.0			6.0		6.0	6.0	
Vehicle Extension (s)	4.0	4.0	4.0	4.0	4.0			4.0		4.0	4.0	
Lane Grp Cap (vph)	76	708	602	135	781			268		239	241	
v/s Ratio Prot	c0.02	c0.34		0.02	c0.32			c0.11		0.02	c0.09	
v/s Ratio Perm			0.05									
v/c Ratio	0.57	0.86	0.12	0.27	0.74			0.73		0.16	0.62	
Uniform Delay, d1	48.5	28.7	20.0	44.9	24.8			41.6		39.2	41.9	
Progression Factor	1.00	1.00	1.00	1.00	1.00			1.00		1.00	1.00	
Incremental Delay, d2	11.2	10.4	0.1	1.4	4.0			10.1		0.4	5.3	
Delay (s)	59.7	39.1	20.1	46.4	28.8			51.7		39.6	47.1	
Level of Service	E	D	C	D	C			D		D	D	
Approach Delay (s)		36.4			29.8			51.7			45.6	
Approach LOS		D			C			D			D	

Intersection Summary		
HCM 2000 Control Delay	36.9	HCM 2000 Level of Service
HCM 2000 Volume to Capacity ratio	0.74	D
Actuated Cycle Length (s)	103.5	Sum of lost time (s)
Intersection Capacity Utilization	66.6%	24.0
Analysis Period (min)	15	ICU Level of Service
		C
c Critical Lane Group		

2032 Background - Commuter PM Peak
2: Site Entrance #1 & E Shirley Avenue

2032 Background - Commuter PM Peak Item a.
HCM Unsignalized Intersection Capacity Analysis



Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑	↑	↑	↑		
Traffic Volume (veh/h)	604	4	6	543	0	0
Future Volume (Veh/h)	604	4	6	543	0	0
Sign Control	Free			Free	Stop	
Grade	-4%			2%	0%	
Peak Hour Factor	0.92	0.50	0.50	0.92	0.92	0.92
Hourly flow rate (vph)	657	8	12	590	0	0
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			665		1271	657
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			665		1271	657
tC, single (s)			4.1		6.4	6.2
tC, 2 stage (s)						
tF (s)			2.2		3.5	3.3
p0 queue free %			99		100	100
cM capacity (veh/h)			934		185	468
Direction, Lane #	EB 1	EB 2	WB 1	WB 2		
Volume Total	657	8	12	590		
Volume Left	0	0	12	0		
Volume Right	0	8	0	0		
cSH	1700	1700	934	1700		
Volume to Capacity	0.39	0.00	0.01	0.35		
Queue Length 95th (ft)	0	0	1	0		
Control Delay (s)	0.0	0.0	8.9	0.0		
Lane LOS			A			
Approach Delay (s)	0.0		0.2			
Approach LOS						
Intersection Summary						
Average Delay			0.1			
Intersection Capacity Utilization			41.8%	ICU Level of Service	A	
Analysis Period (min)			15			

2032 Background - Commuter PM Peak
3: Site Entrance #2 & E Shirley Avenue

2032 Background - Commuter PM Peak
HCM Unsignalized Intersection Capacity Analysis

Item a.



Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑			↑	↘	↗
Traffic Volume (veh/h)	604	0	0	534	15	3
Future Volume (Veh/h)	604	0	0	534	15	3
Sign Control	Free			Free	Stop	
Grade	1%			0%	-2%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.50	0.50
Hourly flow rate (vph)	657	0	0	580	30	6
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			657	1237	657	
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			657	1237	657	
tC, single (s)			4.1	6.4	6.2	
tC, 2 stage (s)						
tF (s)			2.2	3.5	3.3	
p0 queue free %			100	85	99	
cM capacity (veh/h)			940	196	469	
Direction, Lane #	EB 1	WB 1	NB 1	NB 2		
Volume Total	657	580	30	6		
Volume Left	0	0	30	0		
Volume Right	0	0	0	6		
cSH	1700	1700	196	469		
Volume to Capacity	0.39	0.34	0.15	0.01		
Queue Length 95th (ft)	0	0	13	1		
Control Delay (s)	0.0	0.0	26.6	12.8		
Lane LOS			D	B		
Approach Delay (s)	0.0	0.0	24.3			
Approach LOS				C		
Intersection Summary						
Average Delay			0.7			
Intersection Capacity Utilization			41.8%	ICU Level of Service	A	
Analysis Period (min)			15			

2032 Background - Commuter PM Peak
4: Site Entrance #3 & E Shirley Avenue

2032 Background - Commuter PM Peak
HCM Unsignalized Intersection Capacity Analysis

Item a.



Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑	↑	↑	↑		
Traffic Volume (veh/h)	594	13	22	534	0	0
Future Volume (Veh/h)	594	13	22	534	0	0
Sign Control	Free			Free	Stop	
Grade	0%			0%	-3%	
Peak Hour Factor	0.92	0.50	0.50	0.92	0.92	0.92
Hourly flow rate (vph)	646	26	44	580	0	0
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			672		1314	646
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			672		1314	646
tC, single (s)			4.2		6.4	6.2
tC, 2 stage (s)						
tF (s)			2.3		3.5	3.3
p0 queue free %			95		100	100
cM capacity (veh/h)			887		168	475
Direction, Lane #	EB 1	EB 2	WB 1	WB 2		
Volume Total	646	26	44	580		
Volume Left	0	0	44	0		
Volume Right	0	26	0	0		
cSH	1700	1700	887	1700		
Volume to Capacity	0.38	0.02	0.05	0.34		
Queue Length 95th (ft)	0	0	4	0		
Control Delay (s)	0.0	0.0	9.3	0.0		
Lane LOS			A			
Approach Delay (s)	0.0	0.7				
Approach LOS						
Intersection Summary						
Average Delay			0.3			
Intersection Capacity Utilization			34.6%	ICU Level of Service	A	
Analysis Period (min)			15			

6: James Madison Highway/E Shirley Avenue & Alwington Boulevard

Queues



Lane Group	EBL	EBT	EBR	WBT	NBL	NBT	NBR	SBL	SBT	SBR
Lane Group Flow (vph)	162	163	229	18	216	325	1	18	461	152
v/c Ratio	0.61	0.62	0.15	0.05	0.53	0.24	0.00	0.05	0.67	0.23
Control Delay	43.0	43.2	0.2	0.2	19.8	19.9	0.0	13.5	35.2	1.7
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	43.0	43.2	0.2	0.2	19.8	19.9	0.0	13.5	35.2	1.7
Queue Length 50th (ft)	82	83	0	0	66	50	0	5	114	0
Queue Length 95th (ft)	154	155	0	0	119	111	0	17	174	12
Internal Link Dist (ft)		1992		455		682			791	
Turn Bay Length (ft)	560				315		160	165		250
Base Capacity (vph)	349	349	1529	360	454	1359	471	372	873	740
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.46	0.47	0.15	0.05	0.48	0.24	0.00	0.05	0.53	0.21

Intersection Summary

2032 Background - Commuter PM Peak

2032 Background - Commuter PM Peak

6: James Madison Highway/E Shirley Avenue & Alwington Boulevard HCM Signalized Intersection Capacity Analysis



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBU	SBL	SBT
Lane Configurations												
Traffic Volume (vph)	309	0	218	5	0	12	205	309	1	10	7	438
Future Volume (vph)	309	0	218	5	0	12	205	309	1	10	7	438
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Grade (%)		5%			1%			-4%				4%
Total Lost time (s)	6.3	6.3	4.0		8.8		8.7	8.7	8.7		8.7	8.7
Lane Util. Factor	0.95	0.95	1.00		1.00		1.00	0.95	1.00		1.00	0.95
Frt	1.00	1.00	0.85		0.90		1.00	1.00	0.85		1.00	1.00
Flt Protected	0.95	0.95	1.00		0.99		0.95	1.00	1.00		0.95	1.00
Satd. Flow (prot)	1655	1655	1529		1502		1721	3541	824		1337	3369
Flt Permitted	0.95	0.95	1.00		0.99		0.46	1.00	1.00		0.56	1.00
Satd. Flow (perm)	1655	1655	1529		1502		834	3541	824		782	3369
Peak-hour factor, PHF	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Adj. Flow (vph)	325	0	229	5	0	13	216	325	1	11	7	461
RTOR Reduction (vph)	0	0	0	0	17	0	0	0	1	0	0	0
Lane Group Flow (vph)	162	163	229	0	1	0	216	325	0	0	18	461
Heavy Vehicles (%)	1%	0%	3%	20%	0%	9%	7%	4%	100%	0%	83%	5%
Turn Type	Split	NA	Free	Split	NA		D.P+P	NA	Perm	D.P+P	D.P+P	NA
Protected Phases	4	4		3	3		5	2		1	1	6
Permitted Phases			Free				6		2	2	2	
Actuated Green, G (s)	12.9	12.9	85.8		7.1		33.3	30.8	30.8		33.3	22.2
Effective Green, g (s)	12.9	12.9	85.8		7.1		33.3	30.8	30.8		33.3	22.2
Actuated g/C Ratio	0.15	0.15	1.00		0.08		0.39	0.36	0.36		0.39	0.26
Clearance Time (s)	6.3	6.3			8.8		8.7	8.7	8.7		8.7	8.7
Vehicle Extension (s)	3.0	3.0			3.0		3.0	3.0	3.0		3.0	3.0
Lane Grp Cap (vph)	248	248	1529		124		438	1271	295		319	871
v/s Ratio Prot	0.10	c0.10			0.00		c0.06	c0.09			0.00	c0.14
v/s Ratio Perm			c0.15				0.13		0.00		0.02	
v/c Ratio	0.65	0.66	0.15		0.01		0.49	0.26	0.00		0.06	0.53
Uniform Delay, d1	34.3	34.4	0.0		36.1		18.4	19.4	17.6		16.3	27.3
Progression Factor	1.00	1.00	1.00		1.00		1.00	1.00	1.00		1.00	1.00
Incremental Delay, d2	6.1	6.2	0.2		0.0		0.9	0.1	0.0		0.1	0.6
Delay (s)	40.4	40.5	0.2		36.2		19.3	19.5	17.6		16.4	27.9
Level of Service	D	D	A		D		B	B	B		B	C
Approach Delay (s)		23.8			36.2			19.4				24.6
Approach LOS		C			D			B				C

Intersection Summary		
HCM 2000 Control Delay	22.9	HCM 2000 Level of Service C
HCM 2000 Volume to Capacity ratio	0.53	
Actuated Cycle Length (s)	85.8	Sum of lost time (s) 32.5
Intersection Capacity Utilization	58.4%	ICU Level of Service B
Analysis Period (min)	15	

c Critical Lane Group

6: James Madison Highway/E Shirley Avenue & Alwington Boulevard HCM Signalized Intersection Capacity Analysis

Movement	SBR
Lane Configurations	
Traffic Volume (vph)	144
Future Volume (vph)	144
Ideal Flow (vphpl)	1900
Grade (%)	
Total Lost time (s)	6.3
Lane Util. Factor	1.00
Frt	0.85
Flt Protected	1.00
Satd. Flow (prot)	1439
Flt Permitted	1.00
Satd. Flow (perm)	1439
Peak-hour factor, PHF	0.95
Adj. Flow (vph)	152
RTOR Reduction (vph)	90
Lane Group Flow (vph)	62
Heavy Vehicles (%)	10%
Turn Type	pm+ov
Protected Phases	4
Permitted Phases	6
Actuated Green, G (s)	35.1
Effective Green, g (s)	35.1
Actuated g/C Ratio	0.41
Clearance Time (s)	6.3
Vehicle Extension (s)	3.0
Lane Grp Cap (vph)	588
v/s Ratio Prot	0.02
v/s Ratio Perm	0.03
v/c Ratio	0.11
Uniform Delay, d1	15.7
Progression Factor	1.00
Incremental Delay, d2	0.1
Delay (s)	15.7
Level of Service	B
Approach Delay (s)	
Approach LOS	
Intersection Summary	

Intersection	
Intersection Delay, s/veh	8.1
Intersection LOS	A

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕	↕		↕			↕	
Traffic Vol, veh/h	0	58	0	15	66	19	0	0	30	22	0	0
Future Vol, veh/h	0	58	0	15	66	19	0	0	30	22	0	0
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Heavy Vehicles, %	0	0	0	57	0	18	0	0	7	0	0	0
Mvmt Flow	0	63	0	16	72	21	0	0	33	24	0	0
Number of Lanes	0	1	0	0	1	1	0	1	0	0	1	0

Approach	EB	WB	NB	SB
Opposing Approach	WB	EB	SB	NB
Opposing Lanes	2	1	1	1
Conflicting Approach Left	SB	NB	EB	WB
Conflicting Lanes Left	1	1	1	2
Conflicting Approach Right	NB	SB	WB	EB
Conflicting Lanes Right	1	1	2	1
HCM Control Delay	7.6	8.9	6.9	7.7
HCM LOS	A	A	A	A

Lane	NBLn1	EBLn1	WBLn1	WBLn2	SBLn1
Vol Left, %	0%	0%	19%	0%	100%
Vol Thru, %	0%	100%	81%	0%	0%
Vol Right, %	100%	0%	0%	100%	0%
Sign Control	Stop	Stop	Stop	Stop	Stop
Traffic Vol by Lane	30	58	81	19	22
LT Vol	0	0	15	0	22
Through Vol	0	58	66	0	0
RT Vol	30	0	0	19	0
Lane Flow Rate	33	63	88	21	24
Geometry Grp	2	5	7	7	2
Degree of Util (X)	0.034	0.073	0.139	0.023	0.03
Departure Headway (Hd)	3.767	4.178	5.693	3.929	4.573
Convergence, Y/N	Yes	Yes	Yes	Yes	Yes
Cap	956	846	630	908	787
Service Time	1.768	2.261	3.432	1.667	2.574
HCM Lane V/C Ratio	0.035	0.074	0.14	0.023	0.03
HCM Control Delay	6.9	7.6	9.4	6.8	7.7
HCM Lane LOS	A	A	A	A	A
HCM 95th-tile Q	0.1	0.2	0.5	0.1	0.1

Intersection: 1: Culpeper Street & W Shirley Avenue/E Shirley Avenue

Movement	EB	EB	EB	WB	WB	NB	SB	SB
Directions Served	L	T	R	L	TR	LTR	L	TR
Maximum Queue (ft)	214	454	83	161	452	208	117	197
Average Queue (ft)	52	262	39	31	227	105	33	86
95th Queue (ft)	152	412	69	95	392	183	87	155
Link Distance (ft)		1077	1077		3093	989		776
Upstream Blk Time (%)								
Queuing Penalty (veh)								
Storage Bay Dist (ft)	215			185			125	
Storage Blk Time (%)	0	15		0	15		0	3
Queuing Penalty (veh)	0	6		0	5		0	1

Intersection: 2: Site Entrance #1 & E Shirley Avenue

Movement	WB
Directions Served	L
Maximum Queue (ft)	29
Average Queue (ft)	3
95th Queue (ft)	17
Link Distance (ft)	
Upstream Blk Time (%)	
Queuing Penalty (veh)	
Storage Bay Dist (ft)	240
Storage Blk Time (%)	
Queuing Penalty (veh)	

Intersection: 3: Site Entrance #2 & E Shirley Avenue

Movement	NB	NB
Directions Served	L	R
Maximum Queue (ft)	47	30
Average Queue (ft)	11	4
95th Queue (ft)	37	20
Link Distance (ft)	382	382
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)		
Storage Blk Time (%)		
Queuing Penalty (veh)		

Intersection: 4: Site Entrance #3 & E Shirley Avenue

Movement	EB	WB
Directions Served	R	L
Maximum Queue (ft)	2	51
Average Queue (ft)	0	8
95th Queue (ft)	2	32
Link Distance (ft)		
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)	140	160
Storage Blk Time (%)		
Queuing Penalty (veh)		

Intersection: 5: E Shirley Avenue & Falmouth Street

Movement	EB	WB	B17	SB
Directions Served	ULT	TR	T	L>
Maximum Queue (ft)	248	177	1	83
Average Queue (ft)	98	25	0	33
95th Queue (ft)	213	102	1	69
Link Distance (ft)	393	351	787	742
Upstream Blk Time (%)				
Queuing Penalty (veh)				
Storage Bay Dist (ft)				
Storage Blk Time (%)				
Queuing Penalty (veh)				

Intersection: 6: James Madison Highway/E Shirley Avenue & Alwington Boulevard

Movement	EB	EB	EB	WB	NB	NB	NB	NB	SB	SB	SB	SB
Directions Served	L	LT	R	LTR	L	T	T	R	UL	T	T	R
Maximum Queue (ft)	176	132	60	47	176	168	123	21	80	177	187	92
Average Queue (ft)	96	54	7	12	86	77	21	1	15	104	112	44
95th Queue (ft)	153	114	33	36	146	137	69	13	56	159	174	81
Link Distance (ft)		1974	1974	480		730	730			787	787	
Upstream Blk Time (%)												
Queuing Penalty (veh)												
Storage Bay Dist (ft)	560				315			160	165			250
Storage Blk Time (%)							0		0	0		
Queuing Penalty (veh)							0		0	0		

Intersection: 7: Commercial Entrance /Elementary School Entrance & Alwington Boulevard

Movement	EB	WB	WB	NB	SB
Directions Served	LTR	LT	R	LTR	LTR
Maximum Queue (ft)	29	82	57	57	31
Average Queue (ft)	8	38	15	21	15
95th Queue (ft)	18	67	46	48	38
Link Distance (ft)	954	1974		170	605
Upstream Blk Time (%)					
Queuing Penalty (veh)					
Storage Bay Dist (ft)	270				
Storage Blk Time (%)					
Queuing Penalty (veh)					

Network Summary

Network wide Queuing Penalty: 13

MOVEMENT SUMMARY

 Site: 101 [2032 Background - AM Peak (Site Folder: General)]

AM Peak
Site Category: (None)
Roundabout

Vehicle Movement Performance														
Mov ID	Turn	INPUT VOLUMES		DEMAND FLOWS		Deg. Satn	Aver. Delay	Level of Service	95% BACK OF QUEUE		Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed
		[Total veh/h	HV %	[Total veh/h	HV %				[Veh. veh	Dist] ft				
East: E Shirley Avenue														
1u	U	1	0.0	1	0.0	0.681	14.0	LOS B	7.5	202.8	0.38	0.17	0.38	23.3
6	T1	527	10.0	573	10.0	0.681	14.3	LOS B	7.5	202.8	0.38	0.17	0.38	22.3
16	R2	100	11.0	109	11.0	0.681	14.3	LOS B	7.5	202.8	0.38	0.17	0.38	21.8
Approach		628	10.1	683	10.1	0.681	14.3	LOS B	7.5	202.8	0.38	0.17	0.38	22.2
North: Falmouth Street														
7	L2	90	21.0	98	21.0	0.266	11.1	LOS B	1.7	48.0	0.77	0.69	0.77	22.7
14	R2	37	9.0	40	9.0	0.266	10.1	LOS B	1.7	48.0	0.77	0.69	0.77	21.8
Approach		127	17.5	138	17.5	0.266	10.8	LOS B	1.7	48.0	0.77	0.69	0.77	22.4
West: E Shirley Avenue														
5u	U	1	0.0	1	0.0	0.153	5.0	LOS A	0.9	24.8	0.37	0.21	0.37	25.3
5	L2	34	19.0	37	19.0	0.153	5.8	LOS A	0.9	24.8	0.37	0.21	0.37	24.6
2	T1	350	9.0	380	9.0	0.153	1.4	LOS A	0.9	24.8	0.10	0.06	0.10	25.5
Approach		385	9.9	418	9.9	0.153	1.9	LOS A	0.9	24.8	0.13	0.07	0.13	25.4
All Vehicles		1140	10.9	1239	10.9	0.681	9.7	LOS A	7.5	202.8	0.34	0.20	0.34	23.2

Site Level of Service (LOS) Method: Delay & v/c (HCM 6). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Roundabout LOS Method: SIDRA Roundabout LOS.

Vehicle movement LOS values are based on average delay and v/c ratio (degree of saturation) per movement.

LOS F will result if v/c > 1 irrespective of movement delay value (does not apply for approaches and intersection).

Intersection and Approach LOS values are based on average delay for all movements (v/c not used as specified in HCM 6).

Roundabout Capacity Model: SIDRA Standard.

Delay Model: HCM Delay Formula (Geometric Delay is not included).

Queue Model: HCM Queue Formula.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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MOVEMENT SUMMARY

Site: 101 [2032 Background - School PM (Site Folder: General)]

School PM Peak
Site Category: (None)
Roundabout

Vehicle Movement Performance														
Mov ID	Turn	INPUT VOLUMES		DEMAND FLOWS		Deg. Satn	Aver. Delay	Level of Service	95% BACK OF QUEUE		Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed
		[Total veh/h	HV %	[Total veh/h	HV %				[Veh. veh	Dist] ft				
East: E Shirley Avenue														
1u	U	2	0.0	2	0.0	0.602	11.2	LOS B	5.7	148.8	0.29	0.12	0.29	24.0
6	T1	484	4.0	489	4.0	0.602	11.3	LOS B	5.7	148.8	0.29	0.12	0.29	23.0
16	R2	152	6.0	154	6.0	0.602	11.4	LOS B	5.7	148.8	0.29	0.12	0.29	22.4
Approach		638	4.5	644	4.5	0.602	11.3	LOS B	5.7	148.8	0.29	0.12	0.29	22.8
North: Falmouth Street														
7	L2	144	7.0	145	7.0	0.250	8.4	LOS A	1.6	41.8	0.68	0.57	0.68	23.1
14	R2	25	0.0	25	0.0	0.250	7.9	LOS A	1.6	41.8	0.68	0.57	0.68	22.2
Approach		169	6.0	171	6.0	0.250	8.3	LOS A	1.6	41.8	0.68	0.57	0.68	23.0
West: E Shirley Avenue														
5u	U	2	0.0	2	0.0	0.225	6.0	LOS A	1.4	36.8	0.44	0.28	0.44	25.3
5	L2	28	23.0	28	23.0	0.225	7.0	LOS A	1.4	36.8	0.44	0.28	0.44	24.6
2	T1	590	5.0	596	5.0	0.225	1.8	LOS A	1.4	36.8	0.13	0.08	0.13	25.4
Approach		620	5.8	626	5.8	0.225	2.1	LOS A	1.4	36.8	0.14	0.09	0.14	25.4
All Vehicles		1427	5.2	1441	5.2	0.602	6.9	LOS A	5.7	148.8	0.27	0.16	0.27	23.9

Site Level of Service (LOS) Method: Delay & v/c (HCM 6). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Roundabout LOS Method: SIDRA Roundabout LOS.

Vehicle movement LOS values are based on average delay and v/c ratio (degree of saturation) per movement.

LOS F will result if v/c > 1 irrespective of movement delay value (does not apply for approaches and intersection).

Intersection and Approach LOS values are based on average delay for all movements (v/c not used as specified in HCM 6).

Roundabout Capacity Model: SIDRA Standard.

Delay Model: HCM Delay Formula (Geometric Delay is not included).

Queue Model: HCM Queue Formula.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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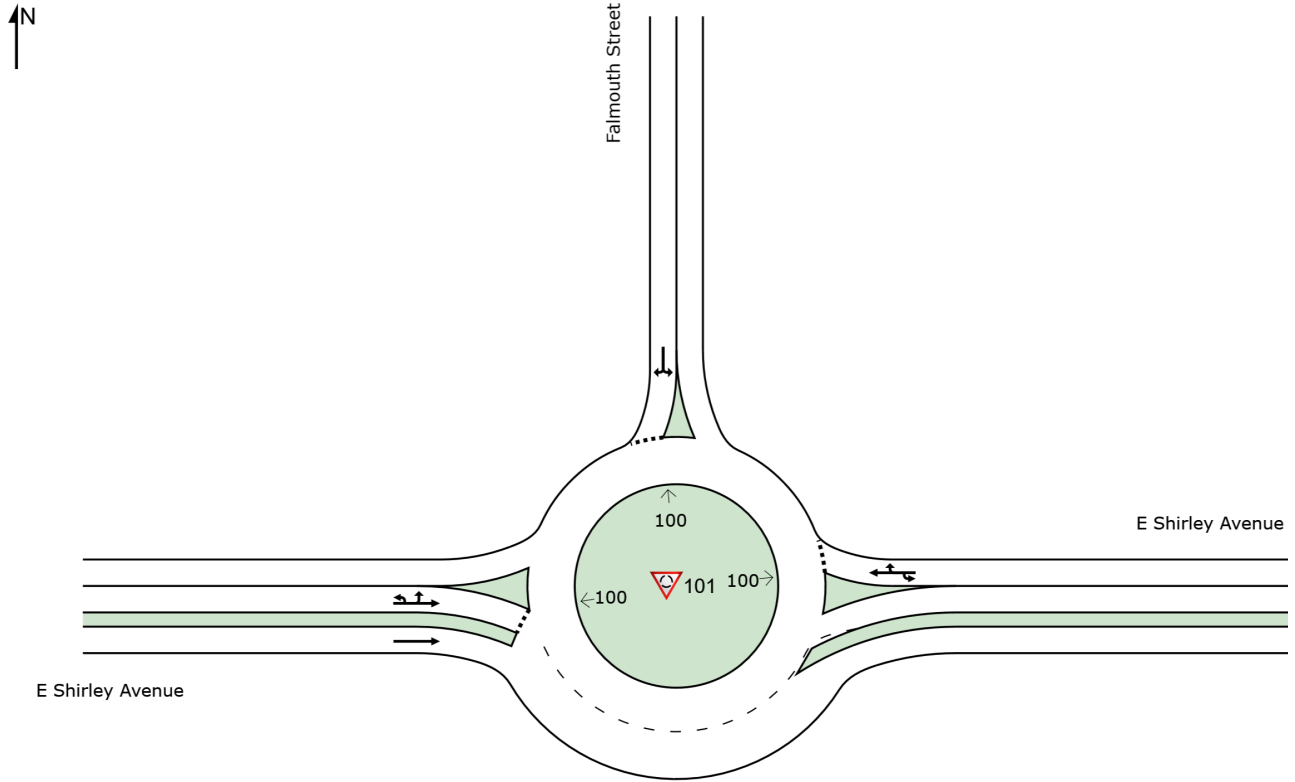
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SITE LAYOUT

Site: 101 [2032 Background - School PM (Site Folder: General)]

School PM Peak
Site Category: (None)
Roundabout

Layout pictures are schematic functional drawings reflecting input data. They are not design drawings.



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MOVEMENT SUMMARY

Site: 101 [2032 Background - Commuter Peak (Site Folder: General)]

AM Peak
Site Category: (None)
Roundabout

Vehicle Movement Performance														
Mov ID	Turn	INPUT VOLUMES		DEMAND FLOWS		Deg. Satn	Aver. Delay	Level of Service	95% BACK OF QUEUE		Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed
		[Total veh/h	HV %	[Total veh/h	HV %				[Veh. veh	Dist] ft				
East: E Shirley Avenue														
1u	U	1	0.0	1	0.0	0.756	17.5	LOS B	11.2	316.5	0.38	0.15	0.38	22.4
6	T1	505	21.0	549	21.0	0.756	18.2	LOS B	11.2	316.5	0.38	0.15	0.38	21.5
16	R2	166	4.0	180	4.0	0.756	17.6	LOS B	11.2	316.5	0.38	0.15	0.38	21.0
Approach		672	16.8	730	16.8	0.756	18.1	LOS B	11.2	316.5	0.38	0.15	0.38	21.4
North: Falmouth Street														
7	L2	145	1.0	158	1.0	0.322	10.2	LOS B	2.3	58.1	0.81	0.72	0.81	22.7
14	R2	35	9.0	38	9.0	0.322	10.9	LOS B	2.3	58.1	0.81	0.72	0.81	21.8
Approach		180	2.6	196	2.6	0.322	10.4	LOS B	2.3	58.1	0.81	0.72	0.81	22.5
West: E Shirley Avenue														
5u	U	2	0.0	2	0.0	0.236	6.1	LOS A	1.5	39.3	0.45	0.29	0.45	25.3
5	L2	20	11.0	22	11.0	0.236	6.6	LOS A	1.5	39.3	0.45	0.29	0.45	24.6
2	T1	586	5.0	637	5.0	0.236	1.9	LOS A	1.5	39.3	0.14	0.09	0.14	25.4
Approach		608	5.2	661	5.2	0.236	2.1	LOS A	1.5	39.3	0.15	0.10	0.15	25.3
All Vehicles		1460	10.2	1587	10.2	0.756	10.5	LOS B	11.2	316.5	0.34	0.20	0.34	23.0

Site Level of Service (LOS) Method: Delay & v/c (HCM 6). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Roundabout LOS Method: SIDRA Roundabout LOS.

Vehicle movement LOS values are based on average delay and v/c ratio (degree of saturation) per movement.

LOS F will result if v/c > 1 irrespective of movement delay value (does not apply for approaches and intersection).

Intersection and Approach LOS values are based on average delay for all movements (v/c not used as specified in HCM 6).

Roundabout Capacity Model: SIDRA Standard.

Delay Model: HCM Delay Formula (Geometric Delay is not included).

Queue Model: HCM Queue Formula.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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Appendix H

2032 Future Analysis Worksheets

Taylor Middle School Addition
 1: Culpeper Street & W Shirley Avenue/E Shirley Avenue

Queues



Lane Group	EBL	EBT	EBR	WBL	WBT	NBT	SBL	SBT
Lane Group Flow (vph)	34	433	78	34	584	249	17	60
v/c Ratio	0.22	0.65	0.12	0.24	0.75	0.76	0.10	0.32
Control Delay	47.2	29.5	0.3	48.1	32.2	52.0	42.4	33.6
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	47.2	29.5	0.3	48.1	32.2	52.0	42.4	33.6
Queue Length 50th (ft)	21	216	0	21	334	143	10	22
Queue Length 95th (ft)	53	342	0	54	#572	#272	31	62
Internal Link Dist (ft)		1033			3084	958		736
Turn Bay Length (ft)	215			185			125	
Base Capacity (vph)	157	758	745	143	777	365	362	364
Starvation Cap Reductn	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.22	0.57	0.10	0.24	0.75	0.68	0.05	0.16

Intersection Summary

95th percentile volume exceeds capacity, queue may be longer.
 Queue shown is maximum after two cycles.

Taylor Middle School Addition
1: Culpeper Street & W Shirley Avenue/E Shirley Avenue

2032 Future - AM Pe
HCM Signalized Intersection Capacity Analysis



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations	↖	↑	↗	↖	↗			↕		↖	↗	
Traffic Volume (vph)	31	398	72	31	513	24	85	89	55	16	34	21
Future Volume (vph)	31	398	72	31	513	24	85	89	55	16	34	21
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Width	11	11	11	11	11	11	11	11	11	11	11	11
Grade (%)		-2%			-5%			0%				4%
Total Lost time (s)	6.0	6.0	6.0	6.0	6.0			6.0		6.0	6.0	
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00			1.00		1.00	1.00	
Frt	1.00	1.00	0.85	1.00	0.99			0.97		1.00	0.94	
Flt Protected	0.95	1.00	1.00	0.95	1.00			0.98		0.95	1.00	
Satd. Flow (prot)	1762	1702	1488	1611	1663			1678		1710	1635	
Flt Permitted	0.95	1.00	1.00	0.95	1.00			0.98		0.95	1.00	
Satd. Flow (perm)	1762	1702	1488	1611	1663			1678		1710	1635	
Peak-hour factor, PHF	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Adj. Flow (vph)	34	433	78	34	558	26	92	97	60	17	37	23
RTOR Reduction (vph)	0	0	46	0	1	0	0	11	0	0	21	0
Lane Group Flow (vph)	34	433	32	34	583	0	0	238	0	17	39	0
Heavy Vehicles (%)	0%	9%	6%	11%	13%	0%	6%	2%	4%	0%	3%	5%
Turn Type	Prot	NA	Perm	Prot	NA		Split	NA		Split	NA	
Protected Phases	5	2		1	6		3	3		4	4	
Permitted Phases			2									
Actuated Green, G (s)	4.4	39.1	39.1	8.2	42.9			17.3		7.3	7.3	
Effective Green, g (s)	4.4	39.1	39.1	8.2	42.9			17.3		7.3	7.3	
Actuated g/C Ratio	0.05	0.41	0.41	0.09	0.45			0.18		0.08	0.08	
Clearance Time (s)	6.0	6.0	6.0	6.0	6.0			6.0		6.0	6.0	
Vehicle Extension (s)	4.0	4.0	4.0	4.0	4.0			4.0		4.0	4.0	
Lane Grp Cap (vph)	80	693	606	137	743			302		130	124	
v/s Ratio Prot	0.02	0.25		c0.02	c0.35			c0.14		0.01	c0.02	
v/s Ratio Perm			0.02									
v/c Ratio	0.42	0.62	0.05	0.25	0.78			0.79		0.13	0.31	
Uniform Delay, d1	44.5	22.6	17.2	41.0	22.6			37.6		41.3	41.9	
Progression Factor	1.00	1.00	1.00	1.00	1.00			1.00		1.00	1.00	
Incremental Delay, d2	4.9	2.0	0.0	1.3	5.8			13.5		0.6	2.0	
Delay (s)	49.4	24.6	17.2	42.3	28.3			51.1		42.0	43.9	
Level of Service	D	C	B	D	C			D		D	D	
Approach Delay (s)		25.1			29.1			51.1			43.5	
Approach LOS		C			C			D			D	

Intersection Summary		
HCM 2000 Control Delay	32.0	HCM 2000 Level of Service C
HCM 2000 Volume to Capacity ratio	0.72	
Actuated Cycle Length (s)	95.9	Sum of lost time (s) 24.0
Intersection Capacity Utilization	57.9%	ICU Level of Service B
Analysis Period (min)	15	
c Critical Lane Group		

Taylor Middle School Addition
2: Site Entrance #1 & E Shirley Avenue

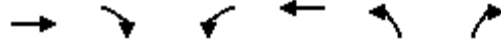
Item a.



Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑	↑	↑	↑		
Traffic Volume (veh/h)	406	12	19	561	0	0
Future Volume (Veh/h)	406	12	19	561	0	0
Sign Control	Free		Free		Stop	
Grade	-4%		2%		0%	
Peak Hour Factor	0.92	0.50	0.50	0.92	0.92	0.92
Hourly flow rate (vph)	441	24	38	610	0	0
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None		None			
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			465		1127	441
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			465		1127	441
tC, single (s)			4.2		6.4	6.2
tC, 2 stage (s)						
tF (s)			2.3		3.5	3.3
p0 queue free %			96		100	100
cM capacity (veh/h)			1041		220	621
Direction, Lane #	EB 1	EB 2	WB 1	WB 2		
Volume Total	441	24	38	610		
Volume Left	0	0	38	0		
Volume Right	0	24	0	0		
cSH	1700	1700	1041	1700		
Volume to Capacity	0.26	0.01	0.04	0.36		
Queue Length 95th (ft)	0	0	3	0		
Control Delay (s)	0.0	0.0	8.6	0.0		
Lane LOS			A			
Approach Delay (s)	0.0	0.5				
Approach LOS						
Intersection Summary						
Average Delay			0.3			
Intersection Capacity Utilization			39.9%	ICU Level of Service	A	
Analysis Period (min)			15			

Taylor Middle School Addition
3: Site Entrance #2 & E Shirley Avenue

Item a.



Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑			↑	↘	↗
Traffic Volume (veh/h)	406	0	0	568	12	19
Future Volume (Veh/h)	406	0	0	568	12	19
Sign Control	Free			Free	Stop	
Grade	1%			0%	-2%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.50	0.50
Hourly flow rate (vph)	441	0	0	617	24	38
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			441	1058		441
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			441	1058		441
tC, single (s)			4.1	6.6		6.4
tC, 2 stage (s)						
tF (s)			2.2	3.7		3.4
p0 queue free %			100	90		94
cM capacity (veh/h)			1130	233		588
Direction, Lane #	EB 1	WB 1	NB 1	NB 2		
Volume Total	441	617	24	38		
Volume Left	0	0	24	0		
Volume Right	0	0	0	38		
cSH	1700	1700	233	588		
Volume to Capacity	0.26	0.36	0.10	0.06		
Queue Length 95th (ft)	0	0	8	5		
Control Delay (s)	0.0	0.0	22.2	11.5		
Lane LOS			C	B		
Approach Delay (s)	0.0	0.0	15.7			
Approach LOS			C			
Intersection Summary						
Average Delay			0.9			
Intersection Capacity Utilization			39.9%	ICU Level of Service		A
Analysis Period (min)			15			

Taylor Middle School Addition
4: Site Entrance #3 & E Shirley Avenue

Item a.



Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑	↑	↓	↑	↓	
Traffic Volume (veh/h)	345	80	25	511	57	44
Future Volume (Veh/h)	345	80	25	511	57	44
Sign Control	Free			Free	Stop	
Grade	0%			0%	-3%	
Peak Hour Factor	0.95	0.50	0.50	0.95	0.95	0.95
Hourly flow rate (vph)	363	160	50	538	60	46
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None		None			
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			523		1001	363
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			523		1001	363
tC, single (s)			4.1		6.4	6.2
tC, 2 stage (s)						
tF (s)			2.2		3.5	3.3
p0 queue free %			95		77	93
cM capacity (veh/h)			1054		259	687
Direction, Lane #	EB 1	EB 2	WB 1	WB 2	NB 1	
Volume Total	363	160	50	538	106	
Volume Left	0	0	50	0	60	
Volume Right	0	160	0	0	46	
cSH	1700	1700	1054	1700	355	
Volume to Capacity	0.21	0.09	0.05	0.32	0.30	
Queue Length 95th (ft)	0	0	4	0	31	
Control Delay (s)	0.0	0.0	8.6	0.0	19.4	
Lane LOS			A	C		
Approach Delay (s)	0.0		0.7		19.4	
Approach LOS					C	
Intersection Summary						
Average Delay			2.0			
Intersection Capacity Utilization			39.4%	ICU Level of Service	A	
Analysis Period (min)			15			

Taylor Middle School Addition
 6: James Madison Highway/E Shirley Avenue & Alwington Boulevard

2032 Future - AM Pe Item a.

Queues



Lane Group	EBL	EBT	EBR	WBT	NBL	NBT	NBR	SBL	SBT	SBR
Lane Group Flow (vph)	85	86	155	6	297	474	11	11	172	184
v/c Ratio	0.48	0.48	0.12	0.01	0.60	0.33	0.01	0.03	0.35	0.28
Control Delay	41.0	41.2	0.2	0.0	20.3	17.3	0.0	12.3	32.5	1.2
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	41.0	41.2	0.2	0.0	20.3	17.3	0.0	12.3	32.5	1.2
Queue Length 50th (ft)	40	40	0	0	88	71	0	3	38	0
Queue Length 95th (ft)	90	91	0	0	160	157	0	12	75	3
Internal Link Dist (ft)		1992		455		682			791	
Turn Bay Length (ft)	560				315		160	165		250
Base Capacity (vph)	253	253	1291	418	601	1468	852	386	663	720
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.34	0.34	0.12	0.01	0.49	0.32	0.01	0.03	0.26	0.26

Intersection Summary

Taylor Middle School Addition

2032 Future - AM Peak

6: James Madison Highway/E Shirley Avenue & Alwington Boulevard Signalized Intersection Capacity Analysis



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBU	SBL	SBT
Lane Configurations	↖	↖	↖		↔		↖	↕	↖		↖	↕
Traffic Volume (vph)	157	0	143	2	0	4	273	436	10	2	8	158
Future Volume (vph)	157	0	143	2	0	4	273	436	10	2	8	158
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Grade (%)		5%			1%			-4%				4%
Total Lost time (s)	6.3	6.3	4.0		8.8		8.7	8.7	8.7		8.7	8.7
Lane Util. Factor	0.95	0.95	1.00		1.00		1.00	0.95	1.00		1.00	0.95
Frt	1.00	1.00	0.85		0.91		1.00	1.00	0.85		1.00	1.00
Flt Protected	0.95	0.95	1.00		0.98		0.95	1.00	1.00		0.95	1.00
Satd. Flow (prot)	1316	1316	1291		1015		1674	3409	1647		1430	3103
Flt Permitted	0.95	0.95	1.00		0.98		0.64	1.00	1.00		0.48	1.00
Satd. Flow (perm)	1316	1316	1291		1015		1133	3409	1647		723	3103
Peak-hour factor, PHF	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Adj. Flow (vph)	171	0	155	2	0	4	297	474	11	2	9	172
RTOR Reduction (vph)	0	0	0	0	5	0	0	0	7	0	0	0
Lane Group Flow (vph)	85	86	155	0	1	0	297	474	4	0	11	172
Heavy Vehicles (%)	27%	0%	22%	50%	0%	75%	10%	8%	0%	0%	29%	14%
Turn Type	Split	NA	Free	Split	NA		D.P+P	NA	Perm	D.P+P	D.P+P	NA
Protected Phases	4	4		3	3		5	2		1	1	6
Permitted Phases			Free				6		2	2	2	
Actuated Green, G (s)	10.4	10.4	83.7		7.1		33.7	32.5	32.5		33.7	19.4
Effective Green, g (s)	10.4	10.4	83.7		7.1		33.7	32.5	32.5		33.7	19.4
Actuated g/C Ratio	0.12	0.12	1.00		0.08		0.40	0.39	0.39		0.40	0.23
Clearance Time (s)	6.3	6.3			8.8		8.7	8.7	8.7		8.7	8.7
Vehicle Extension (s)	3.0	3.0			3.0		3.0	3.0	3.0		3.0	3.0
Lane Grp Cap (vph)	163	163	1291		86		548	1323	639		301	719
v/s Ratio Prot	0.06	c0.07			0.00		c0.09	c0.14			0.00	0.06
v/s Ratio Perm			c0.12				c0.13		0.00		0.01	
v/c Ratio	0.52	0.53	0.12		0.01		0.54	0.36	0.01		0.04	0.24
Uniform Delay, d1	34.3	34.3	0.0		35.1		18.2	18.2	15.7		15.1	26.1
Progression Factor	1.00	1.00	1.00		1.00		1.00	1.00	1.00		1.00	1.00
Incremental Delay, d2	3.0	3.1	0.2		0.0		1.1	0.2	0.0		0.0	0.2
Delay (s)	37.3	37.4	0.2		35.1		19.3	18.4	15.7		15.1	26.3
Level of Service	D	D	A		D		B	B	B		B	C
Approach Delay (s)		19.7			35.1			18.7				22.0
Approach LOS		B			D			B				C

Intersection Summary		
HCM 2000 Control Delay	19.8	HCM 2000 Level of Service
HCM 2000 Volume to Capacity ratio	0.50	B
Actuated Cycle Length (s)	83.7	Sum of lost time (s)
Intersection Capacity Utilization	55.7%	32.5
Analysis Period (min)	15	ICU Level of Service
		B

c Critical Lane Group

6: James Madison Highway/E Shirley Avenue & Alwington Boulevard HCM Signalized Intersection Capacity Analysis

Movement	SBR
Lane Configurations	
Traffic Volume (vph)	169
Future Volume (vph)	169
Ideal Flow (vphpl)	1900
Grade (%)	
Total Lost time (s)	6.3
Lane Util. Factor	1.00
Frt	0.85
Flt Protected	1.00
Satd. Flow (prot)	1426
Flt Permitted	1.00
Satd. Flow (perm)	1426
Peak-hour factor, PHF	0.92
Adj. Flow (vph)	184
RTOR Reduction (vph)	118
Lane Group Flow (vph)	66
Heavy Vehicles (%)	11%
Turn Type	pm+ov
Protected Phases	4
Permitted Phases	6
Actuated Green, G (s)	29.8
Effective Green, g (s)	29.8
Actuated g/C Ratio	0.36
Clearance Time (s)	6.3
Vehicle Extension (s)	3.0
Lane Grp Cap (vph)	507
v/s Ratio Prot	0.02
v/s Ratio Perm	0.03
v/c Ratio	0.13
Uniform Delay, d1	18.2
Progression Factor	1.00
Incremental Delay, d2	0.1
Delay (s)	18.3
Level of Service	B
Approach Delay (s)	
Approach LOS	
Intersection Summary	

Intersection	
Intersection Delay, s/veh	8.4
Intersection LOS	A

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕	↕		↕			↕	
Traffic Vol, veh/h	0	51	0	49	41	180	0	0	37	80	0	0
Future Vol, veh/h	0	51	0	49	41	180	0	0	37	80	0	0
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Heavy Vehicles, %	0	0	0	24	0	7	0	0	65	8	0	0
Mvmt Flow	0	55	0	53	45	196	0	0	40	87	0	0
Number of Lanes	0	1	0	0	1	1	0	1	0	0	1	0

Approach	EB	WB	NB	SB
Opposing Approach	WB	EB	SB	NB
Opposing Lanes	2	1	1	1
Conflicting Approach Left	SB	NB	EB	WB
Conflicting Lanes Left	1	1	1	2
Conflicting Approach Right	NB	SB	WB	EB
Conflicting Lanes Right	1	1	2	1
HCM Control Delay	8	8.5	7.4	8.8
HCM LOS	A	A	A	A

Lane	NBLn1	EBLn1	WBLn1	WBLn2	SBLn1
Vol Left, %	0%	0%	54%	0%	100%
Vol Thru, %	0%	100%	46%	0%	0%
Vol Right, %	100%	0%	0%	100%	0%
Sign Control	Stop	Stop	Stop	Stop	Stop
Traffic Vol by Lane	37	51	90	180	80
LT Vol	0	0	49	0	80
Through Vol	0	51	41	0	0
RT Vol	37	0	0	180	0
Lane Flow Rate	40	55	98	196	87
Geometry Grp	2	5	7	7	2
Degree of Util (X)	0.047	0.071	0.151	0.226	0.122
Departure Headway (Hd)	4.183	4.615	5.541	4.156	5.05
Convergence, Y/N	Yes	Yes	Yes	Yes	Yes
Cap	856	777	649	865	711
Service Time	2.208	2.639	3.259	1.874	3.072
HCM Lane V/C Ratio	0.047	0.071	0.151	0.227	0.122
HCM Control Delay	7.4	8	9.2	8.1	8.8
HCM Lane LOS	A	A	A	A	A
HCM 95th-tile Q	0.1	0.2	0.5	0.9	0.4

Intersection: 1: Culpeper Street & W Shirley Avenue/E Shirley Avenue

Movement	EB	EB	EB	WB	WB	NB	SB	SB
Directions Served	L	T	R	L	TR	LTR	L	TR
Maximum Queue (ft)	112	308	66	172	451	258	53	99
Average Queue (ft)	26	159	22	36	224	123	13	38
95th Queue (ft)	71	269	50	114	397	219	40	79
Link Distance (ft)		1078	1078		3094	992		778
Upstream Blk Time (%)								
Queuing Penalty (veh)								
Storage Bay Dist (ft)	215			185			125	
Storage Blk Time (%)	0	3		0	14			0
Queuing Penalty (veh)	0	1		0	4			0

Intersection: 2: Site Entrance #1 & E Shirley Avenue

Movement	EB	WB
Directions Served	T	L
Maximum Queue (ft)	5	55
Average Queue (ft)	0	5
95th Queue (ft)	5	30
Link Distance (ft)	3094	
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)		240
Storage Blk Time (%)		
Queuing Penalty (veh)		

Intersection: 3: Site Entrance #2 & E Shirley Avenue

Movement	NB	NB
Directions Served	L	R
Maximum Queue (ft)	53	56
Average Queue (ft)	10	16
95th Queue (ft)	37	48
Link Distance (ft)	383	383
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)		
Storage Blk Time (%)		
Queuing Penalty (veh)		

Intersection: 4: Site Entrance #3 & E Shirley Avenue

Movement	EB	EB	WB	NB
Directions Served	T	R	L	LR
Maximum Queue (ft)	11	12	43	81
Average Queue (ft)	0	0	9	34
95th Queue (ft)	8	8	33	65
Link Distance (ft)	204		384	
Upstream Blk Time (%)				
Queuing Penalty (veh)				
Storage Bay Dist (ft)	150		150	
Storage Blk Time (%)				
Queuing Penalty (veh)				

Intersection: 5: E Shirley Avenue & Falmouth Street

Movement	EB	WB	B17	B17	SB
Directions Served	ULT	TR	T		L>
Maximum Queue (ft)	132	216	95	9	96
Average Queue (ft)	31	50	3	0	35
95th Queue (ft)	93	150	34	7	80
Link Distance (ft)	392	351	787	787	742
Upstream Blk Time (%)	0				
Queuing Penalty (veh)	0				
Storage Bay Dist (ft)					
Storage Blk Time (%)					
Queuing Penalty (veh)					

Intersection: 6: James Madison Highway/E Shirley Avenue & Alwington Boulevard

Movement	EB	EB	EB	WB	NB	NB	NB	NB	SB	SB	SB	SB	
Directions Served	L	LT	R	LTR	L	T	T	R	UL	T	T	R	
Maximum Queue (ft)	155	114	36	55	208	209	147	20	45	123	115	111	
Average Queue (ft)	69	32	1	6	112	102	37	3	7	52	47	55	
95th Queue (ft)	128	86	15	32	188	174	103	13	29	96	96	97	
Link Distance (ft)	1974		1974	480	730		730			787	787		
Upstream Blk Time (%)													
Queuing Penalty (veh)													
Storage Bay Dist (ft)	560				315			160		165		250	
Storage Blk Time (%)							0		0				
Queuing Penalty (veh)							0		0				

Intersection: 7: Commercial Entrance /Elementary School Entrance & Alwington Boulevard

Movement	EB	WB	WB	NB	SB
Directions Served	LTR	LT	R	LTR	LTR
Maximum Queue (ft)	23	79	78	84	78
Average Queue (ft)	7	38	44	34	36
95th Queue (ft)	16	66	69	77	63
Link Distance (ft)	954	1974		170	605
Upstream Blk Time (%)					
Queuing Penalty (veh)					
Storage Bay Dist (ft)	270				
Storage Blk Time (%)					
Queuing Penalty (veh)					

Network Summary

Network wide Queuing Penalty: 5



Lane Group	EBL	EBT	EBR	WBL	WBT	NBT	SBL	SBT
Lane Group Flow (vph)	42	637	107	42	640	215	29	96
v/c Ratio	0.31	0.88	0.15	0.30	0.76	0.73	0.16	0.45
Control Delay	52.2	43.9	1.9	51.3	33.4	53.3	42.7	40.6
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	52.2	43.9	1.9	51.3	33.4	53.3	42.7	40.6
Queue Length 50th (ft)	26	387	0	26	390	127	17	46
Queue Length 95th (ft)	64	#654	16	64	#665	#237	45	97
Internal Link Dist (ft)		1033			3084	958		736
Turn Bay Length (ft)	215			185			125	
Base Capacity (vph)	134	747	715	142	838	338	318	351
Starvation Cap Reductn	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.31	0.85	0.15	0.30	0.76	0.64	0.09	0.27

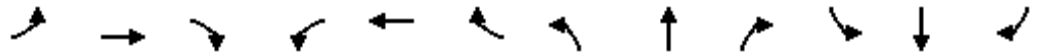
Intersection Summary

95th percentile volume exceeds capacity, queue may be longer.
 Queue shown is maximum after two cycles.

Taylor Middle School Addition
1: Culpeper Street & W Shirley Avenue/E Shirley Avenue

2032 Future - School PM Peak
HCM Signalized Intersection Capacity Analysis

Item a.

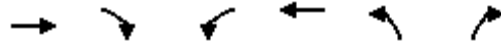


Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations	↶	↷	↷	↶	↷			↷		↶	↷	
Traffic Volume (vph)	39	586	98	39	575	14	83	82	33	27	57	31
Future Volume (vph)	39	586	98	39	575	14	83	82	33	27	57	31
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Width	11	11	11	11	11	11	11	11	11	11	11	11
Grade (%)		-2%			-5%			0%				4%
Total Lost time (s)	6.0	6.0	6.0	6.0	6.0			6.0		6.0	6.0	
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00			1.00		1.00	1.00	
Frt	1.00	1.00	0.85	1.00	1.00			0.98		1.00	0.95	
Flt Protected	0.95	1.00	1.00	0.95	1.00			0.98		0.95	1.00	
Satd. Flow (prot)	1588	1767	1488	1687	1756			1656		1583	1661	
Flt Permitted	0.95	1.00	1.00	0.95	1.00			0.98		0.95	1.00	
Satd. Flow (perm)	1588	1767	1488	1687	1756			1656		1583	1661	
Peak-hour factor, PHF	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Adj. Flow (vph)	42	637	107	42	625	15	90	89	36	29	62	34
RTOR Reduction (vph)	0	0	62	0	1	0	0	7	0	0	20	0
Lane Group Flow (vph)	42	637	45	42	639	0	0	208	0	29	76	0
Heavy Vehicles (%)	11%	5%	6%	6%	7%	0%	8%	4%	7%	8%	4%	0%
Turn Type	Prot	NA	Perm	Prot	NA		Split	NA		Split	NA	
Protected Phases	5	2		1	6		3	3		4	4	
Permitted Phases			2									
Actuated Green, G (s)	4.5	42.4	42.4	8.2	46.1			16.8		9.0	9.0	
Effective Green, g (s)	4.5	42.4	42.4	8.2	46.1			16.8		9.0	9.0	
Actuated g/C Ratio	0.04	0.42	0.42	0.08	0.46			0.17		0.09	0.09	
Clearance Time (s)	6.0	6.0	6.0	6.0	6.0			6.0		6.0	6.0	
Vehicle Extension (s)	4.0	4.0	4.0	4.0	4.0			4.0		4.0	4.0	
Lane Grp Cap (vph)	71	746	628	137	806			277		141	148	
v/s Ratio Prot	c0.03	c0.36		0.02	c0.36			c0.13		0.02	c0.05	
v/s Ratio Perm			0.03									
v/c Ratio	0.59	0.85	0.07	0.31	0.79			0.75		0.21	0.51	
Uniform Delay, d1	47.0	26.2	17.3	43.4	23.1			39.8		42.4	43.6	
Progression Factor	1.00	1.00	1.00	1.00	1.00			1.00		1.00	1.00	
Incremental Delay, d2	14.5	9.7	0.1	1.7	5.7			11.6		1.0	4.0	
Delay (s)	61.5	35.9	17.3	45.2	28.8			51.4		43.4	47.6	
Level of Service	E	D	B	D	C			D		D	D	
Approach Delay (s)		34.8			29.8			51.4			46.6	
Approach LOS		C			C			D			D	

Intersection Summary			
HCM 2000 Control Delay	35.7	HCM 2000 Level of Service	D
HCM 2000 Volume to Capacity ratio	0.75		
Actuated Cycle Length (s)	100.4	Sum of lost time (s)	24.0
Intersection Capacity Utilization	60.0%	ICU Level of Service	B
Analysis Period (min)	15		
c Critical Lane Group			

Taylor Middle School Addition
2: Site Entrance #1 & E Shirley Avenue

Item a.

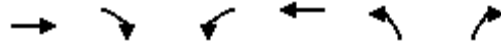


Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑	↑	↑	↑		
Traffic Volume (veh/h)	588	12	19	568	0	0
Future Volume (Veh/h)	588	12	19	568	0	0
Sign Control	Free		Free		Stop	
Grade	-4%		2%		0%	
Peak Hour Factor	0.93	0.50	0.50	0.93	0.93	0.93
Hourly flow rate (vph)	632	24	38	611	0	0
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None		None			
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			656		1319	632
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			656		1319	632
tC, single (s)			4.1		6.4	6.2
tC, 2 stage (s)						
tF (s)			2.2		3.5	3.3
p0 queue free %			96		100	100
cM capacity (veh/h)			941		168	484
Direction, Lane #	EB 1	EB 2	WB 1	WB 2		
Volume Total	632	24	38	611		
Volume Left	0	0	38	0		
Volume Right	0	24	0	0		
cSH	1700	1700	941	1700		
Volume to Capacity	0.37	0.01	0.04	0.36		
Queue Length 95th (ft)	0	0	3	0		
Control Delay (s)	0.0	0.0	9.0	0.0		
Lane LOS			A			
Approach Delay (s)	0.0	0.5				
Approach LOS						
Intersection Summary						
Average Delay			0.3			
Intersection Capacity Utilization			40.9%	ICU Level of Service	A	
Analysis Period (min)			15			

Taylor Middle School Addition
3: Site Entrance #2 & E Shirley Avenue

2032 Future - School PM Peak
HCM Unsignalized Intersection Capacity Analysis

Item a.

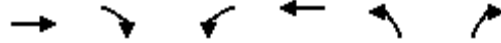


Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑			↑	↘	↗
Traffic Volume (veh/h)	588	0	0	575	12	19
Future Volume (Veh/h)	588	0	0	575	12	19
Sign Control	Free			Free	Stop	
Grade	1%			0%	-2%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.50	0.50
Hourly flow rate (vph)	639	0	0	625	24	38
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			639		1264	639
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			639		1264	639
tC, single (s)			4.1		6.5	6.4
tC, 2 stage (s)						
tF (s)			2.2		3.6	3.5
p0 queue free %			100		86	92
cM capacity (veh/h)			955		178	450
Direction, Lane #	EB 1	WB 1	NB 1	NB 2		
Volume Total	639	625	24	38		
Volume Left	0	0	24	0		
Volume Right	0	0	0	38		
cSH	1700	1700	178	450		
Volume to Capacity	0.38	0.37	0.14	0.08		
Queue Length 95th (ft)	0	0	11	7		
Control Delay (s)	0.0	0.0	28.4	13.7		
Lane LOS			D	B		
Approach Delay (s)	0.0	0.0	19.4			
Approach LOS			C			
Intersection Summary						
Average Delay			0.9			
Intersection Capacity Utilization			40.9%	ICU Level of Service	A	
Analysis Period (min)			15			

Taylor Middle School Addition
4: Site Entrance #3 & E Shirley Avenue

2032 Future - School PM Peak
HCM Unsignalized Intersection Capacity Analysis

Item a.



Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑	↑	↑	↑	↑	↑
Traffic Volume (veh/h)	563	44	7	521	54	46
Future Volume (Veh/h)	563	44	7	521	54	46
Sign Control	Free			Free	Stop	
Grade	0%			0%	-3%	
Peak Hour Factor	0.92	0.50	0.50	0.92	0.92	0.92
Hourly flow rate (vph)	612	88	14	566	59	50
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			700		1206	612
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			700		1206	612
tC, single (s)			4.1		6.4	6.2
tC, 2 stage (s)						
tF (s)			2.2		3.5	3.3
p0 queue free %			98		71	90
cM capacity (veh/h)			906		202	497
Direction, Lane #	EB 1	EB 2	WB 1	WB 2	NB 1	
Volume Total	612	88	14	566	109	
Volume Left	0	0	14	0	59	
Volume Right	0	88	0	0	50	
cSH	1700	1700	906	1700	278	
Volume to Capacity	0.36	0.05	0.02	0.33	0.39	
Queue Length 95th (ft)	0	0	1	0	45	
Control Delay (s)	0.0	0.0	9.0	0.0	26.1	
Lane LOS	A			D		
Approach Delay (s)	0.0		0.2		26.1	
Approach LOS				D		
Intersection Summary						
Average Delay			2.1			
Intersection Capacity Utilization			42.1%	ICU Level of Service	A	
Analysis Period (min)			15			

Taylor Middle School Addition
 6: James Madison Highway/E Shirley Avenue & Alwington Boulevard

Queues



Lane Group	EBL	EBT	EBR	WBT	NBL	NBT	NBR	SBL	SBT	SBR
Lane Group Flow (vph)	160	163	270	22	213	278	12	20	367	177
v/c Ratio	0.59	0.60	0.18	0.17	0.50	0.22	0.02	0.04	0.60	0.26
Control Delay	40.7	41.1	0.3	28.2	19.5	20.4	0.1	13.8	34.7	2.3
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	40.7	41.1	0.3	28.2	19.5	20.4	0.1	13.8	34.7	2.3
Queue Length 50th (ft)	76	77	0	5	64	41	0	5	87	0
Queue Length 95th (ft)	151	153	0	29	120	98	0	19	142	18
Internal Link Dist (ft)		1992		455		682			791	
Turn Bay Length (ft)	560				315		160	165		250
Base Capacity (vph)	377	378	1485	134	478	1297	610	471	814	768
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.42	0.43	0.18	0.16	0.45	0.21	0.02	0.04	0.45	0.23

Intersection Summary

Taylor Middle School Addition

2032 Future - School PM Peak

6: James Madison Highway/E Shirley Avenue & Alwington Boulevard

HCM 2000 Signalized Intersection Capacity Analysis



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBU	SBL	SBT
Lane Configurations	↖	↖	↖		↔		↖	↕	↖		↖	↕
Traffic Volume (vph)	311	2	262	7	3	12	207	270	12	12	8	356
Future Volume (vph)	311	2	262	7	3	12	207	270	12	12	8	356
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Grade (%)		5%			1%			-4%				4%
Total Lost time (s)	6.3	6.3	4.0		8.8		8.7	8.7	8.7		8.7	8.7
Lane Util. Factor	0.95	0.95	1.00		1.00		1.00	0.95	1.00		1.00	0.95
Frt	1.00	1.00	0.85		0.93		1.00	1.00	0.85		1.00	1.00
Flt Protected	0.95	0.95	1.00		0.98		0.95	1.00	1.00		0.95	1.00
Satd. Flow (prot)	1655	1661	1485		1329		1737	3474	1211		1675	3276
Flt Permitted	0.95	0.95	1.00		0.98		0.53	1.00	1.00		0.58	1.00
Satd. Flow (perm)	1655	1661	1485		1329		975	3474	1211		1024	3276
Peak-hour factor, PHF	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97
Adj. Flow (vph)	321	2	270	7	3	12	213	278	12	12	8	367
RTOR Reduction (vph)	0	0	0	0	11	0	0	0	8	0	0	0
Lane Group Flow (vph)	160	163	270	0	11	0	213	278	4	0	20	367
Heavy Vehicles (%)	1%	0%	6%	33%	33%	27%	6%	6%	36%	0%	14%	8%
Turn Type	Split	NA	Free	Split	NA		D.P+P	NA	Perm	D.P+P	D.P+P	NA
Protected Phases	4	4		3	3		5	2		1	1	6
Permitted Phases			Free				6		2	2	2	
Actuated Green, G (s)	12.9	12.9	83.9		7.1		31.4	28.9	28.9		31.4	20.3
Effective Green, g (s)	12.9	12.9	83.9		7.1		31.4	28.9	28.9		31.4	20.3
Actuated g/C Ratio	0.15	0.15	1.00		0.08		0.37	0.34	0.34		0.37	0.24
Clearance Time (s)	6.3	6.3			8.8		8.7	8.7	8.7		8.7	8.7
Vehicle Extension (s)	3.0	3.0			3.0		3.0	3.0	3.0		3.0	3.0
Lane Grp Cap (vph)	254	255	1485		112		465	1196	417		402	792
v/s Ratio Prot	0.10	c0.10			0.01		c0.06	0.08			0.00	c0.11
v/s Ratio Perm			c0.18				0.11		0.00		0.02	
v/c Ratio	0.63	0.64	0.18		0.10		0.46	0.23	0.01		0.05	0.46
Uniform Delay, d1	33.3	33.3	0.0		35.4		18.7	19.6	18.1		16.6	27.1
Progression Factor	1.00	1.00	1.00		1.00		1.00	1.00	1.00		1.00	1.00
Incremental Delay, d2	4.8	5.2	0.3		0.4		0.7	0.1	0.0		0.1	0.4
Delay (s)	38.1	38.5	0.3		35.8		19.4	19.7	18.1		16.7	27.6
Level of Service	D	D	A		D		B	B	B		B	C
Approach Delay (s)		21.0			35.8			19.5				23.6
Approach LOS		C			D			B				C

Intersection Summary		
HCM 2000 Control Delay	21.6	HCM 2000 Level of Service C
HCM 2000 Volume to Capacity ratio	0.51	
Actuated Cycle Length (s)	83.9	Sum of lost time (s) 32.5
Intersection Capacity Utilization	56.6%	ICU Level of Service B
Analysis Period (min)	15	

c Critical Lane Group

6: James Madison Highway/E Shirley Avenue & Alwington Boulevard HCM Signalized Intersection Capacity Analysis

Movement	SBR
Lane Configurations	
Traffic Volume (vph)	172
Future Volume (vph)	172
Ideal Flow (vphpl)	1900
Grade (%)	
Total Lost time (s)	6.3
Lane Util. Factor	1.00
Frt	0.85
Flt Protected	1.00
Satd. Flow (prot)	1507
Flt Permitted	1.00
Satd. Flow (perm)	1507
Peak-hour factor, PHF	0.97
Adj. Flow (vph)	177
RTOR Reduction (vph)	107
Lane Group Flow (vph)	70
Heavy Vehicles (%)	5%
Turn Type	pm+ov
Protected Phases	4
Permitted Phases	6
Actuated Green, G (s)	33.2
Effective Green, g (s)	33.2
Actuated g/C Ratio	0.40
Clearance Time (s)	6.3
Vehicle Extension (s)	3.0
Lane Grp Cap (vph)	596
v/s Ratio Prot	0.02
v/s Ratio Perm	0.03
v/c Ratio	0.12
Uniform Delay, d1	16.1
Progression Factor	1.00
Incremental Delay, d2	0.1
Delay (s)	16.2
Level of Service	B
Approach Delay (s)	
Approach LOS	
Intersection Summary	

Intersection	
Intersection Delay, s/veh	7.9
Intersection LOS	A

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕	↕		↕			↕	
Traffic Vol, veh/h	0	40	0	12	37	79	0	0	13	72	0	0
Future Vol, veh/h	0	40	0	12	37	79	0	0	13	72	0	0
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Heavy Vehicles, %	0	13	0	55	2	7	0	0	35	0	0	0
Mvmt Flow	0	43	0	13	40	86	0	0	14	78	0	0
Number of Lanes	0	1	0	0	1	1	0	1	0	0	1	0

Approach	EB	WB	NB	SB
Opposing Approach	WB	EB	SB	NB
Opposing Lanes	2	1	1	1
Conflicting Approach Left	SB	NB	EB	WB
Conflicting Lanes Left	1	1	1	2
Conflicting Approach Right	NB	SB	WB	EB
Conflicting Lanes Right	1	1	2	1
HCM Control Delay	7.9	7.9	6.9	8
HCM LOS	A	A	A	A

Lane	NBLn1	EBLn1	WBLn1	WBLn2	SBLn1
Vol Left, %	0%	0%	24%	0%	100%
Vol Thru, %	0%	100%	76%	0%	0%
Vol Right, %	100%	0%	0%	100%	0%
Sign Control	Stop	Stop	Stop	Stop	Stop
Traffic Vol by Lane	13	40	49	79	72
LT Vol	0	0	12	0	72
Through Vol	0	40	37	0	0
RT Vol	13	0	0	79	0
Lane Flow Rate	14	43	53	86	78
Geometry Grp	2	5	7	7	2
Degree of Util (X)	0.015	0.055	0.085	0.096	0.099
Departure Headway (Hd)	3.821	4.589	5.746	4.019	4.547
Convergence, Y/N	Yes	Yes	Yes	Yes	Yes
Cap	941	784	619	882	792
Service Time	1.826	2.597	3.518	1.79	2.55
HCM Lane V/C Ratio	0.015	0.055	0.086	0.098	0.098
HCM Control Delay	6.9	7.9	9.1	7.2	8
HCM Lane LOS	A	A	A	A	A
HCM 95th-tile Q	0	0.2	0.3	0.3	0.3

Intersection: 1: Culpeper Street & W Shirley Avenue/E Shirley Avenue

Movement	EB	EB	EB	WB	WB	NB	SB	SB
Directions Served	L	T	R	L	TR	LTR	L	TR
Maximum Queue (ft)	214	505	137	184	573	255	85	149
Average Queue (ft)	51	281	32	53	281	122	23	58
95th Queue (ft)	150	459	86	147	505	213	63	117
Link Distance (ft)		1078	1078		3094	992		778
Upstream Blk Time (%)								
Queuing Penalty (veh)								
Storage Bay Dist (ft)	215			185			125	
Storage Blk Time (%)	0	18		0	20		0	1
Queuing Penalty (veh)	0	7		0	8		0	0

Intersection: 2: Site Entrance #1 & E Shirley Avenue

Movement	EB	WB
Directions Served	R	L
Maximum Queue (ft)	6	48
Average Queue (ft)	0	7
95th Queue (ft)	5	31
Link Distance (ft)		
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)	110	240
Storage Blk Time (%)		
Queuing Penalty (veh)		

Intersection: 3: Site Entrance #2 & E Shirley Avenue

Movement	NB	NB
Directions Served	L	R
Maximum Queue (ft)	58	63
Average Queue (ft)	12	18
95th Queue (ft)	43	51
Link Distance (ft)	383	383
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)		
Storage Blk Time (%)		
Queuing Penalty (veh)		

Intersection: 4: Site Entrance #3 & E Shirley Avenue

Movement	EB	WB	NB
Directions Served	R	L	LR
Maximum Queue (ft)	2	30	92
Average Queue (ft)	0	3	37
95th Queue (ft)	2	17	71
Link Distance (ft)			384
Upstream Blk Time (%)			
Queuing Penalty (veh)			
Storage Bay Dist (ft)	150	150	
Storage Blk Time (%)			
Queuing Penalty (veh)			

Intersection: 5: E Shirley Avenue & Falmouth Street

Movement	EB	WB	B17	B17	SB
Directions Served	ULT	UTR	T		L>
Maximum Queue (ft)	258	218	71	9	97
Average Queue (ft)	102	37	4	0	40
95th Queue (ft)	219	131	40	10	82
Link Distance (ft)	392	351	787	787	742
Upstream Blk Time (%)					
Queuing Penalty (veh)					
Storage Bay Dist (ft)					
Storage Blk Time (%)					
Queuing Penalty (veh)					

Intersection: 6: James Madison Highway/E Shirley Avenue & Alwington Boulevard

Movement	EB	EB	EB	WB	NB	NB	NB	NB	SB	SB	SB	SB
Directions Served	L	LT	R	LTR	L	T	T	R	UL	T	T	R
Maximum Queue (ft)	168	134	84	74	186	172	145	46	59	174	180	103
Average Queue (ft)	92	53	13	19	92	78	22	6	10	94	96	45
95th Queue (ft)	147	109	51	55	156	140	77	27	37	150	159	83
Link Distance (ft)		1974	1974	480		730	730			787	787	
Upstream Blk Time (%)												
Queuing Penalty (veh)												
Storage Bay Dist (ft)	560				315			160	165			250
Storage Blk Time (%)							0			0		
Queuing Penalty (veh)							0			0		

Intersection: 7: Commercial Entrance /Elementary School Entrance & Alwington Boulevard

Movement	EB	WB	WB	NB	SB
Directions Served	LTR	LT	R	LTR	LTR
Maximum Queue (ft)	35	66	69	63	54
Average Queue (ft)	10	30	33	13	31
95th Queue (ft)	28	61	58	47	49
Link Distance (ft)	954	1974		170	605
Upstream Blk Time (%)					
Queuing Penalty (veh)					
Storage Bay Dist (ft)	270				
Storage Blk Time (%)					
Queuing Penalty (veh)					

Network Summary

Network wide Queuing Penalty: 16



Lane Group	EBL	EBT	EBR	WBL	WBT	NBT	SBL	SBT
Lane Group Flow (vph)	43	620	165	36	584	202	39	156
v/c Ratio	0.31	0.91	0.25	0.26	0.73	0.72	0.16	0.61
Control Delay	53.6	50.5	5.9	52.4	33.5	55.0	40.8	50.2
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	53.6	50.5	5.9	52.4	33.5	55.0	40.8	50.2
Queue Length 50th (ft)	28	389	6	23	353	124	23	94
Queue Length 95th (ft)	67	#650	51	58	#586	210	55	164
Internal Link Dist (ft)		1033			3084	958		736
Turn Bay Length (ft)	215			185			125	
Base Capacity (vph)	140	716	700	138	802	330	323	332
Starvation Cap Reductn	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.31	0.87	0.24	0.26	0.73	0.61	0.12	0.47

Intersection Summary

95th percentile volume exceeds capacity, queue may be longer.
 Queue shown is maximum after two cycles.

Taylor Middle School Addition
1: Culpeper Street & W Shirley Avenue/E Shirley Avenue

2032 Future - Commuter PM Peak
HCM Signalized Intersection Capacity Analysis



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations	↖	↑	↗	↖	↗			↕		↖	↗	
Traffic Volume (vph)	40	583	155	34	545	4	90	69	31	37	119	27
Future Volume (vph)	40	583	155	34	545	4	90	69	31	37	119	27
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Width	11	11	11	11	11	11	11	11	11	11	11	11
Grade (%)		-2%			-5%			0%				4%
Total Lost time (s)	6.0	6.0	6.0	6.0	6.0			6.0		6.0	6.0	
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00			1.00		1.00	1.00	
Frt	1.00	1.00	0.85	1.00	1.00			0.98		1.00	0.97	
Flt Protected	0.95	1.00	1.00	0.95	1.00			0.98		0.95	1.00	
Satd. Flow (prot)	1762	1801	1531	1736	1826			1715		1710	1722	
Flt Permitted	0.95	1.00	1.00	0.95	1.00			0.98		0.95	1.00	
Satd. Flow (perm)	1762	1801	1531	1736	1826			1715		1710	1722	
Peak-hour factor, PHF	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94
Adj. Flow (vph)	43	620	165	36	580	4	96	73	33	39	127	29
RTOR Reduction (vph)	0	0	91	0	0	0	0	7	0	0	8	0
Lane Group Flow (vph)	43	620	74	36	584	0	0	195	0	39	148	0
Heavy Vehicles (%)	0%	3%	3%	3%	3%	0%	2%	2%	4%	0%	2%	0%
Turn Type	Prot	NA	Perm	Prot	NA		Split	NA		Split	NA	
Protected Phases	5	2		1	6		3	3		4	4	
Permitted Phases			2									
Actuated Green, G (s)	4.5	41.0	41.0	8.1	44.6			16.2		14.6	14.6	
Effective Green, g (s)	4.5	41.0	41.0	8.1	44.6			16.2		14.6	14.6	
Actuated g/C Ratio	0.04	0.39	0.39	0.08	0.43			0.16		0.14	0.14	
Clearance Time (s)	6.0	6.0	6.0	6.0	6.0			6.0		6.0	6.0	
Vehicle Extension (s)	4.0	4.0	4.0	4.0	4.0			4.0		4.0	4.0	
Lane Grp Cap (vph)	76	710	604	135	783			267		240	241	
v/s Ratio Prot	c0.02	c0.34		0.02	c0.32			c0.11		0.02	c0.09	
v/s Ratio Perm			0.05									
v/c Ratio	0.57	0.87	0.12	0.27	0.75			0.73		0.16	0.62	
Uniform Delay, d1	48.7	29.0	20.0	45.1	24.9			41.8		39.3	42.0	
Progression Factor	1.00	1.00	1.00	1.00	1.00			1.00		1.00	1.00	
Incremental Delay, d2	11.2	11.8	0.1	1.4	4.1			10.5		0.4	5.3	
Delay (s)	59.9	40.9	20.1	46.6	29.0			52.3		39.7	47.3	
Level of Service	E	D	C	D	C			D		D	D	
Approach Delay (s)		37.7			30.0			52.3			45.8	
Approach LOS		D			C			D			D	

Intersection Summary		
HCM 2000 Control Delay	37.6	HCM 2000 Level of Service
HCM 2000 Volume to Capacity ratio	0.75	D
Actuated Cycle Length (s)	103.9	Sum of lost time (s)
Intersection Capacity Utilization	66.6%	24.0
Analysis Period (min)	15	ICU Level of Service
		C
c Critical Lane Group		

Taylor Middle School Addition
2: Site Entrance #1 & E Shirley Avenue

Item a.

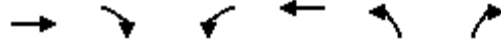


Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑	↗	↘	↑		
Traffic Volume (veh/h)	620	0	0	548	0	0
Future Volume (Veh/h)	620	0	0	548	0	0
Sign Control	Free			Free	Stop	
Grade	-4%			2%	0%	
Peak Hour Factor	0.92	0.50	0.50	0.92	0.92	0.92
Hourly flow rate (vph)	674	0	0	596	0	0
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			674		1270	674
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			674		1270	674
tC, single (s)			4.1		6.4	6.2
tC, 2 stage (s)						
tF (s)			2.2		3.5	3.3
p0 queue free %			100		100	100
cM capacity (veh/h)			927		187	458
Direction, Lane #	EB 1	EB 2	WB 1	WB 2		
Volume Total	674	0	0	596		
Volume Left	0	0	0	0		
Volume Right	0	0	0	0		
cSH	1700	1700	1700	1700		
Volume to Capacity	0.40	0.01	0.00	0.35		
Queue Length 95th (ft)	0	0	0	0		
Control Delay (s)	0.0	0.0	0.0	0.0		
Lane LOS						
Approach Delay (s)	0.0		0.0			
Approach LOS						
Intersection Summary						
Average Delay			0.0			
Intersection Capacity Utilization			42.6%		ICU Level of Service	A
Analysis Period (min)			15			

Taylor Middle School Addition
3: Site Entrance #2 & E Shirley Avenue

2032 Future - Commuter PM Peak
HCM Unsignalized Intersection Capacity Analysis

Item a.



Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑			↑	↘	↗
Traffic Volume (veh/h)	620	0	0	548	0	0
Future Volume (Veh/h)	620	0	0	548	0	0
Sign Control	Free			Free	Stop	
Grade	1%			0%	-2%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.50	0.50
Hourly flow rate (vph)	674	0	0	596	0	0
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			674		1270	674
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			674		1270	674
tC, single (s)			4.1		6.4	6.2
tC, 2 stage (s)						
tF (s)			2.2		3.5	3.3
p0 queue free %			100		100	100
cM capacity (veh/h)			927		188	458
Direction, Lane #	EB 1	WB 1	NB 1	NB 2		
Volume Total	674	596	0	0		
Volume Left	0	0	0	0		
Volume Right	0	0	0	0		
cSH	1700	1700	1700	1700		
Volume to Capacity	0.40	0.35	0.10	0.06		
Queue Length 95th (ft)	0	0	0	0		
Control Delay (s)	0.0	0.0	0.0	0.0		
Lane LOS			A	A		
Approach Delay (s)	0.0	0.0	0.0			
Approach LOS			A			
Intersection Summary						
Average Delay			0.0			
Intersection Capacity Utilization			42.6%	ICU Level of Service	A	
Analysis Period (min)			15			

Taylor Middle School Addition
4: Site Entrance #3 & E Shirley Avenue

2032 Future - Commuter PM Peak
HCM Unsignalized Intersection Capacity Analysis

Item a.



Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑	↑	↓	↑	↓	↓
Traffic Volume (veh/h)	591	29	28	528	20	4
Future Volume (Veh/h)	591	29	28	528	20	4
Sign Control	Free			Free	Stop	
Grade	0%			0%	-3%	
Peak Hour Factor	0.92	0.50	0.50	0.92	0.92	0.92
Hourly flow rate (vph)	642	58	56	574	22	4
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			700			1328
vC1, stage 1 conf vol						642
vC2, stage 2 conf vol						
vCu, unblocked vol			700			1328
tC, single (s)			4.2			6.4
tC, 2 stage (s)						6.2
tF (s)			2.3			3.5
p0 queue free %			94			86
cM capacity (veh/h)			865			162
						478
Direction, Lane #	EB 1	EB 2	WB 1	WB 2	NB 1	
Volume Total	642	58	56	574	26	
Volume Left	0	0	56	0	22	
Volume Right	0	58	0	0	4	
cSH	1700	1700	865	1700	180	
Volume to Capacity	0.38	0.03	0.06	0.34	0.14	
Queue Length 95th (ft)	0	0	5	0	12	
Control Delay (s)	0.0	0.0	9.4	0.0	28.3	
Lane LOS			A			D
Approach Delay (s)	0.0	0.8				28.3
Approach LOS					D	
Intersection Summary						
Average Delay			0.9			
Intersection Capacity Utilization			41.1%	ICU Level of Service		A
Analysis Period (min)			15			

Taylor Middle School Addition
 6: James Madison Highway/E Shirley Avenue & Alwington Boulevard

Queues



Lane Group	EBL	EBT	EBR	WBT	NBL	NBT	NBR	SBL	SBT	SBR
Lane Group Flow (vph)	162	163	239	18	235	322	1	18	458	152
v/c Ratio	0.62	0.63	0.16	0.05	0.56	0.24	0.00	0.05	0.66	0.23
Control Delay	44.0	44.2	0.2	0.2	20.4	19.6	0.0	13.2	35.3	1.7
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	44.0	44.2	0.2	0.2	20.4	19.6	0.0	13.2	35.3	1.7
Queue Length 50th (ft)	83	84	0	0	72	49	0	5	115	0
Queue Length 95th (ft)	155	156	0	0	128	109	0	17	173	13
Internal Link Dist (ft)		1992		455		682			791	
Turn Bay Length (ft)	560				315		160	165		250
Base Capacity (vph)	338	338	1529	360	463	1375	474	375	873	730
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.48	0.48	0.16	0.05	0.51	0.23	0.00	0.05	0.52	0.21

Intersection Summary

Taylor Middle School Addition
 2032 Future - Commuter PM Peak
 6: James Madison Highway/E Shirley Avenue & Alwington Boulevard
 HCM Signalized Intersection Capacity Analysis



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBU	SBL	SBT
Lane Configurations	↖	↖	↖		↔		↖	↕	↖		↖	↕
Traffic Volume (vph)	309	0	227	5	0	12	223	306	1	10	7	435
Future Volume (vph)	309	0	227	5	0	12	223	306	1	10	7	435
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Grade (%)		5%			1%			-4%				4%
Total Lost time (s)	6.3	6.3	4.0		8.8		8.7	8.7	8.7		8.7	8.7
Lane Util. Factor	0.95	0.95	1.00		1.00		1.00	0.95	1.00		1.00	0.95
Flt	1.00	1.00	0.85		0.90		1.00	1.00	0.85		1.00	1.00
Flt Protected	0.95	0.95	1.00		0.99		0.95	1.00	1.00		0.95	1.00
Satd. Flow (prot)	1655	1655	1529		1502		1721	3541	824		1337	3369
Flt Permitted	0.95	0.95	1.00		0.99		0.46	1.00	1.00		0.56	1.00
Satd. Flow (perm)	1655	1655	1529		1502		838	3541	824		784	3369
Peak-hour factor, PHF	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Adj. Flow (vph)	325	0	239	5	0	13	235	322	1	11	7	458
RTOR Reduction (vph)	0	0	0	0	17	0	0	0	1	0	0	0
Lane Group Flow (vph)	162	163	239	0	1	0	235	322	0	0	18	458
Heavy Vehicles (%)	1%	0%	3%	20%	0%	9%	7%	4%	100%	0%	83%	5%
Turn Type	Split	NA	Free	Split	NA		D.P+P	NA	Perm	D.P+P	D.P+P	NA
Protected Phases	4	4		3	3		5	2		1	1	6
Permitted Phases			Free				6		2	2	2	
Actuated Green, G (s)	12.7	12.7	86.0		7.1		33.7	31.2	31.2		33.7	22.2
Effective Green, g (s)	12.7	12.7	86.0		7.1		33.7	31.2	31.2		33.7	22.2
Actuated g/C Ratio	0.15	0.15	1.00		0.08		0.39	0.36	0.36		0.39	0.26
Clearance Time (s)	6.3	6.3			8.8		8.7	8.7	8.7		8.7	8.7
Vehicle Extension (s)	3.0	3.0			3.0		3.0	3.0	3.0		3.0	3.0
Lane Grp Cap (vph)	244	244	1529		124		446	1284	298		323	869
v/s Ratio Prot	0.10	c0.10			0.00		c0.07	c0.09			0.00	c0.14
v/s Ratio Perm			c0.16				0.14		0.00		0.02	
v/c Ratio	0.66	0.67	0.16		0.01		0.53	0.25	0.00		0.06	0.53
Uniform Delay, d1	34.6	34.7	0.0		36.2		18.4	19.2	17.5		16.1	27.4
Progression Factor	1.00	1.00	1.00		1.00		1.00	1.00	1.00		1.00	1.00
Incremental Delay, d2	6.6	6.8	0.2		0.0		1.1	0.1	0.0		0.1	0.6
Delay (s)	41.3	41.4	0.2		36.3		19.6	19.3	17.5		16.2	28.0
Level of Service	D	D	A		D		B	B	B		B	C
Approach Delay (s)		23.9			36.3			19.4				24.7
Approach LOS		C			D			B				C

Intersection Summary		
HCM 2000 Control Delay	22.9	HCM 2000 Level of Service
HCM 2000 Volume to Capacity ratio	0.54	C
Actuated Cycle Length (s)	86.0	Sum of lost time (s)
Intersection Capacity Utilization	59.4%	32.5
Analysis Period (min)	15	ICU Level of Service
		B

c Critical Lane Group

6: James Madison Highway/E Shirley Avenue & Alwington Boulevard HCM Signalized Intersection Capacity Analysis



Movement	SBR
Lane Configurations	T
Traffic Volume (vph)	144
Future Volume (vph)	144
Ideal Flow (vphpl)	1900
Grade (%)	
Total Lost time (s)	6.3
Lane Util. Factor	1.00
Frt	0.85
Flt Protected	1.00
Satd. Flow (prot)	1439
Flt Permitted	1.00
Satd. Flow (perm)	1439
Peak-hour factor, PHF	0.95
Adj. Flow (vph)	152
RTOR Reduction (vph)	90
Lane Group Flow (vph)	62
Heavy Vehicles (%)	10%
Turn Type	pm+ov
Protected Phases	4
Permitted Phases	6
Actuated Green, G (s)	34.9
Effective Green, g (s)	34.9
Actuated g/C Ratio	0.41
Clearance Time (s)	6.3
Vehicle Extension (s)	3.0
Lane Grp Cap (vph)	583
v/s Ratio Prot	0.02
v/s Ratio Perm	0.03
v/c Ratio	0.11
Uniform Delay, d1	15.9
Progression Factor	1.00
Incremental Delay, d2	0.1
Delay (s)	15.9
Level of Service	B
Approach Delay (s)	
Approach LOS	
Intersection Summary	

Intersection	
Intersection Delay, s/veh	8
Intersection LOS	A

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕	↕		↕			↕	
Traffic Vol, veh/h	0	58	0	15	66	37	0	0	30	31	0	0
Future Vol, veh/h	0	58	0	15	66	37	0	0	30	31	0	0
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Heavy Vehicles, %	0	0	0	57	0	18	0	0	7	0	0	0
Mvmt Flow	0	63	0	16	72	40	0	0	33	34	0	0
Number of Lanes	0	1	0	0	1	1	0	1	0	0	1	0

Approach	EB	WB	NB	SB
Opposing Approach	WB	EB	SB	NB
Opposing Lanes	2	1	1	1
Conflicting Approach Left	SB	NB	EB	WB
Conflicting Lanes Left	1	1	1	2
Conflicting Approach Right	NB	SB	WB	EB
Conflicting Lanes Right	1	1	2	1
HCM Control Delay	7.6	8.6	7	7.8
HCM LOS	A	A	A	A

Lane	NBLn1	EBLn1	WBLn1	WBLn2	SBLn1
Vol Left, %	0%	0%	19%	0%	100%
Vol Thru, %	0%	100%	81%	0%	0%
Vol Right, %	100%	0%	0%	100%	0%
Sign Control	Stop	Stop	Stop	Stop	Stop
Traffic Vol by Lane	30	58	81	37	31
LT Vol	0	0	15	0	31
Through Vol	0	58	66	0	0
RT Vol	30	0	0	37	0
Lane Flow Rate	33	63	88	40	34
Geometry Grp	2	5	7	7	2
Degree of Util (X)	0.035	0.074	0.14	0.044	0.043
Departure Headway (Hd)	3.817	4.21	5.711	3.947	4.611
Convergence, Y/N	Yes	Yes	Yes	Yes	Yes
Cap	943	837	626	902	781
Service Time	1.818	2.305	3.46	1.695	2.613
HCM Lane V/C Ratio	0.035	0.075	0.141	0.044	0.044
HCM Control Delay	7	7.6	9.4	6.9	7.8
HCM Lane LOS	A	A	A	A	A
HCM 95th-tile Q	0.1	0.2	0.5	0.1	0.1

Intersection: 1: Culpeper Street & W Shirley Avenue/E Shirley Avenue

Movement	EB	EB	EB	WB	WB	NB	SB	SB
Directions Served	L	T	R	L	TR	LTR	L	TR
Maximum Queue (ft)	214	590	119	184	459	237	118	190
Average Queue (ft)	55	312	41	40	243	116	34	91
95th Queue (ft)	156	519	95	128	412	201	87	163
Link Distance (ft)		1078	1078		3094	992		778
Upstream Blk Time (%)								
Queuing Penalty (veh)								
Storage Bay Dist (ft)	215			185			125	
Storage Blk Time (%)	0	24		0	19		0	4
Queuing Penalty (veh)	0	10		0	6		0	1

Intersection: 2: Site Entrance #1 & E Shirley Avenue

Movement
Directions Served
Maximum Queue (ft)
Average Queue (ft)
95th Queue (ft)
Link Distance (ft)
Upstream Blk Time (%)
Queuing Penalty (veh)
Storage Bay Dist (ft)
Storage Blk Time (%)
Queuing Penalty (veh)

Intersection: 3: Site Entrance #2 & E Shirley Avenue

Movement
Directions Served
Maximum Queue (ft)
Average Queue (ft)
95th Queue (ft)
Link Distance (ft)
Upstream Blk Time (%)
Queuing Penalty (veh)
Storage Bay Dist (ft)
Storage Blk Time (%)
Queuing Penalty (veh)

Intersection: 4: Site Entrance #3 & E Shirley Avenue

Movement	EB	WB	NB
Directions Served	R	L	LR
Maximum Queue (ft)	2	57	43
Average Queue (ft)	0	11	16
95th Queue (ft)	2	39	38
Link Distance (ft)			384
Upstream Blk Time (%)			
Queuing Penalty (veh)			
Storage Bay Dist (ft)	150	150	
Storage Blk Time (%)			
Queuing Penalty (veh)			

Intersection: 5: E Shirley Avenue & Falmouth Street

Movement	EB	WB	B17	B17	SB
Directions Served	ULT	TR	T		L>
Maximum Queue (ft)	241	187	51	10	98
Average Queue (ft)	96	24	3	0	36
95th Queue (ft)	216	98	23	11	76
Link Distance (ft)	392	351	787	787	742
Upstream Blk Time (%)					
Queuing Penalty (veh)					
Storage Bay Dist (ft)					
Storage Blk Time (%)					
Queuing Penalty (veh)					

Intersection: 6: James Madison Highway/E Shirley Avenue & Alwington Boulevard

Movement	EB	EB	EB	WB	NB	NB	NB	NB	SB	SB	SB	SB
Directions Served	L	LT	R	LTR	L	T	T	R	UL	T	T	R
Maximum Queue (ft)	184	144	60	65	204	168	137	28	114	175	192	99
Average Queue (ft)	94	54	9	13	98	80	27	1	15	106	112	44
95th Queue (ft)	151	117	38	43	168	148	89	14	58	159	174	81
Link Distance (ft)		1974	1974	480		730	730			787	787	
Upstream Blk Time (%)												
Queuing Penalty (veh)												
Storage Bay Dist (ft)	560				315			160	165			250
Storage Blk Time (%)							0		0	0		
Queuing Penalty (veh)							0		0	0		

Intersection: 7: Commercial Entrance /Elementary School Entrance & Alwington Boulevard

Movement	EB	WB	WB	NB	SB
Directions Served	LTR	LT	R	LTR	LTR
Maximum Queue (ft)	29	71	64	57	35
Average Queue (ft)	8	37	25	20	19
95th Queue (ft)	17	63	57	47	42
Link Distance (ft)	954	1974		170	605
Upstream Blk Time (%)					
Queuing Penalty (veh)					
Storage Bay Dist (ft)	270				
Storage Blk Time (%)					
Queuing Penalty (veh)					

Network Summary

Network wide Queuing Penalty: 18

MOVEMENT SUMMARY

 Site: 101 [2032 Future - AM Peak (Site Folder: General)]

AM Peak
Site Category: (None)
Roundabout

Vehicle Movement Performance														
Mov ID	Turn	INPUT VOLUMES		DEMAND FLOWS		Deg. Satn	Aver. Delay	Level of Service	95% BACK OF QUEUE		Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed
		[Total veh/h	HV %	[Total veh/h	HV %				[Veh. veh	Dist] ft				
East: E Shirley Avenue														
1u	U	1	0.0	1	0.0	0.649	13.0	LOS B	6.4	174.3	0.38	0.19	0.38	23.6
6	T1	490	10.0	533	10.0	0.649	13.3	LOS B	6.4	174.3	0.38	0.19	0.38	22.5
16	R2	100	11.0	109	11.0	0.649	13.4	LOS B	6.4	174.3	0.38	0.19	0.38	22.0
Approach		591	10.2	642	10.2	0.649	13.3	LOS B	6.4	174.3	0.38	0.19	0.38	22.4
North: Falmouth Street														
7	L2	90	21.0	98	21.0	0.272	10.8	LOS B	1.7	48.4	0.75	0.67	0.75	22.8
14	R2	46	9.0	50	9.0	0.272	9.8	LOS A	1.7	48.4	0.75	0.67	0.75	21.9
Approach		136	16.9	148	16.9	0.272	10.5	LOS B	1.7	48.4	0.75	0.67	0.75	22.5
West: E Shirley Avenue														
5u	U	1	0.0	1	0.0	0.145	4.9	LOS A	0.8	23.2	0.37	0.21	0.37	25.2
5	L2	41	19.0	45	19.0	0.145	5.7	LOS A	0.8	23.2	0.37	0.21	0.37	24.5
2	T1	320	9.0	348	9.0	0.145	1.3	LOS A	0.8	23.2	0.09	0.05	0.09	25.5
Approach		362	10.1	393	10.1	0.145	1.8	LOS A	0.8	23.2	0.12	0.07	0.12	25.4
All Vehicles		1089	11.0	1184	11.0	0.649	9.1	LOS A	6.4	174.3	0.34	0.21	0.34	23.3

Site Level of Service (LOS) Method: Delay & v/c (HCM 6). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Roundabout LOS Method: SIDRA Roundabout LOS.

Vehicle movement LOS values are based on average delay and v/c ratio (degree of saturation) per movement.

LOS F will result if v/c > 1 irrespective of movement delay value (does not apply for approaches and intersection).

Intersection and Approach LOS values are based on average delay for all movements (v/c not used as specified in HCM 6).

Roundabout Capacity Model: SIDRA Standard.

Delay Model: HCM Delay Formula (Geometric Delay is not included).

Queue Model: HCM Queue Formula.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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Organisation: TIMMONS GROUP | Licence: PLUS / 1PC | Processed: Thursday, February 29, 2024 2:58:32 PM

Project: L:\207\58360-T_Taylor_MS Expansion TIA\TRAFFIC\4. Analysis\SIDRA\Total\Taylor MS 2032 Future.sip9

MOVEMENT SUMMARY

Site: 101 [2032 Future - School PM (Site Folder: General)]

School PM Peak
Site Category: (None)
Roundabout

Vehicle Movement Performance														
Mov ID	Turn	INPUT VOLUMES		DEMAND FLOWS		Deg. Satn	Aver. Delay	Level of Service	95% BACK OF QUEUE		Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed
		[Total veh/h]	[HV %]	[Total veh/h]	[HV %]				[Veh. veh]	[Dist ft]				
East: E Shirley Avenue														
1u	U	2	0.0	2	0.0	0.606	11.4	LOS B	5.7	148.2	0.32	0.14	0.32	24.0
6	T1	481	4.0	486	4.0	0.606	11.5	LOS B	5.7	148.2	0.32	0.14	0.32	22.9
16	R2	152	6.0	154	6.0	0.606	11.6	LOS B	5.7	148.2	0.32	0.14	0.32	22.4
Approach		635	4.5	641	4.5	0.606	11.5	LOS B	5.7	148.2	0.32	0.14	0.32	22.8
North: Falmouth Street														
7	L2	144	7.0	145	7.0	0.258	8.5	LOS A	1.7	43.2	0.69	0.58	0.69	23.1
14	R2	30	0.0	30	0.0	0.258	8.0	LOS A	1.7	43.2	0.69	0.58	0.69	22.2
Approach		174	5.8	176	5.8	0.258	8.4	LOS A	1.7	43.2	0.69	0.58	0.69	23.0
West: E Shirley Avenue														
5u	U	2	0.0	2	0.0	0.217	5.9	LOS A	1.3	35.4	0.44	0.28	0.44	25.2
5	L2	35	23.0	35	23.0	0.217	7.0	LOS A	1.3	35.4	0.44	0.28	0.44	24.5
2	T1	559	5.0	565	5.0	0.217	1.7	LOS A	1.3	35.4	0.12	0.08	0.12	25.4
Approach		596	6.0	602	6.0	0.217	2.1	LOS A	1.3	35.4	0.14	0.09	0.14	25.3
All Vehicles		1405	5.3	1419	5.3	0.606	7.1	LOS A	5.7	148.2	0.29	0.17	0.29	23.8

Site Level of Service (LOS) Method: Delay & v/c (HCM 6). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Roundabout LOS Method: SIDRA Roundabout LOS.

Vehicle movement LOS values are based on average delay and v/c ratio (degree of saturation) per movement.

LOS F will result if v/c > 1 irrespective of movement delay value (does not apply for approaches and intersection).

Intersection and Approach LOS values are based on average delay for all movements (v/c not used as specified in HCM 6).

Roundabout Capacity Model: SIDRA Standard.

Delay Model: HCM Delay Formula (Geometric Delay is not included).

Queue Model: HCM Queue Formula.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

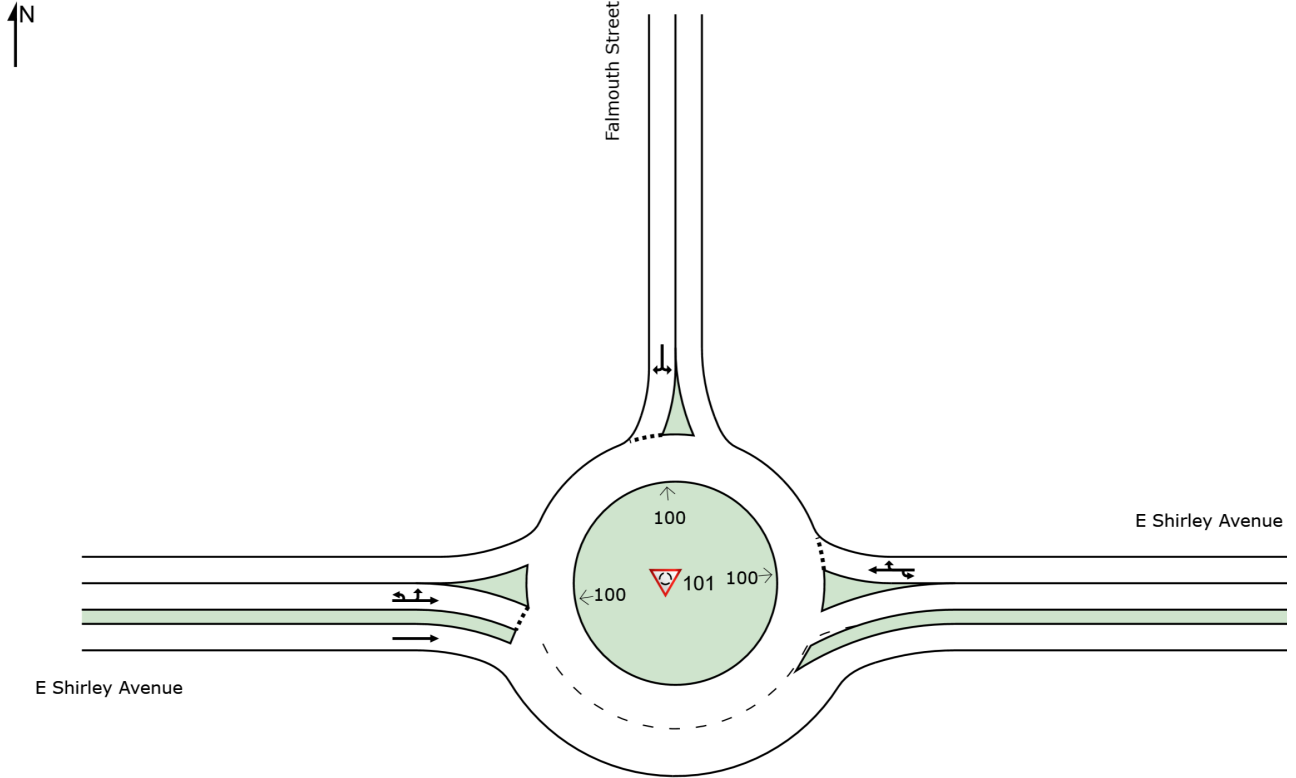
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Organisation: TIMMONS GROUP | Licence: PLUS / 1PC | Processed: Wednesday, January 10, 2024 12:51:59 PM
Project: L:\207\58360-T_Taylor_MS Expansion TIA\TRAFFIC\4. Analysis\SIDRA\Total\Taylor MS 2032 Future.sip9

SITE LAYOUT

 Site: 101 [2032 Future - School PM (Site Folder: General)]

School PM Peak
Site Category: (None)
Roundabout

Layout pictures are schematic functional drawings reflecting input data. They are not design drawings.



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Organisation: TIMMONS GROUP | Licence: PLUS / 1PC | Created: Wednesday, January 10, 2024 12:50:44 PM
Project: L:\207\58360-T_Taylor_MS Expansion TIA\TRAFFIC\4. Analysis\SIDRA\Total\Taylor MS 2032 Future.sip9

MOVEMENT SUMMARY

 Site: 101 [2032 Future - Commuter Peak (Site Folder: General)]

AM Peak
Site Category: (None)
Roundabout

Vehicle Movement Performance														
Mov ID	Turn	INPUT VOLUMES		DEMAND FLOWS		Deg. Satn	Aver. Delay	Level of Service	95% BACK OF QUEUE		Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed
		[Total veh/h	HV %	[Total veh/h	HV %				[Veh. veh	Dist] ft				
East: E Shirley Avenue														
1u	U	1	0.0	1	0.0	0.754	17.4	LOS B	11.0	311.5	0.39	0.15	0.39	22.4
6	T1	502	21.0	546	21.0	0.754	18.1	LOS B	11.0	311.5	0.39	0.15	0.39	21.5
16	R2	166	4.0	180	4.0	0.754	17.5	LOS B	11.0	311.5	0.39	0.15	0.39	21.0
Approach		669	16.8	727	16.8	0.754	18.0	LOS B	11.0	311.5	0.39	0.15	0.39	21.4
North: Falmouth Street														
7	L2	145	1.0	158	1.0	0.327	10.3	LOS B	2.3	59.1	0.81	0.72	0.81	22.7
14	R2	38	9.0	41	9.0	0.327	11.0	LOS B	2.3	59.1	0.81	0.72	0.81	21.8
Approach		183	2.7	199	2.7	0.327	10.4	LOS B	2.3	59.1	0.81	0.72	0.81	22.5
West: E Shirley Avenue														
5u	U	2	0.0	2	0.0	0.235	6.1	LOS A	1.5	39.2	0.45	0.29	0.45	25.3
5	L2	21	11.0	23	11.0	0.235	6.6	LOS A	1.5	39.2	0.45	0.29	0.45	24.6
2	T1	583	5.0	634	5.0	0.235	1.9	LOS A	1.5	39.2	0.14	0.09	0.14	25.4
Approach		606	5.2	659	5.2	0.235	2.1	LOS A	1.5	39.2	0.15	0.10	0.15	25.3
All Vehicles		1458	10.2	1585	10.2	0.754	10.4	LOS B	11.0	311.5	0.34	0.20	0.34	23.0

Site Level of Service (LOS) Method: Delay & v/c (HCM 6). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Roundabout LOS Method: SIDRA Roundabout LOS.

Vehicle movement LOS values are based on average delay and v/c ratio (degree of saturation) per movement.

LOS F will result if v/c > 1 irrespective of movement delay value (does not apply for approaches and intersection).

Intersection and Approach LOS values are based on average delay for all movements (v/c not used as specified in HCM 6).

Roundabout Capacity Model: SIDRA Standard.

Delay Model: HCM Delay Formula (Geometric Delay is not included).

Queue Model: HCM Queue Formula.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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Project: L:\207\58360-T_Taylor_MS Expansion TIA\TRAFFIC\4. Analysis\SIDRA\Total\Taylor MS 2032 Future.sip9



Planning Commission Public Hearing
SUP 2023-04 Taylor Middle School
March 19, 2024

PC Decision Deadline May 30, 2024 Unless Applicant Defers

Special Use Permit Application

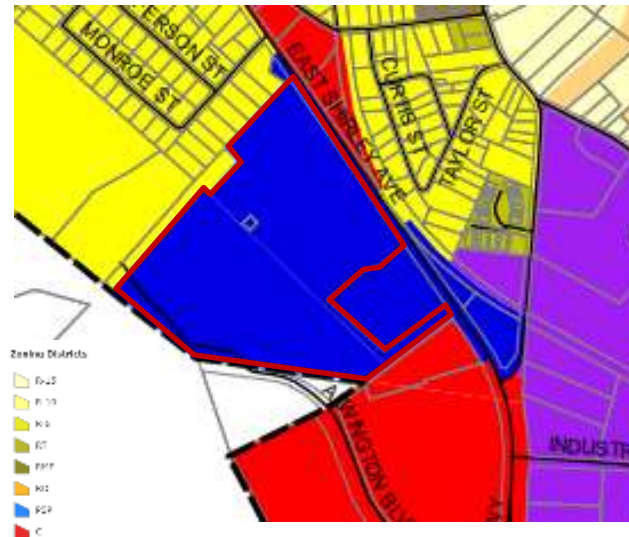
- **GPIN Applicant:** 6984-48-7973-500
- **Property Owner:** Fauquier County School Board
- **Representative:** Luke Fetcho, Timmons Group
- **Zoning:** PSP (Public/Semi Public)
- **Comprehensive Plan:** Public/Semi Public Non-Intensive
- SUP to allow for an addition in excess of 10,000 square feet (proposing additional approximate 68,231 square feet)

Location



Adjacent Land Uses

Zoning Map



- R-10 Single Family Residential
- Commercial
- Public/Semi Public
- County Approved Future Housing

Fauquier County Arrington Rezoning



2023 Rezoning Amendment:

- Amend 2015 Approvals
 - Revised Proffer Statement, CDP & COD
- Rezone 27.65 ac from RA to PRD
 - Subject to Revised Proffer Statement, CDP & COD
- Southern 197.11 ac of RA Not Included
 - Previous Proffers, Easement Commitment, CDP & COD would not apply to this property.

Development Scenarios:

- Base: 217 du (0.93 du/ac) w/ 99.14 ac Open Space (42%)
 - Public Water & Private Sewer
- Alternative A: 211 du (1.01 du/ac) w/ 108.44 ac Open Space (52%)
 - Incorporated into Town of Warrenton / Public Water & Sewer
 - Commercial: Eating Establishment - 8,000 sf & Inn - 15 rooms
 - Unplanned Future Commercial: 25 ac
- Alternative B: 270 du (1.29 du/ac) w/ 108.88 ac Open Space (52%)
 - Incorporated into Town of Warrenton / Public Water & Sewer
 - Off-site ROW & Easements
 - Commercial: Eating Establishment - 8,000 sf & Inn - 15 rooms
 - Unplanned Future Commercial: 25 ac

Town Policies – Plan Warrenton 2040

- Walkability Audit & Complete Streets
- Transportation Map – Bike/Ped New Facility links to County Plan
- Shirley Ave = Signature Road
- T-1.4 *Maintain the capacity of Signature Streets by providing multimodal accommodations and incorporating innovative approaches.*

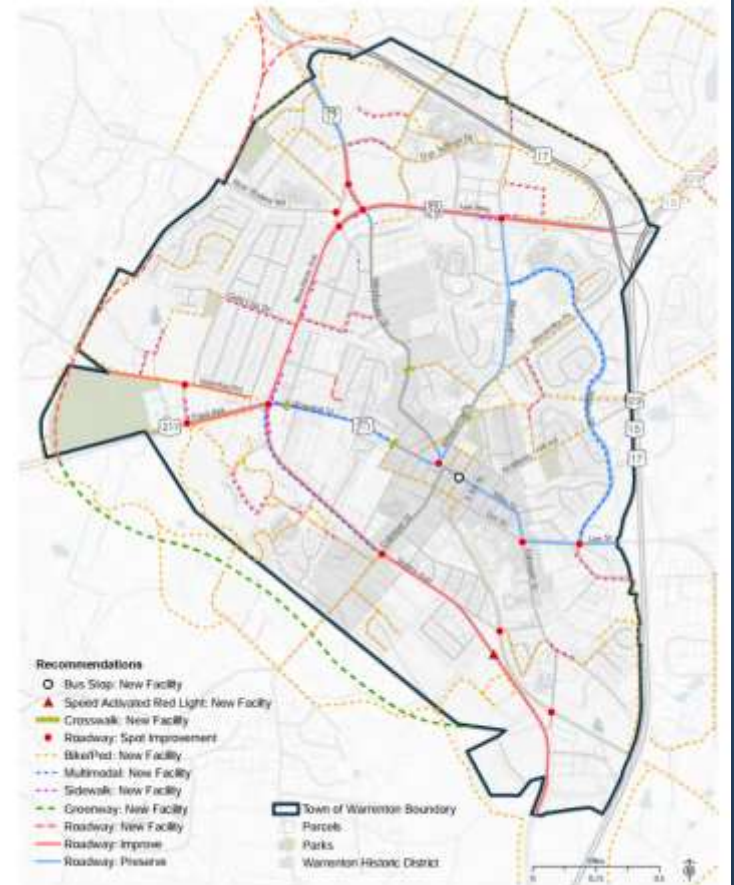


Figure 5-1: Town of Warrenton Transportation Plan map.

FEMA Map

- FEMA Flood Zones
- A - 100 Year
- AE - 100 Year BFE Determined
- X Shaded - 500 year
- X



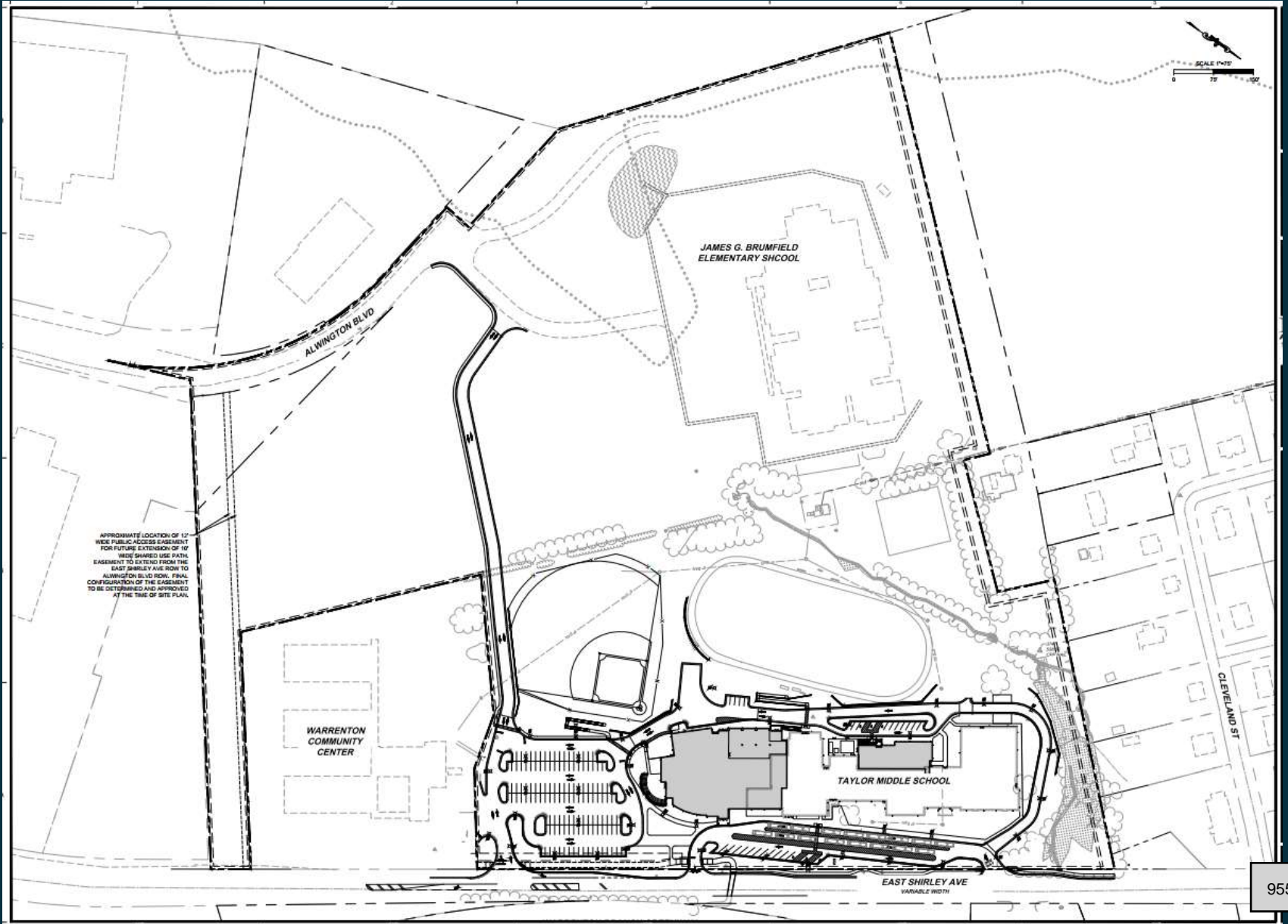






SUP Plan

Item a.



SUP Plan

Item a.

Gate



Added Sidewalk



Gate



Redesigned Parking Lot Entrance



Potential SWM Area



Gate



Trees To Be Removed



Gate

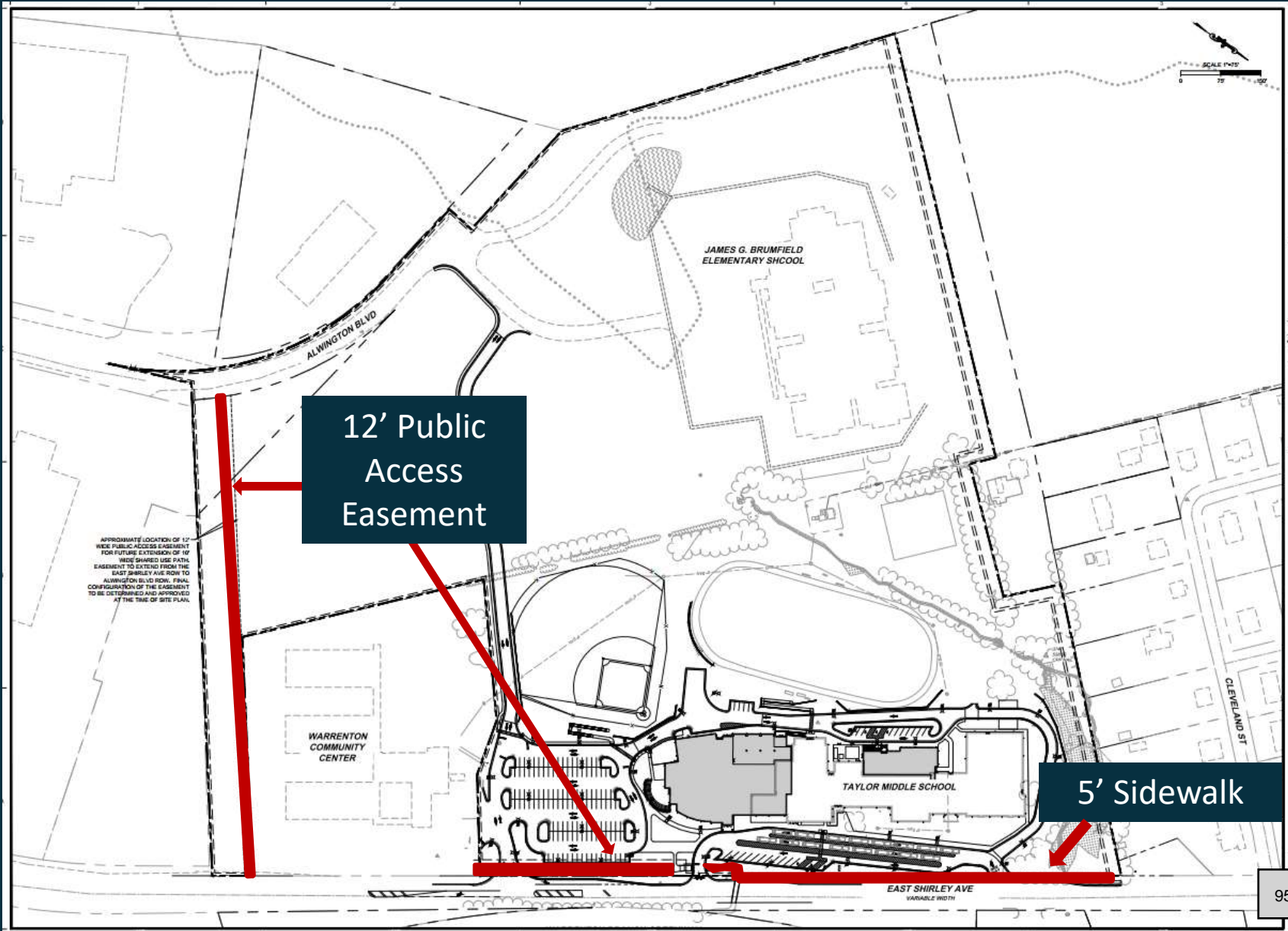
956

LEGEND

- PROPERTY BOUNDARY
- PROPOSED CONTOUR
- BILT FENCE
- TREE PROTECTION FENCING
- EXISTING TREELINE
- PROPOSED TREELINE
- ROOT PLANKING
- AREA OF ROOT IMPACT
- CRITICAL ROOT ZONE (CRZ)
- OK TREE
- TREE TO BE REMOVED

SUP Plan

Item a.



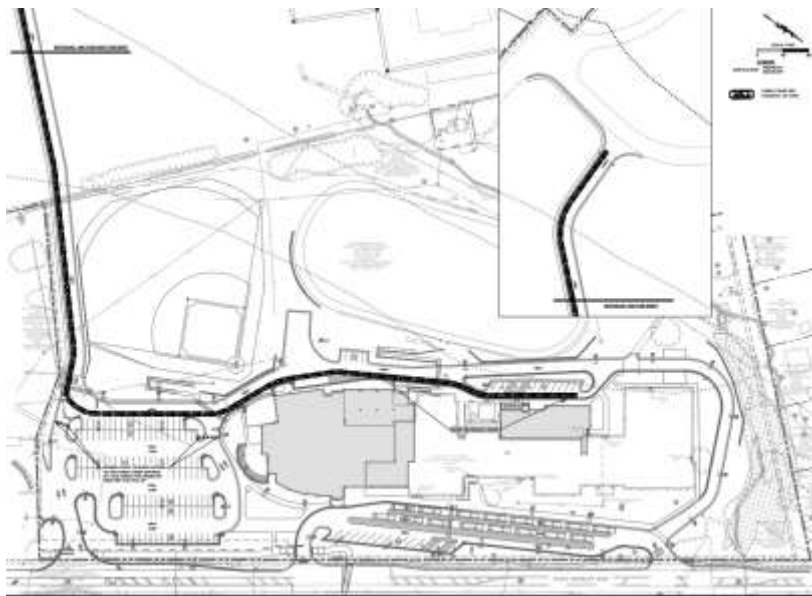
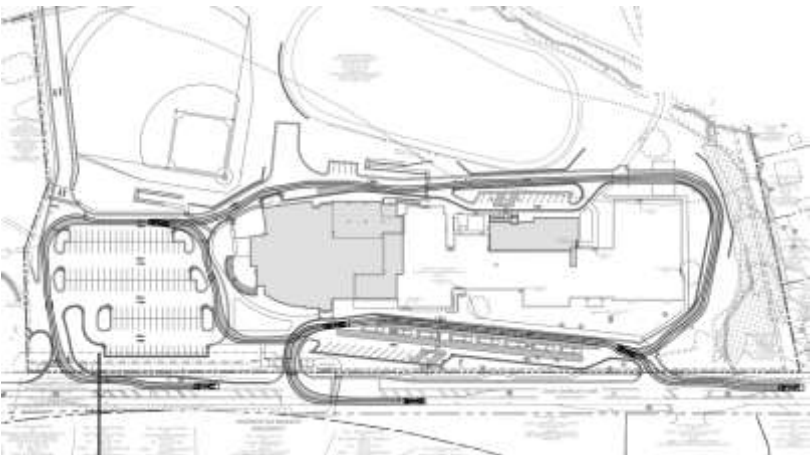
Waiver Request – Article 2.19 Zoning Ordinance Exceed 6' Retaining Walls



WAIVER REQUESTS
FAULKNER COUNTY PUBLIC SCHOOLS
TAYLOR MIDDLE SCHOOL ADDITION & RENOVATION
REVISION: 08/20/2018



Auto Turn and Stacking



Item a.

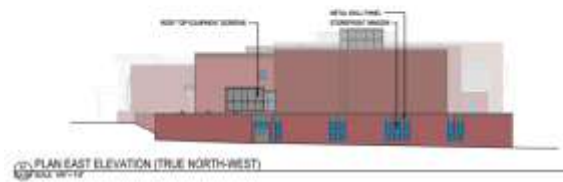
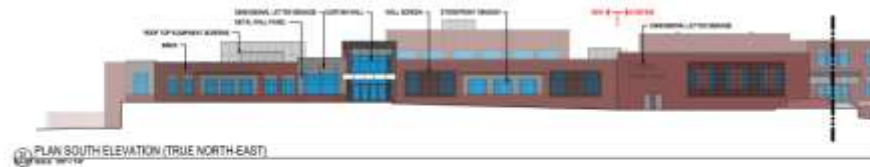
Prior to issuance of 21st occupancy permit for a residential dwelling unit.

FUTURE ALWINGTON BLVD ROAD PLANS
PART OF ARRINGTON PLAN, REZN-22-017978
(TOWN PROVIDED INFORMATION,
IMPROVEMENTS NOT PART OF THIS
APPLICATION, FOR REFERENCE ONLY)

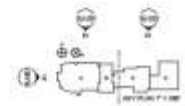
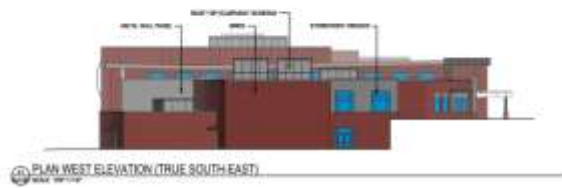
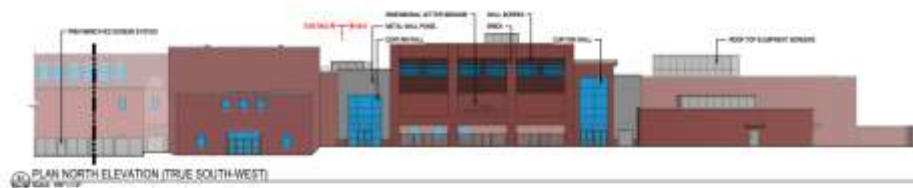
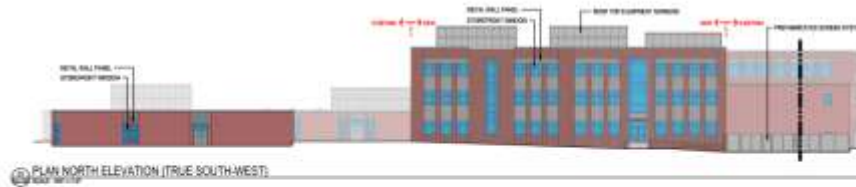
SCHOOL STAFF TO CLOSE
ACCESS ROAD WITH GATE
DURING SCHOOL HOURS
AND WILL BE OPEN FOR PICK
UP AND DROP OFF ONLY



Elevations



Elevations



Agency Reviews

Item a.



Full site



Transportation and Internal Circulation



Parking Orientation



Walkability/Bicycle Connections



Landscaping



Lighting



VDOT Pipeline Study



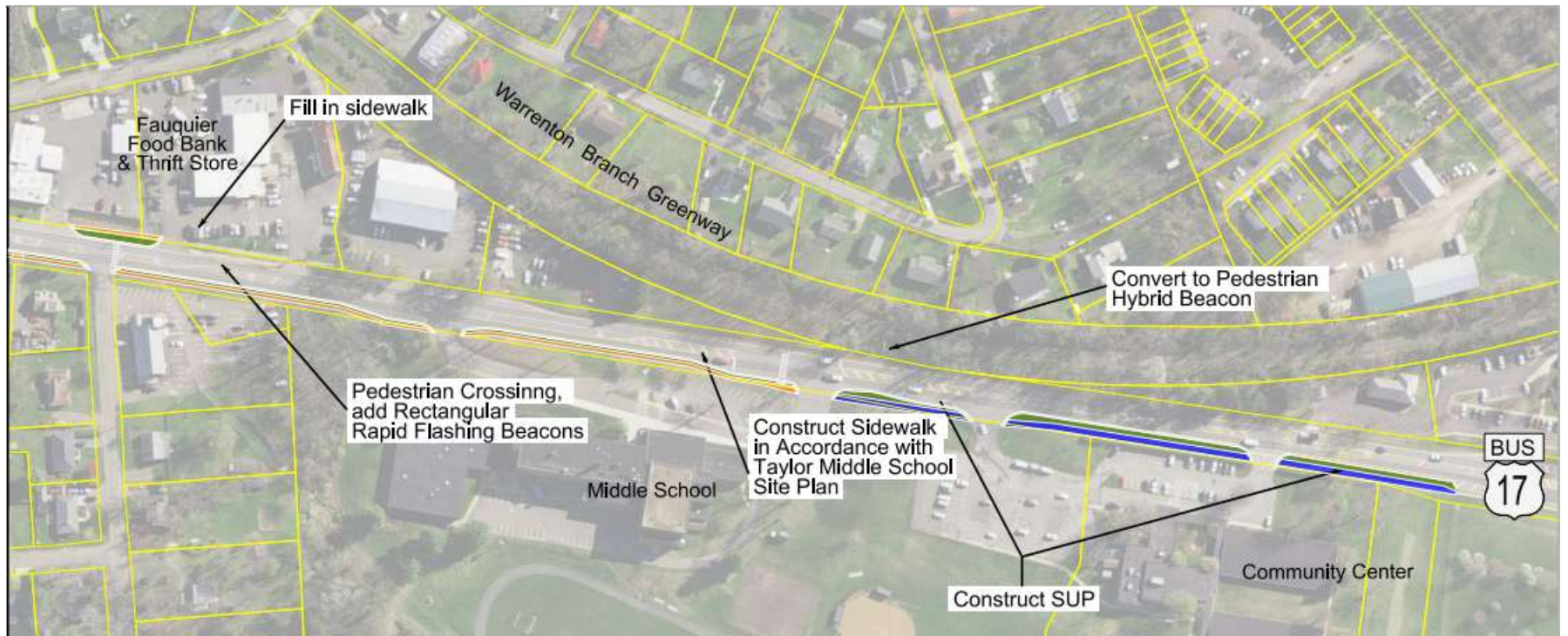
Fauquier County Arrington Proffers

Preliminary VDOT Pipeline

Add Sidewalk from Culpeper to Taylor MS

Construct Shared Use Path Taylor MS to Walmart

Item a.



