TOWN COUNCIL REGULAR MEETING

21 Main Street

Wednesday, November 12, 2025 at 9:00 AM

AGENDA

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

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

I. WORKSESSION - 9:00 AM

A. Closed Session

B. Review of Property Management Cases

C. Dominion Energy Franchise Agreement Request

D. October 21, 2025, Planning Commission Update

E. Refuse Update - Historic District

F. Refuse Update – Recycling Trucks

G. Columbia Gas of VA - Reimbursement & Resolution

H. Facility Overview, Capacity Constraints, and Strategic Asset Needs

I. **LWAV-25-2 – Daniels Property – An Exception to Authorize a Dead-End Street (Cul-de-Sac) for an Eight-Lot Residential Subdivision Per Subdivision Ordinance Section 2.7 *Variations and Exceptions* and Section 4.2.10 *Streets.*** The Applicant is requesting approval of an exception to the Subdivision Ordinance prohibition of dead-end (cul-de-sac) streets for an eight-lot residential subdivision, located at 545 Old Meetze Road, PIN's 6984-60-9026-000, 6984-70-1108-000 and 6984-70-2394-000. Consisting of a total of 5.34 acres split-zoned to the R-6 and R-15 Residential Districts, the proposed subdivision consists of a by-right development of the subject property, with the sole exception of the requested cul-de-sac exception. On October 21, 2025, the Planning Commission recommended approval of the requested waiver, subject to conditions of approval. (William Daniels LLC, Owner; Marc Simes, Tricord Inc., Applicant) Staff Lead - Heather Jenkins, Zoning Administrator **(WARD 2)**

J. SUP 2025-02 Home Depot - The Applicant is requesting a Special Use Permit (SUP) to expand the existing Home Depot located at 267 Alwington Boulevard to provide under cover storage for rental equipment by building

10' walls with a canopy that act as screening. The parcel is zoned Commercial and designed in the Greenway and Makers Character District. GPIN 6983-57-1258-500

K. FY 2025 Carryover Funding

L. Community Development Department Overview

M. Human Capital Department Overview.

N. Agenda Review

II. REGULAR MEETING - 6:30 PM

A. INVOCATION.

B. PLEDGE OF ALLEGIANCE.

C. PROCLAMATIONS AND RECOGNITIONS.

D. CITIZEN'S TIME.

E. APPROVAL OF THE AGENDA.

F. PUBLIC HEARINGS.

a. A Resolution to Amend the Fiscal Year 2026 Adopted Budget to Appropriate Funds for Fiscal Year 2025 Carryovers

G. CONSENT AGENDA.

a. Quarterly Reports

b. Final report: Columbia Gas of VA - Natural Gas Emergency Resolution Appropriation

c. Refuse Update - Historic District

H. NEW BUSINESS.

a. Appointment of Acting Town Manager

I. UNFINISHED BUSINESS.

J. TOWN ATTORNEY'S REPORT.

K. TOWN MANAGER'S REPORT.

L. COUNCILMEMBERS TIME.

M. ADJOURNMENT.

Motion for Convening a Closed Session

Council Meeting Date:

Agenda Title:

I move that the Council convene in closed session to discuss the following:

__x__ As permitted by Virginia Code § 2.2-3711 (A)(1), a personnel matter involving:
____ Discussion, consideration or interviews of prospective candidates for employment or appointment; OR
____ assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town;
specifically dealing with **The appointment of Acting Town Manager, The Discussion of Town Manager Recruitment and Replacement. The Discussion of Town Attorney Recruitment and Replacement.**

____ As permitted by Virginia Code § 2.2-3711 (A)(3), a matter involving:
____ discussion or consideration of the acquisition of real property for a public purpose; OR
____ disposition of publicly held real property
specifically involving _____ *[Give location of property]*, because discussion in an open meeting would adversely affect the City's bargaining position or negotiating strategy.

____ As permitted by Virginia Code § 2.2-3711 (A)(4), a matter requiring the protection of the privacy of individuals in personal matters not involving the public business.

____ As permitted by Virginia Code § 2.2-3711 (A)(7), consultation with legal counsel or briefing by staff members or consultants pertaining to:
____ the pending case **the matter** of
where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the City.

____ As permitted by Virginia Code § 2.2-3711 (A)(8), consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, relating to

____ As permitted by Virginia Code § 2.2-371 l (A)(29), discussion of the award of a public contract for _____ *[Give nature of the contract]* involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the City Council.

____ As permitted by Virginia Code § _____, a matter involving:
_____.

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

Votes:
Ayes:
Nays:
Absent from Vote: None

CERTIFICATION MOTION AFTER RECONVENING IN PUBLIC SESSION:
(requires a recorded roll call vote)

I move that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion.

Votes:
Nays:
Absent from Vote: None

For Information:
Town Clerk

Effective date:

Stephen Clough, Town Recorder
_____.

Office of the Town Manager
Frank Cassidy

STAFF REPORT

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

Council Meeting Date:	November 12th, 2025.
Agenda Title:	Review of Property Management Cases
Requested Action:	Receive the Information
Department / Agency Lead:	Legal/ Town Attorney
Staff Lead:	Mr. Patrick Corish

EXECUTIVE SUMMARY

The Town of Warrenton has several Building Code cases pending before the General District Court and Circuit Court of Fauquier County for properties currently in violation of the Town of Warrenton's Building Code. Trial has been set for two actions in the General District Court are set for Dec. 11 and Jan. 9, respectively. Circuit Court hearings have been set to January 16, 2025, matters concerning 3 Hotel Street and 92 Winchester Street. A final order has been entered against the Defendant in the 45 Winchester Street matter, allowing the Town to engage in remedial work.

BACKGROUND

The Virginia Building Code covers all building code violations that are not recognized within a specified time period to be a misdemeanor with a civil penalty of no more than $2,500 per violation. Two matters are before the General District Court, for (1) 145 Main St. and (2) 151 Main Street seeking $4,000 in each action listing several violations. The Town has been attempting to work with the property owners in order to have them come into compliance without going to court. Trials for these matters are set for December 11, 2025 and January 9, 2026 respectively. The actions will be voluntarily dismissed in the case where compliance is achieved before the trial.

In the cases involving 3 Hotel Street and 92 Winchester St., availability of counsel for a motions hearing on a Friday (the Fauquier Court's motions hearing days) have settled on January 16, 2025 for the scheduling of a trial for the case of 92 Winchester St. This will be coupled with a motion for summary judgment for 3 Hotel Street associated with a settlement agreement incorporated into a motion to stay – the terms being, where the property owner has not complied with a set schedule to remediate the violations, the Court can grant the remedies agreed to in the agreement.

Milestones have been missed by the property owner, and the Town has grounds to obtain all remedies prayed for in its complaint.

With the 45 Winchester matter, the Town is to conduct remedial work after the final order leave the jurisdiction of the Court – on November 14, 2025.

STAFF RECOMMENDATION

Receive the information.

Service Level/Collaborative Impact

These cases combine the efforts of the Legal Team and the Community Development Department.

Policy Direction/Warrenton Plan 2040

Enforcement of the Town Code and property maintenance standards is a component of Governance.

Fiscal Impact

Fiscal Impact analysis has not yet been created.

Legal Impact

In the case of 45 Winchester St., 3 Hotel Street, and 92 Winchester Street the remedy prayed for is an order granting relief under Va. Code 15.2-1115. This allows for the Town to “abate or obviate” the violations and “charge and collect the cost thereof from the owner or owners, occupant or occupants of the property affected in any manner provided by law for the collection of state or local taxes.” This would be collected as a property tax, and would have to go through the normal real property tax procedures the Town engages every year.

Such collections would be after the abatement, and not before, so the Town will have to repair the property and accrue a cost prior to subjecting the owner to a tax. The Town will have to go through a ordinary procurement process to keep costs at a reasonable level and within the requirements under the Public Procurement Act.

ATTACHMENTS

N/A

Office of the Town Manager
Frank Cassidy

STAFF REPORT

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

Council Meeting Date:	November 12th, 2025.
Agenda Title:	Dominion Energy Franchise Agreement
Requested Action:	Receive the Information
Department / Agency Lead:	Legal
Staff Lead:	Mr. Chap Petersen, Town Attorney.

EXECUTIVE SUMMARY

- Dominion has requested to enter an MOU, so as to extend additional broadband facilities through the Town's Right of Way ("ROW")
- The project is funded by the Va Technology Infrastructure Fund and is designed to bring broadband to rural residents that don't currently have access
- The benefitted users will all be outside the Town, primarily on the western side of the County;
- The benefit to the Town is that our infrastructure will be upgraded so as to make future technologies easier to implement
- The amount of disruption should be minimal – it's basically a matter of stringing an extra line of fiber to the existing poles
- There will be no expansion of the ROW necessary

The Town can either enter an MOU or decline. There's no requirement to do it.

BACKGROUND

Dominion Energy, Inc., commonly referred to as Dominion, is an American power and energy company headquartered in Richmond, Virginia that supplies electricity in parts of Virginia, North Carolina, and South Carolina and supplies natural gas to parts of Utah, Idaho and Wyoming, West Virginia, Ohio, Pennsylvania, North Carolina, South Carolina, and Georgia. Dominion also has generation facilities in Indiana, Illinois, Connecticut, and Rhode Island.

STAFF RECOMMENDATION

Receive the Information.

Service Level/Collaborative Impact

Service Level impacts have not been reviewed for this item.

Policy Direction/Warrenton Plan 2040

Dominion Energy is the provider for energy needs within the Town of Warrenton. A collaborative relationship with the company helps power all aspects of Plan Warrenton 2040.

Fiscal Impact

Fiscal Impact has not been reviewed for this item.

Legal Impact

Legal Impact has not been reviewed for this item.

ATTACHMENTS

1.
2.
3.

MEMORANDUM OF UNDERSTANDING
as to Communications Facilities with
Dominion Energy Virginia's Franchise Agreement

THIS MEMORANDUM OF UNDERTANDING (this "Memorandum"), made and entered into this _____ day of _____, 20___, by and between the **Town of Warrenton,** a political subdivision of the Commonwealth of Virginia (the "Town") and **Virginia Electric and Power Company**, a Virginia public service corporation doing business in Virginia as Dominion Energy Virginia ("DEV), hereby recites and provides as follows:

RECITALS:

A. On July 6, 1982, by Ordinance, the Town granted a franchise to DEV (the "Franchise") to allow DEV to ". . . acquire, construct, install, operate, maintain and use . . . poles, towers, structures, attachments, wires, cables, conduits, ductways, manholes, handholes, meters, appliances and other equipment necessary or useful in the distribution or sale of electricity" in the streets, alleys, and public places of the Town, all as more particularly described in the Franchise.

B. Through a series of initiatives, the Commonwealth of Virginia (the "Commonwealth") has prioritized extending high-quality broadband communications networks throughout Virginia to achieve universal access to high-speed internet within Virginia.

C. In 2019, the Commonwealth established a pilot program to promote collaboration between localities, electric utilities, and internet service providers to connect unserved areas to high-speed internet.

D. DEV participated in the pilot program, has been cooperating with the Commonwealth's initiative by obtaining rights to add broadband lines within its existing rights-of-way to help expand broadband facilities using DEV's existing infrastructure for the distribution of electricity.

E. The initial pilot program has been expanded, and DEV is continuing to expand the installation of broadband facilities within its rights-of-way to help the Commonwealth meet its goal of universal access to high-speed internet within the Commonwealth.

F. Consistent with this objective, DEV desires to install broadband facilities within a portion of the Franchise that it has with the Town, and the Town desires to permit DEV to do this.

AGREEMENT:

Therefore, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Town and DEV enter into this Memorandum and agree as follows:

1. The foregoing recitals are hereby incorporated by reference.

2. The rights granted to DEV in the Franchise to ". . . acquire, construct, install, operate, maintain and use . . . poles, towers, structures, attachments, wires, cables, conduits, ductways, manholes, handholes, meters, appliances and other equipment necessary or useful in the distribution or sale of electricity" shall be understood by DEV and the Town to include, within the Broadband Areas of the Franchise, the rights to:

   2.1 Attach, operate, and maintain, additional cables, including but not limited to fiber optic cables, wires, attachments, and other transmission facilities as DEV may from time to time deem advisable, and all equipment, accessories and appurtenances desirable in connection therewith (the "Broadband Facilities"), including the right to increase or decrease the number of wires, all for the purpose of transmitting voice, text, data, internet services, and other communications services, including the wires and attachments of third parties (the "Communication Rights");

   2.2 Lease or license the right to transmit signals, data, or other communications through such Broadband Facilities, in whole or in part to third parties as may be useful or practical, including the rights to transmit third party data and the right to lease or license surplus communications capacity to third parties through such Broadband Facilities; and

2.3 Install such additional pole, guys, and anchors on said property as may be necessary for purposes of the safety and stability of the communication facilities.

3. All other terms and conditions of the Franchise are hereby ratified and affirmed.

4. This MOU will terminate once the Town and DEV enter and sign a new Franchise Agreement that includes broadband language as noted in this document.

- Remainder of Page Intentionally Left Blank -

IN WITNESS WHEREOF, each of the parties to this Memorandum has caused the same to be executed in the day and year first above written.

Town:

TOWN OF WARRENTON, a political subdivision of the Commonwealth of Virginia

By: _____

Its: _____

APPROVED AS TO FORM:

_____
Town Attorney

DEV:

VIRGINIA ELECTRIC AND POWER COMPANY, a Virginia public service corporation doing business in Virginia as Dominion Energy Virginia

By: _____
Shaun Reilly
Manager-Electric Distribution Design

Dominion Energy

Right of Way Agreement

THIS RIGHT OF WAY AGREEMENT, is made and entered into as of this 30th day of August, 2022, by and between TOWN OF WARRENTON, VIRGINIA a municipal corporation ("**GRANTOR**") and VIRGINIA ELECTRIC AND POWER COMPANY, a Virginia public service corporation, doing business in Virginia as Dominion Energy Virginia, with its principal office in Richmond, Virginia ("**GRANTEE**").

W I T N E S S E T H :

1. That for and in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, the receipt and sufficiency whereof is hereby acknowledged, **GRANTOR** grants and conveys unto **GRANTEE**, its successors and assigns, the perpetual right, privilege and exclusive easement over, under, through, upon, above and across the property described herein, for the purpose of transmitting and distributing electric power by one or more circuits; for its own internal telephone and other internal communication purposes directly related to or incidental to the generation, distribution, and transmission of electricity; for fiber optic cables, wires, attachments, and other transmission facilities, and all equipment, accessories and appurtenances desirable in connection therewith, for the purpose of transmitting voice, text, data, internet services, and other communications services, including the wires and attachments of third parties; and for lighting purposes; including but not limited to the rights:

1.1 to lay, construct, operate and maintain one or more lines of underground conduits and cables including, without limitation, one or more lighting supports and lighting fixtures as **GRANTEE** may from time to time determine, and all wires, conduits, cables, transformers, transformer enclosures, concrete pads, manholes, handholes, connection boxes, accessories and appurtenances desirable in connection therewith; the width of said exclusive easement shall extend FIFTEEN (15') feet in width across the lands of **GRANTOR**; and

1.3 to apportion, lease, or license the voice, text, data, internet service, and other communications rights herein in whole or in part to third parties as may be useful or practical, including the rights to transmit third party data and the right to apportion, lease, or license surplus communications capacity to third parties for the exercise of such rights.

2. The easement granted herein shall extend across the lands of **GRANTOR** situated in CEDAR RUN DISTRICT, FAUQUIER COUNTY, Virginia, as more fully described on Plat(s) Numbered 40-21-0126, attached to and made a part of this Right of Way Agreement; the location of the boundaries of said easement being shown in broken lines on said Plat(s), reference being made thereto for a more particular description thereof.

3. All facilities constructed hereunder shall remain the property of **GRANTEE. GRANTEE** shall have the right to inspect, reconstruct, remove, repair, improve, relocate on and within the easement area, including but not limited to the airspace above the property controlled by **GRANTOR**, and make such changes, alterations, substitutions, additions to or extensions of its facilities as **GRANTEE** may from time to time deem advisable.

This Document Prepared by Virginia Electric and Power Company and should be returned to: Dominion Energy Virginia, 3072 Centreville Road, Herndon, VA 20171.

Initials: _____ _____ _____

DEVID No(s). 40-21-0126
GPIN 6994-16-2918, 6994-17-3158

Form No. 728493-1 (Dec 2021)

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Dominion Energy

Right of Way Agreement

4. **GRANTEE** shall have the right to keep the easement clear of all buildings, structures, trees, roots, undergrowth and other obstructions which would interfere with its exercise of the rights granted hereunder, including, without limitation, the right to trim, top, retrim, retop, cut and keep clear any trees or brush inside and outside the boundaries of the easement that may endanger the safe and proper operation of its facilities. All trees and limbs cut by **GRANTEE** shall remain the property of **GRANTOR.**

5. For the purpose of exercising the right granted herein, **GRANTEE** shall have the right of ingress to and egress from this easement over such private roads as may now or hereafter exist on the property of **GRANTOR**. The right, however, is reserved to **GRANTOR** to shift, relocate, close or abandon such private roads at any time. If there are no public or private roads reasonably convenient to the easement, **GRANTEE** shall have such right of ingress and egress over the lands of **GRANTOR** adjacent to the easement. **GRANTEE** shall exercise such rights in such manner as shall occasion the least practicable damage and inconvenience to **GRANTOR.**

6. **GRANTEE** shall repair damage to roads, fences, or other improvements (a) inside the boundaries of the easement (subject, however, to **GRANTEE**'s rights set forth in Paragraph 4 of this Right of Way Agreement) and (b) outside the boundaries of the easement and shall repair or pay **GRANTOR**, at **GRANTEE**'s option, for other damage done to **GRANTOR**'s property inside the boundaries of the easement (subject, however, to **GRANTEE**'s rights set forth in Paragraph 4 of this Right of Way Agreement) and outside the boundaries of the easement caused by **GRANTEE** in the process of the construction, inspection, and maintenance of **GRANTEE**'s facilities, or in the exercise of its right of ingress and egress; provided **GRANTOR** gives written notice thereof to **GRANTEE** within sixty (60) days after such damage occurs.

7. **GRANTOR**, its successors and assigns, may use the easement for any reasonable purpose not inconsistent with the rights hereby granted, provided such use does not interfere with **GRANTEE**'s exercise of any of its rights hereunder. **GRANTOR** shall not have the right to construct any building, structure, or other above ground obstruction on the easement; provided, however, **GRANTOR** may construct on the easement fences, landscaping (subject, however, to **GRANTEE**'s rights in Paragraph 4 of this Right of Way Agreement), paving, sidewalks, curbing, gutters, street signs, and below ground obstructions as long as said fences, landscaping, paving, sidewalks, curbing, gutters, street signs, and below ground obstructions do not interfere with **GRANTEE**'s exercise of any of its rights granted hereunder. In the event such use does interfere with **GRANTEE**'s exercise of any of its rights granted hereunder, **GRANTEE** may, in its reasonable discretion, relocate such facilities as may be practicable to a new site designated by **GRANTOR** and acceptable to **GRANTEE**. In the event any such facilities are so relocated, **GRANTOR** shall reimburse **GRANTEE** for the cost thereof and convey to **GRANTEE** an equivalent easement at the new site.

8. **GRANTEE'S** right to assign or transfer its rights, privileges and easements, as granted herein, shall be strictly limited to the assignment or transfer of such rights, privileges and easements to any business which lawfully assumes any or all of **GRANTEE'S** obligations as a public service company or such other obligations as may be related to or incidental to **GRANTEE'S** stated business purpose as a public service company; and any such business to which such rights, privileges and easements may be assigned shall be bound by all of the terms, conditions and restrictions set forth herein.

9. If there is an Exhibit A attached hereto, then the easement granted hereby shall additionally be subject to all terms and conditions contained therein provided said Exhibit A is executed by **GRANTOR** contemporaneously herewith and is recorded with and as a part of this Right of Way Agreement.

10. Whenever the context of this Right of Way Agreement so requires, the singular number shall mean the plural and the plural the singular.

Initials: _____ _____

DEVID No(s). 40-21-0126
Form No. 728493-1 (Dec 2021)

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Dominion Energy

Right of Way Agreement

11. **GRANTOR** covenants that it is seized of and has the right to convey this easement and the rights and privileges granted hereunder; that **GRANTEE** shall have quiet and peaceable possession, use and enjoyment of the aforesaid easement, right and privileges; and the **GRANTOR** shall execute such further assurances thereof as may be reasonably required.

12. The individual executing this Right of Way Agreement on behalf of the **GRANTOR** warrants that he or she has been duly authorized to execute this easement on behalf of the Town of Warrenton

NOTICE TO LANDOWNER: You are conveying rights to a public service corporation. A public service corporation may have the right to obtain some or all of these rights through the exercise of eminent domain. To the extent that any of the rights being conveyed are not subject to eminent domain, you have the right to choose not to convey those rights and you could not be compelled to do so. You have the right to negotiate compensation for any rights that you are voluntarily conveying.

IN WITNESS WHEREOF, GRANTOR has caused its name to be signed hereto by its authorized officer or agent, described below, on the date first above written.

TOWN OF WARRENTON, VIRGINIA
a municipal corporation

:

By: Christopher E Martino

Name Christopher E. Martino

Title: Town Manager

State of Virginia

City/County of Fauquier

The foregoing was acknowledged before me this 30th day of August, 2022by Christopher Martino, who is the Town Manager of the Town of
(Name of Person Signing) (Title of Person Signing)

WARRENTON, Virginia.

Lyndie Raye Paul
Notary Public (Name)

Notary Public (Signature)

My commission expires: 01-31-2023 Notary Registration Number: 7828395.

DVDID No(s): 40-21-0126

(Notary Seal Here)
LYNDIE RAYE PAUL
NOTARY PUBLIC 7828395
COMMONWEALTH OF VIRGINIA
MY COMMISSION EXPIRES 01-31-2023

Dominion Energy

Right of Way Agreement

EXHIBIT A

This RIGHT OF WAY AGREEMENT dated August 30, 2022, by and between the TOWN OF WARRENTON, VIRGINIA, a municipal corporation ("**GRANTOR**") and VIRGINIA ELECTRIC AND POWER COMPANY, a Virginia public service corporation, doing business in Virginia as Dominion Energy Virginia ("**GRANTEE**") is hereby amended as follows:

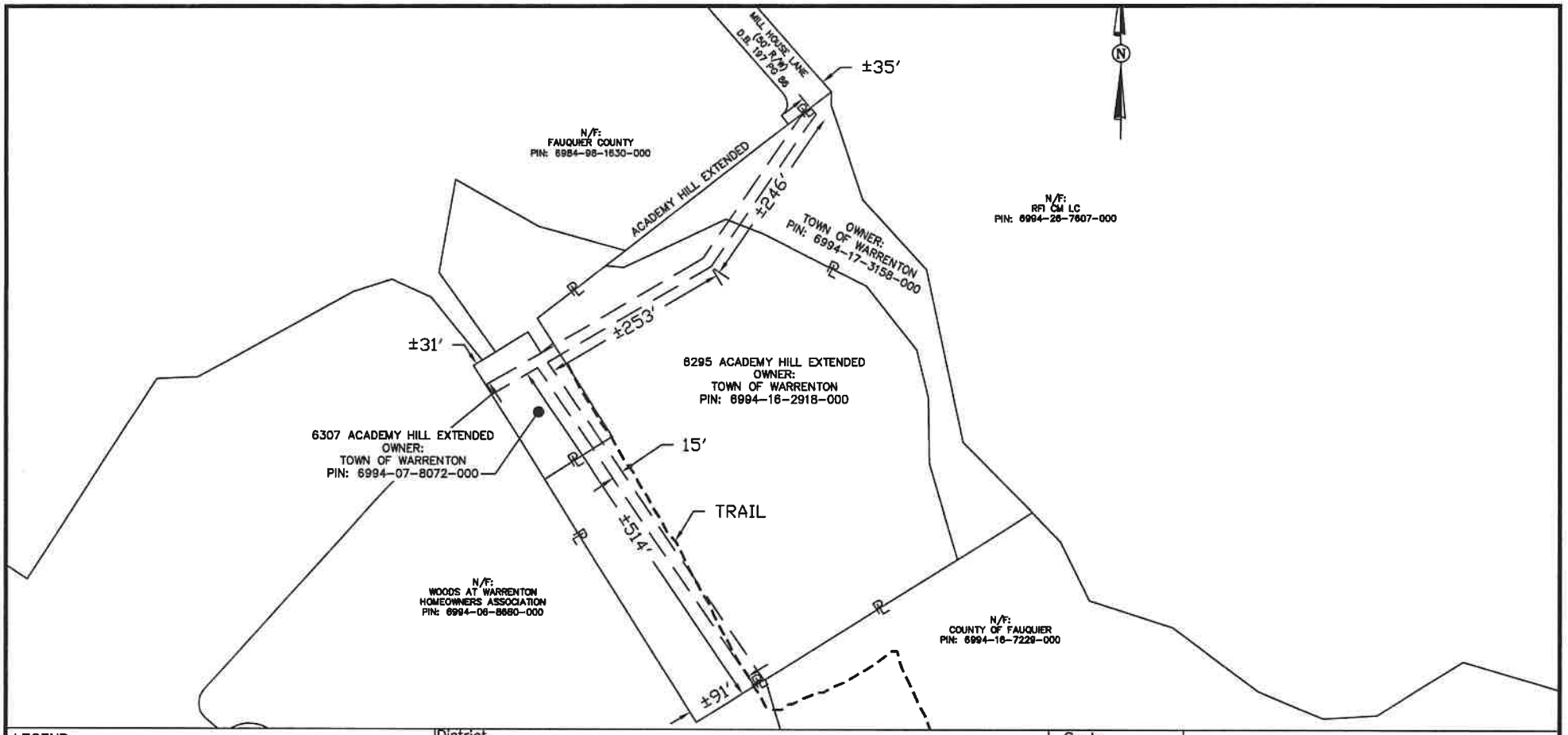
This Right of Way Agreement shall be limited in duration and shall remain in force for a term of forty (40) years. At the end of such term, this Right of Way Agreement shall automatically terminate unless **GRANTOR** agrees to renew this Right of Way Agreement for an additional term of years.

TOWN OF WARRENTON, VIRGINIA
a municipal corporation

By: Christopher E. Martino

Name: Christopher E. Martino

Title: Town Manager



LEGEND

--- Location of Boundary Lines of Right-of-Way 15' in Width.

—℄— Indicates Property Line is Right-of-Way Boundary 15' in Width.

District: WARRENTON		Scale: NTS
District-Township-Borough: CEDAR RUN	County-City: FAUQUIER	State: VA
Office: NW REGIONAL	Plat Number: 40-21-0126	
Estimate Number: 10313693	Grid Number: B1710	

PLAT TO ACCOMPANY RIGHT-OF-WAY AGREEMENT — OH/UG

VIRGINIA ELECTRIC AND POWER COMPANY
doing business as
Dominion Energy Virginia

Page 1 of 1

DATE 03/08/2022 BY TEAM FISHEL

OWNER INITIALS _____

Community Development Department

STAFF REPORT

Town Council Meeting Date:	November 12, 2025
Agenda Title:	Planning Commission Update
Requested Action:	Informational Purposes
Staff Lead:	Denise Harris, Planning Manager

EXECUTIVE SUMMARY

The Planning Commission held their Regular Meeting on Tuesday, October 21, 2025. On the agenda was one public hearing and one old business, including:

SUP 2025-02 Home Depot Work Session - The Applicant is requesting a Special Use Permit (SUP) to expand the existing Home Depot located at 267 Alwington Boulevard to provide undercover storage for rental equipment by building 10' walls with a canopy that act as screening. The parcel is zoned Commercial and designed in the Greenway and Makers Character District. GPIN 6983-57-1258-500. The Planning Commission held a public hearing. No one from the public spoke. The Planning Commission voted 4-0 to recommend approval to the Town Council with draft Conditions of Approval.

LWAV-25-2 – Daniels Property Public Hearing – The Applicant is requesting approval of an exception to the Subdivision Ordinance prohibition of dead-end (cul-de-sac) streets for a by-right eight lot residential subdivision, located at 545 Old Meetze Road, PIN's 6984-60-9026-000, 6984-70-1108-000 and 6984-70-2394-000. Consisting of a total of 5.34 acres split-zoned to the R-6 and R-15 Residential Districts, the proposed subdivision consists of a by-right development of the subject property, with the sole exception of the requested cul-de-sac exception. (William Daniels LLC, Owner; Marc Simes, Tricord Inc., Applicant). Five people spoke to the application. The Planning Commission went into closed session to seek legal advice and then moved to recommend approval of the application to the Town Council with draft Conditions of Approval.

Both items are coming before the Town Council's work session at its November meeting.

BACKGROUND

Attached are the draft October 21, 2025, meeting minutes. The Town website contains the agenda, meeting materials, and a video recording of the meeting.

STAFF RECOMMENDATION

For Informational Purposes.

PLANNING COMMISSION REGULAR MEETING

21 Main Street

Tuesday, October 21, 2025, at 7:00 PM

MINUTES

A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF WARRENTON, VIRGINIA, WAS HELD ON OCTOBER 21, 2025, at 7:00 PM

Regular Meeting

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

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

CALL TO ORDER AND ESTABLISHMENT OF A QUORUM.

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

ADOPTION OF THE AGENDA

Commissioner Lawrence moved to amend the agenda to add a closed session after the PUBLIC HEARING agenda item. Commissioner Ainsworth seconded the motion. The motion passed 4-0 (Stewart absent).

ADOPTION OF MINUTES

Secretary Barbour moved to approve the September 16, 2025, meeting minutes. The motion was seconded by Commissioner Lawrence. The motion passed 4-0 (Stewart absent).

PUBLIC HEARING.

SUP 2025-02 Home Depot - The Applicant is requesting a Special Use Permit (SUP) to expand the existing Home Depot located at 267 Alwington Boulevard to provide undercover storage for rental equipment by building 10' walls with a canopy that act as screening. The parcel is zoned Commercial and designed in the Greenway and Makers Character District. GPIN 6983-57-1258-500.

Ms. Denise Harris, Planning Manager, gave an overview presentation of the application.

Mr. David Weiner-Light of Kimley Horn, the Applicant's representative, gave a presentation on the application.

Commissioner Ainsworth asked what the SUP plans were indictating on the bollard on page C-201.

Mr. Weiner-Light stated it was a rental parking sign and that there are no proposed lights.

Vice Chair Lasher opened the public hearing at 7:13 PM.

No one from the public spoke to the application.

Vice Chair Lasher closed the public hearing at 7:13 PM.

Commissioner Lawrence moved to recommend approval to the Town Council of SUP 25-02.

Commissioner Ainsworth clarified if the motion included the draft Conditions of Approval to which Commissioner Lawrence confirmed the Conditions were included as part of the motion.

Secretary Barbour seconded the motion.

The motion passed 4-0 (Stewart absent).

CLOSED SESSION

Secretary Barbour motioned as permitted by Virginia Code § 2.2-3711 (A)(8), consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, relating to Legislative Waiver 2025-02 Daniels Property. Commissioner Lawrence seconded the motion. The motion passed 4-0 (Stewart absent).

Mr. Corish requested that the Zoning Administrator be included in the Closed Session with himself.

Commissioner Lawrence motioned that the Planning Commission certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion. Commissioner Ainsworth seconded. The motion passed 4-0 (Stewart

OLD BUSINESS

LWAV-25-2 – Daniels Property – An Exception to Authorize a Dead-End Street (Cul-de-Sac) for an Eight-Lot Residential Subdivision Per Subdivision Ordinance Section 2.7 *Variations and Exceptions* and Section 4.2.10 *Streets.* The Applicant is requesting approval of an exception to the Subdivision Ordinance prohibition of dead-end (cul-de-sac) streets for an eight-lot residential subdivision, located at 545 Old Meetze Road, PIN's 6984-60-9026-000, 6984-70-1108-000 and 6984-70-2394-000. Consisting of a total of 5.34 acres split-zoned to the R-6 and R-15 Residential Districts, the proposed subdivision consists of a by-right development of the subject property, with the sole exception of the requested cul-de-sac exception. (William Daniels LLC, Owner; Marc Simes, Tricord Inc., Applicant).

Ms. Heather Jenkins, Zoning Administrator, reviewed the draft resolutions provided to the Planning Commission for consideration. She states that Mr. John Ward, Director of Public Works, and Mr. Michael Wharton, Project Manager, were available to answer any questions, as well as the applicant and property owner.

Vice Chair Lasher asked if there were any questions from the Planning Commission. None were offered.

Commissioner Lawrence moved to recommend approval to Town Council of LWAV-25-02 with Option A.

Commissioner Ainsworth confirmed this motion was solely for the requested cul-de-sac in the application. He recognized there are a number of comments from the public regarding the connection to Monroe Estates; however, the connection point already exists and is designated a through road when originally built. The Planning Commission came to the conclusion it is outside their purview to potentially change the designation of the roadway and the Planning Commission is there to address the request of the applicant as presented for the new by-right development.

Commissioner Ainsworth then seconded the motion.

Commissioner Lawrence echoed Commissioner Ainsworth's comments. He stated that working with legal counsel the Planning Commission determined it does not have jurisdiction to prevent traffic from accessing the existing neighborhood through the Daniel's Property. He thanked the public for participating and apologized if it was not the outcome was not as they hoped.

The motion passed 4-0 (Stewart absent).

COMMENTS FROM THE COMMISSION.

Vice Chair Lasher thanked staff for bringing forth information that enabled the Planning Commission to make an informed decision and thanked legal counsel for guidance.

COMMENTS FROM THE STAFF.

Mr. Cornish stated he and Mr. Peterson are glad to be of service to the Planning Commission.

Ms. Harris made the Planning Commission aware that Dominion Energy will be looking to submit a Special Use Permit for the modernization of its existing site in Town. Dominion Energy will be holding a public outreach meeting on November 5, 2025, in the Falcon Room of Fauquier High School from 5:00 -7:00 PM.

Staff asked if the Planning Commission would like to meet or cancel its work session scheduled for the following week.

Vice Chair Lasher moved to cancel the October 28th Work Session. Commissioner Lawrence seconded the motion. The motion passed 4-0. (Stewart absent)

ADJOURN.

Commissioner Ainsworth moved to adjourn the meeting; Secretary Barbour seconded the motion. With no further business, the Vice Chair Lasher adjourned at 7: 43 PM.

I hereby certify that this is a true and exact record of actions taken by the Planning Commission of the Town of Warrenton on October 21, 2025.

_____

Darine Barbour, Secretary
Planning Commission

DRAFT

DRAFT

Office of the Town Manager
Frank Cassidy

STAFF REPORT

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

Council Meeting Date:	November 12th, 2025
Agenda Title:	Refuse Update – Historic District Refuse
Requested Action:	Receive the Information
Department / Agency Lead:	Public Works & Town Managers Office
Staff Lead:	John Ward, Public Works Director Stephanie Miller, Deputy Town Manager Johnny Switzer, Fleet & Facilities Manager

EXECUTIVE SUMMARY

Businesses in the historic district, particularly restaurants, face significant difficulty in managing high-volume waste without adequate, centralized storage, which negatively impacts public space and district aesthetics. Town Code (Sec. 8-21) prohibits the Town from providing collection services to these commercial properties.

The proposed solution is a public-private partnership wherein the Town provides a small, designated parcel of Town-owned land. EOTW will, in turn, manage, fund, and assume all liability for a shared, aesthetically pleasing dumpster enclosure for use by participating Main Street businesses. EOTW will recoup its operational costs directly from the businesses using the service.

This approach provides a practical solution that supports the vitality and appearance of Main Street without violating Town Code or incurring a fiscal impact on the Town. Staff met with EOTW board representatives on October 30, 2025, who agreed that this is a positive path forward. Staff have also temporarily delayed the November 1, 2025, deadline for the removal of a dumpster from Town property to allow time for this permanent solution to be finalized.

BACKGROUND

The management of commercial refuse in Old Town has been a persistent challenge. The historic nature of the buildings and the limited space behind them provide few options for businesses to store large-volume dumpsters. This has led to ad-hoc solutions, including the placement of dumpsters in public view or on Town property, which is not sustainable and detracts from the district's appearance.

The primary constraint on Town involvement is Town Code Section 8-21, which states: "Apartment houses, restaurants, hotels, commercial houses and other places where human beings may dwell or assemble are classified as commercial properties outside the scope of regular trash collection."

While the Town is fully committed to operating within this code, staff are equally committed to finding a solution that supports the business community. An issue involving a dumpster placed on Town property, which had a removal deadline of November 1, 2025, highlighted the urgent need for a workable, long-term solution.

To that end, Town staff met with EOTW board members Matt Carson and Casey Ward on October 30, 2025, to discuss this partnership concept. EOTW's leadership was receptive and agreed that this proposal is a good direction forward to definitively solve the historic district's refuse issue for the benefit of all Main Street merchants.

STAFF RECOMMENDATION

Staff recommends the Town Council authorize the Town Manager to finalize and execute an Addendum to the Memorandum of Understanding (MOU) with Experience Old Town Warrenton (EOTW), based on the attached draft.

This Addendum will formally designate a Town-owned parcel for EOTW to manage and operate a central refuse enclosure, with EOTW assuming all financial, operational, and liability responsibilities.

Staff informed EOTW that the November 1, 2025, deadline for the removal of the existing dumpster has been delayed allowing for the review and execution of this MOU Addendum by all parties, preventing a gap in service for the affected business.

Service Level/Collaborative Impact

This proposal does not create a new municipal service; rather, it provides the necessary foundation for a private, shared service to be managed by the Town's Main Street partner, EOTW.

- **Service Level Impact:** This solution provides a significant visual and sanitary improvement to the historic district, removing unsightly dumpsters from public view. It provides businesses with a viable, code-compliant, and aesthetically appropriate option for refuse disposal.
- **Collaborative Impact:** This action strongly reinforces the Town's partnership with EOTW, leveraging EOTW's mission to support the economic vitality of Old Town. It empowers EOTW to act as the managing entity for its constituent businesses, solving a collective problem that individual merchants may have challenges with on their own.

Policy Direction/Warrenton Plan 2040

- **Policy Direction:** This establishes a policy of creative public-private partnerships. It demonstrates the Town's ability to be a flexible and supportive partner to the business community while remaining a firm steward of the Town Code and public funds.

- **Linkage to Warrenton Plan 2040:** This initiative directly supports key goals of the Warrenton Plan 2040 by:

- **Enhancing the Vitality of Old Town:** A clean, well-maintained streetscape is essential for a successful historic downtown, encouraging tourism and commerce.
- **Preserving Historic Character:** Removing modern, unsightly dumpsters from the historic streetscape is a direct act of aesthetic preservation.
- **Fostering Public-Private Partnerships:** This solution serves as a model for leveraging Town assets (land) and partner organizations (EOTW) to achieve public good without expanding government services.

Legal & Fiscal Impact

Fiscal Impact

- There is **no continued fiscal impact** to the Town. No Town funds will be used for the operation or maintenance of the enclosure.
- The Town's contribution is in-kind, through the provision of a small parcel of land and an enclosure on a concrete pad.
- All costs for the dumpster rental, hauling contracts, and maintenance will be borne by EOTW, which will recoup those costs from the participating businesses.
- If an additional enclosure is requested by EOTW for the opposing side of Main Street, the public works budget will need an appropriation from Council in the amount of $15,000.

Legal Impact

The proposed action is structured to comply with Town Code 8-21, as the Town is not providing collection or hauling. The attached draft MOU Addendum is the legal instrument that formally transfers all management, operational, and liability responsibilities for the enclosure to Experience Old Town Warrenton, Inc. EOTW will be solely responsible for the enclosure's compliance with all health and safety regulations.

ATTACHMENTS

A. EOTW MOU Dated February 28, 2025
B. Draft Addendum to the EOTW MOU

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

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

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

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

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

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

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

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

NOW THEREFORE, the Parties agree as follows:

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

EOTW Shall:

2. Adhere to and incorporate all aspects of the Virginia Main Street Program in all functions of operations and objectives to ensure compliance with the DHCD's Main Street Program Guidelines, as updated from time to time.

3. Provide a member of the board or Executive Director to serve as liaison to the Town Manager.

4. EOTW will share their Strategic Plan with the Town including any updates as they are made available.

5. Develop an Old Town Warrenton promotion plan in coordination with the Town, merchants, and partners as appropriate.

6. Work in conjunction with the Town to support the operations of the farmer's market by ensuring vendors contact town staff regarding meals tax and fire inspections at least one week prior to attendance at market, adhering to layouts provided by the Town and ensuring all vendors are in compliance with health, fire and public safety regulations. EOTW agrees to keep the facility assets and any other shared-use items used by the farmer's market in good working order. EOTW shall ensure that the space is vacated, cleaned and ready for Town usage by the end of the scheduled use, whether such use is by the Town, EOTW or a third party. This shall include ensuring all facility assets are returned to their assigned locations and the space has been returned to the condition in which it was received.

7. Develop a process for considering and proposing design improvements to Old Town in coordination with the Town. These may include but are not limited to art fixtures and placemaking improvements. These improvements may occur on public and/or private property dependent upon the owner's cooperation. Nothing shall be planned on public property absent coordination with the Town.

8. Advocate for the interests of merchants and property owners in coordination with the Town staff and other partners as appropriate.

9. EOTW shall inform affected merchants and property owners of the Town of EOTW special events or activities that may impact them, in a timely fashion, regardless of the sponsor of the event.

10. Provide a year-end report to the Town Council on activities and improvements led or contributed to by EOTW no later than May 13, 2025 and February 10, 2026. This report shall follow the format of the strategic plan, identify any portions of the strategic plan that were not accomplished, and evaluate the impacts of all EOTW activities and improvements covered in the report.

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

The Town Shall:

12. Appropriate funds as the Town Council may from time to time deem appropriate for the fulfillment of this MOU

13. Commit to developing and maintaining a working relationship with EOTW through liaison to the Town Manager.

14. Provide such additional non-monetary support as it deems beneficial to the Town from time to time, including but not limited to the regular support listed:

    (a) Storage space at 18 Court St and existing storage building for Gumdrop square materials located across from the dog park;

    (b) Daily trash pick up;

    (c) Trash and street clean up after events;

    (d) Main Street clean-ups on Friday mornings which include street sweeping and sidewalk cleaning; and

    (e) Placement of seasonal decorations which include changing flags, lights, wreaths, etc.

15. Provide in-kind services as deemed appropriate through its public works, electric, police, recreation, and other departments for the support of downtown activities such as festivals and parades. The Town intends to support efforts while maintaining accountability and following adopted processes, including but not limited to the regular support listed:

    (a) Daily Trash pick up;

    (b) Trash and street clean up after an event;

    (c) Main Street clean-ups on Friday Mornings which include street sweeping and sidewalk cleaning; and

    (d) Placement of seasonal decorations which include changing flags, lights, wreaths, etc.

16. Work in conjunction with EOTW to support the operations of the farmer's market as deemed appropriate by the Town Manager or Town Council, by providing a venue for the market to include the indoor space and restrooms at 18 Court St. or other space as needed for successful markets, inspections, permits, posting and maintenance of no parking signage, equipment and training needed for closing collector streets and/or parking lots, police assistance for vehicles remaining within the street closures, on-call

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

17. Attempt, where appropriate, to provide information from other government officials that would be of benefit in the performance of this MOU to include transportation projects, staffing changes as well as other projects that could impact standard activity in Old Town.

18. When feasible, provide advanced notice of street closures related to special events. Town staff will not provide notice on infrastructure-related closures, or utilities beyond what is currently provided Town-wide to all businesses.

19. Provide regular feedback to the liaison on the performance and progress of this MOU through regular meetings with the Town Manager.

General provisions:

20. The Parties understand that this MOU is not a binding contract and does create any legally enforceable obligation.

21. This MOU has a term of two years from the Effective Date, plus several additional months to align with the fiscal year ending on June 30, 2027, but may be terminated by either Party upon thirty (30) days written notice to the other party.

[SIGNATURE PAGE TO FOLLOW.]

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

APPROVED AS TO
FORM AND LEGALITY:

By:_____
Town Attorney

TOWN OF WARRENTON, VIRGINIA,
a Virginia municipal corporation.

By:_____
Town Manager

By:_____
Mayor

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

By:_____
Chairman, EOTW

Historic District Refuse Update

Town Council Regular Meeting

November 10, 2025

The Challenge: Waste in the Historic District

High-Volume Waste

Many restaurants lack adequate, centralized storage for refuse.

Public Impact

Ad-hoc solutions lead to dumpsters in public view, detracting from historic district aesthetics.

Historic Constraints

Limited space behind historic buildings makes individual storage nearly impossible.

The Primary Constraint

"Apartment houses, restaurants, hotels, commercial houses... are classified as commercial properties outside the scope of regular trash collection.“

— Town Code Section 8-21

Roles & Responsibilities

The Town

Provides a small, designated parcel of Town-owned land. Contributes the initial enclosure on a concrete pad.

Experience Old Town (EOTW)

Funds, manages, and operates the shared enclosure. Assumes all financial, operational, and liability responsibilities. Recoups costs directly from participating businesses.

Progress & Collaboration

- Staff met with members of the EOTW board on October 30, 2025.
- EOTW leadership was receptive and agreed that this is a positive path forward for all Main Street merchants.
- The November 1, 2025, deadline for an existing dumpster removal has been delayed to allow for this permanent solution.
- Draft Addendum was received back from legal and sent to Council on November 10th.

Service & Collaborative Impact

Service Level Impact

Provides a significant visual and sanitary improvement. Gives businesses a viable, code-compliant, and aesthetic disposal option.

Collaborative Impact

Reinforces the Town's partnership with EOTW. Empowers EOTW to solve a collective problem for its businesses.

Legal & Fiscal Impact

Fiscal Impact

No continued fiscal impact. The Town's contribution is in-kind (land/enclosure). All operational costs are borne by EOTW.

Legal Impact

Complies with Town Code 8-21 (Town is not *collecting* trash). The MOU Addendum transfers all liability to EOTW.

Fiscal Impact on Town

$0

Continued Fiscal Impact

A Partnership-Driven Solution

This partnership model provides a community solution at no operational cost to the Town. No Town funds will be used for the operation or maintenance of the enclosure.

Staff Recommendation

Authorize the Town Manager to finalize and execute an Addendum to the Memorandum of Understanding (MOU) with Experience Old Town Warrenton (EOTW).

This Addendum formally designates the Town-owned parcel for EOTW to manage and operate the central refuse enclosure.

EXPERIENCE

WARRENTON

VIRGINIA

EST. 1810

Questions?

Office of the Town Manager
Frank Cassidy

STAFF REPORT

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

Council Meeting Date:	November 12th, 2025
Agenda Title:	Refuse Update – Recycling Trucks
Requested Action:	Approve a Motion to Surplus the Units
Department / Agency Lead:	Public Works – Fleet Management
Staff Lead:	Johnny Switzer, Fleet & Facilities Manager

EXECUTIVE SUMMARY

The Public Works Department recommends selling the two **KANN dual compartment recycling trucks** purchased in 2022 for **$313,153 each** using ARPA funds. Despite three years of operation, the trucks have proven difficult to fully integrate because the Town Manager in 2022 only approved the purchase of the large recycling trucks, deferring the necessary accompanying purchases: **95-gallon refuse cans** and **two small collection trucks** for the historic district. Given that a replacement refuse truck was recently put into service and staff believes the current units require extensive additional investment to fit the program, the recommendation is to market and sell the units, expecting to recover at least **75% of the original cost**.

BACKGROUND

Original Refuse Modernization Plan (2022)

The full modernization plan proposed in 2022 included three key components:

Purchase of two KANN dual-compartment recycling trucks (semi-automated).

Purchase of 95-gallon refuse cans. ($250,000 Additional)

Purchase of two small collection trucks to service the historic district. ($300,000 Additional)

2022 Purchase and Implementation Issues

In 2022, under the former Town Manager's direction, only the two large blue recycling trucks were purchased using ARPA funds. The acquisition of the refuse cans and the smaller collection trucks was deferred to a later date. Over the past three years, the department has experienced continual issues with the implementation of the KANN units because the full modernization plan—specifically the associated equipment like the cans and smaller trucks—was never fully implemented.

2022 Memo Details (Original Purchase)

The original February 14, 2022, memo to the Town Manager detailed the selection process, which favored a semi-automated KANN truck over a fully automated one. The semi-automated truck was chosen for its smaller size, maneuverability, dual hoppers (for curbside sorting), and flexibility with various container options. The updated quoted price at that time was $308,402 per truck, later finalized at $313,153 per truck.

STAFF RECOMMENDATION

Public Works recommends beginning the process of **marketing and selling the two KANN dual compartment recycling trucks**. Staff believes these units will **not fit effectively** into their refuse program without a significant and extensive investment in additional trucks and refuse cans that was not approved as part of the initial modernization plan. A replacement refuse truck has already been put into service this year under the Capital Assets Replacement Project (CARP).

Service Level/Collaborative Impact

The sale of the trucks would finalize the shift away from the semi-automated, dual-compartment collection model envisioned in 2022. The impact on service levels has already been addressed by solidifying a single-stream recycling method and continuing to utilize the same rear-loading refuse units that align with current operational needs and street accessibility, particularly in the historic district. The move is a recognition that the town and infrastructure are not equipped to support the initial semi-automated system.

Policy Direction/Warrenton Plan 2040

The decision to sell the trucks represents a pivot from the previous Town Manager's direction attempted in 2022. Future policy must link waste management strategy to the town's goals, specifically addressing efficiency, sustainability, and accessibility for all parts of the Town, including the unique challenges of the historic district.

Legal & Fiscal Impact

Fiscal Impact

- Original Cost: $313,153 per truck (Total: $626,306) purchased with ARPA funds.
- Expected Recovery: Staff anticipates recovering at least 75% of the original cost through the sale of the units. This would recoup a minimum of approximately $469,729 of the original ARPA investment.
- Future Investment: Selling the units avoids the need for extensive future investment in additional trucks and specialized 95-gallon refuse cans that Public Works believes would be necessary to make the KANN trucks viable.

Legal Impact

The process of selling municipal assets must comply with all relevant Town procurement policies regarding the disposition of surplus equipment. Staff is requesting Council direction to initiate the formal process of marketing and selling the two trucks.

ATTACHMENTS

A. 2022 Memo from PW Director to Town Manager Schaeffer
B. Draft Motions for Council Consideration

TOWN OF WARRENTON
Department of Public Works & Utilities
PO BOX 341
WARRENTON, VIRGINIA 20188
http://www.warrentonva.gov
TELEPHONE (540) 347-1101
FAX (540) 349-2414

MEMORANDUM

TO: Brandie Schaeffer, Town Manager

FROM: Frank Cassidy, Director Public Works and Utilities

DATE: February 14, 2022

SUBJECT: Refuse and Recycling Truck

Please accept this as information on the refuse and recycling truck:

The discussion of a new refuse and recycling truck has been in the background for the better part of the last year. Although mentioned, I believe the details of the process of selection and the type of truck has gotten diffused. The purpose of this memo is to provide a background on the discussion and a focus on the focused truck.

The original discussion was at the Town Council Work Session in December 2020. This discussion involved the examination of two types of trucks: Fully automated and semi-automated:

Fully Automated: a fully automated refuse truck was discussed. This is a larger truck which has the following:

Pros:

- Single operator
- No staff contact with the refuse- use of an extending arm to "grab" the container
- Staff can operate from inside the cab
- Standardizes the container requirements.

Cons:

- Large size- difficult to navigate on some of our smaller streets especially the historic areas
- Only one hopper- no curb side sorting
- Limited container options- does not provide the flexibility in our historic district nor the complex issues in townhouse communities
- No ability for crew to load without the automated arm

Semi-Automated: A semi- automate refuse truck does not use an arm to "grab" the containers; instead, it uses an assisted lift system.

Pros:

- Requires two staff to operated versus our current three
- Allows limited touch points for staff
- Provides a variety of container options- seven options plus the option of no container
- Provides a lift for dumping the containers in the hopper
- Has two separate hoppers- provides the opportunity for curbside sorting
- Has the ability for staff to dump items directly into the hopper
- Is smaller and more maneuverable- better suited for our variety of streets and access points
- Cab is lower providing better entrance and exit from cab for operators

Cons:

- Staff must exit cab to handle containers

At the Council work session Dec. 2020, it was decided the fully automated refuse truck was too large of a first step and the limited options and size of the required containers were not a good fit for the uniqueness of the Town. We focused our energy to finding a semi-automated refuse truck.

Current Refuse Truck

The quoted cost associated with the refuse truck in our power point presentation at the most recent Council Works session is $299,000 per truck. We have received an update quote of $308,402 an increase of $9,402. This quote is subject to change given the current market.

The refuse truck we are proposing is a Mack LR64 with a Kann 32-yard packer body. This truck functions as outlined above. The specifications list is attached. Here are some pictures to assist:

A video showing the operations is available and we can show as requested.

Please let me know if you require additional information.

Attachment: Specifications for Refuse Truck

Draft Motions for Town Council Consideration

Motion 1: To Approve Staff Recommendation and Authorize Sale

"I move that the Town Council authorize the Fleet & Facilities Manager and Town Manager to begin the process of declaring the two KANN dual compartment recycling trucks as surplus property, and to initiate the marketing and sale of the units in accordance with the Town's surplus property disposal procedures, with a minimum target recovery of 75% of the original purchase price, due to the operational challenges stemming from the incomplete implementation of the 2022 Refuse Modernization Plan."

Motion 2: To Deny Authorization to Sell and Direct Staff to Retain Units

"I move that the Town Council not authorize staff to begin the process of selling the two KANN dual compartment recycling trucks at this time, and further, that the Public Works Department be directed to develop and present alternative strategies for the effective incorporation or future use of these vehicles within the Town's refuse and recycling operations within the next three months."

Motion 3: To Defer Discussion

"I move that the Town Council not authorize staff to begin the process of selling the two KANN dual compartment recycling trucks, and that this item be carried forward and placed on the agenda for the December Council Work Session for further discussion and policy direction regarding the Town’s refuse and recycling collection program."

EXPERIENCE WARRENTON VIRGINIA EST. 1810

Historic District Refuse Update

Town Council Regular Meeting

November 12, 2025

The 2022 Refuse Modernization Plan (Proposed)

1. KANN Trucks

Two dual-compartment, semi-automated trucks for curbside sorting.

2. 95-Gallon Cans

Required for the semi-automated system. (Est. $250,000)

3. Small Trucks

To service the historic district where large trucks cannot go. (Est. $300,000)

What Was Implemented vs. Deferred

Purchased in 2022

Two KANN dual-compartment trucks.
(Total Cost: $626,306)
Funded by ARPA.

Deferred by Town Manager

95-gallon refuse cans.
(Est. $250,000)
Two small collection trucks.
(Est. $300,000)

Implementation Challenges

An Incomplete System

The Public Works Department has experienced continual issues as the KANN units were implemented *without* the full, required system.

The Town's infrastructure, street accessibility, and current operations are not equipped to support this specific semi-automated, dual-compartment model.

Current Operations & Path Forward

A replacement rear-loading refuse truck was recently put into service under the Capital Assets Replacement Project (CARP).

This solidifies the Town's existing, functional single-stream recycling and rear-loading collection model.

This model aligns with our current operational needs and street accessibility, especially in the historic district.

Fiscal Impact

Recovering the Investment

Original Cost: $626,306 (ARPA Funds)

Expected Recovery: ~$469,729

This sale avoids extensive future investment (est. $550,000+) needed to make the KANN trucks viable.

Staff Recommendation

Authorize the surplus and sale of the two KANN dual-compartment recycling trucks.

The units do not fit the Town's refuse program without significant, unapproved investment.

This action allows the Town to recover a minimum of 75% of the original ARPA funds.

EXPERIENCE WARRENTON VIRGINIA EST. 1810

Questions?

Office of the Town Manager
Frank Cassidy

STAFF REPORT

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

Council Meeting Date:	November 12, 2025
Agenda Title:	Final report: Columbia Gas of VA - Natural Gas Emergency
Requested Action:	Approve the Resolution
Department / Agency Lead:	Office of Emergency Management
Staff Lead:	Johnny Switzer, Emergency Management Coordinator

EXECUTIVE SUMMARY

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

BACKGROUND

Following the significant natural gas emergency incident, the Office of Emergency Management (OEM) initiated a comprehensive and detailed cost accounting process. This required extensive collaboration across all Town departments—including Public Works, Police, and Administration—to accurately track and quantify the total resources expended, encompassing personnel hours and benefit costs.

This meticulous review determined the full, verifiable cost associated with the emergency response to be $19,922.40.

With the documentation formalized, the OEM, working closely with the Town Manager and the Town Attorney, engaged directly with the team from Columbia Gas of Virginia to present the detailed accounting and formally request reimbursement for the incurred expenses. The objective was to secure full financial recovery to mitigate the impact on the Town's General Fund.

This collaborative effort was brought to a successful close with the receipt of the full reimbursement amount on the week of October 13th. The recovery of these funds officially completes the request for reimbursement as directed by the Town Council following the incident.

STAFF RECOMMENDATION

- **Approve a resolution to allocate the funds to both community & internal preparedness activities, including, but not limited to, support initiatives such as the printing and distribution of the Community Preparedness Guide, public outreach events, and expanding Alert Warrenton! Notification system advertising and school-based public education campaigns. Internal staff use will be determined by the Human Capital & Risk Management Department.**

Financial Implications:

- The acceptance of the funds will increase the General Fund line-item balances by the amount received.
    - Integrated Alert and Warning Systems ($9,961.20): These funds are designated for implementing a public warning system to alert residents to hazards and relevant community emergencies. This will specifically expand the Alert Warrenton! notification system with integrated alert and warning capabilities.
    - Community Preparedness Activities ($4,961.20): This funding will support initiatives such as the printing and distribution of the Community Preparedness Guide, conducting public outreach events, and expanding advertising and school-based public education campaigns for the Alert Warrenton! Notification system.
    - Internal Staff Preparedness Allocation (Human Capital and Risk Management) - $5,000.00 The amount of Five Thousand Dollars and Zero Cents ($5,000.00) shall be immediately allocated to the Human Capital and Risk Management Department. These funds will support internal staff preparedness activities, dedicated to essential training programs, specialized safety equipment, and the development and maintenance of robust internal programs to ensure organizational resilience.
- The expenditure is non-recurring and will not create a future financial obligation for the General Fund beyond the current fiscal year.

Conclusion:

- Approving the resolution allows the town to immediately enhance public safety and resilience by funding critical awareness and education programs.
- These expenditures are a direct investment in citizen well-being and disaster mitigation, aligning with the town's strategic goals for public service delivery.

Service Level/Collaborative Impact

The Town of Warrenton's mission, by prioritizing the health, welfare, and well-being of the community during all emergencies and disasters, inherently links to the core principles of emergency management. This connection is evident in their proactive approach to disaster preparedness, encompassing natural gas emergencies and exemplified by Town Code Chapter 20, establishing the Office of Emergency Management, which aligns with the key emergency management functions of mitigation, preparedness, response, and recovery. This comprehensive approach ensures that Warrenton is equipped to handle any crisis, safeguarding its residents and their welfare.

Policy Direction/Warrenton Plan 2040

Ensuring that the community and our own staff are prepared to endure/respond to an emergency or disaster is a key factor of Governance that affects all aspects of the Warrenton Plan 2040.

Fiscal Impact

- The acceptance of the funds will increase the General Fund line item balances by the amount received.
- The funds will be immediately allocated for the community & internal preparedness activities, affecting the Emergency Management and the Human Capital Budget. The amount dispersed between the two budgets will be $9,961.20 for a total of $19,922.40.
- The expenditure is non-recurring and will not create a future financial obligation for the General Fund beyond the current fiscal year.

Legal Impact

The reimbursement process was brought to a successful close with the receipt of the full $19,922.40 on the week of October 13th. The successful recovery of these funds officially completes the request for reimbursement as directed by the Town Council following the incident, fully closing the Town's financial exposure related to the event.

ATTACHMENTS

A. March 11th, 2025, Staff Report – Columbia Gas Emergency
B. 2nd Request – Reimbursement Request Letter
C. Invoice – 2026-004-Columbia Gas
D. Resolution – Allocation of Funds – Columbia Gas Reimbursement

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

TOWN COUNCIL
H.E. Carter Nevill, Mayor
Paul W. Mooney
David A. McGuire
Roy Francis
William T. Semple II
Larry Kovalich
Mishele O'Halloran
Eric F. Gagnon

August 29, 2025

Columbia Gas of Virginia

Aaron Boeke, Vice President
1809 Coyote Drive
Chester, VA 23836

2nd Request - Reimbursement - March 5, 2025, Natural Gas Emergency in Warrenton, VA

This letter serves as a formal request for reimbursement to the Town of Warrenton for costs incurred during the natural gas emergency that occurred on March 5, 2025. The Town of Warrenton, including its Office of Emergency Management, dedicated significant staff time, resources, and municipal assets to effectively respond to and mitigate the impact of this emergency, which originated from your company's infrastructure.

The emergency required an immediate and extensive response from the Town of Warrenton, including but not limited to:

- Mobilization of the Emergency Operation Center
- Public Information Dissemination
- Road Closures and Detours
- Recreational Facility Closure
- Coordination with the Virginia Department of Emergency Management

As a result of this incident, the Town of Warrenton incurred substantial costs. The total reimbursement requested by the Town of Warrenton is **$19,922.40**. This amount encompasses:

- Direct costs associated with staff overtime during the emergency response.

We believe that Columbia Gas of Virginia is responsible for the costs incurred by the Town of Warrenton due to the emergency arising from your infrastructure. We respectfully request that you process this reimbursement promptly.

Please remit payment to:

Town of Warrenton
P.O. Drawer
Warrenton, VA 20188

We look forward to your prompt response and resolution of this matter. Please contact me at (540) 680-9538 or jswitzer@warrentonva.gov if you have any questions or require further information.

Sincerely,



Johnny H. Switzer
Emergency Management Coordinator

CC:

Mayor and Town Council Members

Town Manager

Chap Peterson, Town Attorney

Town of Warrenton

PO Box 341
Warrenton, VA 20188
(540) 347-1101

BILL TO:	INVOICE #	DATE
Columbia Gas Aaron Boeke, Vice President 1809 Coyote Drive Chester, VA 23836	2026-004	8/27/2025

RE:
Request for Reimbursement - March 5, 2025, Natural Gas Emergency in Warrenton, VA

MATERIAL	QTY	UNIT PRICE	AMOUNT
		-	$ -
		-	$ -
		-	$ -
		-	$ -
		-	$ -
		-	$ -
		-	$ -
		-	$ -
		-	$ -
		-	$ -
		-	$ -
		-	$ -
		MATERIAL SUBTOTAL	**$ -**

LABOR		HRS	UNIT PRICE	AMOUNT
Staff hours		285.5	69.78	$ 19,922.40
			-	$ -
			-	$ -
			-	$ -
			LABOR SUBTOTAL	**$ 19,922.40**

EQUIPMENT	QTY	UNIT PRICE	AMOUNT
		-	$ -
		-	$ -
		-	$ -
		-	$ -
		EQUIPMENT SUBTOTAL	**$ -**

MATERIAL SUBTOTAL	$	-
LABOR SUBTOTAL	$	19,922.40
EQUIPMENT SUBTOTAL	$	-
TOTAL	**$**	**19,922.40**

DETACH AND RETURN THIS PORTION WITH PAYMENT.

DUE DATE	*DEPARTMENT*	*TICKET #*	*TOTAL DUE*
9/26/2025	*MCOOOO*	*2026-004*	*$ 19,922.40*

Bill to:
Columbia Gas
Aaron Boeke, Vice President
1809 Coyote Drive
Chester, VA 23836

Please Remit Payment to:
Town of Warrenton
PO Box 341
Warrenton, VA 20188

November 12th, 2025
Town Council
Regular Meeting
Res. No.

A RESOLUTION TO AMEND THE FISCAL YEAR 2026 ADOPTED BUDGET TO APPROPRIATE RECOVERED FUNDS FOR COMMUNITY AND INTERNAL STAFF PREPAREDNESS ACTIVITIES

WHEREAS, on Wednesday, March 5th, 2025, the Town of Warrenton responded to a natural gas over-odorization incident, requiring the activation of the Emergency Operations Plan and the full activation of the Emergency Operations Center; and

WHEREAS, the Office of Emergency Management (OEM), in coordination with all Town departments, conducted a meticulous accounting process to determine the full, verifiable costs incurred by the Town for the emergency response, including personnel overtime and equipment usage; and

WHEREAS, this comprehensive review determined the total expenditure to be Nineteen Thousand Nine Hundred Twenty-Two Dollars and Forty Cents ($19,922.40); and

WHEREAS, the Emergency Management Coordinator, Town Manager, and Town Attorney successfully negotiated full reimbursement of this amount from Columbia Gas of Virginia, with the funds being received on the week of October 13th, 2025, thereby completely recovering the financial exposure related to the incident; and

WHEREAS, the strategic reinvestment of these recovered, non-budgeted funds is consistent with **FEMA principles** of fostering community resilience, focusing on mitigation, and ensuring the continuity of essential municipal services through robust preparedness measures.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Warrenton this 12th day of November, 2025 that the Fiscal Year 2026 adopted budget is amended to appropriate the cost recovery in the amount of $19,442.40 for the purposes detailed below.

Section 1: Allocation of Funds. The total sum of **$19,922.40**, successfully reimbursed by Columbia Gas of Virginia, shall be officially allocated for immediate use in comprehensive emergency preparedness activities as detailed in the following sections.

Section 2: Community Alert and Warning Allocation (Emergency Management). The amount of **Nine Thousand Nine Hundred Sixty-One Dollars and Twenty Cents ($9,961.20)** shall be immediately allocated to the **Office of Emergency Management (OEM)** for integrated alert and warning systems. These funds shall specifically support the integration of a public warning system that will alert the public to hazards and relevant community emergencies and expand the **Alert Warrenton!** notification system with such capabilities.

Section 2: Community Preparedness Allocation (Emergency Management). The amount of **Four Thousand Nine Hundred Sixty-One Dollars and Twenty Cents ($4,961.20)** shall be immediately allocated to the **Office of Emergency Management (OEM)** for community preparedness activities. These funds shall specifically support initiatives such as the printing and distribution of the Community Preparedness Guide, public outreach events, and expanding the **Alert Warrenton!** Notification system advertising and school-based public education campaigns.

Section 3: Internal Staff Preparedness Allocation (Human Capital and Risk Management). The amount of **Five Thousand Dollars and Zero Cents ($5,000.00)** shall be immediately allocated to the **Human Capital and Risk Management Department** for internal staff preparedness activities. These funds shall be dedicated to essential training programs, specialized safety equipment, and the development and maintenance of robust internal programs to ensure organizational resilience.

BE IT FURTHER RESOLVED that the Department of Finance is authorized to process the necessary budget adjustments required for the appropriations.

ATTACHMENT: None

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

For Information:

Town Manager
Budget Manager
Town Emergency Coordinator
Human Capital & Risk Management Director

ATTEST: _____

Town Recorder

Final report: Columbia Gas of VA - Natural Gas Emergency -

Town Council Regular Meeting

November 12, 2025

Background: Incident and Recovery

The March 5th Incident

- Incident triggered by over-odorization.
- Multiple 911 calls reporting strong gas odor throughout town.
- EOC fully activated under the Emergency Operations Plan.
- Confirmed to be an **over-odorization issue**.

Final Financial Recovery

$19,922.40

Full Reimbursement Received

Meticulous cost accounting across Public Works, Police, and Administration ensured the recovery of all verifiable costs, officially closing the Town's financial exposure related to the event.

Staff Recommendation: Reinvesting in Resilience

Staff recommends approving a resolution to allocate the total recovered amount of $19,922.40 into three key preparedness areas. This is a direct, non-recurring investment in citizen well-being and disaster mitigation.

1. Community Preparedness: Funding public outreach, guides, and education campaigns.
2. Integrated Alert Systems: Expanding the reach and capabilities of the Alert Warrenton! notification system.
3. Internal Staff Preparedness: Dedicated funding for essential training, safety equipment, and organizational resilience programs.

Allocation Impact Summary

1. Integrated Alert Systems ($9,961.20)

Dedicated to expanding the **Alert Warrenton!** notification system, ensuring more residents receive timely warnings for all hazards and community emergencies.

2. Community Preparedness ($4,961.20)

Supports the printing and distribution of the Community Preparedness Guide, conducting public outreach events, and school-based public education campaigns.

3. Internal Staff Preparedness ($5,000.00)

Allocated to Human Capital & Risk Management for essential training programs, specialized safety equipment, and the development and maintenance of internal programs to ensure organizational resilience during a crisis.

Conclusion and Policy Alignment

Policy Direction (Warrenton Plan 2040)

Funding these initiatives is a key factor of **Governance** that affects all aspects of the Warrenton Plan 2040. This investment directly supports the Town's mission of prioritizing the health, welfare, and well-being of the community during all emergencies.

Fiscal Responsibility

- Non-Recurring: The expenditure is one-time only.
- Zero Obligation: It does not create a future financial obligation for the General Fund beyond the current fiscal year.
- Risk Mitigation: The reimbursement process successfully closed the Town's financial exposure related to the event.

EXPERIENCE

WARRENTON

VIRGINIA

EST. 1810

Questions?

Office of the Town Manager
Frank Cassidy

STAFF REPORT

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

Council Meeting Date:	October 14th, 2025
Agenda Title:	Facility Overview, Capacity Constraints, and Strategic Asset Needs
Requested Action:	Receive the Information
Department / Agency Lead:	PW – Facilities Management
Staff Lead:	Johnny Switzer, Fleet and Facilities Manager Kelly Koernig, Director of Parks & Recreation

EXECUTIVE SUMMARY

The Fleet and Facilities Management (FFM) Division provides critical support for the Town of Warrenton's municipal infrastructure, encompassing the entire maintenance of General Fund properties and oversight of essential street and traffic assets. Operating with 2.33 Full-Time Equivalent (FTE) positions, the division has successfully evolved from a single mechanic role to a merged function responsible for complex physical asset management, including a diverse portfolio of major infrastructure and compliance projects**.**

The Town's Parks and Recreation facilities, particularly the Aquatic Center (WARF) and various park assets, face similar maintenance and capital requirements that necessitate planning and investment, operating with 1.73 Full-Time Equivalent (FTE) positions. Their projects are also driven by asset life-cycle expiration and the need for comprehensive renewal to maintain safety and public service levels.

However, the current capacity level presents significant limitations, particularly in providing comprehensive, proactive facility management support for the extensive log of Capital Projects and the Water & Sewer properties. This capacity deficit has historically contributed to the deferred investment in General Fund infrastructure, such as the 1950s Public Works facility. A recommendation for a capacity review is included to address this service gap and the critical need for asset maintenance across aged facilities.

BACKGROUND

Division History and Formation

The division's origin was a single Mechanic position within the broader Public Works organizational structure.

- **2020 Establishment:** The division was formally established in 2020 during the COVID-19 pandemic and concurrent with the transition to the new Town Hall, signifying a shift toward centralized asset management.

- **2021 Merger:** Upon the departure of the Facilities Project Coordinator, the Fleet Manager assumed the facilities role, creating the unified Fleet and Facilities Management (FFM) Division. The FTE associated with the Facilities Project Coordinator was subsequently reallocated to establish the current Town Project Coordinator position.

- **2021 Staff Reallocation (Parks & Recreation):** During this period, the Parks and Recreation team was also reorganized to consolidate staff in the wake of the COVID-19 Pandemic. The P&R Maintenance team was reduced by approximately 2.0 FTE's, which were merged into the Public Works Department. It should be noted that this change reflects the operational reliance of Parks on the Public Works Team as it stands today.

Staffing and Structure

The FFM Division operates with a total allocation of **2.33 Full-Time Equivalent (FTE)** positions.

Position	FTE Allocation	Primary Function
Mechanic	1.00 FTE	Primary facilities repair and maintenance.
Maintenance Helper	1.00 FTE	General facilities maintenance, project support, and shop assistance.
Facilities Manager	0.33 FTE	Divisional oversight, budgeting, planning, and strategic asset management.
Total	**2.33 FTE**	

The **Parks & Recreation Department** operates with a total allocation of **1.73 Full-Time Equivalent (FTE)** positions.

Position	**FTE Allocation**	**Primary Function**
Recreation Building Engineer	1.00 FTE	Primary facility repair and maintenance.
Maintenance Helper	.73 FTE	General parks maintenance, facility repairs, and related support.
Total	**1.73 FTE**	

Scope of Responsibilities

Our shared Facility Management Priorities include two core areas:

1. **Facilities Management:** The team's provides primary facility maintenance and repair support exclusively for **General Fund properties**. The Water & Sewer operations have a separate maintenance team but receive supplementary support from FFM *as time and staffing capacity allow*.

   ***Capacity Note:** The current staffing is not adequate to fully implement comprehensive facility management services across all Water & Sewer properties.

2. **Street and Traffic Infrastructure:** The FFM team manages all street signs, traffic calming devices, radar signs, streetlights, and the maintenance and monitoring of the Town's traffic signal network.

Complex Project Portfolio

Both the FFM & Parks & Recreation teams are responsible for project management and coordination across a variety of complex capital, compliance, and preventative maintenance initiatives, in addition to daily operational demands. A high-level overview of these projects is provided below.

Project Category	Representative Project Examples
Facilities Lifecycle & Compliance	HVAC Replacement, Lighting Replacement, Fire Alarm updates, Asbestos Operations & Maintenance (O&M) programs.
Security & Access Control	Security Enhancements, Access Control system installation/upgrades, Facilities Physical Security initiatives.
High-Cost Facility Projects	Public Works Modernization, Elevator Modernization, Office Trailer Mold Issue remediation & Roof Replacement (Wastewater Enterprise support).
Traffic Systems	Advanced Traffic Management Systems (ATMS), Traffic Calming & Radar Signs
General Infrastructure	Salt Shed construction, Town Vehicle Fueling Station

Parks And Recreation Infrastructure Demands

While the Parks and Recreation team maintains its own operational budget and programming, they also have many critical capital projects and deferred maintenance needs for the WARF and park assets. These projects illustrate the overall scope of infrastructure maintenance required across Town property, often necessitating collaboration with Public Works/FFM.

Asset Type	Project Need / Status (FY 27-28 focus)
Aquatic Center (WARF)	Major capital replacement projects are in development for the **Water Play Structure, Leisure Pool Replaster**, **Front Walkway Light** Installation, and **Large Slide Tower** Refurbishment.
Building Systems	Critical system replacements include **Boiler Replacement** (CARP FY28) and the development of an ongoing **HVAC Replacement Program**.
Facility Modernization	Projects addressing compliance and operational efficiency include **Elevator Modernization** and **Lobby/Hallway Flooring** replacement.
Park Infrastructure	Planning for significant external infrastructure investment, including **Skatepark Replacement**, **Rady Park Bridge Structural Analysis**, **Restroom updates**, and an ongoing **Trails Repaving/Repair Program**.
General Park Maintenance	Ongoing work for **Fun for All Playground** repairs/upgrades and **Eva Walker Basketball Court** line repainting (collaborating with PW).

STAFF RECOMMENDATION

To address the immediate infrastructure deficit and formalize a long-term strategy, **Staff recommends that Council continue to support the Facility Capital Asset Replacement Program (CARP) and provide policy direction** on the upcoming projects by directing the following actions:

1. **Comprehensive Project and Facility Review:** Direct both FFM and Parks & Recreation staff to continue the high-level analysis of facility condition and capital project needs across all Town facilities, weighted against the age and condition of each asset. This review is necessary to quantify the scale of deferred investment, particularly within the General Fund infrastructure (e.g., the Public Works facility, constructed in the 1950s), which has historically been deferred. This will provide the foundation for the long-term Capital Asset Replacement Program (CARP).
2. **Town Facilities Staffing Review:** Conduct a comprehensive review of staff currently allocated to all facilities to evaluate the sustainability and alignment of the current staffing structure with the required asset management demands.
3. **Financial Strategy and Prioritization:** Current projects must be completed as planned, and any new capital projects resulting from these reviews should be strategically weighted to reflect the financial capacity of the Town, ensuring responsible long-term fiscal planning.

Service Level/Collaborative Impact

The FFM Division's dual responsibilities result in significant collaborative impact across the Town:

- **Inter-Departmental Collaboration:** The division ensures the operational integrity of General Fund properties (Town Hall, Public Works complex, etc.) while leveraging limited capacity to assist Water & Sewer Operations and the General Fund Parks & Recreation Department.

- **Public Safety and Quality of Life:** The management of street signs, streetlights, and the traffic signal network directly contributes to public safety, traffic flow, and the overall quality of life for Warrenton residents, making FFM a vital, high-visibility service provider.

Policy Direction/Warrenton Plan 2040

Both the FFM and Parks & Recreation's operations align directly with the goals of the Warrenton Plan 2040 regarding **Infrastructure and Public Assets**. The division's work—ensuring the reliability of the public fleet, maintaining municipal facilities, and guaranteeing the functionality of the traffic network—is essential to supporting the Plan's objectives for efficient, resilient, and high-quality public services.

Comprehensive Project and Facility Review should be framed as an investment in meeting the long-term asset management goals of the Comprehensive Plan.

Legal & Fiscal Impact

Legal: No immediate legal impact is anticipated. The division's current activities fall within standard municipal operations and are continuing to address compliance issues.

Fiscal: The existing FTE positions and associated operational costs (parts, supplies, contract services for traffic signals, and capital project costs) are budgeted across the General Fund and, where applicable, the relevant Enterprise Funds.

ATTACHMENTS

Public Works and Utilities

Feasibility Study

October 2021



Introduction

HISTORY: Town Council requested staff begin the process of a feasibility study for the development and construction of a new Public Works and Utilities facility.

PURPOSE: To begin a feasibility study for the relocation of the Public Works facility, known as the "shop" currently located at 360 Falmouth St.

CURRENT LOCATION FACTS: The existing facility is approximately 5.23 acres located at 360 Falmouth St, Warrenton, VA. This facility was originally uses as a telephone company service yard. The Town began using the property for their Public Works functions in the 1980's. Over the years, several additions have been made to the property as the responsibilities and operations of the Town's Public Works and Utilities Department grew. These improvements included additional office space, a large salt barn, and some covered storage space. Operations have and continue to be adjusted to fit in the space.

While the facility was growing, so were the adjacent residential properties. The current facility is surrounded by residential use. Hillsborough Condos, circa 1990, are north of the main entrance to the facility and share the east property line with the yard; Leeds Square Townhouses, circa 1983, shares the northwest property line of the yard; Aviary Townhouses, circa 1988, share the south property lines with the entrance way and yard; there are duplexes constructed in 2005 to the west which share the property line with the yard; and several single-family residential properties along Falmouth St. constructed from 1900 to the 1930's.

The location of the current facility works well from an operations standpoint as it is within Town limits and has direct access to all points in Town for service with alternative routes if required. Residents are familiar with the location because it has been there so long; however, the increase in operations and equipment have an adverse effect on the surrounding residential uses. These include noise from trucks and OSHA warning devices at any given hour of day or night, especially during afterhours responses and snow response; dust and run off from the gravel drive areas; and the regular operation of commercial equipment in the residential area.

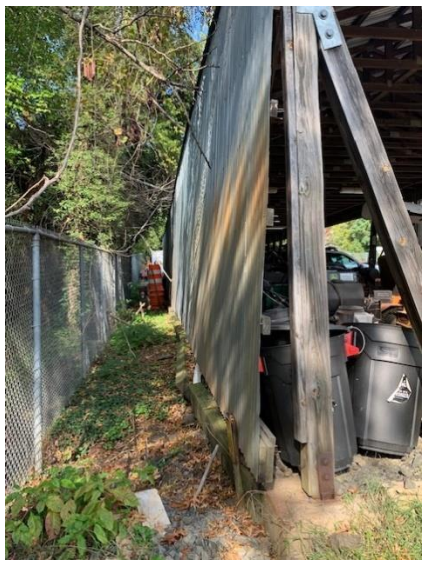
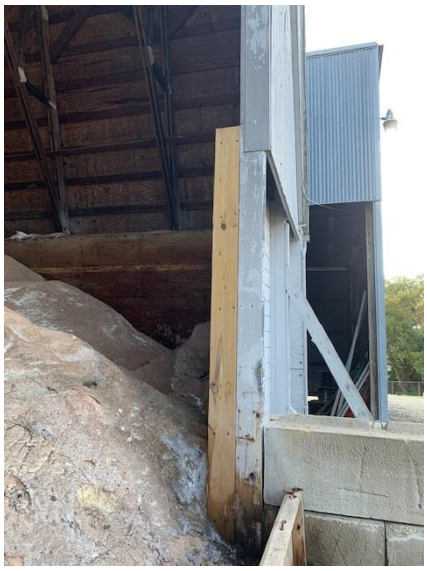
The size of the current facility does not function well. The limited space present challenges for properly storing vehicles and equipment, holding training and meetings, providing a clean work environment for staff, and complying with DEQ requirements. We have out grown the space.

A parcel detail and an aerial of the location are included in the Feasibility Notebook.

CURRENT LOCATION CHALLENGES: It is located within Town limits and is surrounded by residential properties. The site has aging buildings, is subject to DEQ violations; and is fundamentally suffering from the stress of functions and equipment out growing the space.

The most pressing issues are:

- Deteriorating structures used to store equipment and machinery:







- Existing structures are undersized and improperly equipped to protect equipment and machinery from the environment effectively:








LOADMAST




7251







- The grounds are gravel, stone, and dirt material which are a continuous maintenance issue for the surfaces as well as the equipment driving over it:











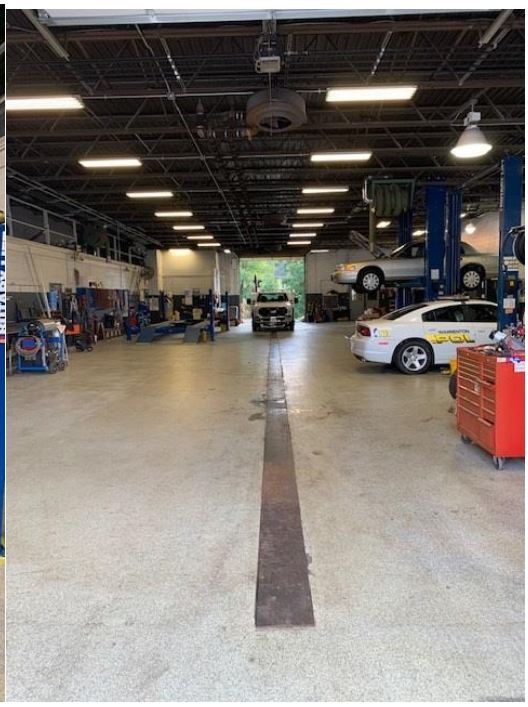



- The only truck wash is outside:



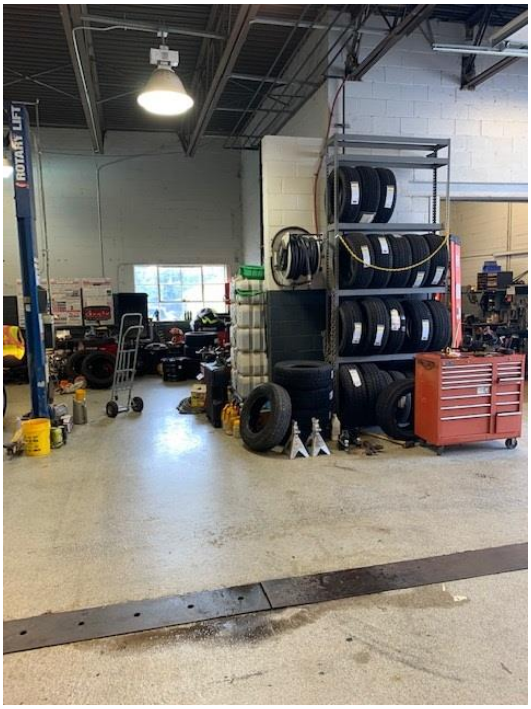


- The fleet garage is a multi-use area for storage, maintenance, meetings, welding, fabrication, vehicle outfitting, and other functions as necessary.

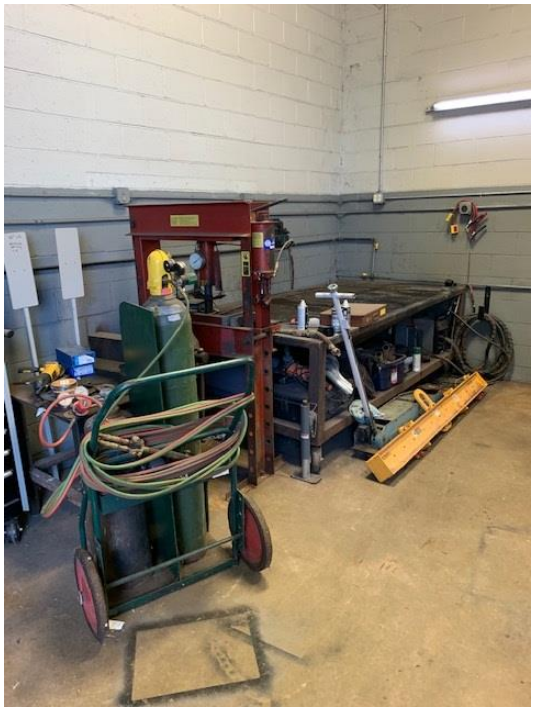








ROTARY LIFT


JET





- Inadequate training room- Two stations:

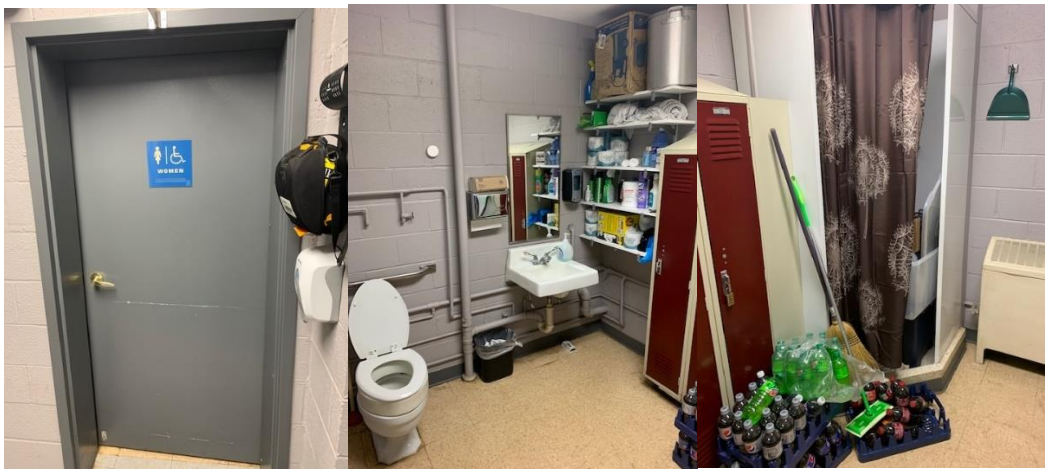






- The bathrooms are in poor condition; there is no ladies locker room; the men's locker room is in poor shape; and the men's room does not have air conditioning.

Ladies Room:

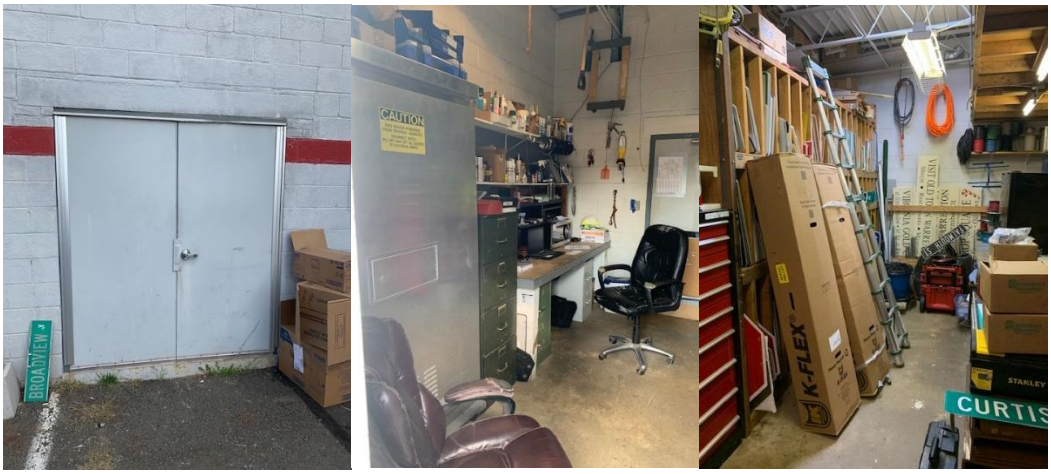


Men's Room:





- The sign “shop” is nothing but a storage room:



- The salt barn needs repairs and is not properly situated or improved to meet DEQ standards.





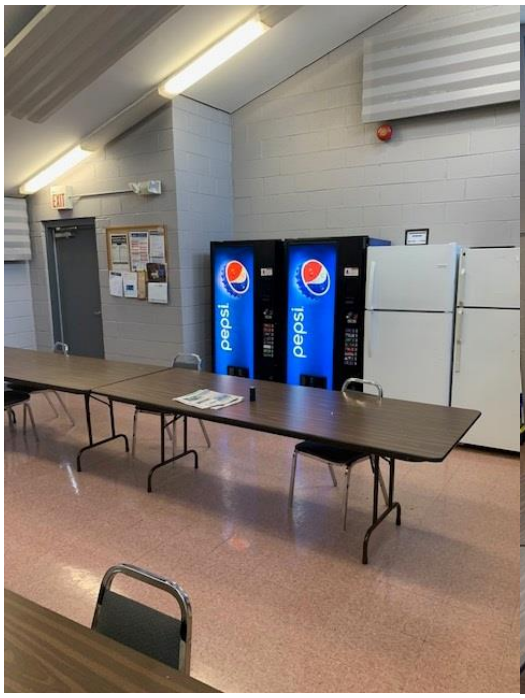




- The lunchroom is a multi-use room and does not provide adequate space or equipment for a truly functioning lunchroom for the number of staff.

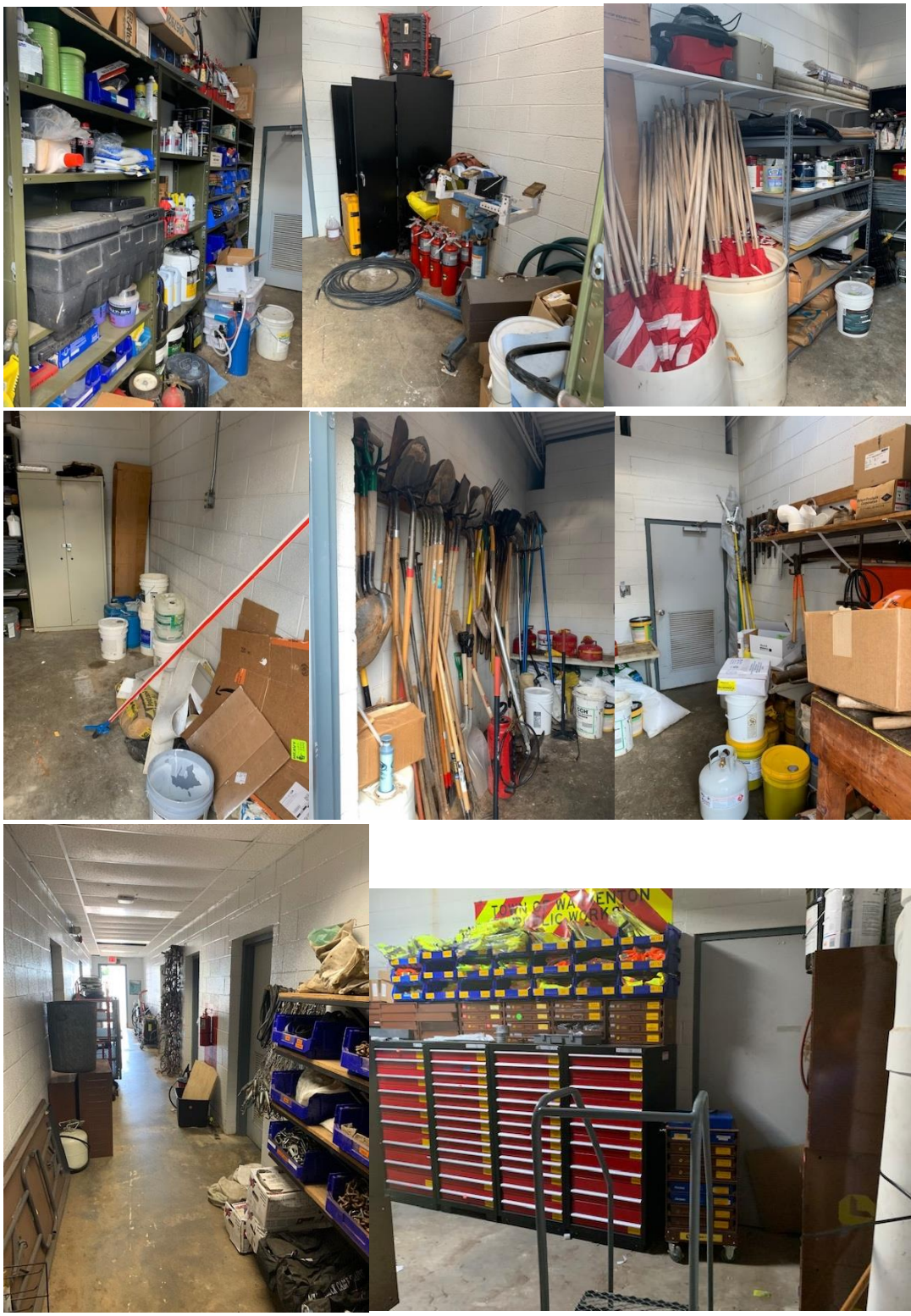








- Inadequate storage rooms- rooms are separated and create a tracking challenge; halls used for extra storage space:



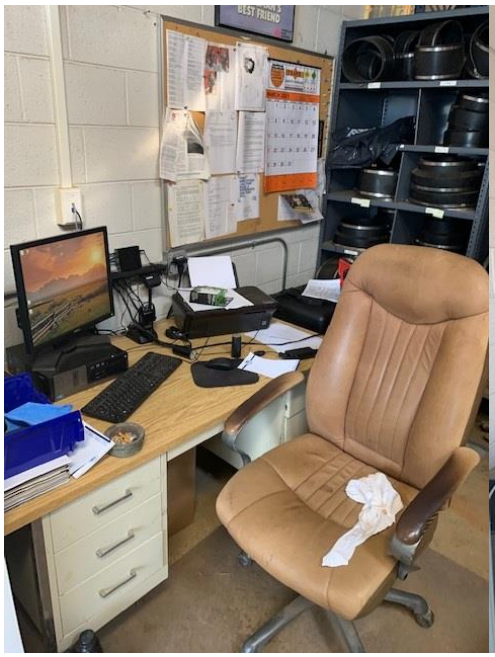








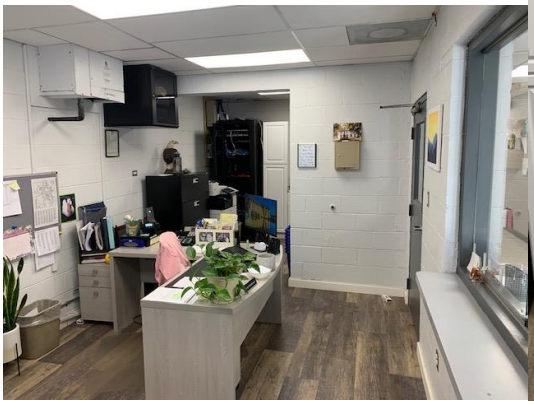






- Front counter and administration area is small and serves multiple uses:






- Inadequate employee parking: parking is adjacent to residential uses adding to the disruption:
-  
   

- The site overall creates challenges on several levels for DEQ compliance:











- Fueling station does not have any cover; pumps are outdated; poorly situated at the main entrance of equipment to the yard:





- The location of the shop creates noise and disrupts the residential aspects of the surrounding properties, especially during an emergency response or night long responses to snow and ice.







PRELIMINARY STAFF REQUESTS: we engaged staff into this process. The objective is to make sure we capture the concerns from staff as the primary user of the current facility and any future facility. We engaged in face-to-face discussions as well as provided a survey. Copies of the survey are in the Feasibility Notebook. The results are:

From Face-to-face discussions:

- New restrooms with functional locker and shower rooms.
- A separate training room that can accommodate all staff for regular training and meetings.
- A separate fleet maintenance bay dedicated to fleet maintenance only.
- Inside truck washing station with a steam cleaning system.
- A designated fabrication and welding shop.
- A functional sign shop where signs can be repaired, fabricated, and refreshed as well as stored.
- A central supply area for storing and managing all supplies.
- A small equipment shop.
- HAZMAT supply and response unit storage space.
- New, upgraded salt storage and fuel dispensing areas.
- Adequate office space for each team supervisor, stormwater, utility T&D, and administration.
- Adequate space designated for staff access to computers with desk space for reports and individual training.
- Inspection's office to house all inspectors.

From Survey Results:

- Indoor storage.
- Training room.
- Indoor truck wash.
- Indoor salt storage.
- Lockers and showers.
- Lunchroom.
- Consolidated file and storage space.
- Emergency operations room/space.
- Adequate office accommodations.
- Separate welding and sign shop.
- Room for growth.

BASIC SPACE CONSIDERTIONS: The initial assessment of adequate operating space for Public Works is at least ten (10) acres of working space. When considering relocation, we must also consider the relationship with Town limits: in Town limits or outside of Town limits. This may be affected by boundary line adjustments as the Town moves forward. In short, the obvious efficiencies of having the shop located in Town limits start with response time to Town issues; distance traveled; fuel usage; and access. Moving the shop out of Town limits may interfere with our ability to respond as quickly as we would for example, snow routes may not be plowed. We will need to calculate distance, time, and costs for trips as we examine different sites.

Next, DEQ requirements must be taken into consideration. These will be addressed during site work and construction design; however, we must consider the costs of designing a facility meeting the DEQ requirements specifically for the salt and fuel storage and distribution.

Also, accessibility to sanitary sewer and water. Again, this will be addressed in site and construction design. At this point, the sites we are exploring will require significant improvements for these services. A study was done in 2019 for the Stafford Farm area. The report is attached.

For preliminary discussion, we submit the following square footage for specific space:

- Fleet mechanic shop and facilities- 20,000 sq. ft.
- Indoor garage storage- car, truck, and hot wash- 50,000 sq. ft.
- Central supply room- 20,000 sq. ft.
- General offices- 2250 sq. ft.
- Staff work areas- 2200 sq. ft.
- Conference room- 2000 sq. ft.
- Lunchroom- 1,000 sq. ft.
- Locker rooms and shower for all staff- industry standards.
- Fuel pumps with canopy- 5,000 sq. ft.
- Indoor aggregate storage to include salt/drive thru loading- 50,000 sq. ft.

TOTAL UNDER ROOF OCCUPIED: 100,000 sq ft.

TOTAL UNDER ROOF STORAGE: 50,000 sq. ft.

SITE ANALYSIS: A report presented by Bohler Engineering was completed and submitted to staff on September 29, 2021. A full copy of the report is in the feasibility study notebook. The report includes site analysis and a sketch layout of the structure.

NEXT STEPS: We recommend the following as our next steps:

- Direction from Council to continue the study.
- Zoning analysis.
- Budget worksheet.

Facilities Management Update

Town Council Regular Meeting

November 12, 2025

Mission Statement

The Fleet & Facilities Management Division supports all operations by providing **high-quality, cost-effective asset management** for vehicles, equipment, and properties. Our services **meet or exceed industry standards** and user expectations, ensuring the safe and efficient use of Town assets so other departments can fulfill the Town's mission.

- Optimizing Asset Management – Addressing Maintenance Deferral

The current facilities management strategy is insufficient in transitioning from a reactive to a proactive maintenance operation, resulting in an escalating rate of deterioration across essential municipal assets.

