



TOWN COUNCIL REGULAR MEETING

21 Main Street

Tuesday, December 09, 2025 at 9:00 AM

AGENDA

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

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

I. WORKSESSION - 9:00 AM

- A. Staffing Discussion- Town Manager and Town Attorney
- B. External Auditors Presentation of Fiscal Year 2025 Audit Results and Financial Report
- C. Debt Issuance Work Session with Financial Advisors
- D. Dominion Franchise Agreement
- E. Habitat for Humanity Request
- F. Public Works Department Overview
- G. Salt Shed Memorandum of Understanding with Fauquier County
- H. Planning Commission Update for November 18, 2025
- I. Public Safety Committee Update
- J. State of Good Repair Funds for Alexandria Pike, Falmouth Street, and Main Street
- K. Finance Committee Update
- L. Public Gatherings at Courthouse Square
- M. Council Retreat Discussion
- N. Agenda Review
- O. Closed Session

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. **LWAV-25-2 – Daniels Property – An Exception to Authorize a Dead-End Street (Cul-de-Sac) for an Eight-Lot Residential Subdivision Per Subdivision Ordinance Section 2.7 *Variations and Exceptions* and Section 4.2.10 *Streets*.** The Applicant is requesting approval of an exception to the Subdivision Ordinance prohibition of dead-end (cul-de-sac) streets for an eight-lot residential subdivision, located at 545 Old Meetze Road, PIN's 6984-60-9026-000, 6984-70-1108-000 and 6984-70-2394-000. Consisting of a total of 5.34 acres split-zoned to the R-6 and R-15 Residential Districts, the proposed subdivision consists of a by-right development of the subject property, with the sole exception of the requested cul-de-sac exception. (William Daniels LLC, Owner; Marc Simes, Tricord Inc., Applicant) Staff Lead - Heather Jenkins, Zoning Administrator (**WARD 2**)
- b. **SUP 2025-02 Home Depot -** The Applicant is requesting a Special Use Permit (SUP) to expand the existing Home Depot located at 267 Alwington Boulevard to provide under cover storage for rental equipment by building 10' walls with a canopy that act as screening. The parcel is zoned Commercial and designed in the Greenway and Makers Character District. GPIN 6983-57-1258-000

G. CONSENT AGENDA.

- a. Architectural Review Board Reappointments
- b. Dominion Franchise Agreement
- c. State of Good Repair Funds for Alexandria Pike, Falmouth Street, and Main Street
- d. Salt Shed Memorandum of Understanding with Fauquier County

H. NEW BUSINESS.

I. UNFINISHED BUSINESS.

J. TOWN ATTORNEY'S REPORT.

K. TOWN MANAGER'S REPORT.

L. COUNCILMEMBERS TIME.

M.ADJOURNMENT.



Office of the Town Manager
Frank Cassidy

Warrenton Town Council

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

Item A.

STAFF REPORT

Council Meeting Date:	December 9, 2025
Agenda Title:	Town Attorney & Town Manager Staffing Status
Requested Action:	Town Attorney & Town Manager Staffing Way Forward
Department / Agency Lead:	Human Capital & Risk
Staff Lead:	Kasey Braun, Director of Human Capital & Risk

EXECUTIVE SUMMARY

This staff report provides an overview of the Town's current progress and next steps in the hiring processes for the Town Attorney and Town Manager positions.

BACKGROUND

The previous Town Manager, Mr. Frank Cassidy, was separated from employment on October 14, 2025. Subsequently, Town Attorney Mr. Peterson submitted notice of his departure, effective December 31, 2025. These vacancies created an immediate need to fill both positions.

The first priority is to hire a Town Attorney by January 1, 2026, either on an interim or permanent basis. In regard to the Town Manager, the Town's Deputy Town Manager/Director of Finance Stephanie Miller was appointed Acting Town Manager while we search for an interim/permanent Town Manager. It is anticipated that an interim or permanent Town Manager will be in place no later than January 31, 2026.

In November, several staffing options for backfilling the Town Attorney and Town Manager positions were presented to Town Council. These include the following:

- > Cooperative Agreement
- > Request for Proposal (RFP), and
- > internal recruiting efforts.

Additionally, Town Council members were asked to submit firms or individual lawyers to Kasey Braun for direct outreach and consideration. The status of these submissions, along with any decisions made, is provided in the table.

Services	Vendor/Provider	Status
Legal TM	Berkley Group	Interested TA: Permanent Placement TM: Interim & Permanent Placement
Legal	Briglia Hundley	Pending Response
Legal	Dunn Craig & Francuzenko	Interested
Legal	Gentry Locke	Respectfully Declined
Legal	Harrison & Johnston	Not Available
Legal	Litten & Sipe	Respectfully Declined
Legal	Mark Dycio	Interested
Legal	Sands Anderson	Respectfully Declined
Legal	Spilman, Thomas, & Battle	Pending Response
Legal	VF&N	No Response

The Vendors/Providers highlighted in green are those who are available and are interested, as of the date of this memo, in further discussing providing legal and/or TM services to the Town.

STAFF RECOMMENDATION

Staff recommends that Town Council take the following actions:

1. Approve the Berkley Group as the vendor of record for the permanent Town Attorney search.
2. Approve the Berkley Group as the vendor of record for the Interim Town Manager engagement.
3. Approve the Berkley Group as the vendor of record for the permanent Town Manager search.

- Should Town Council decide to proceed with this option, the following steps will be required:
- > Execute the contractual agreement with the Berkley Group to initiate services.
 - > Begin the permanent placement process for both the Town Attorney and Town Manager. This includes defining needs and requirements, confirming salary expectations, reviewing and approving the recruitment brochure, posting the positions, conducting candidate interviews, and completing the hiring process. This effort may take up to six (6) months.
 - > Initiate the interim Town Manager placement. The identified candidate, Christopher Martino, is available to begin immediately in January.

Service Level/Collaborative Impact

Establishing a clear plan for staffing the TA & TM ensures operational continuity, legal compliance, and stable leadership while supporting Council priorities and transparent governance.

Policy Direction/Warrenton Plan 2040

Ability to meet the plan directives.

Fiscal Impact

- Town Attorney Transition & Hiring Costs.** These costs include interim legal coverage during the transition and headhunter
 - > Chap Petersen & Associates will continue to bill until the full transition is complete. Additionally, any ongoing cases being handled by Mr. Petersen or Mr. Corish will continue to incur costs until those matters conclude.
 - > Fees for the legal firms under consideration will be presented to Town Council once the analysis has been completed.
- Town Manager Transition & Hiring Costs.** These costs will represent a significant budget increase. They include:
 - > The severance package for Frank Cassidy
 - > Headhunter fees for the recruitment of permanent Town Manager
 - > Compensation for the interim Town Manager during the search period

Legal Impact

- Unknown, but specifically not having a Town Attorney, the Town may be exposed to, but not limited to:
- > Legal noncompliance and litigation exposure
 - > Slower and less informed decision-making
 - > Weakened governance and policy integrity
 - > Higher financial and reputational costs

ATTACHMENTS

December 9, 2025
Town Council
Regular Meeting
RES-xx-xx-xx

**A RESOLUTION TO AMEND THE FISCAL YEAR 2026 ADOPTED BUDGET TO APPROPRIATE \$214,264
TO FUND EXECUTIVE AND TOWN ATTORNEY SEARCH**

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

WHEREAS, on June 10, 2025, the Town Council adopted the Town of Warrenton Fiscal Year 2026 Budget; and

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

WHEREAS, the Town Manager position is vacant as of November 16, 2025, and the Town Attorney's final day of employment will be December 31, 2025; and

WHEREAS, the Council desires to engage the services of an executive search firm to assist in the recruitment and selection of a new Town Manager and Town Attorney; and

WHEREAS, the Council desires to engage an Interim Town Manager until the executive search is completed; and

NOW, THEREFORE, BE IT RESOLVED, that the Warrenton Town Council Hereby amends the Fiscal Year 2026 Adopted Budget to appropriate a total of \$214,264 from the General Fund unassigned fund balance and the Water & Sewer Fund unrestricted cash balance. \$50,000 will fund the executive search, \$125,000 to fund the Interim Town Manager position, and \$39,264 to fund the leave pay out of the former Town Manager.

Votes:

Ayes:

Nays:

Absent from Meeting:

For Information:

Budget Manager

ATTEST: _____
Town Recorder

Item	Total Amount	Note
Cost for search firm	50,000.00	Estimated cost for Town Manager and Town Attorney search
Cost for interim town manager	125,000.00	24 hours a week for 6 months (January - June) at \$185/hr. \$150/hr. for any additional time required.
Former town manager severance	39,264.00	Estimated leave pay out
214,264.00		



Office of the Town Manager
Frank Cassidy

Warrenton Town Council

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

Item B.

STAFF REPORT

Council Meeting Date:	December 9, 2025
Agenda Title:	External Audit Results and Financial Report for the Fiscal Year 2025 Ended June 30, 2025
Requested Action:	Information Only
Department / Agency Lead:	Finance and Procurement
Staff Lead:	Stephanie Miller, Director

EXECUTIVE SUMMARY

Our external audit firm is Brown Edwards and Company, LLP. Chris Murray, Director, will present the results of the audit for the fiscal year ending June 30, 2025. The presentation will provide highlights, budgetary comparisons, and financial ratios. Mr. Murray will also provide hardcopies of the following documents to Council:

- Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2025
- Required Communication with Those Charged with Governance
- Comments on Internal Control and Other Suggestion for Your Consideration

BACKGROUND

Code of Virginia Section 15.2-2511 requires that localities have their accounts and records audited annually as of June 30 by an independent certified public accountant in accordance with the specifications furnished by the Auditor of Public Accounts. The certified public accountant shall present a detailed written report to the local governing body at a public session by the following December 31.

If the town expends \$1,000,000 or more in federal funds in a given fiscal year, the auditor must also perform audit procedures in accordance with Single Audit requirements, as set forth in the regulations at 45 CFR Part 75, Subpart F. The Town exceeded this threshold for FY25. The single audit report will be issued separately at a later date due to delays in the issuance of auditing guidance from OMB for these programs.

STAFF RECOMMENDATION

Information only.

Service Level/Collaborative Impact

n/a

Policy Direction/Warrenton Plan 2040

n/a

Fiscal Impact

n/a

Legal Impact

n/a

ATTACHMENTS

- 1. Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2025



Annual Comprehensive Financial Report

Year Ended June 30, 2025

Prepared by:
The Finance Department of the
Town of Warrenton, Virginia

**TOWN OF WARRENTON, VIRGINIA
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INTRODUCTORY SECTION

TOWN OF WARRENTON, VIRGINIA
DIRECTORY OF PRINCIPAL OFFICIALS

June 30, 2025

TOWN COUNCIL

H.E. Carter Nevill, Mayor
William Semple II, Vice Mayor

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

APPOINTED OFFICIALS

Frank Cassidy Town Manager
Chap Peterson Town Attorney
Stephen Clough..... Town Clerk



The Town of Warrenton
P.O. Box 341
Warrenton, VA 20188
P (540) 347-1101
F (540) 349-2414

December 3, 2025

**To The Honorable Mayor, Members of Town Council
And The Citizens of the Town of Warrenton**

We are pleased to present the Annual Comprehensive Financial Report (ACFR) of the Town of Warrenton for the fiscal year ended June 30, 2025. The *Code of Virginia* requires that localities have their accounts and records audited annually as of June 30 by an independent certified public accountant, and that a detailed written report be presented to the local governing body within six months of the close of the fiscal year.

This report has been prepared in accordance with accounting principles generally accepted in the United States (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB). It consists of management's representations concerning the finances of the Town. Responsibility for the accuracy of the data and the completeness and fairness of the presentation, including all disclosures, rests with management. To the best of our knowledge and belief, the data presented are accurate in all material respects and are reported in a manner that presents fairly the financial position and results of operations of the various funds of the Town. Disclosures have been included to enable the reader to gain the maximum understanding of the Town's financial affairs.

The Town's management is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Town are protected from loss, theft or misuse. It is further responsible to ensure that adequate accounting data are compiled to allow for the preparation of financial statements in conformity with GAAP. The internal control structure is designed to provide reasonable, but not absolute, assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived.

The Town's financial statements have been audited by Brown, Edwards & Company, L.L.P., a firm of licensed certified public accountants. The audit was conducted in accordance with generally accepted auditing standards. The goal of the independent audit was to provide reasonable assurance that the financial statements for the fiscal year ended June 30, 2025, are free of material misstatement. The independent audit involved examining on a test basis, evidence supporting the amounts and disclosures in the financial statements; assessing the accounting principles used and significant estimates made by Town management; and evaluating the overall financial statement presentation. The independent auditors' report expresses an unmodified opinion on the fair presentation of the financial statements and is presented as the first part of the Financial Section of this report.

All the financial activities of the reporting entity are included within this report. The reporting entity is comprised solely of the primary government. Under GASB pronouncements, component units are legally separate entities for which the primary government is financially accountable. The Town of Warrenton does not have any component units.

PROFILE OF THE TOWN

The Town of Warrenton, which serves as the County Seat and is the largest town in Fauquier County, is located in the Upper Piedmont region of Virginia at the foot of the Blue Ridge mountains about 45 miles southwest of Washington, DC. The Town encompasses 4.7 square miles and has a population of 10,224. Settled in the late seventeenth century, the Town of Warrenton, then known as Courthouse Village, was formally incorporated in 1810. Since 1992, Warrenton has been considered part of the Washington-Baltimore Metropolitan Statistical Area. Warrenton is easily accessible via four U.S. primary routes – 17, 15, 29 and 211. These routes provide access to Interstates 66, 64, 95 and 81 which link Warrenton to major trade routes across the Nation.

The Town is organized under the Council-Manager form of government with an elected mayor and a seven-member Council. Five members are elected by ward and two are elected at large, with staggered four-year terms. The Council appoints a Town Manager who serves as the chief executive officer of the Town and is responsible to the Council for the proper administration of the Town government. The Town Manager performs the daily tasks required by the Town Council in accordance with the Town's Charter and oversees the activities of all Town departments and personnel.

The Town provides a wide range of municipal services including public safety, sanitation and recycling services, community development and planning, the construction and maintenance of highways, streets, and public works infrastructure, parks and recreation programs, and the provision of water and wastewater services. In addition, the Town contributes to cultural events, recreational activities and supports various health and welfare programs.

An annual budget is prepared for all funds, except the fiduciary funds, to include revenues, expenditures, transfers, and debt service. The Code of Virginia requires the Town Manager to submit a balanced budget to the Town Council no later than the first day of April each year. Each department prepares its own budget request for review and amendment by the Town Manager prior to inclusion in the Town's budget. After duly advertised public hearings are held, the Town adopts an annual budget by July 1 of each year as required by 15.2-2503, Code of Virginia of 1950, as amended.

When necessary, the Town Council approves amendments to the adopted budget in accordance with 15.2-2507, Code of Virginia of 1950, as amended. The Town Manager may transfer appropriations at the department appropriation level without approval from Town Council. Budgetary compliance is monitored and reported at the department level each month.

ECONOMIC CONDITION AND OUTLOOK

The Local Economy

The Northern Virginia region is highly competitive and influenced by changing economic forces. The region is home base for the federal government and related industries and many residents commute to work further north. Warrenton has historically remained on the fringe but continues to build on enhancing its gateway location to Shenandoah National Park, wine and horse country, and its recreational opportunities. The Town's vision for the future strives to achieve a vibrant historic town with a strong sense of place; a healthy community that is fiscally sound and provides a high level of services and public amenities for citizens and visitors to enjoy.

The Town's boundaries expanded in 2025 to incorporate an additional 241 acres along the southern edge of town. This boundary line adjustment brings the Arrington development into town. When constructed, this will result in an additional 270 homes and 15 hotel units. In addition, a 25 acre commercially zoned area is planned within the subdivision. No details regarding the commercial space are known at this time. Warrenton Crossing, a housing development of 135 single-family homes, is currently under construction on the town's eastern boundary. Other developments approved in town within the past few years include Warrenton Village, which will feature 320 apartments, 34 two-over-two units, and 32 townhomes on the north side of town adjacent to an existing shopping center, and Warrenton Junction, a smaller development containing 47 townhomes. Cobb's Hill consists of 56 single-family detached homes and is currently under review. This subdivision is located near the center of town.

Warrenton continues to strive for inclusive and attainable housing for all ages, incomes, and needs that preserve established residential neighborhoods, while supporting infill development. Housing is not often seen as an economic driver, but it serves as a balance in the overall quality of life for Warrenton by catering to the needs of a diverse community. This seeks to include young families, professionals early in their careers, essential workforce (e.g., teachers and police officers), and retirees. This creates a diverse and circular housing need. The Hero's Bridge Veteran Village was legislatively approved in December 2024 and will feature 22 duplex cottages for senior military veterans, filling a gap in housing needs. The site development plan has just been received.

With a strategic transportation location, the Town enjoys two major retail economic corridors in a series of shopping centers along the by-pass and big box stores along the most southern point of Town. The shopping centers are focal points for revitalization. Allowing for mixed-use and multi-family development will transform aging commercial corridors into vibrant neighborhoods. This effort is creating the ability to significantly grow property tax revenue and particularly meals tax and sales tax to solidify stability of the commercial corridor for years to come. In addition to the major retail developments, the Town has provisions for health care services in Fauquier Hospital and the recent investments in enhanced offerings in the devoted cancer treatment center. Fauquier Hospital continues to add services to meet demands, as do other local providers demonstrating ongoing economic potential. This serves as an attractive feature for those looking to relocate to Warrenton.

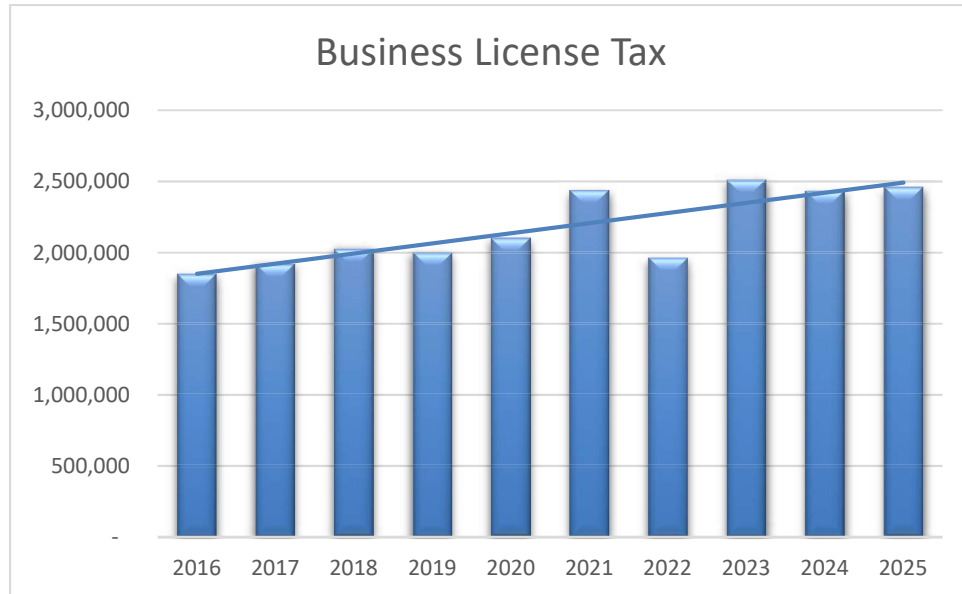
The Old Town Historic District is a mainstay of the Town and serves as an economic driver when considering the small land footprint compared to economic output. The popular Farmers Market provides pedestrian traffic to local stores on the weekend. Weekend night-time street closures and monthly events held on Main Street also attract residents and visitors to the restaurants and stores in Old Town. Sidewalk café dining provides a vibrant option for restaurants located in the historic district.

Primary local revenue sources for the Town continue to be meals tax and business, professional, and occupational license (BPOL) tax. Meals tax accounted for 28.7% and BPOL accounted for 12.5% of general fund revenue for fiscal year 2025.

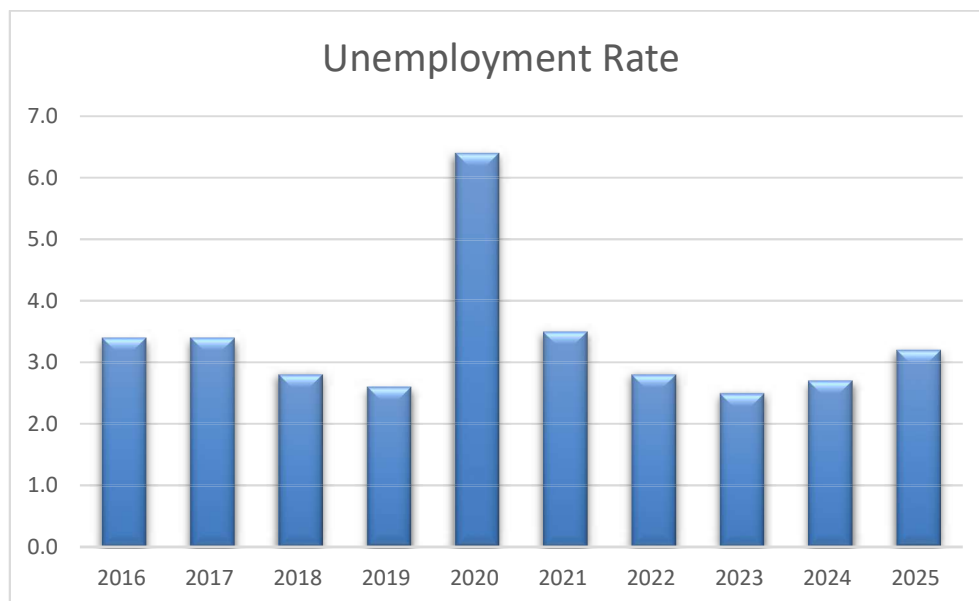
Over the past ten years, Meals Tax has risen by a total of 137.6% and has been the most consistent local tax source for the town. This total increase is distorted by the fact that the meals tax rate was raised from 4% to 6% effective July 1, 2023. Removing the impact of the tax rate increase, the 10-year increase is 58.4% and the average annual increase is 5.4%. The chart below shows actual receipts for the last 10 years.



Business license tax is based on prior calendar year gross receipts. This means that the amount collected for fiscal year 2025 reflects the performance of local businesses in calendar year 2024. Over the past ten years, business license tax revenue has grown by 33.0% with an average annual increase of 4.7%.



Unemployment rates are not available for the Town. The rate for Fauquier County as of June 2025 was 3.2 percent. This was a 0.5 percent increase from June of 2024. This compares favorably to the Virginia unemployment rate of 3.5 percent and the national unemployment rate of 4.1 percent for the same period.

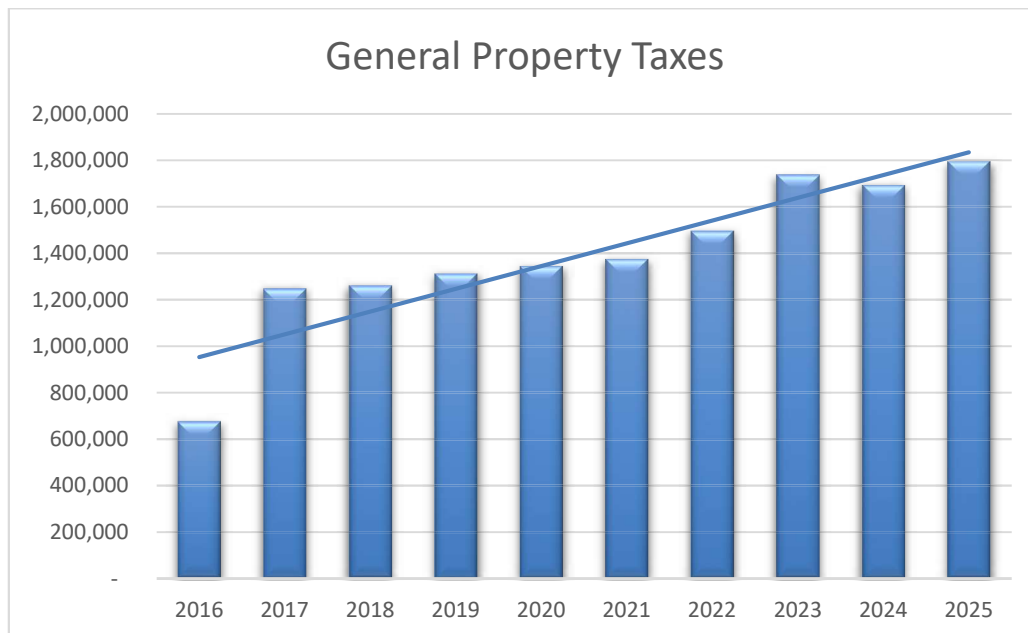


The local real estate market has held steady despite continued high interest rates. The Greater Piedmont Realtors Association published the following statistics for Fauquier County for June 2024 compared to June 2023:

- Sales activity is up 3%
- Median sales price is down by 2% to \$637,000.
- Average days on the market is up from 8 days to 14 days.

Every four years, the County of Fauquier conducts a general real estate reassessment in accordance with Section 58.1-3252 of the Code of Virginia. The current assessments went into effect on January 1, 2022, and reflected an increase of approximately 22%. The next reassessment will be conducted during 2024 and 2025, with an effective date of January 1, 2026. The County has passed an ordinance to reduce the cycle from four years to two years so the following reassessment will have an effective date of January 1, 2028.

The amount collected for general property taxes, which includes real estate and personal property, has maintained a positive trend. In 2016, the real estate tax rate increased from \$0.015 to \$0.05 per \$100 of assessed value. The apparent increase during the current real estate reassessment cycle that began in 2022 is due to the rise in used car values that occurred during the pandemic. These values have declined since their peak in 2023 but have not returned to pre-pandemic levels. The tax rate was equalized to \$0.0401 during the last general reassessment.



Long-term Financial Planning

Town staff develops a six (6) year Capital Improvement Program (CIP) annually in conjunction with the budget cycle. The proposed projects are coordinated with available funding in the budget approval process. Projects are assembled based on staging and prospective implementation to maximize the effectiveness and coordination of the program.

The CIP is reviewed by the Planning Commission to determine that projects are consistent with the Town's long-range Comprehensive Plan. The Comprehensive Plan is a powerful tool to optimize the whole planning process. Its role in the CIP allows jurisdictions to be strategic in their programming, budgeting, and resource allocation. All CIP projects should be tied to a goal or implementation strategy in the Comprehensive Plan. This enables the Town to prioritize projects in view of the needs of the community, while remaining mindful of fiscal constraints related to debt service expenditures and available cash funding.

The Town updated the Comprehensive Plan on April 13, 2021. The updated plan, called Plan Warrenton 2040, ensures funding allocation is relevant to present goals and contemplates the life cycle costs of projects. It is financially prudent to ensure decision makers are aware of the financial commitment beyond the capital project. Life Cycle costs consider the impact of items like the estimated useful life of vehicles, buildings, equipment, and other capital investments. A fiscal impact model was developed in conjunction with Plan Warrenton 2040 so that the impact of new development or expansion can be quantified.

Relevant Financial Policies

The Town follows a formal Investment Policy that provides for the safeguarding of the Town's financial assets. The policy requires that all investments be in accordance with those authorized by the Code of Virginia. The Town updated the Investment Policy in 2016 to authorize additional investment options to attain higher earnings while preserving capital.

The Town maintains strict adherence to its Purchasing Policy, which is based on the Virginia Public Procurement Act, and relevant Federal purchasing guidelines. The most restrictive of these policies is applied when there is a conflict between the two. The Town also complies with formal policies regarding the capitalization and disposal of assets.

The Town follows an adopted Fund Balance Policy for the General Fund that sets an unassigned fund balance reserve requirement at 50% of the currently adopted budget expenditures. Additionally, it includes a provision that directs the allocation of surplus funds to a budget stabilization reserve and a capital reserve. This serves to guide the Town Council whenever there is a request to appropriate additional funds. The Water and Sewer Operating Fund maintains by policy a cash balance equivalent to 200 days of operating expenses.

Town staff has consolidated the approved financial policies listed above along with other policies in one document. The Comprehensive Financial Policies were adopted by the Town Council at the July 2021 meeting and will serve the Town by providing a sound basis for prudent financial decision-making. These policies are reviewed annually for updates. During the fiscal year 2025 budget process, the Town Council added a Capital Improvement Plan Policy, a Grant Application and Acceptance Policy, and a Tap Privilege Fee Assessment Policy.

Major Initiatives

The Town continues to focus on necessary capital investments that provide services to the community. The modernization of the Town's Water and Sewer utility system is a top priority, as some of the system's key infrastructure dates to the 1950's. Coronavirus State and Local Fiscal Recovery Funds were appropriated in the amount of \$6.2 million to support modernization of the primary clarifier. This project is underway with an estimated completion date of December 31, 2026. The 2026-2031 Capital Improvement Program estimates \$83 million for Water and Sewer projects. During fiscal year 2023, staff worked with the Town's financial advisors and NewGen Strategies & Solutions to update a multi-year rate model that seeks to balance cash funding with strategic issuance of debt to properly fund the program. The model recommended a rate increase of 23% for fiscal year 2025, which was adopted by Council with an effective date of July 1, 2025. During fiscal year 2026, the Town will issue debt to support the continuation of these projects.

Improving pedestrian safety and relieving traffic congestion continue to be top priorities for the Town, especially given development in neighboring Counties. The Virginia Department of Transportation has begun construction of the redesigned Broadview Avenue project, the Town's main commercial corridor. While this project will take two years to complete, we believe that this redesign will catalyze private reinvestment in the business properties along this important commercial corridor. In addition to ensuring that Town roads and streets are properly maintained, the impact of proposed developments on traffic is thoroughly analyzed prior to approval.

Public Safety is always a major focus of the Town government. The Town has twenty-eight sworn police officers. The Police Department is fully accredited by the Virginia Law Enforcement Professional Standard Commission. Each accreditation cycle is four years. The department received its fifth accreditation award in March 2024.

The Parks and Recreation Department operates the Warrenton Aquatic and Recreation Facility (WARF), a 59,738 square foot aquatic and fitness facility, along with seven parks throughout town. The department has a multi-year plan to implement the Eva Walker Park Master Plan, which was adopted by the Town Council in 2021. Work on a Parks Master Plan that will address the other six parks in town is currently underway.

IMPLEMENTATION OF NEW ACCOUNTING REQUIREMENTS

During Fiscal Year 2026, the Town will analyze the impact of the GASB Statement No. 103, Financial Reporting Model Improvements, and Statement No. 104, Disclosure of Certain Capital Assets.

AWARDS

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the Town of Warrenton for its Annual Comprehensive Financial Report (ACFR) for the fiscal year ended June 30, 2024. To be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized comprehensive annual financial report. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. We believe our current financial report continues to conform to the Certificate of Achievement program requirements, and we are submitting our ACFR for the current year to the GFOA to determine its eligibility for another certificate.

ACKNOWLEDGMENTS

We would like to express our sincere appreciation to each member of the Finance Department for their efforts in making this report possible on a timely basis. We would also like to thank the Town Council for their leadership and support in planning and conducting the financial operation of the Town in a responsible and progressive manner. Finally, we commend the efforts of all Town departments and staff to make Warrenton a better place to live and work.

Respectfully submitted,



Frank Cassidy
Town Manager



Stephanie Miller
Director of Finance



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**Town of Warrenton
Virginia**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

June 30, 2024

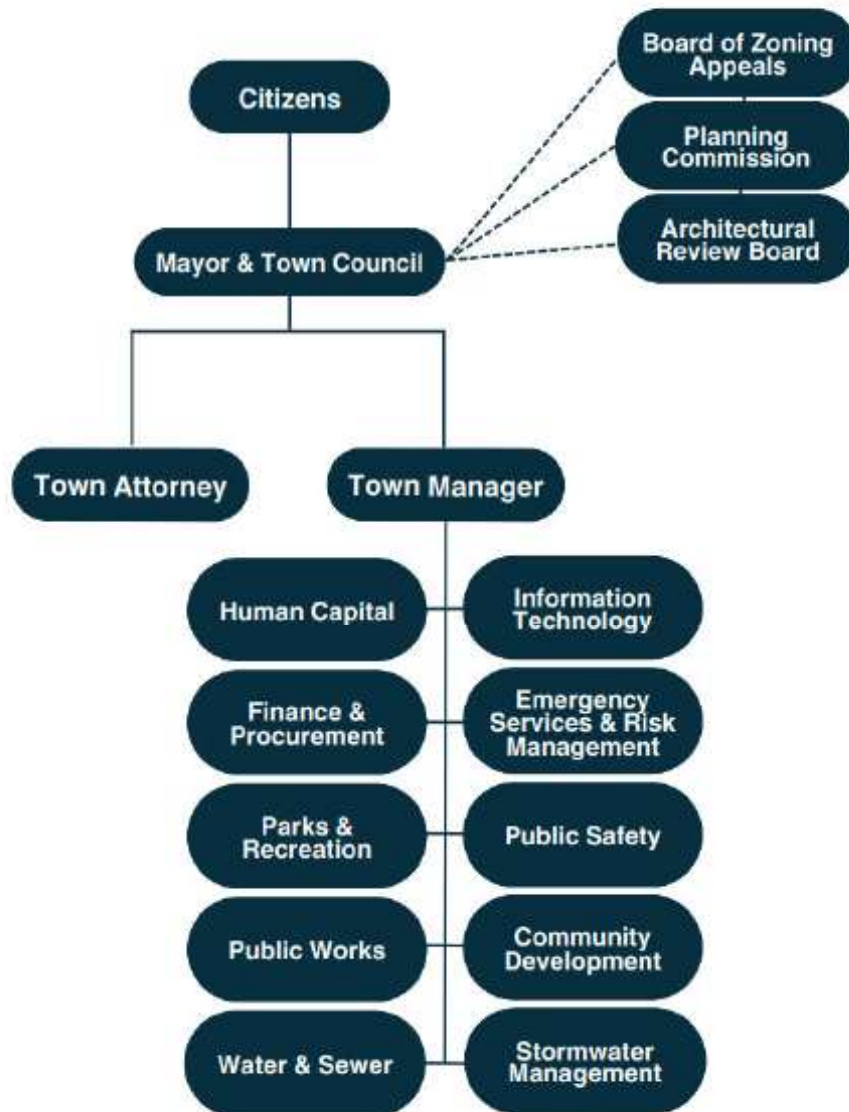
Christopher P. Morill

Executive Director/CEO

ORGANIZATIONAL CHART



Departmental organization charts are provided in each budget section.



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FINANCIAL SECTION



INDEPENDENT AUDITOR'S REPORT

To the Honorable Members of Town Council
Town of Warrenton, Virginia
Warrenton, Virginia

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Warrenton, Virginia (the "Town") as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town as of June 30, 2025, and the respective changes in financial position and, where applicable, cash flows thereof and the respective budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and *Specifications for Audits of Counties, Cities, and Towns* issued by the Auditor of Public Accounts of the Commonwealth of Virginia. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Town of Warrenton, Virginia and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Change in Accounting Principle

As described in Note 1 to the financial statements, in 2025, the Town adopted new accounting guidance, GASB Statement No. 101, *Compensated Absences*. Our opinion is not modified with respect to this matter.

Report on the Audit of the Financial Statements (Continued)

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Town's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Report on the Audit of the Financial Statements (Continued)***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the other required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management, and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Warrenton's basic financial statements. The other supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the introductory and statistical sections but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 3, 2025 on our consideration of the Town's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town's internal control over financial reporting and compliance.

Brown, Edwards & Company, L.L.P.

CERTIFIED PUBLIC ACCOUNTANTS

Roanoke, Virginia
December 3, 2025

MANAGEMENT’S DISCUSSION AND ANALYSIS

The management of the Town of Warrenton, Virginia presents the following discussion and analysis of the Town’s financial activities for the fiscal year ended June 30, 2025. This analysis is intended to be read in conjunction with the Letter of Transmittal in the Introductory Section of this report and the Financial Statements, Notes, and other required supplementary information, which follow this discussion and analysis.

OVERVIEW OF THE FINANCIAL STATEMENTS

This Annual Comprehensive Financial Report (ACFR) consists of four sections: Introductory, Financial, Statistical, and Compliance.

- The Introductory Section includes a listing of Principal Town Officials, the Letter of Transmittal, a copy of the Fiscal Year 2024 Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association, and the Town’s organizational chart.
- The Financial Section includes the Independent Auditors’ Report, Management’s Discussion and Analysis, the basic financial statements, required supplementary information, other supplementary information, and supporting schedules.
- The Statistical Section provides selected financial and demographic data related to the Town presented on a multi-year basis.
- The Compliance Section includes the auditors’ report on compliance and internal controls.

Financial Section Overview

Management’s Discussion and Analysis serves as an introduction to the Financial Section of the ACFR. It is followed by four additional sections – the basic financial statements, required supplementary information, other supplementary information, and supporting schedules.

The basic financial statements are comprised of three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the financial statements. The government-wide financial statements and the fund financial statements present different views of the Town’s financial activities. These differences are explained in more detail in the following sections.

Required supplementary information consists of this discussion and analysis and the Schedules of Changes in the Net Pension Liability and Related Ratios, Employer Pension Contributions, Employer’s Share of Net OPEB Liability – VRS GLI, and Employer OPEB Contributions – VRS GLI.

Other supplementary information consists of combining schedules for Fiduciary and Agency Funds and the Schedule of Revenues, Expenditures – Budget and Actual – General Fund.

The supporting schedules provide detailed schedules of revenues and expenditures for governmental and proprietary funds.

Government-wide Financial Statements

The government-wide financial statements (Exhibits 1 and 2) provide financial statement users with a general overview of town finances. These statements report on the town's net position and how the net position has changed during the fiscal year using accounting methods like those used in the private sector. The two financial statements that present this information are the statement of net position and the statement of activities.

The Statement of Net Position (Exhibit 1) presents all the town's assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position. The difference between assets plus deferred outflows of resources and liabilities plus deferred inflows of resources is reported as net position. Increases or decreases in net position may serve as a useful indicator of whether the financial condition of the Town is improving or deteriorating. Other non-financial factors will also need to be considered to determine the overall financial condition of the Town, such as changes in the town's property tax base and the condition of Town facilities.

The Statement of Activities (Exhibit 2) utilizes the accrual basis of accounting to present information detailing how the government's net position changed during the fiscal year. The statement is focused on the gross and net cost of various government functions which are supported by general tax and other revenues. The statement of activities presents expenses before revenues, emphasizing that in government, revenues are generated for the express purpose of providing services.

Both government-wide financial statements are separated into governmental activities and business-type activities. Governmental activities are principally supported by taxes and intergovernmental revenues and include general government administration; public safety; public works; health and welfare; parks, recreation and cultural; and community development. Business-type activities recover all or a significant portion of their costs through user fees and charges. The business-type activities of the Town consist of the Water and Sewer Fund and the Stormwater Fund.

Fund Financial Statements

The fund financial statements focus on individual parts of the town government. A fund is a group of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. The town's funds can be divided into three categories:

- **Governmental Funds** - Governmental funds are used to account for essentially the same functions, or services, reported as governmental activities in the government-wide financial statements. Whereas the government-wide financial statements are prepared on the accrual basis of accounting, the governmental fund financial statements are prepared on the modified accrual basis of accounting. Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds

with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities. There are two governmental funds for the town: the General Fund and the Perpetual Care Fund, which is a permanent fund established for the maintenance of the Warrenton Cemetery. The Town of Warrenton adopts and appropriates an annual budget for its General Fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget.

- **Proprietary Funds** - There are two types of proprietary funds: enterprise funds which are established to account for the delivery of goods and services to the general public and internal service funds which account for the delivery of goods and services to other departments or agencies of the government. Proprietary funds use the accrual basis of accounting, similar to private sector business. Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The Town of Warrenton has two proprietary funds, the Water and Sewer Fund and the Stormwater Fund. The Water and Sewer Fund accounts for all revenues and expenses related to water production, billing, and sewage treatment. The Stormwater Fund accounts for the fees and expenses related to the management of the Town's designation as a small Municipal Separate Storm Sewer System (MS4), in accordance with the requirements of the Virginia Stormwater Management Act.
- **Fiduciary Funds** - Fiduciary funds account for assets held by the government as a trustee or agent for another organization or individual. The Town is responsible for ensuring that the assets reported in these funds are used for their intended purposes. Fiduciary funds are not reflected in the government-wide financial statements because the funds are not available to support the Town's own activities.

FISCAL YEAR 2025 FINANCIAL HIGHLIGHTS

Net Position

The Town reported a positive net position at the close of the last two fiscal years. The unrestricted portion of this figure may be used to meet the Town's ongoing obligations to creditors and citizens.

	June 30, 2025	June 30, 2024
Net Position	\$ 84,422,444	\$ 78,989,099
Unrestricted	21,292,509	21,013,269

The Town's total net position increased \$5,433,345 in fiscal year 2025. This increase is driven by an increase in the net investment in capital assets, which makes up \$5,085,397 of the increase. This reflects the Town's recent investments in capital and commitment to a long-term capital improvement plan to modernize the water and sewer utility system. Further details on capital assets are available in Note 6. The

unrestricted portion of net position increased by \$279,240. Business-type activities increased unrestricted net position by \$1,179,848, while governmental activities decreased unrestricted net position by \$900,608.

Governmental activities increased net position by \$651,668. The largest category of increase is the net investment in capital assets. This reflects investments in transportation and walkability, central components of the Town's comprehensive plan, totaling \$3,052,859. The unrestricted portion of net position decreased by \$900,608 due to the use of cash to fund the capital investments.

Business-type activities increased net position by \$4,781,677. The largest component of increase in net position was the net investment in capital assets, which increased by \$3,566,489 compared to fiscal year 2024. This reflects the ongoing planned investment in water and sewer infrastructure modernization. The unrestricted portion of net position increased by \$1,179,848 compared to fiscal year 2024. Water and sewer rates were increased by 23% effective July 1, 2024, to partially cash-fund ongoing capital projects. This increase is part of a multi-year rate study implementation to fund the six-year capital improvement plan for water and sewer.

Statement of Activities

Governmental revenues increased by \$1,694,943 compared to fiscal year 2024 and expenses increased by \$3,060,404. The bulk of the revenue increase is related to the increases in operating grants, which increased by \$1,827,247 compared to fiscal year 2024 due to CSLFRF spending. Other areas driving the increase in governmental revenues included sales tax, which rose by \$102,517. Charges for services for parks and recreation increased by \$91,866 compared to fiscal year 2024.

On the expense side for governmental activities, transfers out is the primary driver of the \$3,060,404 increase compared to fiscal year 2024. CSLFRF funding is being used to partially fund a capital project at the wastewater treatment plant. In fiscal year 2025, \$3,267,832 was transferred to the water and sewer fund for this project.

Revenues for business-type activities increased by \$3,789,165. Water and Sewer charges for services increased by \$1,402,627, or 18.5%. This increase is in line with the 23% rate increase that was effective July 1. The billing cycle crosses over the fiscal years and the software is unable to prorate the increase. Therefore, the increase was effective with the first full billing cycle of the fiscal year. Transfers increased by \$2,302,669, representing the CSLFRF funding allocated to the primary clarifier project at the wastewater treatment plant.

Expenses for business-type activities increased by \$855,620, or 10.5%, compared to fiscal year 2024, primarily for Water and Sewer. The increase in Water and Sewer expenses is related to general increases due to personnel costs and inflation for items such as chemicals.

Fund Balance

Fund balance for governmental funds decreased by \$1,817,828 for the fiscal year. Unassigned fund balance increased by \$1,392,550 due to decreases in the assigned and committed fund balance categories as ongoing capital project spending progresses. Unassigned fund balance represents 56.3% of total fund balance. Note 12 provides more details regarding the classification of fund balance.

		June 30, 2025		June 30, 2024
Fund balance, ending	\$	17,998,483	\$	19,816,311
Increase (decrease) from prior year		(1,817,828)		1,506,833
Unassigned fund balance	\$	10,124,877	\$	9,644,717
Percentage unassigned		56.3%		48.7%

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As previously noted, net position may serve as a useful indicator of a government's financial condition. For the Town of Warrenton, assets plus deferred outflows of resources exceeded liabilities plus deferred inflows of resources by \$84,422,444 at June 30, 2025.

Table 1

Town of Warrenton Summary of Net Position						
	Governmental activities		Business-type activities		Total	
	June 30, 2025	June 30, 2024	June 30, 2025	June 30, 2024	June 30, 2025	June 30, 2024
Assets:						
Current and other assets	\$ 22,831,737	\$ 27,845,360	\$ 9,780,927	\$ 12,535,681	\$ 32,612,664	\$ 40,381,041
Capital assets	43,424,069	41,614,122	41,548,696	34,093,589	84,972,765	75,707,711
Total assets	\$ 66,255,806	\$ 69,459,482	\$ 51,329,623	\$ 46,629,270	\$ 117,585,429	\$ 116,088,752
Deferred outflows of resources:						
Deferred charge on refunding	\$ 202,130	\$ 244,936	\$ -	\$ -	\$ 202,130	\$ 244,936
Pension-related deferred outflows	1,072,540	708,966	458,043	281,800	1,530,583	990,766
OPEB-related deferred outflows	96,760	88,902	52,491	25,393	149,251	114,295
Total deferred outflows of resources	\$ 1,371,430	\$ 1,042,804	\$ 510,534	\$ 307,193	\$ 1,881,964	\$ 1,349,997
Total assets and deferred outflows of resources	\$ 67,627,236	\$ 70,502,286	\$ 51,840,157	\$ 46,936,463	\$ 119,467,393	\$ 117,438,749
Liabilities:						
Long-term liabilities	\$ 9,950,547	\$ 10,448,546	\$ 14,888,048	\$ 15,709,363	\$ 24,838,595	\$ 26,157,909
Other liabilities	4,864,066	8,035,078	2,482,424	1,479,377	7,346,490	9,514,455
Total liabilities	\$ 14,814,613	\$ 18,483,624	\$ 17,370,472	\$ 17,188,740	\$ 32,185,085	\$ 35,672,364
Deferred inflows of resources:						
Property taxes	\$ 670	\$ 670	\$ -	\$ -	\$ 670	\$ 670
Pension-related deferred inflows	699,667	521,900	285,990	207,445	955,657	729,345
OPEB-related deferred inflows	41,463	46,937	22,493	13,407	63,956	60,344
Lease-related deferred inflows	-	-	1,839,581	1,986,927	1,839,581	1,986,927
Total deferred inflows of resources	\$ 711,800	\$ 569,507	\$ 2,148,064	\$ 2,207,779	\$ 2,859,864	\$ 2,777,286
Net position:						
Net investment in capital assets	\$ 35,071,065	\$ 33,552,157	\$ 26,651,622	\$ 23,085,133	\$ 61,722,687	\$ 56,637,290
Restricted	1,073,747	1,040,379	333,501	298,161	1,407,248	1,338,540
Unrestricted	15,956,011	16,856,619	5,336,498	4,156,650	21,292,509	21,013,269
Total net position	\$ 52,100,823	\$ 51,449,155	\$ 32,321,621	\$ 27,539,944	\$ 84,422,444	\$ 78,989,099
Total liabilities and deferred inflows of resources and net position	\$ 67,627,236	\$ 70,502,286	\$ 51,840,157	\$ 46,936,463	\$ 119,467,393	\$ 117,438,749

The Town's net position is divided into three categories: (1) net investment in capital assets; (2) restricted; and (3) unrestricted. At the end of the fiscal year, the Town reports positive balances in all three categories of net position.

Net Investment in Capital Assets: The net investment in capital assets represents the Town's total investment in capital assets, net of accumulated depreciation and outstanding debt obligations related to those assets. Debt incurred, but not yet expended for capital assets, is not included as a component of net investment in capital assets. Although investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities. The Town uses capital assets to provide services to citizens. For the Town, the net investment in capital assets (i.e., land, buildings, machinery, equipment, and infrastructure) as of June 30, 2025, is \$61,722,687 and represents 73.1 % of total net position. This is an increase of \$5,085,397 compared to fiscal year 2024. The Town has several major capital projects in progress to address deferred maintenance and other capital needs, particularly for the water and sewer enterprise fund.

Restricted Net Position: Restricted net position represents resources that are subject to external restrictions on how they may be used. The restricted net position includes amounts reserved for perpetual care of the Warrenton Cemetery, which the Town maintains. The Town's restricted net position is \$1,407,248, or 1.7% of total net position.

Unrestricted Net Position: The remaining balance of unrestricted net position at June 30, 2025, is \$21,292,509, or 25.2 % of total net position, and may be used to meet the government's ongoing obligations to citizens and creditors.

Total Net Position: During fiscal year 2025, the total net position of the government increased by \$5,433,345 primarily due to investment in capital assets. Further details on capital assets may be found in Note 6.

CHANGE IN NET POSITION

Table 2 outlines the key elements of the change in net position for the reporting entity for the year ended June 30, 2025.

Table 2

Town of Warrenton Changes in Net Position							
	Governmental activities		Business-type activities		Total		
	June 30, 2025	June 30, 2024	June 30, 2025	June 30, 2024	June 30, 2025	June 30, 2024	
Revenues:							
Program revenues:							
Charges for services	\$ 1,474,664	\$ 1,350,439	\$ 9,714,647	\$ 8,326,943	\$ 11,189,311	\$ 9,677,382	
Operating grants & contributions	6,251,243	4,423,996	-	-	6,251,243	4,423,996	
Capital grants & contributions	115,424	86,000	-	-	115,424	86,000	
General revenues:							
General property taxes	1,814,527	1,716,671	-	-	1,814,527	1,716,671	

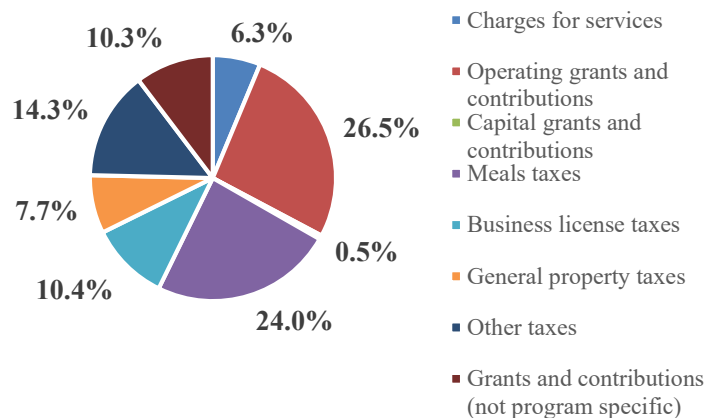
Other local taxes	11,492,012	11,756,635	-	-	11,492,012	11,765,635
Intergovernmental revenue, unrestricted	1,215,788	1,219,511	211,576	2,531	1,427,364	1,222,042
Use of money and property	868,828	905,093	592,728	702,981	1,461,556	1,608,074
Miscellaneous	350,553	429,751	-	-	350,553	429,751
Total revenues	23,583,039	21,888,096	10,518,951	9,032,455	34,101,990	30,920,551
Expenses:						
General government	3,700,780	3,310,650	-	-	3,700,780	3,310,650
Public safety	4,584,697	4,463,997	-	-	4,584,697	4,463,997
Public works	6,459,937	6,457,419	-	-	6,459,937	6,457,419
Health and welfare	421,116	611,232	-	-	421,116	611,232
Parks, recreation and cultural	3,651,465	3,317,490	-	-	3,651,465	3,317,490
Community development	701,339	589,062	-	-	701,339	589,062
Water and Sewer	-	-	7,787,562	7,238,085	7,787,562	7,044,410
Stormwater	-	-	584,638	526,205	584,638	526,205
Interest on long-term debt	144,205	155,954	632,906	385,196	777,111	734,825
Total expenses	19,663,539	18,905,804	9,005,106	8,149,486	28,668,645	27,055,290
Increase (decrease) in net position	3,919,500	2,982,292	1,513,845	882,969	5,433,345	3,865,261
Transfers	(3,267,832)	(965,163)	3,267,832	965,163	-	-
Change in net position	651,668	2,017,129	4,781,677	1,848,132	5,433,345	3,865,261
Net position, beginning of year	51,449,155	49,432,026	27,539,944	25,691,812	78,989,099	75,125,838
Net position, end of year	\$ 52,100,823	\$ 51,449,155	\$ 32,321,621	\$ 27,539,944	\$ 84,422,444	\$ 78,989,099

Governmental Activities: For the year ended June 30, 2025, Governmental activities increased net position by \$651,668. This represents a decrease of \$1,365,461 compared to fiscal year 2024.

Governmental Activities
Revenue by Source
For the Fiscal Year Ended June 30, 2025

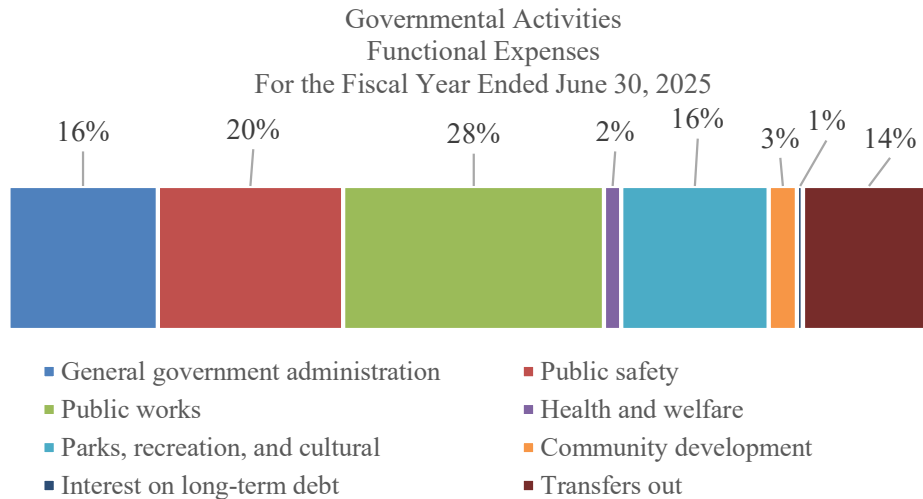
Revenues increased by \$1,694,943 compared to fiscal year 2024. The largest increases were in operating grants, charges for services, sales and use tax, and general property taxes.

- Operating grants and contributions consist of funding from the Commonwealth in support of public safety and road maintenance activities and CSLFRF funding. This category increased by \$1,827,247 compared to fiscal year 2024 as CSLFRF spending on capital projects accelerated.
- Charges for services increased by \$124,225 primarily due to increased parks and recreation activity.



- General property taxes increased by \$97,856 due to an increase in real estate values coupled with an increase in the real estate tax rate for the June 15, 2025, installment billing from \$0.0401 to \$0.055 per \$100 of assessed value.

Total expenses and transfers for governmental activities were \$22.9 million. The bar graph below shows the breakdown by functional area. Public works is the largest area of expense, followed by public safety, general government administration, and parks, recreation, and cultural.



Total expenses increased by \$3,060,404 compared to fiscal year 2024. This was due to increases in transfers out, general government administration, and parks, recreation, and cultural spending.

- CSLFRF funding in the amount of \$3,267,832 was transferred to the water and sewer fund for the construction of the primary clarifier at the wastewater treatment plant. This project is ongoing at June 30, 2025.
- General government administration increased by \$390,130 primarily due to increases in spending related to information technology.
- Parks, recreation, and cultural increased by \$333,975 due to increases in operating costs related to the Warrenton Aquatic and Recreation Facility and the recognition of a new lease for fitness equipment.

Business-type Activities: Business-type activities increased net position by \$4,781,677. Revenue and transfers increased by \$3,789,165 compared to fiscal year 2024. Charges for services increased by \$1,387,704, mostly due to a 23% increase in water and sewer rates. Transfers increased by \$2,302,669 for the transfer of CSLFRF funds used to pay for the primary clarifier project at the wastewater treatment plant.

Expenses for business-type activities increased by \$855,620 compared to fiscal year 2024. Water and sewer expenses increased by \$549,477, which represents a 7.6% increase compared to the prior year. Primary areas of increase include the operation of the water treatment plant, the wastewater treatment plant, and depreciation expense. Stormwater management expenses increased by \$58,433 compared to fiscal year 2024 primarily due to the purchase of nutrient credits to meet state requirements.

FINANCIAL ANALYSIS OF THE TOWN'S FUNDS

As mentioned earlier, the Town uses fund accounting to ensure compliance with finance-related legal requirements and to demonstrate accountability. The following highlights of the Town's funds are provided.

Governmental Funds: The focus of the Town's governmental funds is to provide information on near-term inflows, outflows, and balances of financial resources. Such information is useful in assessing the Town's financing requirements. Unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

At the end of the fiscal year, the General Fund reported an ending fund balance of \$17,274,234, a decrease of \$1,849,892 compared to the prior year. Approximately 58.6%, or \$10,124,877, of total fund balance is unassigned, which is available for spending at the government's discretion. The remainder of fund balance is classified as nonspendable, restricted, committed, or assigned to indicate that it is not available for new spending. The Perpetual Care Fund reported an ending fund balance of \$724,249, an increase of \$32,064 compared to fiscal year 2024. The entire balance is classified as nonspendable.

Proprietary Funds: The Town's proprietary funds provide the same type of information found in the government-wide financial statements, but in greater detail. The Town reports two proprietary funds - the Water and Sewer Fund and the Stormwater Fund.

For the Water and Sewer Fund, total net position as of June 30, 2025, is \$31,184,095, an increase of \$4,514,972 compared to June 30, 2024. The net investment in capital assets is \$26,247,598, which reflects an increase of \$3,400,359 as the Town continues to invest in necessary infrastructure modernization. The Town's six-year capital improvement plan contains \$83 million of projects for the water and sewer system. The primary clarifier and sludge pump station modernization project totals \$16.0 million, is partially funded by CSLFRF, and has an anticipated completion date of December 31, 2026. This project is one quarter complete as of June 30, 2025. The unrestricted net position of the Water and Sewer Fund at the end of the year was \$4,602,996, or 14.8%, of the fund's net position. This reflects an increase in unrestricted net position from fiscal year 2024 of \$1,079,273, which is due to the implementation of water and sewer rate increases over the past few years resulting from the rate study update in 2023.

The Stormwater Fund reported net position of \$1,137,526 as of June 30, 2025, an increase of \$266,705 compared to fiscal year 2024. Unrestricted net position totals \$733,502 and represents 64.5%. This fund was established in fiscal year 2022.

Depreciation expense has historically had a large impact on proprietary funds. Depreciation expense for the fiscal year ended June 30, 2025, was \$1,519,728 for the Water and Sewer Fund and \$5,895 for the Stormwater Fund. The activity of the water and sewer fund is capital intensive, requiring extensive ongoing annual maintenance expenses and a proactive capital improvement program.

GENERAL FUND BUDGETARY HIGHLIGHTS

The difference between the original budgeted appropriation and the final amended budgeted appropriation for the general fund was \$13,868,358, or 62.5%, of the total original budget. Final actual expenditures

were \$10,288,539, or 28.5%, less than final amended appropriations. The two functional areas that realized the greatest variance with the budget were capital outlay (\$10,796,957) and community development (\$1,118,879). For capital outlay, there were several multi-year projects that were unfinished at year-end and reappropriated in fiscal year 2026. The community development function variance includes \$810,805 for a Septic Remediation Grant to assist property owners with connecting to the town's water and sewer system. As of June 30, 2025, the project incurred expenditures of \$101,585. The grant funding was reappropriated in fiscal year 2026.

Final actual revenue was \$3,330,033 greater than the final amended budget amounts. This was largely due to the budget for Coronavirus State and Local Fiscal Recovery Funds (CSLFRF). CSLFRF funds were received in advance and are classified as deferred revenue until they are spent. For local revenue sources, the largest negative variance was in bank stock taxes. This is due to a decline in local deposits attributed to one bank's filing.

CAPITAL ASSETS AND LONG-TERM OBLIGATIONS

Capital assets

The Town's capital asset classes include land, utility plant in service, buildings, infrastructure, machinery and equipment, and construction in progress. The total value of capital assets reported for the entity was \$84,972,765, which is an increase of \$9,265,054 compared to fiscal year 2024. It should be noted that the totals reported in this section are net of accumulated depreciation but not of related debt, and as a result vary from the net investment in capital assets reported earlier in this discussion and analysis.

Capital assets for the Town's governmental activities as of June 30, 2025, total \$43,424,069 (net of accumulated depreciation). As noted in Table 3, the largest asset class for governmental activities is buildings and improvements. This includes the Warrenton Aquatic and Recreation Facility (WARF), Town Hall, the old Town Hall location, the old Visitor Center building, the Public Safety Facility, and the Public Works Facility. The total net increase in governmental activities capital assets for the current fiscal year was \$1,809,947. Depreciation expense charged for governmental activities for the period ending June 30, 2025, was \$2,627,905.

Capital asset additions during fiscal year 2025 for governmental activities totaled \$4,437,852. The following are some of the major additions in this category:

- Rady Park playground expansion and shades - \$273,644
- Haiti Street sidewalk construction - \$249,100
- WARF natatorium lighting - \$227,784
- Construction of Town Hall Plaza and Town Hall foundation repairs - \$157,285
- WARF ADA improvements - \$131,904
- WARF Fun for All Playground improvements - \$104,906
- Additions to construction in progress as of June 30, 2025, include:

- Broadview Avenue Redesign project - \$1,398,363
- Traffic Light updates - \$217,699
- Main Street Improvement project - \$170,200

The Town's business-type activity capital assets total \$41,548,696 (net of accumulated depreciation) which reflects a net increase of \$7,455,107 from the prior year. The Water and Sewer fund completed several large projects and has several in process, which are included as construction in progress.

The largest class of assets for business-type activities is Utility plant in service, which includes the Water Treatment Plant, the Wastewater Treatment Plant, and the transmission and distribution lines for the system. Depreciation expense for business-type activities for the period ended June 30, 2025, was \$1,525,623.

For business-type activities, capital asset additions totaled \$10,427,911, including the following major items:

- Filter control valves replacement at the water treatment plant - \$1,447,181
- Security upgrades at various facilities - \$103,483
- Meter reading software and hardware upgrades - \$118,000
- Additions to construction in progress as of June 30, 2025, include:
 - Primary Clarifier and Sludge Pump Station project (partially funded by CSLFRF funds) - \$3,662,331
 - Lancaster Drive waterline replacement - \$1,338,145
 - Broadview Avenue waterline betterment - \$1,361,268
 - Warrenton Dam engineering assessment - \$204,254

Table 3

Town of Warrenton						
Capital Assets (net of depreciation)						
	Governmental activities		Business-type activities		Total	
	June 30, 2025	June 30, 2024	June 30, 2025	June 30, 2024	June 30, 2025	June 30, 2024
Land	\$ 4,627,473	\$ 4,627,473	\$ 2,170,736	\$ 2,170,736	\$ 6,798,209	\$ 6,798,209
Construction in progress	2,332,973	227,667	9,014,394	1,962,097	11,347,367	2,189,764
Utility plant in service	-	-	27,095,053	28,201,430	27,095,053	28,201,430
Buildings and improvements	19,700,828	20,260,722	-	-	19,700,828	20,260,722
Infrastructure	11,880,359	11,525,167	223,236	229,131	12,103,595	11,754,298
Furniture, equipment, and vehicles	4,523,949	4,890,906	3,045,277	1,530,195	7,569,226	6,421,101
Right to use leased asset	164,041	82,187	-	-	164,041	82,187
Subscription right-to-use asset	194,446	-	-	-	194,446	-
Total	\$ <u>43,424,069</u>	\$ <u>41,614,122</u>	\$ <u>41,548,696</u>	\$ <u>34,093,589</u>	\$ <u>84,972,765</u>	\$ <u>75,707,711</u>

Additional information on the Town's capital assets may be found in Note 6 of the financial statements.

Long-term Obligations

At the end of the fiscal year, the Town had \$23.4 million in outstanding obligations. This represents a decrease of \$996,015 from the prior year. Table 4 summarizes the outstanding obligations of the Town:

Table 4

Town of Warrenton						
Long-term Obligations						
	Governmental activities		Business-type activities		Total	
	June 30, 2025	June 30, 2024	June 30, 2025	June 30, 2024	June 30, 2025	June 30, 2024
General obligation bonds	\$ 6,665,000	\$ 7,190,000	\$ 13,794,000	\$ 14,561,000	\$ 20,459,000	\$ 21,751,000
Premium on refunding	908,126	1,099,762	362,622	419,341	1,270,748	1,519,103
Lease liability	164,041	82,187	-	-	164,041	82,187
Subscription liability	172,307	-	-	-	172,307	
Compensated absences	1,047,460	784,751	277,547	250,077	1,325,007	1,034,828
Total	\$ 8,956,934	\$ 9,156,700	\$ 14,434,169	\$ 15,230,418	\$ 23,391,103	\$ 24,387,118

Additional information on the Town's long-term debt can be found in Note 7 of the financial statements. Details regarding the Town's net pension liability can be found in Note 8 and information on the net other postemployment benefits liability can be found in Note 9.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES

Economic Factors

The following economic factors were considered in the preparation of the budget for Fiscal Year 2026:

- The Town monitors monthly receipts in the areas of Meals Tax, Lodging Tax, and Sales Tax to gauge the impact on our local economy. Growth in meals and lodging taxes has slowed in 2025 compared to gains made in 2024.
 - Meals tax – revenue increased by \$68,339, or 1.2%.
 - Lodging tax – revenue increased by \$1,688, or 0.5%
 - Sales tax – revenue increased by \$102,517, or 10.0%
- The unemployment rate for Fauquier County increased from 2.7% in June 2024 to 3.2% in June 2025. The national unemployment rate for the same period was 4.1%, and Virginia's unemployment rate was 3.5%. The per capita personal income declined from \$43,459 to \$41,407.

Fiscal Year 2026 Budget and Rates

- The fiscal year 2026 adopted budget included an increase in the real estate tax rate from \$0.0401 to \$0.055 per \$100 of assessed value. There were no other tax rate increases.
- The adopted budget included a 25% increase in water and sewer rates based on a rate study update completed in 2023.
- The total appropriation for all funds is \$52,262,461, which is an increase of \$8,396,475, or 19%, from the fiscal year 2025 adopted budget.
- The adopted General Fund budget for fiscal year 2026 is \$24,580,228, an increase of \$2,551,335, or 12%, from the adopted budget for fiscal year 2025. The change is largely driven by a \$2.6 million increase in capital projects and capital asset replacements.
- The largest revenue categories for the general fund are the other local taxes category at 47%, which includes the general fund's two largest single revenue sources - business license taxes and meals taxes; State revenue at 14%, which consists primarily of funding for the maintenance of Town streets and roads; and general property taxes at 8%. Charges for services account for 4% of general fund revenue and represent user fees for the Warrenton Aquatic and Recreation Facility (WARF).
- There were no additional positions requested in the budget. The full-time equivalent (FTE) count was reduced by 0.9 FTE from fiscal year 2025. The budget included a cost-of-living adjustment of 3% effective July 1, 2025, and a merit increase based on performance evaluations of 0% - 3% effective January 1, 2026. There was no increase in health insurance premiums.
- The largest functional expenditure areas for the general fund are public works at 23%, general government administration at 19%, and public safety at 15%.
- The fiscal year 2026 adopted budget plans for the issuance of debt to pay for General Fund and Water and Sewer fund capital projects and capital asset replacements.
- The Water and Sewer capital program for fiscal year 2026 totals \$17,486,489. Capital projects total \$11,693,550 and capital asset replacements total \$836,000.

REQUESTS FOR INFORMATION

This financial report is designed to provide readers with a general overview of the Town of Warrenton's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Town of Warrenton, Finance Department, P.O. Box 341, Warrenton, Virginia 20188.

BASIC FINANCIAL STATEMENTS

EXHIBIT 1

TOWN OF WARRENTON, VIRGINIA

STATEMENT OF NET POSITION
June 30, 2025

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
ASSETS			
Cash and cash equivalents (Note 2)	\$ 13,348,850	\$ 4,960,689	\$ 18,309,539
Cash and cash equivalent, restricted (Note 2)	3,421,582	706,098	4,127,680
Investments (Note 2)	4,052,447	-	4,052,447
Receivables, net (Note 3)	1,104,728	1,456,593	2,561,321
Due from other governmental units (Note 4)	430,857	211,576	642,433
Lease receivable (Note 5)	-	2,081,938	2,081,938
Inventories and other assets	202,603	364,033	566,636
Prepays	270,670	-	270,670
Capital assets: (Note 6)			
Nondepreciable	6,960,446	11,185,130	18,145,576
Depreciable, net	36,463,623	30,363,566	66,827,189
Total assets	66,255,806	51,329,623	117,585,429
DEFERRED OUTFLOWS OF RESOURCES			
Deferred charge on refunding	202,130	-	202,130
Deferred outflows related to pensions (Note 8)	1,072,540	458,043	1,530,583
Deferred outflows related to other postemployment benefits (Note 9)	96,760	52,491	149,251
Total deferred outflows of resources	1,371,430	510,534	1,881,964
LIABILITIES			
Accounts payable	1,465,932	1,728,886	3,194,818
Accrued payroll and related liabilities	255,711	444,991	700,702
Customer deposits	-	129,430	129,430
Accrued interest payable	70,339	134,925	205,264
Unearned revenue	3,072,084	44,192	3,116,276
Long-term liabilities:			
Due within one year (Note 7)	941,452	870,421	1,811,873
Due in more than one year (Note 7)	8,015,482	13,563,748	21,579,230
Net pension liability (Note 8)	737,654	315,025	1,052,679
Net other postemployment benefit liability (Note 9)	255,959	138,854	394,813
Total liabilities	14,814,613	17,370,472	32,185,085
DEFERRED INFLOWS OF RESOURCES			
Property taxes	670	-	670
Deferred inflows related to pensions (Note 8)	669,667	285,990	955,657
Deferred inflows related to other postemployment benefits (Note 9)	41,463	22,493	63,956
Deferred inflows related to leases (Note 5)	-	1,839,581	1,839,581
Total deferred inflows of resources	711,800	2,148,064	2,859,864
NET POSITION			
Net investment in capital assets	35,071,065	26,651,622	61,722,687
Restricted:			
Unspent maintenance funds	-	333,501	333,501
Capital outlay	349,498	-	349,498
Perpetual Care – nonexpendable	724,249	-	724,249
Unrestricted	15,956,011	5,336,498	21,292,509
Total net position	\$ 52,100,823	\$ 32,321,621	\$ 84,422,444

The Notes to Financial Statements are an integral part of this statement.

TOWN OF WARRENTON, VIRGINIA

STATEMENT OF ACTIVITIES
Year Ended June 30, 2025

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Government		
					Governmental Activities	Business-Type Activities	Total
Primary Government:							
Governmental activities							
General government administration	\$ 3,700,780	\$ 274,778	\$ -	\$ -	\$ (3,426,002)	\$ -	\$ (3,426,002)
Public safety	4,584,697	88,541	331,638	-	(4,164,518)		(4,164,518)
Public works	6,459,937	-	5,919,605	110,924	(429,408)		(429,408)
Health and welfare	421,116	-	-	-	(421,116)		(421,116)
Parks, recreation, and cultural	3,651,465	1,111,345	-	4,500	(2,535,620)		(2,535,620)
Community development	701,339	-	-	-	(701,339)		(701,339)
Interest on long-term debt	144,205	-	-	-	(144,205)		(144,205)
Total governmental activities	19,663,539	1,474,664	6,251,243	115,424	(11,822,208)		(11,822,208)
Business-type activities							
Water and sewer	8,420,468	8,972,753	-	-	552,285		552,285
Stormwater	584,638	741,894	-	-	157,256		157,256
Total business-type activities	9,005,106	9,714,647	-	-	709,541		709,541
Total primary government	\$ 28,668,645	\$ 11,189,311	\$ 6,251,243	\$ 115,424	(11,822,208)		(11,112,667)
General revenues:							
Property taxes					1,814,527	-	1,814,527
Sales and use taxes					1,126,910	-	1,126,910
Consumers' utility taxes					455,034	-	455,034
Business license taxes					2,461,073	-	2,461,073
Meals taxes					5,662,681	-	5,662,681
Bank stock taxes					914,685	-	914,685
Other local taxes					871,629	-	871,629
Intergovernmental revenue, unrestricted					1,215,788	211,576	1,427,364
Unrestricted revenues from use of money and property					868,828	592,728	1,461,556
Miscellaneous					350,553	-	350,553
Transfers (Note 13)					(3,267,832)	3,267,832	-
Total general revenues					12,473,876	4,072,136	16,546,012
Change in net position					651,668	4,781,677	5,433,345
NET POSITION AT JULY 1					51,449,155	27,539,944	78,989,099
NET POSITION AT JUNE 30					\$ 52,100,823	\$ 32,321,621	\$ 84,422,444

Item B.

The Notes to Financial Statements are an integral part of this statement.

EXHIBIT 3

TOWN OF WARRENTON, VIRGINIA

**BALANCE SHEET –
GOVERNMENTAL FUNDS
June 30, 2025**

	<u>General Fund</u>	<u>Permanent Perpetual Care Fund</u>	<u>Total</u>
ASSETS			
Cash and cash equivalents (Note 2)	\$ 12,624,601	\$ 724,249	\$ 13,348,850
Cash and cash equivalents, restricted (Note 2)	3,421,582	-	3,421,582
Investments (Note 2)	4,052,447	-	4,052,447
Receivables, net (Note 3)	1,104,728	-	1,104,728
Due from other governmental units (Note 4)	430,857	-	430,857
Inventories	202,603	-	202,603
Prepays	270,670	-	270,670
	<u>\$ 22,107,488</u>	<u>\$ 724,249</u>	<u>\$ 22,831,737</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES			
LIABILITIES			
Accounts payable	\$ 1,465,932	\$ -	\$ 1,465,932
Accrued payroll and related liabilities	255,711	-	255,711
Unearned revenue	3,072,084	-	3,072,084
	<u>4,793,727</u>	<u>-</u>	<u>4,793,727</u>
DEFERRED INFLOWS OF RESOURCES			
Unavailable revenue	<u>39,527</u>	<u>-</u>	<u>39,527</u>
FUND BALANCES (Note 12)			
Nonspendable	473,273	724,249	1,197,522
Restricted	349,498	-	349,498
Committed	2,153,955	-	2,153,955
Assigned	4,172,631	-	4,172,631
Unassigned	10,124,877	-	10,124,877
	<u>17,274,234</u>	<u>724,249</u>	<u>17,998,483</u>
Total liabilities, deferred inflows of resources, and fund balances	<u>\$ 22,107,488</u>	<u>\$ 724,249</u>	<u>\$ 22,831,737</u>

The Notes to Financial Statements are an integral part of this statement.

EXHIBIT 4

TOWN OF WARRENTON, VIRGINIA

**RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET POSITION
June 30, 2025**

Ending fund balance – governmental fund \$ 17,998,483

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.

Governmental capital assets	\$ 98,004,607	
Less: accumulated depreciation and amortization	<u>(54,580,538)</u>	
		43,424,069

Certain receivables are not available to pay for current period expenditures and, therefore, are deferred in the funds.

38,857

Financial statement elements related to other postemployment benefits and pensions are applicable to future periods and, therefore, are not reported in the funds.

Deferred outflows related to:

Pensions	1,072,540	
Other postemployment benefits	96,760	

Deferred inflows related to:

Pensions	(669,667)	
Other postemployment benefits	(41,463)	

Net pension liability

(737,654)

Net other postemployment benefit liability

(255,959)

(535,443)

Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds.

General obligation bonds, including unamortized premium	(7,573,126)	
Deferred charge on refunding	202,130	
Lease and subscription liabilities	(336,348)	
Accrued interest payable	(70,339)	
Compensated absences	<u>(1,047,460)</u>	

(8,825,143)

Total net position – governmental activities

\$ 52,100,823

EXHIBIT 5

TOWN OF WARRENTON, VIRGINIA

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES –
GOVERNMENTAL FUNDS

Year Ended June 30, 2025

	General Fund	Permanent Perpetual Care Fund	Total
REVENUES			
General property taxes	\$ 1,845,962	\$ -	\$ 1,845,962
Other local taxes	11,492,012	-	11,492,012
Permits, privilege fees, and regulatory licenses	274,778	-	274,778
Fines and forfeitures	88,541	-	88,541
Revenue from use of money and property	836,764	32,064	868,828
Charges for services	1,111,345	-	1,111,345
Miscellaneous	350,553	-	350,553
Intergovernmental			
Commonwealth	3,466,696	-	3,466,696
Federal	4,115,759	-	4,115,759
Total revenues	23,582,410	32,064	23,614,474
EXPENDITURES			
Current			
General government administration	3,641,574	-	3,641,574
Public safety	4,397,052	-	4,397,052
Public works	4,960,716	-	4,960,716
Health and welfare	421,116	-	421,116
Parks, recreation, and cultural	2,925,809	-	2,925,809
Community development	735,810	-	735,810
Capital outlay	4,511,867	-	4,511,867
Debt service			
Principal retirement	611,716	-	611,716
Interest and other fiscal charges	299,687	-	299,687
Total expenditures	22,505,347	-	22,505,347
Excess of revenues over expenditures	1,077,063	32,064	1,109,127
OTHER FINANCING SOURCES (USES)			
Transfers out (Note 13)	(3,267,832)	-	(3,267,832)
Issuance of lease and subscription liabilities	340,877	-	340,877
Total other financing uses	(2,926,955)	-	(2,926,955)
Net change in fund balance	(1,849,892)	32,064	(1,817,828)
FUND BALANCE AT JULY 1	19,124,126	692,185	19,816,311
FUND BALANCE AT JUNE 30	\$ 17,274,234	\$ 724,249	\$ 17,998,483

The Notes to Financial Statements are an integral part of this statement.

EXHIBIT 6

TOWN OF WARRENTON, VIRGINIA

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
Year Ended June 30, 2025**

Net change in fund balance – total governmental fund \$ (1,817,828)

Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures; however, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation and amortization expense.

Capital outlay	\$ 4,437,852	
Depreciation and amortization expense	(2,627,905)	
		1,809,947
Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds.		(31,435)

Governmental funds report employer contributions as expenditures. However, in the Statement of Activities the cost of pension benefits earned net of employee contributions is reported as pension expense.

Employer pension contributions	742,203	
Pension benefit net of employer contributions	(280,982)	
		461,221

Governmental funds report employer other postemployment benefit contributions as expenditures. However, in the Statement of Activities the cost of these benefits earned, net of employee contributions, is reported as other postemployment benefit expense.

Employer life insurance contributions	81,341	
Life insurance benefit net of employer contributions	(15,190)	
		66,151

The issuance of long-term debt (e.g., bonds, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas their amounts are deferred and amortized in the Statement of Activities. This amount is the net effect of these differences in the treatment of long-term debt and related items. Details supporting this adjustment are as follows:

Issuance of lease and subscription liabilities	(340,877)	
Amortization of deferred amounts	(42,806)	
Amortization of premium	191,636	
Principal retired on general obligation bonds	525,000	
Principal retired on lease and subscription liabilities	86,716	
		419,669

Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds. This adjustment combines the net changes of the following:

Change in compensated absences	(262,709)	
Change in accrued interest payable	6,652	
		(256,057)

Change in net position of governmental activities \$ 651,668

EXHIBIT 7

TOWN OF WARRENTON, VIRGINIA

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE –
BUDGET AND ACTUAL – GENERAL FUND
Year Ended June 30, 2025**

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUES				
General property taxes	\$ 1,597,683	\$ 1,597,683	\$ 1,845,962	\$ 248,279
Other local taxes	11,402,606	11,402,606	11,492,012	89,406
Permits, privilege fees, and regulatory licenses	185,132	185,132	274,778	89,646
Fines and forfeitures	77,500	77,500	88,541	11,041
Revenue from use of money and property	800,000	800,000	836,764	36,764
Charges for services	1,085,018	1,085,018	1,111,345	26,327
Miscellaneous	186,845	244,814	350,553	105,739
Intergovernmental				
Commonwealth	3,421,983	4,123,644	3,466,696	(656,948)
Federal	164,467	1,076,857	4,115,759	3,038,902
Total revenues	18,921,234	20,593,254	23,582,410	2,989,156
EXPENDITURES				
Current				
General government administration	4,104,461	4,340,803	3,641,574	699,229
Public safety	4,462,361	4,644,293	4,397,052	247,241
Public works	5,351,953	5,728,416	4,960,716	767,700
Health and welfare	369,575	414,856	421,116	(6,260)
Parks, recreation, and cultural	2,773,693	2,914,777	2,925,809	(11,032)
Community development	777,255	1,854,689	735,810	1,118,879
Capital outlay	3,499,002	15,308,824	4,511,867	10,796,957
Debt service				
Principal retirement	557,088	557,088	611,716	(54,628)
Interest and other fiscal charges	297,972	297,972	299,687	(1,715)
Total expenditures	22,193,360	36,061,718	22,505,347	13,556,371
Excess (deficit) of revenues over (under) expenditures	(3,272,126)	(15,468,464)	1,077,063	16,545,527
OTHER FINANCING SOURCES (USES)				
Transfers out	-	-	(3,267,832)	(3,267,832)
Issuance of lease and subscription liabilities	-	-	340,877	340,877
Total other financing uses	-	-	(2,926,955)	(2,926,955)
Net change in fund balance	\$ (3,272,126)	\$ (15,468,464)	\$ (1,849,892)	\$ 13,618,572

The Notes to Financial Statements are an integral part of this statement.

EXHIBIT 8

TOWN OF WARRENTON, VIRGINIA

STATEMENT OF NET POSITION –
PROPRIETARY FUNDS

June 30, 2025

	Business-Type Activities - Enterprise Funds		
	Water and Sewer	Stormwater	Total
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents (Note 2)	\$ 4,272,699	\$ 687,990	\$ 4,960,689
Cash and cash equivalents, restricted (Note 2)	706,098	-	706,098
Receivables, net (Note 3)	1,424,418	32,175	1,456,593
Due from other governmental units (Note 4)	102,127	109,449	211,576
Lease receivable (Note 5)	105,710	-	105,710
Inventories and other assets	363,103	930	364,033
Total current assets	6,974,155	830,544	7,804,699
NONCURRENT ASSETS			
Lease receivable (Note 5)	1,976,228	-	1,976,228
Capital assets (Note 6)			
Non-depreciable	10,939,320	245,810	11,185,130
Depreciable, net	30,140,330	223,236	30,363,566
Total noncurrent assets	43,055,878	469,046	43,524,924
Total assets	50,030,033	1,299,590	51,329,623
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows related to pensions (Note 8)	403,872	54,171	458,043
Deferred outflows related to other postemployment benefits (Note 9)	45,235	7,256	52,491
Total deferred outflows of resources	449,107	61,427	510,534
LIABILITIES			
CURRENT LIABILITIES			
Accounts payable	1,636,227	92,659	1,728,886
Accrued payroll and related liabilities	438,681	6,310	444,991
Customer deposits	129,430	-	129,430
Accrued interest payable	134,925	-	134,925
Current portion of unearned revenue	10,804	-	10,804
Long-term liabilities – due within one year (Note 7)	867,326	3,095	870,421
Total current liabilities	3,217,393	102,064	3,319,457
NONCURRENT LIABILITIES			
Unearned revenue – net of current portion	33,388	-	33,388
Net pension liability (Note 8)	277,768	37,257	315,025
Net other postemployment benefit liability (Note 9)	119,661	19,193	138,854
Long-term liabilities – due in more than one year (Note 7)	13,535,703	28,045	13,563,748
Total noncurrent liabilities	13,966,520	84,495	14,051,015
Total liabilities	17,183,913	186,559	17,370,472
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows related to pensions (Note 8)	252,167	33,823	285,990
Deferred inflows related to other postemployment benefits (Note 9)	19,384	3,109	22,493
Deferred inflows related to leases (Note 5)	1,839,581	-	1,839,581
Total deferred inflows of resources	2,111,132	36,932	2,148,064
NET POSITION			
Net investment in capital assets	26,247,598	404,024	26,651,622
Restricted for maintenance	333,501	-	333,501
Unrestricted	4,602,996	733,502	5,336,498
Total net position	\$ 31,184,095	\$ 1,137,526	\$ 32,321,621

The Notes to Financial Statements are an integral part of this statement.

EXHIBIT 9

TOWN OF WARRENTON, VIRGINIA

**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN
FUND NET POSITION – PROPRIETARY FUNDS
Year Ended June 30, 2025**

	Business-Type Activities - Enterprise Funds		
	Water and Sewer	Stormwater	Total
OPERATING REVENUES			
Charges for services:			
Sale of water	\$ 3,761,159	\$ -	\$ 3,761,159
Sewer service charges	4,910,376	-	4,910,376
Stormwater service charges	-	740,640	740,640
Connection fees	202,950	-	202,950
Other fees	98,268	1,254	99,522
	<u>8,972,753</u>	<u>741,894</u>	<u>9,714,647</u>
Total operating revenues			
OPERATING EXPENSES			
Source of supply	1,314,401	-	1,314,401
Transmission and distribution	827,877	-	827,877
Meter reading	254,549	-	254,549
Wastewater treatment operation	2,443,452	-	2,443,452
Public utilities administration	1,250,712	578,743	1,829,455
Maintenance and repairs	176,843	-	176,843
Depreciation	1,519,728	5,895	1,525,623
	<u>7,787,562</u>	<u>584,638</u>	<u>8,372,200</u>
Total operating expenses			
Operating income	<u>1,185,191</u>	<u>157,256</u>	<u>1,342,447</u>
NON-OPERATING REVENUES (EXPENSES)			
Federal grants	102,127	109,449	211,576
Interest revenue	446,310	-	446,310
Lease revenue	146,418	-	146,418
Interest expense	(632,906)	-	(632,906)
	<u>61,949</u>	<u>109,449</u>	<u>171,398</u>
Net non-operating revenues			
Income before transfers	1,247,140	266,705	1,513,845
TRANSFERS IN (Note 13)	<u>3,267,832</u>	<u>-</u>	<u>3,267,832</u>
Change in net position	4,514,972	266,705	4,781,677
NET POSITION AT JULY 1	<u>26,669,123</u>	<u>870,821</u>	<u>27,539,944</u>
NET POSITION AT JUNE 30	<u>\$ 31,184,095</u>	<u>\$ 1,137,526</u>	<u>\$ 32,321,621</u>

The Notes to Financial Statements are an integral part of this statement.

EXHIBIT 10

TOWN OF WARRENTON, VIRGINIA

STATEMENT OF CASH FLOWS – PROPRIETARY FUNDS
Year Ended June 30, 2025

	Business-Type Activities – Enterprise Funds		
	Water and Sewer	Stormwater	Total
OPERATING ACTIVITIES			
Receipts from customers	\$ 8,654,447	\$ 734,414	\$ 9,388,861
Payments to employees	(3,359,433)	(463,869)	(3,823,302)
Payments to suppliers	(2,814,112)	(88,926)	(2,903,038)
Other receipts	98,268	1,254	99,522
	<u>2,579,170</u>	<u>182,873</u>	<u>2,762,043</u>
Net cash provided by operating activities			
NONCAPITAL FINANCING ACTIVITIES			
Lease revenue	96,373	-	96,373
Transfers from other funds	3,267,832	-	3,267,832
	<u>3,364,205</u>	<u>-</u>	<u>3,364,205</u>
Net cash provided by noncapital and financing activities			
CAPITAL AND RELATED FINANCING ACTIVITIES			
Purchase of capital assets	(8,041,974)	(172,025)	(8,213,999)
Principal paid on debt	(767,000)	-	(767,000)
Interest paid on capital debt	(697,971)	-	(697,971)
	<u>(9,506,945)</u>	<u>(172,025)</u>	<u>(9,678,970)</u>
Net cash used in capital and related financing activities			
INVESTING ACTIVITIES			
Interest revenue	446,310	-	446,310
	<u>446,310</u>	<u>-</u>	<u>446,310</u>
Net cash provided by investing activities			
Net increase (decrease) in cash and cash equivalents	(3,117,260)	10,848	(3,106,412)
CASH AND CASH EQUIVALENTS			
Beginning at July 1	8,096,057	677,142	8,773,199
Ending at June 30	<u>\$ 4,978,797</u>	<u>\$ 687,990</u>	<u>\$ 5,666,787</u>
RECONCILIATION TO EXHIBIT 8			
Cash and cash equivalents	\$ 4,272,699	\$ 687,990	\$ 4,960,689
Cash and cash equivalent, restricted	706,098	-	706,098
	<u>\$ 4,978,797</u>	<u>\$ 687,990</u>	<u>\$ 5,666,787</u>

(Continued)

The Notes to Financial Statements are an integral part of this statement.