Draft Conditions of Approval

- General
 - Substantial Conformance
 - Use Parameters
 - Use Limitations
 - Zoning Ordinance: Signage, Refuse, Lighting, Landscaping
 - LED
 - Public Water and Sewer
 - Emergency Service Access

Draft Conditions of Approval

- Transportation
 - Bus Loop/Parent Drop Off
 - No Stacking in Public ROW
 - Public Access Easement Dedication Final Site Plan
 - ROW Dedication/Construction Easement Alwington Improvements Final Site Plan
 - Shirley Ave Grading Final Certificate of Occupancy

Next Steps



Hold Public Hearing



Decision Deadline May 30, 2024 – Unless Applicant Defers

TAYLOR MIDDLE SCHOOL

ADDITION & RENOVATION

FAUQUIER COUNTY PUBLIC SCHOOLS

350 EAST SHIRLEY AVENUE
WARRENTON, VA 20186



TIMMONS GROUP
ENGINEERING | DESIGN | TECHNOLOGY



VICINITY MAP

FAUQUIER COUNTY PUBLIC SCHOOLS
TAYLOR MIDDLE SCHOOL ADDITION & RENOVATION

350 EAST SHIRLEY AVENUE
WARRENTON, VA 20186



PROUD LEGACY

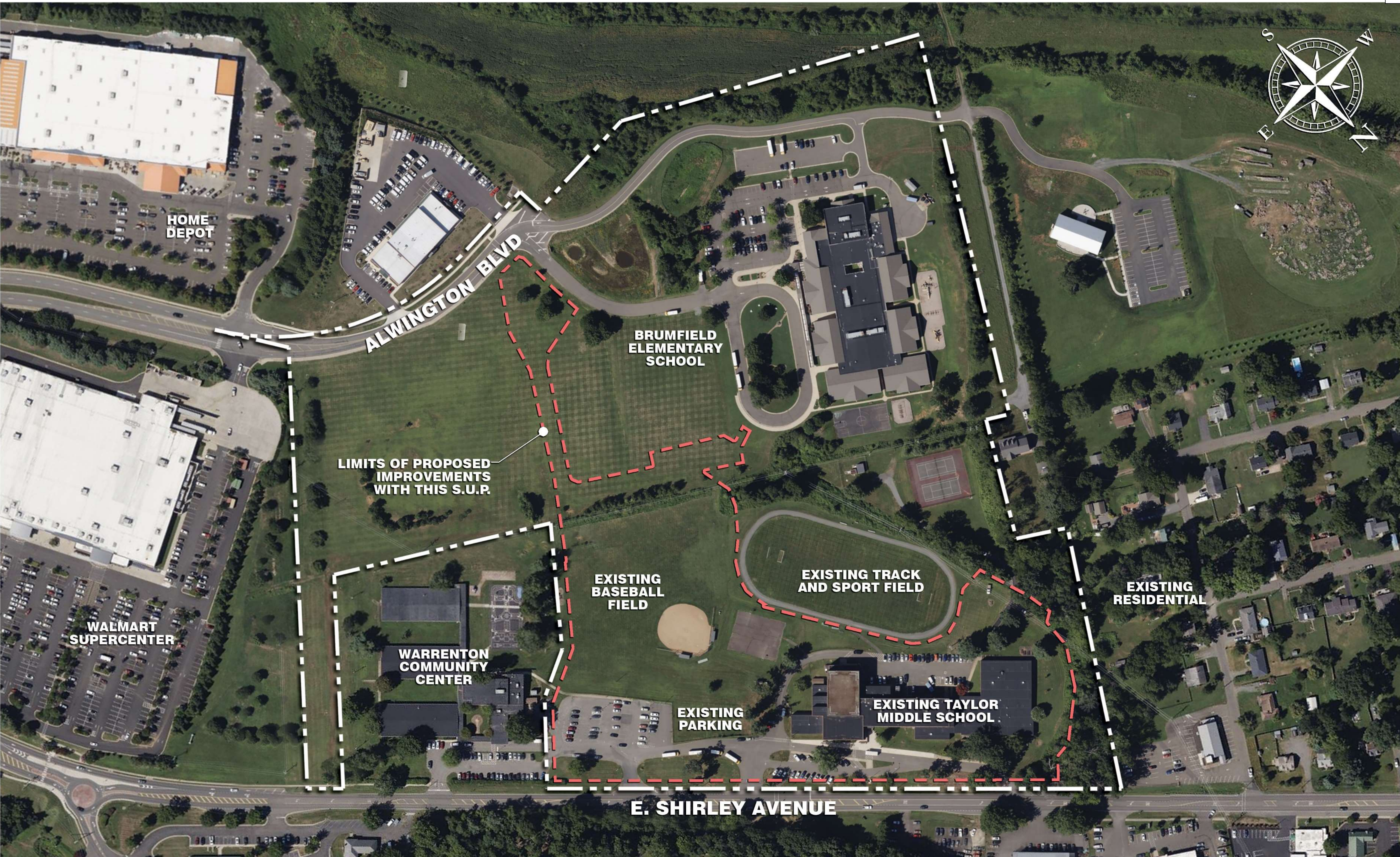
- **IN 1952, WILLIAM C. TAYLOR HIGH SCHOOL OPENED AS THE FIRST HIGH SCHOOL TO SERVE AFRICAN AMERICAN STUDENTS IN THE WARRENTON AREA. MANY W.C. TAYLOR ALUMNI REMAIN ACTIVE MEMBERS OF THE WARRENTON COMMUNITY. THE SCHOOL'S HISTORY AND STRONG ROOTS MAKE THIS BUILDING A LANDMARK FOR MANY IN THE LOCAL COMMUNITY.**
- **MANY DESCENDANTS OF W.C. TAYLOR HIGH SCHOOL ALUMNI HAVE ATTENDED, OR CURRENTLY ATTEND, WHAT IS NOW CALLED W.C. TAYLOR MIDDLE SCHOOL. THE SHARED USE OF THE W.C. TAYLOR BUILDING OVER MULTIPLE GENERATIONS HAS ENHANCED THE COMMUNITIES SENSE OF PRIDE AND HERITAGE.**
- **THE W.C. TAYLOR AUDITORIUM CARRIES A RICH LEGACY OF IT'S OWN. THE AUDITORIUM HAS SERVED AS A POPULAR ENTERTAINMENT VENUE, HOSTING MANY WELL-KNOWN REGIONAL AND NATIONAL ARTISTS. THE AUDITORIUM IS A PARTICULARLY IMPORTANT SPACE FOR MEMBERS OF THE W.C. TAYLOR HIGH SCHOOL ALUMNI COMMITTEE.**
- **THE PROPOSED ADDITION / RENOVATION OF W.C. TAYLOR MIDDLE SCHOOL STRIVES TO PRESERVE THE HISTORIC NATURE OF THE EXISTING BUILDING, WHILE IMPROVING THE LEARNING ENVIRONMENT FOR IT'S STUDENTS AND STAFF. THE PROPOSED ADDITIONS COMPLIMENT THE ARCHITECTURE OF THE EXISTING BUILDING, INCREASE STUDENT CAPACITY, AND ALLOW FOR A MORE FUNCTIONAL AND ENERGY EFFICIENT SCHOOL.**



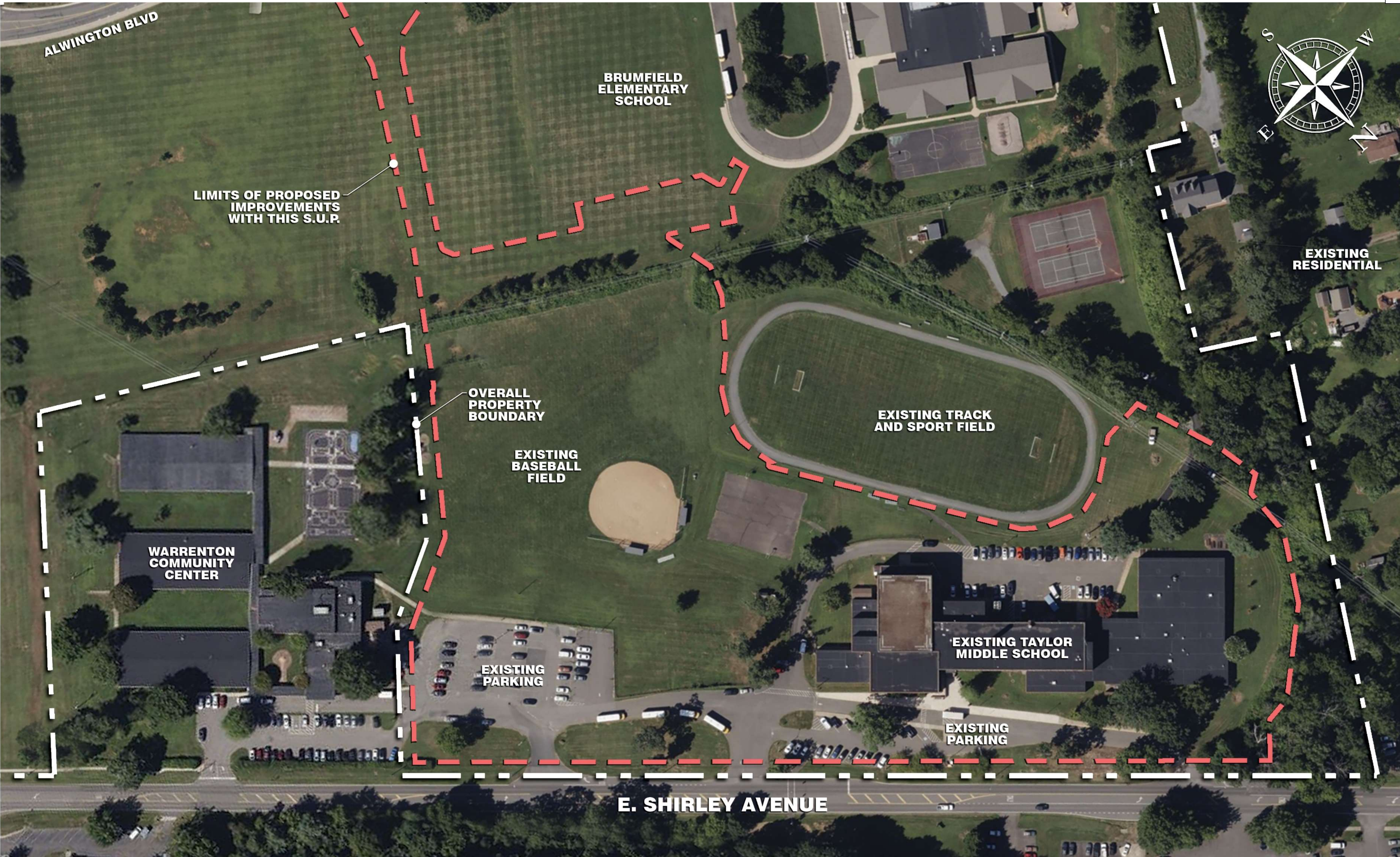
PROJECT HISTORY

FAUQUIER COUNTY PUBLIC SCHOOLS
TAYLOR MIDDLE SCHOOL ADDITION & RENOVATION

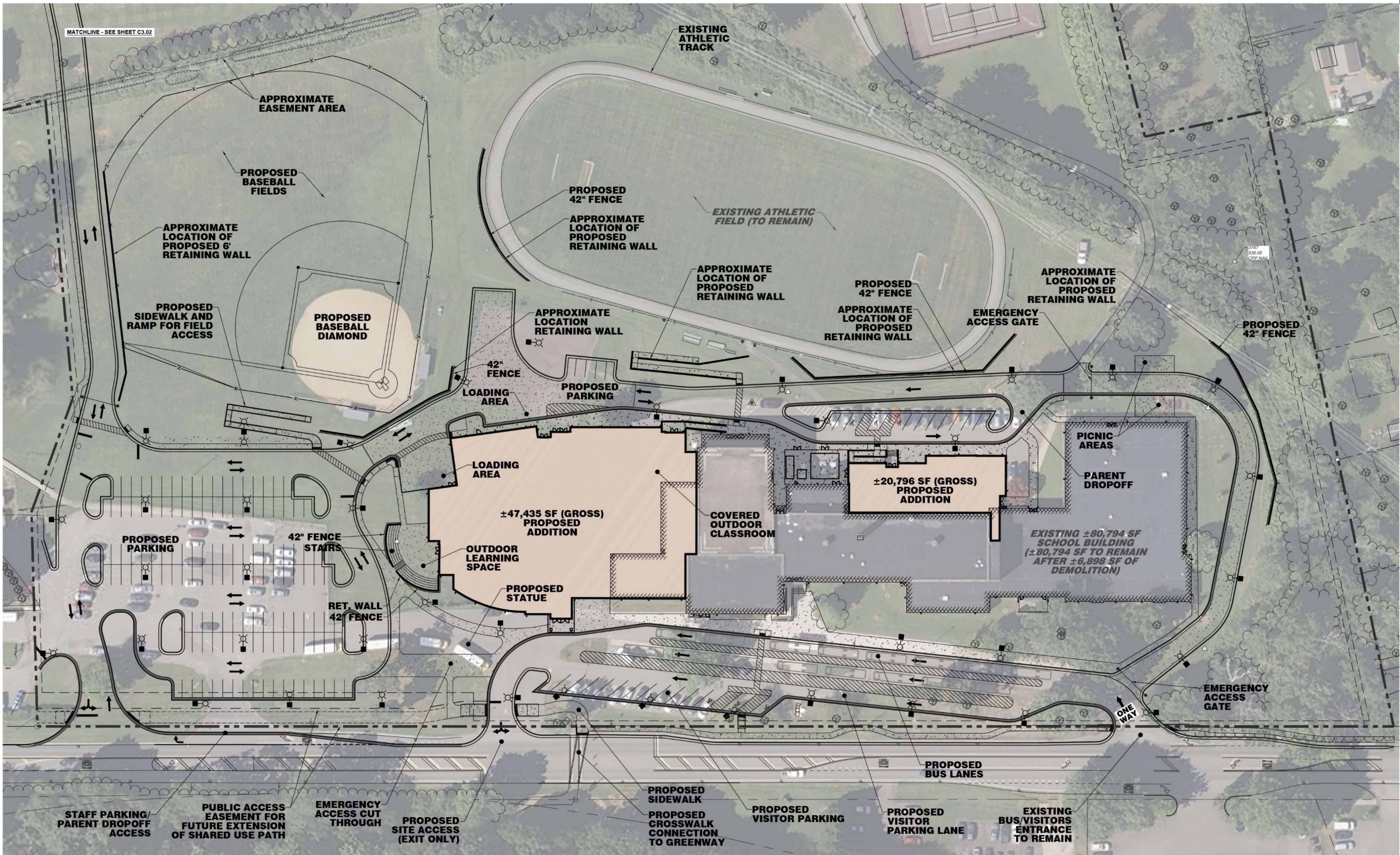
350 EAST SHIRLEY AVENUE
 WARRENTON, VA 20186



OVERALL EXISTING CONDITIONS
 FAUQUIER COUNTY PUBLIC SCHOOLS
 TAYLOR MIDDLE SCHOOL ADDITION & RENOVATION
 350 EAST SHIRLEY AVENUE
 WARRENTON, VA 20186



EXISTING CONDITIONS
 FAUQUIER COUNTY PUBLIC SCHOOLS
 TAYLOR MIDDLE SCHOOL ADDITION & RENOVATION
 350 EAST SHIRLEY AVENUE
 WARRENTON, VA 20186



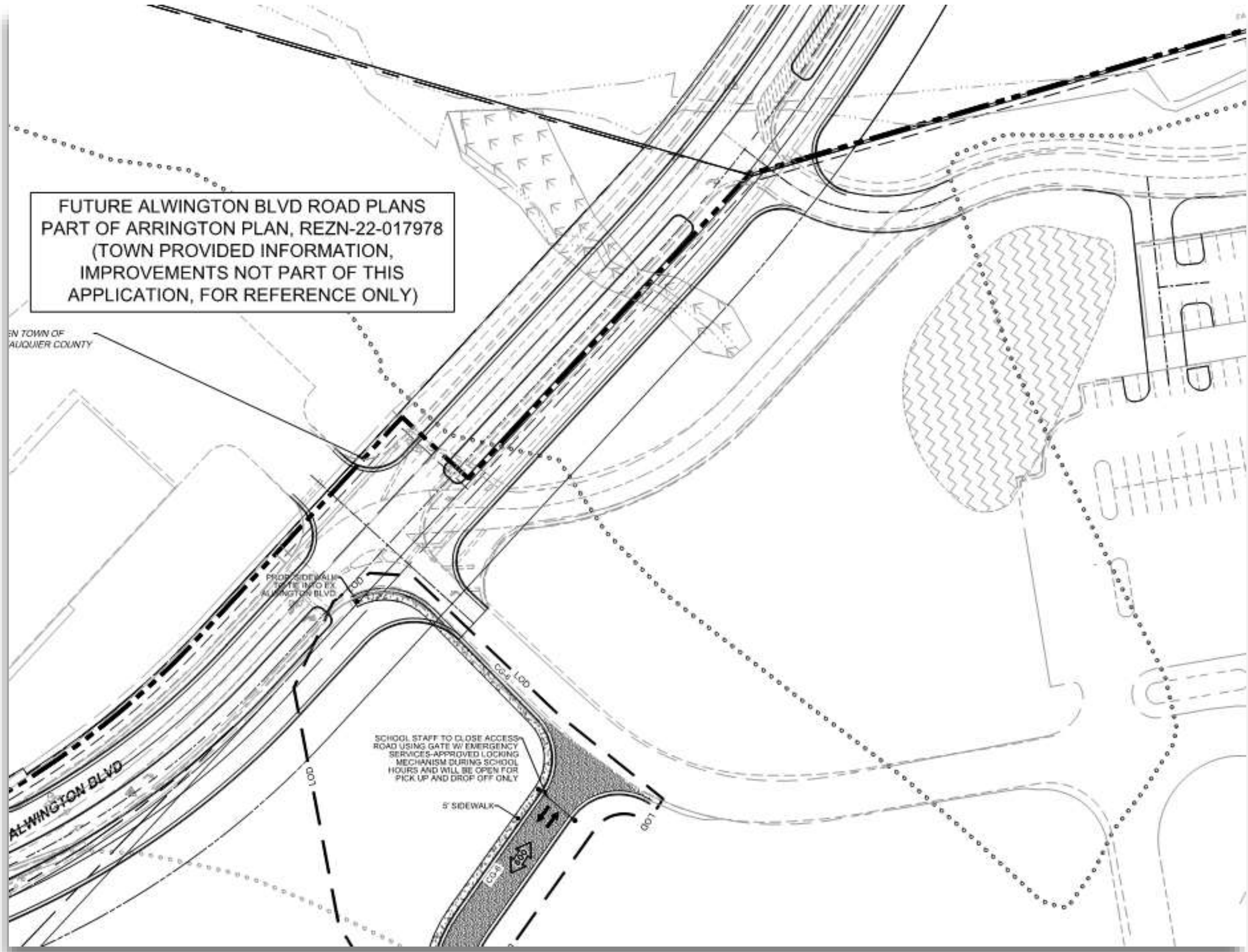
PROPOSED SITE LAYOUT
 FAUQUIER COUNTY PUBLIC SCHOOLS
 TAYLOR MIDDLE SCHOOL ADDITION & RENOVATION
 350 EAST SHIRLEY AVENUE
 WARRENTON, VA 20186



OVERALL PROPOSED LAYOUT
 FAUQUIER COUNTY PUBLIC SCHOOLS
 TAYLOR MIDDLE SCHOOL ADDITION & RENOVATION
 350 EAST SHIRLEY AVENUE
 WARRENTON, VA 20186

FUTURE ALWINGTON BLVD ROAD PLANS
 PART OF ARRINGTON PLAN, REZN-22-017978
 (TOWN PROVIDED INFORMATION,
 IMPROVEMENTS NOT PART OF THIS
 APPLICATION, FOR REFERENCE ONLY)

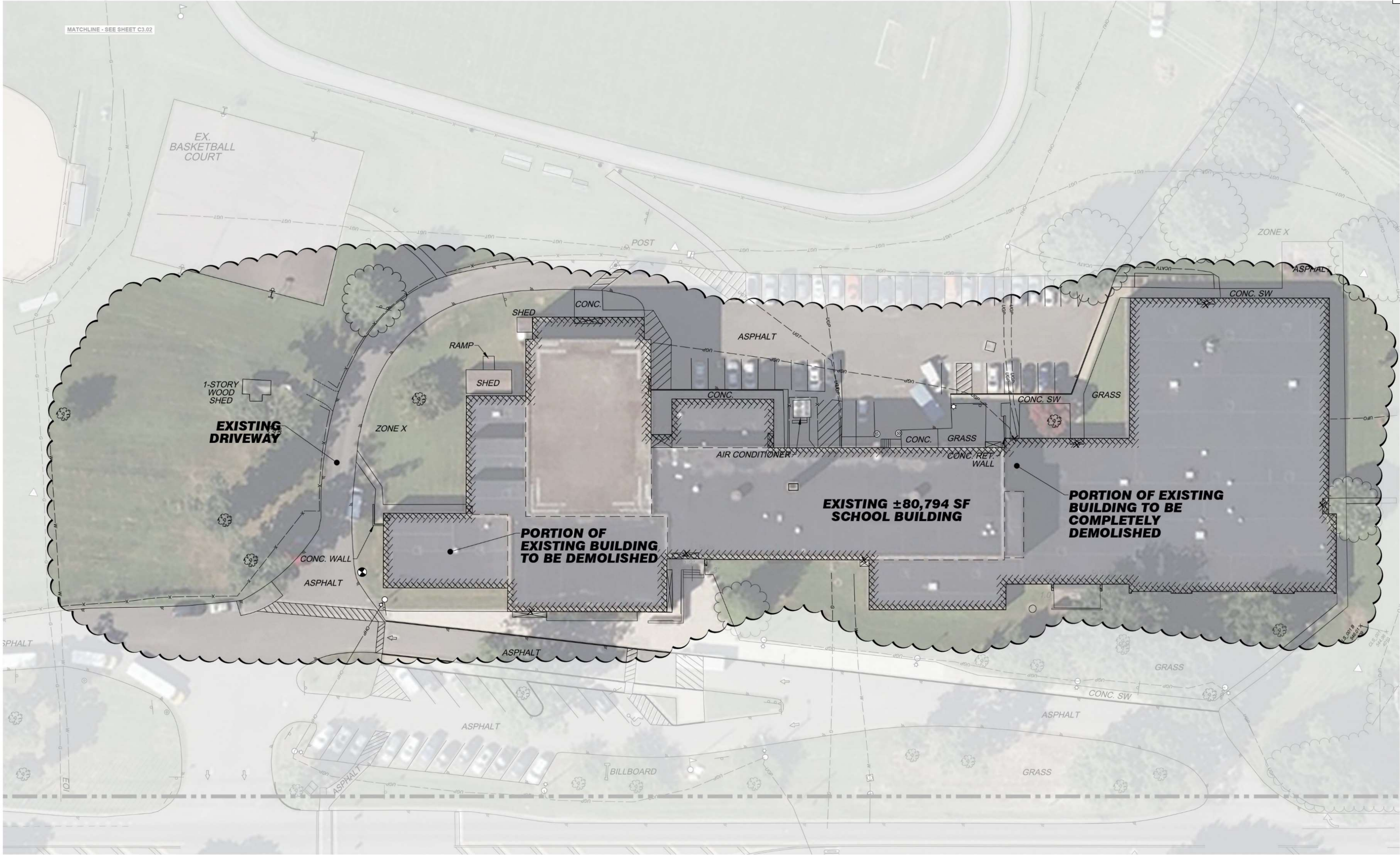
IN TOWN OF
 ALBUQUERQUE COUNTY



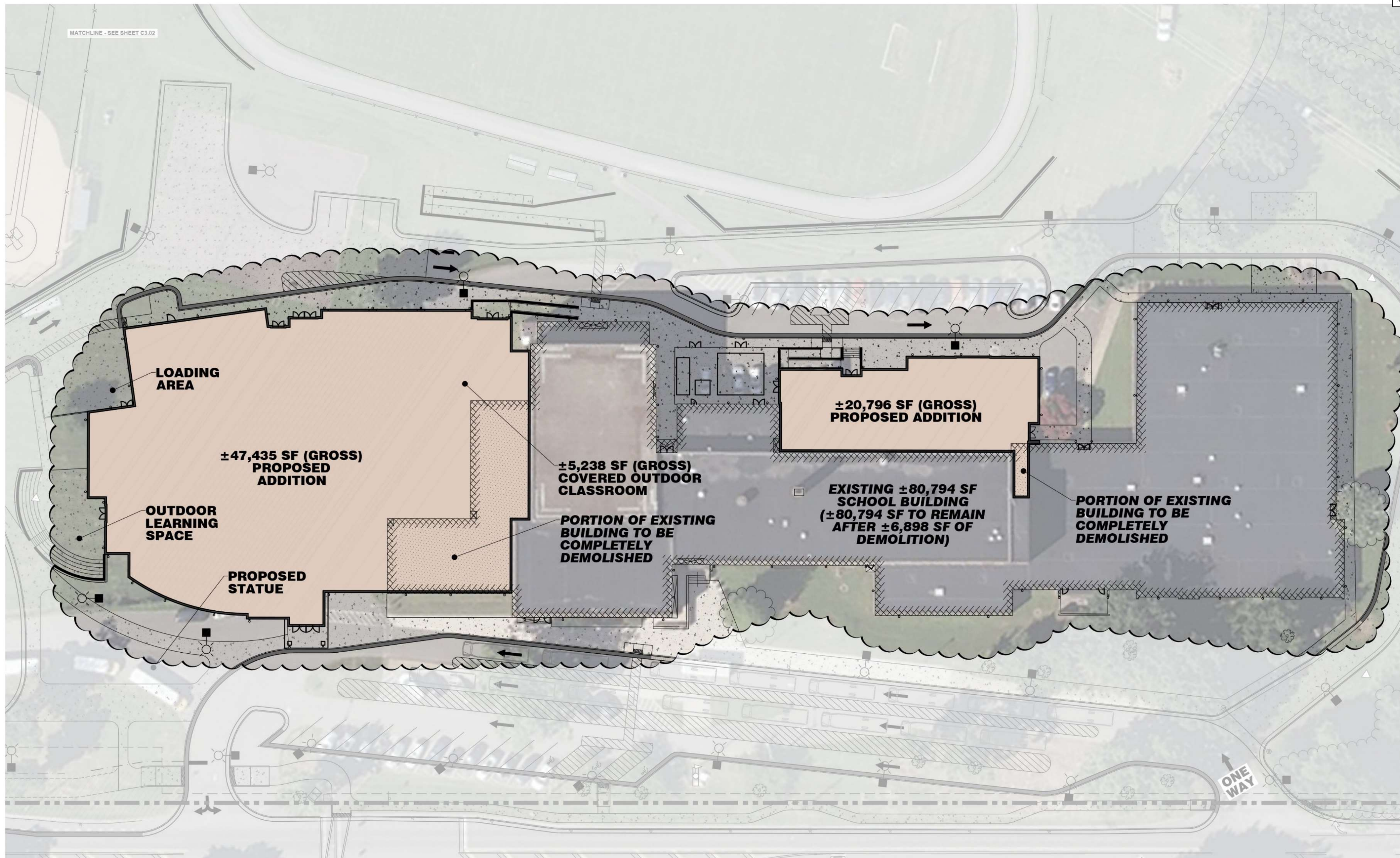
**ON APRIL 12, 2022, THE TOWN OF WARRENTON PASSED
AN AMENDMENT TO THE ZONING ORDINANCE (ZOTA
2020-04) THAT REQUIRES ANY NEW SCHOOL, OR
EXPANSION TO AN EXISTING SCHOOL, GREATER THAN
10,000 SQUARE FEET TO OBTAIN APPROVAL THROUGH
A SPECIAL USE PERMIT BY THE TOWN COUNCIL
(SECTION 3-4.9.3)**



MATCHLINE - SEE SHEET C3.02



EXISTING BUILDING CONDITIONS
 FAUQUIER COUNTY PUBLIC SCHOOLS
 TAYLOR MIDDLE SCHOOL ADDITION & RENOVATION
 350 EAST SHIRLEY AVENUE
 WARRENTON, VA 20186



THIS APPLICATION ALSO REQUESTS A ZONING MODIFICATION TO Z.O. 2-19.4, TO PERMIT SITE RETAINING WALLS TO EXCEED 6' IN HEIGHT, IN ORDER TO:

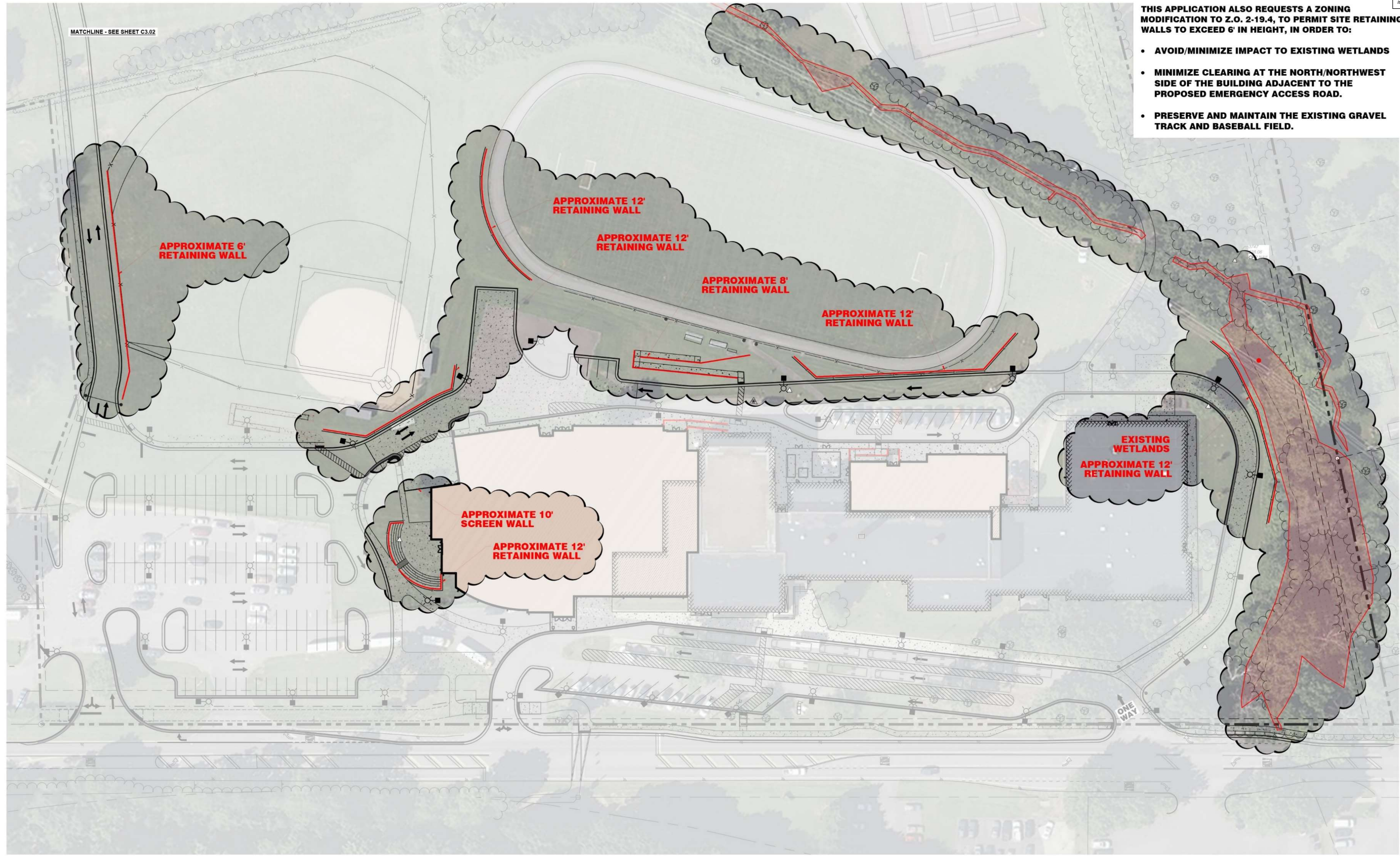
- **AVOID/MINIMIZE IMPACT TO EXISTING WETLANDS**
- **MINIMIZE CLEARING AT THE NORTH/NORTHWEST SIDE OF THE BUILDING ADJACENT TO THE PROPOSED EMERGENCY ACCESS ROAD.**
- **PRESERVE AND MAINTAIN THE EXISTING GRAVEL TRACK AND BASEBALL FIELD.**



MATCHLINE - SEE SHEET C3.02

THIS APPLICATION ALSO REQUESTS A ZONING MODIFICATION TO Z.O. 2-19.4, TO PERMIT SITE RETAINING WALLS TO EXCEED 6' IN HEIGHT, IN ORDER TO:

- AVOID/MINIMIZE IMPACT TO EXISTING WETLANDS
- MINIMIZE CLEARING AT THE NORTH/NORTHWEST SIDE OF THE BUILDING ADJACENT TO THE PROPOSED EMERGENCY ACCESS ROAD.
- PRESERVE AND MAINTAIN THE EXISTING GRAVEL TRACK AND BASEBALL FIELD.



WAIVER REQUESTS
 FAUQUIER COUNTY PUBLIC SCHOOLS
 TAYLOR MIDDLE SCHOOL ADDITION & RENOVATION
 350 EAST SHIRLEY AVENUE
 WARRENTON, VA 20186



RENDERINGS FOR ILLUSTRATIVE PURPOSES ONLY



RENDERINGS FOR ILLUSTRATIVE PURPOSES ONLY



RENDERINGS FOR ILLUSTRATIVE PURPOSES ONLY



RENDERINGS FOR ILLUSTRATIVE PURPOSES ONLY



RENDERINGS FOR ILLUSTRATIVE PURPOSES ONLY



RENDERINGS FOR ILLUSTRATIVE PURPOSES ONLY

SITE CONFORMANCE

- LANDSCAPING WILL BE PROVIDED AT THE TIME OF SITE PLAN, PER ARTICLE 8.
- LIGHTING WILL BE PROVIDED AT THE TIME OF SITE PLAN, PER ARTICLE 9-8.
- SITE SIGNAGE WILL BE PROVIDED AT THE TIME OF SITE PLAN, PER ARTICLE 6.

DRAFT CONDITIONS OF APPROVAL

(PROVIDED FOR REVIEW ON 2/13/24)

CONDITION 7.D: *"ALL EXTERIOR LIGHTING FIXTURES, NEW AND REPLACEMENT LIGHT FIXTURES USING LED, SHALL CONSIST OF FULL CUT-OFF FIXTURES WITH A COLOR TEMPERATURE OF 3,000 K OR LOWER."*

CONDITION 8.E: *"PRIOR TO APPROVAL OF THE FINAL SITE PLAN, THE APPLICANT SHALL ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE ADJACENT DEVELOPER OF THE ARRINGTON DEVELOPMENT AGREEING TO DEDICATE NECESSARY RIGHT OF WAY AND A CONSTRUCTION EASEMENTS AT NO COST OF SUFFICIENT RIGHT-OF-WAY FOR TRANSPORTATION IMPROVEMENTS AS SHOWN IN THE PAGE C 3.02A OF THE SUP PLANS FOR THE IMPROVEMENT OF THE EXTENSION OF ALWINGTON BOULEVARD, DRAINAGE IMPROVEMENTS, INTERSECTION IMPROVEMENTS, AND CONSTRUCTION OF MULTI-USE FACILITIES. FORMAL DEDICATION OF THE NOTED ROW/EASEMENTS WILL BE GRANTED AT THE TIME OF SITE PLAN FOR THE TRANSPORTATION IMPROVEMENTS PROPOSED BY THE ARRINGTON DEVELOPMENT AS REQUIRED BY THE APPROVED REZN-22-017978"*

CONDITION 8.F: *"BEFORE FINAL CERTIFICATE OF OCCUPANCY, THE PUBLIC ACCESS EASEMENT DEDICATED ALONG E. SHIRLEY AVENUE FROM THE SOUTHERN PARKING LOT ENTRANCE TO THE SOUTHERN PROPERTY LINE WITH THE ADJACENT COMMUNITY CENTER SHALL BE GRADED ACCORDING TO VDOT STANDARDS TO ACCOMMODATE A FUTURE EXTENSION OF A 10' WIDE SHARED USE PATH."*

April 9, 2024
Town Council
Regular Meeting

RESOLUTION TO RECOMMEND APPROVAL SPECIAL USE PERMIT 23-04 TAYLOR MIDDLE SCHOOL EXPANSION PURSUANT TO SECTION 11-3.10 OF THE ZONING ORDINANCE OF THE TOWN OF WARRENTON (GPIN 6983-48-7973-500)

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

WHEREAS, Taylor Middle School, and the owner, the Fauquier County School Board, ("the Applicant"), is the requesting a Special Use Permit approval on a parcel of land containing approximately 39.18 acres, identified as GPIN 6983-48-7973-500, located at 350 E. Shirely Avenue in the Town of Warrenton and hereinafter referred to as the "Property"; and

WHEREAS, the Applicant has applied for a Special Use Permit pursuant to §3-4.9 of the Zoning Ordinance for approval to expand the existing W.C. Taylor Middle School in excess of 10,000 square feet to allow an additional of approximately 68,231 square feet, hereinafter the "Special Use Permit"; 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 upon advertisement and notice properly given pursuant to §15.2-2204 of the Virginia Code held a Public Hearing on March 19, 2024; and

WHEREAS, the Planning Commission considered for approval of the Special Use Permit based on Conditions of Approval; and

WHEREAS, the Planning Commission finds that the Application meets the criteria for approval found in Section 11-3.10.3 in the Town of Warrenton Zoning Ordinance; 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 upon advertisement and notice properly given pursuant to §15.2-2204 of the Virginia Code held a Public Hearing on March 19, 2024; and

WHEREAS, the Town Council received and considered the recommendation of the Planning Commission for approval of the Special Use Permit based on Conditions of Approval; and

WHEREAS, the Town Council held a public hearing on April 9, 2024, upon notice properly and duly given; and

WHEREAS, the Town Council finds that the Application meets the criteria for approval in the Town of Warrenton Zoning Ordinance; and

WHEREAS, the Town Council, in consideration of all of the foregoing, is of the opinion that the application for the Special Use Permit be approved subject to certain conditions;

NOW, THEREFORE, BE IT RESOLVED that the Warrenton Town Council on this 9th day of April 2024, that SUP 23-04 be, and is hereby, approved, subject the following conditions:

1. General: This Special Use Permit is issued covering the entire Property pursuant to the provisions of § 11-3.10 of the Town of Warrenton Zoning Ordinance (“ZO”).

2. Site Development: The Property shall be developed in substantial conformance with the Special Use Permit Plan entitled, “Special Use Permit Plat,” prepared by Timmons Group, dated September 7, 2023, with revisions made through March 1, 2024. Minor changes and adjustments may be made to the road and street alignments, entrances, parking, dimensions and location of SWM/BMP facilities, the exact configuration and location of building footprints, and other similar features as shown on the SUP Plan, provided they meet the intent of these Conditions and are approved by the Director of Community Development or the Zoning Administrator.

3. Use Parameters:

- a. Special Use Permit Area – The Special Use Permit shall apply to the entire +/- 39.18 acre site.
- b. Use Limitations – The primary use shall be limited to a school as defined in the ZO. Accessory uses are limited to those customarily incidental to a school.

4. Signage: All signage shall comply with the applicable provisions of Article 6 of the Town of Warrenton Zoning Ordinance.

5. Site Maintenance and Refuse Collection: Any refuse storage areas shall be screened with a solid enclosure constructed of materials that are compatible with the buildings on the property. The enclosure shall have gates that screen this area from adjoining properties and public rights-of- way. The gates shall remain closed when not in use and the trash containers shall be emptied as necessary to prevent odors or infestation by vermin. Compliance with this condition shall be demonstrated on each final site plan(s). Deliveries and refuse collection shall follow Town Code (currently Section 11-19(9)).

6. Environment: All landscaping shall be native and drought-resistant except as may be approved on the final site plan(s).

- a. Landscaping – The Applicant shall make all efforts to maintain and preserve the existing mature vegetation and hardwood trees when feasible.
- b. Minimize Clearing and Grading – The Applicant shall show the limits of clearing and grading for the site on the approved final site plan(s). For portions of buffers located outside the limits of clearing and grading, the existing vegetation shall be preserved and supplemented to meet the intent the buffer as noted above. In addition, existing trees and shrubs shall be incorporated into the landscaping plan. This does not preclude the removal of diseased, noxious and/or invasive vegetation.

c. Stormwater Management –The property owner is required to account for all improvements, regardless of square footage, made to the property since July 1, 2014, and design and construct for the accumulative stormwater management for both quantity and quality in accordance with all applicable State and local requirements in effect at the time of site development plan approval.

7. Lighting:

- a. Building-mounted security lighting, which is full cut-off and directed toward the building and in compliance with the Zoning Ordinance, shall be permitted.
- b. All exterior lighting fixtures, new or replacement light fixtures using LED, shall consist of full cut-off fixtures with a color temperature of 3,000 K or lower.
- c. All other proposed lighting shall be addressed at site plan in accordance with the Zoning Ordinance.

8. Transportation:

- a. Vehicular Access – The primary site shall be accessed from E. Shirley Avenue with secondary access from the bus loop entrance to Brumfield ES off of Alwington, which will also be the primary parent drop-off and pick up route. Egress shall be controlled via a stop sign traffic control with stop bar at the exits. The existing traffic signal will control the bus exit from the middle school site.
- b. There shall be no stacking of vehicles into the public right-of-way. The school is responsible for ensuring drop off and pick up from the school do not result in backs ups on the public streets.
- c. Handicapped Parking and Signage – Handicapped parking and signage shall be provided in accordance with the Public Facilities Manual and the Americans with Disabilities Act.
- d. At the time of Final Site Plan, dedication of a public access easement shall be dedicated along E. Shirley Avenue from the southern parking lot entrance to the Southern Property line with the adjacent Community Center as well as on the portion of the school property south of the existing Community Center extending west to Alwington Blvd. The public access easement shall be of sufficient width to facilitate the extension of a future 10' wide Shared Use Path.
- e. At time of Final Site Plan, Applicant shall reserve right of way and temporary construction easements at no cost of sufficient right-of-way for transportation improvements as shown in the page C 3.02A of the SUP Plans for the improvement of the extension of Alwington Boulevard, drainage improvements, intersection improvements, and construction of multi-use facilities.
- f. Before Final Certificate of Occupancy, the public access easement dedicated along E. Shirley Avenue from the southern parking lot entrance to the Southern Property line with the adjacent Community Center shall be graded according to VDOT standards to accommodate a future extension of a 10' wide Shared Use Path.

9. Water and Sewer: The site shall continue to be served by public water, with the property owner bearing all costs associated with providing the additional onsite services

necessary to serve the school use. The site will be served by public sewer, with the Property Owner responsible for the conveyance of the sewer to the Town pump station.

10. Emergency Access: The Property Owner shall provide Fauquier County Emergency Services and the Town of Warrenton Police with current and valid codes and/or locking mechanism keys to be able to open gates located on the property.

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

For Information:

Community Development Director,
Town Attorney

ATTEST: _____
Town Recorder



Town Council Public Hearing
SUP 2023-04 Taylor Middle School
April 9, 2024

Special Use Permit Application

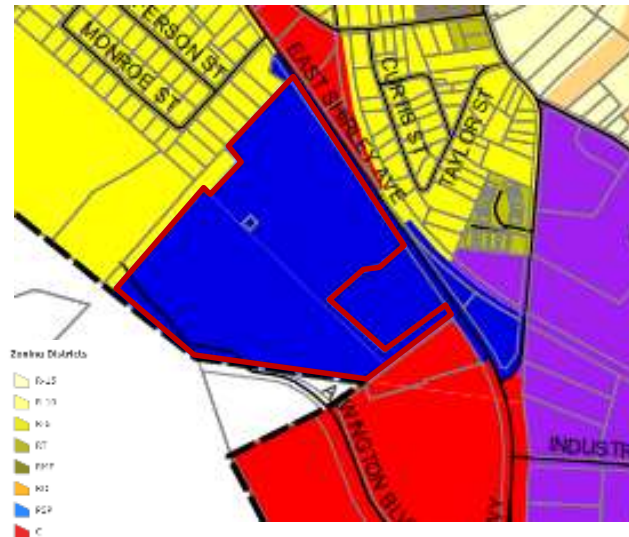
- **GPIN Applicant:** 6984-48-7973-500
- **Property Owner:** Fauquier County School Board
- **Representative:** Luke Fetcho, Timmons Group
- **Zoning:** PSP (Public/Semi Public)
- **Comprehensive Plan:** Public/Semi Public Non-Intensive
- SUP to allow for an addition in excess of 10,000 square feet (proposing additional approximate 68,231 square feet)

Location



Adjacent Land Uses

Zoning Map



- R-10 Single Family Residential
- Commercial
- Public/Semi Public
- County Approved Future Housing

Fauquier County Arrington Rezoning



2023 Rezoning Amendment:

- Amend 2015 Approvals
 - Revised Proffer Statement, CDP & COD
- Rezone 27.65 ac from RA to PRD
 - Subject to Revised Proffer Statement, CDP & COD
- Southern 197.11 ac of RA Not Included
 - Previous Proffers, Easement Commitment, CDP & COD would not apply to this property.

Development Scenarios:

- Base: 217 du (0.93 du/ac) w/ 99.14 ac Open Space (42%)
 - Public Water & Private Sewer
- Alternative A: 211 du (1.01 du/ac) w/ 108.44 ac Open Space (52%)
 - Incorporated into Town of Warrenton / Public Water & Sewer
 - Commercial: Eating Establishment - 8,000 sf & Inn - 15 rooms
 - Unplanned Future Commercial: 25 ac
- Alternative B: 270 du (1.29 du/ac) w/ 108.88 ac Open Space (52%)
 - Incorporated into Town of Warrenton / Public Water & Sewer
 - Off-site ROW & Easements
 - Commercial: Eating Establishment - 8,000 sf & Inn - 15 rooms
 - Unplanned Future Commercial: 25 ac

Town Policies – Plan Warrenton 2040

- Walkability Audit & Complete Streets
- Transportation Map – Bike/Ped New Facility links to County Plan
- Shirley Ave = Signature Road
- T-1.4 *Maintain the capacity of Signature Streets by providing multimodal accommodations and incorporating innovative approaches.*

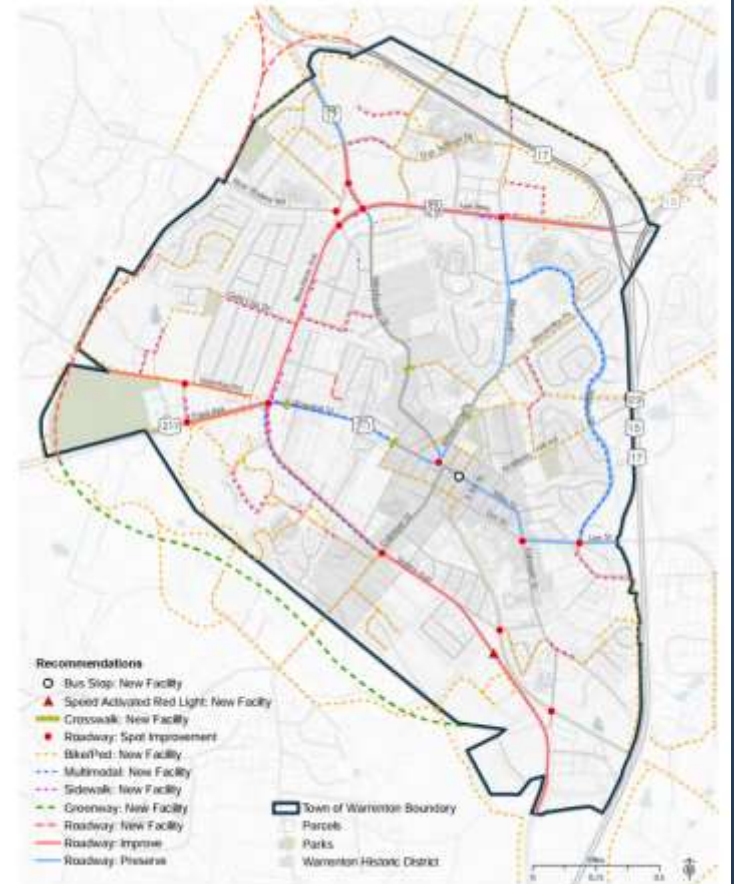


Figure 5-1: Town of Warrenton Transportation Plan map.

FEMA Map

- FEMA Flood Zones
- A - 100 Year
- AE - 100 Year BFE Determined
- X Shaded - 500 year
- X



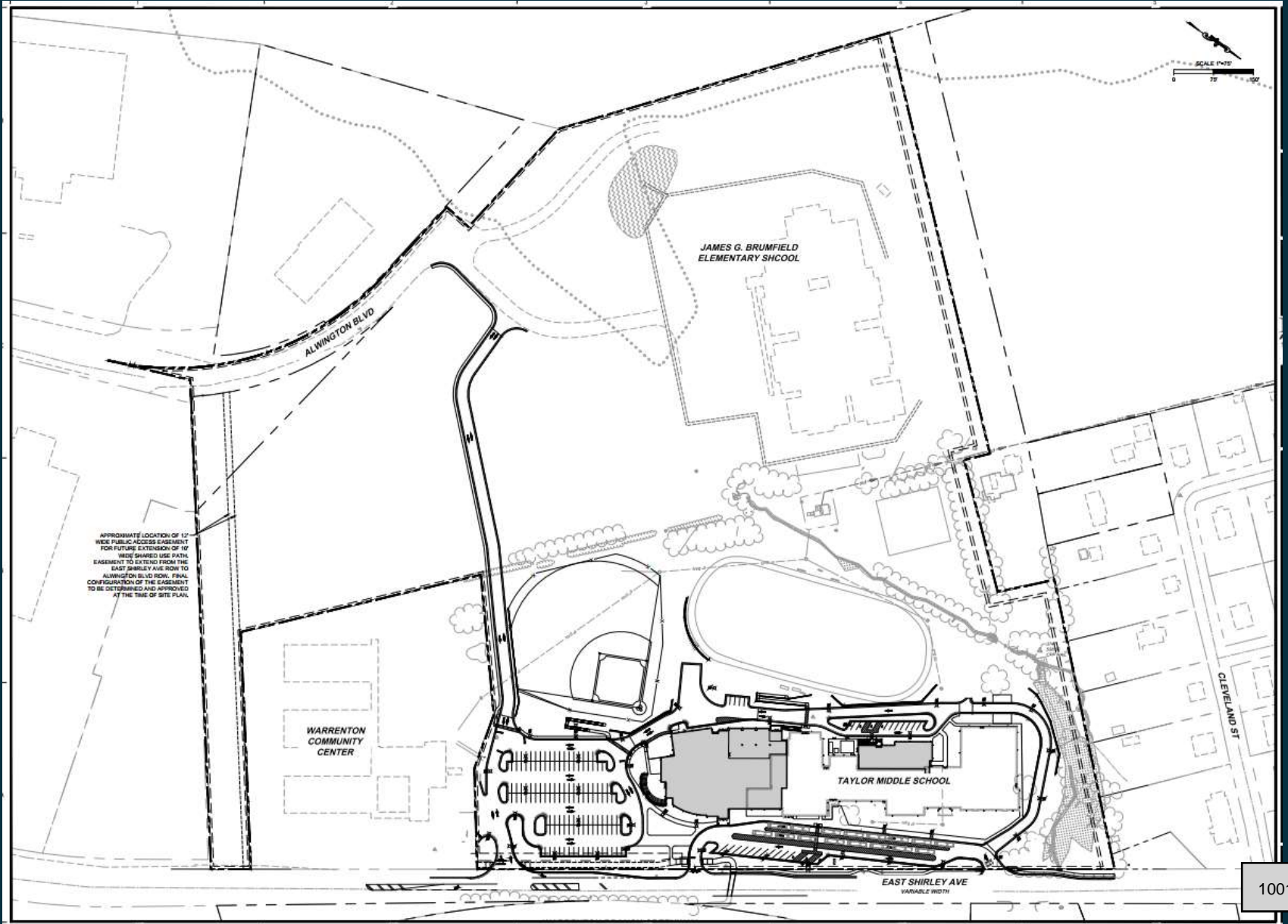






SUP Plan

Item a.



SUP Plan

Item a.

Gate



Potential SWM Area

Added Sidewalk



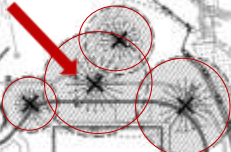
Gate



Redesigned Parking Lot Entrance



Gate



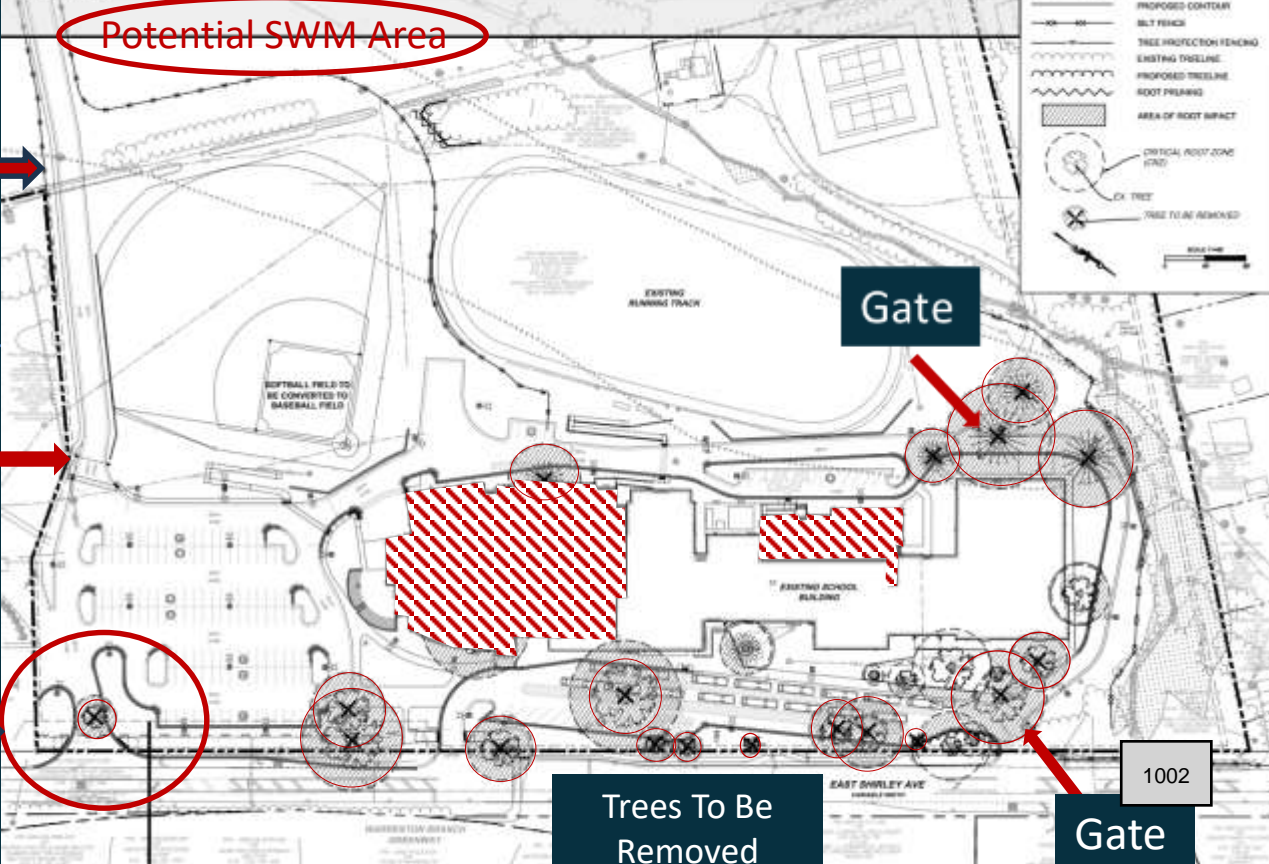
Trees To Be Removed

Gate

1002

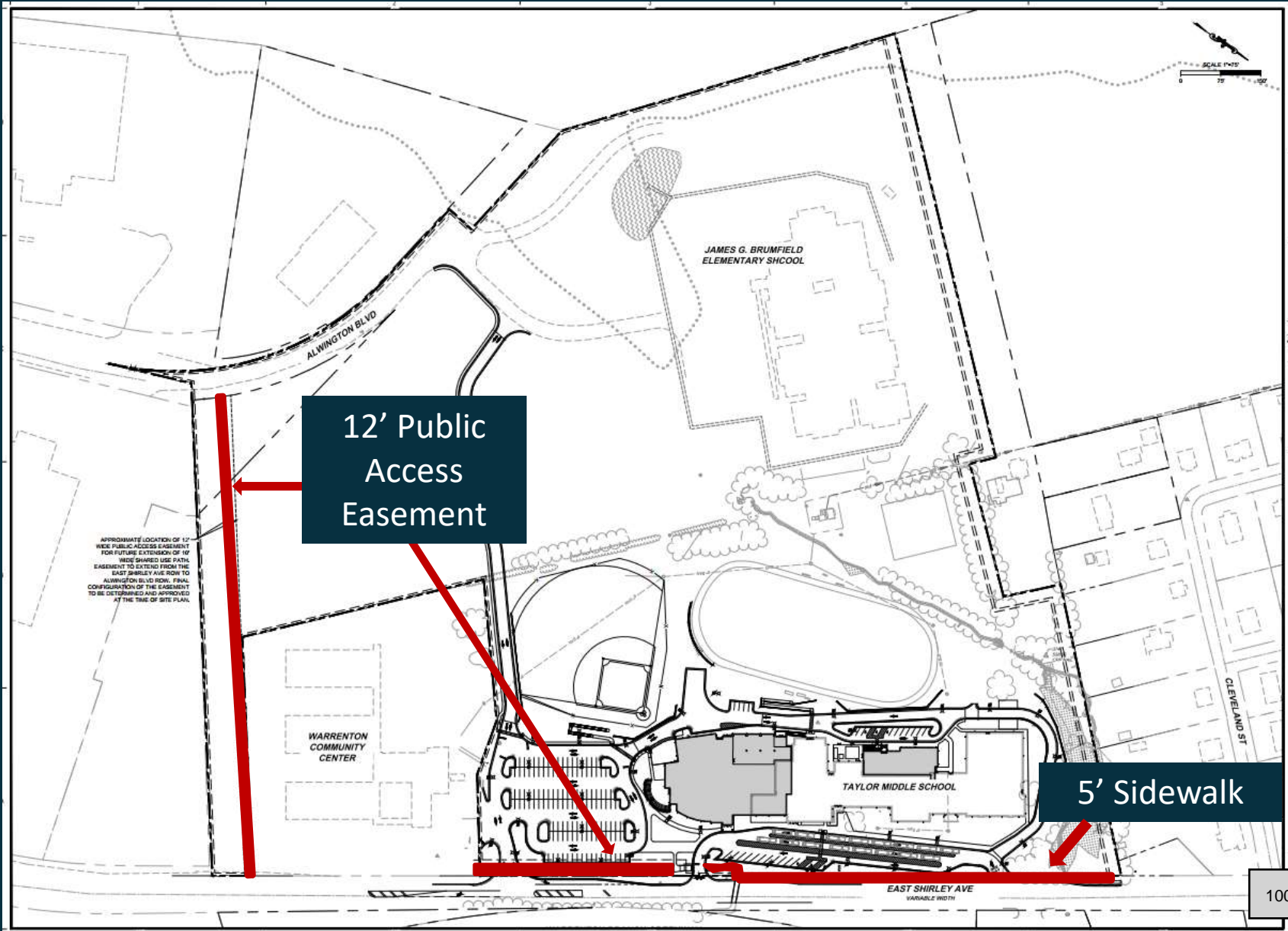
LEGEND

- PROPERTY BOUNDARY
- PROPOSED CONTOUR
- BILT FENCE
- TREE PROTECTION FENCING
- EXISTING TREELINE
- PROPOSED TREELINE
- ROOT PLANKING
- AREA OF ROOT IMPACT
- CRITICAL ROOT ZONE (CRZ)
- OK TREE
- TREE TO BE REMOVED

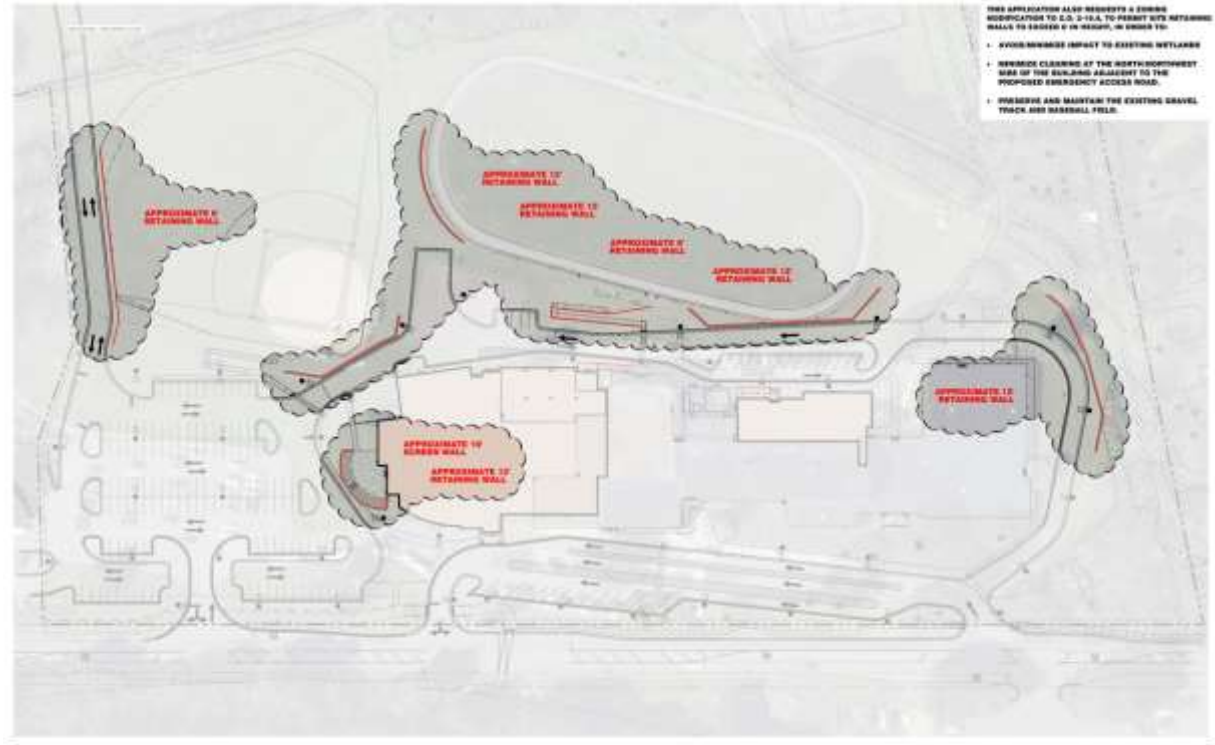


SUP Plan

Item a.



Waiver Request – Article 2.19 Zoning Ordinance Exceed 6' Retaining Walls

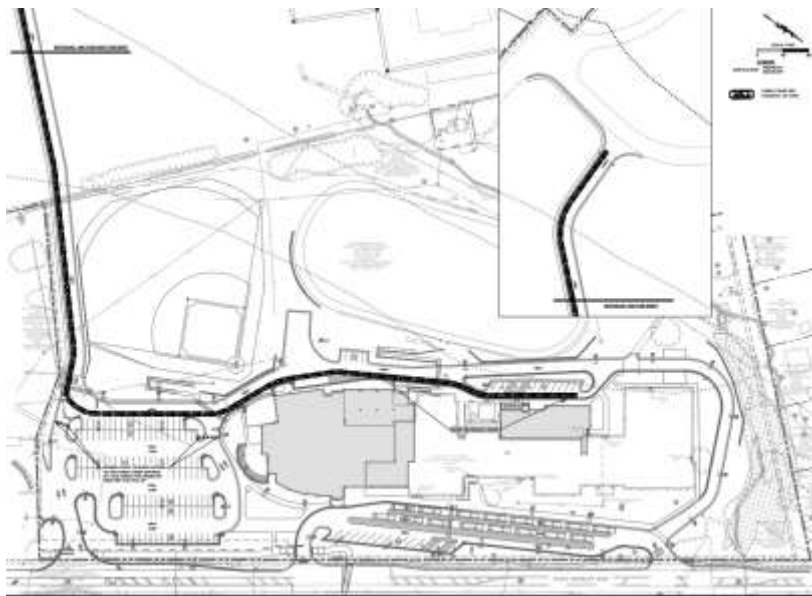
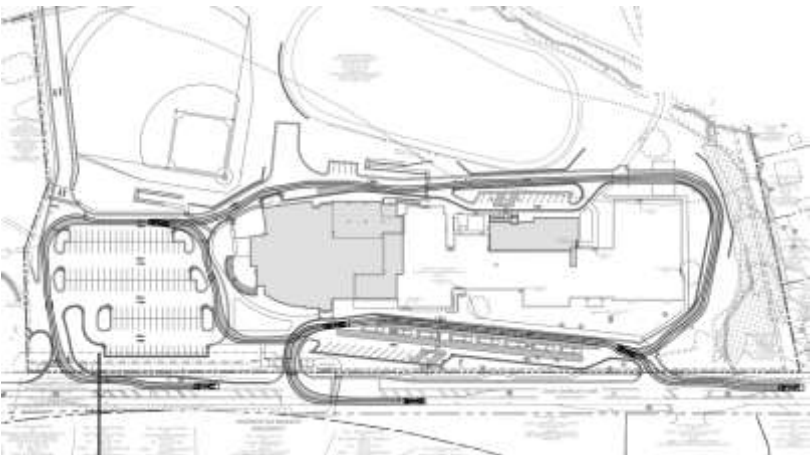


- THIS APPLICATION ALSO REQUESTS A ZONING MODIFICATION TO E.S. 2-18.A TO PERMIT SIX RETAINING WALLS TO EXCEED 6' IN HEIGHT, OR UNDER 10'
- 1. AVOID SIGNIFICANT IMPACT TO EXISTING WETLANDS
 - 2. REVERSE CLEARING AT THE NORTH-SOUTHWEST CORNER OF THE BUILDING ADJACENT TO THE PROPOSED EMERGENCY ACCESS ROAD.
 - 3. PRESERVE AND MAINTAIN THE EXISTING GRAVEL TRACK AND BASEBALL FIELD.

WAIVER REQUESTS
PALMER COUNTY PUBLIC SCHOOLS
TAYLOR MIDDLE SCHOOL ADDITION & RENOVATION
10/20/2018



Auto Turn and Stacking



Item a.

Prior to issuance of 21st occupancy permit for a residential dwelling unit.

FUTURE ALWINGTON BLVD ROAD PLANS
PART OF ARRINGTON PLAN, REZN-22-017978
(TOWN PROVIDED INFORMATION,
IMPROVEMENTS NOT PART OF THIS
APPLICATION, FOR REFERENCE ONLY)

BOUNDARY BETWEEN TOWN OF
WARRENTON AND FALGOUTH COUNTY

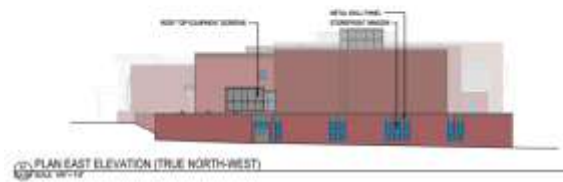
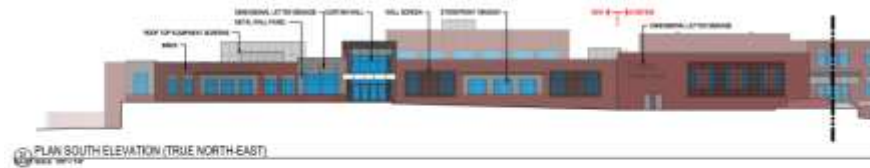
PMW 898448-7300-001
HARTY LLC
3.9E 100' AC 1.5W
4.21 AC
ZONING: C COMMERCIAL INTERMEDIATE

SCHOOL STAFF TO CLOSE
ACCESS ROAD WITH GATE
DURING SCHOOL HOURS
AND WILL BE OPEN FOR PICK
UP AND DROP OFF ONLY

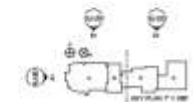
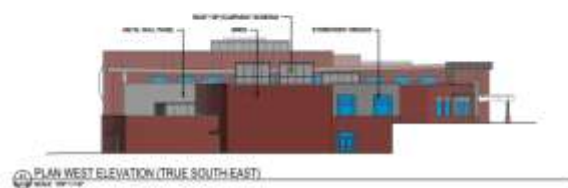
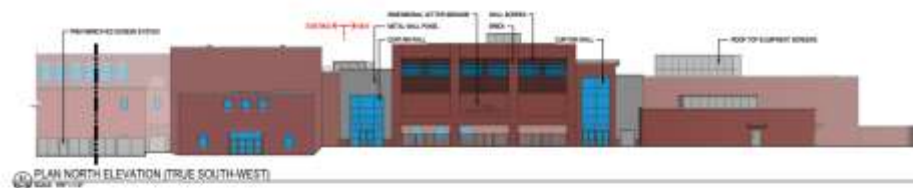
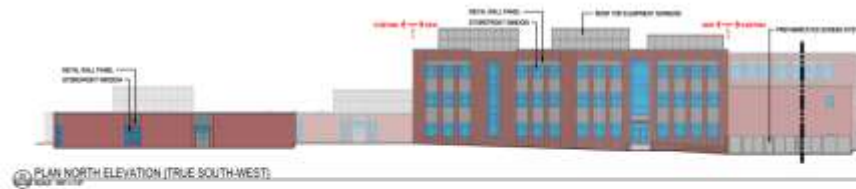
SWM UNDERGROUND FACILITY



Elevations



Elevations



Agency Reviews

Item a.



Full site



Transportation and Internal Circulation



Parking Orientation



Walkability/Bicycle Connections



Landscaping



Lighting



VDOT Pipeline Study



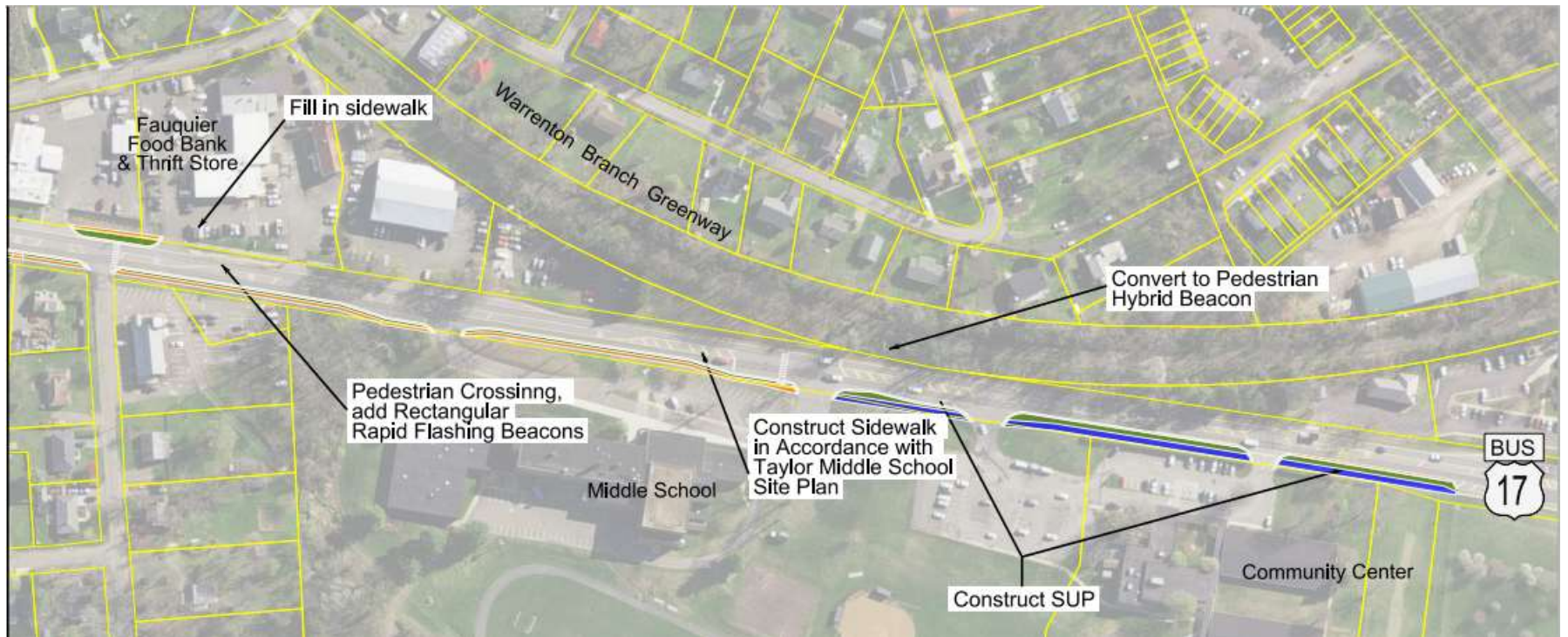
Fauquier County Arrington Proffers

Preliminary VDOT Pipeline

Add Sidewalk from Culpeper to Taylor MS

Construct Shared Use Path Taylor MS to Walmart

Item a.



Planning Commission Recommended Conditions of Approval

Item a.

- General
 - Substantial Conformance
 - Use Parameters
 - Use Limitations
 - Zoning Ordinance: Signage, Refuse, Lighting, Landscaping
 - LED
 - Public Water and Sewer
 - Emergency Service Access

Planning Commission Recommended Conditions of Approval

Item a.

- Transportation
 - Bus Loop/Parent Drop Off
 - No Stacking in Public ROW
 - Public Access Easement Dedication Final Site Plan
 - ROW Reservation/Construction Easement Alwington Improvements Final Site Plan
 - Shirley Ave Grading Final Certificate of Occupancy

Planning Commission Recommendation

Item a.



Held Public Hearing March 19, 2024



3 Citizens Spoke to the Project



Recommend Approval to Town Council (5-0) Per
the Conditions of Approval



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

Council Meeting Date:	April 9, 2024
Agenda Title:	ZOTA Initiation - Accessory Dwelling Units
Requested Action:	Initiate a Zoning Ordinance Text Amendment to Articles 3, 9, and 12
Department / Agency Lead:	Community Development
Staff Lead:	Rob Walton, Director of Community Development

EXECUTIVE SUMMARY

During the March 12, 2024, Council Member Paul Mooney asked to consider a Text Amendment related to accessory dwelling units in the Town of Warrenton. Currently, the Town's Zoning Ordinance allows accessory dwelling units in the following residential districts with the approval of a Special Use Permit (SUP): R-15, R-10, R-6, and R-40. Accessory dwelling units are permitted by-right in the PSP District, and not permitted at all in the RT and RMF Districts. Mr. Mooney has asked staff to analyze the requirements currently set forth and to consider allowing accessory dwelling units by-right in all residential zoning districts. The initiation of this text amendment would allow staff to begin drafting the changes to the Zoning Ordinance and begin working with the Planning Commission.

BACKGROUND

Attainable housing is a goal of the Town of Warrenton. An "accessory dwelling unit" is defined in the Town's Zoning Ordinance as, "a subordinate dwelling unit in a main building or accessory building for use as a complete, independent living facility with provisions within the accessory dwelling for cooking, eating, sanitation, and sleeping. Such a dwelling is an accessory use to the main dwelling." Article 9 of the Zoning Ordinance also contains additional standards by which accessory dwelling units are regulated (below):

Article 9 Supplemental Use Regulations

9-1 Accessory Structures and Uses; Parcel Limitations

- 9-1.1 The aggregate gross floor area of an accessory structure (i.e., the total gross floor area of all accessory structures) shall not exceed thirty (30) percent of the area of the rear yard, nor shall it exceed 25% of the total area of the principal structure.
- 9-1.2 Accessory structures shall not be located closer than five (5) feet to any rear or side property line.
- 9-1.3 An accessory dwelling structure in a single-family dwelling or in an accessory building may be permitted by Special Use Permit in an R-15 or R-10 Residential District, provided that

1. Either the main dwelling or the accessory dwelling structure be occupied by the owner of the property,
2. The accessory dwelling structure shall not exceed twenty-five (25) percent of the total floor area of the main dwelling nor contain less than five hundred (500) square feet of floor area,
3. The general appearance of a single-family dwelling shall be maintained,
4. No exterior stairways to a second floor be constructed at the front or side of the main building, and
5. At least three (3) off-street parking spaces are available on the property for use by the owner-occupant and the tenant.

Staff has been asked to look at revising the Zoning Ordinance to allow accessory dwelling units as a by-right use in the residential districts to increase the attainable housing stock within the Town. By-right accessory dwelling units are commonly found as a by-right use in other jurisdictions as long as the accessory dwelling is subordinate to the principal structure.

STAFF RECOMMENDATION

Staff recommends Town Council initiate the Zoning Ordinance text amendment to Articles 3, 9 and 12 to allow staff to begin working on the Zoning Ordinance Text Amendment

Service Level/Collaborative Impact

As part of the text amendment, staff will need to work closely with GIS to determine the possible number of additional units that could be created and Public Utilities to determine the impact of additional water usage and creation of wastewater that will need to be processed at the wastewater treatment plant. Staff will also reach out to other jurisdictions to identify any issues that could be addressed through this revision.

Policy Direction/Warrenton Plan 2040

Warrenton Plan 2040's Housing Vision envisions inclusive and attainable housing for all ages, incomes, and needs that is compatible with existing Town character to create walkable communities with shared open space and a sense of place. A key aspiration related to this vision includes:

- Allowing for housing types that cater to the needs of a diverse community, including young families, professionals early in their careers, essential workforce (e.g. teachers and police officers), and those entering retirement.

Fiscal Impact

A fiscal impact analysis has not been conducted.

Legal Impact

None identified

ATTACHMENTS

1. Resolution

RESOLUTION TO RECOMMEND THE TOWN STAFF ANALYZE AND BEGIN THE PROCESS TO AMEND THE ZONING ORDINANCE TO REVISE ARTICLE 3 ZONING DISTRICTS AND MAP, ARTICLE 9 SUPPLEMENTAL USE REGULATIONS, AND ARTICLE 12 DEFINITIONS AS IT RELATES TO ACCESSORY DWELLING UNITS

WHEREAS, the Town of Warrenton’s Zoning Ordinance contains provisions to allow accessory dwelling units as a permissible use, and as a permitted use in the PSP District, within certain residential zoning districts; and

WHEREAS, Town Council expressed an interest in allowing accessory dwelling units by-right and requested Staff to initiate this Zoning Ordinance Text Amendment; and

WHEREAS, Staff is requesting the initiation of a Zoning Ordinance text amendment to revise Articles 3 Zoning Districts and Map, Article 9 Supplemental Use Regulations, and Article 12 Definitions to allow Staff to begin drafting changes to the Zoning Ordinance to allow accessory dwelling units by-right in certain zoning districts, and to revise the Supplemental Use Regulations (Article 9) as needed, and to revise the Article 12 Definitions as necessary; and

WHEREAS, the Town of Warrenton has determined that the public necessity, convenience, general welfare, and good zoning practice warrant this amendment; and

WHEREAS, pursuant to Section 11-3.9.2 of the Town Zoning Ordinance allows Town Council to initiate a text amendment by Resolution.

NOW THEREFORE, be it resolved, that the Town Council of the Town of Warrenton directs Town Staff to analyze and prepare a text amendment to the Town Zoning Ordinance to amend Article 3 Zoning Districts and Map, Article 9 Supplemental Use Regulations, and Article 12 Definitions and begin working with the Town of Warrenton’s Planning Commission.

Voting for:

Voting against:

Adopted:



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 b.

STAFF REPORT

Council Meeting Date:	April 9, 2024
Agenda Title:	Zoning Ordinance Text Amendment to Remove Articles 4 and 5 to Address Changes to the Erosion and Stormwater Control Ordinance
Requested Action:	Initiate the Text Amendment
Department / Agency Lead:	Community Development
Staff Lead:	Heather Jenkins, Zoning Administrator

EXECUTIVE SUMMARY

The Department of Public Works is currently in the process of writing a new, combined Erosion and Stormwater Management Ordinance that will become a separate, stand-alone document, as required by State law. As a part of the creation of the new, stand-alone Ordinance, the Zoning Ordinance must be revised to remove the current, out of date erosion and stormwater management regulations found in Article 4 and Article 5, as well as update several sections of the Ordinance that currently refer to Articles 4 and 5.

BACKGROUND

On June 23, 2023, the State Water Control Board approved and adopted the new Virginia Erosion and Stormwater Management (VESM) Regulation and approved the repeal of the Erosion and Sediment Control Regulations, Erosion and Sediment Control and Stormwater Management Certification Regulations, and VA Stormwater Management Program Regulations. This action by the Board will revise §62.1-44.15:27 of the Code of Virginia to combine the Erosion and Sediment Control and Stormwater Management regulations into a single regulatory section. As a part of this change to State law, all jurisdictions that have an Erosion Control and Stormwater Management program are required to update their ordinances to reflect the new, combined regulations.

The Department of Public Works is currently in the process of writing a new, combined Erosion and Stormwater Management Ordinance that will become a separate, stand-alone document, as initiated by Town Council on March 12, 2024. As a part of the creation of the new, stand-alone Erosion and Stormwater Management Ordinance, the Zoning Ordinance must be revised to remove the current, out of date erosion and stormwater management regulations found in Article 4 – Site Conservation Manual and Article 5 – Stormwater Management. This Zoning Ordinance Text Amendment to remove Articles 4 and 5 must be processed concurrently with the adoption of the new, combined Erosion and Stormwater Management Ordinance, so that both become effective on July 1, 2024.

STAFF RECOMMENDATION

Staff recommends that Town Council initiate the Zoning Ordinance Text Amendment to delete Article 4 - Site Conservation Manual and Article 5 - Stormwater Management in their entirety, as well as portions of Article 1 – Table of Contents, Article 2 – General Provisions, Article 3 – Zoning Districts, Article 10 – Site Development Plan, Article 11- Administration, and Article 12 – Definitions. A Resolution to initiate the Text Amendment has been included as an attachment to this staff report.

Service Level/Collaborative Impact

Both this Zoning Ordinance Text Amendment to remove Articles 4 and 5 and the new, combined Erosion and Stormwater Management Ordinance, must be processed concurrently through the public hearing process. The new, combined Erosion and Stormwater Management Ordinance and the Zoning Ordinance Text Amendment must be completed and formally adopted by Town Council by no later than July 1, 2024 to meet the deadline required by State law.

Policy Direction/Warrenton Plan 2040

Plan Warrenton 2040 seeks to preserve, enhance, and protect the environmental, scenic, and natural quality of the Town. The proposed Erosion and Stormwater Management Ordinance ensures all construction activities are properly regulated and maintained and limit pollution and enhance water quality through proper Stormwater Management practices. It directly relates to Community Facilities Goal of: CF-4: Ensure healthy, safe, adequate water and wastewater services.

Fiscal Impact

None identified at this time.

Legal Impact

Both this Zoning Ordinance Text Amendment to remove Articles 4 and 5 and the new, combined Erosion and Stormwater Management Ordinance, must be processed concurrently through the public hearing process for adoption by no later than July 1, 2024, to meet the deadline required by State law.

ATTACHMENTS

- 1. Resolution to Initiate Text Amendment
- 2. Copy of State Water Control Board Final Action for Combined Erosion and Stormwater Control Regulations, published December 4, 2023
- 3. Zoning Ordinance Articles 4 and 5 – to be Entirely Deleted
- 4. Zoning Ordinance Articles to be Revised - Revision Areas Highlighted

April 9, 2024
Town Council
Regular Meeting

A RESOLUTION TO INITIATE ZOTA-24-2, A ZONING ORDINANCE TEXT AMENDMENT TO ARTICLES 2, 3, 4, 5, 10, 11, 12 AND THE TABLE OF CONTENTS, TO ADDRESS THE CREATION OF A NEW STAND-ALONE EROSION AND STORMWATER CONTROL ORDINANCE

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

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

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

WHEREAS, on June 23, 2023, the State Water Control Board approved and adopted the new Virginia Erosion and Stormwater Management Regulations so as to create a new, combined Ordinance which will take effect on July 1, 2024; and

WHEREAS, the Town of Warrenton Zoning Ordinance must now be amended and revised so as to reflect the creation of this new, combined Erosion and Stormwater Control Ordinance; and

WHEREAS, these affected Zoning Ordinance sections include Article 4 *Site Conservation Manual* and Article 5 *Stormwater Management*, which must be repealed in entirety; and

WHEREAS, additionally Zoning Ordinance Articles 2 *General Provisions*, 3 *Zoning Districts and Map*, 10 *Site Development Plans*, 11 *Administration, Procedures and Enforcement*, 12 *Definitions*, and the *Table of Contents*, must also be revised to refer to the new, combined Erosion and Stormwater Control Ordinance; and

WHEREAS, the Warrenton Town Council hereby refers this text amendment to the Planning Commission for consideration; now, therefore, be it

RESOLVED, by the Warrenton Town Council this 9th day of April 2024, that the Town Council hereby initiates a text amendment to Articles 2, 3, 4, 5, 10, 11, 12 and the Table of Contents of the Town of Warrenton Zoning Ordinance.

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

For Information:

Community Development Director,
Town Attorney

ATTEST: _____

Town Recorder



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TITLE 9. ENVIRONMENT STATE WATER CONTROL BOARD Chapter 875 Final

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REGISTRAR'S NOTICE: The State Water Control Board is claiming an exemption from Article 2 (§ 2.2-4006 et seq.) of the Administrative Process Act in accordance with the ninth enactment of Chapters 68 and 758 of the 2016 Acts of Assembly, which exempts the actions of the board relating to the adoption of regulations necessary to implement the provisions of the act, however the board must (i) provide a Notice of Intended Regulatory Action, (ii) form a stakeholders advisory group, (iii) provide for a 60-day public comment period prior to the board's adoption of the regulations, and (iv) provide the board with a written summary of comments received and responses to comments prior to the board's adoption of the regulations.

Titles of Regulations: 9VAC25-840. Erosion and Sediment Control Regulations (repealing 9VAC25-840-10 through 9VAC25-840-100).

9VAC25-850. Erosion and Sediment Control and Stormwater Management Certification Regulations (repealing 9VAC25-850-10 through 9VAC25-850-90).

9VAC25-870. Virginia Stormwater Management Program (VSMP) Regulation (repealing 9VAC25-870-10 through 9VAC25-870-830).

9VAC25-875. Virginia Erosion and Stormwater Management Regulation (adding 9VAC25-875-10 through 9VAC25-875-1420).

Statutory Authority: § 62.1-44.15:28 of the Code of Virginia; Chapters 68 and 758 of the 2016 Acts of Assembly.

Effective Date: July 1, 2024.

Agency Contact: Rebecca W. Rochet, Deputy Director, Division of Water Permitting, Department of Environmental Quality, 1111 East Main Street, Suite 1400, P.O. Box 1105, Richmond, VA 23218, telephone (804) 801-2950, or email rebecca.w.rochet@deq.virginia.gov.

Background: Chapters 68 and 758 of the 2016 Acts of Assembly combine the existing Virginia Stormwater Management Act and Virginia Erosion and Sediment Control Law to create the Virginia Erosion and Stormwater Management Act. The legislation directs the State Water Control Board to permit, regulate, and control both erosion and stormwater runoff for this legislation to become effective. In promulgating the regulation to trigger the effectiveness of the legislation, the board was required to (i) provide a Notice of Intended Regulatory Action, (ii) form a stakeholders advisory group, (iii) provide for a 60-day public comment period prior to the board's adoption of the regulations, and (iv) provide a written summary of comments received and responses to comments prior to adopting of the regulation.

Summary:

Pursuant to Chapters 68 and 758 of the 2016 Acts of Assembly, this regulatory action consolidates 9VAC25-840 (Erosion and Sediment Control Regulations), 9VAC25-850 (Erosion and Sediment Control and Stormwater Management Certification Regulations), and 9VAC25-870 (Virginia Stormwater Management Program Regulations) into a single regulatory chapter, the Virginia Erosion and Stormwater Management Regulation (9VAC25-875). Through consolidating these three chapters, the new regulation (i) clarifies program requirements, (ii) eliminates redundancies, and (iii) corrects inconsistencies between erosion and sediment control regulations and stormwater management program regulations. No substantive changes to existing erosion and sediment control minimum standards or to the post-construction stormwater management technical criteria are part of this regulatory action.

Chapter 875

Virginia Erosion and Stormwater Management Regulation

Part I

Definitions and Applicability for Virginia Erosion and Stormwater Management Programs and Virginia Erosion and Sediment Control Programs

9VAC25-875-10. General.

For the purpose of applying this chapter, the words and terms shall have the meanings given to them in 9VAC25-875-20. The words and terms defined in Part II (9VAC25-875-40 et seq.), Part III (9VAC25-875-210 et seq.), Article 4 (9VAC25-875-670 et seq.) of Part V (9VAC25-875-470 et seq.), and Part VII (9VAC25-875-850 et seq.) of this chapter are applicable only to the part in which they are defined.

9VAC25-875-20. Definitions.



"10-year storm" means a storm that is capable of producing rainfall expected to be equaled or exceeded on the average of once in 10 years. It may also be expressed as an exceedance probability with a 10% chance of being equaled or exceeded in any given year.

"Adequate channel" means a channel that will convey the designated frequency storm event, neither overtopping the channel bank nor causing erosive damage to the channel bed or banks.

"Agreement in lieu of a plan" means a contract between the VESMP authority or the department acting as a VSMP authority and the owner or permittee that specifies methods that shall be implemented to comply with the requirements of VESMA for the construction of a (i) single-family detached residential structure or (ii) farm building or structure on a parcel of land with a total impervious cover percentage, including the impervious cover from the farm building or structure to be constructed, of less than 5.0%; such contract may be executed by the VESMP authority in lieu of a soil erosion control and stormwater management plan or by the department acting as a VSMP authority in lieu of a stormwater management plan.

"Applicant" means a person submitting a soil erosion control and stormwater management plan to a VESMP authority, or a stormwater management plan to the department when it is serving as a VSMP authority, for approval in order to obtain authorization to commence a land-disturbing activity.

"Best management practice" or "BMP" means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices, including both structural and nonstructural practices, to prevent or reduce the pollution of surface waters and groundwater systems.

1. "Nonproprietary best management practice" means both structural and nonstructural practices to prevent or reduce the pollution of surface waters and groundwater systems that are in the public domain and are not protected by trademark or patent or copyright.

2. "Proprietary best management practice" means both structural and nonstructural practices to prevent or reduce the pollution of surface waters and groundwater systems that are privately owned and controlled and may be protected by trademark or patent or copyright.

"Board" means the State Water Control Board. When used outside the context of the promulgation of regulations, including regulations to establish general permits, "board" means the Department of Environmental Quality.

"Causeway" means a temporary structural span constructed across a flowing watercourse or wetland to allow construction traffic to access the area without causing erosion damage.

"Certification" means the designation issued by the department, on behalf of the Commonwealth, to individuals who have completed department-approved training programs and met any additional eligibility requirements or in other ways demonstrated adequate knowledge and experience in accordance with the eligibility requirements of 9VAC25-875-410 related to the specified classifications (9VAC25-875-400) within the separate subject areas of ESC or SWM or both.

"Certified inspector" means an employee or agent of a VESCP, VESMP, or VSMP authority who (i) holds a certification from the department in the area of project inspection or (ii) is enrolled in the department's training program for project inspection and successfully completes such program within one year after enrollment.

"Certified plan reviewer" means an employee or agent of a VESCP, VESMP, or VSMP authority who (i) holds a certification from the department in the area of plan review; (ii) is enrolled in the department's training program for plan review and successfully completes such program within one year after enrollment; or (iii) is licensed as a professional engineer, architect, landscape architect, land surveyor pursuant to Article 1 (§ 54.1-400 et seq.) of Chapter 4 of Title 54.1 of the Code of Virginia, or professional soil scientist as defined in § 54.1-2200 of the Code of Virginia.

"Certified program administrator" means an employee or agent of a VESCP, VESMP, or VSMP authority who holds a certification from the department in the classification of program administrator.

"Channel" means a natural stream or manmade waterway.

"Chesapeake Bay Preservation Act" means Article 2.5 (§ 62.1-44.15:67 et seq.) of Chapter 3.1 of Title 62.1 of the Code of Virginia.

"Chesapeake Bay Preservation Area" means any land designated by a local government pursuant to Part III (9VAC25-830-70 et seq.) of the Chesapeake Bay Preservation Area Designation and Management Regulations and § 62.1-44.15:74 of the Code of Virginia. A Chesapeake Bay Preservation Area shall consist of a Resource Protection Area and a Resource Management Area as defined in the Chesapeake Bay Preservation Area Designation and Management Regulations (9VAC25-830).

"Classification" means the four specific certification designations assigned to the roles of program administrator, plan reviewer, inspector, and combined administrator within the areas of ESC, SWM, or both ESC and SWM for a dual classification.

"Clean Water Act" or "CWA" means the federal Clean Water Act (33 USC § 1251 et seq.), formerly referred to as the Federal Water Pollution Control Act or Federal Water Pollution Control Act Amendments of 1972, Public Law 92-500, as amended by Public Law 95-217, Public Law 95-576, Public Law 96-483, and Public Law 97-117, or any subsequent revisions thereto.

"Cofferdam" means a watertight temporary structure in a river, lake, or other body of water for keeping the water from an enclosed area that has been pumped dry so that bridge foundations, dams, or other submerged structural pieces may be constructed.

"Combined administrator for ESC" means anyone who is responsible for performing the combined duties of a program administrator, plan reviewer, and inspector of a VESCP authority or the ESC component of a VESMP authority.



"Common plan of development or sale" means a contiguous area where separate and distinct construction activities may be taking place at different times on different schedules.

"Comprehensive stormwater management plan" means a plan, which may be integrated with other land use plans or regulations, that specifies how the water quality components, quantity components, or both of stormwater are to be managed on the basis of an entire watershed or a portion thereof. The plan may also provide for the remediation of erosion, flooding, and water quality and quantity problems caused by prior development.

"Construction activity" means any clearing, grading, or excavation associated with large construction activity or associated with small construction activity.

"Control measure" means any BMP, stormwater facility, or other method used to minimize the discharge of pollutants to state waters.

"Controversial permit" means a water permitting action for which a public hearing has been granted pursuant to 9VAC25-875-1120 and 9VAC25-875-1130.

"CWA and regulations" means the Clean Water Act and applicable regulations published in the Code of Federal Regulations promulgated thereunder. For the purposes of this chapter, it includes state program requirements.

"Dam" means a barrier to confine or raise water for storage or diversion, to create a hydraulic head, to prevent gully erosion, or to retain soil, rock, or other debris.

"Denuded" means a term applied to land that has been physically disturbed and no longer supports vegetative cover.

"Department" means the Department of Environmental Quality.

"Dike" means an earthen embankment constructed to confine or control water, especially one built along the banks of a river to prevent overflow of lowlands; levee.

"Director" means the Director of the Department of Environmental Quality or the director's designee.

"Discharge," when used without qualification, means the discharge of a pollutant.

"Discharge of a pollutant" means:

1. Any addition of any pollutant or combination of pollutants to state waters from any point source; or
2. Any addition of any pollutant or combination of pollutants to the waters of the contiguous zone or the ocean from any point source other than a vessel or other floating craft that is being used as a means of transportation.

This definition includes additions of pollutants into surface waters from surface runoff that is collected or channeled by man; discharges through pipes, sewers, or other conveyances owned by a state, municipality, or other person that do not lead to a treatment works; and discharges through pipes, sewers, or other conveyances, leading into privately owned treatment works. This term does not include an addition of pollutants by any indirect discharger.

"District" or "soil and water conservation district" means a political subdivision of the Commonwealth organized in accordance with the provisions of Article 3 (§ 10.1-506 et seq.) of Chapter 5 of Title 10.1 of the Code of Virginia.

"Diversion" means a channel with a supporting ridge on the lower side constructed across or at the bottom of a slope for the purpose of intercepting surface runoff.

"Dormant" means denuded land that is not actively being brought to a desired grade or condition.

"Drainage area" means a land area, water area, or both from which runoff flows to a common point.

"Dual combined administrator for ESC and SWM" means anyone who is responsible for performing the combined duties of a program administrator, plan reviewer, and inspector of a VESMP authority.

"Energy dissipator" means a nonerodible structure that reduces the velocity of concentrated flow to reduce its erosive effects.

"Environmental Protection Agency" or "EPA" means the U.S. Environmental Protection Agency.

"Erosion and sediment control plan" means a document containing material for the conservation of soil and water resources of a unit or group of units of land. It may include appropriate maps, an appropriate soil and water plan inventory and management information with needed interpretations, and a record of decisions contributing to conservation treatment. The plan shall contain all major conservation decisions to ensure that the entire unit or units of land will be so treated to achieve the conservation objectives.

"Erosion and Sediment Control Law for Localities Not Administering a Virginia Erosion and Stormwater Management Program" or "ESCL" means Article 2.4 (§ 62.1-44.15:51 et seq.) of Chapter 3.1 of Title 62.1 of the Code of Virginia.

"Erosion impact area" means an area of land that is not associated with a current land-disturbing activity but is subject to persistent soil erosion resulting in the delivery of sediment onto neighboring properties or into state waters. This definition shall not apply to any lot or parcel of land of



"ESC" means erosion and sediment control.

"Farm building or structure" means the same as that term is defined in § 36-97 of the Code of Virginia and also includes any building or structure used for agritourism activity, as defined in § 3.2-6400 of the Code of Virginia, and any related impervious services, including roads, driveways, and parking areas.

"Flood fringe" means the portion of the floodplain outside the floodway that is usually covered with water from the 100-year flood or storm event. This includes the flood or floodway fringe designated by the Federal Emergency Management Agency.

"Flooding" means a volume of water that is too great to be confined within the banks or walls of the stream, water body, or conveyance system and that overflows onto adjacent lands, thereby causing or threatening damage.

"Floodplain" means the area adjacent to a channel, river, stream, or other water body that is susceptible to being inundated by water normally associated with the 100-year flood or storm event. This includes the floodplain designated by the Federal Emergency Management Agency.

"Flood-prone area" means the component of a natural or restored stormwater conveyance system that is outside the main channel. Flood-prone areas may include the floodplain, the floodway, the flood fringe, wetlands, riparian buffers, or other areas adjacent to the main channel.

"Floodway" means the channel of a river or other watercourse and the adjacent land areas, usually associated with flowing water, that must be reserved in order to discharge the 100-year flood or storm event without cumulatively increasing the water surface elevation more than one foot. This includes the floodway designated by the Federal Emergency Management Agency.

"Flume" means a constructed device lined with erosion-resistant materials intended to convey water on steep grades.

"General permit" means a permit authorizing a category of discharges under the CWA and the VESMA within a geographical area.

"Hydrologic Unit Code" or "HUC" means a watershed unit established in the most recent version of Virginia's 6th Order National Watershed Boundary Dataset unless specifically identified as another order.

"Impervious cover" means a surface composed of material that significantly impedes or prevents natural infiltration of water into soil.

"Incorporated place" means a city, town, township, or village that is incorporated under the Code of Virginia.

"Inspection" means an onsite review of the project's compliance with any applicable design criteria, or an onsite review to obtain information or conduct surveys or investigations necessary in the implementation or enforcement of the VESMA, ESCL, and applicable regulations.

"Inspector" means the individual who, as a representative of a VESCP authority, a VESMP authority, or a VSMP authority, is responsible for periodically examining the ESC, SWM, or both ESC and SWM activities and premises of a land-disturbing activity for compliance with the ESCL VESMA, and associated regulations as may be applicable.

"Karst area" means any land area predominantly underlain at the surface or shallow subsurface by limestone, dolomite, or other soluble bedrock regardless of any obvious surface karst features.

"Karst features" means sinkholes, sinking and losing streams, caves, large flow springs, and other such landscape features found in karst areas.

"Land disturbance" or "land-disturbing activity" means a manmade change to the land surface that may result in soil erosion or has the potential to change its runoff characteristics, including construction activity such as the clearing, grading, excavating, or filling of land.

"Land-disturbance approval" means an approval allowing a land-disturbing activity to commence issued by (i) a VESMP or VSMP authority after the requirements of § 62.1-44.15:34 of the Code of Virginia have been met or (ii) a VESCP authority after the requirements of § 62.1-44.15:55 of the Code of Virginia have been met.

"Large construction activity" means construction activity, including clearing, grading, and excavation, except operations that result in the disturbance of less than five acres of total land area. "Large construction activity" also includes the disturbance of less than five acres of total land area that is a part of a larger common plan of development or sale if the larger common plan will ultimately disturb five acres or more. "Large construction activity" does not include routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original purpose of the facility.

"Linear development project" means a land-disturbing activity that is linear in nature, such as but not limited to (i) the construction of electric and telephone utility lines and natural gas pipelines; (ii) construction of tracks, rights-of-way, bridges, communication facilities, and other related structures of a railroad company; (iii) highway construction projects; (iv) construction of stormwater channels and stream restoration activities; and (v) water and sewer lines. Private subdivision roads or streets shall not be considered linear development projects.

"Live watercourse" means a definite channel with bed and banks within which concentrated water flows continuously.

"Locality" means a county, city, or town.

"Localized flooding" means smaller scale flooding that may occur outside of a stormwater conveyance system. This may include high water, ponding, or standing water from stormwater runoff, which is likely to cause property damage or unsafe conditions.

"Main channel" means the portion of the stormwater conveyance system that contains the base flow and small frequent storm events.



"Manmade" means constructed by man.

"Minimize" means to reduce or eliminate the discharge of pollutants to the extent achievable using stormwater controls that are technologically available and economically practicable.

"Minor modification" means, for the purposes of this chapter, minor modification or amendment of an existing permit before its expiration for the reasons listed at 40 CFR 122.63 and as specified in 9VAC25-875-1240. "Minor modification" for the purposes of this chapter also means other modifications and amendments not requiring extensive review and evaluation, including changes in EPA promulgated test protocols, increasing monitoring frequency requirements, changes in sampling locations, and changes to compliance dates within the overall compliance schedules. A minor permit modification or amendment does not substantially alter permit conditions, substantially increase or decrease the amount of surface water impacts, increase the size of the operation, or reduce the capacity of the facility to protect human health or the environment.

"Municipal separate storm sewer system" or "MS4" means the same as the term "municipal separate storm sewer" is defined in § 62.1-44.3 of the Code of Virginia.

"Municipal Separate Storm Sewer System Management Program" or "MS4 Program" means a management program covering the duration of a permit for a MS4 that includes a comprehensive planning process that involves public participation and intergovernmental coordination to reduce the discharge of pollutants to the maximum extent practicable, to protect water quality, and to satisfy the appropriate water quality requirements of the CWA and regulations and the VESMA and its attendant regulations, using management practices, control techniques, and system design, and engineering methods, and such other provisions that are appropriate.

"Natural channel design concepts" means the utilization of engineering analysis and fluvial geomorphic processes to create, rehabilitate, restore, or stabilize an open conveyance system for the purpose of creating or recreating a stream that conveys its bankfull storm event within its banks and allows larger flows to access its bankfull bench and its floodplain.

"Natural stream" means a tidal or nontidal watercourse that is part of the natural topography. It usually maintains a continuous or seasonal flow during the year and is characterized as being irregular in cross-section with a meandering course. Constructed channels, such as drainage ditches or swales, shall not be considered natural streams; however, channels designed utilizing natural channel design concepts may be considered natural streams.

"Nonerodible" means a material, for example, riprap, concrete, or plastic, that will not experience surface wear due to natural forces.

"Nonpoint source pollution" means pollution such as sediment, nitrogen, phosphorous, hydrocarbons, heavy metals, and toxics whose sources cannot be pinpointed but rather are washed from the land surface in a diffuse manner by stormwater.

"Operator" means the owner or operator of any facility or activity subject to the VESMA and this chapter. In the context of stormwater associated with a large or small construction activity, "operator" means any person associated with a construction project that meets either of the following two criteria: (i) the person has direct operational control over construction plans and specifications, including the ability to make modifications to those plans and specifications or (ii) the person has day-to-day operational control of those activities at a project that are necessary to ensure compliance with a stormwater pollution prevention plan for the site or other permit or VESMP authority permit conditions (i.e., the person is authorized to direct workers at a site to carry out activities required by the stormwater pollution prevention plan or comply with other permit conditions). In the context of stormwater discharges from an MS4, "operator" means the operator of the regulated MS4 system.

"Owner" means the same as that term is defined in § 62.1-44.3 of the Code of Virginia. For a regulated land-disturbing activity that does not require a permit, "owner" also means the owner of the freehold of the premises or lesser estate therein, mortgagee or vendee in possession, assignee of rents, receiver, executor, trustee, lessee, or other person, firm, or corporation in control of a property.

"Peak flow rate" means the maximum instantaneous flow from a prescribed design storm at a particular location.

"Percent impervious" means the impervious area within the site divided by the area of the site multiplied by 100.

"Permit" means a VPDES permit issued by the department pursuant to § 62.1-44.15 of the Code of Virginia for stormwater discharges from a land-disturbing activity or MS4.

"Permittee" means the person to whom the permit is issued.

"Person" means any individual, partnership, firm, association, joint venture, public or private corporation, trust, estate, commission, board, public or private institution, utility, cooperative, county, city, town, or other political subdivision of the Commonwealth, governmental body, including a federal or state entity as applicable, any interstate body, or any other legal entity.

"Plan reviewer" means anyone who is responsible for reviewing and evaluating ESC, SWM, or ESM plans and supporting documents for approval by a VESCP authority in the area of ESC, a VSMP authority in the area of SWM, or a VESMP authority in the areas of both ESC and SWM.

"Point of discharge" means a location at which concentrated stormwater runoff is released.

"Point source" means any discernible, confined, and discrete conveyance including any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, landfill leachate collection system, vessel, or other floating craft from which pollutants are or may be discharged. This term does not include return flows from irrigated agriculture or agricultural stormwater runoff.



"Pollution" means such alteration of the physical, chemical, or biological properties of any state waters as will or is likely to create a nuisance or render such waters (i) harmful or detrimental or injurious to the public health, safety, or welfare, or to the health of animals, fish, or aquatic life; (ii) unsuitable with reasonable treatment for use as present or possible future sources of public water supply; or (iii) unsuitable for recreational, commercial, industrial, agricultural, or other reasonable uses, provided that (a) an alteration of the physical, chemical, or biological property of state waters, or a discharge or deposit of sewage, industrial wastes, or other wastes to state waters by any owner that by itself is not sufficient to cause pollution, but that, in combination with such alteration of or discharge or deposit to state waters by other owners, is sufficient to cause pollution; (b) the discharge of untreated sewage by any owner into state waters; and (c) contributing to the contravention of standards of water quality duly established by the State Water Control Board, are "pollution" for the terms and purposes of this chapter.

"Post-development" refers to conditions that reasonably may be expected or anticipated to exist after completion of the land development activity on a specific site or tract of land.

"Predevelopment" refers to the conditions that exist at the time that plans for the land-disturbing activity are submitted to the VESCP, VESMP, or VSMP authority. Where phased development or plan approval occurs (e.g., preliminary grading, demolition of existing structures, or roads and utilities), the existing conditions at the time prior to the commencement of land-disturbing activity shall establish predevelopment conditions.

"Prior developed lands" means land that has been previously utilized for residential, commercial, industrial, institutional, recreation, transportation, or utility facilities or structures and that will have the impervious areas associated with those uses altered during a land-disturbing activity.

"Program administrator" means the individual responsible for administering and enforcing the program of a VESCP authority in the area of ESC, the program of a VSMP authority in the area of SWM, or the program of a VESMP authority in the areas of both ESC and SWM.

"Qualified personnel" means a person knowledgeable in the principles and practices of erosion and sediment and stormwater management controls who possesses the skills to assess conditions at the construction site for the operator that could impact stormwater quality and quantity and to assess the effectiveness of any sediment and erosion control measures or stormwater management facilities selected to control the quality and quantity of stormwater discharges from the construction activity.

"Responsible land disturber" or "RLD" means an individual holding a certificate issued by the department who is responsible for carrying out the land-disturbing activity in accordance with the approved erosion and sediment control plan. The RLD may be the owner, applicant, permittee, designer, superintendent, project manager, contractor, or any other project or development team member. The RLD must be designated on the erosion and sediment control plan or permit as defined in this chapter as a prerequisite for engaging in land disturbance.

"Runoff" or "stormwater runoff" means that portion of precipitation that is discharged across the land surface or through conveyances to one or more waterways.

"Runoff characteristics" means maximum velocity, peak flow rate, volume, and flow duration.

"Runoff volume" means the volume of water that runs off the land development project from a prescribed storm event.

"Rural Tidewater locality" means any locality that is (i) subject to the provisions of the Chesapeake Bay Preservation Act and (ii) eligible to join the Rural Coastal Virginia Community Enhancement Authority established by Chapter 76 (§ 15.2-7600 et seq.) of Title 15.2 of the Code of Virginia.

"Sediment basin" means a temporary impoundment built to retain sediment and debris with a controlled stormwater release structure.

"Sediment trap" means a temporary impoundment built to retain sediment and debris that is formed by constructing an earthen embankment with a stone outlet.

"Sheet flow" or "overland flow" means shallow, unconcentrated, and irregular flow down a slope. The length of strip for overland flow usually does not exceed 200 feet under natural conditions.

"Shoreline erosion control project" means an erosion control project approved by local wetlands boards, the Virginia Marine Resources Commission, the department, or the U.S. Army Corps of Engineers and located on tidal waters and within nonvegetated or vegetated wetlands as defined in Title 28.2 of the Code of Virginia.

"Site" means the land or water area where any facility or land-disturbing activity is physically located or conducted, including adjacent land used or preserved in connection with the facility or land-disturbing activity. Areas channelward of mean low water in tidal Virginia shall not be considered part of a site.

"Site hydrology" means the movement of water on, across, through, and off the site as determined by parameters including soil types, soil permeability, vegetative cover, seasonal water tables, slopes, land cover, and impervious cover.

"Slope drain" means tubing or conduit made of nonerosive material extending from the top to the bottom of a cut or fill slope with an energy dissipator at the outlet end.

"Small construction activity" means:

1. Construction activities including clearing, grading, and excavating that results in land disturbance of equal to or greater than one acre and less than five acres. "Small construction activity" also includes the disturbance of less than one acre of total land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb equal to or greater than one and less than five acres. "Small construction activity" does not include routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original



construction activities that disturb less than five acres where stormwater controls are not needed based on an approved total maximum daily load (TMDL) that addresses the pollutants of concern or, for nonimpaired waters that do not require TMDLs, an equivalent analysis that determines allocations for small construction sites for the pollutants of concern or that determines that such allocations are not needed to protect water quality based on consideration of existing in-stream concentrations, expected growth in pollutant contributions from all sources, and a margin of safety. For the purpose of this subdivision, the pollutants of concern include sediment or a parameter that addresses sediment (such as total suspended solids, turbidity, or siltation) and any other pollutant that has been identified as a cause of impairment of any water body that will receive a discharge from the construction activity. The operator shall certify to the department that the construction activity will take place, and stormwater discharges will occur, within the drainage area addressed by the TMDL or provide an equivalent analysis. As of the start date in Table 1 of 9VAC25-31-1020, all certifications submitted in support of the waiver shall be submitted electronically by the owner or operator to the department in compliance with this subdivision and 40 CFR Part 3 (including, in all cases, 40 CFR Part 3 Subpart D), 9VAC25-875-940, and Part XI (9VAC25-31-950 et seq.) of the Virginia Pollutant Discharge Elimination System (VPDES) Permit Regulation. Part XI of 9VAC25-31 is not intended to undo existing requirements for electronic reporting. Prior to this date, and independent of Part XI of 9VAC25-31, permittees may be required to report electronically if specified by a particular permit.

2. Any other construction activity designated by either the department or the EPA regional administrator, based on the potential for contribution to a violation of a water quality standard or for significant contribution of pollutants to surface waters.

"Soil erosion" means the movement of soil by wind or water into state waters or onto lands in the Commonwealth.

"Soil erosion control and stormwater management plan," "erosion control and stormwater management plan," or "ESM plan" means a document describing methods for controlling soil erosion and managing stormwater in accordance with the requirements adopted pursuant to the VESMA. The ESM plan may consist of aspects of the erosion and sediment control plan and the stormwater management plan as each is described in this chapter.

"Stabilized" means land that has been treated to withstand normal exposure to natural forces without incurring erosion damage.

"State" means the Commonwealth of Virginia.

"State application" or "application" means the standard forms, including any additions, revisions, or modifications to the forms, approved by the administrator and the department for applying for a permit.

"State project" means any land development project that is undertaken by any state agency, board, commission, authority, or any branch of state government, including state-supported institutions of higher learning.

"State Water Control Law" means Chapter 3.1 (§ 62.1-44.2 et seq.) of Title 62.1 of the Code of Virginia.

"State waters" means all water, on the surface and under the ground, wholly or partially within or bordering the Commonwealth or within its jurisdiction, including wetlands.

"Storm sewer inlet" means a structure through which stormwater is introduced into an underground conveyance system.

"Stormwater," for the purposes of the VESMA, means precipitation that is discharged across the land surface or through conveyances to one or more waterways and that may include stormwater runoff, snow melt runoff, and surface runoff and drainage.

"Stormwater conveyance system" means a combination of drainage components that are used to convey stormwater discharge, either within or downstream of the land-disturbing activity. This includes:

1. "Manmade stormwater conveyance system" means a pipe, ditch, vegetated swale, or other stormwater conveyance system constructed by man except for restored stormwater conveyance systems;
2. "Natural stormwater conveyance system" means the main channel of a natural stream and the flood-prone area adjacent to the main channel; or
3. "Restored stormwater conveyance system" means a stormwater conveyance system that has been designed and constructed using natural channel design concepts. "Restored stormwater conveyance system" includes the main channel and the flood-prone area adjacent to the main channel.

"Stormwater detention" means the process of temporarily impounding runoff and discharging it through a hydraulic outlet structure to a downstream conveyance system.

"Stormwater management facility" means a control measure that controls stormwater runoff and changes the characteristics of that runoff including the quantity and quality, the period of release or the velocity of flow.

"Stormwater management plan" means a document containing material describing methods for complying with the requirements of a VESMP or VSMP.

"Stormwater Pollution Prevention Plan" or "SWPPP" means a document that is prepared in accordance with good engineering practices and that identifies potential sources of pollutants that may reasonably be expected to affect the quality of stormwater discharges. A SWPPP required under a VESMP or VSMP for construction activities shall identify and require the implementation of control measures and shall include or incorporate by reference an approved erosion and sediment control plan, an approved stormwater management plan, and a pollution prevention plan.

"Subdivision" means the same as defined in § 15.2-2201 of the Code of Virginia.



1. All waters that are currently used, were used in the past, or may be susceptible to use in interstate or foreign commerce, including all waters that are subject to the ebb and flow of the tide;

2. All interstate waters, including interstate wetlands;

3. All other waters such as intrastate lakes, rivers, streams (including intermittent streams), mudflats, sandflats, wetlands, sloughs, prairie potholes, wet meadows, playa lakes, or natural ponds the use, degradation, or destruction of which would affect or could affect interstate or foreign commerce including any such waters:

a. That are or could be used by interstate or foreign travelers for recreational or other purposes;

b. From which fish or shellfish are or could be taken and sold in interstate or foreign commerce; or

c. That are used or could be used for industrial purposes by industries in interstate commerce;

4. All impoundments of waters otherwise defined as surface waters under this definition;

5. Tributaries of waters identified in subdivisions 1 through 4 of this definition;

6. The territorial sea; and

7. Wetlands adjacent to waters (other than waters that are themselves wetlands) identified in subdivisions 1 through 6 of this definition.

Waste treatment systems, including treatment ponds or lagoons designed to meet the requirements of the CWA and the law, are not surface waters. Surface waters do not include prior converted cropland. Notwithstanding the determination of an area's status as prior converted cropland by any other agency, for the purposes of the CWA, the final authority regarding the CWA jurisdiction remains with EPA.

"SWM" means stormwater management.

"Temporary vehicular stream crossing" means a temporary nonerodible structural span installed across a flowing watercourse for use by construction traffic. Structures may include bridges, round pipes, or pipe arches constructed on or through nonerodible material.

"Total maximum daily load" or "TMDL" means the sum of the individual wasteload allocations for point sources, load allocations (LAs) for nonpoint sources, natural background loading, and a margin of safety. TMDLs can be expressed in terms of either mass per time, toxicity, or other appropriate measure. The TMDL process provides for point versus nonpoint source trade-offs.

"TMDL Action Plan" means the scheduled steps of activities that the MS4 operator will take to address the assumptions and requirements of the TMDL wasteload allocation. TMDL action plans may be implemented in multiple phases over more than one permit cycle.

"Town" means an incorporated town.

"Two-year storm" means a storm that is capable of producing rainfall expected to be equaled or exceeded on the average of once in two years. It may also be expressed as an exceedance probability with a 50% chance of being equaled or exceeded in any given year.

"Virginia Erosion and Sediment Control Program" or "VESCP" means a program approved by the department that is established by a VESCP authority for the effective control of soil erosion, sediment deposition, and nonagricultural runoff associated with a land-disturbing activity to prevent the unreasonable degradation of properties, stream channels, waters, and other natural resources and shall include such items where applicable as local ordinances, rules, policies and guidelines, technical materials, and requirements for plan review, inspection, and evaluation consistent with the requirements of the ESCL.

"Virginia Erosion and Sediment Control Program authority" or "VESCP authority" means a locality that is approved by the department to operate a Virginia Erosion and Sediment Control Program in accordance with Article 2.4 (§ 62.1-44.15:51 et seq.) of Chapter 3.1 of Title 62.1 of the Code of Virginia. Only a locality for which the department administered a Virginia Stormwater Management Program as of July 1, 2017, is authorized to choose to operate a VESCP pursuant to Article 2.4 (§ 62.1-44.15:51 et seq. of the Code of Virginia). A locality that has chosen not to establish a VESMP pursuant to subdivision B 3 of § 62.1-44.15:27 of the Code of Virginia is required to become a VESCP authority in accordance with the ESCL.

"Virginia Erosion and Stormwater Management Act" or "VESMA" means Article 2.3 (§ 62.1-44.15:24 et seq.) of Chapter 3.1, State Water Control Law, of Title 62.1 of the Code of Virginia.

"Virginia Erosion and Stormwater Management Program" or "VESMP" means a program established by a VESMP authority for the effective control of soil erosion and sediment deposition and the management of the quality and quantity of runoff resulting from land-disturbing activities to prevent the unreasonable degradation of properties, stream channels, waters, and other natural resources. The program shall include such items as local ordinances, rules, requirements for permits and land-disturbance approvals, policies and guidelines, technical materials, and requirements for plan review, inspection, and enforcement consistent with the requirements of the VESMA.

"Virginia Erosion and Stormwater Management Program authority" or "VESMP authority" means the department or a locality approved by the department to operate a VESMP. For state agency or federal entity land-disturbing activities and land-disturbing activities subject to approved standards and specifications, the department shall serve as the VESMP authority.

"Virginia Pollutant Discharge Elimination System permit" or "VPDES permit" means a document issued by the department pursuant to the State Water Control Law authorizing, under prescribed conditions, the potential or actual discharge of pollutants from a point source to surface waters.



"Virginia Stormwater Management Handbook" means a collection of pertinent information that provides general guidance for compliance with the VESMA and associated regulations and is developed by the department with advice from a stakeholder advisory committee.

"Virginia Stormwater Management Program" or "VSMP" means a program established by the department pursuant to § 62.1-44.15:27.1 of the Code of Virginia on behalf of a locality on or after July 1, 2014, to manage the quality and quantity of runoff resulting from any land-disturbing activity that (i) disturbs one acre or more of land or (ii) disturbs less than one acre of land and is part of a larger common plan of development or sale that results in one acre or more of land disturbance.

"Virginia Stormwater Management Program authority" or "VSMP authority" means the department when administering a VSMP on behalf of a locality that, pursuant to subdivision B 3 of § 62.1-44.15:27 of the Code of Virginia, has chosen not to adopt and administer a VESMP.

"Wasteload allocation" or "wasteload" means the portion of a receiving surface water's loading or assimilative capacity allocated to one of its existing or future point sources of pollution. Wasteload allocations are a type of water quality-based effluent limitation.

"Water quality technical criteria" means standards set forth in regulations adopted pursuant to the VESMA that establish minimum design criteria for measures to control nonpoint source pollution.

"Water quantity technical criteria" means standards set forth in regulations adopted pursuant to the VESMA that establish minimum design criteria for measures to control localized flooding and stream channel erosion.

"Watershed" means a defined land area drained by a river or stream, karst system, or system of connecting rivers or streams such that all surface water within the area flows through a single outlet. In karst areas, the karst feature to which water drains may be considered the single outlet for the watershed.

"Wetlands" means those areas that are inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

9VAC25-875-30. Applicability of incorporated by references based on the dates that they became effective.

Except as noted, when a regulation of the United States set forth in the Code of Federal Regulations is referenced and incorporated in this chapter, that regulation shall be as it exists and has been published in the July 1, 2022, update.

Part II

Virginia Erosion and Stormwater Management Program

Article 1

Definitions, Purpose, and Applicability

9VAC25-875-40. Definitions.

For the purposes of this part only, the following words and terms have the following meanings unless the context clearly indicates otherwise:

"Act" means the Virginia Erosion and Stormwater Management Act (VESMA), Article 2.3 (§ 62.1-44.15:24 et seq.) of Chapter 3.1 of Title 62.1 of the Code of Virginia.

"Development" means land disturbance and the resulting landform associated with the construction of residential, commercial, industrial, institutional, recreation, transportation, or utility facilities or structures or the clearing of land for nonagricultural or nonsilvicultural purposes. The regulation of discharges from development, for purposes of stormwater management, does not include the exclusions found in 9VAC25-875-860.

9VAC25-875-50. Purpose.

The purpose of this part is to provide the framework for the administration, implementation, and enforcement of the VESMA. This part delineates the roles and responsibilities associated with a locality's VESMP and the department's VSMP. This part also establishes the department's procedures for approving the administration of a VESMP authority and includes the department's oversight authority over a VESMP.

9VAC25-875-60. Applicability.

This part is applicable to:

1. Any local government that administers a VESMP;
2. The department that administers a VESMP and VSMP; and
3. The department in its administrative oversight of VESMPs.

Article 2

Land-Disturbing Activities

9VAC25-875-70. Regulated land-disturbing activities.



1. Land-disturbing activity that disturbs 10,000 square feet or more, although the locality may reduce this regulatory threshold to a smaller area of disturbed land, is less than one acre, not in an area of a locality designated as a Chesapeake Bay Preservation Area, and not part of a common plan of development or sale, is subject to criteria defined in Article 2 (9VAC25-875-540 et seq.) of Part V (9VAC25-875-470 et seq.) of this chapter.

2. Land-disturbing activity that disturbs 2,500 square feet or more, although the locality may reduce this regulatory threshold to a smaller area of disturbed land, is less than one acre, and in an area of a locality designated as a Chesapeake Bay Preservation Area is subject to criteria defined in Article 2 and Article 3 (9VAC25-875-570 et seq.) of Part V unless Article 4 (9VAC25-875-670 et seq.) of Part V of this chapter is applicable, as determined in accordance with 9VAC25-875-480 and 9VAC25-875-490. For land-disturbing activities for single-family detached residential structures, Article 2 of Part V and water quantity technical criteria, 9VAC25-875-600, shall apply to any land-disturbing activity that disturbs 2,500 square feet or more of land, and the locality also may require compliance with the water quality technical criteria, 9VAC25-875-580 and 9VAC25-875-590.

3. Land-disturbing activity that disturbs less than one acre, but is part of a larger common plan of development or sale that disturbs one acre or more, is subject to criteria defined in Article 2 and Article 3 of Part V unless Article 4 of Part V of this chapter is applicable, as determined in accordance with 9VAC25-875-480 and 9VAC25-875-490.

4. Land-disturbing activity that disturbs one acre or more is subject to criteria defined in Article 2 and Article 3 of Part V unless Article 4 of Part V is applicable, as determined in accordance with 9VAC25-875-480 and 9VAC25-875-490.

B. A locality may, by local ordinance adopted pursuant to § 62.1-44.15:33 or 62.1-44.15:65 of the Code of Virginia, adopt more stringent local requirements.

9VAC25-875-80. Land-disturbing activities in a Chesapeake Bay Preservation Area.

A. Localities subject to the Chesapeake Bay Preservation Act shall regulate runoff associated with land-disturbing activities in a Chesapeake Bay Preservation Area that are equal to or greater than 2,500 square feet but less than one acre in accordance with the following:

1. After June 30, 2014, such land-disturbing activities shall not require completion of a registration statement or require coverage under the General VPDES Permit for Discharges of Stormwater from Construction Activities (9VAC25-880 et seq.) but shall be subject to the technical criteria and program and administrative requirements set out in 9VAC25-875-740.

2. A local land disturbance approval, as applicable, shall be provided for the land-disturbing activity.

3. The locality shall regulate such land-disturbing activities in compliance with the:

a. Program requirements in 9VAC25-875-100;

b. Plan review requirements in 9VAC25-875-110 with the exception of subsection D of 9VAC25-875-110 or as allowed in subsection A of 9VAC25-875-750;

c. Long-term stormwater management facility requirements of 9VAC25-875-130;

d. Inspection requirements of 9VAC25-875-140 with the exception of subdivisions A 3 and A 4 of 9VAC25-875-140;

e. Enforcement components of 9VAC25-875-150;

f. Hearing procedures in effect in the locality;

g. Exception conditions of 9VAC25-875-170, excluding subsection A of 9VAC25-875-170, which is not applicable; and

h. Reporting and recordkeeping requirements of 9VAC25-875-180 with the exception of subdivision B 3 of 9VAC25-875-180.

B. A locality subject to the Chesapeake Bay Preservation Act shall adopt an ordinance that incorporates the components of this section.

C. As authorized by § 62.1-44.15:28 of the Code of Virginia, a locality may collect a fee as specified in 9VAC25-875-1400.

9VAC25-875-90. Activities not required to comply with the VESMA.

A. Notwithstanding any other provisions of the VESMA, the following activities are not required to comply with the requirements of the VESMA unless otherwise required by federal law:

1. Minor land-disturbing activities, including home gardens and individual home landscaping, repairs, and maintenance work;

2. Installation, maintenance, or repair of any individual service connection;

3. Installation, maintenance, or repair of any underground utility line when such activity occurs on an existing hard surfaced road, street, or sidewalk, provided the land-disturbing activity is confined to the area of the road, street, or sidewalk that is hard surfaced;

4. Installation, maintenance, or repair of any septic tank line or drainage field unless included in an overall plan for land-disturbing activity relating to construction of the building to be served by the septic tank system;

5. Permitted surface or deep mining operations and projects, or oil and gas operations and projects conducted pursuant to Title 45.2 of the Code of Virginia;



reforestation, riparian revegetation, sign installation, engineering, operations, modeling, consolidation of terraces, terrace outlets, check dams, desilting basins, dikes, ponds, ditches, strip cropping, lister furrowing, contour cultivating, contour furrowing, land drainage, and land irrigation; or as additionally set forth by the board in regulations. However, this exception shall not apply to harvesting of forest crops unless the area on which harvesting occurs is reforested artificially or naturally in accordance with the provisions of Chapter 11 (§ 10.1-1100 et seq.) of Title 10.1 of the Code of Virginia or is converted to bona fide agricultural or improved pasture use as described in subsection B of § 10.1-1163 of the Code of Virginia;

7. Installation of fence and sign posts or telephone and electric poles and other kinds of posts or poles;

8. Shoreline erosion control projects on tidal waters when all of the land-disturbing activities are within the regulatory authority of and approved by local wetlands boards, the Virginia Marine Resources Commission, or the U.S. Army Corps of Engineers; however, any associated land that is disturbed outside of this exempted area shall remain subject to the VESMA and the regulations adopted pursuant thereto;

9. Repair or rebuilding of the tracks, rights-of-way, bridges, communication facilities, and other related structures and facilities of a railroad company;

10. Land-disturbing activities in response to a public emergency where the related work requires immediate authorization to avoid imminent endangerment to human health or the environment. In such situations, the VESMP or VSMP authority shall be advised of the disturbance within seven days of commencing the land-disturbing activity, and compliance with the administrative requirements of 9VAC25-875-530 is required within 30 days of commencing the land-disturbing activity; and

11. Discharges to a sanitary sewer or a combined sewer system that are not from a land-disturbing activity.

B. Notwithstanding any other provision of the VESMA, the following activities are required to comply with the soil erosion control requirements but are not required to comply with the water quantity and water quality technical criteria, unless otherwise required by federal law:

1. Activities under a state or federal reclamation program to return an abandoned property to an agricultural or open land use;

2. Routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original construction of the project. The paving of an existing road with a compacted or impervious surface and reestablishment of existing associated ditches and shoulders shall be deemed routine maintenance if performed in accordance with this subsection; and

3. Discharges from a land-disturbing activity to a sanitary sewer or a combined sewer system.

Article 3

Programs Operated by a VESMP Authority

9VAC25-875-100. Criteria for programs operated by a VESMP authority.

A. Each locality that operates a regulated MS4 or that chooses to administer a VESMP shall, by ordinance, establish a VESMP that shall be administered in conjunction with a local MS4 management program, if applicable, and that shall include the following:

1. Ordinances, policies, and technical materials consistent with regulations adopted in accordance with the VESMA;

2. Requirements for land-disturbance approvals;

3. Requirements for plan review, inspection, and enforcement consistent with the requirements of the VESMA, including provisions requiring periodic inspections of the installation of stormwater management measures. A VESMP authority may require monitoring and reports from the person responsible for meeting the permit conditions to ensure compliance with the permit and to determine whether the measures required in the permit provide effective stormwater management;

4. Provisions charging each applicant a reasonable fee to defray the cost of program administration for a regulated land-disturbing activity that does not require permit coverage. Such fee may be in addition to any fee charged pursuant to the statewide fee schedule established in accordance with subdivision 9 of § 62.1-44.15:28 of the Code of Virginia, although payment of fees may be consolidated in order to provide greater convenience and efficiency for those responsible for compliance with the program. A VESMP authority shall hold a public hearing prior to establishing such fees. The fee shall not exceed an amount commensurate with the services rendered, taking into consideration the time, skill, and the VESMP authority's expense involved;

5. Provisions for long-term responsibility for and maintenance of stormwater management control devices and other techniques specified to manage the quality and quantity of runoff; and

6. Provisions for the coordination of the VESMP with flood insurance, flood plain management, and other programs requiring compliance prior to authorizing land disturbance in order to make the submission and approval of plans, issuance of land-disturbance approvals, payment of fees, and coordination of inspection and enforcement activities more convenient and efficient both for the local governments and those responsible for compliance with the programs.

B. A VESMP authority may enter into agreements or contracts with the department, soil and water conservation districts, adjacent localities, planning district commissions, or other public or private entities to carry out or assist with plan review and inspections.

C. A VESMP authority shall obtain evidence of permit coverage from the department's online reporting system, where such coverage is required, prior to providing land-disturbance approval.