Budget & Staffing

Budget

Personnel
$249,592

Operating
$599,512

Employees

Facilities and Fleet Manager
.33 FTE

Mechanic
1 FTE

Maintenance Helper
1 FTE

Assets

20+ Properties

1000+ Assets

Traffic Signals & Signs

10 Signalized Intersections

3500+ Signs

Municipal Buildings: Town Hall

- Elevator Modernization
  In Progress – FY26 CARP - $525,000

- Window Replacement (Partial)
  In Progress – FY26 CARP - $25,000

- Roof Replacement
  Proposed – FY27 CARP - $193,000

Municipal Buildings: Police Department

- Exterior Building Repairs
  In Progress – FY26 Operating Budget - $20,000

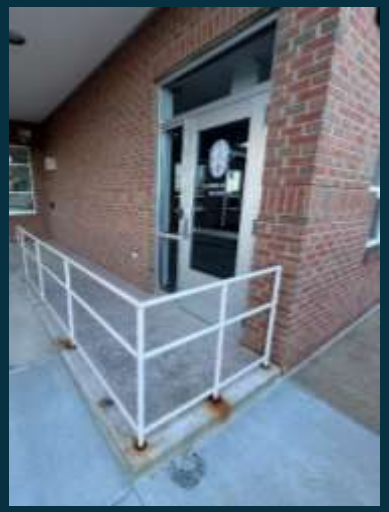
- HVAC Replacement
  In Progress - Funded in FY25/26/27/28 CARP - $560,000

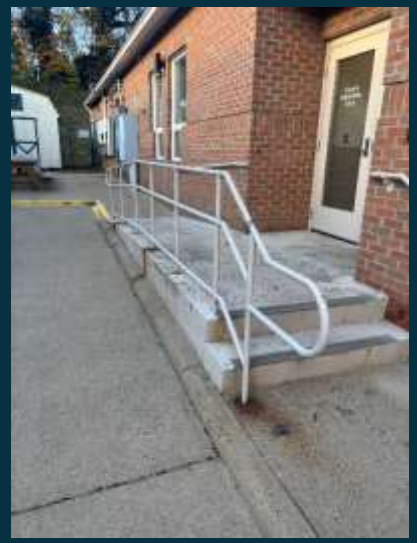
- Secure Police Parking Area
  Proposed – FY27 Budget - $82,688

- ADA Updates - Building
  Proposed – FY27 Operating Budget - $15,000

Police Department

ADA UPDATES







HVAC REPLACEMENT









Municipal Buildings: 18 Court Street

- Multiple Issues
  Pending Sale of Building – Possible Town / County Joint Sale
- Appraisal Conducted – FY25
- Staff Moved From Building – September 2025

Parks & Receation Department

Parks And Recreation Infrastructure Demands

While the Parks and Recreation team maintains its own operational budget and programming, they also have many critical capital projects and deferred maintenance needs for the WARF and park assets. These projects illustrate the overall scope of infrastructure maintenance required across Town property, often necessitating collaboration with Public Works/FFM.

Asset Type	Project Need / Status (FY 27-28 focus)
Aquatic Center (WARF)	Major capital replacement projects are in development for the Water Play Structure, Leisure Pool Replaster, Front Walkway Light Installation, and Large Slide Tower Refurbishment.
Building Systems	Critical system replacements include Boiler Replacement (CARP FY28) and the development of an ongoing HVAC Replacement Program.
Facility Modernization	Projects addressing compliance and operational efficiency include Elevator Modernization and Lobby/Hallway Flooring replacement.
Park Infrastructure	Planning for significant external infrastructure investment, including Skatepark Replacement, Rady Park Bridge Structural Analysis, Restroom updates, and an ongoing Trails Repaving/Repair Program.
General Park Maintenance	Ongoing work for Fun for All Playground repairs/upgrades and Eva Walker Basketball Court line repainting (collaborating with PW).

Municipal Buildings: Public Works

Public Works Rehabilitation / Replacement

In Progress – Study and Concept



HISTORY OF PUBLIC WORKS

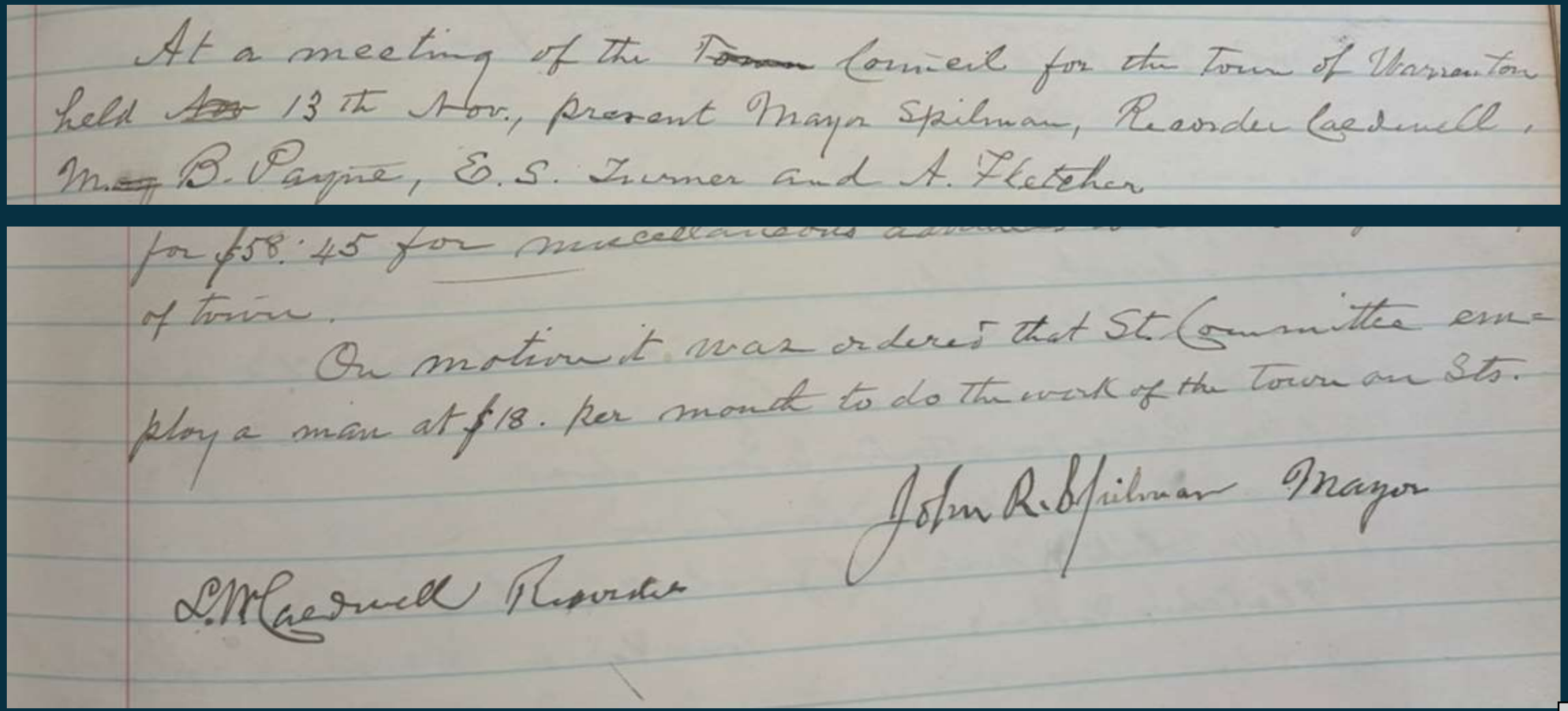
The genesis of the Town of Warrenton’s public works efforts can be traced back to its earliest recorded infrastructure management in the 1850s.

The organization began as the "Street Committee," first documented in Town Records as early as 1852, with Town Sergeant E. W. Merchant in a leadership role. Records from 1852 and 1854 describe the vital early efforts of this group to repair and maintain the town's roads and foundational infrastructure.

The committee’s operations began to formalize and professionalize at the turn of the century. On November 13, 1900, the Street Committee officially made a motion to employ the town's first dedicated individual for street work, providing a monthly wage of $18. Soon after, demonstrating a commitment to adopting modern technology for better road construction, a committee was appointed in 1903 to consult with the Springs and Marshall Roads committee regarding the purchase of a steam road roller. This progressive step laid the groundwork for the modern Department of Public Works.

HISTORY OF PUBLIC WORKS

Book #1 of the Town Council - Page 271 – November 13th, 1900



At a meeting of the ~~Town~~ Council for the Town of Warrenton held ~~Nov~~ 13th Nov., present Mayor Spilman, Recorder Caldwell, ~~Mr~~ B. Payne, E. S. Turner and A. Fletcher

for $58.45 for [illegible]

of town.

On motion it was ordered that St. Committee employ a man at $18. per month to do the work of the town on Sts.

John R. Spilman Mayor

L. McCaldwell Recorder

Municipal Buildings: Public Works

- The previous home of Public Works was the Warrenton Car Storage Building on South 3rd Street.
- 360 Falmouth Street was built in the 1950s and was leased by the Town from Mr. & Mrs. Frank Colvin beginning July 1, 1975, for $600 per month.
- Purchased by the Town on September 22, 1980, for $200,000
- Additions and Remodeling occurred in 1988 to add the front office, shop office, and lunchroom.
- The location remains largely unchanged since 1988 and has not received any significant updates since 1988. A condition assessment was conducted in 2021 by Town Staff.

Municipal Buildings: Public Works

Original 2021/22 Plan for Public Works at Landfill

Highlights

35 Million Dollars

Constructed on a Parcel of the landfill

Turnkey Facility with Salt and Fuel Facilities



Municipal Buildings: Public Works

Public Works Rehabilitation / Replacement



Municipal Buildings: Public Works

Public Works Rehabilitation / Replacement







Municipal Buildings: Public Works

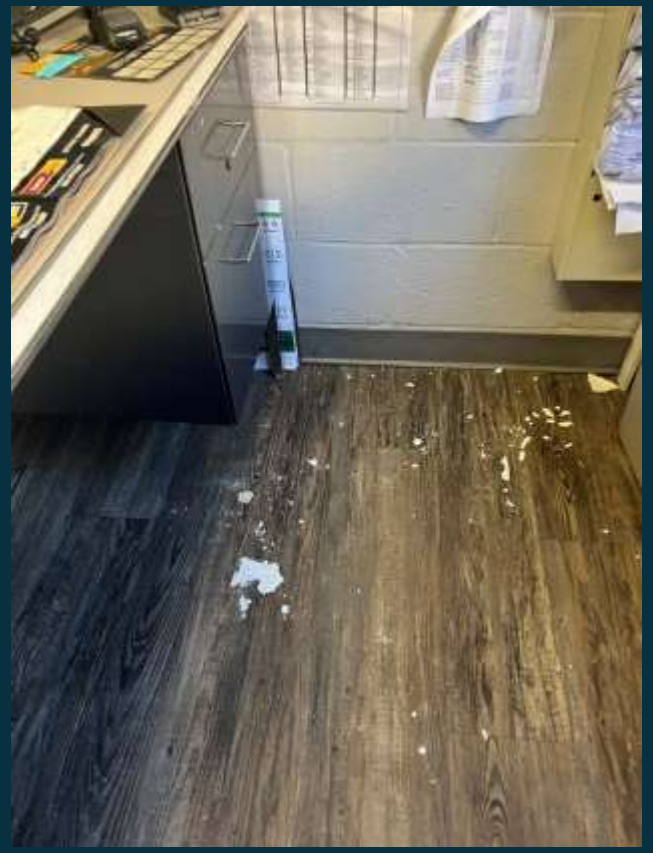
Public Works Rehabilitation / Replacement



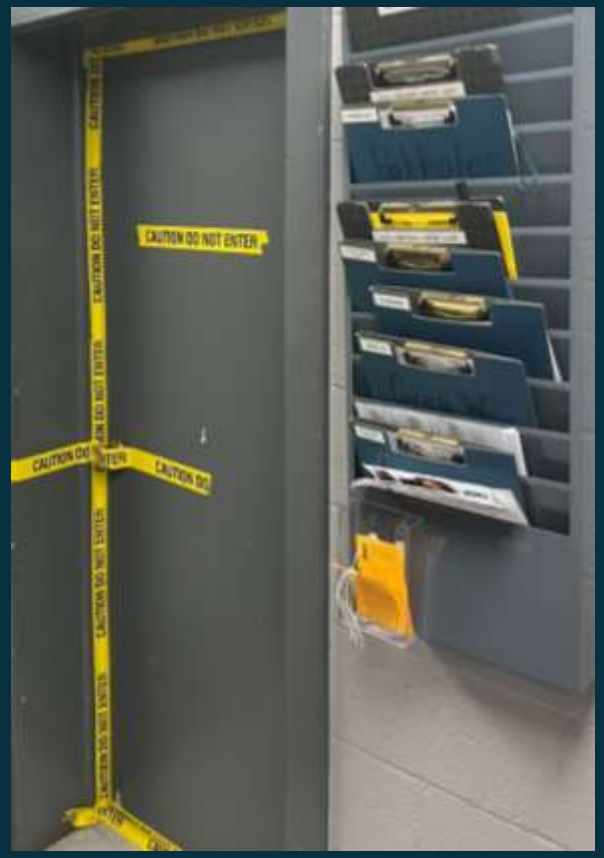


Municipal Buildings: Public Works

Public Works Rehabilitation / Replacement







Municipal Buildings: Public Works

- Salt Storage Facility
  In Progress – FY25/26/27 CIP - $2,360,000





Municipal Buildings: Public Works

- Salt Storage Facility
  In Progress – FY25/26/27 CIP - $2,360,000





Municipal Buildings: Public Works

Original 2021/22 Plan for Public Works at Landfill

Highlights

Estimated Cost
$5,000,000

Constructed on Existing Public Works Property

Design of Facility Pending Council Direction



EXPERIENCE WARRENTON VIRGINIA EST. 1810

Questions?

Office of the Town Manager
Frank Cassidy

STAFF REPORT

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

Town Council Meeting Date:	November 12, 2025
Agenda Title:	LWAV-25-2 – Daniels Property – An Exception to Authorize a Dead-End Street (Cul-de-Sac) for an Eight-Lot Residential Subdivision Per Subdivision Ordinance Section 2.7 *Variations and Exceptions* and Section 4.2.10 *Streets*
Requested Action:	Hold a Work Session
Department / Agency Lead:	Community Development
Staff Lead:	Heather Jenkins, Zoning Administrator

EXECUTIVE SUMMARY

The Daniels Property, located at 545 Old Meetze Road, is the subject of a proposed eight-lot residential subdivision, located between the Warrenton Crossing subdivision to the north, currently under construction, and the existing Monroe Estates subdivision to the south. The developer is seeking an exception from Subdivision Ordinance street standards to allow for a dead-end cul-de-sac roadway in place of a through-connection to Old Meetze Road.

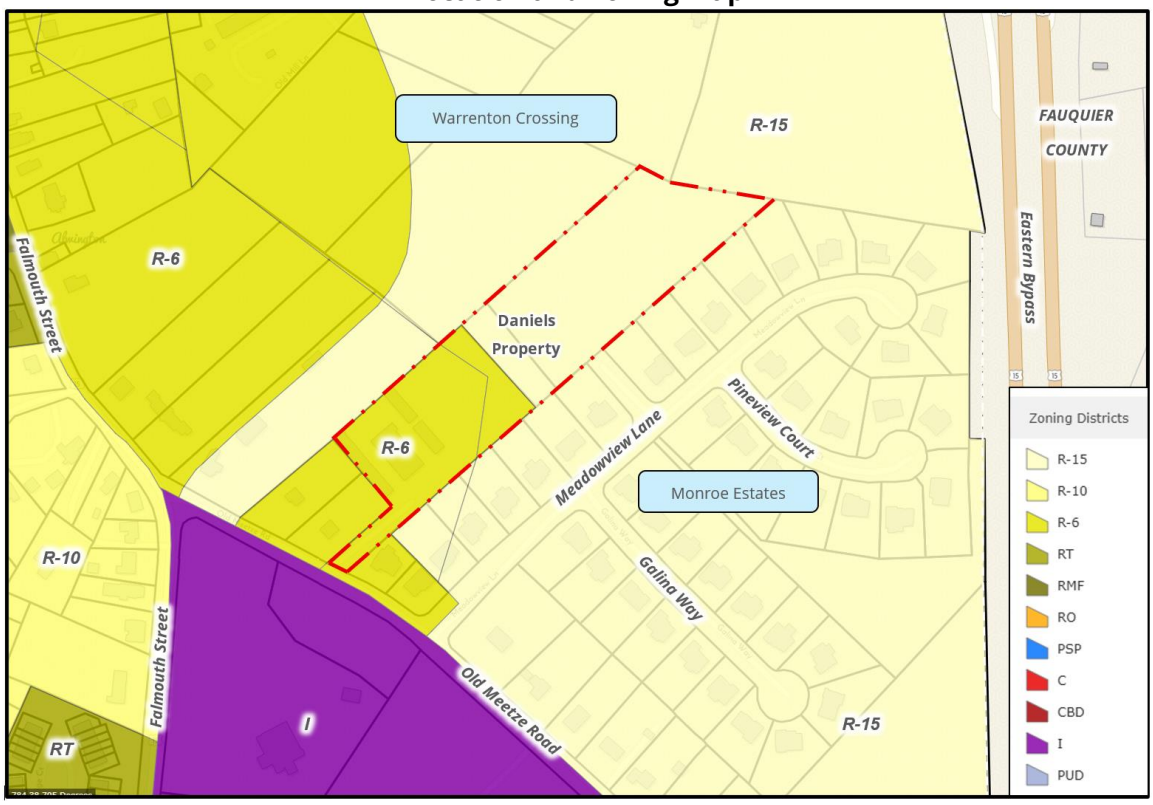
Subdivision Ordinance Section 4.2 *Streets*, subsection 4.2.10, prohibits dead-end (cul-de-sac) streets, unless approved by variation or exception as authorized by Section 2.7 *Variations and Exceptions*. The developer proposes to connect the eight-lot subdivision to existing and proposed stub streets, so as to avoid an additional intersection on Old Meetze Road in close proximity to existing single-family homes. The application materials, to include the Applicant's statement of justification, is included with this staff report as Attachment A.

Per Section 2.7 *Variations and Exceptions*, approval for a dead-end cul-de-sac street can be authorized by Town Council only after a public hearing and recommendation from the Planning Commission. Such a request must follow the process set forth in Zoning Ordinance Section 11-3.10 *Special Use Permits and Waivers*.

BACKGROUND

The subject property, consisting of three separate parcels - PIN's 6984-60-9026-000, 6984-70-1108-000 and 6984-70-2394-000, is located at 545 Old Meetze Road. The property totals approximately 5.34 acres, split-zoned to the R-6 and R-15 Residential districts. The property is currently owned by William Daniels LLC, as recorded in Deed Book 860 Page 501, deed included with this staff report as Attachment B.

Location and Zoning Map



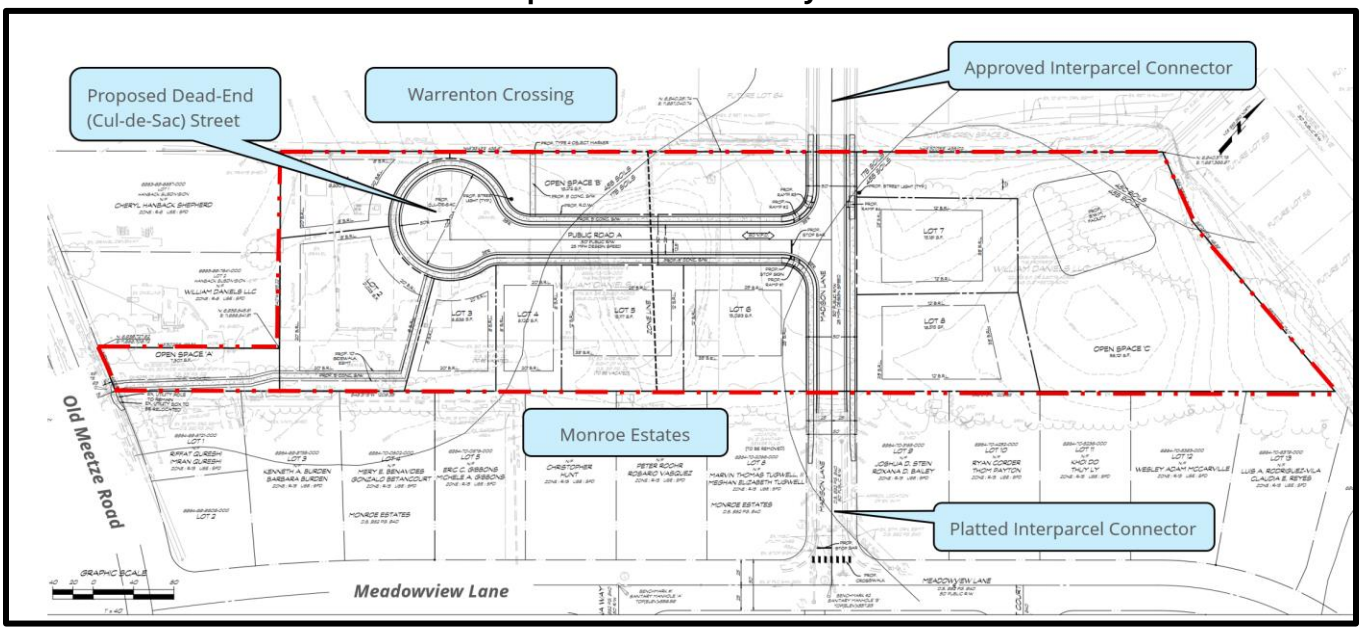
The eastern half of the property is vacant, existing as undeveloped land covered by a mixture of trees and grass; the western half of the property is improved with several non-residential buildings that have historically been used as a workshop (Old Town Woodwork, Inc.). Adjacent properties to the north and west are part of the Warrenton Crossing residential subdivision, a 135-lot single-family detached development that is currently under construction, as approved with Site Development Plan SDP-2014-04 and Land Disturbance Permit LDP-24-7. Adjacent properties to the south and east are part of the Monroe Estates subdivision, a 47-lot residential subdivision developed with single-family detached homes, accessed off of Old Meetze Road via Meadowview Lane. Two adjoining parcels are located between the subject property and Old Meetze Road that are not part of a recorded subdivision, consisting of PIN 6983-69-7841-000 (William Daniels, LLC; 539 Old Meetze Road) and PIN 6983-69-6857-000 (Shepherd; 527 Old Meetze Road). These two adjoining parcels consist of approximately one-half acre in size each, zoned to the R-6 Residential district, and both are improved with single-family detached dwellings.

The Applicant, Mr. Marcus Simes of Tricord, Inc., proposes to develop the property with eight residential lots improved with single family detached homes, open space and stormwater management parcels, and public roadways. The development layout plan is included with this staff report as Attachment C, with a reduced excerpt from the plan sheet included as a part of this staff report below.

Existing Conditions Map – Eagleview Aerial Imagery – February 23, 2025



Proposed Subdivision Layout



STAFF ANALYSIS

Subdivision Ordinance Section 2.7 *Variations and Exceptions* allows Town Council to grant variations or exceptions to the specific regulations of the Subdivision Ordinance in cases of unusual situations or when strict adherence to the regulations would result in substantial injustice or hardship, as allowed by Section 15.2-2242(1) of the Code of Virginia. Subdivision Ordinance subsection 2.7.1 states:

> *The Council may not grant a variation or exception unless it is consistent with the intent of this Ordinance and would still preserve and protect the public interest. In granting a variation or exception, the Council may do so only to the minimum extent necessary in the circumstances and may require other action by the subdivider to assure that the purpose of the affected regulation is accomplished.*

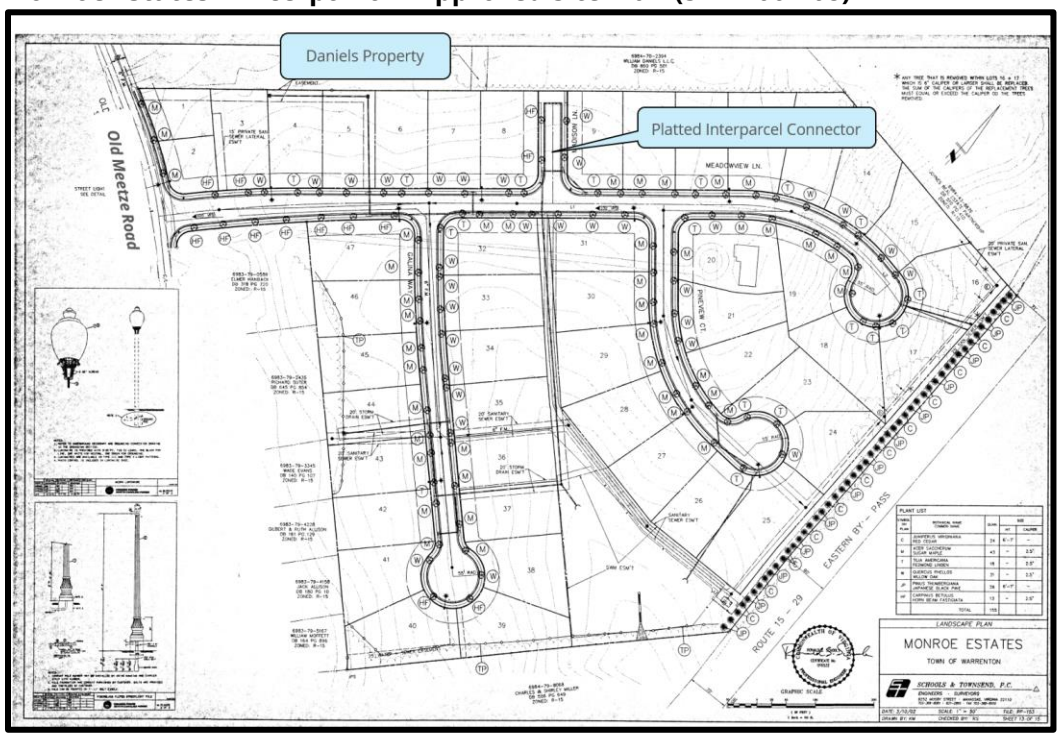
The Subdivision Ordinance, Section 4.2 *Streets*, lists twelve standards for the design of proposed subdivision streets that includes standards for street access, connection, intersection design, width and naming conventions; Section 4.2, with all twelve street standards, is included with the staff report as Attachment D. The Applicant is requesting an exception to subsection 4.2.10, that prohibits dead-end (cul-de-sac) streets; Section 4.2.10 states:

> *Dead-end streets (cul-de-sacs) are prohibited unless specifically recognized as such on the Comprehensive Plan or approved by variation or exception by the Town Council. All dead-end streets authorized by the Town Council must be designed to have one (1) end permanently closed, must be no longer than seven hundred (700) feet and must be provided with a permanent turn-around terminus, the diameter of which must be a minimum of one hundred (100) feed. Such turn-arounds may have a landscaped island in the center*.

The Applicant proposes to meet eleven of the twelve design standards for the internal streets that will serve the proposed eight-lot subdivision – with the sole exception of standard 10 that prohibits dead-end cul-de-sac streets. The Applicant proposes to provide access to the eight new subdivision lots by connecting the existing roadway stub-out off of Meadowview Lane within the Monroe Estates subdivision to the approved roadway stub-out located within the Warrenton Crossing subdivision, creating a through-street connector.

Providing for interparcel connection, and connecting to planned street extensions, is a requirement for street design as regulated by the Subdivision Ordinance, the Town Public Facilities Manual, and VDOT Secondary Street Acceptance Requirements (2011). Both the existing street stub-out within the Monroe Estates Subdivision and the approved street stub-out within the Warrenton Crossing subdivision were designed and platted for future extension so as to create a network of interparcel connections that allow residents multiple avenues for vehicular and pedestrian movement between residential neighborhoods, that avoid main thoroughfares and disperse traffic so as to help mitigate potential congestion along arterial roadways.

Monroe Estates – Excerpt from Approved Site Plan (SDP 2001-08)



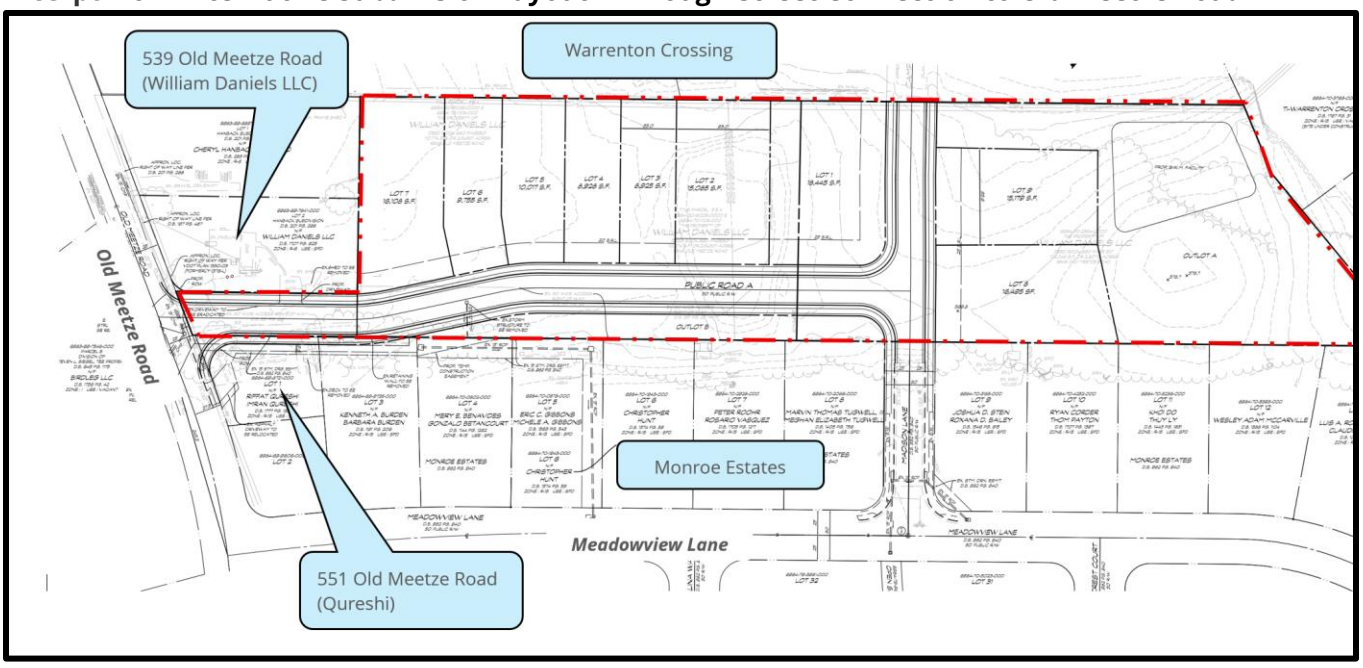
Warrenton Crossing – Excerpts from Approved Site Plan (SDP 2014-04)



The Applicant considered an alternative lot arrangement with a through-street connection to Old Meetze Road, that would avoid having a cul-de-sac street and negate the need for the requested exception for a dead-end street. The alternative lot layout would allow for one additional residential lot to be achieved (nine lots instead of eight) but would place a new public roadway adjacent to two existing single-family homes, specifically 539 Old Meetze Road (PIN 6983-69-7841-000, William Daniels LLC) and 551 Old Meetze Road (PIN 6983-69-8721-000, Riffat & Imran Qureshi).

Two existing homes are located approximately 30 feet (William Daniels LLC) and 10 feet (Riffat & Imran Qureshi) from what would become a public right-of-way if the subject property is developed with the through-street connection to Old Meetze Road. An excerpt of this alternative layout is provided below. Staff notes that this alternative layout would include use of an existing ingress-egress easement that is located along the side of 551 Old Meetze Road (PIN 6983-69-8721-000, Riffat & Imran Qureshi) and along the rear of 106 Meadowview Lane (PIN 6983-69-9735-000, Kenneth & Barbara Burden), for required sidewalk, curb and gutter improvements associated with the through-street development option. Staff notes that the plans submitted by the Applicant show that there are existing improvements on both the William Daniels LLC and Qureshi properties that would have to be demolished and removed for roadway construction, as these improvements appear to encroach onto the subject property.

Excerpt from Alternative Subdivision Layout – Through-Street Connection to Old Meetze Road



The Applicant states that the requested exception to allow for a dead-end street will avoid potential negative impacts on these adjacent lot owners, as with a cul-de-sac layout no through-traffic will be directed next to these two existing homes. To mitigate the loss of the direct connection to Old Meetze Road, the Applicant proposes to provide a sidewalk connection from the terminal cul-de-sac to Old Meetze Road for use by pedestrians. This sidewalk will connect to the existing sidewalk section that runs along Old Meetze Road in front of the Monroe Estates subdivision. Additionally, the proposed cul-de-sac layout will allow for a dedicated open space area between the two existing homes that front Old Meetze Road (William Daniels LLC and Qureshi).

Of particular concern to staff, should the subject property be developed with the through-street connector to Old Meetze Road, is that this new right-of-way connection to Old Meetze Road would place a secondary front yard setback along what are now the side lot lines of both the William Daniels LLC and Qureshi properties. Per Zoning Ordinance Section 3-4.3.4 *Lot and Yard Regulations*, the existing side-yard setback for both of these properties is currently eight (8) feet; per Zoning Ordinance Section 2-13.2.2 and Section 2-13.10, a secondary front yard setback would be 14 feet, consisting of a six-foot increase in the minimum yard area. Imposition of a secondary front yard along what is now a side yard would result in a portion of the existing home on the Qureshi property being located within the secondary front yard area, which would restrict future improvements on this property, and may result in the existing home becoming a non-conforming structure as regulated by Zoning Ordinance Section 11-4 *Non-Conforming Uses and Structures*. Additionally, imposing a secondary front yard setback along what is now a side yard for the William Daniels LLC property would render the existing shed as a non-compliant structure, and would restrict what improvements and structures the current or future property owner could place within this secondary front yard area, such as sheds, fences and other accessory structures.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission held a work session for this request on August 19, 2025, followed by a Public Hearing on September 16, 2025 where the Commission heard from residents within the Monroe Estates subdivision. The Planning Commission moved to close the public hearing, however leave open the option for citizens to submit written comments.

On October 21, 2025 the Planning Commission again heard this item as a public meeting. As a part of the meeting agenda, the Commission held a closed session to receive legal advice per Code of Virginia § 2.2-3711 (A)(8). Following the closed session, the Commission voted 4-0 to recommend approval of the requested exception, subject to the following conditions:

1. Development of the subject property must be in substantial conformance with the drawings and documents submitted as a part of this request. Minor adjustments may be made to the location, size and dimensions of lots, streets, sidewalks and open spaces, so as to meet all applicable zoning and engineering requirements as regulated by the Zoning Ordinance, Public Facilities Manual, Town Code and State Code, as approved and authorized by the Zoning Administrator as a part of the required Site Development Plan.
2. The proposed subdivision is authorized to include a maximum of eight (8) residential lots, as generally depicted on the submitted drawings. Any increase in the number of lots shall require the submission and approval of an amended exception request.
3. A high-visibility crosswalk shall be installed at the intersection of Madison Lane and Meadowview Lane, as well as all required stop, street name, no-parking, and other signage as required by the Public Facilities Manual and current MUTCD.
4. A sidewalk shall be provided from the terminal cul-de-sac on “Public Road A” to Old Meetze Road, a minimum of five (5) feet wide, constructed of concrete, and located within a public access easement. The location of the sidewalk may be adjusted as necessary so as to allow for accessibility, landscape buffering, topography constraints, and other design considerations that will moderate potential impacts on adjoining properties, as approved and authorized by the Zoning Administrator.
5. A sidewalk shall be provided along the full length of the subject property’s Old Meetze Road frontage, connecting to the end of the existing sidewalk that is along the frontage of the Monroe

Estates subdivision. The northern terminus of the sidewalk shall be designed and constructed so as to allow for convenient connection and future extension northwards along Old Meetze Road.

6. No subdivision signage or other subdivision development indicator is permitted at the subject property's Old Meetze Road frontage, with the exception of required roadway signage, or pedestrian wayfinding or historical markers totaling no more than nine (9) square feet in size and a maximum of three and a half (3.5) feet in height.
7. All street lights within the subdivision shall consist of fully-shielded, full cut-off fixtures with a maximum color temperature of 3,000 K.
8. No temporary or permanent signage is permitted to be installed below the southern boundary line of the subject property indicated on the submitted drawing as S48º31'15"W, or anywhere within the Monroe Estates subdivision area at any time during construction of the subdivision improvements or individual homes. This prohibition shall include, but not be limited to, real estate advertisements, "for sale" signage, subdivision name signs, construction signs, or signs advertising home builders or contractors, or similar. Any signs installed in violation of this condition shall be subject to immediate removal by the Zoning Administrator, and the cost of such removal shall be paid by the Property Owner to the Town immediately upon demand.
9. No construction-related traffic, to include vehicles or equipment, shall be permitted to use Meadowview Lane to exit or enter the subject property; all traffic related to subdivision, site or home construction shall exit/enter to the north, via Ranger Drive and John Williams Way within the Warrenton Crossing subdivision. Violations of this condition shall be the responsibility of the Property Owner, and subject to a fine of no less than $200 per vehicle, per trip, or per instance, where such fine shall be paid by the Property Owner to the Town immediately upon demand.

Service Level/Collaborative Impact

Streets:
The streets within the proposed subdivision are to be public streets, designed and built to the standards and specifications of the Public Facilities Manual. Once construction is complete, and all infrastructure is verified to meet minimum standards, the streets will be accepted into the Town maintenance system. After acceptance, standard residential services will be provided by the Public Works department such as residential trash pick-up, snow removal, and maintenance of roadway asphalt, curb, gutter and sidewalk.

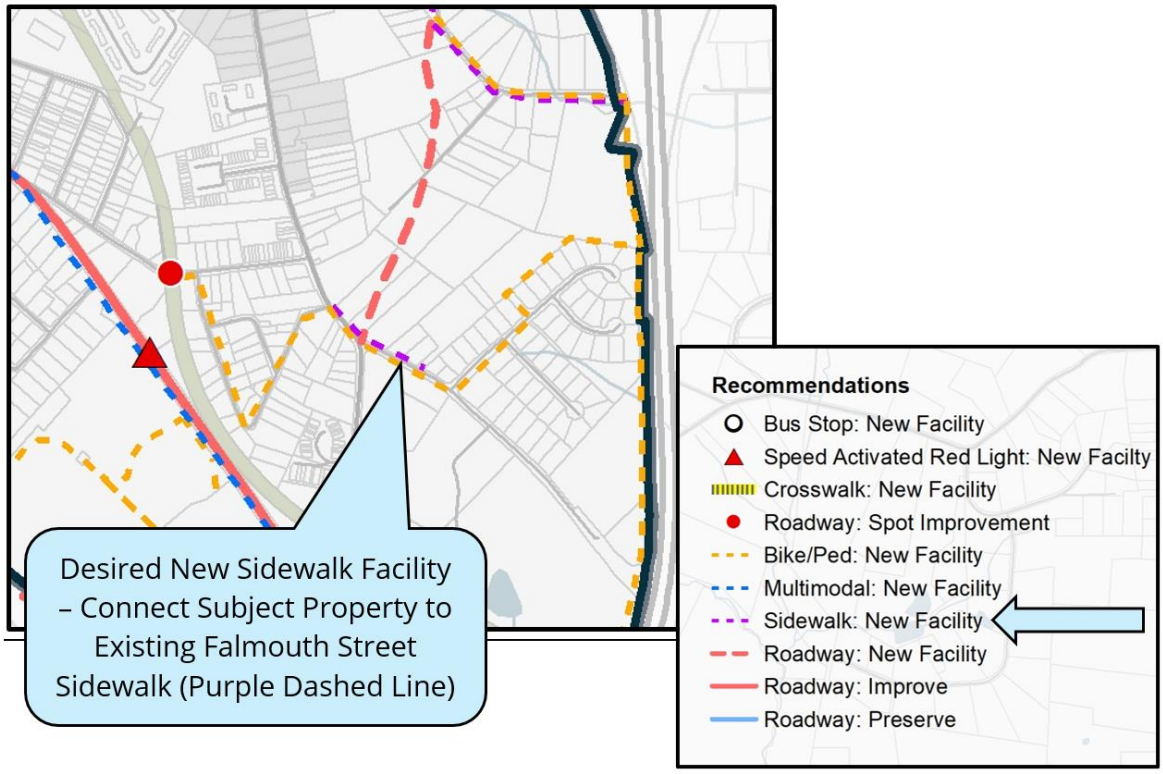
Emergency Access:
The streets within the proposed subdivision will be designed and constructed to meet the minimum standards of the Fire Code, to include minimum roadway width and turn radii for emergency response vehicles. Fire lane "no parking" signage will be required along roadways and the proposed cul-de-sac as necessary to ensure that the minimum required access width for emergency vehicles is maintained, and can be enforced by the Police Department.

Utilities:
The subject property totals approximately 5.34 acres in size, and is split-zoned across the R-6 and R-15 zoning districts. Based off of the individual areas of the R-6 and R-15 zoning districts, the property has a maximum base density of approximately 24 lots. The proposed eight-lot layout shown with the requested dead-end street waiver is well below the maximum density that was used to calculate Town water and sewer capacity, and therefore there are no capacity issues triggered by this specific development.

Policy Direction/Warrenton Plan 2040

The comprehensive plan calls for a new sidewalk connection from the subject property, along Old Meetze Road, and extending up to existing sidewalk facilities on Falmouth Street. The desired sidewalk is shown as a purple dashed line in the Desired Outcome Map excerpt copied below. The Applicant's provision of a sidewalk connection from the proposed terminal cul-de-sac to Old Meetze Road, and across the property's Old Meetze Road frontage, conforms to the Town's comprehensive plan.

Excerpt From Figure 5-1: Town of Warrenton Transportation Plan - Desired Outcome Map



The comprehensive plan includes transportation goal T-4.2:

> ***T-4.2:*** *Require that the proposed street system for new developments will be designed to provide a network of interconnected streets*

The subdivision layout proposed by the Applicant includes connecting two stub-streets that were intended to form a future road connection across the subject property, ensuring that the proposed subdivision streets are part of a network of interconnected streets, fulfilling goal T-4.2.

Fiscal Impact

A Fiscal Impact assessment has not been completed.

Legal Impact

The subject property is located in the R-6 and R-15 Residential districts, which allows single-family detached homes as a Permitted (by-right) use per Sections 3-4.1.2 and 3-4.3.2 of the Zoning Ordinance. Except for the requested exception to allow for a dead-end (cul-de-sac) street, the development proposed by the Applicant is a by-right use of the property.

Should the requested exception for a dead-end (cul-de-sac) street be denied, the Applicant will develop the property with a through-street connection to Old Meetze Road. This new right-of-way area will transform what is now a side yard into a secondary front yard for two existing residential lots, and may result in existing structures becoming non-conforming to existing setback regulations as regulated by Zoning Ordinance Section 11-4 *Non-Conforming Uses and Structures*.

ATTACHMENTS

- Attachment A – Application Documents
- Attachment B – Current Deed of Title – William Daniels LLC, Deed Book 860 Page 501
- Attachment C – Proposed Subdivision Layout Plan
- Attachment D – Subdivision Ordinance Section 4.2 *Streets*

TOWN OF WARRENTON
Department of Community Development

PO BOX 341
WARRENTON, VIRGINIA 20188
http://www.warrentonva.gov
Permittech@warrentonva.gov
(540) 347-2405

Land Development Application

Permit #_____

Type of Development [select type(s) below]

Planning	*Zoning*			
☐ Commission Permit (§2232)	☐ Administrative Appeal	☐ Concept Plan Review	☐ Record / Vacate Plat
☐ Comprehensive Plan Amendment	☐ As-Built	☐ Easement Plat	☐ Site Development Plan
☐ Special Use Permit	☐ Bond Release/ Reduction	☐ Final Plat	☐ Variance
☐ Rezoning	☐ Bond Extension	☐ Preliminary Plat	☐ Waiver, Administrative
	☐ Boundary Adjustment	☐ Re-approval of Plat	☑ Waiver/Exception, Legislative

☐ Amendment to Existing Approved Application? If Yes, List Application_____

Project Description

Project Name: Daniels Property
Property Address (if no address, give closest cross street): 545 old Meetze Road, Warrenton, VA 20186
Purpose of Request: Dead-end Street Waiver

Zoning District: WARD2 R-15 Total Acres: 4.9738 Acres for Proposed Use: 4.9738
Parcel Identification Number(s): DB860 PG501
Parcel 6984-70-2394-0000, 6984-60-9026-0000, 6984-70-1108-0000

Contact Information (Attach separate page if necessary)

All Current Owners

Name & Company: J. Doug Dowdy William Daniels, LLC
Address: 545 old Meetze Road, Warrenton, VA 20186
Phone: 540-255-6017 Email: JDougDowdy@gmail.com

All Current Applicants (if different then owner):

Name &Company: Marcus Simes TI-Warrenton Crossing, LLC
Address: P.O. Box 42150, Fredericksburg, VA 22404
Phone: 540-848-4435 Email: MSimes@TricordInc-VA.com

Representative (if different then owner/applicant):

Name & Company:
Address:
Phone: Email:

OWNER(S) AFFIDAVIT *(Original Signatures Required)*
I have read this application, understand its intent and freely consent to its filing. Furthermore, I have the power to authorize and hereby grant permission for Town of Warrenton officials and other authorized government agents on official business to enter the property to process this application.

APPLICANT(S) AFFIDAVIT *(Original Signatures Required)*
The information provided is accurate to the best of my knowledge. I acknowledge that all tests, studies, and other requirements of the Town of Warrenton Zoning Ordinance and Subdivision Ordinance and other requirements of review/approval agencies will be carried out at my expense. I understand that the Town may deny, approve or conditionally approve that for which I am applying.

Owner's Signature & Date: J Doug Dowdy
Print Owner's Name: J Doug Dowdy

Applicant's Signature & Date: 4/30/2025
Print Applicant's Name: Marcus Simes

Date Stamp

TOWN OF WARRENTON
P.O. Drawer 341
Warrenton, VA 20188
(540) 347-1101 x106
Permittech@warrentonva.gov

LAND USE APPLICATION:
AFFIDAVIT

NO. _____

This affidavit certifies that the party listed, who is listed as the Applicant's Representative on a land use application, has been granted authorization to make an application and act on behalf of a property owner. It must be filled out completely by the property owner if another party is submitting an application(s) on the owner's behalf. This form must be notarized and must be submitted prior to issuance. Copies of affidavits are unacceptable.

I, J. Doug Dowdy am the owner of the property listed below and I certify that I have granted, Marcus Simes TI-Warrenton Crossing, LLC as my duly authorized agent and give permission to make a land use application and act on my behalf for the following address:

545 Old Meetze Road, Warrenton, VA 20186

for the land use application of Dead-End Street Waiver

Signature of Property Owner: J. Doug Dowdy Date: 4/30/2025

(FOR NOTARY USE ONLY)

State/District of Virginia City/Town/County of Fauquier

a Notary Public in and for the aforesaid hereby certify that the following person:

J. Doug Dowdy

appeared before me in the State/District and City/Town/County aforesaid and executed this affidavit on the following date (month, day, and year): 04/30/2025

Notary Signature: Austin A. Latimer Registration Number: 8111198

My Commission Expires: 06/30/2028

AUSTIN ALEXXANDER LATIMER
COMMONWEALTH OF VIRGINIA
REGISTRATION NO. #8111198
MY COMM. EXPIRES 06/30/2028
NOTARY PUBLIC

Land Design Consultants

TO:	Town of Warrenton, Community Development
FROM:	Jim Madison, P.E.
DATE:	April 30, 2025
RE:	Warrenton Crossing II Exception Petition LDC Project #24079-1-1

The Applicant hereby requests an exception for Subdivision Ordinance Section 4.2.10. *Dead-end streets (cul-de-sacs) are prohibited unless specifically recognized as such on the Comprehensive Plan or approved by variation or exception by the Town Council. All dead end streets authorized by the Town Council must be designed to have one (1) end permanently closed, must be no longer than seven hundred (700) feet and must be provided with a permanent turn-around terminus, the diameter of which must be a minimum of one hundred (100) feet. Such turn- arounds may have a landscaped island in the center.*

Warrenton Crossing II proposes the connection of two stub streets. Madison Lane to the south will be connected to Campbell Lane to the north. A single cul-de-sac street approximately 380 feet in length is proposed internally from the connecting through street. The cul-de-sac is proposed to internally access lots for a subdivision. The cul-de-sac is proposed centrally within the subject property to place proposed residential rear and side yards adjacent to the existing residential rear yards.

The nearest potential through street connection would be a connection to Old Meetze Road between two existing and occupied residential lots. The existing lot lines dictate an intersection with centerlines at a 68-degree angle. The intersection would be approximately 250 feet from the intersection of Meetze Road and Meadowview Lane and would not meet VDOT corner clearance requirements. The through street connection would require easements from and grading on the adjoining properties. Additionally, the road would run along the rear lot lines of adjoining properties and may run in part within the limits of the rear yard due within the limits of the existing 50’ wide access right way DB 331 PG 22.

The proposed subdivision with cul-de-sac preserves and protects the public interest by connecting two stub streets to improve traffic patterns beyond the subject property. The proposed subdivision will preserve safety along Old Meetze Road by avoiding an additional intersection. By avoiding the additional intersection, potential points of conflict will not be added to the existing traffic patterns and lines of sight along Old Meetze Road will not be impacted.

The internal cul-de-sac street is necessary to make the connection of the external stub streets economically feasible. This creates a unique situation that necessitates an exception. The proposed subdivision must create enough lots to generate income that will offset the expense of the street connection, utility connections, and stormwater management for the property. The cul-de-sac will provide access to these essential lots.

The Applicant proposes a cul-de-sac that will meet the requirements of Subdivision Ordinance Section 4.2.10. The dead-end street will be permanently closed and comply with dimensional requirements with no additional variation requested.

Land Design Consultants

July 1, 2025

Amber N. Heflin, CZA, COSS
Zoning Official
Community Development Department
Town of Warrenton
21 Main Street
Warrenton, VA 20186

Re: Daniels Property – Legislative Waiver 1st Review
Comment Response Letter
#LWAV-25-2
LDC Project #24079-1-1

Dear Amber:

The comments from the recent review of this plan dated June 9, 2025 have been addressed as follows:

Amber Heflin, CZA, COSS
Zoning Official

	Code/Code Section/Detail	Comment:	
1.		Comment:	Revise the vicinity map so that the Warrenton Crossing and Monroe Estates subdivisions are labeled so as to provide context for this proposed subdivision. The scale of the vicinity map may be reasonably adjusted as needed for legibility.
		Response:	**The vicinity map has been revised to show Warrenton Crossing and Monroe Estates.**
2.		Comment:	Show the proposed lots, open spaces, and other improvements that are part of the Warrenton Crossing subdivision development (light/faded or dashed linework, etc.) where these improvements directly abut the Daniels Property subdivision; provide labels as needed.
		Response:	**Agreed and provided.**
3.		Comment:	Provide a typical cross-section of the proposed roadways A and B (may be the same cross-section if applicable); provide dimensions for roadway and right-of-way width, and state whether on-street parking is accommodated (one or both sides, or no street parking).
		Response:	**Typical cross section for Public Road A and Madison Lane has been provided. On-street parking is being proposed on one side of the road.**

4.	4.11 SO	Comment:	Show a connection of new sidewalk to the existing sidewalk on Madison Lane as curb, gutter, and sidewalk are required in all subdivisions.
		Response:	**Agreed and provided.**
5.		Comment:	The applicant should consider a pedestrian connection from the proposed subdivision to Old Meetze Road through "Outlot A" to allow convenient pedestrian access to Old Town areas.
		Response:	**Agreed and revised. New sidewalk has been added to connect to Old Meetze Road sidewalk.**
6.		Comment:	Show stop signs and stop bars at the intersection of "Public Road A" and "Public Road B".
		Response:	**Stop sign and stop bar were provided at the intersection of Public Road A and Madison Lane.**
7.		Comment:	The intersection of the stub street Madison Lane with Meadowview Lane currently includes a Stop sign, but the intersection does not have a stop bar; provide stop bar striping at this intersection as a part of the proposed plan, so as to address required intersection improvements triggered by increased traffic generated by the proposed subdivision development.
		Response:	**A stop bar was provided at the intersection of Madison Ln and Meadowview Ln.**
8.		Comment:	Provide high-visibility crosswalk striping at the intersection of Madison Lane and Meadowview Lane, so as to off-set potential impacts to pedestrian safety caused by increased traffic generated by the proposed subdivision development.
		Response:	**A crosswalk was provided at the intersection of Madison Ln and Meadowview Ln.**
9.	4.2.8 SO	Comment:	The names of existing streets may not be changed except by approval of the Town Council. Revise the plan to show "Public Road B" as Madison Lane. Staff notes that the proposed stub "Campbell Lane" as shown on the Warrenton Crossing plan will need to be revised to also reflect the Madison Lane street name.
		Response:	**Public Road B has been revised to Madison Lane as suggested.**
10.		Comment:	Contact Shannon Ennis, E-911 Addressing

			Coordinator, to confirm roadway names, and then show road names on the plan set. Shannon.ennis@fauquiercounty.gov 540-422-8264
		Response:	**Roadway names will be determined at subdivision plan process.**
11.	4.17 SO	Comment:	Street lighting must be installed along all public streets; the plan does not currently show locations of proposed street lighting. This comment may be addressed by either amending the plan view or adding a note.
		Response:	**Agreed and provided. 2 street light locations were shown on the plan.**
12.	4.2.10 SO	Comment:	Provide the diameter measurement for the proposed cul-de-sac on the plan. The diameter must be a minimum of 100' and may have a landscaped island in the center.
		Response:	**Agreed and provided. The radius of the proposed cul-de-sac (50') was labelled on the plan.**
13.		Comment:	The existing 50' right of way easement shown as "Outlot A" and across lots 2-6 must be vacated as part of the plat process for the subdivision; label the easement as "To Be Vacated".
		Response:	**Agreed and labelled.**
14.	4.3.2 SO	Comment:	Outlots are prohibited in subdivisions. Outlots A, B, and C may be utilized as "open space" or reconfigured to be absorbed into the adjacent proposed lots.
		Response:	**Agreed and revised.**
15.	9-12.6 ZO	Comment:	As an advisory comment, stormwater management facilities shall not be credited as open space.
		Response:	**Acknowledged.**
16.		Comment:	As an advisory comment, open space must be accessible and usable by the residents of the subdivision; this comment will be provided as a part of the site plan review process, where the site plan must show how the open space areas are accessible and usable by the subdivision residents.
		Response:	**Acknowledged.**

Major A.S. Arnold
Police Department

	Code/Code Section/Detail	Comment:	
1.		Comment:	For pedestrian safety, will the sidewalks be connected on Madison Lane? Additionally, the existing sidewalk that goes from Meadowview Ln. onto Old Meetze Rd. should be extended along Old Meetze Rd., to connect with the sidewalk on Falmouth St. This will allow for pedestrians to walk past the existing right of way on Old Meetze Rd. and safely head towards Old Town or the Greenway.
		Response:	**The sidewalk will be connected on Madison Lane. Falmouth sidewalk connection to be discussed further during final subdivision plan process.**
2.		Comment:	What would happen with the existing right of way that connects to Old Meetze Rd. and who would maintain it?
		Response:	**The existing 50' access right of way will be vacated.**

If you have any questions, feel free to call me at 703-680-4585.

Sincerely,

Jim Madison, P.E.
Director of Project Management

JM/sw

Land Design Consultants

July 30, 2025

Amber Heflin
Town of Warrenton
Community Development Department
21 Main Street
Warrenton, VA 20186

Re: Daniels Property
Comment Response Letter
Legislative Waiver 1st Review
LDC Project #24079-1-1

Dear Amber:

The comments from the recent review of this plan have been addressed as follows:

Zoning Review Comments:

	Comment:	
1.	Comment:	Provide a typical cross-section of the proposed roadways A and B (may be the same cross-section if applicable); provide dimensions for roadway and right-of-way width, and state whether on-street parking is accommodated (one or both sides, or no street parking). a. Clarification: Provide a typical cross-section showing the dimensions of the road with the proposed on-street parking provided on one side of the roadway.
	Response:	**Agreed and provided. The cross-section has been revised as requested**
2.	Comment:	Comment remains as advisory: Provide high-visibility crosswalk striping at the intersection of Madison Lane and Meadowview Lane, so as to off-set potential impacts to pedestrian safety caused by increased traffic generated by the proposed subdivision development. a. Clarification: The crosswalk provided is not shown as "high visibility". This will be a suggested condition of approval for the waiver request and will be required to be shown at the time of Site Development Plan.
	Response:	**Agreed. The crosswalk has been revised. It will be addressed as necessary with the final plan.**
3.	Comment:	Comment remains as advisory: As an advisory comment, stormwater management facilities shall not be credited as open space. (9-12.6 ZO) a. Clarification: Stormwater Management facilities cannot be used to satisfy open space requirements unless the facility is designed so as to be an integrated feature of the open space with amenities that are usable by the residents. This comment must be addressed at the time of Site Development Plan.
	Response:	**Acknowledged. This will be addressed with the final plan.**

If you have any questions, feel free to call me at 703-570-6784.

Sincerely,

Jim Madison, PE
Director of Project Management

NOTES

1. THE FAUQUIER COUNTY GEOGRAPHIC PARCEL IDENTIFICATION NUMBER (G.P.I.N.) FOR THE PROPERTY SHOWN HEREON IS 6984-70-2394-000 AND IS CURRENTLY ZONED R-15.

2. THE PROPERTY SHOWN HEREON IS CURRENTLY IN THE NAME OF WILLIAM DANIELS LLC, BY DEED RECORDED IN DEED BOOK 860 AT PAGE 501, AMONG THE LAND RECORDS OF FAUQUIER COUNTY, VIRGINIA.

3. TITLE REPORT FURNISHED BY FIDELITY NATIONAL TITLE INSURANCE COMPANY, COMMITMENT No. 2502003TC, COMMITMENT DATE FEBRUARY 17, 2025. THE SURVEYED PROPERTY IS TITLE PARCEL TWO.

4. THE PROPERTY SHOWN HEREON LIES WITHIN A ZONE 'X', AN AREA DETERMINED TO BE OUTSIDE THE 500-YEAR FLOODPLAIN, AS DELINEATED ON FLOOD INSURANCE RATE MAP No. 51061C0308D, PANEL 308 OF 520, VERSION 2.6.4.6, WITH A MAP REVISED DATE OF APRIL 25, 2024.

5. THE BOUNDARY SHOWN HEREON IS FROM A FIELD SURVEY BY THIS FIRM PERFORMED ON JANUARY 28, 2025 THROUGH FEBRUARY 4, 2025.

6. THE IMPROVEMENTS SHOWN HEREON ARE FROM A FIELD SURVEY PERFORMED BY THIS FIRM ON JANUARY 28, 2025 THROUGH FEBRUARY 2, 2025.

7. THE PLAT OF THE PROPERTY SHOWN HEREON IS REFERENCED TO THE VIRGINIA COORDINATE SYSTEM OF 1983 (VCS83) AS COMPUTED FROM A FIELD SURVEY WHICH TIES THIS BOUNDARY TO LEICA'S HEXAGON RTK NETWORK .

   THE GRID FACTOR (ELEVATION FACTOR X SCALE FACTOR) WHICH HAS BEEN APPLIED TO THE FIELD DISTANCES TO DERIVE THE REFERENCED COORDINATES IS 0.999994535. UNLESS OTHERWISE STATED THE PLAT DISTANCES SHOWN ARE INTENDED TO BE HORIZONTAL DISTANCES MEASURED AT THE MEAN ELEVATION OF THIS SUBDIVISION. THE BEARINGS SHOWN ARE REFERENCED TO VCS 1983 NORTH. THE FOOT DEFINITION USED FOR CONVERSION OF THE MONUMENT COORDINATES IS THE U.S. SURVEY FOOT OR 1 METER = 39.37 INCHES.

8. THE ZONING REQUIREMENTS FOR R-15 ARE AS FOLLOWS :
   - MINIMUM LOT SIZE - 15,000 SQUARE FEET
   - MINIMUM LOT FRONTAGE - 90 FEET
   - LOT COVERAGE - 65%
   - FRONT SETBACK - 25 FEET
   - SIDE SETBACK - 12 FEET
   - REAR SETBACK - 35 FEET
   - MAXIMUM BUILDING HEIGHT - 35 FEET

   R-6 ZONING REQUIREMENTS:
   - MINIMUM LOT SIZE - 6,000 SQUARE FEET
   - MINIMUM LOT FRONTAGE - 55 FEET
   - LOT COVERAGE - 65%
   - FRONT SETBACK - 20 FEET
   - SIDE SETBACK - 8 FEET
   - REAR SETBACK - 20 FEET
   - MAXIMUM BUILDING HEIGHT - 35 FEET

9. EXCEPT AS SHOWN, THERE ARE NO VISIBLE ENCROACHMENTS OBSERVED ON THE SURVEYED PROPERTY.

10. A ZONING LETTER OR REPORT WAS NOT PROVIDED FOR THE SURVEYED PROPERTY.

11. THERE ARE NO STRIPED PARKING SPACES OBSERVED ON THE SURVEYED PROPERTY.

12. THERE IS NO EVIDENCE OF RECENT EARTH MOVING WORK, BUILDING CONSTRUCTION, OR BUILDING ADDITIONS OBSERVED ON THE SURVEYED PROPERTY IN THE PROCESS OF CONDUCTING THE FIELD WORK.
    THE ADJOINING SITE IS CURRENTLY UNDER CONSTRUCTION.

13. THERE IS NO EVIDENCE OF RECENT STREET OR SIDEWALK CONSTRUCTION OR REPAIRS OBSERVED IN THE PROCESS OF CONDUCTING THE FIELD WORK.

14. THERE WAS NO EVIDENCE OF CEMETERIES OR BURIAL GROUNDS OBSERVED IN THE PROCESS OF CONDUCTING THE FIELD WORK.

15. THIS FIRM IS NOT AWARE OF ANY PROPOSED CHANGES IN STREET RIGHT OF WAY.

16. AN ASBUILT PLAN WAS OBTAINED FROM THE TOWN OF WARRENTON, VIRGINIA FOR THE SANITARY SEWER IN MADISON LANE. NO OTHER UTILITY PLANS HAVE BEEN PROVIDED FOR THE SURVEYED PROPERTY. LAND DESIGN CONSULTANTS, INC. HAS NOT BEEN AUTHORIZED TO CONTRACT A PRIVATE UTILITY LOCATING COMPANY TO MARK THE SURVEYED PROPERTY. MISS UTILITY WAS CONTACTED, THE MARKINGS OBSERVED ARE SHOWN ON THE SURVEY.

TITLE REPORT

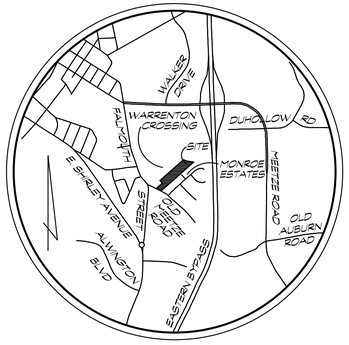
FIDELITY NATIONAL TITLE INSURANCE COMPANY, COMMITMENT NO. 2502003TC, COMMITMENT DATE FEBRUARY 17, 2025, SCEDULE B, PART II

EXCEPTION 1 THROUGH 6 - NOT A SURVEY MATTER.

EXCEPTION 7 - RIGHTS OF OTHERS IN AND TO THE USE OF THE 50' WIDE EASEMENT DESCRIBED IN EXHIBIT A HEREOF.
THE 50' WIDE EASEMENT IS SHOWN ON THE SURVEY.

EXCEPTION 8 - EASEMENTS IN FAVOR OF VEPCO RECORDED IN DEED BOOK 183 AT PAGE 173, AND DEED BOOK 180 AT PAGE 510.
EASEMENT LOCATIONS CANNOT BE DETERMINED FROM THE RECORD DOCUMENT.

EXCEPTION 9 - MATTAERS SHOWN ON PLAT RECORDED IN DEED BOOK 860 AT PAGE 501, INCLUDING:
A. ELECTRIC LINES - CURRENT CONFIGURATION IS SHOWN ON THE SURVEY
B. EXISTING 50' WIDE ACCESS OF RIGHT OF WAY - SHOWN ON THE SURVEY
C. GRAVEL DRIVEWAY - NOT PART OF THIS SURVEY
D. FENCE LINES - CURRENT CONFIGURATION IS SHOWN ON THE SURVEY
E. 1.5' STONE RETENTION WALL - NOT PART OF THIS SURVEY

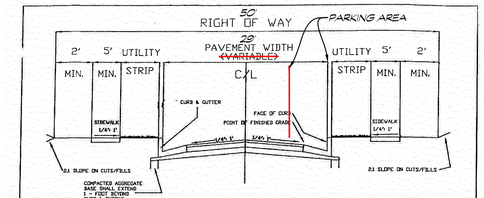


VICINITY MAP

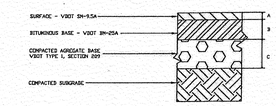
SCALE : 1" = 2,000

LEGEND

IPF	IRON PIPE FOUND
IRF	IRON ROD FOUND
C/L	CENTERLINE
C&G	CURB AND GUTTER
CI	CURB INLET
CNC	CONCRETE
CSW	CONCRETE SIDEWALK
FPT	FIRE PIT
GVL	GRAVEL
PVC	POLYVINYL CHLORIDE
RCP	REINFORCE CONCRETE PIPE
R/W	RIGHT OF WAY
S.F.	SQUARE FEET
SPO	STONE PATIO
SRW	STONE RETAINING WALL
^	GUY WIRE
(S)	SANITARY SEWER MANHOLE
-o-	SIGN
⊗	WATER VALVE
ø	UTILITY POLE
—OH—	OVERHEAD UTILITY LINES
BWF —x—	3.5' BARBED WIRE FENCE
WDF —x—	WOOD FENCE
WRF —x—	4' WIRE FENCE
—W—	UNDERGROUND WATERLINE (BLUE PAINT MARKS)
	TREELINE



TYPICAL SECTION
FOR STREETS WITH CURB & GUTTER



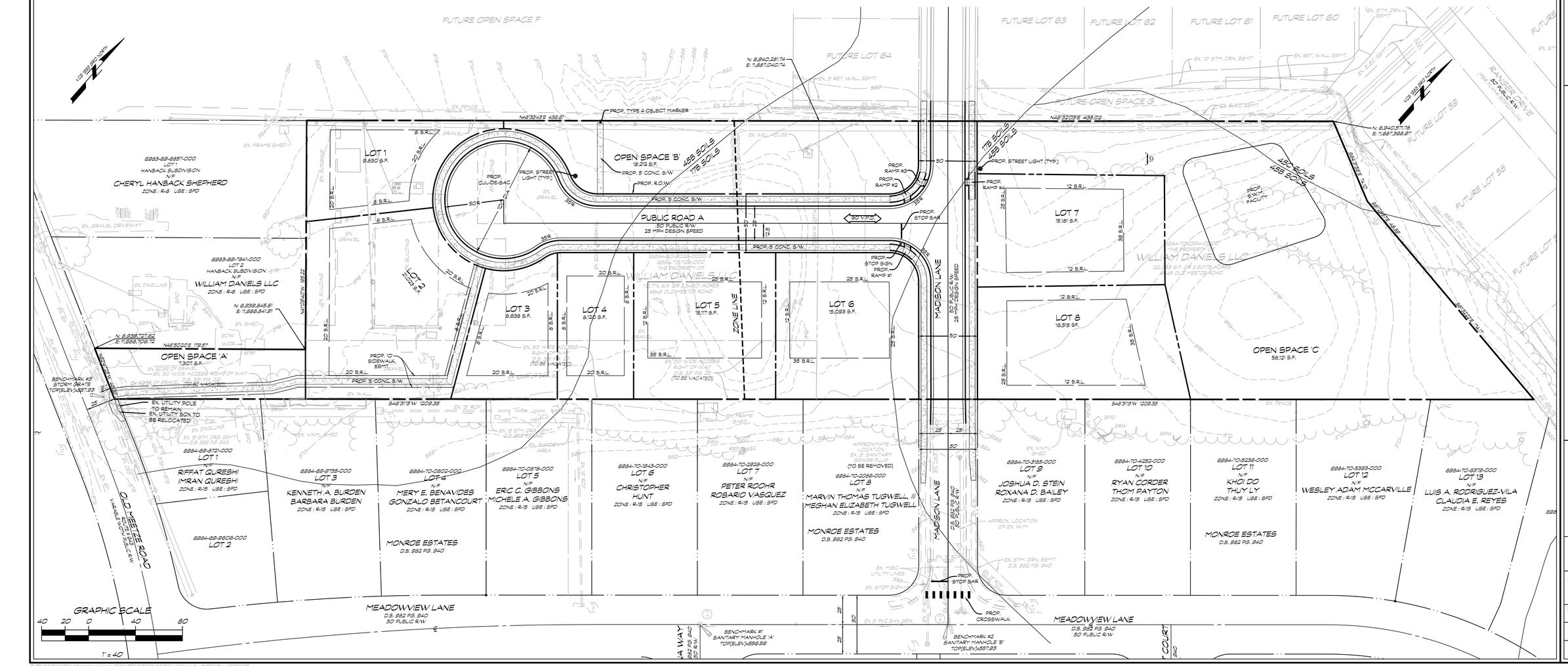
PAVEMENT DETAIL

CLASS OF STREET	VEHICLE TRAFFIC (VPD)	RIGHT OF WAY	PAVEMENT WIDTH	UTILITY STRIP	MIN. PAVEMENT DESIGN A	B	C
PRIVATE ROADS	N/A	34'	26'	N/A	1 1/2"	2 1/2"	6"
LOCAL	<400	50'	28'	6'	2"	2 1/2"	6"
MINOR COLLECTOR	400-800	50'	28'	6'	2"	2 1/2"	8"
COLLECTOR	801-1500	55'	29'	6'	2"	3"	8"
MAJOR COLLECTOR	1501-4000	60'	30'	8'	2"	3"	12"
ARTERIAL	>4000	NOTED(3 R-1 STD.	48'	8'	2"	6"	12"

NOTES:
1. SLOPE EASEMENTS MAY BE REQUIRED IN ADDITION TO THE RIGHT OF WAY AS SHOWN.
2. UTILITY STRIPS SHALL BE OMITTED AT STREET INTERSECTIONS AND THE WALK EXTENDED TO BACK OF CURB.
3. PRIVATE ROADS SHALL BE DESIGNED, CONSTRUCTED, AND TESTED TO TOWN AND VDOT LOCAL ROADWAY STANDARDS.
4. PARKING LOT DESIGN TO BE A MINIMUM A=2 INCHES AND C=8 INCHES EXCEPT THOROUGHFARES WHICH WILL BE TO LOCAL ROAD STANDARDS.
5. PRIVATE ROAD TURNAROUND REQUIREMENTS TO BE DESIGNED AND CONSTRUCTED TO THE MOST CURRENT VDOT SUBDIVISION DESIGN STANDARDS.
6. PAVEMENT THICKNESS DESIGN MUST BE PERFORMED FOR ALL ROADWAYS, THESE STANDARDS ARE MINIMUMS AND ACTUAL DESIGN MAY INCREASE THICKNESSES.

NOTE: ON-STREET PARKING IS PROPOSED ON ONE SIDE OF THE STREET ONLY.

TOWN OF WARRENTON VIRGINIA	APPROVED 4/7/25 DIRECTOR OF PUBLIC WORKS/UTILITIES	STREET WITH CURB & GUTTER	DRAWING NO: R-2


FUTURE OPEN SPACE F
FUTURE LOT 64
FUTURE LOT 63
FUTURE LOT 62
FUTURE LOT 61
FUTURE LOT 60
FUTURE OPEN SPACE G
N: 6,840,281.74
E: 11,687,040.74
N: 6,840,571.78
E: 11,687,368.87
N43°33'43"E 436.67'
N43°31'03"E 438.02'
PROP. TYPE 4 OBJECT MARKER
PROP. STREET LIGHT (TYP.)
PROP. CUL-DE-SAC
OPEN SPACE 'B'
19,212 S.F.
PROP. 5' CONC. S/W
PROP. R.O.W.
455 SOILS
178 SOILS
PROP. RAMP #3
PROP. RAMP #2
PROP. RAMP #4
PROP. RAMP #1
PROP. STOP BAR
PROP. STOP SIGN
PUBLIC ROAD A
50' PUBLIC R/W
25 MPH DESIGN SPEED
50' VIA ESMT.
PROP. 5' CONC. S/W
LOT 1
8,830 S.F.
LOT 2
5,023 S.F.
LOT 3
8,638 S.F.
LOT 4
8,120 S.F.
LOT 5
15,117 S.F.
LOT 6
15,093 S.F.
LOT 7
15,181 S.F.
LOT 8
16,515 S.F.
LOT 9
LOT 10
LOT 11
LOT 12
LOT 13
OPEN SPACE 'A'
7,321 S.F.
OPEN SPACE 'C'
58,121 S.F.
ZONE LINE
MADISON LANE
50' PUBLIC R/W
25 MPH DESIGN SPEED
D.B. 882 PG. 940
50' PUBLIC R/W
PROP. 10' SIDEWALK EASEMENT
PROP. 5' CONC. S/W
EX. 50' WIDE ACCESS RIGHT OF WAY (TO BE VACATED)

BK0860PG0501

00 00762

THIS DEED

made and entered into this 24th day of January, 2000, by and between William H. Hanback, party of the first part, Grantor; and William Daniels LLC, a Virginia Limited Liability Company, party of the second part, Grantee;

WITNESSETH:

that for and in consideration of the sum of Ten Dollars ($10.00), cash in hand paid, and other good and valuable consideration, the receipt of which is hereby acknowledged, the Grantor does hereby BARGAIN, SELL, GRANT and CONVEY with GENERAL WARRANTY OF TITLE, unto the Grantee, all the following described property, to-wit:

PARCEL ONE:

ALL THAT certain lot or parcel of land located in the Town of Warrenton, Centre Magisterial District, Fauquier County, Virginia, which is known as the "Shop Property" off the northeast side of Route 643, having the tax map # of 6984-60-9026 and 6984-70-1108 containing 2.5382 acres, more or less according to boundary survey dated January 19, 2000 by Eric K. Niskanen, Land Surveyor, a copy of which is attached hereto and made a part hereof.

AND BEING the same property devised to William H. Hanback by virtue of Last Will and Testament of William J. Hanback, who died March 28, 1988, and whose will was admitted to probate April 5, 1988 in Will Book 160 at Page 696 in the Clerk's Office of the Circuit Court of Fauquier County, Virginia;

AND FURTHER BEING the same property conveyed to William H. Hanback, as his sole and separate equitable estate, by Quitclaim Deed of Gift dated June 1, 1988 from Robert W. Hanback, as his sole and separate equitable estate, recorded in Deed Book 602 at Page 382 in the aforesaid Clerk's Office.

Grantee's address:
9304-H Vassar Ct.
Manassas Park, VA 20111

CONSIDERATION: $300,000.00

Examined and Returned to:
Inspector
Title, LC

Prepared by & Return to:
WALKER, JONES, LAWRENCE, DUGGAN & SAVAGE, P.C.
ATTORNEYS AT LAW
CARTER HALL
31 WINCHESTER STREET
WARRENTON, VIRGINIA 20186

JAN 26 2000
DNP

PARCEL TWO:

ALL of that certain lot of land situate in the Town of Warrenton, Centre Magisterial District, Fauquier County, Virginia, containing 2.8038 acres according to boundary survey dated January 19, 2000 by Eric K. Niskanen, Land Surveyor, a copy of which is attached hereto and made a part hereof.

TOGETHER WITH a certain non-exclusive easement and right of way, 50 feet in width, running from the property described herein, over and across the adjacent parcel containing 2.5382 acres, to Virginia State Route 643, Old Meetze Road, for ingress and egress and the construction, operation and maintenance of service utilities, all as shown on said plat and other documents in the chain of title;

AND BEING the same property conveyed to William H. Hanback by Deed of Gift dated July 6, 1976 from William J. Hanback and Olive Lee Hanback, his wife recorded in Deed Book 331 at Page 22 in the Clerk's Office of the Circuit Court of Fauquier County, Virginia.

TAX MAP PIN NO. 6984-60-9026 & 6984-70-1108 & 6984-70-2394

This conveyance is made expressly subject to easements, restrictions and rights-of-way of record.

TO HAVE AND TO HOLD the said land and premises, together with all rights, ways, appurtenances and easements thereto belonging, or in anywise appertaining unto the said Grantee and its successors in fee simple, forever.

The Grantor covenants that he is seised of the aforesaid land, that he has the right to convey said land, that the Grantee will have quiet possession of the same, free from all encumbrances, that he, the Grantor, will execute such further assurances as may be deemed requisite, and that he has done no act to encumber the said land.

BK0860PG0503

WITNESS the following signature and seal:

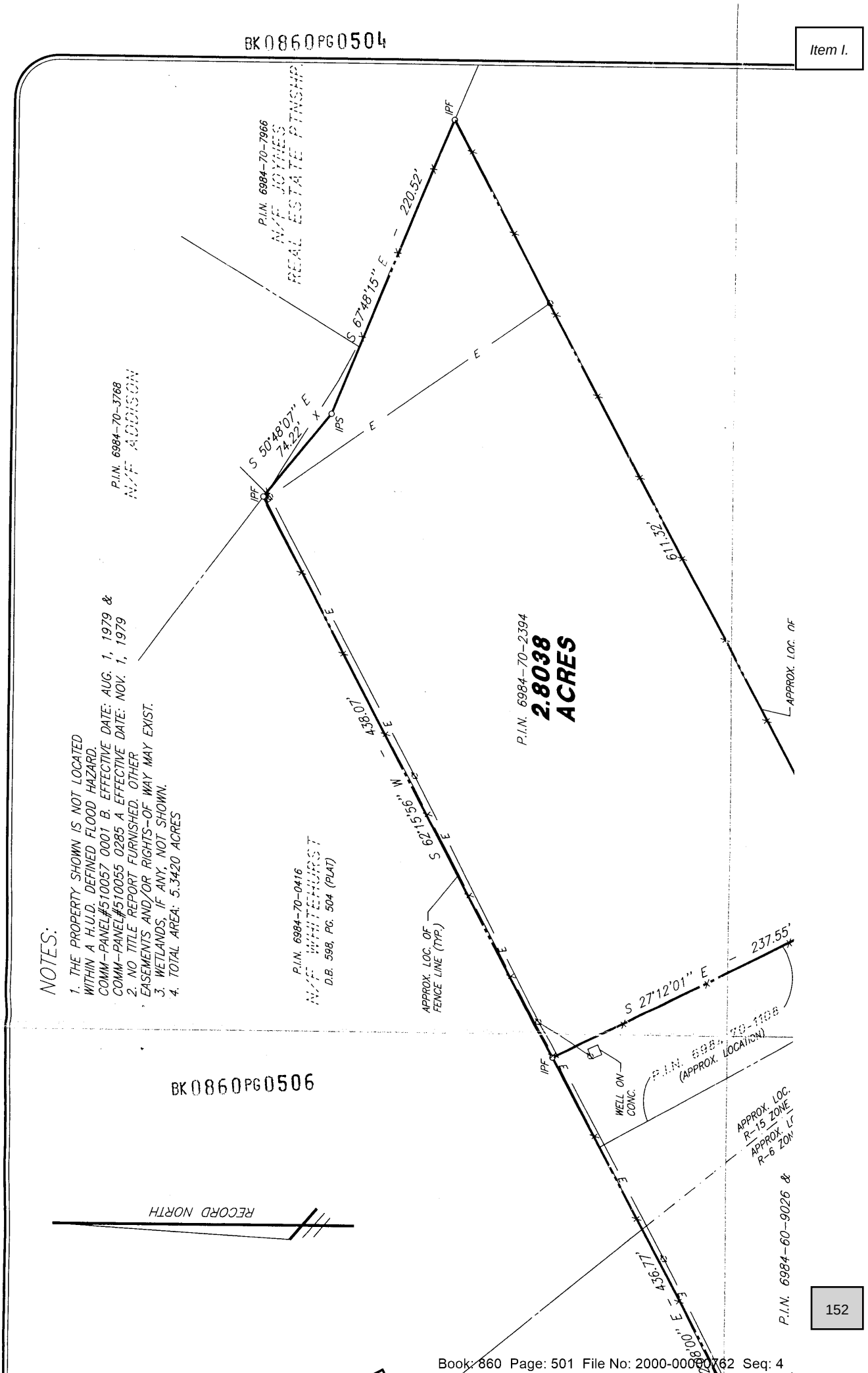
William H Hanback (SEAL)
William H. Hanback

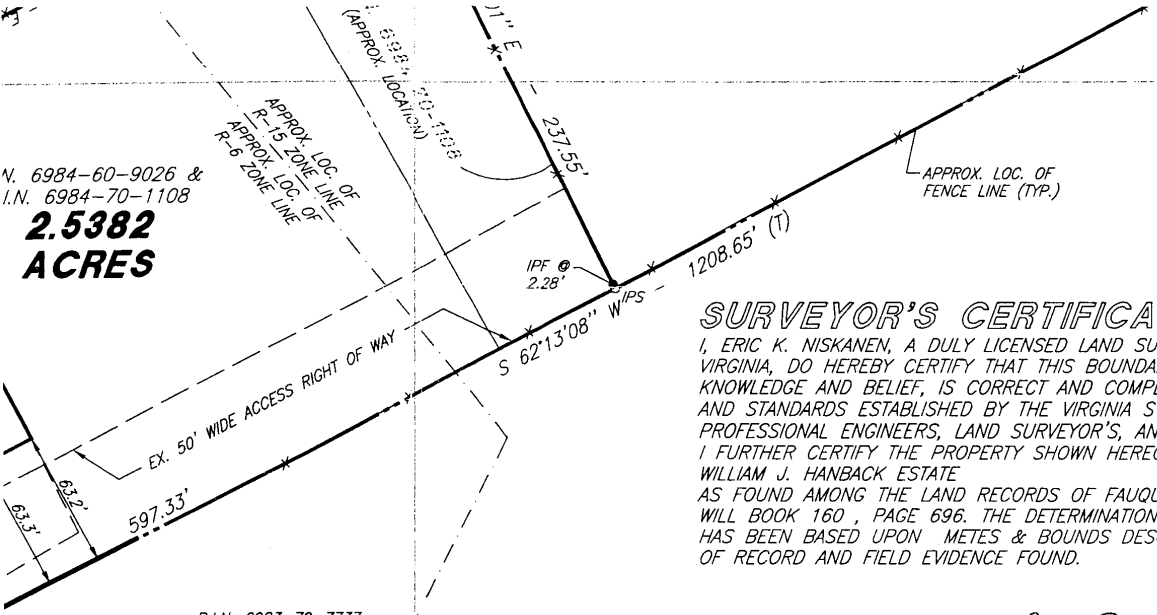
STATE OF VIRGINIA,
COUNTY OF FAUQUIER, to-wit:

The foregoing instrument was acknowledged before me this 24th day of January, 2000, by William H. Hanback.

Notary Public

My Commission Expires: July 31, 2000


BK0860PG0504
BK0860PG0506
NOTES:
1. THE PROPERTY SHOWN IS NOT LOCATED WITHIN A H.U.D. DEFINED FLOOD HAZARD. COMM-PANEL#510057 0001 B. EFFECTIVE DATE: AUG. 1, 1979 & COMM-PANEL#510055 0285 A EFFECTIVE DATE: NOV. 1, 1979
2. NO TITLE REPORT FURNISHED. OTHER EASEMENTS AND/OR RIGHTS-OF WAY MAY EXIST.
3. WETLANDS, IF ANY, NOT SHOWN.
4. TOTAL AREA: 5.3420 ACRES
P.I.N. 6984-70-2394
2.8038 ACRES
P.I.N. 6984-70-7966
P.I.N. 6984-70-3768
P.I.N. 6984-70-0416
D.B. 598, PG. 504 (PLAT)
APPROX. LOC. OF FENCE LINE (TYP.)
S 67°48'15" E - 220.52'
S 50°48'07" E 74.22'
S 62°15'56" W - 438.07'
S 27°12'01" E - 237.55'
611.32'
APPROX. LOC. OF
IPF
IPS
WELL ON CONC.
P.I.N. 6984-20-1108 (APPROX. LOCATION)
APPROX. LOC. R-15 ZONE
APPROX. LO R-6 ZONE
P.I.N. 6984-60-9026 &
RECORD NORTH



SURVEYOR'S CERTIFICATE

I, ERIC K. NISKANEN, A DULY LICENSED LAND SURVEYOR IN THE COMMONWEALTH OF VIRGINIA, DO HEREBY CERTIFY THAT THIS BOUNDARY SURVEY TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS CORRECT AND COMPLIES WITH THE MINIMUM PROCEDURE AND STANDARDS ESTABLISHED BY THE VIRGINIA STATE BOARD OF ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYOR'S, AND CERTIFIED LANDSCAPE ARCHITECTS, I FURTHER CERTIFY THE PROPERTY SHOWN HEREON LIES IN THE NAMES OF WILLIAM J. HANBACK ESTATE AS FOUND AMONG THE LAND RECORDS OF FAUQUIER COUNTY, VIRGINIA IN WILL BOOK 160 , PAGE 696. THE DETERMINATION OF THE BOUNDARY HAS BEEN BASED UPON METES & BOUNDS DESCRIPTIONS AND/OR PLATS OF RECORD AND FIELD EVIDENCE FOUND.

COMMONWEALTH OF VIRGINIA
E. K. Niskanen
ERIC K. NISKANEN
NO. 2244
1-19-00
LAND SURVEYOR

E. K. Niskanen
ERIC K. NISKANEN LS NO 2244

THIS PLAT IS FOR THE SOLE PURPOSE OF RECORDING AN EXISTING LOT AND IS NOT AN APPROVAL OF NEW LOTS(S) AS REQUIRED UNDER THE FAUQUIER COUNTY SUBDIVISION ORDINANCE

Fred R. Hall
DIRECTOR OF PLANNING
1/21/00

PLAT SHOWING
BOUNDARY SURVEY
ON A PORTION OF THE PROPERTIES OF THE
WILLIAM J. HANBACK ESTATE
WILL BOOK 160, PAGE 696
TOWN OF WARRENTON
FAUQUIER COUNTY, VIRGINIA
SCALE: 1"=60' JANUARY 16, 2000

PROJECT #00003-10

60 30 0 60 120
SCALE IN FEET

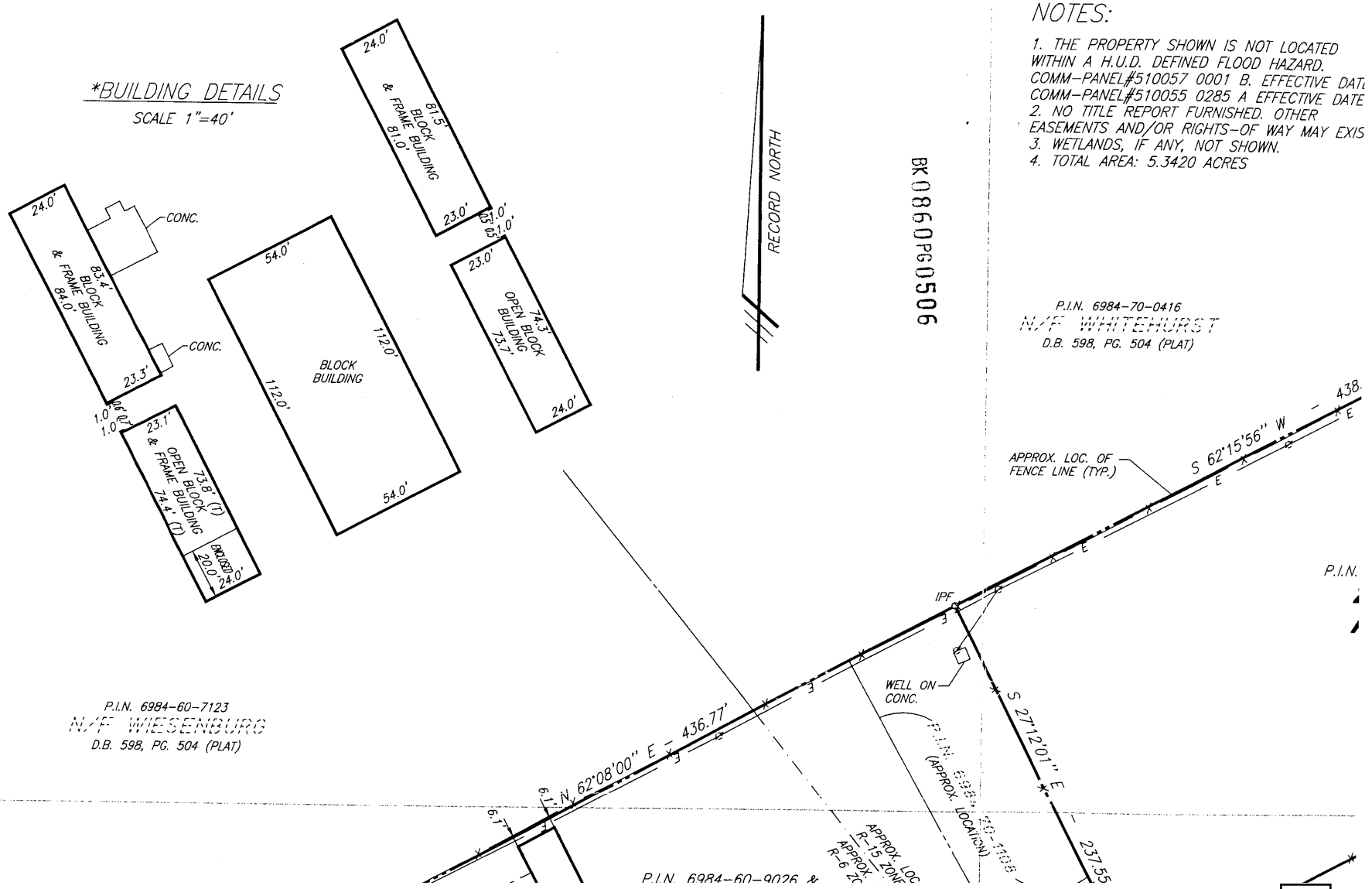
CARSON, HARRIS & ASSOCIATES, LLC
CIVIL ENGINEERING . LAND SURVEYING . LAND PLANNING
39 GARRETT STREET; WARRENTON, VIRGINIA 20186
PHONE: (540) 347-9191 FAX: (540) 349-1905

BK0860PG0505

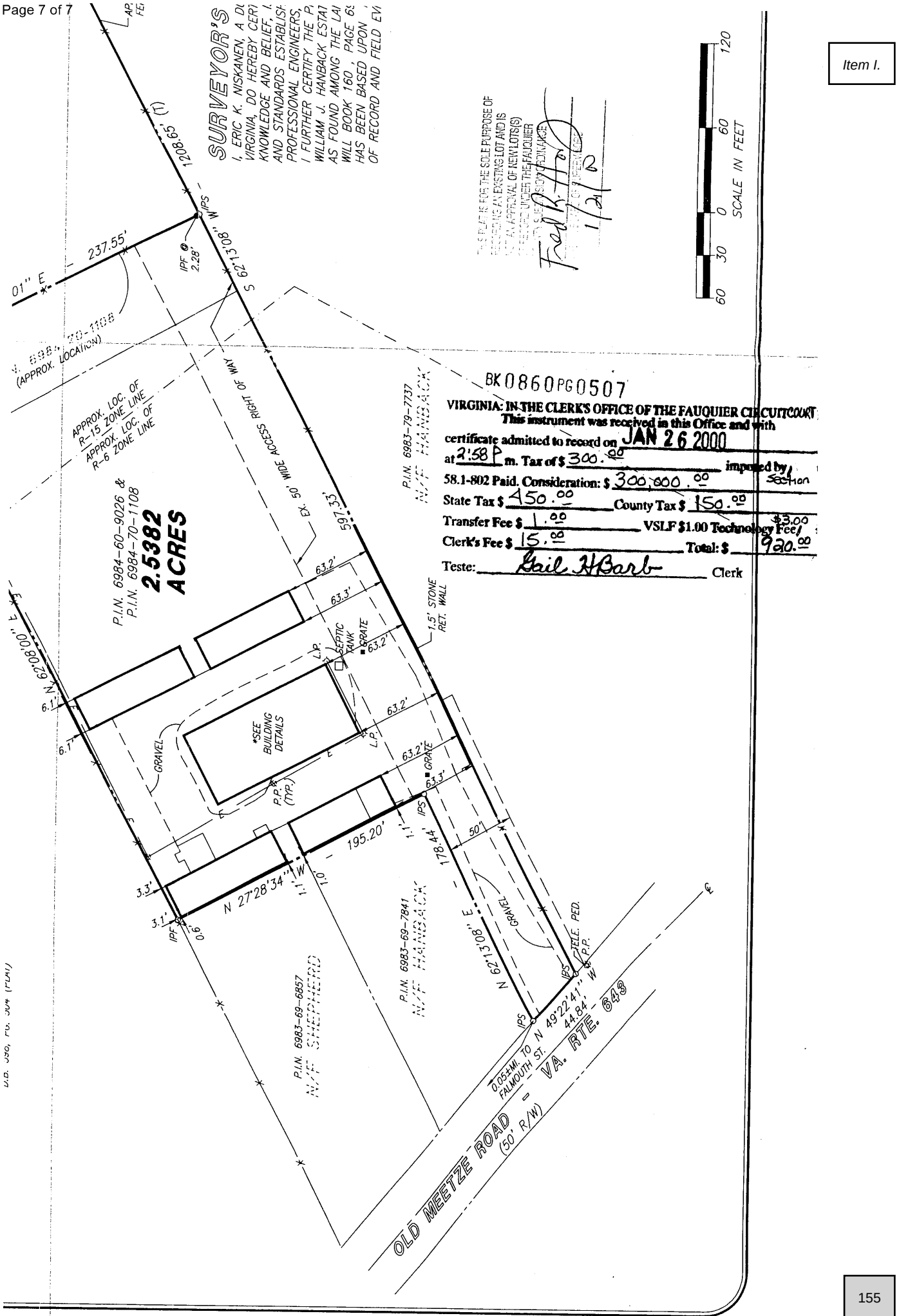
BK0860PG0507

VIRGINIA: IN THE CLERK'S OFFICE OF THE FAUQUIER CIRCUIT COURT
This instrument was received in this Office and with certificate admitted to record on JAN 26 2000 at 2:58 P m. Tax of $ 300.00 imprinted by Section 58.1-802 Paid. Consideration: $ 300,000.00
State Tax $ 450.00 County Tax $ 150.00
Transfer Fee $ 1.00 VSLF $1.00 Technology Fee $3.00
Clerk's Fee $ 15.00 Total: $ 990.00
Teste: Gail H Barb Clerk

FILENAME: H:\PLAT\00003-10PL PLOT DATE: 1/19/2000



Item I.


SURVEYOR'S
I, ERIC K. NISKANEN, A DU
VIRGINIA, DO HEREBY CERT
KNOWLEDGE AND BELIEF, I
AND STANDARDS ESTABLISH
PROFESSIONAL ENGINEERS,
I FURTHER CERTIFY THE P
WILLIAM J. HANBACK ESTAT
AS FOUND AMONG THE LA
WILL BOOK 160 , PAGE 6
HAS BEEN BASED UPON
OF RECORD AND FIELD EVI
THIS PLAT IS FOR THE SOLE PURPOSE OF
REFERENCING AN EXISTING LOT AND IS
NOT AN APPROVAL OF NEW LOTS(S)
THEREOF UNDER THE FAUQUIER
COUNTY SUBDIVISION ORDINANCE
Fred K. Niskanen
1/24/00
SCALE IN FEET
0
30
60
120
BK0860PG0507
VIRGINIA: IN THE CLERK'S OFFICE OF THE FAUQUIER CIRCUIT COURT
This instrument was received in this Office and with
certificate admitted to record on JAN 26 2000
at 2:58 P m. Tax of $ 300.00 imposed by Section
58.1-802 Paid. Consideration: $ 300,000.00
State Tax $ 450.00 County Tax $ 150.00
Transfer Fee $ 1.00 VSLF $1.00 Technology Fee $3.00
Clerk's Fee $ 15.00 Total: $ 920.00
Teste: Gail H Barb Clerk
P.I.N. 6983-79-7737
P.I.N. 6984-60-9026 &
P.I.N. 6984-70-1108
2.5382
ACRES
APPROX. LOC. OF R-15 ZONE LINE
APPROX. LOC. OF R-6 ZONE LINE
EX. 50' WIDE ACCESS RIGHT OF WAY
S 62°13'08" W
1208.65' (T)
597.33'
237.55'
01" E
IPF
2.28'
IPS
(APPROX. LOCATION)
63.2'
63.3'
63.2'
63.2'
63.2'
63.3'
1.5' STONE RET. WALL
SEPTIC TANK
GRATE
L.P.
*SEE BUILDING DETAILS
GRAVEL
P.P. (TYP.)
N 62°08'00" E
6.1'
6.7'
195.20'
178.44'
50'
1.1'
1.0'
3.3'
3.1'
0.6'
N 27°28'34" W
N 62°13'08" E
GRAVEL
TELE. PED.
P.P.
IPS
44.84'
N 49°22'41" W
0.05±MI. TO FALMOUTH ST.
OLD MEETZE ROAD - VA. RTE. 648
(50' R/W)
P.I.N. 6983-69-7841
P.I.N. 6983-69-6857

NOTES

1. THE FAUQUIER COUNTY GEOGRAPHIC PARCEL IDENTIFICATION NUMBER (G.P.I.N.) FOR THE PROPERTY SHOWN HEREON IS 6984-70-2394-000 AND IS CURRENTLY ZONED R-15.

2. THE PROPERTY SHOWN HEREON IS CURRENTLY IN THE NAME OF WILLIAM DANIELS LLC, BY DEED RECORDED IN DEED BOOK 860 AT PAGE 501, AMONG THE LAND RECORDS OF FAUQUIER COUNTY, VIRGINIA.

3. TITLE REPORT FURNISHED BY FIDELITY NATIONAL TITLE INSURANCE COMPANY, COMMITMENT No. 2502003TC, COMMITMENT DATE FEBRUARY 17, 2025. THE SURVEYED PROPERTY IS TITLE PARCEL TWO.

4. THE PROPERTY SHOWN HEREON LIES WITHIN A ZONE 'X', AN AREA DETERMINED TO BE OUTSIDE THE 500-YEAR FLOODPLAIN, AS DELINEATED ON FLOOD INSURANCE RATE MAP No. 51061C0308D, PANEL 308 OF 520, VERSION 2.6.4.6, WITH A MAP REVISED DATE OF APRIL 25, 2024.

5. THE BOUNDARY SHOWN HEREON IS FROM A FIELD SURVEY BY THIS FIRM PERFORMED ON JANUARY 28, 2025 THROUGH FEBRUARY 4, 2025.

6. THE IMPROVEMENTS SHOWN HEREON ARE FROM A FIELD SURVEY PERFORMED BY THIS FIRM ON JANUARY 28, 2025 THROUGH FEBRUARY 2, 2025.

7. THE PLAT OF THE PROPERTY SHOWN HEREON IS REFERENCED TO THE VIRGINIA COORDINATE SYSTEM OF 1983 (VCS83) AS COMPUTED FROM A FIELD SURVEY WHICH TIES THIS BOUNDARY TO LEICA'S HEXAGON RTK NETWORK .

