



Town Council Meeting Agenda

August 14, 2025 at 6:00 PM

Council Chambers - 78 Belle Ville Lane

www.townofwarsaw.com

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Consent Agenda**
 - [a.](#) Agenda
 - [b.](#) Minutes – July 2025, Special Called Meeting 7/22/2025
 - [c.](#) Financial Report – July 2025
4. **Public Hearing**
 - [a.](#) Conditional Use Permit Application by Midtowne, L.L.C. to allow for a mixed-use development of Limited Commercial and Multi-Family Dwellings at Tax Map 16A1(5)A.
 - [b.](#) Conditional Use Permit Application by Packett Rentals, L.L.C., to allow for the proposed development of 2 (two) multi-family dwelling units totaling forty-eight apartments on Tax Map 16A4(A) Parcel 71.
 - [c.](#) Consideration of a request of Warsaw L.L.C. to amend their previously approved General Development Plan and Rezoning Application, Phase I, for the proposed Rhodes Place and Broadus Creek Subdivision lying between Wallace Street, Route 360, and Route 3 or Tax Map Parcels 16A4(A)48, 16A4(A)59, 16A4(6)10, 16A4(A)77, 16A4(A)79, 16A4(A)80. The proposed modification consists of a reduction in overall density by sixty-six residential units, specifically removing all planned apartment units and replacing them with additional single-family dwellings.
 - [d.](#) Conditional Use Permit Application by J.D.R. Properties to allow for a proposed Gas Station and Convenience Store on Tax Map Parcel No. 17- 33G located at the corner of Community Park Drive and the Route 3 Bypass Road.
5. **Public Comment**
6. **Reports**
 - [a.](#) Mayor's Report
 - [b.](#) Town Manager's Report
 - [c.](#) Police Chief's Report
 - [d.](#) Director of Public Works Report
 - [e.](#) Council Committee Reports
 - [f.](#) Planning Commission Report
 - [g.](#) Northern Neck Regional Jail Report
7. **Old Business**

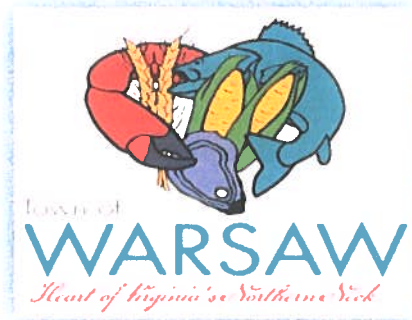
- a.** Reports
 - i. 74 Main Street
 - ii. Well Replacement Project
 - iii. DHCD Housing Project

8. New Business

- a.** Water and Sewer Connection Fee Waiver Request – Gregory Packett – Revere Station
- b.** Zoning/Subdivision/DMO Ordinance Update - RFP Consideration – Schedule Ordinance Committee Meeting

9. Council Members - Closing Comments

10. Adjournment



Town Council Agenda

August 14th, 2025 – 6:00 P.M.

1. Call to Order
2. Pledge of Allegiance
3. Approval of Consent Agenda
 - a. Agenda
 - b. Minutes – July 2025, Special Called Meeting 7/22/2025
 - c. Financial Report – July 2025
4. Joint Public Hearings – *Action Anticipated*
 - a. Conditional Use Permit Application by Midtowne, L.L.C. to allow for a mixed-use development of Limited Commercial and Multi-Family Dwellings at Tax Map 16A1(5)A.
 - b. Conditional Use Permit Application by Packett Rentals, L.L.C., to allow for the proposed development of 2 (two) multi-family dwelling units totaling forty-eight apartments on Tax Map 16A4(A) Parcel 71.
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 - d. Conditional Use Permit Application by J.D.R. Properties to allow for a proposed Gas Station and Convenience Store on Tax Map Parcel No. 17- 33G located at the corner of Community Park Drive and the Route 3 Bypass Road.
5. Public Comment
6. Reports
 - a. Mayor's Report
 - b. Town Manager's Report
 - c. Police Chief's Report

- d. Director of Public Works Report
 - e. Council Committee Reports
 - f. Planning Commission Report
 - g. Northern Neck Regional Jail Report
7. Old Business
- a. Project Updates
 - i. 74 Main Street
 - ii. Well Replacement Project
 - iii. DHCD Housing Project
8. New Business
- a. Water and Sewer Connection Fee Waiver Request - Gregory Packett - Revere Station
 - b. Zoning/Subdivision/DMO Ordinance Update - RFP Consideration - Schedule Ordinance Committee Meeting
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MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING
JULY 10, 2025 – 6:00 P.M.

The Warsaw Town Council held its regular meeting and a joint public hearing with the Warsaw Planning Commission on Thursday, July 10, 2025, at 6:00 p.m. in Council Chambers at 78 Belle Ville Lane, Warsaw, VA. Council Members Present: Mayor Randall L. Phelps, Vice-Mayor Paul G. Yackel, Mary Beth Bryant, Jonathan English, Rebecca Hubert, Daphne Palmore, and Ralph Self. Councilmembers absent: Bobby Walters. Planning Commission Members Present: Chairwoman Molly Barbee, Vice-Chairwoman Regis Slaw, Town Council Liaison Daphne Palmore, Carey Allen, and Ogle Forrest. Planning Commission Members Absent: Chris Evans and Belinda Reynolds.

Town staff present: Town Manager Joseph Quesenberry, Chief of Police Sean Peterson, Director of Public Works Jesse Schools, and Lieutenant Barry Radden.

Also present: There was approximately one other person present in the Council Chambers.

CALL TO ORDER

Mayor Phelps called the meeting to order at 6:00 p.m. and then led the Pledge of Allegiance.

APPROVAL OF CONSENT AGENDA:

Councilman Self moved to amend the consent agenda to add the business item Northern Neck Regional Jail budget amendment. The motion was seconded by Councilwoman Bryant and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Rebecca Hubert	Aye	Daphne Palmore	Aye
Ralph Self	Aye		

JOINT PUBLIC HEARING – Conditional Use Permit Application by Midtowne, LLC

Mayor Phelps opened the joint public hearing by turning the floor over to Ms. Barbee, chairwoman of the Planning Commission, who then opened the Planning Commission meeting. During the joint hearing, Mayor Phelps stated that this is technically a new application by Midtowne, L.L.C. With the Midtowne properties that Mr. Packett built several years ago, the CUP governing the property has expired. The developer would like to finish building the buildout in the front portion of the parcel. To be in compliance, the CUP needs to be reapproved. There are no changes to the project.

At this point of the meeting, Vice-Mayor Yackel raised a point of order stating that public hearing dates were to be set by the Town Council and this one was not. After discussion and review of

the previous month’s minutes, it was decided to postpone the public hearing until next month’s meeting. To schedule the public hearing for next month, the agenda would need to be amended.

Councilwoman Palmore moved to amend the consent agenda to add the item under new business to schedule a public hearing for the Conditional Use Permit. The motion was seconded by Councilman English and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Rebecca Hubert	Aye	Daphne Palmore	Aye
Ralph Self	Aye		

Mayor Phelps closed the joint public hearing, and Planning Commission members were able to leave if so desired.

PUBLIC COMMENT

Mayor Phelps opened the floor for public comments.

Gregory Packett, 16207 Tidewater Trail, Tappahannock, VA, spoke to the Town Council and stated that he had additional properties that will require a public hearing at next month’s meeting. He asked if the public hearing dates would be set at tonight’s meeting for next month to keep those projects moving.

Mayor Phelps responded that the Town Council cannot schedule a public hearing for a topic on which it has not been briefed. Mayor Phelps recommended that Mr. Quesenberry review the information that has been provided to the Town Office, and if public hearings are needed, a special-called meeting can be scheduled.

Molly Barbee, 587 Hamilton Blvd, Warsaw, VA, spoke to the Town Council expressing her gratitude to the Town and the Northern Neck Planning District Commission for the DHCD Housing project. The rehabilitation of her home is beyond anything she could have imagined. It was a once-in-a-lifetime opportunity. Her project is almost complete, but there is an overwhelming amount of appreciation for all the Town did on this project.

REPORTS

MAYOR'S REPORT: Mayor Phelps deferred his comments to save for later throughout the meeting.

TOWN MANAGER'S REPORT:

Mr. Quesenberry presented his report to the Town Council. The Town Manager’s report reviewed the mural project, economic development update, community market update, Main St. property damage, RFP – Zoning Ordinance, and upcoming events.

A copy of the Town Manager’s report has been attached to these minutes as Attachment 1.

POLICE REPORT:

A copy of the monthly police report was included in the Town Council packet and is attached to these minutes as Attachment 2. Chief Peterson stated that the Warsaw Police Department was on site for the fireworks celebration in Town, and the event went well. The final refresh of the PD was adding graphics to the vehicles. It was a team effort to design and apply them, and Chief Peterson said they look exceptional, and he has received numerous compliments. Chief Peterson stated Warsaw PD was awarded a competitive grant for equipment. This grant will cover 75% of the cost of the equipment. Chief Peterson applied for handheld radios, portable radios, and in-car camera systems to be used with the grant proceeds.

PUBLIC WORKS REPORT:

Mr. Schools presented his report, which was included in the Town Council packet. A copy of the report is attached to these minutes as Attachment 3.

COUNCIL COMMITTEE REPORT:

No committees met during this time.

PLANNING COMMISSION: The Planning Commission did not meet.

NORTHERN NECK REGIONAL JAIL REPORT: The population report was provided in the Town Council packet. Vice-Mayor Yackel presented the budget amendment request from the Northern Neck Regional Jail. A copy of the budget amendment request has been attached to these minutes as Attachment 4.

Vice-Mayor Yackel moved to approve the Northern Neck Regional Jail budget amendment request as presented. The motion was seconded by Councilman Self and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Abstain
Rebecca Hubert	Aye	Daphne Palmore	Aye
Ralph Self	Aye		

OLD BUSINESS

PROJECTS UPDATE:

74 Main Street: Mr. Quesenberry stated Dominion is still working to bring service to the building. The contractor has informed Mr. Quesenberry that he has completed what he can until the electrical service upgrade has been completed. **Well Replacement Project:** Mr. Quesenberry reported a call has been scheduled with the Virginia Department of Health about potential loan

and/or grant funding opportunities. **DHCD Housing Project:** Mr. Quesenberry reported that the project is still on the second house for renovation.

WARSAW DEVELOPMENT MANAGEMENT ORDINANCE – WORK ORDER PROPOSAL & DISCUSSION:

Mr. Quesenberry reviewed this topic under his report but reiterated that the RFP is online and he hopes to have proposals to the Town Council to review soon.

NEW BUSINESS:

CONDITIONAL USE PERMIT APPLICATION BY MIDTOWNE, L.L.C. TO ALLOW FOR MIXED-USE DEVELOPMENT OF LIMITED COMMERCIAL AND MULTI-FAMILY DWELLINGS AT TAX MAP 16A4(A)71

Mayor Phelps stated this item has been tabled at this time.

ADOPTION OF THE TOWN OF WARSAW FREEDOM OF INFORMATION ACT (FOIA) POLICY

The Town Manager informed the Town Council that the proposed policy was drafted by the Town Attorney’s, Sands Anderson. Sands Anderson highly recommends that the Town have a FOIA policy in place.

Councilman Self moved to approve the FOIA policy as presented. The motion was seconded by Councilman English and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Rebecca Hubert	Aye	Daphne Palmore	Aye
Ralph Self	Aye		

VEHICLE LOAN AUTHORIZATION – POLICE VEHICLE AND PUBLIC WORKS VEHICLE – C&F BANK

Mr. Quesenberry is seeking authorization from the Town Council to enter into two loan agreements with C&F Bank for the purchase of a Public Works truck and a Police vehicle, and all pertinent equipment. The loan amount for the Public Works truck would be \$45,000. The loan amount for the Police vehicle plus equipment purchase would be \$70,000. The total amount of the loans combined is \$115,000. Mr. Quesenberry outlined that the Town did follow necessary procurement procedures. USDA stated that before obtaining financing through them, the Town must obtain three private sector quotes. Of the three quotes obtained, C&F Bank was the lowest at 4.5% interest over 5 years and secured by a CD held at C&F Bank. Mayor Phelps confirmed that bids from other institutions were received. Mr. Quesenberry confirmed that a bid from Atlantic Union Bank and Blue Ridge Bank was also received.

Councilman English moved to approve the loan requests as outlined above and authorize the Town Manager or Treasurer to execute the loan documents. The motion was seconded by Councilwoman Palmore and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Rebecca Hubert	Abstain	Daphne Palmore	Aye
Ralph Self	Aye		

CONDITIONAL USE PERMIT APPLICATION BY MIDTOWNE, L.L.C. TO ALLOW FOR MIXED-USE DEVELOPMENT OF LIMITED COMMERCIAL AND MULTI-FAMILY DWELLINGS AT TAX MAP 16A4(A)71 – SCHEDULE PUBLIC HEARING DATE

Vice-Mayor Yackel moved to schedule a public hearing for a conditional use permit application by Midtowne, L.L.C. for tax map 16A4(A)71 at the next regular meeting scheduled for August 14, 2025, at 6:00 pm. The motion was seconded by Councilman Self and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Rebecca Hubert	Aye	Daphne Palmore	Aye
Ralph Self	Aye		

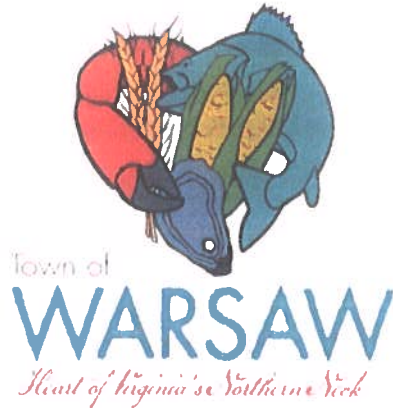
CLOSING COMMENTS:

- Councilwoman Palmore is pleased to hear good things from Ms. Barbee with the housing project and is excited to see the mural project come to life. She is looking forward to seeing the Warsaw banner back across Main Street and having the fair in town.
- Councilwoman Hubert also expressed how great it was to hear Ms. Barbee’s testimony about the housing project. She is hearing others in town talk about our town’s events and how great they are, which is something to be proud of.
- Councilwoman Bryant congratulated Ms. Barbee. She feels like the Town is doing a good job, and she is proud to live in the Town.
- Councilman Self said that there was a great crowd for the 4th Friday’s concert series. It was a great band and a great evening. The concert nights are a great event, and he encourages everyone to attend.
- Councilman English congratulated Ms. Barbee. He went on to thank the PD for helping at the events. He appreciates the professionalism of our police department.
- Vice-Mayor Yackel agrees with what the other councilmembers have said tonight. He wanted to also apologize for raising his point of order with the public hearing, but other counties are having problems currently with things that weren’t done procedurally.
- Mayor Phelps congratulated Ms. Barbee and thanked her for her participation in the Town.

There being no further business, Mayor Phelps adjourned the meeting.


Submitted by: Julia Blackley- Rice, Clerk


Submitted by: Joseph Quesenberry, Town Manager



MEMORANDUM

TO: Warsaw Town Council

FROM: Joseph N. Quesenberry, Town Manager

DATE: 07/10/2025

RE: Town Manager's Report

Dear Council Members,

Please find my Town Manager's report for the month of June and the beginning of July. As always, please let me know if you have any questions or wish to discuss any items further.

1. Mural Project

At the present time, Phil Casone is working to prepare the wall for our muralist to arrive next week (July 14th). The mural project is large and will take approximately three weeks to complete. We're excited to get this project underway!

2. Economic Development Update

We are currently working with a national industrial/commercial firm to identify space for new construction in Town. A relatively large site in Town will be needed, making it a difficult task as there's not a large amount of land available. We hope to continue our pursuit of this opportunity in the coming months.

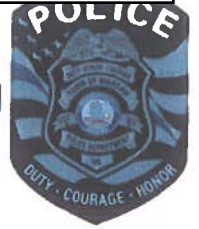
Town staff members continue to work with a national gas station chain and on the hotel project for our downtown corridor. We will keep you informed as these projects progress.