E. A locality serving as a VESMP authority is authorized to adopt more stringent soil erosion control or stormwater management ordinances than those necessary to ensure compliance with the board's minimum regulations when adopted in accordance with § 62.1-44.15:33 of the Code of Virginia.

F. Nothing in this part shall be construed as authorizing a locality to regulate, or to require prior approval by the locality for, a state or federal project, unless authorized by separate statute.

G. A VESMP authority may require, excluding state agencies and federal entities, the submission of a reasonable performance bond or other financial surety and provide for the release of such sureties in accordance with the criteria set forth in § 62.1-44.15:34 of the Code of Virginia.

H. A VESMP authority shall have provisions for collection, distribution to the state if required, and expenditure of permit fees.

I. Notice of termination of general permit coverage.

1. A VESMP authority shall recommend that the department terminate coverage under a General VPDES Permit for Discharges of Stormwater from Construction Activities (Construction General Permit) within 60 days of receiving a complete notice of termination from the operator of the construction activity.

2. Coverage under a Construction General Permit shall be deemed to be terminated 90 days after the receipt by the VESMP authority of a complete notice of termination from the operator of the construction activity.

3. If a VESMP authority receives a notice of termination of a Construction General Permit that it determines to be incomplete, the VESMP authority shall, within a reasonable time, inform the operator of the construction activity of such incompleteness and provide the operator with a detailed list itemizing the elements of information that are missing from the notice.

9VAC25-875-110. Plan review requirements.

A. A VESMP authority shall review and approve soil erosion control and stormwater management (ESM) plans, except for activities not required to comply with the requirements of the VESMA, pursuant to § 62.1-44.15:34 of the Code of Virginia. Activities not required to comply with VESMA are defined in 9VAC25-875-90.

B. Section 62.1-44.15:34 of the Code of Virginia and 9VAC25-875-530 state that a person shall not conduct any land-disturbing activity until (i) that person has submitted to the appropriate VESMP authority an application that includes a permit registration statement, if required, a soil erosion control and stormwater management plan or an executed agreement in lieu of a plan, if required; and (ii) the VESMP authority has issued its land-disturbance approval. In addition, as a prerequisite to engaging in an approved land-disturbing activity, the name of the individual who will be assisting the owner in carrying out the activity and holds a Responsible Land Disturber Certificate pursuant to § 62.1-44.15:30 of the Code of Virginia shall be submitted to the VESMP authority. Any VESMP authority may waive the Responsible Land Disturber Certificate requirement for an agreement in lieu of a plan; however, if a violation occurs during the land-disturbing activity, then the owner shall correct the violation and provide the name of the individual holding a Responsible Land Disturber Certificate as provided by § 62.1-14:30 of the Code of Virginia. Failure to provide the name of an individual holding a Responsible Land Disturber Certificate prior to engaging in land-disturbing activities may result in revocation of the land-disturbance approval and shall subject the owner to the penalties provided by the VESMA.

C. A VESMP authority shall approve or disapprove an ESM plan according to the following:

1. A VESMP authority shall determine the completeness of any application within 15 days after receipt, and shall act on any application within 60 days after it has been determined to be complete.

2. The VESMP authority shall issue either land-disturbance approval or denial and provide written rationale for any denial.

3. Prior to issuing a land-disturbance approval, a VESMP authority shall be required to obtain evidence of permit coverage when such coverage is required.

4. The VESMP authority shall act on the resubmitted application within 45 days after receipt including determination of completeness within the first 15 days.

D. Prior to issuance of any land-disturbance approval, the VESMP authority may also require an applicant, excluding state agencies and federal entities, to submit a reasonable performance bond with surety, cash escrow, letter of credit, any combination thereof, or such other legal arrangement acceptable to the VESMP authority, to ensure that measures could be taken by the VESMP authority at the applicant's expense should the applicant fail, after proper notice, within the time specified to comply with the conditions imposed by the VESMP authority as a result of the applicant's land-disturbing activity. If the VESMP authority takes such action upon such failure by the applicant, the VESMP authority may collect from the applicant the difference should the amount of the reasonable cost of such action exceed the amount of the security held. Within 60 days of the completion of the VESMP authority's conditions, such bond, cash escrow, letter of credit, or other legal arrangement, or the unexpended or unobligated portion thereof, shall be refunded to the applicant or terminated.

E. The VESMP authority may require changes to an approved ESM plan in the following cases:

1. Where inspection has revealed that the plan is inadequate to satisfy applicable regulations or ordinances; or

2. Where the owner finds that because of changed circumstances or for other reasons the plan cannot be effectively carried out, and proposed amendments to the plan consistent with the requirements of the Act are agreed to by the VESMP authority and the owner.



G. A VESMP authority may enter into an agreement with an adjacent VESMP authority regarding the administration of multijurisdictional projects, specifying who shall be responsible for all or part of the administrative procedures. Should adjacent VESMP authorities fail to reach such an agreement, each shall be responsible for administering the area of the multijurisdictional project that lies within its jurisdiction.

H. No VESMP authority may grant an exception to, or waiver of, post-development nonpoint nutrient runoff compliance requirements unless offsite options have been considered and found not available in accordance with subsection D of § 62.1-44.15:35 of the Code of Virginia.

I. A VESMP authority is authorized to cooperate and enter into agreements with any federal or state agency in connection with the requirements for land-disturbing activities in accordance with § 62.1-44.15:50 of the Code of Virginia.

9VAC25-875-120. Plan review coordination with the department.

A. A VESCP authority that chooses to become a VESMP authority may opt to coordinate the plan review component of its program with the department through an executed agreement pursuant to § 62.1-44.15:27 B 2 of the Code of Virginia. The department may recover the cost of the plan review service from the VESMP authority.

B. A VESMP authority implementing its program in coordination with the department pursuant to § 62.1-44.15:27 B 2 of the Code of Virginia shall determine the completeness of any application within 15 days after receipt, and shall:

1. Act on any application within 60 days after it has been determined by the VESMP authority to be complete;
2. Forward a soil erosion control and stormwater management plan to the department for review within five days of receipt. If the plan is incomplete, the department shall return the plan to the locality immediately and the application process shall start over. If the plan is complete, the department shall review the plan for compliance with the water quality and water quantity technical criteria and provide the department's recommendation to the VESMP authority; and
3. Either (i) issue the land-disturbance approval or (ii) issue a denial and provide a written rationale for the denial. In no case shall a locality have more than 60 days for its decision on an application after the application has been determined to be complete. Prior to issuing a land-disturbance approval, a VESMP authority shall be required to obtain evidence of permit coverage when such coverage is required.

C. The VESMP authority also shall forward to the department any resubmittal of a previously disapproved application within five days after receipt, and the VESMP authority shall determine whether the plan is complete within 15 days of its receipt of the plan. The department shall review the plan for compliance with the water quality and water quantity technical criteria and provide its recommendation to the VESMP authority, and the VESMP authority shall act on the resubmitted application within 45 days after receipt.

9VAC25-875-130. Long-term maintenance of stormwater management facilities.

A. As required in 9VAC25-875-535, the operator shall submit a construction record drawing for permanent stormwater management facilities to the VESMP authority. The record drawing shall contain a statement signed by a professional registered in the Commonwealth of Virginia pursuant to Chapter 4 (§ 54.1-400 et seq.) of Title 54.1 of the Code of Virginia, stating that to the best of the professional's knowledge, the construction record drawing shows all adjustments and revisions to the stormwater management plan made during construction and serve as a permanent record of the actual location of all constructed elements.

B. The provision of long-term responsibility for and maintenance of stormwater management facilities and other techniques specified to manage the quality or quantity of runoff is required. Such requirements shall be set forth in an instrument recorded in the local land records prior to permit termination or earlier as required by the authority and shall at a minimum:

1. Be submitted to the authority for review and approval prior to the approval of the stormwater management plan;
2. Be stated to run with the land;
3. Provide for all necessary access to the property for purposes of maintenance and regulatory inspections;
4. Provide for inspections and maintenance and the submission of inspection and maintenance reports to the VESCP, VESMP, or VSMP authority; and
5. Be enforceable by all appropriate governmental parties.

C. At the discretion of the VESMP authority, such recorded instruments need not be required for stormwater management facilities designed to treat stormwater runoff primarily from an individual residential lot on which such facilities are located, provided it is demonstrated to the satisfaction of the authority that future maintenance of such facilities will be addressed through an enforceable mechanism at the discretion of the authority.

9VAC25-875-140. Inspections.

A. The VESMP authority shall inspect the land-disturbing activity during construction for:

1. Compliance with the approved erosion and sediment control plan;
2. Compliance with the approved stormwater management plan;



4. Development and implementation of any additional control measures necessary to address a TMDL.

B. The VESMP authority shall conduct periodic inspections on all projects during construction. The VESMP authority shall either:

1. Provide for an inspection during or immediately following initial installation of erosion and sediment controls, at least once in every two-week period, within 48 hours following any runoff producing storm event, and at the completion of the project prior to the release of any performance bonds; or

2. Establish an alternative inspection program that ensures compliance with the approved erosion and sediment control plan. Any alternative inspection program shall be:

a. Approved by the department prior to implementation;

b. Established in writing;

c. Based on a system of priorities that, at a minimum, address the amount of disturbed project area, site conditions, and stage of construction; and

d. Documented by inspection records.

C. The VESMP authority shall establish an inspection program that ensures that permanent stormwater management facilities are being adequately maintained as designed after completion of land-disturbing activities. Inspection programs shall:

1. Be approved by the department;

2. Ensure that each stormwater management facility is inspected by the VESMP authority or the VESMP authority's designee, not to include the owner, except as provided in subsections D and E of this section, at least once every five years; and

3. Be documented by records.

D. The VESMP authority may utilize the inspection reports of the owner of a stormwater management facility as part of an inspection program established in subsection B of this section if the inspection is conducted by a person who is licensed as a professional engineer, architect, landscape architect, or land surveyor pursuant to Article 1 (§ 54.1-400 et seq.) of Chapter 4 of Title 54.1 of the code of Virginia; a person who works under the direction and oversight of the licensed professional engineer, architect, landscape architect, or land surveyor; or a person who holds an appropriate certificate of competence from the department.

E. If a recorded instrument is not required pursuant to 9VAC25-875-130, a VESMP authority shall develop a strategy for addressing maintenance of stormwater management facilities designed to treat stormwater runoff primarily from an individual residential lot on which they are located. Such a strategy may include periodic inspections, homeowner outreach and education, or other method targeted at promoting the long-term maintenance of such facilities. Such facilities shall not be subject to the requirement for an inspection to be conducted by the VESMP authority.

9VAC25-875-150. Enforcement.

A. A locality's VESMP authority shall incorporate components from subdivisions 1 and 2 of this subsection into its ordinance.

1. Informal and formal administrative enforcement procedures may include:

a. Right of entry in accordance with § 62.1-44.15:39 of the Code of Virginia.

b. Verbal warnings and inspection reports;

c. Notices of corrective action;

d. Notices to comply in accordance with § 62.1-44.15:37 of the Code of Virginia;

e. Stop work orders in accordance with § 62.1-44.15:37 of the Code of Virginia;

f. Special orders in accordance with §§ 62.1-44.15:25.1 and 62.1-44.15:48 of the Code of Virginia;

g. Consent orders in accordance with §§ 62.1-44.15:25.1 and 62.1-44.15:48 of the Code of Virginia; and

h. Public notice and comment periods.

2. Civil and criminal judicial enforcement procedures may include:

a. Schedule of civil penalties in accordance with §§ 62.1-44.15:25.1 and 62.1-44.15:48 of the Code of Virginia;

b. Criminal penalties in accordance with § 62.1-44.15:48 of the Code of Virginia; and

c. Injunctions in accordance with § 62.1-44.15:48 of the Code of Virginia.

B. A locality's VESMP authority shall develop policies and procedures that outline the steps to be taken regarding enforcement actions under the VESMA and attendant regulations and local ordinances.

C. Each locality subject to an MS4 permit shall adopt an ordinance to implement a municipal separate storm sewer system management program that is consistent with this chapter and that contains provisions as required to comply with an MS4 permit. Such locality may utilize the civil penalty.



the Code of Virginia, the civil penalties authorized in § 62.1-44.25 of the Code of Virginia, and the criminal provisions in § 62.1-44.2 of the Code of Virginia, to enforce the ordinance. At the request of another MS4, the locality may apply the penalties provided for in this section to direct or indirect discharges to any MS4 located within its jurisdiction in accordance with § 62.1-44.15:49 of the Code of Virginia.

D. Penalties imposed in accordance with § 62.1-44.15:48 of the Code of Virginia may reflect the degree of harm caused by the violation and take into account the economic benefit to the violator from noncompliance.

E. Pursuant to subsection L of § 62.1-44.15:27 of the Code of Virginia, authorization to administer a VESMP program shall not remove from the department the authority to enforce the provisions of the VESMA and attendant regulations.

F. The department may terminate permit coverage during its term and require application for an individual permit or deny a permit renewal application for failure to comply with permit conditions or on its own initiative in accordance with the VESMA and this chapter.

G. Pursuant to § 62.1-44.15:48 of the Code of Virginia, civil penalties recovered by a locality's VESMP authority shall be paid into the treasury of the locality in which the violation occurred and are to be used solely for stormwater management capital projects.

9VAC25-875-160. Hearings.

Any permit applicant, permittee, or person subject to permit requirements under the VESMA aggrieved by any action of the department taken without a formal hearing may demand in writing a formal hearing pursuant to § 62.1-44.25 of the Code of Virginia and shall ensure that all hearings held under this chapter shall be conducted in a manner consistent with § 62.1-44.26 of the Code of Virginia or as otherwise provided by law. A locality holding hearings under this chapter shall do so in a manner consistent with local hearing procedures. The provisions of the Administrative Process Act (§ 2.2-4000 et seq. of the Code of Virginia) shall not apply to decisions rendered by localities. Appeals of decisions rendered by localities shall be conducted in accordance with local appeal procedures and shall include an opportunity for judicial review in the circuit court of the locality in which the land disturbance occurs or is proposed to occur. Unless otherwise provided by law, the circuit court shall conduct such review in accordance with the standards established in § 2.2-4027 of the Code of Virginia, and the decisions of the circuit court shall be subject to review by the Court of Appeals, as in other cases under this chapter.

9VAC25-875-170. Variances and exceptions.

A. A VESMP authority may grant variances to waive or modify any of the erosion and sediment control requirements of Article 2 (9VAC25-875-540 et seq.) of Part V (9VAC25-875-470 et seq.) of this chapter that are deemed inappropriate or too restrictive for site conditions may be requested from the VESMP authority under these conditions:

1. At the time of plan submission, an applicant may request a variance to become part of the approved erosion and sediment control plan. The applicant shall explain the reasons for requesting variances in writing. Specific variances which are allowed by the authority shall be documented in the plan.

2. During construction, the person responsible for implementing the approved plan may request a variance in writing from the authority. The authority shall respond in writing either approving or disapproving such a request. If the authority does not approve a variance within 10 days of receipt of the request, the request shall be considered to be disapproved. Following disapproval, the applicant may resubmit a variance request with additional documentation.

B. A VESMP authority may grant exceptions to the provisions of Article 3 (9VAC25-875-570 et seq.) of Part V of this chapter. An exception may be granted provided that (i) the exception is the minimum necessary to afford relief, (ii) reasonable and appropriate conditions shall be imposed as necessary upon any exception granted so that the intent of the VESMA and this chapter are preserved, (iii) granting the exception will not confer any special privileges that are denied in other similar circumstances, and (iv) exception requests are not based upon conditions or circumstances that are self-imposed or self-created.

C. Economic hardship alone is not a sufficient reason to grant an exception from the requirements of this chapter.

D. Under no circumstance shall the authority (i) grant an exception to the requirement that the land-disturbing activity obtain required permits, or (ii) approve the use of a BMP not found through the Virginia Stormwater BMP Clearinghouse, except where allowed under Article 4 (9VAC25-875-670 et seq.) of Part V of this chapter.

E. Exceptions to requirements for phosphorus reductions shall not be allowed unless offsite options available through 9VAC25-875-610 have been considered and found not available.

F. A record of all exceptions granted shall be maintained by the authority in accordance with 9VAC25-875-180.

9VAC25-875-180. Reports and recordkeeping.

A. On a fiscal year basis (July 1 to June 30), a VESMP authority shall report to the department by October 1 of each year in a format provided by the department. The information to be provided shall include the following:

1. Information, not previously reported to the department through other reporting requirements, on each permanent stormwater management facility completed during the fiscal year to include type of stormwater management facility, geographic coordinates, acres treated, and the surface waters or karst features into which the stormwater management facility will discharge;

2. A listing of each land-disturbing activity for which a plan has been approved by the VESMP authority;

3. Number and type of enforcement actions during the fiscal year; and



B. A VESMP authority shall keep records in accordance with the following:

1. Project records, including approved soil erosion control and stormwater management plans, shall be kept for three years after permit termination or project completion;
2. Stormwater management facility inspection records shall be documented and retained for at least five years from the date of inspection;
3. Construction record drawings shall be maintained in perpetuity or until a stormwater management facility is removed; and
4. All registration statements submitted in accordance with 9VAC25-875-530 shall be documented and retained for at least three years from the date of project completion or permit termination.

Article 4

Authorization and Review Procedures for VESMPs

9VAC25-875-190. Review and evaluation of VESMPs.

A. The department shall review each approved VESMP at least once every five years on a review schedule approved by the department. The department may review a VESMP on a more frequent basis if deemed necessary and shall notify the VESMP authority if such review is scheduled.

B. The review of an approved VESMP shall consist of the following:

1. Consultation with the VESMP administrator or designee;
2. A review of the local ordinances and other applicable documents;
3. A review of a subset of the plans approved by the VESMP authority for consistency of application, including exceptions granted and calculations or other documentation that demonstrates that all erosion and sediment control minimum standards are met and required nutrient reductions are achieved using appropriate onsite and offsite compliance options;
4. Inspections of regulated activities; and
5. A review of enforcement actions and an accounting of amounts recovered through enforcement actions where applicable.

C. The department shall coordinate the once per five year review with the department's other program reviews for the same entity to avoid redundancy.

D. The department shall determine if the VESMP and ordinances where applicable are consistent with the VESMA and this chapter and notify the VESMP authority of its findings. The Administrative Process Act (§ 2.2-4000 et seq. of the Code of Virginia) shall govern the review activities and proceedings of the department and the judicial review thereof.

E. If the department determines that the deficiencies noted in the review will cause the VESMP to be out of compliance with the VESMA and attendant regulations, the department shall notify the VESMP authority concerning the deficiencies and provide a reasonable period of time in accordance with subdivision 19 of § 62.1-44.15 of the Code of Virginia for corrective action to be taken. If the VESMP authority agrees to the corrective action approved by the department, the VESMP will be considered to be conditionally compliant with the VESMA and attendant regulations until a subsequent finding of compliance is issued by the department. If the VESMP authority fails to implement the necessary compliance actions identified by the department within the specified time, the department may take action pursuant to subdivision 19 of § 62.1-44.15 of the Code of Virginia.

Article 5

VSMP Operated by the Department

9VAC25-875-200. Criteria for a VSMP.

A. The department shall administer a VSMP on behalf of any locality that notifies the department that the locality has chosen to not administer a VESMP as provided by § 62.1-44.15:27 B 3 of the Code of Virginia.

B. Per § 62.1-44.15:27.1 B of the Code of Virginia, the department shall administer a VSMP consistent with the stormwater management requirements defined for a VESMP.

C. The department shall review and approve stormwater management plans by the schedule defined in 9VAC25-875-110, except for activities not required to comply with the requirements of the VESMA, pursuant to § 62.1-44.15:34 of the Code of Virginia and 9VAC25-875-90.

D. The director or the director's designee may perform any act of the department provided under the VESMA and this chapter, except as limited by § 62.1-44.14 of the Code of Virginia.

Part III

Virginia Erosion and Sediment Control Program

Article 1

**9VAC25-875-210. Definitions.**

For the purposes of this part only, the following words and terms have the following meanings unless the context clearly indicates otherwise:

"Act" means the Erosion and Sediment Control Law for Localities Not Administering a Virginia Erosion and Stormwater Management Program (ESCL), Article 2.4 (§ 62.1-44.15:51 et seq.) of Chapter 3.1 of Title 62.1 of the Code of Virginia.

"Agreement in lieu of a plan" means a contract between the VESCP authority and the owner that specifies conservation measures that must be implemented in the construction of a (i) single-family detached residential structure or (ii) farm building or structure on a parcel of land with a total impervious cover percentage, including the impervious cover from the farm building or structure to be constructed, of less than 5.0%; this contract may be executed by the VESCP authority in lieu of a formal site plan.

"Applicant" means any person submitting an erosion and sediment control plan for approval in order to obtain authorization for land-disturbing activities to commence.

"Development" means a tract or parcel of land developed or to be developed as a single unit under single ownership or unified control that is to be used for any business or industrial purpose or is to contain three or more residential dwelling units.

"Land disturbance" or "land-disturbing activity" means any manmade change to the land surface that may result in soil erosion or has the potential to change its runoff characteristics, including the clearing, grading, excavating, transporting, and filling of land.

"Owner" means the same as provided in § 62.1-44.3 of the Code of Virginia. For a land-disturbing activity that is regulated under the ESCL, "owner" also includes the owner of the freehold of the premises or lesser estate therein, mortgagee or vendee in possession, assignee of rents, receiver, executor, trustee, lessee, or other person, firm, or corporation in control of a property.

9VAC25-875-220. Purpose.

The purpose of this part is to provide the framework for the administration, implementation, and enforcement of the Virginia Erosion and Sediment Control Law for Localities Not Administering a Virginia Erosion and Stormwater Management Program (ESCL). This part delineates the roles associated with a VESCP. This part also establishes the department's procedures for approving the administration of a VESCP authority and includes the department's oversight authority over a VESCP.

9VAC25-875-230. Applicability.

This part is applicable to:

1. Any local government that administers a VESCP;
2. The department that administers a VESCP; and
3. The department in its administrative oversight of VESCPs.

Article 2

Land-Disturbing Activities

9VAC25-875-240. Criteria for determining status of land-disturbing activity.

A. The program administrator shall determine the validity of a claim of exempt status by a property owner who disturbs 10,000 square feet or more or 2,500 square feet or more in all areas of jurisdictions designated as subject to the Chesapeake Bay Preservation Area Designation and Management Regulations (9VAC25-830). As soon as a nonexempt status is determined, the requirements of the ESCL shall be immediately enforced.

B. Should a land-disturbing activity not begin during the 180-day period following approval of the erosion and sediment control plan or cease for more than 180 days, the VESCP authority may evaluate the existing approved erosion and sediment control plan to determine whether the plan still satisfies local and state erosion and sediment control criteria and to verify that all design factors are still valid. If the VESCP authority finds the previously filed plan to be inadequate, a modified plan shall be submitted and approved prior to the resumption of land-disturbing activity.

C. Shoreline erosion control projects are not subject to Part V (9VAC25-875-470 et seq.) of this chapter. However, land-disturbing activity immediately outside the limits of the shoreline erosion project is subject to the ESCL and Part V of this chapter.

D. Whenever land-disturbing activity involves activity at a separate location, including borrow and disposal areas, the VESCP authority may either:

1. Consider the offsite activity as being part of the proposed land-disturbing activity; or
2. If the offsite activity is already covered by an approved erosion and sediment control plan, the VESCP authority may require the applicant to provide proof of the approval and to certify that the plan will be implemented in accordance with the ESCL and Part V of this chapter.

9VAC25-875-250. Regulated land-disturbing activities.

A. Land-disturbing activities that meet one of the criteria in this subsection are regulated as follows:



includes land areas less than one acre, not in an area of a locality designated as a Chesapeake Bay Preservation Area is subject to criteria defined in Article 2 (9VAC25-875-540 et seq.) of Part V (9VAC25-875-470 et seq.) of this chapter.

2. Land-disturbing activity that disturbs 2,500 square feet or more, although the locality may reduce this regulatory threshold to a smaller area of disturbed land, is less than one acre, and in an area of a locality designated as a Chesapeake Bay Preservation Area is subject to criteria defined in Article 2 of Part V of this chapter.

B. A locality may, by local ordinance adopted pursuant to § 62.1-44.15:65 of the Code of Virginia, adopt more stringent local requirements.

9VAC25-875-260. Land-disturbing activities in Chesapeake Bay Preservation Areas.

A. Localities subject to the Chesapeake Bay Preservation Act shall regulate runoff associated with land-disturbing activities in a Chesapeake Bay Preservation Area equal to or greater than 2,500 square feet but less than one acre in accordance with the following:

1. The technical criteria and program and administrative requirements set out in 9VAC25-875-740;

2. A local land disturbance approval, as applicable, shall be provided for the land-disturbing activity;

3. The locality shall regulate such land-disturbing activities in compliance with the:

a. Program requirements in 9VAC25-875-100;

b. Plan review requirements in 9VAC25-875-110 with the exception of subsection D of 9VAC25-875-110 or as allowed in subsection A of 9VAC25-875-750;

c. Long-term stormwater management facility requirements of 9VAC25-875-130;

d. Inspection requirements of 9VAC25-875-140 with the exception of subdivisions A 3 and A 4 of 9VAC25-875-140;

e. Enforcement components of 9VAC25-875-150;

f. Hearing procedures in effect in the locality;

g. Exception conditions of 9VAC25-875-170, excluding subsection A of 9VAC25-875-170, which is not applicable; and

h. Reporting and recordkeeping requirements of 9VAC25-875-180 with the exception of subdivision B 3 of 9VAC25-875-180.

B. A locality subject to the Chesapeake Bay Preservation Act shall adopt an ordinance that incorporates the components of this section.

C. As authorized by § 62.1-44.15:28 of the Code of Virginia, a locality may collect a fee as specified in 9VAC25-875-1400.

9VAC25-875-270. State agency land-disturbing activities.

A. All state agency land-disturbing activities that are not exempt and that have commenced without an approved erosion and sediment control plan shall immediately cease until the state agency has either (i) submitted standards and specifications for its conduct of land-disturbing activities that has been reviewed and approved by the department as being consistent with the ESCL and attendant regulations, or (ii) an erosion and sediment control plan has been submitted to and approved by the department. A formal "Notice of Plan Requirement" will be sent to the state agency under whose purview the project lies since that agency is responsible for compliance with the ESCL and this chapter.

B. Where inspections by department personnel reveal deficiencies in carrying out an approved plan, the person responsible for carrying out the plan, as well as the state agency responsible, will be issued a notice to comply with specific actions and the deadlines that shall be met. Failure to meet the prescribed deadlines can result in the issuance of a stop work order for all land-disturbing activities on the project at the discretion of the department. The stop work order will be lifted once the required erosion and sediment control measures are in place and inspected by department staff.

C. Whenever the Commonwealth or any of its agencies fails to comply within the time provided in an appropriate final order, the director of the department may petition for compliance as follows: For violations in the Natural and Historic Resources Secretariat, to the Secretary of Natural and Historic Resources; for violations in other secretariats, to the appropriate secretary; for violations in other state agencies, to the head of such agency. Where the petition does not achieve timely compliance, the director shall bring the matter to the Governor for resolution. The department may also pursue enforcement as provided by § 62.1-44.15:63 of the Code of Virginia.

D. Where compliance will require the appropriation of funds, the director shall cooperate with the appropriate agency head in seeking such an appropriation; where the director determines that an emergency exists, the director shall petition the Governor for funds from the Civil Contingency Fund or other appropriate source.

9VAC25-875-280. Activities not required to comply with the ESCL.

Notwithstanding any other provisions of the Erosion and Sediment Control Law for Localities Not Administering a Virginia Erosion and Stormwater Management Program (ESCL), the following activities are not required to comply with the ESCL unless otherwise required by federal law:

1. Disturbance of a land area of less than 10,000 square feet in size or less than 2,500 square feet in an area designated as a Chesapeake Bay Preservation Area pursuant to the Chesapeake Bay Preservation Act (§ 62.1-44.15:67 et seq. of the Code of Virginia). However, the governing body of the program authority may reduce this exception to a smaller area of disturbed land or qualify the conditions under which this exception shall apply.



3. Installation, maintenance, or repair of any individual service connection;

4. Installation, maintenance, or repair of any underground utility line when such activity occurs on an existing hard surfaced road, street, or sidewalk, provided the land-disturbing activity is confined to the area of the road, street, or sidewalk that is hard surfaced;

5. Installation, maintenance, or repair of any septic tank line or drainage field unless included in an overall plan for land-disturbing activity relating to construction of the building to be served by the septic tank system;

6. Permitted surface or deep mining operations and projects or oil and gas operations and projects conducted pursuant to Title 45.2 of the Code of Virginia;

7. Clearing of lands specifically for bona fide agricultural purposes; the management, tilling, planting, or harvesting of agricultural, horticultural, or forest crops; livestock feedlot operations; agricultural engineering operations, including construction of terraces, terrace outlets, check dams, desilting basins, dikes, ponds, ditches, strip cropping, lister furrowing, contour cultivating, contour furrowing, land drainage, and land irrigation; or as additionally set forth by the board in regulations. However, this exception shall not apply to harvesting of forest crops unless the area on which harvesting occurs is reforested artificially or naturally in accordance with the provisions of Chapter 11 (§ 10.1-1100 et seq.) of Title 10.1 of the Code of Virginia or is converted to bona fide agricultural or improved pasture use as described in subsection B of § 10.1-1163 of the Code of Virginia;

8. Installation of fence and sign posts or telephone and electric poles and other kinds of posts or poles;

9. Shoreline erosion control projects on tidal waters when all of the land-disturbing activities are within the regulatory authority of and approved by local wetlands boards, the Virginia Marine Resources Commission, or the U.S. Army Corps of Engineers; however, any associated land that is disturbed outside of this exempted area shall remain subject to the ESCL and the regulations adopted pursuant thereto;

10. Land-disturbing activities in response to a public emergency where the related work requires immediate authorization to avoid imminent endangerment to human health or the environment. In such situations, the VESCP authority shall be advised of the disturbance within seven days of commencing the land-disturbing activity, and compliance with the administrative requirements of Article 2 (9VAC25-875-540 et seq.) of Part V (9VAC25-875-470 et seq.) of this chapter is required within 30 days of commencing the land-disturbing activity;

11. Discharges to a sanitary sewer or a combined sewer system that are not from a land-disturbing activity; and

12. Repair or rebuilding of the tracks, rights-of-way, bridges, communication facilities, and other related structures and facilities of a railroad company.

Article 3

Programs Operated by a VESCP Authority

9VAC25-875-290. Criteria for programs operated by a VESCP authority.

A. At a minimum, a VESCP shall provide that (i) an erosion and sediment control plan shall be reviewed and approved by a certified plan reviewer; (ii) inspections of land-disturbing activities shall be conducted by a certified inspector; and (iii) a VESCP shall contain a certified program administrator, a certified plan reviewer, and a certified project inspector, who may be the same person pursuant to § 62.1-44.15:53 of the Code of Virginia. The requirements for each position identified in this subsection are specified in Part IV (9VAC25-875-380 et seq.) of this chapter.

B. A VESCP authority may enter into agreements or contracts with soil and water conservation districts, adjacent localities, or other public or private entities to assist with carrying out the provisions of this chapter, including the review and determination of adequacy of erosion and sediment control plans submitted for land-disturbing activities on units of land as well as for monitoring, reports, inspections, and enforcement of such land-disturbing activities.

C. The VESCP operated by a county, city, or town shall include provisions for the coordination of the VESCP with flood insurance, flood plain management, and other programs requiring compliance prior to authorizing a land-disturbing activity in order to make the submission and approval of plans, payment of fees, and coordination of inspection and enforcement activities more convenient and efficient both for the local governments and those responsible for compliance with the programs pursuant to § 62-1.44-15:54 of the Code of Virginia.

D. A VESCP authority may enter into an agreement with an adjacent VESCP or VESMP authority regarding the administration of multijurisdictional projects specifying who shall be responsible for all or part of the administrative procedures. Should adjacent authorities fail to come to such an agreement, each shall be responsible for administering the area of the multijurisdictional project that lies within its jurisdiction.

E. Where the land-disturbing activity results from the construction of a (i) single-family detached residential structure or (ii) a farm building or structure on a parcel of land with a total impervious cover percentage, including the impervious cover from the farm building or structure to be constructed, of less than 5.0%, an agreement in lieu of a plan may be substituted for an erosion and sediment control plan if executed by the VESCP authority pursuant to § 62-1.44-15:55 A of the Code of Virginia. For a single-family detached residential structure with less than one acre of land disturbance, an agreement in lieu of a plan may be used when either (a) it is located within a common plan of development or sale with an approved stormwater pollution prevention plan consistent with 9VAC25-875-500 and a permit, if required; or (b) the single-family detached residential is located outside of a common plan of development or sale.

F. A VESCP authority may adopt more stringent soil erosion and sediment control ordinances pursuant to § 62.1-44.15:65 of the Code of Virginia.

G. Any VESCP authority that administers a VESCP may charge applicants a reasonable fee to defray the costs of program administration. A VESCP authority shall hold a public hearing prior to establishing a schedule of fees. The fee shall not exceed an amount commensurate with the services

**9VAC25-875-300. Plan review requirements.**

A. The VESCP authority shall review erosion and sediment control plans that detail the criteria, techniques, and methods as defined in 9VAC25-875-550 for land-disturbing activities described in 9VAC25-875-560. Activities not required to comply with VESCL are defined in 9VAC25-875-280.

B. When determined that the plan meets the minimum criteria, techniques, and methods as defined in 9VAC25-875-550, the VESCP authority shall review erosion and sediment control plans submitted and grant written approval within 60 days of the receipt of the plan.

C. When the VESCP authority determines a plan is inadequate, written notice stating the specific reasons for disapproval shall be communicated to the applicant within 45 days. The notice shall specify the modifications, terms, and conditions that are necessary for approval of the plan. If no action is taken by the VESCP authority within 45 days, the plan shall be deemed approved and the proposed activity authorized. The VESCP authority shall act on any erosion and sediment control plan that has been previously deemed inadequate within 45 days after receipt of a revised plan if deemed adequate.

D. For sites requiring coverage under the General VPDES Permit for Discharges of Stormwater from Construction Activities, the VESCP authority shall obtain evidence of such coverage prior to approving the erosion and sediment control plan.

E. The person responsible for carrying out the plan shall provide the name of an individual holding a certificate to the VESCP authority who will be in charge of and responsible for carrying out the land-disturbing activity. However, the VESCP authority may waive the Responsible Land Disturber Certificate requirement for an agreement in lieu of a plan in accordance with § 62.1-44.15:55 of the Code of Virginia.

F. The VESCP authority may require approval of an erosion and sediment control plan for any land identified as an erosion impact area in accordance with § 62.1-44.15:55 of the Code of Virginia.

G. All erosion and sediment control structures and systems shall be maintained, inspected, and repaired as needed to ensure continued performance of their intended function. A statement describing the maintenance responsibilities of the individual responsible for carrying out the land-disturbing activity shall be included in the approved erosion and sediment control plan.

9VAC25-875-310. Plan review coordination with the department for solar projects.

A. Any VESCP authority that does not operate a regulated municipal separate storm sewer system and for which the department did not administer a Virginia Stormwater Management Program as of July 1, 2020, shall notify the department if it decides to have the department provide the VESCP authority with (i) review of the erosion and sediment control plan required by § 62.1-44.15:55 A of the Code of Virginia and (ii) a recommendation on the plan's compliance with the requirements of Part V (9VAC25-875-470 et seq.) of this chapter for any solar project and its associated infrastructure with a rated electrical generation capacity exceeding five megawatts.

B. Any VESCP authority that notifies the department pursuant to this section shall within five days of receiving the erosion and sediment control plan forward the plan to the department for review. If the plan forwarded to the department is incomplete, the department shall return the plan to the VESCP authority immediately, and the application process shall start over. If the plan forwarded to the department is complete, the department shall review the plan for compliance with the requirements of Part V of this chapter and provide a recommendation to the VESCP authority. The VESCP authority shall then (i) grant written approval of the plan or (ii) provide written notice of disapproval of the plan in accordance with § 62.1-44.15:55 B of the Code of Virginia.

C. Any VESCP authority that notifies the department pursuant to this section shall within five days of receiving the resubmittal of a previously disapproved erosion and sediment control plan forward the resubmitted plan to the department for review. The department shall review the resubmitted plan for compliance with the requirements of Part V of this chapter and provide a recommendation to the VESCP authority. The VESCP authority shall then (i) grant written approval of the plan or (ii) provide written notice of disapproval of the plan in accordance with § 62.1-44.15:55 B of the Code of Virginia.

9VAC25-875-320. Long-term maintenance of stormwater management facilities.

A. A recorded instrument shall be submitted to the VESCP authority in accordance with 9VAC25-875-535.

B. The department shall enforce permits and require compliance with its applicable regulations, including when serving as a VSMP authority in a locality that chose not to adopt a VESMP in accordance with § 62.1-44.15:27 of the Code of Virginia.

9VAC25-875-330. Inspections.

A. The VESCP authority (i) shall provide for periodic inspections of the land-disturbing activity and require that an individual holding a certificate, as provided by § 62.1-44.15:52 of the Code of Virginia, will be in charge of and responsible for carrying out the land-disturbing activity and (ii) may require monitoring and reporting from the person responsible for carrying out the erosion and sediment control plan, to ensure compliance with the approved plan and to determine whether the measures required in the plan are effective in controlling erosion and sediment. However, any VESCP authority may waive the certificate requirement for an agreement in lieu of a plan.

B. Periodic inspections by the VESCP authority are required on all projects. The VESCP authority shall either:

1. Provide for an inspection during or immediately following initial installation of erosion and sediment controls, at least once in every two-week period, within 48 hours following any runoff producing storm event, and at the completion of the project prior to the release of any performance bonds; or



a. Approved by the department prior to implementation;

b. Established in writing;

c. Based on a system of priorities that, at a minimum, address the amount of disturbed project area, site conditions, and stage of construction; and

d. Documented by inspection records.

9VAC25-875-340. Enforcement.

A. Each VESCP authority shall incorporate components from subdivisions 1 and 2 of this subsection.

1. Informal and formal administrative enforcement procedures may include:

a. Right of entry in accordance § 62.1-44.15:60 of the Code of Virginia.

b. Verbal warnings and inspection reports;

c. Notices of corrective action;

d. Notices to comply in accordance with § 62.1-44.15:58 of the Code of Virginia;

e. Consent special orders and civil charges in accordance § 62.1-44.15:63 of the Code of Virginia;

f. Stop work orders in accordance with of § 62.1-44.15:58 of the Code of Virginia; and

g. Public notice and comment periods for proposed settlements and consent special orders.

2. Civil and judicial enforcement procedures may include:

a. Schedule of civil penalties in accordance with §§ 62.1-44.15:54 and 62.1-44.15:63 of the Code of Virginia; and

b. Injunctions in accordance §§ 62.1-44.15:58 and 62.1-44.15:63 of the Code of Virginia.

B. Each VESCP authority shall develop policies and procedures that outline the steps to be taken regarding enforcement actions under the ESCL and attendant regulations and local ordinances.

C. Penalties imposed in accordance with §§ 62.1-44.15:54 and 62.1-44.15:63 of the Code of Virginia may reflect the degree of harm caused by the violation and take into account the economic benefit to the violator from noncompliance.

D. Pursuant to § 62.1-44.15:25 of the Code of Virginia, authorization to administer a VESCP program shall not remove from the department the authority to enforce the provisions of the ESCL and attendant regulations.

E. The department may terminate permit coverage during the permit's term and require application for an individual permit or deny a permit renewal application for failure to comply with permit conditions or on the department's own initiative in accordance with the ESCL and this chapter.

F. Pursuant to § 62.1-44.15:63 A of the Code of Virginia, civil penalties recovered by a VESCP authority shall be paid into the treasury of the locality in which the violation occurred and are to be used solely for stormwater management capital projects.

9VAC25-875-350. Variances.

A variance to waive or modify any of the erosion and sediment control requirements of Article 2 (9VAC25-874-540 et seq.) of Part V (9VAC25-875-470 et seq.) of this chapter that are deemed inappropriate or too restrictive for site conditions may be requested from the VESCP authority under these conditions:

1. At the time of plan submission, an applicant may request a variance to become part of the approved erosion and sediment control plan. The applicant shall explain the reasons for requesting variances in writing. Specific variances which are allowed by the authority shall be documented in the plan; or

2. During construction, the person responsible for implementing the approved plan may request a variance in writing from the authority. The authority shall respond in writing either approving or disapproving such a request. If the authority does not approve a variance within 10 days of receipt of the request, the request shall be considered to be disapproved. Following disapproval, the applicant may resubmit a variance request with additional documentation.

9VAC25-875-360. VESCP reporting and record keeping requirements.

Each VESCP authority shall report to the department, at least monthly, in a method such as an online reporting system and on a time schedule established by the department, a listing of each land-disturbing activity for which a plan has been approved by the VESCP authority under the ESCL and this part.

Article 4

Review Procedures for VESCPs



A. This section sets forth the criteria that will be used by the department to determine whether a locality operating a VESCP under authority of the ESCL, a "VESCP authority," satisfies minimum standards of effectiveness, as follows.

Each VESCP must contain an ordinance or other appropriate document adopted by the VESCP authority. Such document must be consistent with the ESCL and Part III (9VAC25-875-210 et seq.) of this chapter, including the following criteria:

1. The document shall include or reference the definition of land-disturbing activity, including exemptions as well as any other significant terms, as necessary to produce an effective VESCP;

2. The document shall identify the VESCP authority and any soil and water conservation district, adjacent locality, or other public or private entities that the VESCP authority entered into agreements or contracts with to assist with carrying out the provisions of the ESCL and Part III of this chapter and must include the requirements and design standards to be used in the program;

3. The document shall include procedures for submission and approval of plans, issuance of permits, monitoring and inspections of land-disturbing activities. The position, agency, department, or other party responsible for conducting inspections shall be identified. The VESCP authority shall maintain, either onsite or in VESCP files, a copy of the approved plan and a record of inspections for each active land-disturbing activity;

4. Each VESCP operated by a county, city, or town shall include provisions for the integration of the VESCP with flood insurance, flood plain management, and other programs requiring compliance prior to authorizing a land-disturbing activity in order to make the submission and approval of plans, payment of fees, and coordination of inspection and enforcement activities more convenient and efficient both for the local governments and those responsible for compliance with the programs; and

5. The VESCP authority must take appropriate enforcement actions, where authorized to do so, to achieve compliance with the program and maintain a record of enforcement actions for all active land-disturbing activities.

B. The department shall periodically conduct a comprehensive review and evaluation of each VESCP authority pursuant to subdivision (19) of § 62.1-44.15 of the Code of Virginia. The department will coordinate the review with its other program reviews for the same entity to avoid redundancy. The review and evaluation of a VESCP authority shall consist of the following: (i) consultation with the local program administrator or designee; (ii) review of the local ordinance and other applicable documents; (iii) review of plans approved by the VESCP authority; (iv) inspection of regulated activities; and (v) review of enforcement actions where authorized to do so. The department is also authorized to conduct a partial VESCP compliance review.

C. Each VESCP authority shall be reviewed and evaluated by the department for effectiveness in carrying out the ESCL and Part III of this chapter using the criteria in this section.

D. If deficiencies noted in the review will cause the VESCP to be inconsistent with the ESCL or this chapter, the department shall provide the VESCP authority with a copy of the department's decision that specifies the deficiencies, action needed to be taken, and an approved corrective action plan and schedule required to attain the minimum standard of effectiveness. If the VESCP authority has not implemented the necessary compliance actions identified by the department within the corrective action schedule, or such additional period as is granted to complete the implementation of the corrective action, then the department shall have the authority to (i) issue a special order to any VESCP authority imposing a civil penalty set out in § 62.1-44.15 of the Code of Virginia or (ii) revoke its approval of the VESCP. The Administrative Process Act (§ 2.2-4000 et seq. of the Code of Virginia) and Article 5 (§ 62.1-44.20 et seq.) of Chapter 3.1 of Title 62.1 of the Code of Virginia shall govern the review activities and proceedings of the department and the judicial review thereof. In lieu of issuing a special order or revoking the program, the department is authorized to take legal action against a VESCP authority to ensure compliance.

E. Review and evaluation of VESCPs shall be conducted according to a schedule adopted by the department in accordance with subdivision (19) of § 62.1-44.15 of the Code of Virginia.

Part IV

Certification of VESCP, VSMP, and VESMP Personnel

9VAC25-875-380. Purpose.

The purpose of this part is to guide the issuance of certifications required by §§ 62.1-44.15:52 E and 62.1-44.15:53 of the Code of Virginia (ESCL) and § 62.1-44.15:30 of the Code of Virginia (VESMA).

9VAC25-875-390. Applicability.

This part is applicable to:

1. Every VESCP authority, VESMP authority, or VSMP authority that administers a VESCP, VESMP, or VSMP as may be applicable. Staff of a VESCP authority must be certified in accordance with §§ 62.1-44.15:52 E and 62.1-44.15:53 of the ESCL. Staff of a VESMP authority or VSMP authority must be certified in accordance with § 62.1-44.15:30 of the VESMA.

2. Anyone who is contracted by a VESCP authority, a VESMP authority, or a VSMP authority to perform any or all of the functions of that authority as may be applicable. This person will be subject to the same certification requirements as the authority.

3. Any state agency, federal entity, or public or private entity authorized under § 62.1-44.15:31 of the Code of Virginia to implement approved standards and specifications. Personnel implementing approved standards and specifications pursuant to subsection D.5 of § 62.1-44.15:31 of the



4. Anyone voluntarily seeking certifications or certificates from the department for classifications described in 9VAC25-875-400.

9VAC25-875-400. Certificates and certifications.

A. Certifications shall be issued by the department to individuals who successfully complete the department-approved training program, which includes obtaining a passing score on the applicable certification examination or otherwise fulfilling the requirements of 9VAC25-875-410 for the following classifications:

1. Program administrator for ESC. This classification applies to individuals who administer the program in the area of ESC pursuant to this chapter. This certification is a requirement for any individual employed to perform the duties of a program administrator for ESC by a VESCP or VESMP authority, or an agent of a VESCP or VESMP authority. This certification also serves as the ESC component required for the dual program administrator certification.

2. Inspector for ESC. This classification applies to individuals who perform inspections of land-disturbing activities in the area of ESC pursuant to this chapter. This certification is a requirement for any individual employed as an inspector for ESC by a VESCP or VESMP authority, or an agent of a VESCP or VESMP authority. This certification also serves as the ESC component required for the dual inspector certification.

3. Plan reviewer for ESC. This classification applies to individuals who review plans in the area of ESC for approval by a VESCP or VESMP authority pursuant to this chapter. This certification is a requirement for any individual employed as a plan reviewer for ESC by a VESCP or VESMP authority, or an agent of a VESCP or VESMP authority. This certification also serves as the ESC component required for the dual plan reviewer certification.

4. Combined administrator for ESC. This classification applies to individuals who perform the combined duties of Program Administrator, Inspector, and Plan Reviewer in the area of ESC pursuant to this chapter. This certification is a requirement for any individual employed as a combined administrator for ESC by a VESCP or VESMP authority, or an agent of a VESCP or VESMP authority. This certification also serves as the ESC component required for the dual combined administrator certification.

5. Program administrator for SWM. This classification applies to individuals who administer the program in the area of SWM pursuant to this chapter. This certification is a requirement for any individual employed to perform the duties of a program administrator for SWM by a VSMP or VESMP authority, or an agent of a VSMP or VESMP authority. This certification also serves as the SWM component required for the dual program certification.

6. Inspector for SWM. This classification applies to individuals who conduct inspections in the area of SWM pursuant to this chapter. This certification is a requirement for any individual employed to perform the duties of an inspector for SWM by a VSMP or VESMP authority, or an agent of a VSMP or VESMP authority. This certification also serves as the SWM component required for the dual inspector certification.

7. Plan reviewer for SWM. This classification applies to individuals who review plans in the area of SWM pursuant to this chapter. This certification is a requirement for any individual employed to perform the duties of a plan reviewer for SWM by a VSMP or VESMP authority, or an agent of a VSMP or VESMP authority. This certification also serves as the SWM component required for the dual plan reviewer certification.

8. Combined administrator for SWM. This classification applies to individuals who perform the combined duties of program administrator, inspector, and plan reviewer in the area of SWM pursuant to this chapter. This certification is a requirement for any individual employed to perform the duties of a combined administrator for SWM by a VSMP or VESMP authority, or an agent of a VSMP or VESMP authority. This certification also serves as the SWM component required for the dual combined administrator certification.

9. Dual program administrator. This classification applies to individuals who administer the program in the areas of ESC and SWM pursuant to this chapter. This certification satisfies the requirement for any individual employed as a dual program administrator for ESC and SWM by a VESMP authority, an agent of a VESMP authority, or for personnel implementing department-approved standards and specifications pursuant to § 62.1-44.15:31 of the Code of Virginia and attendant regulations.

10. Dual inspector. This classification applies to individuals who conduct inspections in the areas of ESC and SWM pursuant to this chapter. This certification satisfies the requirement for any individual employed as a dual inspector for ESC and SWM by a VESMP authority, an agent of a VESMP authority, or for personnel implementing department-approved standards and specifications pursuant to § 62.1-44.15:31 of the Code of Virginia and attendant regulations.

11. Dual plan reviewer. This classification applies to individuals who review plans in the areas of ESC and SWM for approval by a VESMP authority pursuant to this chapter. This certification satisfies the requirement for any individual employed as a dual plan reviewer for ESC and SWM by a VESMP authority, an agent of a VESMP authority, or for personnel implementing department-approved standards and specifications pursuant to § 62.1-44.15:31 of the Code of Virginia and attendant regulations.

12. Dual combined administrator. This classification applies to individuals who perform the combined duties of program administrator, inspector, and plan reviewer in the areas of ESC and SWM pursuant to this chapter. This certification satisfies the requirement for any individual employed as a dual combined administrator for ESC and SWM by a VESMP authority, an agent of a VESMP authority, or for personnel implementing department-approved standards and specifications pursuant to § 62.1-44.15:31 of the Code of Virginia and attendant regulations.

B. The classifications in subdivisions A 1 through A 8 of this section may be used to serve as the ESC or SWM components required for personnel implementing department-approved standards and specifications pursuant to § 62.1-44.15:31 of the Code of Virginia and attendant regulations.

C. A certificate shall be issued by the department for the responsible land disturber.



Article 1 (§ 54.1-100 et seq.) of Chapter 4 of Title 54.1 of the Code of Virginia, or professional soil scientist as defined in Chapter 22 (§ 54.1-2200 et seq.) of Title 54.1 of the Code of Virginia shall qualify as a certified plan reviewer for ESC and will not require a certification from the department. In lieu of an individual holding this department certification, such individual shall produce a current professional license or certification upon request of the department.

E. Any individual who holds a valid and unexpired certification issued by the department in the classification of ESC or SWM, or who obtains such certification, and who later successfully obtains an additional certification from the department in the parallel ESC or SWM classification may surrender both certifications to the department for issuance of a dual certification in both ESC and SWM. Such a request must be made while both of the ESC and SWM certifications obtained are valid and unexpired. The expiration date of the dual certification shall be three years from the date of expiration of the additional certification acquired.

9VAC25-875-410. Eligibility requirements.

A. Certification may be achieved by:

1. Obtaining a total of 800 hours of experience as an ESC, SWM, or a dual program administrator, plan reviewer, inspector, or combined administrator and obtaining a passing score on the certification examination administered by the department in the applicable ESC or SWM area; or both ESC and SWM for the dual certification; or

2. Completing a department-approved training program in the classifications of program administrator, plan reviewer, inspector, or combined administrator and, within one year of completing the training program, obtain a passing score on the certification examination administered by the department in the applicable ESC or SWM area, or both ESC and SWM for the dual certification.

a. Combined administrators must complete the training program for program administrator, inspector, and plan reviewer within the applicable area of ESC or SWM.

b. Dual combined administrators must complete the training program for program administrator, inspector, and plan reviewer within both areas of ESC and SWM.

B. Certification and recertification shall be valid for three years except as otherwise set out in 9VAC25-875-400 D or 9VAC25-875-460.

C. Recertification may be obtained for classifications outlined in 9VAC25-875-400 of this part prior to the expiration date of a certification by:

1. Completing continuing education contact hours in accordance with department guidance and paying the required fee for recertification;

2. Being a professional registered in the Commonwealth pursuant to Article 1 (§ 54.1-400 et seq.) of Chapter 4 of Title 54.1 of the Code of Virginia or a professional soil scientist as defined in Chapter 22 (§ 54.1-2200 et seq.) of Title 54.1 of the Code of Virginia, and paying the required fee for recertification. Such professionals shall be deemed to satisfy the provisions of this subsection for ESC classifications in subdivisions A 1 through A 4 of 9VAC25-875-400. However, such professionals when in the classification of plan reviewer for ESC shall be exempt from the recertification requirements and fees of this part provided they maintain their professional license;

3. Being a professional registered in the Commonwealth pursuant to Article 1 (§ 54.1-400 et seq.) of Chapter 4 of Title 54.1 of the Code of Virginia and paying the required fee for recertification. Such professionals shall be deemed to satisfy the provisions of this subsection for SWM and dual classifications in subdivisions A 5 through A 12 of 9VAC25-875-400;

4. Successfully completing a department-approved training program and paying the required fee for recertification; or

5. Obtaining a passing score on the recertification examination.

D. Responsible Land Disturber (RLD) Certificate may be obtained by completing a department-approved training program for RLDs for ESC.

1. The RLD Certificate and any renewal thereof shall be valid for three years.

2. Renewal of the RLD Certificate may be obtained by completing a department-approved training program for RLDs.

3. Being a professional registered in the Commonwealth pursuant to Article 1 (§ 54.1-400 et seq.) of Chapter 4 of Title 54.1 of the Code of Virginia or a professional soil scientist as defined in Chapter 22 (§ 54.1-2200 et seq.) of Title 54.1 of the Code of Virginia shall be deemed to satisfy the provisions of this subsection for an RLD Certificate in subsection C of 9VAC25-875-400 or any renewal thereof.

9VAC25-875-420. Classification acknowledgment for the purposes of program compliance reviews.

For the purposes of VESCP or VESMP compliance reviews and evaluations, the certification requirements of §§ 62.1-44.15:53 and 62.1-44.15:30 of the Code of Virginia shall be deemed to have been met if the VESCP or VESMP authority has an individual enrolled in the department's ESC or SWM training programs set forth in 9VAC25-875-410 A 2 a and A 2 b for the necessary classifications and such individual obtains certification within one year of completing the necessary training programs.

9VAC25-875-430. Certification program fees.

A. Certification, recertification, dual certification, and RLD Certificate issuance and reissuance fees shall be collected to cover the administrative cost for the certification program.

B. A fee will also be charged to present education and training programs that support the certification program.

**9VAC25-875-440. Examination.**

- A. A department-approved examination shall be administered by the department.
- B. An applicant may take the certification examination for the desired certification after fulfilling the prerequisite experience requirement or completing a department-approved training program.
- C. An applicant who is unsuccessful in passing an examination will be allowed to pay the appropriate fee and retake the appropriate examination.
- D. A minimum passing score of 70% will be required on the appropriate certification examination.
- E. All applicants will be notified of the results within 60 days of the examination.

9VAC25-875-450. Reserved.**9VAC25-875-460. Discipline for certified personnel.**

The department may suspend, revoke, or refuse to grant or renew the certification or certificate of any individual if the department, in an informal fact finding under § 2.2-4019 of the Code of Virginia, finds that:

1. The certification or certificate was obtained or renewed through fraud or misrepresentation;
2. The individual who holds a certification or certificate has violated or cooperated with others in violating any provision of this part;
3. The individual who holds a certification or certificate has not demonstrated reasonable care, judgment, or application of knowledge and ability in the performance of duties; or
4. The individual who holds a certification or certificate has made any material misrepresentation in the course of performing duties.

Part V

Criteria and Requirements for Regulated Land-Disturbing Activities

Article 1

Administrative Criteria

9VAC25-875-470. Applicability.

A. Land-disturbing activities that meet one of the criteria in this subsection are regulated as follows:

1. Land-disturbing activity that disturbs 10,000 square feet or more, although a locality may reduce this regulatory threshold to a smaller area of disturbed land, is less than one acre, not in an area of a locality designated as a Chesapeake Bay Preservation Area, and not part of a common plan of development or sale, is subject to criteria defined in Article 2 (9VAC25-875-540 et seq.) of this part of this chapter.
2. Land-disturbing activity that disturbs 2,500 square feet or more, although a locality may reduce this regulatory threshold to a smaller area of disturbed land, is less than one acre, and in an area of a locality designated as a Chesapeake Bay Preservation Area is subject to criteria defined in Article 2 and Article 3 (9VAC25-875-570 et seq.) of this part unless Article 4 (9VAC25-875-670 et seq.) of this part is applicable, as determined in accordance with 9VAC25-875-480 and 9VAC25-875-490. For land-disturbing activities for single-family detached residential structures, Article 2 of this part and water quantity technical criteria, 9VAC25-875-600, shall apply to any land-disturbing activity that disturbs 2,500 square feet or more of land, and the locality also may require compliance with the water quality technical criteria, 9VAC25-875-580 and 9VAC25-875-590.
3. Land-disturbing activity that disturbs less than one acre, but is part of a larger common plan of development or sale that disturbs one acre or more, is subject to criteria defined in Article 2 and Article 3 of this part unless Article 4 of this part is applicable, as determined in accordance with 9VAC25-875-480 and 9VAC25-875-490.
4. Land-disturbing activity that disturbs one acre or more is subject to criteria defined in Article 2 and Article 3 of this part unless Article 4 of this part is applicable, as determined in accordance with 9VAC25-875-480 and 9VAC25-875-490.

B. A locality may, by local ordinance adopted pursuant to § 62.1-44.15:33 or 62.1-44.15:65 of the Code of Virginia, adopt more stringent local requirements.

9VAC25-875-480. Applicability of other laws and regulations; time limits on applicability of approved design criteria.

A. Nothing in this chapter shall be construed as limiting the applicability of other laws and regulations, including, the Clean Water Act, VESMA, ESCL, and the Chesapeake Bay Preservation Act, and all applicable regulations adopted in accordance with those laws, or the rights of other federal agencies, state agencies, or local governments to impose more stringent technical criteria or other requirements as allowed by law.

B. Land-disturbing activities that obtain an initial permit or commence land disturbance prior to July 1, 2014, shall be conducted in accordance with the technical criteria of Article 4 (9VAC25-875-670 et seq.) of this part. Such projects shall remain subject to the technical criteria of Article 4 of this part for two additional permit cycles. After such time, portions of the project not under construction shall become subject to any new technical criteria adopted by the board.



Articles 9VAC25-875-490 et seq. of this part, except as provided for in 9VAC25-875-490. Land-disturbing activities conducted in accordance with the technical criteria of Article 3 of this part shall remain subject to the technical criteria of Article 3 of this part for two additional permit cycles. After such time, portions of the project not under construction shall become subject to any new technical criteria adopted by the board.

D. Nothing in this section shall preclude an operator from constructing to a more stringent standard at the operator's discretion.

9VAC25-875-490. Grandfathering.

A. Any land-disturbing activity shall be considered grandfathered by the VESMP authority and shall be subject to the technical criteria of Article 4 (9VAC25-875-670 et seq.) of this part provided:

1. A proffered or conditional zoning plan, zoning with a plan of development, preliminary or final subdivision plat, preliminary or final site plan, or any document determined by the locality to be equivalent thereto (i) was approved by the locality prior to July 1, 2012; (ii) provided a layout as defined in 9VAC25-875-670; (iii) will comply with the technical criteria of Article 4 of this part; and (iv) has not been subsequently modified or amended in a manner resulting in an increase in the amount of phosphorus leaving each point of discharge and such that there is no increase in the volume or rate of runoff;

2. A permit has not been issued prior to July 1, 2014; and

3. Land disturbance did not commence prior to July 1, 2014.

B. Locality, state, and federal projects shall be considered grandfathered by the VESMP authority and shall be subject to the technical criteria of Article 4 of this part provided:

1. There has been an obligation of locality, state, or federal funding, in whole or in part, prior to July 1, 2012, or the department has approved a stormwater management plan prior to July 1, 2012;

2. A permit has not been issued prior to July 1, 2014; and

3. Land disturbance did not commence prior to July 1, 2014.

C. Land disturbing activities grandfathered under subsections A and B of this section shall remain subject to the technical criteria of Article 4 of this part for one additional permit cycle. After such time, portions of the project not under construction shall become subject to any new technical criteria adopted by the board.

D. In cases where governmental bonding or public debt financing has been issued for a project prior to July 1, 2012, such project shall be subject to the technical criteria of Article 4 of this part.

E. Nothing in this section shall preclude an operator from constructing to a more stringent standard at the operator's discretion.

9VAC25-875-500. Stormwater pollution prevention plan requirements.

A. A stormwater pollution prevention plan shall include an approved erosion and sediment control plan, an approved stormwater management plan, a pollution prevention plan for regulated land-disturbing activities, and a description of any additional control measures necessary to address a TMDL pursuant to subsection E of this section.

B. An erosion and sediment control plan consistent with the requirements of 9VAC25-875-550 must be designed and implemented during construction activities. Prior to land disturbance, this plan must be approved by the VESCP authority, VESMP authority, or the department.

C. A stormwater management plan consistent with the requirements of 9VAC25-875-510 must be designed and implemented during construction activities. Prior to land disturbance, this plan must be approved by the VESMP authority or the department.

D. A pollution prevention plan that identifies potential sources of pollutants that may reasonably be expected to affect the quality of stormwater discharges from the construction site and describe control measures that will be used to minimize pollutants in stormwater discharges from the construction site must be developed before land disturbance commences.

E. In addition to the requirements of subsections A through D of this section, if a specific wasteload allocation for a pollutant has been established in an approved TMDL and is assigned to stormwater discharges from a construction activity, additional control measures must be identified and implemented by the operator so that discharges are consistent with the assumptions and requirements of the wasteload allocation.

F. The stormwater pollution prevention plan (SWPPP) must address the following requirements as specified in 40 CFR 450.21, to the extent otherwise required by state law or regulations and any applicable requirements of a permit:

1. Control stormwater volume and velocity within the site to minimize soil erosion;

2. Control stormwater discharges, including both peak flow rates and total stormwater volume, to minimize erosion at outlets and to minimize downstream channel and stream bank erosion;

3. Minimize the amount of soil exposed during construction activity;

4. Minimize the disturbance of steep slopes;

5. Minimize sediment discharges from the site. The design, installation, and maintenance of erosion and sediment controls must address factors such as the amount, frequency, intensity, and duration of precipitation, the nature of resulting stormwater runoff, and soil characteristics, including



6. Provide and maintain natural buffers around surface waters, direct stormwater to vegetated areas to increase sediment removal, and maximize stormwater infiltration, unless infeasible;

7. Minimize soil compaction and, unless infeasible, preserve topsoil;

8. Stabilization of disturbed areas must, at a minimum, be initiated immediately whenever any clearing, grading, excavating, or other earth disturbing activities have permanently ceased on any portion of the site, or temporarily ceased on any portion of the site and will not resume for a period exceeding 14 calendar days. Stabilization must be completed within a period of time determined by the VESMP authority or the department as the VSMP authority. In arid, semi-arid, and drought-stricken areas where initiating vegetative stabilization measures immediately is infeasible, alternative stabilization measures must be employed as specified by the VESMP authority or department; and

9. Utilize outlet structures that withdraw water from the surface, unless infeasible, when discharging from basins and impoundments.

G. The SWPPP shall be amended whenever there is a change in design, construction, operation, or maintenance that has a significant effect on the discharge of pollutants to state waters and that has not been previously addressed in the SWPPP. The SWPPP must be maintained at a central location onsite. If an onsite location is unavailable, notice of the SWPPP's location must be posted near the main entrance at the construction site.

9VAC25-875-510. Stormwater management plan requirements.

A. A stormwater management plan shall be developed and submitted to the VESMP authority or the department as the VSMP authority. The stormwater management plan shall be implemented as approved or modified by the VESMP authority or department and shall be developed in accordance with the following:

1. A stormwater management plan for a land-disturbing activity shall apply the stormwater management technical criteria set forth in this part to the entire land-disturbing activity. Individual lots in new residential, commercial, or industrial developments, including those developed under subsequent owners, shall not be considered separate land-disturbing activities.

2. A stormwater management plan shall consider all sources of surface runoff and all sources of subsurface and groundwater flows converted to surface runoff.

B. A complete stormwater management plan shall include the following elements:

1. Information on the type of and location of stormwater discharges, information on the features to which stormwater is being discharged including surface waters or karst features if present, and predevelopment and post-development drainage areas;

2. Contact information including the name, address, telephone number, and email address of the owner and the tax reference number and parcel number of the property or properties affected;

3. A narrative that includes a description of current site conditions and final site conditions or if allowed by the VESMP authority or department, the information provided and documented during the review process that addresses the current and final site conditions;

4. A general description of the proposed stormwater management facilities and the mechanism through which the facilities will be operated and maintained after construction is complete;

5. Information on the proposed stormwater management facilities, including (i) detailed narrative on the conversion to a long-term stormwater management facility if the facility was used as a temporary ESC measure; (ii) the type of facilities; (iii) location, including geographic coordinates; (iv) acres treated; and (v) the surface waters or karst features into which the facility will discharge;

6. Hydrologic and hydraulic computations, including runoff characteristics;

7. Documentation and calculations verifying compliance with the water quality and quantity requirements of this chapter;

8. A map of the site that depicts the topography of the site and includes:

a. All contributing drainage areas;

b. Existing streams, ponds, culverts, ditches, wetlands, other water bodies, and floodplains;

c. Soil types, geologic formations if karst features are present in the area, forest cover, and other vegetative areas;

d. Current land use including existing structures, roads, and locations of known utilities and easements;

e. Sufficient information on adjoining parcels to assess the impacts of stormwater from the site on these parcels;

f. The limits of clearing and grading, and the proposed drainage patterns on the site;

g. Proposed buildings, roads, parking areas, utilities, and stormwater management facilities; and

h. Proposed land use with tabulation of the percentage of surface area to be adapted to various uses, including planned locations of utilities, roads, and easements;

9. If an operator intends to meet the requirements established in 9VAC25-875-580 or 9VAC25-875-600 through the use of offsite compliance options, where applicable, then a letter of availability from the offsite provider must be included; and



C. All final plan elements, specifications, or calculations of the stormwater management plans whose preparation requires a license under Chapter 4 (§ 54.1-400 et seq.) or 22 (§ 54.1-2200 et seq.) of Title 54.1 of the Code of Virginia shall be appropriately signed and sealed by a professional who is licensed to engage in practice in the Commonwealth of Virginia. Nothing in this subsection shall authorize any person to engage in practice outside that person's area of professional competence.

9VAC25-875-520. Pollution prevention plans.

A. A plan for implementing pollution prevention measures during construction activities shall be developed, implemented, and updated as necessary. The pollution prevention plan shall detail the design, installation, implementation, and maintenance of effective pollution prevention measures as specified in 40 CFR 450.21(d) to minimize the discharge of pollutants. At a minimum, such measures must be designed, installed, implemented, and maintained to:

1. Minimize the discharge of pollutants from equipment and vehicle washing, wheel wash water, and other wash waters. Wash waters must be treated in a sediment basin or alternative control that provides equivalent or better treatment prior to discharge;
2. Minimize the exposure of building materials, building products, construction wastes, trash, landscape materials, fertilizers, pesticides, herbicides, detergents, sanitary waste, and other materials present on the site to precipitation and to stormwater; and
3. Minimize the discharge of pollutants from spills and leaks and implement chemical spill and leak prevention and response procedures.

B. The pollution prevention plan shall include effective best management practices to prohibit the following discharges in accordance with 40 CFR 450.21(e):

1. Wastewater from washout of concrete, unless managed by an appropriate control;
2. Wastewater from washout and cleanout of stucco, paint, form release oils, curing compounds, and other construction materials;
3. Fuels, oils, or other pollutants used in vehicle and equipment operation and maintenance; and
4. Soaps or solvents used in vehicle and equipment washing.

C. Discharges from dewatering activities, including discharges from dewatering of trenches and excavations, are prohibited unless managed by appropriate controls in accordance with 40 CFR 450.21(c).

9VAC25-875-530. Applying for permit coverage.

A. The operator must submit a complete and accurate registration statement in accordance with the General VPDES Permit for Discharges of Stormwater from Construction Activities (9VAC25-880) if such statement is required, on the official department form to the VESMP or department as the VSMP authority in order to apply for permit coverage. The registration statement must be signed by the operator in accordance with 9VAC25-875-940. In accordance with § 62.1-44.15:28 of the Code of Virginia, no registration statement is required for coverage under the General VPDES Permit for Discharges of Stormwater from Construction Activities (Construction General Permit) for a small construction activity involving a single-family detached residential structure, within or outside a common plan of development or sale.

B. A person shall not conduct any land-disturbing activity until (i) the person has submitted to the appropriate VESMP authority or the department as the VSMP authority an application that includes a permit registration statement, if required, an ESM plan or an executed agreement in lieu of a plan, if required, and (ii) the VESMP authority or department has issued its land-disturbance approval. For a single family detached residential structure with less than one acre of land disturbance, an agreement in lieu of a plan may be used when either (a) it is located within a common plan of development or sale with an approved stormwater pollution prevention plan consistent with 9VAC25-875-500 and a permit, if required; or (b) the single-family detached residential is located outside of a common plan of development or sale.

C. In addition, as a prerequisite to engaging in an approved land-disturbing activity, the name of the individual who will be assisting the owner in carrying out the activity and holds a Responsible Land Disturber Certificate pursuant to § 62.1-44.15:30 of the Code of Virginia shall be submitted to the VESMP authority or department.

D. Any VESMP authority or the department as the VSMP authority may waive the Responsible Land Disturber Certificate requirement for an agreement in lieu of a plan; however, if a violation occurs during the land-disturbing activity, then the owner shall correct the violation and provide the name of the individual holding a Responsible Land Disturber Certificate as provided by § 62.1-14:30 of the Code of Virginia. Failure to provide the name of an individual holding a Responsible Land Disturber Certificate prior to engaging in land-disturbing activities may result in revocation of the land-disturbance approval and shall subject the owner to the penalties provided in the VESMA.

9VAC25-875-535. Long-term maintenance of stormwater management facilities.

A. The operator shall submit a construction record drawing for permanent stormwater management facilities to the VESMP or VSMP authority based on the locality where the land-disturbing activity will occur. The record drawing shall contain a statement signed by a professional registered in the Commonwealth of Virginia pursuant to Chapter 4 (§ 54.1-400 et seq.) of Title 54.1 of the Code of Virginia, stating that to the best of the professional's knowledge, the construction record drawing shows all adjustments and revisions to the stormwater management plan made during construction and serve as a permanent record of the actual location of all constructed elements.

B. The provision of long-term responsibility for and maintenance of stormwater management facilities and other techniques specified to manage the quality or quantity of runoff is required. Such requirements shall be set forth in an instrument recorded in the local land records prior to permit



1. Be submitted to the authority for review and approval prior to the approval of the stormwater management plan;

2. Be stated to run with the land;

3. Provide for all necessary access to the property for purposes of maintenance and regulatory inspections;

4. Provide for inspections and maintenance and the submission of inspection and maintenance reports to the VESCP, VSMP, or VESMP authority; and

5. Be enforceable by all appropriate governmental parties.

C. At the discretion of the VESMP authority, such recorded instruments need not be required for stormwater management facilities designed to treat stormwater runoff primarily from an individual residential lot on which they are located, provided it is demonstrated to the satisfaction of the authority that future maintenance of such facilities will be addressed through an enforceable mechanism at the discretion of the authority.

Article 2

Soil Erosion Requirements

9VAC25-875-540. Applicability.

A. This article sets forth minimum standards for the effective control of soil erosion, sediment deposition, and nonagricultural runoff.

B. In accordance with Item 36011 of Chapter 3 of the 2012 Acts of Assembly, Special Session I, public institutions of higher education, including community colleges, colleges, and universities, shall be subject to project review and compliance for state erosion and sediment control requirements by the VESCP or VESMP authority of the locality within which the land-disturbing activity is located, unless such institution submits standards and specifications to the department in accordance with § 62.1-44.15:31 of the Code of Virginia.

9VAC25-875-550. Erosion and sediment control plan requirements.

A. An erosion and sediment control plan shall be filed for a development and the buildings constructed within, regardless of the phasing of construction. The erosion and sediment control plan shall contain all major conservation decisions to ensure that the entire unit of land will be so treated to achieve the conservation objectives in 9VAC25-875-560. The erosion and sediment control plan may include:

1. Appropriate maps;

2. An appropriate soil and water plan inventory and management information with needed interpretations; and

3. A record of decisions contributing to conservation treatment.

B. The person responsible for carrying out the plan shall provide the name of an individual holding a certificate who will be in charge of and responsible for carrying out the land-disturbing activity to the VESCP or VESMP authority. However, the VESCP or VESMP authority may waive the Responsible Land Disturber Certificate requirement for an agreement in lieu of a plan in accordance with § 62.1-44.15:34 or 62.1-44.15:55 of the Code of Virginia.

C. If individual lots or sections in a residential development are being developed by different property owners, all land-disturbing activities related to the building construction shall be covered by an erosion and sediment control plan or an agreement in lieu of a plan signed by the property owner.

D. Land-disturbing activity of less than 10,000 square feet on individual lots in a residential development shall not be considered exempt from the provisions of the VESMA, ESCL, or this chapter if the total land-disturbing activity in the development is equal to or greater than 10,000 square feet.

9VAC25-875-560. Erosion and sediment control criteria, techniques, and methods: minimum standards.

An erosion and sediment control plan consistent with the following criteria, techniques, and methods shall be submitted to the VESMP authority or VESCP authority for review and approval:

1. Permanent or temporary soil stabilization shall be applied to denuded areas within seven days after final grade is reached on any portion of the site. Temporary soil stabilization shall be applied within seven days to denuded areas that may not be at final grade but will remain dormant for longer than 14 days. Permanent stabilization shall be applied to areas that are to be left dormant for more than one year.

2. During construction of the project, soil stockpiles and borrow areas shall be stabilized or protected with sediment trapping measures. The applicant is responsible for the temporary protection and permanent stabilization of all soil stockpiles on site as well as borrow areas and soil intentionally transported from the project site.

3. A permanent vegetative cover shall be established on denuded areas not otherwise permanently stabilized. Permanent vegetation shall not be considered established until a ground cover is achieved that is uniform, is mature enough to survive, and will inhibit erosion.

4. Sediment basins and traps, perimeter dikes, sediment barriers, and other measures intended to trap sediment shall be constructed as a first step in any land-disturbing activity and shall be made functional before upslope land disturbance takes place.

5. Stabilization measures shall be applied to earthen structures such as dams, dikes, and diversions immediately after installation.



a. The minimum storage capacity of a sediment trap shall be 134 cubic yards per acre of drainage area and the trap shall only control drainage areas less than three acres.

b. Surface runoff from disturbed areas that is comprised of flow from drainage areas greater than or equal to three acres shall be controlled by a sediment basin. The minimum storage capacity of a sediment basin shall be 134 cubic yards per acre of drainage area. The outfall system shall, at a minimum, maintain the structural integrity of the basin during a 25-year storm of 24-hour duration. Runoff coefficients used in runoff calculations shall correspond to a bare earth condition or those conditions expected to exist while the sediment basin is utilized.

7. Cut and fill slopes shall be designed and constructed in a manner that will minimize erosion. Slopes that are found to be eroding excessively within one year of permanent stabilization shall be provided with additional slope stabilizing measures until the problem is corrected.

8. Concentrated runoff shall not flow down cut or fill slopes unless contained within an adequate temporary or permanent channel, flume, or slope drain structure.

9. Whenever water seeps from a slope face, adequate drainage or other protection shall be provided.

10. All storm sewer inlets that are made operable during construction shall be protected so that sediment-laden water cannot enter the conveyance system without first being filtered or otherwise treated to remove sediment.

11. Before newly constructed stormwater conveyance channels or pipes are made operational, adequate outlet protection and any required temporary or permanent channel lining shall be installed in both the conveyance channel and receiving channel.

12. When work in a live watercourse is performed, precautions shall be taken to minimize encroachment, control sediment transport, and stabilize the work area to the greatest extent possible during construction. Nonrodible material shall be used for the construction of causeways and cofferdams. Earthen fill may be used for these structures if armored by nonrodible cover materials.

13. When a live watercourse must be crossed by construction vehicles more than twice in any six-month period, a temporary vehicular stream crossing constructed of nonrodible material shall be provided.

14. All applicable federal, state, and local requirements pertaining to working in or crossing live watercourses shall be met.

15. The bed and banks of a watercourse shall be stabilized immediately after work in the watercourse is completed.

16. Underground utility lines shall be installed in accordance with the following standards in addition to other applicable criteria:

a. No more than 500 linear feet of trench may be opened at one time.

b. Excavated material shall be placed on the uphill side of trenches.

c. Effluent from dewatering operations shall be filtered or passed through an approved sediment trapping device, or both and discharged in a manner that does not adversely affect flowing streams or off-site property.

d. Material used for backfilling trenches shall be properly compacted in order to minimize erosion and promote stabilization.

e. Restabilization shall be accomplished in accordance with this chapter.

f. Applicable safety requirements shall be complied with.

17. Where construction vehicle access routes intersect paved or public roads, provisions shall be made to minimize the transport of sediment by vehicular tracking onto the paved surface. Where sediment is transported onto a paved or public road surface, the road surface shall be cleaned thoroughly at the end of each day. Sediment shall be removed from the roads by shoveling or sweeping and transported to a sediment control disposal area. Street washing shall be allowed only after sediment is removed in this manner. This provision shall apply to individual development lots as well as to larger land-disturbing activities.

18. All temporary erosion and sediment control measures shall be removed within 30 days after final site stabilization or after the temporary measures are no longer needed, unless otherwise authorized by the VESCP or VESMP authority. Trapped sediment and the disturbed soil areas resulting from the disposition of temporary measures shall be permanently stabilized to prevent further erosion and sedimentation.

19. Properties and waterways downstream from development sites shall be protected from sediment deposition, erosion, and damage due to increases in volume, velocity, and peak flow rate of stormwater runoff for the stated frequency storm of 24-hour duration in accordance with the following standards and criteria. Stream restoration and relocation projects that incorporate natural channel design concepts are not manmade channels and shall be exempt from any flow rate capacity and velocity requirements for natural or manmade channels:

a. Concentrated stormwater runoff leaving a development site shall be discharged directly into an adequate natural or manmade receiving channel, pipe, or storm sewer system. For those sites where runoff is discharged into a pipe or pipe system, downstream stability analyses at the outfall of the pipe or pipe system shall be performed.

b. Adequacy of all channels and pipes shall be verified in the following manner:

(1) The applicant shall demonstrate that the total drainage area to the point of analysis within the channel is 100 times greater than the contributing drainage area of the project in question; or



(b) All previously constructed manmade channels shall be analyzed by the use of a 10-year storm to verify that stormwater will not overtop the stormwater's banks and by the use of a two-year storm to demonstrate that stormwater will not cause erosion of channel bed or banks; and

(c) Pipes and storm sewer systems shall be analyzed by the use of a 10-year storm to verify that stormwater will be contained within the pipe or system.

c. If existing natural receiving channels or previously constructed manmade channels or pipes are not adequate, the applicant shall:

(1) Improve the channels to a condition where a 10-year storm will not overtop the banks and a two-year storm will not cause erosion to the channel, the bed, or the banks;

(2) Improve the pipe or pipe system to a condition where the 10-year storm is contained within the appurtenances;

(3) Develop a site design that will not cause the predevelopment peak runoff rate from a two-year storm to increase when runoff outfalls into a natural channel or will not cause the predevelopment peak runoff rate from a 10-year storm to increase when runoff outfalls into a manmade channel; or

(4) Provide a combination of channel improvement, stormwater detention, or other measures that is satisfactory to the VESCP or VESMP authority to prevent downstream erosion.

d. The applicant shall provide evidence of permission to make the improvements.

e. All hydrologic analyses shall be based on the existing watershed characteristics and the ultimate development condition of the subject project.

f. If the applicant chooses an option that includes stormwater detention, the applicant shall obtain approval from the VESCP or VESMP authority for a plan for maintenance of the detention facilities. The plan shall set forth the maintenance requirements of the facility and the person responsible for performing the maintenance.

g. Outfall from a detention facility shall be discharged to a receiving channel, and energy dissipators shall be placed at the outfall of all detention facilities as necessary to provide a stabilized transition from the facility to the receiving channel.

h. All on-site channels must be verified to be adequate.

i. Increased volumes of sheet flows that may cause erosion or sedimentation on adjacent property shall be diverted to a stable outlet, adequate channel, pipe, or pipe system or to a detention facility.

j. In applying these stormwater management criteria, individual lots or parcels in a residential, commercial, or industrial development shall not be considered to be separate development projects. Instead, the development, as a whole, shall be considered to be a single development project. Hydrologic parameters that reflect the ultimate development condition shall be used in all engineering calculations.

k. All measures used to protect properties and waterways shall be employed in a manner that minimizes impacts on the physical, chemical, and biological integrity of rivers, streams, and other waters of the state.

l. Any plan approved prior to July 1, 2014, that provides for stormwater management that addresses any flow rate capacity and velocity requirements for natural or manmade channels shall satisfy the flow rate capacity and velocity requirements for natural or manmade channels if the practices are designed to (i) detain the water quality volume and to release it over 48 hours; (ii) detain and release over a 24-hour period the expected rainfall resulting from the one year, 24-hour storm; and (iii) reduce the allowable peak flow rate resulting from the 1.5-year, two-year, and 10-year 24-hour storms to a level that is less than or equal to the peak flow rate from the site assuming the site was in a good forested condition, achieved through multiplication of the forested peak flow rate by a reduction factor that is equal to the runoff volume from the site when the site was in a good forested condition divided by the runoff volume from the site in the site's proposed condition, and shall be exempt from any flow rate capacity and velocity requirements for natural or manmade channels as defined in any regulations promulgated pursuant to § 62.1-44.15:28 of the Code of Virginia (VESMA) or § 62.1-44.15:54 or 62.1-44.15:65 of the Code of Virginia (ESCL).

m. For plans approved on and after July 1, 2014, the flow rate capacity and velocity requirements of § 62.1-44.15:52 A of the Code of Virginia (ESCL) and this subdivision 19 shall be satisfied by compliance with water quantity requirements in the VESMA and attendant regulations, unless such land-disturbing activities (i) are in accordance with provisions for time limits on applicability of approved design criteria in 9VAC25-875-480 or grandfathering in 9VAC25-875-490, in which case the flow rate capacity and velocity requirements of § 62.1-44.15:52 A of the Code of Virginia (ESCL) shall apply; or (ii) are exempt pursuant to § 62.1-44.15:34 G 2 of the Code of Virginia (VESMA).

n. Compliance with the water quantity minimum standards set out in 9VAC25-875-600 shall be deemed to satisfy the requirements of this subdivision 19.

Article 3

Water Quantity and Water Quality Technical Criteria

9VAC25-875-570. Applicability.

In accordance with the board's authority and except as provided in 9VAC25-875-490, this article establishes the minimum technical criteria that shall be employed to protect the quality and quantity of state waters from the potential harm of unmanaged stormwater runoff resulting from

**9VAC25-875-580. Water quality design criteria requirements.**

A. In order to protect the quality of state waters and to control the discharge of stormwater pollutants from regulated activities, the following minimum design criteria and statewide standards for stormwater management shall be applied to the site.

1. New development. The total phosphorus load of new development projects shall not exceed 0.41 pounds per acre per year, as calculated pursuant to 9VAC25-875-590.

2. Development on prior developed lands.

a. For land-disturbing activities disturbing greater than or equal to one acre that result in no net increase in impervious cover from the predevelopment condition, the total phosphorus load shall be reduced at least 20% below the predevelopment total phosphorus load.

b. For regulated land-disturbing activities disturbing less than one acre that result in no net increase in impervious cover from the predevelopment condition, the total phosphorus load shall be reduced at least 10% below the predevelopment total phosphorus load.

c. For land-disturbing activities that result in a net increase in impervious cover over the predevelopment condition, the design criteria for new development shall be applied to the increased impervious area. Depending on the area of disturbance, the criteria of subdivision 2 a or 2 b of this subsection shall be applied to the remainder of the site.

d. In lieu of subdivision 2 c of this subsection, the total phosphorus load of a linear development project occurring on prior developed lands shall be reduced 20% below the predevelopment total phosphorus load.

e. The total phosphorus load shall not be required to be reduced to below the applicable standard for new development unless a more stringent standard has been established by a locality.

B. Compliance with subsection A of this section shall be determined in accordance with 9VAC25-875-590.

C. Nothing in this section shall prohibit a VESMP authority from establishing more stringent water quality design criteria requirements in accordance with § 62.1-44.15:33 of the Code of Virginia.

9VAC25-875-590. Water quality compliance.

A. Compliance with the water quality design criteria set out in subdivisions A 1 and A 2 of 9VAC25-875-580 shall be determined by utilizing the Virginia Runoff Reduction Method or another equivalent methodology that is approved by the department.

B. The BMPs listed in this subsection are approved for use as necessary to effectively reduce the phosphorus load and runoff volume in accordance with the Virginia Runoff Reduction Method. Other approved BMPs found through the Virginia Stormwater BMP Clearinghouse may also be utilized. Design specifications and the pollutant removal efficiencies for all approved BMPs are found through the Virginia Stormwater BMP Clearinghouse.

1. Vegetated Roof (Version 2.3, March 1, 2011);

2. Rooftop Disconnection (Version 1.9, March 1, 2011);

3. Rainwater Harvesting (Version 1.9.5, March 1, 2011);

4. Soil Amendments (Version 1.8, March 1, 2011);

5. Permeable Pavement (Version 1.8, March 1, 2011);

6. Grass Channel (Version 1.9, March 1, 2011);

7. Bioretention (Version 1.9, March 1, 2011);

8. Infiltration (Version 1.9, March 1, 2011);

9. Dry Swale (Version 1.9, March 1, 2011);

10. Wet Swale (Version 1.9, March 1, 2011);

11. Sheet Flow to Filter/Open Space (Version 1.9, March 1, 2011);

12. Extended Detention Pond (Version 1.9, March 1, 2011);

13. Filtering Practice (Version 1.8, March 1, 2011);

14. Constructed Wetland (Version 1.9, March 1, 2011); and

15. Wet Pond (Version 1.9, March 1, 2011).

C. Nonproprietary BMPs differing from those listed in subsection B of this section shall be reviewed and approved by the director in accordance with procedures established by the department.

D. Proprietary BMPs listed through the Virginia Stormwater BMP Clearinghouse are approved for use in accordance with the Virginia Runoff Reduction Method. Any proprietary BMP approved for use after July 1, 2020, must meet the requirements of § 62.1-44.15:28 A 9 of the Code of



E. A VESMP authority may establish limitations on the use of specific BMPs in accordance with § 62.1-44.15:33 of the Code of Virginia.

F. The VESMP authority or department as the VSMP authority shall have the discretion to allow for application of the design criteria to each drainage area of the site. However, where a site drains to more than one HUC, the pollutant load reduction requirements shall be applied independently within each HUC unless reductions are achieved in accordance with a comprehensive watershed stormwater management plan in accordance with 9VAC25-875-660.

G. Offsite alternatives where allowed in accordance with 9VAC25-875-610 may be utilized to meet the design criteria of subsection A of 9VAC25-875-580.

H. Any publicly owned treatment works that is permitted under the watershed general VPDES permit pursuant to § 62.1-44.19:14 of the Code of Virginia and is constructing or expanding the treatment works, wastewater collection system, or other facility used for public wastewater utility operations may, in accordance with § 62.1-44.19:21.2 C of the Code of Virginia, permanently retire a portion of the publicly owned treatment works' wasteload allocation to meet the design criteria of subsection A of 9VAC25-875-580. Notice shall be given by such applicant to the VESMP authority and to the department.

9VAC25-875-600. Water quantity.

A. Channel protection and flood protection shall be addressed in accordance with the minimum standards set out in this section, which are established pursuant to the requirements of § 62.1-44.15:28 of the Code of Virginia or as permitted in accordance with § 62.1-44.15:27.2 of the Code of Virginia. Nothing in this section shall prohibit a locality's VESMP authority from establishing a more stringent standard in accordance with § 62.1-44.15:33 of the Code of Virginia especially where more stringent requirements are necessary to address total maximum daily load requirements or to protect exceptional state waters. Compliance with the minimum standards set out in this section shall be deemed to satisfy the requirements of subdivision 19 of 9VAC25-875-560.

B. Channel protection. Concentrated stormwater flow shall be released into a stormwater conveyance system and shall meet the criteria in subdivision 1, 2, or 3 of this subsection, where applicable, from the point of discharge to a point to the limits of analysis in subdivision 4 of this subsection.

1. Manmade stormwater conveyance systems. When stormwater from a development is discharged to a manmade stormwater conveyance system, following the land-disturbing activity, either:

a. The manmade stormwater conveyance system shall convey the post-development peak flow rate from the two-year 24-hour storm event without causing erosion of the system. Detention of stormwater or downstream improvements may be incorporated into the approved land-disturbing activity to meet this criterion, at the discretion of the VESMP authority or department as the VSMP authority; or

b. The peak discharge requirements for concentrated stormwater flow to natural stormwater conveyance systems in subdivision 3 of this subsection shall be met.

2. Restored stormwater conveyance systems. When stormwater from a development is discharged to a restored stormwater conveyance system that has been restored using natural design concepts, following the land-disturbing activity, either:

a. The development shall be consistent, in combination with other stormwater runoff, with the design parameters of the restored stormwater conveyance system that is functioning in accordance with the design objectives; or

b. The peak discharge requirements for concentrated stormwater flow to natural stormwater conveyance systems in subdivision 3 of this subsection shall be met.

3. Natural stormwater conveyance systems. When stormwater from a development is discharged to a natural stormwater conveyance system, the maximum peak flow rate from the one-year 24-hour storm following the land-disturbing activity shall be calculated either:

a. In accordance with the following methodology:

$$Q_{\text{Developed}} \leq I.F. * (Q_{\text{Pre-Developed}} * RV_{\text{Pre-Developed}}) / RV_{\text{Developed}}$$

Under no condition shall $Q_{\text{Developed}}$ be greater than $Q_{\text{Pre-Developed}}$ nor shall $Q_{\text{Developed}}$ be required to be less than that calculated in the equation $(Q_{\text{Forest}} * RV_{\text{Forest}}) / RV_{\text{Developed}}$; where

I.F. (Improvement Factor) equals 0.8 for sites > 1 acre or 0.9 for sites ≤ 1 acre.

$Q_{\text{Developed}}$ = The allowable peak flow rate of runoff from the developed site.

$RV_{\text{Developed}}$ = The volume of runoff from the site in the developed condition.

$Q_{\text{Pre-Developed}}$ = The peak flow rate of runoff from the site in the pre-developed condition.

$RV_{\text{Pre-Developed}}$ = The volume of runoff from the site in pre-developed condition.

Q_{Forest} = The peak flow rate of runoff from the site in a forested condition.



b. In accordance with another methodology that is demonstrated by the VESMP authority to achieve equivalent results and is approved by the department.

4. Limits of analysis. Unless subdivision 3 of this subsection is utilized to show compliance with the channel protection criteria, stormwater conveyance systems shall be analyzed for compliance with channel protection criteria to a point where either:

a. Based on land area, the site's contributing drainage area is less than or equal to 1.0% of the total watershed area; or

b. Based on peak flow rate, the site's peak flow rate from the one-year 24-hour storm is less than or equal to 1.0% of the existing peak flow rate from the one-year 24-hour storm prior to the implementation of any stormwater quantity control measures.

C. Flood protection. Concentrated stormwater flow shall be released into a stormwater conveyance system and shall meet one of the following criteria as demonstrated by use of acceptable hydrologic and hydraulic methodologies:

1. Concentrated stormwater flow to stormwater conveyance systems that currently do not experience localized flooding during the 10-year 24-hour storm event: The point of discharge releases stormwater into a stormwater conveyance system that, following the land-disturbing activity, confines the post-development peak flow rate from the 10-year 24-hour storm event within the stormwater conveyance system. Detention of stormwater or downstream improvements may be incorporated into the approved land-disturbing activity to meet this criterion, at the discretion of the VESMP authority.

2. Concentrated stormwater flow to stormwater conveyance systems that currently experience localized flooding during the 10-year 24-hour storm event: The point of discharge either:

a. Confines the post-development peak flow rate from the 10-year 24-hour storm event within the stormwater conveyance system to avoid the localized flooding. Detention of stormwater or downstream improvements may be incorporated into the approved land-disturbing activity to meet this criterion at the discretion of the VESMP authority or department as the VSMP authority; or

b. Releases a post-development peak flow rate for the 10-year 24-hour storm event that is less than the predevelopment peak flow rate from the 10-year 24-hour storm event. Downstream stormwater conveyance systems do not require any additional analysis to show compliance with flood protection criteria if this option is utilized.

3. Limits of analysis. Unless subdivision 2 b of this subsection is utilized to comply with the flood protection criteria, stormwater conveyance systems shall be analyzed for compliance with flood protection criteria to a point where:

a. The site's contributing drainage area is less than or equal to 1.0% of the total watershed area draining to a point of analysis in the downstream stormwater conveyance system;

b. Based on peak flow rate, the site's peak flow rate from the 10-year 24-hour storm event is less than or equal to 1.0% of the existing peak flow rate from the 10-year 24-hour storm event prior to the implementation of any stormwater quantity control measures; or

c. The stormwater conveyance system enters a mapped floodplain or other flood-prone area, adopted by ordinance, of any locality.

D. Increased volumes of sheet flow resulting from pervious or disconnected impervious areas or from physical spreading of concentrated flow through level spreaders shall be identified and evaluated for potential impacts on down-gradient properties or resources. Increased volumes of sheet flow that will cause or contribute to erosion, sedimentation, or flooding of down gradient properties or resources shall be diverted to a stormwater management facility or a stormwater conveyance system that conveys the runoff without causing down-gradient erosion, sedimentation, or flooding. If all runoff from the site is sheet flow and the conditions of this subsection are met, no further water quantity controls are required.

E. For purposes of computing predevelopment runoff, all pervious lands on the site shall be assumed to be in good hydrologic condition in accordance with the U.S. Department of Agriculture's Natural Resources Conservation Service (NRCS) standards, regardless of conditions existing at the time of computation. Predevelopment runoff calculations utilizing other hydrologic conditions may be utilized provided that it is demonstrated to and approved by the VESMP authority that actual site conditions warrant such considerations.

F. Predevelopment and post-development runoff characteristics and site hydrology shall be verified by site inspections, topographic surveys, available soil mapping or studies, and calculations consistent with good engineering practices. Guidance provided in the Virginia Stormwater Management Handbook and the Virginia Stormwater BMP Clearinghouse shall be considered appropriate practices.

9VAC25-875-610. Offsite compliance options.

A. No offsite option shall be used in contravention of local water quality-based limitations (i) determined pursuant to subsection B of § 62.1-44.19:14 of the Code of Virginia, (ii) adopted pursuant to § 62.1-44.15:33 of the Code of Virginia or other applicable authority, (iii) deemed necessary to protect public water supplies from demonstrated adverse nutrient impacts, or (iv) as otherwise may be established or approved by the department. Where such a limitation exists, offsite options may be used provided that such options do not preclude or impair compliance with the local limitation.

B. Unless prohibited by subsection A of this section, a VESMP authority or the department as the VSMP authority:

1. May allow the use of offsite options for compliance with water quality and water quantity technical criteria established pursuant to § 62.1-44.15:28 of the Code of Virginia, in whole or in part; and



a. Less than five acres of land will be disturbed;

b. The phosphorous water quality reduction requirement is less than 10 pounds per year; or

c. It is demonstrated to the satisfaction of the VESMP authority or department as the VSMP authority that (i) alternative site designs have been considered that may accommodate onsite best management practices, (ii) onsite best management practices have been considered in alternative site designs to the maximum extent practicable, (iii) appropriate onsite best management practices will be implemented, and (iv) compliance with quality technical criteria cannot practicably be met onsite. The requirements of clauses (i) through (iv) of this subdivision shall be deemed to have been met if it is demonstrated that onsite control of at least 75% of the required phosphorous water quality reduction will be achieved.

C. The VESMP authority or department as the VSMP authority shall require that offsite options approved by the department or applicable state board achieve the necessary phosphorous water quality reductions prior to the commencement of the land-disturbing activity. In the case of a phased project, the land disturber may acquire or achieve the offsite nutrient reductions prior to the commencement of each phase of the land-disturbing activity in an amount sufficient for each such phase.

D. Nutrient credits shall not be used to address water quantity technical criteria.

E. Nutrient credits shall be generated in the same or adjacent fourth order subbasin, as defined by the hydrologic unit boundaries of the National Watershed Boundary Dataset, as the land-disturbing activity. If no credits are available within these subbasins when the VESMP or department as the VSMP authority accepts the final site design, credits available within the same tributary may be used. The following requirements apply to the use of nutrient credits:

1. Documentation of the acquisition of nutrient credits shall be provided to the VESMP authority and the department or the department as the VSMP authority in a certification from the credit provider documenting the number of phosphorus nutrient credits acquired and the associated ratio of nitrogen nutrient credits at the credit-generating entity.

2. Application fees are provided in Certification of Nonpoint Source Nutrient Credits (9VAC25-900). Fees shall be deposited into the Virginia Stormwater Management Fund established by § 62.1-44.15:29 of the Code of Virginia.

3. For that portion of a site's compliance with water quality technical criteria being obtained through nutrient credits, the land disturber shall (i) comply with a one-to-one ratio of the nutrient credits to the site's remaining post-development nonpoint nutrient runoff compliance requirement being met by credit use and (ii) use credits certified as perpetual credits pursuant to Article 4.02 (§ 62.1-44.19:12 et seq.) of Chapter 3.1 of Title 62.1 of the Code of Virginia.

4. A VESMP or the department as the VSMP authority shall allow the full or partial substitution of perpetual nutrient credits for existing onsite nutrient controls when (i) the nutrient credits will compensate for 10 or fewer pounds of the annual phosphorous requirement associated with the original land-disturbing activity or (ii) existing onsite controls are not functioning as anticipated after reasonable attempts to comply with applicable maintenance agreements or requirements and the use of nutrient credits will account for the deficiency. Upon determination by the VESMP or department that the conditions established by clause (i) or (ii) of this subdivision have been met, the party responsible for maintenance shall be released from maintenance obligations related to the onsite phosphorous controls for which the nutrient credits are substituted.

F. Exchange of a credit released by the department is subject to the provisions of § 62.1-44.15:35, 62.1-44.19:15, or 62.1-44.19:21 of the Code of Virginia. Where necessary to ensure compliance with local water quality requirements, the exchange of a credit released by the department is conditioned by 9VAC25-900-91 B and C.

9VAC25-875-620. Design storms and hydrologic methods.

A. Unless otherwise specified, the prescribed design storms are the one-year, two-year, and 10-year 24-hour storms using the site-specific rainfall precipitation frequency data recommended by the U.S. National Oceanic and Atmospheric Administration (NOAA) Atlas 14. Partial duration time series shall be used for the precipitation data.

B. Unless otherwise specified, all hydrologic analyses shall be based on the existing watershed characteristics and how the ultimate development condition of the subject project will be addressed.

C. The U.S. Department of Agriculture's Natural Resources Conservation Service (NRCS) synthetic 24-hour rainfall distribution and models, including TR-55 and TR-20; hydrologic and hydraulic methods developed by the U.S. Army Corps of Engineers; or other standard hydrologic and hydraulic methods shall be used to conduct the analyses described in this part.

D. For drainage areas of 200 acres or less, the VESMP authority or department as the VSMP authority may allow for the use of the Rational Method for evaluating peak discharges.

E. For drainage areas of 200 acres or less, the VESMP authority or department as the VSMP authority may allow for the use of the Modified Rational Method for evaluating volumetric flows to stormwater conveyances.

9VAC25-875-630. Stormwater harvesting.

In accordance with § 62.1-44.15:28 of the Code of Virginia, stormwater harvesting is encouraged for the purposes of landscape irrigation systems, fire protection systems, flushing water closets and urinals, and other water handling systems to the extent such systems are consistent with federal, state, and local regulations.

9VAC25-875-640. Linear development projects.

**9VAC25-875-650. Stormwater management impoundment structures or facilities.**

A. Stormwater management wet ponds and extended detention ponds that are not covered by the Impounding Structure Regulations (4VAC50-20) shall, at a minimum, be engineered for structural integrity for the 100-year storm event.

B. Construction of stormwater management impoundment structures or facilities may occur in karst areas only after a study of the geology and hydrology of the area has been conducted to determine the presence or absence of karst features that may be impacted by stormwater runoff and BMP placement.

C. Discharge of stormwater runoff to a karst feature shall meet the water quality criteria set out in 9VAC25-875-580 and the water quantity criteria set out in 9VAC25-875-600. Permanent stormwater management impoundment structures or facilities shall only be constructed in karst features after completion of a geotechnical investigation that identifies any necessary modifications to the BMP to ensure its structural integrity and maintain its water quality and quantity efficiencies. The person responsible for the land-disturbing activity is encouraged to screen for known existence of heritage resources in the karst features.

9VAC25-875-660. Comprehensive stormwater management plans.

A VESMP authority may develop comprehensive stormwater management plans to be approved by the department that meet the water quality objectives, quantity objectives, or both of this part:

1. Such plans shall ensure that offsite reductions equal to or greater than those that would be required on each contributing site are achieved within the same HUC or within another locally designated watershed. Pertaining to water quantity objectives, the plan may provide for implementation of a combination of channel improvement, stormwater detention, or other measures that are satisfactory to the locality's VESMP authority to prevent downstream erosion and flooding.
2. If the land use assumptions upon which the plan was based change or if any other amendments are deemed necessary by the locality's VESMP authority, such authority shall provide plan amendments to the department for review and approval.
3. During the plan's implementation, the locality's VESMP authority shall document nutrient reductions credited to the BMPs specified in the plan.
4. State agencies and federal entities may develop comprehensive stormwater management plans and may participate in locality-developed comprehensive stormwater management plans where practicable and permitted by the locality's VESMP authority.

Article 4**Water Quantity and Water Quality Technical Criteria for Grandfathered Projects and Time Limits of Applicability Projects****9VAC25-875-670. Definitions.**

For the purposes of this article only, the following words and terms have the following meanings unless the context clearly indicates otherwise:

"Aquatic bench" means a 10-foot to 15-foot wide bench around the inside perimeter of a permanent pool that ranges in depth from zero to 12 inches. Vegetated with emergent plants, the bench augments pollutant removal, provides habitats, conceals trash and water level fluctuations, and enhances safety.

"Average land cover condition" means a measure of the average amount of impervious surfaces within a watershed, assumed to be 16% or a calculated watershed-specific value for the average land cover condition as approved by the Chesapeake Bay Local Assistance Board prior to September 13, 2011.

"Bioretention basin" means a water quality BMP engineered to filter the water quality volume (i) through an engineered planting bed consisting of a vegetated surface layer (vegetation, mulch, ground cover), planting soil, and sand bed and (ii) into the in-situ material.

"Bioretention filter" means a bioretention basin with the addition of a sand filter collector pipe system beneath the planting bed.

"Constructed wetlands" means areas intentionally designed and created to emulate the water quality improvement function of wetlands for the primary purpose of removing pollutants from stormwater.

"Development" means a tract of land developed or to be developed as a unit under single ownership or unified control that is to be used for any business or industrial purpose or is to contain three or more residential dwelling units.

"Grassed swale" means an earthen conveyance system that is broad and shallow with erosion resistant grasses and check dams, engineered to remove pollutants from stormwater runoff by filtration through grass and infiltration into the soil.

"Infiltration facility" means a stormwater management facility that temporarily impounds runoff and discharges it via infiltration through the surrounding soil. While an infiltration facility may also be equipped with an outlet structure to discharge impounded runoff, such discharge is normally reserved for overflow and other emergency conditions. Since an infiltration facility impounds runoff only temporarily, it is normally dry during nonrainfall periods. Infiltration basin, infiltration trench, infiltration dry well, and porous pavement shall be considered infiltration facilities.

"Layout" means a conceptual drawing sufficient to provide for the specified stormwater management facilities required at the time of approval.



"Planning area" means a designated portion of the parcel on which the land development project is located. Planning areas shall be established by delineation on a master plan. Once established, planning areas shall be applied consistently for all future projects.

"Sand filter" means a contained bed of sand that acts to filter the first flush of runoff. The runoff is then collected beneath the sand bed and conveyed to an adequate discharge point or infiltrated into the in-situ soils.

"Shallow marsh" means a zone within a stormwater extended detention basin that exists from the surface of the normal pool to a depth of six to 18 inches, and has a large surface area and, therefore, requires a reliable source of baseflow, groundwater supply, or a sizeable drainage area to maintain the desired water surface elevations to support emergent vegetation.

"Stormwater detention basin" or "detention basin" means a stormwater management facility that temporarily impounds runoff and discharges it through a hydraulic outlet structure to a downstream conveyance system. While a certain amount of outflow may also occur via infiltration through the surrounding soil, such amounts are negligible when compared to the outlet structure discharge rates and are, therefore, not considered in the facility's design. Since a detention facility impounds runoff only temporarily, it is normally dry during nonrainfall periods.

"Stormwater extended detention basin" or "extended detention basin" means a stormwater management facility that temporarily impounds runoff and discharges it through a hydraulic outlet structure over a specified period of time to a downstream conveyance system for the purpose of water quality enhancement or stream channel erosion control. While a certain amount of outflow may also occur via infiltration through the surrounding soil, such amounts are negligible when compared to the outlet structure discharge rates and, therefore, are not considered in the facility's design. Since an extended detention basin impounds runoff only temporarily, it is normally dry during nonrainfall periods.

"Stormwater extended detention basin-enhanced" or "extended detention basin-enhanced" means an extended detention basin modified to increase pollutant removal by providing a shallow marsh in the lower stage of the basin.

"Stormwater retention basin" or "retention basin" means a stormwater management facility that includes a permanent impoundment, or normal pool of water, for the purpose of enhancing water quality and, therefore, is normally wet even during nonrainfall periods. Storm runoff inflows may be temporarily stored above this permanent impoundment for the purpose of reducing flooding or stream channel erosion.

"Stormwater retention basin I" or "retention basin I" means a retention basin with the volume of the permanent pool equal to three times the water quality volume.

"Stormwater retention basin II" or "retention basin II" means a retention basin with the volume of the permanent pool equal to four times the water quality volume.

"Stormwater retention basin III" or "retention basin III" means a retention basin with the volume of the permanent pool equal to four times the water quality volume with the addition of an aquatic bench.

"Vegetated filter strip" means a densely vegetated section of land engineered to accept runoff as overland sheet flow from upstream development. It shall adopt any natural vegetated form, from grassy meadow to small forest. The vegetative cover facilitates pollutant removal through filtration, sediment deposition, infiltration, and absorption and is dedicated for that purpose.

"Water quality volume" means the volume equal to the first 1/2-inch of runoff multiplied by the impervious surface of the land development project.

9VAC25-875-680. Applicability.

This part specifies the technical criteria for regulated land-disturbing activities that are not subject to the technical criteria of Article 3 (9VAC25-875-570 et seq.) of this part in accordance with 9VAC25-875-490.

9VAC25-875-690. General.

A. Determination of flooding and channel erosion impacts to receiving streams due to land-disturbing activities shall be measured at each point of discharge from the land disturbance and such determination shall include any runoff from the balance of the watershed that also contributes to that point of discharge.

B. The specified design storms shall be defined as either a 24-hour storm using the rainfall distribution recommended by the U.S. Department of Agriculture's Natural Resources Conservation Service (NRCS) when using NRCS methods or as the storm of critical duration that produces the greatest required storage volume at the site when using a design method such as the Modified Rational Method.

C. For purposes of computing runoff, all pervious lands in the site shall be assumed prior to development to be in good condition (if the lands are pastures, lawns, or parks), with good cover (if the lands are woods), or with conservation treatment (if the lands are cultivated); regardless of conditions existing at the time of computation.

D. Construction of stormwater management facilities or modifications to channels shall comply with all applicable laws, regulations, and ordinances. Evidence of approval of all necessary permits shall be presented.

E. Impounding structures that are not covered by the Impounding Structure Regulations (4VAC50-20) shall be engineered for structural integrity during the 100-year storm event.

F. Predevelopment and post-development runoff rates shall be verified by calculations that are consistent with good engineering practices.



H. Proposed residential, commercial, or industrial subdivisions shall apply these stormwater management criteria to the land disturbance as a whole. Individual lots in new subdivisions shall not be considered separate land-disturbing activities, but rather the entire subdivision shall be considered a single land development project. Hydrologic parameters shall reflect the ultimate land disturbance and shall be used in all engineering calculations.

I. All stormwater management facilities shall have an inspection and maintenance plan that identifies the owner and the responsible party for carrying out the inspection and maintenance plan.

J. Construction of stormwater management impoundment structures within a Federal Emergency Management Agency (FEMA) designated 100-year floodplain shall be avoided whenever possible. When this is unavoidable, all stormwater management facility construction shall be in compliance with all applicable regulations under the National Flood Insurance Program (44 CFR Part 59).

K. Natural channel characteristics shall be preserved to the maximum extent practicable.

L. Land-disturbing activities shall comply with the ESCL or VESMA, as applicable, and attendant regulations.

M. Flood control and stormwater management facilities that drain or treat water from multiple development projects or from a significant portion of a watershed may be allowed in Resource Protection Areas defined in the Chesapeake Bay Preservation Act provided such facilities are allowed and constructed in accordance with the VESMA and this chapter, and provided that (i) the local government has conclusively established that the location of the facility within the Resource Protection Area is the optimum location; (ii) the size of the facility is the minimum necessary to provide necessary flood control, stormwater treatment, or both; (iii) the facility must be consistent with a comprehensive stormwater management plan developed and approved in accordance with 9VAC25-875-660 or with a stormwater management plan that has been approved prior to July 1, 2012, by the department, the Chesapeake Bay Local Assistance Board prior to its abolishment on July 1, 2012, or the Board of Conservation and Recreation; (iv) all applicable permits for construction in state or federal waters must be obtained from the appropriate state and federal agencies; (v) approval must be received from the local government prior to construction; and (vi) routine maintenance is allowed to be performed on such facilities to ensure that they continue to function as designed. It is not the intent of this subsection to allow a best management practice that collects and treats runoff from only an individual lot or some portion of the lot to be located within a Resource Protection Area.

9VAC25-875-700. Water quality.

A. Compliance with the water quality criteria may be achieved by applying the performance-based criteria or the technology-based criteria to either the site or a planning area.

B. Performance-based criteria. For land-disturbing activities, the calculated post-development nonpoint source pollutant runoff load shall be compared to the calculated predevelopment load based upon the average land cover condition or the existing site condition. A BMP shall be located, designed, and maintained to achieve the target pollutant removal efficiencies specified in Table 1 of this section to effectively reduce the pollutant load to the required level based upon the following four applicable land development situations for which the performance criteria apply:

1. Situation 1 consists of land-disturbing activities where the existing percent impervious cover is less than or equal to the average land cover condition and the proposed improvements will create a total percent impervious cover that is less than the average land cover condition.

Requirement: No reduction in the after disturbance pollutant discharge is required.

2. Situation 2 consists of land-disturbing activities where the existing percent impervious cover is less than or equal to the average land cover condition and the proposed improvements will create a total percent impervious cover that is greater than the average land cover condition.

Requirement: The pollutant discharge after disturbance shall not exceed the existing pollutant discharge based on the average land cover condition.

3. Situation 3 consists of land-disturbing activities where the existing percent impervious cover is greater than the average land cover condition.

Requirement: The pollutant discharge after disturbance shall not exceed (i) the pollutant discharge based on existing conditions less 10% or (ii) the pollutant discharge based on the average land cover condition, whichever is greater.

4. Situation 4 consists of land-disturbing activities where the existing percent impervious cover is served by an existing stormwater management BMP that addresses water quality.

Requirement: The pollutant discharge after disturbance shall not exceed the existing pollutant discharge based on the existing percent impervious cover while served by the existing BMP. The existing BMP shall be shown to have been designed and constructed in accordance with proper design standards and specifications and to be in proper functioning condition.

C. Technology-based criteria. For land-disturbing activities, the post-developed stormwater runoff from the impervious cover shall be treated by an appropriate BMP as required by the post-developed condition percent impervious cover as specified in Table 1 of this section. The selected BMP shall be located, designed, and maintained to perform at the target pollutant removal efficiency specified in Table 1 or those found in 9VAC25-875-590.

D. Design standards and specifications for the BMPs in Table 1 of this section that meet the required target pollutant removal efficiency are available in the Virginia Stormwater Management Handbook. Other approved BMPs available through the Virginia Stormwater BMP Clearinghouse may also be utilized.

<u>Water Quality BMP*</u>	<u>Target Phosphorus Removal Efficiency</u>	<u>Percent Impervious Cover</u>
<u>Vegetated filter strip</u>	<u>10%</u>	<u>16-21%</u>
<u>Grassed swale</u>	<u>15%</u>	
<u>Constructed wetlands</u>	<u>20%</u>	<u>22-37%</u>
<u>Extended detention (2 x WQ Vol)</u>	<u>35%</u>	
<u>Retention basin I (3 x WQ Vol)</u>	<u>40%</u>	
<u>Bioretention basin</u>	<u>50%</u>	<u>38-66%</u>
<u>Bioretention filter</u>	<u>50%</u>	
<u>Extended detention basin-enhanced</u>	<u>50%</u>	
<u>Retention basin II (4 x WQ Vol)</u>	<u>50%</u>	
<u>Infiltration (1 x WQ Vol)</u>	<u>50%</u>	
<u>Sand filter</u>	<u>65%</u>	<u>67-100%</u>
<u>Infiltration (2 x WQ Vol)</u>	<u>65%</u>	
<u>Retention basin III (4 x WQ Vol with aquatic bench)</u>	<u>65%</u>	
*Innovative or alternate BMPs not included in this table may be allowed at the discretion of the local program administrator or the department. Innovative or alternate BMPs not included in this table that target appropriate nonpoint source pollution other than phosphorous may be allowed at the discretion of the local program administrator or the department		

E. The VESMP authority or department as the VSMP authority may allow the use of offsite nutrient credits under Article 4 (9VAC25-875-670 et seq.) of this part in accordance with 9VAC25-875-610.

9VAC25-875-710. Stream channel erosion.

A. Properties and receiving waterways downstream of any land-disturbing activity shall be protected from erosion and damage due to changes in runoff rate of flow and hydrologic characteristics, including changes in volume, velocity, frequency, duration, and peak flow rate of stormwater runoff in accordance with the minimum design standards set out in this section.

B. The VESMP authority or department as the VSMP authority shall require compliance with subdivision 19 of 9VAC25-875-560.

C. The locality's VESMP authority may determine that some watersheds or receiving stream systems require enhanced criteria in order to address the increased frequency of bankfull flow conditions (top of bank) brought on by land-disturbing activities or where more stringent requirements are necessary to address total maximum daily load requirements or to protect exceptional waters. Therefore, in lieu of the reduction of the two-year post-developed peak rate of runoff as required in subsection B of this section, the land development project being considered shall provide 24-hour extended detention of the runoff generated by the one-year, 24-hour duration storm.

D. In addition to subsections B and C of this section, a locality's VESMP authority by local ordinance may in accordance with § 62.1-44.15:33 of the Code of Virginia, or the board by state regulation may adopt more stringent channel analysis criteria or design standards to ensure that the natural level of channel erosion, to the maximum extent practicable, will not increase due to the land-disturbing activities. These criteria may include the following:

1. Criteria and procedures for channel analysis and classification.
2. Procedures for channel data collection.
3. Criteria and procedures for the determination of the magnitude and frequency of natural sediment transport loads.
4. Criteria for the selection of proposed natural or manmade channel linings.

9VAC25-875-720. Flooding.

A. Downstream properties and waterways shall be protected from damages from localized flooding due to changes in runoff rate of flow and hydrologic characteristics, including changes in volume, velocity, frequency, duration, and peak flow rate of stormwater runoff in accordance with the minimum design standards set out in this section.

B. The 10-year post-developed peak rate of runoff from the development site shall not exceed the 10-year predeveloped peak rate of runoff.

C. In lieu of subsection B of this section, localities may, by ordinance in accordance with § 62.1-44.15:33 of the Code of Virginia, adopt alternate design criteria based upon geographic, land use, topographic, geologic factors, or other downstream conveyance factors as appropriate.

D. Linear development projects shall not be required to control post-developed stormwater runoff for flooding, except in accordance with a watershed or regional stormwater management plan.

9VAC25-875-730. Regional (watershed-wide) stormwater management plans.

Article 5Criteria for Land-Disturbing Activities in Chesapeake Bay Preservation Areas**9VAC25-875-740. Land-disturbing activities in Chesapeake Bay Preservation Areas.**

A. In order to protect the quality of state waters and to control the discharge of stormwater pollutants from land-disturbing activities, runoff associated with land-disturbing activities in Chesapeake Bay Preservation Areas that are equal to or greater than 2,500 square feet but less than one acre shall be regulated by localities subject to the Chesapeake Bay Preservation Act or, in the case of state and federal agency projects, the department. In regulating such land-disturbing activities in accordance with subsection B of this section, localities shall have the same authority and responsibilities as set forth for VESCP and VESMP authorities.

B. After June 30, 2014, such land-disturbing activities shall not require completion of a registration statement or require coverage under the General VPDES Permit for Discharges of Stormwater from Construction Activities but shall be subject to the following technical criteria and program and administrative requirements unless excluded under 9VAC25-875-90 and 9VAC25-875-280:

1. An erosion and sediment control plan consistent with the requirements of 9VAC25-875-550 must be designed and implemented during land-disturbing activities. Prior to land disturbance, this plan must be approved by either the VESCP or VESMP authority in accordance with this chapter;

2. A stormwater management plan consistent with the requirements of 9VAC25-875-510 must be designed and implemented during the land-disturbing activity. The stormwater management plan shall be developed and submitted in accordance with 9VAC25-875-510. Prior to land disturbance, this plan must be approved by the VESCP or VESMP authority;

3. Exceptions may be requested in accordance with 9VAC25-875-170;

4. Long-term maintenance of stormwater management facilities shall be provided for and conducted in accordance with 9VAC25-875-535;

5. Water quality design criteria in 9VAC25-875-580 shall be applied to the site;

6. Water quality compliance shall be achieved in accordance with 9VAC25-875-590;

7. Channel protection and flood protection shall be achieved in accordance with 9VAC25-875-600 or as permitted by subsection B of 9VAC25-875-750;

8. Offsite compliance options in accordance with 9VAC25-875-610 shall be available to land-disturbing activities in Chesapeake Bay Preservation Areas that are equal to or greater than 2,500 square feet but less than one acre; and

9. Such land-disturbing activities shall be subject to the design storm and hydrologic methods set out in 9VAC25-875-620, linear development controls in 9VAC25-875-640, and criteria associated with stormwater impoundment structures or facilities in 9VAC25-875-650.

9VAC25-875-750. Land-disturbing activities in Chesapeake Bay Preservation Areas in rural Tidewater localities.

A. Acceptance of signed and sealed plans in lieu of local plan review. In lieu of a local plan review or retaining a local certified plan reviewer, a rural Tidewater locality may accept plans and supporting calculations for erosion and sediment control and stormwater management for any land-disturbing activity equal to or greater than 2,500 square feet but less than one acre if the following criteria are met:

1. The plans are prepared and submitted by a professional licensed to engage in practice in the Commonwealth under Chapter 4 (§ 54.1-400 et seq.) or 22 (§ 54.1-2200 et seq.) of Title 54.1 of the Code of Virginia and who shall hold a certificate of competence in the appropriate subject area, as provided in § 62.1-44.15:30 of the Code of Virginia; and

2. The plan and supporting calculations are appropriately signed and sealed by the professional with a certification that states: "This plan is designed in accordance with applicable state law and regulations."

B. For determining the water quantity technical criteria applicable to a land disturbance equal to or greater than 2,500 square feet, but less than one acre, any rural Tidewater locality may elect to use certain tiered water quantity control standards based on the percentage of impervious cover in the watershed as provided in § 62.1-44.15:27.2 of the Code of Virginia.

C. Tiered approach to water quantity technical criteria compliance.

1. A rural Tidewater locality may adopt the following tiered approach to water quantity management based on the percent impervious cover of the watershed in accordance with this subsection for land-disturbing activities that disturb an area of 2,500 square feet or more but less than one acre:

a. For less than 5.0% impervious cover, apply the Virginia Erosion and Sediment Control Minimum Standard 19 in effect prior to July 1, 2014, for the protection of downstream properties and waterways from sediment deposition, erosion, and damage due to increases in volume, velocity, and peak flow rate of stormwater runoff for the stated frequency storm of 24-hour duration.

b. For 5.0% or more impervious cover but less than 7.5%, detain and release over a 24-hour period the expected rainfall resulting from the one year, 24-hour storm, which practices shall be exempt from any flow rate capacity and velocity requirements for natural or manmade channels.

c. For 7.5% impervious cover or more, apply the water quantity technical criteria in accordance with 9VAC25-875-600.

2. The establishment and conduct of the tiered approach by the locality pursuant to this section shall be subject to review by the department.



a. Develop a watershed map that includes the following:

(1) The boundaries of the locality and each watershed located partially or wholly within the locality based on the most recent version of Virginia's 6th order National Watershed Boundary Dataset;

(2) The percentage of impervious cover within each watershed. Data provided by the Virginia Geographic Information Network (VGIN) shall be sufficient for the initial determination of impervious cover percentage at the time of the initial adoption of the map; and

(3) The locations at which the governing body expects or proposes that development should occur and may indicate the projected future percentage of impervious cover based on proposed development. The governing body may designate certain areas within a watershed in which it proposes that denser-than-average development shall occur and may designate environmentally sensitive areas in which the water quantity technical criteria in 9VAC25-875-600 shall apply.

b. After the watershed map has been developed, the governing body may then approve and adopt the map by a majority vote of its membership and publish it as the official watershed map of the locality. No official watershed map shall be adopted by the governing body or have any effect until it is approved by an ordinance duly passed by the governing body of the locality after a public hearing, preceded by public notice as required by § 15.2-2204 of the Code of Virginia. Within 30 days after adoption of the official watershed map, the governing body shall file the watershed map in the office of the clerk of the circuit court.

4. At least once per year, the governing body shall by majority vote make additions to or modifications of the official watershed map to reflect actual development projects. The governing body shall change the indication on the map of the impervious cover percentage within a watershed where the percentage has changed and shall update the map and supporting datasets with actual development project information, including single-family housing projects and any projects covered by the General VPDES Permit for Discharges of Stormwater from Construction Activities (9VAC25-880) and administered by the department for opt-out localities pursuant to § 62.1-44.15:27 of the Code of Virginia. The governing body may incorporate into the official watershed map the most recent VGIN data, including data on state and federal projects that are not reviewed or approved by the locality. The governing body shall keep current its impervious cover percentage for each watershed located within the locality as reflected in the official watershed map and shall make the map and such percentages available to the public.

5. The locality shall notify the department and update the official watershed map within 12 months of the approval of the development plan for any project that exceeds the percent impervious cover percentage of the watershed in which it is located and causes the impervious cover percentage for the watershed to increase such that the watershed percent impervious cover is categorized by the next higher tier pursuant to subdivision 1 of this subsection.

6. No official watershed map or its adopting or amending ordinance shall take precedence over any duly adopted zoning ordinance, comprehensive plan, or other local land-use ordinance, and in the case of a conflict, the official watershed map or ordinance shall yield to such land-use ordinance.

Article 6

Additional Criteria and Requirements for Land-Disturbing Activities by State Agencies and Federal Entities

9VAC25-875-760. Soil erosion control and stormwater management for land-disturbing activities.

The department shall act as a VESMP where state agencies and federal entities have not submitted standards and specifications to the department for approval. When a state agency or federal entity submits a soil erosion control and stormwater management plan (ESM plan) for a project, land disturbance shall not commence until the department has reviewed and approved the plan and has issued permit coverage when it is required in accordance with § 62.1-44.15:34 of the Code of Virginia.

1. The department shall not approve an ESM plan submitted by a state agency or federal entity for a project involving a land-disturbing activity (i) in any locality that has not adopted a local program with more stringent ordinances than those of the state program or (ii) in multiple jurisdictions with separate local programs, unless the plan is consistent with the requirements of the state program.

2. The department shall not approve an ESM plan submitted by a state agency or federal entity for a project involving a land-disturbing activity in one locality with a local program with more stringent ordinances than those of the state program, unless the plan is consistent with the requirements of the local program.

3. If onsite changes occur, the state agency or federal entity shall submit an amended ESM plan to the department.

4. The state agency or federal entity responsible for the land-disturbing activity shall ensure compliance with the approved ESM plan. As necessary, the department shall provide project oversight and enforcement.

9VAC25-875-770. State agency land-disturbing activities.

A. All state agency land-disturbing activities that are not exempt and that have commenced without an approved erosion and sediment control plan shall immediately cease until the state agency has either submitted standards and specifications for its conduct of land-disturbing activities which has been reviewed and approved by the department as being consistent with the VESMA and attendant regulations or an erosion and sediment control plan has been submitted to and approved by the department. A formal Notice of Plan Requirement will be sent to the state agency under whose purview the project lies since that agency is responsible for compliance with the State Water Control Law and this chapter.

B. Where inspections by department personnel reveal deficiencies in carrying out an approved plan, the person responsible for carrying out the plan, as well as the state agency responsible, will be issued a notice to comply with specific actions and the deadlines that shall be met. Failure to



department. The stop work order will be lifted once the required erosion and sediment control measures are in place and inspected by department staff.

C. Whenever the Commonwealth or any of its agencies fails to comply within the time provided in an appropriate final order, the director of the department may petition for compliance as follows: For violations in the Natural and Historic Resources Secretariat, to the Secretary of Natural and Historic Resources; for violations in other secretariats, to the appropriate Secretary; for violations in other state agencies, to the head of such agency. Where the petition does not achieve timely compliance, the director shall bring the matter to the Governor for resolution. The department may also pursue enforcement as provided by § 62.1-44.15:48 of the Code of Virginia and Article 5 (§ 62.1-44.20 et seq.) of the State Water Control Law.

D. Where compliance will require the appropriation of funds, the director shall cooperate with the appropriate agency head in seeking such an appropriation; where the director determines that an emergency exists, the director shall petition the Governor for funds from the Civil Contingency Fund or other appropriate source.

9VAC25-875-780. Stormwater management permit applications.

A. Approval of a permit application (registration statement) for a land-disturbing activity by a state agency or federal entity shall be subject to the following conditions:

1. The state agency or federal entity shall comply with all applicable requirements of the permit (9VAC25-880) and shall certify that all land clearing, construction, land development, and drainage will be done according to the permit.
2. The land development shall be conducted only within the area specified in the approved plan and covered by the permit.
3. No changes may be made to a plan for which a permit has been issued without review and written approval by the department.
4. The department shall be notified at least one week prior to the preconstruction meeting and at least one week prior to the commencement of land-disturbing activity.
5. The department shall conduct random inspections of the project to ensure compliance with the permit.
6. The department shall require inspections and reports from the state agency or federal entity responsible for compliance with the permit and to determine if the measures required in the permit provide effective stormwater management.

B. Compliance with the permit shall be subject to the following conditions:

1. Where inspection by the responsible state agency or federal entity reveals deficiencies in carrying out a permitted activity, the responsible state agency or federal entity shall ensure compliance with the issued permit, permit conditions, and plan specifications.
2. Where inspections by department personnel reveal deficiencies in carrying out the permit, the responsible state agency or federal entity shall be issued a notice to comply, with corrective actions specified and the deadline within which the work shall be performed.
3. Whenever the Commonwealth or any of its state agencies fail to comply within the time provided in a notice to comply, the director may petition the secretary of a given secretariat or an agency head for a given state agency for compliance. Where the petition does not achieve timely compliance, the director shall bring the matter to the Governor for resolution.
4. Where compliance for a state agency will require the appropriation of funds, the director shall cooperate with the appropriate agency head in seeking such an appropriation; where the director determines that an emergency exists, the director shall petition the Governor for funds from the Civil Contingency Fund or other appropriate source.
5. The department may also seek compliance through other means specified in the State Water Control Law.

9VAC25-875-790. Maintenance and inspections.

A. Responsibility for the operation and maintenance of stormwater management facilities shall remain with the state agency or federal entity and shall pass to any successor or owner. If portions of the land are to be sold, legally binding arrangements shall be made to pass the basic responsibility to successors in title. These arrangements shall designate for each project the property owner, governmental agency, or other legally established entity to be permanently responsible for maintenance.

B. At a minimum, a stormwater management facility shall be inspected by the responsible state agency or federal entity on an annual basis and after any storm which causes the capacity of the facility principal spillway to be exceeded.

C. During construction of the stormwater management facilities, the department shall make inspections on a random basis.

D. The department shall require inspections and reports from the state agency or federal entity responsible for ensuring compliance with the permit and to determine if the measures required in the permit provide effective stormwater management.

E. Inspection reports shall be maintained as part of the land disturbance project file.

9VAC25-875-800. Reporting on stormwater management.

State agencies shall report annually, on a schedule to be specified, to the department on the extent to which stormwater management programs have reduced nonpoint source pollution to the Commonwealth's waters and mitigated the effects of localized flooding. The report shall provide the



serve, the receiving stream or hydrologic unit, a summary of monitoring data, if any, and other data used in determining the effectiveness of the programs and BMP technologies in current use.