   THE GRID FACTOR (ELEVATION FACTOR X SCALE FACTOR) WHICH HAS BEEN APPLIED TO THE FIELD DISTANCES TO DERIVE THE REFERENCED COORDINATES IS 0.9999949535. UNLESS OTHERWISE STATED THE PLAT DISTANCES SHOWN ARE INTENDED TO BE HORIZONTAL DISTANCES MEASURED AT THE MEAN ELEVATION OF THIS SUBDIVISION. THE BEARINGS SHOWN ARE REFERENCED TO VCS 1983 NORTH. THE FOOT DEFINITION USED FOR CONVERSION OF THE MONUMENT COORDINATES IS THE U.S. SURVEY FOOT OR 1 METER = 39.37 INCHES.

8. THE ZONING REQUIREMENTS FOR R-15 ARE AS FOLLOWS :
   - MINIMUM LOT SIZE - 15,000 SQUARE FEET
   - MINIMUM LOT FRONTAGE - 90 FEET
   - LOT COVERAGE - 65%
   - FRONT SETBACK - 25 FEET
   - SIDE SETBACK - 12 FEET
   - REAR SETBACK - 35 FEET
   - MAXIMUM BUILDING HEIGHT - 35 FEET

   R-6 ZONING REQUIREMENTS:
   - MINIMUM LOT SIZE - 6,000 SQUARE FEET
   - MINIMUM LOT FRONTAGE - 55 FEET
   - LOT COVERAGE - 65%
   - FRONT SETBACK - 20 FEET
   - SIDE SETBACK - 8 FEET
   - REAR SETBACK - 20 FEET
   - MAXIMUM BUILDING HEIGHT - 35 FEET

9. EXCEPT AS SHOWN, THERE ARE NO VISIBLE ENCROACHMENTS OBSERVED ON THE SURVEYED PROPERTY.

10. A ZONING LETTER OR REPORT WAS NOT PROVIDED FOR THE SURVEYED PROPERTY.

11. THERE ARE NO STRIPED PARKING SPACES OBSERVED ON THE SURVEYED PROPERTY.

12. THERE IS NO EVIDENCE OF RECENT EARTH MOVING WORK, BUILDING CONSTRUCTION, OR BUILDING ADDITIONS OBSERVED ON THE SURVEYED PROPERTY IN THE PROCESS OF CONDUCTING THE FIELD WORK.
    THE ADJOINING SITE IS CURRENTLY UNDER CONSTRUCTION.

13. THERE IS NO EVIDENCE OF RECENT STREET OR SIDEWALK CONSTRUCTION OR REPAIRS OBSERVED IN THE PROCESS OF CONDUCTING THE FIELD WORK.

14. THERE WAS NO EVIDENCE OF CEMETERIES OR BURIAL GROUNDS OBSERVED IN THE PROCESS OF CONDUCTING THE FIELD WORK.

15. THIS FIRM IS NOT AWARE OF ANY PROPOSED CHANGES IN STREET RIGHT OF WAY.

16. AN ASBUILT PLAN WAS OBTAINED FROM THE TOWN OF WARRENTON, VIRGINIA FOR THE SANITARY SEWER IN MADISON LANE. NO OTHER UTILITY PLANS HAVE BEEN PROVIDED FOR THE SURVEYED PROPERTY. LAND DESIGN CONSULTANTS, INC. HAS NOT BEEN AUTHORIZED TO CONTRACT A PRIVATE UTILITY LOCATING COMPANY TO MARK THE SURVEYED PROPERTY. MISS UTILITY WAS CONTACTED, THE MARKINGS OBSERVED ARE SHOWN ON THE SURVEY.

TITLE REPORT

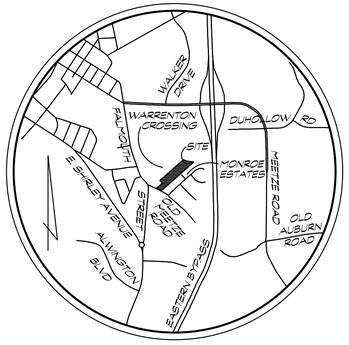
FIDELITY NATIONAL TITLE INSURANCE COMPANY, COMMITMENT NO. 2502003TC, COMMITMENT DATE FEBRUARY 17, 2025, SCEDULE B, PART II

EXCEPTION 1 THROUGH 6 - NOT A SURVEY MATTER.

EXCEPTION 7 - RIGHTS OF OTHERS IN AND TO THE USE OF THE 50' WIDE EASEMENT DESCRIBED IN EXHIBIT A HEREOF.
THE 50' WIDE EASEMENT IS SHOWN ON THE SURVEY.

EXCEPTION 8 - EASEMENTS IN FAVOR OF VEPCO RECORDED IN DEED BOOK 183 AT PAGE 173, AND DEED BOOK 180 AT PAGE 510.
EASEMENT LOCATIONS CANNOT BE DETERMINED FROM THE RECORD DOCUMENT.

EXCEPTION 9 - MATTAERS SHOWN ON PLAT RECORDED IN DEED BOOK 860 AT PAGE 501, INCLUDING:
A. ELECTRIC LINES - CURRENT CONFIGURATION IS SHOWN ON THE SURVEY
B. EXISTING 50' WIDE ACCESS OF RIGHT OF WAY - SHOWN ON THE SURVEY
C. GRAVEL DRIVEWAY - NOT PART OF THIS SURVEY
D. FENCE LINES - CURRENT CONFIGURATION IS SHOWN ON THE SURVEY
E. 1.5' STONE RETENTION WALL - NOT PART OF THIS SURVEY

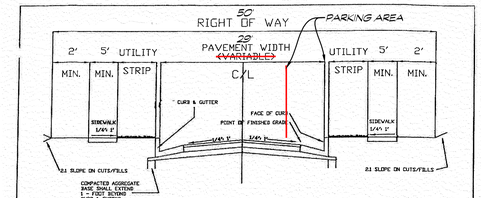


VICINITY MAP

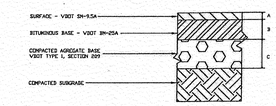
SCALE : 1" = 2,000

LEGEND

IPF	IRON PIPE FOUND
IRF	IRON ROD FOUND
C/L	CENTERLINE
C&G	CURB AND GUTTER
CI	CURB INLET
CNC	CONCRETE
CSW	CONCRETE SIDEWALK
FPT	FIRE PIT
GVL	GRAVEL
PVC	POLYVINYL CHLORIDE
RCP	REINFORCE CONCRETE PIPE
R/W	RIGHT OF WAY
S.F.	SQUARE FEET
SPO	STONE PATIO
SRW	STONE RETAINING WALL
^	GUY WIRE
(S)	SANITARY SEWER MANHOLE
-o-	SIGN
WV	WATER VALVE
ø	UTILITY POLE
—OHU—	OVERHEAD UTILITY LINES
BWF —x—	3.5' BARBED WIRE FENCE
WDF —x—	WOOD FENCE
WRF —x—	4' WIRE FENCE
—W—	UNDERGROUND WATERLINE (BLUE PAINT MARKS)
	TREELINE



TYPICAL SECTION
FOR STREETS WITH CURB & GUTTER



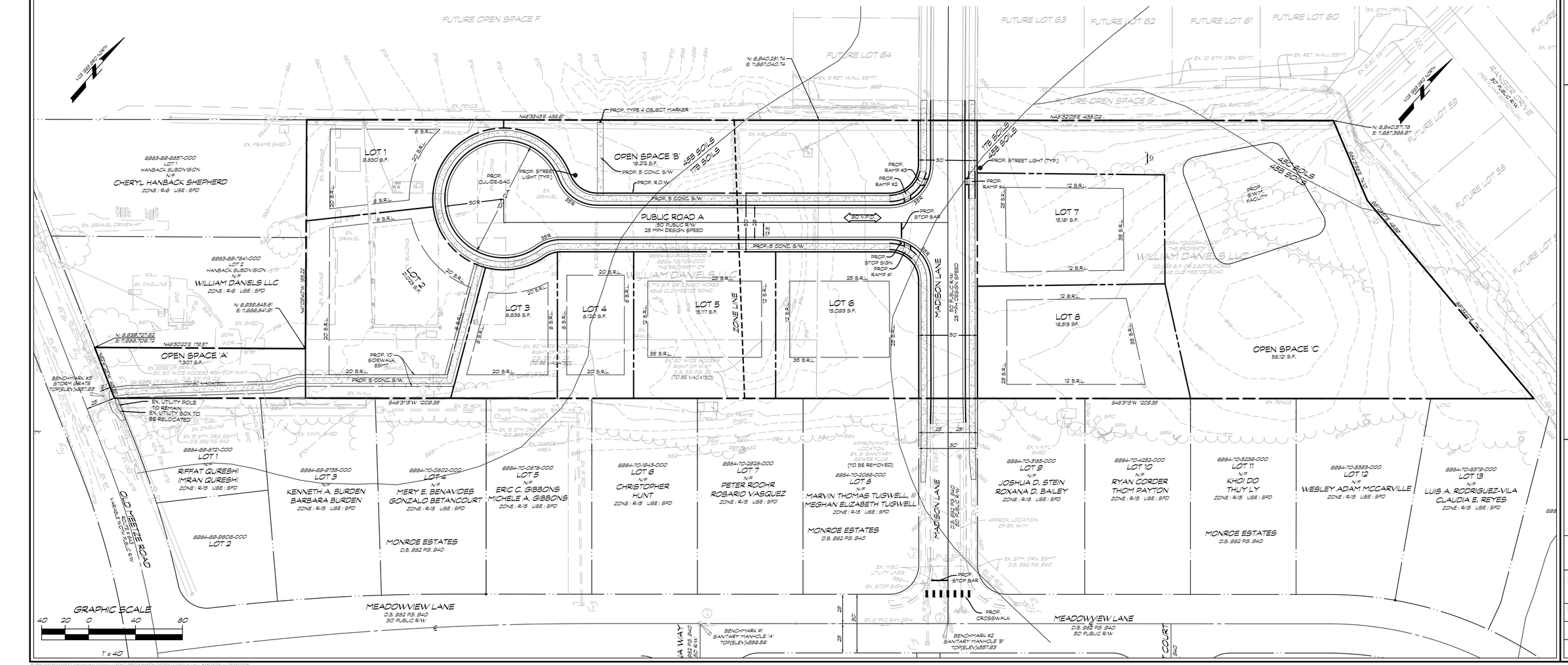
PAVEMENT DETAIL

CLASS OF STREET	VEHICLE TRAFFIC (DAILY)	RIGHT OF WAY	PAVEMENT WIDTH	UTILITY STRIP	MIN. PAVEMENT DESIGN		
					A	B	C
PRIVATE ROADS	N/A	34'	26'	N/A	1 1/2"	2 1/2"	6"
LOCAL	<400	50'	28'	6'	2"	2 1/2"	6"
MINOR COLLECTOR	400-800	50'	28'	6'	2"	2 1/2"	8"
COLLECTOR	801-1500	55'	29'	6'	2"	3"	8"
MAJOR COLLECTOR	1501-4000	60'	30'	8'	2"	3"	12"
ARTERIAL	>4000	NOTED(3 R-1 STD.	48'	8'	2"	6"	12"

NOTES:
1. SLOPE EASEMENTS MAY BE REQUIRED IN ADDITION TO THE RIGHT OF WAY AS SHOWN.
2. UTILITY STRIPS SHALL BE OMITTED AT STREET INTERSECTIONS AND THE WALK EXTENDED TO BACK OF CURB.
3. PRIVATE ROADS SHALL BE DESIGNED, CONSTRUCTED, AND TESTED TO TOWN AND VDOT LOCAL ROADWAY STANDARDS.
4. PARKING LOT DESIGN TO BE A MINIMUM A+2 INCHES AND C+8 INCHES EXCEPT THOROUGHFARES WHICH WILL BE TO LOCAL ROAD STANDARDS.
5. PRIVATE ROAD TURNAROUND REQUIREMENTS TO BE DESIGNED AND CONSTRUCTED TO THE MOST CURRENT VDOT SUBDIVISION DESIGN STANDARDS.
6. PAVEMENT THICKNESS DESIGN MUST BE PERFORMED FOR ALL ROADWAYS, THESE STANDARDS ARE MINIMUMS AND ACTUAL DESIGN MAY INCREASE THICKNESSES.

NOTE: ON-STREET PARKING IS PROPOSED ON ONE SIDE OF THE STREET ONLY.

TOWN OF WARRENTON VIRGINIA	APPROVED 4/7/25 DIRECTOR OF PUBLIC WORKS/UTILITIES	STREET WITH CURB & GUTTER	DRAWING NO: R-2


FUTURE OPEN SPACE F
FUTURE LOT 64
FUTURE LOT 63
FUTURE LOT 62
FUTURE LOT 61
FUTURE LOT 60
FUTURE OPEN SPACE G
N: 6,840,281.74
E: 11,687,040.74
N: 6,840,571.78
E: 11,687,368.87
N43°33'43"E 436.67'
N43°31'03"E 436.02'
PROP. TYPE 4 OBJECT MARKER
PROP. STREET LIGHT (TYP.)
PROP. CUL-DE-SAC
OPEN SPACE 'B'
19,212 S.F.
455 SOILS
178 SOILS
PROP. 5' CONC. S/W
PROP. R.O.W.
PROP. RAMP #3
PROP. RAMP #2
PROP. RAMP #4
PROP. RAMP #1
PROP. STOP BAR
PROP. S/W FACILITY
PUBLIC ROAD A
50' PUBLIC R/W
25 MPH DESIGN SPEED
30 MPH
LOT 1
8,830 S.F.
LOT 2
9,023 S.F.
LOT 3
8,638 S.F.
LOT 4
8,120 S.F.
LOT 5
15,117 S.F.
LOT 6
15,093 S.F.
LOT 7
15,181 S.F.
LOT 8
16,515 S.F.
OPEN SPACE 'A'
7,321 S.F.
OPEN SPACE 'C'
58,121 S.F.
ZONE LINE
MADISON LANE
50' PUBLIC R/W
25 MPH DESIGN SPEED
D.B. 882 PG. 940
50' PUBLIC R/W
6983-69-6857-000
LOT
HANBACK SUBDIVISION
N/F
CHERYL HANBACK SHEPHERD
ZONE : R-6 USE : SFD
6983-69-7841-000
LOT 2
HANBACK SUBDIVISION
N/F
WILLIAM DANIELS LLC
ZONE : R-6 USE : SFD
N: 6,838,845.51
E: 11,686,841.91
N: 6,838,727.62
E: 11,686,708.72
N43°30'20"E 173.57'
6984-69-9721-000
LOT 1
N/F
RIFFAT QURESHI
IMRAN QURESHI
ZONE : R-15 USE : SFD
6984-69-9525-000
LOT 2
6984-69-9735-000
LOT 3
N/F
KENNETH A. BURDEN
BARBARA BURDEN
ZONE : R-15 USE : SFD
6984-70-0502-000
LOT 4
N/F
MERY E. BENAVIDES
GONZALO BETANCOURT
ZONE : R-15 USE : SFD
6984-70-0878-000
LOT 5
N/F
ERIC C. GIBBONS
MICHELE A. GIBBONS
ZONE : R-15 USE : SFD
6984-70-1949-000
LOT 6
N/F
CHRISTOPHER HUNT
ZONE : R-15 USE : SFD
6984-70-2828-000
LOT 7
N/F
PETER ROOHR
ROSARIO VASQUEZ
ZONE : R-15 USE : SFD
6984-70-2968-000
LOT 8
N/F
MARVIN THOMAS TUGWELL, III
MEGHAN ELIZABETH TUGWELL
ZONE : R-15 USE : SFD
6984-70-3165-000
LOT 9
N/F
JOSHUA D. STEIN
ROXANA D. BAILEY
ZONE : R-15 USE : SFD
6984-70-4252-000
LOT 10
N/F
RYAN CORDER
THOM PAYTON
ZONE : R-15 USE : SFD
6984-70-5238-000
LOT 11
N/F
KHOI DO
THUY LY
ZONE : R-15 USE : SFD
6984-70-5323-000
LOT 12
N/F
WESLEY ADAM MCCARVILLE
ZONE : R-15 USE : SFD
6984-70-5379-000
LOT 13
N/F
LUIS A. RODRIGUEZ-VILA
CLAUDIA E. REYES
ZONE : R-15 USE : SFD
MONROE ESTATES
D.B. 882 PG. 940
WILLIAM DANIELS LLC
122,455 S.F. OR 2.8078 ACRES
1545 OLD MEETZE ROAD
EX. 50' WIDE ACCESS RIGHT OF WAY (TO BE VACATED)
EX. 50' WIDE ACCESS RIGHT OF WAY (TO BE VACATED)
EX. 15' ACCESS RIGHT OF WAY (TO BE VACATED)
EX. 50' WIDE ACCESS RIGHT OF WAY (TO BE VACATED)
APPROXIMATE LOCATION OF EX. 8" SANITARY SEWER LINE (TO BE REMOVED)
APPROX. LOCATION OF EX. W/M
EX. MISC. UTILITY LINES
EX. STOP SIGN
EX. 8" P.V.C. SAN. SEW.
EX. 10' STM. DRN. EASMT.
EX. RET. WALL EASMT.
EX. 5' RET. WALL EASMT.
EX. ELEC. EASMT.
EX. WELL HOUSE
EX. FRAME SHED
EX. GRAVEL DRIVEWAY
EX. DWELLING
EX. SHED
EX. BUILDING
EX. GARDEN AREA
EX. VINYL SHED
EX. FENCE
EX. GRAVEL
EX. EDGE OF GRAVEL
EX. 15' STM. DRN. EASMT. D.B. 882 PG. 940
EX. 10' STM. DRN. EASMT. D.B. 882 PG. 940
EX. 5' STM. DRN. EASMT. D.B. 882 PG. 940
EX. 10' WATER EASMT. D.B. 882 PG. 940
EX. 10' WATER EASMT. D.B. 882 PG. 940
EX. 10' WATER

ARTICLE 4. STANDARDS

4.2. Streets

4.2.1. Streets must connect with existing streets and provide access to adjoining subdivisions. The Town Council may grant a waiver from this requirement for specific locations only if it deems the requirement fails to serve the health, safety, and welfare of the public or conflicts with the Comprehensive Plan.

4.2.2. Whenever a future inter-parcel connection is required, a "Future Street Extension Notice – This Street Will Be Extended In The Future" sign shall be placed at the end of the street. If the property is developed in phases, the sign shall be placed at the end of the street as each phase develops. The required sign shall not exceed nine (9) square feet in size and shall consist of a metal material that is legible at all times.

4.2.3. Streets must intersect at as near right angles as practical. Offsets or jogs must be avoided, except in cases in where the Town Council grants a variation based on a determination that they are consistent with and necessary to accommodate traffic-calming measures recommend by the Comprehensive Plan. No street may intersect another street at an angle of less than eighty (80) degrees.

4.2.4. Proposed streets in a subdivision must be extended to the boundary lines of such adjacent property. Temporary turnaround must be provided at the ends of such streets, by means of temporary easements or otherwise.

4.2.5. Where the adopted Comprehensive Plan indicates a proposed right-of-way greater than that existing along the boundaries of a subdivision or lot, such additional right-of-way must be dedicated for public use when the plat is recorded.

4.2.6. Where lots in a subdivision abut on one (1) side of an existing public right-of-way, the subdivider must dedicate such additional land so that the distance as measured from the center line of the right-of-way to the subdivision property line is one-half of the required width of the right-of-way. The required width will be determined by the Town of Warrenton or as required by the Virginia Department of Transportation, where applicable.

4.2.7. Half-streets along the boundary of land proposed for subdivision are prohibited. 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 subdivider.

4.2.8. Proposed streets that are in alignment with other existing and named streets must bear the names of the existing streets. In no case, however, may the names of other proposed streets duplicate existing street names irrespective of the use of the suffix "Street", "Avenue", "Boulevard", "Drive", "Way", "Place", "Lane", or "Court". Street names must be indicated on the Preliminary and Final Plats, and may not be used without approval by the Planning Commission. Names of existing streets may not be changed except by approval of the Town Council.

4.2.9. Streets must have a minimum right-of-wav of fifty (50) feet. Private streets, where approved by the Town Council, must have a minimum right-of-way of thirty (30) feet. Alleys, if provided, must have a minimum right-of-way of twenty (20) feet.

4.2.10. Dead-end streets (cul-de-sacs) are prohibited unless specifically recognized as such on the Comprehensive Plan or approved by variation or exception by the Town Council. All dead end streets authorized by the Town Council must be designed to have one (1) end permanently closed, must be no longer than seven hundred (700) feet and must be provided with a permanent turn-around terminus, the diameter of which must be a minimum of one hundred (100) feet. Such turn-arounds may have a landscaped island in the center.

4.2.11. All streets and their drainage facilities must be designed in compliance with the requirements of the Public Facilities Manual or, where applicable, the Virginia Department of Transportation.

4.2.12. Improvements must be made to streets and intersections as identified in the Comprehensive Plan when justified by the traffic projected to be generated by the proposed development.

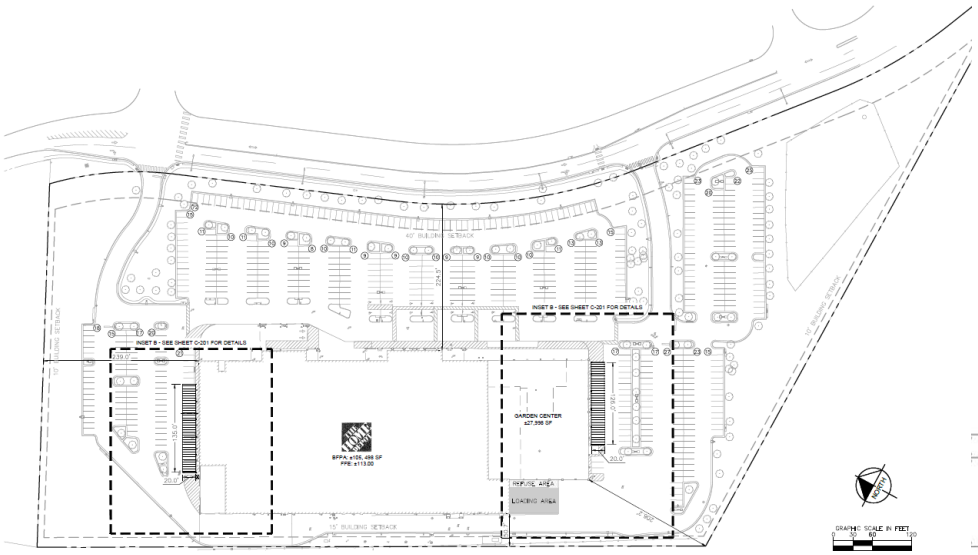
Community Development Department

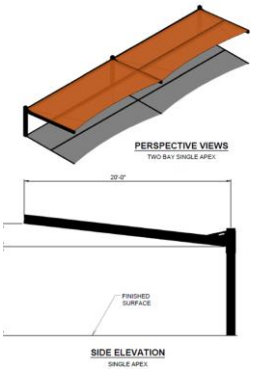
STAFF REPORT

Town Council Meeting Date:	November 12, 2025
Agenda Title:	SUP 2025-02 Home Depot
Requested Action:	Hold a Work Session
Decision Deadline:	May 8, 2026
Staff Lead:	Denise Harris, Planning Manager

EXECUTIVE SUMMARY

The Applicant is requesting a Special Use Permit (SUP) to expand the existing Home Depot to provide undercover storage for rental equipment with a reduction of 29 existing parking spaces, of which 14 are located on the south side of the existing garden center and 15 are located on the north side of the building. The Applicant continues to meet all required parking requirements. The Applicant is also requesting to exceed the six foot fence height requirement as part of the SUP application to allow for ten feet CMU walls that will serve as the base of the canopies and a visual buffer. The approximately 15.4797 acre parcel is owned by HD Development of Maryland, Inc. Located at 267 Alwington Boulevard, the parcel is zoned Commercial and designed in Plan Warrenton in the Makers and Greenway Character District. GPIN 6983-57-1258-500





BACKGROUND

On September 16, 2025, the Planning Commission held a work session and on October 21, 2025, the Planning Commission held a public hearing. No one from the public spoke to the application. The Planning Commission voted 4-0 (Stewart Absent) to recommend approval to Town Council of the SUP request with the draft Conditions of Approval.

The parcel was boundary line adjusted into the Town of Warrenton after Fauquier County approved the Site Development Plan in the early 2000s. The Applicant is now coming before the Town for a Special Use Permit to allow for undercover storage for rental equipment per Zoning Ordinance Article 3-4.10.3.

Plan Warrenton 2040 designates Home Depot in the Greenway and Makers Character District. The summary of this district *states "This district could maximize use of industrial areas for maker space with food and arts focus, creative connective elements to the greenway, and enhance gateway form and function."* James Madison Highway is considered a "Gateway" road on the Warrenton Street Typology Map and Alwington Blvd is a Neighborhood Street.



Example: Northwest side of the property facing the

The Applicant is proposing to reduce the existing parking on the south side of the building by 14 space (approximately 2520 square feet) and on the north side by 15 spaces (approximately 2700 square feet) for a total reduction of 29 parking spaces. The overall parking requirements are exceeded with 556 spaces provided. The undercover storage proposed by the Applicant consists of 10' high wall with a canopy structure.

Staff commented on buffer and landscaping requirements in the agency comments. These requirements will need to be fully addressed at time of site plan, if the Special Use Permit is approved, as staff cannot verify requirements have been met. There appears to be a gap in existing screening. Staff will be recommending a condition of approval for this item in the public hearing.

STAFF RECOMMENDATION

Staff recommends the Town Council hold a work session and schedule a public hearing.

ATTACHMENTS

1. Staff Analysis, Maps, and Draft Conditions of Approval
2. Presentations
3. Application materials

DRAFT SPECIAL USE PERMIT CONDITIONS OF APPROVAL
Home Depot Store #8552
Special Use Permit 2025-02
Owner/Applicant: HD Development of Maryland, Inc
GPIN 6983-57-1258-500
Special Use Permit Area: ±15.4797 acres Zoning: Commercial
November 12, 2025

In approving a Special Use Permit, per the Town of Warrenton Zoning Ordinance ("ZO") §11-3.10.4, 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 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 entirety of the Applicant's property, GPIN 6983-57-1258-500 (hereafter, the "Property") pursuant to the provisions of ZO § 11-3.10.

2. Site Development: The Property, when re-developed, shall be developed in substantial conformity with the SUP Plan entitled "Home Depot – Warrenton Store #8552, 267 Alwington Blvd, Warrenton, Virginia," Sheet C-000 through C-502, L100-L-210, EX-1 – EX-6, and NC (total of 23 sheets), dated 9/22/2025, prepared by Kimley Horn, subject to such reasonable modifications as may be necessary in order to effectuate required final site development plan ("Final SDP") review and approval.

3. Use Parameters: this Special Use Permit allows for undercover storage of rental equipment , and a variance from ZO §2-19.5 to allow for undercover storage walls to exceed six feet in height as shown on the SUP Plans. The undercover storage walls shall consist of a brick façade that is consistent in color, size, and type with the primary building's façade. Nothing in this SUP alters or otherwise limits or restricts permitted use of undercover storage already permitted under ZO §3-4.10.3.

4. Landscaping: Per ZO §8-2.2, the Final SDP will be required to demonstrate the entire site is meeting requirements under ZO Art. 8, including, but not limited to, screening/buffer requirements under ZO §8-8. Additionally, reasonable supplemental landscaping shall be planted on the Property if required by the Zoning Administrator after review of the Landscape Plan.

5. No outdoor storage shall be permitted on the Property with the exception of that which is contained fully within and under the undercover designated SUP areas, unless otherwise permitted by the Town. This includes no outdoor storage in designated parking spaces.

6. No signage shall be permitted on the exterior of the store building that advertises or identifies any third-party tenant located within the store.

7. Lighting: A Lighting Plan will be required with the Site Development Plan per the ZO §9-8 which requires fully shielded, full cut-off standards. 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.

8. 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 the Town of Warrenton's Code of Ordinances ("Town Code") related to garbage and refuse collection (currently Town Code §8-1 *et seq.*).

9. Handicapped Parking and Signage – Handicapped parking and signage shall be provided in accordance with the Town's Public Facilities Manual and the Americans with Disabilities Act.

EXPERIENCE

WARRENTON

VIRGINIA

EST. 1810

Town Council Work Session
SUP 25-02 Home Depot Undercover Storage
November 12, 2025
Decision Deadline: May 8, 2026

Request

SUP 25-02

- GPIN Applicant: 6983-57-1258-500
- 267 Alwington Blvd
- Property Owner: HD (Home Depot) Development of MD, Inc
- Representative: Ben Johnson
- Zoning: C - Commercial
- Comprehensive Plan: Greenway and Makers Character District
- SUP Amendment to allow for undercover storage

Location

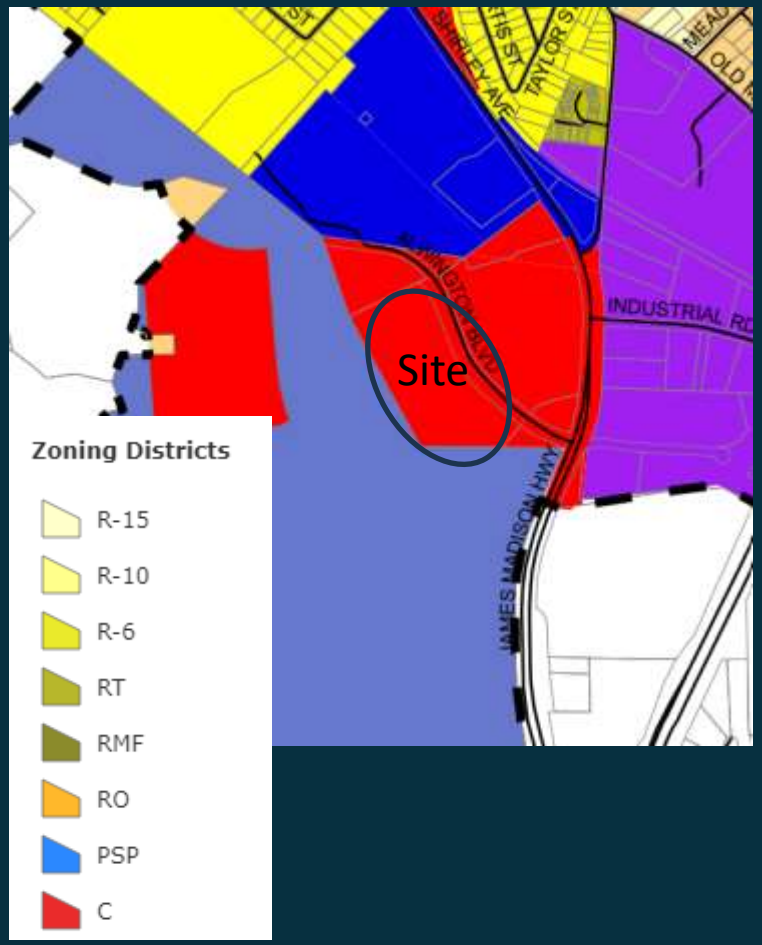


Current Request

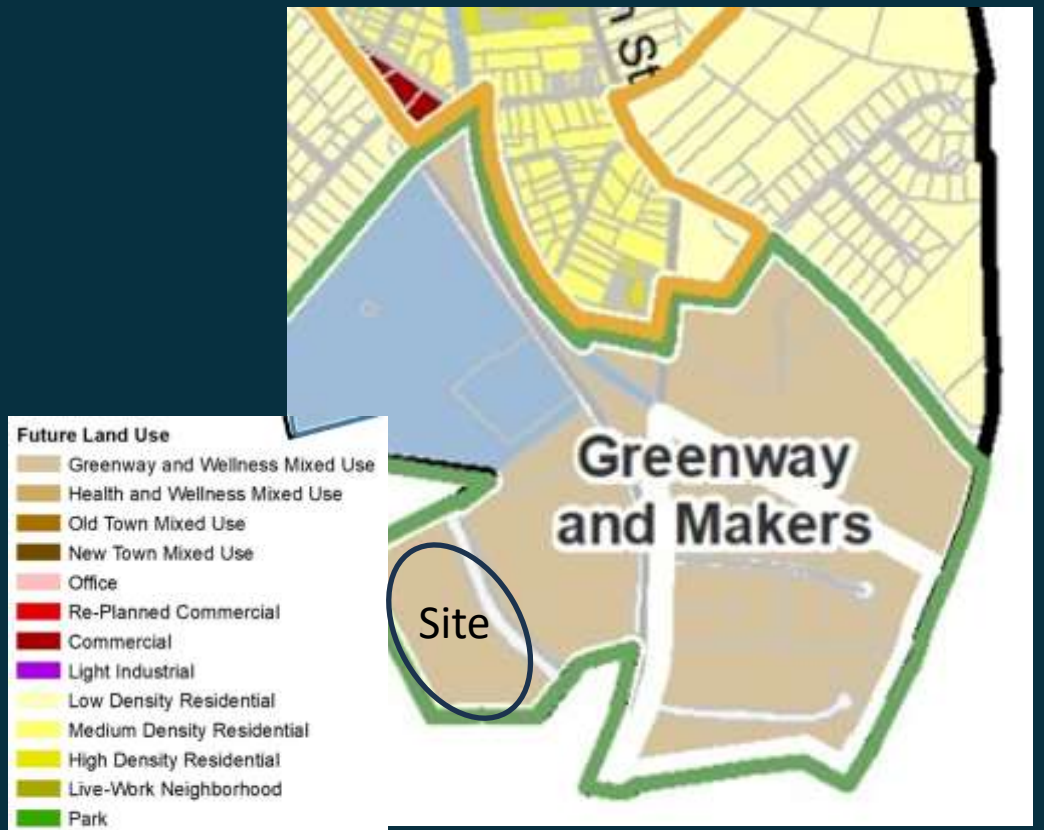
- History: Fauquier County approved the Home Depot site plan and then the property was annexed into the Town.
- Applicant is requesting a Special Use Permit to expand the existing Home Depot with under cover storage for rental equipment.
- Undercover storage would consist of 10’ walls with a canopy structure.
- Remove 14 existing parking stalls (approximately 2520 square feet) to the south next to garden center.
- Remove 15 existing parking stalls (approximately 2700 square feet) to the north.
- Site is overparked and still meets parking requirements.

Adjacent Uses

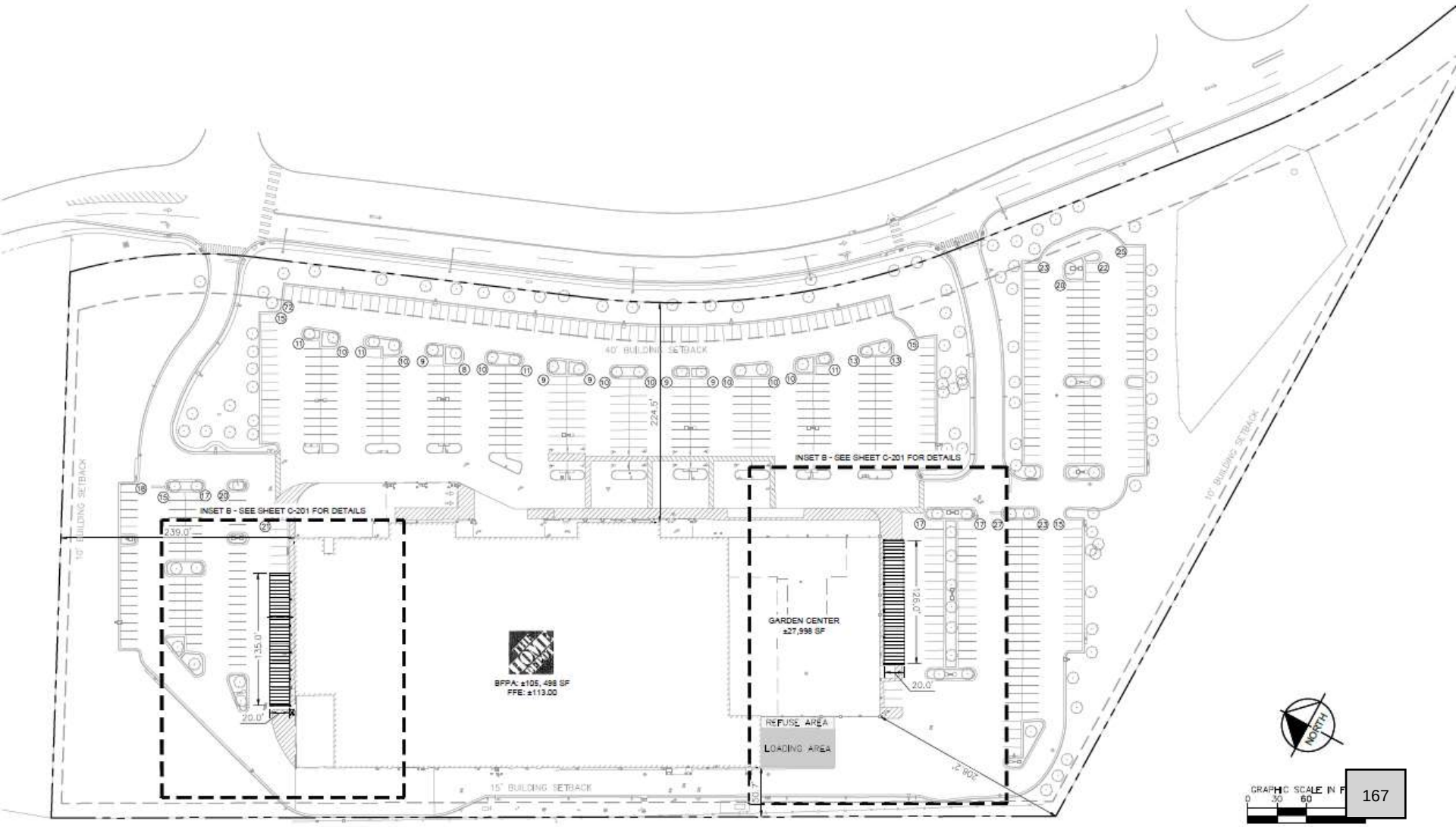
Zoning Map



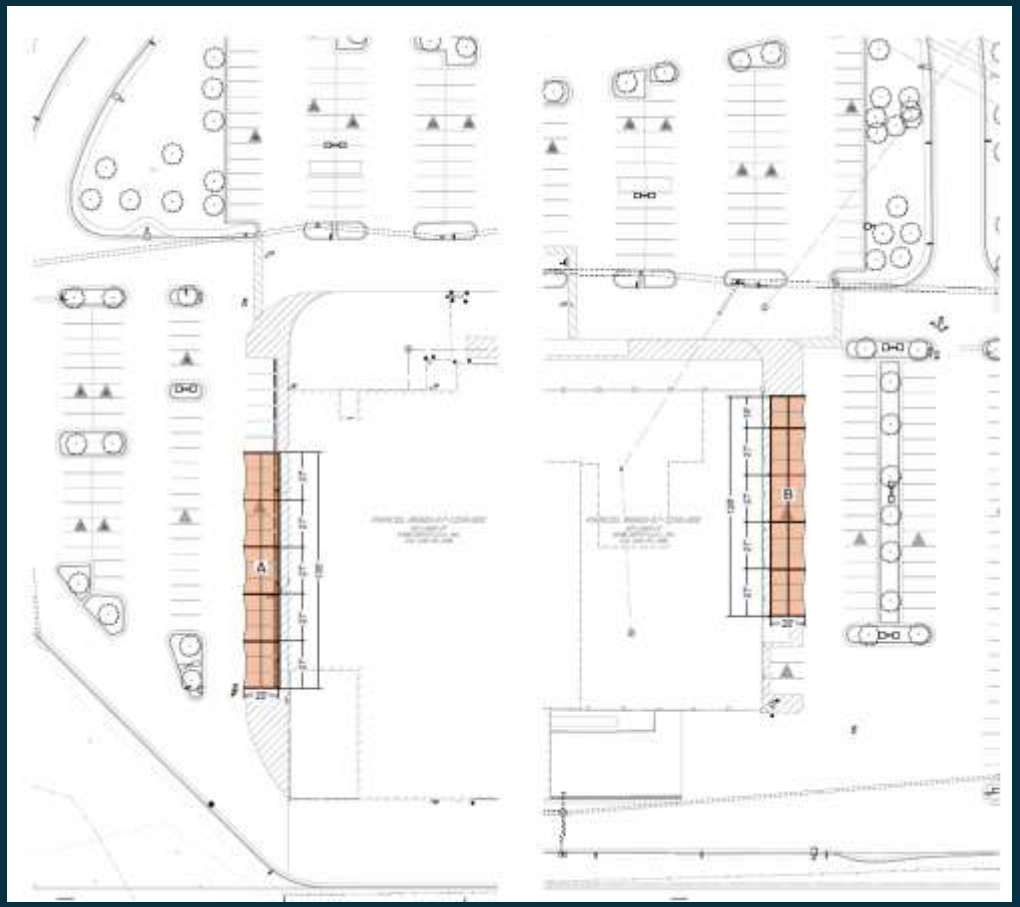
Future Land Use

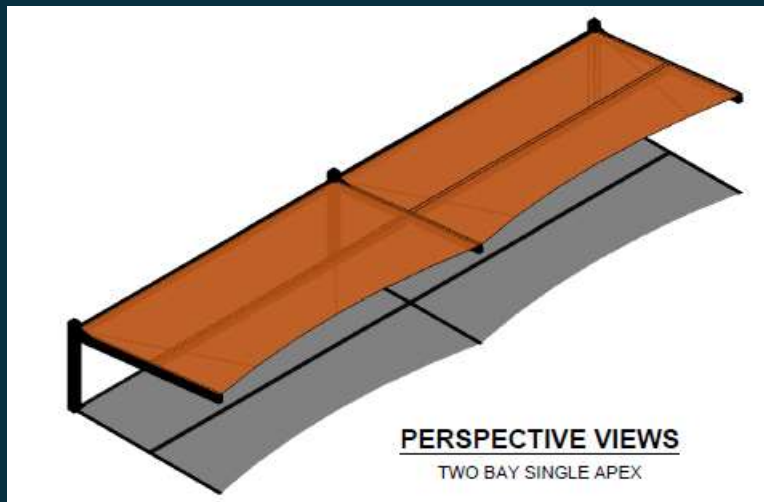


SUP Plan


40' BUILDING SETBACK
224.5'
INSET B - SEE SHEET C-201 FOR DETAILS
INSET B - SEE SHEET C-201 FOR DETAILS
10' BUILDING SETBACK
239.0'
135.0'
20.0'
BFPA: ±105, 498 SF
FFE: ±113.00
GARDEN CENTER
±27,998 SF
126.0'
20.0'
REFUSE AREA
LOADING AREA
209.2'
15' BUILDING SETBACK
10' BUILDING SETBACK
NORTH
GRAPHIC SCALE IN F
0 30 60

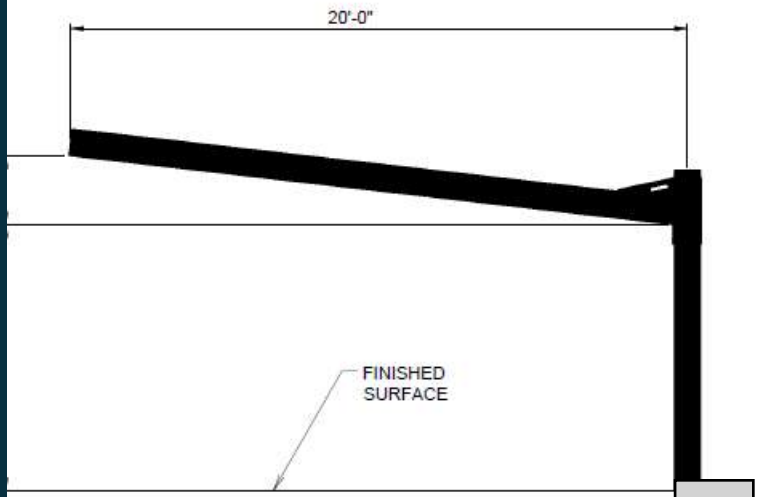
Site Plan





PERSPECTIVE VIEWS

TWO BAY SINGLE APEX

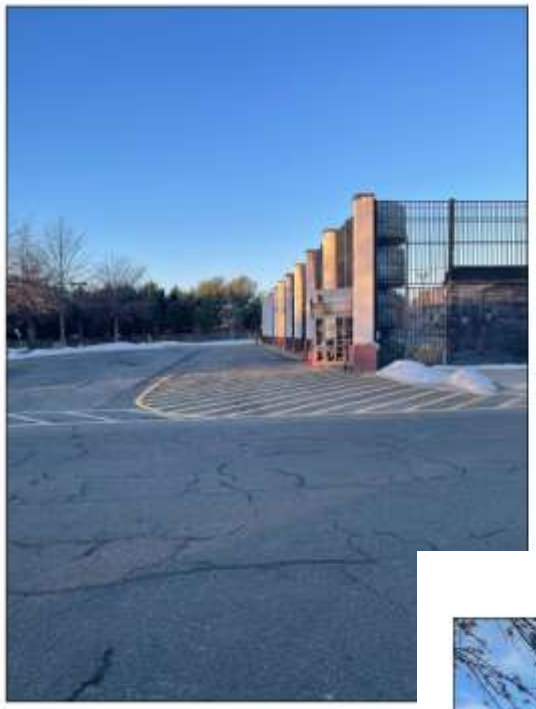


SIDE ELEVATION

SINGLE APEX

Elevations

BEFORE



AFTER



BEFORE



AFTER



Elevations

BEFORE



AFTER



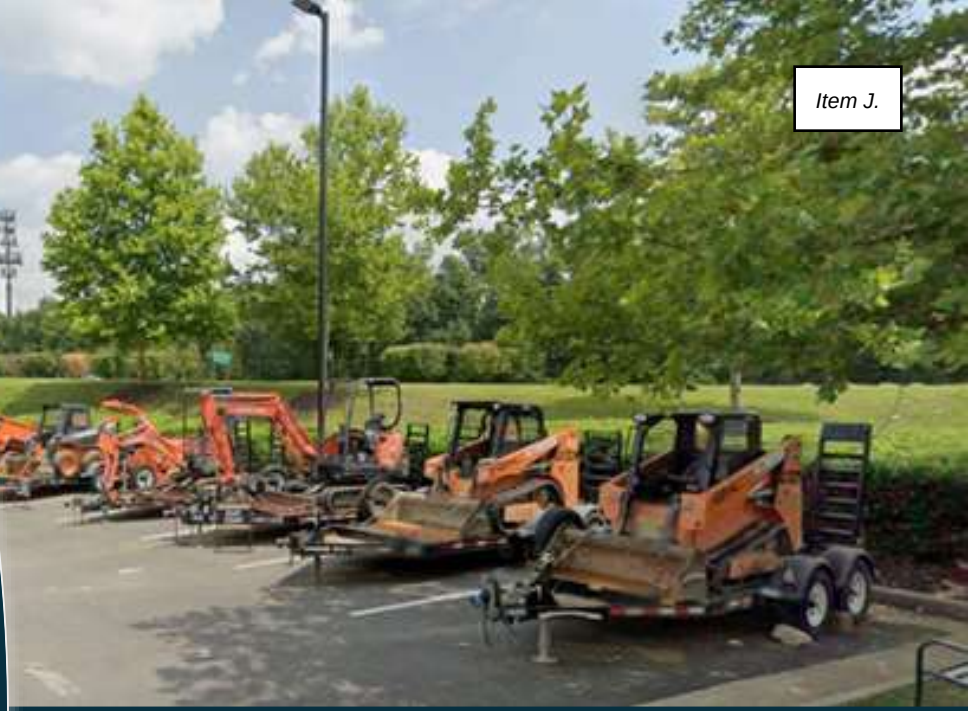
BEFORE



AFTER



Pictures from Chantilly Location





Staff Review

- Undercover Storage Elevations
- Transportation Circulation
- Landscaping/Buffers
- Parking/Transportation

Draft Conditions of Approval

- Substantial conformance
- Allow 10’ wall with brick façade
- Landscaping buffers and screening
- Lighting – LED temperature 3000 K or lower
- No outdoor storage, except undercover
- Site Maintenance and Refuse Collection
- Signage and Handicap Parking

Planning Commission Recommendation

- Recommends Approval 4-0
- Draft Conditions of Approval

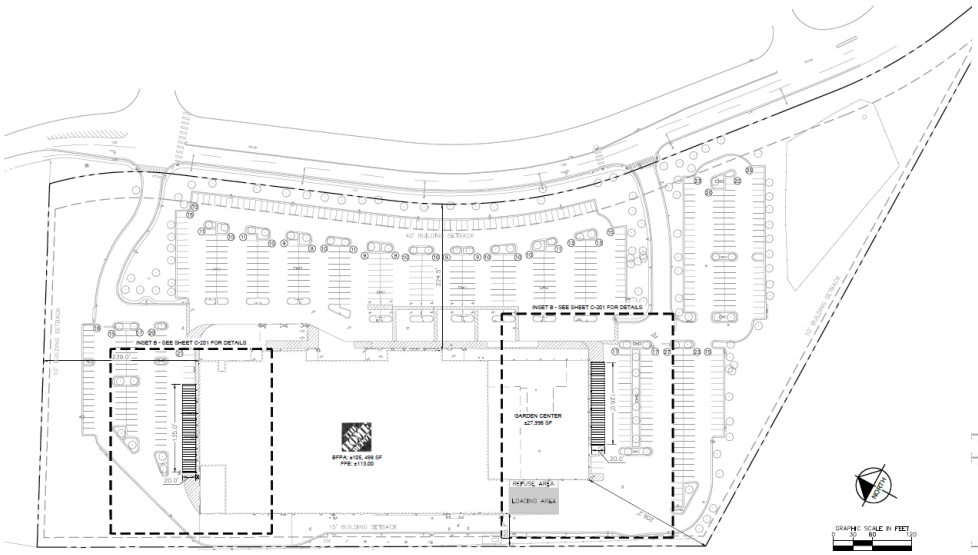
Community Development Department

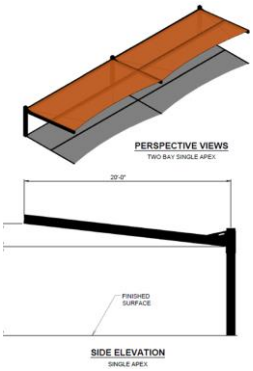
STAFF REPORT

Commission Meeting Date:	October 21, 2025
Agenda Title:	SUP 2025-02 Home Depot
Requested Action:	Hold a Public Hearing
Decision Deadline:	December 25, 2025
Staff Lead:	Denise Harris, Planning Manager

EXECUTIVE SUMMARY

The Applicant is requesting a Special Use Permit (SUP) to expand the existing Home Depot to provide undercover storage for rental equipment with a reduction of 29 existing parking spaces, of which 14 are located on the south side of the existing garden center and 15 are located on the north side of the building. The Applicant continues to meet all required parking requirements. The Applicant is also requesting to exceed the six foot fence height requirement as part of the SUP application to allow for ten feet CMU walls that will serve as the base of the canopies and a visual buffer. The approximately 15.4797 acre parcel is owned by HD Development of Maryland, Inc. Located at 267 Alwington Boulevard, the parcel is zoned Commercial and designed in Plan Warrenton in the Makers and Greenway Character District. GPIN 6983-57-1258-500





BACKGROUND

On September 16, 2025, the Planning Commission held a work session on the application and directed it to be forwarded to public hearing at its October Regular Meeting.

The parcel was boundary line adjusted into the Town of Warrenton after Fauquier County approved the Site Development Plan in the early 2000s. The Applicant is now coming before the Town for a Special Use Permit to allow for undercover storage for rental equipment per Zoning Ordinance Article 3-4.10.3.

Plan Warrenton 2040 designates Home Depot in the Greenway and Makers Character District. The summary of this district *states "This district could maximize use of industrial areas for maker space with food and arts focus, creative connective elements to the greenway, and enhance gateway form and function."* James Madison Highway is considered a "Gateway" road on the Warrenton Street Typology Map and Alwington Blvd is a Neighborhood Street.

The Applicant is proposing to reduce the existing parking on the south side of the building by 14 space (approximately 2520 square feet) and on the north side by 15 spaces (approximately 2700 square feet) for a total reduction of 29 parking spaces. The overall parking requirements are exceeded with 556 spaces provided. The undercover storage proposed by the Applicant consists of 10' high wall with a canopy structure.



Example: Northwest side of the property facing the Arrington property.

Staff commented on buffer and landscaping requirements in the agency comments. These requirements will need to be fully addressed at time of site plan, if the Special Use Permit is approved, as staff cannot verify requirements have been met. There appears to be a gap in existing screening. Staff will be recommending a condition of approval for this item in the public hearing.

STAFF RECOMMENDATION

Staff recommends the Planning Commission hold a Public Hearing.

ATTACHMENTS

1. Staff Analysis, Maps, and Draft Conditions of Approval
2. Presentations
3. Application materials

DRAFT SPECIAL USE PERMIT CONDITIONS OF APPROVAL
Home Depot Store #8552
Special Use Permit 2025-02
Owner/Applicant: HD Development of Maryland, Inc
GPIN 6983-57-1258-500
Special Use Permit Area: ±15.4797 acres Zoning: Commercial
October 21, 2025

In approving a Special Use Permit, per the Town of Warrenton Zoning Ordinance ("ZO") §11-3.10.4, 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 entirety of the Applicant's property, GPIN 6983-57-1258-500 (hereafter, the "Property") pursuant to the provisions of ZO § 11-3.10.

2. Site Development: The Property, when re-developed, shall be developed in substantial conformity with the SUP Plan entitled "Home Depot – Warrenton Store #8552, 267 Alwington Blvd, Warrenton, Virginia," Sheet C-000 through C-502, L100-L-210, EX-1 – EX-6, and NC (total of 23 sheets), dated 9/22/2025, prepared by Kimley Horn, subject to such reasonable modifications as may be necessary in order to effectuate required final site development plan ("Final SDP") review and approval.

3. Use Parameters: this Special Use Permit allows for undercover storage of rental equipment , and a variance from ZO §2-19.5 to allow for undercover storage walls to exceed six feet in height as shown on the SUP Plans. The undercover storage walls shall consist of a brick façade that is consistent in color, size, and type with the primary building's façade. Nothing in this SUP alters or otherwise limits or restricts permitted use of undercover storage already permitted under ZO §3-4.10.3.

4. Landscaping: Per ZO §8-2.2, the Final SDP will be required to demonstrate the entire site is meeting requirements under ZO Art. 8, including, but not limited to, screening/buffer requirements under ZO §8-8. Additionally, reasonable supplemental landscaping shall be planted on the Property if required by the Zoning Administrator after review of the Landscape Plan.

5. No outdoor storage shall be permitted on the Property with the exception of that which is contained fully within and under the undercover designated SUP areas, unless otherwise permitted by the Town. This includes no outdoor storage in designated parking spaces.

6. No signage shall be permitted on the exterior of the store building that advertises or identifies any third-party tenant located within the store.

7. Lighting: A Lighting Plan will be required with the Site Development Plan per the ZO §9-8 which requires fully shielded, full cut-off standards. 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.

8. 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 the Town of Warrenton's Code of Ordinances ("Town Code") related to garbage and refuse collection (currently Town Code §8-1 *et seq.*).

9. Handicapped Parking and Signage – Handicapped parking and signage shall be provided in accordance with the Town's Public Facilities Manual and the Americans with Disabilities Act.

Attachment A - Map
VICINITY MAP

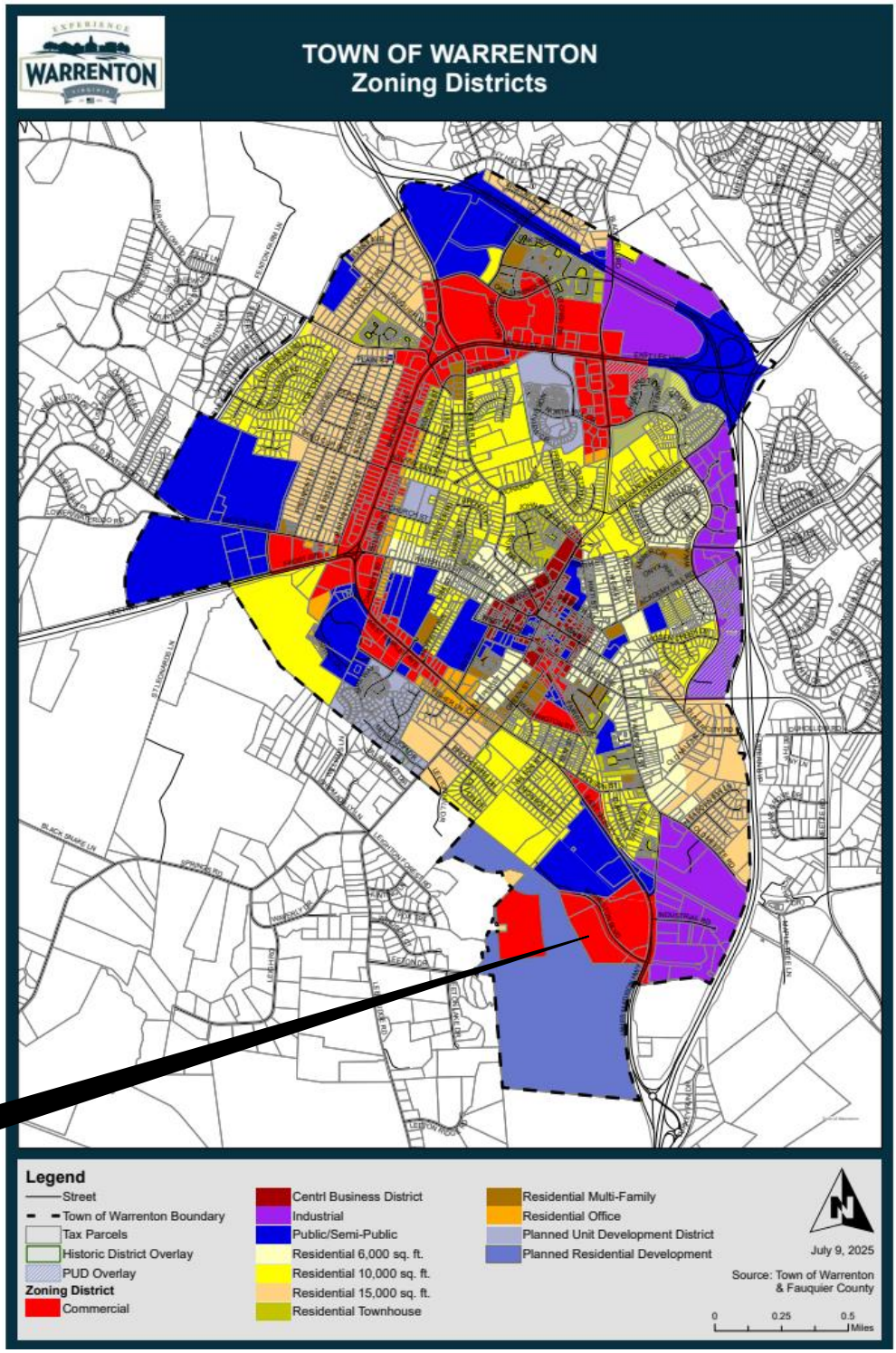


Attachment A - Map



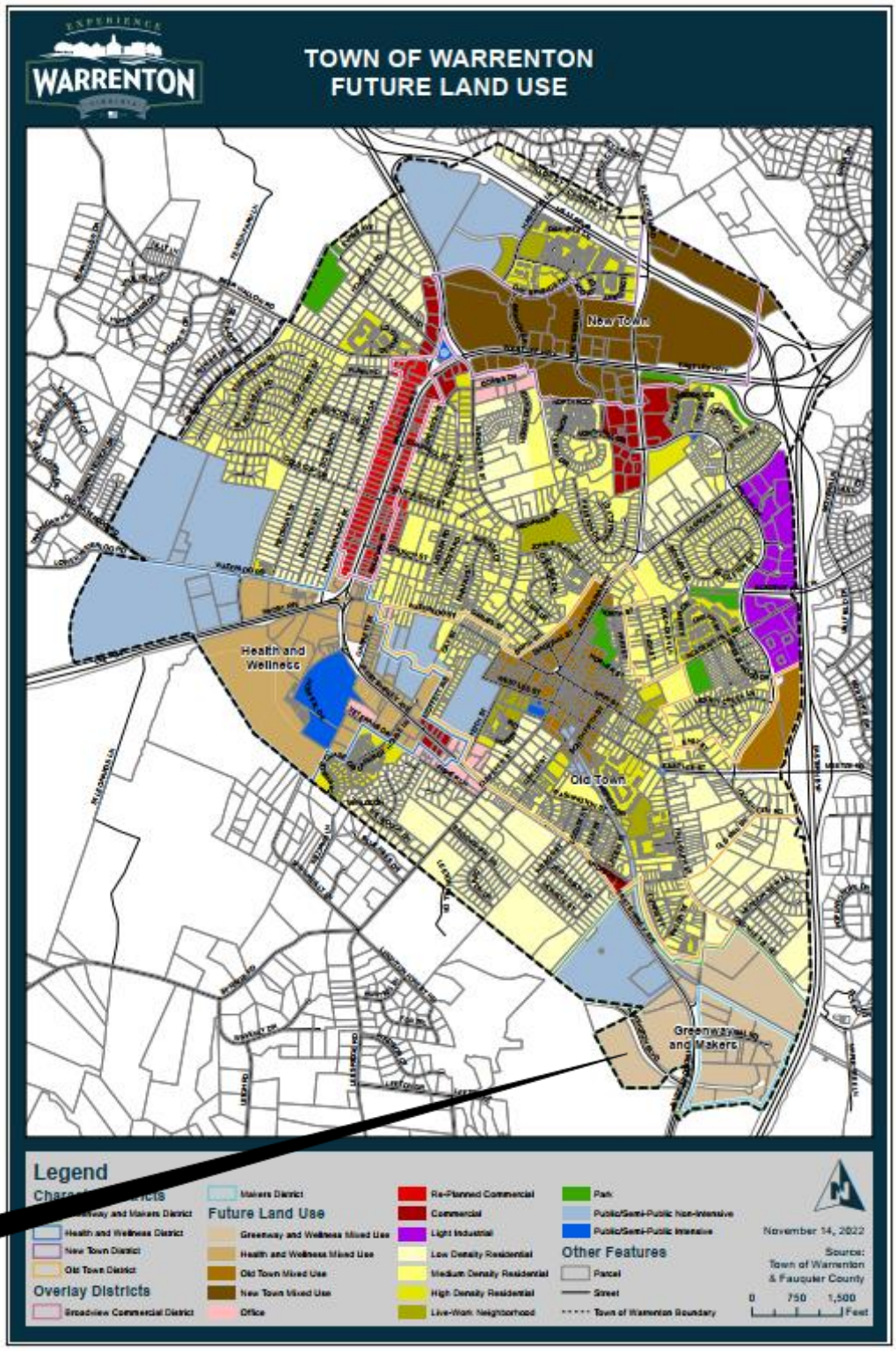
Attachment A - Map

EXISTING ZONING MAP



Attachment A - Map

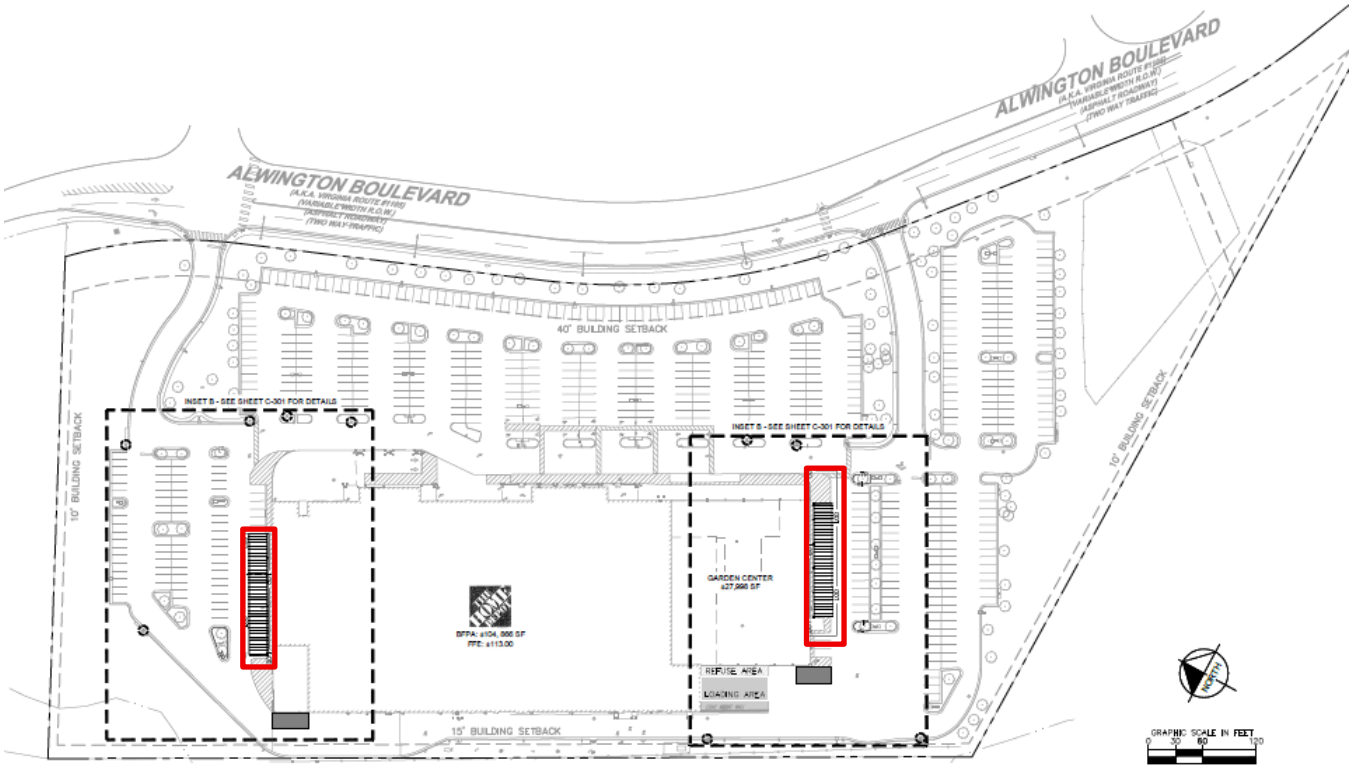
FUTURE LAND USE MAP



Site

Attachment A - Map

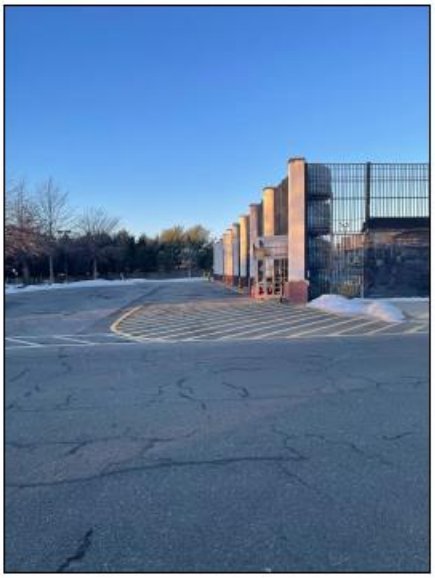
CURRENT / PROPOSED ELEVATIONS



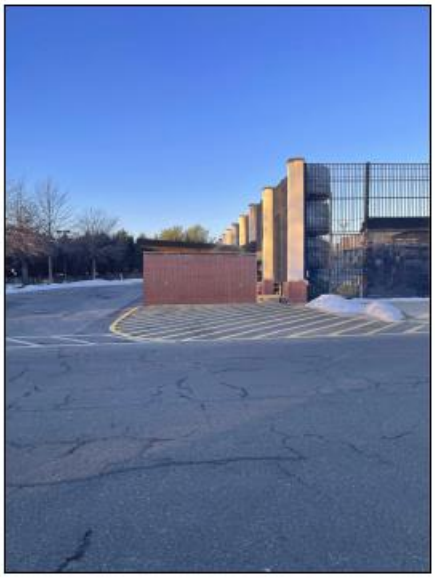
Attachment A - Map

South Side

BEFORE



AFTER



North Side

BEFORE



AFTER



Staff Analysis

This analysis is based on the Comprehensive Plan and Zoning Ordinance. 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.

Request

The Applicant is requesting a Special Use Permit (SUP) to expand the existing Home Depot to provide undercover storage for rental equipment with a reduction in 29 existing parking spaces, of which 14 are located on the south side of the existing garden center and 15 are located on the north side of the building. The Applicant continues to meet all required parking requirements. The Applicant is also requesting to exceed the six foot fence height requirement as part of the SUP application to allow for ten feet CMU walls to support the canopy. The approximately 15.4797 acre parcel is owned by HD Development of Maryland, Inc. Located at 267 Alwington Boulevard, the parcel is zoned Commercial and designed in Plan Warrenton in the Makers and Greenway Character District. GPIN 6983-57-1258-500

The following table summarizes the area characteristics (see maps in Attachment A):

Direction	Land Use	Future Land Use Map Designation	Zoning
North	Commercial – Appleton Cambell	Public – Semi Public	Commercial
South	Vacant/Planned PRD	Unassigned	PRD
East	Commercial Retail - Walmart	Greenway and Makers	Commercial
West	Vacant/Planned PRD	Unassigned	PRD

The site is occupied by an existing Home Depot retail use that was boundary line adjusted into the Town of Warrenton after Fauquier County approved the Site Development Plan in the early 2000s. The Applicant is now coming before the Town for a Special Use Permit to allow for undercover storage for rental equipment per Zoning Ordinance Article 3-4.10.3.



Example of rental equipment on trailers at the Chantilly, VA location.



Comprehensive Plan Future Land Use Analysis

The Plan Warrenton 2040 Future Land Use Map designates the subject property as Greenway and Makers Character District use. This designation is for *the maximization of industrial areas for maker space with a food and arts focus, to create connective elements to the greenway, and to enhance gateway form and function.*

Standard	Analysis
Whether the proposed Special Use Permit is consistent with the Comprehensive Plan.	This use is consistent with an existing use and the economic development goals of Plan 2040.
The compatibility of the proposed use with other existing or proposed uses in the neighborhood, and adjacent parcels.	The proposed undercover storage located on the north and south sides of the building will have no impact on adjacent properties.

Staff Findings

The Applicant seeks to modify an existing use by converting existing parking spaces with minor land use impacts. Plan Warrenton 2040 speaks to supporting existing businesses in Town and maintaining a commercial hub within the Greenway and Makers Character District.

Zoning Analysis

The legislative intent of the Commercial District is "*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.*"

Standard	Analysis
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.	Applicant states the proposed use does not generate any additional noise beyond what is already operating at the site. All non-residential uses must meet the noise standards under Article 9-14.2. No change of use is proposed.

Standard	Analysis
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.	There are no proposed lighting fixtures. Proposed signage is limited to parking signs in the rental equipment stalls. Signage shall meet Article 6, Sign Regulations and will be addressed during the site plan amendment.
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.	The Special Use Permit Plan outlines the location and footprint of the undercover storage. The walls are proposed to be 10' high and made of CMU with brick to match the existing building façade.
The nature and extent of existing or proposed landscaping, screening and buffering on the site and in the neighborhood.	The site contains landscaping and buffers from adjacent properties. Staff identified gaps in the screening that the Applicant's Special Use Permit Plan and draft Conditions of Approval seek to address.
The timing and phasing of the proposed development and the duration of the proposed use.	The Applicant indicates Phase 1 will address the needed "ancillary use" to address current outdoor storage violations. Phase 2 will install the rental equipment component.
Whether the proposed Special Use Permit at the specified location will contribute to or promote the welfare or convenience of the public.	According to the Applicant, the proposed application seeks to offer a community resource for the convenience of the public.
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.	Any new structures will be required to meet current codes.
The location, character, and size of any outdoor storage.	The undercover storage will consist of converting 14 existing parking stalls, approximately 2,520 square feet, on the south side of the building. The 15 existing parking stalls on the north side of the building will be converted for rental equipment.
The location of any major floodplain and steep slopes.	This is a developed site with no proposed change in grading or impervious area.
The location and use of any existing non-conforming uses and structures.	There are no known existing non-conforming structures at this location.
The location and type of any fuel and fuel storage.	There is no fuel storage inside the building. There are no proposals to move the locations of the existing outdoor fuel storage area.
The location and use of any anticipated accessory uses and structures.	There are no proposed accessory uses or structures beyond the proposal.

Standard	Analysis
The area of each proposed use.	The proposed area is designated on the Special Use Permit Plan as the rental equipment and rental trucks will reside in a proposed 2,700 square foot area that will take up 15 existing parking stalls on the north side of the building. The outdoor storage on the south side of the building will be in a 2,520 square foot area that uses 14 existing parking stalls.
The location and screening of parking and loading spaces and/or areas.	The parking and loading are existing on the site with no proposed modifications. The draft Conditions of Approval provide language to ensure the landscaping and buffer requirements are met at time of site plan.
The location and nature of any proposed security features and provisions.	No additional security measures are proposed beyond what currently exists on the property.
Any anticipated odors which may be generated by the uses on site.	The site must remain in compliance with Article 9-14.5 regarding the control of odors. Additionally, the rental equipment will remain trailered on site. It is not intended to be turned on or operated on site.
Refuse and service areas.	Applicant states the existing waste management will remain.
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.	The site is already developed. The Applicant is not proposing any modifications to the property accept the reuse of existing parking spaces.
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.	The site is already developed. The Applicant is not proposing any modifications to the property accept the reuse of existing parking spaces.
The glare or light that may be generated by the proposed use in relation to uses in the immediate area.	The property must meet the Zoning Ordinance lighting requirements. In addition, a draft Condition of Approval addresses potential LED lighting.

Staff Findings

Draft Conditions of Approval address LED lighting, landscaping and buffering, refuse, and signage to ensure the site is properly screened with limited impacts.

Transportation and Circulation Analysis

The primary transportation and circulation goal for the Town of Warrenton is *"To encourage the development of a safe, efficient and multi-modal transportation system for the movement of people, goods and services, in and around the Town that is consistent with the historic fabric, land use pattern and expected future fiscal needs of the Town."* The Transportation and Circulation section of the Comprehensive Plan sets out policies and objectives that work to further this goal. The section includes recommendations addressing improvements for pedestrian use, new street connections, parking and sidewalks, trails, cost sharing, traffic calming techniques, safety, and signage.

Standard	Analysis
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.	The Applicant provided a turn analysis to demonstrate how the rental equipment would enter the covered parking bays. The Application does not impact off-site traffic circulation, emergency access, or pedestrian safety.
Whether the proposed Special Use Permit at the specified location will contribute to or promote the welfare or convenience of the public.	The Applicant stated the proposal seeks to address the public convenience by providing this rental service.
Whether the proposed use will facilitate orderly and safe road development and transportation.	This Application does not require a Transportation Impact Analysis.

Staff Findings

The proposed use will add rental equipment on trailers to the transportation pattern. Since Home Depot is an existing, developed property with current customers, the additional traffic will be negligible. The Applicant provided a turn analysis to demonstrate how the rental equipment is able to maneuver the existing drive aisles to enter and exit the parking bays. The draft Conditions of Approval include a provision prohibiting any rental equipment from being stored on site anywhere except in the undercover parking bays.

Community Facilities and Environmental Analysis

Plan Warrenton 2040 outlines Community Facilities goals and Environmental goals by stating:

- Green infrastructure and sustainability are incorporated into community facilities to promote energy efficiency and environmental protections.
- Ensure healthy, safe, adequate water and wastewater services.
- Preserve, enhance, and protect the environmental, scenic, and natural quality of the Town

Standard	Analysis
Whether the proposed Special Use Permit will adequately provide for safety from fire hazards and have effective measures of fire control.	The proposed expansion is required to meet all applicable building and fire safety codes.
Whether the proposed Special Use Permit will be served adequately by essential public facilities, services and utilities.	The site is currently served by Town services and utilities.
The location of any existing and/or proposed adequate on and off-site infrastructure.	The existing infrastructure will not be modified or impacted.

Staff Findings:

The Application proposal does not propose to block emergency service access and is currently served by Town public water and sewer.

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.

Standard	Analysis
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.	The proposed use will positively contribute to the tax base by establishing rental equipment opportunities.
The number of employees.	The Applicant indicated this use may add 2-3 employees to the existing Home Depot employment base.
The proposed days/hours of operation.	The current operating hours are Monday – Sunday 6:00 AM – 9:00 PM.

Staff Findings:

The existing use provides both tax and employment opportunities to the Town of Warrenton.

Kimley»Horn

To: Town of Warrenton

From: Benjamin Johnson

Date: January 20, 2025

RE: The Home Depot #8552 Warrenton Job Address: 267 Alwington Blvd Warrenton, VA 78634

To Whom It May Concern:

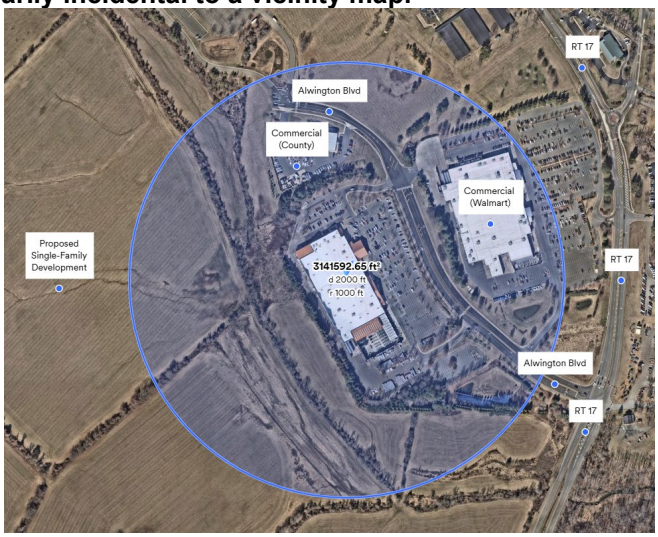
Please accept the following statements of justification concerning the above referenced project.

Statements of Justification

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.

- The proposed rental equipment and outdoor storage uses are compatible ancillary uses to the primary use of the existing Home Depot store within the commercial zoning district. There are no anticipated environmental impacts within the proposed uses. The use is low intensity, with an anticipated four daily trips to the store, so it will have limited to no impact to the adjacent community. It will serve as a benefit to the local community as it will serve them the ability to rent equipment that they would not normally have readily available to them to complete home improvement jobs. The equipment will be available to the community members to rent as well as local contractors. The rental equipment and rental trucks will reside in a proposed 2,700 square foot area that will take up 15 existing parking stalls on the north side of the building. The outdoor storage on the south side of the building will be in a 2,520 square foot area that uses 14 existing parking stalls. The hours of operation will be during the standard operations of the Home Depot store and all transactions related to the rental equipment will happen within the store. The project will utilize existing property access and lighting.

A vicinity map depicting the adjacent and nearby (within 1,000 feet) land uses, streets and other data customarily incidental to a vicinity map.



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".

- A proposed site development plan package has been provided at 36”x24” size.

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.

- The proposed use is anticipated to generate 13 additional net, new p.m. peak-hour (daily peak hour) trips (7 entering/6 exiting).

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.

- There are no proposed impacts to the Town’s community facilities.

An analysis of the ability of the Town to provide police and fire protection to the proposed special use.

- The property has existing site access and maneuverability that may be utilized for police and fire access to the proposed special use areas and around the building. The proposed uses will not impact or impede on any emergency ingress/egress.

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.

- There are no proposed lighting facilities.

Noise impact and abatement studies to determine potential impact on adjoining properties and neighborhoods.

- The uses will have no noise impact to the adjacent properties and neighborhoods outside of the existing noise generated by the existing Home Depot operations. All the rental equipment will reside on a trailer that will be connected by a customer’s vehicle and hauled offsite for use. The equipment will not be operated on the property. Any maintenance or repairs of the equipment will happen offsite.

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.

- The proposed rental equipment stalls and outdoor storage area will be screened consistent with the Town requirements. Both areas will have a 10' tall wall on each side and covered by an overhead canopy structure.

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.

- The proposed uses will reside within existing parking stalls and will be screened by the existing parking lot and perimeter property landscaping.

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.

- With this proposal, there are no proposed impacts to existing trees and no existing trees are proposed to be removed.

Evaluation Criteria

1. **Comment: Whether the proposed Special Use Permit is consistent with the Comprehensive Plan.**

   Response: The proposed special use is consistent with the Comprehensive Plan as it serves as an ancillary use to the property primary use. The proposed use does not impact existing offsite traffic, existing site access, existing onsite vehicular, pedestrian, ADA, and emergency access routes, or the Town facilities. The proposed use does not add any additional square footage to the building.

2. **Comment: Whether the proposed Special Use Permit will adequately provide for safety from fire hazards and have effective measures of fire control.**

   Response: The proposed special use is outdoors and does not impact fire access around the building. There will be no chemicals or combustibles stored in the proposed areas.

3. **Comment: 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.**

   Response: The proposed use does not generate any additional noises more than the existing operating noise level on site. The proposed rental equipment will not be operated onsite.

4. **Comment: The glare or light that may be generated by the proposed use in relation to uses in the immediate area.**

   Response: There is no proposed lighting. The uses will utilize existing site and parking lot lighting fixtures.

5. **Comment: 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.**

   Response: There are no proposed lighting fixtures. The proposed signs are limited to reserved parking signs at the back of the rental equipment stalls. These will be a bollard with a pole mounted sign.

6. **Comment: The compatibility of the proposed use with other existing or proposed uses in the neighborhood, and adjacent parcels.**

   Response: Adjacent land uses include other retail establishments, service business, and some light industrial uses. The surrounding area is designed to support various commercial activities, providing a convenient shopping experience for customers. The proposed Special Use Permit will align with the existing land use plans and policies, ensuring that it fits within the broader vision for the area.

7. **Comment: 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.**

   Response: A proposed site development plan package has been provided.

8. **Comment: The nature and extent of existing or proposed landscaping, screening and buffering on the site and in the neighborhood.**

   Response: There is landscaping currently being utilized around the perimeter and interior of the parking lot to reduce the harmful effects of heat, noise, glare, and other disruptive effects associated with motor vehicle use. Visual screening and buffer yards have been incorporated between the various land uses to provide noise buffering and enhance the visual appeal of the area.

9. **Comment: The timing and phasing of the proposed development and the duration of the proposed use.**

   Response: The outdoor storage component will be installed as part of phase 1 which will commence upon approvals from the Town, it is anticipated that this work will take 2-3 months to be completed. Outdoor storage as an ancillary use to Home Depot is typically busiest during the spring months, but this will be a permanent use. The rental equipment component will be installed in phase 2 (date to be determined). This use will be a permanent use.

10. **Comment: 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.**

Response: The proposed Special Use Permit will cause no destruction, loss, or damage to any topographic or physical, natural, scenic, archeological or historic features. Land disturbance will be limited to the location of the foundations of the overhead structure.

11. **Comment: Whether the proposed Special Use Permit at the specified location will contribute to or promote the welfare or convenience of the public.**

    Response: The proposed Special Use Permit will enhance public welfare and convenience by improving community resources and making them more readily accessible to all members of the community.

12. **Comment: 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.**

    Response: The traffic expected to be generated by the proposed use will be minimal. The adequacy of access roads and the vehicular and pedestrian circulation elements (on and off-site) of the proposed use have been thoroughly evaluated, ensuring alignment with the public's interest in pedestrian and vehicular safety, efficient traffic movement, and access in case of fire or catastrophe. The uses are limited to the sides of the building where there is less vehicular and pedestrian traffic. There are no proposed impacts to ADA access, pedestrian circulation, fire and emergency access, or vehicular circulation.

13. **Comment: Whether the proposed use will facilitate orderly and safe road development and transportation.**

    Response: Yes, the proposed use will facilitate the orderly and safe development of roads and transportation infrastructure, ensuring a well-coordinated and secure environment for the community. The uses are limited to the sides of the building where there is less vehicular and pedestrian traffic. There are no proposed impacts to ADA access, pedestrian circulation, fire and emergency access, or vehicular circulation.

14. **Comment: 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.**

    Response: Yes, the existing structures meet all code requirements for the Town of Warrenton.

15. **Comment: Whether the proposed Special Use Permit will be served adequately by essential public facilities, services and utilities.**

    Response: The proposed Special Use Permit will be adequately served by essential public facilities, services, and utilities. This includes, but is not limited to, access to water supply, sewage systems, electricity, and emergency services. The infrastructure in place can support the

additional demands that may arise from the implementation of this permit, ensuring that all necessary public services are maintained at optimal levels. However, the proposed uses will not require extra demand from the public utility services.

16. **Comment: The effect of the proposed Special Use Permit on environmentally sensitive land or natural features, wildlife habitat and vegetation, water quality and air quality.**

    Response: The proposed Special Use Permit will have no adverse effect on environmentally sensitive land, natural features, wildlife habitat, vegetation, water quality or air quality.

17. **Comment: 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.**

    Response: The proposed Special Use Permit will provide desirable employment opportunities and enlarge the tax base by encouraging economic development activities consistent with the Comprehensive Plan. Additionally, new initiatives can attract more visitors to the area, thereby benefiting local businesses through increased customer traffic. It is anticipated that 2-3 new employment opportunities will be created by the new uses.

18. **Comment: The effect of the proposed Special Use Permit use in enhancing affordable shelter opportunities for residents of the Town, if applicable.**

    Response: The effect of the proposed Special Use Permit on enhancing affordable shelter opportunities for residents of the Town is not applicable.

19. **Comment: The location, character, and size of any outdoor storage.**

    Response: The outdoor storage area on the south side of the building will occupy a 2,520 square foot space, utilizing 14 existing parking stalls.

20. **Comment: The proposed use of open space.**

    Response: We are not adding any building square footage so there is no additional open space proposed with this SUP.

21. **Comment: The location of any major floodplain and steep slopes.**

    Response: This is an existing Home Depot development that does not present any flooding issues or concerns. Additionally, there is no change in grading or impervious area with this application and construction land disturbance is limited to the overhead structure foundations.

22. **Comment: The location and use of any existing non-conforming uses and structures.**

    Response: There are no existing non-conforming uses and structures at this location.

23. **Comment: The location and type of any fuel and fuel storage.**

    Response: The equipment is an outdoor use and there will not be fuel stored inside the building. Fuel storage will remain exterior to the building at the locations that already exist.

24. **Comment: The location and use of any anticipated accessory uses and structures.**

    Response: The rental equipment and rental trucks will reside in a proposed 2,700 square foot area that will take up 15 existing parking stalls on the north side of the building. The outdoor storage on the south side of the building will be in a 2,520 square foot area that uses 14 existing parking stalls.

25. **Comment: The area of each proposed use.**

    Response: The rental equipment and rental trucks will reside in a proposed 2,700 square foot area that will take up 15 existing parking stalls on the north side of the building. The outdoor storage on the south side of the building will be in a 2,520 square foot area that uses 14 existing parking stalls.

26. **Comment: The proposed days/hours of operation.**

    Response: The current operating hours of Home Depot are Monday – Sunday 6:00am-9:00pm.

27. **Comment: The location and screening of parking and loading spaces and/or areas.**

    Response: The proposed rental equipment stalls and outdoor storage area will be screened in accordance with the Town's requirements. Both areas will feature 10-foot-tall walls on each side and will be covered by an overhead canopy structure. This screening measures have been discussed with Town staff.

28. **Comment: The location and nature of any proposed security features and provisions.**

    Response: The existing security features and provisions that are currently in place will be utilized, and no additional measures will be implemented.

29. **Comment: The number of employees.**

    Response: 2-3 additional employment opportunities.

30. **Comment: The location of any existing and/or proposed adequate on and off-site infrastructure.**

    Response: There are existing 8" sanitary sewer lines from the main road to the site. There are multiple stormwater lines on site. All utilities and site access points are existing and will not be impacted by the proposed uses or require any additional service.

31. **Comment: Any anticipated odors which may be generated by the uses on site.**

    Response: There are no anticipated odors that may be generated by the uses on the site, ensuring that the surrounding environment remains unaffected, and the air quality is maintained at a high standard for the comfort and well-being of the public. The proposed equipment will always reside on a trailer when on site. It will not be turned on or operated at the store.

32. **Comment: Refuse and service areas.**

    Response: There will be no additional impact on refuse and service areas, ensuring that existing waste management and service operations remain unaffected

If you have any questions, please feel free to contact me, Ben Johnson at 786-725-5696 or via email at ben.johnson@kimley-horn.com

Sincerely,

KIMLEY-HORN AND ASSOCIATIONS, INC.

Ben Johnson



Community Development Department

STAFF REPORT

Commission Meeting Date:	September 16, 2025
Agenda Title:	SUP 2025-02 Home Depot
Requested Action:	Hold a Work Session
Decision Deadline:	December 25, 2025
Staff Lead:	Denise Harris, Planning Manager

EXECUTIVE SUMMARY

The Applicant is requesting a Special Use Permit (SUP) to expand the existing Home Depot to provide under cover storage for rental equipment with a reduction in 29 existing parking spaces, of which 14 are located on the south side of the existing garden center and 15 are located on the north side of the building. The Applicant continues to meet all required parking requirements. The Applicant is also requesting to exceed the six foot fence height requirement as part of the SUP application to allow for ten feet CMU walls. The approximately 15.4797 acre parcel is owned by HD Development of Maryland, Inc. Located at 267 Alwington Boulevard, the parcel is zoned Commercial and designed in Plan Warrenton in the Makers and Greenway Character District. GPIN 6983-57-1258-500

BACKGROUND

The parcel was boundary line adjusted into the Town of Warrenton after Fauquier County approved the Site Development Plan. The Applicant is now coming before the Town for a Special Use Permit to allow for undercover storage for rental equipment per Zoning Ordinance Article 3-4.10.3.

Plan Warrenton 2040 designates Home Depot in the Greenway and Makers Character District. The summary of this district *states "This district could maximize use of industrial areas for maker space with food and arts focus, creative connective elements to the greenway, and enhance gateway form and function."* James Madison Highway is considered a "Gateway" road on the Warrenton Street Typology Map and Alwington Blvd is a Neighborhood Street.

The Applicant is proposing to reduce the existing parking on the south side of the building by 14 space (approximately 2520 square feet) and on the north side by 15 spaces (approximately 2700 square feet) for a total reduction of 29 parking spaces. The overall parking requirements are exceeded with 556 spaces provided. The undercover storage proposed by the Applicant consists of 10' high wall with a canopy structure.

Staff commented on buffer and landscaping requirements in the agency comments. These requirements will need to be fully addressed at time of site plan, if the Special Use Permit is approved, as staff cannot verify requirements have been met. There appears to be a gap in existing screening. Staff will be recommending a condition of approval for this item in the public hearing staff report when a full analysis is provided.



Example: Northwest side of the property facing the Arrington property.

STAFF RECOMMENDATION

Staff recommends the Planning Commission hold a Work Session.

ATTACHMENTS

1. Applicant Statement of Justification
2. Applicant SUP Plans and Elevations
3. Applicant Response to Agency Second Round Comments

Kimley»Horn

September 2nd, 2025

Dennis Harris
Town of Warrenton
Planning Manager
PO Box 341
Warrenton, Virginia 20188
(540) 347-2405

RE: ***Request for Additional Information***
Project Name: Home Depot Retail Equipment and Outdoor Storage
Special Use Permit 2nd Review Comments
SUP 2025-2

Please accept the following responses to the comments/questions issued in a comment letter dated August 19, 2025. The answers are listed below in bold and are preceded by the comments/questions listed in the original letter.

Plan Warrenton 2040

Comment 1: Plan Warrenton 2040 designates Home Depot in the Greenway and Makers Character District. The summary of this district states "This district could maximize use of industrial areas for maker space with food and arts focus, creative connective elements to the greenway, and enhance gateway form and function." James Madison Highway is considered a "Gateway" road on the Warrenton Street Typology Map and Alwington Blvd is a Neighborhood Street. Comment remains: The southern portion of the building faces the gateway into town. The Applicant should consider additional screening to ensure full coverage

Response 1: Proposed evergreen trees have been proposed at the SE corner of the site facing James Madison Highway to infill an opening in the existing landscaping that faces the gateway road. The proposed along with existing provide full buffer screening from offsite view and the gateway road.

Comment 2: The southern portion of the building faces the gateway into town. The Applicant should consider additional screening to ensure full coverage.

Response 2: Proposed evergreen trees have been proposed at the SE corner of the site facing James Madison Highway to infill an opening in the existing landscaping that faces the gateway road. The proposed along with existing provide full buffer screening from offsite view and the gateway road.

Comment 3: Advisory comment remains: Over time there has been an ongoing enforcement issue at Home Depot with outdoor storage. Staff strongly encourages the Applicant review its short and long term needs to ensure it is being addressed as part of the Special Use Permit application. Staff also cautions the Applicant to be aware that the decisions makers may find the proposed solution either meets, or does not meet, the intent of the Zoning Ordinance for covered outdoor storage.

Response 3: Short and long-term outdoor storage needs have been considered along with the consideration of appropriate solutions as part of the Special Use Permit application.

Zoning Ordinance Review

Comment 1: Comment remains: Note the Floodplain information for the site on the cover sheet to include the FEMA Flood map number and effective date and show these areas throughout the plan.
- o Clarification: The flood map references should be revised to note the most recent FEMA map number 51061C0308D, with an effective date of 4/25/25.

Response 1: The floodplain information has been updated to reflect the most current FEMA map number 51061C0308D, with an effective date of 4/25/25, and is shown throughout the plan set.

Article 2-19.5- Fences & Walls

Comment 1: Comment remains as advisory: Fences and walls are generally limited to 6' in height, but fences exceeding 6' in height may be approved in conjunction with a Special Use Permit for a permissible use listed within Article 3. The proposed 10' CMU screen walls must be approved as part of the SUP or reduced to 6' in height.

Response 1: Noted.

Article 8 – Landscaping

Comment 1: Comment remains: Landscaping for the entire site is not shown. Staff is unable to verify ordinance requirements, which will be required at time of site plan submission. (8-4.2.2 ZO)
- o Clarification: The landscaping plan that was provided is largely illegible. Revise.

Response 1: The plan that was illegible was a scanned copy of the original landscape plan provided to us by the Town. Please see Sheet L-100 for a high quality version of the original landscape plan.

Comment 2: Provide landscape details to show that the site is sufficiently screened/buffered from all adjacent properties and the roadway to meet minimum Zoning Ordinance requirements. As shown, staff is unable to verify the structures will be adequately screened by the existing landscaping. (8-8 ZO)

Response 2: Please see sheet L-201 for the exhibit with views of the existing landscaping looking out to the adjacencies.

Comment 3: There is an area on site to Northwest of the proposed equipment rental area that will need additional screening from adjacent property due to the lack of existing screening. See additional images on the following pages.

Response 3: **The photos that were provided in the comment letter were not consistent with the location that was marked in red in the image of the plan. The opening in the photos had 5 Eastern Red Cedar proposed in the previous submittal and are still included in this submittal.**

Article 9-8 – Lighting

Comment 1: Comment remains as advisory. No lighting plan or fixture details are provided on the SUP plan, and it is indicated there will be no changes to existing site lighting. However, existing site lighting may be affected by the proposed structures, requiring new or additional fixtures. Lighting plan review will be required as part of the Site Development Plan.

Response 1: **All existing light fixtures have been identified and labeled on the Site Plan. The site will rely on existing lighting, with no changes proposed. Lighting needs will continue to be evaluated throughout the development process.**

Comment 2: Comment remains as advisory: As an advisory comment, all light fixtures that are repaired or replaced must meet current standards as found in Section 9-8 of the Ordinance, to include the requirement that all outdoor fixtures consist of fully-shielded, full cut-off fixtures.

Response 2: **There are no proposed impacts to the existing light fixtures and no new proposed lighting.**

Article 9-13- Outdoor Display

Comment 1: Comment remains: Temporary seasonal storage is not permitted within parking areas designated for customers. Any existing storage within parking spaces must be removed and contained within the requested covered storage areas, and parking calculations updated to ensure that minimum requirements are met.

- o Clarification: Outdoor seasonal mulch, gardening, and plants are stored within parking areas designated for customers. These areas must remain free of outdoor storage.

Response 2: **All temporary seasonal storage will be removed from customer-designated parking areas.**

Public Utilities Review- Paul Bernard / Steven Friend:

Comment 1: There are no proposed improvements to the existing Water, Wastewater, or Stormwater facilities, therefore Public Utilities has no comments.

Response 1: **Noted.**

Public Works Review- Paul Bernard:

Comment 1: The proposed increase to Peak Hour traffic to and from the site is minimal, therefore no improvements to the existing street infrastructure.

Response 1: Noted.

Comment 2: There are no site-lights proposed. These facilities will rely on existing site lighting.

Response 2: Noted.

Comment 3: The proposed site improvements include 10-foot-high walls with interior columns and a prefab covered roof, all of which will require special engineering designs as well as permits from the Town. Otherwise, these structures are proposed on existing impervious surfaces. Therefore, no modifications are needed for the existing storm drainage or management system.

Response 3: Noted.

Comment 4: Public Works has no additional comments.

Response 4: Noted.

Stormwater and Erosion and Sediment Control Review- Kerry Wharton:

Comment 1: No Land disturbance permit is required when total land disturbance does not exceed 2,000 square feet.

Response 1: Noted.

Comment 2: No further comments.

Response 2: Noted.

Should you have any additional questions please do not hesitate to contact me at (772) 794- 4098 or ben.johnson@kimley-horn.com.