3. We're proud to announce that we've moved our Community Market into the Town Park! This offers more shade for our vendors and patrons, as well as a more family-friendly location. Another great addition to our market is live music! Come on out to the park and shop for local fruit, vegetables, and goods, and enjoy some great local musical talent.
4. We've had a series of unfortunate events on Main Street that have led to damage of public property. Fortunately, no one was seriously injured during these events, and we are pleased to inform you that the Warsaw banner should arrive within four weeks, the pole has been reset, the wall is slated for repair, and the crosswalk sign has been ordered.
5. The RFP was issued for the Zoning Ordinance overhaul and is available on our website, at Town Hall, or on the eVA website. We will keep you informed as proposals are submitted for this project.
6. Upcoming Events
 - a. Community Market – Saturday from 9AM to 2PM at the Warsaw Town Park.
 - b. Movies on Main, featuring Finding Nemo! – Friday, July 25th at 8:00 PM – Main Street



Warsaw Police Department

From the desk of Chief Sean L. Peterson



MONTHLY ACTIVITY REPORT

June 1-30, 2025

Total calls for service: 519

Section I: Incidents 11

DATE	CASE	OFFENSE	BLK / STREET
06/09/2025	2025-000092	19.2-99: Fugitive From Justice	3000-Blk Richmond Road
06/09/2025	2025-000093	53.1-149: Probation Violation Felony	400-Blk Main Street
06/19/2025	2025-000098	18.2-57.2: Domestic Assault	600-Blk Wallace Street
06/19/2025	2025-000098	18.2-83: Threats To Burn A Dwelling	600- Blk Wallace Street
06/19/2025	2025-000098	18.2-164: Prevent Calling 911	600- Blk Wallace Street
06/22/2025	2025-000091	18.2-192: Credit Card Larceny	4000- Blk Richmond Road
06/24/2025	2025-000104	18.2-89: Breaking & Entering	6000-Blk Richmond Road
06/24/2025	2025-000104	18.2-95: Grand Larceny Auto	6000- Blk Richmond Road
06/27/2025	2025-000105	19.2-306: Probation Violation Felony	400- Blk Main Street
06/27/2025	2025-000106	53.1-149: Probation Violation Felony	400-Blk Main Street
06/28/2025	2025-000107	18.2-286.3: DUI Refusal	5000-Blk Richmond Road

Section II: Arrest 4

DATE	CASE	OFFENSE	BLK / STREET
06/09/2025	2025-000092	19.2-99: Fugitive From Justice	3000- Richmond Road
06/09/2025	2025-000093	53.1-149: Probation Violation Felony	400-Blk Main Street
06/19/2025	2025-000098	18.2-57.2: Domestic Assault	600-Blk Wallace Street
06/19/2025	2025-000098	18.2-83: Threats To Burr A Dwelling	600-Blk Wallace Street

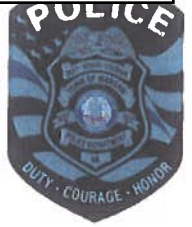
Section III: Traffic 86

Driving on Suspended/Revoked License	2
Reckless Driving	2
Distracted Driving	8
Speeding	26
Expired Inspection	2



Warsaw Police Department

From the desk of Chief Sean L. Peterson

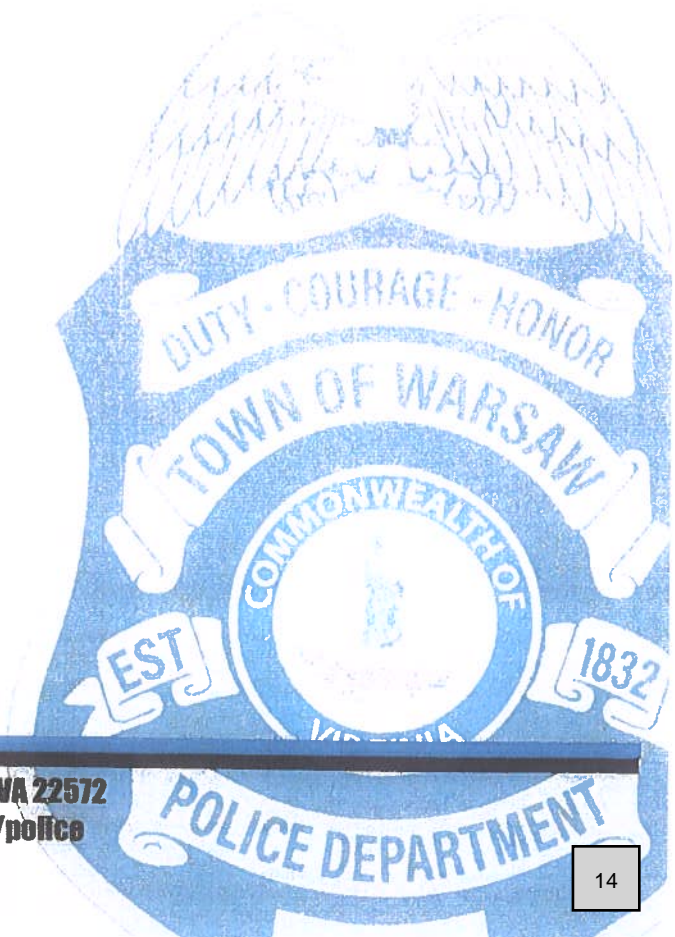


Section III Continued

Expired / Improper VA Tag	6
Town Citations Issued	4
All other traffic summons	32
Reportable traffic crashes	4

Section IV: Community Engagement 392

Neighborhood Select Patrols	60
Business Checks	330
Community Events	2



Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

Julia Blackley – Rice
Treasurer & Clerk

Sean L. Peterson
Chief of Police

Sandy Anderson Law
Town Attorney



Randall L. Phelps - Mayor

Paul G. Yackel - 1st Major
Mary Beth Bryant
Jonathan English
Ogle E. Forrest, Sr.
Faron H. Hamblin
Rebecca C. Hubert
Ralph W. Selt

78 Belle Ville Lane, Warsaw, VA 22572 | P.O. Box 730 | Phone - (804) 333-3737 | <http://www.townofwarsaw.com>

MEMORANDUM

TO: Warsaw Town Council

FROM: Jesse Schools, Director of Public Works

DATE: 7/10/2025

RE: Public Works Report

Dear Council Members:

Please find my Public Works Report for the month of June. Please let me know if you have any questions or concerns.

-WWTP

Monthly Numbers

Average daily Influent flow for June – 179,700 gallons, a decrease of 11,900 gals from the month of May average daily flow.

Maximum influent flow for June – 248,400 gallons, a decrease of 30,000 gals from the month of May max flow.

Nutrient Sampling Results

For June the average effluent Total Nitrogen (TN) concentration was 2.22 mg/l, within the limits of our permit.

For June the average effluent Total Phosphorus (TP) concentration was 0.19 mg/l, within the limits of our permit.

Monthly Operations and Maintenance

Fidelity Power Systems inspected and serviced the treatment plant generator.

Completed and submitted our monthly operations report.

Plant Staff attended DEQ Wastewater Works Operators Licensure Review Classes.

Operators serviced equipment as required by our preventive maintenance program.

Treatment Plant Operators assisted with recording water meter readings.

Plant staff continue to work on the appearance of the buildings and grounds.

Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

Julia Blackley – Rice
Treasurer & Clerk

Sean L. Peterson
Chief of Police

Sinds Anderson Law
Town Attorney



COUNCIL MEM Section 3, Item b.

Randall L. Phelps - Mayor

Paul G. Yackel - 1st Major

Mary Beth Bryant

Jonathan English

Ogle E. Forrest, Sr.

Faron H. Hambro

Rebecca C. Hubert

Ralph W. Selt

78 Belle Ville Lane, Warsaw, VA 22572 | P.O. Box 730 | Phone - (804) 333-3737 | <http://www.rownofwarsaw.com>

Treatment plant effluent samples for the month of June met all requirements as to our permit discharge limits.

-Water Department

Attached you will find the Water Loss Report, for the month of June we are at a 3% water loss. The Consumer Consumption Report was submitted to ODW. (water test report throughout the previous year)

Department staff did daily chlorine checks of all four wells, along with two random samples each day throughout town.

Staff also completed state selected bacteria samples; all results came back absent.

The water department also checked sewage/pump stations each day.

Staff finished our yearly maintenance on all town-owned generators.

Replaced one fountain at the bounds.

Hot tapped and inspected new 6-inch waterline along Woodland Heights, pressure test came back good, now 2 bacteria samples will be taken before entering it into our water system.

We replaced the high-water alarms in all the sewage pump stations with an updated, more reliable system

-Refuse Department

For the month of May town staff made 14 trips to the landfill totaling 138 tons or 276,000 pounds of trash.

-Public Works (Maintenance)

Staff assisted with Monday and Thursday residential trash pickup.

Assisted with recording of monthly water meter readings.

Watering all hanging baskets and stationary planters.

Took care of the bathrooms and grounds at the Town Park.

Grass Cutting at all town-owned facilities along with the median strips along R.L. 360.

Replaced all spring banners with summer.

Power Washed all vinyl fencing in the Town Park.

Monthly Water Loss Report

Section 3, Item b.

Water System:

For the Month of:

Year:

Water Produced this month: gallons

Water Purchased this month: gallons

A: Total Water Produced and Purchased = **5,382,200 gallons**

Sold: Residential gallons

Total Sold = **5,189,462 gallons**

B: Difference: (Produced+Purchased) - Sold = **192,738 gallons**

% Difference = **4 % total water loss**

Gallons of Water Accounted For:

Breaks (Estimated Total)	<input type="text" value="0"/>	gallons
Hydrant Flushing	<input type="text" value="0"/>	gallons
Storage Tank/Clearwell overflow	<input type="text" value="0"/>	gallons
Fire Hydrant Use	<input type="text" value="5,000"/>	gallons
Fire Department Use	<input type="text" value="2,500"/>	gallons
Leak adjustments	<input type="text" value="0"/>	gallons
Maintenance shop	<input type="text" value="7,500"/>	gallons
Sewer jetting	<input type="text" value="1,800"/>	gallons
Town watering flowers	<input type="text" value="12,500"/>	gallons
Office/Police Dept.	<input type="text" value="5,000"/>	gallons
Pool	<input type="text" value=""/>	gallons

C: Total Gallons Accounted For = **34,300 gallons**

Loss: Unaccounted-for Water: (B-C) = **158,438 gallons**

% Loss: Unaccounted-for Water: (B-C)/A %= **3 % unaccounted - for loss**

days in billing period

Gallons / Day Loss = **5,659 gallons/day**

Gallons / Minute Loss = **4 gallons/min.**

This spreadsheet is a product of the Technical Assistance Center for Water Quality at Western Kentucky University and the Kentucky Rural Water Association. Feel free to contact us at (270) 745-5948 or at <http://water.wku.edu/>. This spreadsheet may be freely distributed. Please let us know if you use it, like it, or have suggestions for improvement!

Northern Neck Regional Jail
Budget Amendment Request
FY 24/25

Northern Neck Regional Jail is requesting a Budget Amendment in the amount of \$200,000.
Overall, Revenue will exceed Expenditures.

Significant areas that exceeded the budgeted Expenditure Amounts include:

- Overtime-
 - Fulfillment of vacancies
 - Multiple inmates admitted to the hospital at the same time
 - Limited certified Officers

- Medical/Pharmaceutical – prescription drugs and supplies
 - Continue to have increase in local inmates coming in on medication
 - Increase in costly medications

- Medical, Dental & Hospital Services- Local Inmate Anthem which includes billing for outside appointments and treatments
 - Continue to see increase in local inmate medical services. A significant increase to the number of local inmates being transported outside of the facility for outpatient care, this is a reflection of inmates coming into the facility with significant chronic and acute diagnoses and correlating treatment plans.

Significant areas that exceeded the budgeted Revenue Amounts include:

- Recovered Cost – Rental Beds to exceed budgeted amount by \$1,672,958
 - Budget required Federal ADP of 230 Inmates, Per Diem increased after budget approval – required ADP decreased to 173 we continue to maintain average ADP 234- giving us a significant overage

- Federal Inmate Transportation Reimbursement to exceed budgeted amount by approximately \$300,000
 - Continued demand for services by the United States Marshals
 - Increase in guard hire with renegotiated IGA

- 1 Million excess in projected phone revenue

				FY 24/25	FY 24/25	FY 24/25
Northern Neck Regional Jail				Budget	Amount Requested to Amend	Amended Budget
Revenue						
Compensation Board						
23080-00	Salaries & Other Operating Expense			\$ 2,791,311.00		
24040-18	Per Diem/Prisoner Days			\$ 475,678.00		
SUB-TOTAL, COMPENSATION BOARD				\$ 3,266,989.00		
Local Share						
18990-14	Westmoreland County					
18990-13	Richmond County					
	Town of Warsaw					
	Northumberland County					
19020-04	Gloucester County			\$ 684,053.00		
SUB-TOTAL, LOCAL SHARE				\$ 684,053.00		
Other Income						
19020-01	Rental Beds			\$ 5,433,993.00	\$200,000.00	\$ 5,633,993.00
19020-05	Drug Court-Essex County			\$ 6,000.00		
19020-06	Drug Court-Lancaster County			\$ 6,000.00		
19020-07	Drug Court-Northumberland County			\$ 6,000.00		
19020-08	Drug Court-Richmond County			\$ 6,000.00		
19020-09	Drug Court-Westmoreland County			\$ 6,000.00		
18990-15	Inmate Phones			\$ 600,000.00		
18990-17	Electronic Monitoring			\$ 8,000.00		
18990-18	Miscellaneous			\$ 5,000.00		
18990-19	Inmate Commissary			\$ 400,000.00		
18990-20	SSA - Reimbursement			\$ 13,000.00		
18990-21	Video Visitation					
24040-19	CCCA Grant			\$ 328,010.00		
24040-20	PAPIS Grant			\$ 161,104.00		
33301-15	Drug Court Grant			\$ -		
24040-28	State Drug Court Grant			\$ 65,000.00		
24040-21	CCCA Supervision Fees			\$ 9,000.00		
24040-25	Drug Court Fee			\$ 1,500.00		
24040-26	CESF Grant			\$ -		
24040-27	Programs Grant			\$ -		
24040-29	ARPA Regional Jail Grant			\$ -		
24040-30	MAT Grant			\$ 215,485.00		
24040-31	MAT Grant - Gloucester			\$ 20,000.00		
16030-01	Work Release			\$ 2,500.00		
15010-01	Interest			\$ 200.00		
15010-02	Investment Acct.			\$ 25,000.00		
15010-04	Gain on Sale of Investments					
15010-07	Market Value Change					
33011-02	U.S Marshal - Jail Addition					
33011-03	Transport Reimbursement			\$ 450,000.00		
33011-23	Guard Hire Reimbursement			\$ 60,000.00		
18030-05	Expenditure Refunds			\$ 100,000.00		
16010-05	Inmate Medical Fees			\$ -		
16010-06	Federal Medical Reimbursement			\$ -		
10000-0300-01	Fund Balance Appropriation			\$ 350,000.00		
SUB-TOTAL, OTHER INCOME				\$ 8,277,792.00	\$200,000.00	\$ 8,477,792.00
TOTAL REVENUE				\$ 12,228,834.00	\$200,000.00	\$ 12,428,834.00

Northern Neck Regional Jail Budget		FY 24/25	FY 24/25	FY 24/25
Expenditures		Budget	Amount Requested to Amend	Amended Budget
1000 Personnel Services				
1100	Salaries & Wages - Reg	\$ 5,918,225.00		
1111	Board Members Comp.	\$ 15,600.00		
1112	Adm. Salaries	\$ 169,637.00		
1200	Salaries & Wages - O.T	\$ 250,000.00	\$200,000.00	\$ 450,000.00
1300	Salaries & Wages Part-time	\$ 70,000.00		
1701	Holiday Pay	\$ 125,000.00		
	TOTAL PERSONNEL SERVICES	\$ 6,548,462.00	\$ 200,000.00	\$ 6,748,462.00
2000 Employee Benefits				
2100	FICA	\$ 452,744.00		
2210	VRS Retirement	\$ 422,787.00		
2300	Hospital/Medical - Local Choice	\$ 825,000.00		
2400	Group Life Insurance	\$ 78,867.00		
2600	Unemployment Insurance	\$ 10,000.00		
2700	Workers Comp. Insurance	\$ 70,000.00		
2830	LODA	\$ 19,800.00		
	EMPLOYEE BENEFITS TOTAL	\$1,879,198.00	\$0.00	\$8,627,660.00
3000 Purchased Services				
3110	Medical Doctor (In-House)	\$ 92,000.00		
3111	Medical, Dental, Hospital/Psych	\$ 200,000.00		
3120	Accounting/Auditing Services	\$ 30,000.00		
3150	Legal Services	\$ 42,000.00		
3160	Management fees	\$ 25,000.00		
3161	Trusty Work Crew	\$ 30,000.00		
3310	Repair & Main. Services	\$ 150,000.00		
3320	Maintenance Contracts	\$ 110,000.00		
3500	Printing & Binding	\$ 4,000.00		
3600	Advertising/Branding	\$ 15,000.00		
3810	Tuition Paid - RRCJT Acad	\$ 29,000.00		
3812	CSB Contract Services			
3822	Payroll Services	\$ 12,000.00		
	PURCHASED SERVICES TOTAL	\$739,000.00	\$0.00	\$9,366,660.00