9VAC25-875-810. Technical criteria and requirements for state or federal projects.

A. Erosion and sediment control and stormwater management plans prepared for state projects shall comply with the technical criteria outlined in this part and any locality's VESCP or VESMP authority's technical requirements adopted pursuant to §§ 62.1-44.15:28 and 62.1-44.15:52 of the Code of Virginia.

B. The department may establish criteria for selecting either the site or a planning area on which to apply the water quality criteria.

Part VI

Standards and Specifications Program

9VAC25-875-820. Applicability.

This part is applicable to any state agency, federal entity, or public or private entity that is authorized to submit standards and specifications to the department in accordance with § 62.1-44.15:31 of the Code of Virginia.

9VAC25-875-830. Standards and specifications for state agencies, federal entities, and other specified entities.

A. The program requirements in Part V (9VAC25-875-470 et seq.) shall be implemented by a state agency or federal entity, and other specified entities with department-approved standards and specifications.

B. As an alternative to submitting soil erosion control and stormwater management plans for its land-disturbing activities, the Virginia Department of Transportation shall and any other state agency or federal entity may submit standards and specifications for its conduct of land-disturbing activities for department approval. Approved standards and specifications shall be consistent with the VESMA. The department shall have 60 days after receipt in which to act on any standards and specifications submitted or resubmitted to the department for approval.

C. As an alternative to submitting soil erosion control and stormwater management plans, electric, natural gas, and telephone utility companies; interstate and intrastate natural gas pipeline companies; railroad companies; and authorities created pursuant to § 15.2-5102 of the Code of Virginia may submit standards and specifications for department approval that describe how land-disturbing activities shall be conducted. Such standards and specifications may be submitted for the following types of projects:

1. Construction, installation, or maintenance of electric transmission and distribution lines, oil or gas transmission and distribution pipelines, communication utility lines, and water and sewer lines; and
2. Construction of the tracks, rights-of-way, bridges, communication facilities, and other related structures and facilities of a railroad company.

The department shall have 60 days after receipt in which to act on any standards and specifications submitted or resubmitted to it for approval. A linear project not included in subdivision 1 or 2 of this subsection, or for which the owner chooses not to submit standards and specifications, shall comply with the requirements of the VESMP or the VESCP and VSMP, as appropriate, in any locality within which the project is located.

D. As an alternative to submitting soil erosion control and stormwater management plans, any person engaging in more than one jurisdiction in the creation and operation of a wetland mitigation or stream restoration bank that has been approved and is operated in accordance with applicable federal and state guidance, laws, or regulations for the establishment, use, and operation of a wetlands mitigation or stream restoration bank, pursuant to a mitigation banking instrument signed by the department, the Virginia Marine Resources Commission, or the U.S. Army Corps of Engineers, may submit standards and specifications for department approval that describe how land-disturbing activities shall be conducted. The department shall have 60 days after receipt in which to act on standards and specifications submitted to it or resubmitted to it for approval.

E. All standards and specifications submitted to the department shall be periodically updated according to a schedule to be established by the department and shall be consistent with the requirements of the VESMA. Approval of standards and specifications by the department does not relieve the owner or operator of the duty to comply with any other applicable local ordinances or regulations. Standards and specifications shall include:

1. Technical criteria to meet the requirements of the VESMA and regulations developed under it;
2. Provisions for the long-term responsibility and maintenance of any stormwater management control devices and other techniques specified to manage the quantity and quality of runoff;
3. Provisions for administration of the standards and specifications program, project-specific plan design, plan review and plan approval, and construction inspection and compliance;
4. Provisions for ensuring that personnel and contractors assisting the owner in carrying out the land-disturbing activity obtain training or qualifications for soil erosion control and stormwater management as set forth in Part IV (9VAC25-875-380 et seq.) of this chapter;
5. Provisions for ensuring that personnel implementing approved standards and specifications pursuant to this section obtain certifications or qualifications comparable to those required for VESMP personnel pursuant to subsection C of § 62.1-44.15:30 of the Code of Virginia;
6. Implementation of a project tracking system that ensures notification to the department of all land-disturbing activities covered under the VESMA; and



F. The department shall perform random site inspections or inspections in response to a complaint to ensure compliance with the VESMA and this chapter.

G. The department shall assess an administrative charge to cover the costs of services rendered associated with its responsibilities pursuant to this section, including standards and specifications review and approval, project inspections, and compliance. The department may take enforcement actions in accordance with the VESMA and related regulations.

9VAC25-875-840. Reserved.

Part VII

Virginia Pollutant Discharge Elimination System (VPDES) Permits

Article 1

Definitions

9VAC25-875-850. Definitions.

For the purposes of this part only, the following words and terms have the following meanings unless the context clearly indicates otherwise:

"Administrator" means the Administrator of the U.S. Environmental Protection Agency or an authorized representative.

"Applicable standards and limitations" means all state, interstate, and federal standards and limitations to which a discharge or a related activity is subject under the Clean Water Act (CWA) (33 USC § 1251 et seq.) and VESMA, including effluent limitations, water quality standards, standards of performance, toxic effluent standards or prohibitions, best management practices, and standards for sewage sludge use or disposal under §§ 301, 302, 303, 304, 306, 307, 308, 403, and 405 of the CWA.

"Approved program" or "approved state" means a state or interstate program that has been approved or authorized by EPA under 40 CFR Part 123.

"Bypass" means the intentional diversion of waste streams from any portion of a treatment facility.

"Contiguous zone" means the entire zone established by the United States under Article 24 of the Convention on the Territorial Sea and the Contiguous Zone (37 FR 11906 June 15, 1972).

"Continuous discharge" means a discharge that occurs without interruption throughout the operating hours of the facility, except for infrequent shutdowns for maintenance, process changes, or other similar activities.

"Co-permittee" means a permittee to a VPDES permit that is only responsible for permit conditions relating to the discharge for which it is the operator.

"Daily discharge" means the discharge of a pollutant measured during a calendar day or any 24-hour period that reasonably represents the calendar day for purposes of sampling. For pollutants with limitations expressed in units of mass, the daily discharge is calculated as the total mass of the pollutant discharged over the day. For pollutants with limitations expressed in other units of measurement, the daily discharge is calculated as the average measurement of the pollutant over the day.

"Discharge" when used without qualification, means the discharge of a pollutant.

"Discharge of a pollutant" means:

1. Any addition of any pollutant or combination of pollutants to state waters from any point source; or
2. Any addition of any pollutant or combination of pollutants to the waters of the contiguous zone or the ocean from any point source other than a vessel or other floating craft that is being used as a means of transportation.

This definition includes additions of pollutants into surface waters from surface runoff that is collected or channeled by man; discharges through pipes, sewers, or other conveyances owned by a state, municipality, or other person that do not lead to a treatment works; and discharges through pipes, sewers, or other conveyances, leading into privately owned treatment works. This term does not include an addition of pollutants by any indirect discharger.

"Discharge Monitoring Report" or "DMR" means the form supplied by the department, or an equivalent form developed by the operator and approved by the department, for the reporting of self-monitoring results by operators.

"Draft permit" means a document indicating the department's tentative decision to issue or deny, modify, revoke and reissue, terminate, or reissue an individual or general permit. A notice of intent to deny an individual or general permit is a type of draft permit. A denial of a request for modification, revocation and reissuance, or termination is not a draft permit.

"Effluent limitation" means any restriction imposed by the board on quantities, discharge rates, and concentrations of pollutants that are discharged from point sources into surface waters, the waters of the contiguous zone, or the ocean.

"Effluent limitations guidelines" means a regulation published by the administrator under § 304(b) of the CWA to adopt or revise effluent limitations.



"Existing source" means any source that is not a new source or a new discharger.

"Facilities or equipment" means buildings, structures, process or production equipment or machinery that form a permanent part of a new source and that will be used in its operation if these facilities or equipment are of such value as to represent a substantial commitment to construct. The term excludes facilities or equipment used in connection with feasibility, engineering, and design studies regarding the new source or water pollution treatment for the new source.

"Facility or activity" means any VPDES point source or treatment works treating domestic sewage or any other facility or activity, including land or appurtenances thereto, that is subject to regulation under the VPDES program.

"Hazardous substance" means any substance designated under the Code of Virginia or 40 CFR Part 116 pursuant to § 311 of the CWA.

"Illicit discharge" means any discharge to a municipal separate storm sewer that is not composed entirely of stormwater, except discharges pursuant to a separate VPDES or permit (other than the permit for discharges from the municipal separate storm sewer), discharges resulting from firefighting activities, and discharges identified by and in compliance with 9VAC25-875-970 D 2 c (3).

"Indian country" means (i) all land within the limits of any Indian reservation under the jurisdiction of the United States government, notwithstanding the issuance of any patent, and including rights-of-way running through the reservation; (ii) all dependent Indian communities within the borders of the United States whether within the originally or subsequently acquired territory thereof, and whether within or without the limits of a state; and (iii) all Indian allotments, the Indian titles to which have not been extinguished, including rights-of-way running through the same.

"Indirect discharger" means a nondomestic discharger introducing "pollutants" to a "publicly owned treatment works (POTW)."

"Large municipal separate storm sewer system" means all municipal separate storm sewers that are either:

1. Located in an incorporated place with a population of 250,000 or more as determined by the 1990 decennial census by the Bureau of Census (40 CFR Part 122 Appendix F);

2. Located in the counties listed in 40 CFR Part 122 Appendix H, except municipal separate storm sewers that are located in the incorporated places, townships, or towns within such counties;

3. Owned or operated by a municipality other than those described in subdivision 1 or 2 of this definition and that are designated by the department as part of the large or medium municipal separate storm sewer system due to the interrelationship between the discharges of the designated storm sewer and the discharges from municipal separate storm sewers described under subdivision 1 or 2 of this definition. In making this determination the department may consider the following factors:

a. Physical interconnections between the municipal separate storm sewers;

b. The location of discharges from the designated municipal separate storm sewer relative to discharges from municipal separate storm sewers described in subdivision 1 of this definition;

c. The quantity and nature of pollutants discharged to surface waters;

d. The nature of the receiving surface waters; and

e. Other relevant factors;

4. The department may, upon petition, designate as a large municipal separate storm sewer system, municipal separate storm sewers located within the boundaries of a region defined by a stormwater management regional authority based on a jurisdictional, watershed, or other appropriate basis that includes one or more of the systems described in this definition.

"Major facility" means any facility or activity classified as such by the regional administrator in conjunction with the board.

"Major municipal separate storm sewer outfall" or "major outfall" means a municipal separate storm sewer outfall that discharges from a single pipe with an inside diameter of 36 inches or more or its equivalent (discharge from a single conveyance other than circular pipe which is associated with a drainage area of more than 50 acres); or for municipal separate storm sewers that receive stormwater from lands zoned for industrial activity (based on comprehensive zoning plans or the equivalent), with an outfall that discharges from a single pipe with an inside diameter of 12 inches or more or from its equivalent (discharge from other than a circular pipe associated with a drainage area of two acres or more).

"Maximum daily discharge limitation" means the highest allowable daily discharge.

"Maximum extent practicable" or "MEP" means the technology-based discharge standard for municipal separate storm sewer systems established by CWA § 402(p). MEP is achieved, in part, by selecting and implementing effective structural and nonstructural best management practices (BMPs) and rejecting ineffective BMPs and replacing them with effective best management practices (BMPs). MEP is an iterative standard, which evolves over time as urban runoff management knowledge increases. As such, the operator's MS4 program must continually be assessed and modified to incorporate improved programs, control measures, and BMPs to attain compliance with water quality standards.

"Medium municipal separate storm sewer system" means all municipal separate storm sewers that are either:

1. Located in an incorporated place with a population of 100,000 or more but less than 250,000 as determined by the 1990 decennial census by the Bureau of Census (40 CFR Part 122 Appendix G);



3. Owned or operated by a municipality other than those described in subdivision 1 or 2 of this definition and that are designated by the department as part of the large or medium municipal separate storm sewer system due to the interrelationship between the discharges of the designated storm sewer and the discharges from municipal separate storm sewers described under subdivision 1 or 2 of this definition. In making this determination the department may consider the following factors:

a. Physical interconnections between the municipal separate storm sewers;

b. The location of discharges from the designated municipal separate storm sewer relative to discharges from municipal separate storm sewers described in subdivision 1 of this definition;

c. The quantity and nature of pollutants discharged to surface waters;

d. The nature of the receiving surface waters; or

e. Other relevant factors;

4. The department may, upon petition, designate as a medium municipal separate storm sewer system, municipal separate storm sewers located within the boundaries of a region defined by a stormwater management regional authority based on a jurisdictional, watershed, or other appropriate basis that includes one or more of the systems described in subdivisions 1, 2, and 3 of this definition.

"Municipality" means a city, town, county, district, association, or other public body created by or under state law and having jurisdiction over disposal of sewage, industrial wastes, or other wastes or an Indian tribe or an authorized Indian tribal organization or a designated and approved management agency under § 208 of the CWA.

"New discharger" means any building, structure, facility, or installation:

1. From which there is or may be a discharge of pollutants;

2. That did not commence the discharge of pollutants at a particular site prior to August 13, 1979;

3. Which is not a new source; and

4. Which has never received a finally effective separate VPDES or permit for discharges at that site.

This definition includes an indirect discharger that commences discharging into surface waters after August 13, 1979. It also includes any existing mobile point source (other than an offshore or coastal oil and gas exploratory drilling rig or a coastal oil and gas developmental drilling rig) such as a seafood processing rig, seafood processing vessel, or aggregate plant that begins discharging at a site for which it does not have a separate VPDES or permit, and any offshore or coastal mobile oil and gas exploratory drilling rig or coastal mobile oil and gas developmental drilling rig that commences the discharge of pollutants after August 13, 1979.

"New source" means any building, structure, facility, or installation from which there is or may be a discharge of pollutants, the construction of which commenced:

1. After promulgation of standards of performance under § 306 of the CWA that are applicable to such source; or

2. After proposal of standards of performance in accordance with § 306 of the CWA that are applicable to such source, but only if the standards are promulgated in accordance with § 306 of the CWA within 120 days of their proposal.

"Oil and gas exploration, production, processing, or treatment operations or transmission facilities" means all field activities or operations associated with exploration, production, or treatment operations, or transmission facilities, including activities necessary to prepare a site for drilling and for the movement and placement of drilling equipment, whether or not such field activities or operations may be considered to be construction activity. (33 USC § 1362(24))

"Outfall," when used in reference to municipal separate storm sewers, means a point source at the point where a municipal separate storm sewer discharges to surface waters and does not include open conveyances connecting two municipal separate storm sewers, or pipes, tunnels, or other conveyances that connect segments of the same stream or other surface waters and are used to convey surface waters.

"Overburden" means any material of any nature, consolidated or unconsolidated, that overlies a mineral deposit, excluding topsoil or similar naturally occurring surface materials that are not disturbed by mining operations.

"Permit" means a VPDES permit issued by the department pursuant to § 62.1-44.15 of the Code of Virginia for stormwater discharges from a land-disturbing activity or MS4.

"Pollutant" means dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, chemical wastes, biological materials, radioactive materials (except those regulated under the Atomic Energy Act of 1954, as amended (42 USC § 2011 et seq.)), heat, wrecked or discarded equipment, rock, sand, cellar dirt and industrial, municipal, and agricultural waste discharged into water. It does not mean:

1. Sewage from vessels; or

2. Water, gas, or other material that is injected into a well to facilitate production of oil or gas or water derived in association with oil and gas production and disposed of in a well if the well used either to facilitate production or for disposal purposes is approved by the department and if



"Privately owned treatment works" or "PVOTW" means any device or system that is (i) used to treat wastes from any facility whose operator is not the operator of the treatment works and (ii) not a POTW.

"Publicly owned treatment works" or "POTW" means a treatment works as defined by § 212 of the CWA that is owned by a state or municipality (as defined by § 502(4) of the CWA). This definition includes any devices and systems used in the storage, treatment, recycling, and reclamation of municipal sewage or industrial wastes of a liquid nature. It also includes sewers, pipes, and other conveyances only if they convey wastewater to a POTW treatment plant. The term also means the municipality as defined in § 502(4) of the CWA, that has jurisdiction over the indirect discharges to and the discharges from such a treatment works.

"Recommencing discharger" means a source that recommences discharge after terminating operations.

"Regional administrator" means the Regional Administrator of Region III of the Environmental Protection Agency or the authorized representative of the regional administrator.

"Revoked" means an existing VPDES permit that is terminated by the department before its expiration.

"Runoff coefficient" means the fraction of total rainfall that will appear at a conveyance as runoff.

"Schedule of compliance" means a schedule of remedial measures included in a permit, including an enforceable sequence of interim requirements (for example, actions, operations, or milestone events) leading to compliance with the VESMA, the CWA, and regulations.

"Secretary" means the Secretary of the Army, acting through the Chief of Engineers.

"Severe property damage" means substantial physical damage to property, damage to the treatment facilities that causes them to become inoperable, or substantial and permanent loss of natural resources that can reasonably be expected to occur in the absence of a bypass. Severe property damage does not mean economic loss caused by delays in production.

"Significant materials" means but is not limited to raw materials; fuels; materials such as solvents, detergents, and plastic pellets; finished materials such as metallic products; raw materials used in food processing or production; hazardous substances designated under § 101(14) of CERCLA (42 USC § 9601(14)); any chemical the facility is required to report pursuant to § 313 of Title III of SARA (42 USC § 11023); fertilizers; pesticides; and waste products such as ashes, slag, and sludge that have the potential to be released with stormwater discharges.

"Small municipal separate storm sewer system" or "small MS4" means all separate storm sewers that are (i) owned or operated by the United States, a state, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to state law) having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under state law such as a sewer district, flood control district or drainage district, or similar entity or an Indian tribe or an authorized Indian tribal organization or a designated and approved management agency under § 208 of the CWA that discharges to surface waters and (ii) not defined as "large" or "medium" municipal separate storm sewer systems or designated under 9VAC25-875-950 A 1. This term includes systems similar to separate storm sewer systems in municipalities, such as systems at military bases, large hospital or prison complexes, and highway and other thoroughfares. The term does not include separate storm sewers in very discrete areas, such as individual buildings.

"Source" means any building, structure, facility, or installation from which there is or may be a discharge of pollutants.

"Stormwater discharge associated with construction activity" means a discharge of stormwater runoff from areas where land-disturbing activities (e.g., clearing, grading, or excavation); construction materials or equipment storage or maintenance (e.g., fill piles, borrow area, concrete truck washout, fueling); or other industrial stormwater directly related to the construction process (e.g., concrete or asphalt batch plants) are located.

"Stormwater discharge associated with large construction activity" means the discharge of stormwater from large construction activities.

"Stormwater discharge associated with small construction activity" means the discharge of stormwater from small construction activities.

"Total dissolved solids" means the total dissolved (filterable) solids as determined by use of the method specified in 40 CFR Part 136.

"Toxic pollutant" means any pollutant listed as toxic under § 307(a)(1) of the CWA or, in the case of sludge use or disposal practices, any pollutant identified in regulations implementing § 405(d) of the CWA.

"Upset" means an exceptional incident in which there is unintentional and temporary noncompliance with technology based permit effluent limitations because of factors beyond the reasonable control of the operator. An upset does not include noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation.

"Variance" means any mechanism or provision under § 301 or 316 of the CWA or under 40 CFR Part 125, or in the applicable federal effluent limitations guidelines that allows modification to or waiver of the generally applicable effluent limitation requirements or time deadlines of the CWA. This includes provisions that allow the establishment of alternative limitations based on fundamentally different factors or on § 301(c), (g), (h), or (i), or 316(a) of the CWA.

"Virginia Pollutant Discharge Elimination System permit" or "VPDES permit" means a document issued by the department pursuant to the State Water Control Law authorizing, under prescribed conditions, the potential or actual discharge of pollutants from a point source to surface waters.

"Water quality standards" or "WQS" means provisions of state or federal law that consist of a designated use or uses for the waters of the Commonwealth and water quality criteria for such waters based on such uses. Water quality standards are to protect the public health or welfare.



"Whole effluent toxicity" means the aggregate toxic effect of an effluent measured directly by a toxicity test.

Article 2

General Program Requirements Related to MS4s and Land-Disturbing Activities

9VAC25-875-860. Exclusions.

The following discharges do not require permits:

1. Any discharge of sewage from vessels, effluent from properly functioning marine engines, laundry, shower, and galley sink wastes, or any other discharge incidental to the normal operation of a vessel. This exclusion neither applies to rubbish, trash, garbage, or other such materials discharged overboard nor to other discharges when the vessel is operating in a capacity other than as a means of transportation such as when used as an energy or mining facility, a storage facility, or a seafood processing facility or when secured to a storage facility or a seafood processing facility or when secured to the bed of the ocean, contiguous zone, or surface waters for the purpose of mineral or oil exploration or development.
2. Discharges of dredged or fill material into surface waters that are regulated under § 404 of the CWA.
3. The introduction of sewage, industrial wastes, or other pollutants into publicly owned treatment works by indirect dischargers. Plans or agreements to switch to this method of disposal in the future do not relieve dischargers of the obligation to have and comply with permits until all discharges of pollutants to surface waters are eliminated. This exclusion does not apply to the introduction of pollutants to privately owned treatment works or to other discharges through pipes, sewers, or other conveyances owned by a state, municipality, or other party not leading to treatment works.
4. Any discharge in compliance with the instructions of an on-scene coordinator pursuant to 40 CFR Part 300 (The National Oil and Hazardous Substances Pollution Contingency Plan) or 33 CFR 153.10(e) (Pollution by Oil and Hazardous Substances).
5. Any introduction of pollutants from nonpoint source agricultural and silvicultural activities, including stormwater runoff from orchards, cultivated crops, pastures, range lands, and forest lands, but not discharges from concentrated animal feeding operations, discharges from concentrated aquatic animal production facilities, discharges to aquaculture projects, and discharges from silvicultural point sources.
6. Return flows from irrigated agriculture.
7. Discharges into a privately owned treatment works, except as the department may otherwise require.

9VAC25-875-870. Prohibitions.

A. Except in compliance with a permit issued by the department pursuant to the Virginia Erosion and Stormwater Management Act, it shall be unlawful for any person to discharge stormwater into state waters from municipal separate storm sewer systems or land-disturbing activities.

B. Any person in violation of subsection A of this section that discharges or causes or allows a discharge of stormwater into or upon state waters from municipal separate storm sewer systems or land-disturbing activities or that discharges or causes or allows a discharge that may reasonably be expected to enter state waters in violation of subsection A of this section, shall notify the department of the discharge immediately upon discovery of the discharge but in no case later than 24 hours after said discovery. A written report of the unauthorized discharge shall be submitted by the owner to the department within five days of discovery of the discharge. The written report shall contain:

1. A description of the nature and location of the discharge;
2. The cause of the discharge;
3. The date on which the discharge occurred;
4. The length of time that the discharge continued;
5. The volume of the discharge;
6. If the discharge is continuing, how long it is expected to continue;
7. If the discharge is continuing, what the expected total volume of the discharge will be; and
8. Any steps planned or taken to reduce, eliminate, and prevent a recurrence of the present discharge or any future discharges not authorized by the permit.

C. No permit may be issued:

1. When the conditions of the permit do not provide for compliance with the applicable requirements of the CWA or the State Water Control Law or regulations promulgated under the CWA or the State Water Control Law;
2. When the permit applicant is required to obtain a state or other appropriate certification under § 401 of the CWA and that certification has not been obtained or waived;
3. When the regional administrator has objected to issuance of the permit;



5. When, in the judgment of the Secretary of the Army, anchorage and navigation in or on any of the waters of the United States would be substantially impaired by the discharge:

6. For the discharge of any radiological, chemical, or biological warfare agent or high-level radioactive waste;

7. For any discharge inconsistent with a plan or plan amendment approved under § 208(b) of the CWA;

8. For any discharge to the territorial sea, the waters of the contiguous zone, or the oceans in the following circumstances:

a. Before the promulgation of guidelines under § 403(c) of the CWA (for determining degradation of the waters of the territorial seas, the contiguous zone, and the oceans) unless the department determines permit issuance to be in the public interest; or

b. After promulgation of guidelines under § 403(c) of the CWA, when insufficient information exists to make a reasonable judgment whether the discharge complies with them.

9. To a new source or a new discharger if the discharge from its construction or operation will cause or contribute to the violation of water quality standards. The owner or operator of a new source or new discharger proposing to discharge into a water segment that does not meet applicable water quality standards or is not expected to meet those standards even after the application of the effluent limitations required by the State Water Control Law and § 301(b)(1)(A) and (b)(1)(B) of the CWA, and for which the department has performed a pollutants load allocation for the pollutant to be discharged, must demonstrate, before the close of the public comment period, that:

a. There are sufficient remaining pollutant load allocations to allow for the discharge; and

b. The existing dischargers into that segment are subject to compliance schedules designed to bring the segment into compliance with applicable water quality standards. The department may waive the submission of information by the new source or new discharger required by this subdivision 9 b if the department determines that it already has adequate information to evaluate the request. An explanation of the development of limitations to meet the criteria of this subdivision 9 b is to be included in the fact sheet to the permit under 9VAC25-875-1090.

9VAC25-875-880. Effect of a permit.

A. Except for any toxic effluent standards and prohibitions imposed under § 307 of the CWA and standards for sewage sludge use or disposal under § 405(d) of the CWA, compliance with a permit during its term constitutes compliance, for purposes of enforcement, with the State Water Control Law and with §§ 301, 302, 306, 307, 318, 403, and 405(a) through (b) of the CWA. However, a permit may be modified, revoked and reissued, or terminated during its term for cause as set forth in this chapter.

B. The issuance of a permit does not convey any property rights of any sort or any exclusive privilege.

C. The issuance of a permit does not authorize any injury to persons or property or invasion of other private rights or any infringement of state or local law or regulations.

9VAC25-875-890. Continuation of expiring permits.

A. The permit shall expire at the end of its term, except that the conditions of an expired permit continue in force until the effective date of a new permit if:

1. The permittee has submitted a timely application as required by this chapter, which is a complete application for a new permit; and

2. The department, through no fault of the permittee, does not issue a new permit with an effective date on or before the expiration date of the previous permit.

B. Permits continued under this section remain fully effective and enforceable.

C. When the permittee is not in compliance with the conditions of the expiring or expired permit, the department may choose to do any or all of the following:

1. Initiate enforcement action based upon the permit which has been continued;

2. Issue a notice of intent to deny the new permit. If the permit is denied, the owner or operator would then be required to cease the activities authorized by the continued permit or be subject to enforcement action for operating without a permit;

3. Issue a new permit with appropriate conditions; or

4. Take other actions authorized by this chapter.

9VAC25-875-900. Confidentiality of information.

A. The department or the VESMP authority may require every permit applicant or permittee to furnish when requested such application materials, plans, specifications, and other pertinent information as may be necessary to determine the effect of permit applicant's or permittee's discharge on the quality of state waters, or such other information as may be necessary to accomplish the purposes of the State Water Control Law and this chapter. Any personal information shall not be disclosed except to an appropriate official of the department or VESMP authority or as may be authorized pursuant to the Virginia Freedom of Information Act (§ 2.2-3700 et seq. of the Code of Virginia). However:



considered confidential under federal law and (v) enforcement strategies, including proposed sanctions for enforcement actions, is provided. Upon request, such records shall be disclosed after a proposed sanction resulting from the investigation has been determined by the department or the VESMP authority.

2. Any secret formula, secret processes, or secret methods other than effluent data submitted to the department pursuant to this chapter may be claimed as confidential by the submitter in accordance with 40 CFR 122.7. Any such claim must be asserted at the time of submission in the manner prescribed on the application form or instructions or, in the case of other submissions, by stamping the words "secret formulae," "secret processes," or "secret methods" on each page containing such information. If no claim is made at the time of submission, the department may make the information available to the public without further notice. If a claim is asserted, the information will be treated in accordance with the procedures in the Virginia Freedom of Information Act (§ 2.2-3700 et seq. of the Code of Virginia).

3. This section shall not be construed to prohibit the disclosure of records related to inspection reports, notices of violation, and documents detailing the nature of any land-disturbing activity that may have occurred, or similar documents.

B. Claims of confidentiality for the following information will be denied:

1. The name and address of any permit applicant or permittee; and

2. Permit applications, permits, and effluent data.

C. Information required by permit application forms provided by the department may not be claimed confidential. This includes information submitted on the forms themselves and any attachments used to supply information required by the forms.

9VAC25-875-910. Guidance documents.

The department may develop and use guidance, as appropriate, to implement technical and regulatory details of the VPDES permit program. Such guidance is distinguished from regulation by the fact that it is not binding on either the department or permittees. If a more appropriate methodology than that called for in guidance is available in a given situation, the more appropriate methodology shall be used to the extent it is consistent with applicable regulations and the Virginia Erosion and Stormwater Management Act.

Article 3

Permit Applications

9VAC25-875-920. Application for a permit.

A. Duty to apply. Any person who discharges or proposes to discharge stormwater into or upon state waters from municipal separate storm sewer systems or land-disturbing activities and who does not have an effective permit, except persons covered by general permits, excluded from the requirement for a permit by this chapter, shall submit a complete application in accordance with this section.

B. Who applies. When a facility or activity is owned by one person but is operated by another person, it is the operator's duty to obtain a permit.

C. Time to apply. Any person proposing a new discharge shall submit an application at least 180 days before the date on which the discharge is to commence, unless permission for a later date has been granted by the department. Stormwater discharges from large construction activities and stormwater discharges associated with small construction activities shall submit applications at least 90 days before the date on which construction is to commence. Different submittal dates may be required under the terms of applicable general permits. Persons proposing a new discharge are encouraged to submit their applications well in advance of the 90-day or 180-day requirements to avoid delay.

D. Duty to reapply. All permittees with a currently effective permit shall submit a new application at least 180 days before the expiration date of the existing permit unless permission for a later date has been granted by the department. The department shall not grant permission for applications to be submitted later than the expiration date of the existing permit.

E. Completeness. The department shall not issue a permit before receiving a complete application for a permit except for general permits. An application for a permit is complete when the department receives an application form and any supplemental information which are completed to its satisfaction. The completeness of any application for a permit shall be judged independently of the status of any other permit application or permit for the same facility or activity.

F. Information requirements. All applicants for permits shall provide the following information using the application form provided by the department:

1. The activities conducted by the permit applicant which require it to obtain a permit;

2. Name, mailing address, and location of the facility for which the application is submitted;

3. Up to four SIC codes which best reflect the principal products or services provided by the facility;

4. The operator's name, address, telephone number, email address, ownership status, and status as federal, state, private, public, or other entity;

5. Whether the facility is located on Indian lands;

6. A listing of all permits or construction approvals received, applied for, or to be applied for under any of the following programs:

a. Hazardous Waste Management program under the Resource Conservation and Recovery Act (RCRA) (42 USC § 6921);



c. VPDES program under the CWA and the State Water Control Law;

d. Prevention of Significant Deterioration (PSD) program under the Clean Air Act (42 USC § 4701 et seq.);

e. Nonattainment program under the Clean Air Act (42 USC § 4701 et seq.);

f. National Emission Standards for Hazardous Pollutants (NESHAPS) preconstruction approval under the Clean Air Act (42 USC § 4701 et seq.);

g. Ocean dumping permits under the Marine Protection Research and Sanctuaries Act (33 USC § 14 et seq.);

h. Dredge or fill permits under § 404 of the CWA;

i. A permit under the CWA and the Virginia Erosion and Stormwater Management Act; and

j. Other relevant environmental permits;

7. A topographic map (or other map if a topographic map is unavailable) extending one mile beyond the property boundaries of the source, that depicts: the facility and (i) each of the source's intake and discharge structures; (ii) each of the source's hazardous waste treatment, storage, or disposal facilities; (iii) each well where fluids from the facility are injected underground; and (iv) those wells, springs, other surface water bodies, and drinking water wells listed in public records or otherwise known to the permit applicant in the map area; and

8. A brief description of the nature of the business.

G. Variance requests. A discharger which is not a publicly owned treatment works (POTW) may request a variance from otherwise applicable effluent limitations under any of the following statutory or regulatory provisions within the times specified in this subsection:

1. Fundamentally different factors.

a. A request for a variance based on the presence of fundamentally different factors from those on which the effluent limitations guideline was based shall be filed as follows:

(1) For a request from best practicable control technology currently available (BPT), by the close of the public comment period for the draft permit; or

(2) For a request from best available technology economically achievable (BAT) or best conventional pollutant control technology (BCT), by no later than 180 days after the date on which an effluent limitation guideline is published in the Federal Register for a request based on an effluent limitation guideline promulgated on or after February 4, 1987.

b. The request shall explain how the requirements of the applicable regulatory or statutory criteria have been met.

2. A request for a variance from the BAT requirements for CWA § 301(b)(2)(E) pollutants (commonly called nonconventional pollutants) pursuant to § 301(c) of the CWA because of the economic capability of the owner or operator, or pursuant to § 301(g) of the CWA (provided, however, that a § 301(g) variance may only be requested for ammonia, chlorine, color, iron, total phenols (when determined by the administrator to be a pollutant covered by § 301(b)(2)(E) of the CWA), and any other pollutant that the administrator lists under § 301(g)(4) of the CWA) must be made as follows:

a. For those requests for a variance from an effluent limitation based upon an effluent limitation guideline by:

(1) Submitting an initial request to the regional administrator, as well as to the department, stating the name of the discharger, the permit number, the outfall number, the applicable effluent guideline, and whether the discharger is requesting a § 301(c) or § 301(g) of the CWA modification, or both. This request must have been filed not later than 270 days after promulgation of an applicable effluent limitation guideline; and

(2) Submitting a completed request no later than the close of the public comment period for the draft permit demonstrating that: (i) all reasonable ascertainable issues have been raised and all reasonably available arguments and materials supporting their position have been submitted; and (ii) that the applicable requirements of 40 CFR Part 125 have been met. Notwithstanding this provision, the complete application for a request under § 301(g) of the CWA shall be filed 180 days before EPA must make a decision (unless the Regional Administrator establishes a shorter or longer period); or

b. For those requests for a variance from effluent limitations not based on effluent limitation guidelines, the request need only comply with subdivision 2 a (2) of this subsection and need not be preceded by an initial request under subdivision 2 a (1) of this subsection.

3. A modification under § 302(b)(2) of the CWA of requirements under § 302(a) of the CWA for achieving water quality related effluent limitations may be requested no later than the close of the public comment period for the draft permit on the permit from which the modification is sought.

4. A variance for alternate effluent limitations for the thermal component of any discharge must be filed with a timely application for a permit under this section, except that if thermal effluent limitations are established on a case-by-case basis or are based on water quality standards the request for a variance may be filed by the close of the public comment period for the draft permit. A copy of the request shall be sent simultaneously to the department.

H. Expedited variance procedures and time extensions.

1. Notwithstanding the time requirements in subsection G of this section, the department may notify a permit applicant before a draft permit is issued that the draft permit will likely contain limitations that are eligible for variances. In the notice the department may require the permit applicant as a condition of consideration of any potential variance request to submit a request explaining how the requirements of 40 CFR Part 125



may be sent before the permit application has been submitted. The start of their permit may contain the same conditions that they become effective upon final grant of the variance.

2. A discharger who cannot file a timely complete request required under subdivisions G 2 a (2) or G 2 b of this section may request an extension. The extension may be granted or denied at the discretion of the department. Extensions shall be no more than six months in duration.

1. Recordkeeping. Permit applicants shall keep records of all data used to complete permit applications and any supplemental information submitted under this section for a period of at least three years from the date the application is signed.

9VAC25-875-930. Permit rationale.

In granting a permit pursuant to this chapter, the department shall provide in writing a clear and concise statement of the legal basis, scientific rationale, and justification for the decision reached. When the decision of the department is to deny a permit, the department shall, in consultation with legal counsel, provide a clear and concise statement explaining the reason for the denial, the scientific justification for the same, and how the department's decision is in compliance with applicable laws and regulations. Copies of the decision, certified by the director, shall be mailed by certified mail to the permittee or applicant.

9VAC25-875-940. Signatories to permit applications and reports.

A. All permit applications shall be signed as follows:

1. For a corporation: by a responsible corporate officer. For the purpose of this section, a responsible corporate officer means: (i) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy-making or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions that govern the operation of the regulated facility, including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;

2. For a partnership or sole proprietorship: by a general partner or the proprietor, respectively; or

3. For a municipality, state, federal, or other public agency: by either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a federal agency includes (i) the chief executive officer of the agency, or (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency.

B. All reports required by permits, and other information requested by the department shall be signed by a person described in subsection A of this section, or by a duly authorized representative of that person. A person is a duly authorized representative only if:

1. The authorization is made in writing by a person described in subsection A of this section;

2. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company. A duly authorized representative may thus be either a named individual or any individual occupying a named position; and

3. The written authorization is submitted to the department.

C. If an authorization under subsection B of this section is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of subsection B of this section must be submitted to the department prior to or together with any reports, or information to be signed by an authorized representative.

D. Any person signing a document under subsection A or B of this section shall make the following certification:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

E. Electronic reporting. If documents described in subsection A or B of this section are submitted electronically by or on behalf of a VPDES-regulated facility, any person providing the electronic signature for such documents shall meet all relevant requirements of this section and shall ensure that all of the relevant requirements of Part XI (9VAC25-31-950 et seq.) of the Virginia Pollutant Discharge Elimination System (VPDES) Permit Regulation and 40 CFR Part 3 (including, in all cases, 40 CFR Part 3 Subpart D) are met for that submission.

9VAC25-875-950. Stormwater discharges.

A. Permit requirements.

1. Prior to October 1, 1994, discharges composed entirely of stormwater shall not be required to obtain a permit except:

a. A discharge with respect to which a permit has been issued prior to February 4, 1987;



c. A discharge from a large municipal separate storm sewer system;

d. A discharge from a medium municipal separate storm sewer system; or

e. A discharge that either the department or the regional administrator determines to contribute to a violation of a water quality standard or is a significant contributor of pollutants to surface waters. This designation may include a discharge from any conveyance or system of conveyances used for collecting and conveying stormwater runoff or a system of discharges from municipal separate storm sewers, except for those discharges from conveyances that do not require a permit under subdivision 2 of this subsection or agricultural stormwater runoff that is exempted from the definition of point source.

The department may designate discharges from municipal separate storm sewers on a system-wide or jurisdiction-wide basis. In making this determination the department may consider the following factors:

(1) The location of the discharge with respect to surface waters;

(2) The size of the discharge;

(3) The quantity and nature of the pollutants discharged to surface waters; and

(4) Other relevant factors.

2. The department may not require a permit for discharges of stormwater runoff from mining operations or oil and gas exploration, production, processing, or treatment operations or transmission facilities, composed entirely of flows that are from conveyances or systems of conveyances, including pipes, conduits, ditches, and channels, used for collecting and conveying precipitation runoff and that are not contaminated by contact with or that has not come into contact with, any overburden, raw material, intermediate products, finished product, byproduct, or waste products located on the site of such operations.

3. a. Permits must be obtained for all discharges from large and medium municipal separate storm sewer systems.

b. The department may either issue one system-wide permit covering all discharges from municipal separate storm sewers within a large or medium municipal storm sewer system or issue distinct permits for appropriate categories of discharges within a large or medium municipal separate storm sewer system, including all discharges owned or operated by the same municipality; located within the same jurisdiction; all discharges within a system that discharge to the same watershed; discharges within a system that are similar in nature; or for individual discharges from municipal separate storm sewers within the system.

c. The operator of a discharge from a municipal separate storm sewer that is part of a large or medium municipal separate storm sewer system must either:

(1) Participate in a permit application (to be a permittee or a state co-permittee) with one or more other operators of discharges from the large or medium municipal storm sewer system that covers all, or a portion of all, discharges from the municipal separate storm sewer system;

(2) Submit a distinct permit application that only covers discharges from the municipal separate storm sewers for which the operator is responsible; or

(3) A regional authority may be responsible for submitting a permit application under the following guidelines:

(a) The regional authority together with permit co-applicants shall have authority over a stormwater management program that is in existence or shall be in existence at the time Part 1 of the application is due;

(b) The permit applicant or co-applicants shall establish their ability to make a timely submission of Part 1 and Part 2 of the municipal application;

(c) Each of the operators of municipal separate storm sewers within large or medium municipal separate storm sewer systems, which are under the purview of the designated regional authority, shall comply with the application requirements of subsection C of this section.

d. One permit application may be submitted for all or a portion of all municipal separate storm sewers within adjacent or interconnected large or medium municipal separate storm sewer systems. The department may issue one system-wide permit covering all or a portion of all municipal separate storm sewers in adjacent or interconnected large or medium municipal separate storm sewer systems.

e. Permits for all or a portion of all discharges from large or medium municipal separate storm sewer systems that are issued on a system-wide, jurisdiction-wide, watershed, or other basis may specify different conditions relating to different discharges covered by the permit, including different management programs for different drainage areas that contribute stormwater to the system.

f. State co-permittees need only comply with permit conditions relating to discharges from the municipal separate storm sewers for which they are operators.

4. In addition to meeting the requirements of subsection B of this section, an operator of a stormwater discharge associated with a large construction activity that discharges through a large or medium municipal separate storm sewer system shall submit to the operator of the municipal separate storm sewer system receiving the discharge no later than May 15, 1991, or 180 days prior to commencing such discharge, the name of the facility; a contact person and telephone number; the location of the discharge; a description, including Standard Industrial Classification, that best reflects the principal products or services provided by each facility; and any existing permit number.



6. Conveyances that discharge stormwater runoff combined with municipal sewage are point sources that must obtain separate VPDES permits in accordance with the procedures of 9VAC25-31 and are not subject to the provisions of this section.

7. Whether a discharge from a municipal separate storm sewer is or is not subject to regulation under this subsection shall have no bearing on whether the owner or operator of the discharge is eligible for funding under Title II, Title III, or Title VI of the CWA.

8. a. On and after October 1, 1994, for discharges composed entirely of stormwater, that are not required by subdivision 1 of this subsection to obtain a permit, operators shall be required to obtain a permit only if:

(1) The discharge is from a small MS4 required to be regulated pursuant to 9VAC25-875-970 B;

(2) The discharge is a stormwater discharge associated with small construction activity as defined in 9VAC25-875-20;

(3) The department or the EPA regional administrator determines that stormwater controls are needed for the discharge based on wasteload allocations that are part of total maximum daily loads (TMDLs) that address the pollutants of concern; or

(4) The department or the EPA regional administrator determines that the discharge or category of discharges within a geographic area contributes to a violation of a water quality standard or is a significant contributor of pollutants to surface waters.

b. Operators of small MS4s designated pursuant to subdivisions 8 a (1), (3), and (4) of this subsection shall seek coverage under a permit in accordance with 9VAC25-875-970 C, D, and E. Operators of nonmunicipal sources designated pursuant to subdivisions 8 a (2), (3), and (4) of this subsection shall seek coverage under a permit in accordance with subdivision B 1 of this section.

c. Operators of stormwater discharges designated pursuant to subdivisions 8 a (3) and (4) of this subsection shall apply to the department for a permit within 180 days of receipt of notice, unless permission for a later date is granted by the department.

B. Application requirements for stormwater discharges associated with large and small construction activity. Dischargers of stormwater associated with large and small construction activity are required to apply for an individual permit or seek coverage under a promulgated stormwater general permit. Facilities that are required to obtain an individual permit or any discharge of stormwater that the department is evaluating for designation under subdivision A 1 e of this section and is not a municipal separate storm sewer shall submit a state application in accordance with the requirements of 9VAC25-875-920 as modified and supplemented by the provisions of this subsection.

1. The operator of an existing or new stormwater discharge that is associated with a large or small construction activity shall provide a narrative description of:

a. The location, including a map, and the nature of the construction activity;

b. The total area of the site and the area of the site that is expected to undergo excavation during the life of the permit;

c. Proposed measures, including best management practices, to control pollutants in stormwater discharges during construction, including a brief description of applicable state and VESCP requirements;

d. Proposed measures to control pollutants in stormwater discharges that will occur after construction operations have been completed, including a brief description of applicable state or local VESCP requirements;

e. An estimate of the runoff coefficient of the site and the increase in impervious area after the construction addressed in the permit application is completed, the nature of fill material and existing data describing the soil, or the quality of the discharge;

f. The name of the receiving water; and

g. The location of Chesapeake Bay Preservation Areas.

2. Permit applicants shall provide such other information the department may reasonably require to determine whether to issue a permit.

C. Application requirements for large and medium municipal separate storm sewer discharges. The operator of a discharge from a large or medium municipal separate storm sewer or a municipal separate storm sewer that is designated by the department under subdivision A 1 e of this section may submit a jurisdiction-wide or system-wide permit application. Where more than one public entity owns or operates a municipal separate storm sewer within a geographic area (including adjacent or interconnected municipal separate storm sewer systems), such operators may be a permit co-applicant to the same application. Permit applications for discharges from large and medium municipal storm sewers or municipal storm sewers designated under subdivision A 1 e of this section shall include:

1. Part 1 of the application shall consist of:

a. The permit applicant's name, address, telephone number, and email address; ownership status; status as a state or local government entity; and the name, address, telephone number, and email address of a contact person;

b. A description of existing legal authority to control discharges to the municipal separate storm sewer system. When existing legal authority is not sufficient to meet the criteria provided in subdivision 2 a of this subsection, the description shall list additional authorities as will be necessary to meet the criteria and shall include a schedule and commitment to seek such additional authority that will be needed to meet the criteria;

c. Source identification.



(2) A USGS 7.5 minute topographic map (or equivalent topographic map with a scale between 1:10,000 and 1:24,000, if cost effective) extending one mile beyond the service boundaries of the municipal storm sewer system covered by the permit application. The following information shall be provided:

(a) The location of known municipal storm sewer system outfalls discharging to surface waters;

(b) A description of the land use activities (e.g., divisions indicating undeveloped, residential, commercial, agricultural, and industrial uses) accompanied with estimates of population densities and projected growth for a 10-year period within the drainage area served by the separate storm sewer. For each land use type, an estimate of an average runoff coefficient shall be provided;

(c) The location and a description of the activities of the facility of each currently operating or closed municipal landfill or other treatment, storage, or disposal facility for municipal waste;

(d) The location and the permit number of any known discharge to the municipal storm sewer that has been issued a permit;

(e) The location of major structural controls for stormwater discharge (retention basins, detention basins, major infiltration devices, etc.); and

(f) The identification of publicly owned parks, recreational areas, and other open lands;

d. Discharge characterization.

(1) Monthly mean rain and snow fall estimates (or summary of weather bureau data) and the monthly average number of storm events.

(2) Existing quantitative data describing the volume and quality of discharges from the municipal storm sewer, including a description of the outfalls sampled, sampling procedures, and analytical methods used.

(3) A list of water bodies that receive discharges from the municipal separate storm sewer system, including downstream segments, lakes, and estuaries, where pollutants from the system discharges may accumulate and cause water degradation and a brief description of known water quality impacts. At a minimum, the description of impacts shall include a description of whether the water bodies receiving such discharges have been:

(a) Assessed and reported in § 305(b) of the CWA reports submitted by the state, the basis for the assessment (evaluated or monitored), a summary of designated use support and attainment of the State Water Control Law and the CWA goals (fishable and swimmable waters), and causes of nonsupport of designated uses;

(b) Listed under § 304(l)(1)(A)(i), (1)(A)(ii), or (l)(1)(B) of the CWA that is not expected to meet water quality standards or water quality goals;

(c) Listed in State Nonpoint Source Assessments required by § 319(a) of the CWA that, without additional action to control nonpoint sources of pollution, cannot reasonably be expected to attain or maintain water quality standards due to storm sewers, construction, highway maintenance, and runoff from municipal landfills and municipal sludge adding significant pollution (or contributing to a violation of water quality standards);

(d) Identified and classified according to eutrophic condition of publicly owned lakes listed in state reports required under § 314(a) of the CWA (include the following: a description of those publicly owned lakes for which uses are known to be impaired; a description of procedures, processes, and methods to control the discharge of pollutants from municipal separate storm sewers into such lakes; and a description of methods and procedures to restore the quality of such lakes);

(e) Areas of concern of the Great Lakes identified by the International Joint Commission;

(f) Designated estuaries under the National Estuary Program under § 320 of the CWA;

(g) Recognized by the permit applicant as highly valued or sensitive waters;

(h) Defined by the state or U.S. Fish and Wildlife Service's National Wetlands Inventory as wetlands; and

(i) Found to have pollutants in bottom sediments, fish tissue or biosurvey data.

(4) Results of a field screening analysis for illicit connections and illegal dumping for either selected field screening points or major outfalls covered in the permit application. At a minimum, a screening analysis shall include a narrative description, for either each field screening point or major outfall, of visual observations made during dry weather periods. If any flow is observed, two grab samples shall be collected during a 24-hour period with a minimum period of four hours between samples. For all such samples, a narrative description of the color, odor, turbidity, and the presence of an oil sheen or surface scum, as well as any other relevant observations regarding the potential presence of nonstormwater discharges or illegal dumping shall be provided. In addition, a narrative description of the results of a field analysis using suitable methods to estimate pH, total chlorine, total copper, total phenol, and detergents (or surfactants) shall be provided along with a description of the flow rate. Where the field analysis does not involve analytical methods approved under 40 CFR Part 136, the permit applicant shall provide a description of the method used, including the name of the manufacturer of the test method along with the range and accuracy of the test. Field screening points shall be either major outfalls or other outfall points (or any other point of access such as manholes) randomly located throughout the storm sewer system by placing a grid over a drainage system map and identifying those cells of the grid that contain a segment of the storm sewer system or major outfall. The field screening points shall be established using the following guidelines and criteria:



(b) All cells that contain a segment of the storm sewer system shall be identified; one field screening point shall be selected in each cell; major outfalls may be used as field screening points;

(c) Field screening points should be located downstream of any sources of suspected illegal or illicit activity;

(d) Field screening points shall be located to the degree practicable at the farthest manhole or other accessible location downstream in the system, within each cell; however, safety of personnel and accessibility of the location should be considered in making this determination;

(e) Hydrological conditions; total drainage area of the site; population density of the site; traffic density; age of the structures or buildings in the area; history of the area; and land use types;

(f) For medium municipal separate storm sewer systems, no more than 250 cells need to have identified field screening points; in large municipal separate storm sewer systems, no more than 500 cells need to have identified field screening points; cells established by the grid that contain no storm sewer segments will be eliminated from consideration; if fewer than 250 cells in medium municipal sewers are created, and fewer than 500 in large systems are created by the overlay on the municipal sewer map, then all those cells that contain a segment of the sewer system shall be subject to field screening (unless access to the separate storm sewer system is impossible); and

(g) Large or medium municipal separate storm sewer systems that are unable to utilize the procedures described in subdivisions 1 d (4)(a) through (f) of this subsection because a sufficiently detailed map of the separate storm sewer systems is unavailable shall field screen no more than 500 or 250 major outfalls respectively (or all major outfalls in the system, if fewer); in such circumstances, the permit applicant shall establish a grid system consisting of north-south and east-west lines spaced 1/4 mile apart as an overlay to the boundaries of the municipal storm sewer system, thereby creating a series of cells; the permit applicant will then select major outfalls in as many cells as possible until at least 500 major outfalls (large municipalities) or 250 major outfalls (medium municipalities) are selected; a field screening analysis shall be undertaken at these major outfalls.

(5) Information and a proposed program to meet the requirements of subdivision 2 c of this subsection. Such description shall include: the location of outfalls or field screening points appropriate for representative data collection under subdivision 2 c (1) of this subsection, a description of why the outfall or field screening point is representative, the seasons during which sampling is intended, and a description of the sampling equipment. The proposed location of outfalls or field screening points for such sampling should reflect water quality concerns (see subdivision 1 d (3) of this subsection) to the extent practicable;

e. Management programs.

(1) A description of the existing management programs to control pollutants from the municipal separate storm sewer system. The description shall provide information on existing structural and source controls, including operation and maintenance measures for structural controls, that are currently being implemented. Such controls may include procedures to control pollution resulting from construction activities, floodplain management controls, wetland protection measures, best management practices for new subdivisions, and emergency spill response programs. The description may address controls established under state law as well as local requirements.

(2) A description of the existing program to identify illicit connections to the municipal storm sewer system. The description should include inspection procedures and methods for detecting and preventing illicit discharges and describe areas where this program has been implemented; and

f. Fiscal resources. A description of the financial resources currently available to the municipality to complete Part 2 of the permit application. A description of the municipality's budget for existing stormwater programs, including an overview of the municipality's financial resources and budget, including overall indebtedness and assets, and sources of funds for stormwater programs.

2. Part 2 of the application shall consist of:

a. A demonstration that the permit applicant can operate pursuant to legal authority established by statute, ordinance, or series of contracts that authorizes or enables the permit applicant at a minimum to:

(1) Control through ordinance, permit, contract, order, or similar means the contribution of pollutants to the municipal storm sewer by stormwater discharges associated with industrial activity and the quality of stormwater discharged from sites of industrial activity;

(2) Prohibit through ordinance, order, or similar means illicit discharges to the municipal separate storm sewer;

(3) Control through ordinance, order, or similar means the discharge to a municipal separate storm sewer of spills, dumping, or disposal of materials other than stormwater;

(4) Control through interagency agreements among permit co-applicants the contribution of pollutants from one portion of the municipal system to another portion of the municipal system;

(5) Require compliance with conditions in ordinances, permits, contracts, or orders; and

(6) Carry out all inspection, surveillance, and monitoring procedures necessary to determine compliance and noncompliance with permit conditions, including the prohibition on illicit discharges to the municipal separate storm sewer;

b. The location of any major outfall that discharges to surface waters that was not reported under subdivision 1 c (2)(a) of this subsection. Provide an inventory, organized by watershed of the name and address, and a description (such as SIC codes) that best reflects the principal products or



c. When quantitative data for a pollutant are required under subdivision 2 c (1)(c) of this subsection, the permit applicant must collect a sample of effluent in accordance with 9VAC25-875-960 and analyze it for the pollutant in accordance with analytical methods approved under 40 CFR Part 136. When no analytical method is approved the permit applicant may use any suitable method but must provide a description of the method. The permit applicant must provide information characterizing the quality and quantity of discharges covered in the permit application, including:

(1) Quantitative data from representative outfalls designated by the department (based on information received in Part 1 of the application, the department shall designate between five and 10 outfalls or field screening points as representative of the commercial, residential, and industrial land use activities of the drainage area contributing to the system or where there are less than five outfalls) covered in the application, the department shall designate all outfalls developed as follows:

(a) For each outfall or field screening point designated under this subsection, samples shall be collected of stormwater discharges from three storm events occurring at least one month apart in accordance with the requirements at 9VAC25-875-960 (the department may allow exemptions to sampling three storm events when climatic conditions create good cause for such exemptions);

(b) A narrative description shall be provided of the date and duration of the storm event or events sampled, rainfall estimates of the storm event that generated the sampled discharge, and the duration between the storm event sampled and the end of the previous measurable (greater than 0.1 inch rainfall) storm event;

(c) For samples collected and described under subdivisions 2 c (1)(a) and (1)(b) of this subsection, quantitative data shall be provided for the organic pollutants listed in Table II; the pollutants listed in Table III (toxic metals, cyanide, and total phenols) of 40 CFR Part 122 Appendix D, and for the following pollutants:

Total suspended solids (TSS)

Total dissolved solids (TDS)

Chemical oxygen demand (COD)

Biochemical oxygen demand (BOD₅)

Oil and grease

Fecal coliform

Fecal streptococcus

pH

Total Kjeldahl nitrogen

Nitrate plus nitrite

Dissolved phosphorus

Total ammonia plus organic nitrogen

Total phosphorus

(d) Additional limited quantitative data required by the department for determining permit conditions (the department may require that quantitative data shall be provided for additional parameters and may establish sampling conditions, such as the location, season of sample collection, form of precipitation (snow melt, rainfall) and other parameters necessary to ensure representativeness);

(2) Estimates of the annual pollutant load of the cumulative discharges to surface waters from all identified municipal outfalls and the event mean concentration of the cumulative discharges to surface waters from all identified municipal outfalls during a storm event (as described under 9VAC25-875-960) for BOD₅, COD, TSS, dissolved solids, total nitrogen, total ammonia plus organic nitrogen, total phosphorus, dissolved phosphorus, cadmium, copper, lead, and zinc. Estimates shall be accompanied by a description of the procedures for estimating constituent loads and concentrations, including any modeling, data analysis, and calculation methods;

(3) A proposed schedule to provide estimates for each major outfall identified in either subdivision 2 b or 1 c (2)(a) of this subsection of the seasonal pollutant load and of the event mean concentration of a representative storm for any constituent detected in any sample required under subdivision 2 c (1) of this subsection; and

(4) A proposed monitoring program for representative data collection for the term of the permit that describes the location of outfalls or field screening points to be sampled (or the location of instream stations), why the location is representative, the frequency of sampling, parameters to be sampled, and a description of sampling equipment;

d. A proposed management program that covers the duration of the permit. It shall include a comprehensive planning process that involves public participation and, where necessary, intergovernmental coordination to reduce the discharge of pollutants to the maximum extent practicable using management practices, control techniques and system, design and engineering methods, and such other provisions that are appropriate. The program shall also include a description of staff and equipment available to implement the program. Separate proposed programs may be submitted by each permit co-applicant. Proposed programs may impose controls on a system wide basis, a watershed basis, a jurisdiction basis, or



programs shall be based on:

(1) A description of structural and source control measures to reduce pollutants from runoff from commercial and residential areas that are discharged from the municipal storm sewer system that are to be implemented during the life of the permit, accompanied with an estimate of the expected reduction of pollutant loads and a proposed schedule for implementing such controls. At a minimum, the description shall include:

(a) A description of maintenance activities and a maintenance schedule for structural controls to reduce pollutants (including floatables) in discharges from municipal separate storm sewers;

(b) A description of planning procedures, including a comprehensive master plan to develop, implement, and enforce controls to reduce the discharge of pollutants from municipal separate storm sewers that receive discharges from areas of new development and significant redevelopment. Such plan shall address controls to reduce pollutants in discharges from municipal separate storm sewers after construction is completed. Controls to reduce pollutants in discharges from municipal separate storm sewers containing construction site runoff are addressed in subdivision 2 d.(4) of this subsection;

(c) A description of practices for operating and maintaining public streets, roads, and highways and procedures for reducing the impact on receiving waters of discharges from municipal storm sewer systems, including pollutants discharged as a result of deicing activities;

(d) A description of procedures to ensure that flood management projects assess the impacts on the water quality of receiving water bodies and that existing structural flood control devices have been evaluated to determine if retrofitting the device to provide additional pollutant removal from stormwater is feasible;

(e) A description of a program to monitor pollutants in runoff from operating or closed municipal landfills or other treatment, storage, or disposal facilities for municipal waste that shall identify priorities and procedures for inspections and establishing and implementing control measures for such discharges (this program can be coordinated with the program developed under subdivision 2 d.(3) of this subsection); and

(f) A description of a program to reduce to the maximum extent practicable, pollutants in discharges from municipal separate storm sewers associated with the application of pesticides, herbicides, and fertilizer that will include, as appropriate, controls such as educational activities, permits, certifications, and other measures for commercial applicators and distributors and controls for application in public right-of-ways and at municipal facilities;

(2) A description of a program, including a schedule to detect and remove (or require the discharger to the municipal separate storm sewer to obtain a separate permit for) illicit discharges and improper disposal into the storm sewer. The proposed program shall include:

(a) A description of a program, including inspections, to implement and enforce an ordinance, orders, or similar means to prevent illicit discharges to the municipal separate storm sewer system; this program description shall address all types of illicit discharges, however the following category of nonstormwater discharges or flows shall be addressed where such discharges are identified by the municipality as sources of pollutants to surface waters: water line flushing, landscape irrigation, diverted stream flows, rising groundwaters, uncontaminated groundwater infiltration to separate storm sewers, uncontaminated pumped groundwater, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, dechlorinated swimming pool discharges, and street wash water (program descriptions shall address discharges or flows from firefighting only where such discharges or flows are identified as significant sources of pollutants to surface waters);

(b) A description of procedures to conduct on-going field screening activities during the life of the permit, including areas or locations that will be evaluated by such field screens;

(c) A description of procedures to be followed to investigate portions of the separate storm sewer system that, based on the results of the field screen, or other appropriate information, indicate a reasonable potential of containing illicit discharges or other sources of nonstormwater (such procedures may include: sampling procedures for constituents such as fecal coliform, fecal streptococcus, surfactants (Methylene Blue Active Substances - MBAS), residual chlorine, fluorides, and potassium; testing with fluorometric dyes; or conducting in storm sewer inspections where safety and other considerations allow. Such description shall include the location of storm sewers that have been identified for such evaluation.);

(d) A description of procedures to prevent, contain, and respond to spills that may discharge into the municipal separate storm sewer;

(e) A description of a program to promote, publicize, and facilitate public reporting of the presence of illicit discharges or water quality impacts associated with discharges from municipal separate storm sewers;

(f) A description of educational activities, public information activities, and other appropriate activities to facilitate the proper management and disposal of used oil and toxic materials; and

(g) A description of controls to limit infiltration of seepage from municipal sanitary sewers to municipal separate storm sewer systems where necessary;

(3) A description of a program to monitor and control pollutants in stormwater discharges to municipal systems from municipal landfills, hazardous waste treatment, disposal and recovery facilities, industrial facilities that are subject to § 313 of Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA, 42 USC § 11023), and industrial facilities that the municipal permit applicant determines are contributing a substantial pollutant loading to the municipal storm sewer system. The program shall:

(a) Identify priorities and procedures for inspections and establishing and implementing control measures for such discharges;



subsection to be implemented during the term of the permit, including the submission of representative data on the following: concentration of any pollutant listed in effluent guidelines subcategories, where applicable; any pollutant listed in an existing separate VPDES permit for a facility; oil and grease, COD, pH, BOD₅, TSS, total phosphorus, total Kjeldahl nitrogen, nitrate plus nitrite nitrogen, and any information on discharges required under 9VAC25-875-960 G and H; and

(4) A description of a program to implement and maintain structural and nonstructural best management practices to reduce pollutants in stormwater runoff from construction sites to the municipal storm sewer system, which program shall include:

(a) A description of procedures for site planning that incorporate consideration of potential water quality impacts;

(b) A description of requirements for nonstructural and structural best management practices;

(c) A description of procedures for identifying priorities for inspecting sites and enforcing control measures that consider the nature of the construction activity, topography, and the characteristics of soils and receiving water quality; and

(d) A description of appropriate educational and training measures for construction site operators;

e. Estimated reductions in loadings of pollutants from discharges of municipal storm sewer constituents from municipal storm sewer systems expected as the result of the municipal stormwater quality management program. The assessment shall also identify known impacts of stormwater controls on groundwater;

f. For each fiscal year to be covered by the permit, a fiscal analysis of the necessary capital and operation and maintenance expenditures necessary to accomplish the activities of the programs under subdivisions 2 c and d of this subsection. Such analysis shall include a description of the source of funds that are proposed to meet the necessary expenditures, including legal restrictions on the use of such funds;

g. Where more than one legal entity submits an application, the application shall contain a description of the roles and responsibilities of each legal entity and procedures to ensure effective coordination; and

h. Where requirements under subdivisions 1 d (5), 2 b, 2 c (2), and 2 d of this subsection are not practicable or are not applicable, the department may exclude any operator of a discharge from a municipal separate storm sewer that is designated under subdivision A 1 e of this section or that is located in the counties listed in 40 CFR Part 122 Appendix H or Appendix I (except municipal separate storm sewers that are located in the incorporated places, townships, or towns within such counties) from such requirements. The department shall not exclude the operator of a discharge from a municipal separate storm sewer identified in 40 CFR Part 122 Appendix F, G, H, or I from any of the permit application requirements under this subdivision except where authorized under this subsection.

D. Petitions.

1. Any operator of a municipal separate storm sewer system may petition the appropriate authority or the department to require a separate permit for any discharge into the municipal separate storm sewer system.

2. Any person may petition the department to require a permit for a discharge that is composed entirely of stormwater that contributes to a violation of a water quality standard or is a significant contributor of pollutants to surface waters.

3. Any person may petition the department for the designation of a large, medium, or small municipal separate storm sewer system as defined by this chapter.

4. The department shall make a final determination on any petition received under this section within 90 days after receiving the petition with the exception of petitions to designate a small MS4, in which case the department shall make a final determination on the petition within 180 days after the petition's receipt.

9VAC25-875-960. Effluent sampling procedures.

A. Permit applicants for discharges from large and small municipal storm sewers or municipal storm sewers designated under 9VAC25-875-950 A 1 e shall provide the following information to the department, using application forms provided by the department.

B. Information on stormwater discharges that is to be provided as specified in 9VAC25-875-950. When quantitative data for a pollutant are required, the permit applicant must collect a sample of effluent and analyze it for the pollutant in accordance with analytical methods approved under 40 CFR Part 136. When no analytical method is approved the permit applicant may use any suitable method but must provide a description of the method. When a permit applicant has two or more outfalls with substantially identical effluents, the department may allow the permit applicant to test only one outfall and report that the quantitative data also apply to the substantially identical outfalls. The requirements in subsections F and G of this section that a permit applicant must provide quantitative data for certain pollutants known or believed to be present do not apply to pollutants present in a discharge solely as the result of their presence in intake water; however, an applicant must report such pollutants as present. Grab samples must be used for pH, temperature, cyanide, total phenols, residual chlorine, oil and grease, fecal coliform, and fecal streptococcus. For all other pollutants, 24-hour composite samples must be used. However, a minimum of one grab sample may be taken for effluents from holding ponds or other impoundments with a retention period greater than 24 hours. In addition, for discharges other than stormwater discharges, the department may waive composite sampling for any outfall for which the permit applicant demonstrates that the use of an automatic sampler is infeasible and that the minimum of four grab samples will be a representative sample of the effluent being discharged.

C. For stormwater discharges, all samples shall be collected from the discharge resulting from a storm event that is greater than 0.1 inch and at least 72 hours from the previously measurable (greater than 0.1 inch rainfall) storm event. Where feasible, the variance in the duration of the event and the total rainfall of the event should not exceed 50% from the average or median rainfall event in that area. For all permit applicants, a flow-



For stormwater discharge, samples may be taken with a continuous sampler or as a combination of a minimum of three sample aliquots taken in each hour of discharge for the entire discharge or for the first three hours of the discharge, with each aliquot being separated by a minimum period of 15 minutes. However, a minimum of one grab sample may be taken for stormwater discharges from holding ponds or other impoundments with a retention period greater than 24 hours. For a flow-weighted composite sample, only one analysis of the composite of aliquots is required. For stormwater discharge samples taken from discharges associated with industrial activities, quantitative data must be reported for the grab sample taken during the first 30 minutes (or as soon thereafter as practicable) of the discharge for all pollutants specified in 9VAC25-875-950 C 1. For all stormwater permit applicants taking flow-weighted composites, quantitative data must be reported for all pollutants specified in 9VAC25-875-950 except pH, temperature, cyanide, total phenols, residual chlorine, oil and grease, fecal coliform, and fecal streptococcus. The department may allow or establish appropriate site-specific sampling procedures or requirements, including sampling locations, the season in which the sampling takes place, the minimum duration between the previous measurable storm event and the storm event sampled, the minimum or maximum level of precipitation required for an appropriate storm event, the form of precipitation sampled (snow melt or rain fall), protocols for collecting samples under 40 CFR Part 136, and additional time for submitting data on a case-by-case basis. A permit applicant is expected to know or have reason to believe that a pollutant is present in an effluent based on an evaluation of the expected use, production, or storage of the pollutant or on any previous analyses for the pollutant. For example, any pesticide manufactured by a facility may be expected to be present in contaminated stormwater runoff from the facility.

D. Every permit applicant must report quantitative data for every outfall for the following pollutants:

Biochemical oxygen demand (BOD₅)

Chemical oxygen demand

Total organic carbon

Total suspended solids

Ammonia (as N)

Temperature (both winter and summer)

pH

E. The department may waive the reporting requirements for individual point sources or for a particular industry category for one or more of the pollutants listed in subsection C of this section if the permit applicant has demonstrated that such a waiver is appropriate because information adequate to support issuance of a permit can be obtained with less stringent requirements.

F. Each permit applicant with processes in one or more primary industry category (see 40 CFR Part 122 Appendix A) contributing to a discharge must report quantitative data for the following pollutants in each outfall containing process wastewater:

1. The organic toxic pollutants in the fractions designated in Table I of 40 CFR Part 122 Appendix D for the permit applicant's industrial category, unless the permit applicant qualifies as a small business. Table II of 40 CFR Part 122 Appendix D lists the organic toxic pollutants in each fraction; The fractions result from the sample preparation required by the analytical procedure that uses gas chromatography or mass spectrometry. A determination that a permit applicant falls within a particular industrial category for the purposes of selecting fractions for testing is not conclusive as to the permit applicant's inclusion in that category for any other purposes; and

2. The pollutants listed in Table III of 40 CFR Part 122 Appendix D (the toxic metals, cyanide, and total phenols).

G. 1. Each permit applicant must indicate whether the permit applicant knows or has reason to believe that any of the pollutants in Table IV of 40 CFR Part 122 Appendix D (certain conventional and nonconventional pollutants) is discharged from each outfall. If an applicable effluent limitations guideline either directly limits the pollutant or, by its express terms, indirectly limits the pollutant through limitations on an indicator, the permit applicant must report quantitative data. For every pollutant discharged that is not so limited in an effluent limitations guideline, the permit applicant must either report quantitative data or briefly describe the reasons the pollutant is expected to be discharged.

2. Each applicant must indicate whether the applicant knows or has reason to believe that any of the pollutants listed in Table II or Table III of 40 CFR Part 122 Appendix D (the toxic pollutants and total phenols) for which quantitative data are not otherwise required under subsection F of this section, is discharged from each outfall. For every pollutant expected to be discharged in concentrations of 10 ppb or greater the permit applicant must report quantitative data. For acrolein, acrylonitrile, 2,4 dinitrophenol, and 2-methyl-4,6 dinitrophenol, where any of these four pollutants are expected to be discharged in concentrations of 100 ppb or greater the permit applicant must report quantitative data. For every pollutant expected to be discharged in concentrations less than 10 ppb, or in the case of acrolein, acrylonitrile, 2,4 dinitrophenol, and 2-methyl-4,6 dinitrophenol, in concentrations less than 100 ppb, the permit applicant must either submit quantitative data or briefly describe the reasons the pollutant is expected to be discharged. A permit applicant qualifying as a small business is not required to analyze for pollutants listed in Table II of 40 CFR Part 122 Appendix D (the organic toxic pollutants).

H. Each permit applicant must indicate whether the permit applicant knows or has reason to believe that any of the pollutants in Table V of 40 CFR Part 122 Appendix D (certain hazardous substances and asbestos) are discharged from each outfall. For every pollutant expected to be discharged, the permit applicant must briefly describe the reasons the pollutant is expected to be discharged, and report any quantitative data it has for any pollutant.

I. Each permit applicant must report qualitative data, generated using a screening procedure not calibrated with analytical standards, for 2,3,7,8-tetrachlorodibenzo-p-dioxin (TCDD) if it:



(TCP); or hexachlorophene (HCP); or

2. Knows or has reason to believe that TCDD is or may be present in an effluent.

9VAC25-875-970. Small municipal separate storm sewer systems.

A. Objectives of the stormwater regulations for small MS4s.

1. Subsections A through G of this section are written in a "readable regulation" format that includes both rule requirements and guidance. The recommended guidance is distinguished from the regulatory requirements by putting the guidance in a separate subdivision headed by the word "Note."

2. Under the statutory mandate in § 402(p)(6) of the Clean Water Act, the purpose of this portion of the stormwater program is to designate additional sources that need to be regulated to protect water quality and to establish a comprehensive stormwater program to regulate these sources.

3. Stormwater runoff continues to harm the nation's waters. Runoff from lands modified by human activities can harm surface water resources in several ways, including by changing natural hydrologic patterns and by elevating pollutant concentrations and loadings. Stormwater runoff may contain or mobilize high levels of contaminants, such as sediment, suspended solids, nutrients, heavy metals, pathogens, toxins, oxygen-demanding substances, and floatables.

4. The department strongly encourages partnerships and the watershed approach as the management framework for efficiently, effectively, and consistently protecting and restoring aquatic ecosystems and protecting public health.

B. As an operator of a small MS4, am I regulated under the state's stormwater program?

1. Unless you qualify for a waiver under subdivision 3 of this subsection, you are regulated if you operate a small MS4, including systems operated by federal, state, tribal, and local governments, including the Virginia Department of Transportation; and

a. Your small MS4 is located in an urbanized area as determined by the latest decennial census by the Bureau of the Census (if your small MS4 is not located entirely within an urbanized area, only the portion that is within the urbanized area is regulated); or

b. You are designated by the department, including where the designation is pursuant to subdivisions C 3 a and b of this section or is based upon a petition under 9VAC25-875-950 D.

2. You may be the subject of a petition to the department to require a permit for your discharge of stormwater. If the department determines that you need a permit, you are required to comply with subsections C through E of this section.

3. The department may waive the requirements otherwise applicable to you if you meet the criteria of subdivision 4 or 5 of this subsection B. If you receive a waiver under this section, you may subsequently be required to seek coverage under a permit in accordance with subdivision C 1 of this section if circumstances change. (See also subdivision E 2 of this section).

4. The department may waive permit coverage if your MS4 serves a population of less than 1,000 within the urbanized area and you meet the following criteria:

a. Your system is not contributing substantially to the pollutant loadings of a physically interconnected MS4 that is regulated by the department; and

b. If you discharge any pollutants that have been identified as a cause of impairment of any water body to which you discharge, stormwater controls are not needed based on wasteload allocations that are part of an approved "total maximum daily load" (TMDL) that addresses the pollutants of concern.

5. The department may waive permit coverage if your MS4 serves a population under 10,000 and you meet the following criteria:

a. The department has evaluated all surface waters, including small streams, tributaries, lakes, and ponds, that receive a discharge from your MS4;

b. For all such waters, the department has determined that stormwater controls are not needed based on wasteload allocations that are part of an approved TMDL that addresses the pollutants of concern or, if a TMDL has not been developed or approved, an equivalent analysis that determines sources and allocations for the pollutants of concern;

c. For the purpose of subdivision 5 of this subsection, the pollutants of concern include biochemical oxygen demand (BOD), sediment or a parameter that addresses sediment (such as total suspended solids, turbidity or siltation), pathogens, oil and grease, and any pollutant that has been identified as a cause of impairment of any water body that will receive a discharge from your MS4; and

d. The department has determined that future discharges from your MS4 do not have the potential to result in exceedances of water quality standards, including impairment of designated uses or other significant water quality impacts, including habitat and biological impacts.

C. If I am an operator of a regulated small MS4, how do I apply for a permit and when do I have to apply?

1. If you operate a regulated small MS4 under subsection B of this section, you must seek coverage under a permit issued by the department.

2. You must seek authorization to discharge under a general or individual permit, as follows:



submit a registration statement that includes the information on your best management practices and measurable goals required by subdivision 2 of this section. You may file your own registration statement, or you and other municipalities or governmental entities may jointly submit a registration statement. If you want to share responsibilities for meeting the minimum measures with other municipalities or governmental entities, you must submit a registration statement that describes which minimum measures you will implement and identify the entities that will implement the other minimum measures within the area served by your MS4. The general permit will explain any other steps necessary to obtain permit authorization.

b. (1) If you are seeking authorization to discharge under an individual permit and wish to implement a program under subsection D of this section, you must submit an application to the department that includes the information required under 9VAC25-875-920 F and subdivision D 4 of this section, an estimate of square mileage served by your small MS4, and any additional information that the department requests. A storm sewer map that satisfies the requirement of subdivision D 2 c (1) of this section will satisfy the map requirement in 9VAC25-875-920 F 7.

(2) If you are seeking authorization to discharge under an individual permit and wish to implement a program that is different from the program under subsection D of this section, you will need to comply with the permit application requirements of 9VAC25-875-950 C. You must submit both parts of the application requirements in 9VAC25-875-950 C 1 and 2 by March 10, 2003. You do not need to submit the information required by 9VAC25-875-950 C 1 b and C 2 regarding your legal authority, unless you intend for the permit writer to take such information into account when developing your other permit conditions.

(3) If allowed by the department, you and another regulated entity may jointly apply under either subdivision 2 b (1) or (2) of this subsection to be state co-permittees under an individual permit.

c. If your small MS4 is in the same urbanized area as a medium or large MS4 with a permit and that other MS4 is willing to have you participate in that MS4's stormwater program, you and the other MS4 may jointly seek a modification of the other MS4 permit to include you as a limited state co-permittee. As a limited state co-permittee, you will be responsible for compliance with the permit's conditions applicable to your jurisdiction. If you choose this option you will need to comply with the permit application requirements of 9VAC25-875-950, rather than the requirements of subsection D of this section. You do not need to comply with the specific application requirements of 9VAC25-875-950 C 1 c and d and 9VAC25-875-950 C 2 c (discharge characterization). You may satisfy the requirements in 9VAC25-875-950 C 1 e and 2 d (identification of a management program) by referring to the other MS4's stormwater management program.

d. NOTE: In referencing an MS4's stormwater management program, you should briefly describe how the existing plan will address discharges from your small MS4 or would need to be supplemented in order to adequately address your discharges. You should also explain your role in coordinating stormwater pollutant control activities in your MS4 and detail the resources available to you to accomplish the plan.

3. If you operate a regulated small MS4:

a. Designated under subdivision B 1 a of this section, you must apply for coverage under a permit or apply for a modification of an existing permit under subdivision 2 c of this subsection within 180 days of notice, unless the department grants a later date.

b. Designated under subdivision B 1 b of this section, you must apply for coverage under a permit or apply for a modification of an existing permit under subdivision 2 c of this subsection within 180 days of notice, unless the department grants a later date.

D. As an operator of a regulated small MS4, what will my MS4 permit require?

1. Your MS4 permit will require at a minimum that you develop, implement, and enforce a stormwater management program designed to reduce the discharge of pollutants from your MS4 to the maximum extent practicable (MEP), to protect water quality, and to satisfy the appropriate water quality requirements of the Clean Water Act, the Virginia Erosion and Stormwater Management Act, and the State Water Control Law. Your stormwater management program must include the minimum control measures described in subdivision 2 of this subsection unless you apply for a permit under 9VAC25-875-950 C. For purposes of this section, narrative effluent limitations requiring implementation of best management practices (BMPs) are generally the most appropriate form of effluent limitations when designed to satisfy technology requirements (including reductions of pollutants to the maximum extent practicable) and to protect water quality. Implementation of best management practices consistent with the provisions of the stormwater management program required pursuant to this section and the provisions of the permit required pursuant to subsection C of this section constitutes compliance with the standard of reducing pollutants to the maximum extent practicable. The department will specify a time period of up to five years from the date of permit issuance for you to develop and implement your program.

2. Minimum control measures.

a. Public education and outreach on stormwater impacts.

(1) You must implement a public education program to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of stormwater discharges on water bodies and the steps that the public can take to reduce pollutants in stormwater runoff.

(2) NOTE: You may use stormwater educational materials provided by the state, your tribe, EPA, environmental, public interest or trade organizations, or other MS4s. The public education program should inform individuals and households about the steps they can take to reduce stormwater pollution, such as ensuring proper septic system maintenance, ensuring the proper use and disposal of landscape and garden chemicals including fertilizers and pesticides, protecting and restoring riparian vegetation, and properly disposing of used motor oil or household hazardous wastes. The department recommends that the program inform individuals and groups how to become involved in local stream and beach restoration activities as well as activities that are coordinated by youth service and conservation corps or other citizen groups. The department recommends that the public education program be tailored, using a mix of locally appropriate strategies, to target specific audiences and communities. Examples of strategies include: distributing brochures or fact sheets, sponsoring speaking engagements before community



based on project-specific stormwater management and watershed best management practices. In addition, the department recommends that some of the materials or outreach programs be directed toward targeted groups of commercial, industrial, and institutional entities likely to have significant stormwater impacts. For example, providing information to restaurants on the impact of grease clogging storm drains and to garages on the impact of oil discharges. You are encouraged to tailor your outreach program to address the viewpoints and concerns of all communities, particularly minority and disadvantaged communities, as well as any special concerns relating to children.

b. Public involvement/participation.

(1) You must, at a minimum, comply with state, tribal, and local public notice requirements when implementing a public involvement/participation program.

(2) The department recommends that the public be included in developing, implementing, and reviewing your stormwater management program and that the public participation process should make efforts to reach out and engage all economic and ethnic groups. Opportunities for members of the public to participate in program development and implementation include serving as citizen representatives on a local stormwater management panel, attending public hearings, working as citizen volunteers to educate other individuals about the program, assisting in program coordination with other pre-existing programs, or participating in volunteer monitoring efforts. (Citizens should obtain approval where necessary for lawful access to monitoring sites.)

c. Illicit discharge detection and elimination.

(1) You must develop, implement, and enforce a program to detect and eliminate illicit discharges (as defined in 9VAC25-875-850) into your small MS4.

(2) You must:

(a) Develop, if not already completed, a storm sewer system map, showing the location of all outfalls and the names and location of all surface waters that receive discharges from those outfalls;

(b) To the extent allowable under state, tribal, or local law effectively prohibit, through ordinance or other regulatory mechanism, nonstormwater discharges into your storm sewer system and implement appropriate enforcement procedures and actions;

(c) Develop and implement a plan to detect and address nonstormwater discharges, including illegal dumping, to your system; and

(d) Inform public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste.

(3) You need to address the following categories of nonstormwater discharges or flows (i.e., illicit discharges) only if you identify them as significant contributors of pollutants to your small MS4: water line flushing, landscape irrigation, diverted stream flows, rising groundwaters, uncontaminated groundwater infiltration (as defined in 40 CFR 35.2005(20)), uncontaminated pumped groundwater, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, dechlorinated swimming pool discharges, and street wash water. (Discharges or flows from fire-fighting activities are excluded from the effective prohibition against nonstormwater and need only be addressed where they are identified as significant sources of pollutants to surface waters.)

(4) NOTE: The department recommends that the plan to detect and address illicit discharges include the following four components: (i) procedures for locating priority areas likely to have illicit discharges, (ii) procedures for tracing the source of an illicit discharge, (iii) procedures for removing the source of the discharge, and (iv) procedures for program evaluation and assessment. The department recommends visually screening outfalls during dry weather and conducting field tests of selected pollutants as part of the procedures for locating priority areas. Illicit discharge education actions may include storm drain stenciling; a program to promote, publicize, and facilitate public reporting of illicit connections or discharges; and distribution of outreach materials.

d. Construction site stormwater runoff control.

(1) You must develop, implement, and enforce a program to reduce pollutants in any stormwater runoff to your small MS4 from construction activities that result in a land disturbance of greater than or equal to one acre, or equal to or greater than 2,500 square feet in all areas of the jurisdictions designated as subject to the Chesapeake Bay Preservation Area Designation and Management Regulations adopted pursuant to the Chesapeake Bay Preservation Act. Reduction of stormwater discharges from construction activity disturbing less than one acre must be included in your program if that construction activity is part of a larger common plan of development or sale that would disturb one acre or more. If the department waives requirements for stormwater discharges associated with small construction activity in accordance with the definition in 9VAC25-875-20, you are not required to develop, implement, or enforce a program to reduce pollutant discharges from such sites.

(2) Your program must include the development and implementation of, at a minimum:

(a) An ordinance or other regulatory mechanism to require erosion and sediment controls, as well as sanctions to ensure compliance, to the extent allowable under state, tribal, or local law;

(b) Requirements for construction site operators to implement appropriate erosion and sediment control best management practices;

(c) Requirements for construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality;

(d) Procedures for site plan review which incorporate consideration of potential water quality impacts;



(f) Procedures for site inspection and enforcement of control measures.

(3) NOTE: Examples of sanctions to ensure compliance include nonmonetary penalties, fines, bonding requirements, or permit denials for noncompliance. The department recommends that procedures for site plan review include the review of individual pre-construction site plans to ensure consistency with erosion and sediment control requirements. Procedures for site inspections and enforcement of control measures could include steps to identify priority sites for inspection and enforcement based on the nature of the construction activity, topography, and the characteristics of soils and receiving water quality. You are encouraged to provide appropriate educational and training measures for construction site operators. You may wish to require a stormwater pollution prevention plan for construction sites within your jurisdiction that discharge into your system. (See 9VAC25-875-1030 L and subdivision E 2 of this section.) The department may recognize that another government entity may be responsible for implementing one or more of the minimum measures on your behalf.

e. Post-construction stormwater management in new development and redevelopment.

(1) You must develop, implement, and enforce a program to address stormwater runoff from new development and redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, that discharge into your small MS4. Your program must ensure that controls are in place that would prevent or minimize water quality impacts.

(2) You must:

(a) Develop and implement strategies that include a combination of structural and nonstructural best management practices (BMPs) appropriate for your community;

(b) Use an ordinance or other regulatory mechanism to address post-construction runoff from new development and redevelopment projects to the extent allowable under state, tribal, or local law; and

(c) Ensure adequate long-term operation and maintenance of BMPs.

(3) NOTE: If water quality impacts are considered from the beginning stages of a project, new development and potentially redevelopment provide more opportunities for water quality protection. The department recommends that the BMPs chosen be appropriate for the local community, minimize water quality impacts, and attempt to maintain pre-development runoff conditions. In choosing appropriate BMPs, the department encourages you to participate in locally based watershed planning efforts that attempt to involve a diverse group of stakeholders, including interested citizens. When developing a program that is consistent with this measure's intent, the department recommends that you adopt a planning process that identifies the municipality's program goals (e.g., minimize water quality impacts resulting from post-construction runoff from new development and redevelopment), implementation strategies (e.g., adopt a combination of structural and nonstructural BMPs), operation and maintenance policies and procedures, and enforcement procedures. In developing your program, you should consider assessing existing ordinances, policies, programs, and studies that address stormwater runoff quality. In addition to assessing these existing documents and programs, you should provide opportunities to the public to participate in the development of the program. Nonstructural BMPs are preventative actions that involve management and source controls such as: (i) policies and ordinances that provide requirements and standards to direct growth to identified areas, protect sensitive areas such as wetlands and riparian areas, maintain and increase open space (including a dedicated funding source for open space acquisition), provide buffers along sensitive water bodies, minimize impervious surfaces, and minimize disturbance of soils and vegetation; (ii) policies or ordinances that encourage infill development in higher density urban areas, and areas with existing infrastructure; (iii) education programs for developers and the public about project designs that minimize water quality impacts; and (iv) measures such as minimization of percent impervious area after development and minimization of directly connected impervious areas. Structural BMPs include: storage practices such as wet ponds and extended-detention outlet structures; filtration practices such as grassed swales, sand filters, and filter strips; and infiltration practices such as infiltration basins and infiltration trenches. The department recommends that you ensure the appropriate implementation of the structural BMPs by considering some or all of the following: pre-construction review of BMP designs; inspections during construction to verify BMPs are built as designed; post-construction inspection and maintenance of BMPs; and penalty provisions for the noncompliance with design, construction, or operation and maintenance. Stormwater technologies are constantly being improved, and the department recommends that your requirements be responsive to these changes, developments, or improvements in control technologies.

f. Pollution prevention/good housekeeping for municipal operations.

(1) You must develop and implement an operation and maintenance program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations. Using training materials that are available from EPA, state, tribe, or other organizations, your program must include employee training to prevent and reduce stormwater pollution from activities such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and stormwater system maintenance.

(2) NOTE: The department recommends that, at a minimum, you consider the following in developing your program: maintenance activities, maintenance schedules, and long-term inspection procedures for structural and nonstructural stormwater controls to reduce floatables and other pollutants discharged from your separate storm sewers; controls for reducing or eliminating the discharge of pollutants from streets, roads, highways, municipal parking lots, maintenance and storage yards, fleet or maintenance shops with outdoor storage areas, salt/sand storage locations and snow disposal areas operated by you, and waste transfer stations; procedures for properly disposing of waste removed from the separate storm sewers and areas listed above (such as dredge spoil, accumulated sediments, floatables, and other debris); and ways to ensure that new flood management projects assess the impacts on water quality and examine existing projects for incorporating additional water quality protection devices or practices. Operation and maintenance should be an integral component of all stormwater management programs. This measure is intended to improve the efficiency of these programs and require new programs where necessary. Properly developed and implemented operation and maintenance programs reduce the risk of water quality problems.



department may include conditions in your permit that cause you to follow and fulfill requirements better than the requirements of subdivision 2 of this subsection. A VESMP is a local, state, or tribal municipal stormwater management program that imposes, at a minimum, the relevant requirements of subdivision 2 of this subsection.

4. a. In your permit application (either a registration statement for coverage under a general permit or an individual permit application), you must identify and submit to the department the following information:

(1) The best management practices (BMPs) that you or another entity will implement for each of the stormwater minimum control measures provided in subdivision 2 of this subsection;

(2) The measurable goals for each of the BMPs including, as appropriate, the months and years in which you will undertake required actions, including interim milestones and the frequency of the action; and

(3) The person responsible for implementing or coordinating your stormwater management program.

b. If you obtain coverage under a general permit, you are not required to meet any measurable goals identified in your registration statement in order to demonstrate compliance with the minimum control measures in subdivisions 2 c through f of this subsection unless, prior to submitting your registration statement, EPA or the department has provided or issued a menu of BMPs that addresses each such minimum measure. Even if no regulatory authority issues the menu of BMPs, however, you still must comply with other requirements of the general permit, including good faith implementation of BMPs designed to comply with the minimum measures.

c. NOTE: Either EPA or the department will provide a menu of BMPs. You may choose BMPs from the menu or select others that satisfy the minimum control measures.

5. a. You must comply with any more stringent effluent limitations in your permit, including permit requirements that modify or are in addition to the minimum control measures based on an approved total maximum daily load (TMDL) or equivalent analysis. The department may include such more stringent limitations based on a TMDL or equivalent analysis that determines such limitations are needed to protect water quality.

b. NOTE: The department strongly recommends that until the evaluation of the stormwater program in subsection G of this section, no additional requirements beyond the minimum control measures be imposed on regulated small MS4s without the agreement of the operator of the affected small MS4, except where an approved TMDL or equivalent analysis provides adequate information to develop more specific measures to protect water quality.

6. You must comply with other applicable permit requirements, standards and conditions established in the individual or general permit developed consistent with the provisions of 9VAC25-31-190 through 9VAC25-31-250, as appropriate.

7. Evaluation and assessment.

a. You must evaluate program compliance, the appropriateness of your identified best management practices, and progress towards achieving your identified measurable goals. The department may determine monitoring requirements for you in accordance with monitoring plans appropriate to your watershed. Participation in a group monitoring program is encouraged.

b. You must keep records required by the permit for at least three years. You must submit your records to the department only when specifically asked to do so. You must make your records, including a description of your stormwater management program, available to the public at reasonable times during regular business hours (see 9VAC25-875-900 for confidentiality provision). You may assess a reasonable charge for copying. You may require a member of the public to provide advance notice.

c. Unless you are relying on another entity to satisfy your permit obligations under subdivision E 1 of this section, you must submit annual reports to the department for your first permit term. For subsequent permit terms, you must submit reports in years two and four unless the department requires more frequent reports. As of the start date in Table 1 of 9VAC25-31-1020, all reports submitted in compliance with this subsection shall be submitted electronically by the owner, operator, or the duly authorized representative of the small MS4 to the department in compliance with this section and 40 CFR Part 3 (including, in all cases, 40 CFR Part 3 Subpart D), 9VAC25-875-940, and Part XI (9VAC25-31-950 et seq.) of the Virginia Pollutant Discharge Elimination System (VPDES) Permit Regulation. Part XI of 9VAC25-31 is not intended to undo existing requirements for electronic reporting. Prior to this date, and independent of Part XI of 9VAC25-31, the owner, operator, or the duly authorized representative of the small MS4 may be required to report electronically if specified by a particular permit. Your report must include:

(1) The status of compliance with permit conditions, an assessment of the appropriateness of your identified best management practices and progress towards achieving your identified measurable goals for each of the minimum control measures;

(2) Results of information collected and analyzed, including monitoring data, if any, during the reporting period;

(3) A summary of the stormwater activities you plan to undertake during the next reporting cycle;

(4) A change in any identified best management practices or measurable goals for any of the minimum control measures; and

(5) Notice that you are relying on another governmental entity to satisfy some of your permit obligations (if applicable).

E. As an operator of a regulated small MS4, may I share the responsibility to implement the minimum control measures with other entities?

1. You may rely on another entity to satisfy your permit obligations to implement a minimum control measure if:

a. The other entity, in fact, implements the control measure;



c. The other entity agrees to implement the control measure on your behalf. In the reports you must submit under subdivision D 7 c of this section, you must also specify that you rely on another entity to satisfy some of your permit obligations. If you are relying on another governmental entity regulated under the permit program to satisfy all of your permit obligations, including your obligation to file periodic reports required by subdivision D 7 c of this section, you must note that fact in your registration statement, but you are not required to file the periodic reports. You remain responsible for compliance with your permit obligations if the other entity fails to implement the control measure (or component thereof). Therefore, the department encourages you to enter into a legally binding agreement with that entity if you want to minimize any uncertainty about compliance with your permit.

2. In some cases, the department may recognize, either in your individual permit or in a general permit, that another governmental entity is responsible under a permit for implementing one or more of the minimum control measures for your small MS4. Where the department does so, you are not required to include such minimum control measure(s) in your stormwater management program. Your permit may be reopened and modified to include the requirement to implement a minimum control measure if the entity fails to implement it.

F. As an operator of a regulated small MS4, what happens if I don't comply with the application or permit requirements in subsections C, D, and E of this section? Permits are enforceable under the Clean Water Act and the Virginia Erosion and Stormwater Management Act. Violators may be subject to the enforcement actions and penalties described in Clean Water Act §§ 309(b), (c), and (g) and 505 or under §§ 62.1-44.15:39 through 62.1-44.15:48 of the Code of Virginia and Article 5 of the State Water Control Law. Compliance with a permit issued pursuant to § 402 of the Clean Water Act is deemed compliance, for purposes of §§ 309 and 505, with §§ 301, 302, 306, 307, and 403, except any standard imposed under § 307 for toxic pollutants injurious to human health. If you are covered as a state co-permittee under an individual permit or under a general permit by means of a joint registration statement, you remain subject to the enforcement actions and penalties for the failure to comply with the terms of the permit in your jurisdiction except as set forth in subdivision E 2 of this section.

G. Will the small MS4 stormwater program regulations at subsections B through F of this section change in the future? EPA intends to conduct an enhanced research effort and compile a comprehensive evaluation of the NPDES MS4 stormwater program. The board will reevaluate the regulations based on data from the EPA NPDES MS4 stormwater program, from research on receiving water impacts from stormwater, and the effectiveness of best management practices (BMPs), as well as other relevant information sources.

9VAC25-875-980. General permits.

A. The department may issue a general permit in accordance with the following:

1. The general permit shall be written to cover one or more categories or subcategories of discharges, except those covered by individual permits, within a geographic area. The area should correspond to existing geographic or political boundaries, such as:

a. Designated planning areas under §§ 208 and 303 of CWA;

b. Sewer districts or sewer authorities;

c. City, county, or state political boundaries;

d. State highway systems;

e. Standard metropolitan statistical areas as defined by the Office of Management and Budget;

f. Urbanized areas as designated by the Bureau of the Census according to criteria in 30 FR 15202 (May 1, 1974); or

g. Any other appropriate division or combination of boundaries.

2. The general permit may be written to regulate one or more categories within the area described in subdivision 1 of this subsection, where the sources within a covered subcategory of discharges are stormwater point sources.

3. Where sources within a specific category of dischargers are subject to water quality-based limits imposed pursuant to 9VAC25-875-1030, the sources in that specific category or subcategory shall be subject to the same water quality-based effluent limitations.

4. The general permit must clearly identify the applicable conditions for each category or subcategory of dischargers covered by the permit.

5. The general permit may exclude specified sources or areas from coverage.

B. Administration.

1. General permits may be issued, modified, revoked and reissued, or terminated in accordance with applicable requirements of this chapter.

2. Authorization to discharge.

a. Except as provided in subdivisions 2 e and 2 f of this subsection, dischargers seeking coverage under a general permit shall submit to the department a written notice of intent to be covered by the general permit. A discharger who fails to submit a notice of intent in accordance with the terms of the permit is not authorized to discharge, under the terms of the general permit unless the general permit, in accordance with subdivision 2 e of this subsection, contains a provision that a notice of intent is not required or the department notifies a discharger (or treatment works treating domestic sewage) that it is covered by a general permit in accordance with subdivision 2 f of this subsection. A complete and timely notice of intent (NOI) to be covered in accordance with general permit requirements fulfills the requirements for permit applications for the purposes of this chapter. As of the start date in Table 1 of 9VAC25-31-1020, all notices of intent submitted in compliance with this subdivision shall



Discharge Elimination System (VPDES) Permit Regulation, Part XI of 9VAC25-31 is not intended to undo existing requirements for electronic reporting. Prior to this date, and independent of Part XI of 9VAC25-31, dischargers or treatment works treating domestic sewage may be required to report electronically if specified by a particular permit.

b. The contents of the notice of intent shall be specified in the general permit and shall require the submission of information necessary for adequate program implementation, including at a minimum, the legal name and address of the owner or operator, the facility name and address, type of facility or discharges, and the receiving stream, and other required data elements as identified in Appendix A to 40 CFR Part 127 as adopted by reference in 9VAC25-31-1030. All notices of intent shall be signed in accordance with 9VAC25-875-940.

c. General permits shall specify the deadlines for submitting notices of intent to be covered and the date or dates when a discharger is authorized to discharge under the permit.

d. General permits shall specify whether a discharger that has submitted a complete and timely notice of intent to be covered in accordance with the general permit and that is eligible for coverage under the permit is authorized to discharge in accordance with the permit either upon receipt of the notice of intent by the department after a waiting period specified in the general permit on a date specified in the general permit or upon receipt of notification of inclusion by the department. Coverage may be terminated or revoked in accordance with subdivision 3 of this subsection.

e. Stormwater discharges associated with small construction activity may, at the discretion of the department, be authorized to discharge under a general permit without submitting a notice of intent where the department finds that a notice of intent requirement would be inappropriate. In making such a finding, the department shall consider the (i) type of discharge, (ii) expected nature of the discharge, (iii) potential for toxic and conventional pollutants in the discharges, (iv) expected volume of the discharges, (v) other means of identifying discharges covered by the permit, and (vi) estimated number of discharges to be covered by the permit. The department shall provide in the public notice of the general permit the reasons for not requiring a notice of intent.

f. The department may notify a discharger that it is covered by a general permit, even if the discharger has not submitted a notice of intent to be covered. A discharger so notified may request an individual permit under subdivision 3 c of this subsection.

3. Requiring an individual permit.

a. The department may require any discharger authorized by a general permit to apply for and obtain an individual permit. Any interested person may request the department to take action under this subdivision. Cases where an individual permit may be required include the following:

(1) The discharger is not in compliance with the conditions of the general permit;

(2) A change has occurred in the availability of demonstrated technology or practices for the control or abatement of pollutants applicable to the point source;

(3) Effluent limitation guidelines are promulgated for point sources covered by the general permit;

(4) A water quality management plan, established by the department pursuant to 9VAC25-720, containing requirements applicable to such point sources is approved;

(5) Circumstances have changed since the time of the request to be covered so that the discharger is no longer appropriately controlled under the general permit, or either a temporary or permanent reduction or elimination of the authorized discharge is necessary;

(6) The discharge is a significant contributor of pollutants. In making this determination, the department may consider the following factors:

(a) The location of the discharge with respect to surface waters;

(b) The size of the discharge;

(c) The quantity and nature of the pollutants discharged to surface waters; and

(d) Other relevant factors;

b. Permits required on a case-by-case basis.

(1) The department may determine, on a case-by-case basis, that certain stormwater discharges, and certain other facilities covered by general permits that do not generally require an individual permit may be required to obtain an individual permit because of their contributions to water pollution.

(2) Whenever the department decides that an individual permit is required under this subsection, except as provided in subdivision 3 b (3) of this subsection, the department shall notify the discharger in writing of that decision and the reasons for it and shall send an application form with the notice. The discharger must apply for a permit within 60 days of notice, unless permission for a later date is granted by the department. The question whether the designation was proper will remain open for consideration during the public comment period for the draft permit and in any subsequent public hearing.

(3) Prior to a case-by-case determination that an individual permit is required for a stormwater discharge under this subsection, the department may require the discharger to submit a permit application or other information regarding the discharge under the State Water Control Law and § 308 of the CWA. In requiring such information, the department shall notify the discharger in writing and shall send an application form with the notice. The discharger must apply for a permit under 9VAC25-875-950 A 1 within 60 days of notice or under 9VAC25-875-950 A 8 within 180 days of



c. Any owner or operator authorized by a general permit may request to be excluded from the coverage of the general permit by applying for an individual permit. The owner or operator shall submit an application under 9VAC25-875-920 with reasons supporting the request. The request shall be processed under the applicable parts of this chapter. The request shall be granted by issuing of an individual permit if the reasons cited by the owner or operator are adequate to support the request.

d. When an individual permit is issued to an owner or operator otherwise subject to a general permit, the applicability of the general permit to the individual permit permittee is automatically terminated on the effective date of the individual permit.

e. A source excluded from a general permit solely because it already has an individual permit may request that the individual permit be revoked and that it be covered by the general permit. Upon revocation of the individual permit, the general permit shall apply to the source.

9VAC25-875-990. New sources and new discharges.

A. Criteria for new source determination.

1. Except as otherwise provided in an applicable new source performance standard, a source is a new source if the source meets the definition of new source in this chapter and

a. The source is constructed at a site at which no other source is located;

b. The source totally replaces the process or production equipment that causes the discharge of pollutants at an existing source; or

c. The source's processes are substantially independent of an existing source at the same site. In determining whether these processes are substantially independent, the department shall consider such factors as the extent to which the new facility is integrated with the existing plant and the extent to which the new facility is engaged in the same general type of activity as the existing source.

2. A source meeting the requirements of subdivision 1 a, b, or c of this subsection is a new source only if a new source performance standard is independently applicable to it. If there is no such independently applicable standard, the source is a new discharger.

3. Construction on a site at which an existing source is located results in a permit modification subject to 9VAC25-875-1230 rather than a new source (or a new discharger) if the construction does not create a new building, structure, facility, or installation meeting the criteria of subdivision 1 b or c of this subsection but otherwise alters, replaces, or adds to existing process or production equipment.

4. Construction of a new source has commenced if the owner or operator has:

a. Begun, or caused to begin as part of a continuous onsite construction program:

(1) Any placement, assembly, or installation of facilities or equipment; or

(2) Significant site preparation work, including clearing, excavation, or removal of existing buildings, structures, or facilities that is necessary for the placement, assembly, or installation of new source facilities or equipment; or

b. Entered into a binding contractual obligation for the purchase of facilities or equipment that are intended to be used in the new source's operation within a reasonable time. Options to purchase or contracts that can be terminated or modified without substantial loss and contracts for feasibility engineering, and design studies do not constitute a contractual obligation under this subdivision 4 b.

B. Effect of compliance with new source performance standards. The provisions of this subsection do not apply to existing sources that modify the existing sources' pollution control facilities or construct new pollution control facilities and achieve performance standards, but that are neither new sources nor new dischargers or otherwise do not meet the requirements of this subsection.

1. Except as provided in subdivision 2 of this subsection, any new discharger, the construction of which commenced after October 18, 1972, or new source that meets the applicable promulgated new source performance standards before the commencement of discharge may not be subject to any more stringent new source performance standards or to any more stringent technology-based standards under § 301(b)(2) of the CWA for the soonest ending of the following periods:

a. 10 years from the date that construction is completed;

b. 10 years from the date the source begins to discharge process or other nonconstruction related wastewater; or

c. The period of depreciation or amortization of the facility for the purposes of § 167 or 169 (or both) of the Internal Revenue Code of 1954 (26 USC § 167 and 26 USC § 169, respectively).

2. The protection from more stringent standards of performance afforded by subdivision 1 of this subsection does not apply to:

a. Additional or more stringent permit conditions that are not technology based; for example, conditions based on water quality standards, or toxic effluent standards or prohibitions under the State Water Control Law and § 307(a) of the CWA; or

b. Additional permit conditions controlling toxic pollutants or hazardous substances that are not controlled by new source performance standards. This includes permit conditions controlling pollutants other than those identified as toxic pollutants or hazardous substances when control of these pollutants has been specifically identified as the method to control the toxic pollutants or hazardous substances.



expiration of the protection period, that permit shall require the owner or operator of the source to comply with the requirements of 307 of the CWA and any other then applicable requirements of the CWA and the State Water Control Law immediately upon the expiration of the protection period. No additional period for achieving compliance with these requirements may be allowed except when necessary to achieve compliance with requirements promulgated less than three years before the expiration of the protection period.

4. The owner or operator of a new source, a new discharger that commenced discharge after August 13, 1979, or a recommending discharger shall install and have in operating condition and shall start up all pollution control equipment required to meet the conditions of its permits before beginning to discharge. Within the shortest feasible time (not to exceed 90 days), the owner or operator must meet all permit conditions. The requirements of this subdivision do not apply if the owner or operator is issued a permit containing a compliance schedule under 9VAC25-875-1060 A 2.

5. After the effective date of new source performance standards, it shall be unlawful for any owner or operator of any new source to operate the source in violation of those standards applicable to the source.

Article 4

Permit Conditions

9VAC25-875-1000. Conditions applicable to all permits.

A. The following conditions apply to all permits. Additional conditions applicable to permits are in 9VAC25-875-1010. All conditions applicable to permits shall be incorporated into the permits either expressly or by reference. If incorporated by reference, a specific citation to this regulation must be given in the permit.

B. The permittee shall comply with all conditions of the permit. Any permit noncompliance constitutes a violation of the State Water Control Law and the CWA, except that noncompliance with certain provisions of the permit may constitute a violation of the State Water Control Law but not the CWA. Permit noncompliance is grounds for enforcement action; for permit termination, revocation and reissuance, modification, or denial of a permit renewal application.

The permittee shall comply with effluent standards or prohibitions established under § 307(a) of the CWA for toxic pollutants within the time provided in the chapters that establish these standards or prohibitions, even if the permit has not yet been modified to incorporate the requirement.

C. If the permittee wishes to continue an activity regulated by the permit after the expiration date of the permit, the permittee must apply for and obtain a new permit.

D. It shall not be a defense for a permittee in an enforcement action that it would have been necessary to halt or reduce the permitted activity in order to maintain compliance with the conditions of the permit.

E. The permittee shall take all reasonable steps to minimize or prevent any discharge in violation of the permit that has a reasonable likelihood of adversely affecting human health or the environment.

F. The permittee shall at all times properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) that are installed or used by the permittee to achieve compliance with the conditions of the permit. Proper operation and maintenance also includes adequate laboratory controls and appropriate quality assurance procedures. This provision requires the operation of back-up or auxiliary facilities or similar systems that are installed by a permittee only when the operation is necessary to achieve compliance with the conditions of the permit.

G. Permits may be modified, revoked and reissued, or terminated for cause. The filing of a request by the permittee for a permit modification, revocation and reissuance, or termination or a notification of planned changes or anticipated noncompliance does not stay any permit condition.

H. Permits do not convey any property rights of any sort, or any exclusive privilege.

I. The permittee shall furnish to the department, within a reasonable time, any information that the department may request to determine whether cause exists for modifying, revoking and reissuing, or terminating the permit or to determine compliance with the permit. The department may require the permittee to furnish, upon request, such plans, specifications, and other pertinent information as may be necessary to determine the effect of the wastes from the permittee's discharge on the quality of state waters, or such other information as may be necessary to accomplish the purposes of the Virginia Erosion and Stormwater Management Act. The permittee shall also furnish to the department upon request, copies of records required to be kept by the permit.

J. The permittee shall allow the director, the department, or an authorized representative (including an authorized contractor acting as a representative of the administrator), upon presentation of credentials and other documents as may be required by law, to:

1. Enter upon the permittee's premises where a regulated facility or activity is located or conducted or where records must be kept under the conditions of the permit;

2. Have access to and copy, at reasonable times, any records that must be kept under the conditions of the permit;

3. Inspect at reasonable times any facilities, equipment (including monitoring and control equipment), practices, or operations regulated or required under the permit; and



K. Monitoring and records.

1. Samples and measurements taken for the purpose of monitoring shall be representative of the monitored activity.

2. The permittee shall retain records of all monitoring information, including all calibration and maintenance records and all original strip chart recordings for continuous monitoring instrumentation, copies of all reports required by the permit, and records of all data used to complete the application for the permit, for a period of at least three years from the date of the sample, measurement, report, or application. This period of retention shall be extended automatically during the course of any unresolved litigation regarding the regulated activity or regarding control standards applicable to the permittee, or as requested by the department.

3. Records of monitoring information shall include:

a. The date, exact place, and time of sampling or measurements;

b. The individual who performed the sampling or measurements;

c. The dates analyses were performed;

d. The individual who performed the analyses;

e. The analytical techniques or methods used; and

f. The results of such analyses.

4. Monitoring results must be conducted according to test procedures approved under 40 CFR Part 136 or alternative EPA approved methods, unless other test procedures have been specified in the permit. Analyses performed according to test procedures approved under 40 CFR Part 136 shall be performed by an environmental laboratory certified under regulations adopted by the Department of General Services (1VAC30-45 or 1VAC30-46).

L. All applications, reports, or information submitted to the VESMP authority and department shall be signed and certified as required by 9VAC25-875-940.

M. Reporting requirements.

1. The permittee shall give notice to the department as soon as possible of any planned physical alterations or additions to the permitted facility. Notice is required only when:

a. The alteration or addition to a permitted facility may meet one of the criteria for determining whether a facility is a new source in 9VAC25-875-990 A; or

b. The alteration or addition could significantly change the nature or increase the quantity of pollutants discharged. This notification applies to pollutants that are not subject to effluent limitations in the permit.

2. The permittee shall give advance notice to the department of any planned changes in the permitted facility or activity that may result in noncompliance with permit requirements.

3. Permits are not transferable to any person except in accordance with 9VAC25-875-1220.

4. Monitoring results shall be reported at the intervals specified in the permit.

a. Monitoring results must be reported on a Discharge Monitoring Report (DMR) or forms provided or specified by the department. As of the start date in Table 1 of 9VAC25-31-1020, all reports and forms submitted in compliance with this subdivision shall be submitted electronically by the permittee to the department in compliance with this section and 40 CFR Part 3 (including, in all cases, 40 CFR Part 3 Subpart D), 9VAC25-875-940, and Part XI (9VAC25-31-950 et seq.) of the Virginia Pollutant Discharge Elimination System (VPDES) Permit Regulation. Part XI of 9VAC25-31 is not intended to undo existing requirements for electronic reporting. Prior to this date, and independent of Part XI of 9VAC25-31, permittees may be required to report electronically if specified by a particular permit.

b. If the permittee monitors any pollutant specifically addressed by the permit more frequently than required by the permit using test procedures approved under 40 CFR Part 136 or as otherwise specified in the permit, the results of this monitoring shall be included in the calculation and reporting of the data submitted in the DMR or reporting form specified by the department.

c. Calculations for all limitations that require averaging of measurements shall utilize an arithmetic mean unless otherwise specified in the permit.

5. Reports of compliance or noncompliance with or any progress reports on interim and final requirements contained in any compliance schedule of the permit shall be submitted no later than 14 days following each schedule date.

6. If any unusual or extraordinary discharge including a bypass or upset should occur from a facility and such discharge enters or could be expected to enter state waters, the permittee shall promptly notify, in no case later than 24 hours, the department by telephone after the discovery of such discharge. This notification shall provide all available details of the incident, including any adverse effects on aquatic life and the known number of fish killed. The permittee shall reduce the report to writing and shall submit it to the department within five days of discovery of the discharge in accordance with subdivision 7 a of this subsection. Unusual and extraordinary discharges include any discharge resulting from:



b. Breakdown of processing or accessory equipment;

c. Failure or taking out of service of the treatment plant or auxiliary facilities (such as sewer lines or wastewater pump stations); and

d. Flooding or other acts of nature.

7. Twenty-four hour and five-day reporting.

a. The permittee shall report any noncompliance that may endanger health or the environment. Any information shall be provided orally within 24 hours from the time the permittee becomes aware of the circumstances. A report in the format required by the department shall also be provided within five days of the time the permittee becomes aware of the circumstances. The five-day report shall contain a description of the noncompliance and its cause; the period of noncompliance, including exact dates and times, and if the noncompliance has not been corrected, the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent reoccurrence of the noncompliance.

(1) For noncompliance events related to combined sewer overflows, sanitary sewer overflows, or bypass events, these reports must include the data described in subdivision 7 a of this subsection (with the exception of time of discovery), as well as the type of event (i.e., combined sewer overflows, sanitary sewer overflows, or bypass events); type of sewer overflow structure (e.g., manhole, combine sewer overflow outfall); discharge volumes untreated by the treatment works treating domestic sewage; types of human health and environmental impacts of the sewer overflow event; and whether the noncompliance was related to wet weather.

(2) As of the start date in Table 1 of 9VAC25-31-1020, all reports related to combined sewer overflows, sanitary sewer overflows, or bypass events submitted in compliance with this subdivision 7 shall be submitted electronically by the permittee to the department in compliance with this subdivision 7 and 40 CFR Part 3 (including, in all cases, 40 CFR Part 3 Subpart D), 9VAC25-875-940, and Part XI (9VAC25-31-950 et seq.) of the Virginia Pollutant Discharge Elimination System (VPDES) Permit Regulation. Part XI of 9VAC25-31 is not intended to undo existing requirements for electronic reporting. Prior to this date, and independent of Part XI of 9VAC25-31, permittees may be required to electronically submit reports related to combined sewer overflows, sanitary sewer overflows, or bypass events under this subdivision 7 by a particular permit.

(3) The director may also require permittees to electronically submit reports not related to combined sewer overflows, sanitary sewer overflows, or bypass events under this subdivision 7.

b. The following shall be reported within 24 hours under this subdivision:

(1) Any unanticipated bypass that exceeds any effluent limitation in the permit.

(2) Any upset that exceeds any effluent limitation in the permit.

(3) Violation of a maximum daily discharge limitation for any of the pollutants listed in the permit to be reported within 24 hours.

c. The department may waive the five-day report on a case-by-case basis for reports under this subdivision if the oral report has been received within 24 hours.

8. The permittee shall report all instances of noncompliance not reported under subdivisions 4, 5, 6, and 7 of this subsection, in the format required by the department, at the time the next monitoring reports are submitted. The reports shall contain the information listed in subdivision 7 of this subsection.

a. For noncompliance events related to combined sewer overflows, sanitary sewer overflows, or bypass events, these reports shall contain the information described in subdivision 7 a of this subsection and the applicable required data in Appendix A to 40 CFR Part 127 as adopted by reference in 9VAC25-31-1030.

b. As of the start date in Table 1 of 9VAC25-31-1020, all reports related to combined sewer overflows, sanitary sewer overflows, or bypass events submitted in compliance with this subdivision 8 shall be submitted electronically by the permittee to the department in compliance with this subdivision 8 and 40 CFR Part 3 (including, in all cases, 40 CFR Part 3 Subpart D), 9VAC25-875-940, and Part XI (9VAC25-31-950 et seq.) of the Virginia Pollutant Discharge Elimination System (VPDES) Permit Regulation. Part XI of 9VAC25-31 is not intended to undo existing requirements for electronic reporting. Prior to this date, and independent of Part XI of 9VAC25-31, permittees may be required to electronically submit reports related to combined sewer overflows, sanitary sewer overflows, or bypass events under this section by a particular permit.

c. The director may also require permittees to electronically submit reports not related to combined sewer overflows, sanitary sewer overflows, or bypass events under this section.

9. Where the permittee becomes aware that it failed to submit any relevant facts in a permit application, or submitted incorrect information in a permit application or in any report to the department, it shall promptly submit such facts or information.

10. The owner, operator, or the duly authorized representative of an VPDES-regulated entity is required to electronically submit the required information, as specified in Appendix A to 40 CFR Part 127 as adopted by reference in 9VAC25-31-1030, to the department.

N. Bypass.

1. The permittee may allow any bypass to occur that does not cause effluent limitations to be exceeded, but only if it also is for essential maintenance to ensure efficient operation. These bypasses are not subject to the provisions of subdivisions 2 and 3 of this subsection.

2. Notice.



date of the bypass or the start date in Table 1 of 9VAC25-31-1020, all notices submitted in compliance with this subdivision shall be submitted electronically by the permittee to the department in compliance with this subsection and 40 CFR Part 3 (including, in all cases, 40 CFR Part 3 Subpart D), 9VAC25-875-940, and Part XI (9VAC25-31-950 et seq.) of the Virginia Pollutant Discharge Elimination System (VPDES) Permit Regulation. Part XI of 9VAC25-31 is not intended to undo existing requirements for electronic reporting. Prior to this date, and independent of Part XI of 9VAC25-31, permittees may be required to report electronically if specified by a particular permit.

b. Unanticipated bypass. The permittee shall submit notice of an unanticipated bypass as required in subdivision M 7 of this section. As of the start date in Table 1 of 9VAC25-31-1020, all notices submitted in compliance with this subdivision shall be submitted electronically by the permittee to the department in compliance with this subdivision and 40 CFR Part 3 (including, in all cases, 40 CFR Part 3 Subpart D), 9VAC25-875-940, and Part XI (9VAC25-31-950 et seq.) of the Virginia Pollutant Discharge Elimination System (VPDES) Permit Regulation. Part XI of 9VAC25-31 is not intended to undo existing requirements for electronic reporting. Prior to this date, and independent of Part XI of 9VAC25-31, permittees may be required to report electronically if specified by a particular permit.

3. Prohibition of bypass.

a. Bypass is prohibited, and the department may take enforcement action against a permittee for bypass, unless:

(1) Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;

(2) There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass that occurred during normal periods of equipment downtime or preventive maintenance; and

(3) The permittee submitted notices as required under subdivision 2 of this subsection.

b. The department may approve an anticipated bypass, after considering its adverse effects, if the department determines that it will meet the three conditions listed in subdivision 3 a of this subsection.

O. Upset.

1. An upset constitutes an affirmative defense to an action brought for noncompliance with such technology based permit effluent limitations if the requirements of subdivision 2 of this subsection are met. No determination made during administrative review of claims that noncompliance was caused by upset, and before an action for noncompliance, is final administrative action subject to judicial review.

2. A permittee who wishes to establish the affirmative defense of upset shall demonstrate, through properly signed, contemporaneous operating logs, or other relevant evidence that:

a. An upset occurred and that the permittee can identify the cause of the upset;

b. The permitted facility was at the time being properly operated;

c. The permittee submitted notice of the upset as required in subdivision M 7 b (2) of this section (24-hour notice); and

d. The permittee complied with any remedial measures required under subsection E of this section.

3. In any enforcement proceeding the permittee seeking to establish the occurrence of an upset has the burden of proof.

9VAC25-875-1010. Additional conditions applicable to municipal separate storm sewer system permits.

In addition to those conditions set forth in 9VAC25-875-1000, the operator of a large or medium municipal separate storm sewer system or a municipal separate storm sewer that has been designated by the department under 9VAC25-875-950 A 1 e must submit an annual report by a date specified in the permit for such system. As of the start date in Table 1 of 9VAC25-31-1020, all reports submitted in compliance with this section shall be submitted electronically by the owner, operator, or the duly authorized representative of the MS4 to the department in compliance with this section and 40 CFR Part 3 (including, in all cases, 40 CFR Part 3 Subpart D), 9VAC25-875-940, and Part XI (9VAC25-31-950 et seq.) of the Virginia Pollutant Discharge Elimination System (VPDES) Permit Regulation. Part XI of 9VAC25-31 is not intended to undo existing requirements for electronic reporting. Prior to this date, and independent of Part XI of 9VAC25-31, the owner, operator, or the duly authorized representative of the small MS4 may be required to report electronically if specified by a particular permit. The report shall include:

1. The status of implementing the components of the stormwater management program that are established as permit conditions;

2. Proposed changes to the stormwater management programs that are established as permit conditions. Such proposed changes shall be consistent with 9VAC25-875-950 C 2 d;

3. Revisions, if necessary, to the assessment of controls and the fiscal analysis reported in the permit application;

4. A summary of data, including monitoring data, that is accumulated throughout the reporting year;

5. Annual expenditures and budget for year following each annual report;

6. A summary describing the number and nature of enforcement actions, inspections, and public education programs; and

7. Identification of water quality improvements or degradation.



A. In addition to conditions required in all permits, the department shall establish conditions, as required on a case-by-case basis, to provide for and ensure compliance with all applicable requirements of the Virginia Erosion and Stormwater Management Act, the State Water Control Law, the CWA, and attendant regulations. These shall include conditions under 9VAC25-875-1050 (duration of permits), 9VAC25-875-1060 (schedules of compliance), 9VAC25-875-1030 (monitoring), electronic reporting requirements of 40 CFR Part 3, and Part XI (9VAC25-31-950 et seq.) of the Virginia Pollutant Discharge Elimination System (VPDES) Permit Regulation.

B. 1. An applicable requirement is a state statutory or regulatory requirement that takes effect prior to final administrative disposition of a permit. An applicable requirement is also any requirement that takes effect prior to the modification or revocation and reissuance of a permit to the extent allowed in Article 6 (9VAC25-875-1210 et seq.) of this part.

2. New or reissued permits, and to the extent allowed under Article 6 of this part modified or revoked and reissued permits, shall incorporate each of the applicable requirements referenced in 9VAC25-875-1030 and 9VAC25-875-1040.

C. All permit conditions shall be incorporated either expressly or by reference. If incorporated by reference, a specific citation to the applicable regulations or requirements must be given in the permit.

9VAC25-875-1030. Establishing limitations, standards, and other permit conditions.

A. In addition to the conditions established under 9VAC25-875-1020 A, each permit shall include conditions meeting the following requirements when applicable.

1. Technology-based effluent limitations and standards based on effluent limitations and standards promulgated under § 301 of the CWA, on new source performance standards promulgated under § 306 of CWA, on case-by-case effluent limitations determined under § 402(a)(1) of CWA, or a combination of the three. For new sources or new dischargers, these technology-based limitations and standards are subject to the provisions of 9VAC25-875-990 B (protection period).

2. The department may authorize a discharger subject to technology-based effluent limitations guidelines and standards in a permit to forgo sampling of a pollutant found at 40 CFR Subchapter N if the discharger has demonstrated through sampling and other technical factors that the pollutant is not present in the discharge or is present only at background levels from intake water and without any increase in the pollutant due to activities of the discharger. This waiver is good only for the term of the permit and is not available during the term of the first permit issued to a discharger. Any request for this waiver must be submitted when applying for a reissued permit or modification of a reissued permit. The request must demonstrate through sampling or other technical information, including information generated during an earlier permit term, that the pollutant is not present in the discharge or is present only at background levels from intake water and without any increase in the pollutant due to activities of the discharger. Any grant of the monitoring waiver must be included in the permit as an express permit condition, and the reasons supporting the grant must be documented in the permit's fact sheet or statement of basis. This provision does not supersede certification processes and requirements already established in existing effluent limitations guidelines and standards.

B. Other effluent limitations and standards under §§ 301, 302, 303, 307, 318, and 405 of the CWA. If any applicable toxic effluent standard or prohibition (including any schedule of compliance specified in such effluent standard or prohibition) is promulgated under § 307(a) of the CWA for a toxic pollutant and that standard or prohibition is more stringent than any limitation on the pollutant in the permit, the department shall institute proceedings under this chapter to modify or revoke and reissue the permit to conform to the toxic effluent standard or prohibition.

C. Water quality standards and state requirements. Any requirements in addition to or more stringent than promulgated effluent limitations guidelines or standards under §§ 301, 304, 306, 307, 318, and 405 of the CWA necessary to:

1. Achieve water quality standards established under the State Water Control Law and § 303 of the CWA, including state narrative criteria for water quality.

a. Limitations must control all pollutants or pollutant parameters (either conventional, nonconventional, or toxic pollutants) that the department determines are or may be discharged at a level that will cause, have the reasonable potential to cause, or contribute to an excursion above any Virginia water quality standard, including Virginia narrative criteria for water quality.

b. When determining whether a discharge causes, has the reasonable potential to cause, or contributes to an in-stream excursion above a narrative or numeric criteria within a Virginia water quality standard, the department shall use procedures that account for existing controls on point and nonpoint sources of pollution, the variability of the pollutant or pollutant parameter in the effluent, the sensitivity of the species to toxicity testing (when evaluating whole effluent toxicity), and where appropriate, the dilution of the effluent in the receiving water.

c. When the department determines, using the procedures in subdivision 1 b of this subsection, that a discharge causes, has the reasonable potential to cause, or contributes to an in-stream excursion above the allowable ambient concentration of a Virginia numeric criteria within a Virginia water quality standard for an individual pollutant, the permit must contain effluent limits for that pollutant.

d. Except as provided in this subdivision, when the department determines, using the procedures in subdivision 1 b of this subsection, toxicity testing data, or other information, that a discharge causes, has the reasonable potential to cause, or contributes to an in-stream excursion above a narrative criterion within an applicable Virginia water quality standard, the permit must contain effluent limits for whole effluent toxicity. Limits on whole effluent toxicity are not necessary where the department demonstrates in the fact sheet or statement of basis of the permit, using the procedures in subdivision 1 b of this subsection, that chemical-specific limits for the effluent are sufficient to attain and maintain applicable numeric and narrative Virginia water quality standards.



standard, the department must establish effluent limits using one or more of the following options:

(1) Establish effluent limits using a calculated numeric water quality criterion for the pollutant that the department demonstrates will attain and maintain applicable narrative water quality criteria and will fully protect the designated use. Such a criterion may be derived using a proposed Virginia criterion, or an explicit policy or regulation interpreting Virginia's narrative water quality criterion, supplemented with other relevant information that may include EPA's Water Quality Standards Handbook, August 1994, risk assessment data, exposure data, information about the pollutant from the Food and Drug Administration, and current EPA criteria documents;

(2) Establish effluent limits on a case-by-case basis, using EPA's water quality criteria, published under § 307(a) of the CWA, supplemented where necessary by other relevant information; or

(3) Establish effluent limitations on an indicator parameter for the pollutant of concern, provided:

(a) The permit identifies which pollutants are intended to be controlled by the use of the effluent limitation;

(b) The fact sheet required by 9VAC25-875-1090 sets forth the basis for the limit, including a finding that compliance with the effluent limit on the indicator parameter will result in controls on the pollutant of concern that are sufficient to attain and maintain applicable water quality standards;

(c) The permit requires all effluent and ambient monitoring necessary to show that during the term of the permit the limit on the indicator parameter continues to attain and maintain applicable water quality standards; and

(d) The permit contains a reopener clause allowing the department to modify or revoke and reissue the permit if the limits on the indicator parameter no longer attain and maintain applicable water quality standards.

f. When developing water quality-based effluent limits under this subdivision 1 the department shall ensure that:

(1) The level of water quality to be achieved by limits on point sources established under this subsection is derived from and complies with all applicable water quality standards; and

(2) Effluent limits developed to protect a narrative water quality criterion, a numeric water quality criterion, or both are consistent with the assumptions and requirements of any available wasteload allocation for the discharge prepared by Virginia and approved by EPA pursuant to 40 CFR 130.7;

2. Attain or maintain a specified water quality through water quality related effluent limits established under the State Water Control Law and § 302 of the CWA;

3. Conform to the conditions of a Virginia Water Protection Permit (VWPP) issued under the State Water Control Law and § 401 of the CWA;

4. Conform to applicable water quality requirements under § 401(a)(2) of the CWA when the discharge affects a state other than Virginia;

5. Incorporate any more stringent limitations, treatment standards, or schedule of compliance requirements established under the State Water Control Law or regulations in accordance with § 301(b)(1)(C) of the CWA;

6. Ensure consistency with the requirements of a Water Quality Management Plan established by the State Water Control Board pursuant to 9VAC25-720 and approved by EPA under § 208(b) of the CWA;

7. Incorporate § 403(c) criteria under 40 CFR Part 125, Subpart M, for ocean discharges; or

8. Incorporate alternative effluent limitations or standards where warranted by fundamentally different factors, under 40 CFR Part 125, Subpart D.

D. Technology-based controls for toxic pollutants. Limitations established under subsection A, B, or C of this section, to control pollutants meeting the criteria listed in subdivision 1 of this subsection. Limitations will be established in accordance with subdivision 2 of this subsection. An explanation of the development of these limitations shall be included in the fact sheet.

1. Limitations must control all toxic pollutants that the department determines (based on information reported in a permit application or in a notification required by the permit or on other information) are or may be discharged at a level greater than the level that can be achieved by the technology-based treatment requirements appropriate to the permittee; or

2. The requirement that the limitations control the pollutants meeting the criteria of subdivision 1 of this subsection will be satisfied by:

a. Limitations on those pollutants; or

b. Limitations on other pollutants that, in the judgment of the department, will provide treatment of the pollutants under subdivision 1 of this subsection to the levels required by the Virginia Erosion and Stormwater Management Act, the State Water Control Law, and 40 CFR Part 125, Subpart A.

E. A notification level that exceeds the notification level of 9VAC25-31-200, upon a petition from the permittee or on the department's initiative. This new notification level may not exceed the level that can be achieved by the technology-based treatment requirements appropriate to the permittee.