Sincerely,

Ben Johnson
Project Manager

EXPERIENCE

WARRENTON

VIRGINIA

EST. 1810

Planning Commission Work Session
SUP 25-02 Home Depot
Undercover Storage
September 16, 2025
Decision Deadline: December 25, 2025

Request

SUP 25-02

- GPIN Applicant: 6983-57-1258-500
- 267 Alwington Blvd
- Property Owner: HD (Home Depot) Development of MD, Inc
- Representative: Ben Johnson
- Zoning: C - Commercial
- Comprehensive Plan: Greenway and Makers Character District
- SUP Amendment to allow for undercover storage

Location

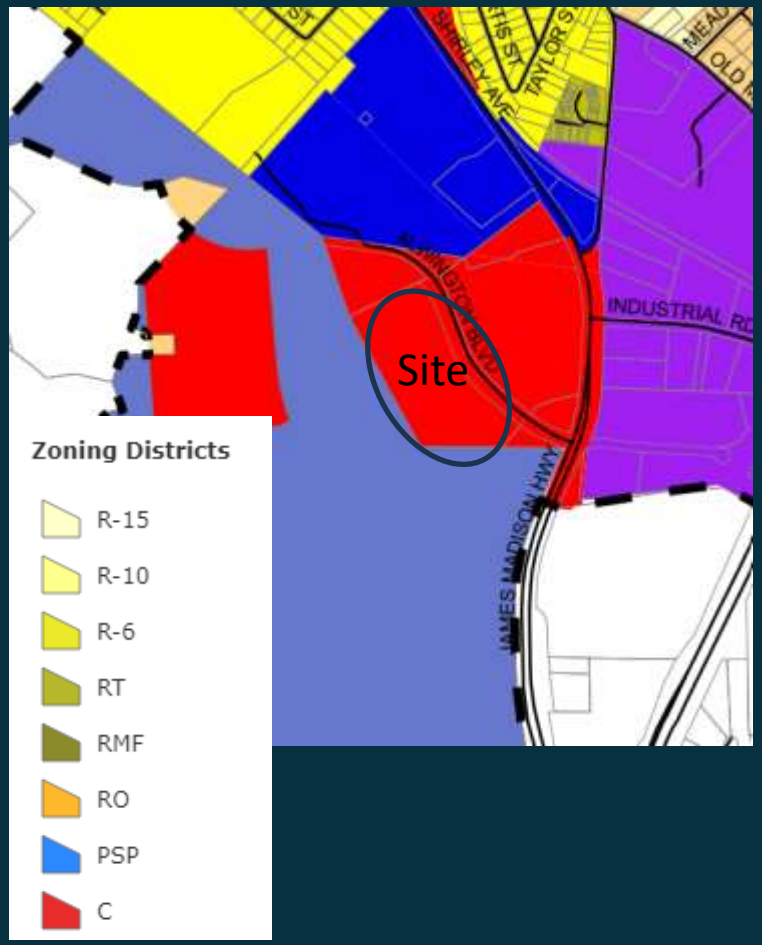


Current Request

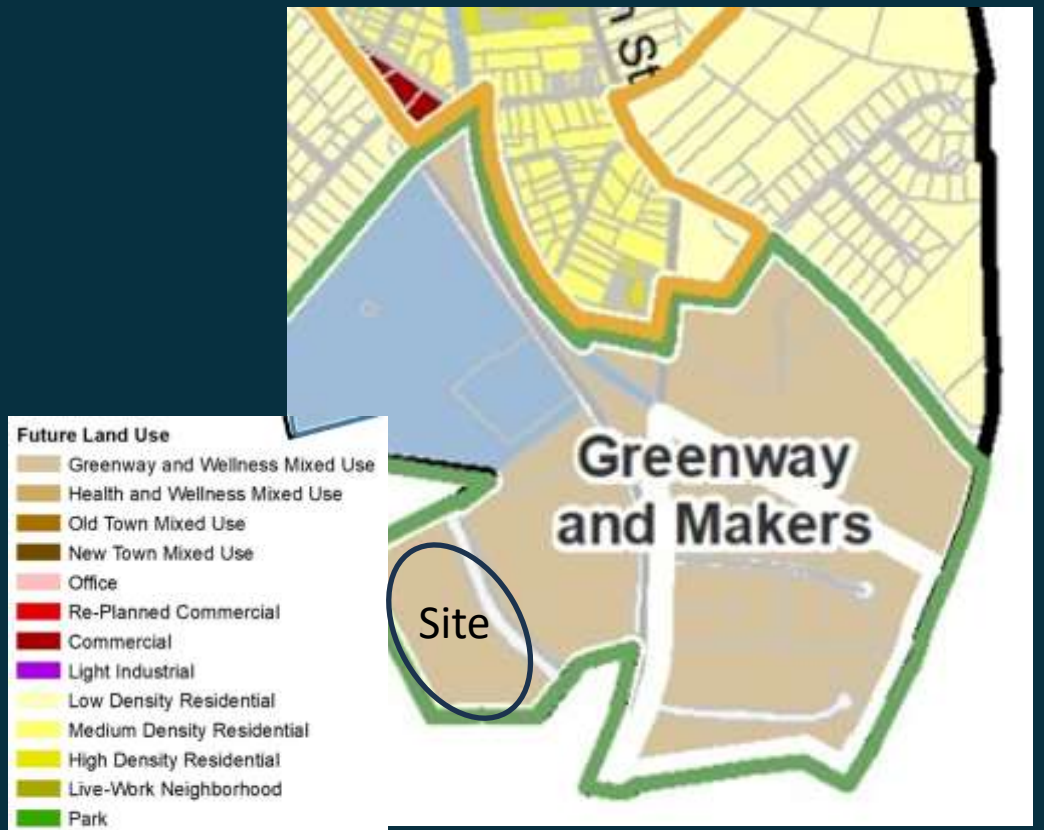
- History: Fauquier County approved the Home Depot site plan and then the property was annexed into the Town.
- Applicant is requesting a Special Use Permit to expand the existing Home Depot with under cover storage for rental equipment.
- Undercover storage would consist of 10’ walls with a canopy structure.
- Remove 14 existing parking stalls (approximately 2520 square feet) to the south next to garden center.
- Remove 15 existing parking stalls (approximately 2700 square feet) to the north.
- Site is overparked and still meets parking requirements.

Adjacent Uses

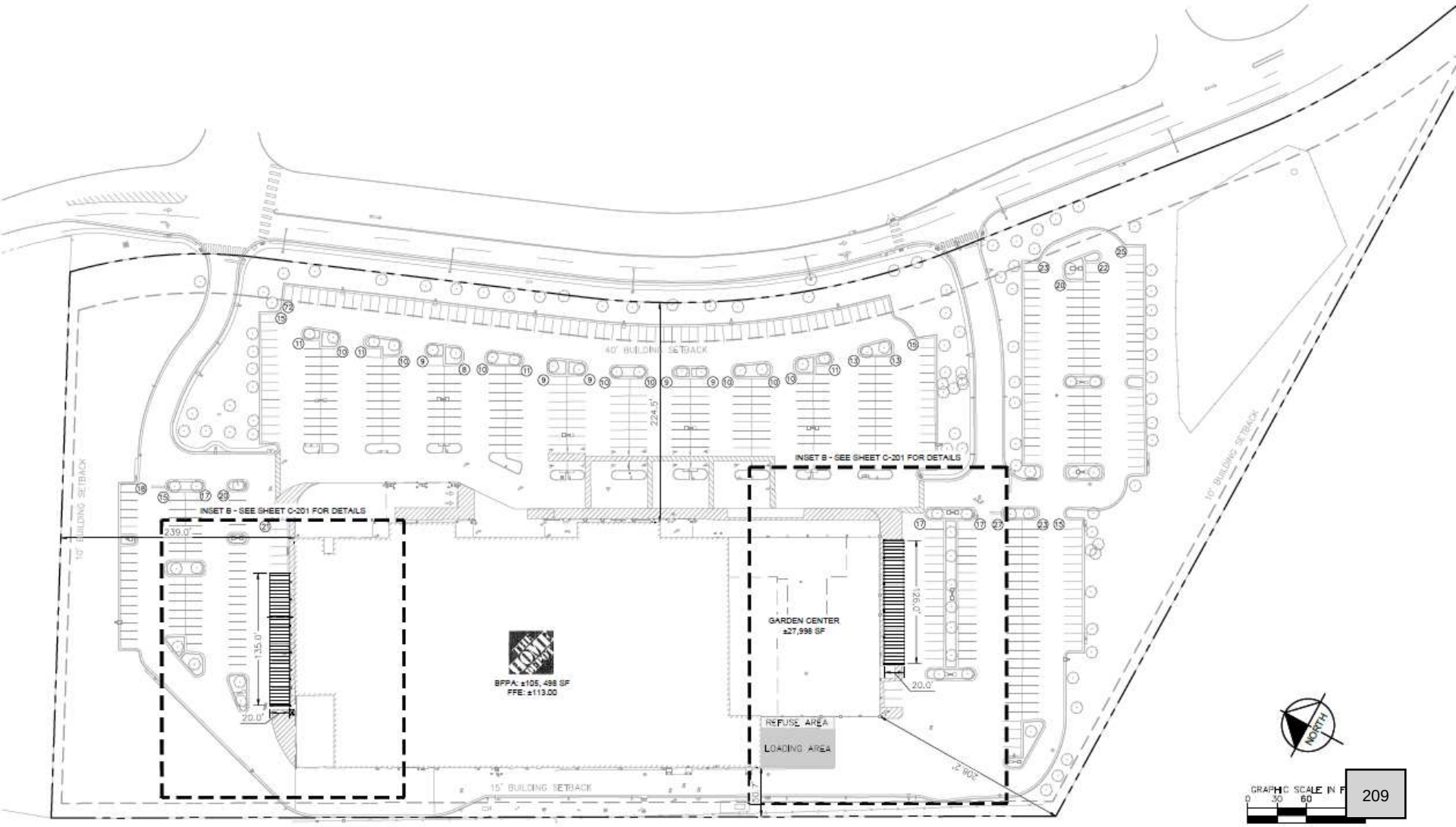
Zoning Map



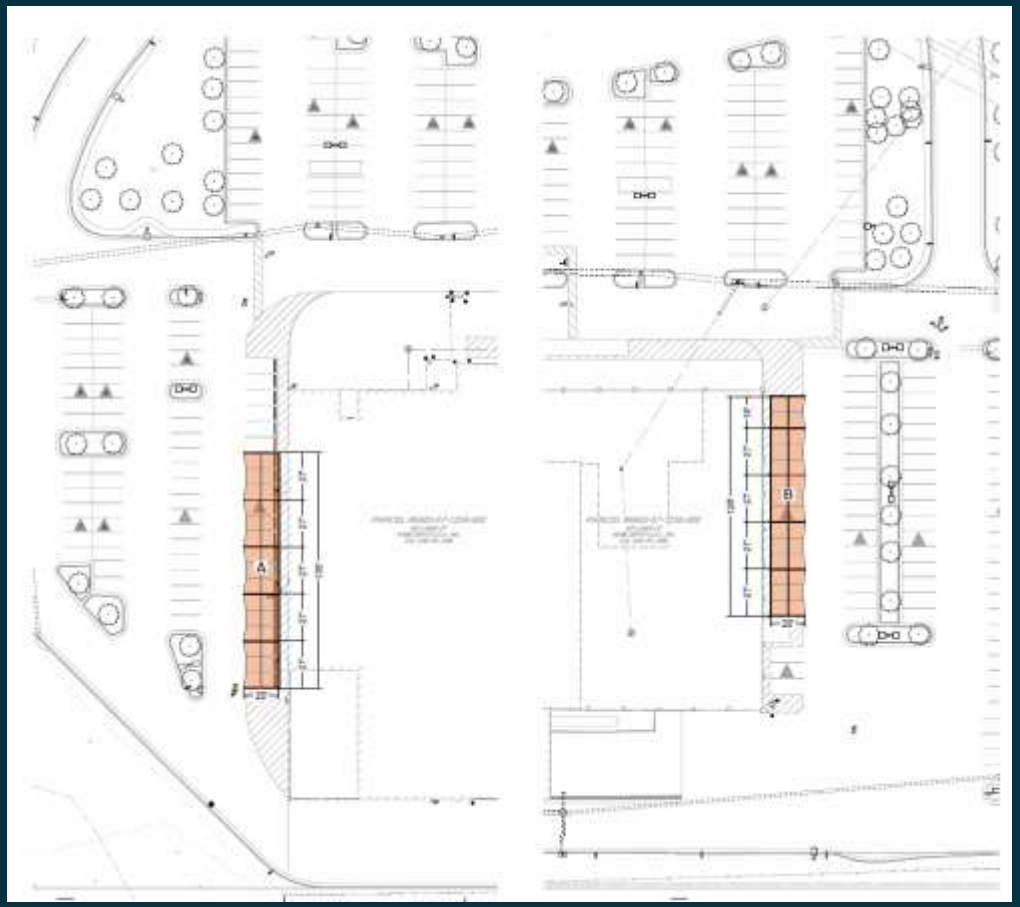
Future Land Use

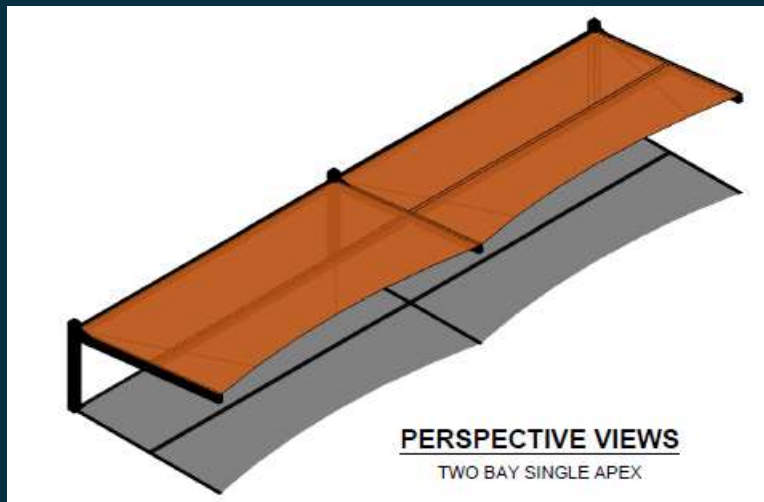


SUP Plan


40' BUILDING SETBACK
224.5'
INSET B - SEE SHEET C-201 FOR DETAILS
INSET B - SEE SHEET C-201 FOR DETAILS
10' BUILDING SETBACK
239.0'
135.0'
20.0'
BFPA: ±105, 498 SF
FFE: ±113.00
GARDEN CENTER
±27,998 SF
126.0'
20.0'
REFUSE AREA
LOADING AREA
15' BUILDING SETBACK
10' BUILDING SETBACK
NORTH
GRAPHIC SCALE IN F
0 30 60

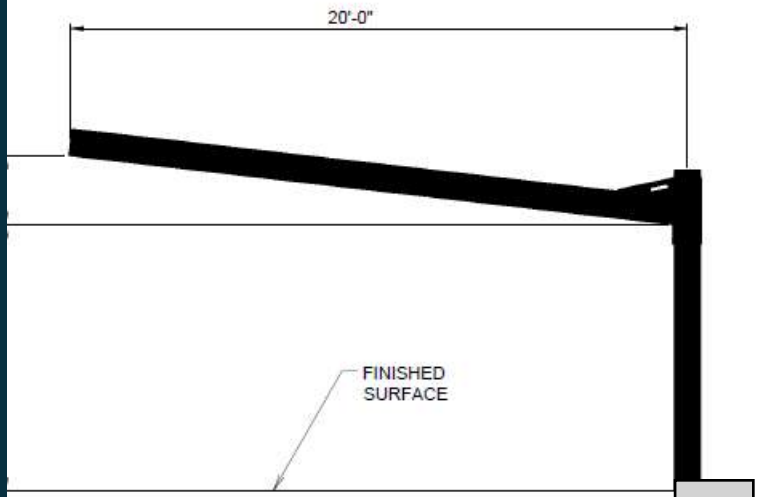
Site Plan





PERSPECTIVE VIEWS

TWO BAY SINGLE APEX

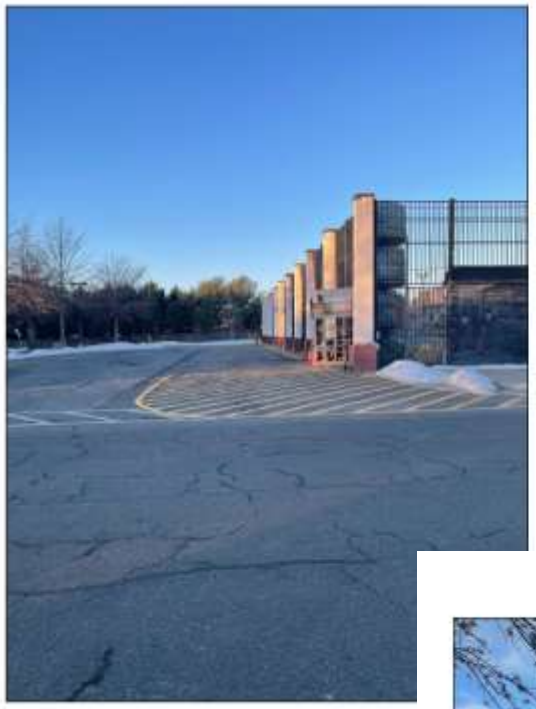


SIDE ELEVATION

SINGLE APEX

Elevations

BEFORE



AFTER



BEFORE



AFTER



Elevations

BEFORE



AFTER



BEFORE



AFTER



Staff Review

- Undercover Storage Elevations
- Transportation Circulation
- Landscaping/Buffers
- Parking/Transportation

Staff Recommendation

- Hold Work Session
- Direct Applicant/Staff Next Steps
- 100-Days: December 25, 2025



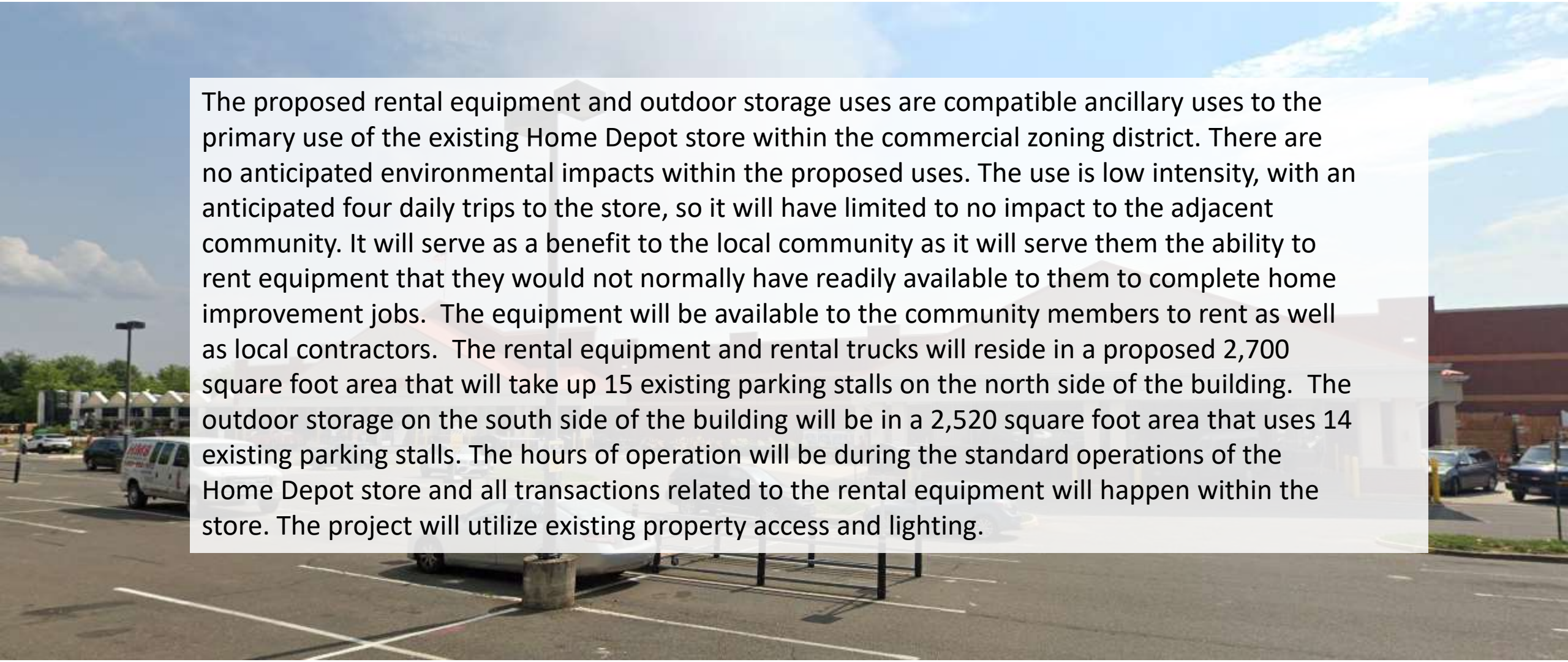
HOME DEPOT RENTAL EQUIPMENT AND OUTDDOR STORAGE

SUP 2025-2

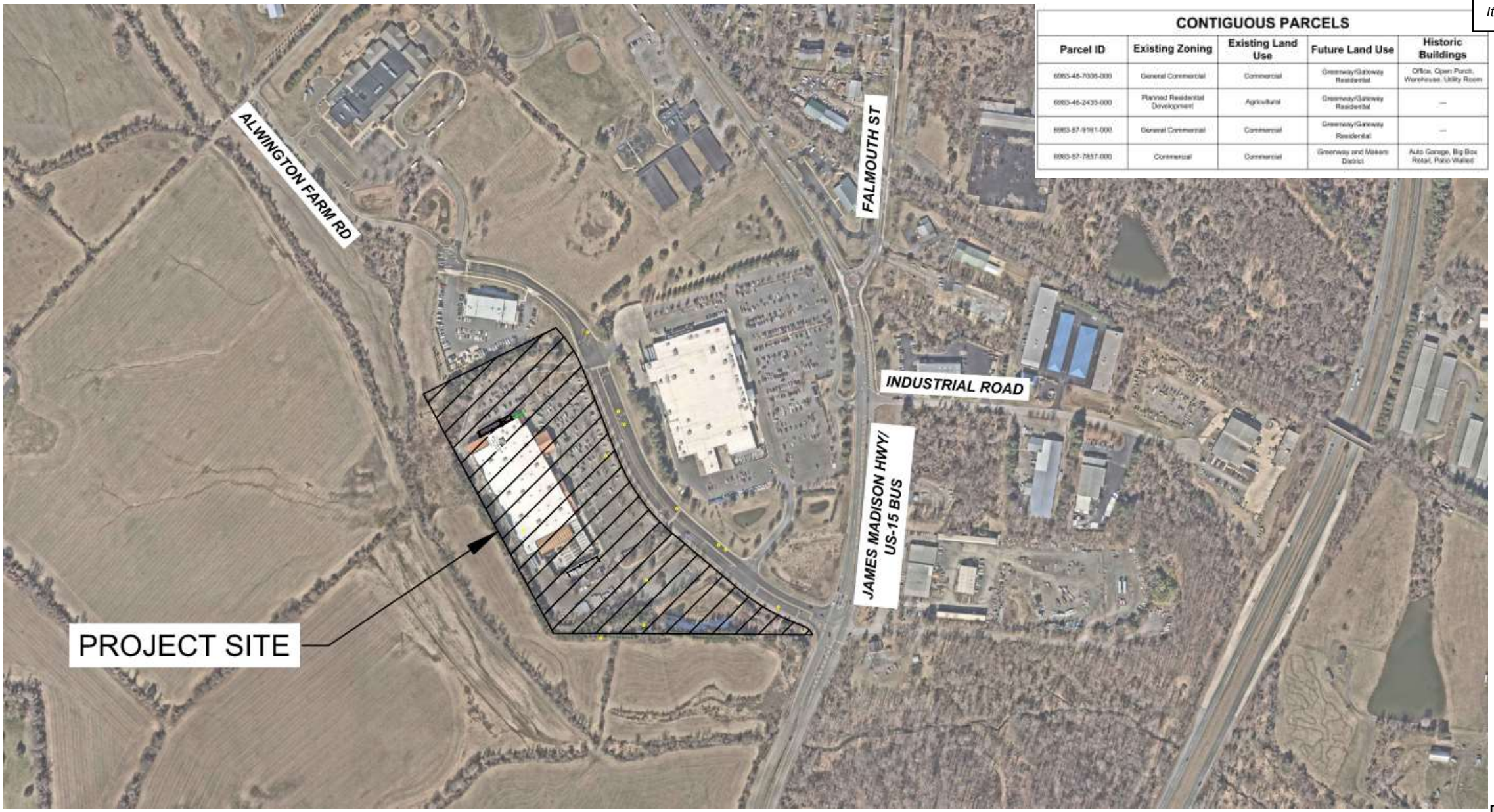
267 Alwington Blvd,

Warrenton, VA 20186

PROJECT STATEMENT

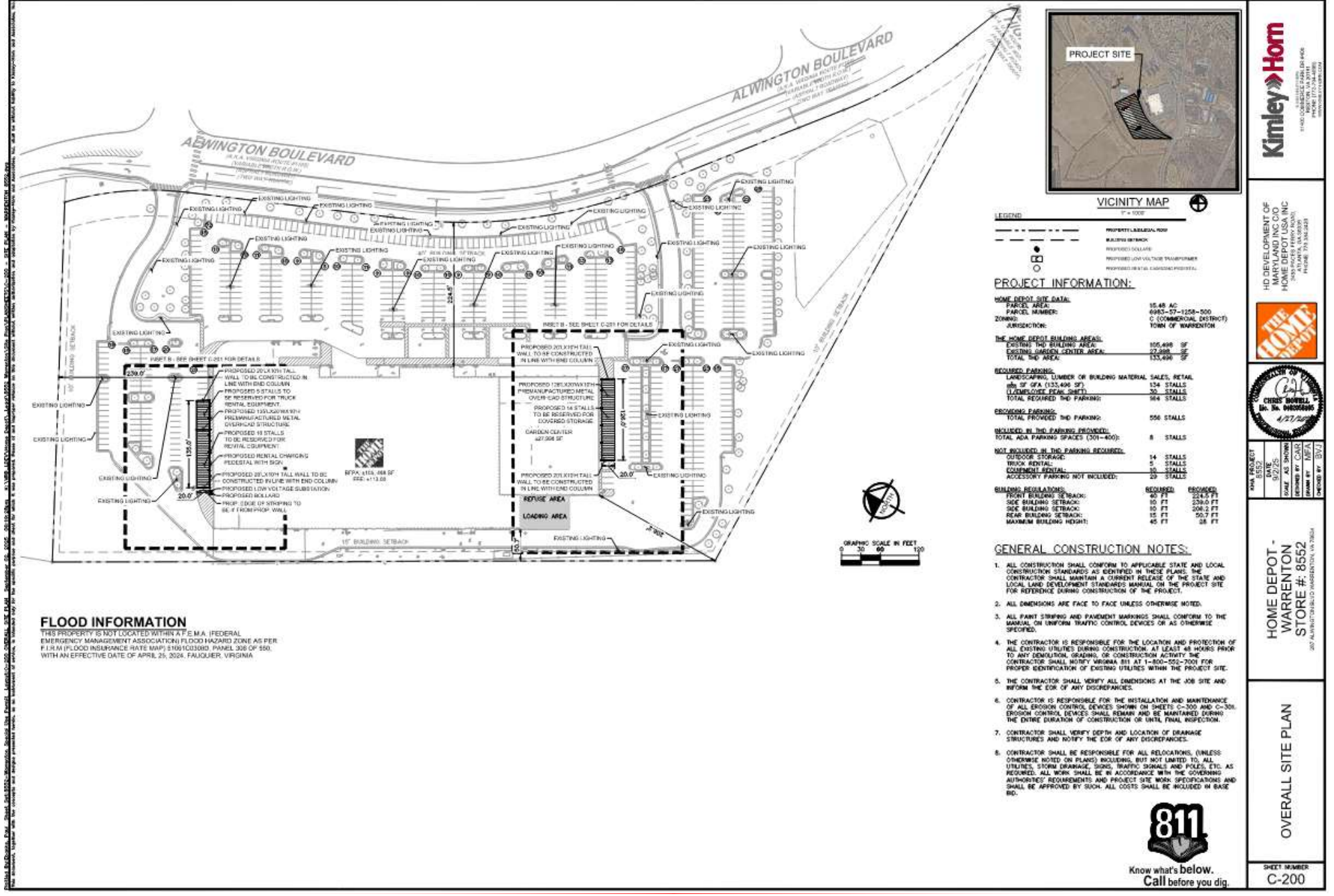


The proposed rental equipment and outdoor storage uses are compatible ancillary uses to the primary use of the existing Home Depot store within the commercial zoning district. There are no anticipated environmental impacts within the proposed uses. The use is low intensity, with an anticipated four daily trips to the store, so it will have limited to no impact to the adjacent community. It will serve as a benefit to the local community as it will serve them the ability to rent equipment that they would not normally have readily available to them to complete home improvement jobs. The equipment will be available to the community members to rent as well as local contractors. The rental equipment and rental trucks will reside in a proposed 2,700 square foot area that will take up 15 existing parking stalls on the north side of the building. The outdoor storage on the south side of the building will be in a 2,520 square foot area that uses 14 existing parking stalls. The hours of operation will be during the standard operations of the Home Depot store and all transactions related to the rental equipment will happen within the store. The project will utilize existing property access and lighting.



CONTIGUOUS PARCELS

Parcel ID	Existing Zoning	Existing Land Use	Future Land Use	Historic Buildings
6983-48-7036-000	General Commercial	Commercial	Greenway/Gateway Residential	Office, Open Porch, Warehouse, Utility Room
6983-48-2435-000	Planned Residential Development	Agricultural	Greenway/Gateway Residential	–
6983-57-9191-000	General Commercial	Commercial	Greenway/Gateway Residential	–
6983-57-7857-000	Commercial	Commercial	Greenway and Makers District	Auto Garage, Big Box Retail, Patio Walled



FLOOD INFORMATION

THIS PROPERTY IS NOT LOCATED WITHIN A F.E.M.A. (FEDERAL EMERGENCY MANAGEMENT ASSOCIATION) FLOOD HAZARD ZONE AS PER F.I.R.M (FLOOD INSURANCE RATE MAP) 51061C0309D, PANEL 309 OF 550, WITH AN EFFECTIVE DATE OF APRIL 25, 2024, FAUQUIER, VIRGINIA

LEGEND

PROPERTY LINE/LEGAL ROW
BUILDING SETBACK
PROPOSED BOLLARD
PROPOSED LOW VOLTAGE TRANSFORMER
PROPOSED GROUND MOUNTED PEDESTAL

PROJECT INFORMATION:

HOME DEPOT SITE DATA:

PARCEL AREA:	15.48 AC
PARCEL NUMBER:	6983-57-1258-000
ZONING:	C (COMMERCIAL DISTRICT)
JURISDICTION:	TOWN OF WARRENTON

THE HOME DEPOT BUILDING AREAS:

EXISTING THD BUILDING AREA:	105,498 SF
EXISTING GARDEN CENTER AREA:	27,988 SF
TOTAL THD AREA:	133,486 SF

REQUIRED PARKING:

LANDSCAPING, LUMBER OR BUILDING MATERIAL SALES, RETAIL	
1/250 SF GFA (133,486 SF)	534 STALLS
(1/EMPLOYEE PEAK SHIFT)	30 STALLS
TOTAL REQUIRED THD PARKING:	564 STALLS

PROVIDED PARKING:

TOTAL PROVIDED THD PARKING:	556 STALLS

INCLUDED IN THD PARKING PROVIDED:

TOTAL ADA PARKING SPACES (301-400):	8 STALLS

NOT INCLUDED IN THD PARKING REQUIRED:

OUTDOOR STORAGE:	14 STALLS
TRUCK RENTAL:	5 STALLS
EQUIPMENT RENTAL:	10 STALLS
ACCESSORY PARKING NOT INCLUDED:	29 STALLS

BUILDING REGULATIONS:

	REQUIRED:	PROVIDED:
FRONT BUILDING SETBACK:	50 FT	2245 FT
SIDE BUILDING SETBACK:	50 FT	239.0 FT
SIDE BUILDING SETBACK:	50 FT	208.2 FT
REAR BUILDING SETBACK:	15 FT	50.7 FT
MAXIMUM BUILDING HEIGHT:	45 FT	38 FT

GENERAL CONSTRUCTION NOTES:

1. ALL CONSTRUCTION SHALL CONFORM TO APPLICABLE STATE AND LOCAL CONSTRUCTION STANDARDS AS IDENTIFIED IN THESE PLANS. THE CONTRACTOR SHALL MAINTAIN A CURRENT RELEASE OF THE STATE AND LOCAL LAND DEVELOPMENT STANDARDS MANUAL ON THE PROJECT SITE FOR REFERENCE DURING CONSTRUCTION OF THE PROJECT.
2. ALL DIMENSIONS ARE FACE TO FACE UNLESS OTHERWISE NOTED.
3. ALL PAINT STRIPING AND PAVEMENT MARKINGS SHALL CONFORM TO THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES OR AS OTHERWISE SPECIFIED.
4. THE CONTRACTOR IS RESPONSIBLE FOR THE LOCATION AND PROTECTION OF ALL EXISTING UTILITIES DURING CONSTRUCTION. AT LEAST 48 HOURS PRIOR TO ANY DEMOLITION, GRADING, OR CONSTRUCTION ACTIVITY THE CONTRACTOR SHALL NOTIFY VIRGINIA 811 AT 1-800-552-7001 FOR PROPER IDENTIFICATION OF EXISTING UTILITIES WITHIN THE PROJECT SITE.
5. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AT THE JOB SITE AND INFORM THE EOR OF ANY DISCREPANCIES.
6. CONTRACTOR IS RESPONSIBLE FOR THE INSTALLATION AND MAINTENANCE OF ALL EROSION CONTROL DEVICES SHOWN ON SHEETS C-300 AND C-301. EROSION CONTROL DEVICES SHALL REMAIN AND BE MAINTAINED DURING THE ENTIRE DURATION OF CONSTRUCTION OR UNTIL FINAL INSPECTION.
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811 Know what's below. Call before you dig.

Kimley»Horn

HD DEVELOPMENT OF MARYLAND, INC C/O HOME DEPOT USA INC

THE HOME DEPOT

CHRIS BOWELL Lic. No. 040358805

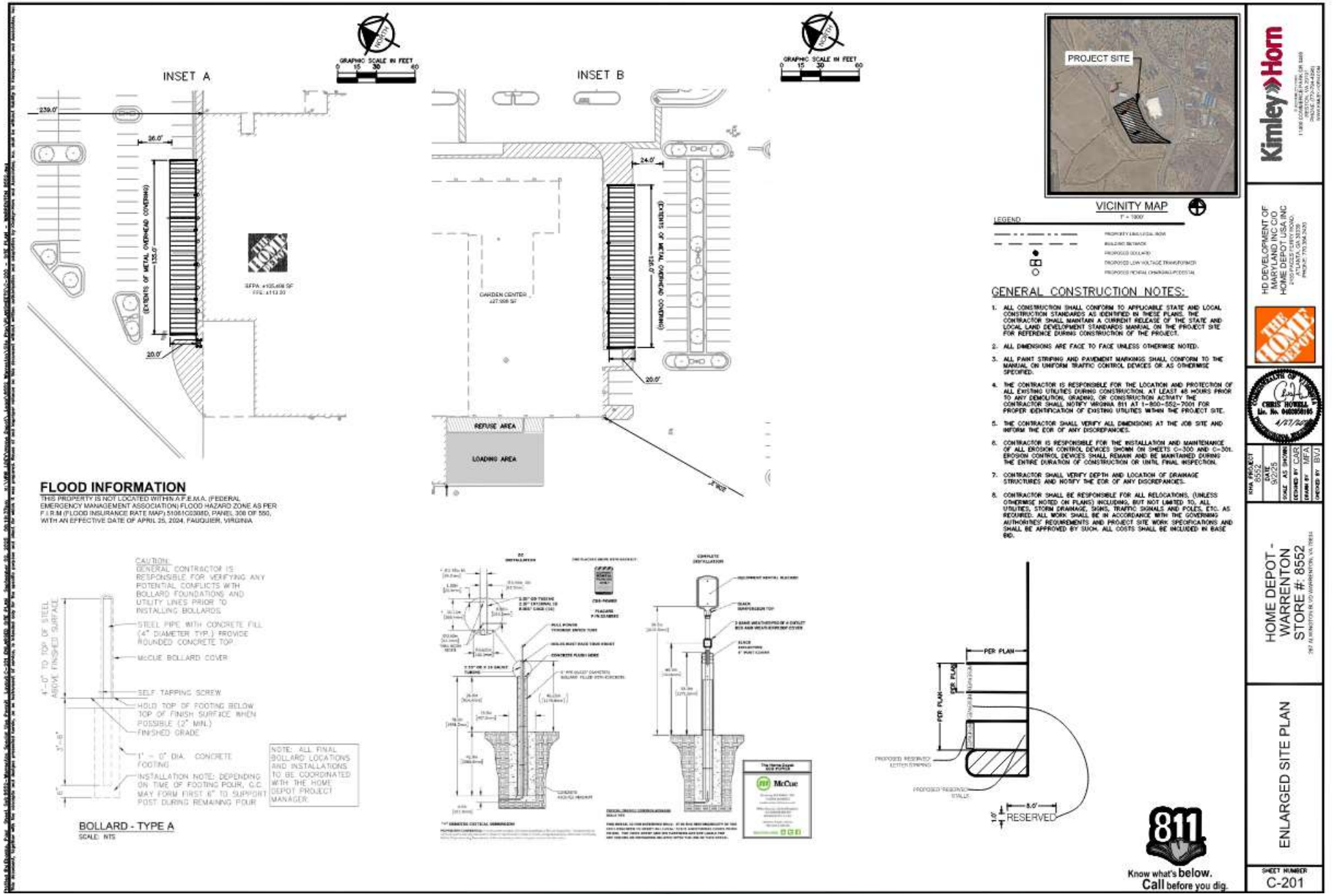
KHA PROJECT 155521 | DATE 9/2/25 | SCALE AS SHOWN | DESIGNED BY CAR | DRAWN BY MFA | CHECKED BY BWJ

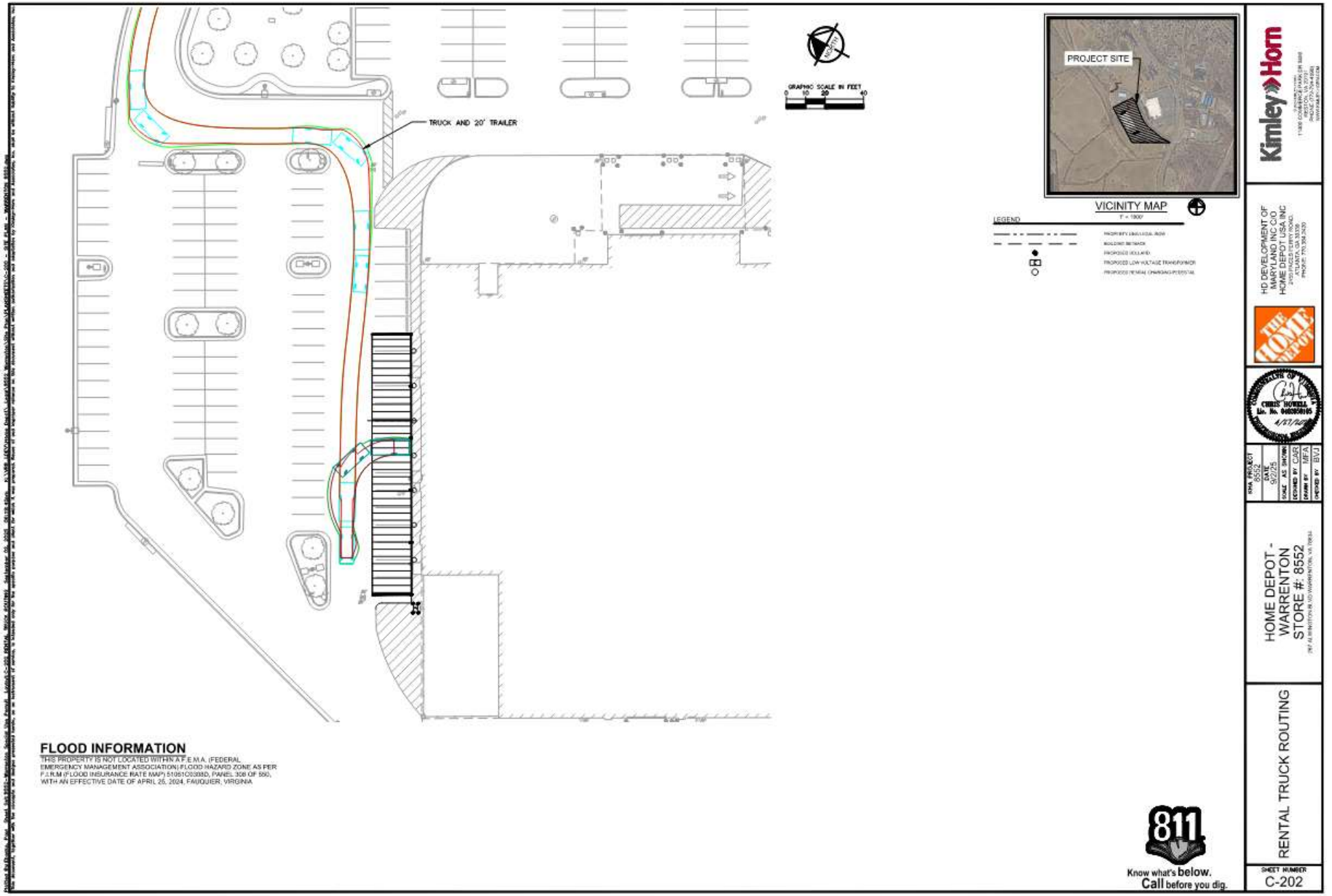
HOME DEPOT - WARRENTON STORE #: 8552

267 ALWINGTON BLVD WARRENTON, VA 20186

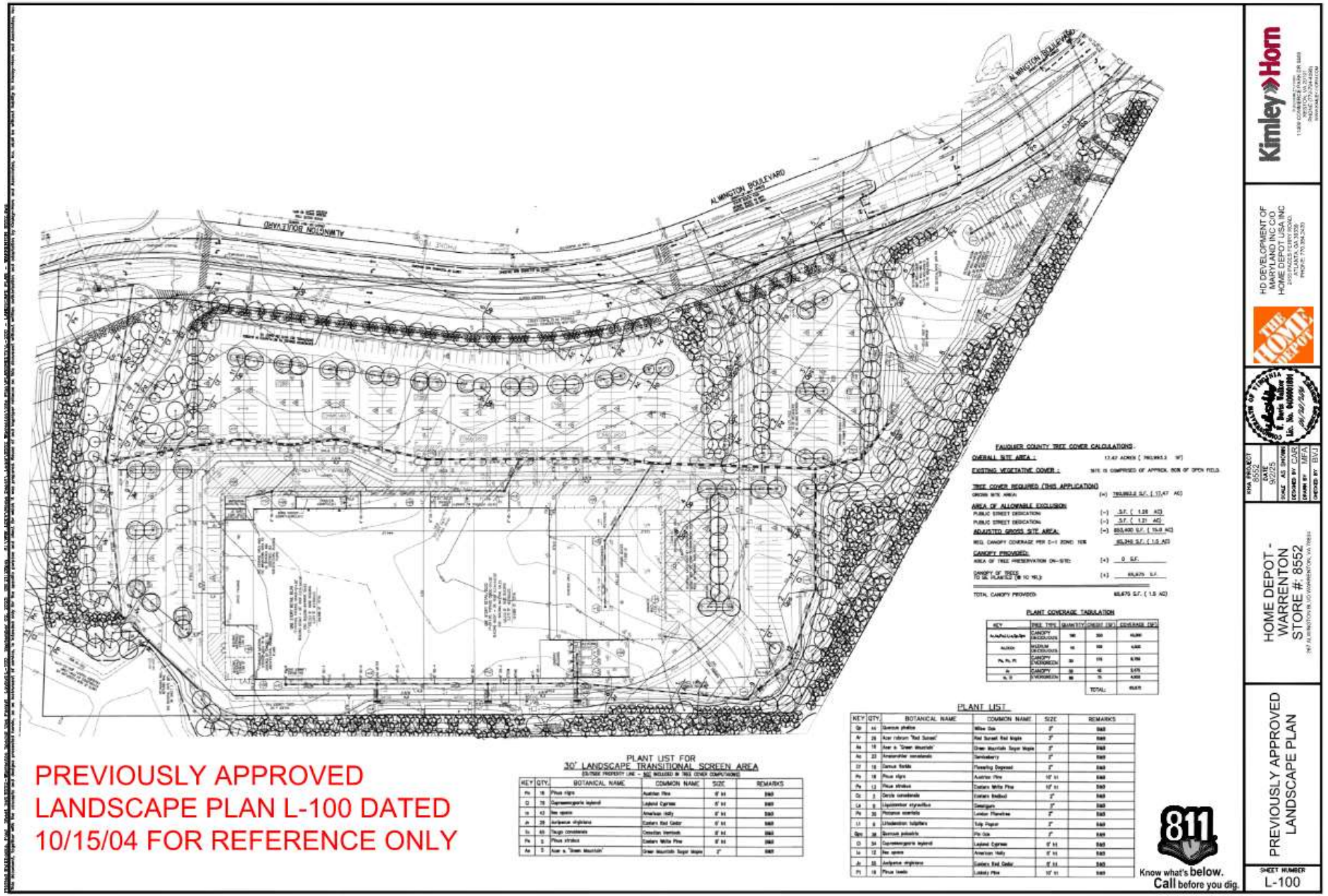
OVERALL SITE PLAN

SHEET NUMBER C-200

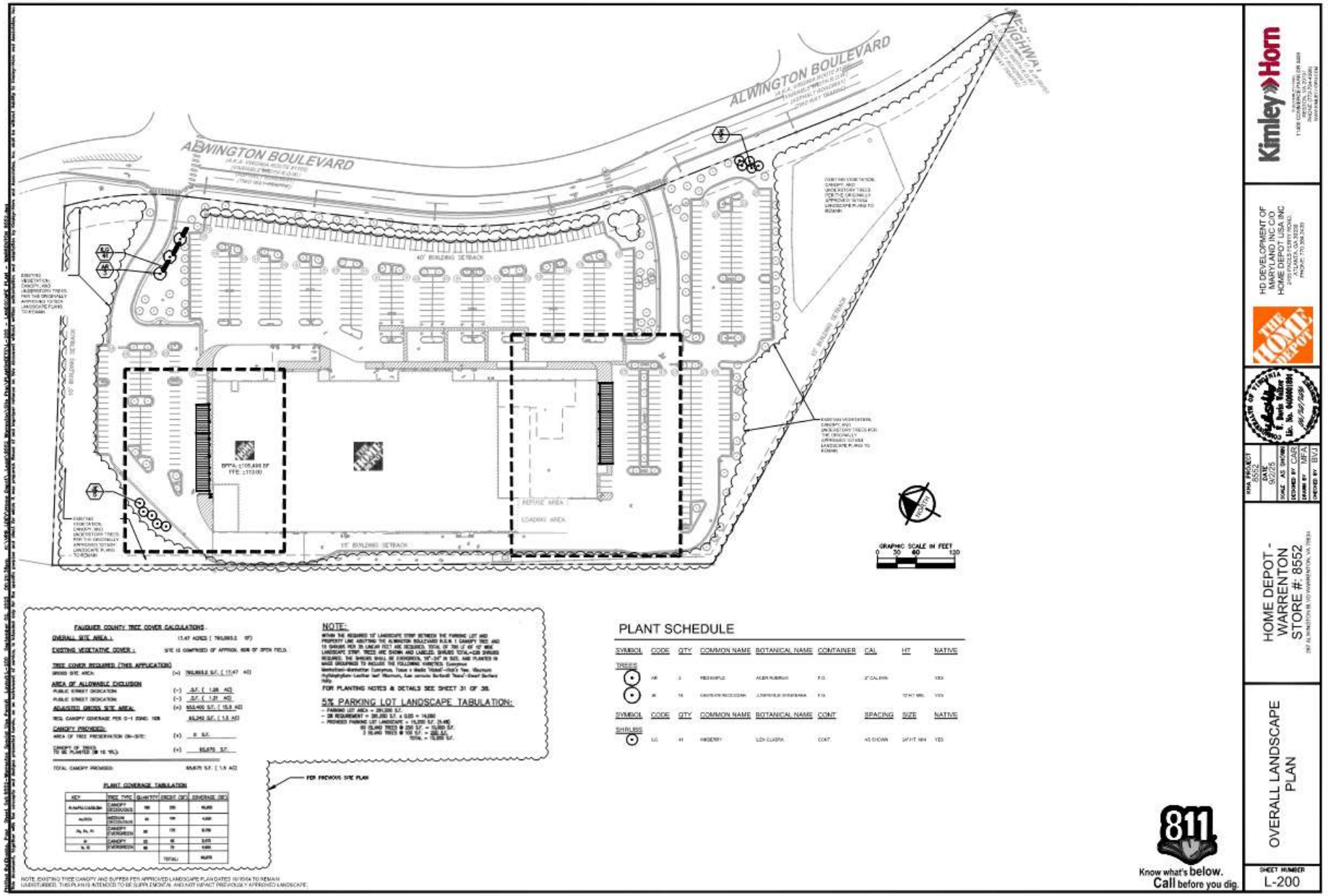

INSET A
INSET B
GRAPHIC SCALE IN FEET
0 15 30 60
239.0'
36.0'
135.0'
(EXISTING OF METAL OVERHEAD COVERING)
20.0'
SFPA ±105,408 SF
FFE: ±113.00
24.0'
135.0'
(EXISTING OF METAL OVERHEAD COVERING)
20.0'
GARDEN CENTER
±27,000 SF
REFUSE AREA
LOADING AREA
PROJECT SITE
VICINITY MAP
1" = 1000'
LEGEND
PROPERTY LINE/LEGAL ROW
BUILDING SETBACK
PROPOSED BOLLARD
PROPOSED LOW VOLTAGE TRANSFORMER
PROPOSED RENTAL DRAWER/LIFT/PEDESTAL
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FLOOD INFORMATION
THIS PROPERTY IS NOT LOCATED WITHIN A.K.A. (FEDERAL EMERGENCY MANAGEMENT ASSOCIATION) FLOOD HAZARD ZONE AS PER F.I.R.M (FLOOD INSURANCE RATE MAP) 51061C0308D, PANEL 308 OF 550, WITH AN EFFECTIVE DATE OF APRIL 25, 2024, FAUQUIER, VIRGINIA
CAUTION:
GENERAL CONTRACTOR IS RESPONSIBLE FOR VERIFYING ANY POTENTIAL CONFLICTS WITH BOLLARD FOUNDATIONS AND UTILITY LINES PRIOR TO INSTALLING BOLLARDS.
STEEL PIPE WITH CONCRETE FILL (4" DIAMETER TYP.) PROVIDE ROUNDED CONCRETE TOP
McCUE BOLLARD COVER
SELF TAPPING SCREW
HOLD TOP OF FOOTING BELOW TOP OF FINISH SURFACE WHEN POSSIBLE (2" MIN.)
FINISHED GRADE
4'-0" TO TOP OF STEEL ABOVE FINISHED SURFACE
3'-6"
1'-0" DIA. CONCRETE FOOTING
INSTALLATION NOTE: DEPENDING ON TIME OF FOOTING POUR, C.C. MAY FORM FIRST 6" TO SUPPORT POST DURING REMAINING POUR
6"
NOTE: ALL FINAL BOLLARD LOCATIONS AND INSTALLATIONS TO BE COORDINATED WITH THE HOME DEPOT PROJECT MANAGER.
BOLLARD - TYPE A
SCALE: NTS
McCue
PER PLAN
PER PLAN
PER PLAN
PROPOSED RESERVED LETTER STENCIL
PROPOSED RESERVED STALL
1.0'
8.0'
RESERVED
811
Know what's below.
Call before you dig.
Kimley»Horn
HD DEVELOPMENT OF MARYLAND INC C/O HOME DEPOT USA INC
2455 PACES FERRY ROAD
ATLANTA, GA 30339
PHONE: 770.384.2400
THE HOME DEPOT
COMMONWEALTH OF VIRGINIA
CHRIS HOWELL
Lic. No. 0402060185
4/27/26
KHA PROJECT 0552
DATE 9/2025
SCALE AS SHOWN
DESIGNED BY CAR
DRAWN BY MFA
CHECKED BY BVJ
HOME DEPOT - WARRENTON
STORE #: 8552
267 ALWINGTON BLVD WARRENTON, VA 20186
ENLARGED SITE PLAN
SHEET NUMBER
C-201


TRUCK AND 20' TRAILER
GRAPHIC SCALE IN FEET
0 10 20 40
PROJECT SITE
VICINITY MAP
LEGEND
FLOOD INFORMATION
THIS PROPERTY IS NOT LOCATED WITHIN A F.E.M.A. (FEDERAL EMERGENCY MANAGEMENT ASSOCIATION) FLOOD HAZARD ZONE AS PER F.I.R.M (FLOOD INSURANCE RATE MAP) 51061C0308D, PANEL 308 OF 550, WITH AN EFFECTIVE DATE OF APRIL 25, 2024, FAUQUIER, VIRGINIA
811
Know what's below.
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Kimley»Horn
HD DEVELOPMENT OF MARYLAND INC C/O HOME DEPOT USA, INC
THE HOME DEPOT
CHRIS HOWELL
KHA PROJECT 8552
DATE 9/27/25
SCALE AS SHOWN
DESIGNED BY CAR
DRAWN BY MFA
CHECKED BY BVJ
HOME DEPOT - WARRENTON STORE # 8552
RENTAL TRUCK ROUTING
SHEET NUMBER C-202

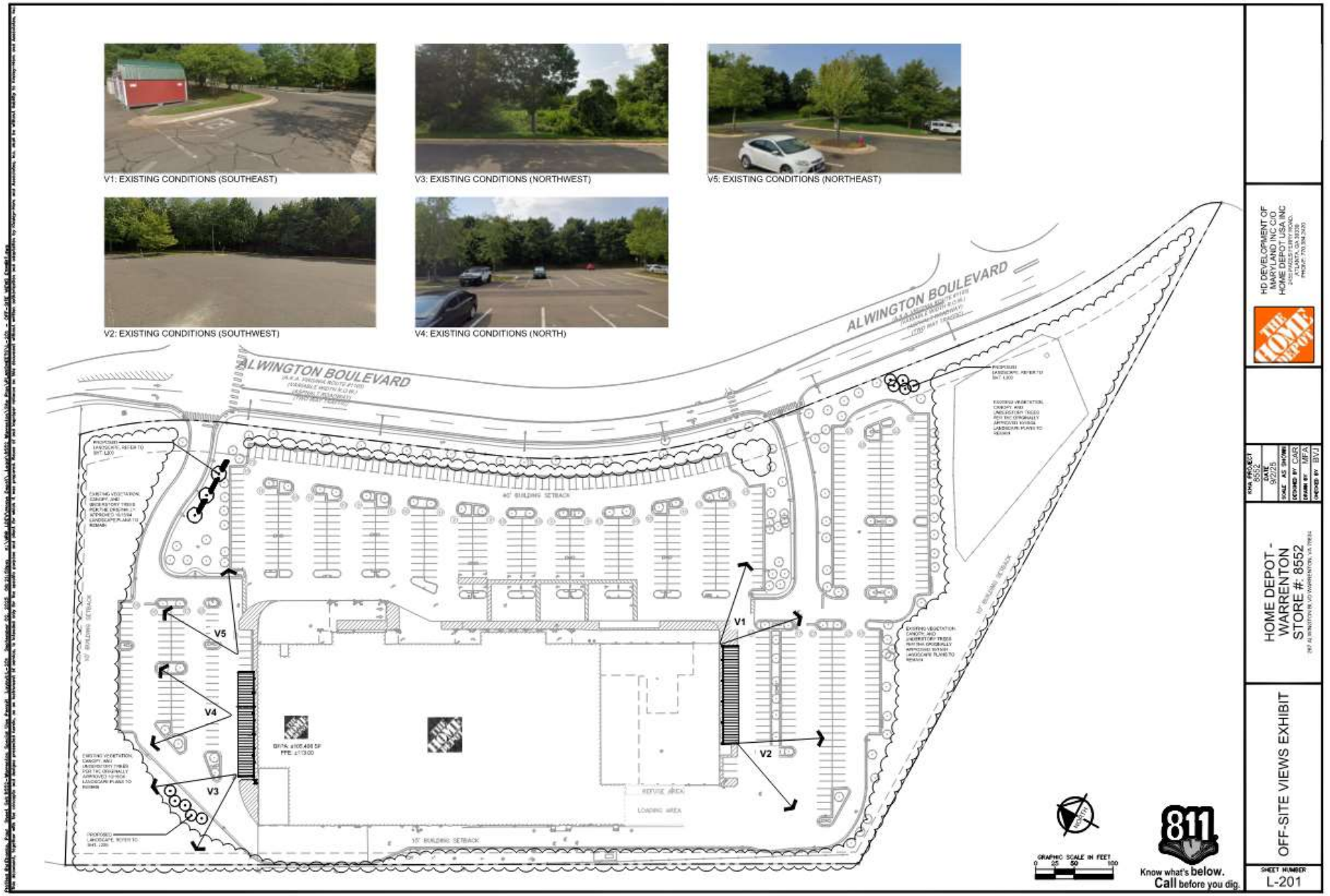
EXISTING
LANDSCAPING



PROPOSED LANDSCAPING

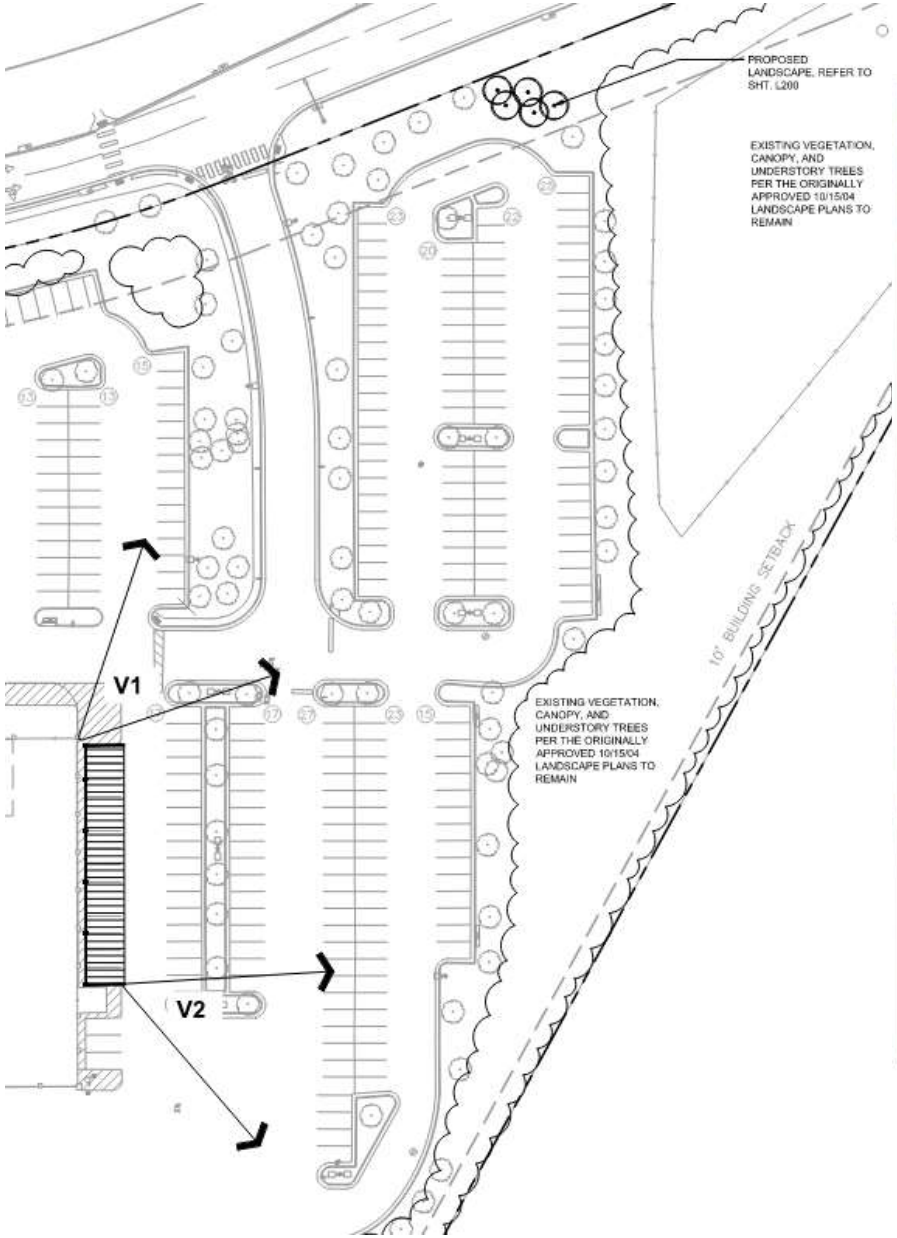


EXISTING LANDSCAPE BUFFERING FROM OFFSITE VIEWS WITH PROPOSED LANDSCAPING REFERENCED ON THE PLAN



EXISTING LANDSCAPE BUFFERING FROM OFFSITE VIEWS WITH PROPOSED LANDSCAPING REFERENCED ON THE PLAN

Additional evergreen plant material is proposed to provide further screening in images V1, see plan to the right.





V1: EXISTING CONDITIONS (SOUTHEAST)



V2: EXISTING CONDITIONS (SOUTHWEST)

EXISTING LANDSCAPE BUFFERING FROM OFFSITE VIEWS WITH PROPOSED LANDSCAPING REFERENCED ON THE PLAN

Additional evergreen plant material is proposed to provide further screening in images V3 and V5, see plan to the right.



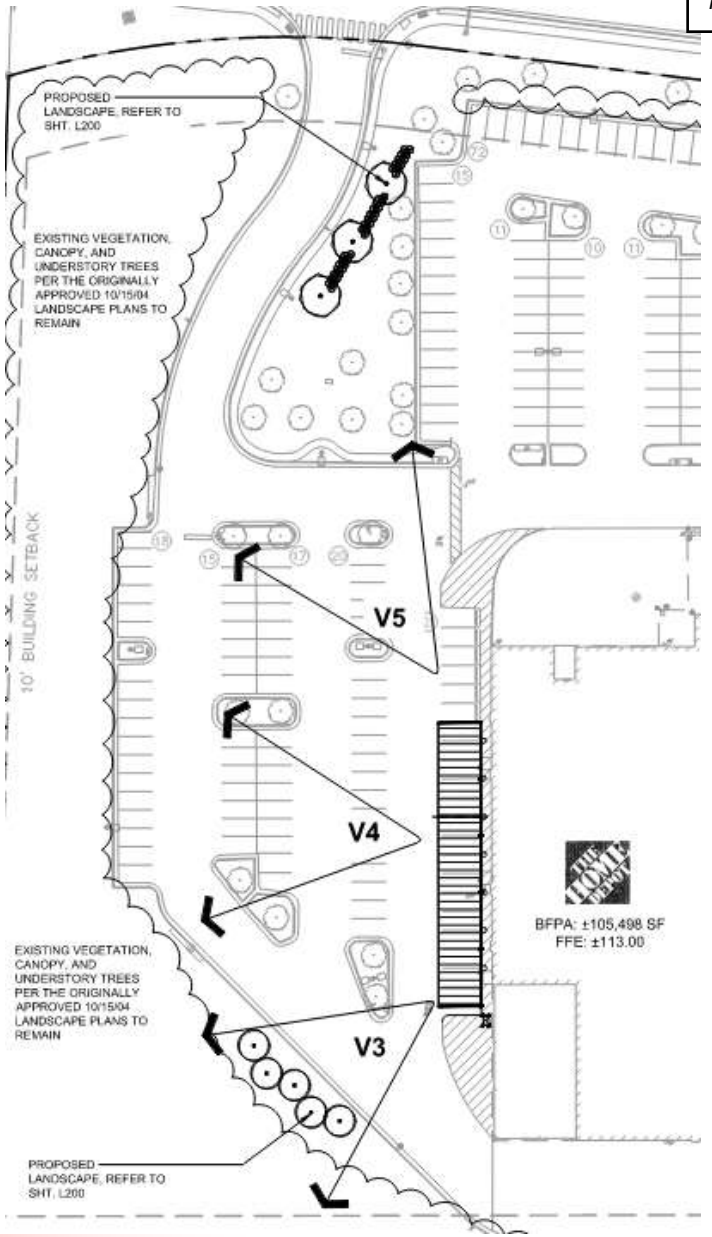
V3: EXISTING CONDITIONS (NORTHWEST)



V5: EXISTING CONDITIONS (NORTHEAST)

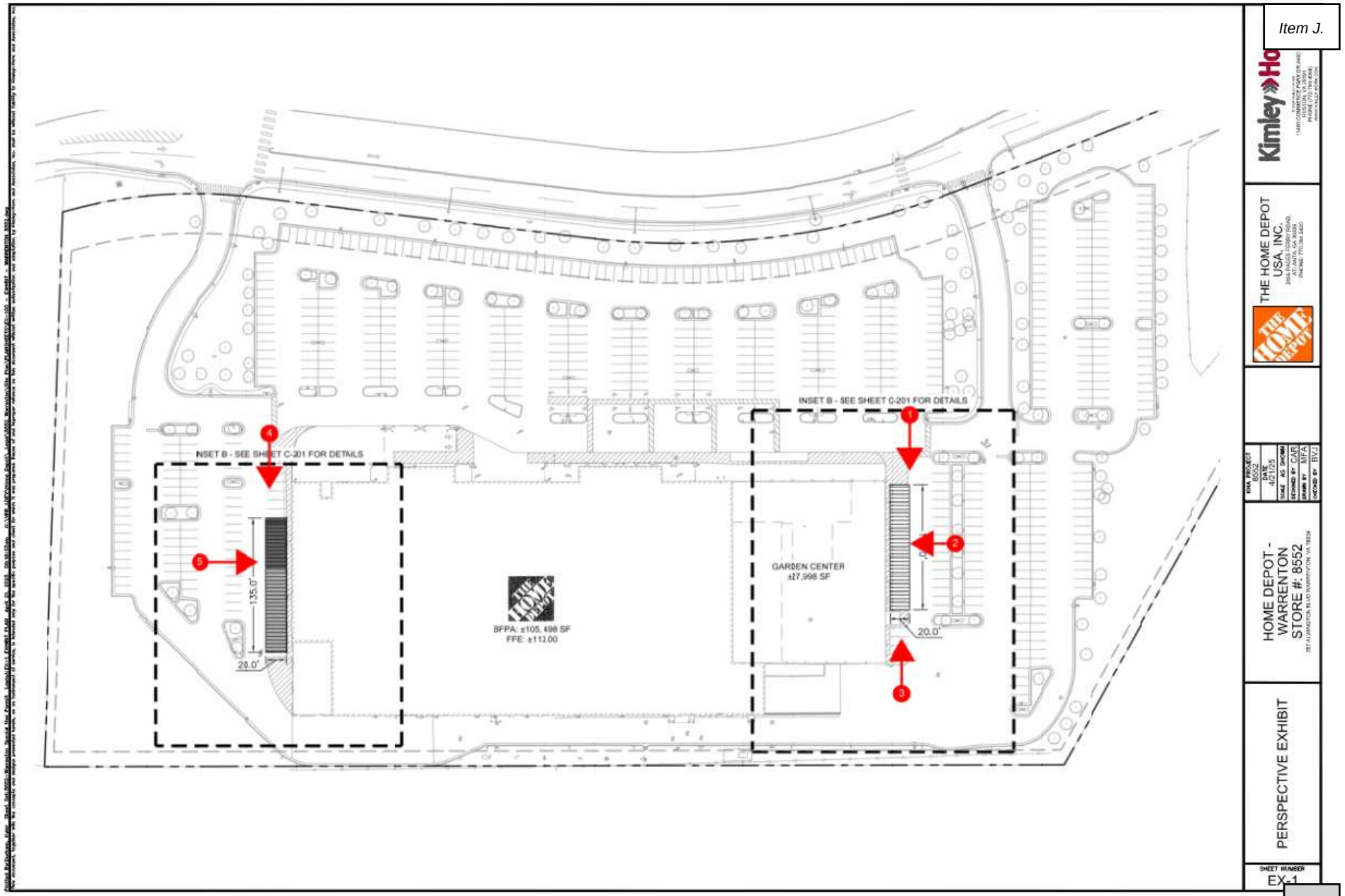


V4: EXISTING CONDITIONS (NORTH)



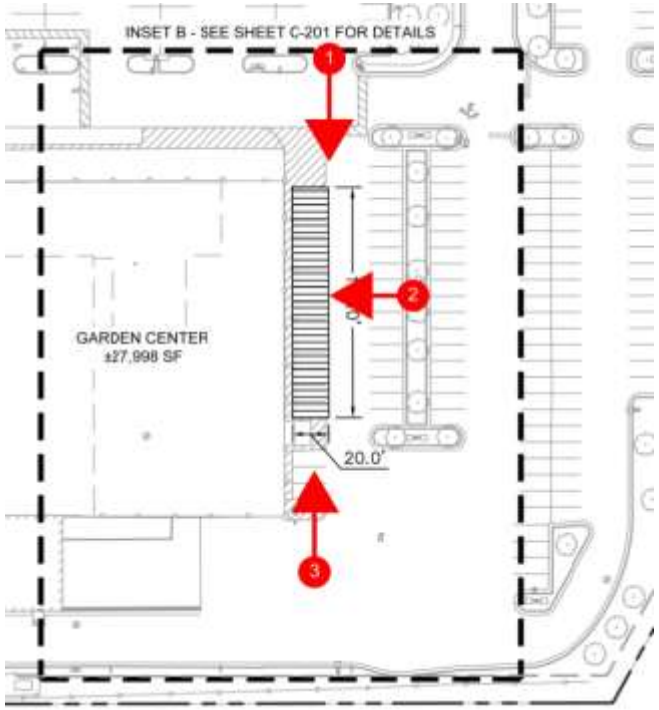
Proposed Covered Storage Before and After Location View Location Map Key

Refer to the three following before and after renderings for the proposed concrete CMU wall and overhead canopy structure required per to satisfy code.



Covered Storage Before and After Exhibits

These exhibits include the10’ tall brick clad concrete CMU wall, to match existing building façade, and proposed overhead cantilevered structure.



BEFORE



AFTER



BEFORE



AFTER



BEFORE

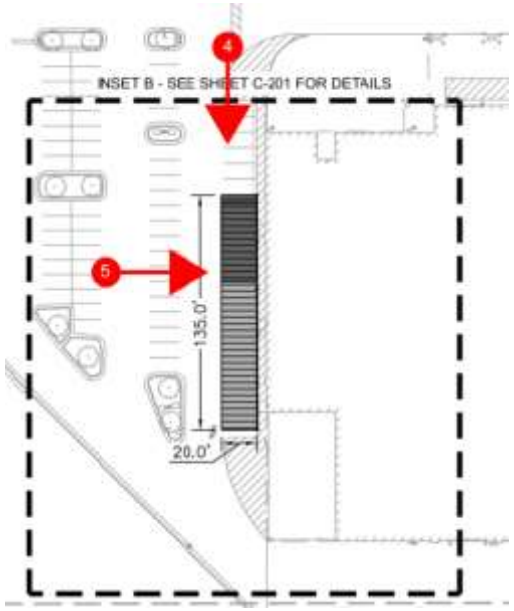


AFTER



Covered Equipment Rental
Before and After Exhibits

These exhibits include the10’ tall brick clad concrete CMU wall, to match existing building façade, and proposed overhead cantilevered structure.



BEFORE



AFTER



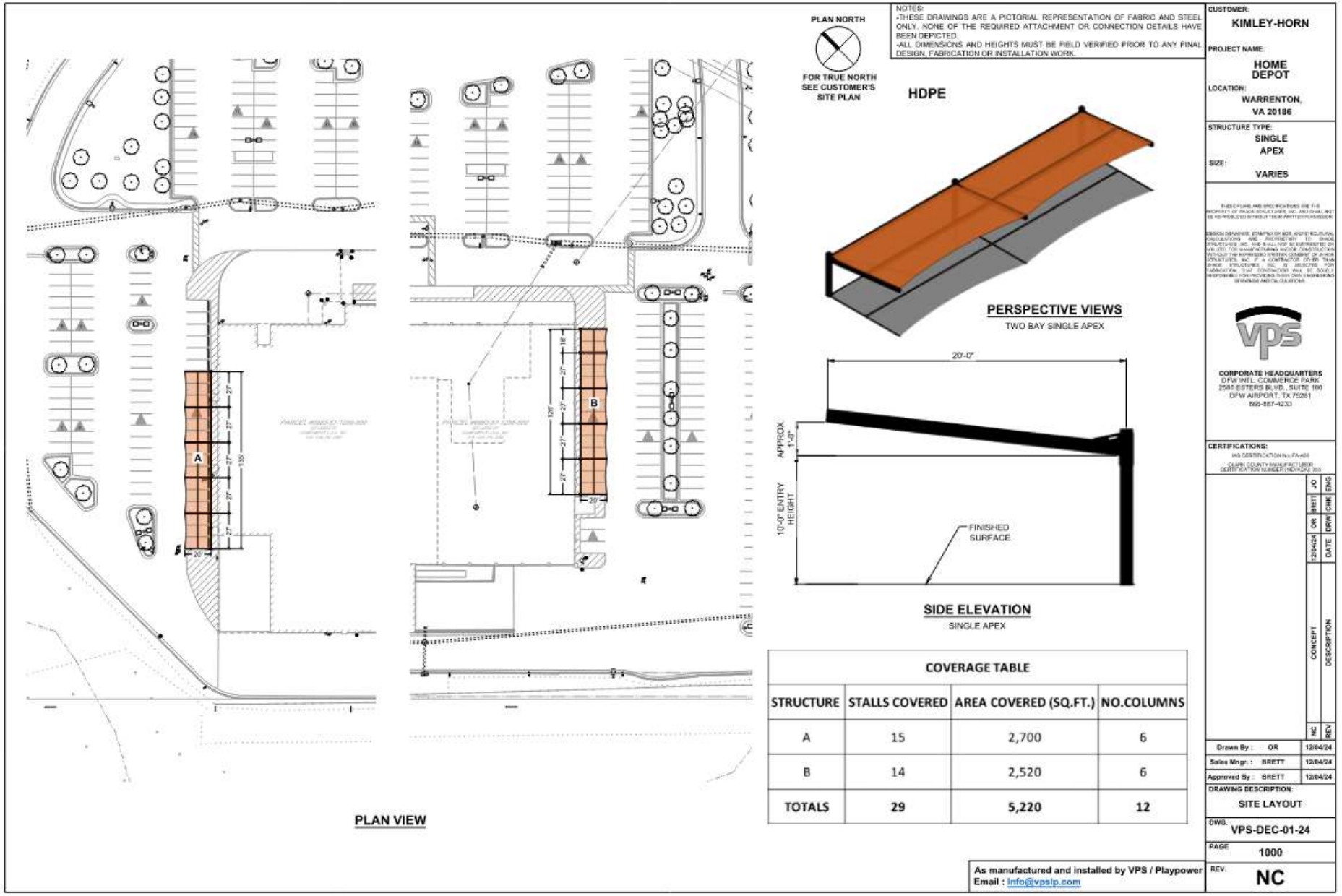
BEFORE



AFTER



Overhead Cantilevered Canopy Structure



EXPERIENCE

WARRENTON

VIRGINIA

EST. 1810

Planning Commission Work Session
SUP 25-02 Home Depot
Undercover Storage
October 21, 2025
Decision Deadline: December 25, 2025

Request

SUP 25-02

- GPIN Applicant: 6983-57-1258-500
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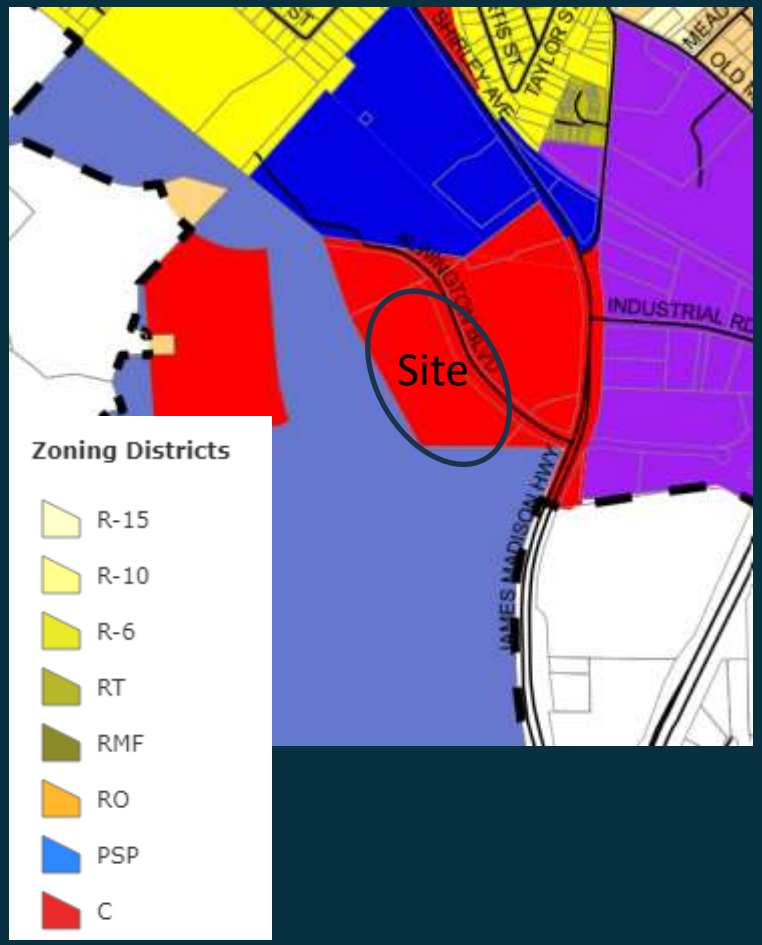


Current Request

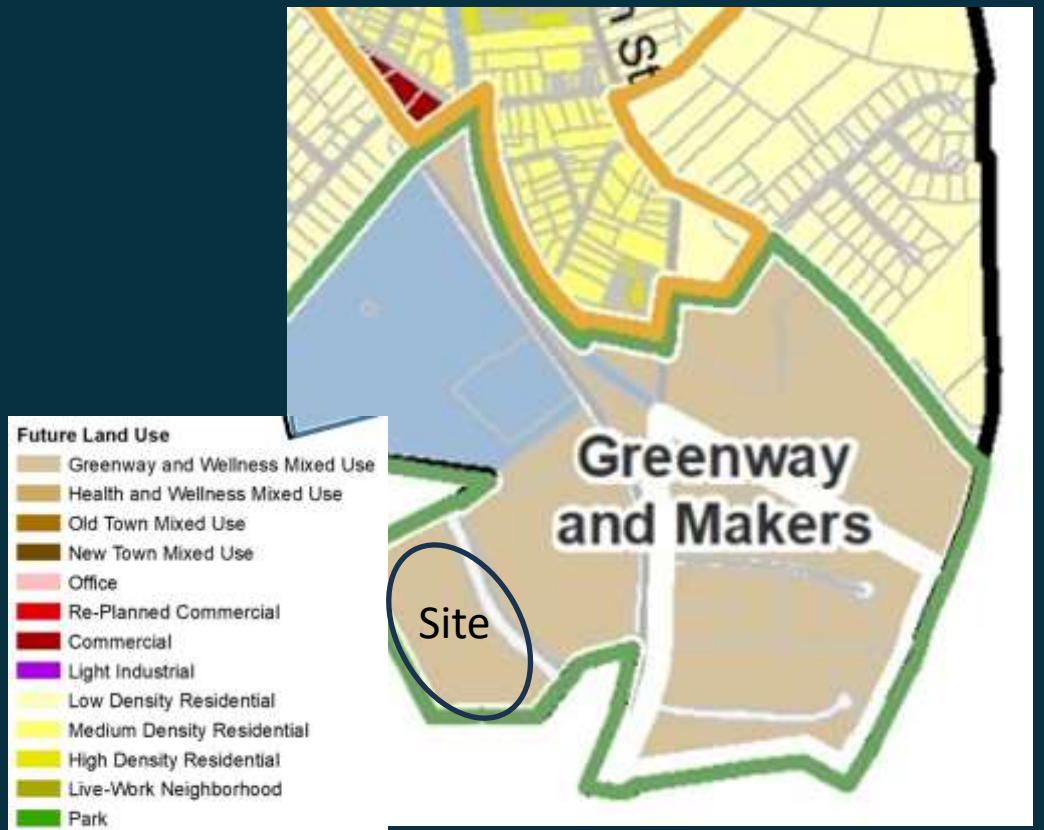
- History: Fauquier County approved the Home Depot site plan and then the property was annexed into the Town.
- Applicant is requesting a Special Use Permit to expand the existing Home Depot with under cover storage for rental equipment.
- Undercover storage would consist of 10’ walls with a canopy structure.
- Remove 14 existing parking stalls (approximately 2520 square feet) to the south next to garden center.
- Remove 15 existing parking stalls (approximately 2700 square feet) to the north.
- Site is overparked and still meets parking requirements.

Adjacent Uses

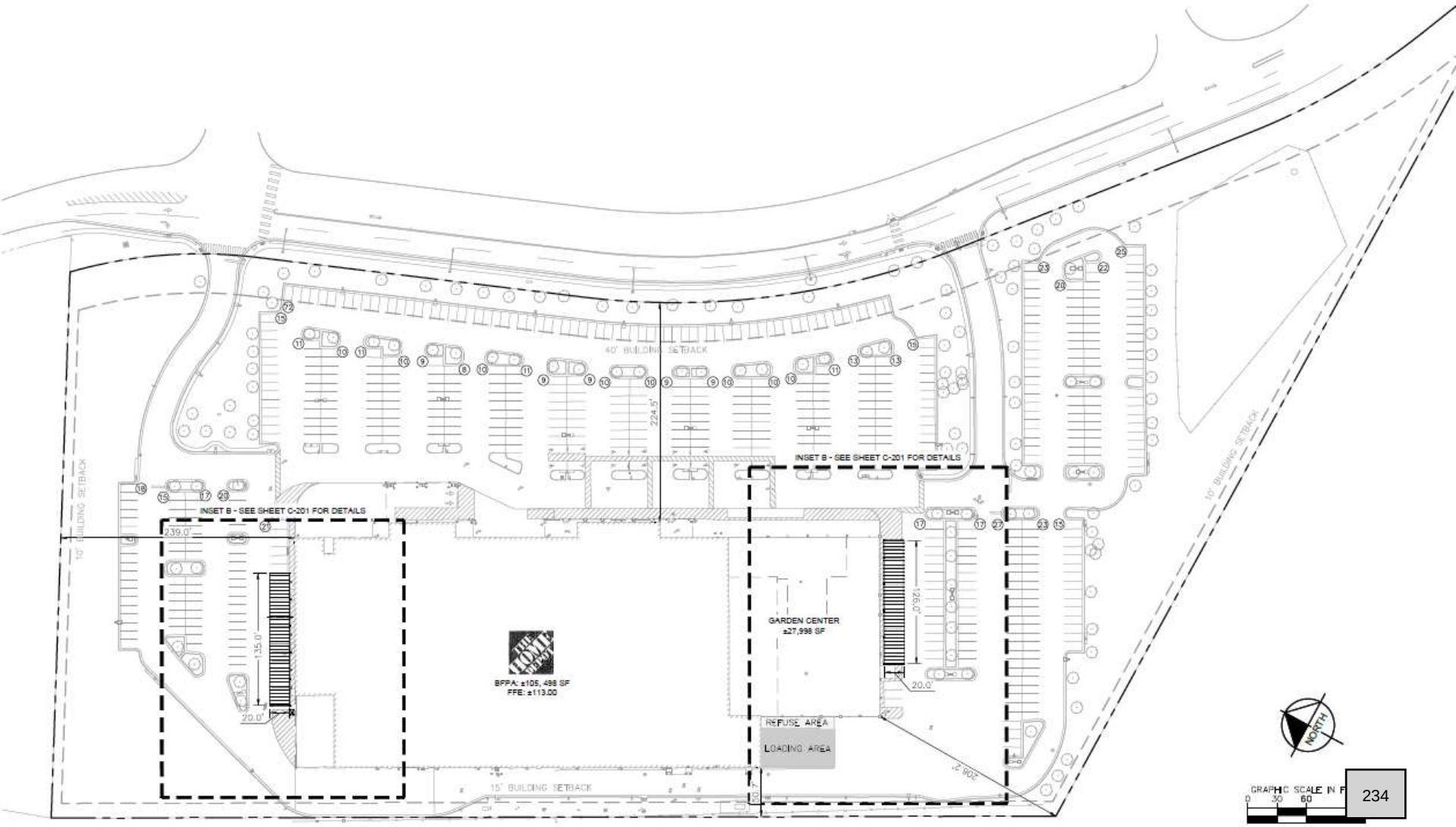
Zoning Map



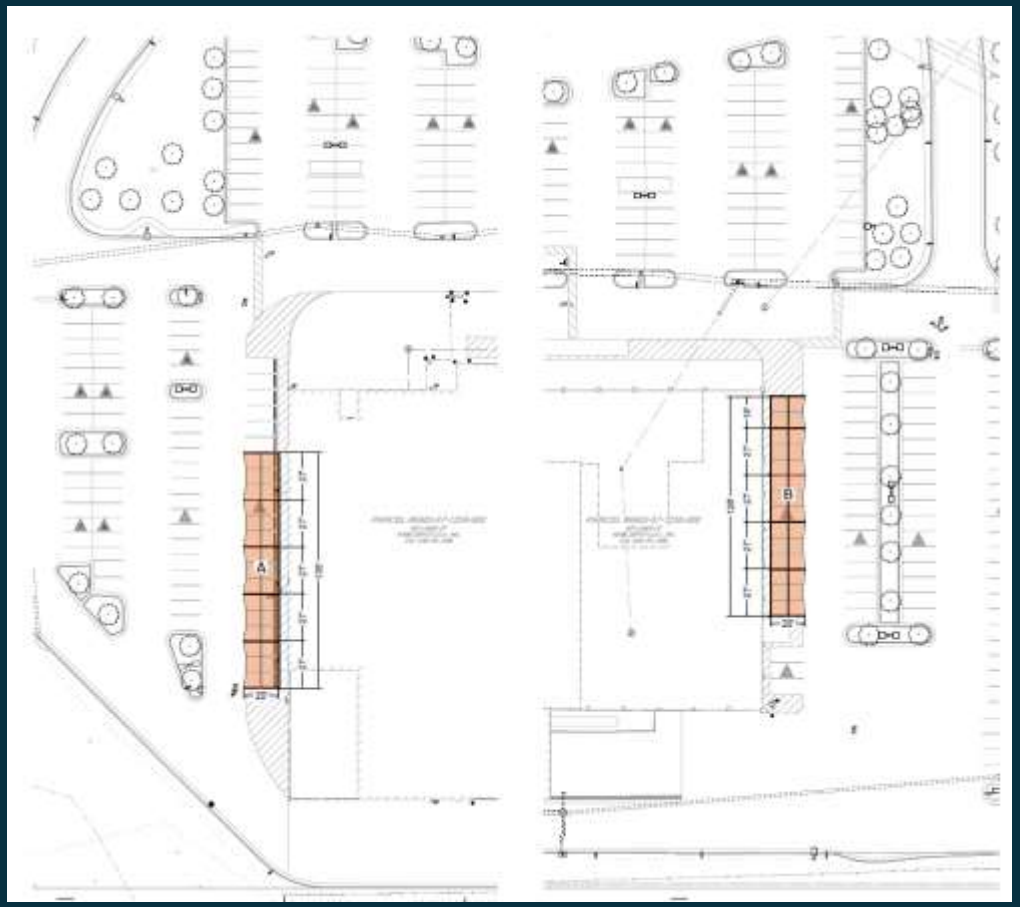
Future Land Use

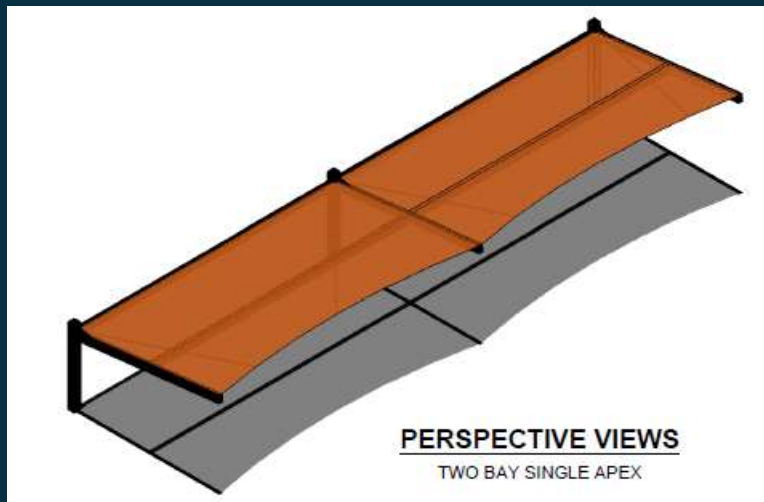


SUP Plan


40' BUILDING SETBACK
224.5'
INSET B - SEE SHEET C-201 FOR DETAILS
INSET B - SEE SHEET C-201 FOR DETAILS
10' BUILDING SETBACK
239.0'
135.0'
20.0'
BFPA: ±105, 498 SF
FFE: ±113.00
GARDEN CENTER
±27,998 SF
126.0'
20.0'
REFUSE AREA
LOADING AREA
208.2'
15' BUILDING SETBACK
10' BUILDING SETBACK
NORTH
GRAPHIC SCALE IN F
0 30 60

Site Plan





PERSPECTIVE VIEWS

TWO BAY SINGLE APEX

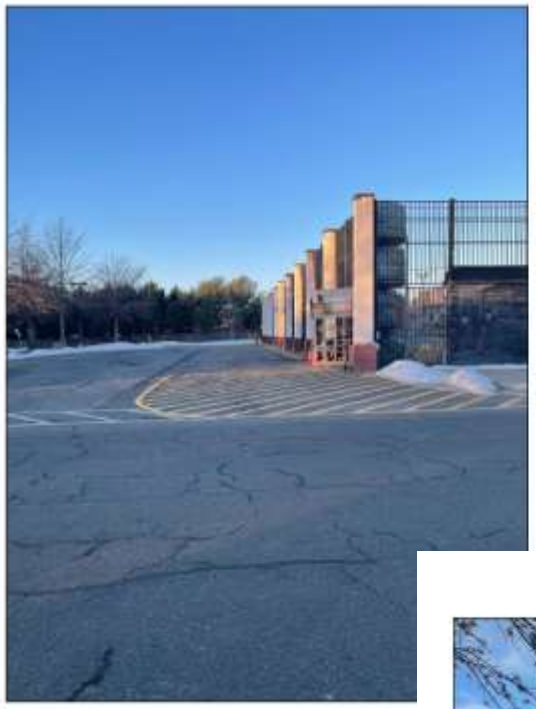


SIDE ELEVATION

SINGLE APEX

Elevations

BEFORE



AFTER



BEFORE



AFTER



Elevations

BEFORE



AFTER



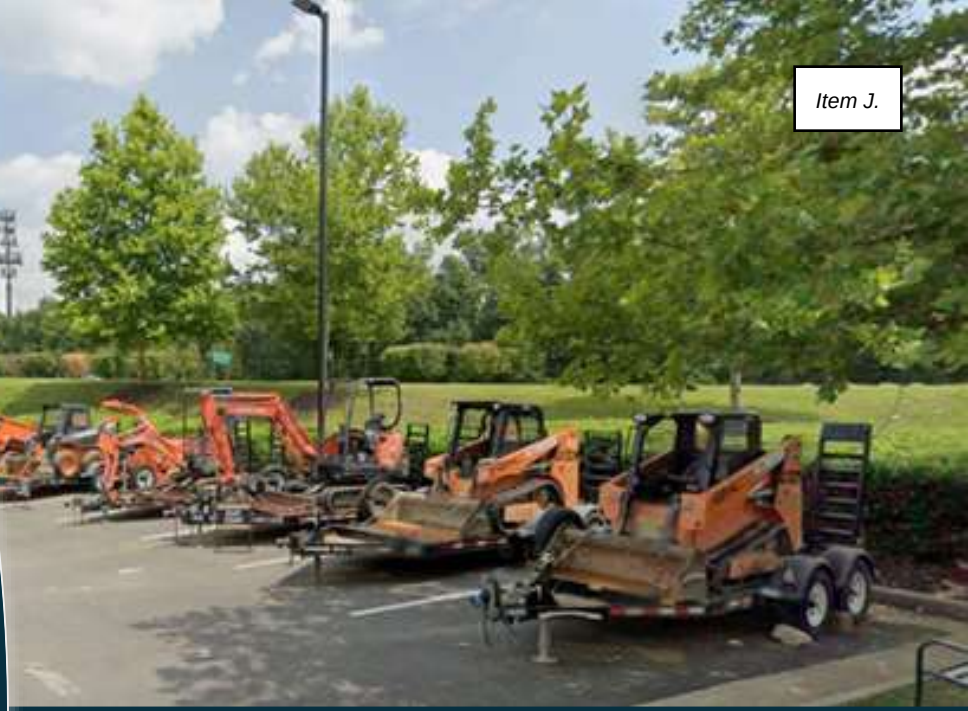
BEFORE



AFTER



Pictures from Chantilly Location





Staff Review

- Undercover Storage Elevations
- Transportation Circulation
- Landscaping/Buffers
- Parking/Transportation

Draft Conditions of Approval

- Substantial conformance
- Allow 10’ wall with brick façade
- Landscaping buffers and screening
- Lighting – LED temperature 3000 K or lower
- No outdoor storage, except undercover
- Site Maintenance and Refuse Collection
- Signage and Handicap Parking

Staff Recommendation

- Hold a Public Hearing
- Direct Applicant/Staff Next Steps
- 100-Days: December 25, 2025



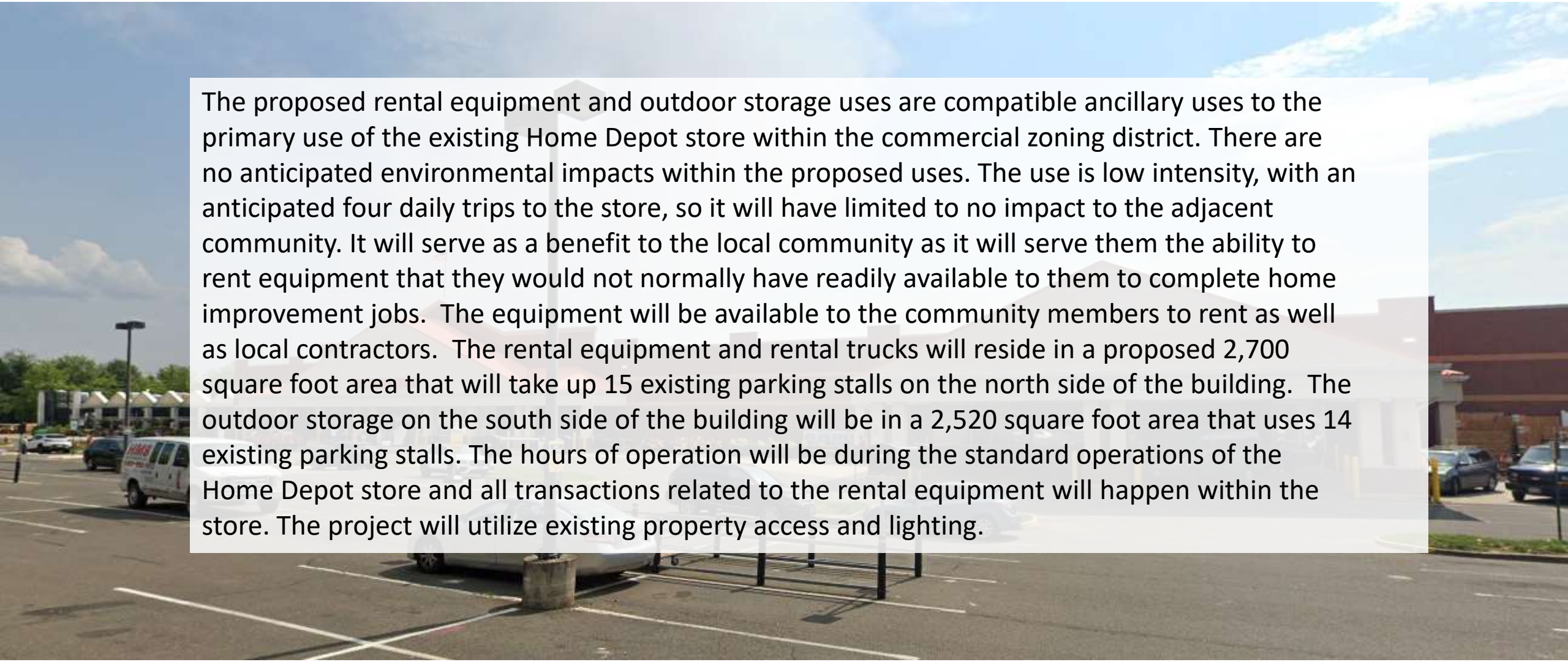
HOME DEPOT RENTAL EQUIPMENT AND OUTDDOR STORAGE

SUP 2025-2

267 Alwington Blvd,

Warrenton, VA 20186

PROJECT STATEMENT

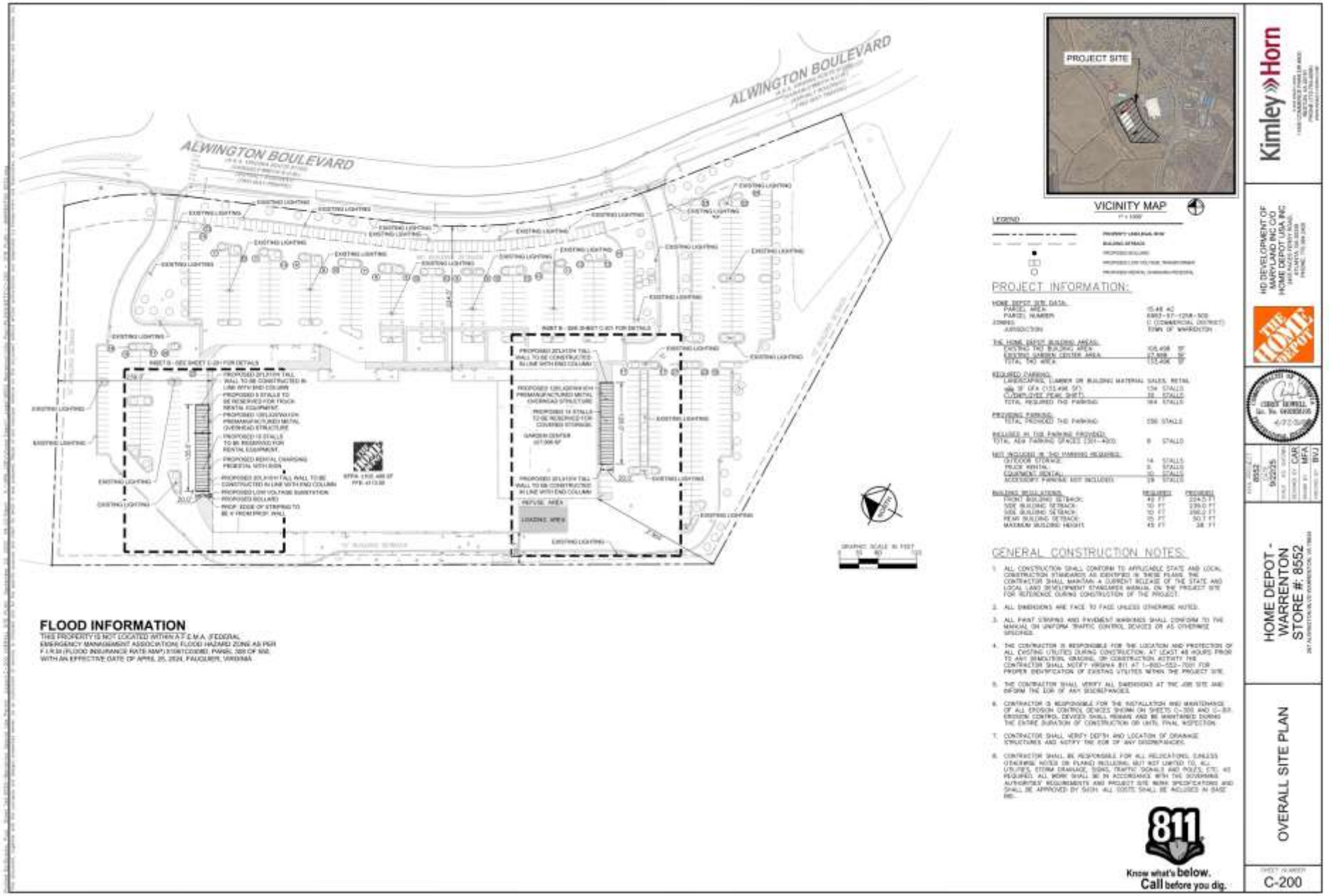


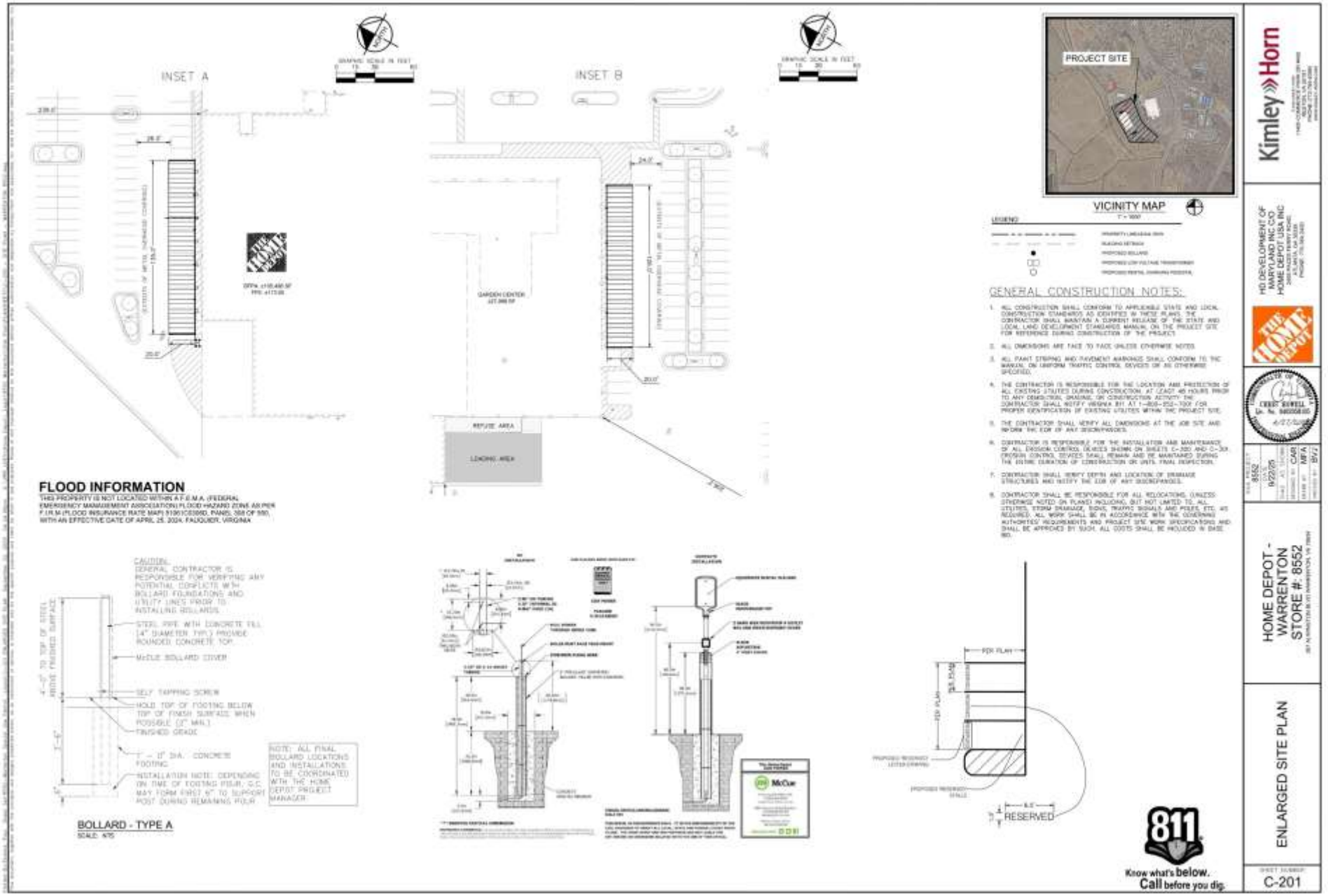
The proposed rental equipment and outdoor storage uses are compatible ancillary uses to the primary use of the existing Home Depot store within the commercial zoning district. There are no anticipated environmental impacts within the proposed uses. The use is low intensity, with an anticipated four daily trips to the store, so it will have limited to no impact to the adjacent community. It will serve as a benefit to the local community as it will serve them the ability to rent equipment that they would not normally have readily available to them to complete home improvement jobs. The equipment will be available to the community members to rent as well as local contractors. The rental equipment and rental trucks will reside in a proposed 2,700 square foot area that will take up 15 existing parking stalls on the north side of the building. The outdoor storage on the south side of the building will be in a 2,520 square foot area that uses 14 existing parking stalls. The hours of operation will be during the standard operations of the Home Depot store and all transactions related to the rental equipment will happen within the store. The project will utilize existing property access and lighting.