BUDGET- Expenditures	Budget	FY 24/25	FY 24/25
	FY 24/25	Amount Requested to Amend	Amended Budget
5000 Other Charges			
5110 Electrical Services	\$ 165,000.00		
5120 Heating Services (Natural Gas)	\$ 150,000.00		
5130 Water	\$ 65,000.00		
5131 Sewer	\$ 260,000.00		
5140 Refuse Collection	\$ 30,000.00		
OTHER CHARGES TOTAL	\$ 670,000.00	\$ -	\$ 10,036,660.00
5200 Communications			
5210 Postal Services	\$ 9,000.00		
5220 Messenger Services			
5230 Telecommunications	\$ 40,000.00		
5231 Telecommunications- Debit Call	\$ -		
COMMUNICATIONS TOTAL	\$49,000.00	\$0.00	\$10,085,660.00
5300 Insurance			
5301 Boiler Insurance	\$ 1,050.00		
5302 Fire Insurance	\$ 10,579.00		
5305 Motor Vehicle Insurance	\$ 6,000.00		
5307 Liability Insurance	\$ 8,105.00		
TOTAL INSURANCE	\$ 25,734.00	\$ -	\$ 10,111,394.00
5400 Lease & Rentals			
5410 Lease/Rent of Equipment	\$ 30,000.00		
TOTAL LEASE & RENTALS	\$ 30,000.00	\$ -	\$ 10,141,394.00
5500 Travel			
5510 Milage - Private Vehicle	\$4,000.00		
5530 Subsistance & Lodging	\$17,000.00		
5540 Convention & Education	\$17,000.00		
TOTAL TRAVEL	\$38,000.00	\$0.00	\$ 10,179,394.00

BUDGET-Expenditures	Budget	FY 24/25	FY 24/25
	FY 24/25	Amount Requested to Amend	Amended Budget
TOTAL CONTRIBUTIONS OTHER	\$0.00	\$0.00	\$10,179,394.00
5800 Miscellaneous			
5810 Dues & Assoc. Membership	\$ 6,000.00		
5811 PAPIS	\$ 840.00		
5812 CCCA	\$ 9,000.00		
TOTAL MISCELLANEOUS	\$ 15,840.00	\$ -	\$ 10,195,234.00
6000 Materials & Supplies			
6001 Office Supplies	\$ 15,000.00		
6002 Food	\$ 530,000.00		
6003 Agricultural/Landscaping Supplies	\$ 2,500.00		
6004 Medical & Pharmaceutical Supplies	\$ 350,000.00		
6005 Laundry, Housekeeping & Jan	\$ 85,000.00		
6006 Linen Supplies	\$ 15,000.00		
6007 Repair & Maint. Supplies	\$ 80,000.00		
6008 Vehicle & Powered Fuels	\$ 80,000.00		
6009 Vehicle & Powered Supplies	\$ 32,000.00		
6010 Police Supplies	\$ 20,000.00		
6011 Uniform & Wearing Apparel	\$ 21,000.00		
6012 Books and Subscriptions	\$ 300.00		
6014 Other Operating Supplies	\$ 15,000.00		
6021 Computer Supplies & Software	\$ 13,000.00		
6022 Food Service Supplies and Equipment	\$ 5,000.00		
6023 Inmate Clothing & Supplies	\$ 30,000.00		
6024 MAT GRANT Other	\$ 100,000.00		
TOTAL MATERIALS & SUPPLIES	\$1,393,800.00	\$0.00	\$ 11,589,034.00

BUDGET-Expenditures	Budget FY 24/25	FY 24/25	FY 24/25
		Amount Requested to Amend	Amended Budget
7000 Payment to Joint Operations			
7001 Fiscal Agent			
TOTAL PAYMENT TO JOINT OP	\$0.00	\$0.00	\$11,589,034.00
8000 Capital Outlay			
8201 Machinery & Equipment	\$ 5,000.00		
8202 Furniture & Fixtures	\$ 10,000.00		
8203 Communications Equipment	\$ 7,000.00		
8205 Motor Vehicle & Equipment	\$ 65,000.00		
8207 EDP Equipment	\$ 20,000.00		
8213 Capital Improvements	\$ 350,000.00		
TOTAL CAPITAL OUTLAY	\$ 457,000.00	\$ -	\$ 12,046,034.00
OPERATIONAL BUDGET	\$11,846,034.00	\$200,000.00	\$12,046,034.00
9000 Other Uses of Funds			
9100 Contribution to fund balance			
9212 Emergency Preparedness			
91400-5800 Contingency	\$ 350,000.00		
TOTAL OTHER	\$350,000.00	\$0.00	\$12,396,034.00
33301 Drug Court Grant			
3111 Medical, Dental Hospital Service	\$15,000.00		
3500 Printing & Binding	\$1,500.00		
5510 Travel Mileage	\$5,000.00		
5812 Drug Court Fee	\$1,500.00		
6014 Other Operating Supplies	\$9,800.00		
TOTAL DRUG COURT GRANT	\$32,800.00		
TOTAL OPERATIONAL BUDGET	\$12,228,834.00	\$200,000.00	\$12,428,834.00

MINUTES
WARSAW TOWN COUNCIL
SPECIAL CALLED MEETING
JULY 22ND, 2025 – 1:00 PM

The Warsaw Town Council held a special meeting on Tuesday, July 22nd at 1:00 p.m. in Council Chambers at 78 Belle Ville Lane, Warsaw, VA. Council Members Present: Mayor Randall L. Phelps, Vice-Mayor Paul G. Yackel, Rebecca Hubert, Jonathan English, Mary Beth Bryant, Ralph Self, Bobby Walters, and Daphne Palmore.

Town staff present: Town Manager, Joseph Quesenberry, Assistant Town Manager, Melissa Coates, and Executive Assistant, Ellen Copeland.

Also present: There were two other people in the council chambers, Dawn Howeth and Jeffrey Howeth.

CALL TO ORDER: Mayor Phelps called the meeting to order at 1:00 PM and then led the Pledge of Allegiance.

APPROVAL OF CONSENT AGENDA: Mayor Phelps made a motion to approve the Consent Agenda; Councilman Walters seconded the motion and carried the following votes:

- | | | | |
|------------------|-----|------------------|-----|
| Mary Beth Bryant | Aye | Paul G. Yackel | Aye |
| Rebecca Hubert | Aye | Jonathan English | Aye |
| Ralph Self | Aye | | |
| Daphne Palmore | Aye | | |

PUBLIC COMMENT: Mayor Phelps asked if there were any public comments. There were none.

OLD BUSINESS: None

NEW BUSINESS: Mayor Phelps explained that the four items in new business that needed to be approved to move forward with a Public Hearing.

- a. Mayor Phelps talked about the Conditional Use Permit Application by Midtowne, LLC to allow for a mixed-use development of Limited Commercial and Multi-Family

Dwellings at Tax Map 16A4(A)71. He then explained that the purpose of the special meeting was to vote on the agenda items that had been previously approved by the Town Council. Mayor Phelps asked Town Manager, Joseph Quesenberry, if the Council could hear all New Business items before taking a vote to move forward with a Public Hearing.

- b. Mayor Phelps explained Rhodes Place & Broadus Creek Subdivision-Amendment to previously approved Phase 1 Plans (Gregory Packett) Town Manager, Joseph Quesenberry said that the original plan of 321 dwellings was to be amended to 255 dwellings. The apartments in the Phase 1 plans have been deleted. The original plan was previously approved by town council.
- c. Mayor Phelps stated that Packett Rentals, LLC, - Revere Station Apartments- requests renewal of original Conditional Use Permit. There is no change to the original plans.
- d. JDR Properties is seeking a Conditional Use Permit Application for Potential Convenience Store with Fuel. Assistant Town Manager, Melissa Coates, explained that the Conditional Use Permit was for gasoline lines, signage, survey, and lighting, to be approved to move forward with Public Meeting.

Mayor Phelps concluded that all New Business items had been presented, and the Town Council needed to vote on a Public Hearing to be held on August 14th at 6:00 PM. Mayor Phelps asked the council to make a motion. Councilwoman, Daphne Palmore made a motion and Assistant Vice Mayor, Paul Yackel seconded the motion, carrying the following votes:

- Rebecca Hubert Aye
- Jonathan English Aye
- Ralph Self Aye
- Bobby Walters Aye
- Mary Beth Bryant Aye

ADJOURNMENT: Mayor Phelps thanked everyone for coming. The meeting concluded at 1:15 p.m.


Submitted by: Ellen Copeland

Budget vs Actual

Town of Warsaw
8/12/2025 4:03:52 PM

Period Ending 7/31/2025

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
10-300-0000 PERMITS & FEES	3,000	0.00	450.00	450.00	450.00	(2,550.00)	15%
10-301-0000 S W USER FEE - COMMERCIAL	180,000	0.00	14,985.00	14,985.00	14,985.00	(165,015.00)	8%
10-301-5000 SW USER FEE - RESIDENTIAL	89,000	0.00	7,380.00	7,380.00	7,380.00	(81,620.00)	8%
10-305-0000 REAL ESTATE TAXES	280,000	0.00	0.00	0.00	0.00	(280,000.00)	
10-306-0000 PERSONAL PROPERTY TAXES	170,000	0.00	0.00	0.00	0.00	(170,000.00)	
10-307-0000 PPTRA	17,365	0.00	0.00	0.00	0.00	(17,365.00)	
10-310-0000 BANK FRANCHISE TAX	175,000	0.00	0.00	0.00	0.00	(175,000.00)	
10-315-0000 BUSINESS LICENSES	140,000	0.00	1,871.38	1,871.38	1,871.38	(138,128.62)	1%
10-320-0000 VEHICLE TAX/DECALS	40,000	0.00	0.00	0.00	0.00	(40,000.00)	
10-325-0000 STATE SALES TAX	120,000	0.00	15,604.66	15,604.66	15,604.66	(104,395.34)	13%
10-326-0000 MEALS TAX	675,000	0.00	69,439.60	69,439.60	69,439.60	(605,560.40)	10%
10-327-0000 LODGING TAX	42,000	0.00	5,452.45	5,452.45	5,452.45	(36,547.55)	13%
10-328-0000 CIGARETTE TAX	80,000	0.00	0.00	0.00	0.00	(80,000.00)	
10-330-0000 FINES	35,000	0.00	3,119.55	3,119.55	3,119.55	(31,880.45)	9%
10-345-0000 INTEREST INCOME/GEN	25,000	0.00	0.00	0.00	0.00	(25,000.00)	
10-355-0000 LAW ENFORCEMENT ASS'T	34,500	0.00	0.00	0.00	0.00	(34,500.00)	
10-360-0000 UTILITY/CONSMPTION TX	15,000	0.00	209.97	209.97	209.97	(14,790.03)	1%
10-361-0000 COMMUNICATIONS TAX	29,000	0.00	0.00	0.00	0.00	(29,000.00)	
10-365-0000 STATE FIRE INSURANCE	15,000	0.00	0.00	0.00	0.00	(15,000.00)	
10-375-0000 CABLE TV LEASE	3,000	0.00	0.00	0.00	0.00	(3,000.00)	
10-376-0000 BILLBOARD REVENUE	1,750	0.00	0.00	0.00	0.00	(1,750.00)	
10-381-0000 REVOLVING LOAN FUND REPAYMENTS	7,820	0.00	0.00	0.00	0.00	(7,820.00)	
10-390-0000 MISC/INCOME	4,000	0.00	0.00	0.00	0.00	(4,000.00)	
10-390-0975 GRANT - HOUSING/PLANNING	550,000	0.00	0.00	0.00	0.00	(550,000.00)	
10-390-0990 GRANTS/VA DOF - MEDIANS	100,000	0.00	0.00	0.00	0.00	(100,000.00)	

Budget vs Actual

Town of Warsaw
8/12/2025 4:03:52 PM

Period Ending 7/31/2025

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-390-0995 GRANTS/DEQ - MEDIANS	50,000	0.00	0.00	0.00	0.00	(50,000.00)	
10-391-0000 GRANTS/DMV	3,000	0.00	0.00	0.00	0.00	(3,000.00)	
10-392-0000 GRANTS/DCJS	3,000	0.00	0.00	0.00	0.00	(3,000.00)	
10-395-5000 GRANT/USDA POLICE CARS	65,000	0.00	0.00	0.00	0.00	(65,000.00)	
10-396-0000 RICHCO/ HAUL FEE	12,000	0.00	1,043.01	1,043.01	1,043.01	(10,956.99)	9%
10-397-0000 TRASH DUMPSTERS	10,000	0.00	0.00	0.00	0.00	(10,000.00)	
10-399-0005 LOAN PROCEEDS	65,000	0.00	0.00	0.00	0.00	(65,000.00)	
10-399-1100 DOMINION SOLAR	5,000	0.00	0.00	0.00	0.00	(5,000.00)	
10-399-1200 TIMBER HARVESTING	23,000	0.00	0.00	0.00	0.00	(23,000.00)	
10-399-5000 SPECIAL EVENTS (REVENUE)	24,000	0.00	315.00	315.00	315.00	(23,685.00)	1%
Revenues Totals:	3,091,435	0.00	119,870.62	119,870.62	119,870.62	(2,971,564.38)	4%
Expenses							
10-420-0200 SALARIES/ADM	389,000	0.00	44,480.16	44,480.16	44,480.16	344,519.84	11%
10-420-0201 OT/BONUS - ADMIN	8,000	0.00	2,362.89	2,362.89	2,362.89	5,637.11	30%
10-420-0500 PAYROLL TAXES/ADM	30,000	0.00	3,540.80	3,540.80	3,540.80	26,459.20	12%
10-420-0600 SHORT&LONG TERM DISABILITY	2,200	0.00	127.84	127.84	127.84	2,072.16	6%
10-420-0700 RETIREMENT-LI/ADM	43,000	0.00	0.00	0.00	0.00	43,000.00	
10-420-0900 MEDICAL INS/ADM	60,360	0.00	4,787.50	4,787.50	4,787.50	55,572.50	8%
10-420-1000 EDUCATION/PROF DEVELOPMT	15,000	0.00	0.00	0.00	0.00	15,000.00	
10-420-1100 TELEPHONE/OFFICE	8,000	0.00	664.73	664.73	664.73	7,335.27	8%
10-420-1300 ELECTRICITY/OFFICE	5,000	0.00	357.73	357.73	357.73	4,642.27	7%
10-420-1400 MTGS/CONFERENCES/ADM	8,000	0.00	695.00	695.00	695.00	7,305.00	9%
10-420-1500 BLDGS/GROUNDS/MAINTENANCE	20,000	0.00	244.58	244.58	244.58	19,755.42	1%
10-420-1900 CIGARETTE TAX STAMPS	5,000	0.00	0.00	0.00	0.00	5,000.00	
10-420-2200 AUDIT	15,500	0.00	0.00	0.00	0.00	15,500.00	
10-420-2300 LEGAL SERVICES	25,000	0.00	324.88	324.88	324.88	24,675.12	1%