F. Twenty-four-hour reporting. Pollutants for which the permittee must report violations of maximum daily discharge limitations under 9VAC25-875-1000 M 7 b (3),(24-hour reporting) shall be listed in the permit. This list shall include any toxic pollutant or hazardous substance, or any



G. Durations for permits, as set forth in 9VAC25-875-1050.

H. Monitoring requirements.

1. Requirements concerning the proper use, maintenance, and installation, when appropriate, of monitoring equipment or methods (including biological monitoring methods when appropriate);

2. Required monitoring including type, intervals, and frequency sufficient to yield data that are representative of the monitored activity, including, when appropriate, continuous monitoring;

3. Applicable reporting requirements based upon the impact of the regulated activity and as specified in 9VAC25-875-1000, subdivisions 5 through 8 of this subsection, and Part XI (9VAC25-31-950 et seq.) of the Virginia Pollutant Discharge Elimination System (VPDES) Permit Regulation. Reporting shall be no less frequent than specified in the regulations cited in this subdivision;

4. To ensure compliance with permit limitations, requirements to monitor:

a. The mass (or other measurement specified in the permit) for each pollutant limited in the permit;

b. The volume of effluent discharged from each outfall;

c. Other measurements as appropriate, including pollutants; frequency, rate of discharge, etc., for noncontinuous discharges; pollutants subject to notification requirements; or as determined to be necessary on a case-by-case basis pursuant to the Virginia Erosion and Stormwater Management Act, the State Water Control Law, and § 405(d)(4) of the CWA;

d. According to test procedures approved under 40 CFR Part 136 for the analyses of pollutants having approved methods under that part, or alternative EPA approved methods, and according to a test procedure specified in the permit for pollutants with no approved methods; and

e. With analyses performed according to test procedures approved under 40 CFR Part 136 being performed by an environmental laboratory certified under regulations adopted by the Department of General Services (1VAC30-45 or 1VAC30-46).

5. Except as provided in subdivisions 7 and 8 of this subsection, requirements to report monitoring results shall be established on a case-by-case basis with a frequency dependent on the nature and effect of the discharge, but in no case less than once a year. All results shall be electronically reported in compliance with 40 CFR Part 3 (including, in all cases, 40 CFR Part 3 Subpart D), 9VAC25-875-940, and Part XI (9VAC25-31-950 et seq.) of the Virginia Pollutant Discharge Elimination System (VPDES) Permit Regulation;

6. Requirements to report monitoring results for stormwater discharges associated with industrial activity that are subject to an effluent limitation guideline shall be established on a case-by-case basis with a frequency dependent on the nature and effect of the discharge, but in no case less than once a year;

7. Requirements to report monitoring results for stormwater discharges (other than those addressed in subdivision 6 of this subsection) shall be established on a case-by-case basis with a frequency dependent on the nature and effect of the discharge. At a minimum, a permit for such a discharge must require:

a. The discharger to conduct an annual inspection of the facility site to identify areas contributing to a stormwater discharge and evaluate whether measures to reduce pollutant loading identified in a stormwater pollution prevention plan are adequate and properly implemented in accordance with the terms of the permit or whether additional control measures are needed;

b. The discharger to maintain for a period of three years a record summarizing the results of the inspection and a certification that the facility is in compliance with the plan and the permit, and identifying any incidents of noncompliance;

c. Such report and certification be signed in accordance with 9VAC25-875-940; and

8. Permits that do not require the submittal of monitoring result reports at least annually shall require that the permittee report all instances of noncompliance not reported under 9VAC25-875-1000 M 1, 4, 5, 6, and 7 at least annually.

I. Best management practices to control or abate the discharge of pollutants when:

1. Authorized under § 402(p) of the CWA for the control of stormwater discharges;

2. Numeric effluent limitations are infeasible; or

3. The practices are reasonably necessary to achieve effluent limitations and standards or to carry out the purposes and intent of the Virginia Erosion and Stormwater Management Act, the State Water Control Law, and the CWA.

J. Reissued permits.

1. In the case of effluent limitations established on the basis of § 402(a)(1)(B) of the CWA, a permit may not be renewed, reissued, or modified on the basis of effluent guidelines promulgated under § 304(b) of the CWA subsequent to the original issuance of such permit, to contain effluent limitations that are less stringent than the comparable effluent limitations in the previous permit. In the case of effluent limitations established on the basis of § 301(b)(1)(C) or § 303(d) or (e) of the CWA, a permit may not be renewed, reissued, or modified to contain effluent limitations that are less stringent than the comparable effluent limitations in the previous permit except in compliance with § 303(d)(4) of the CWA.



a. Material and substantial alterations or additions to the permitted facility occurred after permit issuance that justify the application of a less stringent effluent limitation;

b. (1) Information is available that was not available at the time of permit issuance (other than revised regulations, guidance, or test methods) and that would have justified the application of a less stringent effluent limitation at the time of permit issuance; or

(2) The department determines that technical mistakes or mistaken interpretations of the State Water Control Law were made in issuing the permit under § 402(a)(1)(B) of the CWA;

c. A less stringent effluent limitation is necessary because of events over which the permittee has no control and for which there is no reasonably available remedy;

d. The permittee has received a permit modification under the Virginia Erosion and Stormwater Management Act, the State Water Control Law, and § 301(c), (g), (h), (i), (k), and (n), or 316(a) of the CWA; or

e. The permittee has installed the treatment facilities required to meet the effluent limitations in the previous permit and has properly operated and maintained the facilities but has nevertheless been unable to achieve the previous effluent limitations, in which case the limitations in the reviewed, reissued, or modified permit may reflect the level of pollutant control actually achieved (but shall not be less stringent than required by effluent guidelines in effect at the time of permit renewal, reissuance, or modification),

Subdivision 2 b of this subsection shall not apply to any revised wasteload allocations or any alternative grounds for translating water quality standards into effluent limitations, except where the cumulative effect of such revised allocations results in a decrease in the amount of pollutants discharged into the concerned waters, and such revised allocations are not the result of a discharger eliminating or substantially reducing its discharge of pollutants due to complying with the requirements of the State Water Control Law or the CWA or for reasons otherwise unrelated to water quality.

3. In no event may a permit with respect to which subdivision 2 of this subsection applies be renewed, reissued, or modified to contain an effluent limitation that is less stringent than required by effluent guidelines in effect at the time the permit is renewed, reissued, or modified. In no event may such a permit to discharge into waters be renewed, issued, or modified to contain a less stringent effluent limitation if the implementation of such limitation would result in a violation of a Virginia water quality standard applicable to such waters.

K. Navigation. Any conditions that the Secretary of the Army considers necessary to ensure that navigation and anchorage will not be substantially impaired in accordance with 9VAC25-875-1170.

L. Qualifying state, tribal, or local programs.

1. For stormwater discharges associated with small construction activity defined in 9VAC25-875-20, the department may include permit conditions that incorporate qualifying state, tribal, or local erosion and sediment control program requirements by reference. Where a qualifying state, tribal, or local program does not include one or more of the elements in this subdivision, then the department must include those elements as conditions in the permit. A qualifying state, tribal, or local erosion and sediment control program is one that includes:

a. Requirements for construction site operators to implement appropriate erosion and sediment control best management practices;

b. Requirements for construction site operators to control waste, such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste, at the construction site that may cause adverse impacts to water quality;

c. Requirements for construction site operators to develop and implement a stormwater pollution prevention plan. A stormwater pollution prevention plan includes site descriptions; descriptions of appropriate control measures; copies of approved state, tribal, or local requirements; maintenance procedures; inspection procedures; and identification of nonstormwater discharges; and

d. Requirements to submit a site plan for review that incorporates consideration of potential water quality impacts.

2. For stormwater discharges from construction activity that does not meet the definition of a small construction activity, the department may include permit conditions that incorporate qualifying state, tribal, or local erosion and sediment control program requirements by reference. A qualifying state, tribal, or local erosion and sediment control program is one that includes the elements listed in subdivision 1 of this subsection and any additional requirements necessary to achieve the applicable technology-based standards of "best available technology" and "best conventional technology" based on the best professional judgment of the permit writer.

9VAC25-875-1040. Calculating permit conditions.

A. Permit effluent limitations, monitoring requirements, standards and prohibitions shall be established for each outfall or discharge point of the permitted facility, except as otherwise provided under 9VAC25-875-1030.

B. All permit effluent limitations, standards, or prohibitions for a metal shall be expressed in terms of total recoverable metal as defined in 40 CFR Part 136 unless:

1. An applicable effluent standard or limitation has been promulgated under the CWA and specifies the limitation for the metal in the dissolved or valent or total form; or



approval of a permit to carry out the provisions of the CWA, Virginia Erosion and Stormwater Management Act, and the State Water Control Law; or

3. All approved analytical methods for the metal inherently measure only its dissolved form (e.g., hexavalent chromium).

C. Discharges that are not continuous, as defined in 9VAC25-875-850, shall be particularly described and limited, considering the following factors, as appropriate:

1. Frequency;

2. Total mass;

3. Maximum rate of discharge of pollutants during the discharge; and

4. Prohibition or limitation of specified pollutants by mass, concentration, or other appropriate measure.

D. Mass limitations.

1. All pollutants limited in permits shall have limitations, standards, or prohibitions expressed in terms of mass except:

a. For pH, temperature, radiation, or other pollutants that cannot appropriately be expressed by mass;

b. When applicable standards and limitations are expressed in terms of other units of measurement; or

c. If in establishing technology-based permit limitations on a case-by-case basis, limitations expressed in terms of mass are infeasible because the mass of the pollutant discharged cannot be related to a measure of operation (for example, discharges of total suspended solids from certain mining operations), and permit conditions ensure that dilution will not be used as a substitute for treatment.

2. Pollutants limited in terms of mass additionally may be limited in terms of other units of measurement, and the permit shall require the permittee to comply with both limitations.

9VAC25-875-1050. Duration of permits.

A. Permits shall be effective for a fixed term not to exceed five years.

B. Except as provided in 9VAC25-875-890, the term of a permit shall not be extended by modification beyond the maximum duration specified in this section.

C. The department may issue any permit for a duration that is less than the full allowable term under this section.

D. A permit may be issued to expire on or after the statutory deadline set forth in § 301(b)(2)(A), (C), and (E) of the CWA, if the permit includes effluent limitations to meet the requirements of § 301(b)(2)(A), (C), (D), (E), and (F) of the CWA, whether or not applicable effluent limitations guidelines have been promulgated or approved.

9VAC25-875-1060. Schedules of compliance.

A. The permit may, when appropriate, specify a schedule of compliance leading to compliance with the Virginia Erosion and Stormwater Management Act, the CWA, and regulations.

1. Any schedules of compliance under this section shall require compliance as soon as possible but not later than the applicable statutory deadline under the CWA.

2. The first permit issued to a new source or a new discharger shall contain a schedule of compliance only when necessary to allow a reasonable opportunity to attain compliance with requirements issued or revised after commencement of construction but less than three years before commencement of the relevant discharge. For recommencing dischargers, a schedule of compliance shall be available only when necessary to allow a reasonable opportunity to attain compliance with requirements issued or revised less than three years before recommencement of discharge.

3. Schedules of compliance may be established in permits for existing sources that are reissued or modified to contain new or more restrictive water quality-based effluent limitations. The schedule may allow a reasonable period of time, not to exceed the term of the permit, for the discharger to attain compliance with the water quality-based limitations.

4. Except as provided in subdivision B 1 b of this section, if a permit establishes a schedule of compliance that exceeds one year from the date of permit issuance, the schedule shall set forth interim requirements and the dates for their achievement.

a. The time between interim dates shall not exceed one year.

b. If the time necessary for completion of any interim requirement is more than one year and is not readily divisible into stages for completion, the permit shall specify interim dates for the submission of reports of progress toward completion of the interim requirements and indicate a projected completion date.

5. The permit shall be written to require that no later than 14 days following each interim date and the final date of compliance, the permittee shall notify the department in writing of its compliance or noncompliance with the interim or final requirements or submit progress reports if subdivision 4 b of this subsection is applicable.



1. If the permittee decides to cease conducting regulated activities at a given time within the term of a permit that has already been issued:
 - a. The permit may be modified to contain a new or additional schedule leading to timely cessation of activities; or
 - b. The permittee shall cease conducting permitted activities before noncompliance with any interim or final compliance schedule requirement already specified in the permit;
2. If the decision to cease conducting regulated activities is made before issuance of a permit whose term will include the termination date, the permit shall contain a schedule leading to termination that will ensure timely compliance with applicable requirements no later than the statutory deadline;
3. If the permittee is undecided whether to cease conducting regulated activities, the department may issue or modify a permit to contain two schedules as follows:
 - a. Both schedules shall contain an identical interim deadline requiring a final decision on whether to cease conducting regulated activities no later than a date that ensures sufficient time to comply with applicable requirements in a timely manner if the decision is to continue conducting regulated activities;
 - b. One schedule shall lead to timely compliance with applicable requirements no later than the statutory deadline;
 - c. The second schedule shall lead to cessation of regulated activities by a date that will ensure timely compliance with applicable requirements no later than the statutory deadline; and
 - d. Each permit containing two schedules shall include a requirement that after the permittee has made a final decision under subdivision 3 a of this subsection, the permittee shall follow the schedule leading to compliance if the decision is to continue conducting regulated activities and follow the schedule leading to termination if the decision is to cease conducting regulated activities; and
4. The permit applicant's or permittee's decision to cease conducting regulated activities shall be evidenced by a firm public commitment satisfactory to the department, such as a resolution of the board of directors of a corporation.

Article 5

Public Involvement

9VAC25-875-1070. Draft permits.

- A. Once an application for an individual permit is complete, the department shall tentatively decide whether to prepare a draft individual permit or to deny the application.
- B. If the department tentatively decides to deny the individual permit application, the owner shall be advised of that decision and of the changes necessary to obtain approval. The owner may withdraw the application prior to department action. If the application is not withdrawn or modified to obtain the tentative approval to issue, the department shall provide public notice and opportunity for a public hearing prior to department action on the application.
- C. If the department tentatively decides to issue a general permit, a draft general permit shall be prepared under subsection D of this section.
- D. If the department decides to prepare a draft permit, the draft permit shall contain the following information:
 1. All conditions under 9VAC25-875-1000 and 9VAC25-875-1020;
 2. All compliance schedules under 9VAC25-875-1060;
 3. All monitoring requirements under 9VAC25-875-1030; and
 4. Effluent limitations, standards, prohibitions, and conditions under 9VAC25-875-1000, 9VAC25-875-1010, and 9VAC25-875-1030, and all variances that are to be included.

9VAC25-875-1080. Statement of basis.

A statement of basis shall be prepared for every draft permit for which a fact sheet under 9VAC25-875-1090 is not prepared. The statement of basis shall briefly describe the derivation of the conditions of the draft permit and the reasons for them or, in the case of notices of intent to deny or terminate, reasons supporting the tentative decision. The statement of basis shall be sent to the permit applicant and, on request, to any other person.

9VAC25-875-1090. Fact sheet.

A fact sheet shall be prepared for every draft individual permit for a major facility or activity for every general permit, for every draft permit that incorporates a variance or requires an explanation under subsection B 8 of this section, and for every draft permit that the department finds is the subject of widespread public interest or raises major issues. The fact sheet shall briefly set forth the principal facts and the significant factual, legal, methodological, and policy questions considered in preparing the draft permit. The department shall send this fact sheet to the permit applicant and, on request, to any other person.



1. A brief description of the type of facility or activity that is the subject of the draft permit;
2. The type and quantity of wastes, fluids, or pollutants that are proposed to be or are being treated, stored, disposed of, injected, emitted, or discharged;
3. A brief summary of the basis for the draft permit conditions, including references to applicable statutory or regulatory provisions;
4. Reasons why any requested variances or alternatives to required standards do or do not appear justified;
5. A description of the procedures for reaching a final decision on the draft permit, including:
 - a. The beginning and ending dates of the comment period for the draft permit and the address where comments will be received;
 - b. Procedures for requesting a public hearing and the nature of that hearing; and
 - c. Any other procedures by which the public may participate in the final decision;
6. Name, telephone number, and email address of a person to contact for additional information;
7. Any calculations or other necessary explanation of the derivation of specific effluent limitations and conditions or standards for sewage sludge use or disposal, including a citation to the applicable effluent limitation guideline, performance standard, or standard for sewage sludge use or disposal and reasons why they are applicable or an explanation of how the alternate effluent limitations were developed;
8. When the draft permit contains any of the following conditions, an explanation of the reasons why such conditions are applicable:
 - a. Limitations to control toxic pollutants;
 - b. Limitations on indicator pollutants;
 - c. Technology-based limitations set on a case-by-case basis;
 - d. Limitations to meet the criteria for permit issuance under 9VAC25-875-870; or
 - e. Waivers from monitoring requirements granted under 9VAC25-875-1030 A; and
9. When appropriate, a sketch or detailed description of the location of the discharge or regulated activity described in the application.

9VAC25-875-1100. Public notice of draft permit actions and public comment period.

A. Scope.

1. The department shall give public notice that the following actions have occurred:
 - a. A draft permit has been prepared under 9VAC25-875-1070 D;
 - b. A public hearing has been scheduled under 9VAC25-875-1120; or
 - c. A new source determination has been made under 9VAC25-875-990.
2. No public notice is required when a request for an individual permit modification, revocation and reissuance, or termination is denied under 9VAC25-875-1210 B. Written notice of that denial shall be given to the requester and to the permittee. Public notice shall not be required for submission or approval of plans and specifications or conceptual engineering reports not required to be submitted as part of the application.
3. Public notices may describe more than one draft permit or draft permit actions.

B. Timing.

1. Public notice of the preparation of a draft permit required under subsection A of this section shall allow at least 30 days for public comment.
2. Public notice of a public hearing shall be given at least 30 days before the hearing. Public notice of the hearing may be given at the same time as public notice of the draft permit and the two notices may be combined.

C. Methods. Public notice of activities described in subdivision A 1 of this section shall be given by the following methods:

1. By mailing, either by electronic or postal delivery, a copy of a notice to the following persons (any person otherwise entitled to receive notice under this subdivision may waive the right to receive notice for any classes and categories of permits):
 - a. The permit applicant (except for general permits when there is no permit applicant);
 - b. Any other agency that the department knows has issued or is required to issue a VPDES permit;
 - c. Federal and state agencies with jurisdiction over fish, shellfish, and wildlife resources and over coastal zone management plans, the Advisory Council on Historic Preservation, State Historic Preservation Officers, including any affected states (Indian Tribes);
 - d. Any state agency responsible for plan development under § 208(b)(2) or (b)(4) or 303(e) of the CWA and the U.S. Army Corps of Engineers, the U.S. Fish and Wildlife Service, and the National Marine Fisheries Service;



(1) Including those who request in writing to be on the list;

(2) Soliciting persons for area lists from participants in past permit proceedings in that area; and

(3) Notifying the public of the opportunity to be put on the mailing list through periodic publication in the public press, and in such publications as EPA regional and state funded newsletters, environmental bulletins, or state law journals. The department may update the mailing list from time to time by requesting written indication of continued interest from those listed. The department may delete from the list the name of any person who fails to respond to such a request; and

f. (1) Any unit of local government having jurisdiction over the area where the facility is proposed to be located; and

(2) Each state agency having any authority under state law with respect to the construction or operation of such facility;

2. By publication once a week for two successive weeks in a newspaper of general circulation in the area affected by the discharge. The cost of public notice shall be paid by the owner; and

3. Any other method reasonably calculated to give actual notice of the action in question to the persons potentially affected by it, including press releases or any other forum or medium to elicit public participation.

D. Contents.

1. All public notices issued under this part shall contain the following minimum information:

a. Name and address of the office processing the permit action for which notice is being given;

b. Name and address of the permittee or permit applicant and, if different, of the facility or activity regulated by the permit, except in the case of draft general permits;

c. A brief description of the business conducted at the facility or activity described in the individual permit application or the draft permit, for general permits when there is no application;

d. Name, address, telephone number, and email address of a person from whom interested persons may obtain further information, including copies of the draft permit, statement of basis or fact sheet, and the application;

e. A brief description of the procedures for submitting comments and the time and place of any public hearing that will be held, including a statement of procedures to request a public hearing (unless a hearing has already been scheduled) and other procedures by which the public may participate in the final individual or general permit decision;

f. For an individual permit, a general description of the location of each existing or proposed discharge point and the name of the receiving water; and

g. Any additional information considered necessary or proper.

2. In addition to the general public notice described in subdivision 1 of this subsection, the public notice of a public hearing under 9VAC25-875-1120 shall contain the following information:

a. Reference to the date of previous public notices relating to the draft permit;

b. Date, time, and place of the public hearing;

c. A brief description of the nature and purpose of the public hearing, including the applicable rules and procedures; and

d. A concise statement of the issues raised by the persons requesting the public hearing.

E. In addition to the general public notice described in subdivision D 1 of this section, all persons identified in subdivisions C 1 a through 1 d of this section shall be mailed, either by electronic or postal delivery, a copy of the fact sheet or statement of basis, the individual permit application (if any), and the draft permit (if any).

9VAC25-875-1110. Public comments and requests for public hearings.

During the public comment period provided under 9VAC25-875-1100, any interested person may submit written comments on the draft permit and may request a public hearing, if no public hearing has already been scheduled. A request for a public hearing shall be in writing and shall meet the requirements of 9VAC25-875-1120 and 9VAC25-875-1130. All comments shall be considered in making the final decision and shall be answered as provided in 9VAC25-875-1160.

9VAC25-875-1120. Public hearings.

A. 1. Procedures for public hearings and permits before the department are those set forth in 9VAC25-875-1130.

2. Public notice of the public hearing shall be given as specified in 9VAC25-875-1100.

3. Any public hearing convened pursuant to this section shall be held in the geographical area of the proposed discharge, or in another appropriate area. Related groups of individual permit applications may be considered at any such public hearing.



C. A recording or written transcript of the hearing shall be made available to the public.

9VAC25-875-1130. Criteria for requesting and granting a public hearing in a permit action.

A. During the public comment period on a permit action in those instances where a public hearing is not mandatory under state or federal law or regulation, interested persons may request a public hearing to contest the action or terms and conditions of the permit.

B. Requests for a public hearing shall contain the following information:

1. The name and postal mailing or email address of the requester;

2. The names and addresses of all persons for whom the requester is acting as a representative;

3. The reason for the request for a public hearing;

4. A brief, informal statement setting forth the factual nature and extent of the interest of the requester or of the persons for whom the requester is acting as representative in the application or tentative determination, including an explanation of how and to what extent such interest would be directly and adversely affected by the issuance, denial, modification, or revocation of the permit in question; and

5. Where possible, specific references to the terms and the conditions of the permit in question, together with suggested revisions and alterations to those terms and conditions that the requester considers are needed to conform the permit to the intent and provisions of the basic laws of the State Water Control Board.

C. Upon completion of the public comment period on a permit action, the director shall review all timely requests for public hearing filed during the comment period on the permit action and, within 30 calendar days following the expiration of the time period for the submission of requests, shall grant a public hearing, unless the permittee or applicant agrees to a later date, if the director finds the following:

1. That there is a significant public interest in the issuance, denial, modification, or revocation of the permit in question as evidenced by receipt of a minimum of 25 individual requests for a public hearing;

2. That the requesters raise substantial disputed issues relevant to the issuance, denial, modification, or revocation of the permit in question; and

3. That the action requested by the interested party is not on its face inconsistent with or in violation of the basic laws of the State Water Control Board for a water permit action, federal law, or any regulation promulgated thereunder.

D. The director shall notify by email or mail at his last known address (i) each requester and (ii) the applicant or permittee of the decision to grant or deny a public hearing.

E. If the request for a public hearing is granted, the director shall:

1. Schedule the hearing at a time between 45 and 75 days after emailing or mailing of the notice of the decision to grant the public hearing; and

2. Cause or require the applicant to publish notice of a public hearing to be published once in a newspaper of general circulation in the city or county where the facility or operation that is the subject of the permit or permit application is located at least 30 days before the hearing date.

F. The public comment period shall remain open for 15 days after the close of the public hearing if required by § 62.1-44.15:01 of the Code of Virginia.

G. The director may at the director's discretion convene a public hearing in a permit action.

9VAC25-875-1140. Controversial permits.

Before rendering a final decision on a controversial permit, the department shall publish a summary of public comments received during the applicable public comment period and public hearing. After such publication, the department shall publish responses to the public comment summary and hold a public hearing to provide an opportunity for individuals who previously commented, either at a public hearing or in writing during the applicable public comment period, to respond to the department's public comment summary and response. No new information will be accepted at that time. In making its decision, the department shall consider (i) the verbal and written comments received during the comment period and the public hearing made part of the record, (ii) any commentary of the board, and (iii) the agency files.

9VAC25-875-1150. Controversial permits reporting.

At each regular meeting of the board, the department shall provide an overview and update regarding any controversial permits pending before the department that are relevant. Immediately after such presentation by the department, the board shall have an opportunity to respond to the department's presentation and provide commentary regarding such pending permits.

9VAC25-875-1160. Response to comments.

A. At the time that a final individual or general permit is issued, the department shall issue a response to comments. This response shall:

1. Specify which provisions, if any, of the draft individual or general permit have been changed in the final individual or general permit decision, and the reasons for the change; and



B. The response to comments shall be available to the public.

9VAC25-875-1170. Conditions requested by the Corps of Engineers and other government agencies.

A. If during the comment period for a draft permit, the district engineer advises the department in writing that anchorage and navigation of any of the waters of the United States would be substantially impaired by the granting of an individual or general permit, the individual or general permit shall be denied and the individual permit applicant so notified. If the district engineer advises the department that imposing specified conditions upon the individual or general permit is necessary to avoid any substantial impairment of anchorage or navigation, then the department shall include the specified conditions in the individual or general permit. Review or appeal of denial of an individual or general permit or of conditions specified by the district engineer shall be made through the applicable procedures of the U.S Army Corps of Engineers and may not be made through the procedures provided in this part. If the conditions are stayed by a court of competent jurisdiction or by applicable procedures of the U.S Army Corps of Engineers, those conditions shall be considered stayed in the individual or general permit for the duration of that stay.

B. If during the comment period the U.S. Fish and Wildlife Service, the National Marine Fisheries Service, or any other state or federal agency with jurisdiction over fish, wildlife, or public health advises the department in writing that the imposition of specified conditions upon the individual or general permit is necessary to avoid substantial impairment of fish, shellfish, or wildlife resources, the department may include the specified conditions in the individual or general permit to the extent they are determined necessary to carry out the provisions of this regulation, the State Water Control Law, and the CWA.

C. In appropriate cases the department may consult with one or more of the agencies referred to in this section before issuing a draft permit and may reflect their views in the statement of basis, the fact sheet, or the draft permit.

9VAC25-875-1180. Decisions on variances.

A. The department may grant or deny requests for variances requested pursuant to 9VAC25-875-920 G 4, subject to EPA objection. Decisions on these variances shall be made according to the criteria of 40 CFR Part 125, Subpart H.

B. The department may deny, or forward to the regional administrator with a written concurrence, or submit to EPA without recommendation a completed request for:

1. A variance based on the economic capability of the individual permit applicant submitted pursuant to 9VAC25-875-920 G 2; or

2. A variance based on water quality related effluent limitations submitted pursuant to 9VAC25-875-920 G 3.

C. If EPA approves the variance, the department may prepare a draft individual permit incorporating the variance. Any public notice of a draft individual permit for which a variance or modification has been approved or denied shall identify the applicable procedures for appealing that decision.

D. The department may deny or forward to the administrator with a written concurrence a completed request for:

1. A variance based on the presence of fundamentally different factors from those on which an effluent limitations guideline was based, made according to the criteria and standards of 40 CFR Part 125, Subpart D; or

2. A variance based upon certain water quality factors submitted pursuant to 9VAC25-875-920 G 2.

E. If the administrator approves the variance, the department may prepare a draft individual permit incorporating the variance. Any public notice of a draft individual permit for which a variance or modification has been approved or denied shall identify the applicable procedures for appealing that decision.

9VAC25-875-1190. Appeals of variances.

When the department issues an individual permit on which EPA has made a variance decision, separate appeals of the individual permit and of the EPA variance decision are possible.

9VAC25-875-1200. Computation of time.

A. Any time period scheduled to begin on the occurrence of an act or event shall begin on the day after the act or event.

B. Any time period scheduled to begin before the occurrence of an act or event shall be computed so that the period ends on the day before the act or event.

C. If the final day of any time period falls on a weekend or legal holiday, the time period shall be extended to the next working day.

D. Whenever a party or interested person has the right or is required to act within a prescribed period after the service of notice or other paper upon the party or interested person by mail or by electronic or postal delivery, three days shall be added to the prescribed time.

Article 6

Transfer, Modification, Revocation and Reissuance, and Termination of Permits

9VAC25-875-1210. Modification, revocation and reissuance, or termination of permits.



the department's initiative. When the department receives any information (e.g., inspects the facility, receives information submitted by the permittee as required in the permit, receives a request for modification or revocation and reissuance, or conducts a review of the permit file) it may determine whether one or more of the causes listed in this section for modification or revocation and reissuance, or both exist. However, permits may only be modified, revoked and reissued, or terminated for the reasons specified in 9VAC25-875-1230 or 9VAC25-875-1250. All requests shall be in writing and shall contain facts or reasons supporting the request. If cause does not exist under these sections, the department shall not modify, revoke and reissue, or terminate the permit. If a permit modification satisfies the criteria for minor modifications, the permit may be modified without a draft permit or public review. Otherwise, a draft permit must be prepared and other procedures in Article 5 (9VAC25-875-1070 et seq.) of this part followed.

B. If the department decides the request is not justified, the department shall send the requester a brief written response giving a reason for the decision. Denials of requests for modification, revocation and reissuance, or termination are not subject to public notice, comment, or public hearings.

C. 1. If the department tentatively decides to modify or revoke and reissue a permit, the department shall prepare a draft permit incorporating the proposed changes. The department may request additional information and, in the case of a modified permit, may require the submission of an updated application. In the case of revoked and reissued permits, the department shall require the submission of a new application.

2. In a permit modification under this section, only those conditions to be modified shall be reopened when a new draft permit is prepared. All other aspects of the existing permit shall remain in effect for the duration of the unmodified permit. When a permit is revoked and reissued under this section, the entire permit is reopened just as if the permit had expired and was being reissued and the permit is reissued for a new term. During any revocation and reissuance proceeding the permittee shall comply with all conditions of the existing permit until a new final permit is reissued.

3. Minor modifications as defined in 9VAC25-875-1240 are not subject to the requirements of this section.

D. If the department tentatively decides to terminate a permit under 9VAC25-875-1250, where the permittee objects, the department shall do so in accordance with the Administrative Process Act (§ 2.2-4000 et seq. of the Code of Virginia).

9VAC25-875-1220. Transfer of permits.

A. Except as provided in subsection B of this section, a permit may be transferred by the permittee to a new owner or operator only if the permit has been modified or revoked and reissued, or a minor modification made, to identify the new permittee and incorporate such other requirements as may be necessary under the Virginia Erosion and Stormwater Management Act and the CWA.

B. Automatic transfers. As an alternative to transfers under subsection A of this section, any permit may be automatically transferred to a new permittee if:

1. The current permittee notifies the department at least 30 days in advance of the proposed transfer date in subdivision 2 of this subsection;

2. The notice includes a written agreement between the existing and new permittees containing a specific date for transfer of permit responsibility, coverage, and liability between them; and

3. The department does not notify the existing permittee and the proposed new permittee of its intent to modify or revoke and reissue the permit. A modification under this subdivision may also be a minor modification. If this notice is not received, the transfer is effective on the date specified in the agreement mentioned in subdivision 2 of this subsection.

9VAC25-875-1230. Modification or revocation and reissuance of permits.

A. Causes for modification. The following are causes for modification but not revocation and reissuance of permits except when the permittee requests or agrees.

1. There are material and substantial alterations or additions to the permitted facility or activity that occurred after permit issuance that justify the application of permit conditions that are different or absent in the existing permit.

2. The department has received new information. Permits may be modified during their terms for this cause only if the information was not available at the time of permit issuance (other than revised regulations, guidance, or test methods) and would have justified the application of different permit conditions at the time of issuance. For general permits this cause includes any information indicating that cumulative effects on the environment are unacceptable. For new source or new discharger permits this cause shall include any significant information derived from effluent testing required on the permit application after issuance of the permit.

3. The standards or regulations on which the permit was based have been changed by promulgation of amended standards or regulations or by judicial decision after the permit was issued. Permits may be modified during their terms for this cause only as follows:

a. For promulgation of amended standards or regulations, when:

(1) The permit condition requested to be modified was based on a promulgated effluent limitation guideline, EPA approved, or promulgated water quality standards;

(2) EPA has revised, withdrawn, or modified that portion of the regulation or effluent limitation guideline on which the permit condition was based or has approved a state action with regard to a water quality standard on which the permit condition was based; and



b. For judicial decisions, a court of competent jurisdiction has remanded and stayed EPA promulgated regulations or effluent limitation guidelines, if the remand and stay concern that portion of the regulations or guidelines on which the permit condition was based and a request is filed by the permittee in accordance with this chapter within 90 days of judicial remand; or

c. For changes based upon modified state certifications of permits.

4. The department determines good cause exists for modification of a compliance schedule, such as an act of God, strike, flood, or materials shortage, or other events over which the permittee has little or no control and for which there is no reasonably available remedy. However, in no case may a compliance schedule be modified to extend beyond an applicable CWA statutory deadline.

5. When the permittee has filed a request for a variance pursuant to 9VAC25-875-920 G within the time specified in this chapter.

6. When required to incorporate an applicable § 307(a) of the CWA toxic effluent standard or prohibition.

7. When required by the reopener conditions in a permit that are established under 9VAC25-875-1030 B.

8. Upon failure to notify another state whose waters may be affected by a discharge.

9. When the level of discharge of any pollutant that is not limited in the permit exceeds the level that can be achieved by the technology-based treatment requirements appropriate to the permittee.

10. To establish a notification level as provided in 9VAC25-875-1030 E.

11. To correct technical mistakes, such as errors in calculation, or mistaken interpretations of law made in determining permit conditions.

12. When the discharger has installed the treatment technology considered by the permit writer in setting effluent limitations imposed under the State Water Control Law and § 402(a)(1) of the CWA and has properly operated and maintained the facilities but nevertheless has been unable to achieve those effluent limitations. In this case, the limitations in the modified permit may reflect the level of pollutant control actually achieved but shall not be less stringent than required by a subsequently promulgated effluent limitations guideline.

13. For a small MS4, to include an effluent limitation requiring implementation of a minimum control measure or measures as specified in 9VAC25-875-970 D 2 when:

a. The permit does not include such measures based upon the determination that another entity was responsible for implementation of the requirements; and

b. The other entity fails to implement measures that satisfy the requirements.

B. Causes for modification or revocation and reissuance. The following are causes to modify or, alternatively, revoke and reissue a permit:

1. Cause exists for termination under 9VAC25-875-1250, and the department determines that modification or revocation and reissuance is appropriate; or

2. The department has received notification of a proposed transfer of the permit. A permit also may be modified to reflect a transfer after the effective date of an automatic transfer but will not be revoked and reissued after the effective date of the transfer except upon the request of the new permittee.

9VAC25-875-1240. Minor modifications of individual permits.

Upon the consent of the permittee, the department may modify an individual permit to make the corrections or allowances for changes in the permitted activity listed in this section, without following the procedures of Article 5 (9VAC25-875-1070 et seq.) of this part. Any individual permit modification not processed as a minor modification under this section must be made for cause and with draft permit and public notice. Minor modifications may only:

1. Correct typographical errors;

2. Require more frequent monitoring or reporting by the permittee;

3. Change an interim compliance date in a schedule of compliance, provided the new date is not more than 120 days after the date specified in the existing individual permit and does not interfere with attainment of the final compliance date requirement;

4. Allow for a change in ownership or operational control of a facility where the department determines that no other change in the individual permit is necessary, provided that a written agreement containing a specific date for transfer of individual permit responsibility, coverage, and liability between the current and new individual permittees has been submitted to the department;

5. a. Change the construction schedule for a discharger that is a new source. No such change shall affect a discharger's obligation to have all pollution control equipment installed and in operation prior to discharge; or

b. Delete a point source outfall when the discharge from that outfall is terminated and does not result in discharge of pollutants from other outfalls except in accordance with permit limits; or



9VAC25-875-1250. Termination of permits.

A. The following are causes for terminating a permit during the permit's term or for denying an individual permit or coverage under a general permit renewal application after notice and opportunity for a hearing by the department:

1. The permittee has violated any regulation of the board or order of the department, any order of the VESMP authority, any provision of the State Water Control Law or this chapter, or any order of a court, where such violation results in the unreasonable degradation of properties, water quality, stream channels, and other natural resources, or the violation is representative of a pattern of serious or repeated violations that in the opinion of the department, demonstrates the permittee's disregard for or inability to comply with applicable laws, regulations, permit conditions, orders, rules, or requirements;

2. Noncompliance by the permittee with any condition of the permit;

3. The permittee's failure to disclose fully all relevant material facts, or the permittee's misrepresentation of any relevant material facts in applying for a permit or in any other report or document required under the State Water Control Law or this chapter;

4. A determination that the permitted activity endangers human health or the environment and can only be regulated to acceptable levels by permit modification or termination;

5. A change in any condition that requires either a temporary or permanent reduction or elimination of any discharge controlled by the permit;

6. The activity for which the permit was issued causes unreasonable degradation of properties, water quality, stream channels, and other natural resources; or

7. There exists a material change in the basis on which the permit was issued that requires either a temporary or a permanent reduction or elimination of any discharge or land-disturbing activity controlled by the permit necessary to prevent unreasonable degradation of properties, water quality, stream channels, and other natural resources.

B. The department shall follow the applicable procedures in this chapter in terminating any permit under this section, except that if the entire discharge is permanently terminated by elimination of the flow or by connection to a POTW or a PVOTW (but not by land application or disposal into a well), the department may terminate the permit by notice to the permittee. Termination by notice shall be effective 30 days after notice is sent, unless the permittee objects within that time. If the permittee objects during that period, the department shall follow the applicable procedures for termination under 9VAC25-875-1210 D. Expedited permit termination procedures are not available to permittees that are subject to pending state or federal enforcement actions, including citizen suits brought under state or federal law. If requesting expedited permit termination procedures, a permittee must certify that it is not subject to any pending state or federal enforcement actions, including citizen suits brought under state or federal law.

C. Permittees that wish to terminate their permit must submit a notice of termination (NOT) to the department. If requesting expedited permit termination procedures, a permittee must certify in the NOT that it is not subject to any pending state or federal enforcement actions, including citizen suits brought under state or federal law. As of the start date in Table 1 of 9VAC25-31-1020, all NOTs submitted in compliance with this subsection shall be submitted electronically by the permittee to the department in compliance with this subsection and 40 CFR Part 3 (including, in all cases, 40 CFR Part 3 Subpart D), 9VAC25-875-940, and Part XI (9VAC25-31-950 et seq.) of the Virginia Pollutant Discharge Elimination System (VPDES) Permit Regulation. Part XI of 9VAC25-31 is not intended to undo existing requirements for electronic reporting. Prior to this date, and independent of Part XI of 9VAC25-31, the permittee may be required to report electronically if specified by a particular permit.

Article 7

Enforcement of Permits

9VAC25-875-1260. Enforcement.

A. The department may enforce the provisions of this chapter by:

1. Issuing directives in accordance with the State Water Control Law;

2. Issuing special orders in accordance with the State Water Control Law;

3. Issuing emergency special orders in accordance with the State Water Control Law;

4. Seeking injunction, mandamus, or other appropriate remedy as authorized by the State Water Control Law;

5. Seeking civil penalties under the State Water Control Law; or

6. Seeking remedies under the State Water Control Law or the CWA or under other laws, including the common law.

B. The department encourages citizen participation in all its activities, including enforcement. In particular:

1. The department will investigate citizen complaints and provide written response to all signed, written complaints from citizens concerning matters within the department's purview;



3. At least 30 days prior to the final settlement of any civil enforcement action or the issuance of any consent special order, the department will publish public notice of such settlement or order in a newspaper of general circulation in the county, city, or town in which the discharge is located, and in the Virginia Register of Regulations. This notice will identify the owner, specify the enforcement action to be taken, and specify where a copy of the settlement or order can be obtained. A consent special order is a special order issued without a public hearing and with the written consent of the affected owner. For the purpose of this chapter, an emergency special order is not a consent special order. The department shall consider all comments received during the comment period before taking final action.

C. When a permit is amended solely to reflect a new owner, and the previous owner had been issued a consent special order that, at the time of permit amendment was still in full force and effect, a consent special order issued to the new owner does not have to go to public notice provided that:

1. The permit amendment does not have to go to public notice; and
2. The terms of the new consent order are the same as issued to the previous owner.

D. Notwithstanding subdivision B 3 of this subsection, a special order may be issued by agreement without further notice when a hearing has been scheduled to issue a special order to the affected owner, whether or not the hearing is actually held.

Article 8

Miscellaneous

9VAC25-875-1270. Transition.

Upon the effective date of this chapter the following will occur:

1. All applications received after the effective date of this chapter will be processed in accordance with these procedures.
2. Permits issued by the Soil and Water Conservation Board allowing the discharge of stormwater into surface waters from municipal separate storm sewer systems or land-disturbing activities that have not expired or been revoked or terminated before or on the program transfer date to the department shall continue to remain in effect until their specified expiration dates.

9VAC25-875-1280. Operators shall comply with the electronic reporting requirements set forth in Part XI of 9VAC25-31.

Operators shall comply with the electronic reporting requirements set forth in Part XI of 9VAC25-31.

Part VIII

Fees

9VAC25-875-1290. Purpose.

Sections 62.1-44.15:28 and 62.1-44.15:31 of the Code of Virginia authorize the establishment of a statewide fee schedule, including administrative charges for state agencies, for stormwater management for land-disturbing activities, and for municipal separate storm sewer systems. This part establishes the fee assessment and the collection and distribution systems for those fees. The fees shall be established for individual permits or coverage under the General VPDES Permit for Discharges of Stormwater from Construction Activities (permits for stormwater management for land-disturbing activities) to cover all costs associated with the implementation of a VESMP by a VESMP authority that has been approved by the department. Such fee attributes include the costs associated with plan review, registration statement review, permit issuance, state-coverage verification, inspections, reporting, database management, and compliance activities associated with the land-disturbing activities as well as for program oversight costs. Fees shall also be established for permit maintenance, modification, and transfer.

Fees collected pursuant to this part shall be in addition to any general fund appropriations made to the department or other supporting revenue from a VESMP; however, the fees shall be set at a level sufficient for the department and the VESMP authority to fully carry out their responsibilities under the VESMA, this chapter, local ordinances, or standards and specifications where applicable.

When establishing a VESMP, the VESMP authority shall assess the statewide fee schedule and shall have the authority to reduce or increase such fees, and to consolidate such fees with other program-related charges, but in no case shall such fee changes affect the amount established in 9VAC25-875-1400 as available to the department for program oversight responsibilities pursuant to § 62.1-44.15:28 A 9 of the Code of Virginia. Accordingly, should a VESMP authority demonstrate to the department its ability to fully and successfully implement a VESMP without a full implementation of the fees set out in this part, the department may authorize the administrative establishment of a lower fee for that program provided that such reduction shall not reduce the amount of fees due to the department for its program oversight and shall not affect the fee schedules set forth in this part.

A VESMP authority may establish greater fees than those base fees specified by this part should it be demonstrated to the department that such greater fees are necessary to properly administer the VESMP. Any fee increases established by the VESMP authority beyond those base fees established in this part shall not be subject to the fee distribution formula set out in 9VAC25-875-1360. Nothing in this part shall prohibit a locality from establishing other local fees authorized by the Code of Virginia related to stormwater management within their jurisdictions.

A VESMP's portion of the fees shall be used solely to carry out the VESMP's responsibilities under the VESMA, this chapter, ordinances, or standards and specifications.



department to ensure that the fees have been appropriately set and the fees may be adjusted through periodic regulatory actions should significant deviations become apparent.

9VAC25-875-1300. Authority.

The authority for this part is §§ 62.1-44.15:28 and 62.1-44.15:31 of the Code of Virginia.

9VAC25-875-1310. Applicability.

A. This part applies to:

1. All persons seeking coverage of a MS4 under a new permit. The fee due shall be as specified under 9VAC25-875-1380.
2. All operators who request that an existing MS4 individual permit be modified, except as specifically exempt under 9VAC25-875-1320. The fee due shall be as specified under 9VAC25-875-1390.
3. All persons seeking coverage under the General VPDES Permit for Discharges of Stormwater from Construction Activities or a person seeking an Individual VPDES Permit for Discharges of Stormwater from Construction Activities. The fee due shall be as specified under 9VAC25-875-1400.
4. All permittees who request modifications to or transfers of their existing registration statement for coverage under a General VPDES Permit for Discharges of Stormwater from Construction Activities or of an Individual VPDES Permit for Discharges of Stormwater from Construction Activities. The fee due shall be as specified under 9VAC25-875-1410 in addition to any additional fees necessary pursuant to 9VAC25-875-1400 due to an increase in acreage.
5. Reinspection fees assessed by the department to recoup the costs associated with each visit to a land-disturbing project site that was necessary to check on the status of project site items noted to be in noncompliance and documented as such on a prior project inspection. The fee due shall be as specified under 9VAC25-875-1370.
6. Business transaction costs assessed associated with processing credit card payments.

B. Persons who are applicants for an individual municipal separate stormwater sewer system permit as a result of existing permit revocation shall be considered an applicant for a new permit. The fee due shall be as specified under 9VAC25-875-1380.

Persons whose coverage under the General VPDES Permit for Discharges of Stormwater from Construction Activities has been revoked shall reapply for an Individual VPDES Permit for Discharges of Stormwater from Construction Activities. The fee due shall be as specified under 9VAC25-875-1400.

C. Permit maintenance fees may apply to each permit holder. The fee due shall be as specified under 9VAC25-875-1420.

9VAC25-875-1320. Exemptions.

A. No permit application fees will be assessed to:

1. Permittees who request minor modifications to permits as defined in 9VAC25-875-20 or other minor amendments at the discretion of the VESMP authority.
 2. Permittees whose permits are modified or amended at the request of the VESMP authority or department. This does not include errors in the registration statement identified by the VESMP authority or department or errors related to the acreage of the site.
- B. Permit modifications at the request of the permittee resulting in changes to stormwater management or ESM plans that require additional review by the VESMP authority shall not be exempt pursuant to this section and shall be subject to fees specified under 9VAC25-875-1410.

9VAC25-875-1330. Due dates for permits.

A. Requests for a permit, permit modification, or general permit coverage shall not be processed until the fees required pursuant to this part are paid in accordance with 9VAC25-875-1340.

B. Individual permit or general permit coverage maintenance fees shall be paid annually to the department or the VESMP authority, as applicable. No permit will be reissued or automatically continued without payment of the required fee. Individual permit or general permit coverage maintenance fees shall be applied until a notice of termination is effective.

Permit maintenance fees for MS4 individual permits or MS4 general permit coverages are due by October 1 of each year. Effective April 1, 2014, any operator whose permit or general permit coverage, including operators whose permits or general permit coverages have been administratively continued, is effective as of April 1 of any given year shall pay the permit maintenance fee or fees to the department or the VESMP authority by October 1 of that same year.

Permit maintenance fees for discharges of stormwater from construction activities pursuant to 9VAC25-875-1420 are due by April 1 of each year. After approval of a VESMP authority, including the department when acting in that capacity, any owner whose permit or general permit coverage authorizing discharges of stormwater from construction activities, including owners whose permits or general permit coverages have been administratively continued, is effective as of the effective date of the VESMP authority shall pay the permit maintenance fee or fees to the department or the VESMP authority by April 1 of that same year.

9VAC25-875-1340. Method of payment.



1. The Treasurer of Virginia for a MS4 individual or general permit or for a coverage issued by the department under the General VPDES Permit for Discharges of Stormwater from Construction Activities or Individual VPDES Permit for Discharges of Stormwater from Construction Activities and must be in United States currency, except that agencies and institutions of the Commonwealth of Virginia may submit interagency transfers for the amount of the fee. The department may provide a means to pay fees electronically. Fees not submitted electronically shall be sent to the Virginia Department of Environmental Quality.

2. The VESMP authority, for VESMP operational costs of the VESMP authority under the General VPDES Permit for Discharges of Stormwater from Construction Activities, and must be in United States currency.

B. When fees are collected electronically pursuant to this part through credit cards, business transaction costs associated with processing such payments may be additionally assessed.

C. Nothing in this part shall prohibit the department and a VESMP authority from entering into an agreement whereby the total fee to be paid by the applicant for coverage under the General VPDES Permit for Discharges of Stormwater from Construction Activities is payable to the VESMP authority, and the VESMP authority transmits the department's portion set forth in 9VAC25-875-1400 to the department on a schedule established by the department.

D. Required information for permits or permit coverage. All applicants, unless otherwise specified by the department, shall submit the following information along with the fee payment or utilize the department Permit Application Fee Form:

1. Applicant name, address, and daytime telephone number.

2. The name of the facility or activity and the facility or activity location.

3. The type of permit applied for.

4. Whether the application is for a new permit issuance, permit reissuance, permit maintenance, or permit modification.

5. The amount of fee submitted.

6. The existing permit number, if applicable.

7. Other information as required by the VESMP authority.

9VAC25-875-1350. Incomplete and late payments.

All incomplete payments will be deemed as nonpayments. The department or the VESMP authority, as applicable, shall provide notification to the applicant of any incomplete payments.

Interest may be charged for late payments at the underpayment rate set forth in § 58.1-15 of the Code of Virginia and is calculated on a monthly basis at the applicable periodic rate.

A 10% late payment fee shall be charged to any delinquent (over 90 days past due) account.

The department and the VESMP authority are entitled to all remedies available under the Code of Virginia in collecting any past due amount.

9VAC25-875-1360. Deposit and use of fees.

A. All fees collected by the department pursuant to this chapter shall be deposited into the Virginia Stormwater Management Fund and shall be used and accounted for as specified in § 62.1-44.15:29 of the Code of Virginia. Fees collected by the department shall be exempt from statewide indirect costs charged and collected by the Department of Accounts.

B. All fees collected by a VESMP authority pursuant to this chapter shall be subject to accounting review and shall be used solely to carry out the VESMP authority's responsibilities pursuant to the VESMA, Article 3 (9VAC25-875-100 et seq.), of Part II (9VAC25-875-40 et seq.), and Part V (9VAC25-875-470 et seq.) of this chapter, local ordinances, or standards and specifications.

Pursuant to subdivision A 9 of § 62.1-44.15:28 of the Code of Virginia, whenever the department has authorized the administration of a VESMP by a VESMP authority, 28% of the total revenue generated by the statewide stormwater management fees collected in accordance with 9VAC25-875-1400 shall be remitted on a schedule determined by the department to the State Treasurer for deposit in the Virginia Stormwater Management Fund unless otherwise collected electronically. If the VESMP authority waives or reduces any fee due in accordance with 9VAC25-875-1400, the VESMP authority shall remit the 28% portion that would be due to the Virginia Stormwater Management Fund if such fee were charged in full. Any fee increases established by the VESMP authority beyond the base fees established in this part shall not be subject to the fee distribution formula.

9VAC25-875-1370. General.

The fees for individual permits, general permit coverage, permit or registration statement modification, or permit transfers are considered separate actions and shall be assessed a separate fee, as applicable.

9VAC25-875-1380. Fee schedules for municipal separate storm sewer system new permit issuance.

The following fee schedule applies to permit applications for issuance of a new individual municipal separate storm sewer system permit or coverage under a MS4 General Permit. All regulated MS4s that apply for joint coverage under an individual permit or general permit registration

Municipal Stormwater / MS4 Individual (Large and Medium)	\$16,000
Municipal Stormwater / MS4 Individual (Small)	\$8,000
Municipal Stormwater / MS4 General Permit (Small)	\$4,000

9VAC25-875-1390. Fee schedules for major modification of MS4 individual permits requested by the operator.

The following fee schedule applies to applications for major modification of an individual MS4 permit requested by the permittee:

Municipal Stormwater / MS4 Individual (Large and Medium)	\$5,000
Municipal Stormwater / MS4 Individual (Small)	\$2,500

9VAC25-875-1400. Fees for individual permit or coverage under the General Permit of Discharges of Stormwater from Construction Activities.

The following total fees to be paid by an applicant apply to any operator seeking coverage under a General VPDES Permit for Discharges of Stormwater from Construction Activities or a state agency or federal entity that does not file standards and specifications or an individual permit issued by the department. On and after approval by the department of a VESMP authority for coverage under the General VPDES Permit for Discharges of Stormwater from Construction Activities, no more than 50% of the total fee to be paid by an applicant set out in this part shall be due at the time that a stormwater management plan or an initial stormwater management plan is submitted for review in accordance with 9VAC25-875-530. The remaining total fee balance to be paid by an applicant shall be due prior to the issuance of coverage under the General VPDES Permit for Discharges of Stormwater from Construction Activities.

When a site is purchased for development within a previously permitted common plan of development or sale, the applicant shall be subject to fees ("total fee to be paid by applicant" column) in accordance with the disturbed acreage of the applicant's site according to the following table.

Fee type	Total fee to be paid by applicant (includes both VESMP authority and department portions where applicable)	Department portion fee to be paid by a (based on 28% of paid*)
Land-Disturbing Activity in a Chesapeake Bay Preservation Area (not subject to General Permit coverage: sites within designated areas of Chesapeake Bay Act localities with land-disturbance acreage equal to or greater than 2,500 square feet and less than one acre)	\$290	\$0
General / Stormwater Management - Small Construction Activity/Land-Disturbing Activity in a Chesapeake Bay Preservation Area (not subject to General Permit coverage)/Land Clearing (Single-family detached residential structures within or outside a common plan of development or sale with land-disturbance acreage less than five acres)	\$209	\$0
General / Stormwater Management - Small Construction Activity/Land Clearing (Areas within common plans of development or sale with land-disturbance acreage less than one acre, except for single-family detached residential structures)	\$290	\$81
General / Stormwater Management - Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than one acre and less than five acres)	\$2,700	\$756
General / Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than five acres and less than 10 acres)	\$3,400	\$952
General / Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than 10 acres and less than 50 acres)	\$4,500	\$1,260
General / Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than 50 acres and less than 100 acres)	\$6,100	\$1,708

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<u>within common plans of development or sale with land-disturbance acreage equal to or greater than 100 acres)</u>		
<u>Individual VPDES Permit for Discharges of Stormwater from Construction Activities (This will be administered by the department)</u>	\$15,000	\$15,000
*If the project is completely administered by the department such as may be the case for a state or federal project or projects covered by individual permits, applicant fee shall be paid to the department.		

The following fees apply to coverage under the General VPDES Permit for Discharges of Stormwater from Construction Activities issued by the department for a state agency or federal entity that has standards and specifications approved by the department.

<u>General / Stormwater Management - Phase I Land Clearing.(Large Construction Activity - Sites or common plans of development equal to or greater than five acres)</u>
<u>General / Stormwater Management - Phase II Land Clearing.(Small Construction Activity - Sites or common plans of development equal to or greater than one acre and less than five acres)</u>

9VAC25-875-1410. Fees for the modification or transfer of individual permits or of registration statements for the General VPDES Permit for Discharges of Stormwater from Construction Activities.

The following fees apply to modification or transfer of individual permits or of registration statements for the General VPDES Permit for Discharges of Stormwater from Construction Activities issued by the department. If the permit modifications result in changes to stormwater management plans that require additional review by the VESMP authority, such reviews shall be subject to the fees set out in this section. The fee assessed shall be based on the total disturbed acreage of the site. In addition to the permit modification fee, modifications resulting in an increase in total disturbed acreage shall pay the difference in the initial permit fee paid and the permit fee that would have applied for the total disturbed acreage in 9VAC25-875-1400. No modification or transfer fee shall be required until such department-approved programs exist. These fees shall only be effective when assessed by a VESMP authority, including the department when acting in that capacity, that has been approved by the department. No modification fee shall be required for the General VPDES Permit for Discharges of Stormwater from Construction Activities for a state agency or federal entity that is administering a project in accordance with approved standards and specifications but shall apply to all other state or federal agency projects.

<u>General / Stormwater Management – Small Construction Activity/Land Clearing.(Areas within common plans of development or sale with land-disturbance acreage less than one acre, except for single-family detached residential structures)</u>
<u>General / Stormwater Management – Small Construction Activity/Land-Disturbing Activity in a Chesapeake Bay Preservation Area (not subject to General Permit coverage)/Land Clearing.(Single-family detached residential structures within or outside a common plan of development or sale with land-disturbance acreage less than five acres where the locality is the VESMP authority)</u>
<u>General / Stormwater Management – Small Construction Activity/Land Clearing.(Single-family detached residential structures within or outside a common plan of development or sale with land-disturbance acreage less than five acres where the department is the VSMP authority)</u>
<u>General / Stormwater Management – Small Construction Activity/Land Clearing.(Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than one and less than five acres)</u>
<u>General / Stormwater Management – Large Construction Activity/Land Clearing.(Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than five acres and less than 10 acres)</u>
<u>General / Stormwater Management – Large Construction Activity/Land Clearing.(Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than 10 acres and less than 50 acres)</u>
<u>General / Stormwater Management – Large Construction Activity/Land Clearing.(Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than 50 acres and less than 100 acres)</u>
<u>General / Stormwater Management – Large Construction Activity/Land Clearing.(Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than 100 acres)</u>
<u>Individual VPDES Permit for Discharges of Stormwater from Construction Activities</u>

9VAC25-875-1420. Permit maintenance fees.

[commenced with respect to the General VPDES Permit for Discharges of Stormwater from Construction Activities, these fees shall apply until the permit coverage is terminated and shall only be effective when assessed by a VESMP authority, including the department when acting in that capacity that has been approved by the department. No maintenance fee shall be required for the General VPDES Permit for Discharges of Stormwater from Construction Activities for a state agency or federal entity that is administering a project in accordance with approved standards and specifications but shall apply to all other state or federal agency projects. All regulated MS4s that are issued joint coverage under an individual permit or general permit registration shall each pay the appropriate fees set out in the following table:](#)

Municipal Stormwater / MS4 Individual (Large and Medium)
Municipal Stormwater / MS4 Individual (Small)
Municipal Stormwater / MS4 General Permit (Small)
Land-Disturbing Activity in a Chesapeake Bay Preservation Area (not subject to General Permit coverage; sites within designated areas of Chesapeake Bay Act localities with land-disturbance acreage equal to or greater than 2,500 square feet and less than one acre)
General / Stormwater Management – Small Construction Activity/Land Clearing (Areas within common plans of development or sale with land-disturbance acreage less than one acre, except for single-family detached residential structures)
General / Stormwater Management – Small Construction Activity/Land-Disturbing Activity in a Chesapeake Bay Preservation Area (not subject to General Permit coverage)/Land Clearing (Single-family detached residential structures within or outside a common plan of development or sale with land-disturbance acreage less than five acres where the locality is the VESMP authority)
General / Stormwater Management – Small Construction Activity/Land Clearing (Single-family detached residential structures within or outside a common plan of development or sale with land-disturbance acreage less than five acres where the department is the VSMP authority)
General / Stormwater Management – Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance equal to or greater than one acre and less than five acres)
General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than five acres and less than 10 acres)
General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than 10 acres and less than 50 acres)
General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than 50 acres and less than 100 acres)
General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater 100 acres)
Individual VPDES Permit for Discharges from Construction Activities

NOTICE: The following forms used in administering the regulation have been filed by the agency. Amended or added forms are reflected in the listing and are published following the listing. Online users of this issue of the Virginia Register of Regulations may also click on the name to access a form. The forms are also available from the agency contact or may be viewed at the Office of Registrar of Regulations, General Assembly Building, 201 North Ninth Street, 4th Floor, Richmond, Virginia 23219.

FORMS (9VAC25-875)

[EPA Application Form 1 General Information NPDES Permitting Program \(rev. 3/2019\)](#)

[Virginia Department of Environmental Quality General VPDES Permit for Discharges of Stormwater from Construction Activities \(VAR10\) Registration Statement 2019](#)

DOCUMENTS INCORPORATED BY REFERENCE (9VAC25-875)

[Virginia Runoff Reduction Method: Instructions and Documentation, March 28, 2011](#)

[Virginia Erosion and Sediment Control Regulation Minimum Standard 19 in effect prior to July 1, 2014](#)

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~~Article 4 Site Conservation Manual~~

~~Amended April 9, 2019~~

~~December 10, 2019~~

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~~Article 4 Site Conservation Manual~~

~~4.1 Title and Purpose~~

~~4.1.1 Title~~

~~The Article contained herein shall hereafter be known as, referred to, and entitled, "The Town of Warrenton Site Conservation Manual."~~

~~4.1.2 Authority~~

~~This Site Conservation Manual is authorized under Section 15.2-2280 of the Code of Virginia, 9VAC25-840, Virginia Erosion and Sediment Control Law, and any other applicable titles and sections of the Code, as amended. The Site Conservation Manual is hereby incorporated into and made a part of the Zoning Ordinance of the Town of Warrenton, Virginia.~~

~~4.1.3 Intent~~

~~The intent of the Site Conservation Manual is to promote responsible land development and the preservation of the Town's natural landscape through the application of protective measures on and around site development both during and following development. The Town's natural landscape shall include, but is not limited to, natural resources such as trees and woodlands, fresh water bodies, wetlands, riparian areas, other natural areas and natural soils.~~

~~4.1.4 Purpose~~

- ~~• To promote the preservation of the natural landscape on public and private lands and to encourage responsible development, this manual shall require the owner of each development area to be responsible for developing a comprehensive Site Conservation Plan (SCP). This plan will address preservation of our natural landscape through tree preservation, riparian setbacks, erosion and sediment control, stormwater management, and design.~~
- ~~• The Site Conservation Plan will assure all land disturbance activities are in accordance with the requirements of the Virginia Stormwater Management Program (VSMP) Regulations and permit, Town of Warrenton Zoning Ordinance, Section 8-7 Acceptable Tree Species, Section 8-9 Conservation of Heritage and Specimen Trees, Section 8-10 Retention and Replacement of Trees Requirements and Article 10 Site Development Plan, Town of Warrenton Subdivision Ordinance, and the Commonwealth of Virginia Erosion and Sediment Control Law.~~
- ~~• The Construction Site Conservation Manual (CSCM) shall establish procedures for the~~

~~administration and enforcement of such controls. The CSCM will include the preparation of a Stormwater Pollution Prevention Plan (SWPPP) to be maintained on site during construction and that will clearly identify to conversion of temporary E&S measures to final SWM/BMP measures and to protect the integrity of those permanent facilities after construction is completed.~~

- ~~• The preparation of a VPDES (VSMP) Permit Registration Statement, submittal to the Town of Warrenton, along with required permit fees, for processing through the Department of Environmental Quality (DEQ), is hereby required, in accordance with the Authority set forth in section 4-1.2.~~

~~4.1.5 Conflicting Content with other Codes and Ordinances~~

~~Whenever any provisions of any Commonwealth or Federal statute or other provisions impose a greater requirement, or higher standard, than is required by these regulations, the provisions of the Commonwealth or Federal statute, provision, or regulation shall govern.~~

~~4.1.6 Certain State Erosion and Sediment Control Provisions Adopted~~

~~Chapter Three of the Virginia Erosion and Sediment Control Handbook and the Virginia Erosion and Sediment Control Regulations (9VAC25-840) amended by the State Water Control Board, October 2013, or the most current edition of such regulations, is hereby adopted in its entirety and incorporated herein by reference in this manual as set out in full herein. The text of these regulations is on file in the Community Development Department.~~

~~Except as otherwise provided for in Section 4-5 Exceptions of this manual, no person shall engage in any kind of land disturbing activity within the Town of Warrenton until they have first acquired a Land Disturbance Permit.~~

~~4.1.7 Severability~~

~~Should any section or provision of this Ordinance be decided by the courts to be unconstitutional or invalid, such decision shall not affect the validity or application of the remainder of the Ordinance as a whole or any part thereof.~~

~~4.2 Recordation of Riparian Setback Areas~~

~~Prior to final approval of a subdivision, site plan, or other development, as applicable, the Riparian Setback Area shall be permanently recorded on the plat records for all parcels associated with the site. Recordation shall be in accordance with the requirements of the Town of Warrenton Subdivision Ordinance Section 3-10 Final Plat Requirements.~~

~~4.3 Application Procedure~~

~~The Site Conservation Plan shall be submitted as part of the acceptance of the preliminary plat (or in the absence of a requirement for preliminary plats, then as part of the final plat, as applicable) and/or a site development plan required for development within the Town of Warrenton and shall follow the requirements outlined in Article 10, Site Development Plans, of the Town Zoning Ordinance.~~

~~4.3.1 Applicant~~

~~For the purposes of this Manual, the preparation, submission, and approval of the SCP shall be the responsibility of the property owner. In addition, the requirements of Section 4.8.4, Bond Requirements, of this Manual concerning a performance bond with surety, cash escrow, letter of credit, any combination thereof, or such other legal arrangement that is acceptable under the provisions of Section 4.8.4, Bond Requirements, shall be met.~~

~~4.3.2 Agreement in Lieu of SCP~~

~~Pertaining to development sites exempt from the site review process as per Section 10-2 of the Town Zoning Ordinance, the Town of Warrenton and the land owner may enter into an Agreement in Lieu of the SCP. This agreement must specify the BMPs that the property owner will put into effect to assure the preservation of the Natural Landscape on site and on the adjacent sites in the best manner available. With this agreement the designation of a responsible land disturber who holds a certificate of competence is required per Section 62.1-44.15.53, Virginia Erosion and Sediment Control Law. If a violation occurs during the land disturbing activities the person designated as the responsible land disturber shall be responsible for correcting such violation. Failure to provide the name and contact information, including phone number, of an individual holding a certificate of competence prior to engaging in land disturbing activities may result in revocation of the approved plan and the person responsible for carrying out the plan shall be subject to the penalties referenced in Section 4-12, Criminal and Civil Penalties, of this Manual.~~

~~4.3.3 SCP Authority~~

~~The Zoning Administrator, or the Administrator's designated representative, shall be responsible for the verification and assurance that all applicable requirements are met prior to the issuance of any permits for land development. The Zoning Administrator shall work with the Erosion and Sediment Control Administrator, Town Arborist and/or any other department or agency of interest to assure that a complete Site Conservation Plan has been approved prior to issuance of any permits for land development.~~

~~4.3.4 Erosion and Sediment Control Plan Approving Authority~~

~~The Town of Warrenton's Erosion and Sediment Control Administrator shall be responsible for determining the adequacy of the Erosion & Sediment Control Plan submitted for land-disturbing activities, for the approval of such plans, and that such plan will be complied with throughout the~~

~~development process.~~

~~4.3.5 Responsible Land Disturber~~

~~As a prerequisite to engaging in land-disturbing activities shown on the approved SCP the person responsible for the plan shall provide all contact information, including phone numbers, of the individual holding a certificate of competence to the Town. This person will be held as the contact person to be notified if violations occur. This information shall be supplied directly onto the first page of the SCP. Failure to provide the name and contact information, including phone number, of an individual holding a certificate of competence prior to engaging in land-disturbing activities may result in revocation of the approved plan and the person responsible for carrying out the plan shall be subject to the penalties referenced in Section 4-12, Criminal and Civil Penalties, of this manual.~~

~~4.4 Definitions~~

~~See Article 12, the Virginia Erosion and Sediment Control Handbook (VESCH), 9VAC25-840, and any other applicable titles and sections of the Code, as amended.~~

~~4.5 Exceptions~~

~~4.5.1 Erosion and Sediment Control Exemptions~~

~~Minor land disturbing activities such as home gardens and individual home landscaping, repairs, maintenance work.~~

~~Individual service connections.~~

~~Installation, maintenance, or repair of any underground public utility lines when such activity occurs on an existing hard surfaced road, street, or sidewalk, provided the land disturbing activity is confined to the area of the road, street, or sidewalk, which is hard surfaced.~~

~~Septic tank lines or drainage fields unless included in an overall plan for land disturbing activity relating to construction of the building to be served by the septic tank system.~~

~~Surface or deep mining.~~

~~Exploration or drilling for oil and gas including the well site, roads, feeder lines, and off-site disposal areas.~~

~~Tilling, planting, or harvesting of agricultural, livestock feedlot operations, horticultural, or forest crops or livestock feedlot operations, including agricultural engineering as follows: construction of terraces, terrace outlets, check dams, desilting basins, dikes, ponds, ditches, strip cropping, lister furrowing, contour cultivating, contour furrowing, land drainage, and land irrigation. However, this exception shall not apply to harvesting of forest crops unless the area on which the harvesting occurs is reforested artificially or naturally in accordance with the provisions of Chapter 11 (§ 10.1-1100 et~~

~~seq.) of the code of Virginia or is converted to bona fide agricultural or improved pasture use as described in subsection B of (§ 10.1-1163) of the Code of Virginia.~~

~~Repair or rebuilding of tracks, right-of-way, bridges, communication facilities, and other related structures and facilities of a railroad company.~~

~~Agricultural engineering operations including but not limited to the construction of terraces, terrace outlets, check dams, silt basins, dikes, ponds not required to comply with the provisions of the Dam Safety Act, Article 2 (§ 10.1-1100 et seq.) Chapter 6 of this title, ditches, strip cropping, lister furrowing, contour cultivating, contour furrowing, land drainage and land irrigation.~~

~~Disturbed land area of less than two thousand (2,000) square feet in size.~~

~~Installation of fence and sign posts or telephone and electric pole and other kinds of posts or poles.~~

~~Emergency work to protect life, limb, or property, and emergency repairs, however, if the land disturbing activity would have required an approved erosion and sediment control plan, and the activity were not an emergency, then the land area disturbed shall be shaped and stabilized in accordance with the requirement of the plan-approving authority.~~

~~4.5.2 Riparian Buffer and Setback Exceptions~~

~~Grassy swales and other ephemeral streams~~

~~Roadside ditches~~

~~Drainage ditches whose purpose is to convey storm water to the public system~~

~~Tile drainage systems~~

~~Stream Culverts~~

~~4.6 Riparian Buffer and Setback Area~~

~~4.6.1 Riparian Buffers~~

~~Riparian buffers shall be composed of a 25 foot area extending from streamside and the existing natural landscape of the stream including trees and underbrush. If the natural landscape has been removed, the buffer area is required to be landscaped with a mixture of deciduous and coniferous trees with the majority being deciduous canopy or ornamental trees of species specified in Section 8-7 of the Zoning Ordinance. The riparian buffer shall be included as any buffer or part of any buffer area required in Article 8 of the Zoning Ordinance.~~

~~4.6.2 Riparian Setback Area~~

~~Riparian Setbacks, unless as specified as a riparian area of special concern referenced in Section 4-6.3, shall be 50 feet from streamside and will include the riparian buffer area.~~

~~4.6.3 Riparian Areas of Special Concern~~

~~4.6.3.1 Delineated Floodplain Areas~~

~~Where the 100-year floodplain is wider than the Riparian Setback on either or both sides of a stream, the Riparian Setback shall be extended to the outer edge of the 100-year floodplain as defined by FEMA.~~

~~4.6.3.2 Steep Slopes~~

~~In areas where the gradient of the riparian corridor significantly impacts the stream the following adjustments to the Riparian Setback shall be made:~~

Average Percentage of Slope	Adjustment to Riparian Setback
15%-20%	Add 25 feet
21% - 25%	Add 50 feet
>25%	Add 100 feet*

~~*See Article 9-17 of the Zoning Ordinance~~

~~4.6.3.3 Wetland Areas~~

~~Where potential wetlands are shown on the US Fish and Wildlife Service National Wetlands Inventory (NWI), a Jurisdictional Determination (JD) issued by the US Army Corps of Engineers shall be required with any application for a land disturbance permit. Riparian Setbacks shall include the full extent of wetlands protected by federal or state law.~~

~~4.7 Permits~~

~~Development in The Town of Warrenton shall require a two-tier permit system. This system will be required for all construction activities within the Town except for those exemptions outlined in Section 10-2 of the Town Zoning Ordinance and Section 4-5, Exceptions, specified in this manual. Permits will be issued once the site review process has been completed and proper bonding is in place. The two required permits are the Land Disturbance Permit and the Building Permit.~~

~~4.7.1 Land Disturbance Permit~~

~~The "LAND DISTURBANCE PERMIT" (LDP) shall be issued for the implementation of grading~~

~~which is composed of riparian protection, tree removal and those requirements set by the erosion and sediment control plan. No additional construction will be performed and no additional building materials shall be allowed on site until the Zoning Administrator has verified that all requirements of this permit have been met. No Land Disturbance Permit shall be issued without a plat survey showing all riparian setback areas and a tree survey and replacement schedule approved by the Town Arborist or Zoning Administrator.~~

~~The issuance of the Land Disturbance Permit shall be conditioned on an approved SCP which shall be presented at the time of application.~~

~~The ESC Administrator may allow the stockpiling of additional construction materials, or the temporary storage of equipment, on the site prior to the issuance of the second permit if a suitable location can be identified. Proper Erosion and Sediment Control, approved by the Erosion and Sediment Control Administrator, must be maintained on the stockpile area prior, during, and after the area is used for stockpiling.~~

~~4.7.2 Building Permit~~

~~The "BUILDING PERMIT" will be issued once the Zoning Administrator certifies that the requirements set forth in this manual and required by the Land Disturbance Permit, have been properly installed. This permit will set forth the commencement of the final construction phase and requires review and approval of the Site Development Plan and of any and all building plans.~~

~~4.8 Program Standards/Procedures~~

~~4.8.1 Plan Contents~~

~~The preservation of our natural landscapes requires that developers work to contain the natural features of the land in their development practices. The contents of the SCP will demonstrate the developer's intent toward preservation and shall include the following requirements based on the Chesapeake Bay Watershed Manual Section VI and Article 8 Sections 7, 9 and 10 of the Town Zoning Ordinance.~~

~~4.8.1.1 Riparian Protection Plan~~

~~Riparian Protection Plan showing riparian setback and buffer areas and those methods of either retaining the natural forested areas or plantings designed to protect the buffered area.~~

~~4.8.1.2 Tree Survey~~

~~A tree survey of existing trees as required by Section 10-4-2-15 of the Zoning Ordinance on sites proposed for development, which includes a listing of all heritage and specimen trees to be preserved and the location of all trees on the site with a caliper of six (6) inches or greater. Such trees shall be also identified in a table listing their species, caliper, and canopy~~

~~size.~~

~~4.8.1.3 Tree Protection Plan~~

~~Tree Protection Plan as required by Section 10-6-12 of the Zoning Ordinance that indicates the location of trunks and drip lines for trees or wooded areas that are to be retained. In the case of wooded areas, the trunks and drip lines of perimeter trees shall be sufficient indication of location.~~

~~4.8.1.4 Tree Replacement Schedule~~

~~A replacement schedule of all trees required to be replaced in Section 8-10 of the Zoning Ordinance. Replacement trees shall be replaced by trees indigenous to the Warrenton region. Deciduous trees shall replace deciduous trees and nondeciduous trees shall replace nondeciduous trees.~~

~~4.8.1.5 Erosion and Sediment Control Plan~~

~~An erosion and sediment control plan containing a description of the controls appropriate for the best management of each construction operation as outlined in the Virginia Erosion and Sediment Control Law. The plan must make use of the practices that preserve the existing natural conditions to the maximum extent possible. Clear-cutting, as defined in Article 12, shall not be authorized.~~

~~For subdivisions of two lots or greater, and site plans comprising one or more acres of land, the plan shall be designed after a Phase I investigation that identifies all potentially historically significant and environmentally sensitive areas on the property. These include, but are not limited to, structures, wetlands, floodplain, steep slopes, endangered habitats, and unstable soils. Buildings and lot locations shall be laid out to preserve, to the maximum extent possible, the conditions identified in the Phase I investigation.~~

~~Development of the plan shall be accomplished through the use of phased development practices per the following schedule that follows the normal progression of land development:~~

- ~~▪ Phase 1: Streets, parking areas, and utilities, including temporary and permanent erosion and sediment control and stormwater installations~~
- ~~▪ Phase 2: Open space and amenity areas, where provided.~~
- ~~▪ Phase 3: Lots for buildings and structures. Lots shall not be cleared until a land disturbance permit in conjunction with a building permit has issued.~~

~~4.8.1.6 Methods of protection~~

~~Methods of protection shall be clearly indicated on site plan with a legend of symbol included on each sheet.~~

~~4.8.1.7 Responsible Party~~

~~Protected natural areas including riparian areas and all storm water management facilities shall have an inspection and maintenance plan that identifies the owner and the responsible party for carrying out the inspection and maintenance plan. Contact information, including phone numbers, shall be located on the first page of the SCP.~~

~~4.8.2 Operation and Maintenance of Storm Water Management Facilities~~

~~An approved plan for the maintenance of all storm water management facilities is required by Article 5 of the Zoning Ordinance. The responsibility for the operation and maintenance of storm water management facilities, unless assumed by the Town of Warrenton, shall remain with the property owner and shall pass to any successor or owner. If portions of the land are to be sold, legally binding arrangements shall be made to pass the basic responsibility to successors in title. These arrangements shall be designated for each property owner, governmental agency, or other legally established entity to be permanently responsible for maintenance.~~

~~4.8.3 Approval Process~~~~4.8.3.1 Approval~~

~~The Town of Warrenton Erosion and Sediment Control Administrator and the Zoning Administrator shall review any and all SCPs and grant written approval within sixty (60) days of the receipt of the plan if it determines that the plan meets the requirements of the Town's regulations and if the person responsible for carrying out the plan certifies that he will properly perform the conservation measures included in the plan and will conform to the provisions of the SCP Manual. The approval process follows after a site development plan (SDP) has been approved in accordance with Article 10 of the Zoning Ordinance. The land disturbance permit will be issued after the site plan is approved in its entirety and all required documentation, including proof of the purchase of off-site nutrient or wetland credits, copies of required wetlands permits or Jurisdictional Determinations from the US Army Corps of Engineers, and all easements, plats, bonds or surety contracts and documents have been submitted and approved, as applicable.~~

~~4.8.3.2 Denials~~

~~When an SCP is determined to be inadequate, written notice of denial stating the specific reasons for the denial shall be communicated to the applicant within sixty (60) days. The notice shall specify the modifications, terms and conditions that will permit approval of the~~

~~plan. If no action is taken by the Town of Warrenton within the time specified above, the plan shall be deemed approved and the person authorized to proceed with the proposed activity.~~

~~4.8.3.3 Plan Alterations~~

~~An approved SCP may be changed in the following cases:~~

- ~~1. Where inspection has revealed that the plan is inadequate to satisfy applicable regulation;~~
- ~~2. Where the person responsible for carrying out the approved SCP finds that because of changed circumstances, or for other reasons, the approved plan cannot be effectively carried out, and~~
- ~~3. Proposed amendments to the SCP, consistent with the requirements of this manual, are agreed to by the Erosion and Sediment Control Administrator, and Zoning Administrator, and the person responsible for carrying out the plan.~~

~~4.8.4 Bond Requirements~~

~~Upon approval of the cost estimates required by Section 10-8 of the Zoning Ordinance and Section 3-12.3 of the Subdivision Ordinance, the owner or developer is required to submit:~~

- ~~1. A certificate certifying that the construction costs have been paid to the person constructing such improvements covered by the cost estimates, or~~
- ~~2. A cash escrow, certified check, or performance and payment bond surety with escalation clause for the cost of improvements to insure completion, or~~
- ~~3. A bank or savings institution's letter of credit, on certain designated funds satisfactory to the Planning Director as to the institution, the amount and the form.~~

~~4.8.5 Multi-jurisdiction Requirements~~

~~Where land-disturbing activities involve lands under the jurisdiction of more than one local control program an erosion and sediment control plan, the SCP may, at the option of the applicant, be submitted to the State Board for review and approval rather than to each jurisdiction concerned.~~

~~4.8.6 Erosion Impact Areas~~

~~The Town may designate areas in the town which shall be classified as Erosion Impact Areas as defined in Article 12. Any such designation and classification shall be deemed to be a component of the local control program. Consistent with this Manual, and in order to prevent further erosion, the Erosion and Sediment Control Administrator may require the approval of a conservation plan for any~~

~~Erosion Impact Area. Such plan shall be subject to all review, bonding, inspections and enforcement provisions of this Manual which apply to Land Disturbance Permits. The plan must be submitted by the property owner.~~

~~4.8.7 Preconstruction Meeting~~

~~Pre-Construction meeting shall be held prior to the initiation of any site work. Attendees include, but are not limited to, Planning Director, Erosion and Sediment Control Inspector/Administrator, Town Arborist, Town Engineer, Town Zoning Administrator, and the Responsible Land Disturber or his representatives.~~

~~4.8.8 Inspection Process~~

~~During the development process, all land disturbing activities within the Town of Warrenton shall be inspected by the Town's Erosion and Sediment Control Administrator and when applicable, The Town Erosion and Sediment Control Inspector, the Town Arborist, or a qualified Town representative. The inspection process includes the following.~~

~~An initial site inspection shall be made prior to the start of construction to assure that all relative onsite protective measures are in place and that all affected offsite waterways and environmental impact areas are protected. The E&S Administrator shall give written notice to Responsible Land Disturber that the inspection is complete and that construction can start. If the inspection finds that these protective measures are not in place, corrective action shall be recorded and given to the Responsible Land Disturber either directly onsite or via first class mail. Construction shall not begin until the relative onsite and offsite protective measures are in place.~~

~~Each site in which land disturbing activities are being conducted shall be inspected at least once every two weeks and within twenty four (24) hours of a runoff producing event and at the completion of the project prior to the release of any performance bonds.~~

~~Town of Warrenton Standard Operating Procedure for Erosion and Sediment Control Inspection further outlines the inspection process.~~

~~4.9 Fees~~

~~A reasonable fee to defray the cost of plan review, including site inspections for the duration of the construction process, shall be paid to the Town. These charges shall be in accord with the Site Plan Review fee schedule as adopted by the Town Council and relative permits such as the Land Disturbance Permit.~~

~~4.10 Variances~~

~~The ESC Administrator may waive or modify any regulations that are deemed inappropriate or too~~

~~restrictive for site conditions, by granting a variance. The ESC Administrator shall follow the process as outlined in section 9VAC25-840 of the Virginia Erosion and Sediment Control Regulations. For ESC variance denials, the applicant may resubmit a variance request with additional documentation to the State Water Control Board.~~

- ~~• During construction, the person responsible for implementing the approved ESC plan may request a variance in writing from the Erosion and Sediment Control Administrator. The Erosion and Sediment Control Administrator shall respond in writing either approving or disapproving such a request.~~
- ~~• If variances submitted during construction are not approved within ten (10) days of receipt of the variance request, the request shall be considered to be disapproved.~~

~~4.11 Violations, Remedies, and Public Notice~~

~~Violations include, but are not limited to, failure to comply with an approved plan or undertaking a land disturbing activity without an approved plan, and the destruction of adjacent property including adjacent tree damage or damage to any tree save areas. When a violation is noted, the ESC Administrator shall take the following steps to secure compliance.~~

~~4.11.1 Informal Contact/Verbal Warning~~

~~The Inspector shall complete a standard inspection report form detailing the observed violation and circumstances pertaining to it. The report shall specify the measures needed for compliance and a time frame for completion. The on-site job superintendent shall be notified verbally, if possible, and asked to sign the inspection report to verify that verbal notification has been given. Copies of the inspection report shall be given or sent to the permit holder and other concerned parties.~~

~~4.11.2 Notice to Comply~~

~~If the informal contact is unsuccessful, the Erosion and Sediment Control Administrator shall issue a "Notice to Comply". This notice shall specify the measures required for compliance and the deadline for completion. The notice must be sent to the permit holder by registered or certified mail to the address specified by the permit holder in his application or the notice can be delivered to the person supervising the activity.~~

~~4.11.3 Stop Work Order~~

~~If the Notice to Comply is not acted upon by the land developer the Zoning Official or ESC Administrator shall issue a stop work order requiring that all or part of a land-disturbing activities on the site be stopped until the specified corrective measures have been taken.~~

~~Where the alleged noncompliance is causing, or is in imminent danger of causing, harmful erosion of lands or sediment deposition in waters within the watersheds of the Commonwealth, tree removal is~~

~~taken place without notification to the Zoning Administrator, and/or land disturbance activity has commenced without an approved plan or land disturbance permit, per Section 11-3.3.11 of the Zoning Ordinance, such an order may be issued whether or not the alleged violator has been issued a notice to comply as specified above. Under these circumstances, a stop work order may be issued on site to the responsible party or their agent.~~

~~Otherwise, such an order may be issued only after the alleged violator has failed to comply with a notice to comply. The stop work order shall be served upon the owner by registered or certified mail to the address specified in the permit application or the land records of the locality in which the site is located. Upon failure to comply within the time specified, the land disturbance permit or construction permit may be revoked and the permit holder or person responsible for carrying out the plan shall be deemed to be in violation of the requirements of this manual and shall be subject penalties set forth in Section 4-12 Criminal and Civil Penalties.~~

~~4.11.3.1 The order shall remain in effect for seven days from the date of service, pending application by the enforcing authority or alleged violator for appropriate relief to the circuit court of Fauquier County. If the alleged violator has not obtained an approved site plan or any required permits within seven days from the date of service of the order, the Zoning Administrator and/or ESC Administrator or his designee may issue an order to the owner requiring that all construction and other work on the site be stopped until the appropriate corrective measures have been taken.~~

~~4.11.3.2 The owner may appeal the issuance of an order to the circuit court of Fauquier County. Any person violating, neglecting, or refusing to obey an order issued by the Town may be compelled in a proceeding instituted in the court to obey same and to comply therewith by injunction, mandamus or other appropriate remedy. Upon completion and approval of corrective action or obtaining an approved plan or any required permits the order shall immediately be lifted.~~

~~4.12 Criminal and Civil Penalties~~

~~Violators shall be guilty of a Class 1 misdemeanor and shall be subject to fines not to exceed \$2,500 and/or twelve months imprisonment in jail.~~

~~Every violation not remedied in the notice to comply letter shall carry a \$100.00 fine per day with a total of \$3,000.00 per violation and \$1,000.00 per day for any land disturbing activity commenced without an approved plan for a total of \$10,000 per violation.~~

~~In addition to any criminal or civil penalties provided this section, any person who violates any provision of this chapter may be liable to the Virginia State Water Control Board per § 62.1-44.15 of the Code of Virginia.~~

~~4.13 Appellate Process~~

~~4.13.1 Appeals of items regulated by the Zoning Ordinance~~

~~Appeal of a formal decision of the Zoning Administrator shall be subject to the requirement of Section 11-3.12 of the Zoning Ordinance of the Town of Warrenton. Appeals shall be in writing and shall be filed with the Board of Zoning Appeals in care of the Zoning Administrator. Such appeal shall be taken within thirty (30) days from the date of any written decision adversely affecting the rights, duties or privileges of the person engaging in or proposing to engage in land disturbing activities. The application for appeal shall be filed with the Zoning Administrator and shall specify the grounds for the appeal.~~

~~4.13.2 Appeals to the Virginia Erosion and Sediment Laws~~

~~Any appeals concerning the ESC portion of this document shall be taken to the Virginia State Water Control Board and shall be subject to review by the circuit court provided that an appeal is filed within thirty (30) days from the date of any written decision adversely affecting the rights, duties or privileges of the person engaging in or proposing to engage in land disturbing activities.~~

~~4.13.3 Appeal of a Stop Work Order~~

~~The owner may appeal the issuance of an order to the circuit court of Fauquier County. Any person violating or failing, neglecting, or refusing to obey the stop work order may be compelled in a proceeding instituted in the circuit court of Fauquier County to obey same and to comply therewith by injunction, mandamus or other appropriate remedy. Upon completion and approval of corrective action or obtaining an approved plan or any required permits, the order shall immediately be lifted.~~

~~4.14 Duration of Approval~~

~~Approval of the SCP is conditioned to the Site Plan Approval process and all time limits associated with it. Although, the Town reserves the right to adjust requirements of this SCP if field conditions warrant such adjustments.~~

Article 5 ~~Stormwater Management~~

~~Amended April 9, 2019~~

~~December 10, 2019~~

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- ~~5-18 ADOPTION, AMENDMENTS, AND REPEAL~~

~~Article 5 Stormwater Management~~

~~Pursuant to Code § 62.1-44.15.27, this ordinance is adopted as part of an initiative to coordinate the Town of Warrenton stormwater management requirements with the Town's erosion and sediment control, flood insurance, and flood plain management requirements into a unified program within the Town's Zoning Ordinance, in accordance with the provisions of the Virginia Stormwater Management Act. It is intended to facilitate the submission and approval of plans, issuance of permits, payment of fees, and coordination of inspection and enforcement activities into a more convenient and efficient manner for both the Town and those responsible for compliance with these programs.~~

~~5-1 PURPOSE AND AUTHORITY (Section 9VAC25-870-20, 9VAC25-870-40)~~

- ~~(a) The purpose of this Ordinance is to ensure the health, safety, and welfare of the citizens of the Town of Warrenton, to protect private and public properties, and to protect the quality and quantity of state waters from unmanaged stormwater runoff through land disturbing activities that may cause unreasonable degradation of properties, water quality, stream channels, and other natural resources, and to establish procedures whereby legal requirements related to water quality and quantity shall be administered and enforced.~~
- ~~(b) This ordinance is adopted pursuant to Article 1.1 (§ 62.1-44.15.25 et seq.) of Chapter 6 of Title 62.1 of the Code of Virginia.~~

~~5-2 DEFINITIONS (9VAC25-870-10)~~

~~See Article 12.~~

~~5-3 STORMWATER PERMIT REQUIREMENT, EXEMPTIONS~~

- ~~(a) Except as provided herein, no person may engage in any land-disturbing activity until a VSMP authority permit has been issued by the Administrator in accordance with the provisions of this Ordinance.~~
- ~~(b) Notwithstanding any other provisions of this Ordinance, the following activities are exempt from permitting under this Article, unless otherwise required by law.~~
- ~~(1) Permitted surface or deep mining operations and projects, or oil and gas extraction operations and projects conducted under the provisions of Title 45.1 of the Code of Virginia,~~
 - ~~(2) Clearing of lands specifically for agricultural purposes and the management, tilling, planting, or harvesting of agricultural, horticultural, or forest crops, livestock feedlot operations, or as additionally set forth by the State Board in regulations, including engineering operations as follows: construction of terraces, terrace outlets, check dams, desilting basins, dikes, ponds, ditches, strip cropping, lister furrowing, contour cultivating, contour furrowing, land drainage, and land irrigation, however, this exception shall not apply to harvesting of forest crops unless the area on which harvesting occurs is reforested artificially or naturally in accordance with the~~

~~provisions of Chapter 11 (§ 10.1-1100 et seq.) of Title 10.1 of the Code of Virginia or is converted to bona fide agricultural or improved pasture use as described in Subsection B of § 10.1-1163 of Article 9 of Chapter 11 of Title 10.1 of the Code of Virginia,~~

- ~~(3) Single-family residences separately built and disturbing less than 10,000 square feet and not part of a larger common plan of development or sale, including additions or modifications to existing single-family detached residential structures. However, these will require an Agreement-in-Lieu for Erosion and Sediment Control, and may require other permits such as Floodplain, Zoning, etc.~~
- ~~(4) Land disturbing activities that disturb less than 10,000 square feet of land area or activities that are part of a larger common plan of development or sale that is one (1) acre or greater of disturbance, for which an approved SWM Plan has already been implemented covering that proposed disturbance, and a VSMP Permit is currently in effect for that common plan of development. Discharges to a sanitary sewer or combined sewer system, although these discharges are prohibited in the Town Code.~~
- ~~(5) Activities under a State or federal reclamation program to return an abandoned property to an agricultural or open land use,~~
- ~~(6) Routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original construction of the project. The paving of an existing road with a compacted or impervious surface and reestablishment of existing associated ditches and shoulders shall be deemed routine maintenance if performed in accordance with this Subsection, and~~
- ~~(7) Conducting land-disturbing activities in response to a public emergency where the related work requires immediate authorization to avoid imminent endangerment to human health or the environment. In such situations, the Administrator shall be advised of the disturbance within seven days of commencing the land-disturbing activity and compliance with the administrative requirements of Subsection (a) is required within 30 days of commencing the land-disturbing activity.~~
- ~~(c) In order to protect the quality of state waters and to control the discharge of stormwater pollutants from land-disturbing activities, runoff from Chesapeake Bay Preservation Act land-disturbing activities shall be controlled unless otherwise exempt. Chesapeake Bay Act land-disturbing activities do not require completion of a registration statement or coverage under the General Permit but shall be subject to the following technical criteria and program administrative requirements in this ordinance and 9VAC25-870-51.~~
 - ~~(1) Erosion and Sediment Control Plan,~~
 - ~~(2) Stormwater Management Plan,~~

- ~~(3) Exemptions may be requested,~~
- ~~(4) Long-term maintenance of stormwater management facilities,~~
- ~~(5) Water quality design criteria,~~
- ~~(6) Water quality compliance,~~
- ~~(7) Channel protection and flood protection,~~
- ~~(8) Offsite compliance options available,~~
- ~~(9) Subject to design storm and hydrologic methods, linear development controls, and criteria associated with stormwater impoundment structures or facilities.~~

~~5-4 STORMWATER MANAGEMENT PROGRAM ESTABLISHED, SUBMISSION AND APPROVAL OF PLANS, PROHIBITIONS~~

- ~~(a) Pursuant to § 62.1-44.15.27 of the Code of Virginia, the Town hereby establishes a Virginia stormwater management program for land-disturbing activities and adopts the applicable Regulations that specify standards and specifications for VSMPs promulgated by the State Board for the purposes set out in Section 5-1 of this Ordinance. The Town hereby designates the Community Development Director as the Administrator of the Town of Warrenton VSMP stormwater management program.~~
- ~~(b) No VSMP authority permit shall be issued by the Administrator, until the following items have been submitted to and approved by the Administrator as prescribed herein.~~
 - ~~(1) A permit application that includes a general permit registration statement, if such statement is required,~~
 - ~~(2) An erosion and sediment control plan approved in accordance with Article 4, Erosion and Sediment Control, of the Town Zoning Ordinance, and~~
 - ~~(3) A stormwater management plan that meets the requirements of Section 5-6 of this Ordinance or an executed agreement in lieu of a stormwater management plan.~~
- ~~(c) No VSMP authority permit shall be issued until evidence of general permit coverage is obtained.~~
- ~~(d) No VSMP authority permit shall be issued until the fees required to be paid pursuant to Section 5-15, are received and a reasonable performance bond required pursuant to Section 5-16 of this Ordinance has been submitted.~~
- ~~(e) No VSMP authority permit shall be issued unless and until the permit application and attendant materials and supporting documentation demonstrate that all land clearing,~~

~~construction, disturbance, land development and drainage will be done according to the approved permit.~~

- (f) ~~No grading, building or other local permit shall be issued for a property unless a VSMP authority permit has been issued by the Administrator.~~

~~5-5 STORMWATER POLLUTION PREVENTION PLAN, CONTENTS OF PLANS~~

- (a) ~~The Stormwater Pollution Prevention Plan (SWPPP) shall include the content specified by Section 9VAC25-870-54 and must also comply with the requirements and general information set forth in Section 9VAC25-880-70, Section II [stormwater pollution prevention plan] of the general permit. The SWPPP must include:~~

- ~~(1) Approved erosion and sediment control plan,~~
- ~~(2) Approved stormwater management plan,~~
- ~~(3) Pollution Prevention Plan for regulated land disturbing activities, and~~
- ~~(4) Description of any additional control measures necessary to address a TMDL.~~

- (b) ~~The SWPPP shall be amended by the operator whenever there is a change in design, construction, operation, or maintenance that has a significant effect on the discharge of pollutants to state waters which is not addressed by the existing SWPPP.~~

- (c) ~~The SWPPP must be maintained by the operator at a central location onsite. If an onsite location is unavailable, notice of the SWPPP's location must be posted near the main entrance at the construction site. Operators shall make the SWPPP available for public review in accordance with Section II of the general permit, either electronically or in hard copy.~~

- (d) ~~At the discretion of the Administrator, the SWPPP may be waived for projects less than 1 acre and where the proposed new impervious area is less than 10,000 square feet.~~

~~5-6 STORMWATER MANAGEMENT PLAN, CONTENTS OF PLAN~~

- (a) ~~The Stormwater Management Plan, required in Section 5-4 of this Ordinance, must apply the stormwater management technical criteria set forth in Section 5-9 of this Ordinance to the entire land-disturbing activity. Individual lots in new residential, commercial or industrial developments shall not be considered separate land-disturbing activities but shall be considered under a Common Plan of Development. A stormwater management plan shall consider all sources of surface runoff and all sources of subsurface and groundwater flows converted to surface runoff, and include the following information:~~

- ~~(1) Information on the type and location of stormwater discharges, information on the features to which stormwater is being discharged including surface waters or karst features, if present, and the predevelopment and postdevelopment drainage areas,~~
- ~~(2) Contact information including the name, address, and telephone number of the owner and the tax reference number and parcel number of the property or properties affected, and a Responsible Land Disturber certification,~~
- ~~(3) A narrative that includes a description of current site conditions and final site conditions,~~
- ~~(4) A general description of the proposed stormwater management facilities and the mechanism through which the facilities will be operated and maintained after construction is complete,~~
- ~~(5) Information on the proposed stormwater management facilities, including:

 - ~~(i) The type of facilities,~~
 - ~~(ii) Location, including geographic coordinates,~~
 - ~~(iii) Acres treated, and~~
 - ~~(iv) The surface waters or karst features, if present, into which the facility will discharge.~~~~
- ~~(6) Hydrologic and hydraulic computations, including runoff characteristics,~~
- ~~(7) Documentation and calculations verifying compliance with the water quality and quantity requirements of Section 5-9 of this Ordinance.~~
- ~~(8) A map or maps of the site that depicts the topography of the site and includes:

 - ~~(i) All contributing drainage areas,~~
 - ~~(ii) Existing streams, ponds, culverts, ditches, wetlands, other water bodies, and floodplains,~~
 - ~~(iii) Soil types, geologic formations if karst features are present in the area, forest cover, and other vegetative areas,~~
 - ~~(iv) Current land use including existing structures, roads, and locations of known utilities and easements,~~
 - ~~(v) Sufficient information on adjoining parcels to assess the impacts of stormwater from the site on these parcels,~~
 - ~~(vi) The limits of clearing and grading, and the proposed drainage patterns on the site,~~~~

- ~~(vii) Proposed buildings, roads, parking areas, utilities, and stormwater management facilities, and~~
 - ~~(viii) Proposed land use with tabulation of the percentage of surface area to be adapted to various uses, including but not limited to planned locations of utilities, roads, and easements.~~
- ~~(b) If an operator intends to meet the water quality and/or quantity requirements set forth in Section 5-9 of this Ordinance through the use of off-site compliance options, where applicable, then a letter of availability from the off-site provider must be included. Approved off-site options must achieve the necessary nutrient reductions prior to the commencement of the applicant's land-disturbing activity except as otherwise allowed by § 62.1-44.15.345 of the Code of Virginia. A VSMP authority shall allow offsite options when:~~
- ~~(1) Less than five acres of land will be disturbed;~~
 - ~~(2) The post-construction phosphorous control requirement is less than 10 pounds per year, or~~
 - ~~(3) The applicant demonstrates to the satisfaction of the VSMP authority that:

 - ~~(i) Alternative site designs have been considered that may accommodate onsite best management practices, and~~
 - ~~(ii) Onsite best management practices have been considered in alternative designs to the maximum extent practicable, and~~
 - ~~(iii) Appropriate onsite best management practices will be implemented, and~~
 - ~~(iv) Full compliance with post-development nonpoint nutrient runoff compliance requirements cannot practicably be met onsite. The applicant must demonstrate onsite control of at least 75 percent (75%) of the required phosphorous nutrient reductions. If the applicant is unable to provide 75% onsite control, a waiver may be granted by the VSMP authority subject to review of the applicant's justification to allow the use of offsite credit purchase to exceed 25%.~~~~
- ~~(c) Elements of the stormwater management plans that include activities regulated under Chapter 4 (§54.1-400 et seq.) of Title 54.1 of the Code of Virginia shall be appropriately sealed and signed by a professional registered in the Commonwealth of Virginia pursuant to Article 1 (§ 54.1-400 et seq.) of Chapter 4 of Title 54.1 of the Code of Virginia.~~
- ~~(d) A construction record drawing for permanent stormwater management facilities shall be submitted to the Administrator. The construction record drawing shall be appropriately sealed and signed by a professional registered in the Commonwealth of Virginia, certifying~~

~~that the stormwater management facilities have been constructed in accordance with the approved plan. Construction record drawings are not required for stormwater management facilities for which maintenance agreements are not required pursuant to Section 5-10(b).~~

- ~~(c) Approved stormwater management plans for residential, commercial and industrial subdivisions govern the development of individual parcels within that plan, throughout the development life of the property even if ownership changes.~~

~~5-7 POLLUTION PREVENTION PLAN, CONTENTS OF PLANS~~

- ~~(a) Pollution Prevention Plan, required by 9VAC25-870-56, shall be developed, implemented, and updated as necessary and must detail the design, installation, implementation, and maintenance of effective pollution prevention measures to minimize the discharge of pollutants. At a minimum, such measures must be designed, installed, implemented, and maintained to:~~
- ~~(1) Minimize the discharge of pollutants from equipment and vehicle washing, wheel wash water, and other wash waters. Wash waters must be treated in a sediment basin or alternative control that provides equivalent or better treatment prior to discharge,~~
 - ~~(2) Minimize the exposure of building materials, building products, construction wastes, trash, landscape materials, fertilizers, pesticides, herbicides, detergents, sanitary waste, and other materials present on the site to precipitation and to stormwater, and~~
 - ~~(3) Minimize the discharge of pollutants from spills and leaks and implement chemical spill and leak prevention and response procedures.~~
- ~~(b) The pollution prevention plan shall include effective best management practices to prohibit the following discharges:~~
- ~~(1) Wastewater from washout of concrete, unless managed by an appropriate control;~~
 - ~~(2) Wastewater from washout and cleanout of stucco, paint, form release oils, curing compounds, and other construction materials;~~
 - ~~(3) Fuels, oils, or other pollutants used in vehicle and equipment operation and maintenance, and~~
 - ~~(4) Soaps or solvents used in vehicle and equipment washing.~~
- ~~(c) Discharges from dewatering activities, including discharges from dewatering of trenches and excavations, are prohibited unless managed by appropriate controls.~~

~~5-8 REVIEW OF STORMWATER MANAGEMENT PLAN~~

- ~~(a) The Administrator or the Public Works Director as the duly authorized agent of the Administrator shall review stormwater management plans and shall approve or disapprove a stormwater management plan according to the following:~~
- ~~(1) The Administrator shall determine the completeness of a plan in accordance with Section 5-6 of this Ordinance, and shall notify the applicant, in writing, of such determination, within 15 calendar days of receipt. If the plan is deemed to be incomplete, the above written notification shall contain the reasons the plan is deemed incomplete.~~
 - ~~(2) The Administrator shall have an additional 60 calendar days from the date of the communication of completeness to review the plan, except that if a determination of completeness is not made within the time prescribed in subdivision (1), then plan shall be deemed complete and the Administrator shall have 60 calendar days from the date of submission to review the plan.~~
 - ~~(3) The Administrator shall review any plan that has been previously disapproved, within 45 calendar days of the date of resubmission.~~
 - ~~(4) During the review period, the plan shall be approved or disapproved and the decision communicated in writing to the person responsible for the land-disturbing activity or his designated agent. If the plan is not approved, the reasons for not approving the plan shall be provided in writing. Approval or denial shall be based on the plan's compliance with the requirements of this Ordinance.~~
 - ~~(5) If a plan meeting all requirements of this Ordinance is submitted and no action is taken within the time provided above in subdivision (2) for review, the plan shall be deemed approved.~~
 - ~~(6) Any changes or modifications to the plans initiated by the applicant during the review process (not responses to staff comments) will reset the 60 day calendar review process as of the date of the applicant's request. .~~
- ~~(b) Approved stormwater plans may be modified as follows:~~
- ~~(1) Modifications to an approved stormwater management plan shall be allowed only after review and written approval by the Administrator. The Administrator shall have 60 calendar days to respond in writing either approving or disapproving such request.~~
 - ~~(2) The Administrator may require that an approved stormwater management plan be amended, within a time prescribed by the Administrator, to address any deficiencies noted during inspection.~~

- ~~(c) The Administrator shall require the submission of a construction record drawing for permanent stormwater management facilities. The Administrator may elect not to require construction record drawings for stormwater management facilities for which recorded maintenance agreements are not required pursuant to Section 5-10 (b).~~

~~5-9 TECHNICAL CRITERIA FOR REGULATED LAND-DISTURBING ACTIVITIES~~

- ~~(a) To protect the quality and quantity of state water from the potential harm of unmanaged stormwater runoff resulting from land-disturbing activities, the Town of Warrenton hereby adopts the technical criteria for regulated land-disturbing activities set forth in Part II B of the Regulations 9VAC25-870(62-99), as amended, expressly to include 9VAC25-870-63 [water quality design criteria requirements], 9VAC25-870-65 [water quality compliance], 9VAC25-870-66 [water quantity], 9VAC25-870-69 [offsite compliance options], 9VAC25-870-72 [design storms and hydrologic methods], 9VAC25-870-74 [stormwater harvesting], 9VAC25-870-76 [linear development project], and, 9VAC25-870-85 [stormwater management impoundment structures or facilities], which shall apply to all land-disturbing activities regulated pursuant to this Ordinance, except as expressly set forth in Subsection (b) of this Section.~~
- ~~(b) Any land disturbing activity considered grandfathered by the VSMP authority shall be subject to the Part II C (9VAC25-870 (93-99)) technical criteria of the VSMP Regulation provided:~~
- ~~(1) A proffered or conditional zoning plan, zoning with the a plan of development, preliminary or final subdivision plat, preliminary or final site plan, or any document determined by the locality to be equivalent thereto (i) was approved by the locality prior to July 1, 2012, (ii) provided a layout as defined in 9VAC25-870-10, (iii) will comply with the Part II C technical criteria of the VSMP Regulation, and (iv) has not been subsequently modified or amended in a manner resulting in an increase in the amount of phosphorus leaving each point of discharge, and such that there is no increase in the volume or rate of runoff;~~
 - ~~(2) A state permit has not been issued prior to July 1, 2014, and~~
 - ~~(3) Land disturbance did not commence prior to July 1, 2014.~~
- ~~(c) Locality, state and federal projects shall be considered grandfathered by the VSMP authority and shall be subject to the Part II C technical criteria of the VSMP Regulation provided:~~
- ~~(1) There has been an obligation of locality, state or federal funding, in whole or in part, prior to July 1, 2012, or the department has approved a stormwater management plan prior to July 2, 2012, and~~
 - ~~(2) A state permit has not been issued prior to July 1, 2014, and~~

- ~~(3) Land disturbance did not commence prior to July 1, 2014.~~
- ~~(d) Land disturbing activities grandfathered under subsections A and B of this section shall remain subject to the Part H C technical criteria of the VSMP Regulation for one additional state permit cycle. After such time, portions of the project not under construction shall become subject to any new technical criteria adopted by the board.~~
- ~~(e) In cases where governmental bonding or public debt financing has been issued for a project prior to July 1, 2012, such project shall be subject to the technical criteria of Part H C.~~
- ~~(f) Nothing in this section shall preclude an operator from constructing to a more stringent standard at his discretion.~~
- ~~(g) The Administrator may grant exceptions to the technical requirements of Part H B or Part H C of the Regulations, provided that (i) the exception is the minimum necessary to afford relief, (ii) reasonable and appropriate conditions are imposed so that the intent of the Act, the Regulations, and this Ordinance are preserved, (iii) granting the exception will not confer any special privileges that are denied in other similar circumstances, and (iv) exception requests are not based upon conditions or circumstances that are self-imposed or self-created. Economic hardship alone is not sufficient reason to grant an exception from the requirements of this Ordinance.~~
- ~~(1) Exceptions to the requirement that the land-disturbing activity obtain required VSMP authority permit shall not be given by the Administrator, nor shall the Administrator approve the use of a BMP not found on the Virginia Stormwater BMP Clearinghouse Website, or any other control measure duly approved by the Director.~~
- ~~(2) Exceptions to requirements for phosphorus reductions shall not be allowed unless offsite options otherwise permitted pursuant to 9VAC25-870-69 have been considered and found not available.~~
- ~~(h) Nothing in this Section shall preclude an operator from constructing to a more stringent standard at their discretion.~~

~~5-10 ADEQUATE DRAINAGE~~

- ~~(a) In order to protect and conserve the land and water resources of this Town for the use and benefit of the public, measures for the adequate drainage of surface waters shall be taken and facilities provided in connection with all land development activities.~~
- ~~(b) Adequate drainage of surface water means the effective conveyance of storm and other surface waters through and from the onsite stormwater management facilities into a(n):~~
- ~~(1) natural watercourse, i.e., a stream with incised channel (bed and banks);~~

- ~~(2) drainage facility of sufficient capacity without adverse impact upon the land over which the waters are conveyed or upon the watercourse or facility into which such waters are discharged, or~~
- ~~(3) adequate channel as defined in Section 5-2 of these regulations.~~

~~5-10.1 Minimum Requirements~~

- ~~(a) The drainage system must have the hydraulic characteristics to accommodate the maximum expected flow of surface waters for a given watershed, or portion thereof, for the duration and intensity of rainfall, as specified in the Town's Public Facilities Manual (PFM).~~
- ~~(b) Determination of the size and capacity of the drainage system shall be based on the planned development, existing zoning or existing development, whichever is greater, within the watershed.~~
- ~~(c) The drainage system shall be designed.~~
 - ~~(1) To honor natural drainage divides,~~
 - ~~(2) To account for both off site and on site surface waters,~~
 - ~~(3) To convey such waters to a natural watercourse, i.e., a natural watercourse at the natural elevation, or an existing or proposed stormwater management facility, and~~
 - ~~(4) To discharge the surface waters into a natural watercourse at the natural elevation, or into an existing facility of adequate capacity.~~
- ~~(d) The drainage system shall be designed such that properties over which the surface waters are conveyed, from the development site to discharge point(s), are not subject to increased erosion or increased flooding.~~
- ~~(e) Concentrated surface waters shall not be discharged on adjoining property, unless an easement expressly authorizing such discharge has been granted by the owner of the affected land or unless the discharge is into a natural watercourse, or other appropriate discharge point as set for the above.~~
- ~~(f) The owner or applicant/development may continue to discharge storm water which has not been concentrated into a lower lying property if the following three conditions are met.~~
 - ~~(1) The peak runoff rate after development does not exceed the predevelopment peak runoff rate for the 1-year storm and 10-year storm.~~
 - ~~(2) The increase in runoff volume caused by the development will not have an adverse impact, such as erosion or flooding, on the lower lying property. Any increase in runoff volume will be analyzed and meet the requirement of the Energy Balance~~

~~Equation as defined by the Channel Protection criterion of Part IIB of the new SWM Regulations (9VAC25-870-66 Water Quantity). Sheet flow is to be analyzed in accordance with 9VAC25-870-66.D.~~

- ~~(g) If the discharge conditions are not met and the discharge may aggravate an existing drainage problem or cause a drainage problem, the applicant/developer must provide a drainage system satisfactory to the Director to preclude an adverse impact upon the adjacent or downstream property. These improvements will be contained within a suitable Drainage Easement.~~
- ~~(h) Drainage structures shall be constructed in such a manner that they may be maintained at a reasonable cost. Drainage structures and treatment facilities designed for treatment of stormwater runoff from multiple building lots shall not be located on or within an individual building lot or lots, but shall be within commonly-owned area, and shall be located so as to be easily accessed for maintenance purposes.~~
- ~~(i) If the outfall is into a natural and well defined, stabilized watercourse, the two-year peak flow from the development of the watershed must be at a flow rate and velocity which the watercourse can accept without causing erosion in the streambed or over-bank flooding. Alternatively, if the applicant/developer chooses, the downstream watercourse may be modified so that it can handle the two-year post-development flow, provided, however, that if the applicant/developer choose to install a storm drainage system, the system shall be designed in accordance with these regulations for such systems.~~
- ~~(j) If off site downstream construction and easements are necessary to obtain an adequate drainage outfall, no plans shall receive final approval until such storm drainage easements, extending to the nearest natural and well defined, adequate, stabilized watercourse, or adequate man-made drainage channel or pipe, have obtained and recorded among the land records of Fauquier County, Virginia.~~
- ~~(k) Storm sewers shall be discharged into the area least likely to erode. The following should be considered:

 - ~~(1) Generally, it is preferred to discharge at the flood plain limit into an adequate watercourse channel leading to the main stream-bed, rather than disturb the flood plain by extending the storm sewer.~~
 - ~~(2) If an adequate watercourse channel does not exist, the only alternative is to discharge into the main stream-bed.~~
 - ~~(3) In either case, energy dissipation devices are required.~~~~
- ~~(l) The requirements of Town of Warrenton relating to Erosion and Sedimentation Control, and the further requirements for protection of stream-beds by detention of surface waters,~~

~~set forth in these regulations must be satisfied. Additionally, the Stormwater Management Regulations requirements to protect water quality must be met, if applicable.~~

- ~~(m) All drainage ways, including overland relief pathways, must be separated from buildings. No building or other permanent structure may be built on or in a storm drainage system, or easement.~~
- ~~(n) Consideration must be given in the preparation of the plans to preclude adverse impacts resulting from higher rates and volumes of flow that might occur during construction.~~
- ~~(o) In cases where the drainage plans of a proposed development do not satisfy these minimum requirements because necessary off site facilities or improvements are lacking, the applicant/developer shall delay development until the necessary off site facilities or improvements are constructed or other arrangements are made which are suitable to the Director of Public Works. In such event, the plat or plans, if otherwise satisfactory, will be approved when the requirements of this Article are satisfied. Alternatively, the applicant/developer may choose to supply the offsite facilities that are necessary for adequate drainage.~~
- ~~(p) The downstream extent of this review shall be to the point at which the total drainage area is at least 100 times greater than the area of the development site in question.~~

~~5-11 LONG-TERM MAINTENANCE OF PERMANENT STORMWATER FACILITIES~~

- ~~(a) The Administrator shall require the provision of long-term responsibility for and maintenance of stormwater management facilities and other techniques specified to manage the quality and quantity of runoff. Such requirements shall be set forth in an instrument recorded in the local land records prior to general permit termination or earlier as required by the Administrator and shall at a minimum:~~
 - ~~(1) Be submitted to the Administrator for review and approval prior to the approval of the stormwater management plan,~~
 - ~~(2) Be stated to run with the land,~~
 - ~~(3) Provide for all necessary access to the property for purposes of maintenance and regulatory inspections,~~
 - ~~(4) Provide for inspections and maintenance and the submission of inspection and maintenance reports to the Administrator, and~~
 - ~~(5) Be enforceable by all appropriate governmental parties.~~
- ~~(b) At the discretion of the Administrator, such recorded instruments need not be required for stormwater management facilities designed to treat stormwater runoff primarily from an individual residential lot on which they are located, provided it is demonstrated to the~~

~~satisfaction of the Administrator that future maintenance of such facilities will be addressed through an enforceable mechanism at the discretion of the Administrator.~~

- ~~(c) If a recorded instrument is not required pursuant to Subsection 5-10 (b), the Administrator, or any duly authorized agent of the Administrator, shall develop a strategy for addressing maintenance of stormwater management facilities designed to treat stormwater runoff primarily from an individual residential lot on which they are located. Such a strategy may include periodic inspections, homeowner outreach and education, or other method targeted at promoting the long-term maintenance of such facilities. Such facilities shall not be subject to the requirement for an inspection to be conducted by the Administrator.~~

~~5-12 MONITORING AND INSPECTIONS~~

- ~~(a) The Administrator or any duly authorized agent of the Administrator shall inspect the land-disturbing activity during construction for:~~
- ~~(1) Compliance with the approved erosion and sediment control plan,~~
 - ~~(2) Compliance with the approved stormwater management plan,~~
 - ~~(3) Development, updating, and implementation of a pollution prevention plan, and~~
 - ~~(4) Development and implementation of any additional control measures necessary to address a TMDL, if applicable.~~
- ~~(b) The Administrator or any duly authorized agent of the Administrator may, at reasonable times and under reasonable circumstances, enter any establishment or upon any property, public or private, for the purpose of obtaining information or conducting surveys or investigations necessary in the enforcement of the provisions of this Ordinance.~~
- ~~(c) In accordance with a performance bond with surety, cash escrow, letter of credit, any combination thereof, or such other legal arrangement or instrument, the Administrator may also enter any establishment or upon any property, public or private, for the purpose of initiating or maintaining appropriate actions which are required by the permit conditions associated with a land-disturbing activity when a permittee, after proper notice, has failed to take acceptable action within the time specified.~~
- ~~(d) Pursuant to § 62.1-44.15.40 of the Code of Virginia, the Administrator may require every VSMP authority permit applicant or permittee, or any such person subject to VSMP authority permit requirements under this Ordinance, to furnish when requested such application materials, plans, specifications, and other pertinent information as may be necessary to determine the effect of his discharge on the quality of state waters, or such other information as may be necessary to accomplish the purposes of this Ordinance.~~
- ~~(c) Post-construction inspections of stormwater management facilities required by the provisions of this Ordinance shall be conducted by the Administrator or any duly~~

~~authorized agent of the Administrator pursuant to the Town's adopted and State Board approved inspection program, and shall occur, at minimum, at least once every five (5) years except as may otherwise be provided for in Section 5-10.~~

~~5-13 HEARINGS~~

- ~~(a) Any permit applicant or permittee, or person subject to Ordinance requirements, aggrieved by any action of the Town taken without a formal hearing, or by inaction of the Town, may demand in writing a formal hearing by the Town Board of Zoning Appeals causing such grievance, provided a petition requesting such hearing is filed with the Administrator within 30 days after notice of such action is given by the Administrator.~~
- ~~(b) The hearings held under this Section shall be conducted by the Town at a regular or special meeting of the Board of Zoning Appeals.~~
- ~~(c) A verbatim record of the proceedings of such hearings shall be taken and filed with the Board of Zoning Appeals. Depositions may be taken and read as in actions at law.~~
- ~~(d) The Board of Zoning Appeals or its designated member, as the case may be, shall have power to issue subpoenas and subpoenas duces tecum, and at the request of any party shall issue such subpoenas. The failure of a witness without legal excuse to appear or to testify or to produce documents shall be acted upon by the local governing body, or its designated member, whose action may include the procurement of an order of enforcement from the circuit court. Witnesses who are subpoenaed shall receive the same fees and reimbursement for mileage as in civil actions.~~

~~5-14 APPEALS~~

~~See Section 5-13 – HEARINGS above and Article 11-3.3.10 Appeals of the Town Zoning Ordinance.~~

~~5-15 ENFORCEMENT~~

- ~~(a) If the Administrator determines that there is a failure to comply with the VSMP authority permit conditions or determines there is an unauthorized discharge, notice shall be served upon the permittee or person responsible for carrying out the permit conditions by any of the following: verbal warnings and inspection reports, notices of corrective action, consent special orders, and notices to comply. Written notices shall be served by registered or certified mail to the address specified in the permit application or by delivery at the site of the development activities to the agent or employee supervising such activities.~~
- ~~(1) The notice shall specify the measures needed to comply with the permit conditions and shall specify the time within which such measures shall be completed. Upon failure to comply within the time specified, a stop work order may be issued in accordance with Subsection (b) or the permit may be revoked by the Administrator.~~

- ~~(2) If a permittee fails to comply with a notice issued in accordance with this Section within the time specified, the Administrator may issue an order requiring the owner, permittee, person responsible for carrying out an approved plan, or the person conducting the land-disturbing activities without an approved plan or required permit to cease all land-disturbing activities until the violation of the permit has ceased, or an approved plan and required permits are obtained, and specified corrective measures have been completed.~~

~~Such orders shall be issued in accordance with Article 11 of the Town Zoning Ordinance. Such orders shall become effective upon service on the person by certified mail, return receipt requested, sent to his address specified in the land records of the locality, or by personal delivery by an agent of the Administrator. However, if the Administrator finds that any such violation is grossly affecting or presents an imminent and substantial danger of causing harmful erosion of lands or sediment deposition in waters within the watersheds of the Commonwealth or otherwise substantially impacting water quality, it may issue, without advance notice or hearing, an emergency order directing such person to cease immediately all land-disturbing activities on the site and shall provide an opportunity for a hearing, after reasonable notice as to the time and place thereof, to such person, to affirm, modify, amend, or cancel such emergency order. If a person who has been issued an order is not complying with the terms thereof, the Administrator may institute a proceeding for an injunction, mandamus, or other appropriate remedy in accordance with Subsection 5-13 (c).~~

- ~~(b) In addition to any other remedy provided by this Ordinance, if the Administrator or his designee determines that there is a failure to comply with the provisions of this Ordinance, they may initiate such informal and/or formal administrative enforcement procedures in a manner that is consistent with the Town Zoning Ordinance and/or the Public Facilities Manual.~~
- ~~(c) Any person violating or failing, neglecting, or refusing to obey any rule, regulation, ordinance, order, approved standard or specification, or any permit condition issued by the Administrator may be compelled in a proceeding instituted in Fauquier Circuit Court by the Town to obey same and to comply therewith by injunction, mandamus or other appropriate remedy.~~
- ~~(d) Any person who violates any provision of this Ordinance or who fails, neglects, or refuses to comply with any order of the Administrator, shall be subject to a civil penalty not to exceed \$32,500 for each violation within the discretion of the court. Each day of violation of each requirement may constitute a separate offense.~~
- ~~(1) Violations for which a penalty may be imposed under this Subsection shall include but not be limited to the following.~~
- ~~(i) No state permit registration,~~

- ~~(ii) No SWPPP,~~
 - ~~(iii) Incomplete SWPPP,~~
 - ~~(iv) SWPPP not available for review,~~
 - ~~(v) No approved erosion and sediment control plan,~~
 - ~~(vi) Failure to install stormwater BMPs or erosion and sediment controls,~~
 - ~~(vii) Stormwater BMPs or erosion and sediment controls improperly installed or maintained,~~
 - ~~(viii) Operational deficiencies,~~
 - ~~(ix) Failure to conduct required inspections,~~
 - ~~(x) Incomplete, improper, or missed inspections, and~~
 - ~~(xi) Discharges not in compliance with the requirements of Section 4VAC 50-60-1170 of the general permit.~~
- ~~(2) The Administrator may issue a summons for collection of the civil penalty and the action may be prosecuted in the appropriate court.~~
- ~~(3) In imposing a civil penalty pursuant to this Subsection, the court may consider the degree of harm caused by the violation and also the economic benefit to the violator from noncompliance.~~
- ~~(4) Any civil penalties assessed by a court as a result of a summons issued by the Locality shall be paid into the treasury of the Town of Warrenton to be used for the purpose of minimizing, preventing, managing, or mitigating pollution of the waters of the locality and abating environmental pollution therein in such manner as the court may, by order, direct.~~
- ~~(c) Notwithstanding any other civil or equitable remedy provided by this Section or by law, any person who willfully or negligently violates any provision of this Ordinance, any order of the Administrator, any condition of a permit, or any order of a court shall, be guilty of a misdemeanor punishable by confinement in jail for not more than 12 months or a fine of not less than \$2,500 nor more than \$32,500, or both.~~

~~5-16 FEES~~

- ~~(a) Fees to cover costs associated with implementation of a VSMP related to land disturbing activities and issuance of general permit coverage and VSMP authority permits shall be imposed in accordance with Table 1. When a site or sites has been purchased for development within a previously permitted common plan of development or sale, the Applicant shall be subject to fees ("total fee to be paid by applicant" column) in accordance with the disturbed acreage of their site or sites according to Table 1.~~

~~Table 1. Fees for permit issuance~~

Fee type	Total fee to be paid by Applicant (includes both VSMP authority and Department portions where applicable)	Department portion of "total fee to be paid by Applicant" (based on 28% of total fee paid*)
General / Stormwater Management - Small Construction Activity/Land Clearing. (Areas with common plans of development or sale with land disturbance acreage less than one acre, except for single-family detached residential structures).	\$290	\$81
General / Stormwater Management - Small Construction Activity/Land Clearing (Single-family detached residential structures within or outside a common plan of development or sale with land disturbance acreage less than 5 acres). No registration statement required. must adhere to general permit requirements.	\$209	\$0
General / Stormwater Management - Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 1 acre and less than 5 Acres)	\$2,700	\$756
General / Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 5 acres and less than 10 acres)	\$3,400	\$952
General / Stormwater Management - Large Construction Activity/Land Clearing [Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 10 acres and less than 50 acres]	\$4,500	\$1,260
General / Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 50 acres and less than 100 acres)	\$6,100	\$1,708
General / Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 100 acres)	\$9,600	\$2,688

~~* If the project is completely administered by the Department such as may be the case for a state or federal project or projects covered by individual permits, the entire applicant fee shall be paid to the Department.~~

~~(b) Fees for the modification or transfer of registration statements from the general permit issued by the State Board shall be imposed in accordance with Table 2. If the general permit modifications result in changes to stormwater management plans that require~~

~~additional review by the Town, such reviews shall be subject to the fees set out in Table 2. The fee assessed shall be based on the total disturbed acreage of the site. In addition to the general permit modification fee, modifications resulting in an increase in total disturbed acreage shall pay the difference in the initial permit fee paid and the permit fee that would have applied for the total disturbed acreage in Table 1.~~

~~Table 2. Fees for the modification or transfer of registration statements for the General Permit for Discharges of Stormwater from Construction Activities~~

Type of Permit	Fee Amount
General / Stormwater Management – Small Construction Activity/Land Clearing (Areas within common plans of development or sale with land disturbance acreage less than 1 acre)	\$20
General / Stormwater Management – Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 1 and less than 5 acres)	\$200
General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 5 acres and less than 10 acres)	\$250
General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 10 acres and less than 50 acres)	\$300
General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 50 acres and less than 100 acres)	\$450
General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 100 acres)	\$700

~~(c) The following annual permit maintenance shall be imposed in accordance with Table 3, including fees imposed on expired permits that have been administratively continued. With respect to the general permit, these fees shall apply until the permit coverage is terminated.~~

~~Table 3. Permit Maintenance Fees**~~

Type of Permit	Fee Amount
Chesapeake Bay Preservation Act Land-Disturbing Activity (not subject to General Permit coverage, sites within designated areas of Chesapeake Bay Act localities with land-disturbance acreage equal to or greater than 2,500 square feet and less than 1 acre)	\$50
General / Stormwater Management – Small Construction Activity/Land Clearing (Areas within common plans of development or sale with land disturbance acreage less than 1 acre)	\$50
General / Stormwater Management – Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance equal to or greater than 1 acre and less than 5 acres)	\$400
General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 5 acres and less than 10 acres)	\$500

Type of Permit	Fee Amount
General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 10 acres and less than 50 acres)	\$650
General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 50 acres and less than 100 acres)	\$900
General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater 100 acres)	\$1,400

~~*General permit coverage maintenance fees shall be paid annually to the Town, by the anniversary date of general permit coverage. No permit will be reissued or automatically continued without payment of the required fee. General permit coverage maintenance fees shall be applied until a Notice of Termination is effective.~~

- ~~(d) The fees set forth in Subsections (a) through (c) above, shall apply to:

 - ~~(1) All persons seeking coverage under the general permit.~~
 - ~~(2) All permittees who request modifications to or transfers of their existing registration statement for coverage under a general permit.~~
 - ~~(3) Persons whose coverage under the general permit has been revoked shall apply to the Department for an Individual Permit for Discharges of Stormwater from Construction Activities.~~
 - ~~(4) Permit and permit coverage maintenance fees outlined under Section 5-15 (c) may apply to each general permit holder.~~~~

- ~~(c) No general permit application fees will be assessed to:

 - ~~(1) Permittees who request minor modifications to general permits as defined in Section 5-2 of this Ordinance. Permit modifications at the request of the permittee resulting in changes to stormwater management plans that require additional review by the Administrator shall not be exempt pursuant to this Section.~~
 - ~~(2) Permittees whose general permits are modified or amended at the initiative of the Department, excluding errors in the registration statement identified by the Administrator or errors related to the acreage of the site.~~~~

- ~~(f) All incomplete payments will be deemed as nonpayments, and the applicant shall be notified of any incomplete payments. Interest may be charged for late payments at the underpayment rate set forth in §58.1-15 of the Code of Virginia and is calculated on a monthly basis at the applicable periodic rate. A 10% late payment fee shall be charged to any delinquent (over 90 days past due) account. The Town shall be entitled to all remedies available under the Code of Virginia in collecting any past due amount.~~

~~5-17 PERFORMANCE BOND (OVAC25-870-104.D AND CODE § 603.8(A))~~

~~Prior to issuance of any permit, the Applicant shall be required to submit a reasonable performance bond with surety, cash escrow, letter of credit, any combination thereof, or such other legal arrangement acceptable to the Town, to ensure that measures could be taken by the Town at the Applicant's expense should he fail, after proper notice, within the time specified to initiate or maintain appropriate actions which may be required of him by the permit conditions as a result of his land disturbing activity. If the Town takes such action upon such failure by the Applicant, the Locality may collect from the Applicant for the difference should the amount of the reasonable cost of such action exceed the amount of the security held, if any. Within 60 days of the completion of the requirements of the permit conditions, such bond, cash escrow, letter of credit or other legal arrangement, or the unexpended or unobligated portion thereof, shall be refunded to the Applicant or terminated.~~

~~5-18 ADOPTION, AMENDMENTS, AND REPEAL~~

~~This guidance document shall remain in effect until rescinded, amended or superseded.~~

Town of Warrenton Zoning Ordinance

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Amended by Town Council: December 9, 2014
December 11, 2018
April 9, 2019
December 10, 2019
April 12, 2022

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All buildings and structures erected hereafter, all uses of land, water or buildings established hereafter, all structural alterations or relocations of existing buildings occurring hereafter, and all enlargements of, additions to, changes in and relocations of existing uses occurring hereafter shall be subject to all regulations of this Ordinance which are applicable to the zoning districts in which such buildings, structures, uses or land are located. Existing buildings, structures and uses which comply with the regulations of this Ordinance shall likewise be subject to all regulations of this Ordinance.

