



TOWN COUNCIL REGULAR MEETING

18 Court Street, Old Town Hall Building

Tuesday, November 14, 2023 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.](#) Community Development Department Overview
- [B.](#) Parks and Recreation Department Overview
- [C.](#) 18 Court Street Building Update
- [D.](#) 21 Main Street Remediation Update
- E. 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.](#) **DEFERRAL REQUEST Special Use Permit (SUP) 2023-01 St. John the Evangelist Catholic Church** – the Applicant, St. John the Evangelist Catholic Church, and the Owner, the Catholic Diocese of Arlington, seeks to amend a June 3, 1986 SUP approval to allow for the demolition of an existing building and the construction of a new 13,000 square foot office building. The subject parcel is located in the Residential (R-10) District of the Town of Warrenton Zoning Ordinance and is designated as Live/Work on the Future Land Use Map. The subject parcel (GPIN 6984-36-7135-000) is located at 271 Winchester Street on approximately 11.0664 acres. ***The Applicant is requesting a deferral to the December Town Council meeting.***

G. CONSENT AGENDA.

- [a.](#) Budget Amendment to accept \$4,000 of the ICAC Funds from Virginia State Police
- [b.](#) BOND-23-6- Bond Reduction Request for O'Reilly Auto Parts
- [c.](#) Budget Amendment to accept \$4,680 of Grant Funds from The Virginia Risk Sharing Association
- [d.](#) Approval of Council Minutes

April 25th, 2023.

H. DEPARTMENT REPORTS.

- [a.](#) Finance and Procurement Quarterly Report
- [b.](#) Parks and Recreation Department Report
- [c.](#) Police Department Report
- [d.](#) Community Development Report
- [e.](#) Public Works and Utilities Department Report
- [f.](#) Fleet and Facilities Management Quarterly Report
- [g.](#) Human Capital Report
- [h.](#) Emergency Services and Risk Management Quarterly Report

I. NEW BUSINESS.

J. UNFINISHED BUSINESS.

K. TOWN ATTORNEY'S REPORT.

L. TOWN MANAGER'S REPORT.

M. COUNCIL MEMBERS TIME.

N. ADJOURNMENT.



Office of the Town Manager

Frank Cassidy

STAFF REPORT

Warrenton Town Council

Carter Nevill, Mayor

Heather Sutphin, Ward 1

William Semple, Ward 2

Brett Hamby, Ward 3

James Hartman, Ward 4 Vice Mayor

Jay Heroux, Ward 5

Paul Mooney, At Large

David McGuire, At Large

Item A.

Council Meeting Date:	November 14, 2023
Agenda Title:	Community Development Update
Requested Action:	Hold the Work Session
Department / Agency	Department of Community Development
Lead:	
Staff Lead:	Rob Walton, Director

EXECUTIVE SUMMARY

This staff report provides an update on the Department of Community Development’s current projects and goals for the fiscal year. The information below provides a high-level overview of current projects taking place in the Town of Warrenton as well as goals for the remainder of FY24. The Zoning Ordinance Text Amendment was allocated ARPA funds that need to be used prior to the end of 2026.

CURRENT PROJECTS

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

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

Below is a breakdown on the number of applications:

Site plan/Plat/Land Development reviews

- Two (2) as-built applications
- Five (5) bond reduction/release requests

- Three (3) boundary line adjustment applications
- Two (2) easement plat applications
- Ten (10) site development plan applications
- Ongoing Pre-Application Meeting Requests

Zoning Determinations/Verifications

- Two (2) requests for Zoning Determinations

Processing of Legislative Applications

- Two (2) Zoning Ordinance Text Amendments
- Five (5) Special Use Permits
- One (1) work session with the ARB scheduled for December
- Zoning Ordinance Text Amendment – FEMA updates

Transportation Projects

- VDOT Shirley Avenue Pipeline Study
- Smartscale Round 6: Determine project ready submissions – Present to Town Council in January/February timeframe

“Special” Projects

- Staff support for the Warrenton Arts Group – Public workshop in November
- Historic District Survey Phase II – Finalizing survey grant work and nomination to DHR/NPS
- Septic Remediation Committee
- Zoning Ordinance Update
- FOIA work
- PD9 – Committee work related to Economic Development, housing, transportation
- Create SOP for annual fire safety inspection program for all non-residential uses in Town
- Special Event Committee

Permitting/Building Inspections

- Active Building Permits – 201
- Plan Reviews on all Building Permit applications/Site Development Plans
- Active Enforcement Cases – 59 (Zoning (29 cases), Property Maintenance (16 cases), Fire (4 cases), and Building (10 cases))

- Fire Safety Inspections for Fauquier County Schools – Completed/Re-Inspection Pending
- Non-Residential Fire Safety Inspections Scheduled – 29 (increasing daily)
- Inspection of Town playgrounds

Goals for the Upcoming Year

Staff is committed to continue providing excellent customer service. In addition to keeping up with a large number of permits, site development plans, and legislative applications, the department is in the beginning stages of a comprehensive Zoning Ordinance Text Amendment. Staff continues to receive complaints leading to property maintenance/building code enforcement. The department continues to make strides in correcting long-standing violations within the Town. The department will draft an SOP in order to create a fire safety inspection program for yearly inspections of non-residential buildings throughout the Town.



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Item B.

Council Meeting Date:	November 14, 2023
Agenda Title:	Town of Warrenton Parks and Recreation Department Overview
Requested Action:	Receive the report from the Parks and Recreation Department
Department / Agency Lead:	Parks and Recreation
Staff Lead:	Kelly Koernig, Director

EXECUTIVE SUMMARY

This staff report provides a compilation of the current and future initiatives and programs of the Parks and Recreation Department.

BACKGROUND

The Town of Warrenton Parks and Recreation Department provides programs, facilities, and services that enhance the quality of life in our community and further perpetuate The Town of Warrenton as an exceptional place to live, work, and play. We strive to provide citizens with attractive, clean, functional, safe, and pleasant places to recreate.

SERVICE LEVEL/POLICY IMPACT

Staffing:

The Parks and Recreation Department has seen significant staffing changes over the past 5 months. With the resignation of the Aquatics Coordinator in June, our Aquatic Supervisor was promoted. In August, a Head Guard was promoted to the Aquatic Supervisor position. Additionally in August we hired a Special Event and Recreation Program Coordinator. With the resignation of the Director in September, the Assistant Director was promoted. The recently approved Fitness Supervisor position for FY 24 is currently vacant, and our Facility Services Coordinator is supervising the fitness staff and program at this time. We also continue to hire and train our part-time staff consisting of lifeguards, head guards, customer service specialists, managers on duty, water safety instructors and fitness instructors.

Current part time staffing numbers:

Position	Active	Seasonal
Customer Service Specialist	22	5
Fitness Instructor	12	6
Head Lifeguard	8	2
Lifeguard	42	23
Manager on Duty	10	0
Water Safety Instructor	8	6

Our newly hired aquatic full-time staff are reviewing our processes, procedures and guidelines and making the appropriate changes and updates to ensure that industry standards for safety and health are in place at the WARF. The lifeguards and head guards participate in at least one in-service per month to go over the EAP, practice rescue drills and to maintain their skills. Our Aquatic Coordinator and Aquatic Supervisor are working closely with our Facility Services Coordinator to make sure there is consistency with the front desk staff and the aquatics staff.

The addition of a Special Events and Recreation Program Coordinator has not only allowed our special events process to be streamlined further, but communication with event organizers has also improved. We've also seen better and more timely collaboration between town departments (Facilities, Public Works, Community Development, Police and Finance) for special events, as well as the collaboration and communication with the county. We've hosted several special events in the lower parking lot of the WARF to include National Night Out, Latino Festival, and Fire Prevention Week Kick Off event. We've worked with Fauquier High School to utilize their space for overflow parking during these events.

This past summer we had a parks and recreation intern who ran our social media campaign for Parks and Recreation month in July, as well as researched a Bench and Tree Memorial Program. This fall we are working with a Fauquier High School intern as part of their Senior Government Internship Program.

Current Projects:

Front Walkway-We received an assessment of the damage and repair recommendations from LPDA. The RFP is now live and accepting proposals to restore the interior building conditions, the entrance plaza and the green roof planting area damaged by the underground water line break. The RFP closes on November 28 at which time we will review the bids and award a contract to complete the project.

Sprinkler System-VSC Fire & Security Inc conducted a full inspection of our sprinkler system, found a few deficiencies to include 15 heads that were painted, damaged or corroded and 2 areas where the piping needs to be fixed. We were also informed that a 5-year sample testing of sprinkler heads in harsh environments (pool areas) was due. We are currently working with VSC to complete the repairs to the heads and piping, as well as the testing.

Leisure Pool and Spa Pumps-Currently working with High Sierra to repair and rebuild all the pumps associated with these pools.

Recreation Management Software Program-We are in the process of transitioning from our current recreation software program, Club Automation to a new software program, CivicRec. The staff is working with the implementation team to build our site and we anticipate going live with it in December. Civic Rec will allow the Parks and Recreation Department to function more effectively because it was specifically designed for municipal governments and will allow staff and customers to interact with our CivicPlus website platform as a part of the CivicEngage system.

Lighting-We are in the process of modernizing our lighting systems with LED lights to include replacing and repairing the lights in the WARF parking lot, WARF lobby area, as well as the Leisure Pool area.

Parks-We are utilizing the UpKeep system to accurately track maintenance requests and work orders submitted from staff and the public. In collaboration with the Facilities and Public Work Teams, we are addressing the concerns in order of priority as it relates to safety. We are currently waiting to get quotes from contractors for the fences at Rady Park and Fun for All Playground, the bridge at Rady Park, and the Pavilion at Athey Fields. We are also working with them to install the Share the Air signage in all parks and near our playgrounds/fields.

Park Highlight As mentioned in the September Town Council Meeting Accolades, as well as the 3rd Quarter Report that the Eva Walker Commemorative Garden received the Best New

Renovation/Addition for Parks, Playgrounds, Blueways, Greenways or Trails Award at the 2023 VRPS Annual Conference in September.

Future Projects:

CIP-Parks and Recreation Master Plan, As one of the goals in the Plan Warrenton 2040 Comprehensive Plan, P-4.3, a parks and recreation master plan will help us to embrace a long term approach to the development of open space, parks and recreation areas that reflect the needs and priorities of the community, as well as a cost recovery recommendation which will allow us to critically look at our revenue streams and strategically set goals and help in preparing future budgets.

CIP-Eva Walker Park-Phase 1 of the Master Plan-Phase 1 is to develop cost estimates and construction drawings for the total master plan concept to determine the relative costs of each proposed element and to understand the comprehensive infrastructure impacts. This phase will also include costing related to necessary site drainage improvements and soil mitigation. The results of this will help drive future CIP projects and the rest of the phased concept in the master plan.

ARPA-ADA playgrounds

Fun for All Playground-We are working with a Certified Playground Safety Inspector and outside vendor to help us identify areas of the playground that need to be repaired or replaced.

Rady Park-We are not anticipating any major changes to the playground itself since it is only 5 years old. However, we are considering an ADA accessible swing set, as well as enhancing the playground with additional ADA components.

Sam Tarr Park-This park currently has a “tot lot”, so we are looking at ways to make that an ADA accessible playground-most likely with ADA swings and sensory enhancing components of the playground.

Programming:

Aquatics

Group Swim Lessons-Offered year-round, with built-in breaks between sessions. In the summer we offered 44 classes per week and currently offer 33 classes per week.

Private Swim Lessons-number varies based on requests and instructor availability.

Lifeguard Certification classes-offered once per month

Water Safety Instructor classes-offered

Fitness

Group Fitness Classes-Offered year-round. Currently offering 57 classes per week.

Personal Training-number varies based on requests and instructor availability.

Pop Up Fitness Classes at the WARF and in the Parks-POUND, Yoga and Zumba

Partnering with the Mental Health Association of Fauquier County for Wellness Walks-Spring-Fall

Partnered with the county libraries to offer POUND as part of their teen summer program and chair yoga as part of their OWLs program

Step-tember Challenge-had 25 participants and prizes awarded to the Star Stepper (adult), Star Stepper (youth), and the Step it Up award.

Yoga Foundation Workshop-hope to offer these once a quarter.

Offered a number of Halloween-themed fitness classes to include Glow Ride (Spin), Zumba, POUND, Aqua Zumba

Recreation

Warrenton Town Limits-Fireworks and Food Trucks on June 30, 2023. We are looking to bring back the full-scale event for 2024 and have started discussions on fireworks location, sponsorships and vendors.

Town Halloween events

Halloween parade on Main St-estimated about 1,000 participants, gave away prizes for the Scariest, Funniest and Most Original

Trunk or Treat at the WARF-had 30+ decorated trunks and estimated about 1,000 participants.

Flashlight Candy Hunt at Rady Park-115 participants, ages 5-10 years old

Future Programming:

Santa at the Caboose event in collaboration with the county-December 2

Swim with Santa-December 9

Holiday Decorating Contest-registration closes on December 8 and judging will take place between December 14-19

Pop Up Sledding events at the Warrenton Sports Complex-community can enjoy sledding on the hills at Athey Fields and then come inside the WARF to warm up at our hot chocolate bar.

Spring Programming-Egg Hunts, Kids to Parks Day and more!

Revenue and Date:

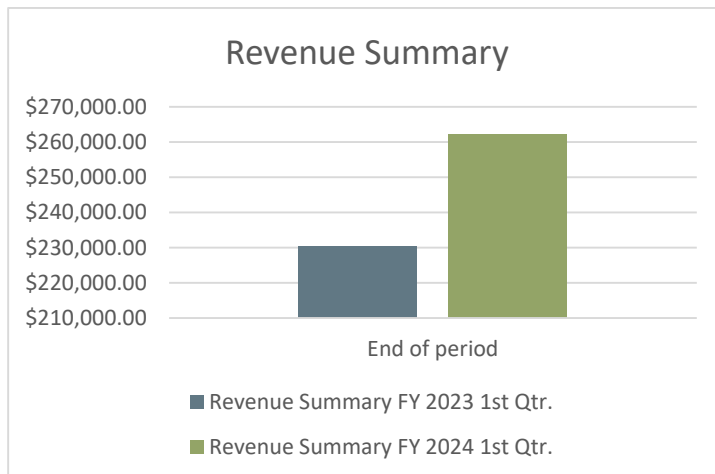
Revenue Summary								
	FY2022 Total	FY 2023 1st Qtr.	FY2023 2nd Qtr.	FY 2023 3rd Qtr.	FY 2023 4th Qtr.	FY 2023 Total	FY 2024 1st Qtr.	FY 2024 YTD
Memberships	\$287,924.14	\$88,400.29	\$58,026.88	\$88,610.12	\$89,896.43	\$324,933.72	\$90,169.41	\$90,169.41
MVPasses	\$43,391.37	\$7,930.50	\$11,976.00	\$13,055.00	\$7,140.50	\$40,102.00	\$11,728.00	\$11,728.00
Daily Admissions	\$180,423.72	\$55,859.05	\$28,006.37	\$42,732.44	\$73,903.86	\$200,501.72	\$62,803.24	\$62,803.24
Programs (Aquatics, Fitness, Recreation)	\$156,799.70	\$21,779.87	\$22,739.00	\$31,997.87	\$50,916.65	\$127,433.39	\$28,028.47	\$28,028.47
Rentals	\$272,185.24	\$30,606.50	\$82,894.00	\$115,697.75	\$24,106.50	\$253,304.75	\$48,419.00	\$48,419.00
Individual Instruction	\$119,670.00	\$21,847.37	\$9,346.50	\$14,568.00	\$13,750.87	\$59,512.74	\$12,600.00	\$12,600.00
Merchandise	\$4,408.79	\$831.98	\$894.67	\$818.72	\$1,092.91	\$3,638.28	\$1,062.69	\$1,062.69
Sponsorship/Grant/ Ad Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,900.00	\$2,900.00
Park Rentals and Events	\$9,405.00	\$2,600.00	\$165.00	\$1,082.50	\$3,747.50	\$7,595.00	\$2,752.50	\$2,752.50
Childcare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$612.20	\$384.47	\$186.38	\$354.23	\$10,702.61	\$11,627.69	\$1,618.32	\$1,618.32
End of period	\$1,074,820.16	\$230,240.03	\$214,234.80	\$308,916.63	\$275,257.83	\$1,028,649.29	\$262,081.63	\$262,081.63

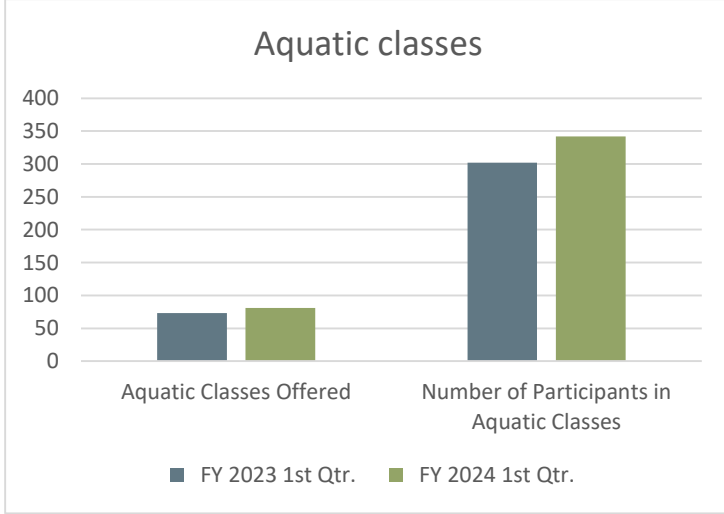
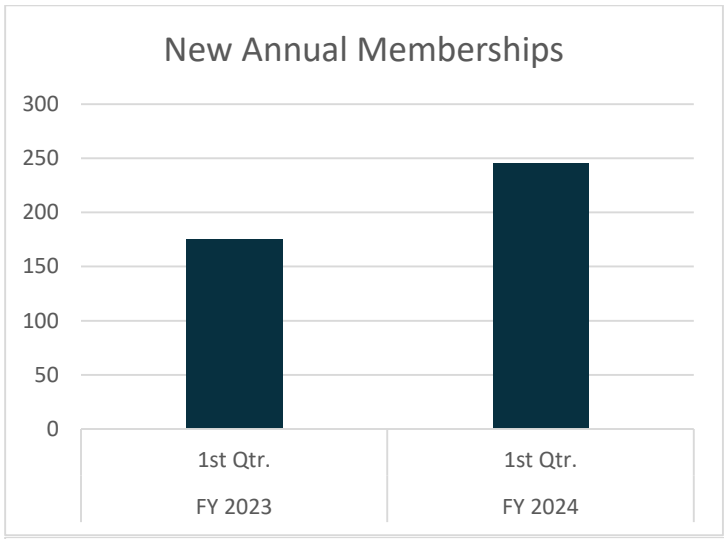
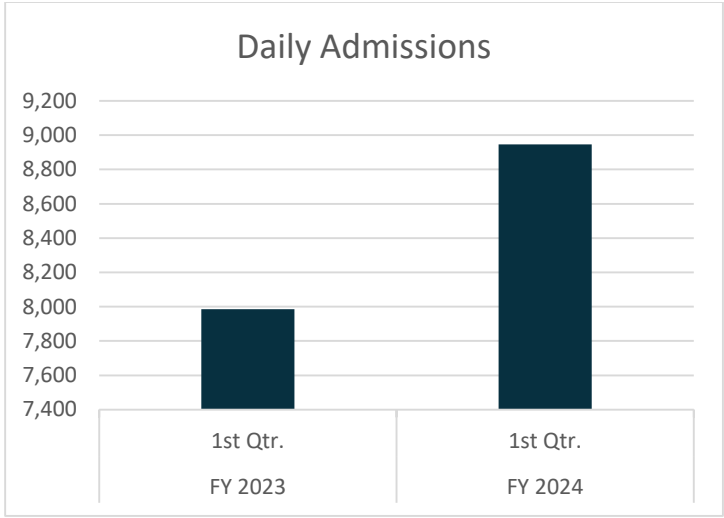
Monthly Memberships/25 Visit Passes/Admissions Sales Summary								
	FY2022 Total	FY 2023 1st Qtr.	FY2023 2nd Qtr.	FY 2023 3rd Qtr.	FY 2023 4th Qtr.	FY 2023 Total	FY 2024 1st Qtr.	FY 2024 YTD
New Annual Memberships	759	175	117	182	247	721	245	245
Renewal Rate	3%	7%	3%	3%	3%	5%	2%	2%
Monthly Memberships	902	178	158	188	235	759	216	216
25 Visit Passes	316	129	86	93	52	360	81	81
Daily Admissions	29,049	7,985	4,237	6,412	10,857	29,491	8,946	8,946
Total Number of Check-ins	79,181	21,627	21,700	25,756	27,934	97,017	25,468	25,468

Monthly Programming Summary								
	FY2022 Total	FY 2023 1st Qtr.	FY2023 2nd Qtr.	FY 2023 3rd Qtr.	FY 2023 4th Qtr.	FY 2023 Total	FY 2024 1st Qtr.	FY 2024 YTD
Aquatic Classes Offered	261	73	5	46	96	220	81	81
Number of Participants in Aquatic Classes	N/A	302	17	206	427	952	342	342
Fitness Classes Offered	2681	784	705	738	640	2867	744	744
Number of Participants in Fitness Classes	16336	4656	4147	5754	5031	19588	5651	5651
Specialty Classes Offered	11	12	3	5	3	23	3	3
Number of Participants in Specialty Classes	41	9	13	14	15	51	21	21
Recreation Programs/Events Offered	3	0	4	0	6	10	0	0
Number of Participants in Recreation Programs/Events	N/A	0	181	0	108	289	0	0

Rentals								
	FY2022 Total	FY 2023 1st Qtr.	FY2023 2nd Qtr.	FY 2023 3rd Qtr.	FY 2023 4th Qtr.	FY 2023 Total	FY 2024 1st Qtr.	FY 2024 YTD
Swim Lanes	N/A	395	2894	3279	1253.5	7821.5	853.75	853.75
Birthday Parties	181	46	71	53	59	229	51	51
Facility Rentals	83	17	81	125	36	259	25	25
Pavilion Rentals	96	28	15	2	44	89	33	33
Field Rentals	6	1	0	0	0	1	0	0

First Quarter Highlights:







These increases are primarily due to the competition pool being closed for almost a month and multiple leisure pool closures at the beginning of FY 23 resulting in no lane rentals and refunds for group swim lessons

Fiscal Impact

No fiscal impact at this time all projects and programs are using current funding sources.

Legal Impact

No legal impact at this time



Town of Warrenton
Department of Parks and Recreation

FY24 First Quarter Report

Revenue Summary								
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Item C.

Council Meeting Date:	November 14, 2023.
Agenda Title:	18 Court Street Building Update.
Requested Action:	Receive the update on the 18 Court Street building
Department / Agency Lead:	Town Manager
Staff Lead:	Frank Cassidy

EXECUTIVE SUMMARY

18 Court Street, the Old Town Hall building, has recently undergone light renovations. These renovations include opening the space on the main floor, installing durable flooring for multi-use opportunities, and minor IT installation to handle basic operations. This facility has become a useful space during our “asbestos” remediation at 21 Main St. and has provided additional opportunities for use.

Staff continues to work with Fauquier County Government and the Veterans of Foreign Wars Post 9835 for potential Public and Private Partnerships. Use agreements will be worked on in the next two months with the objective of bringing agreements to the Council in January 2024.

An additional opportunity is the use of this facility for the Holiday and Winter Markets. The Holiday Market starts on December 2 and runs for three weekends. The Winter Market starts early next year. By moving these markets to this facility, interior space is expanded, and the use of Court and Hotel St. will be incorporated into the market plan. We are working with EOTW and the Market Manager to finalize layouts.

BACKGROUND

The historic building at 18 Court Street was originally constructed for and occupied by the Fauquier National Bank in 1925. Thanks to the generosity of Edward L. Stephenson the Town began to occupy the space and use it as a Town hall in 1973. In 2019, the Town Council recognized the needs of the Town were surpassing the use of 18 Court Street and directed Staff to explore options for a more unified space for staff, residents, and visitors of the Town. The Current Town Hall building was identified as an option for expansion of the operations and as a more fitting space for the services offered by the Town. The new Town Hall building is better aligned with the priorities of the Council laid out in Plan Warrenton 2040 to better serve the public and create efficiencies.

After the staff was transitioned to the new Town Hall location, the building at 18 Court Street remained vacant. Staff began the process of removal of the old Town Council Dias and general maintenance to the building.

Focusing on the Priorities of the Council laid out in Plan Warrenton 2040 to better serve the public and cerate efficiencies, staff identified multiple opportunities for the building to serve the Town in a new capacity and role. Staff began outfitting the building with infrastructure needs and performed necessary

improvements to the flooring and spaces to facilitate the use of the space for meetings, training, emergency response, and community outreach.

The Town has received two inquiries regarding potential Public Private Partnerships for the use of the space at 18 Court Street, and we now have another opportunity with the Holiday and Winter Markets.

Fauquier County Government: The Fauquier County Government has approached the Town for potential use of the space for meetings, overflow seating, Court Proceedings, and other uses.

VFW Post 9835: The Leadership of VFW Post 9835 has reached out to staff to begin the conversation on a Public / Private partnership for the use of 18 Court Street as a meeting and office space for the VFW. For over 75 years, the Robert E. Laing Memorial VFW Post 9835 has not had a home location with office and meeting space. We are working on agreements with the objective of finalizing them early next year.

STAFF RECOMMENDATION

Continue working with the County and VFW and incorporate the use of this facility with the Holiday and Winter Markets.

Fiscal Impact

N/A

Legal Impact

Potential Public-Private Partnerships will have a legal impact as the Lease agreements, Memorandum of Understanding, and defined policies are reviewed for the proposals.

ATTACHMENTS



Office of the Town Manager

Frank Cassidy

STAFF REPORT

Warrenton Town Council

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

Item D.

Council Meeting Date:	November 14, 2023
Agenda Title:	Town Hall Asbestos Abatement Project
Requested Action:	Receive the information on the continuation of Abatement Project
Department / Agency Lead:	Human Capital/Risk Management & Facilities
Staff Lead:	Chris Melmer, Kasey Braun, Johnny Switzer,

EXECUTIVE SUMMARY

In early October, during routine HVAC work on the 15-ton basement unit at Town Hall, the vendor identified that the system needed thorough duct cleaning. Due to the pre-1990 age of the building staff conducted proactive testing for possible asbestos containing material (ACM) prior to any disturbance of the ductwork. Upon receipt of positive samples of ACM, staff immediately reached out to a remediation vendor to further examine Town Hall and determine the necessary steps, to include additional sampling, cleaning, and if applicable, abatement needed to ensure the safety and wellbeing of our staff and public. Therefore, sections of Town Hall will remain closed until full remediation efforts are concluded and this will be based upon our third-party consultant recommendations.

BACKGROUND

Over the last two years, the Facilities Department has received numerous HVAC complaints due to the limited to no functionality of some the HVAC units within Town Hall. Therefore, in the FY24 budget, it was proposed and approved to identify and fix, as appropriate, the HVAC concerns within Town Hall among other Town facilities.

During the preventative maintenance of the HVACs, some staff in Town Hall communicated that once proper air flow was restored, they found debris on their workspace. The HVAC vendor recommended testing to ascertain whether they were free of hazardous materials or not due to the pre-1990 age of the building. This led to the collection and testing of debris samples which resulted in a positive sample of chrysotile asbestos containing material. Therefore, upon receiving this positive result, staff reached out to a remediation vendor to further examine Town Hall and determine the necessary steps, to include additional sampling, cleaning, and if applicable, abatement needed to ensure the safety and wellbeing of our staff and public.

Upon further consultation with our third-party consultant, additional sample testing was conducted on the first floor in both the new business and old side of Town Hall. These test results were well below the permissible level threshold per OSHA; therefore, after further consultation with our third-party consultant, the new side of Town Hall was cleared for re-occupancy on November 1, 2023.

At the time of this report, the re-occupancy of the new business side Finance and IT hallway is projected for November 6, 2023. The re-occupancy and reopening of Town Hall to the public is projected for November 20, 2023. The remaining timeframes allow for the installation of new flooring, the reinstallation of furniture, the reconnection of network infrastructure. The old side of Town Hall will remain closed as we continue the HVAC cleaning. We anticipate the old side to be reopened by December 2023.

To conclude, a remediation schedule was devised in a manner that would impose the smallest amount of inconvenience on the public and on staff. All impacted workspaces were relocated to temporary workspaces in other Town facilities throughout the remediation process.

STAFF RECOMMENDATION

Staff's recommendation is to continue to follow guidance and direction from the third-party consultant, Virginia Risk Sharing Association (VRSA), and the Town Attorney.

The purpose of continuing consultation with a third-party consultant is to provide a safe and healthy working environment for our staff and citizens through the completion of the Town Hall HVAC repairs and duct cleaning.

Service Level/Policy Impact

Overall, there was limited to no disruption to Town services and operations. Town Hall was closed to the public on Friday, October 13, 2023, at approximately 1:00 PM, and during this time, impacted workspaces were relocated to other Town facilities to continue operations. Alternate locations were also established for the continuation of services.

Fiscal Impact

The financial impact is still being reviewed as we review the total remediation efforts needed. We will provide a further analysis and status of the fiscal impact at the next Regularly Scheduled Town Council meeting.

Legal Impact

The Director of Human Capital and the Risk Manager are discussing all legal impacts with Virginia Risk Sharing Association (VRSA) and our Town Attorney.

ATTACHMENTS

None.



Community Development
Department

STAFF REPORT

Town Council Meeting Date:	November 14, 2023
Agenda Title:	Special Use Permit 2023-01 St John the Evangelist
Requested Action:	Continue Public Hearing
Decision Deadline:	February 12, 2024
Staff Lead:	Denise Harris, Planning Manager

EXECUTIVE SUMMARY

Special Use Permit (SUP) 2023-01 St John the Evangelist, the Applicant, and the Owner, the Catholic Diocese of Arlington (St Johns Catholic School Tees), seeks to amend a June 3, 1986, SUP approval to allow for the demolition of an existing building and the construction of a new 13,000 square foot office building. The subject parcel is located in the Residential (R-10) District of the Town of Warrenton Zoning Ordinance and is designated as Live/Work on the Future Land Use Map. The subject parcel (GPIN 6984-36-7135-000) is located at 271 Winchester Street on approximately 11.0664 acres.

The Town Council held a public hearing in July, 2023, on the application. At that time, The Applicant requested a of action to further investigate the right-of way dedication on Winchester Street. Subsequently the Applicant requested a deferral, which Town Council granted, until the November public hearing. The Applicant requested the Archdiocese of Arlington’s General Counsel to work with the Town Attorney regarding the Condition of Approval regarding the right-of-way dedication on Winchester Street. This was completed and a solution was agreed upon that would dedicate the road from centerline to back of curb. However, the Applicant’s updated submission includes multiple proposed changes to the Planning Commission recommended Conditions of Approval beyond Winchester Street (see attached Applicant Proposed Conditions of Approval REDLINE).

On October 27, 2023, the Applicant submitted an updated SUP Plan indicating a 15’ right of way dedication from the centerline on Winchester Street. The Applicant also submitted a redline version of the Planning Commission’s recommended Conditions of Approval, and those conditions contained in the Town Council July public hearing, that go well beyond the discussions of Winchester Street. The proposed Conditions of Approval seek to modify items the Planning Commission spent time discussing, including

substantial conformance, site area, refuse, stormwater, lighting, stacking in the right of way, buffering of parking lot adjacent to Richards Drive, water and sewer, and demolition.

The Planning Commission held a Work Session on April 18, 2023⁶ and a Public Hearing on May 16, 2023. Three members of the public spoke to the application. Items brought up included proximity of the new building to Winchester Street, potential loss of old growth trees, noise “bounce back” to residences, no crosswalk on Winchester to entrance, water run-off, topo/grade changes, no lighting on building, loss of green space, question if additional parking is necessary, and support for the existing building to be demolished. The Planning Commission requested the Applicant work to address items missing on the SUP Plans and issues raised. The Planning Commission also suggested the Applicant look at the potential of green space vs additional parking. The Planning Commission voted 3-0 (Lawrence, Lasher absent) to hold the Public Hearing open until the June Planning Commission meeting.

On June 1, 2023, the Applicant submitted an updated SUP Plan to address the requested missing information, including parking, topography, improvements on the site, refuse locations, adjacent properties, and other miscellaneous items. The Applicant piloted a new student pick up/drop off pattern to address draft Condition of Approval 9.b and found it to be successful in preventing stacking in the public-right-of way.

The Planning Commission continued the Public Hearing on June 20, 2023. Three members of the public spoke to the application. One in support of the church and two adjacent property owners, while generally in support, raised questions regarding water runoff. The residents questioned if leaving the old building in place while the new one is constructed will impact and hinder the ability to properly grade the site to resolve ongoing water runoff issues to properties on Richards Drive and Winchester Street. Citizens spoke to the desire for reassurance the new building will deal with the water issues.

The Planning Commission voted to recommend approval to the Town Council subject to draft Conditions of Approval (4-0-1; Lawrence abstained).

BACKGROUND

In 1986, St Johns the Evangelist received a Special Use Permit for a school. The minutes from the Town Council meeting indicate the intent was to allow:

1. Construction of the School in two phases
2. Phase 1 enrollment 270
3. Phase 2 enrollment 540
4. Relocate the convent
5. Obtain Right of way dedication to centerline of King Street (aka John E Mann Street) and Winchester

When the church school sought an expansion in 2017, a Zoning Determination letter found the building expansion could proceed without a Special Use Permit amendment as the enrollment numbers were not changing. However, during the Site Development Plan (SDP 2017-01), the Town indicated that *“as new projects are proposed by the Church, the additional work will be considered accumulative to this plan and will trigger the Commonwealth’s SWM Regulations.”* The Town’s willingness to work with the applicant in 2017 was predicated on the shared knowledge that the next proposed improvement would include a comprehensive update of the site’s uses and existing conditions. This Special Use Permit application is the opportunity for the Applicant to bring the last 37 years of property uses up to date.

During agency review of the application, staff raised several potential issues and asked the Applicant to address them. Highlights of issues include the potential inability to meet landscaping buffer requirements, no details on lighting, preliminary stormwater design, proposed refuse locations, and no height and dimensions of the building, retaining walls, parking, travelways, setbacks, and landscape buffers for staff to ensure the proposal will meet requirements. Staff is aware that stormwater and landscape buffer solutions can be expensive to engineer. Staff sought to help the applicant understand that staff cannot ensure this proposal works without more information and/or requested waivers.

The Planning Commission held a work session and two public hearing dates on this proposal. The Planning Commission discussed buffers and landscaping along the length of the northern boundary of the property; energy, water, and sewer demands; intentions of existing building and timing of demolition; parking overflow into adjacent neighborhoods and stacking in the public right-of-way; elevations from Winchester Street and the request for artist’s rendering; appropriate stormwater, sediment control, and boundary line adjustments; and ARB approvals. The recommended Conditions of Approval are comparable to other approved Special Use Permits of similar land uses. Unique conditions relate to the Planning Commission addressing site specific issues of stormwater, potential adjacent property impacts, and demolition.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission recommended approval to the Town Council subject to the draft Condition of Approval. The Applicant is requesting a deferral to the October Town Council meeting.

Suggested Motions

1. I move the Town Council accept the Applicant’s request to defer the application until the next Town Council Regular Meeting.
2. Due to the Applicant submitting redlined language to the Planning Commission’s previously recommended Conditions of Approval that seek to remove or modify mitigations, I move the Town Council refer the application back to the Planning Commission based on Zoning Ordinance 11-3.10.9 Modifications to the Application or Conditions which states *“...after the Planning Commission has made its recommendation to the Town Council, should the application be modified, or additional conditions...offered by the applicant that results in...altered conditions that were intended to mitigate the impact of the development...then a second public hearing shall be held by the Planning Commission before the modified application may be heard by Town Council.”*

ATTACHMENTS

1. Attachment A – Maps
2. Attachment B – May 13, 2023, Staff Analysis
3. Attachment C – October 26, 2023, Special Use Permit Plan
4. Attachment D – July 11, 2023, Conditions of Approval (Planning Commission Recommendation)
5. Attachment E – Applicant Redline of July 11, 2023, Conditions of Approval
6. Attachment F – Applicant Clean Proposed Conditions of Approval
7. Attachment G - Statement of Justification/Addendum to the Statement of Justification
8. Attachment H - Overall Site Access Plan
9. Attachment I – March 23, 2023/Revised April 27, 2023, Comment Response Letter
10. Attachment J – Town Council 1986 Meeting Minutes
11. Attachment K – Artist Renderings from Winchester Street
12. Attachment L – 1986 Town Council Minutes
13. Attachment M – July 11, Town Council Presentation

SPECIAL USE PERMIT CONDITIONS**Applicant: ST. JOHN THE EVANGELIST CATHOLIC
CHURCH****Owner: CATHOLIC DIOCESE OF ARLINGTON
(ST JOHNS CATHOLIC SCHOOL TEES)****SUP 23-01 (Supersedes SUP Dated June 3, 1986)****PINs 6984-36-7135-0000 (the "Property")****Special Use Permit Area: ± 11.0664 Zoning: R-10
Residential****Date: July 11, 2023**

In approving a Special Use Permit, the Town Council may impose such conditions, safeguards, and restrictions as may be necessary to avoid, minimize, or mitigate any potentially adverse or injurious effect of such special uses upon other properties in the neighborhood, and to carry out the general purpose and intent of this Ordinance. The Council may require a guarantee or bond to ensure that compliance with the imposed conditions. All required conditions shall be set out in the documentation approving the Special Use Permit (SUP).

1. General: This Special Use Permit is issued covering the entire Property pursuant to the provisions of § 11-3.10 of the Town of Warrenton Zoning Ordinance.
2. Site Development: The Property shall be developed in substantial conformance with the Special Use Permit Plan entitled, "Special Use Permit Plat," prepared by Carson Land Consultants, Page 1 dated February 10, 2023 and Pages 2-4 dated December 6, 2022, all revised May 30, 2023, consisting of four (4) sheets (the "SUP Plan"). Minor changes and adjustments may be made to the road and street alignments, entrances, parking, dimensions and location of SWM/BMP facilities, the exact configuration and location of building footprints, and other similar features as shown on the SUP Plan, provided they meet the intent of these Conditions and are approved by the Director of Community Development or the Zoning Administrator.

3. Use Parameters:
 - a. Special Use Permit Area – The Special Use Permit shall apply to the entire +/- 11.0664 acre site.
 - b. Use Limitations – The use shall be limited to a religious institution and related facilities including the church, school, and those accessory uses customarily incidental to the primary uses.
 - c. Maximum Students – The maximum number of students shall be 540 as approved in the previous SUP dated June 3, 1986.
4. Architecture: The site is located within the Historic District and is subject to Architectural Review Board, Certificates of Appropriateness (COA), and the Town of Warrenton Guide to Historic Resources. No structures shall be modified or erected until a COA has been issued. This includes walls and fences exceeding 36” in height.
5. Signage: All signage shall comply with the applicable provisions of Article 6 of the Town of Warrenton Zoning Ordinance.
6. Site Maintenance and Refuse Collection: Any refuse storage areas shall be screened with a solid enclosure constructed of materials that are compatible with the buildings on the property. The enclosure shall have gates that prohibit viewing this area from adjoining properties and public rights-of-way. The gates shall remain closed when not in use and the trash containers shall be emptied as necessary to prevent odors or infestation by vermin. Compliance with this condition shall be demonstrated on each final site plan(s). Deliveries and refuse collection shall follow Town Code Section 11-19(9).
7. Environment: All landscaping shall be native and drought-resistant or other species as may be approved on the final site plan(s).
 - a) Landscaping – The Applicant shall make all efforts to maintain and preserve the existing mature vegetation and hardwood trees when feasible.
 - b) Minimize Clearing and Grading – The Applicant shall show the limits of clearing and grading for the site on the approved final site plan(s). For portions of buffers located outside the limits of clearing and grading, the existing vegetation shall be preserved and supplemented to meet the intent the buffer as noted above. In addition, existing trees and shrubs shall be incorporated into the landscaping plan. This does not preclude the removal of diseased, noxious and/or invasive vegetation.
 - e) Stormwater Management –The property owner is required to account for all improvements, regardless of square footage, made to the property since July 1, 2014, and design and construct for the accumulative stormwater management for both quantity and quality in accordance with all applicable State and local

requirements in effect at the time of site development plan approval.

8. Lighting:

- a. Proposed lighting shall be reviewed during the review of the Certificate of Appropriateness and at the time of site plan in accordance with the Zoning Ordinance.
- b. Building-mounted security lighting, which is full cut-off and directed toward the building and in compliance with the Zoning Ordinance, shall be permitted.
- c. All new and replacement light fixtures shall consist of full cut-off fixtures with a color temperature of 3,000 K or lower, and a maximum mounting height of 14 feet.
- d. Lighting on the school managed turf fields is prohibited.
- e. All other proposed lighting shall be addressed at site plan in accordance with the Zoning Ordinance.

9. Transportation:

- a) Vehicular Access – The site shall be accessed from the Winchester Street and John E. Mann entrances. Egress shall be controlled via a stop sign traffic control with stop bar at the exits.
- b) There shall be no stacking of vehicles into the public right-of-way. The school is responsible for ensuring drop off and pick up from the school do not result in backs ups on the public streets. Stacking on the property by accessing the school by way of Winchester Street or staggering times is required to achieve this condition.
- c) Handicapped Parking and Signage – Handicapped parking and signage for shall be provided in accordance with the PFM and the Americans with Disabilities Act.
- d) Dedication of public right-of-way on Winchester Street shall be included on the Site Development Plan and be recorded prior to occupancy permit. With the dedication of the right-of-way frontage, the property owner will submit with the site plan an agreement to retain the maintenance of the existing perimeter wall and entrance features, including the entrance apron on Winchester Street for Town review and approval.

10. Parking: Parking located on the north side of the property, adjacent to Richards Lane shall buffer and shield the headlights of vehicles from the adjacent residences. Headlights shall be screened from view from the residential-zoned property located to the north to at least 3.5 feet in height above the parking surface elevation with a solid wall, sight-tight fence, evergreen shrubs, or other method as approved by the Zoning Administrator as a part of the Site Development Plan, to extend the length of the parking on the north side.

11. Water and Sewer: The site shall continue to be served by public water, with the property owner bearing all costs associated with providing the additional services that will be required. Construction of a new 3-story building, +/- 13,000 square foot located at the northwest corner of the property on Winchester Street will require a separate water meter, per Town Code

12. Demolition: Demolition of the existing 3 story stone and block building located in the northwest portion of the property adjacent to Richards Lane shall require a permit from the Town. No final occupancy permit shall be issued on a new 3-story building, +/- 13,000 square foot located at the northwest corner of the property on Winchester Street until the above existing building has been demolished. The old building will be demolished within 6 months after the issuance of the temporary occupancy permit.

SPECIAL USE PERMIT AMENDMENT CONDITIONS

**Applicant: ST. JOHN THE EVANGELIST CATHOLIC
CHURCH**

**Owner: CATHOLIC DIOCESE OF ARLINGTON (ST JOHN'S CATHOLIC
SCHOOL TEES)**

**SUP 23-01 (Supersedes SUP Dated June 3, 1986) PINs 6984-36-7135-0000
(the "Property") Special Use Permit Area :± 11.0664 Zoning: R-10
Residential**

Date: November 14, 2023

In approving a Special Use Permit Amendment, 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 Amendment (SUP).

1. General: This Special Use Permit Amendment is issued covering the entire Property pursuant to the provisions of § 11-3.10 of the Town of Warrenton Zoning Ordinance.
2. Site Development: The Property shall be developed in general conformance with the Special Use Permit Amendment Plan entitled, "Special Use Permit Amendment Plat," prepared by Carson Land Consultants, Page 1 dated February 10, 2023 and Pages 2-4 dated December 6, 2022, last revised October 26, 2023, consisting of four (4) sheets (the "SUP Amendment Plan"). Minor changes and adjustments may be made to the site layout shown on the SUP Plan, provided they meet the intent of these Conditions and are approved by either the Director of Community Development or the Zoning Administrator.
3. Use Parameters:
 - a. Special Use Permit Area – The Special Use Permit shall apply to the entire site.
 - b. Use Limitations – The permitted uses shall be limited to the church, to the school and those other uses and activities that are ancillary to and customarily incidental to a place of worship and to a school. Such uses include, but are not limited to, parish houses, rectories, parsonages, Sunday schools, accessory nursery/childcare during services, church-sponsored events, administrative offices, etc.

Maximum Students – The maximum number of students shall be 540
4. Site Maintenance and Refuse Collection: New refuse storage areas shall be screened with a solid enclosure constructed of materials that are compatible with the buildings on the property. The enclosure shall have gates that prohibit viewing this area from adjoining properties and public rights-of-way. The gates shall remain closed when not in use and the trash containers shall be emptied as necessary to prevent odors or infestation by vermin. Compliance with this condition shall be demonstrated on each final site plan(s). Deliveries and refuse collection shall follow Town Code Section 11- 19(9).
5. Environment: All landscaping shall be native and drought-resistant or other species a may be approved on the final site plan(s).

- a. Landscaping – The Applicant shall make all reasonable efforts to maintain and preserve the existing mature vegetation and hardwood trees when feasible.
- b. Minimize Clearing and Grading – The Applicant shall show the limits of clearing and grading for the site on the approved final site plan(s). For portions of buffers located outside the limits of clearing and grading, the existing vegetation shall be preserved to the extent reasonable and supplemented to meet the intent of the buffer as noted below. In addition, existing trees and shrubs shall be incorporated into the landscaping plan. This does not preclude the removal of diseased, failing, noxious and/or invasive vegetation.
- c. Stormwater Management (SWM) – Stormwater Management shall be designed and constructed in accordance with DEQ and Town ordinances in effect at the time said SWM is required.

6. Lighting:

- a. Proposed lighting shall be reviewed during the review of the Certificate of Appropriateness and at the time of site plan in accordance with the Zoning Ordinance.
- b. Building-mounted security lighting, which is full cut-off and directed toward the building and in compliance with the Zoning Ordinance, shall be permitted.
- c. All new and replacement light fixtures shall consist of full cut-off fixtures with a color temperature of 3,000 K or lower, and a maximum mounting height of 14 feet.
- d. Permanent lighting on the school managed turf fields is prohibited unless approved by the Town.
- e. All other proposed lighting shall be addressed at site plan in accordance with the Zoning Ordinance.

7. Transportation:

- a) Vehicular Access – The site shall be accessed from the Winchester Street and the John E. Mann entrances.
- b) Applicant will make reasonable effort to continue to minimize stacking of vehicles into the public right-of-way through the use of stacking on the property by accessing the school by way of Winchester Street and/ or by staggering times to achieve this condition.
- c) Dedication of right-of-way to the back of the existing curb on Winchester Street shall be included on the Site Development Plan and be recorded prior to occupancy permit. Upon dedication of the right-of-way to the back of the existing curb, the Town will assume ownership and maintenance of existing facilities therein.

8.

Parking: Parking located on the north side of the property, adjacent to Richards Lane shall

be buffered to shield the headlights of vehicles from the adjacent residences. Headlights shall be screened from view of the residentially-zoned property located to the north to at least 3(three) feet in height above the parking surface with, at the owner's discretion, either a solid wall, sight-tight fence, evergreen shrubs, or other method as approved by the Zoning Administrator as a part of the Site Development Plan. Any new shrubs planted to supplement the existing screen shall be at least 2 (two) feet in height within 1 (one) year of planting.

9.

Demolition: Demolition of the existing administration building located in the northwest portion of the property adjacent to Richards Lane shall require a permit from the Town. Upon construction of the new administration building, the Town will issue a temporary occupancy permit. No final occupancy permit shall be issued on a new administration building located at the northwest corner of the property on Winchester Street until the existing administration building has been demolished, which must occur within 6 months from the issuance of the temporary occupancy permit for the new administration building.

SPECIAL USE PERMIT AMENDMENT CONDITIONS

**Applicant: ST. JOHN THE EVANGELIST CATHOLIC
CHURCH**

**Owner: CATHOLIC DIOCESE OF ARLINGTON (ST JOHN'S CATHOLIC
SCHOOL TEES)**

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(the "Property") Special Use Permit Area :± 11.0664 Zoning: R-10
Residential**

Date: November 14, 2023

In approving a Special Use Permit Amendment, 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 Amendment (SUP).

1. General: This Special Use Permit Amendment is issued covering the entire Property pursuant to the provisions of § 11-3.10 of the Town of Warrenton Zoning Ordinance.
2. Site Development: The Property shall be developed in general conformance with the Special Use Permit Amendment Plan entitled, "Special Use Permit Amendment Plat," prepared by Carson Land Consultants, Page 1 dated February 10, 2023 and Pages 2-4 dated December 6, 2022, last revised October 26, 2023, consisting of four (4) sheets (the "SUP Amendment Plan"). Minor changes and adjustments may be made to the site layout shown on the SUP Plan, provided they meet the intent of these Conditions and are approved by either the Director of Community Development or the Zoning Administrator.
3. Use Parameters:
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 - b. Use Limitations – The permitted uses shall be limited to the church, to the school and those other uses and activities that are ancillary to and customarily incidental to a place of worship and to a school. Such uses include, but are not limited to, parish houses, rectories, parsonages, Sunday schools, accessory nursery/childcare during services, church-sponsored events, administrative offices, etc.
 - c. Maximum Students – The maximum number of students shall be 540
4. Site Maintenance and Refuse Collection: New refuse storage areas shall be screened with a solid enclosure constructed of materials that are compatible with the buildings on the property. The enclosure shall have gates that prohibit viewing this area from adjoining properties and public rights-of-way. The gates shall remain closed when not in use and the trash containers shall be emptied as necessary to prevent odors or infestation by vermin. Compliance with this condition shall be demonstrated on each final site plan(s). Deliveries and refuse collection shall follow Town Code Section 11- 19(9).
5. Environment: All landscaping shall be native and drought-resistant or other species as may be approved on the final site plan(s).

- a. Landscaping – The Applicant shall make all reasonable efforts to maintain and preserve the existing mature vegetation and hardwood trees when feasible.
- b. Minimize Clearing and Grading – The Applicant shall show the limits of clearing and grading for the site on the approved final site plan(s). For portions of buffers located outside the limits of clearing and grading, the existing vegetation shall be preserved to the extent reasonable and supplemented to meet the intent of the buffer as noted below. In addition, existing trees and shrubs shall be incorporated into the landscaping plan. This does not preclude the removal of diseased, failing, noxious and/or invasive vegetation.
- c. Stormwater Management (SWM) – Stormwater Management shall be designed and constructed in accordance with DEQ and Town ordinances in effect at the time said SWM is required.

6. Lighting:

- a. Proposed lighting shall be reviewed during the review of the Certificate of Appropriateness and at the time of site plan in accordance with the Zoning Ordinance.
- b. Building-mounted security lighting, which is full cut-off and directed toward the building and in compliance with the Zoning Ordinance, shall be permitted.
- c. All new and replacement light fixtures shall consist of full cut-off fixtures with a color temperature of 3,000 K or lower, and a maximum mounting height of 14 feet.
- d. Permanent lighting on the school managed turf fields is prohibited unless approved by the Town.
- e. All other proposed lighting shall be addressed at site plan in accordance with the Zoning Ordinance.

7. Transportation:

- a) Vehicular Access – The site shall be accessed from the Winchester Street and the John E. Mann entrances.
- b) Applicant will make reasonable effort to continue to minimize stacking of vehicles into the public right-of-way through the use of stacking on the property by accessing the school by way of Winchester Street and/ or by staggering times to achieve this condition.
- c) Dedication of right-of-way to the back of the existing curb on Winchester Street shall be included on the Site Development Plan and be recorded prior to occupancy permit. Upon dedication of the right-of-way to the back of the existing curb, the Town will assume ownership and maintenance of existing facilities therein.

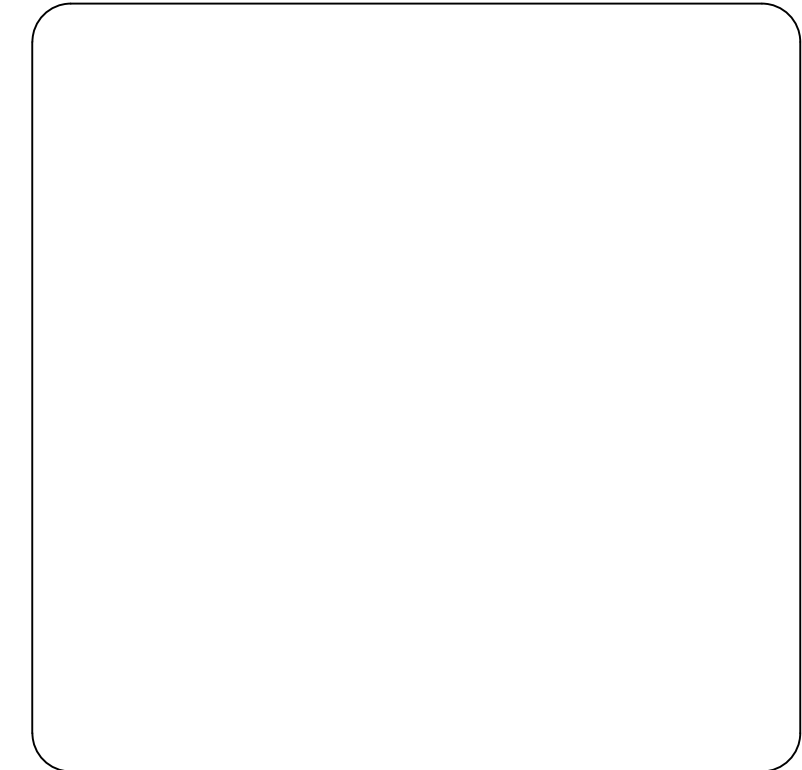
8. Parking: Parking located on the north side of the property, adjacent to Richards Lane shall be buffered to shield the headlights of vehicles from the adjacent residences. Headlights shall be screened from view of the residentially-zoned property located to the north to at least 3(three) feet in height above the parking surface with, at the owner's discretion, either a solid wall, sight-tight fence, evergreen shrubs, or other method as approved by the Zoning Administrator as a part of the Site Development Plan. Any new shrubs planted to supplement the existing screen shall be at least 2 (two) feet in height within 1 (one) year of planting.

9. Demolition: Demolition of the existing administration building located in the northwest portion of the property adjacent to Richards Lane shall require a permit from the Town. Upon construction of the new administration building, the Town will issue a temporary occupancy permit. No final occupancy permit shall be issued on a new administration building located at the northwest corner of the property on Winchester Street until the existing administration building has been demolished, which must occur within 6 months from the issuance of the temporary occupancy permit for the new administration building.

SPECIAL USE PERMIT AMENDMENT PLAT ST JOHN THE EVANGELIST CATHOLIC CHURCH

SUP 2023-1 (AMENDMENT TO SUP DATED JUNE 3, 1986) 271 WINCHESTER STREET TOWN OF WARRENTON FAUQUIER COUNTY, VIRGINIA FEBRUARY 10, 2023 LAST REVISED: OCTOBER 26, 2023

APPROVAL BLOCK



LEGEND	
Q	CENTERLINE
CO	CLEANOUT
EX	EXISTING
HC	HANDICAPPED
EP	EDGE OF PAVEMENT
S/C	SIAMESE YARD CONNECTION
IPS	IRON PIPE SET
IPF	IRON PIPE FOUND
RET	RETAINING
PKS	PK-NAIL SET
DHS	DRILL HOLE MADE
CONC	CONCRETE
CONN	CONNECTION
TELE	TELEPHONE
STM STR	STORM SEWER STRUCTURE
STM MH	STORM SEWER MANHOLE
SAN MH	SANITARY SEWER MANHOLE
ELEC TRANS	ELECTRIC TRANSFORMER
O	WATER VALVE UNLESS NOTED
Q	SIGN
⊕	FIRE HYDRANT
⊕	LIGHT OR UTILITY POLE
FC	FACE OF CURB
7	NUMBER OF PARKING SPACES
1 LS	NUMBER OF LOADING SPACES
5 HC	NUMBER OF HANDICAP SPACES
---	PROPERTY OR RW LINES
---	CENTER LINE
---	EASEMENT LINE
---	EXISTING TRAVEL WAY/ EDGE OF PAVEMENT
---	PROPOSED EDGE OF PAVEMENT
---	EXISTING CURB AND GUTTER
---	PROPOSED CURB AND GUTTER
---	FENCE LINE
---	ROADSIDE DELINEATORS
---	RAILROAD
---	ADJACENT PROPERTY OWNERS
---	EXISTING CULVERT OR STORM LINE
---	PROPOSED CULVERT OR STORM LINE
---	STORM SEWER (PROPOSED BY OTHERS)
---	EXISTING WATERLINE
---	PROPOSED WATERLINE
---	WATERLINE (PROPOSED BY OTHERS)
---	EXISTING FIRE HYDRANT
---	PROPOSED FIRE HYDRANT
---	EXISTING SANITARY SEWER
---	PROPOSED SANITARY SEWER
---	SANITARY SEWER (PROPOSED BY OTHERS)
---	EXISTING GAS LINE
---	PROPOSED GAS LINE
---	EXISTING OVERHEAD TELEPHONE
---	EXISTING OVERHEAD ELECTRIC
---	EXISTING OVERHEAD TELEPHONE & ELECTRIC
---	EXISTING UNDERGROUND TELEPHONE
---	EXISTING UNDERGROUND ELECTRIC
---	EXISTING RETAINING WALL
---	PROPOSED RETAINING WALL
---	EXISTING POWER OR TELEPHONE POLE
---	LIGHT POLE
---	EXISTING CONTOUR W/ ELEVATION
---	PROPOSED CONTOUR W/ ELEVATION
---	EXISTING SPOT ELEVATION
---	PROPOSED SPOT ELEVATION
---	EARTH DEPRESSION
---	DITCH, SWALE, STREAM OR SPRING
---	SWAMP OR MARSH AREA
---	DRAINAGE DIVIDE
---	PATH (DIRT, GRAVEL, CRUSHED STONE, ETC.)
---	TREE LINE
---	LIMITS OF CLEARING & GRADING
---	NORTH ARROW
---	TREES AND SHRUBS
---	STD. VDOT CG-12, CURB RAMP
---	PROPOSED CONCRETE
---	PROPOSED GRAVEL
---	PROPOSED UNDERDRAIN

ADJACENT OWNERS

6984-45-0901-000
MANN, FAYE A/K/A, MANN, FAYE O
101 JOHN E MANN ST
WARRENTON VA 20186
BK 265 / PG 1584
ZONING: R-10

6984-45-1877-000
ELLIOTT, KELSEY A
216 ROBINSON ST
WARRENTON VA 20186
BK 1453 / PG 2270
ZONING: R-10

6984-45-2940-000
JAMES, CHERYL M
220 ROBINSON ST
WARRENTON VA 20186
BK 1458 / PG 1263
ZONING: R-10

6984-45-3912-000
PAYNE, MICHELLE A TRUSTEE;
PAYNE, MICHELLE ANN TRUST;
PAYNE, STEVEN C TRUSTEE;
PAYNE, STEVEN CARL TRUST
232 ROBINSON ST
WARRENTON VA 20186
BK 1587 / PG 69
ZONING: R-10

6984-46-1478-000
DEMBOVSKI, CHANTHELLE;
PEPIN, THOMAS G
348 PRESTON DR
WARRENTON VA 20186
BK 1594 / PG 1231
ZONING: R-10

6984-46-2402-000
CHESLEY, COLLEEN M;
CHESLEY, MICHAEL R
340 PRESTON DR
WARRENTON VA 20186
BK 1203 / PG 2334
ZONING: R-10

6984-46-2324-000
MUSSER, COURTNEY CANFIELD
332 PRESTON DR
WARRENTON VA 20186
BK 1587 / PG 2406
ZONING: R-10

PARKING TABULATION

IN ACCORDANCE WITH ARTICLE 7 OF THE TOWN OF WARRENTON ZONING ORDINANCE THE PARKING REQUIRED FOR THE SITE ARE AS FOLLOWS:

CHURCH: ONE (1) SPACE PER FOUR (4) SEATS DESIGN CAPACITY OF THE PRINCIPLE PLACE OF WORSHIP
SCHOOL: ONE (1) SPACE PER TWENTY-FIVE (25) CLASSROOM SEATS PLUS ONE (1) PER EMPLOYEE CALCULATED FOR THE WORK PERIOD CONTAINING THE LARGEST NUMBER OF EMPLOYEES.

REQUIREMENTS

CHURCH = 793 SEATS (PER APPROVED AMENDED SITE PLAN)
PARKING REQUIRED: 750 SEATS / 4 = 187.5 = 188 SPACES
HC PARKING REQUIRED: 7 SPACES (PER ADA)

PRESCHOOL = 100 CLASSROOM SEATS / 25 = 4 SPACES
12 EMPLOYEES = 12 SPACES
= 16 SPACES TOTAL

ST. JOHN'S SCHOOL (K-8) = 250 CLASSROOM SEATS / 25 = 10 SPACES
30 EMPLOYEES = 30 SPACES
= 40 SPACES

TOTAL NUMBER OF PARKING SPACES REQUIRED:

CHURCH 188
PRE-SCHOOL 16
SCHOOL 40
SPACES 244

TOTAL NUMBER OF PARKING SPACES PROVIDED:

244 SPACES REQUIRED
248 SPACES PROVIDED (CURRENTLY)
277 SPACES PROVIDED (WITH THIS SUP AMENDMENT)

TOTAL CHANGE WITH THIS SUP AMENDMENT:

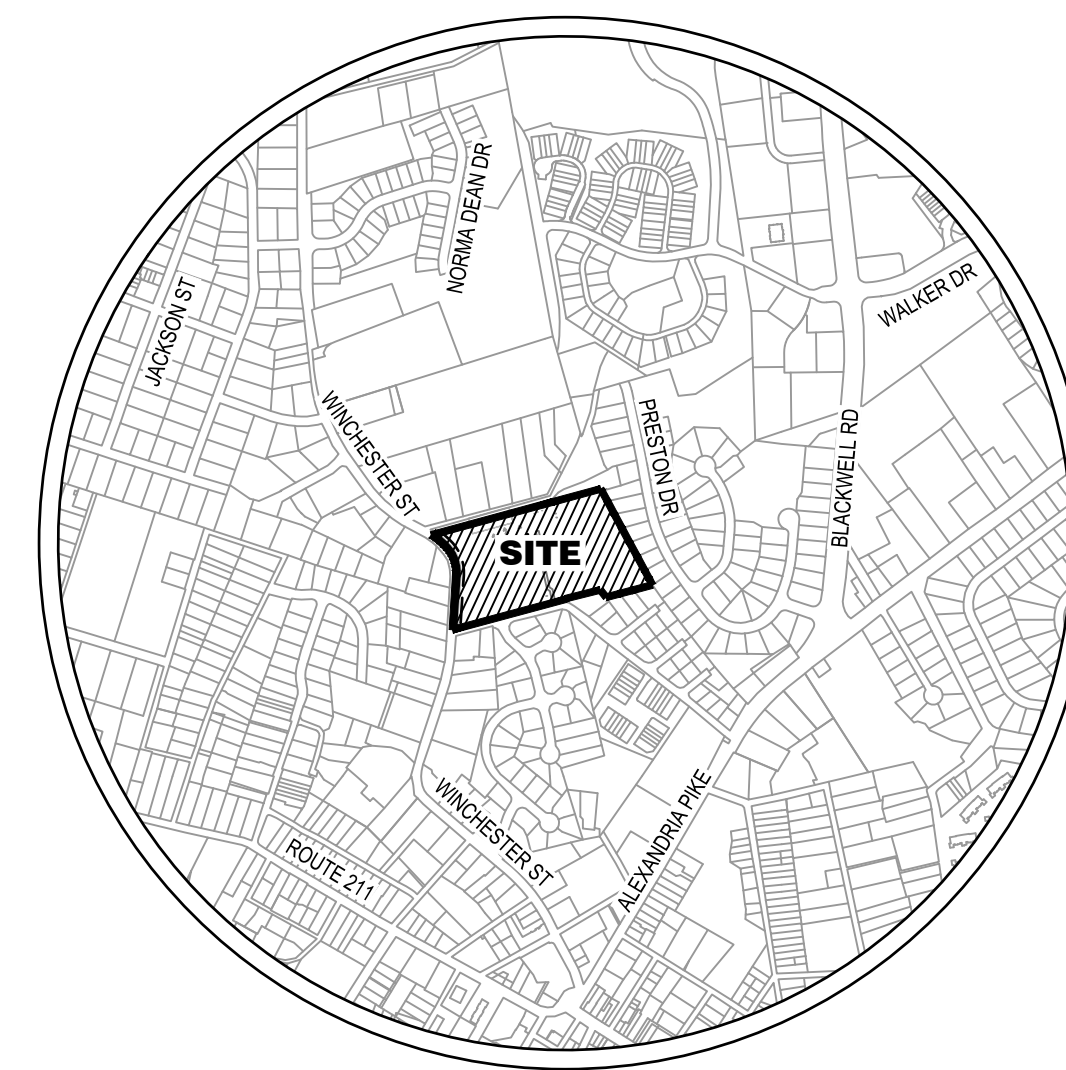
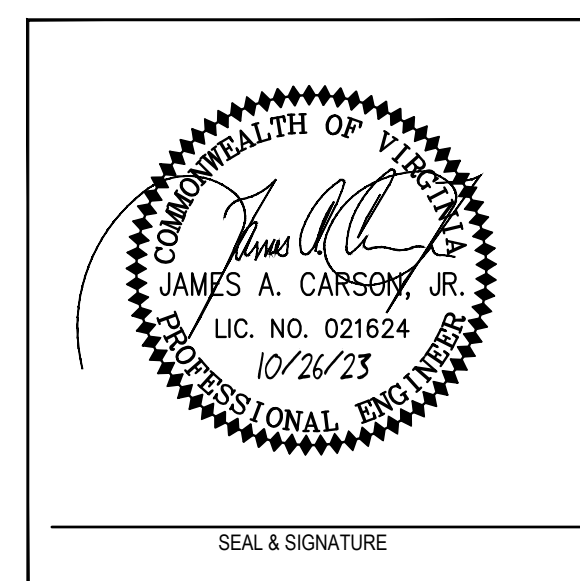
ADDITION OF 229 SPACES (SUBJECT TO CHANGE)

ENGINEER'S CERTIFICATE

I, JAMES A. CARSON, JR., A LICENSED PROFESSIONAL ENGINEER IN THE COMMONWEALTH OF VIRGINIA, DO HEREBY CERTIFY THAT THE PROPERTIES UPON WHICH THIS SITE PLAN IS PROPOSED LIE IN THE NAME OF ST. JOHN'S CATHOLIC SCHOOL TEES, AS FOUND AMONG THE LAND RECORDS OF FAUQUIER COUNTY, VIRGINIA, IN DEED BOOK 205, PAGE 59.

James A. Carson, Jr.
JAMES A. CARSON, JR. P.E. NO. 021624

**NOT FOR
CONSTRUCTION**
UNDER REVIEW



VICINITY MAP

SCALE 1"= 100'

SHEET INDEX

SHEET NO.	DESCRIPTION
1	COVER SHEET
2	EXISTING CONDITIONS PLAN
3	SPECIAL USE PERMIT PLAT
4	BUILDING ELEVATIONS
4	TOTAL NUMBER OF SHEETS IN PLAN

GENERAL NOTES

- PROJECT DESCRIPTION: THIS PROJECT PROPOSES THE CONSTRUCTION OF AN APPROXIMATELY 13,000 SQUARE FOOT, THREE FLOOR OFFICE BUILDING, SIDEWALK, SITE GRADING AND PARKING LOT IMPROVEMENTS ARE ALSO A PART OF THE PROPOSED PROJECT. APPROXIMATE 0.90 ACRE WILL BE DISTURBED DURING THE CONSTRUCTION OF THE PROJECT.
- PINS: 6984-36-7135-000
- ACREAGE: 11.0664 AC
- CURRENT USE: CHURCH, SCHOOL
- PROPOSED USE: CHURCH, SCHOOL
- OWNERS/APPLICANT: ST. JOHN'S CATHOLIC SCHOOL TEES
271 WINCHESTER STREET
WARRENTON VIRGINIA 20186
DEED BOOK 205, PAGE 59
- ZONING: RESIDENTIAL (R-10)
- ZONING REQUIREMENTS:
 - MINIMUM LOT AREA: 10,000 SQ. FT
 - MINIMUM LOT FRONTAGE: 75 FEET
 - FRONT SETBACK: MINIMUM 25 FEET
 - SIDE SETBACKS: 15 FEET
 - REAR SETBACK: 20 FEET
 - MAXIMUM LOT COVERAGE: 65% IMPERVIOUS SURFACE
 - MAXIMUM BUILDING HEIGHT: 35 FEET
- TOPOGRAPHIC INFORMATION FIELD RUN BY CARSON LAND CONSULTANTS.
CONTOUR INTERVAL: 2 FT
DATUM: NAVD 88
- THE SUBJECT PROPERTY IS LOCATED ON FEMA FLOOD INSURANCE RATE MAP, COMMUNITY-PANEL NUMBER 51061C 0306 C, DATED FEB. 6, 2008. THE PROPERTY IS LOCATED IN ZONE "X". THIS DOES NOT CONSTITUTE A FLOOD STUDY BY THIS FIRM.
- STORMWATER MANAGEMENT WILL BE ADDRESSED WITH FINAL SITE DEVELOPMENT PLAN. THE PROPOSED OFFICE BUILDING AND ASSOCIATED PARKING AND CIRCULATION IMPROVEMENTS WILL BE TREATED AS A COMMON PLAN OF DEVELOPMENT. STORMWATER MANAGEMENT WILL BE ADDRESSED BY A COMBINATION OF ONSITE TREATMENT WITH STRUCTURAL BMP'S SUCH AS BIOTENTION, DETENTION, AND/OR PURCHASE OF OFFSITE NUTRIENT CREDITS. AS CONSULT WITH THE TOWN WILL BE REQUIRED TO DETERMINE AND APPROVE ALLOWABLE DISCHARGE INTO THE EXISTING STORM SEWER SYSTEM. THE LOCATION AND ORIENTATION OF ONSITE FACILITIES WILL BE DETERMINED WITH THE SITE DEVELOPMENT PLANS. LOCATION AND SIZE HAVE NOT BEEN INDICATED ON THIS PLAN AS SUBSTANTIAL COMPLIANCE WITH THE SUP AMENDMENT LAYOUT WOULD BE REQUIRED. PLANS FOR STORMWATER MANAGEMENT ARE TENTATIVE AND SUBJECT TO CHANGE.

**SPECIAL USE PERMIT AMENDMENT PLAT
ST JOHN THE EVANGELIST
CATHOLIC CHURCH**
SUP 2023-1 (AMENDMENT TO
SUP DATED JUNE 3, 1986)
271 WINCHESTER STREET
TOWN OF WARRENTON
FAUQUIER COUNTY, VIRGINIA
FEBRUARY 10, 2023
LAST REVISED: OCTOBER 26, 2023

CARSON
LAND CONSULTANTS

45 Main Street, 1st Floor • Warrenton VA 20186 • (540) 347-9191
CarsonLC

NOT FOR CONSTRUCTION

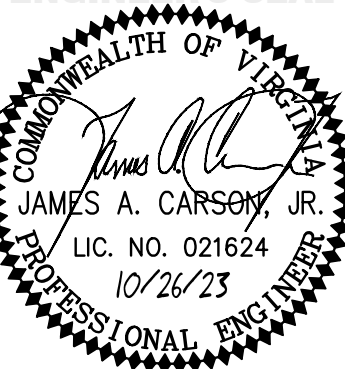
SAINT JOHN THE EVANGELIST CATHOLIC CHURCH
WARRENTON, VA

FAUQUIER COUNTY VIRGINIA

CENTER MAGISTERIAL DISTRICT

REVISIONS

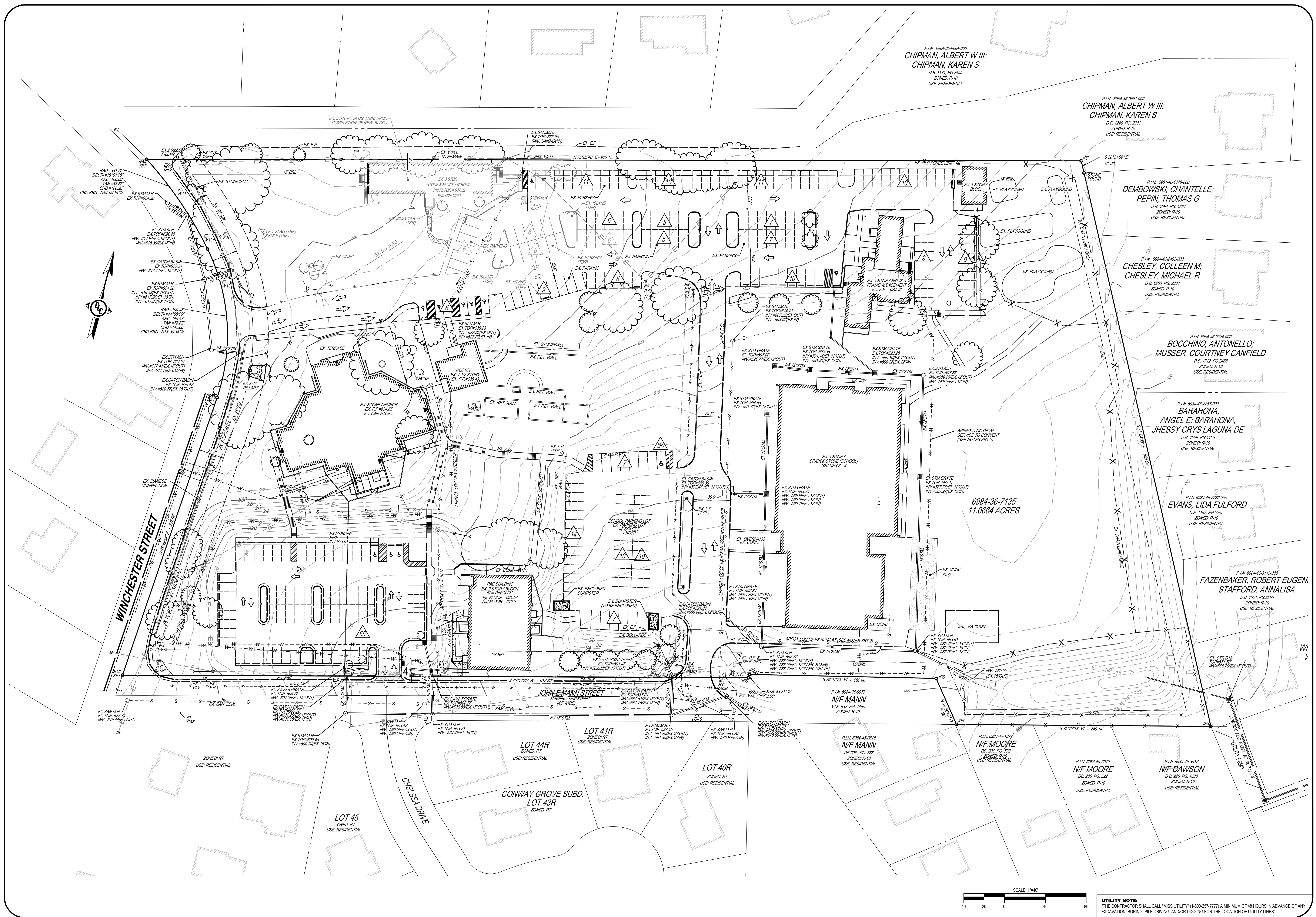
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TOWN COMMENTS	04/22/23
TOWN COMMENTS	04/27/23
TOWN COMMENTS	05/09/23
CLIENT REVISION	05/19/23
CLIENT REVISION	10/26/23



EXISTING CONDITIONS PLAN

DATE: 12/6/22
SCALE: 1"=40'
SHEET 2 OF 4

SAINT JOHN'S OFFICE BUILDING



P.I.N. 6884-36-6884-000
CHIPMAN, ALBERT W III;
CHIPMAN, KAREN S
D.B. 1171, PG.2455
ZONED R-10
USE RESIDENTIAL

P.I.N. 6884-36-6891-000
CHIPMAN, ALBERT W III;
CHIPMAN, KAREN S
D.B. 1249, PG.2307
ZONED R-10
USE RESIDENTIAL

P.I.N. 6884-46-1478-000
DEMBOVSKI, CHANTELE;
PEPIN, THOMAS G
D.B. 1694, PG.1231
ZONED R-10
USE RESIDENTIAL

P.I.N. 6884-46-2402-000
CHESLEY, COLLEEN M;
CHESLEY, MICHAEL R
D.B. 1203, PG.2334
ZONED R-10
USE RESIDENTIAL

P.I.N. 6884-46-2324-000
BOCCHINO, ANTONELLO;
MUSSER, COURTNEY CANFIELD
D.B. 1712, PG.2488
ZONED R-10
USE RESIDENTIAL

P.I.N. 6884-46-2257-000
BARAHONA,
ANGEL E. BARAHONA,
JHESSY CRYSLAGUNA DE
D.B. 1309, PG.1125
ZONED R-10
USE RESIDENTIAL

P.I.N. 6884-46-2280-000
EVANS, LIDA FULFORD
D.B. 1191, PG.2207
ZONED R-10
USE RESIDENTIAL

P.I.N. 6884-46-3113-000
FAZENBAKER, ROBERT EUGEN;
STAFFORD, ANNALISA
D.B. 1321, PG.2263
ZONED R-10
USE RESIDENTIAL

P.I.N. 6884-45-107
N/F MOORE
D.B. 206, PG.592
ZONED R-10
USE RESIDENTIAL

P.I.N. 6884-45-2940
N/F MOORE
D.B. 325, PG.1630
ZONED R-10
USE RESIDENTIAL

P.I.N. 6884-45-3912
N/F DAWSON
D.B. 325, PG.1630
ZONED R-10
USE RESIDENTIAL

P.I.N. 6884-35-6973
N/F MANN
D.B. 632, PG.1450
ZONED R-10
USE RESIDENTIAL

P.I.N. 6884-45-2618
N/F MANN
D.B. 206, PG.592
ZONED R-10
USE RESIDENTIAL

P.I.N. 6884-45-107
N/F MOORE
D.B. 206, PG.592
ZONED R-10
USE RESIDENTIAL

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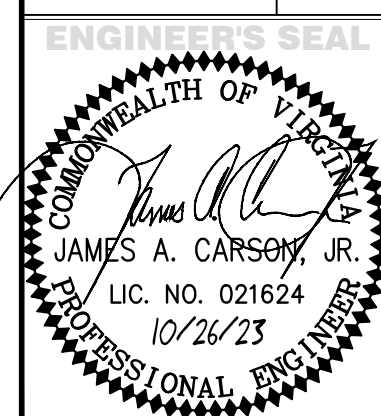
NOT FOR CONSTRUCTION

SAINT JOHN THE EVANGELIST CATHOLIC CHURCH
WARRENTON, VA

FAUQUIER COUNTY VIRGINIA

CENTER MAGISTERIAL DISTRICT

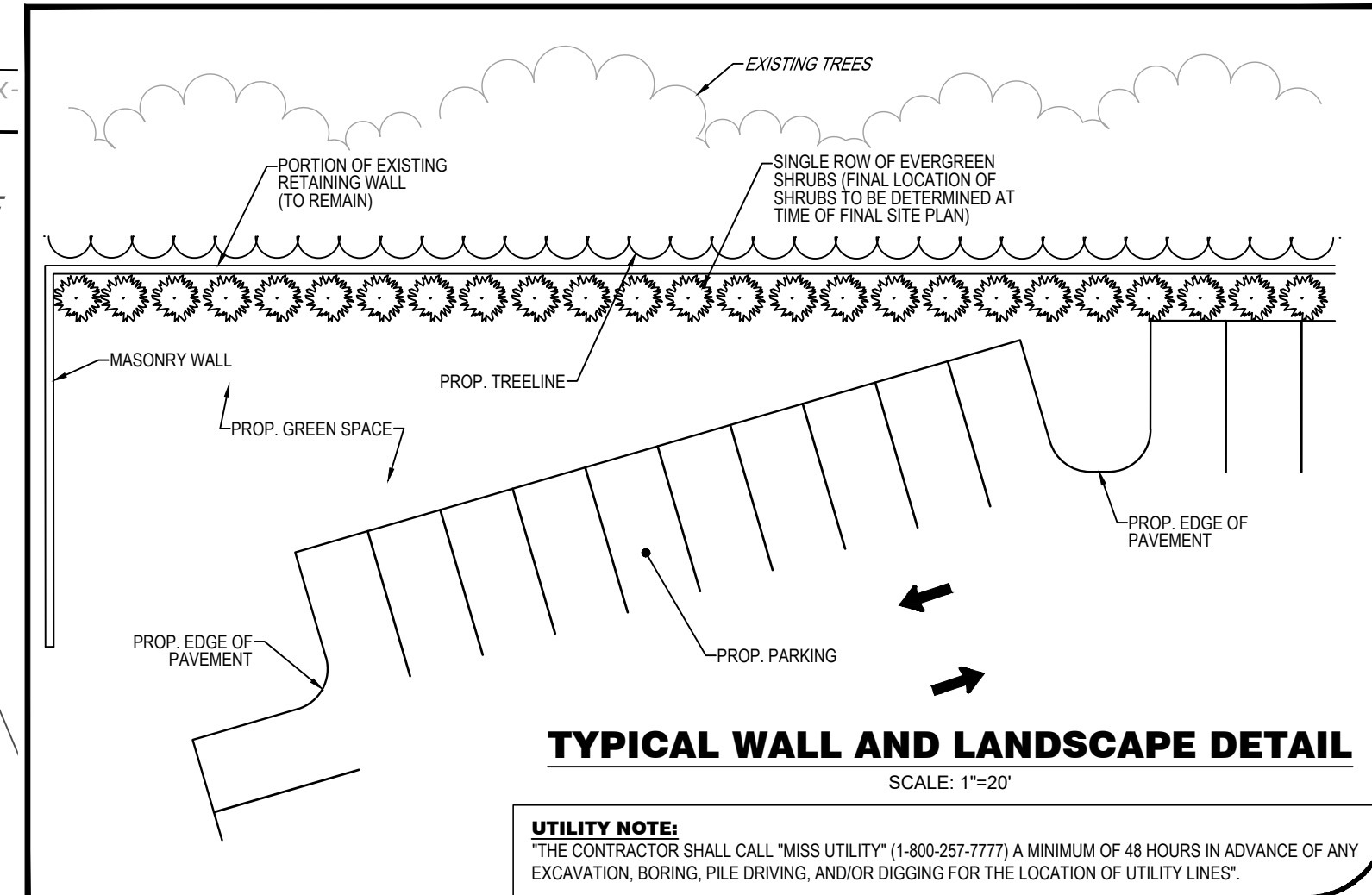
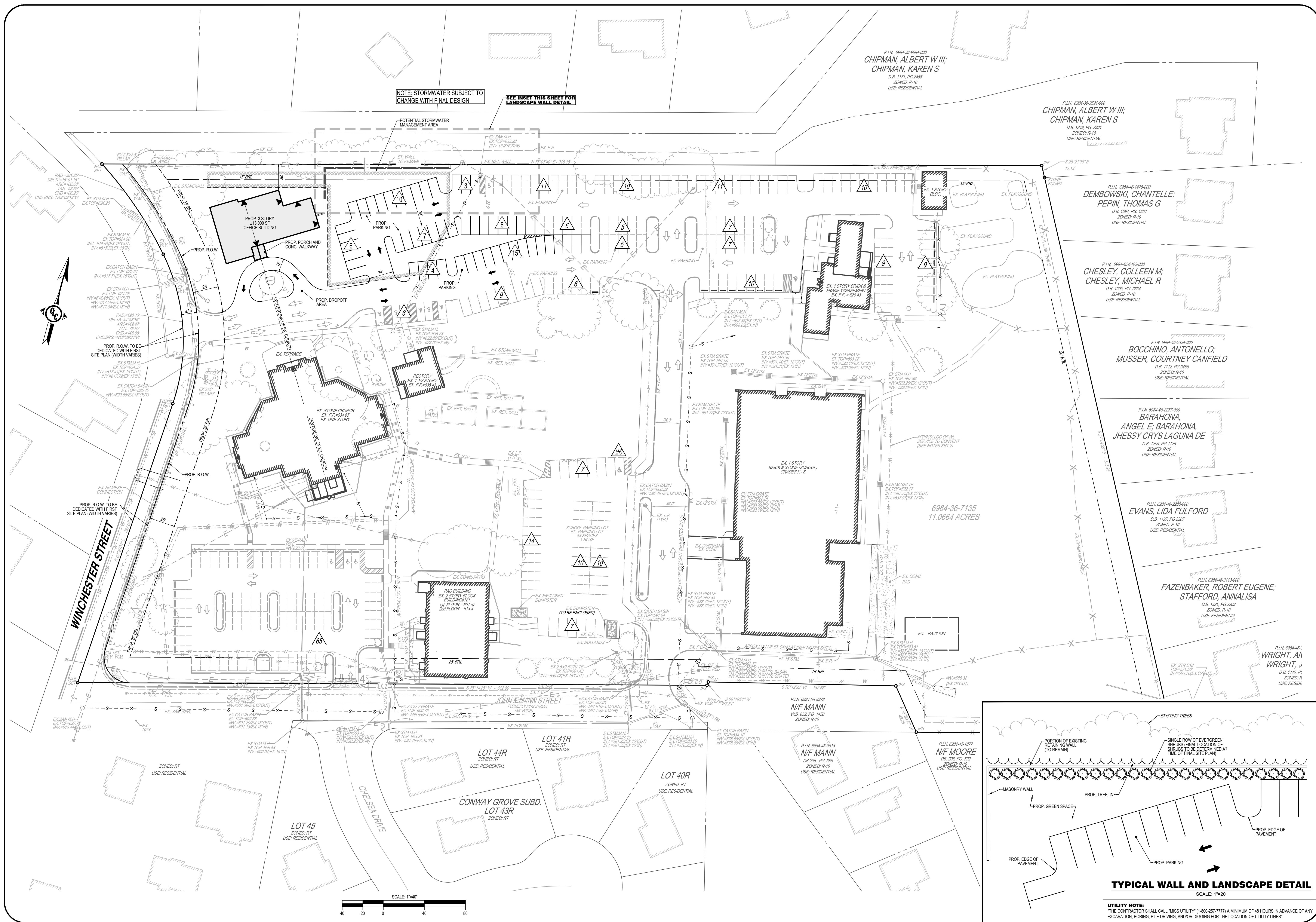
REVISIONS	
DESCRIPTION	DATE
TOWN COMMENTS	02/22/23
TOWN COMMENTS	04/27/23
TOWN COMMENTS	05/30/23
CLIENT REVISION	09/19/23
CLIENT REVISION	10/26/23



SPECIAL USE PERMIT AMENDMENT PLAT

DATE: 12/6/22
SCALE: 1"=40'
SHEET 3 OF 4

SAINT JOHN'S OFFICE BUILDING



TYPICAL WALL AND LANDSCAPE DETAIL
SCALE: 1"=20'

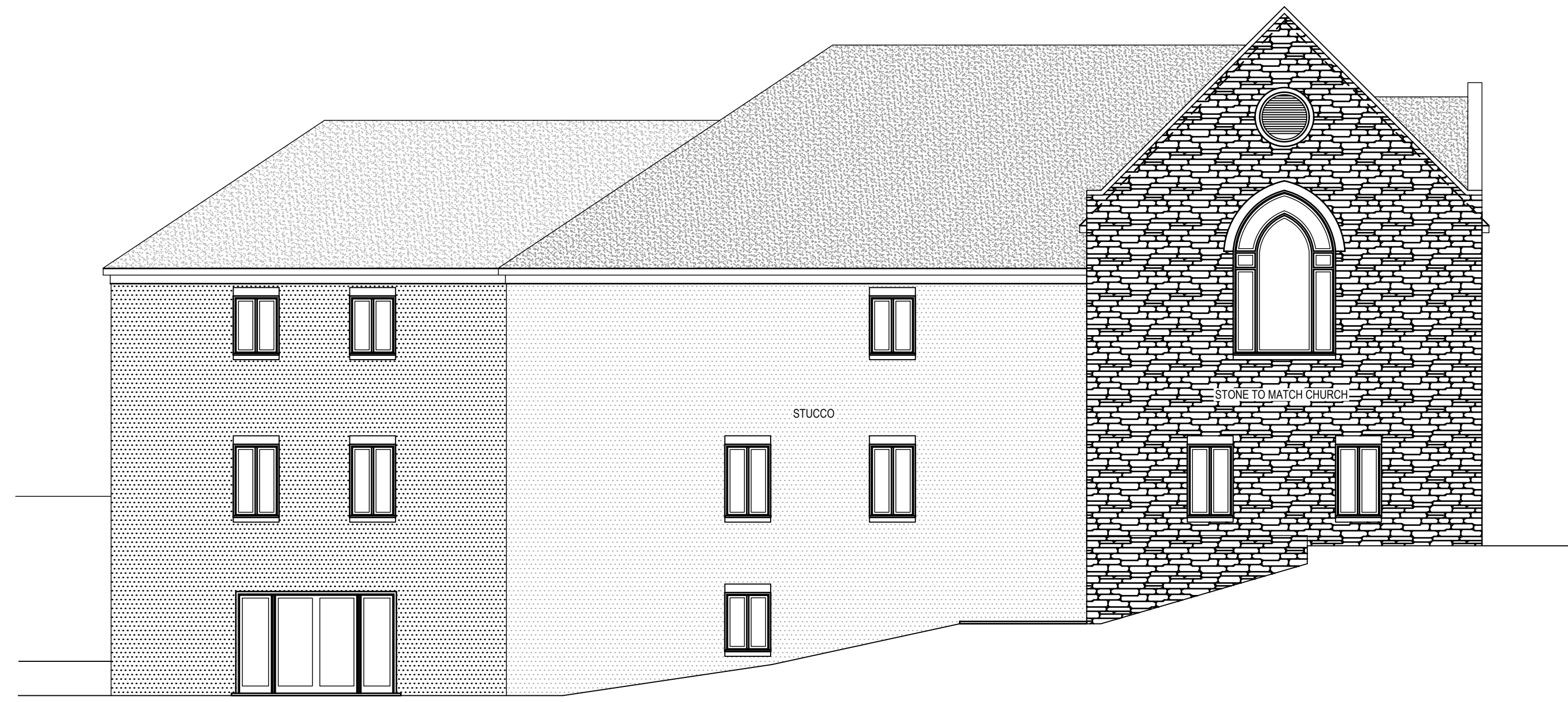
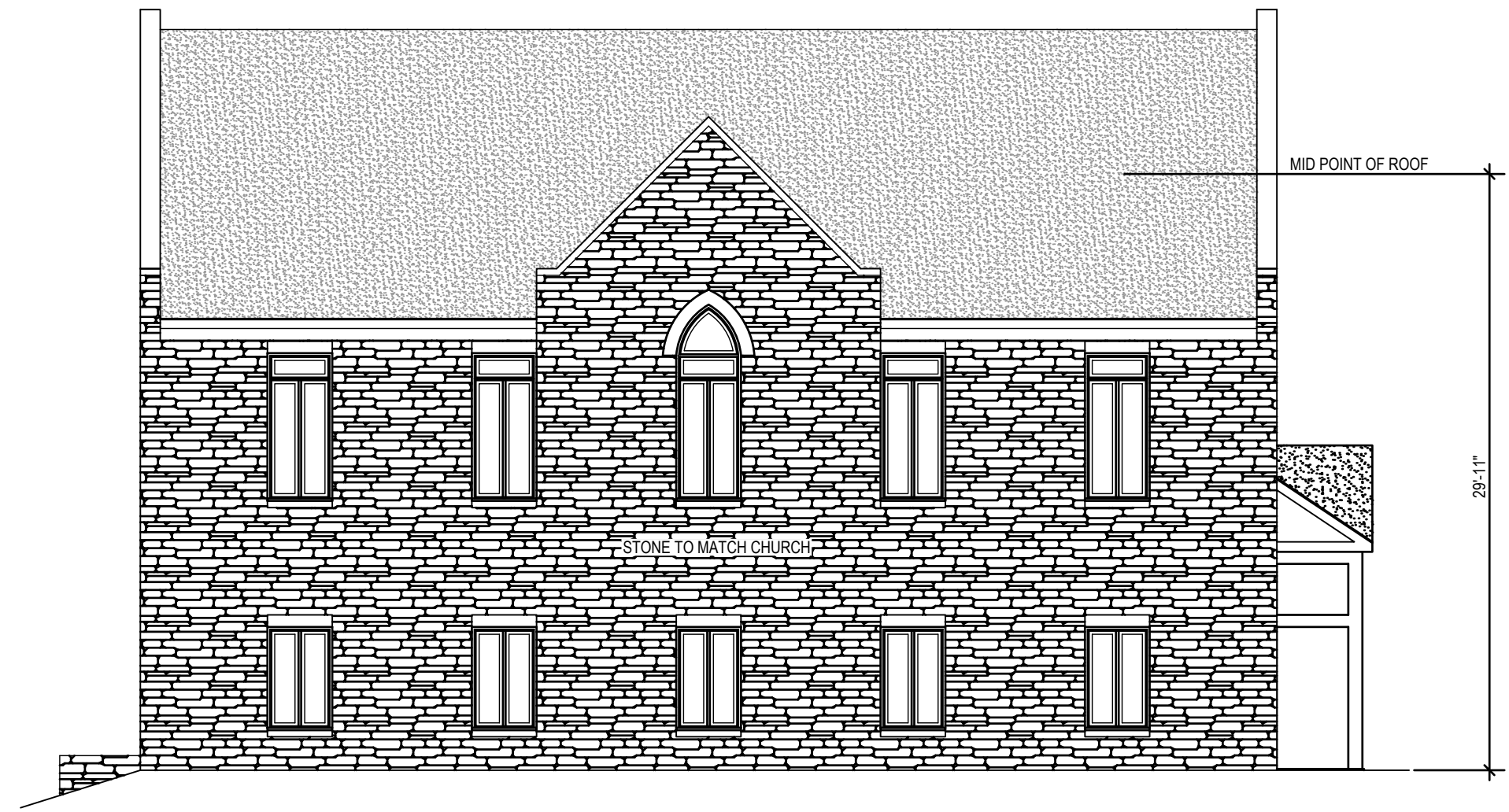
UTILITY NOTE:
THE CONTRACTOR SHALL CALL "MISS UTILITY" (1-800-257-7777) A MINIMUM OF 48 HOURS IN ADVANCE OF ANY EXCAVATION, BORING, PILE DRIVING, AND/OR DIGGING FOR THE LOCATION OF UTILITY LINES.

NOT FOR CONSTRUCTION

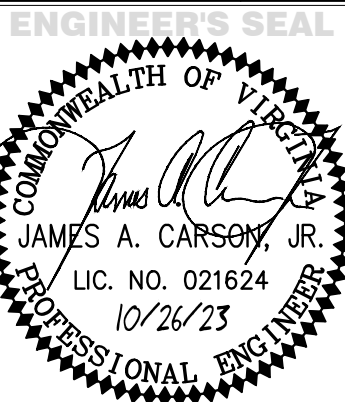
FAUQUIER COUNTY VIRGINIA

**SAINT JOHN THE EVANGELIST
 CATHOLIC CHURCH**
 WARRENTON, VA

CENTER MAGISTERIAL DISTRICT



REVISIONS	
DESCRIPTION	DATE
TOWN COMMENTS	03/23/23
TOWN COMMENTS	04/27/23
TOWN COMMENTS	05/30/23
CLIENT REVISION	08/11/23
CLIENT REVISION	10/26/23



BUILDING ELEVATIONS

DATE:	12/6/22
SCALE:	1"=20'
SHEET	4
	OF 4

UTILITY NOTE:
 THE CONTRACTOR SHALL CALL "MISS UTILITY" (1-800-257-7777) A MINIMUM OF 48 HOURS IN ADVANCE OF ANY EXCAVATION, BORING, PILE DRIVING, AND/OR DIGGING FOR THE LOCATION OF UTILITY LINES.