EXHIBIT 10**TOWN OF WARRENTON, VIRGINIA**

STATEMENT OF CASH FLOWS – PROPRIETARY FUNDS
Year Ended June 30, 2025

	Business-Type Activities – Enterprise Funds		
	Water and Sewer	Stormwater	Total
RECONCILIATION OF OPERATING INCOME TO NET CASH PROVIDED BY OPERATING ACTIVITIES			
Operating income	\$ 1,185,191	\$ 157,256	\$ 1,342,447
Adjustments to reconcile operating income to net cash provided by operating activities:			
Depreciation	1,519,728	5,895	1,525,623
Pension benefit net of employer contribution	(158,951)	(14,472)	(173,423)
Other postemployment benefit expense net of employer contribution	25,814	6,833	32,647
Change in assets and liabilities:			
(Increase) decrease in:			
Accounts receivable	(214,585)	(6,226)	(220,811)
Inventories	(15,642)	(930)	(16,572)
Increase (decrease) in:			
Accounts payable	(47,841)	24,305	(23,536)
Accrued payroll and related liabilities	276,311	(2,660)	273,651
Customer deposits	11,691	-	11,691
Unearned revenue	(17,144)	-	(17,144)
Compensated absences	14,598	12,872	27,470
Net cash provided by operating activities	<u>\$ 2,579,170</u>	<u>\$ 182,873</u>	<u>\$ 2,762,043</u>
SCHEDULE OF NON-CASH CAPITAL ACTIVITIES			
Capital asset obtained through accounts payable	<u>\$ 1,003,835</u>	<u>\$ 65,022</u>	<u>\$ 1,068,857</u>

EXHIBIT 11**TOWN OF WARRENTON, VIRGINIA****STATEMENT OF FIDUCIARY NET POSITION – CUSTODIAL FUND**
June 30, 2025

	General Custodial Fund
	<hr/>
ASSETS	
Cash and cash equivalents (Note 2)	\$ 385,297
	<hr/>
LIABILITIES	
Accounts payable	490
	<hr/>
NET POSITION	
Restricted for:	
Benefit of individuals	\$ 384,807
	<hr/> <hr/>

EXHIBIT 12**TOWN OF WARRENTON, VIRGINIA**

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION – CUSTODIAL FUND
Year Ended June 30, 2025

	General Custodial Fund
	<hr/>
ADDITIONS	
Contributions for the benefit of individuals	\$ 105
	<hr/>
DEDUCTIONS	
Payments to benefit individuals	52,626
	<hr/>
Decrease in fiduciary net position	(52,521)
	<hr/>
NET POSITION – beginning	437,328
	<hr/>
NET POSITION – ending	\$ 384,807
	<hr/> <hr/>

TOWN OF WARRENTON
NOTES TO FINANCIAL STATEMENTS
June 30, 2025

Note 1. Summary of Significant Accounting Policies

A. The Financial Reporting Entity

The Town of Warrenton (the “Town”) was established in 1810. It is a political subdivision of the Commonwealth of Virginia operating under the Council-Manager form of government. The Town Council consists of an elected Mayor and seven-member Council. The Town has no component units.

B. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the Town. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses, of a given function or segment, are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment; and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds and proprietary funds. Major individual government funds and enterprise funds are reported as separate columns in the fund financial statements.

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the proprietary fund and fiduciary funds financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

(Continued)

TOWN OF WARRENTON
NOTES TO FINANCIAL STATEMENTS
June 30, 2025

Note 1. Summary of Significant Accounting Policies (Continued)

**C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation
(Continued)**

Property taxes, meals taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

The Town reports the following major governmental funds:

The *general fund* is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The *perpetual care fund* which is used to account for funds received for the Town's cemetery. The interest income can be used to maintain the cemetery.

The Town reports the following major proprietary funds:

The *water and sewer fund* accounts for the financing of services to the general public where all or most of the operating expenses involved are intended to be recovered in the form of user charges. The water and sewer enterprise fund consists of the activities relating to providing water and sewer services to the Town's residents, businesses, and other organizations.

The *stormwater fund* accounts for the operations and maintenance of the storm sewer collection.

Additionally, the Town reports the following fund type:

The *fiduciary fund* accounts for assets held by the Town in a trustee capacity or as an agent or custodian for individuals, private organizations, other governmental units, or other funds. The Town's custodial fund accounts for funds held for other entities.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are charges between the government's proprietary funds and various other functions of the government. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Proprietary funds distinguish *operating* revenues and expenses from *nonoperating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the water and sewer and stormwater enterprise funds are charges to customers for sales and services. Operating expenses of the water and sewer and stormwater fund include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

(Continued)

TOWN OF WARRENTON
NOTES TO FINANCIAL STATEMENTS
June 30, 2025

Note 1. Summary of Significant Accounting Policies (Continued)

D. Budgets and Budgetary Accounting

The following procedures are used by the Town in establishing the budgetary data reflected in the financial statements:

- 1) Prior to May 1st, the Town Manager submits to Town Council a proposed operating and capital budget for the fiscal year commencing the following July 1st. This budget includes proposed expenditures and the means of financing them. There is no legally adopted budget for the perpetual care fund.
- 2) Public hearings are conducted to obtain citizen comments.
- 3) Prior to July 1st, the budget is legally enacted through passage of an appropriations resolution. Town Council may, from time to time, amend the budget, providing for additional expenditures and the means for financing them.
- 4) The appropriations resolution places legal restrictions on expenditures at the department or category level. The appropriation for each department or category can be revised only by Town Council. The Town Manager is authorized to transfer budgeted amounts within departments.
- 5) Formal budgetary integration is employed as a management control device during the year.
- 6) Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America.
- 7) Appropriations lapse on June 30th for all Town funds, unless they are carried forward by a resolution of Town Council.
- 8) All budget data presented in the accompanying financial statements includes the original and revised budgets as of June 30th.

E. Cash and Cash Equivalents

Cash and cash equivalents are defined as short-term highly liquid investments with an original maturity of three months or less when purchased. Certificates of deposit with a maturity greater than three months are considered investments.

F. Investments and Fair Measurement

Investments in the Virginia Investment Pool are invested in high-quality corporate and government securities and the Town's investment is reported at fair value using its net asset value per share in the pool.

G. Inventories

Inventories are stated at cost (first-in, first-out) and are expensed when used. Inventories consist of parts and materials held for consumption, which are recorded as an expenditure or expense when used.

(Continued)

TOWN OF WARRENTON
NOTES TO FINANCIAL STATEMENTS
June 30, 2025

Note 1. Summary of Significant Accounting Policies (Continued)

H. Prepaid Items

Prepaid items consist primarily of membership dues incurred for periods in a subsequent fiscal year. Prepaid items are accounted for using the consumption method. The payments are recorded as expenditures in the fiscal year related to the coverage period.

I. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets, are assets with an initial, individual cost of more than \$5,000 and a useful life of more than one year. Infrastructure assets capitalized have an original cost of \$25,000 or more. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

Buildings and improvements	50 years
Utility plant in service	50 years
Furniture, equipment, vehicles	5-10 years
Infrastructure	30-50 years

Lease assets are amortized over the shorter of the lease term or useful life of the underlying asset.

Intangible assets include subscription right-to-use assets recorded under GASB Statement No. 96, *Subscription-Based Information Technology Arrangements (SBITAs)*, net of accumulated amortization. *SBITAs* are amortized over the shorter of the subscription term or the useful life of the underlying IT asset.

J. Allowance for Uncollectible Accounts

The Town calculates its allowance for uncollectible accounts using historical collection data and specific account analysis. The allowance is comprised of the following:

Real estate taxes – general fund	\$ 49,076
Personal property taxes – general fund	29,247
Water and sewer fund receivables – water and sewer fund	35,880
Stormwater receivables – stormwater fund	<u>4,103</u>
	<u>\$ 118,306</u>

(Continued)

TOWN OF WARRENTON
NOTES TO FINANCIAL STATEMENTS
June 30, 2025

Note 1. Summary of Significant Accounting Policies (Continued)

K. Deferred Outflows/Inflows of Resources

In addition to assets, the statements that present net position report a separate section for deferred outflows of resources. These items represent a consumption of net assets that applies to future periods and so will *not* be recognized as an outflow of resources (expenses/expenditure) until then.

In addition to liabilities, the statements that present financial position report a separate section for deferred inflows of resources. These items represent an acquisition of net assets that applies to future periods and so will *not* be recognized as an inflow of resources (revenue) until that time. The Town has the following items that qualify for reporting as deferred inflows or outflows:

- Deferred loss on refunding. A deferred loss on refunding results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded or refunding debt. Due to the relationship with outstanding debt, these deferred outflows are included in the calculation of net position, net investment in capital assets.
- Differences between expected and actual experience for economic/demographic factors in the measurement of the total pension or OPEB liability. This difference will be recognized in pension or OPEB expense over the remaining service life of the employees subject to the plan, and may be reported as a deferred inflow or outflow as applicable.
- Changes in assumptions. This difference will be recognized in OPEB expense over the remaining service life of the employees subject to the plan, and may be reported as a deferred inflow or outflow as appropriate.
- Differences between projected and actual earnings on pension and OPEB plan investments. This difference will be recognized in pension or OPEB expense over a closed five-year period and may be reported as a deferred inflow or outflow as appropriate.
- Changes in proportionate share between measurement dates on OPEB liability. This difference will be recognized in OPEB expense over the remaining service life of the employees subject to the plan, and is reflected as a deferred inflow or outflow as appropriate.
- Contributions subsequent to the measurement date for pensions and OPEB; this will be applied to the net pension or OPEB liability in the next fiscal year and is reflected as a deferred outflow.
- The governmental funds report unavailable revenue from delinquent property taxes not collected within 60 days of year end. These amounts are deferred and recognized in the period that the amounts become available.
- On the government-wide statements, amounts prepaid on the 2nd half installment of property taxes. These amounts are deferred and recognized in the following period.
- Lease-related amounts are recognized at the inception of leases in which the Town is the lessor. The deferred inflow of resources is recorded in an amount equal to the corresponding lease receivable plus certain additional amounts received from the lessee at or before the commencement of the lease term that related to future periods, less any lease incentives paid to, or on behalf of, the lessee at or before the commencement of the lease term. The inflow of resources is recognized in a systematic and rational manner over the term of the lease.

(Continued)

TOWN OF WARRENTON
NOTES TO FINANCIAL STATEMENTS
June 30, 2025

Note 1. Summary of Significant Accounting Policies (Continued)

L. Pensions and Other Postemployment Benefits (OPEB)

For purposes of measuring all financial statement elements related to pension and OPEB plans, information about the fiduciary net position of the Town's Plans and the additions to/deductions from the Town's Plans net fiduciary position have been determined on the same basis as they were reported by the VRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

M. Compensated Absences

The Town has policies that allow for the accumulation and vesting of limited amounts of paid time off until termination or retirement. Amounts of such absences are accrued when incurred in the government-wide and proprietary fund financial statements. A liability for these amounts is reported in governmental funds when the leave is due and payable.

N. Long-Term Obligations

In the government-wide financial statements and proprietary fund type financial statements, *long-term debt* and other long-term obligations are reported as liabilities in the applicable fund-type statements of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the period of debt issuance. The face amount of debt issued and premiums received on debt issuances are reported as other financing sources, while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as expenditures.

O. Unearned/Unavailable Revenue

In the statement of net position, unearned revenue arises when assets are received or recognized before revenue recognition criteria is satisfied and which consists of amounts received for maintaining the Warrenton Training Center in future years, as well as unspent ARPA funding.

In the balance sheet of governmental funds, unearned/unavailable revenue arises when assets are recognized but are not available to finance expenditures of the current fiscal period or when assets are recognized before revenue recognition criteria is satisfied as described. Unearned/unavailable revenue consists of property taxes and ARPA funding.

P. Net Position/Fund Balance

Net position in the government-wide and proprietary financial statements is classified as net investment in capital assets, restricted, and unrestricted. Restricted net position represents constraints on resources that are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or imposed by law through state statute. Net investment in capital assets represents capital assets net of debt related to it.

TOWN OF WARRENTON
NOTES TO FINANCIAL STATEMENTS
June 30, 2025

Note 1. Summary of Significant Accounting Policies (Continued)

P. Net Position/Fund Balance (Continued)

Fund balance is divided into five classifications based primarily on the extent to which the Town is bound to observe constraints imposed upon the use of the resources in the governmental fund.

The classifications are as follows:

- **Nonspendable** – Amounts that cannot be spent because they are not in spendable form, or legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash.
- **Restricted** – Amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
- **Committed** – Amounts constrained to specific purposes by the Town, using its highest level of decision making authority; to be reported as committed, amounts cannot be used for any other purposes unless the same highest level of action is taken to remove or change the constraint.
- **Assigned** – Amounts the Town intends to use for a specified purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority.
- **Unassigned** – Amounts that are available for any purpose; positive amounts are reported only in the general fund.

Council establishes fund balance commitments by passage of a resolution. This is typically done through adoption and amendment of the budget. Assigned fund balance is established by Council through adoption or amendment of the budget as intended for a specific purpose (such as the purchase of capital assets, construction, debt service, or for other purposes).

Q. Restricted Resources

The Town applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

R. Minimum Fund Balance Policy

The General Fund unassigned fund balance is targeted at no less than 50% of the current annual operating expenditure budget.

S. Encumbrances

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the appropriation, is employed as an extension of formal budgetary integration in the governmental funds. Significant encumbrances as of June 30th total \$4,172,631 in the general fund.

(Continued)

TOWN OF WARRENTON
NOTES TO FINANCIAL STATEMENTS
June 30, 2025

Note 1. Summary of Significant Accounting Policies (Continued)

T. Estimates

Management uses estimates and assumptions in preparing its financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent liabilities, and reported revenues, expenditures, and expenses. Actual results could differ from those estimates.

U. Change in Accounting Principle

During 2025, the Town adopted GASB Statement No. 101, *Compensated Absences*. GASB Statement No. 101 established new guidance by updating the recognition and measurement for compensated absences. A liability should be recognized for leave that has not been used if the leave is attributable to services already rendered, the leave accumulates, and the leave is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means. As stated in GASB Statement No. 100, *Accounting Changes and Error Corrections*, a change in accounting principle should be reported retroactively by restating beginning net position for the cumulative effect of the change of the newly adopted accounting principle on prior periods. The Town determined the cumulative effect on beginning net position was immaterial and, therefore, no restatement of the prior year net position was necessary.

Note 2. Deposits and Investments

Deposits

Deposits with banks are covered by the Federal Deposit Insurance Corporation (FDIC) and collateralized in accordance with the Virginia Security for Public Deposits Act (the “Act”) Section 2.2-4400 et seq. of the *Code of Virginia*. Under the Act, banks and savings institutions holding public deposits in excess of the amount insured by the FDIC must pledge collateral to the Commonwealth of Virginia Treasury Board. Financial institutions may choose between two collateralization methodologies and depending upon that choice, will pledge collateral that ranges in the amounts from 50% to 130% of excess deposits. Accordingly, all deposits are considered fully collateralized.

Investments

Investment policy

Statutes authorize the Town to invest in obligations of the United States or agencies thereof; obligations of the Commonwealth of Virginia or political subdivisions thereof; obligations of the International Bank for Reconstruction and Development (World Bank); the Asian Development Bank; the African Development Bank; “prime quality” commercial paper and certain corporate notes; banker’s acceptances; repurchase agreements; the Virginia Investment Pool (VIP); the Virginia State Non-Arbitrage Program (SNAP); and the State Treasurer’s Local Government Investment Pool (LGIP). The VIP, LGIP, and SNAP are not registered with the SEC but are overseen by the Treasurer of Virginia and the State Treasury Board. The fair value of the Town’s position in the pools is the same as the value of the pool shares and is reported within the guidelines of GASB Statement No. 79.

(Continued)

TOWN OF WARRENTON
NOTES TO FINANCIAL STATEMENTS
June 30, 2025

Note 2. Deposits and Investments (Continued)

Investments (Continued)

Investment policy (Continued)

As of June 30th, the Town had the following deposits and investments:

<u>Type</u>	<u>Fair Value</u>	<u>Credit Rating</u>	<u>Weighted Average Maturity*</u>	<u>Percent of Portfolio</u>
Demand deposits	\$ 4,200,173	N/A	N/A	15.63%
LGIP	18,291,358	AAAm	0.86	68.06
SNAP	328,405	AAAm	1 day	1.22
Virginia Investment Pool	4,052,447	AAAm	1.78	15.08
Cash on hand	2,580	N/A	N/A	0.01
	<u>\$ 26,874,963</u>			<u>100.00%</u>

*Average maturity in years

Reconciliation of deposits and investments to Exhibit 1:

Cash and cash equivalents	\$ 18,309,539
Cash and cash equivalents, restricted	4,127,680
Investments	<u>4,052,447</u>

Total Exhibit 1 deposits and investments	<u>26,489,666</u>
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Exhibit 11:

Cash and cash equivalents	<u>385,297</u>
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Total Exhibit 11 deposits and investments	<u>385,297</u>
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Total Exhibits deposits and investments	<u>\$ 26,874,963</u>
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(Continued)

TOWN OF WARRENTON
NOTES TO FINANCIAL STATEMENTS
June 30, 2025

Note 2. Deposits and Investments (Continued)

Investments (Continued)

Credit risk

As required by state statute or by the Town, the policy requires that commercial paper must have a short-term debt rating of no less than “A-1” (or its equivalent) from at least two of the following; Moody’s Investors Service, Standard & Poor’s, and Fitch Investor’s Service, provided that the issuing corporation has a net worth of \$50 million and its long-term debt is rated A or better by Moody’s and Standard & Poor’s. Bankers’ acceptances and certificates of deposit maturing in less than one year must have a short-term debt rating of at least “A-1” by Standard & Poor’s and “P-1” by Moody’s Investor Service. Open-end investment funds must be registered under the Securities Act of the Commonwealth or the Federal Investment Company Act of 1940, provided that they invest only in securities approved for investment herein. Commonwealth of Virginia and Virginia Local Government Obligations secured by debt service reserve funds not subject to annual appropriation must be rated AA or higher by Moody’s or Standard & Poor’s. Repurchase agreements require that the counterparty be rated “A” or better by Moody’s and Standard & Poor’s.

Concentration of credit risk

Although the intent of the Policy is for the Town to diversify its investment portfolio to avoid incurring unreasonable risks regarding (i) security type, (ii) individual financial institution or issuing entity, and (iii) maturity, the Policy places no limit on the amount the Town may invest in any one issuer.

Interest rate risk

In accordance with its investment policy, the Town manages its exposure to declines in fair values by limiting its weighted-average maturity of its investment portfolio to less than five years.

Custodial credit risk

The policy requires that all investment securities purchased be held in safekeeping by a third party and evidenced by safekeeping receipts. As required by the *Code of Virginia*, all security holdings with maturities over 30 days may not be held in safekeeping with the “counterparty” to the investment transaction. As of June 30, investments are held in a bank’s trust department in the Town’s name.

Restricted cash and cash equivalents

The water and sewer fund has restricted cash that consists of \$377,693 to maintain water lines for the Warrenton Training Center and \$328,405 in unspent bond proceeds. Restricted cash in the general fund consists of \$349,498 in funds designated for capital outlay and \$3,072,084 in grant restrictions.

TOWN OF WARRENTON
NOTES TO FINANCIAL STATEMENTS
June 30, 2025

Note 3. Receivables

Receivables are as follows:

	General	Water and Sewer	Stormwater	Total
Receivables:				
Property taxes	\$ 148,086	\$ -	\$ -	\$ 148,086
Other local taxes	40,443	-	-	40,443
Accounts	<u>994,522</u>	<u>1,460,298</u>	<u>36,278</u>	<u>2,491,098</u>
Gross receivables	1,183,051	1,460,298	36,278	2,679,627
Less: allowance for uncollectibles	<u>(78,323)</u>	<u>(35,880)</u>	<u>(4,103)</u>	<u>(118,306)</u>
Net receivables	<u>\$ 1,104,728</u>	<u>\$ 1,424,418</u>	<u>\$ 32,175</u>	<u>\$ 2,561,321</u>

Note 4. Due from Other Governmental Units

Amounts due from other governmental units are as follows:

	Governmental Activities	Business-Type Activities	Total
Commonwealth of Virginia:			
Sales taxes	\$ 268,815	\$ -	\$ 268,815
Communications taxes	55,780	-	55,780
Motor vehicle tax	24,254	-	24,254
Grants	-	211,576	211,576
Other	<u>82,008</u>	<u>-</u>	<u>82,008</u>
Net receivables	<u>\$ 430,857</u>	<u>\$ 211,576</u>	<u>\$ 642,433</u>

Note 5. Lease Receivable

The water and sewer fund is the lessor of cell tower land usage for five-year terms through 2045. Monthly payments range from \$13,075 to \$20,679 through 2045, at which time the guaranteed residual value is due.

The lease receivable is due as follows:

Year Ending	Principal	Interest
2026	\$ 105,710	\$ 64,732
2027	114,560	61,241
2028	123,872	57,461
2029	96,472	53,722
2030	85,558	51,001
2031 and beyond	<u>1,555,766</u>	<u>341,267</u>
	<u>\$ 2,081,938</u>	<u>\$ 629,424</u>

Lease and interest revenue was \$97,301 and \$67,950, respectively, for 2025. Deferred inflow of lease revenue as of June 30, 2025 was \$1,839,581.

(Continued)

TOWN OF WARRENTON
NOTES TO FINANCIAL STATEMENTS
June 30, 2025

Note 6. Capital Assets

Capital asset activity for the year was as follows:

<u>Governmental Activities</u>	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Capital assets, not depreciated:				
Land	\$ 4,627,473	\$ -	\$ -	\$ 4,627,473
Construction in progress	227,667	2,144,759	(39,453)	2,332,973
Total capital assets, not depreciated	4,855,140	2,144,759	(39,453)	6,960,446
Capital assets, depreciated and amortized:				
Buildings and improvements	32,887,630	250,383	-	33,138,013
Infrastructure	43,774,624	1,413,625	-	45,188,249
Furniture, equipment, and vehicles	12,132,930	305,522	(224,796)	12,213,656
Lease assets – equipment	141,227	115,733	-	256,960
Subscription right-to-use assets	-	247,283	-	247,283
Total capital assets, depreciated and amortized	88,936,411	2,332,546	(224,796)	91,044,161
Less accumulated depreciation and amortization for:				
Buildings and improvements	12,626,908	810,277	-	13,437,185
Infrastructure	32,249,457	1,058,433	-	33,307,890
Furniture, equipment, and vehicles	7,242,024	672,479	(224,796)	7,689,707
Lease assets – equipment	59,040	33,879	-	92,919
Subscription right-to-use assets	-	52,837	-	52,837
Total accumulated, depreciation and amortization	52,177,429	2,627,905	(224,796)	54,580,538
Total capital assets, depreciated and amortized, net	36,758,982	(295,359)	-	36,463,623
Governmental activities capital assets, net	\$ 41,614,122	\$ 1,849,400	\$ (39,453)	\$ 43,424,069

TOWN OF WARRENTON
NOTES TO FINANCIAL STATEMENTS
June 30, 2025

Note 6. Capital Assets (Continued)

Business-Type Activities	Beginning Balance	Increases	Decreases	Ending Balance
Capital assets, not depreciated				
Land	\$ 2,170,736	\$ -	\$ -	\$ 2,170,736
Construction in progress	1,962,097	8,499,478	(1,447,181)	9,014,394
Total capital assets, not depreciated	4,132,833	8,499,478	(1,447,181)	11,185,130
Capital assets, depreciated				
Infrastructure	235,800	-	-	235,800
Utility plant in service	60,627,297	-	-	60,627,297
Furniture, equipment, and vehicles	4,169,219	1,928,433	(67,248)	6,030,404
Total capital assets, depreciated	65,032,316	1,928,433	(67,248)	66,893,501
Less accumulated depreciation for:				
Infrastructure	6,669	5,895	-	12,564
Utility plant in service	32,425,867	1,106,377	-	33,532,244
Furniture, equipment, and vehicles	2,639,024	413,351	(67,248)	2,985,127
Total accumulated depreciation	35,071,560	1,525,623	(67,248)	36,529,935
Total capital assets, depreciated, net	29,960,756	402,810	-	30,363,566
Business-type activities capital assets, net	\$ 34,093,589	\$ 8,902,288	\$ (1,447,181)	\$ 41,548,696

Depreciation and amortization expense was charged to functions/programs as follows:

Governmental activities	
Public works	\$ 1,551,892
Public safety	144,172
Parks, recreation, and cultural	742,189
General government	186,813
Community development	2,839
Total depreciation and amortization expense – governmental activities	\$ 2,627,905
Business-type activities	
Water and sewer	\$ 1,519,728
Stormwater	5,895
Total depreciation and amortization expense – business-type activities	\$ 1,525,623

(Continued)

TOWN OF WARRENTON
NOTES TO FINANCIAL STATEMENTS
June 30, 2025

Note 7. Long-Term Liabilities

The following is a summary of changes in long-term liabilities for the year:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
Governmental activities:					
General obligation bonds –					
direct borrowings	\$ 7,190,000	\$ -	\$ (525,000)	\$ 6,665,000	\$ 560,000
Premium on refunding	1,099,762	-	(191,636)	908,126	173,755
Lease liabilities	82,187	115,733	(33,879)	164,041	47,879
Subscription liabilities	-	225,144	(52,837)	172,307	55,072
Compensated absences*	784,751	262,709	-	1,047,460	104,746
	<u>\$ 9,156,700</u>	<u>\$ 603,586</u>	<u>\$ (803,352)</u>	<u>\$ 8,956,934</u>	<u>\$ 941,452</u>
Business-type activities:					
General obligation bonds –					
direct borrowings	\$ 14,561,000	\$ -	\$ (767,000)	\$ 13,794,000	\$ 790,000
Premium on refunding	419,341	-	(56,719)	362,622	52,871
Compensated absences*	250,077	27,470	-	277,547	27,550
	<u>\$ 15,230,418</u>	<u>\$ 27,470</u>	<u>\$ (823,719)</u>	<u>\$ 14,434,169</u>	<u>\$ 870,421</u>

For governmental activities, compensated absences, pension, and other post-employment benefits liabilities are liquidated by the general fund.

*The change in compensated absences above is a new change for the year.

The annual requirements to amortize long-term debt and related interest are as follows:

Fiscal Year	Governmental Activities				Business-Type Activities	
	General Obligation Bonds		Lease Liabilities		General Obligation Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2026	\$ 560,000	\$ 270,169	\$ 47,879	\$ 6,010	\$ 790,000	\$ 403,510
2027	585,000	240,828	47,443	4,147	816,000	377,130
2028	615,000	210,078	23,614	2,688	845,000	349,773
2029	650,000	177,663	24,725	1,577	869,000	321,497
2030	680,000	143,581	20,380	434	899,000	292,303
2031-2035	2,220,000	292,375	-	-	4,960,000	1,003,304
2036-2039	1,355,000	72,334	-	-	4,615,000	286,434
	<u>\$ 6,665,000</u>	<u>\$ 1,407,028</u>	<u>\$ 164,041</u>	<u>\$ 14,856</u>	<u>\$ 13,794,000</u>	<u>\$ 3,033,951</u>

Governmental Activities		
Subscription liabilities		
Fiscal Year	Principal	Interest
2026	\$ 55,072	\$ 7,291
2027	59,430	6,988
2028	57,805	4,560
	<u>\$ 172,307</u>	<u>\$ 18,839</u>

(Continued)

TOWN OF WARRENTON
NOTES TO FINANCIAL STATEMENTS
June 30, 2025

Note 7. Long-Term Liabilities (Continued)

Details of long-term indebtedness are as follows:

	Interest Rates	Date Issued	Final Maturity Date	Amount of Original Issue	Governmental Activities	Business-Type Activities
General obligation bonds:						
Refunding Series 2021A	2.750%	6/8/2021	2/15/2038	\$ 7,100,000	\$ -	\$ 5,722,000
Refunding Series 2021B	5.125%	11/1/2021	6/30/2040	12,695,000	6,665,000	3,405,000
Series 2022	2.900%	9/30/2022	10/1/2039	5,150,000	-	4,667,000
					<u>\$ 6,665,000</u>	<u>\$ 13,794,000</u>
Lease liabilities:						
Canon	3.180%	6/30/2022	5/1/2027	\$ 125,413	\$ 51,231	\$ -
Pitney Bowes	4.610%	6/30/2025	6/30/2030	19,352	19,352	-
Navitas	4.610%	5/4/2025	4/4/2030	96,381	93,458	-
					<u>\$ 164,041</u>	<u>\$ -</u>
Subscription liabilities:						
Axon – Fleet	4.230%	3/1/2024	3/1/2028	\$ 148,795	\$ 90,573	\$ -
Axon – BWC	4.230%	10/1/2023	10/1/2027	119,334	65,576	-
Axon – IR	4.230%	11/1/2023	11/1/2027	29,240	16,158	-
					<u>\$ 172,307</u>	<u>\$ -</u>

Note 8. Defined Benefit Pension Plan

Plan Description

All full-time, salaried permanent employees of the Town of Warrenton, Virginia (the “Political Subdivision”) are automatically covered by the VRS Retirement Plan upon employment. This multi-employer agent plan is administered by the Virginia Retirement System (the “System”) along with plans for other employer groups in the Commonwealth of Virginia. Members earn one month of service credit for each month they are employed and for which they and their employer pay contributions to VRS. Members are eligible to purchase prior service, based on specific criteria as defined in the *Code of Virginia*, as amended. Eligible prior service that may be purchased includes prior public service, active military service, certain periods of leave, and previously refunded service.

The System administers three different benefit structures for covered employees – Plan 1, Plan 2, and Hybrid. Each of these benefit structures has a different eligibility criteria. The specific information for each plan and the eligibility for covered groups within each plan are available at:

- <https://www.varetire.org/members/benefits/defined-benefit/plan1.asp>,
- <https://www.varetire.org/members/benefits/defined-benefit/plan2.asp>,
- <https://www.varetirement.org/hybrid.html>.

(Continued)

TOWN OF WARRENTON
NOTES TO FINANCIAL STATEMENTS
June 30, 2025

Note 8. Defined Benefit Pension Plan (Continued)

Employees Covered by Benefit Terms

As of the June 30, 2023 actuarial valuation, the following employees were covered by the benefit terms of the pension plan:

	<u>Members</u>
Inactive members or their beneficiaries currently receiving benefits	106
Inactive members:	
Vested inactive members	28
Non-vested inactive members	61
Inactive members active elsewhere in VRS	55
Total inactive members	144
Active members	120
Total covered employees	370

Contributions

The contribution requirement for active employees is governed by §51.1-145 of the *Code of Virginia*, as amended, but may be impacted as a result of funding options provided to Political Subdivisions by the Virginia General Assembly. Employees are required to contribute 5.00% of their compensation toward their retirement.

The Political Subdivision's contractually required contribution rate for the year ended June 30, 2025 was 9.64% of covered employee compensation. This rate was based on an actuarially determined rate from an actuarial valuation as of June 30, 2023.

This rate, when combined with employee contributions, was expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. Contributions to the pension plan from the Political Subdivision were \$931,680 and \$848,599 for the years ended June 30, 2025 and June 30, 2024, respectively.

The defined contributions component of the Hybrid plan includes member and employer mandatory and voluntary contributions. The Hybrid plan member must contribute a mandatory rate of 1% of their covered payroll. The employer must also contribute a mandatory rate of 1% of this covered payroll, which totaled \$55,246 for the year ended June 30, 2025. Hybrid plan members may also elect to contribute an additional voluntary rate of up to 4% of their covered payroll; which would require the employer a mandatory additional contribution rate of up to 2.5%. This additional employer mandatory contribution totaled \$70,152 for the year ended June 30, 2025. The total Hybrid plan participant covered payroll totaled \$5,524,600 for the year ended June 30, 2025.

TOWN OF WARRENTON
NOTES TO FINANCIAL STATEMENTS
June 30, 2025

Note 8. Defined Benefit Pension Plan (Continued)

Net Pension Liability

The political subdivision's net pension liability is calculated separately for each employer and represents that particular employer's total pension liability determined in accordance with GASB Statement No. 68, less than employer's fiduciary net position. For Political Subdivisions, the net pension liability was measured as of June 30, 2024. The total pension liability to calculate the net pension liability was determined by an actuarial valuation performed as of June 30, 2023 and rolled forward to the measurement date of June 30, 2024.

Actuarial Assumptions

The total pension liability for General Employees and Public Safety Employees with Hazardous Duty Benefits in the Political Subdivision's Retirement Plan was based on an actuarial valuation as of June 30, 2023, using the Entry Age Normal actuarial cost method and the following assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2024.

Inflation	2.50%
General Employees – Salary increases, including inflation	3.50 – 5.35%
Public Safety Employees with hazardous duty benefits – Salary increases, including inflation	3.50 – 4.75%
Investment rate of return	6.75%, net of pension plan investment expense, including inflation

Mortality rates: General employees – 15 to 20% of deaths are assumed to be service related. Public Safety Employees – 45% to 70% of deaths are assumed to be service related. Mortality is projected using the applicable RP-2010 Mortality Table and a Modified MP-2020 Improvement Scale with various set backs or set forwards for both males and females.

The actuarial assumptions used in the June 30, 2023 valuation were based on the results of an actuarial experience study for the period from July 1, 2016 through June 30, 2020. Changes to the actuarial assumptions as a result of the experience study are as follows:

General Employees – Largest 10 – Non-Hazardous Duty and All Others (Non 10 Largest): Update mortality table; adjusted retirement rates to better fit experience; adjusted withdrawal rates to better fit experience at each year age and service through 9 years of service; no change to disability rates; no change to salary scale; no change to line of duty disability; and no change to discount rate.

Public Safety Employees – Largest 10 – Hazardous Duty and All Others (Non 10 Largest): Update mortality table; adjusted retirement rate to better fit experience and increased final retirement age to 70; decreased rates of withdrawal; no change to disability rates; no changes to salary scale; no change to line of duty disability; and no change to discount rate.

(Continued)

TOWN OF WARRENTON
NOTES TO FINANCIAL STATEMENTS
June 30, 2025

Note 8. Defined Benefit Pension Plan (Continued)

Long-Term Expected Rate of Return

The long-term expected rate of return on pension System investments was determined using a log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected returns, net of pension System investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target asset allocation and best estimate of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class (Strategy)</u>	<u>Target Allocation</u>	<u>Arithmetic Long-Term Expected Rate of Return</u>	<u>Weighted Average Long-Term Expected Rate of Return</u>
Public equity	32.00 %	6.70 %	2.14 %
Fixed income	16.00	5.40	0.86
Credit strategies	16.00	8.10	1.30
Real assets	15.00	7.20	1.08
Private equity	15.00	8.70	1.31
PIP – Private Investment Partnership	1.00	8.00	0.08
Diversifying Strategies	6.00	5.80	0.35
Cash	2.00	3.00	0.06
Leverage	(3.00)	3.50	(0.11)
Total	100.00 %		7.07 %
*Expected arithmetic nominal return			7.07 %

* The above allocation provides for a one-year return of 7.07% (includes 2.50% inflation assumption). However, one-year returns do not take into account the volatility present in each of the asset classes. In setting the long-term expected rate of return for the system, stochastic projections are employed to model future returns under various economic conditions. The results provide a range of returns over various time periods that ultimately provide a median return of 7.10%, including expected inflation of 2.50%. On June 15, 2023, the VRS Board elected a long-term rate of 6.75% which is roughly at the 45th percentile of expected long-term results of the VRS fund asset allocation at that time, providing a median return of 7.14%, including expected inflation of 2.50%.

(Continued)

TOWN OF WARRENTON
NOTES TO FINANCIAL STATEMENTS
June 30, 2025

Note 8. Defined Benefit Pension Plan (Continued)

Discount Rate

The discount rate used to measure the total pension liability was 6.75%. The projection of cash flows used to determine the discount rate assumed that System member contributions will be made per the VRS Statutes and the employer contributions will be made in accordance with the VRS funding policy at rates equal to the difference between actuarially determined contribution rates adopted by the VRS Board of Trustees and the member rate. For the year ended June 30, 2024, the employer contribution was 100% of the actuarially determined employer contribution rate from the June 30, 2023 actuarial valuations. From July 1, 2024, on, participating employers are assumed to continue to contribute 100% of the actuarially determined contribution rate. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore the long-term expected rate of return was applied to all periods of projected benefit payments to determine the total pension liability.

Changes in Net Pension Liability

	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a) – (b)
Balances at June 30, 2023	\$ 35,195,003	\$ 33,821,185	\$ 1,373,818
Changes for the year:			
Service cost	922,225	-	922,225
Interest	2,366,326	-	2,366,326
Differences between expected and actual experience	889,553	-	889,553
Contributions – employer	-	848,599	(848,599)
Contributions – employee	-	421,150	(421,150)
Net investment income (loss)	-	3,250,752	(3,250,752)
Benefit payments, including refunds of employee contributions	(2,121,099)	(2,121,099)	-
Administrative expenses	-	(21,917)	21,917
Other changes	-	659	(659)
Net changes	2,057,005	2,378,144	(321,139)
Balances at June 30, 2024	\$ 37,252,008	\$ 36,199,329	\$ 1,052,679

(Continued)

TOWN OF WARRENTON
NOTES TO FINANCIAL STATEMENTS
June 30, 2025

Note 8. Defined Benefit Pension Plan (Continued)

Sensitivity of the Net Pension Liability (Asset) to Changes in the Discount Rate

The following presents the net pension liability (asset) of the Political Subdivision using the discount rate of 6.75%, as well as what the Political Subdivision's net pension liability (asset) would be if it were calculated using a discount rate that is one percentage point lower (5.75%) or one percentage point higher (7.75%) than the current rate:

	1.00% Decrease (5.75%)	Current Discount Rate (6.75%)	1.00% Increase (7.75%)
Political Subdivision's net pension liability (asset)	\$ 5,302,466	\$ 1,052,679	\$ (2,483,825)

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

For the year ended June 30, 2025, the Political Subdivision recognized pension expense of \$297,036. At June 30, 2025, the political subdivision reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 598,903	\$ -
Net difference between projected and actual earnings on pension plan investments	-	955,657
Employer contributions subsequent to the measurement date	931,680	-
Total	\$ 1,530,583	\$ 955,657

TOWN OF WARRENTON
NOTES TO FINANCIAL STATEMENTS
June 30, 2025

Note 8. Defined Benefit Pension Plan (Continued)

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

The \$931,680 reported as deferred outflows of resources related to pensions resulting from the Political Subdivision's contributions subsequent to the measurement date will be recognized as a reduction of the Net Pension Liability in the fiscal year ending June 30, 2026. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ending June 30,	Effect on Pension Expense
2026	\$ (444,618)
2027	468,014
2028	(180,697)
2029	(199,453)
2030	-
Thereafter	-

Pension Plan Data

Information about the VRS Political Subdivision Retirement Plans is also available in the separately issued VRS 2024 Annual Report. A copy of the 2024 VRS Annual Report may be downloaded from the VRS website at varetire.org/media/shared/pdf/publications/2024-annual-report.pdf, or by writing to the System's Chief Financial Officer at P.O. Box 2500, Richmond, VA, 23218-2500.

Payables to the Pension Plan

At June 30, 2025, \$110,118 was payable to the Virginia Retirement System for the legally required contributions related to June 2025 payroll.

Note 9. Other Postemployment Benefits Liability – Virginia Retirement System Plans

In addition to their participation in the pension plans offered through the VRS, the Town also participates in a cost-sharing multi-employer other postemployment benefit plan, described as follows:

Plan Descriptions

Group Life Insurance Program

All full-time employees of political subdivisions are automatically covered by the VRS Group Life Insurance (GLI) Program upon employment.

(Continued)

TOWN OF WARRENTON
NOTES TO FINANCIAL STATEMENTS
June 30, 2025

Note 9. Other Postemployment Benefits Liability – Virginia Retirement System Plans (Continued)

Plan Descriptions (Continued)

Group Life Insurance Program (Continued)

In addition to the Basic Group Life Insurance Benefit, members are also eligible to elect additional coverage for themselves as well as a spouse or dependent children through the Optional Group Life Insurance Program. For members who elect the optional group life insurance coverage, the insurer bills employers directly for the premiums. Employers deduct these premiums from members' paychecks and pay the premiums to the insurer. Since this is a separate and fully insured program, it is not included as part of the GLI Program OPEB.

Specific information for the GLI is available at <https://www.varetire.org/benefits-and-programs/benefits/life-insurance/>.

The GLI is administered by the VRS along with pensions and other OPEB plans, for public employer groups in the Commonwealth of Virginia. This Plan is considered a multiple-employer, cost-sharing plan.

Contributions

Contributions to the VRS OPEB programs were based on actuarially determined rates from actuarial valuations as of June 30, 2023. The actuarially determined rates were expected to finance the cost of benefits earned by employees during the year, with an additional amount to fund any unfunded accrued liability, with the exception of GLI which was also combined with employee contributions. Specific details related to the contributions for the VRS OPEB programs are as follows:

Group Life Insurance Program

Governed by:	<i>Code of Virginia 51.1-506 and 51.1-508 and may be impacted as a result of funding provided to school divisions and governmental agencies by the Virginia General Assembly.</i>
Total rate:	1.18% of covered employee compensation. Rate allocated 60/40; 0.71% employee and 0.47% employer. Employers may elect to pay all or part of the employee contribution.
June 30, 2025 Contribution	\$45,424
June 30, 2024 Contribution	\$42,097

(Continued)

TOWN OF WARRENTON
NOTES TO FINANCIAL STATEMENTS
June 30, 2025

Note 9. Other Postemployment Benefits Liability – Virginia Retirement System Plans (Continued)

OPEB Liability, OPEB Expense, and Deferred Inflows and Outflows of Resources Related to OPEB

The net OPEB liability was measured as of June 30, 2024 and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation performed as of June 30, 2023 and rolled forward to the measurement date of June 30, 2024. The covered employer's proportion of the net OPEB liability was based on the covered employer's actuarially determined employer contributions for the year ended June 30, 2024 relative to the total of the actuarially determined employer contributions for all participating employers.

Group Life Insurance Program

June 30, 2025 proportionate share of liability	\$	394,813
June 30, 2024 proportion		0.0354 %
June 30, 2023 proportion		0.0331 %
June 30, 2025 expense	\$	18,876

Since there was a change in proportionate share between measurement dates, a portion of the OPEB expense above was related to deferred amount from changes in proportion.

At June 30, 2025, the Town reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources.

Group Life Insurance Program

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 62,271	\$ 9,644
Change in assumptions	2,250	19,566
Net difference between projected and actual earnings on OPEB plan investments	-	33,279
Changes in proportion	39,306	1,467
Employer contributions subsequent to the measurement date	<u>45,424</u>	<u>-</u>
Total	<u>\$ 149,251</u>	<u>\$ 63,956</u>

The deferred outflows of resources related to OPEB resulting from the Town's contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB Liability in the fiscal year ending June 30, 2026. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense in future reporting periods as follows:

(Continued)

TOWN OF WARRENTON
NOTES TO FINANCIAL STATEMENTS
June 30, 2025

Note 9. Other Postemployment Benefits Liability – Virginia Retirement System Plans (Continued)

OPEB Liability, OPEB Expense and Deferred Inflows and Outflows of Resources Related to OPEB (Continued)

Group Life Insurance Program

Year Ending June 30,	Effect on OPEB Expense
2026	\$ (6,404)
2027	16,819
2028	8,388
2029	10,809
2030	10,259
Thereafter	-

Actuarial Assumptions and Other Inputs

The total OPEB liability was determined using the following assumptions based on an actuarial valuation date of June 30, 2023, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2024:

Inflation	2.5%
Salary increases, including inflation:	
• Locality – general employees	3.50 – 5.35%
• Locality – hazardous duty employees	3.50 – 4.75%
Healthcare cost trend rates:	
• Under age 65	7.25 – 4.25%
• Ages 65 and older	6.50 – 4.25%
Investment rate of return, net of expenses, including inflation	GLI: 6.75%

Mortality rates used for the various VRS OPEB plans are the same as those used for the actuarial valuations of the VRS pension plans. The mortality rates are discussed in detail at Note 8.

(Continued)

TOWN OF WARRENTON
NOTES TO FINANCIAL STATEMENTS
June 30, 2025

Note 9. Other Postemployment Benefits Liability – Virginia Retirement System Plans (Continued)

Net OPEB Liability

The net OPEB liability represents each program's total OPEB liability determined in accordance with GASB Statement No. 74, less the associated fiduciary net position. As of the measurement date of June 30, 2024, net OPEB liability amounts for the various VRS OPEB programs are as follows (amounts expressed in thousands):

	<u>Group Life Insurance Program</u>
Total OPEB liability	\$ 4,196,055
Plan fiduciary net position	3,080,133
Employers' net OPEB liability	1,115,922
Plan fiduciary net position as a percentage of total OPEB liability	73.41 %

The total liability is calculated by the VRS actuary and each plan's fiduciary net position is reported in the VRS financial statements. The net OPEB liability is disclosed in accordance with the requirements of GASB Statement No. 74 in the VRS notes to the financial statements and required supplementary information.

Long-Term Expected Rate of Return

Group Life Insurance Program

The long-term expected rate of return on VRS investments was determined using the method described in Note 8.

Discount Rate

The discount rate used to measure the GLI OPEB liabilities was 6.75%. The projection of cash flows used to determine the discount rate assumed that System member contributions will be made in accordance with the VRS funding policy at rates equal to the actuarially determined contribution rates adopted by the VRS Board of Trustees. Through the fiscal year ending June 30, 2024, the rate contributed by the employer for the OPEB liabilities will be subject to the portion of the VRS Board-certified rates that are funded by the Virginia General Assembly which was 113% of the actuarially determined contribution rate for GLI and 100% of the actuarially determined contribution rate for all other OPEB plans. From July 1, 2024 on, participating employers are assumed to contribute 100% of the actuarially determined contribution rates. Based on those assumptions, the OPEB plans' fiduciary net position was projected to be available to make all projected future benefit payments of eligible employees. Therefore the long-term expected rate of return was applied to all periods of projected benefit payments to determine the total OPEB liability.

TOWN OF WARRENTON
NOTES TO FINANCIAL STATEMENTS
June 30, 2025

Note 9. Other Postemployment Benefits Liability – Virginia Retirement System Plans (Continued)

Sensitivity of the Net OPEB Liability to Changes in the Discount Rate

The following presents the net OPEB liability of the Town, as well as what the Town's net OPEB liability would be if it were calculated using a discount rate that is one percentage point lower (5.75%) or one percentage point higher (7.75%) than the current discount rate:

	1.00% Decrease (5.75%)	Current Discount Rate (6.75%)	1.00% Increase (7.75%)
GLI Net OPEB liability	\$ 613,986	\$ 394,813	\$ 217,751

OPEB Plan Fiduciary Net Position

Information about the various VRS OPEB plan fiduciary net position is available in the separately issued VRS 2024 Annual Comprehensive Financial Report (Annual Report). A copy of the 2024 VRS Annual Report may be downloaded from the VRS website at <https://www.varetire.org/media/shared/pdf/publications/2024-annual-report.pdf>, or by writing to the System's Chief Financial Officer at P.O. Box 2500, Richmond, VA, 23218-2500.

Payables to the OPEB Plan

At June 30, 2025, \$9,250 was payable to the Virginia Retirement System for the legally required contributions related to June 2025 payroll.

Note 10. Property Taxes

The town collects real property taxes semi-annually and personal property taxes annually. Assessments are the responsibility of Fauquier County, while billing and collection are the Town's responsibilities. Town Council adopts tax rates in April of each year as part of the budget process. Real property taxes are levied as of January 1st and July 1st and are due on June 15th and December 15th each year. Penalties accrue on unpaid balances at this date. Interest is charged on unpaid balances beginning December 16th and June 16th. Unpaid real property taxes constitute a lien against the property.

The effective tax rates per \$100 of assessed value for the year ended June 30, 2025 were as follows:

Real estate	\$ 0.0550
Personal property	1.00

(Continued)

TOWN OF WARRENTON
NOTES TO FINANCIAL STATEMENTS
June 30, 2025

Note 11. Risk Management

The Town is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters for which the Town carries commercial insurance. The Town also provides a risk management program for workers' compensation. Premiums are paid by the general fund and all other funds and are available to pay claims, claim reserves, and administrative costs of the program.

The Town is a member of the Virginia Risk Sharing Association ("Association" or "VRSA") for workers' compensation. This program is administered by a servicing contractor, which furnishes claims review and processing.

Each Association member jointly and severally agrees to assume, pay, and discharge any liability. The Town pays VRSA contributions and assessments based upon classification and rates into a designated cash reserve fund out of which expenses of the Association and claims and awards are to be paid. In the event of a loss deficit and depletion of all available excess insurance, the Association may assess all members in the proportion which the premium of each bears to the total premiums of all members in the year in which such deficit occurs. Settled claims resulting from these risks have not exceeded commercial insurance in any of the past three fiscal years.

The Town has a contingent liability to pay for two acres of donated land. The Town is currently in discussions with that entity to determine an acceptable price and has engaged the services of a land appraiser. As the value is not yet known, the asset and related liability has not been recorded. This amount would presumably be paid from utility department funds.

Note 12. Fund Balance

Fund balance is classified as nonspendable, restricted, committed, assigned, and/or unassigned based primarily on the extent to which the Town is bound to observe constraints imposed upon the use of the resources in the governmental funds. The constraints placed on fund balances are presented below:

	<u>General Fund</u>	<u>Perpetual Care Fund</u>
Nonspendable:		
Inventories	\$ 202,603	\$ -
Prepays	270,670	-
Permanent fund principal	-	724,249
	<u>473,273</u>	<u>724,249</u>
Total nonspendable		
	473,273	724,249
Restricted for:		
Public safety	99,092	-
Public works	118,847	-
Parks, recreation, and cultural	131,559	-
	<u>349,498</u>	<u>-</u>
Total restricted		
	349,498	-

(Continued)

TOWN OF WARRENTON
NOTES TO FINANCIAL STATEMENTS
June 30, 2025

Note 12. Fund Balance (Continued)

	<u>General Fund</u>	<u>Perpetual Care Fund</u>
Committed to:		
General government administration	\$ 1,611,068	\$ -
Public safety	40,000	-
Public works	454	-
Community development	502,473	-
	<hr/>	<hr/>
Total committed	2,153,995	-
	<hr/>	<hr/>
Assigned for:		
General government administration	871,429	-
Public safety	7,593	-
Public works	2,803,273	-
Parks, recreation, and cultural	447,779	-
Community development	42,557	-
	<hr/>	<hr/>
Total assigned	4,172,631	-
	<hr/>	<hr/>
Unassigned	10,124,877	-
	<hr/>	<hr/>
Total fund balance	<u>\$ 17,274,234</u>	<u>\$ 724,249</u>

Note 13. Interfund Transfers

Interfund transfers totaling \$3,267,832 from the general fund to water and sewer were to allocate ARPA funds to pay for a deed of release of a restrictive covenant on the wastewater treatment plant property.

Note 14. New Accounting Standards

In April 2024, the GASB issued Statement No. 103, *Financial Reporting Model Improvements*. This statement improves key components of the financial reporting model to enhance its effectiveness in providing information that is essential for decision making and assessing a government's accountability as well as addresses certain application issues. The requirements of this Statement are effective for reporting periods beginning after June 15, 2025.

In September 2024, the GASB issued Statement No. 104, *Disclosure of Certain Capital Assets*. This statement requires certain information regarding capital assets to be presented by major class. Certain types of capital assets are to be disclosed separately in the capital assets note disclosures required by Statement No. 34. The requirements of this Statement are effective for reporting periods beginning after June 15, 2025.

Management has not determined the effects these new GASB Statements may have on prospective financial statements.

REQUIRED SUPPLEMENTARY INFORMATION

TOWN OF WARRENTON, VIRGINIA

REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF CHANGES IN NET PENSION LIABILITY AND RELATED RATIOS
June 30, 2025

	Plan Year									
	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
Total Pension Liability										
Service cost	\$ 922,225	\$ 771,729	\$ 703,886	\$ 667,621	\$ 602,517	\$ 597,882	\$ 609,378	\$ 626,535	\$ 549,156	\$ 554,234
Interest on total pension liability	2,366,326	2,260,268	2,235,562	2,072,646	2,035,384	1,988,551	1,928,572	1,867,389	1,757,379	1,735,822
Changes in benefit terms	-	184,607	-	-	-	-	-	-	-	-
Difference between expected and actual experience	889,553	228,854	(667,626)	(256,376)	(343,660)	(197,736)	(257,353)	(115,353)	546,204	(714,305)
Changes in assumptions	-	-	-	1,239,023	-	831,502	-	(242,841)	-	-
Benefit payments, including refunds of employee contributions	(2,121,099)	(1,928,346)	(2,018,975)	(2,007,467)	(1,476,964)	(1,471,488)	(1,376,036)	(1,147,327)	(1,415,015)	(1,120,580)
Net change in total pension liability	2,057,005	1,517,112	252,847	1,715,447	817,277	1,748,711	904,561	988,403	1,437,724	455,171
Total pension liability – beginning	35,195,003	33,677,891	33,425,044	31,709,597	30,892,320	29,143,609	28,239,048	27,250,645	25,812,921	25,357,750
Total pension liability – ending	37,252,008	35,195,003	33,677,891	33,425,044	31,709,597	30,892,320	29,143,609	28,239,048	27,250,645	25,812,921
Plan Fiduciary Net Position										
Contributions – employer	848,599	743,226	573,545	543,391	595,698	548,360	624,250	599,222	674,647	626,449
Contributions – employee	421,150	352,304	330,374	363,817	303,368	276,647	288,459	287,136	272,659	244,243
Net investment income (loss)	3,250,752	2,077,690	(17,340)	7,401,000	525,712	1,746,991	1,846,307	2,751,413	387,291	1,004,740
Benefit payments, including refunds of employee contributions	(2,121,099)	(1,928,346)	(2,018,975)	(2,007,467)	(1,476,964)	(1,471,488)	(1,376,036)	(1,147,327)	(1,415,015)	(1,120,580)
Administrative expenses	(21,917)	(20,946)	(21,207)	(18,952)	(17,954)	(17,517)	(16,001)	(15,827)	(14,267)	(13,787)
Other	659	837	766	693	(619)	(1,099)	(1,642)	(2,452)	(166)	(211)
Net change in plan fiduciary net position	2,378,144	1,224,765	(1,152,837)	6,282,482	(70,759)	1,081,894	1,365,337	2,472,165	(94,851)	740,854
Plan fiduciary net position – beginning	33,821,185	32,596,420	33,749,257	27,466,775	27,537,534	26,455,640	25,090,303	22,618,138	22,712,989	21,972,135
Plan fiduciary net position – ending	36,199,329	33,821,185	32,596,420	33,749,257	27,466,775	27,537,534	26,455,640	25,090,303	22,618,138	22,712,989
Net pension liability (asset) – ending	\$ 1,052,679	\$ 1,373,818	\$ 1,081,471	\$ (324,213)	\$ 4,242,822	\$ 3,354,786	\$ 2,687,969	\$ 3,148,745	\$ 4,632,507	\$ 3,099,932
Plan fiduciary net position as a percentage of total pension liability	97.17%	96.10%	96.79%	100.97%	86.62%	89.14%	90.78%	88.85%	83.00%	87.99%
Covered payroll	\$ 9,070,964	\$ 7,787,056	\$ 7,024,502	\$ 6,575,385	\$ 6,450,476	\$ 5,882,031	\$ 5,992,800	\$ 5,666,307	\$ 5,278,343	\$ 4,878,431
Net pension liability as a percentage of covered payroll	11.60%	17.64%	15.40%	-4.93%	65.78%	57.03%	44.85%	55.57%	87.76%	63.54%

The plan years above are reported in the entity's financial statements in the fiscal year following the plan year – i.e., plan year 2015 information was presented in the entity's fiscal year 2016 financial report.

Item B.

The Notes to Required Supplementary Information are an integral part of this statement.

EXHIBIT 14

TOWN OF WARRENTON, VIRGINIA

REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF EMPLOYER PENSION CONTRIBUTIONS
June 30, 2025

Entity Fiscal Year Ended June 30,	Contractually Required Contribution	Contributions in Relation to Contractually Required Contribution	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
2025	\$ 931,690	\$ 931,690	\$ -	\$ 9,664,732	9.64 %
2024	848,599	848,599	-	9,070,964	9.36
2023	743,226	743,226	-	7,787,056	9.54
2022	636,584	636,584	-	7,024,502	9.06
2021	595,096	595,096	-	6,575,385	9.05
2020	595,698	595,698	-	6,450,476	9.23
2019	548,360	548,360	-	5,882,031	9.32
2018	624,250	624,250	-	5,992,800	10.42
2017	599,222	599,222	-	5,666,307	10.58
2016	679,851	679,851	-	5,278,343	12.88

The covered payroll amounts above are for the Town's fiscal year – i.e., the covered payroll on which required contributions were based for the same year.

EXHIBIT 15

TOWN OF WARRENTON, VIRGINIA

REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF EMPLOYER'S SHARE OF NET OPEB LIABILITY – VRS GLI
June 30, 2025

Entity Plan Year Ended June 30,	Employer's Proportion of the Net OPEB Liability	Employer's Proportionate Share of the Net OPEB Liability	Employer's Covered Payroll	Employer's Proportionate Share of the Net OPEB Liability as a Percentage of its Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total OPEB Liability
Virginia Retirement System – Group Life Insurance – General Employees					
2024	0.04 %	\$ 394,813	\$ 9,070,964	4.35 %	73.41 %
2023	0.03	396,973	7,787,056	5.10	69.30
2022	0.03	388,803	7,024,502	5.53	67.21
2021	0.03	371,985	6,575,385	5.66	67.45
2020	0.03	523,681	6,450,476	8.12	52.64
2019	0.03	488,994	5,882,031	8.31	52.00
2018	0.03	478,000	5,992,800	7.98	51.22
2017	0.03	463,000	5,666,307	8.17	48.86

Schedule is intended to show information for 10 years. Since 2017 was the first year for this presentation, no earlier data is available. However, additional years will be included as they become available.

The covered payroll amounts above are for the measurement period, which is the twelve months prior to the entity's fiscal year.

EXHIBIT 16

TOWN OF WARRENTON, VIRGINIA

REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF EMPLOYER OPEB CONTRIBUTIONS – VRS GLI
June 30, 2025

Entity Fiscal Year Ended June 30,	Contractually Required Contribution	Contributions in Relation to Contractually Required Contribution	Contribution Deficiency (Excess)	Employer's Covered Payroll	Contributions as a Percentage of Covered Payroll
Virginia Retirement System – Group Life Insurance – General Employees					
2025	\$ 45,424	\$ 45,424	\$ -	\$ 9,664,732	0.47 %
2024	42,097	42,097	-	9,070,964	0.46
2023	37,932	37,932	-	7,787,056	0.49
2022	35,624	35,624	-	7,024,502	0.51
2021	33,582	33,582	-	6,575,385	0.51
2020	30,628	30,628	-	6,450,476	0.47
2019	30,000	30,000	-	5,882,031	0.51
2018	31,120	31,120	-	5,992,800	0.52

Schedule is intended to show information for 10 years. Since 2018 is the first year for this presentation, no earlier data is available. However, additional years will be included as they become available.

The covered payroll amounts above are for the entity's fiscal year — i.e., the covered payroll on which required contributions were based for the same year.

TOWN OF WARRENTON, VIRGINIA

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION June 30, 2025

Note 1. Changes of Benefit Terms

Pension

There have been no actuarially material changes to the Virginia Retirement System (the “System”) benefit provisions since the prior actuarial valuation.

Other Postemployment Benefits (OPEB)

There have been no actuarially material changes to the System benefit provisions since the prior actuarial valuation.

Note 2. Changes of Assumptions

The actuarial assumptions used in the June 30, 2022, valuation were based on the results of an actuarial experience study for the period from July 1, 2016 through June 30, 2020. Changes to the actuarial assumptions as a result of the experience study and VRS Board action are as follows:

Largest 10 – Non-Hazardous Duty:

- Update mortality table to PUB2010 public sector mortality tables. For future mortality improvements, replace load with a modified Mortality Improvement Scale MP-2020.
- Adjusted retirement rates to better fit experience for Plan 1; set separate rates based on experience for Plan2/Hybrid; changed final retirement age from 75 to 80 for all.
- Adjusted withdrawal rates to better fit experience at each age and service through 9 years of service.
- No change to disability rates.
- No change to salary scale.
- No change to line of duty rates.
- No change to discount rate.

Largest 10 – Hazardous Duty/Public Safety Employees:

- Update mortality table to PUB2010 public sector mortality tables. Increase disability life expectancy. For future mortality improvements, replace load with a modified Mortality Improvement Scale MP-2020.
- Adjusted retirement rates to better fit experience and changed final retirement age from 65 to 70.
- Decreased withdrawal rates.
- No change to disability rates.
- No change to salary scale.
- No change to line of duty rates.
- No change to discount rate.

TOWN OF WARRENTON, VIRGINIA

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION June 30, 2025

Note 2. Changes of Assumptions (Continued)

All Others (Non 10 Largest) – Non-Hazardous Duty:

- Update mortality table to PUB2010 public sector mortality tables. For future mortality improvements, replace load with a modified Mortality Improvement Scale MP-2020.
- Adjusted retirement rates to better fit experience for Plan 1; set separate rates based on experience for Plan2/Hybrid; changed final retirement age from 75 to 80 for all.
- Adjusted withdrawal rates to better fit experience at each age and service through 9 years of service.
- No change to disability rates.
- No changes to salary scale.
- No change to line of duty rates.
- No change to discount rate.

All Others (Non 10 Largest) – Hazardous Duty/Public Safety Employees:

- Update mortality table to PUB2010 public sector mortality tables. Increased disability life expectancy. For future mortality improvements, replace load with a modified Mortality Improvement Scale MP-2020.
- Adjusted retirement rates to better fit experience and changed final retirement age from 65 to 70.
- Decreased withdrawal rates and changed from rates based on age and service to rates based on service only to better fit experience and to be more consistent with Locals Largest 10 Hazardous Duty.
- No change to disability rates.
- No change to salary scale.
- No change to line of duty rates.
- No change to discount rate.

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OTHER SUPPLEMENTARY INFORMATION

EXHIBIT 17

TOWN OF WARRENTON, VIRGINIA

SCHEDULE OF REVENUES – BUDGET AND ACTUAL –
GENERAL FUND

Year Ended June 30, 2025

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
Revenue from local sources:				
General property taxes:				
Real property taxes	\$ 824,266	\$ 824,266	\$ 1,023,669	\$ 199,403
Real and personal public service corporation taxes	8,417	8,417	24,413	15,996
Personal property taxes	730,000	730,000	756,442	26,442
Penalties	27,000	27,000	27,767	767
Interest	8,000	8,000	13,671	5,671
Total general property taxes	1,597,683	1,597,683	1,845,962	248,279
Other local taxes:				
Local sales and use taxes	1,050,000	1,050,000	1,126,910	76,910
Consumers' utility taxes	480,330	480,330	455,034	(25,296)
Business license taxes	2,300,000	2,300,000	2,461,073	161,073
Consumption taxes	53,276	53,276	86,151	32,875
Motor vehicle licenses	220,000	220,000	214,248	(5,752)
Bank stock taxes	1,200,000	1,200,000	914,685	(285,315)
Hotel and motel room taxes	280,000	280,000	301,079	21,079
Restaurant food tax	5,500,000	5,500,000	5,662,681	162,681
Cigarette tax	319,000	319,000	270,151	(48,849)
Total other local taxes	11,402,606	11,402,606	11,492,012	89,406
Permits, privilege fees, and regulatory licenses:				
Permits and other licenses	185,132	185,132	274,778	89,646
Fines and forfeitures:				
Court fines and forfeitures	77,500	77,500	88,541	11,041
Revenue from use of money: and property:				
Revenue from use of money	800,000	800,000	836,764	36,764
Total revenue from use of money and property	800,000	800,000	836,764	36,764
Charges for services:				
Warf – recreation	1,085,018	1,085,018	1,111,345	26,327
Miscellaneous revenue:				
Miscellaneous	186,845	244,814	350,553	105,739
Total revenue from local sources	15,334,784	15,392,753	15,999,955	607,202

(Continued)

EXHIBIT 17

TOWN OF WARRENTON, VIRGINIA

**SCHEDULE OF REVENUES – BUDGET AND ACTUAL –
GENERAL FUND
Year Ended June 30, 2025**

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
Revenue from the Commonwealth:				
Non-categorical aid:				
Motor vehicle rental tax	\$ 130,000	\$ 130,000	\$ 147,668	\$ 17,668
Rolling stock tax	77	77	85	8
Communications tax	400,000	400,000	349,544	(50,456)
Personal property tax relief funds	718,492	718,492	718,492	-
	<u>1,248,569</u>	<u>1,248,569</u>	<u>1,215,789</u>	<u>(32,780)</u>
Total non-categorical aid				
Categorical aid:				
Other categorical aid:				
Litter control grant	6,589	6,589	4,313	(2,276)
DCJS grants for law enforcement	254,012	254,012	263,107	9,095
Bluemont series grant	4,500	4,500	-	(4,500)
Street and highway maintenance	1,859,564	2,488,223	1,910,956	(577,267)
State forfeiture proceeds	3,468	3,468	13,038	9,570
Police department	-	-	7,952	7,952
VDOT revenue sharing	-	73,002	-	(73,002)
Fire program	45,281	45,281	51,541	6,260
	<u>2,173,414</u>	<u>2,875,075</u>	<u>2,250,907</u>	<u>(624,168)</u>
Total categorical aid				
Total revenue from the Commonwealth	<u>3,421,983</u>	<u>4,123,644</u>	<u>3,466,696</u>	<u>(656,948)</u>
Revenue from the Federal Government:				
Categorical aid:				
Department of justice grant	-	912,390	115,424	(796,966)
CSLFRF funding	164,467	164,467	4,000,335	3,835,868
	<u>164,467</u>	<u>1,076,857</u>	<u>4,115,759</u>	<u>3,038,902</u>
Total revenue from the Federal Government				
Other financing sources:				
Issuance of lease and subscription liabilities	-	-	340,877	340,877
	<u>-</u>	<u>-</u>	<u>340,877</u>	<u>340,877</u>
Total other financing sources				
Total general fund	<u>\$ 18,921,234</u>	<u>\$ 20,593,254</u>	<u>\$ 23,923,287</u>	<u>\$ 3,330,033</u>

EXHIBIT 18

TOWN OF WARRENTON, VIRGINIA

**SCHEDULE OF EXPENDITURES – BUDGET AND ACTUAL –
GENERAL FUND
Year Ended June 30, 2025**

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
General government administration:				
Legislative	\$ 250,554	\$ 308,056	\$ 303,508	\$ 4,548
Executive	239,651	234,201	228,669	5,532
Legal services	350,000	350,000	328,767	21,233
Finance	932,083	988,273	917,131	71,142
Memberships and dues	9,472	9,472	8,259	1,213
Health and welfare	2,307,701	2,392,634	1,795,565	597,069
Electoral board	15,000	58,167	58,167	-
Data processing	-	-	1,508	(1,508)
	<u>4,104,461</u>	<u>4,340,803</u>	<u>3,641,574</u>	<u>699,229</u>
Total general government administration				
Public safety:				
Department of police	3,600,885	3,628,285	3,512,238	116,047
Fire and rescue services	45,281	-	-	-
Bureau of building inspections	741,044	923,478	842,788	80,690
Emergency services	75,151	92,530	42,026	50,504
	<u>4,462,361</u>	<u>4,644,293</u>	<u>4,397,052</u>	<u>247,241</u>
Total public safety				
Public works:				
Public works administration	523,853	525,853	508,780	17,073
Bureau of street maintenance	1,568,021	1,582,791	1,221,730	361,061
Arterial street maintenance	430,300	317,915	231,441	86,474
Collector street maintenance	366,900	674,796	598,452	76,344
Refuse collection	491,304	491,304	534,185	(42,881)
Cemetery maintenance	158,826	183,863	173,812	10,051
Recycling program	116,187	116,187	105,394	10,793
Maintenance, buildings, and grounds	1,696,562	1,835,707	1,586,922	248,785
	<u>5,351,953</u>	<u>5,728,416</u>	<u>4,960,716</u>	<u>767,700</u>
Total public works				
Health and welfare:				
Welfare/social services	369,575	414,856	421,116	(6,260)
Parks, recreation, and cultural:				
Aquatic center	1,938,633	2,077,369	2,111,818	(34,449)
Parks	264,014	266,850	249,535	17,315
Parks and recreation – administration	483,658	483,170	477,068	6,102
Cultural enrichment	87,388	87,388	87,388	-
	<u>2,773,693</u>	<u>2,914,777</u>	<u>2,925,809</u>	<u>(11,032)</u>
Total parks, recreation, and cultural				

EXHIBIT 18

TOWN OF WARRENTON, VIRGINIA

**SCHEDULE OF EXPENDITURES – BUDGET AND ACTUAL –
GENERAL FUND
Year Ended June 30, 2025**

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
Community development:				
Planning and zoning	\$ 505,072	\$ 1,567,506	\$ 518,441	\$ 1,049,065
Visitor's center	73,319	73,319	38,314	35,005
Zoning appeals board	2,750	17,750	3,242	14,508
Economic development	189,519	189,519	170,301	19,218
Architectural review board	6,595	6,595	5,512	1,083
Total community development	<u>777,255</u>	<u>1,854,689</u>	<u>735,810</u>	<u>1,118,879</u>
Capital outlay:				
Capital outlay	<u>3,499,002</u>	<u>15,308,824</u>	<u>4,511,867</u>	<u>10,796,957</u>
Debt service:				
Principal	557,088	557,088	611,716	(54,628)
Interest	<u>297,972</u>	<u>297,972</u>	<u>299,687</u>	<u>(1,715)</u>
Total debt service	<u>855,060</u>	<u>855,060</u>	<u>911,403</u>	<u>(56,343)</u>
Other financing uses:				
Transfers out	<u>-</u>	<u>-</u>	<u>3,267,832</u>	<u>(3,267,832)</u>
Total general fund	<u>\$ 22,193,360</u>	<u>\$ 36,061,718</u>	<u>\$ 25,773,179</u>	<u>\$ 10,288,539</u>

STATISTICAL SECTION

This part of the Town of Warrenton's annual comprehensive financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the Town's overall financial health.

<u>Contents</u>	<u>Table</u>
Financial Trends These tables contain trend information to help the reader understand how the Town's financial performance and well-being have changed over time.	1-4
Revenue Capacity These tables contain information to help the reader assess the factors affecting the Town's ability to generate its property and sales taxes.	5-12
Debt Capacity These tables present information to help the reader assess the affordability of the Town's current levels of outstanding debt and the Town's ability to issue additional debt in the future.	13-16
Demographic and Economic Information These tables offer demographic and economic indicators to help the reader understand the environment within which the Town's financial activities take place and to help make comparisons over time and with other governments.	17-18
Operating Information These schedules contain information about the Town's operations and resources to help the reader understand how the Town's financial information relates to the services it provides and the activities it performs.	19-21

Sources: Unless otherwise noted, the information in these tables is derived from the annual comprehensive financial reports for the relevant year.

TOWN OF WARRENTON, VIRGINIA

**NET POSITION BY COMPONENT
LAST TEN FISCAL YEARS
(Accrual Basis of Accounting)**

	Fiscal Year									
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Governmental activities										
Net investment in capital assets	\$ 40,859,457	\$ 39,510,889	\$ 38,788,308	\$ 38,111,853	\$ 37,683,553	\$ 35,719,844	\$ 34,401,208	\$ 33,258,007	\$ 33,552,157	\$ 35,071,065
Restricted	594,800	1,159,023	1,154,623	910,053	920,523	879,148	1,123,916	929,200	1,040,379	1,073,747
Unrestricted	9,737,204	9,348,761	9,197,065	9,902,354	9,920,549	11,139,602	12,123,997	15,244,819	16,856,619	15,956,011
Total governmental activities net position	\$ 51,191,461	\$ 50,018,673	\$ 49,139,996	\$ 48,924,260	\$ 48,524,625	\$ 47,738,594	\$ 47,649,121	\$ 49,432,026	\$ 51,449,155	\$ 52,100,823
Business-type activities										
Net investment in capital assets	\$ 18,957,111	\$ 18,022,962	\$ 17,336,839	\$ 18,259,451	\$ 17,364,417	\$ 19,595,398	\$ 19,194,441	\$ 20,282,634	\$ 23,085,133	\$ 26,651,622
Restricted	-	157,747	174,636	205,247	222,456	234,421	331,724	270,411	298,161	333,501
Unrestricted	4,097,907	5,958,671	6,664,583	6,163,356	7,248,156	5,771,160	6,278,560	5,138,767	4,156,650	5,336,498
Total business-type activities net position	\$ 23,055,018	\$ 24,139,380	\$ 24,176,058	\$ 24,628,054	\$ 24,835,029	\$ 25,600,979	\$ 25,804,725	\$ 25,691,812	\$ 27,539,944	\$ 32,321,621
Primary government										
Net investment in capital assets	\$ 59,816,568	\$ 57,533,851	\$ 56,125,147	\$ 56,371,304	\$ 55,047,970	\$ 55,315,242	\$ 53,595,649	\$ 53,540,641	\$ 56,637,290	\$ 61,722,687
Restricted	594,800	1,316,770	1,329,259	1,115,300	1,142,979	1,113,569	1,455,640	1,199,611	1,338,540	1,407,248
Unrestricted	13,835,111	15,307,432	15,861,648	16,065,710	17,168,705	16,910,762	18,402,557	20,383,586	21,013,269	21,292,509
Total primary government net position	\$ 74,246,479	\$ 74,158,053	\$ 73,316,054	\$ 73,552,314	\$ 73,359,654	\$ 73,339,573	\$ 73,453,846	\$ 75,123,838	\$ 78,989,099	\$ 84,422,444

Note: GASB Statements No. 68 and 75 were adopted in fiscal year 2015 and 2018, respectively. Prior years were not restated for the impact of these statements.

TOWN OF WARRENTON, VIRGINIA

**CHANGES IN NET POSITION
LAST TEN FISCAL YEARS
(Accrual Basis of Accounting)**

	Fiscal Year									
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Expenses										
Governmental activities:										
General government	\$ 1,753,257	\$ 1,065,479	\$ 1,245,681	\$ 1,373,604	\$ 1,597,253	\$ 1,860,468	\$ 2,186,451	\$ 2,208,282	\$ 3,310,650	\$ 3,700,780
Public safety	3,612,887	4,118,389	4,070,378	3,754,801	4,116,850	4,683,874	4,715,140	4,945,463	4,463,997	4,584,697
Public works	4,727,802	5,062,855	4,890,072	5,925,684	5,351,067	5,058,972	4,779,200	6,589,800	6,457,419	6,459,937
Health and welfare	120,505	117,164	133,891	161,934	177,910	183,565	173,245	259,011	611,232	421,116
Parks, recreation, and cultural	2,366,743	3,155,724	2,719,536	2,782,463	2,569,659	2,502,658	2,871,147	3,138,550	3,317,490	3,651,465
Community development	638,788	803,021	935,243	995,959	1,062,002	923,715	713,617	622,434	589,062	701,339
Interest on long-term debt	286,949	269,932	269,121	264,935	391,806	337,397	452,079	169,128	155,954	144,205
Total governmental activities expenses	13,506,931	14,592,564	14,263,922	15,259,380	15,266,547	15,550,649	15,890,879	17,932,668	18,905,804	19,663,539
Business-type activities:										
Water and sewer	5,492,546	5,211,692	5,625,153	5,826,426	6,027,732	5,980,736	6,369,617	7,273,756	7,623,281	8,420,468
Stormwater	-	-	-	-	-	-	462,033	390,701	526,205	584,638
Total business-type activities expenses	5,492,546	5,211,692	5,625,153	5,826,426	6,027,732	5,980,736	6,831,650	7,664,457	8,149,486	9,005,106
Total primary government expenses	\$ 18,999,477	\$ 19,804,256	\$ 19,889,075	\$ 21,085,806	\$ 21,294,279	\$ 21,531,385	\$ 22,722,529	\$ 25,597,125	\$ 27,055,290	\$ 28,668,645
Program Revenues										
Governmental activities:										
Charges for services:										
General government	\$ 292,415	\$ 166,562	\$ 170,336	\$ 257,969	\$ 226,685	\$ 294,301	\$ 207,878	\$ 219,987	\$ 254,298	\$ 274,778
Public safety	128,499	125,169	166,622	188,749	155,478	112,113	76,229	72,505	76,662	88,541
Parks, recreation, and cultural	1,137,892	1,187,054	1,229,165	1,203,731	871,183	468,599	1,075,663	1,019,342	1,019,479	1,111,345
Operating grants and contributions	1,693,950	2,034,936	1,649,969	1,738,537	2,024,402	1,740,112	1,759,873	2,021,815	4,423,996	6,251,243
Capital grants and contributions	136,235	7,882	109,830	469,948	42,637	-	285,212	4,500	86,000	115,424
Total governmental activities program revenues	3,388,991	3,521,603	3,325,922	3,858,934	3,320,385	2,615,125	3,404,855	3,338,149	5,860,435	7,841,331
Business-type activities:										
Charges for services:										
Water and sewer	3,948,790	5,652,278	5,485,203	5,785,979	5,887,602	6,512,552	5,970,588	6,236,259	7,570,126	8,972,753
Stormwater	-	-	-	-	-	-	774,127	654,290	756,817	741,894
Capital grants and contributions	363,519	-	-	-	-	-	-	-	-	-
Total business-type activities program revenues	4,312,309	5,652,278	5,485,203	5,785,979	5,887,602	6,512,552	6,744,715	6,890,549	8,326,943	9,714,647
Total primary government program revenues	\$ 7,701,300	\$ 9,173,881	\$ 8,811,125	\$ 9,644,913	\$ 9,207,987	\$ 9,127,677	\$ 10,149,570	\$ 10,228,698	\$ 14,187,378	\$ 17,555,978

(Continued)

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Item B.

TOWN OF WARRENTON, VIRGINIA

CHANGES IN NET POSITION
LAST TEN FISCAL YEARS
(Accrual Basis of Accounting)

	Fiscal Year									
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Net (expense)/revenue										
Governmental activities	\$ (10,117,940)	\$ (11,070,961)	\$ (10,938,000)	\$ (11,400,446)	\$ (11,946,162)	\$ (12,935,524)	\$ (12,486,024)	\$ (14,594,519)	\$ (13,045,369)	\$ (11,822,208)
Business-type activities	(1,180,237)	440,586	(139,950)	(40,447)	(140,130)	531,816	(86,935)	(773,908)	177,457	709,541
Total primary government net expense	\$ (11,298,177)	\$ (10,630,375)	\$ (11,077,950)	\$ (11,440,893)	\$ (12,086,292)	\$ (12,403,708)	\$ (12,572,959)	\$ (15,368,427)	\$ (12,867,912)	\$ (11,112,667)
General Revenues and Other Changes in Net Position										
Governmental activities:										
Taxes										
Property taxes	\$ 670,016	\$ 1,234,762	\$ 1,267,738	\$ 1,302,786	\$ 1,340,665	\$ 1,373,058	\$ 1,497,352	\$ 1,746,616	\$ 1,716,671	\$ 1,814,527
Sales and use taxes	673,700	732,197	709,036	709,173	781,649	925,159	978,837	1,018,823	1,024,393	1,126,910
Consumer's utility taxes	512,780	503,001	510,053	498,267	501,059	495,402	499,103	578,030	534,889	455,034
Business license taxes	1,851,067	1,918,233	2,026,990	1,998,815	2,103,568	2,438,043	1,964,786	2,511,960	2,433,166	2,461,073
Meals taxes	2,383,067	2,621,782	2,550,799	2,659,254	2,515,018	2,828,431	3,296,859	5,346,726	5,594,342	5,662,681
Bank stock taxes	521,997	690,566	849,887	932,498	830,298	1,292,086	1,330,962	1,248,013	1,284,121	914,685
Other local taxes	571,268	465,684	667,790	692,749	690,228	679,268	715,322	878,329	885,724	871,629
Intergovernmental revenue, unrestricted	-	-	-	-	602,073	594,955	547,734	1,038,391	1,219,511	1,215,788
Unrestricted revenues (loss) from use of money and property	46,417	96,515	137,843	348,274	329,960	25,995	(95,166)	488,121	905,093	868,828
Gain on sale of assets	-	-	-	105,508	-	175,275	175,275	-	-	-
Miscellaneous	207,646	346,308	367,596	635,866	574,273	264,835	238,715	283,266	429,751	350,553
Unrestricted grants and contributions	1,342,941	1,344,815	1,332,320	1,301,520	1,277,736	1,232,261	1,246,772	1,239,149	-	-
Transfers	-	(55,690)	-	-	-	-	-	-	(965,163)	(3,267,832)
Total governmental activities	8,780,899	9,898,173	10,420,052	11,184,710	11,546,527	12,149,493	12,396,551	16,377,424	15,062,498	12,473,876
Business-type activities:										
Intergovernmental revenue, unrestricted	-	-	-	-	-	69,249	34,757	99,318	2,531	211,576
Unrestricted revenues from use of money and property	165,515	214,130	303,371	492,443	347,105	164,885	255,914	561,677	702,981	592,728
Miscellaneous	-	8,500	-	-	-	-	-	-	-	-
Transfers	-	55,690	-	-	-	-	-	-	965,163	3,267,832
Total business-type activities	165,515	278,320	303,371	492,443	347,105	234,134	290,671	660,995	1,670,675	4,072,136
Total primary government	\$ 8,946,414	\$ 10,176,493	\$ 10,723,423	\$ 11,677,153	\$ 11,893,632	\$ 12,383,627	\$ 12,687,222	\$ 17,038,419	\$ 16,733,173	\$ 16,546,012
Change in Net Position										
Governmental activities	\$ (1,337,041)	\$ (1,172,788)	\$ (517,948)	\$ (215,736)	\$ (399,635)	\$ (786,031)	\$ (89,473)	\$ 1,782,905	\$ 2,017,129	\$ 651,668
Business-type activities	(1,014,722)	718,906	163,421	451,996	206,975	765,950	203,736	(112,913)	1,848,132	4,781,677
Total primary government	\$ (2,351,763)	\$ (453,882)	\$ (354,527)	\$ 236,260	\$ (192,660)	\$ (20,081)	\$ 114,263	\$ 1,669,992	\$ 3,865,261	\$ 5,433,345

Item B.

TABLE 3

TOWN OF WARRENTON, VIRGINIA
FUND BALANCES OF GOVERNMENTAL FUNDS
LAST TEN FISCAL YEARS
(Modified Accrual Basis of Accounting)

	Fiscal Year									
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
General Fund										
Nonspendable	\$ 204,273	\$ 152,391	\$ 255,897	\$ 308,386	\$ 251,130	\$ 259,787	\$ 324,730	\$ 297,332	\$ 256,081	\$ 473,273
Restricted	-	559,987	547,191	288,726	2,168,746	1,123,502	699,326	389,915	472,788	349,498
Committed	976,809	370,451	1,139,682	770,262	93,287	28,035	2,528,550	2,532,750	2,846,778	2,153,955
Assigned	-	-	-	113,000	2,391,574	2,478,187	2,488,498	2,895,028	5,903,762	4,172,631
Unassigned	11,521,316	11,871,309	10,894,756	11,611,907	10,178,740	11,575,773	9,542,190	11,537,274	9,644,717	10,124,877
Total general fund	\$ 12,702,398	\$ 12,954,138	\$ 12,837,526	\$ 13,092,281	\$ 15,083,477	\$ 15,465,284	\$ 15,583,294	\$ 17,652,299	\$ 19,124,126	\$ 17,274,234
All other governmental funds										
Nonspendable, reported in:										
Permanent funds	\$ 592,995	\$ 599,036	\$ 607,432	\$ 621,327	\$ 630,894	\$ 631,809	\$ 633,360	\$ 657,179	\$ 692,185	\$ 724,249
Total all other governmental funds	\$ 592,995	\$ 599,036	\$ 607,432	\$ 621,327	\$ 630,894	\$ 631,809	\$ 633,360	\$ 657,179	\$ 692,185	\$ 724,249

Item B.

TABLE 4

TOWN OF WARRENTON, VIRGINIA

CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
LAST TEN FISCAL YEARS
(Modified Accrual Basis of Accounting)

	Fiscal Year									
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Revenues										
General property taxes	\$ 677,081	\$ 1,248,466	\$ 1,261,220	\$ 1,312,429	\$ 1,342,789	\$ 1,379,006	\$ 1,461,261	\$ 1,739,907	\$ 1,692,738	\$ 1,845,962
Other local taxes	6,513,879	6,931,463	7,314,555	7,490,756	7,421,820	8,658,389	8,785,869	11,581,881	11,756,635	11,492,012
Permits, privilege fees, and regulatory licenses	177,739	166,562	170,336	257,969	226,685	294,301	207,878	219,987	254,298	274,778
Fines and forfeitures	128,499	125,169	166,622	188,749	155,478	112,113	76,229	72,505	76,662	88,541
Revenue (loss) from use of money and property	46,417	96,515	137,843	348,274	329,960	25,995	(95,166)	488,121	905,093	868,828
Charges for services	1,252,568	1,187,054	1,229,165	1,203,731	871,183	468,599	1,075,663	1,019,342	1,019,479	1,111,345
Miscellaneous	207,646	346,308	367,596	1,060,766	887,871	264,835	238,715	283,266	429,751	350,553
Intergovernmental										
Commonwealth	3,081,912	2,993,657	3,087,912	3,243,275	3,004,887	2,970,530	2,999,607	3,258,781	3,435,418	3,466,696
Federal	91,214	393,976	4,207	266,730	628,363	596,798	839,985	1,045,074	2,294,089	4,115,759
Total revenues	12,176,955	13,489,170	13,739,456	15,372,679	14,869,036	14,770,566	15,590,041	19,708,864	21,864,163	23,614,474
Expenditures										
General government administration	1,782,114	957,937	1,242,131	1,292,870	1,346,561	1,543,266	1,716,121	2,168,979	3,346,907	3,641,574
Public safety	3,485,482	3,647,869	3,912,693	3,536,374	3,731,363	4,316,166	4,488,739	4,856,095	4,272,891	4,397,052
Public works	3,296,769	3,991,747	3,370,708	3,796,095	3,443,271	3,498,257	3,466,980	5,144,171	5,438,503	4,960,716
Health and welfare	120,505	117,164	133,891	161,934	177,910	183,554	173,361	259,011	421,116	611,232
Parks, recreation, and cultural	1,899,681	2,068,860	2,042,098	2,040,281	1,855,164	1,851,122	2,216,458	2,454,818	2,671,545	2,925,809
Community development	656,908	806,044	941,537	998,655	956,701	893,149	714,724	616,632	584,524	735,810
Capital outlay	606,109	951,293	1,862,979	2,560,188	4,639,737	1,134,734	2,124,098	1,231,327	1,612,338	4,511,867
Debt service										
Principal	521,158	448,000	489,537	527,040	541,350	692,349	623,050	535,434	529,989	611,716
Interest and other fiscal charges	203,958	188,590	178,807	190,592	198,125	275,247	606,120	349,573	324,238	299,687
Bond issuance costs	-	-	-	-	78,091	-	-	-	-	-
Total expenditures	12,572,684	13,177,504	14,174,381	15,104,029	16,968,273	14,387,844	16,129,651	17,616,040	19,392,167	22,505,347
Excess (deficit) of revenues over (under) expenditures	(395,729)	311,666	(434,925)	268,650	(2,099,237)	382,722	(539,610)	2,092,824	2,471,996	1,109,127
Other financing sources (uses)										
Transfers in	-	-	-	-	-	-	-	-	539,913	-
Transfers out	-	(55,690)	-	-	-	-	-	-	(1,505,076)	(3,267,832)
Proceeds from issuance of debt	-	-	326,709	-	4,100,000	-	8,720,000	-	-	-
Issuance of lease and subscription liabilities	-	-	-	-	-	-	141,227	-	-	340,877
Payments to escrow agent	-	-	-	-	-	-	(10,097,000)	-	-	-
Premium on debt issuance	-	-	-	-	-	-	1,706,469	-	-	-
Proceeds from sale of capital assets	-	-	-	-	-	-	188,475	-	-	-
Total other financing sources (uses)	-	(55,690)	326,709	-	4,100,000	-	659,171	-	(965,163)	(2,926,955)
Net change in fund balances	\$(395,729)	\$ 255,976	\$(108,216)	\$ 268,650	\$ 2,000,763	\$ 382,722	\$ 119,561	\$ 2,092,824	\$ 1,506,833	\$ (1,109,127)
Balance as a percentage of total expenditures	6.04%	4.83%	5.38%	5.37%	5.72%	7.35%	8.41%	5.35%	4.99%	6.04%

TOWN OF WARRENTON, VIRGINIA
ASSESSSED VALUE AND ESTIMATED ACTUAL VALUE OF TAXABLE PROPERTY
LAST TEN FISCAL YEARS

Calendar Year	Real Estate	Personal Property	Machinery and Tools	Public Service	Total Taxable Assessed Value	Direct Tax Rate (1)
2025	\$ 2,156,966,841	\$ 170,125,459	\$ 224,899	\$ 30,039,175	\$ 2,357,356,374	\$ 0.123
2024	2,143,413,771	172,933,877	433,187	37,591,034	2,354,371,869	0.111
2023	2,142,329,566	189,785,413	533,190	31,026,875	2,363,675,044	0.117
2022	2,146,350,500	141,771,009	452,805	30,915,674	2,319,489,988	0.099
2021	1,735,031,400	119,184,134	511,075	30,341,699	1,885,068,308	0.110
2020	1,711,588,500	121,035,613	314,281	32,388,996	1,865,327,390	0.112
2019	1,704,181,500	112,782,292	358,690	30,080,458	1,847,402,940	0.108
2018	1,707,497,200	111,426,844	381,478	26,933,972	1,846,239,494	0.108
2017	1,555,378,500	111,836,351	350,166	26,222,252	1,693,787,269	0.114
2016	1,559,784,700	110,382,101	362,252	26,233,712	1,696,762,765	0.079

(1) The total direct tax rate is calculated using the weighted-average method.
Assessed value is 100% of actual value for all tax types.

Source: Commissioner of the Revenue.