Existing lawful buildings, structures and uses which do not comply with regulations herein shall be subject to Section 11-4 of this Ordinance relating to nonconformities.

2-1.2 General Prohibition

No building or structure, no use of any building, structure or land, and no lot of record now or hereafter existing shall hereafter be established, altered, moved, diminished, divided, eliminated or maintained in any manner except in conformity with the provisions of this Ordinance.

2-2 Compliance with Chapter Required

2-2.1 Compliance with chapter generally

- 1 No building, structure or land shall be used or occupied, and no building or structure or part thereof shall be constructed, except in conformity with all of the regulations specified in this Ordinance for the district in which it is located.

- 2 No building or other structure shall be erected or altered:
 - 1) To exceed the height or bulk specified in this Ordinance.
 - 2) To accommodate or house a greater number of families than permitted by this Ordinance.
 - 3) To occupy a greater percentage of lot area than specified in this Ordinance.
 - 4) To have narrower or smaller rear yards, front yards, side yards, or other open space than required by this Ordinance.
 - 5) In any other manner contrary to the provisions of this Ordinance.

2-2.2 Compliance with Ordinance in issuance of permits and licenses

All departments, officials and public employees of the Town vested with the duty or authority to issue permits or licenses shall conform to the provisions of this Ordinance. They shall issue permits or licenses for uses, buildings or purposes only when they are in harmony with the provisions of this Ordinance. Any such permit or license, if issued in conflict with the provisions of this Ordinance, shall be null and void.

2-3 Exemptions

The following are exempt from this Ordinance:

- 2-3.1 Electrical transmission lines of 150 kV or more, approved by the State Corporation Commission.
- 2-3.2 Poles, wires, cables, conduits, vaults, laterals, pipes, valves, meters or any other similar equipment when used for the purpose of distributing service to individual customers within an approved or established service area, but not including telecommunications towers, plants or substations.
- 2-3.3 The height limitations of this Ordinance shall not apply to cupolas, barns, silos, farm buildings, chimneys, flag poles, water tanks, and monuments and necessary mechanical appurtenances not exceeding in height the distance therefrom to the nearest lot line.
- 2-3.4 Federal projects as applicable under 40 U.S.C. §3312.
- 2-3.4 State-owned lands and buildings, as applicable under Virginia Code § 15.2-2293.

2-4 Public Facilities Manual

- 2-5.1 The Town of Warrenton Public Facilities Manual, as amended by Town Council of the Town of Warrenton, is hereby incorporated herein by reference in the Zoning and Subdivision Ordinances as though set out in full herein.
- 2-5.2 All utility systems shall be designed and constructed in accord with the Town of Warrenton Public Facilities Manual.

2-5 Zoning of Annexed Territory

- 2-5.1 Any property annexed or boundary adjusted into the corporate limits, hereinafter referred to as the “annexed property”, which was zoned in Fauquier County for a density more intense than one (1) dwelling unit per acre, after the effective date of the Zoning Ordinance shall immediately upon the effective date of such annexation or boundary

adjustment be reclassified to the R-15 Zoning District pursuant to Article 3 of the Zoning Ordinance.

- 2-5.2 Notwithstanding the foregoing, if the annexed property was zoned in Fauquier County with a density equal to or less intense than one (1) dwelling unit per acre, the annexed property shall immediately upon the effective date of such annexation or boundary adjustment be reclassified to the R-E Zoning District, pursuant to Article 3 of this Zoning Ordinance.
- 2-5.3 Notwithstanding the provisions of paragraph 2-5.1 and 2-5.2, if the annexed property was zoned in Fauquier County to a commercial district, the annexed property shall immediately upon the effective date of such annexation or boundary adjustment be reclassified to the C Zoning District pursuant to Article 3 of the Zoning Ordinance.
- 2-5.4 The Planning Commission shall prepare and present a recommended zoning classification of any annexed property to the Town Council within twelve (12) months of the effective date of such annexation or boundary adjustment.

2-6 Calculation of Density

- 2-6.1 **Maximum Density.** The maximum density specified in this Ordinance for a given zoning district shall not be exceeded. Calculations of development density, including lot, lot area, parent tract, net and gross density for residential development and other such terms, shall be made in accord with the formulas provided within the definitions of those terms in Article 12 of this Ordinance.

2-7 Authorization for Constructing Public Facilities

No public facility shall be constructed, established or authorized unless and until it has been reviewed and approved by the Planning Commission as provided by Section 15.2-2232 of the Virginia Code, as being in substantial accord with the Town's adopted Comprehensive Plan.

Repair, reconstruction, improvement and normal, minor service extensions of public facilities or public corporation facilities, unless involving a change in the location or extent of a street or public area shall be deemed to be in accordance with Section 15.2-2232 of the Virginia Code. For purposes of this section, widening, extension, enlargement or change of use of public streets, public facilities or public areas shall not be excepted from the requirement of review for Comprehensive Plan conformity.

2-8 Provisions Are Minimum Requirements

The provisions of this Ordinance shall be the minimum requirements to promote and the public health, safety and general welfare.

2-9 Interpretation of Terms

For the purpose of this Ordinance, certain words and terms are to be interpreted as defined in Article 12.

In case of any dispute over the meaning of a word, phrase or sentence, whether defined in this Ordinance or not, the Zoning Administrator is hereby authorized to make a definitive determination thereof, being guided in such determination by the purposes and intent of this Ordinance, as set forth in Article 1; provided, that an appeal may be taken from any such determination as provided in Article 11 of this Ordinance.

2-10 Uses Not Permitted are Prohibited

For the purpose of this Ordinance, permitted uses are listed for the various districts. Unless it is otherwise clear from the context of the lists or other regulations of this Ordinance, uses not specifically listed are prohibited.

In case of any dispute as to whether a use is permitted in any district, the Zoning Administrator is hereby authorized to make a definitive determination thereof, being guided in such determination by the purposes and intent of this chapter, as set forth in Article 10 and by the purposes and intent of the particular district, provided that an appeal may be taken from any such determination as provided in Article 11 of this Ordinance.

2-11 Adding Unspecified Uses

Uses other than those allowed in the applicable district may be added to a district only upon adoption of a text amendment approved by the Town Council, pursuant to the amendment procedures set forth in Article 11 of this Ordinance.

2-12 Zoning Map and District Boundaries

2-12.1 The Town is divided into the Zoning Districts set forth in Article 2, and defined in Articles 3 of this Ordinance, and as shown on the map entitled “Zoning Map, Town of Warrenton, Virginia”, together with all explanatory matters thereon.

2-12.2 The Zoning Map shall be located in the office of the Zoning Administrator and shall be the final authority as to the current zoning classification of land and water areas, buildings and other structures in the Town except for subsequent amendments enacted by the Town Council and not yet officially recorded on said map.

2-12.3 No changes of any kind shall be made to the Zoning Map except in conformity with the procedures and requirements of this Ordinance.

2-12.4 Determination of district boundaries

Unless district boundary lines are fixed by dimensions or otherwise clearly shown or described, and where uncertainty exists with respect to the boundaries of any of the districts as shown on the zoning map, the following rules shall apply:

- 2-12.4.1 Where district boundaries are indicated as approximately following or being at right angles to the center lines of streets, highways, alleys or railroad main tracks, such center line of the right-of-way or prescriptive easement or lines at right angles to such center lines shall be construed to be such boundaries, as the case may be.
- 2-12.4.2 Where a district boundary is indicated to follow the shoreline of a river, creek, branch, pond, lake or other body of water, such boundary shall be construed to follow the shoreline at low water or at the limit of the jurisdiction, and if there is a change in the shoreline, such boundary shall be construed as moving with the actual shoreline. Where a district boundary is indicated to follow the centerline of a river, creek, branch or other body of water, such boundary shall be construed to follow the centerline at low water or at the limit of the jurisdiction, and if there is a change in the shoreline, such boundary shall be construed as moving with the actual shoreline.
- 2-12.4.3 Boundaries indicated as approximately following platted lot lines shall be construed as following such lot lines.
- 2-12.4.4 If no distance, angle, curvature description or other means is given to determine a boundary line accurately and the foregoing provisions do not apply, the zoning district shall be determined by the use of the scale shown on the zoning map.
- 2-12.4.5 If uncertainties continue to exist after the other provisions of this section are exhausted, the question of the property's zoning district shall be presented to the Zoning Administrator for interpretation and be so noted on the Map. In case of subsequent dispute, the matter may be appealed to the Board of Zoning Appeals in accord with the procedures set forth in Article 11.

2-13 Methods of Measuring Lots, Yards and Related Terms

2-13.1 Regular lots, width measurements

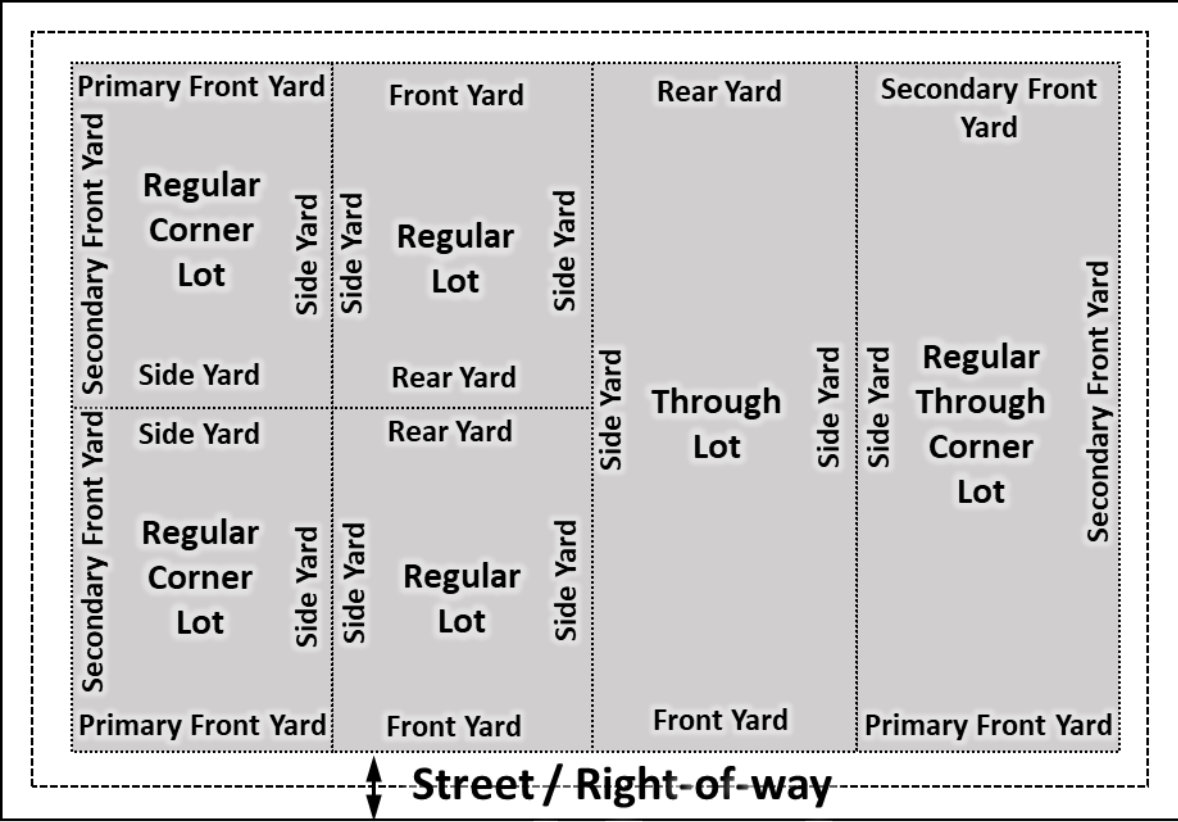
The width of a regular lot shall be determined by measurement across the lot at the depth of the required front yard or building setback line. The distance between side lot lines at

the points where they intersect with a street line (front lot line) shall be not less than eighty percent of the required width of the lot.

However, in cases where lots front on curved or circular (cul-de-sac) streets, the radii of which do not exceed ninety feet, the distances between side lot lines where they intersect with the street line (front lot line) may be reduced to sixty percent of the required lot width, measured in a straight line between the points where side lot lines extended intersect the street line.

2-13.2 Regular lots, determination of front yard

- 2-13.2.1 On regular interior lots, the front shall be construed to be the portion nearest the street or access road.
- 2-13.2.2 On regular corner lots, all sides along streets shall be considered front yards. The primary front yard shall be construed to be the shortest boundary fronting on a street, providing lot width requirements are met. If the lot has equal frontage on two or more streets, the primary front lot shall be determined and shown on the subdivision plat or site plan. The secondary front yard begins at the point where it intersects with the primary front yard and extends to the side yard.
- 2-13.2.3 On regular through corner lots, all sides along streets shall be considered front yards. The primary front yard shall be construed to be the shorter boundary fronting the street, provided that if the shortest boundary fronting on a street is eighty percent or more of the length of the longest boundary fronting on a street, the applicant may select either frontage providing the lot width requirements are met. The remaining yards fronting on a street shall be considered secondary front yards, beginning at the point where they intersect with the primary front yard and extend to the side yard.
- 2-13.2.4 On regular through lots, the front shall be construed to be the shorter boundary fronting on a street. If the lot has equal frontage on two streets, the front of the lot shall be determined and shown on all subdivision plats and site plans by the prevailing building pattern, or the prevailing lot pattern if a building pattern has not been established.



2-13.3 Regular lots, yards adjacent to street

2-13.3.1 Front yards of at least the depth required by setback requirements in the district shall be provided across the entire frontage of a regular lot.

2-13.3.2 Other yards adjacent to streets shall be provided across or along the entire portion of the lot adjacent to the street.

2-13.3.3 Rear yards on interior regular lots

Rear yards on interior regular lots shall be provided of at least the depth required for the district, and shall run across the full width of the lot at the rear. Depth of a required rear yard shall be measured in such a manner that the yard is a strip of land with minimum depth required by district regulations with its inner edge parallel with its outer edge.

2-13.3.4 Side yards on regular lots

Side yards on regular lots are defined as extending from the required front yard line (setback line) to the required rear yard line. On regular through lots the required side yard shall run from the required front yard line to the second required front yard line. On corner lots the required side yards shall

run from the point where side yard lines intersect, to the required front yard lines.

2-13.4 Irregular lots, dimensional requirements

An irregular lot, as defined herein, shall be required to meet the dimensional requirements of the district.

2-13.5 Irregular lots, yard requirements

All yards shall meet the yard requirements of the district.

2-13.6 Setback Measurement from streets

All setbacks from public streets shall be measured from the front property line, which is the same as the street line or the front right-of-way.

2-13.7 The depth of required yards adjacent to streets shall be measured perpendicular or radially to such street lines, and the inner line of such required yards shall be parallel to the outer line.

2-13.8 If no dedicated right-of-way exists, if no construction plans are approved for the road, or if less than the minimum right-of-way exists, the right-of way shall be assumed to be the edge of the existing travel way.

2-13.9 For corner lots, the primary front lot line shall be deemed to be the shortest of the two (2) sides fronting on streets.

2-13.10 For corner lots, the secondary front yard setback adjacent to the side street shall be not less than the average of the side and front setbacks required for the lot.

2-13.11 For corner lots, the lot width along the side street shall be in conformity with the minimum lot width requirements for the respective use.

2-14 Lots and Yard Requirements

2-14.1 Frontage Regulations

Except as provided elsewhere in this Ordinance with respect to townhouses, cluster developments, and Planned Unit Developments, no lot shall be used in whole or in part unless such lot abuts upon a public street in accord with the minimum frontage regulations of this Ordinance. No lot or parcel of land abutting the terminus of a public street shall be deemed to comply with the frontage regulations unless such lot abuts on an approved permanent cul-de-sac.

2-14.2 Location on a Lot Required

Every building hereafter erected, reconstructed, converted, moved, or altered, other than accessory buildings as defined and other than townhouses, cluster developments, and Planned Unit Developments, shall be located on a lot of record and in no case shall there be more than one principal building on one lot unless otherwise provided for in this Ordinance. Uses otherwise provided for include multiple-family housing, commercial and office centers and complexes, industrial uses, and institutional complexes.

2-14.3 Lot Access Requirements

All structures requiring a building permit shall be erected on lots which have frontage on a public road, unless otherwise specified or provided for herein, or in the Subdivision Ordinance.

2-14.4. Definitions of Lots and Yards

All types of lots and yards shall be defined as provided in Articles 3 and 12 herein.

2-14.5. Principal Use

Only one principal use or structure shall be permitted on a lot unless otherwise specifically provided for herein. Additional buildings may be permitted, but shall be designated as secondary or subordinate to the principal use.

2-14.6 Required yards and other areas

No part of a yard or other open space, area, or off-street parking or loading space, required in connection with any building or use for the purpose of complying with this Ordinance shall be included as part of a yard, open space area or off-street parking or loading space similarly required for any other building or use, unless otherwise specifically provided for in this Ordinance.

2-14.7. Reductions below minimum requirements of chapter

No lot, area, or yard existing prior to the adoption of this Ordinance shall be reduced in dimension or area below the minimum requirements set forth in this Ordinance. Any lot, area, or yard created after the adoption of this Ordinance shall meet at least the minimum requirements established by this Ordinance.

2-15 Relationship to Private Agreements

This Ordinance is not intended to abrogate, annul or otherwise interfere with any easement, covenant or other private agreement or legal relationship, provided, however, that where the regulations of this Ordinance are more restrictive or impose higher standards or requirements than such private agreements or legal relationships, the regulations of this Ordinance shall govern. The Town bears no responsibility for enforcing any private easements, covenants or other such agreements to which the Town is not a party.

2-16 Conditional Zoning

As part of a petition to rezone property and amend the official zoning maps, the property owner may include voluntary proffers in writing placing certain conditions and restrictions on the use and development of such property. If a petition to rezone is approved, the Zoning Administrator is vested with all necessary authority to administer and enforce such conditions and restrictions, all in accordance with Sections 15.2-2296 et seq., of the Code of Virginia, and such sections are incorporated herein as a part hereof to the same extent and purpose as though such sections were herein fully set out at length.

2-17 Condominium Conversion

In all zoning districts, a structure or use may convert to condominium ownership only if all requirements of this Ordinance, the Subdivision Ordinance, the comprehensive plan, and all other applicable ordinances are met.

2-18 Encroachments in Required Yards

The following features, and no others, may extend into required minimum yard areas, but only as qualified below.

2-18.1 Cornices, canopies, awnings, eaves, or other such similar feature, all of which are at least ten (10) feet above grade, may extend three (3) feet into any required setback but not nearer to any lot line than a distance of two (2) feet. This provision shall not apply to permanent canopies over gasoline pump islands which have supports located on the pump island. Such canopies may extend into minimum required front yards, providing they do not overhang travel lanes or, if no travel lanes exist, they shall not be located closer than twenty-two (22) feet from the right-of-way line.

2-18.2 Sills, headers, belt courses, and similar ornamental features may extend twelve (12) inches into any required setback.

2-18.3 Bay windows, oriels, balconies, and chimneys not more than ten (10) feet in width may extend three (3) feet into any required front or side setback, ten (10) feet into any required rear setback, but not nearer to any lot line than a distance of five (5) feet.

- 2-18.4 An outside stairway, unenclosed above and below its steps, may extend four (4) feet into any required side or rear setback, but not nearer to any side lot line than a distance of six (6) feet.
- 2-18.5 Decks may not project into any required front yard or side yard, but may project into rear yards by not more than one-half of the required rear yard setback, provided that no deck extends closer than 10 feet to any rear property line. Decks built within such encroachments may not be covered or enclosed. Decks or patios of a height of 18 inches or less as measured from the point of lowest grade are not subject to any setbacks.
- 2-18.6 Open fire escapes of noncombustible material may project into side or rear yards by not more than four (4) feet and no closer to any property line than five (5) feet.
- 2-18.7 Front porches may project into any required front yard by not more than six feet into the required yard setback, not more than three feet into required side yard setback and into not more than ten feet into the required rear yard setback.
- 2-18.8 Heating, Ventilation, and Air Condenser Units (HVAC) may project into rear and side yard setbacks provided that no HVAC extends closer than five (5) feet to any rear or side property line.

2-19 Fences and Walls

- 2-19.1 Fences and walls may be erected up to a height of six (6) feet in all zoning districts, except for fences or walls that extend within the required front setback, unless otherwise restricted by the ARB within the Historic District. Within the area bounded by the front setback and the side lot lines, fences and walls shall not exceed four (4) feet in height, unless otherwise restricted by the provisions of this Ordinance. Excluded are walls or fences encompassing swimming pools or other uses which are required by law.
- 2-19.2 Fences along the secondary front yard of a corner lot shall meet the side yard setback requirements within the front setback if they exceed four (4) feet in height.
- 2-19.3 In residential developments of five (5) or more dwelling units, fencing should be uniform throughout the development and shall be in accord with Article 8 of this Ordinance.
- 2-19.4 Retaining Walls shall not exceed a height of six (6) feet in any zoning district unless approved by the Planning Director. Any wall exceeding that height that is accessible to residential or pedestrian areas must have a safety railing along the top of the wall.
- 2-19.5 Fences exceeding 6 feet in height may be approved in conjunction with a Special Use Permit for a Permissible Use listed within Article 3.

2-20 Height Regulations

Buildings may be erected up to the maximum height as allowed in the Zoning District within which it is located, except that:

- The height limit for dwellings may be increased up to forty-five (45) feet and up to three (3) stories provided that front, side, and rear yard setbacks increase one (1) foot for each additional foot of building height over thirty-five (35) feet.
- A public or semi-public building such as a school, church, or library may be erected to a height of sixty (60) feet from grade provided that required front, side, and rear yards shall be increased one (1) foot for each foot in height over thirty-five (35) feet.
- Church spires, belfries, cupolas, municipal water towers, chimneys, flues, flagpoles, and television antennae are exempt. Parapet walls may be up to four (4) feet above the height of the building on which the walls rest.
- No accessory building which is within twenty (20) feet of any party lot line shall be more than fifteen (15) feet high. All accessory buildings shall be less than the main building in height.
- No signs, nameplate, or advertising device of any kind shall be installed upon or attached to any chimney, tower, tank, or structure of like kind which is permitted to extend above the height limits of the district in which it is located.

2-21 Obstruction to Vision at Intersections Prohibited

No shrubbery, sign, fence or other similar obstruction to vision between the heights of two and one half (2.5) and ten (10) feet from the ground level shall be permitted within the distance required to provide adequate sight distance to meet Virginia Department of Transportation requirements and included in Article 6.

2-22 Removal of Top Soil [see also Articles 4 and 5]

The retention of adequate top soil on the land within the Town is considered necessary for the general welfare of the Town. The permanent removal of topsoil from the land within the Town shall be regulated, as set forth in the Town's Erosion and Sediment Control Ordinance and Site Conservation Manual, incorporated as Article 4 of the Zoning Ordinance. Urban Best Management Practices shall be utilized to stabilize disturbed areas and reduce runoff volumes and sedimentation.

A land disturbance permit is required when disturbing or clearing an area in excess of 2,000 square feet for any purpose, including, but not limited to, structures, borrow pits, ponds, and

driveways, except as exempted in Articles 4 and 5 of this ordinance.

These activities are regulated in accordance with Virginia Erosion and Sediment Control Laws §§ 62.1-44.2 through 62.1-44.34:28; Virginia Water Quality Management Planning Regulations 9VAC25-720, and Virginia Erosion and Sediment Control Regulations 9VAC25-840, as adopted by the Virginia Water Control Board and administered by the Virginia Department of Environmental Quality (DEQ). All of these laws and regulations and any future updates of the aforementioned sections are also adopted as a part of this Ordinance.

2-23 Districts Established

For the purposes of this chapter, the Town is hereby divided into the following districts:

Regular (Base) Districts:

R-15	Residential District
R-10	Residential District
R-6	Residential District
RT	Residential Townhouse District
RMF	Residential Multifamily District
R-40	Residential District
R-E	Residential District
RO	Residential Office District
PSP	Public-Semi-Public Institutional District
C	Commercial District
CBD	Central Business District
I	Industrial District

Overlay and Special Districts:

FPD	Flood Plain District
PUD	Planned Unit Development District
HD	Historic District

Article 3 Zoning Districts and Map

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

Contents (Sections)

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 - 3-4.4 RT Residential Townhouse District
 - 3-4.5 RMF Residential Multifamily District
 - 3-4.6 R-40 Residential District
 - 3-4.7 R-E Residential District
 - 3-4.8 RO Residential Office District
 - 3-4.9 PSP Public-Semi-Public Institutional District
 - 3-4.10 C Commercial District
 - 3-4.11 CBD Central Business District
 - 3-4.12 I Industrial District
- 3-5 Requirements for Overlay Zoning Districts**
 - 3-5.1 FPD - Floodplain District
 - 3-5.2 PUD - Planned Unit Development District
 - 3-5.3 HD - Historic District

Article 3 Zoning Districts and Map

3-1 Zoning Districts Established

3-1.1 Base Districts

For the purpose of this Ordinance, the incorporated area of Warrenton, Virginia, is divided into the following base zoning districts. It is not required that every district be shown on the Zoning Map at any given time. Districts will be shown on the Zoning Map in accord with map amendments adopted by the Town Council.

R-15	Residential District
R-10	Residential District
R-6	Residential District
RT	Residential Townhouse District
RMF	Residential Multifamily District
R-40	Residential District
R-E	Residential District
RO	Residential Office District
PSP	Public-Semi-Public Institutional District
C	Commercial District
CBD	Central Business District
I	Industrial District

3-1.2 Overlay Districts

The following overlay zoning districts are established:

FPD	Flood Plain District
PUD	Planned Unit Development
HD	Historic District

3-2 Zoning Map

The boundaries of the districts listed in Section 3-1 shall be as delineated upon the map entitled, "Zoning Map: Town of Warrenton, Virginia" which is a part of this Ordinance. The map and all notations, references, and other data shown thereon shall be made part of this Ordinance, as if the matters and data shown by the map were fully described herein.

3-3 Zoning District Boundaries

The boundaries between districts are, unless otherwise indicated, either the center line of streets, lanes, alleys, or railroads; shorelines of streams, watercourses, reservoirs, or other bodies of water; property lines; and the center line of right-of-ways of power lines and other public utilities.

Where uncertainly exists as to the location of any district boundaries as shown on the Zoning Map, the following rules shall apply:

- 3-3.1 Where a district boundary is indicated as approximately following the center line of a lake or watercourse, or the right-of-way of a street, lane, power line or other public utility, the center line or right-of-way boundary shall be construed to be the district boundary.
- 3-3.2 Where a district boundary is indicated as approximately following a lot line or other property line, such lot line or property line shall be considered the district boundary.
- 3-3.3 Where a district boundary divides a lot or runs through individual property, the location of such boundary, unless otherwise specified by figures on the Zoning Map, shall be determined by the use of the scale appearing on the Zoning Map.
- 3-3.4 Where figures are shown on the Zoning Map between a street and a district boundary, they shall indicate that the district boundary runs parallel to the street line at a distance therefrom equivalent to the number of feet so indicated, unless specified. In the event scale distances do not agree with such figures, the figures shall control.

3-4 Requirements for Base Zoning Districts

3-4.1 R-15 Residential District

3-4.1.1 Legislative Intent

This district is composed of low density, single-family dwellings and other uses which are customarily incidental to them. This district is designed to implement the Town's Comprehensive Plan and stabilize and protect the essential low-density residential characteristics of the district, by encouraging a suitable environment for family life and by prohibiting all activities of a commercial nature except home occupations.

To these ends, development is limited to relatively low densities and permitted uses are limited to single-family dwellings, plus certain compatible uses by special use permit. In order to provide flexibility in adapting new development

to the natural constraints of a site, provisions are allowed for residential units to be clustered in return for the preservation of additional open space on the site.

3-4.1.2 Permitted Uses (by-right)

- Accessory buildings.
- Group Homes of eight (8) residents or less
- Home occupations.
- Off-street parking for permitted uses subject to Article 7.
- Open space subject to Article 9.
- Public utilities and their facilities, including poles, wires, transformers, underground pipelines or conduits but not those facilities listed as requiring a special use permit.
- Signs subject to Article 6.
- Single-family detached dwelling units.
- Yard sale or garage sale

3-4.1.3 Permissible Uses (by special use permit approved by the Town Council, in accord with Article 11)

- Accessory dwelling units [moved]
- Active and passive recreation and recreational facilities.
- Bed and breakfast facility or tourist home.
- Churches
- Cluster Development (see Section 9-6)
- Community buildings.
- Day care center.
- Family care homes or foster homes.
- Golf courses, swim, and tennis clubs.
- Group Homes of more than eight (8) residents
- Home business
- Hospitals and clinics.
- Inn.
- Libraries.
- Nursing or convalescent homes.
- Parks and playgrounds.
- Schools.
- Treatment plants, water storage tanks, major transmission lines or pipelines, pumping or regulator stations, communications towers, storage yards and substations, and cable television facilities and accessory buildings.

3-4.1.4 Lot and Yard Regulations

Use	Minimum	Minimum	Maximum	Minimum Setbacks		
	Lot Size (sq. ft.)	Lot Frontage (at front setback)	Lot Coverage (impervious surfaces)	Front	Side	Rear
Single-Family Dwelling	15,000	90 ft.	65%	25 ft.	12 ft.	35 ft.
Cluster Development	7,500	65 ft.	65%	25 ft.	10 ft.	25 ft.
Other Permitted Uses	15,000	90 ft.	65%	25 ft.	15 ft.	35 ft.

3-4.1.5 Building Regulations

3-4.1.5.1 Building Height

Use	Maximum Height
Single-Family Dwellings	35 ft.*
Cluster Development	35 ft.*
Other Permitted Uses	35 ft.**

* The height limit for dwellings may be increased up to forty-five (45) feet and up to three (3) stories provided that front, side, and rear yard setbacks increase one (1) foot for each additional foot of building height over thirty-five (35) feet. This may be achieved in part by setting back the second and/or third stories of the building a greater amount than the first story.

** A public or institutional building or church may be erected to a height of sixty (60) feet from grade provided that required front, side, and rear yards shall be increased one (1) foot for each foot in height over thirty-five (35) feet.

3-4.1.5.2 Garages

Front-loaded garages shall be setback at least 15 feet behind the front building line of the primary structure. Side-loaded garages shall be no nearer the front lot line than the front edge of the primary structure. Rear-loaded garages (accessed from an alley or other street) shall be set back at least fifteen (15) feet from the rear lot line.

3-4.2 R-10 Residential District

3-4.2.1 Legislative Intent

This district is composed of certain low concentrations of residential uses, plus certain open areas where similar development would be consistent with the

provisions of the Town's Comprehensive Plan. The regulations for this district are designed to stabilize and protect the essential characteristics of the district and to promote and encourage suitable environment for single-family residential units and to prohibit all activities of a commercial nature, except neighborhood professional businesses. To these ends, development is limited to low density single-unit dwellings, plus certain compatible uses by special use permit. In order to increase the supply of affordable housing and to recognize the changes in demography of a neighborhood while continuing to maintain the character of the district, accessory dwelling units are permitted by special use permit.

An alternative to the precise requirements of this district may be employed, known as cluster development. The purpose of cluster development is to provide a more creative and flexible approach to the use of the land, to provide for the more efficient and economical provision of streets and utilities and to create a pedestrian-oriented, human scale streetscape.

3-4.2.2 Permitted Uses (by-right)

- Accessory buildings.
- Group Homes of eight (8) residents or less
- Home occupations.
- Off-street parking for permitted uses subject to Article 7.
- Open space subject to Article 9.
- Public utilities including poles, wires, transformers, underground pipelines or conduits but not those facilities listed as requiring a special use permit.
- Signs subject to Article 6.
- Single-family detached dwelling units.
- Yard sale or garage sale

3-4.2.3 Permissible Uses (by special use permit approved by the Town Council, in accord with Article 11)

- Accessory dwelling units
- Active and passive recreation and recreational facilities.
- Assisted living facilities
- Cemeteries
- Cluster Development (See Section 9-6)
- Child care center, day care center, or nursery school
- Churches
- Community buildings
- Family care homes or foster homes
- Golf courses, swim, and tennis clubs
- Group Homes of more than eight (8) residents

- Home business
- Hospitals and clinics.
- Inn, bed and breakfast facility, or tourist home
- Libraries
- Neighborhood professional business
- Nursing or convalescent homes
- Parks and playgrounds
- Schools
- Traditional Neighborhood Developments
- Treatment plants, water storage tanks, major transmission lines or pipelines, pumping or regular stations, communications towers, storage yards and substations, and cable television facilities and accessory buildings

3-4.2.4 Lot and Yard Regulations

Use	Minimum	Minimum	Maximum	Minimum Setbacks		
	Lot Size (sq. ft.)	Lot Frontage (at front setback)	Lot Coverage (impervious surfaces)	Front	Side	Rear
Single-Family Dwelling	10,000	75 ft.	65%	25 ft.	10 ft.	20 ft.
Cluster Development	6,000	55 ft.	65%	25 ft.	8 ft.	15 ft.
Other Permitted Uses	10,000	75 ft.	65%	25 ft.	15 ft.	20 ft.

3-4.2.5 Building Regulations

3-4.2.5.1 Building Height

Use	Maximum Height
Single-Family Dwellings	35 ft.*
Cluster Development	35 ft.*
Other Permitted Uses	35 ft.**

* The height limit for dwellings may be increased up to forty-five (45) feet and up to three (3) stories provided that front, side, and rear yard setbacks increase one (1) foot for each additional foot of building height over thirty-five (35) feet. This may be achieved in part by setting back the second and/or third stories of the building a greater amount than the first story.

** A public or institutional building or church may be erected to a height of sixty (60) feet from grade provided that required front, side, and rear yards shall be increased one (1) foot for each foot in height over thirty-five (35) feet.

3-4.2.5.2 Garages

Front-loaded garages shall be setback at least 15 feet behind the front building line of the primary structure.

Side-loaded garages shall be no nearer the front lot line than the front edge of the primary structure.

Rear-loaded garages (accessed from an alley or other street) shall be set back at least fifteen (15) feet from the rear lot line.

3-4.2.5.3 Open Space Requirements

Every site that is rezoned to R-10 or subject to subdivision or site plan approval consisting of a total of twelve (12) or more residential units shall have at least one green to serve as open space for and the focal point and organizing visual element of the neighborhood or subdivision. Greens in cluster subdivisions shall be not less than 6,000 square feet each and in conventional subdivisions shall be not less than 10,000 square feet each. An average of one green for each 10 acres of gross site area within the subdivision shall be provided.

3-4.3 R-6 Residential District

3-4.3.1 Legislative Intent

This district is composed of medium to high concentrations of predominantly residential uses, generally intended to encompass and preserve those residential structures which have developed over the years along the traffic arteries serving the Central Business District. The regulations of this district are designed to stabilize and protect these areas while at the same time allowing compatible changes to occur in an effort to ensure that the use of these areas is economically feasible and to implement the Comprehensive Plan.

3-4.3.2 Permitted Uses (by-right)

- Accessory buildings
- Churches
- Community buildings
- Group Homes of eight (8) residents or less
- Home occupations
- Off-street parking for permitted uses subject to Article 7
- Open space subject to Article 9.
- Signs subject to Article 6
- Single-family detached dwelling units

- Utilities related to and necessary for services within the Town, including poles, wires, transformers, telephone booths, and the like for electrical power distribution or communication service, and underground pipelines or conduits for local electrical, gas, sewer, or water service, but not those facilities listed as requiring a special use permit

3-4.3.3 Permissible Uses (by special use permit upon approval of Town Council)

- Active and passive recreation and recreational facilities.
- Bed and breakfast.
- Child care center, day care center or nursery school.
- Clubs
- Dwellings in an accessory building.
- Dwelling units, Two-family
- Dwellings, three or four family structures
- Family care homes or foster homes
- Hospitals and clinics.
- Libraries.
- Nursing Homes
- Offices, business and professional.
- Parks and playgrounds.
- Schools.
- Swim and tennis clubs.
- Tea rooms.
- Traditional Neighborhood Developments
- Treatment plants, water storage tanks, major transmission lines or pipelines, pumping or regular stations, communications towers, storage yards and substations, and cable television facilities and accessory structures.

3-4.3.4 Lot and Yard Regulations

Use	Minimum	Minimum	Maximum	Minimum Setbacks		
	Lot Size (sq. ft.)	Lot Frontage (at front setback)	Lot Coverage (impervious surfaces)	Front	Side	Rear
Single-Family Dwelling	6,000	55 ft.	65%	20 ft.	8 ft.	20 ft.
Two-Family Dwelling	9,000	65 ft.	75%	20 ft.	15 ft.	20 ft.
Three-Family Dwelling	12,000	75 ft.	80%	20 ft.	15 ft.	20 ft.
Four-Family Dwelling	15,000	85 ft.	80%	20 ft.	15 ft.	20 ft.
Other Permitted Uses	6,000	55 ft.	65%	20 ft.	15 ft.	20 ft.

3-4.3.5 Building Regulations

3-4.3.5.1 Building Height

Use	Maximum Height
Single-Family Dwellings	35 ft.*
Other Permitted Uses	35 ft.**

- * The height limit for dwellings may be increased up to forty-five (45) feet and up to three (3) stories provided that front, side, and rear yard setbacks increase one (1) foot for each additional foot of building height over thirty-five (35) feet. This may be achieved in part by setting back the second and/or third stories of the building a greater amount than the first story.
- ** A public or institutional building or church may be erected to a height of sixty (60) feet from grade provided that required front, side, and rear yards shall be increased one (1) foot for each foot in height over thirty-five (35) feet.

3-4.3.5.2 Garages

Front-loaded garages shall be setback at least fifteen (15) feet behind the front building line of the primary structure.

Side-loaded garages shall be no nearer the front lot line than the front edge of the primary structure.

Rear-loaded garages (accessed from an alley or other street) shall be set back at least fifteen (15) feet from the rear lot line.

3-4.3.5.3 Open Space Requirements

Every site that is rezoned to R-6 or subject to subdivision or site plan approval consisting of a total of twelve (12) or more residential units shall have at least one green to serve as open space for and the focal point and organizing visual element of the neighborhood or subdivision. Greens shall be not less than 6,000 square feet each. An average of one green for each 10 acres of gross site area within the subdivision shall be provided.

3-4.4 RT Residential Townhouse District

3-4.4.1 Legislative Intent

This district is composed of certain medium concentrations of residential use, often located between lower density residential and commercial areas, plus certain open areas where similar development is appropriate based on the Comprehensive Plan. The regulations for this district are designed to stabilize and protect the residential character of the district, and to promote and encourage a suitable environment of medium to high density residential uses, while achieving a pedestrian-oriented streetscape.

3-4.4.2 Permitted Uses (by-right)

- Accessory buildings.
- Dwellings, Single-family detached
- Dwellings, Two-family
- Dwellings, Townhouses
- Home occupations
- Off-street parking for permitted uses subject to Article 7.
- Open space subject to Article 9.
- Playgrounds and recreation area, when developed as part of the townhouse development.
- Signs subject to Article 6.
- Utilities related to and necessary for service within the Town, including poles, wires, transformers, telephone booths, and the like for electrical power distribution or communication service, and underground pipelines or conduits for local electrical, gas, sewer, or water service, but not those facilities listed as requiring a special use permit.
- Yard sale or garage sale

3-4.4.3 Permissible Uses (by special use permit upon approval of the Town Council)

- Active and passive recreation and recreational facilities.
- Child care center, day care center, or nursery school
- Churches
- Clinics
- Community buildings
- Family care homes, foster homes, or group homes serving physically handicapped, mentally ill, mentally retarded, or other developmentally disabled persons
- Golf courses, swim, and tennis clubs
- Home business

- Libraries
- Nursing or convalescent homes
- Offices, professional and business if immediately adjacent to a commercial zoning district
- Schools
- Traditional Neighborhood Developments
- Treatment plants, water storage tanks, major transmission lines or pipelines, pumping or regulator stations, communications towers, and cable television facilities and accessory buildings

3-4.4.4 Lot and Yard Regulations

Use	Maximum Density (dwellings per gross acre)	Minimum Lot Size (sq. ft.)	Minimum Lot Frontage (at front setback)	Maximum Lot Coverage (impervious surfaces)	Minimum Setbacks		
					Front	Side	Rear
Single-Family Dwelling	4.3	10,000	75 ft.	65%	25 ft.	10 ft.	20 ft.
Two-Family Dwelling	7.0	12,000	70 ft.	50%	25 ft.	15 ft.	25 ft.
Townhouse	7.0	2,000 per unit	20 ft. interior unit 30 ft. end unit	50%	25 ft.	20 ft.	25 ft.
Other Permitted Uses	n/a	10,000	none	80%	25 ft.	15 ft.	20 ft.

3-4.4.5 Building Regulations

3-4.4.5.1 Building Height

Use	Maximum Height
Single-Family Dwellings	35 ft.*
Other Permitted Uses	35 ft.**

* The height limit for dwellings may be increased up to forty-five (45) feet and up to three (3) stories provided that front, side, and rear yard setbacks increase one (1) foot for each additional foot of building height over thirty-five (35) feet. This may be achieved in part by setting back the second and/or third stories of the building a greater amount than the first story.

** A public or institutional building or church may be erected to a height of sixty (60) feet from grade provided that required front, side,

and rear yards shall be increased one (1) foot for each foot in height over thirty-five (35) feet.

3-4.4.5.2 Garages

3-4.4.5.2.1 Single Family Dwellings

Front-loaded garages shall be setback at least 15 feet behind the front building line of the primary structure.

Side-loaded garages shall be no nearer the front lot line than the front edge of the primary structure.

Rear-loaded garages (accessed from an alley or other street) shall be set back at least fifteen (15) feet from the rear lot line.

3-4.4.5.2.2 Townhouses

Front-loaded and side-loaded garages shall no nearer the front lot line than the front edge of the primary structure.

Rear-loaded garages (accessed from an alley or other street) shall be set back at least fifteen (15) feet from the rear lot line.

3-4.4.5.3 Maximum Grouping of Townhouses

No more than six (6) townhouse units shall be grouped contiguous to each other.

Groups of townhouses shall be separated by at least (twenty) 20 feet of open space unless rear vehicle access is provided to the units, in which case minimum separation shall be (ten) 10 feet.

3-4.4.6 Open Space Requirements

Any rezoning or subdivision or site plan approval within the district consisting of a total of twelve (12) or more residential units shall provide one or more common open space greens of at least five thousand (5,000) square feet each and totaling at least four hundred (400) square feet per unit. Such greens shall be located so as to provide a focal point for the units, with the units fronting the green (s) or fronting streets that border the green(s).

3-4.5 RMF Residential Multifamily District

3-4.5.1 Legislative Intent

This district is composed of certain higher concentrations of residential uses recommended for those sections of town which are in proximity to the central business district; which are adjacent to existing intensive land uses; which can be used as a transitional area between commercial and lower density residential areas; or which are in need of revitalization. The regulations for this district are designed to stabilize and protect the residential character of the district, to promote and encourage a suitable environment for multiple-family residential units, to implement the Comprehensive Plan, and to encourage streetscape environments that are safe and efficient for pedestrians.

3-4.5.2 Permitted Uses (by-right)

- Accessory buildings.
- Dwellings for the elderly and handicapped.
- Home Occupation
- Multi-family dwellings at a maximum ten (10) units per gross acre.
- Off-street parking for permitted uses subject to Article 7.
- Open space subject to Article 9.
- Playgrounds and recreation areas, when developed as part of the apartment development.
- Signs subject to Article 6.
- Single-family dwellings
- Townhouses, duplex units, triplexes, and quadriplexes
- Two-family dwellings
- Utilities related to and necessary for service within the Town, including poles, wires, transformers, telephone booths, and the like for electrical power distribution or communication service, and underground pipelines or conduits for local electrical, gas, sewer, or water service, but not those facilities listed as requiring a special use permit.
- Yard sale or garage sale

3-4.5.3 Permissible Uses (by special use permit upon approval of Town Council)

- Active and passive recreation and recreational facilities
- Affordable Dwelling Units (ADU) yielding total densities of up to twelve dwelling units per gross acre or twenty (20) dwelling units per net acre through a density bonus in accord with Section 3-4.5.5.
- Business and professional offices generally if immediately adjacent to a commercial zone

- Churches
- Clinics
- Community buildings
- Family care homes, foster homes, or group homes serving physically handicapped, mentally ill, mentally retarded, or other developmentally disabled persons
- Golf courses, swim, and tennis clubs
- Health and Fitness Facilities
- Home business
- Libraries
- Live-work Units
- Nursing or convalescent homes
- Parking garages
- Public use sites with a density bonus in accord with Section 3-4.5.7.
- Schools
- Traditional Neighborhood Developments (TND) yielding total densities of up to twelve dwelling units per gross acre or twenty (20) dwelling units per net acre through a density bonus in accord with Section 3-4.5.6.
- Treatment plants, water storage tanks, major transmission lines or pipelines, pumping or regulator stations, communications towers, storage yards and substations, and cable television facilities and accessory buildings

3-4.5.4 Lot and Yard Regulations

Use	Maximum Density (dwellings per gross acre)	Minimum Lot Size (sq. ft.)	Minimum Lot Frontage (at front setback)	Maximum Lot Coverage (impervious surfaces)	Minimum Setbacks		
					Front	Side	Rear
Single-Family Dwelling	7.3	6,000	55 ft.	65%	25 ft.	8 ft.	15 ft.
Two-Family dwelling	7.0	12,000	70 ft.	50%	25 ft.	15 ft.	25 ft.
Three-Family and Four-Family Townhouses and Live-Work Units	7.0	6,000 per unit	70 ft.	50%	25 ft.	15 ft.	25 ft.
Triplex	7.0	2,000 per unit	20 ft. interior unit 30 ft. end unit	50%	25 ft.	20 ft.	25 ft.
Quadriplex	7.0	2,000 per unit	20 ft interior unit 30 ft end unit	50%	25 ft.	20 ft.	25 ft.
Apartments, Generally	10.0	10,000	150 ft.	50%	25 ft.	50 ft.	50 ft.

Use	Maximum Density (dwellings per gross acre)	Minimum Lot Size (sq. ft.)	Minimum Lot Frontage (at front setback)	Maximum Lot Coverage (impervious surfaces)	Minimum Setbacks		
					Front	Side	Rear
Apartments, with Density Bonus	12 (20 net)	10,000	150 ft.	50%	25 ft.	50 ft.	50 ft.
Apartments, Elderly or handicapped	25	6,000 sq. ft. for first unit, plus 3,000 sq. ft. for second unit, plus 1000 sq. ft. per 3rd-8th units, plus 500 sq. ft. per 9 th -20th units	150 ft.	85%	25 ft.	50 ft.	50 ft.
Other Permitted Uses	n/a	10,000	none	80%	25 ft.	15 ft.	25 ft.

3-4.5.5 Density Bonus for Affordable Dwelling Units

- 3-4.5.5.1. A density bonus is offered to encourage private sector development of Affordable Dwelling Units (ADUs), in accord with the provisions of Article 9, Section 9-3.
- 3-4.5.5.2. The density bonus provisions provided in Sections 3-4.5.3 and 3-4.5.4 shall be permitted in conjunction with the provision of ADUs. The maximum density shall not exceed twenty (20) dwelling units per net acre for any project site.

3-4.5.6 Density Bonus for Traditional Neighborhood Developments

- 3-4.5.6.1. A density bonus is offered, in accord with the provisions of Article 9, Section 9-20, and Section 3-5.2.11, to encourage private sector provision of new development that is consistent with the features and functions of the traditional design and development patterns that have created the human scale and historic character of Warrenton’s built environment, including features such as:
 - relatively narrow street widths
 - a grid of interconnected streets
 - sidewalks along the streets
 - a mix of lot widths (some narrow, some wide)
 - on-street parallel parking
 - buildings located relatively close to the front street
 - two and three story buildings that frame the street

- rear access via alleys

It shall be the responsibility of the applicant to explain the design elements believed to justify approval of density increase.

3-4.5.6.2 Density bonuses shall not result in a gross density in excess of twelve (12) units per gross acre, nor a net density in excess of twenty (20) units per net acre.

3-4.5.7 Density Bonus for Public Use Sites

3-4.5.7.1 The Planning Commission may recommend and the Town Council may permit increases in the number of dwelling units otherwise permitted where an applicant dedicates public sites for such facilities as schools, parks, and public buildings if such sites are consistent with and located in accordance with the Comprehensive Plan.

3-4.5.7.2 Density bonuses may result in a total gross density not to exceed twenty (20) units per net acre. In no case shall the use of one or more density bonus provisions result in any densities exceeding twenty (20) units per net acre

3-4.5.8 Building Regulations

Use	Maximum Height
All dwellings except Multi-Family Dwellings	35 ft.*
Multi-family dwellings	45 ft.
Other Permitted Uses	45 ft.**

* The height limit for dwellings may be increased up to forty-five (45) feet and up to three (3) stories provided that front, side, and rear yard setbacks increase one (1) foot for each additional foot of building height over thirty-five (35) feet. This may be achieved in part by setting back the second and/or third stories of the building a greater amount than the first story.

** A public or institutional building or church may be erected to a height of sixty (60) feet from grade provided that required front, side, and rear yards shall be increased one (1) foot for each foot in height over thirty-five (35) feet.

3-4.5.9 Open Space Requirements

3-4.5.9.1 For apartments generally: Five hundred (500) square feet of usable common open space for each dwelling unit. Open space area shall

be in the form of common greens of at least five thousand (5,000) square feet each. Such greens shall be located so as to provide a focal point for the units, with the units fronting the green (s) or fronting streets that border the green(s).

- 3-4.5.9.2 For dwellings for the elderly and handicapped: Two hundred (200) square feet of usable common open space for each dwelling unit.
- 3-4.5.9.3 For ADU developments: A developer can increase lot coverage to eighty (80) percent if the proposed development is within six hundred (600) feet of public active recreation and open space, and residents do not have to cross a roadway that has a speed limit of greater than thirty-five (35) miles per hour, or that is more than two (2) lanes in width, to reach such space.
- 3-4.5.9.4 The minimum distance between main buildings shall be thirty (30) feet.
- 3-4.5.9.5. Additional Open Space. All land in or encompassed by a development within this district which is a part of the same tract and is not actually used or planned for development shall be maintained as open space to be enjoyed by the residents, either under the provisions of Article 9 or it may be maintained by a homeowners association or the developer and/or management in the case of rental properties, on a permanent basis.

3-4.5.10 Recreational Facilities

- 3-4.5.10.1. Townhouse and multifamily developments of thirty-five (35) dwelling units or more shall provide improved active recreational space for the private use of townhouse residents.
- 3-4.5.10.2. The amount of required recreational space and facilities for townhouse and multifamily developments shall be computed according to the occupancy figures provided below. Occupancy figures will be computed for the total number of dwelling units in the development:

One (1) Bedroom: Two (2) adults

Two (2) Bedroom: Two (2) adults and one (1) child

Three (3) Bedroom: Two (2) adults and two (2) children

Four (4) Bedrooms: Two (2) adults and three (3) children

3-4.5.10.3. Based upon the number of occupants computed above, each of the following three (3) types of activity space shall be provided, in the amounts determined by the following schedule:

- Child Use Space: Twenty (20) square feet for each child.
- Mixed Use Space: Twenty-five (25) square feet for each child and adult.
- Adult Space: One hundred (100) square feet for each adult.

3-4.5.10.4. Required activity space shall be occupied by the following types of facilities. All playground equipment shall meet commercial grade playground standards for intensive or extended use.

- Child Use Space: Tot lot, intermediate playground, nursery day care, or similar facility.
- Mixed Use Space: Swimming pool, handball or racquetball court, tennis courts, basketball courts, meeting and activity rooms, volleyball court, or similar facility.
- Adult Space: Health club, weight room or gymnasium, terrace or landscaped passive recreation area, or other similar facility.

Mixed use spaces may be substituted for child use spaces if, in the opinion of the Planning Director and Planning Commission, they are more appropriate for the development in question.

The nature and proportion of recreational spaces and facilities may be altered if, in the opinion of the Planning Director and Planning Commission, an alternative proposal is presented and considered more appropriate for the development in question.

3-4.5.10.5. For townhouse or multifamily developments of fifty (50) units or more, at least twenty-five (25) percent of the total required recreation space will be provided indoors so as to be usable year round.

3-4.5.10.6. The following general design standards shall apply to required activity spaces:

- Required activity spaces shall be located in such a fashion as to be accessible by foot by all residents, using either sidewalks, or paths within common open space, or a combination thereof, that eliminates the necessity of traveling within roadways or travel lanes to gain access to such areas.

- Activity spaces for children shall be designed and placed to facilitate visibility from adjacent dwelling units, roadways, travel lanes, sidewalks, or adjacent common areas. Shade trees should be provided but shrubbery or fence materials that provide an opaque screen adjacent to the activity area are not appropriate. Benches or seats should be provided for use by parents.
- Activity areas for children located within fifty (50) feet of a travel lane, or within seventy-five (75) feet of a two (2) lane public roadway or one with a posted speed limit of thirty-five (35) miles per hour or less, or within one hundred (100) feet of a roadway greater than two (2) lanes or with a posted speed limit of greater than thirty-five (35) miles per hour, should be fenced to discourage the movement of children towards the roadway or travel lane.

3-4.6 R-40 Residential District

3-4.6.1 Legislative Intent

This district is comprised of low density, single family dwellings, and other selected uses which are compatible with the low density residential character of the district. The established regulations for this district are designed to implement the Comprehensive Plan and to promote and encourage an environment for family life, and thus, all commercial activities are prohibited. Densities shall not exceed one dwelling unit per acre. In order to provide and encourage innovative designs in residential developments so that open lands may be developed both efficiently and with imagination, cluster developments or traditional developments are encouraged.

3-4.6.2 Permitted Uses (by-right)

- Accessory buildings
- Agricultural uses existing at the effective date here of
- Group Homes of eight (8) residents or less
- Home occupations
- Off street parking for permitted uses subject to Article 7
- Open space subject to Article 9
- Signs subject to Article 6
- Single-family detached dwelling units
- Utilities related to and necessary for service within the Town, including poles, wires, transformers, telephone booths, and the like for electrical power distribution or communication service, and underground pipelines or

conduits for local electrical, gas, sewer, or water service, but not those facilities listed as requiring a special use permit

- Yard sales or garage sale for the disposal of used household items, provided such sales are not held more frequently than once a year on the same lot, are not conducted for more than three days and include items assembled only from households adjoining neighbors

3-4.6.3 Permissible Uses (by special use permit upon approval of the Town Council)

- Accessory dwelling units
- Active and passive recreation and recreational facilities
- Bed and breakfast facility
- Churches
- Cluster development (see Article 9-6)
- Community buildings
- Family care home
- Golf courses
- Group Homes of eight (8) residents or more
- Home business
- Parks and playgrounds
- Schools
- Swim clubs, Tennis clubs
- Treatment plants, water storage tanks, major transmission lines or pipelines, pumping or regulator stations, communications towers, storage yards and substations, and cable television facilities and accessory buildings

3-4.6.4 Lot and Yard Regulations

Use	Minimum	Minimum	Maximum	Minimum Setbacks*		
	Lot Size (sq. ft.)	Lot Frontage (at front setback)	Lot Coverage (impervious surfaces)	Front	Side	Rear
Single-Family Dwelling	40,000	135 ft.	65%	60 ft.	25 ft.	35 ft.
Single-Family Cluster	25,000	90 ft.	65%	50 ft.	20 ft.	25 ft.
Other Permitted Uses	40,000	90 ft.	65%	50 ft.	30 ft.	35 ft.

* Front setbacks shall be equal to the average setbacks for all buildings on the same side of the street within 500 feet, but in no case shall they be less than the minimum described above.

3-4.6.5 Building Regulations

Use	Maximum Height
All dwellings	35 ft.*
Other Permitted Uses	35 ft.**

- * The height limit for dwellings may be increased up to forty-five (45) feet and up to three (3) stories provided that front, side, and rear yard setbacks increase one (1) foot for each additional foot of building height over thirty-five (35) feet. This may be achieved in part by setting back the second and/or third stories of the building a greater amount than the first story.
- ** A public or institutional building or church may be erected to a height of sixty (60) feet from grade provided that required front, side, and rear yards shall be increased one (1) foot for each foot in height over thirty-five (35) feet.

3-4.7 R-E Residential District

3-4.7.1 Legislative Intent

This district is comprised of low density, single family dwellings, and other selected uses which are compatible with the open and rural character of the district. The established regulations for this district are designed to implement the Comprehensive Plan and to promote and encourage an environment for family life and thus, all commercial activities are prohibited.

In order to provide and encourage innovative designs in residential developments so that open lands may be developed both efficiently and with imagination, cluster developments or traditional developments are encouraged.

3-4.7.2 Permitted Uses (by-right)

- Accessory buildings
- Agricultural uses existing at the effective date here of.
- Group Homes of eight (8) residents or less
- Home occupations
- Off street parking for permitted uses subject to Article 7
- Open space subject to Article 9
- Signs subject to Article 6
- Single-family detached dwelling units
- Utilities related to and necessary for service within the Town, including poles, wires, transformers, telephone booths, and the like for electrical power distribution or communication service, and underground pipelines or conduits for local electrical, gas, sewer, or water service, but not those facilities listed as requiring a special use permit
- Yard sales or garage sale for the disposal of used household items, provided such sales are not held more frequently than once a year on the same lot, are not conducted for more than three days and include items assembled only from households of adjoining neighbors

3-4.7.3 Permissible Uses (by special use permit upon approval of Town Council)

- Accessory dwelling units [moved]
- Active and passive recreation and recreational facilities.
- Bed and breakfast facility
- Churches
- Cluster development (in accord with Section 9-6)
- Community buildings
- Family care home
- Golf courses
- Group Homes of eight (8) residents or more
- Home business
- Parks and playgrounds
- Schools
- Swim clubs, Tennis clubs
- Treatment plants, water storage tanks, major transmission lines or pipelines, pumping or regulator stations, communications towers, storage yards and substations, and cable television facilities and accessory buildings.

3-4.7.4 Lot and Yard Regulations

Use	Minimum	Minimum	Maximum	Minimum Setbacks		
	Lot Size (sq. ft.)	Lot Frontage (at front setback)	Lot Coverage (impervious surfaces)	Front	Side	Rear
Single-Family Dwelling	5 acres	200 ft.	65%	75 ft.	25 ft.	35 ft.
Single- Family Cluster	30,000	90 ft.	65%	50 ft.	20 ft.	25 ft.
Other Permitted Uses	40,000	90 ft.	65%	50 ft.	30 ft.	35 ft.

Regardless of minimum lot size as provided herein, overall densities for any development site shall not exceed one dwelling unit per 5 acres.

Front setbacks shall be equal to the average setbacks for all buildings on the same side of the street within 500 feet, but in no case shall they be less than the minimum described above.

3-4.7.5 Building Regulations

Use	Maximum Height
All dwellings	35 ft.*
Other Permitted Uses	35 ft.**

* The height limit for dwellings may be increased up to forty-five (45) feet and up to three (3) stories provided that front, side, and rear yard setbacks increase one

(1) foot for each additional foot of building height over thirty-five (35) feet. This may be achieved in part by setting back the second and/or third stories of the building a greater amount than the first story.

** A public or institutional building or church may be erected to a height of sixty (60) feet from grade provided that required front, side, and rear yards shall be increased one (1) foot for each foot in height over thirty-five (35) feet.

3-4.8 RO Residential Office District

3-4.8.1 Legislative Intent

Legislative Intent. This district is designed to provide for business and professional offices and certain personal service uses in attractive surroundings with types of uses limited and signs and building features limited so as to be compatible with residential use and to implement the Comprehensive Plan. The district can be applied to large or small areas if development standards are complied with. The district may also be applied as a transition area between a commercial area and a residential area.

3-4.8.2 Permitted Uses (by-right)

- Accessory uses customarily incidental to permitted uses
- Home occupations
- Offices, business and professional
- Off-street parking subject to Article 7
- Open space subject to Article 9
- Personal Service Establishments not to exceed 3,500 square feet in gross floor area.
- Signs subject to Article 6
- Single-family detached dwelling units
- Studios for artists, photographers, and sculptors
- Utilities related to and necessary for service within the Town, including poles, wires, transformers, telephone booths, and the like for electrical power distribution or communication service, and underground pipelines or conduits for local electrical, gas, sewer, or water service, but not those facilities listed as requiring a special use permit
- Yard sale or garage sale

3-4.8.3 Permissible Uses (by special use permit upon approval of Town Council)

- Active and passive recreation and recreational facilities
- Assisted living facilities

- Banks and savings and loan offices
- Churches
- Child care center, day care center, or nursery school
- Clubs, lodges, and assembly halls.
- Community buildings
- Institutional uses
- Townhouses and duplexes subject to all RT requirements and regulations in Article 3
- Treatment plants, water storage tanks, major transmission lines or pipelines, pumping or regulator stations, communications towers, storage yards and substations, and cable television facilities and accessory buildings

3-4.8.4 Lot and Yard Regulations

3-4.8.4.1 Lot Requirements

Use	Minimum Lot Size (sq. ft.)	Minimum Lot Frontage (at front setback)	Maximum Lot Coverage (impervious surfaces)
All Uses	10,000	75 ft.	75%

3-4.8.4.2 Yard Requirements

Front Setbacks				
From right-of-way of local street having right of way of 50 feet or less	From right-of-way of major thoroughfare or collector street having right of way greater than 50 feet	From right-of-way of a service drive	From any interior private or public accessway	Accessory Buildings
40 feet	60 feet	40 feet	20 feet	Not permitted forward of the setback line.
Side Yard Setbacks*		Rear Yard Setbacks*		
Adjacent to any C, I or RO District	Adjacent to any R District	Adjacent to any C or I District	Adjacent to any R District	
10 feet	25 feet	15 feet	25 feet	

* Accessory buildings over fifteen (15) feet in height shall be at least ten (10) feet from any lot line.

3-4.8.5 Building Regulations

Use	Maximum Height*
Office Buildings, banks and service establishments	45 feet except limited to two stories and 35 feet for any part of structure within 70 feet of a residential district
Accessory buildings	Shall be less than the main building in height.
Other Buildings	45 feet

* A public or institutional building or church may be erected to a height of sixty (60) feet from grade provided that required front, side, and rear yards shall be increased one (1) foot for each foot in height over forty-five (45) feet.

3-4.9 PSP Public-Semi-Public Institutional District

3-4.9.1 Legislative Intent

This district is intended to provide for major public, semi-public, and institutional uses, to facilitate future growth of such uses within the district in accordance with the objectives, policies, and proposals of the Comprehensive Plan, including the encouragement of convenient and safe nearby residential neighborhoods, and to provide evidence on the Zoning map of the nature of land use planned for this district.

3-4.9.2 Permitted Uses (by-right)

- Accessory buildings and uses, including dwellings accessory to a permitted use
- Cemeteries
- Child care center, day care center, or nursery school
- Churches
- Community buildings
- Fairgrounds, showgrounds, or exhibition center
- Family care homes, foster homes, or group homes
- Hospitals (expansions to existing facilities under 10,000 square feet)
- Institutional uses
- Mobile Food Vendors in public parks subject to Article 9-24
- Nursing homes and clinics
- Offices for business or professional use
- Off-street parking for permitted uses subject to Article 7
- Open space subject to Article 9
- Parks and playgrounds

- Public or governmental buildings
- Rescue squad or volunteer fire company
- Schools (expansions to existing facilities under 10,000 square feet)
- Senior citizen center
- Signs subject to Article 6
- Utilities related to and necessary for service within the Town, including poles, wires, transformers, telephone booths, and the like for electrical power distribution or communication service, and underground pipelines or conduits for local electrical, gas, sewer, or water service, but not those facilities listed as requiring a special use permit
- Yard sale or other special sale or event conducted on the premises of and for the benefit of a permitted use in the district

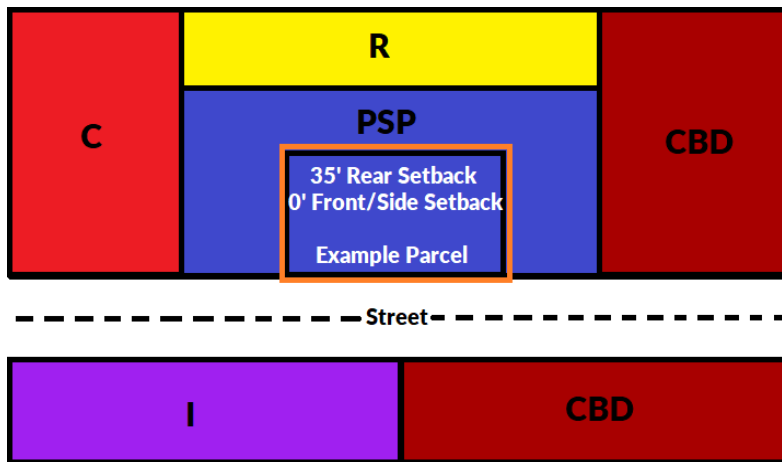
3-4.9.3 Permissible Uses (by special use permit upon approval of the Town Council)

- Emergency housing
- Gift Shops
- Health and Fitness Facilities
- Hospitals (new hospitals and expansions to existing facilities equal to/over 10,000 square feet)
- Museums
- Schools (new schools and expansions to school facilities equal to/over 10,000 square feet)
- Single Family Dwellings
- Visitor Centers
- Active and passive recreation and recreational facilities.
- Treatment plants, water storage tanks, major transmission lines or pipelines, pumping or regulator stations, communications towers, storage yards and substations, and cable television facilities and accessory buildings

3-4.9.4 Lot and Yard Regulations

Use	Minimum	Minimum	Maximum	Minimum Setbacks		
	Lot Size (sq. ft.)	Lot Frontage (at front setback)	Lot Coverage (impervious surfaces)	Front	Side	Rear
All Permitted and Permissible Uses	No Minimum	50 ft.	85%	None when adjacent and across from C, CBD or I Districts; 25' when adjacent or across from R Districts*	None when adjacent to C, CBD or I Districts; 15' when adjacent to R Districts*	None when adjacent to C, CBD or I Districts; 35' when adjacent to R Districts*

*When adjacent to the PSP Zoning District, setbacks shall be determined by the nearest non-PSP District along each side of the parcel. See example figure below:



3-4.9.5 Building Regulations

Use	Maximum Height*
All buildings	35 feet
Accessory buildings	Within 20 feet of any lot line shall not exceed 15 feet in height. All accessory buildings shall be less than the main building in height.

* A public or institutional building or church may be erected to a height of sixty (60) feet from grade provided that required front, side, and rear yards shall be increased one (1) foot for each foot in height over thirty-five (35) feet.

3-4.10 C Commercial District

3-4.10.1 Legislative Intent

The intent of this district shall be to encourage the logical and timely development of land for a range of commercial and mixed-use purposes in accordance with the objectives, policies, and proposals of the Comprehensive Plan; to prohibit any use which would create undue impacts on surrounding residential areas; and to assure suitable design to protect the residential environment of adjacent and nearby neighborhoods. It is further declared to be the intent of this district to limit traffic congestion, overcrowding of land, noise, glare, and pollution, so as to lessen the danger to the public safety, and to ensure convenient and safe pedestrian access to and from commercial and mixed-use sites as well as between adjacent commercial and mixed-use sites. The protective standards contained in this Article are intended to minimize any adverse effect of the commercial district on nearby property values and to provide for safe and efficient use of the commercial district itself.

3-4.10.2 Permitted Uses (by-right)

Any of the following uses provided that no one-business establishment exceeds 50,000 square feet of gross floor area on the lot or on the tract.

- Accessory uses customarily incidental to these uses.
- Banks and other financial institutions.
- Broadcasting stations.
- Churches
- Cleaning and pressing shops
- Clinics (medical and dental)
- Community buildings.
- Convenience store
- Funeral Homes
- Health and Fitness Facilities
- Home Occupations
- Hotels and motels
- Household Pet Grooming
- Institutional uses.
- Laundromat.
- Lawn and garden equipment
- Lumber and building supply with no outdoor storage
- Medical Centers and Laboratories

- Mixed-Use Structures when at least 50% of the first floor is dedicated to nonresidential uses. Density and layout subject to Section 9-25.1 of the Zoning Ordinance.
- Mobile Food Vendors subject to Article 9-24
- Non-fee parking lots and structures.
- Offices for business or professional use.
- Off-street parking subject to Article 7.
- Open space subject to Article 9.
- Personal and Business Services
- Plumbing and electrical supply (without outdoor storage)
- Rental service without outdoor storage
- Restaurant, carryout
- Restaurants without drive-through facilities
- Retail Sales, including stores and shops
- Service stations with no outside car vehicle storage and without vehicle repair
- Signs subject to Article 6.
- Shopping centers
- Studios and trade schools.
- Taxidermist
- Trade school, studio
- Utilities related to and necessary for service within the Town, including poles, wires, transformers, telephone booths, and the like for electrical power distribution or communication service, and underground pipelines or conduits for local electrical, gas, sewer, or water sewer service, but not those facilities listed as requiring a special use permit.
- Vending machines and Laundromats

3-4.10.3. Permissible Uses (by special use permit upon approval of the Town Council)

- Active and passive recreation and recreational facilities
- Animal kennels
- Any use listed as permitted by right in Section 3-4.10.2 that exceeds 50,000 square feet of gross floor area
- Automobile sales, truck sales and service repair garages, automobile body shops, and tire recapping and retreading. (All vehicles must be parked on paved surfaces)
- Carnivals, fairs, and other similar uses of a temporary nature
- Car Washes
- Car wash, Self-service
- Clubs, lodges, and assembly halls
- Commercial parking lots and garages
- Commercial recreational establishments

- Crematories
- Day care centers
- Drive-through service facility of any kind
- Farmers markets
- Farm equipment, motorcycle, boat, and sport trailer sales and service
- Frozen food lockers.
- Grain and feed supply stores
- Heliports
- Home Business
- Lumber and building supply with undercover storage
- Monument sales
- Plumbing and electrical supply with undercover storage
- Residential Dwellings – limited to single-family attached, two-family, multi-family, duplex, four-family, live-work, and elderly and handicapped dwellings, as part of a mixed-use development subject to all standards listed in Section 9-25
- Restaurant with drive-through facility
- Taxicabs stands
- Temporary fair and show grounds
- Theaters [indoor]
- Transitional housing
- Treatment plants, water storage tanks, major transmission lines or pipelines, pumping or regulator stations, communications towers, storage yards and substations, and cable television facilities and accessory buildings
- Veterinary hospitals
- Wholesale establishments but not warehouses generally

3-4.10.4 Lot and Yard Regulations

Use	Minimum Lot Size (sq. ft.)	Minimum Lot Frontage (at front setback)	Maximum Lot Coverage (impervious surfaces)
Non-Residential Uses or Mixed-Use Buildings	6,000	50 ft.	85%
Front Setbacks			
From right-of-way of local street having right of way of 50 feet or less*	From right-of-way of major thoroughfare or collector street having right of way greater than 50 feet *	From right-of-way of a service drive*	From any interior private or public accessway
			Accessory Buildings

40 feet	60 feet	40 feet	20 feet	Not permitted forward of the setback line.
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* Front setback may be reduced by 20 feet if no parking or loading areas are located between the structure and the front lot line.

Side Yard Setbacks*		Rear Yard Setbacks*	
Adjacent to any C or I District	Adjacent to any R District	Adjacent to any C or I District	Adjacent to any R District
10 feet	25 feet	15 feet	25 feet

* Accessory buildings over fifteen (15) feet in height shall be at least ten (10) feet from any lot line.

3-4.10.5 Building Regulations

Use	Maximum Height*
Accessory buildings	shall be less than the main building in height.
Other Buildings	45 feet

** A public or institutional building or church may be erected to a height of sixty (60) feet from grade provided that required front, side, and rear yards shall be increased one (1) foot for each foot in height over forty-five (45) feet.

3-4.11 CBD Central Business District

3-4.11.1 Legislative Intent

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

- Re-use of existing buildings in ways that are compatible with and supportive of the purposes of the district and of the Comprehensive Plan.
- Preservation of the unified, historic character of the district and its function as the retail and service center for Town citizens and visitors.

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

3-4.11.2 Permitted Uses (by-right)

- Accessory buildings
- Apartments
- Banks and other financial institutions, but not drive-in facilities
- Broadcasting stations
- Churches
- Cleaning and pressing shops limited to six (6) pressing machines, and four (4) dry cleaning machines
- Clinics - outpatient care only
- Community buildings
- Historic shrines and museums
- Home Occupations
- Institutional buildings
- Medical and dental offices/clinics
- Mixed Use structures
- Mobile Food Vendors subject to Article 9-24
- Offices for business or professional use
- Off-street parking and load subject to Article 7
- Open space subject to Article 9
- Parking lots, in accord with supplemental regulations in Article 9 and parking lot standards, Article 7
- Personal service stores not exceeding three thousand (3,000) square feet in gross area, or within an existing space legally used for such purposes within the previous five years.

- Restaurants, without drive-in facilities
- Retail service stores not exceeding three thousand (3,000) square feet in gross area, or within an existing space legally used for such purposes within the previous five years
- Signs subject to Article 6
- Single-family detached dwelling units
- Studios and Trade Schools
- Theaters
- Townhouses and duplexes
- Utilities related to and necessary service within the Town, including poles, wires, transformers, telephone booths, and the like for electrical power distribution of communication service, and underground pipelines or conduits for local electrical, gas, sewer, or water service, but not those facilities listed as requiring a special use permit
- Vending machines

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

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

3-4.11.4. Lot and Yard Regulations

Use	Minimum	Minimum	Maximum	Minimum Setbacks		
	Lot Size (sq. ft.)	Lot Frontage (at front setback)	Lot Coverage (impervious surfaces)	Front	Side	Rear
Commercial Uses	3,000	none	none	none	None to C or I District; 25 ft. to R District	None to C or I District; 25 ft. to R District
Other Permitted and Permissible Uses	None	none	none	none	None to C or I District; 25 ft. to R District	None to C or I District; 25 ft. to R District
Mixed-use structures	None	none	none	none	none	None to C or I District; 20 ft. to R District
Apartments (if stand-alone, non-mixed-use structure)	None	none	85%	none	None to C or I District; 20 ft. to R District	None to C or I District; 20 ft. to R District
Single Family Dwellings	none	50 ft.	none	none	None to C or I District; 20 ft. to R District	None to C or I District; 20 ft. to R District

3-4.11.5 Building Regulations

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

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

3-4.11.6 Use Limitations

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

3-4.12 I Industrial District

3-4.12.1 Legislative Intent

It is the intent of this district to implement the Town's Comprehensive Plan by providing for a variety of light manufacturing, fabricating, processing, wholesale distributing, and warehousing uses appropriately located for access by highways and providing a controlled environment within which signing is limited, uses are to be conducted generally within completely enclosed buildings, and a moderate amount of landscaping is required. In order to preserve the land for industry, to reduce extraneous traffic, and avoid future conflicts between industry and other uses, business and service uses are limited primarily to those which will be useful to employees in the district and future residential uses are restricted.

3-4.12.2 Permitted Uses (by-right)

- Accessory buildings
- Active and Passive Recreation and Recreational Facilities
- Banks and savings and loan offices
- Broadcasting studios and offices
- Business and office supply establishments
- Cabinet, upholstery, and furniture shops
- Cafeteria or snack bar for employees
- Clinics, medical or dental
- Commercial uses constituting up to 15% of permitted site or building area
- Conference Centers
- Contractor's office and warehouse without outdoor storage
- Crematory
- Dwellings for resident watchmen and caretakers employed on the premises
- Employment service or agency
- Flex Office and Industrial uses
- Health and Fitness Facilities
- Institutional buildings
- Janitorial service establishment
- Laboratories, research, experimental or testing, but not testing explosives, rockets, or jet engines

- Light manufacturing uses which do not create danger to health and safety in surrounding areas and which do not create offensive noise, vibration, smoke, dust, lint, odor, heat, glare, or electrical impulse than that which is generally associated with light industries
- Mobile Food Vendors subject to Article 9-24
- Monument sales establishments with incidental processing to order but not including shaping of headstones
- Motion picture studio
- Nurseries and greenhouses
- Offices- business, professional, or administrative
- Off-street parking and loading subject to Article 7
- Open space subject to Article 9
- Printing, publishing, and engraving establishment; photographic processing; blueprinting; photocopying; and similar uses
- Private club, lodge, meeting hall, labor union, or fraternal organization or sorority
- Rental service establishment
- Retail or wholesale sales and service incidental to a permitted manufacturing, processing, storing, or distributing use
- Rug and carpet cleaning and storage with incidental sales of rugs and carpets
- Security service office or station
- Sign fabricating and painting
- Signs, subject to Article 6
- Studios
- Transmission and receiving towers of height not exceeding one hundred twenty-five (125) feet
- Utilities related to and necessary for service within the Town, including poles, wires, transformers, telephone booths, and the like for electrical power distribution or communication service, and underground pipelines or conduits for local electrical, gas, sewer, or water service, but not those facilities listed as requiring a special use permit
- Wholesale establishment, storage warehouse, or distribution center. furniture moving

3-4.12.3 Permissible Uses (by special use permit upon approval of the Town Council)

- Automobile body shop
- Automobile and truck repair and service
- Commercial Kennels
- Contractor's storage yard
- Data Center
- Farm equipment, motorcycle, boat and sport trailer sales and service
- Fuel, coal, oil distribution storage yards

- Lumber and building supply with undercover storage.
- Maintenance and equipment shops with screened outside storage
- Outdoor storage of any kind
- Plumbing and electrical supply with undercover storage
- Restaurant or cafeteria, drive-thru or otherwise
- Self-service mini-warehouse
- Temporary fair and show grounds
- Tire and battery sales and service, tire recapping and retreading
- Transmission and receiving towers of height greater than one hundred twenty-five (125) feet.
- Treatment plants, water storage tanks, major transmission lines or pipelines, pumping or regulator stations, communications towers, storage yards and substations, and cable television facilities and accessory buildings

3-4.12.4 Lot and Yard Regulations

Use	Minimum Lot Size (sq. ft.)	Minimum Lot Frontage (at front setback)	Maximum Lot Coverage (impervious surfaces and accessory buildings)
All principal manufacturing and processing uses in industrial parks	One (1) acre	100 ft.	75%
Other uses, including permitted retail and service establishments	10,000 square feet	100 ft.	75%

Minimum Setbacks

Use	Front	Side	Rear
All principal manufacturing and processing uses in industrial parks	Fifty (50) feet from the right-of-way of a local street having a right-of-way of fifty (50) feet or less.	Twenty-five (25) feet on an interior lot or adjacent to any C or I district including accessory buildings or parking structures, ten (10) feet for parking lots.	Forty (40) feet on an interior lot or adjacent to any C or I district including accessory buildings or parking structures, ten (10) feet for parking lots.
	Sixty-five (65) feet from the right-of-way of a major thoroughfare or collector street having a right-of-way greater than fifty (50) feet.	Fifty (50) feet adjacent to any R district including accessory buildings or parking structures, thirty (30) feet for parking lots.	Sixty-five (65) feet adjacent to any R district including accessory buildings or parking structures, fifty (50) feet for parking lots.
	Forty (40) feet from the right-of-way of a service drive. Accessory buildings shall not be permitted forward of the setback line.		
Other uses, including permitted retail and service establishments	same	same	same

3-4.12.5 Building Regulations

Use	Maximum Height
All buildings	35 feet
Accessory buildings	Within 20 feet of any lot line shall not exceed 15 feet in height. All accessory buildings shall be less than the main building in height.

3-4.12.6 Special Regulations for Manufacturing and Commercial Buildings

3-4.12.6.1 Enclosed Buildings. All uses shall be conducted within a completely enclosed building of permanent and durable construction, with no open storage of raw, in process, or finished material and supplies or waste material. Finished or semi-finished products manufactured on the premises may be stored in the open if screened from the street or from a residence district by landscaping, fences, or walls.

3-4.12.6.2 Landscaping. In general, where approval of a site plan is required, the landscape plan shall be designed to promote harmonious

relationships with adjacent and nearby residential properties, developed or undeveloped, and to this end may provide effective screening along side and rear property lines by means of fences, walls, hedges, planting screen, or natural vegetation as outlined in Article 8, General Provisions for Landscaping.

3-4.12.6.3 Fencing. All fencing shall have a uniform and durable character and shall be properly maintained.

3-5 Requirements for Overlay Zoning Districts

3-5.1 FPD - Floodplain District

3-5.1.1 Legislative Intent

The Floodplain District is created to prevent:

1. The loss of property and life,
2. The creation of health and safety hazards,
3. The disruption of commerce and governmental services,
4. The extraordinary and unnecessary expenditure of public funds for flood protection and relief, and
5. The impairment of the tax base.

These special regulations are designed to achieve the pertinent purposes of zoning as set forth in the Code of Virginia, Title 15.2-2283, and to implement the Comprehensive Plan, and ensure good planning practices that:

1. regulate uses, activities, and development which, acting alone or in combination with other existing or future uses, activities, and development, will cause unacceptable increases in flood heights, velocities and frequencies;
2. restrict or prohibit certain uses, activities, and development from locating within districts subject to flooding;
3. require all uses, activities, and developments that do occur in flood-prone districts to be protected and/or flood-proofed against flooding and flood damage; and
4. Protect individuals from buying land and structures which are unsuited for intended purposes because of flood hazards.

3-5.1.2 Applicability

The provisions of this Ordinance shall apply to all lands within the Town and identified as being within the One Hundred-Year Floodplain by the Federal Insurance Administration.

3-5.1.3 Establishment of Floodplain Districts

3-5.1.3.1 Description of Flood Districts

1. The Town of Warrenton contains four (4) floodplain districts which shall include areas subject to inundation by waters of the one hundred (100) year flood. The basis for the delineation of these districts shall be the Flood Insurance Study (FIS) and the Flood Insurance Rate Map (FIRM) for the Town of Warrenton prepared by the Federal Emergency Management Agency (FEMA), Federal Insurance Administration (FIM), dated February 6, 2008 as amended.
2. The Floodway District is delineated for purposes of this Ordinance using the criteria that a certain area within the floodplain must be capable of carrying the waters of the one hundred (100) year flood without increasing the water surface elevation of that flood more than one (1) foot at any point.
3. The Flood-Fringe District shall be that area of the one hundred (100) year floodplain not included in the Floodway District. The basis for the outermost boundary of this District shall be the one hundred (100) year flood elevations contained in the flood profiles of the above referenced Flood Insurance Study and as shown on the accompanying Flood Insurance Rate Map (FIRM).
4. The Special Floodplain District shall be those areas identified as an AE (Zone A with Elevations) Zone on the maps accompanying the Flood Insurance Study for which one hundred (100) year flood elevations have been provided but for which no floodway has been delineated.
5. The Approximated Floodplain District shall be that floodplain area for which no detailed flood profiles or elevations are provided, but where a one hundred (100) year floodplain boundary has been approximated. Such areas are shown as Zone A on the maps accompanying the Flood Insurance Study.
 - 5.1 For these areas, the one hundred (100) year flood elevations and floodway information from federal, state, and other acceptable sources shall be used, when available. Acceptable Sources include but are not limited to: US Army Corps of Engineers Floodplain Reports and US Geological Survey Flood-Prone Quadrangles
 - 5.2 Where the specific one hundred (100) year flood elevation cannot be determined for this area then the applicant for the proposed use, development, and/or activity shall determine this elevation in

accordance with hydrologic and hydraulic engineering techniques. Hydrologic and hydraulic analyses shall be undertaken only by professional engineers or others of demonstrated qualifications, who shall certify that the technical methods used correctly reflect currently-accepted technical concepts.

5.3 Studies, analyses, computations, etc., shall be submitted in sufficient detail to allow a thorough review by the Town Council for submission and approval by FEMA.

5.3 The Town shall require that all new subdivision proposals and other proposed developments greater than 50 lots or 5 acres, whichever is the lesser, include within such proposals base flood elevation data [Code of Federal Regulations 44CFR 60.3(b) section (3)].

6. The Floodplain Districts described above shall be overlays to the existing underlying districts as shown on the Official Zoning Ordinance Map, and as such, the provisions for the floodplain districts shall serve as a supplement to the underlying district provisions.

7. In the event any provision concerning a Floodplain District is declared inapplicable as a result of any legislative or administrative actions or judicial discretion, the basic underlying district provisions shall remain applicable.

3-5.1.3.2 District Boundaries

The boundaries of the Floodplain Districts are established as shown on Flood Insurance Rate Maps which is declared to be a part of this ordinance.

3-5.1.3.3 District Boundary Changes

The delineation of any of the floodplain districts may be revised by the Town Council where natural or man-made changes have occurred and/or more detailed studies conducted or undertaken by the U. S. Army Corps of Engineers or other qualified agency or individual documents the notification for such change. However, prior to any such change, approval must be obtained from the Federal Insurance Administration.

3-5.1.3.4 Interpretation of District Boundaries

Initial interpretation of the boundaries of the Floodplain Districts shall be made by the Planning Director. Should a dispute arise concerning the boundaries of any of the Districts, the Board of Zoning Appeals shall make the necessary determination.

3-5.1.4 District Provisions and Procedures

3-5.1.4.1 District Provisions

No land shall hereafter be developed and no structure shall be located, relocated, constructed, reconstructed, enlarged, or structurally altered except in compliance with the terms and provisions of this Ordinance and any other applicable ordinances and regulations which apply to uses within the jurisdiction of this Ordinance.

Prior to any proposed alteration or relocation of any channels or floodways of any watercourse, stream, etc., within the town, a regulatory floodway shall be designated. Applicable permits shall be obtained from the US Corps of Engineer, the Virginia Department of Environmental Quality, and the Virginia Marine Resources Commission. For the applicant's convenience, a joint permit application is available from any of these organizations.

Further notification of the proposal shall be given, by the applicant, to all affected adjacent jurisdictions, the Town Zoning Administrator, the Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management) and the Federal Insurance Administration.

Under no circumstances shall any use, activity, and/or development adversely affect the capacity of the channels or floodways of any watercourse, drainage ditch, or any other drainage facility or system.

3-5.1.4.2 Permit Requirements

All uses, activities, and development occurring within any floodplain area shall be undertaken only upon the issuance of a Floodplain permit from the Zoning Administrator. Such development shall be undertaken only in strict compliance with the provisions of the Ordinance and with all other applicable codes and ordinances, such as the Virginia Uniform Statewide Building Code. Prior to the issuance of any such permit, the Zoning Administrator shall require all applications to include compliance with all applicable state and federal laws.

3-5.1.4.3 Floodway District

In the Floodway District no development shall be permitted except where the effect of such development on flood heights is fully offset by accompanying improvements which have been approved by all appropriate federal, local, and/or state authorities as required. The placement of any manufactured home, except in

an existing manufactured home park or subdivision, within the Floodway District is specifically prohibited.

3-5.1.4.4 Permitted Uses in the Floodway district

In the Floodway District the following uses and activities are permitted provided that they are in compliance with the provisions of the underlying district and are not prohibited by any other ordinance and provided that they do not require structures, fill, or storage of materials and equipment:

1. Public and private recreational uses and activities such as parks, day camps, picnic grounds, and golf courses.
2. Accessory residential uses such as yard areas, gardens, play areas, and pervious loading areas.
3. Accessory industrial and commercial uses such as yard areas, pervious parking and loading areas, airport landing strips, etc.
4. Public utilities including poles, wires, transformers, underground pipelines or conduits but not those facilities listed as requiring a special use permit. Site Plan Review is required.

3-5.1.4.5 Permissible Uses in the Floodway District

The following uses and activities may be permitted by the Town Council by special use permit, subject to the provisions of Article 11, provided that they are in compliance with the provisions of the underlying district and are not prohibited by this or any other Ordinance and that all uses, activities, and structural developments shall be undertaken in strict compliance with the flood-proofing provisions contained in all other applicable codes and ordinances:

1. Active and passive recreation and recreational facilities
2. Inside/Outside storage of materials and equipment provided that they are not buoyant, flammable, or explosive, and are not subject to major damage by flooding, or provided that such material and equipment is firmly anchored to prevent flotation or movement, and/or can be readily removed from the area within the time available after flood warning.
3. Structures, except for manufactured homes, accessory to the uses and activities in Section 3-5.1.4.4 above.
4. Temporary uses such as circuses, carnivals, and similar activities
5. Utilities and public facilities and improvements such as railroads, streets, bridges, transmission lines, pipe lines, water and sewage treatment plants, and other similar or related uses.

6. Other similar uses and activities provided they cause no increase in the one hundred (100) year flood heights and/or velocities.

3-5.1.4.6 Flood-Fringe District

1. In the Flood-Fringe District the development and/or use of land shall be permitted in accordance with the regulations of the underlying district provided that all such uses, activities, and/or development shall be undertaken in strict compliance with the flood-proofing and related provisions contained in the Virginia Uniform Statewide Building Code and all other applicable codes and ordinances.

3-5.1.4.7 Standards for the Special Floodplain District:

The following provisions shall apply within the Special Floodplain District: Until a regulatory floodway is designated (See Section 3-5.1.4.1), by the developer no new construction, substantial improvements, or other development (including fill) shall be permitted within the areas of special flood hazard, designated as Special Floodplain Districts on the Flood Rate Insurance Map, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development will not increase the water surface elevation of the base flood more than one foot at any point within the community.

Development activities in Zone AE on the community's Flood Insurance Rate Map which increase the water surface elevation of the base flood by more than one foot may be allowed provided that the developer or applicant first applies – with the community's endorsement – for a conditional Flood Insurance Rate Map revision, and receives the approval of the Federal Emergency Management Agency.

3-5.1.4.8 Standards for Approximated Floodplain

When base flood elevation data or floodway data have not been provided, the applicant shall obtain, review, and reasonably utilize any base flood elevation and floodway data available from a federal, state, or any other source, in order to administer the provisions of Article 4. When such base flood elevation data is utilized, the permit shall contain:

1. the elevation (in relation to the mean sea level) of the lowest floor (including the basement) of all new and substantially improved structures; and,

2. If the structure has been flood-proofed in accordance with the requirements of Article 4, Section 4.3 (B) of this ordinance, the elevation in relation to the mean sea level to which the structure has been flood-proofed.

When the data is not available from any source as in 3-5.1.3.1.4, the lowest floor of the structure shall be elevated to no lower than three above the highest adjacent grade.

3-5.1.4.9 Site Plans and Permit Applications

All applications for development in the Floodplain District and all building permits issued for the Floodplain shall incorporate the following information:

1. For structures to be elevated, the elevation of the lowest floor, including basement or cellar.
2. For structures to be flood-proofed (nonresidential only), the elevation to which the structure will be flood-proofed.
3. The elevation of the one hundred (100) year flood.
4. Topographic information showing existing and proposed ground elevations.

3-5.1.4.10 Manufactured Homes

All manufactured homes that are placed or substantially improved must be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated to or above the base floor elevation and be securely anchored to an adequately anchored foundation system to resist floatation, collapse and lateral movement. Foundations shall meet the building code standards required of conventional stick-built single-family dwellings.

3-5.1.4.11 Recreational Vehicles

Recreational vehicles placed on sites shall either

1. Be on the site for fewer than one hundred (180) consecutive days, and
2. Be fully licensed and ready for highway use, or
3. Meet the permit requirements for placement and the elevation and anchoring requirements for manufactured homes as contained in the Virginia Uniform Statewide Building Code. A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions.

3-5.1.4.12 Existing Structures in Floodplain Districts

A structure or use of a structure or premises which lawfully existed before the enactment of these provisions, but which is not in conformity with these provisions, may be continued subject to the following conditions:

1. Existing structures and/or uses located in the Floodway District shall not be expanded or enlarged
2. Any modification, alteration, repair, reconstruction, or improvement of any kind to a structure and/or use located in any floodplain district to an extent or amount of less than fifty (50) percent of its market value, shall be elevated and/or flood-proofed.
3. The modification, alteration, repair, reconstruction, or improvement of any kind to a structure and/or use regardless of its location in a floodplain district to an extent or amount of fifty (50) percent or more of its market value shall be undertaken only in full compliance with the provisions of the Virginia Uniform Statewide Building Code.
4. Uses of adjuncts thereof which are, or become, nuisances shall not be permitted to continue.

3-5.1.5 Design Criteria for Utilities and Facilities

3-5.1.5.1 Sanitary Sewer Facilities

All new or replacement sanitary sewer facilities and private package sewage treatment plants, including all pumping stations and collector systems, shall be designed to minimize the infiltration of flood waters into the systems and discharges from the systems into the flood waters. In addition, they should be located and constructed to minimize or eliminate flood damage and impairment.

3-5.1.5.2 Water Facilities

All new or replacement water facilities shall be designed to minimize or eliminate infiltration or flood waters into the system and be located and constructed to minimize or eliminate flood damages

3-5.1.5.3 Drainage Facilities

All storm drainage facilities shall be designed to convey the flow of surface waters without damage to persons or property. The systems shall ensure drainage away from buildings and on-site waste disposal sites.

The Town Council may require a primarily underground system to accommodate frequent floods and a secondary surface system to accommodate larger, less frequent floods. Drainage plans shall be consistent with local and regional drainage plans. The facilities shall be designed to prevent the discharge of excess runoff onto adjacent properties.

3-5.1.5.4 Utilities

All utilities, such as gas lines, electrical, and telephone systems, being placed in flood-prone areas should be located, elevated where possible, and constructed to minimize the chance of impairment during a flood occurrence.

3-5.1.5.5 Streets and Sidewalks

Streets and sidewalks should be designed to minimize their potential for increasing and aggravating the levels of flood flow. Drainage openings shall be required to sufficiently discharge flood flows without unduly increasing flood heights.

3-5.1.6 Liability

The degree of flood protection sought by the provisions of this Ordinance is considered reasonable for regulatory purposes and is based on acceptable engineering methods of study. Larger floods may occur on rare occasions. Flood heights may be increased by man-made or natural causes, such as ice jams and bridge openings restricted by debris. This Ordinance does not imply that areas outside the Floodplain District or that land uses permitted within such districts will be free from flooding or flood damages.

This Ordinance shall not create liability on the part of the Town of Warrenton or any officer or employee thereof for any flood damages that result from reliance on this Ordinance or any administrative decision lawfully made hereunder.

3-5.1.7 Validity and Severability

Where there happens to be any conflict between the provisions or requirements of any of the Floodplain Districts and those of any underlying district, the more restrictive provisions and/or those pertaining to the floodplain districts shall apply.

As Federal and State guidelines are amended the more restrictive provisions shall apply

3-5.1.8 Variances

Applications for Variances require a Special Use Permits in accordance with Section 11-3.10 of the Zoning Ordinance and shall be submitted to the Zoning Administrator for consideration by the Planning Commission and Town Council. In the review process, Planning Commission and Town Council shall consider at least the following in their decision making process:

1. That the applicant has considered all relevant requirements and procedures specified in the Zoning Ordinance prior to requesting a variance.
2. The danger to life and property due to increased flood heights or velocities caused by encroachments; the danger that materials may be swept on to other lands or downstream to the injury of others.
3. The availability of alternative locations not subject to flooding for the proposed use.
4. The proposed water supply and sanitation systems and the ability of these systems to prevent disease, contamination, and unsanitary conditions.
5. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owners.
6. The importance of the services provided by the proposed facility to the community.
7. The requirements of the facility for a waterfront location.
8. The compatibility of the proposed use with existing development and development anticipated in the foreseeable future.
9. The relationship of the proposed use to the comprehensive plan and floodplain management program for the area.
10. The safety of access by ordinary and emergency vehicles to the property in time of flood.
11. The expected heights, velocity, duration, rate of rise, and sediment transport of the flood waters expected at the site.
12. The repair or rehabilitation of historic structures upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure.
13. Such other factors which are relevant to the purposes of this ordinance.

The Town Council may refer any application and accompanying documentation pertaining to any request for a variance to any engineer or other qualified person or agency for technical assistance in evaluating the proposed project in relation to

flood heights and velocities, and the adequacy of the plans for flood protection and other related matters.

1. Variances shall be issued only after the Town Council has determined that the granting of such will not result in (a) unacceptable or prohibited increases in flood heights, (b) additional threats to public safety, (c) extraordinary public expense; and will not (d) create nuisances, (e) cause fraud or victimization of the public, or (f) conflict with local laws or ordinances.
2. No variance shall be granted for any proposed use, development, or activity within any Floodway District that will cause any increase in the one hundred (100) year flood elevation.

Variances shall be issued only after the Town Council has determined that variance will be the minimum required to provide relief from hardship to the applicant.

The Zoning Administrator shall notify the applicant in writing, that the issuance of a variance to construct a structure below the one hundred (100) year flood elevation (a) increases the risks to life and property and (b) will result in increased premium rates for flood insurance.

A record shall be maintained of the above notification as well as all variance actions, including justification for the issuance of the variances. Any variances that are issued shall be noted in the annual or biennial report submitted to the Federal Insurance Administrator

3-5.2 PUD - Planned Unit Development District

3-5.2.1 Legislative Intent

It is the intent of this Article is to encourage innovations in residential and nonresidential development so that the growing demands of Warrenton may be met by greater variety in type, design and layout of buildings and housing types and to achieve the purposes set out in Section 15.2-2283 of the Code of Virginia, the Town's Comprehensive Plan, and the following specific purposes of:

3-5.2.1.1 Residential Planned Unit Development (R-PUD)

1. Providing increased flexibility in the laws governing the development of those areas in Warrenton which are now substantially open land and encouraging such development in directions that will recognize both the changes in design and technology in the building industry and the new demands in the housing market;
2. Ensuring that the uniform regulations appropriate to previously developed residential neighborhoods do not operate to discourage efficient and imaginative

development of said substantially open areas consistent with the reasonable enjoyment of neighboring properties;

3. Encouraging the more efficient allocation and maintenance by private initiative of Common Open Space ancillary to new residential areas;
4. Encouraging the more efficient use of those public facilities required in connection with new residential development;
5. Encouraging the creation of human-scaled development with pedestrian-friendly streets, in a traditional neighborhood pattern;
6. Encouraging compatible infill development; and
7. Encouraging the development of affordable housing for local residents.

3-5.2.1.2 Commercial or Industrial Planned Unit Development

1. Increasing economic opportunities through planned communities that include light industrial and/or commercial business parks with on-site residential development conducive to implementing the Goals and Objectives of the Comprehensive Plan.
2. Developing gateway communities to maintain and convey a sense of the Town's unique character by utilizing mixed-use development compatible with Warrenton's historic environment.
3. Discouraging stereotypical "strip development" and encouraging creative urban design through zoning and subdivision regulations that incorporate flexible design standards, incentives and bonuses. Therefore, the PUD process shall permit a freer placement of buildings within the project area than the conventional subdivision system. In consideration of the unified development concept, the total project parcel shall be the unit of regulation and density shall be calculated on a project-wide basis to permit the clustering of buildings to create open space and preserve natural site features.
4. Maintaining and encouraging efficient land use patterns that integrate residential, commercial, public and employment in planned neighborhoods.
5. Targeting and recruiting new private sector employers in specific commercial and industrial uses to maintain and enhance a balanced tax base through the expansion of employment opportunities that complement and support Main Street.
6. Promoting professional offices and their contributions to a balanced mix of employment opportunities.
7. Balancing multi-modal transportation needs including motor vehicles, bicycles and pedestrians.
8. Reducing vehicular traffic by locating employment and housing within one development.

3-5.2.2 Applicability

The PUD Overlay District is hereby established as an overlay district, as shown on the Town's Official Zoning Map. All regulations of the applicable underlying regular base zoning district shall apply to each parcel within the overlay district, except as modified by the provisions of the overlay district and any proffers or other limitations associated with the approval of a specific

overlay district application by the Town. Hereinafter, the term PUD shall refer to residential and business planned unit developments; residential planned unit developments may be referenced as R-PUD and business developments may be further characterized as C-PUD (those PUDs with an underlying commercial zoning designation) or I-PUD (those PUDs with an underlying industrial base zoning district).

3-5.2.3 General Planning Considerations

3-5.2.3.1 Residential Planned Unit Development (R-PUD)

In considering an application for a Residential Planned Unit Development (R-PUD) with a primary residential component, the Town Council may request information which will aid in determining that:

1. The population density of the R-PUD is consistent with the recommended population density embodied in the Comprehensive Plan and zoning for that area.
2. The incorporation of the development with existing land use and the proposed land uses adjacent to the site has been attempted.
3. The conditions and availability of adjacent streets to efficiently and safely afford movement of the volume of vehicles to be generated by development have been met.
4. Additional community facilities made necessary by the proposed development will be provided in accord with the Town's plans and policies.
5. Additional public services made necessary by the proposed development will be provided or funds reserved for them in accord with the Town's plans and policies.
6. The adequacy of utility services is sufficient for the proposed uses.
7. The amount and relationship of the various types of dwellings proposed by the development are documented.
8. The ratio of dwelling units to be owner occupied and rental is documented.
9. The amount, location, and proposed use of permanent open space achieved by the development are illustrated.
10. The preservation of trees, groves, watercourses, scenic points, historic spots, and other community assets and landmarks will be incorporated.
11. Streets and sidewalks that are safe and convenient for pedestrian activity are provided within the development and connected to existing or proposed networks adjoining the development.

3-5.2.3.2 Commercial and Industrial Planned Unit Developments (C-PUD/I-PUD)

In considering an application for a Commercial or Industrial Planned Unit Development (C-PUD or I-PUD) with a primary commercial and/or industrial component, the Town Council may request information which will aid in determining that:

1. The pattern of development within the respective PUD is consistent with the features of the Town's traditional design and development patterns and expands the opportunity for a Live-work environment as identified in the Warrenton Comprehensive Plan.
2. Existing and proposed land uses adjacent to the site have been considered.
3. The PUD is established in an area adjacent to an arterial highway and is served by a road network of minor arterial highways or higher as designated in the Warrenton Comprehensive Plan to efficiently and safely afford movement of the volume of vehicles generated by the development.
4. Additional community facilities made necessary by the proposed development will be provided in accord with the Town's plans and policies.
5. Additional public services made necessary by the proposed development will be provided or funds will be reserved in accordance with the Town's plans and policies.
6. The adequacy of utility services is sufficient for the proposed uses.
7. The amount and relationship of the various types of industrial, commercial, and residential uses proposed by the development are documented.
8. The amount, location, and proposed uses of permanent open space achieved by the development are illustrated.
9. The preservation of trees, groves, watercourses, scenic points, historic spots, and other community assets and landmarks will be incorporated.
10. Development is designed to promote quality lifestyles by encouraging pedestrian movement and reducing automobile movement. Therefore, connections shall be provided from the development to any adjacent existing and/or proposed sidewalks or trails.

3-5.2.4 Standards and Criteria for Planned Unit Developments

This Article is formulated according to the principle that the PUD is an innovative departure from the traditional concept of zoning. In providing guidance for a PUD, the following standards and criteria are outlined in order to present respective minimum and maximum regulations.

3-5.2.4.1 General Criteria

Uses within the R-PUD shall emphasize residential uses permitted in the underlying base zoning district. Uses within the C-PUD and I-PUD shall emphasize commercial or industrial uses, depending upon the underlying base zoning district and subject to the development standards set forth in the chart below:

PUD Development Standards:			
Category	R-PUD Underlying base residential zoning district	C-PUD Underlying base commercial zoning district	I-PUD Underlying base industrial zoning district
Minimum total land area required.	25A	25A	25A
Maximum Density (FAR)	0.40	0.50	0.60
Land Use Mix *			
Industrial	Maximum 15% (limited to Office only)	Maximum 35%	Minimum 50%
Commercial	Maximum 35%	Minimum 50%	Maximum 30%
Residential	Minimum 50%	Maximum 15%	Maximum 20%
Mixed Use Residential		Minimum 5% Maximum 15%	Minimum 5% Maximum 35%
Open Space	Min. 25%	Min. 25%	Min. 20%
Open Space Bonus (Healthy Lifestyle, Amenities and/or Civic Greens)	25%	15%	15%
Open Space for Stand-alone Multi-Family **(included in min.)	500 Sq Ft/unit; min. 10,000 Sq Ft Area	500 Sq Ft/unit; min. 10,000 Sq Ft Area	min. 10,000 Sq Ft Area
Height **			
Residential, except multifamily	35	NA	NA
Multi-Family Residential	55	45	45
Mixed Use	55	55	45
All Other Uses	35	45	45

* The proposed Land Use Mix and FAR are based on the total land area within each PUD (e.g.: no more than 35% of the allowable uses in the C-PUD may be industrial, and in any event development may be at a density no greater than the maximum permitted

coverage expressed as FAR). The Land Use Mix may be modified pursuant to § 3-5.2.4.3.

** Heights are further subject to criteria set forth in § 3-5.2.8, however, height limits for mixed use buildings with residential uses may be increased up to 65 feet with Town Council approval; multifamily dwellings are subject to a Special Use Permit in the C-PUD.

3-5.2.4.2 Other Criteria for Residential Planned Unit Developments

1. The applications and provisions of this Article shall be applied only to an area of not less than twenty-five (25) adjacent and/or contiguous acres within any R district.
2. The Plan shall include maps and narrative text that describe the location of and relationships between all residential and commercial development, public facilities, roadways, open space and recreation areas, and other proposed major facilities.
3. The Plan shall provide for at least two dwelling types.
4. A Mixed Use Residential bonus system is offered to encourage private sector development of affordable dwelling units (ADU), in accord with Article 9, Section 9-3.
5. Not more than fifty (50) percent of the total number of dwelling units shall be provided in multi-family units.
6. No building designed or intended to be used, in part or in whole, for commercial purposes shall be constructed prior to the completion of not less than twenty (20) percent of the dwelling units proposed in the Plan. The Council shall further have the authority to waive or modify the criteria established in this section, if, in the opinion of the Council it shall determine that the grant of such waiver or modification (i) shall advance the legislative intent and general planning considerations underlying the Planned Unit Development District and this Ordinance, (ii) shall be in general conformity with the adopted Comprehensive Plan, and (iii) shall not create an adverse effect on adjacent land uses.
7. Residential and open space uses shall be incorporated into each phase or stage of development in the manner prescribed by the Plan. Applicable recreational facilities shall be completed prior to construction of the next phase.
8. Town Council reserves the right to disapprove any sub area (net) densities that are in excess of that which would otherwise be allowed for the same dwelling type under this Ordinance.
9. The applicant shall designate geographic sections and identify the number and type of dwellings of the entire parcel to be developed as a Planned Unit Development.
10. The unique nature of a proposal for Planned Unit Development may require that the specifications for the width and surfacing of streets and highways, alleys, ways for public utilities, for curbs, gutters, sidewalks, street lights, public parks

and playgrounds, school grounds, storm water drainage, water supply and distribution, sanitary sewers and sewage collection and treatment shall be subject to modification from the specifications established in the provisions of the Town of Warrenton Public Facilities Manual. The Council may therefore waive or modify the specifications otherwise applicable for a particular public facility where the Council finds that such specifications are not required in the interest of the residents of the Planned Unit Development and that the modifications of such specifications are not inconsistent with the interests of the Town. Proposed specifications and standards that are contrary to those required under the prevailing Town regulatory codes shall be termed acceptable upon approval by the Zoning Administrator.

3-5.2.4.3 Other Criteria for Commercial and Industrial Planned Unit Developments

1. The applications and provisions of this Article shall be applied only to an area equal to or greater than twenty-five (25) adjacent and/or contiguous acres within an Industrial or Commercial District.
2. A Master Plan shall be required to guide the development. This Plan shall include (i) a general development plan incorporating land bays and land uses as set forth in the Development Standards (§ 3-5.2.4.1) and Use Regulations (§ 3-5.2.6) and (ii) a narrative text that describes phasing, the location of and relationships between all development types, public facilities, roadways, open space and recreation areas, and other proposed major facilities. The Plan shall provide for integrated development of all of the proposed uses and the coordination of infrastructure as a cohesive entity, rather than separate components or independent cells of land use.
3. Residential development within the I-PUD shall be limited to mixed commercial and/or industrial uses with dwellings having ten (10) or more dwelling units that may be designed as mixed-use developments.
4. Phasing. No dwelling units designed or intended to be used solely for residential purposes shall be constructed prior to the completion of not less than thirty five (35) percent of commercial and/or industrial uses, except mixed-use buildings constructed with a residential component shall not be subject to this threshold requirement.
5. The Town Council shall, upon recommendation of the planning commission, have the authority to modify (making the criteria more, less or equally restrictive) or waive, the criteria established §3-5.2 et seq. for Commercial or Industrial Planned Unit Development, if in the opinion of Town Council it shall determine that such modification or waiver:
 - a. Shall advance the legislative intent and general planning considerations underlying the PUD and this Ordinance,
 - b. Shall be in general conformity with the adopted Comprehensive Plan, and

- c. Shall not create an adverse effect on adjacent land uses.
6. The unique nature of a proposal for the PUD may require that the specifications for the width and surfacing of streets and rights-of-way; use of alleys; easements for public utilities; curbs, gutters, and sidewalks; street lights; public parks and playgrounds; school grounds; storm water drainage; water supply and distribution; sanitary sewers and sewage collection; shall be subject to modification from, or waiver of, the specifications established in the provisions of the Town of Warrenton Public Facilities Manual. The Council may, upon recommendation of the planning commission, waive or modify the specifications otherwise applicable for a particular public facility as noted above, where the Council finds that such specifications are not required in the interest of the occupants of the PUD and that the modifications of such specifications are not inconsistent with the interests of the Town. Said waivers or modifications may also include waivers of modifications of the requirements of Article 6 – Sign Regulations, such that the applicant may create a comprehensive sign package for a proposed development.
7. Multilevel Parking Facilities shall be allowed as a by-right use within the Commercial and Industrial Planned Unit Development for a maximum of three stories above grade. Multilevel parking facilities should be encouraged as a means of centralizing parking and reducing overall impervious surfaces within the PUD area. The Town recognizes the need for a centralized parking area that may be considered part of the common ownership of the project area. Multilevel Parking Facilities may also exist as an accessory structure to a primary use, either above or below grade. The square footage of the multilevel parking facility shall be excluded from the overall Floor Area Ratio for the project.

3-5.2.5 Use Regulations - Residential Planned Unit Developments (R-PUD)

A building may be erected, altered, or used, and a lot or premises may be used or occupied, for any of the following purposes, and no other, in addition to those permitted by right within the underlying zoning district.

3-5.2.5.1 Uses Permitted by Right:

Residential Uses

1. Accessory buildings and uses customarily incidental to permitted uses
2. Apartment Building
3. Foster homes
4. Group Homes of eight or less serving physically handicapped, mentally ill, mentally retarded, or other developmentally disabled persons
5. Home occupations
6. Senior/Disability Housing
7. Single-family detached dwelling units
8. Townhouse

9. Two, Three-, and Four-Family dwelling units

Commercial Uses

1. Banks without drive-thru facilities
2. Community Buildings
3. Church
4. Dental Offices
5. Family Care Facilities
6. Live/work dwellings
7. Medical Offices
8. Mixed-use residential/commercial/industrial-office units
9. Mobile Food Vendors subject to Article 9-24
10. Off-street parking for permitted uses subject to Article
11. Pet Grooming
12. Personal Service Establishments
13. Professional and Business Offices
14. Restaurants without drive-thru facilities.
15. Retail Shops
16. Senior Citizens Centers

Industrial Uses

1. Professional and Business Offices

3-5.2.5.2 Uses Permitted by Special Use Permit

The following uses may be permitted upon authorization of the Town Council subject to Article 11, in addition to those permitted by Special Use Permit within the underlying zoning district:

Residential

1. Active recreation and recreational facilities
2. Affordable Dwelling Units (ADU), within areas designated for multifamily development, at bonus densities of up to twenty (20) dwelling units per net acre
3. Assisted living/care facilities
4. Family care homes
5. Group homes of more than eight serving physically handicapped, mentally ill, mentally retarded, or other developmentally disabled persons
6. Home Business [see revised definition]

Commercial Uses

1. Banks with Drive-through Facilities
2. Health and Fitness Facilities

3. Institutions, Education and Philanthropic, including Museums, Art Galleries and Libraries.
4. Restaurants with Drive-through Facilities
5. Swim and Tennis Club
6. Traditional Neighborhood Developments as provided for in Section 3-5.2.11

Industrial Uses

1. None in the R-PUD

3-5.2.6 Use Regulations – Commercial and Industrial Planned Unit Developments

A building may be erected, altered, or used, and a lot or premises may be used or occupied, for any of the following purposes, and no other.

3-5.2.6.1. C-PUD Uses Permitted by Right

The following principal uses shall be permitted subject to approval of the Master Development Plan and subject to the use limitations set forth below in Sections 3-5.4.5.3 and 3-5.4.6:

Residential Uses

1. Home Occupations
2. Mixed Use Residential dwellings (apartments located above ground floor retail and/or offices)

Commercial Uses

Any of the following uses provided that no one-business establishment exceeds 50,000 square feet of gross floor area on the lot or on the tract, unless covered by an approved Master Plan as approved by the Town Council.

1. Accessory Buildings and uses customarily incidental to permitted uses
2. Active and Passive Recreation and Recreation Facilities
3. Banks and other financial institutions without drive-thru facilities
4. Community buildings
5. Convenience Stores
6. Dentist Offices
7. Family Care Facilities
8. Health and Fitness Facilities
9. Hotels and motels
10. Laundromat
11. Medical and Dental Clinics
12. Medical Offices

13. Mixed Use Commercial (retail/office)
14. Mobile Food Vendors subject to Article 9-24
15. Off-street parking for permitted uses subject to Article 7
16. Offices –business/industrial/professional
17. Parking Garage/Facilities (See Article 12 for Definition)
18. Parks and playgrounds
19. Personal Services
20. Professional and Business Offices
21. Restaurant without drive-thru facilities
22. Retail Sales, including stores and shops
23. Senior Centers
24. Shopping Centers
25. Studios
26. Theater

Industrial Uses

1. Conference Center
2. Contractor Offices
3. Flex Offices
4. Medical Laboratories
5. Taxi-cab Stands
6. Trade Schools
7. Warehouses

3-5.2.6.2 C-PUD Uses Permitted by Special Use Permit

The following uses may be permitted subject to approval of the Master Development plan and authorization of the Town Council subject to Article 11 and to those limitations set forth below in Sections 3-5.4.5.3 and 3-5.4.6:

Residential Uses

1. Dwelling Units for Elderly or Handicapped, within areas designated for multifamily development, at bonus densities of up to twenty (20) dwelling units per net acre within the permitted FAR.
2. Apartment Buildings, maximum 10%, but subject to the maximum of 15% for all residential use of the site as prescribed in Section 3-5.2.4.1.
3. Assisted living/care facilities

Commercial Uses

1. Any use listed as permitted by right in Section 3-5.2.6.2 that exceeds 50,000 square feet of gross floor area and was not included in a Master Plan for the development as approved by Town Council.
2. Banks with drive-thru facilities.
3. Restaurant with Drive-thru facilities.

Industrial Uses

1. Contractor Office with Outdoor Storage
2. Lawn and Garden Retail/Equipment with Outdoor Storage

3-5.2.6.4. I-PUD Uses Permitted by Right

The following principal uses shall be permitted subject to approval of the Master Development Plan and subject to the use limitations set forth below in Sections 3-5.4.5.3 and 3-5.4.6:

Residential Uses

1. Mixed Use Residential (apartments located above ground floor retail and/or offices)
2. Apartment buildings, multifamily dwellings, and condominiums, as authorized on an approved Master Development Plan
3. Playgrounds and recreation areas

Commercial Uses

Any of the following uses, provided that no one-business establishment exceeds 50,000 square feet of gross floor area on the lot or on the tract, unless covered by an approved Master Plan as approved by the Town Council.

1. Active and Passive Recreation and Recreation Areas and Facilities
2. Banks and Savings and Loan Offices
3. Commercial recreation (indoor)
4. Child Care Center
5. Clinics (medical and dental)
6. Family Care Home
7. Health and Fitness Facilities
8. Hotels and motels
9. Medical Offices and Laboratories
10. Mixed Use Retail/Commercial
11. Mobile Food Vendors subject to Article 9-24
12. Retail uses, Personal Services
13. Retail Stores and Shops
14. Restaurant without drive-thru facilities
15. Studios
16. Theater
17. Offices
18. Daycare Facilities

Industrial Uses

1. Accessory Buildings and uses customarily incidental to permitted uses

2. Broadcast Studios
3. Business and office supply establishments
4. Cabinet, upholstery and furniture repair shops
5. Cafeterias, snack bars or other employee related commercial facilities up to 15% of building area
6. Conference Centers
7. Employment Service or Agency
8. Flex industrial
9. Health and fitness facilities
10. Institutional buildings
11. Light manufacturing uses, which can confine all aspect of the production and or manufacturing of product to the interior of the building and do not create danger to health and safety of the surrounding areas.
12. Medical Laboratories
13. Mixed Use Industrial (retail/office/industrial)
14. Off-street parking for permitted uses subject to Article 7
15. Offices
16. Parking Garage/Facilities (See Article 12 for Definition)
17. Parks
18. Plumbing and electrical supply, retail only
19. Rental Service Establishments, without outdoor storage
20. Restaurant
21. Security service office or station
22. Trade Schools
23. Warehouses restricted to outer areas of PUD
24. Wholesale establishment

3-5.2.6.5 I-PUD Uses Permitted by Special Use Permit

The following uses may be permitted, subject to approval of the Master Development plan and authorization of the Town Council subject to Article 11:

Residential Uses

1. Dwelling Units for Elderly or Handicapped, within areas designated for multifamily development
2. Assisted Living Facilities

Commercial Uses

1. Any use listed as permitted by right in Section 3-5.2.6.2 that exceeds 50,000 square feet of gross floor area
2. Banks and Savings and Loan Office with Drive-thru facilities
3. Restaurants with Drive-thru facilities

Industrial Uses

1. Farm Equipment Sales/service/repair shop

- 2. Outdoor storage of any kind.
- 3. Nurseries and greenhouses
- 4. Warehouses or distribution center
- 5. Wholesale sales and services incidental to permitted manufacturing facility

3-5.2.7 Density/Intensity and Area Regulations

3-5.2.7.1 Maximum density for Residential Planned Unit Developments

The maximum density/intensity computed over the entire R-PUD shall not exceed that specified in the Comprehensive Plan. Such computation may exclude from the land area only those streets, which are to be constructed as a part of the R-PUD. In addition, the maximum density/intensity computed over the entire R-PUD shall not exceed that permitted for the zoning district or districts in force in the R-PUD area at the time of the R-PUD application. Density intensity bonuses may be awarded in accordance with district schedules as a part of the design approval for the R-PUD, but not to exceed overall densities specified by the Comprehensive Plan.

3-5.2.7.2 Minimum Lot Sizes and Setbacks for Residential Planned Unit Developments

Notwithstanding the following minimum lot sizes and setbacks, overall gross densities on the site shall not exceed those provided for in Section 3-5.2.7.1.

3-5.2.7.3 Table of Bulk Development Requirements for Residential PUD (R-PUD)

Maximum building area is based on an assigned Floor Area Ratio as defined in Article 12 of this ordinance. The overall Floor Area Ratio for the R-PUD shall not exceed **0.40**. A typical breakdown of separate uses is provided here for illustrative purposes only for use on separate parcel within the PUD.

Use	Minimum Lot Size ¹	Minimum Lot Width ²	Front ³	Side	Rear
Single-Family	6,000	55	25	10	20
Multifamily Residential	12,500	80	20	15	20
Townhouses	2,000 sq. ft. per unit	20 for interior 30 for end units	20	20 ⁴	25
Multifamily with ADU	10,000	80	20	15	35
Mixed-use C/R only	6000	55	0	0	20
Commercial Uses	6,000	55	40	10	20

Use	Minimum Lot Size ¹	Minimum Lot Width ²	Front ³	Side	Rear
Industrial	6,000	55	40	15	20

¹ expressed in square feet

² as measured at the front setback

³ as measured from the interior street right-of-way or service drive; peripheral setbacks are based on the adjacent highway – 40 feet for 50 foot or less right-of-way and 60 feet for greater than 50 foot right-of-way.

3-5.2.7.4 Table of Bulk Development Requirements for Commercial PUD (C-PUD)

Maximum building area is based on an assigned Floor Area Ratio as defined in Article 12 of this ordinance. The overall Floor Area Ratio for the C-PUD shall not exceed **0.50**. A typical breakdown of separate uses is provided here for illustrative purposes only for use on separate parcel within the PUD.

Use	Minimum Lot Size ¹	Minimum Lot Width ²	Front ³	Side	Rear
Multifamily Residential *	12,500	80	20	15	20
Multifamily - Elderly *	10,000	80	20	15	25
Mixed Use Residential	2,000 sq. ft. per unit	20 Ft Interior, 30 ft Exterior	0	0	0
Commercial	6000	80	20	10	20
Industrial	6000	80	20	15	20

* Requires Special Use Permit

3-5.2.7.5 Table of Bulk Development Requirements for Industrial PUD (I-PUD)

Maximum building area is based on an assigned Floor Area Ratio as defined in Article 12 of this ordinance. The overall Floor Area Ratio for the I-PUD shall not exceed **0.60**. A typical breakdown of separate uses is provided here for illustrative purposes only for use on separate parcels within the PUD. Internal setbacks may be reduced to zero pursuant to § 3-5.2.4.3.

Use	Minimum Lot Size ¹	Minimum Lot Width ²	Front ³	Side	Rear
Multifamily Residential *	12,500	80	20	15	20

Use	Minimum Lot Size ¹	Minimum Lot Width ²	Front ³	Side	Rear
Multifamily – Elderly *	10,000	80	20	15	25
Mixed Use Residential	2,000 sq. ft. per unit	20 Ft Interior, 30 ft Exterior	0	0	0
Commercial	6000	80	20	10	20
Industrial	6000	80	20	15	20

* Requires Special Use Permit

3-5.2.8 Height Regulations

3-5.2.8.1 Residential Planned Unit Developments (R-PUD)

Buildings may be erected up to thirty-five (35) feet in height, measured from mean finished grade, except that:

1. The height limit for residential dwellings and non-residential uses may be increased up to forty-five (45) feet and up to three (3) stories provided that front, side, and rear yard setbacks increase one (1) foot for each additional foot of building height above thirty-five (35) feet.
2. The height limit for mixed-use building with residential units may be increased up to sixty-five (65) feet and up to seven (7) stories provided each side yard is fifty (50) feet plus one (1) foot or more of side yard for each additional foot of building height above thirty-five (35) feet.

3-5.2.8.2 Commercial or Industrial Planned Unit Developments (C-PUD/I-PUD)

Buildings and garage structures may be erected up to forty-five (45) feet in height, measured from mean finished grade, except that:

1. The height limit for office and mixed uses may be increased up to sixty-five (65) feet and up to five (5) stories by Special Use Permit approved by the Town Council.
2. The height limit for mixed-use buildings with residential components may be increased to five stories up to a maximum height of sixth-five (65) feet in the area immediately abutting the Central Plaza or within two hundred (200) feet surrounding the perimeter of the Plaza.
3. No buildings or structures shall be allowed over 45 feet in height along the periphery of the site or within one hundred fifty (150) feet of the site boundary.

3-5.2.9 Special Provision for Accessory Structures in Planned Unit Developments

3-5.2.9.1 Accessory Structures

3-5.2.9.1.1 Residential accessory buildings shall not be located closer than five (5) feet to any rear or side property line or within ten (10) feet of the main structure. Provision must be made for disposal of roof water onto the subject property or to the nearest storm sewer.

3-5.2.9.1.2 Commercial accessory buildings over fifteen (15) feet in height must be at least ten (10) feet from any side or rear lot line.

3-5.2.9.1.3 Industrial accessory buildings over fifteen (15) feet in height shall have a twenty (20) foot setback from any side or rear lot line.

3-5.2.9.2 Open fire escapes of noncombustible material may project into side or rear yards by not more than four (4) feet and be no closer to any property line than five (5) feet.

3-5.2.9.3 Encroachments into yards shall conform with Article 2, Section 2-18, unless otherwise specifically designated herein or as part of a proffered condition.

3-5.2.10 Open Space Considerations

3-5.2.10.1 General

In determining the amount and location of required permanent open space, the Town Council may request that the applicant:

1. Differentiate between open space and the Common Open Spaces and require a reasonable amount of prepared active recreation facilities to be incorporated into the open space plan;
2. Encourage protection of steep slope areas in excess of twenty-five percent (25%) in accordance with the requirements for Special Use Permit in Section 9-17 of the Warrenton Zoning Ordinance;
3. Identify any commercial recreational land use anticipated which land use shall not be part of the required minimum amount of open space;
4. Identify any community or institutional recreational facility deemed appropriate by the Town Council and made necessary by the magnitude and density of the Planned Unit Development, which use shall be included in the minimum acreage for open space, provided that such use shall not exceed fifty (50) percent of the minimum area required to be in Common Open Space; and
5. Document and make the appropriate assurances for the ownership and maintenance of the Common Open Space, which assures its continuation and conservation as outlined in Article 9, General Provisions for Open Space.

3-5.2.10.2 Healthy Lifestyle Amenity Reduction

The 25% Open Space requirement in the C-PUD and 20% Open Space requirement in the I-PUD can be reduced if open space areas incorporate healthy lifestyle amenities into the open space design. Healthy Lifestyle Amenities include, but are not limited to, such features as walking trails, sport courts, playgrounds and recreation areas and other applicable active recreation facilities.

3-5.2.10.3 Residential Planned Use Developments (R-PUD)

A minimum of twenty-five percent (25%) of the site shall be set aside as open space exclusive of street right-of-way. A minimum of one half of this open space shall be Common Open Space. Common Open Space refers to open space within the boundaries of the planned unit development designed and set aside for use-by all residents of the planned unit development or by residents of a designated portion of the development, and not dedicated as public lands. The location of the Common Open Space shall be planned as a contiguous area located for maximum benefit of the residents, preserving, and where possible, enhancing natural features. At least fifty (50) percent of such required open space shall be located in a central place within the development or near the main entrance to the development and framed by two-story or three-story buildings so as to create a human-scale development as defined in this ordinance. Healthy Lifestyle Amenities shall be incorporated into the open space plan.

3-5.2.10.4 Commercial and Industrial Planned Unit Developments

A minimum of twenty-five percent (25%) of the total site area in a C-PUD and twenty percent (20%) of the total site area in I-PUD shall be set aside as open space exclusive of street right-of-way, subject to the following provisions:

1. A minimum of one half of this open space shall be Common Open Space for the use of residents and occupants, located within the boundaries of the planned development.
2. A minimum of 20,000 square feet of the Common Open Space shall be provided in a Central Plaza planned and situated to provide maximum benefit to the public, occupants and residents. The developer shall be encouraged to preserve and enhance natural features, where possible, and to include such public amenities as fountains, public art, places for public gathering, plantings and benches.
3. The Central Plaza shall be situated so that at least one side adjoins a road. Buildings adjoining the plaza area shall be a minimum height of two (2) stories.
4. Design guidelines for the areas surrounding the Central Plaza shall be required at the time of concept plan approval. Such design elements may include mixed-use buildings surrounding the plaza with a consistent/cohesive design theme or character; buildings with classical proportions or signature style consistent with the Central Plaza or the promenade; and shall include sidewalks that are a minimum of five (5) feet in width and streetscape that includes plantings and

street furniture. The streetscape shall provide features such as benches, lamp posts, kiosks and transit shelters, where appropriate.

- 5. The Central Plaza and remaining open space shall be constructed and improved at an equivalent or greater rate than the construction of any residential structures.
- 6. A reduction of the required open space to minimum 15% is allowed through the implementation of healthy lifestyle initiatives throughout the PUD development. See Section 3-5.2.4.1 PUD Development Standards Chart.

3-5.2.11 Traditional Neighborhood Development Option (TND)

3-5.2.11.1 Purpose

The purposes of the Traditional Neighborhood Development Option (TND) are to:

- 1. Provide opportunities for the creation of new neighborhoods that have the desirable qualities of the Town’s older neighborhoods that were developed before the late 20th century. These neighborhoods feature a mix of land uses and building types, closely linked by an interconnected network of streets that are framed by buildings, and thus comfortable for pedestrians.
- 2. Provide optional provisions is to allow a flexible set of land use and design regulations that will allow traditional neighborhoods to be built subject to Town review and approval through the Special Use Permit process.
- 3. Allow residents to carry out many of life’s activities within their neighborhood, including working, shopping, education and recreation.
- 4. Provide a range and mix of land uses and dwelling types.
- 5. Provide a transportation system that provides safe and convenient movement for all forms of traffic, including motor vehicles, pedestrians and bicycles.
- 6. Provide a system of civic spaces including parks, squares and public structures to create a sense of community.
- 7. Provide a strong sense of identity to the neighborhood by creating public streets and outdoor spaces that are convenient for people to be in and travel through.

Upon approval, a Traditional Neighborhood Development Plan becomes the basis for all continuing land use controls and supercedes any other provisions of this ordinance that conflict with the provisions of the TND approval.