Budget vs Actual

Town of Warsaw
8/12/2025 4:03:52 PM

Period Ending 7/31/2025

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-420-2600 ADVERTISING	30,000	0.00	2,812.52	2,812.52	2,812.52	27,187.48	9%
10-420-3100 AUTO O/M-ADM EXPENSE	5,500	0.00	237.77	237.77	237.77	5,262.23	4%
10-420-3200 OFFICE SUPPLIES	18,000	0.00	8,780.34	8,780.34	8,780.34	9,219.66	49%
10-420-3300 PRINTING/REPORTS/MAPPING	250	0.00	0.00	0.00	0.00	250.00	
10-420-3400 COMPUTER SUPPORT FEE	20,000	0.00	0.00	0.00	0.00	20,000.00	
10-420-3450 COMPUTER O/M	6,500	0.00	99.95	99.95	99.95	6,400.05	2%
10-420-4000 RECODIFICATION EXPENSE	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-420-5298 DMV STOP FEES	400	0.00	0.00	0.00	0.00	400.00	
10-420-5300 DUES	3,000	0.00	1,542.00	1,542.00	1,542.00	1,458.00	51%
10-420-5350 SAFETY PROGRAM	500	0.00	29.35	29.35	29.35	470.65	6%
10-420-5400 INSURANCE/RISK MANAGEMENT	18,500	0.00	0.00	0.00	0.00	18,500.00	
10-420-5500 COUNCIL EXPENSE	15,000	0.00	257.14	257.14	257.14	14,742.86	2%
10-420-5600 ELECTION EXPENSE	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-420-5700 MISCELLANEOUS/ADM	9,000	0.00	1,819.66	1,819.66	1,819.66	7,180.34	20%
10-420-5800 CIP-ADMIN	23,000	0.00	0.00	0.00	0.00	23,000.00	
10-420-5900 ECONOMIC DEVELOPMENT	27,000	0.00	1,434.00	1,434.00	1,434.00	25,566.00	5%
10-420-6100 TIMBER HARVESTING	5,000	0.00	0.00	0.00	0.00	5,000.00	
ADMINISTRATION Totals:	817,710	0.00	74,598.84	74,598.84	74,598.84	743,111.16	9%

Budget vs Actual

Town of Warsaw
8/12/2025 4:03:52 PM

Period Ending 7/31/2025

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-510-0200 SALARIES/WPD	332,000	0.00	38,873.80	38,873.80	38,873.80	293,126.20	12%
10-510-0201 OT/BONUS - WPD	12,000	0.00	6,090.92	6,090.92	6,090.92	5,909.08	51%
10-510-0500 PAYROLL TAXES/WPD	25,500	0.00	3,448.57	3,448.57	3,448.57	22,051.43	14%
10-510-0600 SHORT&LONG TERM DISABILITY	1,800	0.00	216.30	216.30	216.30	1,583.70	12%
10-510-0700 RETIREMENT/LI/WPD	36,000	0.00	0.00	0.00	0.00	36,000.00	
10-510-0820 LINE OF DUTY ACT	2,500	0.00	0.00	0.00	0.00	2,500.00	
10-510-0900 MEDICAL INSURANCE/WPD	36,500	0.00	3,018.00	3,018.00	3,018.00	33,482.00	8%
10-510-1000 PROFESSIONAL DEVELOP/WPD	4,000	0.00	308.16	308.16	308.16	3,691.84	8%
10-510-1100 LEGAL FEES/WPD	10,000	0.00	0.00	0.00	0.00	10,000.00	
10-510-2000 Electricy - WPD	2,000	0.00	247.43	247.43	247.43	1,752.57	12%
10-510-2100 Grounds/Maintenance - WPD	10,000	0.00	174.23	174.23	174.23	9,825.77	2%
10-510-3100 AUTO O/M-WPD	24,000	0.00	3,938.63	3,938.63	3,938.63	20,061.37	16%
10-510-3200 UNIFORMS/SUPPLIES/WPD	8,000	0.00	733.26	733.26	733.26	7,266.74	9%
10-510-3210 POLICE SUPPLIES	15,000	0.00	0.00	0.00	0.00	15,000.00	
10-510-3220 OFFICE SUPPLIES	10,000	0.00	944.40	944.40	944.40	9,055.60	9%
10-510-3230 OFFICE EQUIP/RESERVES	1,500	0.00	210.58	210.58	210.58	1,289.42	14%
10-510-3240 EVIDENCE SECURITY	500	0.00	0.00	0.00	0.00	500.00	
10-510-3400 TECH SUPPORT/WPD	20,000	0.00	0.00	0.00	0.00	20,000.00	
10-510-3500 TELECOMMUNICATIONS	10,000	0.00	857.68	857.68	857.68	9,142.32	9%
10-510-3602 GRANTS - USDA POLICE CARS	65,000	0.00	0.00	0.00	0.00	65,000.00	
10-510-3603 GRANTS/DCJS	3,000	0.00	0.00	0.00	0.00	3,000.00	
10-510-3701 COMMUNITY SERVICE	4,000	0.00	0.00	0.00	0.00	4,000.00	
10-510-3712 Police Radios/Reserves	2,000	0.00	0.00	0.00	0.00	2,000.00	
10-510-4100 POLICE BODY CAMERAS	6,286	0.00	0.00	0.00	0.00	6,286.00	
10-510-4200 POLICE ACADEMY	2,300	0.00	421.50	421.50	421.50	1,878.50	18%
10-510-4210 ADVERTISING	1,500	0.00	0.00	0.00	0.00	1,500.00	

Budget vs Actual

Town of Warsaw
8/12/2025 4:03:52 PM

Period Ending 7/31/2025

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-510-5300 DUES	3,000	0.00	3,295.00	3,295.00	3,295.00	(295.00)	110%
10-510-5310 BOOKS & SUBSCRIPTIONS	250	0.00	0.00	0.00	0.00	250.00	
10-510-5400 INSURANCE/RISK MANAGEMENT	18,500	0.00	0.00	0.00	0.00	18,500.00	
10-510-6000 CIP - WPD (CARS)	65,000	0.00	0.00	0.00	0.00	65,000.00	
WARSAW POLICE DEPT Totals:	732,136	0.00	62,778.46	62,778.46	62,778.46	669,357.54	9%

Budget vs Actual

Town of Warsaw
8/12/2025 4:03:52 PM

Period Ending 7/31/2025

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-550-0200 SALARIES/PS	238,000	0.00	30,421.57	30,421.57	30,421.57	207,578.43	13%
10-550-0201 OT/BONUS - PS	13,000	0.00	4,143.33	4,143.33	4,143.33	8,856.67	32%
10-550-0500 PAYROLL TAXES/PS	18,500	0.00	2,647.52	2,647.52	2,647.52	15,852.48	14%
10-550-0600 SHORT&LONG TERM DISABILITY	1,100	0.00	60.54	60.54	60.54	1,039.46	6%
10-550-0700 RETIREMENT/LI/PS	20,500	0.00	0.00	0.00	0.00	20,500.00	
10-550-0900 MEDICAL INS/PS	48,288	0.00	5,030.00	5,030.00	5,030.00	43,258.00	10%
10-550-1100 TELEPHONES - PUBLIC SERVICE	3,514	0.00	212.58	212.58	212.58	3,301.42	6%
10-550-1300 ELECTRICITY-TOWNPARK	3,500	0.00	275.11	275.11	275.11	3,224.89	8%
10-550-1700 REPAIRS/TRASH TRUCK	20,000	0.00	1,957.61	1,957.61	1,957.61	18,042.39	10%
10-550-2000 Dog Park	2,000	0.00	8.99	8.99	8.99	1,991.01	0%
10-550-2100 Fountain - Main Street	3,500	0.00	17.09	17.09	17.09	3,482.91	0%
10-550-3100 OPERATION/TRASH TRK	29,000	0.00	4,805.20	4,805.20	4,805.20	24,194.80	17%
10-550-3150 VEHICLE M&O/PS	10,000	0.00	1,285.18	1,285.18	1,285.18	8,714.82	13%
10-550-3200 UNIFORMS/ETC	1,500	0.00	223.00	223.00	223.00	1,277.00	15%
10-550-3300 EQPT/SUPPLIES/PS	2,500	0.00	826.56	826.56	826.56	1,673.44	33%
10-550-3400 SAFETY EQUIPMENT	1,000	0.00	16.90	16.90	16.90	983.10	2%
10-550-3500 TRASH DUMPSTER EXPENSE	10,000	0.00	0.00	0.00	0.00	10,000.00	
10-550-3700 BEAUTIFICATION	40,000	0.00	29,572.08	29,572.08	29,572.08	10,427.92	74%
10-550-3800 STREET LIGHTS	35,000	0.00	3,282.12	3,282.12	3,282.12	31,717.88	9%
10-550-3850 SIDEWALKS	30,000	0.00	0.00	0.00	0.00	30,000.00	
10-550-3900 ILIGHTING/CHRISTMAS	4,000	0.00	0.00	0.00	0.00	4,000.00	
10-550-3950 P/S SNOW REMOVAL	250	0.00	0.00	0.00	0.00	250.00	
10-550-4505 GRANTS/DEQ MEDIANS	50,000	0.00	0.00	0.00	0.00	50,000.00	
10-550-4506 GRANTS/VA DOF MEDIANS	100,000	0.00	0.00	0.00	0.00	100,000.00	
10-550-4700 GRANTS - DMV	3,000	0.00	0.00	0.00	0.00	3,000.00	
10-550-4850 GRANT - HOUSING/PLANNING (EXPENSE)	550,000	0.00	12,539.60	12,539.60	12,539.60	537,460.40	2%

Budget vs Actual

Town of Warsaw
8/12/2025 4:03:52 PM

Period Ending 7/31/2025

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-550-5300 INSURANCE/RISK MANAGEMENT - PUBLIC SERVICE	18,500	0.00	0.00	0.00	0.00	18,500.00	
10-550-5500 MISCELLANEOUS/PARK	6,500	0.00	130.55	130.55	130.55	6,369.45	2%
10-550-5700 MISCELLANEOUS/PS	1,500	0.00	383.54	383.54	383.54	1,116.46	26%
10-550-6100 THE SADDLERY	5,000	0.00	266.71	266.71	266.71	4,733.29	5%
10-550-6200 THE BOUNDS	30,000	0.00	1,075.32	1,075.32	1,075.32	28,924.68	4%
10-550-6400 COMMUNITY MARKET	2,000	0.00	650.00	650.00	650.00	1,350.00	33%
10-550-6500 PROJECT CONTINGENCIES	0	0.00	17,000.22	17,000.22	17,000.22	(17,000.22)	
PUBLIC SERVICE Totals:	1,301,652	0.00	116,831.32	116,831.32	116,831.32	1,184,820.68	9%

Budget vs Actual

Town of Warsaw
8/12/2025 4:03:52 PM

Period Ending 7/31/2025

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-600-6000 CHRISTMAS PARADE	2,000	0.00	0.00	0.00	0.00	2,000.00	
10-600-6100 NN TOURISM	1,200	0.00	0.00	0.00	0.00	1,200.00	
10-600-6200 FIRE DEPARTMENT	10,000	0.00	0.00	0.00	0.00	10,000.00	
10-600-6300 STATE FIRE INSURANCE	15,000	0.00	0.00	0.00	0.00	15,000.00	
10-600-6560 RCC BASKETBALL COURT REHAB	5,000	0.00	0.00	0.00	0.00	5,000.00	
10-600-6600 PUBLIC LIBRARY	8,000	0.00	0.00	0.00	0.00	8,000.00	
10-600-6801 BUSINESS IMPROVEMENT GRANT	10,000	0.00	0.00	0.00	0.00	10,000.00	
10-600-6802 WARSAW/RC CHAMBER	3,000	0.00	0.00	0.00	0.00	3,000.00	
10-600-6850 MAIN STREET PROGRAM	3,000	0.00	0.00	0.00	0.00	3,000.00	
10-600-6900 WARSAW/RICH CO MUSEUM	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-600-6950 RICHMOND COUNTY LITTLE LEAGUE	500	0.00	0.00	0.00	0.00	500.00	
10-600-7000 RICHMOND COUNTY YMCA	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-600-7100 FIREWORKS FESTIVAL	750	0.00	0.00	0.00	0.00	750.00	
10-600-7400 RHS AFTER PROM	250	0.00	0.00	0.00	0.00	250.00	
10-600-8000 THE HAVEN SHELTER	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-600-8100 VARIOUS CONTRIBUTIONS	2,000	0.00	250.00	250.00	250.00	1,750.00	13%
CONTRIBUTIONS Totals:	63,700	0.00	250.00	250.00	250.00	63,450.00	0%

Budget vs Actual

Section 3, Item c.

Town of Warsaw
8/12/2025 4:03:52 PM

Page 9 Of 21

Period Ending 7/31/2025

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-650-5000 SPECIAL EVENTS (EXPENSE)	40,000	0.00	4,462.71	4,462.71	4,462.71	35,537.29	11%
Totals:	40,000	0.00	4,462.71	4,462.71	4,462.71	35,537.29	11%

Budget vs Actual

Town of Warsaw
8/12/2025 4:03:52 PM

Period Ending 7/31/2025

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-999-0001 TRASH TRK DEBT (5 YRS)	19,452	0.00	0.00	0.00	0.00	19,452.00	
10-999-0002 POLICE CARS DEBT (5 YRS)	11,065	0.00	0.00	0.00	0.00	11,065.00	
10-999-0003 STORMWATER FACILITY DEBT	38,157	0.00	6,359.56	6,359.56	6,359.56	31,797.44	17%
10-999-0005 WPD POLICE DURANGOS CAR LOAN (5 YEARS)	2,752	0.00	0.00	0.00	0.00	2,752.00	
10-999-0008 LOAN PAYMENT - 74 MAIN STREET	19,101	0.00	2,938.70	2,938.70	2,938.70	16,162.30	15%
10-999-0009 TRASH TRUCK DEBT (FY2025)	33,710	0.00	0.00	0.00	0.00	33,710.00	
10-999-0010 POLICE CAR LOAN FY26 (5YRS)	12,000	0.00	0.00	0.00	0.00	12,000.00	
DEBT SERVICE Totals:	136,237	0.00	9,298.26	9,298.26	9,298.26	126,938.74	7%

Budget vs Actual

Section 3, Item c.

Town of Warsaw
8/12/2025 4:03:52 PM

Page 11 Of 21

Period Ending 7/31/2025

Expenses Totals:	3,091,435	0.00	268,219.59	268,219.59	268,219.59	2,823,215.41	9%
10 GENERAL FUND Revenues Over/(Under) Expenses:			(148,348.97)	(148,348.97)	(148,348.97)		

Budget vs Actual

Town of Warsaw
8/12/2025 4:03:52 PM

Period Ending 7/31/2025

30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
30-305-0000 WATER USER FEES	458,092	0.00	36,162.45	36,162.45	36,162.45	(421,929.55)	8%
30-309-0000 INTEREST INCOME CD	2,500	0.00	0.00	0.00	0.00	(2,500.00)	
30-380-0000 MISC INCOME	100	0.00	0.00	0.00	0.00	(100.00)	
30-390-3000 WELL REPLACEMENT	1,000,000	0.00	0.00	0.00	0.00	(1,000,000.00)	
Revenues Totals:	1,460,692	0.00	36,162.45	36,162.45	36,162.45	(1,424,529.55)	2%
Expenses							
30-810-0200 SALARIES/WATER	163,000	0.00	18,969.70	18,969.70	18,969.70	144,030.30	12%
30-810-0201 OT/BONUS - WATER	13,000	0.00	2,110.41	2,110.41	2,110.41	10,889.59	16%
30-810-0500 PAYROLL TAXES/WTR	13,000	0.00	1,612.64	1,612.64	1,612.64	11,387.36	12%
30-810-0600 SHORT&LONG TERM DISABILITY	850	0.00	45.66	45.66	45.66	804.34	5%
30-810-0700 RETIREMENT/LIFE INS/WTR	16,500	0.00	0.00	0.00	0.00	16,500.00	
30-810-0900 MEDICAL INS/WTR	24,144	0.00	1,006.00	1,006.00	1,006.00	23,138.00	4%
30-810-1100 TELEMETRY/TELEPHONE/WTR	2,500	0.00	90.94	90.94	90.94	2,409.06	4%
30-810-1300 ELECTRICITY/WELLS/WTR	30,000	0.00	2,587.22	2,587.22	2,587.22	27,412.78	9%
30-810-1600 MAINTENANCE/WELLS/WTR	5,500	0.00	300.00	300.00	300.00	5,200.00	5%
30-810-1700 MAINTENANCE TOWERS/WTR	42,000	0.00	0.00	0.00	0.00	42,000.00	
30-810-2200 AUDIT EXPENSE	6,000	0.00	0.00	0.00	0.00	6,000.00	
30-810-2700 TRACTOR M/O-WTR	2,000	0.00	0.00	0.00	0.00	2,000.00	
30-810-2800 BUSHHOG/MOWERS/WTR	2,300	0.00	142.20	142.20	142.20	2,157.80	6%
30-810-2900 EQUIPMENT/TOOLS/WTR	3,500	0.00	246.87	246.87	246.87	3,253.13	7%
30-810-3000 OFFICE EQUIPMENT/WTR	2,000	0.00	0.00	0.00	0.00	2,000.00	
30-810-3100 VEHICLE M/O-WTR	19,000	0.00	1,923.67	1,923.67	1,923.67	17,076.33	10%
30-810-3200 OFFICE SUPPLIES/WTR	2,750	0.00	297.80	297.80	297.80	2,452.20	11%
30-810-3300 SUPPLIES/WATER	5,000	0.00	56.67	56.67	56.67	4,943.33	1%
30-810-3400 SAFETY EQUIPMENT/WTR	1,000	0.00	16.89	16.89	16.89	983.11	2%
30-810-3500 BACKHOE M/O=WTR	1,000	0.00	0.00	0.00	0.00	1,000.00	