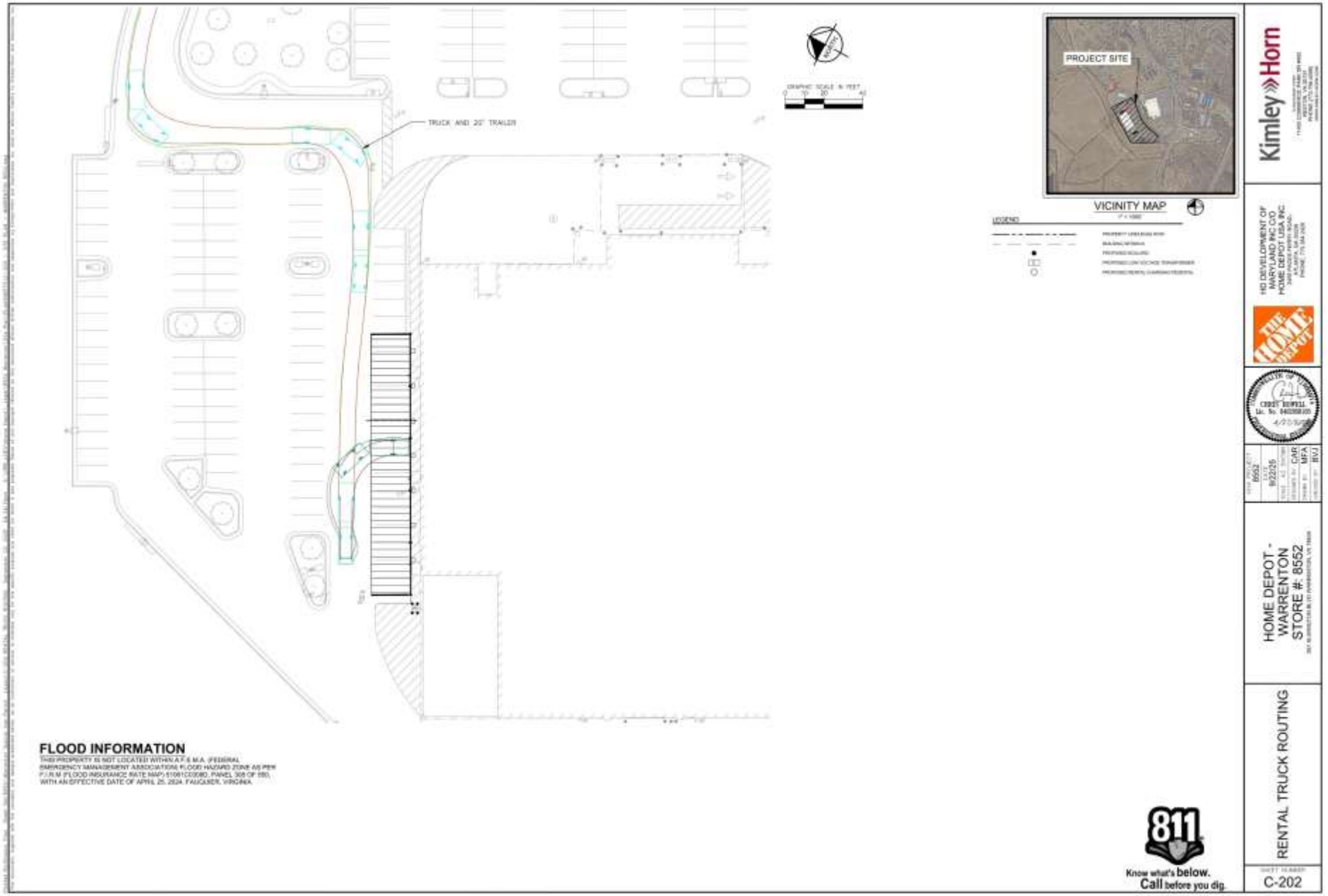
CONTIGUOUS PARCELS

Parcel ID	Existing Zoning	Existing Land Use	Future Land Use	Historic Buildings
6983-48-7036-000	General Commercial	Commercial	Greenway/Gateway Residential	Office, Open Porch, Warehouse, Utility Room
6983-48-2439-000	Planned Residential Development	Agricultural	Greenway/Gateway Residential	–
6983-57-9191-000	General Commercial	Commercial	Greenway/Gateway Residential	–
6983-57-7857-000	Commercial	Commercial	Greenway and Makers District	Auto Garage, Big Box Retail, Patio Walled

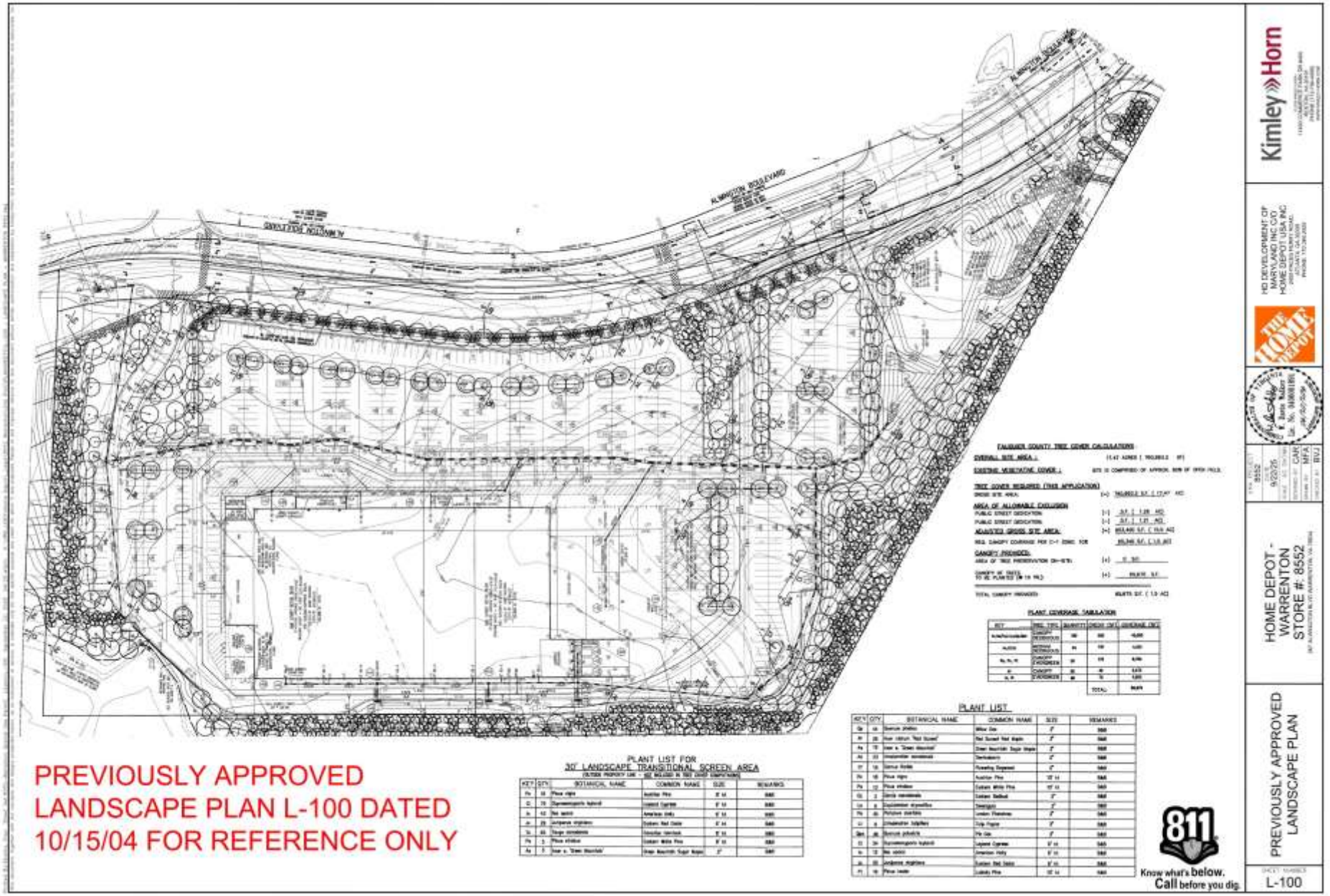

ALWINGTON BOULEVARD
ALWINGTON BOULEVARD
PROJECT SITE
VICINITY MAP
LEGEND
PROJECT INFORMATION:
GENERAL CONSTRUCTION NOTES:
FLOOD INFORMATION
THIS PROPERTY IS NOT LOCATED WITHIN A F.E.M.A. (FEDERAL EMERGENCY MANAGEMENT ASSOCIATION) FLOOD HAZARD ZONE AS PER F.I.R.M (FLOOD INSURANCE RATE MAP) 51061C0038D, PANEL 38 OF 50, WITH AN EFFECTIVE DATE OF APRIL 05, 2024, FAUQUIER, VIRGINIA
Kimley»Horn
HD DEVELOPMENT OF MARYLAND INC C/O HOME DEPOT USA, INC
HOME DEPOT - WARRENTON STORE #: 8552
OVERALL SITE PLAN
C-200
Know what's below. Call before you dig.


INSET A
INSET B
PROJECT SITE
VICINITY MAP
GENERAL CONSTRUCTION NOTES:
FLOOD INFORMATION
THIS PROPERTY IS NOT LOCATED WITHIN A F.E.M.A. (FEDERAL EMERGENCY MANAGEMENT ASSOCIATION) FLOOD HAZARD ZONE AS PER F.I.R.M. (FLOOD INSURANCE RATE MAP) 51061C0350D, PANEL 350 OF 550, WITH AN EFFECTIVE DATE OF APRIL 25, 2024, FAUQUIER, VIRGINIA
BOLLARD - TYPE A
RESERVED
Know what's below. Call before you dig.
Kimley»Horn
HD DEVELOPMENT OF MARYLAND INC C/O HOME DEPOT USA INC
HOME DEPOT - WARRENTON STORE #: 8552
ENLARGED SITE PLAN
C-201

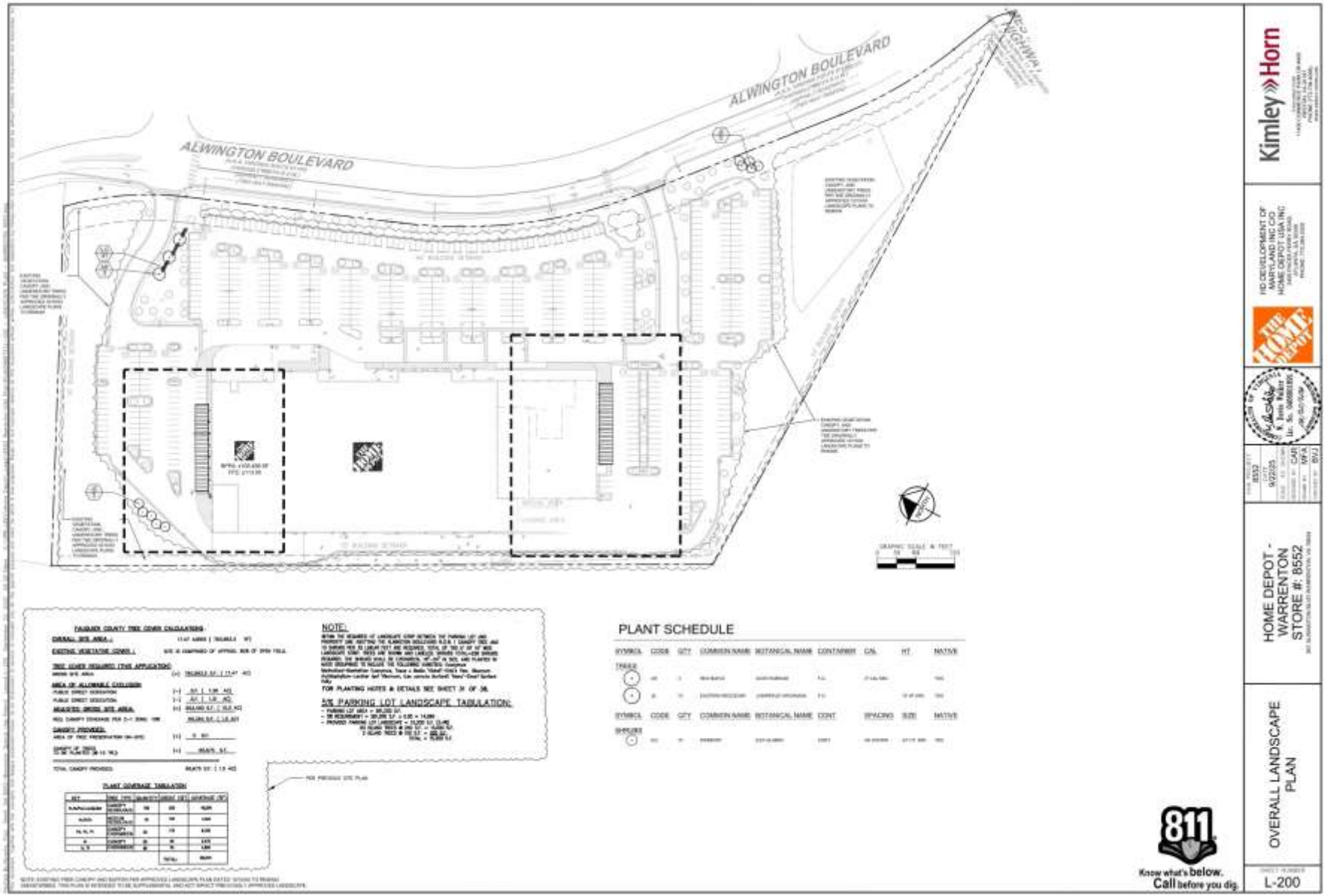
RENTAL TRUCK ROUTING



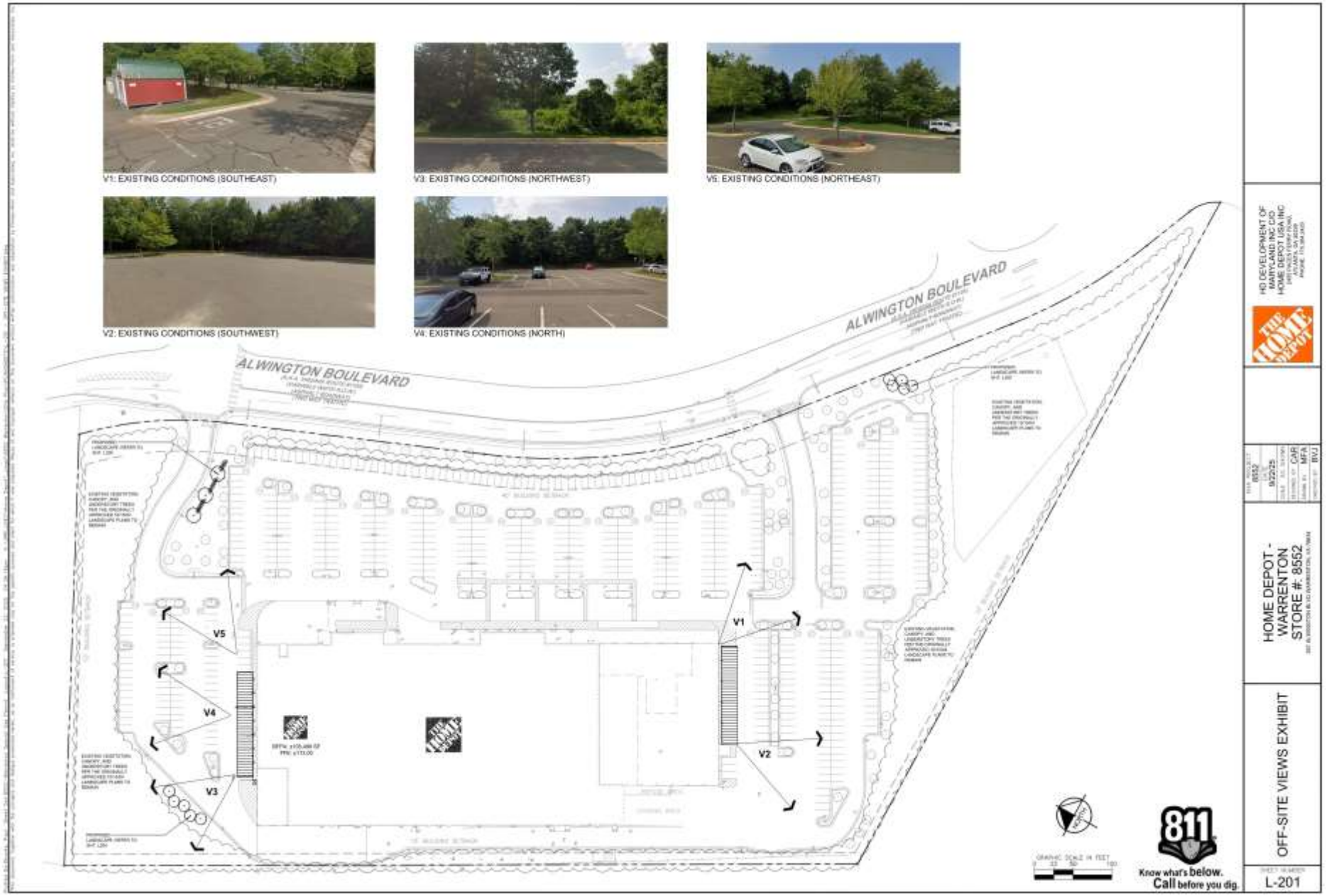
EXISTING
LANDSCAPING



PROPOSED
LANDSCAPING

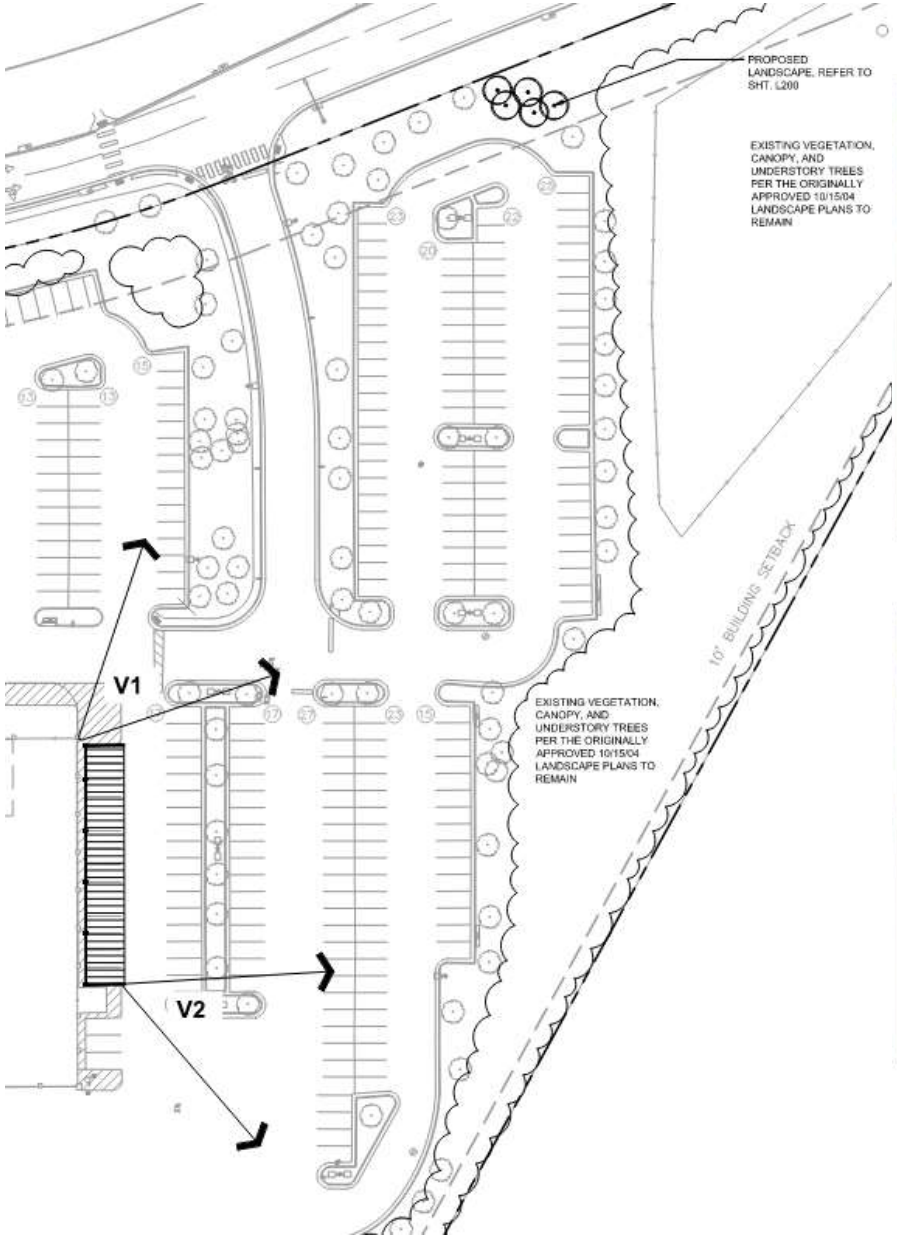


EXISTING LANDSCAPE BUFFERING FROM OFFSITE VIEWS WITH PROPOSED LANDSCAPING REFERENCED ON THE PLAN



EXISTING LANDSCAPE BUFFERING FROM OFFSITE VIEWS WITH PROPOSED LANDSCAPING REFERENCED ON THE PLAN

Additional evergreen plant material is proposed to provide further screening in images V1, see plan to the right.





V1: EXISTING CONDITIONS (SOUTHEAST)



V2: EXISTING CONDITIONS (SOUTHWEST)

EXISTING LANDSCAPE BUFFERING FROM OFFSITE VIEWS WITH PROPOSED LANDSCAPING REFERENCED ON THE PLAN

Additional evergreen plant material is proposed to provide further screening in images V3 and V5, see plan to the right.



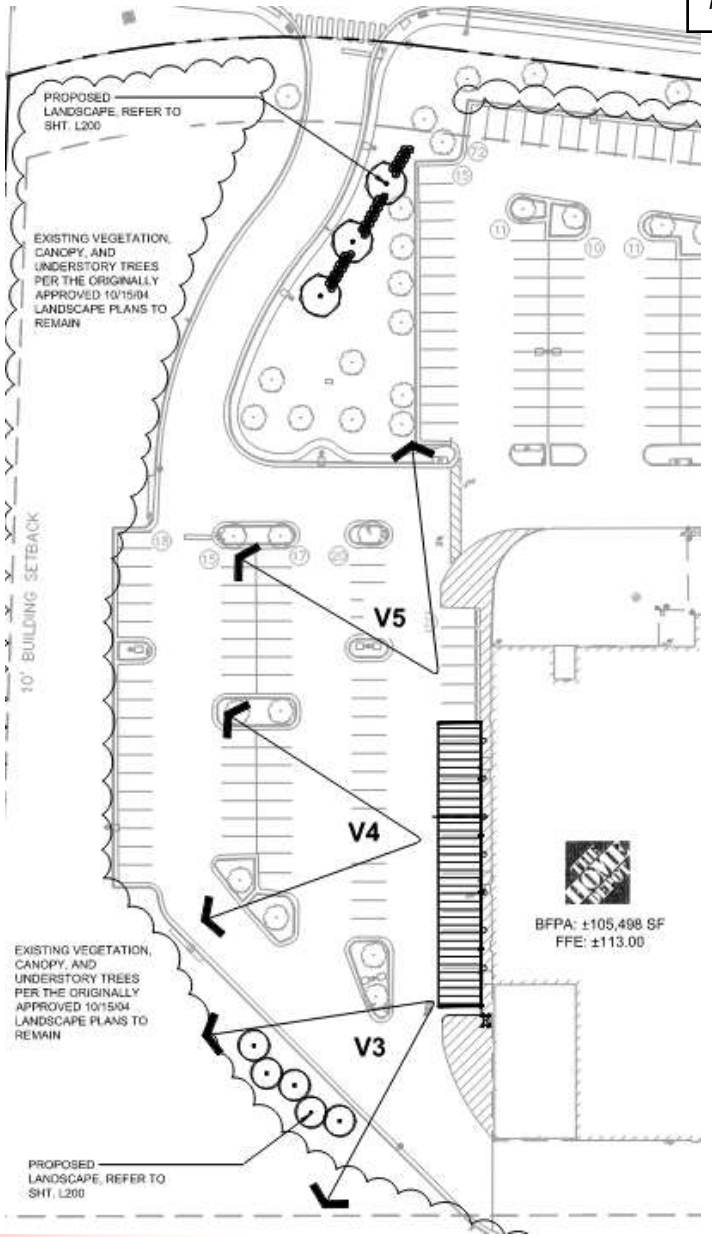
V3: EXISTING CONDITIONS (NORTHWEST)



V5: EXISTING CONDITIONS (NORTHEAST)

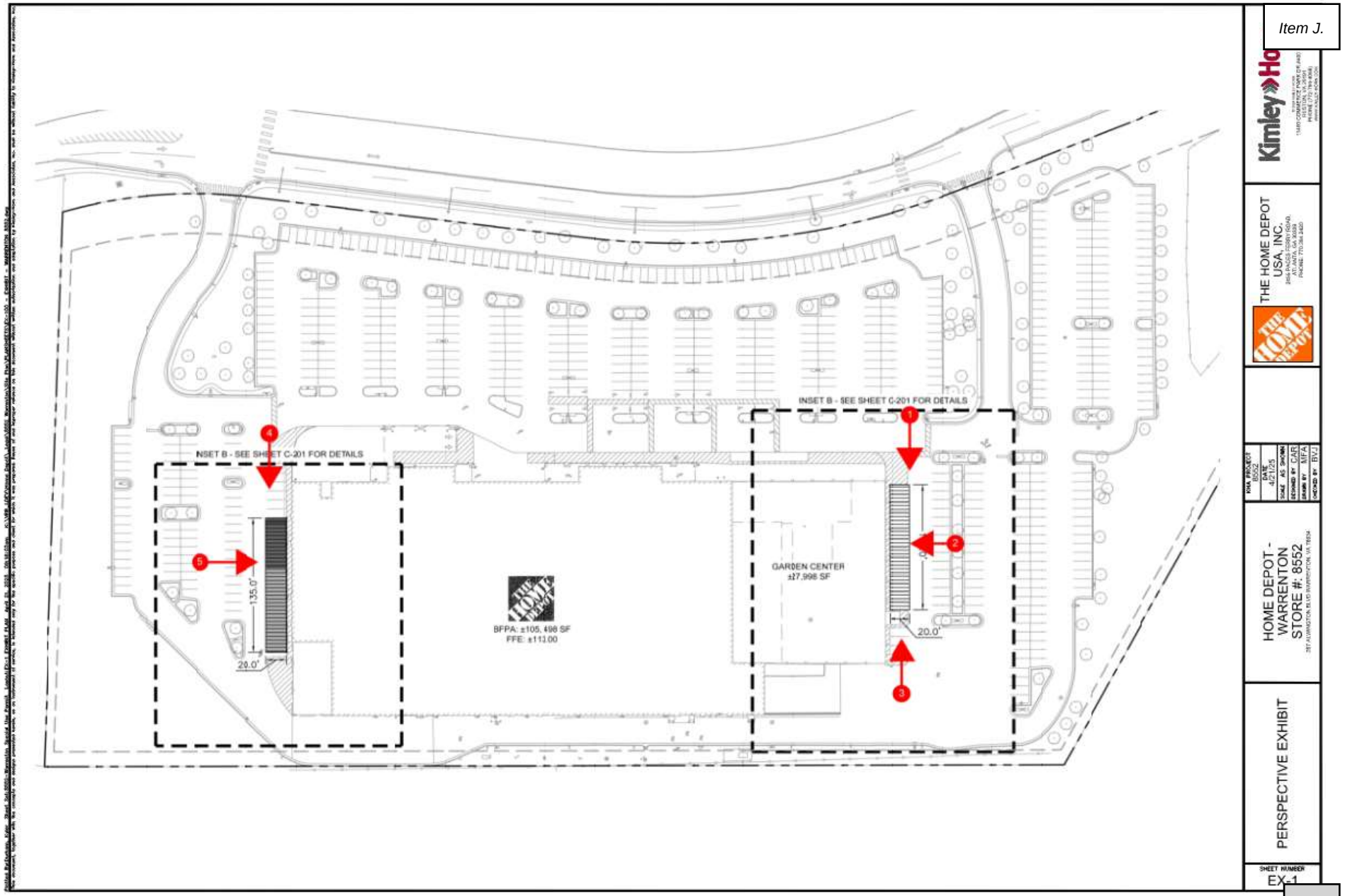


V4: EXISTING CONDITIONS (NORTH)



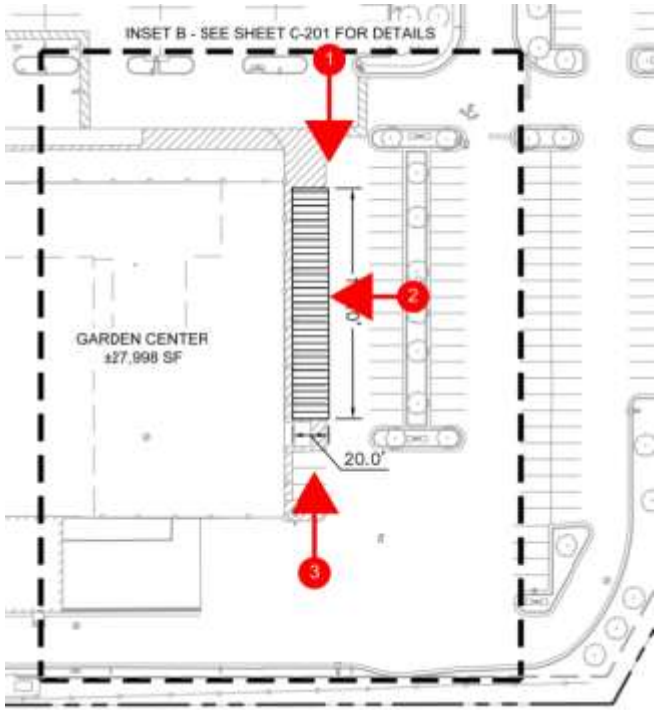
Proposed Covered Storage Before and After Location View Location Map Key

Refer to the three following before and after renderings for the proposed concrete CMU wall and overhead canopy structure required per to satisfy code.



Covered Storage Before and After Exhibits

These exhibits include the10’ tall brick clad concrete CMU wall, to match existing building façade, and proposed overhead cantilevered structure.



BEFORE



AFTER



BEFORE



AFTER



BEFORE

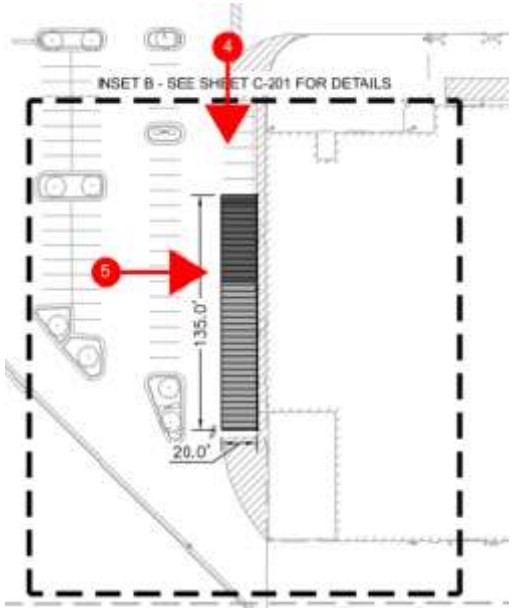


AFTER



Covered Equipment Rental
Before and After Exhibits

These exhibits include the10’ tall brick clad concrete CMU wall, to match existing building façade, and proposed overhead cantilevered structure.



BEFORE



AFTER



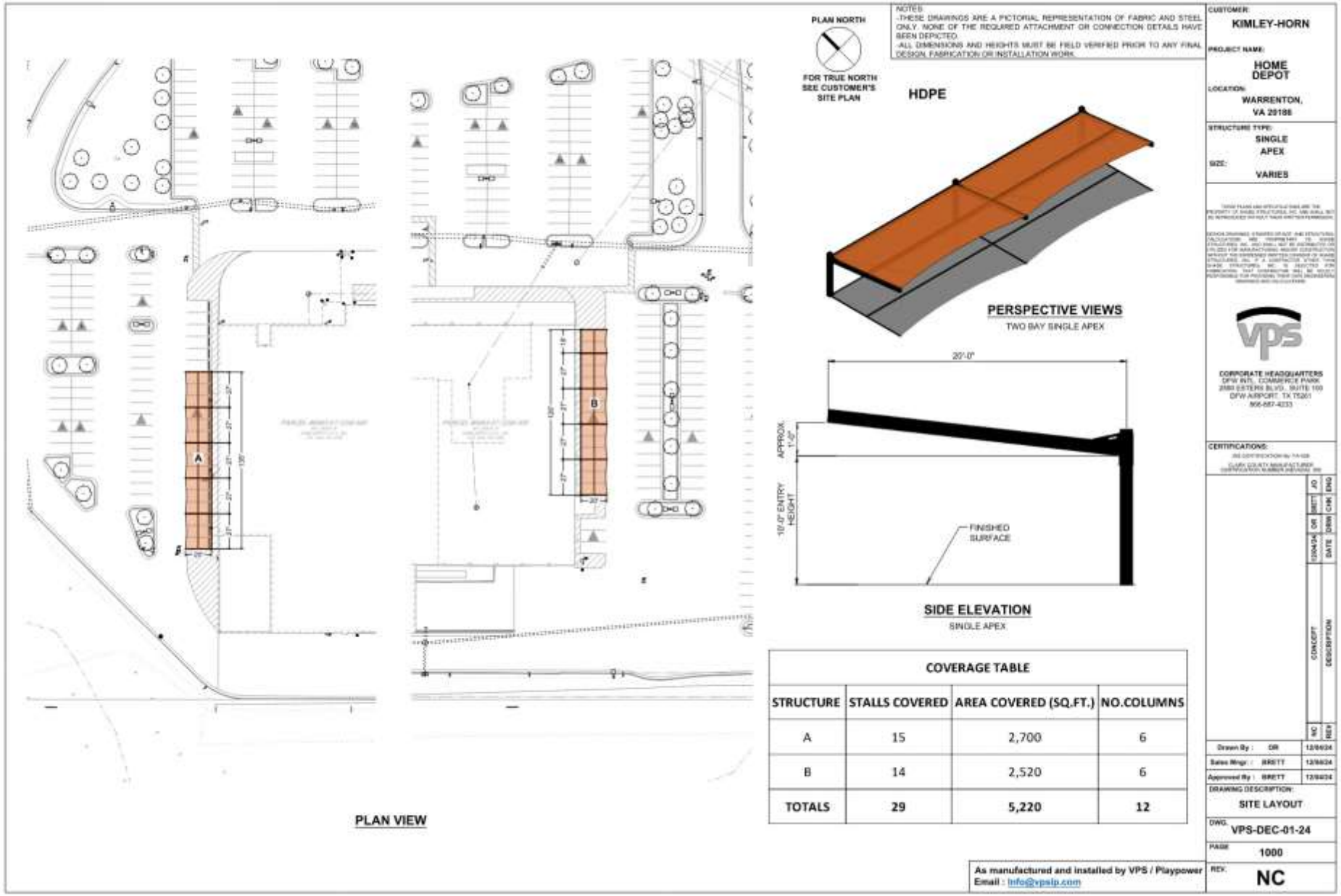
BEFORE



AFTER



Overhead Cantilevered Canopy Structure



Office of the Town Manager
Frank Cassidy

STAFF REPORT

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

Council Meeting Date:	November 12, 2025
Agenda Title:	FY 2025 Carryover Funding
Requested Action:	Appropriate carryover funding for ongoing projects from FY 2025
Department / Agency Lead:	Finance & Procurement Department
Staff Lead:	Brooke Campbell, Budget Manager

EXECUTIVE SUMMARY

Contracts and projects undertaken by Town departments often span fiscal years. The annual carryover process allows funding related to ongoing projects from previous fiscal years to be reappropriated to the current fiscal year so that Town operations remain uninterrupted.

The resolution to adopt the FY 2026 budget delegated the review and approval of carryover to the Town Manager. Departments submitted carryover requests at the end of FY 2025. This staff report provides a summary of outstanding balances related to open purchase orders, capital projects, and grants as well as additional funding required by departments to be carried over into FY 2026 as approved by the Town Manager.

Since carryover is often related to large projects, the total amount for re-appropriation is over 1% of the total adopted budget and therefore requires council to hold a public hearing before the reappropriation.

BACKGROUND

The balance of carryover funding can be broken down into three (3) main categories as seen below. More detail on each category follows.

Category	Amount
Capital	22,553,352.28
Grants	5,678,736.29
Operating	193,029.96
	28,425,118.53

Capital

The largest category of carryover is capital. The total in this category represents the amount of funding council has already appropriated for ongoing Capital Improvement Plan (CIP) or Capital Asset Replacement Plan (CARP) projects started in (or before) FY 2025 that are continuing into FY 2026. This category captures projects funded by the Water & Sewer Fund, General Fund, and Stormwater Fund as seen below.

Category	Amount
Water & Sewer Fund Capital Projects	16,998,077.93
General Fund Capital Projects	4,003,987.31
Stormwater Fund Capital Projects	1,551,287.04
	22,553,352.28

Water & Sewer Capital projects make up most of the capital carryover balance. The largest ongoing projects in this fund are the Primary Clarifier (S-001) at the Wastewater Treatment Plant, the Clearwell Project (W-001) at the Water Treatment Plant, and the Lancaster Drive Waterline Replacement (W-018). The largest ongoing projects in the General Fund are the ERP Replacement project (CARP) and the Washington Street Sidewalk project (TC-013). In the Stormwater Fund ongoing projects include the Master Drainage Plan (SM-004) and PW Shop and Yard Project (SM-001).

Grants

The grants category captures all outside funding that the Town has already received that is funding projects spanning the fiscal years.

Category	Amount
ARPA	3,070,914.09
VDOT	909,089.91
Stormwater	804,797.00
Septic Remediation	801,466.19
Warrenton Dam	92,469.10
	5,678,736.29

The largest category of outside funding is the Town's ARPA Funding. Council has allocated these funds among several ongoing projects, the largest being the Primary Clarifier (S-001). Other ongoing projects funded by ARPA include ADA Improvements for Parks (PR-001) and the zoning ordinance update.

VDOT funding consists of State of Good Repair (SGR) funds accepted by council in June 2025, funding for the Improvements to Main Street project (TC-008) and annual street and highway maintenance funds.

Stormwater grants consist of Stormwater Local Assistance Funds accepted by council in June 2025 for the Pond C Retrofit project and the Rady Park Stream Retrofit project (SM-003).

The Septic Remediation Grant funding was accepted by council in March and June 2024. The program assists qualifying residents to connect to the Town's sewer system.

Council accepted funding from the Virginia Department of Conservation and Recreation (DCR) for the Warrenton Reservoir Dam (W-005) in September 2024.

Operating

Operating carryover is related to ongoing non-capital projects. Operating carryover spans many of the Town's departments and can be for a wide variety of items and services. Many of these projects are tied to open purchase orders (POs).

Category	Amount
General Fund Operating	135,739.40
Water & Sewer Fund Operating	53,931.59
Stormwater Fund Operating	3,358.97
	193,029.96

In the General Fund, carryover funds consist of funding for ongoing plan reviews, the annual audit, the Commission on Open and Transparent Government, legal services for the Board of Zoning Appeals, and a piece of playground equipment ordered in FY 2025 that has not yet been delivered.

Water & Sewer Operating Fund operating carryover includes funding for meter setters ordered in FY 2025 that have not yet been delivered, training on our meter reading software, the annual audit, insurance funds for flooring replacement at the water treatment plant, and ongoing plan reviews.

Stormwater Fund operating carryover is related to a PO for training on illicit discharge detection and elimination and good housekeeping procedures for municipal operations.

STAFF RECOMMENDATION

Amend the fiscal year 2026 adopted budget to appropriate carryover funds in the amount of $28,425,118.53 fund ongoing projects from fiscal year 2025.

ATTACHMENTS

None.

Category	GL	Amount	Description
Capital	301-94500-8005	1,500.00	PO 13748. Eva Walker Park (PR-002).
Capital	301-94500-8006	15,332.00	PO 14040. Parks & Recreation Master Plan (PR-003).
Capital	301-94500-8010	353,677.99	PO 14070. Salt Storage (CF-002).
Capital	301-94500-8011	138,005.32	PO 13751. Waterloo Improvements (TC-002).
Capital	301-94500-8014	259,729.00	PO 14097. Handicap Ramps (TC-004).
Capital	301-94500-8020	42,000.00	Park Pavilions. (PR-004)
Capital	301-94500-8045	422,051.84	PO 14019. Improvements to Main Street (TC-008).
Capital	301-94500-8047	502,849.50	PO 14060. Washington Street Sidewalk (TC-013).
Capital	301-94500-8049	12,410.53	PO 13975. Courthouse Square Traffic Improvement (TC-018).
Capital	301-94500-8077	4,200.00	Haiti Street Sidewalk.
Capital	301-94500-8088	4,656.40	PO 14098. Paving.
Capital	301-94500-8090	25,000.00	1st Street parking lot.
Capital	301-94500-8104	150,000.00	Broadview Avenue Street Lights
Capital	301-94500-8105	114,637.22	Broadview Avenue. (TC-001).
Capital	301-94500-8153	14,351.07	Crosswalk Improvements.
Capital	301-94500-8520	3,507.50	Public facilities manual update.
Capital	301-94500-8800	45,000.00	PO 13360. Timber Fence Trail.
Capital	305-93500-8025	69,982.60	CARP. HVAC Replacement.
Capital	305-93500-8027	108,023.09	CARP. PO 13971. Traffic Lights.
Capital	305-93500-8028	35,920.35	CARP. PO 14086 & 14087. IT Asset Replacement.
Capital	305-93500-8029	5,547.34	CARP. Seasonal Beautifications.
Capital	305-93500-8031	23,552.20	CARP. Strategic Facilities Master Plan.
Capital	305-93500-8032	9,802.91	CARP. Sign Replacement.
Capital	305-93500-8033	790,495.18	CARP. PO 14011. ERP.
Capital	305-93500-8034	20,000.00	CARP. PO 14098. Basketball Court Resurfacing.
Capital	305-93500-8035	7,500.00	CARP. Resurface Trails.
Capital	305-93500-8036	500.00	CARP. WARF Parking Lot.
Capital	305-93500-8037	63,550.00	CARP. Elevator Replacement.
Capital	305-93500-8052	1,334.65	CARP. Town Hall Foundation Repairs.
Capital	305-93500-8053	7,563.68	CARP. PO 13974. P25 Radios.
Capital	305-93500-8056	180,630.00	CARP. Roof Replacement.
Capital	305-93500-8057	28,173.54	CARP. Energy Management.

Category	GL	Amount	Description
Capital	305-93500-8058	110,276.35	CARP. PO 13959. Asphalt Resurfacing.
Capital	305-93500-8061	17,230.25	CARP. WARF Structural Repairs.
Capital	305-93500-8069	37,000.00	CARP. Traffic Cameras.
Capital	305-93500-8151	36,167.08	CARP. Guardrail Replacement.
Capital	305-93500-8152	340,000.00	CARP. PO 13891. WARF Chiller.
Capital	305-93500-8205	29.72	CARP. Police Vehicles.
Capital	305-93500-8601	1,800.00	CARP. Fleet Replacement.
Capital	510-44000-8017	38,400.00	CARP. Water & Sewer Reliability Measures.
Capital	510-44000-8018	196,084.00	CARP. Water Plant Facility Renovation.
Capital	510-44000-8025	121,348.46	CARP. PO 14007. Water & Sewer HVAC Replacement.
Capital	510-44000-8055	13,726.52	CARP. PO 13731 & 14044. Facilities Physical Security.
Capital	510-44000-8056	30,000.00	CARP. Roof Replacement.
Capital	510-44000-8057	11,487.65	CARP. PO 13994. Energy Management.
Capital	510-44000-8058	34,500.00	CARP. Asphalt Resurfacing.
Capital	510-44000-8062	19,390.00	CARP. GAC Replacement.
Capital	510-44000-8065	65,000.00	CARP. Dam Maintenance.
Capital	510-44000-8067	23,000.00	CARP. PO 13960. Gateway Reading.
Capital	510-44000-8300	29,884.78	CARP. GST Upgrades.
Capital	510-44000-8601	11,237.21	CARP. Fleet Replacement Program.
Capital	510-44000-8866	444,243.92	CARP. PO 13305. Sewer Line Rehabilitation.
Capital	510-45500-8015	100,000.00	Mt. Tank Line Power. (W-008).
Capital	510-45500-8019	559,252.19	PO 13490. Secondary Clarifier. (S-006).
Capital	510-45500-8021	451,824.56	PO 14066. WWTP Pump Station. (S-007).
Capital	510-45500-8022	45,902.63	PO 13490. Dewatered Sludge Storage. (S-008).
Capital	510-45500-8040	663,104.72	PO 13209 & 14018. Warrenton Dam. (W-005).
Capital	510-45500-8060	947,955.69	PO 13506, 14025, & 14058. Lancaster Dr. Waterline. (W-018).
Capital	510-45500-8076	380,700.00	PO 13967. Raw Water Pumps. (W-013).
Capital	510-45500-8086	83,882.70	PO 14059. Hunton St. Waterline. (W-019).
Capital	510-45500-8093	59,294.60	WWTP Process Evaluation.
Capital	510-45500-8115	114,453.80	Utility Connections. (W-007).
Capital	510-45500-8150	787,087.90	I&I Reduction. (S-002).
Capital	510-45500-8160	114,468.63	PO 13820. Filter Control Valves. (W-002).

Category	GL	Amount	Description
Capital	510-45500-8230	9,900.19	PO 13008 & 13509. Broadview Ave. Hydrants.
Capital	510-45500-8250	48,732.00	Broadview Ave. Waterline Betterment. (W-006).
Capital	510-45500-8700	30,000.00	WWTP Hydraulic Improvements. (S-015).
Capital	510-45500-8710	9,652,757.57	PO 13460, 13999, 14008, and 14057. Primary Clarifier. (S-001).
Capital	510-45500-8830	1,333,839.28	PO 13455. WTP Clearwell. (W-001).
Capital	510-45500-8835	50,000.00	PO 14091. WWTP Improvements.
Capital	510-45500-8850	526,618.93	PO 13490 & 14090. Secondary Digester. (S-003).
Capital	550-45500-8001	350,026.00	PO 14069 & 14070. PW Shop and Yard. (SM-001).
Capital	550-45500-8002	165,055.95	PO 14055. Stream Retrofit Rady Park. (SM-003).
Capital	550-45500-8003	562,241.72	PO 13817. Master Drainage Plan. (SM-004).
Capital	550-45500-8007	150,000.00	PO 14060. BMP Facilities. (SM-005).
Capital	550-45500-8071	323,963.37	PO 14054. Pond C Retrofit.
Grants	100-41200-8201	14,208.00	VDOT Highway Maintenance Funding.
Grants	100-41200-8258	5,170.00	VDOT Highway Maintenance Funding.
Grants	100-41500-8257	25,927.03	VDOT Highway Maintenance Funding.
Grants	100-41500-8260	21,718.75	VDOT Highway Maintenance Funding.
Grants	100-41500-8261	13,526.33	VDOT Highway Maintenance Funding.
Grants	100-41600-8256	4,485.53	VDOT Highway Maintenance Funding.
Grants	100-41600-8257	21,741.10	VDOT Highway Maintenance Funding.
Grants	100-41600-8260	4,500.00	VDOT Highway Maintenance Funding.
Grants	100-41600-8261	29,494.00	VDOT Highway Maintenance Funding.
Grants	100-41600-8262	3,000.00	VDOT Highway Maintenance Funding.
Grants	100-81100-8072	801,466.19	Septic Remediation Program Grant.
Grants	201-34100-3100	96,699.22	ARPA Funding. Zoning Ordinance Update.
Grants	201-45500-8000	2,962,303.21	ARPA Funding. Primary Clarifier.
Grants	201-94500-8004	6,625.00	ARPA Funding. ADA Playgrounds.
Grants	201-94500-8066	5,286.66	ARPA Funding. 1st Street Parking Lot.
Grants	301-94500-8045	73,002.00	PO 14019. Improvements to Main Street (TC-008).
Grants	301-94500-8050	63,658.17	VDOT Highway Maintenance Funding.
Grants	301-94500-8088	628,659.00	PO 14098 & 14099. State of Good Repair funds.
Grants	510-45500-8040	92,469.10	PO 13209 & 14018. Warrenton Dam. (W-005).
Grants	550-45500-8094	325,096.00	SLAF Funds. Pond C Retrofit.

Category	GL	Amount	Description
Grants	550-45500-8095	479,701.00	SLAF Funds. Rady Park Stream Restoration.
Operating	100-11010-3110	17,757.45	Commission on Open and Transparent Government
Operating	100-12420-3120	27,256.00	PO 14074. Annual audit.
Operating	100-71600-8264	3,716.26	PO 13978. ADA Playground Equipment.
Operating	100-81100-3100	72,009.69	PO 13493, 13764, & 14061. Ongoing plan reviews.
Operating	100-81400-3110	15,000.00	BZA Legal Services.
Operating	501-41340-3320	13,500.00	PO 13960. Neptune 360 software.
Operating	501-45100-6007	7,000.00	PO 14071. WTP floor repairs.
Operating	501-45200-6099	19,008.66	PO 13948 & 13946. Meter setters.
Operating	501-45400-3100	3,978.93	PO 13892. Plan review pump station.
Operating	501-45400-3120	10,444.00	PO 14074. Annual audit.
Operating	550-43500-3100	3,358.97	PO 14031. Illicit discharge training.
		28,425,118.53	

Office of the Town Manager
Frank Cassidy

STAFF REPORT

Warrenton Town Council
Carter Nevill, Mayor
Paul Mooney
David McGuire
Roy Francis
William Semple II, Vice Mayor
Larry Kovalik
Michele O'Halloran
Eric Gagnon

Council Meeting Date:	November 12, 2025
Agenda Title:	Department of Community Development Overview
Requested Action:	Information Only
Department / Agency Lead:	Community Development
Staff Lead:	Rob Walton, Director of Community Development

EXECUTIVE SUMMARY

The Department of Community Development manages the Town's Long-Term Planning, Zoning, Building (permitting, plan review, inspections, enforcement), Property Maintenance and Zoning Enforcement, support with Special Projects, and the operation of the Visitor's Center. The department strives to provide excellent customer service while enforcing codes and Ordinances in a fair and equitable manner.

BACKGROUND

The following is a high-level overview of the Department's function within three (3) Divisions:

Zoning/Current Planning

- Zoning, Site Development Plans, Subdivisions, Determinations, Zoning Enforcement
- Text Amendments
- Business License Review
- Board of Zoning Appeals
- Architectural Review Board

Long-Term Planning and Special Projects

- Process Special Use Permits (SUPs), Rezonings, Comprehensive Plan
- Septic Remediation project, Transportation projects
- Planning Commission

Building

- Permit Plan Review and Building Inspections
- Fire Prevention Inspections
- After hour inspections (Special Events)/On-Call Service
- Enforcement (Property Maintenance, State Building Codes, State Fire Codes, Assist Zoning Enforcement)
- Local Board of Building Code Appeals

Activity Since January 1, 2025

The Department of Community Development provides customer service to all residents and business owners as quickly as possible. In addition to the daily customer service activities, the Department provides assistance to the Board of Zoning Appeals, Architectural Review Board, Planning Commission, and Local Board of Building Code Appeals. Staff also provides assistance on the Tree Board and Warrenton Arts Commission. The staff consists of ten (10) full-time employees and one (1) part-time employee position to operate the Visitor's Center Monday through Saturday. The Building Division staff provides after-hour inspections during Special Events and after-hour emergencies.

The following is an overview of the number of new applications received since January 1, 2025:

Building Permits – 468
Zoning Permits – 89
Complaints – 112
Site Development Plans – 18
Special Use Permits – 3
Rezonings – 0
Subdivisions/Boundary Line Adjustments – 14
Pre-Application Meetings Requests – 12
Zoning Text Amendments – 1
Variances/Appeals – 2
Business License Reviews – 96
Fire Safety Inspections – 200
Visitor's Center Customers – 2,557 (November 5, 2025)

**Continue assistance with Zoning Ordinance Steering Committee, Septic Remediation Project, Tree Board, and Warrenton Arts Commission.

Budget

Finance Department assessment is included with this agenda item.

STAFF RECOMMENDATION

Information only, no action required.

Service Level/Collaborative Impact

No service level/collaborative impact.

Policy Direction/Warrenton Plan 2040

All aspects of Plan Warrenton 2040 apply to the Department's Goals.

Fiscal Impact

No fiscal impact.

Legal Impact

No legal impact.

ATTACHMENTS

Finance Department assessment

Office of the Town Manager
Frank Cassidy

STAFF REPORT

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

Council Meeting Date:	November 12, 2025
Agenda Title:	Community Development Financial Overview
Requested Action:	For information only
Department / Agency Lead:	Finance & Procurement
Staff Lead:	Brooke Campbell, Budget Manager

EXECUTIVE SUMMARY

Each month from August through January we will provide financial overviews of one or more departments as part of the council meeting agenda. The purpose of the financial overview is to provide a detailed look into each department's budget. Each financial overview will contain line-by-line detail on the relevant department's budget, a chart summarizing the trend in actual expenditures, and a chart summarizing budget versus actual spending. Departments will provide separate reports and presentations detailing their operations.

As a result, each department will have the opportunity to present, and the council will have the opportunity to review their financial information before the delivery of the proposed budget on April 1st.

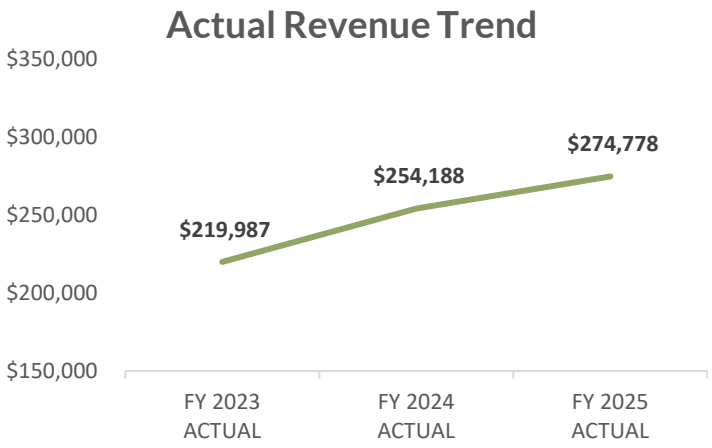
BACKGROUND

The community development function consists of three (3) departments, development services, planning, and visitor's center. These three (3) budgets capture the cost to operate each department as well as the cost of ten (10) full-time and two (2) part-time staff. The community development section of the budget also includes the operating costs of the Planning Commission, Board of Zoning Appeals, and the Architectural Review Board.

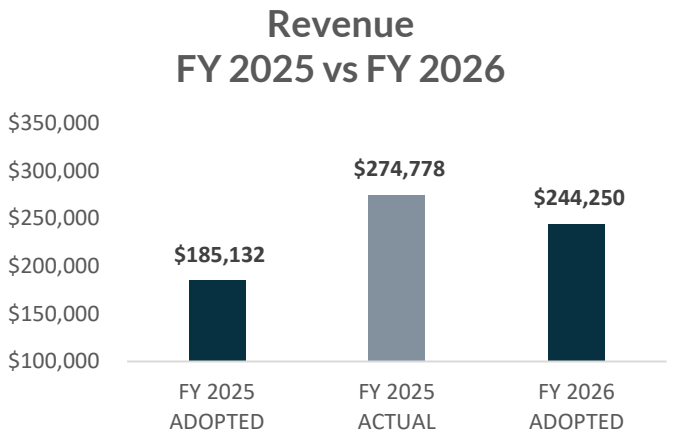
The below tables and charts provide a financial summary of the community development function.

Revenue - Permits & Fees

ACCOUNT NAME	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ADOPTED	FY 2025 ACTUAL	FY 2026 ADOPTED
PERMITS & OTHER LICENSES	219,987	254,188	185,132	274,778	244,250
TOTAL	$219,987	$254,188	$ 185,132	$274,778	$244,250



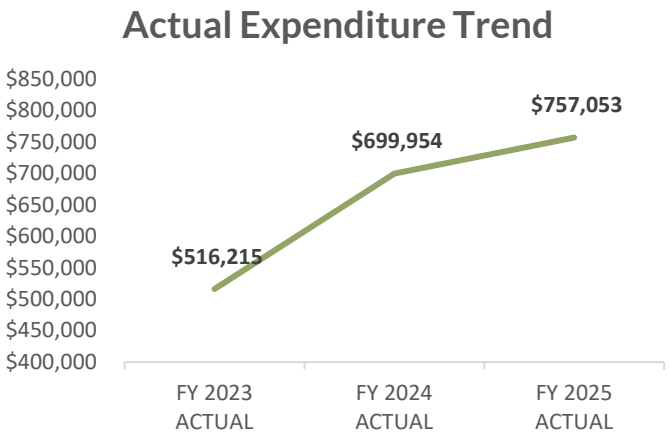
In FY 2024, revenue increased 15.5% or $34,201 over FY 2023. FY 2025 revenue increased 8.1% or $20,590 over FY 2024.

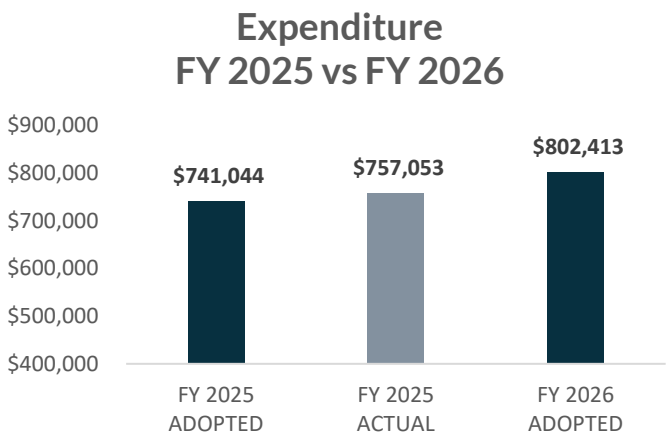


In FY 2025, the total projected revenue for permits & fees was $185,132. FY 2025 actual revenue totaled $274,778. The FY 2026 projected revenue for permits & fees is $244,250.

Expenditure - Development Services

ACCOUNT NAME	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ADOPTED	FY 2025 ACTUAL	FY 2026 ADOPTED
PERSONNEL SUBTOTAL	*511,009*	*695,263*	*724,044*	*752,518*	*785,913*
PROFESSIONAL SERVICES	-	1,125	2,000	800	1,000
PRINTING	-	33	500	242	-
POSTAGE	123	434	2,000	309	2,000
LEASE OF EQUIPMENT	-	-	1,000	-	500
TRAVEL	1,046	-	1,000	115	1,000
TRAINING	2,207	1,322	3,000	580	2,500
MEMBERSHIPS & DUES	145	486	1,500	906	1,500
PURCHASING	1,685	1,292	6,000	1,584	8,000
TOTAL	$ 516,215	$ 699,954	$ 741,044	$ 757,053	$802,413



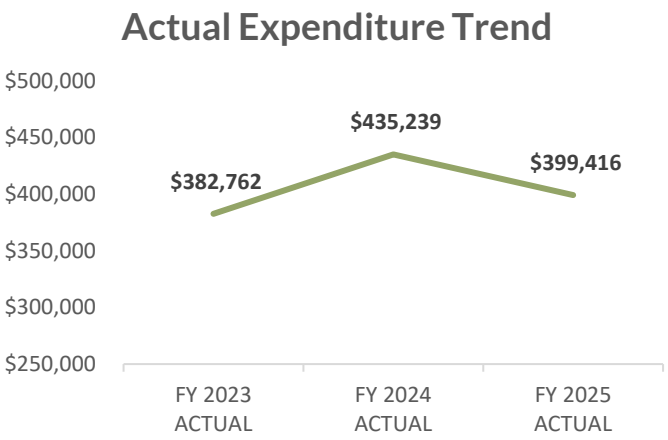


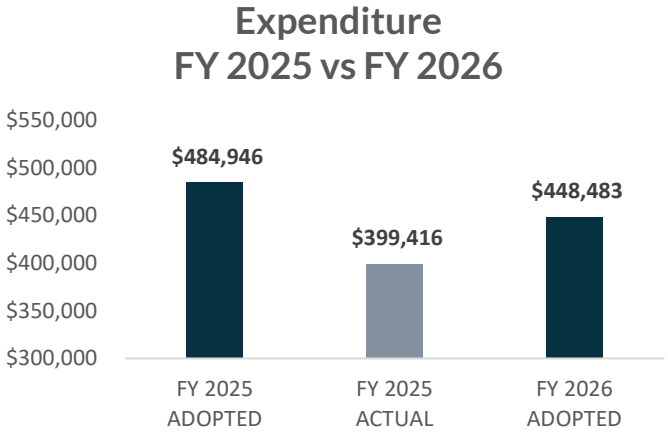
In FY 2024, expenses increased 35.6% or $183,738 over FY 2023. FY 2025 expenses increased 8.2% or $57,100 over FY 2024.

In FY 2025, the total adopted budget for the development services department was $741,044. FY 2025 expenses totaled $757,053. The FY 2026 adopted budget for the department is $802,413.

Expenditure - Planning

ACCOUNT NAME	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ADOPTED	FY 2025 ACTUAL	FY 2026 ADOPTED
PERSONNEL SUBTOTAL	*329,061*	*353,357*	*364,545*	*360,555*	*381,518*
PROFESSIONAL SERVICES	33,211	62,616	90,000	23,954	42,064
PRINTING	217	-	1,000	660	1,000
POSTAGE	2,084	2,164	1,000	1,418	1,000
LEASE OF EQUIPMENT	601	601	1,500	601	500
TRAVEL	2,152	781	4,500	-	2,000
TRAINING	1,440	810	5,500	-	5,000
CONTRIBUTION PLANNING DISTRICT	10,284	10,284	10,401	10,401	10,401
MEMBERSHIPS & DUES	1,929	2,644	3,000	1,703	2,000
PURCHASING	1,783	1,982	3,500	125	3,000
TOTAL	$382,762	$435,239	$484,946	$399,416	$448,483





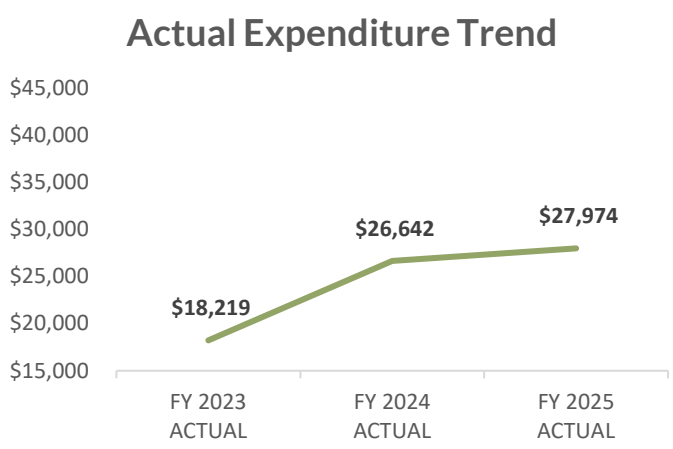
In FY 2024, expenses increased 13.71% or $52,478 compared to FY 2023. FY 2025 expenses decreased 8.2% or $35,823 over FY 2024.

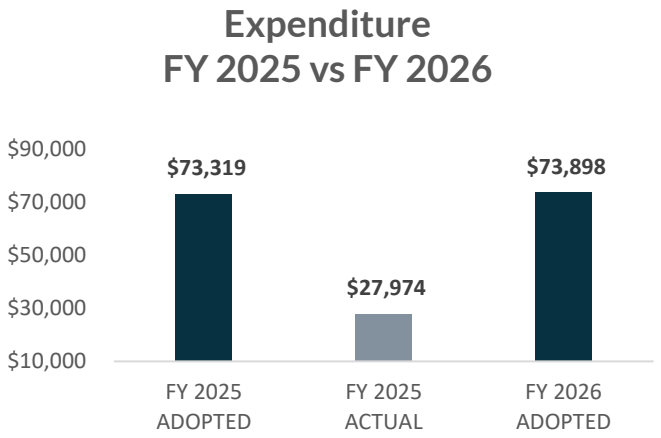
In FY 2025, the total adopted budget for the planning department was $484,946. FY 2025 expenses totaled $399,416. The FY 2026 adopted budget for the department is $448,483.

Expenditure - Visitor's Center

ACCOUNT NAME	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ADOPTED	FY 2025 ACTUAL	FY 2026 ADOPTED
PERSONNEL SUBTOTAL	*18,136*	*26,471*	*69,269*	*27,921*	*69,848*
PRINTING	-	-	100	-	100
ADVERTISING/MARKETING	-	-	100	-	-
POSTAGE	83	116	300	53	300
LEASE OF EQUIPMENT	-	-	2,250	-	2,250
TRAINING	-	55	500	-	500
MEMBERSHIPS & DUES	-	-	300	-	300
PURCHASING	-	-	500	-	600
TOTAL	$18,219	$26,642	$ 73,319	$27,974	$ 73,898

Please note that Community Development receives an annual contribution in the amount of $42,600 from Fauquier County for the operation of the Visitor's Center.





In FY 2024, expenses increased 46.2% or $8,422 compared to FY 2023. FY 2025 expenses increased 5.0% or $1,333 over FY 2024.

In FY 2025, the total adopted budget for the visitor's center was $73,319. FY 2025 expenses totaled $27,974. The FY 2026 adopted budget for the department is $73,898.

STAFF RECOMMENDATION

ATTACHMENTS

None.

Office of the Town Manager
Frank Cassidy

STAFF REPORT

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

Council Meeting Date:	November 12, 2025
Agenda Title:	Human Capital Department Financial Overview
Requested Action:	For information only
Department / Agency Lead:	Finance & Procurement
Staff Lead:	Brooke Campbell, Budget Manager

EXECUTIVE SUMMARY

Each month from August through January we will provide financial overviews of one or more departments as part of the council meeting agenda. The purpose of the financial overview is to provide a detailed look into each department's budget. Each financial overview will contain line-by-line detail on the relevant department's budget, a chart summarizing the trend in actual expenditures, and a chart summarizing budget versus actual spending. Departments will provide separate reports and presentations detailing their operations.

As a result, each department will have the opportunity to present, and the council will have the opportunity to review their financial information before the delivery of the proposed budget on April 1st.

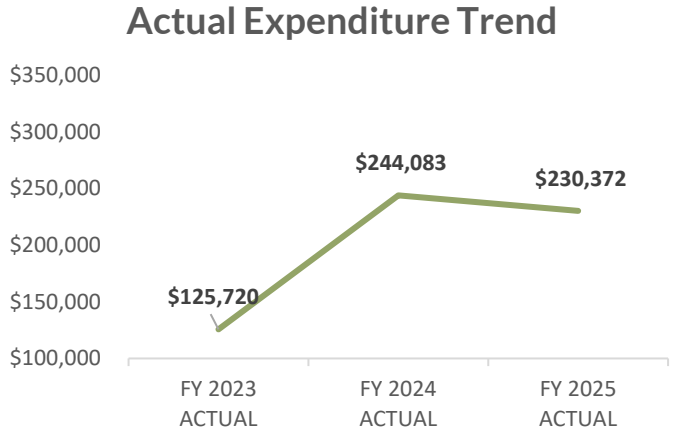
BACKGROUND

The human capital department is part of the General Government Administration functional area for budgetary purposes. The human capital budget captures the cost of operating the department as well as 75% of the cost of the department's two (2) employees (with the remaining 25% being captured in the Water & Sewer Fund).

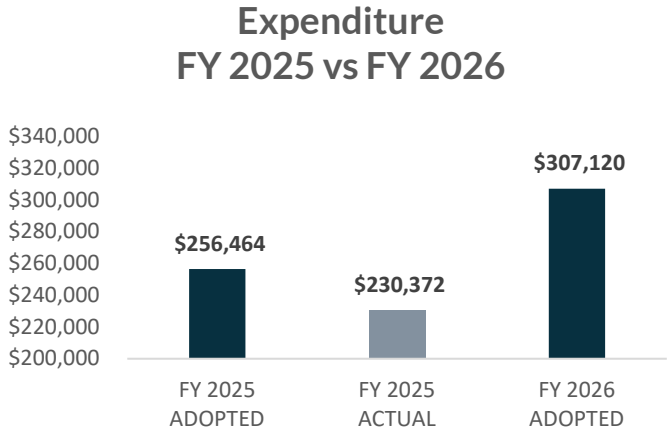
The below tables and charts provide a financial summary of the human capital department.

Expenditure

ACCOUNT NAME	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ADOPTED	FY 2025 ACTUAL	FY 2026 ADOPTED
PERSONNEL SUBTOTAL	*93,445*	*194,026*	*223,414*	*207,253*	*238,170*
WELLNESS CENTER SET UP FEE	-	-	5,000	-	5,000
PROFESSIONAL SERVICES	30,086	35,773	15,000	15,338	51,400
POSTAGE	-	150	750	116	750
TRAVEL	-	129	1,500	120	500
TRAINING	205	12,428	8,000	34	8,000
MEMBERSHIPS & DUES	540	1,077	1,500	1,076	1,500
PURCHASING	1,444	500	1,300	6,434	1,800
TOTAL	$ 125,720	$ 244,083	$ 256,464	$ 230,372	$ 307,120



In FY 2024, expenses increased 94.1% or $118,364 over FY 2023. FY 2025 expenses have decreased by 5.6% or $13,711 over FY 2024.



In FY 2025, the total adopted budget for the human capital department was $256,464. FY 2025 expenses totaled $230,372. The FY 2026 adopted budget for the department is $307,120.

STAFF RECOMMENDATION

ATTACHMENTS

None.

Office of the Town Manager
Frank Cassidy

STAFF REPORT

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

Council Meeting Date:	November 12, 2025
Agenda Title:	Culture Concerns: Employee Feedback on Town Council
Requested Action:	Information Only
Department / Agency Lead:	Human Capital & Risk
Staff Lead:	Kasey Braun, Director of Human Capital & Risk

EXECUTIVE SUMMARY

This staff report focuses on the concerns regarding low employee morale and employee feedback due to the actions/decisions made, words spoken on the dais, and the behavior exhibited from some Town Council members since January 2025.

BACKGROUND

Human Capital has communicated to Town Council—through work sessions, one-on-ones, and informal discussions—that past leadership, including prior Councils, has struggled to show consistent and genuine appreciation for staff. Employees are acutely aware of this history.

Since January 2025, remarks from the dais—such as arbitrary staff reductions, questioning the value of positions, labeling personnel costs as excessive, or minimizing employee needs—have only intensified employees concerns. Then, in the May 2025 work session, the Town Council's comments regarding staffing and budget only further reinforced the perception that staff are undervalued by Council.

Now, fast forward to today, and the recent and significant decline in employee morale was catalyzed by the abrupt termination of Town Manager Frank Cassidy during the October 2025 work session. This unexpected action created fear among staff and raises concerns about the Town Council's ability to commit to established processes, procedures, and - most importantly - principles of fairness. I have been actively engaging with leadership and employees to support a safe, respectful workplace and to reinforce the importance of maintaining clear professional boundaries. Regardless of the Town Council's individual interpretations of the Code of Ethics, upholding these boundaries is essential, and non-negotiable, to protecting staff and preserving the integrity of the organization.

While the termination of Mr. Cassidy falls within Council authority, the issue is how it was carried out. There was no evidence of unethical, immoral, or illegal behavior, nor performance deficiencies from a staff perspective – which is an allowable observation and lived experience. Under his leadership, the Town has flourished, empowering staff to perform at their best and advance the Town's mission and vision. And, our staff does understand chain of command and are committed to the Town's objectives. At the same time, the public clearly recognizes and appreciates the results of their dedication. Citizens and visitors alike have praised the Town for its vibrancy, professionalism, and the exceptional work of our employees.

This staff report provides direct employee summarized feedback and written statements that clearly demonstrate the impact of Town Council's such actions, words, and behaviors have had on employee morale.

STAFF RECOMMENDATION

It is genuinely requested that Town Council see that without this staff, many or all, of Council objectives cannot be met. Without this staff, critical functions such as CIP/CARP executions, regulatory compliance, and essential operations cannot succeed. Simply put, without this staff, the Town cannot function at the level that our citizens and the public deserve. Ultimately, in the end, transparency fosters trust.

Service Level/Collaborative Impact

If morale is not improved, the Town will continue to lose employees—resulting in diminished capacity and a direct, negative impact on the services provided to our residents.

Policy Direction/Warrenton Plan 2040

Ability to meet the plan directives due to lack of staffing.

Fiscal Impact

1. **Retention.** High turnover due to toxic environment causes significant fiscal implications. Should staff choose to leave because of toxic environment/Town Council's behavior, the Town would have high costs related to out-processing, recruiting, hiring, onboarding, training, and cultural acclimation. Beyond the financial burden, the loss of experienced talent also disrupts critical operations—including service delivery, project execution, public safety, and other essential functions.

2. **Town Manager Transition & Hiring Costs.** Severance package for Frank Cassidy as well as the headhunter fees that are associated with searching for an interim and permanent Town Manager.

3. **Town Attorney Transition & Hiring Costs.** Costs for interim legal coverage during transition as well as the headhunter fees that are associated with searching for a permanent Town Attorney.

Legal Impact

Unknown, but specifically not having a Town Attorney, the Town may be exposed to, but not limited to:

- Legal noncompliance and litigation exposure
- Slower and less informed decision-making
- Weakened governance and policy integrity
- Higher financial and reputational costs

ATTACHMENTS

1. Employee Feedback – Presented by Human Capital Director.
   Note: Employee identities will remain confidential. All feedback was provided voluntarily and at the employees' sole discretion.

2. As a reminder, attached is also the submitted May 29, 2025, *Human Capital Employee Retention Concern Memo*

TOWN OF WARRENTON

HUMAN CAPITAL & RISK DEPARTMENT

ATTACHMENT 1

EMPLOYEE FEEDBACK – PRESENTED BY DIRECTOR OF HUMAN CAPITAL

SUMMARY

In addition to the background and staff recommendation information listed within the November 12, 2025 Human Capital Staff Report, the purpose of this document is to inform the Town Council how their actions, behaviors, and decisions impact employee morale.

BACKGROUND

After the October 14, 2025 Town Council meeting, employee morale declined significantly. The manner in which the Town Manager was terminated was perceived by staff as abrupt, disrespectful, and inconsistent with the culture of *Excellence in Action* that the Town has been working hard to establish. To be clear, employees fully understand that Town Council possesses the legal authority to terminate the Town Manager's contract without cause. But, I want to be clear: this concern is not about the decision itself—it is about how the decision was executed.

The abruptness of the action, along with the fact that it blindsided employees, citizens, and even some members of Town Council, created unnecessary shock and confusion. Actions carried out in this manner understandably instill fear, erode trust, and disrupt performance, which can ultimately impact essential services and delivery for the Town.

Recognizing the effect this would have on staff both personally and professionally, I engaged employees immediately following Frank's termination. Between October 14 and November 12, I visited each facility, met with employees individually, and made myself available off-site to ensure that staff had a place to process the event and voice their concerns. The primary goals of these conversations were to:

- **Employee Well-Being:** My first priority was ensuring employees felt supported, safe, and heard. I made it clear that their emotional and mental well-being matters and that they should continue focusing on the high-quality work they consistently deliver.
- **Operational Stability:** Stephanie Miller and I met with staff across all facilities to reinforce that core operations remain stable. Stephanie is addressing any operational gaps created by the transition and is responsible for managing Council expectations. We remain accessible for any concerns.
- **Leadership Continuity:** We reaffirmed that leadership is still firmly in place, aligned, and committed to guiding staff through this period without disruption.
- **Job Security:** We clearly stated—multiple times—that Town Council may only terminate two roles: the Town Manager and Town Attorney. Employees' positions are not at risk.
- **Future Leadership:** We emphasized that the hiring process for the next Town Manager will be thorough, intentional, and focused on stability and competence.
- **Clarifying the Termination:** We communicated Council's description of the termination as a one-off decision tied to expectations that had not been shared with Frank, staff, or the public. Regardless, we encouraged staff to stay focused and maintain the strong momentum they have built.
- **Professional Boundaries:** I was direct in stating that the manner of the termination was not professionally appropriate. Stephanie and I will continue to address with Town Council how their actions affect staff morale, organizational culture, and public trust.

Note: Employee identities will remain confidential. All feedback was provided voluntarily and at the employees' sole discretion.

Obviously, as things were brought forth, I addressed them the best I could. But, throughout these discussions, it became evident that employees were experiencing widespread fear, anger, sadness, and uncertainty. This was especially difficult to witness given the substantial cultural progress made over the past three years—breaking down silos, building trust, increasing engagement, and strengthening employee–Council relationships.

- Common themes raised by employees included concerns such as:
- "Am I going to be fired next?"
- "How will I support my family if this happens to me?"
- "Will the next Town Manager be a 'yes person'?"
- "Will our leadership team be replaced?"
- "Why would this happen when projects were advancing, services were improving, budgets were more transparent, and staff felt supported?"

Given the timing of Human Capital's scheduled departmental overview in November, I informed employees that I would be presenting to Council and invited them—voluntarily and at their sole discretion—to share feedback about Frank's leadership, whether positive or negative. I made it absolutely clear that retaliation would not be tolerated in any form. Employees have a right to speak freely (1st Amendment), and it is my responsibility to ensure they can do so safely. I also shared that, given the environment, I would be consolidating and conveying their feedback – anonymously - on their behalf to protect them from any potential negative repercussions.

Ultimately, employees expressed a deep concern that the manner of the termination caused them to question their future with the Town. As a Human Capital professional, this is deeply concerning and disheartening. Employees are the heart of this organization—they are the reason the Town functions, the reason progress is made, and the reason our community receives high-quality service.

EMPLOYEES ARE THE TOWN'S GREATEST ASSET.

In May 2025, I cautioned that if behaviors of this nature continued, the Town would face significant challenges related to retention and personnel costs. That warning still remains valid. I believe, now more than ever, Town Council should take seriously what employees are expressing—and, maybe its not just only what employees are expressing at this time, but also what citizens and visitors are saying about the impact on our workforce. This was shown in the Citizens time in October after Franks termination – the great things citizens stated about our staff.

The Town of Warrenton is fortunate to have exceptionally loyal, resourceful, dedicated, and knowledgeable employees. They deserve to feel valued, respected, and supported. It is critical that Town Council's actions demonstrate this commitment consistently.

Thank you for the opportunity to speak on behalf of our staff. I take this responsibility seriously. Our employees deserve to be heard, protected, and respected, and I am honored to represent their voices.

The next few pages are employee's feedback that was provided to me.
Please be aware that many employees chose not to submit written feedback out of fear of retaliation.

Note: Employee identities will remain confidential. All feedback was provided voluntarily and at the employees' sole discretion.

TOWN OF WARRENTON

HUMAN CAPITAL & RISK DEPARTMENT

CULTURE CONCERNS: EMPLOYEE FEEDBACK ON TOWN COUNCIL

Dear Kasey,

I would like to share some thoughts with you about what has transpired with the Town Council. You may share these with anyone you would like to.

First, I would like to say how much job. I enjoy working for the Town and especially with all the employees. They are the greatest group of people I have ever had the pleasure of working with.

The hatred and discontent that McGuire has spewed from the Dias toward the Police Department, the Chief of Police, and the deputy Chief was totally unacceptable and unprofessional. The Chief has dedicated his entire career to serving the Town (over 30 years!) and has earned the respect of the citizens of this community. McGuire's comments were an embarrassment to the town and insult to the Police Department and the officers that serve tirelessly every day. The recent termination of the Town Manager only processes the lack of respect the Town Council has for the leaders of the Town of Warrenton. Because he wasn't willing to jeopardize his integrity, Frank Cassidy was removed from office so that they could further their own personal agenda. Now, they have created TOXIC environment, where employees are all wondering how many leaders are going to be eliminated to serve their purpose.

I have had co-workers approach me and ask me if I think that the Council will "go after" the Chief next. I certainly hope that Council members come to their senses before we lost a lot of excellent employees. Employee retention has been a challenge for the Town and the action of the Town Council are not helping.

Thank you, Kasey, for all that you do for us.

Note: Employee identities will remain confidential. All feedback was provided voluntarily and at the employees' sole discretion.

TOWN OF WARRENTON

HUMAN CAPITAL & RISK DEPARTMENT

CULTURE CONCERNS: EMPLOYEE FEEDBACK ON TOWN COUNCIL

Statement to the Town Council

As a dedicated employee of the Town, I appreciate the opportunity to share my perspective regarding recent actions and decisions made by the Town Council.

During my time on patrol, I responded to service calls from a particular Council member on two separate occasions. Unfortunately, during these interactions, I was spoken to in a manner that I found deeply unprofessional and disrespectful—ironically using language that the Council member himself later applied to describe the Police Department. This interaction reflects a broader pattern of this Council's willingness to publicly criticize and undermine the Police Department rather than support or engage with us constructively.

While the Town Council has often expressed verbal appreciation for the work of the Police Department, those sentiments have not been reflected in tangible support. On the contrary, budget cuts and a reluctance to explore or invest in modern technology have only hindered our ability to serve the community effectively. Innovation is not something to be feared—it is a tool that has advanced justice and improved public safety in countless jurisdictions. By disregarding research and avoiding discussions around proven technological solutions, we risk failing the very residents we are sworn to protect.

This disconnect between words and actions is also evident in the issue of compensation. While expressions of gratitude are appreciated, they do not substitute for fair and sustainable pay. This is not just a concern for the Police Department but one that affects employees across the Town. Without a viable retention plan or meaningful investment in those who are committed to serving our community, we risk losing dedicated professionals who, like myself, have families to support and futures to plan.

I urge the Council to consider not just what is said, but what is done. Support must go beyond words and be reflected in policy, resources, and long-term planning.

Thank you for your time and consideration.

Note: Employee identities will remain confidential. All feedback was provided voluntarily and at the employees' sole discretion.

TOWN OF WARRENTON

HUMAN CAPITAL & RISK DEPARTMENT

CULTURE CONCERNS: EMPLOYEE FEEDBACK ON TOWN COUNCIL

Good evening members of council,

I am writing you this letter tonight as I had a pre-arranged vacation planned prior to tonight's meeting. I am writing this for you not just as a dedicated employee but someone who truly cares about the wellbeing of our town and its residents and the future of Warrenton.

I have been an employee here with the town for a few years now and it has become very clear that the decisions made by this recent town council have been misguiding the residents, discouraging the employees and reflected on your own personal agenda. These decisions have discouraged employees and weakened morale, leaving employees discouraged and their loyalty to the town questionable. It has also left our community questioning the judgment, transparency and questioning council and the overall direction of the town. The recent firing of our Town Manager, Frank Cassidy, is the latest example.

Frank Cassidy is a dedicated and respected leader. Frank always did the right thing even when no one is looking. Frank was fair and supported his employees. Frank saw the "big picture" and set a clear and motivating vision to the future of Warrenton.

The Town of Warrenton deserves a town council who values its employees, listens to its residents and makes decisions that reflect the best interest of the town. Again, not your personal interest or your political motivations. It is not too late to make this right. I urge you to take a hard look at the impact of your decision. Reconsider the firing of Frank Cassidy and the message you have sent to both the employees and the residents of the Town of Warrenton. Show that you value integrity, fairness, and good leadership. Show that you are willing to correct a mistake when one has been made.

Thank you.

Note: Employee identities will remain confidential. All feedback was provided voluntarily and at the employees' sole discretion.

TOWN OF WARRENTON

HUMAN CAPITAL & RISK DEPARTMENT

CULTURE CONCERNS: EMPLOYEE FEEDBACK ON TOWN COUNCIL

You advised we could send you an email with a list of concerns or questions to be brought up to Town Council for the next meeting. I would like to remain anonymous.

I have a few concerns,

1. Why are they stating they are trying to be “transparent” but here they just blindsided people with the vote to let the Town Manager go and still not saying much about it?
2. Why are most of the Town Council not wanting to come around to see what each department does? As another officer stated this speaks volumes without words. As Town Council it would be beneficial for them to see what each department does on a daily basis.
3. Why is it that people around the PD have a feeling that most of the Council does not support the department? Employees watch the meetings online.
4. The Town Council’s actions is causing low morale right now.
5. Why are we letting people that don’t live in Town speak at the meetings and listening to their input on what should be done in Town?
6. Why does the PD have to do special checks on the Town Council residents after some members of council bash the PD.

I am not expecting you to bring any of this up but if it does it would not bother me. I trust your judgment on what to bring up if anything. I would just ask that I remain anonymous. If this is a problem, then I’d prefer nothing to be brought up especially if they get their hands on this email.

Thanks!

Note: Employee identities will remain confidential. All feedback was provided voluntarily and at the employees’ sole discretion.

CULTURE CONCERNS: RECEIVED EXTERNAL COMMUNICATION

I received the following message in my mailbox at Town Hall. This was inside an empty envelope which I am assuming was delivered by an employee. This seems to be an external visitor. However, I also wanted to share this since it was specifically delivered to me.

Attention Members of the Warrenton Town Council:

As a frequent visitor of Warrenton, I have been very supportive and proud of this town. However, I have been at a loss for words since the last Town council meeting on Tuesday, 10/14/25.

Unfortunately, I believe the town has made a tremendous mistake on the decision to terminate the Town Manager, Frank Cassidy.

It appears that the Town Council is pursuing matters more in their own personal interests and not on what is truly best for the town, the businesses, and the community. I implore you to stop with the nonsense and do the work this community elected you to do.

Note: Employee identities will remain confidential. All feedback was provided voluntarily and at the employees' sole discretion.

Human Capital Employee Retention Concern Memo

May 29, 2025

To: Town Council

From: Kasey Braun, Director of Human Capital

Subject: Preserving and Strengthening Our Culture: Excellence in Action

INTRODUCTION

As part of the May 13th Town Council work session, I spoke about the evolution of the modern workforce and what it means to be an employee in today's organizational context — especially within the Town. A significant portion of the conversation was centered around the importance of total compensation packages and the justification for organizational staffing levels.

Regrettably, a concerning perception emerged following the May 13th Town Council work session. This perception is that *employees may not be seen as worth the investment.* Whether this perception was intended or not, its impact has been real and measurable which has led some employees to question their worth within the organization. It stands in stark contrast to the values and culture the Town has worked diligently to cultivate over the past several years. Ultimately, when employees begin to question their worth to the organization, the impact goes far beyond morale—it affects productivity, service quality, and our ability to achieve strategic goals. Therefore, in order for us to sustain a culture of operational resiliency, we need to invest in our workforce.

This memo outlines the potential concerns the Town may face if the current perception among employees persists. It highlights the possible organizational impacts of diminished employee morale and engagement, while also presenting actionable solutions to help mitigate these risks. By addressing these concerns proactively, we can preserve the culture of **Excellence in Action** and continue to build a workplace where employees feel valued, empowered, and committed to the Town's ongoing success.

Question: What is the Town's most significant SINGLE POINT OF FAILURE?

Answer: STAFFING CAPACITY

The Town's ability to fulfill its operational responsibilities, meet Town Council objectives, and comply with state, federal, and local regulations is critically dependent on adequate staffing.

A shortage of qualified personnel, or the loss of key staff members, poses a substantial risk to service delivery and continuity.

Unlike technological systems, which may have redundancies or backups, many of the Town's processes rely on institutional knowledge and human capital that cannot be quickly or easily replaced. As such, staffing is the most significant single point of failure across all departments.

ORGANIZATIONAL RESILIENCE = EMPLOYEE EXCELLENCE



Over the last three years, I have worked diligently alongside senior leadership, the Town Manager, and the Town Council to maintain and strengthen our culture of excellence. This collective effort led to a pivotal moment—the intentional naming and formalization of our culture as **Excellence in Action**. This culture is more than a slogan; it represents our commitment to service excellence, accountability, and continuous improvement. Our people are not only essential to the Town's daily operations—they are the **foundation** of our **Excellence in Action** culture. And, at its core lies **organizational resilience**, which depends on a valued and engaged workforce.

Fundamentally, employees are the backbone of any organization's success. Without them, the delivery of services simply isn't possible. This truth is especially evident in our Town, where our employees serve as the living foundation of our **Excellence in Action** culture. And through this culture initiative, we have made significant strides in breaking down internal silos across divisions, teams, and leadership through embracing a more collaborative and inclusive approach—empowering employees to contribute ideas and insights to improve operational efficiency.

A great organizational culture is absolutely a factor in the organization's success. To summarize Deloitte's *2024 Public Sector Human Capital Trends Report*, is that culture is not only critical—it is a **competitive advantage**. Furthermore, report emphasizes:

> *"Leadership plays a unique role in driving this transformation toward a more human-centric way of working. Public sector leaders can support their organization's mission by adopting a mindset that **keeps people at the forefront of their decision-making**, fostering an inclusive, supported, and highly skilled workforce. Prioritizing the growth, satisfaction, and wellbeing of the workforce has a multiplying effect on the public sector's ability to deliver its mission."*

IMPLICATIONS & POTENTIAL OPERATIONAL IMPACTS TO A HIRING FREEZE & DENIAL OF COLA/MERIT

In light of recent discussions surrounding a **potential hiring freeze** and the **possible denial or reduction of Cost-of-Living Adjustments (COLA) and/or merit increases**, it is important to consider the potential negative implications that may occur. A hiring freeze and withholding COLA and/or merit increases may offer temporary fiscal relief; however, such measures can lead to serious long-term consequences for organizational health, employee morale, and community service delivery.

The following outlines **key concerns**, **associated risks**, and **potential impacts** such decisions may have on Town operations, employee morale, service delivery, and the long-term viability of our workforce strategy.

Human Capital Employee Retention Concern Memo

HIRING FREEZE

LOSS OF INSTITUTIONAL KNOWLEDGE	▪ Departures due to retirement or outside opportunities will result in significant **knowledge gaps**. ▪ These gaps **hinder** service delivery, reduce efficiency, and may disrupt continuity in operations and compliance.
EMPLOYEE BURNOUT	Remaining employees will face increased workloads**, leading to higher** stress and burnout, reduced morale, and diminished productivity.
FINANCIAL BURDEN	▪ **Overtime Costs:** Increased reliance on overtime to maintain essential services. ▪ **Legal & Compliance Risks:** Insufficient staffing to meet federal, state, or local regulatory requirements. ▪ **Lost Productivity:** Staff pulled from core duties to cover gaps, leading to inefficiency. ▪ **Replacement Costs:** Replacing public sector employees can cost $15,000–$30,000 each, especially with higher turnover.
THREAT TO ORGANIZATIONAL GOALS	▪ A **decline** in staff motivation can result in reduced innovation and engagement. ▪ Employees may be **less inclined** to go "above and beyond" when they feel undervalued or overworked.
COMPOUNDING FUTURE STAFFING SHORTAGES	**Damaging** employer reputation can make recruitment more difficult, labeling the Town as an undesirable workplace.
REDUCED ABILITY TO MEET COUNCIL AND CITIZEN EXPECTATIONS	A hiring freeze can **hinder** the Town's ability to respond to: ▪ Technological changes ▪ Community growth ▪ Crises (natural disasters, emergencies) ▪ Evolving service demands ▪ Limits ability to bring in new expertise, innovation, and energy critical to efficiency and modern operations.

Note: *Review Questions & Answers with Director of Public Utilities in the ADDITIONAL INFORMATION section below.*

DENIAL OF COLA &/OR MERIT INCREASES

PERCEPTION OF DEVALUATION	Denying pay adjustments in the current economic climate is seen by many employees as a lack of appreciation and support.
INCREASED TURNOVER	Employees may leave for better compensation and perceived organizational support elsewhere.
DISENGAGEMENT & DECLINE IN PRODUCTIVITY	▪ Loss of morale and motivation. ▪ "Quiet quitting" becomes more common—employees do the bare minimum. ▪ Reduces initiative and innovation.
CULTURE DETERIOATION	▪ A growing divide between employees and leadership can weaken organizational cohesion. ▪ Public perception may falsely interpret staff concerns as unwillingness, further eroding trust.

PUBLIC SAFETY RISKS	▪ Law enforcement and emergency responders may feel undervalued.
	▪ Increased potential for:
	  ▪ Decline in morale
	  ▪ Higher crime
	  ▪ Reduced public trust and community safety
	  ▪ Impact on events and community presence due to understaffed departments like Police.

ORGANIZATIONAL IMPACTS

RISK OF EMPLOYEE STRIKE OR WORK STOPPAGE	▪ Even though strikes are rare in the public sector, **informal walkouts**, **coordinated absences**, or "quiet quitting" are plausible responses.
	▪ Such actions could **disrupt key services** and **highlight staff dissatisfaction** to the public, potentially drawing negative media attention and undermining public trust.
	▪ Compliance-critical departments such as:
	  ▪ Water Treatment / Wastewater Treatment
	  ▪ Public Safety
	  ▪ Finance – Payroll & Budget
	  ▪ Human Capital (for required regulatory reporting) may be forced to operate at minimum capacity, risking legal non-compliance.

LOSS OF CULTURE	▪ Excellence in Action, the culture we cultivated, is at risk. ▪ Culture is fragile. What took years to build may be quickly devalued. ▪ Maintaining trust and alignment between Council and employees is essential to continued excellence.
MASS EXODUC OF TALENT MAY ENSUE	▪ Employee dissatisfaction may trigger ▪ Sudden resignations across departments ▪ **"Quiet quitting"** may become a trend within our culture. ▪ Disengaged staff who no longer support the Town's mission.

DELAYED OR LOSS OF SERVICE	▪ Inability to meet growing community demands can erode public trust and satisfaction.
	▪ **Increase in employee burnout, attrition, or disengagement** in mission-critical roles.
	▪ **Increased absenteeism** and minimal discretionary effort from staff.
	▪ Potential service impacts may include:
	  ▪ Delays in **permit approvals, zoning requests, and inspections**
	  ▪ Reduced frequency or responsiveness in **landscaping, maintenance, and sanitation services**
	  ▪ Longer turnaround for **customer service responses** or **citizen inquiries**
	  ▪ Compromised **event safety** or **community engagement activities** due to reduced police presence or logistical support

DEPARTMENTAL SHORTAGES	▪ Entire teams may lose multiple employees simultaneously ▪ **Extended time to backfill vacancies** due to hiring freezes or competitive disadvantages. ▪ Without sufficient staff, even critical services may be delayed for months until new hires are trained. ▪ Full productivity may take up to one (1) year post-hiring due to onboarding knowledge and transfer requirements

The Town's ability to maintain service quality, meet strategic goals, and sustain a high-performing culture depends directly on our investment in our workforce. A hiring freeze and denial of compensation adjustments could trigger a **cascade of negative consequences**—from operational failures to reputational damage and cultural erosion.

In summary, if the above concerns are not addressed proactively, they could lead to the following:

- **Increased turnover and lower retention**, disrupting our ability to deliver consistent services.
- **Decline in employee engagement**, resulting in reduced productivity and innovation.
- **Damage to our organizational reputation**, making it more difficult to attract top talent.
- **Operational inefficiencies**, as disengaged employees may not perform at the levels needed to support community needs.

RECOMMENDATIONS FOR CONSIDERATION: *STRENGTHENING OUR FOUNDATION*

To protect and build upon the culture of **Excellence in Action**, it is essential that we reinforce our commitment to our **employees—the foundation of the Town's operational success.** In light of ongoing economic and budgetary challenges, the following recommendations outline a strategic, employee-centric path forward that **balances fiscal responsibility** with **organizational resilience.**

1. APPROVE COLA & MERIT INCREASES

To preserve and strengthen the culture of ***Excellence in Action***, the Town must remain committed to its employees through actions that demonstrate support, appreciation, and investment in long-term workforce sustainability.

Recognizing employees for their performance and providing cost-of-living adjustments sends a clear message: **we value and support our workforce**. This is a foundational step in retaining top talent and remaining competitive with other municipalities and offers a sustainable path forward to reaffirm that commitment while promoting **operational efficiency**, employee well-being, and community trust.