TOWN OF WARRENTON, VIRGINIA
PROPERTY TAX RATES (1)
DIRECT AND OVERLAPPING GOVERNMENTS
LAST TEN FISCAL YEARS

Calendar Year	Direct Rates			Overlapping Rates	
	Real Estate	Personal Property	Machinery and Tools	County of Fauquier	
				Real Estate	Personal Property
2025	\$ 0.0550	\$ 1.00	\$ 1.00	\$ 0.097	\$ 3.45
2024	0.0401	1.00	1.00	0.943	3.45
2023	0.0401	1.00	1.00	0.903	3.45
2022	0.0401	1.00	1.00	0.903	3.45
2021	0.0500	1.00	1.00	0.994	4.65
2020	0.0500	1.00	1.00	0.994	4.65
2019	0.0500	1.00	1.00	0.994	4.65
2018	0.0500	1.00	1.00	0.982	4.65
2017	0.0500	1.00	1.00	1.039	4.65
2016	0.0150	1.00	1.00	0.999	4.65

(1) Per \$100 of assessed value.

TABLE 7

TOWN OF WARRENTON, VIRGINIA
GENERAL GOVERNMENT TAX REVENUES BY SOURCE
LAST TEN FISCAL YEARS

Fiscal Year	Property Taxes	Sales Taxes	Utility Taxes	Franchise Taxes	Transient			Motor Vehicle Licenses	Other Taxes	Cigarette Taxes	Total
					Meals Taxes	Occupancy Taxes	Business Licenses				
2025	\$ 1,845,962	\$ 1,126,910	\$ 455,034	\$ 914,685	\$ 5,662,681	\$ 301,079	\$ 2,461,073	\$ 214,248	\$ 86,151	\$ 270,151	\$ 13,337,974
2024	1,716,671	1,024,393	534,889	1,284,121	5,594,342	229,420	2,433,166	225,927	127,973	302,404	13,473,306
2023	1,746,616	1,018,823	578,030	1,248,013	5,346,726	270,943	2,511,960	224,882	67,514	314,990	13,328,497
2022	1,497,352	978,837	499,103	1,330,962	3,296,859	261,215	1,964,786	219,887	24,263	173,866	10,247,130
2021	1,379,006	925,159	495,402	1,292,086	2,828,431	197,050	2,438,043	239,788	61,994	180,436	10,037,395
2020	1,342,789	781,649	501,059	830,298	2,515,018	182,606	2,103,568	237,353	68,131	202,138	8,764,609
2019	1,312,429	709,173	498,267	932,498	2,659,254	220,994	1,998,815	216,600	70,212	184,943	8,803,185
2018	1,261,220	709,036	510,053	849,887	2,550,799	232,628	2,026,990	195,750	67,713	171,699	8,575,775
2017	1,248,466	732,197	503,001	690,566	2,621,782	232,629	1,918,233	4,479	69,787	158,789	8,179,929
2016	677,081	673,700	512,780	521,997	2,383,067	238,418	1,851,067	95,652	72,938	164,260	7,190,960

(1) Includes general fund and special revenue funds.

Item B.

TOWN OF WARRENTON, VIRGINIA
MEALS TAX REVENUES
LAST TEN FISCAL YEARS

Fiscal Year	Tax Rate	Gross Receipts	Meals Tax Revenue
2025	\$	\$	\$
2024	0.06	94,378,017	5,662,681
2023	0.06	93,239,033	5,594,342
2022	0.06	89,112,100	5,346,726
2021	0.04	82,421,475	3,296,859
2020	0.04	70,710,775	2,828,431
2019	0.04	62,875,450	2,515,018
2018	0.04	68,860,412	2,754,416
2017	0.04	63,769,475	2,550,779
2016	0.04	65,544,550	2,621,782
	0.04	59,576,675	2,383,067

Source: Town of Warrenton Department of Finance and Human Resources.

TABLE 9

TOWN OF WARRENTON, VIRGINIA
PRINCIPAL PROPERTY TAXPAYERS
CURRENT YEAR AND NINE YEARS AGO

Taxpayer	Type Business	2025			2016		
		Total Assessed Value	Rank	Percentage of Total Assessed Value	Total Assessed Value	Rank	Percentage of Total Assessed Value
Fauquier Medical Center LLC	Medical Center	\$ 53,924,900	1	2.50 %	\$ 75,693,300	1	4.85 %
Warrenton Center LLC	Shopping Center	33,606,000	2	1.56	34,170,600	2	2.19
Amazon Data Services Inc	Data Services	31,282,500	3	1.45	-	-	-
Wal-Mart Real Estate Business Trust	Retail Store	16,220,200	4	0.75	16,309,000	5	1.05
Sreit Highland Warrenton LLC	Developer	15,708,700	5	0.73	-	-	-
Warrenton Development Company	Developer	14,991,400	6	0.70	16,580,300	4	1.06
Northrock Center LLC	Shopping Center	14,967,700	7	0.69	19,118,800	3	1.23
HD Development of Maryland Inc	Retail Store	12,349,600	8	0.57	-	-	-
White Springs VA Landlord LLC	Senior Living Center	12,004,100	9	0.56	-	-	-
LBX Warrenton LLC (Prev. Seritage/Sears)	Shopping Center	11,051,200	10	0.51	10,421,400	7	0.67
Warrenton Village LLC	Shopping Center	10,367,500	11	0.48	13,053,400	6	0.84
TI-Warrenton Crossing LLC	Developer	10,125,000	12	0.47	-	-	-
UVA Community Health Medical Group	Medical Center	9,853,400	13	0.46	-	-	-
360 Hospital Drive Propco LLC (prev. Fauquier Long Term Care)	Senior Living Center	9,311,700	14	0.43	9,834,500	8	0.63
Gateway Warrenton Hi LLC	Developer	8,792,600	15	0.41	-	-	-
Warrenton Manor Elderly Limited	Senior Living Center	8,660,000	16	0.40	-	-	-
		<u>\$ 273,216,500</u>		<u>12.67 %</u>	<u>\$ 195,181,300</u>		<u>12.52 %</u>

Source: Fauquier County Commissioner of the Revenue.

TOWN OF WARRENTON, VIRGINIA
PROPERTY TAX LEVIES AND COLLECTIONS
LAST TEN FISCAL YEARS

Fiscal Year	Total Tax Levy for Fiscal Year	Collected within the Year of Levy	Percentage of Levy Collected in Year of Levy	Collections in Subsequent Years	Total Collections to Date	Percentage of Total Collection to Date of Levy
2025	\$ 2,594,514	\$ 2,483,344	95.72 %	\$ -	\$ 2,483,344	95.72 %
2024	2,476,338	2,293,631	92.62	130,608	2,424,239	97.90
2023	2,618,372	2,374,441	90.68	59,542	2,433,983	92.96
2022	2,164,750	2,138,535	98.79	26,215	2,164,750	100.00
2021	2,052,174	2,014,603	98.17	16,742	2,031,345	98.99
2020	2,047,706	2,019,070	98.60	20,210	2,039,280	99.59
2019	1,890,241	1,862,971	98.56	27,108	1,890,079	99.99
2018	1,873,452	1,843,214	98.39	3,959	1,847,173	98.60
2017	1,896,053	1,865,815	98.41	28,220	1,894,035	99.89
2016	1,277,669	1,126,746	88.19	3,359	1,130,105	88.45

Source: Town of Warrenton Department of Finance and Human Resources.

TOWN OF WARRENTON, VIRGINIA
MEALS TAX RATES
DIRECT AND OVERLAPPING GOVERNMENTS
LAST TEN FISCAL YEARS

Fiscal Year	Direct Rates		Overlapping Rates	
	Meals Tax		County of Fauquier (1)	
	Percent of Gross		Meals Tax	Percent of Gross
2025	6.00 %		6.00 %	
2024	6.00		6.00	
2023	6.00		6.00	
2022	4.00		0.00	
2021	4.00		0.00	
2020	4.00		0.00	
2019	4.00		0.00	
2018	4.00		0.00	
2017	4.00		0.00	
2016	4.00		0.00	

Source: Town of Warrenton Department of Finance and Human Resources.

(1) Fauquier County does not have a meals tax.

TABLE 12

TOWN OF WARRENTON, VIRGINIA

PRINCIPAL MEALS TAXPAYERS

CURRENT YEAR AND NINE YEARS AGO

Type of Establishment	2025		2016	
	Total Assessed Value	Percentage of Total Assessed Value	Total Assessed Value	Percentage of Total Assessed Value
Fast Food Restaurants	\$ 42,592,802	45.13 %	\$ 22,807,500	38.28 %
Sit-Down Restaurants	38,553,423	40.85	32,090,713	53.87
Convenience Stores	13,231,792	14.02	4,678,462	7.85
	<u>\$ 94,378,017</u>	<u>100.00 %</u>	<u>\$ 59,576,675</u>	<u>100.00 %</u>

Source: Town of Warrenton Department of Finance and Human Resources.

TOWN OF WARRENTON, VIRGINIA
RATIOS OF OUTSTANDING DEBT BY TYPE
LAST TEN FISCAL YEARS

Fiscal Year	Governmental Activities				Business-Type Activities				Total Primary Government	Percentage of Personal Income (1)	Per Capita (1)
	Financed Purchases	General Obligation Bonds	Premium on Bond Refunding	Lease and Subscription Liabilities	General Obligation Bonds	Premium on Bond Refunding					
2025	\$ -	\$ 6,665,000	\$ 908,126	\$ 336,348	\$ 13,794,000	\$ 362,622	\$ 22,066,096	5.21 %	2,141		
2024	-	7,190,000	1,099,762	82,187	14,561,000	419,341	23,352,290	5.26	2,287		
2023	-	7,690,000	1,308,290	112,176	15,301,000	479,728	24,891,194	5.90	2,441		
2022	31,383	8,165,000	1,532,885	141,227	10,583,000	543,546	20,997,041	5.39	2,077		
2021	99,433	10,097,000	-	-	11,353,000	-	21,549,433	5.79	2,143		
2020	165,782	10,723,000	-	-	11,686,000	-	22,574,782	5.68	2,243		
2019	231,132	7,099,000	-	-	12,007,000	-	19,337,132	5.03	1,946		
2018	295,172	7,562,000	-	-	12,180,000	-	20,037,172	5.39	2,029		
2017	-	8,020,000	-	-	5,020,000	-	13,040,000	3.31	1,322		
2016	-	8,468,000	-	-	5,020,000	-	13,488,000	3.34	1,363		

Note: Details regarding the Town's outstanding debt can be found in the Notes to Financial Statements.

(1) See the Schedule of Demographic and Economic Statistics – Table 17.

TOWN OF WARRENTON, VIRGINIA

RATIO OF NET GENERAL BONDED DEBT TO ASSESSED VALUE AND NET BONDED DEBT PER CAPITA
LAST TEN FISCAL YEARS

Fiscal Year Ended June 30,	Gross Bonded Debt	Premium on Bond Refunding	Net Bonded Debt (3)	Ratio of Net	
				General Obligation Debt to Assessed Value (2)	Net Bonded Debt Per Capita (1)
2025	\$ 20,459,000	\$ 1,270,748	\$ 21,729,748	0.92 %	2,125
2024	21,751,000	1,519,103	23,270,103	0.99	2,279
2023	22,991,000	1,788,018	24,779,018	1.05	2,430
2022	18,748,000	2,076,431	20,824,431	0.90	2,060
2021	21,450,000	-	21,450,000	1.14	2,133
2020	22,409,000	-	22,409,000	1.20	2,226
2019	19,106,000	-	19,106,000	1.03	1,923
2018	19,742,000	-	19,742,000	1.07	1,999
2017	13,040,000	-	13,040,000	0.77	1,322
2016	13,488,000	-	13,488,000	0.79	1,363

(1) Population data can be found in the Schedule of Demographic and Economic Statistics – Table 17.

(2) See the Schedule of Assessed Value and Estimated Actual Value of Taxable Property – Table 5.

(3) Includes all long-term general obligation bonded debt, excludes leases and compensated absences.

TOWN OF WARRENTON, VIRGINIA

DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT

Year Ended June 30, 2025

Governmental Unit	Debt Outstanding	Estimated Percentage Applicable (1)	Estimated Share of Overlapping Debt
Debt repaid with property taxes: Town of Warrenton	\$ 104,211,496	12.9 %	\$ 13,418,700
Subtotal, overlapping debt			
Town of Warrenton, direct debt			22,066,096
Total direct and overlapping debt			\$ 35,484,796

Source: County of Fauquier June 30, 2024 Annual Comprehensive Financial Report.

Note: Overlapping governments are those that coincide, at least in part, with the geographic boundaries of the Town. This table estimates the portion of the outstanding debt of those overlapping governments that is borne by the residents and businesses of the Town. This process recognized that, when considering the Town’s ability to issue and repay long-term debt, the entire debt burden borne by the residents and businesses should be taken into account. However, this does not imply that every taxpayer is a resident and, therefore, responsible for repaying the debt of each overlapping government.

(1) The percentage of overlapping debt applicable is estimated using taxable assessed property values. Applicable percentages were estimated by determining the portion of the Town’s taxable assessed value that is within the County government’s boundaries and dividing it by the County’s total taxable assessed value.

Total real and personal property assessed value, Fauquier County Table 5-A	\$ 18,307,558,688
Total Taxable Assessed Value Table 5	2,357,356,374
	12.9%

TOWN OF WARRENTON, VIRGINIA
LEGAL DEBT MARGIN INFORMATION
LAST TEN FISCAL YEARS
(Unaudited)

	Fiscal Year									
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Debt limit	\$ 170,785,097	\$ 169,871,947	\$ 185,103,909	\$ 185,220,254	\$ 187,004,889	\$ 188,973,071	\$ 232,384,949	\$ 236,803,454	\$ 235,437,187	\$ 235,735,637
Total net debt applicable to limit	13,488,000	13,040,000	20,037,172	19,337,132	22,574,782	21,549,433	20,997,041	24,891,194	23,352,290	22,066,096
Legal debt margin	\$ 157,297,097	\$ 156,831,947	\$ 165,066,737	\$ 165,883,122	\$ 164,430,107	\$ 167,423,638	\$ 211,387,908	\$ 211,912,260	\$ 212,084,897	\$ 213,669,541
Total net debt applicable to the limit as a percentage of debt limit	7.90%	7.68%	10.82%	10.44%	12.07%	11.40%	9.04%	10.51%	9.92%	9.36%
Legal debt margin calculation for fiscal year 2025										
Assessed value										
\$ 2,357,356,374										
Debt limit (10% of total assessed value)										
\$ 235,735,637										
Net debt applicable to limit										
22,066,096										
Legal debt margin										
\$ 213,669,541										

TABLE 17

TOWN OF WARRENTON, VIRGINIA
DEMOGRAPHIC AND ECONOMIC STATISTICS
LAST TEN FISCAL YEARS

Year	Population	Personal Income	Per Capita Personal Income	Median Age	School Enrollment	Unemployment Rate
2025	10,224	\$423,345,168	\$ 41,407	39	1,955	3.2 %
2024	10,210	443,716,390	43,459	39	1,938	2.7
2023	10,197	422,002,845	41,385	40	1,938	2.5
2022	10,109	389,631,187	38,543	39	1,950	2.8
2021	10,057	372,420,767	37,031	39	1,950	3.5
2020	10,065	397,134,705	39,457	39	1,960	6.4
2019	9,937	384,472,467	38,691	39	1,939	2.6
2018	9,875	371,882,625	37,659	40	2,053	2.8
2017	9,861	394,026,784	39,958	43	1,633	3.4
2016	9,897	403,781,098	40,798	41	1,560	3.4

Source: Weldon Cooper Center, Virginia Employment Commission, US Census Bureau.

TABLE 18

TOWN OF WARRENTON, VIRGINIA

PRINCIPAL EMPLOYERS

CURRENT YEAR AND NINE YEARS AGO

Employer	Fiscal Year 2025		Fiscal Year 2016	
	Rank	Employees	Rank	Employees
Fauquier County School Board	1	1,000 and over	1	1,000 and over
County of Fauquier	2	1,000 and over	3	500 to 999
Fauquier Health System	3	1,000 and over	2	1,000 and over
Wal-mart	4	250 to 499	4	250 to 499
Town of Warrenton	5	250 to 499	6	100 to 249
Blue Ridge Orthopaedic	6	100 to 249	8	99 and under
Home Depot	7	100 to 249		
Appleton Campbell	8	100 to 249		
Highland School	9	100 to 249		
Harris Teeter	10	100 to 249		
Food Lion			5	100 to 249
Country Chevrolet			7	99 and under
The Fauquier Bank			10	99 and under
Oak Springs Nursing Home			9	99 and under

(1) The Town is prohibited from publishing the actual number of employees per the *Confidential Information Protection and Statistical Efficiency Act of 2002* – Title V of Public Law 107-347.

Source: Bureau of Labor Statistics, Quarterly Census of Employment and Wages.

TOWN OF WARRENTON, VIRGINIA
FULL-TIME EQUIVALENT TOWN GOVERNMENT EMPLOYEES BY FUNCTION
LAST TEN FISCAL YEARS

	Fiscal Year									
	2016	2017	2018	2019	2020	2021	2022 ⁽¹⁾	2023	2024	2025
General and financial administration	6	6	7	8	8	8	11	10	11	11
Legislative	1	1	2	2	2	1	1	1	1	1
Public safety										
Police department	26	28	23	23	27	28	29	29	29	26
Fire and rescue	2	2	2	2	2	2	-*	-*	-*	-*
Building inspections	2	3	3	4	4	5	6	6	7	7
Emergency services	-	-	-	-	-	-	1	1	1	-
Public works										
General maintenance	23	22	20	21	21	25	28	25	30	29
Administration	5	5	6	5	4	3	4	7	4	3
Culture and recreation	4	6	7	7	7	5	23	32	33	32
Planning and community development	5	6	6	9	9	6	3	4	4	4
Public Utilities										
Water	14	14	12	12	13	15	14	14	14	16
Wastewater	7	7	7	7	7	9	12	12	12	12
Administration	6	6	6	5	5	5	8	5	8	9
Stormwater	-	-	-	-	-	-	4	4	4	3
Motor pool	3	3	3	3	3	3	2	2	2	2
Information technology	1	1	1	1	2	4	5	5	6	6
	105	110	105	109	114	119	151	157	166	161

Source: Department of Finance and Human Resources.

*During fiscal year 2022, the Fire and Rescue Function was transferred to the County. As such, the employee count related to the function is no longer reported herein.

(1) Beginning with fiscal year 2022, this table reflects full-time equivalents. Prior years reflect only full-time employees.

TOWN OF WARRENTON, VIRGINIA
OPERATING INDICATORS BY FUNCTION
LAST TEN FISCAL YEARS

	Fiscal Year									
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Public safety:										
Police department:										
Physical arrests	194	164	320	307	232	239	218	252	201	200
Traffic violations	3,375	2,022	2,290	3,725	2,668	1,757	933	1,480	1,589	2,314
Fire and rescue:										
Number of calls answered	2,811	2,982	3,028	3,785	1,834	4,399	-*	-*	-*	-*
Building inspections:										
Permits issued	745	622	641	641	609	273	414	357	456	509
Public works:										
Refuse collected (tons/year)	361	3,709	3,616	3,754	3,796	3,895	3,973	3,653	3,602	3,678
Recycling (tons/year)	963	994	1,298	889	1,021	814	499	610	257	372
Community development:										
Planning:										
Zoning permits issued	174	202	187	241	263	127	233	269	286	270

Source: Individual Town departments.

*During fiscal year 2022, the Fire and Rescue Function was transferred to the County. As such, the operating indicator related to the function is no longer reported herein.

TOWN OF WARRENTON, VIRGINIA
CAPITAL ASSET STATISTICS BY FUNCTION
LAST TEN FISCAL YEARS

	Fiscal Year									
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
General government:										
Administration buildings	1	1	1	1	1	1	1	1	1	1
Public safety:										
Police:										
Stations	1	1	1	1	1	1	1	1	1	1
Patrol units	21	21	21	21	22	24	29	22	21	23
Fire stations	1	1	1	1	1	1	_*	_*	_*	_*
Sanitation:										
Collection trucks	3	4	4	4	4	4	4	4	4	4
Highway and streets:										
Streets (miles)	93.47	93.47	93.47	93.47	93.47	93.47	91.87	91.87	91.87	91.87
Streetlights	810	810	810	824	824	823	823	823	823	823
Traffic signals	12	12	12	12	12	11	10	10	10	11
Culture and recreation:										
Parks acreage	88.69	88.69	88.69	88.94	88.94	88.94	88.94	88.94	88.94	88.94
Parks	5	5	5	7	7	7	7	7	7	7
Water:										
Water mains (miles)	86.00	86.00	88.00	89.00	89.00	89.00	89.00	89.80	89.88	91.08
Fire hydrants	731	731	743.00	749.00	751.00	751	751	756	773.00	796.00
Sewer:										
Sanitary sewers	68.00	68.00	69.00	69.00	69.00	69.00	69.00	69.81	69.36	70.56
Storm sewers (miles)	38.00	39.70	40.00	40.00	40.00	40.00	40.00	40.70	41.30	41.45

Source: Individual Town departments.

*During fiscal year 2022, the Fire and Rescue Function was transferred to the County. As such, the capital asset statistic related to the function is no longer reported herein.

COMPLIANCE SECTION



**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Honorable Members of Town Council
Town of Warrenton, Virginia
Warrenton, Virginia

We have audited, in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Specifications for Audits of Counties, Cities, and Towns* issued by the Auditor of Public Accounts of the Commonwealth of Virginia, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Warrenton, Virginia (the “Town”), as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the Town’s basic financial statements, and have issued our report thereon dated December 3, 2025.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town’s internal control over financial reporting (internal control) as a basis for determining procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Town’s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. **Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.**

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. **The results of our tests disclosed instances of noncompliance that are required to be reported under *Governmental Auditing Standards* which are described in the accompanying schedule of findings and responses, as items 2025-001 and 2025-002.**

Town's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the Town's response to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. The Town's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Brown, Edwards & Company, L.L.P.

CERTIFIED PUBLIC ACCOUNTANTS

Roanoke, Virginia
December 3, 2025

TOWN OF WARRENTON, VIRGINIA
SUMMARY OF COMPLIANCE MATTERS
June 30, 2025

As more fully described in the Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*, we performed tests of the Town's compliance with certain provisions of the laws, regulations, contracts, and grants shown below.

STATE COMPLIANCE MATTERS

Code of Virginia

Budget and Appropriation Laws

Cash and Investment Laws

Conflicts of Interest Act

Local Retirement Systems

Debt Provisions

Procurement Laws

Uniform Disposition of Unclaimed Property Act

Highway Maintenance

Fire Program Aid

LOCAL COMPLIANCE MATTERS

Town Charter

TOWN OF WARRENTON, VIRGINIA
SCHEDULE OF FINDINGS AND RESPONSES
June 30, 2025

A. FINDINGS – FINANCIAL STATEMENT AUDIT

None.

B. FINDINGS – COMMONWEALTH OF VIRGINIA

2025-001: General Government Budget Appropriation

Condition Health and welfare, parks, recreation and cultural, principal retirement and interest and other fiscal charges expenditures exceeded budget appropriations. The Town did not exceed their budget at the fund level in total.

Criteria The Town is required to keep expenditures within budgeted amounts.

Cause Parks, recreation, and cultural and principal retirement budget was overspent due to a lease issuance.

Effect Actual expenditures for health and welfare, parks, recreation, principal retirement and interest debt service expenditures exceeded amounts approved by Town Council.

Recommendation Steps be taken to ensure that excess expenditures over budgeted appropriations be approved by Town Council and budget amended, accordingly.

Management's Response Expenditures did not exceed the budget at the fund level. These items were over budget at the function level due to either year-end accounting entries or pass-through grants that came in higher than estimated. Authority to transfer budget amounts between departments of the same fund is delegated to the Town Manager. We will review the budget-to-actual spending at year-end to verify that all functions are within their budgeted appropriation. If any have exceeded the available appropriation, we will process a transfer under the Town Manager's authority to correct the deficiency.

(Unaudited)

2025-002: Highway Maintenance Testing

Condition For all three highway maintenance expenses tested, discrepancies were noted between the supporting timesheets and allocation of those costs.

Criteria The Town is required to maintain records supporting the allocation of highway maintenance costs.

Cause Inconsistent coding when highway maintenance work is performed.

Effect Improper allocation of costs can result in inaccurate reporting on the Welden Cooper report.

Recommendation Steps be taken to ensure allocation of costs are supported by proper documentation.

Management's Response Work orders are currently handwritten by the Crew Supervisors each day. They are provided to the Administrative Assistant, who will then enter the work order data into the Manager Plus software each week. Employees enter their time in the Paylocity time reporting and payroll software on a daily basis. They charge different payroll departments based on the hours that they worked in each area.

(Unaudited)

The work order process is manual and tedious and lags the entry and approval for payroll so there is no opportunity to verify the time reporting for each employee

TOWN OF WARRENTON, VIRGINIA
SCHEDULE OF FINDINGS AND RESPONSES
June 30, 2025

against the work order. Additionally, the Manager Plus software has reached end of life.

The Town is in the process of implementing Tyler Enterprise ERP (“ERP”) software. The ERP will provide one platform for the entire process, with time reporting, payroll, general ledger and enterprise asset management (including work orders) all housed within one system. Crew supervisors will use iPads in the field to complete their work order entry, which should streamline the process and provide easier access to data for verification of proper reporting.

In the meantime, we will ask the crew supervisors to retain copies of the work orders submitted for data entry so that they may verify the accuracy of time and payroll departments entered by their employees.



STAFF REPORT

Council Meeting Date:	December 9, 2025
Agenda Title:	Financial Advisor Presentation on Debt Issuance
Requested Action:	Information Only
Department / Agency Lead:	Finance and Procurement
Staff Lead:	Stephanie Miller, Director

EXECUTIVE SUMMARY

The Fiscal Year 2026 Adopted Budget includes debt funding in the amount of \$21.7 million for General Fund and Water and Sewer Fund capital projects. The Town plans to hold a public hearing in January 2026 to initiate the debt issuance process.

BACKGROUND

Davenport & Company, LLC serves as the Town's municipal financial advisor. Davenport has worked with the Town this past year on a plan of finance for the Town's FY26 capital program:

- June 2025 – Council adopted the Fiscal Year 2026 Budget, including projected debt funding for General Fund and Water and Sewer Fund capital projects.
- July 2025 – Kyle Laux, Senior Vice President with Davenport, presented a Plan of Finance to Council.
- September 2025 – Council adopted a Reimbursement Resolution, enabling the Town to reimburse capital expenditures incurred during FY26 prior to the date of the debt issuance.
- November 2025 – Davenport conducted two-by-two briefings with Council members to review the Town's finances, the plan of finance, and proposed next steps.

At the December 9, 2025, work session, Mr. Laux will review the content of the briefings held with Council members in November and answer any further questions that the Council may have regarding the process.

STAFF RECOMMENDATION

Information only.

Service Level/Collaborative Impact

n/a

Policy Direction/Warrenton Plan 2040

n/a

Fiscal Impact

n/a

Legal Impact

n/a

ATTACHMENTS

1. July 8, 2025, Plan of Finance Presentation
2. November 20/21, 2025, Town Council Briefings

Town of Warrenton, Virginia

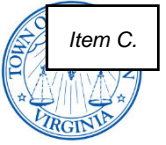
FY 2026 Plan of Finance



July 8, 2025

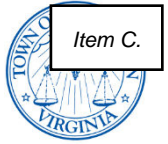
- Davenport & Company LLC (“Davenport”) serves as Financial Advisor to the Town of Warrenton, VA (the “Town”).
- Davenport presented a Financial Review to Town Council during the FY 2026 Budget process to brief the Town Council on the financial status of the Town.
- The Town adopted the FY 2026 Budget which included revenue increases to support both operating and capital costs.
- Davenport was asked to present a Plan of Finance for the identified FY 2026 Capital Projects – these include both General Fund and Water & Sewer Fund capital. Additional details are included herein.

Goals and Objectives



- Identify the capital investments approved via the FY 2026 Budget.
- Review long-term borrowing and short-term interest rate trends.
- Present a Plan of Finance that provides the Town flexibility and the most cost-effective access to financing.
- Present a preliminary timetable for action.

FY 2026 Capital Projects



- Within the Adopted FY 2026 Budget, the Town has identified approximately \$22.8 million in capital projects via the Capital Improvement Plan (“CIP”) and Capital Asset Replacement Program (“CARP”).
 - The CIP generally captures larger, long-lived assets such as infrastructure improvements, buildings, etc.
 - The CARP includes shorter useful life assets such as equipment, fleet vehicles, etc.

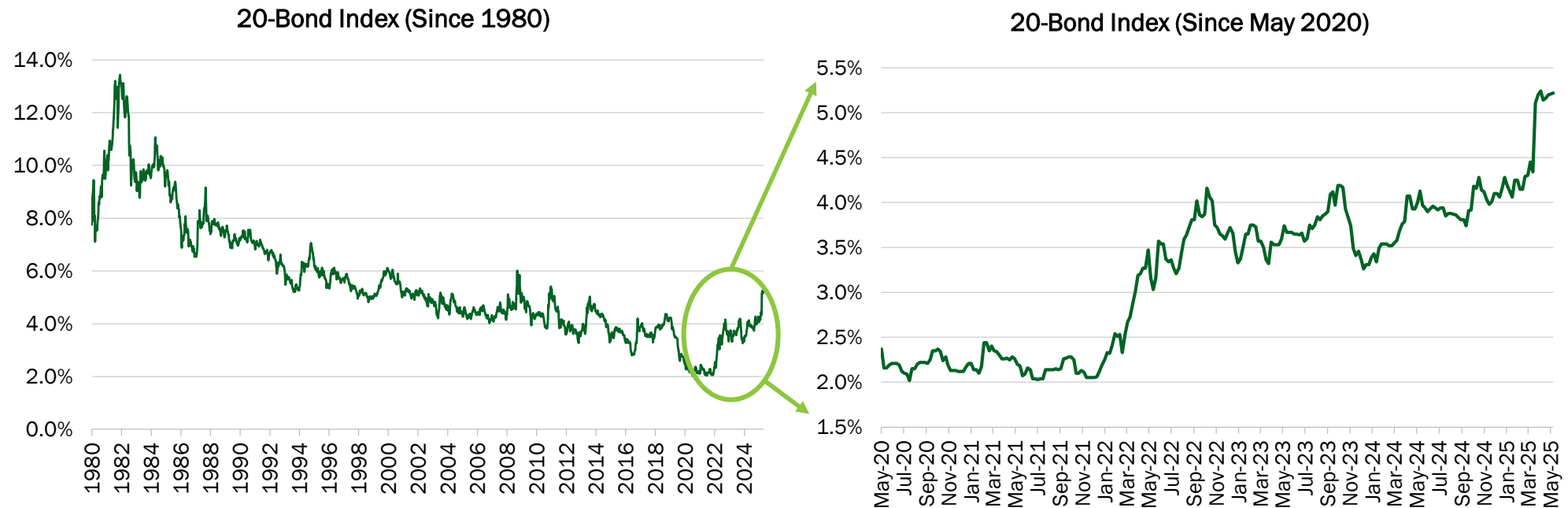
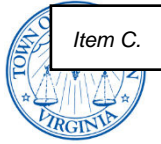
Fund		Estimate
General Fund CIP	\$	2,526,936
General Fund CARP		2,756,241
General Fund Sub-total		5,283,177
Water & Sewer Fund CIP		16,416,489
Water & Sewer Fund CARP		1,070,000
Water & Sewer Fund Sub-total		17,486,489
FY 2026 CIP & CARP Total		\$ 22,769,665

Debt Funding
~\$21.7 million

Cash Funding
\$1.07 million

- Debt funding capital projects spreads the cost of the capital over the time frame in which tax-payers/users will benefit from the project.

Interest Rate Environment | Tax-Exempt

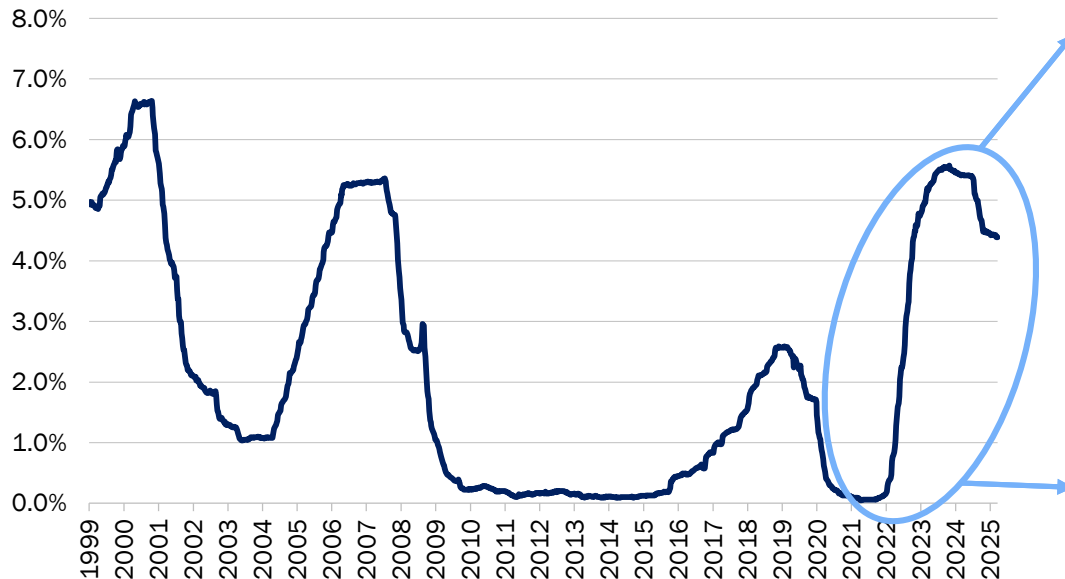


Interest rates for highly-rated, tax-exempt borrowers, remain historically favorable.

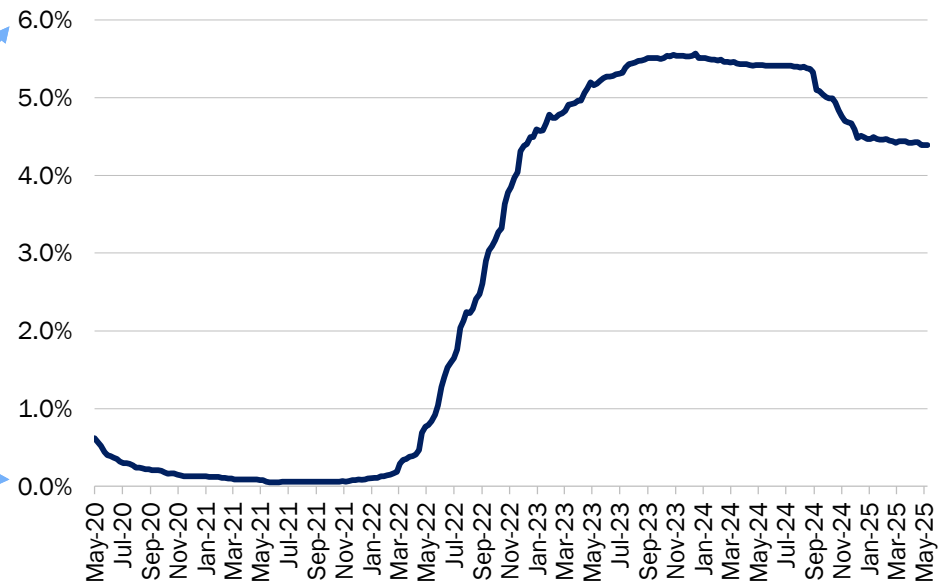
The 20-year interest rates above show the Bond Buyer's "20-Bond Index" which consists of 20 tax-exempt bonds with an average rating of 'Aa2'/'AA' (Moody's / S&P) that mature in 20 years. The 20-Bond Index serves as a general indicator of prevailing interest rates for tax-exempt borrowers. Updated as of 06/26/2025.

Reinvestment Rate Trends | LGIP 7-Day Rate

VA LGIP 7-Day (Since 1999)



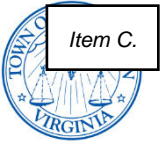
VA LGIP 7-Day (Since May 2020)



Short-term reinvestment rates have increased to levels last seen over a decade ago.

- The majority of the FY 2026 Capital Program consists of Water & Sewer infrastructure projects.
- The multi-year planning undertaken as part of the budget process contemplated a 30-year repayment term for the Water & Sewer CIP projects.
 - Repayment over 30 years for Water & Sewer infrastructure is typical in the industry, given the type of assets financed.
- Similar to prior financings, the General Fund CIP contemplates a 20-year repayment term.
- The General Fund CARP contemplates a 7-15 year repayment term to reflect the shorter-lived assets.
 - The Water and Sewer Fund CARP is anticipated to be cash-funded.
- The individual debt schedules for each program can be aggregated into one loan for purposes of securing financing. The repayment can be broken out internally to ensure the General Fund and Water & Sewer Funds remain independent from one another.

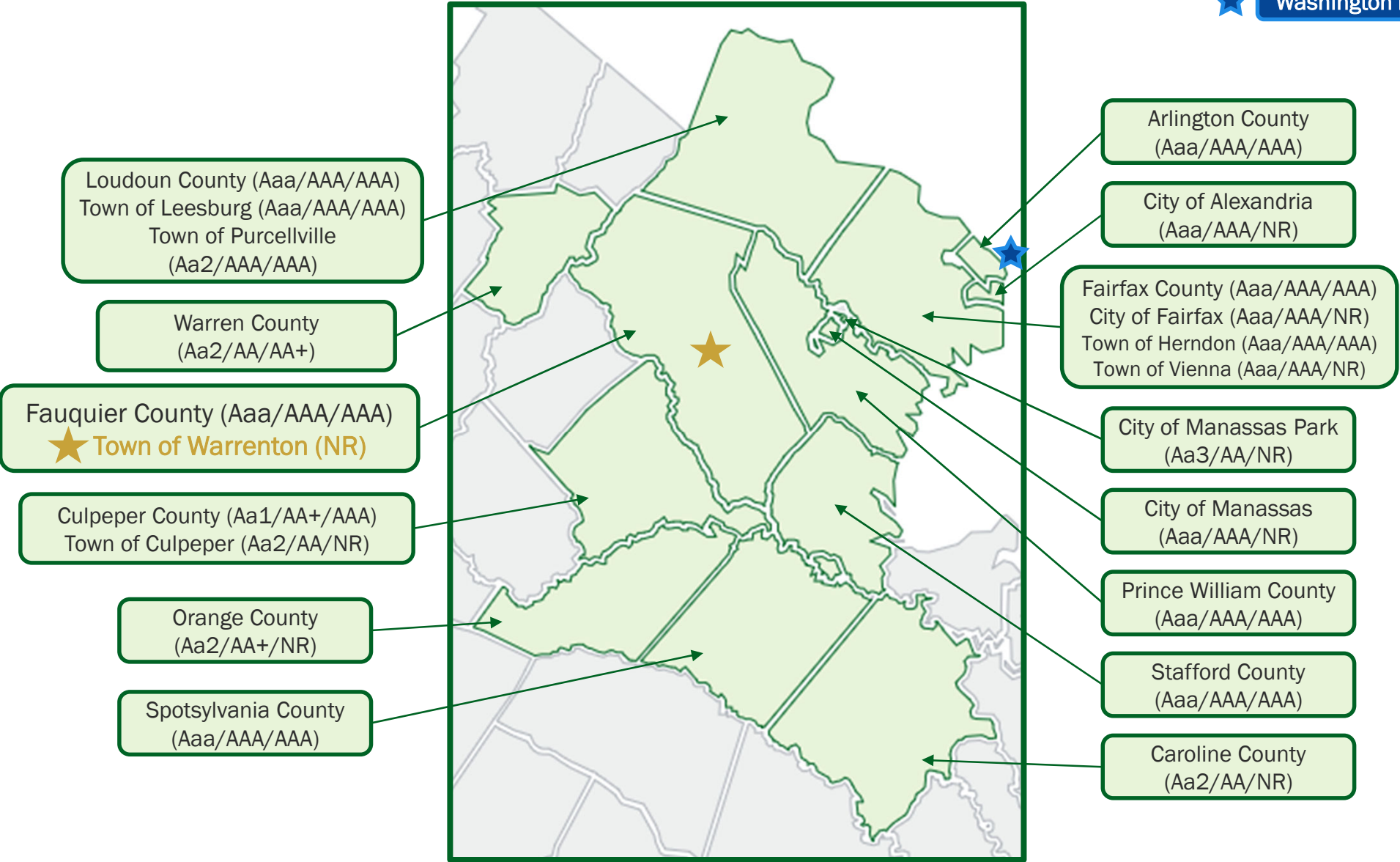
Plan of Finance (cont.)



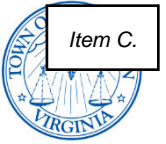
- Given the size (~\$21.7 million) and potential term of the loan, Davenport recommends that the Town secure credit ratings to access the Public Credit Markets.
- Davenport recommends that the Town consider formally engaging **Moody's** and **Standard & Poor's** for credit ratings.
- Maintaining multiple credit ratings is typical, as shown on the following page.
- Issuances in the Public Credit Markets commonly go out 30 years, and in some instances, longer.
- The Public Credit Markets provide the Town with the most flexibility in terms of repayment structure, issuance timing, final maturity, etc.

Peer Credit Ratings

★ Washington D.C.

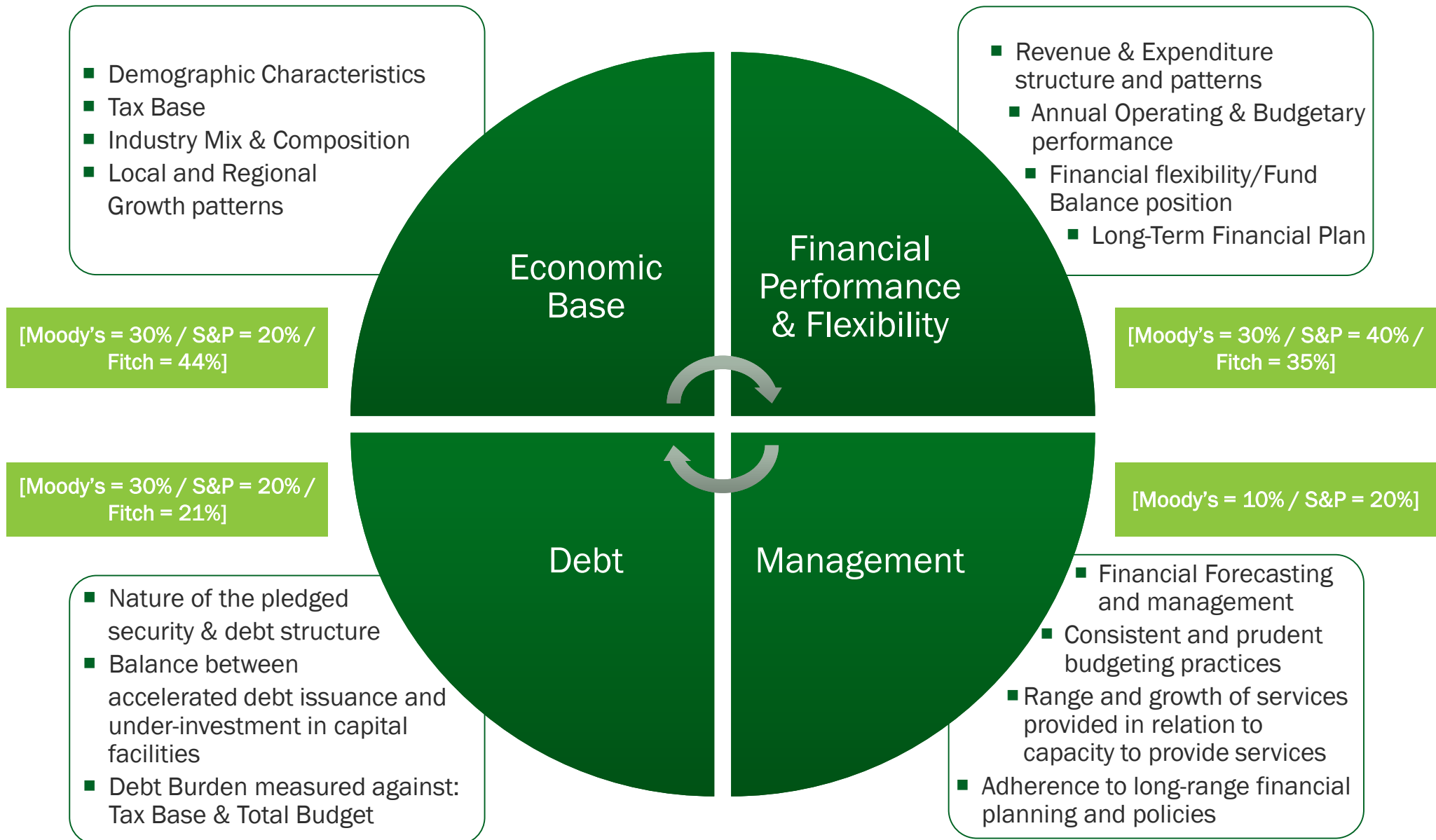


Additional Considerations

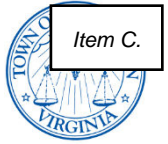


- The Town has been historically well-run from a financial perspective.
- The Town's CIP and CARP programs total nearly \$125 million over the next 6 years.
- The FY 2026 issuance will be the first in a series of borrowings to support the Town's capital program.
- Credit ratings provide local governments, like Warrenton, with the widest variety of financing options for capital projects.
- The following page describes in summary form the rating agency criteria (i.e. how the rating agencies arrive at their credit ratings).

Key Drivers to a Credit Rating



Advantages of a Credit Rating

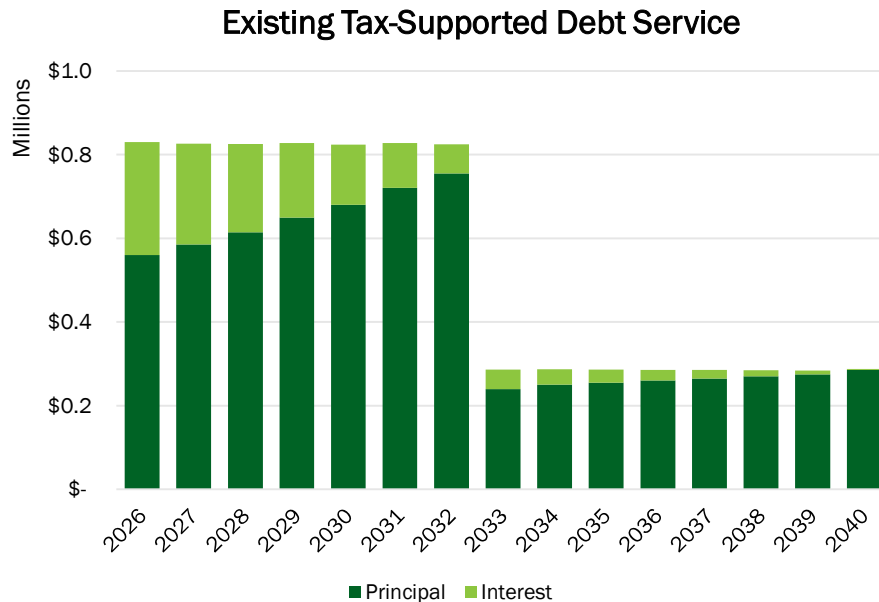


- From a financial and capital perspective, the Town is well positioned to meet future challenges.

- As such, obtaining strong inaugural Issuer Credit Rating(s) from the National Credit Rating Agencies (i.e. Moody's and S&P) could produce multiple benefits for the Town including, but not limited to:
 - Improving the favorability of interest rates and terms that the Town could achieve for any potential future borrowings or refinancings;
 - Acting as a signal of strength to the business community about the governance, management, and financial health of the Town, which can help further drive economic development opportunities;
 - Providing a basis of comparison between the Town and other localities within the region and nationally;
 - Serving as an external and independent validation of the strength of Town operations; and,
 - Acting as a “check and balance” in the event a future Council(s) move in a direction(s) that does not follow industry standard “best practices.”

General Fund Planning Estimate

Existing Tax-Supported Debt Profile



Existing Tax-Supported Debt Service				
Fiscal Year	Principal	Interest	Total	Payout Ratio
2026	\$ 560,000	\$ 270,169	\$ 830,169	8.4%
2027	585,000	240,828	825,828	17.2%
2028	615,000	210,078	825,078	26.4%
2029	650,000	177,663	827,663	36.2%
2030	680,000	143,581	823,581	46.4%
2031	720,000	107,706	827,706	57.2%
2032	755,000	69,909	824,909	68.5%
2033	240,000	46,063	286,063	72.1%
2034	250,000	37,656	287,656	75.8%
2035	255,000	31,041	286,041	79.7%
2036	260,000	25,569	285,569	83.6%
2037	265,000	20,106	285,106	87.5%
2038	270,000	14,653	284,653	91.6%
2039	275,000	8,978	283,978	95.7%
2040	285,000	3,028	288,028	100.0%
Total	\$ 6,665,000	\$1,407,028	\$ 8,072,028	

Summary of Outstanding Tax-Supported Debt

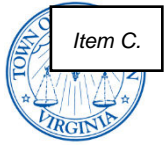
Series	Original Par	Par Outstanding	Interest Rate	Final Maturity
G.O. Refunding Bond, Series 2021B	\$ 8,720,000	\$ 6,665,000	5.125% - 2.037%	10/1/2039
Total	\$	6,665,000		

General Fund FY 2026 Debt Service Estimates

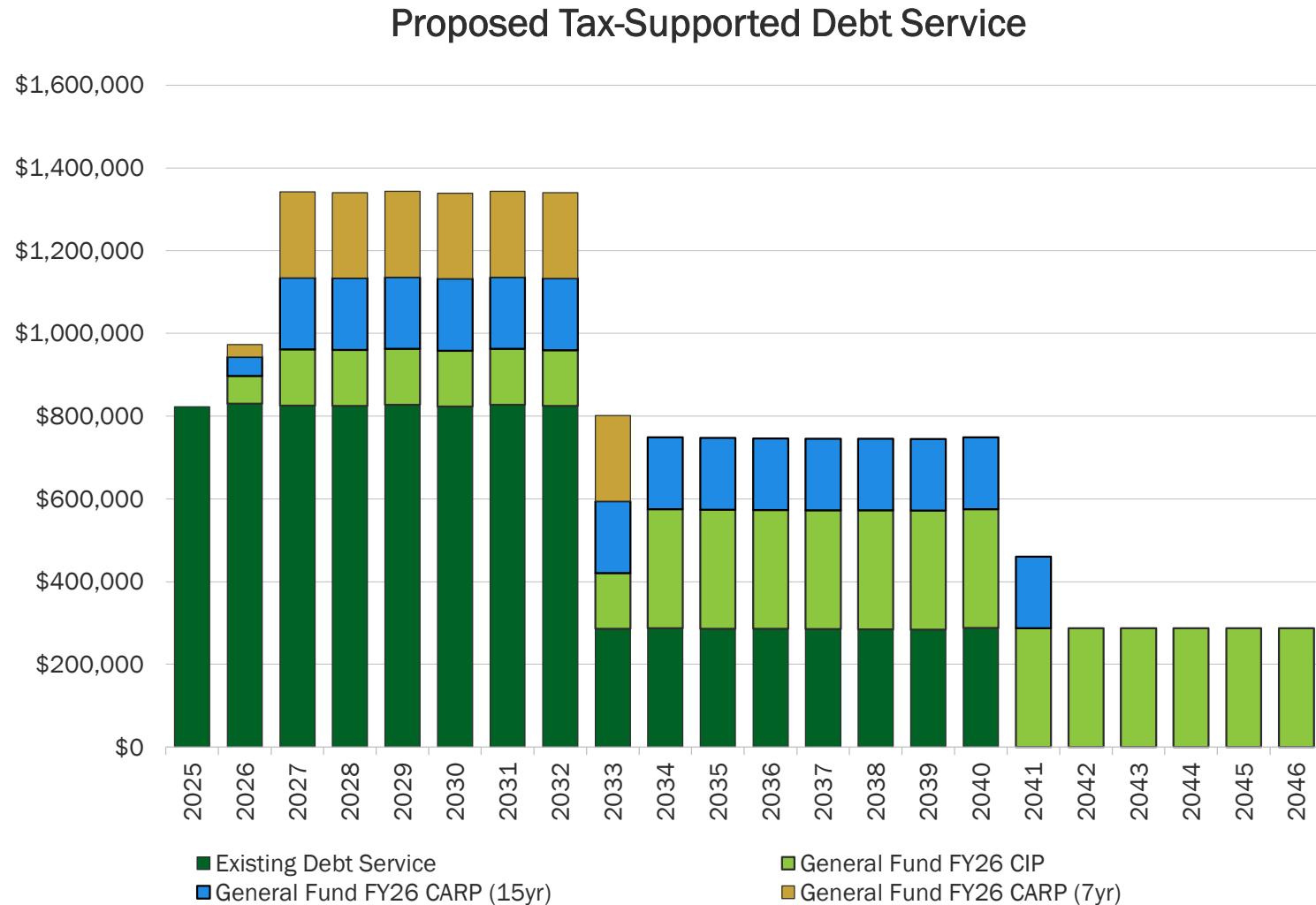
- As shown below, Davenport has estimated the debt service associated with the General Fund portion of the FY 2026 Adopted Capital Program.
 - **General Fund CIP (\$2.5M)** utilizes a 5.0% planning interest rate and a 20-year repayment term.
 - **General Fund CARP (15yr/\$1.7M)** utilizes a 5.0% planning interest rate and a 15-year repayment term.
 - **General Fund CARP (7yr/\$1.1M)** utilizes a 5.0% planning interest rate and a 7-year repayment term.

A		B	C	D	E = Sum(B:D)
Fiscal Year	Existing Debt Service	General Fund FY26 CIP	General Fund FY26 CARP (15yr)	General Fund FY26 CARP (7yr)	Total Proposed Debt Service
2026	\$ 830,169	\$ 67,500	\$ 45,000	\$ 30,000	\$ 142,500
2027	825,828	135,000	173,416	207,384	515,800
2028	825,078	135,000	173,416	207,384	515,800
2029	827,663	135,000	173,416	207,384	515,800
2030	823,581	135,000	173,416	207,384	515,800
2031	827,706	135,000	173,416	207,384	515,800
2032	824,909	135,000	173,416	207,384	515,800
2033	286,063	135,000	173,416	207,384	515,800
2034	287,656	287,431	173,416	-	460,847
2035	286,041	287,431	173,416	-	460,847
2036	285,569	287,431	173,416	-	460,847
2037	285,106	287,431	173,416	-	460,847
2038	284,653	287,431	173,416	-	460,847
2039	283,978	287,431	173,416	-	460,847
2040	288,028	287,431	173,416	-	460,847
2041	-	287,431	173,416	-	460,847
2042	-	287,431	-	-	287,431
2043	-	287,431	-	-	287,431
2044	-	287,431	-	-	287,431
2045	-	287,431	-	-	287,431
2046	-	287,431	-	-	287,431

General Fund FY 2026 Debt Service Estimates (cont.)



- The graph below shows how the FY 2026 General Fund Capital Program layers onto the Town's existing Tax-Supported Debt Profile.



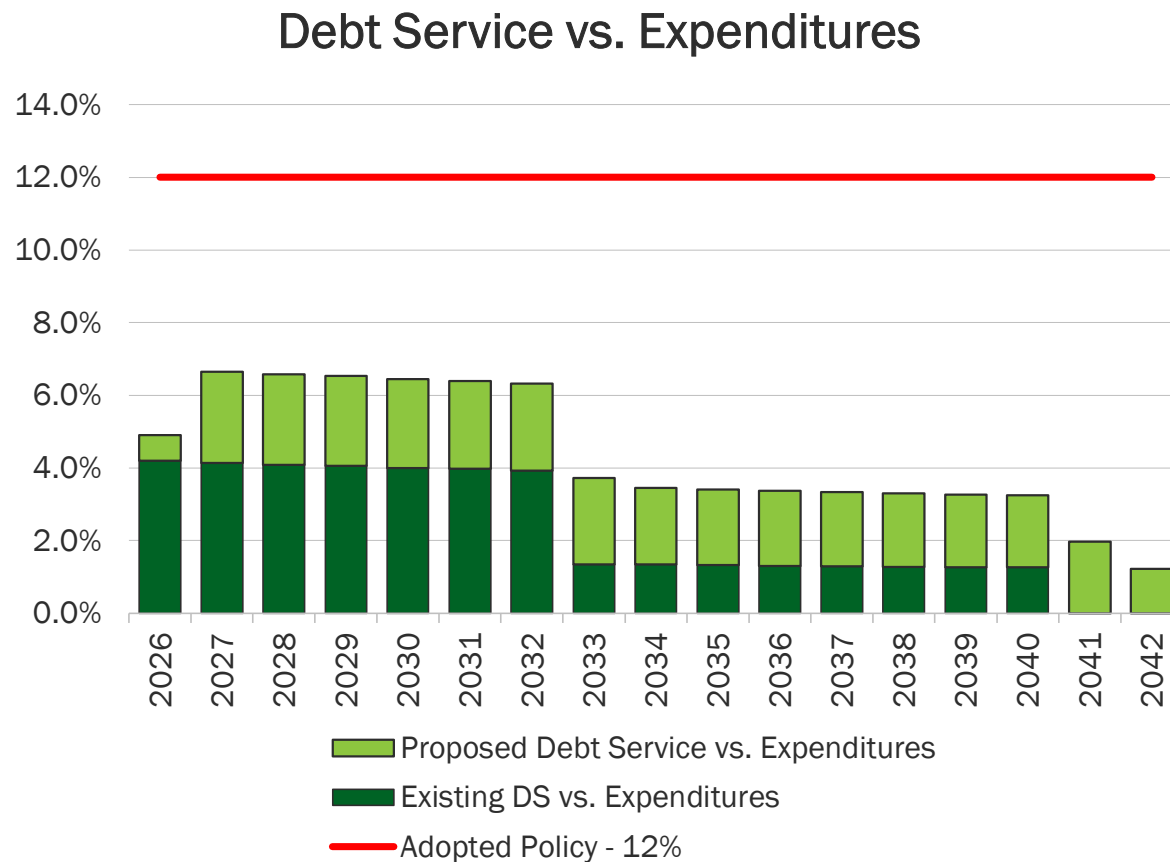
Impact on Key Debt Ratios

- In the graph below, Davenport has projected the impact the Fiscal Year 2026 General Fund borrowing would have on the Town’s Tax-Supported Debt vs. Assessed Value Financial Policy.
- After the Fiscal Year 2026 borrowing for the CIP and CARP, the Town would continue to be within policy levels for Debt vs. Assessed Value.



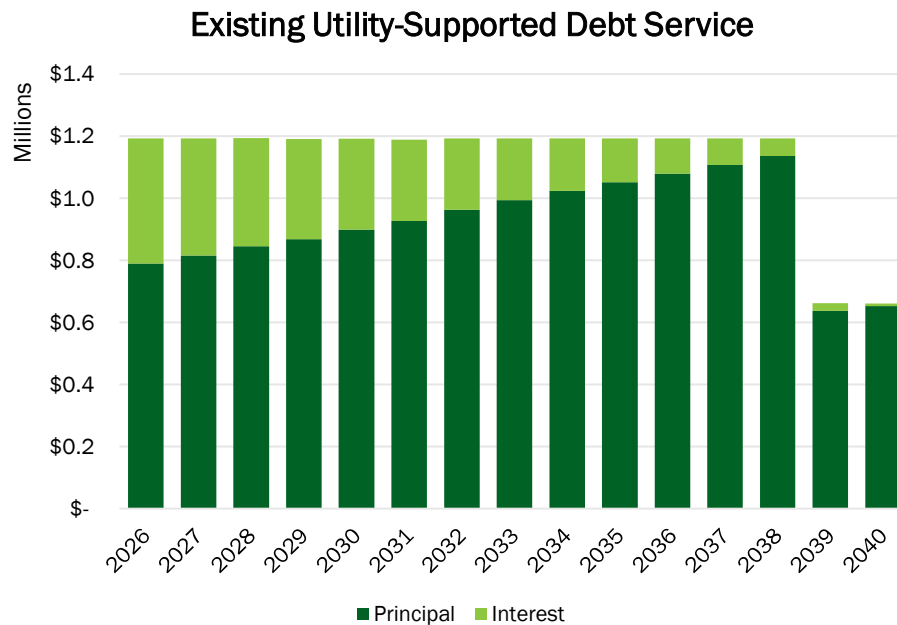
Impact on Key Debt Ratios (cont.)

- In the graph below, Davenport has projected the impact the Fiscal Year 2026 General Fund borrowing would have on the Town's Tax-Supported Debt Service vs. Expenditures Financial Policy.
- After the Fiscal Year 2026 borrowing for the CIP and CARP, the Town would continue to be within policy levels for Debt Service vs. Expenditures.



Water & Sewer Fund Planning Estimate

Existing Utility–Supported Debt Profile

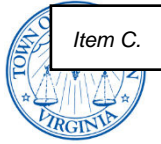


Existing Utility-Supported Debt Service			
Fiscal Year	Principal	Interest	Total
2026	\$ 790,000	\$ 403,510	\$ 1,193,510
2027	816,000	377,130	1,193,130
2028	845,000	349,773	1,194,773
2029	869,000	321,497	1,190,497
2030	899,000	292,303	1,191,303
2031	927,000	262,033	1,189,033
2032	963,000	230,602	1,193,602
2033	994,000	199,539	1,193,539
2034	1,024,000	169,822	1,193,822
2035	1,052,000	141,308	1,193,308
2036	1,080,000	113,252	1,193,252
2037	1,108,000	84,558	1,192,558
2038	1,137,000	55,225	1,192,225
2039	637,000	24,996	661,996
2040	653,000	8,403	661,403
Total	\$ 13,794,000	\$ 3,033,951	\$ 16,827,951

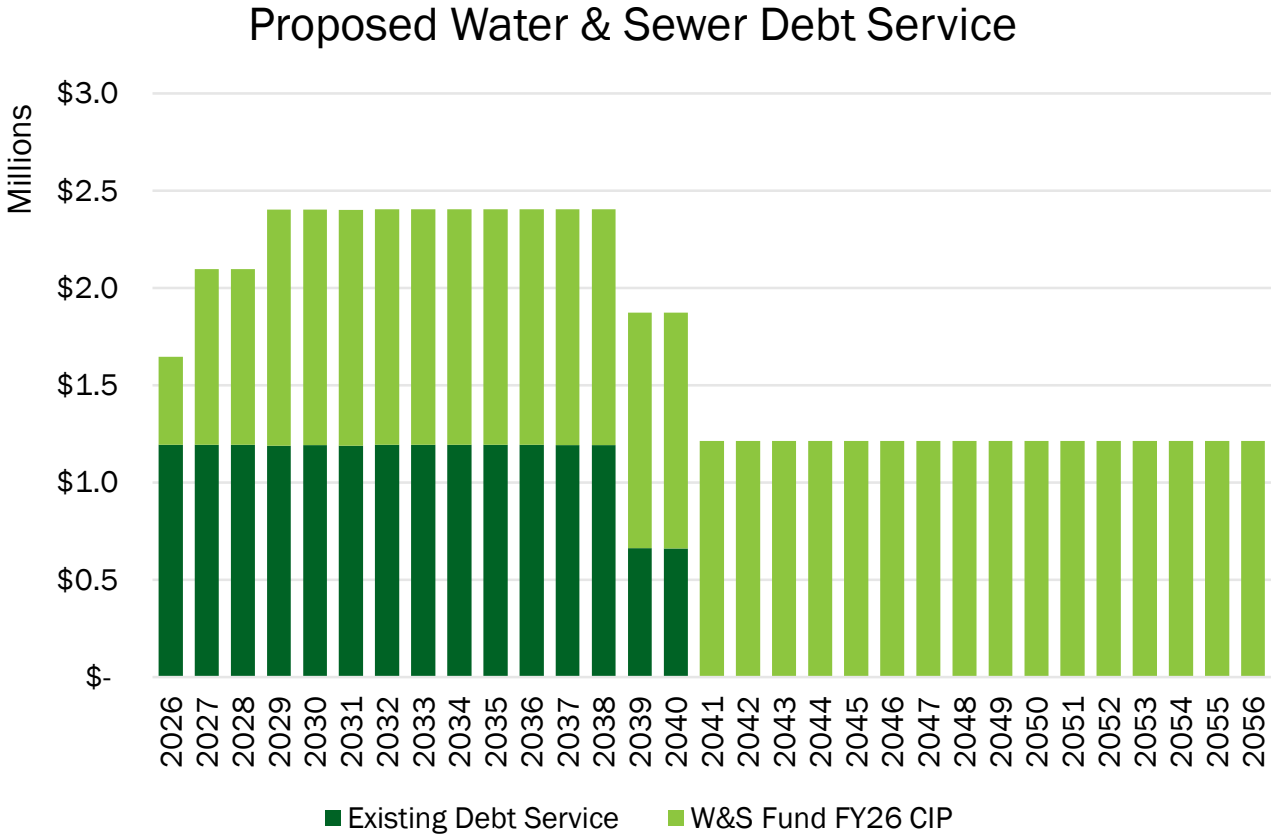
Summary of Outstanding Utility-Supported Debt

Series	Original Par	Par Outstanding	Interest Rate	Final Maturity
G.O. Refunding Bond, Series 2021A	\$ 6,935,000	\$ 5,722,000	2.750%	1/15/2038
G.O. Refunding Bond, Series 2021B	3,975,000	3,405,000	5.125% - 2.037%	10/1/2039
G.O. Bond, Water & Sewer Financing 2022	5,150,000	4,667,000	2.900%	10/1/2039
Total	\$ 13,794,000			

W&S Fund FY 2026 Debt Service Estimates

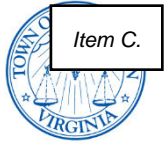


- The estimate below contemplates a 30-year term, a planning interest rate of 5.0%, and a project fund of roughly **\$16.4 million**.
 - It is assumed that the FY 2026 Water and Sewer Fund CARP is cash funded.
- The estimated debt service payments below fit within the multi-year rate planning that the Town has completed over the last several years.



Proposed Financing Schedule

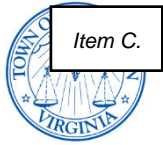
Proposed Next Steps – Public Sale



Timing	Action
Tuesday, July 8	<ul style="list-style-type: none">▪ Davenport to present the FY 2026 Plan of Finance to Town Council. Obtain Town Council feedback and preliminary approval to move forward with engaging the Credit Rating Agencies.
Months of July and August	<ul style="list-style-type: none">▪ Prepare Preliminary Official Statement and Credit Package for Credit Rating Agency Meetings.
Tuesday, September 9	<ul style="list-style-type: none">▪ Town Council holds Public Hearing and Adopts authorizing documentation.
Month of October	<ul style="list-style-type: none">▪ Credit Rating Meetings
Mid November	<ul style="list-style-type: none">▪ Bond Sale via competitive bidding process in the public credit markets.
Mid December	<ul style="list-style-type: none">▪ Closing. Funds advanced to the Town.

Appendix

Moody's Rating Methodology Overview



NOVEMBER 2, 2022		U.S. PUBLIC FINANCE	
RATING METHODOLOGY		US Cities and Counties Methodology	
Table of Contents:			
INTRODUCTION	1	Introduction	
SCOPE	2	In this rating methodology, we explain our general approach to assessing credit risk of US cities and counties, including the qualitative and quantitative factors that are likely to affect rating outcomes in this sector.	
SCORECARD FRAMEWORK	4	We discuss the scorecard used for this sector. The scorecard ¹ is a relatively simple reference tool that can be used in most cases to approximate credit profiles in this sector and to explain, in summary form, many of the factors that are generally most important in assigning issuer-level ratings to issuers in this sector. The scorecard factors may be evaluated using historical or forward-looking data or both.	
DISCUSSION OF THE SCORECARD FACTORS	5	We also discuss other considerations, which are factors that are assessed outside the scorecard, usually because the factor's credit importance varies widely among the issuers in the sector or because the factor may be important only under certain circumstances or for a subset of issuers. In addition, some of the methodological considerations described in one or more cross-sector rating methodologies may be relevant to ratings in this sector. ² Furthermore, since ratings are forward-looking, we often incorporate directional views of risks and mitigants in a qualitative way.	
OTHER CONSIDERATIONS	19	As a result, the scorecard-indicated outcome is not expected to match the actual rating for each issuer.	
ASSIGNING ISSUER-LEVEL AND INSTRUMENT-LEVEL RATINGS	24	Our presentation of this rating methodology proceeds with (i) the scope of this methodology; (ii) a sector overview; (iii) the scorecard framework; (iv) a discussion of the scorecard factors; (v) other considerations not reflected in the scorecard; (vi) the assignment of issuer-level and instrument-level ratings; (vii) methodology assumptions; and (viii) limitations. In Appendix A, we describe how we use the scorecard to arrive at a scorecard-indicated outcome. Appendix B shows the full view of the scorecard factors, sub-factors, weights and thresholds. Appendix C describes our approach for assigning instrument ratings for US cities and counties.	
KEY RATING ASSUMPTIONS	25		
LIMITATIONS	25		
APPENDIX A: USING THE SCORECARD TO ARRIVE AT A SCORECARD-INDICATED OUTCOME	26		
APPENDIX B: US CITIES AND COUNTIES SCORECARD	29		
APPENDIX C: ASSIGNING INSTRUMENT RATINGS FOR US CITIES AND COUNTIES	32		
MOODY'S RELATED PUBLICATIONS	50		
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<small>¹ In our methodologies and research, the terms "scorecard" and "grid" are used interchangeably.</small>			
<small>² A link to a list of our sector and cross-sector methodologies can be found in the "Moody's Related Publications" section.</small>			

- On November 2, 2022, Moody's Investors Service ("Moody's") updated its US Local Governments General Obligation Debt methodology and assumptions.
- Under the new methodology, an initial indicative rating via a scorecard is calculated from a weighted average of four key factors.
 - Economy (30%).
 - Financial Performance (30%).
 - Institutional Framework (10%).
 - Leverage (30%).
- Below the line qualitative adjustments can be made based upon certain factors not included in the quantitative score.
- Analysts present this information to a rating committee that ultimately determines the Credit Rating.

Source: Moody's US Cities and Counties Methodology published November 2, 2022.

S&P Global
Ratings

Criteria | Governments | U.S. Public Finance

Methodology For Rating
U.S. Governments

September 9, 2024

This report does not constitute a rating action.

This article presents S&P Global Ratings' criteria for determining a stand-alone credit profile (SACP) and assigning issuer credit ratings and issue credit ratings to U.S. governments, which include U.S. states, counties, municipalities, school districts, and special government districts. These criteria apply only to U.S. governments not in scope of other issuer credit rating (ICR) criteria.

Although the scope of activities may vary, governments share the following characteristics:

- Leadership is elected or is appointed by others who are elected;
- The entity provides public services and/or public infrastructure; and
- The entity is supported directly or indirectly by taxes and fees levied on residents or funds transferred from other levels of government.

For information about the initial publication of this article as of Sep 9th, 2024, including key changes, the impact on ratings, and superseded criteria, see ["New U.S. Government Rating Methodology Published,"](#) Sept. 9, 2024.

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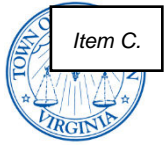
spglobal.com/ratings

- On September 9, 2024, S&P Global Ratings (“S&P”) published new criteria to determine the credit ratings of U.S. Governments.
- The criteria utilizes a scorecard matrix composed of two components:
 - Institutional Framework: the formal rules and laws by which a government operates.
 - Individual Credit Profile: the creditworthiness of the particular government analyzed via specific credit factors.
- Analysts present their scoring to a Rating Committee to determine the ultimate Credit Rating.

	--Individual credit profile--											
--Institutional framework assessment--		1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6
	1	aaa	aaa	aa+	aa	aa-	a+	a	a-	bbb	bb+	bb-
	2	aaa	aa+	aa	aa-	a+	a	a-	bbb+	bbb-	bb	b+
	3	aa+	aa	aa-	a+	a	a-	bbb	bbb-	bb+	bb-	b
	4	aa-	a+	a	a-	bbb+	bbb	bb+	bb	bb-	b	b-
	5	a	a-	bbb+	bbb	bbb-	bb+	bb-	b+	b	b-	b-
	6	bbb+	bbb	bbb-	bb+	bb	bb-	b+	b	b-	b-	b-

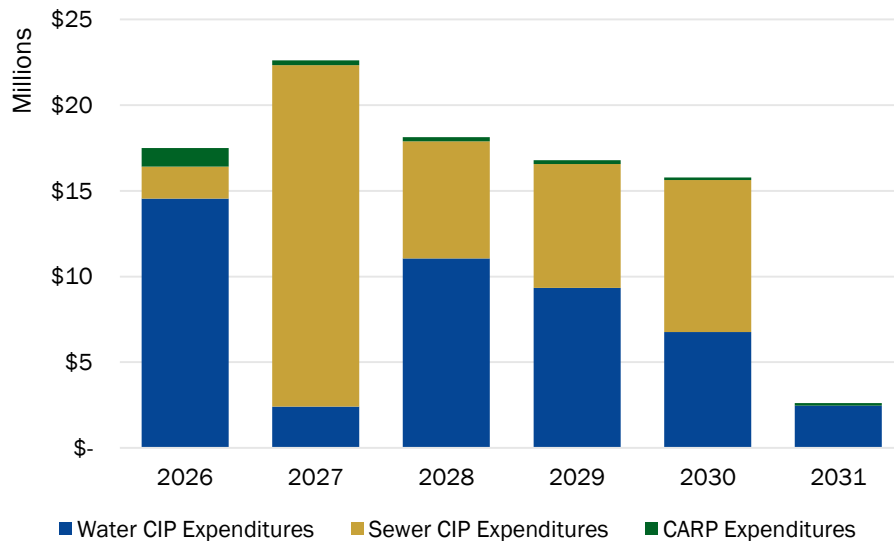
Water & Sewer Multi-Year Planning

Water and Sewer Fund CIP / CARP

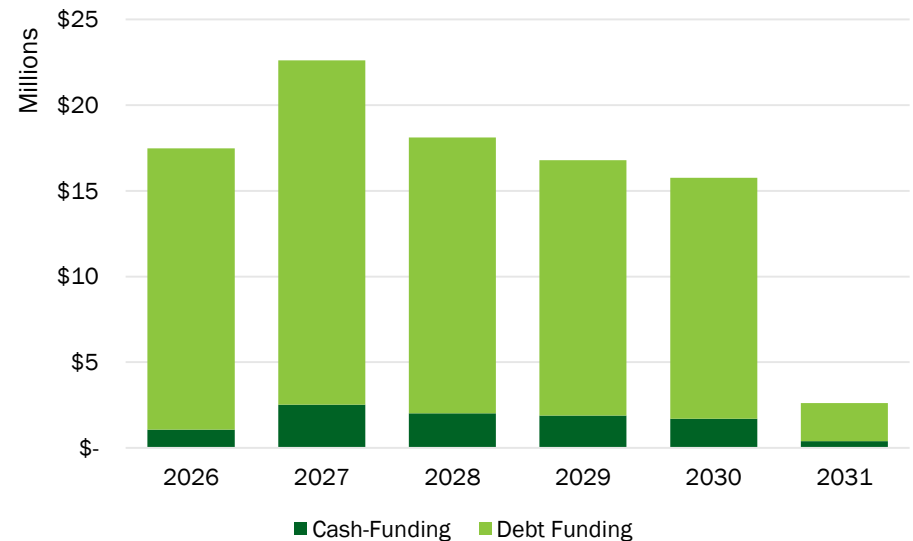


- The Water and Sewer CIP and CARP totals roughly \$93 million over the next six years.

CIP Uses

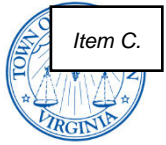


CIP Sources



FY	2026	2027	2028	2029	2030	2031	Total
Water CIP Expenditures	\$ 14,542,982	\$ 2,420,000	\$ 11,055,982	\$ 9,339,000	\$ 6,765,000	\$ 2,475,000	\$ 46,597,965
Sewer CIP Expenditures	1,873,507	19,910,000	6,836,451	7,218,211	8,855,000	-	44,693,168
CARP Expenditures	1,070,000	285,000	230,000	230,000	150,000	150,000	2,115,000
Total Uses	17,486,489	22,615,000	18,122,433	16,787,211	15,770,000	2,625,000	93,406,133
Cash-Funding	1,070,000	2,518,000	2,019,243	1,885,721	1,712,000	397,500	9,602,464
Debt Funding	16,416,489	20,097,000	16,103,190	14,901,490	14,058,000	2,227,500	83,803,669
Total Sources	\$ 17,486,489	\$ 22,615,000	\$ 18,122,433	\$ 16,787,211	\$ 15,770,000	\$ 2,625,000	\$ 93,406,133

Water and Sewer Fund Projected Debt Service



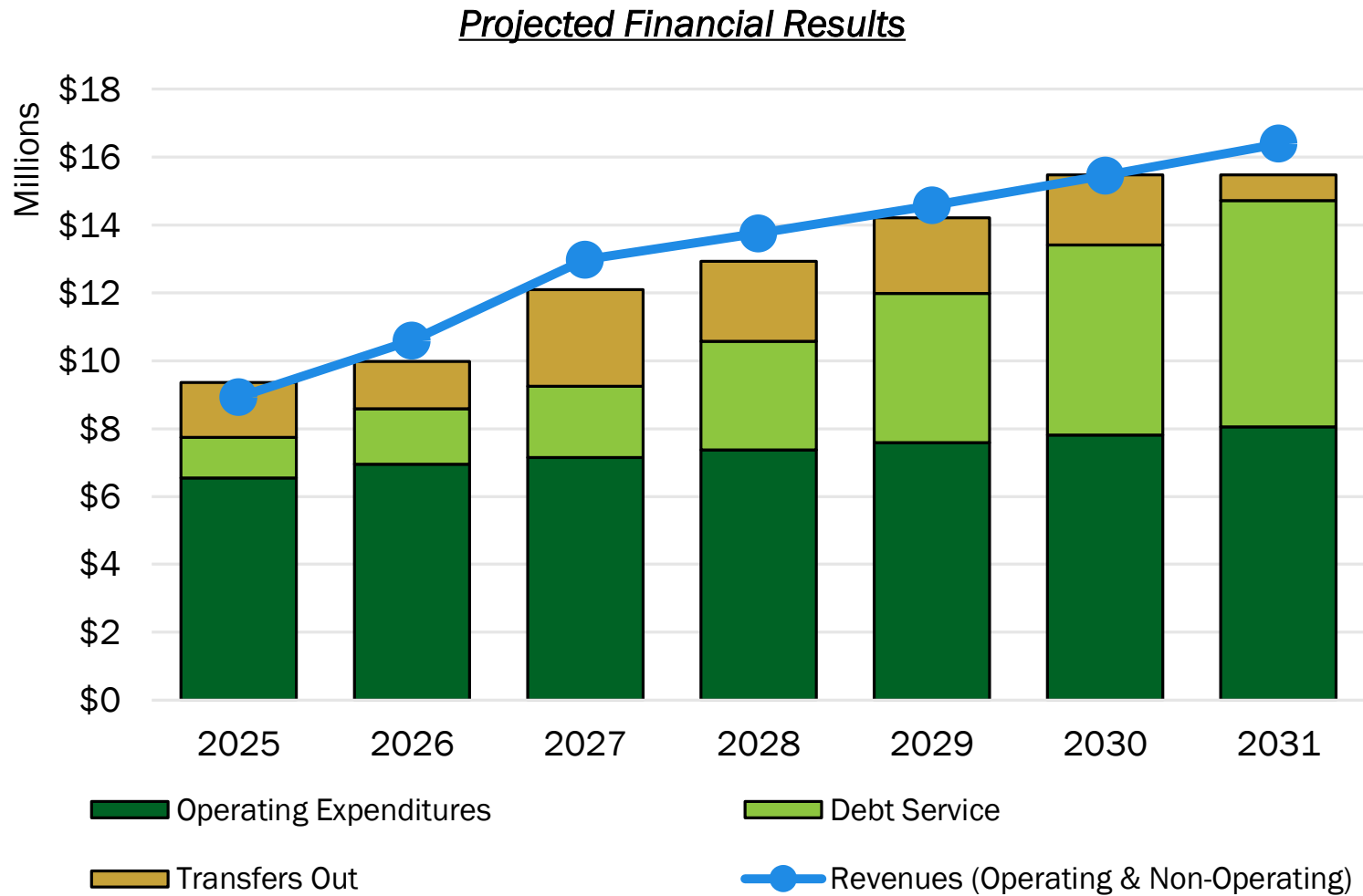
FY	Existing Debt Service	FY 2026 Issuance	FY 2027 Issuance	FY 2028 Issuance	FY 2029 Issuance	FY 2030 Issuance	FY 2031 Issuance	Total
Totals	\$ 16,827,951	\$ 32,576,660	\$ 43,758,684	\$ 35,062,665	\$ 32,446,116	\$ 30,609,523	\$ 4,850,100	\$ 196,131,699
2026	1,193,510	406,308	-	-	-	-	-	1,599,818
2027	1,193,130	812,616	-	-	-	-	-	2,005,746
2028	1,194,773	812,616	1,105,335	-	-	-	-	3,112,724
2029	1,190,497	1,090,897	1,105,335	885,675	-	-	-	4,272,405
2030	1,191,303	1,090,897	1,483,858	885,675	819,582	-	-	5,471,315
2031	1,189,033	1,090,897	1,483,858	1,188,976	819,582	773,190	-	6,545,535
2032	1,193,602	1,090,897	1,483,858	1,188,976	1,100,248	773,190	122,513	6,953,283
2033	1,193,539	1,090,897	1,483,858	1,188,976	1,100,248	1,037,969	122,513	7,217,999
2034	1,193,822	1,090,897	1,483,858	1,188,976	1,100,248	1,037,969	164,467	7,260,237
2035	1,193,308	1,090,897	1,483,858	1,188,976	1,100,248	1,037,969	164,467	7,259,723
2036	1,193,252	1,090,897	1,483,858	1,188,976	1,100,248	1,037,969	164,467	7,259,667
2037	1,192,558	1,090,897	1,483,858	1,188,976	1,100,248	1,037,969	164,467	7,258,973
2038	1,192,225	1,090,897	1,483,858	1,188,976	1,100,248	1,037,969	164,467	7,258,640
2039	661,996	1,090,897	1,483,858	1,188,976	1,100,248	1,037,969	164,467	6,728,411
2040	661,403	1,090,897	1,483,858	1,188,976	1,100,248	1,037,969	164,467	6,727,818
2041	-	1,090,897	1,483,858	1,188,976	1,100,248	1,037,969	164,467	6,066,415
2042	-	1,090,897	1,483,858	1,188,976	1,100,248	1,037,969	164,467	6,066,415
2043	-	1,090,897	1,483,858	1,188,976	1,100,248	1,037,969	164,467	6,066,415
2044	-	1,090,897	1,483,858	1,188,976	1,100,248	1,037,969	164,467	6,066,415
2045	-	1,090,897	1,483,858	1,188,976	1,100,248	1,037,969	164,467	6,066,415
2046	-	1,090,897	1,483,858	1,188,976	1,100,248	1,037,969	164,467	6,066,415
2047	-	1,090,897	1,483,858	1,188,976	1,100,248	1,037,969	164,467	6,066,415
2048	-	1,090,897	1,483,858	1,188,976	1,100,248	1,037,969	164,467	6,066,415
2049	-	1,090,897	1,483,858	1,188,976	1,100,248	1,037,969	164,467	6,066,415
2050	-	1,090,897	1,483,858	1,188,976	1,100,248	1,037,969	164,467	6,066,415
2051	-	1,090,897	1,483,858	1,188,976	1,100,248	1,037,969	164,467	6,066,415
2052	-	1,090,897	1,483,858	1,188,976	1,100,248	1,037,969	164,467	6,066,415
2053	-	1,090,897	1,483,858	1,188,976	1,100,248	1,037,969	164,467	6,066,415
2054	-	1,090,897	1,483,858	1,188,976	1,100,248	1,037,969	164,467	6,066,415
2055	-	1,090,897	1,483,858	1,188,976	1,100,248	1,037,969	164,467	6,066,415
2056	-	1,090,897	1,483,858	1,188,976	1,100,248	1,037,969	164,467	6,066,415
2057	-	-	1,483,858	1,188,976	1,100,248	1,037,969	164,467	4,975,518
2058	-	-	-	1,188,976	1,100,248	1,037,969	164,467	3,491,660
2059	-	-	-	-	1,100,248	1,037,969	164,467	2,302,685
2060	-	-	-	-	-	1,037,969	164,467	1,202,436
2061	-	-	-	-	-	-	164,467	164,467

*Note: Estimates assume a 30-year debt service structure comprised of 2 years of interest only followed by 28 years of level debt service. A 5.0% interest rate has been utilized for planning purposes.

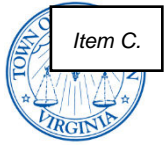
A 10% contingency has been added to each Project Fund for COI, DSRF, etc..



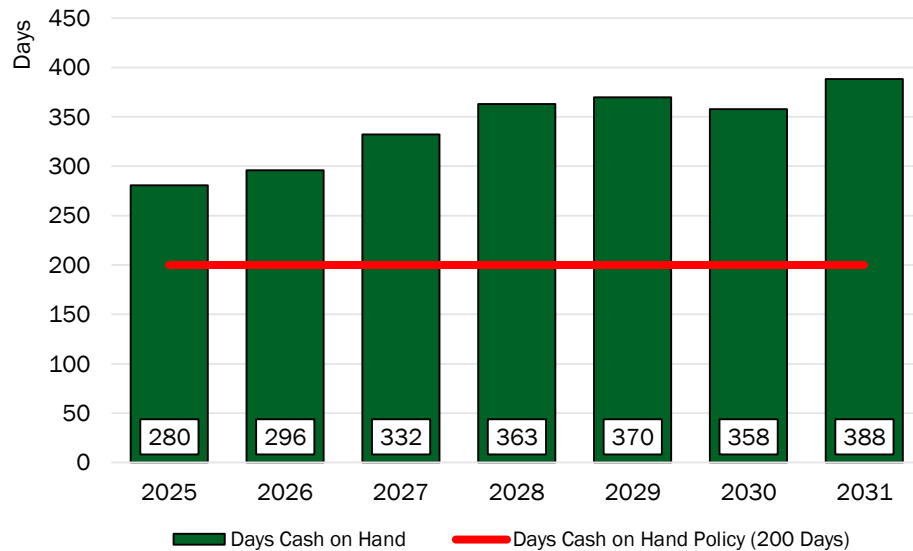
Water and Sewer Fund Projected Financials



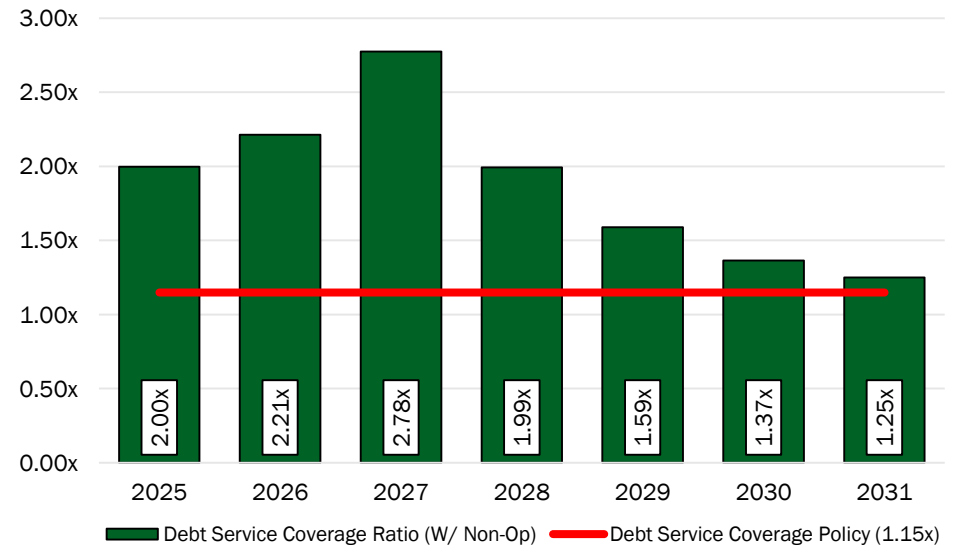
Water and Sewer Fund Projected Financial Ratios



Days Cash on Hand

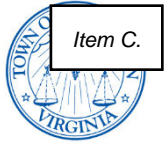


Debt Service Coverage Ratio



FY	2026	2027	2028	2029	2030	2031
Debt Service Coverage Ratio	2.21x	2.78x	1.99x	1.59x	1.37x	1.25x
Days Cash on Hand	296	332	363	370	358	388
Ending Cash Balance	\$ 5,634,347	\$ 6,509,079	\$ 7,329,615	\$ 7,688,884	\$ 7,663,393	\$ 8,566,236

Municipal Advisor Disclaimer



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Town of Warrenton, Virginia

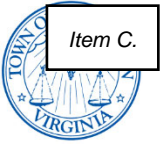
Town Council Briefings



November 20/21, 2025

- Davenport & Company LLC (“Davenport”) serves as Financial Advisor to the Town of Warrenton, VA (the “Town”).
- In April 2025, Davenport presented a Financial Review to Town Council during the FY 2026 Budget process to brief the Town Council on the financial status of the Town.
- In July 2025, Davenport presented a Plan of Finance for the identified FY 2026 Capital Projects – including both General Fund and Water & Sewer Fund capital projects.
- Davenport was asked to prepare a follow-up in advance of moving forward with the Plan of Finance.