Budget vs Actual

Town of Warsaw
8/12/2025 4:03:52 PM

Period Ending 7/31/2025

30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
30-810-4000 UNIFORMS/ETC/WTR	2,500	0.00	0.00	0.00	0.00	2,500.00	
30-810-4100 MISS UTILITY GRIDS/WTR	500	0.00	11.37	11.37	11.37	488.63	2%
30-810-4300 INSTALL METER/CONN/WTR	5,000	0.00	0.00	0.00	0.00	5,000.00	
30-810-4400 BACKFLOW PROGRAMS	1,000	0.00	0.00	0.00	0.00	1,000.00	
30-810-4500 METER REPAIRS/WTR	2,000	0.00	0.00	0.00	0.00	2,000.00	
30-810-4600 WATER TESTING	3,000	0.00	10.50	10.50	10.50	2,989.50	0%
30-810-4700 WATER PERMIT	3,000	0.00	2,193.00	2,193.00	2,193.00	807.00	73%
30-810-4800 FIRE HYDRANT REPAIRS	1,500	0.00	0.00	0.00	0.00	1,500.00	
30-810-4900 CHLORINATION	14,000	0.00	1,433.00	1,433.00	1,433.00	12,567.00	10%
30-810-5100 REPAIRS/WATER LINE	10,000	0.00	0.00	0.00	0.00	10,000.00	
30-810-5400 INSURANCE/WATER	13,000	0.00	0.00	0.00	0.00	13,000.00	
30-810-5700 MISCELLANOUS/WTR	2,000	0.00	0.00	0.00	0.00	2,000.00	
30-810-5900 TRAINING & LICENSING	1,000	0.00	0.00	0.00	0.00	1,000.00	
WATER DEPT Totals:	413,544	0.00	33,054.54	33,054.54	33,054.54	380,489.46	8%

Budget vs Actual

Section 3, Item c.

Town of Warsaw
8/12/2025 4:03:52 PM

Page 14 Of 21

Period Ending 7/31/2025

30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
30-998-0003 WATERLINE RESERVES	10,148	0.00	0.00	0.00	0.00	10,148.00	
30-998-1000 WELL REPLACEMENT EXPENSE	1,000,000	0.00	0.00	0.00	0.00	1,000,000.00	
CAPITAL ITEM EXPENSE Totals:	1,010,148	0.00	0.00	0.00	0.00	1,010,148.00	

Budget vs Actual

Section 3, Item c.

Town of Warsaw
8/12/2025 4:03:52 PM

Period Ending 7/31/2025

30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
30-999-0007 VRA WATER TOWER - BOND PAYMENT	37,000	0.00	0.00	0.00	0.00	37,000.00	
DEBT SERVICE Totals:	37,000	0.00	0.00	0.00	0.00	37,000.00	

Budget vs Actual

Section 3, Item c.

Town of Warsaw
8/12/2025 4:03:52 PM

Period Ending 7/31/2025

Expenses Totals:	1,460,692	0.00	33,054.54	33,054.54	33,054.54	1,427,637.46	2%
30 WATER FUND Revenues Over/(Under) Expenses:			3,107.91	3,107.91	3,107.91		

Budget vs Actual

Town of Warsaw
8/12/2025 4:03:52 PM

Period Ending 7/31/2025

40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
40-351-0000 WASTEWATER USER FEES	903,888	0.00	71,726.44	71,726.44	71,726.44	(832,161.56)	8%
40-359-0000 INTEREST INCOME CD	2,000	0.00	0.00	0.00	0.00	(2,000.00)	
40-380-0000 MISCELLANEOUS INCOME	1,000	0.00	242.04	242.04	242.04	(757.96)	24%
40-397-1000 LOAN PROCEEDS	60,000	0.00	0.00	0.00	0.00	(60,000.00)	
Revenues Totals:	966,888	0.00	71,968.48	71,968.48	71,968.48	(894,919.52)	7%
Expenses							
40-820-0200 SALARIES/WWF	172,000	0.00	18,520.80	18,520.80	18,520.80	153,479.20	11%
40-820-0201 OT/BONUS - WASTEWATER	10,000	0.00	1,752.36	1,752.36	1,752.36	8,247.64	18%
40-820-0500 PAYROLL TAXES/WWF	13,000	0.00	1,550.90	1,550.90	1,550.90	11,449.10	12%
40-820-0600 SHORT&LONG TERM DISABILITY	950	0.00	48.13	48.13	48.13	901.87	5%
40-820-0700 RETIREMENT/LIFE INS/WWF	19,000	0.00	0.00	0.00	0.00	19,000.00	
40-820-0900 MEDICAL INS/WWF	36,216	0.00	2,012.00	2,012.00	2,012.00	34,204.00	6%
40-820-1100 TELEPHONE/WWF	7,000	0.00	404.63	404.63	404.63	6,595.37	6%
40-820-1200 PROPANE/SHOPS	3,750	0.00	0.00	0.00	0.00	3,750.00	
40-820-1250 GENERATOR FUEL-WWTP/LS	2,200	0.00	0.00	0.00	0.00	2,200.00	
40-820-1300 WWTP ELECTRICITY	60,000	0.00	4,682.07	4,682.07	4,682.07	55,317.93	8%
40-820-1350 WW ELECTRICITY-GENERAL	30,000	0.00	1,499.03	1,499.03	1,499.03	28,500.97	5%
40-820-1600 MAINTENANCE/LS/WWF	10,000	0.00	94.07	94.07	94.07	9,905.93	1%
40-820-1700 WW PLANT MAINTENANCE	25,000	0.00	181.22	181.22	181.22	24,818.78	1%
40-820-2000 SLUDGE REMOVAL/WWF	15,000	0.00	0.00	0.00	0.00	15,000.00	
40-820-2200 AUDIT EXPENSE/WWF	5,000	0.00	0.00	0.00	0.00	5,000.00	
40-820-2300 LEGAL SERVICES/WWF	1,000	0.00	0.00	0.00	0.00	1,000.00	
40-820-2400 ENGINEERING	25,000	0.00	0.00	0.00	0.00	25,000.00	
40-820-2600 ADVERTISING	1,500	0.00	0.00	0.00	0.00	1,500.00	
40-820-2700 TRACTOR MAINT/OPR/WWF	2,000	0.00	27.43	27.43	27.43	1,972.57	1%
40-820-2800 BUSHHOG/MOWERS/M/O/WWF	2,000	0.00	142.49	142.49	142.49	1,857.51	7%

Budget vs Actual

Town of Warsaw
8/12/2025 4:03:52 PM

Period Ending 7/31/2025

40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
40-820-2850 EQUIPMENT MAINTENANCE	12,000	0.00	0.00	0.00	0.00	12,000.00	
40-820-2900 EQUIPMENT/TOOLS/WWF	3,000	0.00	660.00	660.00	660.00	2,340.00	22%
40-820-3000 COMPUTER O/M	1,500	0.00	0.00	0.00	0.00	1,500.00	
40-820-3100 VEHICLE M/O-WWF	15,000	0.00	876.67	876.67	876.67	14,123.33	6%
40-820-3200 OFFICE SUPPLIES/WWF	3,000	0.00	712.63	712.63	712.63	2,287.37	24%
40-820-3300 SUPPLIES/GENERAL/WWF	4,000	0.00	478.71	478.71	478.71	3,521.29	12%
40-820-3400 SAFETY EQUIPMENT	3,000	0.00	16.89	16.89	16.89	2,983.11	1%
40-820-3500 BACKHOE M/O-WWF	2,000	0.00	0.00	0.00	0.00	2,000.00	
40-820-4000 UNIFORMS/WWF	1,500	0.00	0.00	0.00	0.00	1,500.00	
40-820-4100 MISS UTILITY/WWF	500	0.00	11.38	11.38	11.38	488.62	2%
40-820-4300 CONNECTIONS/INSTALLATIONS/WWF	100	0.00	0.00	0.00	0.00	100.00	
40-820-4600 SUPPLIES/TESTING/WWF	5,000	0.00	0.00	0.00	0.00	5,000.00	
40-820-4900 CHLORINATON/DECHLOR/WWF	2,500	0.00	0.00	0.00	0.00	2,500.00	
40-820-4950 WWTP CHEMICALS	45,000	0.00	2,337.30	2,337.30	2,337.30	42,662.70	5%
40-820-5000 GROUND WATER MONITORING	4,000	0.00	0.00	0.00	0.00	4,000.00	
40-820-5100 REPAIR WW LINE/WWF	3,500	0.00	201.16	201.16	201.16	3,298.84	6%
40-820-5300 DUES/WWF	2,000	0.00	675.00	675.00	675.00	1,325.00	34%
40-820-5400 INSURANCE/WWF	22,000	0.00	0.00	0.00	0.00	22,000.00	
40-820-5700 MISCELLANEOUS/WWF	1,500	0.00	27.43	27.43	27.43	1,472.57	2%
40-820-7900 TRAINING/PLANT OPR	2,500	0.00	1,281.84	1,281.84	1,281.84	1,218.16	51%
40-820-8000 CONTRACTED LAB TESTING	50,000	0.00	3,359.64	3,359.64	3,359.64	46,640.36	7%
40-820-8100 WWF MINOR PERMIT FEE	3,750	0.00	0.00	0.00	0.00	3,750.00	
WASTEWATER DEPT Totals:	627,966	0.00	41,553.78	41,553.78	41,553.78	586,412.22	7%

Budget vs Actual

Section 3, Item c.

Town of Warsaw
8/12/2025 4:03:52 PM

Page 19 Of 21

Period Ending 7/31/2025

40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
40-998-0001 CAPITAL OUTLAYS/WWF	230,150	0.00	0.00	0.00	0.00	230,150.00	
CAPITAL ITEM EXPENSE Totals:	230,150	0.00	0.00	0.00	0.00	230,150.00	

Budget vs Actual

Section 3, Item c.

Town of Warsaw
8/12/2025 4:03:52 PM

Page 20 Of 21

Period Ending 7/31/2025

40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
40-999-0005 BOND PAY/GEN OBLIGATION 2013	95,572	0.00	0.00	0.00	0.00	95,572.00	
40-999-0007 W/W VEHICLE LOAN PAYMENT FY26 (5YRS)	13,200	0.00	0.00	0.00	0.00	13,200.00	
DEBT SERVICE Totals:	108,772	0.00	0.00	0.00	0.00	108,772.00	

Budget vs Actual

Section 3, Item c.

Town of Warsaw
8/12/2025 4:03:52 PM

Page 21 Of 21

Period Ending 7/31/2025

	Expenses	Totals:	966,888	0.00	41,553.78	41,553.78	41,553.78	925,334.22	4%
40 WASTEWATER FUND		Revenues Over/(Under) Expenses:			30,414.70	30,414.70	30,414.70		

WARSAW REVOLVING-LOAN FUNDS

Monthly Financial Statement

Period (from / to): **7/1/25** **7/31/25**

Description	
Number of Active Loans	5
Balance Beginning of Month	\$ 18,252.27
Principal Received During Period	\$ 380.50
Interest Received During Period	\$ 45.75
Fees Received During Period	\$ -
Total Funds Received During Period	\$ 426.25
Disbursement to Warsaw	\$ (18,252.27)
PDC Fee During Period	\$ (50.00)
Funds Available to Loan Out	\$ 376.25

	Summary of Loans	Received This Period	Balance	Current?
1	Relish - #234	\$ 150.00	\$ 4,464.54	YES
2	Pitts - #235	\$ -	\$ 0.00	REPAID
3	Moore - #237	\$ -	\$ 3,019.96	NO
4	Dunbrooke LLC - #242	\$ 96.56	\$ 5,374.56	YES
5	Beale/Old Rapp. - #244	\$ -	\$ 467,220.63	NO
6	Cleary - #251	\$ -	\$ -	REPAID
7	Teresa's Nails - #261	\$ 179.69	\$ 8,751.61	YES
		\$ 426.25	\$ 488,831.30	

Moore last payment 5/13 S1330. Beale last payment 6/24 S2000

TOWN OF WARSAW, VA.

Public Notice

Notice is hereby given that a Conditional Use Permit is petitioned by Midtowne, L.L.C. to allow for a mixed-use development of Limited Commercial and Multi-Family Dwellings on Tax Map Parcel No. 16A1(5)A, further identified as 5373 Richmond Road. The property is a R-12, Residential/Office zoning district which requires a Conditional Use Permit and Public Hearing for such mixed-use developments combining limited commercial with multi-family dwellings.

The Warsaw Town Council and Planning Commission will conduct a Joint Public Hearing at a meeting on Thursday, August 14th, 2025, at 6:00P.M., respectively, in the Warsaw Town Council Chambers located at 78 Belle Ville Lane, Warsaw, VA, 22572. Following the Public Hearings action is anticipated. A copy of the existing zoning ordinance and proposed development are available at Town Hall.

Questions or special accommodations to attend public hearings should be directed to Joseph Quesenberry, Town Manager, at jquesenberry@townofwarshawva.us, 804-333-3737.



Town of Warsaw
 78 Belle Ville Lane
 Warsaw, Virginia 22572
 Phone: (804) 333-3737
 www.townofwarsaw.com

Section 4, Item a.

Office use:

Date: 6-1-25
 Received by: [Signature]
 Plan Number: 20250

PLAN RESUBMITTAL
MIDTOWN #01

SITE DEVELOPMENT PLAN REVIEW APPLICATION

Is your site a major development plan? (circle the appropriate answer)

Is this new construction? Yes No Is this expansion greater than 2,500 Sq. Ft.? Yes No

Are any of the following required:

Erosion and Sediment control plan? Yes No Stormwater Management Permit? Yes No

Relocation or extension of public utilities? Yes No A Traffic Impact Analysis? Yes No

If you answered YES to any of these questions, then you must apply for a Major Site Development Review.

Plan Type:

- Major Site Development Review (greater than 2,500 sq. ft. or yes to any of the above items)- \$300 fee
- Minor Site Development Review or Subdivision - \$200 fee
- Re-submittal of Plan or Amendment to Existing -\$250 fee
- Boundary Line Adjustment - \$150 fee

Site Information:

Physical Address: 5373 Richmond RD, Warsaw, VA 22572

Legal Description: _____

Tax Map #(s): 14A1(5)A Present Zoning: R-12 Present Use: Vacant

Is the Project Located in an Overlay District? If so, name it, if no then, state no: yes/TT

Proposed Use: Mixed use Residential/Light Commercial

Project Description: 17 Apartments/7,200 sq. ft. of light commercial

Residential	Non-Residential (circle one)		
Type of Unit(s): <u>2+3 Bedroom units (17)</u>	<u>Commercial</u>	Industrial	Public/Civic
Number of Building(s): <u>1</u>	Number of Building(s): _____		
Square Footage of Building(s): <u>27,562</u>	Square Footage of Building (s) <u>(7,200)</u>		
Size of Site: <u>2.67 +/- Acres</u>	Size of Site: _____		
Amount of Disturbed Area: <u>.9 Acres</u>	Amount of Disturbed Area: _____		

Applicant Information:

Property Owner: MIDTOWNE LLC

Address: PO BOX 28, TAPPAHANNOCK, VA 22560

Email: packett74@gmail.com Phone #: 804-450-7935

*Applicant Name: PACKETT BUILDERS INC (GREGORY PACKETT)

Address: PO BOX 28, TAPPAHANNOCK, VA 22560

Email Address: packett74@gmail.com Phone #: 804-450-7935

**If applicant is not the property owner then, Power of Attorney or other form of Owner's consent is required.*

Licensed Professional: (Professional Engineer or Land Surveyor)

Firm Name: J. L. HOWETH, P.L. Contact Name: JEFF HOWETH

Address: PO BOX 1684, TAPPAHANNOCK, VA 22560

Phone #: 804-443-6367 Email: jhoweth@msn.com

Professional License #: 23337

Signature:

I the undersigned certifies that the foregoing information is true and correct to the best of my knowledge and belief; with the understanding that any incorrect information submitted may result in a delay of processing. I hereby authorize the Town of Warsaw to review this request, visit the site, and contact any appropriate design professional in relation to questions generated as a result of the review.