Question: Why do we need to do a COLA and/or Merit when our retention is average?

Answer: SUSTAINABILITY

COLA maintains equity, and merit drives performance. They're not just about who stays—they're about how people feel while they're here, how hard they work, and whether they'll stay tomorrow.

2. PRIORITIZE EMPLOYEE SUSTAINABILITY

As emphasized during the May 13th Town Council meeting, it is critically important that we resist the inclination to view employees merely as budget numbers. The Town's workforce is neither a cost center nor a jobs program—it is the core of our service delivery model. We serve our residents through the talents, dedication, and capabilities of our people. Without a supported and valued workforce, our ability to meet community expectations will erode over time.

Question: What happens when an organization does not have sufficient staffing, or a mass exodus ensues?

Answer: Total disruption.

A disengaged or departing workforce can negatively impact operations, damage public perception, and create long-term instability.

Basic community functions (trash, water, permitting, etc.) can slow down or stop altogether. This can cause public frustration, safety concerns, and potential liability.

While budgetary constraints are a reality for the Town—as they are for all local governments—personnel costs should not be viewed solely as a liability. Reducing investment in our workforce may yield short-term savings, but it often leads to long-term inefficiencies, organizational disruption, and diminished service quality.

Although "doing more with less" may sound fiscally prudent in theory, in practice it places unsustainable strain on already lean teams. If the Town expects continued excellence from its employees, we must be willing to reciprocate that excellence with support and strategic investment.

Over the past few years, the Town has made progress by implementing a strategic workforce planning approach, resulting in the reduction of more than nine positions through careful alignment with short-term organizational priorities. This was a necessary and valuable first step. However, to maintain momentum and position the Town for long-term success, we must evolve. The labor market is dynamic, service demands are growing, and organizational agility is more important than ever. This calls for a transition from short-term, reactive planning to a long-term, strategic workforce model led by Human Capital.

While Human Capital leads the workforce planning program, its success hinges on strong cross-functional collaboration and external partnerships. Strategic workforce planning requires active engagement from leadership and departments to be truly effective. Implementing this refined workforce planning approach will take time and must be approached with thoughtful consideration. While there is an upfront investment involved, engaging a third-party partner can serve as a valuable foundation—providing expertise, structure, and data-driven insights as we work to build a robust, long-term workforce planning strategy internally.

Ultimately, the goal is not to outsource responsibility, but to accelerate learning, enhance internal capacity, and ensure the Town is positioned for long-term workforce sustainability and service excellence. Lastly, if significant financial limitations are imposed, we must navigate our fiscal responsibilities with care—strategically balancing budgetary needs without compromising the very foundation of our success: our people.

CONCLUSION

Excellence in Action represents more than just a phrase; it defines how we operate. Through this initiative, we have fostered a workplace where continuous improvement, employee development, and operational sustainability are not just goals—they are embedded in our daily practices.

We are proud to have a workforce defined by skill, dedication, integrity, and an unwavering work ethic. It is these qualities that embody the spirit of our Excellence in Action culture, and they are the foundation of everything we strive to achieve as an organization. Therefore, we want to continue to empower our employees by fostering ownership and accountability; support continuous learning and professional development across all roles; and strengthen fiscally responsible and efficient operational practices to ensure long-term sustainability.

In the end, maintaining our culture, retaining our workforce, and continuing our excellence should not be seen as optional—but as essential. Without them, organizational goals and objectives are no longer attainable—they become theoretical.

ADDITIONAL INFORMATION & DATA

QUESTIONS FROM TOWN COUNCIL

1. How many employees have left so far in FY25 primarily due to compensation?

Out of the 6 employees who have left for *Better Employment/Opportunity/Compensation*, 4 were primarily due to compensation and 2 were for better opportunities.

Department Breakdown: 2 from Police Department, 1 from Public Works, 1 from Public Utilities.

2. Can we consider adding additional duties to positions rather than backfilling or adding new positions in the future?

Yes. We can consider this option. But, as noted above, reducing investment in our workforce may yield short-term savings, but it often leads to long-term inefficiencies, organizational disruption, and diminished service quality. However, if the goal is to continue to add additional duties to existing positions with the intent to decrease headcount, then it must be done strategically – knowing that it might not be feasible as well. Additionally, this should not be a rushed action, but rather a carefully executed and thought-out action. Therefore, the following are options to consider assessing positional excellence. *There are multiple aspects to conducting an assessment such as this, but the following are two options that can be done incrementally.*

1) Temporary Workload Increase: Evaluating Sustainability.
   Temporary reassignment of duties can serve as a valuable tool to determine if our existing workforce can absorb additional responsibilities while maintaining current service levels. Examples of utilizing this approach include a major project implementation (e.g., Tyler system rollout) or staffing gaps due to hiring freezes or position vacancies (e.g., Police Department operations).

   Temporary assigning workloads provide the opportunity to assess real-time capacity and operational obstacles the employee(s) may face. To determine effectiveness, we need to consider the following:
   a) Timeline. There needs to be a defined start and end date. Employees need to prepare for the impact to their current workload while assessing their ability to meet the goals and/or objectives set forth by leadership and Council in their current role while also managing their work/life balance needs. Sustainability is important as additional duties can lead to stress, morale decline, unintended attrition, and loss of institution knowledge if not managed properly.
   b) Fiscal Impact. Overtime hours can create budget pressure and workload bottlenecks in already lean departments. Additionally, overtime hours typically do not impact one employee, it impacts multiple. This could lead to a decline in morale which ultimately leads to position fatigue.

c) Value Perceived. If employees see the "light at the end of the tunnel" they may be more inclined to push through the temporary assessment. For this to be successful, there needs to be clear communication regarding the purpose, employee expectations, classification, and timeline of this assignment. In addition, set the parameters upfront regarding pay adjustments (permanent or temporary), overtime eligibility, and the evaluation criteria in determining the future of this position assessment.

d) Evaluation.Assessment of this temporary assignment(s) should be evaluated mid-way and near the end of the assignment to determine the sustainability. This will assist in determining if this temporary assignment should become permanent or if there is another alternative to consider.

Temporary duty reassignments are intended to test operational sustainability—not to compromise service quality or employee well-being. If the assessment reveals that the position in question is essential to maintaining service levels, then the most responsible course of action is to backfill the position as soon as possible. This ensures the Town can continue delivering reliable services while protecting the health and capacity of its workforce.

2) Position Workload Analysis.
An assessment should be conducted to determine sustainability prior to assigning a temporary assignment, but it can be done concurrently.

Human capital should work closely with the Department Director(s) on identifying the following criteria:

a) Job Alignment,
b) Pay & Classification Impacts,
c) Equity & Consistency,
d) Workload Capacity, and
e) Service Level Impacts

Assessing workload allowances is a continuous process to which adjustments can be made if the new assignments prove to be unstainable or misaligned overtime.

(This space left intentionally blank.)

3. What are some similarities of our staffing to other jurisdictions?

The Town of Herndon and the Town of Vienna were selected as comparators as they are of similar square miles size and have similar scope of duties. Additionally, Davenport has selected them as comparators during their financial reviews/assessments of the Town versus other localities.

Employee FTE – FY24
Town of Warrenton, Town of Herndon, and Town of Vienna

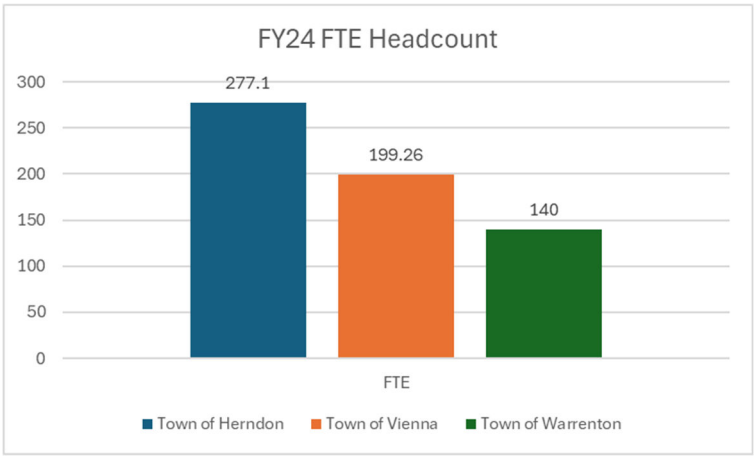
The below data shows the similarities and differences between the three localities. It is important to note that while Town of Herndon and Town of Vienna may have a bigger population, they do have similar scope of responsibilities as the Town. The chart below is a high-level overview of the differences between the number of employees per department FY24 data. *This information was retrieved via the Town's ACFR and/or within the personnel breakdown charts within FY24 budget document. There may be some variances.*

FY24	Town of Warrenton	Town of Vienna	Town of Herndon
LEGISLATIVE			3
TOWN MANAGER	1	2	2
TOWN CLERK	1	2	
COMMUNICATIONS	2	3	2.2
COMMUNITY DEVELOPMENT	10	9	16.7
ECONOMIC DEVELOPMENT	*included within community development & partnership with the County*	2	*included within Communications*
FINANCE & PROCUREMENT	11	13.26	12.7
HUMAN CAPITAL	2	3	4.8
INFORMATION TEHCNOLOGY	5	4.5	6.2
PARKS & RECREATION	6	26 *includes community centers/teen centers*	37.3 *includes community centers*
PUBLIC SAFETY	28	41	73
PUBLIC WORKS *includes Fleet - General Maintenance*	31	59	75.5
PUBLIC UTILITIES	30	21.5	16.9
STORMWATER	3	2.5	
TOWN ATTORNEY	*OUTSOURCED*	*0.5*	4.6
OTHER			
Cemetary	Under Public Works - 2		4.8
Emergency Services	Own Department Included within F&F Managers position	Police Department works with County and Appropriate Town leadership	Police Department works with County and Appropriate Town leadership
Golf Course	N/A	N/A	13.8

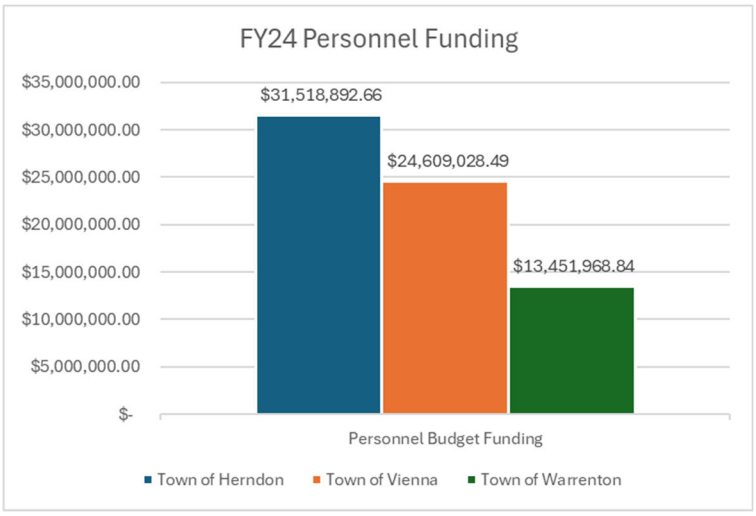
Operational Comparison – FY24

Town of Warrenton, Town of Herndon, and Town of Vienna

	Population	Square Miles
Town of Herndon	25,052.00	4.3
Town of Vienna	16,258.00	4.4
Town of Warrenton	10,264.00	4.5



	FTE	Personnel Budget Funding
Town of Herndon	277.1	$ 31,518,892.66
Town of Vienna	199.26	$ 24,609,028.49
Town of Warrenton	140	$ 13,451,968.84



	Total # of FOIA Requests
Town of Herndon	200+
Town of Vienna	104
Town of Warrenton	437

	# of Parks	Total Park Acreage
Town of Herndon	11	137
Town of Vienna	12	156.62
Town of Warrenton	7	88.94

	Water Lines (miles)	Wastewater Sanitary Sewers (miles)
Town of Herndon	85	81.9
Town of Vienna	84	84
Town of Warrenton	89.88	69.36

	Streets: Primary (miles)
Town of Herndon	41.2
Town of Vienna	65
Town of Warrenton	91.87

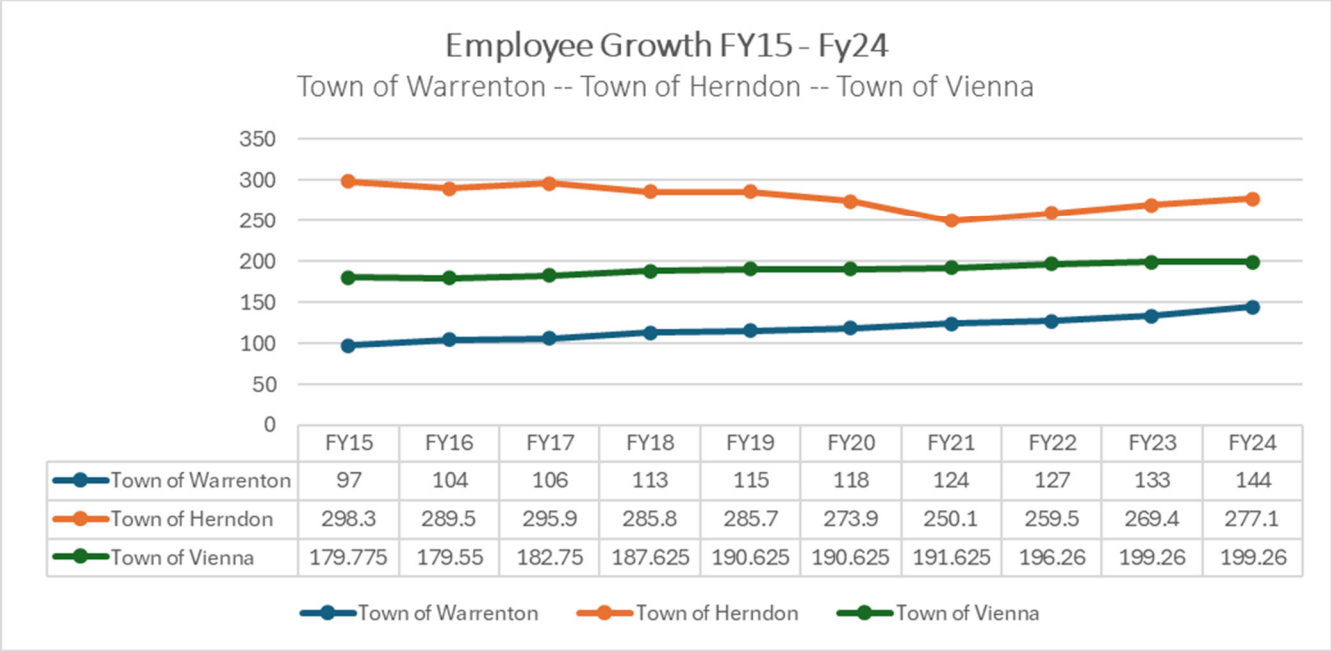
	# of Vehicles
Town of Herndon	431
Town of Vienna	126
Town of Warrenton	112

	Total Building Permits
Town of Herndon	290
Town of Vienna	648
Town of Warrenton	456

	Refuse Collection - Refuse Collected (tons)	Refuse Collection - Recycle Collected (tons)
Town of Herndon	5824	1332
Town of Vienna	4729	1319
Town of Warrenton	3602	257

Employee Growth: FY15 to FY24

Town of Warrenton, Town of Herndon, and Town of Vienna



	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Town of Warrenton	97	104	106	113	115	118	124	127	133	144
Town of Herndon	298.3	289.5	295.9	285.8	285.7	273.9	250.1	259.5	269.4	277.1
Town of Vienna	179.775	179.55	182.75	187.625	190.625	190.625	191.625	196.26	199.26	199.26

Police Department/Sheriff's Department Structure Comparison

As of 5/28/2025 – Multiple Jurisdictions

	Population *Approx.*	Square Miles	# of Sworn Officers/Sheriffs	PD Traffic Enforcement # of Designated Officers/Sheriffs	PD Motorcycle Division/Squad # of Designated Officers/Sheriffs	PD Community Policing Program
Town of Herndon	25K	4.3	72	4	3	Yes
Town of Vienna	16.3K	4.4	41	5	1	Yes
Town of Warrenton	10.2K	4.5	28	1	1	Yes
Fauquier County	73K	651	134	0	0	Yes
Town of Culpeper	20K	7.3	50	4	2	Yes
Culpeper County	52.5K	379	170	4	4	Yes

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Human Capital Employee Retention Concern Memo

QUESTIONS & ANSWERS – Public Utilities, T&D Team

The impact the hiring freeze has on total operations is causing a disruption of services as well as a negative impact to the well-being and, potentially, safety of our employees. The T&D team within public utilities is an essential team that ensures all distributions systems operate as designed.

Below are the questions and answers that were asked of Mr. Friend, Director of Public Utilities and Seth Cannonier, Superintendent of Public Utilities.

1. What is the overall primary functions of the T&D team?

To maintain and inspect all lines, and associated equipment. Preform preventative maintenance and emergency repairs / replacements. In addition, the team routinely monitors and checks that all systems that deliver water and transport wastewater are operational. This ensures a healthy environment for all the Town's customers and visitors. A high-level breakdown of each position is below:

- Superintendent. Ensure all functions of the T&D department and duties are completed.
- Logistics Coordinator. Works directly under the supervision of the Superintendent and acts as second in charge. Ensures daily work is completed.
- Meter Supervisor. Collects all water meter readings monthly for billing, repairs broken meters and associated equipment, assists line locator, GIS mapping, maintenance on all meters and equipment, answers customer calls / complaints.
- Utility Line Locator. Responds to all Miss Utility (811) calls, locates all water, wastewater, and stormwater lines for dig tickets. Assists the Meter Supervisor and the Utility Maintenance Workers on jobs as needed.
- Utility Maintenance Workers. Work directly under the Logistics Coordinator and Superintendent to ensure all distributions systems operate as designed. Maintain and inspect all lines, and associated equipment. Preform preventative maintenance and emergency repairs / replacements.

2. What are the current positions within your team?

The department consist of 1 Superintendent, 1 Logistics Coordinator, 1 Meter Supervisor, 1 Utility Line Locater, 5 Utility Maintenance Workers.

3. Are there any required certifications for these positions?

All employees will be required to have their traffic safety courses along with various OSHA and FEMA training certifications. In addition, all positions (with the exception of the Superintendent, Meter Supervisor, and Utility Line locator) are to have at minimum a Class B CDL.

4. Are there compliance factors at risk if these positions have a significant delay in being backfilled or are not backfilled?

Yes.

For the Water plant, without T&D all water main breaks would remain unrepaired which would lead to boil water notices, water storage tanks draining to the point the Town would experience a zero pressure event (we are required to provide a minimum PSI and water), in order to try and keep water in the system the water plant would have to run to the point it would surpass its permit withdrawal amounts.

For the Sewer, without T&D fixing broken or backed up sewer mains and laterals there would be illicit discharges and back up events into facilities, businesses and residents' homes., leading to DEQ violations.

5. Even when fully staffed, does your team experience performance gaps due to staffing limitations?

Yes, there are numerous times when there were multiple distribution system failures that happened at the same time. These incidents also take crews away from normal scheduled maintenance resulting in back logged work.

For example: One time we had a watermain break, a sewer backup, and a dirty water complaint, and multiple 811 calls at the same time, so the Utility Line Locator could not assist crews, and the Meter Supervisor was back and forth on water meter calls so they could not assist. This resulted in having to utilize some staff from the WTP and from the Director of Utilities to help. Even with the extra help it took crews 14 hours to fix everything.

6. Is it difficult to recruit and retain for these positions? If so, what are the challenges?

Yes, it is very physical work in all extreme weather conditions, potential for long hours, having to work with raw sewage, potential to get called in during the night, mixed with a low comparative wage to the surrounding area.

7. Is it difficult to recruit and retain for these positions? If so, what are the challenges?

Overall were okay, but we do have to utilize the Line Locator as one more Utility Maintenance Worker at lines, one more UMW would help ensure all functions get done a little faster and easier.

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ADDITIONAL ARTICLES & DATA POINTS

State & Local Workforce Survey: 2024 Survey Findings	https://economicgraph.linkedin.com/workforce-data/us-workforce-confidence-index

A workforce trends survey conducted between March 8 and April 25, 2024, gathered responses from 300 Human Resources Managers across state and local governments. The survey focused on key organizational priorities including recruitment, retention, compensation, and organizational culture. Some findings also incorporate comparative data from prior years, providing insight into evolving workforce strategies in the public sector.

Key Findings & Implications

The data clearly show that enhanced benefits and total compensation strategies are becoming the standard among peer agencies. These practices are also viewed as essential tools for cultivating a resilient and competitive workforce. These proposed enhancements is to ensure the Town's compensation package aligns with our local competitors.

- Broad-Based Pay Increases
  53% of responding organizations reported offering broad-based pay increases, signaling a shift toward equitable and proactive compensation strategies.
- Paid Family Leave
  48% offer paid family leave benefits, aligned with FMLA standards of up to 12 weeks. This reflects a growing commitment to work/life balance and employee well-being.
- Top Organizational Priorities:
  - 79% identified *competitive compensation* as a key organizational issue
  - 42% cited *pay equity* as a critical focus area
- Staffing Changes:
  - 21% of organizations reported staffing growth of 5% or more
  - Only 2% reported a staffing decrease of 5% or more
    This suggests a strong trend toward expanding and investing in workforce capacity.
- Hiring Incentives:
  - 37% of respondents reported using targeted or non-targeted hiring bonuses
  - Of those, 13% required repayment of the bonus if the employee left before one year of service.

The survey results highlight the evolving expectations of public sector employees and the strategic responses being adopted by peer organizations. To remain competitive and attract high-quality talent, it is **imperative** that the Town continues to evaluate and evolve its total compensation strategy. Incorporating enhanced incentives such as pay equity adjustments, family leave, and hiring bonuses positions the Town as a forward-thinking employer aligned with public sector best practices.

Human Capital Employee Retention Concern Memo

LinkedIn U.S. Workforce Confidence Index (WCI)	https://economicgraph.linkedin.com/workforce-data/us-workforce-confidence-index

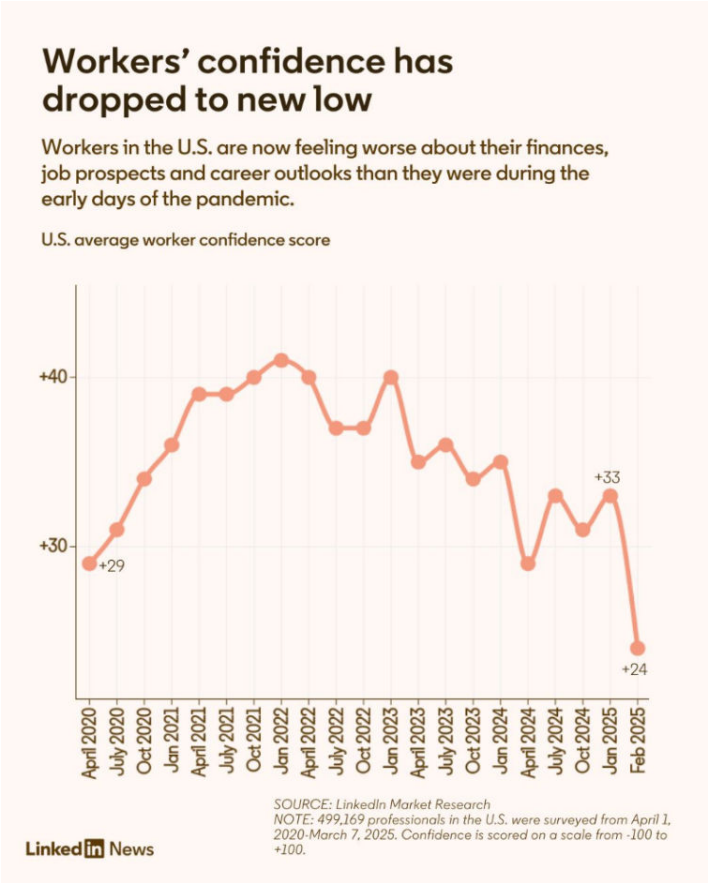
The WCI serves as a strong indicator of shifting employee sentiment over the past year. It reflects a growing awareness among employees regarding their career trajectory and financial stability. One of the most significant insights is that many employees are re-evaluating their ability to support themselves and their families—placing greater emphasis on equitable and competitive compensation.

When employees perceive that they are not being compensated fairly relative to market standards or their peers, it can lead to dissatisfaction, disengagement, and ultimately, attrition. Financial stability is no longer just a personal goal—it is a fundamental component of how employees assess the value and viability of their employer. Ensuring that compensation structures align with employee expectations and market trends is essential to maintaining a motivated, loyal, and productive workforce.

Data Summary

The LinkedIn Market Research team surveys its members daily to understand how they're feeling about their careers, current company, and more. Every two weeks the team aggregates the survey data to analyze the latest in Workforce Confidence trends. In the WCI survey, LinkedIn market researchers ask LinkedIn members about their confidence to get/hold a job, improve their financial situation and progress in their career. That is used to calculate an index score from their opinions by assigning each respondent a score (-100, -50, 0, +50, +100), based on how much they agree or disagree with the three statements, and then create the composite average score across all statements.

WCI Methodology: *LinkedIn's Workforce Confidence Index is based on a quantitative online survey from LinkedIn's market research team that is distributed to members via email every day and aggregated every two weeks. Between 2,000 to 3,000 U.S.-based members respond to each two-week wave of the survey. Members are randomly sampled and must be opted-in to research to participate. Students, stay-at-home partners, and retirees are excluded from analysis so that we're able to get an accurate representation of those currently active in the workforce. We analyze data in aggregate and will always respect member privacy. Data is weighted by engagement level to ensure fair representation of various activity levels on the platform. The results represent the world as seen through the lens of LinkedIn's membership; variances between LinkedIn's membership and the overall market population are not accounted for.*



November 12, 2025
Town Council
Regular Meeting
RES-XX-XX-XX

A RESOLUTION TO AMEND THE FISCAL YEAR 2026 BUDGET BY $28,425,118.53 TO APPROPRIATE FUNDS FOR THE FISCAL YEAR 2025 CARRYOVERS

WHEREAS, the Warrenton Town Council is charged by the Code of Virginia with the preparation of an annual budget for the Town of Warrenton; and

WHEREAS, on June 10, 2025, the Town Council adopted the Town of Warrenton Fiscal Year 2026 Budget; and

WHEREAS, during the course of the fiscal year certain events occur that necessitate amending the budget to appropriate additional funds; and

WHEREAS, certain grants, purchases and capital projects included in the Fiscal Year 2025 Adopted Budget were incomplete as of June 30, 2025; and

WHEREAS, the Town Council of the Town of Warrenton held a public hearing to consider the amendment of the Fiscal Year 2026 Adopted Budget by $28,425,118.53 to appropriate funds to cover these items; and

WHEREAS, the Town Council voted to amend the Fiscal Year 2026 Adopted Budget to appropriate funds for the continuation of these grants, purchases, and capital projects; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Warrenton this 12th day of November 2025, that the Fiscal Year 2026 adopted budget is amended to appropriate $28,425,118.53 as noted in the attached staff report; and

BE IT FURTHER RESOLVED that the Department of Finance is authorized to process the necessary budget adjustments required for the appropriations.

Votes:
Ayes:
Nays:
Absent from Meeting:

For Information:
Budget Manager

ATTEST: _____
Town Recorder

Office of the Town Manager
Frank Cassidy

STAFF REPORT

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

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

EXECUTIVE SUMMARY

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

Quarter One

July, August, September

Reports to Council are presented in November.

Quarter Two

October, November December

Reports to Council are presented in February.

Quarter Three

January, February March,

Reports to Council are presented in May.

Quarter Four

April, May, June

Reports to Council are presented in August.

Current Staff reports

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

Quarterly Report

Department

Town Council Meeting Date: November 11, 2025

First Quarter 2026: July, August, September

Please accept this as the quarterly report for the department

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

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

Over the first three (3) months of FY2026, the department processed 24 business license applications, 14 sign permits, 9 zoning permits, 21 land development project reviews, 4 pre-application meeting requests, 161 building permit reviews and 454 associated inspections, processing of legislative applications (Special Use Permits, Certificates of Appropriateness, Zoning Ordinance Text Amendments). The department continues to perform zoning and property maintenance enforcement, grants, and administer transportation projects. The building inspector, code enforcement inspector, Zoning Administrator and Director handle off-hour emergencies, special event inspections when food vendors and/or amusement devices are anticipated, property maintenance issues and zoning enforcement.

1) **Project Progress:**
   - Fauquier Transportation Coordination Meetings
   - Zoning Ordinance Rewrite – Steering Committee Meeting
   - Budget
   - Septic Remediation Committee: Continue working with DEQ to move forward with public sewer connections

- Warrenton Arts Commission: Monthly meetings

2) Data:

Legislative Applications/Special Projects

Architectural Review Board

- Certificates of Appropriateness: 18 Administratively Approved Applications, 5 Legislatively Approved Applications

Local Board of Building Code Appeals

- No meetings over the first three months of 2025

Board of Zoning Appeals

- Adoption of By-Laws and Remote Participation Policy
- BZA-24-2 Variance request

Planning Commission

- LWAV-25-2 – Daniels Property – An Exception to Authorize a Dead-End Street (Cul-de-Sac) for an Eight-Lot Residential Subdivision Per Subdivision Ordinance Section 2.7 *Variations and Exceptions* and Section 4.2.10 *Streets.*
- SUP 2025-02 Home Depot
- Zoning and Future Land Use Map Update

Town Council

- **ZOTA-25-1**- A Text Amendment to Remove Data Centers as a Permissible Use within the Industrial District

4 Pre-Application Meetings

- Frazier Road Air B&B (**PRE-25-9- Ward 5)**
- Dominion Energy Elm Substation Modernization (**PRE-25-10- Ward 3**)
- 405 Belle Air Lane Warehouse Addition (**PRE-25-11- Ward 1)**
- Warrenton Village Branch Rezoning (**PRE-25-13- Ward 2**)

Zoning Applications/Permits

24 Business Licenses
14 Sign Permits
3 New Zoning Enforcement case
9 Zoning Permits
7 Zoning Inspections
2 Zoning Determinations

- Comcast at 245 East Street
- Amazon at 719 Blackwell Road

2 Zoning Confirmation Letters

- 251 W. Lee Highway
- 20 N. Calhoun Street

21 Land Development Projects

- Ville Nova Site Plan Reviewed **(SDP-24-1)**
- Chick-fil-a As-Built Approved **(ABLT-24-4)**
  - Chick-fil-a Bond release request reviewed and approved **(BOND-25-2)**
- Warrenton Crossing Phases 2 &3 Final Plat Approved **(FP-24-3)**
- 200 Waterloo Street Administrative Plat Reviewed **(PLAT-25-1)**
- Valvoline As-Built Plan Reviewed **(ABLT- 25-1)**
- Oak View National Bank As-Built Plan Reviewed **(ABLT-25-2)**
- Fauquier High School Monopole As-Built Plan Reviewed **(ABLT-25-3)**
- Warrenton Village BLA Approved **(BLA-25-1)**
- Warrenton Village Subdivision Plat Reviewed **(FP-25-2)**
- Warrenton Village Center Easement Plat Reviewed **(ESMT-25-3)**
- Fauquier High School Turf Field Site Plan Approved (**SDP-25-8)**
- Cobbs Hill Subdivision Site Plan Reviewed **(SDP-24-20)**
- Cobbs Hill Subdivision Final Plat Reviewed **(FP-25-3)**
- Cobbs Hill Subdivision Easement Plat Reviewed **(ESMT-25-2)**
- Warrenton Crossing Phases 2&3 Final Plat Approved **(FP-24-3)**
- Ville Nova Subdivision Off-Site Easement Plat Reviewed *and deferred by Town Council* **(ESMT-24-5)**
- Wastewater Treatment Plant Approved **(SDP-24-13)**
- Sheetz Remodel Site Plan Approved **(SDP-23-1)**
  - Sheetz Minor Revision to Site Plan (Sewer tie in) Approved **(SDP-25-12)**
- Legislative Waiver for the Daniels Property (Warrenton Crossing II) Reviewed **(LWAV-25-2)**

2 Post- Comment Review Meetings

- 35 S Fifth Street BLA
- Cobbs Hill

Special Projects

- Virginia Commonwealth Transportation Board awarded Warrenton $20.44 million Smart Scale funding for the previously denied Fletcher Drive Roundabout. This will be bundled with other Smart Scale funded projects on Lee Highway.
- Zoning Ordinance Rewrite – Staff review of draft Module 1 and work with consultant team on public draft
- Budget Kick Off
- Septic Remediation Committee: Hired contractor and finalized permitting
- Warrenton Arts Commission: Monthly meetings, Horner Street Mural
- Developed first Annual Where We Live Photo Contest and published community winners in Town Crier and on the Town Website
- Site visits with homeowners and business owners to discuss concerns and/or permitting for their projects

- Site visits with homeowners and business owners to discuss active zoning violations and remedies
- Zoning staff facilitated meetings between the Public Works Department and the Engineering firm for various projects to address comments and concerns brought forward during plan review
- Zoning staff attended several meetings with developers to discuss various projects and their status or next steps
- Zoning staff continue to attend the Zoning Ordinance Update Steering Committee meetings
- Zoning staff continue to work with Planning staff and the Director to review the draft Zoning Ordinance updates
- Zoning staff continue to attend meetings with the code enforcement division to discuss current enforcement cases and actions
- Zoning staff attended a virtual check-in hosted by the Virginia Association of Zoning Officials with other local government zoning officials
- Zoning Official continues to manage the Community Development website and the Opengov permit portal
- Zoning Administrator continues to assist in facilitating the Town's Tree Board meetings and the Tree Board's participation in First Friday
- Zoning staff is working on a comprehensive review of the land development fee schedule
- Review of Special Use Permits
- FOIA Requests

Building Applications/Permits

- Fire Inspections completed for Business License Applications:
  - 23 Records Created
  - 20 Inspections Completed
  - 24 Permits Issued

- Annual Fire Prevention Inspections
  - 32 Records Created
  - 56 Inspections Completed

- Code Enforcement
  - 36 Records Created
  - 35-45 Inspections Performed

- Building Permits
  - 161 Records Created
  - 454 Inspections Completed
  - 180 Permits Issued

- Amusement Devices
  - 3 Records Created
  - 4 Inspections Completed
  - 3 Permits Issued

- Enforcement

Property Maintenance Update

151 Main Street - (Exterior Property Maintenance) Work is ongoing.

25 N Sixth Street- NOV emailed 09/05/25

151 Blue Ridge St- Final inspection has been completed. Case closed

23 South Fifth St- (Exterior Property Maintenance) Meeting with building owner to discuss violations.

17 South Fifth St- (Exterior Property Maintenance) Meeting with building owner to discuss violations.

362 Douglas St- Camper has been removed. Case closed

329 Falmouth St- (Exterior Property Maintenance) Notice of Violation sent 10/15/24. Demand letter sent June 18. Homeowner is working with Habitat for assistance with repairs.

145 Main St- (Exterior Property Maintenance) Work is being conducted.

45 Winchester St- Court scheduled for 10/24/25

3 Hotel St- Court scheduled for 10/24/25

100 East Lee St- (Exterior Property Maintenance) New owners are working with current tenants permits have been issued and work is ongoing

162 Winchester- (Exterior Property Maintenance) Exterior work has been completed. Case closed

705 Bear Wallow Rd- (Exterior Property Maintenance) Permits issued Homeowner actively working.

69 South Fourth St- (Fire Damage) Property has sold waiting to be rehabilitated.

388 Waterloo St- (Outdoor storage/Blocked fire lane) Meeting was held on 10/25/24 Mr. Ferrero has agreed to make the changes discussed. Bollard design has been selected and owner is working with a contractor to apply for permits.

75 South 3rd St – Small fire on rear deck on 10/24/24 – Building permit has been applied for but not issued, waiting for contractor information.

318 Waterloo St – House fire on 11/8/24 – – Building permits have been issued and work is ongoing

129 Derby Way- Inoperative vehicle and complaint regarding swimming pool. Vehicle has been removed and homeowner will be renewing the expired permit to final the pool once the weather breaks

143 Waterloo Street – Final inspection completed case closed.

50 South Third St – On 12/23/24 there was a fire at Silver Branch Brewery. Business owner is working with insurance on reconstruction.

256 Onyx Way – Work has been completed. Case closed

347 Falmouth St - House fire. Homeowner is working with insurance and contract to apply for permits to begin work.

105 Old Mill Lane – House fire. Homeowner heirs are working with Habitat For Humanity to sell property.

423 and 425 Denning Ct. – Property maintenance Issues with retaining wall and fence. Homeowners are working with HOA to resolve.

146 Haiti St – Property maintenance- Outdoor storage and garbage complaint. NOV mailed 09/05/25

148 Haiti St – Property maintenance – Outdoor storage and garbage complaint.

144 Haiti St – Property maintenance – Case complete

124 Haiti St – Property maintenance – Outdoor storage.

70 Moffett Ave – Property maintenance – Retaining wall and drainage issues. We are working with the resident to address issues

27 Fairfax St – Property maintenance – Door hanger left 10/23/25

29 Fairfax St – Property maintenance – Door hanger left and courtesy letter mailed 10/23/25

Administrative:

- Warrenton Arts Commission Meetings
- Special Event Meetings
- FOIA's
- ERP Discussions
- Septic Remediation
- VDOT/Fauquier/Town Transportation Coordination Meetings
- Zoning Ordinance Update
- 2025 Citizens Academy

Quarterly Report

Emergency Management

Town Council Meeting Date: November 12, 2025

First Quarter: July, August, September

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

Department Introduction:

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

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

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

Commendable Achievements:

A commendable achievement in emergency management was recently accomplished by Johnny Switzer, who earned the prestigious Master Public Information Officer (MPIO) certification from the University of Tennessee's Law Enforcement Innovation Center (LEIC) program.

Significance for Emergency Management

- **Crisis Communication Expertise:** The certification demonstrates mastery in developing **transparent, timely, and effective communication plans** essential for maintaining public trust and safety during emergencies.
- **Enhanced Agency Reputation:** MPIO training covers community engagement, advanced interviewing, and promoting an agency's mission through various media, allowing our EMC to positively represent his organization and manage media platforms during high-stress events.
- **Leadership in PIO:** Graduates of this program are prepared to lead communication efforts, coordinate joint information systems (JIS), and work effectively with multiple agencies and jurisdictions during expanding and complex incidents.

This certification is particularly notable as the LEIC MPIO program is recognized as the **first university-based program of its kind**, highlighting the comprehensive and cutting-edge nature of the training completed.

The EMC responded to twenty incidents during this reporting period.

Staff Training & Certifications:

The Emergency Management Coordinator has graduated from the University of Tennessee's Master PIO Program.

Project Progress:

A. **Emergency Operations Plan (EOP)** – The town adopted an EOP in 2022, and its next update is due in 2026. The EMC continues to review the EOP as part of our annual review to ensure it is up to date.

B. **Continuity of Operations Plan (COOP)** –The COOP has undergone a full update since August and is ready to bring to the council in October for final approval.

C. **Hazard Mitigation Plan (HMP)** – The EMC attended four meetings with the RRRC regarding the HMP 2024 update. One of these meetings was an open public forum at the Culpeper County Fieldhouse. The HMP is in the final stages of review with FEMA. Once this is complete is will be brought back to the localities for adoption at the local level.

D. **Dam Planning** – The EMC is reviewing the Dam EOP in preparation for a tabletop exercise. This exercise is required to obtain our full operator's permit. An application to VDEM for technical assistance will be submitted in the next reporting cycle.

E. **Virginia Department of Emergency Management (VDEM)** – The EMC has met monthly with our VDEM state partners and continues to build a collaborative EM program with the state partners

F. **Town / County Emergency Management** – The town and county EM's met eight (5) times to discuss topics between agencies.

Quarterly Report

Department of Finance & Procurement

Town Council Meeting Date: November 12, 2025

First Quarter 2026: July, August, September 2025

Department introduction:

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

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

Project Progress:

Accounting and Financial Reporting:

- Annual external audit
    - Our external auditors, Brown, Edwards & Company, conducted their final fieldwork for the fiscal year 2025 audit at the beginning of October.
    - Staff are working on the fiscal year financial reports.
    - **The auditors will present the results of the fiscal year 2025 audit and Annual Comprehensive Financial Report to the Council at the December 2025 meeting.**

Budget:

- Fiscal Year 2026 Adopted Budget:
    - The Finance Committee and staff are working with our financial advisors to ensure adequate funding is available to cover the capital projects included in the adopted budget.
    - **The Town's financial advisors have offered to meet with Council members on November 19th – 21st to discuss the upcoming debt issuance process and answer any other questions Council may have.**
- Fiscal Year 2027 Budget:
    - Staff began the fiscal year 2027 budget process by seeking Council input at the September Council meeting.

- Applications for funding for FY27 were sent to outside agencies.
- Departmental requests for operating and capital were due to Finance on November 3, 2025.

Tax Administration:

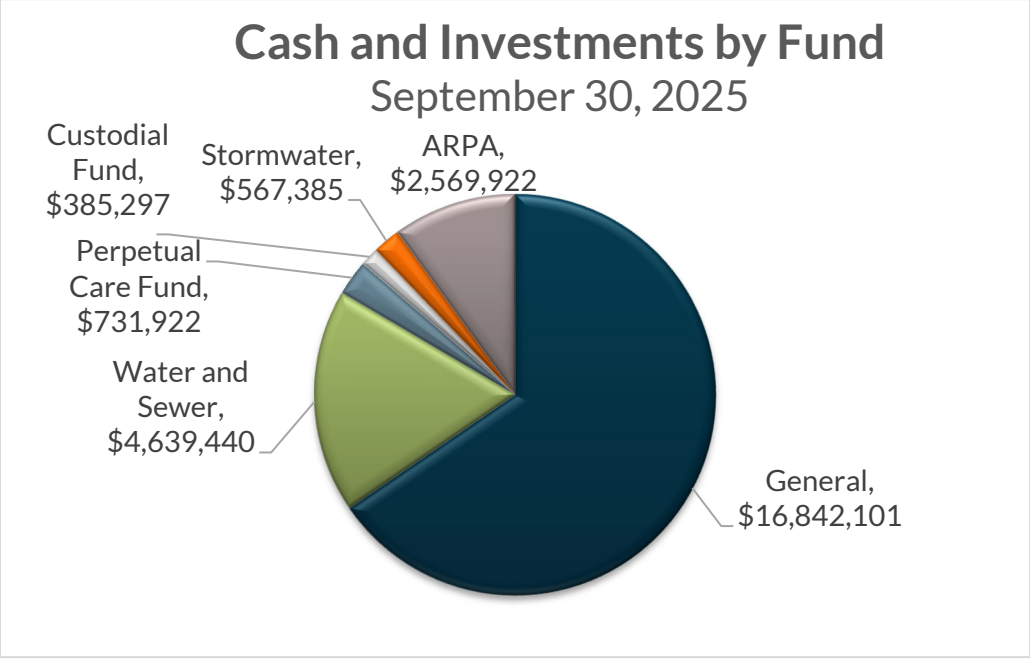
- **Real estate tax and stormwater management fees for the second half of 2025 and the annual personal property tax will be due on December 15th.**
  - Staff have been working with the Fauquier County Commissioner of the Revenue's Office to upload the personal property assessment data. The County moved to a new software system this past year and this is the first time that the newly formatted data will be imported into our software. The initial attempt to load the data was unsuccessful due to formatting issues with the data.

Charts and information:

The following charts are provided based on the information contained in the **attached financial statements for the period ending September 30, 2025.**

Cash and Investments

The following chart shows the cash and investment balances for each of the Town's major funds. The total has decreased by approximately $9.0 million compared to the same period last year primarily due to the spending of ARPA funds and Water and Sewer capital spending.



Reserve Amounts

General Fund Unassigned Fund Balance

The council adopted a minimum unassigned fund balance policy for the General Fund equivalent to 50% of current adopted annual operating expenditure.

Fiscal Year	UFB as Percentage of Budgeted Operating Expenditures
FY26	44.65%

- **FY26:** The policy threshold for FY26 is $9.6 million. The current unassigned fund balance is **44.7%** of the FY26 operating budget. This is $1,032,291 less than the policy threshold.

Water and Sewer Fund Cash Balance

For the Water and Sewer fund, the Council adopted a policy to maintain a cash balance equivalent to 200 days of operating expenses.

Fiscal Year	Cash Balance Equivalent to Days of Operating Expenses
FY26	190

- **FY26:** The policy threshold for FY26 is $4.7 million. The current cash balance falls short of meeting the policy by $243,453. This is equivalent to **190** days of operating expenses.

Budget and Actual by Fund

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

Each graph shows:

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

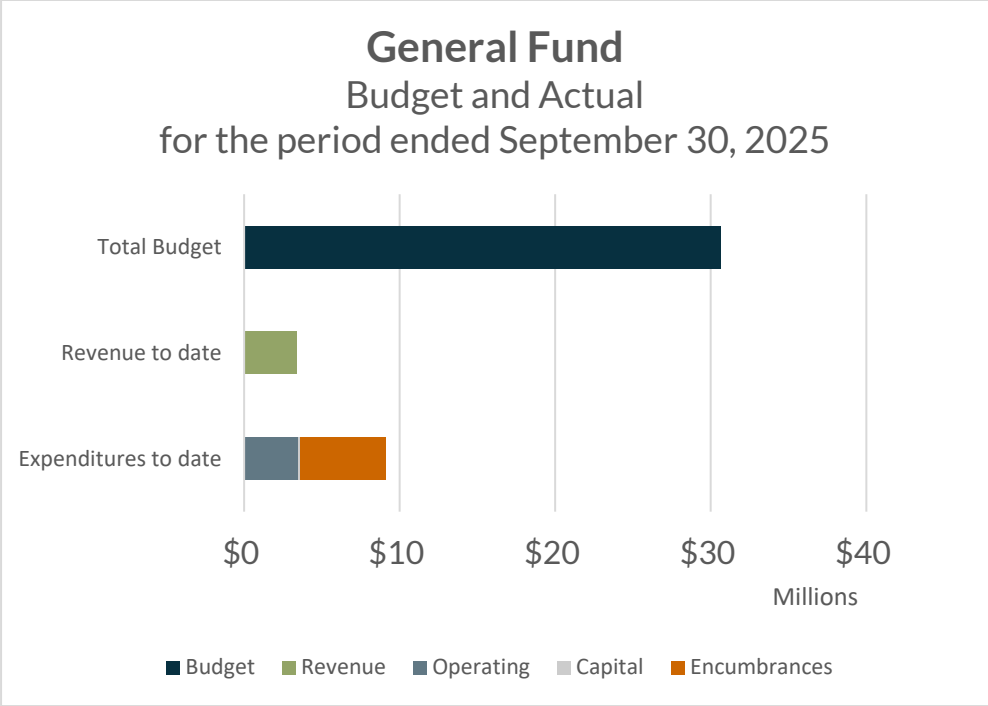
Impact of Carryover Process

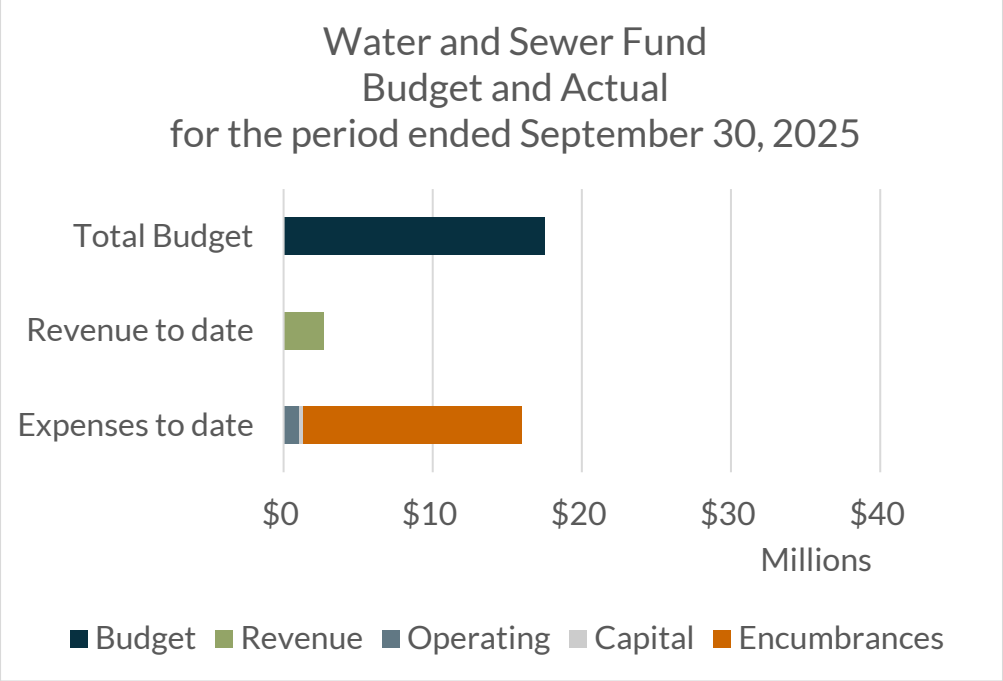
It is important to note that the prior fiscal year budget carryover is not approved until November each year. The carryover process reappropriates capital project funding for ongoing capital projects, grants, and other small operating amounts that were incomplete as of June 30, 2025. As a result, some grant and capital lines may appear to be over budget. This is particularly noticeable for the Stormwater Fund graph below. This will be rectified with the appropriation of carryover funds.

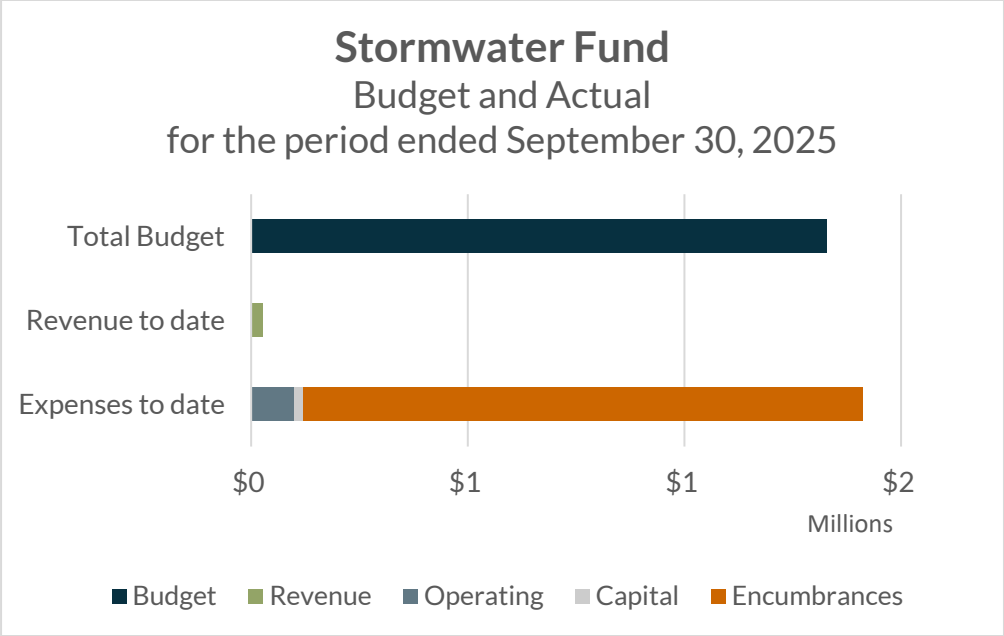
Impact of Accruals for Financial Reporting

For the general fund, the accrual of revenues to the prior fiscal year for financial reporting purposes may result in those revenue categories appearing lower than the expected amount for this point in the year. Significant revenue accrual amounts are listed below:

Category	Amount
Business License	$418,294
Meals Tax	$495,149
Lodging Tax	$28,293
Sales Tax	$179,269
Communications Tax	$55,780
Motor Vehicle Rental Tax	$24,254
Utility and Consumption Taxes	$40,444
TOTAL	**$1,241,483**


General Fund
Budget and Actual
for the period ended September 30, 2025
Total Budget
Revenue to date
Expenditures to date
$0
$10
$20
$30
$40
Millions
Budget
Revenue
Operating
Capital
Encumbrances

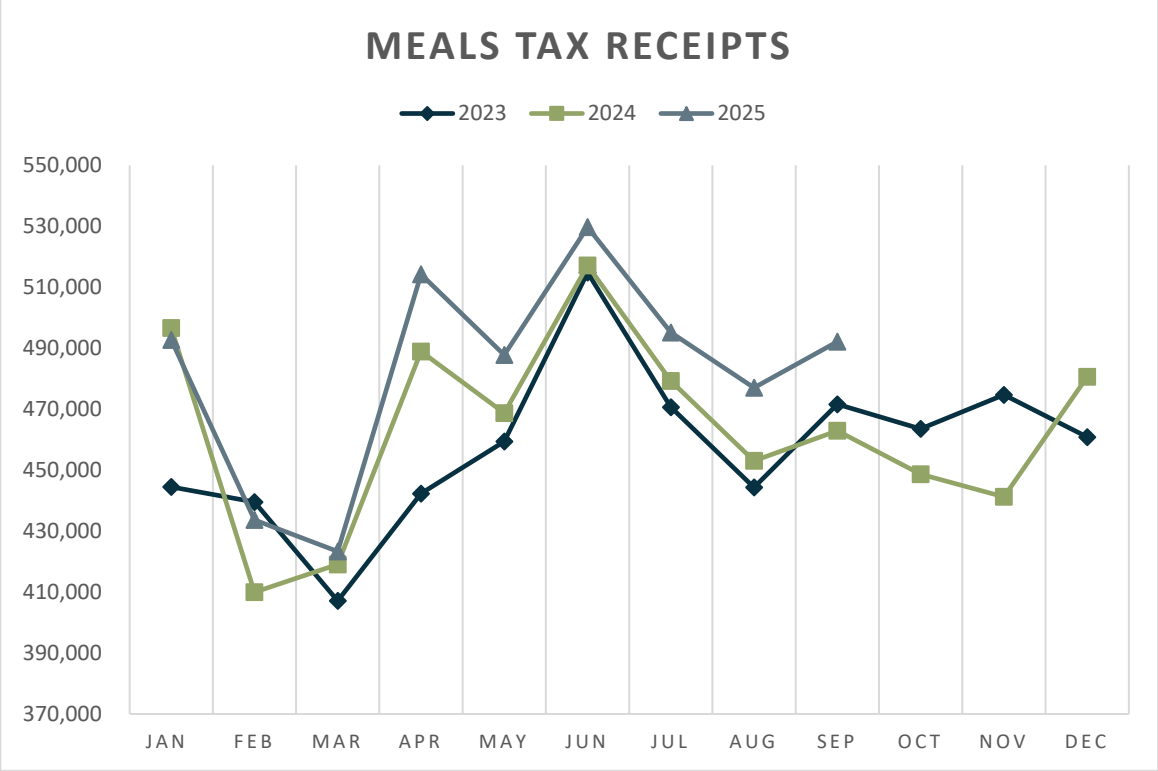

Water and Sewer Fund
Budget and Actual
for the period ended September 30, 2025
Total Budget
Revenue to date
Expenses to date
$0
$10
$20
$30
$40
Millions
Budget
Revenue
Operating
Capital
Encumbrances


Stormwater Fund
Budget and Actual
for the period ended September 30, 2025
Total Budget
Revenue to date
Expenses to date
$0
$1
$1
$2
Millions
Budget
Revenue
Operating
Capital
Encumbrances

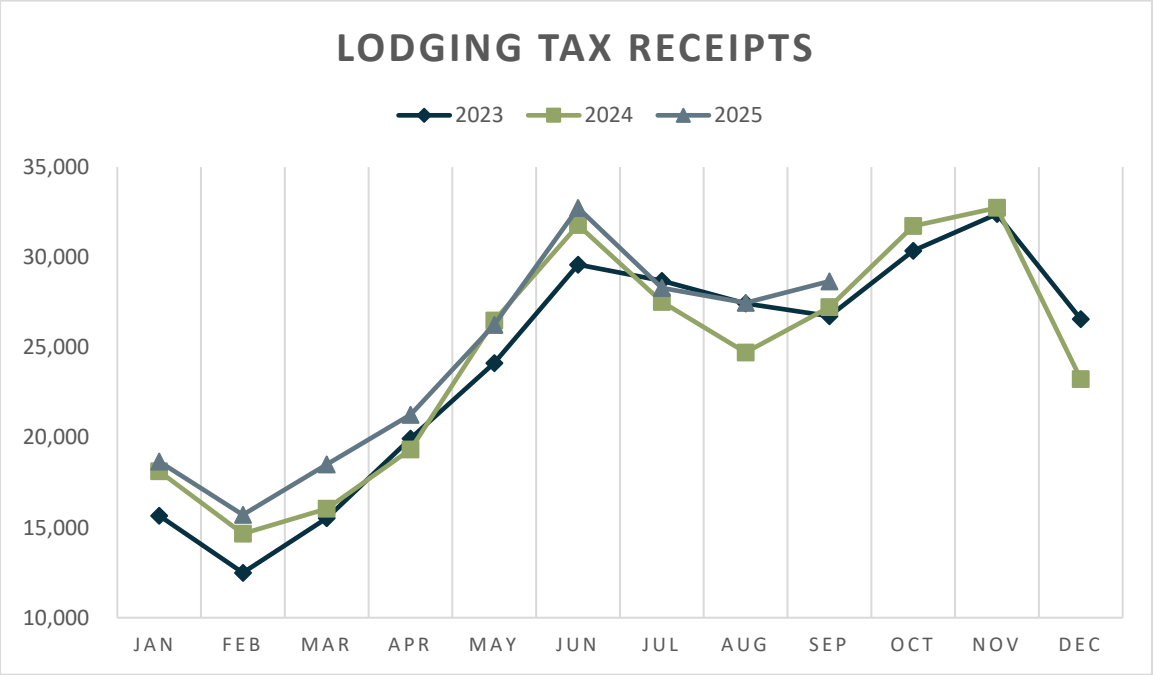
REVENUE TRENDS

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

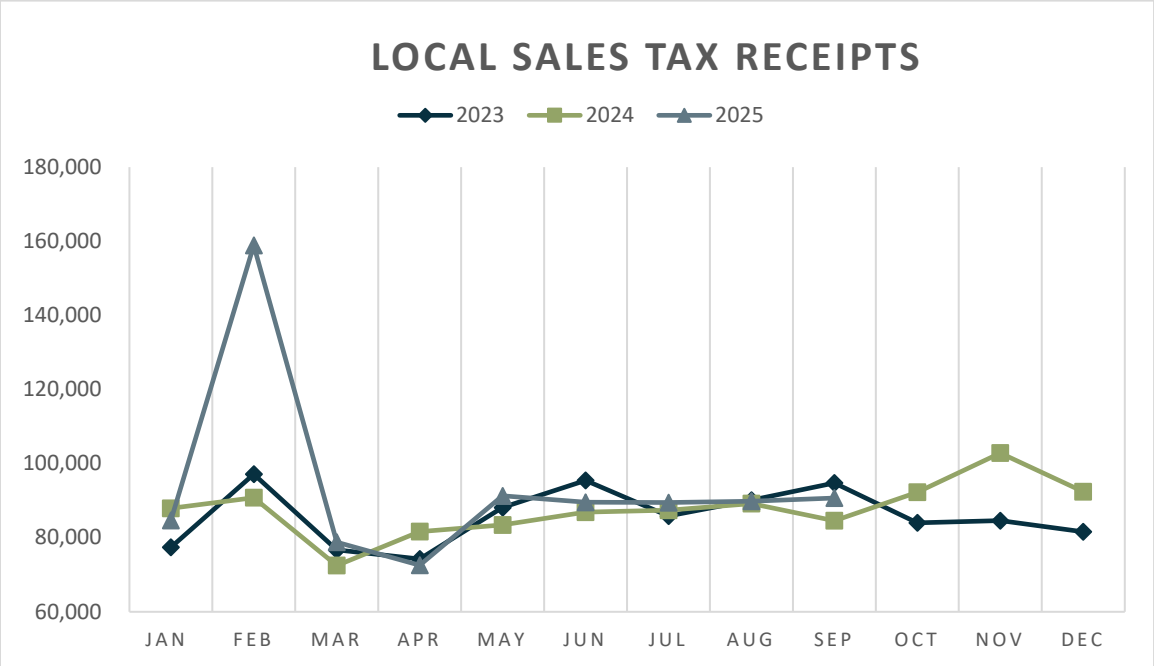
Meals Tax - This is the largest revenue source for the General Fund. Collections have increased in July, August, and September compared with prior year receipts.



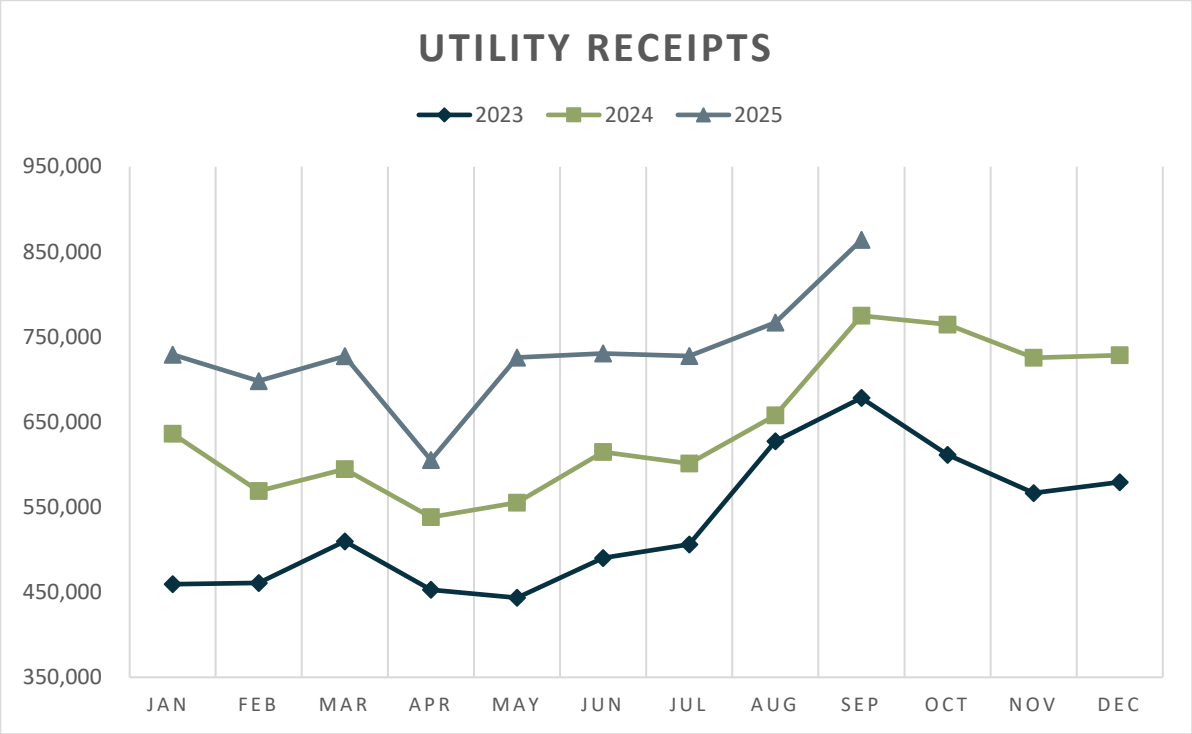
Lodging Tax – Lodging tax revenue has held steady in comparison to the same period in prior years.



Local Sales Tax – Sales Tax receipts for July, August, and September has remained level with 2024. The remittance lags the month of collection by two months (e.g. – sales tax collected in December is received in February).



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



Data:

DELINQUENT ACCOUNT BALANCES

Real Estate Tax and Stormwater Management Utility Fee

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

Fiscal Year	Real Estate Tax	Percentage Collected	Unpaid Balance
FY24	2nd half, CY2023	99.6%	$1,792.64
FY24	1st half, CY2024	99.6%	$1,884.74
FY25	2nd half, CY2024	99.5%	$2,013.29
FY25	1st half, CY2025	97.1%	$16,491.29

Fiscal Year	Stormwater Utility Fee	Percentage Collected	Unpaid Balance
FY24	2nd half, CY2023	99.8%	$886.38
FY24	1st half, CY2024	99.7%	$973.05
FY25	2nd half, CY2024	99.7%	$1,195.07
FY25	1st half, CY2025	95.9%	$14,735.60

Personal Property Tax and Vehicle License Fee

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

Fiscal Year	Type	Percentage Collected	Unpaid Balance
FY25	Personal Property Tax	98.0%	$23,087.44
FY25	Business Personal Property Tax	98.4%	$6,836.67
FY25	Vehicle License Fee	86.0%	$31,922.94

Business License Tax

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

Fiscal Year	Type	Percentage Collected	Unpaid Balance
FY23	Business License 2023	99.5%	$11,423.46
FY24	Business License 2024	99.4%	$14,476.74
FY25	Business License 2025	99.0%	$23,296.82
FY26	Business License 2026	98.6%	$32,781.29

Meals Tax

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

Past Due Amounts and Delinquent Filings: The Town has a total of 89 registered Meals Tax collectors. The following businesses have past due Meals Tax balances or are not current on their filings.

Balance Due Range	Business	No. of Months Past Due Filing
< $10,000	Fat Tuesday's	0
	Talk of the Mountain	0
	Weirddoughs	0
	Wild Hare Hard Cider	2

Lodging Tax

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

Sales Tax

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

Utility Billing

The total delinquent balance has decreased by $8,246 compared to September 2024. This represents a 5.6% decrease compared to FY24.

WATER AND SEWER OPERATING A/R AGING

	September 30, 2024	September 30, 2025	Incr./(Decr.)
Over 30	123,817	108,607	$ (15,210)
Over 60	20,840	28,087	7,247
Over 90	3,195	2,912	(283)
Total	$ 147,852	$ 139,606	$ (8,246)

Financial Statements

For the Period Ended September 30, 2025

Table of Contents

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

Town of Warrenton, Virginia

Cash, Investment and Receivable Balances

	September 30, 2024	September 30, 2025
CASH		
On Hand	$ 2,580	$ 2,580
Checking Accounts	6,334,337	4,725,749
Money Market Accounts	417,521	422,720
TOTAL CASH IN BANK	$ 6,754,438	$ 5,151,049
INVESTMENTS		
Virginia Local Government Investment Pool	19,668,901	17,494,689
Virginia Investment Pool	3,868,810	3,090,329
Virginia SNAP	4,439,304	-
TOTAL INVESTMENTS	$ 27,977,015	$ 20,585,018
TOTAL CASH AND INVESTMENTS	$ 34,731,453	$ 25,736,067
Comparison of Yields		
Virginia Local Government Investment Pool	5.40%	4.36%
Virginia Investment Pool	4.39%	4.37%
Virginia SNAP	5.09%	4.29%
CASH AND INVESTMENT BALANCES BY FUND		
General Fund	$ 17,615,091	$ 16,842,101
Water and Sewer Operating	5,853,877	6,404,783
Water and Sewer Capital	2,498,491	(1,765,343)
Stormwater Fund	572,197	567,385
CSLFRF Fund (ARPA)	7,052,856	2,569,922
Perpetual Care Fund	701,122	731,922
Custodial Fund	437,818	385,297
CASH PROFFER BALANCES		
Highland	$ 114,865	$ 118,847
Recreation	59,905	59,905
Academy Hill Park	29,260	29,260
Waterloo Junction Parks	-	1,555
	$ 204,030	$ 209,567

WATER AND SEWER OPERATING A/R AGING

	September 30, 2024	September 30, 2025	Incr./(Decr.)
Over 30	123,817	108,607	$ (15,210)
Over 60	20,840	28,087	7,247
Over 90	3,195	2,912	(283)
Total	$ 147,852	$ 139,606	$ (8,246)

RESERVE AMOUNTS

	Policy	Calculated Threshold	September 30, 2025
General Fund Unassigned Fund Balance	*50% of adopted operating budget*	$ 9,648,526	$ 8,616,234
-Budget Stabilization	*50% of annual surplus, up to 10% operating budget*	$ 1,929,705	$ 1,611,068
-Capital Reserve	*50% of annual surplus*	n/a	$ -

Water and Sewer Operating	*Cash balance = 200 days*	$ 4,703,107	$ 4,459,654

Town of Warrenton, Virginia

Budget to Actual -- Revenues as of September 30, 2025

Fund / Source of Revenue	Budget Full Year	Budget Expected Year-to-Date	Actual Year-to-Date	Actual % of Budget	Budget Remaining
GENERAL FUND					
OPERATING					
General Property Taxes	$ 2,010,395	$ -	$ 42,309	2.10%	$ 1,968,086
Local Sales Tax	1,080,000	270,000	90,679	8.40%	989,321
Consumer Utility Tax	520,330	130,083	68,824	13.23%	451,506
BPOL	2,400,000	-	28,027	1.17%	2,371,973
Consumption Tax	53,000	13,250	7,506	14.16%	45,494
Motor Vehicle License Fee	220,000	-	4,570	2.08%	215,430
Bank Franchise Tax	1,240,000	-	-	0.00%	1,240,000
Meals Tax	5,500,000	1,375,000	969,127	17.62%	4,530,873
Cigarette Tax	300,000	75,000	53,175	17.72%	246,825
Lodging Tax	300,000	75,000	56,109	18.70%	243,891
Permits, Privilege Fees & Licenses	244,250	61,063	58,248	23.85%	186,002
Fines & Forfeitures	77,500	19,375	21,550	27.81%	55,950
Use of Money & Property	800,000	200,000	180,527	22.57%	619,473
Charges for Services	1,075,500	268,875	259,609	24.14%	815,891
Miscellaneous Revenue	223,737	55,934	142,810	63.83%	80,927
Non-Categorical Aid	480,085	120,021	43,114	8.98%	436,971
Categorical Aid	2,954,595	738,649	1,334,872	45.18%	1,619,723
Federal Revenue	-	-	-	0.00%	-
Transfers In	377,980	-	-	0.00%	377,980
Non-revenue Receipts	4,754,148	-	-	0.00%	4,754,148
Use of Fund Balance	-	-	-	0.00%	0
TOTAL GENERAL FUND	$ 24,611,520	$ 3,402,249	$ 3,361,058	13.66%	$ 21,250,463
CAPITAL PROJECTS FUND					
Transfers	$ 2,526,936	$ -	$ -	0.00%	$ 2,526,936
TOTAL CAPITAL PROJECTS FUND	$ 3,247,492	$ -	$ -	0.00%	$ 3,247,492
ASSET REPLACEMENT FUND					
Miscellaneous Revenue	$ -	$ -	$ 17,972	0.00%	$ (17,972)
Transfers	2,756,241	-	-	0.00%	2,756,241
TOTAL GENERAL CARP FUND	$ 2,756,241	$ -	$ 17,972	0.65%	$ 2,738,269
TOTAL GENERAL FUND	$ 30,615,253	$ 3,402,249	$ 3,379,030	11.04%	$ 27,236,223
WATER AND SEWER FUND					
OPERATING FUND					
Transfer Fees	$ 8,250	$ 2,063	$ 2,525	30.61%	$ 5,725
Use of Money & Property	397,077	99,269	85,285	21.48%	311,792
Charges for Services	10,132,492	2,533,123	2,587,876	25.54%	7,544,616
Recovered Costs	25,000	6,250	(760)	-3.04%	25,760
Miscellaneous Revenue	16,000	4,000	6,641	41.51%	9,359
Federal Revenue	-	-	-	0.00%	-
Non-Revenue Receipts	-	-	-	0.00%	-
TOTAL W&S OPERATING FUND	$ 10,578,819	$ 2,644,705	$ 2,681,566	25.35%	$ 7,897,253
CAPITAL FUND					
Use of Money & Property	$ 100,000	$ 25,000	$ 6,833	0.00%	$ 93,167
State Revenue	-	-	-	0.00%	-
Transfers	1,995,649	-	-	0.00%	1,995,649
Non-Revenue Receipts	15,390,840	-	15,750	0.79%	1,979,899
TOTAL W&S CAPITAL FUND	$ 17,486,489	$ 25,000	$ 22,583	0.15%	$ 15,368,257
TOTAL WATER AND SEWER FUND	$ 28,065,308	$ 2,669,705	$ 2,704,149	25.50%	$ 23,265,510
STORMWATER MANAGEMENT FUND					
Local Revenue	$ 737,000	$ -	$ 26,759	3.63%	$ 710,241
State Revenue	-	368,500	-	0.00%	-
Transfers	590,993	-	-	0.00%	590,993
TOTAL SWM FUND	$ 1,327,993	$ -	$ 26,759	2.02%	$ 1,301,234
CSLFRF FUND (ARPA)	$ -	$ -	$ 698,926	0.00%	$ (698,926)
Federal Revenue	$ -	$ -	$ 698,926	0.00%	$ (698,926)
TOTAL CSLFRF FUND	$ 60,008,554	$ 6,071,954	$ 6,808,864	11.35%	$ 51,104,041

Town of Warrenton, Virginia

Budget to Actual -- Expenditures as of September 30, 2025

Fund/Category	Budget Full Year	Budget Expected Year-to-Date	Actual Year-to-Date	Actual Encumbered	% of Budget	Budget Remaining
GENERAL FUND						
OPERATING						
Council	$ 241,390	$ 60,348	$ 47,432	$ 453	19.84%	$ 193,505
Town Manager	233,806	58,452	46,336	6,063	22.41%	181,407
Legal Services	350,500	87,625	39,126	312,494	100.32%	(1,120)
Human Capital	324,400	81,100	56,387	32,219	27.31%	235,794
Information Technology	2,067,534	516,884	435,472	652,701	52.63%	979,361
Finance	986,184	246,546	190,287	37,256	23.07%	758,641
Other Organizations	9,958	2,490	8,492	-	85.28%	1,466
Insurance	141,974	35,494	68,058	-	47.94%	73,917
Electoral Board	-	-	-	-	0.00%	-
Police	3,724,983	931,246	720,839	41,904	20.48%	2,962,240
Emergency Services	60,811	15,203	10,795	5,510	26.81%	44,506
Public Works Administration	463,564	115,891	90,304	31,960	26.37%	341,300
Street Maintenance	2,563,414	640,854	371,427	122,259	19.26%	2,069,728
Sanitation	623,035	155,759	142,364	33,187	28.18%	447,484
Fleet	855,706	213,927	114,095	321,493	50.90%	420,118
Facilities	907,056	226,764	103,787	250,442	39.05%	552,827
Cemetery	168,547	42,137	32,951	10,154	25.57%	125,442
Parks and Recreation	2,727,015	681,754	488,324	316,827	29.52%	1,921,864
Community Development	1,350,265	337,566	276,214	127,220	29.88%	946,831
Communications	212,914	53,229	38,740	14,972	25.23%	159,202
Contributions	48,650	12,163	48,650	-	100.00%	-
Non-departmental	436,468	109,117	126,770	-	29.04%	309,698
Transfers	5,283,177	1,320,794	-	-	0.00%	5,283,177
Debt Service	830,169	207,542	-	-	0.00%	830,169
TOTAL GENERAL FUND	$ 24,611,520	$ 6,152,880	$ 3,456,851	$ 2,317,113	23.46%	$ 18,837,556
CAPITAL PROJECTS FUND						
Capital Projects	$ 3,247,492	$ 811,873	$ 34,761	$ 1,699,323	53.40%	$ 1,513,407
TOTAL CAP. PROJECTS FUND	$ 3,247,492	$ 811,873	$ 34,761	$ 1,699,323	53.40%	$ 1,513,407
ASSET REPLACEMENT FUND						
Asset Replacements	$ 2,756,241	$ 689,060	$ 122,401	$ 1,455,461	57.25%	$ 1,178,378
TOTAL GEN. CARP FUND	$ 2,756,241	$ 689,060	$ 122,401	$ 1,455,461	57.25%	$ 1,178,378
TOTAL GENERAL FUND	$ 30,615,253	$ 7,653,813	$ 3,614,013	$ 5,471,898	29.68%	$ 21,529,342
WATER AND SEWER FUND						
WATER & SEWER OPERATING FUND						
Water Department	$ 2,907,497	$ 726,874	$ 462,407	$ 730,149	41.02%	$ 1,714,941
Wastewater Department	2,713,188	678,297	374,098	615,408	36.47%	1,723,683
Water / Sewer Administration	1,347,496	336,874	250,655	182,889	32.17%	913,952
Debt Service	1,293,510	323,378	-	-	0.00%	1,293,510
Transfers Out	2,317,128	-	-	-	0.00%	2,317,128
TOTAL W&S OPERATING FUND	$ 10,578,819	$ 2,644,705	$ 1,087,160	$ 1,528,445	24.72%	$ 7,963,214
WATER & SEWER CAPITAL FUND						
Asset Replacements	$ 1,070,000	$ 267,500	$ 208,828	$ 543,487	70.31%	$ 317,685
Capital Projects	16,416,489	4,104,122	18,340	12,607,679	76.91%	3,790,470
TOTAL W&S CAPITAL FUND	$ 17,486,489	$ 4,371,622	$ 227,168	$ 13,151,166	76.51%	$ 4,108,155
TOTAL WATER AND SEWER FUND	$ 28,065,308	$ 7,016,327	$ 1,314,328	$ 14,679,611	56.99%	$ 12,071,369
STORMWATER MANAGEMENT FUND						
Operating	$ 671,492	$ 167,873	$ 100,110	$ 16,106	17.31%	$ 571,382
Capital Projects	600,000	150,000	19,051	1,275,207	215.71%	(694,258)
Transfers Out	56,501	14,125	-	-	0.00%	56,501
TOTAL SWM FUND	$ 1,327,993	$ 331,998	$ 119,162	$ 1,291,313	106.21%	$ 1,208,831
CSLFRF FUND						
Expenditures	$ -	$ -	$ 698,926	$ 2,371,988	0.00%	$ (3,070,914)
TOTAL CSLFRF FUND	$ -	$ -	$ 698,926	$ 2,371,988	0.00%	$ (3,070,914)
TOTAL ALL FUNDS	$ 60,008,554	$ 15,002,139	$ 5,746,428	$ 23,814,810	49.26%	$ 30,447,316

Quarterly Report

Facilities & Fleet

Town Council Meeting Date: November 12, 2025

First Quarter: July, August, September

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

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

2) **Commendable Achievements:**

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

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

3) **Project Progress:**

A. **Traffic Task Force (TTF)** – The traffic task force has taken town traffic issues, challenges, and improvements to the next level. Citizen engagement has become one of the main focus points for the task force. The team has placed monitoring devices, radar boards, and a radar trailer in many areas of the town. The practices have become one of the positive discussion points during the continued town talk events. During this reporting cycle, 18 individual engagements with citizens resulted in a positive and/or desirable outcome for the reported issue.

B. **Fleet Asset Replacements** – The replacements from the previous fiscal year are completed and are on the road.

C. **Traffic Light Updates** –The traffic coordination and automatic traffic management system project supplies have been delivered, and installation is continuing to be underway.

D. **Sign Replacement** – We continue to replace out-of-compliance signs as indicated in the sign program. This includes radar signs that are failing or identified by a traffic study as a need for new installations. The TTF is utilizing the mobile radar speed trailer with messaging capabilities to be used as part of the ongoing Waterloo & Courthouse Square projects. This unit is traveling throughout the town to study visual warning devices on traffic behavior

E. **Sign Program** – The team has replaced over 160 out-of-compliance signs during this reporting cycle.

Quarterly Report

Police Department

Town Council Meeting Date: November 12, 2025

First Quarter FY2026: July, August, September

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

Department introduction:

The Warrenton Police Department is a state accredited, full- service law enforcement agency. We provide patrol, investigative, parking and community engagement services, The department is authorized 27 sworn police officers, 1 sworn, part-time parking enforcement officer, and four civilian employees at the positions of Property & Evidence Specialist, Accreditation Manager, Records Specialist, and Operations Coordinator. Each of our employees, both sworn and civilian, is well-trained. Our personnel use up-to-date equipment to better serve our citizens.

Commendable Achievements:

During the quarter, Officer Olivia Garner graduated from the Rappahannock Regional Criminal Justice Academy at the top of her class in physical fitness and academic achievement. She received the coveted Charles E. Murray, Jr. Top Performance Achievement Award which was voted on by her classmates. She is currently undergoing field training. Recruits Marcel Deya and Stacey Gonzalez continue their training in the academy and are making great progress. The Police Department has focused significant time and effort during this quarter on filling vacant officer positions.

Members of the Police Department participated in and/or supplied law enforcement services for numerous special events, community engagement events, and public meetings during the quarter to include TRIAD, First Fridays, BLM Vigil for Action gatherings, Town Council meetings, ARB meetings, Touch-A-Truck events, Old Town After Hours, the annual Battle of the Badges charity softball tournament, various Fall and Halloween related events, Fauquier High School Homecoming Parade, and many others. Most of these events were staffed by officers who were on their day off. Warrenton PD volunteers, donating their time to benefit the Police Department, also participated in many events.

Project Progress:

Starting November 1, 2025, T2 Systems began handling collections efforts for unpaid parking tickets issued by the Warrenton Police Department that are 60 days or more past due. There is no cost to the Town for this service. Unpaid parking tickets will not be reported to credit reporting agencies, however, if collections efforts prove ineffective the Police Department will consider adding vehicle registration denial.

The Police Department continues to aggressively recruit applicants for our vacant sworn officer positions. We lost an officer in October to employment with the Front Royal Police Department and a Sergeant that same month to a move out of state for personal reasons. Additionally, the Police Department was forced to convert a full-time sworn officer position to civilian to address the property and evidence function. This function is of vital importance to the proper operation of the department and to maintain compliance with state laws and accreditation standards. Efforts were made to fill this function with a sworn, full-time police officer but there was no interest due to the relatively low salary considering the additional responsibilities, and no advancement opportunity in the position. Prior to this change, the function was being performed by a full-time, sworn officer who is also the department's full-time training officer. Long term this setup would not have allowed for successful outcomes for either the property & evidence function or the training function.

Currently we have vacancies at the ranks of Sergeant (1), Corporal (1), and Officer (3) in the patrol division. The impact of this number of vacancies is:

- Increased use of overtime to cover shifts when officers are on leave or in training, when additional responsibilities require upstaffing (special events, special assignments, mental health emergency custody details, etc.), or to handle duties normally handled by a position that is currently vacant.
- Proactive policing of all types declines due to lack of manpower
- Increased workload and stress for existing officers
- Strain on community relations due to reduced community engagement
- Recruitment and Training challenges
- Command staff and specialized personnel utilized to cover patrol during times of lean staffing

These potential impacts are being mitigated through the hard work and dedication of WPD staff. Despite our staffing challenges, the Police Department is statistically on par or better in every category compared to calendar year 2024. However, this is not sustainable, and we are seeing other department programs suffering as a result of reduced staffing. We face stiff competition, both from the public and private sector, for an increasingly smaller pool of applicants in both sworn and civilian positions. To remain as competitive as possible, we have adjusted internal recruitment and hiring practices, and we continue working with the Town's Human Capital and Finance Departments on pay, benefits, and internal structure and cultural changes.

During the months of September, October, and November, the Chief of Police held meetings with community partners, civic groups, special purpose groups, and the general public to discuss the topic of ALPRs (Automatic License Plates Readers). These meetings were initially at the direction of the Town Council and a precursor to consideration for implementing ALPRs in the Town via a grant obtained through the Virginia State Police's HEAT (Help Eliminate Auto Theft) program. These meetings were largely positive, having the effect of dispelling fears and rumors, correcting false information, and directing citizens to independent government sources of information on the subject, including the Code of Virginia which includes a robust section of the prerequisites, purposes, restrictions, and reporting required of any law enforcement agency in Virginia that is considering utilizing ALPR technology. Following the vote of the Town Council in October to cease discussion on the topic of utilizing ALPR technology in the Town of

Warrenton, the Chief continued with previously scheduled town hall community meetings where the topic of ALPRs was brought up by citizens and factual information was provided in response to their questions.

Charts and information:

See the included statistical reports for the months of July through September 2025.

Data:

See appended reports

TOWN OF WARRENTON

POLICE DEPARTMENT

333 Carriage House Lane • Warrenton, Virginia 20186
Telephone (540) 347-1107 • Fax (540) 341-4190

Accredited Virginia Law Enforcement Professional Standards Commission Agency

MONTHLY REPORT - JULY - 2025

MONTH	CALENDAR	CALENDAR
JULY	YTD '25	YTD '24
2152	13984	13872
980	6621	6643
1172	7363	7229
44	303	259
21	127	111
23	176	148
4	16	20
10	105	89
137	809	538
58	1076	685
162	901	543
0	5	6
0	0	0
0	1	1

TOTAL CALLS FOR SERVICE TO INCLUDE:
- SELF INITIATED
- DISPATCHED

ACCIDENTS:
- REPORTABLE
- NON-REPORTABLE (No injury, under $1500 or private property)

ARRESTS (CRIMINAL):
- FELONY
- MISDEMEANOR

TRAFFIC ENFORCEMENT (NON-CRIMINAL):
- SUMMONS
- PARKING
- WRITTEN WARNINGS

DRUG ARRESTS:
- FELONY
- MISDEMEANOR

OVERDOSES:

REPORTED CRIMES JULY 2025

CLASSIFICATION

		JULY	YTD '25	YTD '24
1a	Murder and Non-Negligent Manslaughter			
1b	Manslaughter by Negligence			
2	Forcible Rape			
3	Robbery			1
4	Assault	2	47	36
5	Burglary	1	2	
6	Larceny	8	69	73
7	Motor Vehicle Theft		4	5
9	Arson			1
10	Forgery and Counterfeiting		1	2
11	Fraud	6	39	35
12	Embezzlement			2
13	Stolen Property: Buy/Receive/Possess			
14	Vandalism/Graffiti	5	31	27
15	Weapons			2
16	Prostitution/Vice			
17	Sex Offenses		4	3
18	Drug Violations		2	3
19	Gambling			
20	Offenses Against Family	11	48	42
21	Driving Under Influence	1	11	8
22	Liquor Laws			
23	Drunk in Public	2	20	16
24	Disorderly	3	22	18
25	All Other Offenses			
26	Curfew/Loitering			
27	Runaway			
28	Reckless Driving		1	
29	Drive suspended/revoked		1	
30	Contempt of Court			
31	Unauthorized use			1
32	Hit & Run	4	22	23
33	Contributing to delinquency of minor		1	
34	False report to police			
35	Abduction/Kidnapping			1
36	Shooting into Building			
37	Child Neglect			1

Record ID	Stop Date	Agency ORI	Location	Jurisdiction Code	Reason for Stop	Person Type	Race	Ethnicity	Age	Gender	English Speaking	Action Taken	Specific Violation	Virginia Crime Code	Person Searched	Vehicle Searched	Force Used by Officer	Force Used by Subject	Residency
W60530	070125	VA0300200	ALEXANDRIA PKE / E MAIN ST	030	T	D	W	N	20	M	Y	W	46.2-716		N	N	N	N	R
S2025000446	070125	VA0300200	US 17 SPUR / HASTINGS LN	030	T	D	W	N	63	M	Y	S	46.2-870		N	N	N	N	O
W61327	070125	VA0300200	10 BLK EAST LEE HWY	030	T	D	W	N	35	F	Y	W	46.2-833		N	N	N	N	V
W61326	070125	VA0300200	400 HOLIDAY CT STE 103	030	T	D	W	N	66	F	Y	W	46.2-821		N	N	N	N	V
W60932	070125	VA0300200	830 BLK JAMES MADISON HWY	030	T	D	U	N	18	M	N	W	46.2-874		N	N	N	N	V
S2025000447	070125	VA0300200	459 WINCHESTER ST / PATRICK RYAN WAY	030	T	D	A	N	49	M	Y	S	46.2-821		Y	Y	N	N	V
S2025000448	070225	VA0300200	70 BOUNDARY LN	030	T	D	W	N	41	M	Y	S	46.2-707		N	N	N	N	R
W61089	070225	VA0300200	346 WATERLOO ST	030	T	D	W	N	28	M	Y	W	46.2-821		N	N	N	N	V
W61090	070325	VA0300200	GARRETT ST / WATERLOO ST	030	T	D	W	N	29	F	Y	W	46.2-821		N	N	N	N	V
W61129	070225	VA0300200	BLACKWELL RD / BLACKWELL PARLK LANE	030	T	D	W	N	27	F	Y	W	46.2-1030		N	N	N	N	R
S65990	070125	VA0300200	WALKER DR/ROSEDALE CT	030	T	D	W	N	66	F	Y	S	46.2-300		N	N	N	N	V
S65991	070925	VA0300200	600-BLK BROADVIEW AVE	030	T	D	W	N	20	M	Y	S	46.2-862		N	N	N	N	V
S66147	070825	VA0300200	LEE HWY/BLACKWELL PARK LN	030	T	D	B	N	71	M	Y	S	46.2-1157		N	N	N	N	V
S2025000465	070825	VA0300200	189 WEST LEE HWY	030	T	D	W	H	62	M	Y	S	46.2-715		N	N	N	N	V
S2025000468	070825	VA0300200	75 BLACKWELL PARK LN	030	T	D	W	H	40	M	Y	S	46.2-1158		N	N	N	N	V
W60935	070825	VA0300200	WALKER DR/BELLE AIR LN	030	T	D	W	N	45	F	Y	W	46.2-821		N	N	N	N	R
W60936	070825	VA0300200	276 WEST LEE HWY	030	T	D	W	N	27	M	Y	W	46.2-821		N	N	N	N	V
W60937	070825	VA0300200	614 HASTINGS LN	030	T	D	W	N	80	F	Y	W	46.2-818.2		N	N	N	N	R
W60628	070825	VA0300200	BEAR WALLOW RD/NORFOLK DR	030	T	D	W	N	43	M	Y	W	46.2-1157		N	N	N	N	R
W60627	070825	VA0300200	FORBES CT/WINCHESTER ST	030	T	D	W	N	74	M	Y	W	46.2-821		N	N	N	N	R
W60626	070825	VA0300200	254 BROADVIEW AVE	030	T	D	W	N	66	F	N	W	46.2-715		N	N	N	N	V
W60117	070825	VA0300200	87 WEST LEE HWY	030	T	D	W	N	78	F	Y	W	46.2-833		N	N	N	N	V
W60116	070825	VA0300200	245 WEST SHIRLEY AVE	030	T	D	W	N	80	M	Y	W	46.2-833		N	N	N	N	V
W61092	070925	VA0300200	276 WEST LEE HWY	030	T	D	W	H	25	M	Y	W	46.2-821		N	N	N	N	R
W61091	070925	VA0300200	93 WATERLOO ST	030	T	D	W	N	21	F	Y	W	46.2-821		N	N	N	N	V
S66440	070325	VA0300200	WALKER DR / COLONEL DR	030	T	D	W	N	63	M	Y	S	46.2-821		N	N	N	N	V
S2025000449	070325	VA0300200	210 WEST SHIRLEY AVE	030	T	D	B	N	21	M	Y	S	46.2-1158		N	N	N	N	R
W60533	070425	VA0300200	286 BROADVIEW AVE	030	T	D	W	N	86	F	Y	W	46.2-1030		N	N	N	N	R
W60532	070425	VA0300200	LEE HWY / FLETCHER DR	030	T	D	W	N	30	M	Y	W	46.2-888		N	N	N	N	O
W60531	070425	VA0300200	W LEE HWY / FLETCHER SR	030	T	D	W	N	24	M	Y	W	46.2-1030		N	N	N	N	O
S2025000453	070425	VA0300200	700 JAMES MADISON HWY / INDUSTRIAL RD	030	T	D	W	N	44	M	Y	S	46.2-874		N	N	N	N	V
W61238	070525	VA0300200	ACADEMY HILL RD / WALKER DR	030	T	D	W	N	90	M	Y	W	46.2-821		N	N	N	N	R
W61330	070525	VA0300200	510 FROST AVE	030	T	D	W	N	16	M	Y	W	46.2-821		N	N	N	N	V
W61329	070525	VA0300200	150 WEST LEE HWY	030	T	D	W	N	49	F	Y	W	46.2-833		N	N	N	N	V
W61328	070525	VA0300200	318 WATERLOO ST	030	T	D	W	N	78	M	Y	W	46.2-846		N	N	N	N	V
W61268	070525	VA0300200	100 BLK E. LEE HWY	030	T	D	W	N	73	M	Y	W	46.2-646		N	N	N	N	R
W61269	070525	VA0300200	COLONY CT / WALKER	030	T	D	W	N	40	M	Y	W	46.2-821		N	N	N	N	V
W61270	070525	VA0300200	BLACKWELL / LEE HWY	030	T	D	W	N	63	M	Y	W	46.2-646		N	N	N	N	V
W61271	070525	VA0300200	309 W LEE HWY	030	T	D	W	N	57	F	Y	W	46.2-646		N	N	N	N	V
S66445	070525	VA0300200	WINCHESTER ST / PATRICK RYAN WAY	030	T	D	W	N	65	F	Y	S	46.2-821		N	N	N	N	V
S66442	070525	VA0300200	WALKER DR / COLONEL DR	030	T	D	W	N	45	M	Y	S	18.2-272		N	N	N	N	V
S66441	070525	VA0300200	WALKER DR / ROSEDALE CT	030	T	D	W	N	76	M	Y	S	46.2-821		N	N	N	N	R
S66444	070525	VA0300200	WINCHESTER ST / NORTH CT	030	T	D	W	N	85	F	Y	S	46.2-821		N	N	N	N	R
S66446	070525	VA0300200	ROSEDALE CT / WALKER DR	030	T	D	W	N	63	M	Y	S	46.2-821		N	N	N	N	V
S2025000455	070525	VA0300200	712 JAMES MADISON HWY	030	T	D	W	N	66	M	Y	S	46.2-874		N	N	N	N	V
S2025000454	070525	VA0300200	EAST LEE HWY / BLACKWELL RD	030	T	D	W	N	42	F	Y	S	46.2-833		N	N	N	N	V
S2025000457	070525	VA0300200	65 WALKER DR	030	T	D	W	N	41	M	Y	S	46.2-874		N	N	N	N	O
S2025000456	070525	VA0300200	712 JAMES MADISON HWY	030	T	D	W	H	31	M	Y	S	46.2-874		N	N	N	N	V
W61130	070625	VA0300200	LEEDS CT / EAST LEE ST	030	T	D	W	N	48	F	Y	W	46.2-821		N	N	N	N	R
W61272	070625	VA0300200	FORBES CT / WINCHESTER	030	T	D	W	H	53	M	Y	W	46.2-821		N	N	N	N	V
W61239	070625	VA0300200	E LEE ST / OLIVER RD	030	T	D	W	H	59	F	Y	W	46.2-863		N	N	N	N	V
S66448	070625	VA0300200	WALKER DR / COLONEL DR	030	T	D	W	N	50	F	Y	S	46.2-821		N	N	N	N	V
S66420	070625	VA0300200	WALKER DR / ROSEDALE CT	030	T	D	B	N	40	M	Y	S	46.2-613		N	N	N	N	V
S66421	070625	VA0300200	FROST AVE / VAN ROIJEN	030	T	D	U	N	57	M	Y	S	46.2-878		N	N	N	N	V
S2025000458	070625	VA0300200	712 JAMES MADISON HWY	030	T	D	W	N	24	M	Y	S	46.2-874		N	N	N	N	V
W60115	070725	VA0300200	155 BROADVIEW AVE	030	T	D	W	N	32	M	Y	W	46.2-846		N	N	N	N	V
W60933	070725	VA0300200	WALKER DRIVE / ACADEMY HILL RD	030	T	D	B	N	59	F	Y	W	46.2-821		N	N	N	N	V
W60934	070725	VA0300200	141 WEST LEE HIGHWAY	030	T	D	W	N	37	F	Y	W	46.2-821		N	N	N	N	V
W60625	070725	VA0300200	597 BROADVIEW AVE	030	T	D	W	N	28	F	Y	W	46.2-646		N	N	N	N	V
S2025000464	070725	VA0300200	45 ALEXANDRIA PKE	030	T	D	B	N	27	M	Y	S	46.2-646		N	N	N	N	V
S2025000463	070725	VA0300200	85 WATERLOO ST	030	T	D	W	N	44	M	Y	S	46.2-1158		N	N	N	N	V
S2025000462	070725	VA0300200	309 WEST LEE HWY	030	T	D	W	N	33	F	Y	S	46.2-1052		N	N	N	N	V
S2025000460	070725	VA0300200	25 BROADVIEW AVE	030	T	D	W	N	64	M	Y	S	46.2-715		N	N	N	N	O
W61241	070925	VA0300200	JACKSON ST / WINCHESTER ST	030	T	D	W	N	29	M	Y	W	46.2-821		N	N	N	N	R
W60896	070925	VA0300200	WINCHESTER ST / JACKSON ST	030	T	D	W	N	29	F	Y	W	46.2-821		N	N	N	N	V
W61240	070925	VA0300200	BELLE AIR LN / WALKER DR	030	T	D	B	N	43	M	Y	W	46.2-821		N	N	N	N	O
W61132	070925	VA0300200	OAK SPRINGS DR / BRANCH DR	030	T	D	W	N	18	M	Y	W	46.2-821		N	N	N	N	R
S66450	070925	VA0300200	WALKER DR / COLONEL DR	030	T	D	W	N	33	M	Y	S	46.2-821		N	N	N	N	V
S66449	070925	VA0300200	WALKER DR / COLONEL DR	030	T	D	W	N	60	M	Y	S	46.2-821		N	N	N	N	R
W60897	071025	VA0300200	318 BROADVIEW AVE	030	T	D	W	H	65	M	Y	W	46.2-830		N	N	N	N	V
W60534	071025	VA0300200	WINCHESTER ST / JENNIFER DR	030	T	D	W	N	25	M	Y	W	46.2-716		N	N	N	N	R
W61331	071025	VA0300200	627 FROST AVE	030	T	D	W	H	44	F	Y	W	46.2-874		N	N	N	N	V
W61133	071025	VA0300200	273 BROADVIEW AVE	030	T	D	W	N	64	M	Y	W	46.2-833		N	N	N	N	V
W61242	071025	VA0300200	ACADEMY HILL RD / WALKER DR	030	T	D	W	N	64	M	Y	W	46.2-821		N	N	N	N	V
S66453	071025	VA0300200	WALKER DR / ROSEDALE CT	030	T	D	W	N	19	M	Y	S	46.2-821		N	N	N	N	R
S66451	071025	VA0300200	WALKER DR / COLONEL DR	030	T	D	W	N	32	M	N	S	46.2-821		N	N	N	N	V