Goals and Objectives



- Review key financial metrics within the Town's General Fund, peer comparatives, and outline the proposed FY 2026 borrowing and potential debt service.

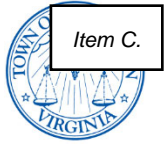
- Review historical multi-year financial planning for the Town's Water & Sewer Utility Enterprise Fund (the "Water & Sewer Fund") as well as review key financial metrics.

- Review the Water & Sewer Fund proposed FY 2026 borrowing.

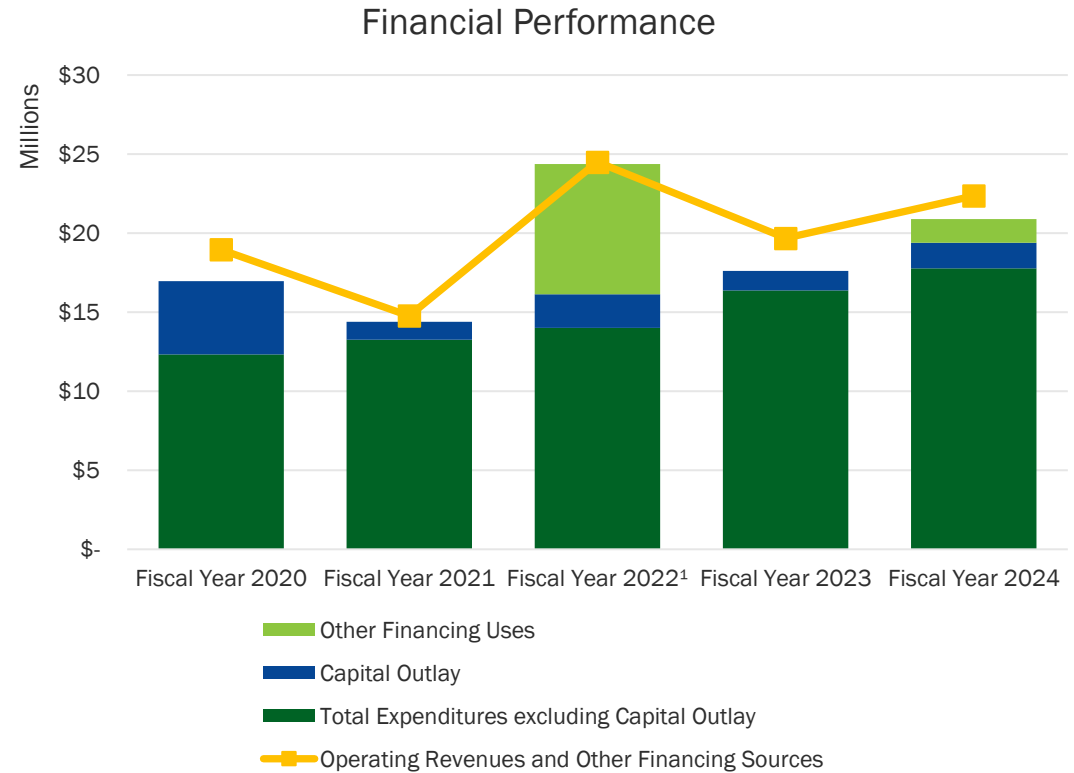
- Outline a Plan of Finance for the proposed borrowings that provides the Town flexibility and the most cost-effective access to financing, and propose next steps.

- Address and/or follow up regarding any outstanding questions/concerns of Town Council.

Historical General Fund Financials



- The Town has added to Total Fund Balance in each of the past five (5) Fiscal Years (FY 2020 – FY 2024).
- Capital funding has averaged roughly \$2 million over the last five (5) Fiscal Years.

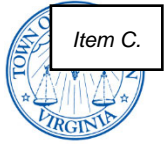


Financial Performance	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022 ¹	Fiscal Year 2023	Fiscal Year 2024
Operating Revenues and Other Financing Sources	\$ 18,959,469	\$ 14,769,651	\$ 24,496,965	\$ 19,685,045	\$ 22,369,070
Total Expenditures excluding Capital Outlay	(12,328,536)	(13,253,110)	(14,005,553)	(16,384,713)	(17,779,829)
Capital Outlay	(4,639,737)	(1,134,734)	(2,124,098)	(1,231,327)	(1,612,338)
Other Financing Uses	-	-	(8,249,304)	-	(1,505,076)
Net Change in Fund Balance	1,991,196	381,807	118,010	2,069,005	1,471,827

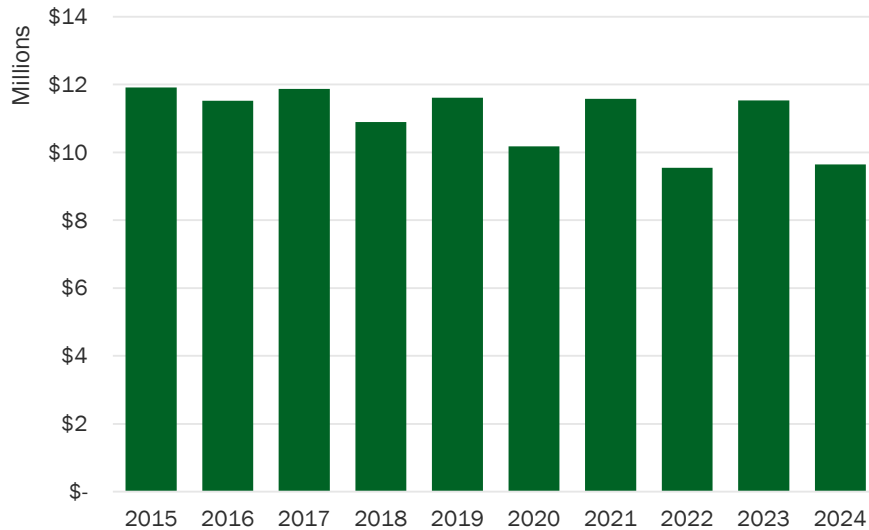
Source: Town of Warrenton FY 2020 – FY 2024 Audits.

(1) Fiscal Year 2022 includes the General Obligation Bond Refunding, Series 2021B.

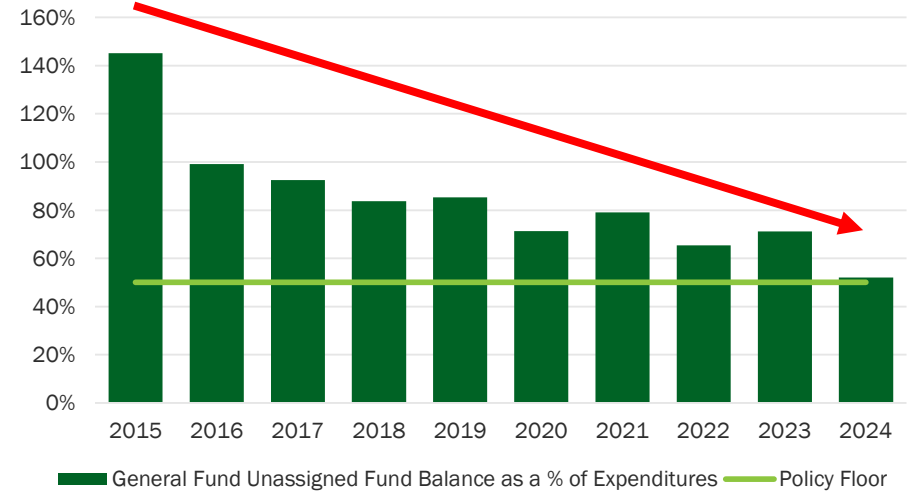
Unassigned Fund Balance Trends



General Fund Unassigned Fund Balance



Unassigned Fund Balance as a % of Expenditures



Fiscal Year	General Fund Unassigned Fund Balance		Budget Expenditures	
2015	\$	11,914,259	\$	8,211,805
2016		11,521,316		11,625,330
2017		11,871,309		12,828,326
2018		10,894,756		13,024,279
2019		11,611,907		13,599,594
2020		10,178,740		14,264,210
2021		11,575,773		14,641,484
2022		9,542,190		14,596,219
2023		11,537,274		16,213,084
2024		9,644,717		18,535,118

General Fund Unassigned Fund Balance as a % of Expenditures	Policy Floor
145%	50%
99%	50%
93%	50%
84%	50%
85%	50%
71%	50%
79%	50%
65%	50%
71%	50%
52%	50%

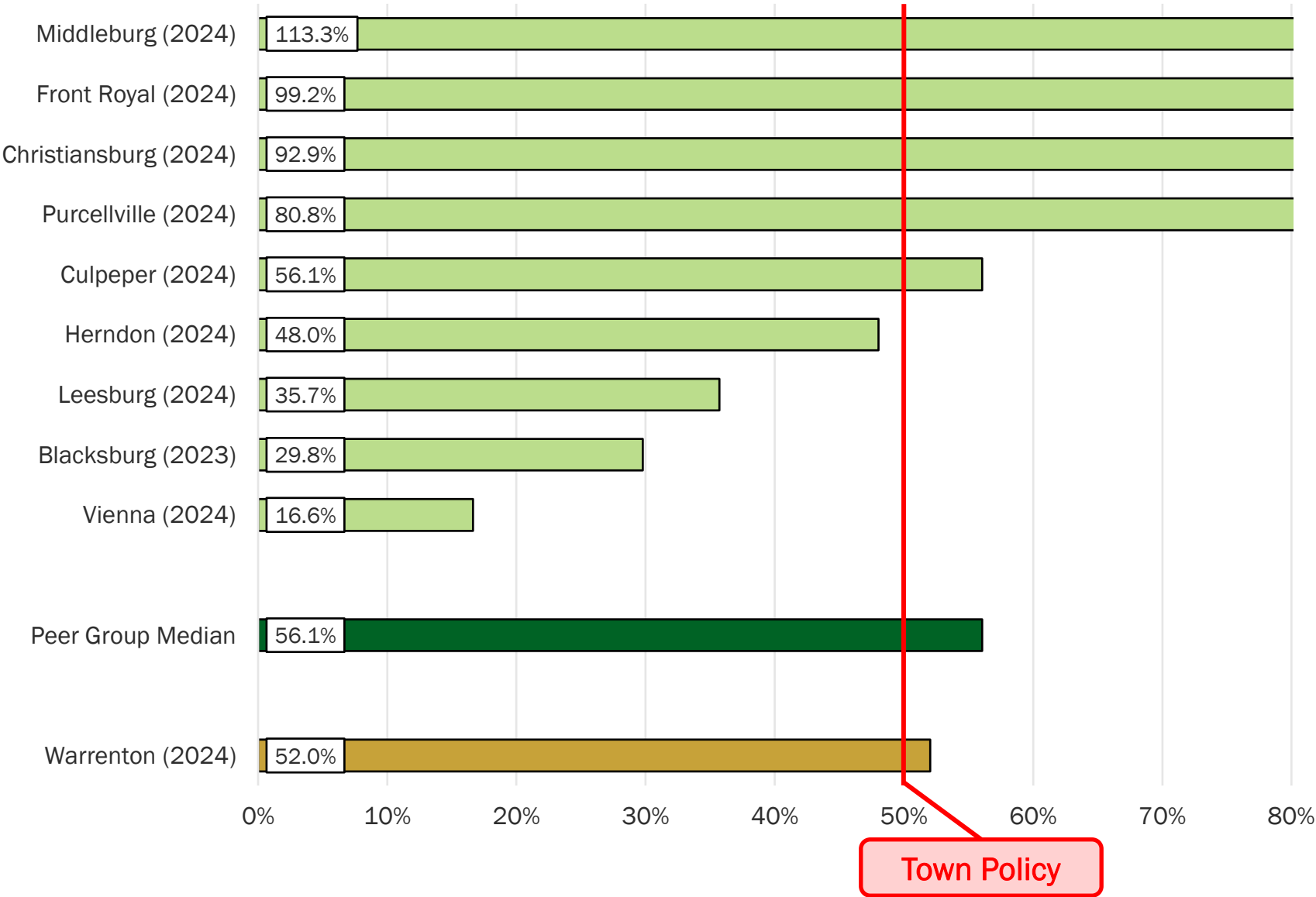
Current Policy: “The Town of Warrenton will maintain a minimum unassigned fund balance in the General Fund equal to 50% of the current annual operating expenditure budget.”

Source: Town of Warrenton FY 2024 Audit.

Note: In FY 2016, the Town incorporated the Warrenton Aquatic and Recreation Facility into the General Fund resulting in an increase to the denominator of the Fund Balance vs. Expenditures ratio.

Peer Comparison – Unassigned Fund Balance as a % of Expenditures (General Fund)

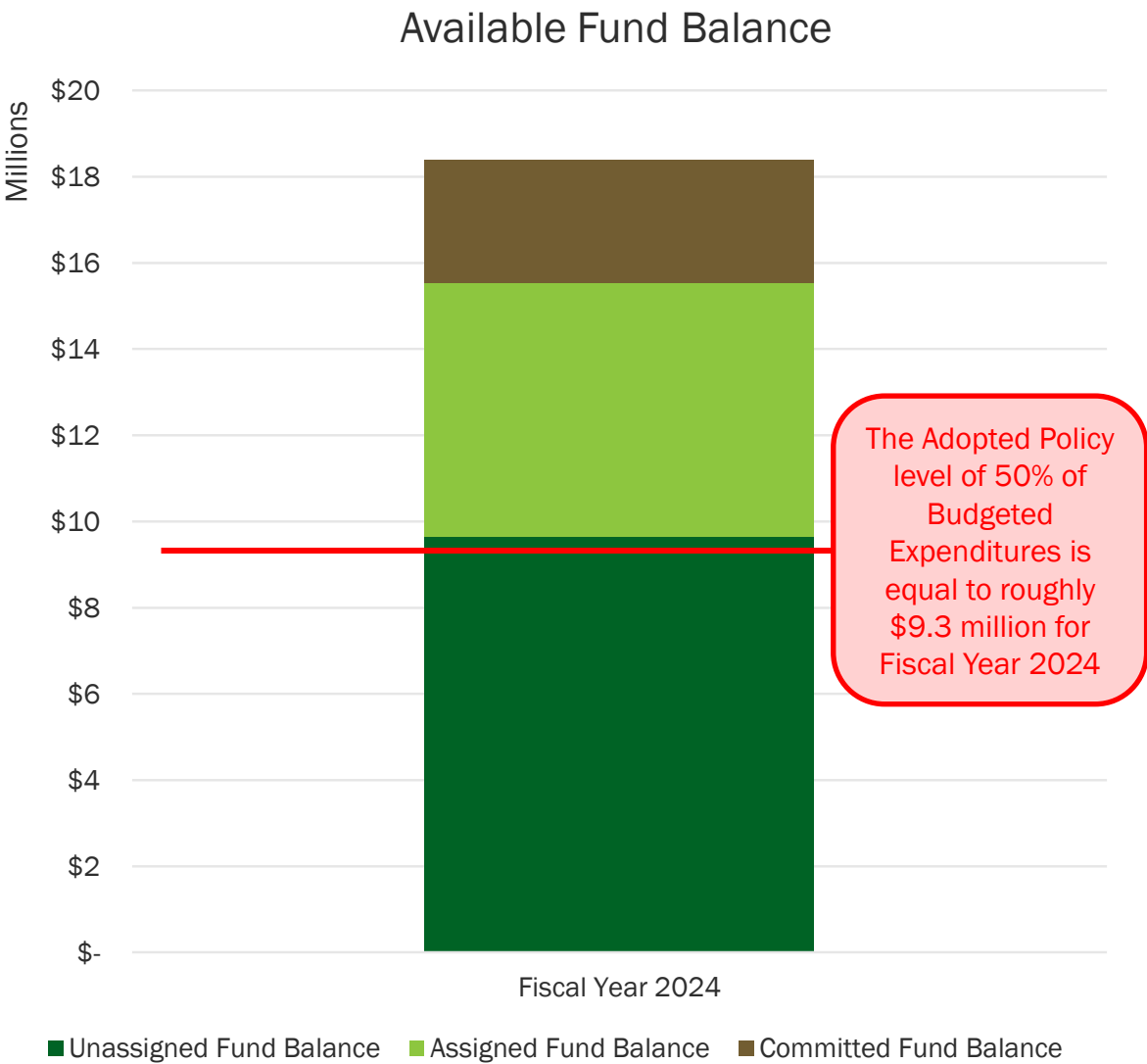
Unassigned Fund Balance vs. General Fund Expenditures



Available Fund Balance

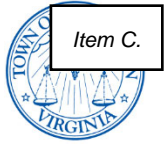
- Using the 2024 Audit, the graph shows a visual representation of the Town’s Available Fund Balance combining the Unassigned, Assigned, and Committed Fund Balance categories.

- The Town’s **Assigned Fund Balance** includes reserves that are specifically allocated for capital projects.
- The Town’s **Committed Fund Balance** includes reserves related to the Town’s Budget Stabilization Fund and financial commitments made by Town Council.

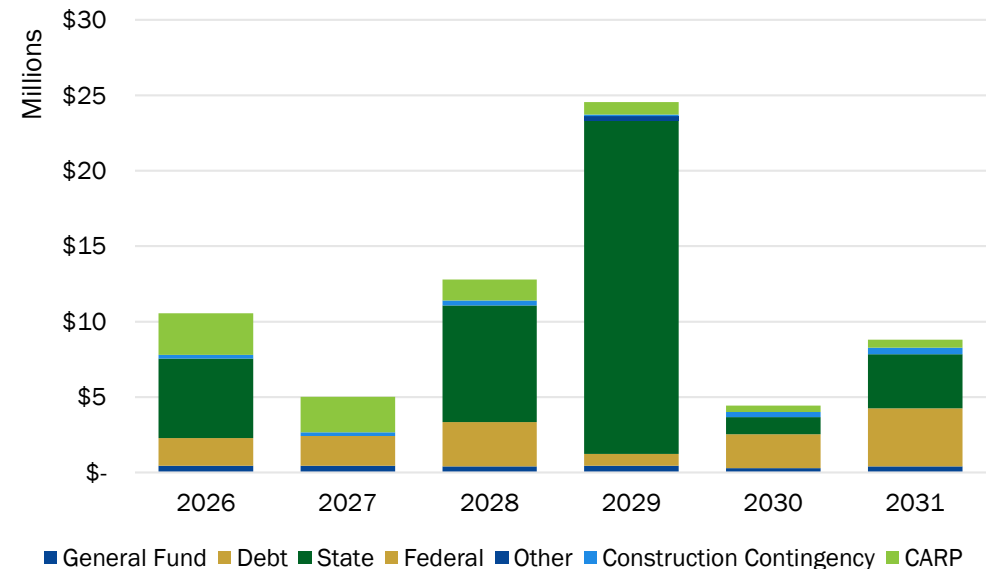


Source: Town of Warrenton FY 2024 Audit.

General Fund – CIP and CARP Sources of Funds



- Within the Adopted FY 2026 Budget, the Town has identified approximately \$10.6 million in General Fund capital projects via the Capital Improvement Plan (“CIP”) and Capital Asset Replacement Program (“CARP”).
 - The CIP generally captures larger, long-lived assets such as infrastructure improvements, buildings, etc.
 - The CARP includes shorter useful life assets such as equipment, fleet vehicles, etc.

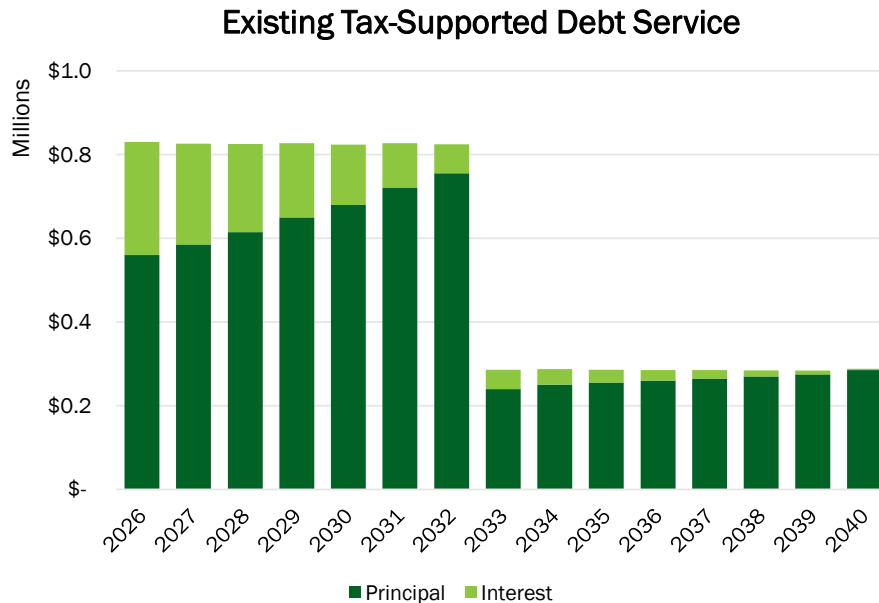
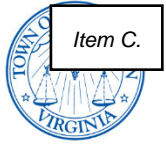


Roughly \$4.8 in debt.

FY	2026	2027	2028	2029	2030	2031	Total
General Fund	\$ 450,000	\$ 450,000	\$ 400,000	\$ 450,000	\$ 300,000	\$ 400,000	\$ 2,450,000
Debt	1,826,305	1,970,000	2,930,000	775,000	2,237,839	3,855,000	13,594,144
State	5,276,092	-	7,730,146	22,085,512	1,125,000	3,575,000	39,791,750
Federal	-	-	-	-	-	-	-
Other	-	-	-	300,000	-	-	300,000
Construction Contingency	250,631	242,000	343,000	112,500	333,784	425,500	1,707,415
CARP	2,756,241	2,359,238	1,385,705	832,000	441,500	539,000	8,313,684
Total Sources	10,559,269	5,021,238	12,788,851	24,555,012	4,438,123	8,794,500	66,156,993

Source: Town of Warrenton FY 2026 Adopted CIP.

General Fund – Existing Debt Profile



Existing Tax-Supported Debt Service							
Fiscal Year		Principal		Interest		Total	Payout Ratio
2026	\$	560,000	\$	270,169	\$	830,169	8.4%
2027		585,000		240,828		825,828	17.2%
2028		615,000		210,078		825,078	26.4%
2029		650,000		177,663		827,663	36.2%
2030		680,000		143,581		823,581	46.4%
2031		720,000		107,706		827,706	57.2%
2032		755,000		69,909		824,909	68.5%
2033		240,000		46,063		286,063	72.1%
2034		250,000		37,656		287,656	75.8%
2035		255,000		31,041		286,041	79.7%
2036		260,000		25,569		285,569	83.6%
2037		265,000		20,106		285,106	87.5%
2038		270,000		14,653		284,653	91.6%
2039		275,000		8,978		283,978	95.7%
2040		285,000		3,028		288,028	100.0%
Total	\$	6,665,000	\$	1,407,028	\$	8,072,028	

Summary of Outstanding Tax-Supported Debt

Series	Original Par		Par Outstanding		Interest Rate	Final Maturity
G.O. Refunding Bond, Series 2021B	\$	8,720,000	\$	6,665,000	5.125% - 2.037%	10/1/2039
	Total		\$	6,665,000		

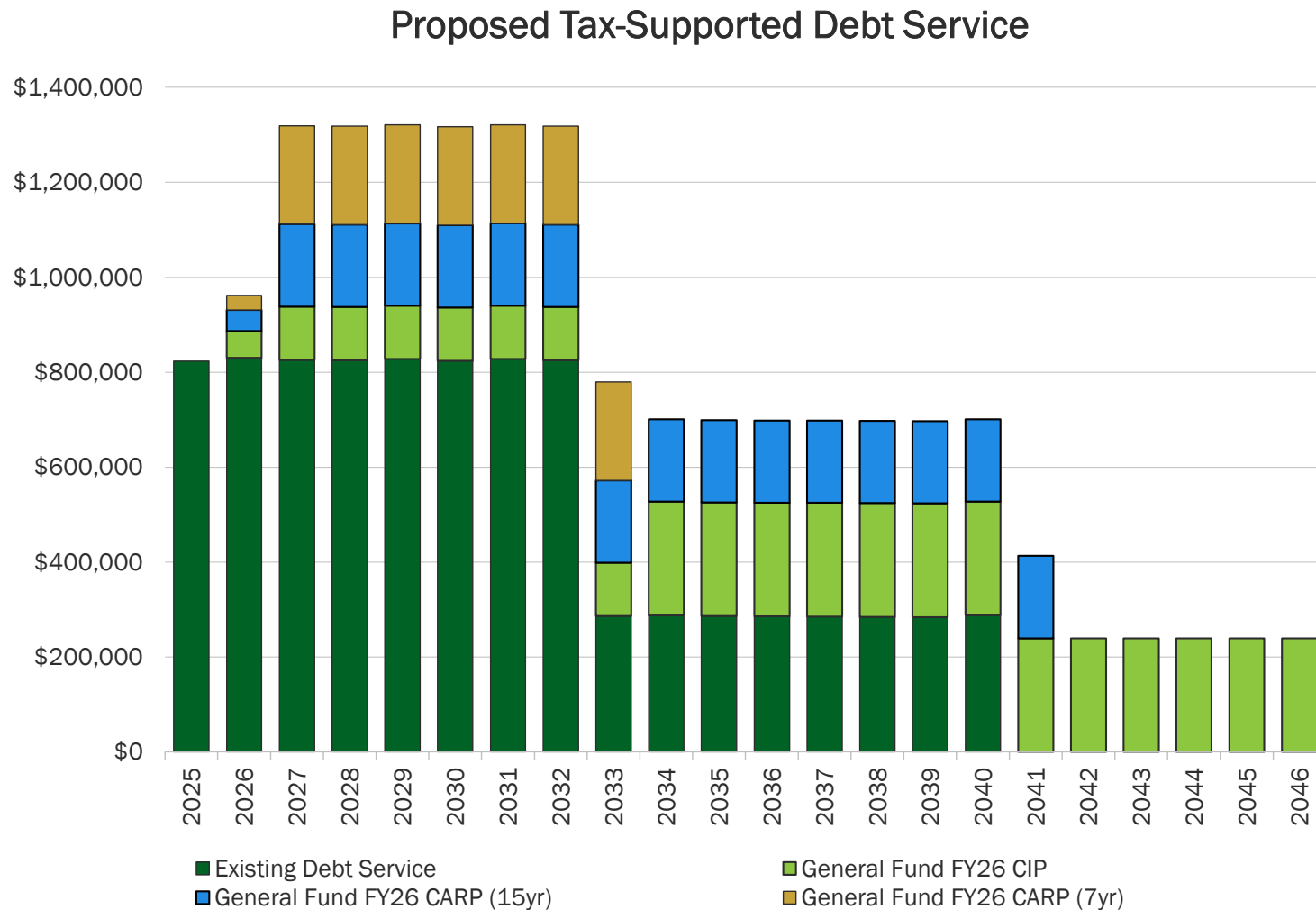
General Fund – Projected Debt Service

- As shown below, Davenport has estimated the debt service associated with the General Fund portion of the FY 2026 Adopted Capital Program.
 - **General Fund CIP (\$2.1)** utilizes a 5.0% planning interest rate and a 20-year repayment term.
 - **General Fund CARP (15yr/\$1.7M)** utilizes a 5.0% planning interest rate and a 15-year repayment term.
 - **General Fund CARP (7yr/\$1.1M)** utilizes a 5.0% planning interest rate and a 7-year repayment term.

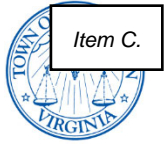
	A		B		C		D		E = Sum(B:D)
	Fiscal Year	Existing Debt Service	General Fund FY26 CIP		General Fund FY26 CARP (15yr)		General Fund FY26 CARP (7yr)		Total Proposed Debt Service
	2026	\$ 830,169	\$ 56,250		\$ 45,000		\$ 30,000		\$ 131,250
	2027	825,828	112,500		173,416		207,384		493,300
	2028	825,078	112,500		173,416		207,384		493,300
	2029	827,663	112,500		173,416		207,384		493,300
	2030	823,581	112,500		173,416		207,384		493,300
	2031	827,706	112,500		173,416		207,384		493,300
	2032	824,909	112,500		173,416		207,384		493,300
	2033	286,063	112,500		173,416		207,384		493,300
	2034	287,656	239,525		173,416		-		412,942
	2035	286,041	239,525		173,416		-		412,942
	2036	285,569	239,525		173,416		-		412,942
	2037	285,106	239,525		173,416		-		412,942
	2038	284,653	239,525		173,416		-		412,942
	2039	283,978	239,525		173,416		-		412,942
	2040	288,028	239,525		173,416		-		412,942
	2041	-	239,525		173,416		-		412,942
	2042	-	239,525		-		-		239,525
	2043	-	239,525		-		-		239,525
	2044	-	239,525		-		-		239,525
	2045	-	239,525		-		-		239,525
	2046	-	239,525		-		-		239,525

General Fund – Projected Debt Service (cont.)

- The graph below shows how the FY 2026 General Fund Capital Program layers onto the Town's existing Tax-Supported Debt Profile.



General Fund – Additional Considerations

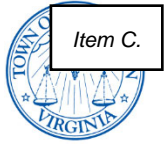


- For local governments, borrowing can present a strategic tool when utilized responsibly and sustainably. Debt funding:
 - **Preserves Liquidity**: Allows the Town to maintain cash reserves for operations and emergencies rather than further depleting cash levels to pay for capital.
 - **Spreads Costs Over Time**: Matches the repayment schedule with the useful life of the asset, ensuring that future users of the asset share in the cost.
 - **Leverages Favorable Tax-Exempt Interest Rates**: Takes advantage of historically favorable, long-term tax-exempt interest rates.
 - **Maintains Budget Flexibility**: Avoids large upfront expenditures that could constrain other capital or operational priorities.
- As previously presented, the Town has the debt capacity to issue the contemplated FY 2026 General Fund debt.
- A recurring source of revenues will need to be identified to ensure the Town has the debt affordability to pay for the contemplated FY 2026 General Fund debt.

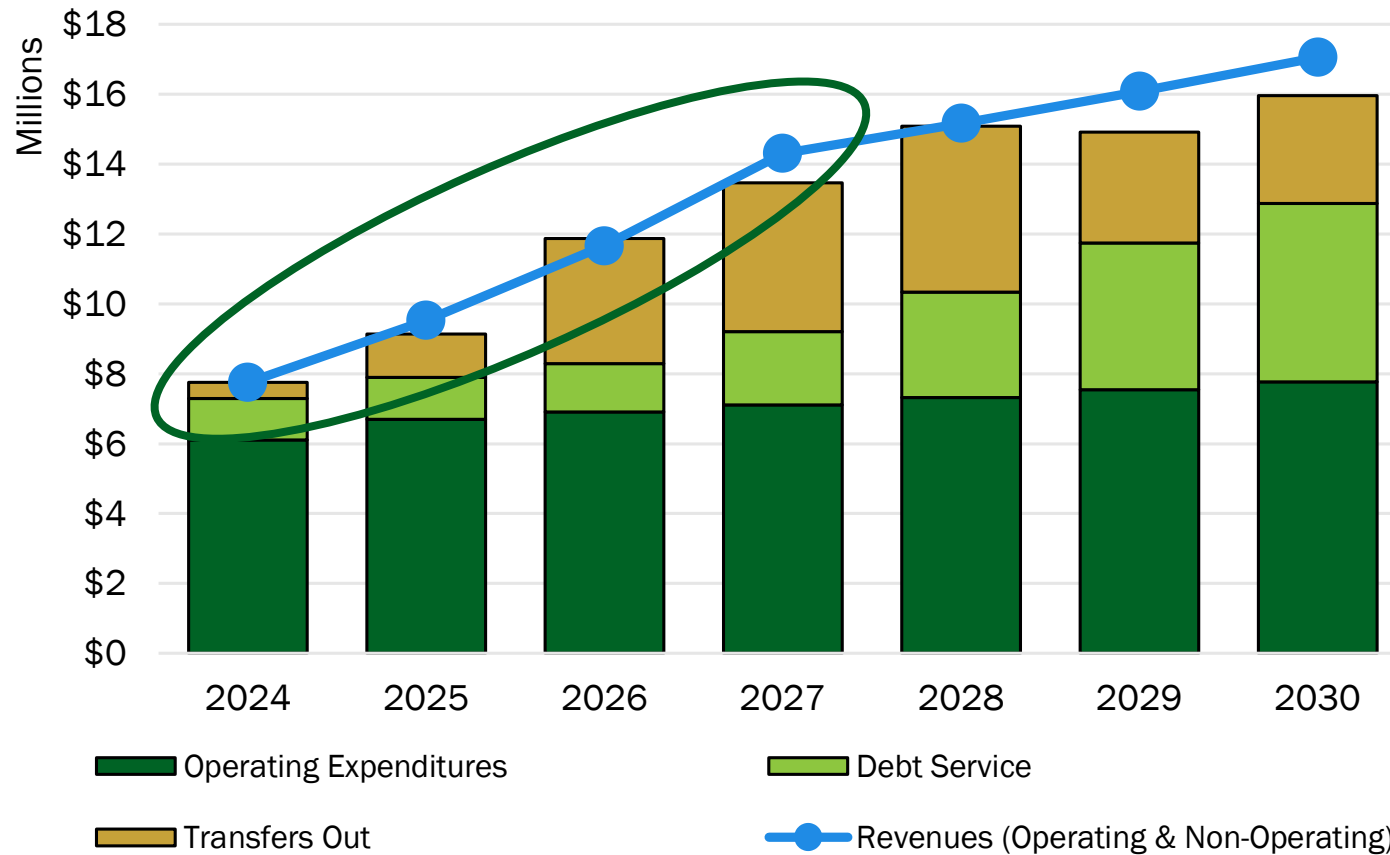
Water & Sewer Utility Enterprise Fund

Background Information

(As Presented May 14, 2024)

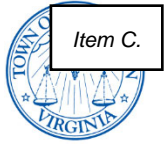


Projected Combined Revenues and Expenditures

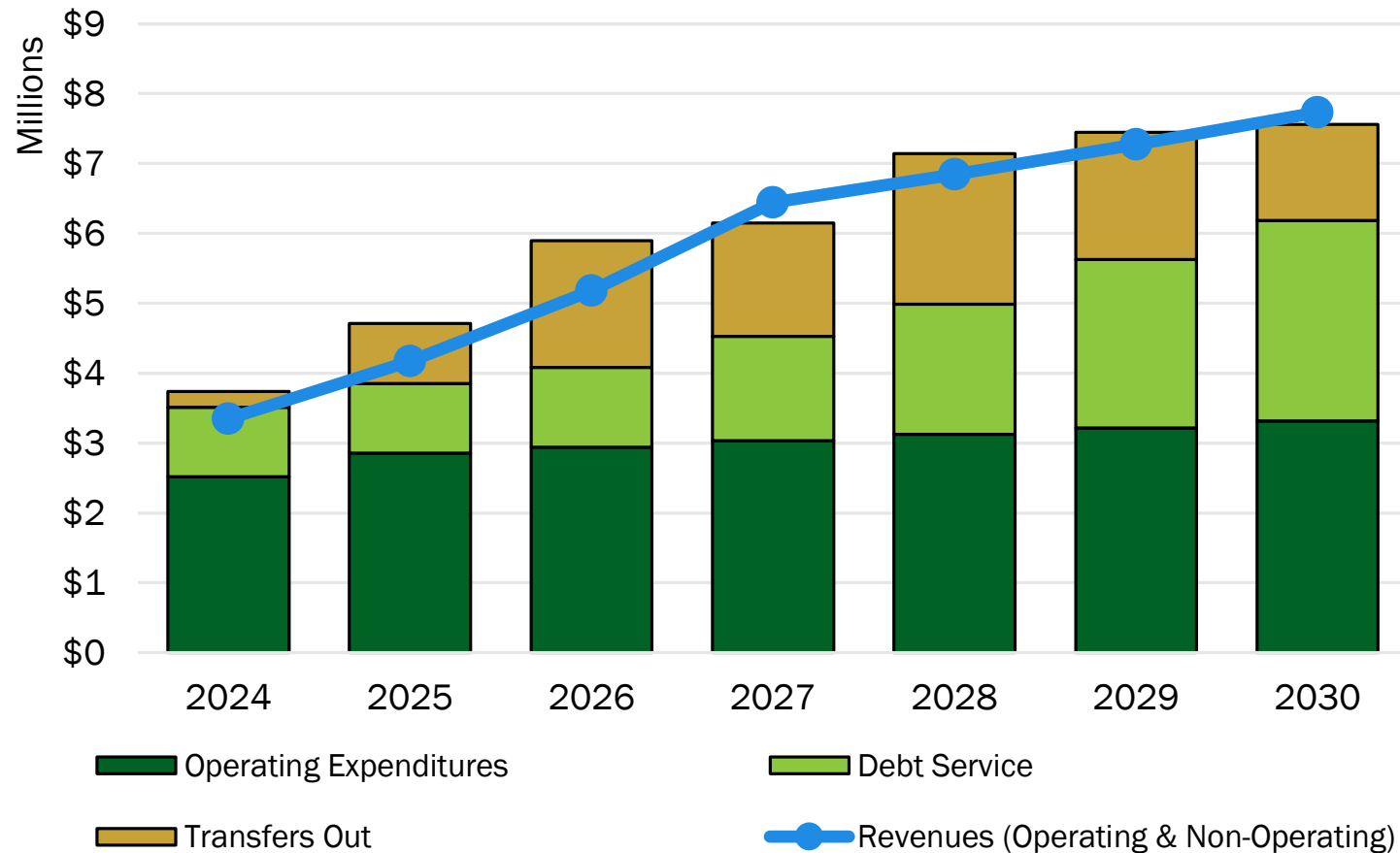


Proposed Revenue reflects a 23% increase in rate revenue from FY 2025 through FY 2027 and 6% in FY 2028 and thereafter.

Background Information (cont.) (As Presented May 14, 2024)



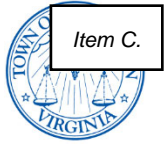
Projected Water Revenues and Expenditures



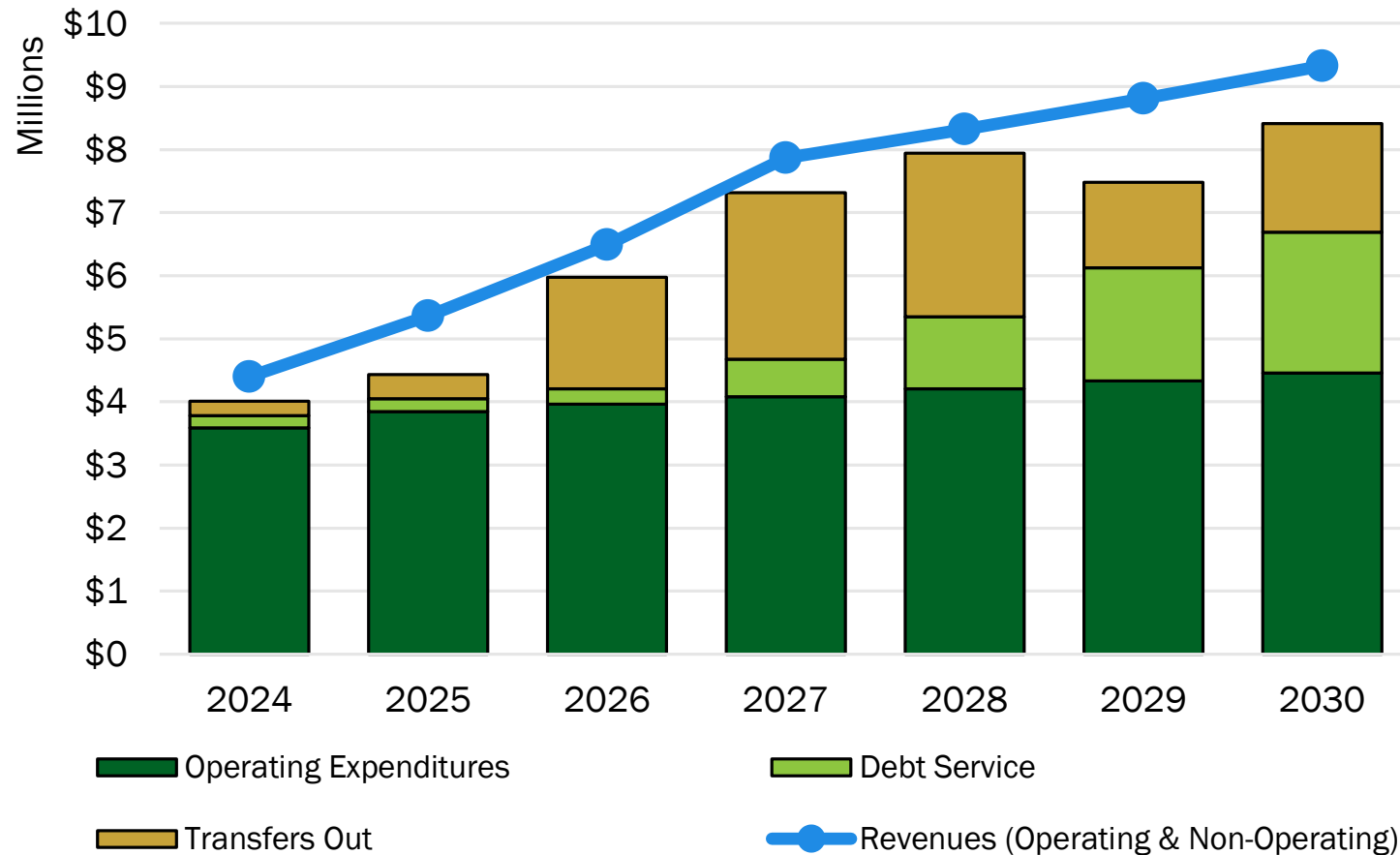
Proposed Revenue reflects a 25% increase in water rate revenue from FY 2025 through FY 2027 and 6% in FY 2028 and thereafter.

Background Information (cont.)

(As Presented May 14, 2024)



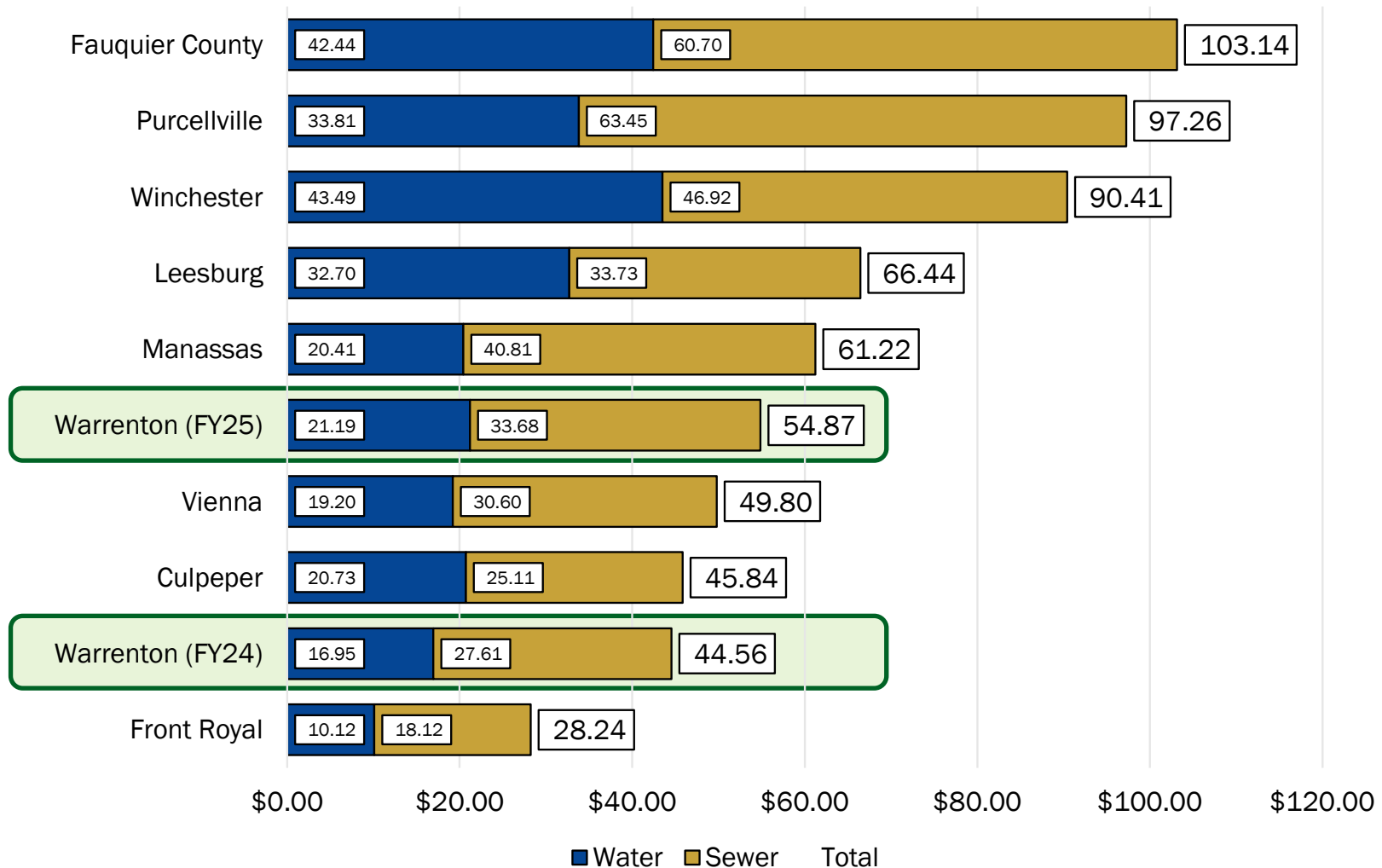
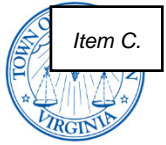
Projected Sewer Revenues and Expenditures



Proposed Revenue reflects a 22% increase in sewer rate revenue from FY 2025 through FY 2027 and 6% in FY 2028 and thereafter.

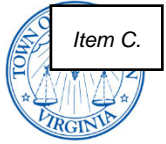
Background Information (cont.)

(As Presented May 14, 2024)

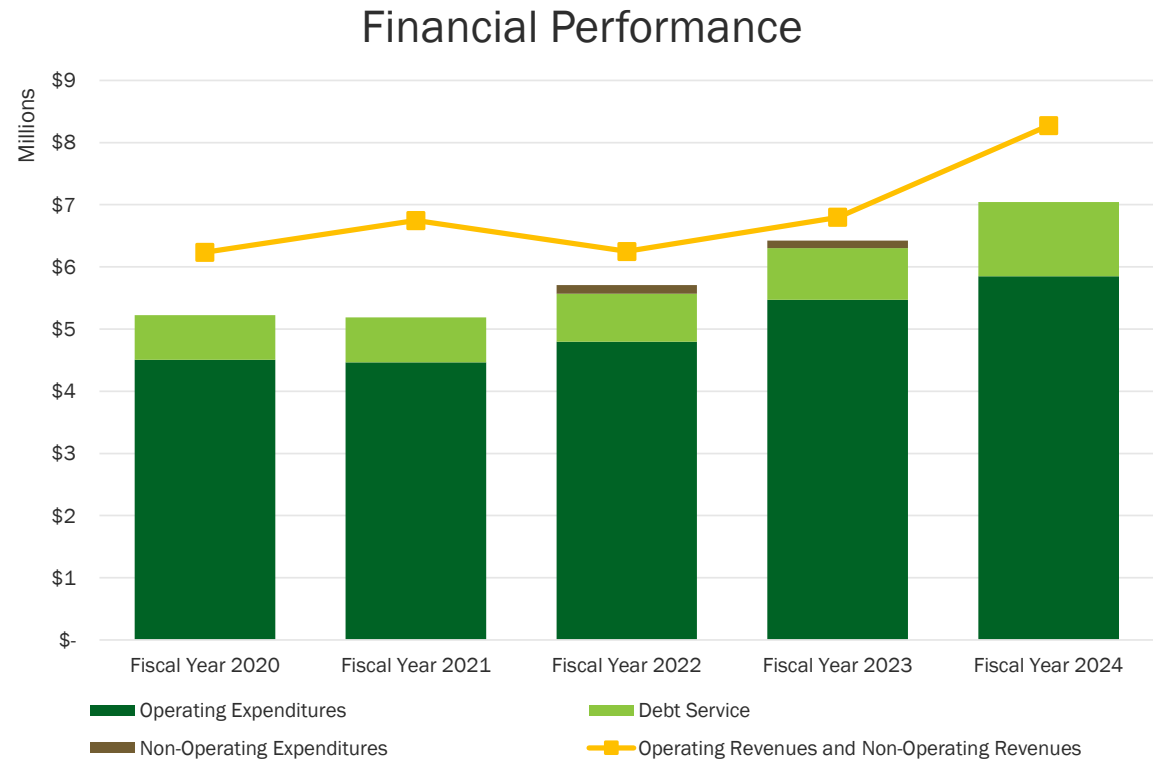


Smallest meter size and 3,000 gallons of usage (median for Warrenton customers)

Water & Sewer Fund Historical Financials



- The Water & Sewer Fund has produced a positive Net Result (net of depreciation) in each of the past five (5) Fiscal Years.

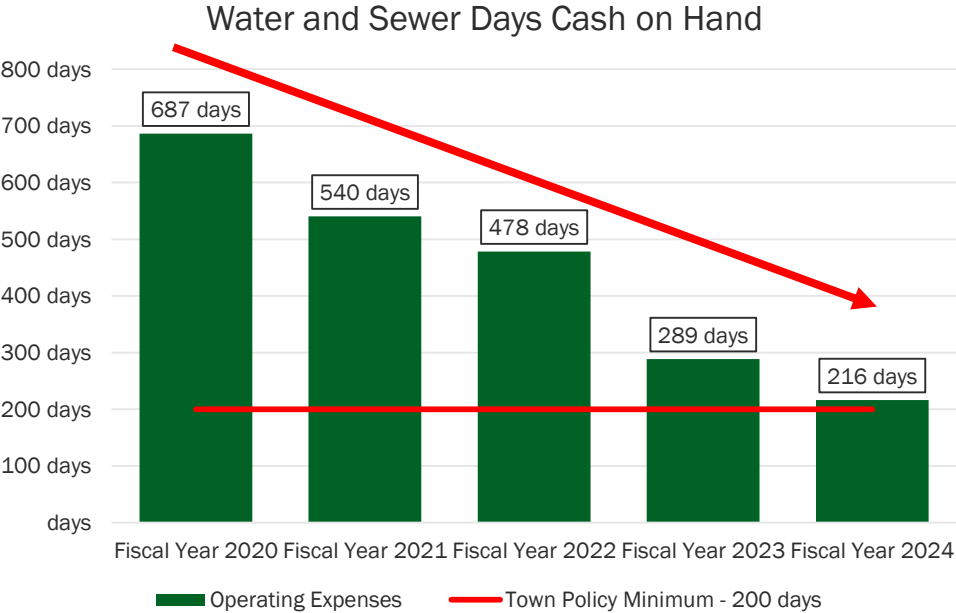
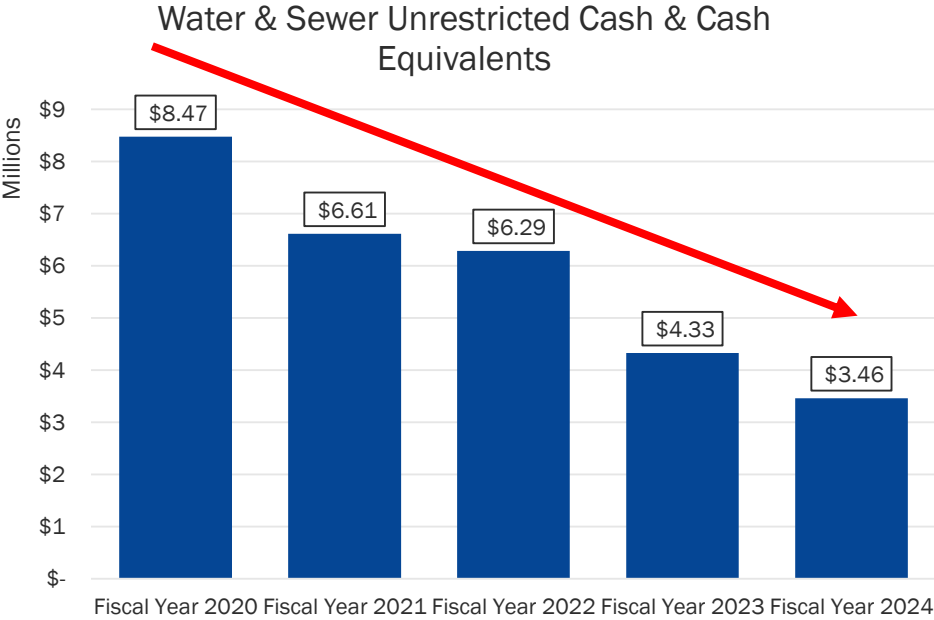
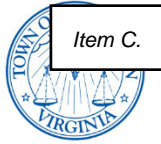


Financial Performance	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024
Operating Revenues and Non-Operating Revenues	\$ 6,234,707	\$ 6,746,686	\$ 6,249,509	\$ 6,797,936	\$ 8,273,107
Operating Expenditures	(4,504,090)	(4,467,687)	(4,798,238)	(5,472,073)	(5,847,168)
Debt Service	(718,684)	(720,657)	(772,236)	(830,277)	(1,193,627)
Non-Operating Expenditures	-	-	(138,796)	(119,842)	-
Net Result	\$ 1,011,933	\$ 1,558,342	\$ 540,239	\$ 375,744	\$ 1,232,312

Source: Town of Warrenton FY 2020 – FY 2024 Audits.

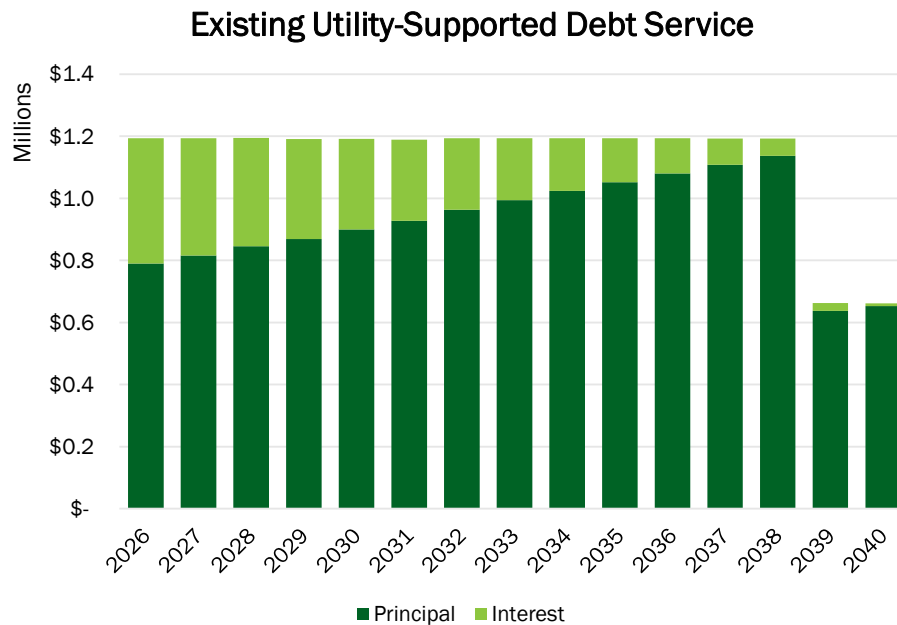
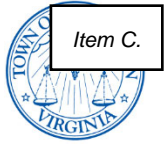
Note: Depreciation is excluded from Operating Expenditures; FY 2022 Debt Service taken from FY 2021 projected Debt Service.

Water & Sewer Fund Cash Reserve Trends



Water and Sewer Cash Fund Balance	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024
Unrestricted Cash and Cash Equivalents	\$ 8,473,309	\$ 6,612,579	\$ 6,287,203	\$ 4,329,251	\$ 3,462,549
Operating Expenses	4,504,090	4,467,687	4,798,238	5,472,073	5,847,168
Days Cash on Hand	687 days	540 days	478 days	289 days	216 days

Water & Sewer Fund Existing Debt Profile

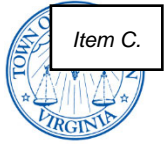


Existing Utility-Supported Debt Service			
Fiscal Year	Principal	Interest	Total
2026	\$ 790,000	\$ 403,510	\$ 1,193,510
2027	816,000	377,130	1,193,130
2028	845,000	349,773	1,194,773
2029	869,000	321,497	1,190,497
2030	899,000	292,303	1,191,303
2031	927,000	262,033	1,189,033
2032	963,000	230,602	1,193,602
2033	994,000	199,539	1,193,539
2034	1,024,000	169,822	1,193,822
2035	1,052,000	141,308	1,193,308
2036	1,080,000	113,252	1,193,252
2037	1,108,000	84,558	1,192,558
2038	1,137,000	55,225	1,192,225
2039	637,000	24,996	661,996
2040	653,000	8,403	661,403
Total	\$ 13,794,000	\$ 3,033,951	\$ 16,827,951

Summary of Outstanding Utility-Supported Debt

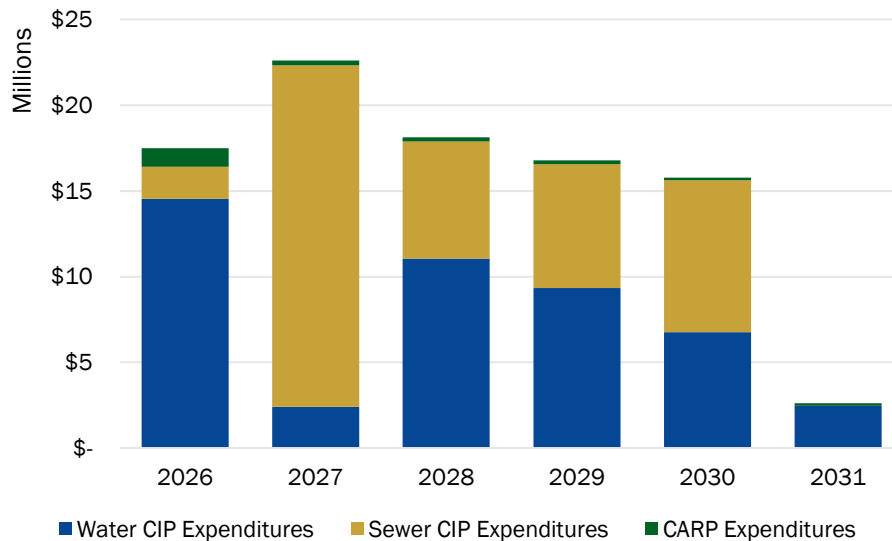
Series	Original Par		Par Outstanding		Interest Rate	Final Maturity
G.O. Refunding Bond, Series 2021A	\$	6,935,000	\$	5,722,000	2.750%	1/15/2038
G.O. Refunding Bond, Series 2021B		3,975,000		3,405,000	5.125% - 2.037%	10/1/2039
G.O. Bond, Water & Sewer Financing 2022		5,150,000		4,667,000	2.900%	10/1/2039
		Total	\$	13,794,000		

Water & Sewer Fund CIP and CARP

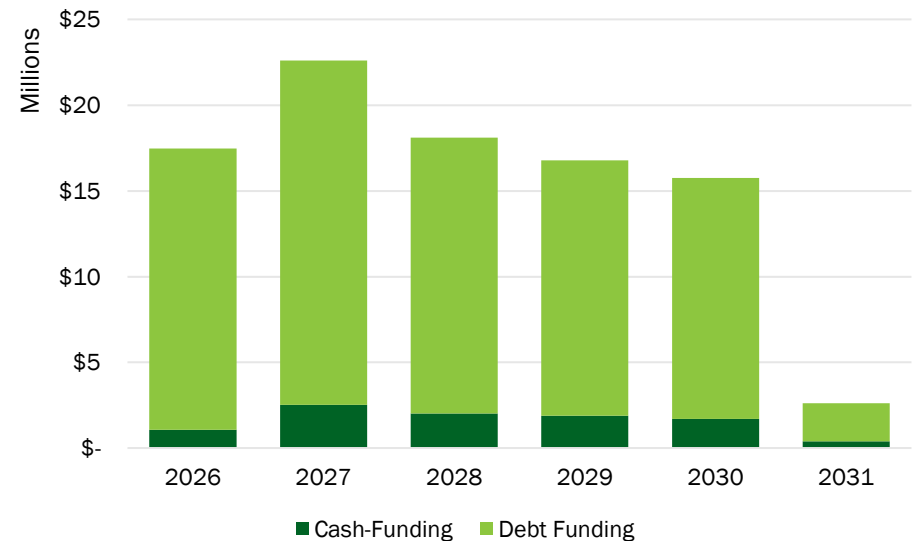


- The Water and Sewer CIP and CARP totals roughly \$93 million over the next six years.

CIP Uses

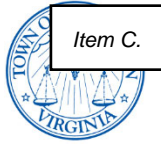


CIP Sources

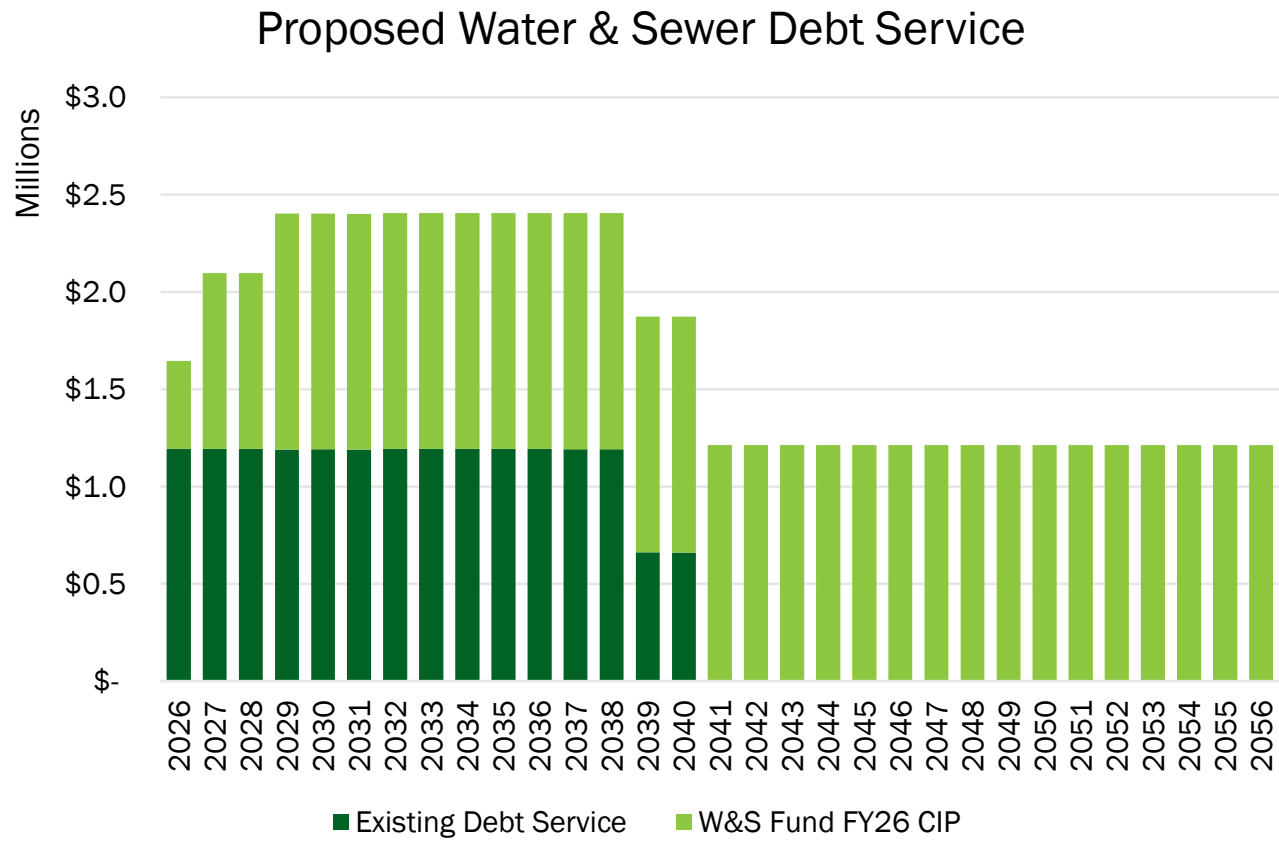


FY	2026	2027	2028	2029	2030	2031	Total
Water CIP Expenditures	\$ 14,542,982	\$ 2,420,000	\$ 11,055,982	\$ 9,339,000	\$ 6,765,000	\$ 2,475,000	\$ 46,597,965
Sewer CIP Expenditures	1,873,507	19,910,000	6,836,451	7,218,211	8,855,000	-	44,693,168
CARP Expenditures	1,070,000	285,000	230,000	230,000	150,000	150,000	2,115,000
Total Uses	17,486,489	22,615,000	18,122,433	16,787,211	15,770,000	2,625,000	93,406,133
Cash-Funding	1,070,000	2,518,000	2,019,243	1,885,721	1,712,000	397,500	9,602,464
Debt Funding	16,416,489	20,097,000	16,103,190	14,901,490	14,058,000	2,227,500	83,803,669
Total Sources	\$ 17,486,489	\$ 22,615,000	\$ 18,122,433	\$ 16,787,211	\$ 15,770,000	\$ 2,625,000	\$ 93,406,133

W&S Fund FY 2026 Debt Service Estimates



- The estimate below contemplates a 30-year term, a planning interest rate of 5.0%, and a project fund of roughly **\$16.4 million**.
 - It is assumed that the FY 2026 Water and Sewer Fund CARP is cash funded.
- The estimated debt service payments below fit within the multi-year rate planning that the Town has completed over the last several years.



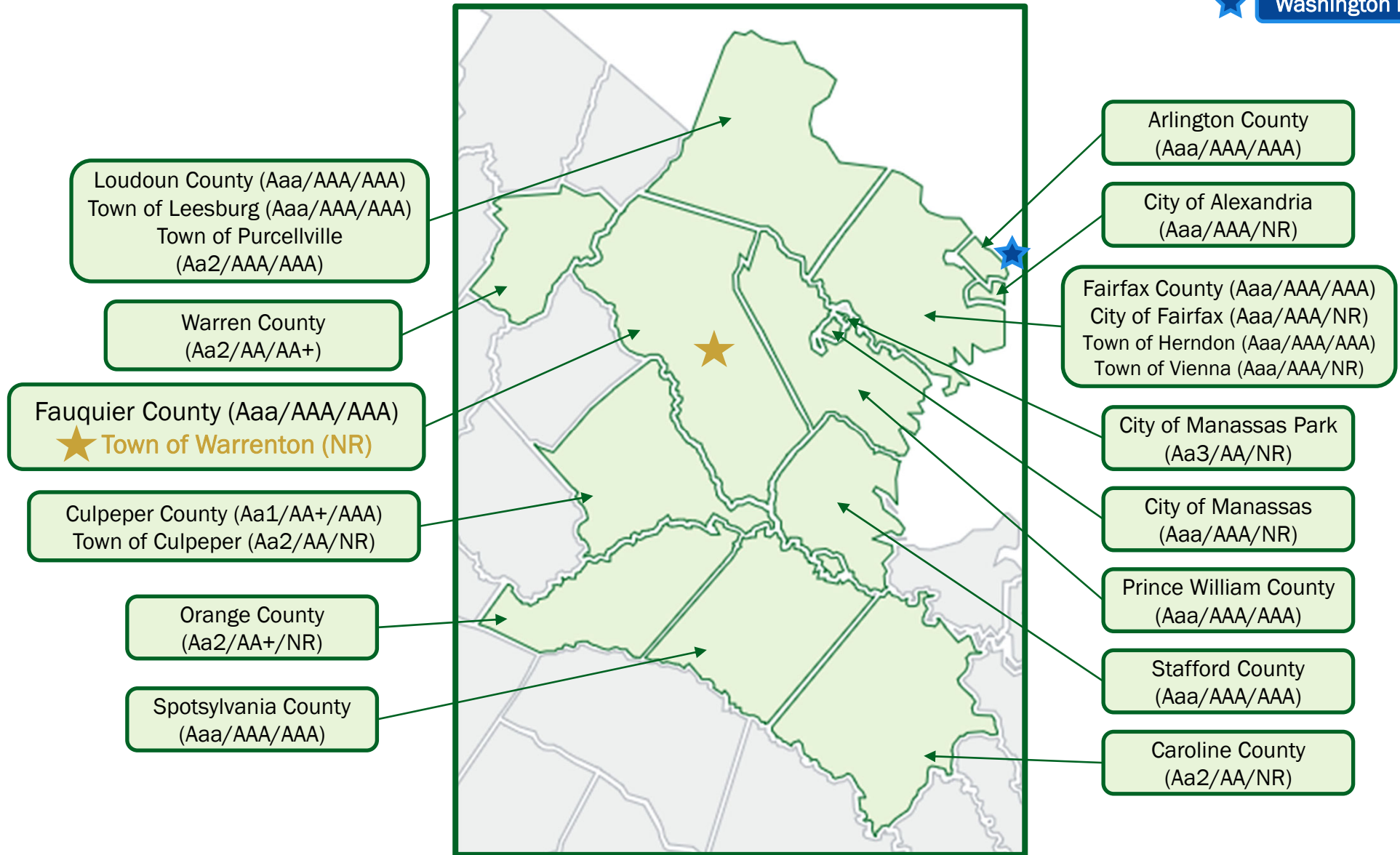
Plan of Finance & Proposed Next Steps

- The majority of the FY 2026 Capital Program consists of Water & Sewer infrastructure projects.
- The multi-year planning undertaken as part of the budget process contemplated a 30-year repayment term for the Water & Sewer CIP projects.
 - Repayment over 30 years for Water & Sewer infrastructure is typical in the industry, given the type of assets financed.
- Similar to prior financings, the General Fund CIP contemplates a 20-year repayment term.
- The General Fund CARP contemplates a 7-15 year repayment term to reflect the shorter-lived assets.
 - The Water and Sewer Fund CARP is anticipated to be cash-funded.
- The individual debt schedules for each program can be aggregated into one loan for purposes of securing financing. The repayment can be broken out internally to ensure the General Fund and Water & Sewer Funds remain independent from one another.

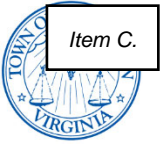
- Given the size (~\$21.2 million) and potential term of the loan, Davenport recommends that the Town secure credit ratings to access the Public Credit Markets.
- Davenport recommends that the Town consider formally engaging **Moody's** and **Standard & Poor's** for credit ratings.
- Maintaining multiple credit ratings is typical, as shown on the following page.
- Issuances in the Public Credit Markets commonly go out 30 years, and in some instances, longer.
- The Public Credit Markets provide the Town with the most flexibility in terms of repayment structure, issuance timing, final maturity, etc.

Regional Credit Ratings

★ Washington D.C.

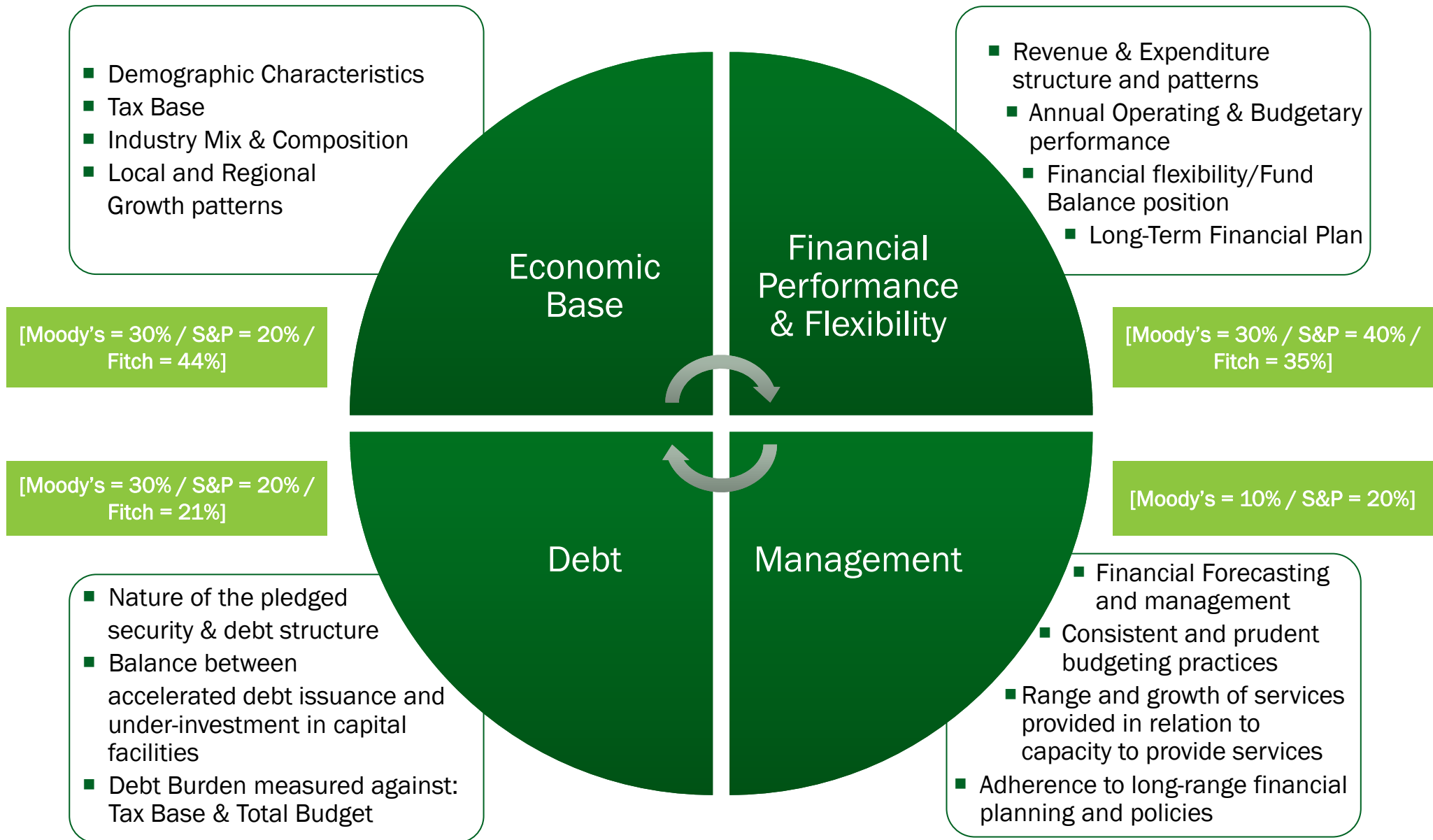


Additional Considerations



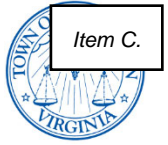
- The Town has been historically well-run from a financial perspective.
- The Town's CIP and CARP programs total nearly \$160 million over the next 6 years.
- The FY 2026 issuance will be the first in a series of borrowings to support the Town's capital program.
- Credit ratings provide local governments, like Warrenton, with the widest variety of financing options for capital projects.
- The following page describes in summary form the rating agency criteria (i.e. how the rating agencies arrive at their credit ratings).

Key Drivers to a Credit Rating



Note: %'s are from Moody's updated methodology November 2022/ S&P updated methodology September 2024 / Fitch updated methodology April 2025

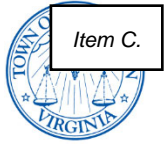
Advantages of a Credit Rating



- From a financial and capital perspective, the Town is well positioned to meet future challenges.

- As such, obtaining strong inaugural Issuer Credit Rating(s) from the National Credit Rating Agencies (i.e. Moody's and S&P) could produce multiple benefits for the Town including, but not limited to:
 - Improving the favorability of interest rates and terms that the Town could achieve for any potential future borrowings or refinancings;
 - Acting as a signal of strength to the business community about the governance, management, and financial health of the Town, which can help further drive economic development opportunities;
 - Providing a basis of comparison between the Town and other localities within the region and nationally;
 - Serving as an external and independent validation of the strength of Town operations; and,
 - Acting as a “check and balance” in the event a future Council(s) move in a direction(s) that does not follow industry standard “best practices.”

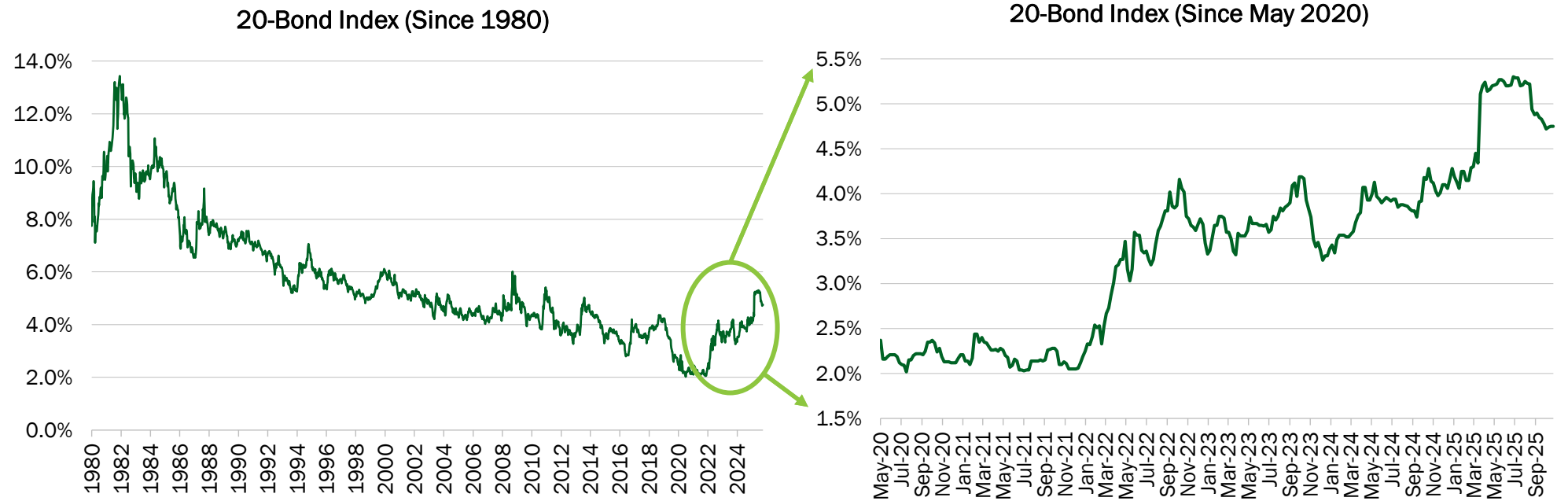
Proposed Next Steps



Timing	Action
November 20/21, 2025	<ul style="list-style-type: none"> Davenport to conduct briefings with Town Council members. Davenport will follow up with any requested information.
Tuesday, January 13, 2026	<p><u>Town Council Meeting:</u></p> <ul style="list-style-type: none"> Town Council holds a public hearing for the 2026 Financing. Town Council approves the 2026 Financing via documentation prepared by the Town's Bond Counsel.
Week of February 2, 2026 (Tentatively)	<ul style="list-style-type: none"> Rating Agency Meetings. Exact date/time – TBD.
Tuesday, March 3, 2026 (Tentatively)	<ul style="list-style-type: none"> Price the 2026 Financing in the Public Credit Markets. Interest rates are locked in at this time.
Tuesday, March 17, 2026 (Tentatively)	<ul style="list-style-type: none"> Close on the 2026 Financing. Funds advanced to the Town.

Appendix

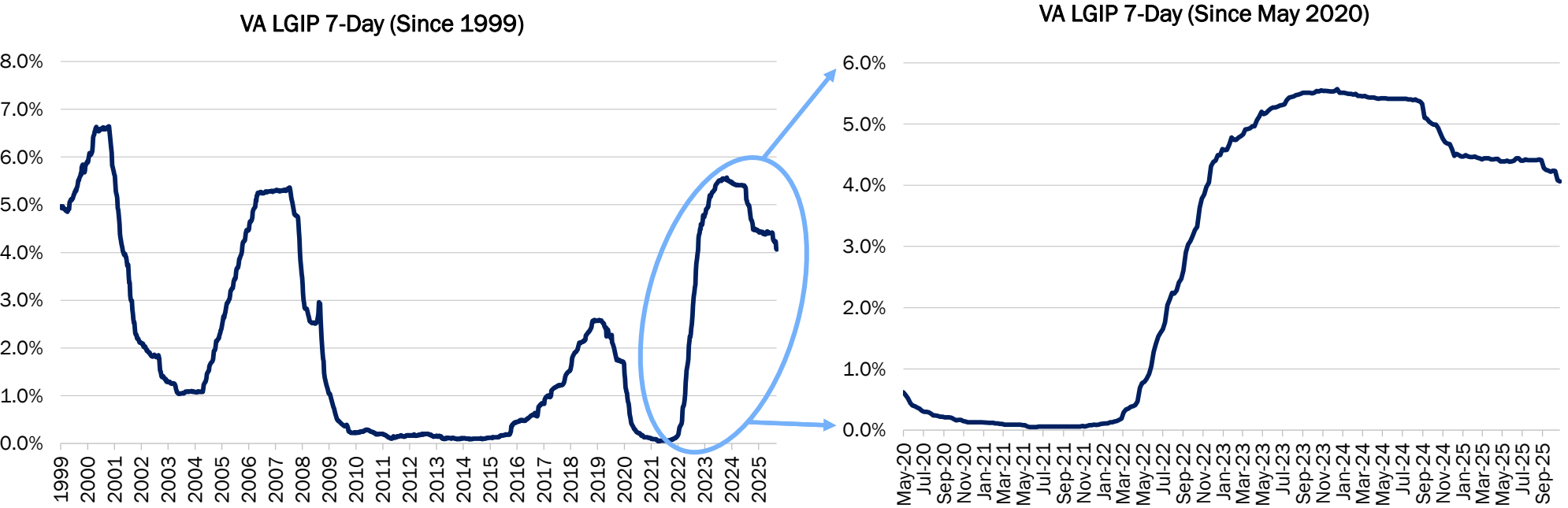
Interest Rate Environment | Tax-Exempt



Interest rates for highly-rated, tax-exempt borrowers, remain historically favorable.

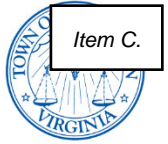
The 20-year interest rates above show the Bond Buyer's "20-Bond Index" which consists of 20 tax-exempt bonds with an average rating of 'Aa2'/'AA' (Moody's / S&P) that mature in 20 years. The 20-Bond Index serves as a general indicator of prevailing interest rates for tax-exempt borrowers. Updated as of 11/13/2025.

Reinvestment Rate Trends | LGIP 7-Day Rate



Short-term reinvestment rates are also historically favorable.

Municipal Advisor Disclaimer



The enclosed information relates to an existing or potential municipal advisor engagement.

The U.S. Securities and Exchange Commission (the “SEC”) has clarified that a broker, dealer or municipal securities dealer engaging in municipal advisory activities outside the scope of underwriting a particular issuance of municipal securities should be subject to municipal advisor registration. Davenport & Company LLC (“Davenport”) has registered as a municipal advisor with the SEC. As a registered municipal advisor Davenport may provide advice to a municipal entity or obligated person. An obligated person is an entity other than a municipal entity, such as a not for profit corporation, that has commenced an application or negotiation with an entity to issue municipal securities on its behalf and for which it will provide support. If and when an issuer engages Davenport to provide financial advisory or consultant services with respect to the issuance of municipal securities, Davenport is obligated to evidence such a financial advisory relationship with a written agreement.

When acting as a registered municipal advisor Davenport is a fiduciary required by federal law to act in the best interest of a municipal entity without regard to its own financial or other interests. Davenport is not a fiduciary when it acts as a registered investment advisor, when advising an obligated person, or when acting as an underwriter, though it is required to deal fairly with such persons,

This material was prepared by public finance, or other non-research personnel of Davenport. This material was not produced by a research analyst, although it may refer to a Davenport research analyst or research report. Unless otherwise indicated, these views (if any) are the author’s and may differ from those of the Davenport fixed income or research department or others in the firm. Davenport may perform or seek to perform financial advisory services for the issuers of the securities and instruments mentioned herein.

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The securities/instruments discussed in this material may not be suitable for all investors or issuers. Recipients should seek independent financial advice prior to making any investment decision based on this material. This material does not provide individually tailored investment advice or offer tax, regulatory, accounting or legal advice. Prior to entering into any proposed transaction, recipients should determine, in consultation with their own investment, legal, tax, regulatory and accounting advisors, the economic risks and merits, as well as the legal, tax, regulatory and accounting characteristics and consequences, of the transaction. You should consider this material as only a single factor in making an investment decision.

The value of and income from investments and the cost of borrowing may vary because of changes in interest rates, foreign exchange rates, default rates, prepayment rates, securities/instruments prices, market indexes, operational or financial conditions or companies or other factors. There may be time limitations on the exercise of options or other rights in securities/instruments transactions. Past performance is not necessarily a guide to future performance and estimates of future performance are based on assumptions that may not be realized. Actual events may differ from those assumed and changes to any assumptions may have a material impact on any projections or estimates. Other events not taken into account may occur and may significantly affect the projections or estimates. Certain assumptions may have been made for modeling purposes or to simplify the presentation and/or calculation of any projections or estimates, and Davenport does not represent that any such assumptions will reflect actual future events. Accordingly, there can be no assurance that estimated returns or projections will be realized or that actual returns or performance results will not materially differ from those estimated herein. This material may not be sold or redistributed without the prior written consent of Davenport.

Version 01.01.25 HP | AS | KL



Office of the Town Manager
Frank Cassidy

Warrenton Town Council

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

Item D.

STAFF REPORT

Council Meeting Date:	December 9 th , 2025.
Agenda Title:	Dominion Energy Franchise Agreement
Requested Action:	Receive the Information
Department / Agency Lead:	Legal
Staff Lead:	Mr. Chap Petersen, Town Attorney.

EXECUTIVE SUMMARY

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

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

BACKGROUND

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

STAFF RECOMMENDATION

Consider allowing the Town Manager to sign the MOU.

Service Level/Collaborative Impact

Service Level impacts have not been reviewed for this item.

Policy Direction/Warrenton Plan 2040

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

Fiscal Impact

Fiscal Impact has not been reviewed for this item.

Legal Impact

Legal Impact has not been reviewed for this item.

ATTACHMENTS

1. MOU

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

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

RECITALS:

- A. On July 6, 1982, by Ordinance, the Town granted a franchise to DEV (the "Franchise") to allow DEV to ". . . acquire, construct, install, operate, maintain and use . . . poles, towers, structures, attachments, wires, cables, conduits, ductways, manholes, handholes, meters, appliances and other equipment necessary or useful in the distribution or sale of electricity" in the streets, alleys, and public places of the Town, all as more particularly described in the Franchise.
- B. Through a series of initiatives, the Commonwealth of Virginia (the "Commonwealth") has prioritized extending high-quality broadband communications networks throughout Virginia to achieve universal access to high-speed internet within Virginia.
- C. In 2019, the Commonwealth established a program to promote collaboration between localities, electric utilities, and internet service providers to connect unserved areas to high-speed internet.
- D. DEV participated in the program and has been cooperating with the Commonwealth's initiative by obtaining rights to add broadband lines within its existing rights-of-way to help expand broadband facilities using DEV's existing infrastructure for the distribution of electricity.

- E. DEV is continuing to expand the installation of broadband facilities within its rights-of-way to help the Commonwealth meet its goal of universal access to high-speed internet within the Commonwealth.
- F. Consistent with this objective, DEV desires to install broadband facilities within a portion of the Franchise that it has with the Town (the “Broadband Areas”), and the Town desires to permit DEV to do this.

AGREEMENT:

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

1. The foregoing recitals are hereby incorporated by reference.
2. The rights granted to DEV in the Franchise to “. . . acquire, construct, install, operate, maintain and use . . . poles, towers, structures, attachments, wires, cables, conduits, ductways, manholes, handholes, meters, appliances and other equipment necessary or useful in the distribution or sale of electricity” shall be understood by DEV and the Town to include, within the Broadband Areas of the Franchise, the rights to:
 - 2.1 Attach, operate, and maintain, additional cables, including but not limited to fiber optic cables, wires, attachments, and other transmission facilities as DEV may from time to time deem advisable, and all equipment, accessories and appurtenances desirable in connection therewith (the “Broadband Facilities”), including the right to increase or decrease the number of wires, all for the purpose of transmitting voice, text, data, internet services, and other communications services, including the wires and attachments of third parties (the “Communication Rights”);
 - 2.2 Lease or license the right to transmit signals, data, or other communications through such Broadband Facilities, in whole or in part to third parties as may be useful or practical, including the rights to transmit third party data and the right to lease or license surplus communications capacity to third parties through such Broadband Facilities; and

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

3. All other terms and conditions of the Franchise are hereby ratified and affirmed.
4. This Memorandum will terminate once the Town and DEV enter and sign a new Franchise Agreement that includes broadband language as noted in this document.