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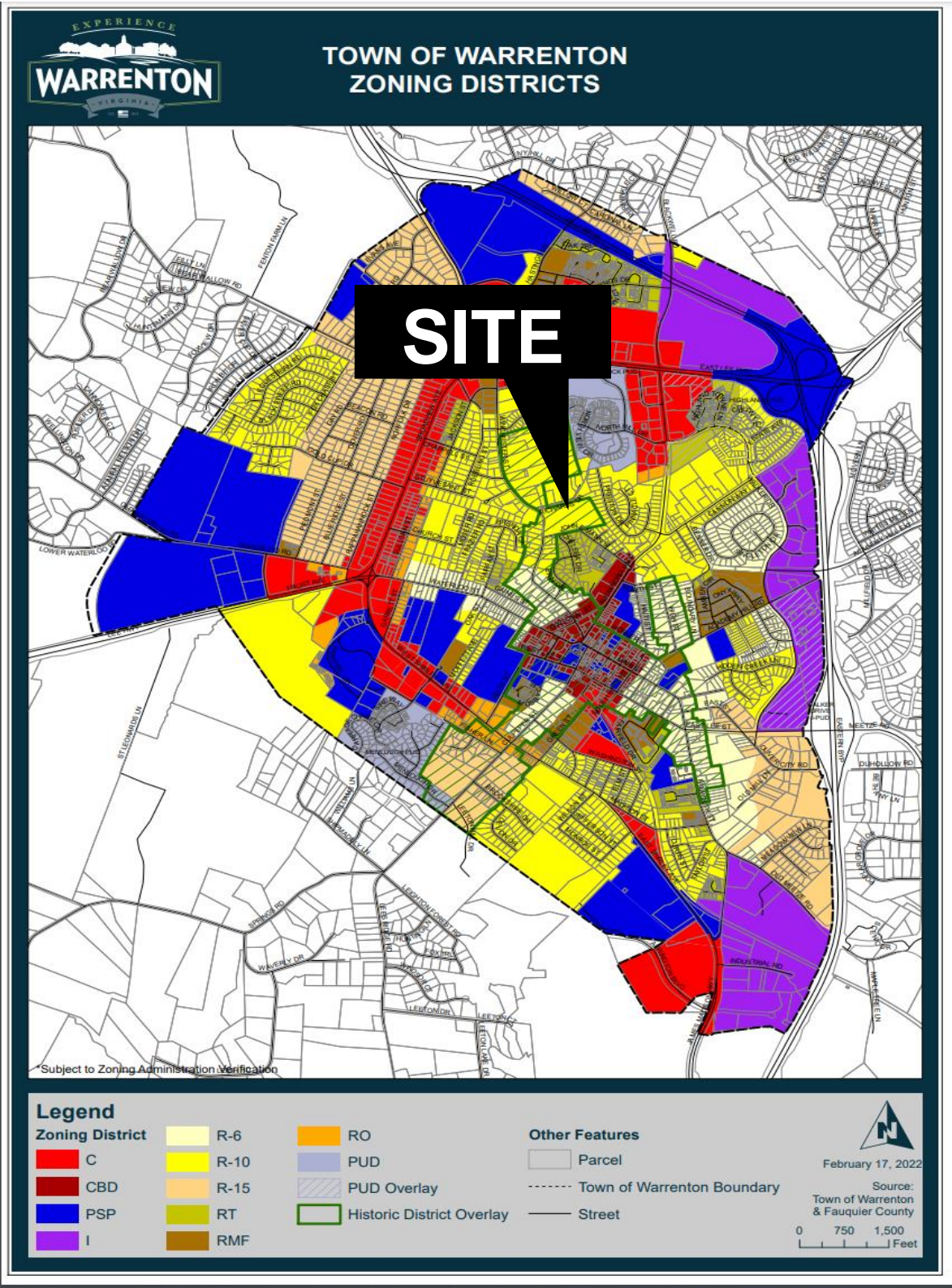
Attachment A - Map
VICINITY MAP



Attachment A - Map
AERIAL MAP



Attachment A - Map
EXISTING ZONING MAP



Attachment A - Map FUTURE LAND USE MAP

FUTURE LAND USE

Character Districts

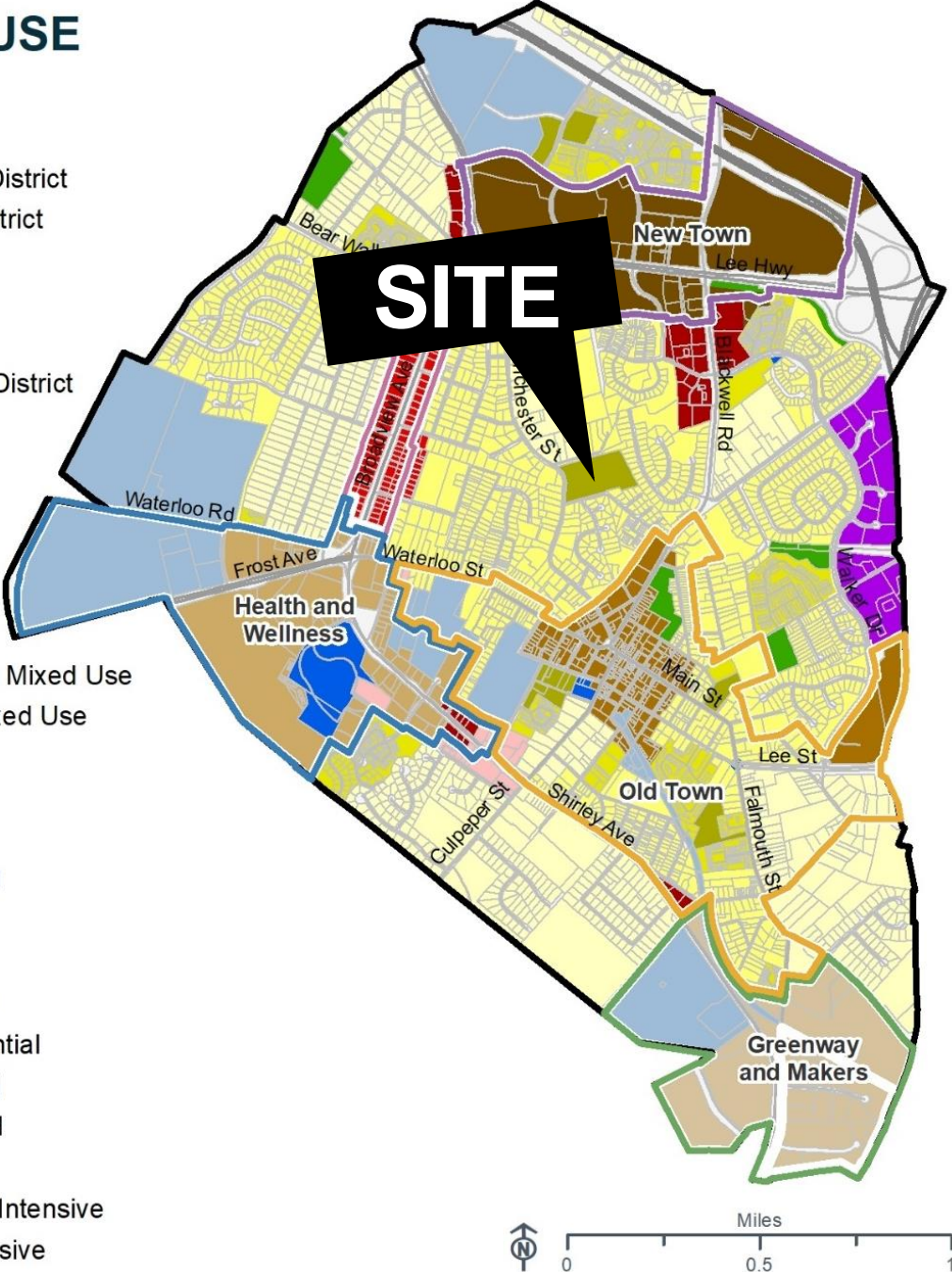
- Greenway and Makers District
- Health and Wellness District
- New Town District
- Old Town District

Overlay Districts

- Broadview Commercial District
- Makers District

Future Land Use

- Greenway and Wellness Mixed Use
- Health and Wellness Mixed Use
- Old Town Mixed Use
- New Town Mixed Use
- Office
- Re-Planned Commercial
- Commercial
- Light Industrial
- Low Density Residential
- Medium Density Residential
- High Density Residential
- Live-Work Neighborhood
- Park
- Public/Semi-Public Non-Intensive
- Public/Semi-Public Intensive



Staff Analysis

This analysis is based on the Comprehensive Plan, Zoning Ordinance, and review comments by Town Departments. The standards/analysis tables in the sections below contain the criteria for Planning Commission and Town Council consideration of Special Use Permits, per Article 11-3.1.3.

This request for a Special Use Permit for St John the Evangelist to amend the exiting 1986 SUP to allow for a new building in accordance with Article 3-4.2 and Article 11-3.10 of the Town Zoning Ordinance. The proposal is to demolish an existing approximately 11,000 square foot building with a new 13,000 square foot building. The property is operating under a Special Use Permit that was approved to allow for a school. The Special Use Permit has not been updated since 1986 to reflect the uses and needs of the property. However, through time, multiple improvements have been made to the property, including the church expanded in 2002/3, modifications to the stone wall in 2007, improvements were done to the Parish Activity Center in 2015, and the school expanded in 2017. This SUP application is the opportunity to update the 11 acres to reflect the proposed new building and provide an accounting stormwater, parking, refuse, open space, and lighting for the uses contained on the parcel.

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

Direction	Land Use	Future Land Use Map Designation	Zoning
North	SF Residential	Residential	R-10 Residential
South	SF Residential	Residential	RT Multi-Family
East	SF Residential	Residential	R-10 Residential
West	SF Residential	Residential	R-10 Residential

The subject parcel is zoned to the R-10 Residential District of the Town of Warrenton Zoning Ordinance and is designated as Live Work Neighborhood on the Future Land Use Map. The subject parcel (GPIN 6984-36-7135-000) is located at 271 Winchester Street on approximately 11.0664 acres.

Comprehensive Plan Future Land Use and Historic Resources Analysis

Plan Warrenton 2040 labels this parcel in the Future Land Use Map is designated as Live Work outside of a Character District. It is also located within the Historic District. The Historic District goals state:

- Conserve, reuse, and promote historic resources to enhance the Town’s sense of place and grow the economy.
- Preserve the authenticity and tell the stories of historic resources for generations to come through documentation. Educate the community on the value of historic resources.
- Enhance the environment through preservation and sustainability best practices.

- Protect the rich histories of existing neighborhoods.
- Promote asset-based economic development through historic resources.

Standard	Analysis
<i>Whether the proposed Special Use Permit is consistent with the Comprehensive Plan.</i>	The proposed use falls within the future land use designation of Live Work as listed in the Comprehensive Plan and is located within the Historic District.
<i>The compatibility of the proposed use with other existing or proposed uses in the neighborhood, and adjacent parcels.</i>	The church property is adjacent to existing residential single-family homes. A church and school are permissible uses within the Residential R-10 zoning district, requiring a Special Use Permit.

Staff Findings

The historical survey of the existing building found it to be non-contributing. The applicant has held a work session with the Architectural Review Board to begin the process of discussion for the new building scale, massing, and materials. A Condition of Approval for the SUP addresses the need to obtain a Certificate of Appropriateness. The applicant intends to develop a building up that meets new building codes, in keeping with the context and character of the area.

Zoning Analysis

The legislative intent of the Residential R-10 District is this district is composed of certain low concentrations of residential uses, plus certain open space areas where similar development would be consistent with the provisions of the Town’s Comprehensive Plan. The regulations of this district are designed to stabilize and protect the essential characteristics of the district and promote and encourage suitable environment for single-family residential units and prohibit all activities of a commercial nature, except neighborhood professional businesses. To these ends, development in low density single unit dwellings, plus certain compatible uses by special use permit.

Standard	Analysis
<i>The level and impact of any noise emanating from the site, including that generated by the proposed use, in relation to the uses in the immediate area.</i>	The proposed use is adjacent to existing residential single-family detached dwellings. All non-residential uses must meet the noise standards under Article 9-14.2. No change of use is proposed.
<i>The proposed location, lighting and type of signs in relation to the proposed use, uses in the area, and the sign requirements of this Ordinance.</i>	The applicant has not proposed any new signage with the new building.

Standard	Analysis
<p><i>The location and area footprint with dimensions (all drawn to scale), nature and height of existing or proposed buildings, structures, walls, and fences on the site and in the neighborhood.</i></p>	<p>An SUP plan has been provided showing the location of the existing church, associated accessory buildings and proposed office building.</p> <p>The proposed 3-story office building is noted at 13,000 square feet. The plan shows an existing church, 1-story school, rectory, and 1 story building with a basement.</p> <p>There is an existing retaining wall located at the northwestern corner of the property, and a proposed retaining wall is noted along the proposed office building. The applicant states “the proposed building height will be approximately 35’ or less” based on a calculation using the average proposed grade along the outside of the building. The applicant states “variations in the final site grading will change the building height calculation.”</p> <p>The ARB will review the retaining wall to ensure compliance with the Historic District.</p>
<p><i>The nature and extent of existing or proposed landscaping, screening and buffering on the site and in the neighborhood.</i></p>	<p>No new landscaping detail is proposed on the SUP Plan, except a call out for the area around the existing retaining wall. Staff has indicated to the applicant that as presented it does not meet the ordinance requirements, which will be required at time of site plan submission</p>
<p><i>The timing and phasing of the proposed development and the duration of the proposed use.</i></p>	<p>Timing of construction will depend on receiving site plan approval. The applicant has proposed a condition that would call for the demolition of the existing building prior to final occupancy of the new building.</p>
<p><i>Whether the proposed Special Use Permit at the specified location will contribute to or promote the welfare or convenience of the public.</i></p>	<p>The additional office space may allow the church to better serve the community. Updating the Conditions of Approval to address stacking in the public right-of-way will promote safety on John E. Mann Street.</p>
<p><i>Whether, in the case of existing structures proposed to be converted to uses requiring a Special Use Permit, the structures meet all code requirements of the Town of Warrenton.</i></p>	<p>Any new structures will be required to meet current codes.</p>

Standard	Analysis
<i>The location, character, and size of any outdoor storage.</i>	No outdoor storage is shown on the SUP plan.
<i>The location of any major floodplain and steep slopes.</i>	No floodplain is located on site.
<i>The location and use of any existing non-conforming uses and structures.</i>	The proposed structure must meet all required setbacks and permissible uses should the SUP be granted.
<i>The location and type of any fuel and fuel storage.</i>	No fuel storage areas are noted on site.
<i>The location and use of any anticipated accessory uses and structures.</i>	The office building is proposed to be built at the Northwest corner of the site.
<i>The area of each proposed use.</i>	The proposed area for the new office building is 13,000 square feet.
<i>The location and screening of parking and loading spaces and/or areas.</i>	The applicant has revised the plan to show all existing parking spaces; conformance with the minimum required parking for the use(s) a found in Article 7 will be reviewed in detail as a part of the Site Development Plan. Perimeter parking lot landscaping is required The applicant provided a “Typical Wall and Landscape Detail” on the SUP Plan but it will have to meet ordinance requirements.
<i>The location and nature of any proposed security features and provisions.</i>	Not applicable.
<i>Any anticipated odors which may be generated by the uses on site.</i>	The site must remain in compliance with Article 9-14.5 regarding the control of odors.
<i>Refuse and service areas.</i>	Refuse is identified on the SUP Plan. The Statement of Justification acknowledges conformance with refuse storage requirements will be verified at the time of site plan.
<i>Whether the proposed Special Use Permit will result in the preservation or destruction, loss or damage of any significant topographic or physical, natural, scenic, archaeological or historic feature.</i>	No significant or topographic areas are noted on site.
<i>The effect of the proposed Special Use Permit on environmentally sensitive land or natural features, wildlife habitat and vegetation, water quality and air quality. The location of any major floodplain and steep slopes.</i>	The applicant will address stormwater at time of site plan. The SUP Plan includes topo and general placement of improvements. The applicant stated they do not anticipate blasting.
<i>The glare or light that may be generated by the proposed use in relation to uses in the immediate area.</i>	A condition of approval includes lighting standards for the site and the applicant will be required to meet the ordinance.

Staff Findings

During agency review of the application, staff raised several potential issues and asked the applicant to address them. Highlights of issues include the potential inability to meet landscaping buffer requirements, details on lighting, preliminary stormwater design, proposed refuse locations, and height and dimensions of the building to confirm required setbacks, retaining walls, parking, travelways, and landscape buffers for staff to ensure the proposal will meet requirements. Staff is aware that stormwater and landscape buffer solutions can be expensive to engineer. Staff sought to help the applicant understand that staff cannot ensure this proposal works at Site Development Plan without more information and/or requested waivers.

As part of the agreement between the church for the pre-school expansion in 2017, in an email from Carson Land Consultants to the Town on August 4, 2017, the applicant’s engineer confirmed “but if and when St John’s does anything else in the future, the land disturbance from this project plus the next will trigger the VPDES permit.” The Town engineer responded with the statement “However, when they move to the next phase, we will go back to any upgrade during and after 2014.”

Draft Conditions of Approval have been drafted to attempt to address potential stormwater and lighting issues.

Transportation and Circulation Analysis

The Transportation and Circulation goals for the Town of Warrenton are:

- Improve multi-modal capacity and safety that encourages trips by walking, bicycling, and transit. Enhance the traveling experience by creating great streets.
- Promote livability in the Town by creating great places where residents and visitors feel welcome and safe.
- Provide an equitable and connected Multi-Modal Network.

<u>Standard</u>	<u>Analysis</u>
<p><i>The traffic expected to be generated by the proposed use, the adequacy of access roads and the vehicular and pedestrian circulation elements (on and off-site) of the proposed use, all in relation to the public's interest in pedestrian and vehicular safety, efficient traffic movement and access in case of fire or catastrophe.</i></p>	<p>The church site is used for multiple uses including a pre-school – 8th grade school, parish activity center for community events, outdoor managed turf fields, a rectory, and the multi-use office building.</p>
<p><i>Whether the proposed use will facilitate orderly and safe road development and transportation.</i></p>	

Staff Findings

The Warrenton Volunteer Fire Department requested consideration of wider access roads, strict enforcement of no parking areas, more fire hydrants, and ensuring flat areas 1/4th of the height of the

building. Community Development staff raised concerns about perimeter parking, understanding of the impervious surface dimensions (e.g. parking and travelways), and information regarding school pick off and drop off to prevent stacking in the public right-of-way. Public Works and Utilities raised the 1986 condition of dedicating the right-of-way to the centerline of Winchester Street. The applicant acknowledged these items and stated they would be addressed at site plan. Staff has worked to try to develop a set of draft conditions of approval to address the right of way, potential maintenance needs and who is responsible for them, and vehicle stacking in the public right-of-way. It should also be noted there is no proposed sidewalk along the frontage of Winchester Street. Normally a subdivision is the trigger for installing a sidewalk. In this case, the applicant is not subdividing the property.

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.

<u>Standard</u>	<u>Analysis</u>
<i>Whether the proposed Special Use Permit will be served adequately by essential public facilities, services and utilities.</i>	There is an existing water and sewer system on the parcel. The applicant has indicated a potential stormwater management area with a note that stormwater is subject to change with final design on the SUP Plan.
<i>The location of any existing and/or proposed adequate on and off-site infrastructure.</i>	

Staff Findings

The Town Public Works and Utilities Department cannot verify the disturbance work or the erosion and sediment control measures and calculations without more information provided. The applicant was provided information from 2017 site development plan that stated the additional disturbance related to the recently constructed education building (per SDP 2017-01) will be considered accumulative to this new SUP application (per SUP-23-01) and will trigger the Commonwealth's SWM Regulations, as indicated in General Note 12 of the 2017 of the Saint John the Evangelist Roman Catholic Church SDP sheet 2. Public Works and Utilities also informed the applicant that at least a 10% reduction in runoff and nutrients from the site. Per February 2, 2017, memorandum (SDP 2017-01 St. John's Catholic Church Pre-School Addition letter), the additional disturbance will be considered accumulative to this SUP application and will trigger the Commonwealth's SWM Regulations, as indicated in General Note 12 of the 2017 of the Saint John the Evangelist Roman Catholic Church SDP sheet 2. Further concern from Public Works is the site plan must ensure that the existing drainage on Winchester Street has adequate capacity to convey drainage from this improved site.

Public Works requested a Stormwater Master Plan for the site showing how stormwater is proposed to leave the site and how it meets the Stormwater Town's Ordinance criteria. This relates to the recently constructed education building (per SDP 2017-01) and the proposed new building. Staff is unable to ensure all these concerns have been addressed until more detail is provided at site plan.

The applicant states they will address all outstanding issues at time of Site Development Plan.

Economic Resources Analysis

An economic goal of Plan Warrenton 2040 is to promote a diverse, equitable stable tax base while preserving the character of the community.

<u>Standard</u>	<u>Analysis</u>
<i>Whether the proposed Special Use Permit use will provide desirable employment and enlarge the tax base by encouraging economic development activities consistent with the Comprehensive Plan.</i>	The proposed use does not change the existing uses on the property.
<i>The number of employees.</i>	Unknown. Students is capped at 540.
<i>The proposed days/hours of operation.</i>	Unknown.

Staff Findings

The proposal does not change the existing economic use of the site.

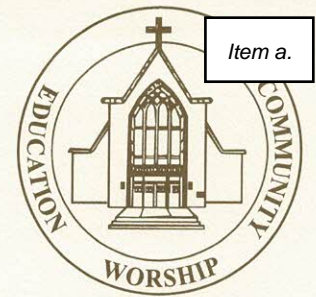
Conditions of Approval

The Planning Commission recommended conditions of approval for the Town Council’s consideration.



SAINT JOHN THE EVANGELIST CHURCH

271 Winchester Street
Warrenton, Virginia 20186
(540) 347-2922



Statement of Justification

The church has an existing Special Use Permit for all the current uses on this property and has been operating on this site for 63 years. No new use is being requested. The church would like to demolish the existing cinder block office building and replace it with a new office building of similar size. The existing building was constructed as classroom and dormitory space in the early '40's and is located right on the property line abutting a residential neighborhood with no setback. The church has worked for the past two years to develop a plan to renovate the existing building to make it ADA accessible, install central HVAC, and manipulate the configuration to accommodate the modern needs of the church, but the cost was tremendous and given the shape of the existing building, the space was still not suitable for current needs.

The new building would be placed on the site to be on axis with the church and will meet all current setbacks. It will be finished in stone and stucco to match the church. The demolition of the existing building will allow for increased parking on the site to help mitigate any overflow onto neighboring streets. All new landscaping and any change in parking lot lighting will be presented on the site development plan and will be in accordance with all town ordinances. The schematic design of the building has already been presented to the town Architectural Review Board and has received their blessing.

The new building will provide a much better, fully accessible work environment, but will not increase the number of employees or increase the hours of operation. There will be no change to the service or refuse areas already located on the site.

As mentioned above, the church has had this use on the property for 63 years and it was used as the Stuyvesant School for decades before that. For as far back in the records as we could find, the future land use map has designated this parcel as Public/Semi Public – Intense. Only recently, and undisclosed to the church, this was changed to Live/Work Neighborhood. The church is an established use and has no intention of vacating this property. The zoning on the ground is still R-10 and allows for this use with a Special Use Permit which the church already possesses. Therefore, we are requesting that the existing Special Use Permit be amended to allow the existing office building to be demolished and reconstructed in a more favorable location on the site.



Civil Engineering ♦ Land Surveying ♦ Land Planning

Saint John – SUP Amendment

Addendum to Statement of Justification

January 26, 2023

Revised February 10, 2023

Additional items requested in letter from Town dated January 23, 2023

- The existing conditions are shown on sheet 2 of the permit plat. Existing conditions are provided for the entire parcel.
- The SUP plat shows existing trees in vicinity of the existing building and the proposed building that will replace it. All previous approved plans and amendments have an approved landscape plan. A landscape plan associated with the proposed building will be required and provided at site development plan. At that time screening and buffering will be provided per Ordinance requirements. In addition, and in accordance with final design plans, existing trees between Winchester Street and the proposed building will be preserved to the extent possible.
- A copy of the previous SUP plat and conditions of approval have been provided in the form of a zoning determination letter dated January 6, 2017. We have also provided a copy of a master plan that may have been associated with the original special use permit approved June 3, 1986.
- Existing and proposed parking has been shown on the SUP amendment. No change is made to the existing required parking tabulation as provided in the Pre-School Addition plan approved on August 1, 2017. For the purposes of this application, more parking is being added to the site, while no increase to use/intensity is proposed. Therefore, adequate parking will be provided. Detailed parking tabulation will be required and provided with the site development plan.

Evaluation Criteria; Issues for Consideration

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

Evaluation: The amended Special Use Permit is consistent with the Comprehensive Plan, as no change in use is proposed.

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

Evaluation: The new office building is the same size as the old one, therefore current provisions for safety from fire hazards and effective

measures of fire control should be adequate. In addition, measures will be evaluated with site development and building plan as appropriate.

3. The level and impact of any noise emanating from the site, including that generated by the proposed use, in relation to the uses in the immediate area.

Evaluation: No additional noise shall be generated. Intensity of use is not being changed.

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

Evaluation: No additional light shall be generated. Intensity of use is not being changed. Commercial building and parking lot lighting if proposed will be required to meet Ordinance standards.

5. The proposed location, lighting and type of signs in relation to the proposed use, uses in the area, and the sign requirements of this Ordinance.

Evaluation: No signs are being proposed with the new building.

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

Evaluation: No changes to the site's use is proposed. The site is compatible currently and this application only proposes to replace an existing building.

7. The location and area footprint with dimensions (all drawn to scale), nature and height of existing or proposed buildings, structures, walls, and fences on the site and in the neighborhood.

Evaluation: Shown on the SUP plat.

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

Evaluation: No changes to landscaping, existing features are shown on the SUP plat. Additional landscaping will be required associated with the new building location and parking layout. A landscape plan will be provided and approved with a site development plan following the SUP amendment process.

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

Evaluation: No changes to timing and phasing and duration of the proposed use. The church property is long-standing and is already integrated into the community.

10. Whether the proposed Special Use Permit will result in the preservation or destruction, loss or damage of any significant topographic or physical, natural, scenic, archaeological or historic feature.

Evaluation: The applicant is working with the ARB in terms of the existing building and any historical significance. It should be noted that a portion of the existing building foundation will be preserved to the extent practical and used as a retaining wall. This will reduce the impact of grading and construction on the existing features to be preserved.

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

Evaluation: The church property is long-standing and is integrated into the community.

12. The traffic expected to be generated by the proposed use, the adequacy of access roads and the vehicular and pedestrian circulation elements (on and off-site) of the proposed use, all in relation to the public's interest in pedestrian and vehicular safety, efficient traffic movement and access in case of fire or catastrophe.

Evaluation: No additional traffic beyond what is already existing.

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

Evaluation: No change to roads or internal travelways.

14. Whether, in the case of existing structures proposed to be converted to uses requiring a Special Use Permit, the structures meet all code requirements of the Town of Warrenton.

Evaluation: The existing structure is to be demolished as the building can longer be serviced and maintained to current building standards. A new building is necessary to provide all code requirements.

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

Evaluation: The new office building is the same size and use as the old one, so all services will be adequate.

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

Evaluation: The proposed building will be constructed in an existing open grass area. The land does not contain environmentally sensitive features that contribute to wildlife, water or air quality.

17. Whether the proposed Special Use Permit use will provide desirable employment and enlarge the tax base by encouraging economic development activities consistent with the Comprehensive Plan.

Evaluation: Not applicable.

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

Evaluation: Not applicable.

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

Evaluation: Not applicable.

20. The proposed use of open space.

Evaluation: Not applicable.

21. The location of any major floodplain and steep slopes.

Evaluation: Not applicable.

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

Evaluation: Not applicable.

23. The location and type of any fuel and fuel storage.

Evaluation: Not applicable.

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

Evaluation: Not applicable.

25. The area of each proposed use.

Evaluation: No changes of use. Only replacement of an existing building.

26. The proposed days/hours of operation.

Evaluation: No change to operation. Church use is predominantly on Sunday and the school is Monday through Friday during the day. The purpose of the amendment is the replacement building.

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

Evaluation: Location of parking indicated on the plat. Screening to be addressed with landscape plan required at site development plan.

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

Evaluation: Provided on SUP plat, if applicable.

29. The number of employees.

Evaluation: Not applicable, existing uses with no changes.

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

Evaluation: Provided.

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

Evaluation: Not applicable.

32. Refuse and service areas.

Evaluation: Refuse and service areas will be accommodated with site development plan. Adequate area is available across the parcel.

There being no further business, the meeting adjourned.

Respectfully submitted,

Evelyn J. Weimer
Evelyn J. Weimer
Recorder

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF
WARRENTON HELD ON TUESDAY, JUNE 3, 1986

The regular meeting of the Council of the Town of Warrenton was held on Tuesday, June 3, 1986 at 7:00 p.m. in the Council Chambers of the Municipal Building.

The following members were present: Mr. J. W. Lineweaver, Mayor; Benjamin T. Harris, Vice-Mayor; Councilmen J. Frederick Austin, Jr.; Frank S. Foley; Robert J. Hockensmith; John L. Mann, Sr.; Councilwoman Kathryn A. Carter; Donald A. Smith, Acting Town Manager; Carroll J. Martin, Jr., Town Attorney, and Evelyn J. Weimer, Town Recorder.

The meeting was opened with invocation by Reverend Donald W. Pickens, Pastor, Warrenton Assembly of God.

All members received copies of the minutes of the regular meeting of May 6, 1986 and the recessed meeting of May 8, 1986. Miss Carter requested that page 3, paragraph 2 of the minutes of the recessed meeting of May 8, 1986 be corrected to read: "On a motion by Miss Carter, seconded by Mr. Austin, Council voted to ask Mr. Bendall to see if elections could be held the first Tuesday in May. If this is not possible, Council requested elections take place the last Tuesday in April preceding April 22nd."

On a motion by Mr. Hockensmith, seconded by Mr. Foley, Council approved the minutes of the regular meeting as presented and the minutes of the recessed meeting of May 8, 1986 as corrected.


Next on the agenda was to hear from visitors. Mrs. Beverly K. Hunsaker, Secretary of the Baha'i Local Spiritual Assembly of Fauquier County, appeared before Council to request Council passage of a proclamation declaring 1986 the year of Peace in the Town of Warrenton. Miss Carter expressed concern that the Town would be setting a precedent to allow visitors to speak on matters other than Town business. The Mayor told Mrs. Hunsaker it was not Council policy to pass a proclamation without first reviewing it. Mrs. Hunsaker left a copy of the proclamation for consideration.

Next was the Public Hearing on the application of Arlington Catholic Diocese for a special use permit for expansion of the St. John Catholic School and Church at 271 Winchester Street.

The Mayor stated the Public Hearing had been properly advertised.

The Mayor declared the Public Hearing open at 7:08 p.m. Mr. James Downey, Attorney, addressed Council on behalf of the Arlington Catholic Diocese. Mr. Downey stated the Church had been at its present location for 25 years. The current enrollment of the school is 203. Mr. Downey stated the school would be constructed in two phases. In Phase I, the present school would be closed and used for meetings and special functions. Phase I would increase enrollment to 270 students and would be completed in approximately 1 1/2 years. Phase II, would increase enrollment to 540 and include a relocation of the convent. The church would be constructed over a period of ten years or more.

There being no one other person to speak for and no one to speak against the application, the Mayor declared the Public Hearing closed at 7:15 p.m.



The Acting Town Manager stated that the architect's plans had been submitted indicating that the Church owned all of King Street and to the centerline of Winchester Street. Town Staff recommended a special use permit be granted only if the Arlington Diocese agreed to construct the public improvements and submit a plan prepared by a registered surveyor.

On a motion by Mr. Hockensmith, seconded by Mr. Mann, Council approved the special use permit for expansion of St. John's Church and School located at 271 Winchester Street subject to proper site plan review and resolution of the street right-of-ways.

Next was the Public Hearing on the application of the Warrenton Assembly of God Church for a special use permit to operate a pre-school program in the Church located at 276 Cleveland Street.

The Public Hearing had been properly advertised and the Mayor opened the Public Hearing at 7:28 p.m.

Reverend Donald Pickens stated that the Warrenton Assembly of God would like to operate a pre-school for children ages 2-5. He stated they were going through the process of obtaining all necessary permits.

There being no one else to speak for and no one to speak against the application, the Mayor declared the Public Hearing closed at 7:29 p.m.

On a motion by Mr. Harris, seconded by Miss Carter, Council approved the application of Warrenton Assembly of God for a special use permit to operate a pre-school program in the Church located at 276 Cleveland Street.

Next on the agenda was a Public Hearing on the application of Fauquier Temporary Family Shelter Coalition for a special use permit to operate a temporary shelter in an RMF zone on land owned by the County of Fauquier located at Keith and E. Franklin Streets.

The Public Hearing had been properly advertised and the Mayor declared the public hearing open at 7:31 p.m.

Mr. Steve Crosby, Fauquier County Administrator, stated the Board of Supervisors approved a portion of County land to be used by the shelter. The costs of relocation of the house will be funded by the Department of Social Services and FISH. The County will be responsible for the maintenance of the house after relocation.

Mrs. Jan Selbo, Director of the Department of Social Services, stated that her agency would be responsible for admissions to the shelter. She stated they would receive referrals from other community service organizations such as FISH, Community Action, and the Health Department. Social Services would use the services of the Town Police Department to screen people who would be using the shelter. Department of Social Services will make daily visits to the shelter when it is occupied and would be on call for emergencies.

Mrs. Jean Davis of FISH stated her organization is all-volunteer. They provide food, transportation, fuel, pay utility bills, purchase medical supplies and subscriptions and supply emergency housing for those who cannot obtain it through other sources. She stated the need was great for a shelter of this kind. She stated from July 1 through December 31, 1985, FISH received 41 requests for emergency housing assistance, but they only handled 7 of these, involving 14 people. FISH volunteers housed these 14 people in their own homes. She stated the Social Services Department has received 45 calls this year and only helped 2. Fauquier Community Action receives 5-10 calls per week for this kind of assistance.

Moving and renovating the house will be financed entirely by donations.



TOWN OF WARRENTON

POST OFFICE DRAWER 341
 WARRENTON, VIRGINIA 20188-0341
<http://www.warrentonva.gov>
 TELEPHONE (540) 347-1101
 FAX (540) 349-2414
 TDD 1-800-828-1120

January 6, 2017

David A. Norden, AIA
 Hinckley, Shepherd, Norden, Architects
 19 Winchester Street
 Warrenton, Virginia 20186

RE: Zoning Determination Letter for 271 Winchester Street (GPIN 6984-36-7135-000)

Dear Mr. Norden:

In response to your request for a Zoning Determination Letter for the above-mentioned property within the Town of Warrenton, please note the following:

- The zoning district for the parcel in question is R-10 (Residential). The parcel lies within the Historic District and is subject to the regulations of this Zoning Overlay District.
- The 2006 Zoning Ordinance R-10 District requires a Special Use Permit for church and school uses. However, the existing uses, Saint John the Evangelist Catholic Church and School received a Special Use Permit on June 3, 1986 to expand the church and school. The Special Use Permit included the following:
 - Construction of a school within two phases:
 - Phase I: Use of existing school for meetings and special functions. Increase enrolment from 203 to 270 students within approximately 1 ½ years.
 - Phase II: Increase enrolment to 540 students and relocate the convent.
 - Construction of the church would occur over a period of 10 years or more.

Conditions for the Special Use Permit approved on June 3, 1986 included:

- Proper Site Plan Review
- Resolution of Street Right-of-Ways
- As per the Special Use Permit approved on June 3, 1986, expansion of the school to allow the enrolment of up to 540 students is allowed by right upon approval of a Site Plan. All applicable Federal, state, and local regulations will need to be met for Site Plan approval. This includes, but is not limited to items such as:
 - Approval by the Architectural Review Board

- Building Code Regulations
- Public Facilities Manual Regulations
- Storm Water Management Regulations
- Zoning Ordinance Regulations
 - Impervious surfaces maximums (65%)
 - Setbacks (30ft front; 15ft side; 20ft rear)
 - Height (35 ft – up to 60 feet for institutional/church uses provided setbacks are increased 1ft per each foot above 35ft)
 - Parking requirements per Article 7
 - Landscaping requirements per Article 8

As the documentation that the Town has regarding the approved Special Use Permit is limited, it would be helpful if we could obtain a copy of the architect's plans submitted for the Special Use Permit application. Mr. James Downey was the attorney for the Special Use Permit application.

This Zoning Confirmation Letter only applies to the subject property noted above. This is a formal decision by the Zoning Administrator of the Town of Warrenton, Virginia. Any person aggrieved by any decision of the Zoning Administrator may take an appeal to the Board of Zoning Appeals. Such appeal shall be taken within thirty (30) days of the date of this letter by filing with the Zoning Administrator a notice of such appeal specifying the grounds thereof. The decision shall be final and unappealable if not appealed within thirty (30) days. The fees for filing an appeal are \$250.00 plus the cost of advertising and property notice mailings. Classified advertising is placed in the local paper for two consecutive weeks prior to the meeting with costs averaging around \$500.00. The cost for property notice mailings varies and depends on the number of adjacent owners. The adjacent property notices are sent via first class mail at the current first class postage rate, which is \$.48. The Zoning Office is located at 18 Court Street within Town Hall. Hours of operation are from 8 AM until 4:30 PM Monday through Friday. If you have any questions regarding this notice or would like additional information about the appeal process, please do not hesitate to contact me at (540) 347-2405.

Sincerely, .



Brandie M. Schaeffer
Director of Planning & Community
Development Department
Town of Warrenton

CC: File



Town Council Public Hearing
SUP 23-1 St John the Evangelist
July 11, 2023

Request

Item a.

Amend June 3, 1986 SUP

- **GPIN Applicant:** 6984-36-7135-000
- **Property Owner:** Catholic Diocese of Arlington (St Johns Catholic School Tees)
- **Representative:** Jim Carson
- **Zoning:** R-10 Residential
- **Comprehensive Plan:** Live Work Neighborhood
- SUP Amendment to allow for *(demolition permit approval required)* the demolition of a 11,000 sq ft classroom/dormitory building and construction of a 13,000 sq ft, three floor office building *(ARB COA required)*

Proposed Location



Previous SUP Approval

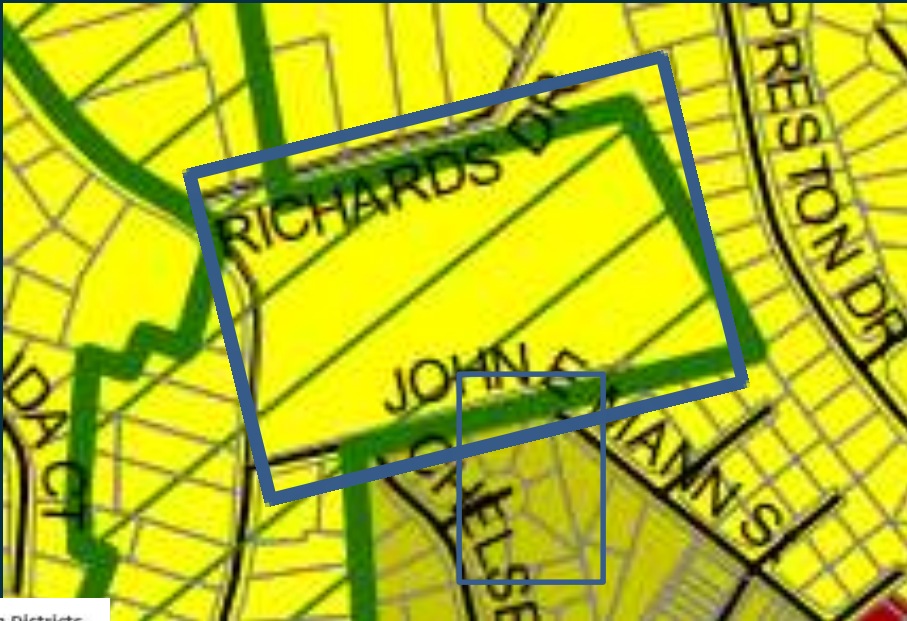
Item a.

- June 3, 1986 SUP Approval for Expansion of Church and School
- Town Council Minutes/2017 Zoning Determination Letter
 1. Construct School in two phases
 2. Phase 1 enrollment 270
 3. Phase 2 enrollment 540
 4. Relocate the convent
 5. Right of way dedication to centerline of King Street (aka John E Mann Street) and Winchester
- SDP 2017 -01
 - Public Works and Utility stated SWM/BMP calculations would not be required at that time *“however, as new projects are proposed by the Church, the additional work will be considered accumulative to this plan and will trigger the Commonwealth’s SWM Regulations.”*

Adjacent Uses

Item a.

Zoning Map



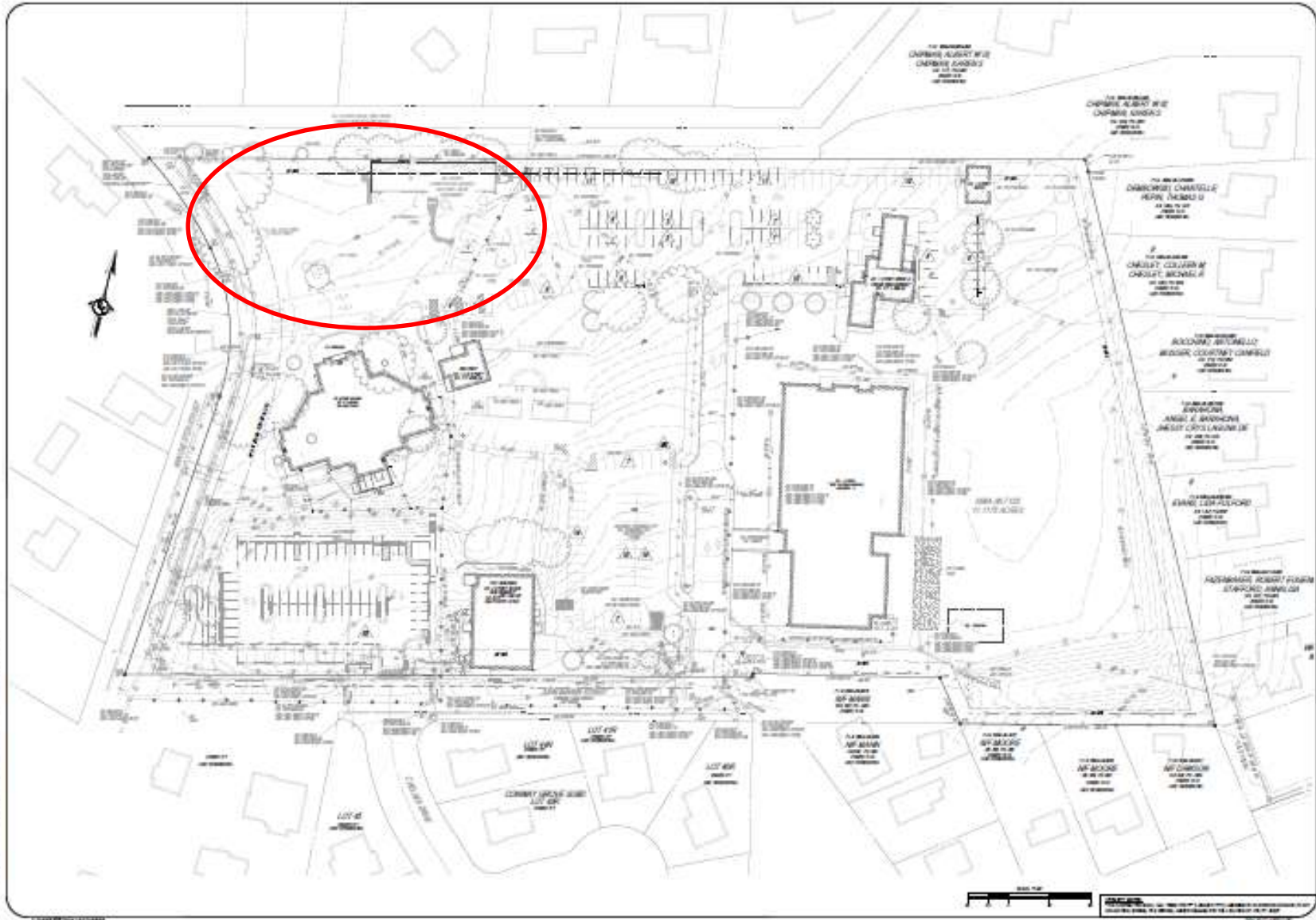
- R-10 Single Family Residential
- Conway Grove Single Family Residential, Reserve at Moorhead Single Family Residential, Richards Lane/Winchester Street/John E Mann Single Family Residential
- Historic District

Zoning Districts

- R-15
- R-10
- R-6
- RT
- RMF
- RO
- PSP
- C

Existing Conditions Plan

Item a.



CARLSON
LAND MANAGEMENT

NOT FOR CONSTRUCTION

**SAINT JOHN THE EVANGELIST
CATHOLIC CHURCH**
MANASSAS, VA

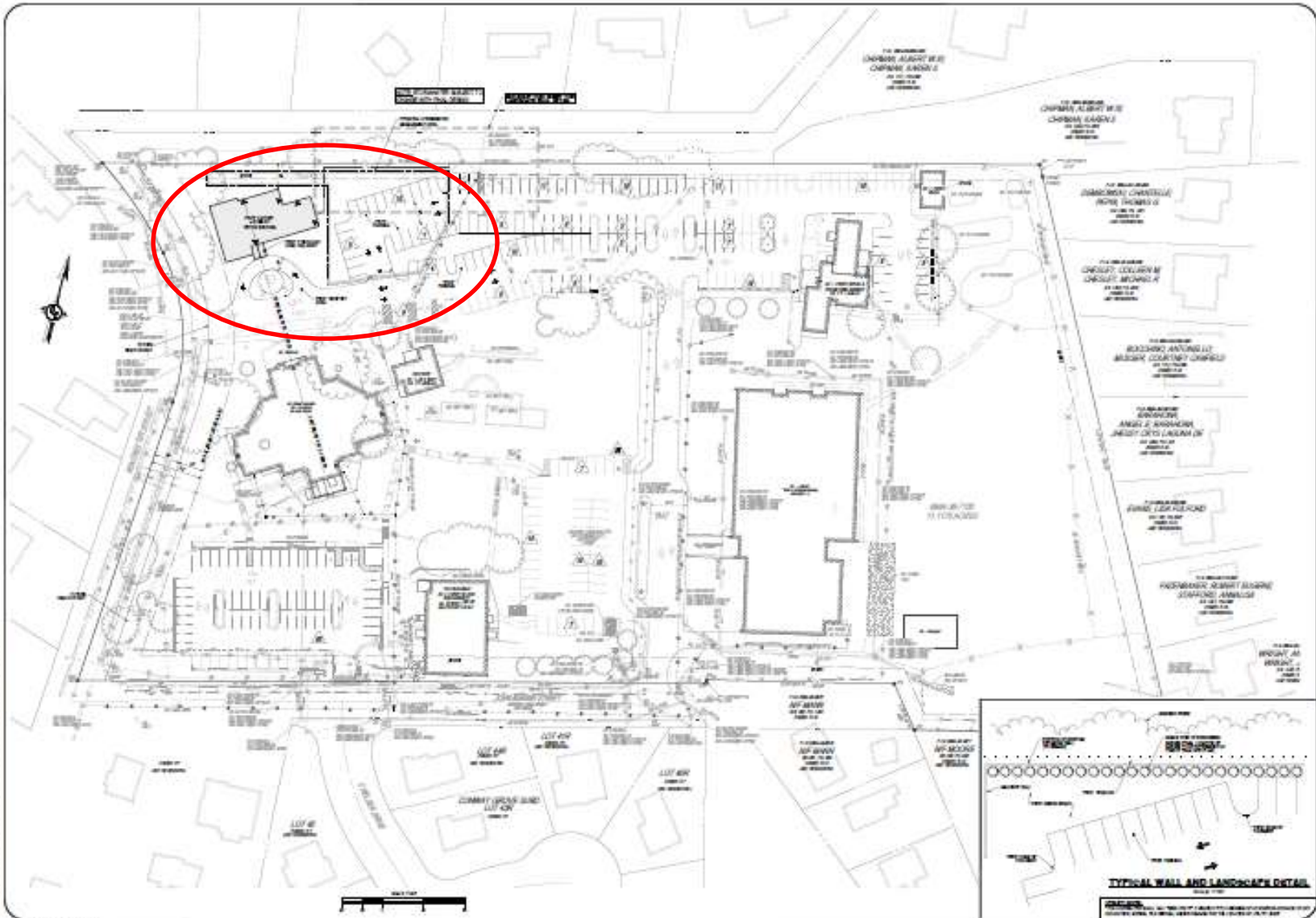
COURTESY MA. BENTONAL D. BENTON



EXISTING
CONDITIONS
PLAN

SUP Plan

Item a.



CARSON
LANDSCAPE ARCHITECTURE
1100 N. G ST. SUITE 100
DALLAS, TX 75207
TEL: 972.382.1100

NOT FOR CONSTRUCTION

**SAINT JOHN THE EVANGELIST
CATHOLIC CHURCH**
MANASSAS, VA
CENTRAL DISTRICT

SPECIAL USE PERMIT PLAN

DATE: 12/15/10
SCALE: 1/8" = 1'-0"
SHEET: 4
OF: 4

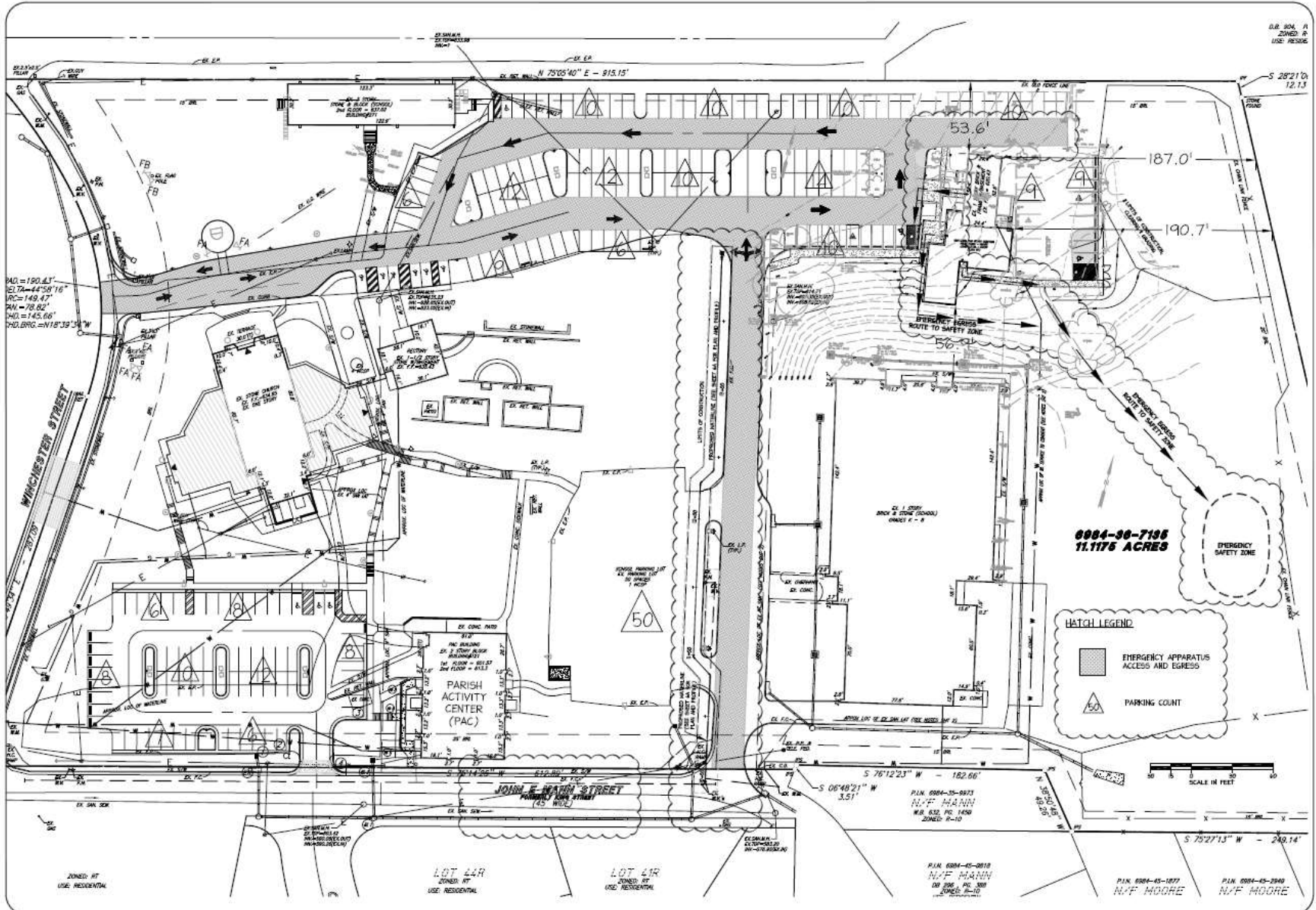
TYPICAL WALL AND LANDSCAPE DETAIL

1/4" = 1'-0"

64

Emergency Access Plan

Item a.



CARSON
LAND CONSULTANTS
Land Planning, Surveying & Engineering
4100 West 10th Street, Suite 100
Tomball, TX 77375
Tel: 281-358-1000
www.carsonland.com

OVERALL SITE & EMERGENCY ACCESS PLAN
SAINT JOHN THE EVANGELIST
ROMAN CATHOLIC CHURCH
FAUQUIER COUNTY, VIRGINIA
TOWN OF WARRENTON

REVISIONS
DATE DESCRIPTION

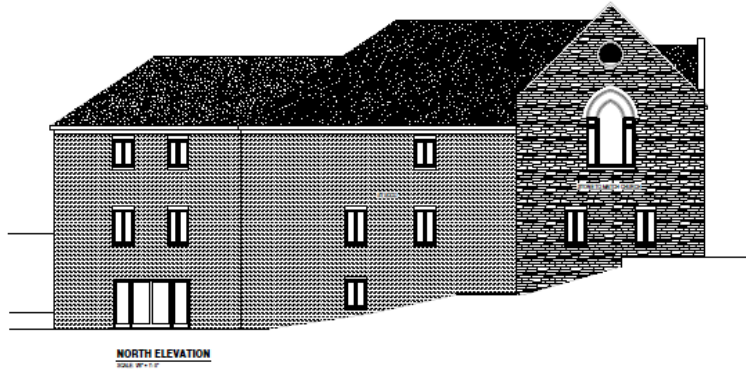
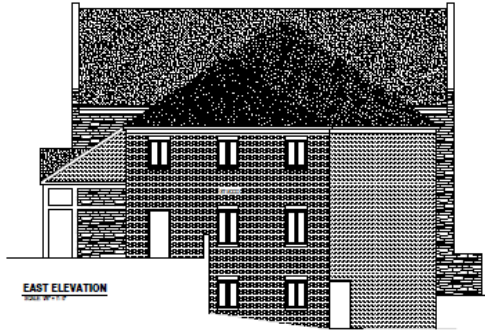
APPROVED BY
JAMES A. CARSON, P.E.
DATE: 08/10/24
SCALE: 1" = 20'

65
SHEET 4
OF 13

SAINT JOHN'S (PRE-SUBDIVISION) SITE PLAN

Elevations

Item a.



QUALITY SOURCE
THIS DRAWING IS FOR INFORMATION ONLY. IT IS NOT TO BE USED FOR CONSTRUCTION OR AS A BASIS FOR ANY OTHER DRAWING. THE CLIENT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS IN ADVANCE OF ANY CONSTRUCTION. MATERIALS, PALETTE COLORS, AND/OR FINISHES FOR THIS LOCATION OF ITEM #100001.

ARB Approval Required

Artist Rendering

Item a.



ARB Approval Required

Planning Commission Review

Item a.

- Buffers and landscaping along the length of the northern boundary of the property
- Energy, water, and sewer demands
- Intentions of existing building and timing of demolition
- Parking overflow into adjacent neighborhoods and stacking in the public right-of-way
- Elevations from Winchester Street and the request for artist's rendering
- Appropriate stormwater and sediment control
- Boundary line adjustments
- ARB approvals

Planning Commission May 16, 2023 Public Hearing

Item a.

- Public Hearings May 16 and June 20
- Three citizens spoke at each PH raising:
 - Building proximity to road
 - Water run off issues
 - Potential noise/lighting
 - Loss of green space
 - Support for new building
- Planning Commission voted (4-0-1; Lawrence abstain) to recommend Approval with Conditions

Conditions of Approval

Item a.

1. General: This Special Use Permit is issued covering the entire Property pursuant to the provisions of § 11-3.10 of the Town of Warrenton Zoning Ordinance.
2. Site Development: The Property shall be developed in substantial conformance with the Special Use Permit Plan entitled, “Special Use Permit Plat,” prepared by Carson Land Consultants, , Page 1 dated February 10, 2023 and Pages 2-4 dated December 6, 2022, all revised May 30, 2023, consisting of four (4) sheets (the “SUP Plan”). Minor changes and adjustments may be made to the road and street alignments, entrances, parking, dimensions and location of SWM/BMP facilities, the exact configuration and location of building footprints, and other similar features as shown on the SUP Plan, provided they meet the intent of these Conditions and are approved by the Director of Community Development or the Zoning Administrator.

Conditions of Approval

3. Use Parameters:

- a. Special Use Permit Area – The Special Use Permit shall apply to the entire +/-11.0664 acre site.
- b. Use Limitations – The use shall be limited to a religious institution and related facilities including the church, school, and those accessory uses customarily incidental to the primary uses.
- c. Maximum Students – The maximum number of students shall be 540 as approved in the previous SUP dated June 3, 1986.

4. Architecture: The site is located within the Historic District and is subject to Architectural Review Board, Certificates of Appropriateness (COA), and the Town of Warrenton Guide to Historic Resources. No structures shall be modified or erected until a COA has been issued. This includes walls and fences exceeding 36” in height.

5. Signage: All signage shall comply with the applicable provisions of Article 6 of the Town of Warrenton Zoning Ordinance.

6. Site Maintenance and Refuse Collection: Any refuse storage areas shall be screened with a solid enclosure constructed of materials that are compatible with the buildings on the property. The enclosure shall have gates that prohibit viewing this area from adjoining properties and public rights-of- way. The gates shall remain closed when not in use and the trash containers shall be emptied as necessary to prevent odors or infestation by vermin. Compliance with this condition shall be demonstrated on each final site plan(s). Deliveries and refuse collection shall follow Town Code Section 11-19(9).

Conditions of Approval

Item a.

7. Environment: All landscaping shall be native and drought-resistant or other species as may be approved on the final site plan(s).

- a) Landscaping – The Applicant shall make all efforts to maintain and preserve the existing mature vegetation and hardwood trees when feasible.
- b) Minimize Clearing and Grading – The Applicant shall show the limits of clearing and grading for the site on the approved final site plan(s). For portions of buffers located outside the limits of clearing and grading, the existing vegetation shall be preserved and supplemented to meet the intent the buffer as noted above. In addition, existing trees and shrubs shall be incorporated into the landscaping plan. This does not preclude the removal of diseased, noxious and/or invasive vegetation.
- c) Stormwater Management – The property owner is required to account for all improvements, regardless of square footage, made to the property since July 1, 2014, and design and construct for the accumulative stormwater management for both quantity and quality in accordance with all applicable State and local requirements in effect at the time of site development plan approval.

Conditions of Approval

8. Lighting:

- a. Proposed lighting shall be reviewed during the review of the Certificate of Appropriateness and at the time of site plan in accordance with the Zoning Ordinance.
- b. Building-mounted security lighting, which is full cut-off and directed toward the building and in compliance with the Zoning Ordinance, shall be permitted.
- c. All new and replacement light fixtures shall consist of full cut-off fixtures with a color temperature of 3,000 K or lower, and a maximum mounting height of 14 feet.
- d. Lighting on the school managed turf fields is prohibited.
- e. All other proposed lighting shall be addressed at site plan in accordance with the Zoning Ordinance.

Conditions of Approval

Item a.

9. Transportation:

- a) Vehicular Access – The site shall be accessed from the Winchester Street and John E. Mann entrances. Egress shall be controlled via a stop sign traffic control with stop bar at the exits.
- b) There shall be no stacking of vehicles into the public right-of-way. The school is responsible for ensuring drop off and pick up from the school do not result in backs ups on the public streets. Stacking on the property by accessing the school by way of Winchester Street or staggering times is required to achieve this condition.
- c) Handicapped Parking and Signage – Handicapped parking and signage for shall be provided in accordance with the PFM and the Americans with Disabilities Act.
- d) Dedication of public right-of-way on Winchester Street shall be included on the Site Development Plan and be recorded prior to occupancy permit. With the dedication of the right-of-way frontage, the property owner will submit with the site plan an agreement to retain the maintenance of the existing perimeter wall and entrance features, including the entrance apron on Winchester Street for Town review and approval.

10. Parking: Parking located on the north side of the property, adjacent to Richards Lane shall buffer and shield the headlights of vehicles from the adjacent residences. Headlights shall be screened from view from the residential-zoned property located to the north to at least 3.5 feet in height above the parking surface elevation with a solid wall, sight-tight fence, evergreen shrubs, or other method as approved by the Zoning Administrator as a part of the Site Development Plan, to extend the length of the parking on the north side.

Draft Conditions of Approval for Consideration

Item a.

11. Water and Sewer: The site shall continue to be served by public water, with the property owner bearing all costs associated with providing the additional services that will be required. Construction of a new 3-story building, +/- 13,000 square foot located at the northwest corner of the property on Winchester Street will require a separate water meter, per Town code.

12. Demolition: Demolition of the existing 3 story stone and block building located in the northwest portion of the property adjacent to Richards Lane shall require a permit from the Town. No final occupancy permit shall be issued on a new 3-story building, +/- 13,000 square foot located at the northwest corner of the property on Winchester Street until the above existing building has been demolished. The old building will be demolished within 6 months after the issuance of the temporary occupancy permit.

Draft Motions for Consideration

Item a.

1. I move that the Town Council approve of SUP 23-1, St John Catholic Church to amend the approved SUP in June 3, 1986, to allow for the 13,000 square foot accessory use building the church and school, subject to the Conditions of Approval dated July 11, 2023, sheets 1 through 4 of the Special Use Permit Plan created by Carson Land Consultants dated February 10, 2023 and revised through May 30, 2023.

OR

2. I move that the Town Council forward SUP 23-1, St John the Evangelist to the next Town Council meeting.

OR

3. I move an alternative motion.

OR

4. I move to deny SUP 23-01 for the following reasons...



Planning Commission Public Hearing
SUP 23-1 St John the Evangelist
July 11, 2023



Office of the Town Manager

Frank Cassidy

STAFF REPORT

Warrenton Town Council

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

Item a.

Council Meeting Date:	November 14, 2023
Agenda Title:	Resolution to Amend the FY 2024 Budget to receive \$4,000 in Internet Crimes Against Children (ICAC) Task Force Funds.
Requested Action:	Approve the resolution
Department / Agency Lead:	Timothy M. Carter, Chief of Police
Staff Lead:	Timothy M. Carter, Chief of Police

EXECUTIVE SUMMARY

The 2040 Warrenton Comprehensive Plan identified the need to incorporate security measures designed to be unobtrusive but affording protection for citizens and users alike. Participating in the Internet Crimes Against Children (ICAC) Task Force allows the Police to operate in a covert capacity in a way that protects the most vulnerable within our community. Furthermore, partnering with the Fauquier County Sheriff's Office and other stakeholders, such as the Virginia State Police, allows the Warrenton Police Department to be more effective, thus meeting the 2040 Warrenton Comprehensive Plan goals and objectives.

ICAC is overseen by the Virginia State Police and the Virginia Department of Criminal Justice Services (DCJS). DCJS provides annual funds to participant agencies to purchase equipment, attend training, and supplement overtime related to ICAC investigations.

ICAC has approved the Warrenton Police Department to receive \$4,000 in reimbursable funds for FY 2024 and does not require matching funds.

BACKGROUND

The Warrenton Police Department currently has one Detective assigned to the Virginia State Police ICAC Task Force. The Police Department has been a member of the ICAC Task Force since 2008 and conducts numerous ICAC investigations annually.

The assigned Detective investigates child predators using various investigative techniques, particularly in internet investigations. Historically, these funds have been used for software, hardware, and training associated with these investigations.

Staff Recommendation

To approve the budget amendment

Service Level/Policy Impact

These funds will allow the police department to enhance the investigative capability of the assigned Detective by providing resources such as training, software, hardware, and overtime.

Furthermore, they will assist with investigations involving the exploitation of children within the Town of Warrenton and the subsequent prosecution thereof.

Fiscal Impact

The addition of \$4,000 of reimbursable funds to the FY 2024 budget.

Legal Impact

The Town Council will need to amend the adopted FY 2024 General Fund budget to accept and appropriate these funds.

ATTACHMENTS

1. Resolution amending the FY 2024 budget
2. Letter from the Virginia State Police



COMMONWEALTH OF VIRGINIA

Colonel Gary T. Settle
Superintendent

(804) 674-2000

Lt. Colonel Kirk S. Marlowe
Deputy Superintendent

DEPARTMENT OF STATE POLICE

P.O. Box 27472 Richmond, VA 23261

(804) 674-2000

August 25, 2023

Town of Warrenton Police Department
333 Carriage House Ln,
Warrenton, VA 20186

Dear Chief Timothy Carter,

We sincerely appreciate your continued partnership as an affiliate of the Northern Virginia/District of Columbia Internet Crimes Against Children (NOVA/DC ICAC) Task Force. Fortunately, we have received Fiscal Year 2024 funding from the Virginia Department of Criminal Justice Services (DCJS) that enables us to further allocate monies to our task force affiliates who are in good standing. As stated in our Inter-Agency Agreement dated July 1, 2014:

Should additional funds become available during the agreed upon period, this agreement may be amended by written correspondence from the NOVA/DC ICAC Commander to permit the Town of Warrenton Police Department to expend the additional funds in accordance with this established IA.

As such, we are able to allocate additional funds to your agency in the amount of **\$4,000.00**. It should be noted that this funding is NOT grant-related. These are NOVA/DC ICAC funds that have been identified to support your ICAC work. Your allocation may be used towards expenses that include salary, overtime, equipment, software, and for training that is specifically and exclusively related to the NOVA/DC ICAC Task Force's overall mission of combating Internet crimes against children. Please see the attachment to this letter for examples of in-scope and out of scope expenses. *All expenditures, except payroll expenses, require prior approval via email to SSA Michael J. Brown (michael.brown@vsp.virginia.gov) or First Sergeant Robert Brown (rob.brown@vsp.virginia.gov) and must be made in accordance with your agency's financial procedures and regulations. Reimbursement requests may also include ICAC expenses made between July 1, 2023, and the date of this letter.*

In order for reimbursement to be made to your locality, your staff will be asked to complete a reimbursement invoice, to provide proof of payment for the expense, and include the email granting approval of the expense. Proof of payment may be copies of checks, credit card receipts or statements, or accounting ledger reports showing the obligation of funds. Proof of payment is also copies of payroll records and timesheets if the reimbursement request is for salary or overtime. Please send your reimbursement requests via email with scanned attachments to Crystal Hopson (crystal.hopson@vsp.virginia.gov).

To allow for more accurate fund management and sufficient time for processing, reimbursement requests should be made quarterly or semi-annually. We ask that all final reimbursement requests, be received in our office by **May 1, 2024**, unless the request involves payroll reimbursement.

Payroll reimbursement requests should be submitted no later than June 10, 2023.

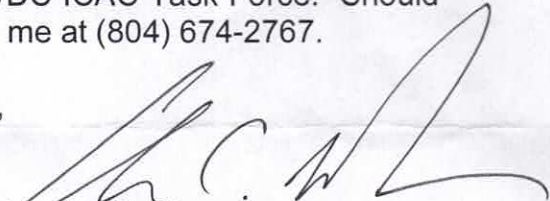
Unless prior written notice is received by **Crystal Hopson** (crystal.hopson@vsp.virginia.gov) unexpected funds from your allocation may be redistributed for other purposes after May 1, 2024.

Your continued partnership with the NOVA/DC ICAC Task Force is vital to the task force's overall success and we hope you find this additional funding beneficial to your efforts to combat child sexual predators and child pornography.

Note: Please respond to us no later than November 1, 2023, via postal or electronic mail to verify that you will take receipt of the funds. Should we not receive verification, the respective funds must be reallocated to another affiliate to permit timely expenditures.

Again, I thank you for all you do in support of the NOVA/DC ICAC Task Force. Should you have any questions please do not hesitate to contact me at (804) 674-2767.

Sincerely,



Captain Alan C. Worsham
Division Commander
Bureau of Criminal Investigation
High Tech Crimes Division

ACW/clh

Attachment

Attachment

In-scope or Authorized Expenses (may include, but are not limited to):

- Desktop computers (Mac, Windows based, etc.)
- Peripherals for computers (keyboards, mice, monitors, cables, adapters, etc.)
- Laptops & cases (Mac, Windows based, etc.)
- Tablets & cases (Apple, Android, Windows based, etc.)
- Undercover Cell Phones, Digital Recorders
- Printers, Digital Scanners, Digital Cameras
- Headphones, Screen Protectors, etc.
- Digital Storage (pocket drives, external storage, thumb drives, SD Cards, etc.)
- Software for undercover operations (Camtasia, Wireshark, Commview, Net limiter, MS Office, Adobe Acrobat Pro, VM Fusion, Parallels, etc.)
- Forensic Triage Software (ADF Triage-G2, Investigator)
- Child Interviewing courses & certifications (Child First, NCAC Center, Reid, etc.)
- NCMEC related training (Lodging, airfare, meals registrations, etc.)
- Costs associated with ICAC conferences and/or training (Lodging, airfare, meals, registrations)
- School Resource Officer training and certifications (Lodging, airfare, meals, registrations)
- ICAC training (NCJTC, NW3C, SEARCH training courses (lodging, meals, airfare, registrations)
- Educational materials (anatomical dolls, Ident-a-kid kits, brochures, logoed key chains and pencils, coloring books, magnets, stickers, Netsmartz materials, etc.)
- Overtime for ICAC investigations
- Salary & fringe off-set for full time ICAC investigators.

Out of Scope or Unauthorized Expenses: The following equipment and software will be considered non-approved purchase requests due to the full service digital forensic laboratory dedicated specifically for ICAC affiliate members. Out of scope or unauthorized expenses will include, but are not limited to:

- All computer-based forensic machines (Forensic Recovery of Evidence Device (FRED) by Digital Intelligence, EDAS FOX Recovery Computer, SOLO Forensic Box, etc.)
- Full Service Digital Forensic Courses and Software
 - SANS Institute courses, software, and tools
 - IACIS training and certification (CFCE, CAWFE, etc.)
 - CompTIA training and certification (A+, Net+, Security+, etc.)
 - TEEL Technologies training and certifications (JTAG, BGA Chip-off, etc.)
 - FLETC training and certifications (SCERS, MFTP, IDEA, etc.)
 - BlackBag Technologies products and training certifications (Data Inspector, Data Collector, Softblock, CBE, MiCFE, etc.)
 - Nuxit software, tools, and intrusion kits
 - PassMark software products (OS Forensics)
 - X-Ways Forensic Software
 - SYS-Tools and Forensic Software
 - ADF-Digital Evidence Investigator software and training courses by ADF Solutions
 - AccessData software and training courses (Forensic Tool Kit (FTK), BootCamp, ACE, etc.)
 - Guidance products software and training courses (EnCase, ENCE, Tableau Forensic Bridges, Write Blocks, etc.)
- CRU-INC products and software (WiebeTech Forensic Bridges, Write Block Bays, etc.)
- SIRCHIE products and training certifications (computer forensics)
- Server Storage (Blade, JBOD, VTrak, Promise, etc.)
- Large progressive copy machines

November 14, 2023
Town Council
Regular Meeting
Res. No.

A RESOLUTION TO AMEND THE FISCAL YEAR 2024 ADOPTED BUDGET BY \$4,000

WHEREAS, the Warrenton Town Council is charged by the Code of Virginia with the preparation of an annual budget for the Town of Warrenton; and

WHEREAS, on June 13, 2023, the Town Council adopted the Town of Warrenton Fiscal Year 2024 Budget; and

WHEREAS, during the fiscal year, certain events occur that necessitate amending the budget; and

WHEREAS, the Virginia State Police have notified the Town of an allocation from the Virginia Department of Criminal Justice Services in the amount of \$4,000 to be used for programming and equipment in support of the Northern Virginia / District of Columbia Internet Crimes Against Children Task Force; and

WHEREAS, no match of local finds is required; and

WHEREAS, the Town Council has reviewed and approved the acceptance of the funds; and

NOW, THEREFORE, BE IT RESOLVED, by the Warrenton Town Council this 14th day of November 2023, that the Fiscal Year 2024 Budget be, and is hereby, amended in the amount of \$4,000.

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

For Information:

Chief of Police

Budget Manager

ATTEST: _____
Town Recorder



Office of the Town Manager

Frank Cassidy

STAFF REPORT

Warrenton Town Council

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

Item b.

Council Meeting Date:	November 14, 2023
Agenda Title:	BOND-23-6- Bond Release Request for Steeplechase Manor (SDP 2021-441)
Requested Action:	Reduction of Bond
Department / Agency Lead:	Community Development
Staff Lead:	Amber Heflin

EXECUTIVE SUMMARY

Community Development staff received a request to reduce the Public Improvements Bond in the amount of \$230,895.77 on September 18, 2023. Staff received the As Built application on July 18, 2023. The As Built was approved by Town staff after conducting a site visit and determining that all improvements specified on the plan have been installed. The As Built was approved on September 18, 2023.

BACKGROUND

The O'Reilly Auto Parts Public Improvements Bond was placed on August 30, 2022, for construction of a new retail auto parts store and associated site improvements in the amount of \$230,895.77. The Bond was associated with SDP 2021-441 as surety for the construction of all improvements and facilities shown on the approved plans.

STAFF RECOMMENDATION

Staff recommends approval of the bond reduction to a 15% maintenance bond (\$34,634.36) as required by Article 11 of the Zoning Ordinance to ensure all landscaping on site is maintained.

Service Level/Policy Impact

There is no direct impact on the Town of Warrenton.

Fiscal Impact

There is no direct fiscal impact to the Town of Warrenton.

Legal Impact

There is no legal impact to the Town of Warrenton.

ATTACHMENTS

1. Letter officially requesting release of the bond
2. Bond Spreadsheet
3. Resolution

VA WARRENTON BROADVIEW, LLC

September 19, 2023

Town of Warrenton
Attn: Amber Heflin

RE: SDP 2021-441, Bond Reduction

Dear Ms. Heflin,

Please allow this letter to serve as a formal request to reduce the bond associated with SDP 2021-441.

Enclosed you will find the LDP application form, the bond estimate sheet with reductions.

Please let me know if you need anything further.

Respectfully,



Mike Thiess
VP of Construction
Realtylink-Alabama, LLC
c/o VA Warrenton Broadview, LLC.

UNIT LIST PRICE FOR PERFORMANCE BONDS - T.O.W

B. CONCRETE PIPE

COST

	15"0	@	\$35	lf =	\$0		0.00
<u>0</u>	18"0	@	\$38	lf =	\$0		<u>0.00</u>
	21"0	@	\$44	lf =	\$0		0.00
	24"0	@	\$48	lf =	\$0		0.00
	27"0	@	\$50	lf =	\$0		0.00
	30"0	@	\$55	lf =	\$0		0.00
	33"0	@	\$60	lf =	\$0		0.00
	36"0	@	\$97	lf =	\$0		0.00
	42"0	@	\$109	lf =	\$0		0.00
	48"0	@	\$126	lf =	\$0		0.00
	54"0	@	\$143	lf =	\$0		0.00
	60"0	@	\$160	lf =	\$0		0.00
	66"0	@	\$177	lf =	\$0		0.00
	72"0	@	\$206	lf =	\$0		0.00

C. End Walls

UP TO 10'

OVER 10'

	15"0	@	\$650	ea =	\$0	@	\$520	ea =	\$0	@	\$390	ea =	\$0	0.00
	18"0	@	\$780	ea =	\$0	@	\$624	ea =	\$0	@	\$468	ea =	\$0	0.00
	21"0	@	\$960	ea =	\$0	@	\$768	ea =	\$0	@	\$576	ea =	\$0	0.00
	24"0	@	\$1,000	ea =	\$0	@	\$880	ea =	\$0	@	\$660	ea =	\$0	0.00

Page 2 Sub-Total = 0.00

UNIT LIST PRICE FOR PERFORMANCE BONDS - T.O.W

C. END WALLS CONT

COST

<u>0</u>	<u>30"0</u>	<u>_____</u>	<u>@</u>	<u>\$1,400</u>	<u>ea =</u>	<u>\$0</u>
<u>0</u>	<u>33"0</u>	<u>_____</u>	<u>@</u>	<u>\$1,500</u>	<u>ea =</u>	<u>\$0</u>
<u>0</u>	<u>36"0</u>	<u>_____</u>	<u>@</u>	<u>\$1,550</u>	<u>ea =</u>	<u>\$0</u>
<u>0</u>	<u>42"0</u>	<u>_____</u>	<u>@</u>	<u>\$2,160</u>	<u>ea =</u>	<u>\$0</u>
<u>0</u>	<u>48"0</u>	<u>_____</u>	<u>@</u>	<u>\$2,470</u>	<u>ea =</u>	<u>\$0</u>
<u>0</u>	<u>54"0</u>	<u>_____</u>	<u>@</u>	<u>\$2,890</u>	<u>ea =</u>	<u>\$0</u>
<u>0</u>	<u>60"0</u>	<u>_____</u>	<u>@</u>	<u>\$3,840</u>	<u>ea =</u>	<u>\$0</u>
<u>0</u>	<u>66"0</u>	<u>_____</u>	<u>@</u>	<u>\$3,860</u>	<u>ea =</u>	<u>\$0</u>
<u>0</u>	<u>72"0</u>	<u>_____</u>	<u>@</u>	<u>\$4,570</u>	<u>ea =</u>	<u>\$0</u>

<u>0.00</u>
<u>0.00</u>
<u>0.00</u>
<u>0.00</u>
<u>0.00</u>
<u>0.00</u>
<u>0.00</u>
<u>0.00</u>
<u>0.00</u>
<u>0.00</u>

D. END SECTIONS (ES-1)

<u>0</u>	<u>15"0</u>	<u>_____</u>	<u>@</u>	<u>\$340</u>	<u>ea =</u>	<u>\$0</u>
<u>0</u>	<u>18"0</u>	<u>_____</u>	<u>@</u>	<u>\$480</u>	<u>ea =</u>	<u>\$0</u>
<u>0</u>	<u>21"0</u>	<u>_____</u>	<u>@</u>	<u>\$580</u>	<u>ea =</u>	<u>\$0</u>
<u>0</u>	<u>24"0</u>	<u>_____</u>	<u>@</u>	<u>\$660</u>	<u>ea =</u>	<u>\$0</u>

<u>0.00</u>
<u>0.00</u>
<u>0.00</u>
<u>0.00</u>

Page 3 Sub-Total = 0.00

UNIT LIST PRICE FOR PERFORMANCE BONDS - T.O.W

E.	<u>END SECTIONS (ES-1 CONT'D)</u>					<u>COST</u>
<u>0</u>	27"0	<u> </u>	@	\$772	ea =	<u>\$0</u>
<u>0</u>	30"0	<u> </u>	@	\$872	ea =	<u>\$0</u>
<u>0</u>	33"0	<u> </u>	@	\$980	ea =	<u>\$0</u>
<u>0</u>	36"0	<u> </u>	@	\$1,060	ea =	<u>\$0</u>
<u>0</u>	42"0	<u> </u>	@	\$1,300	ea =	<u>\$0</u>
<u>0</u>	48"0	<u> </u>	@	\$1,472	ea =	<u>\$0</u>

Sub-Total = 0.00

F.	<u>DRIVEWAY CULVERTS (Bituminous Coated Corrugated Metal Pipe)</u>					<u>COST</u>
<u>0</u>	15"	<u> </u>	@	\$25	LF =	<u>\$0</u>
<u>0</u>	18"	<u> </u>	@	\$30	LF =	<u>\$0</u>

Sub-Total = 0.00

RCP driveway culvert has been accounted for in the 18" RCP amount

Page 4 Sub-Total = 0.00

UNIT LIST PRICE FOR PERFORMANCE BONDS - T.O.W

G. END SECTIONS (ES-2)

COST

<u>0</u>	<u>15"0</u>	<u>_____</u>	<u>@</u>	<u>\$350</u>	<u>ea</u>	<u>=</u>	<u>\$0</u>
<u>0</u>	<u>18"0</u>	<u>_____</u>	<u>@</u>	<u>\$375</u>	<u>ea</u>	<u>=</u>	<u>\$0</u>

<u>\$0.00</u>
<u>\$0.00</u>

Sub-Total = \$0

H. HIGH DENSITY POLYETHYLENE (HDPE) SMOOTHWALL PIPE

COST

<u>0</u>	<u>15"0</u>	<u>_____</u>	<u>@</u>	<u>\$28</u>	<u>lf</u>	<u>=</u>	<u>\$0</u>
<u>0</u>	<u>18"0</u>	<u>_____</u>	<u>@</u>	<u>\$30</u>	<u>lf</u>	<u>=</u>	<u>\$0</u>
<u>0</u>	<u>24"0</u>	<u>_____</u>	<u>@</u>	<u>\$35</u>	<u>lf</u>	<u>=</u>	<u>\$0</u>
<u>0</u>	<u>30"0</u>	<u>_____</u>	<u>@</u>	<u>\$43</u>	<u>lf</u>	<u>=</u>	<u>\$0</u>
<u>0</u>	<u>36"0</u>	<u>_____</u>	<u>@</u>	<u>\$57</u>	<u>lf</u>	<u>=</u>	<u>\$0</u>

<u>\$0.00</u>
<u>\$0.00</u>
<u>\$0.00</u>
<u>\$0.00</u>
<u>\$0.00</u>

Sub-Total = \$0.00

Page 5 Sub-Total = \$0.00

UNIT LIST PRICE FOR PERFORMANCE BONDS - T.O.W

I. STORMWATER MANAGEMENT/BMP FACILITIES (See Note #2, Last Page)

<u>QUANTITY</u>				<u>COST</u>
_____ Excavation	_____ @	\$7	cy =	\$0 0.00
_____ Embankment (Fill Material)	_____ @	\$10	cy =	\$0 0.00
_____ Spread & Compact Fill Material	_____ @	\$5	cy =	\$0 0.00
_____ <u>OUTLET STRUCTURE</u>	_____ @		ea =	\$0 0.00
_____ <u>OUTLET PIPE</u>	_____ @		ea =	\$0 0.00
_____ End Wall	_____ @		ea =	\$0 0.00
_____ Anti-Seep Collars (\$100 per 12"0 increments)	_____ @	\$100	sf =	\$0 0.00
_____ Trash Rack	_____ @	\$300	sf =	\$0 0.00
<u>SPILLWAY LINING</u>				
_____ Seed, Fertilizer & Mulch	_____ @	\$2.00	sy =	\$0 0.00
_____ Sod	_____ @	\$8.00	sy =	\$0 0.00
_____ Hydraulic Cem. Conc. - 4" Depth	_____ @	\$54.00	sy =	\$0 0.00
_____ Bituminous Concrete-1' Depth	_____ @	\$5.00	sy =	\$0 0.00
_____ Rip Rap	_____ @	\$65.00	sy =	\$0 0.00
_____ Grouted Rip-Rap	_____ @	\$72.00	sy =	\$0 0.00
Page 6 Sub-Total =				<u>0.00</u>

UNIT LIST PRICE FOR PERFORMANCE BONDS - T.O.W

J. STORMWATER MANAGEMENT/BMP FACILITIES (Continued)

<u>QUANTITY</u>				<u>COST</u>
_____	Erosion Control Stone (EC-1)	_____ @ \$90	ton =	\$0 0.00
_____	# 57- Coarse Aggregate	_____ @ \$25	cy =	\$0 0.00
_____	Porous Pavement	_____ @ \$10	sy =	\$0 0.00
_____	4' High Chain Link Fence (#9 gauge or Better)	_____ @ \$7	lf =	\$0 0.00
_____	6' High Chain Link Fence (#9 gauge or Better)	_____ @ \$11	lf =	\$0 0.00
_____	6' Board Fence Other	_____ @ \$11	lf =	\$0 0.00
<u>0</u>	Proprietary underground system	<u>0</u> @ \$30,000	=	<u>\$0 0.00</u>
_____		_____ @ \$0	=	\$0 0.00
_____		_____ @ \$0	=	\$0 0.00

K. MISCELLANEOUS DRAINAGE ITEMS

<u>0</u>	Box Culvert	_____ @ \$400	lf =	\$0 0.00
<u>0</u>	Slotted Drain - proprietary	<u>0</u> @ \$80	lf =	<u>\$0 0.00</u>

DITCHES

<u>0</u>	Paved Ditches	_____ @ \$7.00	sf =	\$0 0.00
<u>0</u>	Filter Cloth Fabric & Gabion Stone	_____ @ \$7.00	sf =	\$0 0.00
<u>0</u>	Sod Ditch	_____ @ \$8.00	sy =	\$0 0.00
<u>0</u>	Seed, Fertilizer and Mulch	_____ @ \$2.00	sy =	\$0 0.00
<u>0</u>	Rip-Rap	_____ @ \$7.22	sf =	\$0 0.00
<u>0</u>	Grouted Rip-Rap	<u>0</u> @ \$8.00	sf =	<u>\$0 0.00</u>

Price for proprietary underground system has been provided by supplier

Page 7 Sub-Total = 0.00

UNIT LIST PRICE FOR PERFORMANCE BONDS - T.O.W

2 CONSTRUCTION WITHIN THE RIGHT-OF-WAY AND /OR EASEMENTS

A. SITE WORKS

		<u>UP TO 5 AC.</u>		<u>OVER 5 AC.</u>		<u>COST</u>
<u>0</u>	Clear & Grub	_____ @ \$7,500 AC. = _____ \$0		<u>0</u> @ \$4,400 AC. = _____ \$0		<u>\$0.00</u>

	<u>UP TO 2000 CU. YDS.</u>		<u>2001-100,000 CU. YDS.</u>		<u>OVER 100,000 CU. YDS.</u>		
<u>0</u>	Excavation _____ @ \$7 cy = _____ \$0		_____ @ \$5.00 cy = _____ \$0		_____ @ \$2.50 cy = _____ \$0		<u>0.00</u>
<u>0</u>	Embankment _____ @ \$10 cy = _____ \$0		_____ @ \$8 cy = _____ \$0				<u>0.00</u>
	Spread & Compact Fill Material		_____ @ \$5 cy = _____ \$0				<u>0.00</u>
<u>0</u>	Slope Stabilization-Hydroseeding (3:1 or Flatter)		_____ @ \$1.00 SQ. YD. (\$ 200 Min.)				<u>0.00</u>
<u>0</u>	Slope Stab - Sod, Jute Mesh, etc. (between 2:1 to 3:1)		_____ @ \$6.00 SQ. YD. (\$ 200 Min.)				<u>0.00</u>
<u>0</u>	Special Slope Stabilization		_____ @ Lump Sum				<u>0.00</u>

B. SUBBASE & BASE COURSE

<u>0</u>	Aggregate (21A)	<u>0</u> @ \$2.50 SQ. YD./Inch Depth	D= _____ 8 in	<u>0.00</u>
<u>0</u>	Top Course/Intermediate Course Bituminous Concrete	<u>0</u> @ \$5.50 SQ. YD./Inch Depth	D= _____ 1.5 in	<u>0.00</u>
<u>0</u>	Base Bituminous Concrete	<u>0</u> @ \$5.00 SQ. YD./Inch Depth	D= _____ 2 in	<u>0.00</u>
	Class A Prim & Double Seal			
<u>0</u>	Surface Treatment (Tar & Chip)	_____ @ \$2.00 SQ. YD.		<u>0.00</u>
<u>0</u>	Gravel Shoulders	_____ @ \$8.50 SQ. YD. (4" Depth)		<u>0.00</u>
<u>0</u>	Sidewalk Underdrains	_____ @ \$5.25 LF		<u>0.00</u>
<u>0</u>	Cement Stabilization	_____ @ \$20.00 SQ. YD. (6" Depth)		<u>0.00</u>
<u>0</u>	Lime Stabilization	_____ @ \$15.00 SQ. YD. (6" Depth)		<u>0.00</u>

Page 8 Sub-Total = 0.00

UNIT LIST PRICE FOR PERFORMANCE BONDS - T.O.W

<u>QUANTITY</u>		<u>UP TO 1000</u>			<u>OVER 1000</u>			<u>COST</u>	
		<u>LIN.FT.</u>			<u>LIN. FT.</u>				
<u>0</u>	Guardrail	<u> </u>	@	\$39	If =	<u> </u>	\$0	<u> </u>	\$0.00
<u>0</u>	GR-7 End Section	<u> </u>	@	\$2,500	ea =	<u> </u>	\$0	<u> </u>	\$0.00

**3 SANITARY SEWER AND WATER LINE CONSTRUCTION
(Min. Sewer Class SDR 35 & Min. Water Line D. I. Class 52 & Plastic Line Class SDR 18)**

		<u>UP TO 10</u>			<u>OVER 10</u>			<u>COST</u>	
<u>0</u>	Fire Hydrant Assembly	<u> 0</u>	@	\$5,000	ea =	<u> </u>	\$0	<u> </u>	0.00
<u> </u>	Sanitary Sewer Manhole	<u> </u>	@	\$8,000	ea =	<u> </u>	\$0	<u> </u>	0.00
<u> </u>	5/8 x 3/4 Water Meter Setup	<u> </u>	@	\$1,200	ea =	<u> </u>	\$0	<u> </u>	0.00
<u>0</u>	1" Water Meter Setup	<u> 0</u>	@	\$1,500	ea =	<u> </u>	\$0	<u> </u>	0.00
<u> </u>	1 1/2"-2" Water Meter Setup	<u> </u>	@	\$2,000	ea =	<u> </u>	\$0	<u> </u>	0.00
<u> </u>	Water Meter Setup, 2" Or Larger	<u> </u>	@		ea =	<u> </u>	\$0	<u> </u>	0.00

WATER MAIN (Exclusive of Fire Hydrants)

		<u>UP TO 1000</u>			<u>OVER 1000</u>				
		<u>LIN. FT.</u>			<u>LIN. FT.</u>				
<u>0</u>	6"0	<u> </u>	@	\$50	If =	<u> </u>	\$0	<u> </u>	0.00
<u>0</u>	8"0	<u> </u>	@	\$60	If =	<u> </u>	\$0	<u> </u>	0.00
<u>0</u>	12"0	<u> </u>	@	\$96	If =	<u> </u>	\$0	<u> </u>	0.00
<u>0</u>	16"0	<u> </u>	@	\$120	If =	<u> </u>	\$0	<u> </u>	0.00

Page10 Sub-Total = 0.00

UNIT LIST PRICE FOR PERFORMANCE BONDS - T.O.W

TAP OF WATER MAINS

					<u>COST</u>
<u>0</u>	6"		@	\$890 ea	<u>\$0.00</u>
<u>0</u>	8"		@	\$1,275 ea	<u>\$0.00</u>
<u>0</u>	10"		@	\$2,030 ea	<u>\$0.00</u>
<u>0</u>	12"		@	\$2,850 ea	<u>\$0.00</u>
and Larger					

SEWER PIPE LINE (Exclusive of Manhole Structures)

		<u>UP TO 1000</u>			<u>OVER 1000</u>			<u>COST</u>
		<u>LIN. FT.</u>			<u>LIN. FT.</u>			
<u>0</u>	4"0	@	\$40	lf =	\$35	lf =	\$0	<u>\$0.00</u>
<u>0</u>	6"0	@	\$45	lf =	\$40	lf =	\$0	<u>\$0.00</u>
<u>0</u>	8"0	@	\$65	lf =	\$55	lf =	\$0	<u>\$0.00</u>
<u>0</u>	10"0	@	\$85	lf =	\$80	lf =	\$0	<u>\$0.00</u>
<u>0</u>	12"0	@	\$115	lf =	\$100	lf =	\$0	<u>\$0.00</u>
<u>0</u>	15"0	@	\$150	lf =	\$140	lf =	\$0	<u>\$0.00</u>

MISCELLANEOUS

<u>0</u>	Connection to Existing Sewer or Manhole	@	\$0	ea	<u>0.00</u>
<u>0</u>	Standard Drop Connection To Manhole	@	\$390	ea	<u>\$0.00</u>

Page 11 Sub-Total = 0.00

UNIT LIST PRICE FOR PERFORMANCE BONDS - T.O.W

4 **UNIT PRICE LIST OR SILTATION AND EROSION CONTROL - TOWN OF WARRENTON**

<u>QUANTITY</u>	<u>ITEM</u>	<u>UNIT COST</u>	<u>COST</u>
0	Diversion Dike	@ \$3.00 lf	0.00
0	Silt Fence	@ \$5.00 lf	0.00
0	Super Silt Fence	@ \$12.00 lf	0.00
0	Sod	@ \$6.00 sq.yd.	0.00
0	Seeding Operation	@ \$2.00 sq.yd.	0.00
0	Coarse Aggregates (31 or #57)	@ \$75.00 Ton	0.00
0	Paved Flume	@ \$60.00 sy	0.00
0	Inlet Protection	@ \$60.00 ea	0.00
0	Temp. Const. Entrance	@ \$1,400 ea	0.00
0	Temp. Const. Entrance w/wash rack	@ \$2,000 ea	0.00
0	Temp. Sediment Trap	@ \$27.00 LF	0.00
0	Temporary Sediment Basin	@ \$500-\$3000	
0	Drainage area 3-25 acres	@ \$1,000-\$5,000	
	26-50 acres	@ \$5,000-\$10,000	
	50+ acres by itemized cost		
<u>OTHER</u>			
0	Check Dam	@ _____ ea	0.00
0	Jute Mesh	@ _____ sy	0.00
0	Safety Fence	@ 0 LF	0.00
0		@	0.00

Safety fence price is based on numbers provided by local contractor for similar product

E & S Sub-Total = 0.00

Page 12 Sub-Total = 0.00

UNIT LIST PRICE FOR PERFORMANCE BONDS - T.O.W

5 UNIT PRICE LIST FOR LANDSCAPING - TOWN OF WARRENTON

<u>QUANTITY</u>	<u>ITEM</u>	<u>SIZE</u>	<u>UNIT COST</u>	<u>COST</u>
<u>0</u>	Seeding		@ \$2.00 sy	<u>0.00</u>
<u>0</u>	Sodding		@ \$6.00 sy	<u>0.00</u>
<u>0</u>	Planting Shrubs	12"	@ \$45 ea	<u>0.00</u>
<u>0</u>	Planting Shrubs	18"	@ \$50 ea	<u>0.00</u>
<u>136</u>	Planting Shrubs	24"	@ \$55 ea	<u>7,480.00</u>
<u>0</u>	Planting Shrubs	Larger	@ \$60 ea	<u>0</u>
<u>0</u>	Trees	4'-6'	@ \$150 ea	<u>0.00</u>
<u>0</u>	Trees	6'-8'	@ \$165 ea	<u>0.00</u>
<u>0</u>	Trees	8'-10'	@ \$250 ea	<u>0.00</u>
<u>12</u>	Trees	Larger	@ \$450 ea	<u>5,400.00</u>
<u>50</u>	Tree Protection	4'-6'	@ \$12 lf	<u>600.00</u>
<u>0</u>	Tree Wall, Stone (D= 10', H=3)	N/A'	@ \$5,236 ea	<u>0.00</u>
<u>0</u>	Other			
<u>0</u>				
<u>0</u>				
Page 13 Sub-Total =				<u>13,480.00</u>

UNIT LIST PRICE FOR PERFORMANCE BONDS - T.O.W

6 AS-BUILT DRAWING

QUANTITY

COST

<u>0</u>	FT.	Storm Sewer Lines	@	\$1.00	If	<u>0.00</u>
<u>0</u>	FT.	Sanitary Sewer Lines	@	\$1.00	If	<u>0.00</u>
<u>0</u>	FT.	Water Lines	@	\$1.00	If	<u>0.00</u>
<u>0</u>	FT.	Gas	@	\$1.00	If	<u>0.00</u>
<u>0</u>	FT.	Telephone Lines	@	\$1.00	If	<u>0.00</u>
<u>0</u>	FT.	Power Lines	@	\$1.00	If	<u>0.00</u>
<u>0</u>	FT.	Cable TV. Lines	@	\$1.00	If	<u>0.00</u>
<u>0</u>	FT.	Sidewalk C&G	@	\$1.00	If	<u>0.00</u>
<u>0</u>	FT.	Sidewalk Alignment	@	\$1.50	If	<u>0.00</u>
<u>0</u>		(Private or Public)				
<u>0</u>	EACH	Other Items	@	\$1,327.50	LS	<u>0.00</u>
<u>0</u>	FT.	Other Items	@		If	<u>0.00</u>

Page 14 Sub-Total = 0.00

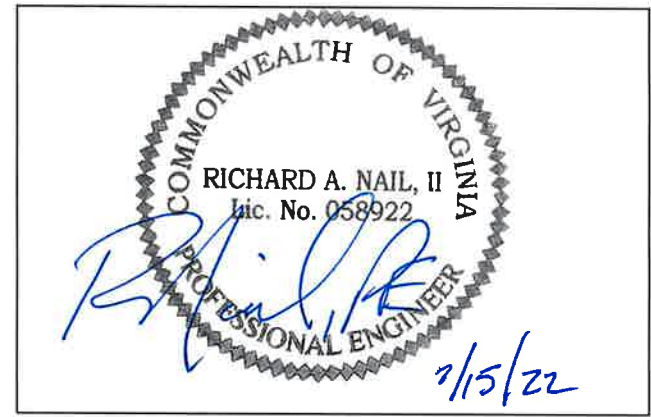
TOTAL CONSTRUCTION COST = \$13,480.00

UNIT LIST PRICE FOR PERFORMANCE BONDS - T.O.W

	TOTAL CONSTRUCTION COST =	<u>\$13,480.00</u>
	(From Page 14)	
4	<u>MISCELLANEOUS - COSTS</u>	
	Administrative Cost - 15% of the Total Construction Cost (Contingencies)	= <u>\$20,682.56</u>
	Inflation Cost - Compounded Annually at 3.5% Per Year of the Total Construction Cost	= <u>\$471.80</u>
	TOTAL PERFORMANCE AMOUNT	= <u><u>\$34,634.36</u></u>

Notes:

- 1 For items identified with ** the quantity for the embankment material is the net difference of total fill material needed and cut material available at the project site, if excavated or cut material is suitable for embankment.
- 2 For some of the items on page 6 of this form, the unit prices are not provided. Please refer to the appropriate section of this form to determine the applicable unit prices for those items, if necessary.
- 3 The Unit cost for each of the items in this Unit Price List is the Installation cost which includes factors such as excavation, bedding, backfilling, form work, etc.
- 4 Inflation has been calculated based on Northern Virginia Consumer Price Index of the Washington, D.C., as provided by the Bureau of Labor and Statistics.
- 5 Whomever Certifies the Site Development Plans must also certify this Total Performance Amount above and must bear the stamp and signature of the Professional Engineer, Land Surveyor and etc. on the Submit Performance Bond.
- 6 The remaining 15% (\$34,634.36) held by the Town can be used for any line item listed in the bond estimate as necessary.