Print Name: Gregory M. Packett

Signature: [Handwritten Signature] Date: 5/6/25

Who shall be the primary contact? (circle one) Owner Applicant Licensed Professional

For Office Use Only

Received by: [Handwritten Signature] Date: 6/1/25 Fee Paid: (Y) N

Plan Number: _____

Complete: (Yes) No Date: _____

If no, what needs to be added: _____

Other comments: _____



MINOR OR MAJOR SITE DEVELOPMENT PLAN CHECKLIST:

This checklist is to be used as an aid for the applicant for submittal and staff to determine completeness.

Place a check in the box to indicate the item is included. Write N/A if the item is not applicable

Applicant	Staff	Plan Item
✓		Title of the project
✓		Name(s) of design professional
✓		Property owner information
✓		Signature panel for the agent's approval
✓		Zoning Classification
✓		The northpoint, scale, date and vicinity map
✓		The boundaries of the property involved, all existing property lines
✓		All setback lines
✓		All existing and proposed contours with 5 foot intervals
✓		All existing and proposed buildings or structures to include square footage, number of stories and type of construction
✓		Any proposed demolition plans and details
✓		All watercourses, adjacent property lines, waterways or lakes and other existing physical features in or adjoining the project, including flood hazard areas as identified by official flood insurance maps
✓		The location, dimensions and character of construction of existing and proposed streets, alleys, sidewalks, right-of-ways, easements, construction entrance, curbs and gutters and all curb cuts
✓		The location and size of existing and proposed sanitary sewers; water, gas, telephone, electric and other utility lines; culverts and other underground or overhead structures in or affecting the project, including existing and proposed facilities and easements for these facilities

Applicant	Staff	Plan Item
✓		All existing and proposed parking, travel lanes, driveways, entrances, exits, loading spaces, walkways and bicycle parking requirements, indicating type of surfacing, size, angle of stalls, width of aisles and a specific schedule showing the number of parking spaces provided and the number required
✓		Existing and proposed stormwater management facilities and erosion and sediment control measures, indicating location, size, type and grade of ditches, catch basins, and pipes, including on-site water retention and related requirements
✓		All existing and proposed landscaping
✓		Outdoor lighting plan (photometric analysis) to include all outdoor lighting systems, including luminary size, height and fixture detail
✓		Any information necessary to demonstrate that all construction or development will fully comply with applicable federal, state and local requirements for accessibility to the handicapped including signage placement and signage

For Office Use Only

Plan Number: _____

Complete: Yes No Reviewed by: McCook Date: 6-1-25

If no, what needs to be added: _____

Other comments: _____





Town of Warsaw
 78 Belle Ville Lane
 Warsaw, Virginia 22572
 Phone: (804) 333-3737 Fax: (804) 333-3104
 www.townofwarsaw.com

Section 4, Item a.

Office use:
 Date: 6/1/2025
 Tax Map #: 16A1(S)A
 Zoning District: R-12
 Application #: _____

CWP 25-02

LAND USE AMENDMENT APPLICATION
 Information must be typed or printed and completed in full.
 Attach additional pages where necessary.

Part 1 – Completed by ALL applicants

Part 1A

Land Use Information:

- Application Type: Amendment Appeal Conditional Use Permit
 Rezoning Telecommunications Tower
 Tower Co-location Variance

Description of Request: Allow for additional "uses" in R-12 Zoned Districts. Such as Retail Boutiques, Retail Food sales, Fitness Centers, Etc.

Identification of the land for the request:

Number and Street: 5373 Richmond Rd. Proposed Acreage: _____

Current Zoning: R-12, Residential/Office Tax Map #: 16A1(S)A

Legal Description of Property (omit for zoning text amendment) – Attach if necessary: NA

- Original CUP EXPIRED - MIXED USE - R-12

Part 1B

Property History:

List any deed restrictions, covenants, trust indentures, etc. (or copy attached); if NONE, state none: _____

Has this property or any part thereof ever been considered for Variances, Special Use, Appeal of Administrative Decision or Amendment to the Zoning District Map before? Yes No (if no, skip to Part 1C)

Date: 8/2/18 Former Application No. _____ Former Applicant Name: Gregory Rickett

Former Applicant Address: P.O. Box 256 Tappahannock, VA Former Applicant Phone: 804-450-7935

Part 1C

Applicant Information:

Is the applicant: Property Owner (if owner skip to Part 1D) Contract Purchaser Other: _____

Name: Craig Pickett Address: P.O. Box 248 Tappahannock, VA 22560

Phone Number: 804-450-7935 E-mail: pickett740@gmail.com

If you are the agent for the property owner, do you have consent of the owner(s) attached? Yes No

Part 1D

Owner(s) Information (omit for zoning text amendment):

If the property is owned or controlled by a Land Trust or Partnership, List name and interest of ALL beneficiaries or Partners and attach evidence that the person submitting the application on behalf of the Land Trust or Partnership is authorized to do so.

Name: _____ Interest: _____ Phone Number: _____

Mailing Address: _____

Name: _____ Interest: _____ Phone Number: _____

Mailing Address: _____

Attach additional names as necessary.

Part 2 – Complete ONLY the portion(s) pertaining to your case (as checked in Part 1A)

Part 2A

Amendment, Zoning Text – Applications for amendments to the zoning text are heard by the Planning Commission, which makes a recommendation to the Town Council. Only the Town Council has the authority to change the zoning text.

1. What section(s) of the Town code is proposed to be amended? _____
2. Attach the exact language suggested by the application to be added, deleted, or changed in the Town Code.
3. Attach a written statement, which justifies the proposed change. The statement should also identify potential positive and negative impacts (if any) of the proposed change to the applicant's property, nearby properties, and the entire community if the application is approved or if it is denied.

Part 3 – To be completed by ALL applicants

Part 3A

Affidavit – This part of the application must be notarized. Do not sign until in the presence of a Notary Public.

To the best of my knowledge, I hereby affirm that all information in this application and any attached material and documents are true:

Printed Name of applicant: Cory LaBont

Signature of applicant: [Signature] Date: 3/4/25

Signed and sworn before me on this: 5/6/2025

Signature of Notary: Sherry J Booher-Derby



Checklist:

- ✓ The required fee must accompany this application. A fee schedule is attached for your convenience. Checks must be made payable to: "Town of Warsaw Treasurer".
- ✓ Enclosed with the application a copy of the appropriate tax map with the property marked and, if available, a survey plat of the entire parcel.
- ✓ Enclose any required plans or plats
- ✓ Enclose with this application any additional information to assist with review and determination
- ✓ All pertinent sections of this form have been filled out

For Office Use Only

Received by: M Coates Date: 6-1-25 Fee Paid: Y N

Complete: Yes No Date: _____

If no, what needs to be added: - Joint Hearing - 7/25

Date Action Taken by PC: 7/10/25 Date Action Taken by BZA: N/A

Date Action Taken by Council: 7/10/25 Final Decision: Approval Denial

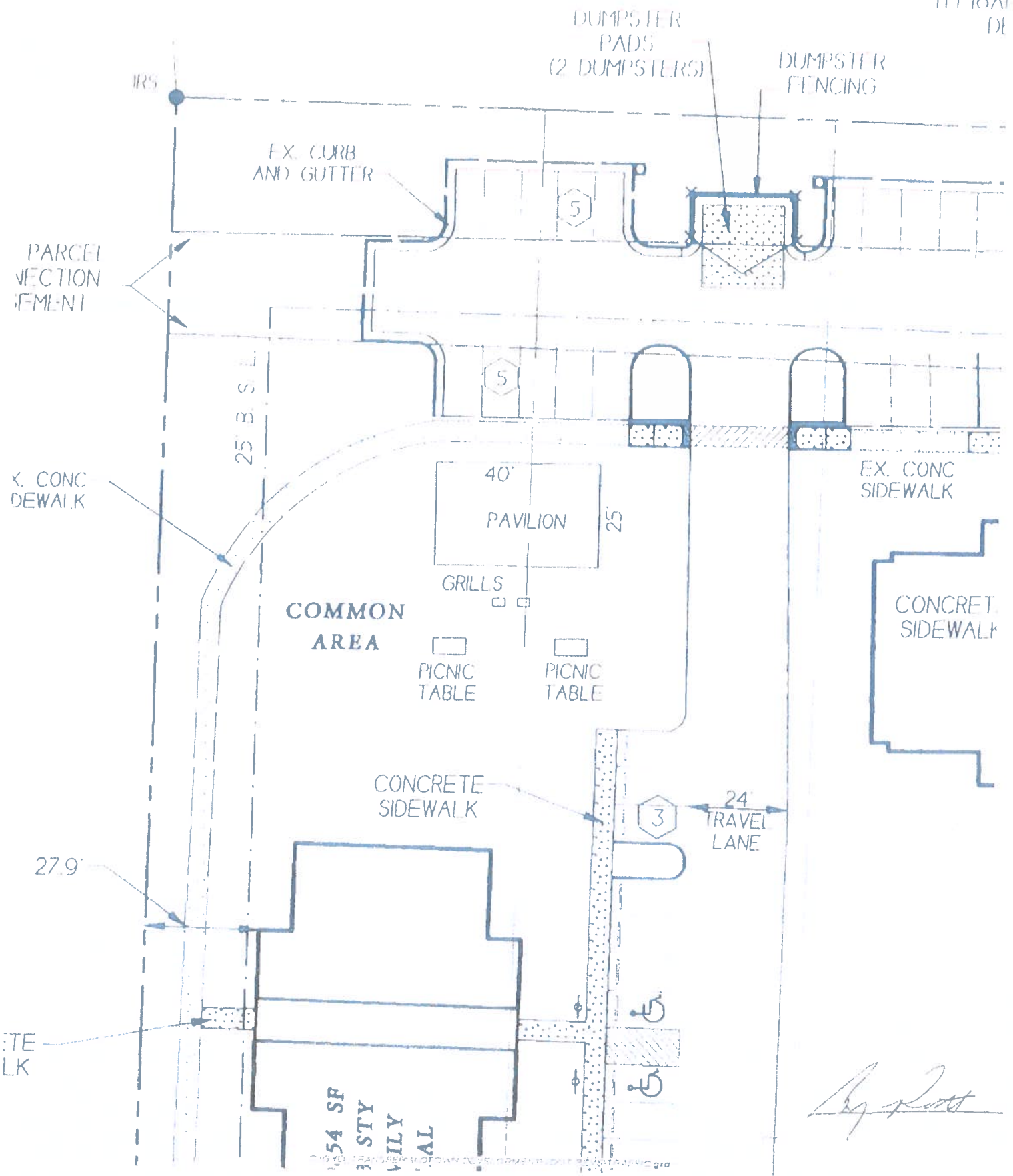
Permit Fees	
Appeal Administrative Decision	\$ 250
Amendment to Zoning Ordinance	\$ 300
Appeal	\$ 200
Conditional Use Permit	\$ 250
Rezoning	\$ 200
Variance	\$ 300
Tower or Tower Co-Location	\$1,000

Address: 1111

Section 4, Item a.

LIMITED

IM 16A1
DE



TOWN OF WARSAW
P.O. Box 730
Warsaw, VA 22572
(804)333-3737

P A Y M E N T

Date: 5/17/2025
Time: 3:44 PM

4101 OWN PLAN RESUBMIT/CUP PACKET 11/53/73 RI
CHMOUND RD

16A1(5)A CUP25 02

Cash:	\$0.00
Check:	\$500.00
Charge:	\$0.00
Money/Order:	\$0.00
Total Fee:	\$500.00
TOTAL PAID:	\$500.00
Charge Due:	\$0.00

1 300 PERMITS & FEES \$500.00

Operator: 3
Receipt#: 49852

T H A N K Y O U !

TOWN OF WARSAW, VA.

Public Notice

Notice is hereby given that a Conditional Use Permit is petitioned by Packett Rentals, L.L.C., to allow for the proposed development of 2 (two) multi-family dwelling units totaling forty-eight apartments on Tax Map 16A4(A) Parcel 71, further identified as 6324 and 6326 Richmond Road. The zoning district is R-12, residential/office, which requires a Conditional Use Permit and Public Hearing for the proposed multi-family dwelling construction.

The Warsaw Town Council and Planning Commission will conduct a Joint Public Hearing at a meeting on Thursday, August 14th, 2025, at 6:00P.M., respectively, in the Warsaw Town Council Chambers located at 78 Belle Ville Lane, Warsaw, VA, 22572. Following the Public Hearings action is anticipated. A copy of the existing zoning ordinance and proposed development are available at Town Hall.

Questions may be directed to the Town Office between 8:30 A.M. and 4:30 P.M., Monday through Friday by calling (804) 333-3737 or by emailing Joseph Quesenberry, Town Manager, at jquesenberry@town.warsaw.va.us. All interested parties will be heard at the hearing or written statements may be sent to Town of Warsaw, P.O. Box 730, Warsaw, VA 22572 and will be presented at the hearing.



Town of Warsaw
 78 Belle Ville Lane
 Warsaw, Virginia 22572
 Phone: (804) 333-3737
 www.townofwarsaw.com

Office use:
 Date: 6-16-25
 Received by: 16A4(A) 71
 Plan Number: _____
Plan Resubmittal
02

SITE DEVELOPMENT PLAN REVIEW APPLICATION

Is your site a major development plan? (circle the appropriate answer)

Is this new construction? Yes No Is this expansion greater than 2,500 Sq. Ft.? Yes No

Are any of the following required:

Erosion and Sediment control plan? Yes No Stormwater Management Permit? Yes No
 Relocation or extension of public utilities? Yes No A Traffic Impact Analysis? Yes No

If you answered YES to any of these questions, then you must apply for a Major Site Development Review.

Plan Type:

- Major Site Development Review (greater than 2,500 sq. ft. or yes to any of the above items)- \$300 fee
- Minor Site Development Review or Subdivision - \$200 fee
- Re-submittal of Plan or Amendment to Existing -\$250 fee
- Boundary Line Adjustment - \$150 fee

Site Information:

Physical Address: 60324 + 6326 Richmond Rd.

Legal Description: TM 16A4-(A) 71 DB 291 PG 183

Tax Map #(s): 16A4(A) 71 Present Zoning: R-12 Present Use: Res

Is the Project Located in an Overlay District? If so, name it, if no then, state no: yes: TT

Proposed Use: Res.

Project Description: 2 New 24 unit Apartment Buildings

Residential	Non-Residential (circle one)		
Type of Unit(s): <u>2 3 Bedroom</u>	Commercial	Industrial	Public/Civic
Number of Building(s): <u>2</u>	Number of Building(s): _____		
Square Footage of Building(s): <u>25,000</u>	Square Footage of Building (s) _____		
Size of Site: <u>4.25 AC</u>	Size of Site: _____		
Amount of Disturbed Area: <u>see plan</u>	Amount of Disturbed Area: _____		

Applicant Information:

Property Owner: Packett Rentals, LLC

Address: P.O. Box 26

Email: Packett74@gmail.com Phone #: 904-450-7935

*Applicant Name: _____

Address: _____

Email Address: _____ Phone #: _____

**If applicant is not the property owner then, Power of Attorney or other form of Owner's consent is required.*

Licensed Professional: (Professional Engineer or Land Surveyor)

Firm Name: _____ Contact Name: _____

Address: _____

Phone #: _____ Email: _____

Professional License #: _____

Signature:

I the undersigned certifies that the foregoing information is true and correct to the best of my knowledge and belief; with the understanding that any incorrect information submitted may result in a delay of processing. I hereby authorize the Town of Warsaw to review this request, visit the site, and contact any appropriate design professional in relation to questions generated as a result of the review.