- Remainder of Page Intentionally Left Blank -

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

Town:

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

By: _____

Its: _____

APPROVED AS TO FORM:

Town Attorney

DEV:

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

By: _____
Ellen Jackson
Manager-Electric Distribution Design



Office of the Town Manager
Frank Cassidy

Warrenton Town Council

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

Item E.

STAFF REPORT

Council Meeting Date:	December 9 th , 2025.
Agenda Title:	Habitat Request for Subdivision Plat Fee Waiver
Requested Action:	Consider the addition of a public hearing for the January 13 th , 2026, TC meeting
Department / Agency Lead:	Town Council
Staff Lead:	Stephanie Miller, Acting Town Manager

EXECUTIVE SUMMARY

Fauquier Habitat for Humanity is currently pursuing the subdivision of an existing three-family dwelling recently reconstructed on Haiti Street. . As part of this process, the applicant recently appeared before the Board of Zoning Appeals (BZA case number BZA-25-2), to address variances regarding lot width, lot size, and setbacks. The Board of Zoning Appeals granted the variance request on November 6th, 2025. The organization has subsequently requested a waiver of subdivision plat submission fees of approximately \$2,750.00, associated with final plat application number FP-25-6, currently under review by Community Development staff. Pursuant to Code of Virginia § 15.2-958.4, the Town Council is authorized to waive these fees through the adoption of an Ordinance. A public hearing is required prior to the adoption of such an Ordinance."

BACKGROUND

Fauquier Habitat for Humanity is a nonprofit organization based in Warrenton, Virginia, dedicated to providing affordable housing solutions for the local community. They focus on building simple, energy-efficient homes and offering critical repair services to help families achieve stability and independence. To fund these projects, they operate a ReStore that sells donated furniture, appliances, and building materials, while relying on volunteers and community donations to carry out their mission.

§ 15.2-958.4. Waiver of certain fees for affordable housing.

A. A locality may by ordinance provide for the waiver of building permit fees and other local fees associated with the construction, renovation, or rehabilitation of housing by a § 501(c)(3) organization with a primary purpose of assisting with the provision of affordable housing.

STAFF RECOMMENDATION

Consider the addition of a public hearing for the January 13th, 2026, Regular Town Council meeting to consider this request.

Service Level/Collaborative Impact

Service Level impacts have not been reviewed for this item.

Policy Direction/Warrenton Plan 2040

Habitat for Humanity has worked with the Town of Warrenton towards the affordable housing goals of Plan 2040.

H-1: *Ensure equitable, attainable housing opportunities across residents of all ages, incomes, and abilities by catering to the needs of a diverse community, including young families, professionals early in their careers, essential workforce, and those entering retirement.*

H-3: *Preserve existing neighborhoods and promote infill that supports the character and heritage of Warrenton.*

H-4: *Create regional partnerships to address and enhance attainable housing supply.*

Fiscal Impact

Fees are assessed to partially offset the staff time for administrative processing.

Legal Impact

Legal Impact has not been reviewed for this item.

ATTACHMENTS

1.



STAFF REPORT

Council Meeting Date:	December 9, 2025
Agenda Title:	Public Works Financial Overview
Requested Action:	For information only
Department / Agency Lead:	Finance Department
Staff Lead:	Brooke Campbell, Budget Manager

EXECUTIVE SUMMARY

Each month from August through January we will provide financial overviews of one or more departments as part of the council meeting agenda. The purpose of the financial overview is to provide a detailed look into each department's budget. Each financial overview will contain line-by-line detail on the relevant department's budget, a chart summarizing the trend in actual expenditures, and a chart summarizing budget versus actual spending. Departments will provide separate reports and presentations detailing their operations.

As a result, each department will have the opportunity to present, and the council will have the opportunity to review their financial information before the delivery of the proposed budget on April 1st.

BACKGROUND

The public works function is responsible for maintaining the Town's roads, sidewalks, cemetery, traffic signals, storm sewers, vehicle and equipment fleets, and various public facilities. The department provides curbside refuse collection twice weekly to households and limited commercial pickup as well as curbside recycling collection once a week. Also provided are brush collections, seasonal leaf collections, Christmas tree pickup, and fall and spring clean ups. The public work function captures the cost to operate six (6) departments, and their staff, as follows:

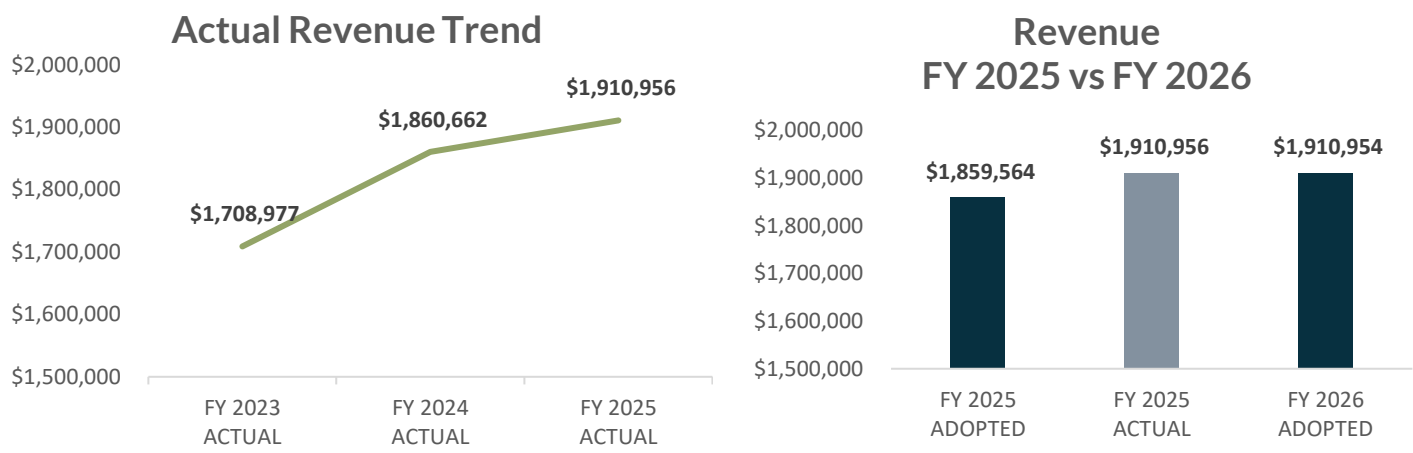
- General administration – Four (5) full-time staff
- Streets Maintenance – Seventeen full-time staff and one (1) part-time staff
- Sanitation – Six (6) full-time staff
- Fleet – Two (2) full-time staff
- Facilities Maintenance – Two (2) full-time staff
- Cemetery - Two (2) full-time staff

The below tables and charts provide a financial summary of the public works function.

Revenue

ACCOUNT NAME	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ADOPTED	FY 2025 ACTUAL	FY 2026 ADOPTED
VDOT STREET & HWY MAINT	1,708,977	1,860,662	1,859,564	1,910,956	1,910,954
TOTAL	\$ 1,708,977	\$ 1,860,662	\$ 1,859,564	\$ 1,910,956	\$ 1,910,954

Certain activities captured in the streets maintenance budget are funded through the above annual road maintenance payments from the Virginia Department of Transportation (VDOT).

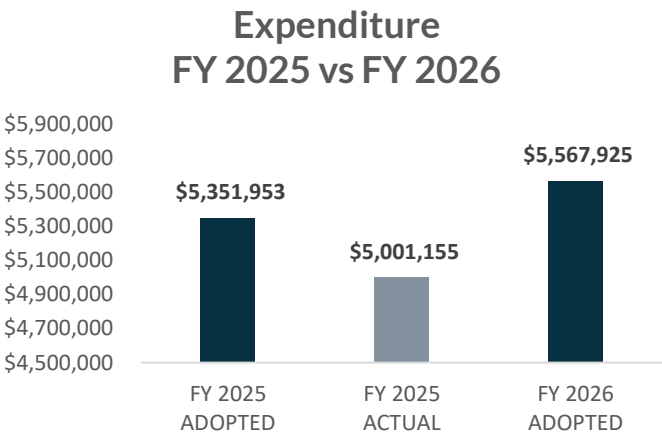
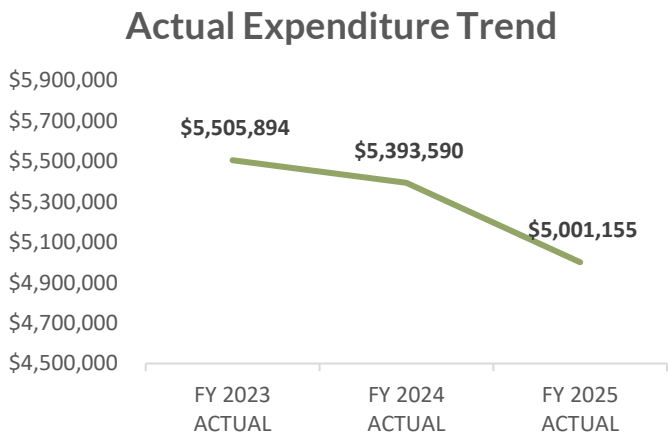


In FY 2024, receipts from VDOT increased 8.9% or \$151,685 over FY 2023. FY 2025 receipts from VDOT increased 2.7% or \$50,295 over FY 2024.

In FY 2025, the total projected receipts from VDOT were \$1,859,564. FY 2025 actual receipts totaled \$1,910,956. The FY 2026 budget projects receipts of \$1,910,954.

Expenditure

ACCOUNT NAME	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ADOPTED	FY 2025 ACTUAL	FY 2026 ADOPTED
GENERAL ADMINISTRATION	495,085	430,572	523,853	508,780	463,564
STREET MAINTENANCE	2,781,585	2,474,012	2,365,221	2,093,257	2,563,414
SANITATION	635,964	582,500	607,491	639,304	623,035
FLEET	533,862	810,917	831,288	880,277	844,017
FACILITIES	1,059,142	1,095,589	865,274	705,725	905,348
CEMETERY	256	-	158,826	173,812	168,547
TOTAL	\$5,505,894	\$5,393,590	\$5,351,953	\$5,001,155	\$5,567,925



In FY 2024, expenses decreased 2.0% or \$112,304 over FY 2023. FY 2025 expenses decreased 7.3% or \$392,435 over FY 2024. Please note the decrease in actual expenditure is due to the costs associated with the annual paving schedule now being recorded under project TC-019 in the General Capital Project Fund.

In FY 2025, the total adopted budget for the public works function was \$5,351,953. FY 2025 expenses totaled \$5,001,155. The FY 2026 adopted budget for the function is \$5,567,925.

STAFF RECOMMENDATION

ATTACHMENTS

None.



Public Works Department Overview

John Ward, Director of Public Works

Johnny Switzer, Fleet and Facilities Manager

Town Council Work Session
December 9, 2025

Overview

- Responsible for repairing and maintaining:
 - Over 100 lane miles of roads
 - Approximately 50 miles of sidewalks
 - The Warrenton Cemetery
 - Four Parks In partnership with Parks & Recreation
 - Fleet & Facilities Management
 - Infrastructure Construction & Repair Projects
 - First Responders/Emergency Response/Inclement Weather



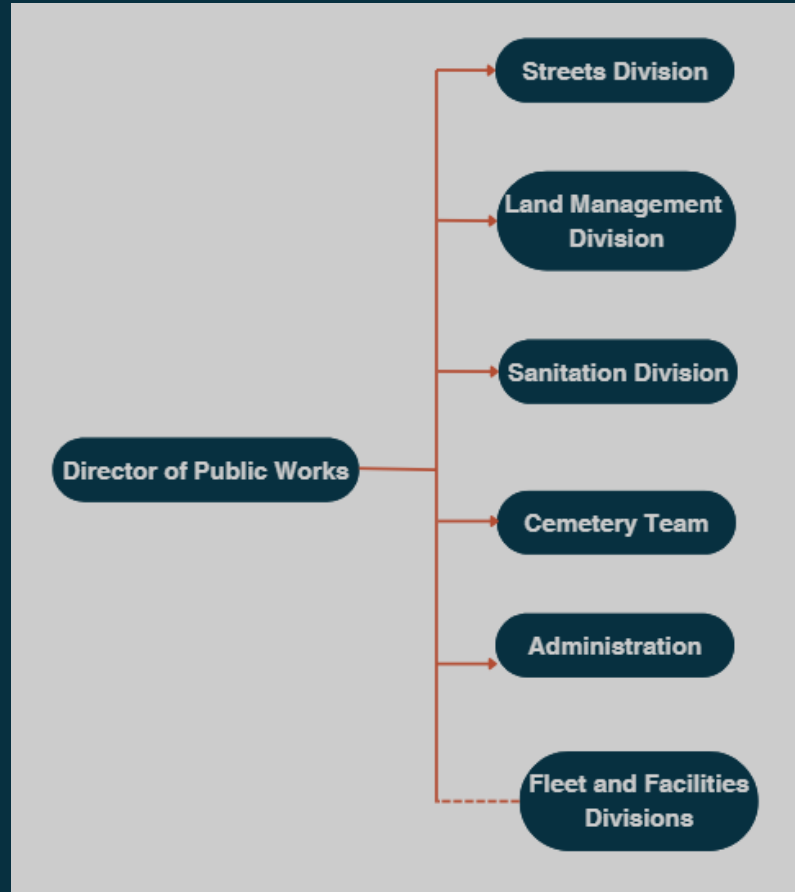
Director of Public Works:
John Ward



Superintendent of Public Works:
Wayne Twomey

Leadership
Over 70 Years Experience

Structure



Streets Division: 7 Staff members

Land Management Division: 12 Staff members

Sanitation Division: 6 Staff members

Cemetery Team: 2 Staff members

Administration Team: 2 Staff members

Fleet & Facilities Division: 5 Staff members

Street Crew

- Light Pole & Sidewalk Repairs
- Storm Drain Repairs
- Shoulder Build Up
- Tree Planting
- Striping Parking Lot
- Sidewalk and ADA Ramps
- Trash Can Replacement
- Clearing Drainage Ditches
- Holiday Decorations
- Street Closures for Town Events: Parades, Festivals, 5Ks and more



Item F.

Winter Weather Clean-Up



Do keep your cars off snow emergency routes for plowing



Do clear the snow from the sidewalk in front of your residence



Don't shovel or blow snow into the roadway

Don't shovel driveway before the street is cleared to prevent snow getting pushed up at your driveway entrance

Land Management Crew

- Bush Hogging
- Leaf Collection
- Street Sweeping
- Chipping Limbs
- Mulching
- Spring and Fall Clean-Up
- Flowerbeds
- Gateway Upkeep
- Shop Maintenance



Leaf Collection

****Every season crew members walk 64 miles during each of our leaf collections, for a total of 128 miles****



DO: Place leaves curbside in front of your home, no mixed debris.

Leaf Total for FY25 : 100 tons (67 loads of leaves)



DO NOT: Place limbs, sticks, rocks or other debris in with your leaves. These items cannot go into the leaf vac and cause delays.

Limb Collection



DO: place limbs with butt ends facing the same direction

DO: place limbs along the curb in front of your residence

Chipper Total for FY25 : 265 tons



- DO NOT:** place limbs on tarps
- DO NOT:** block the sidewalks streets or gutters with limbs
- DO NOT:** place vines or grassy materials out. They are to be bagged for refuse collection

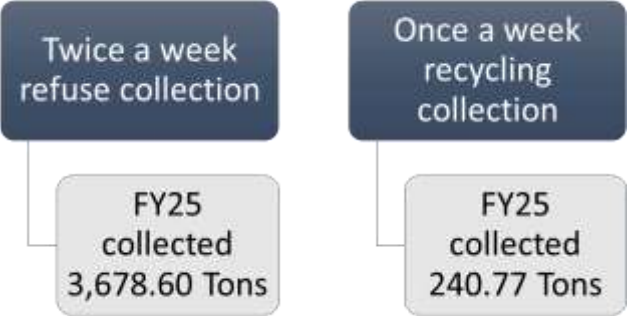


Refuse & Recycling Done Right



- Refuse & Recycling to be placed curbside by 6:00 am on your scheduled collection day
- Refuse (household only) is to be bagged and in a can
 - *no loose trash will be accepted*
- No bag is to weigh over 50 pounds
- Recycled items to be place in blue bin
 - *Plastics labeled a #1 or #2, aluminum, tin, steel*
- Corrugated cardboard and newspapers to be places beside the blue bin, never in it

We have a special collection in the Spring & Fall to collect larger items, like furniture and rugs that cannot be taken during our regular weekly collection



Refuse Collection

Item F.



CORRECT:
Everything is bagged properly
and placed in a can.



INCORRECT:
There is loose trash and bags in
the can. All the smaller bags and
loose trash should be in a larger bag.

Recycling: Blue Bin



CORRECT:

Plastics labeled with a #1 or #2
aluminum, tin and steel only



INCORRECT:

Although the plastics are labeled with a #1 or #2
and the aluminum is correct, cardboard is in the
bin. Cardboard goes beside the bin never in it.

*****Also, we only accept corrugated cardboard*****

Recycling: Cardboard



We collect corrugated cardboard only.

****NO glossy boxes such as soda boxes or cereal boxes.****



Cardboard is to be placed curbside for our recycling collection. ***NOT** in blue bin.*



Cardboard **DOES NOT** go in the trash.

Cemetery Team

- Maintains 18-acre of historic cemetery grounds
- Burial services - opening and closing graves
- Reset and align stones (do not repair)
- Public/family assistance with grave locations
- Ground maintenance



Administrative Team

- Customer Service
- Reporting
- Budget/Finances
- Community Engagement Activities
- Social Media and Website Content
- Cemetery Management
- Record Retention
- Staff Support
- Human Capital Assistance
- Training
- ROW Permit Processing

First Responders:



Work Zone Safety:

Item F.



Road Closed sign means **no one is allowed past** the barrier due to unsafe conditions or a complete closure.

All motorists must seek an entirely different route and cannot enter the restricted area.



Road Closed to Thru Traffic sign **allows local access** to properties/homes within the closed section, but vehicles whose destination is outside the work zone must use a detour.

Projects

Item F.



Alexandria Pike & North Street



Hastings Lane



Blackwell Road



Rady Park

Community Engagement



Touch A Truck



Snowplow Naming Contest



Snowplow Painting at Schools



Christmas Parade Float



Story and Popsicle with PW



Town and Neighborhood Talks



Cookies and Crafts with PW



Earth Day & Arbor Day

Fleet & Facilities Management

Our Story

Item F.

The Facilities and Fleet Division (FFM) serves as an internal resource organization, providing a full range of services to Town departments and agencies, that offer vital resources and programs, to the public.

Our Mission

The Mission of the Division of Facilities & Fleet Management (FFM) is to support the operations of other Town of Warrenton departments, agencies, and citizens by providing high-quality and cost-effective asset management and services. FFM ensures the safe and efficient use of the Town of Warrenton's assets by effectively managing the maintenance and repair of vehicles, equipment, and properties occupied by the Town. Our finished products and services shall meet or exceed industry standards, best practices, and our user departments' expectations, enabling Town departments and agencies to carry out the Town's mission.



Fleet Management

Employees

Facilities and
Fleet Manager
.33 FTE

Mechanics
2 FTE

Assets

130 Motorized
Assets

200+ Support
Assets

Fuel

1 Fuel Station

4,000 Gal.
ULSD

6,000 Gal.
Gasoline

Awards

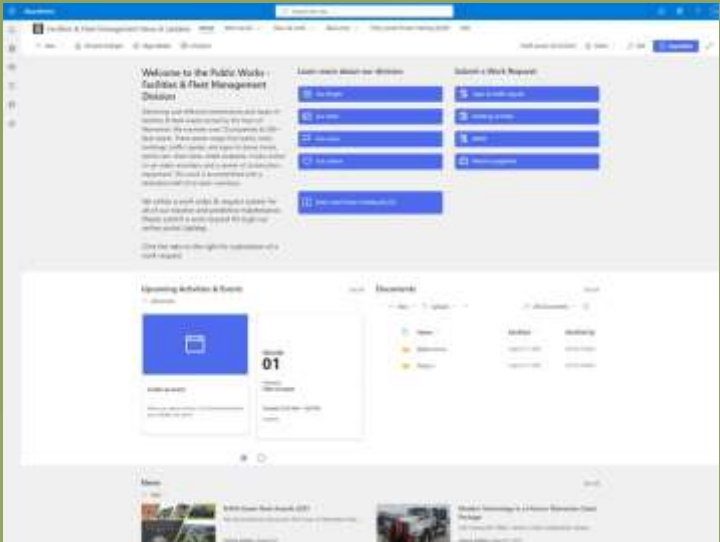
2023, 2024, & 2025

Recipient of the
National Association
of Fleet Administrators
Top 50 Green
Fleets

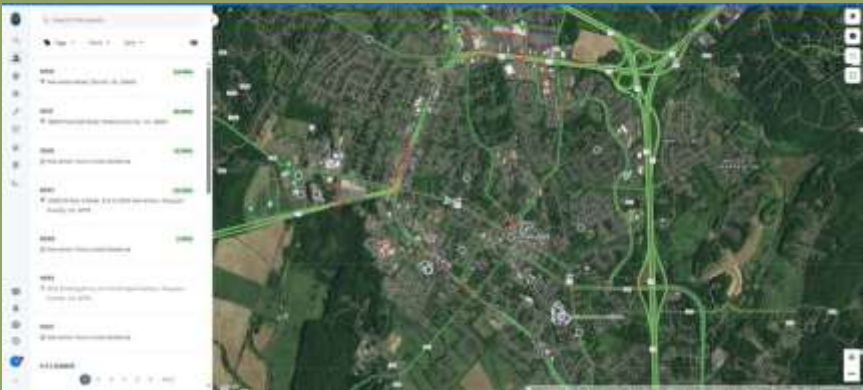
2023 Rookie of the Year



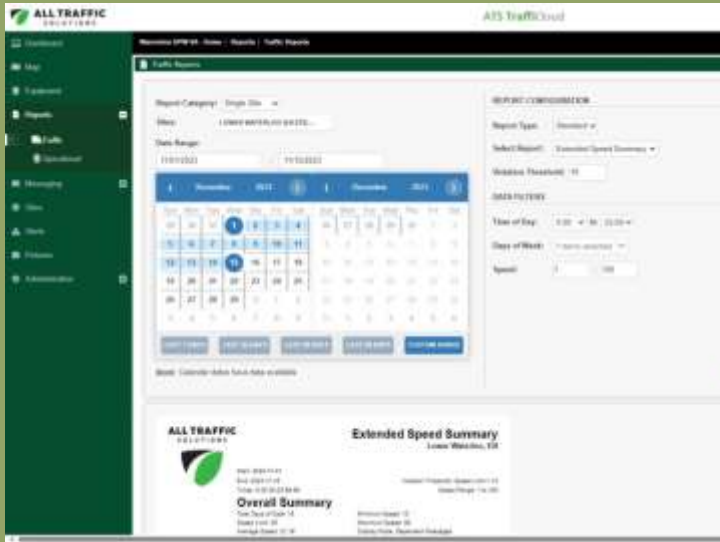
Technology Integration



Sharepoint Intranet



GPS Telematics Program



Connected Traffic Speed Monitoring Systems

CF-2: Public safety services and policies are viewed as amongst the best in similar Virginia towns for their responsiveness, community trust, and effectiveness

T-1: Improve Multimodal Capacity and Safety that Encourages trips by walking, bicycling, and transit.

Facilities Management

Employees

Facilities and Fleet
Manager
.33 FTE

Mechanic
1 FTE

Maintenance Worker
1 FTE

Assets

20+
Properties

1000+
Assets

Traffic

Signals & Signs

10 Signalized
Intersections

3500+ Signs

Traffic Management Systems



Certified Staff

T-1: Improve Multimodal Capacity and Safety that Encourages trips by walking, bicycling, and transit.

Traffic Task Force



TOWN OF WARRENTON
TRAFFIC TASK FORCE

Traffic Problems?
**WE WANT TO
HEAR FROM YOU**



- What is the date and time of the incident?
- Where did the incident occur?
 - Street Address, Intersection, etc.
- What type of issue are you reporting?
 - Traffic
 - Speeding
 - Signs
 - Roadway Damage
 - Other
- What time of day does the traffic issue typically occur?
- How long does the traffic issue usually last?
- Please describe the issue in detail.
- Did you witness the incident yourself?
- What impact is the traffic issue having on you or your community?
- Please provide your name and contact information if we need to follow up with you.
- Is there anything else you would like us to know about the issue?
- Send us a photo or video if possible of the issue.

TOWN OF WARRENTON
TRAFFIC TASK FORCE

CONTACT US

(540) 347-1101

TOWNTRAFFIC@WARRENTONVA.GOV

OLD TOWN HALL
18 COURT STREET
WARRENTON, VA 20186

WARRENTON

WWW.WARRENTONVA.GOV



TRAFFIC TASK FORCE

The Town of Warrenton, VA, Traffic Task Force (TTF) is a group of stakeholders who are dedicated to improving traffic safety in the town. The TTF is made up of representatives from the town government, law enforcement, public works, community development, and other interested parties.

The TTF has a number of high-level goals, including:

- Reducing traffic fatalities and injuries
- Improving traffic flow and reducing congestion
- Promoting safe and sustainable transportation options
- Educating the public about traffic safety



T-3: Promote Livability in the Town by Creating Great Places Where Residents and Visitors Feel Welcome and Safe

Emergency Operations

Item F.



CF-2: Public safety services and policies are viewed as amongst the best in similar Virginia towns for the responsiveness, community trust, and effectiveness.

An aerial photograph of a town street, likely in a historic district. The street runs vertically through the center, flanked by various buildings. On the left, there are several multi-story brick buildings with gabled roofs. On the right, there are more varied structures, including a large white building and a smaller building with a prominent white cupola. The street is lined with trees, and several cars are visible parked along the sides. The overall scene is a typical small-town or historic city street.

Questions?



Office of the Town Manager
Frank Cassidy

Warrenton Town Council

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

Item G.

STAFF REPORT

Council Meeting Date:	December 9, 2025
Agenda Title:	Salt Shed MOA with County
Requested Action:	Receive the Information
Department / Agency Lead:	PW – Facilities Management
Staff Lead:	Johnny Switzer, Fleet and Facilities Manager

EXECUTIVE SUMMARY

The Public Works Salt Storage Facility Replacement Project is currently in Phase 2 (Design). Significant progress has been made, including securing the new site at the Fauquier County Landfill and completing the 15% design milestone. However, the project's ability to proceed with detailed design and procurement is entirely dependent on securing two external clearances: the execution of a Memorandum of Agreement (MOA) with Fauquier County and the issuance of a Special Exception Permit. Given the functional urgency caused by the severe deterioration of the existing facility, expediting these authorizations is the immediate priority to prevent a failure of core winter service operations.

BACKGROUND

The existing salt storage structure is the municipality's sole repository for road salt and is in a state of advanced deterioration and functional inadequacy. The initial two years of work (Phase 1: Discovery) documented this poor condition, providing the necessary justification for replacement. This necessity led to the project's formal approval and inclusion in the Fiscal Year 2025 (FY25) Capital Improvement Plan (CIP). Replacement is urgently required to ensure resilience in critical infrastructure and maintain mandated service levels for winter road safety.

Current Status (Phase 2: Design)

The project has successfully transitioned from conceptual justification to active design, establishing the technical foundation for the new facility.

Milestone	Status	Completion Date	Details
Capital Approval (CIP)	Completed	FY25 CIP Cycle	Project formally included in the Capital Improvement Plan.
Site Secured	Completed	N/A	New facility location identified and secured at the Fauquier County Landfill.
15% Design Milestone	Completed	10/13/25	Design foundation established, defining key functional and spatial requirements.

STAFF RECOMMENDATION

Staff recommends Council approve the resolution authorizing the Acting Town Manager to work with the County Administrator to execute an MOA for the Salt Storage Facility.

Service Level/Collaborative Impact

Service Level Impact: The project directly impacts the department's ability to meet minimum service levels for winter maintenance. The new facility will ensure sufficient, uncontaminated salt storage capacity, guaranteeing uninterrupted road safety operations during severe weather events. The deterioration of the existing structure poses an unacceptable risk of functional failure, which would severely impair winter service delivery.

Collaborative Impact: The selected site necessitates inter-jurisdictional collaboration with Fauquier County. Successfully executing the MOU will establish a positive precedent for future shared resource utilization and regional cooperation on critical infrastructure projects.

Policy Direction/Warrenton Plan 2040

This project aligns directly with the core tenets of the Warrenton Plan 2040, specifically relating to **Infrastructure Resilience** and **Fiscal Responsibility**. Replacing a functionally failing, legacy structure with a modern, centrally located facility ensures continuity of essential public services and prevents the much higher costs associated with emergency infrastructure failure or environmental remediation.

Legal & Fiscal Impact

Legal Impact:

- MOA:** The Inter-Governmental Agreement (MOA) legally defines the terms of access, construction, use, and maintenance of the new facility on Fauquier County property. The timely execution of this document is a prerequisite for commencing construction.
- Permitting:** The Special Exception Permit is a required regulatory clearance for the specified land use (salt storage) on the landfill property. Failure to obtain this permit will halt the project and require a complete site redesign and relocation.

Fiscal Impact:

- Funding Secured:** The project is formally included and funded in the FY25 CIP. Costs are managed within the approved Capital Budget.
- Risk Mitigation:** Expediting the project mitigates the fiscal risk associated with the current structure, which includes emergency repairs, loss of stored materials due to exposure, and potential liability from operational failure.
- Future Design Costs:** Delays in securing the site approvals will lead to increased design costs, as the current 15% design documents will require costly updates if site conditions or regulatory requirements change over time.

ATTACHMENTS

- Draft MOA Between Warrenton and Fauquier County
- Resolution Authorizing the Acting TM to work with Fauquier County

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

**A RESOLUTION AUTHORIZING EXECUTION OF MEMORANDUM OF AGREEMENT WITH FAUQUIER COUNTY
 FOR SALT STORAGE FACILITY**

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

WHEREAS, the Town and the County share resources and utilities for public benefit; and

WHEREAS, the Town desires to construct a Salt Storage Facility on a portion of the Fauquier County Landfill property, located at 6438 College St., Warrenton, VA 20187, to store compounds (generally salts) required for the execution of its duties; and

WHEREAS, the Town will be solely responsible for financing and funding the construction of the Salt Storage Facility, and the life span of the facility is estimated to be twenty-five (25) years; and

WHEREAS, the Town and the County have negotiated and drafted a Memorandum of Agreement ("MOA") setting forth the terms and conditions for the construction, access, maintenance, and shared use of the Salt Storage Facility; and

WHEREAS, the Town Council has reviewed the terms and conditions of the proposed MOA, including provisions regarding the twenty-five (25) year term, financing, construction responsibilities, access control, maintenance, insurance, and termination, as attached to this Resolution; and

WHEREAS, it is necessary and desirable for the Town Council to formally authorize the Acting Town Manager to finalize and execute the MOA with the Fauquier County Administrator.

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

Authorization: The Acting Town Manager is hereby authorized and directed to work in conjunction with the Fauquier County Administrator to finalize the terms and execute the Memorandum of Agreement between the Town of Warrenton and Fauquier County regarding the Salt Storage Facility at the Fauquier County Landfill, in substantially the form presented to the Town Council, and attached hereto, with such non-material changes as the Acting Town Manager shall deem necessary or appropriate to carry out the intent of this Resolution.

Execution and Implementation: The Acting Town Manager is further authorized to take all necessary actions to implement the terms of the MOA, including, but not limited to, overseeing the construction, ensuring compliance with all responsibilities outlined in the MOA, and facilitating the necessary communications and cooperation with the County and its staff.

BE IT FURTHER RESOLVED, that this resolution shall take effect upon its adoption.

ATTACHMENT: None

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

For Information:

Town Manager

Fleet & Facilities Manager

ATTEST: _____

Town Recorder



**SALT SHED – FAUQUIER COUNTY LANDFILL
MEMORANDUM OF AGREEMENT BETWEEN THE TOWN
OF WARRENTON AND FAUQUIER COUNTY**

THIS MEMORANDUM OF AGREEMENT ("MOA") is entered into as of the ____ day of _____, 2025 between the Town of Warrenton, VA ("Town") and Fauquier County ("County"), each a "Party" to this MOA and collectively the "Parties."

WHEREAS, the Town is a municipal corporation established by charter by the General Assembly of Virginia, whose principal place of address is 21 Main Street, Warrenton, VA 20186.

WHEREAS, the Town is located within Fauquier County, a county and political subdivision of the Commonwealth of Virginia.

WHEREAS, the Town and the County share various resources and utilities by agreement and understanding established between the two public entities throughout the years;

WHEREAS, the County possesses and controls, for public benefit, certain property generally located at 6438 College St., Warrenton, VA 20187, that is used as a landfill for the purposes of being a depository for rubbish and other refuse for the residents of Fauquier County, the Town of Warrenton, and the public at large (the "Fauquier County Landfill");

WHEREAS, it is the desire of the Town to construct a structure ("Salt Storage Facility") on the Fauquier County Landfill for the storage and usage of particular compounds (generally salts) which it is required to use in the execution of its duties to its residents;

WHEREAS, the County desires to use the Salt Shed upon construction for similar purposes, and share usage of the Salt Storage Facility with the Town;

WHEREAS, the Parties understand that the Town will be the party mainly providing the salts for storage and usage in the Salt Shed, and the consumption and usage of such salt by the County shall be based on an agreed cost-consumption agreement between the Parties;

WHEREAS, the construction of the Salt Storage Facility will be entirely financed by the Town; and

WHEREAS, the life-span of the Salt Storage Facility is estimated to be twenty-five (25) years upon completion of the structure;

WHEREAS, a description and depiction of the proposed Salt Storage Facility and its location in the Fauquier County Landfill is set out in a site plan (“Site Plan”), attached as “Attachment A” to this MOA;

NOW THEREFORE, PARTIES AGREE AS FOLLOWS:

1. **Introduction:** This MOA serves as a long-term agreement between the Parties, whereby the Town will construct a Salt Storage Facility on a portion of the Fauquier County Landfill property not to exceed 6.0 acres, to be used as a Salt Storage Facility by both Parties – which shall be the agreed purposes and function of the Salt Storage Facility for the means of interpretation of this MOA. Given the circumstances concerning the Town’s investment in this construction of the Salt Storage Facility, it is agreed between the Parties that the County will not unreasonably compromise, negate, deny, or otherwise frustrate the Town’s use of the Salt Storage Facility during the duration of the term of this MOA.
2. **Term:** The term of this MOA will run from the execution of this MOA until twenty-five (25) years after the day that the Salt Storage Facility begins being used by either of the Parties.
3. **Construction:** The County shall work in conjunction with the Town to facilitate the construction of the Salt Storage Facility, including the review and issuance of building and zoning permits provided that such issuance is in compliance with all applicable laws and ordinances, as well as promptly notifying the Town of any issue or concern regarding the Salt Storage Facility’s construction as it relates to federal, state, and local law. The County agrees not to unduly delay the construction of the Salt Storage Facility. The Town will be responsible for obtaining any permits from the Virginia Department of Environmental Quality (DEQ) necessary for the use of the Salt Storage Facility as depicted on the Site Plan. The Town’s responsibilities are not to be construed to be an assignment or assumption

of any other responsibilities Fauquier County owes to DEQ.

4. **Finance of the Construction:** The Parties understand and agree that the Town will finance and fund the construction of the Salt Storage Facility, and that all costs associated with the construction will be the sole burden of the Town, notwithstanding any costs that directly arise from the County's undue delays to the construction of the structure.
5. **Access Control:** The Parties will grant equal access to each other of the Salt Storage Facility as a shared space for the purposes of storing salts. Access will also be granted, and otherwise unimpeded by the Parties. Any reasonable and legal requirement for access to the Salt Storage Facility to be obstructed by either Party shall be submitted to the other Party at least fourteen (14) business days prior to access needed. The Parties shall supply a list of all approved employees who may have access to the Salt Storage Facility. The County will grant access to all Sheriff's Office and Fire Rescue System personnel on request. Any Sheriff's Office or Fire Rescue System request shall be processed through the Sheriff or Fire Chief, respectively.
6. **Maintenance and Repair:** The Town shall be responsible for all routine maintenance and repair of the Salt Storage Facility throughout the term of this MOA. The County shall be responsible for the maintenance and repair of any damage to the Salt Storage Facility caused by its use of the spaces. This will include maintaining appropriate insurance for the Salt Storage Facility naming the Town as an insured party.
7. **Insurance:** The Town and the County shall maintain general liability insurance and property insurance in amounts satisfactory to the Parties, naming the other Party as an additional insured party.
8. **Termination and Renewal:** This MOA may be terminated only upon written agreement between the Parties, by a non-breaching Party in the event the other Party materially breaches this MOA. A material breach will be construed as an act or omission that frustrates the purpose of this MOA or the access or usage of the Salt Storage Facility by either Party. Where loss or damage due to the result of a material breach, the non-breaching Party may recover reasonable damages directly arising from that breach, with such damages not to exceed the actual costs of construction of the Salt Storage Facility. This MOA may be renewed for additional terms upon the mutual agreement of the Parties – and insofar as can reasonably be expected of the lifespan of the Salt Storage Facility.
9. **Amendments:** Any modifications to this MOA must be expressly agreed to in writing and signed by an authorized representative of each Party.

10. **Access Requirements.** The Town agrees to the following access requirements in connection with the Salt Storage Facility:
 - 10.1. Unless otherwise agreed to by the Parties, the Town and its agents and employees will use the entrance and accessways, and follow the traffic patterns, as shown on the Site Plan.
 - 10.2. The Town will pave, or cause to be paved, the access roads labeled with “Asphalt Paving” on the Site Plan.
 - 10.3. The Town will approve the sight distance to the west of the entrance to the Salt Storage Facility as may reasonably be required by the County.
 - 10.4. Unless otherwise agreed to by the Parties, all loading and unloading of trucks will occur inside the Salt Storage Facility.
11. **Runoff.** The Town will collect any liquids and/or water from the interior of the Salt Storage Facility in a storage tank and shall have it disposed of in a manner consistent with applicable regulations on a regular basis.
12. **Application of Salt.** The Town agrees to apply salt to the paved areas upon the Fauquier County Landfill in accordance with the Town’s standard practices for application of salt in connection with weather events with respect to the Town’s roads.
13. **Entire Agreement:** This MOA constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior or contemporaneous agreements, representations, and understandings, whether written or oral.
14. **Governing Law:** This MOA shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia.
15. **Notices:** Notices required hereunder shall be valid upon receipt when delivered by hand or by First Class US Mail, certified, return receipt requested, addressed as follows:
 - 15.1. If to Town:
Town Manager
21 Main Street
Warrenton, Virginia 20186
 - 15.2. If to County:
Janelle J. Downes, County Administrator
10 Hotel Street
Warrenton, Virginia 20186

IN WITNESS WHEREOF, the Parties have made and executed this Agreement to be effective, as of the day and year first above written.

APPROVED AS TO FORM
AND LEGALITY:

Town Attorney

TOWN OF WARRENTON,
VIRGINIA, a Virginia municipal
corporation.

By: _____
Town Manager

By: _____
Mayor

APPROVED AS TO FORM:

County Attorney

FAUQUIER COUNTY, VIRGINIA

By: _____
County Administrator



Community Development
Department

STAFF REPORT

Town Council Meeting Date:	December 9, 2025
Agenda Title:	Planning Commission Update
Requested Action:	Informational Purposes
Staff Lead:	Rob Walton, Director of Community Development

EXECUTIVE SUMMARY

The Planning Commission held their Regular Meeting on Tuesday, November 18, 2025. On the agenda was one public hearing and one old business, including:

Zoning Classification Work Session – The Planning Commission discussed the recommended zoning classifications to the parcels recently annexed into the Town. The PC provided their recommendations and asked staff to reach out to the school board to provide input on their parcel. PC meetings are cancelled for the rest of 2025 and will pick back up in January.

BACKGROUND

Attached are the draft November 18, 2025, meeting minutes. The Town website contains the agenda, meeting materials, and a video recording of the meeting.

STAFF RECOMMENDATION

For Informational Purposes.



PLANNING COMMISSION REGULAR MEETING

21 Main Street

Tuesday, November 18, 2025, at 7:00 PM

MINUTES

A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF WARRENTON, VIRGINIA, WAS HELD ON NOVEMBER 18, 2025, at 7:00 PM

Regular Meeting

PRESENT

Mr. Ryan Stewart, Chair; Mr. Terry Lasher, Vice Chair; Ms. Darine Barbour, Secretary; Mr. Steve Ainsworth; Mr. James Lawrence; Ms. Denise Harris, Planning Manager; Mr. Rob Walton, Community Development Director

ABSENT

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

CALL TO ORDER AND ESTABLISHMENT OF A QUORUM.

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

ADOPTION OF MINUTES

Vice Chair Lasher moved to approve the October 21, 2025, meeting minutes. The motion was seconded by Commissioner Lawrence. The motion passed 5-0.

WORK SESSION

Zoning and Future Land Use Map Update – Effective June 1, 2025 the Town of Warrenton increased its boundaries. The Zoning Ordinance states the Planning Commission shall prepare and present recommended zoning classification to Town Council within twelve (12) months of the effective date of the annexation or boundary line adjustment. This was the third work session on the topic for the Planning Commission.

Ms. Denise Harris, Planning Manager, gave an overview presentation of the work session. Asked the Commission for input on proposed zoning and how to proceed with the Future Land Use Map.

Commissioner Lawrence asked what staff is expecting for direction.

Chair Stewart noted that the Commission needs to assign recommended zoning categories.

Ms. Harris stated that the legal advertisement needs to be specific.

Commissioner Ainsworth asked if a zoning category has to be assigned to the Arrington parcel.

Ms. Harris answered no since that zoning was court ordered as part of the final settlement.

Chair Stewart asked if the Future Land Use Map and Zoning Classification could be handled separately.

Ms. Harris noted it could be handled separately. Original desire of the Commission was to move both forward concurrently.

Chair Stewart noted that the update to the Future Land Use Map would guide development of the subject parcels in the future.

Commissioner Lawrence asked if the schools have expressed any interest in what their parcel would be zoned to.

Ms. Harris noted that the schools have not reached out to staff. However, they had been notified of each Planning Commission work session.

Chair Stewart feels strongly that we need input from the schools before making a recommendation on their zoning.

Commissioner Lawrence would like to hear from the schools as well. He recommends staff reaches out to them for input.

Vice Chair Lasher asked for a representation where the access road is proposed on Taylor Middle School. He also asked what could be developed on 0.81 acre.

Mr. Walton stated that possibly a 7-Eleven type use may be able to fit.

Ms. Harris noted there is an existing trail easement on this parcel as part of the Taylor Middle School SUP that could hinder development on the property.

Vice Chair Lasher would like to have input from the schools as well.

Ms. Harris asked if the Commission would like staff to reach out to the Town Attorney to start drafting the legal advertisement.

Commissioner Lawrence would like to receive input from the schools first.

Chair Stewart prefers not to change the zoning from Commercial until the schools weigh in.

The Planning Commission would like to take this to Public Hearing once we hear back from the School Board. There is no rush at the present time.

Chair Stewart asked for any discussion on the Future Land Use Map.

Commissioner Lawrence asked if staff reviewed the proposed Greenway and Makers District to include these parcels.

Ms. Harris reviewed the Greenway and Makers District goals and policies.

Ms. Harris asked if the Commission is okay with listing the school property as Public Semi Public – Non Intensive on the Future Land Use Map.

The Commission was satisfied with this moving forward pending the public hearing.

COMMENTS FROM THE COMMISSION.

The Planning Commission thanked Ms. Harris for her service to the Town and wished her well with her new position with Culpeper County.

COMMENTS FROM THE STAFF.

Ms. Harris advised that there is nothing currently pending before the Commission before the end of the year. She asked if the Commission feels it necessary to meet in December.

Commissioner Lawrence motioned to cancel the remainder of the 2025 meetings. Mr. Ainsworth seconded the motion. Motion carries unanimously.

January 2026 will include election of officers.

Mr. Walton thanked Ms. Harris for her service and wished her well. He also noted that this is a huge loss of historical knowledge to the Town.

ADJOURN.

Commissioner Ainsworth moved to adjourn the meeting; Commissioner Lawrence seconded the motion. With no further business, the Vice Chair Lasher adjourned at 7: 57 PM.

I hereby certify that this is a true and exact record of actions taken by the Planning Commission of the Town of Warrenton on November 18, 2025.

Darine Barbour, Secretary
Planning Commission

DRAFT



STAFF REPORT

Council Meeting Date:	December 9 th , 2025
Agenda Title:	Public Safety Meeting Update
Requested Action:	Receive the information
Department / Agency Lead:	Town Council – Public Safety Group
Staff Lead:	Ms. Michele O'Halloran, Ward 4 Representative.

EXECUTIVE SUMMARY

The Public Safety Meeting convened on Wednesday, October 19th and identified critical and urgent challenges related to funding, staffing, and infrastructure that directly impacts the Town's ability to maintain high-quality public safety and emergency services. Key findings underscore the need for immediate, targeted investments to match the demands of the Town's growth. Specific high-priority concerns include securing resources for additional personnel, remedying escalating infrastructure deficiencies posing safety risks, and mitigating high costs associated with essential Personal Protective Equipment (PPE). Staff recommend a strategic, multi-pronged approach that prioritizes resource allocation in the upcoming budget cycle to address these foundational gaps and ensure the safety of both citizens and public safety personnel.

BACKGROUND

Public safety and emergency services are facing significant strain due to the Town's recent population and geographic growth. The demands placed upon current and future services are outpacing resource availability, leading to critical service delivery risks. The Public Safety Meeting highlighted several specific areas of concern that require immediate attention:

- **Funding and Staffing:** The current staffing model is insufficient to meet the emergency response and proactive public safety needs generated by the growing population. This deficit necessitates increased budgetary allocation for personnel.
- **Infrastructure Deterioration:** Delays in maintenance and repair have elevated critical infrastructure problems into genuine safety concerns for current staff, demanding urgent action to create a safe working environment.
- **Cybersecurity & Technology:** The increasing reliance on digital systems requires a robust and continually updated cybersecurity framework to protect sensitive Town data and critical public safety systems from threats.
- **Grant Acquisition:** The current reliance on staff managing complex grant writing duties alongside their regular operational duties creates inefficiencies and risks lost opportunities for crucial external funding.

- **Essential Equipment Costs:** The high and rising costs of specialized equipment for Emergency Management and the Fire Marshal's Office personnel present a significant financial barrier to maintaining full operational readiness.
- **Public Warning Project:** Securing dedicated funding for the Siren project remains a high-priority goal to upgrade emergency communication and alert systems for the community.

STAFF RECOMMENDATION

Staff recommend the Town Council **direct the Acting Town Manager** to implement the following actions:

1. **Develop a Staffing & Funding Proposal:** Prioritize the development of a comprehensive funding package for the next budget cycle that addresses the immediate need for additional public safety staffing.
2. **Prioritize Infrastructure Repair:** Expedite capital projects to immediately address critical infrastructure deficiencies identified as safety or security concerns.
3. **Research Grant Writer Assistance:** Study the benefits of a dedicated, contract Grant Writer allocation to professionalize and streamline the acquisition of external funding to alleviate financial burdens across public safety and other Town departments.
4. **Allocate Funds for EM/FM:** Increase allocations for EM/FM to ensure the continuous and adequate supply of necessary equipment for Emergency Management and Fire Marshal's Office staff, offsetting current high costs.

Service Level/Collaborative Impact

Addressing the challenges outlined will have a direct and positive impact on public safety service levels and internal collaboration:

- **Enhanced Service Delivery:** Increased staffing will improve response times and the effectiveness of emergency services, directly meeting the demands of the growing population.
- **Personnel Safety and Morale:** Remedying infrastructure concerns ensures a safe working environment, boosting staff morale and operational stability.
- **Data Security:** Strengthening cybersecurity protocols protects sensitive citizen and operational data, preserving trust and ensuring the continuity of critical services.
- **Financial Leverage:** A dedicated Grant Writer will increase the Town's success rate in securing external funding, allowing locally generated tax revenues to be allocated to other critical, non-grantable operational needs.

- Improved Community Engagement:** The expanded collaborative efforts, including welcoming the Warrenton Volunteer Fire Chief into the planning process and featuring recognition in the Town Crier Newsletter, strengthening the partnership between Town public safety and volunteer services, benefiting overall community safety awareness and response capabilities.

Policy Direction/Warrenton Plan 2040

These recommendations align directly with the strategic goals of the Warrenton Plan 2040 Comprehensive Plan, specifically those related to safety, infrastructure, and fiscal responsibility.

Legal & Fiscal Impact

Legal Impact

The Town has a legal duty to provide a safe working environment for its employees. Addressing the critical infrastructure concerns is paramount to fulfilling this obligation and minimizing liability exposure. Furthermore, investments in cybersecurity are necessary to comply with state and federal data protection regulations and protect against litigation resulting from data breaches or system compromise.

Fiscal Impact

The proposed actions represent a significant, but necessary, increase in operational and potential capital expenditure:

- Staffing & Personnel:** The greatest fiscal impact will be the long-term cost of salaries, benefits, and equipment for the necessary additional public safety staff.
- Capital/Operational Costs:** Funding for the Siren Project and the infrastructure repair work will require an allocation of capital and/or operational maintenance funds.
- PPE Costs:** The upfront cost of maintaining a sufficient, high-quality inventory of PPE will be substantial but is offset by the necessity of operational safety.
- Revenue Offset:** The Grant Writer service, while a cost center, is expected to generate significant positive fiscal returns by successfully acquiring grants that would otherwise require Town funding, thereby becoming a long-term cost-avoidance measure.

ATTACHMENTS



Office of the Town Manager
Frank Cassidy

Warrenton Town Council

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

Item J.

STAFF REPORT

Council Meeting Date:	December 9, 2025
Agenda Title:	VDOT SGR FUNDS (Alexandria Pike, Falmouth Street, Main Street)
Requested Action:	Approve the Resolution & VDOT Agreement
Department / Agency Lead:	Public Works
Staff Lead:	Michael Wharton, Project Coordinator

EXECUTIVE SUMMARY

On September 10, 2024, the Town Council approved \$628,659 from the VDOT State of Good Repair funds for paving Alexandria Pike, Main Street, and Falmouth Street. On November 18, 2025, VDOT awarded the Town an additional \$115,712 of VDOT State of Good Repair Funds for the resurfacing of the following sections of roadways within Town limits:

- Falmouth Street from Falmouth Court to Main Street
- Main Street from Falmouth Street to Alexandria Pike
- Alexandria Pike from Main Street to Old Alexandria Pike

VDOT requires a resolution and a signed agreement for the local jurisdiction to move forward with the projects. The resolution and agreement are standard procedure for VDOT on these projects. Once the resolution is passed and the agreement is signed and returned to VDOT, VDOT will obtain all necessary signatures from the appropriate VDOT personnel to be executed.

The projects are placed on VDOT calendar to be completed within six years of authorization.

BACKGROUND

The Town applied for State of Good Repair projects in October 2023. This project was submitted as part of the continuing resurfacing projects within Town limits based upon the conditions of roadways and the availability of funds through VDOT. The Town was awarded these projects on July 31, 2024.

STAFF RECOMMENDATION

Staff recommend that the Council adopt the attached resolution to appropriate the SGR funds.

Service Level/Policy Impact

None

Fiscal Impact

No impact, the project is fully funded by VDOT.

Legal Impact

None

ATTACHMENTS

1. UPC 125617 Appendix A, revised
2. A Resolution to Amend the Fiscal Year 2026 Adopted Budget to Appropriate Virginia Department of Transportation Grant Funding in the Amount of \$115,712 to Fund Resurfacing of Roadways within Town Limits

Appendix A - Locally Administered

Version: Revision 1

Prepared Date: 11/18/2025

Project Details

UPC: 125617

State Project #: 0015-156-333

CFDA #: 20.205

Locality UEI #: CV82QQPKJWJ9

Locality: Town of Warrenton

Address: 21 Main St., Warrenton, VA 20186-3419

Work Description: #SGR25LP - RTE 15 BUSINESS SGR PAVING - TOWN OF WARRENTON FKEY3881

Project Location
(Zip +4) 20186-2808

Project Points of Contact

Locality Project Manager

Name: Michael Wharton

Phone: 540-714-9234

Email: MWHARTON@WARRENTONVA.GOV

VDOT Project Coordinator

Name: John Price

Phone: 540-347-6371

Email: John.Price@VDOT.Virginia.gov

Project Estimates

	Preliminary Engineering	Right of Way and Utilities	Construction	Total
Estimated Locality Project Expenses	\$0	\$0	\$745,815	\$745,815
Estimated VDOT Project Oversight	\$0	\$0	\$19,000	\$19,000
Estimated VDOT Project Services (Appendix C)	\$0	\$0	\$0	\$0
Estimated Total Project Costs	\$0	\$0	\$764,815	\$764,815

Project Financing

Allocated Funds Type	Allocated Funds Amount	Local % Participation	Local Share Total	Max Reimbursement to Locality	Total Estimated Reimbursement to Locality
SGR Paving	\$744,371	0%	\$0	\$744,371	
Local Funds	\$20,444	100%	\$20,444	\$0	
Funding Totals	\$764,815		\$20,444	\$744,371	\$725,371

Note - The funds order is not indicative of the actual spend order of funds on the project.

This Appendix A supersedes all previous versions signed by VDOT and the LOCALITY for the Project.

Authorized Locality Official

Date

Authorized VDOT Official

Date

Title of Locality Official

Title of VDOT Official

This attachment is certified and made an official attachment to this document by the Parties to this Agreement.

December 9, 2025
Town Council
Regular Meeting
RES-xx-xx-xx

**A RESOLUTION TO AMEND THE FISCAL YEAR 2026 ADOPTED BUDGET TO APPROPRIATE VIRGINIA
DEPARTMENT OF TRANSPORTATION GRANT FUNDING IN THE AMOUNT OF \$115,712 TO FUND
RESURFACING OF ROADWAYS WITHIN TOWN LIMITS**

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

WHEREAS, on June 10, 2025, the Town Council adopted the Town of Warrenton Fiscal Year 2026 Budget; and

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

WHEREAS, the Town has been approved by the Department of Transportation to receive an additional \$115,712 of State of Good Repair funds for the resurfacing of Alexandria Pike from Main Street to John E. Mann, Falmouth Street from Falmouth Court to Main Street, and Main Street from Falmouth Street to Alexandria Pike; and

NOW, THEREFORE, BE IT RESOLVED, that the Warrenton Town Council Hereby amends the Fiscal Year 2026 Adopted Budget to appropriate \$115,712 of grant revenue to implement the resurfacing of roadways within Town limits and grants authority for the Town Manager to execute project administration agreements for this approved State of Good Repair projects.

Votes:

Ayes:

Nays:

Absent from Meeting:

For Information:

Project Coordinator

Budget Manager

ATTEST: _____
Town Recorder



Office of the Town Manager
Frank Cassidy

Warrenton Town Council

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

Item K.

STAFF REPORT

Council Meeting Date:	December 9 th , 2025.
Agenda Title:	Finance Committee Update
Requested Action:	Receive the information from the presenter
Department / Agency Lead:	Town Council
Staff Lead:	Mr. William Semple, Vice Mayor

EXECUTIVE SUMMARY

Mr. William Semple, Vice Mayor, Will provide an update to the Council.

BACKGROUND

The Town Council has created a Finance Committee consisting of Mr. Paul Mooney and Vice Mayor William Semple.

STAFF RECOMMENDATION

Receive the information from Mr. Semple.

Service Level/Collaborative Impact

The Committees will require input and expertise from multiple Town departments and members of the Council.

Policy Direction/Warrenton Plan 2040

CF-5: To provide a fiscally responsible infrastructure that maintains a high quality of life for residents, supports current businesses, and attracts new employers with a stable tax structure.

CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments.

CF-5.2: Support the Town's current and future population through the provision of timely and comprehensive community facilities.

Fiscal Impact

A fiscal impact analysis will be conducted on proposals brought forth by the Committee

Legal Impact

Legal impact analysis has not been done on this agenda item.

ATTACHMENTS

- 1.
- 2.
- 3.



Office of the Town Manager
Frank Cassidy

Warrenton Town Council

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

Item L.

STAFF REPORT

Council Meeting Date:	December 9, 2025
Agenda Title:	Public Gatherings at Courthouse Square
Requested Action:	Acknowledgment and support of reversal of prior decision to not allow public gatherings at Courthouse Square
Department / Agency Lead:	Police
Staff Lead:	Timothy M. Carter, Chief of Police

EXECUTIVE SUMMARY

The area known as Courthouse Square, at the intersection of Main Street and Alexandria Pike, has been closed to permitted public gatherings as defined by the Code of the Town of Warrenton since the spring of 2023 due to safety concerns. Traffic control and infrastructure changes since then have mitigated those concerns. Staff believe it is now prudent to again begin accepting applications for public gatherings in that space to include Town space in front of the John Barton Payne and old Fauquier Bank buildings as well as in front of the Fauquier General District Court. As in the past, consideration of approval of any permit for a public gathering would be made by the Town's Special Events Committee and would be based on the Code of Virginia and the Code of the Town of Warrenton to include the Use of Public Grounds ordinance. Applications would be accepted starting this month to consider approvals for events starting January 1, 2026. Main Street Improvement Project upgrades planned for 2026 would supersede any proposed gatherings.

BACKGROUND

In the spring of 2023, Chief T. M. Carter made the decision to relocate the Black Lives Matter Vigil for Action and All Lives Matter groups from their weekly gathering place in the Courthouse Square area (Main Street & Alexandria Pike) to Eva Walker Park. The Black Lives Matter Vigil for Action group had a long-standing, permitted weekly gathering there on Saturday mornings. The decision to relocate was made due to ongoing safety issues at that intersection. No requests for permitted public gatherings were entertained after this point unless the entire intersection was closed off to vehicular traffic.

Since that time, the Town has worked to improve pedestrian and vehicle safety at the intersection of Main Street and Alexandria Pike. These efforts included making the intersection an all-way stop, improvements to the sidewalks including better ADA compliance, and safety hardscaping such as pedestrian refuge areas. These changes appear to have mitigated the prior safety concerns.

STAFF RECOMMENDATION

Approve a return to the acceptance of special event permit applications for public gatherings at Courthouse Square.

Service Level/Collaborative Impact

The Special Events Committee will review incoming applications and make determination on approvals. The Police Department will provide any necessary security, traffic control, and Code enforcement as in years past.

Policy Direction/Warrenton Plan 2040

Renewed acceptance of special event permit applications for this space encourages the use of community grounds for community events and public function (Plan Warrenton 2040, CF-1.5)

Fiscal Impact

Police Department staffing for permitted public gatherings will generally be by command staff members or on-duty sworn officers, as in past years, reducing or eliminating any fiscal impact. All staffing costs will be absorbed by the Police Department’s budget.

Legal Impact

Renewing the acceptance of special event permit applications for this space upholds the First Amendment right to peaceable assembly.

ATTACHMENTS

- 1.
- 2.
- 3.



Office of the Town Manager
Frank Cassidy

Warrenton Town Council

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

Item M.

STAFF REPORT

Council Meeting Date:	December 9, 2025
Agenda Title:	Potential Dates for Council Retreat
Requested Action:	For Discussion
Department / Agency Lead:	Town Manager/Human Capital
Staff Lead:	Stephanie Miller, Acting Town Manager Kasey Braun, Human Capital & Risk Management Director

EXECUTIVE SUMMARY

The last Town Council retreat was held on January 26, 2024. Three of the Council seats are now held by new members. Several Council members have expressed interest in a Council retreat in the new year. Staff is seeking to determine if it is the will of Council to conduct a retreat and if so, identify potential dates and goals for the retreat.

BACKGROUND

Council retreats serve to foster collaboration and provide a strategic forum for members to align their goals with the Town's mission, vision, and long-term objectives, thereby ensuring effective oversight and leadership. Council has conducted retreats roughly every two years in the recent past. In January 2024, the Council held a retreat at 18 Court Street. Ms. Jane Dittmar from the Virginia Institute of Government facilitated the meeting and provided recommendations for the Council to implement. Prior to that retreat, the last retreat was held in Fall 2022.

Funding for a Council retreat was removed from the adopted FY26 budget, so an appropriation will be necessary if Council wishes to move forward.

STAFF RECOMMENDATION

Consider the possibility of a retreat in early 2026 and direct staff to identify facilitators and venues for Council consideration.

Service Level/Collaborative Impact

n/a

Policy Direction/Warrenton Plan 2040

n/a

Fiscal Impact

The estimate for a Council retreat is around \$5,000.

Legal Impact

n/a

ATTACHMENTS

n/a



Motion for Convening a Closed Session

Council Meeting Date: November 12th, 2025.

Closed Session 2

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

- _____ As permitted by Virginia Code § 2.2-3711 (A)(1), a personnel matter involving:
 _____ Discussion, consideration or interviews of prospective candidates for employment or appointment; OR
 _____ assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with
- _____ As permitted by Virginia Code § 2.2-3711 (A)(3), a matter involving:
 _____ discussion or consideration of the acquisition of real property for a public purpose; OR
 _____ disposition of publicly held real property specifically involving _____ [Give location of property], because discussion in an open meeting would adversely affect the City's bargaining position or negotiating strategy.
- _____ As permitted by Virginia Code § 2.2-3711 (A)(4), a matter requiring the protection of the privacy of individuals in personal matters not involving the public business.
- x _____ As permitted by Virginia Code § 2.2-3711 (A)(7), consultation with the Town's legal counsel involving: briefing and discussion with counsel and staff members pertaining to probable litigation, regarding an employee matter where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body.
- _____ As permitted by Virginia Code § 2.2-3711 (A)(8), consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, relating to
- _____ As permitted by Virginia Code § 2.2-3711 (A)(29), discussion of the award of a public contract for _____ [Give nature of the contract] involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the City Council.
- _____ As permitted by Virginia Code § _____, a matter involving:

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

Votes:

Ayes:

Nays:

Absent from Vote: None

CERTIFICATION MOTION AFTER RECONVENING IN PUBLIC SESSION:

(requires a recorded roll call vote)

Item O.

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

Votes:

Ayes:

Nays:

Absent from Vote: None

For Information:

Town Clerk

Effective date:

Stephen Clough, Town Recorder



Office of the Town Manager
Frank Cassidy

Warrenton Town Council

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

Item a.

STAFF REPORT

Town Council Meeting Date:	December 9, 2025
Agenda Title:	LWAV-25-2 – Daniels Property – An Exception to Authorize a Dead-End Street (Cul-de-Sac) for an Eight-Lot Residential Subdivision Per Subdivision Ordinance Section 2.7 <i>Variations and Exceptions</i> and Section 4.2.10 <i>Streets</i>
Requested Action:	Hold a Public Hearing
Department / Agency Lead:	Community Development
Staff Lead:	Heather Jenkins, Zoning Administrator

EXECUTIVE SUMMARY

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

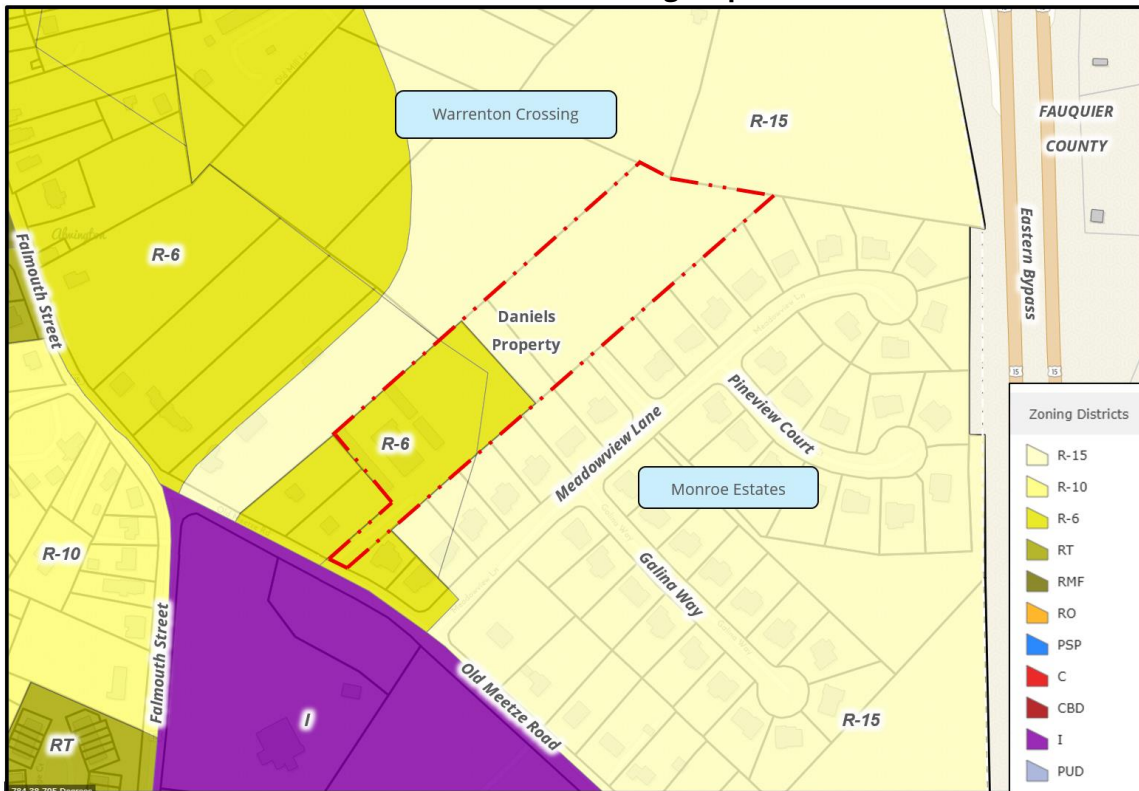
Subdivision Ordinance Section 4.2 *Streets*, subsection 4.2.10, prohibits dead-end (cul-de-sac) streets, unless approved by variation or exception as authorized by Section 2.7 *Variations and Exceptions*. The developer proposes to connect the eight-lot subdivision to existing and proposed stub streets,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

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

BACKGROUND

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

Location and Zoning Map



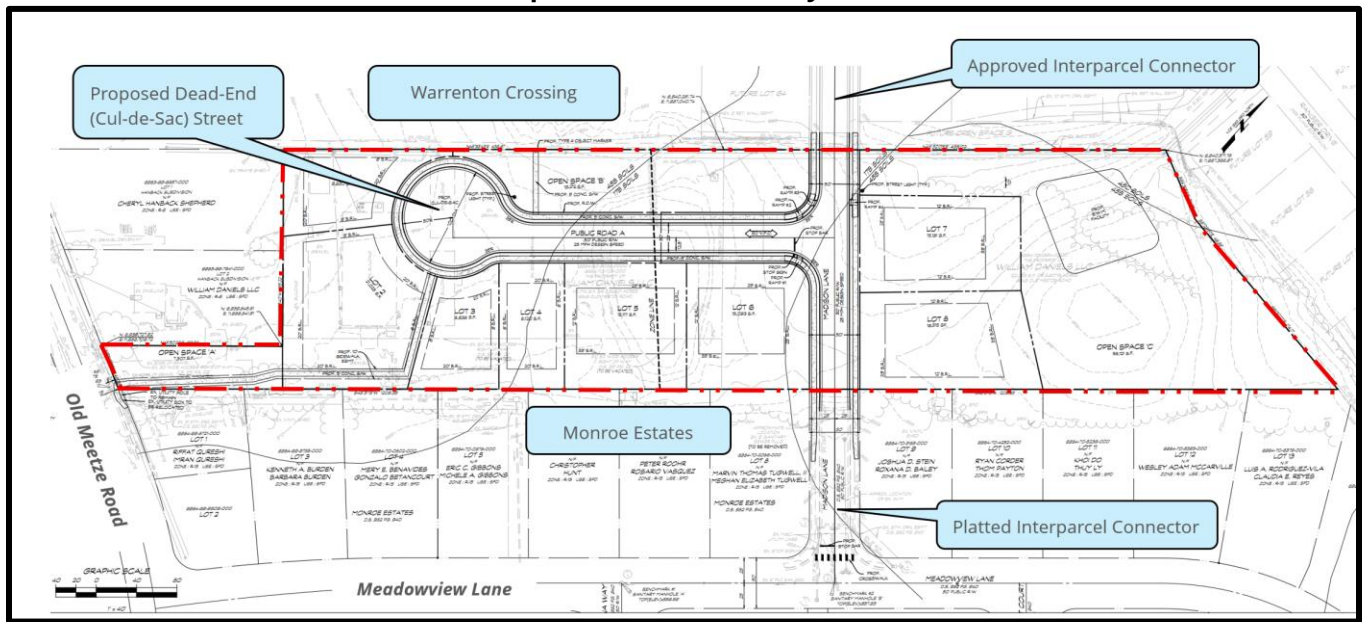
The eastern half of the property is vacant, existing as undeveloped land covered by a mixture of trees and grass; the western half of the property is improved with several non-residential buildings that have historically been used as a workshop (Old Town Woodwork, Inc.). Adjacent properties to the north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

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

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



Proposed Subdivision Layout



STAFF ANALYSIS

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

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

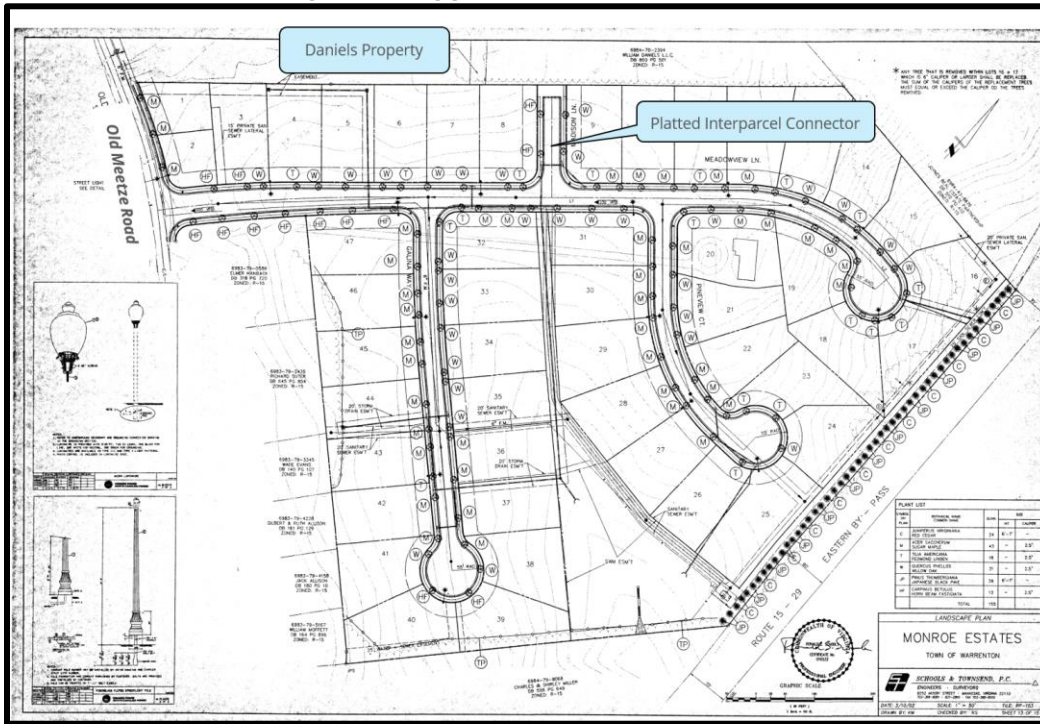
The Subdivision Ordinance, Section 4.2 *Streets*, lists twelve standards for the design of proposed subdivision streets that includes standards for street access, connection, intersection design, width and naming conventions; Section 4.2, with all twelve street standards, is included with the staff report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

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

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

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

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



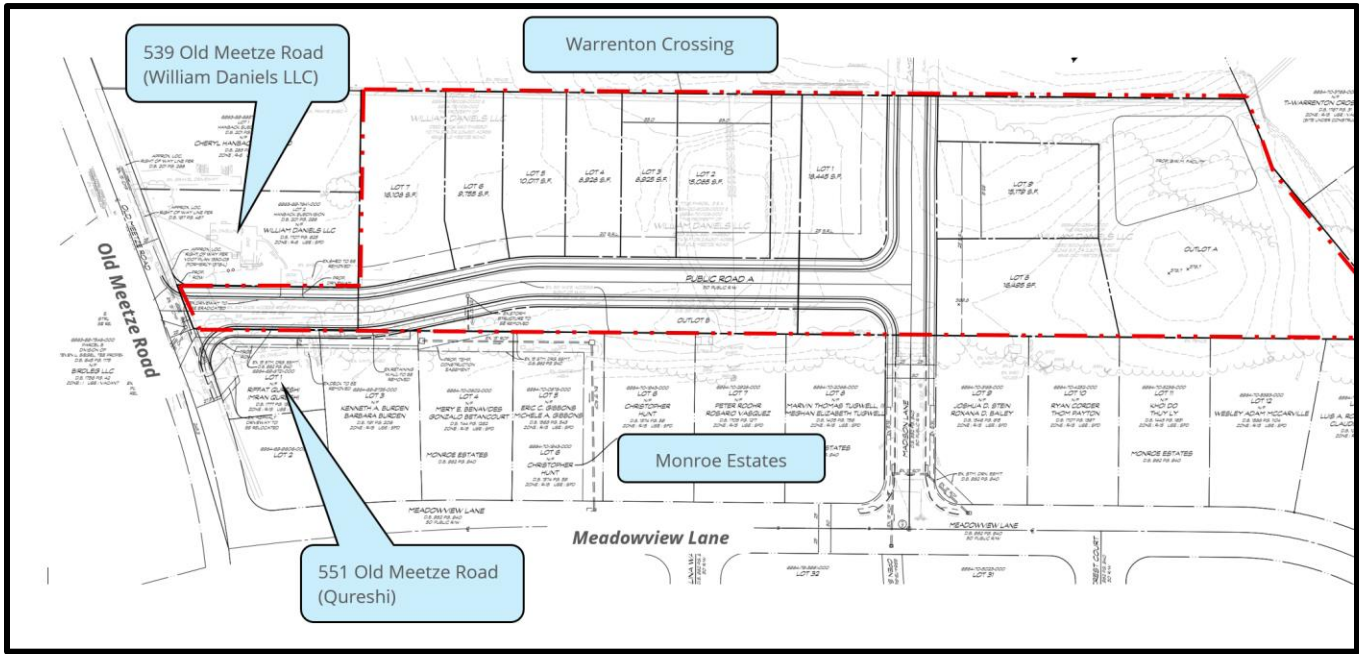
Warrenton Crossing – Excerpts from Approved Site Plan (SDP 2014-04)



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

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

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



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

Of particular concern to staff, should the subject property be developed with the through-street connector to Old Meetze Road, is that this new right-of-way connection to Old Meetze Road would place a secondary front yard setback along what are now the side lot lines of both the William Daniels LLC and Qureshi

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

PLANNING COMMISSION RECOMMENDATION

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

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

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

6. No subdivision signage or other subdivision development indicator is permitted at the subject property's Old Meetze Road frontage, with the exception of required roadway signage, or pedestrian wayfinding or historical markers totaling no more than nine (9) square feet in size and a maximum of three and a half (3.5) feet in height.
7. All street lights within the subdivision shall consist of fully-shielded, full cut-off fixtures with a maximum color temperature of 3,000 K.
8. No temporary or permanent signage is permitted to be installed below the southern boundary line of the subject property indicated on the submitted drawing as S48°31'15"W, or anywhere within the Monroe Estates subdivision area at any time during construction of the subdivision improvements or individual homes. This prohibition shall include, but not be limited to, real estate advertisements, "for sale" signage, subdivision name signs, construction signs, or signs advertising home builders or contractors, or similar. Any signs installed in violation of this condition shall be subject to immediate removal by the Zoning Administrator, and the cost of such removal shall be paid by the Property Owner to the Town immediately upon demand.
9. No construction-related traffic, to include vehicles or equipment, shall be permitted to use Meadowview Lane to exit or enter the subject property; all traffic related to subdivision, site or home construction shall exit/enter to the north, via Ranger Drive and John Williams Way within the Warrenton Crossing subdivision. Violations of this condition shall be the responsibility of the Property Owner, and subject to a fine of no less than \$200 per vehicle, per trip, or per instance, where such fine shall be paid by the Property Owner to the Town immediately upon demand.

TOWN COUNCIL WORK SESSION

The Town Council held a work session for this request on November 12, 2025, where councilmembers requested a revision to condition of approval seven pertaining to street lighting, as well as a new condition of approval to allow for a center landscaped island within the cul-de-sac. In response to these requests, the following changes have been made to the conditions of approval that were part of the Planning Commission recommendation:

- Condition number seven has been revised to further restrict the color temperature for new street lighting to no greater than 2,700 K, to more fully address potential light pollution and glare concerns for neighboring residents. Condition number seven now states:

All street lights within the subdivision shall consist of fully-shielded, full cut-off fixtures with a maximum color temperature of ~~3,000~~ **2,700** K.
- Condition number 10 has been added to promote the use of landscaping or other pervious surfacing within the center of the proposed terminal cul-de-sac, so as to reduce the amount of impervious surfacing created by the proposed 100-foot diameter turn-around, as well as to encourage residents to not use the cul-de-sac area for on-street parking that could restrict emergency services access. The provision of a center island will be subject to a vehicle turn analysis that must be provided as a part of the required Site Development Plan, to demonstrate that the largest expected emergency vehicle - as determined by the Fire Official - will be able to fully navigate the cul-de-sac area. New condition number ten states:

The center area of the terminal cul-de-sac shall include a center island that is surfaced with either landscaping, turf, or other pervious material that is acceptable to the Director of the Public Works Department. Provision of the center island shall be subject to a vehicle turn

analysis that demonstrates adequate vehicular access for the largest expected emergency response vehicle, subject to the approval of the Fire Official.

During the work session, councilmembers briefly discussed restricting the interparcel connector to the Monroe Estates subdivision (via Madison Lane) to an emergency services only accessway. Staff conveyed that the Public Works Department is highly supportive of a full-access connection, so as to allow for efficient public service delivery such as trash pick up and snow plowing, as well as the ability for Monroe Estates residents to use the new through-street connector John Williams Way that is being constructed by the Warrenton Crossing subdivision development.

The through-street connector John Williams Way will provide local residents with a more efficient connection to East Lee Street, the Eastern Bypass, and commercial businesses along Broadview Avenue (via Walker Drive), that will bypass local streets and alleviate traffic congestion along the northern section of Falmouth Street. Additionally, the proposed interparcel connection via Madison Lane will allow Monroe Estates residents a second option to leave the subdivision and access Falmouth Street at the new John Williams Way intersection that is currently under construction.

Staff notes that the existing intersection of Old Meetze Road and Falmouth Street does not meet current intersection design criteria, that Old Meetze Road is a narrow, sub-standard roadway, and that the interparcel connection with Madison Lane was a requirement for approval of the Monroe Estates subdivision. Staff suggests that should Old Meetze Road be closed or otherwise impassable due to either emergency incident or roadway maintenance activities, that the Madison Lane connection to John Williams Way will be a critical connection for both access to/egress from their homes by residents. Additionally, the Comprehensive Plan, Plan Warrenton 2040, calls for a network of interconnected streets, as found in Section V *Transportation and Circulation*, specifically Goal T-4.2.

Staff has provided form Resolutions of both Denial and Approval for Council's consideration; these Resolutions are included with this staff report at Attachment E – Resolution to Approve, and Attachment F – Resolution to Deny.

Service Level/Collaborative Impact

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

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

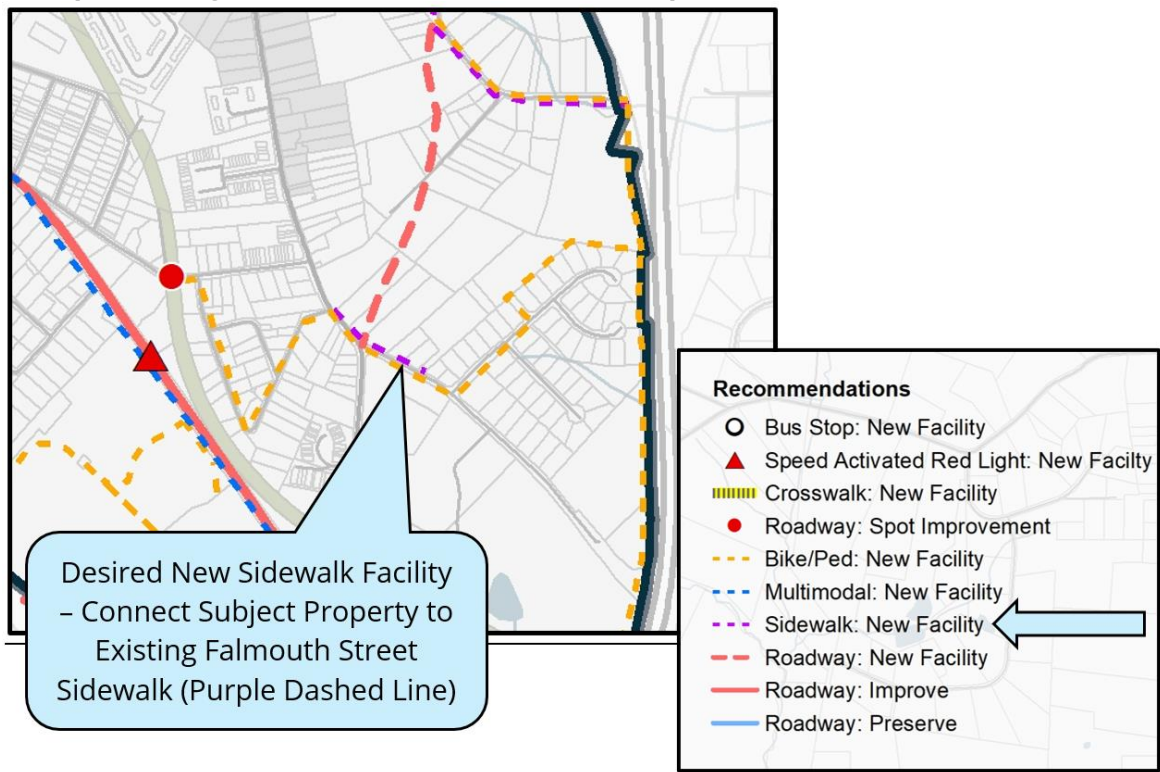
Utilities:

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

Policy Direction/Warrenton Plan 2040

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

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



The comprehensive plan includes transportation goal T-4.2:

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

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

Fiscal Impact

A Fiscal Impact assessment has not been completed.

Legal Impact

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

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

As a part of the Planning Commission meeting on October 21, 2025, the Commission held a closed session to receive legal advice per Code of Virginia § 2.2-3711 (A)(8). Staff defers all questions of legal advice to the Town Attorney.

ATTACHMENTS

- [Attachment A](#) – Application Documents
- [Attachment B](#) – Current Deed of Title – William Daniels LLC, Deed Book 860 Page 501
- [Attachment C](#) – Proposed Subdivision Layout Plan
- [Attachment D](#) – Subdivision Ordinance Section 4.2 *Streets*
- [Attachment E](#) – Resolution to Approve – Subject to Conditions
- [Attachment F](#) – Resolution to Deny



TOWN OF WARRENTON

Department of Community Development

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

Land Development Application

Permit # _____

Type of Development [select type(s) below]

Planning	Zoning		
<input type="checkbox"/> Commission Permit (\$2232)	<input type="checkbox"/> Administrative Appeal	<input type="checkbox"/> Concept Plan Review	<input type="checkbox"/> Record / Vacate Plat
<input type="checkbox"/> Comprehensive Plan Amendment	<input type="checkbox"/> As-Built	<input type="checkbox"/> Easement Plat	<input type="checkbox"/> Site Development Plan
<input type="checkbox"/> Special Use Permit	<input type="checkbox"/> Bond Release/ Reduction	<input type="checkbox"/> Final Plat	<input type="checkbox"/> Variance
<input type="checkbox"/> Rezoning	<input type="checkbox"/> Bond Extension	<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Waiver, Administrative
	<input type="checkbox"/> Boundary Adjustment	<input type="checkbox"/> Re-approval of Plat	<input checked="" type="checkbox"/> Waiver/Exception, Legislative

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

Project Description

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

Zoning District: WARD 2 R-15 Total Acres: 4.9738 Acres for Proposed Use: 4.9738

Parcel Identification Number(s): DBB60 P4501

Parcel 6984-70-2394-0000, 6984-60-9026-0000, 6984-70-1108-0000

Contact Information (Attach separate page if necessary)

All Current Owners

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

All Current Applicants (if different then owner):

Name & Company: MARCUS SIMES TR-Warrenton Crossing, LLC
 Address: P.O. Box 42150, Fredericksburg, VA 22404
 Phone: 540-848-4435 Email: MSimes@Tricordinc-VA.com

Representative (if different then owner/applicant):

Name & Company: _____

Address: _____

Phone: _____

Email: _____

OWNER(S) AFFIDAVIT (Original Signatures Required)

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

APPLICANT(S) AFFIDAVIT (Original Signatures Required)

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

Owner's Signature & Date: J. Doug Dowdy

Print Owner's Name: J. Doug Dowdy

Applicant's Signature & Date: M. Simes 4/30/2025

Print Applicant's Name: Marcus Simes

Date Stamp

TOWN OF WARRENTON

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

**LAND USE APPLICATION:****AFFIDAVIT**

NO. _____

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

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

545 Old Meetze Road, Warrenton, VA 20186
 for the land use application of Dead-End Street Waiver

Signature of Property Owner: _____

Date: 4/30/2025**(FOR NOTARY USE ONLY)**

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

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

J. Doug Dowdy

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

Notary Signature: _____

Registration Number: _____

811198

My Commission Expires: _____

06/30/2028



TO: Town of Warrenton, Community Development

FROM: Jim Madison, P.E.

DATE: April 30, 2025

RE: Warrenton Crossing II
Exception Petition
LDC Project #24079-1-1

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

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

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

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

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

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



July 1, 2025

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

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

Dear Amber:

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

Amber Heflin, CZA, COSS
Zoning Official

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

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

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

Amber N. Heflin, CZA, COSS
Town of Warrenton Zoning Official
Re: Daniels Property – Legislative Waiver 1st Review
Comment Response Letter
#LWAV-25-2
LDC Project #24079-1-1
July 1, 2025
Page 4 of 4

Item a.

Major A.S. Arnold
Police Department

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

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

Sincerely,

Jim Madison, P.E.
Director of Project Management

JM/sw



July 30, 2025

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

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

Dear Amber:

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

Zoning Review Comments:

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

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

Sincerely,

Jim Madison, PE
Director of Project Management

NOTES

1. THE FAUQUIER COUNTY GEOGRAPHIC PARCEL IDENTIFICATION NUMBER (G.P.I.N.) FOR THE PROPERTY SHOWN HEREON IS 6984-70-2394-000 AND IS CURRENTLY ZONED R-15.
2. THE PROPERTY SHOWN HEREON IS CURRENTLY IN THE NAME OF WILLIAM DANIELS LLC, BY DEED RECORDED IN DEED BOOK 860 AT PAGE 501, AMONG THE LAND RECORDS OF FAUQUIER COUNTY, VIRGINIA.
3. TITLE REPORT FURNISHED BY FIDELITY NATIONAL TITLE INSURANCE COMPANY, COMMITMENT No. 25020037C, COMMITMENT DATE FEBRUARY 17, 2025. THE SURVEYED PROPERTY IS TITLE PARCEL TWO.
4. THE PROPERTY SHOWN HEREON LIES WITHIN A ZONE "X", AN AREA DETERMINED TO BE OUTSIDE THE 500-YEAR FLOODPLAIN, AS DELINEATED ON FLOOD INSURANCE RATE MAP No. 510061030B, PANEL 308 OF 520, VERSION 2.6.4.6, WITH A MAP REVISED DATE OF APRIL 25, 2024.
5. THE BOUNDARY SHOWN HEREON IS FROM A FIELD SURVEY BY THIS FIRM PERFORMED ON JANUARY 28, 2025 THROUGH FEBRUARY 4, 2025.
6. THE IMPROVEMENTS SHOWN HEREON ARE FROM A FIELD SURVEY PERFORMED BY THIS FIRM ON JANUARY 28, 2025 THROUGH FEBRUARY 2, 2025.
7. THE PLAT OF THE PROPERTY SHOWN HEREON IS REFERENCED TO THE VIRGINIA COORDINATE SYSTEM OF 1983 (VCS83) AS COMPUTED FROM A FIELD SURVEY WHICH TIES THIS BOUNDARY TO LEICAS HEXAGON RTK NETWORK.

THE GRID FACTOR (ELEVATION FACTOR X SCALE FACTOR) WHICH HAS BEEN APPLIED TO THE FIELD DISTANCES TO DERIVE THE REFERENCED COORDINATES IS 0.999949535. UNLESS OTHERWISE STATED THE PLAT DISTANCES SHOWN ARE INTENDED TO BE HORIZONTAL DISTANCES MEASURED AT THE MEAN ELEVATION OF THIS SUBDIVISION. THE BEARINGS SHOWN ARE REFERENCED TO VCS 1983 NORTH. THE FOOT DEFINITION USED FOR CONVERSION OF THE MONUMENT COORDINATES IS THE U.S. SURVEY FOOT OR 1 METER = 39.37 INCHES.