Record ID	Stop Date	Agency ORI	Location	Jurisdiction Code	Reason for Stop	Person Type	Race	Ethnicity	Age	Gender	English Speaking	Action Taken	Specific Violation	Virginia Crime Code	Person Searched	Vehicle Searched	Force Used by Officer	Force Used by Subject	Residency
S66452	071025	VA0300200	WALKER DR / ROSEDALE CT	030	T	D	W	N	61	M	Y	S	46.2-821		N	N	N	N	V
S2025000472	071025	VA0300200	329 OAK SPRINGS RD / HASTINGS LN	030	T	D	B	N	34	F	Y	S	46.2-821		N	N	N	N	V
S2025000471	071025	VA0300200	459 WINCHESTER ST / PATRICK RYAN WAY	030	T	D	W	N	39	M	Y	S	46.2-821		N	N	N	N	V
S2025000469	071025	VA0300200	712 JAMES MADISON HWY	030	T	D	W	N	18	M	Y	S	46.2-874		N	N	N	N	V
W60535	071125	VA0300200	W. LEE HWY / BLACKWELL RD	030	T	D	W	N	46	M	Y	W	46.2-830		N	N	N	N	V
S2025000475	071125	VA0300200	US 17 SPUR / EAST LEE HWY	030	T	D	W	N	26	F	Y	S	46.2-830		N	N	N	N	O
S2025000474	071125	VA0300200	US 17 SPUR / HASTINGS LN	030	T	D	W	N	21	M	Y	S	46.2-830		N	N	N	N	O
W05710	070425	VA0300200	81 BROADVIEW AVE	030	T	D	W	N	63	F	Y	W	46.2-830		N	N	N	N	V
W05712	070525	VA0300200	ASHBY ST / HOTEL ST	030	T	D	W	N	42	F	Y	W	46.2-830		N	N	N	N	V
W60118	071125	VA0300200	99 CULPEPER ST	030	T	D	W	N	57	F	Y	W	46.2-833		N	N	N	N	V
W61093	071125	VA0300200	24 BROADVIEW AVE	030	T	D	W	N	42	M	Y	W	46.2-821		N	N	N	N	V
W60938	071125	VA0300200	WALKER DR / HOLIDAY CT	030	T	D	W	N	52	F	Y	W	46.2-821		N	N	N	N	V
W60202	071125	VA0300200	W. LEE HWY / FLETCHER DR	030	T	D	W	H	21	M	Y	W	46.2-878		N	N	N	N	V
S2025000476	071125	VA0300200	300 LEGION DR	030	T	D	W	N	21	F	Y	S	46.2-646		N	N	N	N	O
S2025000477	070725	VA0300200	99 CULPEPER ST	030	T	D	W	N	55	F	Y	S	46.2-1158		N	N	N	N	V
W60161	071225	VA0300200	360 BROADVIEW AVE	030	T	D	B	N	28	M	Y	W	46.2-646		N	N	N	N	V
W60204	071225	VA0300200	600 BLACKWELL RD	030	T	D	A	N	36	M	Y	W	46.2-878		N	N	N	N	V
W60122	071225	VA0300200	281 WEST SHIRLEY AVE	030	T	D	W	N	17	F	Y	W	46.2-1158		N	N	N	N	V
W60120	071225	VA0300200	404 JACKSON ST	030	T	D	W	N	25	F	Y	W	46.2-646		N	N	N	N	V
W60119	071225	VA0300200	352 WATERLOO ST	030	T	D	W	H	16	M	Y	W	46.2-1158		N	N	N	N	R
S2025000479	071225	VA0300200	10 EAST LEE HWY	030	T	D	W	N	21	F	Y	S	46.2-646		N	N	N	N	V
S2025000480	071225	VA0300200	306 WEST LEE HWY	030	T	D	W	N	54	M	Y	S	46.2-646		N	N	N	N	V
S2025000481	071225	VA0300200	404 JACKSON ST	030	T	D	W	N	25	F	Y	S	46.2-1158		N	N	N	N	V
S2025000482	071225	VA0300200	309 WEST LEE HWY	030	T	D	W	N	60	M	Y	S	46.2-1158		N	N	N	N	V
S2025000478	071225	VA0300200	530 FLETCHER DR	030	T	D	W	N	34	M	Y	S	46.2-1158		N	N	N	N	V
S2025000483	071225	VA0300200	95 HOSPITAL DR / WEST SHIRLEY AVE	030	T	D	W	N	30	F	Y	S	46.2-646		N	N	N	N	V
W60205	071325	VA0300200	BLACKWELL RD / BLACKWELL PARLK LANE	030	T	D	B	N	26	M	Y	W	46.2-878		N	N	N	N	V
W60629	071325	VA0300200	7580 LEE HIGHWAY	030	T	D	W	N	68	M	Y	W	46.2-1158		N	N	N	N	V
W60123	071325	VA0300200	615 BRANCH DR	030	T	D	W	N	40	F	Y	W	46.2-1158		N	N	N	N	R
S2025000486	071325	VA0300200	700 JAMES MADISON HWY / INDUSTRIAL RD	030	T	D	W	N	37	F	Y	S	46.2-830		N	N	N	N	V
S2025000491	071325	VA0300200	25 DIAGONAL ST	030	T	D	W	N	73	M	Y	S	46.2-1158		N	N	N	N	R
S2025000490	071325	VA0300200	494 BROADVIEW AVE	030	T	D	W	N	35	F	Y	S	46.2-308		N	N	N	N	V
S2025000488	071325	VA0300200	597 BROADVIEW AVE	030	T	D	W	N	56	F	Y	S	46.2-830		N	N	N	N	V
S2025000487	071325	VA0300200	ROEBLING STREET	030	T	D	W	N	72	M	Y	S	46.2-1156.1		N	N	N	N	R
W05713	071425	VA0300200	RT 211 W 1 MILE WEST OF CORP LIMITS	030	T	D	W	N	18	F	Y	W	46.2-878		N	N	N	N	V
W61332	071425	VA0300200	55 BROADVIEW AVE	030	T	D	B	N	20	F	Y	W	46.2-833		N	N	N	N	V
W60536	071425	VA0300200	310 BROADVIEW AVE	030	T	D	W	H	19	F	Y	W	46.2-1013		N	N	N	N	V
W60899	071425	VA0300200	700 JAMES MADISON HWY	030	T	D	W	N	60	M	Y	W	46.2-874		N	N	N	N	V
W60898	071425	VA0300200	276 WEST LEE HWY	030	T	D	W	N	40	M	Y	W	46.2-821		N	N	N	N	V
W61243	071425	VA0300200	410 BLK ROSEDALE CT	030	T	D	A	N	62	M	Y	W	46.2-821		N	N	N	N	V
W61244	071425	VA0300200	BELLE AIR LN / WALKER DR	030	T	D	W	H	37	M	Y	W	46.2-821		N	N	N	N	O
W61094	071425	VA0300200	STUYVESANT ST / BROADVIEW AVE	030	T	D	W	N	37	M	Y	W	46.2-804		N	N	N	N	V
W61273	071425	VA0300200	FORBES CT / WINCHESTER	030	T	D	W	N	53	F	Y	W	46.2-821		N	N	N	N	V
W61274	071425	VA0300200	205 KEITH ST	030	T	D	W	N	60	M	Y	W	46.2-833		N	N	N	N	V
S2025000492	071425	VA0300200	286 WALKER DR / ROSEDALE CT	030	T	D	W	N	61	F	Y	S	46.2-821		N	N	N	N	V
S65878	071425	VA0300200	10 BLK EAST LEE HWY	030	T	D	W	H	28	M	Y	S	46.2-878		N	N	N	N	V
S66454	071425	VA0300200	WINCHESTER ST / NORTH CT	030	T	D	W	N	73	F	Y	S	46.2-821		N	N	N	N	R
S66456	071425	VA0300200	WINCHESTER ST / NORTH CT	030	T	D	W	N	56	M	Y	S	46.2-821		N	N	N	N	R
W61136	071525	VA0300200	OAKSPRINGS DR / BROADVIEW AVE	030	T	D	W	N	43	M	Y	W	46.2-1158		N	N	N	N	R
W61134	071525	VA0300200	251 STE 167 WEST LEE HWY	030	T	D	A	N	44	F	Y	W	46.2-833		N	N	N	N	V
S2025000494	071525	VA0300200	700 JAMES MADISON HWY	030	T	D	W	N	64	M	Y	S	46.2-830		N	N	N	N	V
S2025000496	071525	VA0300200	459 WINCHESTER ST / PATRICK RYAN WAY	030	T	D	W	H	36	F	N	S	46.2-104		N	N	N	N	R
S2025000493	071525	VA0300200	US 17 SPUR / HASTINGS LN	030	T	D	W	N	32	M	Y	S	46.2-862		N	N	N	N	O
S2025000495	071525	VA0300200	700 JAMES MADISON HWY	030	T	D	W	N	75	M	Y	S	46.2-830		N	N	N	N	V
W60630	071625	VA0300200	493 BLACKWELL RD	030	T	D	W	H	28	M	Y	W	46.2-646		N	N	N	N	V
W60631	071625	VA0300200	W. LEE HWY	030	T	D	W	N	71	F	Y	W	46.2-818.2		N	N	N	N	V
W60632	071625	VA0300200	290 FORBES CT	030	T	D	W	N	21	M	N	W	46.2-821		N	N	N	N	V
W60124	071625	VA0300200	300 BLK DRIFTWOOD CT	030	T	D	W	N	27	F	Y	W	46.2-1158		N	N	N	N	O
S2025000499	071625	VA0300200	184 BROADVIEW AVE	030	T	D	W	N	20	M	Y	S	46.2-1158		N	N	N	N	V
S2025000501	071625	VA0300200	615 BRANCH DR	030	T	D	W	N	52	M	Y	S	46.2-1158		N	N	N	N	V
S2025000503	071625	VA0300200	338 BROADVIEW AVE	030	T	D	W	N	27	M	Y	S	46.2-1158		N	N	N	N	V
S2025000504	071625	VA0300200	212 WEST LEE HWY	030	T	D	W	N	18	M	Y	S	46.2-848		N	N	N	N	V
S2025000497	071625	VA0300200	101 EAST LEE HWY / BLACKWELL RD	030	T	D	B	N	31	M	Y	S	46.2-878		N	N	N	N	V
S66300	071625	VA0300200	11 E. LEE HWY	030	T	D	W	N	20	F	Y	S	46.2-646		N	N	N	N	R
S65366	071625	VA0300200	510 FROST AVE	030	T	D	B	N	36	M	Y	S	46.2-301		N	N	N	N	V
S2025000498	071625	VA0300200	334 EAST LEE ST / WALKER DR	030	T	D	W	N	67	M	Y	S	46.2-875		N	N	N	N	V
W60940	071725	VA0300200	123 MAIN STREET	030	T	D	W	N	60	M	Y	W	46.2-646		N	N	N	N	V
S2025000505	071725	VA0300200	74 BROADVIEW AVE	030	T	D	W	N	56	M	Y	S	46.2-646		N	N	N	N	V
W61095	071825	VA0300200	271 WINCHESTER ST	030	T	D	W	N	63	F	Y	W	46.2-821		N	N	N	N	V
W60900	071825	VA0300200	276 WEST LEE HWY	030	T	D	W	N	59	M	Y	W	46.2-821		N	N	N	N	V
W61351	071825	VA0300200	78 BLK WEST LEE HWY	030	T	D	W	N	45	M	Y	W	46.2-821		N	N	N	N	O
W61137	071825	VA0300200	FLETCHER DR / HASTINGS LN	030	T	D	U	N	42	M	Y	W	46.2-821		N	N	N	N	V
W61333	071825	VA0300200	692 WATERLOO RD	030	T	D	W	N	30	M	Y	W	46.2-874		N	N	N	N	V
W61334	071825	VA0300200	GOLD CUP DR / NORFOLK DR	030	T	D	W	N	41	F	Y	W	46.2-878		N	N	N	N	V
W61335	071825	VA0300200	60 ALEXANDRIA PKE	030	T	D	W	N	18	F	Y	W	46.2-874		N	N	N	N	V
W61336	071825	VA0300200	ACADEMY HILL RD / WALKER DR	030	T	D	W	N	64	F	Y	W	46.2-821		N	N	N	N	V
W61247	071825	VA0300200	JACKSON ST / WINCHESTER ST	030	T	D	W	N	45	F	Y	W	46.2-821		N	N	N	N	V

Record ID	Stop Date	Agency ORI	Location	Jurisdiction Code	Reason for Stop	Person Type	Race	Ethnicity	Age	Gender	English Speaking	Action Taken	Specific Violation	Virginia Crime Code	Person Searched	Vehicle Searched	Force Used by Officer	Force Used by Subject	Residency
W61246	071825	VA0300200	276 BLK WEST LEE HWY	030	T	D	W	N	58	F	Y	W	46.2-821		N	N	N	N	V
S2025000508	071825	VA0300200	712 JAMES MADISON HWY	030	T	D	W	N	53	F	Y	S	46.2-874		N	N	N	N	V
S2025000509	071825	VA0300200	351 BROADVIEW AVE / ROEBLING ST	030	T	D	W	N	39	F	Y	S	46.2-845		N	N	N	N	V
S2025000507	071825	VA0300200	14 NORTH HILL DR / ROCK POINTE LN	030	T	D	W	N	30	F	Y	S	46.2-1158		N	N	N	N	V
S66458	071825	VA0300200	WALKER DR / ROSEDALE CT	030	T	D	W	N	45	F	Y	S	46.2-821		N	N	N	N	V
S66459	071825	VA0300200	WALKER DR / ROSEDALE CT	030	T	D	W	H	51	M	Y	S	46.2-821		N	N	N	N	R
S66460	071825	VA0300200	WALKER DR / ROSEDALE CT	030	T	D	W	N	67	F	Y	S	46.2-821		N	N	N	N	V
S66461	071825	VA0300200	WALKER DR / ROSEDALE CT	030	T	D	W	N	34	M	Y	S	46.2-821		N	N	N	N	V
W61352	071925	VA0300200	420 BLK CULPEPER ST	030	T	D	B	N	17	M	Y	W	46.2-833		N	N	N	N	V
W61337	071925	VA0300200	530 BROADVIEW AVE	030	T	D	W	N	20	M	Y	W	46.2-875		N	N	N	N	V
W61338	071925	VA0300200	528 BLK WATERLOO RD	030	T	D	W	N	53	M	Y	W	46.2-833		N	N	N	N	V
W61248	071925	VA0300200	HOLIDAY CT / WALKER DR	030	T	D	W	N	47	F	Y	W	46.2-821		N	N	N	N	V
W61250	071925	VA0300200	271 BLK WINCHESTER ST	030	T	D	W	H	20	M	Y	W	46.2-821		N	N	N	N	V
W61249	071925	VA0300200	FORBES CT / WINCHESTER ST	030	T	D	B	N	47	F	Y	W	46.2-821		N	N	N	N	R
S2025000510	071925	VA0300200	669 FROST AVE / VAN ROIJEN ST	030	T	D	W	N	28	M	Y	S	46.2-852		N	N	N	N	V
S65993	071925	VA0300200	BROADVIEW AVE / FOXCROFT RD	030	T	D	W	H	30	M	Y	S	46.2-875		N	N	N	N	V
S66465	071925	VA0300200	WALKER DR / COLONEL DR	030	T	D	W	N	46	F	Y	S	46.2-821		N	N	N	N	V
S66464	071925	VA0300200	WALKER DR / COLONEL DR	030	T	D	A	N	30	M	Y	S	46.2-821		N	N	N	N	V
S66462	071925	VA0300200	WALKER DR / COLONEL DR	030	T	D	A	N	45	M	Y	S	46.2-821		N	N	N	N	V
S66463	071925	VA0300200	WALKER DR / COLONEL DR	030	T	D	W	N	67	M	Y	S	46.2-821		N	N	N	N	R
W61340	072025	VA0300200	147 ALEXANDRIA PKE	030	T	D	W	N	63	M	Y	W	46.2-874		N	N	N	N	V
W61341	072025	VA0300200	GOLD CUP DR / BROADVIEW AVE	030	T	D	W	N	60	F	Y	W	46.2-878		N	N	N	N	V
W61339	072025	VA0300200	410 BLK ROSEDALE CT	030	T	D	W	N	16	F	Y	W	46.2-821		N	N	N	N	V
S66468	072025	VA0300200	WINCHESTER ST / NORTH CT	030	T	D	B	N	54	M	Y	S	46.2-821		N	N	N	N	R
S66466	072025	VA0300200	MAIN ST / ALEXANDRIA PKE	030	T	D	W	N	57	F	Y	S	46.2-646		N	N	N	N	V
S66467	072025	VA0300200	WINCHESTER ST / NORTH CT	030	T	D	W	N	38	F	Y	S	46.2-821		N	N	N	N	R
W60537	072125	VA0300200	11 EAST LEE HWY	030	T	D	B	N	36	M	Y	W	46.2-1158		N	N	N	N	O
W60943	072125	VA0300200	493 BLACKWELL RD	030	T	D	W	N	55	F	Y	W	46.2-646		N	N	N	N	V
W60941	072125	VA0300200	WALKER DR / ESTATE AVE	030	T	D	W	N	25	M	Y	W	46.2-821		N	N	N	N	V
W61353	072125	VA0300200	387 JACKSON ST	030	T	D	W	H	17	F	Y	W	46.2-821		N	N	N	N	V
W61138	072125	VA0300200	HOLIDAY CT / WALKER DR	030	T	D	W	N	17	M	Y	W	46.2-821		N	N	N	N	V
W61139	072125	VA0300200	309 WEST LEE HWY	030	T	D	B	N	70	M	Y	W	46.2-716		N	N	N	N	V
S2025000514	072125	VA0300200	712 JAMES MADISON HWY	030	T	D	B	N	42	M	Y	S	46.2-874		N	N	N	N	V
S2025000512	072125	VA0300200	669 FROST AVE / VAN ROIJEN ST	030	T	D	W	N	32	F	Y	S	46.2-878		N	N	N	N	O
S2025000513	072125	VA0300200	US 17 SPUR / BLACKWELL RD	030	T	D	W	N	40	F	Y	S	46.2-830		N	N	N	N	O
S2025000515	072125	VA0300200	10 EAST LEE HWY	030	T	D	W	N	47	F	Y	S	46.2-878		N	N	N	N	V
W61096	072225	VA0300200	GARRETT ST / WATERLOO ST	030	T	D	W	N	34	M	Y	W	46.2-821		N	N	N	N	V
W60125	072225	VA0300200	122 WEST SHIRLEY AVE	030	T	D	W	N	16	M	Y	W	46.2-715		N	N	N	N	V
W61275	072325	VA0300200	ACADEMY HILL RD / WALKER DR	030	T	D	W	N	76	F	Y	W	46.2-821		N	N	N	N	R
W61276	072325	VA0300200	BELLE AIR LN / WALKER DR	030	T	D	W	N	27	M	Y	W	46.2-821		N	N	N	N	O
W61342	072325	VA0300200	250 BLOCK BROADVIEW AVE	030	T	D	W	N	18	F	Y	W	46.2-846		N	N	N	N	V
W61343	072325	VA0300200	BROADVIEW AVE / SPUR	030	T	D	W	H	18	M	Y	W	46.2-875		N	N	N	N	V
W61344	072325	VA0300200	NORFOLK DR / BEAR WALLOW RD	030	T	D	W	N	41	F	Y	W	46.2-878		N	N	N	N	V
S2025000516	072325	VA0300200	459 WINCHESTER ST / PATRCIK RYAN WAY	030	T	D	W	H	60	M	Y	S	46.2-821		N	N	N	N	O
S66469	072325	VA0300200	WINCHESTER ST / NORTH CT	030	T	D	W	N	22	F	Y	S	46.2-821		N	N	N	N	V
S2025000517	072425	VA0300200	712 JAMES MADISON HWY	030	T	D	W	N	35	M	Y	S	46.2-874		N	N	N	N	V
W61278	072425	VA0300200	FORBES CT / WINCHESTER ST	030	T	D	W	N	86	M	Y	W	46.2-821		N	N	N	N	V
W61345	072425	VA0300200	127 WEST LEE HWY	030	T	D	B	N	35	F	Y	W	46.2-830		N	N	N	N	V
W61346	072425	VA0300200	10 BLK EAST LEE HWY	030	T	D	W	N	62	F	Y	W	46.2-833		N	N	N	N	V
W60767	072425	VA0300200	251 WEST LEE HWY	030	T	D	W	N	39	F	Y	W	46.2-830		N	N	N	N	O
W60768	072425	VA0300200	25 NORTH THIRD ST	030	T	D	W	N	29	F	Y	W	46.2-646		N	N	N	N	V
W61277	072425	VA0300200	HOLIDAY CT / WALKER DR	030	T	D	W	N	42	M	Y	W	46.2-821		N	N	N	N	V
W61402	072625	VA0300200	HOLIDAY CT / WALKER DR	030	T	D	W	N	91	F	Y	W	46.2-821		N	N	N	N	V
W60127	072625	VA0300200	273 BROADVIEW AVE	030	T	D	W	N	59	M	Y	W	46.2-1158		N	N	N	N	V
W60126	072625	VA0300200	200 BLK WEST SHIRLEY AVE	030	T	D	W	H	45	M	Y	W	46.2-646		N	N	N	N	V
W60207	072625	VA0300200	11 EAST LEE HWY	030	T	D	W	N	26	M	Y	W	46.2-878		N	N	N	N	V
W61097	072625	VA0300200	ESTATE AVE / WALKER DR	030	T	D	B	N	32	M	Y	W	46.2-821		N	N	N	N	V
W60206	072625	VA0300200	11 EAST LEE HWY	030	T	D	W	N	41	M	Y	W	46.2-878		N	N	N	N	V
W60634	072625	VA0300200	276 WEST LEE HWY	030	T	D	W	N	68	M	Y	W	46.2-821		N	N	N	N	V
W60633	072625	VA0300200	FROST AVE / RAPPAHANNOCK ST	030	T	D	W	N	25	M	Y	W	46.2-1157		N	N	N	N	V
S2025000518	072625	VA0300200	315 WEST SHIRLEY AVE / HOSPITAL DR	030	T	D	W	N	31	M	Y	S	46.2-646		N	N	N	N	R
S2025000522	072625	VA0300200	286 WALKER DR / COLONEL DR	030	T	D	W	N	26	M	Y	S	46.2-1158		N	N	N	N	V
S2025000523	072625	VA0300200	596 BROADVIEW AVE	030	T	D	B	N	32	M	Y	S	46.2-875		N	N	N	N	V
S2025000524	072625	VA0300200	597 BROADVIEW AVE	030	T	D	W	N	80	F	Y	S	46.2-875		N	N	N	N	R
S65337	072625	VA0300200	512 WINCHESTER ST	030	T	D	W	N	36	F	Y	S	46.2-818.2		N	N	N	N	V
W60635	072725	VA0300200	105 W. LEE HWY	030	T	D	W	N	35	M	Y	W	46.2-833		N	N	N	N	V
W60636	072725	VA0300200	276 W. LEE HWY	030	T	D	U	N	42	M	Y	W	46.2-821		N	N	N	N	R
W60128	072725	VA0300200	505 FLETCHER DR	030	T	D	W	N	43	M	Y	W	46.2-646		N	N	N	N	V
W60208	072725	VA0300200	W. LEE HWY / BRANCH DR	030	T	D	W	H	56	F	Y	W	46.2-878		N	N	N	N	V
S2025000526	072725	VA0300200	189 WEST LEE HWY	030	T	D	W	N	30	M	Y	S	46.2-1158		N	N	N	N	V
S2025000527	072725	VA0300200	597 BROADVIEW AVE	030	T	D	W	N	88	M	Y	S	46.2-870		N	N	N	N	V
S2025000528	072725	VA0300200	596 BROADVIEW AVE	030	T	D	W	N	54	F	Y	S	46.2-870		N	N	N	N	R
S2025000529	072725	VA0300200	99 WEST LEE HWY / FLETCHER DR	030	T	D	W	N	43	M	Y	S	46.2-830		N	N	N	N	V
W61098	072825	VA0300200	FROST AVE / VAN ROIJEN	030	T	D	W	N	23	M	Y	W	46.2-821		N	N	N	N	V
W60209	072825	VA0300200	BLACKWELL RD / WEST LEE HWY	030	T	D	W	N	54	F	Y	W	46.2-878		N	N	N	N	O
W61347	072825	VA0300200	DIAGONAL ST / ALEXANDRIA PKE	030	T	D	W	N	69	F	Y	W	46.2-874		N	N	N	N	V
W61348	072825	VA0300200	705 WATERLOO RD	030	T	D	W	N	20	M	Y	W	46.2-874		N	N	N	N	V

Record ID	Stop Date	Agency ORI	Location	Jurisdiction Code	Reason for Stop	Person Type	Race	Ethnicity	Age	Gender	English Speaking	Action Taken	Specific Violation	Virginia Crime Code	Person Searched	Vehicle Searched	Force Used by Officer	Force Used by Subject	Residency
W61349	072825	VA0300200	214 NORFOLK DR	030	T	D	W	N	43	M	Y	W	46.2-878		N	N	N	N	V
W61350	072825	VA0300200	224 NORFOLK DR	030	T	D	W	N	53	M	Y	W	46.2-878		N	N	N	N	V
W61501	072825	VA0300200	JAMES MADISON HWY / ALWINGTON BLVD	030	T	D	W	N	19	F	Y	W	46.2-874		N	N	N	N	V
W61140	072825	VA0300200	BEAR WALLOW RD/NORFOLK DR	030	T	D	B	N	38	M	Y	W	46.2-715		N	N	N	N	V
W61142	072825	VA0300200	11 EAST LEE HWY	030	T	D	W	N	37	F	Y	W	46.2-716		N	N	N	N	V
W61141	072825	VA0300200	470 BROADVIEW AVE	030	T	D	W	N	22	F	Y	W	46.2-821		N	N	N	N	R
W05714	072825	VA0300200	627 FROST AVE	030	T	D	W	N	58	M	Y	W	46.2-833		N	N	N	N	V
W61354	072825	VA0300200	8300 BLK JAMES MADISON HWY	030	T	D	W	N	53	M	Y	W	46.2-874		N	N	N	N	V
S2025000531	072825	VA0300200	1 WEST SHIRLEY AVE / CULPEPER ST	030	T	D	W	N	47	M	Y	S	46.2-115B		N	N	N	N	V
W60538	072925	VA0300200	529 BLK FLETCHER DR	030	T	D	B	N	44	M	Y	W	46.2-846		N	N	N	N	V
S2025000532	072925	VA0300200	US 17 SPUR / HASTINGS LN	030	T	D	W	H	55	M	Y	S	46.2-870		N	N	N	N	O
W60359	072225	VA0300200	300 BLK FALMOUTH ST	030	T	D	W	N	41	M	Y	W	46.2-830		N	N	N	N	V
S66081	072925	VA0300200	W. LEE HWY / WINCHESTER ST	030	T	D	W	H	50	F	Y	S	46.2-833		N	N	N	N	V
W60539	072925	VA0300200	251 W. LEE HWY	030	T	D	W	H	51	M	Y	W	46.2-613		N	N	N	N	O
W61502	072925	VA0300200	60 ALEXANDRIA PKE	030	T	D	W	N	41	F	Y	W	46.2-874		N	N	N	N	V
W61503	072925	VA0300200	19 BROADVIEW AVE	030	T	D	W	N	69	M	Y	W	46.2-830		N	N	N	N	V
W61504	072925	VA0300200	346 WATERLOO ST	030	T	D	W	N	59	F	Y	W	46.2-830		N	N	N	N	R
W61505	072925	VA0300200	GOLD CUP DR / BROADVIEW AVE	030	T	D	W	N	23	F	Y	W	46.2-878		N	N	N	N	V
W61507	072925	VA0300200	WATERLOO RD / VAN ROIJEN ST	030	T	D	W	N	39	F	Y	W	46.2-830		N	N	N	N	V
W61143	072925	VA0300200	WALKER DR / ACADEMY HILL RD	030	T	D	W	N	29	F	Y	W	46.2-821		N	N	N	N	V
W61146	072925	VA0300200	MAIN ST / SOUTH FIFTH ST	030	T	D	W	N	68	M	Y	W	46.2-715		N	N	N	N	V
W61145	072925	VA0300200	FAUQUIER RD / BROADVIEW	030	T	D	W	N	19	M	Y	W	46.2-830		N	N	N	N	V
W61144	072925	VA0300200	153 GAINES ST	030	T	D	W	N	63	F	Y	W	46.2-821		N	N	N	N	V
S2025000535	072925	VA0300200	155 BROADVIEW AVE	030	T	D	W	H	20	M	Y	S	46.2-335		N	N	N	N	V
S66423	072925	VA0300200	500 BLK BEAR WALLOW RD	030	T	D	B	N	22	M	Y	S	46.2-874		N	N	N	N	V
W61355	073025	VA0300200	288 FORBES CT	030	T	D	W	N	56	F	Y	W	46.2-821		N	N	N	N	R
W60212	073125	VA0300200	600 BLACKWELL RD	030	T	D	A	N	35	F	Y	W	46.2-878		N	N	N	N	V
W61099	073125	VA0300200	346 WATERLOO STATION	030	T	D	B	N	28	F	Y	W	46.2-821		N	N	N	N	R
W60211	073125	VA0300200	11 EAST LEE HWY	030	T	D	W	H	48	F	Y	W	46.2-878		N	N	N	N	V
W60210	073125	VA0300200	11 EAST LEE HWY	030	T	D	B	N	42	F	Y	W	46.2-878		N	N	N	N	R
S2025000536	073025	VA0300200	170 BROADVIEW AVE / GOLD CUP DR	030	T	D	W	N	33	M	Y	S	46.2-820		N	N	N	N	V
W60213	073125	VA0300200	N EAST LEE HWY	030	T	D	W	N	40	M	Y	W	46.2-878		N	N	N	N	O
W60637	073125	VA0300200	W. LEE HWY / FLETCHER DR	030	T	D	W	N	34	M	Y	W	46.2-1157		N	N	N	N	V
S2025000537	073125	VA0300200	99 WEST LEE HWY / FLETCHER DR	030	T	D	W	N	86	M	Y	S	46.2-833		N	N	N	N	V
S2025000538	073125	VA0300200	697 BROADVIEW AVE	030	T	D	W	N	81	F	Y	S	46.2-870		N	N	N	N	V
S2025000539	073125	VA0300200	597 BROADVIEW AVE	030	T	D	W	N	63	F	Y	S	46.2-870		N	N	N	N	V
S2025000540	073125	VA0300200	459 WINCHESTER ST / NORTH CT	030	T	D	W	N	60	M	Y	S	46.2-821		N	N	N	N	V

TOWN OF WARRENTON

POLICE DEPARTMENT

333 Carriage House Lane • Warrenton, Virginia 20186
Telephone (540) 347-1107 • Fax (540) 341-4190

MONTHLY REPORT - AUGUST - 2025

MONTH	CALENDAR	CALENDAR
AUGUST	YTD '25	YTD '24
2393	**16377**	16305
1252	7873	7730
1141	8504	8575
51	**354**	**304**
20	147	133
31	207	171
5	21	23
15	120	99
168	977	617
232	1308	927
160	1061	639
1	6	6
0	0	0
1	2	1

TOTAL CALLS FOR SERVICE TO INCLUDE:
- SELF INITIATED
- DISPATCHED

ACCIDENTS:
- REPORTABLE
- NON-REPORTABLE (No injury, under $1500 or private property)

ARRESTS (CRIMINAL):
- FELONY
- MISDEMEANOR

TRAFFIC ENFORCEMENT (NON-CRIMINAL):
- SUMMONS
- PARKING
- WRITTEN WARNINGS

DRUG ARRESTS:
- FELONY
- MISDEMEANOR

OVERDOSES:

REPORTED CRIMES AUGUST 2025

CLASSIFICATION

		AUGUST	YTD '25	YTD '24
1a	Murder and Non-Negligent Manslaughter			
1b	Manslaughter by Negligence			
2	Forcible Rape			
3	Robbery			1
4	Assault	6	53	42
5	Burglary	2	4	
6	Larceny	6	75	86
7	Motor Vehicle Theft		4	5
9	Arson			1
10	Forgery and Counterfeiting		1	3
11	Fraud	2	41	40
12	Embezzlement	1	1	2
13	Stolen Property: Buy/Receive/Possess			
14	Vandalism/Graffiti	3	34	36
15	Weapons			2
16	Prostitution/Vice			
17	Sex Offenses	3	7	3
18	Drug Violations	1	3	3
19	Gambling			
20	Offenses Against Family	2	50	51
21	Driving Under Influence	1	12	9
22	Liquor Laws			
23	Drunk in Public	3	23	16
24	Disorderly	2	24	21
25	All Other Offenses			
26	Curfew/Loitering			
27	Runaway			
28	Reckless Driving		1	
29	Drive suspended/revoked		1	
30	Contempt of Court			
31	Unauthorized use			1
32	Hit & Run	3	25	29
33	Contributing to delinquency of minor		1	
34	False report to police			
35	Abduction/Kidnapping			1
36	Shooting into Building			
37	Child Neglect			1

Record ID	Stop Date	Agency ORI	Location	Jurisdiction Code	Reason for Stop	Person Type	Race	Ethnicity	Age	Gender	English Speaking	Action Taken	Specific Violation	Virginia Crime Code	Person Searched	Vehicle Searched	Force Used by Officer	Force Used by Subject	Residency
W60214	080125	VA0300200	11 EAST LEE HWY	030	T	D	B	N	47	M	Y	W	46.2-878		N	N	N	N	V
W61511	080125	VA0300200	CHAPPELL ST / BROADVIEW AVE	030	T	D	W	N	51	F	Y	W	46.2-830		N	N	N	N	V
W61508	080125	VA0300200	EAST LEE ST / FALMOUTH ST	030	T	D	B	N	25	M	Y	W	46.2-875		N	N	N	N	V
W61510	080125	VA0300200	34 BROADVIEW AVE	030	T	D	W	N	31	M	Y	W	46.2-830		N	N	N	N	V
W61509	080125	VA0300200	510 FROST AVE	030	T	D	W	N	55	F	Y	W	46.2-830		N	N	N	N	O
S2025000541	080125	VA0300200	459 WINCHESTER ST / PATRICK RYAN WAY	030	T	D	W	N	39	F	Y	S	46.2-821		N	N	N	N	V
S66471	080125	VA0300200	WALKER DR / ROSEDALE CT	030	T	D	W	N	63	F	Y	S	46.2-821		N	N	N	N	R
S65994	080125	VA0300200	133 WEST SHIRLEY AVE	030	T	D	W	H	51	M	Y	S	46.2-300		N	N	N	N	R
S66470	080125	VA0300200	242 BLK BROADVIEW AVE	030	T	D	B	N	22	M	Y	S	46.2-707		N	N	N	N	V
W61149	080225	VA0300200	WATERLOO ST / FRAZIER RD	030	T	D	W	N	67	M	Y	W	46.2-821		N	N	N	N	V
W60540	080225	VA0300200	164 W. SHIRLEY AVE	030	T	D	B	N	40	M	Y	W	46.2-1158		N	N	N	N	V
W61280	080225	VA0300200	41 BLK WEST LEE HWY	030	T	D	W	N	41	F	Y	W	46.2-833		N	N	N	N	V
W61279	080225	VA0300200	FORBES CT / WINCHESTER ST	030	T	D	W	N	69	M	Y	W	46.2-821		N	N	N	N	O
W61514	080225	VA0300200	30 ASHBY ST	030	T	D	W	N	68	M	Y	W	46.2-874		N	N	N	N	V
W61513	080225	VA0300200	WATERLOO ST / SULLIVAN ST	030	T	D	B	N	80	F	Y	W	46.2-821		N	N	N	N	V
W61512	080225	VA0300200	HOLIDAY CT / WALKER DR	030	T	D	W	N	40	M	Y	W	46.2-821		N	N	N	N	V
W61148	081425	VA0300200	BLACKWELL PARK LN / BLACKWELL RD	030	T	D	W	N	26	F	Y	W	46.2-646		N	N	N	N	V
S2025000542	080225	VA0300200	US 17 SPUR / HASTINGS LN	030	T	D	A	N	53	M	Y	S	46.2-830		N	N	N	N	V
S2025000543	080225	VA0300200	US 17 SPUR / EAST LEE HWY	030	T	D	W	N	36	M	Y	S	46.2-646		N	N	N	N	O
S2025000546	080225	VA0300200	10 BLK EAST LEE HWY	030	T	D	B	N	35	M	Y	S	46.2-878		N	N	N	N	V
S2025000548	080225	VA0300200	1 WEST LEE HWY / EAST LEE HWY	030	T	D	W	N	38	F	Y	S	46.2-1094		N	N	N	N	R
S2025000549	080225	VA0300200	712 JAMES MADISON HWY	030	T	D	B	N	18	M	Y	S	46.2-874		N	N	N	N	V
S2025000545	080225	VA0300200	1 MAIN ST / ALEXANDRIA PKE	030	T	D	W	N	47	M	Y	S	46.2-821		N	N	N	N	V
S66474	080225	VA0300200	WINCHESTER ST / NORTH CT	030	T	D	W	N	32	F	Y	S	46.2-821		N	N	N	N	R
S66473	080225	VA0300200	WALKER DR / COLONEL DR	030	T	D	W	N	58	M	Y	S	46.2-821		N	N	N	N	V
W61516	080325	VA0300200	239 ALEXANDRIA PKE	030	T	D	W	N	36	F	Y	W	46.2-874		N	N	N	N	V
W61515	080325	VA0300200	530 BROADVIEW AVE	030	T	D	W	N	64	M	Y	W	46.2-875		N	N	N	N	V
W61281	080325	VA0300200	FORBES CT / WINCHESTER ST	030	T	D	W	N	61	M	Y	W	46.2-821		N	N	N	N	V
W61282	080325	VA0300200	111 BLK WATERLOO ST	030	T	D	W	N	28	F	Y	W	46.2-821		N	N	N	N	V
S66475	080325	VA0300200	WALKER DR / COLONEL DR	030	T	D	W	N	65	M	Y	S	46.2-821		N	N	N	N	V
W60216	080425	VA0300200	BLACKWELL RD / BLACKWELL PARK LN	030	T	D	W	N	25	M	Y	W	46.2-878		N	N	N	N	V
W60215	080425	VA0300200	11 EAST LEE HWY	030	T	D	B	N	29	M	Y	W	46.2-878		N	N	N	N	V
W60639	080425	VA0300200	32 ASHBY ST	030	T	D	W	N	46	M	Y	W	46.2-1157		N	N	N	N	V
W61357	080425	VA0300200	62 WATERLOO ST	030	T	D	B	N	71	M	Y	W	46.2-821		N	N	N	N	V
W61359	080425	VA0300200	62 WATERLOO ST	030	T	D	W	N	19	M	Y	W	46.2-821		N	N	N	N	V
W61356	080425	VA0300200	53 MAIN ST	030	T	D	W	N	23	M	Y	W	46.2-821		N	N	N	N	R
W61150	080425	VA0300200	EAST LEE ST / OLIVER CITY RD	030	T	D	W	N	57	M	Y	W	46.2-821		N	N	N	N	V
S2025000560	080425	VA0300200	10 EAST LEE HWY	030	T	D	W	N	18	F	Y	S	46.2-862		N	N	N	N	V
S2025000557	080425	VA0300200	212 WEST LEE HWY / BRANCH DR	030	T	D	W	N	60	F	Y	S	46.2-646		N	N	N	N	V
S2025000558	080425	VA0300200	605 FROST AVE	030	T	D	W	N	36	M	Y	S	46.2-1158		N	N	N	N	V
S2025000554	080425	VA0300200	79 FRANKLIN ST	030	T	D	B	N	30	M	Y	S	46.2-1158		N	N	N	N	V
S2025000553	080425	VA0300200	115 EAST SHIRLEY AVE	030	T	D	W	H	49	M	Y	S	46.2-1158		N	N	N	N	R
S2025000556	080425	VA0300200	141 WEST LEE HWY	030	T	D	W	N	28	M	Y	S	46.2-1158		N	N	N	N	R
S2025000552	080425	VA0300200	730 BLK FROST AVE	030	T	D	W	N	42	M	Y	S	46.2-878		N	N	N	N	V
S2025000551	080425	VA0300200	US 17 SPUR / EAST LEE HWY	030	T	D	W	N	31	F	Y	S	46.2-830		N	N	N	N	O
S2025000550	080425	VA0300200	US 17 SPUR / HASTINGS LN	030	T	D	B	N	30	F	Y	S	46.2-870		N	N	N	N	O
W60219	080525	VA0300200	11 EAST LEE HWY	030	T	D	W	N	18	M	Y	W	46.2-878		N	N	N	N	V
W60218	080525	VA0300200	11 EAST LEE HWY	030	T	D	W	N	28	M	Y	W	46.2-878		N	N	N	N	V
W61602	080525	VA0300200	81 BROADVIEW AVE	030	T	D	W	N	23	F	Y	W	46.2-821		N	N	N	N	V
W61601	080525	VA0300200	244 WATERLOO ST	030	T	D	W	N	57	M	Y	W	46.2-821		N	N	N	N	V
W60129	080525	VA0300200	BROADVIEW AVE / FROST	030	T	D	W	N	38	F	Y	W	46.2-716		N	N	N	N	O
W60217	080525	VA0300200	11 EAST LEE HWY	030	T	D	B	N	41	M	Y	W	46.2-878		N	N	N	N	V
W61404	080525	VA0300200	170 WEST LEE HIGHWAY	030	T	D	W	H	31	M	Y	W	46.2-646		N	N	N	N	V
W61403	080525	VA0300200	WALKER DR / ACADEMY HILL RD	030	T	D	W	N	38	F	Y	W	46.2-821		N	N	N	N	R
S2025000562	080525	VA0300200	597 BROADVIEW AVE	030	T	D	W	H	42	M	Y	S	46.2-870		N	N	N	N	V
S2025000561	080525	VA0300200	597 BROADVIEW AVE	030	T	D	B	N	38	M	Y	S	46.2-870		N	N	N	N	O
S66399	080525	VA0300200	244 WATERLOO ST	030	T	D	W	N	23	F	Y	S	46.2-1158		N	N	N	N	V
W60220	080625	VA0300200	11 EAST LEE HWY	030	T	D	W	H	33	F	Y	W	46.2-878		N	N	N	N	V
W60541	080625	VA0300200	W. LEE HWY / BROADVIEW AVE	030	T	D	W	N	22	F	Y	W	46.2-1030		N	N	N	N	O
W61283	080625	VA0300200	ACADEMY HILL RD / WALKER DR	030	T	D	W	N	50	F	Y	W	46.2-821		N	N	N	N	R
W61551	080625	VA0300200	BLACKWELL RD / ROCK POINTE LN	030	T	D	W	N	62	M	Y	W	46.2-646		N	N	N	N	V
S2025000563	080625	VA0300200	570 BROADVIEW AVE / WINCHESTER ST	030	T	D	W	N	53	M	Y	S	46.2-833		N	N	N	N	R
W61552	080725	VA0300200	700 JAMES MADISON HWY	030	T	D	W	N	45	M	Y	W	46.2-712		N	N	N	N	V
S2025000569	080725	VA0300200	101 EAST LEE HWY / BLACKWELL RD	030	T	D	W	H	21	M	N	S	46.2-300		N	N	N	N	R
S2025000566	080725	VA0300200	329 EAST LEE ST / OLIVER CITY RD	030	T	D	B	N	40	M	Y	S	46.2-1013		N	N	N	N	V
S2025000565	080725	VA0300200	US 17 SPUR / EAST LEE HWY	030	T	D	B	N	27	M	Y	S	46.2-830		N	N	N	N	O
S2025000564	080725	VA0300200	669 FROST AVE / VAN ROIJEN ST	030	T	D	W	N	18	M	Y	S	46.2-830		N	N	N	N	V
S2025000567	080725	VA0300200	74 BLACKWELL PARK LN	030	T	D	B	N	38	M	Y	S	46.2-646		N	N	N	N	V
W60130	080825	VA0300200	251 WEST LEE HWY	030	T	D	W	N	28	M	Y	W	46.2-1158		N	N	N	N	V
W61406	080825	VA0300200	WALKER DR / HOLIDAY CT	030	T	D	W	N	75	F	Y	W	46.2-821		N	N	N	N	V
W61405	080825	VA0300200	WALKER DR / COLONY CT	030	T	D	W	N	59	M	Y	W	46.2-821		N	N	N	N	V
W61360	080825	VA0300200	70 ALEXANDRIA PIKE	030	T	D	W	N	35	M	Y	W	46.2-821		N	N	N	N	V

Record ID	Stop Date	Agency ORI	Location	Jurisdiction Code	Reason for Stop	Person Type	Race	Ethnicity	Age	Gender	English Speaking	Action Taken	Specific Violation	Virginia Crime Code	Person Searched	Vehicle Searched	Force Used by Officer	Force Used by Subject	Residency
S2025000574	080825	VA0300200	1 WEST LEE HWY / EAST LEE HWY	030	T	D	B	N	47	M	Y	S	46.2-1013		N	N	N	N	V
S2025000576	080825	VA0300200	669 FROST AVE / VAN ROIJEN ST	030	T	D	W	N	36	M	Y	S	46.2-878		N	N	N	N	V
S2025000577	080825	VA0300200	1 ALEXANDRIA PKE / MAIN ST	030	T	D	W	N	37	F	Y	S	46.2-821		N	N	N	N	R
S2025000578	080825	VA0300200	669 FROST AVE / VAN ROIJEN ST	030	T	D	W	N	50	M	Y	S	46.2-1158		N	N	N	N	V
S2025000579	080825	VA0300200	1 MAIN ST / ALEXANDRIA PKE	030	T	D	W	N	77	M	Y	S	46.2-821		N	N	N	N	R
S2025000575	080825	VA0300200	1 WEST LEE HWY / EAST LEE HWY	030	T	D	B	N	46	M	Y	S	46.2-833		N	N	N	N	V
S2025000573	080825	VA0300200	US 17 SPUR / EAST LEE HWY	030	T	D	W	N	36	F	Y	S	46.2-830		N	N	N	N	O
S2025000572	080825	VA0300200	US 17 SPUR / HASTINGS LN	030	T	D	W	N	67	M	Y	S	46.2-830		N	N	N	N	O
S2025000580	080825	VA0300200	289 WEST SHIRLEY AVE / GARRETT ST	030	T	D	W	H	26	F	Y	S	46.2-646		N	N	N	N	R
W60221	080925	VA0300200	W. LEE HWY / BLACKWELL RD	030	T	D	A	N	58	F	Y	W	46.2-878		N	N	N	N	V
S66214	080925	VA0300200	WALKER DR / COLONEL DR	030	T	D	B	N	29	F	Y	S	46.2-104		N	N	N	N	R
S2025000587	080925	VA0300200	41 CULPEPER ST	030	T	D	W	N	68	M	Y	S	46.2-830		N	N	N	N	V
S2025000593	080925	VA0300200	338 BROADVIEW AVE	030	T	D	W	H	59	M	Y	S	46.2-646		N	N	N	N	V
S2025000594	080925	VA0300200	101 EAST LEE HWY / BLACKWELL RD	030	T	D	W	N	76	F	Y	S	46.2-646		N	N	N	N	V
S2025000589	080925	VA0300200	360 BROADVIEW AVE	030	T	D	W	N	51	M	Y	S	46.2-1158		N	N	N	N	V
S2025000583	080925	VA0300200	597 BROADVIEW AVE	030	T	D	W	N	32	M	Y	S	46.2-870		N	N	N	N	O
S2025000591	080925	VA0300200	700 JAMES MADISON HWY / INDUSTRIAL RD	030	T	D	W	N	66	M	Y	S	46.2-874		N	N	N	N	V
S2025000590	080925	VA0300200	700 JAMES MADISON HWY / INDUSTRIAL RD	030	T	D	W	N	55	M	Y	S	46.2-874		N	N	N	N	V
S2025000592	080925	VA0300200	540 FLETCHER DR / WEST LEE HWY	030	T	D	W	N	49	F	Y	S	46.2-646		N	N	N	N	V
S2025000595	080925	VA0300200	212 WEST LEE HWY / BRANCH DR	030	T	D	W	N	29	M	Y	S	46.2-818.2		N	N	N	N	V
S2025000599	080925	VA0300200	540 WINCHESTER ST / JACKSON ST	030	T	D	W	N	43	F	Y	S	46.2-821		N	N	N	N	V
S2025000584	080925	VA0300200	570 BROADVIEW AVE / WINCHESTER ST	030	T	D	W	N	57	M	Y	S	46.2-870		N	N	N	N	O
S2025000598	080925	VA0300200	286 WALKER DR / ROSEDALE CT	030	T	D	W	N	56	F	Y	S	46.2-821		N	N	N	N	R
W61607	081025	VA0300200	510 FROST AVE	030	T	D	W	N	19	M	Y	W	46.2-821		N	N	N	N	R
W61606	081025	VA0300200	121 WINCHESTER ST	030	T	D	W	N	30	F	N	W	46.2-821		N	N	N	N	V
W61605	081025	VA0300200	WINCHESTER ST / FORBES CT	030	T	D	W	N	31	F	Y	W	46.2-821		N	N	N	N	V
W61604	081025	VA0300200	FORBES CT / WINCHESTER ST	030	T	D	W	N	38	M	Y	W	46.2-821		N	N	N	N	R
W60224	081025	VA0300200	11 EAST LEE HWY	030	T	D	W	N	52	M	Y	W	46.2-878		N	N	N	N	V
W61652	081025	VA0300200	200 WINCHESTER ST	030	T	D	W	N	19	M	Y	W	46.2-1003		N	N	N	N	V
W61651	081025	VA0300200	BROADVIEW AVE / WINCHESTER ST	030	T	D	W	N	78	M	Y	W	46.2-870		N	N	N	N	O
W61653	081025	VA0300200	WINCHESTER ST / JACKSON ST	030	T	D	W	N	43	F	N	W	46.2-821		N	N	N	N	V
W61603	081025	VA0300200	WATERLOO ST / PELHAM ST	030	T	D	W	N	40	F	Y	W	46.2-821		N	N	N	N	V
W60222	081025	VA0300200	W. LEE HWY / FLETCHER DR	030	T	D	B	N	70	M	Y	W	46.2-878		N	N	N	N	V
W60223	081025	VA0300200	11 EAST LEE HWY	030	T	D	A	N	67	M	Y	W	46.2-878		N	N	N	N	V
W60132	081025	VA0300200	FRAZIER / WATERLOO	030	T	D	W	N	47	F	Y	W	46.2-1158		N	N	N	N	R
W60945	081025	VA0300200	830 BLK JAMES MADISON HWY	030	T	D	W	N	47	M	Y	W	46.2-874		N	N	N	N	V
S66400	081025	VA0300200	PATRICK RYAN WAY / WINCHESTER ST	030	T	D	W	N	20	M	Y	S	46.2 821		N	N	N	N	V
S65879	081025	VA0300200	244 WATERLOO ST	030	T	D	W	N	45	F	Y	S	46.2-300		N	N	N	N	O
S2025000600	081025	VA0300200	634 BEAR WALLOW RD	030	T	D	B	N	50	M	Y	S	46.2-1158		N	N	N	N	V
S2025000619	081025	VA0300200	244 WATERLOO ST	030	T	D	W	N	47	F	Y	S	46.2-830		N	N	N	N	R
S2025000612	081025	VA0300200	700 JAMES MADISON HWY / INDUSTRIAL RD	030	T	D	W	N	50	M	Y	S	46.2-874		N	N	N	N	V
S2025000613	081025	VA0300200	244 WATERLOO ST	030	T	D	W	N	71	F	Y	S	46.2-830		N	N	N	N	R
S2025000616	081025	VA0300200	244 WATERLOO ST	030	T	D	W	N	78	F	Y	S	46.2-830		N	N	N	N	V
S2025000610	081025	VA0300200	700 JAMES MADISON HWY / INDUSTRIAL RD	030	T	D	W	N	43	M	Y	S	46.2-830		N	N	N	N	R
S2025000606	081025	VA0300200	9 MAIN ST / COURT ST	030	T	D	W	H	44	M	Y	S	46.2-715		N	N	N	N	V
S2025000621	081025	VA0300200	10 EAST LEE HWY	030	T	D	B	N	68	F	Y	S	46.2-878		N	N	N	N	V
S2025000603	081025	VA0300200	597 BROADVIEW AVE	030	T	D	W	N	40	M	Y	S	46.2-870		N	N	N	N	V
S2025000605	081025	VA0300200	597 BROADVIEW AVE	030	T	D	W	N	22	U	Y	S	46.2-870		N	N	N	N	O
S2025000604	081025	VA0300200	597 BROADVIEW AVE	030	T	D	W	N	56	F	Y	S	46.2-870		N	N	N	N	V
S2025000618	081025	VA0300200	570 BROADVIEW AVE / WINCHESTER ST	030	T	D	W	N	22	F	Y	S	46.2-646		N	N	N	N	R
S2025000611	081025	VA0300200	28 NORTH CT / WINCHESTER ST	030	T	D	W	H	73	F	Y	S	46.2-821		N	N	N	N	V
S2025000614	081025	VA0300200	191 WATERLOO ST	030	T	D	A	N	62	M	Y	S	46.2-821		N	N	N	N	V
S2025000615	081025	VA0300200	596 BROADVIEW AVE	030	T	D	B	N	73	M	Y	S	46.2-870		N	N	N	N	V
W61517	081125	VA0300200	457 EAST SHIRLEY AVE	030	T	D	W	H	39	F	N	W	46.2-830		N	N	N	N	O
W61518	081125	VA0300200	KEITH ST / WEST SHIRLEY AVE	030	T	D	W	N	40	F	Y	W	46.2-874		N	N	N	N	V
W61608	081125	VA0300200	551 FROST AVE	030	T	D	W	N	20	M	Y	W	46.2-821		N	N	N	N	R
W61361	081125	VA0300200	288 FORBES CT	030	T	D	W	N	62	F	Y	W	46.2-821		N	N	N	N	R
W61284	081125	VA0300200	410 BLK ROSEDALE CT	030	T	D	W	N	24	M	Y	W	46.2-821		N	N	N	N	V
S66501	081125	VA0300200	WALKER DR / COLONEL DR	030	T	D	W	N	20	M	Y	S	46.2-821		N	N	N	N	V
S2025000625	081125	VA0300200	1 WEST LEE HWY / EAST LEE HWY	030	T	D	B	N	18	F	Y	S	46.2-833		N	N	N	N	V
S2025000624	081125	VA0300200	459 WINCHESTER ST / PATRICK RYAN WAY	030	T	D	W	N	39	M	Y	S	46.2-821		N	N	N	N	V
S2025000622	081125	VA0300200	509 BLACKWELL RD / BLACKWELL PARK LN	030	T	D	W	N	66	M	Y	S	46.2-1158		N	N	N	N	R
S2025000628	081225	VA0300200	US 17 SPUR / HASTINGS LN	030	T	D	W	N	27	M	Y	S	46.2-870		N	N	N	N	V
S2025000626	081225	VA0300200	669 FROST AVE / VAN ROIJEN ST	030	T	D	W	N	28	M	Y	S	46.2-878		N	N	N	N	V
W61522	081225	VA0300200	346 WATERLOO ST	030	T	D	W	N	63	F	Y	W	46.2 830		N	N	N	N	V
W61521	081225	VA0300200	510 FROST AVE	030	T	D	W	N	61	F	Y	W	46.2-830		N	N	N	N	V
W61520	081225	VA0300200	20 BROADVIEW AVE	030	T	D	W	N	72	M	Y	W	46.2-830		N	N	N	N	R
W61519	081225	VA0300200	146 BLK RAPPAHANNOCK ST	030	T	D	W	N	58	F	Y	W	46.2-878		N	N	N	N	V
W61285	081225	VA0300200	HOLIDAY CT / WALKER DR	030	T	D	W	N	44	F	Y	W	46.2-821		N	N	N	N	V
W60543	081225	VA0300200	BLACKWELL RD / WALKER DR	030	T	D	W	N	24	M	Y	W	46.2-1158		N	N	N	N	V
W60542	081225	VA0300200	CARRIAGE HOUSE LN / WEST SHIRLEY AVE	030	T	D	W	N	80	M	Y	W	46.2-848		N	N	N	N	V
W61554	081225	VA0300200	CLAY ST / MAIN ST	030	T	D	W	H	55	F	Y	W	46.2-821		N	N	N	N	V

Record ID	Stop Date	Agency ORI	Location	Jurisdiction Code	Reason for Stop	Person Type	Race	Ethnicity	Age	Gender	English Speaking	Action Taken	Specific Violation	Virginia Crime Code	Person Searched	Vehicle Searched	Force Used by Officer	Force Used by Subject	Residency
W61555	081225	VA0300200	WEST LEE ST / KEITH ST	030	T	D	W	N	62	F	Y	W	46.2-821		N	N	N	N	V
W61556	081225	VA0300200	WEST LEE ST / KEITH ST	030	T	D	W	H	53	F	Y	W	46.2-821		N	N	N	N	R
S66503	081225	VA0300200	WALKER DR / ROSEDALE CT	030	T	D	W	N	72	M	Y	S	46.2-821		N	N	N	N	R
S66504	081225	VA0300200	WALKER DR / ROSEDALE CT	030	T	D	W	N	60	F	Y	S	46.2-821		N	N	N	N	V
S66502	081225	VA0300200	W. SHIRLEY AVE / KEITH ST	030	T	D	W	H	25	F	Y	S	46.2-646		N	N	N	N	V
W61362	081325	VA0300200	66 ALEXANDRIA PKE	030	T	D	W	N	61	F	Y	W	46.2-821		N	N	N	N	V
W61557	081325	VA0300200	40 SOUTH SECOND ST	030	T	D	W	N	37	M	Y	W	46.2-821		N	N	N	N	R
S2025000629	081325	VA0300200	712 JAMES MADISON HWY	030	T	D	W	N	25	M	Y	S	46.2-874		N	N	N	N	R
S2025000630	081325	VA0300200	700 JAMES MADISON HWY / ALWINGTON BLVD	030	T	D	W	N	32	M	Y	S	46.2-874		N	N	N	N	O
S2025000631	081325	VA0300200	264 NORFOLK DR	030	T	D	B	N	18	M	Y	S	46.2-878.2		N	N	N	N	R
W60226	081425	VA0300200	E. LEE HWY / BLACKWELL RD	030	T	D	W	N	32	M	Y	W	46.2-878		N	N	N	N	V
W60225	081425	VA0300200	W. LEE HWY / FLETCHER	030	T	D	W	N	62	F	Y	W	46.2-878		N	N	N	N	V
W61408	081425	VA0300200	WARRENTON BLVD / WATERLOO RD	030	T	D	W	N	33	M	Y	W	46.2-1158		N	N	N	N	R
W60227	081425	VA0300200	11 E. LEE HWY	030	T	D	W	N	52	F	Y	W	46.2-878		N	N	N	N	V
W60228	081425	VA0300200	11 E. LEE HWY	030	T	D	W	N	35	M	Y	W	46.2-878		N	N	N	N	V
W61610	081425	VA0300200	SULLIVAN ST / WATERLOO ST	030	T	D	W	N	22	M	Y	W	46.2-821		N	N	N	N	V
W61609	081425	VA0300200	510 FROST AVE	030	T	D	W	N	66	M	Y	W	46.2-821		N	N	N	N	V
S65881	081425	VA0300200	244 WATERLOO ST	030	T	D	W	N	47	M	Y	S	46.2-821		N	N	N	N	V
S65882	081425	VA0300200	244 WATERLOO ST	030	T	D	W	N	52	M	Y	S	46.2-821		N	N	N	N	V
S2025000635	081425	VA0300200	589 BROADVIEW AVE	030	T	D	W	N	30	M	Y	S	46.2-870		N	N	N	N	V
S2025000632	081425	VA0300200	597 BROADVIEW AVE	030	T	D	W	H	31	F	Y	S	46.2-870		N	N	N	N	V
S2025000637	081525	VA0300200	10 EAST LEE HWY	030	T	D	W	N	36	M	Y	S	46.2-878		N	N	N	N	O
S2025000636	081525	VA0300200	10 EAST LEE HWY	030	T	D	W	H	23	F	Y	S	46.2-878		N	N	N	N	V
W60229	081525	VA0300200	11 EAST LEE HWY	030	T	D	B	N	65	M	Y	W	46.2-878		N	N	N	N	O
W61611	081525	VA0300200	FORBES CT / WINCHESTER ST	030	T	D	W	N	28	F	Y	W	46.2-821		N	N	N	N	R
W60638	080425	VA0300200	281 W. SHIRLEY AVE	030	T	D	W	H	60	F	Y	W	46.2-828		N	N	N	N	V
W60641	081425	VA0300200	262 WINCHESTER ST	030	T	D	W	N	84	F	Y	W	46.2-821		N	N	N	N	V
W61524	081525	VA0300200	286 BROADVIEW AVE	030	T	D	W	H	44	M	Y	W	46.2-830		N	N	N	N	V
W61286	081525	VA0300200	BREEZEWOOD DR / WALKER DR	030	T	D	W	N	82	M	Y	W	46.2-821		N	N	N	N	V
W61287	081525	VA0300200	JACKSON ST / WINCHESTER ST	030	T	D	W	N	26	M	Y	W	46.2-821		N	N	N	N	V
W61288	081525	VA0300200	410 BLK ROSEDALE CT	030	T	D	W	N	33	F	Y	W	46.2-821		N	N	N	N	V
W61289	081625	VA0300200	490 BLK FAUQUIER RD	030	T	D	B	N	33	F	Y	W	46.2-821		N	N	N	N	O
W60640	081425	VA0300200	FROST AVE / RAPPAHANNOCK ST	030	T	D	W	N	59	F	N	W	46.2-830		N	N	N	N	R
W61363	081625	VA0300200	300 BROADVIEW AVE	030	T	D	W	N	65	M	Y	W	46.2-830		N	N	N	N	V
W61364	081725	VA0300200	44 JOHN MARSHALL ST	030	T	D	W	N	48	M	Y	W	46.2-821		N	N	N	N	V
W61365	081725	VA0300200	67 MAIN ST	030	T	D	W	N	73	M	Y	W	46.2-821		N	N	N	N	O
W60544	081625	VA0300200	US 17 SPUR / RT 29	030	T	D	W	H	44	M	N	W	46.2-870		N	N	N	N	O
W60545	081625	VA0300200	RAPPAHANNOCK ST / WATERLOO RD	030	T	D	W	N	27	F	Y	W	46.2-1013		N	N	N	N	V
W61558	081625	VA0300200	493 BLACKWELL RD	030	T	D	W	N	47	M	Y	W	46.2-821		N	N	N	N	V
W61559	081625	VA0300200	505 FLETCHER DR	030	T	D	W	N	32	M	Y	W	46.2-715		N	N	N	N	V
W61290	081725	VA0300200	ACADEMY HILL RD / WALKER DR	030	T	D	W	N	68	M	Y	W	46.2-821		N	N	N	N	O
W61291	081725	VA0300200	271 BLK WINCHESTER ST	030	T	D	W	N	94	F	Y	W	46.2-821		N	N	N	N	R
W61292	081725	VA0300200	219 BLK WATERLOO ST	030	T	D	W	N	32	M	Y	W	46.2-821		N	N	N	N	O
W60546	081725	VA0300200	EAST LEE HWY / US 17 SPUR	030	T	D	W	N	37	M	Y	W	46.2-808.1		N	N	N	N	V
W60547	081825	VA0300200	510 FROST AVE	030	T	D	W	N	28	M	Y	W	46.2-330		N	N	N	N	V
W61560	081825	VA0300200	244 WATERLOO ST	030	T	D	W	N	60	M	Y	W	46.2-821		N	N	N	N	V
S66424	081625	VA0300200	700 JAMES MADISON HWY	030	T	D	B	N	55	M	Y	S	46.2-874		N	N	N	N	V
S2025000638	081625	VA0300200	712 JAMES MADISON HWY	030	T	D	W	N	23	F	Y	S	46.2-874		N	N	N	N	V
S2025000639	081625	VA0300200	US 17 SPUR / HASTINGS LN	030	T	D	W	N	22	M	Y	S	46.2-830		N	N	N	N	V
S2025000640	081625	VA0300200	US 17 SPUR / EAST LEE HWY	030	T	D	W	N	24	F	Y	S	46.2-870		N	N	N	N	O
S2025000641	081625	VA0300200	78 WEST LEE ST	030	T	D	B	N	61	M	Y	S	46.2-330		N	N	N	N	V
S2025000644	081625	VA0300200	121 BROADVIEW AVE	030	T	D	W	N	34	M	Y	S	46.2-613		N	N	N	N	V
S2025000646	081625	VA0300200	817 JAMES MADISON HWY	030	T	D	W	N	57	M	Y	S	46.2-874		N	N	N	N	V
S2025000647	081625	VA0300200	405 BROADVEIW AVE / ROEBLING ST	030	T	D	W	N	33	M	Y	S	46.2-1158		N	N	N	N	V
S2025000648	081625	VA0300200	369 WINCHESTER ST / FORBES CT	030	T	D	W	N	31	M	Y	S	46.2-821		N	N	N	N	V
S2025000649	081625	VA0300200	669 FROST AVE / VAN ROIJEN ST	030	T	D	W	N	62	M	Y	S	46.2-878		N	N	N	N	O
S2025000650	081725	VA0300200	360 BROADVIEW AVE	030	T	D	W	N	27	M	Y	S	46.2-715		N	N	N	N	V
S2025000651	081725	VA0300200	10 EAST LEE HWY	030	T	D	W	N	65	M	Y	S	46.2-830		N	N	N	N	V
S2025000652	081725	VA0300200	500 BLK BEAR WALLOW RD	030	T	D	W	N	26	M	Y	S	46.2-830		N	N	N	N	R
S2025000653	081725	VA0300200	395 ROEBLING ST / BROADVIEW AVE	030	T	D	W	N	18	F	Y	S	46.2-830		N	N	N	N	V
S2025000654	081725	VA0300200	540 FLETCHER DR / WEST LEE HWY	030	T	D	B	N	22	M	Y	S	46.2-833		N	N	N	N	V
S2025000655	081825	VA0300200	US 17 / HASTINGS LN	030	T	D	A	N	50	M	Y	S	46.2-830		N	N	N	N	O
S2025000656	081825	VA0300200	1 MAIN ST / ALEXANDRIA PKE	030	T	D	W	N	36	M	Y	S	46.2-821		N	N	N	N	V
S65338	081825	VA0300200	FROST AVE / VAN ROIJEN ST	030	T	D	W	N	75	M	Y	S	46.2-878		N	N	N	N	V
S2025000657	081825	VA0300200	315 WEST SHIRLEY AVE / HOSPITAL DR	030	T	D	W	N	23	F	Y	S	46.2-820		N	N	N	N	V
W60230	081825	VA0300200	11 EAST LEE HWY	030	T	D	A	N	41	M	Y	W	46.2-878		N	N	N	N	V
W60162	081925	VA0300200	613 FROST AVE	030	T	D	W	N	71	M	Y	W	46.2-646		N	N	N	N	V
W60163	081925	VA0300200	E. LEE HWY / BLACKWELL RD	030	T	D	W	H	18	M	Y	W	46.2-1030		N	N	N	N	V
W61409	081925	VA0300200	236 WEST LEE HWY	030	T	D	W	H	28	M	Y	W	46.2-715		N	N	N	N	V
S2025000659	081925	VA0300200	10 EAST LEE HWY	030	T	D	W	N	57	F	Y	S	46.2-878		N	N	N	N	R
S2025000658	081925	VA0300200	10 EAST LEE HWY	030	T	D	W	N	29	F	Y	S	46.2-878		N	N	N	N	R
S65995	082025	VA0300200	68 BURLESON CT	030	T	D	W	N	19	M	Y	S	46.2-816		N	N	N	N	O

Record ID	Stop Date	Agency ORI	Location	Jurisdiction Code	Reason for Stop	Person Type	Race	Ethnicity	Age	Gender	English Speaking	Action Taken	Specific Violation	Virginia Crime Code	Person Searched	Vehicle Searched	Force Used by Officer	Force Used by Subject	Residency
W61366	082025	VA0300200	BELLE AIR / WALKER DR	030	T	D	W	N	45	F	Y	W	46.2-821		N	N	N	N	R
W61367	082125	VA0300200	ACADEMY HILL RD / WALKER DR	030	T	D	B	N	52	M	Y	W	46.2-821		N	N	N	N	V
W61525	082025	VA0300200	294 WEST LEE HWY	030	T	D	W	N	33	F	Y	W	46.2-830		N	N	N	N	R
W61526	082025	VA0300200	510 FROST AVE	030	T	D	W	N	78	M	Y	W	46.2-830		N	N	N	N	V
W61527	082025	VA0300200	41 BROADVIEW AVE	030	T	D	W	N	57	M	Y	W	46.2-830		N	N	N	N	V
W61528	082025	VA0300200	200 BLK NORFOLK DR	030	T	D	W	N	27	F	Y	W	46.2-878		N	N	N	N	R
W60548	082125	VA0300200	121 BROADVEIW AVE	030	T	D	W	N	49	M	Y	W	46.2 830		N	N	N	N	V
W60549	082125	VA0300200	7580 LEE HWY	030	T	D	W	N	24	M	Y	W	46.2 878		N	N	N	N	V
W61561	082125	VA0300200	73 WEST LEE HWY	030	T	D	W	N	53	M	Y	W	46.2-878		N	N	N	N	V
S2025000661	082125	VA0300200	550 BEAR WALLOW RD	030	T	D	W	N	24	M	Y	S	46.2-874		N	N	N	N	V
W60769	082125	VA0300200	HOLIDAY CT / WALKER DR	030	T	D	W	N	77	M	Y	W	46.2-821		N	N	N	N	V
W61531	082125	VA0300200	530 BROADVIEW AVE	030	T	D	W	N	51	M	Y	W	46.2-875		N	N	N	N	V
W61529	082125	VA0300200	493 BLACKWELL RD	030	T	D	B	N	18	M	Y	W	46.2-874		N	N	N	N	R
W61530	082125	VA0300200	WALKER DR / ACADEMY HILL RD	030	T	D	W	N	77	M	Y	W	46.2-821		N	N	N	N	V
W61294	082125	VA0300200	WALKER DR / ACADEMY HILL RD	030	T	D	W	N	82	M	Y	W	46.2-821		N	N	N	N	V
W61293	082125	VA0300200	EAST LEE ST / PELHAM ST	030	T	D	W	N	56	F	Y	W	46.2-924		N	N	N	N	V
W61295	082125	VA0300200	271 BLK WINCHESTER ST	030	T	D	W	N	82	F	Y	W	46.2-821		N	N	N	N	V
W60550	082125	VA0300200	SPRINGS RD / BLUE HILLS DR	030	T	D	W	H	44	M	Y	W	46.2-874		N	N	N	N	V
W61562	082225	VA0300200	41 WEST LEE HWY	030	T	D	W	H	65	M	Y	W	46.2-878		N	N	N	N	V
W61368	082125	VA0300200	JAMES MADISON HWY / ALWINGTON BLV	030	T	D	W	N	35	M	Y	W	46.2-826		N	N	N	N	V
S66506	082125	VA0300200	ALEXANDRIA PKE / JOHN E. MANN ST	030	T	D	W	N	71	F	Y	S	46.2-646		N	N	N	N	V
S66505	082125	VA0300200	EAST LEE ST / MAIN ST	030	T	D	W	N	47	M	Y	S	46.2-821		N	N	N	N	V
S2025000664	082225	VA0300200	329 EAST LEE ST / OLIVER CITY RD	030	T	D	B	N	20	M	Y	S	46.2-830		N	N	N	N	O
S2025000660	082125	VA0300200	395 ROEBLING ST / BROADVIEW AVE	030	T	D	W	N	18	M	Y	S	46.2-830		N	N	N	N	V
S2025000660	082125	VA0300200	395 ROEBLING ST / BROADVIEW AVE	030	T	D	W	N	18	M	Y	S	46.2-830		N	N	N	N	V
S2025000663	082225	VA0300200	US 17 SPUR / HASTINGS LN	030	T	D	A	N	30	M	Y	S	46.2-870		N	N	N	N	V
W60164	082325	VA0300200	W. SHIRLEY / CARRIAGE HOUSE	030	T	D	W	N	51	F	Y	W	46.2-1030		N	N	N	N	O
W61410	082225	VA0300200	189 WEST LEE HWY	030	T	D	W	N	24	F	Y	W	46.2-646		N	N	N	N	R
W61654	082225	VA0300200	580 GOLD CUP DR	030	T	D	W	N	17	M	Y	W	46.2-878		N	N	N	N	R
S66508	082125	VA0300200	WALKER DR / ROSEDALE CT	030	T	D	W	N	31	F	Y	S	46.2-821		N	N	N	N	V
S66507	082125	VA0300200	6 BLK COURT ST	030	T	D	A	N	62	F	Y	S	46.2-646		N	N	N	N	V
S2025000665	082225	VA0300200	457 EAST SHIRLEY AVE	030	T	D	W	N	39	M	Y	S	46.2-646		N	N	N	N	V
S2025000667	082225	VA0300200	101 EAST LEE HWY / BLACKWELL RD	030	T	D	W	N	72	M	Y	S	46.2-816		N	N	N	N	V
S2025000669	082225	VA0300200	170 BROADVIEW AVE / GOLD CUP DR	030	T	D	W	N	25	F	Y	S	46.2-820		N	N	N	N	V
S2025000668	082225	VA0300200	170 BROADVIEW AVE / GOLD CUP DR	030	T	D	W	N	40	F	Y	S	46.2-646		N	N	N	N	R
S2025000672	082525	VA0300200	US 17 SPUR / HASTINGS LN	030	T	D	W	N	54	F	Y	S	46.2-830		N	N	N	N	O
S66509	082525	VA0300200	FOXCROFT RD / FAUQUIER RD	030	T	D	W	N	57	M	Y	S	46.2-821		N	N	N	N	V
W61370	082625	VA0300200	123 ALEXANDRIA PIKE	030	T	D	W	N	31	M	Y	W	46.2-821		N	N	N	N	V
W61369	082525	VA0300200	288 FORBES CT	030	T	D	W	N	54	F	Y	W	46.2-821		N	N	N	N	V
W61532	082625	VA0300200	250 WEST SHIRLEY AVE	030	T	D	W	N	27	M	Y	W	46.2-878		N	N	N	N	O
W60401	082625	VA0300200	7580 LEE HWY	030	T	D	W	N	56	M	Y	W	46.2-878		N	N	N	N	V
S2025000675	082725	VA0300200	US 17 SPUR / HASTINGS LN	030	T	D	W	N	31	M	N	S	46.2-300		N	N	N	N	V
S2025000673	082625	VA0300200	700 JAMES MADISON HWY / INDUSTRIAL RD	030	T	D	W	N	66	M	Y	S	46.2-874		N	N	N	N	V
S66511	082525	VA0300200	WALKER DR / COLONEL DR	030	T	D	W	H	68	F	Y	S	46.2-821		N	N	N	N	V
W60402	082625	VA0300200	7580 LEE HWY	030	T	D	W	H	55	F	Y	S	46.2-878		N	N	N	N	V
W61537	082625	VA0300200	11 EAST LEE HWY	030	T	D	W	N	81	F	Y	W	46.2-878		N	N	N	N	V
W61536	082625	VA0300200	WATERLOO ST WARRENTON BLVD	030	T	D	B	N	35	F	Y	W	46.2-821		N	N	N	N	R
W61296	082625	VA0300200	276 BLK W. LEE HWY	030	T	D	W	N	77	F	Y	W	46.2-821		N	N	N	N	V
W61534	082625	VA0300200	331 BROADVIEW AVE	030	T	D	B	N	50	M	Y	W	46.2-844		N	N	N	N	R
W61533	082625	VA0300200	380 BROADVIEW AVE	030	T	D	W	N	64	M	Y	W	46.2-878		N	N	N	N	V
W61535	082625	VA0300200	WEST SHIRLEY AVE / HOSPITAL DR	030	T	D	W	N	82	M	Y	W	46.2-830		N	N	N	N	V
S2025000671	082525	VA0300200	712 JAMES MADSION HWY	030	T	D	W	N	54	M	Y	S	46.2-874		N	N	N	N	V
W61612	082725	VA0300200	346 WATERLOO ST	030	T	D	W	N	40	M	Y	W	46.2-821		N	N	N	N	V
W61613	082725	VA0300200	57 SULLIVAN ST	030	T	D	W	N	42	M	Y	W	46.2-821		N	N	N	N	V
W61614	082725	VA0300200	250 WEST SHIRLEY AVE	030	T	D	W	N	80	F	Y	W	46.2-821		N	N	N	N	V
W60360	082825	VA0300200	273 BROADVIEW AVE	030	T	D	W	N	51	M	Y	W	46.2-878		N	N	N	N	V
S2025000670	082425	VA0300200	700 JAMES MADISON HWY / INDUSTRIAL RD	030	T	D	W	N	40	M	Y	S	46.2-830		N	N	N	N	V
W61616	082825	VA0300200	22 WATERLOO ST	030	T	D	W	N	55	M	Y	W	46.2-821		N	N	N	N	R
W61615	082825	VA0300200	5 BROADVIEW AVE	030	T	D	W	N	40	F	Y	W	46.2-821		N	N	N	N	O
W61617	082825	VA0300200	WALKER DR / ESTATE AVE	030	T	D	W	N	41	M	Y	W	46.2-821		N	N	N	N	V
W60137	082825	VA0300200	300 LEGION DR	030	T	D	W	N	47	M	Y	W	46.2-613		N	N	N	N	V
W60133	082825	VA0300200	110 WEST SHIRLEY AVE	030	T	D	B	N	50	M	Y	W	46.2-646		N	N	N	N	V
W60404	083125	VA0300200	EAST LEE ST / OLIVER CITY RD	030	T	D	W	N	20	M	Y	W	46.2-646		N	N	N	N	V
W61372	083125	VA0300200	ALWINGTON BLVD / JAMES MADISON HWY	030	T	D	W	H	33	F	Y	W	46.2-826		N	N	N	N	V
W61371	083125	VA0300200	JACKSON ST / WINCHESTER ST	030	T	D	W	N	35	F	Y	W	46.2-821		N	N	N	N	R
W61563	083125	VA0300200	597 BROADVIEW AVE	030	T	D	W	N	44	F	Y	W	46.2-821		N	N	N	N	V
W61298	083125	VA0300200	HOLIDAY CT / WALKER DR	030	T	D	W	N	64	M	Y	W	46.2-821		N	N	N	N	V
W61299	083125	VA0300200	BREEZEWOOD DR / WALKER DR	030	T	D	W	N	48	M	Y	W	46.2-821		N	N	N	N	V
W61300	083125	VA0300200	ACADEMY HILL RD / WALKER DR	030	T	D	W	N	72	F	Y	W	46.2-821		N	N	N	N	R
W61297	082925	VA0300200	410 BLK ROSEDALE CT	030	T	D	W	N	40	M	Y	W	46.2-821		N	N	N	N	V
W60403	083025	VA0300200	SPRINGS RD / LEES RIDGE RD	030	T	D	W	N	23	M	Y	W	46.2-1013		N	N	N	N	R
S2025000678	082925	VA0300200	307 BROADVIEW AVE	030	T	D	W	H	48	M	Y	S	46.2-1158		N	N	N	N	V

Record ID	Stop Date	Agency ORI	Location	Jurisdiction Code	Reason for Stop	Person Type	Race	Ethnicity	Age	Gender	English Speaking	Action Taken	Specific Violation	Virginia Crime Code	Person Searched	Vehicle Searched	Force Used by Officer	Force Used by Subject	Residency
S2025000680	082925	VA0300200	ASHBY ST / WEST LEE ST	030	T	D	W	N	65	M	Y	S	18.2-272		N	N	N	N	V
S2025000681	083025	VA0300200	459 WINCHESTER ST / PATRICK RYAN WAY	030	T	D	W	N	42	F	Y	S	46.2-821		N	N	N	N	R
S2025000683	083025	VA0300200	669 FROST AVE / VAN ROUEN ST	030	T	D	A	N	52	F	Y	S	46.2-833		N	N	N	N	V
S2025000684	083125	VA0300200	225 OAK SPRINGS DR	030	T	D	W	N	57	M	Y	S	46.2-821		N	N	N	N	R
S2025000682	083025	VA0300200	548 BEAR WALLOW RD	030	T	D	W	N	63	F	Y	S	46.2-874		N	N	N	N	V
S2025000677	082925	VA0300200	712 JAMES MADISON HWY	030	T	D	W	N	20	F	Y	S	46.2-874		N	N	N	N	V
S66528	083025	VA0300200	WALKER DR / ROSEDALE CT	030	T	D	W	N	22	F	Y	S	46.2-821		N	N	N	N	R
S66527	082925	VA0300200	WINCHESTER ST / NORTH CT	030	T	D	W	N	19	M	Y	S	46.2-821		N	N	N	N	V
S66526	082925	VA0300200	WALKER DR / COLONEL DR	030	T	D	W	N	49	F	Y	S	46.2-821		N	N	N	N	V

TOWN OF WARRENTON

POLICE DEPARTMENT

333 Carriage House Lane • Warrenton, Virginia 20186
Telephone (540) 347-1107 • Fax (540) 341-4190

Accredited Virginia Law Enforcement Professional Standards Commission Agency

MONTHLY REPORT - SEPTEMBER - 2025

	MONTH	CALENDAR	CALENDAR
	SEPTEMBER	YTD '25	YTD '24
TOTAL CALLS FOR SERVICE TO INCLUDE:	2434	18811	18587
SELF INITIATED	1247	9120	8762
DISPATCHED	1187	9691	9825
ACCIDENTS:	48	402	358
REPORTABLE	17	164	159
NON-REPORTABLE (No injury, under $1500 or private property)	31	238	199
ARRESTS (CRIMINAL):			
FELONY	2	23	24
MISDEMEANOR	7	127	115
TRAFFIC ENFORCEMENT (NON-CRIMINAL):			
SUMMONS	84	1061	692
PARKING	222	1530	1166
WRITTEN WARNINGS	110	1171	706
DRUG ARRESTS:			
FELONY	0	6	6
MISDEMEANOR	0	0	0
OVERDOSES:	1	3	1

REPORTED CRIMES SEPTEMBER 2025

CLASSIFICATION

		SEPTEMBER	YTD '25	YTD '24
1a	Murder and Non-Negligent Manslaughter			
1b	Manslaughter by Negligence			
2	Forcible Rape			
3	Robbery			2
4	Assault	8	63	45
5	Burglary		4	2
6	Larceny	4	82	88
7	Motor Vehicle Theft	1	8	5
9	Arson			1
10	Forgery and Counterfeiting		1	3
11	Fraud	3	45	39
12	Embezzlement		1	2
13	Stolen Property: Buy/Receive/Possess			
14	Vandalism/Graffiti	5	39	42
15	Weapons			3
16	Prostitution/Vice			
17	Sex Offenses		7	5
18	Drug Violations		3	4
19	Gambling			
20	Offenses Against Family	4	56	61
21	Driving Under Influence	1	14	11
22	Liquor Laws			
23	Drunk in Public		24	21
24	Disorderly		24	23
25	All Other Offenses			
26	Curfew/Loitering			
27	Runaway			
28	Reckless Driving		1	
29	Drive suspended/revoked		1	
30	Contempt of Court			
31	Unauthorized use			2
32	Hit & Run	5	32	32
33	Contributing to delinquency of minor		1	1
34	False report to police			
35	Abduction/Kidnapping		1	1
36	Shooting into Building			
37	Child Neglect			2

Record ID	Stop Date	Agency ORI	Location	Jurisdiction Code	Reason for Stop	Person Type	Race	Ethnicity	Age	Gender	English Speaking	Action Taken	Specific Violation	Virginia Crime Code	Person Searched	Vehicle Searched	Force Used by Officer	Force Used by Subject	Residency
W61373	090125	VA0300200	ASHBY ST / HOTEL ST	030	T	D	W	N	33	F	Y	W	46.2-821		N	N	N	N	R
W60231	090125	VA0300200	W. LEE HWY / FLETCHER DR	030	T	D	W	N	57	F	Y	W	46.2-878		N	N	N	N	R
S2025000686	090125	VA0300200	225 WATERLOO ST	030	T	D	W	H	23	M	Y	S	46.2-821		N	N	N	N	O
S2025000685	090125	VA0300200	US 17 SPUR / HASTINGS LN	030	T	D	W	N	43	M	Y	S	46.2-870		N	N	N	N	V
W61412	090225	VA0300200	WALKER DR / ACADEMY HILL RD	030	T	D	W	N	58	M	Y	W	46.2-821		N	N	N	N	V
W61374	090425	VA0300200	288 FORBES CT	030	T	D	W	N	67	M	Y	W	46.2-821		N	N	N	N	R
W61565	090425	VA0300200	20 BROADVIEW AVE	030	T	D	W	H	43	F	N	W	46.2-821		N	N	N	N	V
W61566	090425	VA0300200	360 BROADVIEW AVE	030	T	D	W	H	50	M	Y	W	46.2-861.1		N	N	N	N	V
S2025000693	090425	VA0300200	712 JAMES MADISON HWY	030	T	D	W	H	25	M	Y	S	46.2-874		N	N	N	N	V
W61564	090425	VA0300200	WINCHESTER ST / JENNIFER DR	030	T	D	W	N	64	M	Y	W	46.2-821		N	N	N	N	V
W61751	090325	VA0300200	264 BLK NORFOLK	030	T	D	W	N	59	F	Y	W	46.2-878		N	N	N	N	V
W61451	090325	VA0300200	ACADEMY HILL RD / WALKER DR	030	T	D	W	N	56	F	Y	W	46.2-821		N	N	N	N	V
W61452	090325	VA0300200	FORBES CT / WINCHESTER ST	030	T	D	B	N	57	F	Y	W	46.2-821		N	N	N	N	R
S66530	090325	VA0300200	WALKER DR / COLONEL DR	030	T	D	W	N	66	M	Y	S	46.2-821		N	N	N	N	V
S66531	090325	VA0300200	ROSEDALE CT / WALKER DR	030	T	D	W	N	48	F	Y	S	46.2-821		N	N	N	N	V
S2025000689	090325	VA0300200	669 FROST AVE / VAN ROIJEN ST	030	T	D	W	N	31	M	Y	S	46.2-870		N	N	N	N	V
S2025000691	090425	VA0300200	669 FROST AVE / VAN ROIJEN ST	030	T	D	W	N	35	M	Y	S	46.2-878		N	N	N	N	V
S2025000692	090425	VA0300200	669 FROST AVE / VAN ROIJEN ST	030	T	D	W	N	34	M	Y	S	46.2-878		N	N	N	N	V
S2025000688	090325	VA0300200	251 WEST LEE HWY / WEST LEE HWY	030	T	D	W	N	46	F	Y	S	46.2-826		N	N	N	N	V
S2025000699	090525	VA0300200	10 EAST LEE HWY	030	T	D	W	N	22	M	Y	S	46.2-878		N	N	N	N	V
S2025000698	090525	VA0300200	669 FROST AVE / VAN ROIJEN ST	030	T	D	B	N	31	F	Y	S	46.2-878		N	N	N	N	V
S2025000697	090525	VA0300200	US 17 SPUR / HASTINGS LN	030	T	D	W	N	47	M	Y	S	46.2-830		N	N	N	N	O
S2025000696	090425	VA0300200	10 EAST LEE HWY	030	T	D	W	N	26	F	Y	S	46.2-830		N	N	N	N	V
S2025000694	090425	VA0300200	10 BLK EAST LEE HWY	030	T	D	W	N	18	M	Y	S	46.2-878		N	N	N	N	V
S2025000695	090425	VA0300200	1 WEST SHIRLEY AVE / CULPEPER ST	030	T	D	W	N	18	M	Y	S	46.2-1158		N	N	N	N	V
W60406	090425	VA0300200	RT 29 / COMFORT INN DR	030	T	D	A	N	30	F	Y	W	46.2-1030		N	N	N	N	V
W61753	090425	VA0300200	HOLIDAY CT / WALKER DR	030	T	D	B	N	45	F	Y	W	46.2-821		N	N	N	N	V
W61752	090425	VA0300200	276 BLK WEST LEE HWY	030	T	D	W	N	31	M	Y	W	46.2-646		N	N	N	N	V
W61754	090425	VA0300200	ACADEMY HILL EXT / WALKER DR	030	T	D	W	N	66	M	Y	W	46.2-821		N	N	N	N	R
S2025000700	090525	VA0300200	99 WEST LEE HWY / FLETCHER DR	030	T	D	W	N	25	F	Y	S	46.2-646		N	N	N	N	V
W61618	090225	VA0300200	ESTATE AVE / WALKER DR	030	T	D	W	N	54	M	Y	W	46.2-821		N	N	N	N	V
W61701	090725	VA0300200	FROST AVE / RAPPAHANNOCK ST	030	T	D	W	N	22	M	Y	W	46.2-804		N	N	N	N	V
W60165	090725	VA0300200	E. LEE / FALMOUTH ST	030	T	D	W	N	79	F	Y	W	46.2-1030		N	N	N	N	R
W61455	090825	VA0300200	WALKER DR / CANNON WAY	030	T	D	W	N	82	M	Y	W	46.2-821		N	N	N	N	R
W61454	090825	VA0300200	OLD ORCHARD LN / WINCHESTER ST	030	T	D	W	N	58	F	Y	W	46.2-821		N	N	N	N	V
W61453	090825	VA0300200	JACKSON ST / WINCHESTER ST	030	T	D	W	N	61	M	Y	W	46.2-821		N	N	N	N	O
W61755	090825	VA0300200	ALEXANDRIA PKE / WALKER DR	030	T	D	W	N	75	F	Y	W	46.2-830		N	N	N	N	R
W61376	090925	VA0300200	CHURCH ST BROADVIEW AVE	030	T	D	W	H	51	F	Y	W	46.2-833		N	N	N	N	V
W61375	090825	VA0300200	38 BROADVIEW AVE	030	T	D	W	N	31	F	Y	W	46.2-833		N	N	N	N	V
W61567	090925	VA0300200	ALEXANDRIA PIKE/ JOHN E MANN ST	030	T	D	W	N	28	F	Y	W	46.2-821		N	N	N	N	V
W61756	090925	VA0300200	CHELSEA DR / JOHN E MANN ST	030	T	D	W	N	61	M	Y	W	46.2-830		N	N	N	N	V
W61757	090925	VA0300200	188 BLK ALEXANDRIA PIKE	030	T	D	W	N	66	F	Y	W	46.2-804		N	N	N	N	V
W61456	090925	VA0300200	HOLIDAY CT / WALKER DR	030	T	D	W	N	75	F	Y	W	46.2-821		N	N	N	N	V
W61568	090925	VA0300200	87 WEST LEE HWY	030	T	D	B	N	32	M	Y	W	46.2-715		N	N	N	N	R
S2025000703	090925	VA0300200	712 JAMES MADISON HWY	030	T	D	W	N	61	M	Y	S	46.2-874		N	N	N	N	V
S2025000704	090925	VA0300200	328 EAST LEE HWY	030	T	D	B	N	30	M	Y	S	46.2-830		N	N	N	N	V
S2025000705	091025	VA0300200	10 BLK EAST LEE HWY	030	T	D	W	N	54	M	Y	S	46.2-878		N	N	N	N	V
S2025000701	090825	VA0300200	712 JAMES MADISON HWY	030	T	D	W	N	28	M	Y	S	46.2-874		N	N	N	N	R
S2025000702	090925	VA0300200	US 17 SPUR / HASTINGS LN	030	T	D	W	N	34	M	Y	S	46.2-830		N	N	N	N	O
S66551	090825	VA0300200	WALKER DRIVE / ROSEDALE CT	030	T	D	W	N	62	M	Y	S	46.2-830		N	N	N	N	V
W61619	091025	VA0300200	22 WATERLOO ST	030	T	D	W	H	17	M	Y	W	46.2-821		N	N	N	N	V
S66576	091025	VA0300200	244 WATERLOO ST	030	T	D	W	N	33	M	Y	S	46.2-821		N	N	N	N	V
S2025000706	091125	VA0300200	20 BROADVIEW AVE	030	T	D	W	N	62	M	Y	S	46.2-845		N	N	N	N	V
W61571	091525	VA0300200	DIAGONAL ST / WINCHESTER ST	030	T	D	W	N	67	M	Y	W	46.2-821		N	N	N	N	V
W61377	091525	VA0300200	TAYLOR ST / FALMOUTH ST	030	T	D	W	N	54	M	Y	W	46.2-821		N	N	N	N	R
W61538	091325	VA0300200	FOXCROFT RD / FAUQUIER RD	030	T	D	W	H	34	M	N	W	46.2-878		N	N	N	N	V
W61458	091325	VA0300200	BREEZEWOOD DR / WALKER DR	030	T	D	W	N	44	M	N	W	46.2-821		N	N	N	N	V
W61459	091325	VA0300200	ACADEMY HILL RD / WALKER DR	030	T	D	W	N	47	M	Y	W	46.2-821		N	N	N	N	V
W61460	091325	VA0300200	FORBES CT / WINCHESTER ST	030	T	D	W	N	31	F	Y	W	46.2-821		N	N	N	N	R
W61461	091325	VA0300200	ALEXANDRIA PKE / NORTH ST	030	T	D	W	N	52	M	Y	W	46.2-825		N	N	N	N	V
W61457	091225	VA0300200	HIDDEN CREEK LN / WALKER DR	030	T	D	W	N	86	F	Y	W	46.2-821		N	N	N	N	V
W61569	091325	VA0300200	598 BLK HASTINGS LN	030	T	D	W	N	40	M	Y	W	46.2-821		N	N	N	N	V
W60407	091325	VA0300200	7580 LEE HWY	030	T	D	B	N	54	M	Y	W	46.2-1034		N	N	N	N	V
W61570	091325	VA0300200	BLACKWELL RD / OAK SPRINGS DR	030	T	D	W	N	26	F	Y	W	46.2-821		N	N	N	N	V
S2025000709	091325	VA0300200	10 EAST LEE HWY	030	T	D	W	N	19	M	Y	S	46.2-878		N	N	N	N	V
S2025000710	091325	VA0300200	669 FROST AVE / VAN ROIJEN ST	030	T	D	W	N	33	M	Y	S	46.2-833		N	N	N	N	V
S2025000711	091325	VA0300200	669 FROST AVE / VAN ROIJEN ST	030	T	D	W	N	32	M	Y	S	46.2-878		N	N	N	N	V
S2025000712	091425	VA0300200	US 17 SPUR / HASTINGS LN	030	T	D	W	N	26	M	Y	S	46.2-830		N	N	N	N	V
S2025000713	091425	VA0300200	US 17 SPUR / HASTINGS LN	030	T	D	W	N	40	M	Y	S	46.2-830		N	N	N	N	O
S2025000714	091425	VA0300200	10 BLK LEE HWY	030	T	D	W	N	42	M	Y	S	46.2-878		N	N	N	N	V
S2025000715	091425	VA0300200	10 EAST LEE HWY	030	T	D	W	H	28	M	Y	S	46.2-878		N	N	N	N	V
S2025000717	091425	VA0300200	10 EAST LEE HWY / BLACKWELL RD	030	T	D	W	N	34	F	Y	S	46.2-878		N	N	N	N	O

Record ID	Stop Date	Agency ORI	Location	Jurisdiction Code	Reason for Stop	Person Type	Race	Ethnicity	Age	Gender	English Speaking	Action Taken	Specific Violation	Virginia Crime Code	Person Searched	Vehicle Searched	Force Used by Officer	Force Used by Subject	Residency
S2025000718	091425	VA0300200	10 EAST LEE HWY	030	T	D	W	N	56	M	Y	S	46.2-878		N	N	N	N	V
S2025000719	091525	VA0300200	712 JAMES MADISON HWY	030	T	D	W	N	42	M	Y	S	46.2-874		N	N	N	N	V
S2025000721	091525	VA0300200	669 FROST AVE / VAN ROIJEN ST	030	T	D	W	N	50	M	Y	S	46.2-878		N	N	N	N	V
S2025000722	091525	VA0300200	10 EAST LEE HWY	030	T	D	W	H	52	F	Y	S	46.2-878		N	N	N	N	R
W61413	091625	VA0300200	WALKER DR / ACADEMY HILL RD	030	T	D	W	N	35	F	Y	W	46.2-821		N	N	N	N	V
W61760	091725	VA0300200	FORBES CT / WINCHESTER ST	030	T	D	W	N	49	M	Y	W	46.2-821		N	N	N	N	V
W61573	091825	VA0300200	WINCHESTER ST / JENNIFER DR	030	T	D	W	N	26	M	Y	W	46.2-821		N	N	N	N	V
W61758	091725	VA0300200	WALKER DR / ACADEMY HILL LN	030	T	D	W	N	68	M	Y	W	46.2-821		N	N	N	N	V
W61759	091725	VA0300200	HOLIDAY CT / WALKER DR	030	T	D	W	N	80	M	Y	W	46.2-821		N	N	N	N	V
W61378	091725	VA0300200	JAMES MADISON HWY ALWINGTON BLVD	030	T	D	W	N	18	M	Y	W	46.2-874		N	N	N	N	V
W61572	091725	VA0300200	OAK SPRINGS RD / PEPPER TREE	030	T	D	W	H	47	M	Y	W	46.2-821		N	N	N	N	O
W61464	091725	VA0300200	ACADEMY HILL RD / WALKER DR	030	T	D	B	N	54	F	Y	W	46.2-821		N	N	N	N	V
W61463	091725	VA0300200	BELLE AIR LN / WALKER DR	030	T	D	A	N	41	M	Y	W	46.2-821		N	N	N	N	V
W61462	091725	VA0300200	WALKER DR / ACADEMY HILL RD	030	T	D	W	N	81	M	Y	W	46.2-821		N	N	N	N	V
S2025000727	091825	VA0300200	712 JAMES MADISON HWY	030	T	D	W	H	29	M	N	S	46.2-862		N	N	N	N	O
S2025000730	091825	VA0300200	329 EAST LEE ST / OLIVER CITY RD	030	T	D	W	N	38	M	Y	S	46.2-830		N	N	N	N	R
S2025000729	091825	VA0300200	US 17 SPUR / HASTINGS LN	030	T	D	W	N	44	M	Y	S	46.2-870		N	N	N	N	V
S66532	091725	VA0300200	ROSEDALE CT / WALKER DR	030	T	D	W	N	55	F	Y	S	46.2-821		N	N	N	N	V
S2025000724	091525	VA0300200	244 WATERLOO ST	030	T	D	W	H	26	M	N	S	46.2-829		N	N	N	N	O
S2025000720	091525	VA0300200	712 JAMES MADISON HWY	030	T	D	W	H	26	F	N	S	46.2-874		N	N	N	N	O
W61379	091925	VA0300200	123 BLK ALEXANDRIA PKE	030	T	D	W	N	50	F	Y	W	46.2-821		N	N	N	N	V
W61574	091925	VA0300200	271 WINCHESTER ST	030	T	D	B	N	39	F	Y	W	46.2-821		N	N	N	N	V
W61465	091825	VA0300200	HOLIDAY CT / WALKER DR	030	T	D	W	N	39	F	Y	W	46.2-821		N	N	N	N	V
W61763	091825	VA0300200	HOLIDAY CT / WALKER DR	030	T	D	W	N	50	M	Y	W	46.2-821		N	N	N	N	V
W61762	091825	VA0300200	BELLE AIR LN / WALKER DR	030	T	D	W	N	42	M	Y	W	46.2-821		N	N	N	N	V
S66534	091825	VA0300200	WINCHESTER ST / NORTH CT	030	T	D	W	N	60	F	Y	S	46.2-821		N	N	N	N	V
S66238	091925	VA0300200	WINCHESTER ST / PATRICK RYAN WAY	030	T	D	W	N	58	F	Y	S	46.2-1157		N	N	N	N	R
W60950	091925	VA0300200	241 BREEZEWOOD DRIVE	030	T	D	W	N	33	M	Y	W	46.2-821		N	N	N	N	R
W60138	091625	VA0300200	122 WEST SHIRLEY AVE	030	T	D	W	H	29	M	Y	W	46.2-646		N	N	N	N	V
W60642	092125	VA0300200	W. SHIRLEY AVE / HOSPITAL DR	030	T	D	W	N	17	M	N	W	46.2-715		N	N	N	N	V
W60949	092125	VA0300200	JAMES MADISON HWY ALWINGTON BLVD	030	T	D	W	N	27	M	Y	W	46.2-874		N	N	N	N	R
W60948	092125	VA0300200	ALEXANDRIA PIKE / WINCHESTER ST	030	T	D	W	N	16	M	Y	W	46.2-846		N	N	N	N	V
S66150	092125	VA0300200	E. LEE HWY / BLACKWELL PARK LN	030	T	D	W	N	20	M	Y	S	46.2-1157		N	N	N	N	V
S2025000726	091725	VA0300200	451 CULPEPER ST / MENLOUGH DR	030	T	D	W	N	23	M	Y	S	46.2-104		N	N	N	N	V
S2025000732	091925	VA0300200	551 FROST AVE	030	T	D	W	N	44	M	Y	S	46.2-1158		N	N	N	N	V
W61575	092225	VA0300200	BEAR WALLOW RD / FOXCROFT RD	030	T	D	W	N	58	F	Y	W	46.2-1013		N	N	N	N	V
W60410	092325	VA0300200	17 / US 17 SPUR	030	T	D	W	N	35	M	Y	W	46.2-875		N	N	N	N	R
W61380	092225	VA0300200	360 BROADVIEW AVE	030	T	D	W	N	40	M	Y	W	46.2-821		N	N	N	N	V
W61381	092225	VA0300200	8347 BLK JAMES MADISON HWY	030	T	D	W	N	38	F	Y	W	46.2-826		N	N	N	N	V
W61765	092225	VA0300200	FORBES CT / WINCHESTER ST	030	T	D	W	N	44	M	Y	W	46.2-812		N	N	N	N	V
W61764	092225	VA0300200	FORBES CT / WINCHESTER ST	030	T	D	W	N	74	M	Y	W	46.2-821		N	N	N	N	R
W61766	092225	VA0300200	ACADEMY HILL / WALKER DR	030	T	D	W	N	60	F	Y	W	46.2-821		N	N	N	N	V
W61468	092225	VA0300200	ACADEMY HILL / WALKER DR	030	T	D	W	N	75	M	Y	W	46.2-821		N	N	N	N	R
W61470	092225	VA0300200	FORBES CT / WINCHESTER ST	030	T	D	W	N	51	M	Y	W	46.2-821		N	N	N	N	V
W61466	092225	VA0300200	ACADEMY HILL RD / WALKER DR	030	T	D	W	N	44	F	Y	W	46.2-821		N	N	N	N	V
W61469	092225	VA0300200	FORBES CT / WINCHESTER ST	030	T	D	W	N	60	F	Y	W	46.2-821		N	N	N	N	R
W61467	092225	VA0300200	FORBES CT / WINCHESTER ST	030	T	D	W	N	64	F	Y	W	46.2-821		N	N	N	N	V
W60361	092325	VA0300200	236 W LEE HWY	030	T	D	W	N	38	F	Y	W	46.2-830		N	N	N	N	V
S2025000735	092325	VA0300200	548 BEAR WALLOW RD	030	T	D	B	N	26	M	Y	S	46.2-830		N	N	N	N	O
S2025000734	092325	VA0300200	US 17 / HASTINGS LN	030	T	D	A	N	33	F	Y	S	46.2-862		N	N	N	N	V
S2025000733	092225	VA0300200	599 BLACKWELL RD / EAST LEE HWY	030	T	D	W	N	46	M	Y	S	46.2-835		N	N	N	N	R
W61472	092325	VA0300200	FORBES CT / WINCHESTER ST	030	T	D	W	N	32	F	Y	W	46.2-821		N	N	N	N	R
W61471	092325	VA0300200	ACADEMY HILL EXT / MILLFIELD DR	030	T	D	W	N	34	F	Y	W	46.2-821		N	N	N	N	V
W61767	092325	VA0300200	ACADEMY HILL EXT / WALKER DR	030	T	D	W	N	27	F	Y	W	46.2-821		N	N	N	N	V
W61768	092325	VA0300200	271 WINCHESTER ST	030	T	D	W	H	43	F	Y	W	46.2-821		N	N	N	N	V
W60770	092325	VA0300200	HOLIDAY CT / WALKER DR	030	T	D	W	N	32	M	Y	W	46.2-821		N	N	N	N	O
W61382	092425	VA0300200	EAST LEE ST / OLIVER CITY RD	030	T	D	W	N	70	M	Y	W	46.2-821		N	N	N	N	V
W61576	092325	VA0300200	728 ARBOR CT	030	T	D	W	N	23	F	Y	W	46.2-821		N	N	N	N	R
W60411	092425	VA0300200	351 BROADVIEW AVE	030	T	D	W	N	20	M	Y	W	46.2-853		N	N	N	N	V
W61473	092325	VA0300200	271 BLK WINCHESTER ST	030	T	D	W	N	24	M	Y	W	46.2-646		N	N	N	N	V
S2025000737	092325	VA0300200	712 JAMES MADISON HWY	030	T	D	B	N	24	M	Y	S	46.2-874		N	N	N	N	V
S2025000736	092325	VA0300200	459 WINCHESTER ST / PATRICK RYAN WAY	030	T	D	W	N	63	M	Y	S	46.2-821		N	N	N	N	R
S66538	092325	VA0300200	WALKER DR / COLONEL DR	030	T	D	W	N	58	M	Y	S	46.2-821		N	N	N	N	V
S66537	092225	VA0300200	WINCHESTER ST / NORTH ST	030	T	D	W	N	42	F	Y	S	46.2-821		N	N	N	N	R
S66536	092225	VA0300200	WALKER DR / ROSEDALE CT	030	T	D	W	N	54	F	Y	S	46.2-821		N	N	N	N	R
S66535	092225	VA0300200	FAUQUIER RD / FOXCROFT RD	030	T	D	A	N	23	M	Y	S	46.2-821		N	N	N	N	R
S66552	092325	VA0300200	CULPEPER ST / WEST SHIRLEY AVE	030	T	D	B	N	50	M	Y	S	46.2-707		N	N	N	N	V
S66553	092325	VA0300200	WALKER DR / ROSEDALE CT	030	T	D	W	N	25	F	Y	S	46.2-821		N	N	N	N	V
W61620	092425	VA0300200	SULLIVAN ST / WATERLOO ST	030	T	D	W	N	61	F	Y	W	46.2-108		N	N	N	N	V
W61623	092625	VA0300200	613 FROST AVE	030	T	D	W	N	63	M	Y	W	46.2-821		N	N	N	N	R
W61622	092525	VA0300200	BROADVIEW AVE / ROEBLING ST	030	T	D	W	N	24	F	Y	W	46.2-821		N	N	N	N	V
W61621	092525	VA0300200	GARRETT ST / WATERLOO ST	030	T	D	W	N	33	F	Y	W	46.2-821		N	N	N	N	V

Record ID	Stop Date	Agency ORI	Location	Jurisdiction Code	Reason for Stop	Person Type	Race	Ethnicity	Age	Gender	English Speaking	Action Taken	Specific Violation	Virginia Crime Code	Person Searched	Vehicle Searched	Force Used by Officer	Force Used by Subject	Residency
W60139	092525	VA0300200	522 BLACKWELL RD	030	T	D	W	N	35	M	Y	W	46.2-830.1		N	N	N	N	V
W60643	092525	VA0300200	93 JOHN E MANN ST	030	T	D	B	N	59	M	N	W	46.2-888		N	N	N	N	R
W61581	092925	VA0300200	470 BROADVIEW AVE	030	T	D	B	N	63	M	Y	W	46.2-835		N	N	N	N	V
W61582	092925	VA0300200	SOUTH FIFTH ST / EAST LEE ST	030	T	D	W	N	41	F	Y	W	46.2-1013		N	N	N	N	V
W61480	092825	VA0300200	HOTEL ST / COURT ST	030	T	D	W	H	41	F	Y	W	46.2-821		N	N	N	N	O
W61479	092825	VA0300200	ACADEMY HILL EXT / WALKER DR	030	T	D	W	N	34	M	Y	W	46.2-821		N	N	N	N	R
W61580	092825	VA0300200	615 BRANCH DR	030	T	D	W	N	40	F	Y	W	46.2-878		N	N	N	N	O
W61385	092825	VA0300200	167 WEST SHIRLEY AVE	030	T	D	W	N	24	M	Y	W	46.2-826		N	N	N	N	R
W61384	092725	VA0300200	288 FORBES CT	030	T	D	W	N	33	M	Y	W	46.2-821		N	N	N	N	R
W61478	092725	VA0300200	410 BLK ROSEDALE CT	030	T	D	W	H	52	F	Y	W	46.2-821		N	N	N	N	V
W61477	092725	VA0300200	ACADEMY HILL RD / WALKER DR	030	T	D	W	H	41	M	Y	W	46.2-821		N	N	N	N	V
W60413	092725	VA0300200	430 EAST SHIRLEY AVE	030	T	D	W	N	26	F	Y	W	46.2-1030		N	N	N	N	V
W61476	092725	VA0300200	410 BLK ROSEDALE CT	030	T	D	W	N	34	F	Y	W	46.2-821		N	N	N	N	V
W61383	092725	VA0300200	107 ALEXANDRIA PIKE	030	T	D	W	N	52	F	Y	W	46.2-821		N	N	N	N	V
W61579	092625	VA0300200	493 BLK FAUQUIER RD	030	T	D	W	N	44	F	Y	W	46.2-874		N	N	N	N	V
W60412	092625	VA0300200	251 WEST LEE HWY	030	T	D	B	N	36	M	Y	W	46.2-835		N	N	N	N	R
W61475	092625	VA0300200	HOLIDAY CT / WALKER DR	030	T	D	W	N	23	F	Y	W	46.2-821		N	N	N	N	V
W61474	092625	VA0300200	410 BLK ROSEDALE CT	030	T	D	A	N	63	F	Y	W	46.2-821		N	N	N	N	O
W61624	093025	VA0300200	19 BROADVIEW AVE	030	T	D	B	N	47	M	Y	W	46.2-821		N	N	N	N	V
W61414	092925	VA0300200	WALKER DR / HOLIDAY CT	030	T	D	W	N	56	F	Y	W	46.2-821		N	N	N	N	V
W60140	092925	VA0300200	139 W. LEE HWY	030	T	D	W	N	57	M	Y	W	46.2-821		N	N	N	N	V
W60141	092925	VA0300200	SULLIVAN ST / CHURCH	030	T	D	W	N	56	M	Y	W	46.2-1158		N	N	N	N	V
S2025000744	092925	VA0300200	712 JAMES MADISON HWY	030	T	D	B	N	54	M	Y	S	46.2-874		N	N	N	N	R
S2025000743	092925	VA0300200	328 EAST LEE HWY	030	T	D	B	N	46	M	Y	S	46.2-830		N	N	N	N	V
S2025000742	092825	VA0300200	99 WEST LEE HWY / FLETCHER DR	030	T	D	W	N	22	M	Y	S	46.2-833		N	N	N	N	V
S2025000738	092725	VA0300200	10 EAST LEE HWY	030	T	D	W	N	18	F	Y	S	46.2-878		N	N	N	N	O
S2025000741	092725	VA0300200	597 BROADVIEW AVE	030	T	D	W	N	20	F	Y	S	46.2-830		N	N	N	N	V
S2025000739	092725	VA0300200	10 EAST LEE HWY	030	T	D	W	N	29	M	Y	S	46.2-862		N	N	N	N	O
S66554	092825	VA0300200	WALKER DR / ROSEDALE CT	030	T	D	W	N	49	F	Y	S	46.2-821		N	N	N	N	R
S66555	092825	VA0300200	WALKER DR / ROSEDALE CT	030	T	D	W	N	24	F	Y	S	46.2-821		N	N	N	N	R
W60142	093025	VA0300200	251 W. LEE HWY	030	T	D	W	N	62	M	Y	W	46.2-1158		N	N	N	N	V
S2025000475	093025	VA0300200	101 EAST LEE HWY / BLACKWELL RD	030	T	D	W	N	29	M	Y	S	46.2-830		N	N	N	N	V
S2025000747	093025	VA0300200	597 BROADVIEW AVE	030	T	D	W	N	47	M	Y	S	46.2-873		N	N	N	N	O
S2025000748	093025	VA0300200	597 BROADVIEW AVE	030	T	D	W	N	43	F	Y	S	46.2-873		N	N	N	N	R
S2025000749	093025	VA0300200	110 GARRETT ST / WEST SHIRELY AVE	030	T	D	W	N	29	M	Y	S	46.2-1158		N	N	N	N	R
S2025000750	093025	VA0300200	669 FROST AVE / VAN ROIJEN ST	030	T	D	W	N	42	M	Y	S	46.2-1158		N	N	N	N	V
S2025000751	093025	VA0300200	399 CULPEPER ST / FISHER LN	030	T	D	W	N	24	F	Y	S	46.2-1158		N	N	N	N	R

Quarterly Report

Parks and Recreation Department

Town Council Meeting Date: November 12, 2025.