Print Name: Gregory Packett

Signature: [Handwritten Signature] Date: 6/16/25

Who shall be the primary contact? (circle one) Owner Applicant Licensed Professional

For Office Use Only

Received by: McCabe Date: 6/16/25 Fee Paid: Y N

Plan Number: Digital file

Complete: Yes No Date: _____

If no, what needs to be added: _____

Other comments: - CUP 25-03 / P.H.



Town of Warsaw
 78 Belle Ville Lane
 Warsaw, Virginia 22572
 Phone: (804) 333-3737
 www.townofwarsaw.com

PROCEDURE FOR FILING MINOR OR MAJOR SITE DEVELOPMENT APPLICATION

1. PRE-APPLICATION MEETING

Prior to submitting the application, each applicant must hold a pre-application meeting with town staff to discuss the procedures, standards and regulations required for development approval. This meeting will provide basic information on the Town's Site Development process and will help to identify any problems that could adversely affect review and approval of the development plan. Call 804-333-3737 to schedule a pre-application meeting.

2. APPLICATION SUBMITTAL REQUIREMENTS

- Minimum of five (5) copies of the completed Site Development Application
- Site Development Fee
- Site Plan Checklist
- Minimum of five (5) copies of the site plan and two (2) copies of the storm water management calculations. Site plans shall be prepared and certified by a qualified licensed professional. Qualified professionals include Registered Architect, Professional Engineers, Certified Land Surveyors and Certified Landscape Architects. There are separate fees associated with storm water management, land disturbance, public utilities and erosion and sediment control permits.

3. REVIEW PROCESS

- Applications may be submitted for review at any time during normal business hours to the Community Development Department.
- The application and site plan will be logged by staff and reviewed for completeness at the time of submittal. Applicants will be notified within 10 business days if the application is incomplete.
- If plans are determined to be incomplete, the Town will take no further steps to process the application.
- Once plans are determined to be complete, they are distributed to the appropriate departments for review.
- All comments from each department will be compiled into a consolidated letter and sent to the applicant within four weeks of the submission date. State departments have their own deadlines and may submit reviews separately.
- The applicant may make the necessary revisions and resubmit the revised plans (5 copies of the site plan and 2 copies of storm water management calculations).
- If all required corrections have been made, the site plan is approved, and the Review Staff will send an approval letter and an approved set of plans to the applicant.
- If all corrections have not been remedied, the applicant will be notified. The revision and resubmittal process will be repeated until all comments have been addressed appropriately. Please note that resubmittals are an additional fee of \$250 each.



MINOR OR MAJOR SITE DEVELOPMENT PLAN CHECKLIST:

This checklist is to be used as an aid for the applicant for submittal and staff to determine completeness.

Place a check in the box to indicate the item is included. Write N/A if the item is not applicable

Applicant	Staff	Plan Item
✓		Title of the project
✓		Name(s) of design professional
✓		Property owner information
✓		Signature panel for the agent's approval
✓		Zoning Classification
✓		The northpoint, scale, date and vicinity map
✓		The boundaries of the property involved, all existing property lines
✓		All setback lines
✓		All existing and proposed contours with 5 foot intervals
✓		All existing and proposed buildings or structures to include square footage, number of stories and type of construction
✓		Any proposed demolition plans and details
✓		All watercourses, adjacent property lines, waterways or lakes and other existing physical features in or adjoining the project, including flood hazard areas as identified by official flood insurance maps
✓		The location, dimensions and character of construction of existing and proposed streets, alleys, sidewalks, right-of-ways, easements, construction entrance, curbs and gutters and all curb cuts
✓		The location and size of existing and proposed sanitary sewers; water, gas, telephone, electric and other utility lines; culverts and other underground or overhead structures in or affecting the project, including existing and proposed facilities and easements for these facilities

Applicant	Staff	Plan Item
✓		All existing and proposed parking, travel lanes, driveways, entrances, exits, loading spaces, walkways and bicycle parking requirements, indicating type of surfacing, size, angle of stalls, width of aisles and a specific schedule showing the number of parking spaces provided and the number required
✓		Existing and proposed stormwater management facilities and erosion and sediment control measures, indicating location, size, type and grade of ditches, catch basins, and pipes, including on-site water retention and related requirements
✓		All existing and proposed landscaping
✓		Outdoor lighting plan (photometric analysis) to include all outdoor lighting systems, including luminary size, height and fixture detail
✓		Any information necessary to demonstrate that all construction or development will fully comply with applicable federal, state and local requirements for accessibility to the handicapped including signage placement and signage

For Office Use Only

Plan Number: _____

Complete: Yes No Reviewed by: _____ Date: _____

If no, what needs to be added: _____

Other comments: _____



Town of Warsaw
78 Belle Ville Lane
Warsaw, Virginia 22572
Phone: (804) 333-3737 Fax: (804) 333-3104
www.townofwarsaw.com

Office use:
Date 6-16-25
Tax Map # 16A4(A) 71
Zoning District R-12
Application # _____

CUPES-03
DAN RESUBMITL-02

LAND USE AMENDMENT APPLICATION
Information must be typed or printed and completed in full.
Attach additional pages where necessary.

Part 1 – Completed by ALL applicants

Part 1A

Land Use Information:

- Application Type: Amendment Appeal Conditional Use Permit
 Rezoning Telecommunications Tower
 Tower Co-location Variance

Description of Request: Build 2-2 Unit Apartment Buildings

Identification of the land for the request:

Number and Street: 6324/6326 Richmond Rd Proposed Acreage: 4.62 acres +/-

Current Zoning: R-12 Tax Map #: 16A4-(A) 71

Legal Description of Property (omit for zoning text amendment) – Attach if necessary: _____

Part 1B

Property History:

List any deed restrictions, covenants, trust indentures, etc. (or copy attached); if NONE, state none: _____

Has this property or any part thereof ever been considered for Variances, Special Use, Appeal of Administrative Decision or Amendment to the Zoning District Map before? Yes No (if no, skip to Part 1C)

Date: _____ Former Application No. _____ Former Applicant Name: _____

Former Applicant Address: _____ Former Applicant Phone: _____

Part 1C

Applicant Information:

Is the applicant: Property Owner (if owner skip to Part 1D) Contract Purchaser Other: _____

Name: Packett Rentals, LLC Address: P.O. Box 24 Topsham, VA 22560

Phone Number: 904-450-7935 E-mail: packettr74@gmail.com

If you are the agent for the property owner, do you have consent of the owner(s) attached? Yes No

Part 1D

Owner(s) Information (omit for zoning text amendment):

If the property is owned or controlled by a Land Trust or Partnership, List name and interest of ALL beneficiaries or Partners and attach evidence that the person submitting the application on behalf of the Land Trust or Partnership is authorized to do so.

Name: _____ Interest: _____ Phone Number: _____

Mailing Address: _____

Name: _____ Interest: _____ Phone Number: _____

Mailing Address: _____

Attach additional names as necessary.

Part 2 – Complete ONLY the portion(s) pertaining to your case (as checked in Part 1A)

Part 2A

Amendment, Zoning Text – Applications for amendments to the zoning text are heard by the Planning Commission, which makes a recommendation to the Town Council. Only the Town Council has the authority to change the zoning text.

1. What section(s) of the Town code is proposed to be amended? _____
2. Attach the exact language suggested by the application to be added, deleted, or changed in the Town Code.
3. Attach a written statement, which justifies the proposed change. The statement should also identify potential positive and negative impacts (if any) of the proposed change to the applicant’s property, nearby properties, and the entire community if the application is approved or if it is denied.

Part 2B

Appeal of Administrative Decision – Administrative decisions are reviewed by the Board of Zoning Appeals (BZA). Such administrative decisions may be reversed or sustained.

1. Date of administrative decision leading to the appeal: _____
2. Attach a description of the decision the administrative official made and their reasons for the decision.
3. Attach what you are specifically appealing.
4. Attach detailed reasons for this request, and why the BZA in your opinion should overrule the administrative decision.

Part 2C

Conditional Use Permit – Conditional use requests are heard by the Planning Commission, which makes a positive or negative recommendation to the Town Council. Only the Town Council has the authority to grant or deny a conditional use.

Tower/Tower Co-Location – No Public Hearing, plans and specifications required.

1. Current use of property: Res.
2. Proposed use: Res.
3. Are development plans submitted with this application? Yes No
4. Estimated completion date of project or use of property: 6/16/09
5. Attach information concerning the use of public utilities, traffic impact, parking, signage, survey etc.
6. Summarize on a separate sheet how the proposed use will positively impact the district.

Please Note: The Town of Warsaw may grant a permit with suitable regulations and safeguards, known as conditions, as it deems appropriate. Conditional use permits are for an indefinite period unless a condition is imposed specifying a shorter duration. Such permits shall run with the land unless the Town imposes a more restrictive condition regarding succession to rights in the permit.

Part 2D

Rezoning – (Amendment to the zoning district map) – These are heard by the Planning Commission which makes a positive or negative recommendation to the Town Council. Only the Town Council has the authority to grant or deny amendments to the Zoning Map.

1. Existing Zoning: _____
2. Proposed Zoning: _____
3. Existing Use: _____
4. Proposed Use: _____
5. Are development plans submitted with this application? Yes No
6. Estimated completion date of project: _____
7. Attach information concerning the use of public utilities, traffic impact, parking, signage, survey, etc.
8. Summarize how the project relates to the Comprehensive Plan.

Part 2E

Variance – Variances are granted or denied by the Board of Zoning Appeals (BZA), which may only make decisions based on the criteria set forth in the Code of Virginia § 15.2-2309. A variance will not be granted unless the BZA finds:

- a. That the strict application of the zoning ordinance would produce undue hardship.
- b. That such hardship is not shared generally by other properties in the same zoning district and the same vicinity.
- c. That the authorization of the variance will not be of substantial detriment to adjacent property.
- d. That the character of the district will not be changed by the granting of the variance.
- e. That a remedy is not available through some other permitting.

The applicant shall provide:

- 1. Brief description of the requested variation: _____

- 2. How does the Zoning Ordinance unreasonably restrict the use of the property: _____

- 3. What hardship would be alleviated: _____

- 4. Was the hardship created by the owner/applicant: _____

- 5. What physical features of the property make the variance necessary: _____

- 6. Describe how the condition or situation is unique to this property: _____

- 7. What effect will the variance have on adjacent properties: _____

Part 3 – To be completed by ALL applicants

Part 3A

Affidavit – This part of the application must be notarized. Do not sign until in the presence of a Notary Public.

To the best of my knowledge, I hereby affirm that all information in this application and any attached material and documents are true:

Printed Name of applicant: Gregory Packett

Signature of applicant: [Signature] Date: 6/10/25

Signed and sworn before me on this: 16TH JUNE 2025

Signature of Notary: Sherry J Booher Derby



Checklist:

- ✓ The required fee must accompany this application. A fee schedule is attached for your convenience. Checks must be made payable to: "Town of Warsaw Treasurer".
- ✓ Enclosed with the application a copy of the appropriate tax map with the property marked and, if available, a survey plat of the entire parcel.
- ✓ Enclose any required plans or plats
- ✓ Enclose with this application any additional information to assist with review and determination
- ✓ All pertinent sections of this form have been filled out

For Office Use Only

Received by: [Signature] Date: 6/24/25 Fee Paid: Y N

Complete: Yes No Date: _____

If no, what needs to be added: _____

Date Action Taken by PC: _____ Date Action Taken by BZA: N/A

Date Action Taken by Council: _____ Final Decision: Approval Denial

IBD

Permit Fees	
Appeal Administrative Decision	\$ 250
Amendment to Zoning Ordinance	\$ 300
Appeal	\$ 200
Conditional Use Permit	\$ 250
Rezoning	\$ 200
Variance	\$ 300
Tower or Tower Co-Location	\$1,000

CASH RECEIPT

Date: 5/24/2025
 Received From: [Handwritten Name]
 Address: [Handwritten Address]
 Dollars \$: [Handwritten Amount]

For: [Handwritten Description]

ACCOUNT		HOW PAID	
AMT OF ACCOUNT		CASH	
AMT PAID		CHECK	
BALANCE DUE		MONEY ORDER	
		CREDIT CARD	

By: [Handwritten Signature]

TOWN OF WARSAW
 P.O. Box 730
 Warsaw, VA 22572-
 (804)333-3737

PAYMENT
 Date: 5/24/2025
 Time: 1:29 PM
 REVERE STATION 2 - 24 UNIT APT BLDGS PADRE
 FT RENTALS 6324, 6326 RICHMOND RD
 DUP25-03 & PLAN RESUBMITL #02 164414171

Cash:	\$0.00
Check:	\$500.00
Charge:	\$0.00
Money Order:	\$0.00
Total Fee:	\$0.00
TOTAL PAID:	\$500.00
Charge Due:	\$0.00

300 PERMITS & FEES \$500.00

Operator: 3
 Receipt#: 49925

THANK YOU

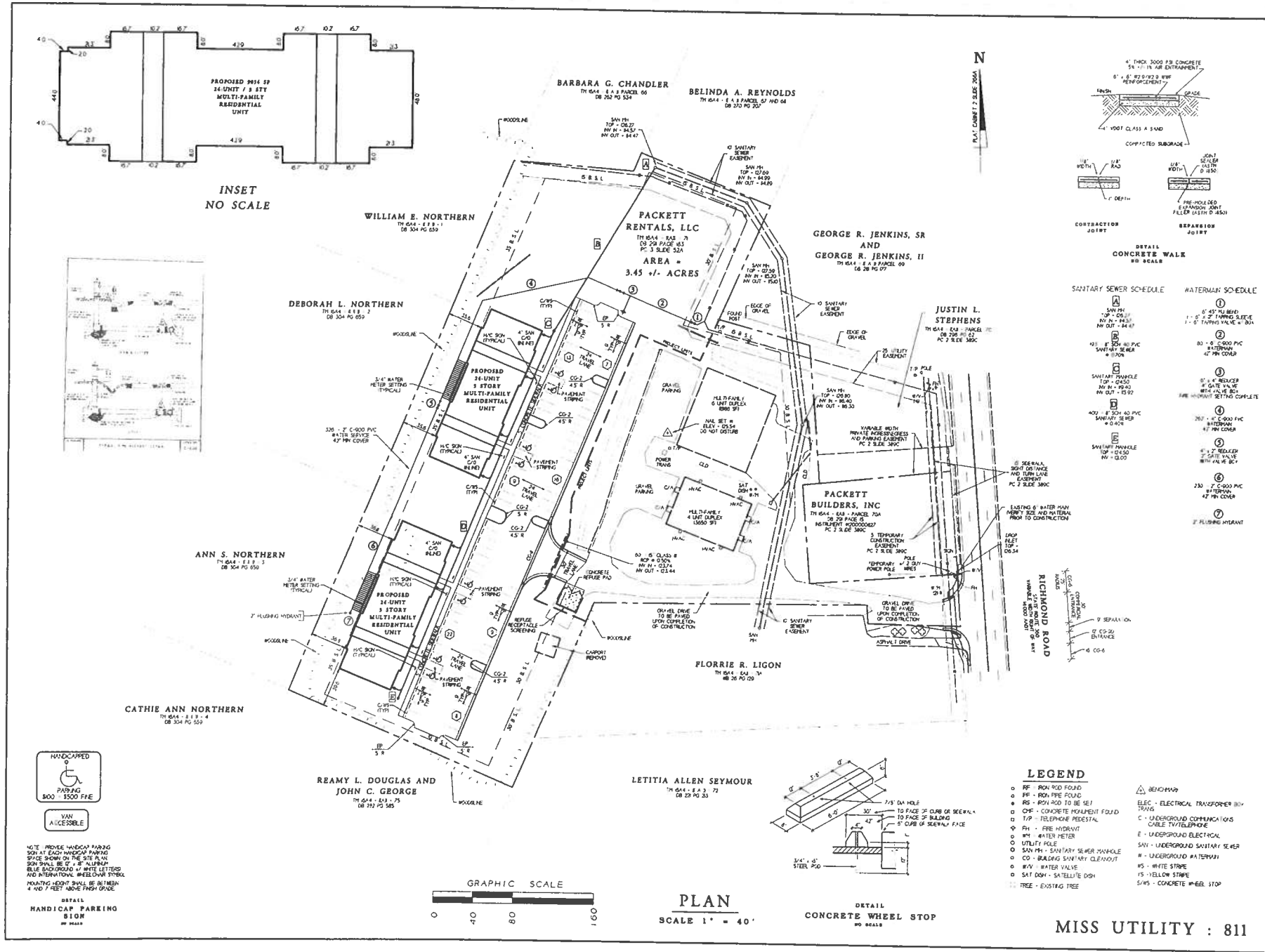
CASH RECEIPT

Date: _____
 Received From: _____
 Address: _____
 Dollars \$: _____

For: _____

ACCOUNT		HOW PAID	
AMT OF ACCOUNT		CASH	
AMT PAID		CHECK	
BALANCE DUE		MONEY ORDER	
		CREDIT CARD	

By: _____



JOB NO.
SHEET 3 OF 9

J. L. HOWETH, P.C.
CONSULTING ENGINEERING • LAND SURVEYING •
www.jlhowethpc.com

FINAL SITE PLAN
PACKETT RENTALS, LLC
TOWN OF WARSAW
RICHMOND COUNTY, VIRGINIA
SCALE AS NOTED
AUGUST 16, 2011 DRAWN BY: JLR
UNAUTHORIZED USE OF DOCUMENTS PROHIBITED