SEAL

November 14, 2023
Town Council
Regular Meeting

RESOLUTION TO APPROVE BOND REDUCTION REQUEST BOND-23-6 FOR O'REILLY AUTO PARTS (SDP 2021-441)

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

WHEREAS, a Site Development Plan for the O'Reilly Auto Parts Building, case number SDP 2021-441, was approved subject to the provision of a Public Improvements Bond placed on August 30, 2022 in the amount of \$230,895.77; and

WHEREAS, an As-Built Plan was submitted and subsequently approved on September 18, 2023 to demonstrate conformity with the approved site development plan and the ordinances and regulations of the Town of Warrenton as required by Section 10-9 of the Ordinance; and

WHEREAS, the Developer submitted a request on September 19, 2023 to reduce the Public Improvements Bond to the minimum required 15% maintenance bond to ensure installed landscaping survives for a period not to exceed one year; and

WHEREAS, the Warrenton Town Council may grant periodic partial releases of any bond, escrow, letter of credit or other performance guarantee required for the completion of improvements which are to be bonded as provided in Section 10-8.5 of the Town of Warrenton Zoning Ordinance; and

NOW THEREFORE BE IT RESOLVED, by the Warrenton Town Council that the Public Improvements Bond in the amount of \$230,895.77 is hereby reduced to 15%, or \$34,634.36.

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

For Information:
Community Development Director,
Town Attorney

ATTEST: _____
Town Recorder

November 14, 2023
Town Council
Regular Meeting

**A RESOLUTION TO AMEND THE FISCAL YEAR 2024 BUDGET
TO APPROPRIATE GRANT FUNDS**

WHEREAS the Warrenton Town Council is charged by the Code of Virginia with the preparation of an annual budget for the Town of Warrenton; and

WHEREAS, on June 13, 2023, the Town Council adopted the Town of Warrenton Fiscal Year 2024 Budget; and

WHEREAS, during the fiscal year, events may occur that require a supplemental appropriation; and

WHEREAS, the Town’s Property, Liability and Workers’ Compensation insurance carrier, Virginia Risk Sharing Association (VRSA), awarded a grant to the Town in the amount of \$4,680 to cover the fee for the Director of Human Capital and Risk Management to attend the Leading, Educating, and Developing (LEAD) program at the Virginia Institute of Government; and

NOW THEREFORE BE IT RESOLVED, by the Town Council of the Town of Warrenton this November 14, 2023, that the Fiscal Year 2024 budget is hereby amended to appropriate \$4,680 in grant revenue to reimburse expenditures for Human Capital and Risk Management training and development.

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

For Information:

Director of Human Capital and Risk Management
Budget Manager

ATTEST: _____
Town Recorder



Office of the Town Manager

Frank Cassidy

STAFF REPORT

Warrenton Town Council

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

Item d.

Council Meeting Date:	November 14 th , 2023
Agenda Title:	Consent Agenda- Meeting Minutes
Requested Action:	Review and consider approval of the Town Council Meeting Minutes
Department / Agency Lead:	Town Clerk
Staff Lead:	Stephen Clough, CMC

EXECUTIVE SUMMARY

The following draft minutes have been submitted by the Town Clerk for consideration for approval by the Town Council.

April 26th, Special Town Council Meeting

BACKGROUND

The Town Council Meeting minutes are created by the Town Clerk for each meeting of the Town Council to summarize the meetings and act as an official record for the proceedings per Warrenton Town Code (Code 1981, § 2-31).

Per Virginia Code § 2.2-3707(i) the meeting minutes will contain the following:

- (a) the date, time, and location of the meeting;
- (b) the members of the public body recorded as present and absent; and
- (c) a summary of the discussion on matters proposed, deliberated, or decided, and a record of any votes taken.

In addition, for electronic communication meetings conducted in accordance with § 2.2-3708.2 or 2.2-3708.3, minutes shall include (1) the identity of the members of the public body who participated in the meeting through electronic communication means, (2) the identity of the members of the public body who were physically assembled at one physical location, and (3) the identity of the members of the public body who were not present at the location identified in clause (2) but who monitored such meeting through electronic communication means.

The minutes are an integral part of Plan Warrenton 2040 as they document the steps taken by the Staff and Town Council towards every goal laid out in the Comprehensive plan.

STAFF RECOMMENDATION

Review and consider approval of the Town Council Meeting Minutes.

Service Level / Policy Impact

The minutes of the Town Council Meetings help facilitate transparency in Government with records management and availability.

Fiscal Impact

No additional impact is expected. Minutes creation is an assigned duty of the Town Clerk and falls within the budget amount for that role.

Legal Impact

The Town Council Meeting minutes are the legal record of the proceedings and actions of the Town Council.

ATTACHMENTS

1. Draft April 26th, 2023, Special Town Council meeting.



TOWN COUNCIL SPECIAL MEETING

21 Main Street

Wednesday, April 26, 2023, at 6:30 PM

MINUTES

AN OPEN MEETING OF THE TOWN COUNCIL OF THE TOWN OF WARRENTON, VIRGINIA, WAS HELD ON APRIL 26TH, 2023, AT 6:30 PM

Special Meeting

PRESENT

Mr. Carter Nevill, Mayor; Ms. Heather Sutphin; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. William Semple Mr. Paul Mooney; Mr. David McGuire; Mr. Frank Cassidy, Interim Town Manager; Mr. Stephen Clough, Town Clerk

ABSENT

None

Special Meeting – 6:30 PM

Mayor Carter Nevill Called the meeting to order at 6:31 PM. A quorum was present, and business could be conducted.

1. Acquisition of Real Property- Horse Show Grounds

Tommy Cureton, Director of Parks and Recreation introduced the topic to the Council. His presentation included a recap of the history of the acquisition. As directed by Council, town staff explored options to purchase the horse show grounds from the Worton horse show association. This is a 9.57-acre historic lot. The Warrenton horse show grounds is the home to the country's oldest continuous continuously operating horse show. The parcel is currently zone to residential R10 with a maximum of thirty-seven lots. The property is within Warrenton's, Ward three. The association hosts two shows annually in May and September, typically bringing around four thousand plus visitors per year to Warrenton. In the early nineties, the association expressed an interest in partnering with the Town while continuing its tradition of two annual horse shows. Discussions stalled at that time. But there was obviously an interest from the Town to ensure that the historic nature of that property remained intact.

The discussion continued with highlights of the current fiscal impact, as discussed previously, purchase price for the parcel of land is approximately one point six million dollars. There is also a one hundred-thousand-dollar VOF grant that staff have applied for and been awarded, that has not yet been received at this time.

Mr. Cureton reviewed the engineering reports for the grandstands and potential future impacts of the site. The discussion transitioned into operating costs and potential future amenities and

additions to the park. He highlighted that the park was intended to be a passive park. Passive parks have a playground, pavilion, and trails. Active parks typically have multiple athletic fields, basketball courts, and things of that nature. He stated that there would be no plans at any time in the future to include ball fields or things of that nature.

Mr. Cureton addressed some outstanding questions from the Council regarding the use of the parks for special events and the potential use of the spaces for activities.

The Council suggested a review of application fees and liability insurance needs for the use of the site. and discussed potential changes or additions to the park and the requirements that would need to be discussed with the association at that time.

Mr. Cureton stated that the discussions had not occurred as there was no formal plan to add anything to the parcel as this time. Proposed improvements would be part of the CIP for the park and would be discussed with the association to not negatively impact the shows.

Councilmen McGuire inquired about the potential uses of the site and modifications to make it a gateway into the Town to showcase the heritage of the Town.

Mr. Cureton responded that the possibilities of the land and the potential uses for it were one of the things that he found most intriguing as a parks and recreation professional. He spoke of the potential for fall festivals, wineries and breweries events, bovine, equine, and other possibilities.

Councilmen Semple stated that after reviewing the sale agreement that his primary concern was the investment that the horse show would make back into the property. He requested details on the timelines for when and how the funds would be used on the property. He also asked for a list of owners of the horse show grounds to remain within compliance of the Town's Code of ethics, then spoke in favor of the purchase and maintaining the Town's history.

Discussions occurred on maintaining the horse show ring and the requirements of the VOF Grant.

The Council discussed the relationship of the partnership and what should be detailed and committed to in the purchase agreement to ensure both parties' interests are addressed.

Staff explained to the Council that the lease agreement they had received was a draft and that the legal council on both sides was still in discussion on the matter to bring a final agreement to the Council after the public hearing. They further explained that in addition to the agreement a Memorandum of Understanding would typically be in place to state the expectations of all parties.

Mayor Nevill inquired about the Town and residents' use of the horse show rungs when they were not being used for an event.

Staff responded that there would be no restrictions unless the horse show association was setting up the rings for the show.

Council discussed other suggestions for the use of the ring and the space.

Mayor Nevill stated that per the advice of Mr. Crim he would be seeking a motion to direct staff to proceed with the advertisement of the Public Hearing so that Council may take action on the item.

Motion put forth by Councilmen Hamby was to direct staff to advertise for the public hearing on the Purchase of the Horse Show Grounds

Seconded by Councilwoman Sutphin.

The vote was as follows:

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

Nays:

Abstention:

Absent:

The motion passed unanimously; staff was directed to advertise the public hearing for the May agenda.

Council directed staff to have the draft sales agreement available for review by the Council as soon as possible.

2. Fiscal Year 2023-2024 Budget Work Session

Frank Cassidy, Interim Town Manager, introduced the item to the Council. He reminded Council of the focus of the targeted goals of Human Capital, infrastructure, employee retention, succession planning, and establishment of a multiyear planning mechanism through the CIP which aligns the goals with Plan Warrenton 2040.

Mr. Cassidy assured Council that staff remain keyed on the high level of customer service that we've established and that customers are our residents, businesses, and visitors expect from our staff at every level. The focus in prepping the budget was maintaining those high standers as staff addressed the complex effects of government budgeting. Staff has been developing a proactive approach to preserving the greatness of this town while improving our efficiency at every level. He stated that he appreciated the questions and discussions from Council and that the responses to all of the Council's questions would be forthcoming.

Mr. Cassidy outlined the discussion for the evening stating that it would specifically look at personal property tax and the requested new positions. Other questions from Council would be addressed as they arise, and several staff were available to answer any questions. He invited Council to come in and discuss any questions with the staff as they needed. He highlighted that these discussions were not for actions this evening.

Ms. Stephanie Miller, Director of Finance, began with a presentation to Council. The presentation began with a review of the personal property tax rate and how it was calculated. She reviewed the PPTRA Revenue and its impact on the Town. She added that the Town was nearing the point of having to adjust the percentage of relief granted in the next few years.

Council discussed what was taxed as personal property and the way it was calculated and the potential impact of getting rid of the vehicle license fee.

Ms. Miller spoke to working with the Commissioner of the Revenue to establish potential scenarios and see how the proposals would impact the budget and the taxpayers. Discussion ensued around the scenarios.

Ms. Miller noted that feedback from the Council would be imperative as the Public Hearing for the tax rates was scheduled for the May meeting.

Council discussed the needs to preserve the Businesses and not put unnecessary burden on them with the tax rates. They also discussed additional classes of personal property tax and how to implement the various classes with the example of data center personal property taxes being higher than vehicles.

Councilmen Heroux discussed the difference of the value of the dollar due to inflation and other factors from 2014 to the current day and the impact that would play on the purchasing power and budget.

Ms. Miller reflected on the question from Mr. Heroux and the balance of the revenue streams for the Town.

Mayor Nevill spoke to the efforts of former Interim Town Manager Christopher E. Martino and the impact that he has had reflected in this budget tying the directives back to the Plan Warrenton 2040 and the longer-term planning. He expressed his appreciation for the work and effort made with this budget.

Discussion returned to the impact of the tax rate on vehicles and the impact of the Vehicle licensing fee.

Council provided direction to the staff to proceed with the advertisement of the \$1.50 tax rate for PPT and adding the inclusion of a separation and division of classifications separating vehicles, machinery, and tools, and business personal property so that businesses are eased the burden of this offset trying to make this as revenue neutral as possible.

Councilmen Semple inquired as to the reduction of one revenue stream if there was a need to address other revenue streams to offset the impact to the budget.

Ms. Miller said that the difficulty would be that since the revenue stream has not yet been advertised the adjustment would need to be readvertised for a future meeting.

Councilmen Semple highlighted that the offset would then have to be found through reductions in the budget.

Ms. Miller continued her presentation with discussions shifting to the seven new positions requested in the budget: communications manager, network engineer, human capital generalist, deputy Town Manager, economic development manager, building official, and fitness supervisor.

Mayor Nevill spoke to the asset that Mr. Cureton was as the Deputy Town manager but would recommend eliminating the deputy town manager position and economic development manager the in favor of a balanced budget. He spoke in favor of the communications manager.

Councilmen McGuire agreed with the mayor's suggestions and requested the rational of a fitness supervisor position.

Mr. Cureton explained the use of the fitness supervisor as someone who could grow the impact of the department outside of a WARF-centric philosophy and potentially generate revenue to coordinate with the instructors and the roles and responsibilities of the position.

Council discussed the role and its potential impact on the Town.

Mr. Semple added some general questions regarding roles. He inquired as to how the Town has functioned without the requested new roles and what has changed to necessitate their addition, especially with the number of residents has remained static.

Mr. Cassidy responded that the positions requested today had been requested in the past but due to things like the pandemic they had ben cut. Positions like the building official were eliminated and due to the pandemic were readjusted to one individual wearing a lot of hats. He added that these requests were to realign from a functional standpoint to get back on track and provide the high level of customer services that have been provided in the past.

Mr. Cassidy addressed the positions stating that the deputy town manager role could be eliminated and that the needs of some departments have expanded over time like the demands on IT infrastructure and security. He added that some requests have been to address positions neglected for years like the Human capital generalist. He added that some positions wear several different hats and that some have been ineffective or inefficient in the past and due to the consistent external challenges, some roles need to be addressed. He continued stating that several of the roles had been picked up by members of staff but that it was unsustainable and it's time to have these discussions now.

Mr. Jonathan Stewart, director of information and technology, addressed the requested position of network engineer. He explained that when he began with the Town the IT department was not funded and there was only a part time individual who worked with the police department. He added that the department was about ten years behind and has been playing catch up while others are getting ahead and implementing standards. He explained that currently, he was the network engineer and the roles he was in charge of in addition to his other roles.

Mr. Stewart responded to questions from the Council on how to express the needs of his role and the advancements being made within the department. He expressed potential vulnerabilities, lost efficiencies, and demands of the infrastructure. He described the impact of the responsibility of his department on the overall needs of the Town.

Council discussed that the vulnerabilities expressed were results of the depth of bench not of the actions of Mr. Stewart and his department commending him for the efforts made to protect the Town. Discussion moved to the age of the Town's IT infrastructure and the impacts of the department and the efficiencies that could come as a result of the team.

Councilmen Mooney asked Mr. Stewart about the need for a dedicated cybersecurity individual within the Town as well as the projected growth of his department over the next three years.

Mr. Stewart responded that a holistic department review and plan was currently in the works for the Council.

Mr. Heroux spoke in favor of this position.

Mr. Heroux inquired as to the history of the building inspector and asked Mr. Walton to provide a background of the role.

Rob Walton, Director of Community Development, described the role. He stated that if a jurisdiction has a building division than they're required to have a building official. The Town's last Building official was Mr. Cassidy. Mr. Cassidy left the position a few years ago when he took over as director of public works and utilities. The Town had not backfilled the role. Mr. Cassidy was wearing another hat overseeing that need. With the building official position, Mr. Hunter Diggs is the provisional building official, fire inspector, property maintenance official and fire official. He added that by creating the building official position, once Mr. Diggs passed his requirement test he could slide into that role which would open up an inspector position which he currently occupies. Mr. Walton explained that this would allow for greater enforcement and faster addressing of violations.

Councilmen Heroux asked if this position would help enforcement against habitual violators.

Mr. Walton explained the process of violation and appeal and that an additional person able to do inspections and enforcement would allow additional time for diligence.

Councilmen Heroux spoke in favor of the position.

Councilmen Hamby requested the Town Manager provide a full list of complete Full Time Equivalent Staff members for both full time and part time staff and to see how many vacancies that the Town currently has.

Councilmen Hamby discussed the position change for the building official and the budgeting for the role. He inquired about the history of the role and how the budget had historically been

presented with this particular role. He requested a list of authorized positions within the Town and the total number of vacancies.

Councilmen Hamby also requested the status of current vacancies with the Town.

Ms. Kasey Braun, Human Capital Manager, addressed the Council and expounded on how vacancies were calculated within the Town. She also addressed how the vacancies and budgets amount were calculated. She continued on with discussions around the average time to hire an employee and the resources required to do so. With the trends her department is seeing she noted that experience required for the roles and salary were key factors in the hiring process.

Councilmen Semple inquired how the new hires would be incorporated into the base increase that was proposed before the Council in this budget cycle.

Ms. Braun commented that the new hires would be based on the proposed new pay scale which would accommodate the increase. She added that the salary scale was based on the Class and Comp study and targeted to be in the 50th percentile for the region. She discussed the history of compression studies and internal compression as well as how the staff plan to build in the step system based on performance to address these issues.

Ms. Braun addressed the question about the total number of FTE staff and how the Council would like that question answered.

Councilmen Mooney suggested taking a 20,000-foot view on the positions and disagreed with the mayor stating that the economic development manager and IT personnel were the most important positions. He addressed the need of the Council to review the positions and the proposed 10% increase. He gave credit to previous Councils as they have allowed a surplus but noted that if spending remained at this level there would be no more cash remaining. He requested a review of the personnel cost and the impact it would have on the taxpayers. Mr. Mooney also requested a breakdown of the IT outfitting cost for a new employee.

Mr. Cassidy confirmed the directions that he was receiving from the Council that staff was to look for ways to compensate for the change in property tax of the three hundred and eighty thousand dollars and to look at the positions suggested first.

Mayor Nevill confirmed Mr. Cassidy's summary and requested that staff proposed a top three positions to maintain within the request.

Mr. Cassidy said that staff's top three request was stated in order of the presentation.

Mayor Nevill suggested that in the discussions with staff that the Council and each other they suggest their top three.

Mr. Mooney confirmed that three did not need to be chosen and that the Council could choose to fund all or none of the positions.

Mayor Nevill confirmed.

Mr. Cassidy added for clarity that when Council returned on May 9th, that the staff will present to Council for a vote on that property tax as that must be passed on the ninth as the option of which was presented by Ms. Miller and her staff on the dollar fifty for the vehicles and the dollar for business.

Mr. Cassidy requested specific topics for the May 9th, budget discussion.

Council responded with a request for discussion on personal property, residential tax rates, Water and Sewer Rates with a discussion from NewGen and Davenport and the CIP.

Councilmen Semple requested a discussion around the contingency plan for a potential shortfall. He requested to see actual numbers from the current year for meals tax to get an idea for the accuracy of the revenue projections.

Council requested additional discussions of the streets and a paving schedule for the upcoming projects.

Mr. John Ward addressed the Council regarding ongoing paving projects through the town and projects that VDOT has underway as well. He also addressed questions from the Council regarding the pipes and sewer conditions in Town.

Mr. Cassidy confirmed that the CIP discussion would include the paving projects and be discussed at the May 9th meeting as well as the use of ARPA funds. He also requested that Council send a list of available dates to the Clerk if an additional budget meeting was necessary.

Council requested an update from the Town Manager on the transferring of property from the County to the Town for a new Public Works facility and the requirements of a public hearing surrounding that.

Mayor Nevill thanked the Council and Staff for a productive evening, adding that he appreciated the questions put forth and hoped that the Council gave good direction to staff.

ADJOURNMENT.

With no further business, this meeting was adjourned at 9:21 PM on Wednesday April 26th, 2023.

I hereby certify that this is a true and exact record of actions taken by the Town Council of the Town of Warrenton on April 26th, 2023.

Stephen M. Clough, CMC
Town Recorder

Attachments:

None

DRAFT

Quarterly Report

Department of Finance & Procurement



Town Council Meeting Date: November 14, 2023

Quarter 2024: July, August, September

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.

Commendable Achievements:

This past quarter, staff received two awards from the Government Finance Officers Association (GFOA):

- For the 30th year, the Town received the ***Certificate of Achievement for Excellence in Financial Reporting*** for the FY2022 Annual Comprehensive Financial Report.
- The Town also received a ***Distinguished Budget Presentation Award*** for its Fiscal Year 2024 Adopted Budget.

Project Progress:

Budget:

Our Budget Manager held a kickoff meeting with Town departments to begin the development of the Fiscal Year 2025 operating and capital budgets.

Auditing and Financial Reporting:

Staff continue to wrap up the Fiscal Year 2023 external audit and production of the FY2023 Annual Comprehensive Financial Report. The Town's external auditors, Brown, Edwards & Company, will attend the December Council meeting to present the results.

Tax Administration:

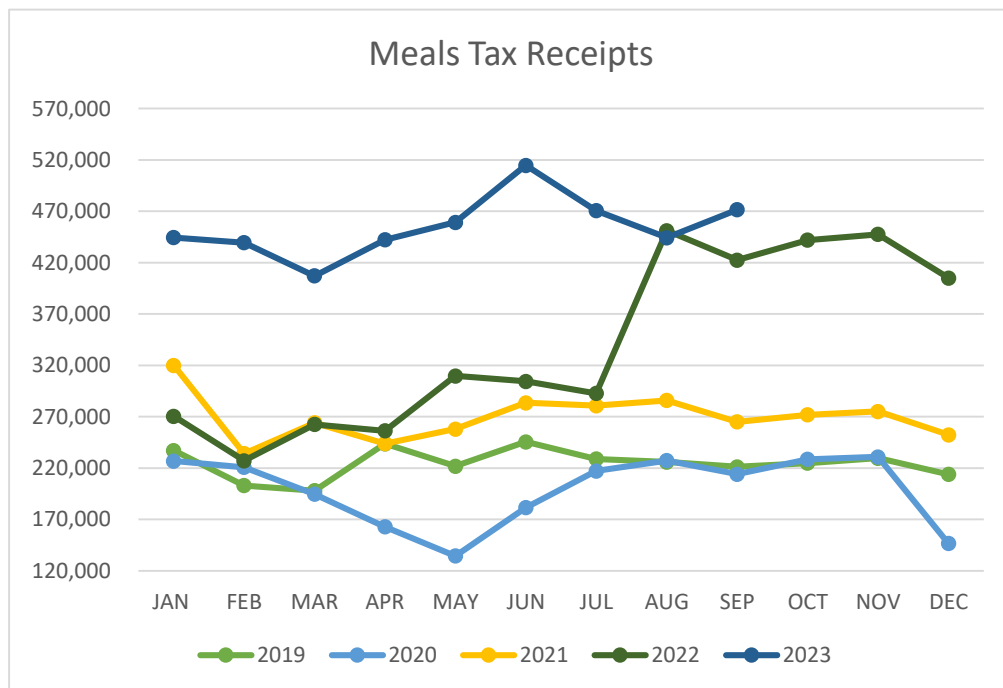
Within the next few weeks, the 2023 Personal Property Tax and 2023 Real Estate Tax and Stormwater Fee (2nd Half) bills will be mailed to Town residents. The bills are due on December 15th, 2023.

Charts and information:

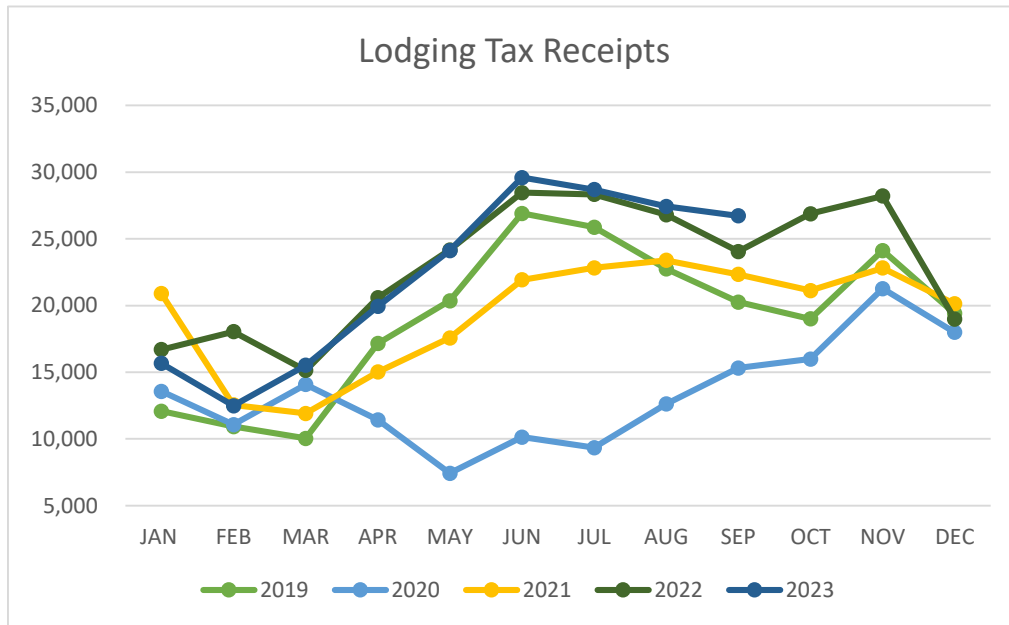
REVENUE TRENDS

A review of monthly revenue categories is provided to assist in understanding how our current receipts compare to prior periods. The data is presented on a cash basis for the current calendar year (2023) and four prior years (2019, 2020, 2021, and 2022). The monthly revenue categories are Meals Tax, Lodging Tax, Local Sales Tax, and Utility Billing Receipts.

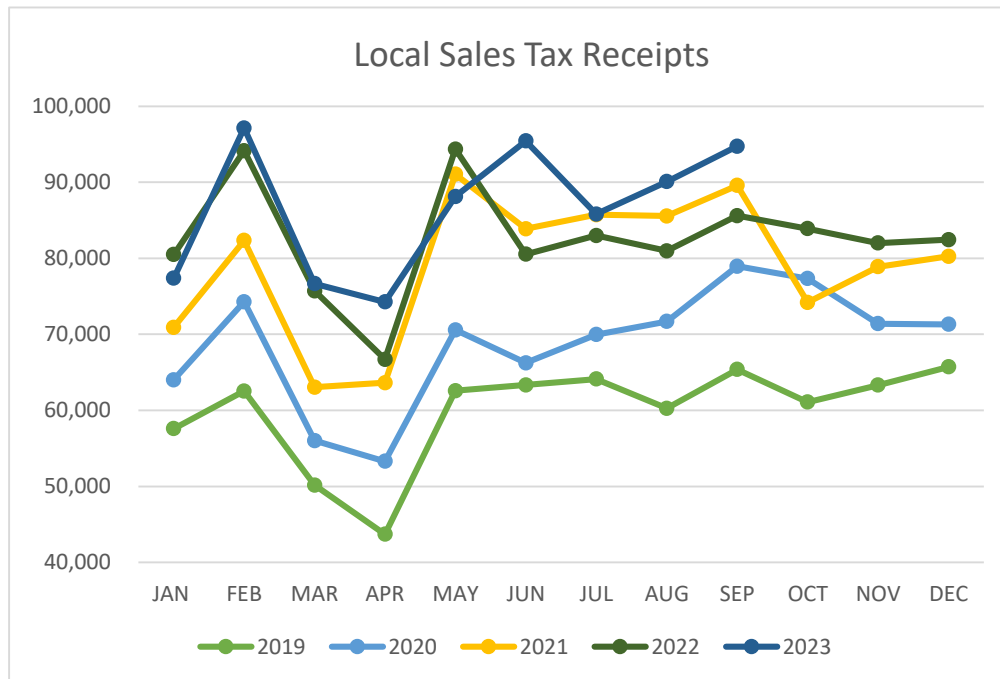
Meals Tax - This is the largest revenue source for the General Fund. Since July 2020, revenue has tracked closely to the data from 2019, apart from January 2020. This was due to mail delivery delays and accounts for the significant increase in January 2021. In April 2021, the revenue in this category matched that received in 2019. Since that time, the revenue has met or exceeded all prior years. The August 2022 collections reflect the beginning of the increase in the rate that was adopted in the FY23 budget.



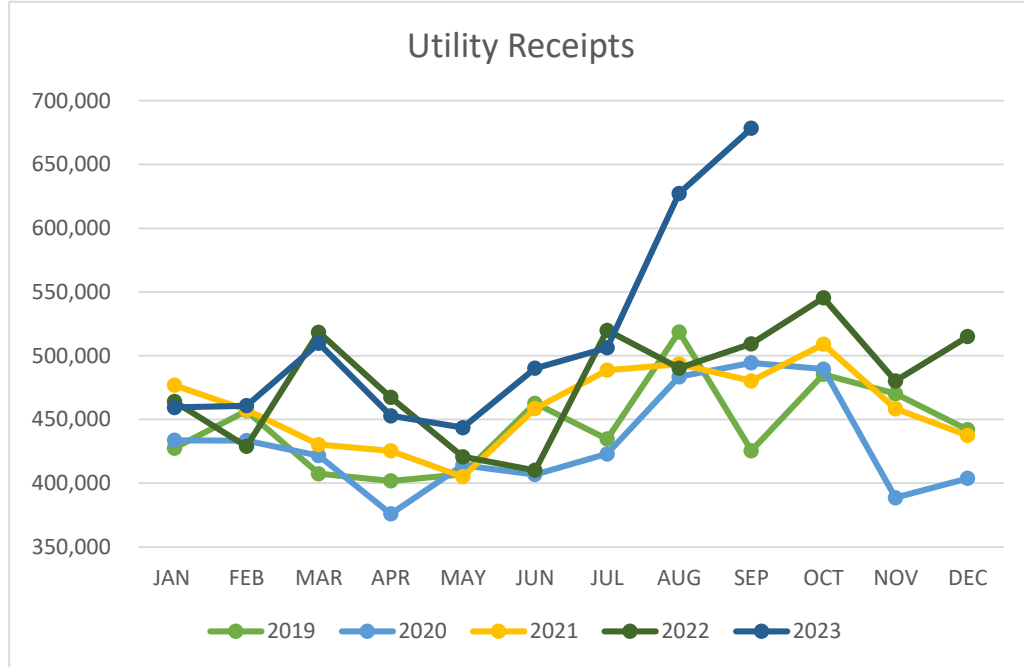
Lodging Tax – This category suffered more severely from the impacts of Covid-19. Revenue dipped in February 2023 but has met or exceeded 2022 since March.



Local Sales Tax – Sales Tax receipts for July through September are continuing along the same trendlines as 2022. September receipts exceeded the prior year by 10%.



The chart below shows the monthly receipts for Water and Sewer bills. Receipts in 2023 have generally tracked with those received in 2022. The increase in August reflects the rates adopted effective July 1, 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 percent collected and unpaid balances are shown below:

Type	Percent Collected	Unpaid Balance
Real Estate Tax - 2nd half, CY2022	98.7	\$5,323.93
SWM Utility Fee - 2nd half, CY2022	96.9	\$11,093.87
Real Estate Tax - 1st half, CY2023	97.2	\$11,491.37
SWM Utility Fee - 1st half, CY2023	95.4	\$16,218.59

Personal Property Tax and Vehicle License Fee

Personal Property taxes and vehicle license fees are due once a year on December 15th. The percent collected and unpaid balance for the December 15, 2022, billing is shown below:

Type	Percent Collected	Unpaid Balance
Personal Property Tax	97.5	\$31,771.54
Vehicle License Fee	83.9	\$38,500.36

Business License Tax

Business license renewal applications are due annually on March 1st for the following year beginning July 1. The payment for the license is due on June 30th. The percentage collected and unpaid balances are shown below for the last two license years. Additionally, a report on businesses that have not filed for renewal for the current year license is attached to the agenda.

Type	Percent Collected	Unpaid Balance
Business License 2023	99.7	\$6,227.35
Business License 2024	99.6	\$7,847.15

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.

Filings: The Town has a total of 86 registered Meals Tax collectors. Seven businesses have not filed for September 2023, and one of those has not filed for August 2023.

Past Due Amounts: The following businesses have past due Meals Tax balances.

Business	Past Due Amount
Black Bear Bistro	\$20,718.09
Fat Tuesdays	\$445.56

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 is \$14,452 higher than September 2022.

	<u>September 30, 2022</u>	<u>September 30, 2023</u>	<u>Incr./((Decr.)</u>
Over 30	61,707	70,199	8,492
Over 60	12,931	15,196	2,265
<u>Over 90</u>	<u>3,346</u>	<u>7,040</u>	<u>3,694</u>
Total	\$ 77,984	\$ 92,436	\$ 14,452



Financial Statements

For the Period Ended September 30, 2023

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, 2022	September 30, 2023
<u>CASH</u>		
On Hand	\$ 2,580	\$ 2,580
Checking Accounts	13,149,455	9,434,095
Money Market Accounts	442,736	457,879
TOTAL CASH IN BANK	\$ 13,594,771	\$ 9,894,554
<u>INVESTMENTS</u>		
Virginia Local Government Investment Pool	16,230,976	17,769,582
Virginia Investment Pool	3,683,055	3,766,138
Virginia SNAP	113,663	4,797,911
TOTAL INVESTMENTS	\$ 20,027,694	\$ 26,333,631
TOTAL CASH AND INVESTMENTS	\$ 33,622,465	\$ 36,228,185

Comparison of Yields

Virginia Local Government Investment Pool	2.61%	5.49%
Virginia Investment Pool	1.23%	5.52%
Virginia SNAP	2.85%	5.62%

CASH AND INVESTMENT BALANCES BY FUND

General Fund	\$ 16,475,612	\$ 17,167,256
Water and Sewer Operating	\$ 5,710,840	\$ 4,968,469
Water and Sewer Capital	\$ 887,916	\$ 4,680,399
Stormwater Fund	\$ 292,356	\$ 453,307
CSLFRF Fund (ARPA)	\$ 10,255,740	\$ 8,942,581

CASH PROFFER BALANCES

Highland	\$ 103,197	\$ 108,769
Recreation	59,905	59,905
Academy Hill Park	29,260	29,260
	\$ 192,362	\$ 197,934

WATER AND SEWER OPERATING A/R AGING

	September 30, 2022	September 30, 2023	Incr./ (Decr.)
Over 30	61,707	70,199	8,492
Over 60	12,931	15,196	2,265
Over 90	3,346	7,040	3,694
Total	\$ 77,984	\$ 92,436	\$ 14,452

RESERVE AMOUNTS

	Policy	Calculated Threshold	Reserve Balance
General Fund	50% operating budget	\$ 9,267,559	\$ 9,267,559
-Budget Stabilization	50% of annual surplus, up to 10% operating budget	\$ 1,853,512	\$ 249,909
-Capital Reserve	50% of annual surplus	n/a	\$ 249,909
Water and Sewer Operating	200 days	\$ 4,495,757	\$ 4,495,757

Town of Warrenton, Virginia

Budget to Actual -- Revenues as of September 30, 2023

Fund / Source of Revenue	Budget		Actual		Budget Remaining
	Full Year	Expected Year-to-Date	Year-to-Date	% of Budget	
GENERAL FUND					
<u>OPERATING</u>					
General Property Taxes	\$ 1,303,616	\$ -	\$ 47,356	3.63%	\$ 1,256,260
Local Sales Tax	999,500	249,875	94,729	9.48%	904,771
Consumer Utility Tax	490,020	122,505	94,333	19.25%	395,687
BPOL	2,272,525	-	120,579	5.31%	2,151,946
Consumption Tax	63,076	15,769	7,281	11.54%	55,795
Motor Vehicle License Fee	236,100	-	331	0.14%	235,769
Bank Franchise Tax	1,200,000	-	-	0.00%	1,200,000
Meals Tax	5,500,000	1,375,000	908,646	16.52%	4,591,354
Cigarette Tax	338,000	84,500	84,781	25.08%	253,219
Lodging Tax	250,000	62,500	56,161	22.46%	193,839
Permits, Privilege Fees & Licenses	288,064	72,016	57,492	19.96%	230,572
Fines & Forfeitures	77,500	19,375	18,558	23.95%	58,942
Use of Money & Property	500,000	125,000	195,033	39.01%	304,968
Charges for Services	1,090,439	272,610	256,300	23.50%	834,139
Miscellaneous Revenue	221,633	55,408	81,792	36.90%	139,841
Non-Categorical Aid	514,522	128,631	40,677	7.91%	473,845
Categorical Aid	2,466,825	616,706	1,229,951	49.86%	1,236,874
Federal Revenue	35,000	8,750	4,500	0.00%	30,500
<u>Use of Fund Balance</u>	<u>5,800,142</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>	<u>5,800,142</u>
TOTAL GENERAL FUND	\$ 23,646,962	\$ 3,208,645	\$ 3,298,501	13.95%	\$ 20,348,461
<u>CAPITAL PROJECTS FUND</u>					
<u>Transfers</u>	<u>\$ 4,273,659</u>	<u>\$ -</u>	<u>\$ 1,642</u>	<u>0.04%</u>	<u>\$ 4,272,018</u>
TOTAL CAPITAL PROJECTS FUND	\$ 4,273,659	\$ -	\$ 1,642	0.04%	\$ 4,272,018
<u>ASSET REPLACEMENT FUND</u>					
Federal Revenue	60,000	-	-	-	-
<u>Transfers</u>	<u>\$ 1,561,690</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0.00%</u>	<u>\$ 1,561,690</u>
TOTAL GENERAL CARP FUND	\$ 1,621,690	\$ -	\$ -	0.00%	\$ 1,561,690
TOTAL GENERAL FUND	\$ 29,542,312	\$ 3,208,645	\$ 3,300,143	11.17%	\$ 26,182,169

Town of Warrenton, Virginia
Budget to Actual -- Revenues as of September 30, 2023

Fund / Source of Revenue	Budget		Actual		Budget Remaining
	Full Year	Expected Year-to-Date	Year-to-Date	% of Budget	
WATER AND SEWER FUND					
<u>OPERATING FUND</u>					
Transfer Fees	\$ 13,005	\$ 3,251	\$ 2,225	17.11%	\$ 10,780
Use of Money & Property	135,000	33,750	85,097	63.03%	49,903
Charges for Services	7,748,766	1,937,192	1,938,211	25.01%	5,810,555
Recovered Costs	25,000	6,250	-	0.00%	25,000
Miscellaneous Revenue	-	-	4,639	0.00%	(4,639)
Federal Revenue	-	-	-	0.00%	-
<u>Non-Revenue Receipts</u>	<u>723,043</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>	<u>723,043</u>
TOTAL W&S OPERATING FUND	\$ 8,644,814	\$ 1,980,443	\$ 2,030,172	23.48%	\$ 6,614,642
<u>CAPITAL FUND</u>					
Use of Money & Property	\$ 40,000	\$ 10,000	\$ 71,707	0.00%	\$ (31,707)
<u>Non-Revenue Receipts</u>	<u>12,184,878</u>	<u>3,046,220</u>	<u>-</u>	<u>0.00%</u>	<u>12,184,878</u>
TOTAL W&S CAPITAL FUND	\$ 12,224,878	\$ 3,056,220	\$ 71,707	0.59%	\$ 12,153,171
TOTAL WATER AND SEWER FUND	\$ 20,869,692	\$ 5,036,662	\$ 2,101,880	24.07%	\$ 18,767,812
STORMWATER MANAGEMENT FUND					
Local Revenue	\$ 700,000	\$ -	\$ 22,660	3.24%	\$ 677,341
Federal Revenue	369,000	-	-	0.00%	369,000
<u>Non-Revenue Receipts</u>	<u>1,335,487</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>	<u>1,335,487</u>
TOTAL SWM FUND	\$ 2,404,487	\$ -	\$ 22,660	0.94%	\$ 2,381,828
CSLFRF FUND (ARPA)					
<u>Federal Revenue</u>	<u>\$ 8,609,168</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0.00%</u>	<u>\$ 8,609,168</u>
TOTAL CSLFRF FUND	\$ 8,609,168	\$ -	\$ -	0.00%	\$ 8,609,168
TOTAL ALL FUNDS	\$ 61,425,659	\$ 8,245,307	\$ 5,424,682	8.83%	\$ 55,940,977

Town of Warrenton, Virginia
Budget to Actual -- Expenditures as of September 30, 2023

Fund/Category	Budget		Actual		% of Budget	Budget Remaining
	Full Year	Expected Year-to-Date	Year-to-Date	Encumbered		
GENERAL FUND						
<u>OPERATING</u>						
Council	\$ 260,625	\$ 65,156	\$ 45,121	\$ 6,650	19.86%	\$ 208,854
Town Manager	277,474	69,369	48,313	11,061	21.40%	218,100
Legal Services	267,500	66,875	64,665	180,335	91.59%	22,500
Human Capital	299,999	75,000	30,624	22,419	17.68%	246,956
Information Technology	2,402,029	600,507	331,546	270,962	25.08%	1,799,521
Finance	953,114	238,279	180,620	43,525	23.52%	728,969
Other Organizations	9,098	2,275	7,973	-	87.63%	1,125
Electoral Board	5,475	1,369	-	-	0.00%	5,475
Police	3,721,543	930,386	743,231	48,546	21.28%	2,929,766
Emergency Services	182,010	45,503	73,866	-	40.58%	108,144
Public Works Administration	535,300	133,825	88,059	10,873	18.48%	436,368
Street Maintenance	3,046,940	761,735	323,407	871,972	39.23%	1,851,561
Sanitation	571,782	142,946	121,482	21,116	24.94%	429,184
Fleet	752,288	188,072	181,667	209,426	51.99%	361,196
Facilities	1,261,290	315,323	189,158	310,449	39.61%	761,683
Parks and Recreation	2,458,724	614,681	450,614	302,125	30.62%	1,705,984
Community Development	1,485,933	371,483	284,382	48,819	22.42%	1,152,732
Communications	174,453	43,613	1,544	-	0.00%	172,910
Contributions	58,954	14,739	16,747	-	28.41%	42,207
Non-departmental	389,666	97,417	104,167	-	26.73%	285,500
Transfers	3,708,527	927,132	-	-	0.00%	3,708,527
<u>Debt Service</u>	<u>824,238</u>	<u>206,060</u>	<u>668,525</u>	<u>-</u>	<u>81.11%</u>	<u>155,713</u>
TOTAL GENERAL FUND	\$ 23,646,962	\$ 5,911,741	\$ 3,955,711	\$ 2,358,277	26.70%	\$ 17,332,974
<u>CAPITAL PROJECTS FUND</u>						
<u>Capital Projects</u>	\$ 4,273,659	\$ 1,068,415	\$ -	\$ 257,145	6.02%	\$ 4,016,515
TOTAL CAP. PROJECTS FUND	\$ 4,273,659	\$ 1,068,415	\$ -	\$ 257,145	6.02%	\$ 4,016,515
<u>ASSET REPLACEMENT FUND</u>						
<u>Asset Replacements</u>	\$ 1,621,690	\$ 405,423	\$ 382,779	\$ 119,159	30.95%	\$ 1,119,752
TOTAL GEN. CARP FUND	\$ 1,621,690	\$ 405,423	\$ 382,779	\$ 119,159	30.95%	\$ 1,119,752
TOTAL GENERAL FUND	\$ 29,542,312	\$ 7,385,578	\$ 4,338,490	\$ 2,734,581	23.94%	\$ 22,469,241
WATER AND SEWER FUND						
<u>WATER & SEWER OPERATING FUND</u>						
Water Department	\$ 2,758,311	\$ 689,578	\$ 465,144	\$ 535,869	36.29%	\$ 1,757,297
Wastewater Department	2,702,417	675,604	474,621	644,051	41.40%	1,583,745
Water / Sewer Administration	1,499,629	374,907	227,325	103,907	22.09%	1,168,397
Debt Service	1,193,627	298,407	4,471	0	0.37%	1,189,156
<u>Transfers</u>	<u>490,830</u>	<u>0</u>	<u>-</u>	<u>-</u>		
TOTAL W&S OPERATING FUND	\$ 8,644,814	\$ 2,161,204	\$ 1,171,562	\$ 1,283,827	28.40%	\$ 6,189,425
<u>WATER & SEWER CAPITAL FUND</u>						
Asset Replacements	\$ 1,538,714	\$ 384,679	\$ 178,143	\$ 849,926	66.81%	\$ 510,645
<u>Capital Projects</u>	<u>10,686,164</u>	<u>2,671,541</u>	<u>46,411</u>	<u>1,400,598</u>	<u>13.54%</u>	<u>9,239,156</u>
TOTAL W&S CAPITAL FUND	\$ 12,224,878	\$ 3,056,220	\$ 224,553	\$ 2,250,524	20.25%	\$ 9,749,801
TOTAL WATER AND SEWER FUND	\$ 20,869,692	\$ 5,217,423	\$ 1,396,115	\$ 3,534,351	23.63%	\$ 15,939,226

Town of Warrenton, Virginia
 Budget to Actual -- Expenditures as of September 30, 2023

Fund/Category	Budget		Actual		% of Budget	Budget Remaining
	Full Year	Expected Year-to-Date	Year-to-Date	Encumbered		
STORMWATER MANAGEMENT FUND						
Operating	\$ 621,144	\$ 155,286	\$ 99,943	\$ 36,590	16.09%	\$ 521,201
Capital Projects	1,734,260	433,565	15,250	13,742	1.67%	1,705,268
Transfers	49,083	12,271	-	466,914	951.27%	(417,831)
TOTAL SWM FUND	\$ 2,404,487	\$ 601,122	\$ 115,193	\$ 517,246	26.30%	\$ 2,289,294
CSLFRF FUND						
Expenditures	\$ 8,609,168	\$ 2,152,292	\$ 378,616	\$ 45,687	4.93%	\$ 8,184,866
TOTAL CSLFRF FUND	\$ 8,609,168	\$ 2,152,292	\$ 378,616	\$ 45,687	4.93%	\$ 8,184,866
TOTAL ALL FUNDS	\$ 61,425,659	\$ 15,356,415	\$ 6,228,413	\$ 6,831,864	21.26%	\$ 48,365,381



Department of Finance

21 Main Street
Warrenton, Virginia 20186
(540) 347-1101

MEMORANDUM

TO: Frank Cassidy, Interim Town Manager
FROM: Brooke Campbell, Budget Manager
DATE: September 25, 2023
RE: FY 2023 Carryover Requests for Approval

Frank,

The resolution to adopt the FY 2024 budget included language delegating approval of the re-appropriation of certain operating year-end balances to the Town Manager. A copy of the resolution is attached. Funding for capital projects, ongoing projects with open purchase orders, and grant funds is automatically re-appropriated at year-end, but a summary is provided for your information.

Departments have identified the below operating balances as necessary to fund ongoing efforts and purchases as of June 30, 2023. The total request is \$660,356.43 and is summarized by fund below.

Fund Number	Fund Name	Request
100	General Fund	\$249,680.76
501	Water & Sewer Operating Fund	\$410,675.67
Total		\$660,356.43

Further detail can be found on the attachment **FY23 to FY24 Operating Carryover Requests**.

Please let me know if you have any questions.

Sincerely,
Brooke Campbell

- Attachments:
 FY24 Adopted Budget Resolution
 FY23 to FY24 Operating Carryover Requests
 FY23 to FY24 Other Carryover Summary

June 13th, 2023
Town Council
Regular Meeting

A RESOLUTION TO ADOPT AND APPROPRIATE THE FISCAL YEAR 2024 BUDGET AND THE FISCAL YEAR 2024 - 2029 CAPITAL IMPROVEMENT PROGRAM

WHEREAS, Code of Virginia §15.2-2503 requires that the Town Manager submit a proposed budget to the Town Council on or before the first day of April each year, and that the Council approve the budget no later than the date on which the fiscal year begins; and

WHEREAS, Section 15-1 of the Code of Ordinances of the Town of Warrenton requires that the Town Council adopt a tax rate for all real estate and for tangible personal property no later than the fourteenth day of May of each calendar year; and

WHEREAS, the Town Manager submitted the Fiscal Year 2024 Proposed Budget to the Town Council on March 31, 2023 and work sessions were held by the Council during April and May 2023 to discuss the Proposed Budget and any changes thereto; and

WHEREAS, a duly advertised Public Hearing was held on May 9, 2023 to receive public comment and the tax rates for all real estate and tangible personal property were adopted on that date; and

NOW, THEREFORE, BE IT RESOLVED that the Fiscal Year 2024 - 2029 Capital Improvement Program for the Town of Warrenton is hereby adopted;

BE IT FURTHER RESOLVED that all outstanding encumbrances as of June 30, 2023 are hereby re-appropriated to FY 2024 to the same department or account for which they are encumbered in FY 2023, as approved by the Town Manager;

BE IT FURTHER RESOLVED that appropriations designated for capital projects and asset replacement projects that are unexpended as of June 30, 2023 are hereby re- appropriated to FY 2024 to the same projects; and be it;

BE IT FURTHER RESOLVED that all unencumbered FY 2023 appropriations lapse for budget items other than capital projects, asset replacement projects, contracts and grants, unless otherwise authorized by the Town Manager;

BE IT FURTHER RESOLVED that the Town Manager, or designee, may approve necessary accounting or budget transfers between funds to enable the proper accounting for capital projects or asset replacement projects;

BE IT FURTHER RESOLVED that the Fiscal Year 2024 Budget for the Town of Warrenton is hereby adopted and the amounts summarized below are hereby appropriated for the Fiscal Year Beginning July 1, 2023:

ATTACHMENT: FY 2024 Budget and Capital Improvement Program

Votes:


Ayes: Ms. Heather Sutphin; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. David McGuire.

Nays: Mr. William Semple; Mr. Paul Mooney.

Absent from Meeting:

For Information:

Director of Finance

ATTEST:  _____
Town Recorder

FY23 to FY24 Operating Carryover Requests

GL	Amount	Notes
IT - Maintenance Contracts 100-012520-3320	\$ 157,000.00	<p>To cover anticipated FY24 shortfalls. The IT department has stated that there has been an ongoing problem with other departments communicating changes in contract prices and requests for new softwares within the appropriate timeframe in the budget cycle.</p> <p>To address this issue for FY24 the department wishes to carryover the balance in their maintenance contracts line item as a contingency.</p> <p>To address this issue for FY25 and going forward the Budget Manager and IT department have agreed to meet at least monthly. The Budget Manager will also include inquiries regarding department's IT systems in her quarterly budget meetings with departments.</p>
IT - Professional Services 100-012520-3100	\$ 36,420.00	<p>The adopted FY24 budget includes \$39,800 in 3100 for Cartegraph Implementation and \$13,500 in 3320 for Software Cartegraph Management - Facilities.</p> <p>The most recent quote from the vendor (attached to physical copy of the Carryover Request Form) shows that the implementation cost and first year of software usage would cost \$74,804. As such, the IT department requests to carryover the \$36,420 in savings from moving away from UpKeep in order to ensure the entire cost of the Cartegraph is able to be covered in FY24.</p>
IT - Professional Services 100-012520-3100	\$ 50,000.00	<p>The IT department requests to carryover unspent funds in their Professional Services line from FY23 in order to fund a Project Manager for the Implementation of Cartegraph.</p>

GL	Amount	Notes
WWTP - Purchasing 501-045300-6000	\$ 3,155.00	Placed order in May 2023, did not receive part until August 2023. WWTP requests to carryover funds to pay for the part in FY24.
WWTP - Training 501-045300-5540	\$ 5,000.00	This carryover request is related to budget transfer #302 previously approved by the Town Manager on 9/14/2023.
WWTP - Travel 501-045300-5510	\$ 1,000.00	5540 & 5510 - The new superintendent at the WWTP is looking to focus on training and would like to send 2 operators to DEQ Short School. This carryover will assist in paying for the fees and related travel expenses.
WWTP - Materials & Supplies 501-045300-6099	\$ 5,000.00	6099 - This amount will help to ensure the office at the WWTP has the proper materials and supplies needed to efficient complete day to day tasks
WWTP - Chemical Supplies 501-045300-6025	\$ 50,000.00	The price of chemicals used in the wastewater treatment process continues to increase. In addition, the WWTP plant has been using increased amounts of two specific chemicals, Del Pack and Soda Ash. These chemicals are used to help the digester as the plant has started to transfer a higher volume through to avoid hauling away solids. The current superintendent predicts that upcoming upgrades to the GST will continue to put pressure on the digester which is not scheduled for an upgrade itself until FY26. This carryover will help to fund FY24 chemical purchases in light in the price increases & increased usage described above
WWTP -Contractual Repair/Maintenance 501-045300-3310 WWTP - Payments on Contracts 501-045300-3990	\$ 42,987.80 \$ 28,322.48	In FY23 the WWTP spent a total of \$281,856.32 between the contractual repairs and maintenance and maintenance contracts line items. In FY24 these same line items have a total budget of only \$259,800. With several projects, including the headworks slide gates and wet well #3 slide rail repair, already planned in the first quarter of FY24, there are not sufficient funds to both catch up on deferred maintenance and completed planned projects. As such, the department requests to carryover the unspent FY23 funds to make up for the anticipated shortfall in FY24.

GL	Amount	Notes
WWTP - Equipment 501-045300-8201	\$ 28,436.00	The WWTP current has several areas that are gravity fed as well as areas where pumps are as old as 65 years are relied upon. The WWTP is looking to carry over their equipment line item in order to replace some of these pumps during FY24.
WTP - Warrenton Dam Repair 501-045100-8900	\$ 50,000.00	There were no projects that needed to be completed during the FY23 budget year and it would be imperative to reallocate these funds to their respective line items for the FY24 budget year.
WTP - Airlie Dam Repair 501-045100-8910	\$ 15,000.00	
WTP - Chemical Supplies 501-045100-6025	\$ 23,007.79	Carryover requested of FY23 funds into the FY24 budget year to ensure there is no overage on the 6025 line item due to chemical cost increases.
WTP - Maintenance Contracts 501-045100-3320	\$ 158,766.60	This carryover request is related to the budget transfer submitted & approved on 9/21/2023. This request is necessary as the FY24 Maintenance contracts line already has a negative balance as the price of the contract with USG for Tank Maintenance is significantly higher in FY24 because of increased maintenance requirements as compared to prior years. Completion of this carryover request will allow the department to fund the maintenance with USG as well as other maintenance contracts during the year.
PW Streets - Purchasing 100-041200-6000	\$ 1,169.66	Order was placed June 2023 - 7 weeks to process order. Department requests to carryover funds to pay for the part in FY24.
Facilities - Collector Traffic Signs 100-043200-8266	\$ 5,091.10	This carryover request is related to the budget transfers approved on 9/14/2023 & 9/22/2023. Following the completion of traffic studies by Kittelson Town Staff will use these funds to install the necessary signage, posts, and hardware in the areas of the studies.

Total Operating Carryover Requested \$ 660,356.43

FY23 to FY24 Other Carryover Summary

Type of Carryover	Amount
Open POs	\$ 2,651,488.65
Capital Projects	7,744,870.98
Grant (ARPA)	5,025,563.24
Grant (Other)	187,905.11
Grant (VDOT - Streets)	286,280.09

Total Other Carryover \$ 15,896,108.07

Department	Open PO Balance
Water & Sewer	1,455,117.08
Public Works	506,127.10
Stormwater Management	488,303.30
Community Development	98,985.08
Information Technology	42,281.09
Finance	35,025.00
Human Capital	19,000.00
Town Council	6,650.00
Total Carryover Due to Open POs	2,651,488.65

FY23 to FY24 Capital Project Carryover

FUND	DEPT	ACCT#	DESCRIPTION	Carryover Amount
301	93500	8800	COMPREHENSIVE PLAN UPDATE	18,261
301	94500	8042	PARK LAND ACQUISITION	100,000
301	94500	8105	BROADVIEW AVENUE (VDOT)	488,000
301	94500	8153	CROSSWALK IMPROVEMENTS	11,198
301	94500	8156	VDOT URBAN PROJECTS	25,000
301	94500	8164	SIDEWALK CONSTRUCTION	300,779
301	94500	8500	MAIN STREET DESIGN PLAN	95,949
301	94500	8800	TIMBER FENCE TRAIL PROJECT	456,947
305	93500	8028	IT ASSET REPLACEMENT	13,298
305	93500	8029	SEASONAL BEAUTIFICATIONS	50,000
305	93500	8151	GUARD RAIL REPLACEMENT	169
305	93500	8400	PUBLIC WORKS ASSET REPLACEMENT	10,632
510	44000	8180	FACILITIES IMPROVEMENTS	75,358
510	44000	8300	GST UPGRADES	53,156
510	44000	8600	FLEET REPLACEMENT PROGRAM	5,256
510	44000	8866	SEWER LINE REHABILITATION	268,676
510	45500	8018	FACILITY RENOVATION	28,751
510	45500	8039	WATERLINE REPLACEMENTS	677,721
510	45500	8040	WARRENTON DAM REPAIRS	116,770
510	45500	8160	FILTER CONTROL VALVES	1,173,886
510	45500	8230	BROADVIEW AVE HYDRANTS	45,784
510	45500	8700	WWTP HYDRAULIC IMPROVEMENTS	30,000
510	45500	8710	PRIMARY CLARIFIER & SLUDGE PUMP STN	2,093,924
510	45500	8830	WTP CLEARWELL PROJECT	833,680
510	45500	8835	WWTP IMPROVEMENTS	50,000
510	45500	8850	SECONDARY DIGESTER / HOLDING TANKS	146,876
550	43500	8030	GARRET ST POND RETROFIT	10,953
550	45500	8000	BIO SWALE 5TH ST PARKING LOT	138,224
550	45500	8001	PW SHOP AND YARD	265,625
550	45500	8002	STREAM RETROFIT RADY PARK	135,000
550	45500	8100	STREAM RESTORATION	25,000
Total Carryover Due to Capital Projects				7,744,871

FY23 to FY24 ARPA Funding Carryover

Fund	Dept	Acct	Description	Carryover Amount
201	12520	8610	INFORMATION TECHNOLOGY	19,568
201	13000	8100	ADA IMPROVEMENTS - POLLING LOCATION	147,857
201	45500	8000	PRIMARY CLARIFIER & SLUDGE PUMP STN	4,500,000
201	81700	3100	PROFESSIONAL SERVICES	42,350
201	93500	8025	HVAC REPLACEMENT	55,000
201	93500	8401	SALT SPREADERS	9,401
201	93500	8402	LEAF MACHINE	10,572
201	94500	8004	ADA PLAYGROUND REPLACEMENTS	150,000
201	94500	8011	WATERLOO IMPROVEMENTS	39,927
201	94500	8016	TIMBER FENCE TRAILWAY	50,889
Total Carryover Due to ARPA Funding				5,025,563.24

FY23 to FY24 Grant Fund Carryover

Description	Original Grant Amount	Revenue GL	Expense GL	Carryover
Litter Control	10,248	3-100-024040-0007	4-100-042400-6099	9,704
5th St Bio Swale	48,989	3-550-024040-0001	4-550-045500-8000	48,989
Garret St. Pond	129,610	3-550-033000-1000	4-550-044000-8030	94,213
Historic District Grant	35,000	3-100-033030-08000	4-100-081100-3100	35,000
Total Carryover Due to Grant Funding				187,905

FY23 to FY24 Streets - VDOT Carryover

Fund	Dept	ACCT#	DESCRIPTION	Carryover
100	41500	8257	STREET IMPROVEMENTS & PAV	236,767.58
100	41500	8260	TRAFFIC CALMING	1,218.75
100	41500	8261	TREE MAINTENANCE	2,500.00
100	41600	8257	STREET IMPROVEMENTS & PAV	42,193.76
100	41600	8261	TREE MAINTENANCE	2,100.00
100	41600	8262	TRAFFIC CALMING	1,500.00
Total Carryover Due Streets - VDOT				286,280

Quarterly Report

Parks and Recreation

Department



Town Council Meeting Date: November 14, 2023

2023: July, August, September

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

Department Introduction: The Parks and Recreation Department operates 7 town parks, as well as the Warrenton Aquatic and Recreation Facility. We provide leisure and wellness programs and services meant to enhance the quality of life for our community. During the third quarter of 2023, the Parks and Recreation department saw some significant staffing changes. With the resignation of our Aquatics Coordinator in June, the Aquatic Supervisor was promoted, leaving that position vacant. In August, a Head Guard was promoted to the Aquatic Supervisor position. With the resignation of the Director in September, the Assistant Director was promoted. Additionally, we hired a Special Events and Recreation Program Coordinator. We also continue to hire and train lifeguards, customer service specialists, managers on duty, water safety instructors and fitness instructors. Throughout the summer and into the fall, we continued to offer group swim lessons, group fitness classes, private swim lessons, personal training, water safety instructor classes, and lifeguard classes. Our annual “Fall into Savings” 15% off pass sale of annual and monthly passes took place at the end of August into the beginning of September. This year was also the first year we offered a college pass for \$99/3 months. The summer weeks were filled with outside summer camp groups utilizing the pool and the weekends were filled with birthday parties at the pool and pavilion rentals at the parks.

Commendable Achievements:

The hiring of the Special Events and Recreation Program Coordinator has allowed the department to oversee the special events coordination and process previously conducted by the Town Police Department. Having a dedicated staff member has helped in streamlining the process of special events and improve coordination with the event organizers and town departments.

Town of Warrenton Parks and Recreation Department was awarded the Best New Renovation/Addition for Parks, Playgrounds, Blueways, Greenways or Trails Category for the Eva Walker Commemorative Garden Award at the 2023 VRPS Annual Conference

Project Progress:

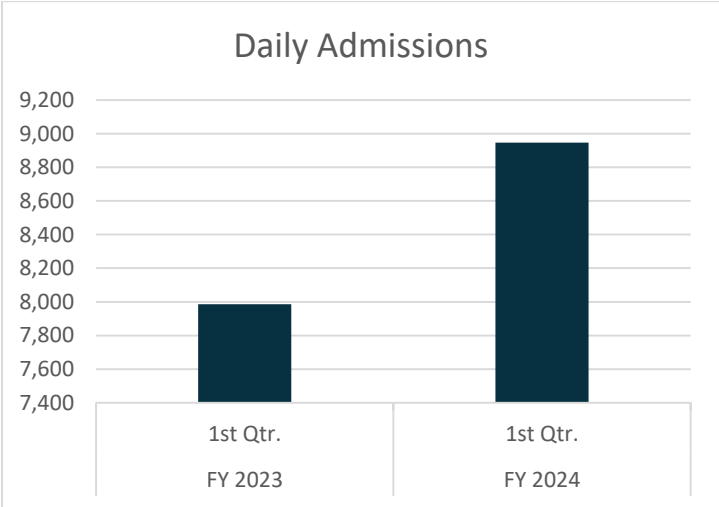
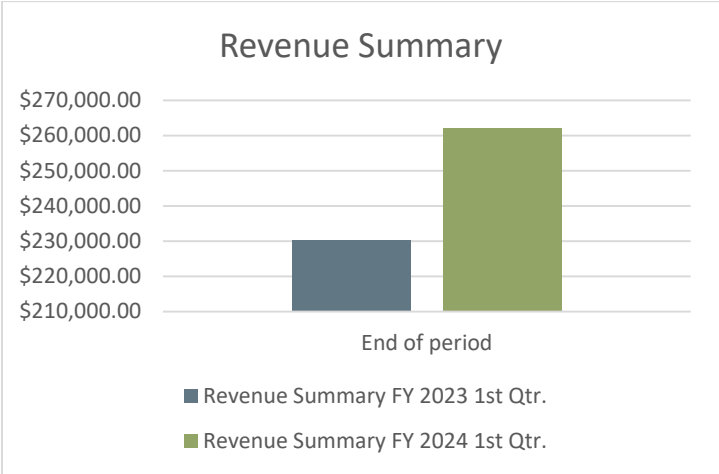
Sprinkler system-VSC Fire & Security Inc conducted a full inspection of our sprinkler system, found a few deficiencies to include 15 heads that were painted, damaged or corroded and 2 areas where the piping needs to be fixed. We were also informed that a 5-year sample testing of sprinkler heads in harsh environments (pool areas) was due. We are currently working with VSC to complete the repairs to the heads and piping, as well as the testing.

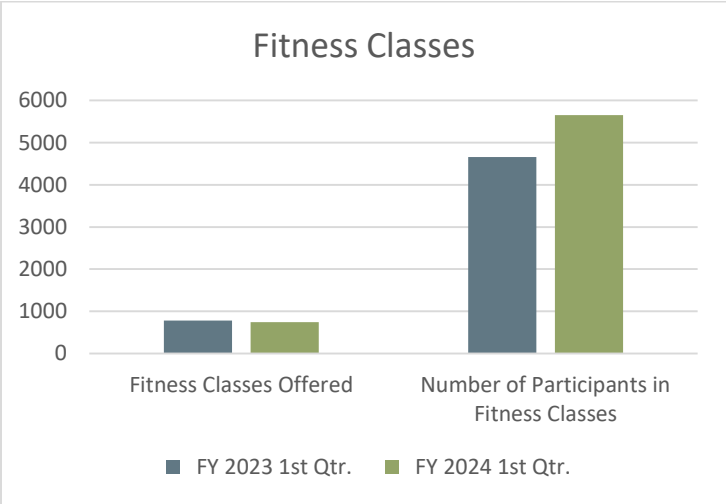
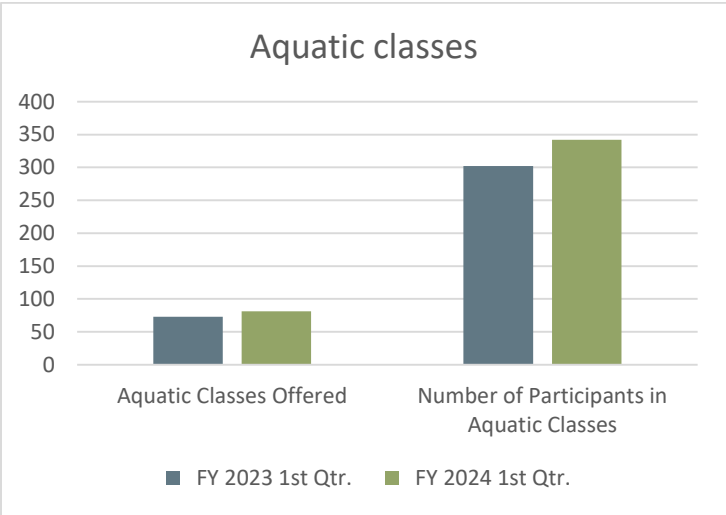
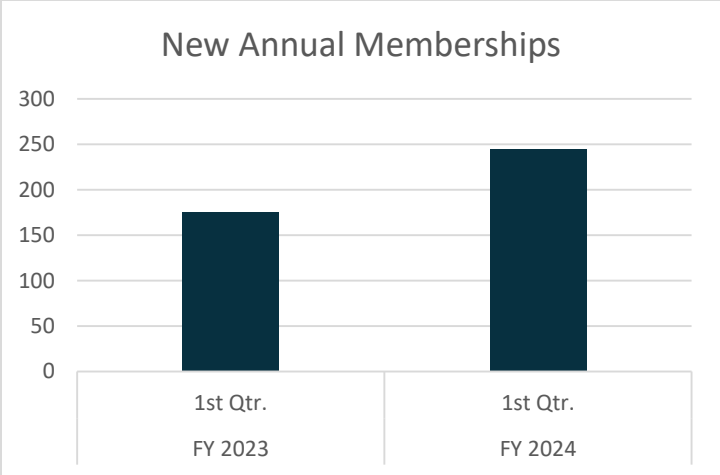
Front walkway-As an update to the last quarterly report for our front walkway area, we received an assessment of the damage and repair recommendations from Land Planning and Design Associates. The RFP is now live and

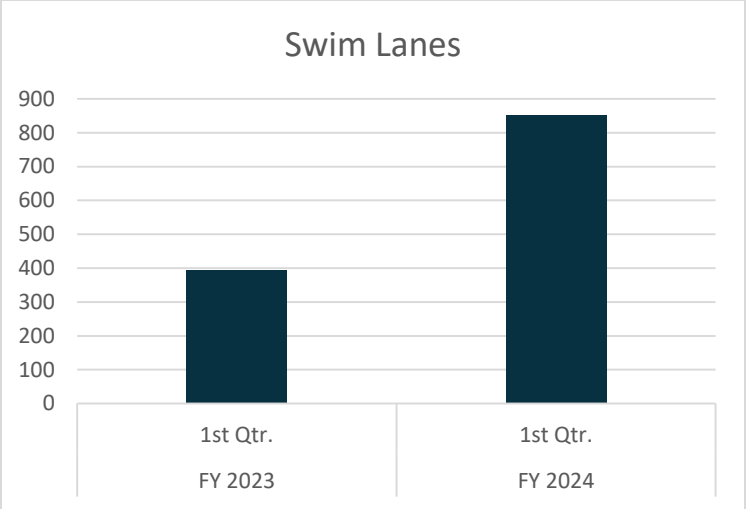
accepting proposals to restore the interior building conditions, the entrance plaza and the green roof planting area damaged by the underground water line break. The RFP closes on November 28 at which time we will review the bids and award a contract to complete the project.

Civic Rec-We are in the process of transitioning from our current recreation software program, Club Automation to a new software program, CivicRec. Staff is working with the implementation team to build our site and we anticipate going live with in in December.

Charts and information:







These increases are primarily due to the competition pool being closed for almost a month and multiple leisure pool closures at the beginning of FY 23 resulting in no lane rentals and refunds for group swim lessons

Data:

Please see attached spreadsheet.



Town of Warrenton
Department of Parks and Recreation

FY24 First Quarter Report

Revenue Summary								
	FY2022 Total	FY 2023 1st Qtr.	FY2023 2nd Qtr.	FY 2023 3rd Qtr.	FY 2023 4th Qtr.	FY 2023 Total	FY 2024 1st Qtr.	FY 2024 YTD
Memberships	\$287,924.14	\$88,400.29	\$58,026.88	\$88,610.12	\$89,896.43	\$324,933.72	\$90,169.41	\$90,169.41
MV Passes	\$43,391.37	\$7,930.50	\$11,976.00	\$13,055.00	\$7,140.50	\$40,102.00	\$11,728.00	\$11,728.00
Daily Admissions	\$180,423.72	\$55,859.05	\$28,006.37	\$42,732.44	\$73,903.86	\$200,501.72	\$62,803.24	\$62,803.24
Programs (Aquatics, Fitness, Recreation)	\$156,799.70	\$21,779.87	\$22,739.00	\$31,997.87	\$50,916.65	\$127,433.39	\$28,028.47	\$28,028.47
Rentals	\$272,185.24	\$30,606.50	\$82,894.00	\$115,697.75	\$24,106.50	\$253,304.75	\$48,419.00	\$48,419.00
Individual Instruction	\$119,670.00	\$21,847.37	\$9,346.50	\$14,568.00	\$13,750.87	\$59,512.74	\$12,600.00	\$12,600.00
Merchandise	\$4,408.79	\$831.98	\$894.67	\$818.72	\$1,092.91	\$3,638.28	\$1,062.69	\$1,062.69
Sponsorship/Grant/ Ad Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,900.00	\$2,900.00
Park Rentals and Events	\$9,405.00	\$2,600.00	\$165.00	\$1,082.50	\$3,747.50	\$7,595.00	\$2,752.50	\$2,752.50
Childcare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$612.20	\$384.47	\$186.38	\$354.23	\$10,702.61	\$11,627.69	\$1,618.32	\$1,618.32
End of period	\$1,074,820.16	\$230,240.03	\$214,234.80	\$308,916.63	\$275,257.83	\$1,028,649.29	\$262,081.63	\$262,081.63

Monthly Memberships/25 Visit Passes/Admissions Sales Summary								
	FY2022 Total	FY 2023 1st Qtr.	FY2023 2nd Qtr.	FY 2023 3rd Qtr.	FY 2023 4th Qtr.	FY 2023 Total	FY 2024 1st Qtr.	FY 2024 YTD
New Annual Memberships	759	175	117	182	247	721	245	245
Renewal Rate	3%	7%	3%	3%	3%	5%	2%	2%
Monthly Memberships	902	178	158	188	235	759	216	216
25 Visit Passes	316	129	86	93	52	360	81	81
Daily Admissions	29,049	7,985	4,237	6,412	10,857	29,491	8,946	8,946
Total Number of Check-ins	79,181	21,627	21,700	25,756	27,934	97,017	25,468	25,468

Monthly Programming Summary								
	FY2022 Total	FY 2023 1st Qtr.	FY2023 2nd Qtr.	FY 2023 3rd Qtr.	FY 2023 4th Qtr.	FY 2023 Total	FY 2024 1st Qtr.	FY 2024 YTD
Aquatic Classes Offered	261	73	5	46	96	220	81	81
Number of Participants in Aquatic Classes	N/A	302	17	206	427	952	342	342
Fitness Classes Offered	2681	784	705	738	640	2867	744	744
Number of Participants in Fitness Classes	16336	4656	4147	5754	5031	19588	5651	5651
Specialty Classes Offered	11	12	3	5	3	23	3	3
Number of Participants in Specialty Classes	41	9	13	14	15	51	21	21
Recreation Programs/Events Offered	3	0	4	0	6	10	0	0
Number of Participants in Recreation Programs/Events	N/A	0	181	0	108	289	0	0

Rentals								
	FY2022 Total	FY 2023 1st Qtr.	FY2023 2nd Qtr.	FY 2023 3rd Qtr.	FY 2023 4th Qtr.	FY 2023 Total	FY 2024 1st Qtr.	FY 2024 YTD
Swim Lanes	N/A	395	2894	3279	1253.5	7821.5	853.75	853.75
Birthday Parties	181	46	71	53	59	229	51	51
Facility Rentals	83	17	81	125	36	259	25	25
Pavilion Rentals	96	28	15	2	44	89	33	33
Field Rentals	6	1	0	0	0	1	0	0

Quarterly Report

Police Department



Town Council Meeting Date: November 14th, 2023

2023: July, August, September

Please accept this as the quarterly report for the Warrenton Police Department

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

Commendable Achievements: The Police Department promoted one Lieutenant, two Sergeants, and one Corporal during the last quarter. The Lieutenant and one Sergeant position filled vacancies in our Support Services Bureau (CID, Training, Property & Evidence), adding supervisory efficiencies to that section, and the remaining positions filled important supervisory roles in the Operations Bureau (Patrol, Parking Enforcement, Motors). A Detective Sergeant now supervises a group of three detectives, two general and one assigned to drugs, gangs, and vice crimes. The Detective Sergeant’s duties include performing case management, completing detective performance evaluations, producing a monthly on-call schedule, organizing CID operations and details, and acting as the liaison with law enforcement agencies and partners, to name a few.

Major Andrew Arnold has been accepted to attend the Federal Bureau of Investigation’s National Academy (FBINA) next Spring. The National Academy is one of the premier law enforcement training programs in the world. The 10-week program, established in 1935, provides advanced investigative, management, and fitness training to senior officers who are proven leaders within their organizations. In addition to undergraduate and graduate-level college courses offered in areas such as law, behavioral and forensic science, understanding terrorism and terrorists, and leadership development, students forge lasting connections that strengthen global law enforcement partnerships. Only 1% of all law enforcement officers are chosen to attend the FBINA.

On August 1, the Police Department hosted National Night Out (NNO) at the Warrenton Aquatic and Recreation Facility (WARF). For this event, the Police Department partnered with the Parks and Recreation and Public Works Departments. Also participating in the event was the Fauquier County Sheriff’s Office, Virginia State Police, Federal Bureau of Investigation, Warrenton Volunteer Fire Company, and numerous local businesses, civic groups, and community organizations. The event was a huge success and drew the largest crowd for a NNO event in the post-Covid era.

This quarter the Police Department applied, and was approved, for funding from the American Rescue Plan Act Law Enforcement Equipment and Technology Grant Program in the amount of \$60,000. This non-matching grant will be used to purchase a hybrid law enforcement vehicle and associated equipment, reducing the overall police department vehicle purchasing costs to the Town for FY24 and continuing the Police Department's commitment to fiscal efficiency and environmentally friendly operation.

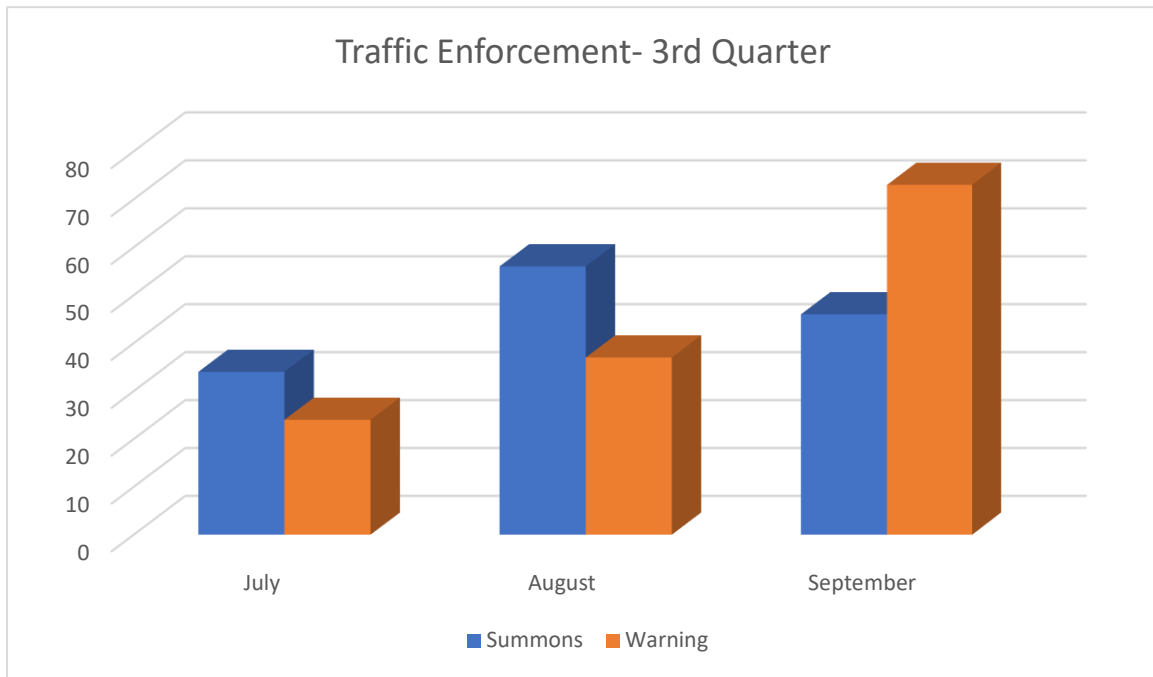
Project Progress: The Police Department has been working hard all year preparing for our state accreditation assessment occurring November 13-15, 2023. The Police Department has been state accredited through the Virginia Law Enforcement Professional Standards Commission (VLEPSC) since 2007. The assessment is a review of the 191 standards for efficient and effective agency operation. These standards cover all aspects of the agency including policies and procedures, management, administration, operations, and support services. To verify compliance, a team of VLEPSC assessors conducts a three-day site visit.

In this last quarter we have been wrapping up the accumulation of proofs for the last term. A proof is anything, usually a document, that “proves” or shows compliance with a particular standard. Each accreditation cycle is broken down into four, one-year terms and proofs must be collected each term for each of the 191 standards. Many of the standards have multiple parts, each requiring their own proofs, so that the total number of proofs that must be obtained is more than double the number of standards. These proofs are reviewed at the end of the four-year cycle by trained assessors who determine whether the agency was in compliance with the standards during the cycle.

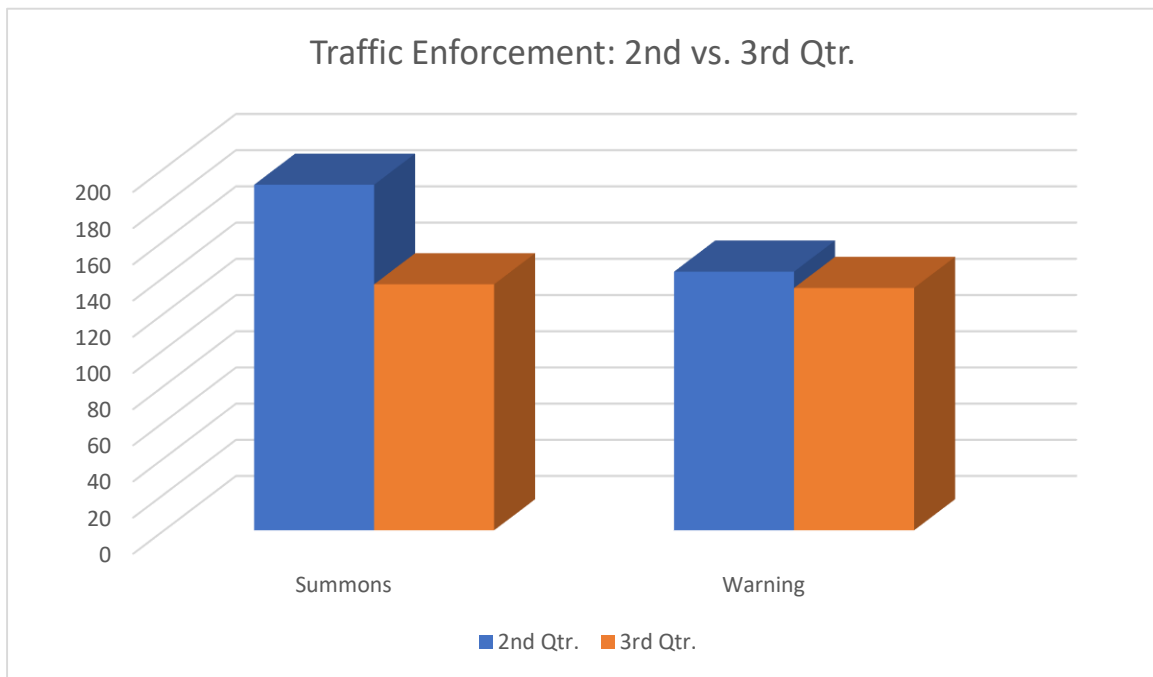
In addition, we have been preparing our police department, vehicles, and equipment for an additional, equally important part of the assessment process, the static display and tour. As part of the assessment, the assessors will be given a guided tour of the police department. Following the tour, they will be shown a static display of the department's equipment, uniforms, and vehicles, and explained the function of each and how they are utilized to accomplish the goals and objectives set by the department. The assessors can ask any questions they choose and request additional information and/or ask to be shown additional items. They also have the right to interview any employee of the department on any related topic and to participate in ride-alongs with any officer on duty.

Following the assessment, the assessment team will prepare an official report for the Professional Standards Commission with a recommendation regarding the department's reaccreditation. The Commission makes the final decision.

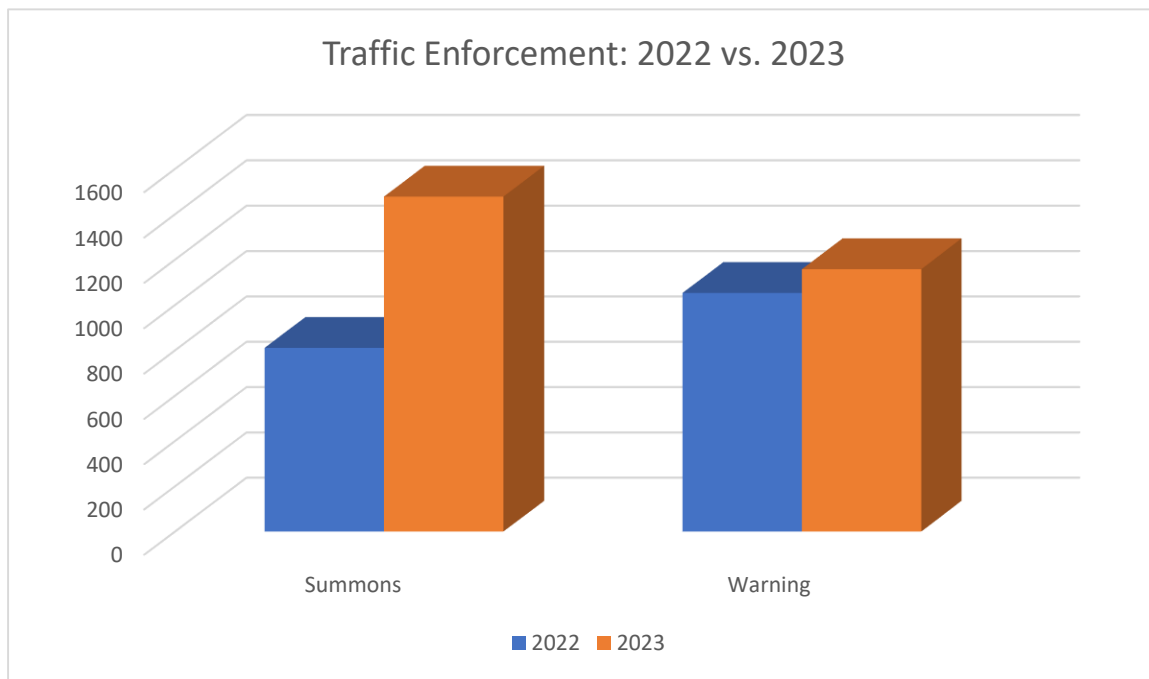
Charts and information:



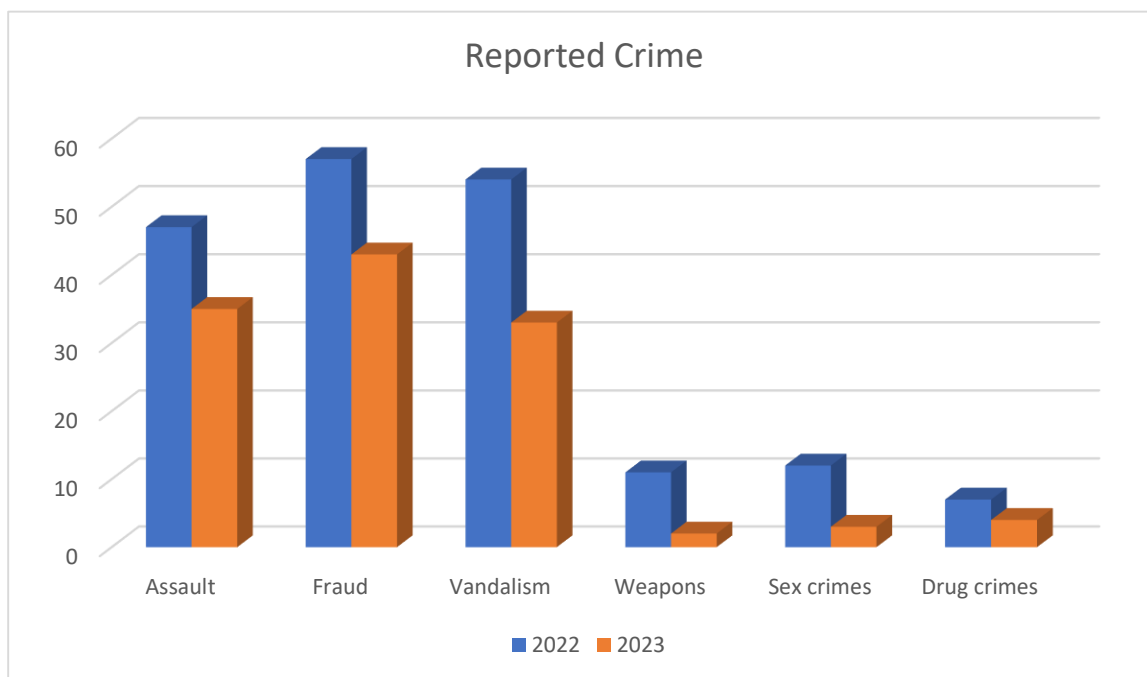
Traffic summonses were up significantly from July to August as were written warnings. Warnings nearly doubled for September, but traffic summonses decreased slightly, partly because of the loss of the use of the police motor due to scheduled maintenance, and other demands of the motor officer during the month.



Traffic summonses were down in the 3rd quarter, but written warnings were relatively even.



Year to date, traffic summonses are up over 82% from 2022 while written warnings are up 10%.



All reported crimes are down compared to this time last year. Assault, fraud, vandalism, weapons offenses, sex offenses, and drug violations are all down significantly over this time

last year. Only larceny offenses are up significantly over this time last year, but this is also a national trend. Reasons for the lower crime rates could include:

- law enforcement efforts to provide fraud prevention education across age groups, but particularly to seniors; and
- community engagement, focused deterrence, and proactive policing initiatives designed to combat assaults, weapons offenses, and drug violations, particularly in areas shown to be more prone to such offenses.

Data: See appended reports



TOWN OF WARRENTON

POLICE DEPARTMENT

333 Carriage House Lane • Warrenton, Virginia 20186
 Telephone (540) 347-1107 • Fax (540) 341-4190



Item c.

MONTHLY REPORT - JULY 2023

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:

MONTH	CALENDAR	CALENDAR
JULY	YTD '23	YTD '22
1481	11730	9113
511	4992	3038
970	6738	6075
40	265	290
19	135	137
21	130	153
6	26	21
17	121	103
34	440	208
152	955	1024
24	337	293
5	7	3
0	0	0
0	5	4

REPORTED CRIMES JULY 2023

CLASSIFICATION

		JULY	YTD '23	YTD '22
1a	Murder and Non-Negligent Manslaughter			
1b	Manslaughter by Negligence			
2	Forcible Rape			
3	Robbery		1	1
4	Assault	7	25	29
5	Burglary	1	3	
6	Larceny	9	64	61
7	Motor Vehicle Theft		3	1
9	Arson			
10	Forgery and Counterfeiting		3	6
11	Fraud	5	34	49
12	Embezzlement	1	2	3
13	Stolen Property: Buy/Receive/Possess			
14	Vandalism/Graffiti	2	28	39
15	Weapons		2	9
16	Prostitution/Vice			
17	Sex Offenses		2	11
18	Drug Violations	1	3	6
19	Gambling			
20	Offenses Against Family		42	38
21	Driving Under Influence	2	15	13
22	Liquor Laws		1	
23	Drunk in Public	2	22	21
24	Disorderly	4	16	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	3	20	23
33	Contributing to delinquency of minor	1	5	1
34	False report to police		2	
35	Abduction/Kidnapping			1
36	Shooting into Building			
37	Child Neglect		1	



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Item c.