First Quarter FY-2026: July, August, September

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

Department introduction:

The Town of Warrenton Parks and Recreation Department's mission to enhance the quality of life by connecting the community to accessible services, diverse programs and well-maintained parks and facilities. We strive to be a leading provider of high-quality recreational programs, services and facilities in the Town of Warrenton. Our values are as follows: **G**rowth-embracing new ideas and innovation to enhance our services, **A**ccessibility-Ensuring that all community members feel welcome, safe and valued, **T**eamwork-Collaborating effectively with other departments, organizations and community members to achieve shared goals, **H**ealth and Wellness-Promoting physical, mental and emotion well-being through recreational opportunities, **E**xcellence-Striving for the highest standards in all aspects of service delivery, **R**espect-Treating every individual, community member and the environment with dignity, fairness and kindness. We invite you to GATHER at one of our facilities, parks or programs.

Commendable Achievements:

After a quick recovery from Warrenton Town Limits Festival, we jumped right into celebrating Parks and Recreation Month in July. We kicked it off with the 4th of July Kids and Pets Parade on Main St and closed out the month with our annual Cardboard Boat Race with 7 teams competing to see who could create the best and most durable boat!

Collaborated with our Communications Department to film welcome and introductory videos to each of our parks. We plan to edit them and use for marketing and promotional purposes in the future.

For the second half of our summer swim session and the beginning of the fall session, we held over 80 classes and had 245 participants.

Puzzle Wars events remained as popular as ever with 12 teams competing in August and 10 teams competing in September.

Kite Night in September saw 13 beautiful kites flying in the skies over Rady Park.

For our free, fall Movie in the Park event, we just over 100 attendees who brough their blankets, lawn chairs and picnics as they enjoyed Coco at Eva Walker Park.

Project Progress:

ADA Playgrounds-As an update to the FY 25- Fourth Quarter Report, a new concrete walkway was installed by Public Works in front of and along the side of the Fun For All Playground connecting the playground to the veranda. New Poured In Place surfacing material was also installed, along with brand new ramps. There are still some minor repairs and additional swings to be installed.

Parks and Recreation Master Plan-Kimley Horn completed the following items and submitted a draft memo summarizing their findings: demographics analysis, parks and facilities evaluations, benchmarking, funding and revenue assessment. In August we kicked off our online survey and began the process of scheduling stakeholder and focus groups for interviews. We extended the survey several times in an effort to gather as many responses as possible. The survey results as well as information from the stakeholder interviews and focus groups should be completed by the end of October, with a draft summarizing the information to us in November.

HVAC contract-We have been working with a new company for our HVAC services in hopes that we will have better communication regarding the preventative maintenance services, as well as assisting us with scheduling out larger scale and higher cost repairs and replacements so we can better plan for our operating, CARP and CIP. As an example, the boilers are scheduled to be replaced in FY 28, however, the new company may another recommendation.

Water Play Structure-We are working on finalizing a scope of work, so we can put together an RFP to get the Water play structure replaced.

CARP projects-In preparation for the FY 27 budget, we have been evaluating and putting together an additional list of larger scale items that need to be fixed or replaced to include the large slide tower at the WARF and replaster of the leisure pool.

WARF Front Walkway lights-we are currently exploring options to replace the lights that were removed during the front walkway repairs.

Elevator-We are working with Human Capital to obtain a grant from VRSA to help with the modernization costs of our elevator. Fortunately, it's been running fine and there have been no issues during the monthly maintenance checks.

Charts and information:

Town of Warrenton
Department of Parks and Recreation
First Quarter FY26

Revenue Summary	FY 2025 1st Qtr.	FY 2025 2nd Qtr.	FY 2025 3rd Qtr.	FY 2025 4th Qtr.	FY 2025 YTD	FY 2026 1st Qtr.
Memberships	$92,745.84	$87,516.37	$94,633.72	$99,888.59	$374,784.52	$96,871.42
MVPasses	$10,080.70	$10,849.50	$12,748.82	$13,418.75	$47,097.77	$11,320.00
Daily Admissions	$63,341.00	$34,027.50	$53,060.50	$84,296.00	$234,725.00	$68,870.00
Group Fitness 15 Class Pass	$1,890.00	$1,890.00	$2,390.00	$1,485.00	$7,655.00	$2,250.00
Programs (Aquatics, Fitness, Recreation)	$31,527.50	$23,603.38	$35,968.00	$59,390.33	$150,489.21	$24,537.88
Rentals	$41,149.84	$54,884.50	$99,241.00	$34,044.50	$229,319.84	$36,213.50
Individual Instruction	$8,739.00	$7,563.00	$9,805.00	$14,475.00	$40,582.00	$11,905.00
Merchandise	$1,346.89	$936.92	$1,087.63	$6,650.49	$10,021.93	$1,314.60
Sponsorship/Grant/ Ad Sales	$900.00	$2,000.00	$5,400.00	$6,800.00	$15,100.00	$2,900.00
Park Rentals and Events	$2,135.00	$540.00	$2,845.00	$3,887.50	$9,407.50	$4,122.50
Vending Commission	$2,408.82	$1,132.66	$2,894.77	$2,092.01	$8,528.26	$3,017.23
End of period	***$256,264.59***	***$224,943.83***	***$320,074.44***	***$326,428.17***	***$1,127,711.03***	***$263,322.13***

Monthly Memberships/25 Visit Passes/Admissions Sales Summary	FY 2025 1st Qtr.	FY 2025 2nd Qtr.	FY 2025 3rd Qtr.	FY 2025 4th Qtr.	FY 2025 YTD	FY 2026 1st Qtr.
New Annual Memberships	108	88	128	73	397	89
Renewed Annual Membership	126	126	111	133	496	114
Monthly Memberships	157	193	212	270	832	196
25 Visit Passes	74	70	83	88	315	67
Group Fitness 15 Class Pass	16	14	18	11	59	15
Daily Admissions	10,117	5,253	7,924	12,896	36,190	9,840
Total Number of Check-ins	26,495	25,783	29,482	32,818	114,578	29,134

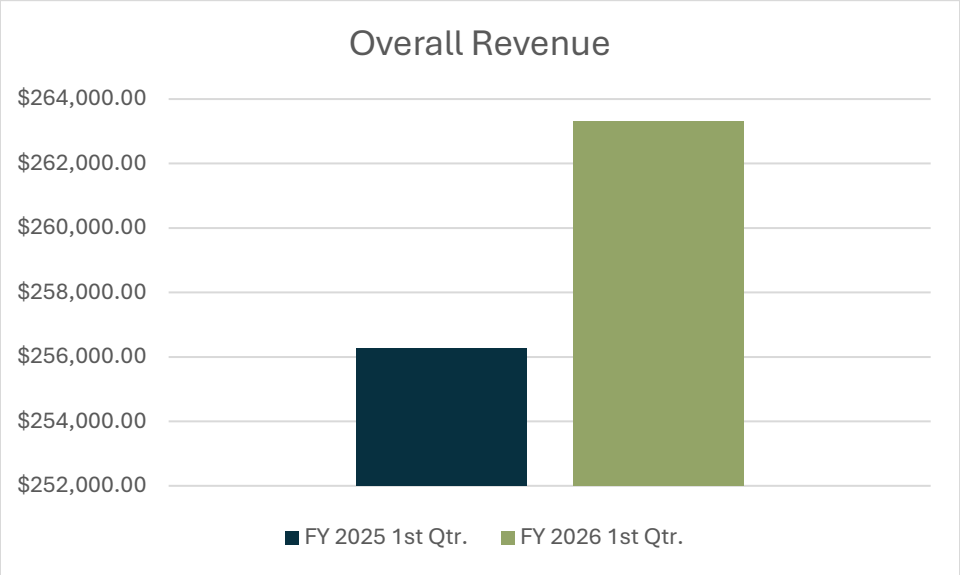
Monthly Programming Summary	FY 2025 1st Qtr.	FY 2025 2nd Qtr.	FY 2025 3rd Qtr.	FY 2025 4th Qtr.	FY 2025 YTD	FY 2026 1st Qtr.
Aquatic Classes Offered	89	6	42	114	251	84
Number of Participants in Aquatic Classes	375	21	203	547	1146	345
Fitness Classes Offered	658	691	604	663	2616	650
Number of Participants in Fitness Classes	6006	6441	6639	6993	26079	4811
Specialty Classes Offered	4	3	3	3	13	3
Number of Participants in Specialty Classes	21	16	24	21	82	17
Recreation Programs/Events Offered	6	5	4	8	23	5
Number of Participants in Recreation Programs/Events	60	131	48	282	521	58

Rentals	FY 2025 1st Qtr.	FY 2025 2nd Qtr.	FY 2025 3rd Qtr.	FY 2025 4th Qtr.	FY 2025 YTD	FY 2026 1st Qtr.
Swim Lanes	768	2608	3108.5	1224.5	7709	449
Birthday Parties	54	71	75	65	265	39
Facility Rentals/Group Swims	37	47	33	19	136	15
Pavilion Rentals	35	17	9	56	117	45
Field Rentals	0	0	0	0	0	13

Data:

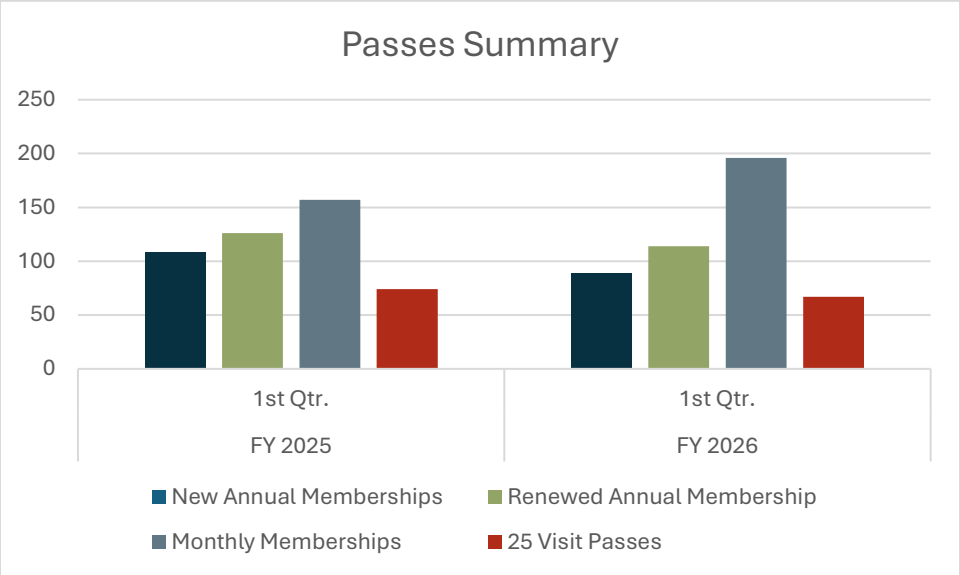
Revenue:

Overall revenue has increased by 3% compared to FY 25-1st quarter. We have seen a reduction in revenue for our Swim Lane rentals due to one of the USA swim teams who rent from us year round not needing to reserve lanes at the WARF this year.



Passes:

While we've seen a decrease in the annual memberships, renewals and 25 visit passes, we've seen an increase by almost 25% in the monthly memberships.



Programs:

We are seeing decreases across the board of our programs offered and number of participants ranging from a 1% decrease with fitness programs offered to an almost 20% decrease in fitness program participation. There could be a variety of reasons for these decreases.

Rentals:

We are seeing about a 40% decrease in swim lane rentals, 28% decrease in birthday parties, 60% decrease in group swims with a 29% increase in pavilion rentals, as well as a new soccer field rental at Rady Park that we have not had in the past.

Quarterly Report

Information Technology Department

Town Council Meeting Date: Nov 12, 2025

First Quarter: 2026 July, Aug, Sept

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

Department Overview:

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

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

Building a Security-First Culture

In an increasingly interconnected digital landscape, cybersecurity risk extends far beyond technical concerns, it is a fundamental priority for local government operations. A security incident could interrupt critical public services, compromise sensitive resident information, or undermine community confidence. This reality emphasizes the essential role of robust cybersecurity practices, informed decision-making, and responsible data management in protecting Town systems and ensuring uninterrupted service delivery.

Every member of our workforce contributes to this effort. A single inadvertent action, such as opening a phishing email, using a compromised password, or operating an unpatched device. All of these actions can expose confidential records, financial systems, or public safety information. By maintaining vigilance and adhering to established protocols, we collectively strengthen our defenses, protect our residents, and uphold the integrity of the services they depend on.

Commendable Achievements:

IT Director presented at the Citizens Academy.

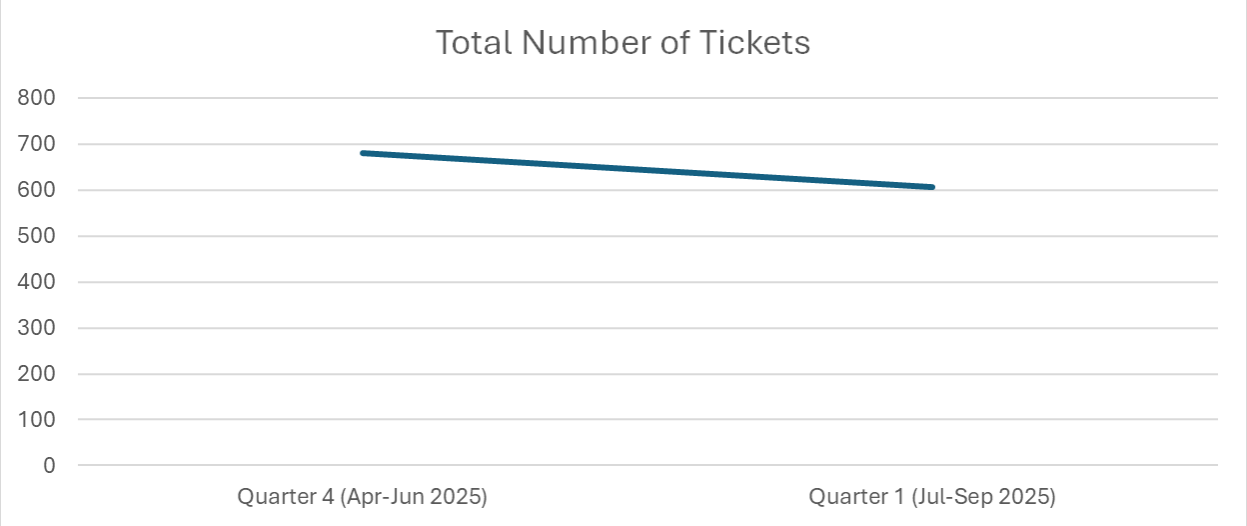
Project Progress:

Modernization updates:

- Network equipment was updated to maintain system readiness and efficiency.
- Expanded site maps to monitor network equipment across all locations.

- Continued implementation of the ERP system, with ongoing progress in finance, human resources, and payroll modules, advancing the modernization of municipal operations and enhancing data transparency and integration across departments.
- Rolled out upgraded audio-visual (AV) software to upgrade camera functionality.
- Windows 11 workstation upgrades are 92% complete.

Charts and information:



Ticket Volume Comparison:

- In the previous quarter, there were 681 tickets.
- In the last quarter, the number of tickets decreased to 607.
- This represents a decrease of 10.8% over the two quarters.

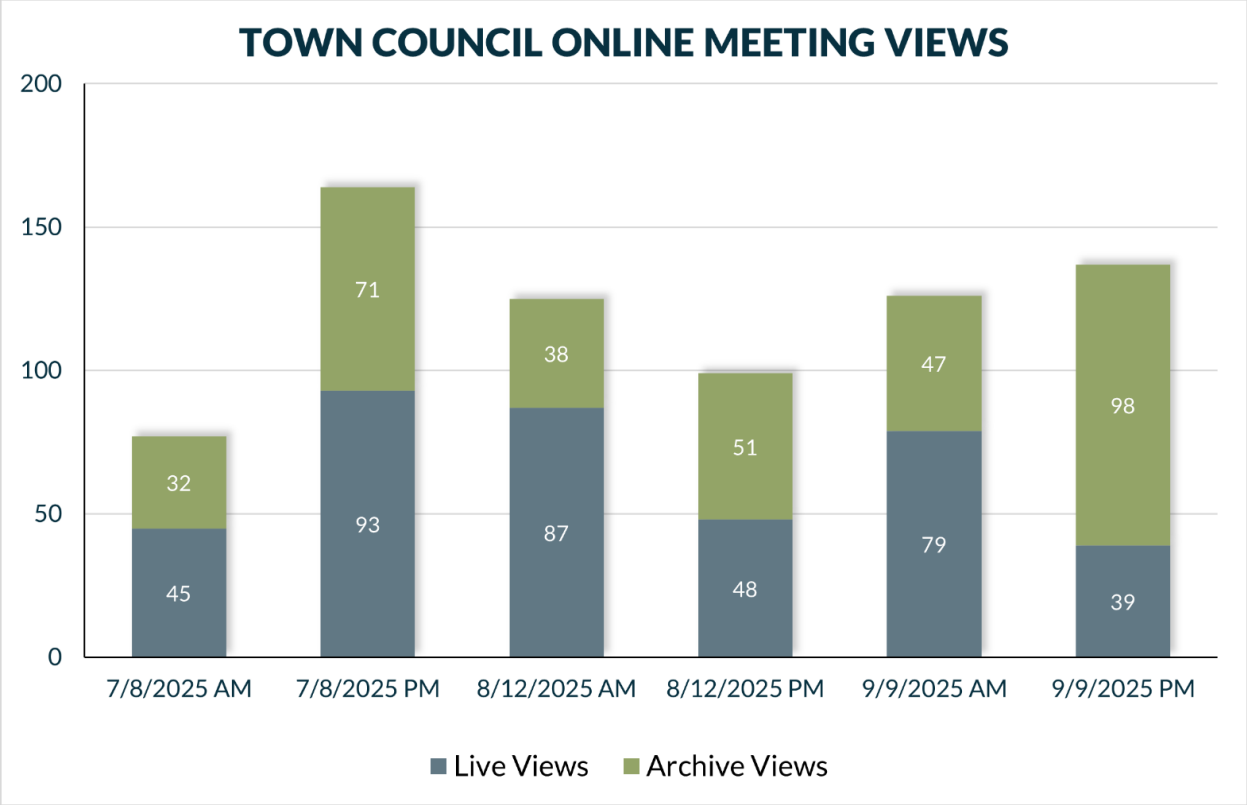
Trending in Ticket Volume:

- The trend line shows a slight decrease in ticket volume from Q4 2025 to Q1 2026. This reflects the IT Department's continued commitment to proactive, efficient support — helping reduce user-reported issues and increasing overall productivity among Town employees. As remote support capabilities advance, the IT team is able to maintain device functionality town-wide by:
- Remotely pushing updates before problems arise (without needing full control of the device)

- Assisting users without being physically present—minimizing downtime for both parties
- Keeping hardware specifications current, often before users experience performance slowdowns.

Town Council Meeting Views:

This report provides an overview of online viewership for recent Town Council meetings, highlighting both live and archive viewing trends. Data was collected from sessions held between April and June 2025 and reflects public engagement across different meeting times. Analyzing these trends helps to assess the community's preferred viewing habits and inform decisions on scheduling and promoting Council meetings to maximize accessibility and participation



QUARTERLY REPORT

HUMAN CAPITAL & RISK

DEPARTMENT

Town Council Meeting Date: November 12, 2025.

First Quarter FY-2026: July, August, September

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

DEPARTMENT INTRODUCTION:

- The Town's Human Capital (HC) & Risk Department serves as both a strategic advisor and a service-oriented partner dedicated to supporting all employees in a way that fosters a **positive**, **high-performing** workplace.

- Our mission is to **create and maintain** a work environment that **inspires** employee excellence, encourages **collaboration**, and **empowers** individuals to do what they do best—serve the Town and its residents through **Excellence in Action!**

- ***We prioritize human sustainability by placing the workforce at the forefront of internal operational decision-making.*** This approach ensures that employees have the **tools, support**, and opportunities necessary to thrive—both professionally and personally.

- When employees are supported, engaged, and aligned with the organization's goals, the result is a ***collaborative culture that consistently meets—and exceeds—mission expectations.*** Therefore, we are committed to ensuring that the Town's public services are delivered effectively and sustainably—by supporting the workforce behind them.

- Our pledge is to provide employees with the **resources** and **environment** they need to **become the best versions of themselves**—for their teams, their families, and the community they serve.

- The HC function goes beyond standard *HR*. It is rooted in the belief that **PEOPLE ARE THE TOWN'S GREATEST ASSET.**

COMMENDABLE ACHIEVEMENTS:

- HC/RM Hosted the VRSA 2-day OSHA 10 course for the Town and other localities – *held at the PD Community room in July.*
- HC Director attended PSHRA Compensation Essentials Three Week Course
- HCG attended TLC Benefits Round Table
- HCG attended VRSA RoundTable

PROJECT PROGRESS:

HC continues to assess and enhance programs, processes, and procedures to support the Town's retention goals and overall operational efficiency. All efforts are aligned with the strategic direction of the Town Manager and Town Council. Collectively, these initiatives strengthen the workforce, ensure alignment with strategic objectives, and promote long-term retention and organizational success. Ongoing updates and new initiatives for this fiscal year include, but are not limited to, the following:

A. Enhancing and streamlining Human Capital processes and procedures to maximize efficiency, consistency, and impact
   - Continue on building upon the partnership with Town Council on identifying HC cost-effective program initiatives that meet their strategic objectives while maintaining a competitive retention program.
   - HC is working closely with the Director of Finance and Town Manager to propose an enhanced benefits program to the Town Council—including retirement, leave, professional development, recognition, and other monetary and career-enhancing benefits—that advances our total compensation program while maintaining a minimal impact on overall personnel costs compared with the value of employee retention.
   - Continuous review of internal policies and procedures that foster an inclusive and diverse workforce.
   - Work closely with the Director of Finance and Town Manager on building out Workforce Planning strategic process and program.
   - Work closely with the Town Manager and Director of Finance on a proposal to TOC on an Organizational Study and/or Classification & Compensation study for FY27 budget consideration.
   - Continue to enhance the Town's hiring, onboarding, and performance management programs
   - Continuous collaboration with Fauquier County HR and Risk Management teams on building upon HC programs (benefits, facilities, etc.) and training programs partnerships.
   - HC participation in the Finance Committee & Safety Committee initiatives.
   - HC Director met with several members of Town Council individually to review HC programs.
   - HC continues to work with Tyler consultants on the HRIS modules implementation

B. Expanding training and development programs.
   - Internally kicked off *Igniting Excellence Learning & Development Program* with the Leadership Team in Q1
   - Igniting Excellence program (and annual training requirements) is scheduled to be rolled out to employees Q3.
   - E.I.L. Training Program is anticipating starting Phase 2 of the training in Q3/Q4 of 2026
   - HC/RM will kick off the Safety Officer program in Q3 Town-wide
   - HC/RM will continue to collaborate with the FM and EM on Fire Safety and Emergency Preparedness Safety response and awareness training initiatives in all facilities
   - HC/RM will begin mini-L&D safety awareness sessions in Q3

C. Advancing risk management and safety initiatives to protect employees and organizational assets through training and collaboration efforts
   - Works closely with the Aquatics Coordinator & their team on the outreach and scheduling of Town employee CPR/AED training
   - Works closely with the PW leadership team & administrative staff on ensuring employees are processed within the administrative regulations for the Town's internal CDL certification program.
   - Collaborating with HC and Risk vendors, the enhancement of employee programs, such as VRSA and Workers Compensation.

D. Maintaining and enhancing employee wellness and support initiatives.
   - Continuing to partner with the Wellness Connection Committee to better understand and support employee needs
   - Annual Benefits survey will be sent to all employees in Q3
   - The Town will release an RFP in Q3 to evaluate medical providers and survey the market for cost-effective insurance options for the upcoming plan year; a new provider may or may not be selected.
   - continuation of building partnerships with CommonHealth and local organizations around Town/County.

Charts and information-Data:

♦ Employee Metrics

	Quarter 1
TOTAL FT	4.55%
TOTAL PT	4.51%
TOTAL FT/PT	9.06%

FY26	Quarter 1
Total Headcount - Full Time	132
# Hires	6
# Voluntary Sep	3
# Involuntary Sep.	3
# Voluntary Turnover %	2.27%
# Involuntary Turnover %	2.27%
Total Headcount - Part Time	134
# Hires	6
# Voluntary Sep	6
# Involuntary Sep.	0
# Voluntary Turnover %	4.51%
# Involuntary Turnover %	0.00%

FY26	
Full Time Hires	6
Full Time Terminations	6
Part Time Hires	6
Part Time Terminations	6
CHURNOVERS (INTERNALS)	
FT Hired & Termed within year	
Reasons for Leaving - Full Time	6
Better Opportunity/Compensation	0
Better Opportunity	0
Compensation	0
New Career Field	0
Not best fit - position/culture	0
Involuntary Due to Performance	3
Relocation	1
Resigned In lieu of Termination *not counted in total-informational purposes only*	0
Retirement	1
Work/Life Balance (school, other)	1
Other / Unknown	0
# of EE's who listed more than one reason for leaving	1
Reasons for Leaving - Part Time	6
Better Opportunity/Compensation	0
Better Opportunity	0
Compensation	1
New Career	0
Not best fit - position/culture	1
Involuntary Due to Performance	0
Relocation	0
Retirement	0
Work/Life Balance (school, other)	4
Other / Unknown	0
CHURNOVERS (INTERNALS)	0
# of EE's who listed more than one reason for leaving	0

Other: Schedule ONLY
Other: Medical, personal
Other: Medical, family member

- Risk Data

July Risk Data	
Type	Total #
Auto Liability	2
Auto Physical Damage	3
General Liability	2
Property	3
Workers' Compensation	5

August Risk Data	
Type of Incident	Total #
General Liability	2
Auto Physical Damage	1
Workers' Compensation	5
Property	1

September Risk Data	
Type of Incident	Total #
General Liability	2
Property	1
Auto Physical Damage	2
Workers' Compensation	1

Quarterly Report

Public Works & Utilities

Departments

Town Council Meeting Date:

1ST . Quarter FY-2026:

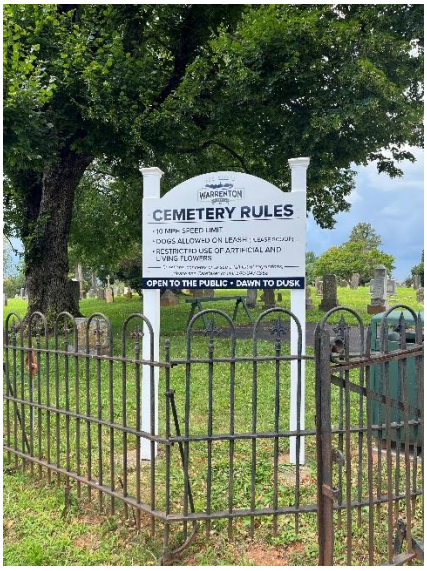
Please accept this as the quarterly report for the ***Public Works & Utilities*** departments.

Commendable Achievements:

- Congratulations to Roger Heflin on his retirement from the Town of Warrenton. He was employed with Public Works for 25 Years.

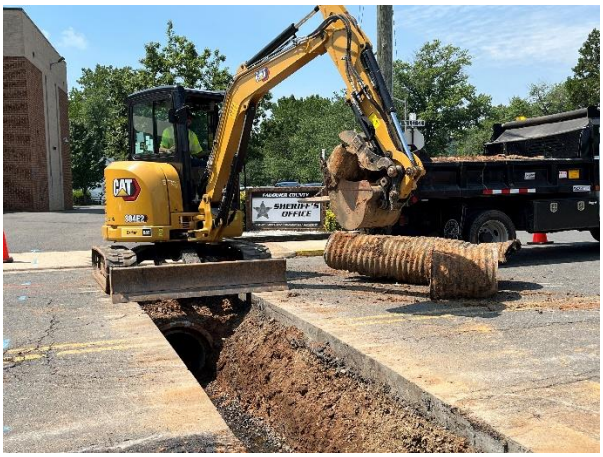
Project Progress:

- Signs were made and installed at both entrances to the Cemetery. And also made and installed at the Public Works & Utilities Facilities,





- The Street Dept. replaced a culvert pipe on West Lee St. @ Keith St.The pipe was collapsing, causing erosion to the surrounding area. Gravel was installed and compacted, then asphalt was laid to complete the job.





- The baseball field at Rady Park had become a grassy field. The Street Crew returned it to a baseball field. This was obtained by tilling and dragging the area as needed.





- The Town experienced a storm on July 16, 2025. The Town's Water Plant reported this storm delivered 3.2 inches of rain in less than 2 hours. The storm in its aftermath resulted in culvert pipe washouts, downed trees & limbs, and flooding. Some damage has now just been discovered.




- The walking path between Gay Road and Bear Wallow Rd. had become difficult to pass. The Land Management Crew went in and removed the overgrowth, trimmed branches, and edged the trail.




- _5_ Burial permits issued: July _1_ Aug. _2_ Sept. _2_

Walkability Study Repairs included:

- The Street Crew painted numerous crosswalks on Blackwell Road at the intersection of North Hill Drive. Also, the intersection at Hastings Drive at Cardinal Lane & Willow Court.





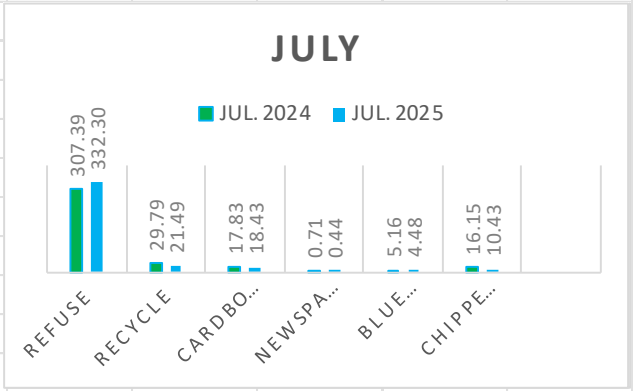
Meter Dept:

- _0_ Meter installed. _0_ Meters replaced. _109_ Read & Transfer.
- _1_ Water connections issued. _1_ Sewer connections issued
- _10_ Water cut-ons/offs.
- _0_ Meter registers replaced.
- The AMI water meter reading antennas have been installed. This will make it easier to read them daily, allowing us to notify the customer of possible leaks in days instead of weeks. This will save water and money. We are continuing our efforts to upgrade the older water meter registers for better signal strength and hourly water usage reports. This provides greatly enhanced analytics.

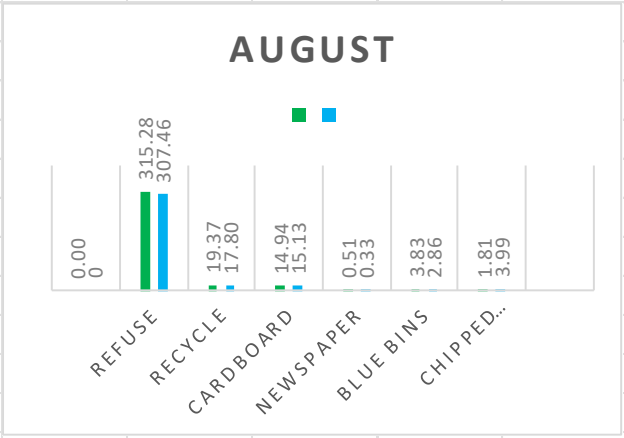
Charts and information:

1ST. QTR. OF 2026 REFUSE & RECYCLING TONNAGES

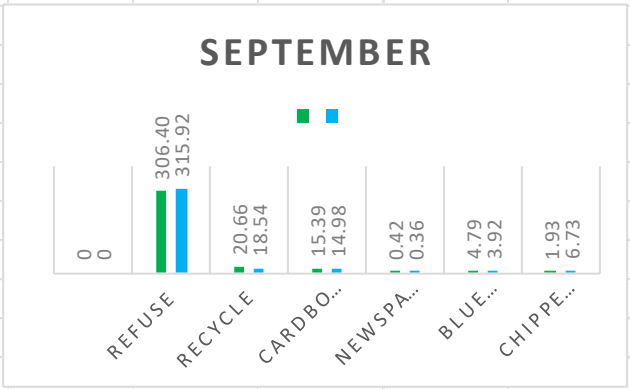
	JUL. 2024	JUL. 2025
Refuse	307.39	332.30
Recycle	29.79	21.49
Cardboard	17.83	18.43
Newspaper	0.71	0.44
Blue Bins	5.16	4.48
Chipped Brush	16.15	10.43



	AUG. 2024	AUG. 2025
Refuse	315.28	307.46
Recycle	19.37	17.80
Cardboard	14.94	15.13
Newspaper	0.51	0.33
Blue Bins	3.83	2.86
Chipped Brush	1.81	3.99



	SEP. 2024	SEP. 2025
Refuse	306.40	315.92
Recycle	20.66	18.54
Cardboard	15.39	14.98
Newspaper	0.42	0.36
Blue Bins	4.79	3.92
Chipped Brush	1.93	6.73



Data:

Taps Committed & Available for Sale:

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

Residential:	July	Aug.	Sept.
In-Town Water	803.5	803.5	802.5
In Town Sewer	692	692	691
Out of Town Water	261	261	261
Out of Town Sewer	268	268	268

Commercial:

	July	Aug.	Sept.
In-Town Water	347	347	347
In Town Sewer	361	361	361
Out of Town Water	15	15	15
Out of Town Sewer	15	15	15

Taps Sold Water & Sewer:

Water: 1	July 0	Aug. 0	Sept. 1
Sewer: 1	July 0	Aug. 0	Sept. 1

Water Treatment Plant:

	July	Aug.	Sept.
Total gallons pumped (All Sources):	35,961,856	36,782,816	37,376,343
Average gallons per day:	1,160,060	1,186,542	1,205,688
Total gals. pumped same month last year:	51,692,525	35,442,129	36,190,387
Average gallons per day:	1,667,501	1,142,649	1,167,432

Wastewater Treatment Plant:

	July	Aug.	Sept.
Total gals. flow through the sewage plant:	66,200,000	46,880,000	39,940,000
Average gallons per day:	2,135,484	1,512,258	1,288,387
Total gals. flow during the same month last year:	40,990,000	42,770,000	46,490,000
Average gallons per day:	1,322,258	1,379,677	1,499,677
Total inches of rainfall:	9 .05 In	1.25 In.	2.10 In.

DEQ Report of Operation Report:

July	2024	2025
Reported Water Connections:	7,419	7,418
People served:	17,434	17,432

Aug.	2024	2025
Reported Water Connections:	7,412	7,423
People served:	17,418	17,444

Sept.	2024	2025
Reported Water Connections:	7,417	7,440
People served:	17,429	17,484

The Town of Warrenton
P.O. Box 341
Warrenton, VA 20188
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September 2025 Road Conditions Report



VDOT State of Good Repair

- **VDOT State of Good Repair Program- Local Pavement Program**
  - 100% funding from VDOT via FHWA
  - ADA Ramps upgraded to present standards
  - Mill and overlay deteriorated streets

- **VDOT SGR 2023**
  - **VDOT awards the Town $598,723.49 of SGR Funds to paving the following routes:**
    - Falmouth Street- from Falmouth Court to Main Street
    - Main Street- from Falmouth Street to Alexandria Pike
    - Alexandria Pike- from Main Street to Old Alexandria Pike
      - Scheduled for pavement in July 2026

- **VDOT SGR 2025 application**
  - Broadview Avenue- from Roebling Street to Town Limits
  - Blackwell Road- from Lee Highway to Walker Drive

- **VDOT CTB Requirements**
  - CTB FY-2029 Goal
    - 82 % of Arterial Streets need a CCI score of 60 or greater
    - 75 % of Collector Streets need a CCI score of 60 or greater

Pavement Overlay and Sidewalk Replacement Plan

- **FY-25 Pavement Overlay Schedule**
  - FY-25 schedule completed in September 2024
  - Total Cost- $758,703.01

- **FY-26 Pavement Overlay Schedule**
  - Award PO July 2025
  - Collector Routes
    - Beacon Road
    - Blue Ridge Street
    - Dover Road
    - First Street
    - Gold Cup Drive

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

➢ **FY-27 Pavement Overlay Schedule**

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

➢ **Pavement Evaluation**

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

➢ **Current Pavement Conditions**

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

- **Town Current CCI Score**
    - Arterial Street- 64.3

- **Other Pavement Projects**
    - Town Hall Parking Lot-August 2025
    - Eva Walker Basketball Court- August 2025

Sidewalk Construction

- **Fauquier Road**
    - Started Preliminary Engineering on September 28, 2023
    - Survey work completed by end of October 2023
    - Concept Plan completed December 2023
    - Public Comment
    - 30% Design completed by end of 2024
    - Submit for VDOT Revenue Share funding in FY-25

- **Main Street**
    - VDOT Agreement: October 2024
    - Start Design: November 2024
    - Public Meeting: March 26, 2025
    - VDOT Review: July 2025
    - Plans Approved: September 2025
    - Construction Start: August 2025

- **Courthouse Square**
    - Install Medians- October 2025

- **Waterloo Street**
    - Construction: October 2025

- **Future Sidewalks in planning stage**
    - Gay Road
    - Foxcroft Road

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September 2025 CIP Report

Capital Improvement Projects



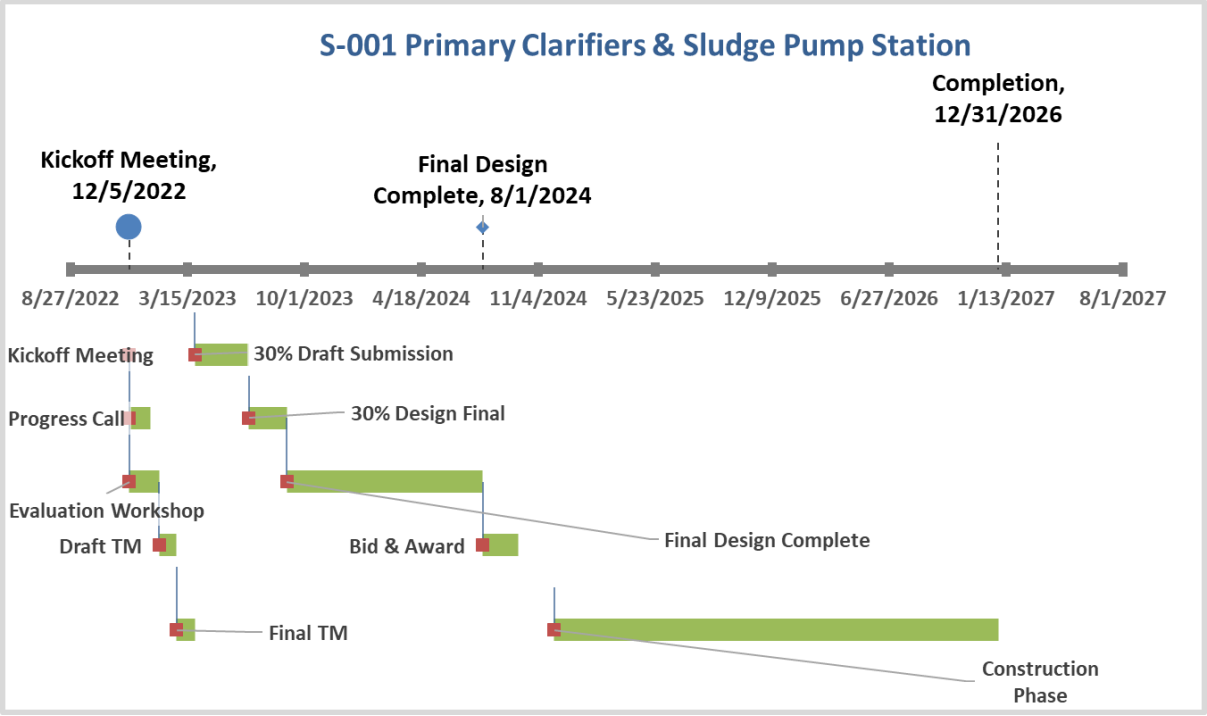
Project Name: S-001 Primary Clarifiers & Sludge Pump Station

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

Project Status Update: The contractor is preparing to install the clarifier tanks in September 2025

PROJECT SCHEDULE			
Phase (Task)	**Start**	**Finish**	**% Complete**
PE Design	December 5, 2022	September 1, 2023	100%
Final Design	September 5, 2023	August 1, 2024	100%
Project Bid	August 1, 2024	September 30, 2024	100%
Construction	October 1, 2024	December 31, 2026	26%

PROJECT BUDGET			PROJECT FUNDING SOURCE	
Design	$ 474,682.00		Debt	$ 8,574,682.00
Construction	$ 14,150,000.00		Federal	$ 5,400,000.00
			W&S Fund	$ 650,000.00



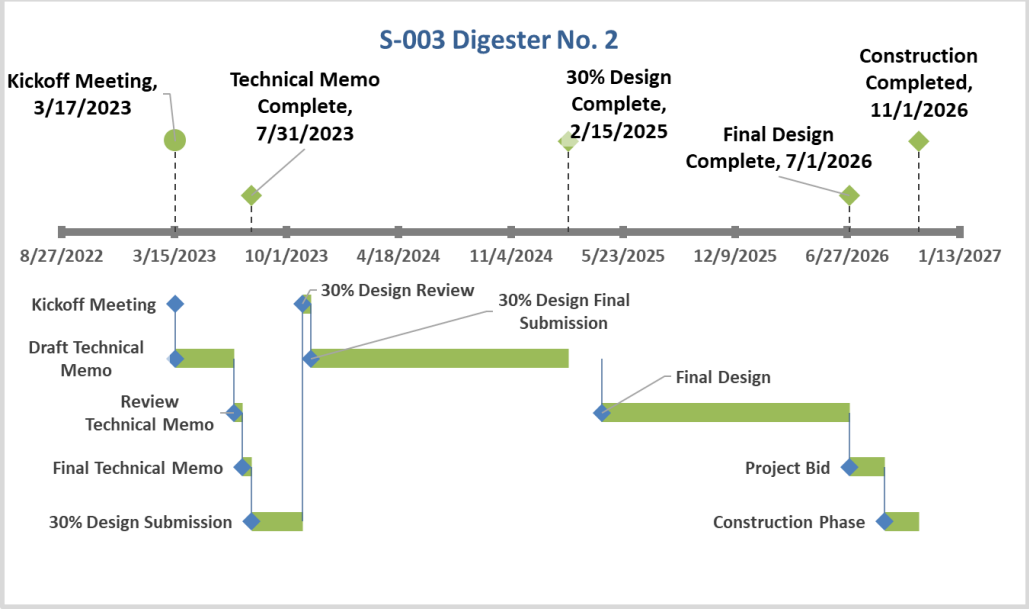
Project Name: S-003 Digester No. 2

Project Objective: A new digester to breakdown wastewater biosolids

Project Status Update: The designer is currently working on 60% design.

PROJECT SCHEDULE			
Phase (Task)	**Start**	**Finish**	**% Complete**
PE Design	March 17, 2023	January 1, 2025	100%
Final Design	April 15, 2025	July 1, 2026	20%
Project Bid	July 1, 2026	September 1, 2026	0%
Construction	September 1, 2026	October 1, 2028	0%

PROJECT BUDGET			PROJECT FUNDING SOURCE	
Design	$ 710,000.00		Debt	$ 6,063,750.00
Construction	$ 6,063,750.00		W&S Fund	$ 710,000.00



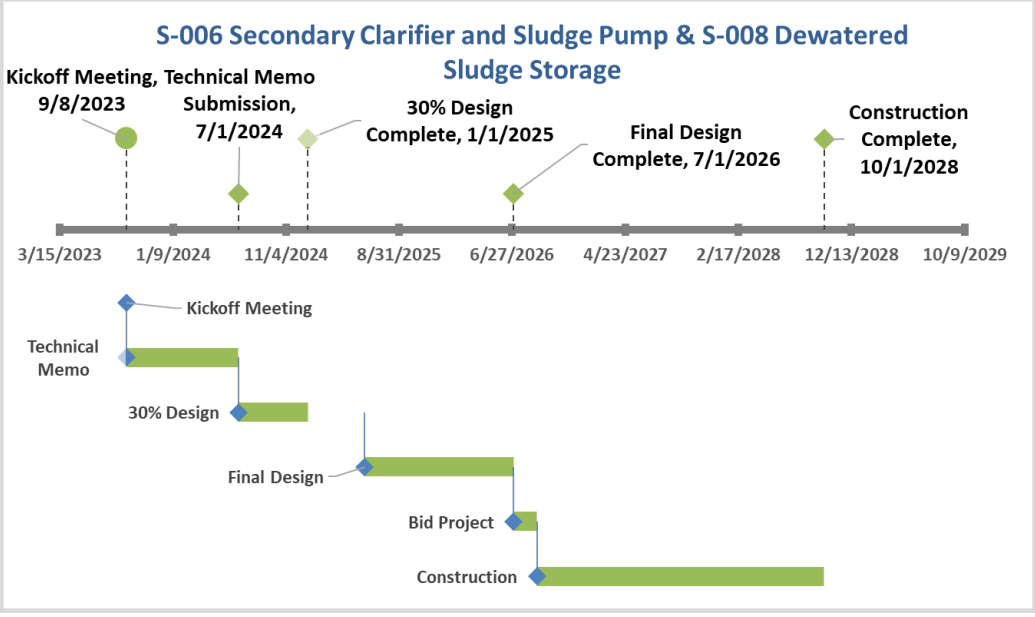
Project Name: S-006 Secondary Clarifier and Sludge Pump & S-008- Dewatered Sludge Storage

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

Project Status Update: The designer has started working on the final design.

PROJECT SCHEDULE			
Phase (Task)	**Start**	**Finish**	**% Complete**
PE Design	March 17, 2023	January 1, 2025	100%
Final Design	June 1, 2025	July 1, 2026	10%
Project Bid	July 1, 2026	September 1, 2026	0%
Construction	September 1, 2026	October 1, 2028	0%

PROJECT BUDGET			PROJECT FUNDING SOURCE	
Design	$ 630,000.00		Debt	$ 10,500,000.00
Construction	$ 11,250,000.00		W&S Fund	$ 1,380,000.00



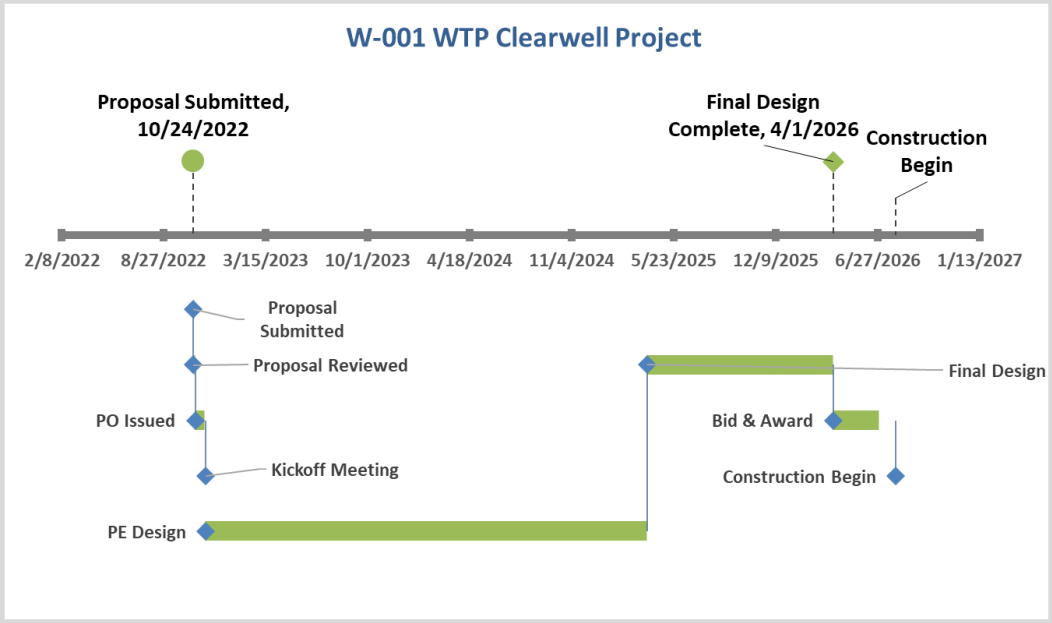
Project Name: W-001 WTP Clearwell Project

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

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

PROJECT SCHEDULE			
Phase (Task)	**Start**	**Finish**	**% Complete**
PE Design	October 24, 2022	April 1, 2024	100%
Final Design	April 1, 2024	April 1, 2026	50%
Project Bid	April 1, 2026	June 30, 2026	0%
Construction	August 1, 2026	August 1, 2028	0%

PROJECT BUDGET			PROJECT FUNDING SOURCE		
Design	$	595,000.00	Debt	$	7,775,000.00
Construction	$	8,609,000.00	W&S Fund	$	1,429,000.00



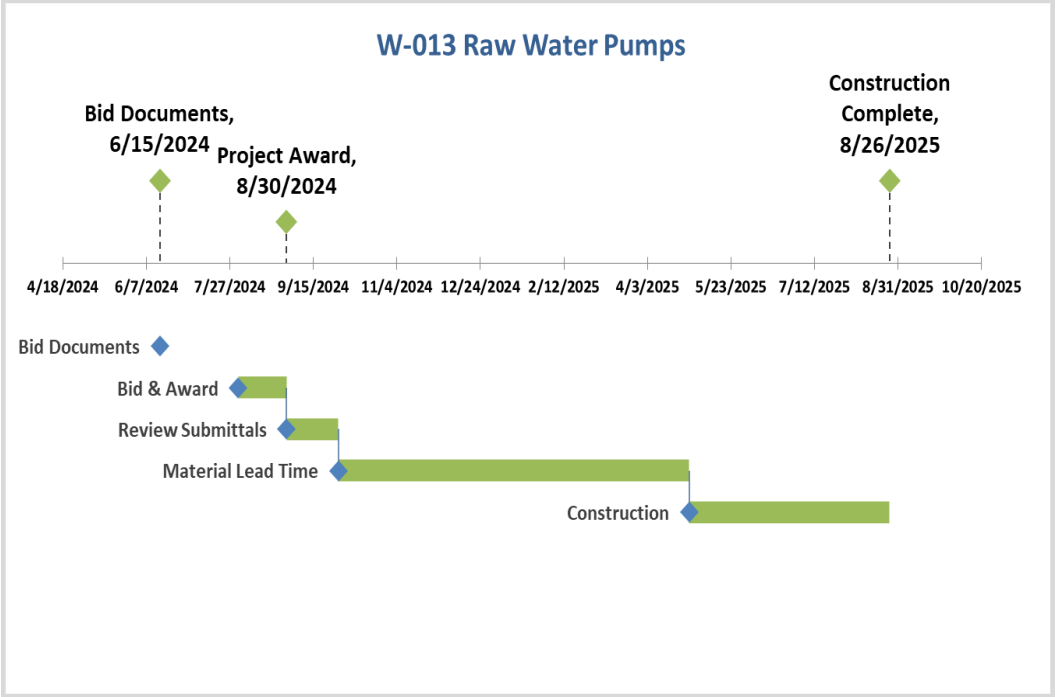
Project Name: W-013 Raw Water Pumps

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

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

Phase (Task)	Start	Finish	% Complete
Bid Documents	June 15, 2024	August 1, 2024	100%
Project Bid	August 1, 2024	August 30, 2024	100%
Construction	August 30, 2024	August 26, 2025	95%

PROJECT BUDGET			PROJECT FUNDING SOURCE	
Design	$ 70,000.00		Debt	$ -
Construction	$ 700,000.00		W&S Fund	$ 770,000.00



Project Name: W-019 Hunton Street Waterline Replacement

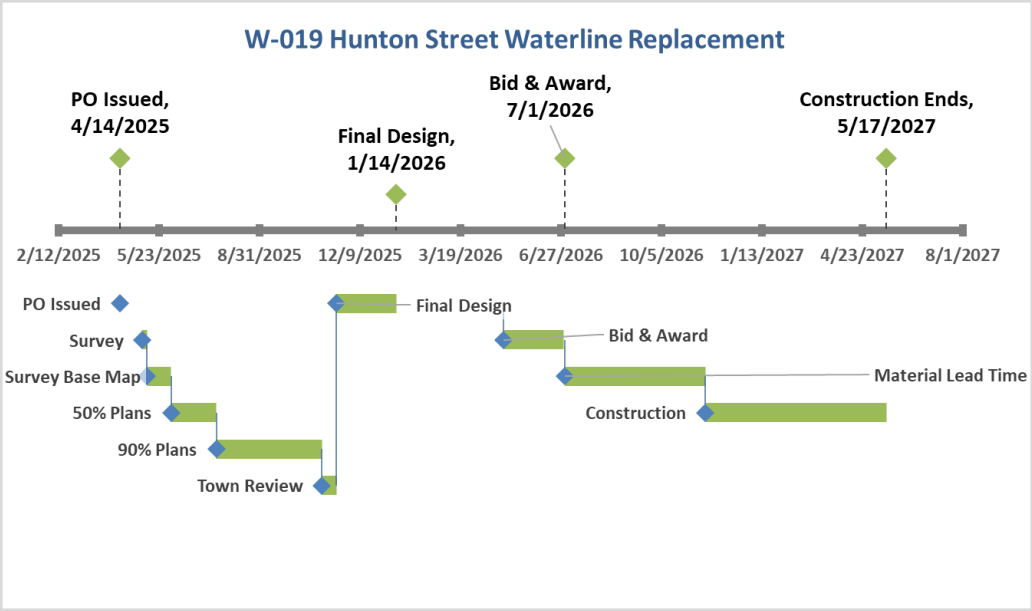
Project Objective: Replace the existing cast iron waterline with ductile iron, which will improve fire flows and reduce pipe breaks.

Project Status Update: The designer has submitted 100% design for review. VDOT is currently reviewing the plans.

PROJECT SCHEDULE			
Phase (Task)	**Start**	**Finish**	**% Complete**
Design	March 27, 2025	August 1, 2025	100%
Project Bid	May 1, 2026	July 1, 2026	0%
Construction	July 1, 2026	4-1-27	0%

PROJECT BUDGET		
Design	$	96,611.00
Construction	$	1,000,000.00

PROJECT FUNDING SOURCE		
Debt	$	-
W&S Fund	$	75,000.00



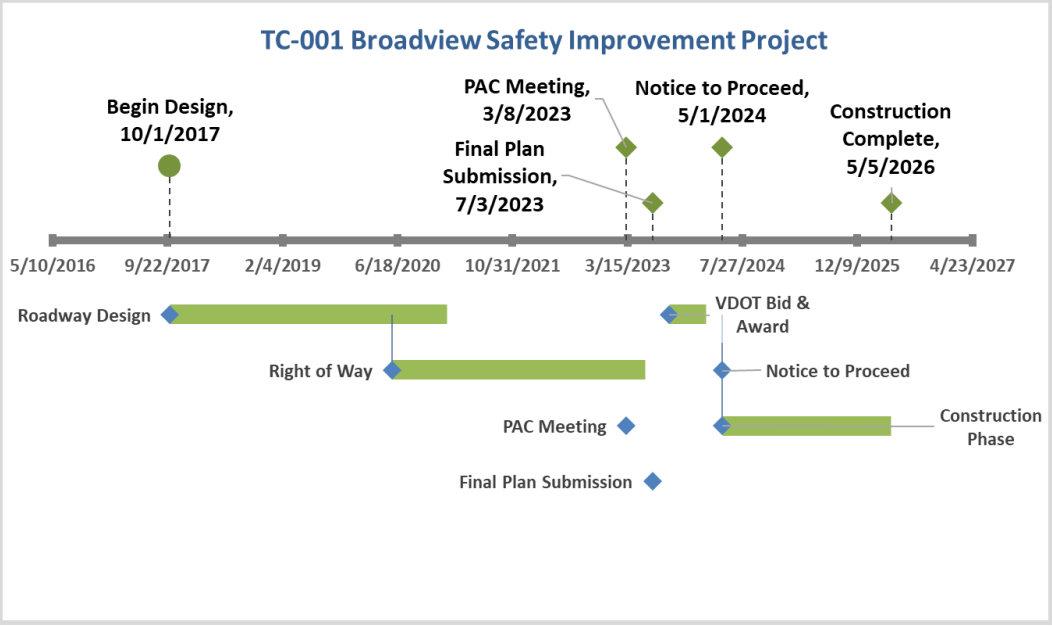
Project Name: TC-001 Broadview Safety Improvement

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

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

PROJECT SCHEDULE			
Phase (Task)	**Start**	**Finish**	**% Complete**
Design	October 1, 2017	July 3, 2023	100%
Project Bid	July 3, 2023	February 21, 2024	50%
Construction	May 1, 2024	May 2026	65%

PROJECT BUDGET			PROJECT FUNDING SOURCE	
R/W	$	2,032,481.00	General Fund	$ 1,488,000.00
Design	$	-	VDOT	$ 6,363,893.00
Construction	$	5,819,412.00		



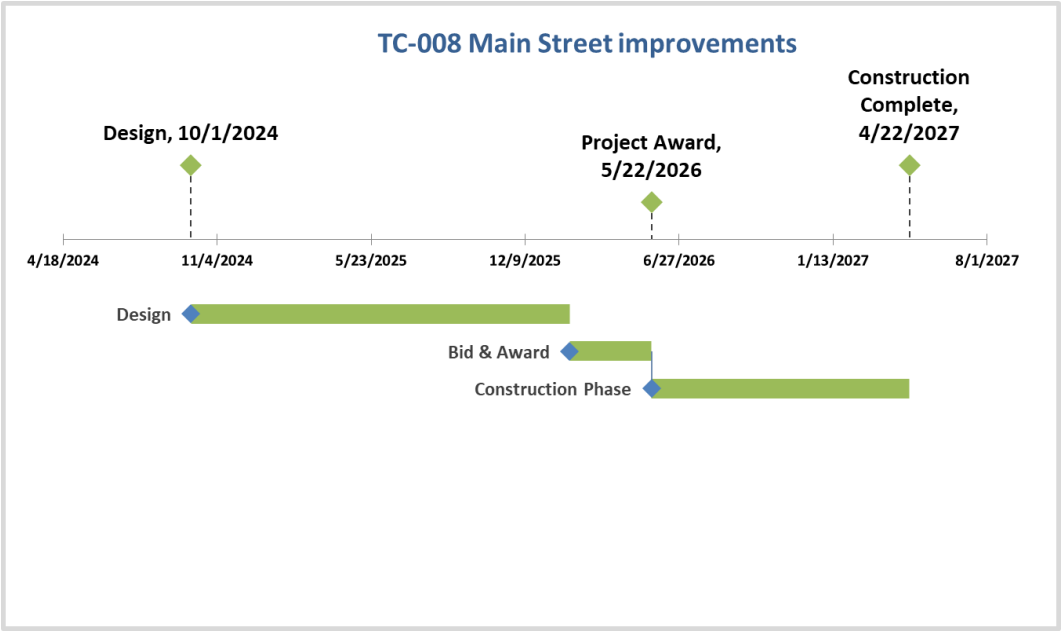
Project Name: TC-008 Main Street Improvements

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

Project Status Update: Designer submitted 90% plans to VDOT for review. Construction is scheduled to start early 2026.

PROJECT SCHEDULE			
Phase (Task)	**Start**	**Finish**	**% Complete**
Design	October 1, 2024	February 5, 2026	90%
Project Bid	February 5, 2026	May 22, 2026	0%
Construction	May 22, 2026	April 22, 2027	0%

PROJECT BUDGET			PROJECT FUNDING SOURCE		
Design	$	146,003.00	General Fund	$	448,002.00
Construction	$	1,843,614.00	VDOT	$	807,308.00
			Debt	$	734,307.00



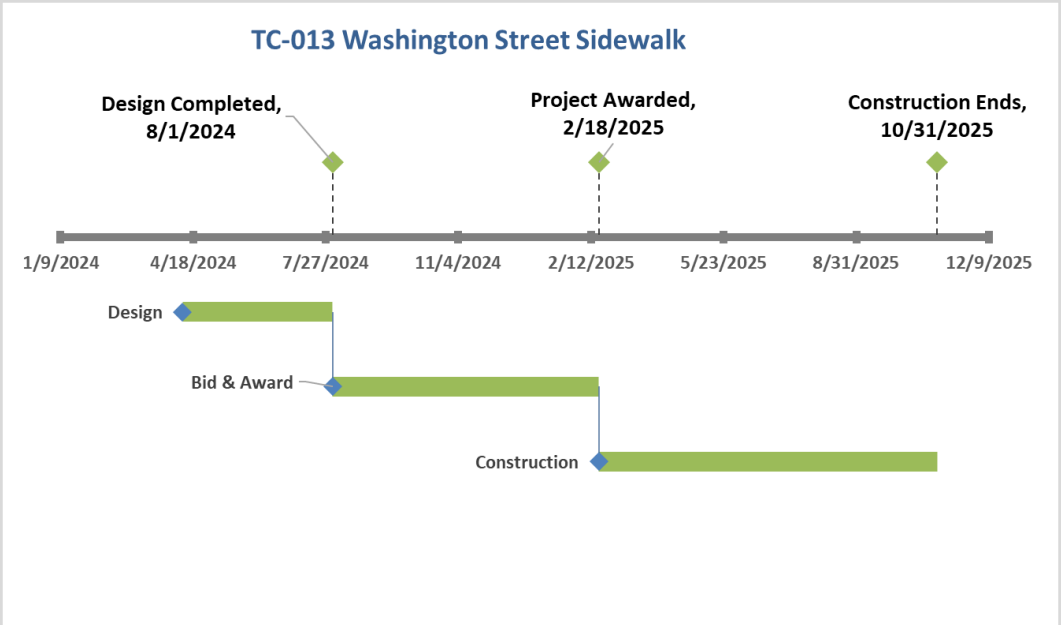
Project Name: TC-013 Washington Street Sidewalk

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

Project Status Update: The contractor has completed construction phase.

PROJECT SCHEDULE			
Phase (Task)	**Start**	**Finish**	**% Complete**
Plan Revision	April 10, 2024	August 1, 2024	100%
Project Bid	January 16, 2025	February 18, 2025	100%
Construction	April 1, 2025	October 31, 2025	100%

PROJECT BUDGET			PROJECT FUNDING SOURCE	
Design	$ 21,250.00		General Fund	$ 510,287.00
Construction	$ 489,037.00		VDOT	$ -
			Debt	$ -



Office of the Town Manager
Frank Cassidy

STAFF REPORT

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

Council Meeting Date:	November 12, 2025
Agenda Title:	Final report: Columbia Gas of VA - Natural Gas Emergency
Requested Action:	Approve the Resolution
Department / Agency Lead:	Office of Emergency Management
Staff Lead:	Johnny Switzer, Emergency Management Coordinator

EXECUTIVE SUMMARY

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

BACKGROUND

Following the significant natural gas emergency incident, the Office of Emergency Management (OEM) initiated a comprehensive and detailed cost accounting process. This required extensive collaboration across all Town departments—including Public Works, Police, and Administration—to accurately track and quantify the total resources expended, encompassing personnel hours and benefit costs.

This meticulous review determined the full, verifiable cost associated with the emergency response to be $19,922.40.

With the documentation formalized, the OEM, working closely with the Town Manager and the Town Attorney, engaged directly with the team from Columbia Gas of Virginia to present the detailed accounting and formally request reimbursement for the incurred expenses. The objective was to secure full financial recovery to mitigate the impact on the Town's General Fund.

This collaborative effort was brought to a successful close with the receipt of the full reimbursement amount on the week of October 13th. The recovery of these funds officially completes the request for reimbursement as directed by the Town Council following the incident.

STAFF RECOMMENDATION

- **Approve a resolution to allocate the funds to both community & internal preparedness activities, including, but not limited to, support initiatives such as the printing and distribution of the Community Preparedness Guide, public outreach events, and expanding Alert Warrenton! Notification system advertising and school-based public education campaigns. Internal staff use will be determined by the Human Capital & Risk Management Department.**

Financial Implications:

- The acceptance of the funds will increase the General Fund line-item balances by the amount received.
    - Integrated Alert and Warning Systems ($9,961.20): These funds are designated for implementing a public warning system to alert residents to hazards and relevant community emergencies. This will specifically expand the Alert Warrenton! notification system with integrated alert and warning capabilities.
    - Community Preparedness Activities ($4,961.20): This funding will support initiatives such as the printing and distribution of the Community Preparedness Guide, conducting public outreach events, and expanding advertising and school-based public education campaigns for the Alert Warrenton! Notification system.
    - Internal Staff Preparedness Allocation (Human Capital and Risk Management) - $5,000.00 The amount of Five Thousand Dollars and Zero Cents ($5,000.00) shall be immediately allocated to the Human Capital and Risk Management Department. These funds will support internal staff preparedness activities, dedicated to essential training programs, specialized safety equipment, and the development and maintenance of robust internal programs to ensure organizational resilience.
- The expenditure is non-recurring and will not create a future financial obligation for the General Fund beyond the current fiscal year.

Conclusion:

- Approving the resolution allows the town to immediately enhance public safety and resilience by funding critical awareness and education programs.
- These expenditures are a direct investment in citizen well-being and disaster mitigation, aligning with the town's strategic goals for public service delivery.

Service Level/Collaborative Impact

The Town of Warrenton's mission, by prioritizing the health, welfare, and well-being of the community during all emergencies and disasters, inherently links to the core principles of emergency management. This connection is evident in their proactive approach to disaster preparedness, encompassing natural gas emergencies and exemplified by Town Code Chapter 20, establishing the Office of Emergency Management, which aligns with the key emergency management functions of mitigation, preparedness, response, and recovery. This comprehensive approach ensures that Warrenton is equipped to handle any crisis, safeguarding its residents and their welfare.

Policy Direction/Warrenton Plan 2040

Ensuring that the community and our own staff are prepared to endure/respond to an emergency or disaster is a key factor of Governance that affects all aspects of the Warrenton Plan 2040.

Fiscal Impact

- The acceptance of the funds will increase the General Fund line item balances by the amount received.
- The funds will be immediately allocated for the community & internal preparedness activities, affecting the Emergency Management and the Human Capital Budget. The amount dispersed between the two budgets will be $9,961.20 for a total of $19,922.40.
- The expenditure is non-recurring and will not create a future financial obligation for the General Fund beyond the current fiscal year.

Legal Impact

The reimbursement process was brought to a successful close with the receipt of the full $19,922.40 on the week of October 13th. The successful recovery of these funds officially completes the request for reimbursement as directed by the Town Council following the incident, fully closing the Town's financial exposure related to the event.

ATTACHMENTS

A. March 11th, 2025, Staff Report – Columbia Gas Emergency
B. 2nd Request – Reimbursement Request Letter
C. Invoice – 2026-004-Columbia Gas
D. Resolution – Allocation of Funds – Columbia Gas Reimbursement

November 12th, 2025
Town Council
Regular Meeting
Res. No.

A RESOLUTION TO AMEND THE FISCAL YEAR 2026 ADOPTED BUDGET TO APPROPRIATE RECOVERED FUNDS FOR COMMUNITY AND INTERNAL STAFF PREPAREDNESS ACTIVITIES

WHEREAS, on Wednesday, March 5th, 2025, the Town of Warrenton responded to a natural gas over-odorization incident, requiring the activation of the Emergency Operations Plan and the full activation of the Emergency Operations Center; and

WHEREAS, the Office of Emergency Management (OEM), in coordination with all Town departments, conducted a meticulous accounting process to determine the full, verifiable costs incurred by the Town for the emergency response, including personnel overtime and equipment usage; and

WHEREAS, this comprehensive review determined the total expenditure to be Nineteen Thousand Nine Hundred Twenty-Two Dollars and Forty Cents ($19,922.40); and

WHEREAS, the Emergency Management Coordinator, Town Manager, and Town Attorney successfully negotiated full reimbursement of this amount from Columbia Gas of Virginia, with the funds being received on the week of October 13th, 2025, thereby completely recovering the financial exposure related to the incident; and

WHEREAS, the strategic reinvestment of these recovered, non-budgeted funds is consistent with **FEMA principles** of fostering community resilience, focusing on mitigation, and ensuring the continuity of essential municipal services through robust preparedness measures.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Warrenton this 12th day of November, 2025 that the Fiscal Year 2026 adopted budget is amended to appropriate the cost recovery in the amount of $19,442.40 for the purposes detailed below.

Section 1: Allocation of Funds. The total sum of **$19,922.40**, successfully reimbursed by Columbia Gas of Virginia, shall be officially allocated for immediate use in comprehensive emergency preparedness activities as detailed in the following sections.

Section 2: Community Alert and Warning Allocation (Emergency Management). The amount of **Nine Thousand Nine Hundred Sixty-One Dollars and Twenty Cents ($9,961.20)** shall be immediately allocated to the **Office of Emergency Management (OEM)** for integrated alert and warning systems. These funds shall specifically support the integration of a public warning system that will alert the public to hazards and relevant community emergencies and expand the **Alert Warrenton!** notification system with such capabilities.

Section 2: Community Preparedness Allocation (Emergency Management). The amount of **Four Thousand Nine Hundred Sixty-One Dollars and Twenty Cents ($4,961.20)** shall be immediately allocated to the **Office of Emergency Management (OEM)** for community preparedness activities. These funds shall specifically support initiatives such as the printing and distribution of the Community Preparedness Guide, public outreach events, and expanding the **Alert Warrenton!** Notification system advertising and school-based public education campaigns.

Section 3: Internal Staff Preparedness Allocation (Human Capital and Risk Management). The amount of **Five Thousand Dollars and Zero Cents ($5,000.00)** shall be immediately allocated to the **Human Capital and Risk Management Department** for internal staff preparedness activities. These funds shall be dedicated to essential training programs, specialized safety equipment, and the development and maintenance of robust internal programs to ensure organizational resilience.

BE IT FURTHER RESOLVED that the Department of Finance is authorized to process the necessary budget adjustments required for the appropriations.

ATTACHMENT: None

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

For Information:

Town Manager
Budget Manager
Town Emergency Coordinator
Human Capital & Risk Management Director

ATTEST: _____

Town Recorder

Office of the Town Manager
Frank Cassidy

STAFF REPORT

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

Council Meeting Date:	November 12th, 2025
Agenda Title:	Refuse Update – Historic District Refuse
Requested Action:	Receive the Information
Department / Agency Lead:	Public Works & Town Managers Office
Staff Lead:	John Ward, Public Works Director Stephanie Miller, Deputy Town Manager Johnny Switzer, Fleet & Facilities Manager

EXECUTIVE SUMMARY

Businesses in the historic district, particularly restaurants, face significant difficulty in managing high-volume waste without adequate, centralized storage, which negatively impacts public space and district aesthetics. Town Code (Sec. 8-21) prohibits the Town from providing collection services to these commercial properties.

The proposed solution is a public-private partnership wherein the Town provides a small, designated parcel of Town-owned land. EOTW will, in turn, manage, fund, and assume all liability for a shared, aesthetically pleasing dumpster enclosure for use by participating Main Street businesses. EOTW will recoup its operational costs directly from the businesses using the service.

This approach provides a practical solution that supports the vitality and appearance of Main Street without violating Town Code or incurring a fiscal impact on the Town. Staff met with EOTW board representatives on October 30, 2025, who agreed that this is a positive path forward. Staff have also temporarily delayed the November 1, 2025, deadline for the removal of a dumpster from Town property to allow time for this permanent solution to be finalized.

BACKGROUND

The management of commercial refuse in Old Town has been a persistent challenge. The historic nature of the buildings and the limited space behind them provide few options for businesses to store large-volume dumpsters. This has led to ad-hoc solutions, including the placement of dumpsters in public view or on Town property, which is not sustainable and detracts from the district's appearance.

The primary constraint on Town involvement is Town Code Section 8-21, which states: "Apartment houses, restaurants, hotels, commercial houses and other places where human beings may dwell or assemble are classified as commercial properties outside the scope of regular trash collection."

While the Town is fully committed to operating within this code, staff are equally committed to finding a solution that supports the business community. An issue involving a dumpster placed on Town property, which had a removal deadline of November 1, 2025, highlighted the urgent need for a workable, long-term solution.

To that end, Town staff met with EOTW board members Matt Carson and Casey Ward on October 30, 2025, to discuss this partnership concept. EOTW's leadership was receptive and agreed that this proposal is a good direction forward to definitively solve the historic district's refuse issue for the benefit of all Main Street merchants.

STAFF RECOMMENDATION

Staff recommends the Town Council authorize the Town Manager to finalize and execute an Addendum to the Memorandum of Understanding (MOU) with Experience Old Town Warrenton (EOTW), based on the attached draft.

This Addendum will formally designate a Town-owned parcel for EOTW to manage and operate a central refuse enclosure, with EOTW assuming all financial, operational, and liability responsibilities.

Staff informed EOTW that the November 1, 2025, deadline for the removal of the existing dumpster has been delayed allowing for the review and execution of this MOU Addendum by all parties, preventing a gap in service for the affected business.

Service Level/Collaborative Impact

This proposal does not create a new municipal service; rather, it provides the necessary foundation for a private, shared service to be managed by the Town's Main Street partner, EOTW.

- **Service Level Impact:** This solution provides a significant visual and sanitary improvement to the historic district, removing unsightly dumpsters from public view. It provides businesses with a viable, code-compliant, and aesthetically appropriate option for refuse disposal.
- **Collaborative Impact:** This action strongly reinforces the Town's partnership with EOTW, leveraging EOTW's mission to support the economic vitality of Old Town. It empowers EOTW to act as the managing entity for its constituent businesses, solving a collective problem that individual merchants may have challenges with on their own.

Policy Direction/Warrenton Plan 2040

- **Policy Direction:** This establishes a policy of creative public-private partnerships. It demonstrates the Town's ability to be a flexible and supportive partner to the business community while remaining a firm steward of the Town Code and public funds.

- **Linkage to Warrenton Plan 2040:** This initiative directly supports key goals of the Warrenton Plan 2040 by:

- **Enhancing the Vitality of Old Town:** A clean, well-maintained streetscape is essential for a successful historic downtown, encouraging tourism and commerce.
- **Preserving Historic Character:** Removing modern, unsightly dumpsters from the historic streetscape is a direct act of aesthetic preservation.
- **Fostering Public-Private Partnerships:** This solution serves as a model for leveraging Town assets (land) and partner organizations (EOTW) to achieve public good without expanding government services.

Legal & Fiscal Impact

Fiscal Impact

- There is **no continued fiscal impact** to the Town. No Town funds will be used for the operation or maintenance of the enclosure.
- The Town's contribution is in-kind, through the provision of a small parcel of land and an enclosure on a concrete pad.
- All costs for the dumpster rental, hauling contracts, and maintenance will be borne by EOTW, which will recoup those costs from the participating businesses.
- If an additional enclosure is requested by EOTW for the opposing side of Main Street, the public works budget will need an appropriation from Council in the amount of $15,000.

Legal Impact

The proposed action is structured to comply with Town Code 8-21, as the Town is not providing collection or hauling. The attached draft MOU Addendum is the legal instrument that formally transfers all management, operational, and liability responsibilities for the enclosure to Experience Old Town Warrenton, Inc. EOTW will be solely responsible for the enclosure's compliance with all health and safety regulations.

ATTACHMENTS

A. EOTW MOU Dated February 28, 2025
B. Draft Addendum to the EOTW MOU

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

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

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

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

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

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

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

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

NOW THEREFORE, the Parties agree as follows:

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

EOTW Shall:

2. Adhere to and incorporate all aspects of the Virginia Main Street Program in all functions of operations and objectives to ensure compliance with the DHCD's Main Street Program Guidelines, as updated from time to time.

3. Provide a member of the board or Executive Director to serve as liaison to the Town Manager.

4. EOTW will share their Strategic Plan with the Town including any updates as they are made available.

5. Develop an Old Town Warrenton promotion plan in coordination with the Town, merchants, and partners as appropriate.

6. Work in conjunction with the Town to support the operations of the farmer's market by ensuring vendors contact town staff regarding meals tax and fire inspections at least one week prior to attendance at market, adhering to layouts provided by the Town and ensuring all vendors are in compliance with health, fire and public safety regulations. EOTW agrees to keep the facility assets and any other shared-use items used by the farmer's market in good working order. EOTW shall ensure that the space is vacated, cleaned and ready for Town usage by the end of the scheduled use, whether such use is by the Town, EOTW or a third party. This shall include ensuring all facility assets are returned to their assigned locations and the space has been returned to the condition in which it was received.

7. Develop a process for considering and proposing design improvements to Old Town in coordination with the Town. These may include but are not limited to art fixtures and placemaking improvements. These improvements may occur on public and/or private property dependent upon the owner's cooperation. Nothing shall be planned on public property absent coordination with the Town.

8. Advocate for the interests of merchants and property owners in coordination with the Town staff and other partners as appropriate.

9. EOTW shall inform affected merchants and property owners of the Town of EOTW special events or activities that may impact them, in a timely fashion, regardless of the sponsor of the event.

10. Provide a year-end report to the Town Council on activities and improvements led or contributed to by EOTW no later than May 13, 2025 and February 10, 2026. This report shall follow the format of the strategic plan, identify any portions of the strategic plan that were not accomplished, and evaluate the impacts of all EOTW activities and improvements covered in the report.

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

The Town Shall:

12. Appropriate funds as the Town Council may from time to time deem appropriate for the fulfillment of this MOU

13. Commit to developing and maintaining a working relationship with EOTW through liaison to the Town Manager.

14. Provide such additional non-monetary support as it deems beneficial to the Town from time to time, including but not limited to the regular support listed:

    (a) Storage space at 18 Court St and existing storage building for Gumdrop square materials located across from the dog park;

    (b) Daily trash pick up;

    (c) Trash and street clean up after events;

    (d) Main Street clean-ups on Friday mornings which include street sweeping and sidewalk cleaning; and

    (e) Placement of seasonal decorations which include changing flags, lights, wreaths, etc.

15. Provide in-kind services as deemed appropriate through its public works, electric, police, recreation, and other departments for the support of downtown activities such as festivals and parades. The Town intends to support efforts while maintaining accountability and following adopted processes, including but not limited to the regular support listed:

    (a) Daily Trash pick up;

    (b) Trash and street clean up after an event;

    (c) Main Street clean-ups on Friday Mornings which include street sweeping and sidewalk cleaning; and

    (d) Placement of seasonal decorations which include changing flags, lights, wreaths, etc.

16. Work in conjunction with EOTW to support the operations of the farmer's market as deemed appropriate by the Town Manager or Town Council, by providing a venue for the market to include the indoor space and restrooms at 18 Court St. or other space as needed for successful markets, inspections, permits, posting and maintenance of no parking signage, equipment and training needed for closing collector streets and/or parking lots, police assistance for vehicles remaining within the street closures, on-call

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

17. Attempt, where appropriate, to provide information from other government officials that would be of benefit in the performance of this MOU to include transportation projects, staffing changes as well as other projects that could impact standard activity in Old Town.

18. When feasible, provide advanced notice of street closures related to special events. Town staff will not provide notice on infrastructure-related closures, or utilities beyond what is currently provided Town-wide to all businesses.

19. Provide regular feedback to the liaison on the performance and progress of this MOU through regular meetings with the Town Manager.

General provisions:

20. The Parties understand that this MOU is not a binding contract and does create any legally enforceable obligation.

21. This MOU has a term of two years from the Effective Date, plus several additional months to align with the fiscal year ending on June 30, 2027, but may be terminated by either Party upon thirty (30) days written notice to the other party.

[SIGNATURE PAGE TO FOLLOW.]

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

APPROVED AS TO
FORM AND LEGALITY:

By:_____
Town Attorney

TOWN OF WARRENTON, VIRGINIA,
a Virginia municipal corporation.

By:_____
Town Manager

By:_____
Mayor

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

By:_____
Chairman, EOTW

EXPERIENCE

WARRENTON

VIRGINIA

EST. 1810

Historic District Refuse Update

Town Council Regular Meeting

November 10, 2025

The Challenge: Waste in the Historic District

High-Volume Waste

Many restaurants lack adequate, centralized storage for refuse.

Public Impact

Ad-hoc solutions lead to dumpsters in public view, detracting from historic district aesthetics.

Historic Constraints

Limited space behind historic buildings makes individual storage nearly impossible.

The Primary Constraint

"Apartment houses, restaurants, hotels, commercial houses... are classified as commercial properties outside the scope of regular trash collection.“

— Town Code Section 8-21

Roles & Responsibilities

The Town

Provides a small, designated parcel of Town-owned land. Contributes the initial enclosure on a concrete pad.

Experience Old Town (EOTW)

Funds, manages, and operates the shared enclosure. Assumes all financial, operational, and liability responsibilities. Recoups costs directly from participating businesses.

Progress & Collaboration

- Staff met with members of the EOTW board on October 30, 2025.
- EOTW leadership was receptive and agreed that this is a positive path forward for all Main Street merchants.
- The November 1, 2025, deadline for an existing dumpster removal has been delayed to allow for this permanent solution.
- Draft Addendum was received back from legal and sent to Council on November 10th.

Service & Collaborative Impact

Service Level Impact

Provides a significant visual and sanitary improvement. Gives businesses a viable, code-compliant, and aesthetic disposal option.

Collaborative Impact

Reinforces the Town's partnership with EOTW. Empowers EOTW to solve a collective problem for its businesses.

Legal & Fiscal Impact

Fiscal Impact

No continued fiscal impact. The Town's contribution is in-kind (land/enclosure). All operational costs are borne by EOTW.

Legal Impact

Complies with Town Code 8-21 (Town is not *collecting* trash). The MOU Addendum transfers all liability to EOTW.

Fiscal Impact on Town

$0

Continued Fiscal Impact

A Partnership-Driven Solution

This partnership model provides a community solution at no operational cost to the Town. No Town funds will be used for the operation or maintenance of the enclosure.

Staff Recommendation

Authorize the Town Manager to finalize and execute an Addendum to the Memorandum of Understanding (MOU) with Experience Old Town Warrenton (EOTW).

This Addendum formally designates the Town-owned parcel for EOTW to manage and operate the central refuse enclosure.

EXPERIENCE WARRENTON VIRGINIA EST. 1810

Questions?

November 12th, 2025
Town Council
Regular Meeting
Res. No.

A RESOLUTION AUTHORIZING THE TOWN MANAGER TO NEGOTIATE AN ADDENDUM TO THE MEMORANDUM OF UNDERSTANDING WITH EXPERIENCE OLD TOWN WARRENTON

WHEREAS, Experience Old Town Warrenton (EOTW) is a private, non-profit organization established in 2017 for the purpose of serving and promoting Old Town Warrenton through the "National Main Streets" process; and

WHEREAS, the Town of Warrenton and EOTW entered into a Memorandum of Understanding (MOU) dated February 28, 2025, setting forth the parties understanding of roles and obligations arising from the partnership to support the historic district; and

WHEREAS, businesses in the historic district, particularly restaurants, face significant difficulty in managing high-volume waste without adequate, centralized storage, which negatively impacts public space and district aesthetics. Town Code (Sec. 8-21) prohibits the Town from providing collection services to these commercial properties; and

WHEREAS, the Town is willing to provide space for a centrally located dumpster to be managed by EOTW and wishes to memorialize the arrangement via an addendum to the existing MOU; and

WHEREAS, the Town Council is in support of the solution to partner with EOTW for refuse removal for certain businesses in the historic district that are excluded from the Town's refuse collection program by ordinance;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Warrenton this 12th day of November, 2025 that the Town Manager is authorized to negotiate and execute an addendum to the MOU with EOTW.

ATTACHMENT: None

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

For Information:
Town Manager
Town Emergency Coordinator

ATTEST: _____
Town Recorder

Office of the Town Manager
Frank Cassidy

STAFF REPORT

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

Council Meeting Date:	November 12th, 2025.
Agenda Title:	Appointment of Acting Town Manager
Requested Action:	Consider Appointment of the Acting Town Manager
Department / Agency Lead:	Human Capital
Staff Lead:	Ms. Kasey Braun, Human Capital Director.

EXECUTIVE SUMMARY

At the October 14th, 2025, Regular Town Council Meeting the Council voted to terminate the Contract with the Town Manager Mr. Francis "Frank" Cassidy. Mr. Cassidy's contract had a notice requirement and period which will expire on November 16th, 2025. Under the Town Charter and Town Code, a new Town Manger shall be appointed. Based on initial discussions, Council may choose to appoint an Acting Town Manager and provide direction for Staff.

BACKGROUND

Town Charter
Article VI. The Manager.
§ 6-1. Appointment.

There shall be a Town Manager who shall be the chief executive officer of the Town and shall be responsible to the Council for the proper administration of the Town government. He shall be chosen by the Council without regard to his political beliefs and solely on the basis of his executive and administrative qualifications. He shall be appointed for an indefinite period and shall hold office during the pleasure of the Council. (1964, c. 47)

§ 6-2. Employees.

The Town Manager shall appoint for an indefinite term the heads of all departments and all other officers and employees of the Town. The Manager shall have the power to remove any officer or employee appointed by him. (1964, c. 47)

§ 6-3. Duties and powers.

The Town Manager shall also have the following duties and powers:

(a) To see that all laws and ordinances are enforced.

(b) To exercise supervision and control over all administrative departments and divisions.

(c) To attend all regular meetings of the Council, with the right to take part in the discussion, but having no vote.

(d) To recommend to the Council for adoption such measures as he may deem necessary or desirable.

(e) To execute all contracts on behalf of the Town.

(f) To prepare and submit to the Council the annual budget.

(g) To keep the Council advised as to the present and future needs of the Town and as to all operations of its government.

(h) To perform all such other duties as may be prescribed by the Charter, or be required of him by the Council. (1964, c. 47)

Town Code
DIVISION 3. - TOWN MANAGER[8]

Footnotes:
--- (8) ---
Charter reference— Town manager, Art. VI.

Cross reference— Responsibility for cemetery, § 5-2.

Sec. 2-126. - Appointment and term.
The town manager shall be appointed by the town council and shall hold office at the pleasure of the council.

(Code 1981, § 2-24)

Sec. 2-127. - Duties generally.
The town manager shall be the general administrative and executive head of the town and he shall exercise all functions and powers vested in him by the town council or conferred upon him by this Code or other ordinances of the town. He shall have supervision and control over all employees, agents or representatives of the town, except the town recorder and the town attorney, and of all agents, departments and branches of the municipal government. He shall exercise general supervision over the care, maintenance and operation of all town property. He shall be responsible to the town council and shall make such reports to it and at such times as the council shall deem proper.

(Code 1981, § 2-25)

STAFF RECOMMENDATION

Receive the information and consider appointment of an Acting Town Manager.

Service Level/Collaborative Impact

The Town Manger affects services of the Town at all levels.

Policy Direction/Warrenton Plan 2040

The Town Manger affects all policy directions of the Town.

Fiscal Impact

Fiscal Impact analysis has not yet been created.

Legal Impact

The Legal impact has not been analyzed.

ATTACHMENTS

1.
2.
3.

November 12th, 2025
Town Council
Regular Meeting
Resolution Number

A RESOLUTION APOINTINGMS. STEPHANIE MILLER AS THE ACTING TOWN MANAGER FOR THE TOWN OF WARRENTON, VIRGINIA

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

WHEREAS, pursuant to Town Charter Section 6-1 the Town of Warrenton is required to appoint a Town Manager; and

WHEREAS, the Town Council Voted at the October 14th, 2025, Regular Town Council Meeting to terminate the contract with the Town Manager Mr. Francis Cassidy; and

WHEREAS, due to the contract with Mr. Cassidy, his notice was provided and his last day will be November 16th, 2025, thus creating a vacancy, and

WHEREAS, an Acting Town Manager is needed to fulfill the position until an Interim Town Manger or new Town Manager is selected; and

NOW, THEREFORE, BE IT RESOLVED that the Warrenton Town Council Hereby is hereby appointing Ms. Stephanie Miller as the Acting Town Manager for until a new Town Manager is appointed. This resolution is effective at midnight on November 17th, 2025, through January 31st, 2026.

ATTACHMENT: None

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

For Information:
Town Clerk
Town Attorney
Human Capital Director

ATTEST: _____
Town Recorder