8. THE ZONING REQUIREMENTS FOR R-15 ARE AS FOLLOWS:
- | | |
|---------------------------------------|--------------------------------------|
| MINIMUM LOT SIZE - 15,000 SQUARE FEET | R-6 ZONING REQUIREMENTS: |
| MINIMUM LOT FRONTAGE - 50 FEET | MINIMUM LOT SIZE - 6,000 SQUARE FEET |
| LOT COVERAGE - 65% | MINIMUM LOT FRONTAGE - 55 FEET |
| FRONT SETBACK - 25 FEET | LOT COVERAGE - 65% |
| SIDE SETBACK - 12 FEET | FRONT SETBACK - 20 FEET |
| REAR SETBACK - 35 FEET | SIDE SETBACK - 8 FEET |
| MAXIMUM BUILDING HEIGHT - 35 FEET | REAR SETBACK - 20 FEET |
| | MAXIMUM BUILDING HEIGHT - 35 FEET |
9. EXCEPT AS SHOWN, THERE ARE NO VISIBLE ENCROACHMENTS OBSERVED ON THE SURVEYED PROPERTY.
10. A ZONING LETTER OR REPORT WAS NOT PROVIDED FOR THE SURVEYED PROPERTY.
11. THERE ARE NO STRIPED PARKING SPACES OBSERVED ON THE SURVEYED PROPERTY.
12. THERE IS NO EVIDENCE OF RECENT EARTH MOVING WORK, BUILDING CONSTRUCTION, OR BUILDING ADDITIONS OBSERVED ON THE SURVEYED PROPERTY IN THE PROCESS OF CONDUCTING THE FIELD WORK. THE ADJOINING SITE IS CURRENTLY UNDER CONSTRUCTION.
13. THERE IS NO EVIDENCE OF RECENT STREET OR SIDEWALK CONSTRUCTION OR REPAIRS OBSERVED IN THE PROCESS OF CONDUCTING THE FIELD WORK.
14. THERE WAS NO EVIDENCE OF CEMETERIES OR BURIAL GROUNDS OBSERVED IN THE PROCESS OF CONDUCTING THE FIELD WORK.
15. THIS FIRM IS NOT AWARE OF ANY PROPOSED CHANGES IN STREET RIGHT OF WAY.

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

TITLE REPORT

FIDELITY NATIONAL TITLE INSURANCE COMPANY, COMMITMENT NO. 25020037C, COMMITMENT DATE FEBRUARY 17, 2025, SCHEDULE B, PART II

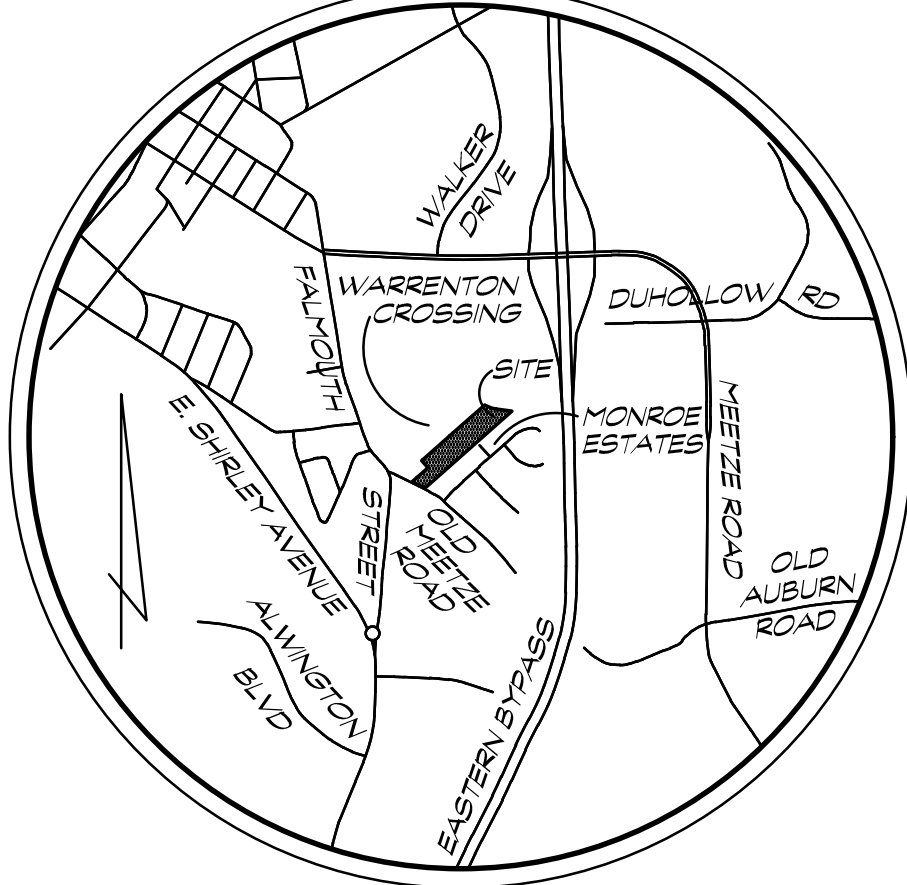
EXCEPTION 1 THROUGH 6 - NOT A SURVEY MATTER.

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

EXCEPTION 8 - EASEMENTS IN FAVOR OF VERCO RECORDED IN DEED BOOK 163 AT PAGE 173, AND DEED BOOK 180 AT PAGE 510. EASEMENT LOCATIONS CANNOT BE DETERMINED FROM THE RECORD DOCUMENT.

EXCEPTION 9 - MATTERS SHOWN ON PLAT RECORDED IN DEED BOOK 860 AT PAGE 501, INCLUDING:

- A. ELECTRIC LINES - CURRENT CONFIGURATION IS SHOWN ON THE SURVEY
- B. EXISTING 50' WIDE ACCESS OF RIGHT OF WAY - SHOWN ON THE SURVEY
- C. GRAVEL DRIVEWAY - NOT PART OF THIS SURVEY
- D. FENCE LINES - CURRENT CONFIGURATION IS SHOWN ON THE SURVEY
- E. 1.5' STONE RETENTION WALL - NOT PART OF THIS SURVEY

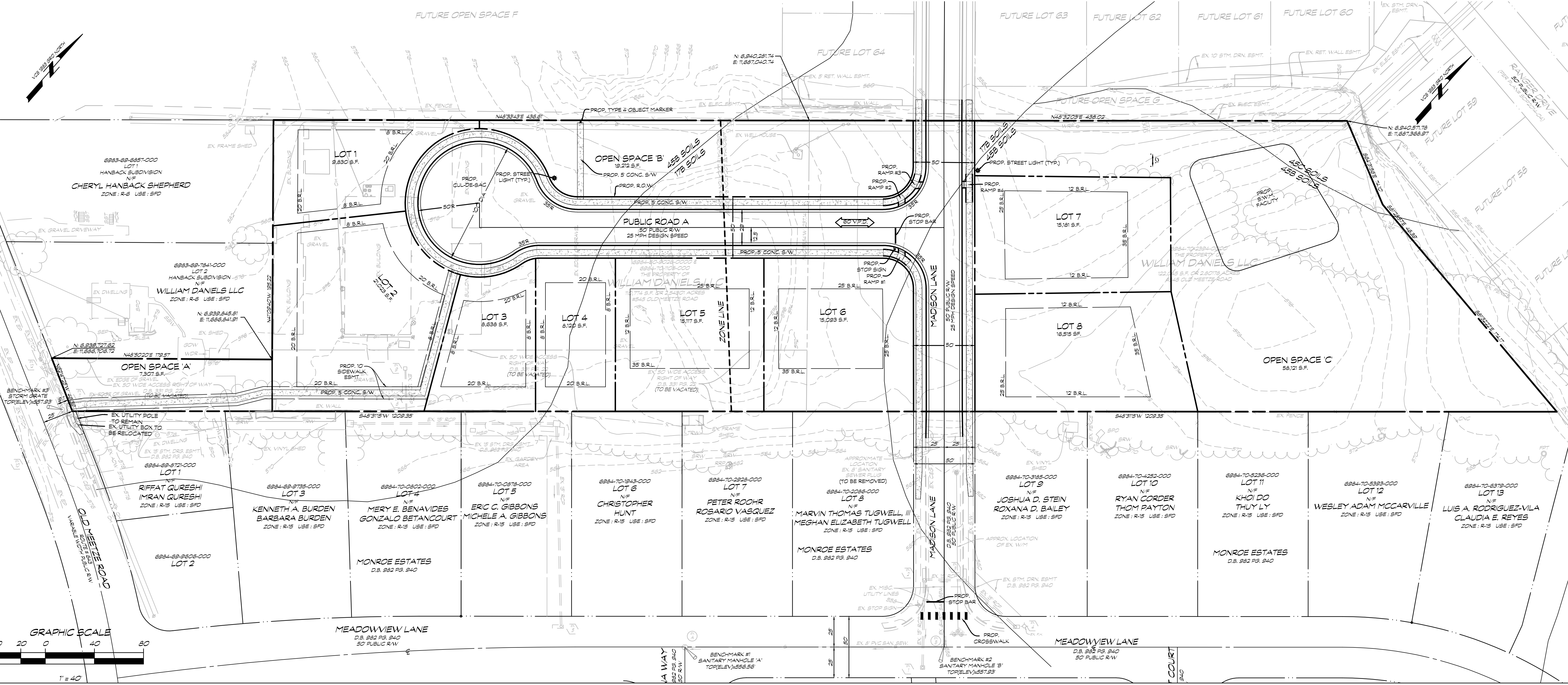
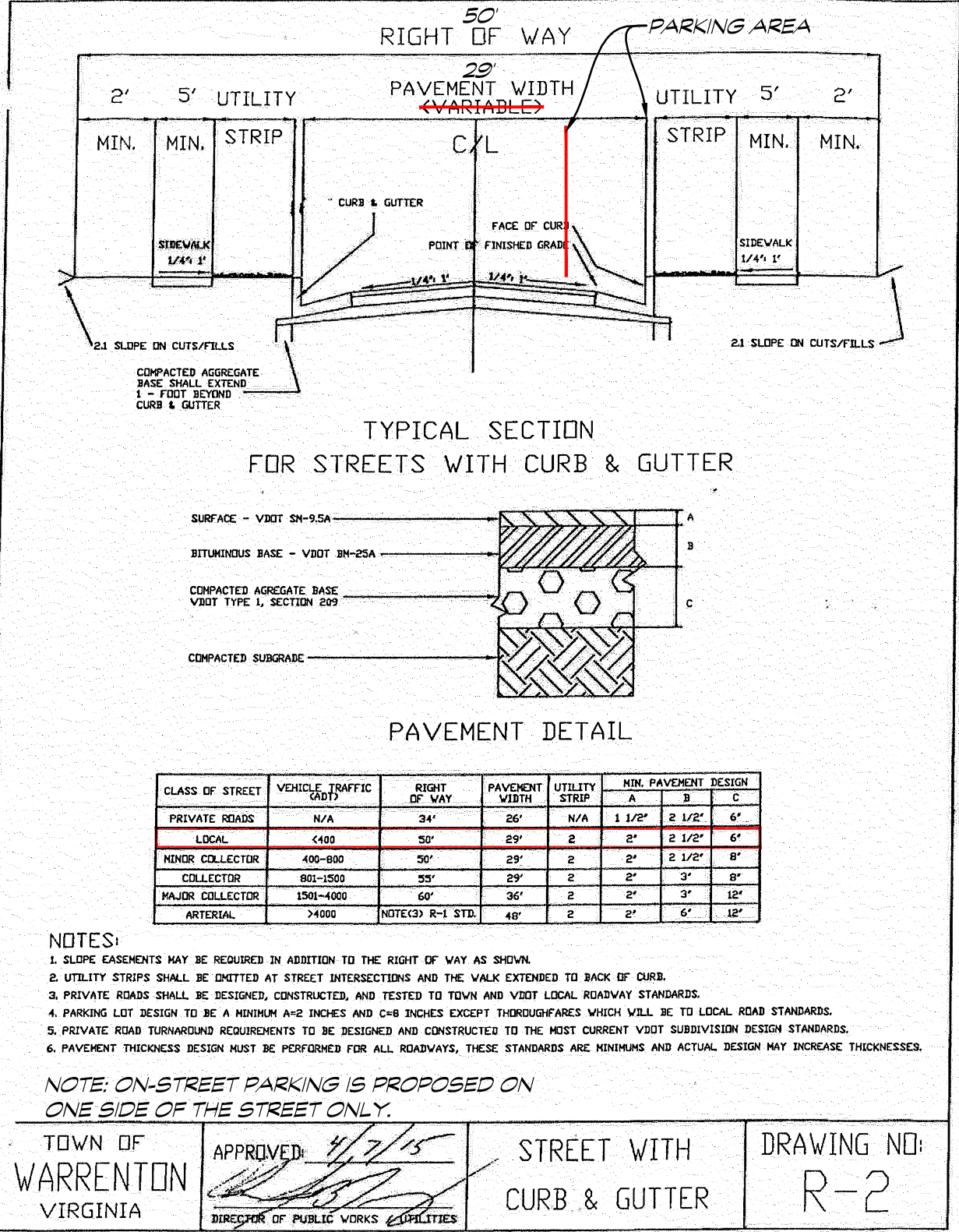


VICINITY MAP

SCALE: 1" = 2,000'

LEGEND

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



Item a.

685 DAVIS RD AVE., SUITE 200, WARRINGTON, VIRGINIA 22092

WWW.LDCVA.COM

PRELIMINARY LAYOUT

#545 OLD MEETZ ROAD

THE PROPERTY OF

WILLIAM DANIELS LLC

DEED BOOK 860 PAGE 501

TOWN OF WARRENTON

FAUQUIER COUNTY, VIRGINIA

SCALE:

1" = 40'

SHEET 1 OF 1

DATE:

JULY 1, 2025

DRAFT:

JVM

CHECK:

FILE NUMBER:

24079-1-1 80

288

BK0860PG0501

Item a.

00 00762

THIS DEED

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

WITNESSETH:

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

PARCEL ONE:

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

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

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

CONSIDERATION: \$200,000.00

Examined and
Returned to:Inspector
Title, LLCPrepared by &
Return to:

WALKER, JONES, LAWRENCE,
DUGGAN & RAVAGE, P.C.
ATTORNEYS AT LAW
CARTER HALL
31 WINCHESTER STREET
WARRENTON, VIRGINIA 20186

JAN 26 2000

DND

BK0860PG0502

Item a.

PARCEL TWO:

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

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

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

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

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

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

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

BK 0860PG0503

Item a.

WITNESS the following signature and seal:

William H. Hanback (SEAL)
William H. Hanback



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

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

[Signature]
Notary Public

My Commission Expires: July 31, 2000

BK 0860 PG 0504

Item a.

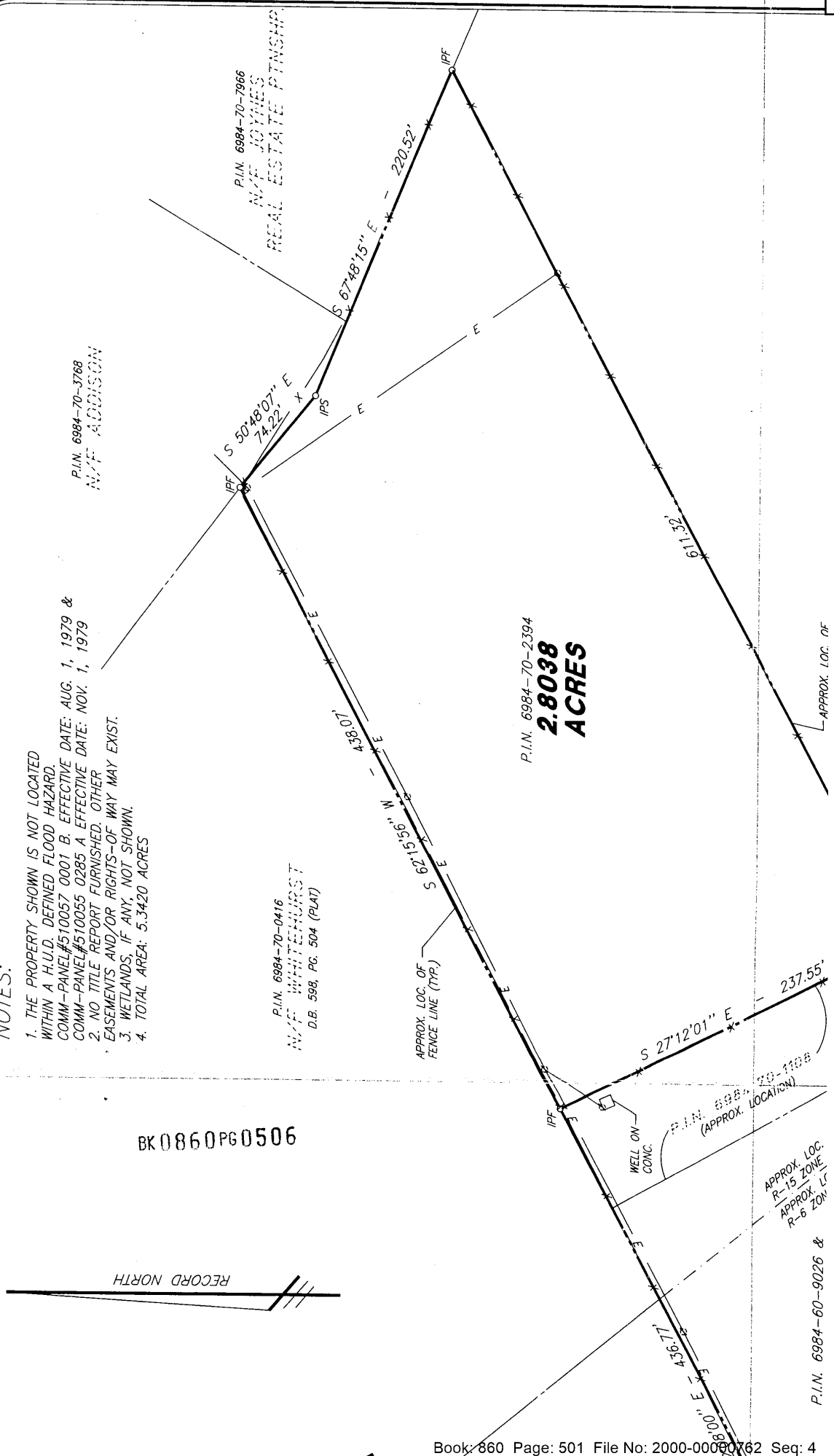
NOTES:

1. THE PROPERTY SHOWN IS NOT LOCATED WITHIN A H.U.D. DEFINED FLOOD HAZARD. COMM-PANEL#510057 0001 B. EFFECTIVE DATE: AUG. 1, 1979 & COMM-PANEL#510055 0285 A. EFFECTIVE DATE: NOV. 1, 1979
2. NO TITLE REPORT FURNISHED. OTHER EASEMENTS AND/OR RIGHTS-OF-WAY MAY EXIST.
3. WETLANDS, IF ANY, NOT SHOWN.
4. TOTAL AREA: 5.3420 ACRES

P.L.N. 6984-70-3768
N/F ADDISONP.L.N. 6984-70-7966
N/F JOYNES
REAL ESTATE PTNSHP.P.L.N. 6984-70-0416
N/F WHITEHURST
D.B. 598, PG. 504 (PLAN)P.L.N. 6984-70-2394
**2.8038
ACRES**

BK 0860 PG 0506

RECORD NORTH



BK0860PG0505



SURVEYOR'S CERTIFICATE

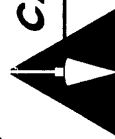
I, ERIC K. NISKANEN, A DULY LICENSED LAND SURVEYOR IN THE COMMONWEALTH OF VIRGINIA, DO HEREBY CERTIFY THAT THIS BOUNDARY SURVEY TO THE BEST OF MY KNOWLEDGE AND BELIEF IS CORRECT AND COMPLIES WITH THE MINIMUM PROCEDURE AND STANDARDS ESTABLISHED BY THE VIRGINIA STATE BOARD OF ARCHITECTS, PROFESSIONAL ENGINEERS,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

Eric K. Niskanen
ERIC K. NISKANEN LS NO 2244

PLAT SHOWING
BOUNDARY SURVEY
ON A PORTION OF THE PROPERTIES OF THE
WILLIAM J. HANBACK ESTATE

WILL BOOK 160, PAGE 696
TOWN OF WARRENTON
FAUQUIER COUNTY, VIRGINIA
SCALE: 1"=60' JANUARY 16, 2000

PROJECT #00003-10



CARSON, HARRIS & ASSOCIATES, LLC

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

APPROX. LOC. OF
FENCE LINE (TYP.)

237.55'
1208.65'
80.13' S
6.12' S
W.P.S.
IPF 2.28'

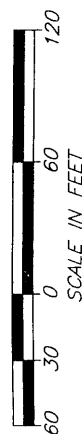
6984-60-9026 &
I.N. 6984-70-1108
(APPROX. LOCATION)

APPROX. LOC. OF
R-15 ZONE LINE
APPROX. LOC. OF
R-6 ZONE LINE

**2.5382
ACRES**

THIS PLAT IS FOR THE SOLE PURPOSE OF
RECORDING AN EXISTING LOT AND IS
NOT AN APPROVAL OF NEW LOT(S)
CREATED UNDER THE FAUQUIER
COUNTY SUBDIVISION ACT

Frank R. Hoff
1/21/0



BK0860PG0507

VIRGINIA: IN THE CLERK'S OFFICE OF THE FAUQUIER CIRCUIT COURT
This instrument was received in this Office and with

certificate admitted to record on **JAN 26 2000**
at **2:58 P** m. Tax of \$ **300.00** imposed by
58.1-802 Paid. Consideration: \$ **300,000.00** Section
State Tax \$ **450.00** County Tax \$ **150.00**
Transfer Fee \$ **1.00** VSLF \$1.00 Technology Fee \$ **3.00**
Clerk's Fee \$ **15.00** Total: \$ **920.00**

Teste: *Paul H Barb* Clerk

STONE
WALL

PLOT DATE: 1/19/2000

FILENAME: H:\PLAT\00003-10PL

NOTES:

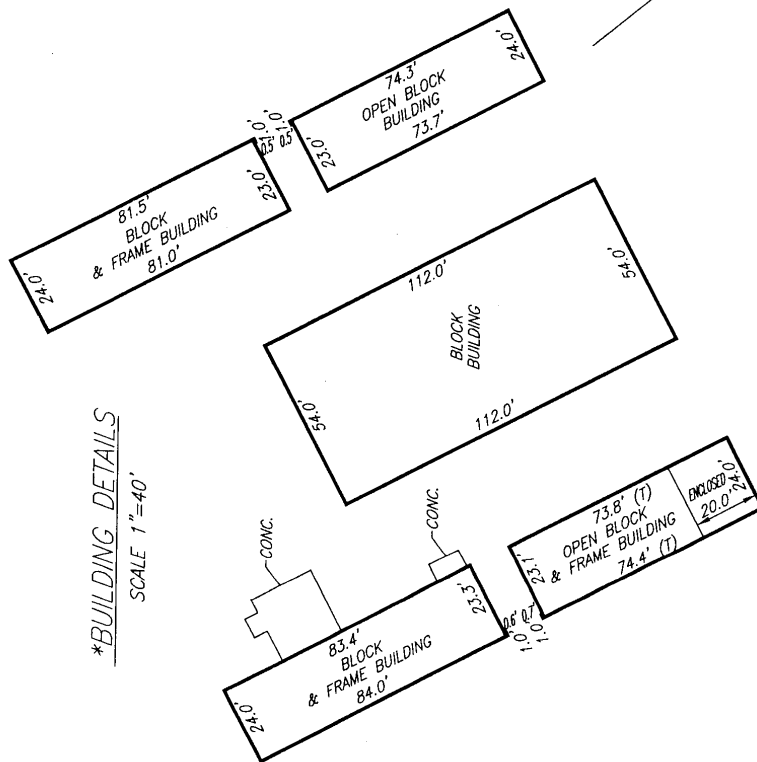
1. THE PROPERTY SHOWN IS NOT LOCATED WITHIN A H.U.D. DEFINED FLOOD HAZARD. COMM-PANEL#510057 0001 B. EFFECTIVE DATE: 02/28/00.
2. NO TITLE REPORT FURNISHED. OTHER EASEMENTS AND/OR RIGHTS-OF WAY MAY EXIST. WETLANDS, IF ANY, NOT SHOWN.
3. TOTAL AREA: 5.3420 ACRES

BK0860PG0506

RECORD NORTH

***BUILDING DETAILS**

SCALE 1"=40'



P.L.N. 6984-70-0416

N.W.F. WIESENBERG
D.B. 598, PG. 504 (PLAT)

APPROX. LOC. OF
FENCE LINE (TYP.)

P.L.N.

WELL ON
CONC.

P.L.N. 6984-70-1108
(APPROX. LOCATION)

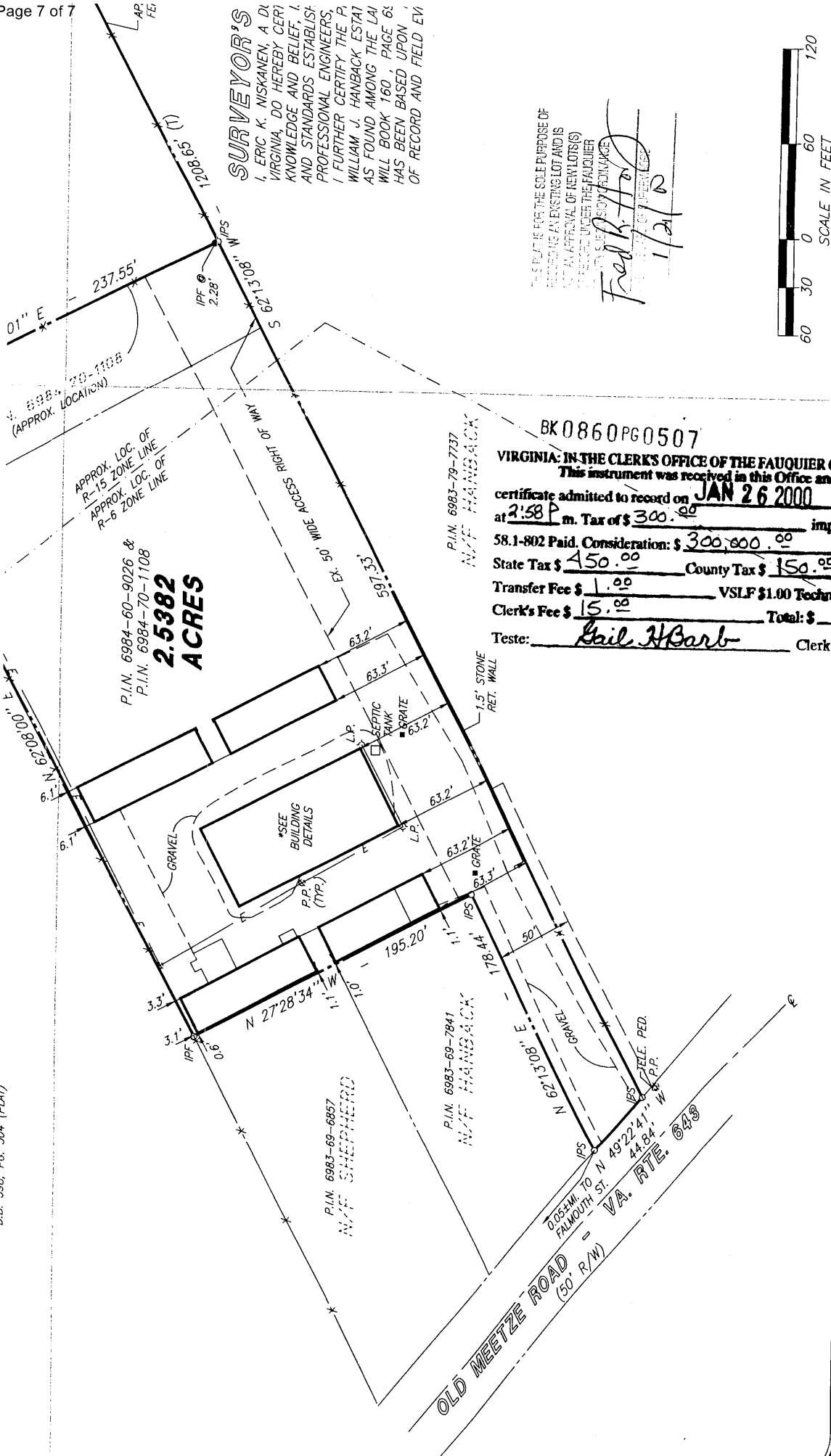
APPROX. LOC.
R-15 CONC.
R-6 ZC

P.L.N. 6984-60-0026 &

P.L.N. 6984-60-7123
N.W.F. WIESENBERG
D.B. 598, PG. 504 (PLAT)

Item a.

U.D. 350, P.D. 304 (PLAN)



SURVEYOR'S
 I, ERIC K. NISKANEN, A DUL
 VIRGINIA, DO HEREBY CERTI
 KNOWLEDGE AND BELIEF, I
 AND STANDARDS ESTABLISH
 PROFESSIONAL ENGINEERS
 I FURTHER CERTIFY THE P
 WILLIAM J. HANBACK ESTAI
 AS FOUND AMONG THE LAI
 WILL BOOK 160, PAGE 68
 HAS BEEN BASED UPON
 OF RECORD AND FIELD EVI

THIS PLAN IS FOR THE SOLE PURPOSE OF
 RECORDING AN EXISTING LOT AND IS
 NOT AN APPROVAL OF NEW LOTS(S)
 OR NEW DEVELOPMENT UNDER THE FAUQUIER
 COUNTY DEPARTMENT OF PUBLIC WORKS
 1/21/20



Item a.

BK 0860PG0507
VIRGINIA: IN THE CLERK'S OFFICE OF THE FAUQUIER CIRCUIT COURT
 This instrument was received in this Office and with
 certificate admitted to record on **JAN 26 2000**
 at **2:58 P** m. Tax of \$ **300.00** imposed by **1** Section
 58.1-802 Paid. Consideration: \$ **300,000.00**
 State Tax \$ **450.00** County Tax \$ **150.00**
 Transfer Fee \$ **1.00** VSLF \$1.00 Technology Fee \$ **3.00**
 Clerk's Fee \$ **15.00** Total: \$ **920.00**
 Teste: Gail H Barb Clerk

NOTES

1. THE FAUQUIER COUNTY GEOGRAPHIC PARCEL IDENTIFICATION NUMBER (G.P.I.N.) FOR THE PROPERTY SHOWN HEREON IS 6984-70-2394-000 AND IS CURRENTLY ZONED R-15.
2. THE PROPERTY SHOWN HEREON IS CURRENTLY IN THE NAME OF WILLIAM DANIELS LLC, BY DEED RECORDED IN DEED BOOK 860 AT PAGE 501, AMONG THE LAND RECORDS OF FAUQUIER COUNTY, VIRGINIA.
3. TITLE REPORT FURNISHED BY FIDELITY NATIONAL TITLE INSURANCE COMPANY, COMMITMENT No. 25020037C, COMMITMENT DATE FEBRUARY 17, 2025. THE SURVEYED PROPERTY IS TITLE PARCEL TWO.
4. THE PROPERTY SHOWN HEREON LIES WITHIN A ZONE "X", AN AREA DETERMINED TO BE OUTSIDE THE 500-YEAR FLOODPLAIN, AS DELINEATED ON FLOOD INSURANCE RATE MAP No. 510061030B, PANEL 308 OF 520, VERSION 2.6.4.6, WITH A MAP REVISED DATE OF APRIL 25, 2024.
5. THE BOUNDARY SHOWN HEREON IS FROM A FIELD SURVEY BY THIS FIRM PERFORMED ON JANUARY 28, 2025 THROUGH FEBRUARY 4, 2025.
6. THE IMPROVEMENTS SHOWN HEREON ARE FROM A FIELD SURVEY PERFORMED BY THIS FIRM ON JANUARY 28, 2025 THROUGH FEBRUARY 2, 2025.
7. THE PLAT OF THE PROPERTY SHOWN HEREON IS REFERENCED TO THE VIRGINIA COORDINATE SYSTEM OF 1983 (VCS83) AS COMPUTED FROM A FIELD SURVEY WHICH TIES THIS BOUNDARY TO LEICAS HEXAGON RTK NETWORK.

THE GRID FACTOR (ELEVATION FACTOR X SCALE FACTOR) WHICH HAS BEEN APPLIED TO THE FIELD DISTANCES TO DERIVE THE REFERENCED COORDINATES IS 0.999949535. UNLESS OTHERWISE STATED THE PLAT DISTANCES SHOWN ARE INTENDED TO BE HORIZONTAL DISTANCES MEASURED AT THE MEAN ELEVATION OF THIS SUBDIVISION. THE BEARINGS SHOWN ARE REFERENCED TO VCS 1983 NORTH. THE FOOT DEFINITION USED FOR CONVERSION OF THE MONUMENT COORDINATES IS THE U.S. SURVEY FOOT OR 1 METER = 39.37 INCHES.

8. THE ZONING REQUIREMENTS FOR R-15 ARE AS FOLLOWS:
- | | |
|---------------------------------------|--------------------------------------|
| MINIMUM LOT SIZE - 15,000 SQUARE FEET | R-6 ZONING REQUIREMENTS: |
| MINIMUM LOT FRONTAGE - 50 FEET | MINIMUM LOT SIZE - 6,000 SQUARE FEET |
| LOT COVERAGE - 65% | MINIMUM LOT FRONTAGE - 55 FEET |
| FRONT SETBACK - 25 FEET | LOT COVERAGE - 65% |
| SIDE SETBACK - 12 FEET | FRONT SETBACK - 20 FEET |
| REAR SETBACK - 35 FEET | SIDE SETBACK - 8 FEET |
| MAXIMUM BUILDING HEIGHT - 35 FEET | REAR SETBACK - 20 FEET |
| | MAXIMUM BUILDING HEIGHT - 35 FEET |

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

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

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

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

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

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

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

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

TITLE REPORT

FIDELITY NATIONAL TITLE INSURANCE COMPANY, COMMITMENT NO. 25020037C, COMMITMENT DATE FEBRUARY 17, 2025, SCHEDULE B, PART II

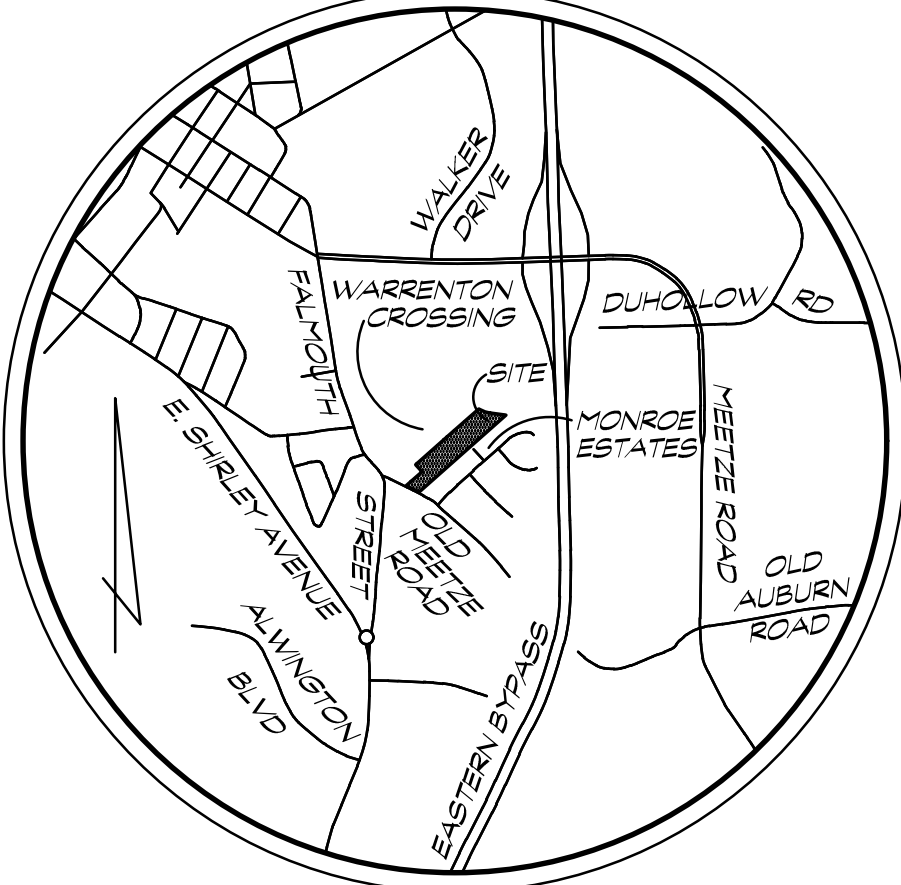
EXCEPTION 1 THROUGH 6 - NOT A SURVEY MATTER.

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

EXCEPTION 8 - EASEMENTS IN FAVOR OF VERCO RECORDED IN DEED BOOK 163 AT PAGE 173, AND DEED BOOK 180 AT PAGE 510. EASEMENT LOCATIONS CANNOT BE DETERMINED FROM THE RECORD DOCUMENT.

EXCEPTION 9 - MATTERS SHOWN ON PLAT RECORDED IN DEED BOOK 860 AT PAGE 501, INCLUDING:

- A. ELECTRIC LINES - CURRENT CONFIGURATION IS SHOWN ON THE SURVEY
B. EXISTING 50' WIDE ACCESS OF RIGHT OF WAY - SHOWN ON THE SURVEY
C. GRAVEL DRIVEWAY - NOT PART OF THIS SURVEY
D. FENCE LINES - CURRENT CONFIGURATION IS SHOWN ON THE SURVEY
E. 1.5' STONE RETENTION WALL - NOT PART OF THIS SURVEY

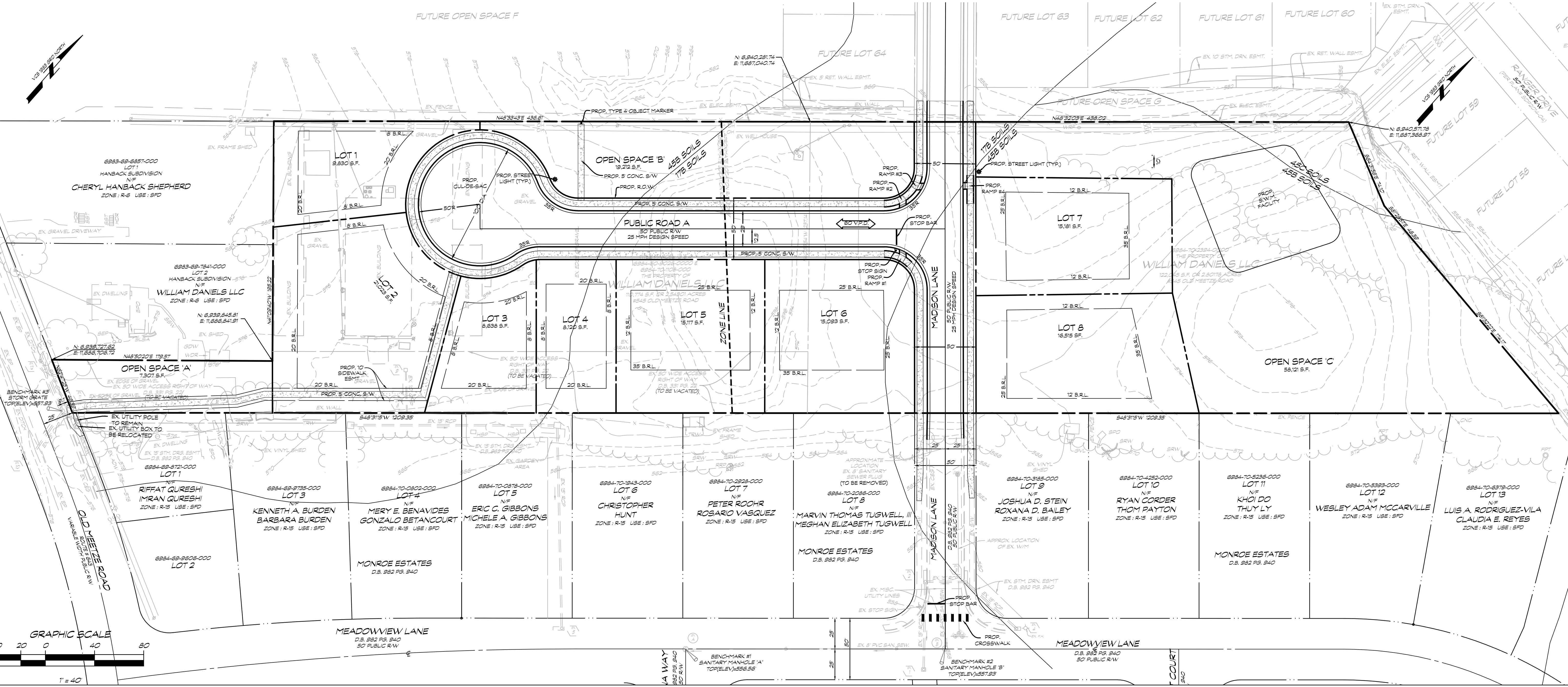
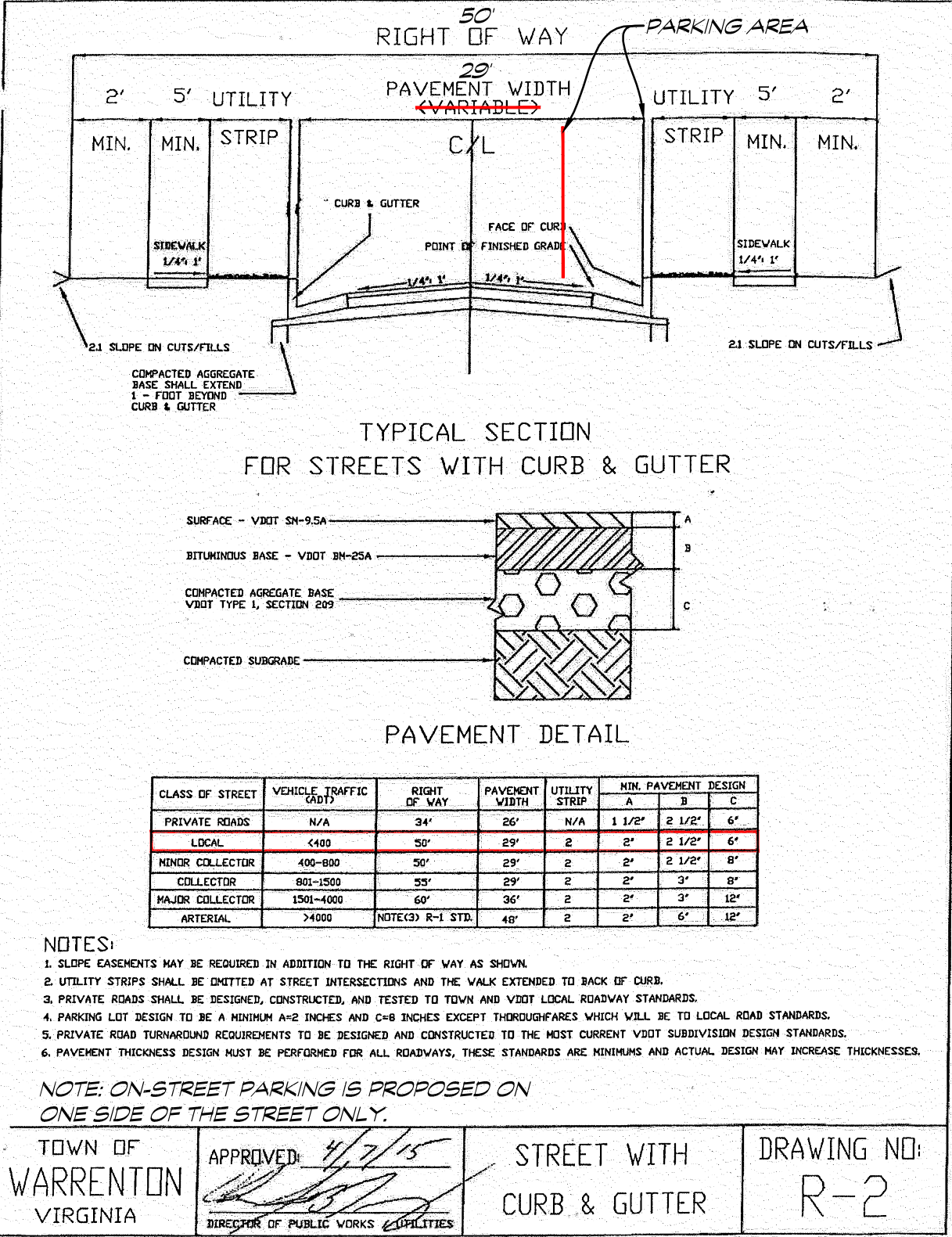


VICINITY MAP

SCALE: 1" = 2,000'

LEGEND

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



Item a.

PRELIMINARY LAYOUT

#545 OLD MEETE ROAD

THE PROPERTY OF  
WILLIAM DANIELS LLC  
DEED BOOK 860 PAGE 501  
TOWN OF WARRENTON  
FAUQUIER COUNTY, VIRGINIA

SCALE:  
1" = 40'

SHEET 1 OF 1

DATE:  
JULY 1, 2025

DRAFT:  
JVM

CHECK:  
JVM

FILE NUMBER:  
24079-1-1 80

296



## ARTICLE 4. STANDARDS

### 4.2. Streets

- 4.2.1. Streets must connect with existing streets and provide access to adjoining subdivisions. The Town Council may grant a waiver from this requirement for specific locations only if it deems the requirement fails to serve the health, safety, and welfare of the public or conflicts with the Comprehensive Plan.
- 4.2.2. Whenever a future inter-parcel connection is required, a “Future Street Extension Notice – This Street Will Be Extended In The Future” sign shall be placed at the end of the street. If the property is developed in phases, the sign shall be placed at the end of the street as each phase develops. The required sign shall not exceed nine (9) square feet in size and shall consist of a metal material that is legible at all times.
- 4.2.3. Streets must intersect at as near right angles as practical. Offsets or jogs must be avoided, except in cases in where the Town Council grants a variation based on a determination that they are consistent with and necessary to accommodate traffic-calming measures recommend by the Comprehensive Plan. No street may intersect another street at an angle of less than eighty (80) degrees.
- 4.2.4. Proposed streets in a subdivision must be extended to the boundary lines of such adjacent property. Temporary turnaround must be provided at the ends of such streets, by means of temporary easements or otherwise.
- 4.2.5. Where the adopted Comprehensive Plan indicates a proposed right-of-way greater than that existing along the boundaries of a subdivision or lot, such additional right-of-way must be dedicated for public use when the plat is recorded.
- 4.2.6. Where lots in a subdivision abut on one (1) side of an existing public right-of-way, the subdivider must dedicate such additional land so that the distance as measured from the center line of the right-of-way to the subdivision property line is one-half of the required width of the right-of-way. The required width will be determined by the Town of Warrenton or as required by the Virginia Department of Transportation, where applicable.
- 4.2.7. Half-streets along the boundary of land proposed for subdivision are prohibited. All new streets must be platted and constructed to meet the full width required by this Article and such construction is the sole responsibility of the subdivider.
- 4.2.8. Proposed streets that are in alignment with other existing and named streets must bear the names of the existing streets. In no case, however, may the names of other proposed streets duplicate existing street names irrespective of the use of the suffix “Street”, “Avenue”, “Boulevard”, “Drive”, “Way”, “Place”, “Lane”, or “Court”. Street names must be indicated on the Preliminary and Final Plats, and may not be used without approval by the Planning Commission. Names of existing streets may not be changed except by approval of the Town Council.

- 4.2.9. Streets must have a minimum right-of-way of fifty (50) feet. Private streets, where approved by the Town Council, must have a minimum right-of-way of thirty (30) feet. Alleys, if provided, must have a minimum right-of-way of twenty (20) feet.
- 4.2.10. Dead-end streets (cul-de-sacs) are prohibited unless specifically recognized as such on the Comprehensive Plan or approved by variation or exception by the Town Council. All dead end streets authorized by the Town Council must be designed to have one (1) end permanently closed, must be no longer than seven hundred (700) feet and must be provided with a permanent turn-around terminus, the diameter of which must be a minimum of one hundred (100) feet. Such turn-arounds may have a landscaped island in the center.
- 4.2.11. All streets and their drainage facilities must be designed in compliance with the requirements of the Public Facilities Manual or, where applicable, the Virginia Department of Transportation.
- 4.2.12. Improvements must be made to streets and intersections as identified in the Comprehensive Plan when justified by the traffic projected to be generated by the proposed development.



December 9, 2025  
Town Council  
Public Hearing

**A RESOLUTION TO APPROVE LWAV-25-2 - DANIELS PROPERTY – AN EXCEPTION TO AUTHORIZE A DEAD-END STREET (CUL-DE-SAC) FOR AN EIGHT-LOT RESIDENTIAL SUBDIVISION PER SUBDIVISION ORDINANCE SECTION 2.7 VARIATIONS AND EXCEPTIONS AND SECTION 4.2.10 STREETS**

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

**WHEREAS**, the Town of Warrenton Subdivision Ordinance (hereinafter "the Ordinance"), adopted on February 14, 2006 and as subsequently amended, is intended to establish reasonable and desirable subdivision standards and procedures to guide and facilitate the orderly growth of the community; and

**WHEREAS**, Article 4 of the Ordinance, Section 4.2 *Streets* lists minimum standards that regulate the design of all new subdivision streets; and

**WHEREAS**, Subsection 4.2.10 prohibits dead-end (cul-de-sac) streets unless specifically recognized as such on the Comprehensive Plan or approved by variation or exception by the Town Council; and

**WHEREAS**, Article 2 of the Ordinance, Section 2.7 *Variations and Exceptions* allows Town Council to grant a variation or exception to Ordinance regulations in cases of unusual situations or when strict adherence to the regulations would result in substantial injustice or hardship, as permitted by Code of Virginia Section 15.2-2242(1); and

**WHEREAS**, the subject property, consisting of approximately 5.34 acres across three parcels, PIN's 6984-60-9026-000, 6984-70-1108-000 and 6984-70-2394-000, and Zoned to the R-6 and R-15 Residential Districts, is proposed to be developed into an eight-lot residential subdivision served by public streets; and

**WHEREAS**, the Applicant, Mr. Marcus Simes of Tricord, Inc., has requested an exception to Ordinance Section 4.2.10 to allow a dead-end (cul-de-sac) street to serve six of eight proposed residential lots; and

**WHEREAS**, such an exception may be approved per Ordinance Section 2.7 by Town Council after a public hearing and recommendation from the Planning Commission following the procedures in Zoning Ordinance Section 11-3.10 *Special Use Permits and Waivers*; and

**WHEREAS**, on September 16, 2025, the Planning Commission conducted a public hearing on this matter and considered oral and written testimony, and on October 21, 2025, the Planning Commission recommended approval of the requested exception subject to Conditions; and

**WHEREAS**, on December 9, 2025, the Town Council conducted a public hearing on this matter and considered oral and written testimony; and

**WHEREAS**, that per Ordinance Section 2.7 the Town Council hereby finds that there is an unusual situation and that strict adherence to Section 4.2.10 of the Ordinance would result in substantial injustice or hardship, and that the granting of this exception is consistent with the intent of the Ordinance and would preserve and protect the public interest; now, therefore, be it

**RESOLVED**, by the Warrenton Town Council this 9<sup>th</sup> day of December 2025, that the Town Council hereby approves the requested exception to Ordinance Section 4.2.10, subject to the following Conditions of

## Approval:

1. Development of the subject property must be in substantial conformance with the drawings and documents submitted as a part of this request. Minor adjustments may be made to the location, size and dimensions of lots, streets, sidewalks and open spaces, so as to meet all applicable zoning and engineering requirements as regulated by the Zoning Ordinance, Public Facilities Manual, Town Code and State Code, as approved and authorized by the Zoning Administrator as a part of the required Site Development Plan.
2. The proposed subdivision is authorized to include a maximum of eight (8) residential lots, as generally depicted on the submitted drawings. Any increase in the number of lots shall require the submission and approval of an amended exception request.
3. A high-visibility crosswalk shall be installed at the intersection of Madison Lane and Meadowview Lane, as well as all required stop, street name, no-parking, and other signage as required by the Public Facilities Manual and current MUTCD.
4. A sidewalk shall be provided from the terminal cul-de-sac on "Public Road A" to Old Meetze Road, a minimum of five (5) feet wide, constructed of concrete, and located within a public access easement. The location of the sidewalk may be adjusted as necessary so as to allow for accessibility, landscape buffering, topography constraints, and other design considerations that will moderate potential impacts on adjoining properties, as approved and authorized by the Zoning Administrator.
5. A sidewalk shall be provided along the full length of the subject property's Old Meetze Road frontage, connecting to the end of the existing sidewalk that is along the frontage of the Monroe Estates subdivision. The northern terminus of the sidewalk shall be designed and constructed so as to allow for convenient connection and future extension northwards along Old Meetze Road.
6. No subdivision signage or other subdivision development indicator is permitted at the subject property's Old Meetze Road frontage, with the exception of required roadway signage, or pedestrian wayfinding or historical markers totaling no more than nine (9) square feet in size and a maximum of three and a half (3.5) feet in height.
7. All street lights within the subdivision shall consist of fully-shielded, full cut-off fixtures with a maximum color temperature of 2,700 K.
8. No temporary or permanent signage is permitted to be installed below the southern boundary line of the subject property indicated on the submitted drawing as S48° 31' 15"W, or anywhere within the Monroe Estates subdivision area at any time during construction of the subdivision improvements or individual homes. This prohibition shall include, but not be limited to, real estate advertisements, "for sale" signage, subdivision name signs, construction signs, or signs advertising home builders or contractors, or similar. Any signs installed in violation of this condition shall be subject to immediate removal by the Zoning Administrator, and the cost of such removal shall be paid by the Property Owner to the Town immediately upon demand.
9. No construction-related traffic, to include vehicles or equipment, shall be permitted to use Meadowview Lane to exit or enter the subject property; all traffic related to subdivision, site or home construction shall exit/enter to the north, via Ranger Drive and John Williams Way within the Warrenton Crossing subdivision. Violations of this condition shall be the responsibility of the Property Owner, and subject to a fine of no less than \$200 per vehicle, per trip, or per instance, where such fine shall be paid by the Property Owner to the Town immediately upon demand.
10. The center area of the terminal cul-de-sac shall include a center island that is surfaced with either landscaping, turf, or other pervious material that is acceptable to the Director of the Public Works Department. Provision and final design of the center island shall be subject to a vehicle turn analysis that demonstrates adequate vehicular access for the largest expected emergency response vehicle, subject to the approval of the Fire Official.

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

**For Information:**  
Community Development Director,  
Town Attorney

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

December 9, 2025  
Town Council  
Public Hearing

**A RESOLUTION TO DENY LWAV-25-2 - DANIELS PROPERTY – AN EXCEPTION TO AUTHORIZE A DEAD-END STREET (CUL-DE-SAC) FOR AN EIGHT-LOT RESIDENTIAL SUBDIVISION PER SUBDIVISION ORDINANCE SECTION 2.7 VARIATIONS AND EXCEPTIONS AND SECTION 4.2.10 STREETS**

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

**WHEREAS**, the Town of Warrenton Subdivision Ordinance (hereinafter "the Ordinance"), adopted on February 14, 2006 and as subsequently amended, is intended to establish reasonable and desirable subdivision standards and procedures to guide and facilitate the orderly growth of the community; and

**WHEREAS**, Article 4 of the Ordinance, Section 4.2 *Streets* lists minimum standards that regulate the design of all new subdivision streets; and

**WHEREAS**, Subsection 4.2.10 prohibits dead-end (cul-de-sac) streets unless specifically recognized as such on the Comprehensive Plan or approved by variation or exception by the Town Council; and

**WHEREAS**, Article 2 of the Ordinance, Section 2.7 *Variations and Exceptions* allows Town Council to grant a variation or exception to Ordinance regulations in cases of unusual situations or when strict adherence to the regulations would result in substantial injustice or hardship, as permitted by Code of Virginia Section 15.2-2242(1); and

**WHEREAS**, the subject property, consisting of approximately 5.34 acres across three parcels, PIN's 6984-60-9026-000, 6984-70-1108-000 and 6984-70-2394-000, and Zoned to the R-6 and R-15 Residential Districts, is proposed to be developed into an eight-lot residential subdivision served by public streets; and

**WHEREAS**, the Applicant, Mr. Marcus Simes of Tricord, Inc., has requested an exception to Ordinance Section 4.2.10 to allow a dead-end (cul-de-sac) street to serve six of eight proposed residential lots; and

**WHEREAS**, such an exception may be approved per Ordinance Section 2.7 by Town Council after a public hearing and recommendation from the Planning Commission following the procedures in Zoning Ordinance Section 11-3.10 *Special Use Permits and Waivers*; and

**WHEREAS**, the Town Council does not find that there is an unusual situation, nor that strict adherence to the prohibition against dead-end (cul-de-sac) streets would result in substantial injustice or hardship, as required by Ordinance Section 2.7, and furthermore that the granting of the requested exception is not consistent with the intent of the Ordinance and would not preserve and protect the public interest; now, therefore, be it

**RESOLVED**, by the Warrenton Town Council this 9<sup>th</sup> day of December 2025, that the Town Council hereby denies the requested exception to Ordinance Section 4.2.10.

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

**For Information:**  
Community Development Director,  
Town Attorney

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



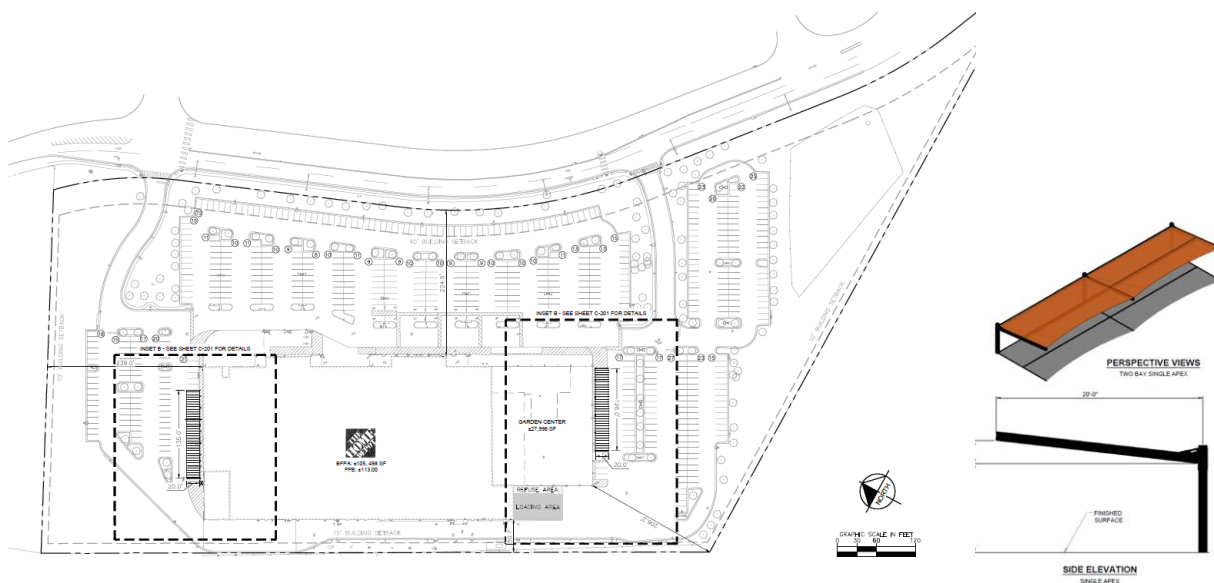
Community Development  
Department

# STAFF REPORT

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

## EXECUTIVE SUMMARY

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



## BACKGROUND

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

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

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



Example: Northwest side of the property facing the

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

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

## STAFF RECOMMENDATION

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

## ATTACHMENTS

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

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

---

In approving a Special Use Permit, per the Town of Warrenton Zoning Ordinance (“ZO”) §11-3.10.4, the Town Council may impose such conditions, safeguards, and restrictions as may be necessary to avoid, minimize, or mitigate any potentially adverse or injurious effect of such special uses upon other properties in the neighborhood, and to carry out the general purpose and intent of this Ordinance. The Council may require a guarantee or bond to ensure compliance with the imposed conditions. All required conditions shall be set out in the documentation approving the Special Use Permit (SUP).

1. General: This Special Use Permit is issued covering the entirety of the Applicant’s property, GPIN 6983-57-1258-500 (hereafter, the “Property”) pursuant to the provisions of ZO § 11-3.10.
2. Site Development: The Property, when re-developed, shall be developed in substantial conformity with the SUP Plan entitled “Home Depot – Warrenton Store #8552, 267 Alwington Blvd, Warrenton, Virginia,” Sheet C-000 through C-502, L100-L-210, EX-1 – EX-6, and NC (total of 23 sheets), dated 9/22/2025, prepared by Kimley Horn, subject to such reasonable modifications as may be necessary in order to effectuate required final site development plan (“Final SDP”) review and approval.
3. Use Parameters: this Special Use Permit allows for undercover storage of rental equipment , and a variance from ZO §2-19.5 to allow for undercover storage walls to exceed six feet in height as shown on the SUP Plans. The undercover storage walls shall consist of a brick façade that is consistent in color, size, and type with the primary building’s façade. Nothing in this SUP alters or otherwise limits or restricts permitted use of undercover storage already permitted under ZO §3-4.10.3.
4. Landscaping: Per ZO §8-2.2, the Final SDP will be required to demonstrate the entire site is meeting requirements under ZO Art. 8, including, but not limited to, screening/buffer requirements under ZO §8-8. Additionally, reasonable supplemental landscaping shall be planted on the Property if required by the Zoning Administrator after review of the Landscape Plan.
5. No outdoor storage shall be permitted on the Property with the exception of that which is contained fully within and under the undercover designated SUP areas, unless otherwise permitted by the Town. This includes no outdoor storage in designated parking spaces.



6. No signage shall be permitted on the exterior of the store building that advertises or identifies any third-party tenant located within the store.
7. Lighting: A Lighting Plan will be required with the Site Development Plan per the ZO §9-8 which requires fully shielded, full cut-off standards. All exterior lighting fixtures, new or replacement light fixtures using LED, shall consist of full cut-off fixtures with a color temperature of 3,000 K or lower.
8. Site Maintenance and Refuse Collection: Any refuse storage areas shall be screened with a solid enclosure constructed of materials that are compatible with the buildings on the property. The enclosure shall have gates that screen this area from adjoining properties and public rights-of-way. The gates shall remain closed when not in use and the trash containers shall be emptied as necessary to prevent odors or infestation by vermin. Compliance with this condition shall be demonstrated on each final site plan(s). Deliveries and refuse collection shall follow the Town of Warrenton's Code of Ordinances ("Town Code") related to garbage and refuse collection (currently Town Code §8-1 *et seq.*).
9. Handicapped Parking and Signage – Handicapped parking and signage shall be provided in accordance with the Town's Public Facilities Manual and the Americans with Disabilities Act.



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

# Request

Item b.

## SUP 25-02

## Location

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



# Current Request

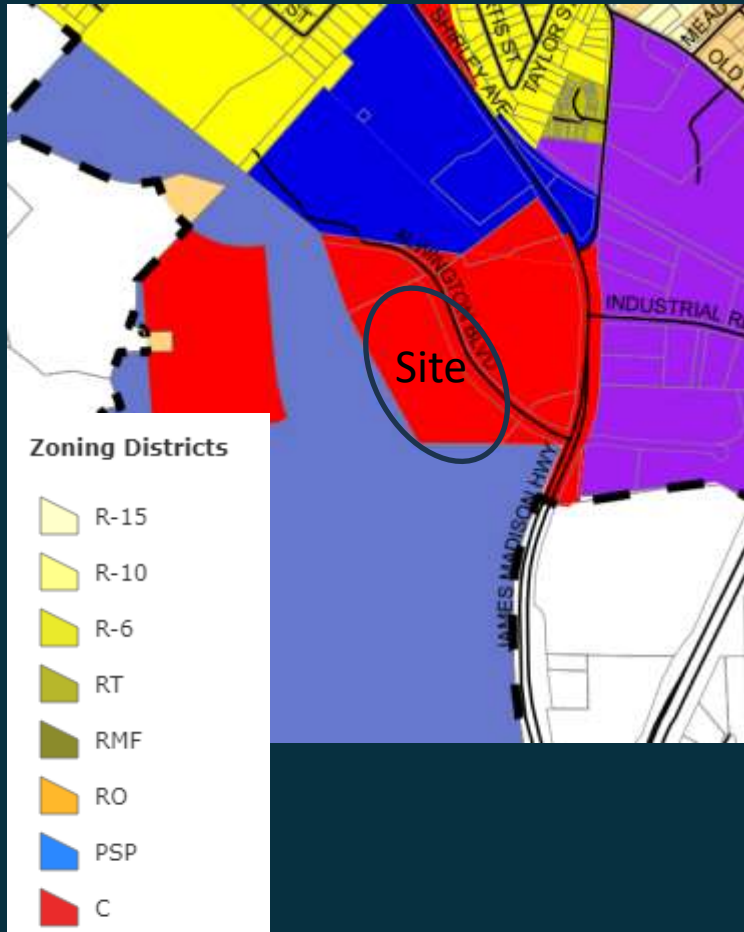
Item b.

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

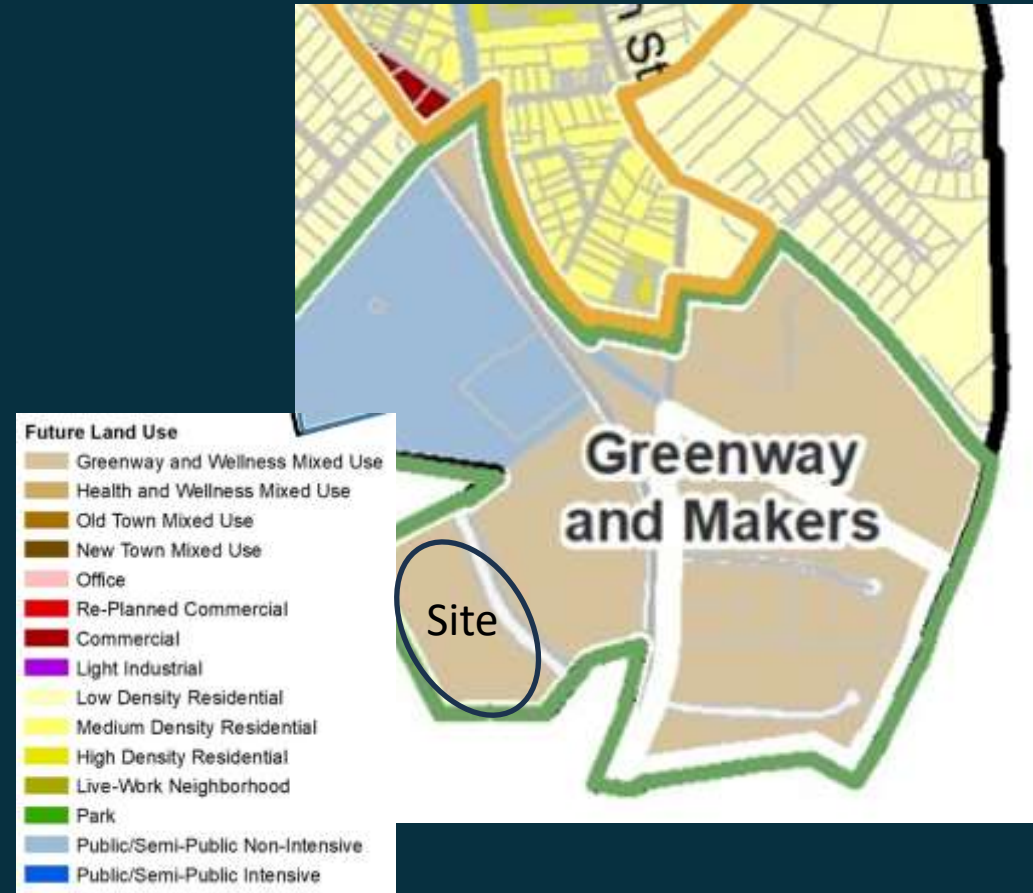
# Adjacent Uses

Item b.

## Zoning Map

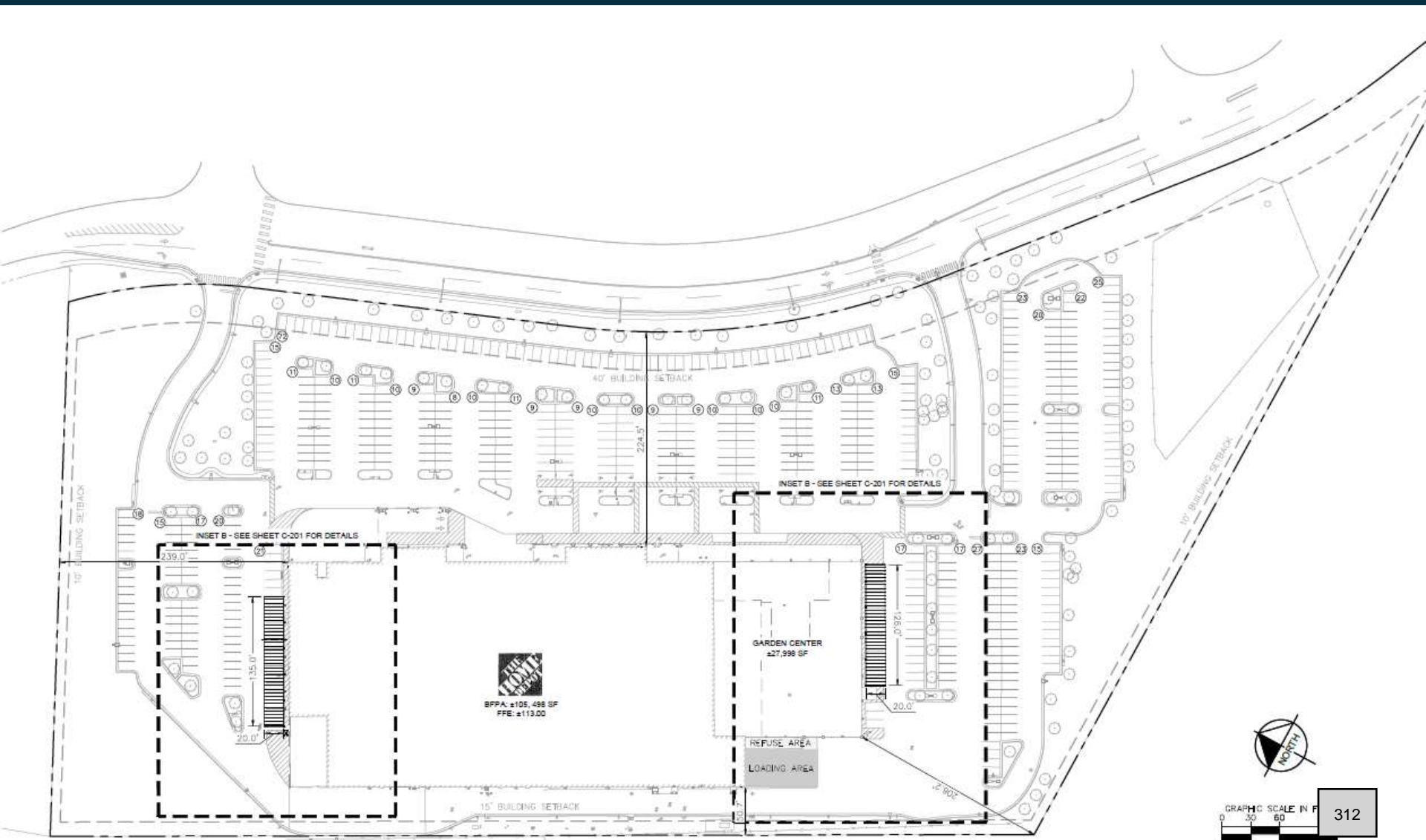


## Future Land Use



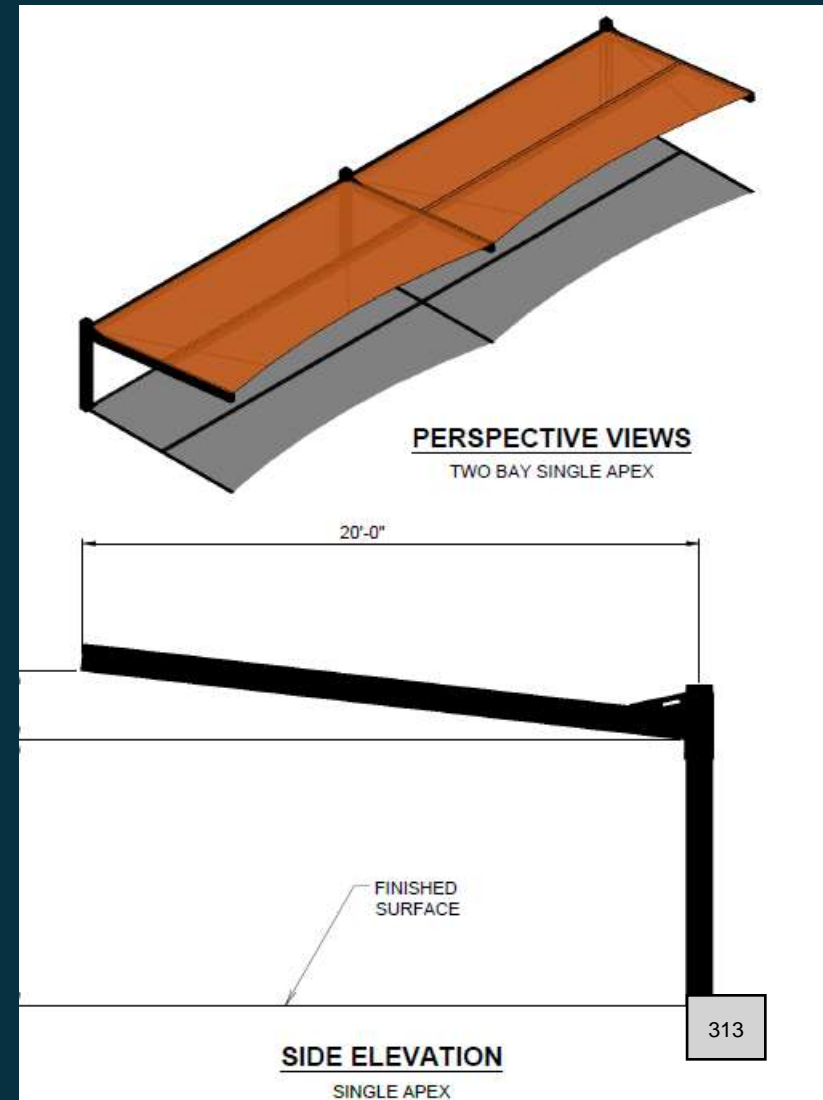
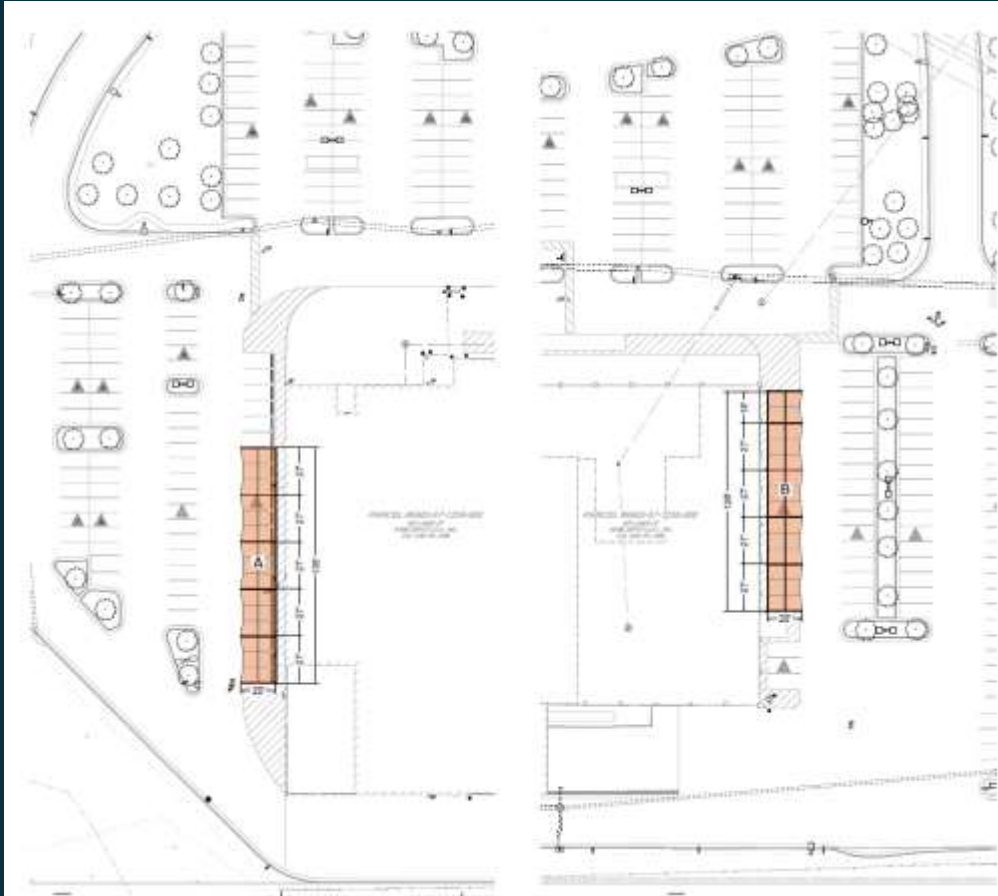


*Item b.*



# Site Plan

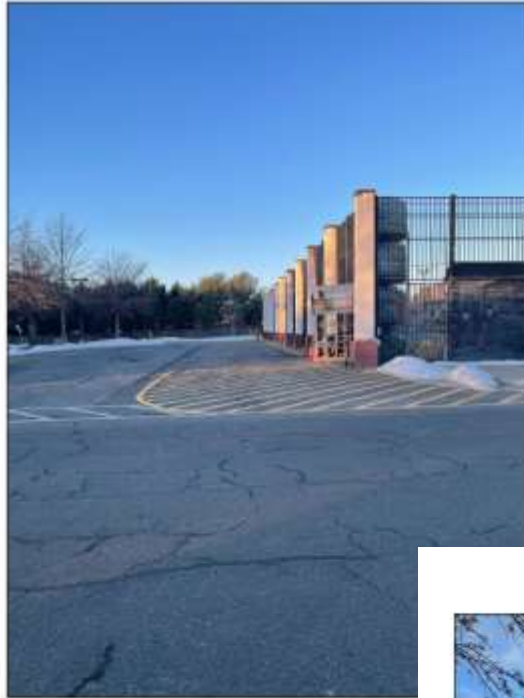
Item b.



# Elevations

Item b.

BEFORE



AFTER



BEFORE



AFTER





# Elevations

Item b.

BEFORE



AFTER



BEFORE



AFTER



# Pictures from Chantilly Location



Item b.



316

# Staff Review

Item b.

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

# Draft Conditions of Approval

Item b.

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

# Planning Commission Recommendation

Item b.

- Recommends Approval 4-0
- Draft Conditions of Approval



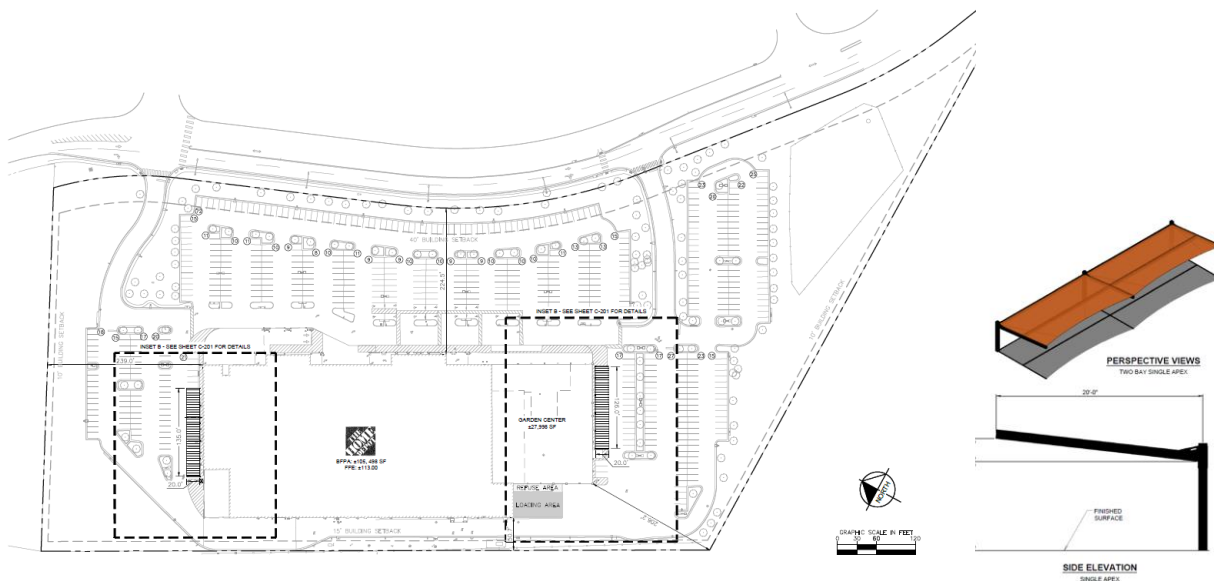
Community Development  
Department

# STAFF REPORT

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

## EXECUTIVE SUMMARY

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





## BACKGROUND

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

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

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

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



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

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

## STAFF RECOMMENDATION

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Staff recommends the Planning Commission hold a Public Hearing.

## ATTACHMENTS

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

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

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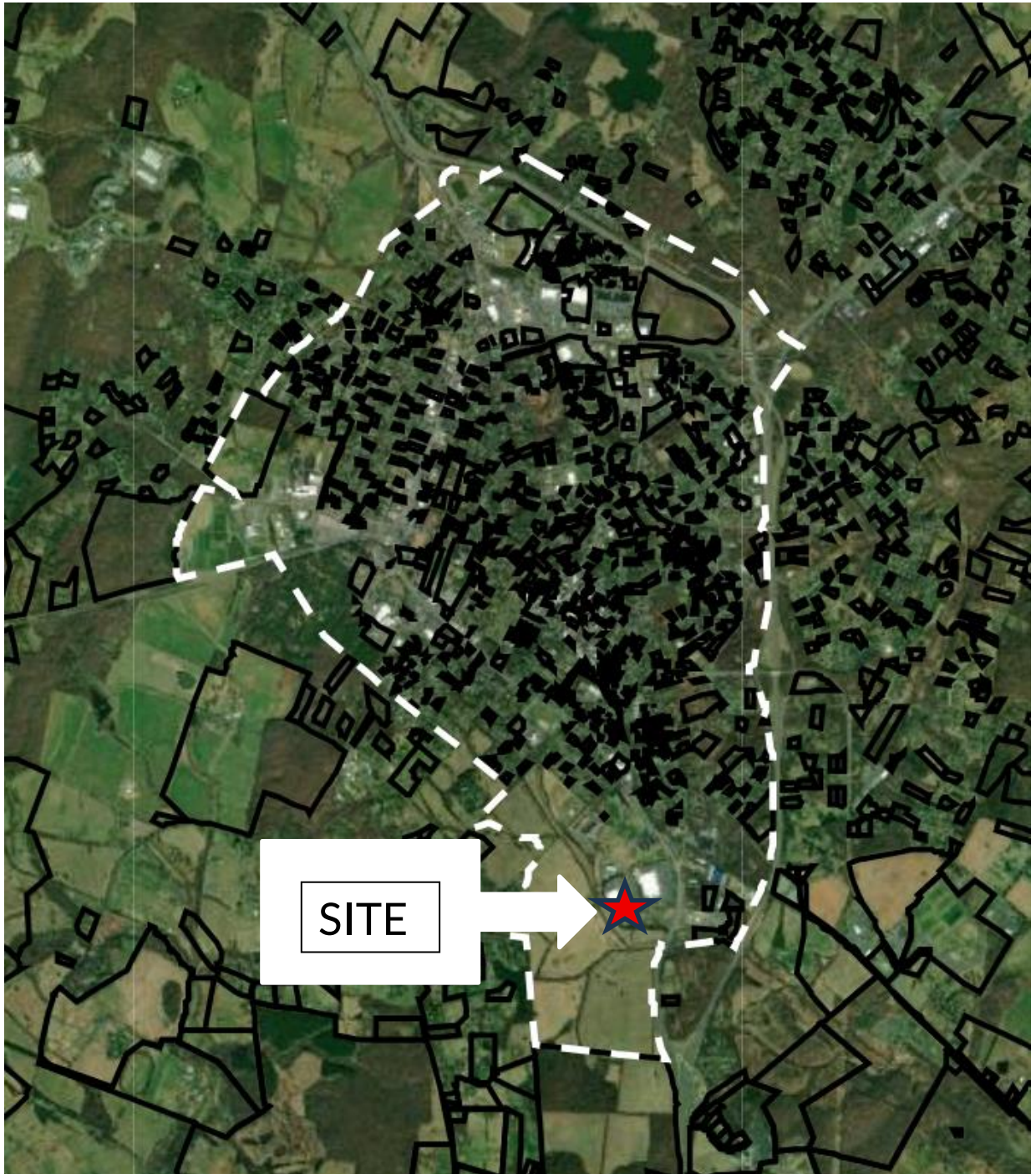
In approving a Special Use Permit, per the Town of Warrenton Zoning Ordinance (“ZO”) §11-3.10.4, the Town Council may impose such conditions, safeguards, and restrictions as may be necessary to avoid, minimize, or mitigate any potentially adverse or injurious effect of such special uses upon other properties in the neighborhood, and to carry out the general purpose and intent of this Ordinance. The Council may require a guarantee or bond to ensure that compliance with the imposed conditions. All required conditions shall be set out in the documentation approving the Special Use Permit (SUP).

1. General: This Special Use Permit is issued covering the entirety of the Applicant’s property, GPIN 6983-57-1258-500 (hereafter, the “Property”) pursuant to the provisions of ZO § 11-3.10.
2. Site Development: The Property, when re-developed, shall be developed in substantial conformity with the SUP Plan entitled “Home Depot – Warrenton Store #8552, 267 Alwington Blvd, Warrenton, Virginia,” Sheet C-000 through C-502, L100-L-210, EX-1 – EX-6, and NC (total of 23 sheets), dated 9/22/2025, prepared by Kimley Horn, subject to such reasonable modifications as may be necessary in order to effectuate required final site development plan (“Final SDP”) review and approval.
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4. Landscaping: Per ZO §8-2.2, the Final SDP will be required to demonstrate the entire site is meeting requirements under ZO Art. 8, including, but not limited to, screening/buffer requirements under ZO §8-8. Additionally, reasonable supplemental landscaping shall be planted on the Property if required by the Zoning Administrator after review of the Landscape Plan.
5. No outdoor storage shall be permitted on the Property with the exception of that which is contained fully within and under the undercover designated SUP areas, unless otherwise permitted by the Town. This includes no outdoor storage in designated parking spaces.



6. No signage shall be permitted on the exterior of the store building that advertises or identifies any third-party tenant located within the store.
7. Lighting: A Lighting Plan will be required with the Site Development Plan per the ZO §9-8 which requires fully shielded, full cut-off standards. All exterior lighting fixtures, new or replacement light fixtures using LED, shall consist of full cut-off fixtures with a color temperature of 3,000 K or lower.
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9. Handicapped Parking and Signage – Handicapped parking and signage shall be provided in accordance with the Town's Public Facilities Manual and the Americans with Disabilities Act.