MONTHLY REPORT - AUGUST 2023

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:

MONTH	CALENDAR	CALENDAR
AUGUST	YTD '23	YTD '22
1465	13195	10627
443	5435	3594
934	7672	7033
46	311	340
17	152	163
29	159	177
4	30	24
16	137	132
56	496	259
152	1107	1168
37	374	343
1	8	3
0	0	0
0	5	6

REPORTED CRIMES AUGUST 2023

CLASSIFICATION

		AUGUST	YTD '23	YTD '22
1a	Murder and Non-Negligent Manslaughter			
1b	Manslaughter by Negligence			
2	Forcible Rape			
3	Robbery		1	1
4	Assault	7	32	35
5	Burglary	1	4	
6	Larceny	12	76	66
7	Motor Vehicle Theft	1	4	1
9	Arson			
10	Forgery and Counterfeiting		3	7
11	Fraud	5	39	53
12	Embezzlement		2	4
13	Stolen Property: Buy/Receive/Possess			
14	Vandalism/Graffiti	2	30	44
15	Weapons		2	10
16	Prostitution/Vice			
17	Sex Offenses	1	3	12
18	Drug Violations	1	4	6
19	Gambling			
20	Offenses Against Family	5	47	46
21	Driving Under Influence		15	16
22	Liquor Laws		1	
23	Drunk in Public	1	23	27
24	Disorderly	3	19	22
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	2	22	25
33	Contributing to delinquency of minor		5	1
34	False report to police		2	
35	Abduction/Kidnapping			1
36	Shooting into Building			
37	Child Neglect		1	

Record ID	Date	Agency ORI	Location	Jurisdiction Code	Reason for Stop	Person Type	Race	Ethnicity	Age	Gender	English Speaking	Action Taken	Specific Violation	Virginia Crime Code (Optional)	Person Searched	Vehicle Searched	Physical Force by Officer	Physical Force by Subject	Residency
W06944	080123	VA0300200	GARRETT ST/WATERLOO ST	030 T	D	W	N	N	60	M	Y	W	46.2-1158		N	N	N	N	R
W06945	080123	VA0300200	244 OAK SPRINGS DRIVE	030 T	D	W	N	N	41	O	Y	W	46.2-830		N	N	N	N	V
W06946	080123	VA0300200	326 EAST LEE HWY	030 T	D	W	N	N	56	F	Y	W	46.2-646		N	N	N	N	V
W06947	080123	VA0300200	NORFOLK DR/PLAIN RD	030 T	D	W	N	N	35	F	Y	S	46.2-830		N	N	N	N	R
W06948	080123	VA0300200	240 BLACKWELL RD/MOORHEAD DR	030 T	D	W	N	N	56	F	Y	S	46.2-830		N	N	N	N	V
W06949	080123	VA0300200	329 EAST LEE ST/OLIVER CITY RD	030 T	D	W	N	N	33	F	Y	S	46.2-875		N	N	N	N	R
W06950	080123	VA0300200	55 BROADVIEW AVENUE	030 T	D	A	N	N	60	M	Y	S	46.2-646		N	N	N	N	V
W06951	080123	VA0300200	700 JAMES MADISON HWY	030 P	F	W	N	N	63	F	Y	S	18.2-103		N	N	N	N	V
W06952	080123	VA0300200	WEST LEE/BLACKWELL	030 T	D	W	N	N	45	M	Y	W	46.2-804		N	N	N	N	V
W06953	080123	VA0300200	WATERLOO ST/OAK ST	030 T	D	W	N	N	75	M	Y	W	46.2-830		N	N	N	N	R
W06954	080123	VA0300200	WATERLOO ST/GARRETT ST	030 T	D	W	N	N	63	M	Y	W	46.2-830		N	N	N	N	V
W06955	080123	VA0300200	150 WEST LEE HWY	030 T	D	W	N	N	26	F	Y	S	46.2-853		N	N	N	N	V
W06956	080123	VA0300200	150 WEST LEE HWY	030 T	D	W	N	N	27	M	Y	S	46.2-1158		N	N	N	N	O
W06957	080123	VA0300200	WEST SHIRLEY AVE/CULPEPER ST	030 T	D	W	N	N	50	F	Y	S	46.2-833		N	N	N	N	R
W06958	080123	VA0300200	402 CULPEPER ST	030 T	D	W	N	N	59	F	Y	S	46.2-874		N	N	N	N	R
W06959	8/2/2023	VA0300200	569 BEAR WALLOW RD/NORFOLK DR	030 T	D	W	N	N	40	M	Y	S	46.2-830		N	N	N	N	O
W06960	080123	VA0300200	256 WEST LEE HWY	030 T	D	W	N	N	35	M	Y	S	46.2-804		N	N	N	N	V
W06961	080123	VA0300200	BLACKWELL RD/WALKER DR	030 T	D	W	N	N	32	M	Y	S	46.2-1158		N	N	N	N	V
W06962	080123	VA0300200	NORFOLK DR/PLAIN RD	030 T	D	W	N	N	35	M	Y	S	46.2-850		N	N	N	N	V
W06963	080123	VA0300200	WEST LEE HWY/BRANCH DRIVE	030 T	D	W	N	N	19	M	Y	S	46.2-833		N	N	N	N	V
W06964	080123	VA0300200	79 DIAGNOL ST/SPRING LANE	030 T	D	W	N	N	39	F	Y	S	46.2-1158		N	N	N	N	V
W06965	080123	VA0300200	FISHER LANE/CULPEPER ST	030 T	D	W	N	N	41	M	Y	W	46.2-874		N	N	N	N	V
W06966	080123	VA0300200	KEITH ST/W LEE ST	030 T	D	W	N	N	59	M	Y	W	46.2-1158		N	N	N	N	V
W06967	080123	VA0300200	WEST LEE HWY/FLETCHER DRIVE	030 T	D	W	N	N	48	M	Y	W	46.2-1158		N	N	N	N	V
W06968	080123	VA0300200	369 NORFOLK DR/PLAIN RD	030 T	D	B	N	N	26	F	Y	S	46.2-830		N	N	N	N	V
W06969	080123	VA0300200	271 WINCHESTER ST	030 T	D	W	N	N	29	F	Y	S	46.2-646		N	N	N	N	V
W06970	080123	VA0300200	369 NORFOLK DR/PLAIN RD	030 T	D	W	N	N	17	F	Y	S	46.2-830		N	N	N	N	V
W06971	080123	VA0300200	HATTL ST/HORNER ST	030 T	D	W	N	N	17	M	Y	W	46.2-830		N	N	N	N	V
W06972	080123	VA0300200	141 W LEE HWY	030 T	D	W	N	N	38	F	Y	W	46.2-833		N	N	N	N	V
W06973	080123	VA0300200	25 HORNOR STREET	030 T	D	W	N	N	28	M	Y	W	46.2-830		N	N	N	N	V
W06974	080123	VA0300200	E LEE ST/OLIVER CITY	030 T	D	W	N	N	32	M	Y	W	46.2-875		N	N	N	N	V
W06975	080123	VA0300200	41 WEST LEE HWY	030 T	D	W	N	N	64	M	Y	W	46.2-821		N	N	N	N	V
W06976	080123	VA0300200	683 WATERLOO ROAD	030 T	D	W	N	N	74	M	Y	W	46.2-830		N	N	N	N	R
W06977	080123	VA0300200	510 FROST AVENUE	030 T	D	W	N	N	58	F	Y	W	46.2-646		N	N	N	N	V
W06978	080123	VA0300200	436 FALMOUTH STREET	030 T	D	W	N	N	28	F	Y	W	46.2-1030		N	N	N	N	V
W06979	080123	VA0300200	PINETREE/OAK SPRINGS	030 T	D	B	N	N	32	F	Y	W	46.2-830		N	N	N	N	V
W06980	081023	VA0300200	700 JAMES MADISON HWY	030 S	F	W	N	N	34	F	Y	S	18.2-96		N	N	N	N	V
W06981	080123	VA0300200	US 17 SPUR/HASTINGS LN	030 T	D	W	N	N	18	M	Y	S	46.2-870		N	N	N	N	V
W06982	080123	VA0300200	BROADVIEW AVE/WATERLOO ST	030 T	D	A	N	N	45	F	Y	S	46.2-646		N	N	N	N	V
W06983	080123	VA0300200	251 BROADVIEW AVE	030 T	D	A	N	N	29	M	Y	S	46.2-1158		N	N	N	N	R
W06984	080123	VA0300200	OAK SPRINGS DR/FLETCHER DR	030 T	D	W	N	N	47	M	Y	S	46.2-821		N	N	N	N	V
W06985	080123	VA0300200	1 WINCHESTER ST/ALEXANDRIA PIKE	030 T	D	W	N	N	28	M	Y	S	46.2-300		N	N	N	N	V
W06986	081723	VA0300200	500 BLK BROADVIEW AVE	030 T	D	W	N	N	38	F	Y	W	46.2-875		N	N	N	N	V
W06987	081723	VA0300200	RT 29/MEETZ ROAD	030 T	D	W	N	N	34	M	Y	W	46.2-828.1		N	N	N	N	O
W06988	081723	VA0300200	248 WEST LEE HWY	030 T	D	B	N	N	53	F	Y	W	46.2-833		N	N	N	N	O
W06989	081723	VA0300200	395 ROEBLING ST/BROADVIEW AVE	030 T	D	B	N	N	40	F	Y	S	46.2-852		N	N	N	N	V
W06990	081723	VA0300200	10 EAST LEE HWY	030 T	D	W	N	N	28	M	Y	S	46.2-870		N	N	N	N	O
W06991	081723	VA0300200	402 CULPEPER ST	030 T	D	W	N	N	61	M	Y	S	46.2-830		N	N	N	N	V
W06992	081723	VA0300200	669 FROST AVE/ROLIEN ST	030 T	D	W	N	N	46	M	Y	S	46.2-1158		N	N	N	N	V
W06993	081723	VA0300200	US 17 SPUR/HASTINGS LANE	030 T	D	W	N	N	63	F	Y	S	46.2-870		N	N	N	N	V
W06994	081723	VA0300200	53 MAIN STREET	030 T	D	W	N	N	80	M	Y	S	46.2-853		N	N	N	N	V
W06995	081823	VA0300200	155 BROADVIEW AVE	030 T	D	W	N	N	27	M	Y	S	46.2-104		N	N	N	N	R
W06996	081823	VA0300200	369 NORFOLK DR/PLAIN RD	030 T	D	W	N	N	47	F	Y	S	46.2-890		N	N	N	N	R
W06997	082123	VA0300200	87 WEST LEE HWY	030 T	D	W	N	N	35	M	Y	W	46.2-1157		N	N	N	N	V
W06998	082723	VA0300200	380 BROADVIEW AVENUE	030 T	D	W	N	N	40	M	Y	W	46.2-646		N	N	N	N	V
W06999	082523	VA0300200	87 WEST LEE HWY	030 T	D	W	N	N	32	M	Y	W	46.2-707		N	N	N	N	O
W07000	082623	VA0300200	FALMOUTH ST/EAST LEE ST	030 T	D	W	N	N	59	F	Y	W	46.2-830		N	N	N	N	V
W07001	082523	VA0300200	6525 ACADEMY HILL EXT	030 T	D	W	N	N	31	F	Y	W	46.2-1158		N	N	N	N	V
W07002	082523	VA0300200	CHESEA DR/JOHN E MANN	030 T	D	B	N	N	58	F	Y	W	46.2-874		N	N	N	N	V
W07003	082423	VA0300200	42 PIEDMONT ST	030 T	D	W	N	N	18	M	Y	S	46.2-878.2		N	N	N	N	R
W07004	082423	VA0300200	351 BROADVIEW AVENUE	030 T	D	W	N	N	30	F	Y	S	46.2-874		N	N	N	N	R
W07005	082423	VA0300200	144 ALEXANDRIA PK/NORTH ST	030 T	D	W	N	N	47	F	Y	S	46.2-1158		N	N	N	N	V
W07006	082423	VA0300200	212 WEST LEE HIGHWAY BRANCH DRIVE	030 T	D	W	N	N	35	F	Y	S	46.2-638		N	N	N	N	V
W07007	082523	VA0300200	185 BROADVIEW AVE/STUYVESANT ST	030 T	D	W	N	N	50	M	Y	S	46.2-1158		N	N	N	N	O
W07008	082523	VA0300200	212 OAK SPRINGS DR/FLETCHER DR	030 T	D	W	N	N	28	F	Y	S	46.2-921		N	N	N	N	R
W07009	082523	VA0300200	369 NORFOLK DR/PLAIN RD	030 T	D	W	N	N	51	F	Y	S	46.2-830		N	N	N	N	V

Record ID	Date	Agency ORI	Location	Jurisdiction Code	Reason for Stop	Person Type	Race	Ethnicity	Age	Gender	English Speaking	Action Taken	Specific Violation	Virginia Crime Code (Optional)	Person Searched	Vehicle Searched	Physical Force by Officer	Physical Force by Subject	Residency
5202000337	082523	VA0300200	369 NORFOLK DR/PLAIN RD	030 T	D	W	N	N	64	F	Y	S	46.2-878.2		N	N	N	N	R
5202000338	082723	VA0300200	34 BROADVIEW AVENUE	030 T	D	B	N	N	31	M	Y	S	46.2-300		N	N	N	N	R
W08857	083023	VA0300200	5 BROADVIEW AVENUE	030 T	D	W	N	N	68	M	Y	W	46.2-830		N	N	N	N	V
W08860	083023	VA0300200	ACADEMY HIL EXT/WALKER DR	030 T	D	W	N	N	17	M	Y	W	46.2-830		N	N	N	N	V
564143	083023	VA0300200	WALKER DR/ROSEDALE CT	030 T	D	W	N	N	44	F	Y	S	46.2-830		N	N	N	N	O
W08533	083023	VA0300200	306 WEST LEE HWY	030 T	D	W	N	N	45	M	Y	W	46.2-846		N	N	N	N	V
W08224	083123	VA0300200	SPUR/BLACKWELL BRIDGE	030 T	D	W	N	N	41	F	Y	W	46.2-878		N	N	N	N	V
W08356	083023	VA0300200	331 BROADVIEW AVENUE	030 T	D	W	N	N	54	M	Y	W	46.2-859		N	N	N	N	V
W08357	083023	VA0300200	271 WINCHESTER STREET	030 T	D	W	N	N	34	M	Y	W	46.2-821		N	N	N	N	V
W08358	083023	VA0300200	700 JAMES MADISON HWY	030 T	D	W	N	N	60	M	Y	W	46.2-1158		N	N	N	N	V
564527	083123	VA0300200	600 BLK 17 SPUR	030 T	D	W	N	N	68	M	Y	S	46.2-861.1		N	N	N	N	R
564774	082823	VA0300200	W LEE HWY/BRANCH DRIVE	030 T	D	W	N	N	33	M	Y	S	46.2-1158		N	N	N	N	R
564775	082823	VA0300200	ROEBLING ST/BROADVIEW AVE	030 T	D	W	N	N	21	F	Y	S	46.2-1158		N	N	N	N	R
565001	083023	VA0300200	402 CULPEPER STREET	030 T	D	W	N	N	24	F	Y	S	46.2-874		N	N	N	N	V
565002	083023	VA0300200	402 CULPEPER STREET	030 T	D	B	N	N	55	F	Y	S	46.2-830		N	N	N	N	V
565004	083023	VA0300200	E LEE ST/OLIVER CITY ROAD	030 T	D	B	N	N	68	M	Y	S	46.2-875		N	N	N	N	V
565005	083023	VA0300200	E SHIRLEY AVE/LEGION DRIVE	030 T	D	W	N	N	38	F	Y	S	46.2-1158		N	N	N	N	V
565008	083123	VA0300200	ROEBLING ST/BROADVIEW AVE	030 T	D	W	N	N	60	M	Y	S	46.2-830		N	N	N	N	O



TOWN OF WARRENTON

POLICE DEPARTMENT

333 Carriage House Lane • Warrenton, Virginia 20186
 Telephone (540) 347-1107 • Fax (540) 341-4190



Item c.

MONTHLY REPORT - SEPTEMBER 2023

	MONTH	CALENDAR	CALENDAR
	SEPTEMBER	YTD '23	YTD '22
TOTAL CALLS FOR SERVICE TO INCLUDE:	1590	14785	11932
SELF INITIATED	585	6020	4020
DISPATCHED	1005	8677	7912
ACCIDENTS:	43	354	388
REPORTABLE	19	171	183
NON-REPORTABLE (No injury, under \$1500 or private property)	24	183	205
ARRESTS (CRIMINAL):			
FELONY	2	32	26
MISDEMEANOR	14	151	151
TRAFFIC ENFORCEMENT (NON-CRIMINAL):			
SUMMONS	46	542	344
PARKING	141	1248	1317
WRITTEN WARNINGS	73	447	417
DRUG ARRESTS:			
FELONY	0	8	3
MISDEMEANOR	0	0	0
OVERDOSES:	0	5	7

REPORTED CRIMES SEPTEMBER 2023

CLASSIFICATION

		SEPTEMBER	YTD '23	YTD '22
1a	Murder and Non-Negligent Manslaughter			
1b	Manslaughter by Negligence			
2	Forcible Rape			
3	Robbery		1	1
4	Assault	3	35	47
5	Burglary		4	5
6	Larceny	16	92	73
7	Motor Vehicle Theft		4	1
9	Arson			
10	Forgery and Counterfeiting		3	7
11	Fraud	4	43	57
12	Embezzlement	1	3	4
13	Stolen Property: Buy/Receive/Possess			
14	Vandalism/Graffiti	3	33	54
15	Weapons		2	11
16	Prostitution/Vice			
17	Sex Offenses		3	12
18	Drug Violations		4	7
19	Gambling			
20	Offenses Against Family	5	52	51
21	Driving Under Influence	1	16	19
22	Liquor Laws		1	
23	Drunk in Public	2	25	36
24	Disorderly	2	21	25
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	4	26	27
33	Contributing to delinquency of minor		5	1
34	False report to police		2	
35	Abduction/Kidnapping			1
36	Shooting into Building			
37	Child Neglect		1	

Record ID	Date	Agency ORI	Location	Jurisdiction Code	Reason for Stop	Person Type	Race	Ethnicity	Age	Gender	English Speaking	Action Taken	Specific Violation	Virginia Crime Code (Optional)	Person Searched	Vehicle Searched	Physical Force by Officer	Physical Force by Subject	Residency
W06140	090123	VA0300200	WEST LEE HIGHWAY	030 T	D	W	N	N	30	M	Y	W	46.2-1030		N	N	N	N	V
W06141	090223	VA0300200	EAST LEE HIGHWAY	030 T	D	W	N	N	35	F	Y	W	46.2-878		N	N	N	N	V
W06142	090223	VA0300200	41 WEST LEE HIGHWAY	030 T	D	W	N	N	29	M	Y	W	46.2-878		N	N	N	N	R
W06143	090223	VA0300200	67 WEST LEE HWY	030 T	D	W	N	N	25	M	Y	W	46.2-878		N	N	N	N	V
W06144	090223	VA0300200	SULLIVAN STREET	030 T	D	W	N	N	70	F	Y	W	46.2-821		N	N	N	N	R
W06145	090423	VA0300200	133 WEST SHIRLEY AVENUE	030 T	D	W	N	N	38	M	Y	W	46.2-830		N	N	N	N	R
W06146	090423	VA0300200	510 FROST AVENUE	030 T	D	W	N	N	37	M	Y	W	46.2-830		N	N	N	N	R
W06147	090323	VA0300200	155 BROADVIEW AVENUE	030 T	D	W	N	N	23	F	Y	S	46.2-875		N	N	N	N	V
W06148	090323	VA0300200	309 WEST LEE HIGHWAY	030 T	D	W	N	N	19	M	Y	S	46.2-875		N	N	N	N	V
W06149	090323	VA0300200	BROADVIEW/FOXGROFT ROAD	030 T	D	W	N	N	26	F	Y	S	46.2-875		N	N	N	N	R
W06150	090523	VA0300200	700 JAMES MADISON HWY	030 T	D	W	N	N	45	M	Y	W	46.2-833		N	N	N	N	R
W06151	090623	VA0300200	BLACKWELL ROAD/ROCK POINTE	030 T	D	W	N	N	33	M	Y	W	46.2-818.2		N	N	N	N	V
W06152	090623	VA0300200	BROADVIEW AVENUE/WINCHESTER	030 T	D	W	N	N	60	M	Y	S	46.2-818.2		N	N	N	N	V
W06153	090623	VA0300200	557 FOXGROFT ROAD	030 T	D	W	N	N	53	M	Y	S	46.2-830		N	N	N	N	V
W06154	090623	VA0300200	US 17 SPUR/HASTINGS LANE	030 T	D	W	N	N	30	F	Y	S	46.2-870		N	N	N	N	V
W06155	090623	VA0300200	238 BROADVIEW AVENUE	030 T	D	W	N	N	53	M	Y	W	46.2-830		N	N	N	N	V
W06156	090923	VA0300200	273 BROADVIEW AVENUE	030 T	D	W	N	N	48	M	Y	W	46.2-830		N	N	N	N	V
W06157	090923	VA0300200	316 WEST LEE HWY	030 T	D	W	N	N	68	F	Y	W	46.2-830		N	N	N	N	V
W06158	090723	VA0300200	LEE HWY/BLACKWELL ROAD	030 T	D	W	N	N	56	M	Y	W	46.2-830		N	N	N	N	V
W06159	090723	VA0300200	ASHBY ST/WATERLOO ST	030 T	D	W	N	N	37	M	Y	S	46.2-821		N	N	N	N	V
W06160	090523	VA0300200	653 WATERLOO ROAD	030 T	D	W	N	N	45	F	Y	S	18.2-388		N	N	N	N	V
W06161	090523	VA0300200	157 FROST AVENUE	030 T	D	W	N	N	16	M	Y	S	46.2-300		N	N	N	N	R
W06162	090723	VA0300200	504 FLETCHER DRIVE	030 T	D	A	N	N	48	F	Y	W	46.2-833		N	N	N	N	V
W06163	091223	VA0300200	78 WEST LEE STREET	030 T	D	W	N	N	83	F	Y	W	46.2-830		N	N	N	N	V
W06164	091223	VA0300200	WEST LEE HWY/BLACKWELL ROAD	030 T	D	W	N	N	23	M	Y	S	46.2-1158		N	N	N	N	V
W06165	091223	VA0300200	NORFOLK DR/PLAIN RD	030 T	D	W	N	N	54	F	Y	S	46.2-878.2		N	N	N	N	R
W06166	091223	VA0300200	NORFOLK DR/PLAIN RD	030 T	D	W	N	N	17	M	Y	S	46.2-878.2		N	N	N	N	V
W06167	091223	VA0300200	NORFOLK DR/PLAIN RD	030 T	D	W	N	N	17	M	Y	S	46.2-878.2		N	N	N	N	V
W06168	090823	VA0300200	587 BROADVIEW AVENUE	030 T	D	W	N	N	28	F	Y	S	46.2-873		N	N	N	N	V
W06169	090723	VA0300200	FOXGROFT RD/FAUQUIER RD	030 T	D	W	N	N	52	M	Y	S	46.2-1158		N	N	N	N	R
W06170	091323	VA0300200	US 17 SPUR/BLACKWELL	030 T	D	W	N	N	62	F	Y	W	46.2-716		N	N	N	N	D
W06171	091323	VA0300200	WALKER DR/BREEZEWOOD DR	030 T	D	W	N	N	27	M	Y	S	46.2-1158		N	N	N	N	D
W06172	091323	VA0300200	US 17 SPUR/ROUTE 29	030 T	D	B	N	N	55	M	Y	S	46.2-870		N	N	N	N	D
W06173	091323	VA0300200	EAST LEE ST/OLIVER CITY ROAD	030 T	D	W	N	N	62	F	Y	S	46.2-875		N	N	N	N	V
W06174	091423	VA0300200	BEAR WALLOW RD/TRIFFANY CT	030 T	D	W	N	N	36	M	Y	S	46.2-873		N	N	N	N	D
W06175	091423	VA0300200	BLUE HILLS DR/SPRINGS RD	030 T	D	W	N	N	21	M	Y	S	46.2-874		N	N	N	N	V
W06176	091523	VA0300200	WATERLOO RD/LOWER WATERLOO RD	030 T	D	W	N	N	19	M	Y	S	46.2-830		N	N	N	N	V
W06177	091523	VA0300200	450 FOXGROFT RD	030 T	D	W	N	N	29	M	Y	W	46.2-874		N	N	N	N	D
W06178	091523	VA0300200	WEST LEE HWY/FLETCHER DR	030 T	D	W	N	N	51	M	Y	W	46.2-715		N	N	N	N	D
W06179	091523	VA0300200	WALKER DR/HOLIDAY CT	030 T	D	W	N	N	41	F	Y	S	46.2-646		N	N	N	N	V
W06180	091523	VA0300200	WALKER DR/CANNON WAY	030 T	D	W	N	N	82	F	Y	W	46.2-830		N	N	N	N	V
W06181	091823	VA0300200	270-BLK BROADVIEW AVE	030 T	D	W	N	N	81	M	Y	W	46.2-830		N	N	N	N	V
W06182	091823	VA0300200	270-BLK BROADVIEW AVE	030 T	D	W	N	N	81	M	Y	W	46.2-830		N	N	N	N	V
W06183	091823	VA0300200	270-BLK BROADVIEW AVE	030 T	D	W	N	N	55	M	Y	W	46.2-830		N	N	N	N	V
W06184	091823	VA0300200	34 BROADVIEW AVE	030 T	D	W	N	N	38	M	Y	W	46.2-830		N	N	N	N	V
W06185	091823	VA0300200	100-BLK HOLIDAY COURT	030 T	D	W	N	N	34	F	Y	W	46.2-821		N	N	N	N	V
W06186	091823	VA0300200	270-BLK BROADVIEW AVE	030 T	D	W	N	N	55	M	Y	W	46.2-830		N	N	N	N	V
W06187	091923	VA0300200	NORFOLK DRIVE/PLAIN RD	030 T	D	W	N	N	64	F	Y	S	46.2-830		N	N	N	N	V
W06188	091923	VA0300200	FLETCHER DR/WEST LEE HWY	030 T	D	W	N	N	33	F	Y	S	46.2-1158		N	N	N	N	V
W06189	091923	VA0300200	RT 19/MEETZE RD	030 T	D	B	N	N	36	M	Y	W	46.2-875		N	N	N	N	V
W06190	091923	VA0300200	332 WEST LEE HWY	030 T	D	W	N	N	66	F	Y	W	46.2-850		N	N	N	N	V
W06191	091923	VA0300200	34 BROADVIEW AVE	030 T	D	W	N	N	76	M	Y	W	46.2-830		N	N	N	N	V
W06192	091923	VA0300200	100-BLK WEST LEE HWY	030 T	D	W	N	N	39	F	Y	S	46.2-825		N	N	N	N	D
W06193	091923	VA0300200	250 WEST SHIRLEY AVE	030 T	D	W	N	N	39	M	Y	S	46.2-646		N	N	N	N	V
W06194	091923	VA0300200	244 WATERLOO ST	030 T	D	W	N	N	45	M	Y	W	46.2-1158		N	N	N	N	V
W06195	091923	VA0300200	ESTATE AVE/WALKER DR	030 T	D	W	N	N	66	F	Y	W	46.2-821		N	N	N	N	V
W06196	091923	VA0300200	300 BROADVIEW AVE	030 T	D	W	N	N	38	M	Y	W	46.2-830		N	N	N	N	V
W06197	092023	VA0300200	569 BROADVIEW AVE	030 T	D	W	N	N	21	M	Y	W	46.2-833		N	N	N	N	V
W06198	092023	VA0300200	81 BROADVIEW AVE	030 T	D	W	N	N	58	F	Y	W	46.2-646		N	N	N	N	V
W06199	092023	VA0300200	402 CUIPERER ST	030 T	D	W	N	N	50	F	Y	S	46.2-874		N	N	N	N	R
W06200	092023	VA0300200	402 COLPEPER ST	030 T	D	W	N	N	72	M	Y	S	46.2-1158		N	N	N	N	R
W06201	092023	VA0300200	EAST LEE ST/FALMOUTH ST	030 T	D	W	N	N	35	F	Y	S	46.2-1158		N	N	N	N	V
W06202	092023	VA0300200	FOXGROFT RD/FAUQUIER RD	030 T	D	W	N	N	37	M	Y	S	46.2-878.2		N	N	N	N	V
W06203	092023	VA0300200	FOXGROFT RD/FAUQUIER RD	030 T	D	W	N	N	21	M	Y	S	46.2-1158		N	N	N	N	V
W06204	092023	VA0300200	244 WATERLOO ST	030 T	D	W	N	N	60	F	Y	S	46.2-830		N	N	N	N	V
W06205	092023	VA0300200	WATERLOO ST/BROADVIEW AVE	030 T	D	W	N	N	52	M	Y	W	46.2-646		N	N	N	N	V
W06206	092023	VA0300200	11 WINCHESTER ST	030 T	D	W	N	N	77	F	Y	W	46.2-874		N	N	N	N	R

Record ID	Date	Agency ORI	Location	Jurisdiction Code	Reason for Stop	Person Type	Race	Ethnicity	Age	Gender	English Speaking	Action Taken	Specific Violation	Virginia Crime Code (Optional)	Person Searched	Vehicle Searched	Physical Force by Officer	Physical Force by Subject	Residency
W08866	092023	VA0300200	148 WINCHESTER ST		030 T	D	W	N	54	F	Y	W	46.2-874		N	N	N	N	V
W08617	092023	VA0300200	375 HIDDEN CREEK LANE		030 T	D	W	N	19	F	Y	W	46.2-830		N	N	N	N	R
565081	092123	VA0300200	EAST LEE ST/OLIVER CITY RD		030 T	D	B	N	57	M	Y	S	46.2-875		N	N	N	N	V
565082	092123	VA0300200	US 17 SPUR/HASTINGS LANE		030 T	D	B	N	38	F	Y	S	46.2-870		N	N	N	N	O
W08867	092123	VA0300200	WALKER DR/CANNON WAY		030 T	D	W	N	81	M	Y	W	46.2-821		N	N	N	N	V
W08581	092123	VA0300200	50-BLK WALKER DR		030 T	D	W	H	30	M	Y	W	46.2-826		N	N	N	N	O
W08619	092123	VA0300200	510 FROST AVE		030 T	D	W	N	57	M	Y	W	46.2-830		N	N	N	N	R
W08583	092123	VA0300200	500-BLK FROST AVE		030 T	D	W	H	46	F	Y	W	46.2-826		N	Y	N	N	V
565104	092123	VA0300200	50-BLK WALKER DR		030 T	D	W	N	31	M	Y	W	46.2-1013		N	N	N	N	R
565104	090523	VA0300200	FROST AVE/VAN ROUEN ST		030 T	D	W	H	16	M	N	S	46.2-300		N	N	N	N	R
52023000340	092223	VA0300200	47 WEST SHIRLEY AVE		030 T	D	W	N	60	F	Y	S	46.2-1158		N	N	N	N	V
52023000341	092223	VA0300200	54 EAST SHIRLEY AVE/LEIGION DR		030 T	D	W	N	52	M	Y	S	46.2-1158		N	N	N	N	V
W086167	092223	VA0300200	WEST SHIRLEY AVE/KEITH ST		030 T	D	W	N	59	M	Y	W	46.2-646		N	N	N	N	V
W05076	092223	VA0300200	WALKER DR/BELLE AIR LN		030 T	D	W	N	25	M	Y	W	46.2-821		N	N	N	N	V
W07871	092323	VA0300200	171 WEST LEE HWY		030 T	D	W	N	44	M	Y	W	46.2-715		N	N	N	N	V
W05078	092323	VA0300200	78 BLK EAST LEE HWY		030 T	D	W	N	46	M	Y	W	46.2-861		N	N	N	N	V
W05079	092423	VA0300200	242 BROADVIEW AVE		030 T	D	W	N	35	F	Y	W	46.2-830		N	N	N	N	V
W05081	092423	VA0300200	272 BROADVIEW AVE		030 T	D	W	N	80	F	Y	W	46.2-830		N	N	N	N	V
564148	092523	VA0300200	FROST AVE/VAN ROUEN ST		030 T	D	W	N	34	M	Y	S	46.2-833		N	N	N	N	V
W08868	092523	VA0300200	332 WINCHESTER ST		030 T	D	B	N	34	M	Y	W	46.2-830		N	N	N	N	R
W08869	092523	VA0300200	559 FROST AVE		030 T	D	W	N	73	M	Y	W	46.2-833		N	N	N	N	V
W05079	092423	VA0300200	238 BROADVIEW AVE		030 T	D	W	N	17	M	Y	W	46.2-830		N	N	N	N	V
W05082	092423	VA0300200	100-BLK HOLIDAY CT		030 T	D	W	N	68	M	Y	W	46.2-821		N	N	N	N	O
W08870	092623	VA0300200	WALKER DR/CANNON WAY		030 T	D	W	H	29	F	Y	W	46.2-830		N	N	N	N	V
565105	091823	VA0300200	500-BLK BROADVIEW AVE		030 T	D	W	N	56	M	Y	S	46.2-875		N	N	N	N	O
W07872	092423	VA0300200	SOUTH 4TH ST/MAIN ST		030 T	D	W	N	16	M	Y	W	46.2-874		N	N	N	N	V
W08369	092623	VA0300200	GARRET ST/SHIRLEY AVE		030 T	D	W	N	33	M	Y	W	46.2-1158		N	N	N	N	V
W08370	092723	VA0300200	FOX CROFT RD/SOLGROVE RD		030 T	D	W	N	34	M	Y	W	46.2-878.2		N	N	N	N	V
52023000343	092723	VA0300200	48 PIEMONT ST		030 T	D	W	H	48	F	Y	S	46.2-878.2		N	N	N	N	V
W08535	092723	VA0300200	41 WEST LEE HWY		030 T	D	W	N	41	F	Y	W	46.2-646		N	N	N	N	V
W08371	092723	VA0300200	251 WEST LEE HWY		030 T	D	W	N	36	M	Y	W	46.2-1158		N	N	N	N	V
W08536	092723	VA0300200	WATERLOO ST/PELHAM ST		030 T	D	W	N	18	F	Y	W	46.2-804		N	N	N	N	V
W07873	092723	VA0300200	WEST LEE HWY/ROEBLING ST		030 T	D	B	N	20	M	Y	W	46.2-833		N	N	N	N	R
W06552	092723	VA0300200	73 WET LEE HWY		030 T	D	W	N	60	F	Y	W	46.2-878		N	N	N	N	V
W07810	092723	VA0300200	672-BLK SPUR 10 US 17		030 T	D	B	N	25	M	Y	W	46.2-853		N	N	N	N	V
W06553	092723	VA0300200	309 WEST LEE HWY		030 T	D	B	N	62	M	Y	W	46.2-875		N	N	N	N	V
564063	092823	VA0300200	500-BLK BROADVIEW AVE		030 T	D	W	H	27	M	Y	S	46.2-862		N	N	N	N	V
52023000344	092823	VA0300200	300 WALKER DR		030 T	D	W	H	18	F	N	S	46.2-300		N	N	N	N	R
564609	092823	VA0300200	BLACKWELL RD/LEE HWY		030 T	D	W	H	25	M	N	S	46.2-613		N	N	N	N	V
W06554	092823	VA0300200	111 WEST LEE HWY		030 T	D	W	N	18	M	Y	W	46.2-878		N	N	N	N	V
W05083	092823	VA0300200	100-BLK HOLIDAY CT		030 T	D	B	N	62	F	Y	W	46.2-821		N	N	N	N	R
W05084	092823	VA0300200	300-BLK WALKER DR		030 T	D	W	H	18	F	N	W	46.2-821		N	N	N	N	R
W06537	092823	VA0300200	400-BLK OAK SPRINGS DR		030 T	D	W	N	63	M	Y	W	46.2-875		N	N	N	N	V
W08538	092823	VA0300200	294 WEST LEE HWY		030 T	D	W	N	68	M	Y	W	46.2-646		N	N	N	N	V
W08539	092823	VA0300200	COLONEL DR/WALKER DR		030 T	D	W	N	17	F	Y	W	46.2-874		N	N	N	N	R
W06555	092823	VA0300200	309 WEST LEE HWY		030 T	D	W	N	43	M	Y	W	46.2-875		N	N	N	N	V
W06556	092823	VA0300200	BLACKWELL RD		030 T	D	W	N	19	F	Y	W	46.2-878		N	N	N	N	V
564149	093023	VA0300200	MAIN ST/CLAY ST		030 T	D	W	N	17	M	Y	S	46.2-825		N	N	N	N	V

Quarterly Report

Community Development

Department



Town Council Meeting Date: November 14, 2023

2023: July, August, September

Please accept this as the quarterly report for the Community Development department

Department introduction

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

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

Over the third three (3) months of 2023, the department processed 36 business license applications, 5 sign permits, 9 zoning permits, 13 land development reviews, pre-application meeting requests, 127 building permit reviews and associated inspections, processing of legislative applications (Special Use Permits, Certificates of Appropriateness). The department continues to process perform zoning and property maintenance enforcement, grants, and administer transportation projects. The building inspector, fire inspector and Director handle off-hour emergencies, special event inspections when food vendors and/or amusement devices are anticipated, property maintenance issues and zoning enforcement as needed.

Commendable Achievements:

- FEMA Emergency Management Institute: IS-200-C, IS-200-C, IS-700.B, IS-800.D Certifications
- AARP Economic Development and Housing Workshop

Project Progress:

- Historic District Survey Phase 2: Hired consultant team, held public workshop, completed field survey work, draft surveys and nomination under review.
- Septic Remediation Committee: Committee meeting, submission of SLPP ARPA grant to DEQ
- VDOT Shirley Avenue Pipeline Study: Field visit with consultant team, project meetings
- Arts in Public Places: Monthly meetings, committee strategic next steps

Data:

Town Council:

- Work Sessions: Septic Remediation, Transportation Planning, 33 N. Calhoun
- Public Hearings: SUP 2023-01 St Johns

Planning Commission:

Work Sessions: 2 Zoning Text Amendment I District; 1 SUP Wal-Mart

Architectural Review Board:

Work Sessions: Mural, ADU

COA Applications: 3 signage, 2 doors, 1 ADA ramp, 1 telecommunications equipment, 1 art installation, 1 dumpster, 1 roof

Certificates of Appropriateness:

Administrative Applications: 4 signage, 3 in-kind utility repair and replacement, 5 in-kind exterior maintenance, 2 in-kind roofs

Legislative/Site Plan Review

- SDP Amazon
- SDP Chick Fil A
- SDP Waterloo Junction
- SDP Oak View Bank
- SUP 2022-03 Warrenton Village
- SUP 2023-01 St. Johns
- SUP 2023-02 Walmart
- SUP 2023-03 E. Lee Street ADU
- SUP 2023-04 Taylor Middle School

Pre-Application Meetings:

- Blackwell Road Housing
- Baptist Church Housing Development
- Taylor Middle School

- Habitat for Humanity

Zoning Applications/Permits:

- 36 Business Licenses
- 5 Sign Permits
- 2 New Zoning Enforcement cases
- 9 Zoning Permits
- 12 Zoning Inspections
- 1 Zoning Determination Letter
 - 62 Warrenton Blvd
- 13 Land Development Projects
 - Country Chevrolet Site Plan Amendment Reviewed
 - O'Reilly Auto Parts As-Built Reviewed/Approved
 - O'Reilly Auto Parts Bond Reduction Reviewed
 - Strickland Brothers Oil Change As-built Reviewed
 - Oak View Bank Site Plan Reviewed
 - Valvoline Site Plan Reviewed/Approved
 - Michael's Warrenton Village Center Reviewed/Approved
 - Waterloo Junction Site Plan Reviewed
 - Amazon Data Center Site Plan Reviewed
 - Winchester Chase Bond Reduction Request
 - 165 Green Street Bond Reduction Reviewed
 - Washington/Green Street Bond Reduction Approved
 - Fauquier Medical Office Building As-Built Reviewed
- 2 Pre-Application/Speculative Project Meetings
 - Brookshire Drive- Proposed 37 Lot Cluster Development
 - 291 Waterloo Street - Proposed Accessory Dwelling Unit
- 3 Post- Comment Review Meetings
 - Fauquier Medical Office Building
 - O'Reilly Auto Parts
 - Rappahannock Rapidan Community Services
- 5 Public Meeting Items
 - Board of Zoning Appeals
 - Variance request for 6' fence within the front setback- applicant withdrew request
 - Planning Commission
 - Zoning Ordinance Text Amendment regarding Assembly uses in the Industrial District
 - Zoning Ordinance Text Amendment to reduce the setback requirement for telecommunication towers in the PSP Zoning District
 - Town Council
 - Petition to terminate a restrictive covenant relating to the Waterloo Junction project
 - Town Council update on Zoning Ordinance revisions

- 9 Special Projects
 - Zoning and Public Works Staff met with applicant on site at 320 Culpeper Street to discuss their project proposal
 - Review of Special Use Permits
 - FOIA Requests
 - Zoning staff attended two virtual VAZO check-ins with other Zoning staff from other localities in Virginia
 - Zoning staff attended Floodplain Ordinances training through DCR
 - Zoning Official attended OpenGov software workshop for new permitting software features launched by provider
 - Zoning staff met on site with two different property owners to discuss screening options for commercial refuse
 - Met with Wally Smith regarding proposal for transitional housing opportunities
 - Zoning staff met with the Town Clerk to update formatting for staff reports, meeting minutes, and agendas for Boards/Commissions

Building Applications/Permits:

- Issued 115 Building Permits
- 84 Final Inspections
- 49 Fire Inspections
- 36 New Enforcement Cases Created

Administrative:

- Warrenton Arts Commission Meetings
- Special Events Meetings
- FOIA's

Quarterly Report

Public Works & Utilities



Town Council Meeting Date:

2023: July, Aug., Sept.

Please accept this as the quarterly report for the department

Department introduction:

The Public Works & Utility Departments maintain the Town streets, sidewalks, cemetery, and grounds. We also maintain the water meters, and water/sewer lines. This also includes Refuse and Recycling and special pickups. These items are maintained 24/7/365. We have to respond to inclement weather conditions, reports of broken water lines/no water, and backed-up sewers.

Commendable Achievements:

Numerous employees are continuing their education in various training in FEMA, and VDOT. Chris Willer and Paul Ashby received the Richard R. Wines Awards for outstanding service.

Project Progress:

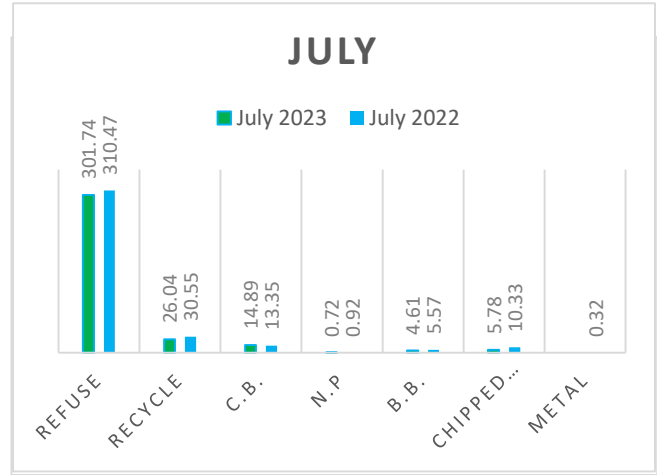
- The Winchester Street and the subdivisions paving project are complete. This includes the ADA sidewalks and curb/gutter upgrades as well.
- 2023 Annual Stormwater Poster Contest winners awarded: The ceremony was held on July 18th, 2023. The Mayor and the Town Manager presented a certificate, a letter of recognition to the winners, and swag bags to the winners. The posters are displayed on banners and media throughout the Town and the County.



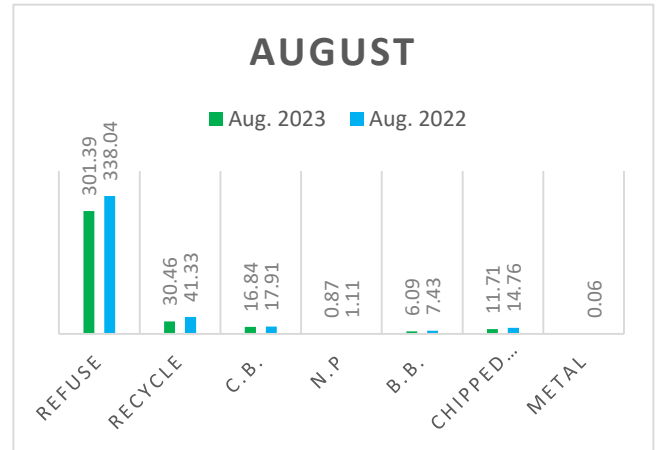
Charts and information:

**Refuse and Recycling tonnages for the 3rd.
Quarter of 2023**

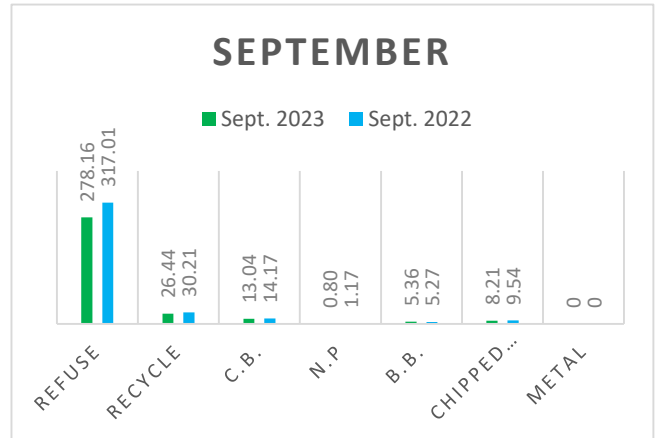
<u>July</u>	<u>2023</u>	<u>2022</u>
Refuse	301.74	310.47
Recycle	26.04	30.55
Cardboard.	14.89	13.35
Newspaper	0.72	0.92
Blue Bins	4.61	5.57
Chipped		10.33
Brush	5.78	
Metal		0.32



<u>August</u>	<u>2023</u>	<u>2022</u>
Refuse	301.39	338.04
Recycle	30.46	41.33
Cardboard	16.84	17.91
Newspaper	0.87	1.11
Blue Bins	6.09	7.43
Chipped	11.71	
Brush		14.76
Metal		0.06



<u>September</u>	<u>2023</u>	<u>2022</u>
Refuse	278.16	317.01
Recycle	26.44	30.21
Cardboard	13.04	14.17
Newspaper	0.80	1.17
Blue Bins	5.36	5.27
Chipped		8.21
Brush	8.21	9.54
Metal		0



Metal 0 0

Data:

Public Utilities:

- 9 Responding to customer complaints/issues.
- 0 New service lines installed.
- 1 Main lines repaired.

Meter Dept:

- 0 Meter installed. 20 Meters replaced. 79 Read & Transfer.
- 6 Water connections issued.
- 58 Water cut-ons/offers. 42 Non Payment 16 Repairs/Non-Use.
- 20 Meter registers replaced.
- 14 Meter Boxes/Lids Repaired/Uncovered.

Misc. Taps Committed to Out of Town from the Town/County master water & sewer agreement:

Water Approved: 217 Purchased: 139 Available: 78

Sewer Approved: 250 Purchased: 111.5 Available: 138.5

Water Treatment Plant:

	July	Aug.	Sept.
Total gallons pumped (All Sources):	<u>36,161,169</u>	<u>36,247,369</u>	<u>37,287,384</u>
Average gallons per day:	<u>1,166,489</u>	<u>1,169,270</u>	<u>1,202,819</u>
Total gals. pumped same month last year:	<u>33,324,161</u>	<u>37,139,464</u>	<u>34,325,042</u>
Average gallons per day:	<u>1,074,973</u>	<u>1,198,074</u>	<u>1,107,259</u>

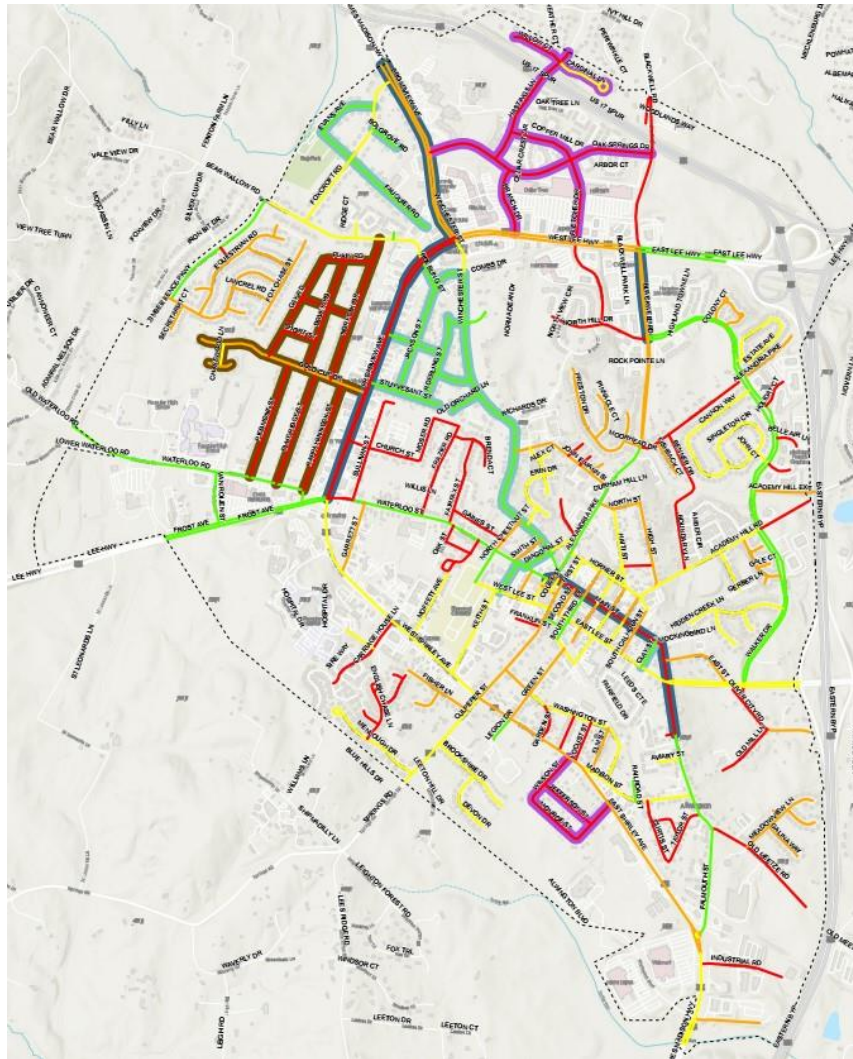
Wastewater Treatment Plant:

	July	Aug.	Sept.
Total gals. flow through the sewage plant:	<u>40,900,000</u>	<u>40,860,000</u>	<u>41,660,000</u>
Average gallons per day:	<u>1,319,355</u>	<u>1,318,065</u>	<u>1,343,871</u>
Total gals. flow during the same month last year:	<u>49,540,000</u>	<u>44,620,000</u>	<u>42,650,000</u>
Average gallons per day:	<u>1,598,065</u>	<u>1,439,355</u>	<u>1,375,806</u>
Total inches rainfall:	<u>3.30</u>	<u>2.12</u>	<u>7.22</u>



The Town of Warrenton
P.O. Box 341
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P (540) 347-1101
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October 2023 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

- **SGR targets for October 2023 application**
 - Main Street- from Courthouse Square to Falmouth Street
 - Falmouth Street- from Main Street to Falmouth Court
 - Broadview Avenue- from Roebling Street to Town Limit
 - Received \$911,778.00 of SGR Funds for FY-23

Pavement Overlay and Sidewalk Replacement Plan

- **FY-24 Pavement Overlay Schedule**
 - Bid process started May 8, 2023
 - Awarded July 2023
 - Collector Routes
 - Winchester Street
 - Pelham Street
 - Clay Street
 - Diagonal Street
 - Jackson Street
 - Forbes Court
 - Stuyvesant Street
 - Chappell Street
 - Roebling Street
 - North Court
 - Fauquier Road
 - Evans Avenue
 - Fix broken curbs and sidewalks on proposed routes
 - Estimate 35% to 40% replacement
 - Sidewalk Repairs- completed
 - Asphalt placement- completed

➤ **FY-25 Pavement Overlay Schedule**

- Award PO July 2024
- Collector Routes
 - Branch Drive
 - Fletcher Drive
 - Oak Springs Drive
 - Hastings Lane
 - Willow Court
 - Rappahannock Street
- Fix broken curbs and sidewalks on proposed routes
 - Estimate 35% to 40% replacement
- Sidewalk Repairs- August 2024
- Asphalt placement- TBD
- Estimated Funding Request- \$850,000.00

➤ **FY-26 Pavement Overlay Schedule**

- Award PO July 2024
- Collector Routes
 - Blue Ridge Street
 - Piedmont Street
 - Norfolk Drive
 - Dover Road
 - Gold Cup Drive
 - Short Street
 - Beacon Road
- Fix broken curbs and sidewalks on proposed routes
 - Estimate 35% to 40% replacement
- Sidewalk Repairs- August 2025
- Asphalt placement- TBD
- Estimated Funding Request- \$700,000.00

➤ **Pavement Evaluation**

- Create a 5-year and 10-year pavement plan
- Forecast future funding demands

➤ **Current Pavement Conditions**

- Town invested \$1,455,370.25 in Collector and Arterial Streets for FY-23 & FY-24
- 13.4% of Arterial lane miles moved from poor to good condition
- 18.0% of Arterial lane miles remains in poor condition
- 17.2% of Collector lane miles moved from poor to good condition
- 36.0% of Collector lane miles remains in poor condition

Sidewalk Construction

- **Fauquier Road**
 - Started Preliminary Engineering on September 28, 2023
 - Survey work completed by end of October 2023
 - Concept Plan completed by February 2024
 - 30% Design completed by July 2024
 - Submit for VDOT funding in FY-25

- **Academy Hill Road**
 - Meeting with VDOT for best approach for application funding source in November 2023

- **Washington Street**
 - Update existing plans
 - Start construction by Fall 2024

- **Future Sidewalks in planning stage**
 - Gay Road
 - Foxcroft Road

Transportation & Safety Improvements

- **Courthouse Square**
 - November 2023- Studies will begin on best approach to improve the safety of the existing intersection
 - Coordination meeting among staff is in progress
 - Working with FCPS and Fauquier County Emergency Services

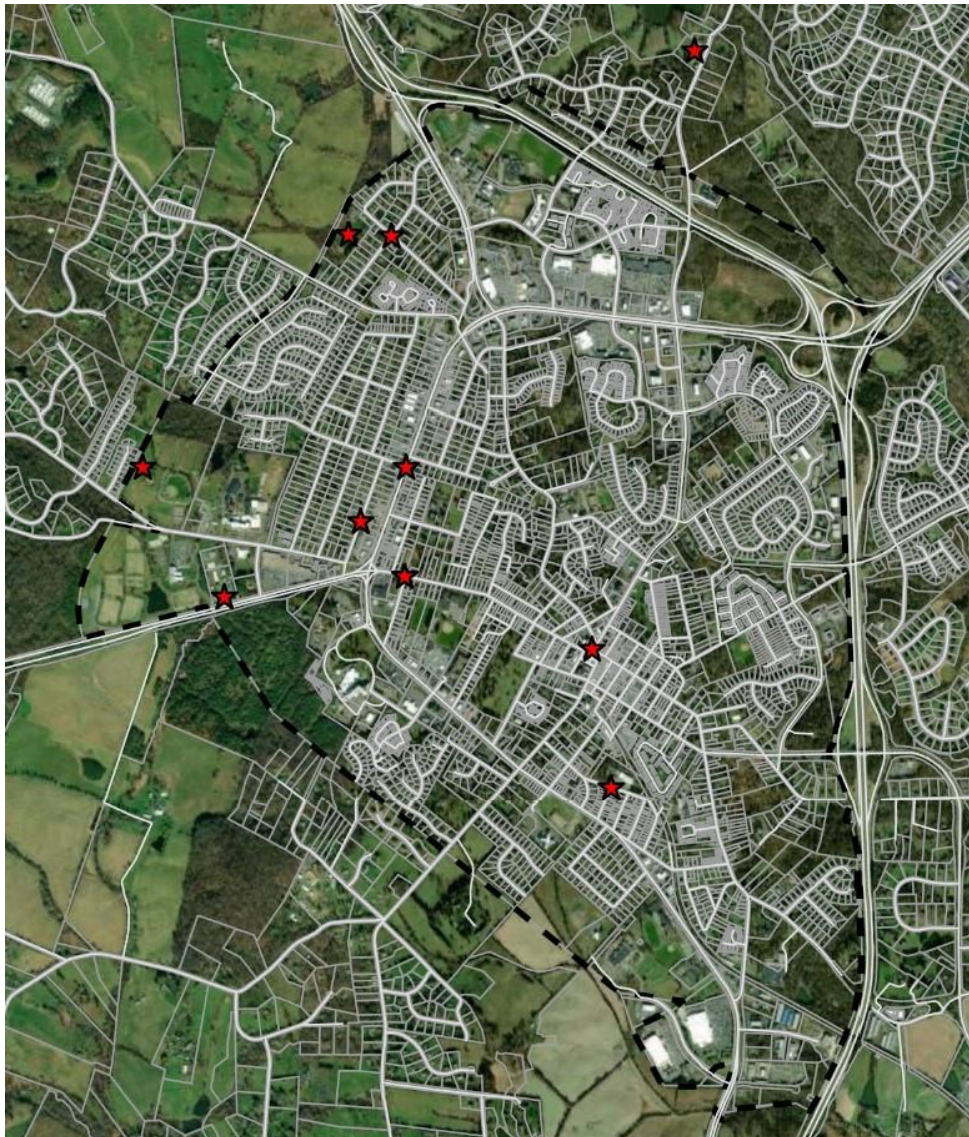
- **Waterloo Street**
 - Multi-phase approach is in effect.
 - Speed trailers have been deployed.
 - Future traffic calming measures
 - Install mobile speed detection signs.
 - Install a speed table between Garrett Street and Middle School
 - Install a Chicane hardscaping between Sullivan Street and Garret Street



Item e.

The Town of Warrenton
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October 2023 CIP Report Capital Improvement Projects

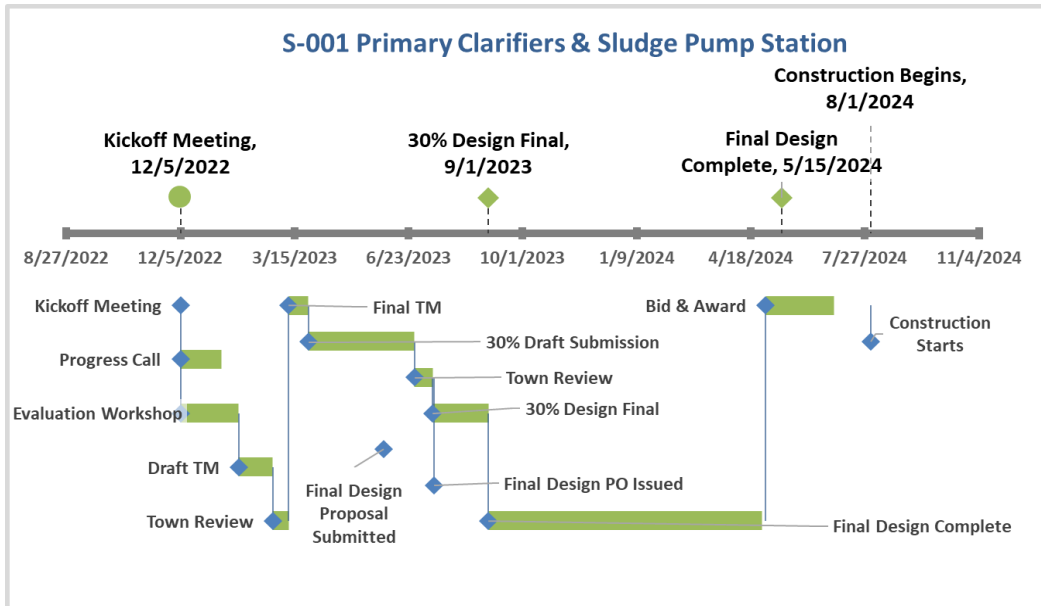


Project Name: S-001 Primary Clarifiers & Sludge Pump Station

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

Project Status Update: 30% design is complete and started working on final design

PROJECT SCHEDULE			
Phase (Task)	Start	Finish	% Complete
PE Design	December 5, 2022	September 1, 2023	100%
Final Design	September 5, 2023	May 15, 2024	0%
Project Bid	May 1, 2024	August 1, 2024	0%
Construction	August 1, 2024	September 1, 2026	0%
PROJECT BUDGET		PROJECT FUNDING SOURCE	
Design	\$ 474,682.00	Debt	\$ 2,274,682.00
Construction	\$ 6,950,000.00	Federal	\$ 4,500,000.00
		W&S Fund	\$ 650,000.00

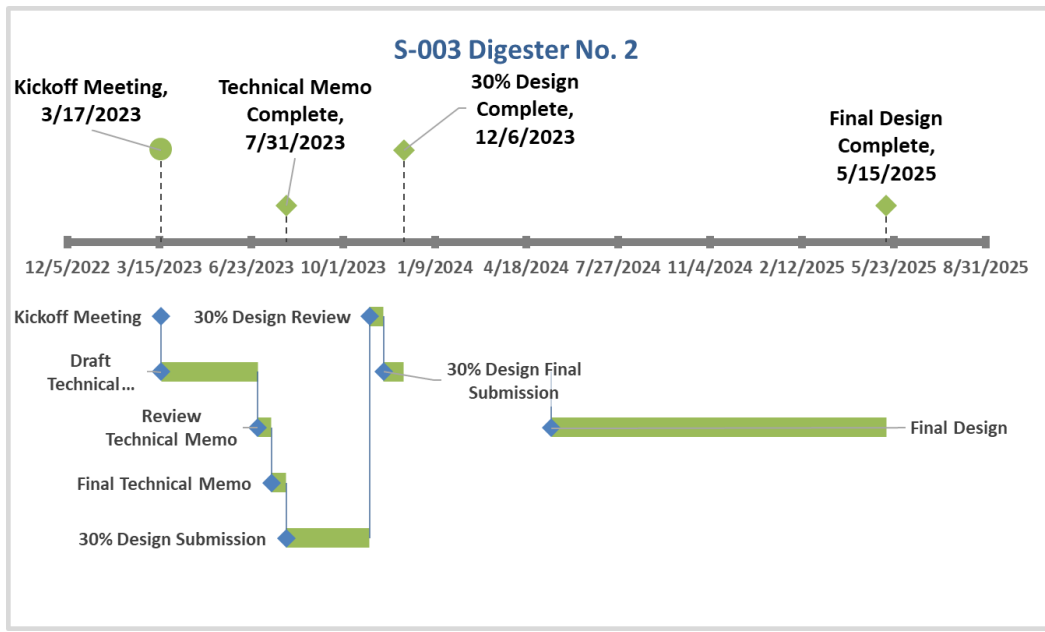


Project Name: S-003 Digester No. 2

Project Objective: A new digester to breakdown wastewater biosolids

Project Status Update: The designer is working on a technical memorandum.

PROJECT SCHEDULE			
Phase (Task)	Start	Finish	% Complete
PE Design	March 17, 2023	December 6, 2023	50%
Final Design	May 1, 2024	May 2025	0%
Project Bid			0%
Construction			0%
PROJECT BUDGET		PROJECT FUNDING SOURCE	
Design	\$ 642,433.00	Debt	\$ 6,063,750.00
Construction	\$ 6,063,750.00	W&S Fund	\$ 642,433.00



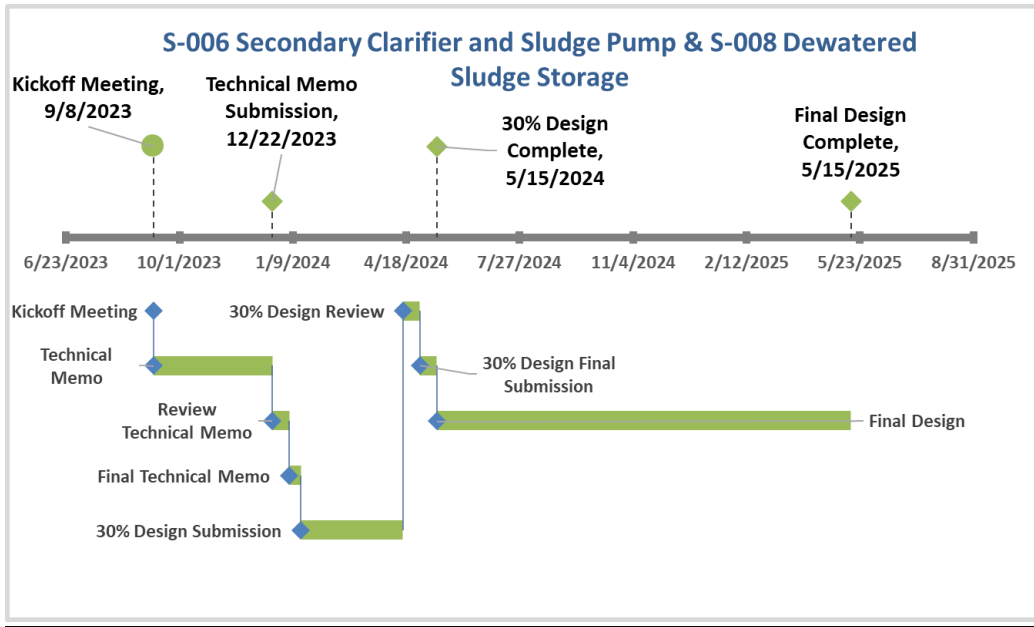
Project Name: S-006 Secondary Clarifier and Sludge Pump & S-008- Dewatered Sludge Storage

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 evaluation stage.

PROJECT SCHEDULE			
Phase (Task)	Start	Finish	% Complete
PE Design	March 17, 2023	December 6, 2023	5%
Final Design	May 1, 2024	May 2025	0%
Project Bid			0%
Construction			0%

PROJECT BUDGET		PROJECT FUNDING SOURCE	
Design	\$ 642,433.00	Debt	\$ 6,063,750.00
Construction	\$ 6,063,750.00	W&S Fund	\$ 642,433.00

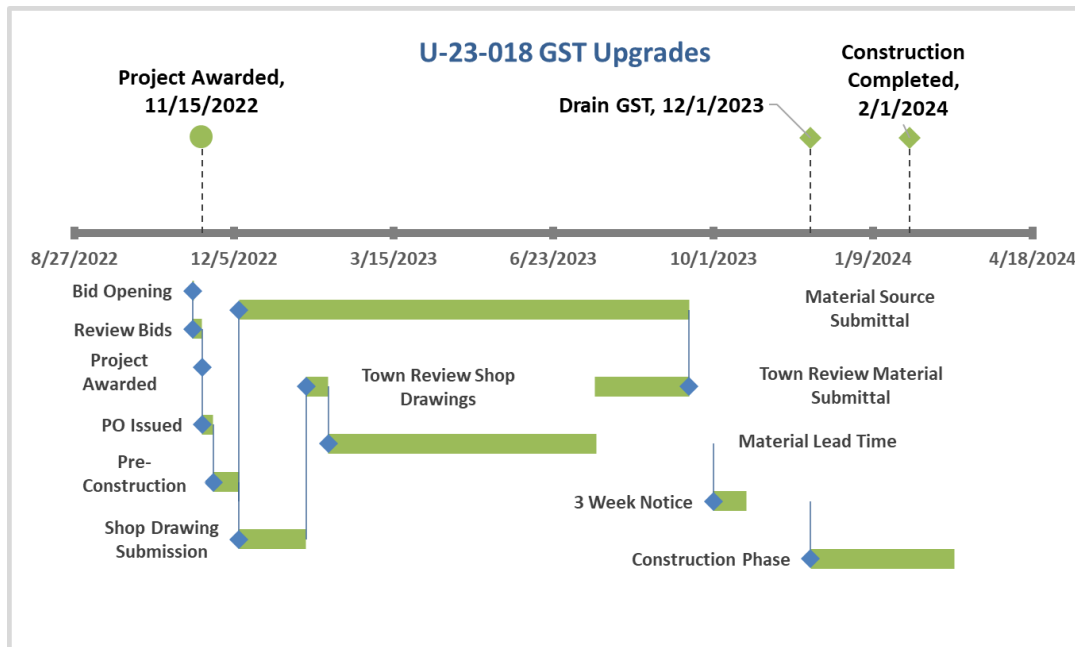


Project Name: U-23-018 GST Upgrades

Project Objective: Upgrade the existing Gravity Sludge Thickener.

Project Status Update: The project is delayed due to Winchester Plant not accepting any sludge. Expect to start work by December 2023

PROJECT SCHEDULE			
Phase (Task)	Start	Finish	% Complete
Project Award		November 15, 2022	100%
Construction	December 2023	February 2024	0%
PROJECT BUDGET		PROJECT FUNDING SOURCE	
Design		Debt	
Construction	\$ 546,844.00	W&S Fund	\$ 600,000.00

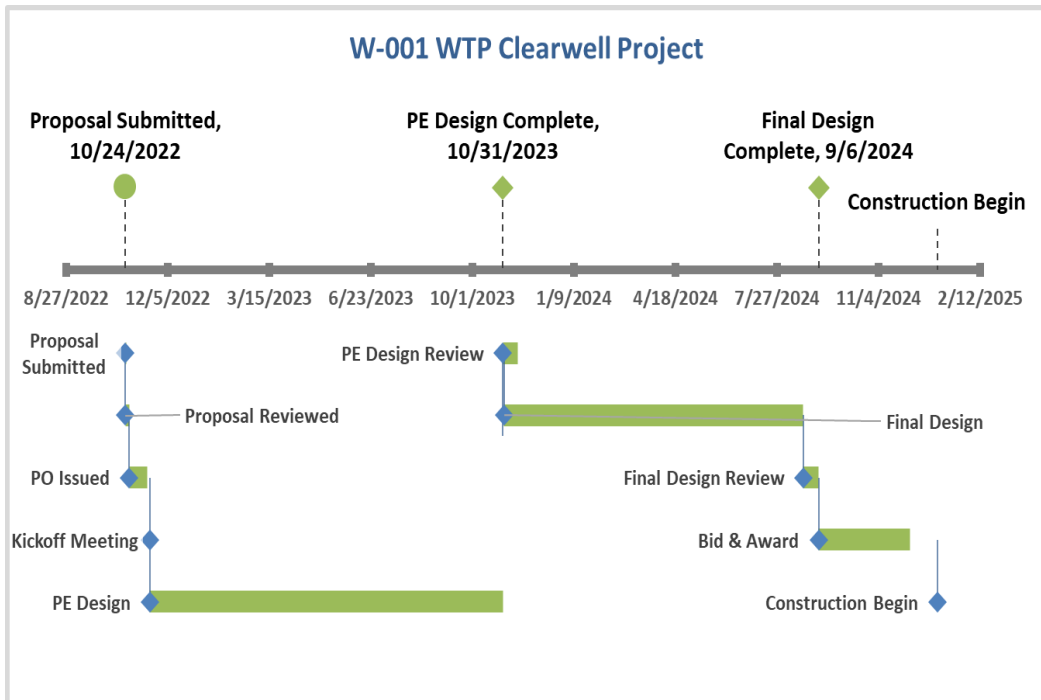


Project Name: W-001 WTP Clearwell Project

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 a technical memorandum and 30% design.

PROJECT SCHEDULE			
Phase (Task)	Start	Finish	% Complete
PE Design	October 24, 2022	October 31, 2023	80%
Final Design	November 1, 2023	September 6, 2024	0%
Project Bid	September 6, 2024	December 5, 2024	0%
Construction	January 1, 2025		0%
PROJECT BUDGET		PROJECT FUNDING SOURCE	
Design	\$ 595,000.00	Debt	\$ 5,775,000.00
Construction	\$ 6,609,000.00	W&S Fund	\$ 1,429,000.00



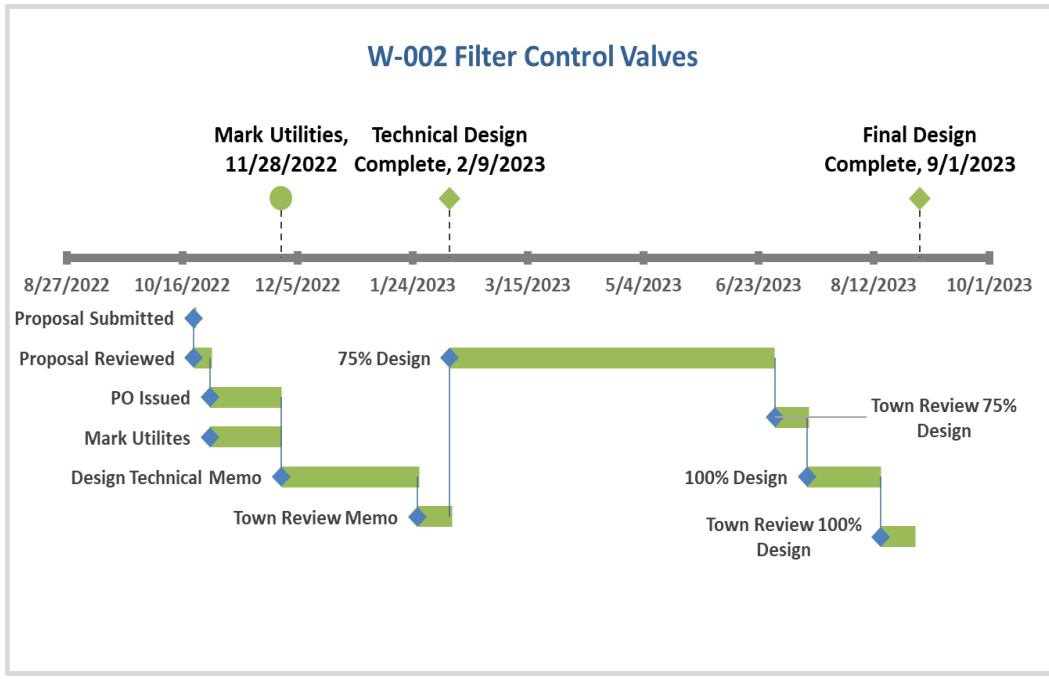
Project Name: W-002 Filter Control Valves

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

Project Status Update: The project is in the bid process at this moment, anticipated award mid-December 2023.

PROJECT SCHEDULE			
Phase (Task)	Start	Finish	% Complete
Design	November 17, 2022	September 1, 2023	100%
Project Bid	September 1, 2023	November 1, 2023	0%
Construction	December 2024	February 2025	0%

PROJECT BUDGET		PROJECT FUNDING SOURCE	
Design	\$ 97,763.00	Debt	\$ 750,000.00
Construction	\$ 1,000,000.00	W&S Fund	\$ 250,000.00



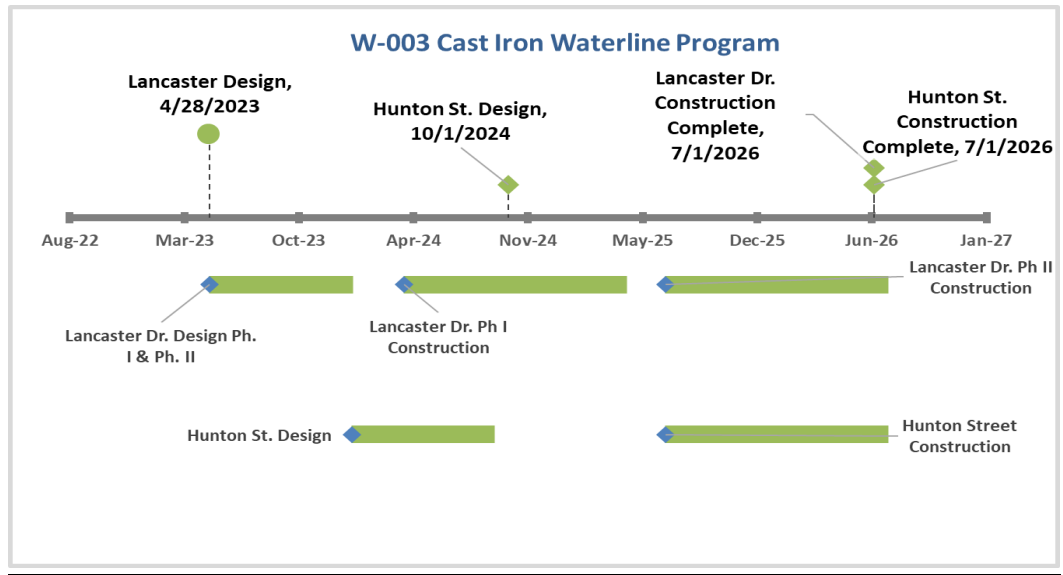
Project Name: W-003 Cast Iron Waterline Program

Project Objective: Replacement of problematic sections of the waterline system.

Project Status Update: This designer submitted geotechnical report for review and working on 50% plans for Lancaster Drive.

PROJECT SCHEDULE			
Phase (Task)	Start	Finish	% Complete
Lancaster Dr. Design PH I & PH II	April 28, 2023	December 31, 2023	45%
Lancaster Dr. PH I Construction	April 2024	April 2025	0%
Lancaster Dr. PH II Construction	July 2025	July 2026	0%
Hunton Street Design	January 2024	October 2024	0%
Hunton Street Construction	July 2025	45174	0%

PROJECT BUDGET		PROJECT FUNDING SOURCE	
Design	\$ 348,242.00	Debt	\$ -
Construction	\$ 2,522,403.00	W&S Fund	\$ 2,870,645.00

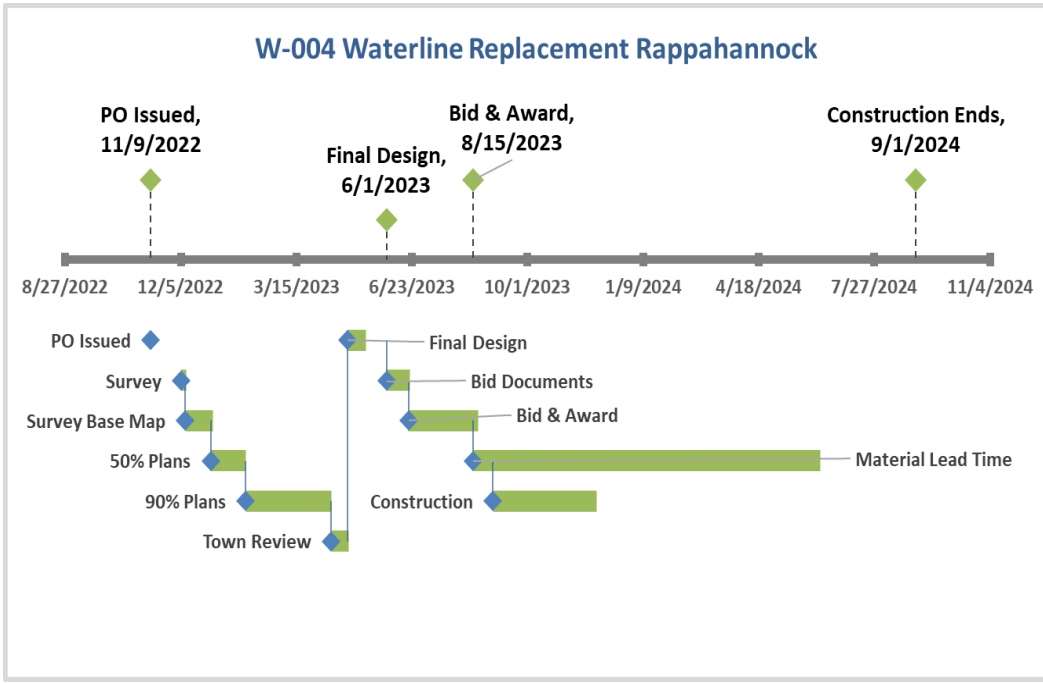


Project Name: W-004 Waterline Replacement Rappahannock

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

Project Status Update: Project has been awarded and construction expected to start in December 2023

PROJECT SCHEDULE			
Phase (Task)	Start	Finish	% Complete
Design	December 5, 2022	June 1, 2023	100%
Project Bid	June 15, 2023	August 1, 2023	100%
Construction	September 1, 2023	September 2024	0%
PROJECT BUDGET		PROJECT FUNDING SOURCE	
Design	\$ 40,000.00	Debt	\$ -
Construction	\$ 560,000.00	W&S Fund	\$ 600,000.00



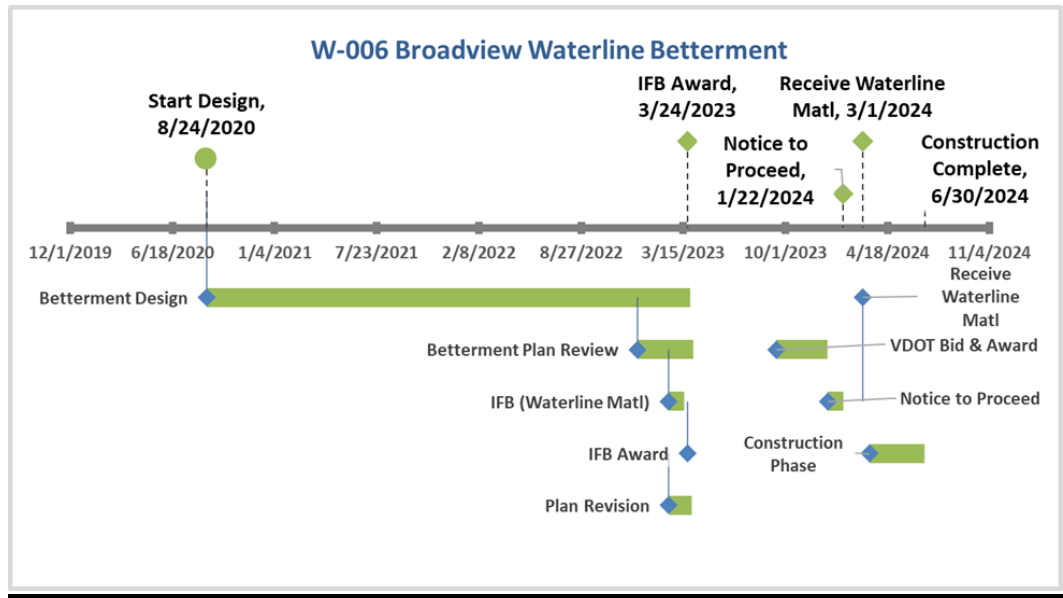
Project Name: W-006 Broadview Waterline Betterment

Project Objective: Improve the Water Distribution System for improved service to businesses and better fire protection.

Project Status Update: Project is in the bid process and let date is October 25, 2023. Contract awarded in January 2024 and construction expected to start by March 2024

PROJECT SCHEDULE			
Phase (Task)	Start	Finish	% Complete
Design	August 24, 2020	April 3, 2023	100%
Project Bid	July 3, 2023	October 25, 2023	50%
Construction	January 2024	June 30, 2024	0%

PROJECT BUDGET		PROJECT FUNDING SOURCE	
Design	\$ -	Debt	\$ -
Construction	\$ 872,812.00	W&S Fund	\$ 872,812.00



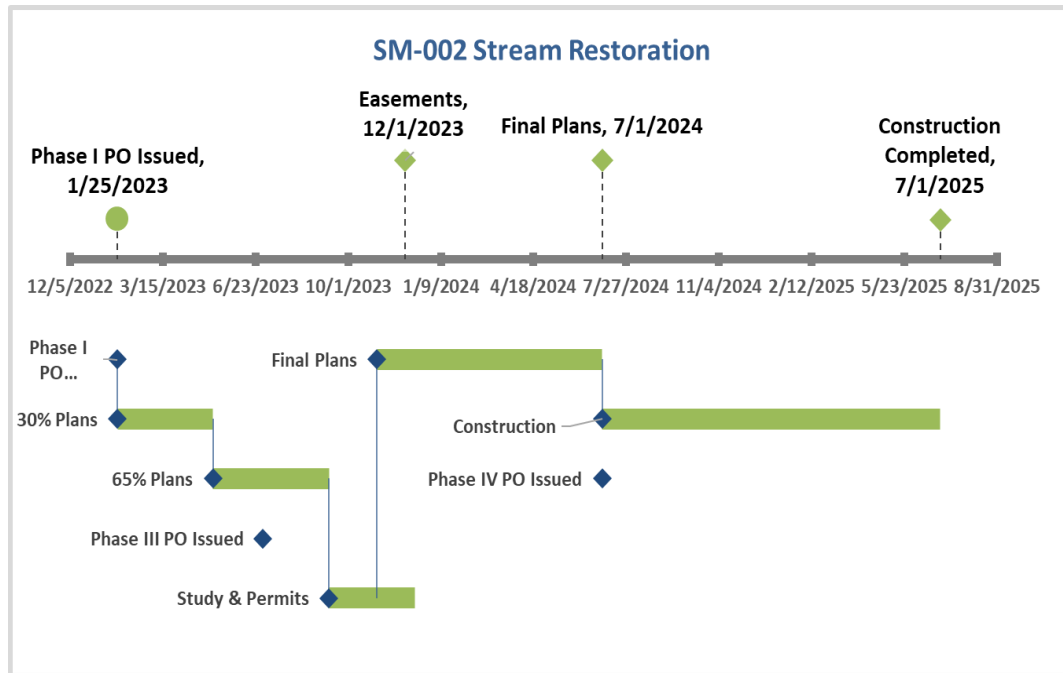
Project Name: SM-002 Stream Restoration (Hampton Inn)

Project Objective: Develop credits for stream bed improvements and credits for nutrient reductions.

Project Status Update: Town staff met with designer to develop timeframes and discuss progress in obtaining easements.

PROJECT SCHEDULE			
Phase (Task)	Start	Finish	% Complete
Easements	January 25, 2023	December 1, 2023	40%
Design	January 25, 2023	July 2024	30%
Construction	July 2024	July 2025	0%
Monitoring	July 2025	July 2029	0%

PROJECT BUDGET		PROJECT FUNDING SOURCE	
Design	\$ 424,684.00	Federal	\$ 991,094.00
Construction	\$ 1,421,684.00	SW Fund	\$ 991,094.00

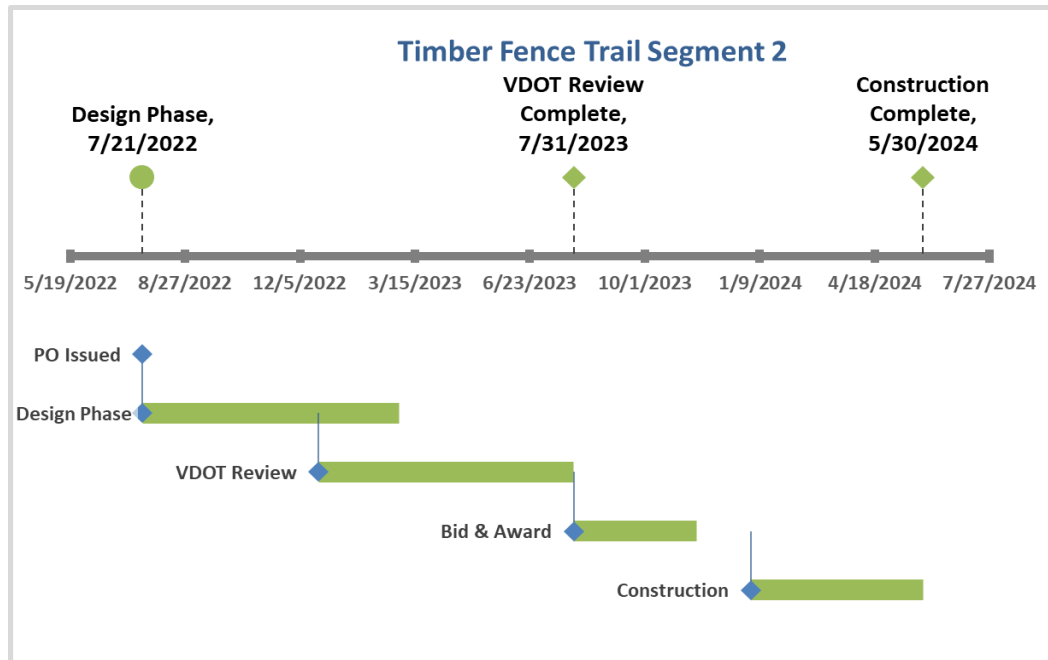


Project Name: Timber Fence Trail Segment 2

Project Objective: The Town will construct an asphalt trail to connect the Northwestern community to Fauquier High School and WARF.

Project Status Update: Waiting for VDOT to close scoping. CEI contract was awarded in September 2023

PROJECT SCHEDULE			
Phase (Task)	Start	Finish	% Complete
Design		July 31, 2023	100%
Project Bid	July 31, 2023	November 15, 2023	70%
Construction	January 2024	May 2024	0%
PROJECT BUDGET		PROJECT FUNDING SOURCE	
Design	\$ 65,000.00	General Fund	\$ 50,889.00
Construction	\$ 443,390.00	VDOT	\$ 407,112.00
		Other	\$ 50,889.00

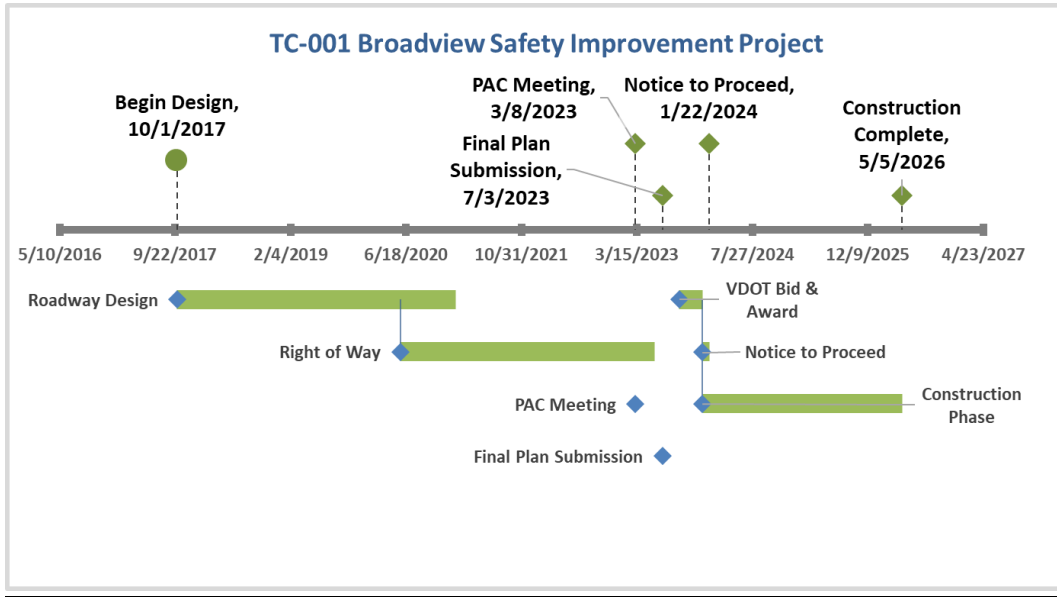


Project Name: TC-001 Broadview Safety Improvement

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

Project Status Update: Project is in the bid process and let date is October 25, 2023. Contract awarded in January 2024 and construction expected to start by March 2024

PROJECT SCHEDULE			
Phase (Task)	Start	Finish	% Complete
Design	October 1, 2017	July 3, 2023	100%
Project Bid	July 3, 2023	October 25, 2023	50%
Construction	January 2024	May 2026	0%
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		



Quarterly Report

Fleet and Facilities

Management Department



Town Council Meeting Date: November 14, 2023

2023: July, August, September

Please accept this as the quarterly report for the Department of Public Works & Utilities –
Facilities & Fleet Management Division

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.

Commendable Achievements: The Town of Warrenton was awarded the Green Fleet Rookie of the Year award by the NAFA Fleet Management Association on August 15, 2023. This award is given to organizations that have demonstrated a commitment to reducing their environmental impact by prioritizing innovative fleet sustainability initiatives. The Town of Warrenton also placed 45th out of 50 fleets in North America for the designation of 2023 Top 50 Green Fleets, which is a significant achievement for a first-time applicant.

The Town of Warrenton has implemented a number of green fleet initiatives, including:

- Converting its police fleet to hybrid vehicles
- Installing free electric vehicle charging stations at town facilities (Parking Lot)
- Implementing a fuel management program to reduce fuel consumption
- Investing in energy-efficient fleet vehicles
- Developing a sustainability plan for its fleet operations

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

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

- Biobased certified fleet professional program: This program teaches participants about the benefits of using biobased products in fleet operations. Biobased products are made from renewable resources, such as corn, soybeans, and algae. They can help fleets to reduce their environmental impact and save money on fuel costs.

- National traffic incident management: This program teaches participants how to safely and efficiently manage traffic incidents. This is important for fleet personnel, as they may be called upon to respond to traffic incidents in the course of their work.
- Procurement training: This training teaches participants about the procurement process and how to get the best value for the town's money. This is important for fleet & facilities personnel, as they are responsible for purchasing and maintaining the town's vehicles, equipment, and other high-value assets.
- OSHA supervisor training: This training teaches participants about their safety and health responsibilities as supervisors. This is important for all personnel, as they are responsible for the safety of their team members.

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

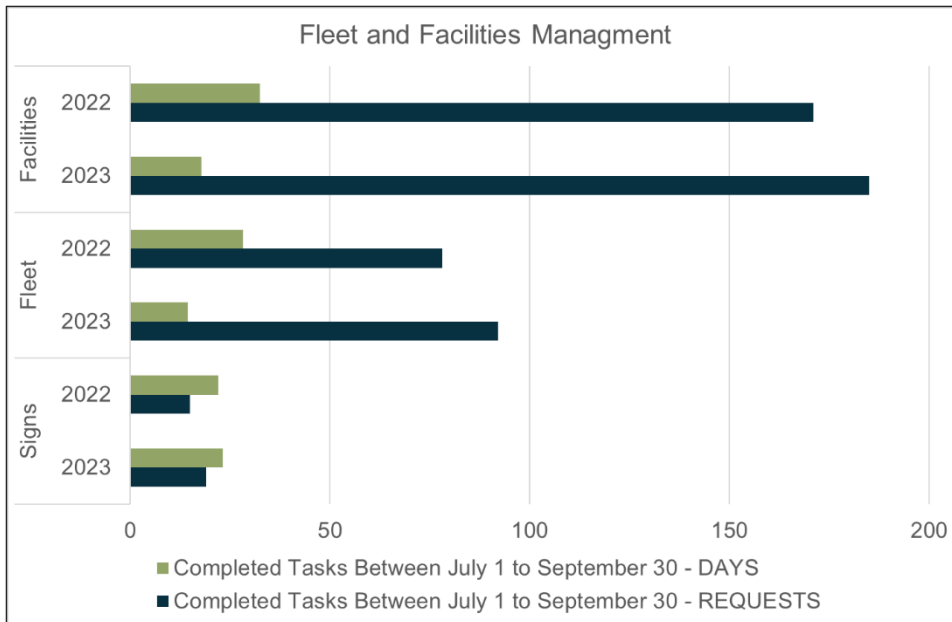
Project Progress:

- A. **Traffic Task Force (TTF)** – The Facilities & Fleet Manager has championed a new approach to transportation & traffic issues. The previous traffic coalition was disbanded, and this new team has begun to quickly make effective data-driven changes to the traffic issues around town.
- B. **Waterloo Street** – The team worked to study the traffic on lower Waterloo in relation to concerns from residents. This study period is on-going but has already resulted in many successful changes. The traffic task force implemented a test radar trailer which proved to slow traffic down significantly. The team has ordered and installed one of two permanent devices. These new radar signs provide visual warning light when drivers exceed the posted limit and also provide a “Thank You” message when the drivers are at or below the posted speed limit of 25 mph. Data reports from this sign are attached to this report.
- C. **Walker Drive** – The team worked to study the traffic issues on Walker Drive at Hidden Creek Lane. The residents were expressing concerns with the speed of traffic in relation to the entranceway of their neighborhood. The TTF studied the area and found that there were visual obstructions from trees and vegetation adjacent to the roadway. This was referred to and completed by the Land Management Team. The next step was to implement a visual display board with a message to motorists “*Slow Down, Speed Racer, This is a Neighborhood, Not a Racetrack*”. The message proved successful, and signs were ordered “Hidden Entrance in Curve”. These signs will be installed when received. The study will continue with traffic speed monitoring devices when available.
- D. **Town Hall Elevator** – Staff has identified one potential contractor and has also ended the previous maintenance agreement. The new proposal would include an elevated level of maintenance to assess the true condition of the elevator at town hall. The vendor has proposed solutions to maximize the life expectancy of the current elevator so that a complete and thorough modernization could occur at a later date.
- E. **Fleet Asset Replacements** – The CARP projects are well underway, with three of the police vehicles entering the fleet and a majority of the other departmental vehicles being put into active service.

- F. HVAC Replacement** – One system has been replaced at the police department in a secure server room. This system was outdated and continually needed repairs. The new system is now functioning as designed and staff has had no service calls for the server room. HVAC studies and projects continue at Town Hall, Police Dept, Water Plant, & Public Works.
- G. Traffic Light Updates** – The Culpeper Street Traffic Light has been updated to the current Video Traffic Detection and Traffic System Controller standards. The old hardware was out of service for approximately one month and the intersection operated on recall during this period. The team has ordered and will install new equipment at the Waterloo Intersection and Branch Drive Intersection in the next reporting cycle.
- H. 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 has ordered a mobile radar speed trailer with messaging capabilities to be used as part of the ongoing Waterloo & Courthouse Square projects. This unit will then travel throughout the town to study visual warning devices' effects on traffic behavior.
- I. Leaf Machine** – Our new leaf machine from FY23 was finished in September and was tested on the collection truck. The land management team is excited to have this new piece of equipment to assist them with their leaf collection efforts this season.

Charts and information:

FY23 COMPARISON TO FY24 WORK REQUESTS & CYCLE TIMES



This chart will show that the department continues to receive daily work requests that trend annually in a relative range. The team continues to reduce the amount of days (cycle times) that it takes to address a work request.

Data: See attachments

TOWN OF WARRENTON Sign Installation Locations

Item f.



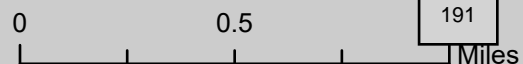
Legend

- - Town of Warrenton Boundary
- Roads
- ★ Sign Location - July 1 to September 30



November 1, 2023

Source: Town of Warrenton, *Meyer*



NAFA GREEN FLEET AWARDS™

EXPERIENCE



WARRENTON

- VIRGINIA -

EST. 1810



RANKED #45

2023

**Top 50 Green Fleets
45th Place
&
Rookie of the Year
Town of Warrenton, VA**

Johnny Switzer, FMP
Facilities & Fleet Manager
Department of Public Works & Utilities
Facilities & Fleet Management

Lyndie Paul
**Executive Assistant and
Communications Manager**
Office of the Town Manager

November 2, 2023



Item f.