3-5.2.11.2 Use and Development Area Standards for TND Option

	Minimum	Maximum
Neighborhood Size	5 acres for a new PUD; 2 acres for expanding an existing PUD	None

	% of Net Development Area	
	Minimum	Maximum
Land Use Mix:		
Residential uses	50%	80%
Commercial uses	2%	15%
Civic uses*	2%	n/a
Parks, squares, and open space	10%	n/a
Net Density:		
Total Residential	n/a	6.0 du/ac
Single Family Detached	n/a	4.0 du/ac
Duplex	n/a	5.0 du/ac
Single Family Attached	n/a	7.0 du/ac
Multi-Family	n/a	12.0 du/ac
Building Floorplate		
Commercial	n/a	20,000 s.f.**
Lot Coverage:		
Residential	n/a	50%
Commercial	n/a	70%
Civic	n/a	50%

*Public utility uses shall not be included in this required percentage.

**maximum area of building floorplate; 50,000 s.f. by special use permit

Note: Buffer area (minimum 25') required between district and existing residential neighborhoods

3-5.2.11.3 Lot Area and Yard Standards for TND Option

Lot Requirements	Minimum	Maximum
Single Family Detached:		
Lot Size	8,500 s.f.	n/a
Lot Width	60 ft	n/a
Front Setback-core	0 ft	15 ft*
Front Setback-edge	10 ft	25 ft*
Side Yard	10 ft.	n/a
Rear Yard	25 ft	n/a
Duplex:		
Lot Size	14,000 s.f.	n/a
Lot Width	90 ft.	n/a
Front Setback	10 ft	25 ft
Side Yard	10 ft.	n/a
Rear Yard	25 ft	n/a

Lot Requirements	Minimum	Maximum
Single Family Attached:		
Lot Size	1,600 s.f.	n/a
Lot Width	18 ft.	n/a
Front Setback-core	0 ft.	15 ft
Single Family Attached:		
Front Setback-edge	10 ft.	n/a
Side Yard	10 ft.	n/a
Rear Yard	25 ft	n/a
Multi-Family:		
Lot Size	8,500 s.f.	n/a
Lot Width	90 ft.	n/a
Front Setback	0 ft.	25 ft
Side Yard	10 ft.	n/a
Rear Yard	25 ft	n/a
Commercial:		
Lot Size	8,500 sf	n/a
Lot Width	70 ft	n/a
Front Setback	0 ft	15 ft
Side Yard	5 ft	n/a
Rear Yard	35 ft	n/a
Civic Uses:		
Front Setback	10 ft.	25 ft.
Side Yard	5 ft.	n/a
Rear Yard	25 ft	n/a
Accessory Buildings:		
Front Setback	n/a	n/a
Side Yard	5 ft.	n/a
Rear Yard	20 ft	n/a

*no maximum front setback for lots of 20,000 square feet or greater

Note: Buffer area (minimum 25') required between district and existing residential neighborhoods

3-5.2.11.4. Parks, Squares and Open Space Requirements

1. Total Land Areas for Parks, Squares and Other Open Space Uses

A minimum of ten (10) percent of the net development area must be designated for Parks, Squares or Other Open Space uses as defined herein. Natural (undisturbed) open space shall count toward no greater than twenty (20) percent of the total required area for parks, squares or other open space uses.

2. Minimum Lot Area for Parks, Squares and Other Open Space Uses

A park, square or open space area shall be at least 10,000 square feet.
 No residential dwelling unit of the neighborhood shall be located more than 1,400 feet from the boundary of a park, square or open space property.

3-5.2.10.5. Streets, Alleys, Paths, Blocks and Parking

1. Grid Network

The transportation system in Traditional Neighborhoods shall generally be in the form of a grid of interconnected streets, alleys and paths, modified as necessary to accommodate topography and parcel shape. Cul-de-sacs shall not exceed ten (10) percent of the total length of streets in the Traditional Neighborhood. Alleys are excepted from this calculation.

2. Block Size

The blocks created by the grid of streets shall have a maximum block perimeter of 1,800 lineal feet, measured along the interior edge of the street right-of-way, except in locations where a street must cross areas of steep slopes in excess of 10% natural grade. In such cases, the block length may be extended as necessary to circumvent the steep area.

3. Street Design

Street sections in Traditional Neighborhoods shall be designed to serve multiple purposes, including movement of motor vehicle traffic, safe and convenient pedestrian and bicycle movement, areas for public gathering and interaction, and areas for placement of street trees, street furniture and landscaping. Streets shall be designed to balance the needs of all users and promote efficient and safe movement of all modes of transportation.

The following street designations and sections shall be used as guidelines in designing streets that fit the land uses and densities of the proposed network.

Type of Street by Name	Defined by Typical ADT*	Design Speed	Right of Way	Paving	Parking
Neighborhood Boulevard	> 3,000	30 mph	72 feet	Two lanes @ 18'; 8' median	Two sides
Neighborhood Main Street	> 2,000	20 mph	64 feet	36 feet	Two sides

Type of Street by Name	Defined by Typical ADT*	Design Speed	Right of Way	Paving	Parking
Neighborhood Avenue	1,000 to 2,000	20 mph	60 feet	34 feet	Two sides
Mixed Residential Street	< 1,000	20 mph	48 feet	28 feet	One side
Mixed Residential Lane	< 500	20 mph	46 feet	26 feet	One side
Mixed Residential Side Street	< 500	20 mph	28 feet	20 feet	None

*Average Daily Traffic volume projected to occur at the time of completion of development of TND

4. Private Streets

Private streets and alleys, built to standards approved by the Zoning Administrator, are permitted in Traditional Neighborhood Developments. Such private streets and alleys may serve multiple lots and uses, allowing lots to share entrances on to the public street. Private streets and alleys shall be maintained by a property owners association approved by the Town.

5. Sidewalks

Sidewalks shall be provided on at least one side of the street. Paved area of sidewalk shall be not less than six (6) feet wide, with total sidewalk area width not less than twelve (12) feet.

6. Pedestrian and/or Bicycle Routes

Pedestrian and bicycle routes shall be provided to connect all uses, so that pedestrians and bicyclists can move comfortably and safely from any site within the TND to any other site with the TND. Pedestrian traffic shall be accommodated through the provision of sidewalks and paths. Bicycle traffic shall be accommodated through the provision of designated, well-marked bicycle lanes and/or paths suitable for bicycle traffic.

7. Parking

Parking and loading spaces shall be provided as required in Article 7. On-street as well as off-street parking spaces shall be counted toward satisfying the requirements.

On-street parking spaces assigned to a building or use shall be those spaces that abut the lot containing that building or use. All required handicapped parking spaces shall be provided off-street. Off-street parking and loading spaces shall be located behind or to the side of principal structures and may be served directly or indirectly by alleys. Shared parking shall be permitted upon approval by the Zoning Administrator of a shared parking plan prepared and submitted by the applicant.

3-5.2.11.6. Property Owners Association

A Property Owners Association shall be established at the time of zoning approval of a TND. Charter provisions for the POA shall be subject to approval of the Town and at a minimum shall provide for:

1. Adequate, on-going funding to maintain all common areas and facilities, including any commonly-owned parks, squares, open space, streets or alleys
2. Design guidelines and procedures for review and approval of structures and site plans

3-5.2.11.7. Use Limitations

1. Public Water and Sewer Service

All development within a Traditional Neighborhood District is required to be served by public (or community) water and sewer facilities.

2. Maximum Site Area in Impervious Surfaces

Residential Areas: No greater than sixty-five (65) percent of any lot.

Commercial Areas: No greater than eighty-five (85) percent of any lot.

3-5.3 HD - Historic District

3-5.3.1 Legislative Intent

Districts may hereafter be created which are designated as Historic Districts (HD). They shall include historic areas as defined in the 1950 Code of Virginia § 15.2-2201. See also Code of Virginia § 15.2-2280-2283 and § 15.2-2306. districts may be created by amendment of the Zoning Ordinance and shall be overlay districts, as defined herein.

Pursuant to the purposes and provisions of the 1950 Code of Virginia § 15.2-2306 and for the purposes of implementing the Comprehensive Plan, promoting the general welfare, education, and recreational pleasure of the public, through the perpetuation of those areas or individual structures and premises which have been or may be officially designated by

the Town Council as having historic or architectural significance, historic districts are created. Regulations within such districts are intended to protect against deterioration, destruction of, or encroachment upon, such areas, structures, and premises; to encourage uses which will lead to their continuance, conservation, and improvement in an appropriate manner; and to assure that new structures and uses within such districts will be in keeping with the character to be preserved and enhanced.

It is further the intent of this article that the Town Council along with the Planning Commission shall seek and obtain the advice and assistance of the Architectural Review Board, created herein, as well as other organizations or individuals qualified by interest, training, and experience in achieving the objectives set forth.

3-5.3.2 Creation and Composition of Architectural Review Board

3-5.3.2.1 Creation. For the general purposes of administering this article and specifically to preserve and protect historic places and areas in the Town through the control of demolition of such places and through the regulation of architectural design and uses of structures in such areas, there is hereby created a board to be known as the "Architectural Review Board" (ARB) to be composed of five (5) voting members. The members of said Architectural Review Board shall be appointed by the Town Council.

3-5.3.2.2 Membership. The Membership shall consist of five (5) members, a majority of which shall be residents of the Town, and all of who have reasonable knowledge and have demonstrated an interest in historic or architectural development within the Town.

3-5.3.2.3 Terms. Members shall be appointed for a term of four (4) years. Initial appointments shall be three (3) members for four (4) years, and remaining members for two (2) years.

3-5.3.2.4 Organization. The ARB shall elect from its own membership a chairman and vice-chairman who shall serve annual terms and may succeed themselves. The Planning Director or his designee shall serve as Secretary to the ARB.

3-5.3.2.5 Rules. The ARB shall meet in regular session at least once a month, whenever an application has been filed for their consideration. Special Meetings of the ARB may be called by the Chairman or a majority of the members after twenty-four (24) hours written notice to each member served personally or left at his usual place of business or

residence. Such notice shall state the time and place of a meeting and the purpose thereof.

Written notice of a special meeting is not required if the time of the special meeting has been fixed at a regular meeting, or if all members are present at a special meeting or file a written waiver of notice. For the conduct of any hearing and the taking of any action, a quorum shall be not less than a majority of all voting members of the ARB. The ARB may make, alter, or rescind rules and forms for its procedures, consistent with the ordinances of the Town and the general laws of the State of Virginia.

The ARB shall establish procedures for all matters coming before it for review and all meetings shall be open to the public. Adequate notice shall be given to applicants, but meetings need not be advertised in advance except in the case of a proposal to demolish or move a designated landmark or contributing structure. Notice when required shall be the publication of the agenda in a newspaper of general circulation in the county seven (7) days prior to the meeting.

3-5.3.2.6 Powers and Duties. The Architectural Review Board shall have the power and authority for issuing or denying Certificates of Appropriateness for construction, reconstruction, substantial exterior alteration, razing, relocation, and signs within the historic district, with right of direct appeal of an adverse decision to the Town Council as provided in Article 11.

In addition to the aforementioned duties and powers, the Board shall have the following duties and powers:

1. To assist and advise the Town Council, the Planning Commission, and other Town departments, agencies, and property owners in matters involving historically significant sites and buildings, such as appropriate land usage, parking facilities, and signs.
2. To advise owners of historic landmarks or contributing structures on problems of preservation.
3. To propose additional historic districts.
4. To conduct studies deemed necessary by the Town Council or Planning Commission concerning additional districts, and means of preservation and utilization of historic assets in the Town.
5. To formulate recommendations to the Town Council concerning the establishment of an appropriate system of markers for selected

historic sites and buildings, including proposals for the installation and care of such historic markers.

6. To cooperate with and enlist assistance from the Virginia Department of Historic Resources, the National Trust for Historic Preservation, and other interested parties both public and private in its efforts to preserve, restore, and conserve historic landmarks, buildings, sites, or areas within the Town.

3-5.3.3 Applicability; Historic District Boundaries Generally

3-5.3.3.1 Character.

The Historic District boundaries shall in general be drawn so as to include lands closely related to and bearing upon the character of the historic site or sites, thus providing an area needed to control potentially adverse influences. Said boundary shall include land on both sides of a street or streets where desirable to accomplish the preservation objective. The concept of the historic district shall include groupings of structures which have significance relative to their patterns of development and/or interrelationships among such structures, while some of the structures might not possess significant merit when considered alone.

3-5.3.3.2 Inventory of Landmarks and Contributing Properties Established.

The ARB shall prepare and recommend for adoption as a part of this Ordinance an inventory map based upon the criteria set forth in this Ordinance. This map, hereinafter called the Inventory Map, when adopted by the Town Council shall be as much a part of this Ordinance as if fully described herein and shall be filed as a part of this Ordinance by the Zoning Administrator. All structures or sites designated on the Inventory Map as landmark structures or sites shall be considered as landmarks or landmark structures for the purposes of this Ordinance. Structures or sites designated as properties which contribute to the historic character of the Town but which do not contain landmark structures or sites shall be known as contributing properties for the purpose of this Ordinance. Structures or sites not designated as landmark or contributing properties shall be known as noncontributing properties. The Inventory Map may be amended from time to time in the same manner as the zoning map.

3-5.3.3.3 Establishment of and Amendments to Historic District Boundaries and Regulations.

Historic District boundaries, regulations and amendments thereto may be initiated (i) by resolution of the Town Council, (ii) by motion of the Planning Commission, or (iii) by petition of the owner, contract purchaser with the owner's written consent, or the owner's agent therefore, of the property which is the subject of the proposed Inventory Map amendment, addressed to the governing body or the local planning commission, in accord with Section 11-3.10 of this Ordinance. Any such resolution or motion by the Town Council or Planning Commission proposing the rezoning shall state the public purposes therefore.

The ARB shall prepare and submit a report with an evaluation of the proposed amendment. Such report should establish and define the historic district boundaries as defined upon an appropriate overlay map, as well as the historic and/or architectural significance of the buildings, structures, or sites to be protected; report on any special characteristics, qualities and/or fabric to be preserved; and describe current planning, present trends, conditions, and desirable public objectives for preservation.

3-5.3.3.4 Criteria.

Criteria for evaluating the merits of a given structure or space shall be based on architectural features as well as historic factors. Certain buildings or areas, although not associated with a historic personage or event, may be valuable examples of the Town's physical and cultural heritage. Structures of local significance shall be evaluated as well as those of State and National significance, and any structures individually listed upon the National Register of Historic Places or the Virginia Landmarks Register shall be designated upon the Town Register. In addition, such evaluation shall be based on the following matters, as well as the Town's Historic District Design Guidelines.

1. Architectural and Landscape Style

The evaluation shall respect the qualities of each architectural and landscape style and shall judge a structure's merit on how well it exemplifies the distinguishing characteristics of said style.

Consideration will be given to:

1. Significance of architectural design.

2. Scale and/or interrelationships of structures and/or environmental features.
3. Significant patterns of development.
4. Quality of Workmanship.
5. Amount of surviving original fabric.
6. Original location and/or use.
7. Remaining outbuildings or dependencies.
8. Surrounding environment, including gardens, landscaping, and walks.
9. Aesthetic quality.
10. Original integrity of the structure and its details.

2. Historical and/or Cultural Significance

Structures or spaces relating to one or more of the following criteria will be considered historically or culturally valuable:

1. Association with historic personage.
2. Association with historic event.
3. Work of leading architect or master craftsman.
4. Site or structure of cultural significance.

In addition, sole or infrequent surviving building types and structures not historic in themselves but adding to the character of a historic district need to be looked at as potentially deserving preservation. The location of such resources within the Historic District and the resource's relative importance to the District as a whole, shall be considered.

3-5.3.3.5 Additional Required Information. In addition to historical and architectural information, the aforementioned report of the ARB required by paragraph 3-5.3.3.2 for amendments to the Ordinance shall include:

1. A description of existing structures, premises, and uses likely to have an adverse effect on the desired character of the district, including those near and visually related to the district, with maps, photographs, and other data indicating the reasons for such an effect.
2. An analysis of lands not occupied by structures, including lands near and visually related to the district. For public lands, ownership, use, and location shall be indicated. For private lands,

assessed valuation shall be added as well as existing zoning and planned land use.

3. Recommendations concerning detailed regulations to be applied within the district, to supplement or modify general regulations set forth herein, which may include principal and accessory uses and structures, minimum lot and yard requirements, maximum lot coverage by all buildings, maximum height of structures, off-street parking and loading requirements, control of signs and exterior illumination, and control of integral facade changes to existing buildings where said controls and regulations are only for the express purpose of preventing changes which are architecturally incompatible with the buildings, structures, or sites to be preserved.

3-5.3.3.6 Action by the Town Council. The creation of a historic district by the Town Council shall include a declaration that the landmarks, buildings, structures, or sites to be preserved are in fact of historical and/or architectural significance requiring protection against destruction or encroachment; that the designation of individual structures and premises is in substantial public interest; and that such recommendations as approved by the Town Council supplementing or modifying general regulations are to be applied to the district created.

3-5.3.4 District Regulations

Within the Historic District the following regulations shall apply:

3-5.3.4.1 Certain Minor Actions Exempted From Review By The Architectural Review Board. Certain minor actions which are deemed not to have permanent effects upon the character of the historic district are exempted from review for architectural compatibility by the Architectural Review Board. Such actions shall include the following and any similar actions which in the written opinion of the Zoning Administrator will have no more effect on the character of the district than those listed:

1. Repainting resulting in the same or in a different color. (Original painting of masonry surfaces is not exempted from review.)
2. Replacement of missing or broken window panes, roofing slates, tiles, or shingles and except on landmark structures outside doors, window frames, or shutters where no substantial change in design or material is proposed.

3. Addition or deletion of storm doors or storm windows and window gardens, or similar appurtenances.
4. Addition or deletion of television and radio antennas, or skylights and solar collectors in locations not visible from a public street.
5. Landscaping involving planting of grass, trees or shrubs, minor grading, walks, low retaining walls, temporary fencing, small fountains, ponds, and the like which will not substantially affect the character of the property and its surroundings.
6. Minor additions or deletions to the structure or accessory structures which will not substantially change the architectural character of the structure or which are generally hidden from public view.
7. Construction of accessory buildings and structures on properties which are not designated as landmark or contributing properties and which are generally in keeping with the character of the existing structure and its surroundings.
8. Construction of off-street loading areas and off-street parking areas containing five (5) spaces or less in a commercial or Central Business District.
9. Creation of outside storage in a commercial or Central Business District which does not require structural changes or major grading.
10. Routine utility repairs and minor improvements which will not be clearly visible from the public right-of-way.
11. Any changes within a structure which are not visible from a public street.

Provided however that the Zoning Administrator shall have authority to order that work be stopped and that an appropriate application be filed for review by the Architectural Review Board in any case where in his opinion the action may have an adverse effect on the Historic District or may produce arresting and spectacular effects, violent contrasts of materials or colors and intense and lurid colors or patterns, or details clearly inconsistent with the character of the present structures or with the prevailing character of the surroundings and the historic district.

3-5.3.4.2 Certificate of Appropriateness Required for New Construction, Reconstruction, and Substantial Exterior Alteration.

Except as herein provided no building or structure, including signs, shall be refaced, erected, reconstructed, restored, or substantially altered in exterior appearance within a historic district and no permit authorizing same shall be granted unless and until the same is approved by the Architectural Review Board and a Certificate of Appropriateness has been issued by that body, with right of direct appeal to the Town Council as hereinafter provided, as being architecturally compatible with the historical, cultural, and/or architectural aspects of the structure and its surroundings.

"Substantial alterations" shall be defined as any and all work done on buildings, structures, or sites in a historic district other than those specifically exempted herein and other than the general examples of "nonsubstantial" alterations cited herein. Examples of work constituting "substantial alterations" include:

1. Construction of a new building at any location or a new accessory building on a landmark or contributing property or on a site within the Historic District adjacent to a designated landmark site.
2. Any addition to or alteration of a structure which increases the square footage of the structure or otherwise alters substantially its size, height, contour, or outline.
3. Any change or alteration of the exterior architectural style of a contributing or landmark structure, including removal or rebuilding of porches, openings, dormers, window sash, chimneys, columns, structural elements, stairways, terraces, and the like.
4. Addition or removal of one (1) or more stories or alteration of a roof line.
5. Landscaping which involves major changes of grade or walls and fences more than three-and-one-half (3.5) feet in height.
6. All signs on all structures shall be reviewed in accordance with Article 6.
7. Any other major actions not specifically covered by the terms of this section but which would have a substantial effect on the character of the historic district.
8. Erection of awnings, canopies, and similar appurtenances shall be reviewed.
9. Placement of window air conditioners on the front of commercial buildings only shall be reviewed. Central air conditioning units on residential and commercial buildings shall be reviewed. Placement of exhaust fans shall be reviewed.

In any case in which there might be some question as to whether a project may be exempted from review, may constitute a minor action, or may constitute "substantial alteration," the Zoning Administrator shall be contacted for a written determination prior to commencement of work.

"Unsubstantial Alterations" shall include:

1. Work done to prevent deterioration or to replace parts of a structure with similar materials in order to correct any deterioration, decay of, or damage to any structure or on any part thereof, or
2. To restore same as nearly as practical to its condition prior to such deterioration, decay, or damage.
3. Those minor actions exempted from review by Section 3-5.3.4.1.

3-5.3.4.3 Matters to be Considered in Reviewing the Appropriateness of the Construction, Reconstruction, or Exterior Alteration of Buildings or Structures by the Board. The Architectural Review Board shall consider only those elements that support the purpose of preventing construction, reconstruction, exterior alteration, repair, or restoration that is not compatible with the old and historic aspect of the surroundings.

The Architectural Review Board shall consider the following in reviewing the appropriateness of architectural features:

1. Exterior architectural features including all signs except for those exempted in Section 3-5.3.4.1
2. General design, scale, and arrangement.
3. Texture and material, of new construction.
4. The relation of features 1, 2, and 3 above, to similar features of buildings and structures in the immediate surroundings.
5. The extent to which the building or structure would be harmonious with or incompatible with the old and historic aspects of the surroundings. It is not the intent of this consideration to discourage contemporary architectural expression or to encourage the emulation of existing buildings or structures of historic or architectural interest in specific detail. Harmony or incompatibility should be evaluated in terms of the appropriateness of materials, scale, size, height, and placement of a new building or structure in relationship to existing buildings and structures and to

the setting thereof, in accord with the Town's Historic District Design Guidelines.

3-5.3.4.4 Matters Not to be Considered in Reviewing the Appropriateness of the Construction, Reconstruction, or Exterior Alteration of Buildings or Structures by the Board.

The Architectural Review Board shall not consider the following in reviewing the appropriateness of architectural features:

1. Interior arrangements of rooms, spaces, materials and structural elements, which are reviewed by the building official for compliance with the building code
2. Base Zoning Regulations, such as use, lot size, height, setback, parking requirements, density and landscaping, which are reviewed by the Zoning Administrator for compliance with the Zoning Ordinance.

3-5.3.4.5 Demolition. No building or structure officially designated as a landmark or a contributing building or structure within the historic district on the Inventory Map which accompanies this Ordinance shall be demolished until a Certificate of Appropriateness is issued by the Architectural Review Board, with right of direct appeal from an adverse decision to the Town Council, as hereinafter provided. The Town Council may approve the demolition of a building or structure within the historic district which has not been designated either as a landmark or contributing structure on said inventory map.

3-5.3.4.6 Moving or Relocation. No building or structure officially designated as a landmark or contributing building or structure within the district on the inventory map which accompanies this Ordinance shall be moved or relocated unless the same is approved by the Architectural Review Board and a Certificate of Appropriateness issued with right of direct appeal of an adverse decision to the Town Council as herein provided. An appeal for final decision by the Town Council shall be automatic and mandatory in the case of approval of the moving or relocation of a building or structure so designated as a landmark. The Zoning Administrator may approve the moving or relocation of the building or structure within the historic district which has not been designated either as a landmark or contributing structure on said inventory map.

3-5.3.4.7 Matters to be Considered in Determining the Appropriateness of Moving or Relocating a Landmark Building or Structure within a Historic District.

1. Whether or not the proposed relocation would have a detrimental effect on the structural soundness of the landmark building or structure.
2. Whether or not the proposed relocation would have a detrimental effect on the historical aspects of other landmarks in the districts.
3. Whether the proposed relocation would provide new surroundings that would be harmonious with or incompatible with the historical and architectural aspects of the landmark, building, or contributing structure.
4. Whether or not the proposed relocation is the only feasible means of saving the structure from demolition or demolition by neglect.

3-5.3.4.8 Matters to be Considered in Determining Whether or Not to Grant a Certificate of Appropriateness for Razing or Demolition. The Architectural Review Board shall consider the following criteria in determining whether or not to grant a certificate of appropriateness for razing or demolition:

1. Whether or not the building or structure is of such architectural or historic interest that its removal would be to the detriment of the public interest.
2. Whether or not the building or structure is of such interest or significance that it would qualify as a National, State, or local historic landmark.
3. Whether or not the building is of such old and unusual or uncommon design, texture, and/or material that it could be reproduced only with great difficulty and/or expense.
4. Whether or not retention of the building or structure would help to preserve and protect a historic place or area of historic interest in the Town.

3-5.3.4.9 Offer for Sale. However, the owner of a historic landmark, as a matter of right shall be entitled to raze or demolish such landmark provided that:

1. They have applied to the Architectural Review Board for such right.

2. The owner has for the period of time set forth in the time schedule hereinafter contained at a price reasonably related to its fair market value as determined by independent appraisal, as hereinafter set forth, made a bona fide offer to sell such landmark, and the land pertaining thereto, to such person, firm, corporation, government, or agency, or political subdivision or agency thereof, which gives reasonable assurance that it is willing to preserve and restore the landmark, and the land pertaining thereto. A bona fide offer shall mean actions equivalent to a formal offer in writing and publicly advertised, from the seller to the public, specifying the price and terms of sale. The procedure for establishing the fair market value, unless the owner and the Architectural Review Board agree upon the said value, shall be that the owner and Architectural Review Board shall each retain one independent, qualified appraiser, and should the two appraisers not agree upon the said fair market value, those appraisers shall choose a third qualified appraiser. A median value shall be established by the three appraisers which shall be final and binding upon the owner and the Architectural Review Board.
3. No contract for the sale of any such historic landmark, and the land pertaining thereto, shall be binding or enforceable prior to the expiration of the applicable time period as set forth in the time schedule hereinafter contained. Any appeal which may be taken to the Town Council from the decision of the Architectural Review Board, and from the Town Council to the Circuit Court of Fauquier County, shall not affect the right of the owner to make bona fide offer to sell. Offers to sell as provided in this section shall be made within one (1) year of the date of application to the Architectural Review Board.
4. Notice. Before making a bona fide offer to sell, an owner shall first file a written statement with the Chairman of the Architectural Review Board. Such statement shall identify the property, state the offering price, the date the offer of sale is to begin, and name of the real estate agent, if any. No time period set forth in the time schedule hereinafter set forth shall begin to run until such statement has been filed.

The time schedule for offers to sell shall be as follows:

1. Three (3) months when the offering price is less than twenty-five thousand dollars (\$25,000);

2. Four (4) months when the offering price is twenty-five thousand dollars (\$25,000) or more but less than forty thousand dollars (\$40,000);
3. Five (5) months when the offering price is forty thousand dollars (\$40,000) or more but less than fifty-five thousand dollars (\$55,000);
4. Six (6) months when the offering price is fifty-five thousand dollars (\$55,000) or more but less than seventy-five thousand dollars (\$75,000);
5. Seven (7) months when the offering price is seventy-five thousand dollars (\$75,000) or more but less than ninety thousand dollars (\$90,000);
6. Twelve (12) months when the offering price is ninety thousand dollars (\$90,000) or more.

3-5.3.4.10 Hazardous Buildings or Structures. Notwithstanding anything to the contrary contained in this Article, review and approval of a Certificate of Appropriateness by the Architectural Review Board is not required for the razing or demolition of any building or structure, or any portion thereof, (i) that is determined by the Zoning Administrator to be of such an unsafe condition that it presents an imminent danger to life or property, and (ii) where the Zoning Administrator determines that such razing or demolition is immediately necessary for the protection of life or property. If the Building Code or other applicable Town ordinance allows for any such unsafe condition to be abated by reasonable means and methods of stabilization and/or shoring, including but not limited to the establishment of alternative load paths, then as an alternative to demolition the Zoning Administrator shall have the right to undertake such abatement at the owner's cost and expense.

3-5.3.4.11 Demolition by Neglect. All historic landmarks, buildings, or structures within any historic district shall be maintained in good condition and repair and shall not be allowed to deteriorate or fall into disrepair due to any actions or inactions by the owner.

"Demolition by neglect" shall mean any or all of the following:

1. Deterioration, disrepair, or lack of maintenance of any portion of a building or structure to the extent that it creates or permits a hazardous or unsafe condition.

2. Deterioration, disrepair, or lack of maintenance of foundations, exterior walls, or other vertical supports, horizontal members, roofs, chimneys, parapets, cornices, or other exterior wall elements of a building or structure, including but not limited to, siding, wooden walls, brick, plaster, mortar, pilasters, or columns.
3. The ineffective waterproofing of exterior walls, roofs, and foundations, including but not limited to peeling paint, rotting wood, broken and cracked windows and doors, windows and doors that do not fully close, or other unsealed openings or penetrations.
4. Deterioration, disrepair, or lack of maintenance of fences, gates, sidewalks, steps, signs, accessory structures, and landscaping that contributes to the historic integrity of the building or structure.

In the event that the Zoning Administrator determines that any of the above conditions exist, they shall so notify the owner and the Chairman of the Architectural Review Board in writing, stating the specific instances of deterioration, disrepair, and/or lack of maintenance observed, and the owner shall have thirty (30) days from the date of the written notice in which to commence work to address the issues in the notice, or to initiate proceedings as provided in Section 3-5.3.4.2 or 3-5.3.4.9 above. If the owner commences action to address the issues in the notice within the 30-day period, the Zoning Administrator may extend the time for the owner to fully address the issues for such period that the Zoning Administrator deems reasonable for the owner to completely address the issues in the notice. If the owner does not commence appropriate action to address, or does not completely address, the issues in the notice within such period, or does not completely address such issues within any extended period, the owner shall be in violation of this Ordinance and shall be guilty of committing a Class 2 misdemeanor for each and every day of such ongoing violation, which shall be punishable as provided by Va. Code § 15.2-2286(A)(5).

3-5.3.4.12 Signs, Exterior Illumination. Within the Historic District only those signs permitted in the underlying, base Zoning District shall be permitted. However, no sign otherwise permitted by the Zoning Ordinance shall be permitted if the Architectural Review Board finds such sign or exterior illumination to be architecturally incompatible

with the historical and/or architectural character of the landmark or district as set forth in the adopted Historic District Guidelines.

3-5.3.4.13 Exceptions. Where the strict interpretation of this article contradicts existing building, sanitary, or other codes, the Architectural Review Board shall make recommendations for reasonable relief after consultation with qualified technical authorities or with any appeal board now or hereafter established by code. In other cases of conflict between this and other regulations, the stricter between the two shall apply.

3-5.3.5 Administration

3-5.3.5.1 Zoning Administrator.

Except as authorized herein the Zoning Administrator shall not authorize a permit for any erection, reconstruction, addition, integral exterior facade change, demolition, or razing of a building or structure, or for a sign in the Historic District until the same has been approved by the Architectural Review Board as set forth in the following provisions.

3-5.3.5.2 Receipt of Application.

Upon receipt of an application by the Planning Director for each permit in the historic district, the Planning Director shall:

1. Forthwith forward to the Architectural Review Board a copy of the application, together with a copy of the site plan and the building plans and specifications filed by the applicant;
2. Maintain in his office a record of all such applications and of his handling and final disposition of the same; and
3. Require applicants to submit seven (7) copies of material required to permit compliance with the foregoing.

3-5.3.5.3 Material to be Submitted for Review.

By general rule, or by specific request in a particular case, the Architectural Review Board may require submission of any or all of the following in connection with the application: architectural plans, site plans, landscaping plans, construction methods, proposed signs with appropriate detail as to character, proposed exterior lighting

arrangements, elevations of all portions of structure with important relationships to public view (with indications as to visual construction materials, design of doors and windows, colors, and relationships to adjoining structures), and such other exhibits and reports as are necessary for its determinations. Requests for approval of activities proposed in historic districts shall be accepted only from the record owner of the land involved in such proposal, or his agent.

For minor actions not required to be reviewed by the Architectural Review Board and which may be approved by the Zoning Administrator, an application shall be submitted on a form provided by the Town to determine if the proposed action is exempt from review by the Architectural Review Board. Should the proposed action not be capable of adequate description on the application form, the Zoning Administrator may require additional information, including photographs, sketches, and samples of materials or such other information as may be required for a decision.

3-5.3.5.4 Other Approvals Required.

In any case in which an applicant's proposal also requires the approval of the Board of Zoning Appeals, final action by the Board of Zoning Appeals shall precede final action by the Architectural Review Board. The Board of Zoning Appeals may, however, table a proposal in order to request the comments of the Architectural Review Board. Final action by the Architectural Review Board shall be taken prior to consideration of proposals requiring site plan approval.-

3-5.3.5.5 Action by the Architectural Review Board, Issuance of Certificates of Appropriateness.

The Architectural Review Board shall render a decision upon any request or application for a Certificate of Appropriateness within sixty (60) days after the filing of such application; failure of the Architectural Review Board to render such a decision within said sixty (60) day period, unless such period be extended with the concurrence of the applicant, shall entitle the applicant to proceed as if the Architectural Review Board had granted the Certificate of Appropriateness applied for. Prior to denying the Certificate of Appropriateness, the Architectural Review Board, on the basis of the review of information received, shall, upon request, indicate to the applicant the changes in plans and specifications, if any, which in the

opinion of the Board would protect and/or preserve the historical aspects of the landmark, building, structure, or district. If the applicant determines that he will make the suggested changes and does so in writing, the Architectural Review Board may issue the Certificate of Appropriateness.

3-5.3.5.6 Expiration of Certificates of Appropriateness and Permits to Raze.

Any Certificate of Appropriateness issued pursuant to this article and any permit to raze a building issued pursuant to this article shall expire of its own limitation twelve (12) months from the date of issuance if the work authorized thereby is not commenced by the end of such twelve-month period; and further, any such certificate and permit shall also expire and become null and void if such authorized work is suspended or abandoned for a period of twelve (12) months after being commenced. Any period or periods of time during which the right to use any such certificate or permit is stayed pursuant to this article shall be excluded from the computation of the twelve (12) months.

3-5.3.5.7 Appeals of Architectural Review Board Decisions to Town Council.

Applicants may appeal a decision by the ARB to the Town Council, in accord with the procedures set forth in Article 11 of this Ordinance and §15.2-2306 (A) (3) of the Code of Virginia.

3-5.3.5.8 Appeals of Town Council Decisions to the Circuit Court.

Applicants may appeal a decision by the Town Council to the Circuit Court, in accord with the procedures set forth in Article 11 of this Ordinance and §15.2-2306 (A) (3) of the Code of Virginia. Such appeals shall set forth the alleged illegality of the action of the Town Council and shall be filed within thirty days of the final decision rendered by the Town Council.

3-5.3.6 Violations and Penalties

Any violation of this Article and the penalties for all such violations shall be as set forth in the Zoning Ordinance, in accord with Article 11 of this Ordinance and §15.2-2306 (A) (3) of the Code of Virginia.

Article 10 Site Development Plans

**Amended by Town Council: February 12, 2016
April 9, 2019
December 10, 2019**

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Article 10 Site Development Plans

10-1 Purposes and Intent

The purpose of this Article is to set out procedures and requirements for site plans and improvements to assure compliance with the Zoning Ordinance and all other applicable ordinances and statutes, to encourage innovative and creative design and facilitate use of the most advantageous techniques in the development of land within the Town of Warrenton, and to ensure the efficient use of the land to promote high standards in the layout design, landscaping, and construction of development.

10-2 Development or Land Use Requiring a Site Development Plan

10-2.1 A site development plan is required and shall be submitted for the following:

1. Any new or improved parking lot containing more than five (5) spaces, any commercial parking lot, or any development in which automobile parking space is to be used by more than one (1) establishment. However, where the existing and proposed uses are permitted by-right, and no other requirements under this Article would apply, different parking requirements for the uses that comprise an increase in the required parking of less than 25% shall not trigger the requirement for a site development plan.
2. Except as exempted in this section, any change from one category of use to a different category of use, any special use permit use, or any development in all Zoning Districts except single-family detached dwelling units. However, a site plan in sufficient detail to determine compliance with the applicable standards and specifications of the Town of Warrenton may be required for the construction of single-family detached dwellings if more than two (2) dwelling units are proposed to be constructed, or where any of the following conditions exist:
 - Where natural and storm water courses are located on the proposed site or where a proposed driveway or entrance intersects existing natural or storm water courses.
 - Where a cluster alternate design is proposed.
 - When a change is proposed in a previously approved site development plan.
 - When an existing residential use is proposed for change to a commercial, industrial, or multifamily residential use.
3. All public and/or semi-public buildings and other uses involving a structure required to be reviewed by the Planning Commission under §15.2-2232 of the Code of Virginia as amended.

4. For enlargements of existing structures equal to or greater than 25% of the structure's gross floor area, required parking must equal the sum of those spaces prior to the enlargement plus the number of spaces required by these regulations for any additional use area, unless waived by Town Council. Where the enlargement is less than 25% of the use or structure's gross floor area, and less than 25% additional parking is required, the additional parking may be waived by the Planning Director and a site development plan may not be required unless other requirements of this Ordinance apply. For a change of use within an existing structure where there is no enlargement of the existing structure, no additional parking is required unless the proposed change of use involves an increase of more than 25% over the required parking for the current use, according to Article 7.
5. Notwithstanding the requirement for a site development plan, nothing in this section shall prevent or preclude all other applicable zoning ordinance and subdivision ordinance requirements, including Article 8, Landscaping, Article 9, Supplemental Regulations, Article 4, Site Conservation Manual, and Article 5, Stormwater Management, from being applied where a change of use, expansion, or enlargement of a structure or parking lot occurs on a property subject to these requirements that is nonconforming or in violation. In these cases, amendments an existing approved site development plan may be approved where appropriate.

10-2.2 Exceptions. No formal site plan shall be required for any special use conducted on a temporary basis, not to exceed two (2) years duration, as approved by the Board of Zoning Appeals or Town Council pursuant to Article 11 of the Zoning Ordinance.

10-2.3 Waivers. The Planning Director may waive the site plan approval requirement when all of the following determinations are made:

1. No improvement would be required for the proposed use which might involve surety bonding under this ordinance.
2. Applicant agrees in writing to make other improvements required under the Ordinance.
3. The proposal will not involve an increase in the intensity over the existing use with respect to entrances, travelways, parking or impact on neighboring lands.
4. The proposal will result in not more than a twenty-five percent (25%) increase in either the gross floor area of the structure housing the use or in the outdoor area used.
5. The requirement of a final site plan would not forward the purposes of this ordinance or otherwise serve the public interest.

10-3 Presubmission Meeting Required

A presubmission conference with the Planning Director is required prior to sub-mission of a site development plan. The intent of the conference is to clarify the requirements of this Ordinance,

and other ordinances of the Town that may be applicable, in order that the site development plan can be prepared in an efficient manner, and to facilitate plan review by the Planning Director.

10-4 Site Development Plan - Information Required

10-4.1 Every site development plan, as hereafter provided shall contain the following information:

1. A boundary survey of the tract or site plan limit with an error of closure within the nearest second related to the true meridian, and showing the location and type of boundary evidence except where a tract or site is a part of a subdivision of record.
2. All horizontal dimensions shown on the site development plan shall be in feet and decimals of a foot to the closest one hundredth of a foot; and all bearings in degrees, minutes and seconds to the nearest second.
3. A certificate signed by the engineer or surveyor setting forth the source and title of the owner of the tract and the place of record of the last instrument in the chain of title.
4. The name, phone number, and mailing address of the owner, or their authorized agent, of the subject parcel to whom which all correspondence regarding review of the site plan will be addressed.

10-4.2 Site development plans shall also contain the following information as determined appropriate by the Planning Director:

1. Existing and proposed streets and easements, their names, numbers, and widths; existing and proposed property lines; existing and proposed utilities of all types; water courses and their names; flood plain limits; owners, zoning, and present use of adjoining tracts; and the present zoning of the subject parcel.
2. Location, type, and size of ingress and egress to the site, including the projected number of vehicle trips per day generated by the proposed development.
3. Location, type, size, and height of all fencing, screening and retaining walls where required under the provisions of applicable ordinances.
4. All off-street parking and parking bays, loading spaces, and walkways indicating type of surfacing, size, angle of stalls, width of aisles, and a specific schedule showing the number of parking spaces provided and the number required in accordance with the Zoning Ordinance of the Town of Warrenton.
5. Number of floors, floor area, height, and location of each building, including building setback lines, and proposed general use for each building B if a multifamily residential building, townhouse, or patio house, the number, size, and type of dwelling units shall be known.
6. Front elevations shall be shown on all commercial, industrial, and multifamily developments, regardless of height.
7. Existing and proposed water and sanitary sewer facilities indicating all pipe sizes, types, and grades and where connection is to be made to an existing or a proposed

central water and sewer system.

8. Provisions for the adequate disposition of natural and storm water in accordance with the Town of Warrenton Public Facilities Manual and the standards of the Virginia Stormwater Management Program, indicating location, sizes, types, and grades of ditches, catch basins, and pipes, and connection to the existing drainage system, and showing that all requirements of Article 5, Stormwater Management and, where applicable, Article 3-5.1, Floodplain District Overlay, shall be met.
9. Provisions and schedules for the adequate control of erosion and sedimentation, indicating the proposed temporary and permanent control practices and measures which will be implemented during all phases of clearing, grading, and construction, in accordance with the Virginia Erosion and Sediment Control Handbook and the State law, and showing that all requirements of Article 4, Erosion and Sediment Control Site Conservation
10. Existing topography accurately shown with a maximum of two (2) foot contour intervals at a scale of not less than fifty (50) feet to the inch. The requirement for a contour map may be waived where existing grades are less than three (3) percent and spot elevations are provided.
11. Proposed finished grading by contour supplemented where necessary by spot elevations.
12. A landscape design plan based upon accepted professional design layouts and principles as required by Article 8 of the Zoning Ordinance shall be submitted.
13. The proposed location of all outside trash receptacles and dumpsters and proposed methods of screening. Refuse containers or refuse storage areas shall be located in a paved area and hidden from general public view, either from within or outside the lot, by means of fences, walls, or landscape planting.
14. The location and method of lighting for parking lots, pedestrian walkways, public spaces, and common areas designed or intended for use during evening hours.
15. The location of all trees on the site with a caliper of six (6) inches or greater shall be indicated, and shall meet the requirements of Article 4-8.1.2, Tree Survey, Article 8-7.4, Noxious and Invasive Species, and Article 8-10, Retention and Replacement of Trees. Existing trees shall be identified in a table listing their species, caliper, and canopy size. Wooded areas shall be designated by symbols that indicate the perimeter of the area covered by the canopy of the trees. Invasive species and other trees proposed to be removed shall be indicated clearly. Trees and/or wooded areas to be retained, and methods to be used to assure adequate protection for trees adjacent to disturbed areas, shall be indicated. Such methods shall conform to Section 3.38, Tree Preservation and Protection of the Virginia Erosion and Sediment Control Handbook and Article 8-10.4, Tree Protection Zones.

10-5 Site Development Plan - Preparation Procedure and Specific Items to be Shown

- 10-5.1 Site development plans, or any portion thereof, involving engineering, architecture, city planning, urban design, landscape architecture, or land surveying, will be prepared by persons qualified to do such work. Final site plans shall be certified by an architect or by

an engineer or by a land surveyor within the limits of their respective licenses authorized to practice by the State of Virginia.

- 10-5.2 The Planning Director may waive the requirement for the certification of the site development plan or portions thereof by these professionals in those cases where no action proposed by the developer falls within their professional purview; however, the person(s) principally responsible for the preparation of the site development plan shall sign said drawings, regardless of professional registration status.
- 10-5.3 The site plan shall show the name and address of the owner or applicant, city or town, county, state, north point, date, and scale of drawing and number of sheets. In addition it shall reserve a blank space four (4) inches by four (4) inches in size on the plan face for the use of the approving authority.
- 10-5.4 Site development plans shall be prepared to the scale of one (1) inch equals fifty (50) feet or larger; sheets shall measure eighteen by twenty-four inches (18" X 24") at a minimum and no larger than thirty-six by twenty-four inches (36" X 24").
- 10-5.5 The site development plan may be prepared on one (1) or more sheets. If prepared on more than one (1) sheet, match lines shall clearly indicate where the several sheets join. All information required under Section 27-3 need not be included on the basic plan but may be submitted on additional sheets which may be of varying sizes.
- 10-5.6 A minimum of twelve (12) clearly legible blue or black line copies of a site development plan shall be submitted to the Planning Director for the Town of Warrenton, as well as a digital copy in a form suitable to the Planning Director.
- 10-5.7 Profiles shall be submitted for all sanitary and storm sewers, streets and curbs adjacent thereto, and other utilities, and shall be submitted on standard federal aid plan and profile sheets. Special studies as required may be submitted on standard cross section paper and shall have a scale of one (1) inch equals fifty (50) feet horizontally and one (1) inch equals five (5) feet vertically. No sheet width shall exceed thirty-six by twenty-four inches (36" X 24"). Flood plain limit studies required shall be shown on profile sheets with reference to properties affected and center line of stream.
- 10-5.8 A minimum of two (2) datum references for elevations used on plans and profiles and correlated, where practical, to U. S. Geological Survey datum. At least one (1) datum reference shall be on-site.
- 10-5.9 Submitted plans shall include a completed application checklist and payment of review fees, as established by the Town.

10-6 Minimum Standards and Improvements Required

- 10-6.1 All improvements required by this Article shall be installed at the cost of the owner or applicant. Where cost sharing or reimbursement agreements between the Town of Warrenton and the owner or applicant are requested and deemed appropriate by the Town, the same shall be entered into by formal agreement prior to final site development plan approval, and shall be subject to the Virginia Department of Transportation review and acceptance where appropriate. Where specifications have been established by the Town of Warrenton or by the Virginia Department of Transportation for streets and related facilities, or by this Ordinance for other facilities and utilities, such specifications shall be followed. The owner or applicant's performance bond shall not be released until construction has been inspected and accepted by the authorized engineer or Planning Director for the Town and by the Virginia Department of Transportation where appropriate.
- 10-6.2 All streets and highway construction standards and geometric design standards shall be in accordance with the Town's Public Facilities Manual and Subdivision Ordinance unless such geometric design standards are specifically modified by the Town Council upon recommendation of the Planning Director. The Town Council may modify street geometric design standards for local, collector, and minor loop streets. Half-streets along the boundary of land proposed for development or subdivision shall not be permitted. All new streets must be platted and constructed to meet the full width required by this Article and such construction is the sole responsibility of the applicant or subdivider. Construction of private streets is not permitted unless permission is granted by Town Council.
- 10-6.3 Adequate easements shall be provided for drainage and all utilities. Minimum easement width shall be fifteen (15) feet. If two (2) utilities are located within one (1) easement area, the minimum easement width shall be twenty (20) feet. If more than two (2) utilities are located within an easement area, the easement width shall be established by the Warrenton Utilities Director.
- 10-6.4 Adequate drainage for the disposition of storm and nature waters both on-site and off-site shall be provided. Drainage structures and treatment facilities designed for treatment of stormwater runoff from multiple building lots shall not be located on or within an individual building lot or lots, but shall be within commonly-owned area, and shall be located so as to be easily accessed for maintenance purposes. The extent and nature of both on-site and off-site treatment is to be in accordance with the Town of Warrenton Public Facilities Manual, the Town's Virginia Stormwater Management Permit (VSMP), and the standards and requirements of the Virginia Department of Environmental Quality.
- 10-6.5 Provisions shall be made for all necessary temporary and permanent erosion and sedimentation control measures, both on-site and off-site. The extent of the control measures, both on-site and off-site, are to be in accordance with the Virginia Erosion and

Sediment Control Handbook adopted by the Town (see the Town's Erosion and Sediment Control Ordinance). Slopes of twenty-five (25) percent or greater may be unsuitable for development and shall be reviewed in accordance with Section 9-17 of the Zoning Ordinance, for grading or development. Urban Best Management Practices shall be used to reduce storm water volumes and transport of sediment off-site.

- 10-6.6 Adequate provision shall be made by the owner or applicant to construct all utilities, required to service the development, both on-site and off-site. Design requirements shall follow the provisions of the Town of Warrenton Public Facilities Manual.
- 10-6.7 Percolation tests and/or other methods of soil evaluation deemed necessary by the Administrator for the Town shall be the responsibility of the owner or applicant.
- 10-6.8 When central water and/or sewer systems having sufficient capacity either exist or are proposed within a reasonable distance of the area of the site development plan, provisions shall be made to connect to the system as provided in the Code of the Town of Warrenton.
- 10-6.9 Landscape planting, screening, fences, walks, curbs, gutters, and other physical improvements as required by this Ordinance or other ordinances of the Town of Warrenton, Virginia, and the regulations of the Virginia Department of Transportation shall be provided by the owner or applicant.
- 10-6.10 Where required on site development plans, sidewalks and curb and gutter shall be provided along both sides of all public streets, private streets, and public access areas; however, these requirements may be waived for sites with a density of less than four (4) dwelling units per acre. A written request for such waiver is required for Town Council consideration and action after a recommendation by the Planning Commission and public hearings, in accordance with the procedures established in Article 11-3.10.
- 10-6.11 Lighting will be provided by the developer along all newly constructed public roads, private roads, within parking lots, along pedestrian walkways, and within public common areas, designed to ensure the safe and convenient movement of vehicles and pedestrians during evening and nighttime hours.
- 10-6.12 A Tree Protection Plan that indicates the location of trunks and driplines for trees or wooded areas that are to be retained. In the case of wooded areas, the trunks and driplines of perimeter trees shall be sufficient indication of location. Methods of protection shall be clearly indicated, including details of all retaining walls, tree guards, tree wells, indications that grading changes will not alter surface water movement to or from trees to be retained, and methods to mark trees and wooded areas to be preserved during grading and construction activities.

10-6.13 One (1) set of approved plans, profiles, and specifications shall be at the job site at all times when work is being performed.

10-7 Administration and Procedures for Processing Site Development Plans

10-7.1 The Planning Director shall be responsible for the receipt, review, processing, and approval of site development plans.

10-7.2 The Planning Director may request opinions and/or decisions, from other departments, divisions, agencies, or authorities of the Town and County government; from officials, departments, or agencies of the Commonwealth of Virginia; or from other qualified persons as may from time to time be retained.

10-7.3 The Planning Director, subject to the approval of the Town Council, may from time to time establish reasonable procedures for the administration of this Article.

10-7.4 Site development plans, including any modifications which conform to the standards and requirements in this Article shall be approved by the Planning Director.

10-7.5 Approval, approval with modifications, or disapproval of a site development plan by the Planning Director shall occur within sixty (60) days of official acceptance. If disapproved, written notification shall be provided to the applicant stating the deficiencies in the plan that cause the disapproval by reference to specific adopted ordinances, regulations, or policies and identifying the modifications or corrections that would permit approval of the plan. Approval, approval subject to modifications, or disapproval of a revised and resubmitted site development plan shall occur within forty-five (45) days of official acceptance.

10-7.6 Any person aggrieved of any decision of the Planning Director pursuant to this Article may, within thirty (30) days of such decision, file an appeal to the Board of Zoning Appeals specifying the grounds upon which aggrieved. Appeals shall be in writing and shall be filed in the Office of the Zoning Administrator, and shall be in accord with §15.2-2211 of the Code of Virginia as amended and Article 11 of the Zoning Ordinance.

10-7.7 No public easement, right-of-way, or public dedication shown on any site development plan shall be accepted for dedication for public use until such proposed dedication shall first be approved by the Town Council and evidence of such approval is shown on the instrument to be recorded.

10-7.8 Approval of a site development plan pursuant to this Article shall expire five (5) years after the date of approval or the established period of validity per § 15.2-2261 and 15.2-2209.1 of the Code of Virginia as amended. Extensions may be granted upon written request by the applicant to the Planning Director, forty-five (45) days prior to lapse of approval, and extension of all bond and surety agreement. A six (6) month extension

may be granted at the discretion of the Planning Director. Further extensions may be authorized only by Town Council approval upon showing a good cause. Modifications to an approved site plan during the period of validity shall be in accordance with § 15.2-2261 C and D of the Code of Virginia, as amended.

- 10-7.9 No permit shall be issued by any administrative officer or agent of Warrenton for the construction of any building or improvement requiring a permit in any area covered by the site development plan except to the provisions of this Article and the duly approved site development plan.
- 10-7.10 The Town and State agencies responsible for the supervision and enforcement of this Article shall periodically inspect the site during the period of construction.
- 10-7.11 Upon compliance with the terms of this Article and the satisfactory completion of construction, as determined by an on-site inspection by Town staff, the Planning Director for the Town of Warrenton shall furnish a certificate of approval. Certificates of approval, upon ratification by the Governing Body, shall release all of the bonds which may have been furnished.
- 10-7.12 Any requirement of this Article may be waived by the Town Council where the applicant establishes that an undue hardship would be created by the strict enforcement of this Article, providing such a waiver, as requested, shall not be adverse to the purpose of this Article.
- 10-7.13 No change, revision, or erasure shall be made on any pending or final site development plan or on any accompanying data sheet where approval has been endorsed on the plat or sheets unless authorization for such changes is granted in writing by the approving body or the Planning Director.
- 10-7.14 Any approved site development plan may be revised, provided request for revision shall be filed and processed in the same manner as the original site development plan. Approval, approval subject to modifications, or disapproval of revisions to a site development plan shall occur within sixty (60) days of their official acceptance. If disapproved, written notification shall be provided to the applicant or the applicant's designated agent stating the deficiencies in the plan that cause the disapproval by reference to specific adopted ordinances, regulations, or policies and identifying the modifications or corrections that would permit approval of the plan.
- 10-7.15 The fee for processing a site development plan, and revisions to an approved site plan, shall be as prescribed by Town Council by resolution.

10-8 Required Bonds and Surety

- 10-8.1 All site plans and subdivision plats must be accompanied, at the time of submission, by a

detailed estimate of the costs for installation of on-site and off-site improvements intended or designed to be dedicated for public use, and maintained by the Town of Warrenton, the Commonwealth, or other public agency, when such improvements are to be financed in whole or in part by private funds, including:

1. the acceptance of dedication for public use of any right-of-way located within any subdivision or section thereof, which has constructed or proposed to be constructed within the subdivision or section thereof, any street, curb, gutter, sidewalk, bicycle trail, drainage or sewerage system, waterline as part of a public system, or other improvement dedicated for public use; and
2. site-related improvements required by this Ordinance for vehicular ingress and egress, for public access streets, including traffic signalization and control, for structures necessary to ensure stability of critical slopes, and for storm water management facilities.

10-8.2 The estimated cost of construction shall be based on unit prices for new public or private sector construction in the Warrenton region, and a reasonable allowance for estimated administrative costs, inflation, and potential damage to existing roads or utilities, which shall not exceed twenty-five percent of the estimated construction costs. An estimated time frame for phasing and completion of all improvements will be submitted for review and approval by the Planning Director.

10-8.3 Cost estimates will be reviewed and approved, approved with revisions, or disapproved by the Director of Planning and Community Development with notice provided in writing and addressed to the owner, or their designated agent, as identified on the site plan documents.

10-8.4 Upon approval of the aforesaid cost estimates, the owner or developer shall (i) certify to the Council that the construction costs have been paid to the person constructing such facilities; (ii) furnish to the Council a certified check or cash escrow in the amount of the estimated costs of construction or a personal, corporate or property bond, with surety satisfactory to Planning Director in an amount sufficient for and conditioned upon the construction of such facilities, or a contract for the construction of such facilities and the contractor's bond, with like surety, in like amount and so conditioned; or (iii) furnish to the Council a bank or savings institution's letter of credit on certain designated funds satisfactory to Planning Director as to the bank or savings institution, the amount and the form. The amount of such certified check, cash escrow, bond, or letter of credit shall not exceed the total of the estimated costs and an administrative fee as provided herein. All instruments affecting the bonding of a project shall be in a form satisfactory to the Town of Warrenton, and approved by the Town Attorney.

10-8.5 The Town shall grant periodic partial releases of any bond, escrow, letter of credit, or other performance guarantee required for the completion of improvements which are to

be bonded, under the following provisions:

1. Upon written request by the subdivider or developer, the Council shall make periodic partial releases of such bond, escrow, letter of credit, or other performance guarantee in a cumulative amount equal to no less than ninety percent of the original amount for which the bond, escrow, letter of credit, or other performance guarantee was taken, and may make partial releases of such lower amounts as may be authorized by the Council based upon the percentage of facilities completed and approved by the Council, or the state agency having jurisdiction. Periodic partial releases may not occur before the completion of at least thirty percent of the facilities covered by any bond, escrow, letter of credit, or other performance guarantee.
2. The Director of Planning and Community Development shall not be required to execute more than three periodic partial releases in any twelve-month period. Upon final completion and acceptance of said facilities, the Planning Director shall release any remaining bond, escrow, letter of credit, or other performance guarantee to the subdivider or developer, provided that the Director may require a maintenance bond in an amount determined reasonable by the Director not to exceed fifteen per cent (15%) of the originally posted bond amount, as a maintenance bond to ensure all facilities were constructed properly. For the purpose of final release, the term "acceptance" is deemed to mean: when said public facility is accepted by and taken over for operation and maintenance by the state agency, local government department or agency, or other public authority which is responsible for maintaining and for operating such facility upon acceptance.
3. Releases shall be made within thirty days after receipt of written notice by the subdivider or developer of completion of part or all of any facilities required to be constructed hereunder, unless the Planning Director notifies said subdivider or developer in writing of non-receipt of approval by applicable state agency, or of any specified defects or deficiencies in construction and suggested corrective measures prior to the expiration of the thirty-day period.
4. If no such action is taken by the Planning Director within the time specified above, the request shall be deemed approved, and a partial release granted to the subdivider or developer. No final release shall be granted until after expiration of such thirty-day period and there is an additional request in writing sent by certified mail return receipt to Town Manager. The Town Manager or the Planning Director shall act within ten working days of receipt of the request; then if no action is taken, the request shall be deemed approved and final release granted to the subdivider or developer.
5. After receipt of the written notices required above, if the Planning Director takes no action within the times specified above and the subdivider or developer files suit in the local circuit court to obtain partial or final release of a bond, escrow, letter of credit, or other performance guarantee, as the case may be, the circuit court, upon finding the governing body or its administrative agency was without good cause in failing to act, shall award such subdivider or developer his reasonable costs and

attorneys' fees.

6. Neither the Council nor any administrative officer of the Town shall refuse to make a periodic partial or final release of a bond, escrow, letter of credit, or other performance guarantee for any reason not directly related to the specified defects or deficiencies in construction of the facilities covered by said bond, escrow, letter of credit or other performance guarantee.
7. For the purposes of this ordinance, a certificate of partial or final completion of such facilities from either a duly licensed professional engineer or land surveyor, as defined in and limited to Va. Code Ann. 54.1-400 or from a department or agency designated by the Council, may be accepted without requiring further inspection of such facilities.

10-9 As-Built Site Plans Required

Upon completion of all required improvements shown on the approved site development plan, the owner or applicant shall submit to the Planning Director for the Town of Warrenton a vellum or sepia transparency plus three (3) copies of the completed as-built site plan, or building location plat certified by an engineer, architect, or surveyor. The "as-built site plan" shall be submitted within a year of issuance of occupancy permits for the review and approval by the Public Utilities Director and Planning Director for conformity with the approved site plan and the ordinances and regulations of the Town of Warrenton and state agencies. Final approval of as-built plans shall be required before the final release of applicable bonds.

Article 11 Administration, Procedures and Enforcement

Amended by Town Council: February 12, 2013
December 11, 2018
December 10, 2019
March 10, 2020
April 12, 2022

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Article 11 Administration, Procedures and Enforcement

11-1 Administration

11-1.1 Zoning Administrator.

The provisions of this Ordinance shall be enforced by the designated agent of the Town of Warrenton, who shall be known as the Zoning Administrator. The Zoning Administrator shall have all necessary authority on behalf of the Town Council to administer and enforce the Zoning Ordinance. His authority shall include:

1. ordering in writing the remedying of any condition found in violation of this Ordinance;
2. insuring compliance with the ordinance, bringing legal action, including injunction, abatement, or other appropriate action or proceeding subject to appeal pursuant to § 15.2-2311 of the Code of Virginia and Article 11 of this Ordinance; and
3. in specific cases, making findings of fact and, with concurrence of the Town attorney, conclusions of law regarding determinations of rights accruing under § 15.2-2307 of the Code of Virginia.
4. granting a variance from any building setback requirement contained in the Zoning Ordinance in accord with Article 11 of this Ordinance and § 15.2-2286 of the Code of Virginia.
5. The Zoning Administrator shall respond within ninety (90) days of a request for a decision or determination on zoning matters within the scope of his authority unless the requester has agreed to a longer period.
6. In addition to the regulations and requirements herein contained concerning the administration of this Ordinance, the Zoning Administrator may establish reasonable additional administrative forms and procedures deemed necessary for the proper administration of this Ordinance.
7. Such other powers as may be granted in the Code of Virginia.

11-1.2 Certified Copy.

A certified copy of the Zoning Ordinance, as adopted and including any amendments, shall be filed in the office of the Zoning Administrator of Warrenton and in the office of the Clerk of the Circuit Court of Fauquier County, Virginia.

11-1.3 Processing Fees.

It is the intent of the Town that at least part of the cost of administering this Ordinance be borne by those responsible for development; therefore, a fee schedule, as prescribed by the Town Council and modified from time to time, shall apply to all permits, reviews, and

processing as required by this Ordinance.

- 11-1.4 Payment of Delinquent Taxes Prior to Filing a Land Use Application. Prior to the filing of an application for a special use permit, special exception, variance, rezoning, site plan, subdivision plat, land disturbance permit, or other land use permit, the applicant shall produce evidence that any delinquent Town real estate taxes properly assessed against the subject property have been paid in full, in accord with § 15.2-2286 (E) of the Code of Virginia, as amended.

11-2 Board of Zoning Appeals

11-2.1 General Provisions (Purpose, Authority and Membership)

- 11-2.1.1 The Board of Zoning Appeals shall hear and decide appeals from any order, requirement, decision or determination made by an administrative officer in the administration or enforcement of the Zoning Ordinance.
- 11-2.1.2 The Board of Zoning Appeals shall adopt such rules and regulations as it may consider necessary to carry out its authorized business.
- 11-2.1.3 The Board shall consist of five (5) members and shall be appointed by the Circuit Court of Fauquier County. Members shall be residents of the Town of Warrenton. The Board shall receive compensation for traveling expenses and may receive other such compensation as may be authorized by the Town Council. Appointments to fill vacancies occurring otherwise than by expiration of term shall in all cases be for the unexpired term.
- 11-2.1.4 The term of office shall be for five (5) years. One of the five (5) appointed members may be an active member of the Planning Commission.
- 11-2.1.5 Any member of the Board may be removed, for malfeasance, misfeasance or nonfeasance in office, or for other just cause, by the Circuit Court, after a hearing held after at least fifteen (15) days written notice.
- 11-2.1.6 Any member of the Board shall be disqualified to act upon a matter before the Board with respect to property in which the member has an interest.
- 11-2.1.7 The Board shall choose annually its own chairman and vice-chairman who shall act in the absence of the chairman.
- 11-2.1.8 The Town Manager shall appoint a staff member to serve as secretary to the Board of Zoning Appeals, without vote and shall prepare minutes of meetings, keep all records and conduct official correspondence of the Board. In the

absence of the secretary at any meeting, the Board shall appoint some other person, who may or may not be a member of the Board, to prepare the minutes thereof.

11-2.2 Rules and Regulations

- 11-2.2.1 The meeting of the Board shall be held at the call of its chairman or, in his absence, the acting chairman, or at such times as a quorum of the Board may determine.
- 11-2.2.2 The chairman, or, in his absence, the acting chairman, may administer oaths and compel the attendance of witnesses.
- 11-2.2.3 The Board shall keep minutes of its proceedings, showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact. It shall keep records of its examinations and other official actions, all of which shall be immediately filed in the office of the Board and shall be a public record.
- 11-2.2.4 All meetings of the Board shall be open to the public. A favorable vote of three (3) members of the Board shall be necessary to reverse any order, requirement, decision, or determination of any administrative official or to decide in favor of the applicant on any matter upon which the Board is required to pass.
- 11-2.2.5 For the conduct of any hearing and the taking of any action or transaction of official business, a quorum shall be required of not less than three (3) members of the Board.
- 11-2.2.6 In exercising its powers the Board may reverse or affirm, wholly or partly, or may modify the order, requirement, decision, or determination appealed from. The concurring vote of three (3) members shall be necessary to reverse any order, requirement, decision or determination of an administrative officer or to decide in favor of the applicant on any matter upon which it is required to pass under the Ordinance or to effect any proceedings and other official actions, which shall be filed in the office of the Board and shall be public records.

11-2.3 Powers and Duties

The Board of Zoning Appeals shall have the following powers and duties:

- 11-2.3.1. To hear and decide appeals from any order, requirement, decision or determination made by an administrative officer in the administration or enforcement of this Ordinance or of any ordinance adopted pursuant thereto, in

accord with Section 11-3.13 of this Ordinance, including decisions of the Zoning Administrator. The decision on such appeals shall be based on the Board's judgment of whether the administrative officer was correct. The Board shall consider the purpose and intent of any applicable ordinances, laws and regulations in making its decision. In the case of interpreting the zoning map, the board shall interpret the map in such way as to carry out the intent and purpose of the ordinance for the particular section or district in question. The Board shall not have the power to change the locations of district boundaries as established by Ordinance.

- 11-2.3.2. To authorize upon appeal or original application in specific cases a variance as defined in § 15.2-2201 of the Code of Virginia, from the terms of this Ordinance as will not be contrary to the public interest, when, owing to special conditions a literal enforcement of the provisions will result in unnecessary hardship; provided that the spirit of this ordinance shall be observed and substantial justice done and the requirements in Section 11-3.12.
- 11-2.3.3. No provision of this section shall be construed as granting any Board the power to rezone property or to base Board decisions on the merits of the purpose and intent of any ordinances duly adopted by the Town Council.
- 11-2.3.4. When giving any required notice to owners, their agents or the occupants of abutting property and property immediately across the street or road from the property affected, the Board may give such notice by first-class mail rather than by registered or certified mail.

11-2.3.5. Records

The Board shall keep minutes of its proceedings, showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact. It shall keep full records of its examinations and other official actions, all of which shall be immediately filed in the office of the Zoning Administrator and shall be a public record.

11-2.3.6. Periodic Reports

The Board shall submit a report of its activities to the Town Council at least once each year.

11-2.3.7. Limitation

All provisions of this Ordinance relating to the Board shall be strictly construed. The Board, as a body of limited jurisdiction, shall act in full

conformity with all provisions and definitions in this Ordinance and in strict compliance with all limitations contained therein.

11-2.3.8. Decisions Subject to Judicial Review

In accord with § 15.2-2314 of the Code of Virginia, as amended, all decisions and findings of the Board shall be final decisions, and shall be subject to judicial review in the following manner:

1. Any person or persons jointly or severally aggrieved by any decision of the Board of Zoning Appeals, or any taxpayer or any officer, department, board or bureau of the Town, may present to the Circuit Court of Fauquier County a petition specifying the grounds on which aggrieved within thirty (30) days after the filing of the decision in the office of the Board of Zoning Appeals.
2. Upon the presentation of such petition, the court shall allow a Writ of Certiorari to review the decision of the Board of Zoning Appeals and shall prescribe therein the time within which a return thereto must be made and served upon the petitioner's attorney, which shall not be less than ten (10) days and may be extended by the court. The allowance of the writ shall not stay proceedings upon the decision appealed from, but the court may, on application, on notice to the Board of Zoning Appeals and on due cause shown, grant a restraining order.
3. The Board of Zoning Appeals shall not be required to return the original papers acted upon by it but it shall be sufficient to return certified or sworn copies thereof or of such portions thereof as may be called for by such writ. The return shall concisely set forth such other facts as may be pertinent and material to show the grounds of the decision appealed from and shall be verified.
4. If, upon the hearing, it shall appear to the court that testimony is necessary for the proper disposition of the matter, it may take evidence or appoint a commissioner to take such evidence as it may direct and report the same to the court with the commissioner's findings of fact and conclusions of law, which shall constitute a part of the proceedings upon which a determination of the court shall be made. The court may reverse or affirm, wholly or partly, or may modify the decision brought up for review.
5. Costs shall not be allowed against the Board of Zoning Appeals, unless it shall appear to the court that the Board acted in bad faith or with malice in making the decision appealed from. In the event the decision of the Board is affirmed and the court finds that the appeal was frivolous, the court may order the person or persons who requested the issuance of the writ of certiorari to pay the costs incurred in making a return of the record pursuant to the Writ of Certiorari.

11-3 Procedures for Application Review and Approval

11-3.1 Types of Permit Applications

This Ordinance provides for the following types of permit applications for land use and development:

1. *Land Disturbance Permit* - subject to review and approval by the Planning Director.
2. *Zoning Permit* - subject to review and approval by the Zoning Administrator.
3. *Building Permit* - subject to review and approval by the Building Official.
4. *Occupancy Permit* - subject to review and approval by the Zoning Administrator.
5. *Site Development Plan* - in accordance with the Zoning Ordinance of the Town of Warrenton and subject to review and approval by the Planning Director.
6. *Subdivision Plat* - in accordance with the Subdivision Ordinance of the Town of Warrenton and subject to review and approval by the Planning Director.
7. *Commission Permit ("2232 Review")* - subject to public review and approval by the Planning Commission.
8. *Zoning Amendment (including Conditional Zoning Procedures)* - subject to review and approval by the Town Council.
9. *Special Use Permit* - subject to review and approval by the Town Council.
10. *Variances* - subject to review and approval by the Board of Zoning Appeals and, for certain cases as provided for herein, subject to review and approval by the Zoning Administrator.
11. *Appeals* - subject to review and approval by the Board of Zoning Appeals.
12. *Additional Governmental Approval*. All departments, officials and public employees of the Town vested with the duty or authority to issue permits or licenses shall conform to the provisions of this chapter. They shall issue permits or licenses for uses, buildings or purposes only when they are in conformance with the provisions of this Ordinance. Any such permit or license, if issued in conflict with the provisions of this Ordinance, shall be null and void.

11-3.2 Public Hearing Procedures

11-3.2.1 Advertisement and Notice is Required.

Prior to each public hearing involving planning and zoning matters before the Planning Commission, the Town Council or the Board of Zoning Appeals, the Town shall provide advertisement and written notice as may be required by §§ 15.2-2204 and 15.2-2285 of the Code of Virginia, as amended.

11-3.2.2 Notice by Town.

Notwithstanding any other provisions of this section, whenever the notices required under this Section are sent on behalf of an agency, department or division of the Town, such notice shall be sent by the Zoning Administrator and may be sent by first class mail; however, the Zoning Administrator shall make affidavit that such mailings have been made and file such affidavit with the papers in the pertinent application or case.

11-3.2.3 Notice and Certification by Applicant.

For any application for amendment or development approval for which a public hearing is required before the Planning Commission and the Council and which is initiated by an applicant, the applicant shall be responsible for providing notice in accord with § 15.2-2204 of the Code of Virginia. A certification of notice and a listing of the persons to whom notice has been sent shall be filed with the Zoning Administrator by the applicant at least five days prior to the first public hearing of the Commission. A counterpart of such affidavit shall be presented to the Planning Commission or the Council at the beginning of its public hearing. The applicant may rely upon records of the local real estate assessor's office or the applicable website, if available, to ascertain the names of persons entitled to notice.

11-3.2.4 Condominium Ownership.

In the case of a condominium, written notice may be sent to the unit owner's association instead of to each individual unit owner.

11-3.2.5 Additional Notice Required for Deferrals

If an item is not heard at a public hearing for which it was noticed, but is deferred to a specific date, no additional notice at a public hearing is required by this Section.

11-3.2.6 Additional Notice Required for Recessed Public Hearings.

If a public hearing is begun but the agenda not completed, thereby requiring the meeting to be recessed, no additional notice is required as long as the dates for completion of the public hearing agenda is announced at the hearing which has been recessed.

11-3.2.7 Speakers at Public Hearings.

All witnesses and speakers presenting facts, evidence or opinion at any public hearing shall provide their name, address and affiliation, if any, for the record.

Witnesses or speakers may be required to give oath or affirmation regarding the truth of their statements. At the discretion of the person presiding over the hearing, speakers may be limited as to the time they are allowed to speak.

11-3.3 Land Disturbance Permit

11-3.3.1 Permit Required

No person shall engage in any kind of land disturbing activity, as defined in Article 11, within the Town of Warrenton until they have acquired a Land Disturbance Permit.

Whenever a land disturbing activity is proposed to be conducted by a contractor performing construction work pursuant to a construction contract, the preparation, submission, and approval of the required erosion and sediment control plan and receipt of a land disturbance permit shall be the responsibility of the owner of the land.

11-3.3.2 Plan Submission

If filed separately from a site development plan, three (3) copies of the erosion and sediment control plan shall be submitted to the Administrator. If submitted with the site development plan, the erosion and sediment control plan shall accompany each copy of the site plan submission.

11-3.3.3 Approved Plan.

An approved plan is required before the issuing of any other building or development permits.

11-3.3.4 Plan, Action.

Any erosion and sedimentation plan submitted under the provisions of this Article and the Town's Erosion and Sediment Control Ordinance will be acted on within forty-five (45) days from receipt by either approving or disapproving in writing and, if disapproved, giving specific reasons for such disapproval. If no formal action has been taken by the plan approving authority within forty-five (45) days after receipt of a plan, the plan shall be deemed approved.

11-3.3.5 Plan Amendments.

An approved plan may be changed by the plan approving authority in the following cases:

1. where inspection has revealed that the plan is inadequate to satisfy applicable regulations; or
2. where the person responsible for carrying out the approved plan finds that because of changed circumstances, or for other reasons, the approved plan cannot be effectively carried out, and proposed amendments to the plan, consistent with the requirements of this Article, are agreed to by the plan approving authority and the person responsible for carrying out the plan.

11-3.3.6 Bonding.

Prior to the issuance of any permit, the Administrator shall also require an applicant to submit a reasonable performance bond with surety, cash escrow, letter of credit, any combination thereof, or such other legal arrangement acceptable to the Town Attorney for the Town of Warrenton, to ensure that measures could be taken by the Town, at the applicant's expense, should they fail, after proper notice, within the time specified to initiate or maintain appropriate conservation action which may be required of them by the approved plan as a result of their land disturbing activity. This cash escrow, letter of credit, or other acceptable legal arrangement will provide for a right-of-entry by representatives of the Town, for purposes of inspection, reinstallation, maintenance, or any conservation practices as may be necessary.

1. If the Town takes such conservation action upon such failure by the permittee, the agency may collect from the permittee for the difference should the amount of the reasonable cost of such action exceed the amount of the security held.
2. Within sixty (60) days of the achievement of adequate stabilization of the land disturbing activity, the bond, cash escrow, letter of credit, or other legal arrangement, or the unexpended or unobligated portion thereof, shall be refunded to the applicant or terminated.
3. These requirements are in addition to all other provisions of this Article relating to the issuance of such permits and are not intended to otherwise affect the requirements for such permits.

11-3.3.7 Inspections and Enforcement, Generally.

Inspections shall be performed by the Town's Construction Inspector or Building Official and enforcement shall be performed by the Zoning Administrator.

11-3.3.8 Monitoring, Reports, and Inspections.

The Construction Inspector or Building Official, through the Administrator shall: (i) provide for periodic inspections of the land disturbing activity, and (ii) may require monitoring and reports from the person responsible for carrying out the plan, to ensure compliance with the approved plan and to determine whether the measures required in the plan are effective in controlling erosion and sediment. The owner, permittee or person responsible for carrying out the plan, or operator shall be given notice of the inspection. If the plan approving authority through the Administrator determines that there is a failure to comply with the plan, notice shall be served upon the permittee or person responsible for carrying out the plan by registered or certified mail to the address specified in the permit application or in the mail to the plan certification, or by delivery at the site of the land disturbing activity to the agent or employee supervising such activities. The notice shall specify the measures needed to comply with the plan and shall specify the time within which such measures shall be completed. Upon failure to comply within the time specified, the permit may be revoked and the permittee or person responsible for carrying out the plan shall be deemed in violation of this Article and upon conviction shall be subject to the penalties provided in Section 11-5 herein.

With respect to approved plans for erosion and sediment control in connection with all regulated land disturbing activities which require a permit, the Administrator may require of the person responsible for carrying out the plan such monitoring and reports, and may make such on-site inspections, after notice to that person, as are deemed necessary to determine whether the soil erosion and sediment control is performed, and whether such measures are effective in controlling soil erosion and sediment resulting from the land disturbing activity. Such person shall have the opportunity to accompany the inspector on any on-site inspection.

After land clearing operations have begun, no area shall be denuded for more than thirty (3) days unless authorized by the Administrator. All trenches for storm, sewer, water, and gas lines are to be backfilled, compacted, seeded, and mulched within seven (7) days of backfill.

11-3.3.9 Acceptance of Performance.

Upon completion of an approved erosion and sedimentation control plan, the permittee shall notify the Administrator of such completion. The Town Construction Inspector or Building Official shall then inspect the work and plantings, and upon their determination that they are in compliance with the approved plan, they shall notify the Administrator, who shall issue a letter of

preliminary acceptance. A condition of any such preliminary acceptance shall be that the applicant or permittee guarantee all erosion and sedimentation control work for a period of one (1) year from the date of its preliminary acceptance, or for a period of one (1) year from repair or replanting ordered by the Administrator, until such time that all control structures and a minimum of ninety (90) percent of all plantings shall have survived for a year without need of further replanting or repair. The Administrator may order in writing such replanting or repair work as shall be deemed necessary to enforce compliance with the approved plan and guarantee at any time during the one (1) year period. Such an order shall serve to revoke the preliminary acceptance and shall cause the applicant to renew the guarantee for an additional one (1) year from the date of replanting or repair. Final acceptance shall occur when preliminary acceptance has remained unrevoked for a period of one (1) year, or when all control structures and a minimum of ninety (90) percent of all plants have survived for a period of one (1) year without need of further replanting or repair. For the purposes of this Article, normal cleaning of silt basins alone shall not be construed to be repair work.

11-3.3.10 Appeals.

Final decisions of the Administrator under this Article shall be subject to review by the Board of Zoning Appeals, provided, that an appeal is filed within thirty days from the date of any written decision by the Administrator.

Final decisions of the Administrator or Board of Zoning Appeals under the Article shall be subject to review by the Fauquier County circuit court, provided, that an appeal is filed within thirty (30) days from the date of the final written decision of the Board.

11-3.3.11 Violations; Remedies; Civil Penalties; Notice.

1. Stop Work Order.

Upon receipt of a sworn complaint of a violation of this Article from the representative of the program authority or the Board responsible for ensuring program compliance, the chief administrative officer of the program authority or the Board may, in conjunction with or subsequent to a notice to comply as specified in subsection A above, issue an order requiring that all or part of a land-disturbing activities permitted on the site be stopped until the specified corrective measures have been taken or, if land-disturbing activities have commenced without an approved plan requiring that all of the land-disturbing activities be stopped until an approved plan or any required permits are obtained. Where the alleged

noncompliance is causing or is in imminent danger of causing harmful erosion of lands or sediment deposition in waters within the watersheds of the Commonwealth, or where the land-disturbing activities have commenced without an approved plan or any required permits, such an order may be issued whether or not the alleged violator has been issued a notice to comply as specified in subsection A above. Otherwise, such an order may be issued only after the alleged violator has failed to comply with a notice to comply.

The order shall be served in the same manner as a notice to comply, and shall remain in effect for seven days from the date of service pending application by the enforcing authority or alleged violator for appropriate relief to the circuit court of the jurisdiction wherein the violation was alleged to have occurred. If the alleged violator has not obtained an approved plan or any required permits within seven days from the date of service of the order, the chief administrative officer or his designee may issue an order to the owner requiring that all construction and other work on the site other than corrective measures be stopped until an approved plan or any required permit have been obtained.

Such an order shall be served upon the owner by registered or certified mail to the address specified in the permit application or the land records of the locality in which the site is located. The owner may appeal the issuance of an order to the circuit court of the jurisdiction wherein the violation was alleged to have occurred. Any person violating or failing, neglecting, or refusing to obey an order issued by the chief administrative officer or his designee may be compelled in a proceeding instituted in the circuit court of the jurisdiction wherein the violation was alleged to have occurred to obey same and to comply therewith by injunction, mandamus or other appropriate remedy. Upon completion and approval of corrective action or obtaining an approved plan or any required permits, the order shall immediately be lifted.

2. Civil Penalties, generally.

Except as set out immediately herein below, any person who violates this Article may be liable to the Town in a civil action for civil penalties of One Hundred Dollars (\$100.00) for any one violation. Each day during which the violation is found to have existed shall constitute a separate offense. The total civil penalties for a series of specified violations arising from the same operative set of facts shall not exceed Three Thousand Dollars (\$3,000.00). Notwithstanding the foregoing, the civil penalty for commencement of land-disturbing activities without an

approved permit as provided in Section 4-5 of this ordinance shall be One Thousand Dollars (\$1,000.00), except that civil penalties for a series of violations arising from the commencement of land-disturbing activities without an approved plan for any site shall not exceed a total of Ten Thousand Dollars (\$10,000.00).

3. Injunctions and Other Relief.

Notwithstanding any other relief or remedy available under this Article, the Administrator may apply to the Circuit Court of Fauquier County for injunctive or such other equitable relief as might be appropriate in the case of a violation or threatened violation of any of the provisions of the Article, without the necessity of showing that there does not exist an adequate remedy at law.

4. Notice of Violation.

In no case shall the Administrator begin legal action to enforce the provisions of this Article unless and until they have first given, or made diligent effort to give, specific notice to the applicant or permittee, as the case may be, of any violation of this Article for which such legal or equitable relief is to be sought. Such notice shall give the applicant or permittee a reasonable opportunity under the particular circumstances to correct the situation before the enforcement action is brought.

5. Civil Penalties.

Any person violating or failing, neglecting, or refusing to obey any injunction, mandamus, or other remedy obtained pursuant to this Article shall be subject, in the discretion of the court, to a civil penalty not to exceed \$2,000 for each violation.

6. Cumulative Remedies.

The remedies provided for in this Article shall be cumulative in the sense that the imposition of, or attempt to impose, one (1) remedy shall not act as a restriction of any right to impose or attempt to impose, any other remedy authorized by this Article.

7. Administrative Fines.

With the consent of any person who has violated or failed, neglected or refused to obey any regulation or order of the Administrator, or any

condition of a permit or any provision of this Article, the Town Council, or the Administrator may provide, in an order issued by the Town Council or the Administrator against such person, for payment of civil charges for violations in specific sums, not to exceed Two Thousand Dollars (\$2,000) for each violation. Such civil charges shall be instead of any appropriate civil penalties which could be imposed as outlined in Section 11-5.

11-3.3.12 Criminal Penalties - Misdemeanor.

Violators of this Article shall be guilty of a Class One misdemeanor and subject to a fine not exceeding \$2,500, or twelve months imprisonment in jail, or both, for each violation.

11-3.4 Zoning Permits

11-3.4.1 Zoning Permit Required

No permitted principal or accessory building, structure or use, or building, structure or use permissible by special exception, shall be constructed, reconstructed, moved, added to or structurally altered or otherwise allowed without a zoning permit issued by the Zoning Administrator. A zoning permit is required in all cases where a building permit is required.

Failure to obtain a zoning permit shall be a violation of this chapter and punishable under Section 11-5.

The Zoning Administrator shall maintain a record of all zoning permits and a copy shall be furnished, upon request, to any person.

11-3.4.2 Application for Zoning Permit

An application for a Zoning Permit shall be made to the Zoning Administrator, who shall require and be furnished by the applicant with all plans and documents as may be determined to be necessary to evaluate whether the proposed structure and facilities will be in compliance with the provisions of this Ordinance.

In order for an application for a zoning permit to be deemed complete, each such application shall be accompanied by the following items, unless waived by the Zoning Administrator as not pertinent. The Zoning Administrator may also require additional information necessary in order to determine if the application conforms with the provisions of this Ordinance.

1. A statement from the Town Director of Public Works that all applicable regulations and requirements for water and wastewater facilities have been complied with.
2. A complete description of the intended use or uses.
3. If a dwelling, the number of housekeeping units within the structure.
4. A plot plan signed by the applicant drawn to scale showing dimensions of the structure with respect to property lines and public highways; provided, no part of which is to be located less than the required setback distance from any property line or right-of-way of any public highway.
5. Number, size, location and lighting of signs, if any.
6. Off-street parking and other facilities.
7. Proposed utilities and their locations.
8. Drainage design and proposal.
9. Topographic map, if determined to be necessary by the zoning administrator.
10. Fee in accord with the fee schedule adopted by the Town Council.

11-3.4.3 Standards for Issuance

Zoning permits issued on the basis of plans and applications approved by the zoning administrator authorize only the use, arrangement and construction set forth in the approved plans and applications, and no other use, arrangement or construction. Use, arrangement and construction at variance with that authorized shall be deemed a violation of this chapter and punishable as provided under Section 11-5.

No zoning permit shall be issued where it appears that the structure to be constructed or the use contemplated would be in violation of the provisions of this Ordinance or any other applicable law, ordinance or regulation. The issuance of a zoning permit shall not afford protection to any owner who is found to be in violation of this Ordinance or any other applicable law, ordinance or regulation.

If it appears that the proposed structure and use of land or structure is in conformity with the provisions of this chapter, a zoning permit shall be issued to the applicant by the zoning administrator. If an intended use is found to be in compliance with this Ordinance, before proceeding, the applicant is still required to ensure compliance with the Virginia Uniform Statewide Building Code, and all other applicable laws, ordinances and regulations.

Approval or denial of a zoning permit shall be made within ten (10) working days of the time at which the Zoning Administrator has deemed that the zoning

permit application is complete.

11-3.4.4 Duration of Valid Zoning Permit

Any zoning permit issued shall be valid for one year. If an applicant has not completed construction of the building after one year of receiving the permit, the applicant may re-apply.

11-3.5 Building Permits

11-3.5.1 Building Permit Required

No principal or accessory building, structure or use shall be constructed, reconstructed, moved, added to or structurally altered or otherwise allowed without a building permit issued by the Building Official.

Failure to obtain a building permit shall be a violation of this chapter and punishable under Section 11-5 of this Ordinance.

The Building Official shall maintain a record of all building permits and a copy shall be furnished, upon request, to any person.

11-3.5.2 Application for Building Permit

An application for a Building Permit shall be made to the Building Official, who shall require and be furnished with all such plans and documents as may be required to determine whether the proposed structure and facilities will be in compliance with the provisions of this ordinance and with the Virginia Statewide Uniform Building Code.

In order for an application for a Building Permit to be deemed complete, each such application shall be accompanied by the following items, unless an item is deemed not pertinent by the Building Official, and such additional information as the Building Official may require as being necessary in order to determine if the application conforms with the provisions of this Ordinance and the Building Code:

1. The size and shape of the parcel of land on which the proposed building is to be constructed
2. Scale drawings which accurately show the design, construction, dimensions and materials of all proposed buildings and structures
3. The location of such buildings and structures with respect to the property lines of said parcel of land, and the right-of-way of any street or highway

adjoining said parcel of land.

4. Proposed utilities and their location.
5. Drainage scheme.
6. Fee in accord with the fee schedule adopted by the Town Council.

11-3.5.3 Standards for Issuance

Building permits issued on the basis of plans and applications approved by the Building Official authorize only the use, arrangement and construction set forth in such approved plans and applications, and no other use, arrangement or construction. Use, arrangement and construction at variance with that authorized shall be deemed a violation of this chapter and punishable as provided under Section 11-5 of this chapter.

No building permit shall be issued before receipt of a zoning permit for the proposed use and structure. Building and zoning permits for the same use and structure may be submitted, reviewed and approved concurrently.

No building permit shall be issued where it appears that the structure to be constructed or the use contemplated would be in violation of the provisions of this Ordinance or any other applicable law, ordinance or regulation. The issuance of a building permit, however, shall not afford protection to any owner who is found to be in violation of this Ordinance or any other applicable law, ordinance or regulation.

If the proposed structure is in conformity with the provisions of this Ordinance and the Virginia Uniform Statewide Building Code, a building permit shall be issued to the applicant by the Building Official.

Approval or denial of a building permit shall be made within ten (10) working days of the time at which the Building Official has deemed that the application for permit is complete.

11-3.5.4 Duration of Valid Building Permit

Building permits issued shall be valid for one year.

11-3.6 Occupancy Permit

11-3.6.1 Occupancy Permit Required.

Land may be used, and buildings occupied, structurally altered, erected, or changed in use for any purpose as permitted in the District in which such land

or building is located, only after an occupancy permit has been issued by the Zoning Administrator. Such a permit shall state that the building or the proposed use, or the use of the land, complies with the provisions of this Ordinance. A similar permit shall be issued for the purpose of maintaining, renewing, or changing a nonconforming use. An occupancy permit either for the whole or a part of a building or the use of the land shall be applied for simultaneously with the application for a building permit.

11-3.6.2 Standards for Issuance.

The Occupancy Permit shall be issued within ten (10) days after final approval by the Building Official of the erection or structural alteration of such building or part which has conformed with the provisions of this Ordinance and all previously issued permits and approvals for the site, including building permits, zoning permits and site plans.

No Occupancy Permit shall be granted until all improvements shown on any approved site plan have been completed in accordance therewith.

11-3.7 Site Development Plan

11-3.7.1 Site Development Plan Required

No person shall commence any use or erect any structure, including additions to existing structures, parking areas or other required site plan features, without first obtaining the approval of a site development plan by the Planning Director as set forth in this article. No use shall be carried on, no structure erected or enlarged, and no other improvement or construction undertaken, except as shown upon an approved site development plan.

A site development plan shall be required for the following uses in the enumerated districts:

- Multi-family dwellings, town houses and all other dwellings except single family detached, two-family and accessory dwellings.
- All uses in the RO, PSP, CBD, LI and C Districts
- For all special use permits

11-3.7.2 Exemptions from Site Development Plan Requirement

The following are exempt from having to file a site plan: the lawful construction, alteration and occupancy of a single or two-family dwelling or

accessory unit, with or without a garage. Exemption from the site plan requirements does not authorize violation of any other provision of this Ordinance.

11-3.7.3. Site Development Plan Requirements

Every site plan shall be submitted to the Planning Director in accordance with the applicable standards and regulations for Site Development Plans as provided in the Town of Warrenton Subdivision and Development Ordinance.

11-3.7.4. Review and Approval

Upon receipt of any Site Development Plan, the Zoning Administrator shall review it in accordance with the applicable procedures, standards and regulations for Site Development Plans as provided in this Ordinance.

11-3.7.5. Revisions To, Or Deviation From, Approved Plan.

After a Site Development Plan has been approved by the Zoning Administrator, minor adjustments of the plan, which are in substantial compliance with this article and the other provisions of this Ordinance and which serve the overall purposes of this section, may be approved by the Zoning Administrator. Deviation from an approved site plan without the written approval of the zoning administrator shall void the plan and the Zoning Administrator shall require the applicant to resubmit a new plan for consideration. Any major revision of an approved Site Development Plan shall be made in the same manner as the originally approved plan.

11-3.8 Commission Permit (“2232 Review”)

11-3.8.1 Permit Required

In accord with the Code of Virginia, §15.2-2232, no street, park or other public area or public structure, public utility, public building or public service corporation facility other than railroads, whether publicly or privately owned, shall be constructed, established or authorized unless and until the general location or approximate location, character and extent thereof has been submitted to and approved by the Planning Commission as being substantially in accord with the adopted comprehensive plan or part thereof.

Widening, narrowing, extension, enlargement, vacation or change of use of streets or public areas shall likewise be submitted for approval, but paving, repair, reconstruction, improvement, drainage or similar work and normal

service extensions of public utilities or public service corporations shall not require approval, unless involving a change in location or extent of a street or public area.

11-3.8.2 Application

An application for a commission permit shall be filed with the Zoning Administrator and shall meet the minimum submission requirements as prescribed for a zoning permit in Section 11-3.4.2. and in addition shall include a written statement of justification from the applicant as to why the proposed improvement should be deemed to be in accord with the Comprehensive Plan.

An application is not necessary for features already specifically shown on the Comprehensive Plan, as determined by the Planning Director.

11-3.8.3 Planning Commission Action

In connection with any such determination, the Planning Commission may, and at the direction of the Town Council shall, hold a public hearing, after notice as required by §15.2-2204 of the Code of Virginia.

The Planning Commission shall communicate its findings pursuant to this section to the Town Council, indicating its approval or disapproval, along with written reasons therefore. Failure of the commission to act within sixty (60) days of submission of an application, unless such time is extended by the Council, shall be deemed approval.

11-3.8.4 Issuance of Permit; Town Council Review

The Zoning Administrator, on behalf of the Planning Commission, shall issue a Commission Permit following approval by the Planning Commission pursuant to this section. The Council may overrule the action of the Commission by a vote of a majority of its membership.

11-3.8.5 Appeal of Denial of Permit

The owners or their agents may appeal the decision of the Planning Commission to the Council within ten (10) days after the decision of the Commission. The appeal shall be by written petition to the Council setting forth the complete reasons for the appeal. The appeal shall be heard by the Council within sixty (60) days of its submission. A majority vote of the Council shall overrule the Commission.

11-3.9 Zoning Amendments

11-3.9.1 Authority for Change.

Whenever the public necessity, convenience, general welfare, or good zoning practice require, the Town Council may, by ordinance, amend, supplement, or change the regulations, district boundaries, or classifications of property. Any such amendment may be initiated by resolution of the Town Council, or by motion of the Planning Commission, or by petition of any property owner, addressed to the Town Council, in accord with the procedures and requirements of this Ordinance.

The regulations, restrictions and boundaries established in this Ordinance may, from time to time, be amended, supplemented, changed, modified or repealed, by ordinance, by a majority vote of the Town Council after recommendation by the Planning Commission, provided that a public hearing shall be held in relation thereto at which parties in interest and citizens shall have an opportunity to be heard; and that notice shall be given of the time and place of such hearing as provided for in §§ 15.2-2204 and 15.2-2285 of the Code of Virginia, as amended.

11-3.9.2 Initiation of Amendment

Either a zoning map or text amendment may be proposed by resolution of the Town Council, by motion of the Planning Commission, or by application by the owner, contract purchaser with the owner's written consent, or the owner's agent therefore, of the property which is the subject of the proposed amendment.

11-3.9.3 Submission of Application for Amendment.

Every application for amendment of the Zoning Ordinance shall contain the following items, as applicable. Applicability shall be determined by the Planning Director who may waive or modify any of the designated submission items if appropriate given the nature of the application and so as to facilitate review by the Town and the public. Five (5) copies of the complete application shall be submitted.

1. The applicant's name, address, phone number and email address, and signature.
2. The applicant's authorized representative's name, address, phone number and email address.

3. The property owner's name, address, phone number and email address and signature.
4. A summary of existing data and conditions of the property, including:
 - Existing zoning classification
 - Tax Map and parcel numbers
 - Address of the property
 - Total acreage
5. A plan of the property, at a scale of 1"=200', showing the extent of the area to be rezoned, streets bounding and intersecting the area, the land use and zone classification of abutting districts, and photographs of the area to be rezoned and abutting areas.
6. A plan to a scale of 1" = 200', unless an alternative scale is requested and approved by the Planning Director, indicating the locations of existing and proposed topography, vegetation, floodplain, wetlands, structures, uses, streets, and areas for off-street parking and loading.
7. A boundary survey of the property to be rezoned
8. Information at the time of submission, on all parcels contiguous to the subject property and any property within 100 feet of the boundary, including:
 - Existing zoning
 - Existing land use
 - Proposed land use
 - Historic buildings or structures
9. A statement of justification that explains the circumstances in the proposed district and the abutting districts and any other factors on which the applicant relied as reasons for supporting the proposed zoning amendment, including the degree of compliance of the proposed request and subsequent development plans with the provisions of the Comprehensive Plan.
10. The approximate time schedule for the beginning and completion of development in the area and any proposed phasing of the development.
11. A Concept Development Plan for the property, showing the proposed uses and their general relationships within the site and external to the site, including proposed structures, uses, streets, parking areas, open space areas, vegetation, sidewalks and trails and means of access to the existing road system
12. A Traffic Study that shows the projections for trip generation, traffic volume and levels of service on site and on the adjacent road system,

including provisions for safely accommodating both vehicular and pedestrian traffic.

13. Information about the market area to be served by the proposed development if a commercial use, including population, effective demand for proposed business facilities, and any other information describing the relationship of the proposed development to the needs of the market area.
14. A statement of Impact Mitigation describing and analyzing the various impacts of the proposed rezoning, including fiscal, environmental conditions, and public facilities and utilities impacts, and the proposed methods for mitigating any anticipated impacts.
15. Any development conditions or proffers
16. Disclosure of Real Parties in Interest
17. Certificate of Payment of Taxes, verifying that real estate taxes have been paid for all property included in the application.
18. Record of Pre-Application Conference
19. Fees, in accord with the fee schedule adopted by the Town Council
20. A statement describing in detail the existing character of the area.

11-3.9.4 Staff Review of Application

1. Pre-Application Conference.

Prior to filing an application, an applicant shall meet with the Planning Director and discuss the proposed application and land uses and questions regarding the procedures or substantive requirements of this Ordinance. In connection with all such conferences, the Zoning Administrator shall be consulted as appropriate. A request for a pre-application conference shall be made to the Planning Director and shall be accompanied by a sketch map of the site, a description of the proposed project or use, and a list of the issues to be discussed at the conference. The Planning Director shall respond to each written request for a pre-application conference within fifteen (15) calendar days of receipt.

2. Review of Application for Completeness.

No application shall be accepted and reviewed unless determined by the Planning Director to be complete. A complete application is one which meets the minimum submission requirements established herein. Each application shall be reviewed to determine if it includes the minimum submission requirements. The Planning Director shall maintain a current log of all pending complete applications.

3. Acceptance of Complete Application.

Within fifteen (15) calendar days of submission of the application, the Planning Director shall either officially accept the application as complete and forward to the applicant a notice of acceptance, or reject the application if it is incomplete and forward to the applicant a notice of incompleteness specifying those areas of additional information necessary for acceptance and review.

If a notice of incompleteness is issued, the applicant may resubmit the application with the additional data required. Upon resubmission, the Planning Director will review the resubmitted application in the manner provided in this section for the original application.

If the application is not resubmitted within sixty (60) days of being determined incomplete, the Planning Director shall notify the applicant that the original application has been rejected as incomplete.

4. Referrals. Upon official acceptance of the application for zoning amendment, the Planning Director shall forward a copy of the application to all town departments and county or state agencies whose comments are necessary or desirable for full and appropriate review of the merits of the application.
5. Referral responsibilities. Each reviewing agency shall prepare a staff report of referral comments which sets out in writing its comments and recommendations regarding the application and shall forward such staff report to the Director of Planning.
6. Review of Referrals. All referral comments shall be provided to and reviewed by the Director of Planning within thirty (30) calendar days after an application has been officially accepted. The Planning Director shall forward to the applicant a written review of the issues raised by the application.
7. Applicant Response. Upon receipt of the written report from the Planning Director, an applicant may submit a written request for a meeting with the Planning Director to discuss the matters contained in the report and the application. Such request shall include a response to the matters raised in the Director's written report.
8. Required Action by Other Entities. In the event that this Ordinance requires that an application not be granted until acted upon by some government board or agency other than the Town Planning Commission

and Council, the Planning Director shall forward the application for amendment to such board or agency for appropriate action prior to notification to an applicant that an application is ready to be presented to the Planning Commission or Town Council. The Planning Commission may make its recommendations on an application contingent on required action by the other boards or agencies.

9. Report and Notice to Applicant. The Planning Director shall compile the referrals and other information pertinent to the application, prepare a written staff report with proposed findings and recommendations as to the application, and notify the applicant that the report is complete and the application is ready to be presented to the Planning Commission and Town Council for public hearing.
10. Submission to Planning Commission. Within sixty (60) days of formal acceptance of the application, the Planning Director shall forward the application and staff report to the Planning Commission for its review.

11-3.9.5 Amendment to Application

An application may be amended by the submission of additional information or proposed changes to the application after it has been officially accepted. If the additional information or proposed changes submitted are to conform with recommendations made by Town staff, commissions or boards, then it shall not be deemed an amendment and the application shall continue to be processed on its original time line.

However, if the additional information or proposed changes submitted by the applicant are at the applicant's request, then the Planning Director shall review the information within fifteen (15) calendar days of receipt and render a finding as to whether the submitted information necessitates repeating any portion of the review process including public hearings. If any portion must be repeated, the Director shall notify the applicant in writing within the fifteen (15) calendar day period that the additional information or proposed changes must be withdrawn, submitted as a new application, or will require the applicant to approve an extension of the time limits prescribed in this Section and such notice shall specify the required extension. The applicant will then have fifteen (15) calendar days to provide the Director with a written response either granting the necessary extension or withdrawing the additional information or proposed changes. If the applicant chooses to withdraw the information, then the application will proceed based on its original timeline.

11-3.9.6 Withdrawal of Application

An application for rezoning may be withdrawn at any time upon written request by the applicant and with the consent of either the Planning Commission or the Town Council, whichever body has advertised the hearing; There shall be no refund of rezoning fees in the case of withdrawal either before or after advertising. In the event of and upon such withdrawal, processing of the motion, resolution or petition shall cease without further action.

11-3.9.7 Planning Commission Review.

Within sixty (60) calendar days after a zoning amendment application has been submitted to the Planning Commission from the Planning Director, and generally within one hundred twenty (120) days after official acceptance of the application by the Town, the Planning Commission shall hold a public hearing on the application after notice as required by § 15.2-2204 of the Code of Virginia.

11-3.9.8 Report by Planning Commission

The Planning Commission shall report to the Town Council its recommendation with respect to the proposed amendment. Failure of the Planning Commission to report to the Town Council within one hundred (100) days after the first meeting of the commission after the proposed amendment or reenactment has been referred to the commission, shall be deemed a recommendation for approval, unless the proposed amendment or reenactment has been withdrawn by the applicant prior to the expiration of the time period

If the proposed amendment consists of a change in the text of this Ordinance, the Commission may recommend revisions to the proposal. If the proposed amendment consists of a change in zoning district boundaries, it may recommend that the land be rezoned to a different zoning district classification than that requested if the Commission is of the opinion that such revision is in accord with sound zoning practice and the adopted Comprehensive Plan, is in furtherance of the purposes of this Ordinance and is not more intensive than the advertised/noticed proposed use. Before recommending a larger extent of land or a rezoning to a more intensive classification than was set forth in the application, the Commission shall hold an additional duly noticed public hearing on the matter.

In recommending the approval or denial of any proposed amendment to this Ordinance, the Planning Commission should state its reasons for such

recommendation.

Tabling or deferring an application for rezoning on the grounds of inadequate data may be requested by the applicant for a period of no longer than ninety (90) days, after which the application shall be considered to be automatically withdrawn. All costs involved in re-applying and re-advertising shall be paid by the applicant.

11-3.9.9 Town Council Review and Action.

After receiving the report of the Planning Commission, or after the lapse of one hundred (100) days past the initial meeting of the Planning Commission on the application without Commission recommendation, the Town Council shall hold its own public hearing after notice and advertising required by § 15.2-2204 of the Code of Virginia. The Council may approve the zoning amendment as requested by the applicant, it may deny the amendment, or it may approve a zoning classification of less intensity than that requested, if available in the Ordinance, without holding a new hearing. No land may be zoned to a more intensive use classification than was contained in the public notice without an additional public hearing. The Town Council must act on the proposed zoning amendment within one year of official acceptance of the application.

11-3.9.10 Evidentiary Matters Before the Town Council

All information, testimony or other evidence presented by an applicant for a zoning amendment shall be presented to the Planning Commission in conjunction with its review and hearing on the application. If the Town Council determines that an applicant is presenting evidence which is substantially or materially different from that presented to the Commission, the Council may refer the application back to the Commission for such additional consideration and action as the Council may deem appropriate. All costs in re-advertising shall be paid by the applicant.

11-3. 9.11 Contesting a Decision of the Town Council

Every action contesting a decision of the Town Council for granting or failing to adopt a proposed zoning ordinance or amendment thereto or granting or failing to grant a special exception or special use permit, shall be filed within thirty (30) days of such decision with the Fauquier County Circuit Court.

11-3.9.12 Criteria for Consideration of Zoning Map Amendments.

In considering requests for zoning map amendments, the Planning Commission and Town Council should consider, among other issues, the following factors:

1. whether the rezoning request, if granted, would further the public interest, and whether it conforms with the goals, objectives, and policies of the Comprehensive Plan;
2. whether the rezoning is consistent with the town's Future Land Use Plan, as identified in the Comprehensive Plan, and established character of the area and land use patterns;
3. whether the rezoning is justified by changed or changing conditions;
4. whether the rezoning, if granted, would create an isolated district unrelated to adjacent districts;
5. whether utility, sewer and water, transportation, school, recreation, stormwater management and other facilities exist or can be provided to serve the uses that would be permitted on the property if it were rezoned;
6. whether the rezoning will be compatible with properties and uses in the vicinity and not have an adverse impact on these properties or their values;
7. whether there are adequate sites available elsewhere in the Town for the proposed use, or uses, in districts where such uses are already allowed;
8. whether the impact that the uses that would be permitted if the property were rezoned will have upon the volume of vehicular and pedestrian traffic and traffic safety in the vicinity and whether the proposed rezoning provides sufficient measures to mitigate such impacts;
9. whether a reasonable and viable economic use of the subject property exists under the current zoning;
10. whether the effect of the proposed rezoning on environmentally sensitive land or natural features, wildlife habitat, vegetation, water quality and air quality is compatible with the Town's Comprehensive Plan;
11. whether the proposed rezoning encourages economic development activities in areas designated by the Comprehensive Plan and provides desirable employment and enlarges the tax base;
12. whether the proposed rezoning considers the current and future requirements of the community as to land for various purposes, including housing and business, as determined by population and economic studies;
13. the effect of the proposed rezoning to provide moderate housing by enhancing opportunities for all qualified residents of the Town; and
14. the effect of the rezoning on natural, scenic, archaeological, or historic features of significant importance.

11-3.9.13 Criteria for Consideration of Text Amendments.

If the request is for an amendment of the text of this Ordinance, the Planning Commission and Town Council shall consider the following matters, in addition to any relevant matters included in Section 11-3.9.12:

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

11-3.9.14 Joint Public Hearing.

The Town Council and the Planning Commission may hold a joint public hearing following proper public notice under § 15.2-2204 of the Code of Virginia, as amended.

11-3.9.15 Majority Requirement for Change in Ordinance.

An affirmative vote of at least a majority of the members of the Town Council shall be required to adopt, amend, or reenact a zoning ordinance.

11-3.9.16 Timing of Application Consideration and Reconsideration

Proposed amendments shall be considered as soon as feasible, based on the regular schedule of the Planning Commission and the Town Council meetings and the schedule of newspaper publication relative to public notice.

Upon the denial of any application filed to change a zoning district designation, no further application concerning any or all of the same property shall be filed for rezoning to the same use in less than twelve (12) months from the time of denial by the Town Council, unless this requirement is specifically waived by the Town Council.

11-3.9.17 Conditional Zoning

1. Purpose and Authority

As part of a petition to rezone property and amend the official zoning map, the property owner may voluntarily proffer in writing certain conditions and restrictions on the use and development of his property, such conditions being in addition to, or modification of, the regulations provided for a particular zone or zoning district by this Ordinance. The

Zoning Administrator shall be vested with all necessary authority to administer, interpret and enforce such conditions and restrictions, all in accordance with the terms of §15.2-2296 et seq. of the Code of Virginia, as amended..

While the conditions may vary from property to property by reason of the nature of the use and different circumstances at a particular location, it is not the intention of this section to authorize conditions limited to a particular individual or group, owner, or operator, and the provisions of this section shall not be used for the purpose of discrimination in housing.

2. Proffered Conditions.

As a part of an application for rezoning or amendment to the zoning district map, the owner or owners of the property involved may, prior to a public hearing before the Town Council, voluntarily proffer in writing such reasonable conditions, in addition to the regulations provided for the zoning district or districts as herein set forth, as he deems appropriate for the particular case to address impacts of the proposed use.

For the purpose of this Ordinance, proffered conditions may include written statements, development plans, profiles, elevations, and/or other demonstrative materials. Materials of whatever nature and intended as proffers shall be annotated with the following statement signed by the owner or owners of the subject property: "I (we) hereby voluntarily proffer that the development of the subject property of this application shall be in strict accordance with the conditions set forth in this submission unless an amendment thereto is mutually agreed upon by the Town Council, and the undersigned."

3. When Proffers Are Made.

Proffered conditions should be submitted for Staff review as part of the initial application for rezoning..

Proffered conditions made at the Planning Commission meeting shall be forwarded to the Town Council prior to the Council’s public hearing.

To be considered by the Planning Commission, proffers must be submitted with the application prior to advertising for public hearing.

4. Contents of Proffer.

Proffered conditions shall be signed by all persons having an ownership interest in the property and shall be notarized. Proffered conditions shall contain a statement that the owners voluntarily enter into the proffers contained therein.

5. Review and Revision of Proffered Conditions.

Additional conditions may be proffered by the applicant during or subsequent to the public hearing before the Planning Commission, provided however that after proffered conditions are signed and made available for public review and the public hearing before the Town Council has been advertised (whether or not jointly held with the Planning Commission) no change or modification to any proffered condition shall be approved without a second advertised public hearing thereon.

6. Modifications to Proffers.

After the Town Council's public hearing has been advertised, should additional or modified conditions be proffered by the applicant, which conditions were specifically discussed at the public hearing before the Planning Commission, then a second public hearing need be held only before the Town Council before the application and the modified conditions can be reviewed and acted on by the Council.

7. Additional Conditions.

Should additional conditions be proffered by the applicant at the time of the public hearing before the Town Council, which conditions were not addressed at the public hearing before the Planning Commission, or if the proffered conditions are modified beyond the scope of any conditions considered at the public hearing before the Planning Commission, the application shall be the subject of a second public hearing before both the Planning Commission and the Town Council, which hearing may be held either separately or jointly.

8. Annotation of Zoning District Map.

The zoning district map shall show by an appropriate symbol on the map the existence of conditions attaching to the zoning on the map. The Zoning Administrator shall keep in his office and make available for

public inspection a Conditional Zoning Index. The Index shall provide ready access to the ordinance creating conditions in addition to the regulations provided for in a particular zoning district. Such conditions shall become a part of the zoning regulations applicable to the property in question, regardless of changes in ownership or operation, unless subsequently changed by an amendment to the zoning district map, and such conditions shall be in addition to the specific regulations set forth in this Ordinance for the zoning district in question.

9. Enforcement of Conditions.

The Zoning Administrator shall be vested with all necessary authority on behalf of the Town Council to administer, interpret and enforce conditions attached to a rezoning or amendment to the zoning district map, including: (a) the ordering in writing of the remedy of any noncompliance with such conditions; (b) the bringing of legal action to insure compliance with such conditions, including injunction, abatement, or other appropriate action or proceeding; and (c) requiring a guarantee, satisfactory to the Town Council, in an amount sufficient for and conditioned upon the construction of any physical improvements required by the conditions, or a contract for the construction of such improvements and the contractor's guarantee, in like amount and so conditioned, which guarantee shall be reduced or released by the Town Council, or agent thereof, upon the submission of satisfactory evidence that construction of such improvements has been completed in whole or in part. Provided, further, that failure to meet all conditions shall constitute cause to deny the issuance of any of the required use, occupancy, or building permits, as may be appropriate.

Upon approval by the Town Council, proffered conditions shall become a part of the zoning regulations applicable to the property, and are enforceable under the same provisions for enforcement as all other provisions in the Ordinance.

10. Substantial Conformance Required.

Upon approval, any site plan, subdivision plat or development plan thereafter submitted for the development of the property in question shall be in substantial conformity with the approved zoning and all proffered statements, plans, profiles, elevations, or other demonstrative materials, and no development shall be approved by any Town official in the absence of said substantial conformity.

11. Substantial Conformance Defined.

For the purpose of this Section, substantial conformity mean that conformity which leaves a reasonable margin for adjustment due to final engineering data but conforms with the general nature of the development, the specific uses, and the general layout depicted by the plans, profiles, elevations, and other demonstrative materials presented or proffered by the applicant. Determinations of substantial conformance shall be made by the Zoning Administrator.

12. Guarantee for Construction of Improvements.

A guarantee, satisfactory to the Town Council, may be required in an amount sufficient for and conditioned upon the construction of any public improvements required by a rezoning request and the proffered conditions. This guarantee may be reduced or released by the Council or agent thereof, upon the submission of satisfactory evidence that the construction of such improvements has been completed in whole or in part. The guarantee shall be required no later than final site plan or subdivision approval, whichever may occur earlier in time.

13. No Permits Shall Be Issued That Do Not Comply With Proffers.

Failure to meet or comply with any proffered conditions shall be sufficient cause to deny the issuance of any site plan or subdivision approvals, grading permits, zoning permits, building permits, or certificates of occupancy as may be determined appropriate by the Zoning Administrator. In addition to the other penalties appropriate for violations of this Ordinance, failure to meet or comply with any proffered condition shall be sufficient cause to deny the issuance of any development approvals or permits relating to the land area which was the subject of the conditional zoning. To this end, each application for a development approval or permit shall include an affidavit by the applicant that all applicable proffers have or will be complied with as agreed upon at the time of rezoning. The burden shall be on the applicant to verify that proposed development complies with all proffered conditions.

14. Appeal of Proffer Decision.

Any person aggrieved by a decision of the Zoning Administrator regarding any proffered condition may appeal such decision to the Town Council. Such appeal shall be filed within thirty (30) calendar days from

the date of the decision being appealed by filing a notice of appeal with the Zoning Administrator. Such notice shall be a written statement specifying the grounds on which aggrieved and the complete basis for the appeal. Upon receipt of the appeal notice, the Council shall take such testimony as it deems appropriate and should render its decision within sixty (60) calendar days after receipt of the appeal notice. The Town Council may reverse or affirm wholly or partly or may modify the decision of the Zoning Administrator.

15. Change of Approved Conditions.

Once proffered conditions have been approved, and there is cause for an amendment which would not be in substantial conformity with them, then an application shall be filed for an amendment of the proffered conditions. Applications can be filed by any landowner subject to conditions proffered pursuant to § 15.2-2297, 15.2-2298, 15.2-2303 or 15.2-2303.1 and Section 1 of this Article. Written notice of such application shall be provided as prescribed in Section H of § 15.2-2204 to any landowner subject to such existing proffered conditions. The approval of such amendment or variation by the Town Council shall not in itself cause the use of any other property to be determined a non-conforming use per Section 11-4.3 of this Ordinance.

If the amendment concerns an approved site development plan, such application shall include the submission requirements for a site development plan set forth in Section 11-3.7 of this Ordinance, except that the Planning Director may waive any submission requirement if such requirement is not necessary for an adequate review of the amendment application. Such amendment shall be the subject of public hearing in accordance with the requirements for a new application. No such amendment or variation of any conditions proffered pursuant to § 15.2-2297, 15.2-2298, 15.2-2303 or 15.2-2303.1 and Section 1 of this Article until after public hearings before the Planning Commission and Town Council are advertised pursuant to Article 11-3.2 of this Ordinance. Where a landowner subject to the conditions noted above requests an amendment to such proffered conditions and where such amendment does not affect conditions of use or density, the Town may waive requirements for public hearings.

11-3.10 Special Use Permits and Waivers

11-3.10.1 Authorization.

Uses listed in the district regulations as “permissible uses upon approval by the Town Council” shall be reviewed and acted upon by the Planning Commission and Town Council as provided in Section 11-3.2 of this Ordinance.

Uses listed in the district regulations as “permissible uses upon approval by the Town Council” shall be reviewed and acted upon by the Town Council as provided in Section 11-3.10.10 of this Ordinance.

Special use permits may be granted to establish or construct uses or structures which have the potential for a harmful impact upon the health, safety, and welfare of the public upon finding that the use, with conditions, will not have a deleterious impact, and will reflect the spirit and intent of the Comprehensive Plan as well as this Ordinance.

In acting on a request for a special use permit, the Town Council shall consider the impact of the requested special use.

Only those special use permits that are expressly authorized in a particular zoning district, or elsewhere in this Ordinance may be approved, including waivers where authorized. The Council may approve special use permits or waivers subject to conditions on such permits that shall apply to the property or use, regardless of any change in ownership.

11-3.10.2 Application.

Application for a special use permit shall be filed on the appropriate form therefore as provided by the Zoning Administrator and in accordance with the instructions which accompany the form. Special use permit applications shall contain the same information as required for zoning amendment applications set forth in Section 11-3.9. In addition, unless waived in part by the Zoning Administrator, the applicant shall provide all of the information, data, and studies needed to allow the Planning Commission and Town Council, to reach conclusive evaluations, which shall include, but not be limited to, the following:

- 1 A Statement of Justification explaining the compatibility of the proposed use with the existing and proposed land uses adjacent to and in the vicinity of the site and any potential impacts on the environment

and on the neighborhood due to the proposed use intensity, number of participants, acreage, hours of operation, traffic, lighting, and access, as well as the matters set forth in section 11.3-11.3.

- 2 A vicinity map depicting the adjacent and nearby (within 1,000 feet) land uses, streets and other data customarily incidental to a vicinity map.
- 3 A proposed site development plan indicating the location of the anticipated structures, setback lines, street pattern, parking provisions, a screening plan, and common open space if applicable. Such plans shall be contained on sheets measuring a minimum of 18" X 24" and a maximum of 36" X 24".
- 4 An analysis of the impact on the Town's transportation network and the ability of adjacent streets and intersections to efficiently and safely move the volume of traffic generated by the development, along with estimates of cost and means of providing improvements required to service the proposed special use.
- 5 An analysis of the impact on the Town's community facilities including estimates of costs and means of providing the additional community facilities which will be needed to serve the proposed special use. Community facilities include, but shall not be limited to, sewage disposal facilities and systems, solid waste disposal facilities and systems, water supply facilities and systems, storm drainage facilities and systems, and electrical utility facilities and systems.
- 6 An analysis of the ability of the Town to provide police and fire protection to the proposed special use.
- 7 The proposed configuration and intensity of lighting facilities to be arranged in such a manner to protect the streets and neighboring properties from direct glare or hazardous interference.
- 8 Noise impact and abatement studies to determine potential impact on adjoining properties and neighborhoods.
- 9 The delineation of any necessary screening for any uses or structural features deemed to be incompatible with the objectives of this Article, the remainder of this Zoning Ordinance, or the Comprehensive Plan including walls, fences, plantings, and/or other enclosures. Other landscaping to enhance the effectiveness of the screening and to insure the compatibility of use may also be required.
- 10 The delineation of screening and buffering of all parking areas will be required in accordance with a landscaping plan. Parking areas forward of the established building setback line will be prohibited.
- 11 The delineation of major trees on the site. Except to protect the public safety, avoid property loss, or provide for required parking, all major trees forward of the building setback line may be required for

preservation if their removal would diminish the character of the neighborhood.

11-3.10.3. Evaluation Criteria; Issues for Consideration

In considering a Special Use Permit application, the following factors should be considered. The applicant also shall address these factors in its statement of justification:

1. Whether the proposed Special Use Permit is consistent with the Comprehensive Plan.
2. Whether the proposed Special Use Permit will adequately provide for safety from fire hazards and have effective measures of fire control.
3. The level and impact of any noise emanating from the site, including that generated by the proposed use, in relation to the uses in the immediate area.
4. The glare or light that may be generated by the proposed use in relation to uses in the immediate area.
5. The proposed location, lighting and type of signs in relation to the proposed use, uses in the area, and the sign requirements of this Ordinance.
6. The compatibility of the proposed use with other existing or proposed uses in the neighborhood, and adjacent parcels.
7. The location and area footprint with dimensions (all drawn to scale), nature and height of existing or proposed buildings, structures, walls, and fences on the site and in the neighborhood.
8. The nature and extent of existing or proposed landscaping, screening and buffering on the site and in the neighborhood.
9. The timing and phasing of the proposed development and the duration of the proposed use.
10. Whether the proposed Special Use Permit will result in the preservation or destruction, loss or damage of any significant topographic or physical, natural, scenic, archaeological or historic feature.
11. Whether the proposed Special Use Permit at the specified location will contribute to or promote the welfare or convenience of the public.
12. The traffic expected to be generated by the proposed use, the adequacy of access roads and the vehicular and pedestrian circulation elements (on and off-site) of the proposed use, all in relation to the public's interest in pedestrian and vehicular safety, efficient traffic movement and access in case of fire or catastrophe.
13. Whether the proposed use will facilitate orderly and safe road development and transportation.

14. Whether, in the case of existing structures proposed to be converted to uses requiring a Special Use Permit, the structures meet all code requirements of the Town of Warrenton.
15. Whether the proposed Special Use Permit will be served adequately by essential public facilities, services and utilities.
16. The effect of the proposed Special Use Permit on environmentally sensitive land or natural features, wildlife habitat and vegetation, water quality and air quality.
17. Whether the proposed Special Use Permit use will provide desirable employment and enlarge the tax base by encouraging economic development activities consistent with the Comprehensive Plan.
18. The effect of the proposed Special Use Permit use in enhancing affordable shelter opportunities for residents of the Town, if applicable.
19. The location, character, and size of any outdoor storage.
20. The proposed use of open space.
21. The location of any major floodplain and steep slopes.
22. The location and use of any existing non-conforming uses and structures.
23. The location and type of any fuel and fuel storage.
24. The location and use of any anticipated accessory uses and structures.
25. The area of each proposed use.
26. The proposed days/hours of operation.
27. The location and screening of parking and loading spaces and/or areas.
28. The location and nature of any proposed security features and provisions.
29. The number of employees.
30. The location of any existing and/or proposed adequate on and off-site infrastructure.
31. Any anticipated odors which may be generated by the uses on site.
32. Refuse and service areas.

11-3.10.4. Conditions and Restrictions

In approving a Special Use Permit, the Town Council may impose such conditions, safeguards and restrictions as may be necessary to avoid, minimize or mitigate any potentially adverse or injurious effect of such special uses upon other properties in the neighborhood, and to carry out the general purpose and intent of this Ordinance. Conditions and restrictions may include, but are not limited to, those related to fencing, planting or other landscaping, additional set backs from property lines, location and arrangement of lighting, setting of reasonable time limitations and other reasonable requirements deemed necessary to mitigate the impacts of the use and safeguard the interests of the public. The Council may require a

guarantee or bond to ensure that conditions imposed will be complied with. All required conditions shall be set out in the documentation approving the Special Use Permit.

11-3.10.5. Period of Validity

As a condition of approval, a special use permit may be granted for a specific period of time with expiration of the approval to occur at the termination of a stated period. In such case, an extension may be granted prior to expiration by the original approving body, upon written application, without notice or hearing. After expiration, no extension may be granted without complying with the requirements for an initial application for a special use permit unless a qualified application for renewal is actively under consideration by the approving body.

11-3.10.6. Staff Review

Wherever a use or structure is listed either as a permissible use subject to approval of a special use permit, application shall be made to the Planning Director who shall prepare a report and refer such application to the Planning Commission for those uses that are listed as permissible upon approval by the Town Council, and to the Board of Zoning Appeals for those uses listed as permissible upon approval by the Board. Application for a special use permit shall be filed, containing such material and be processed in the same manner as for zoning amendments as provided for in Section 11-3.10. A Special Use Permit may be submitted in conjunction with a zoning map amendment application.

11-3.10.7. For Uses to be Acted Upon by the Town Council, as listed in Article 3

Upon review of the application and supporting data, the Planning Commission shall make its recommendation to the Town Council as to whether the application complies with the special use provisions in the particular district and the Comprehensive Plan, including verification that the use is specifically authorized within the district, and whether it should be approved or denied.

Before submitting its recommendation to Town Council, the Planning Commission shall hold a public hearing which may be a joint public hearing with the Town Council, after notice as required by § 15.2-2204 of the Code of Virginia, as amended. Following the public hearing, the Commission shall forward its recommendation to the Town Council.

11-3.10.8 Town Council Review and Hearing.

For those uses that are listed as permissible upon approval by the Town Council, the Town Council shall consider the recommendations of the Town Planning Commission before granting or denying approval of a special use permit. Before rendering a decision on a particular special use permit, the Town Council shall hold a public hearing, which may be a joint public hearing with the Planning Commission, after notice as required by § 15.2-2204 of the Code of Virginia, as amended.

11-3.10.9 Modifications to the Application or Conditions.

For those uses that are listed as permissible upon approval by the Town Council, after the Planning Commission has made its recommendation to the Town Council, should the application be modified, or additional conditions be agreed to or offered by the applicant that results in a more intense use or higher density or alters conditions that were intended to mitigate the impact of the development as determined by the Zoning Administrator, then a second public hearing shall be held by the Planning Commission before the modified application can be heard by the Town Council. The applicant shall be responsible for paying any additional advertising fees required for a subsequent public hearings before the Planning Commission and the Town Council. The Town Council may still impose reasonable conditions on the applicant, in accord with § 15.2-2286 of the Code of Virginia, as amended.

However, should additional information or modified conditions be submitted by the applicant after the Planning Commission has made its recommendation to the Town Council, which modifications or conditions were discussed at the public hearing before the Planning Commission, then a second public hearing before the Planning Commission shall not be required.

11-3.10.10 For Uses to be Acted Upon by the Town Council

Upon review of the application and supporting data, and before rendering a decision on a particular special use permit, the town Council shall hold a public hearing after notice as required by § 15.2-2204 of the Code of Virginia, as amended, and subsequently shall determine whether the application complies with the special use provisions in the particular district and the Comprehensive Plan, including verification that the use is specifically authorized within the district, and whether it should be approved or denied.

11-3.10.11 Construction Already Commenced.

Nothing contained herein shall require any change in the plans or construction of any building or structure subject to a vested right prior to the effective date of this Ordinance.

11-3.11 Variances

11-3.11.1. Variances Determined by the Board of Zoning Appeals

1. Variances Authorized

- a) The Board of Zoning Appeals shall grant a variance if the applicant proves, by a preponderance of the evidence, that the strict application of the terms of the Ordinance would unreasonably restrict the utilization of the property or that the granting of the variance would alleviate a hardship due to the physical condition relating to the property or improvements thereon at the time of the effective date of the Ordinance. For properties located within the Floodplain District, the additional factors and limitations contained in Section 3-5.1.8 of this Ordinance shall also apply.
- b) No variance shall be considered except after notice and hearing as required by §15.2-2204 of the Code of Virginia as amended.
- c) The concurring vote of the majority of the BZA shall be required to authorize a variance.

2. Standards for Variances

In granting a variance, the BZA may impose such conditions regarding the location, character, and other features of the proposed structure or use as it may deem necessary in the public interest and may require a guarantee or bond to ensure that the conditions imposed are being, and will continue to be, complied with. Notwithstanding any other provision of law, general or special, the property upon which a property owner has been granted a variance shall be treated as conforming for all purposes under state law and local Ordinance; however, the structure permitted by the variance may not be expanded unless the expansion is within an area of the site or part of the structure for which no variance is required under the Ordinance. Where the expansion is proposed within an area of the site or part of the structure

for which a variance is required, the approval of an additional variance shall be required. No variance in the strict application of any provision of this Ordinance shall be authorized by the BZA except upon the following findings:

- a) The property interest for which the variance is being requested was acquired in good faith and any hardship was not created by the applicant for the variance;
- b) The granting of the variance will not be of substantial detriment to the adjacent property and nearby properties in the proximity of that geographical area;
- c) The condition or situation of the property concerned is not of so general or recurring a nature as to make reasonably practicable the formulation of a general regulation to be adopted as an amendment to the Ordinance;
- d) The granting of the variance does not result in a use that is not otherwise permitted on such property or a change in the zoning classification of the property; and
- e) The relief or remedy sought by the variance application is not available through a special use permit process that is authorized in the Ordinance or the process for modification to the Zoning Ordinance at the time of the filing of the variance application.

11-3.11.2. Unauthorized Variances

1. No variance shall be authorized that would permit the establishment of any use not otherwise permitted in the zoning district under the specific provisions of this Ordinance.
2. No variance shall be authorized that would result in an increase in density from that permitted by the applicable zoning district regulations.
3. No variance shall be authorized that would relate to nonconforming uses.
4. No variance shall be authorized that would reduce the amount of off-street parking space required by Article 7.
5. No variance shall be authorized that would relate to signs.
6. No variance shall be authorized in cases where the applicant, subsequent to the effective date of this Ordinance, has purchased a portion of a larger parcel, which portion has an area or width less than required by the provisions of this Ordinance at the time of such purchase or which portion has unusual physical characteristics, that are

set forth as the basis for the application for a variance, which would not exist if such portion had not been detached by such purchase from the larger parcel of which it was a part.

7. No variance shall be authorized that would permit the establishment of any use not otherwise permitted in a floodplain.
8. No variance shall be authorized merely for the purpose of convenience or economic hardship.

11-3.11.3. Procedures for Variances

1. Application for Variance

Pursuant to provisions of this article and §15.2-2309 of the Code of Virginia, as amended, any person seeking a variance from the application of regulations of this chapter, shall first submit his proposal to the Zoning Administrator on a form to be provided by the Zoning Administrator, including therewith satisfactory evidence that any delinquent real estate taxes owed to the county which have been properly assessed against the subject property have been paid, and all plans and information relating to the application required by the board of zoning appeals pursuant to §15.2-2310 of the Code of Virginia. The application shall be transmitted promptly to the secretary of the Board of Zoning Appeals, who shall place the matter on the docket to be acted upon by the board.