Attachment A - Map  
VICINITY MAP



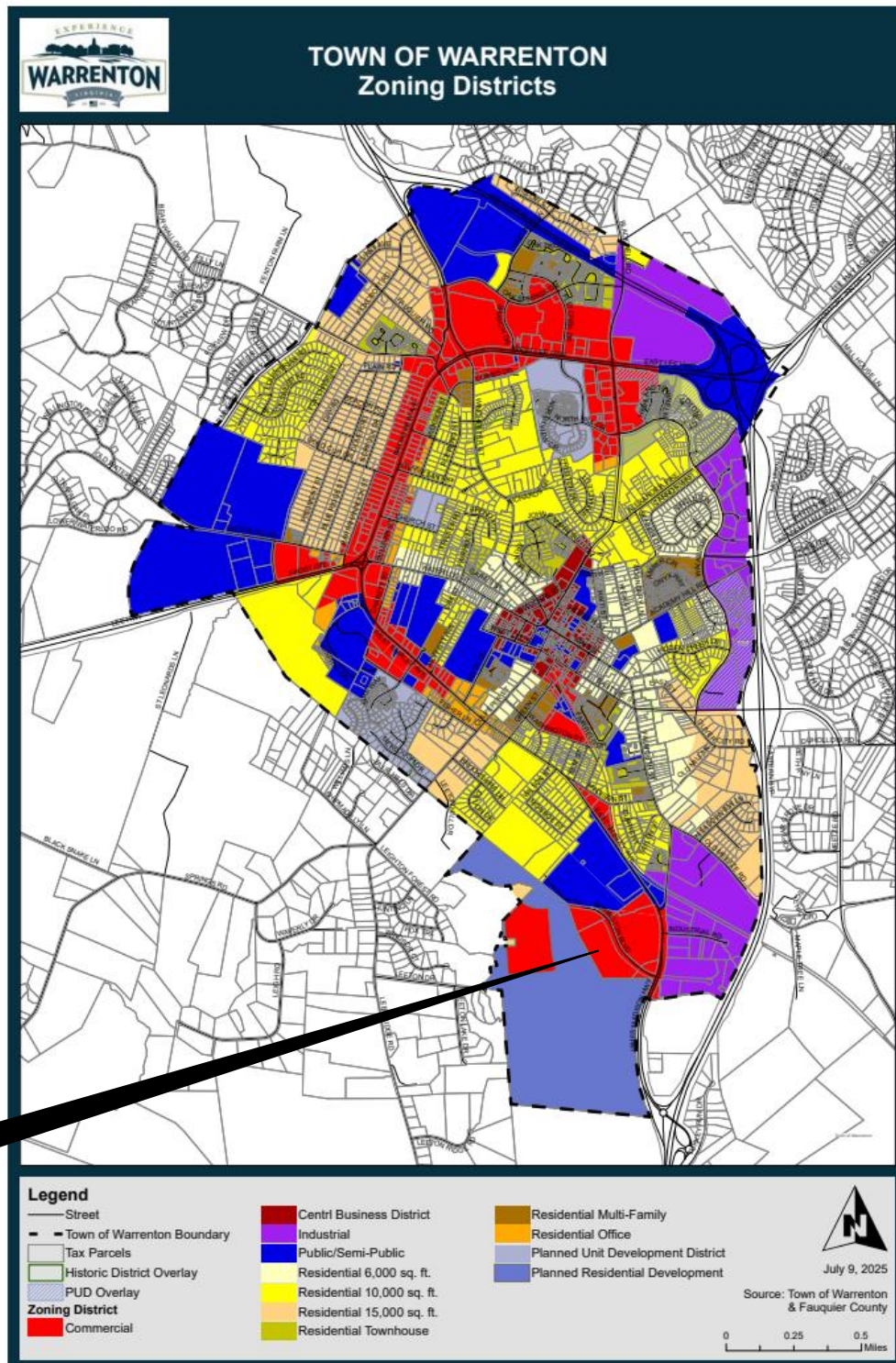


## Attachment A - Map



Attachment A - Map

EXISTING ZONING MAP

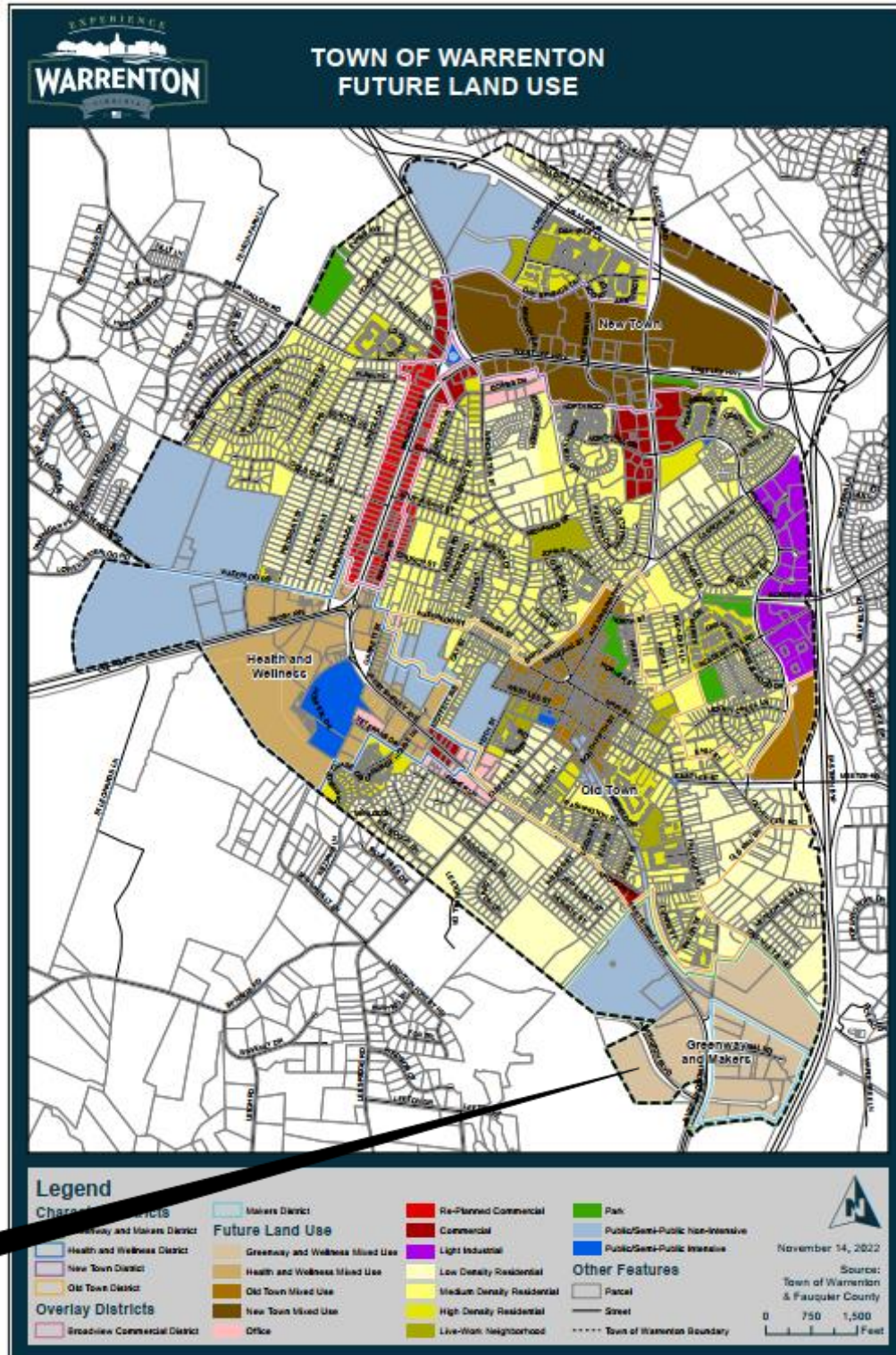


Site



Attachment A - Map

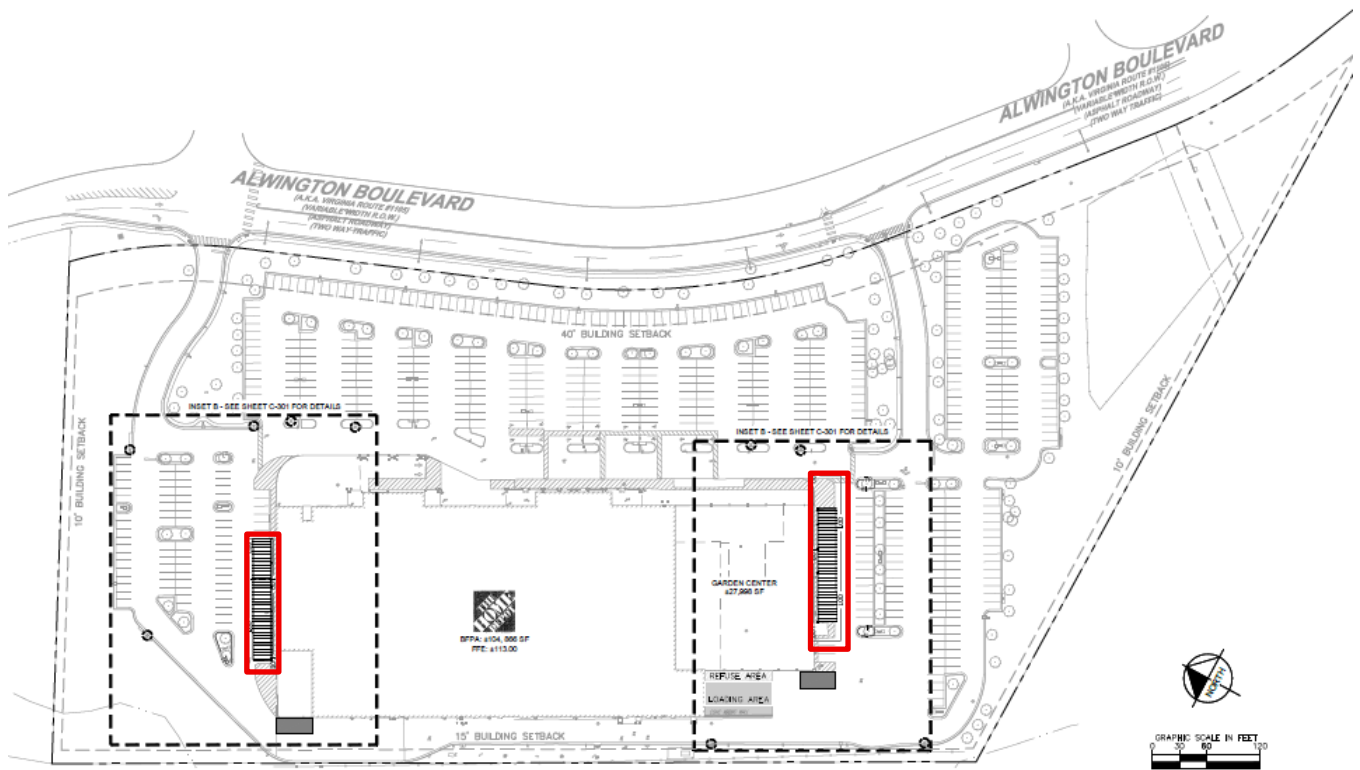
FUTURE LAND USE MAP



Site

## Attachment A - Map

### CURRENT / PROPOSED ELEVATIONS



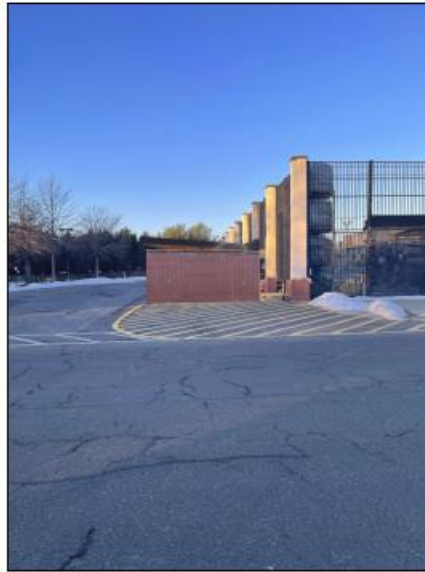
## Attachment A - Map

### South Side

BEFORE



AFTER



### North Side

BEFORE



AFTER





## Staff Analysis

This analysis is based on the Comprehensive Plan and Zoning Ordinance. The standards/analysis tables in the sections below contain the criteria for Planning Commission and Town Council consideration of Special Use Permits, per Article 11-3.10.3.

### Request

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

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

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

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



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





### Comprehensive Plan Future Land Use Analysis

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

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

### Staff Findings

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

### Zoning Analysis

The legislative intent of the Commercial District is “to encourage the logical and timely development of land for a range of commercial and mixed use purposes in accordance with the objectives, policies, and proposals of the Comprehensive Plan; to prohibit any use which would create undue impacts on surrounding residential areas; and to assure suitable design to protect the residential environment of adjacent and nearby neighborhoods. It is further declared to be the intent of this district to limit traffic congestion, overcrowding of land, noise, glare, and pollution, so as to lessen the danger to the public safety, and to ensure convenient and safe pedestrian access to and from commercial and mixed use sites as well as between adjacent commercial and mixed use sites. The protective standards contained in this Article are intended to minimize any adverse effect of the commercial district on nearby property values and to provide for safe and efficient use of the commercial district itself.”

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

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

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

### Staff Findings

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

### **Transportation and Circulation Analysis**

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

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

### **Staff Findings**

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

### **Community Facilities and Environmental Analysis**

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

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

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

**Staff Findings:**

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

**Economic Resources Analysis**

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

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

**Staff Findings:**

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

To: Town of Warrenton

From: Benjamin Johnson

Date: January 20, 2025

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

To Whom It May Concern:

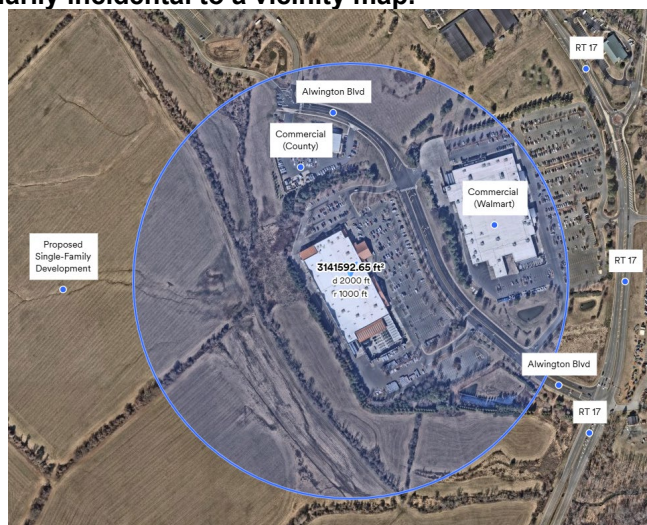
Please accept the following statements of justification concerning the above referenced project.

## Statements of Justification

**Compatibility of the proposed use with the existing and proposed land uses adjacent to and in the vicinity of the site and any potential impacts on the environment and on the neighborhood due to the proposed use intensity, number of participants, acreage, hours of operation, traffic, lighting, and access.**

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

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



**A proposed site development plan indicating the location of the anticipated structures, setback lines, street pattern, parking provisions, a screening plan, and common open space if applicable. Such plans shall be contained on sheets measuring a minimum of 18" X 24" and a maximum of 36" X 24".**

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

**An analysis of the impact on the Town's transportation network and the ability of adjacent streets and intersections to efficiently and safely move the volume of traffic generated by the development, along with estimates of cost and means of providing improvements required to service the proposed special use.**

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

**An analysis of the impact on the Town's community facilities including estimates of costs and means of providing the additional community facilities which will be needed to serve the proposed special use. Community facilities include, but shall not be limited to, sewage disposal facilities and systems, solid waste disposal facilities and systems, water supply facilities and systems, storm drainage facilities and systems, and electrical utility facilities and systems.**

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

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

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

**The proposed configuration and intensity of lighting facilities to be arranged in such a manner to protect the streets and neighboring properties from direct glare or hazardous interference.**

- There are no proposed lighting facilities.

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

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

**The delineation of any necessary screening for any uses or structural features deemed to be incompatible with the objectives of this Article, the remainder of this Zoning Ordinance, or the Comprehensive Plan including walls, fences, plantings, and/or other enclosures. Other landscaping to enhance the effectiveness of the screening and to insure the compatibility of use may also be required.**

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

**The delineation of screening and buffering of all parking areas will be required in accordance with a landscaping plan. Parking areas forward of the established building setback line will be prohibited.**

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

**The delineation of major trees on the site. Except to protect the public safety, avoid property loss, or provide for required parking, all major trees forward of the building setback line may be required for preservation if their removal would diminish the character of the neighborhood.**

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

#### **Evaluation Criteria**

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Response:** 2-3 additional employment opportunities.

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

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

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

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

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

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

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

Sincerely,

KIMLEY-HORN AND ASSOCIATIONS, INC.

Ben Johnson





Community Development  
Department

# STAFF REPORT

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

## EXECUTIVE SUMMARY

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

## BACKGROUND

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

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

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

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



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

## STAFF RECOMMENDATION

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Staff recommends the Planning Commission hold a Work Session.

## ATTACHMENTS

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

September 2<sup>nd</sup>, 2025

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

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

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

**Plan Warrenton 2040**

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

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

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

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

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



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

### **Zoning Ordinance Review**

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

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

### **Article 2-19.5- Fences & Walls**

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

**Response 1: Noted.**

### **Article 8 – Landscaping**

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

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

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

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

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

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

#### **Article 9-8 – Lighting**

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

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

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

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

#### **Article 9-13- Outdoor Display**

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

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

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

#### **Public Utilities Review- Paul Bernard / Steven Friend:**

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

**Response 1:** Noted.

#### **Public Works Review- Paul Bernard:**

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

**Response 1: Noted.**

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

**Response 2: Noted.**

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

**Response 3: Noted.**

Comment 4: Public Works has no additional comments.

**Response 4: Noted.**

**Stormwater and Erosion and Sediment Control Review- Kerry Wharton:**

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

**Response 1: Noted.**

Comment 2: No further comments.

**Response 2: Noted.**

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

Sincerely,



Ben Johnson  
Project Manager



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

# Request

Item b.

## SUP 25-02

## Location

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



# Current Request

Item b.

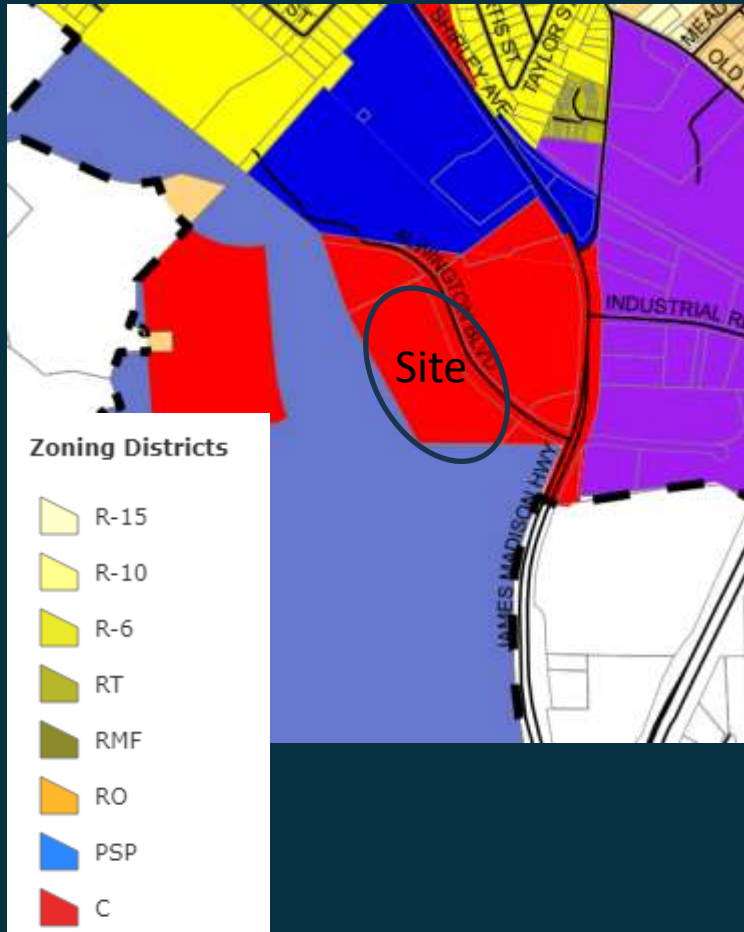
- History: Fauquier County approved the Home Depot site plan and then the property was annexed into the Town.
- Applicant is requesting a Special Use Permit to expand the existing Home Depot with under cover storage for rental equipment.
- Undercover storage would consist of 10' walls with a canopy structure.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



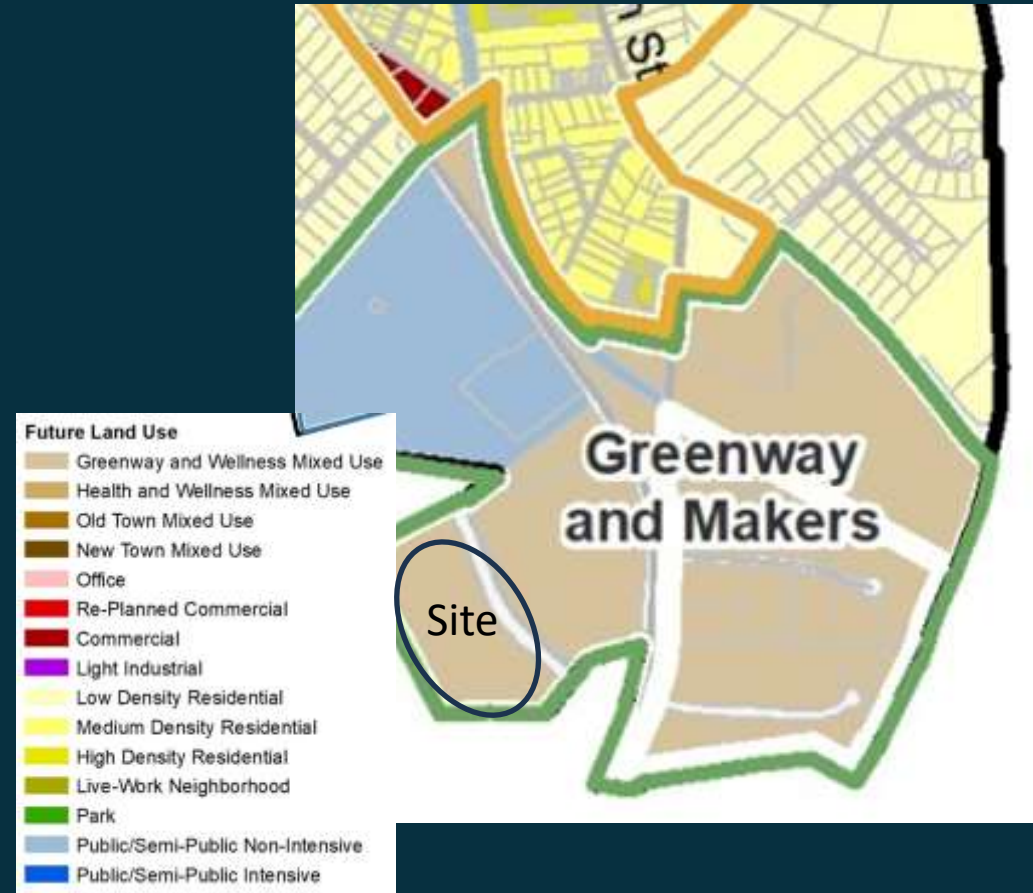
# Adjacent Uses

Item b.

## Zoning Map

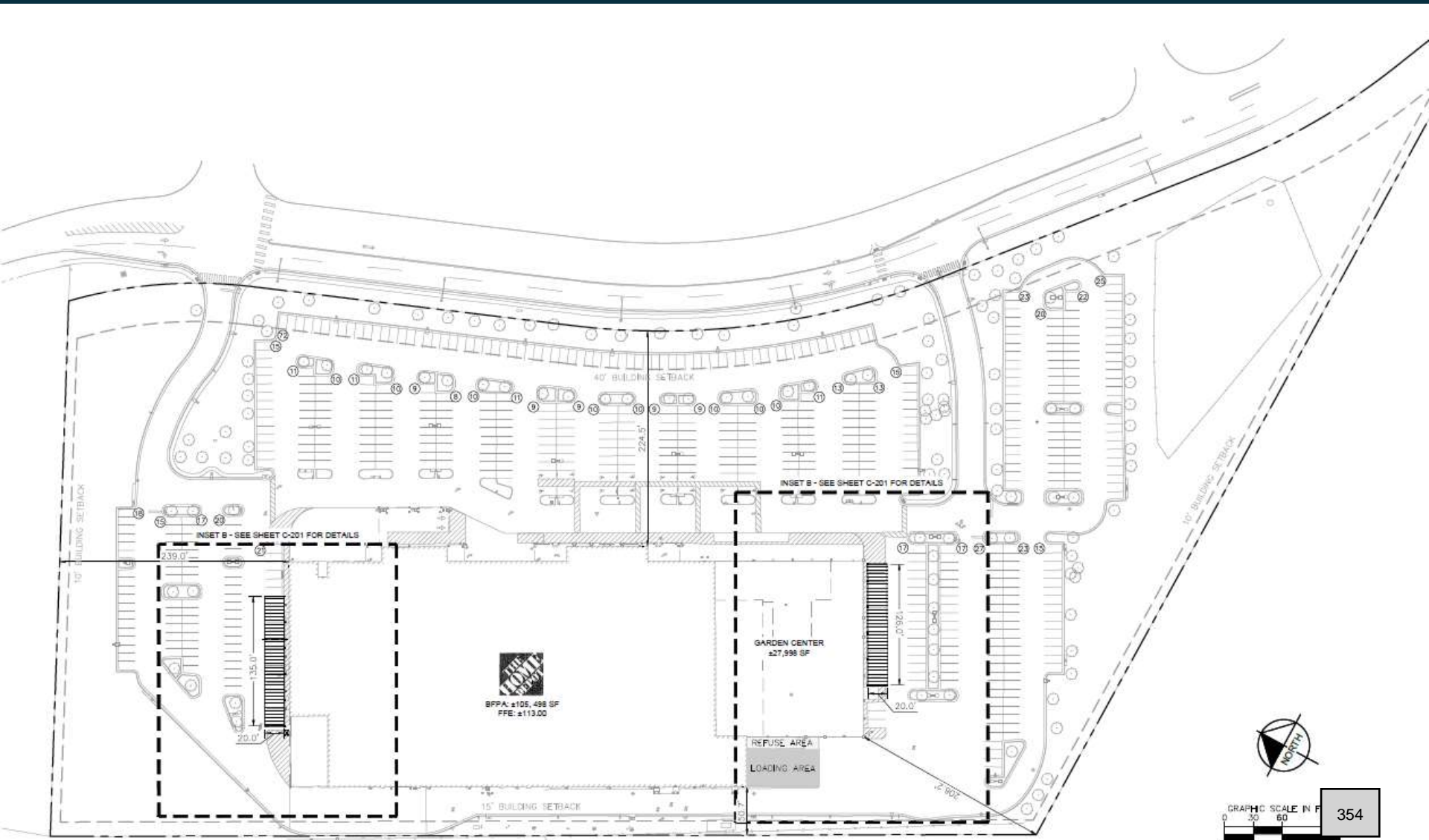


## Future Land Use



# SUP Plan

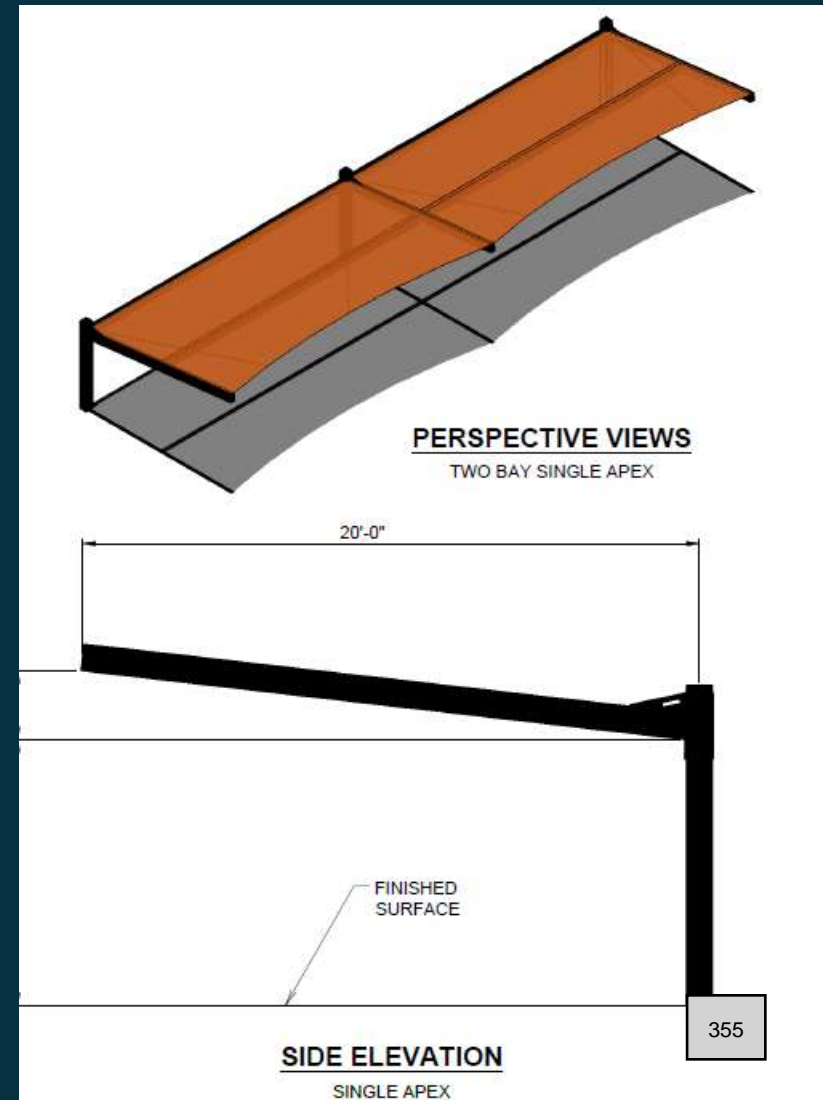
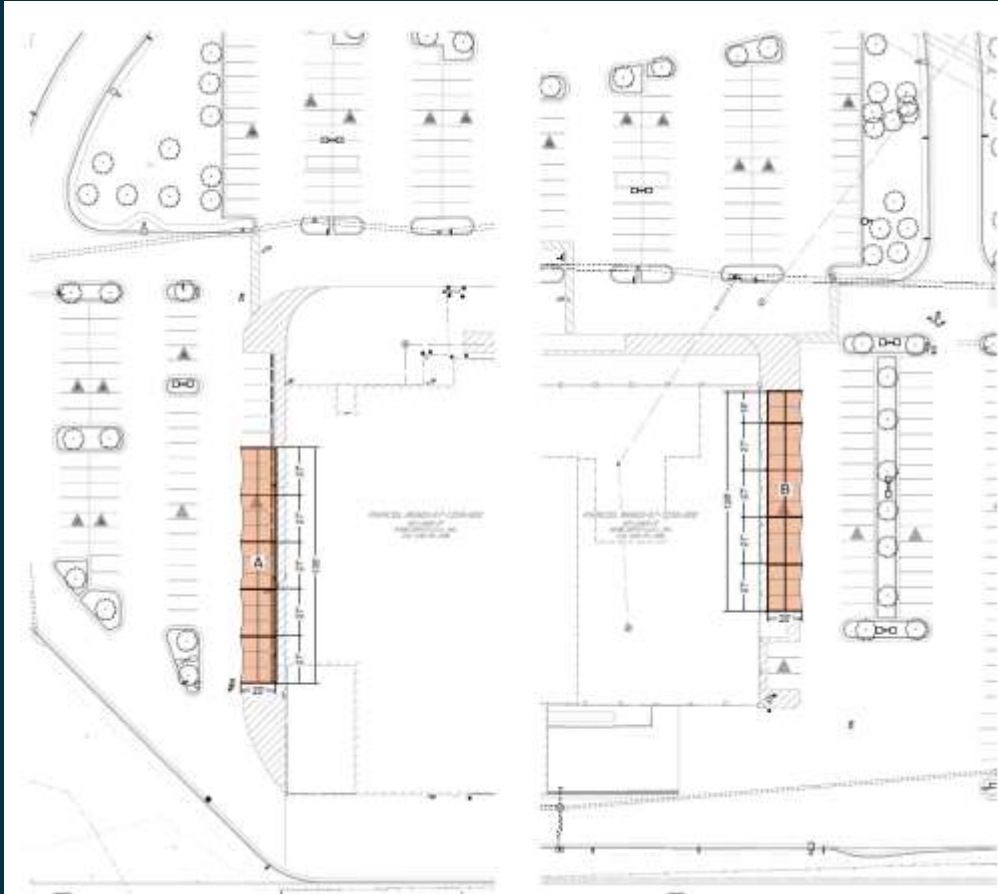
Item b.





# Site Plan

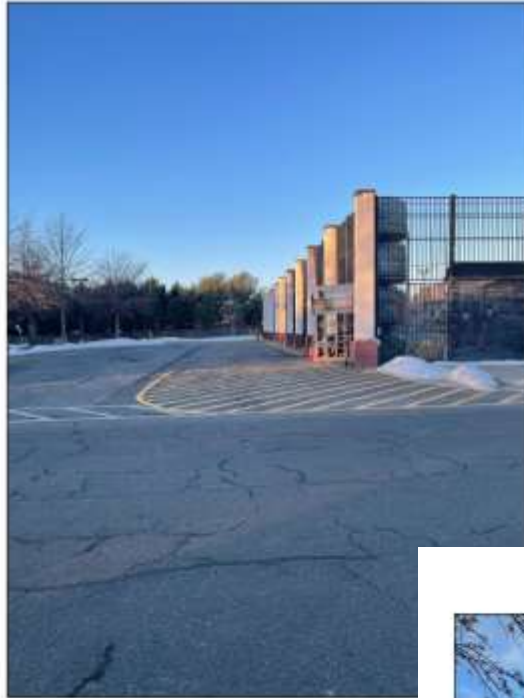
Item b.



# Elevations

Item b.

BEFORE



AFTER



BEFORE



AFTER



# Elevations

Item b.

BEFORE



AFTER



BEFORE



AFTER



# Staff Review

Item b.

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

# Staff Recommendation

Item b.

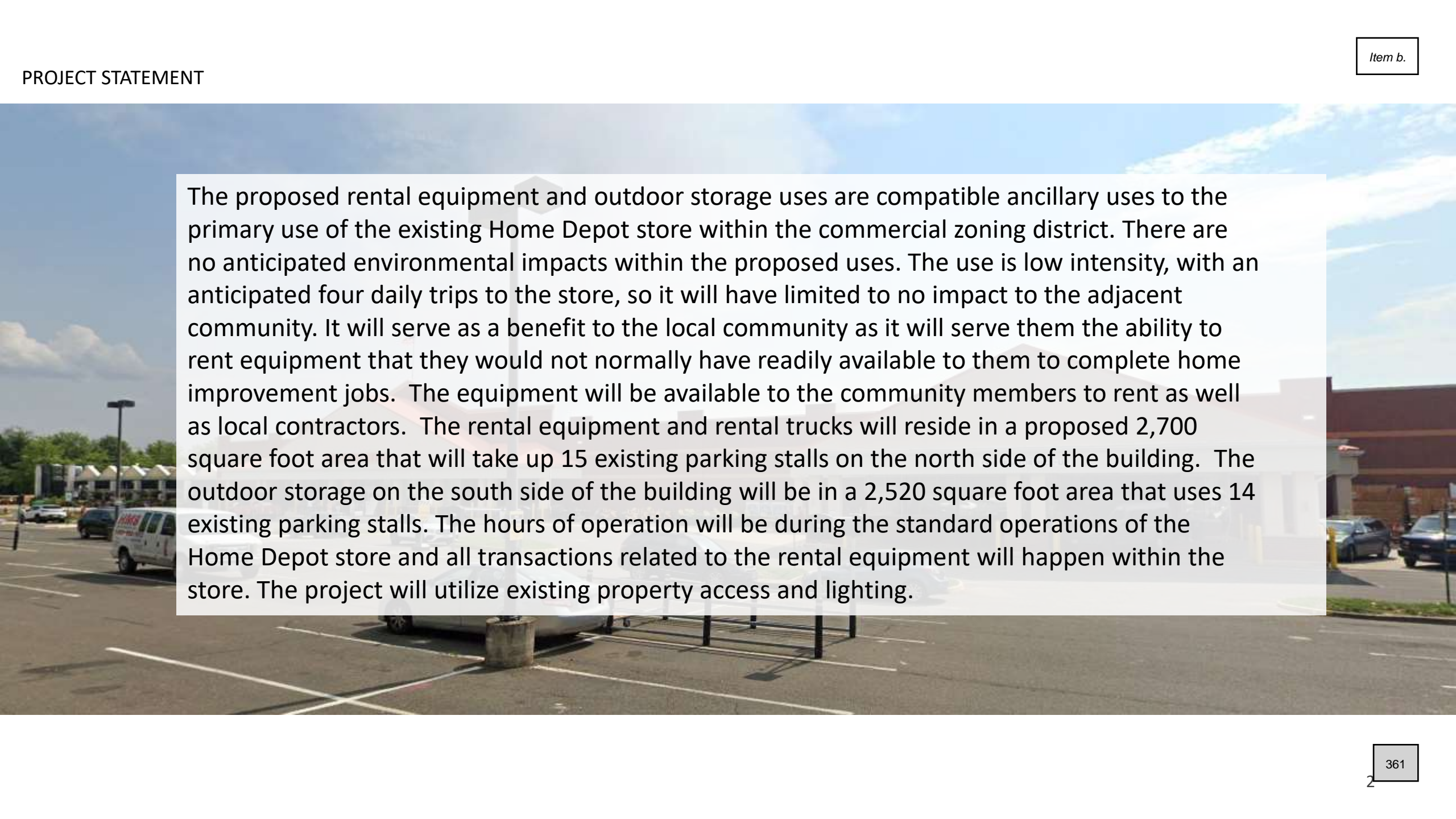
- Hold Work Session
- Direct Applicant/Staff Next Steps
- 100-Days: December 25, 2025





HOME DEPOT RENTAL  
EQUIPMENT AND  
OUTDDOR STORAGE  
SUP 2025-2

267 Alwington Blvd,  
Warrenton, VA 20186

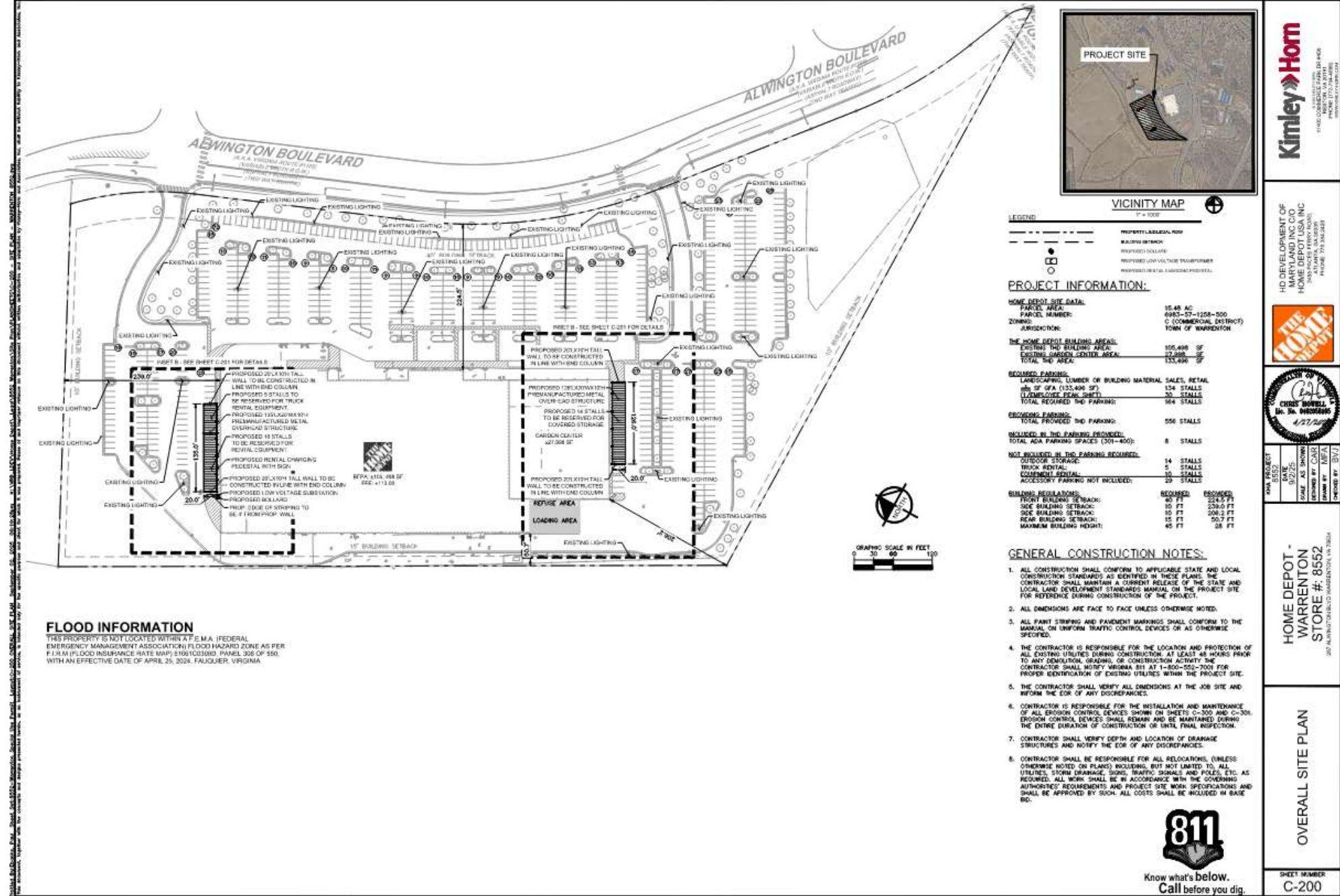


The proposed rental equipment and outdoor storage uses are compatible ancillary uses to the primary use of the existing Home Depot store within the commercial zoning district. There are no anticipated environmental impacts within the proposed uses. The use is low intensity, with an anticipated four daily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







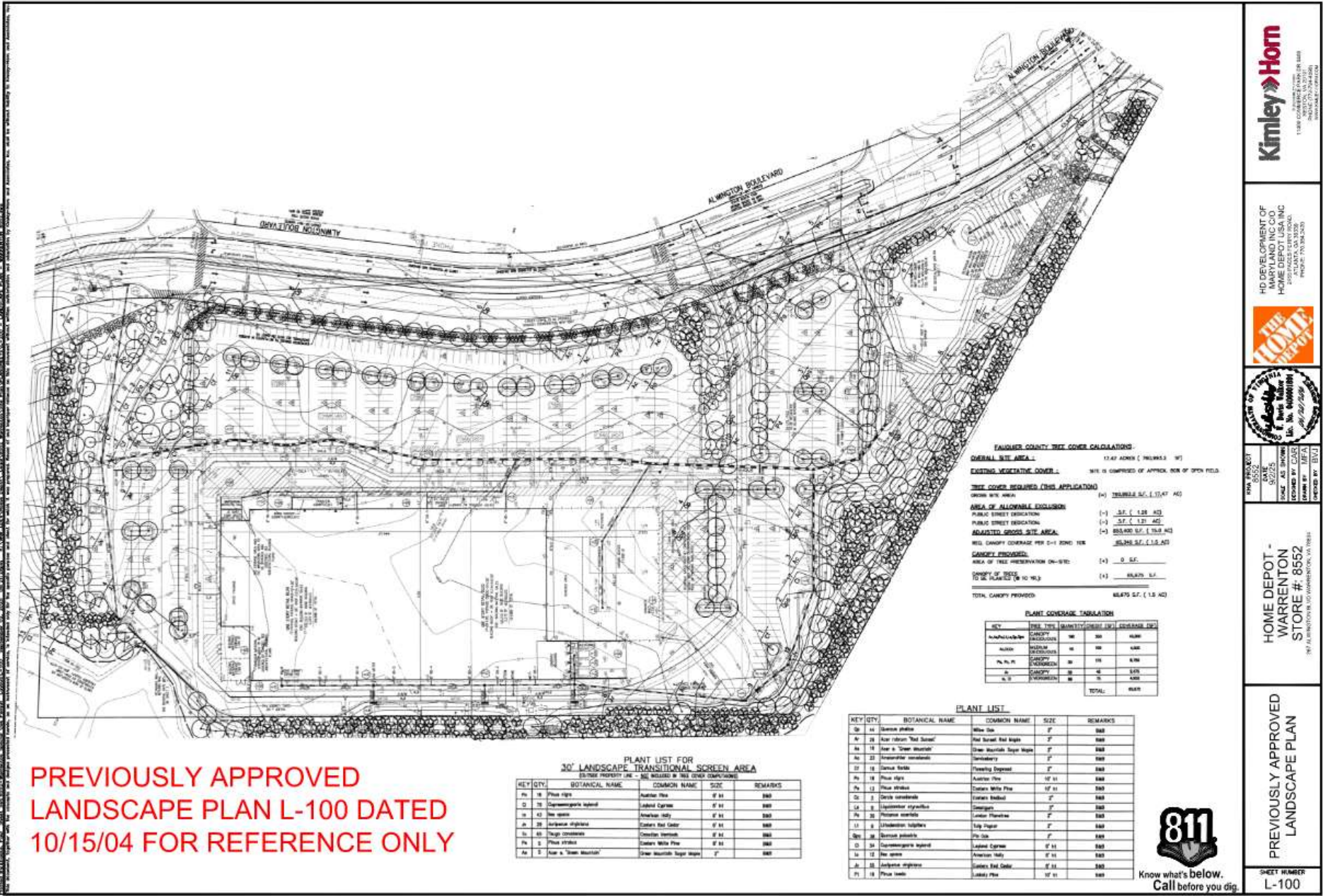


Item b.



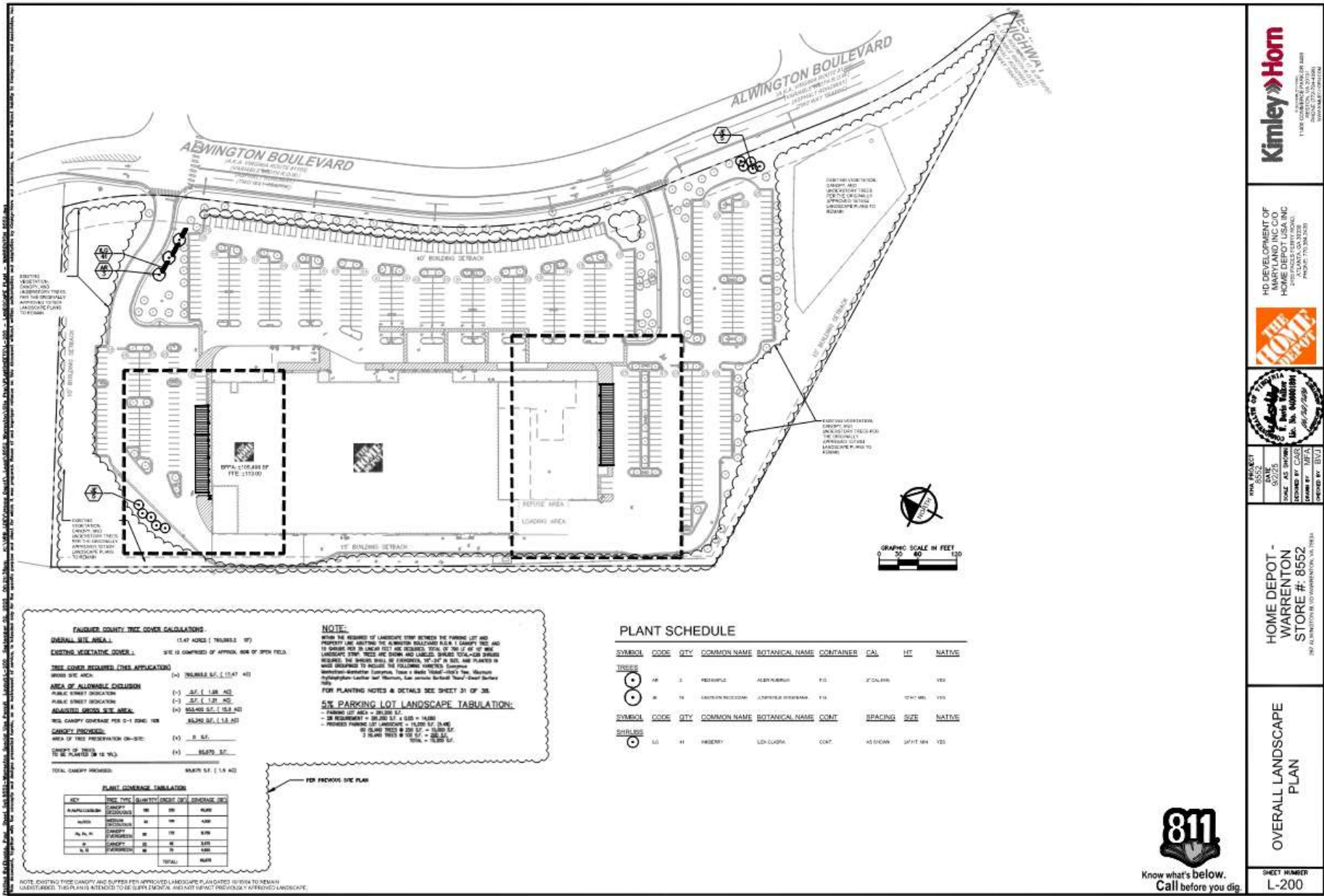






PROPOSED  
LANDSCAPING

Item b.



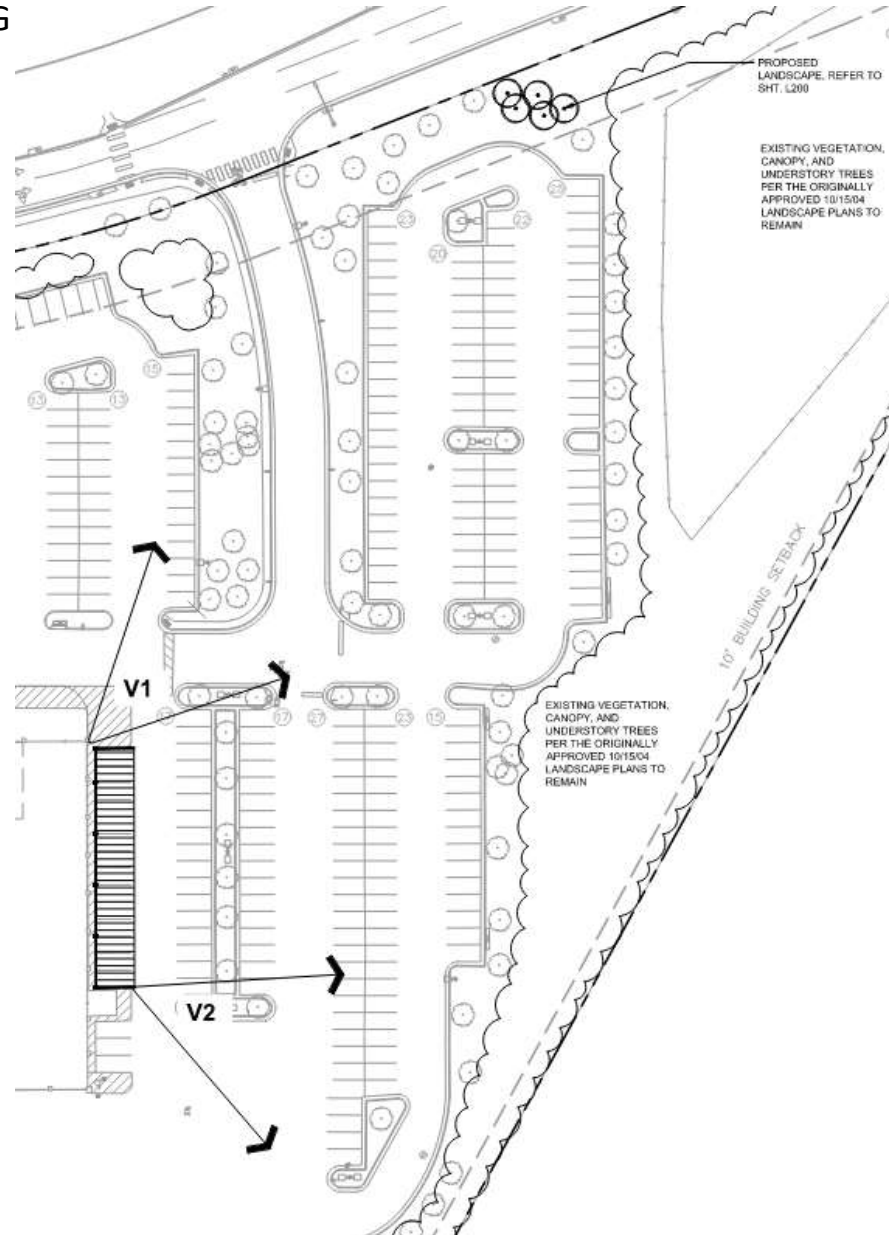


Item b.



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

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



Item b.



V1: EXISTING CONDITIONS (SOUTHEAST)



V2: EXISTING CONDITIONS (SOUTHWEST)



EXISTING LANDSCAPE BUFFERING  
FROM OFFSITE VIEWS WITH  
PROPOSED LANDSCAPING  
REFERENCED ON THE PLAN  
Additional evergreen plant  
material is proposed to provide  
further screening in images V3 and  
V5, see plan to the right.



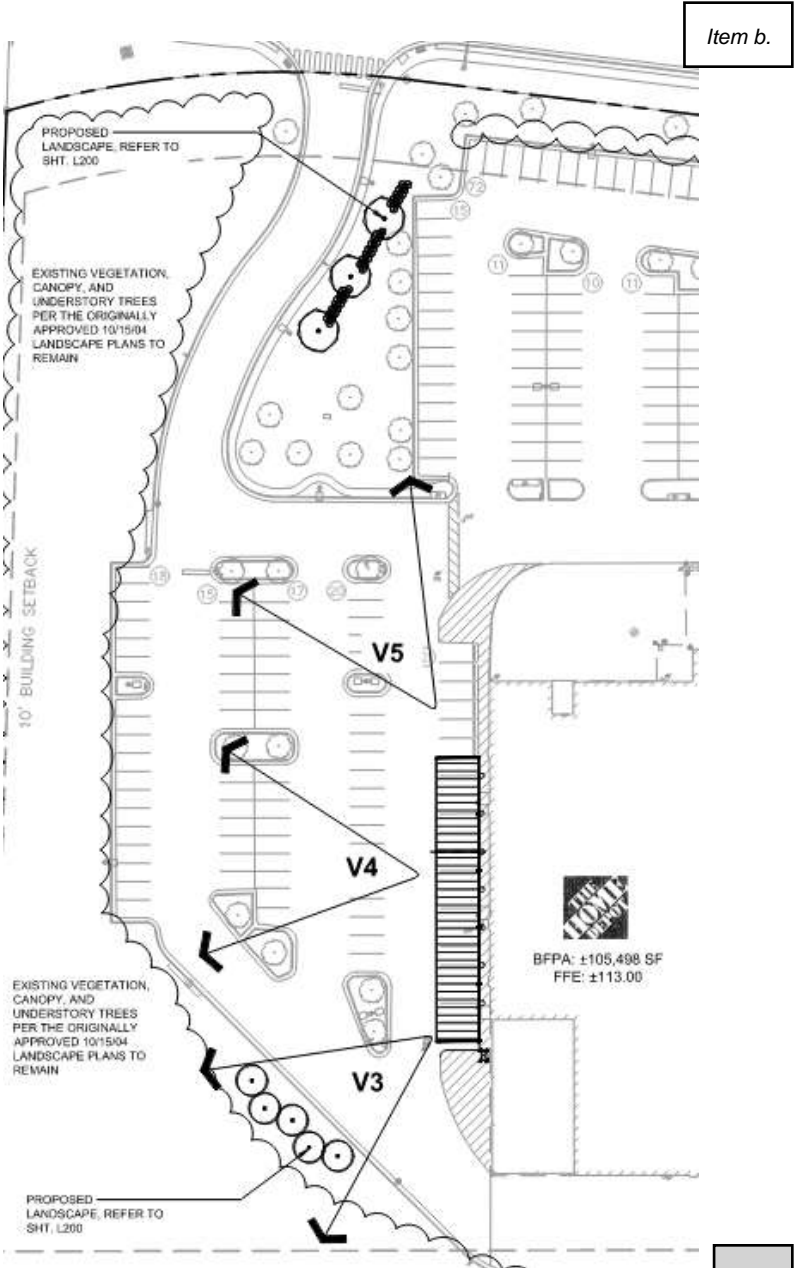
V3: EXISTING CONDITIONS (NORTHWEST)



V5: EXISTING CONDITIONS (NORTHEAST)

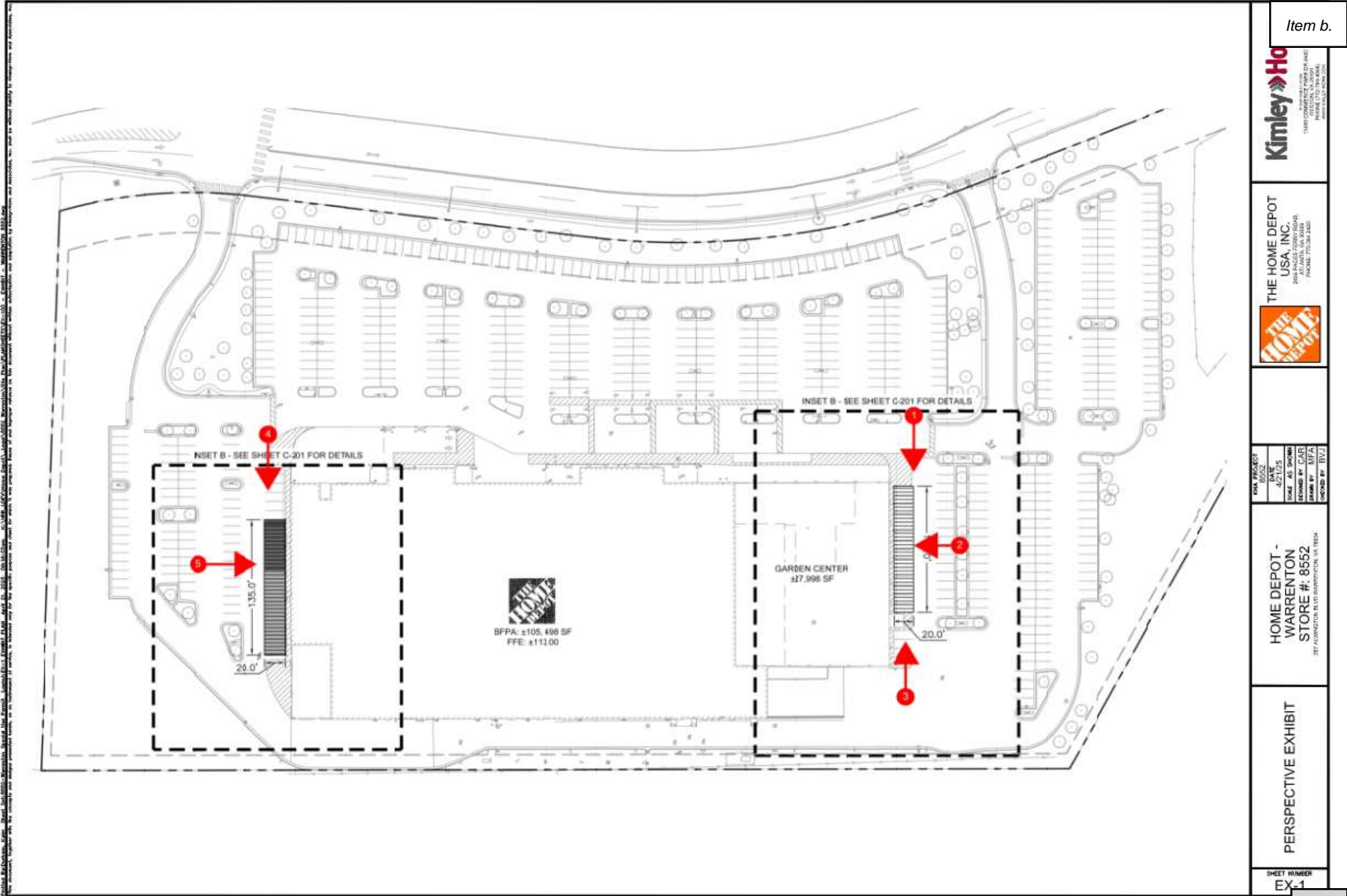


V4: EXISTING CONDITIONS (NORTH)



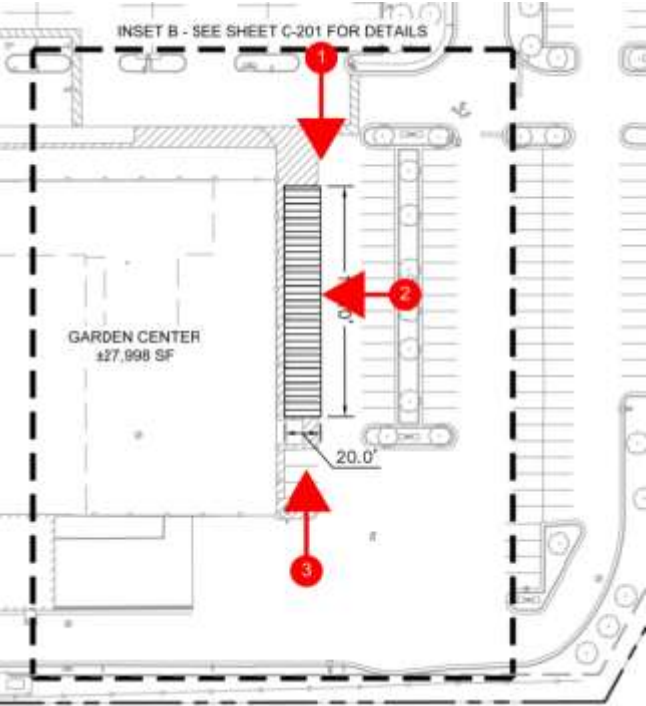


Proposed Covered Storage  
Before and After Location View  
Location Map Key  
Refer to the three following  
before and after renderings for  
the proposed concrete CMU  
wall and overhead canopy  
structure required per to  
satisfy code.



Covered Storage Before and After Exhibits

These exhibits include the 10' tall brick clad concrete CMU wall, to match existing building façade, and proposed overhead cantilevered structure.



BEFORE



AFTER



Item b.

BEFORE



AFTER



BEFORE



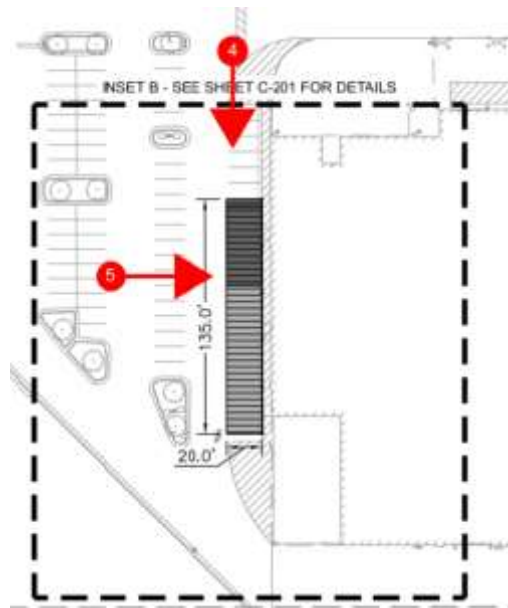
AFTER





## Covered Equipment Rental Before and After Exhibits

These exhibits include the 10' tall brick clad concrete CMU wall, to match existing building façade, and proposed overhead cantilevered structure.



BEFORE



AFTER



BEFORE



AFTER



Item b.

Item b.





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



# Request

Item b.

## SUP 25-02

## Location

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



# Current Request

Item b.

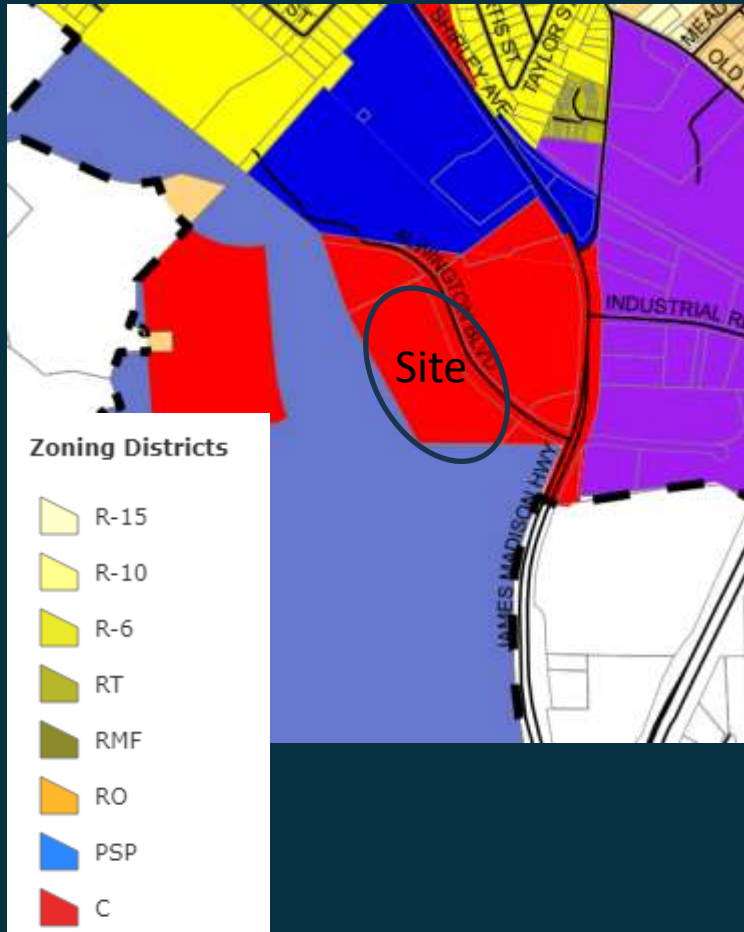
- History: Fauquier County approved the Home Depot site plan and then the property was annexed into the Town.
- Applicant is requesting a Special Use Permit to expand the existing Home Depot with under cover storage for rental equipment.
- Undercover storage would consist of 10' walls with a canopy structure.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



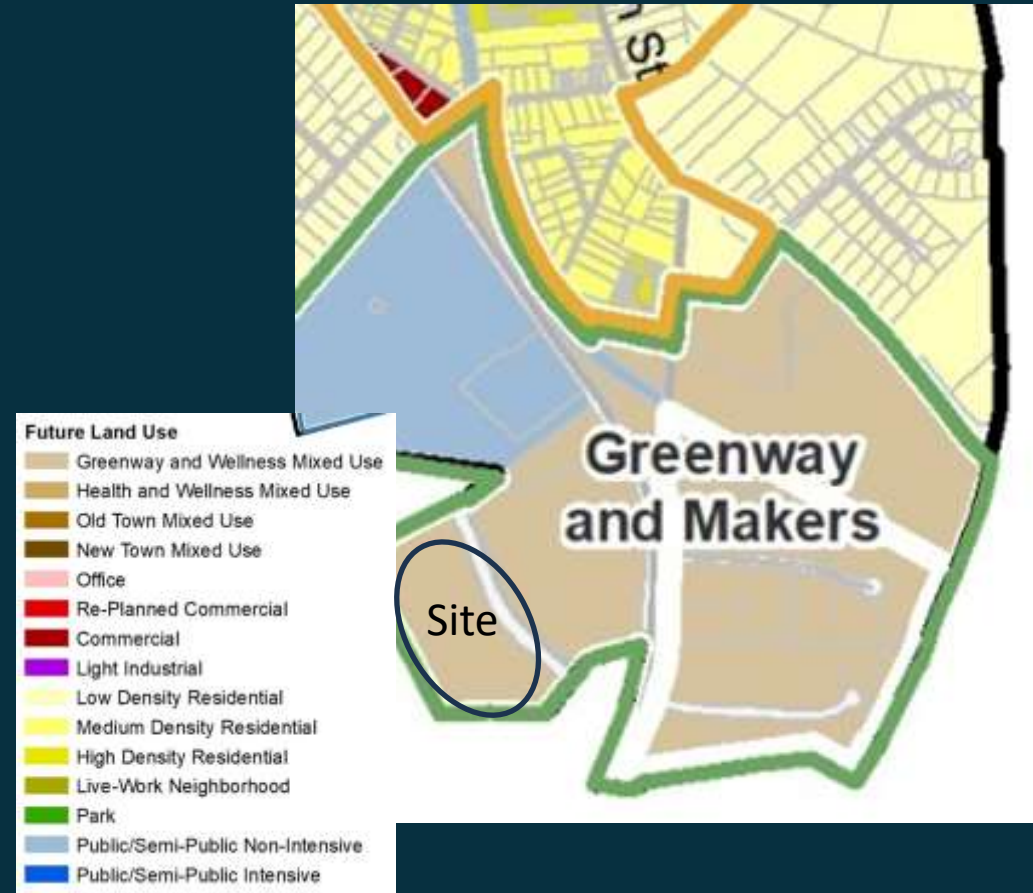
# Adjacent Uses

Item b.

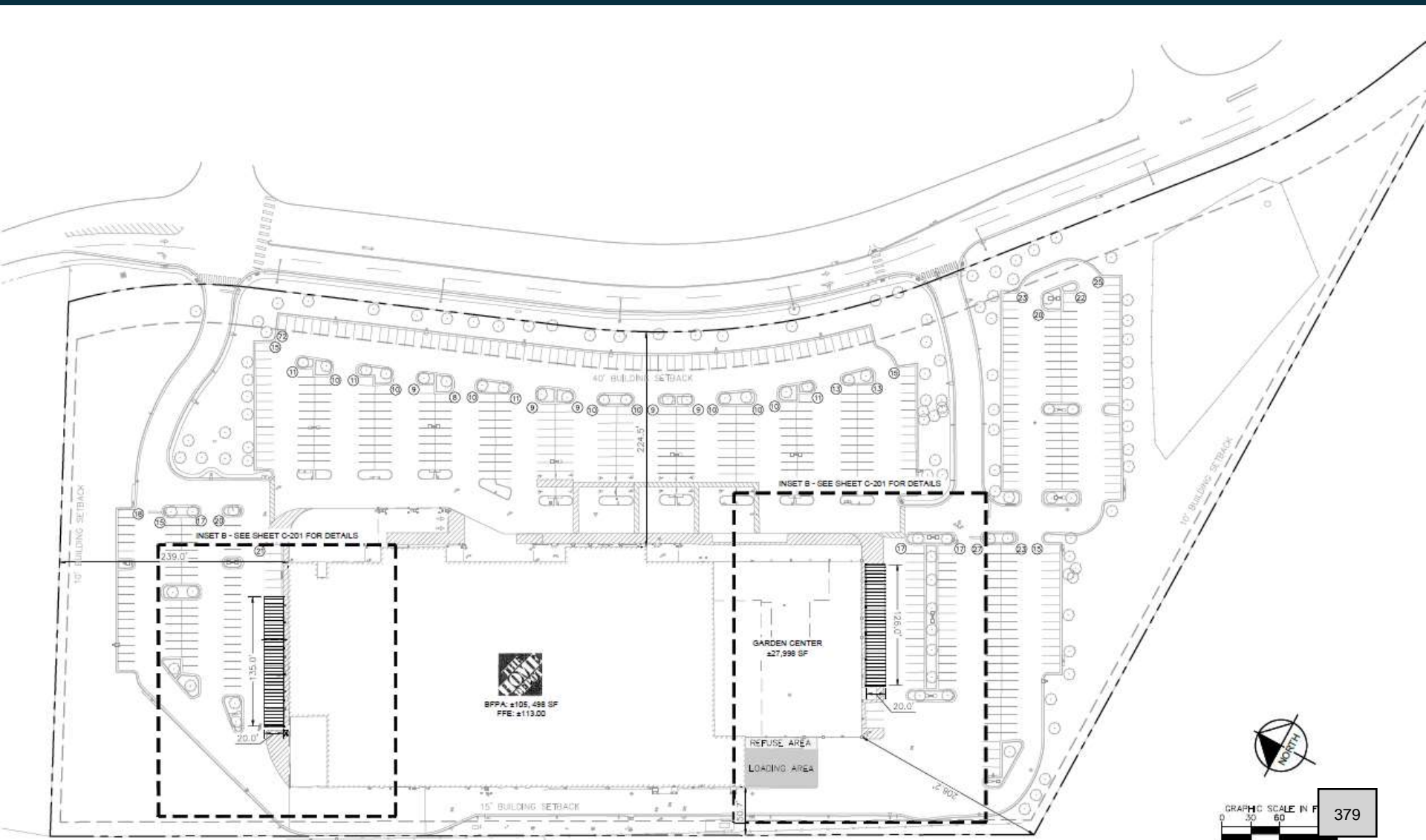
## Zoning Map



## Future Land Use

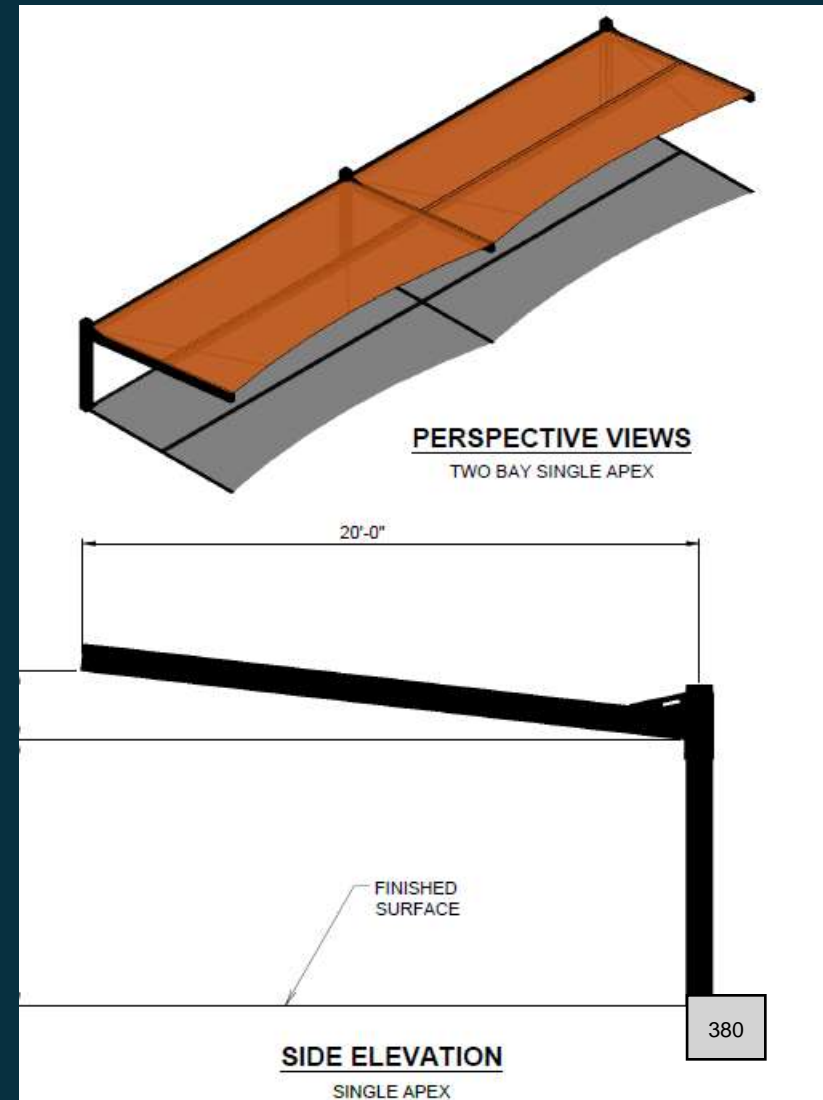
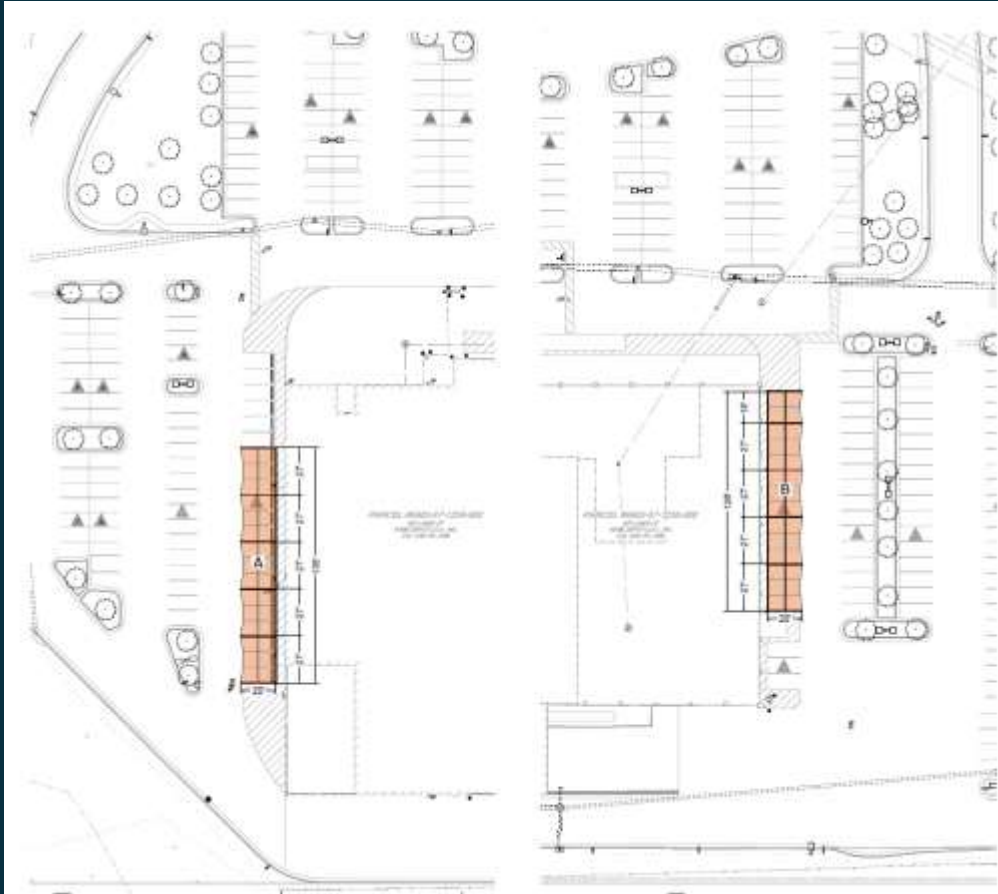


*Item b.*



# Site Plan

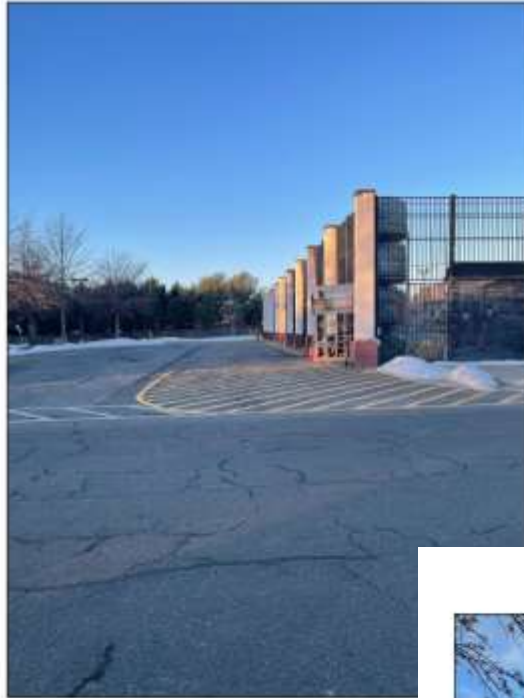
Item b.



# Elevations

Item b.

BEFORE



AFTER



BEFORE



AFTER





# Elevations

Item b.

BEFORE



AFTER



BEFORE



AFTER



# Pictures from Chantilly Location

Item b.



# Staff Review

Item b.

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



# Draft Conditions of Approval

Item b.

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

# Staff Recommendation

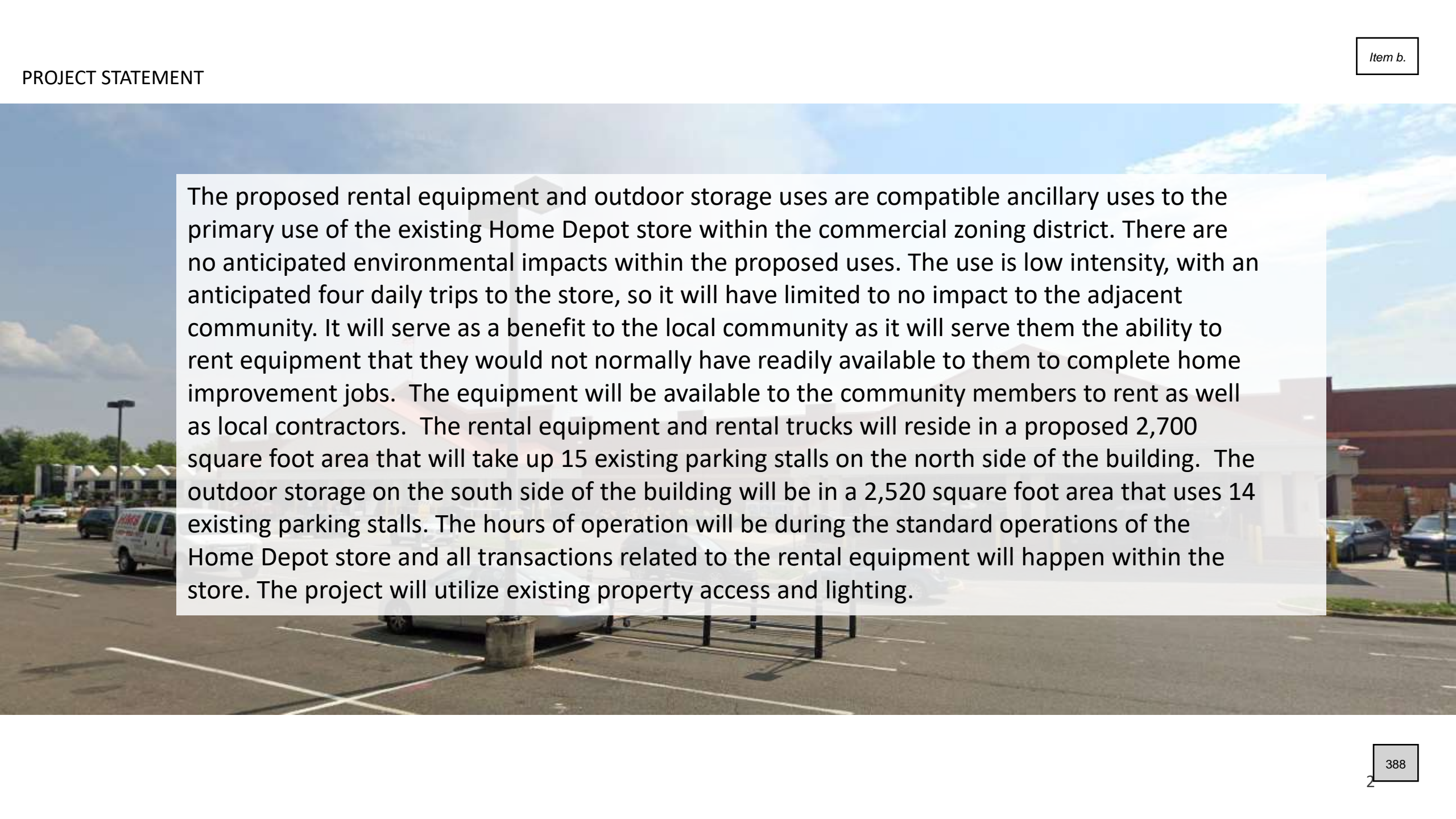
Item b.

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



HOME DEPOT RENTAL  
EQUIPMENT AND  
OUTDDOR STORAGE  
SUP 2025-2

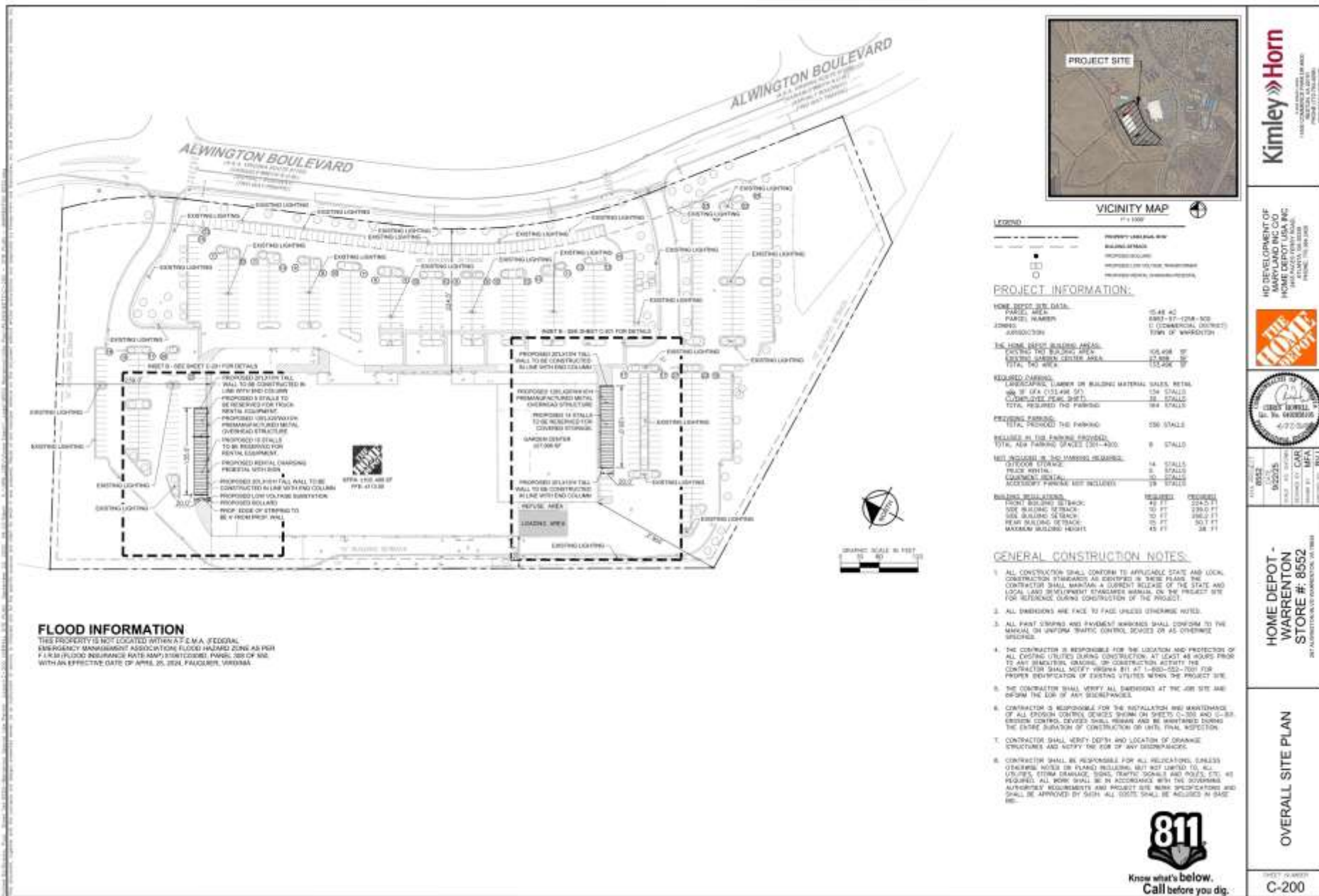
267 Alwington Blvd,  
Warrenton, VA 20186

The background image shows a Home Depot parking lot under a clear blue sky. A white text box is overlaid on the center of the image, containing the project statement. The text box has a slight shadow and is semi-transparent. The parking lot is paved with asphalt and has white parking lines. A white van is parked on the left side of the lot. In the background, there are some trees and a building, likely the Home Depot store.