Town of Warrenton, Virginia
Where Sustainability is a Journey, Not a
Destination



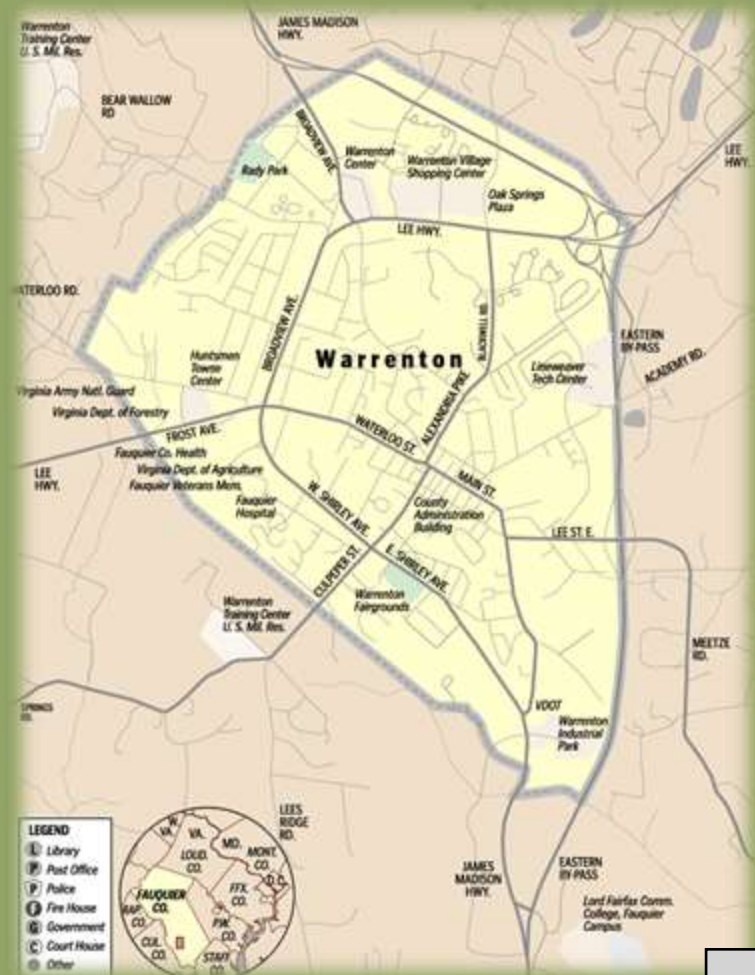


About Warrenton



Item f.

- Founded in 1810
- Located 45 miles Southwest of Washington D.C.
- 4.5 Sq. Miles
- 10,000 residents
- Town Employees: 281 across 8 departments





Departmental Information



Item f.

- Budget
 - \$775,288
 - \$501,874 Operating Budget Within
- Employees
 - 1 – Facilities & Fleet Manager
 - 2 – Full-Time Mechanics
- Vehicles & Assets
 - 130 Major Motorized Assets
- 1 Central Fuel Station
 - 4,000 Gallons ULSD
 - 6,000 Gallons Gasoline



Policies and Procedures



Item f.

- By Year 2020 Replace 10% of the fleet with partial Alternative Energy Vehicle with Partial Zero Emissions Vehicle, Ultra Low Emissions Vehicle, or Zero Emissions Vehicle.
- By the Year 2025, Replace Police Vehicles with 50% Hybrid Electric
- By Year 2030, Replace Police Vehicles with 100% Hybrid Electric

ADMINISTRATIVE GUIDELINES	
Subject: Fleet Management Sustainability Goal	
Origination Date: 8/2020	Revision date:

Fleet Management Sustainability Goals

Goal: To provide a sustainability goal based on a five year outlook that includes Environmental Care, Economics and Social Progress

Environmental Care:

- Complete a Green House Gas (GHG) Inventory
- Reduce carbon foot print by 5% by the year 2025
- By the year 2020 replace 10% of fleet to Alternative Energy Vehicle with Partial Zero Emissions Vehicle, Ultra Low Emission Vehicle or Zero Emissions Vehicle
- Continue Alternative Fuel Vehicle Analysis-
- Reduce fleet vehicle miles driven by 5% by the year 2023
- Telematics—Currently in testing phase with two departments. Estimated ROI of 4-1
- Promote telematics to reduce mileage driven and monitor driving habits
- Continue to initiate environmentally preferred practices
- Continue Conservation of Non-Renewable Resources (re-refined oil/synthetics)
- Continue Hazardous Waste Management

Economics:

- Continue to Maintain Competitive Cost Structure which is based on overhead / direct labor hours. We are currently at \$64.00 per hour with a Return on Investment of (ROI) of 49% (annually based on our labor rate against private sector)
- Continue Fleet Replacement
- Maintain Customer Satisfaction-Goal(98%), Actual(100%) based on surveys
- To sustain future to be growth:
- Plan on strategic locations for Fleet Maintenance/Repair Facility
- In-house fueling site – Costs \$300K, ROI of \$35K per year based on # of gallons used X .19 markup
- Staffing levels – currently at 105 vehicles/equipment to 1 technician
- Training, tools, software, technology advancements



Objectives

- Going green with our fleet
 - Hybrid Initiatives
 - Telematics Program
 - Green Products
- Reduce energy consumption
- Collaboration efforts
- Future aspirations
- Comprehensive Plan 2040



Green Fleet

- Hybrid Vehicles
- Electric Bicycles
- Soy-based tires for the Police Department and Refuse vehicles



- Solar paves the way to reduced greenhouse emissions (GHG)
- Free Level 2-100 Amp EV charging stations for all



Reduced Energy Consumption Item f.

➤ Tree City Designation

- Warrenton has been designated a Tree City USA for over 35 years
- Promotes commitment to the environment on all levels



Reducing Waste



➤ Leaf Collection



➤ Spring/Fall Clean-up



➤ Brush Pick up



➤ Christmas Tree Collection

- Recycling Program
 - Blue trash bags to blue bins
 - Community Outreach
 - HOA meetings
 - Households
 - Curbside once a week
- Recycling Trucks



Community Outreach & Education

Item f.



Reaching our Community One Post at a Time

As Old Man Winter comes upon us, Our Public Works First Responders would like to introduce our Winter Road Condition Alerts.

As a courtesy Public Works will send out weather/road condition posts based upon the impact of the weather event within Town limits.

The posts will be color coded based upon the severity of the road conditions.

RED - Road conditions are hazardous and you may have trouble.

YELLOW - Road conditions are not favorable, use caution if road is necessary.

GREEN - Road conditions are good, should be no weather-related problems.

These posts will be shared as a guide regarding inclement weather in The Town.

SPRING CLEAN UP WEEK

April 10 - April 14, 2023

It's that time of year again, and our Public Works Crews are gearing up to help you with your spring cleaning.

Have you seen our
New Addition?

HIGHLIGHTS FROM OUR 2023 TOUCH A TRUCK EVENT

WATERMAIN BREAK

NOTICE:

- Our Public Utilities Crew is diligently working to repair a watermain break.
- Water service service may be affected and road closures could be necessary until the repair is complete.
- Thank you for your patience and understanding as we work to get the problem resolved.

Join the Town to Celebrate Arbor Day

April 28, 2023 | 10AM
24 Polkham Street

Congratulations Andrew!

The Town Of Warrenton is pleased to announce that Andrew Alexander is the Second Graduate of our E.L.D.T. CDL Program and has earned his Class B CDL. We're Proud of You!

STORMWATER POSTER CONTEST WINNERS

"Stop The Pollution Quik, Don't Make The Water Stik"

Laura DeHart Karlee Naylor Shaden Frank

Congratulations to our 2023 Stormwater Poster Contest Winners. The 4th stormwater contest was held on July 18, 2023.



Item f.

- Partner with Virginia Clean City Coalition
- Inter-departmental
 - Required to be cross-functional and collaborative
 - Breaking down silos

Collaboration Efforts





Future Aspirations

- 100% Hybrid Electric Police Vehicles by 2030
- Continue implementation of electric vehicle charging infrastructure
- Comp Plan 2040-Community Facilities
 - Green infrastructure and sustainability are incorporated into community facilities to promote energy efficiency and environmental protections
 - Enhance the environment through preservation and sustainability best practices



Questions?



Contact Information

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Manager

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Quarterly Report

Human Capital Department



Town Council Meeting Date: November 14, 2023

2023: July, August, September

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

Department introduction:

The Human Capital (HC) department delivers innovative HC programs and services that are designed to support the Town's most valuable asset, our employees, as well as the Town Council's objectives and initiatives. The HC Department administers a comprehensive HC program that is consistent with Federal, State, and local statutes that is aimed to attract, motivate, and retain a diverse and skilled employee workforce.

HC's purpose is to deliver thought and servant leadership that meets the needs of our employees (current and prospective). To achieve maximum efficiency and success, the HC department is broken into five pillars: Recruitment, Benefits, Cultivation, Governance, and Risk Management & Emergency Services.

HC supports and encourages our employee's personal and professional growth through individual learning opportunities, wellness initiatives, and other Town sponsored activities and programs. We offer competitive benefits packages to employees that include medical, dental, vision, life insurance, short term disability, vacation/sick leave, paid holidays, wellness/financial benefits, deferred compensation plan, retirement, and more.

Commendable Achievements:

- Dennis Merz, Human Capital Generalist began employment on September 5, 2023. He is assisting with enhancement of the recruiting and benefit programs.
- Added the Emergency Services and Risk Management division under Human Capital to continue to provide robust Human Capital services.
- As stated in project progress below, Human Capital continues to evaluate and assess all training and development opportunities for staff. Partnership with other departments has provided a strong and collaborative effort to enhance all Training and Development within the Town for all staff – part time and part time.

Project Progress:

- Reviewing all recruiting and onboarding programs to provide improvement to the overall candidate and employee experience. Updating and utilizing current features within our Human Resources Information System (HRIS) and Applicant Tracking System (ATS). Reviewing current benefit programs with our vendor to begin planning for our FY25 benefits programs. Worked closely with Risk Management on the continuation of the Training & Development program. Working with vendors to initiate in-house training as well as additional programs for current employees. This includes partnerships with other organizations to assist in the professional development of our staff.

- Town is undergoing an organizational staffing study that examines the current staffing structure through internal and external benchmarking analysis to identify staffing and workflow efficiencies and inefficiencies. This study will navigate the Town operations through this restructure by identifying optimal best practices that will enhance overall staffing structures and program efficiencies. This study is anticipated to be completed by 4th quarter 2023.
- Lastly, it is important to note that all Human Capital strategic initiatives directly correlate with accomplishing the goals within the Plan Warrenton 2040. In order to meet these, there must be a highly skilled and adaptable workforce that can continue to provide a high level of services and public amenities for all citizens and visitors to enjoy. Therefore, through the enhancement of our internal Human Capital programs to include the training and development program, the Towns workforce will continue to develop their skills to meet the needs of the Plan Warrenton 2040 objectives, such as, historical preservation, being fiscally responsible, and by educating and promoting awareness of all Town businesses and amenities. Ultimately, the main objective of cultivating a strong workforce is to be able to meet the overall purpose of Town Council strategic goals and the Plan Warrenton 2040 initiatives.

Charts and information:

Hire/Turnover Stats:

2023	Quarter 1	Quarter 2	Quarter 3	
Total Headcount - Full Time	127	117	113	
# Hires	3	3	15	
# Voluntary Sep	5	9	12	
# Involuntary Sep.	1	1	1	
# Voluntary Turnover %	3.88%	7.38%	10.43%	
# Involuntary Turnover %	0.80%	0.82%	0.87%	
Total Headcount - Part Time	135	151	135	
# Hires	14	20	19	
# Voluntary Sep	5	4	23	
# Involuntary Sep.	1	0	0	
# Voluntary Turnover %	3.88%	2.80%	16.08%	
# Involuntary Turnover %	0.78%	0.00%	0.00%	
TOTAL FT - TURNOVER %	4.68%	8.20%	11.30%	8.06%
TOTAL PT - TURNOVER %	4.65%	2.80%	16.08%	7.84%
TOTAL FT/PT - TURNOVER %	9.33%	10.99%	27.39%	15.90%

January 1, 2023 - December 31, 2023	
Full Time Hires	24
Full Time Terminations	25
Part Time Hires	53
Part Time Terminations	32
CHURNOVERS (PT/FT - Hires/TERMS)	1
Hired & Termed within year	7
Reasons for Leaving - Full Time	
Better Employment / Opportunity/Compensation	11
New Career	1
Not best fit - position/culture	2
Involuntary Due to Performance	2
Relocation	1
Resigned In lieu of Termination	0
Retirement	5
Work/Life Balance (school, other)	0
Other / Unknown	1
Reasons for Leaving - Part Time	
Better Employment / Opportunity/Compensation	2
Compensation	1
New Career	0
Not best fit - position/culture	0
Involuntary Due to Performance	2
Relocation	3
Resigned In lieu of Termination	0
Retirement	0
Work/Life Balance (school, other)	20
Other / Unknown	4

Recruiting Stats:

*Defined in DAYS

July 1, 2023 - September 30, 2023	
Average Time to Fill - all Departments	18
Average Time to Fill - excludes Parks and Recreation	25
Average Time to Fill - Parks and Recreation ONLY	13

January 1, 2023 - September 30, 2023	
Average Time to Fill - all Departments	22
Average Time to Fill - excludes Parks and Recreation	35
Average Time to Fill - Parks and Recreation ONLY	16

As of October 27, 2023, the following positions are open:

Active Number of Positions as of October 27, 2023	9
---	---

Department	FT/PT	Position	Open Date	# of Applications	# Interviews	# Filled	# of Openings
Public Utilities	Full-Time	Stormwater Administrator	10/24/2023	3			1
Police Department	Full-Time	Police Officer	10/19/2023	11	4		1
Public Utilities	Full-Time	WWTP Operator A - Evening Shift	7/6/2023	19	2		
Parks and Recreation	Part-Time	Manager On Duty	on-going position	16	4	4	
Parks and Recreation	Part-Time	Lifeguard	on-going position	28	14	12	
Parks and Recreation	Part-Time	Head Lifeguard	on-going position	6	3	3	
Parks and Recreation	Part-Time	Fitness Instructor	on-going position	8	1	1	
Parks and Recreation	Part-Time	Water Safety Instructor	on-going position	12	4	4	
Parks and Recreation	Part-Time	Customer Service Specialist	on-going position	103	3	3	
Finance	Full-Time	Accounting Manager	ON HOLD				1
IT	Full-Time	Network Engineer	ON HOLD				1

Job Board Name	# of Views Per Job Board	# of Applications Received	Hired
Civicplus.com	20	0	0
Google	32	2	1
Indeed	630	378	7
Job Target/GovernmentJobs	95	27	0
Simply Hired	42	1	0
Warrenton Employment Opportunities Page	2,307	17	27
Zip Recruiter	36	7	1
Other	20,906	47	13
Totals	24,068	479	49

*Total hired may be skewed due to candidate removing self from consideration after offer accepted.

Quarterly Report

Emergency Services and Risk Management



Town Council Meeting Date: November 14th, 2023

2023: July, August, September

Please accept this as the quarterly report for the Emergency Services and Risk Management department.

Department introduction:

Emergency Services is responsible for all aspects of the Town's comprehensive emergency preparedness program. It involves planning, developing, reviewing, and revising emergency management program elements. It focuses on a collaborative partnership between local, state, and Federal partners in addition to community stakeholders pursuing a whole community approach to preparedness.

Risk Management is responsible for all aspects of workplace safety. It includes building and sustaining a Risk & Safety Program. In addition to planning, developing, and implementing occupational safety programs to ensure the health, safety, and security of Town staff and citizens. Risk management also focuses on the process of identifying potential hazards and mitigating their potential impact on the Town.

Commendable Achievements:

- Training and exercises are a key component of national preparedness providing the whole community with the opportunity to shape planning, assess and validate capabilities, and address areas for improvement. Through the use of the Homeland Security Exercise and Evaluation Program (HSEEP), the whole community can develop, execute, and evaluate exercises that address preparedness priorities.
- Christopher Melmer is working through the Master Exercise Practitioner Program facilitated by FEMA's Emergency Management Institute. In August, Mr. Melmer completed the Intermediate level of training. Mr. Melmer will continue to develop these skillsets ultimately culminating as a Master Exercise Practitioner (MEPP).

Project Progress:

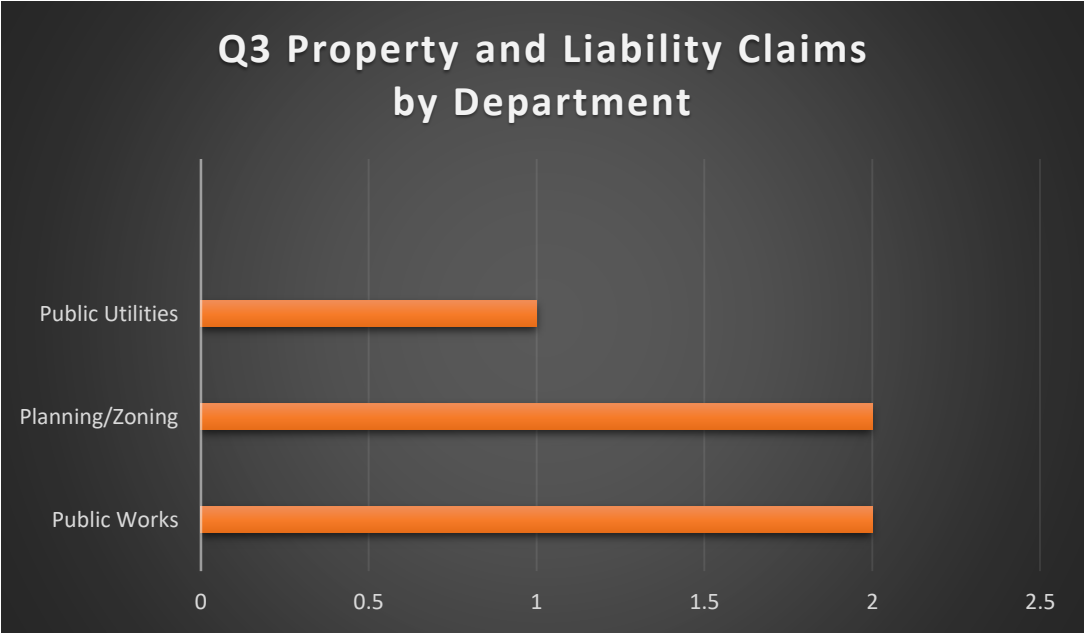
- In the pursuit of continuing collaboration and whole community preparedness, the Town of Warrenton participated in a tabletop exercise hosted by the Fauquier County Sheriff's Office in September. The exercise brought together key representatives from first responder agencies including the Warrenton Police Department, Laurel Ridge Police Department, Fauquier County Sheriff's Office, Virginia State Police, Fauquier County Department of Fire, Rescue, and Emergency Management, and Town of Warrenton Emergency Management.

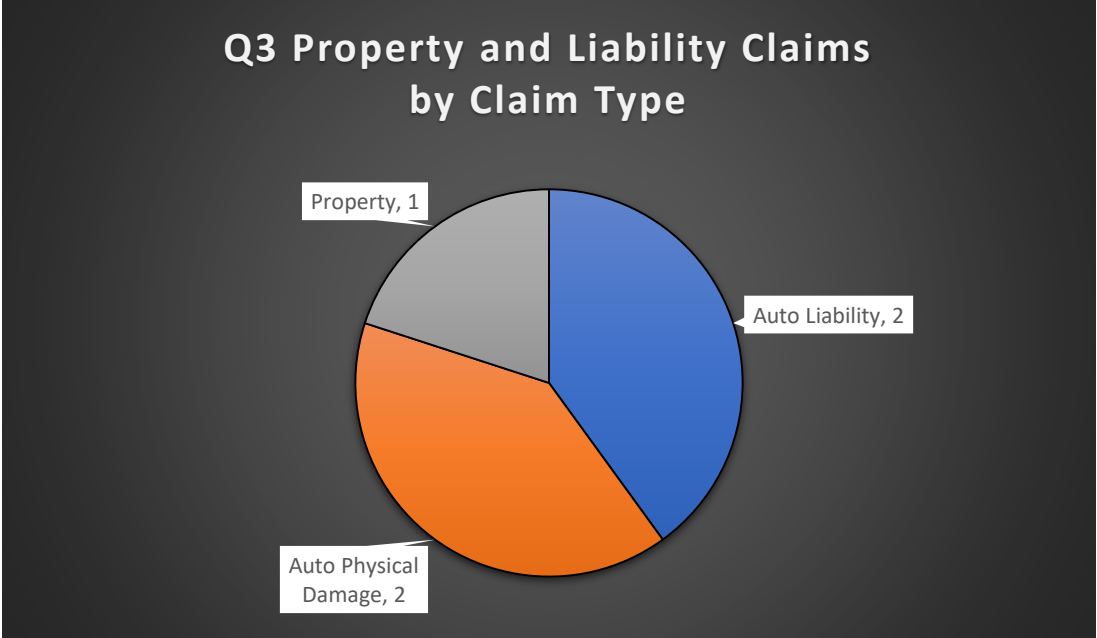
- The tabletop scenario featured a localized incident at the Fauquier County Adult Detention Center that could have cascading impacts on the safety and security of the Town of Warrenton. While fictitious, the incident is plausible and further highlights the need for routine exercises, both within the organization and collaboratively with our partners.

2023 Drought:

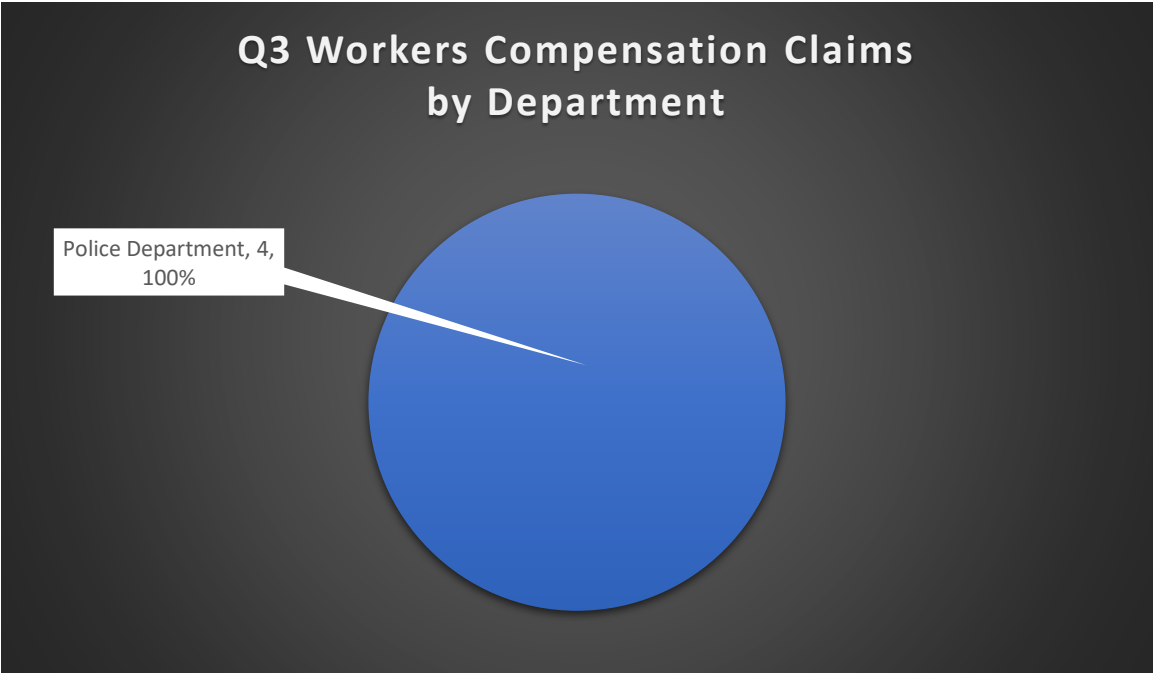
- The most recent update from the Virginia Department of Environmental Quality (DEQ) maintains the drought watch status for the Northern Virginia and Shenandoah regions. Drought indicators have shown minimal improvements with the significant lack of rain in the area. Warrenton remains as a D0 for abnormally dry conditions. On Thursday, September 21, 2023, an area of low pressure began to develop and become more organized off the southeast U.S. coastline. The system developed into a strong tropical storm (Ophelia), moving north, and making landfall new Emerald Isle, NC on September 23, 2023. The primary concerns for Warrenton from Ophelia were gusty winds and heavy rainfall.
- Tropical Storm Ophelia produced approximately 3.5 inches of rain between Friday, September 22, and Sunday, September 24, 2023. Reservoir levels have remained relatively stable with a slow decrease in elevation.

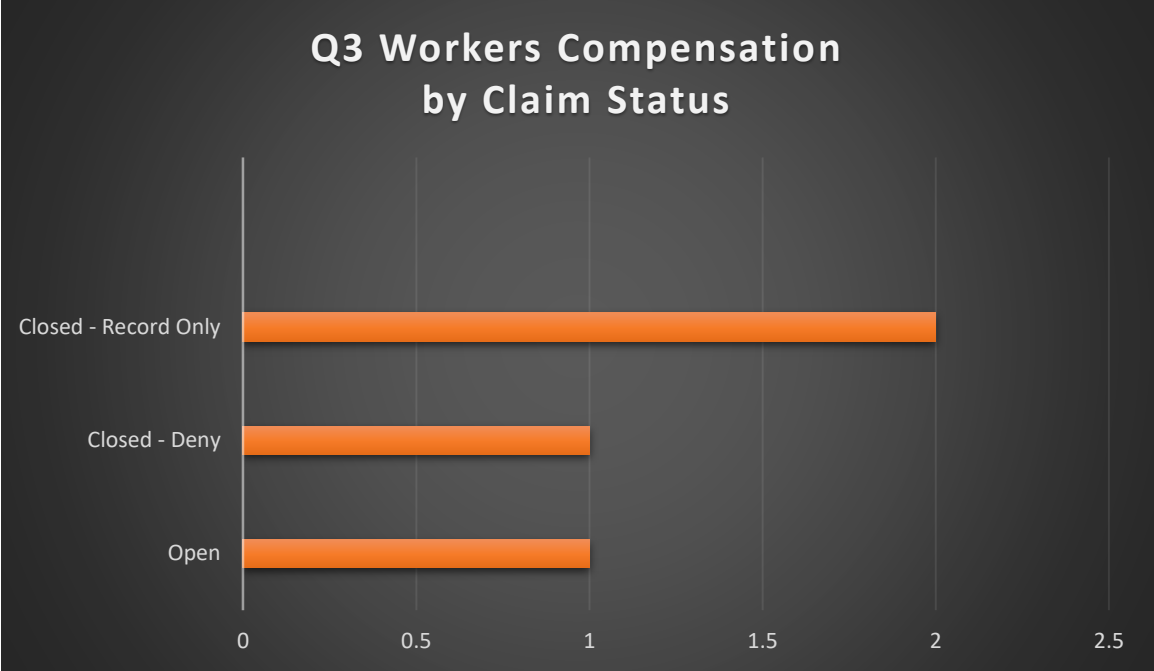
Charts and information:



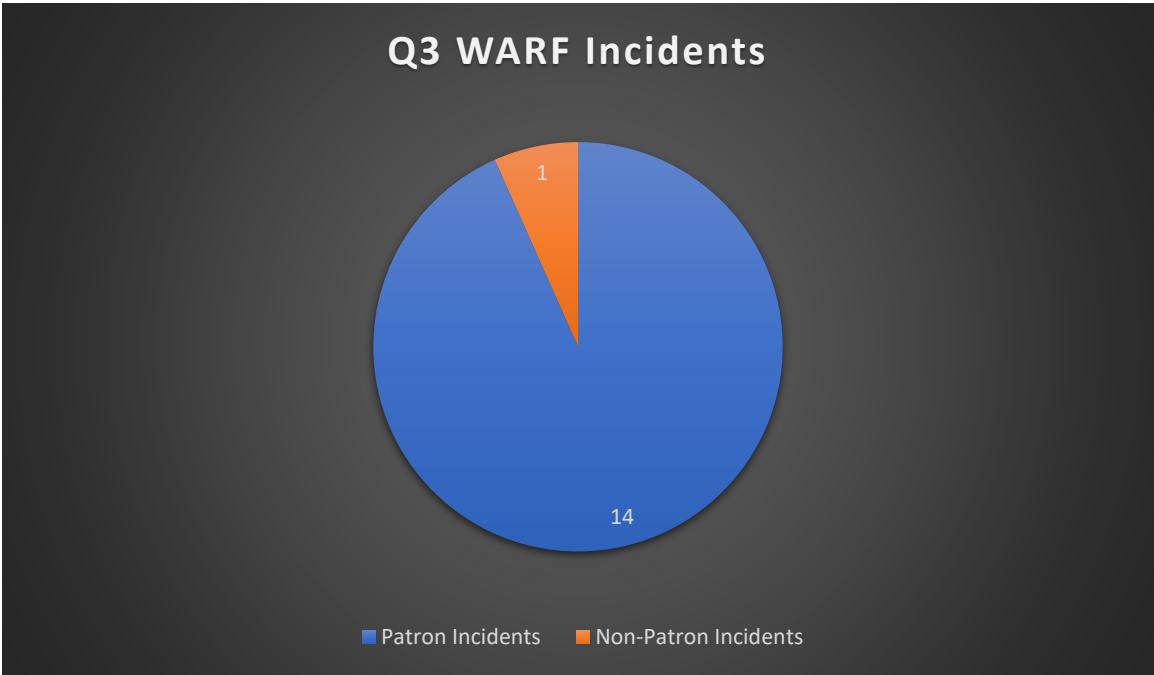


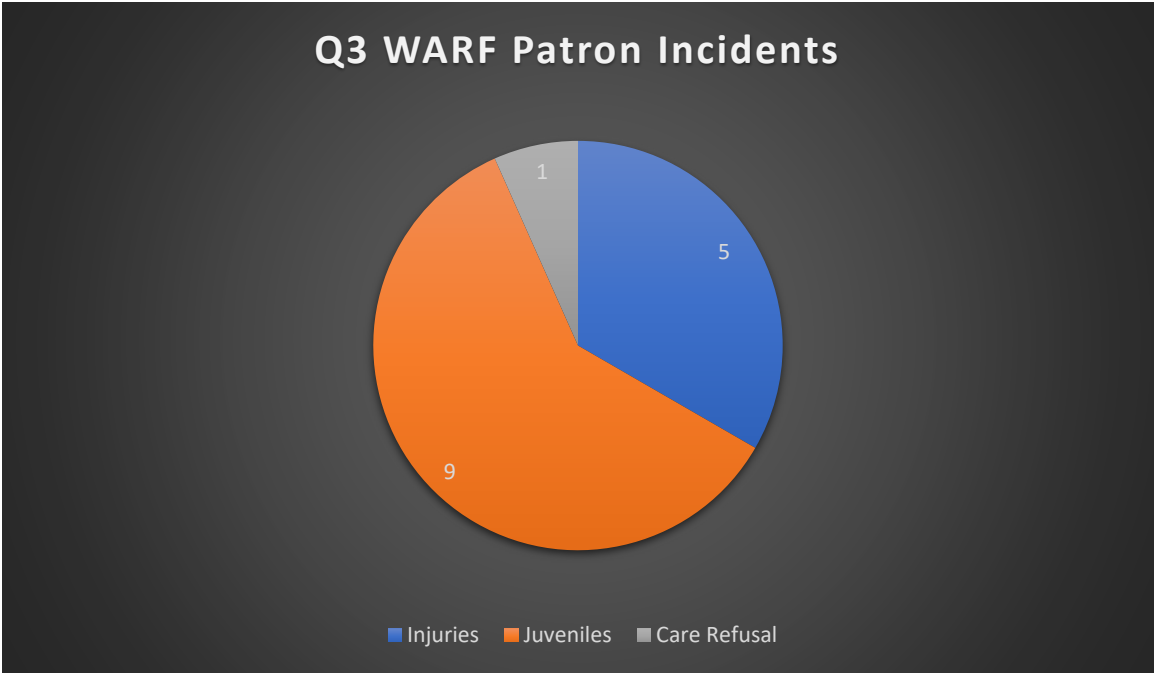
Property and liability claims in Q3 show a decrease in comparison to the number of claims submitted in 2023 Q1 and Q2. Compared to 2022 Q3, the auto liability claims (property damage caused by Town vehicles) are a new occurrence.





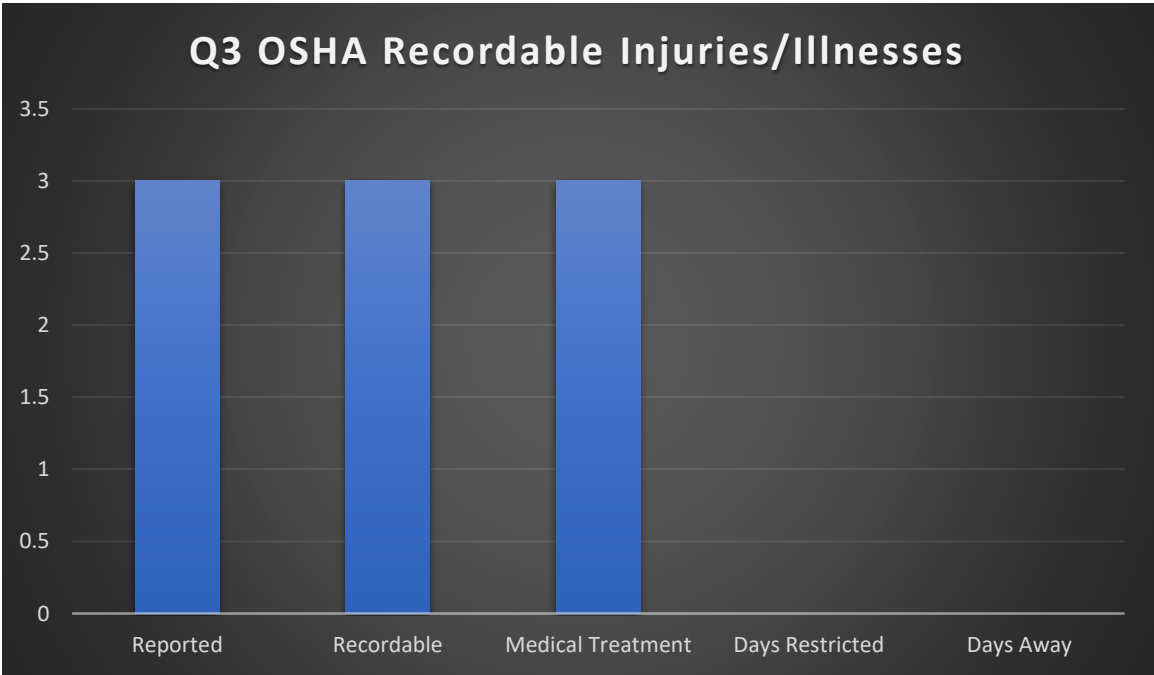
The 2 (two) 'record only' worker's compensation claims were for abrasions in the scope of contact with bodily fluids. Both instances had negative test results for bloodborne pathogen transfusion. The worker's compensation denial was for a claim submitted past VRSA's initial notification window. The open worker's compensation claim was initially denied by VRSA but the claimant may appeal the denial to the Virginia Worker's Compensation Commission.





5 types of injuries were sustained by patrons at the WARF in Q3:

- Twisted ankle
- Cuts/Scrapes
- Bruises
- Nose Bleed
- Contusion



VIRGINIA DROUGHT MONITORING TASK FORCE

Drought Status Report

October 10, 2023

Summary

On Tuesday October 10, 2023, the Virginia Drought Monitoring Task Force (DMTF) met to discuss the drought indicators identified by the Virginia Drought Assessment and Response Plan. Surface and groundwater indicators have shown minimal improvements throughout the past fourteen-day period, with near record low observations at some stations within the Northern Virginia and Shenandoah drought evaluation regions. The Task Force recommends maintaining the Drought Watch declaration for the Eastern Shore, Northern Virginia, and York James evaluation regions.

Due to continued declines in drought indicators and reported impacts to agriculture and public water supplies, the Task Force recommends maintaining the Drought Warning declaration within the Shenandoah drought evaluation region. The Task Force will continue closely monitoring drought indicators and will meet on October 26, 2023.

The DMTF reviewed the status of drought monitoring and hydrologic conditions in the Commonwealth of Virginia. Precipitation over the past 30-60 day period showed localized events within the eastern portions of the state along the I-95 corridor. Precipitation percent of normal over the recent seven and 14-day period show exceptional dryness focused within Shenandoah Valley and the majority of Virginia below historical averages. Area-averaged rainfall since the beginning of the current water year (October 1, 2023) has remained below long-term normal values for the majority of the Commonwealth. (See [DEQ website](#) for more info on drought indicators).

Streamflow over the past 14-day period has remained stable with no significant improvements throughout regions impacted by drought conditions. Flows are currently below the 25th percentile for four of the 11 drought evaluation regions including; Upper James, Northern Piedmont, Shenandoah, and Roanoke. Three regions are currently ranked within “Warning” including the Shenandoah, Northern Piedmont, and Roanoke with streamflow observed below the 10th percentile. Groundwater levels for monitoring wells in the Climate Response Network have shown continued declines within many northern, central, and eastern portions of the state. Six of 11 drought evaluation regions are below the 25th percentile including the Eastern Shore, Middle James, Northern Virginia, Shenandoah, Roanoke, and York-James. Levels are currently below the 10th percentile for three of 11 drought evaluation regions including the Northern Virginia, Roanoke, Shenandoah, and Roanoke.

The most recent weekly [U.S. Drought Monitor \(USDM\)](#) web page map for Virginia ([Appendix A](#), released October 10, 2023) showed abnormally dry (D0) conditions mapped across approximately 64% of the Commonwealth, and moderate drought (D1) conditions mapped across approximately 25% of the Commonwealth. Severe drought (D2) conditions mapped across approximately 8% of the Commonwealth. Appendix B includes presentations from the United States Geological Survey and National Weather Service.

Reports:

The U.S. Army Corps of Engineers (USACE) reported that Lake Moomaw (Philpott Lake) and J. H. Kerr Reservoir have received below normal inflows over the past month. As Philpott hydropower units remain out of service, USACE continues coordinating with fisheries experts to maintain sufficient releases at Philpott to support downstream aquatic life. Currently, Kerr Reservoir is approximately 1.0ft below guide curve, and dropping approximately a third of a foot per week. Power generation is operating at minimum weekly energy, with inflows approximately 1000cfs less than minimum energy releases. The USACE will continue to generate minimum energy as long as the reservoir level is below guide curve to conserve power pool storage.

The DEQ report presents a map of current conditions of DEQ Drought Indicators, and summary of current conditions at the four large multi-purpose reservoirs listed as key reservoir storage indicators in the [Virginia Drought Assessment and Response Plan](#) (All remain above drought watch levels at this time).

Virginia Department of Agriculture and Consumer Services

Producers in the Northern and Valley regions of the Commonwealth report that yields for numerous crops, including soybeans, corn, and direct market crops, are below average. Pasture conditions continue to be poor in these regions and pond and stream levels are below normal.

Producers in Southwest Virginia report pond and stream levels are slightly below normal and crop yields are expected to be average to slightly below average. Pasture conditions are poor with hay yields lower than normal.

As widespread impacts to producers throughout the Commonwealth have been experienced information regards assistance programs was provided by VDACS. Information regarding the U.S. Department of Agriculture's Disaster Assistance Programs is available here: <https://www.fsa.usda.gov/programs-and-services/disaster-assistance-program/index>.

Information regarding the federal disaster declaration process is available

here: <https://www.fsa.usda.gov/Assets/USDA-FSA->

[Public/usdfiles/FactSheets/emergency_disaster_designation_declaration_process-factsheet.pdf](https://www.fsa.usda.gov/Assets/USDA-FSA-Public/usdfiles/FactSheets/emergency_disaster_designation_declaration_process-factsheet.pdf)

Contact information for each locality's USDA Farm Service Agency office can be found by clicking-through the map available here: <https://offices.sc.egov.usda.gov/locator/ap>

Virginia Department of Environmental Quality

Conditions of Major Drought Indicator Reservoirs

Four large multi-purpose reservoirs are identified as drought indicators in the Virginia Drought Assessment and Response Plan. Below is a snapshot of reported conditions at these reservoirs and the subsequent table provides status of reservoirs used to monitor drought conditions. Storage at major water supply reservoirs throughout Virginia remain within normal ranges at this time, with exception of the Skidmore Fork Lake (Switzer Lake) located within the Shenandoah drought evaluation region reported below normal. The City of Harrisonburg continues to report withdrawals and reservoir conditions daily.

Smith Mountain Lake on the Staunton River in the Roanoke drought evaluation region was at an adjusted elevation of 793.26 feet, which is 0.26 feet above Watch level (793 ft). The adjusted elevation is the level the lake would be if the water currently held in the lower Leesville Lake for reuse were pumped back into Smith Mountain Lake. Recent 7,14, and 28-day inflows were normal for this time of year.

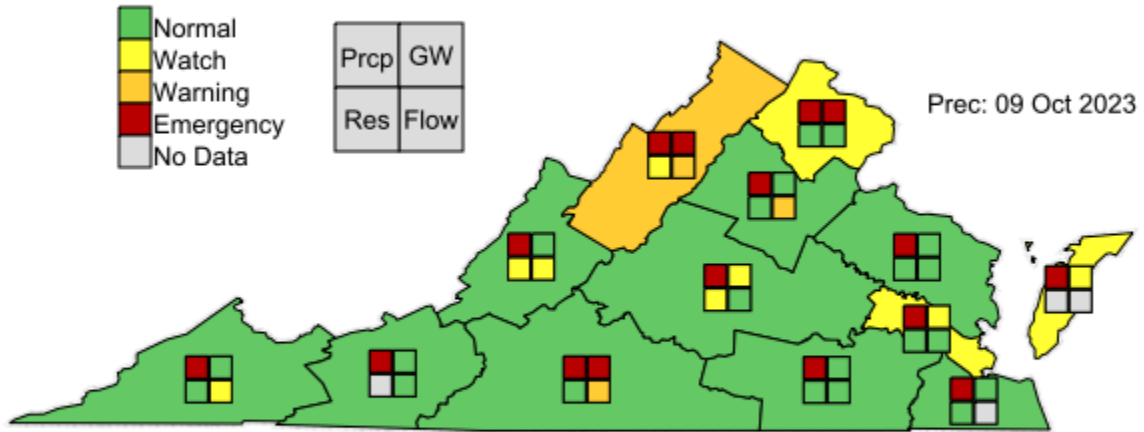
Lake Moomaw at Gathright Dam on the Jackson River in the Upper James drought evaluation region was reported at an elevation of 1561.14 feet, which is 3.86 feet below Watch level (1565 ft). Recent 7, 14, and 28-day average inflows were much below normal for this time of year. Approximately 23% of conservation storage is remaining.

Lake Anna on the North Anna River in the Northern Piedmont drought evaluation region was reported at an elevation of 249.2 feet, which is 1.2 feet above Watch level (248 ft). Seven (7) and 14 day inflows were below normal for this time of year.

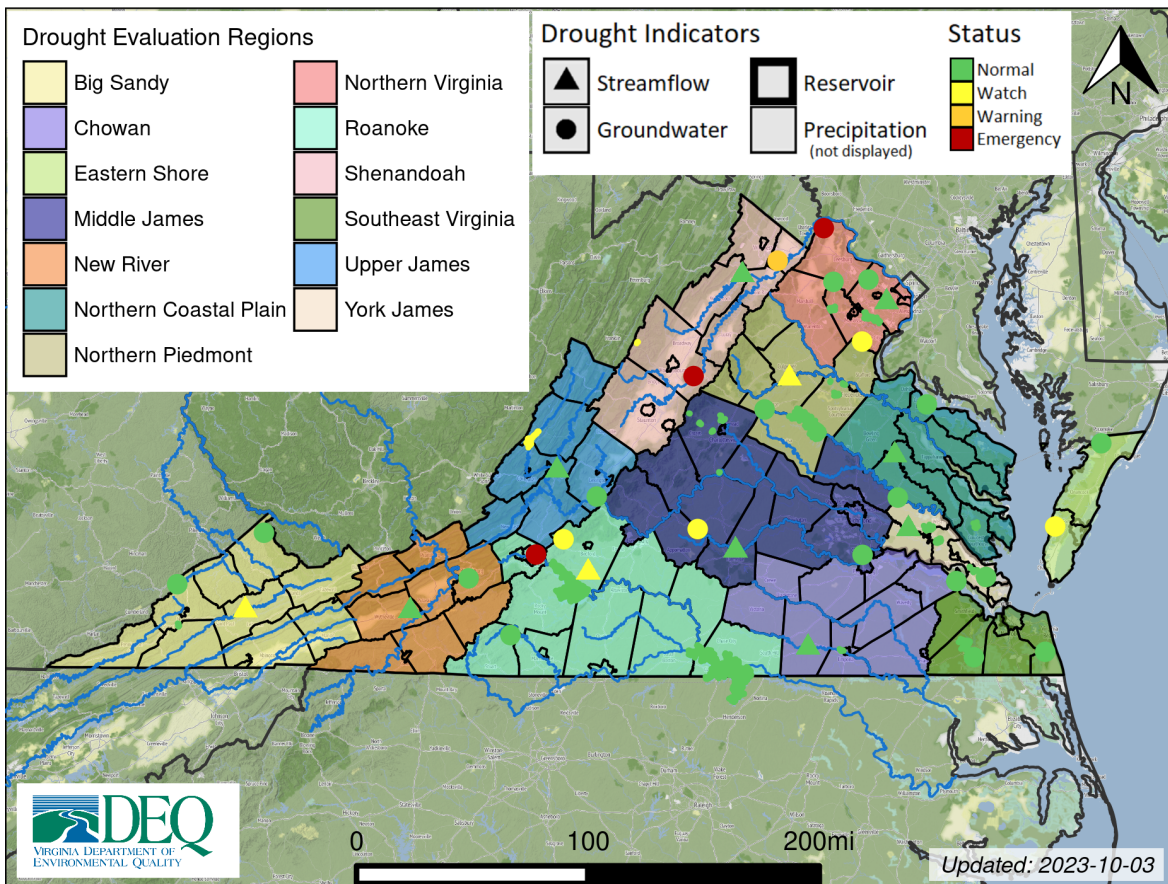
J. H. Kerr Reservoir on the Staunton River in the Roanoke drought evaluation region was reported at an elevation of 298.14 ft, which was 1.04ft below the guide curve elevation for this time period (299.18 feet) and 2ft above the Watch level (Watch level is 3 to 6 ft below guide curve). Recent inflows were reported at approximately 5th lowest recorded over the 70 year record.

DEQ Daily Drought Status Summary: 10/10/2023

Drought Summary Map:



Drought Indicator Map:



Regional Drought Response:

#	Region	Reduction Type	Target Reduction %
1	Shenandoah	voluntary	5-10%
2	Eastern Shore	none	none
3	Big Sandy	none	none
4	Upper James	none	none
5	Roanoke	none	none
6	Southeast Virginia	none	none
7	Northern Coastal Plain	none	none
8	New River	none	none
9	Middle James	none	none
10	Chowan	none	none
11	York James	none	none
12	Northern Virginia	none	none
13	Northern Piedmont	none	none

Precipitation Indicators:

#	Region	Start Date	End Date	Water Year % of Normal	Status
1	Eastern Shore	10/1/2023	10/9/2023	4.21	Emergency
2	Chowan	10/1/2023	10/9/2023	7.25	Emergency
3	Southeast Virginia	10/1/2023	10/9/2023	8.25	Emergency
4	York James	10/1/2023	10/9/2023	10.36	Emergency
5	Roanoke	10/1/2023	10/9/2023	12.97	Emergency
6	Middle James	10/1/2023	10/9/2023	16.4	Emergency
7	Northern Coastal Plain	10/1/2023	10/9/2023	18.13	Emergency
8	New River	10/1/2023	10/9/2023	24.08	Emergency
9	Big Sandy	10/1/2023	10/9/2023	27.11	Emergency
10	Northern Piedmont	10/1/2023	10/9/2023	27.51	Emergency
11	Shenandoah	10/1/2023	10/9/2023	34.94	Emergency
12	Upper James	10/1/2023	10/9/2023	38.8	Emergency
13	Northern Virginia	10/1/2023	10/9/2023	45.06	Emergency

Note: The start of a new water year October 1, 2023 results in few days of precipitation data to compare to historical trends. As a result, percent of normal precipitation can vary widely as the water year continues the dataset will continue to stabilize.

Surface Water Indicators:

#	Region	Gage Name	Start Date	End Date	Percentile	Status
1	Northern Piedmont	RAPIDAN RIVER NEAR CULPEPER, VA	10/3/2023	10/9/2023	5.69	Warning
2	Shenandoah	N F SHENANDOAH RIVER NEAR STRASBURG, VA	10/3/2023	10/9/2023	8.24	Warning
3	Roanoke	GOOSE CREEK NEAR HUDDLESTON, VA	10/3/2023	10/9/2023	9.62	Warning
4	Big Sandy	CLINCH RIVER AT CLEVELAND, VA	10/3/2023	10/9/2023	16.59	Watch
5	Upper James	COWPASTURE RIVER NEAR CLIFTON FORGE, VA	10/3/2023	10/9/2023	22.18	Watch
6	New River	REED CREEK AT GRAHAMS FORGE, VA	10/3/2023	10/9/2023	25.46	Normal
7	Northern Virginia	ACCOTINK CREEK NEAR ANNANDALE, VA	10/3/2023	10/9/2023	28.24	Normal
8	Chowan	MEHERRIN RIVER NEAR LAWRENCEVILLE, VA	10/3/2023	10/9/2023	29.49	Normal
9	Northern Coastal Plain	MATTAPONI RIVER NEAR BEULAHVILLE, VA	10/3/2023	10/9/2023	36.7	Normal
10	Middle James	APPOMATTOX RIVER AT FARMVILLE, VA	10/3/2023	10/9/2023	42.78	Normal
11	York James	CHICKAHOMINY RIVER NEAR PROVIDENCE FORGE, VA	10/3/2023	10/9/2023	58.51	Normal

Groundwater Indicators:

#	Region	Well Name	Start Date	End Date	Percentile	Status
1	Northern Virginia	Harper's Ferry DEQ Observation Well (49Y 1 SOW 022)	10/3/2023	10/9/2023	3.25	Emergency
2	Roanoke	Roanoke-Nelson DEQ Observation Well (31G 1 SOW 008)	10/3/2023	10/9/2023	0.63	Emergency
3	Shenandoah	Blandy Farm USGS Observation Well (46W 175)	10/3/2023	10/9/2023	4.55	Emergency
4	Shenandoah	McGaheysville USGS Observation Well (41Q 1)	10/3/2023	10/9/2023	3.95	Emergency
5	Eastern Shore	P. C. Kellam DEQ Observation Well (63H 6 SOW 103A)	10/3/2023	10/9/2023	16.91	Watch
6	Middle James	Buckingham USGS Observation Well (41H 3)	10/3/2023	10/9/2023	23.64	Watch
7	Northern Virginia	Prince William County USGS Observation Well (51S 7)	10/3/2023	10/9/2023	16.53	Watch
8	Roanoke	Bedford County USGS Observation Well (33G 1 SOW 224)	10/3/2023	10/9/2023	20.5	Watch
9	York James	York County DEQ Observation Well (59F74 SOW 184C)	10/3/2023	10/9/2023	20.45	Watch
10	Big Sandy	Buchanan County USGS Observation Well (15G 19 SOW 222)	10/3/2023	10/9/2023	30.6	Normal
11	Big Sandy	U.S. Forest Service - SOW 223 Cane Patch Well	10/3/2023	10/9/2023	74.42	Normal
12	Chowan	Slade Farm DEQ Observation Well (57E 31 SOW 094C)	10/3/2023	10/9/2023	58.41	Normal
13	Eastern Shore	Withams DEQ Observation Well (66M 19 SOW 110S)	10/3/2023	10/9/2023	52.6	Normal
14	Middle James	Colonial Heights USGS Observation Well (51G 1)	10/3/2023	10/9/2023	71.13	Normal
15	New River	Christiansburg DEQ Observation Well (27F 2 SOW 019)	10/3/2023	10/9/2023	73.9	Normal
16	Northern Coastal Plain	George Washington Birthplace USGS Observation Well (55P 9)	10/3/2023	10/9/2023	43.47	Normal
17	Northern Piedmont	Gordonsville DEQ Observation Well (45P 1 SOW 030)	10/3/2023	10/9/2023	47.66	Normal
18	Northern Virginia	Prince William County USGS Observation Well (49V 1)	10/3/2023	10/9/2023	28.87	Normal
19	Northern Virginia	Fairfax County USGS Observation Well (52V 2D)	10/3/2023	10/9/2023	75.0	Normal
20	Roanoke	Fairystone State Park USGS Observation Well (30C 1 SOW 010)	10/3/2023	10/9/2023	72.28	Normal
21	Southeast Virginia	Brinkley USGS Observation Well (58B 13)	10/3/2023	10/9/2023	43.84	Normal
22	Southeast Virginia	Pungo DEQ Observation Well (62B 1 SOW 098A)	10/3/2023	10/9/2023	44.59	Normal
23	Upper James	Glasgow DEQ Observation Well (35K 1 SOW 063)	10/3/2023	10/9/2023	56.22	Normal
24	York James	Hanover County DEQ Observation Well (53K 19 SOW 080)	10/3/2023	10/9/2023	57.98	Normal

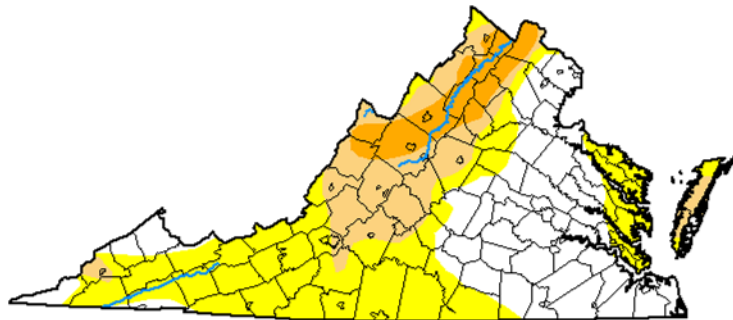
Reservoir Indicators:**Note, these reservoir statuses require manual review as they are NOT automated at this time**

#	Region	Reservoir	Date	Status
1	Middle James	Lake Moomaw	10/10/2023	Watch
2	Shenandoah	Skidmore Fork Lake (Switzer Lake)	10/10/2023	Watch
3	Upper James	Lake Moomaw	10/10/2023	Watch
4	Big Sandy	Big Cherry Reservoir	10/10/2023	Normal
5	Chowan	Emporia Reservoir	10/10/2023	Normal
6	Middle James	Sugar Hollow	10/10/2023	Normal
7	Middle James	Beaver Creek Reservoir	10/10/2023	Normal
8	Middle James	Totier Creek Reservoir	10/10/2023	Normal
9	Middle James	South Fork Rivanna River Reservoir	10/10/2023	Normal
10	Middle James	Ragged Mountain	10/10/2023	Normal
11	Northern Coastal Plain	Beverdam Reservoir	10/10/2023	Normal
12	Northern Piedmont	Ni River Reservoir	10/10/2023	Normal
13	Northern Piedmont	Lake Anna	10/10/2023	Normal
14	Northern Piedmont	Motts Run Reservoir	10/10/2023	Normal
15	Northern Piedmont	Hunting Run Reservoir	10/10/2023	Normal
16	Northern Virginia	Occoquan Reservoir	10/10/2023	Normal
17	Northern Virginia	Lake Manassas	10/10/2023	Normal
18	Roanoke	Smith Mountain Lake	10/10/2023	Normal
19	Roanoke	Kerr Reservoir	10/10/2023	Normal
20	Southeast Virginia	Kerr Reservoir	10/10/2023	Normal
21	Southeast Virginia	Lake Cohoon	10/10/2023	Normal
22	Southeast Virginia	Lake Meade	10/10/2023	Normal
23	Southeast Virginia	Lake Kilby	10/10/2023	Normal
24	Southeast Virginia	Speights Run Reservoir	10/10/2023	Normal
25	York James	Harwoods Mill Reservoir	10/10/2023	Normal
26	York James	Lee Hall - City Reservoir	10/10/2023	Normal
27	York James	Little Creek Reservoir	10/10/2023	Normal
28	York James	Diascund Creek Reservoir	10/10/2023	Normal
29	York James	Skiffes Creek Reservoir	10/10/2023	Normal

Appendix A

U.S. Drought Monitor Virginia

October 10, 2023
(Released Thursday, Oct. 12, 2023)
Valid 8 a.m. EDT



Drought Conditions (Percent Area)

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
Current	35.83	64.17	24.99	8.16	0.00	0.00
Last Week <small>10-03-2023</small>	51.40	48.60	24.99	6.12	0.00	0.00
3 Months Ago <small>07-11-2023</small>	67.53	32.47	5.22	0.04	0.00	0.00
Start of Calendar Year <small>01-03-2023</small>	89.75	10.25	0.80	0.00	0.00	0.00
Start of Water Year <small>09-26-2023</small>	51.40	48.60	24.99	6.12	0.00	0.00
One Year Ago <small>10-11-2022</small>	87.12	12.88	1.52	0.00	0.00	0.00

Intensity:

- None
- D0 Abnormally Dry
- D1 Moderate Drought
- D2 Severe Drought
- D3 Extreme Drought
- D4 Exceptional Drought

The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. For more information on the Drought Monitor, go to <https://droughtmonitor.unl.edu/About.aspx>

Author:
Brad Pugh
CPC/NOAA



droughtmonitor.unl.edu

Appendix B

USGS Drought Status Summary

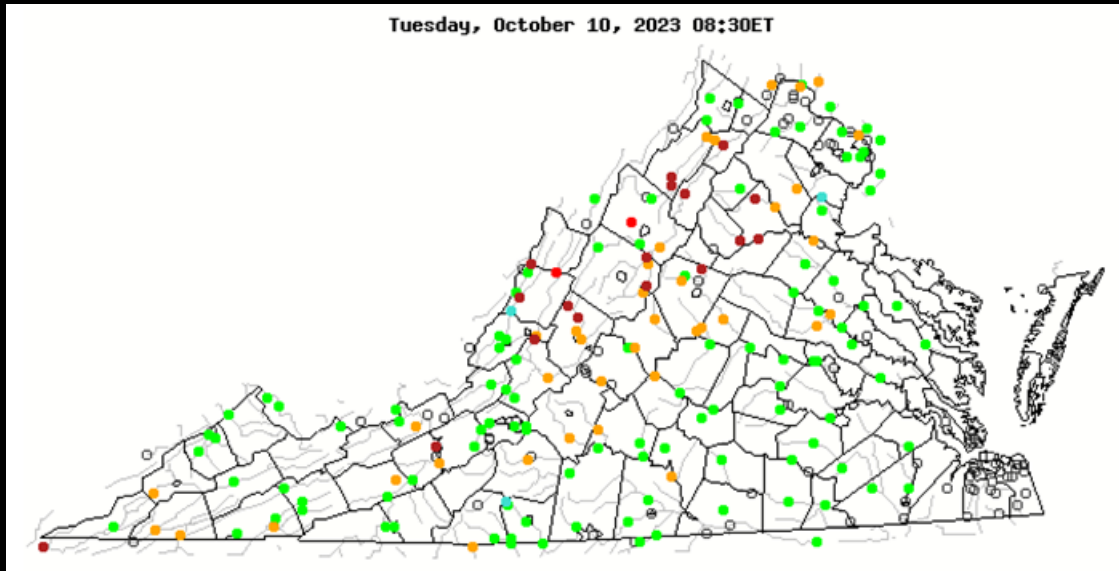
Streamflows and Groundwater Levels in Virginia

Virginia Drought Monitoring Task Force

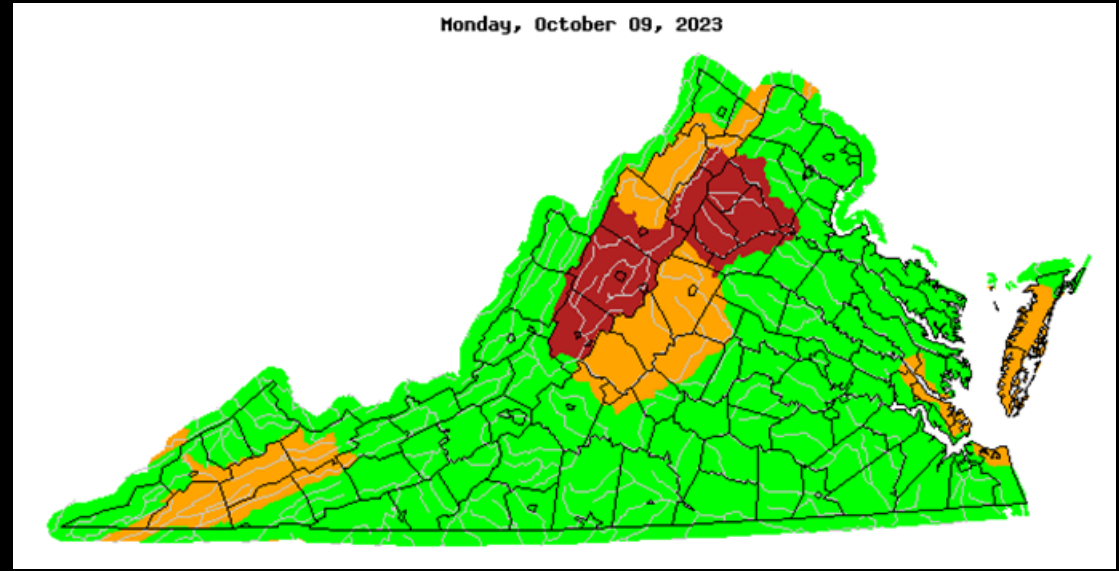
October 10, 2023

U.S. Department of the Interior
U.S. Geological Survey

Current Streamflow Conditions



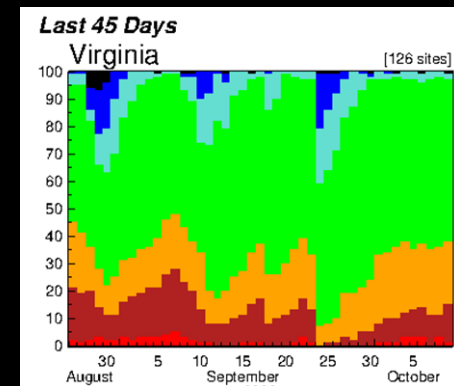
Realtime USGS Streamgages



Daily Flow HUC 8s

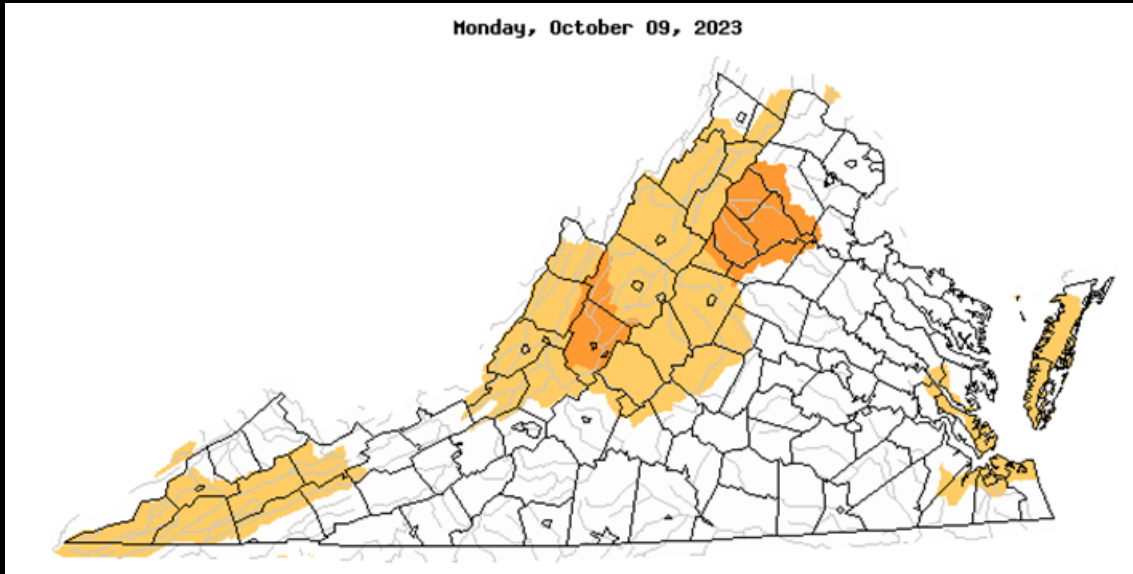
Explanation - Percentile classes							
●	●	●	●	●	●	●	○
Low	<10	10-24	25-75	76-90	>90	High	Not-ranked
	Much below normal	Below normal	Normal	Above normal	Much above normal		

- Data from 10/10/2023
- Low flows persist in north/central Virginia.

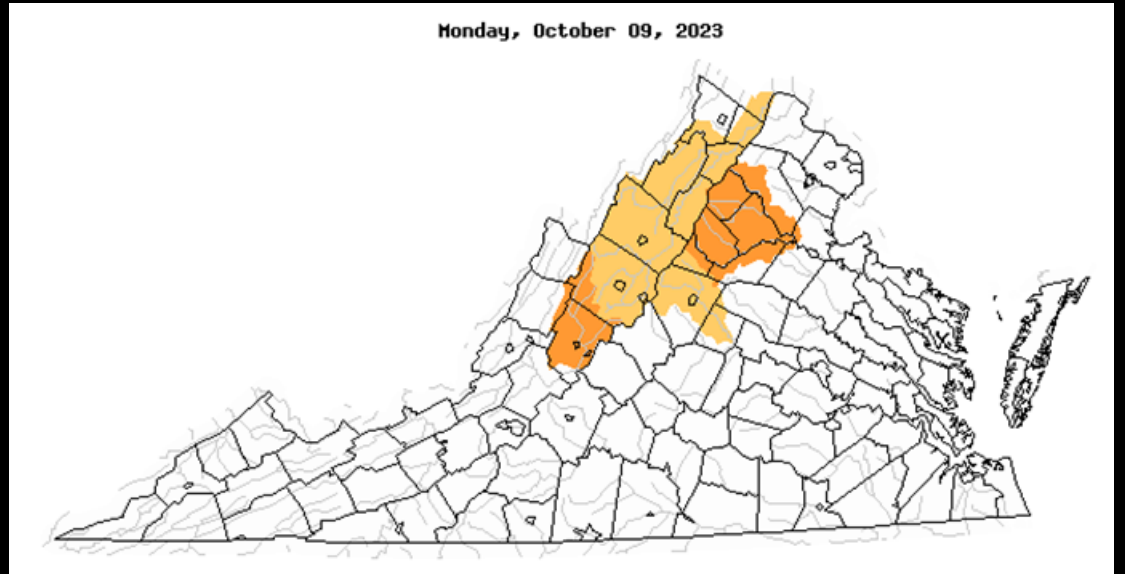


https://waterwatch.usgs.gov/index.php?id=pa01d&sid=w__map|m__pa01d_nwc&r=va

Below-Normal Streamflow Conditions



7-Day

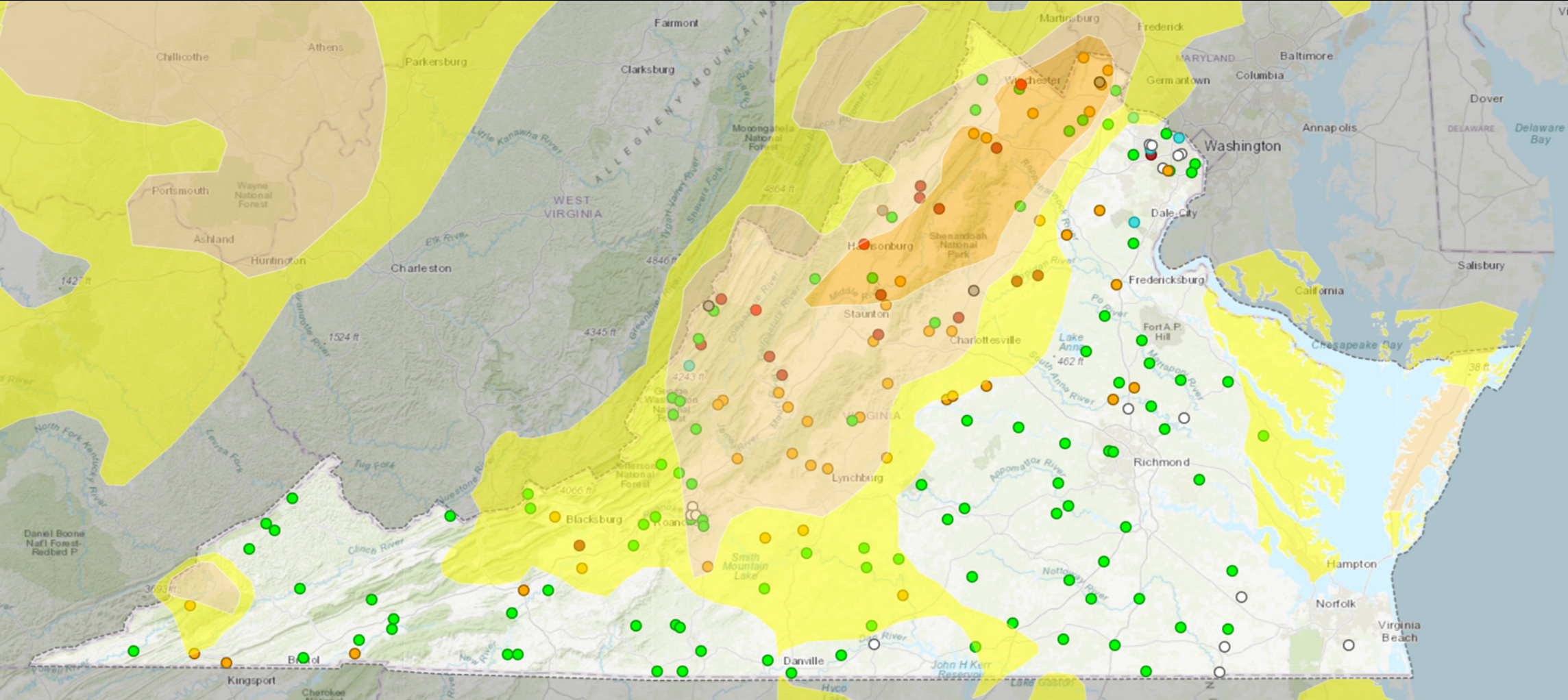


28-Day

- 20% of VA below normal, mostly north and central
- Shenandoah still below normal
- Rapidan/Rappahannock and Maury in moderate drought

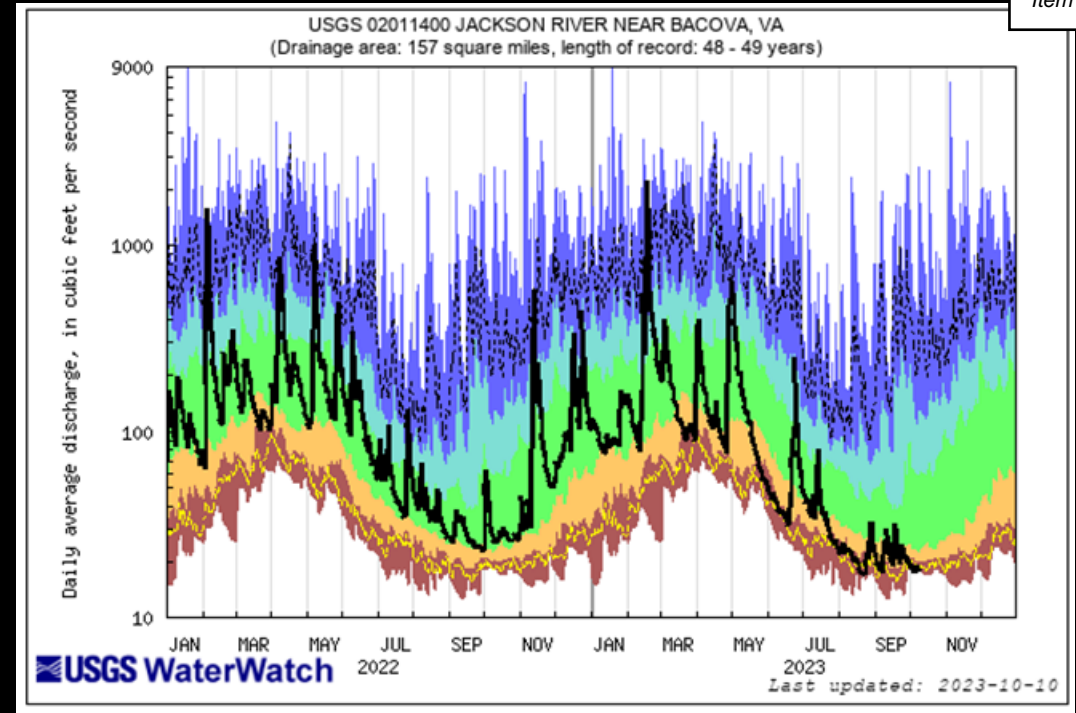
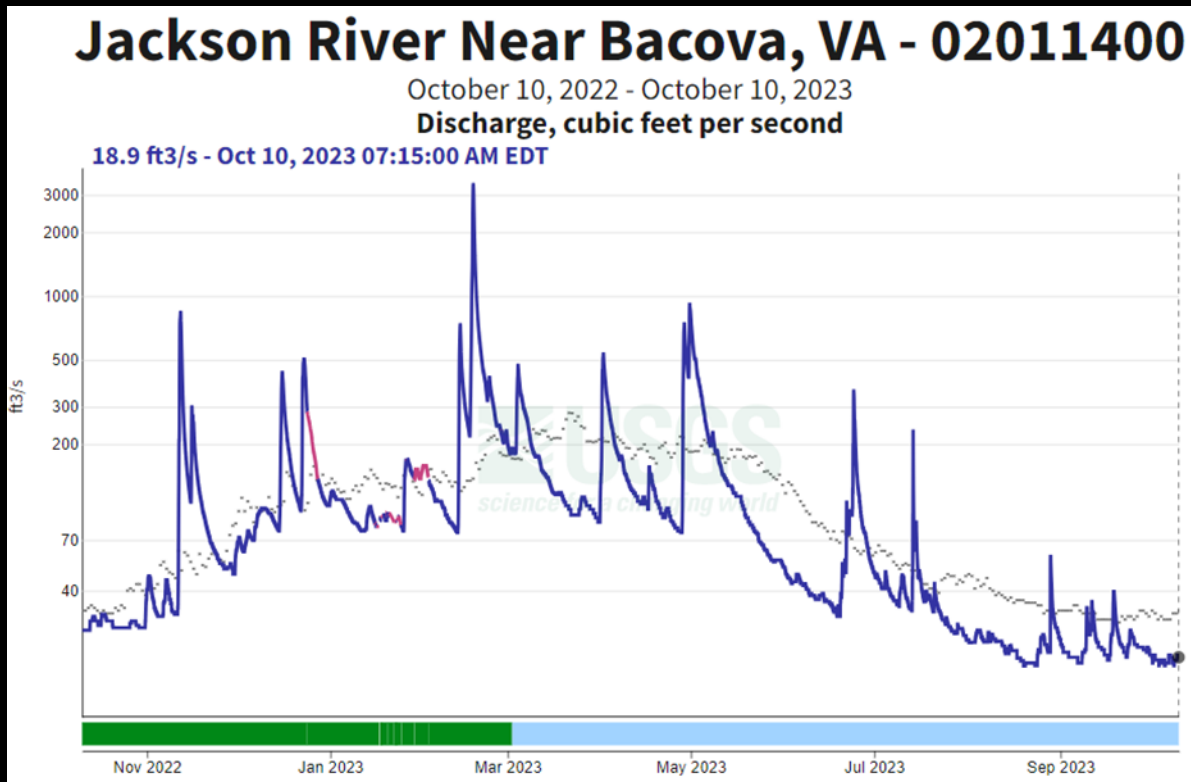
Explanation - Percentile classes			
Low	<=5	6-9	10-24
Extreme hydrologic drought	Severe hydrologic drought	Moderate hydrologic drought	Below normal

USGS National Water Dashboard



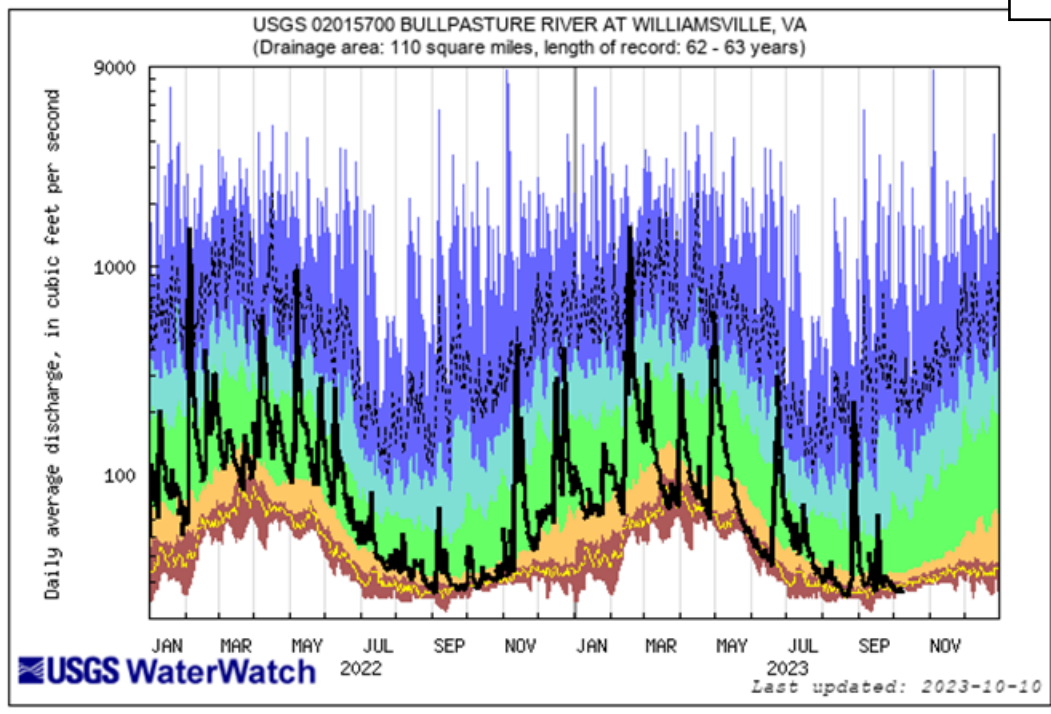
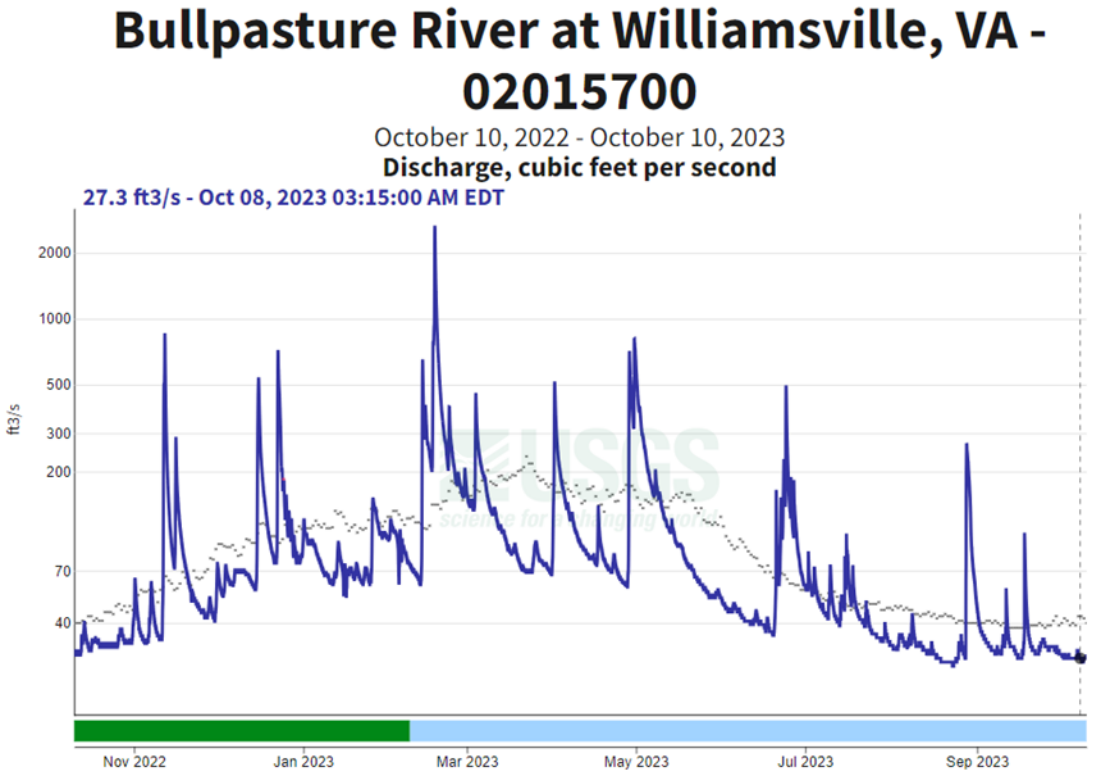
<https://dashboard.waterdata.usgs.gov/app/nwd/?region=lower48&aoi=state-va>

Streamflow Conditions for 02011400 Jackson River near Bacova, VA



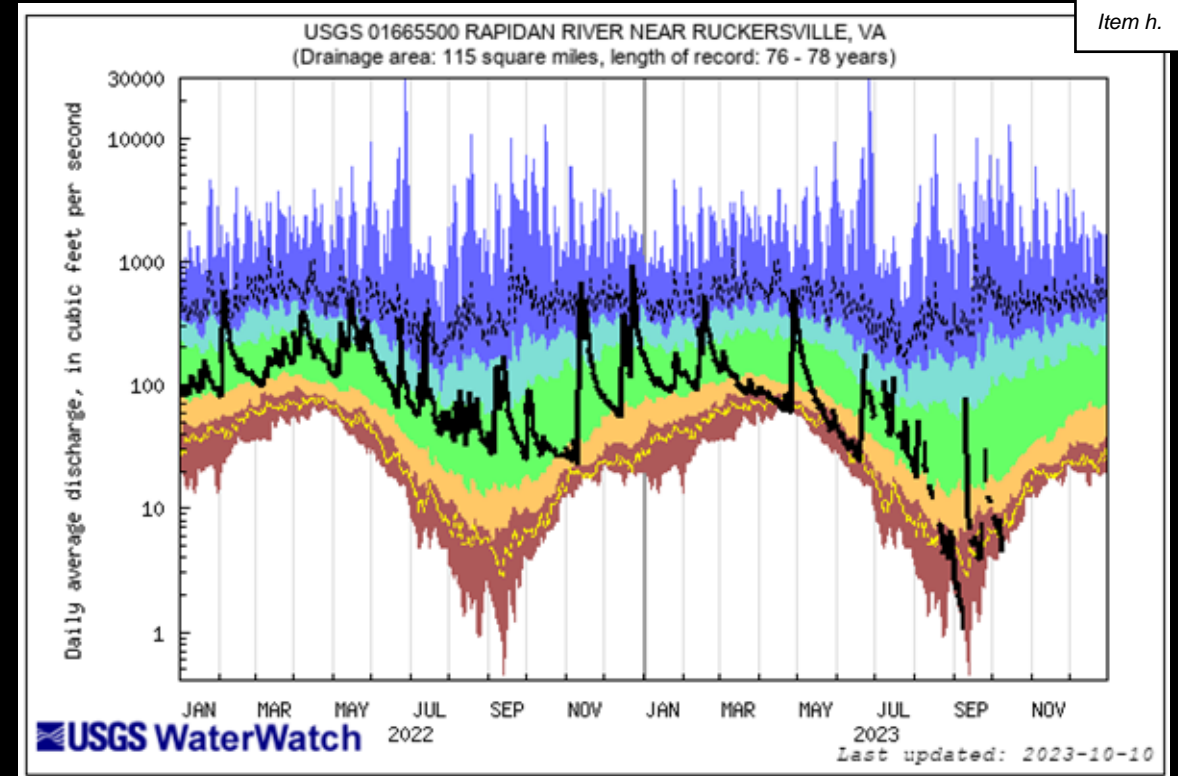
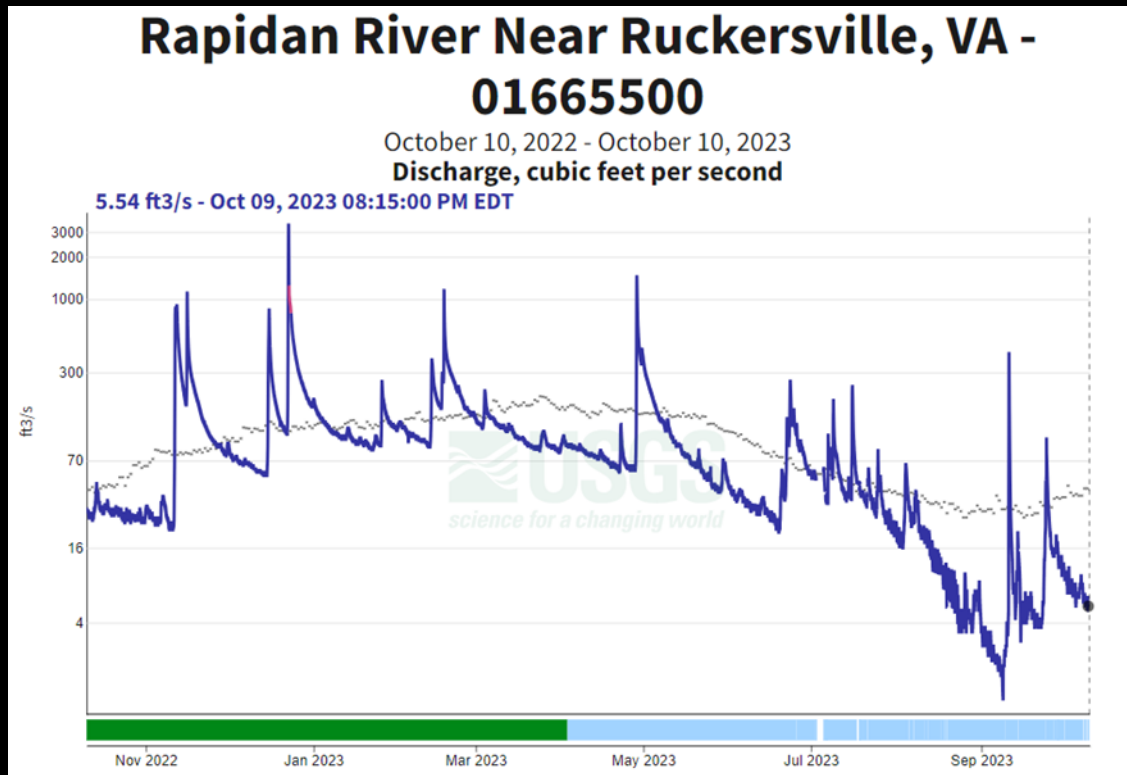
- 157 sq miles
- 49 years of data

Streamflow Conditions for 02015700 Bullpasture River near Williamsville, VA



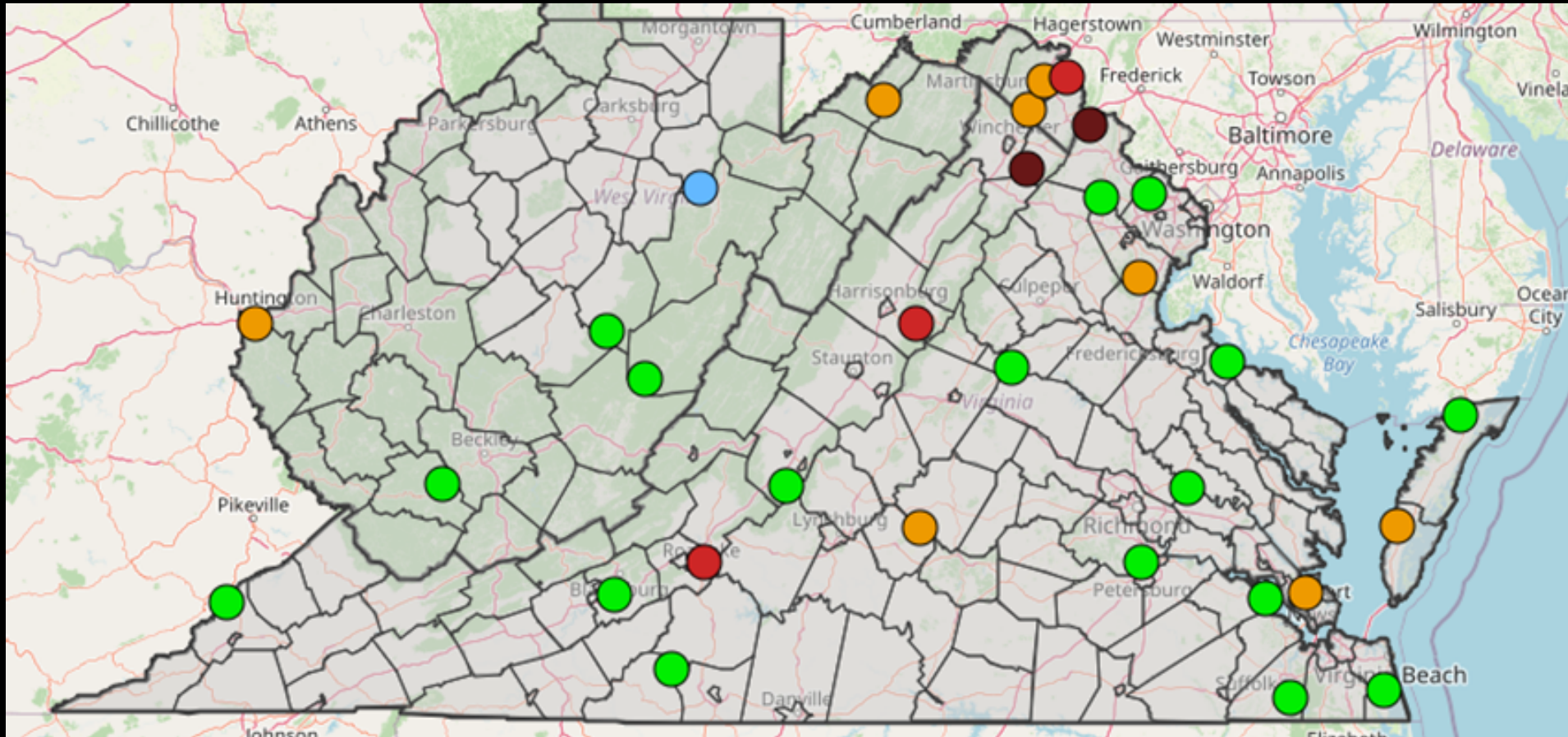
- 110 sq miles
- 63 years of data

Streamflow Conditions for 01665500 Rappahannock River near Ruckersville, VA



- 115 sq miles
- 78 years of data

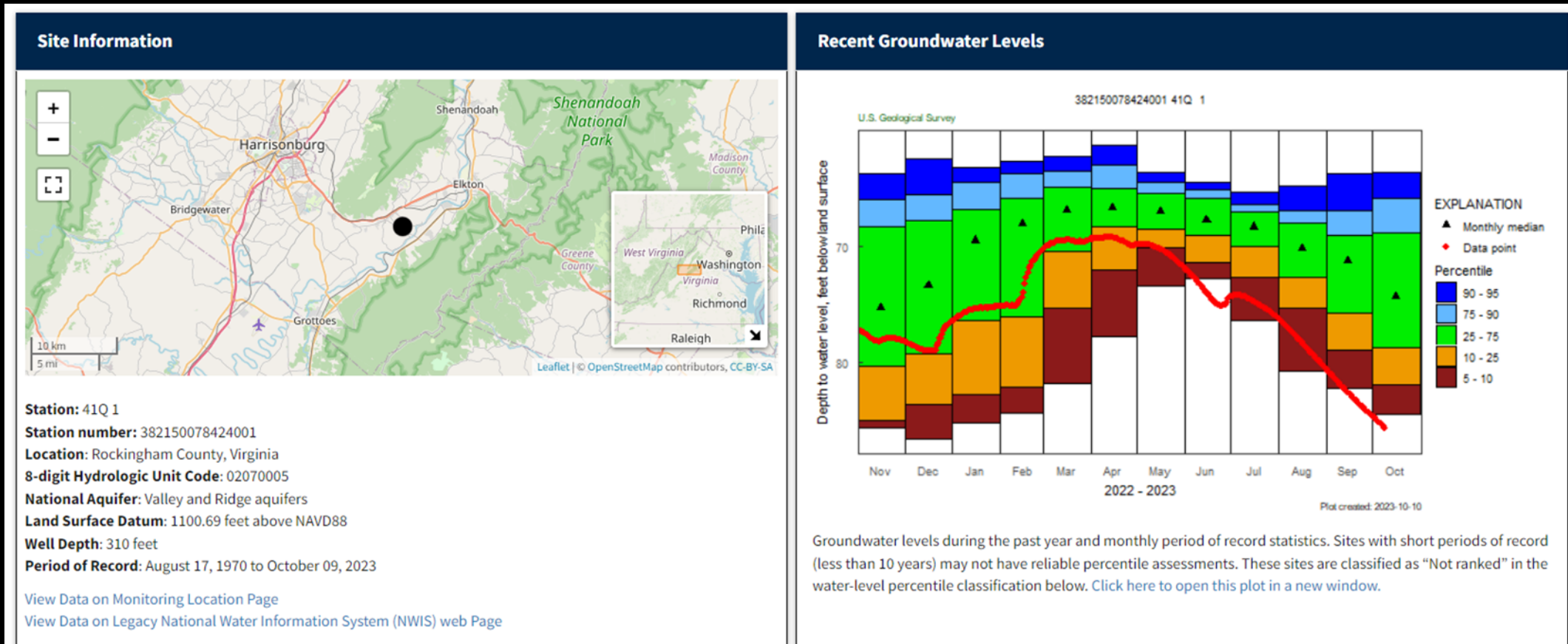
Groundwater Levels - Climate Response Network Item h.