The Zoning Administrator shall also transmit a copy of the application to the local Planning Commission which may send a recommendation to the Board or appear as a party at the hearing.

2. Decision on Variance Application

Upon receipt of an application or appeal, the Board of Zoning Appeals shall fix a reasonable time for a hearing of such application or appeal in conformance with §15.2-2204 of the Code of Virginia.

The proposal shall then be advertised pursuant to provisions of §15.2-2204 of the Code of Virginia prior to public hearing by the Board of Zoning Appeals. The Zoning Administrator shall also transmit a copy of the application to the Planning Commission, which may send a recommendation to the Board or appear as a party at the hearing.

The Board of Zoning Appeals shall render a decision on any application submitted to it within sixty (60) days after the date of the

hearing thereon.

3. Burden of Applicant

The applicant for a variance shall bear the burden of producing evidence to support the required findings and to establish that the requested variance satisfies all standards for a Variance.

4. Withdrawal of Application

An application or appeal to the Board of Zoning Appeals may be withdrawn by the applicant or appellant at any time prior to the deadline for cancellation of the newspaper advertisement for the first public hearing. After such deadline, an application or appeal may be withdrawn only with the permission of the Board of Zoning Appeals. An application or appeal which is not withdrawn pursuant to this subsection shall be either granted or denied on its merits.

5. Re-Application

If any application is denied by the Board of Zoning Appeals on its merits, no application requesting the same relief with respect to all or part of the same property shall be considered by the Board within twelve (12) months after the date of such denial.

11-3.12 Appeal to the Board of Zoning Appeals

11-3.12.1 When Appeals May be Taken

1. An appeal to the Board of Zoning Appeals may be taken by any person aggrieved or by any officer, department, board, or bureau of the municipality affected by any decision of the Zoning Administrator or from any order, requirement, decision or determination made by any other administrative officer in the administration or enforcement of this article or any ordinance adopted pursuant thereto.
2. Such appeal shall be made within thirty (30) days after the decision appealed from by filing with the Zoning Administrator, and with the Board, a notice of appeal specifying the grounds thereof. The Zoning Administrator shall forthwith transmit to the Board all the papers constituting the record upon which the action appealed was taken. An appeal shall stay all proceedings in furtherance of the action appealed from unless the Zoning Administrator certified to the Board that by reason of facts stated in the certificate a stay would in his opinion

cause imminent peril to life or property, in which case proceedings shall not be stayed otherwise, than by a restraining order granted by the Board or by a court of record, on application and on notice to the Zoning Administrator and for good cause shown.

11-3.12.2 Appeal Procedure

1. Appeals shall be filed with the Board of Zoning Appeals in care of the Zoning Administrator, who shall provide a copy of the appeal to the secretary of the Board, and a third copy provided to the individual, official, department, or agency concerned, if any.
2. Appeals requiring an advertised public hearing shall be accompanied by cash payments to the Town in accordance with the Fee Schedule as set by Town Council by resolution.
3. Upon receipt of an application or appeal, the Board shall fix a reasonable time for the hearing, give public notice thereof in accord with § 15.2-2204 of the Code of Virginia, as well as due notice to the parties in interest.
4. The Board shall make its decision within ninety days of the filing of the application or appeal.
5. In exercising its powers the Board may reverse or affirm, wholly or partly, or may modify, an order, requirement, decision or determination appealed from. The concurring vote of a majority of the membership of the Board shall be necessary to reverse any order, requirement, decision or determination of an administrative officer or to decide in favor of the applicant on any matter upon which it is required to pass under the Ordinance or to effect any variance from the Ordinance.
6. The Board shall keep minutes of its proceedings and other official actions which shall be filed in the office of the board and shall be public records. The chairman of the board, or in his absence the acting chairman, may administer oaths and compel the attendance of witnesses.

11-3.12.3 Withdraw of Appeal

An application or appeal to the Board of Zoning Appeals may be withdrawn by the applicant/appellant at any time prior to the deadline for cancellation of the newspaper advertisement provided for in this article. After such deadline, an application or appeal may be withdrawn only with the permission of the Board. An application or appeal which is not withdrawn pursuant to this subsection shall be either granted or denied on the merits by the Board, either in whole or in part.

11-3.12.4 Court Petition

1. Any person or persons jointly or severally aggrieved by any decision of the Board of Zoning Appeals, or any taxpayer or any officer, department, board, or bureau of the Town may present to the circuit court of the county a petition specifying the grounds on which aggrieved within thirty (30) days after the filing of the decision in the office of the Board.
2. Upon the presentation of such petition, the court shall allow a writ of certiorari to review the decision of the Board of Zoning Appeals and shall prescribe therein the time within which a return thereto must be made and served upon the realtor's attorney, which shall not be less than ten (10) days and may be extended by the court. The allowances of the writ shall not stay proceedings upon the decision appealed from, but the court may, on application, on notice to the Board, and on due cause shown, grant a restraining order.
3. The Board of Zoning Appeals shall not be required to return the original papers acted upon by it, but it shall be sufficient to return certified or sworn copies thereof or of such portions thereof as may be called for by such writ. The return shall concisely set forth such other facts as may be pertinent and material to show the grounds of the decision appealed from and shall be verified.
4. If, upon the hearing, it shall appear to the court that testimony is necessary for the proper disposition of the matter, it may take evidence or appoint a commissioner to take such evidence as it may direct and report the same to the court with his findings of fact and conclusions of law, which shall constitute a part of the proceedings upon which the determination of the court shall be made. The court may reverse or affirm, wholly or partly, or may modify the decision brought up for review.
5. Costs shall not be allowed against the Board, unless it shall appear to the court that it acted in bad faith or with malice in making the decision appealed from.

11-3.13 Sign Permit

Signs permits shall be required in accordance with Article 6. The timing and application type used for the permitting of signs shall be as specified in Article 6-4.

11-4 Non-Conforming Uses and Structures

11-4.1 Purpose

The purpose of this section is to regulate and limit the development and continued existence of uses, structures, and lots legally established prior to the effective date of this Ordinance which do not conform to the requirements of this Ordinance. Many nonconformities may continue, but the provisions of this subsection are designed to curtail substantial investment in nonconformities and to bring about their eventual improvement to a conforming status or elimination in order to preserve the integrity of this Ordinance and the desired character of the Town and to protect the public health and safety.

Any nonconforming use, structure, or lot which lawfully existed as of the effective date of this Ordinance and which remains nonconforming, and any use, structure, or lot which has become nonconforming as a result of the adoption of this Ordinance or any subsequent reclassification of zoning districts or other amendment to this Ordinance, may be continued or maintained only in accordance with the terms of this section. The limitations of this section shall not apply to structures or lots whose nonconforming features are the subject of a variance that has been granted by the Board of Zoning Appeals or by the Zoning Administrator, or a modification or condition that was approved by the Town Council.

It is the intent of this chapter to abide by the letter and spirit of the provisions of § 15.2-2307 of the Code of Virginia. It is further the intent of this chapter that nonconformities shall not be enlarged, expanded or extended, nor be used as grounds for adding other structures or uses prohibited elsewhere in the same district.

Nonconforming uses are declared by this chapter to be incompatible with permitted uses in the districts involved.

11-4.2 Continuation

- 11-4.2.1 If at any time after the enactment of this Ordinance a lawful use of land and/or structures exists which would not be permitted by this chapter, the use may be continued so long as it remains otherwise lawful. A use of land or use of structure established in violation of contemporary zoning regulations is illegal, not nonconforming.
- 11-4.2.2 If any change in title of possession or renewal of a lease of any such lot or structure occurs, the use existing may be continued.
- 11-4.2.3 If any nonconforming use (structure or activity) is discontinued for a period exceeding two (2) years, after the enactment of this Ordinance, it shall be

deemed abandoned and any subsequent use shall conform to the requirements of this Ordinance.

- 11-4.2.4 Whenever a nonconforming structure, lot, or activity has been changed to a more restricted nonconforming use, such existing use may only be changed to a use of the same or less restricted category or to a less non-conforming activity as identified in the zoning district within which it is located.

11-4.3 Non-Conforming Uses

11-4.3.1 Expansion

No nonconforming use shall be enlarged, increased or extended to occupy a greater area of land than was occupied on the effective date of this provision to the Ordinance, unless such enlargement does not result in an increase in nonconformity or results in a change to a use permitted in the district.

11-4.3.2 Discontinuance

If any nonconforming use of land and/or structure ceases for any reason for a period of more than two (2) years, any subsequent use of such land and/or structure shall conform to the regulations specified by this chapter for the district in which such land is located.

11-4.3.3 Superseded

When any nonconforming use, or nonconforming structure and use in combination, is superseded by a permitted use and/or structure, the use shall thereafter conform to the regulations for the district, and no nonconforming use and/or structure shall thereafter be resumed.

11-4.3.4 Moving

No such nonconforming use and/or structure shall be moved in whole or in part to any portion of the land or parcel other than that occupied by such use and/or structure at the effective date or amendment of this ordinance, unless such move results in decreasing the degree of nonconformity or results in conformity with the requirements for the district.

11-4.3.5 Additional Uses

No additional uses which would be prohibited in the district involved shall be allowed.

11-4.3.6 Special Use Permits

Any lawful existing use which is permissible as a special permit use in a district under the terms of this Ordinance shall not be deemed a nonconforming use in such district, but shall, with written notification and proof to the Zoning Administrator, be considered a lawful conforming use in that district.

11-4.4 Non-Conforming Structures and Buildings

11-4.4.1 Repairs and Maintenance

On any building or structure devoted in whole or in part to any nonconforming use, work may be done in any period of twelve (12) consecutive months on ordinary repairs or on repair or replacement of nonbearing walls, fixtures, wiring, or plumbing, to an extent-not exceeding twenty (20) percent of the current replacement value of the structure provided that the cubic content of the structure as it existed at the time of passage or amendment of this Ordinance shall not be increased. Nothing in this Ordinance shall be deemed to prevent the strengthening or restoring to a safe condition of any structure or part thereof declared to be unsafe by any official charged with protecting the public safety, upon order of such official.

11-4.4.2 Expansion or Enlargement

A nonconforming structure to be extended or enlarged shall conform with the provisions of this Ordinance, except as provided for herein. No nonconforming use and/or structure shall be enlarged, increased or extended to occupy a greater area of land than twenty-five percent (25%) more than was occupied on the date of adoption or amendment of this ordinance unless such enlargement does not result in an increase in nonconformity or results in a change to a use permitted in the district.

11-4.4.2 Restoration or Replacement

1. If a nonconforming use or structure is destroyed or damaged in any manner to the extent that the cost of restoration to its condition before the occurrence shall exceed seventy-five (75) percent of the cost of reconstructing the entire structure, it shall be restored only if it complies with the requirements of this Ordinance.
2. Where a conforming structure devoted to a nonconforming activity, or where a nonconforming structure is damaged less than seventy-five (75) percent of the cost of reconstructing the entire structure, either may be repaired or restored, provided any such repair or restoration is started

within twelve (12) months and completed within eighteen (18) months from the date of partial destruction.

3. Historic structures designated as contributing structures to an Historic District adopted by the Town Council shall be exempt from the limitations of Sections 11-4.4.2.1 and 11-4.4.2.2.
4. The cost of land or any factors other than the cost of the structure are excluded in the determination of cost of restoration for any structure or activity devoted to a nonconforming use.
5. If a nonconforming structure or portion thereof containing a nonconforming use becomes physically unsafe or unlawful due to lack of repairs and maintenance, and is declared by any duly authorized official to be unsafe or unlawful by reason of physical condition, it shall not thereafter be restored, repaired, rebuilt or used, except in conformity with the regulations of the district in which it is located.

11-4.4.3 Pre-existing Setback

Any structure which existed on the date of adoption of this Ordinance which is nonconforming solely due to a setback or yard requirement imposed by this Ordinance may be enlarged, increased, extended, repaired or replaced so long as any such improvements do not result in an increase in the degree of nonconformity.

11-4.4.4 Illegal Structures

No structure that fails to conform with the requirements of this chapter shall be erected.

11-4.5 Non-Conforming Lots

11-4.5.1 Use

Any lot of record at the time of the adoption of this Ordinance which is less in area or width than the minimum required by this Ordinance may be used when the requirements regarding setbacks, side, and rear yards are met.

11-4.5.2 Changes in District Boundaries

Whenever the boundaries of a district are changed by amendment of this Ordinance, any uses of land, legal structures or buildings which become nonconforming as a result of such change shall become subject to the most current provisions of this Ordinance. Such affected use, lot or structure shall be accorded nonconforming use, lot and/or structure status as may be appropriate

under the terms of this Ordinance.

11-4.5.3 Division, Boundary Line Adjustment

No lot or parcel or portion thereof shall be used or sold in a manner reducing compliance with lot width or other requirements established by this chapter, nor shall any division be made which creates a lot with width or area below the requirements stated in this chapter.

Notwithstanding the provisions of the paragraph above, boundary line adjustments may be permitted between nonconforming lots, or between a conforming and a nonconforming lot, provided that the Zoning Administrator determines that the degree of nonconformity for any lot resulting from such boundary line adjustment is not increased due to such adjustment.

11-4.5.4 Condemnation

Any lawfully created lot which, by reason of condemnation for alignment, realignment of a federal or state road, has been reduced in size to any area less than that required by this Ordinance shall be considered a lawful nonconforming lot of record subject to the provisions set forth in this section.

11-4.5.5 Violations Are Not Nonconformities

Uses or structures established in violation of zoning regulations are lawful nonconformities. The burden of proof shall be upon the owner of the property to establish the lawful nonconforming status of a claimed non-conforming use.

11-4.5.6 Accessory Uses/Buildings, Signs

A lawful nonconforming use of a structure, a lawful nonconforming use of land or a lawful nonconforming use of a structure and land in combination shall not be continued, extended or enlarged by use or establishment of either an accessory use or building or by attachment on a building or premises of additional signs intended to be seen from off the premises. Non-conforming signs are regulated in Article 6-16 unless otherwise noted.

11-5 Enforcement and Penalties

11-5.1 Conformance to Provision. All departments, officials, and public employees of the Town of Warrenton which are vested with the duty or authority to issue permits or licenses shall conform to the provisions of this Ordinance. They shall issue permits for uses, buildings, or purposes only when they are in harmony with the provisions of this Ordinance. Any

such permit, if issued in conflict with the provisions of this Ordinance, shall be null and void.

11-5.2. Zoning Administrator

Whenever a violation of this chapter occurs, or is alleged to have occurred, any person may file a written violation complaint. The Zoning Administrator shall properly record such complaint, investigate it and take appropriate action thereon if warranted.

Upon his becoming aware of any violation of any provision of this chapter, the Zoning Administrator shall serve notice of such violation on the person committing or permitting such violation. If such violation has not ceased within thirty (30) days or such other reasonable time set by the Zoning Administrator and specified in the notice, he shall institute such legal action as may be necessary to remedy and terminate the violation.

The Zoning Administrator shall order the discontinuance of illegal use of land, buildings or structures, removal of illegal building or structures or of illegal additions, alterations or structural changes and discontinuance of any illegal work being done, or shall take any other action authorized by this chapter to ensure compliance with, or to prevent violation of, its provisions.

Notice of a zoning violation or a written order of the Zoning Administrator shall include a statement informing the recipient that he may have a right to appeal the notice of a zoning violation or a written order within thirty (30) days, and that the decision shall be final and unappealable if not appealed within thirty (30) days.

11-5.3 Violation of Provisions.

Any person, firm, or corporation, whether as principal, owner, lessee, agent, employee or otherwise, who violates, causes, or permits the violation of any of the provisions of this Ordinance shall be guilty of a Class 2 misdemeanor. Such person, firm, or corporation shall be deemed to be guilty of a separate offense for each and every day during which any portion of any violation of this Ordinance is committed, continued, or permitted by such person, firm, or corporation, and shall be punishable as herein provided.

11-5.4 Recourse for Unlawful Use.

The Zoning Administrator of the Town of Warrenton may institute any appropriate action of proceedings to prevent the unlawful erection, construction, reconstruction, alteration, repair, or conversion of any building or structure, or the unlawful use of land; to restrain, correct, or abate such violation; to prevent the occupancy of said building, structure, or land; or to prevent any illegal act, conduct, business, or use in or about such premises. The remedies provided for in this section are cumulative and not exclusive and shall be in

addition to any other remedies provided by law.

Article 12 Definitions

Amended by Town Council: **February 12, 2013**
 June 14, 2016
 August 9, 2016
 December 11, 2018
 April 9, 2019
 September 10, 2019
 December 10, 2019
 March 10, 2020
 December 13, 2020
 August 10, 2021
 April 12, 2022

For the purpose of this Ordinance, certain words and terms are used in a limited or special sense as defined herein. Words used in the present tense include the future; the singular number includes plural and the plural singular; the word "structure" includes "building"; the word "used" includes arranges, designed, constructed, altered, converted, rented, leased, or intended to be used; and the word "shall" is mandatory and directory.

Any word, term or phrase used in this ordinance not defined below shall have the meaning ascribed to the word in the most recent edition of Webster’s Unabridged Dictionary, unless in the opinion of the Zoning Administrator, established customs or practices of the Town of Warrenton justify a different or additional meaning.

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [Y](#) | [Z](#)

Abutting: Having a common border with, or being separated from such a common border by a right-of-way, alley, or easement.

Abandoned Motor Vehicle: A motor vehicle, trailer, or semi-trailer or part of a motor vehicle, trailer, or semi-trailer that is inoperable and is left unattended on public property, other than an interstate highway or primary highway, for more than forty-eight hours.

Accent: Giving prominence to one or more elements of site design.

Accessory building: (see Accessory Structure)

Accessory Dwelling Unit: A subordinate dwelling unit in a main building or accessory building for use as a complete, independent living facility with provision within the accessory dwelling for cooking, eating, sanitation, and sleeping. Such a dwelling is an accessory use to the main dwelling.

Accessory Structure: A subordinate structure customarily incidental to and located upon the same lot occupied by the main use or building, including, but not limited to, private garage, carport, parking space other than for residential, swimming pool, tennis court, storage or utility building, decks, balconies, porticos, porches, temporary healthcare structures, and living quarters for household employees or caretakers. Accessory structures can be attached or detached, depending upon their use and construction.

Accessory Use: A use clearly incidental and subordinate to, and on the same lot as, a principal use. (also see Accessory Dwelling Units; Home Occupation).

Acre: A unit of land measure containing 43,560 square feet.

Acreage: A parcel of land, regardless of area, described by metes and bounds which is not a numbered lot on any recorded subdivision plat.

Active Recreation: (see Recreation, Active)

Active Recreation Area or Facilities: (see Recreation Area or Facilities, Active)

Administrator: The Zoning Administrator for the Town of Warrenton. However, see also *Administrator*, *VSM* under Stormwater Management, and *Certified Program Administrator* under Erosion and Sediment Control. The Zoning Administrator is an Agent of the governing body and its associated boards and commissions and is appointed by the Town Manager or Community Development Director.

Agriculture: The tilling of the soil, the raising of crops, non-intensive livestock, horticulture, and forestry, but not including any agricultural industry or business, such as packing plants, dairies, mills, kennels, commercial stables, intensive agriculture as defined herein, or similar uses.

Agriculture, intensive: The raising, breeding and keeping of animals in concentrated, confined conditions, which may include such operations as swine, veal, sheep; houses and pens for poultry or other fowl; feed lots for beef, dairy cattle, swine, sheep and other animals; livestock markets and pet farms.

Agricultural pen: (see Animal Kennel)

Alley: A permanent service way, with a minimum width of twenty (20) feet, providing a secondary means of vehicular access to an abutting property, and not intended for general traffic circulation.

Alteration: Any change, addition, or modification in the total floor area, use, adaptability, or external appearance of an existing structure.

Amusement Arcade: A building or part of a building in which five or more pinball machines, videogames, or other similar player-operated amusement devices are maintained.

Animal Hospital or Clinic: Establishment where treatment is received and no activity is conducted outside the main building. Kennels are not by definition included.

Animal Kennel: An establishment licensed to operate a facility housing dogs, cats, or other household pets and where grooming, breeding, boarding, training, or selling of animals is conducted as a business.

Animal Kennel, Private: Any building, buildings, or land designed or arranged for the care of more than three dogs or more than three cats belonging to the owner of the principal use, kept for the purposes of show, hunting, or as pets.

Apartment House: A residential building located on a single lot used or intended to be used as the residence of three (3) or more families living independently of each other, typically sharing a common entrance and hallway for access to individual units, not including row or townhouses (also see Dwelling: Multifamily).

Apartment: A single dwelling unit typically sharing a common entrance and hallway for access within an Apartment House or within a larger, mostly non-residential structure.

Applicant: Any person submitting an application for a permit or requesting issuance of a permit, of any type, under this Ordinance.

Applicant-Owner: An individual, corporation, proprietor, trust, trustee, joint venture, partnership, or other entity having legal title to any tract of land or parcel of land to be developed, whether or not they have given their power of attorney to one of their group, or another individual or entity to act on their behalf in planning, negotiation, or in representing or executing the requirements of the ordinances of the Town of Warrenton.

Appraiser: A person who earns his livelihood from the appraisal of real property, as contrasted with the selling of property, and who meets the standards for membership in the American Institute of Real Estate Appraisers.

ARB: Architectural Review Board.

Arborist or "urban forester": a person trained in arboriculture, forestry, landscape architecture, horticulture, or related fields and experienced in the conservation and preservation of native and ornamental trees.

Arborist, Certified: An arborist who is certified by the International Society of Arboriculture.

Architect: A person who is recognized by the Commonwealth of Virginia and who is registered with the State Department of Professional and Occupational Regulation, or registered with a like body in another state, as a licensed architect.

Architectural Unit: A visually distinct mass that is part of a larger structure or a collection of structures and is either near the other structures or may be attached by a smaller enclosed structural element such as a gallery, an arcade or other such element.

Area, Gross Leasable: Inside square footage of a building including retail, wholesale, and storage space, exclusive of halls, closets, elevator shafts, toilets, etc., and any outside display.

Assembly Hall: A building or part of a building intended and designed for the conduct of meetings, presentations, and the like.

Assisted Living Facility: A place, establishment, or institution, operated for the maintenance or care of four or more adults who are aged, infirm, or disabled and who are cared for in a primarily residential setting, in accord with § 63.2-100 of the Code of Virginia. The level of service provided for these adults shall include at least moderate assistance with the activities of daily living.

Atrium House: A one-story, single-family, attached dwelling shaped to surround or partly surround a private open space called an atrium, it being a type of townhouse unit (also see Townhouse).

Attached Accessory Structure: An attached subordinate structure customarily incidental to and located upon the same lot occupied by the main use or building, including but not limited to a private garage, carport, balcony and deck.

Automobile body shop: A business limited to the repair and reconstruction of the exterior shells of automobiles and light trucks, including sanding, painting, and refinishing; but may also include frame, engine and other mechanical work in the repair of a vehicle.

Automobile Graveyard: Any lot or place which is exposed to the weather upon which more than five inoperable motor vehicles of any kind, are placed.

Automobile Sales: On-site sales, conducted on a regular or ongoing basis as a commercial enterprise, either retail or wholesale, of automobiles and/or light trucks and vans, but not heavy trucks or equipment.

Awning: A structure made of cloth, metal, or other material affixed to a building in such a manner that the structure may be raised or retracted to a flat position against the building, but not including a canopy or marquee.

Banks and Savings and Loan Offices: The retail offices of financial services institutions providing walk-in service to customers. Drive-through facilities are a separately designated and regulated component.

Basement: A story having part but not more than one-half of its height below grade. A basement shall be counted as a story for the purpose of height regulations, if it is used for business purposes, or for dwelling purposes by other than a janitor employed on the premises.

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

Bedroom: A room in a dwelling unit planned and intended for sleeping, separable from other rooms by a door.

Berm: A continuous bank of earth designed and placed to block or partially obscure elements of a site (such as a parking area) or of a building (such as a loading dock). Berms typically range in height from two (2) to six (6) feet, with width-to-height ratios of from 2:1 to 5:1. Berms are often used in combination with shrubbery and trees.

Best Management Practices (BMP): A schedule of activities, prohibitions, or practices, including both structural and nonstructural practices, maintenance procedures, and other management practices; devices, methods, or structures, including erosion and sediment control and stormwater designs, to prevent or reduce the pollution of surface waters and groundwater systems from the impacts of land-disturbing activities that are put into place during site development to protect Town infrastructure, adjacent properties, water bodies, streams, and the natural landscape during construction. After construction, SWM/BMP(s) are the practices that are integrated into a development that control and mitigate the quality and quantity of stormwater runoff from the site after development is completed. These practices need to be maintained over the life of the development or until it is returned to its natural, undeveloped state.

Block: That land abutting on one side of a street extending to the rear lot lines (or, for parcels of land extending through to another street, to a line midway between the two streets) and lying between the nearest intersecting and intercepting streets and boundary of any railroad right-of-way, park, school ground, or unsubdivided acreage or center line of any drainage channel twenty (20) or more feet in width.

Boardinghouse: A building that is the primary residence of the owner where meals and lodging are provided, for compensation, on a permanent basis for up to ten (10) individuals not related by blood, marriage, or adoption to the owner.

Broadcasting Station: The studios and/or facilities for radio or television broadcasting.

Buffer, Buffer Yard: A landscaped area intended to separate and partially obstruct the view of two (2) adjacent land uses or properties from one another or from the roadway or to block noise or other nuisances; land areas reserved for the purpose of providing screening and separation from adjacent, different land uses.

Building: A structure having one (1) or more stories and a roof, designed primarily for support and shelter of persons, animals, or property of any kind. When a structure is divided into separate parts by fire walls, each having separate plumbing, electrical, heating, drainage, and ventilation, each part so divided shall be deemed a separate structure.

Building Area: The area of the horizontal section of the buildings taken at their greatest outside dimensions on the ground floor including all attached structures and covered porches.

Building, Governmental: Any building owned by, operated by and/or leased to a government agency, except utilities, which are defined separately.

Building, Height of: The vertical distance measured from the level of the curb or the established curb grade opposite the middle of the front of the structure to the highest point of the roof if a flat roof; to the deck line of a mansard roof; or to the mean height level between the eaves and ridge of a gable, hip, or gambrel roof. For buildings set back more than ten (10) feet from the street line, the height shall be measured from the average elevation of the ground surface along the front of the building.

Building Line: The line which establishes the distance of a structure from any lot boundary line.

Building, Main: The principal structure or one of the principal buildings on a lot, or the building or one of the principal buildings housing the principal use on the lot.

Building Official: The official appointed by the Town Manager to administer and enforce the Building Code.

Building, Public: (see Building, Governmental)

Business and Professional Office: A building or portion of a building wherein services are performed involving predominantly administrative, professional, or clerical operations.

Business and office supply establishments: Retail or wholesale distribution of office materials, goods and small equipment.

C – District (Commercial District): Any zoning district beginning with "C", and predominantly providing for commercial uses.

Cabinet, upholstery, and furniture shops: A business limited to the production, repair or refinishing of cabinets, furniture and related household items.

Cable television facilities: Offices, studios and other facilities of a cable television business.

Cafeteria: A commercial eating facility in which patrons choose food items along a self-service line rather than through table service.

Cafeteria Truck: a vehicle or cart primarily offering delivery and/or self-service of pre-packaged or prepared foods, not cooked to order or prepared on-site. This type of vendor must obtain an itinerant merchant license from the Town Manager.

Caliper: A measurement of the diameter of a tree trunk taken at four and one-half feet above the soil line. Also known as diameter at breast height (DBH).

Canopy: A structure, other than an awning, made of cloth, metal, or other material which may be a standalone structure or totally or partially attached to a building for the purpose of providing shelter to patrons or automobiles, or as a decorative feature on a building wall. A canopy is not a completely enclosed structure and cannot be raised or retracted.

Capital Improvement Plan: A plan outlining the nature, location, costs, funding, and timing of future capital expenditures for community facilities such as streets, sidewalks, drainage facilities, water and wastewater lines and treatment facilities, parks, public buildings, and required property.

Car Port: A structure attached to a dwelling unit, open on at least one (1) side, designed for the parking and storage of vehicles by the residents of the dwelling and their guests.

Car Wash: A building or area of land that provides facilities for washing and cleaning motor vehicles, which may use production line methods with a conveyor, blower, or other mechanical devices, and which may employ some hand labor.

Car wash, Self-service: A building or area of land that provides facilities for patrons to wash and cleaning their motor vehicles by hand and/or with light equipment such as hoses and vacuums.

Caregiver: An adult who provides care for a mentally or physically impaired person within the Commonwealth. A caregiver shall be either related by blood, marriage, or adoption to or the legally appointed guardian of the mentally or physically impaired person for whom he is caring.

Carnival: An amusement show, usually traveling from place to place, containing rides, side shows, and other forms of entertainment.

Cellar: A story having more than one-half of the height below grade.

Cemetery: A place where lots are sold for the burial of the dead.

Centerline: The midpoint of the width of a highway or right-of-way.

Channel Letters: A sign that consists of custom-made metal or plastic that are covered in a translucent plastic material, often internally illuminated. The space between the letters is not part of the sign structure but rather the building façade though the space may count toward the sign area depending on how the letters are grouped and calculated in accordance with Section Error! Reference source not found..

Chesapeake Bay Preservation Act land-disturbing activity: A land-disturbing activity including clearing, grading, or excavation that results in a land disturbance equal or greater than 2,500 square feet and less than one acre in all areas of jurisdictions designated as subject to the regulations adopted pursuant to the Chesapeake Bay Preservation Act, *Code of Virginia*, § 62.1-44.15:67, et seq. Required for localities within Tidewater Virginia.

Child: Any person under eighteen (18) years of age.

Child Care Center: A facility operated for the purpose of providing care, protection, and guidance to a group of four (4) or more children separated from their parents or guardians during part of the day only, and meeting the licensing requirements for child care centers of Section 63.1-196 of the Code of Virginia, 1950, as amended.

Church (or place of religious worship): A building or structure, or group of buildings or structures, which by design and construction are primarily intended for activities that people regularly attend to participate in or hold religious services, meetings, and other activities. The term "church" shall not carry a secular connotation and shall include buildings in which religious services of any denomination are held.

Civic Group: A non-profit group or organization which meets regularly in the Town or which has "Warrenton" or a Town location in its name, and which has demonstrated service to the Town, in the determination of the Zoning Administrator. (also see "non-profit organization")

Cleaning and Pressing Shop: (see Laundry)

Clean Water Act (CWA): The federal Clean Water Act (33 U.S.C §1251 et seq.), formerly referred to as the Federal Water Pollution Control Act or Federal Water Pollution Control Act Amendments of 1972, Public Law 92-500, as amended by Public Law 95-217, Public Law 95-576, Public Law 96-483, and Public Law 97-117, or any subsequent revisions thereto.

Clear-cutting or Clearing: The indiscriminate removal of trees, shrubs, or undergrowth with the intention of preparing real property for nonagricultural development purposes, or any activity that removes the vegetative ground cover, including but not limited to the removal of vegetation, root mat removal, and/or topsoil removal. This definition does not include the selective removal of non-native tree and shrub species when the soil is left relatively undisturbed; removal of dead trees and shrubs; or normal mowing operations.

Clerk: The Clerk of the Circuit Court of Fauquier County having jurisdiction in the Town of Warrenton.

Clinic: A building designed and used for the diagnosis and treatment of human patients that does not include overnight care facilities. This definition includes a group practice in which several licensed medical, dental or health care professionals work cooperatively.

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

Club, Swim or Tennis: A private club with swimming and/or tennis facilities, indoor or outdoor.

Cluster Development: A residential development design technique that concentrates buildings in specific areas on a site to allow the remaining land to be used for recreation, common open space, and preservation of environmentally sensitive areas or historic and cultural resources.

COA: Certificate of Appropriateness.

Coherence: Logically consistent arrangement of interdependent elements of a site plan or architectural design.

Commercial Nurseries and Greenhouses: An area or establishment for the propagation, growing, or selling of nursery stock for gardens, grounds, and yards. Such stock may include trees, plants, shrubs, and vines. Landscape contracting of nursery stock shall be permitted as a use.

Commercial Recreation, Indoor: Any enclosed or semi-enclosed establishment operated as a commercial enterprise (open to the public for a fee) for the following activities: games and athletics, bowling, billiards or pool, darts, bingo, slot cars, hard and soft courts, miniature golf, golf driving nets, cultural activities, martial arts, archery, roller or ice skating, skateboarding, swimming, and activities incidental to the foregoing.

Commercial Recreation, Outdoor: Any outdoor establishment operated as a commercial enterprise (open to the public for a fee) for the following activities: games and athletics, batting and pitching cages, darts, hard and soft courts, miniature golf, radio-controlled vehicles and airplanes, pony rides, waterslides, cultural activities, martial arts, archery, camping, roller or ice skating rinks, skateboarding, picnicking, boating, fishing, swimming, golf driving ranges, and activities incidental to the foregoing, but not including amusement rides, amusement parks, theme parks or motor vehicle race tracks.

Commercial Use: An occupation, employment, or enterprise that is carried on for profit by the owner, lessee, or licensee.

Commission, the: The Planning Commission of Warrenton, Virginia.

Common plan of development or sale: A contiguous area where separate and distinct construction activities may be taking place at the same or different times or on different schedules, or are connected through common ownership or interests, rights-of-way, or development pattern.

Communications Towers: (see Transmission and Receiving Towers)

Community Building: A building and associated facilities and area, usually owned by a public nonprofit group or agency, used for and providing fraternal, social, and/or recreational programs generally open to the public and designed to accommodate and serve significant segments of the community.

Comprehensive Plan: Maps, charts, and descriptive matter officially adopted by the Warrenton Town Council showing, among other things, recommendations for the most appropriate use of land; for the most desirable density of population; for a system of thoroughfares, parkways and recreation areas; for the general location and extent of facilities for water and sewer; and for the general location, character and extent of community facilities.

Complex: A grouping of buildings or architectural elements on a single site or tract.

Condominium: A building or group of buildings in which units are owned individually and the structure, common areas, and facilities are owned by all the owners on a proportional, undivided basis.

Conference Center: A facility designed for conducting large or small group meetings. Such facilities may include overnight accommodations or short term lodging (not longer than fourteen (14) consecutive days), food preparation and service, entertainment, social or charitable events, and recreational facilities.

Conservation Easement: An easement granting a right or interest in real property that is appropriate to retaining land or water areas and their structures in their built, natural, scenic, open, or wooded condition, or for the purpose of maintaining existing land uses; for stormwater management or protection of wetlands, floodplain, soils, slopes, or critical areas; protection and enhancement of scenic views or visual corridors,

for preservation of historic, architectural, or cultural resources, or for other local, environmental, cultural, or historic reasons that further the objectives of the Comprehensive Plan, the Zoning Ordinance, or the Town Code.

Construction Standards: Specifications and standards as adopted by or applicable in the Town of Warrenton relating to the construction of all physical improvements, including but not limited to development, structures, or the installation of utilities.

Convalescent Home: (see Nursing Home).

Convenience Retail: Any retail establishment offering for sale prepackaged food products, household items, and other goods commonly associated with the same and having a gross floor area of less than five thousand (5,000) square feet.

Convenience store: (see Convenience Retail)

Council: The Town Council of Warrenton, Virginia.

Covenant: A formal agreement of legal validity between two (2) or more parties outlining restrictions, rights, or responsibilities concerning the use of property or structures.

Crematory: A building containing a furnace for reducing dead bodies, either animal or human, to ashes by burning.

Critical Root Zone (CRZ): An area which must be preserved in order to ensure protection and survival of a tree; a minimum of one foot per inch of caliper (defined herein as the diameter at breast height).

Cul-de-sac: A street with only one (1) outlet having an appropriate turn-around area for a safe and convenient reverse of traffic movement.

Dairy: A commercial establishment for the manufacture and sale of dairy products.

Data Center: A facility containing one or more large-scale computer systems used for data storage and processing for off-site users. Typical supporting equipment includes back-up batteries and power generators, electric substations, cooling units, fire suppression systems, and enhanced security features.

Day Care Center: (see Child Care Center and Family Day Care Home).

Deciduous: Any tree or shrub that loses its leaves during the winter season.

Deck: An exterior, roofless, floor system supported on at least two opposing sides by an adjoining dwelling/structure and/or posts, piers or other independent supports.

Density: The number of dwelling units per acre of land.

Density Bonus: An additional increment of density allowable on a site in return for a specified public good, as provided in this ordinance.

Density, Gross: The number of dwelling units per gross acre of land on the site or lot.

Density, Net: The number of dwelling units per net acre of land (gross site or lot area less floodplain, steep slopes and other unbuildable areas).

Detention Facility: A facility which serves the purpose of collecting and retaining rainfall falling on a site for controlled release to primary storm water management facilities as a result of land alteration activities.

Developer or Subdivider: An individual, corporation, proprietor, trust, trustee, joint venture, partnership, or other entity having legal title to any tract of land or parcel of land to be developed, whether or not they have given their power of attorney to one of their group, or another individual or entity to act on their behalf in planning, negotiation, or in representing or executing the requirements of the ordinances of the Town of Warrenton.

Development (noun): Any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, the placement of mobile homes, streets, and other paving, utilities, filling, grading, excavation, mining, dredging, or drilling operations.

Development (verb): Land disturbance and the resulting landform associated with the construction of residential, commercial, industrial, institutional, recreation, transportation or utility facilities or structures. Development potentially changes the runoff characteristics of the land.

District: A section of the Town of Warrenton within which the zoning regulations are uniform; Zoning District.

District, Base: A type of Zoning District established in this ordinance that specifies allowable land uses and development intensities and requires a generally uniform group of land uses and lot requirements and does not require a concept development plan in advance of zoning approval.

District, Regular: (see Base District)

District, Overlay: A type of Zoning District established in this ordinance that may be mapped for a particular land area and functions as an additional set of zoning requirements in addition to the zoning requirements of the underlying base district that applies to the tract.

District, Special: (see District, Overlay)

Drive-In Facility (same as “Drive-Through”): Any portion of a building or structure from which customers can receive a service or obtain a product while in their motor vehicle.

Driveway or Accessway: That space specifically designated and reserved on the site for movement of vehicles from one location to another on site or from the site to a public street.

Drug Store: A retail establishment offering a variety of consumer goods with a licensed pharmacist on staff for the purpose of dispensing prescription drugs.

Dustless Surface: A surface adequately covered in accordance with good construction practice, with a minimum of either two (2) applications of bituminous surface treatment concrete, or bituminous concrete approved by the Town, and to be maintained in good condition at all times.

Dwelling: Any structure, or portion thereof, which is designed for generally permanent residential purposes, not including hotels, boardinghouses, lodging houses, tourist cabins, or automobile trailers (also see “dwelling unit”).

Dwelling, Accessory: (see Accessory Dwelling Unit).

Dwelling, Duplex (two-family): Two (2) single-family attached dwellings.

Dwelling, Elderly and Handicapped: A building or portion thereof containing at least ten (10) dwelling units and within which at least ninety (90) percent of all dwelling units are occupied by or designed for occupancy by:

- (a) Families of two or more persons the head of which (or his or her spouse) is 55 years of age or over or is handicapped; or
- (b) The surviving member or members of any family described in paragraph (a) living in a unit within the building with the deceased member of the family at the time of his or her death; or
- (c) A single person who is 55 years of age or over, or a non-elderly handicapped person between the ages of 18 and 55; or
- (d) Two (2) or more elderly or handicapped persons living together, or one or more such persons living with another person who is determined by a licensed physician's certification to be essential to their care or well-being.

For the purpose of this definition Handicapped Person means any adult having an impairment which is expected to be of an indefinite duration, is a substantial impediment to his or her ability to live independently, and is of a nature that such ability could be improved by more suitable housing conditions. A person also shall be considered handicapped if he or she is developmentally disabled, i.e., if he or she has a disability attributable to mental retardation, cerebral palsy, epilepsy, or another neurological condition closely related to mental retardation or to require treatment similar to that required for mentally retarded individuals, which disability originates before such individual attains age eighteen, which constitutes a substantial handicap to such individual.

Dwelling, Four-Family: A residential structure, occupying one lot, arranged or designed to be occupied by four (4) families living independently of each other, generally with separate entrances for each dwelling unit and common open space surrounding the structure.

Dwelling, Live-Work Unit: A residential structure, occupying one lot, with home business quarters on the ground floor and occupant residential quarters on the upper floor or floors.

Dwelling, Mixed Commercial Use: A dwelling unit in a structure that is also designed and used for commercial purposes. Access to the dwelling unit is separate from access to areas used for commercial purposes and the unit is typically located in basements or upper stories with commercial uses occurring at the street level of the structure.

Dwelling, Mobile Home:

Manufactured homes are also commonly referred to as “mobile homes” and differ from Modular Homes as defined herein, in that they do not necessarily comply with BOCA or Virginia Uniform Statewide Building Code standards. Three types are defined herein as follows:

Mobile (Manufactured) Home, Type A: A multi-sectional manufactured home (“doublewide”) constructed after July 1, 1976, that meets or exceeds the Manufactured Home Construction and Safety Standards, promulgated by the U.S. Department of Housing and Urban Development.

Mobile (Manufactured) Home, Type B: A traditional single manufactured home (“singlewide”) constructed after July 1, 1976, that meets or exceeds the Manufactured Home Construction and Safety Standards, promulgated by the U.S. Department of Housing and Urban Development.

Mobile (Manufactured) Home, Type C: Any manufactured home (“mobile home”) constructed before July 1, 1976 and which consequently does not meet the criteria of a Type A or Type B manufactured home as defined herein.

Dwelling, Modular: A dwelling unit constructed through use of large, prefabricated, mass-produced, partially pre-assembled sections or modules which are subsequently put together on-site on a permanent foundation, and which meets the BOCA and Virginia Uniform Statewide Building Code standards.

Dwelling, Multifamily: A residential structure arranged or designed to be occupied by more than one (1) family living independently of each other, the structure having more than two (2) dwelling units and generally 5+having a common entrance or hallway providing access to dwelling units.

Dwelling, Single-Family, Attached: One (1) of two (2) or more residential buildings having a common party wall separating dwelling units, each dwelling unit occupying a separate lot.

Dwelling, Single-Family, Detached: A structure arranged or designed to be occupied by one (1) family, the structure having only one (1) dwelling unit.

Dwelling, Three-Family: A residential structure, occupying one (1) lot, arranged or designed to be occupied by three (3) families living independently of each other, generally with separate entrances for each dwelling unit and common open space surrounding the structure.

Dwelling, Triplex: A group of three (3) townhouse units.

Dwelling, Townhouse: A dwelling unit, occupying one(1) lot, attached by means of a common vertical wall or walls, extending from the floor of the basement to the roof, to a series of similar dwelling units, each of which has individual access from the outdoors and each of which normally consists of two (2) or three (3) stories, situated on one (1) lot. The term "townhouse" is inclusive of the terms "atrium house" and "patio house."

Dwelling, Two-Family: A single structure arranged or designed to be occupied by two (2) families living independently of each other, with separate entrances for each dwelling unit and common open space surrounding the structure.

Dwelling, Quadriplex: A group of four (4) townhouse units.

Dwelling Unit: One (1) or more rooms connected together in a structure designed for occupancy as a separate living quarters, for owner occupancy, or rental or lease on a weekly, monthly or longer basis, and physically separated from any other rooms or dwelling units which may be in the same structure, and containing independent cooking, sleeping, and sanitary facilities within the unit.

Easement: A grant of one (1) or more of the property rights by the owner to, or for the use by, the public, a corporation, or another person or entity.

Emergency Housing: The housing is designated to provide emergency housing for a maximum of six (6) months. Emergency housing and related counseling services shall be provided by a Fauquier County/Town of Warrenton recognized human service organization. A house coordinator must reside on the premises,

and a substitute house coordinator shall be on the premises if the house coordinator is away from the residence for more than one day.

Employment service or agency: A public, non-profit or for-profit agency or business that provides assistance in matching prospective employees with employers.

Engineer: A person who is recognized by the Commonwealth of Virginia and who is registered with the State Department of Professional and Occupational Regulation, or registered with a like body in another state, as a "professional engineer."

Erosion: The disintegration, detachment, carrying away, or wearing away of land surface by running water, wind, and/or other natural agents.

Erosion and Sediment Control. Under the Articles, Manuals, Forms, and Regulations set forth for the purposes of Erosion and Sediment Control, in addition to the definitions set forth in 9VAC25-720-10 of the Virginia Water Quality Management Planning Regulations and 9VAC25-80 of the Virginia Erosion and Sediment Control Regulations, as amended, which are expressly adopted and incorporated herein by reference, the words and terms used in this Ordinance have the following meanings unless otherwise specified in this Ordinance.

Agreement in Lieu: An application for a Land Disturbance Permit (LDP) wherein the applicant agrees to certain specific and general best management practices and methods as appropriate for the location, scope and type of development proposed, which may be substituted for an erosion and sediment control plan. This may be acceptable where the land disturbing activity results from the construction of a single-family residence, or wholly comprises an area of less than 2,000 square feet, if executed by the Erosion and Sediment Control Administrator in accordance with the requirements of this Ordinance. An Agreement in Lieu may constitute the Site Conservation Plan (SCP) for the project. This differs from an Agreement in lieu of a stormwater management plan (see Stormwater Management).

Approved Plan: That plan approved by the Erosion and Sediment Control Administrator, by the issuance of a Land Disturbance Permit (LDP), which carries the permittee's proposed methodology for controlling erosion, sedimentation, and storm water runoff resulting from proposed land disturbing activity. Changes approved in the field by an Inspector must be shown on the Approved Plan and signed off by the ESC Administrator.

Certified Program Administrator: The Town of Warrenton's designated Erosion and Sediment Control Administrator.

Certified Inspector: Employee of the Town of Warrenton charged with on-site inspection of erosion and sediment control devices employed via this Article and who (i) holds a certificate of competence from the Board in the area of project inspection or (ii) is enrolled in the Board's training program for project inspection and successfully completes such program within one year after enrollment.

Erosion and Sediment Control Administrator: Town of Warrenton designated personnel certified by the Virginia Department of Environmental Quality that are responsible for administering the adopted Erosion and Sediment Control requirements.

Erosion and Sediment Control Plan: The document containing material for the conservation of soil and water resources of a unit or group of units of land. It may include appropriate maps, an

appropriate soil and water plan inventory and management information with needed interpretations, and a record of all decisions contributing to conservation treatment. The plan shall contain all major conservation decisions and all units of land will be so treated to achieve the conservation objective.

Erosion Impact Area: An area of land not associated with current land disturbing activity, but subject to persistent soil erosion resulting in the delivery of detriment onto neighboring properties or into natural waterways.

Land Disturbance Activity Level: Development projects disturbing more than 2,000 square feet of land area in the Town of Warrenton must comply with the regulations of the Site Conservation Manual (Article 4 of the Zoning Ordinance).

Local Erosion and Sediment Control Program (Local Control Program): An outline of the various methods employed by a district or locality to regulate land disturbing activities and thereby minimize erosion and sedimentation in compliance with the state program and may include such items as local ordinances, policies and guidelines, technical materials, inspection, enforcement, and evaluation.

Natural Channel Design Concepts: The utilization of engineering analysis and fluvial geomorphic processes to create, rehabilitate, restore, or stabilize an open conveyance system for the purpose of creating or recreating a stream that conveys its bankfull storm event within its banks and allows larger flows to access its bankfull bench and its floodplain.

Natural Landscape: The Town's natural landscape shall include, but is not limited to, natural resources such as trees and woodlands, fresh water bodies, wetlands, riparian areas, steep slopes, other natural areas and natural soils.

Plan Approving Authority: The State Water Control Board, the Department of Environmental Quality, the Town of Warrenton, or the Zoning Administrator of the Town of Warrenton responsible for determining the adequacy of a conservation plan or erosion and sediment control plan submitted for land-disturbing activities on a unit(s) of land and for approving plans.

Responsible Land Disturber: The property owner or his designated representative.

Riparian Area: A transitional zone, adjacent to a water body, between water and terrestrial ecosystems. Such area is at least periodically influenced by flooding and includes perennial and intermittent streams and lakes.

Riparian Buffer: A riparian area composed of natural vegetation whose purpose is to provide stabilization of stream banks, limit erosion, reduce flood size flows, and filter and settle out runoff pollutants.

Riparian Setback: The area set back along the stream to protect the riparian area and water body from impacts of development and abutting properties from the impact of flooding and land loss through erosion.

Runoff Volume: The volume of water that runs off the land development project from a prescribed storm event.

Site Conservation Plan (SCP): That Plan, which may be a portion of the required Site Development Plan (SDP), Erosion and Sediment Control Plan, and/or Stormwater Plan that includes the design to preserve the natural landscape of the Town of Warrenton per the preservation of trees and

woodlands, natural waterways and sediment through the best management of each construction operation. The plans must make use of the practices that preserve the existing natural condition to the maximum extent practicable.

Virginia Soil and Water Conservation Board: Board established by the General Assembly to help guide the delivery of soil and water conservation services to citizens of the Commonwealth.

Transporting: Any moving of earth materials from one place to another, other than such movement incidental to grading, when such movement results in destroying the vegetative ground cover, either by tracking or by the buildup of earth materials to the extent that erosion and sedimentation will result from the soil or earth materials over which such transporting occurs.

Water Quality Volume: The volume equal to the first one-half inch of runoff multiplied by the impervious surface of the land development project.

Excavating: Any digging, scooping, or other method of removing earth materials.

External Relationships: Those associations pertaining to off-site considerations. (also see Internal Relationships)

Evergreen: A coniferous or other plant that retains its leaves or needles in all seasons.

Facilities: Something designed, built, installed, etc., to serve a specific function affording a convenience, use or service to the users.

Fair: a temporary, mainly outdoor, public celebratory event, including festivals, which may include musical or theatrical entertainment, display and/or sale of crafts, food and the like.

Fairgrounds, showgrounds, or exhibition center: A site which is used for temporary, regular exhibitions, displays, contests and the like.

Family: One (1) or more persons occupying a dwelling unit and living and cooking together as a single, nonprofit, housekeeping unit, provided that not more than four (4) persons not related by blood, marriage, adoption, or guardianship shall constitute a family unless such group is composed of handicapped persons as defined in Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988 and all subsequent amendments. Such unrelated handicapped individuals shall have the right to occupy a dwelling unit in the same manner and extent as any family unit established through kinship as defined above.

Family Care Home: A private single-family home in which more than three (3) children, but no more than six (6) children, are received for care, protection, and guidance during only part of the day, except children who are related by blood or marriage to the person who maintains the home, and meeting applicable licensing requirements for family care homes of § 63.1-196 of the Code of Virginia, 1950, as amended.

Farmer's Market: A place where locally grown produce and goods are sold on a temporary or seasonal basis to the general public, not including wholesale or bulk sales to commercial enterprises or the sale of crafts, household items, or other nonagricultural items.

Farm equipment, motorcycle, boat, and sport trailer sales and service: On-site sales and service, either retail or wholesale, of farm equipment, motorcycle, boat, and sport trailers.

Fence: Any artificially constructed barrier of any material or combination of materials erected to enclose, partition, or screen areas of land.

Filling: Any depositing or stockpiling of earth materials.

Flag: Any fabric or bunting containing distinctive colors, patterns, or design that displays words, letters, figures, designs, symbols, fixtures, logos, colors, that may be mounted to a flag pole or other structure.

Flex Industrial uses: Light industrial activities that occur in buildings of no more than two stories in height, with one or more loading docks, and not more than half of the gross floor area used for offices.

Flood: A general and temporary inundation of normally dry land areas.

Flooding: A flood event. In stormwater management, a volume of water that is too great to be confined within the banks or walls of the stream, water body or conveyance system and that overflows onto adjacent lands, thereby causing or threatening damage.

Floodplain: A relatively flat or low land area adjoining a river, stream or watercourse which is subject to partial or complete inundation, or an area subject to the unusual and rapid accumulation or runoff of surface waters from any source. In stormwater management, the floodplain means the area adjacent to a channel, river, stream, or other water body that is susceptible to being inundated by water normally associated with the 100-year flood or storm event. This includes, but is not limited to, the floodplain designated by the Federal Emergency Management Agency and shown on the adopted Federal Insurance Rate Map (FIRM).

Floodplain Management Definitions (reference Floodplain District):

Base Flood/One Hundred-Year Flood: A flood that, on the average, is likely to occur once every one hundred (100) years (i.e., that has a one (1) percent chance of occurring each year, although the flood may occur in any year).

Existing Manufactured Home Park/Subdivision: A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the initial effective date of these regulations.

Expansion to an Existing Manufactured Home Park or Subdivision: The preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

Flood Fringe: All that land in a floodplain not lying within a delineated floodway and subject to inundation by relatively low velocity flows and shallow water depths.

Flood Hazard District: The area subject to inundation by waters on the 100-year flood, which is the flood that has a one (1) percent chance of being equaled or exceeded in any given year, as defined by the Federal Emergency Management Agency.

Flood-Prone Area: Any land area susceptible to being inundated by water from any source.

Floodproofing: The protection of structures and public utility systems from damage caused by inundation or seepage of flood waters.

Historic Structure: Any structure that is a) listed individually in the National Register of Historic Places or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register; b) certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district; c) individually listed on the Virginia Landmarks Register; or d) individually listed on the local inventory of historic places, provided that the Warrenton preservation program has been certified by the Department of Historic Resources and/or the Secretary of the Interior.

Manufactured Home Park/Subdivision: A parcel, or contiguous parcels, of land divided into two (2) or more lots, for rent or sale, intended for the placement of a manufactured home.

New Construction: For the purpose of determining insurance rates, structures for which the “start of construction” commenced on or after the effective date of an initial Flood Insurance Rate Map (FIRM) or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, “new construction” means structures for which the “start of construction” commenced on or after the effective date of this Article and includes any subsequent improvements to such structures.

New Manufactured Home Park/Subdivision: A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the initial effective date of these regulations.

Recreational Vehicle: A vehicle which is a) built on a single chassis; b) four hundred (400) square feet or less when measured at the largest horizontal projection; c) designed to be self-propelled or permanently towable by a light duty truck; and d) designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational camping, travel, or seasonal use.

Start of Construction: The date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within one hundred eighty (180) days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include excavation for a basement, footings, piers, or foundations or the erections of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For substantial improvement, the actual start of construction means the first alteration on any wall, ceiling, floor, or other structural part of a building, whether or not the alteration affects the external dimensions of the building.

Substantial Damage: Damage of any origin sustained by a structure whereby the cost of restoring the structure to it before damaged condition would equal or exceed fifty (50) percent of the market value of the structure before damage occurred.

Substantial Improvement: Any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds fifty (50) percent of the market value of the structure before the “start of construction” of the improvement. This term includes structures which have incurred “substantial damage” regardless of the actual repair work performed. The term does not, however, include either 1) any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions, or 2) any alteration of a “historic structure”, provided that the alteration will not preclude the structures continued designation as a “historic structure.”

Floodway: The channel of a river or other watercourse and the adjacent land areas, usually associated with flowing water, that must be reserved and kept free of encroachment, in order to discharge the 100-year flood or storm event without cumulatively increasing the water surface elevation more than one foot at any point along the watercourse. This includes, but is not limited to, the floodway designated by the Federal Emergency Management Agency and shown on the adopted Federal Insurance Rate Map (FIRM).

Floor Area, gross: The sum of the total horizontal areas of all floors of a structure on a lot, measured from the interior faces of exterior walls, including basements, elevator shafts, stairwells at each story, enclosed porches or atriums, interior balconies or mezzanines, and attics with headroom of six (6) feet, six (6) inches or greater. This definition does not include floor space not used for human habitation or suitable for temporary storage of merchandise or equipment such as areas designed for heating and ventilating equipment, cellars or outside balconies which do not project more than six (6) feet from the exterior wall, off-street parking structure, rooftop mechanical structures or penthouses, or areas with less than six (6) feet, six (6) inches or more of structural headroom.

The term “floor area” shall include basements, elevator shafts and stairwells at each story, floor space for mechanical equipment with headroom of seven feet or more, attic space, interior balconies and mezzanines.

The term gross floor area shall not include cellars or outside balconies which do not exceed a projection of six feet beyond the exterior walls of the building.

Parking structures and rooftop mechanical structures are excluded from gross floor area.

The gross floor area of structures devoted to bulk storage of materials including, but not limited to, grain elevators and petroleum storage tanks, shall be computed by counting each ten feet of height or fraction thereof as being equal to one floor.

Floor Area, gross leasable: The total area designated for tenant occupancy and exclusive use in a shopping center or commercial building, including storage, retail area, offices, shipping, basements, mezzanines and upper floors, if any, expressed in square feet and measured from the center line of joint partitions and from outside wall faces.

Floor Area, net: The sum of the total horizontal areas of the several floors of all buildings on a lot, measured from the interior faces of exterior walls and from the centerline of walls separating two or more buildings. The term “net floor area” shall include outdoor display areas for sale, rental and display of vehicles, equipment and other products, but shall exclude areas designed for permanent uses such as toilets, utility closets, enclosed parking areas, mechanical equipment rooms, public and fire corridors, stairwells, elevators, escalators, and areas under a sloping ceiling where headroom in at least half of such area is less than seven feet.

Footprint, building: (see Floorplate)

Floorplate: The horizontal land area occupied by a building at finished grade including projections and overhangs (“footprint”).

Foster Home: A residence of any person in which one (1) or more children, other than a child by birth or adoption of such person, resides as a member of the household.

Front: The edge of a lot or structure that abuts a street or way and ordinarily is regarded as the front of the lot.

Front, to: When a building or structure faces or orients toward the front of a lot.

Frontage: That side of a lot abutting on a street or way and ordinarily regarded as the front of the lot; the distance between the side lines of any lot as measured along a line, at the required setback distance from the front lot line, generally paralleling the street upon which the lot fronts. The minimum width of a lot measured from one side lot line to the other along a straight line on which no point shall be farther away from the street upon which the lot fronts than the building setback line, as defined and required herein. On irregularly shaped lots that make such a measurable line impossible, the frontage shall be measured along the line that can be drawn so as to best meet the intent of the above definition.

Frozen food lockers: Commercial facilities in which frozen foods are stored for wholesale distribution or purposes.

Funeral Home: A building or part thereof used for human funeral services. Such building may contain space and facilities for the following: embalming and the performance of other services used in the preparation of the dead for burial; the performance of autopsies and other surgical procedures; the storage of caskets, funeral urns, and other related funeral supplies; and, the storage of funeral vehicles, but not including facilities for cremation.

Garage, Private: Accessory building designed or used for the private storage of not more than three (3) automobiles owned and used by the occupants of the building to which it is accessory, with no facilities for mechanical service or repair of a commercial or public nature. On a lot occupied by a multiple-unit dwelling, the private garage may be designed and used for the storage of twice as many automobiles as there are dwelling units. A garage which is attached to the main dwelling structure shall be considered part of that structure for purposes of setback, yard and height regulations.

Garage, Public: A building or portion thereof, other than a private garage, designed or used as a business enterprise with a fee or service charge being paid to the owner for renting, selling, or storing motor-driven vehicles.

Garage, Repair: Any building, premises, or land in which or upon which a business, service, or industry involving the maintenance, servicing, repair, or painting of motor vehicles is conducted or rendered, such services taking place within an enclosed building or screened from public view.

Garden Apartment: A dwelling unit situated within a structure consisting of no more than three (3) stories with access to the dwelling units provided by means of an interior hallway or foyer, each dwelling unit normally consisting of a portion of one (1) floor of the structure.

Gasoline Service Station: (see Service Station)

Geometric Design: Typical cross-sections used in street design.

Gift Shop: A building, or area within a building, comprising no more than 3,000 square feet that display and sells merchandise at retail that is related to a historic person, place or event.

Golf Course: Any area of land, publicly or privately owned, on which the game of golf is played, including accessory uses and buildings customary thereto, but excluding lighted golf driving ranges as defined herein.

Golf Driving Range: A limited area on which golf players do not walk, but onto which they drive golf balls from a central driving tee.

Gooseneck Lighting: A type of light fixture in which a lamp or lightbulb is attached to a flexible, adjustable shaft to allow the user to position the light source without moving the fixture or item to be illuminated. When applied for the purposes of illumination of signage, the lighting is directed on a sign element.

Governing Body: The Town Council of Warrenton, Virginia.

Governmental Buildings: (see Building, Governmental)

Green: Land open to the general public for passive recreational use that contains lawns, shade trees and/or landscaped areas. Paved pedestrian walkways and sitting areas may cover up to twenty-five percent (25%) of the green. Greens may be publicly owned or owned in common by a property owners association. Greens may but are not required to be square or rectangular in shape.

Grade: The average of the finished ground level at the center of all walls of a building. In the case where walls are parallel to and within five (5) feet of a sidewalk, the ground level shall be measured at the sidewalk.

Grading: Any excavating or filling of earth materials or any combination thereof, including the land in its excavated or filled condition.

Grain and feed supply stores: A business which sells grain, seed, feed and related agricultural products on a wholesale basis, and may sell at retail as well.

Gross Floor Area: (see Floor Area, Gross)

Gross Leasable Space: (see Floor Area, Gross Leasable).

Group Home: A building which provides living accommodations for the physically or mentally handicapped, children sixteen (16) years of age or younger, abused adults, or persons sixty-five (65) years of age or older. The residents of such group homes shall be supervised by a resident or nonresident staff persons in charge of their area.

Health Official; Health Officer: The health director or sanitarian of the County of Fauquier, Virginia, or his designated agent.

Health or Fitness Facilities: An indoor establishment, which may include saunas and steambaths, offering or providing facilities for and instruction in general health, physical fitness, and controlled exercises such as weight lifting, calisthenics, and aerobic dancing.

Heliport: Any landing area used for the landing and taking off of helicopters for the purpose of picking up or discharging of passengers or cargo, including fueling and emergency service facilities.

Heritage tree: any tree that has been individually designated by the local governing body to have notable historic or cultural interest.

Highway Engineer: The engineer appointed by the Town Manager or designated state official serving the local VDOT residency.

Historic District: An area containing buildings or places in which historic events occurred or having special public value because of notable architectural or other features relating to the cultural or artistic heritage of the community, of such significance as to warrant conservation and preservation, and designated and/or mapped and adopted by the Town Council as an overlay district of the Zoning Ordinance.

Historic District Definitions (reference HD District):

1. *Alteration:* Any change, modification, or addition to a part of or all of the exterior of any building or structure.
2. *Building:* Any enclosed or open structure which is a combination of materials to form a construction for occupancy or use.
3. *Building Official:* The person appointed by the Town Manager as the individual who issues the permit for the construction, alteration, reconstruction, repair, restoration, demolition, or razing of all or part of any building.
4. *Building Permit:* An approval statement signed by the Building Permit Office authorizing the construction, alteration, reconstruction, repair, restoration, demolition, or razing of all or a part of any building.
5. *Contributing Properties:* Properties so designated on the inventory map of landmarks and contributing properties which is adopted as a part of this Ordinance, being generally those properties which by reason of form, materials, architectural details, and relation to surrounding properties contribute favorably to the general character of the part of the Historic District in which they are located but which by reason of recent age, lack of historic significance, or other factors are not designated as historic landmarks under the criteria of this Ordinance.
6. *Certificate of Appropriateness:* The approval statement signed by the Chairman of the Architectural Review Board which certifies the appropriateness of a particular request for the construction, alteration, reconstruction, repair, restoration, demolition, or razing of all or a part of any building within a historic district, subject to the issuance of all other regional permits needed for the matter sought to be accomplished.
7. *Demolition:* The dismantling or tearing down of all or part of any building and all operations incidental thereto.
8. *Historic District:* An area containing buildings or places in which historic events occurred or having special public value because of notable architectural or other features relating to the cultural or artistic heritage of the community, of such significance as to warrant conservation and preservation.
9. *Historic Landmark:* Defined as any building or place listed in the National Register of Historic Places, or in the Virginia Landmarks Register, or any building or place officially designated as a landmark structure or place by the Town of Warrenton on the inventory map which is adopted as a part of this Ordinance.

10. *Reconstruction:* Any or all work needed to remake or rebuild all or a part of any building to a sound condition, but not necessarily of original materials.
11. *Repairs:* Any or all work involving the replacement of existing work with equivalent material for the purpose of maintenance, but not including any addition, change, or modification in construction.
12. *Restoration:* Any or all work connected with the returning to or restoring of a building, or a part of any building, to its original condition through the use of original or nearly original materials.

Historic Shrine: (see Museum)

Home Garden: A garden in a residential district for the production of vegetables, fruits, and flowers generally for use and/or consumption by the occupants of the premises.

Home Business: Same as Home Occupation, except that a home business is permitted to have up to three full-time equivalent employees who do not reside in the dwelling in addition to any family employees who reside on the premises.

Home Occupation: Any occupation or activity conducted solely by a member of the family residing on the premises which is incidental and secondary to the use of the premises for dwelling, and in general an occupation where services are performed in such a way that visits to the premises by members of the public are infrequent and that the character and intensity of the use is compatible with the quiet nature of residential neighborhoods, provided that (a) not more than the equivalent area of one quarter (1/4) of the total interior finished floor space of the dwelling shall be used for such purpose; (b) that such occupation shall not require external or internal alterations, or the use of machinery or equipment not customary for purely domestic household purposes; (c) that no commodity is stored or sold, except as are made on the premises; (d) there shall be no group instruction, assembly or activity, or no display that will indicate from the exterior that the building is being utilized in part for any purpose other than that of a dwelling.

When within the above requirement, a home occupation includes, but is not limited to the following: art studio; dressmaking; home offices, teaching, with musical instruction limited two (2) pupils at a time. However, a home occupation shall not be interpreted to include the conduct of barber shops and beauty parlors, retail stores, nursing homes, medical offices, clinics, convalescent homes, rest homes, child care centers, day care centers or nursery schools, restaurants, tea rooms, tourist homes, massage parlors or similar establishments offering services to the general public.

Homeowners Association: A private nonprofit corporation of homeowners for the purpose of owning, operating, improving and maintaining various common property and facilities.

Hospital: An institution primarily for human in-patient care for the sick or injured and including related facilities such as laboratories, out-patient departments, training facilities, central services facilities, and staff offices that are an integral part of the facilities, rendering medical, surgical, obstetrical, or convalescent care, including nursing homes, homes for the aged, and sanatoriums.

Hospital, Special Care: A special care hospital shall mean an institution rendering care primarily for mental or feeble-minded patients, alcoholics, or drug addicts.

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

Housing, Emergency: (see Emergency Housing)

Household Pet Grooming: A commercial business limited to the routine grooming of household pets, as defined herein, including bathing, hair cutting and similar functions. (also see Pet Grooming)

Housekeeping Unit: (see Dwelling Unit)

Human Scale: The design and appearance of a building façade or group of facades such that a human being perceives that the facades relate to the size of a human being and are not perceived to be overwhelming, disorienting or intimidating due to the apparent size.

I - District: A zoning district for industrial uses.

Ice cream truck: A vehicle primarily offering delivery and/or self-service of pre-packaged frozen novelties or treats including ice cream, frozen yogurt, popsicles and similar fare. This type of vendor must obtain an itinerant merchant license from the Town Manager.

Illustrative Material: Accompanying pictorial and written data.

Impervious: Condition of a material that prevents significant percolation of water or discharge.

Impervious Surface: A surface on previously undeveloped land that has been compacted or covered with a layer of material so that it is highly resistant to infiltration by water, including gravel driveways and parking areas.

Improvements: All utilities, facilities, buildings, and structures including but not limited to streets, cul-de-sacs, storm and sanitary sewers, water lines, curb and gutter, and landscaping required pursuant to the terms of the Ordinances of Warrenton, Virginia.

Industry, Heavy: A use engaged in the basic processing and manufacturing of materials or products predominantly from extracted or raw materials, or a use engaged in storage or manufacturing processes using flammable or explosive materials, or storage or manufacturing processes that potentially involve hazardous or commonly recognized offensive conditions.

Industry, Light: A use engaged in the manufacture, predominantly from previously prepared materials, of finished products or parts, including processing, fabrication, assembly, treatment, packaging, incidental storage, sales, and distribution of such products, but excluding basic industrial processing or storage or manufacturing processes that involve hazardous or offensive conditions.

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

Inoperable Vehicle: A vehicle parked outside of a structure in any zoning district within the Town that cannot be operated mechanically and/or does not display a current, valid Town and State registration decal.

Institutional uses or buildings: Educational and philanthropic operations, including museums, art galleries, and libraries

Internal Relationships: Those associations pertaining to on-site considerations.

Janitorial service establishment: A commercial facility used to store equipment and materials used in providing janitorial services, which may include limited administrative office space for the enterprise.

Junk Vehicle: An inoperable or abandoned motor vehicle without current Town and State registration.

Junk Yard: The use of any area of land lying within one hundred (100) feet of a state highway or the use of more than two hundred (200) square feet of land area in any location for the storage, keeping, or abandonment of junk including scrap metals or other scrap materials. The term "junk yard" shall include the term "automobile graveyard" as defined herein.

Jurisdiction: The limits of territory within which authority may be exercised by the governing body.

Kennel: (see Animal Kennel).

Landscape Architect: A person who is certified by the State of Virginia in the practice of landscape design.

Laboratories, research: A workplace devoted to scientific research and experimentation.

Laboratories, medical: A workplace devoted to routine testing of medical samples and related items associated with the diagnosis and treatment of diseases.

Land-Disturbing Activity: Any land change which may result in the alteration or removal of the Town's Natural Landscape including trees and woodlands, that potentially changes its runoff characteristics and that might impact the natural waterways within the Town through the erosion or movement of sediment into town and state waterways or onto neighboring lands. This includes, but is not limited to, clearing and grading, excavating, transporting and filling of land, except that the term shall not include the exceptions under Article 4-5 or Article 5-3 (c) of the Zoning Ordinance.

Land Disturbance Permit (LDP): A permit issued by the Town for clearing, filling, excavating, or transporting of soil, or any combination thereof.

Landscaping: The modification of existing site conditions by earthwork, planting, and/or structural installation to complete a desired landscape scheme.

Landscape Design: The planned treatment of land, structures, plants, topography, and other natural features.

Laundromat: A business that provides home-type washing, drying, and/or ironing machines for hire to be used by customers on the premises.

Laundry: A commercial facility where washing, drying, ironing, and/or dry cleaning are performed, but do not include self service machines.

Laundry, Pick Up-Drop Off: A business that provides laundry services to customers but washing, drying, or dry cleaning facilities are not located on the immediate premises.

Lawn and Garden Equipment: Motorized and non-motorized equipment used to cultivate or maintain lawns and garden plots of yards associated with non-agricultural land uses.

Library: A place devoted to the collection and display of books, manuscripts and related intellectual property for use and circulation by the public but not for sale.

Lighting (reference Lighting Regulations):

Footcandle: Unit of luminance. One lumen per square foot. It is the luminous flux per unit area in the Imperial system. One footcandle equals approximately 0.1 (0.093) lux.

Flood Lam: A specific form of lamp designed to direct its output in a specific direction (a beam) but with a diffusing glass envelope: Such lamps are so designated by the manufacturers and are typically used in residential outdoor area lighting.

Full Cutoff Light Fixture or Luminaire; Fully Shielded Light Fixture: A lighting fixture from which no light output, either directly from the lamp or a diffusing element, is emitted at or above a horizontal plane drawn through the bottom of the fixture and no more than 10% of the lamp's light intensity is emitted at an angle 10 degrees below that horizontal plane, at all lateral angles around the fixture. Implicit in the definition is a fixture that is aimed straight down and has a flat lens. Any structural part of the light fixture providing this shielding must be permanently affixed.

Glare: The sensation produced by a bright source within the visual field that is sufficiently brighter than the level to which the eyes are adapted to cause annoyance, discomfort, or loss in visual performance and visibility. The magnitude of glare depends on such factors as the size, position, brightness of the source, and on the brightness level to which the eyes are adapted.

High Intensity Discharge Lamp: A mercury vapor, metal halide, or high or low pressure sodium lamp.

IESNA: Illuminating Engineering Society of North America

Illuminance, Luminance: The intensity of incident light at a point, measured with a light meter in footcandles or lux.

Initial lumens: The lumens emitted from a lamp, as specified by the manufacturer of the lamp.

Lamp: The component of a luminaire that produces light. A lamp is also commonly referred to as a bulb.

Light pollution: Any adverse effect of manmade light.

Light Trespass: Light falling where it is not wanted or needed, typically across property boundaries.

Lumen: Unit of luminous flux; used to measure the amount of light emitted by lamps.

Luminaire: The term "luminaire" means a complete lighting unit, less the support assembly, consisting of a lamp or lamps together with the components designed to distribute the light, to position and protect the lamps, and to connect the lamps to the power supply. A luminaire is also commonly referred to as a fixture.

Lux. Unit of Luminance: One lumen per square meter. It is the luminous flux per unit area in the metric system. One lux equals approximately 10 (10.8) footcandles.

Installed: The attachment, or assembly fixed in place, whether or not connected to a power source, of any outdoor light fixture.

Opaque: Opaque means that a material does not transmit light from an internal illumination source. Applied to sign backgrounds, means that the area surrounding any letters or symbols on the sign either is not lighted from within, or allows no light from an internal source to shine through it.

Outdoor Light Fixture or Luminaire: An outdoor illuminating device, outdoor lighting or reflective surface, lamp or similar device, permanently installed or portable, used for illumination or advertisement.

Temporary Lighting: Lighting which does not conform to the provisions of this Code and which will not be used for more than one thirty (30) day period within a calendar year, with one thirty (30) day extension. Temporary lighting is intended for uses which by their nature are of limited duration; for example holiday decorations, civic events, or construction projects.

Live-Work Unit: (see Dwelling, Live-Work Unit)

Loading Space: A space within the main building or on the same lot providing for the standing, loading, or unloading of trucks and other carriers.

Lodge: (see Club).

Lot: A numbered and recorded portion of a subdivision intended for transfer of ownership or for building development for a single building or accessory building or, in the case of land not transferred for sale, a measured parcel of land having fixed boundaries and designated on a plat or survey showing the metes and bounds or simply described by metes and bounds.

Lot Area: The total horizontal area of the lot lying within the lot lines, provided that no area of land lying within any street or right-of-way shall be deemed a portion of any lot area. The area of any lot abutting a street shall be measured to the street right-of-way.

Lot, Corner: A lot abutting upon two (2) or more streets at their intersection. All sides along the streets shall be considered front yards.

Lot, Coverage: The area of a site covered by buildings or roofed areas.

Lot, Depth of: The average horizontal distance between the front and rear lot lines.

Lot, Double Frontage: An interior lot having frontage on two (2) streets.

Lot, Interior: A lot other than a corner lot with only one street frontage.

Lot Line: A property boundary line of any lot held in single and separate ownership from adjacent property, except that, in the case of any lot abutting a street, the lot line or such portion of the lot as abuts the street shall be deemed to be the same as the street line, and shall not be the center line of the street, or any other line within the street line even though such may be the property boundary line.

Lot, Pipestem: A lot with access provided to the bulk of the lot by means of a narrow corridor that does not meet the street frontage requirement of the district regulations.

Lot, through: A lot in which both the front and rear lot lines abut a street.

Lot of Record: A lot which has been recorded among the land records in the Office of the Circuit Court of Fauquier County, Virginia.

Lot, Substandard: (see Nonconforming Lot).

Lot, Width of: The horizontal distance between side lot lines measured at the required front setback line.

Lumber and building supply: A commercial use devoted to the storage and sale of wood, lumber and related building materials.

Manufacture and/or Manufacturing: The processing, fabrication, assembly, and distribution of products such as, but not limited to: scientific or precision instruments, photographic equipment, communication equipment, computation equipment, household appliances, toys, sporting and athletic goods, glass products made of purchased glass, electric lighting and wiring equipment, industrial controls, lithographic and printing processes, radio and TV receiving sets, watches and clocks, optical goods, and electrical machinery.

Marquee: A permanent structure projecting beyond a building wall at an entrance to a building or extending along and projecting beyond the building's wall and generally designed and constructed to provide protection against the weather.

Massage Therapist: A practitioner who is licensed or certified by the state and/or a recognized professional organization, to practice massage therapy for purposes of medical care or physical therapy rather than for entertainment or recreation.

Materials: The physical elements of which something is made or fabricated.

Medical or Dental Clinic: Any building or group of buildings occupied by medical practitioners and related services for the purpose of providing health services to people on an out-patient basis.

Medical Center: Any building or group of buildings that provides a range of professional medical services that would normally be found in hospitals, medical clinics and medical offices.

Medical Laboratory: (see Laboratory, Medical)

Meeting Hall: (see Assembly Hall)

Mentally or physically impaired person: A person who is a resident of Virginia and who requires assistance with two or more activities of daily living, as defined in § 63.2-2200, as certified in a writing provided by a physician licensed by the Commonwealth.

Message, Commercial: Any sign, wording, logo or other representation that, directly or indirectly, names, advertises or calls attention to a business, product, service or other commercial activity.

Message, Noncommercial: Any sign, wording or logo that does not represent a commercial message or commercial speech. See also "Message, Commercial."

Mini-Warehouse: A structure containing separate storage spaces of varying sizes leased or owned on an individual basis for self-storage of business, household, or contractors supplies.

Mixed-Use: The development of a neighborhood, parcel(s), building, or structure with a variety of complementary and integrated uses, such as, but not limited to, residential, office, retail, public and institutional uses, personal services, and recreation arranged in a compact urban form.

Mobile Food Cart: Any non-motorized mobile food unit with limited infrastructure that serves food and/or beverages intended for immediate consumption. Mobile food carts may not exceed six (6) feet in length, three (3) in width (excluding wheels), or four (4) feet in height (excluding wheels and umbrellas). Mobile Food Carts include pushcarts and similar devices.

Mobile Food Vehicle: A motorized mobile food unit which is self-sufficient in terms of potable water, sanitary sewer and electric utilities, and generally consists of an enclosed truck, trailer or similar vehicle, where food may be stored, prepared, cooked, and/or served. An open bed truck, van or converted automobile is not considered a mobile food vehicle and is NOT eligible for a mobile food vending permit.

Mobile Food Vendor: Any person or business selling foods from a mobile food cart or mobile food vehicle, which is stationary for a period of time longer than that necessary to complete a sale or greater than a fifteen (15) minute period. This definition does not apply to traveling ice cream trucks, cafeteria trucks serving active construction sites, or non-commercial vehicles.

Mobile Home (also “Manufactured Home”): (see “Dwelling, Mobile Home”)

Mobile Home Park: A residential neighborhood conforming to the requirements of the former MHP Residential District.

Mobile Home Subdivision: An arrangement of lots designed and intended for the placement of mobile homes for residential purposes, meeting the requirement of the former MHP Residential District.

Modular home; Modular dwelling: (see Dwelling, Modular)

Monument sales: Sales of headstones, plaques and similar elements for memorials.

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

Motion picture studio: A building or group of buildings in which videos, motion pictures or other visual recordings are filmed.

Mural: A painting or other artistic depiction on the wall of a building which does not serve the purpose of commercial or business advertisement or promotion.

Museum: A building which provides educational or aesthetic opportunities for the visiting public on a regular schedule. Artifacts, artwork, historical documents, photographs, costumes, and other objects are exhibited and cared for by a professional staff.

Neighborhood Professional Business: Any establishment containing between 1,500 and 5,000 square feet of gross floor area, on the ground floor of a building/structure wherein the primary occupation is the provision of services on a fee or contract basis. Retail sales to the general public are not permitted, except as a secondary and subordinate activity, and not exceeding ten (10) percent of the gross floor area. The

retail sales area component should be clearly delineated within the building/structure. Business service establishments shall not have more than two (2) employees, including the owner.

New Urbanism: A pattern of urban design which incorporates various traditional town planning principles, including narrow streets, on-street parking, interconnected streets, alleys, small front setbacks, mixed-uses and similar features.

Noise: Sound of a harsh, loud, or confused kind causing disturbance to occupants of an abutting, adjacent, or adjoining property, as provided for in the performance standards of these regulations and any other provisions of the Town Code.

Nonconforming Activity: (see Nonconforming Use)

Nonconforming Lot: An otherwise legally platted lot that does not conform to the minimum area or width requirements of this Ordinance for the district in which it is located either at the effective date of this Ordinance or as a result of subsequent amendments to the Ordinance.

Nonconforming Sign: An otherwise legal sign that does not conform with the regulations of this Ordinance for the district in which it is located, either at the effective date of this Ordinance or as a result of subsequent amendments to the Ordinance.

Nonconforming Structure: An otherwise legal building or structure that does not conform with the lot area, yard, height, lot coverage, or other area regulations of this Ordinance, or is designed or intended for a use that does not conform to the use regulations of this Ordinance, for the district in which it is located, either at the effective date of this Ordinance or as a result of subsequent amendments to the Ordinance.

Nonconforming Use: The otherwise legal use of a building or structure or a tract of land, other than a sign, that does not conform with the regulations of this Ordinance for the district in which it is located, either at the effective date of this Ordinance or as a result of subsequent amendments to the Ordinance.

Non-profit organization: A non-profit organization incorporated under the provisions of section 501 [c] 3 of the federal code.

Non-Residential Floor Space: The area of a building that is not used for residential purposes. Areas used primarily for storage shall not be counted towards non-residential floor space.

Nursery School: (see Day Care Center).

Nursing or Convalescent Home: An extended or intermediate care facility licensed or approved to provide full-time convalescent or chronic care to individuals who, by reason of advanced age, chronic illness, or infirmity are unable to care for themselves.

Office: A building or portion of a building wherein services are performed involving predominantly administrative, professional, or clerical operations.

Office, business and professional: (see Business and Professional Office)

Office, medical: (see Medical or Dental Clinic)

Off-Street Parking Space or Parking Bays: A reasonably level space, available for the parking of one (1) motor vehicle, not less than nine (9) feet wide and having an area of not less than one hundred sixty-two (162) square feet exclusive of passageways or other means of circulation or access.

One Hundred-Year Flood: A flood that, on the average, is likely to occur once every 100 years (i.e., that has a one (1) percent chance of occurring each year, although the flood may occur in any year).

On-Site: That area within the boundary of any land to be developed or planned for development.

Open Space: An area that is intended to provide light and air, and is designed for either environmental, scenic, or recreational purposes and may include, but is not limited to, lawns, decorative planting, walkways, active and passive recreation areas, playgrounds, fountains, swimming pools, wooded areas, and water bodies, but not including driveways, parking lots, and storage yards.

Open Space, Common: Open space within or related to a development, not in individually owned lots or dedicated for public use, but which is designed and intended for the common use or enjoyment of the residents of a development.

Operator: The owner or operator of any facility or activity subject to regulation under this Ordinance.

Outdoor Lighting: (see Lighting)

Outdoor Storage: The keeping in an unroofed area of any goods, junk, material, merchandise, or vehicles in the same place for more than one (1) week.

Owner: The owner or owners of the freehold of the premises or lesser estate therein; a mortgagee, or vendee in possession, assignee of rents, receiver, executor, trustee, lessee, or other person, firm, or corporation in control of a property.

Owner-Applicant: (see Applicant-Owner).

Parcel: A continuous quantity of land, as shown on the official parcel maps of the County Commissioner of the Revenue and/or an approved record plat, in the possession of, owned by, or recorded as the property of the same person or persons.

Park: An area open to the general public and reserved for recreational, educational, or scenic purposes.

Parking, off-street: Parking in spaces designated outside of the street right-of-way.

Parking, on-street: Parking in spaces designated within the street right-of-way.

Parking Lot: An area not within a building where motor vehicles may be stored for the purposes of temporary, daily, or overnight off-street parking. For the purposes of this Article, parking lots are defined as any area used for the display or parking of any and all types of vehicles, boats, farm machinery, lawn and garden equipment, or heavy construction equipment, whether or not these items are for sale or lease. This definition includes, but is not limited to, parking lots and display areas for automobile dealerships and service stations. The area of the parking lot shall be calculated to include all paved areas used for ingress, egress, internal circulation, loading, and parking stalls.

Parking Space, All Weather: A parking space surfaced to whatever extent necessary to permit reasonable use under all conditions of weather.

Passive Recreation: (see Recreation, Passive)

Passive Recreation Area: (see Recreation Area or Facilities, Passive)

Patio Home or Patio House: For purposes herein, same as atrium house (also see Atrium House, Townhouse).

Peak Flow Rate: The maximum instantaneous flow from a given storm condition at a particular location.

Performance Bond: Surety, cash escrow, letter of credit, any combination thereof, or other such legal arrangement acceptable to the Town to ensure that measures could be taken by the Town, at the applicant's expense, should they fail to initiate or maintain appropriate action per the approved site plan or permit.

Permittee: The person to whom the permit authorizing construction, building, or land-disturbing activities is issued, and who is ultimately responsible for those activities.

Person: Any individual, partnership, firm, association, joint venture, public private corporation, trust, estate, commission, board, public or private institution, utility, cooperative, county, city, town, or other political subdivision of the Commonwealth, any interstate body, or other legal entity.

Personal Service Establishment or Store: Establishments primarily engaged in the repair, care, maintenance or customizing of personal property that is worn or carried about the person, or is a physical component of the person, such as the following which will serve as illustration: beauty parlors, barber shops, shoe repair, tailor shops, opticians, and similar places of business. Personal Service Establishments do not include dry cleaning plants, or linen or diaper service establishments.

Pet, Household: Small, domestic animals that are customarily kept in the house or residential yard for the company or enjoyment of the owner, such as but not limited to dogs, cats, rabbits, birds, rodents, fish and other such animals that pose no threat, harm or disturbance to neighboring residents or properties.

Pet Grooming: A commercial business limited to the routine grooming of household pets, as defined herein, including bathing, hair cutting and similar functions.

Pipeline, Major: A main trunk pipeline that carries water, gas or other material, or that collects stormwater or wastewater, and connects to one or more smaller lines that provide the service to specific customers.

Pipestem Lot: (see Lot, Pipestem).

Planned Unit Development: A development of land that is under unified control and is planned and developed as a whole in a single development operation or programmed series of development stages, including principal and accessory structures and uses substantially related to the character and purposes of the development, and including streets, circulation ways, utilities, buildings, open spaces, and other site features and improvements. It also includes a program for the provision, operation, and maintenance of such areas, facilities, and improvements as will be for common use by some or all of the occupants of the planned development but will not be provided, operated, or maintained at public expense. PUD includes mixed-use developments, single use residential developments and/or commercial developments, in accord with the provisions of this Ordinance.

Planner: Person qualified to prepare site development plans, either licensed as such or meeting the educational training and work experience standards for membership of the American Institute of Certified Planners.

Planning Director: The person designated by the Town Manager to serve in this capacity. All references to the Planning Director in this Ordinance shall also include the Community Development Director.

Plat: A map or plan of a tract or parcel of land which is to be or has been subdivided (when used as a verb, plat is synonymous with subdivide).

Playground: A recreational area which is graded and either planted in grass or paved, or a combination of both, which may have play equipment, and which may be lighted or unlighted for nighttime sports activities in accord with the provisions of this ordinance.

Plumbing and electrical supply: A business which sells plumbing and/or electric products on a wholesale basis, and may sell at retail as well.

Porch: A structure attached to a building to shelter an entrance or to serve as a semi-enclosed space, usually roofed and generally open-sided, but it may be screened or glass enclosed.

Premise: A contiguous parcel of land with its appurtenances and buildings that functions as a unit. For the purpose of this ordinance, an outparcel along the perimeter of a shopping center or similar multi-tenant use that contains a freestanding building and a parking area separate from the shopping center as indicated on an approved site plan shall be considered a premises separate from the premises of the shopping center.

Printing establishments: Printing, publishing, and engraving establishment; photographic processing; blueprinting; photocopying; and similar uses

Profile: A drawing of a side or sectional elevation of an object.

Property: Any tract, lot, or parcel, or several of the same collected together for the purpose of subdividing, preparing a site development plan, and/or developing.

Public Buildings: (see Building, Public)

Public Facilities Manual: The Town of Warrenton Public Facilities Manual. This manual provides standards and specifications for public facilities construction within the Town.

Public Water and Sewer Systems: A water or sewer system owned and operated by a municipality or county, or owned and operated by a private individual or a corporation approved by the Governing Body and properly licensed by the State Corporation Commission, and subject to special regulations as herein set forth.

Pumping station: A component of a public water or wastewater system that pumps material from one line to another for either distribution or collection.

R – District (Residential District): Any zoning district beginning with "R" and/or any zoning district designed primarily for residential uses.

Raceway or Wireway: A raceway or wireway is a form of mounting structure for signs that are a narrow structure attached to a wall where electrical conduit can run within and where the sign structure itself is mounted to the raceway or wireway.

Recreation, Active: Intensive play or athletic activity involving individual or group participation in games, sports or other activity. Includes such activities as baseball, basketball, tennis, soccer, golf, swimming, riding and other activities involving physical exertion. May be private, public or commercial in nature.

Recreation Area or Facilities, Active: Area or facilities designed for intensive play or athletic activity by either juveniles or adults.

Recreation, Commercial: (see Commercial Recreation)

Recreation, Passive: Activity involving minimal physical exertion such as sitting, walking, picnicking, bird watching and reading.

Recreation Area or Facilities, Passive: Natural areas with or without facilities, primarily scenic, for passive activities, e.g., sitting, walking, riding, or picnicking.

Recycling Center: A facility that is not a junkyard and in which recoverable resources, such as newspapers, glassware, and metal cans, are collected, stored, flattened, crushed, or bundled, either by machine or by hand, within a completely enclosed building, in preparation for further processing or manufacturing at another facility.

Recycling Collection Point: An incidental use that serves as a neighborhood drop-off point for recoverable resources, for temporary storage in containers, or small structures, not including processing of such items. Generally, these facilities are located in shopping center parking lots, or other public or semi-public areas such as churches or schools.

Recycling Plant: A facility that is not a junkyard and in which recoverable resources, such as magazines, books, and other paper products; glass; metal cans; and other products, are recycled, reprocessed, and treated, within a completely enclosed building, to return such products to a condition in which they may again be used for production.

Rental service establishment: A business that rents household equipment and/or vehicles.

Rescue Squad: An emergency medical and rescue company, typically operated as a non-profit organization, using emergency medical vehicles to serve customers.

Rest Home: (see Nursing Home).

Restaurant: An establishment whose principal business is the selling of unpackaged food to the customer in a ready-to-consume state, in individual servings, or in nondisposable containers, and where the customer consumes these foods while seated at tables or counters located within the building. This definition also includes cafes, cafeterias, sit-down restaurants, tea rooms, confectionery shops, refreshment stands, and outdoor cafes.

Restaurant, Carry-Out: An establishment that provides prepared food for pick-up by the customer or delivery by the restaurant employees, but not eat-in facilities.

Restaurant, Drive-Through: An establishment that delivers prepared food, beverages, and/or desserts to customers in motor vehicles, regardless of whether or not it also serves customers who are not in motor vehicles, for consumption on or off the premises.

Restaurant, Fast Food: An establishment whose principal business is the sale of pre-prepared or rapidly prepared food, beverages, and/or desserts directly to the customer in a ready-to-consume state for consumption either within the restaurant building or off premises. Orders are not generally taken at the customer's table and food is generally served in disposable wrapping or containers.

Retail Stores and Shops: Buildings for the display and sale of merchandise at retail (but specifically exclusive of coal, wood, and lumber yards), such as the following which serve as illustrations: drugstore, newsstand, food or grocery store, candy shop, dry goods and notions store, antique store, gift shop, hardware store, household appliance store, furniture store, florist, music and radio store. This group also includes the consolidation of retail stores into one or more buildings as a shopping center.

Retail uses, General: (see Retail Stores and Shops)

Retail uses, Personal services: Retail uses that provide services to individuals, such as barber, beauty salon, nail care, and the like.

Retail uses, Business services: Retail uses that provide services to businesses, such as office supplies, office equipment, data processing, and the like.

Retail Use, Automated: A retail establishment that is fully automated, without a full time attendant or proprietor.

Retention Facility: The same as a Detention Facility except that the lower water elevation of the pond may be at a level lower than the normal hydraulic grade line of the drainage system into which it drains. Water detained in this lower elevation must therefore be dissipated by evaporation, seepage into the soil, or retained as a permanent water pool.

Reverse Frontage: A lot with double frontage which is not accessible from one of the streets upon which it fronts, usually the street designed for or experiencing the highest vehicular traffic volumes.

Right-of-Way: A strip of land occupied or intended to be occupied by a street, crosswalk, railroad, road, electric transmission line, oil or gas pipeline, water main, sanitary or storm sewer main, shade trees, or for another special use. May include a fee simple or easement ownership.

Road, Public: All public property reserved or dedicated for street traffic, maintained by the Town of Warrenton or the Virginia Department of Highways.

Road, Private: A way open to vehicular ingress and egress established as a separate tract for the benefit of certain adjacent properties, not including driveways, and not maintained by the Town of Warrenton or the Virginia Department of Highways.

Rooming House: (see Boarding House).

Rug and carpet cleaning and storage with incidental sales of rugs and carpets: A business which cleans and/or stores rugs and carpets and which may sell or trade such items as an incidental use.

Satellite Dish Antenna: A device incorporating a reflective surface that is solid, open mesh, or bar configured, usually in a round, parabolic shape, intended to receive and/or transmit radio, electromagnetic, or microwaves from terrestrially based and/or orbitally based sources.

School: Any public, parochial, or private place of instruction that provides a curriculum of elementary or secondary academic instruction, including kindergartens, elementary schools, middle schools, junior high schools, vocational schools, and high schools, meeting all the licensing requirements of the Commonwealth of Virginia.

Screening: (see Buffer).

Seating Capacity: The actual seating capacity of an area based upon the number of fixed seats or one (1) seat per eighteen (18) inches of bench or pew length. For other areas where seats are not fixed, the seating capacity shall be one (1) seat for every seven (7) square feet of net floor area, excluding floor area devoted to permanent displays and/or storage.

Security service office or station: A kiosk, office or other structure out of which the security personnel of a building or complex operate.

Sediment: Solid material, both mineral and organic, that is in suspension, is being transported, or has been moved from its site or origin by air, water, gravity, or ice and has come to rest on the earth's surface, either above or below sea level.

Self-Service Storage Units: (see Mini-Warehouse).

Senior Citizens Center: A licensed facility which provides care, supervision, and recreation activities for persons 55 years of age and older, during a portion of the day and which is not used for lodging or overnight care.

Service Station: Buildings and premises where the primary use is the supply and dispensing of retail motor fuels, lubricants, batteries, tires, motor vehicle accessories, and/or light maintenance activities, performed within an enclosed building, such as engine tune-ups, lubrication, and minor or emergency repairs. This definition does not include heavy automobile maintenance activities such as engine overhauls, automobile painting, and body or fender work.

Setback: The minimum distance by which any building or structure must be separated from the front, side, or rear lot line.

Setback Line: The line which establishes the required setback. The same as building line.

Shopping Center: A grouping of retail business and service uses on a single site with common, shared parking facilities and combined access points to the public road system.

Shrub: A low-growing, usually multi-stemmed, woody plant.

Sign: Any object, device, display, or structure, or part thereof, visible from a public place, a public right-of-way, any parking area or right-of-way open to use by the general public, or any navigable body of water which is designed and used to attract attention to an institution, organization, business, product, service, event, or location by any means involving words, letters, figures, designs, symbols, fixtures, logos, colors, illumination, or projected images. The term "sign" also does not include the display of merchandise for sale on the site of the display.

Sign Area: The entire display area of a sign including the advertising surface located on one or more sign faces and any framing, trim and molding, but not including the supporting structure as measured pursuant to Section 6-5.

Sign Copy: Those letters, numerals, and figures, symbols, logos, and graphic elements comprising the content or message of a sign.

Sign Face: The surface of the sign upon, against or through which the message of the sign is exhibited.

Sign Height: The vertical distance to top of sign structure as measured pursuant to Section 6-5.

Sign, Awning: A sign painted on, printed on or attached flat against the surface of an awning.

Sign, Banner: A temporary sign constructed of a flexible substrate such as, canvas, plastic, fabric or similar lightweight, non-rigid material that can be mounted to a structure with cord, rope, cable, or a similar method. Where a banner sign is supported by stakes or another type of supporting structure for posting in the ground, such sign shall be classified as a “Sign, Yard.”

Sign, Building: Signs that are attached to the building including wall signs, projecting signs, awning signs, marquee signs, suspended signs, and canopy signs.

Sign, Canopy: A sign attached to the soffit or fascia of a canopy.

Sign, Changeable Copy: A sign designed so that the characters, letter or illustrations can be changed or rearranged manually or electronically without altering the sign display surface. May also be known as readerboards. See also the definition of “Sign, Electronic Message Center.”

Sign, Drive-Through: Any signage allocated along a drive-through lane that is oriented toward the customer or user in the drive-through lane.

Sign, Electronic Message Center: Any sign that uses changing lights to form a sign message or messages wherein the sequence of messages and the rate of change is electronically programmed and can be modified by electronic processes. Such signs may be included in the definition of other types of signs if they otherwise meet those definitions and do not have features of prohibited signs, such as flashing signs.

Sign, Feather: A temporary sign that is constructed of lightweight cloth, canvas, plastic fabric or similar lightweight, non-rigid material and that is supported by a single vertical pole mounted into the ground or on a portable structure that may resemble a sail, bow, or teardrop.

Sign, Free Standing: Any sign supported upon the ground by a monument, pedestal, bracing, or other permanent measure and not attached to any building. See also the definition of “Sign, Monument.”

Sign, Marquee: A sign attached to and made a part of a marquee or any similar projections from a building, with changeable, fixed or both types of lettering in use.

Sign, Monument: A permanent freestanding sign other than a pole sign, not attached to a building, which is placed upon or supported by the ground independently of any other structure, typically on a monument or pedestal structure.

Sign, Neon: Any illuminated sign that is comprised of glass tubing that contains neon or other gases that light up in various colors when an electric discharge is applied to the gas.

Sign, Nonconforming: Any sign which was erected legally prior to the adoption of this code, but which does not comply with subsequently enacted sign restrictions and regulations or a sign which does not conform to the sign code requirements.

Sign, On-Premise: A sign with a message that relates to an activity located on the same premise.

Sign, Permanent: A sign permitted by this code to be located on the premises for an unlimited period of time, constructed of rigid material, and designed to be permanently attached to a structure or the ground.

Sign, Portable: Any sign not attached to the ground or a sign designed to be transported, including signs designed to be transported by means of wheels. Such signs shall not include sidewalk signs as allowed in Section 6-15.

Sign, Projecting: A sign that is affixed perpendicular to a building or wall and extends more than eighteen inches beyond the face of such building or wall.

Sign, Sidewalk (A-Frame): A freestanding sign which is ordinarily in the shape of an “A” or some variation thereof, which is readily moveable, and is not permanently attached to the ground or any structure. See also the definition of T-frame signs. Such signs are placed on a public sidewalk, private sidewalk, or similar walkway, in a manner established in Section 6-15.6.1.

Sign, Sidewalk (T-Frame): A freestanding sign which is ordinarily in the shape of an upside down “T” or some variation thereof, which is readily moveable, and is not permanently attached to the ground or any structure. See also the definition for A-frame signs. Such signs are placed on a public sidewalk, private sidewalk, or similar walkway, in a manner established in Section 6-15.6.1.

Sign, Temporary: A sign that is neither permanently anchored to the ground, nor permanently affixed to a structure, nor mounted on a chassis, constructed of materials not intended for extended/permanent use, and/or is intended for a limited period of display.

Sign, Vehicle: A vehicle sign shall be considered to be used for the primary purpose of advertising if the vehicle fails to display current license plates, inspection sticker, or municipal decal, if the vehicle is inoperable, if evidence of paid-to-date local taxes cannot be made available, or if the sign alters the standard design of such vehicle. Vehicle signs include those attached to or placed on a vehicle or trailer.

Sign, Wall: A sign attached directly to an exterior wall of a building with the exposed face of the sign in a plane parallel to the building wall. A wall signs shall include cornice and transom signs as allowed in the Historic District.

Sign, Window: A sign attached to, in contact with, placed upon or painted on the window or door of a building which is intended for viewing from the outside of such building. This does not include merchandise located in a window. A structure that would be considered a sign if mounted on the exterior of the building, but which is mounted inside the building and oriented to be visible through the window by a person outside of the window, shall be considered a window sign for the purposes of this Article.

Sign, Yard: Any temporary sign placed on the ground or attached to a supporting structure, posts, or poles, that is not attached to any building.

Sign fabricating and painting: The fabrication, painting or assembly of any type of sign as defined herein.

Simplicity: Directness of expression in design.

Site Development Plan: Detailed drawings indicating all building construction and land improvements, including landscape treatments and related information as required by this Ordinance. Also defined as the Site Development Plan Ordinance, Town of Warrenton, Virginia, December, 1970.

Small equipment sales and/or service operations: A commercial enterprise devoted to the repair and sales of small scale motorized equipment for residential or commercial activities, such as lawn mowers and power tools.

Special Exception: (see Special Use Permit)

Special Use Permit: A permit for a use that, owing to some special characteristics attendant to its operation, installation, or relation to the neighborhood, is permitted in a district, subject to Town Council or BZA approval, in accordance with the provisions of Article 11 of this Ordinance. Special Use Permits are subject to special requirements and/or conditions that may be imposed by the Council or BZA, respectively, different from those usual requirements for the district in which the special use is located.

Specifications: A detailed, precise presentation of the materials and procedures to be employed in the construction of all physical improvements required by the ordinance applicable in the Town of Warrenton, Virginia.

Specimen tree: any tree that has been individually designated by the local governing body to be notable by virtue of its outstanding size and quality for its particular species.

Square: Land open to the general public for passive recreational use that contains paved pedestrian plazas, lawns, shade trees and/or landscaped areas. Paved pedestrian plazas may cover up to 90% of the square. Squares may be publicly owned or owned in common by a property owners association. Squares are not required to be square or rectangular in shape.

State: The Commonwealth of Virginia.

State Water Control Law: Chapter 3.1 (§62.1-44.2 et seq.) of Title 62.1 of the Code of Virginia.

State waters: All water, on the surface and under the ground, wholly or partially within or bordering the Commonwealth or within its jurisdiction, including wetlands.

Steep Slope: A slope exceeding twenty-five (25) percent grade.

Storage yards: A yard area in which materials, equipment and/or vehicles used for construction, excavating or similar activities are stored, kept and/or maintained. Storage yards may be partially covered, enclosed or screened.

Stormwater: Precipitation that is discharged across the land surface or through conveyances to one or more waterways and that may include stormwater runoff, snow melt runoff, and surface runoff and drainage.

Stormwater Management: Under the Articles, Manuals, Forms, and Regulations set forth for the purposes of Stormwater Management, in addition to the definitions set forth in 9VAC25-870-10 of the Virginia Stormwater Management Regulations, as amended, which are expressly adopted and incorporated herein

by reference, the words and terms used in this Ordinance have the following meanings unless otherwise specified herein.

Adequate channel: A natural or manmade channel that will convey the designated frequency storm event without overtopping the channel bank nor causing erosive damage to the channel bed or banks. For manmade channels, the ten-year frequency storm is used to verify that stormwater will not overtop the channel banks, and the two-year storm is used to demonstrate that stormwater will not cause erosion to the channel bed or banks. For natural channels, that channel capable of conveying the runoff from a two-year storm without overtopping its banks or eroding the channel lining, or without causing flooding of structures from the 100-year storm event.

Administrator, VSMP: The Administrator of the Town of Warrenton Virginia Stormwater Management Program.

Agreement in lieu of a stormwater management plan: A contract between the VSMP authority and the owner or permittee that specifies methods that shall be implemented to comply with the requirements of a VSMP for the construction of a single-family residence; such contract may be executed by the VSMP authority in lieu of a stormwater management plan. This differs from an Agreement in lieu of an erosion and sediment control plan.

Applicant/Developer: Any person, his Agent, or his assigns submitting a stormwater management plan for approval.

Channel: An elongated depression having a definite bed and bank which serves to confine the flow of water.

Concentrated Flow: Converging area between sheet flow and channel flow. The area where a stream could be said to begin.

Conduit or conveyance: A general term for any open or enclosed facility, natural or man-made, which is intended for the conveyance of water.

Control measure: Any best management practice or stormwater facility (BMP) or other method used to minimize the discharge of pollutants to state waters.

Control Section: A section or a reach of a conduit where conditions exist that make the water level stable. A control section may be partial or complete. A complete control section is independent of downstream conditions and is effective at all stages. An overflow dam or rock ledge crossing a channel are examples. Control sections may be either natural or artificial.

Culvert: A closed conduit carrying water under a highway, railroad, or other embankment. A culvert is distinguished from a bridge by generally having the same material all around its perimeter, and having a regular, symmetrical shape.

Debris: Any material, including floating trash or suspended sediment moved by a flowing stream.

Deter: The practice of containing standing water for a brief time after a surface water runoff event for the purpose of reducing peak runoff rates and/or for removing pollutants. Detention may be achieved in facilities that are normally dry (detention ponds).

Discharge:

- (a) The quantity of water, silt, or other mobile substances passing along a conduit per unit of time: rate of flow expressed as cubic feet per second, liters per second, million of gallons per day, etc.
- (b) The act involved in water or other liquid passing through an opening or along a conduit or channel.
- (c) The water or other liquid which emerges from an opening or passes along a conduit or channel.

Ditch: An artificial channel.

Flood Routing: Determining the changes in the rise and fall of floodwater as it proceeds downstream along a drainageway, including the effects of structures.

Frequency of Storm: The anticipated period in years that will elapse, based on average probability of storms in the design region, before a storm of a given intensity and/or total volume will recur. A 10-year storm can be expected to occur on the average of once every 10 years, but has a 10% chance of occurring in any given year.

General permit: The state permit titled GENERAL PERMIT FOR DISCHARGES OF STORMWATER FROM CONSTRUCTION ACTIVITIES found in Part XIV (9VAC25-880-1 et seq.) of the Regulations authorizing a category of discharges under the CWA and the Act within a geographical area of the Commonwealth of Virginia.

Infiltration Facility: A stormwater management facility which temporarily impounds runoff and discharges it via infiltration through the surrounding soil. While an infiltration facility may also be equipped with an outlet structure to discharge impounded runoff, such discharge is normally reserved for overflow and other emergency conditions. Since an infiltration facility impounds runoff only temporarily, it is normally dry during non-rainfall periods.

Layout: A conceptual drawing sufficient to provide for the specified stormwater management facilities required at the time of approval.

Minor modification: An amendment to an existing general permit before its expiration not requiring extensive review and evaluation including, but not limited to, changes in EPA promulgated test protocols, increasing monitoring frequency requirements, changes in sampling locations, and changes to compliance dates within the overall compliance schedules. A minor general permit modification or amendment does not substantially alter general permit conditions, substantially increase or decrease the amount of surface water impacts, increase the size of the operation, or reduce the capacity of the facility to protect human health or the environment.

On site Stormwater Management Facilities: Facilities which are designed to control stormwater runoff emanating from a specific site.

Peak Discharge: The maximum instantaneous flow from a given storm condition at a specific location.

Post-development Runoff: Conditions that may reasonably be expected or anticipated to exist after completion of the land development activity on a specific site or tract of land.

Predevelopment Runoff: Conditions that exist at the time that plans for a land development activity are approved by the plan approval authority. For staged development, the first item approved or permitted shall establish the time at which predevelopment conditions are fixed. In the case of land development by governmental agencies, the initiation of land acquisition shall establish the time at which predevelopment conditions are fixed.

Regional Watershed-Wide Stormwater Management Facility or Regional Facility: A facility or series of facilities designed to control stormwater runoff from a large contributing area, although only portions of the watershed may experience land development.

Regulations: Virginia Stormwater Management Program (VSMP) Permit Regulations, 9VAC25-870, as amended.

State Board: The Virginia State Water Control Board.

State permit: An approval to conduct a land-disturbing activity issued by the State Board in the form of a state stormwater individual permit or coverage issued under a state general permit or an approval issued by the State Board for stormwater discharges from an MS4. Under these state permits, the Commonwealth imposes and enforces requirements pursuant to the federal Clean Water Act and regulations, the Virginia Stormwater Management Act and the Regulations.

Storm Sewer: A sewer that carries only stormwater, drainage and other surface water, but not domestic sewage or industrial wastes. A storm sewer system consists of underground conduits, inlets, manholes, open channels, swales and special appurtenances.

Stormwater Detention Basin or Detention Basin: A stormwater management facility which temporarily impounds runoff and discharges it through a hydraulic outlet structure to a downstream conveyance system. While a certain amount of outflow may also occur via infiltration through the surrounding soil, such amounts are negligible when compared to the outlet structure discharge rates and are, therefore, not considered in the facility's design. Since a detention facility impounds runoff only temporarily, it is normally dry during non-rainfall periods.

Stormwater Drainage System: A system of conduits and associated structures used to collect and convey runoff.

Stormwater Management Facility: A device that controls stormwater and changes the characteristics of runoff including, but not limited to the quantity and quality, the period of release, or the velocity of flow.

Stormwater management plan: Document(s) containing material describing methods for complying with the requirements of Article 5 of this Ordinance.

Stormwater Pollution Prevention Plan (SWPPP): A document that is prepared in accordance with good engineering practices and that identifies potential sources of pollutants that may reasonably be expected to affect the quality of stormwater discharges from the construction site, and otherwise meets the requirements of this Ordinance. The document shall identify and require the implementation of control measures, and shall include an approved erosion and sediment control plan, an approved stormwater management plan, and a pollution prevention plan, and other information that fully demonstrate how the project will comply with the applicable regulations and requirements.

Virginia Stormwater BMP Clearinghouse: A reference website maintained by the Department of Environmental Quality that contains detailed design standards and specifications for control measures that may be used in Virginia to comply with the requirements of the Virginia Stormwater Management Act and associated regulations.

VSMP Authority Permit: An approval to conduct a land-disturbing activity issued by the Administrator for the initiation of a land-disturbing activity, in accordance with this Ordinance, and which may only be issued after evidence of general permit coverage has been provided by the Department.

Waste-load allocation or waste-load (WLA): The portion of a receiving surface water's loading or assimilative capacity allocated to one of its existing or future point sources of pollution. WLAs are a type of water quality-based effluent limitation.

Streams: Water bodies identified as streams on the US Geological Survey topographical maps, the National Wetlands Inventory, or county soil maps.

Story: That portion of a building, other than the basement, included between the surface of any floor and the surface of the floor next above it. If there be no floor above it, the space between the floor and the ceiling next above it.

Story, Half: A space under a sloping roof, which has the line of intersection of roof decking and wall face not more than three (3) feet above the top floor level, and in which space not more than two thirds of the floor area is finished off for use.

Street: A strip of land subject to vehicular and/or pedestrian traffic providing means of access to property; also designated as road, lane, drive, avenue, right-of-way, highway, boulevard, trail, court, place, terrace, etc. (see Street, Public)

Street, Arterial: A highway utilized primarily as a supplement to, and an extension of, the interstate highway system, defined in the Virginia State Highway Commission Standards as an arterial highway. A minimum right-of-way of one hundred twenty (120) feet is required and carrying capacity is in excess of eight thousand (8,000) vehicles per lane per day.

Street, Collector: Any existing or future street shown as a collector street on the adopted Comprehensive Plan or that carries a volume of through traffic between four hundred (400) and three thousand (3,000) vehicles per day.

Street, Interstate: A thoroughfare utilized to carry interstate traffic with a minimum right-of-way of three hundred (300) feet in rural area and carrying capacity in excess of fifteen hundred (1,500) vehicles per lane per hour.

Street, Line: The dividing line between a street or road right-of-way and the contiguous property.

Street, Local: A street that carries or is anticipated to carry a volume of traffic less than four hundred (400) vehicles per day, the right-of-way of which shall not be less than fifty (50) feet.

Street, Primary Thoroughfare: A street that carries or is anticipated to carry a volume of traffic exceeding three thousand (3,000) vehicles per day, the right-of-way of which shall not be less than seventy (70) feet, and should, where feasible, have a minimum right-of-way of ninety (90) feet.

Street, Private: A local or collector street constructed to Town and State standards or the equivalent thereto, guaranteed to be maintained by a private corporation by means of a covenant, deed, and easement acceptable to the Town of Warrenton. Such streets shall have guaranteed public vehicular access.

Street, Public: All public property reserved or dedicated for street traffic, improved to the standards set by the Town of Warrenton or the Virginia Department of Transportation. The lot frontage and setback requirements of this ordinance refer to the public street.

Street, Secondary Collector: A street that carries or is anticipated to carry a volume of through-traffic exceeding four hundred (400) vehicles per day, the right-of-way of which shall not be less than fifty (50) feet nor more than ninety (90) feet depending upon existing or anticipated traffic volume.

Street, Service Drive: A public right-of-way generally parallel with and contiguous to a major highway. Primarily designed to promote safety by eliminating pernicious ingress and egress to the major safe and orderly points of access to the major highway.

Street, Width: The total width of the strip of land dedicated or reserved for public travel includes roadway, curb and gutter, sidewalks, planting strips, and where necessary, utility easements.

Structure: Anything constructed or erected, the use of which requires permanent location on the ground, or attachment to something having a permanent location on the ground. This includes, among other things, drainage structures, dwellings, buildings, signs, fences, walls, etc., but not private driveways.

Studios for artists, photographers, and sculptors: A work space for the creation of artworks, photography and related or similar activities.

Studios and trade schools: A work space for the conduct, teaching and/or practice of artist or business trades.

Subdivide: To divide any tract, parcel, or lot of land into two (2) or more parts for the purpose of transferring ownership of any part or for the purpose of building development of any sort. The term "subdivide" includes the term "resubdivide" and when appropriate to the context shall relate to the process of subdividing.

Subdivision: means the same as "subdivision" as defined in Article 5 of the Town Subdivision Ordinance.

Subdivision Agent: An employee of the Community Development Department designated by the Planning Director to administer the Subdivision Ordinance and any other similar duties as may be assigned by the Planning Director.

Substations: An appurtenant structure for collecting, processing or distributing a public utility commodity, including electric substations but not including any part of a water or sewer system.

Surveyor, Land: An individual who is certified and licensed by the Commonwealth of Virginia and who is registered with the State Department of Professional and Occupational Regulation as a "registered land surveyor."

Taxicabs stands: An office, kiosk or other station at which taxis are dispatched.

Taxidermist: A person who prepares animal carcasses for ornamental display.

Tea Room: A room or rooms within a private residence, where teas, other beverages, and food products are provided for compensation. The operator of the facility shall live on the premises.

Temporary family health care structure: A transportable residential structure, providing an environment facilitating a caregiver's provision of care for a mentally or physically impaired person, that (i) is primarily assembled at a location other than its site of installation, (ii) is limited to one occupant who shall be the mentally or physically impaired person, (iii) has no more than 300 gross square feet, and (iv) complies with applicable provisions of the Industrialized Building Safety Law (§ 36-70 et seq.) and the Uniform Statewide Building Code (§ 36-97 et seq.). Placing the temporary family health care structure on a permanent foundation shall not be required or permitted.

Theaters: A building, structure or place designed or used primarily for the commercial exhibition of motion pictures to the general public or used for the performance of plays, acts, dramas or musical productions by actors, actresses and/or musicians.

Time of Concentration: The time it takes for runoff to travel from the most hydraulically distant part of the watershed to a point of reference, (i.e. basin outlet, drop inlet, etc.).

Tire recapping and retreading: A business which re-caps and/or re-treads motor vehicle tires.

Total maximum daily load (TMDL): The sum of the individual waste-load allocations for point sources, load allocations for nonpoint sources, natural background loading and a margin of safety. TMDLs can be expressed in terms of either mass per time, toxicity, or other appropriate measure. The TMDL process provides for point versus nonpoint source trade-offs. TMDLs for the Chesapeake Bay include phosphorus, nitrogen and total suspended solids (TSS).

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

Town: The Town of Warrenton, Virginia, a municipal corporation.

Town Arborist: International Society of Arboriculture (ISA) Certified Arborist contracted by the Town to oversee the preservation of Town's tree inventory.

Town Engineer: The person designated to serve in this capacity by the Town Manager.

Town Manager: The duly appointed Town Manager of Warrenton, Virginia.

Townhouse: (see Dwelling, Townhouse).

Transitional Housing: The housing is designed to provide temporary housing for not more than four (4) unrelated persons for a maximum of six months. Transitional housing and counseling services shall be provided by a coalition of churches and/or human service organizations. A house coordinator must reside on the premises, and a substitute house coordinator shall be on the premises if the house coordinator is away from the residence for more than one day.

Transmission Line, Major: A main trunk line that carries electricity, telecommunications signals or other similar items, and connects to one or more smaller lines that provide the service to specific customers.

Transmission and receiving towers: Any structure used for the purpose of supporting one (1) or more antennas or microwave dishes, including self-supporting lattice towers, guy towers, or pole towers. The term includes radio, television and telephone transmission towers, alternative antenna support structures such as buildings and rooftops, and other existing support structures, including monopoles. Additional definitions include:

- (1) *Alternative Tower Structure:* Man-made trees, clock towers, bell steeples, light poles and similar alternative-design mounting structures that camouflage or conceal the presence of antennas or towers.
- (2) *Antenna:* Any exterior apparatus designed for telephone, radio, or television communications through the sending and/or receiving of electromagnetic waves, provided that this definition shall not be interpreted to include an antenna that is designed to receive direct broadcast satellite service, including direct-to-home satellite services, that is one (1) meter or less in diameter; or an antenna that is designed to receive video programming services via multipoint distribution services; including multi-channel, multipoint distribution services, instructional television fixed services, and local multipoint distribution services, and that is one (1) meter or less in diameter or diagonal measurement; or an antenna that is designed to receive television broadcast signals.
- (3) *FAA:* The Federal Aviation Administration.
- (4) *FCC:* The Federal Communications Commission.
- (5) *Height:* When referring to a tower or other structure, the distance measured from ground level to the highest point on the tower or other structure, even if said highest point is an antenna.
- (6) *Telecommunication Facility:* Any structure used for the purpose of supporting one (1) or more antennas or microwave dishes, including self-supporting lattice towers, guy towers, or pole towers. The term includes radio and television transmission towers, alternative antenna support structures such as buildings and rooftops, and other existing support structures.
 - (a) *Telecommunication Facility, Freestanding:* A structure that stands alone for the sole purpose of supporting antennas, dishes and other such telecommunications equipment.
 - (b) *Telecommunication Facility, Attached:* A structure or building whose main purpose is to support or house other uses, and to which antennas, dishes and other such telecommunications equipment is attached so as to avoid constructing a freestanding tower.

Travel Lane: Space specifically designated and reserved on the site for the movement of vehicular traffic.

Travel Trailer: A mobile unit less than twenty-nine (29) feet in length and less than four thousand five hundred (4,500) pounds in weight which is designated for temporary human habitation.

Treatment Plant: The central facility for treatment and purification of water or wastewater, as part of a public water or sewer system owned and operated by the Town or other government entity, or by an approved private operator to serve a community area.

Tree canopy; tree cover: Includes all areas of coverage by plant material exceeding five feet in height and the extent of planted tree canopy at 10 or 20 years maturity, based upon the following published reference: Manual of Woody Landscape Plants: Their Identification, Ornamental Characteristics, Culture, Propagation and Uses by Michael A. Dirr (or equivalent professional publication).

Tree, Canopy: A deciduous tree that normally exceeds thirty (30) feet in height at maturity, and is shown on the list of species in Article 8 of this Ordinance.

Tree, Ornamental: A tree that normally does not exceed thirty (30) feet in height at maturity, and is shown on the list of species in Article 8 of this Ordinance.

Tree Protection Zone: An area that is radial to the trunk of a tree in which no construction activity shall occur. The tree protection zone shall be fifteen (15) feet from the trunk of the tree to be retained, or the distance from the trunk to the dripline, whichever is greater. Where there are a group of trees or woodlands, the tree protection zone shall be the aggregate of the protection zones for the individual trees.

Truck sales and service repair garages: A business which sells trucks and/or which provides repair and maintenance services for trucks.

Use: Activity proposed for any portion or part of a parcel, tract, or lot.

Use, Accessory: (see Accessory Use).

U.S.G.S.: U.S. Geological Survey.

U.S.C. & G.S.: U.S. Coast and Geodetic Survey.

Utility: (1) A system of facilities provided by any agency which, under public franchise or ownership, or under certificate of convenience and necessity, provides the public with electricity, gas, heat, steam, communication, rail transportation, water, sewage collection, or other similar service; (2) A closely regulated private enterprise with an exclusive franchise for providing a public service; (3) the component parts of such facilities, including poles, wires, transformers, underground pipelines or conduits. Treatment plants are defined as separate items.

Variance: In the application of the Zoning Ordinance, a reasonable deviation from those provisions regulating the shape, size, or area of a lot or parcel of land or the size, height, area, bulk, or location of a building or structure when the strict application of the ordinance would unreasonably restrict the utilization of the property, and such need for a variance would not be shared generally by other properties, and provided such variance is not contrary to the purpose of the ordinance. It shall not include a change in use, which change shall be accomplished by a rezoning or by a conditional zoning.

Vehicular Use Area: The entire paved area that encompasses all parking spaces, loading areas, stacking spaces, and the access drives that provide access to those spaces but that does not include the entry drive or driveway with no direct access to a parking space, stacking space, or loading space.

Vending Machine: An automated device for the sale of goods, typically snacks, beverages and the like.

Vending Gallery: A building or structure containing multiple vending machines.

Veterinary Hospital: A place where animals or pets are given medical or surgical treatment and the boarding of animals is limited to short-term care incidental to the hospital use.

Video Game Gallery: (see Amusement Arcade)

Virginia Stormwater Management Act: Article 1.1 (§62.1-44.15:24 et seq.) of Chapter 6 of Title 62.1 of the Code of Virginia.

Virginia Stormwater Management Program (VSMP): A program approved by the State Board after September 13, 2011, that has been established by a locality to manage the quality and quantity of runoff resulting from land-disturbing activities and shall include such items as local ordinances, rules, permit requirements, annual standards and specifications, policies and guidelines, technical materials, and requirements for plan review, inspection, enforcement, where authorized in this article, and evaluation consistent with the requirements of this article and associated regulations.

Virginia Stormwater Management Program authority (VSMP authority): Authority approved by the State Board after September 13, 2011, to operate a Virginia Stormwater Management Program.

Visitor Center: A facility established for the purpose of disseminating information about the Town, County of Fauquier or the region. The facility may provide an interpretative area, and small auditorium for visitors or tourists.

Warehouse: A building used primarily for the storage of goods and materials.

Wall: A structure which serves to enclose or subdivide a building, usually presenting a continuous surface except where penetrated by doors, windows, and the like.

Wall, Retaining: A wall constructed to support soil or sub-surface structures.

Water Storage Tank: An enclosed structure used for the storage of water for distribution.

Water and Sewer Systems: (see Public water and sewer systems)

Watercourse: Any naturally occurring, constant or intermittent, surface water and its associated banks, bed, and floodplains.

Watershed: The total drainage area contributing runoff to a single point.

Waterway: A water body, or body of water, including periodic and permanent, partially or wholly inundated areas. Waterways can include ephemeral, intermittent, and perennial streams, lakes, estuaries and shorelines, ponds including vernal ponds, lakes, impoundments, and wetlands.

Wayside Stand, Roadside Stand, Wayside Market: Any structure or land used for the sale of agricultural or horticultural produce, livestock, or merchandise produced by the owner or his family on their farm.

Wetlands: Those areas that are inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs and similar areas.

Wholesale Establishments: A business and its premises where goods are sold on a bulk basis to distributors and direct sales to the general public are limited. Wholesale establishments are also characterized by the use of trucks for delivery or pick-up of goods sold.

Woodland: An area comprising one (1) or more acres of wooded land where the largest trees have at least a six (6) inch caliper, or a grove of trees forming one (1) canopy where ten (10) or more trees have at least eight (8) inch calipers.

Yard: An open space on a lot other than a court, unoccupied and unobstructed from the ground upward, except as otherwise provided herein.

Yard, Front: An open space on the same lot as a building between the nearest front line of the building (exclusive of steps) and the front lot or street line, and extending across the full width of the lot.

Yard, Rear: An open unoccupied space on the same lot as a building between the nearest rear line of the building (exclusive of steps) and the rear line of the lot, and extending the full width of the lot.

Yard, Sale: Use of the premises of a residential dwelling for general sales of a temporary nature, open to the public with the purpose of disposing of personal, family, or household goods or articles. The term yard sale includes but is not limited to activities known as garage sales, porch sales, backyard sales, and moving sales.

Yard, Side: An open unoccupied space on the same lot as a building between the nearest side line of the building (exclusive of steps) and the side line of the lot, and extending from the front yard line to the rear yard line.

Zero Lot Line: The location of a building on a lot in such a manner that one (1) or more of the building's sides rests directly on a lot line. The side(s) of the building resting on the line typically does not include windows.

Zoning Administrator: An employee of the Community Development Department designated by the Planning Director to administer the Zoning Ordinance and any other similar duties as may be assigned by the Planning Director.

Zoning Ordinance: The Zoning Ordinance of the Town of Warrenton, Virginia.



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

Council Meeting Date:	April 9 th , 2024.
Agenda Title:	Consent Agenda- ARB Member Appointment
Requested Action:	Review and consider appointment of ARB members
Department / Agency Lead:	Town Clerk
Staff Lead:	Stephen Clough, CMC

EXECUTIVE SUMMARY

At the February 13th, 2024, Regular Town Council Meeting, the Town Council approved advertisement and appointed committee members to fill two vacancies on the Architectural Review Board. The Committee Members of Ms. Heather Sutphin and Mr. Paul Mooney along with the Chair of the ARB, Ms. Karen Lavarney, and staff members Ms. Casey Squyres and Mr. Rob Walton, conducted interviews with the four applicants. The committee found that all applicants expressed a sincere interest in the Town of Warrenton and would have made excellent members. The committee recommended appointment of Mr. Michael Lee Biedler and Ms. Brittany "Millie" Latack as members of the ARB.

BACKGROUND

The ARB shall consist of the majority of its members being Town residents, and all shall have reasonable knowledge in /or possess a demonstrated interest in historic or architectural development in the Town and in general. In addition, the Town is a recognized Certified Local Government with the Virginia Department of Historic Resources, which has its own ARB membership requirements. This includes:

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

The current three (3) ARB members include:

- Two (2) in-town residents and one (1) out-of-town resident;
- One (1) member with architectural restoration and building experience and (1) member with a background in archaeology;
- Two (2) members associated with properties within the Town's Historic District.

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

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

The ARB serves four-year terms. The two resigning members leave term vacancies of two years to be filled.

STAFF RECOMMENDATION

Consider the recommendation of the committee for appointment of Mr. Michael Lee Biedler and Ms. Brittany “Millie” Latack to the Architectural Review Board to fill the remaining terms left by the resignations. Resolutions have been prepared and may be added to the consent agenda or under unfinished business for consideration.

Service Level/Collaborative Impact

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

Policy Direction/Warrenton Plan 2040

Plan Warrenton 2040 includes a Historic Resources Chapter with a vision that states the Town and property owners will work toward a common goal of preserving the historic built environment for current and future generations. The chapter includes multiple goals, polices and strategies.

Fiscal Impact

No additional impact is expected.

Legal Impact

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

ATTACHMENTS

- 1.
- 2.

RESOLUTION APPOINTING MICHAEL BEIDLER TO THE TOWN OF WARRENTON ARCHITECTURAL REVIEW BOARD

WHEREAS, the Town Council of the Town of Warrenton adopted a Zoning Code which sets forth in Section 3-5.3 the Town Council is to appoint persons to the Architectural Review Board; and

WHEREAS, the Town of Warrenton has an Architectural Review Board consisting of residents, a majority of which are located in the Historic District and within the Town of Warrenton; and

WHEREAS, all members of the Architectural Review Board possess a reasonable knowledge and have a demonstrated interest in historic and architectural development of the Town; and

WHEREAS, Mr. Michael Beidler presented a genuine interest in serving the Town of Warrenton by serving on the Architectural Review Board and possesses a professional background as an Architect and possesses an interest within in the field of Historic Preservation and Architectural History; and

THEREFORE, NOW BE IT RESOLVED, that the Town Council of the Town of Warrenton this 9th day of April, 2024, appoint Michael Beidler to the Architectural Review Board to fill an unexpired term, expiring and eligible for reappointment to a full four-year term on December 31, 2025.

ATTACHMENT: None

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

For Information:

Town Clerk

ATTEST: _____

Town Recorder

**RESOLUTION APPOINTING MILLE LATAK TO THE TOWN OF WARRENTON ARCHITECTURAL
REVIEW BOARD**

WHEREAS, the Town Council of the Town of Warrenton adopted a Zoning Code which sets forth in Section 3-5.3 the Town Council is to appoint persons to the Architectural Review Board; and

WHEREAS, the Town of Warrenton has an Architectural Review Board consisting of residents, a majority of which are located in the Historic District and within the Town of Warrenton; and

WHEREAS, all members of the Architectural Review Board possess a reasonable knowledge and have a demonstrated interest in historic and architectural development of the Town; and

WHEREAS, Ms. Millie Latak presented a genuine interest in serving the Town of Warrenton by serving on the Architectural Review Board and possesses a professional background in the field of Historic Preservation and Architectural History; and

THEREFORE, NOW BE IT RESOLVED, that the Town Council of the Town of Warrenton this 9th day of April, 2024, appoint Millie Latak to the Architectural Review Board to fill an unexpired term, expiring and eligible for reappointment to a full four-year term on December 31, 2025.

ATTACHMENT: None

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

For Information:

Town Clerk

ATTEST: _____
Town Recorder