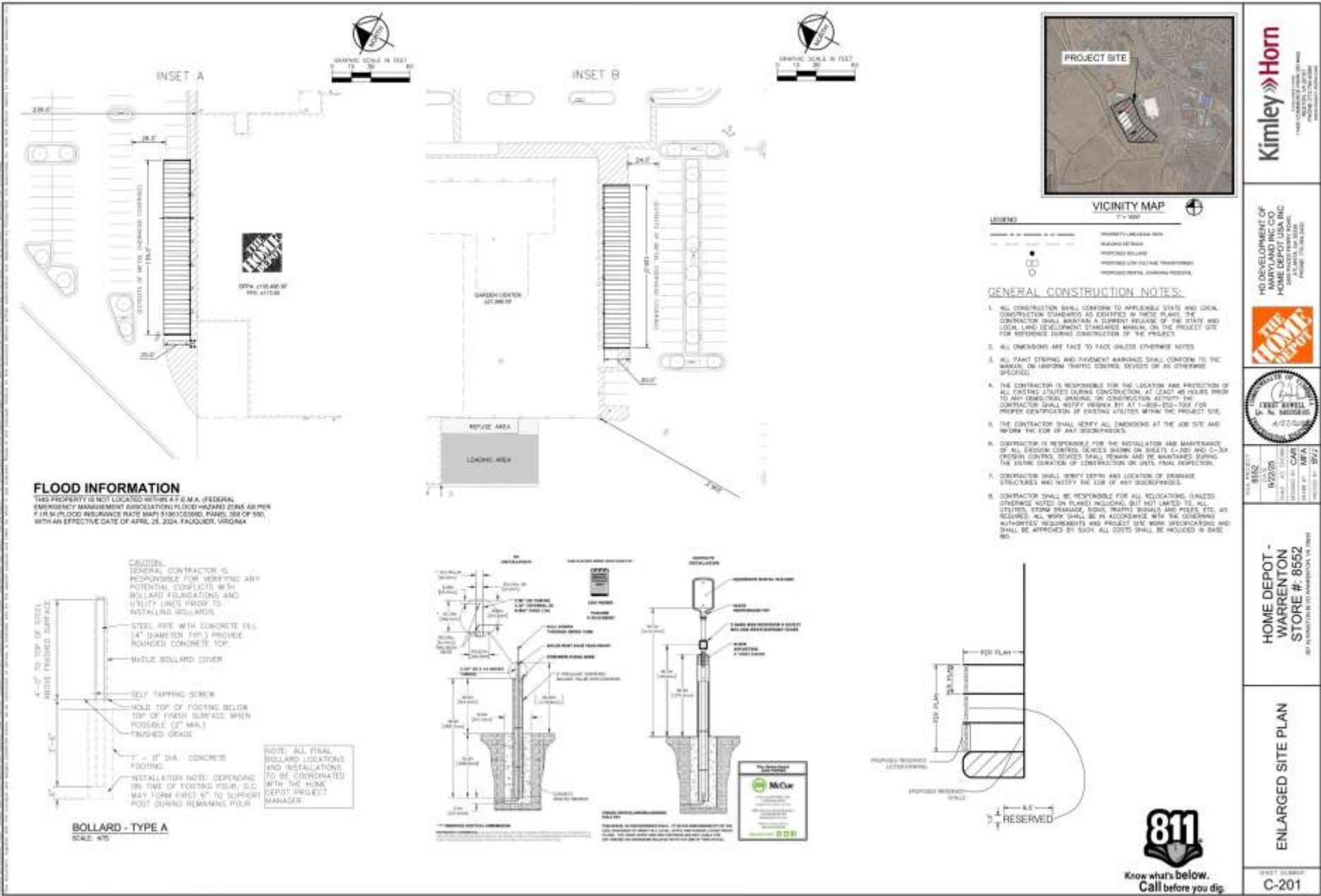
The proposed rental equipment and outdoor storage uses are compatible ancillary uses to the primary use of the existing Home Depot store within the commercial zoning district. There are no anticipated environmental impacts within the proposed uses. The use is low intensity, with an anticipated four daily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





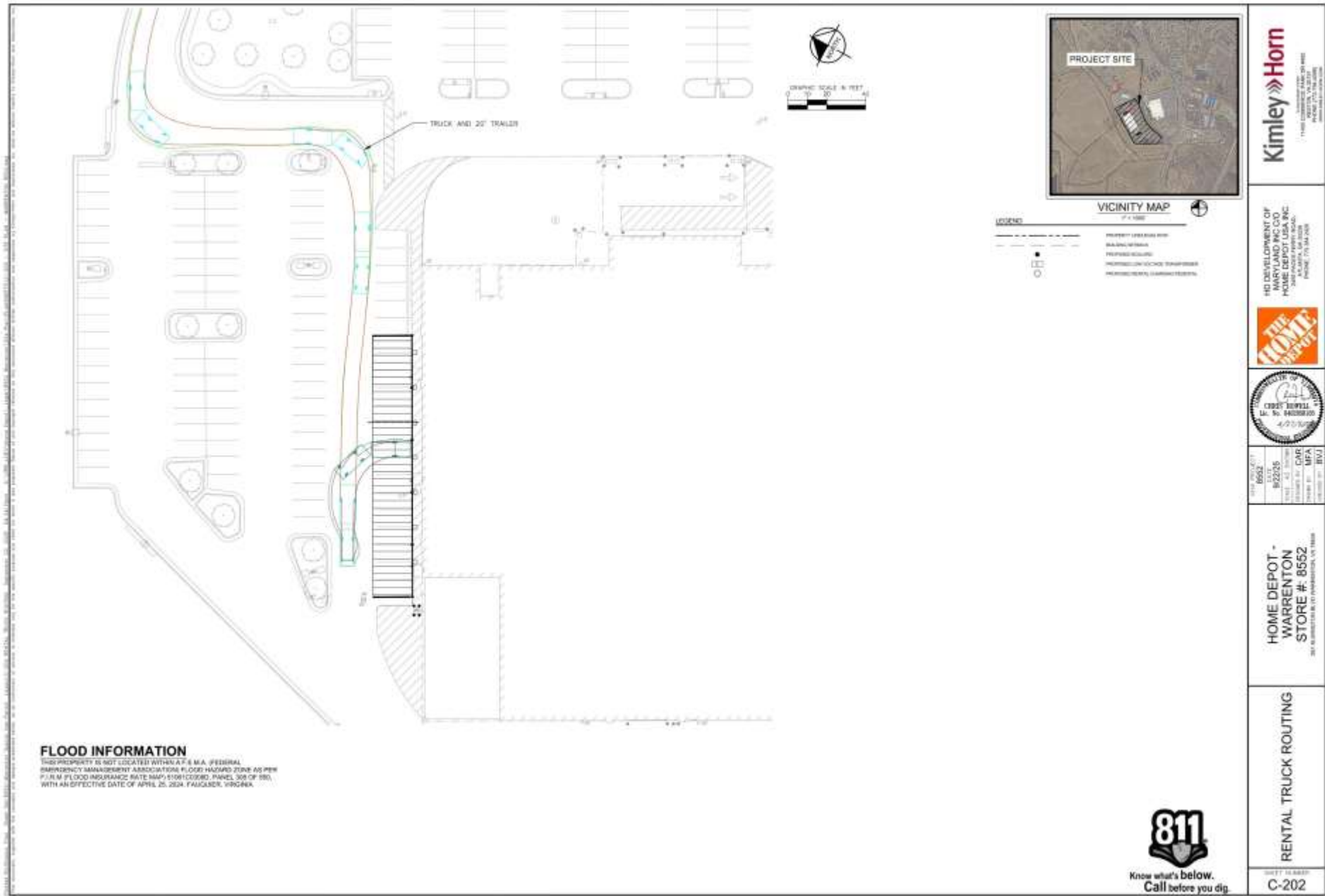




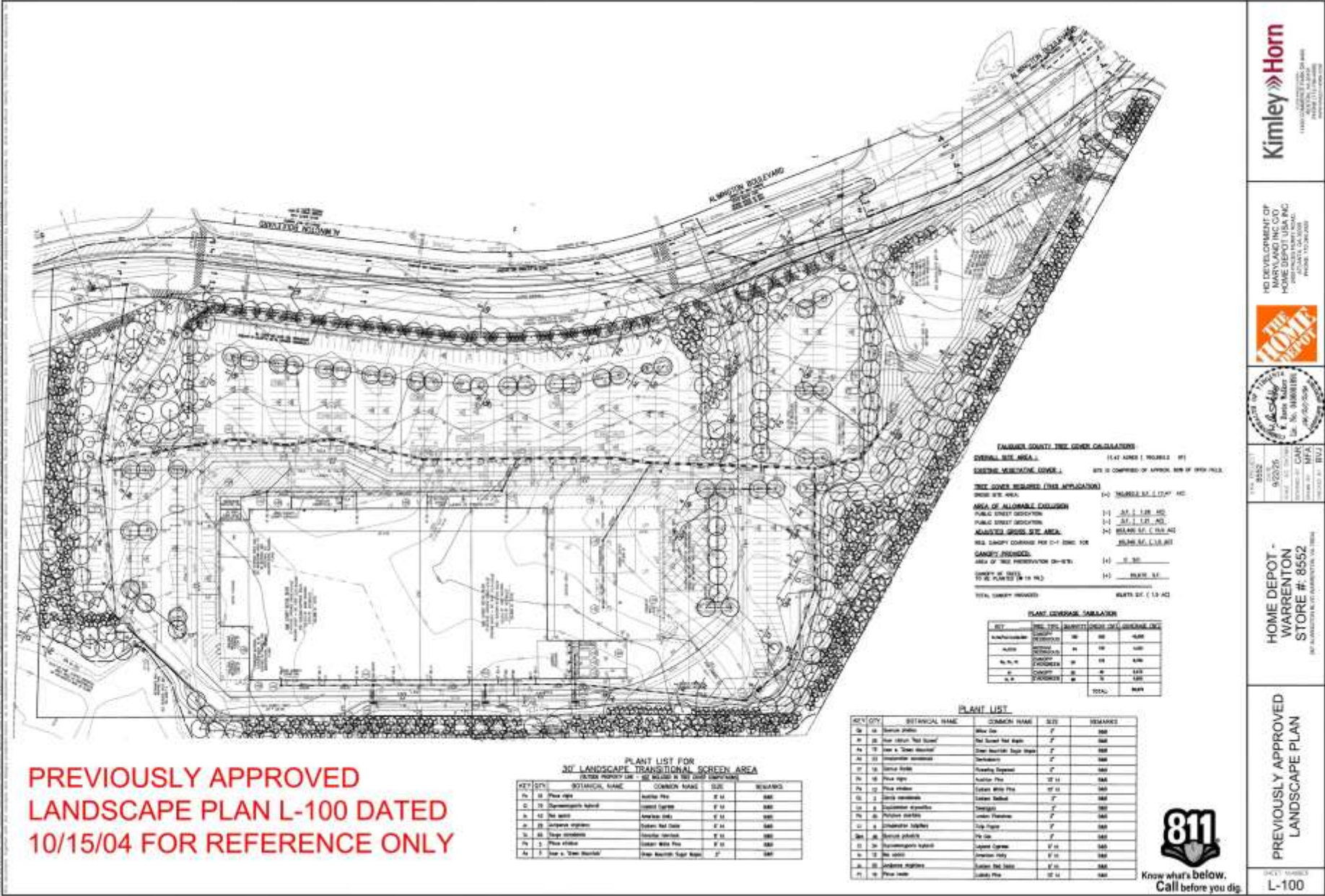




RENTAL TRUCK  
ROUTING



Item b.



*Item b.*



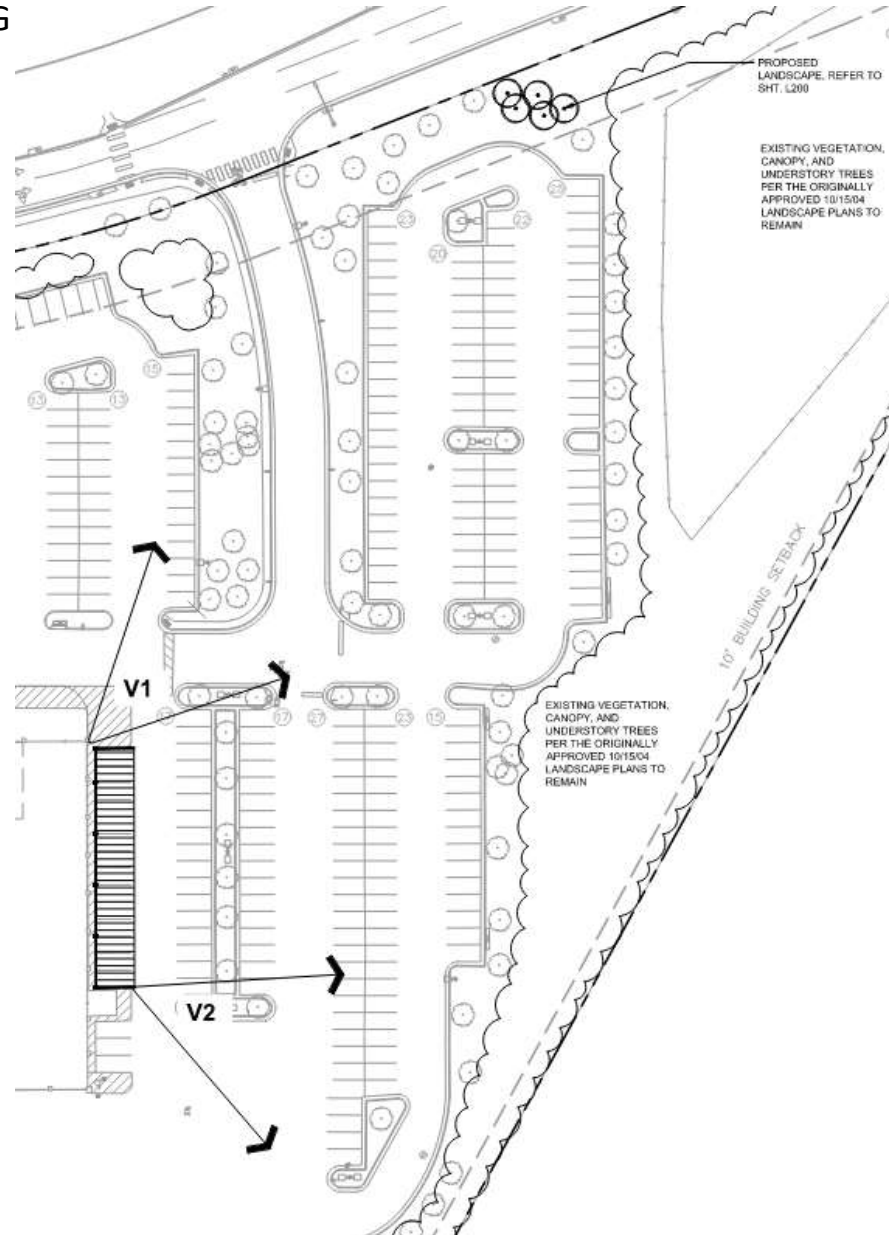


*Item b.*



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

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



V1: EXISTING CONDITIONS (SOUTHEAST)



V2: EXISTING CONDITIONS (SOUTHWEST)

Item b.



EXISTING LANDSCAPE BUFFERING  
FROM OFFSITE VIEWS WITH  
PROPOSED LANDSCAPING  
REFERENCED ON THE PLAN  
Additional evergreen plant  
material is proposed to provide  
further screening in images V3 and  
V5, see plan to the right.



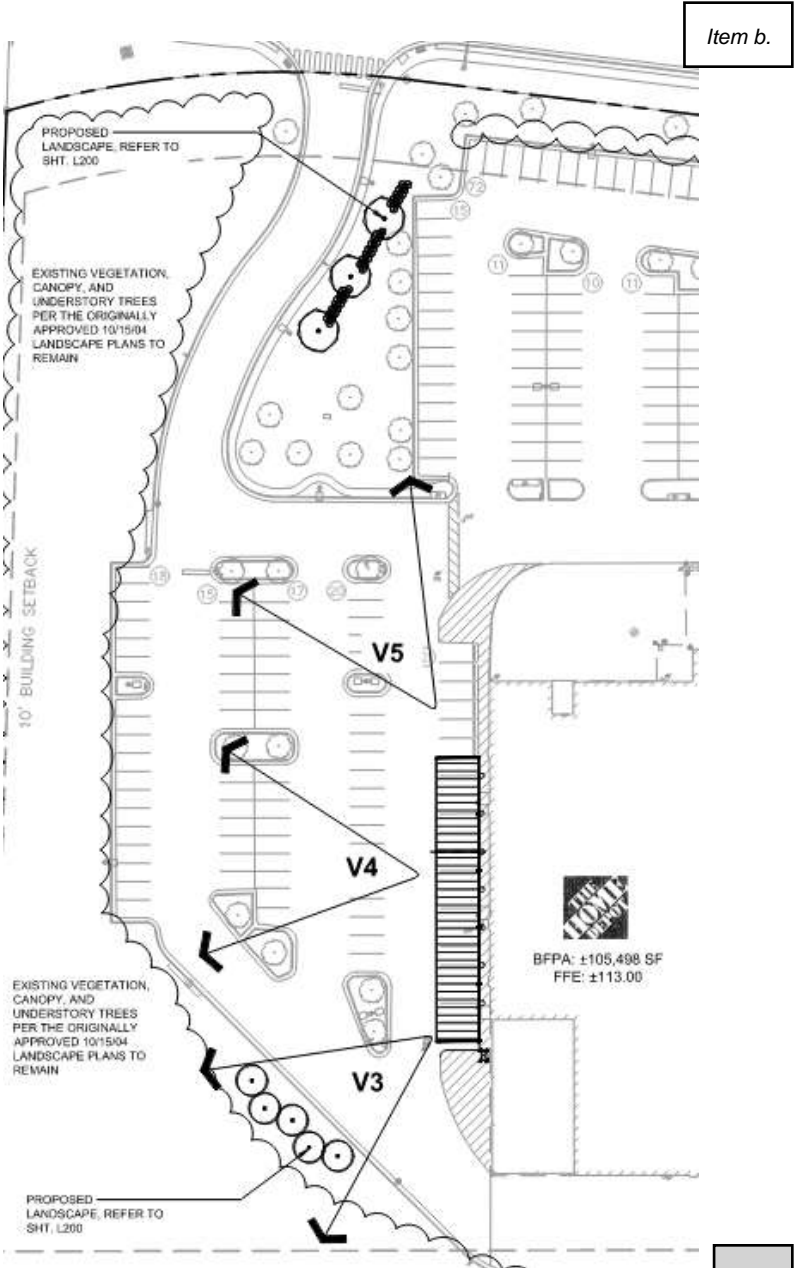
V3: EXISTING CONDITIONS (NORTHWEST)



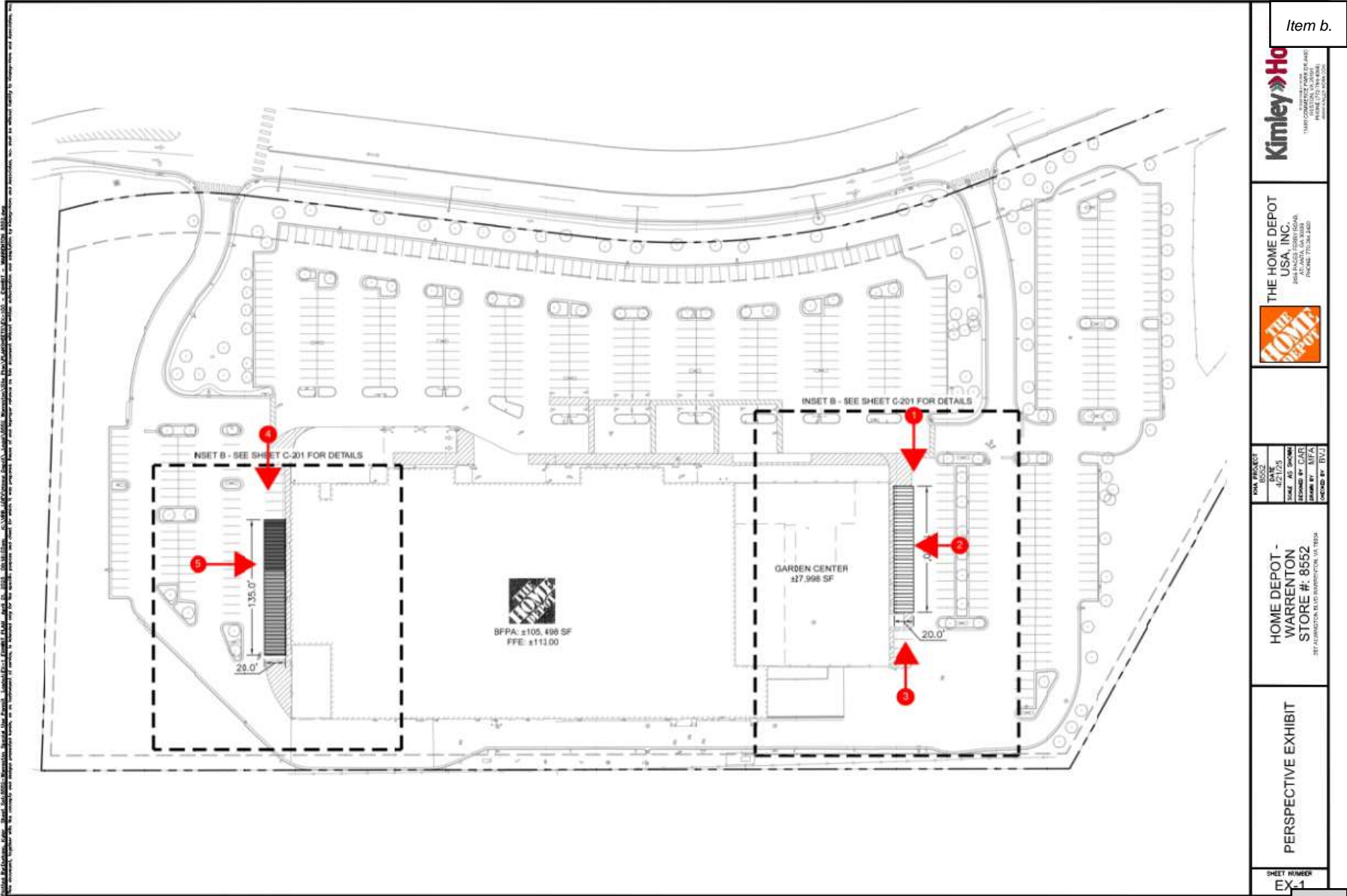
V5: EXISTING CONDITIONS (NORTHEAST)



V4: EXISTING CONDITIONS (NORTH)



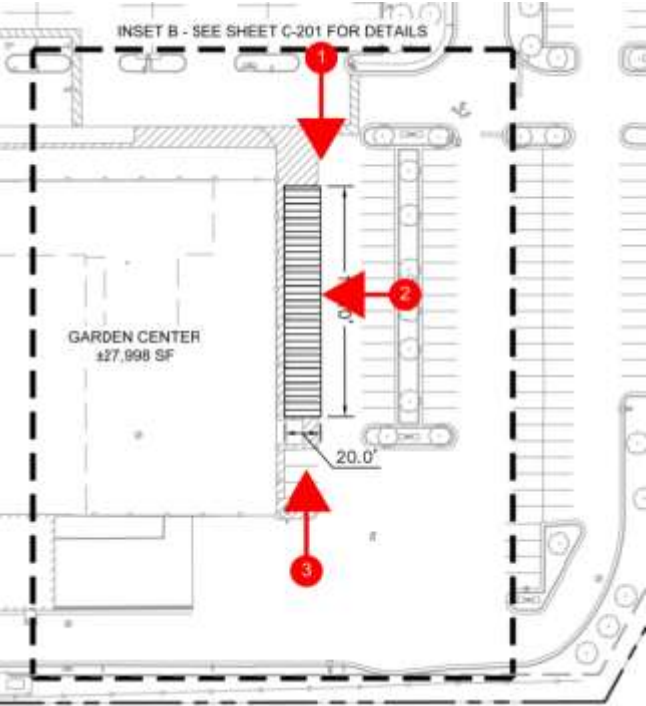
Proposed Covered Storage  
Before and After Location View  
Location Map Key  
Refer to the three following  
before and after renderings for  
the proposed concrete CMU  
wall and overhead canopy  
structure required per to  
satisfy code.





Covered Storage Before and After Exhibits

These exhibits include the 10' tall brick clad concrete CMU wall, to match existing building façade, and proposed overhead cantilevered structure.



BEFORE



AFTER



Item b.

BEFORE



AFTER



BEFORE

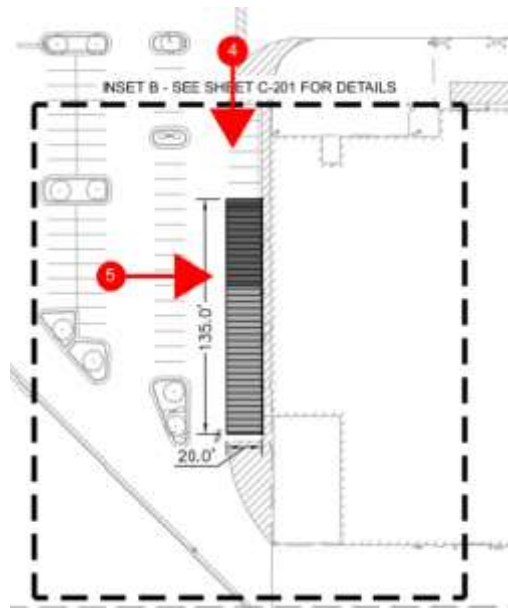


AFTER



## Covered Equipment Rental Before and After Exhibits

These exhibits include the 10' tall brick clad concrete CMU wall, to match existing building façade, and proposed overhead cantilevered structure.



BEFORE



AFTER



BEFORE



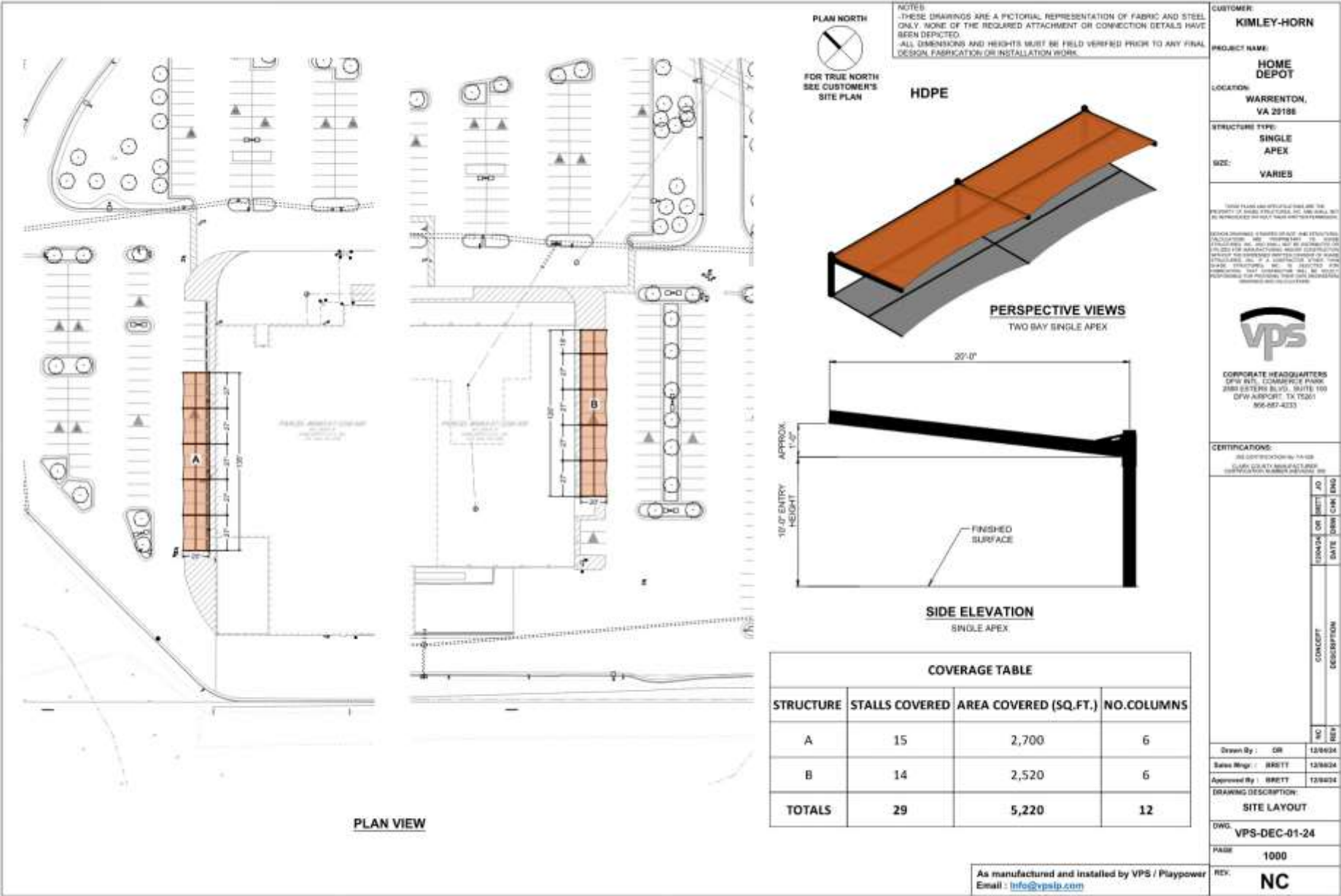
AFTER



Item b.



Overhead Cantilevered  
Canopy Structure



Item b.



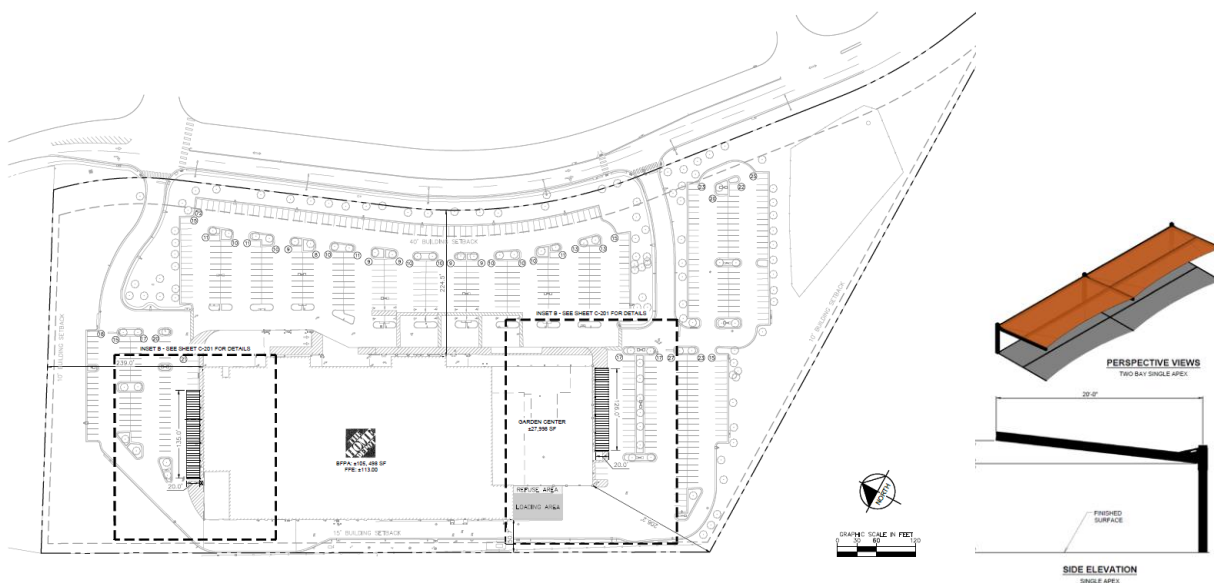
Community Development  
Department

# STAFF REPORT

|                                   |                                               |
|-----------------------------------|-----------------------------------------------|
| <b>Town Council Meeting Date:</b> | December 9, 2025                              |
| <b>Agenda Title:</b>              | SUP 2025-02 Home Depot                        |
| <b>Requested Action:</b>          | Hold a Public Hearing                         |
| <b>Decision Deadline:</b>         | May 8, 2026                                   |
| <b>Staff Lead:</b>                | Rob Walton, Director of Community Development |

## EXECUTIVE SUMMARY

The Applicant is requesting a Special Use Permit (SUP) to expand the existing Home Depot to provide undercover storage for rental equipment with a reduction of 29 existing parking spaces, of which 14 are located on the south side of the existing garden center and 15 are located on the north side of the building. The Applicant continues to meet all required parking requirements. The Applicant is also requesting to exceed the six foot fence height requirement as part of the SUP application to allow for ten feet CMU walls that will serve as the base of the canopies and a visual buffer. The approximately 15.4797 acre parcel is owned by HD Development of Maryland, Inc. Located at 267 Alwington Boulevard, the parcel is zoned Commercial and designed in Plan Warrenton in the Makers and Greenway Character District. GPIN 6983-57-1258-000 (formerly 6983-57-1258-500)



## BACKGROUND

On November 12, 2025, the Town Council held a work session on the SUP application. A request was made to modify the Planning Commission recommended Conditions of Approval by:

- Condition of Approval #7 lower the LED light temperature from 3000K to 2700K.
- Add a Condition of Approval that states the fabric canopy will be maintained and replaced should it become torn, worn, or damaged in a manner resulting in it no longer providing cover as determined by the Zoning Administrator.

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

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

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



Example: Northwest side of the property facing the

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

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

## STAFF RECOMMENDATION

Staff recommends the Town Council hold a public hearing.

## **ATTACHMENTS**

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



**Town Council Public Hearing  
SUP 25-02 Home Depot  
Undercover Storage  
December 9, 2025  
Decision Deadline: May 8, 2026**



# Request

Item b.

## SUP 25-02

## Location

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



# Current Request

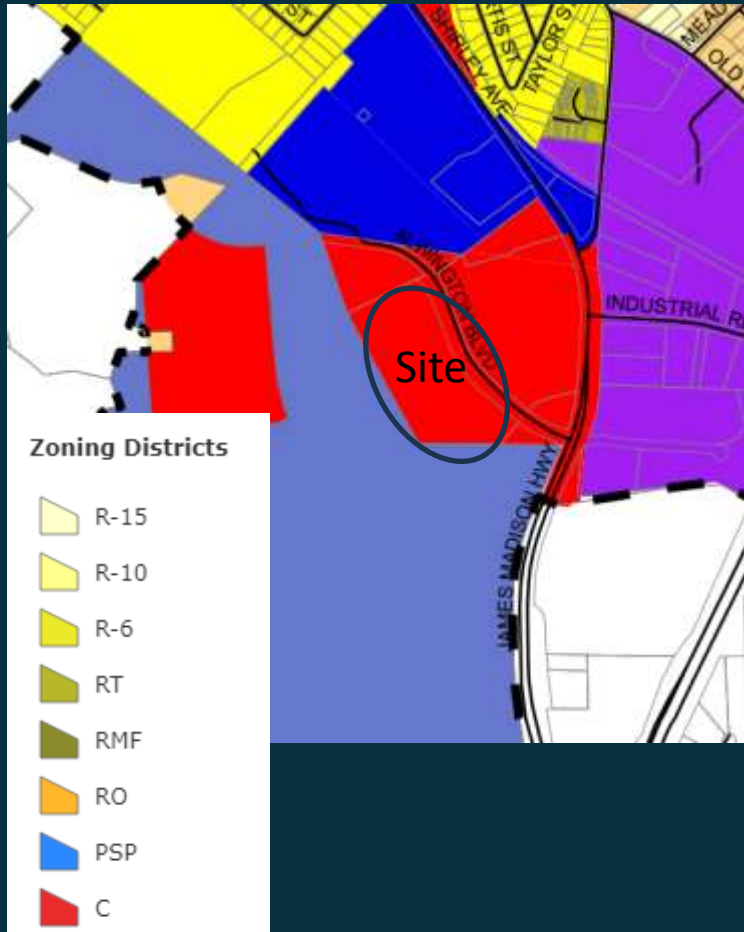
Item b.

- History: Fauquier County approved the Home Depot site plan and then the property was annexed into the Town.
- Applicant is requesting a Special Use Permit to expand the existing Home Depot with under cover storage for rental equipment.
- Undercover storage would consist of 10' walls with a canopy structure.
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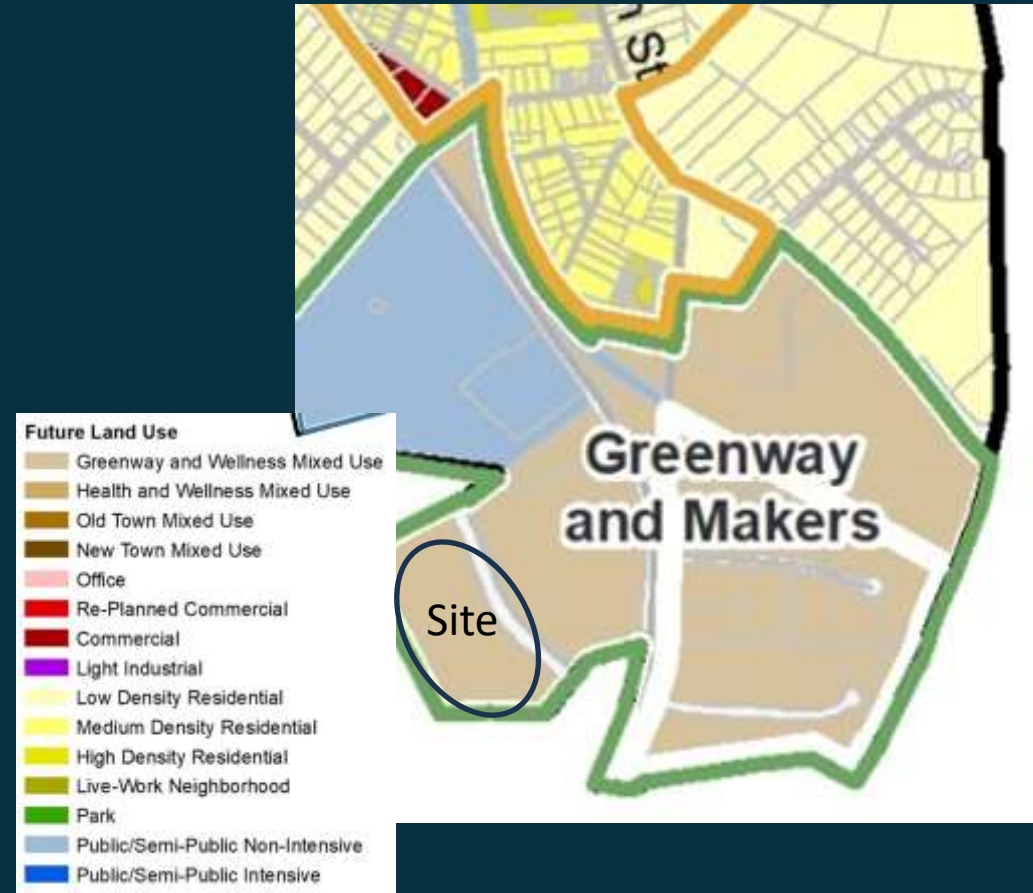
# Adjacent Uses

Item b.

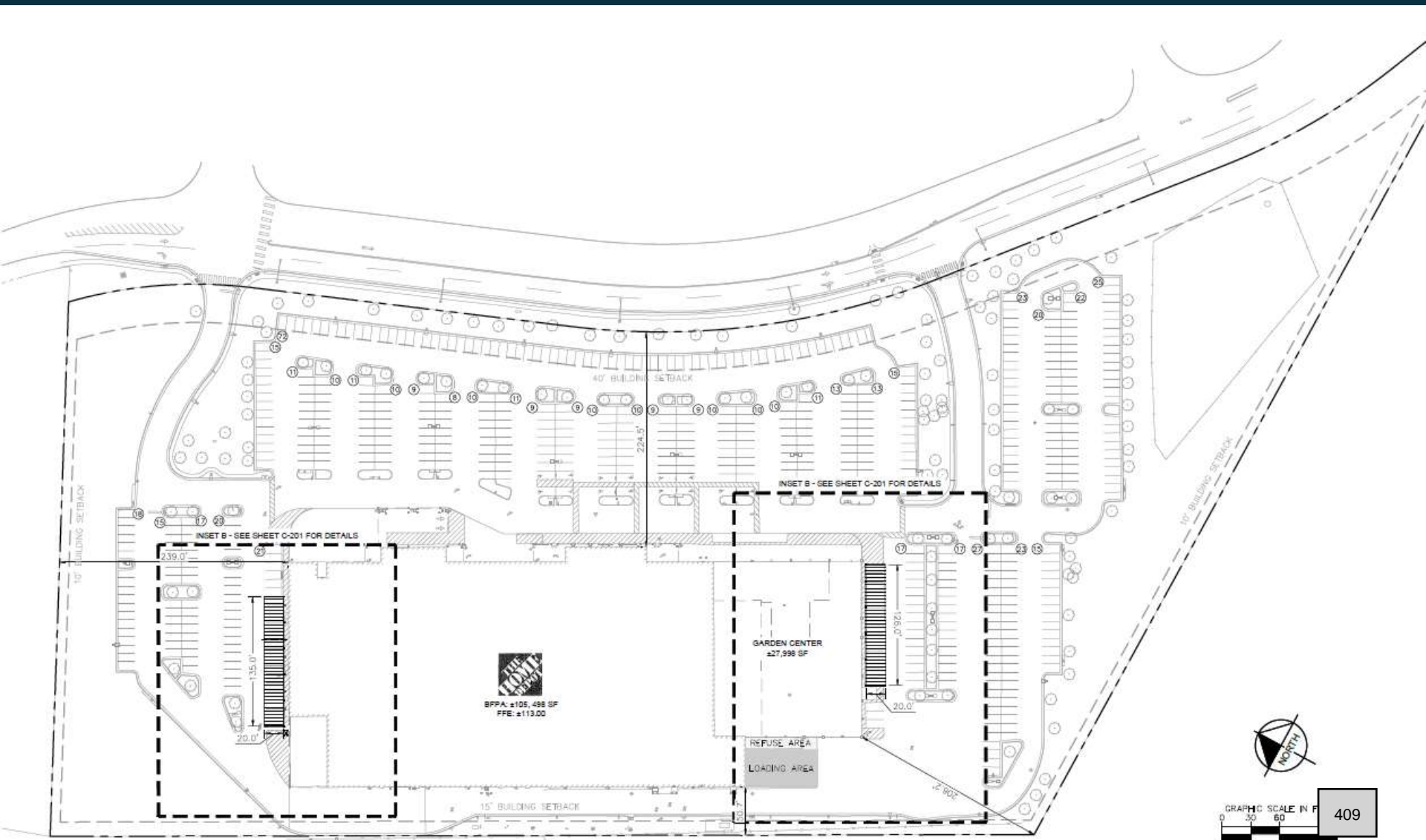
## Zoning Map



## Future Land Use

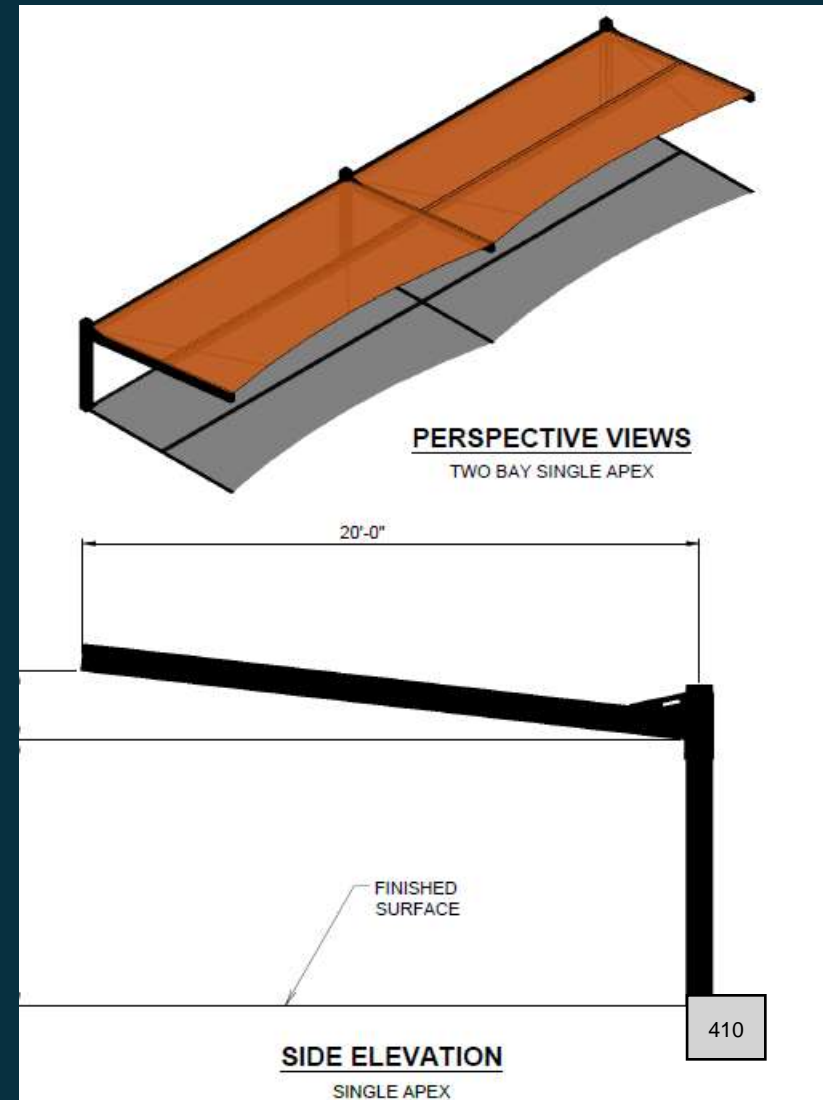
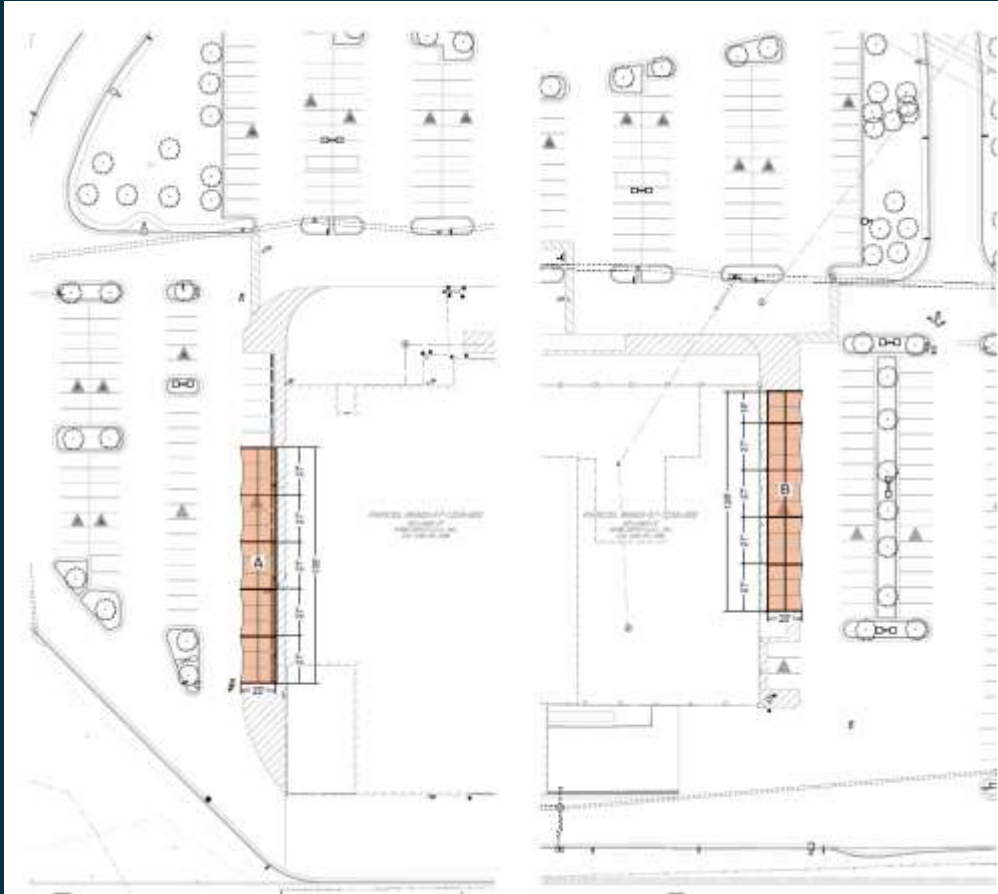


*Item b.*



# Site Plan

Item b.

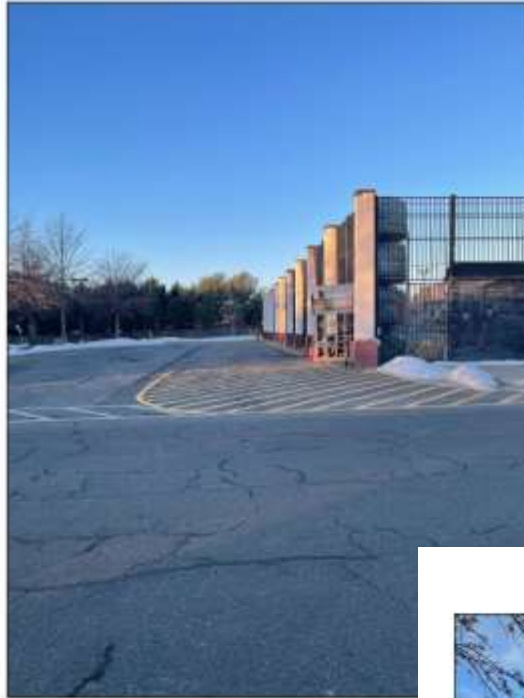




# Elevations

Item b.

BEFORE



AFTER



BEFORE



AFTER



# Elevations

Item b.

BEFORE



AFTER



BEFORE



AFTER





# Pictures from Chantilly Location

Item b.



# Staff Review

Item b.

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

# PC Draft Conditions of Approval

Item b.

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

# Town Council Work Session

Item b.

- November 12, 2025
- Suggested Condition #7 lower the LED temperature from 3000K to 2700K
- Suggested new condition requiring maintenance and repair of the canopy if at any time it becomes torn or damaged.

**DRAFT SPECIAL USE PERMIT CONDITIONS OF APPROVAL**  
**Home Depot Store #8552**  
**Special Use Permit 2025-02**  
**Owner/Applicant: HD Development of Maryland, Inc**  
**GPIN 6983-57-1258-000 (formerly 6983-57-1258-500)**  
**Special Use Permit Area: ±15.4797 acres Zoning: Commercial**  
**December 9, 2025**

---

In approving a Special Use Permit, per the Town of Warrenton Zoning Ordinance (“ZO”) §11-3.10.4, the Town Council may impose such conditions, safeguards, and restrictions as may be necessary to avoid, minimize, or mitigate any potentially adverse or injurious effect of such special uses upon other properties in the neighborhood, and to carry out the general purpose and intent of this Ordinance. The Council may require a guarantee or bond to ensure compliance with the imposed conditions. All required conditions shall be set out in the documentation approving the Special Use Permit (SUP).

1. General: This Special Use Permit is issued covering the entirety of the Applicant’s property, GPIN 6983-57-1258-000 (hereafter, the “Property”) pursuant to the provisions of ZO § 11-3.10.
2. Site Development: The Property, when re-developed, shall be developed in substantial conformity with the SUP Plan entitled “Home Depot – Warrenton Store #8552, 267 Alwington Blvd, Warrenton, Virginia,” Sheet C-000 through C-502, L100-L-210, EX-1 – EX-6, and NC (total of 23 sheets), dated 9/22/2025, prepared by Kimley Horn, subject to such reasonable modifications as may be necessary in order to effectuate required final site development plan (“Final SDP”) review and approval.
3. Use Parameters: this Special Use Permit allows for undercover storage of rental equipment, and a variance from ZO §2-19.5 to allow for undercover storage walls to exceed six feet in height as shown on the SUP Plans. The undercover storage walls shall consist of a brick façade that is consistent in color, size, and type with the primary building’s façade. Nothing in this SUP alters or otherwise limits or restricts permitted use of undercover storage already permitted under ZO §3-4.10.3.
4. Landscaping: Per ZO §8-2.2, the Final SDP will be required to demonstrate the entire site is meeting requirements under ZO Art. 8, including, but not limited to, screening/buffer requirements under ZO §8-8. Additionally, reasonable supplemental landscaping shall be planted on the Property if required by the Zoning Administrator after review of the Landscape Plan.
5. No outdoor storage shall be permitted on the Property with the exception of that which is contained fully within and under the undercover designated SUP areas, unless otherwise permitted by the Town. This includes no outdoor storage in designated parking spaces.

6. No signage shall be permitted on the exterior of the store building that advertises or identifies any third-party tenant located within the store.
7. Lighting: A Lighting Plan will be required with the Site Development Plan per the ZO §9-8 which requires fully shielded, full cut-off standards. All exterior lighting fixtures, new or replacement light fixtures using LED, shall consist of full cut-off fixtures with a color temperature of 2700K or lower.
8. Site Maintenance and Refuse Collection: Any refuse storage areas shall be screened with a solid enclosure constructed of materials that are compatible with the buildings on the property. The enclosure shall have gates that screen this area from adjoining properties and public rights-of-way. The gates shall remain closed when not in use and the trash containers shall be emptied as necessary to prevent odors or infestation by vermin. Compliance with this condition shall be demonstrated on each final site plan(s). Deliveries and refuse collection shall follow the Town of Warrenton's Code of Ordinances ("Town Code") related to garbage and refuse collection (currently Town Code §8-1 *et seq.*).
9. Handicapped Parking and Signage – Handicapped parking and signage shall be provided in accordance with the Town's Public Facilities Manual and the Americans with Disabilities Act.
10. The fabric canopy will be maintained and replaced should it become torn, worn, or damaged in a manner resulting in it no longer providing cover as determined by the Zoning Administrator.

**DRAFT SPECIAL USE PERMIT CONDITIONS OF APPROVAL****Home Depot Store #8552****Special Use Permit 2025-02****Owner/Applicant: HD Development of Maryland, Inc****GPIN 6983-57-1258-000 (formerly 6983-57-1258-500)****Special Use Permit Area: ±15.4797 acres Zoning: Commercial****December 9, 2025**

Deleted: 5

Deleted: November 12

In approving a Special Use Permit, per the Town of Warrenton Zoning Ordinance ("ZO") §11-3.10.4, the Town Council may impose such conditions, safeguards, and restrictions as may be necessary to avoid, minimize, or mitigate any potentially adverse or injurious effect of such special uses upon other properties in the neighborhood, and to carry out the general purpose and intent of this Ordinance. The Council may require a guarantee or bond to ensure compliance with the imposed conditions. All required conditions shall be set out in the documentation approving the Special Use Permit (SUP).

1. General: This Special Use Permit is issued covering the entirety of the Applicant's property, GPIN 6983-57-1258-000 (hereafter, the "Property") pursuant to the provisions of ZO § 11-3.10.
2. Site Development: The Property, when re-developed, shall be developed in substantial conformity with the SUP Plan entitled "Home Depot - Warrenton Store #8552, 267 Alwington Blvd, Warrenton, Virginia," Sheet C-000 through C-502, L100-L-210, EX-1 - EX-6, and NC (total of 23 sheets), dated 9/22/2025, prepared by Kimley Horn, subject to such reasonable modifications as may be necessary in order to effectuate required final site development plan ("Final SDP") review and approval.
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4. Landscaping: Per ZO §8-2.2, the Final SDP will be required to demonstrate the entire site is meeting requirements under ZO Art. 8, including, but not limited to, screening/buffer requirements under ZO §8-8. Additionally, reasonable supplemental landscaping shall be planted on the Property if required by the Zoning Administrator after review of the Landscape Plan.
5. No outdoor storage shall be permitted on the Property with the exception of that which is contained fully within and under the undercover designated SUP areas, unless otherwise permitted by the Town. This includes no outdoor storage in designated parking spaces.

Deleted: 5



6. No signage shall be permitted on the exterior of the store building that advertises or identifies any third-party tenant located within the store.
7. Lighting: A Lighting Plan will be required with the Site Development Plan per the ZO §9-8 which requires fully shielded, full cut-off standards. All exterior lighting fixtures, new or replacement light fixtures using LED, shall consist of full cut-off fixtures with a color temperature of ~~2700K~~ or lower.
8. Site Maintenance and Refuse Collection: Any refuse storage areas shall be screened with a solid enclosure constructed of materials that are compatible with the buildings on the property. The enclosure shall have gates that screen this area from adjoining properties and public rights-of- way. The gates shall remain closed when not in use and the trash containers shall be emptied as necessary to prevent odors or infestation by vermin. Compliance with this condition shall be demonstrated on each final site plan(s). Deliveries and refuse collection shall follow the Town of Warrenton's Code of Ordinances ("Town Code") related to garbage and refuse collection (currently Town Code §8-1 *et seq.*).
9. Handicapped Parking and Signage – Handicapped parking and signage shall be provided in accordance with the Town's Public Facilities Manual and the Americans with Disabilities Act.
10. The fabric canopy will be maintained and replaced should it become torn, worn, or damaged in a manner resulting in it no longer providing cover as determined by the Zoning Administrator.

Deleted: 3,000 K

December 9, 2025  
Town Council  
Regular Meeting

**RESOLUTION TO APPROVE SPECIAL USE PERMIT 25-02 FOR HD DEVELOPMENT OF  
MARYLAND (HOME DEPOT) PURSUANT TO SECTION 11-3.10 OF THE ZONING ORDINANCE  
OF THE TOWN OF WARRENTON  
(GPIN 6983-57-1258-000, FORMERLY 6983-57-1258-500 PRIOR TO JUNE 1, 2025)**

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

**WHEREAS**, HD Development of Maryland, ("the Applicant"), is the requesting a Special Use Permit approval on a parcel of land containing approximately 15.4797 acres, identified as GPIN 6983-57-1258-000, located at 267 Alwington Boulevard in the Town of Warrenton and hereinafter referred to as the "Property"; and

**WHEREAS**, the Applicant has applied for a Special Use Permit pursuant to §11-3.10.3 of the Zoning Ordinance to allow for under-cover storage for rental equipment by building 10' walls with a canopy that act as screening, hereinafter the "Special Use Permit"; and

**WHEREAS**, the Planning Commission of the Town of Warrenton held a Work Session on the current Special Use Permit on September 16, 2025; and

**WHEREAS**, the Planning Commission of the Town of Warrenton held a Public Hearing on the current Special Use Permit on October 21, 2025; and

**WHEREAS**, the Planning Commission unanimously recommended approval of the application subject to draft Conditions of Approval; and

**WHEREAS**, the Town Council held a Work Session on November 12, 2025; and

**WHEREAS**, the Town Council held a Public Hearing on December 9, 2025; and

**WHEREAS**, the Town Council finds that the Application meets the criteria for approval in the Town of Warrenton Zoning Ordinance; and

**WHEREAS**, the Town Council received and considered the recommendation of the Planning Commission for approval of the current Special Use Permit based on Conditions of Approval; and

**WHEREAS**, the Town Council, in consideration of the foregoing, is of the opinion that the application for the Special Use Permit be approved subject to certain conditions.

**NOW, THEREFORE, BE IT RESOLVED** that the Warrenton Town Council on this 9<sup>th</sup> day of December 2025, that SUP 25-02 be, and is hereby, approved, subject to the Conditions of Approval dated December 9, 2025.

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**For Information:**

Community Development Director,  
Town Attorney

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



# STAFF REPORT

|                                  |                                                                                                 |
|----------------------------------|-------------------------------------------------------------------------------------------------|
| <b>Council Meeting Date:</b>     | August 12 <sup>th</sup> , 2025.                                                                 |
| <b>Agenda Title:</b>             | ARB Appointment Committee.                                                                      |
| <b>Requested Action:</b>         | Consider the appointment recommendation for the Vacant ARB Position & the request to advertise. |
| <b>Department / Agency Lead:</b> | Town Clerk                                                                                      |
| <b>Staff Lead:</b>               | Stephen Clough, CMC, Town Clerk                                                                 |

## EXECUTIVE SUMMARY

The terms of Ms. Lavarney, Mr. Hemmingson and Mr. Biedler who were previously appointed to the ARB are set to expire on December 31<sup>st</sup>, 2025. Both Mr. Hemmingson and Mr. Biedler are seeking reappointment, Ms. Lavarney is not.

At the May 13<sup>th</sup>, 2025, Regular Town Council meeting, an appointment recommendation committee was formed for a vacancy on the ARB created by Mr. John Thorsten's resignation. Mr. Hemmingson was appointed after interviews to his vacated position.

If considered for reappointment, after December 31<sup>st</sup>, 2025, there will be two vacant positions on the ARB with current applications ready for review by the Council Member representatives of the ARB appointment committee.

The Town Council appoints members to the Architectural Review Board. The Members of the Architecture Review board are appointed to four-year terms by the Town Council.

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

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

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

To appoint members of the Planning Commission and Architectural Review Board, historically the Town Council has appointed a review committee and sought applicants from the Community.

BACKGROUND

The ARB shall consist of the majority of its members being Town residents, and all shall have reasonable knowledge in /or possess a demonstrated interest in historic or architectural development in the Town and in general. In addition, the Town is a recognized Certified Local Government with the Virginia Department of Historic Resources, which has its own ARB membership requirements. This includes:

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

Architectural Review Board: Current Members-

- **Karen Lavarney**  
Term expires December 31, 2025
- **William Hemmingson**  
Term expires December 31, 2025
- **Steve Wojcik**  
Term expires December 31, 2026
- **Michael Beidler**  
Term expires December 31<sup>st</sup>, 2025

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

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

STAFF RECOMMENDATION

Consider a resolution regarding the reappointment of Mr. Hemmingson and Mr. Biedler for new four-year terms beginning January 1<sup>st</sup>, 2026.

**Service Level/Collaborative Impact**

---

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

**Policy Direction/Warrenton Plan 2040**

---

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

**Fiscal Impact**

---

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

**Legal Impact**

---

Without enough members to establish a quorum, the SARB will not be able to meet.

**ATTACHMENTS**

---

- 1.
- 2.
- 3.

**RESOLUTION APPOINTING WILLIAM R. HEMMINGSON TO THE TOWN OF WARRENTON  
ARCHITECTURAL REVIEW BOARD**

**WHEREAS**, the Town Council of the Town of Warrenton adopted a Zoning Code which sets forth in Section 3-5.3 the Town Council is to appoint persons to the Architectural Review Board; and

**WHEREAS**, the Town of Warrenton has an Architectural Review Board consisting of residents, a majority of which are located in the Historic District and within the Town of Warrenton; and

**WHEREAS**, all members of the Architectural Review Board possess a reasonable knowledge and have a demonstrated interest in historic and architectural development of the Town; and

**WHEREAS**, Mr. William R. Hemmingson presented a genuine interest in serving the Town of Warrenton by serving on the Architectural Review Board and possesses a professional background as an Architect and possesses an interest within in the field of Historic Preservation and Architectural History; and

**NOW THEREFORE, NOW BE IT RESOLVED**, that the Town Council of the Town of Warrenton this 9<sup>th</sup> day of December, 2025, appoint William r. Hemmingson to the Architectural Review Board to fill a four year term, starting January 1<sup>st</sup>, 2026, and expiring on December 31, 2030.

ATTACHMENT:     None

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**For Information:**

Town Clerk

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

**Town Recorder**



**RESOLUTION APPOINTING MICHAEL BEIDLER TO THE TOWN OF WARRENTON ARCHITECTURAL  
REVIEW BOARD**

**WHEREAS**, the Town Council of the Town of Warrenton adopted a Zoning Code which sets forth in Section 3-5.3 the Town Council is to appoint persons to the Architectural Review Board; and

**WHEREAS**, the Town of Warrenton has an Architectural Review Board consisting of residents, a majority of which are located in the Historic District and within the Town of Warrenton; and

**WHEREAS**, all members of the Architectural Review Board possess a reasonable knowledge and have a demonstrated interest in historic and architectural development of the Town; and

**WHEREAS**, Mr. Michael Beidler presented a genuine interest in serving the Town of Warrenton by serving on the Architectural Review Board and possesses a professional background as an Architect and possesses an interest within in the field of Historic Preservation and Architectural History; and

**THEREFORE, NOW BE IT RESOLVED**, that the Town Council of the Town of Warrenton this 9<sup>th</sup> day of December, 2025, appoint Michael Beidler to the Architectural Review Board to fill a four year term, starting January 1<sup>st</sup>, 2026, and expiring on December 31, 2030.

ATTACHMENT:     None

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**For Information:**

Town Clerk

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

**Town Recorder**

November 14, 2025

Karen Lavarney

Architectural Review Board

21 Main Street

Warrenton, VA 20186

Good Afternoon Karen,

As you know, I was selected in August 2025 to serve on the Town of Warrenton's Architectural Review Board (ARB). My term on the board will expire on 12/31/2025.

I am interested in continuing serving the Town in this capacity into the next term. I respectfully request consideration to be renewed as an ARB member. If you need additional information, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "William R. Hemmingson", with a long horizontal flourish extending to the right.

William (Bill) Hemmingson

Architect, LEED AP BD+C

179 Fallen Leaf Court

Warrenton, VA 20186



15 November 2025

Town Council of the Town of Warrenton  
21 Main Street  
Warrenton, Virginia 20186  
540.347.1101

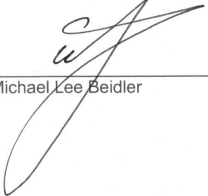
Esteemed members of the Warrenton Town Council;

As the current Vice Chairperson of the Warrenton Architectural Review Board, it has been my sincere pleasure and honor to participate on the Architectural Review Board in this esteemed position, serving the Town of Warrenton in preserving and managing the valuable historic assets we have been charged to protect and perpetuate.

As my current term is expiring shortly, I would be deeply honored, and fully committed, to continue on the Review Board for another full term should the Town Council feel it is in the best interest of the Town for me to do so.

Thank you for your consideration.

Most sincerely;

  
\_\_\_\_\_  
Michael Lee Beidler

SPRUCE HILL FARM  
8189 Lee Highway \* Warrenton, Virginia \* 20186  
202 841.6418 \* michael@troutdesign.com



Office of the Town Manager  
Frank Cassidy

## Warrenton Town Council

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

Item b.

# STAFF REPORT

|                                  |                                     |
|----------------------------------|-------------------------------------|
| <b>Council Meeting Date:</b>     | December 9 <sup>th</sup> , 2025.    |
| <b>Agenda Title:</b>             | Dominion Energy Franchise Agreement |
| <b>Requested Action:</b>         | Receive the Information             |
| <b>Department / Agency Lead:</b> | Legal                               |
| <b>Staff Lead:</b>               | Mr. Chap Petersen, Town Attorney.   |

## EXECUTIVE SUMMARY

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

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

## BACKGROUND

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

**STAFF RECOMMENDATION**

---

Consider allowing the Town Manager to sign the MOU.

**Service Level/Collaborative Impact**

---

Service Level impacts have not been reviewed for this item.

**Policy Direction/Warrenton Plan 2040**

---

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

**Fiscal Impact**

---

Fiscal Impact has not been reviewed for this item.

**Legal Impact**

---

Legal Impact has not been reviewed for this item.

**ATTACHMENTS**

---

- 1. MOU

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

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

RECITALS:

- A. On July 6, 1982, by Ordinance, the Town granted a franchise to DEV (the "Franchise") to allow DEV to ". . . acquire, construct, install, operate, maintain and use . . . poles, towers, structures, attachments, wires, cables, conduits, ductways, manholes, handholes, meters, appliances and other equipment necessary or useful in the distribution or sale of electricity" in the streets, alleys, and public places of the Town, all as more particularly described in the Franchise.
- B. Through a series of initiatives, the Commonwealth of Virginia (the "Commonwealth") has prioritized extending high-quality broadband communications networks throughout Virginia to achieve universal access to high-speed internet within Virginia.
- C. In 2019, the Commonwealth established a program to promote collaboration between localities, electric utilities, and internet service providers to connect unserved areas to high-speed internet.
- D. DEV participated in the program and has been cooperating with the Commonwealth's initiative by obtaining rights to add broadband lines within its existing rights-of-way to help expand broadband facilities using DEV's existing infrastructure for the distribution of electricity.

- E. DEV is continuing to expand the installation of broadband facilities within its rights-of-way to help the Commonwealth meet its goal of universal access to high-speed internet within the Commonwealth.
- F. Consistent with this objective, DEV desires to install broadband facilities within a portion of the Franchise that it has with the Town (the “Broadband Areas”), and the Town desires to permit DEV to do this.

#### AGREEMENT:

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

1. The foregoing recitals are hereby incorporated by reference.
2. The rights granted to DEV in the Franchise to “. . . acquire, construct, install, operate, maintain and use . . . poles, towers, structures, attachments, wires, cables, conduits, ductways, manholes, handholes, meters, appliances and other equipment necessary or useful in the distribution or sale of electricity” shall be understood by DEV and the Town to include, within the Broadband Areas of the Franchise, the rights to:
  - 2.1 Attach, operate, and maintain, additional cables, including but not limited to fiber optic cables, wires, attachments, and other transmission facilities as DEV may from time to time deem advisable, and all equipment, accessories and appurtenances desirable in connection therewith (the “Broadband Facilities”), including the right to increase or decrease the number of wires, all for the purpose of transmitting voice, text, data, internet services, and other communications services, including the wires and attachments of third parties (the “Communication Rights”);
  - 2.2 Lease or license the right to transmit signals, data, or other communications through such Broadband Facilities, in whole or in part to third parties as may be useful or practical, including the rights to transmit third party data and the right to lease or license surplus communications capacity to third parties through such Broadband Facilities; and



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

3. All other terms and conditions of the Franchise are hereby ratified and affirmed.
4. This Memorandum will terminate once the Town and DEV enter and sign a new Franchise Agreement that includes broadband language as noted in this document.

**- Remainder of Page Intentionally Left Blank -**

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

Town:

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

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

Its: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Town Attorney

DEV:

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

By: \_\_\_\_\_  
Ellen Jackson  
Manager-Electric Distribution Design

November 12<sup>th</sup>, 2025  
Town Council  
Regular Meeting  
Res. No.

**A RESOLUTION AUTHORIZING THE ACTING TOWN MANAGER TO EXEUCTE A MEMORANDUM OF UNDERSTANDING WITH DOMINION ENERGY VIRGINIA**

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

**WHEREAS**, Virginia Electric and Power Company is a Virginia public service corporation doing business in Virginia as Dominion Energy Virginia ("DEV"); and

**WHEREAS**, DEV holds a franchise granted by the Town to acquire construct, install, operate, maintain and use structures and equipment in the streets, alleys, and public places of the Town; and

**WHEREAS**, the Commonwealth of Virginia has prioritized extending high quality broadband communications networks throughout Virginia and DEV is supporting this initiative by adding broadband lines within the existing rights of way; and

**WHEREAS**, the Town and DEV have negotiated and drafted a Memorandum of Understanding ("MOU") setting forth the terms and conditions for additional cables in support of this initiative in the existing right of way; and

**WHEREAS**, the Town Council has reviewed the terms and conditions of the proposed MOU; and

**WHEREAS**, it is necessary and desirable for the Town Council to formally authorize the Acting Town Manager to finalize and execute the MOU with DEV.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Warrenton, Virginia this 9<sup>th</sup> day of December 2025, that the Acting Town Manager is hereby authorized to execute the Memorandum of Understanding between the Town of Warrenton and DEV as to Communications Facilities with Dominion Energy Virginia's Franchise Agreement.

**BE IT FURTHER RESOLVED**, that this resolution shall take effect upon its adoption.

ATTACHMENT: None

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**For Information:**

Town Manager

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



Office of the Town Manager  
Frank Cassidy

## Warrenton Town Council

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

Item c.

# STAFF REPORT

|                                  |                                                                |
|----------------------------------|----------------------------------------------------------------|
| <b>Council Meeting Date:</b>     | December 9, 2025                                               |
| <b>Agenda Title:</b>             | VDOT SGR FUNDS (Alexandria Pike, Falmouth Street, Main Street) |
| <b>Requested Action:</b>         | Approve the Resolution & VDOT Agreement                        |
| <b>Department / Agency Lead:</b> | Public Works                                                   |
| <b>Staff Lead:</b>               | Michael Wharton, Project Coordinator                           |

## EXECUTIVE SUMMARY

On September 10, 2024, the Town Council approved \$628,659 from the VDOT State of Good Repair funds for paving Alexandria Pike, Main Street, and Falmouth Street. On November 18, 2025, VDOT awarded the Town an additional \$115,712 of VDOT State of Good Repair Funds for the resurfacing of the following sections of roadways within Town limits:

- Falmouth Street from Falmouth Court to Main Street
- Main Street from Falmouth Street to Alexandria Pike
- Alexandria Pike from Main Street to Old Alexandria Pike

VDOT requires a resolution and a signed agreement for the local jurisdiction to move forward with the projects. The resolution and agreement are standard procedure for VDOT on these projects. Once the resolution is passed and the agreement is signed and returned to VDOT, VDOT will obtain all necessary signatures from the appropriate VDOT personnel to be executed.

The projects are placed on VDOT calendar to be completed within six years of authorization.

## BACKGROUND

The Town applied for State of Good Repair projects in October 2023. This project was submitted as part of the continuing resurfacing projects within Town limits based upon the conditions of roadways and the availability of funds through VDOT. The Town was awarded these projects on July 31, 2024.

## STAFF RECOMMENDATION

Staff recommend that the Council adopt the attached resolution to appropriate the SGR funds.

### Service Level/Policy Impact

None

**Fiscal Impact**

No impact, the project is fully funded by VDOT.

**Legal Impact**

None

**ATTACHMENTS**

---

1. UPC 125617 Appendix A, revised
2. A Resolution to Amend the Fiscal Year 2026 Adopted Budget to Appropriate Virginia Department of Transportation Grant Funding in the Amount of \$115,712 to Fund Resurfacing of Roadways within Town Limits

## Appendix A - Locally Administered

Version: Revision 1

Prepared Date: 11/18/2025

## Project Details

UPC: 125617

State Project #: 0015-156-333

CFDA #: 20.205

Locality UEI #: CV82QQPKJWJ9

Locality: Town of Warrenton

Address: 21 Main St., Warrenton, VA 20186-3419

Work Description: #SGR25LP - RTE 15 BUSINESS SGR PAVING - TOWN OF WARRENTON FKEY3881

Project Location  
(Zip +4) 20186-2808

## Project Points of Contact

## Locality Project Manager

Name: Michael Wharton

Phone: 540-714-9234

Email: [MWHARTON@WARRENTONVA.GOV](mailto:MWHARTON@WARRENTONVA.GOV)

## VDOT Project Coordinator

Name: John Price

Phone: 540-347-6371

Email: [John.Price@VDOT.Virginia.gov](mailto:John.Price@VDOT.Virginia.gov)

## Project Estimates

|                                              | Preliminary<br>Engineering | Right of Way and<br>Utilities | Construction | Total     |
|----------------------------------------------|----------------------------|-------------------------------|--------------|-----------|
| Estimated Locality Project Expenses          | \$0                        | \$0                           | \$745,815    | \$745,815 |
| Estimated VDOT Project Oversight             | \$0                        | \$0                           | \$19,000     | \$19,000  |
| Estimated VDOT Project Services (Appendix C) | \$0                        | \$0                           | \$0          | \$0       |
| Estimated Total Project Costs                | \$0                        | \$0                           | \$764,815    | \$764,815 |

## Project Financing

| Allocated Funds Type  | Allocated Funds<br>Amount | Local %<br>Participation | Local Share Total | Max Reimbursement<br>to Locality | Total Estimated<br>Reimbursement to Locality |
|-----------------------|---------------------------|--------------------------|-------------------|----------------------------------|----------------------------------------------|
| SGR Paving            | \$744,371                 | 0%                       | \$0               | \$744,371                        |                                              |
| Local Funds           | \$20,444                  | 100%                     | \$20,444          | \$0                              |                                              |
| <b>Funding Totals</b> | <b>\$764,815</b>          |                          | <b>\$20,444</b>   | <b>\$744,371</b>                 | <b>\$725,371</b>                             |

Note - The funds order is not indicative of the actual spend order of funds on the project.

This Appendix A supersedes all previous versions signed by VDOT and the LOCALITY for the Project.

Authorized Locality Official

Date

Authorized VDOT Official

Date

Title of Locality Official

Title of VDOT Official

This attachment is certified and made an official attachment to this document by the Parties to this Agreement.



December 9, 2025  
Town Council  
Regular Meeting  
RES-xx-xx-xx

**A RESOLUTION TO AMEND THE FISCAL YEAR 2026 ADOPTED BUDGET TO APPROPRIATE VIRGINIA  
DEPARTMENT OF TRANSPORTATION GRANT FUNDING IN THE AMOUNT OF \$115,712 TO FUND  
RESURFACING OF ROADWAYS WITHIN TOWN LIMITS**

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

**WHEREAS**, on June 10, 2025, the Town Council adopted the Town of Warrenton Fiscal Year 2026 Budget; and

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

**WHEREAS**, the Town has been approved by the Department of Transportation to receive an additional \$115,712 of State of Good Repair funds for the resurfacing of Alexandria Pike from Main Street to John E. Mann, Falmouth Street from Falmouth Court to Main Street, and Main Street from Falmouth Street to Alexandria Pike; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Warrenton Town Council Hereby amends the Fiscal Year 2026 Adopted Budget to appropriate \$115,712 of grant revenue to implement the resurfacing of roadways within Town limits and grants authority for the Town Manager to execute project administration agreements for this approved State of Good Repair projects.

**Votes:**

**Ayes:**

**Nays:**

**Absent from Meeting:**

**For Information:**

Project Coordinator

Budget Manager

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



Office of the Town Manager  
Frank Cassidy

## Warrenton Town Council

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

Item d.

# STAFF REPORT

|                                  |                                              |
|----------------------------------|----------------------------------------------|
| <b>Council Meeting Date:</b>     | December 9, 2025                             |
| <b>Agenda Title:</b>             | Salt Shed MOA with County                    |
| <b>Requested Action:</b>         | Receive the Information                      |
| <b>Department / Agency Lead:</b> | PW – Facilities Management                   |
| <b>Staff Lead:</b>               | Johnny Switzer, Fleet and Facilities Manager |

## EXECUTIVE SUMMARY

The Public Works Salt Storage Facility Replacement Project is currently in Phase 2 (Design). Significant progress has been made, including securing the new site at the Fauquier County Landfill and completing the 15% design milestone. However, the project's ability to proceed with detailed design and procurement is entirely dependent on securing two external clearances: the execution of a Memorandum of Agreement (MOA) with Fauquier County and the issuance of a Special Exception Permit. Given the functional urgency caused by the severe deterioration of the existing facility, expediting these authorizations is the immediate priority to prevent a failure of core winter service operations.

## BACKGROUND

The existing salt storage structure is the municipality's sole repository for road salt and is in a state of advanced deterioration and functional inadequacy. The initial two years of work (Phase 1: Discovery) documented this poor condition, providing the necessary justification for replacement. This necessity led to the project's formal approval and inclusion in the Fiscal Year 2025 (FY25) Capital Improvement Plan (CIP). Replacement is urgently required to ensure resilience in critical infrastructure and maintain mandated service levels for winter road safety.

**Current Status (Phase 2: Design)**

The project has successfully transitioned from conceptual justification to active design, establishing the technical foundation for the new facility.

| Milestone              | Status    | Completion Date | Details                                                                          |
|------------------------|-----------|-----------------|----------------------------------------------------------------------------------|
| Capital Approval (CIP) | Completed | FY25 CIP Cycle  | Project formally included in the Capital Improvement Plan.                       |
| Site Secured           | Completed | N/A             | New facility location identified and secured at the Fauquier County Landfill.    |
| 15% Design Milestone   | Completed | 10/13/25        | Design foundation established, defining key functional and spatial requirements. |

**STAFF RECOMMENDATION**

Staff recommends Council approve the resolution authorizing the Acting Town Manager to work with the County Administrator to execute an MOA for the Salt Storage Facility.

**Service Level/Collaborative Impact**

**Service Level Impact:** The project directly impacts the department's ability to meet minimum service levels for winter maintenance. The new facility will ensure sufficient, uncontaminated salt storage capacity, guaranteeing uninterrupted road safety operations during severe weather events. The deterioration of the existing structure poses an unacceptable risk of functional failure, which would severely impair winter service delivery.

**Collaborative Impact:** The selected site necessitates inter-jurisdictional collaboration with Fauquier County. Successfully executing the MOU will establish a positive precedent for future shared resource utilization and regional cooperation on critical infrastructure projects.

## Policy Direction/Warrenton Plan 2040

---

This project aligns directly with the core tenets of the Warrenton Plan 2040, specifically relating to **Infrastructure Resilience** and **Fiscal Responsibility**. Replacing a functionally failing, legacy structure with a modern, centrally located facility ensures continuity of essential public services and prevents the much higher costs associated with emergency infrastructure failure or environmental remediation.

## Legal & Fiscal Impact

---

### Legal Impact:

1. **MOA:** The Inter-Governmental Agreement (MOA) legally defines the terms of access, construction, use, and maintenance of the new facility on Fauquier County property. The timely execution of this document is a prerequisite for commencing construction.
2. **Permitting:** The Special Exception Permit is a required regulatory clearance for the specified land use (salt storage) on the landfill property. Failure to obtain this permit will halt the project and require a complete site redesign and relocation.

### Fiscal Impact:

1. **Funding Secured:** The project is formally included and funded in the FY25 CIP. Costs are managed within the approved Capital Budget.
2. **Risk Mitigation:** Expediting the project mitigates the fiscal risk associated with the current structure, which includes emergency repairs, loss of stored materials due to exposure, and potential liability from operational failure.
3. **Future Design Costs:** Delays in securing the site approvals will lead to increased design costs, as the current 15% design documents will require costly updates if site conditions or regulatory requirements change over time.

## ATTACHMENTS

---

1. Draft MOA Between Warrenton and Fauquier County
2. Resolution Authorizing the Acting TM to work with Fauquier County

November 12<sup>th</sup>, 2025  
 Town Council  
 Regular Meeting  
 Res. No.

**A RESOLUTION AUTHORIZING EXECUTION OF MEMORANDUM OF AGREEMENT WITH FAUQUIER COUNTY  
 FOR SALT STORAGE FACILITY**

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

**WHEREAS**, the Town and the County share resources and utilities for public benefit; and

**WHEREAS**, the Town desires to construct a Salt Storage Facility on a portion of the Fauquier County Landfill property, located at 6438 College St., Warrenton, VA 20187, to store compounds (generally salts) required for the execution of its duties; and

**WHEREAS**, the Town will be solely responsible for financing and funding the construction of the Salt Storage Facility, and the life span of the facility is estimated to be twenty-five (25) years; and

**WHEREAS**, the Town and the County have negotiated and drafted a Memorandum of Agreement ("MOA") setting forth the terms and conditions for the construction, access, maintenance, and shared use of the Salt Storage Facility; and

**WHEREAS**, the Town Council has reviewed the terms and conditions of the proposed MOA, including provisions regarding the twenty-five (25) year term, financing, construction responsibilities, access control, maintenance, insurance, and termination, as attached to this Resolution; and

**WHEREAS**, it is necessary and desirable for the Town Council to formally authorize the Acting Town Manager to finalize and execute the MOA with the Fauquier County Administrator.

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

**Authorization:** The Acting Town Manager is hereby authorized and directed to work in conjunction with the Fauquier County Administrator to finalize the terms and execute the Memorandum of Agreement between the Town of Warrenton and Fauquier County regarding the Salt Storage Facility at the Fauquier County Landfill, in substantially the form presented to the Town Council, and attached hereto, with such non-material changes as the Acting Town Manager shall deem necessary or appropriate to carry out the intent of this Resolution.

**Execution and Implementation:** The Acting Town Manager is further authorized to take all necessary actions to implement the terms of the MOA, including, but not limited to, overseeing the construction, ensuring compliance with all responsibilities outlined in the MOA, and facilitating the necessary communications and cooperation with the County and its staff.

**BE IT FURTHER RESOLVED, that this resolution shall take effect upon its adoption.**

ATTACHMENT: None

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**For Information:**

Town Manager

Fleet & Facilities Manager

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

**Town Recorder**



**SALT SHED – FAUQUIER COUNTY LANDFILL  
MEMORANDUM OF AGREEMENT BETWEEN THE TOWN  
OF WARRENTON AND FAUQUIER COUNTY**

THIS MEMORANDUM OF AGREEMENT ("MOA") is entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2025 between the Town of Warrenton, VA ("Town") and Fauquier County ("County"), each a "Party" to this MOA and collectively the "Parties."

**WHEREAS**, the Town is a municipal corporation established by charter by the General Assembly of Virginia, whose principal place of address is 21 Main Street, Warrenton, VA 20186.

**WHEREAS**, the Town is located within Fauquier County, a county and political subdivision of the Commonwealth of Virginia.

**WHEREAS**, the Town and the County share various resources and utilities by agreement and understanding established between the two public entities throughout the years;

**WHEREAS**, the County possesses and controls, for public benefit, certain property generally located at 6438 College St., Warrenton, VA 20187, that is used as a landfill for the purposes of being a depository for rubbish and other refuse for the residents of Fauquier County, the Town of Warrenton, and the public at large (the "Fauquier County Landfill");

**WHEREAS**, it is the desire of the Town to construct a structure ("Salt Storage Facility") on the Fauquier County Landfill for the storage and usage of particular compounds (generally salts) which it is required to use in the execution of its duties to its residents;



**WHEREAS**, the County desires to use the Salt Shed upon construction for similar purposes, and share usage of the Salt Storage Facility with the Town;

**WHEREAS**, the Parties understand that the Town will be the party mainly providing the salts for storage and usage in the Salt Shed, and the consumption and usage of such salt by the County shall be based on an agreed cost-consumption agreement between the Parties;

**WHEREAS**, the construction of the Salt Storage Facility will be entirely financed by the Town; and

**WHEREAS**, the life-span of the Salt Storage Facility is estimated to be twenty-five (25) years upon completion of the structure;

**WHEREAS**, a description and depiction of the proposed Salt Storage Facility and its location in the Fauquier County Landfill is set out in a site plan (“Site Plan”), attached as “Attachment A” to this MOA;

**NOW THEREFORE, PARTIES AGREE AS FOLLOWS:**

1. **Introduction:** This MOA serves as a long-term agreement between the Parties, whereby the Town will construct a Salt Storage Facility on a portion of the Fauquier County Landfill property not to exceed 6.0 acres, to be used as a Salt Storage Facility by both Parties – which shall be the agreed purposes and function of the Salt Storage Facility for the means of interpretation of this MOA. Given the circumstances concerning the Town’s investment in this construction of the Salt Storage Facility, it is agreed between the Parties that the County will not unreasonably compromise, negate, deny, or otherwise frustrate the Town’s use of the Salt Storage Facility during the duration of the term of this MOA.
2. **Term:** The term of this MOA will run from the execution of this MOA until twenty-five (25) years after the day that the Salt Storage Facility begins being used by either of the Parties.
3. **Construction:** The County shall work in conjunction with the Town to facilitate the construction of the Salt Storage Facility, including the review and issuance of building and zoning permits provided that such issuance is in compliance with all applicable laws and ordinances, as well as promptly notifying the Town of any issue or concern regarding the Salt Storage Facility’s construction as it relates to federal, state, and local law. The County agrees not to unduly delay the construction of the Salt Storage Facility. The Town will be responsible for obtaining any permits from the Virginia Department of Environmental Quality (DEQ) necessary for the use of the Salt Storage Facility as depicted on the Site Plan. The Town’s responsibilities are not to be construed to be an assignment or assumption

of any other responsibilities Fauquier County owes to DEQ.

4. **Finance of the Construction:** The Parties understand and agree that the Town will finance and fund the construction of the Salt Storage Facility, and that all costs associated with the construction will be the sole burden of the Town, notwithstanding any costs that directly arise from the County's undue delays to the construction of the structure.
5. **Access Control:** The Parties will grant equal access to each other of the Salt Storage Facility as a shared space for the purposes of storing salts. Access will also be granted, and otherwise unimpeded by the Parties. Any reasonable and legal requirement for access to the Salt Storage Facility to be obstructed by either Party shall be submitted to the other Party at least fourteen (14) business days prior to access needed. The Parties shall supply a list of all approved employees who may have access to the Salt Storage Facility. The County will grant access to all Sheriff's Office and Fire Rescue System personnel on request. Any Sheriff's Office or Fire Rescue System request shall be processed through the Sheriff or Fire Chief, respectively.
6. **Maintenance and Repair:** The Town shall be responsible for all routine maintenance and repair of the Salt Storage Facility throughout the term of this MOA. The County shall be responsible for the maintenance and repair of any damage to the Salt Storage Facility caused by its use of the spaces. This will include maintaining appropriate insurance for the Salt Storage Facility naming the Town as an insured party.
7. **Insurance:** The Town and the County shall maintain general liability insurance and property insurance in amounts satisfactory to the Parties, naming the other Party as an additional insured party.
8. **Termination and Renewal:** This MOA may be terminated only upon written agreement between the Parties, by a non-breaching Party in the event the other Party materially breaches this MOA. A material breach will be construed as an act or omission that frustrates the purpose of this MOA or the access or usage of the Salt Storage Facility by either Party. Where loss or damage due to the result of a material breach, the non-breaching Party may recover reasonable damages directly arising from that breach, with such damages not to exceed the actual costs of construction of the Salt Storage Facility. This MOA may be renewed for additional terms upon the mutual agreement of the Parties – and insofar as can reasonably be expected of the lifespan of the Salt Storage Facility.
9. **Amendments:** Any modifications to this MOA must be expressly agreed to in writing and signed by an authorized representative of each Party.

10. **Access Requirements.** The Town agrees to the following access requirements in connection with the Salt Storage Facility:
  - 10.1. Unless otherwise agreed to by the Parties, the Town and its agents and employees will use the entrance and accessways, and follow the traffic patterns, as shown on the Site Plan.
  - 10.2. The Town will pave, or cause to be paved, the access roads labeled with “Asphalt Paving” on the Site Plan.
  - 10.3. The Town will approve the sight distance to the west of the entrance to the Salt Storage Facility as may reasonably be required by the County.
  - 10.4. Unless otherwise agreed to by the Parties, all loading and unloading of trucks will occur inside the Salt Storage Facility.
11. **Runoff.** The Town will collect any liquids and/or water from the interior of the Salt Storage Facility in a storage tank and shall have it disposed of in a manner consistent with applicable regulations on a regular basis.
12. **Application of Salt.** The Town agrees to apply salt to the paved areas upon the Fauquier County Landfill in accordance with the Town’s standard practices for application of salt in connection with weather events with respect to the Town’s roads.
13. **Entire Agreement:** This MOA constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior or contemporaneous agreements, representations, and understandings, whether written or oral.
14. **Governing Law:** This MOA shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia.
15. **Notices:** Notices required hereunder shall be valid upon receipt when delivered by hand or by First Class US Mail, certified, return receipt requested, addressed as follows:
  - 15.1. If to Town:  
Town Manager  
21 Main Street  
Warrenton, Virginia 20186
  - 15.2. If to County:  
Janelle J. Downes, County Administrator  
10 Hotel Street  
Warrenton, Virginia 20186

**IN WITNESS WHEREOF**, the Parties have made and executed this Agreement to be effective, as of the day and year first above written.

APPROVED AS TO FORM  
AND LEGALITY:

\_\_\_\_\_  
Town Attorney

TOWN OF WARRENTON,  
VIRGINIA, a Virginia municipal  
corporation.

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

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

APPROVED AS TO FORM:

\_\_\_\_\_  
County Attorney

FAUQUIER COUNTY, VIRGINIA

By: \_\_\_\_\_  
County Administrator