- Valley & Ridge monitoring wells in the lowest percentile ranges

New VA-WV WSC Developed Page: <https://rconnect.usgs.gov/vawv-groundwater/>

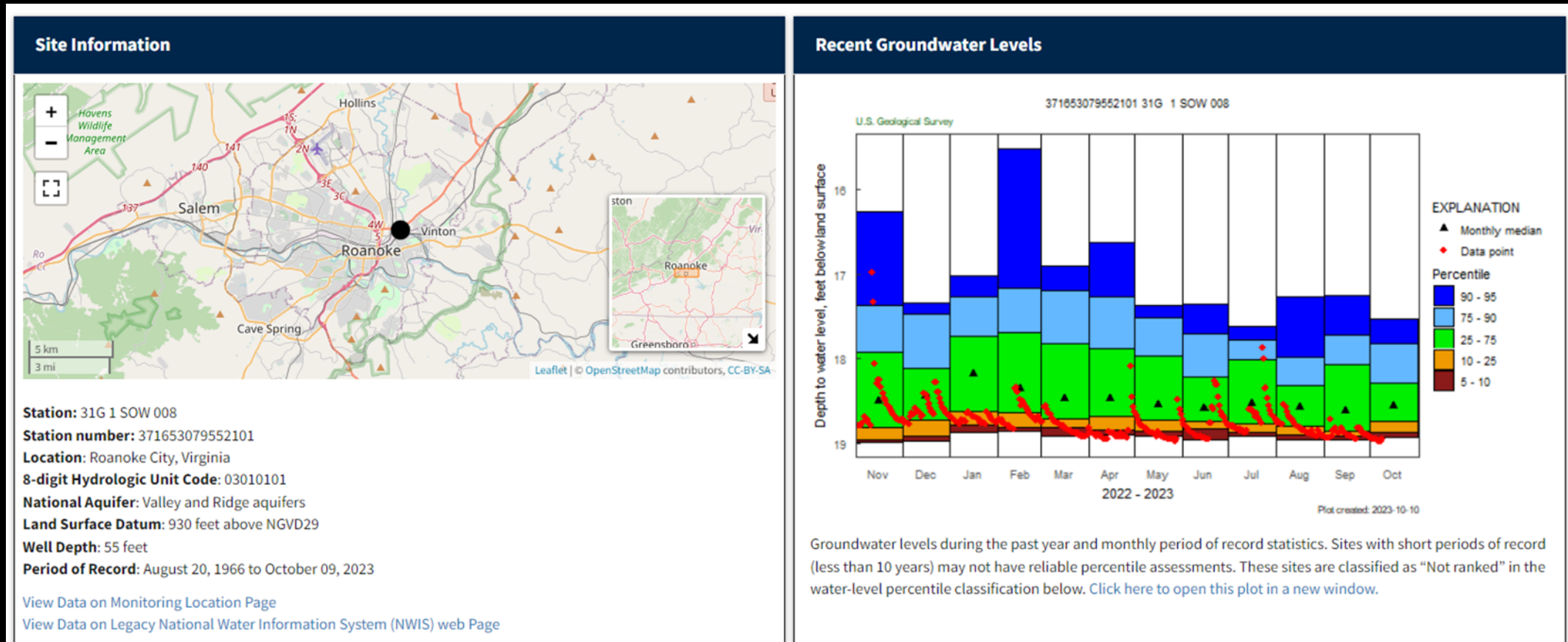
Groundwater Levels - Climate Response Network Item h.



- 41Q 1
- Rockingham County
- 310 ft deep

- 53 year record
- Well below 5th percentile

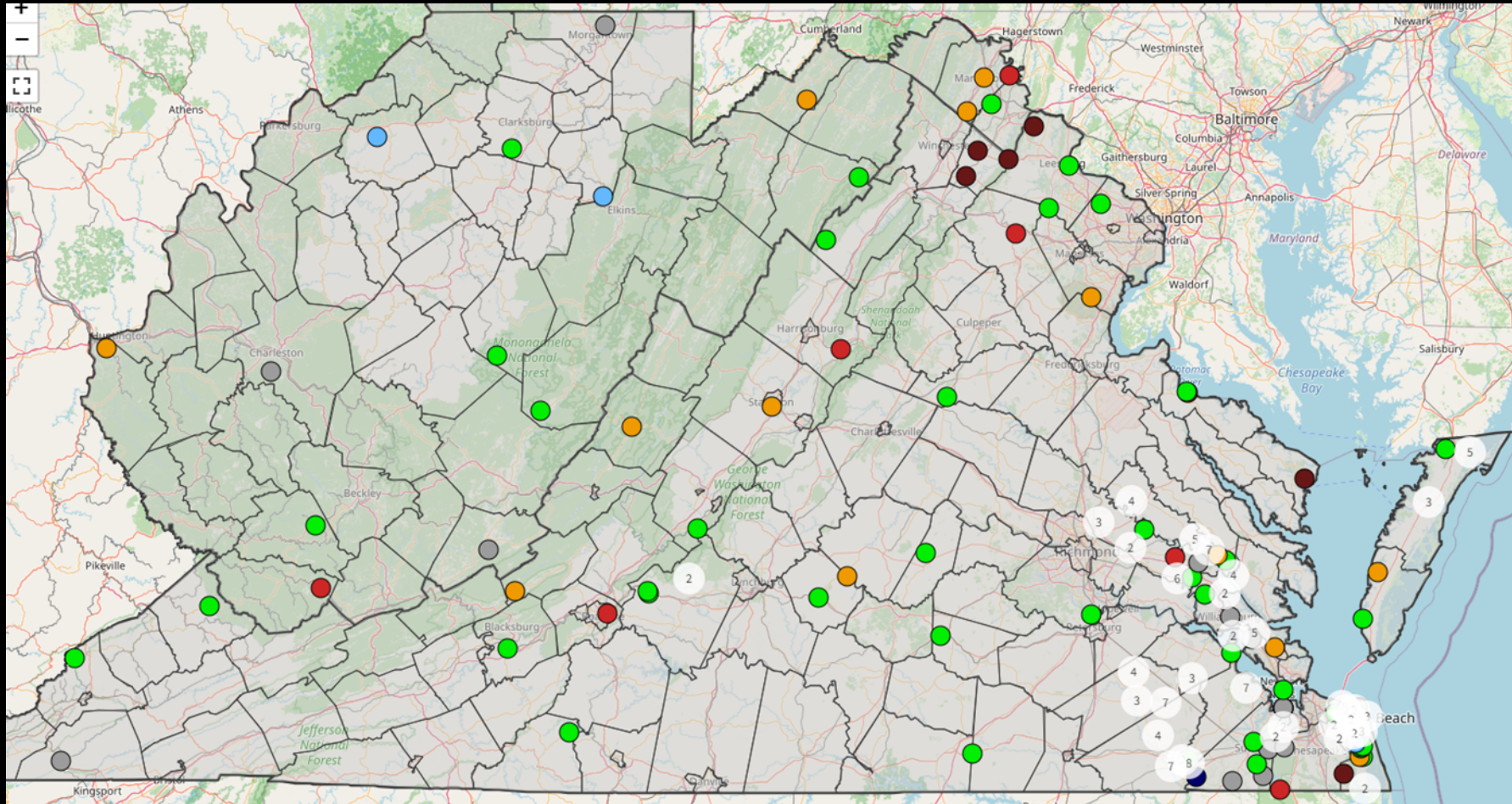
Groundwater Levels - Climate Response Network Item h.



- 31G 1 SOW 008
- Roanoke City
- 55 ft deep

- 57 year record
- Below 5th percentile

Groundwater Levels – All USGS Wells



- Valley & Ridge monitoring wells in the lowest percentile ranges

New VA-WV WSC Developed Page: <https://rconnect.usgs.gov/vawv-groundwater/>

Questions?

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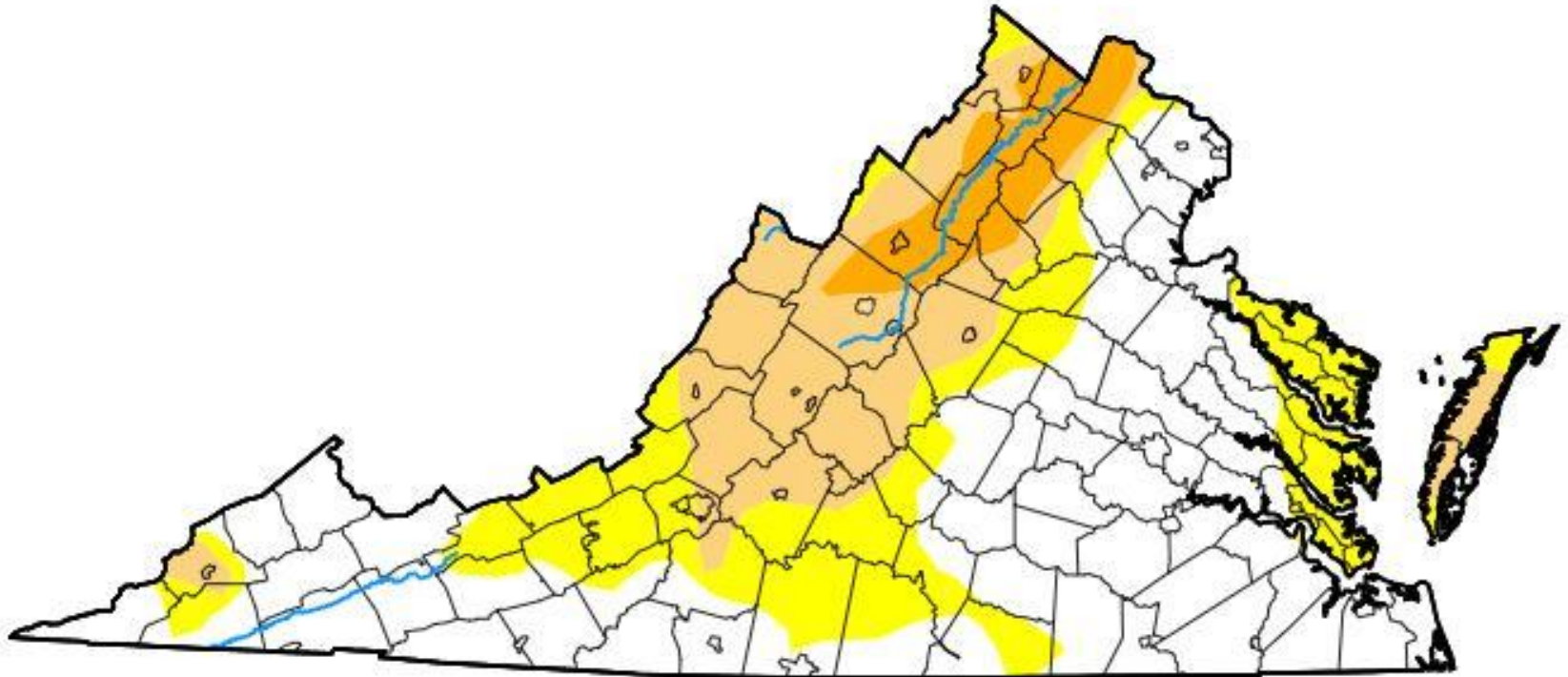
VA Drought Monitoring Task Force

Erik Taylor & Nick Fillo

National Weather Service – Baltimore/Washington DC/Blacksburg, VA

October 10, 2023

U.S. Drought Monitor



Map released: Thurs. October 5, 2023

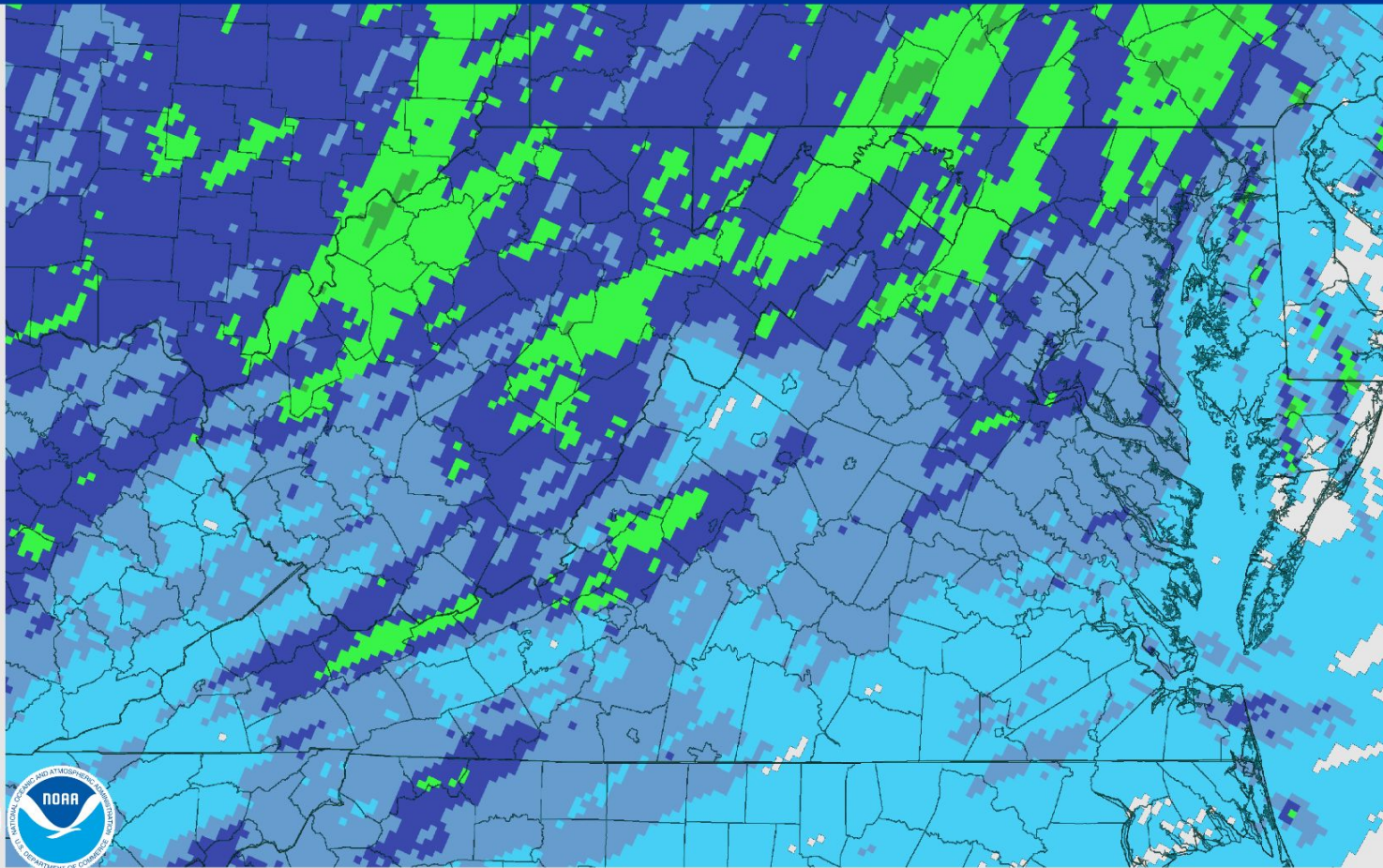
Data valid: October 3, 2023 at 8 a.m. EDT

7-Day Observed Precipitation

October 09, 2023 7-Day Observed Precipitation

Created on: October 10, 2023 - 13:23 UTC

Valid on: October 09, 2023 12:00 UTC

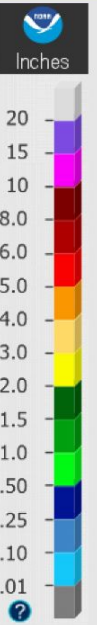
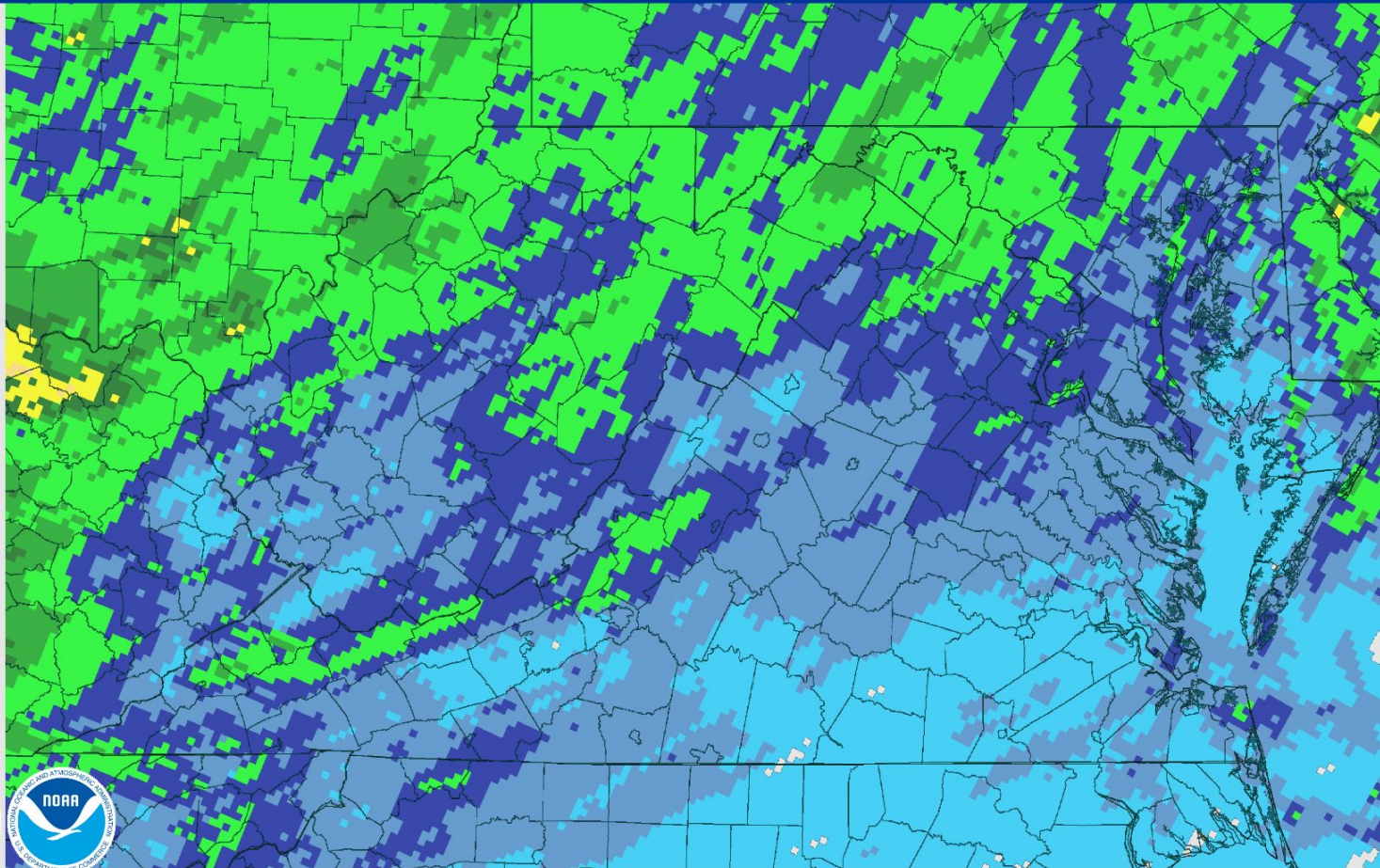


14-Day Observed Precipitation

October 09, 2023 14-Day Observed Precipitation

Created on: October 10, 2023 - 13:23 UTC

Valid on: October 09, 2023 12:00 UTC

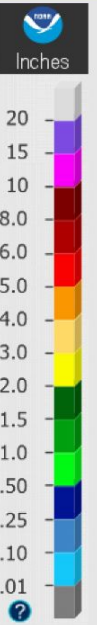
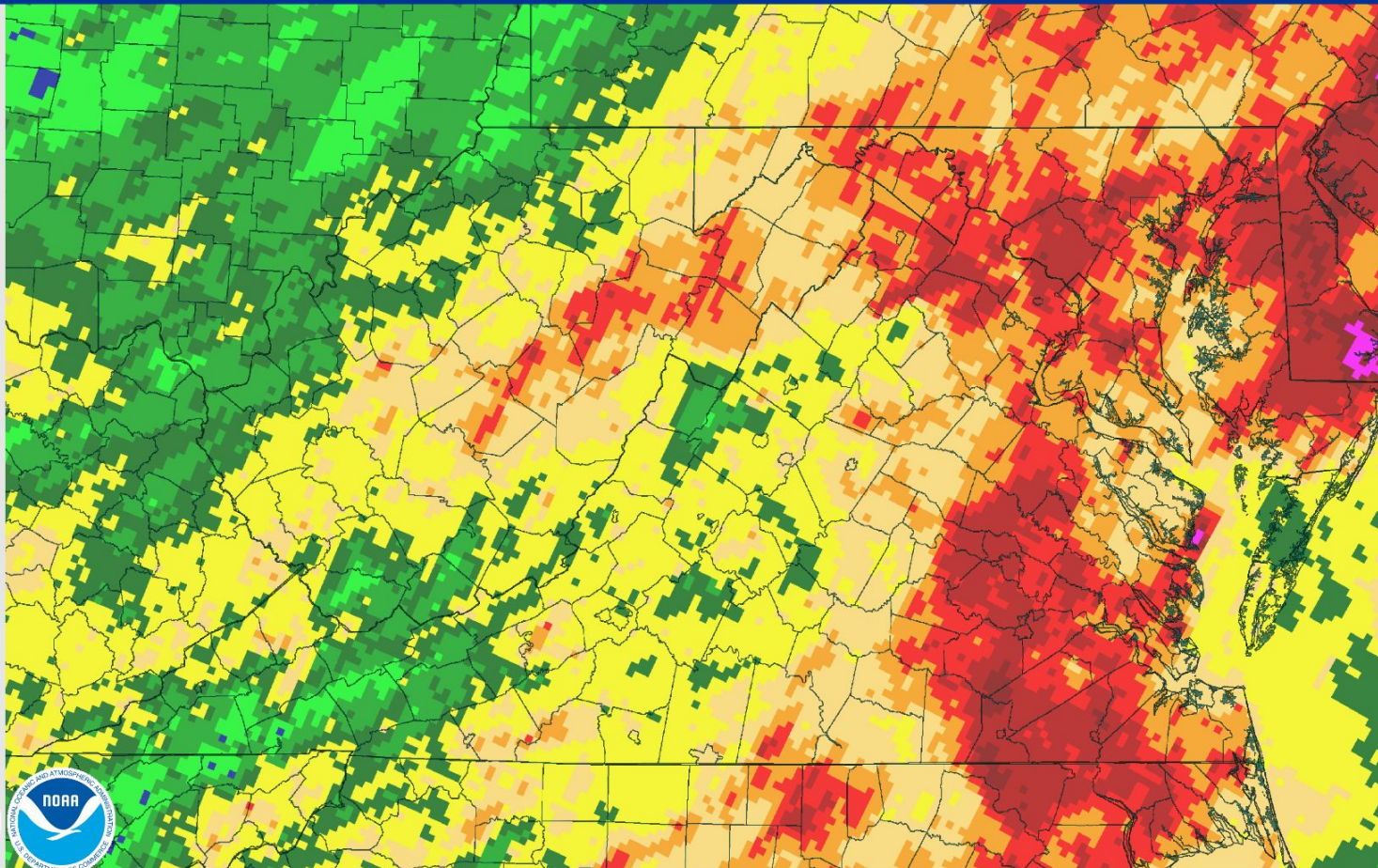


30-Day Observed Precipitation

October 09, 2023 30-Day Observed Precipitation

Created on: October 10, 2023 - 13:24 UTC

Valid on: October 09, 2023 12:00 UTC

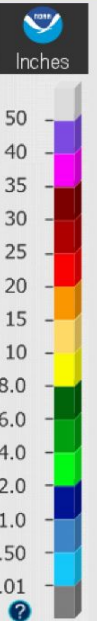
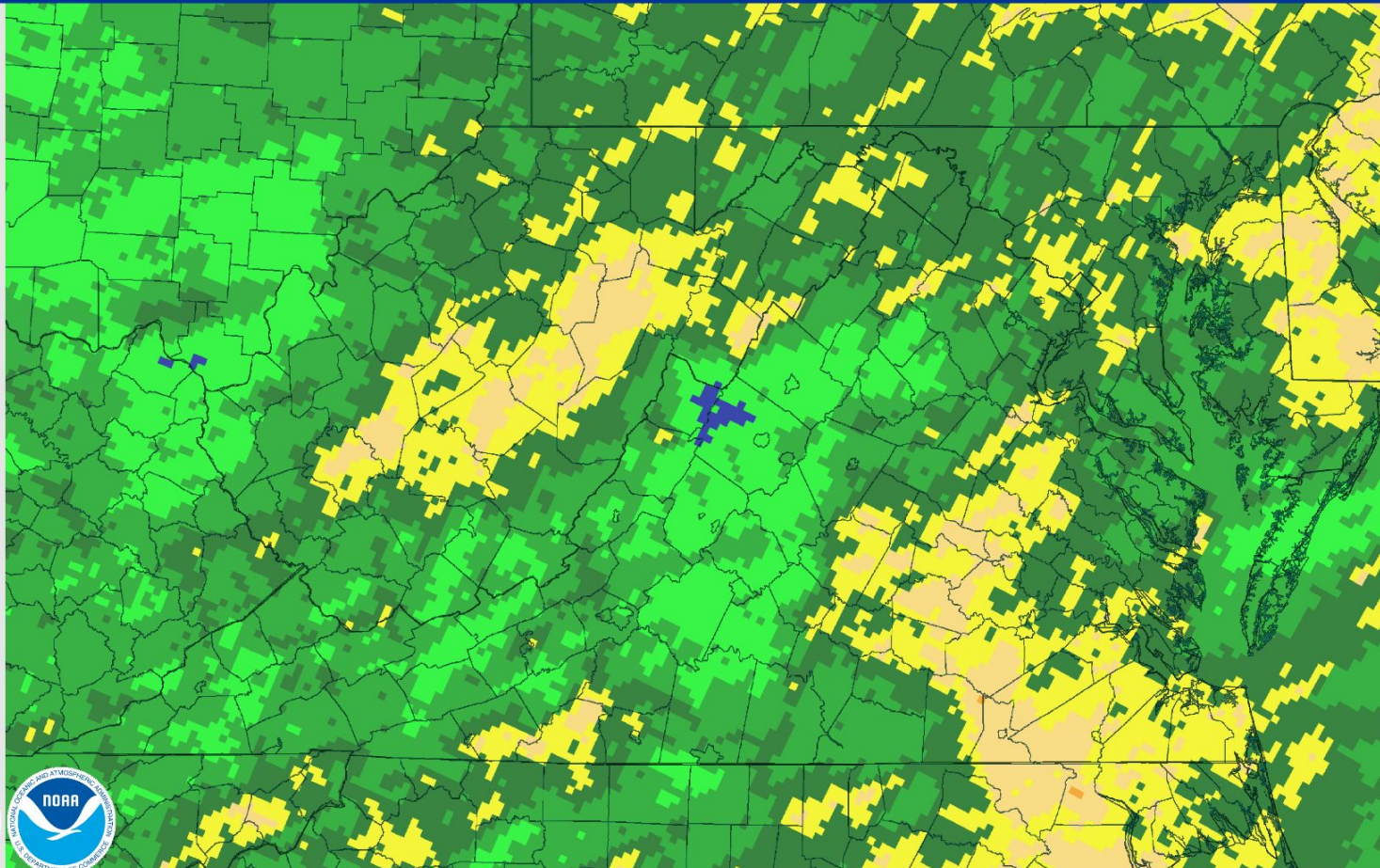


60-Day Observed Precipitation

October 09, 2023 60-Day Observed Precipitation

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Valid on: October 09, 2023 12:00 UTC

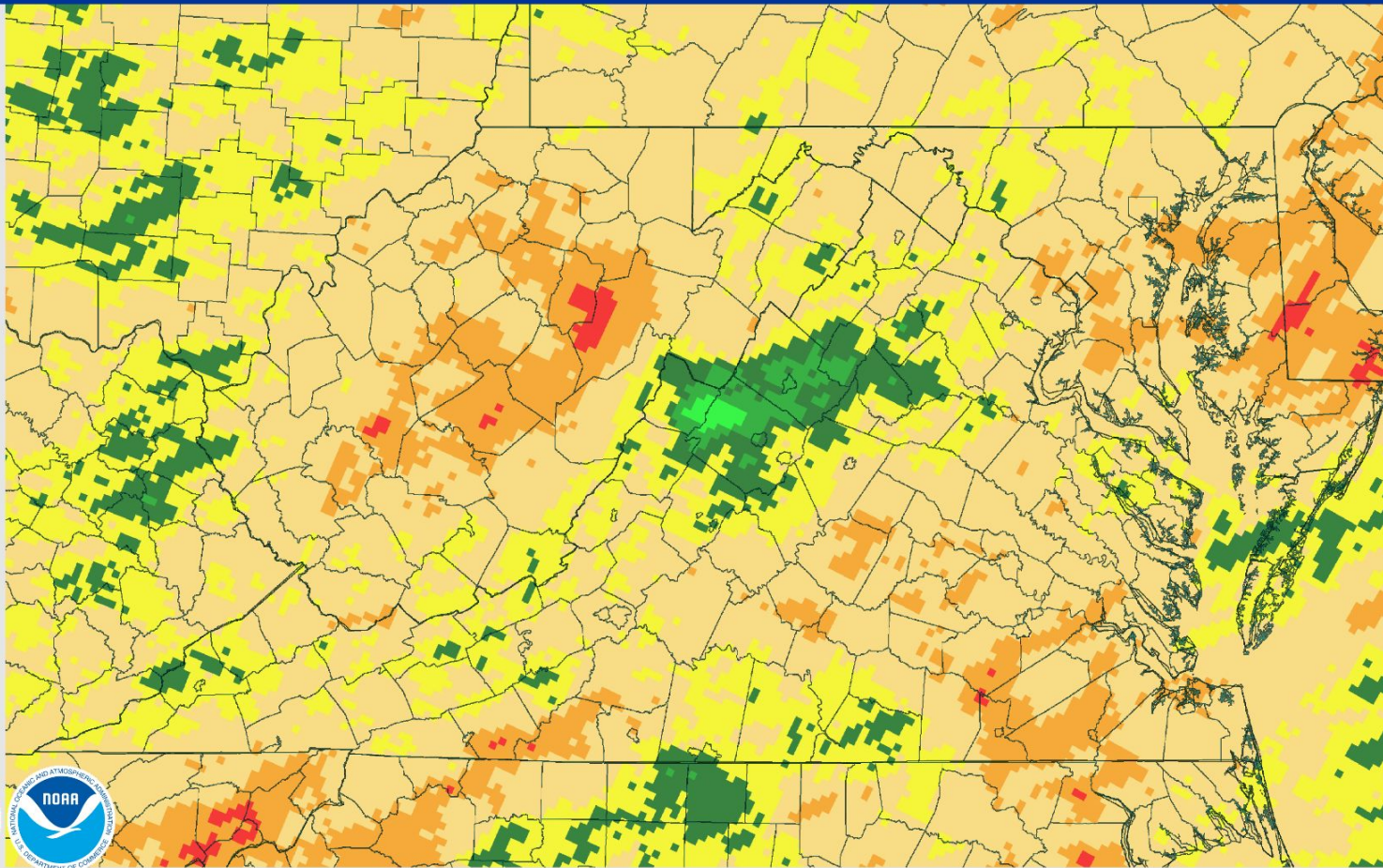


90-Day Observed Precipitation

October 09, 2023 90-Day Observed Precipitation

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Valid on: October 09, 2023 12:00 UTC

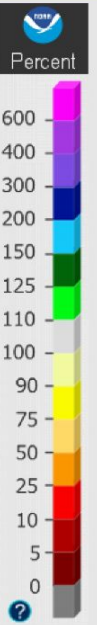
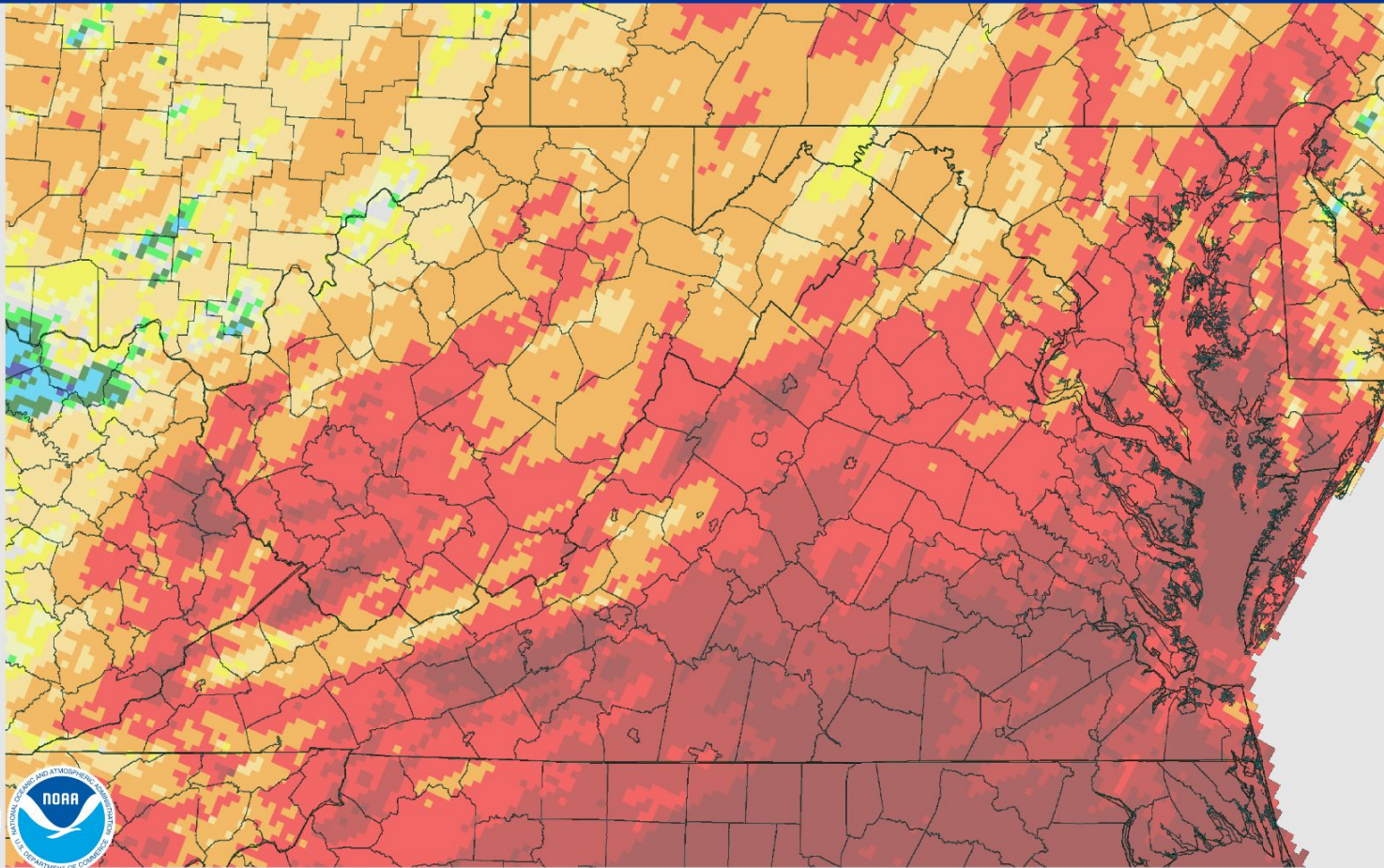


14-Day Percent of Normal Precipitation

October 09, 2023 14-Day Percent Precipitation

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Valid on: October 09, 2023 12:00 UTC

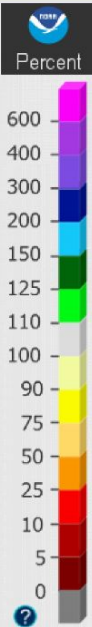
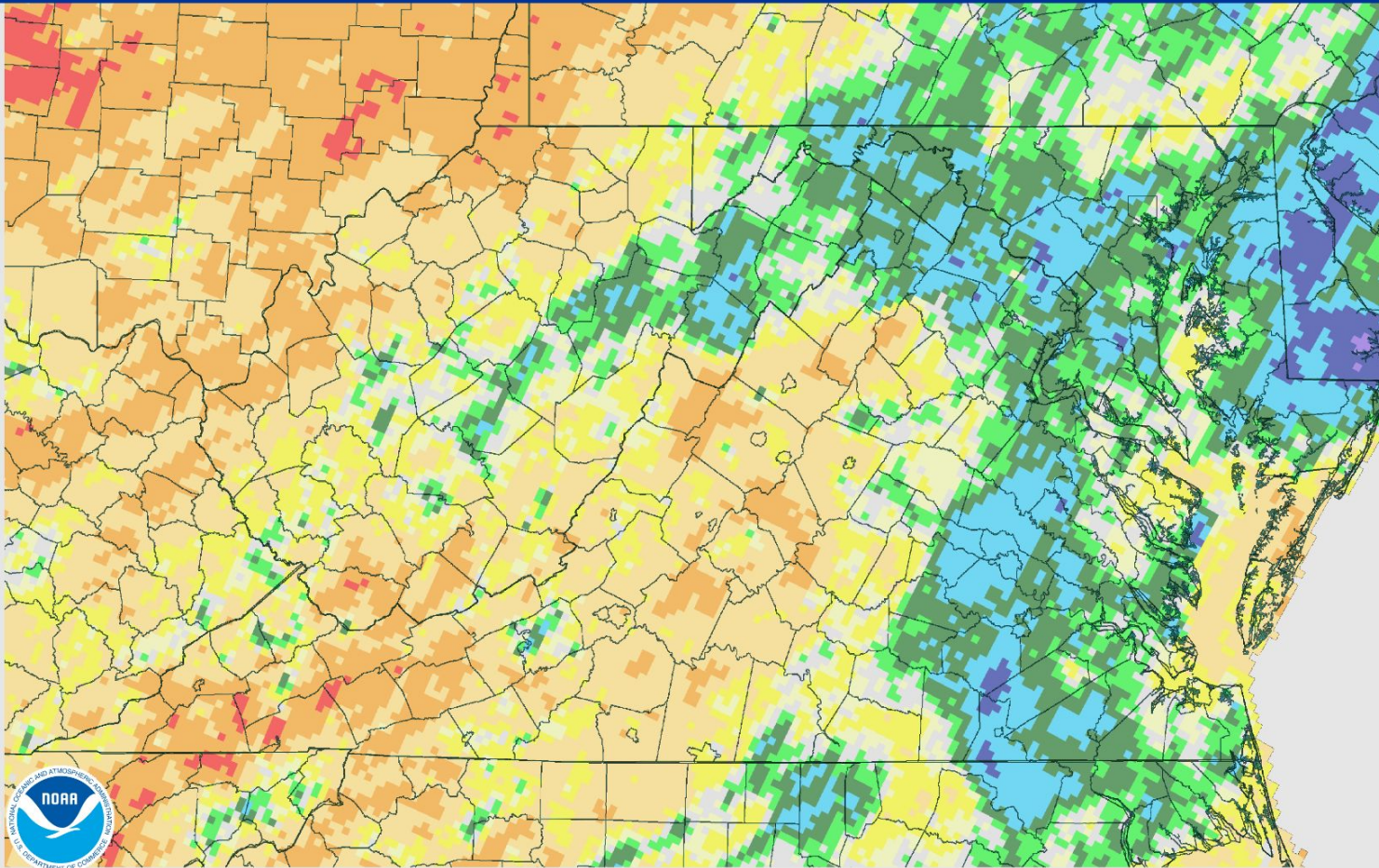


30-Day Percent of Normal Precipitation

October 09, 2023 30-Day Percent Precipitation

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Valid on: October 09, 2023 12:00 UTC

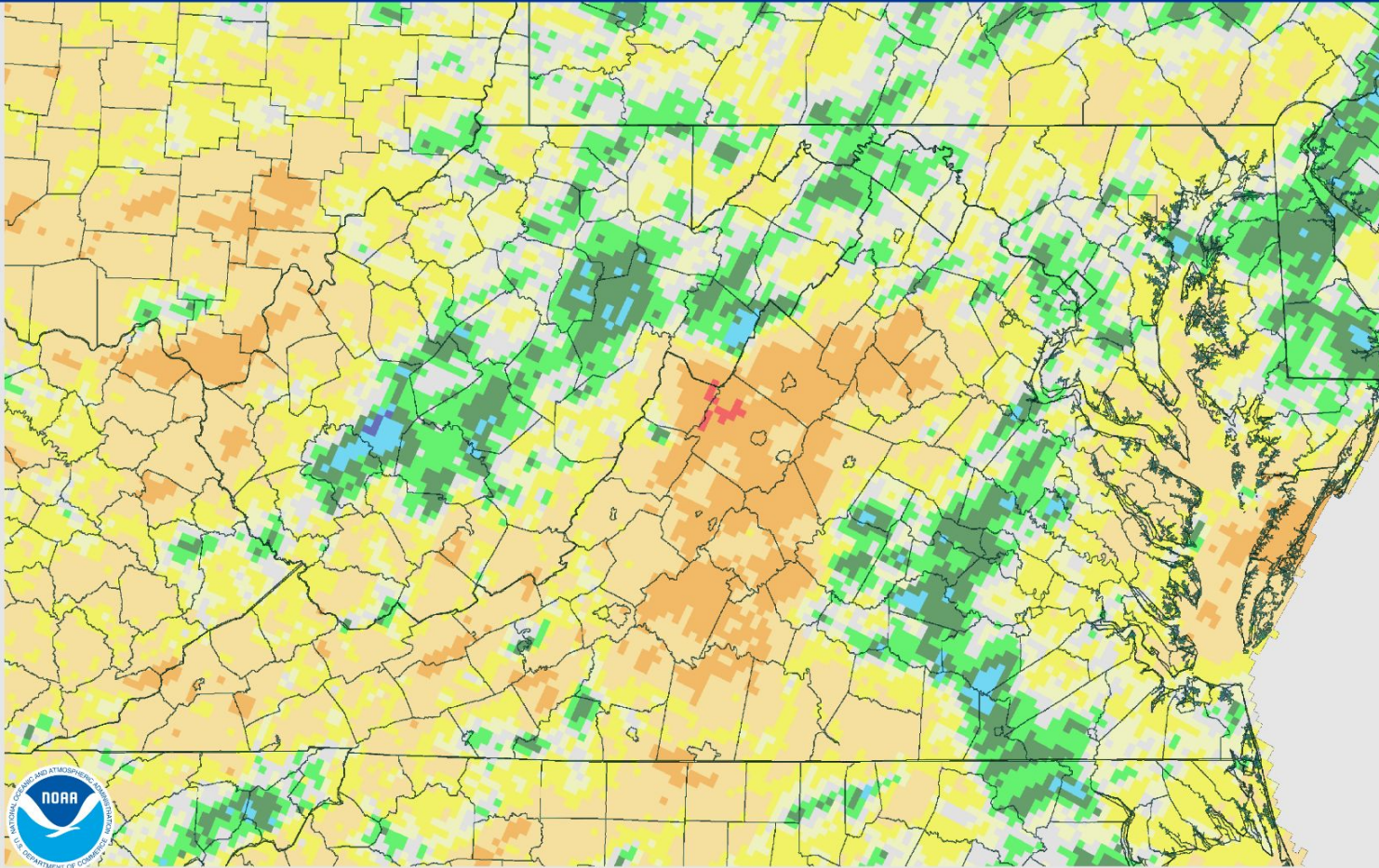


60-Day Percent of Normal Precipitation

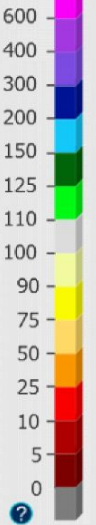
October 09, 2023 60-Day Percent Precipitation

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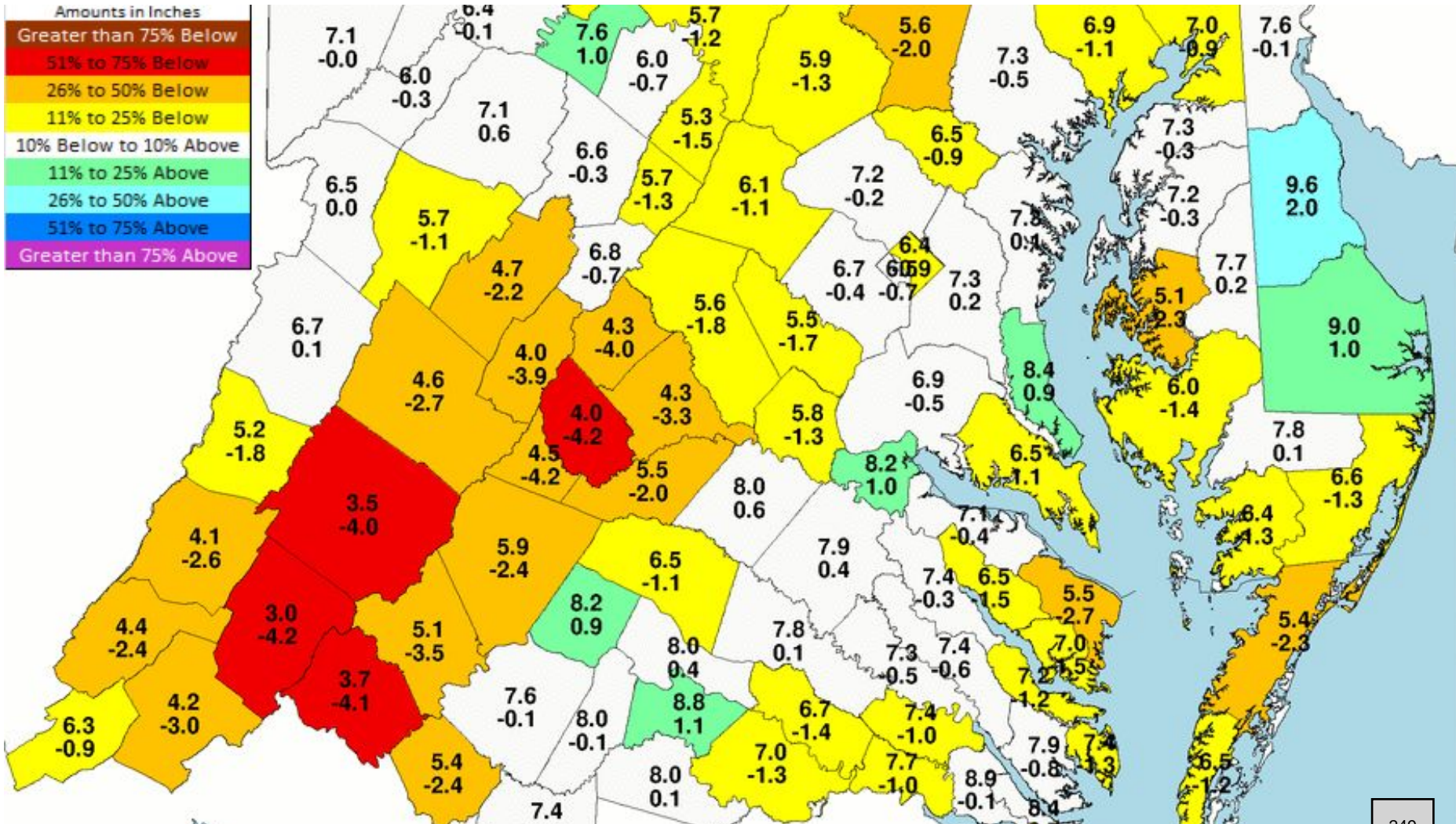
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Percent



60-Day Departure Of Precipitation

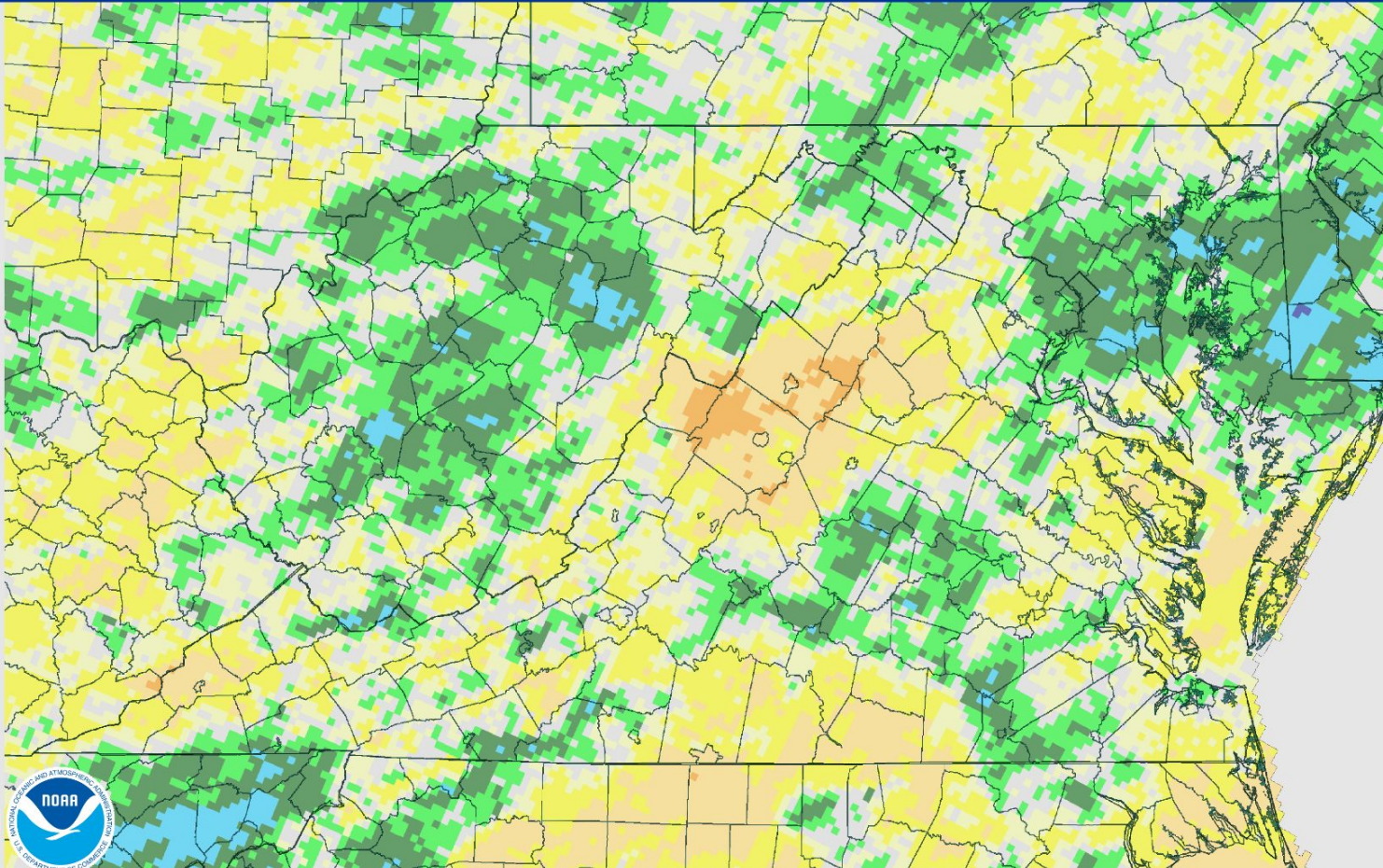


90-Day Percent of Normal Precipitation

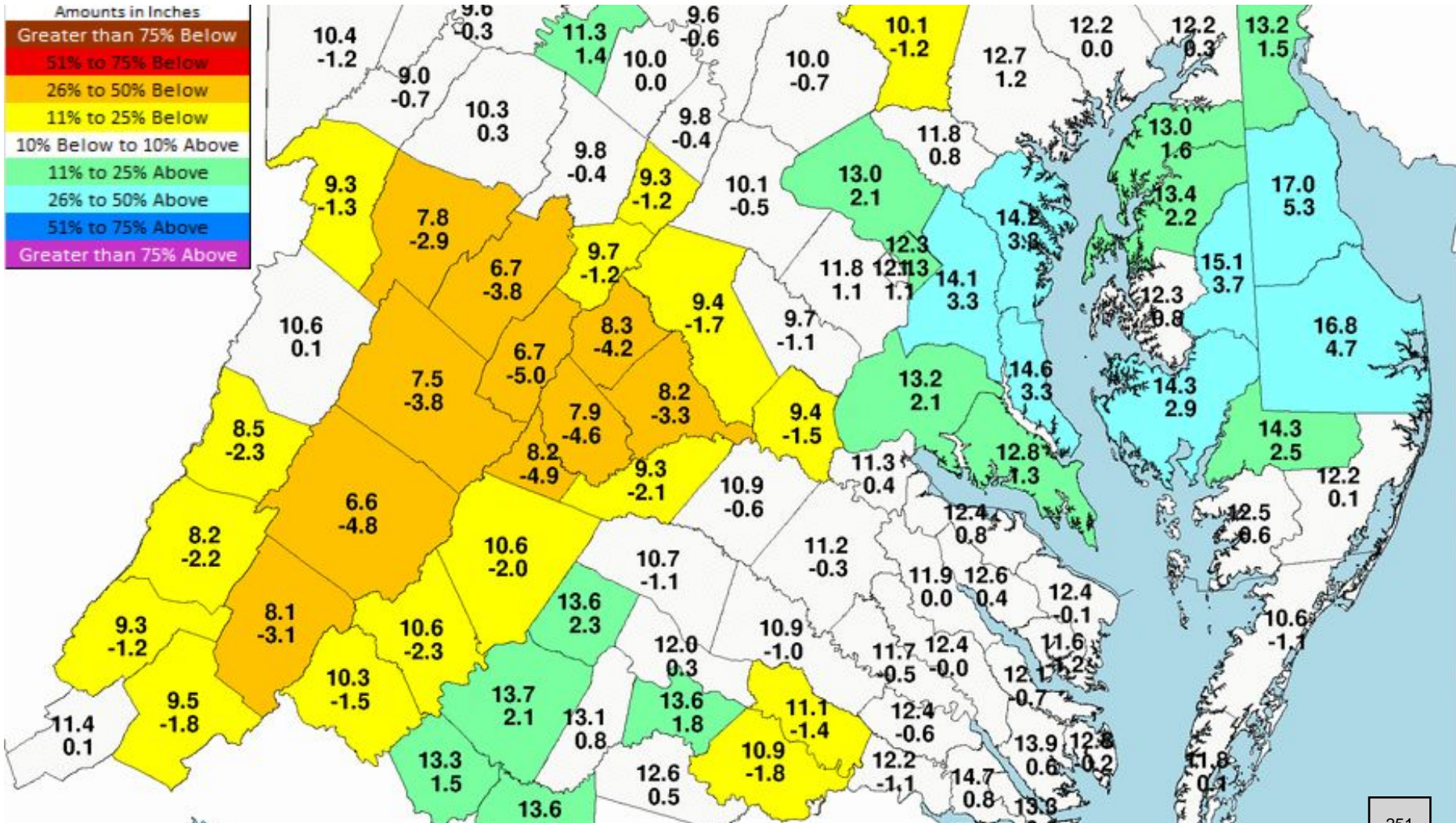
October 09, 2023 90-Day Percent Precipitation

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Valid on: October 09, 2023 12:00 UTC



90-Day Departure Of Precipitation

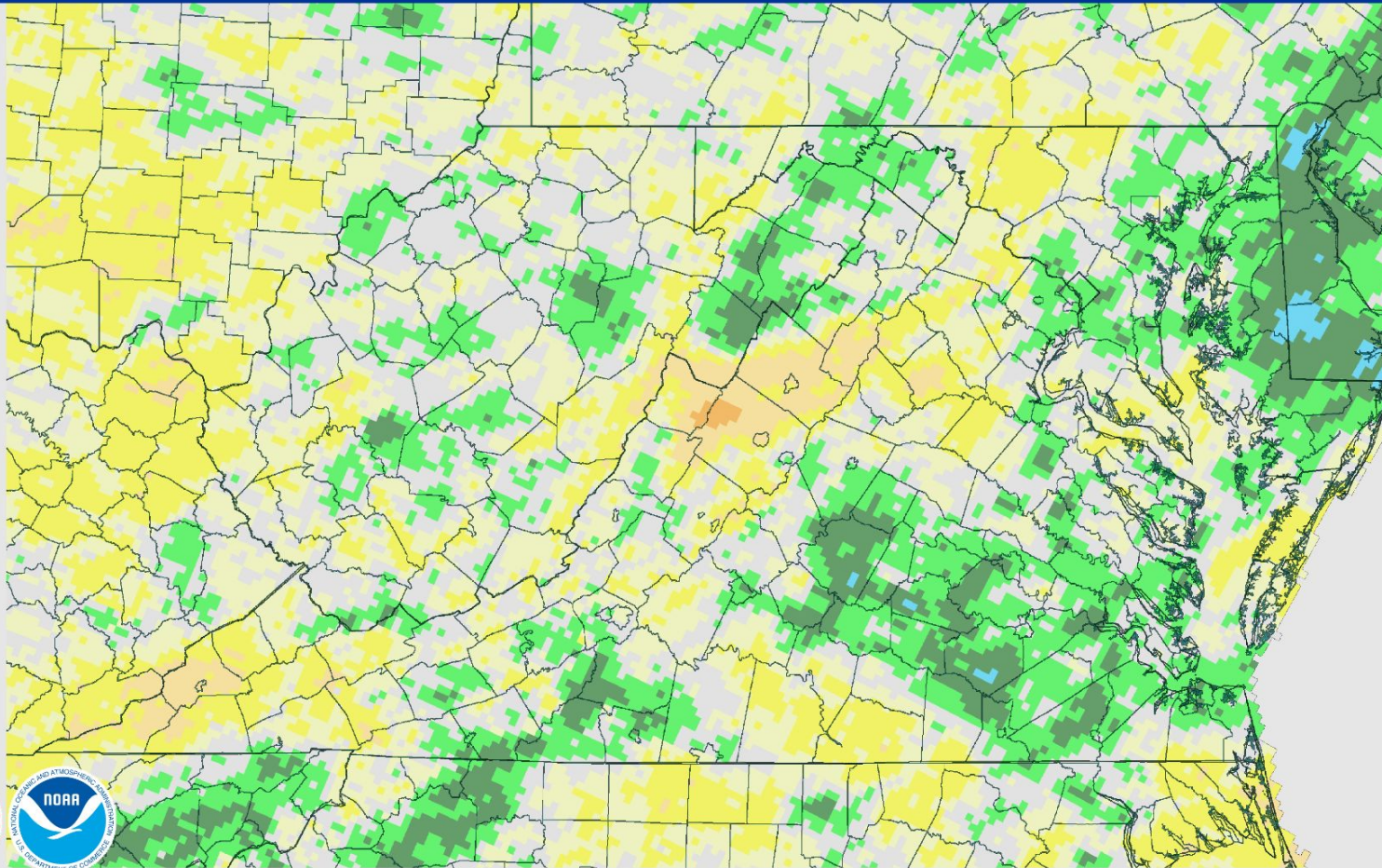


180-Day Percent of Normal Precipitation

October 09, 2023 180-Day Percent Precipitation

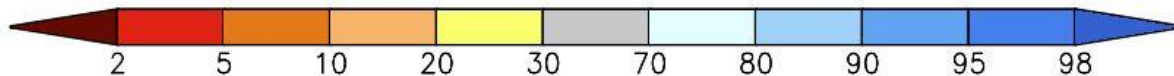
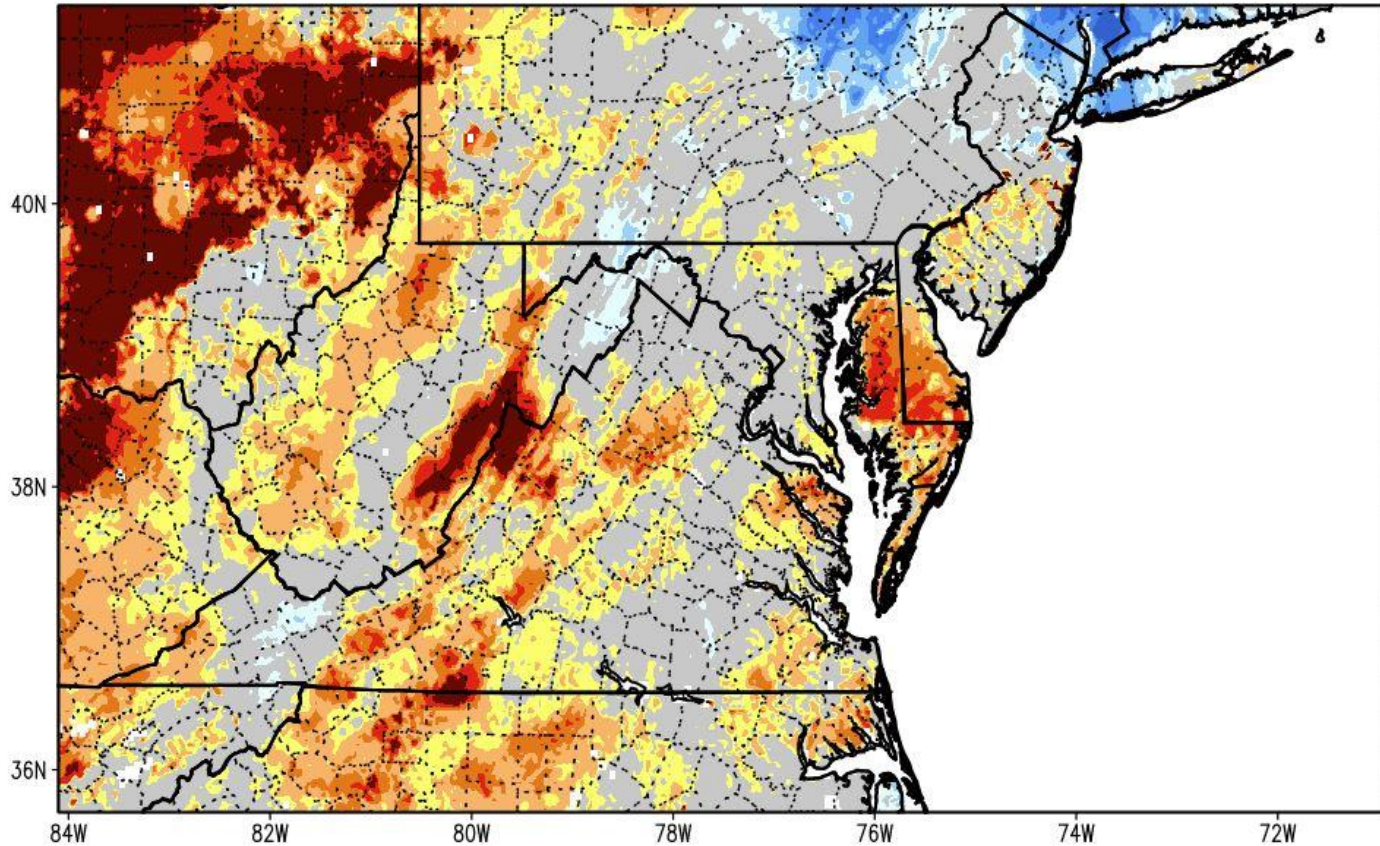
Created on: October 10, 2023 - 13:30 UTC

Valid on: October 09, 2023 12:00 UTC



NASA SPoRT LIS Soil Moisture

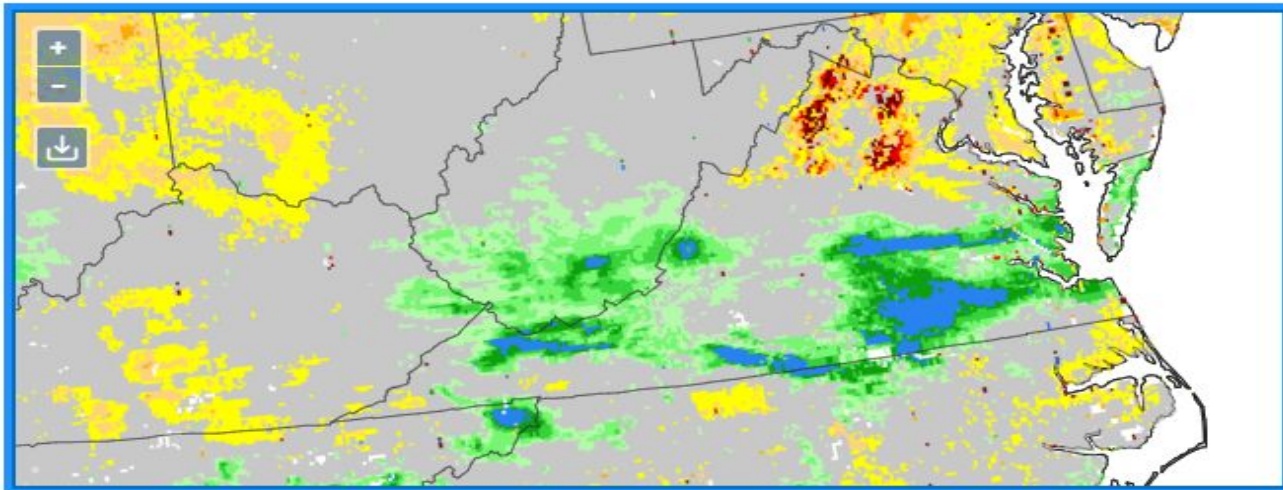
SPoRT-LIS 0-100 cm Soil Moisture percentile valid 10 Oct 2023



NASA SPoRT LIS Soil Moisture

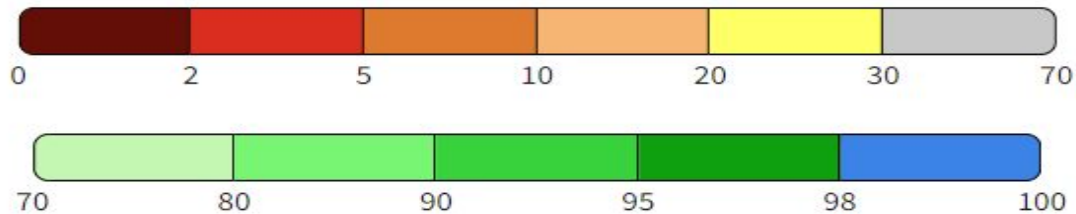
Valid June 1st, 2023

INTERACTIVE MAP: 0-100 CM SOIL MOISTURE PERCENTILE

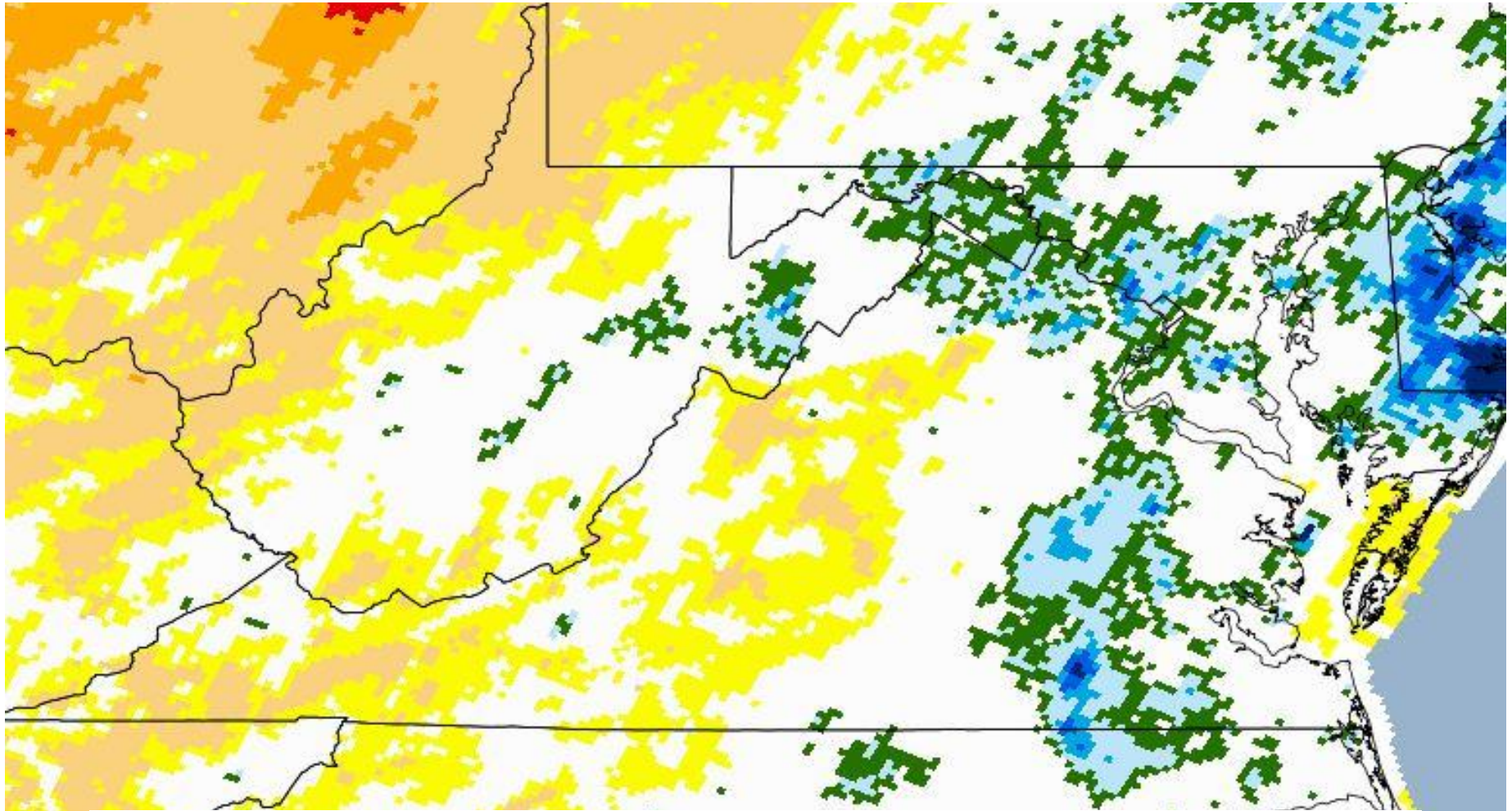


Legend

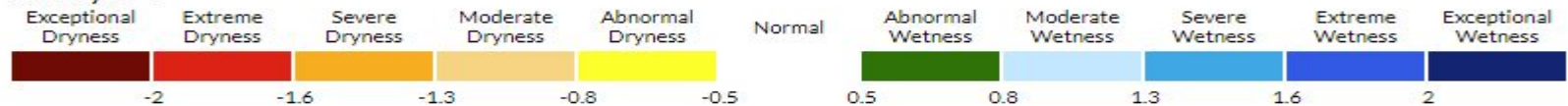
0-100 cm Soil Moisture Percentile



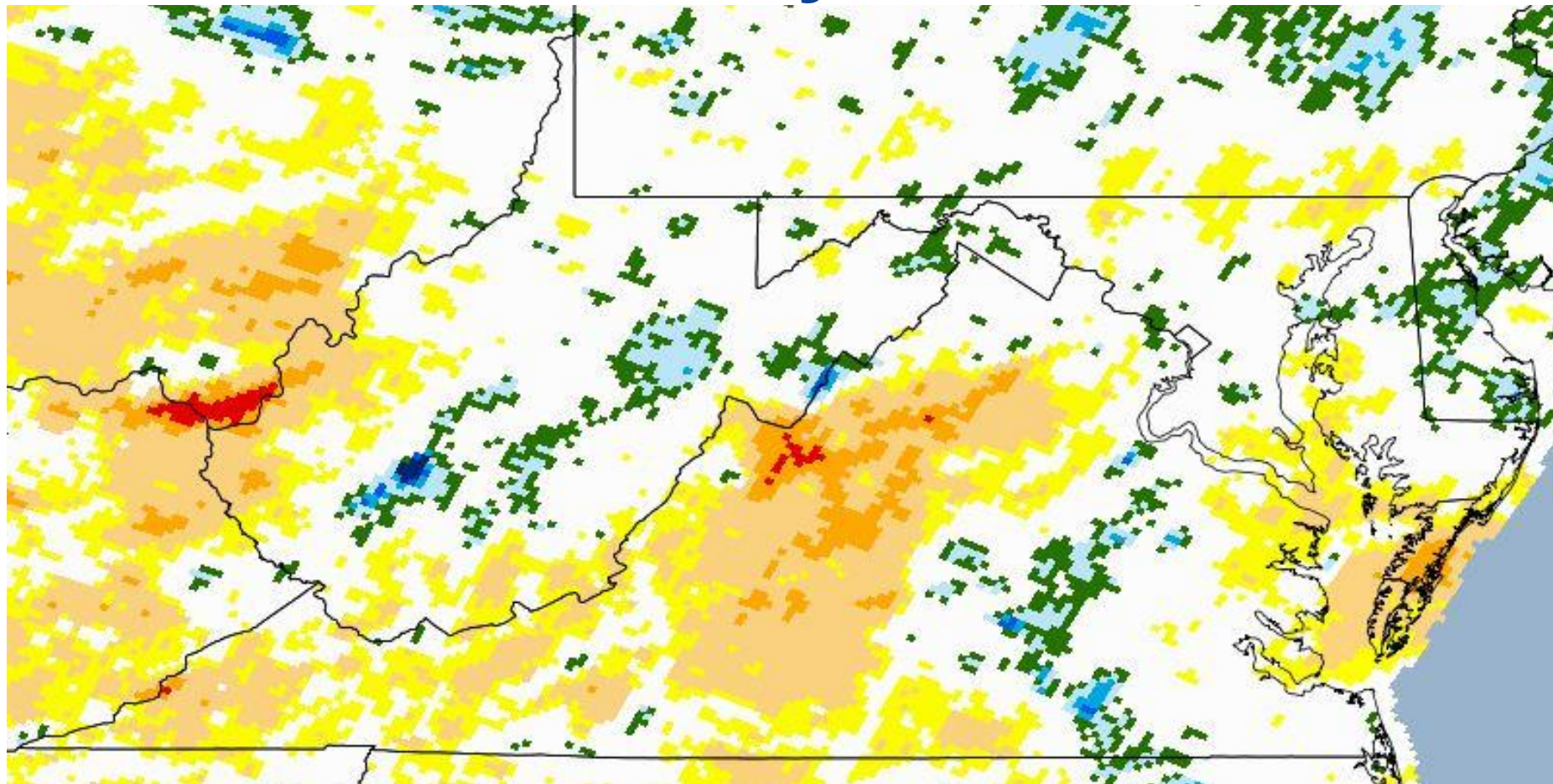
30-Day SPI



30-day SPI



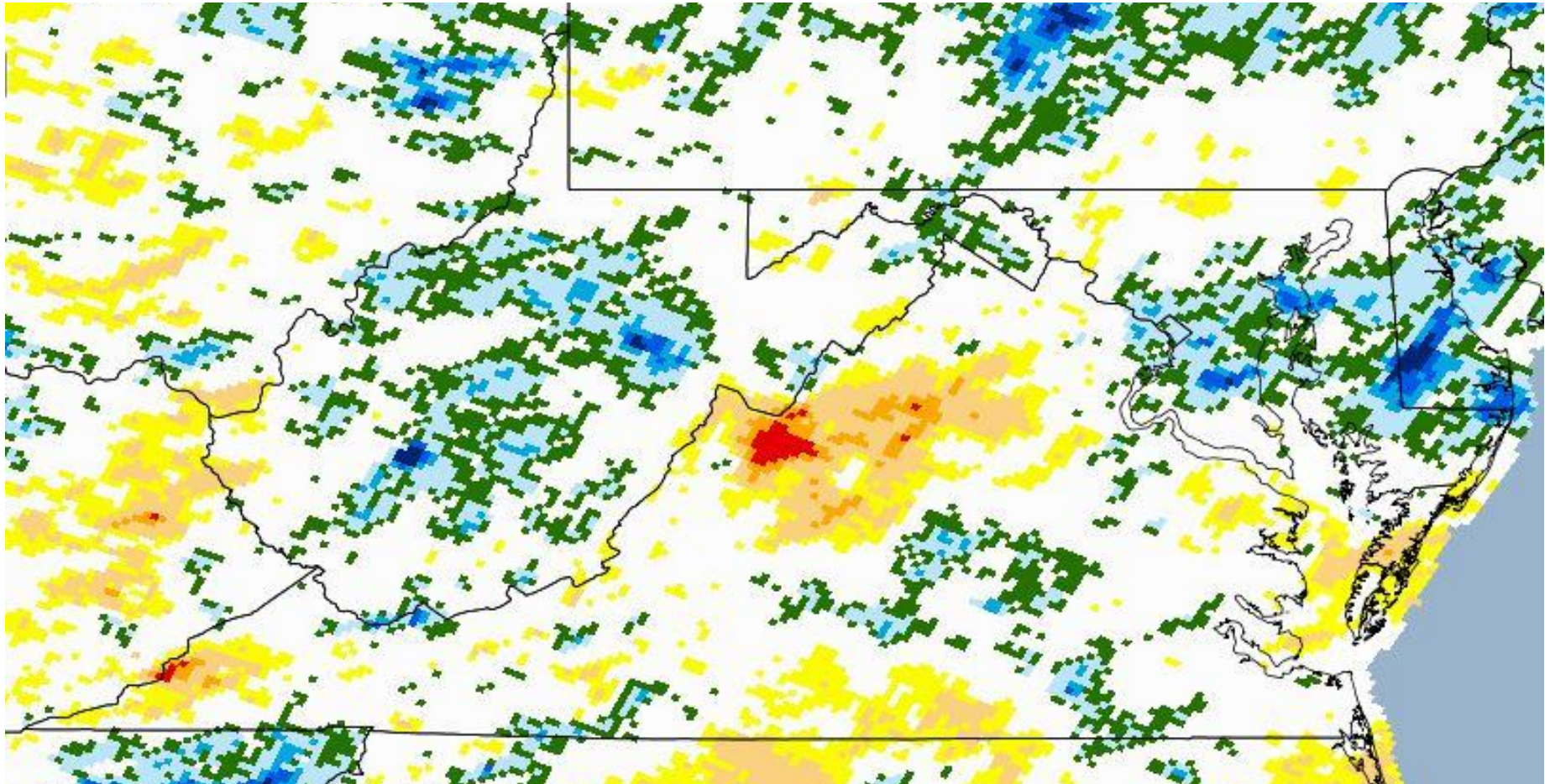
60-Day SPI



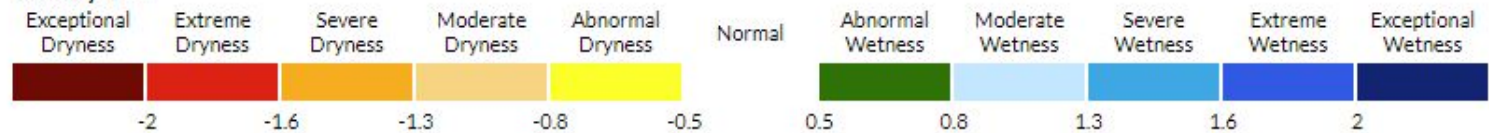
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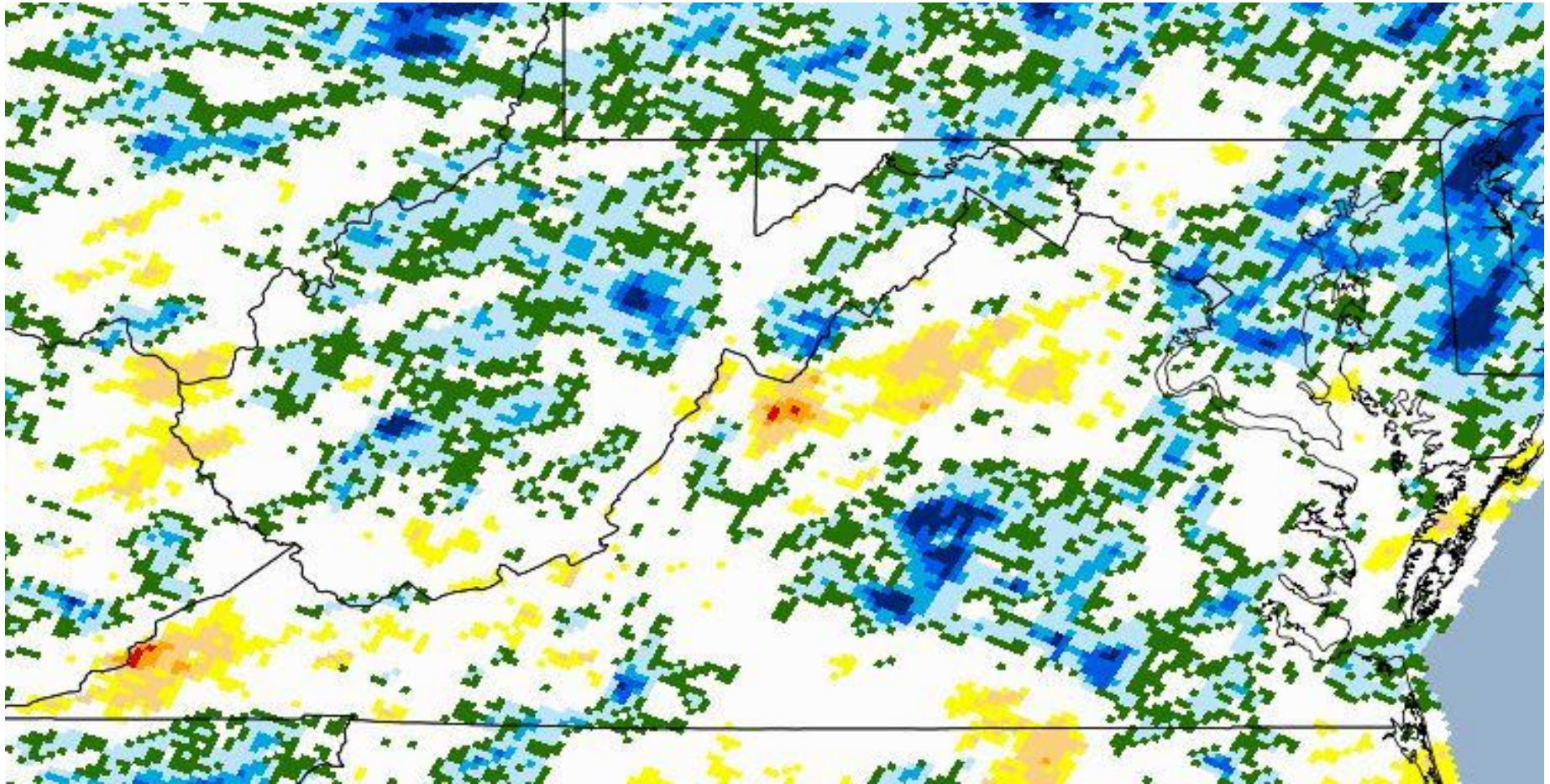
90-Day SPI



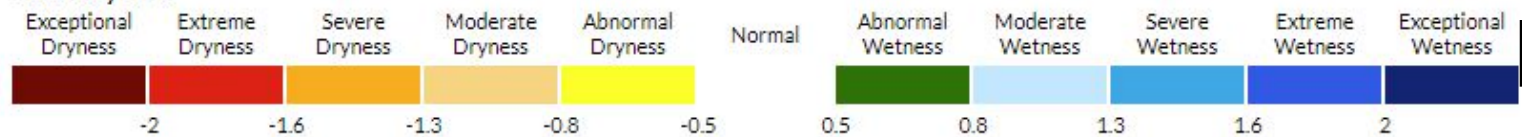
90-day SPI



120-Day SPI



120-day SPI

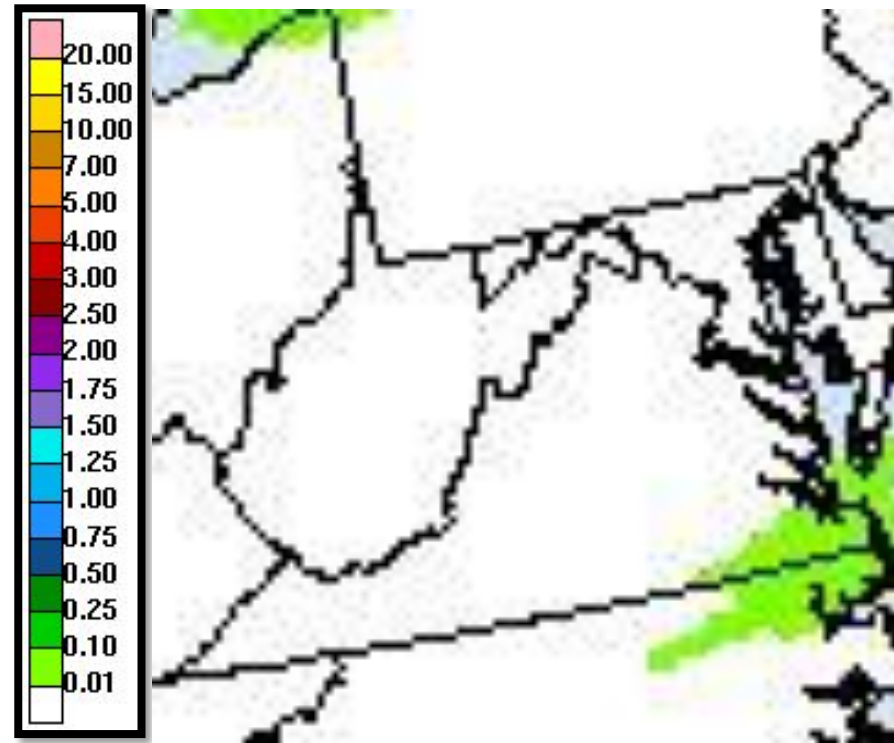
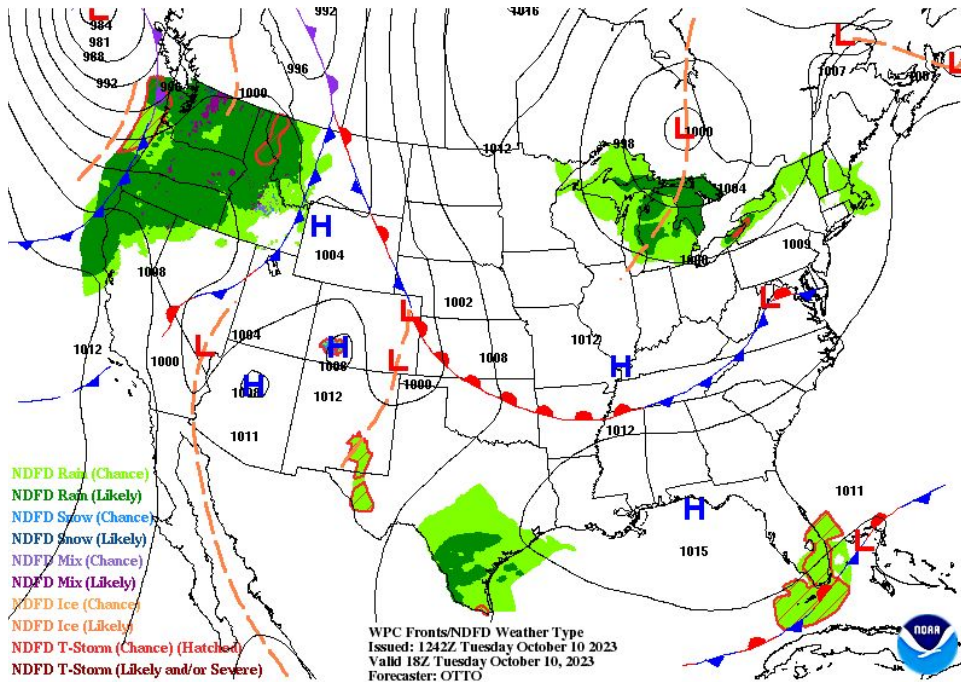


Upcoming Weather Pattern

Today

Fronts and Weather

Accumulated Precipitation Forecasts

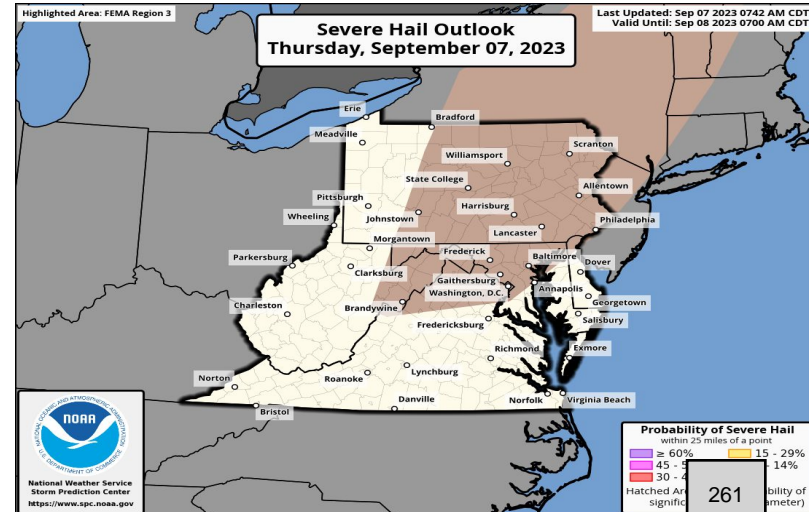
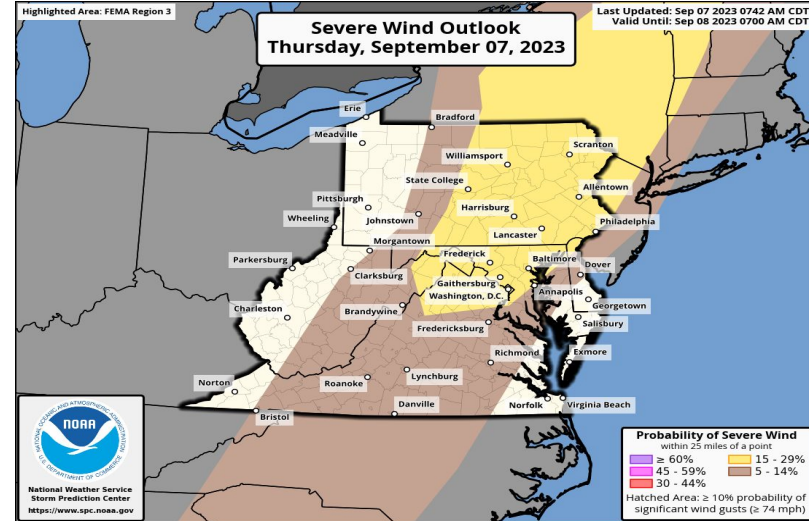
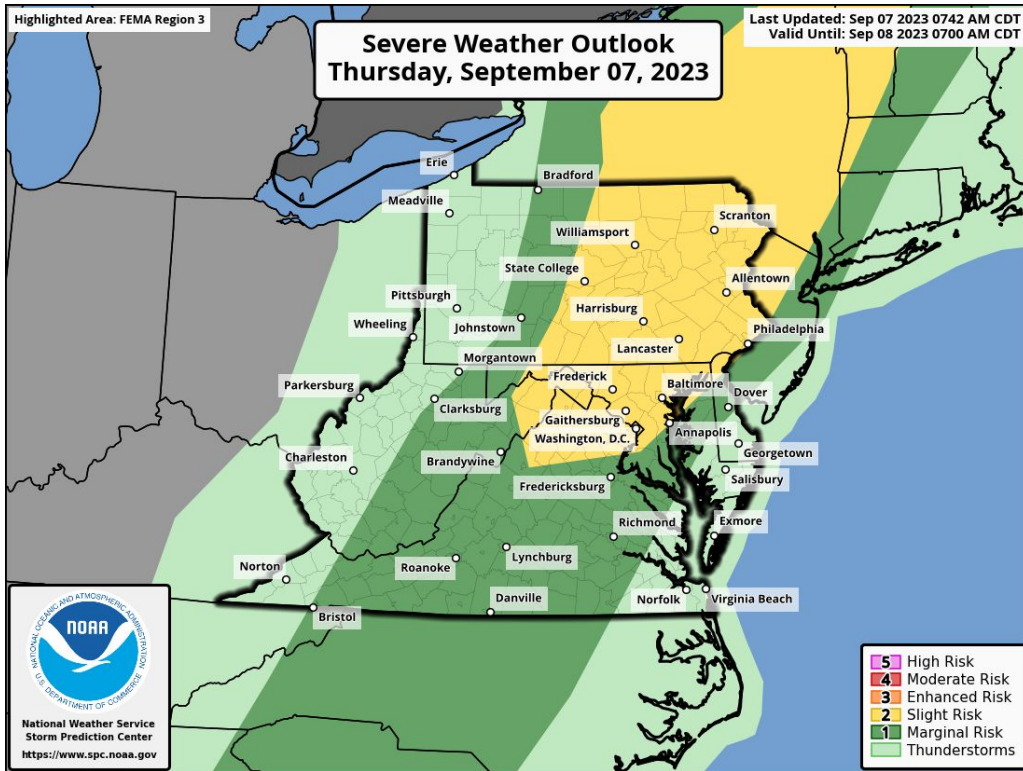


Upcoming Weather Pattern

Today

Impacts

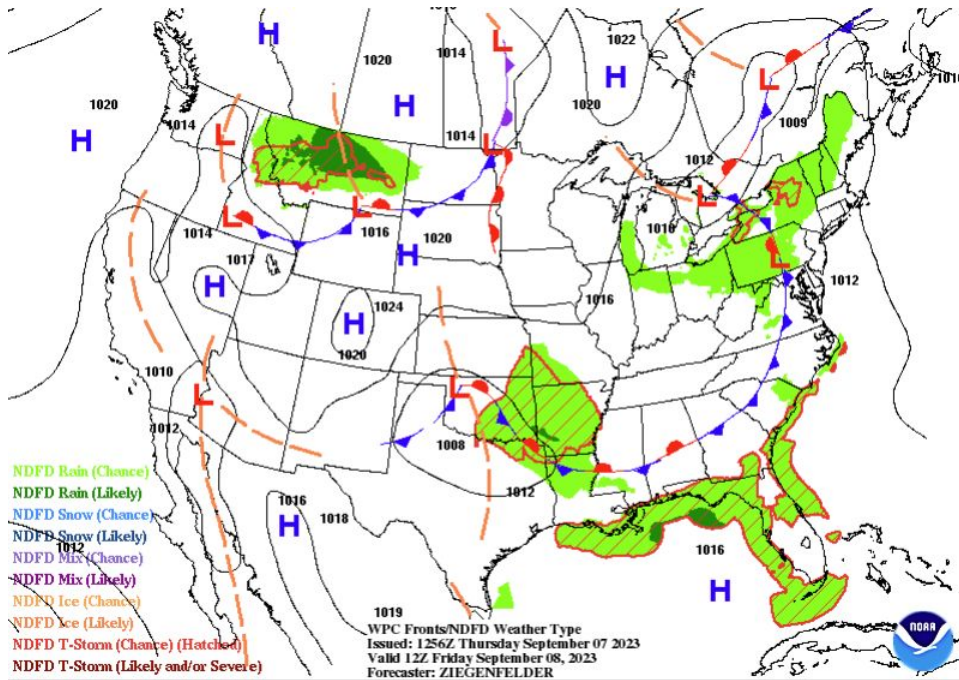
Severe Weather Risk



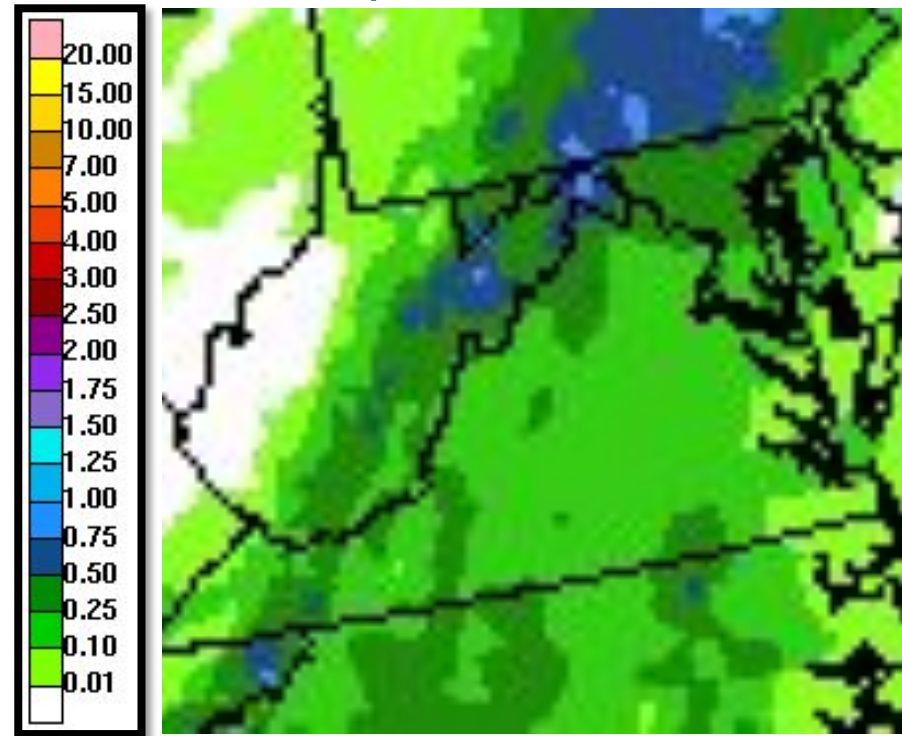
Upcoming Weather Pattern

Friday

Fronts and Weather



Accumulated Precipitation Forecasts

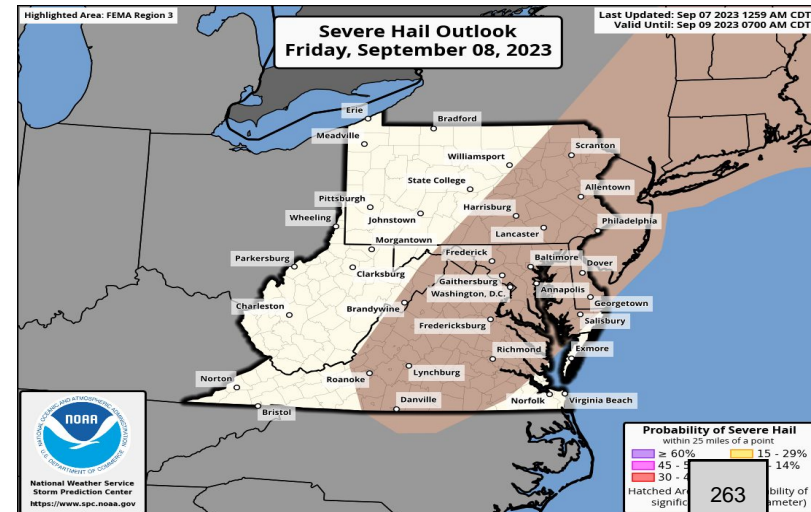
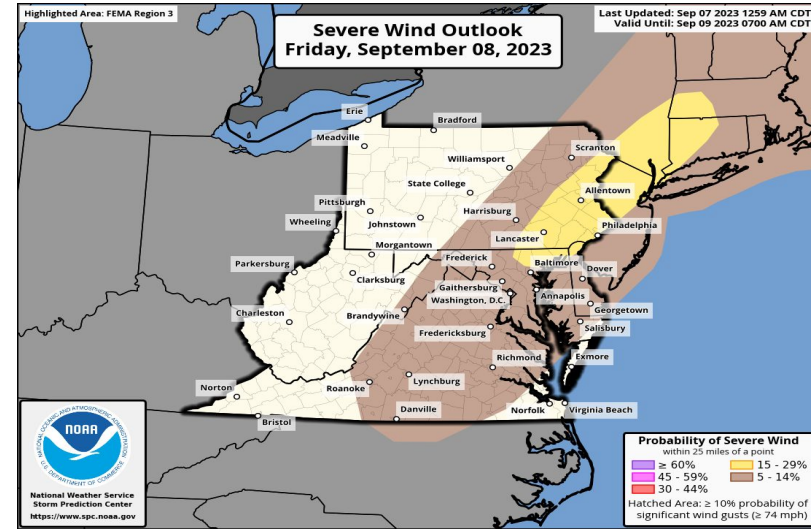
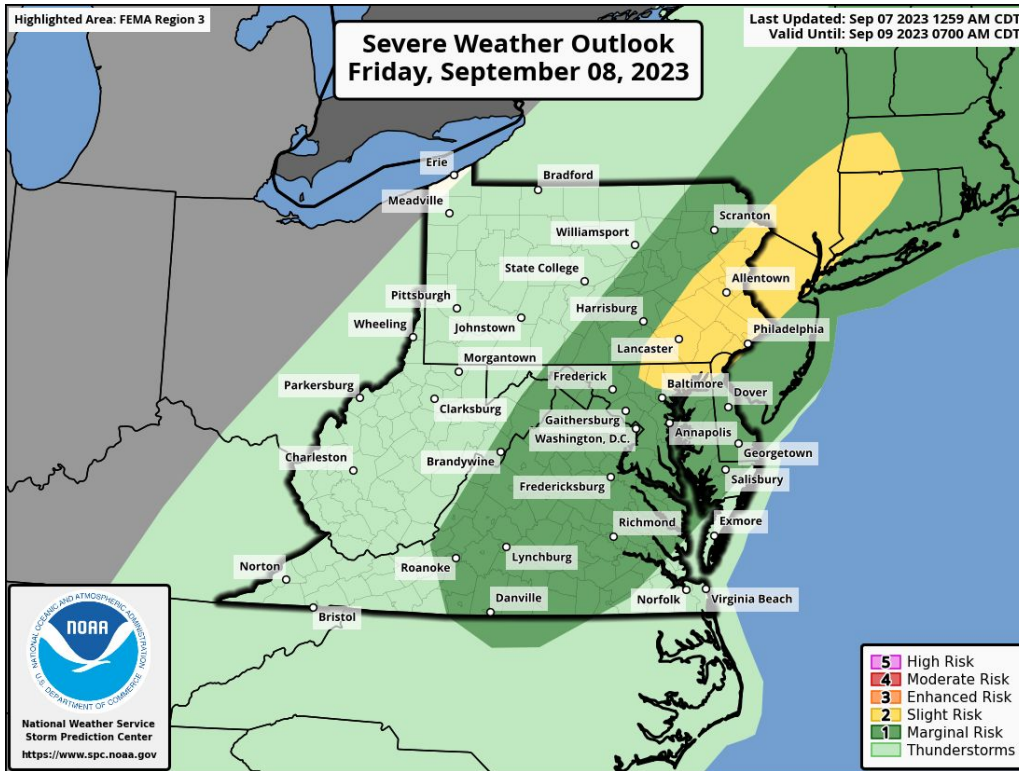


Upcoming Weather Pattern

Friday

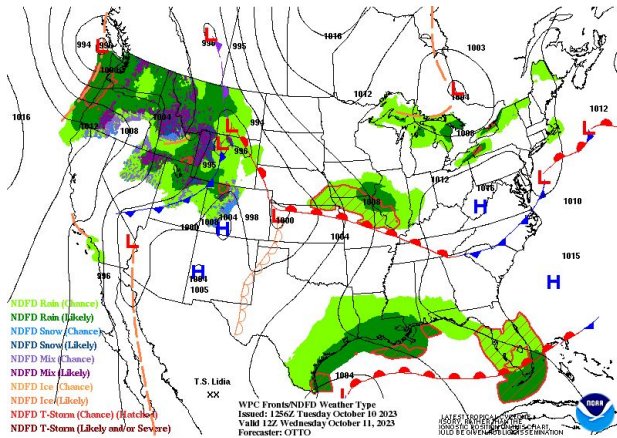
Impacts

Severe Weather Risk

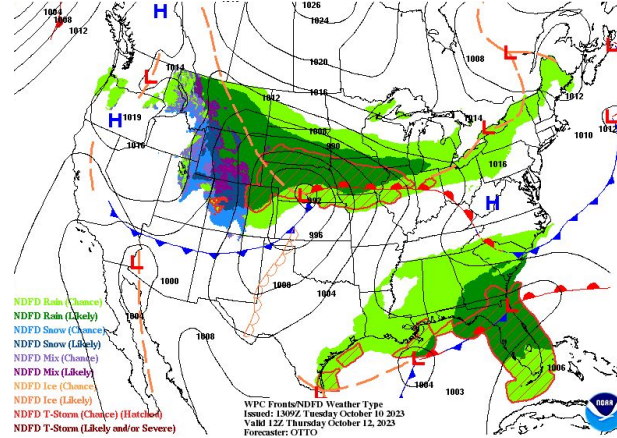


Upcoming Weather Pattern

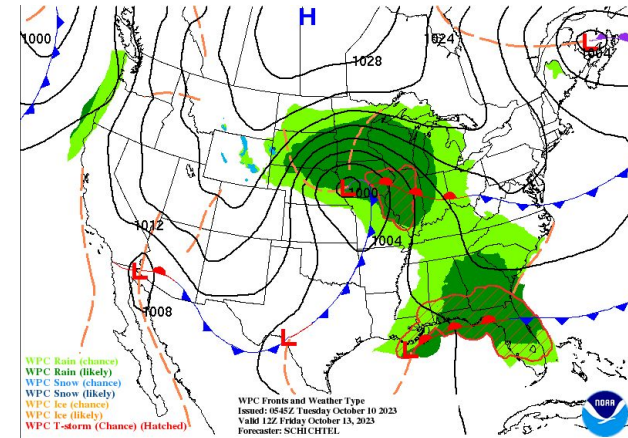
Wednesday



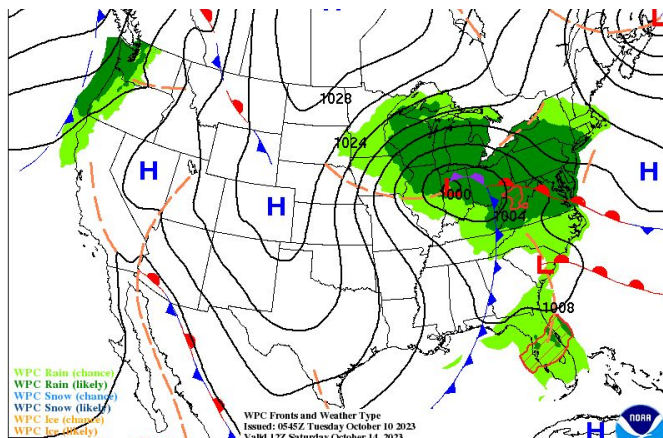
Thursday



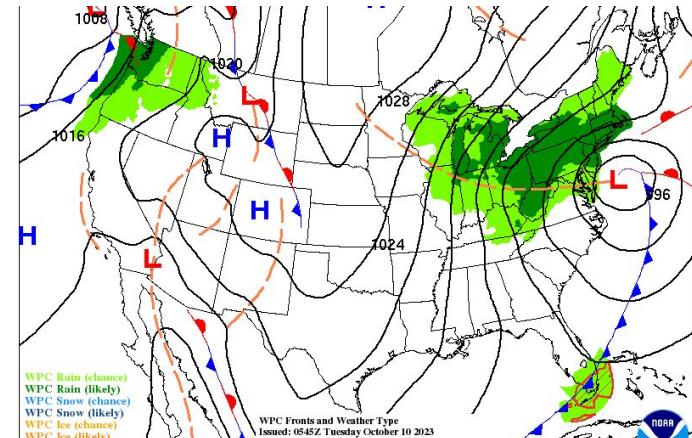
Friday



Saturday



Sunday



Precipitation Forecasts

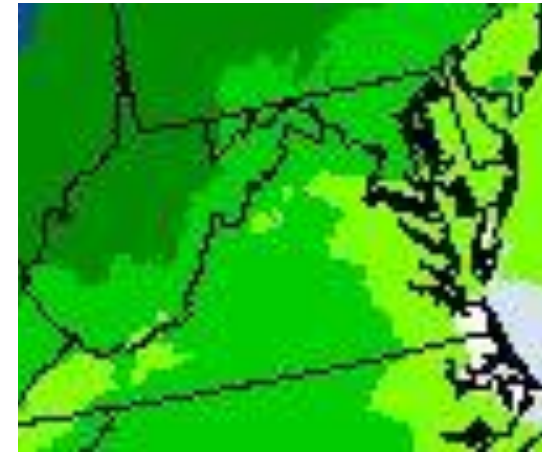
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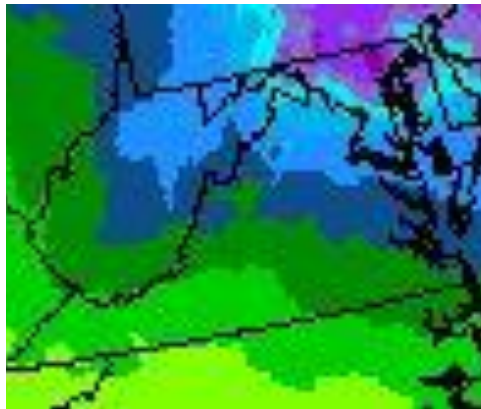
Thursday



Friday



Saturday

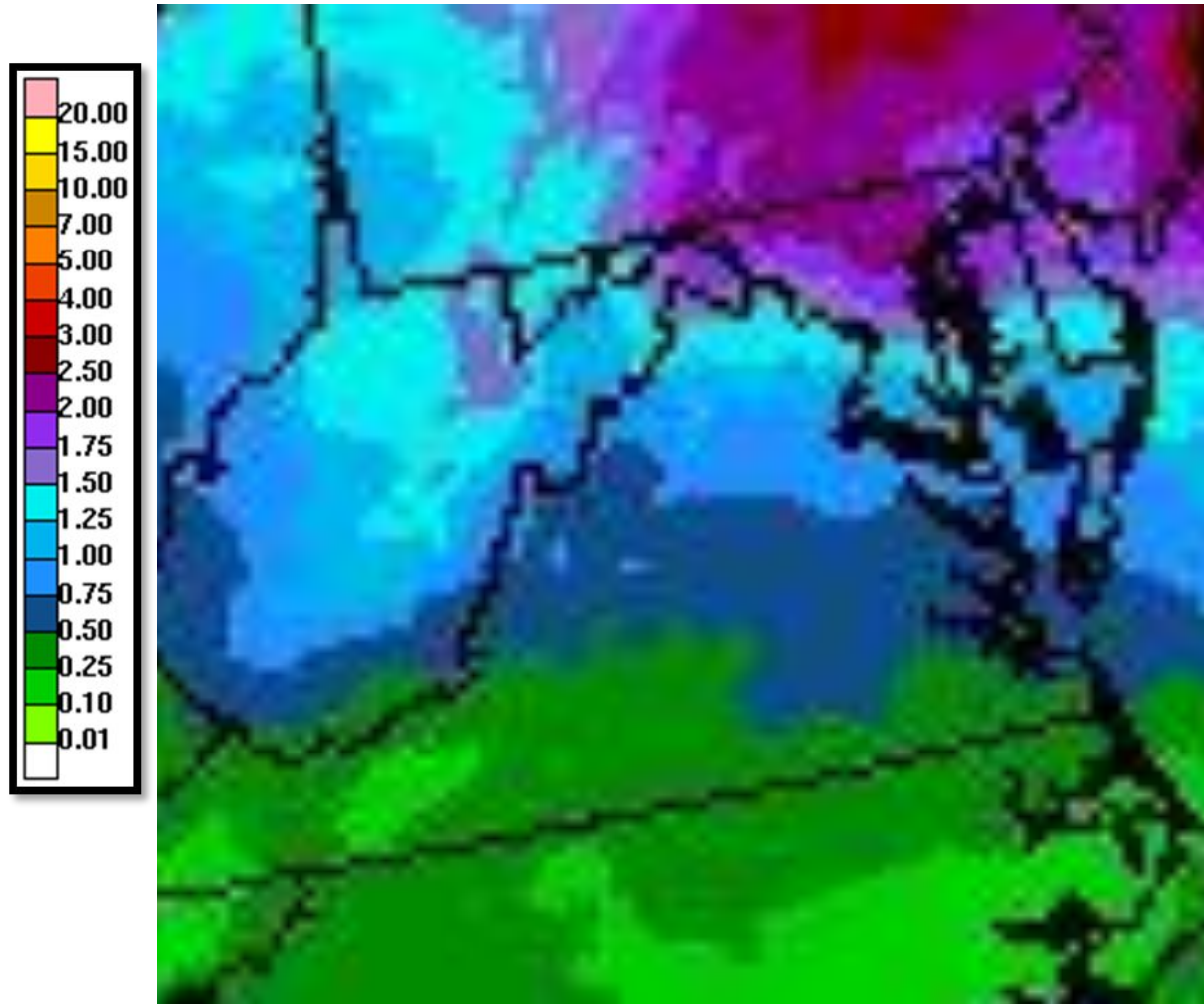


Sunday



Courtesy of the Weather Prediction Center (www.wpc.ncep.noaa.gov)

Seven-Day Total Precipitation Forecast

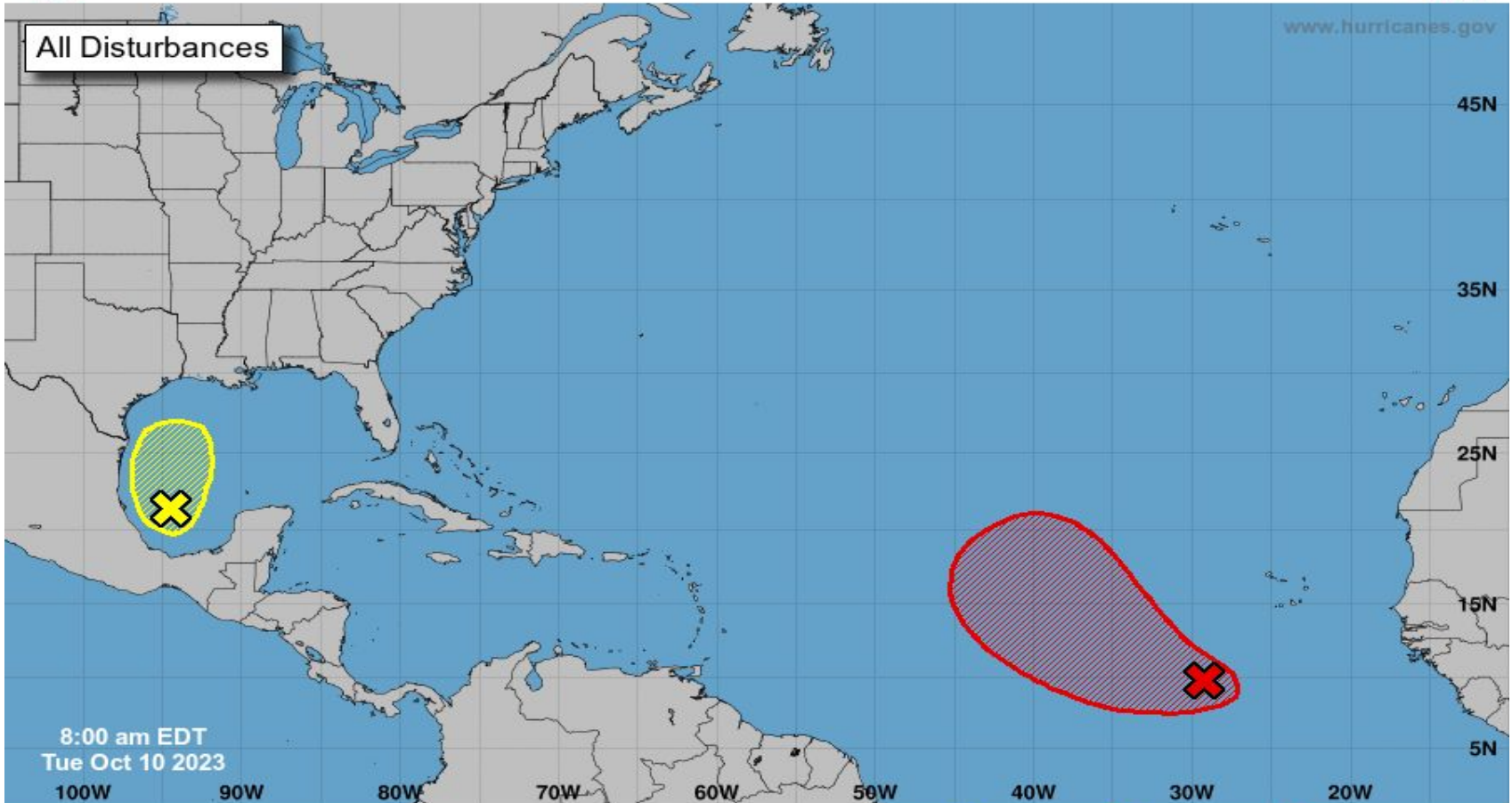






Courtesy of the Weather Prediction Center (www.wpc.ncep.noaa.gov)

Tropical Outlook

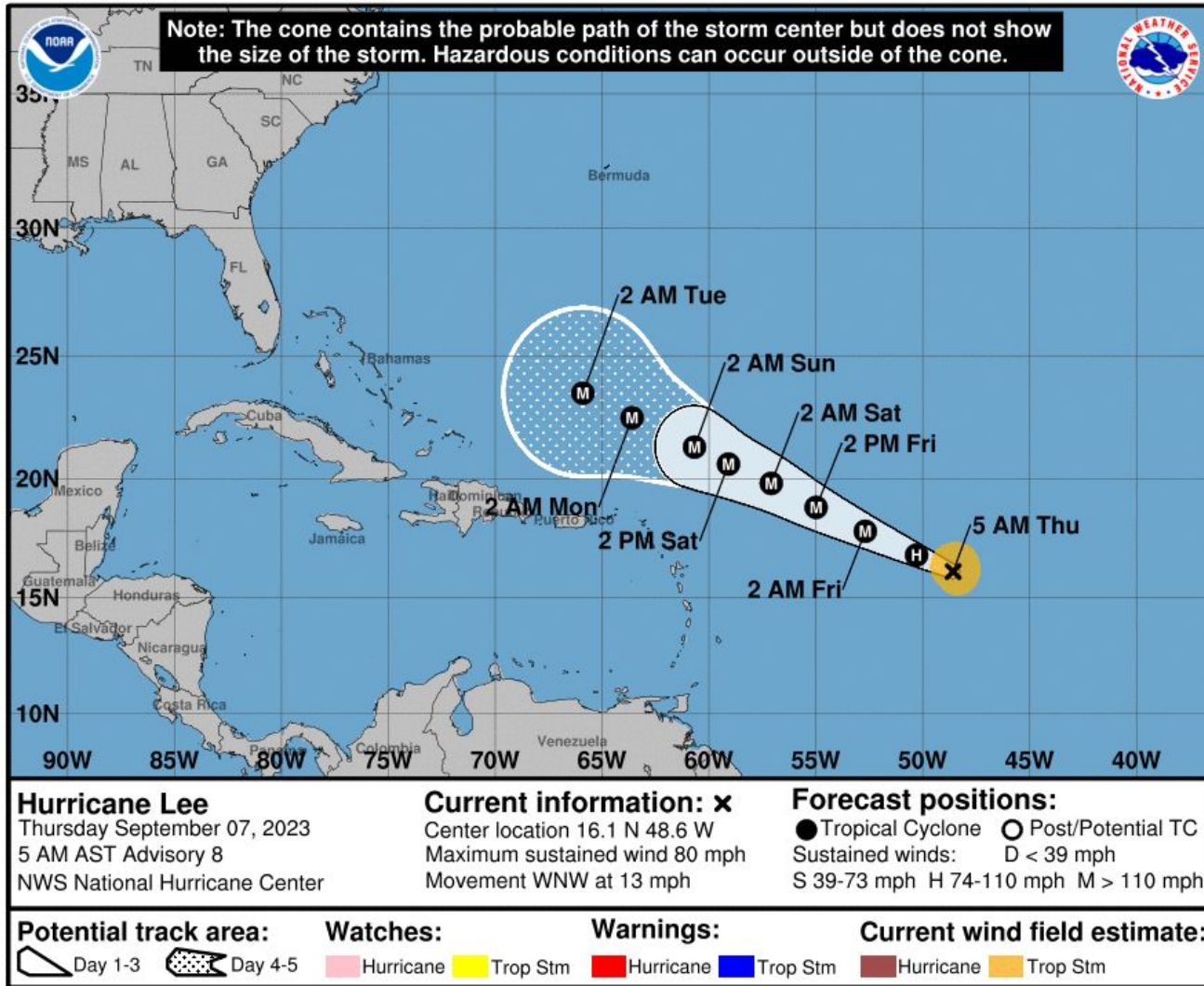


Seven-Day Graphical Tropical Weather Outlook
National Hurricane Center Miami, Florida



Current Disturbances and Seven-Day Cyclone Formation Chance:  < 40%  40-60%  > 60%
Tropical or Sub-Tropical Cyclone:  Depression  Storm  Hurricane
 Post-Tropical Cyclone or Remnants

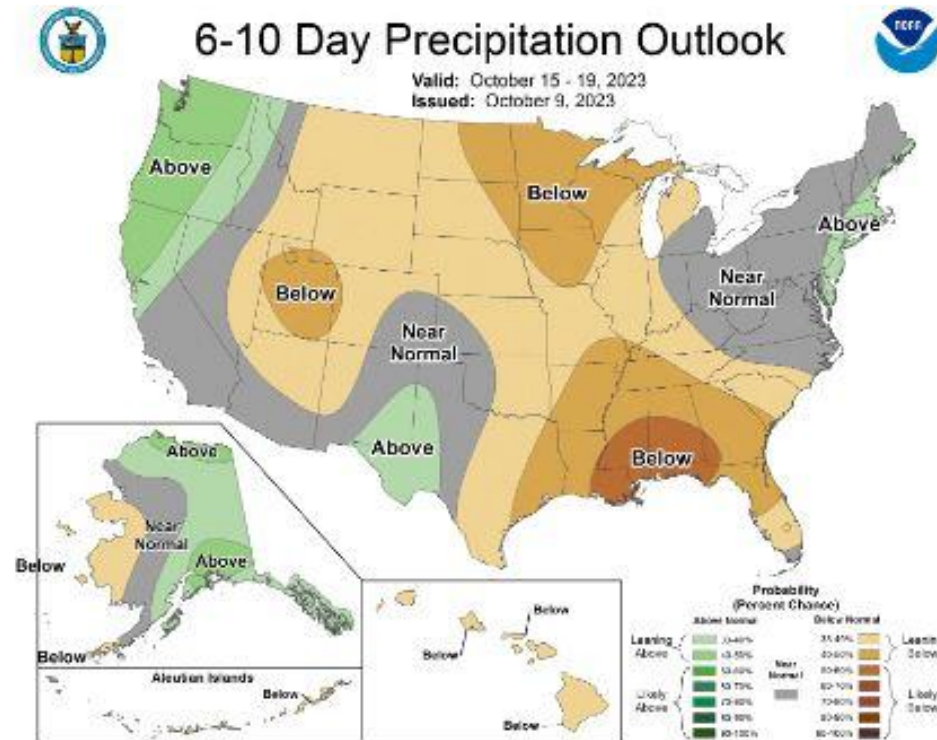
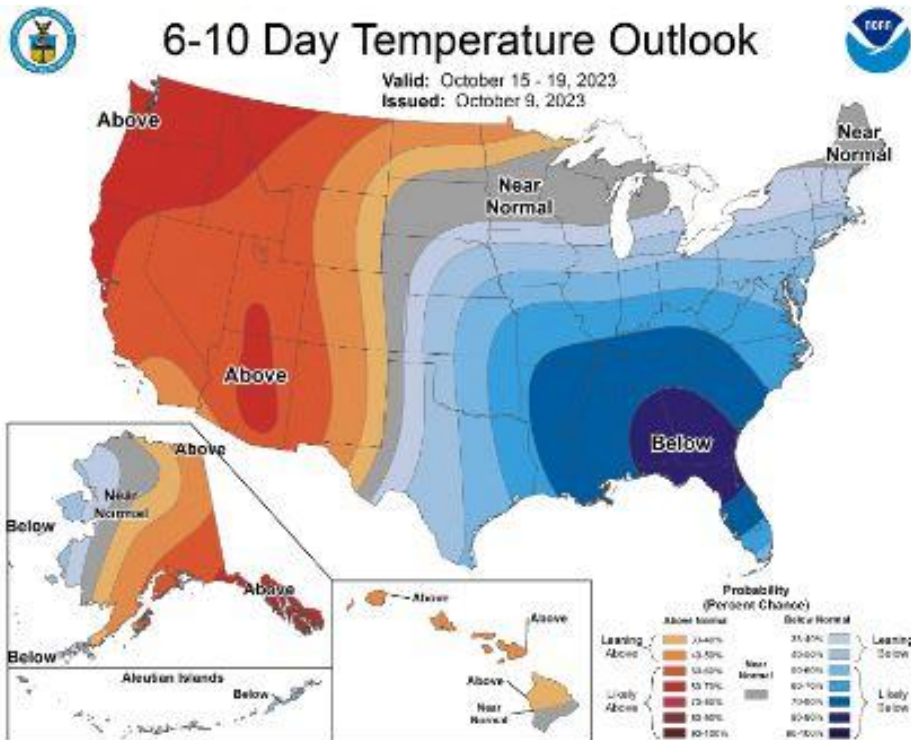
Hurricane Lee



6-10 Day Outlook

Temperature

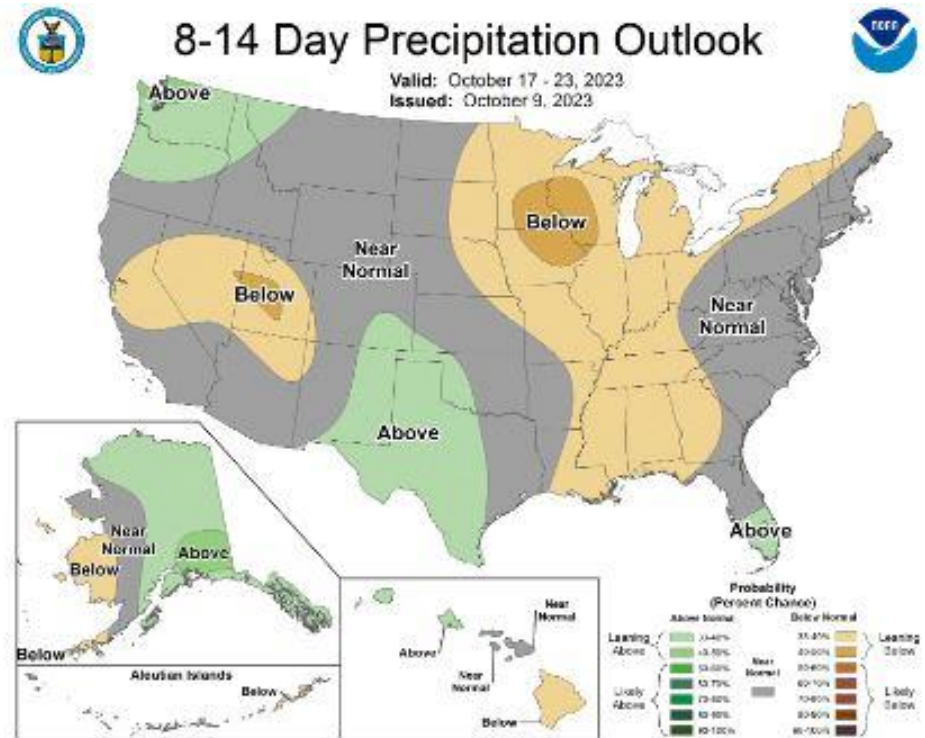
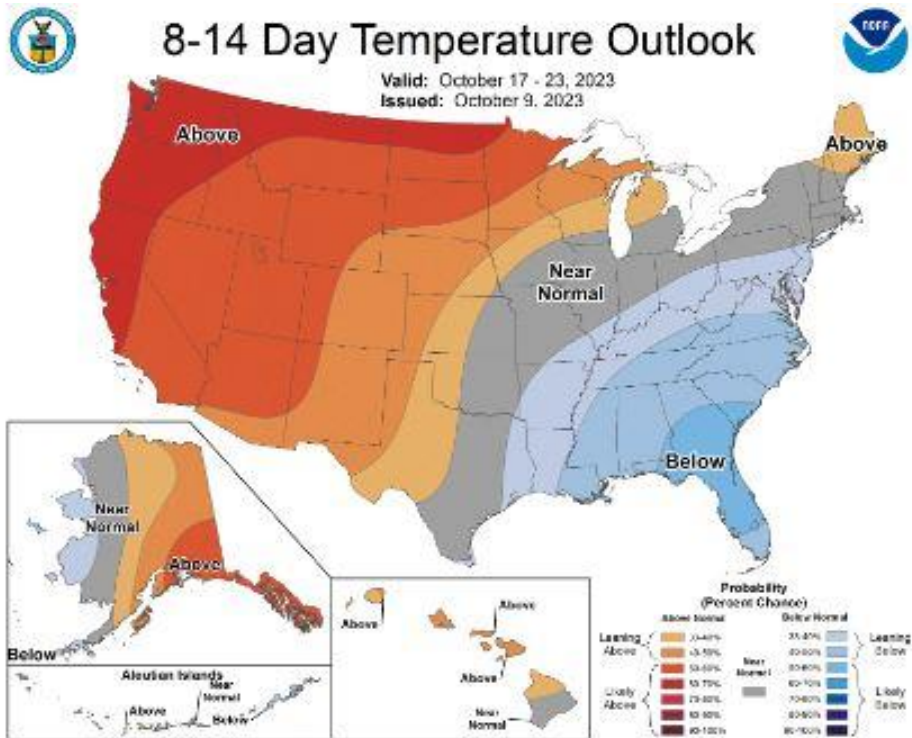
Precipitation



8-14 Day Outlook

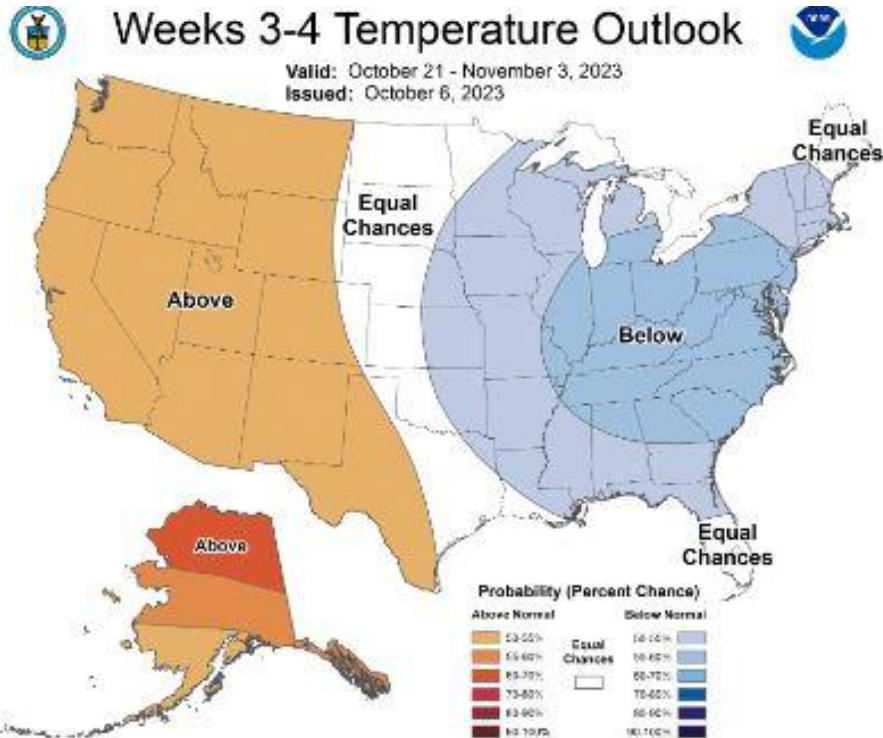
Temperature

Precipitation

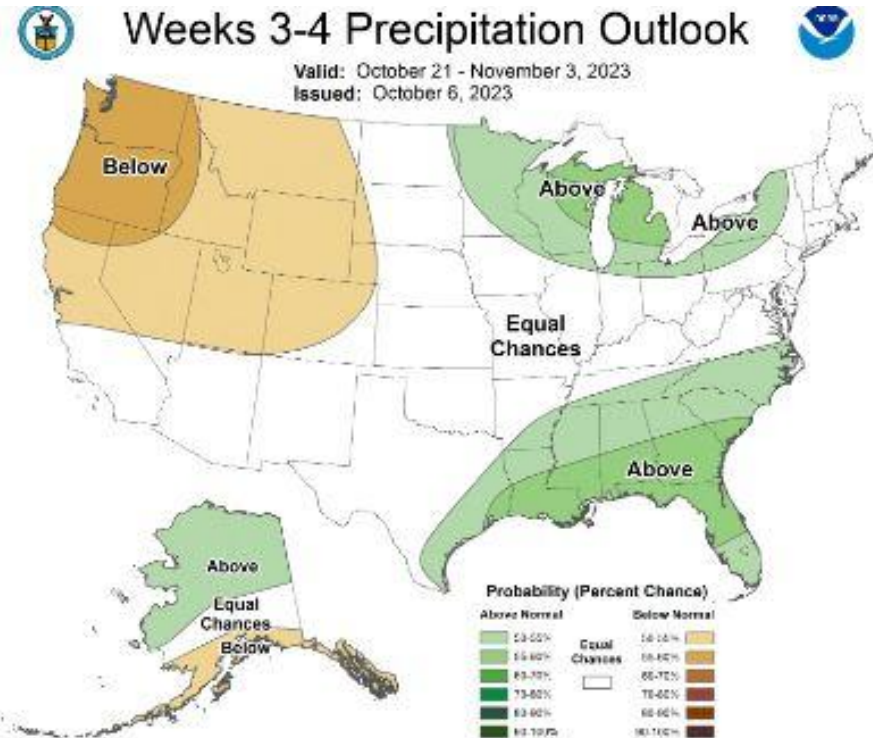


3-4 Week Outlook

Temperature



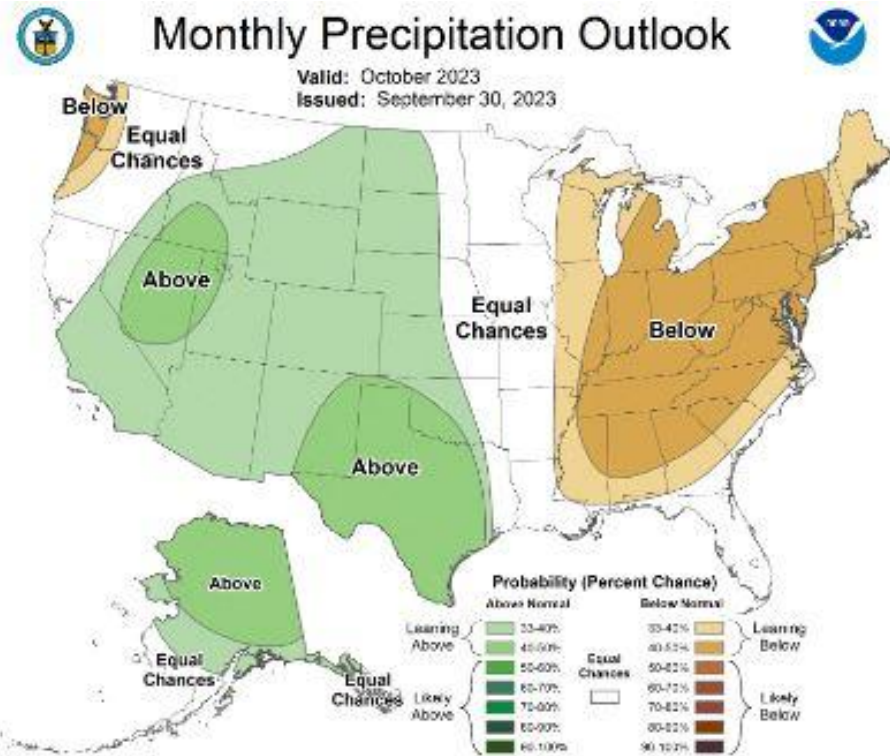
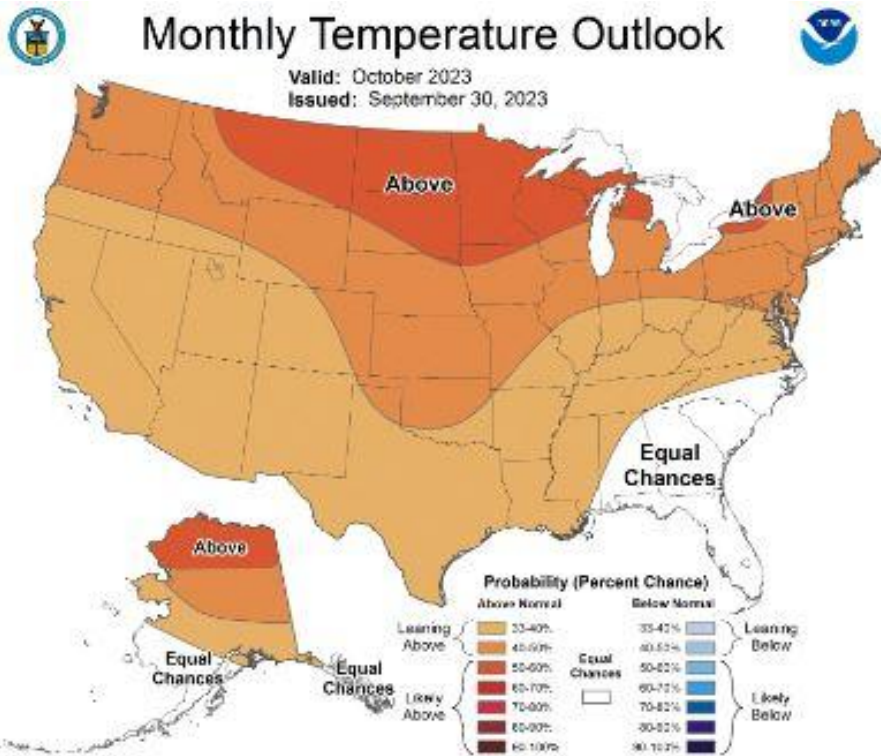
Precipitation



One-Month Outlook: Sep/Oct 2023

Temperature

Precipitation

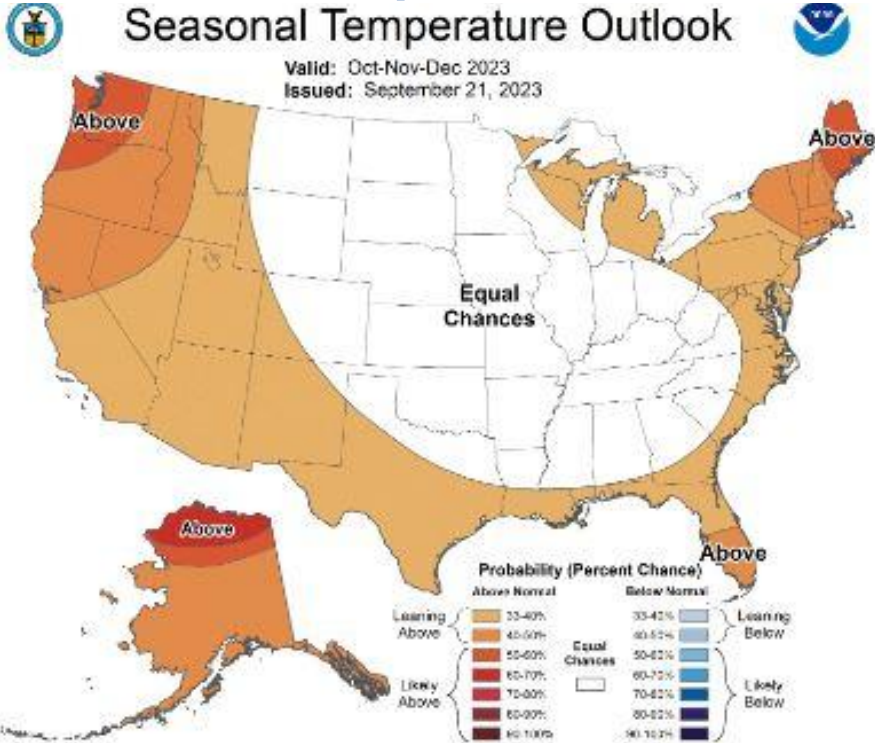


Three-Month Outlook: Sep-Oct-Nov 2023

Temperature

Seasonal Temperature Outlook

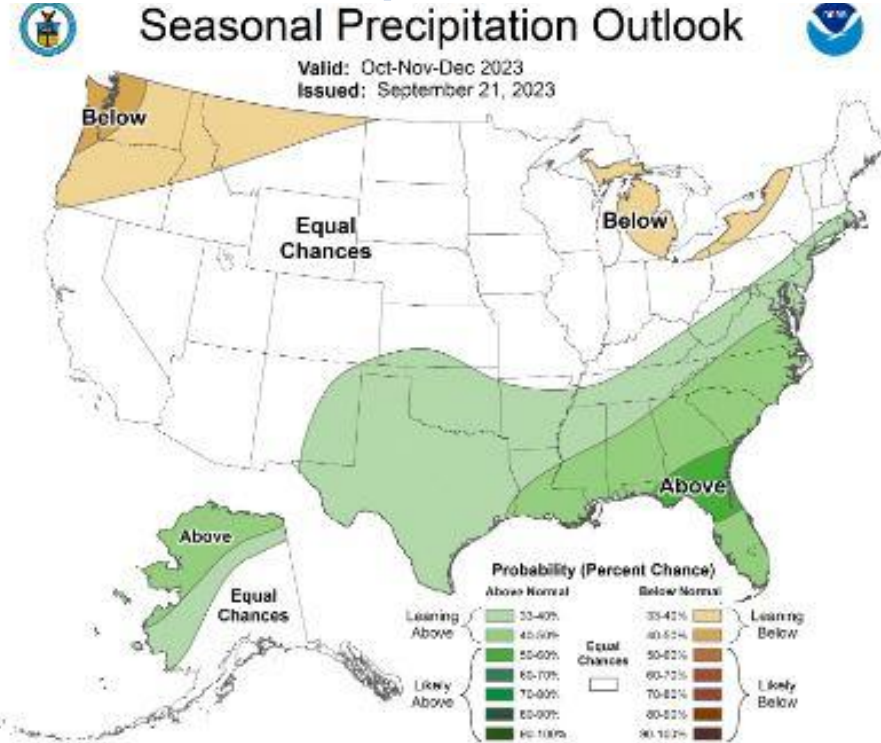
Valid: Oct-Nov-Dec 2023
Issued: September 21, 2023



Precipitation

Seasonal Precipitation Outlook

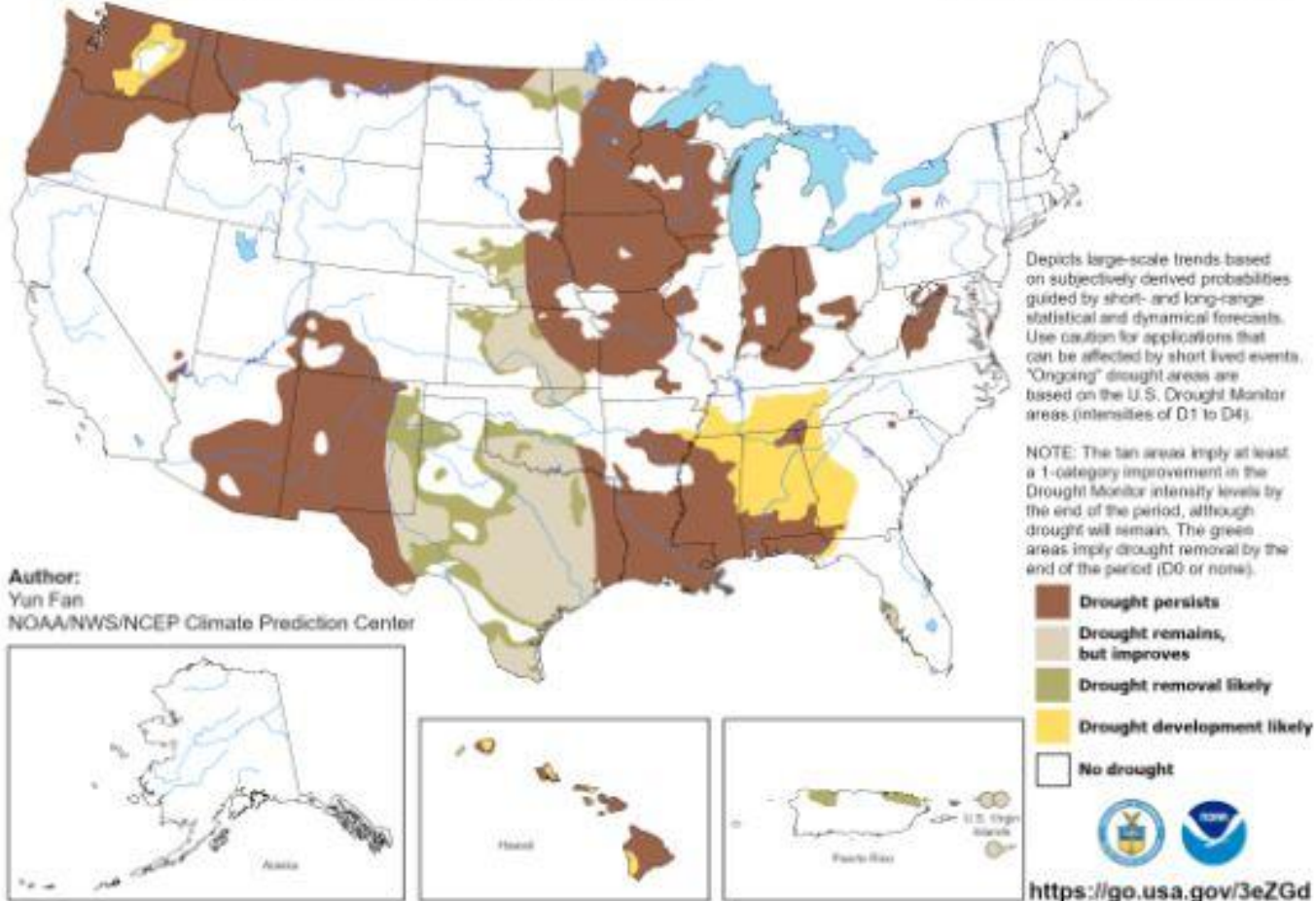
Valid: Oct-Nov-Dec 2023
Issued: September 21, 2023



Monthly Drought Outlook: Sep/Oct 2023

U.S. Monthly Drought Outlook
Drought Tendency During the Valid Period

Valid for October 2023
Released September 30, 2023



VIRGINIA DROUGHT MONITORING TASK FORCE

Drought Status Report

October 26, 2023

Summary

On Thursday October 26, 2023, the Virginia Drought Monitoring Task Force (DMTF) met to discuss the drought indicators identified by the Virginia Drought Assessment and Response Plan. Indicators have shown no or minimal improvements throughout the past fourteen-day period with declines of surface water, groundwater, and precipitation indicators observed across the central and western half of the Commonwealth. Near record low observations have continued at some stations within the Shenandoah drought evaluation region. The Task Force will continue closely monitoring drought indicators and will meet on November 21, 2023.

The Task Force recommends either closely monitoring or issuing a Drought Watch for the Middle James, Northern Piedmont, Roanoke, and Upper James drought evaluation regions due to declines in surface water, groundwater, and precipitation indicators.

The Task Force recommends closely monitoring the Eastern Shore, Northern Virginia, and York James drought evaluation and maintaining the Drought Watch if conditions do not improve.

The Task Force recommends closely monitoring the Shenandoah drought evaluation region and maintaining the Drought Warning if conditions do not improve.

Precipitation over the past 30-60 day period showed minimal localized events within the eastern portions of the state along the I-95 corridor. Precipitation percent of normal over the recent seven and 14-day period show exceptional dryness focused within Shenandoah Valley and the majority of Virginia below historical averages. Area-averaged rainfall since the beginning of the current water year (October 1, 2023) has remained below long-term normal values for the majority of the Commonwealth. (See [DEQ website](#) for more info on drought indicators).

Streamflow over the past 14-day period has declined along much of the Blue Ridge and south central portions of the Commonwealth, with no significant improvements throughout regions impacted by drought conditions. Flows are currently below the 25th percentile for five of the 11 drought evaluation regions including; Upper James, Northern Piedmont, Northern Virginia, Shenandoah, and Roanoke. Two regions are currently ranked within “Warning” including the Shenandoah and Northern Piedmont with streamflow observed below the 10th percentile.

Groundwater levels for monitoring wells in the Climate Response Network have shown continued declines within many northern, central, and western portions of the state. Seven of 11 drought evaluation regions are below the 25th percentile including the Big Sandy, Eastern Shore, Middle James, Northern Virginia, Shenandoah, Roanoke, and York-James. Levels are currently below the 10th percentile for three of 11 drought evaluation regions including the Northern Virginia, Shenandoah, and Roanoke.

The most recent weekly [U.S. Drought Monitor \(USDM\)](#) web page map for Virginia ([Appendix A](#), released October 26, 2023) showed abnormally dry (D0) conditions mapped across approximately 66% of the Commonwealth, and moderate drought (D1) conditions mapped across approximately 27% of the Commonwealth. Severe drought (D2) conditions were mapped across approximately 11% of the Commonwealth. Appendix B includes presentations from the United States Geological Survey and National Weather Service.

Reports:

The U.S. Army Corps of Engineers (USACE) reported that Lake Moomaw (Philpott Lake) and J. H. Kerr Reservoir have received below normal inflows over the past month. As Philpott hydropower units remain out of service, USACE continues coordinating with fisheries experts to maintain sufficient releases at Philpott to support downstream aquatic life. Currently, Kerr Reservoir is approximately 1.0ft below guide curve and dropping approximately a third of a foot per week. Power generation is operating at minimum weekly energy, with inflows approximately 1000cfs less than minimum energy releases. The USACE will continue to generate minimum energy as long as the reservoir level is below the guide curve to conserve power pool storage.

The DEQ report presents a map of current conditions of DEQ Drought Indicators, and summary of current conditions at the four large multi-purpose reservoirs listed as key reservoir storage indicators in the [Virginia Drought Assessment and Response Plan](#) (All remain above drought watch levels at this time).

Virginia Department of Agriculture and Consumer Services

Producers in the Northern, Valley, and Southwest regions of the Commonwealth report that dry conditions continue and crop yields, overall, are below average. Pond, river, and stream levels in these regions are low, and producers in the far southwestern region of the state report that some small streams are completely dry. While the dry conditions have facilitated the planting of small grains for both grain and cover crops throughout these regions, these crops will need rain in the near future.

As widespread impacts to producers throughout the Commonwealth have been experienced information regarding assistance programs was provided by VDACS. Information regarding the U.S. Department of Agriculture's Disaster Assistance Programs is available here: <https://www.fsa.usda.gov/programs-and-services/disaster-assistance-program/index>.

Information regarding the federal disaster declaration process is available here: <https://www.fsa.usda.gov/Assets/USDA-FSA->

[Public/usdfiles/FactSheets/emergency disaster designation declaration process-factsheet.pdf](https://www.fsa.usda.gov/Assets/USDA-FSA-Public/usdfiles/FactSheets/emergency%20disaster%20designation%20declaration%20process-factsheet.pdf)

Contact information for each locality's USDA Farm Service Agency office can be found by clicking-through the map available here: <https://offices.sc.egov.usda.gov/locator/ap>

Virginia Department of Environmental Quality

Conditions of Major Drought Indicator Reservoirs

Four large multi-purpose reservoirs are identified as drought indicators in the Virginia Drought Assessment and Response Plan. Below is a snapshot of reported conditions at these reservoirs and the subsequent table provides status of reservoirs used to monitor drought conditions. Storage at major water supply reservoirs throughout Virginia remain within normal ranges at this time, with exception of the Skidmore Fork Lake (Switzer Lake) located within the Shenandoah drought evaluation region reported below normal. The City of Harrisonburg continues to report withdrawals and reservoir conditions daily.

Smith Mountain Lake on the Staunton River in the Roanoke drought evaluation region was at an adjusted elevation of 793.11 feet, which is .11 feet above Watch level (793 ft). The adjusted elevation is the level the lake would be if the water currently held in the lower Leesville Lake for reuse were pumped back into Smith Mountain Lake. Recent 7, 14, and 28-day inflows were below normal for this time of year.

Lake Moomaw at Gathright Dam on the Jackson River in the Upper James drought evaluation region was reported at an elevation of 1559.13 feet, which is 5.87 feet below Watch level (1565 ft). Recent 7, 14, and 28-day average inflows were much below normal for this time of year. The current lake level is 9.24 feet below the operational average for this date, with approximately 18.2% of conservation storage remaining.

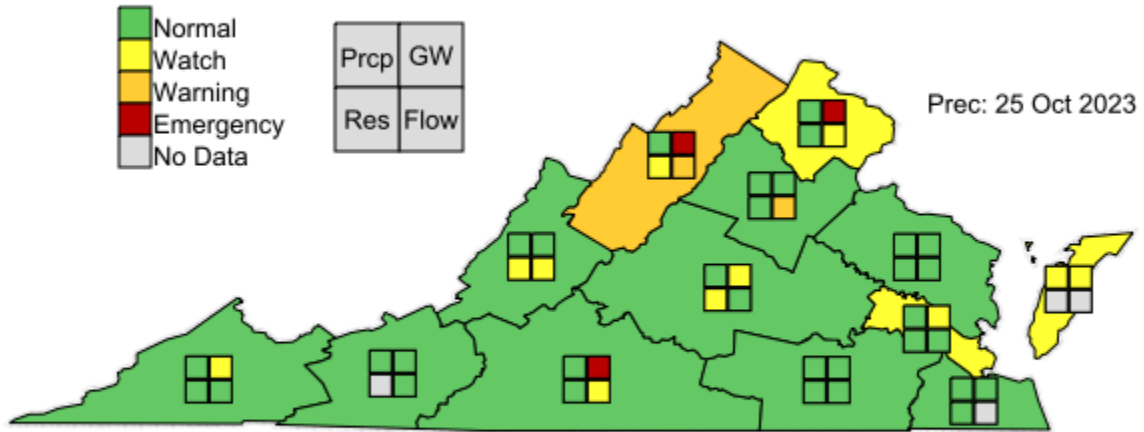
Lake Anna on the North Anna River in the Northern Piedmont drought evaluation region was reported at an elevation of 249 feet, which is 1 foot above Watch level (248 ft). 7 and 14 day inflows were below normal for this time of year.

J. H. Kerr Reservoir on the Staunton River in the Roanoke drought evaluation region was reported at an elevation of 297.54 ft, which was .36ft below the guide curve elevation for this time period (297.90 feet) and 2.6ft above the Watch level (Watch level is 3 to 6 ft below guide curve). Recent 7, 14, and 28-day average inflows were below normal for this time of year.

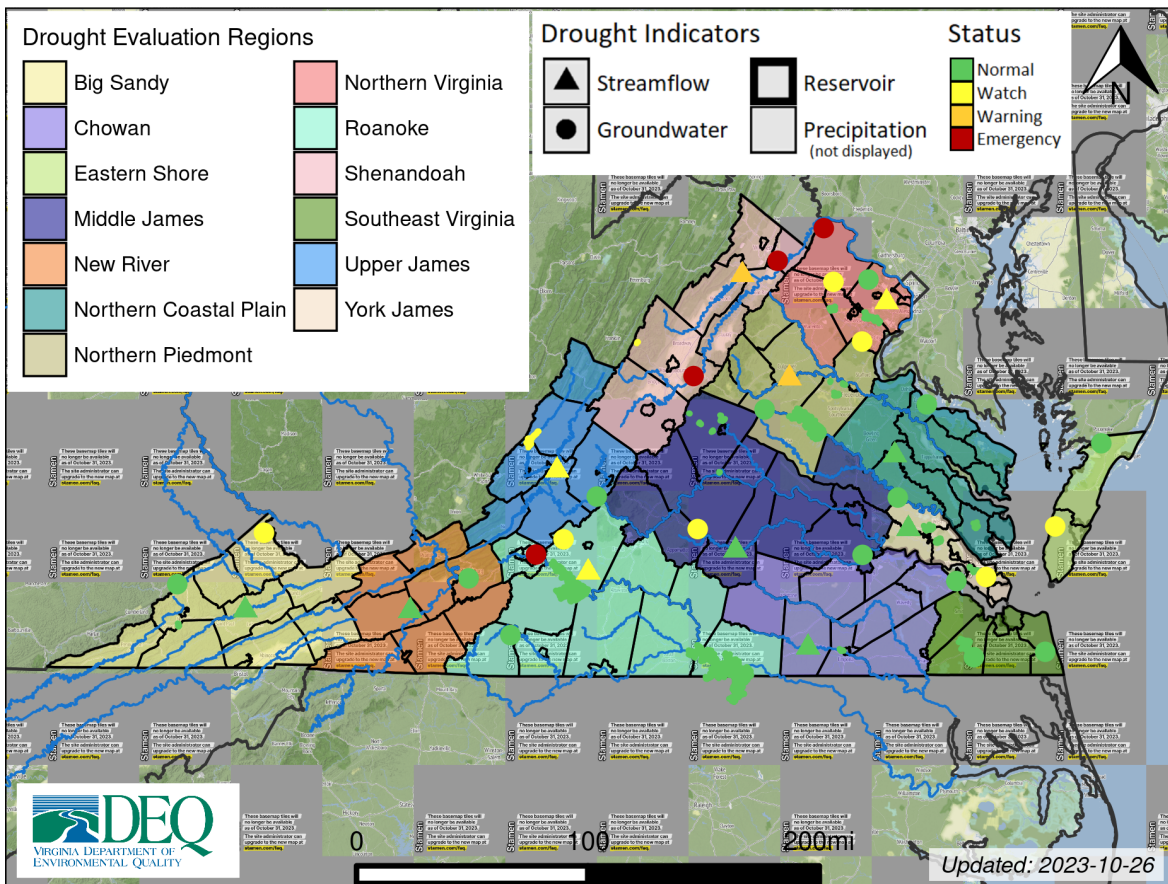
DEQ Daily Drought Status Summary: 10/26/2023

Item h.

Drought Summary Map:



Drought Indicator Map:



Regional Drought Response:

#	Region	Reduction Type	Target Reduction %
1	Shenandoah	voluntary	5-10%
2	Eastern Shore	none	none
3	Big Sandy	none	none
4	Upper James	none	none
5	Roanoke	none	none
6	Southeast Virginia	none	none
7	Northern Coastal Plain	none	none
8	New River	none	none
9	Middle James	none	none
10	Chowan	none	none
11	York James	none	none
12	Northern Virginia	none	none
13	Northern Piedmont	none	none

Precipitation Indicators:

#	Region	Start Date	End Date	Water Year % of Normal
1	Eastern Shore	10/1/2023	10/24/2023	49.25
2	Northern Piedmont	10/1/2023	10/24/2023	32.39
3	Shenandoah	10/1/2023	10/24/2023	38.88
4	Roanoke	10/1/2023	10/24/2023	40.09
5	Middle James	10/1/2023	10/24/2023	40.89
6	Northern Virginia	10/1/2023	10/24/2023	43.33
7	New River	10/1/2023	10/24/2023	45.79
8	Chowan	10/1/2023	10/24/2023	46.78
9	Southeast Virginia	10/1/2023	10/24/2023	49.48
10	Upper James	10/1/2023	10/24/2023	50.12
11	Northern Coastal Plain	10/1/2023	10/24/2023	54.11
12	York James	10/1/2023	10/24/2023	54.4
13	Big Sandy	10/1/2023	10/24/2023	61.85

Surface Water Indicators:

#	Region	Gage Name	Start Date	End Date	Percentile	Status
1	Shenandoah	N F SHENANDOAH RIVER NEAR STRASBURG, VA	10/19/2023	10/25/2023	5.12	Warning
2	Northern Piedmont	RAPIDAN RIVER NEAR CULPEPER, VA	10/19/2023	10/25/2023	6.67	Warning
3	Upper James	COWPASTURE RIVER NEAR CLIFTON FORGE, VA	10/19/2023	10/25/2023	16.18	Watch
4	Roanoke	GOOSE CREEK NEAR HUDDLESTON, VA	10/19/2023	10/25/2023	16.57	Watch
5	Northern Virginia	ACCOTINK CREEK NEAR ANNANDALE, VA	10/19/2023	10/25/2023	19.43	Watch
6	Chowan	MEHERRIN RIVER NEAR LAWRENCEVILLE, VA	10/19/2023	10/25/2023	31.02	Normal
7	New River	REED CREEK AT GRAHAMS FORGE, VA	10/19/2023	10/25/2023	37.02	Normal
8	Northern Coastal Plain	MATTAPONI RIVER NEAR BEULAHVILLE, VA	10/19/2023	10/25/2023	37.57	Normal
9	Middle James	APPOMATTOX RIVER AT FARMVILLE, VA	10/19/2023	10/25/2023	43.31	Normal
10	York James	CHICKAHOMINY RIVER NEAR PROVIDENCE FORGE, VA	10/19/2023	10/25/2023	45.42	Normal
11	Big Sandy	CLINCH RIVER AT CLEVELAND, VA	10/19/2023	10/25/2023	50.79	Normal

Groundwater Indicators:

#	Region	Well Name	Start Date	End Date	Percentile	Status
1	Northern Virginia	Harper's Ferry DEQ Observation Well (49Y 1 SOW 022)	10/19/2023	10/25/2023	1.32	Emergency
2	Roanoke	Roanoke-Nelson DEQ Observation Well (31G 1 SOW 008)	10/19/2023	10/25/2023	0.0	Emergency
3	Shenandoah	McGaheysville USGS Observation Well (41Q 1)	10/19/2023	10/25/2023	3.28	Emergency
4	Shenandoah	Blandy Farm USGS Observation Well (46W 175)	10/19/2023	10/25/2023	2.91	Emergency
5	Big Sandy	Buchanan County USGS Observation Well (15G 19 SOW 222)	10/19/2023	10/25/2023	22.64	Watch
6	Eastern Shore	P. C. Kellam DEQ Observation Well (63H 6 SOW 103A)	10/19/2023	10/25/2023	14.86	Watch
7	Middle James	Buckingham USGS Observation Well (41H 3)	10/19/2023	10/25/2023	20.87	Watch
8	Northern Virginia	Prince William County USGS Observation Well (51S 7)	10/19/2023	10/25/2023	14.59	Watch
9	Northern Virginia	Prince William County USGS Observation Well (49V 1)	10/19/2023	10/25/2023	22.25	Watch
10	Roanoke	Bedford County USGS Observation Well (33G 1 SOW 224)	10/19/2023	10/25/2023	18.67	Watch
11	York James	York County DEQ Observation Well (59F74 SOW 184C)	10/19/2023	10/25/2023	14.8	Watch
12	Big Sandy	U.S. Forest Service - SOW 223 Cane Patch Well	10/19/2023	10/25/2023	81.67	Normal
13	Chowan	Slade Farm DEQ Observation Well (57E 31 SOW 094C)	10/19/2023	10/25/2023	50.86	Normal
14	Eastern Shore	Withams DEQ Observation Well (66M 19 SOW 110S)	10/19/2023	10/25/2023	45.71	Normal
15	Middle James	Colonial Heights USGS Observation Well (51G 1)	10/19/2023	10/25/2023	59.52	Normal
16	New River	Christiansburg DEQ Observation Well (27F 2 SOW 019)	10/19/2023	10/25/2023	64.84	Normal
17	Northern Coastal Plain	George Washington Birthplace USGS Observation Well (55P 9)	10/19/2023	10/25/2023	38.85	Normal
18	Northern Piedmont	Gordonsville DEQ Observation Well (45P 1 SOW 030)	10/19/2023	10/25/2023	34.21	Normal
19	Northern Virginia	Fairfax County USGS Observation Well (52V 2D)	10/19/2023	10/25/2023	63.49	Normal
20	Roanoke	Fairystone State Park USGS Observation Well (30C 1 SOW 010)	10/19/2023	10/25/2023	57.92	Normal
21	Southeast Virginia	Pungo DEQ Observation Well (62B 1 SOW 098A)	10/19/2023	10/25/2023	44.91	Normal
22	Southeast Virginia	Brinkley USGS Observation Well (58B 13)	10/19/2023	10/25/2023	38.53	Normal
23	Upper James	Glasgow DEQ Observation Well (35K 1 SOW 063)	10/19/2023	10/25/2023	48.48	Normal
24	York James	Hanover County DEQ Observation Well (53K 19 SOW 080)	10/19/2023	10/25/2023	53.19	Normal

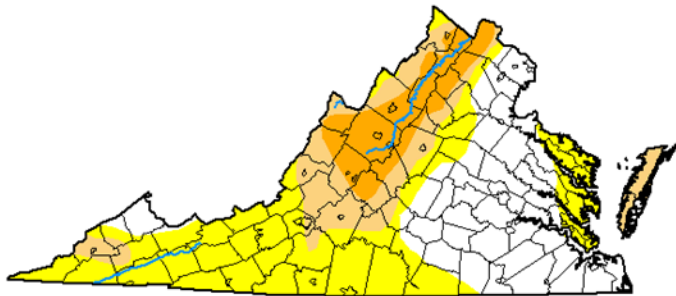
Reservoir Indicators:**Note, these reservoir statuses require manual review as they are NOT automated at this time**

#	Region	Reservoir	Date	Status
1	Middle James	Lake Moomaw	10/26/2023	Watch
2	Shenandoah	Skidmore Fork Lake (Switzer Lake)	10/26/2023	Watch
3	Upper James	Lake Moomaw	10/26/2023	Watch
4	Big Sandy	Big Cherry Reservoir	10/26/2023	Normal
5	Chowan	Emporia Reservoir	10/26/2023	Normal
6	Middle James	Sugar Hollow	10/26/2023	Normal
7	Middle James	Beaver Creek Reservoir	10/26/2023	Normal
8	Middle James	Totier Creek Reservoir	10/26/2023	Normal
9	Middle James	South Fork Rivanna River Reservoir	10/26/2023	Normal
10	Middle James	Ragged Mountain	10/26/2023	Normal
11	Northern Coastal Plain	Beverdam Reservoir	10/26/2023	Normal
12	Northern Piedmont	Ni River Reservoir	10/26/2023	Normal
13	Northern Piedmont	Lake Anna	10/26/2023	Normal
14	Northern Piedmont	Motts Run Reservoir	10/26/2023	Normal
15	Northern Piedmont	Hunting Run Reservoir	10/26/2023	Normal
16	Northern Virginia	Occoquan Reservoir	10/26/2023	Normal
17	Northern Virginia	Lake Manassas	10/26/2023	Normal
18	Roanoke	Smith Mountain Lake	10/26/2023	Normal
19	Roanoke	Kerr Reservoir	10/26/2023	Normal
20	Southeast Virginia	Kerr Reservoir	10/26/2023	Normal
21	Southeast Virginia	Lake Cohoon	10/26/2023	Normal
22	Southeast Virginia	Lake Meade	10/26/2023	Normal
23	Southeast Virginia	Lake Kilby	10/26/2023	Normal
24	Southeast Virginia	Speights Run Reservoir	10/26/2023	Normal
25	York James	Harwoods Mill Reservoir	10/26/2023	Normal
26	York James	Lee Hall - City Reservoir	10/26/2023	Normal
27	York James	Little Creek Reservoir	10/26/2023	Normal
28	York James	Diascund Creek Reservoir	10/26/2023	Normal
29	York James	Skiffes Creek Reservoir	10/26/2023	Normal

Appendix A

U.S. Drought Monitor Virginia

October 24, 2023
(Released Thursday, Oct. 26, 2023)
Valid 8 a.m. EDT



Drought Conditions (Percent Area)

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
Current	33.79	66.21	27.69	11.94	0.00	0.00
Last Week 10-17-2023	33.79	66.21	27.69	11.94	0.00	0.00
3 Months Ago 07-25-2023	86.71	13.29	5.55	0.00	0.00	0.00
Start of Calendar Year 01-03-2023	89.75	10.25	0.80	0.00	0.00	0.00
Start of Water Year 09-26-2023	51.40	48.60	24.99	6.12	0.00	0.00
One Year Ago 10-25-2022	66.28	33.72	1.52	0.00	0.00	0.00

Intensity:

- None
- D0 Abnormally Dry
- D1 Moderate Drought
- D2 Severe Drought
- D3 Extreme Drought
- D4 Exceptional Drought

The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. For more information on the Drought Monitor, go to <https://droughtmonitor.unl.edu/About.aspx>

Author:

Rocky Bilotta
NCEI/NOAA



droughtmonitor.unl.edu

Appendix B

USGS Drought Status Summary

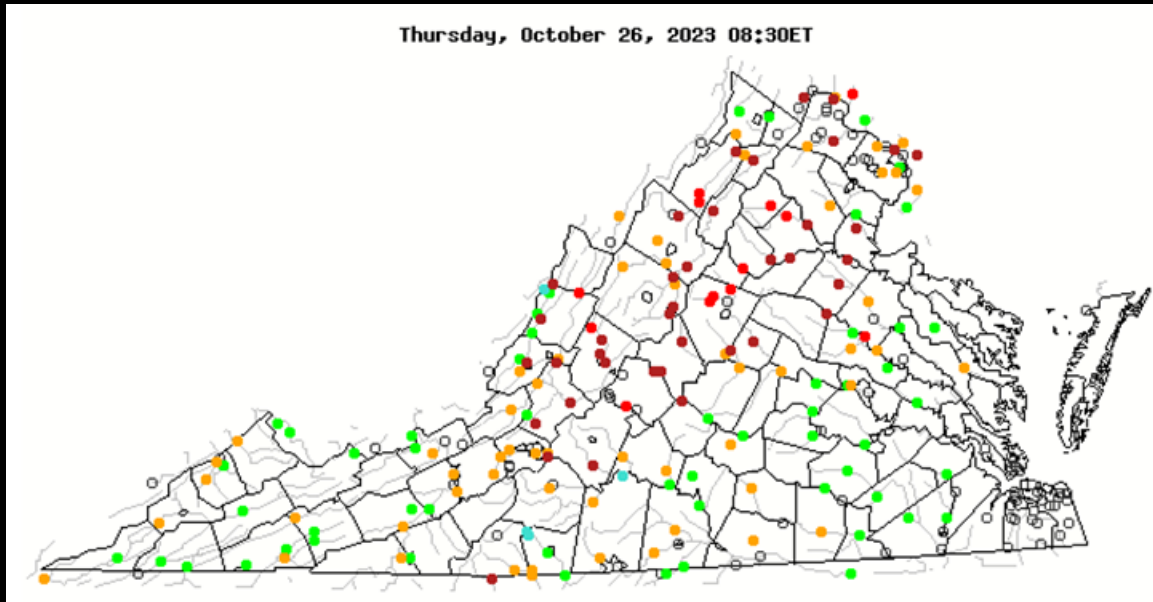
Streamflows and Groundwater Levels in Virginia

Virginia Drought Monitoring Task Force

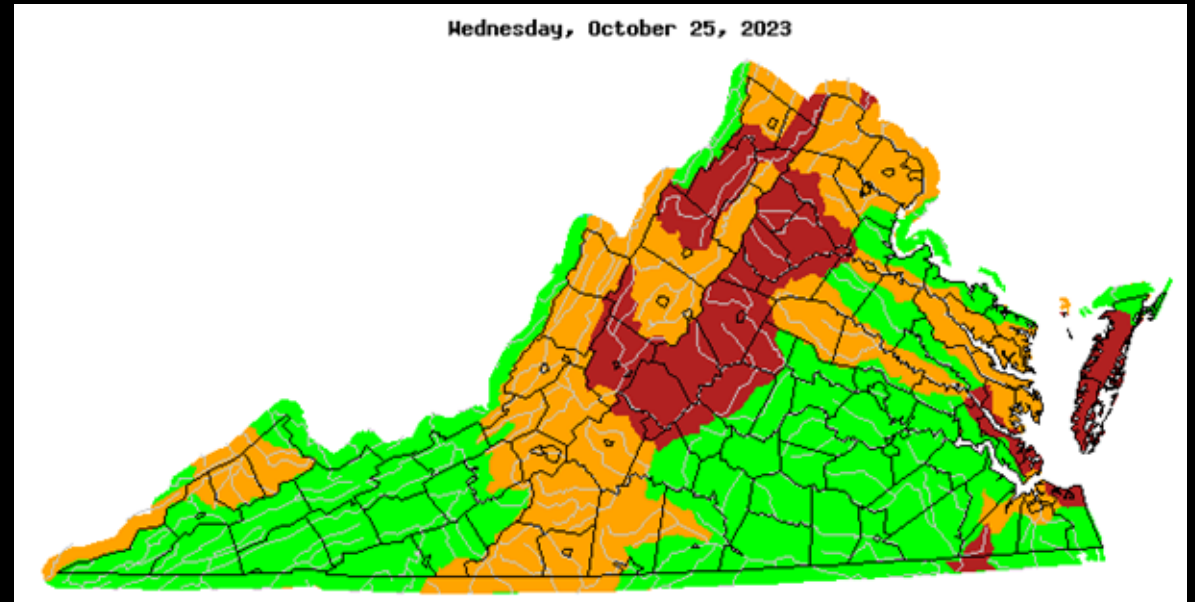
October 26, 2023

U.S. Department of the Interior
U.S. Geological Survey

Current Streamflow Conditions



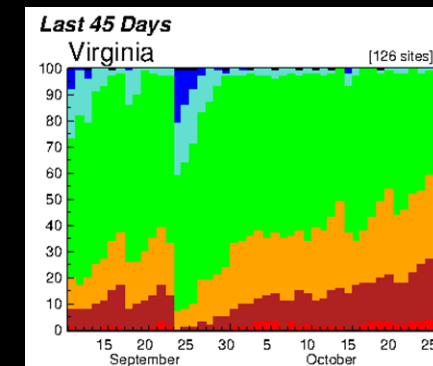
Realtime USGS Streamgages



Daily Flow HUC 8s

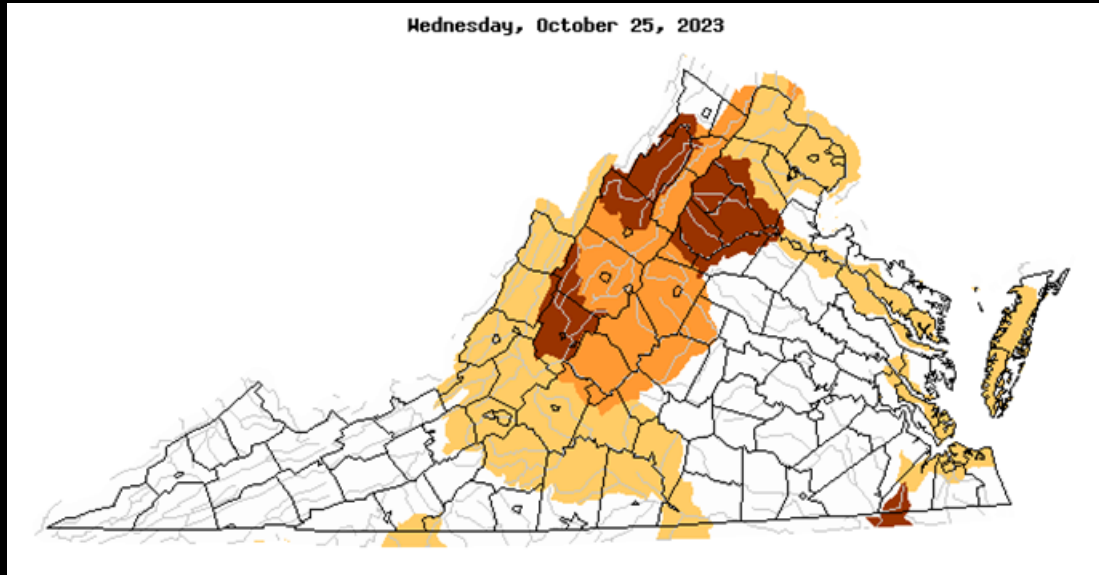
- Data from 10/26/2023
- Low flows spread throughout Virginia

Explanation - Percentile classes							
●	●	●	●	●	●	●	○
Low	<10 Much below normal	10-24 Below normal	25-75 Normal	76-90 Above normal	>90 Much above normal	High	Not-ranked

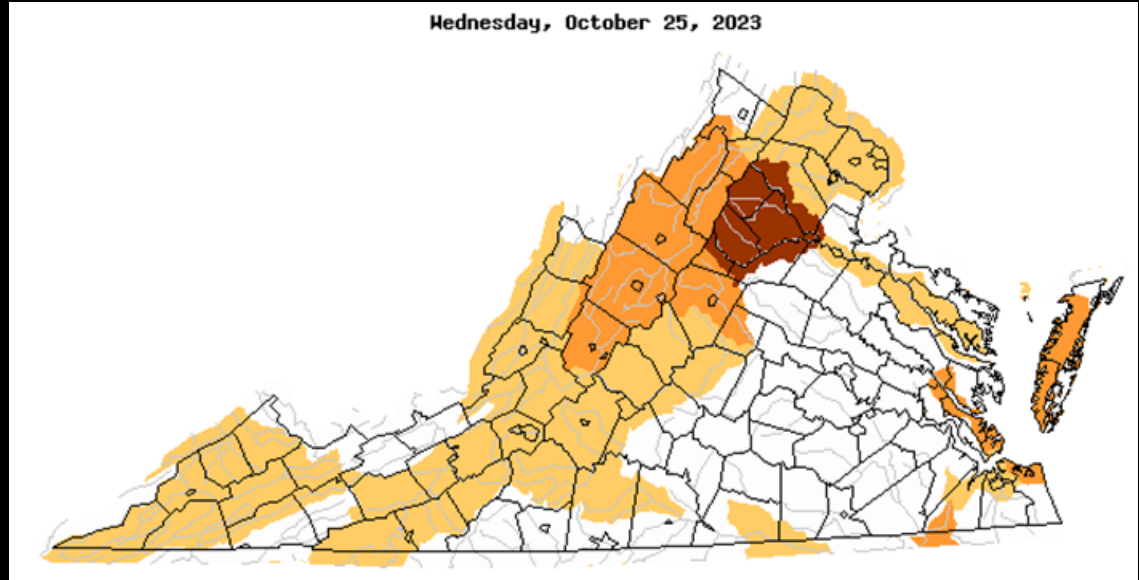


https://waterwatch.usgs.gov/index.php?id=pa01d&sid=w__map|m__pa01d_nwc&r=va

Below-Normal Streamflow Conditions



7-Day

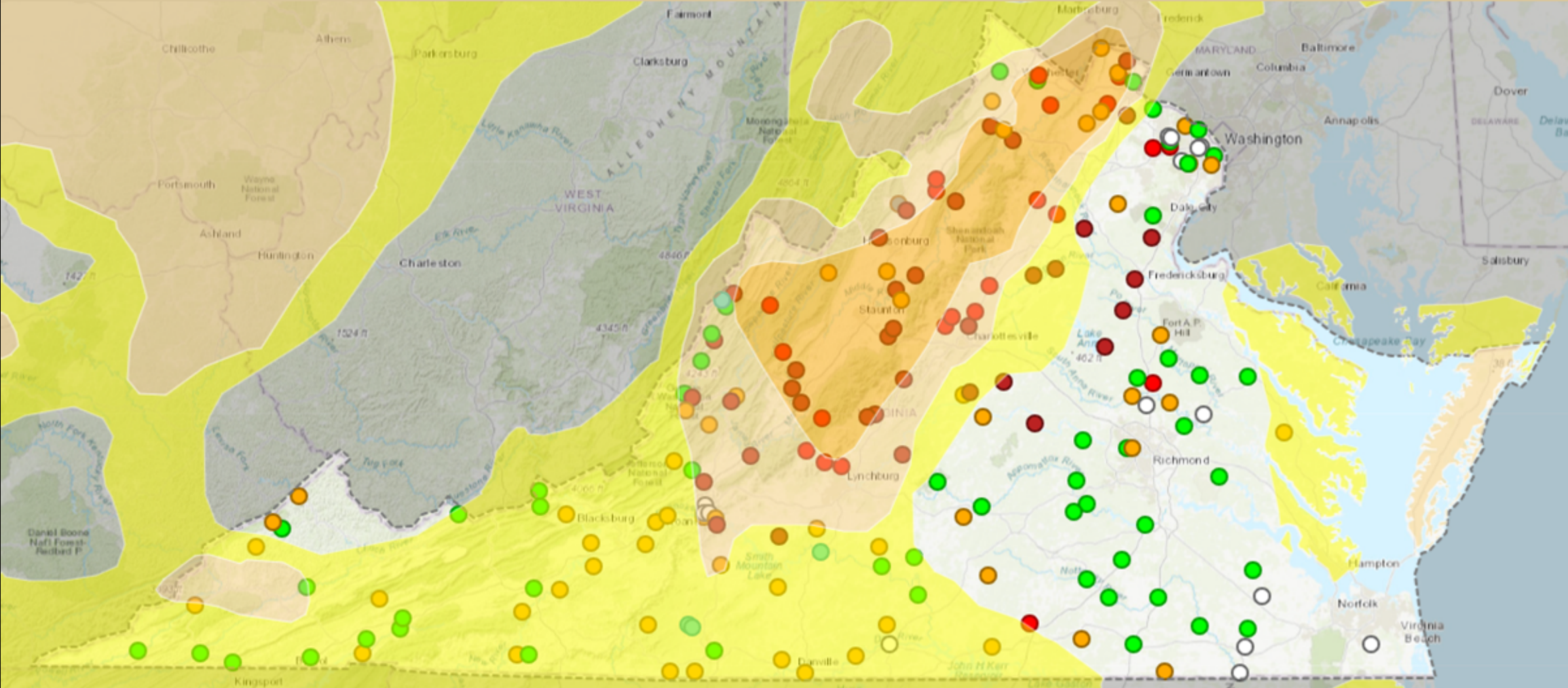


28-Day

- 40% of VA below normal, mostly central and east
- Shenandoah and Maury in moderate drought
- Rapidan/Rappahannock in severe drought

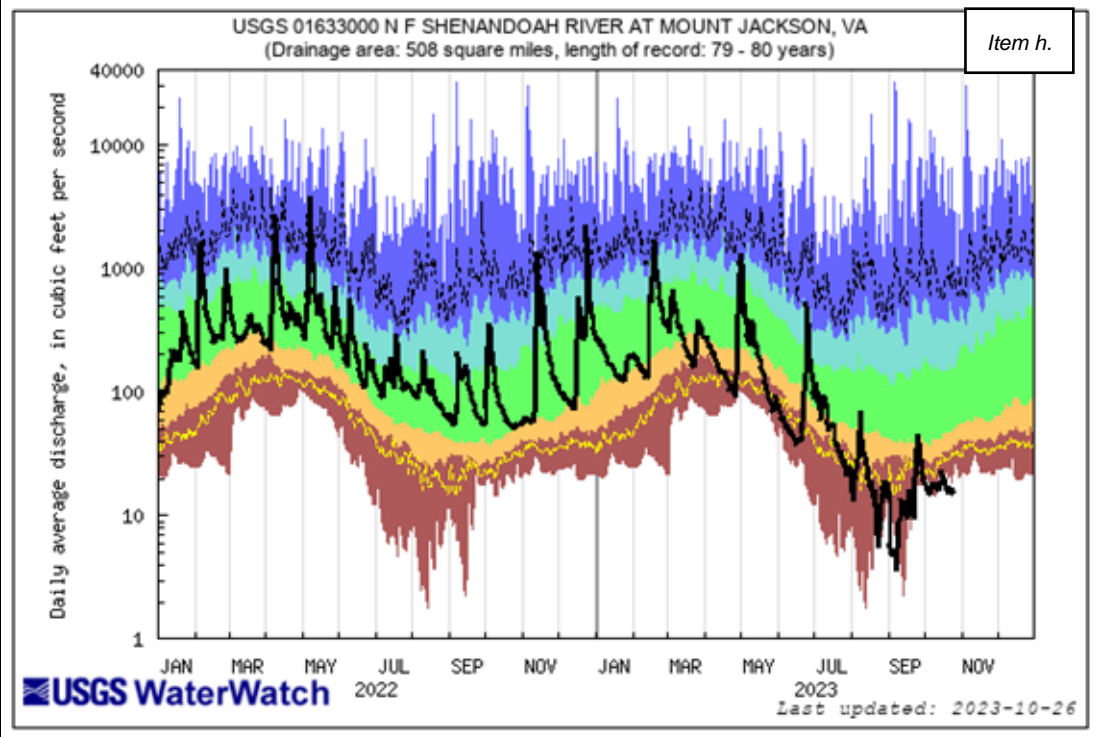
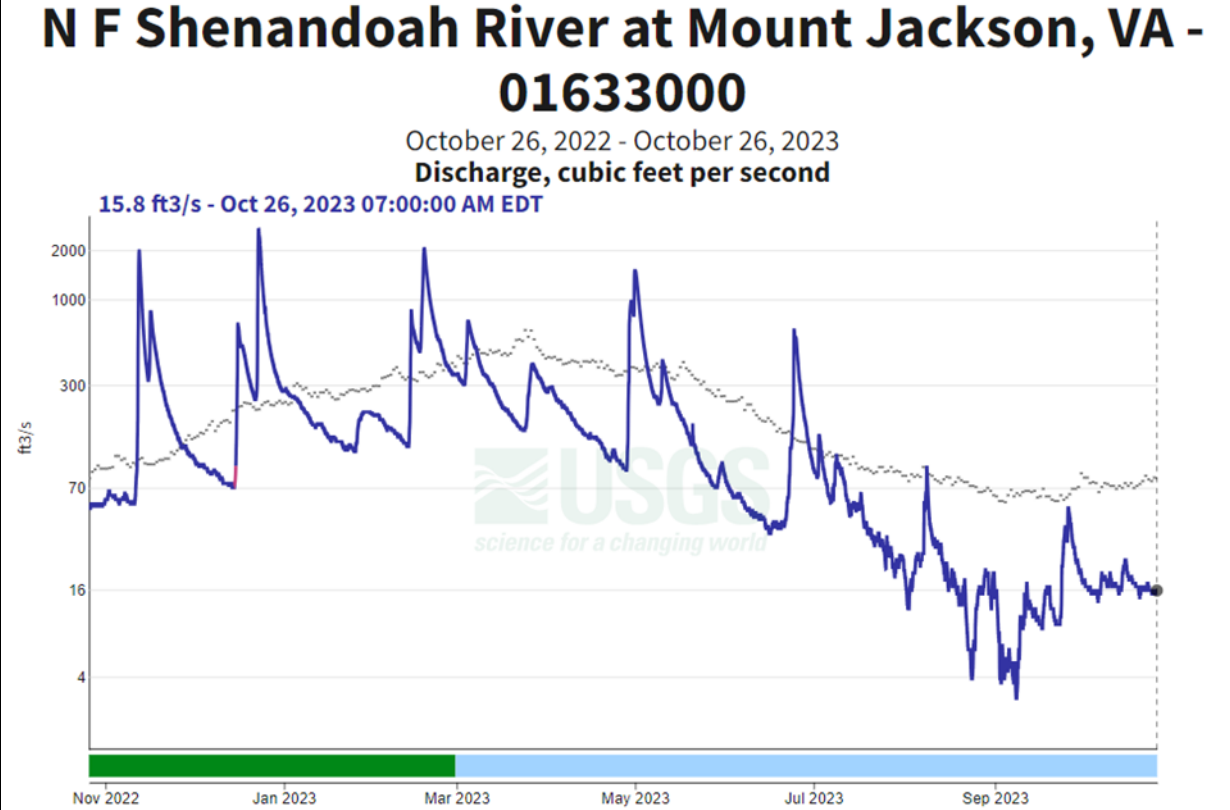
Explanation - Percentile classes			
Low	<=5	6-9	10-24
Extreme hydrologic drought	Severe hydrologic drought	Moderate hydrologic drought	Below normal

USGS National Water Dashboard



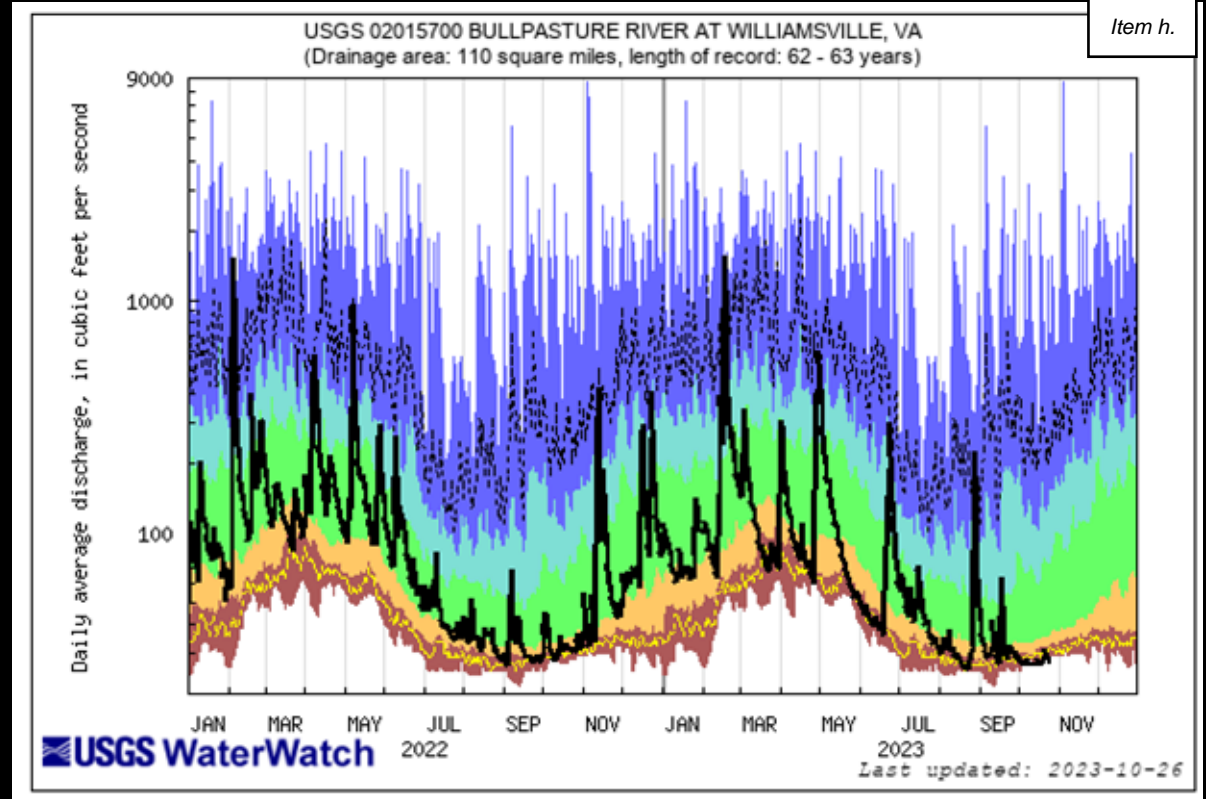
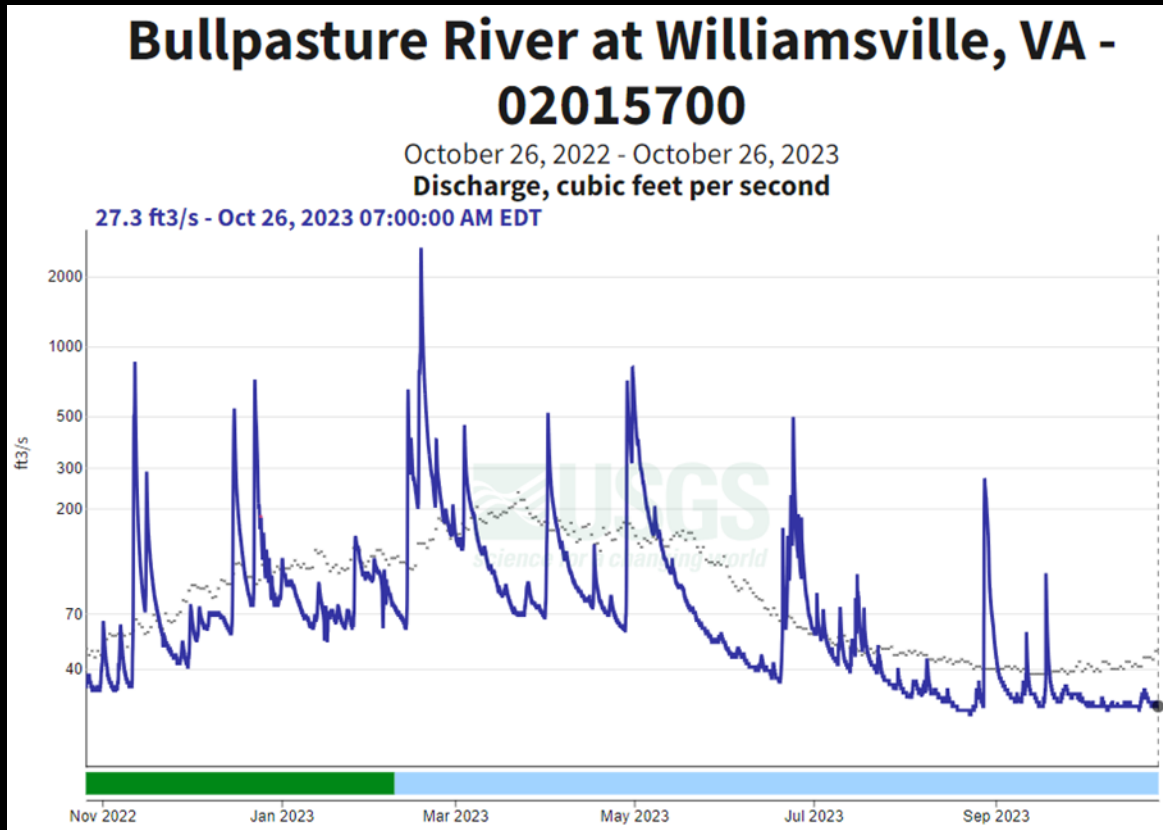
<https://dashboard.waterdata.usgs.gov/app/nwd/?region=lower48&aoi=state-va>

Streamflow Conditions for 01633000 NF Shenandoah River near Mt Jackson, VA



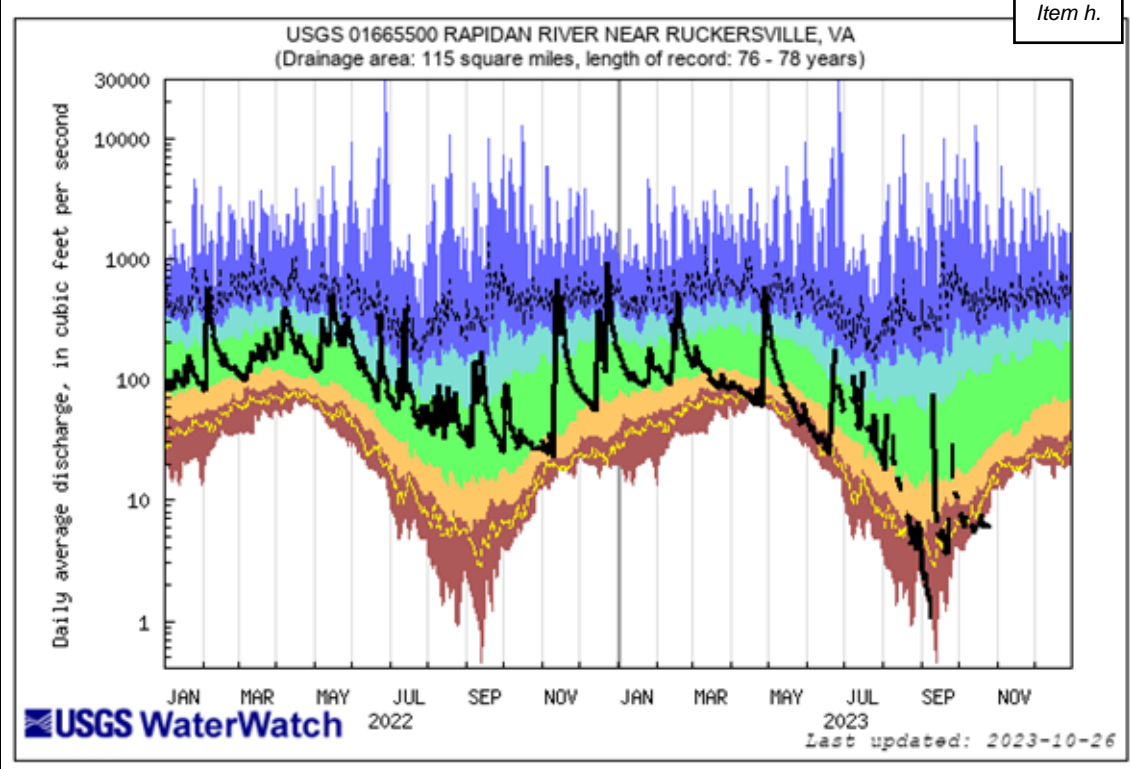
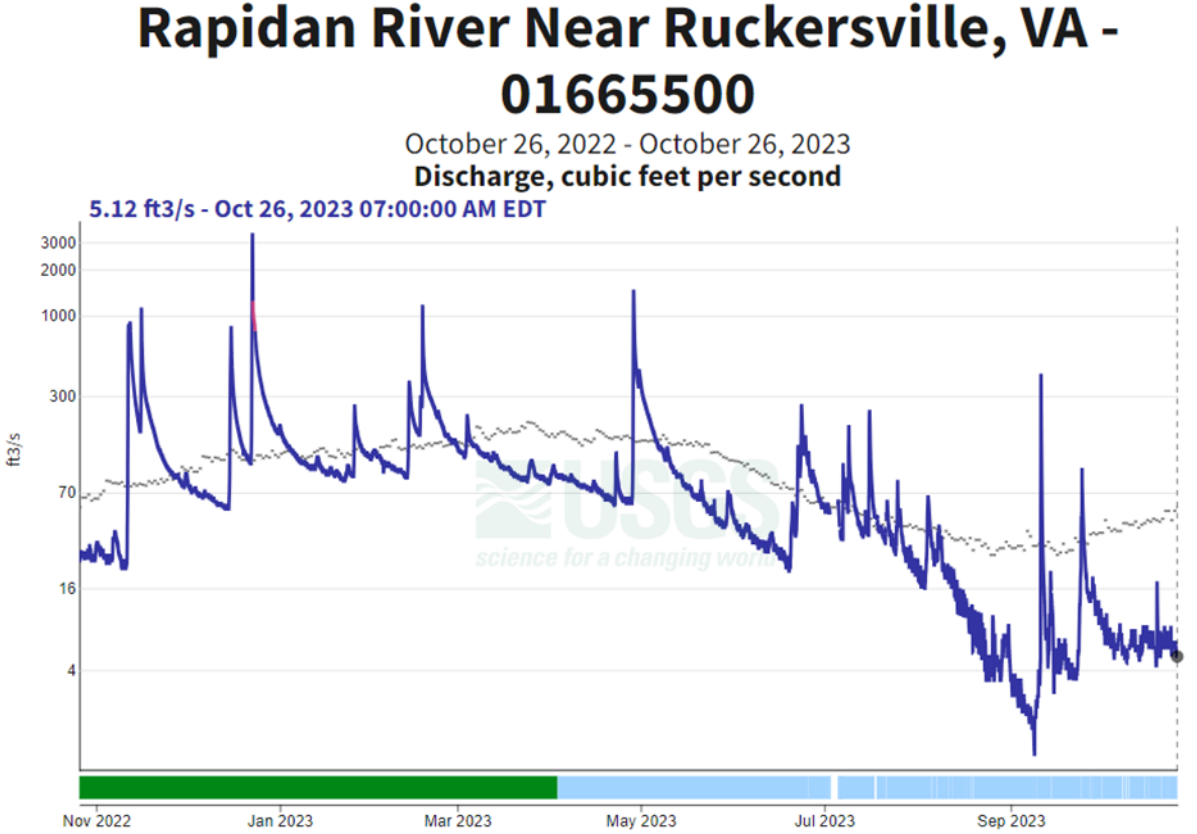
- 508 sq miles
- 79 years of data

Streamflow Conditions for 02015700 Bullpasture River near Williamsville, VA



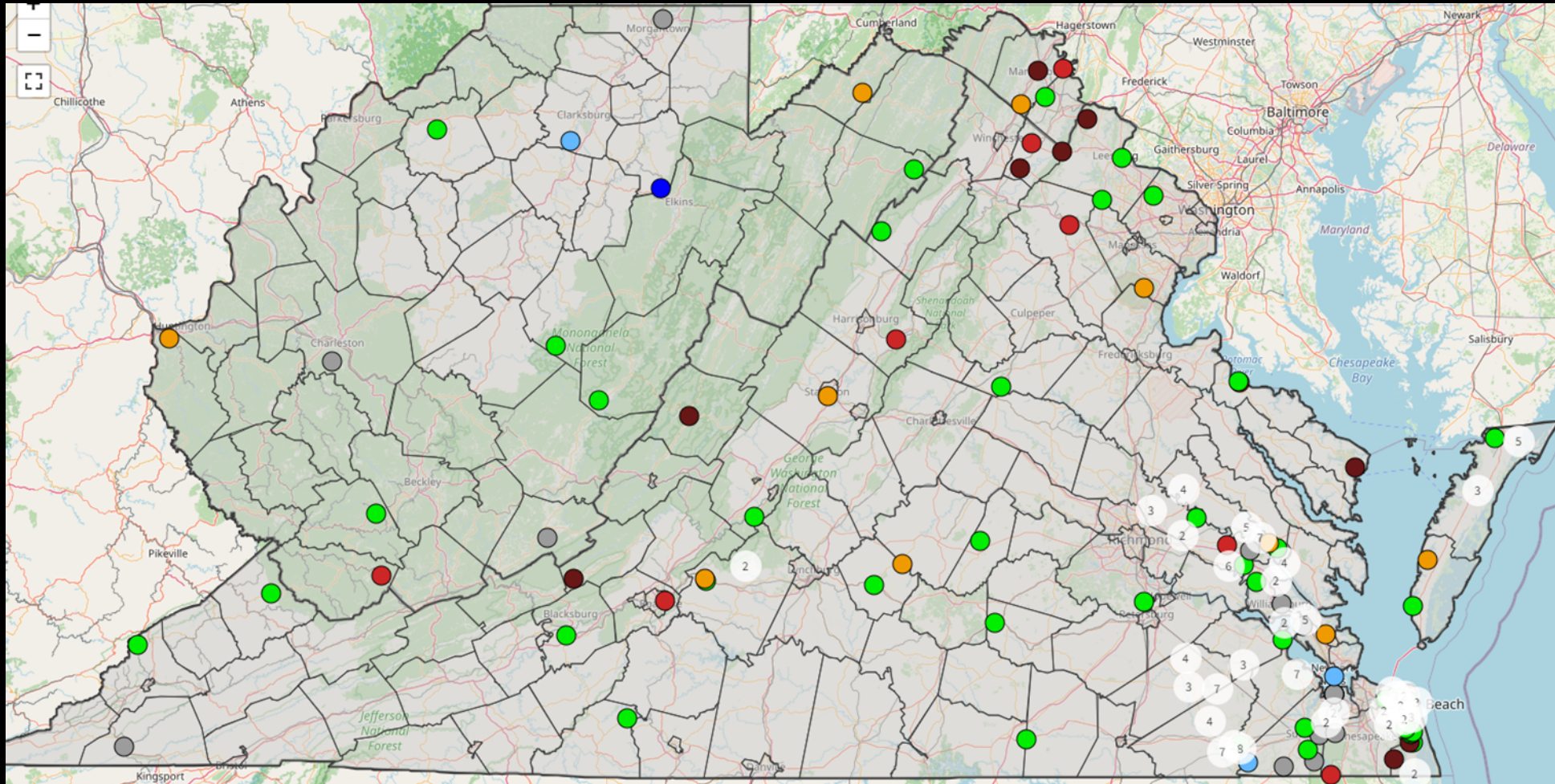
- 110 sq miles
- 63 years of data

Streamflow Conditions for 01665500 Rappahannock River near Ruckersville, VA



- 115 sq miles
- 78 years of data

Groundwater Levels – All USGS Wells



- Valley & Ridge monitoring wells in the lowest percentile ranges

New VA-WV WSC Developed Page: <https://rconnect.usgs.gov/vawv-groundwater/>

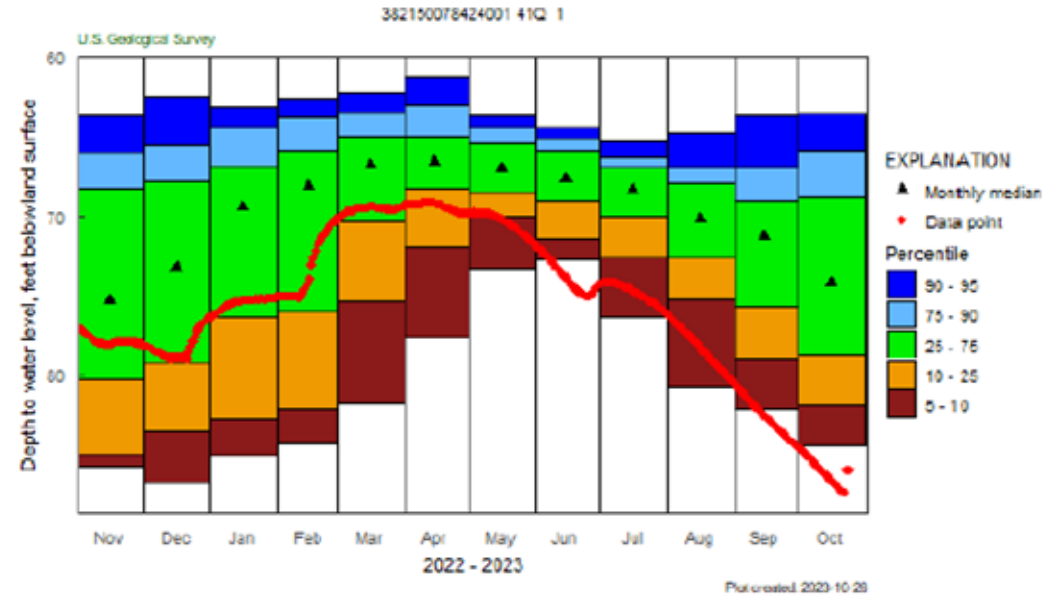
Groundwater Levels - Climate Response Network Item h.

Site Information



- 41Q 1
- Rockingham County
- 310 ft deep

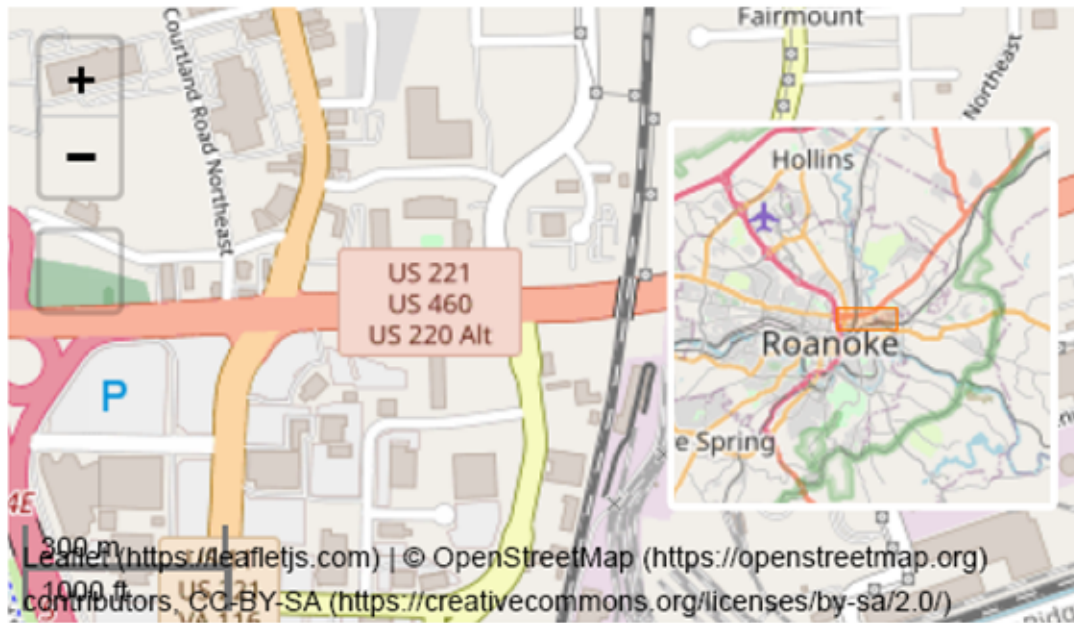
Recent Groundwater Levels



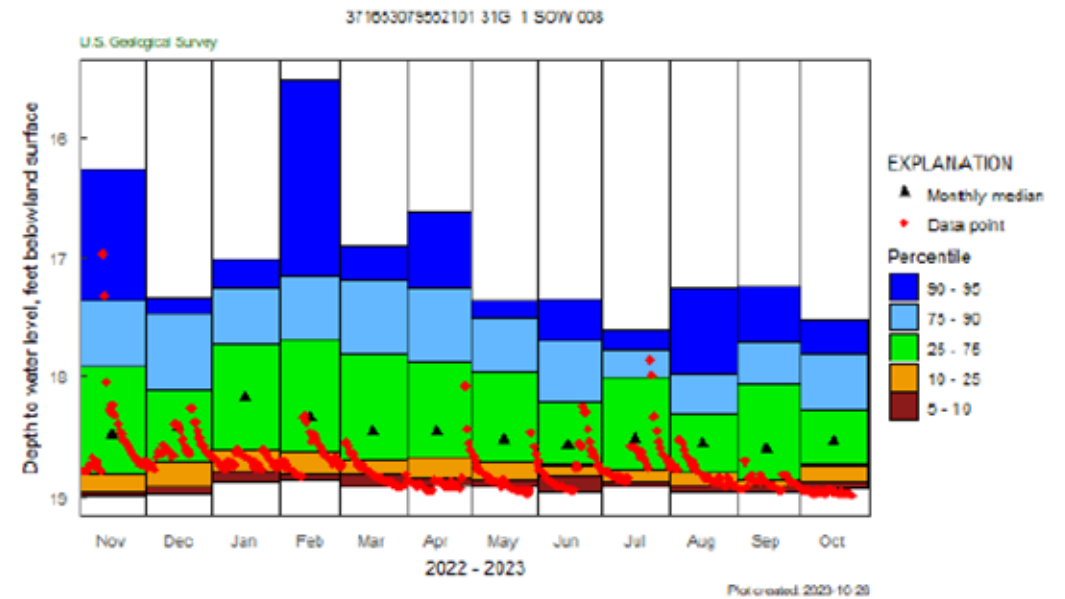
- 53 year record
- Well below 5th percentile

Groundwater Levels - Climate Response Network Item h.

Site Information



Recent Groundwater Levels



- 31G 1 SOW 008
- Roanoke City
- 55 ft deep

- 57 year record
- Below 5th percentile

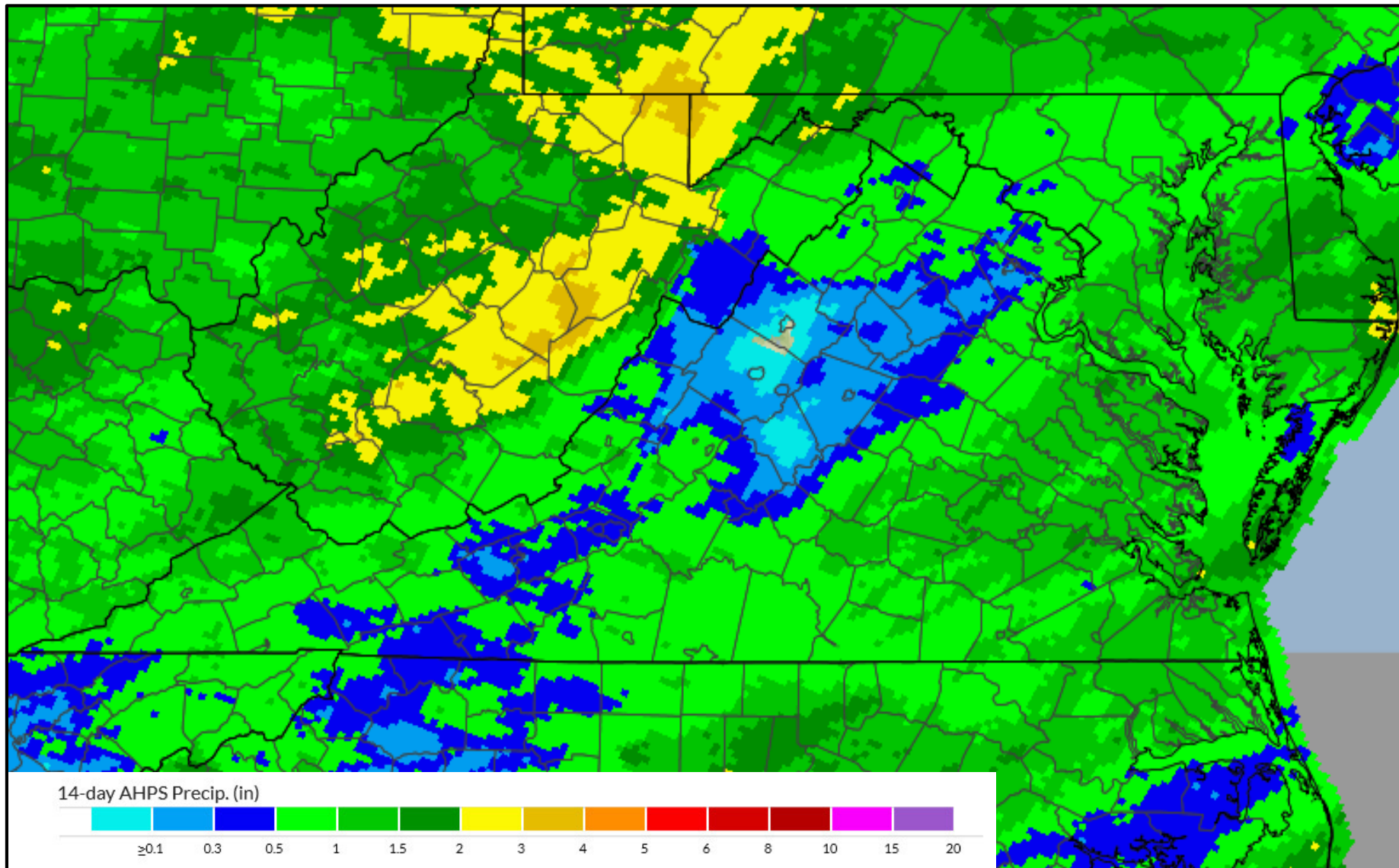
VA Drought Monitoring Task Force

Jonathan McGee

National Weather Service – Wakefield, VA

October 26, 2023

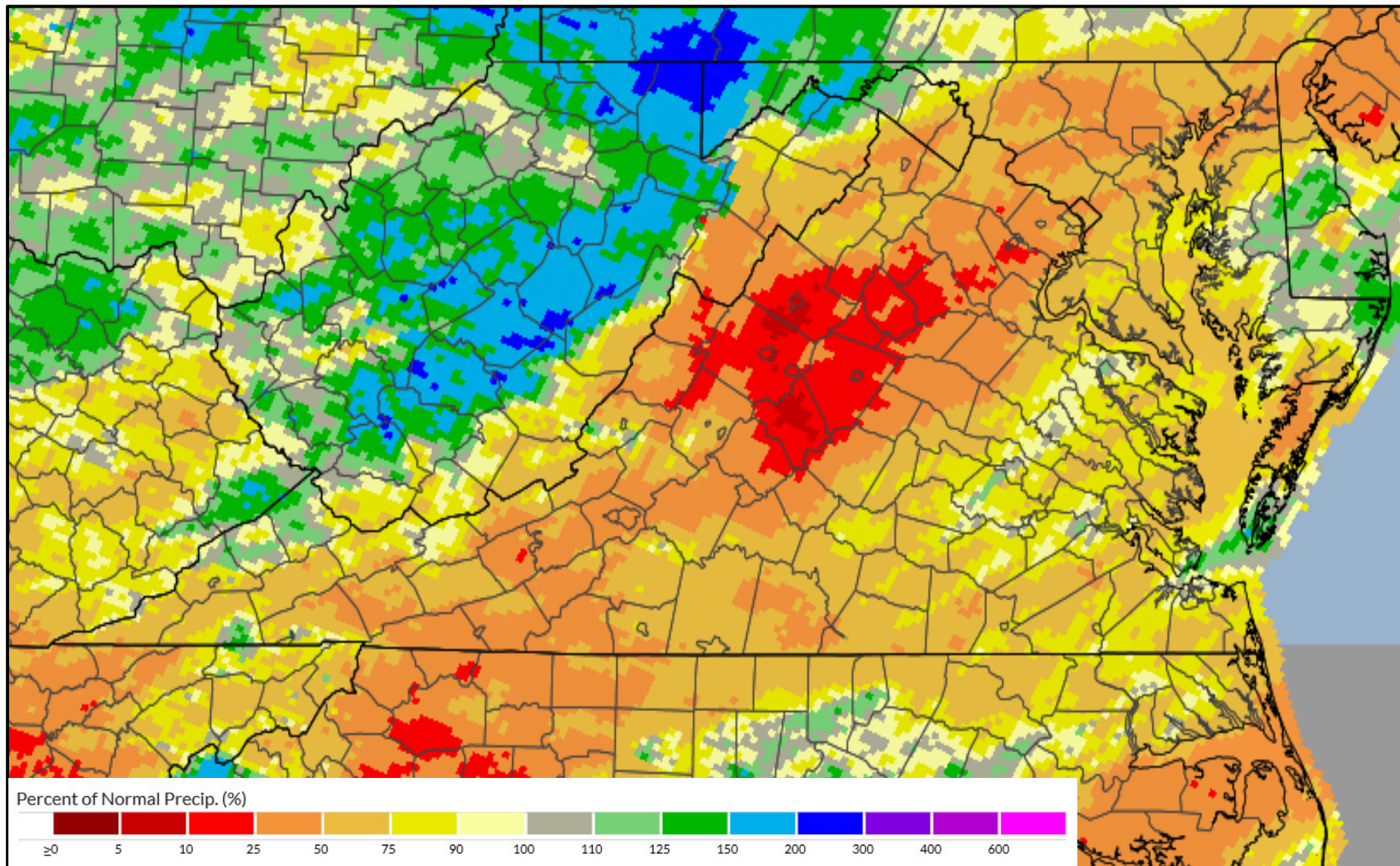
14-Day Precipitation Totals



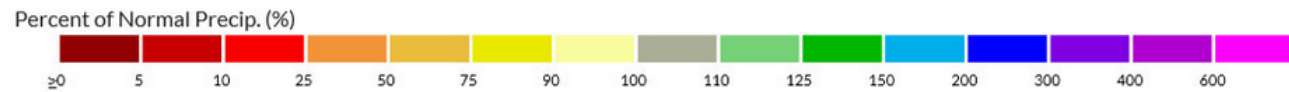
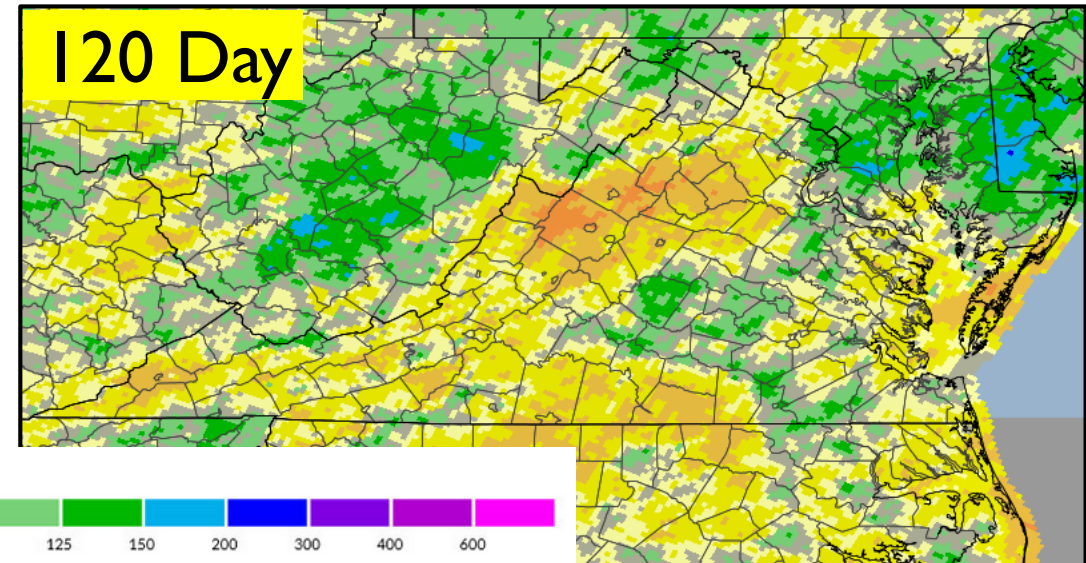
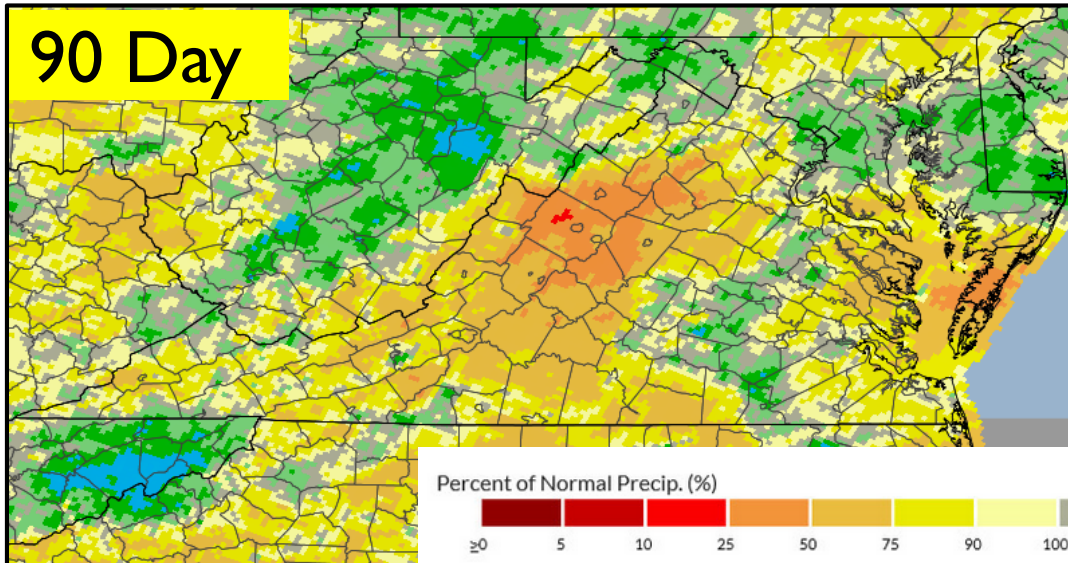
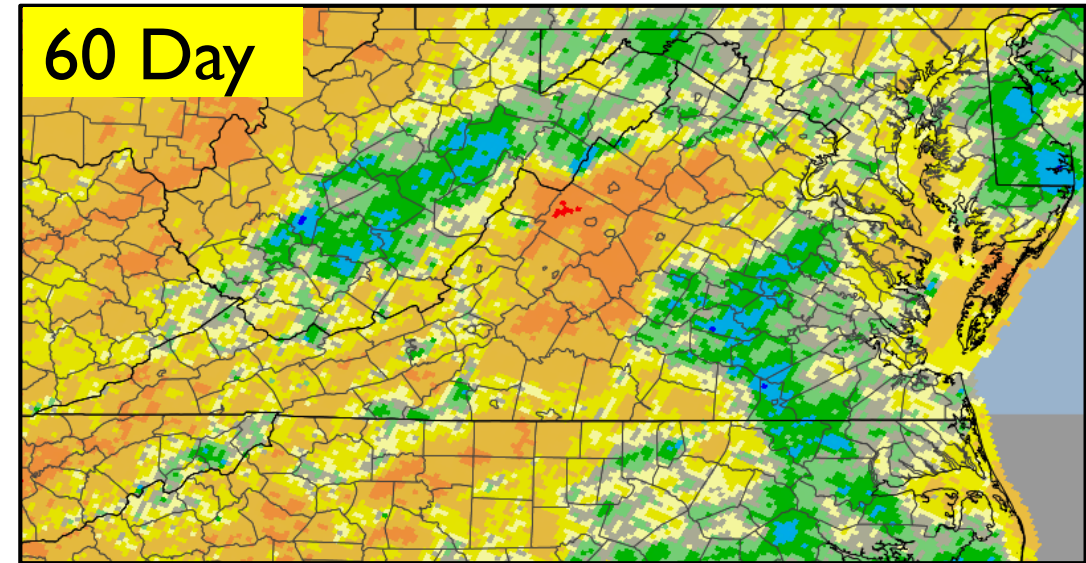
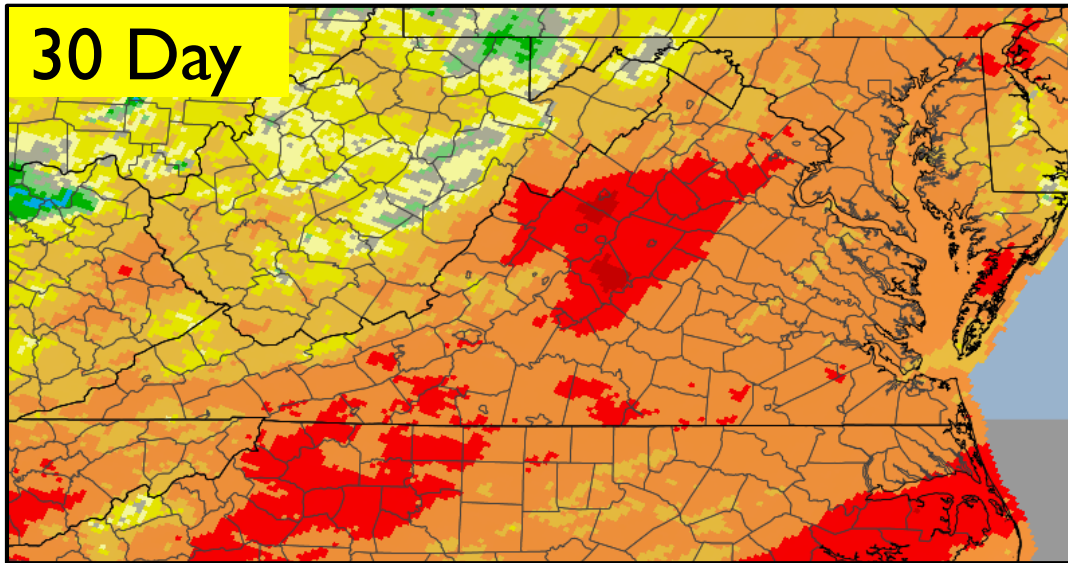
14-Day Percent of Normal Precipitation



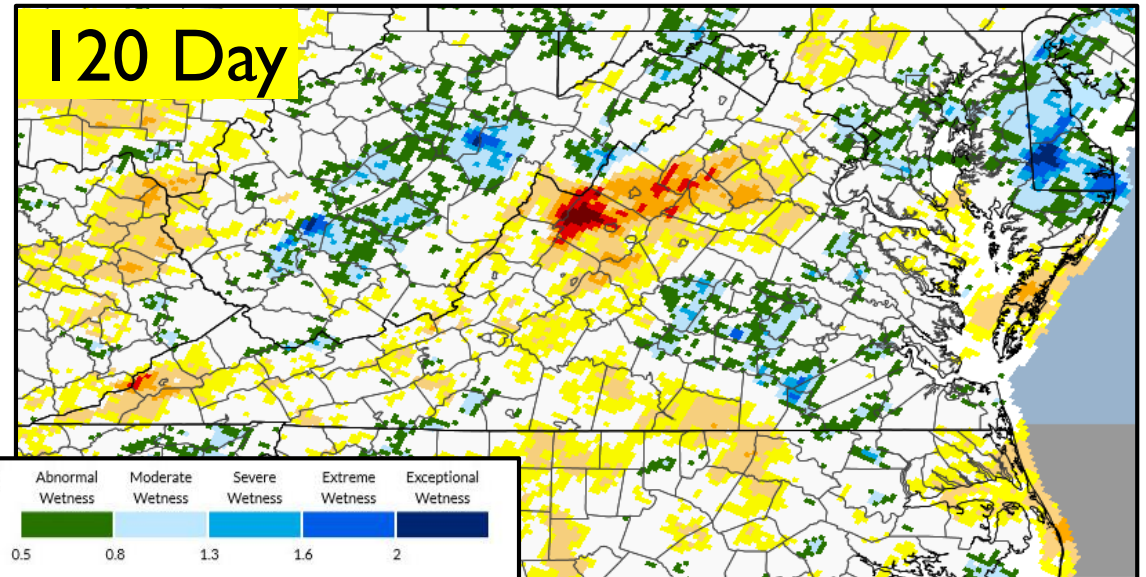
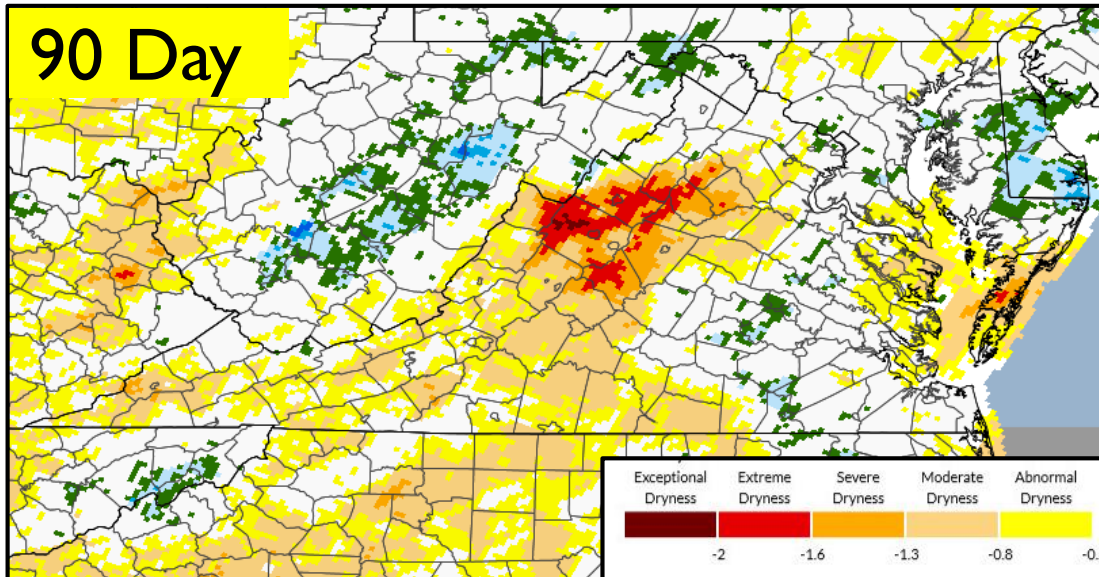
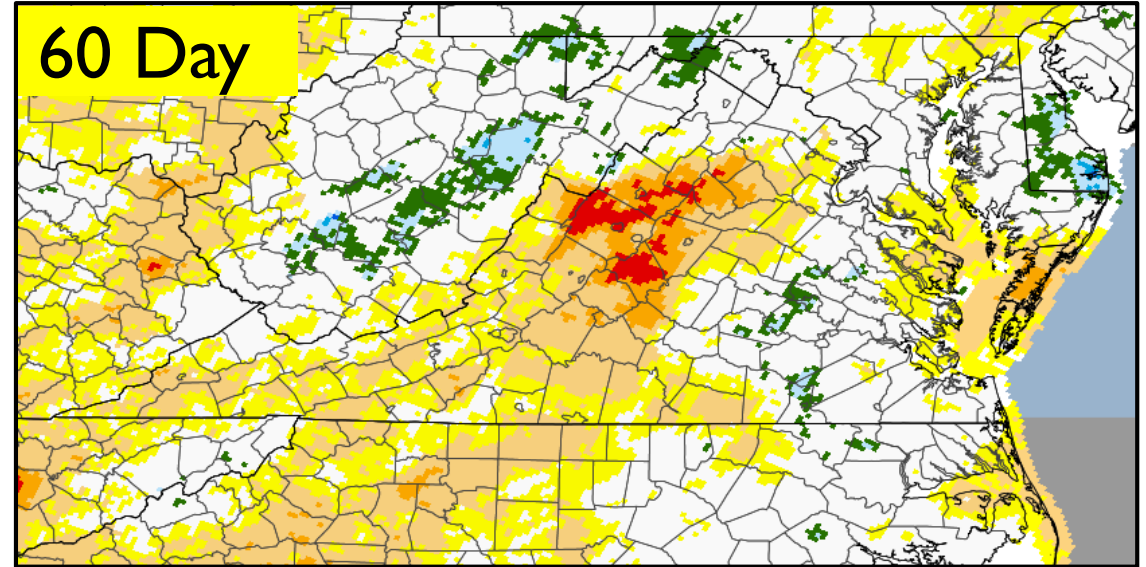
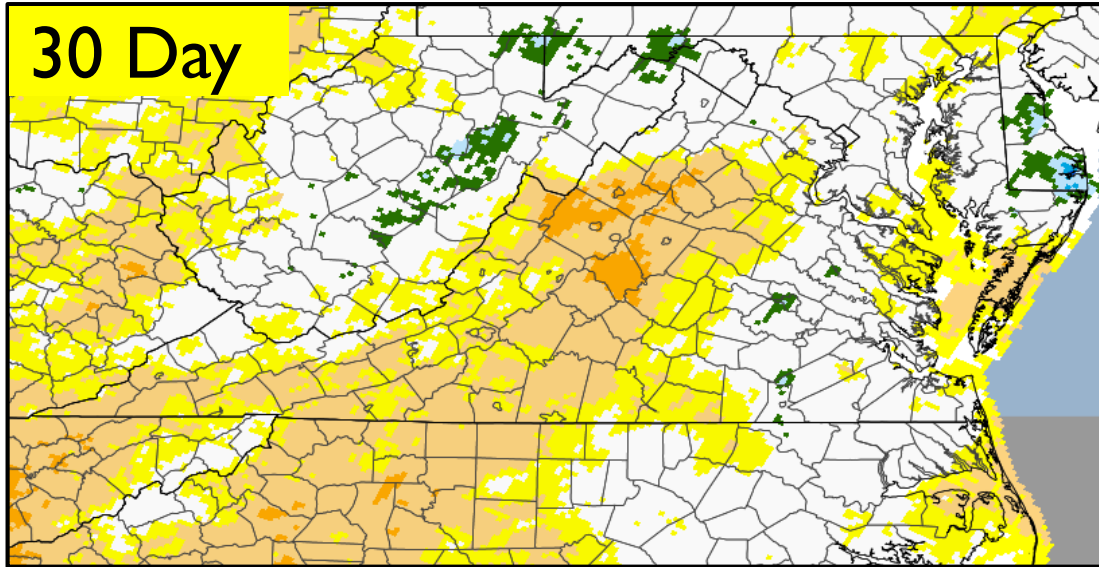
Wakefield, VA Item h.
WEATHER FORECAST OFFICE



Percent of Normal Precipitation



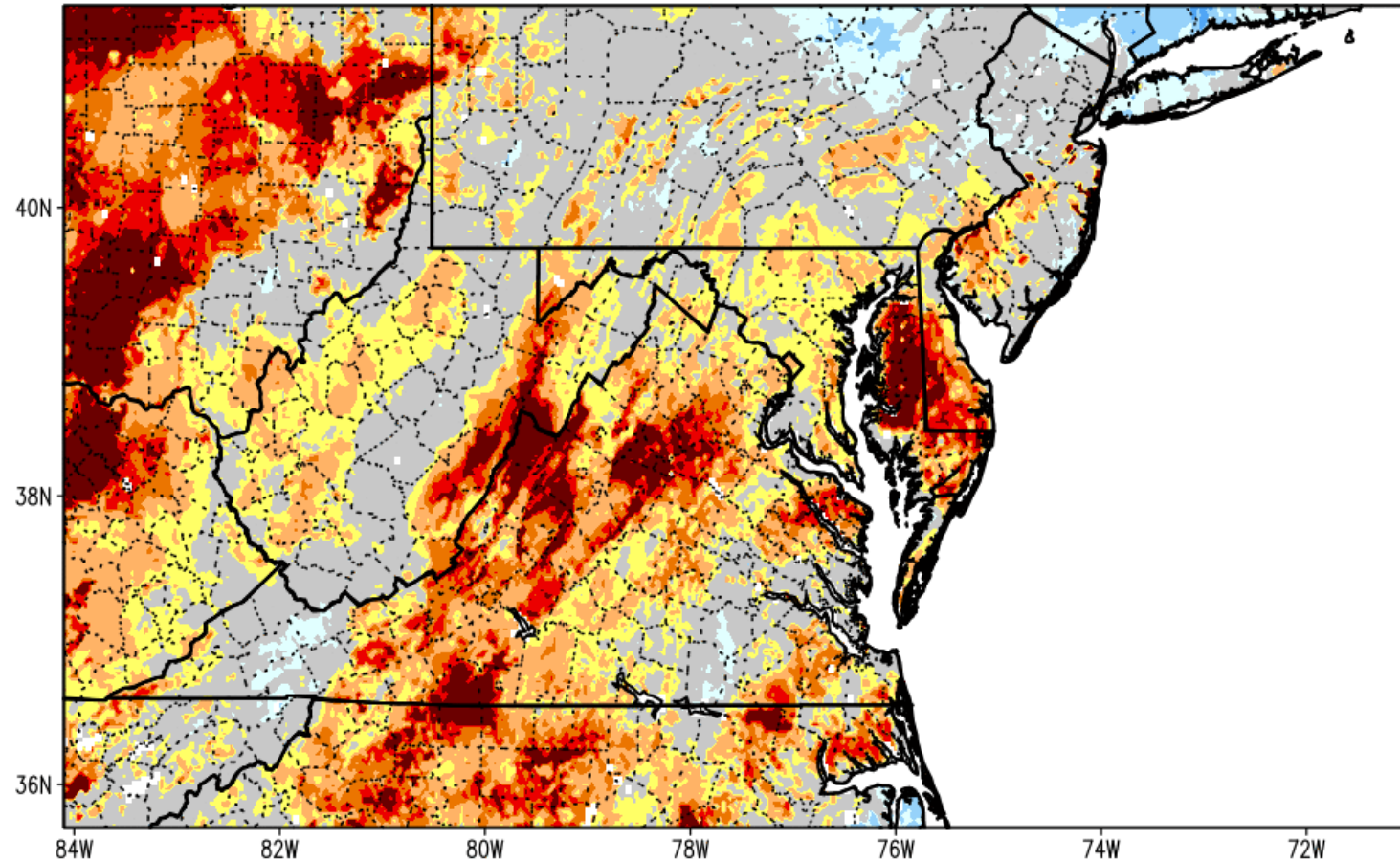
SPI Blends



Soil Moisture Percentile (0-2 meter)



Wakefield, VA Item h.
WEATHER FORECAST OFFICE



Drought Monitor (As of October 26th)

For more info, visit: droughtmonitor.unl.edu

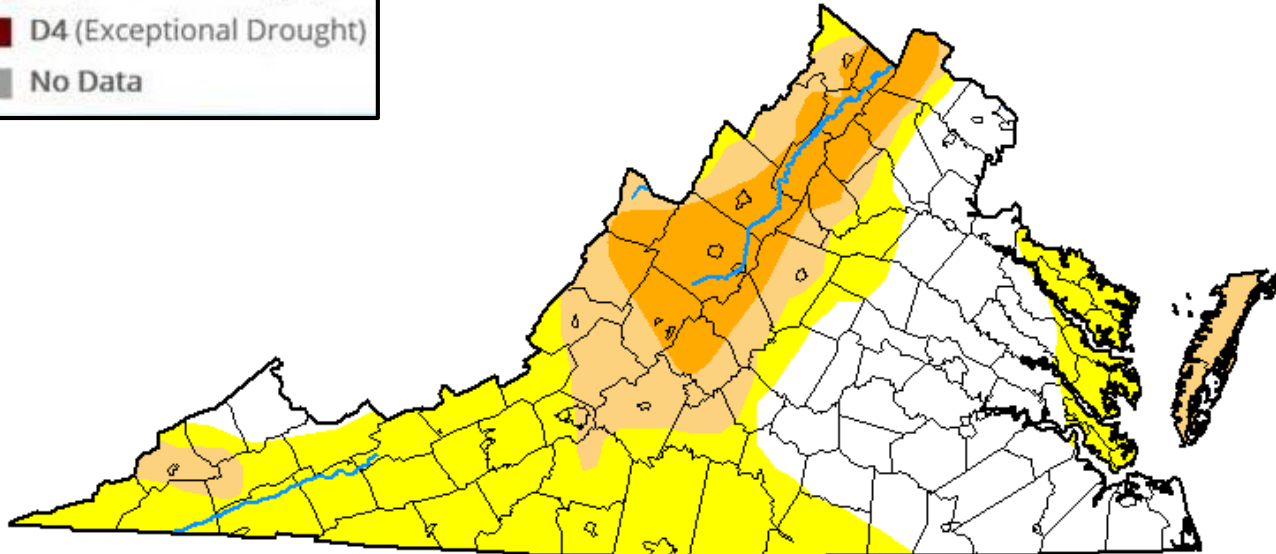


Wakefield, VA Item h.

WEATHER FORECAST OFFICE

Intensity:

- None
- D0 (Abnormally Dry)
- D1 (Moderate Drought)
- D2 (Severe Drought)
- D3 (Extreme Drought)
- D4 (Exceptional Drought)
- No Data



Potential Impacts

Category	Impact
D0	Crop growth is stunted; planting is delayed
	Fire danger is elevated; spring fire season starts early
	Lawns brown early; gardens begin to wilt
	Surface water levels decline
D1	Irrigation use increases; hay and grain yields are lower than normal
	Honey production declines
	Wildfires and ground fires increase
	Trees and landscaping are stressed; fish are stressed
D2	Voluntary water conservation is requested; reservoir and lake levels are below normal capacity
	Specially crops are impacted in both yield and fruit size
	Producers begin feeding cattle; hay prices are high
	Warnings are issued on outdoor burns; air quality is poor
	Golf courses conserve water
	Trees are brittle and susceptible to insects
D3	Fish kills occur; wildlife move to farms for food
	Water quality is poor; groundwater is declining; irrigation ponds are dry; outdoor water restrictions are implemented
	Crop loss is widespread; Christmas tree farms are stressed; dairy farmers are struggling financially
	Well drillers and bulk water haulers see increased business
D3	Water recreation and hunting are modified; wildlife disease outbreak is observed
	Extremely reduced flow to ceased flow of water is observed; river temperatures are warm; wells are running dry; people are digging more and deeper wells

Drought Monitor (From September 21st)

For more info, visit: droughtmonitor.unl.edu

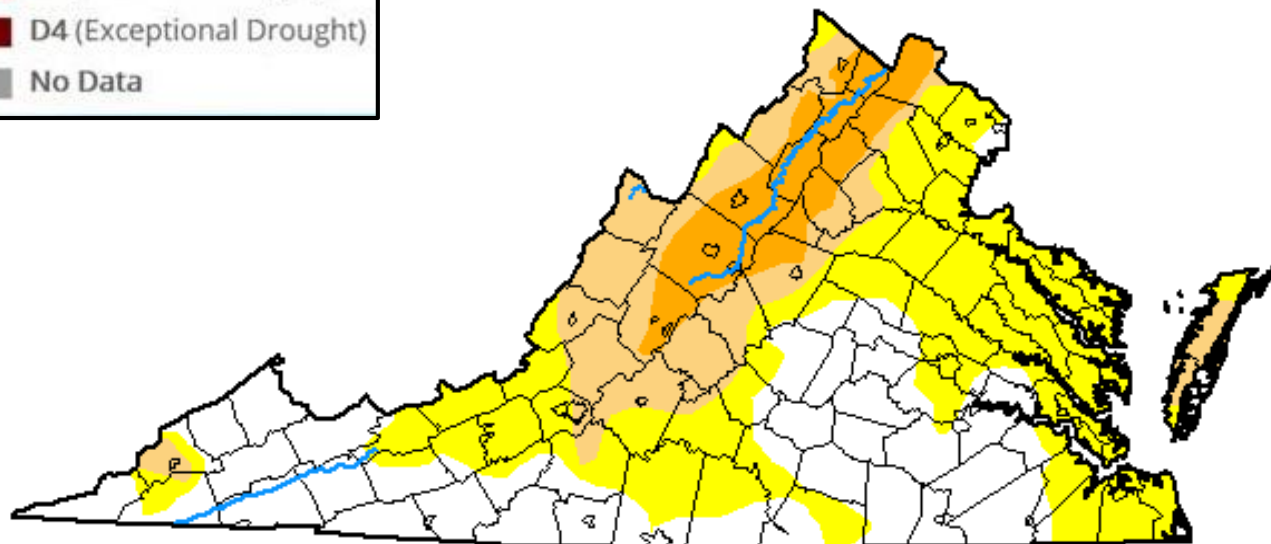


Wakefield, VA
WEATHER FORECAST OFFICE

Item h.

Intensity:

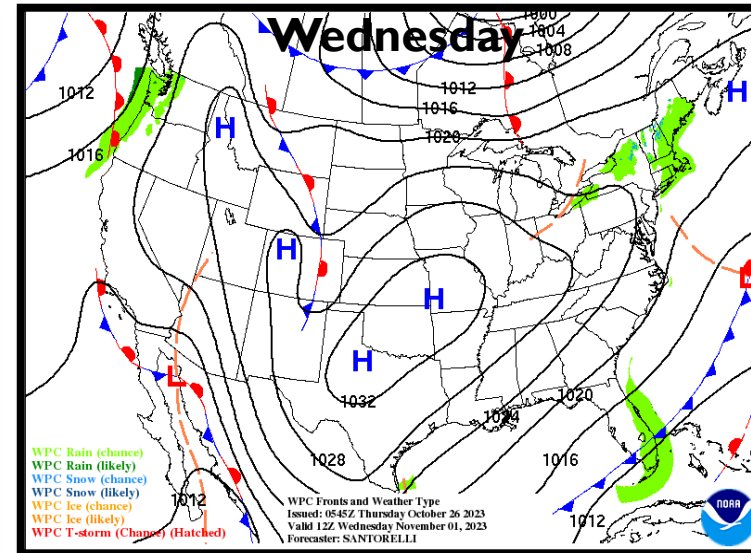
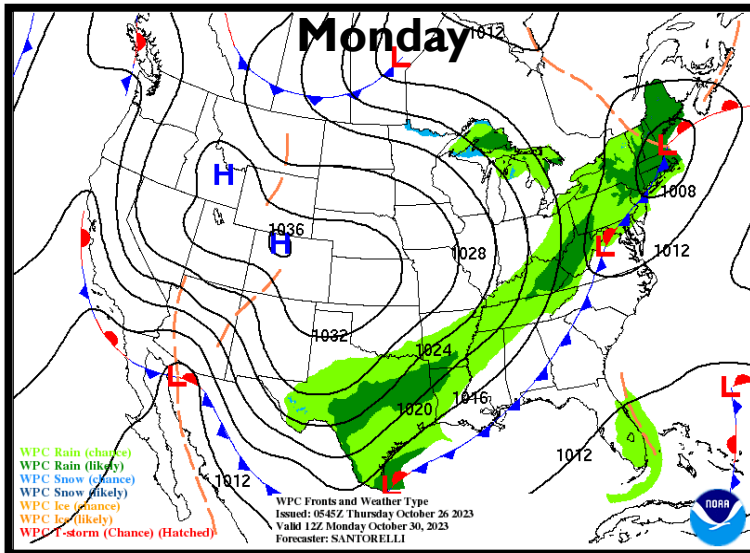
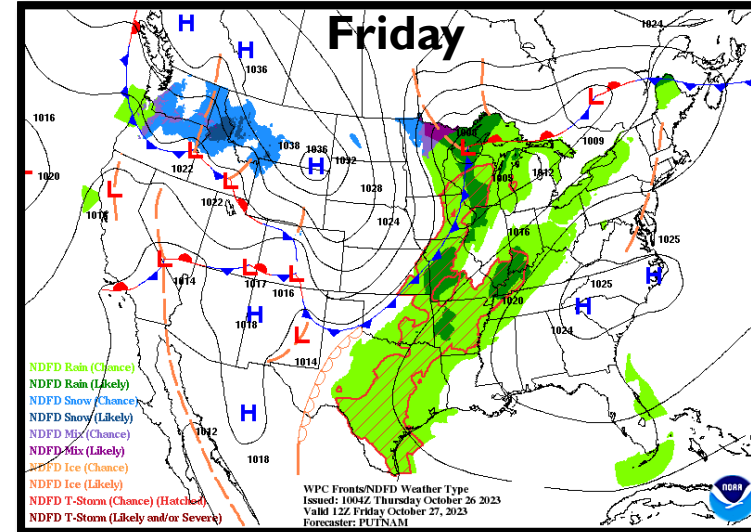
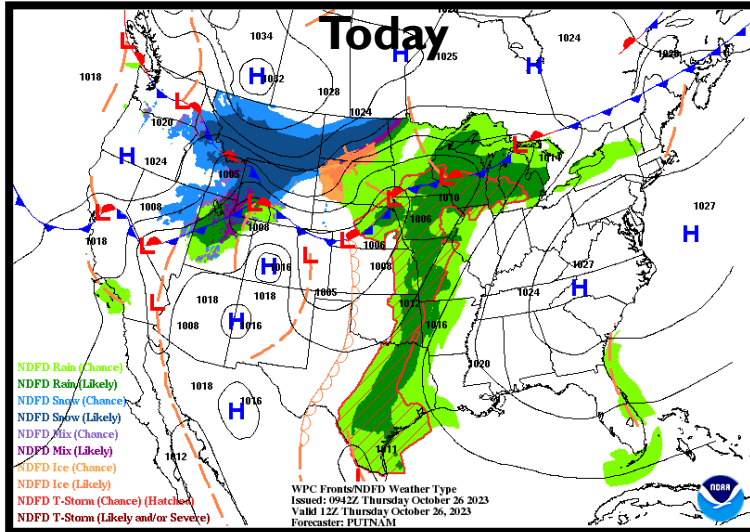
- None
- D0 (Abnormally Dry)
- D1 (Moderate Drought)
- D2 (Severe Drought)
- D3 (Extreme Drought)
- D4 (Exceptional Drought)
- No Data



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	Extremely reduced flow to ceased flow of water is observed; river temperatures are warm; wells are running dry; people are digging more and deeper wells

Upcoming Weather Pattern



Key Points:

- Unseasonably warm and dry through the weekend.
- A cold front produces showers Monday and Tuesday.
- Turning much cooler and drying out again by the middle of next week.

Precipitation Forecasts

Courtesy of the Weather Prediction Center (www.wpc.ncep.noaa.gov)



Wakefield, VA

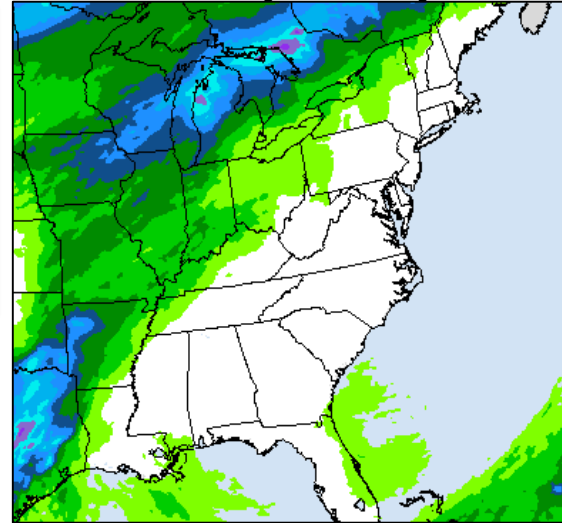
Item h.

WEATHER FORECAST OFFICE

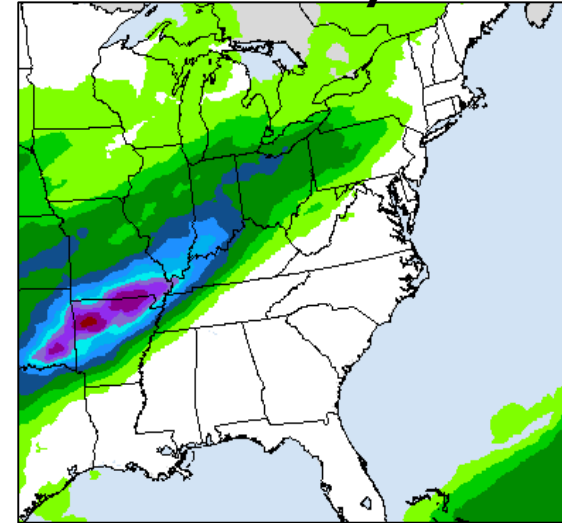
Forecast Daily Rainfall Through Wednesday (Nov 1st)

➤ **Generally less than 0.10" of rain is forecast.**

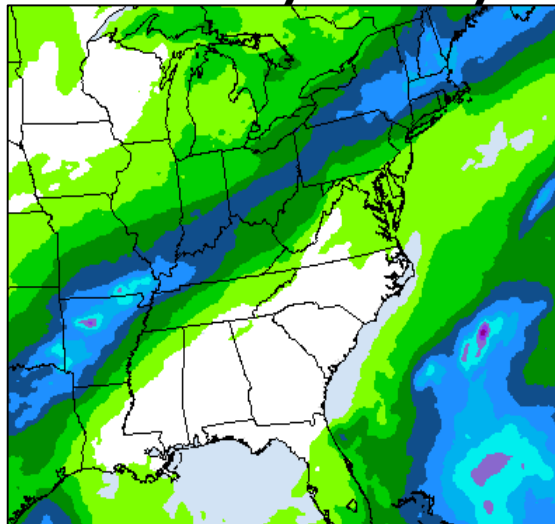
Today-Friday



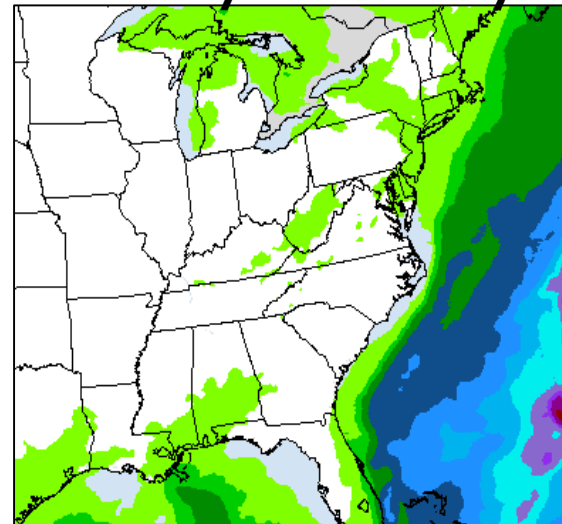
Saturday



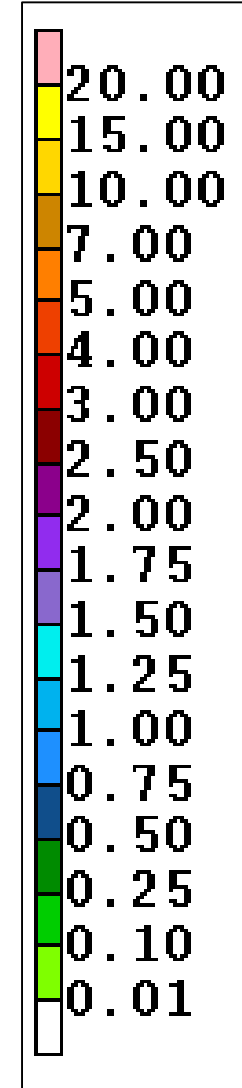
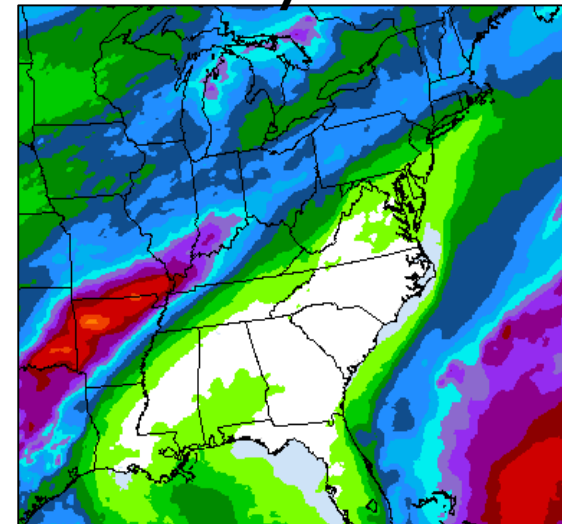
Sunday-Monday



Tuesday-Wednesday



7 Day Total



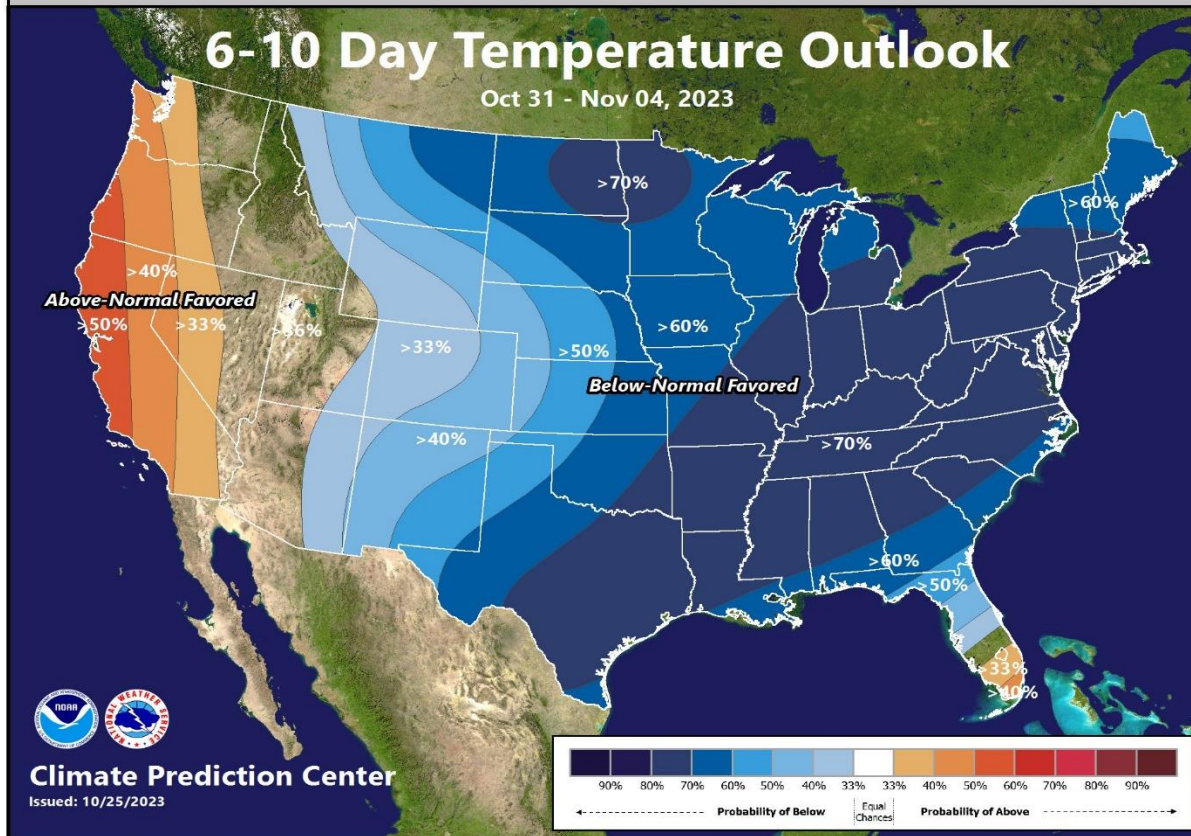
6 to 10 Day Outlook: Oct 31st – Nov 4th



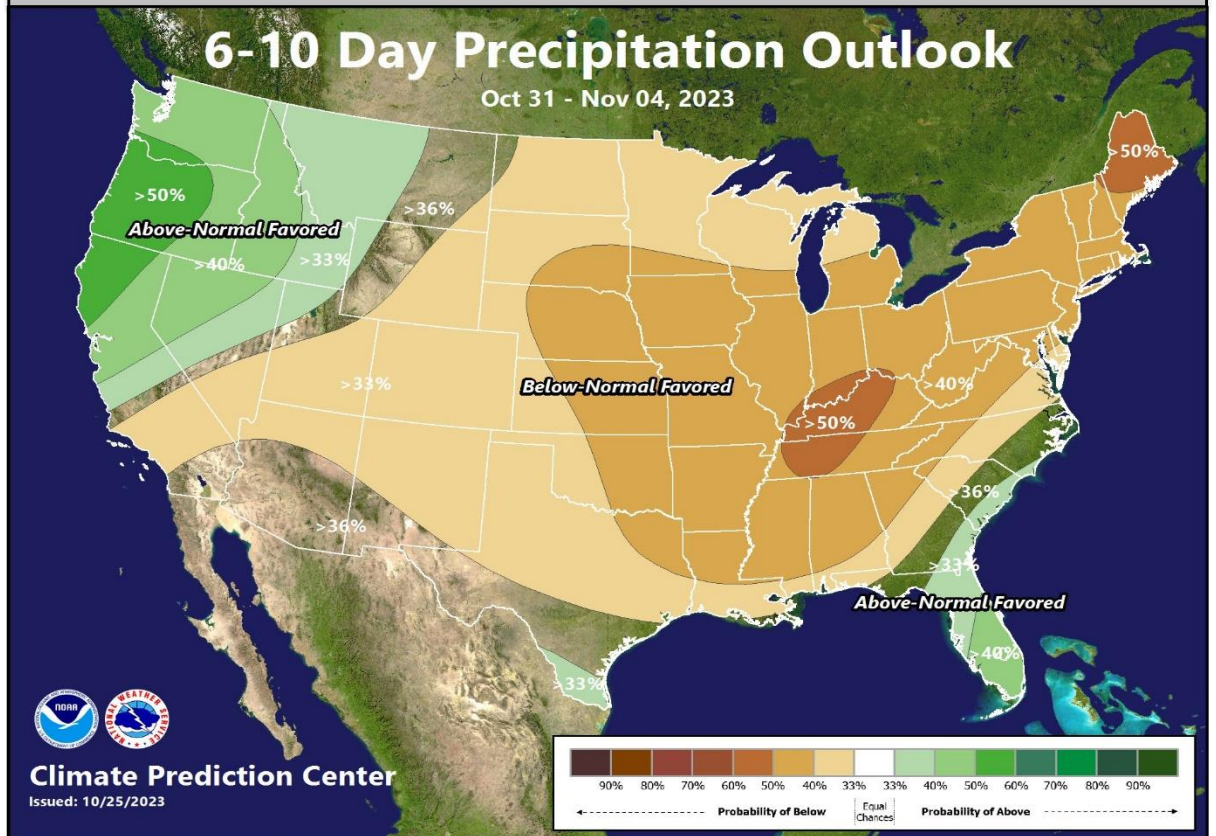
Wakefield, VA
WEATHER FORECAST OFFICE

Item h.

Temperature



Precipitation



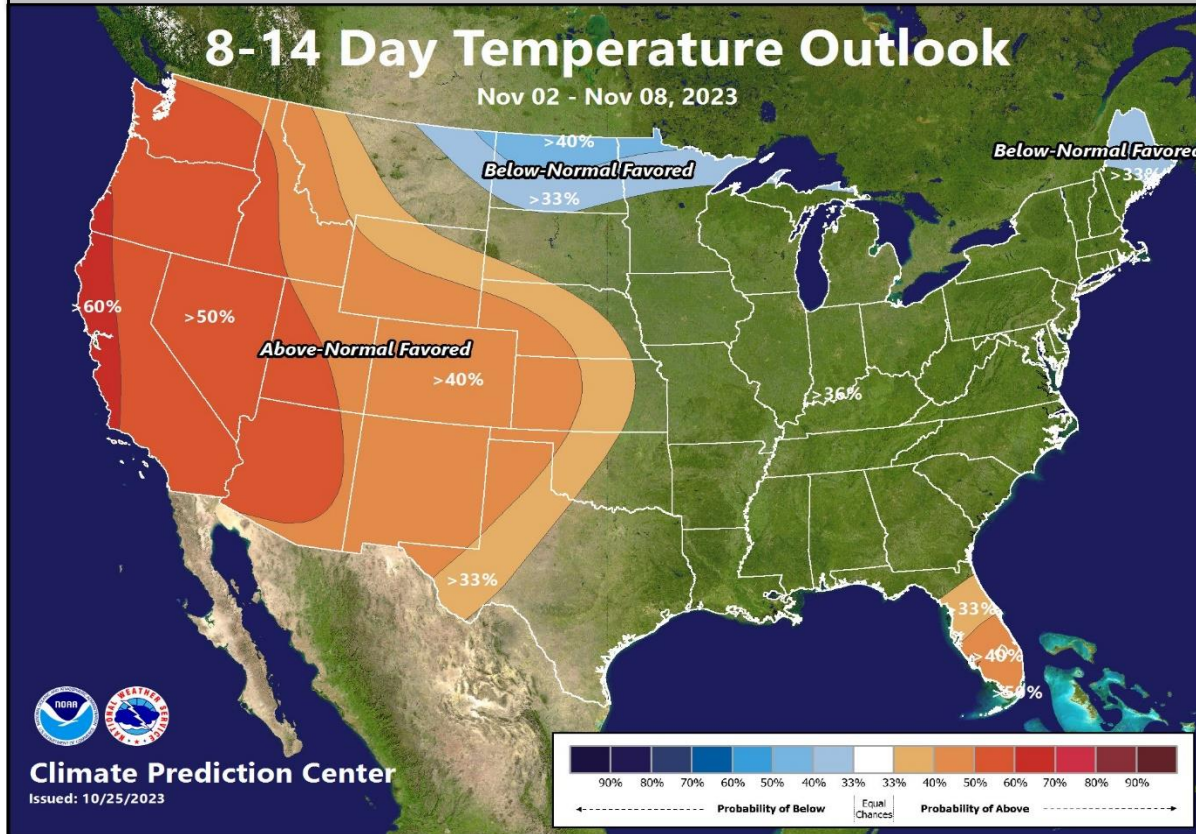
- Below normal temperatures favored.
- Below normal precipitation chances favored.

8 to 14 Day Outlook: Nov 2nd – Nov 8th

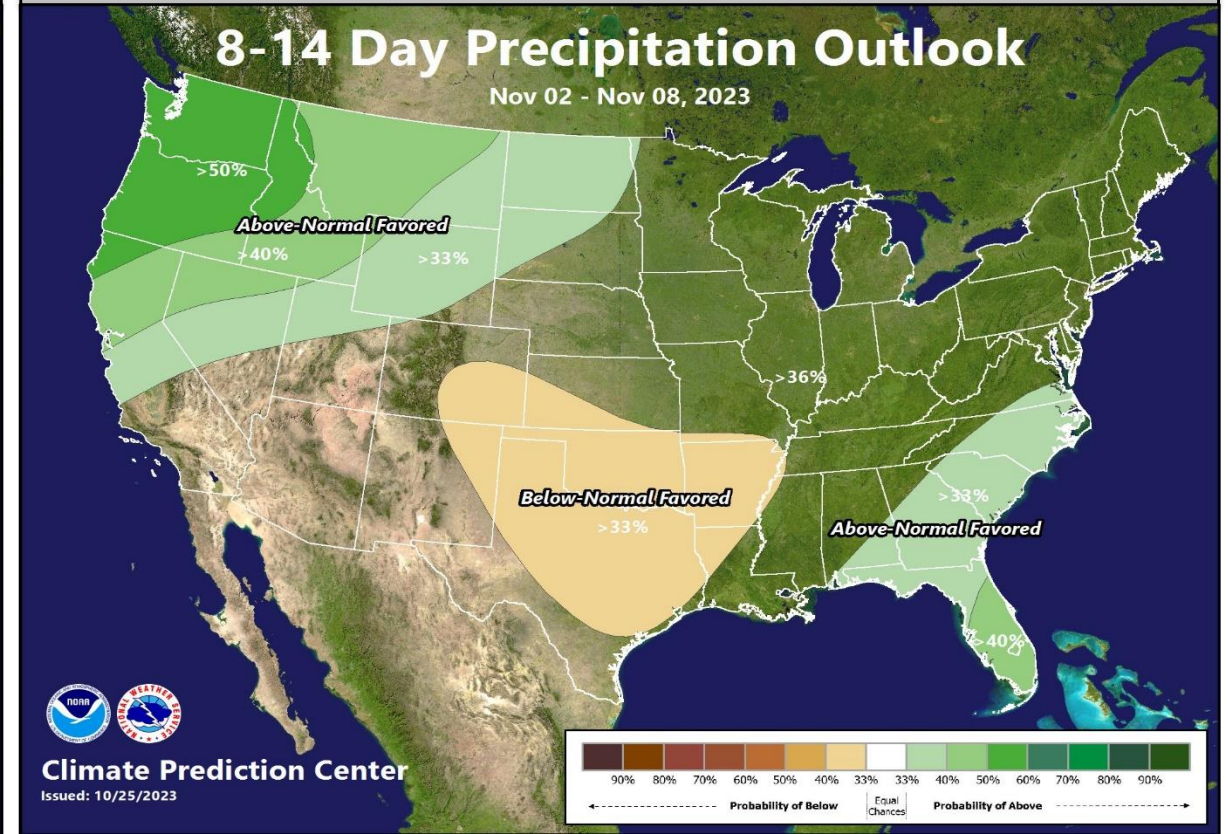


Wakefield, VA Item h.
WEATHER FORECAST OFFICE

Temperature



Precipitation



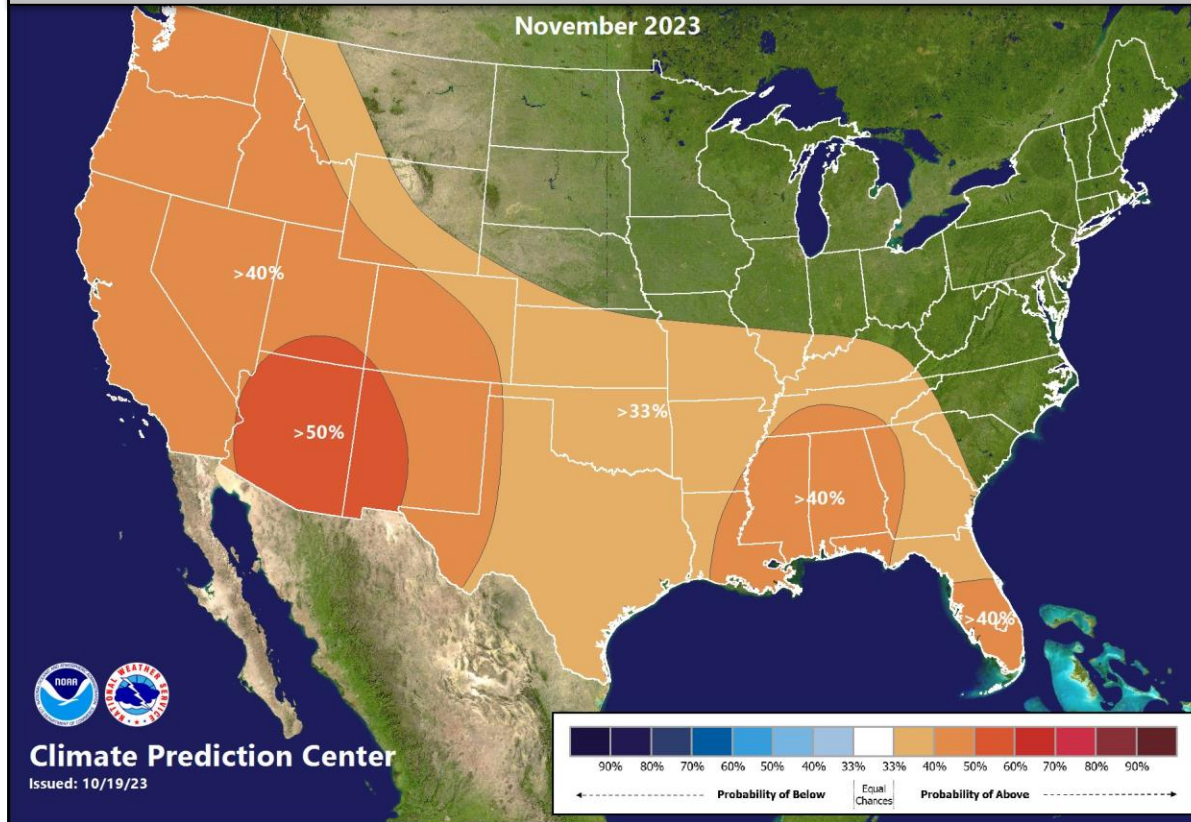
- Near normal temperatures favored.
- Near normal precipitation chances favored.

One-Month Outlook: November

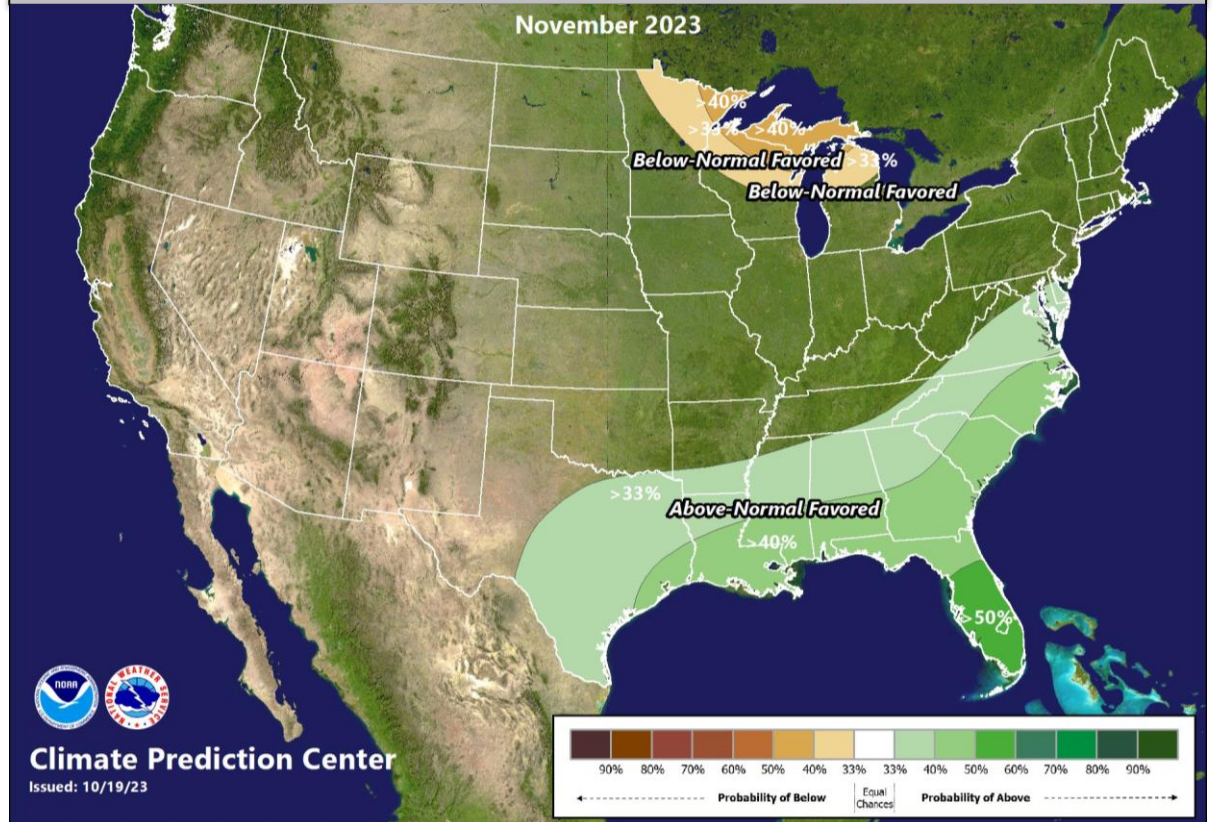


Item h.

Temperature



Precipitation



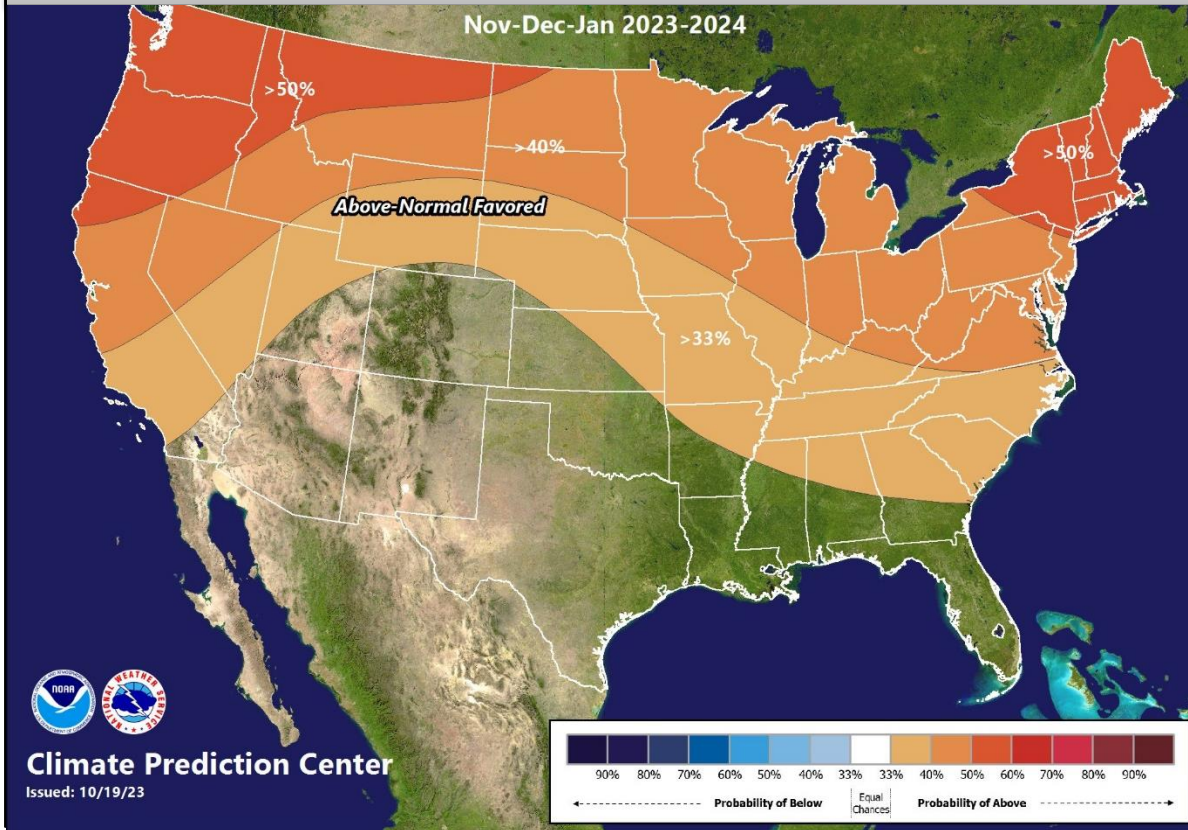
- Near normal temperatures favored for November.
- Near- to above normal precipitation chances favored for November.

Three-Month Outlook: Nov-Dec-Jan



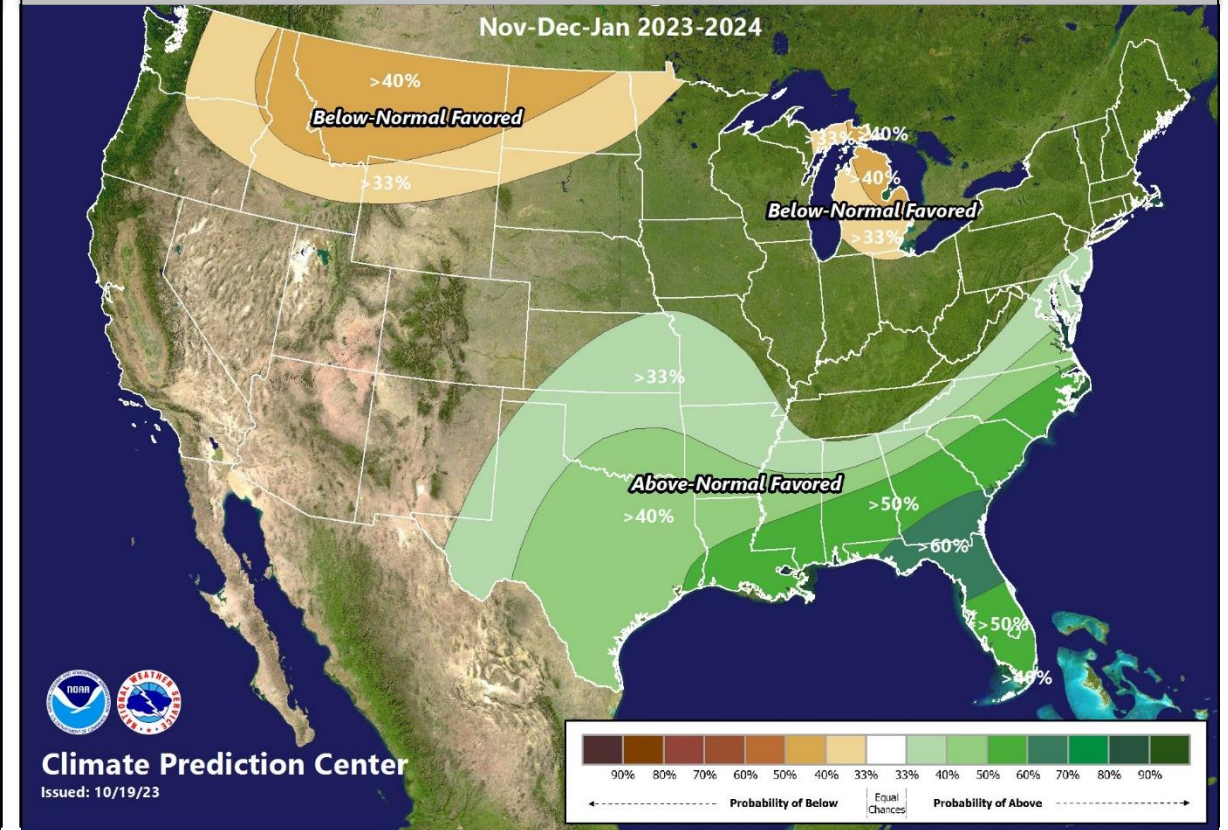
Temperature

Nov-Dec-Jan 2023-2024



Precipitation

Nov-Dec-Jan 2023-2024



- Above normal temperatures favored through January.
- Near- to above normal precipitation chances favored through January.

VIRGINIA DROUGHT MONITORING TASK FORCE

Drought Status Report

October 26, 2023

Summary

On Thursday October 26, 2023, the Virginia Drought Monitoring Task Force (DMTF) met to discuss the drought indicators identified by the Virginia Drought Assessment and Response Plan. Indicators have shown no or minimal improvements throughout the past fourteen-day period with declines of surface water, groundwater, and precipitation indicators observed across the central and western half of the Commonwealth. Near record low observations have continued at some stations within the Shenandoah drought evaluation region. The Task Force will continue closely monitoring drought indicators and will meet on November 21, 2023.

The Task Force recommends either closely monitoring or issuing a Drought Watch for the Middle James, Northern Piedmont, Roanoke, and Upper James drought evaluation regions due to declines in surface water, groundwater, and precipitation indicators.

The Task Force recommends closely monitoring the Eastern Shore, Northern Virginia, and York James drought evaluation and maintaining the Drought Watch if conditions do not improve.

The Task Force recommends closely monitoring the Shenandoah drought evaluation region and maintaining the Drought Warning if conditions do not improve.

Precipitation over the past 30-60-day period showed minimal localized events within the eastern portions of the state along the I-95 corridor. Precipitation percent of normal over the recent seven and 14-day period show exceptional dryness focused within Shenandoah Valley and the majority of Virginia below historical averages. Area-averaged rainfall since the beginning of the current water year (October 1, 2023) has remained below long-term normal values for the majority of the Commonwealth. (See [DEQ website](#) for more info on drought indicators).

Streamflow over the past 14-day period has declined along much of the Blue Ridge and south central portions of the Commonwealth, with no significant improvements throughout regions impacted by drought conditions. Flows are currently below the 25th percentile for five of the 11 drought evaluation regions including; Upper James, Northern Piedmont, Northern Virginia, Shenandoah, and Roanoke. Two regions are currently ranked within “Warning” including the Shenandoah and Northern Piedmont with streamflow observed below the 10th percentile.

Groundwater levels for monitoring wells in the Climate Response Network have shown continued declines within many northern, central, and western portions of the state. Seven of 11 drought evaluation regions are below the 25th percentile including the Big Sandy, Eastern Shore, Middle James, Northern Virginia, Shenandoah, Roanoke, and York-James. Levels are currently below the 10th percentile for three of 11 drought evaluation regions including the Northern Virginia, Shenandoah, and Roanoke.

The most recent weekly [U.S. Drought Monitor \(USDM\)](#) web page map for Virginia ([Appendix A](#), released October 26, 2023) showed abnormally dry (D0) conditions mapped across approximately 66% of the Commonwealth, and moderate drought (D1) conditions mapped across approximately 27% of the Commonwealth. Severe drought (D2) conditions were mapped across approximately 11% of the Commonwealth. Appendix B includes presentations from the United States Geological Survey and National Weather Service.

Reports:

The U.S. Army Corps of Engineers (USACE) reported that Lake Moomaw (Philpott Lake) and J. H. Kerr Reservoir have received below normal inflows over the past month. As Philpott hydropower units remain out of service, USACE continues coordinating with fisheries experts to maintain sufficient releases at Philpott to support downstream aquatic life. Currently, Kerr Reservoir is approximately 1.0ft below guide curve and dropping approximately a third of a foot per week. Power generation is operating at minimum weekly energy, with inflows approximately 1000cfs less than minimum energy releases. The USACE will continue to generate minimum energy as long as the reservoir level is below the guide curve to conserve power pool storage.

The DEQ report presents a map of current conditions of DEQ Drought Indicators, and summary of current conditions at the four large multi-purpose reservoirs listed as key reservoir storage indicators in the [Virginia Drought Assessment and Response Plan](#) (All remain above drought watch levels at this time).

Virginia Department of Agriculture and Consumer Services

Producers in the Northern, Valley, and Southwest regions of the Commonwealth report that dry conditions continue and crop yields, overall, are below average. Pond, river, and stream levels in these regions are low, and producers in the far southwestern region of the state report that some small streams are completely dry. While the dry conditions have facilitated the planting of small grains for both grain and cover crops throughout these regions, these crops will need rain in the near future.

As widespread impacts to producers throughout the Commonwealth have been experienced information regards assistance programs was provided by VDACS. Information regarding the U.S. Department of Agriculture's Disaster Assistance Programs is available here: <https://www.fsa.usda.gov/programs-and-services/disaster-assistance-program/index>.

Information regarding the federal disaster declaration process is available here: <https://www.fsa.usda.gov/Assets/USDA-FSA->

[Public/usdfiles/FactSheets/emergency disaster designation declaration process-factsheet.pdf](https://www.fsa.usda.gov/Assets/USDA-FSA-Public/usdfiles/FactSheets/emergency%20disaster%20designation%20declaration%20process-factsheet.pdf)

Contact information for each locality's USDA Farm Service Agency office can be found by clicking-through the map available here: <https://offices.sc.egov.usda.gov/locator/ap>

Virginia Department of Environmental Quality

Conditions of Major Drought Indicator Reservoirs

Four large multi-purpose reservoirs are identified as drought indicators in the Virginia Drought Assessment and Response Plan. Below is a snapshot of reported conditions at these reservoirs and the subsequent table provides status of reservoirs used to monitor drought conditions. Storage at major water supply reservoirs throughout Virginia remain within normal ranges at this time, with exception of the Skidmore Fork Lake (Switzer Lake) located within the Shenandoah drought evaluation region reported below normal. The City of Harrisonburg continues to report withdrawals and reservoir conditions daily.

[Smith Mountain Lake](#) on the Staunton River in the Roanoke drought evaluation region was at an adjusted elevation of 793.11 feet, which is .11 feet above Watch level (793 ft). The adjusted elevation is the level the lake would be if the water currently held in the lower Leesville Lake for reuse were pumped back into Smith Mountain Lake. Recent 7, 14, and 28-day inflows were below normal for this time of year.

[Lake Moomaw](#) at Gathright Dam on the Jackson River in the Upper James drought evaluation region was reported at an elevation of 1559.13 feet, which is 5.87 feet below Watch level (1565 ft). Recent 7, 14, and 28-day average inflows were much below normal for this time of year. The current lake level is 9.24 feet below the operational average for this date, with approximately 18.2% of conservation storage remaining.

[Lake Anna](#) on the North Anna River in the Northern Piedmont drought evaluation region was reported at an elevation of 249 feet, which is 1 foot above Watch level (248 ft). 7 and 14 day inflows were below normal for this time of year.

[J. H. Kerr Reservoir](#) on the Staunton River in the Roanoke drought evaluation region was reported at an elevation of 297.54 ft, which was .36ft below the guide curve elevation for this time period (297.90 feet) and 2.6ft above the Watch level (Watch level is 3 to 6 ft below guide curve). Recent 7, 14, and 28-day average inflows were below normal for this time of year.