P. O. BOX 1684
TAPPANNOCK, VA 22560
TELEPHONE : 804-443-6367

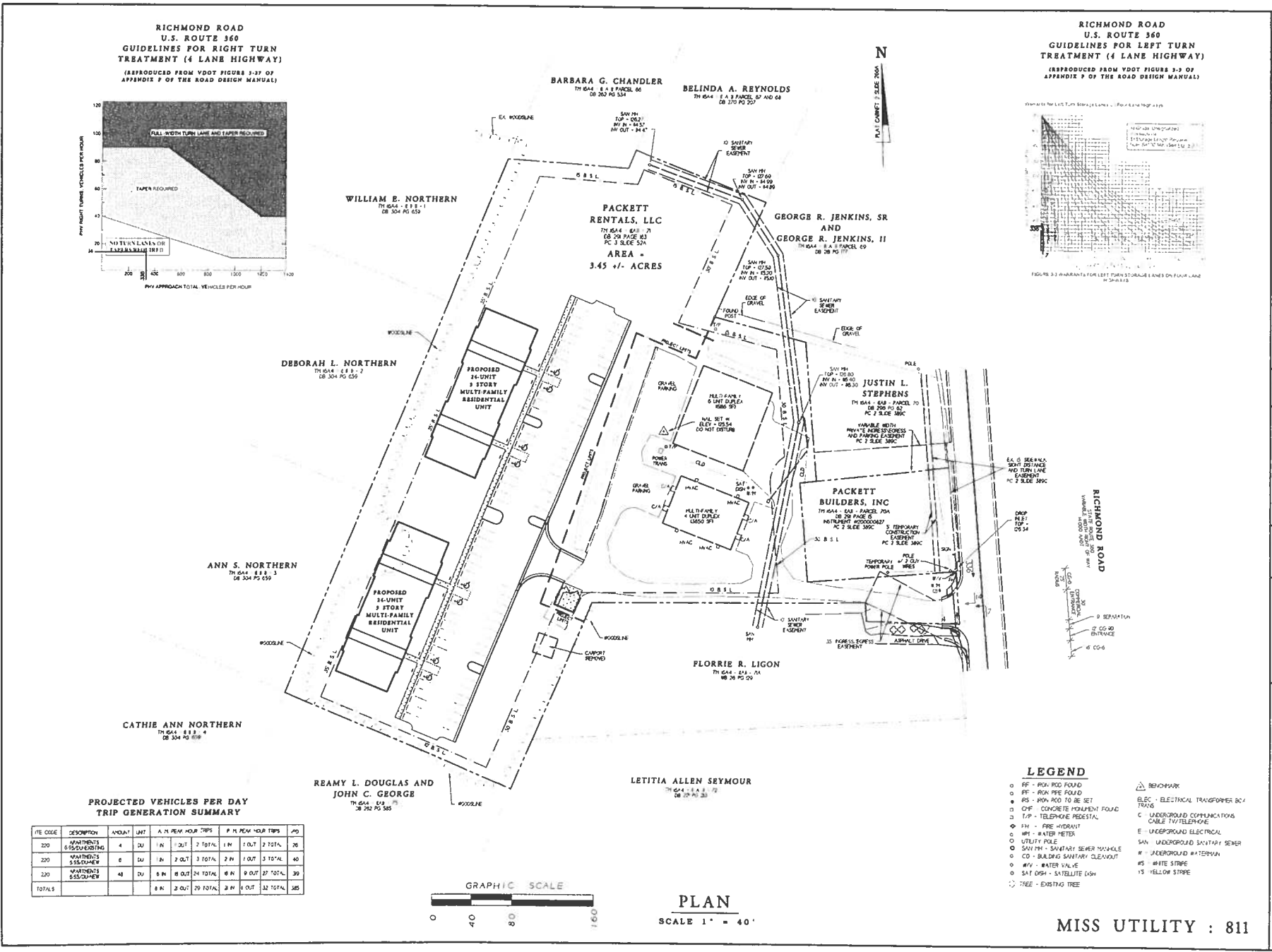
DATE	DESCRIPTION	APPD.
7/10/2013	TOWN REVISIONS	JLR
05/15/2013	VDOT AND TOWN REVS	JLR

SANITARY SEWER SCHEDULE

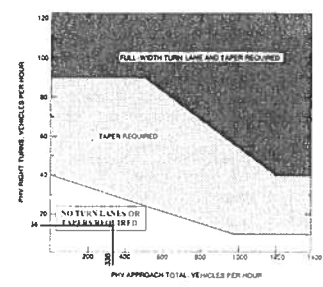
NO.	DESCRIPTION
1	4" 45' P/B BERD
2	1" 6" 2" TAPPING SLEEVE
3	8" 6" 2" PVC
4	4" 4" 2" PVC
5	4" 4" 2" PVC
6	4" 4" 2" PVC
7	2" FLOORING HYDRANT

WATERMAIN SCHEDULE

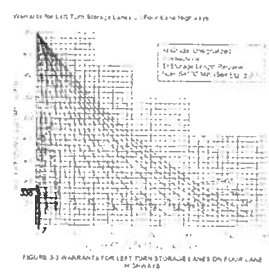
NO.	DESCRIPTION
1	4" 45' P/B BERD
2	1" 6" 2" TAPPING SLEEVE
3	8" 6" 2" PVC
4	4" 4" 2" PVC
5	4" 4" 2" PVC
6	4" 4" 2" PVC
7	2" FLOORING HYDRANT



**RICHMOND ROAD
U.S. ROUTE 360
GUIDELINES FOR RIGHT TURN
TREATMENT (4 LANE HIGHWAY)**
(REPRODUCED FROM VDOT FIGURE 3-27 OF
APPENDIX F OF THE ROAD DESIGN MANUAL)

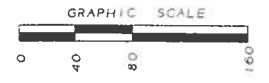


**RICHMOND ROAD
U.S. ROUTE 360
GUIDELINES FOR LEFT TURN
TREATMENT (4 LANE HIGHWAY)**
(REPRODUCED FROM VDOT FIGURE 3-2 OF
APPENDIX F OF THE ROAD DESIGN MANUAL)



**PROJECTED VEHICLES PER DAY
TRIP GENERATION SUMMARY**

ITE CODE	DESCRIPTION	AMOUNT	UNIT	A.M. PEAK HOUR TRIPS	P.M. PEAK HOUR TRIPS	AD
220	APARTMENTS & VISITING	4	DU	1 IN 2 OUT 2 TOTAL	1 IN 1 OUT 2 TOTAL	26
220	WATERWAYS SSS-TURMHE	6	DU	2 IN 2 OUT 2 TOTAL	2 IN 1 OUT 3 TOTAL	40
220	WATERWAYS SSS-COMMER	48	DU	8 IN 8 OUT 24 TOTAL	8 IN 9 OUT 27 TOTAL	392
TOTALS				8 IN 2 OUT 20 TOTAL	8 IN 1 OUT 22 TOTAL	388



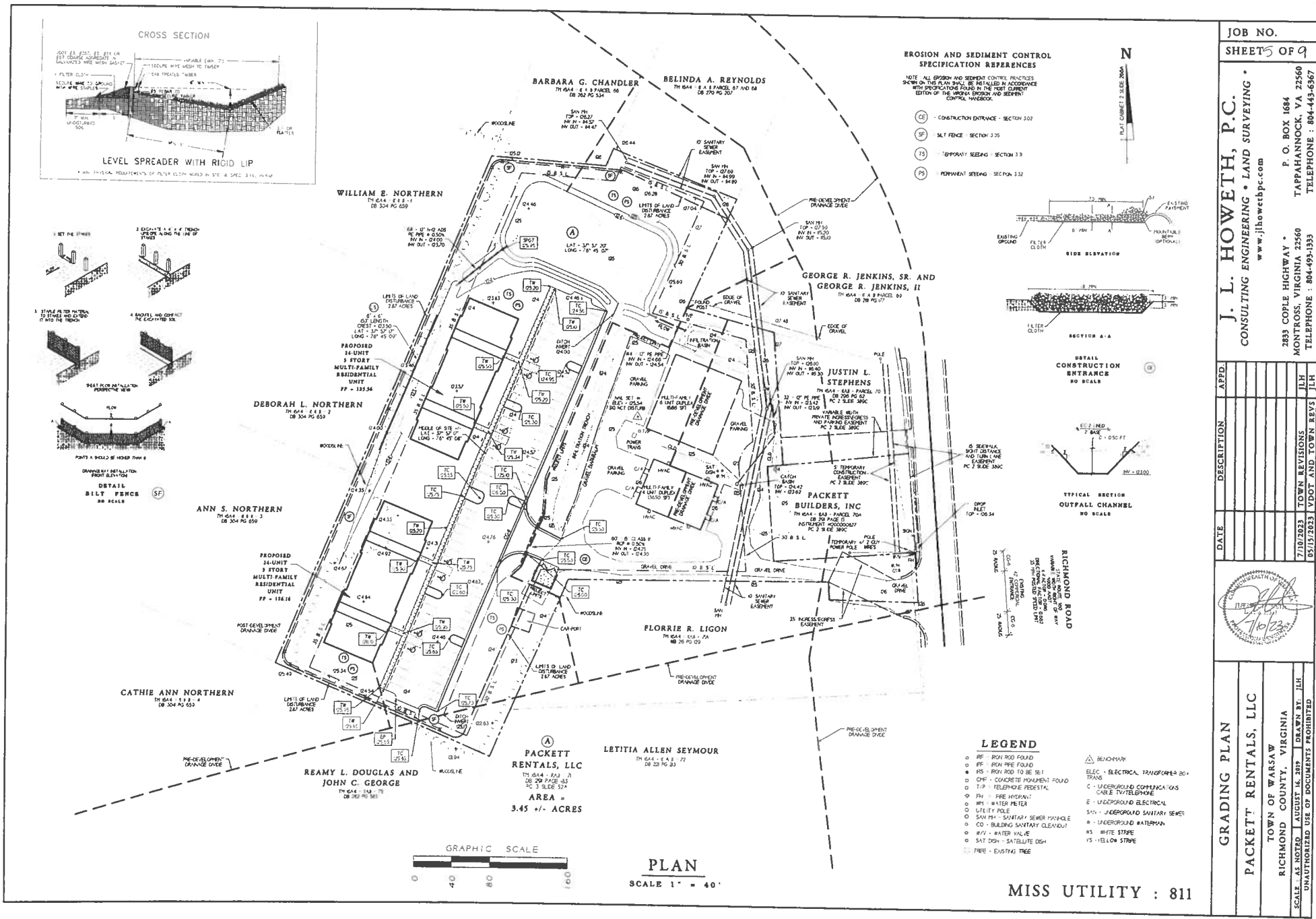
PLAN
SCALE 1" = 40'

LEGEND

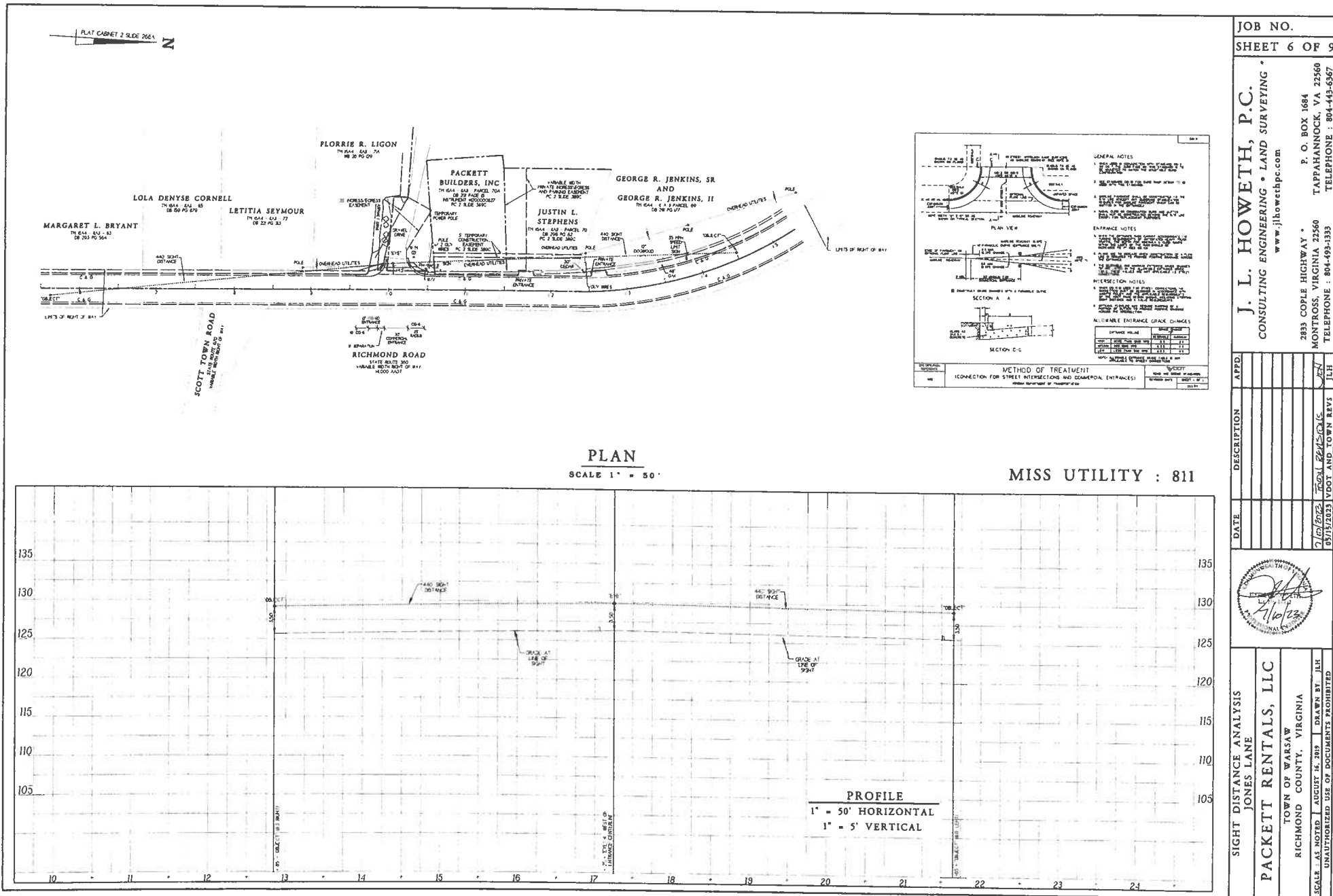
- FF - IRON ROD FOUND
- PF - IRON PIPE FOUND
- RS - IRON ROD TO BE SET
- C/P - CONCRETE FOUNDATION
- T/P - TELEPHONE PEDESTAL
- FH - FIRE HYDRANT
- WPT - WATER METER
- UTY - UTILITY POLE
- SW/TH - SANITARY SEWER MANHOLE
- CD - BUILDING SANITARY CLEANOUT
- W/V - WATER VALVE
- SAT DISH - SATELLITE DISH
- TREE - EXISTING TREE
- △ BENCHMARK
- ELEC - ELECTRICAL TRANSFORMER BOX TRANS
- UNDERGROUND COMMUNICATIONS CABLE / TV / TELEPHONE
- UNDERGROUND ELECTRICAL
- UNDERGROUND SANITARY SEWER
- UNDERGROUND WATERMAIN
- W - WHITE STRIPE
- Y - YELLOW STRIPE
- SEPARATION
- EG - NO ENTRANCE
- CO - G

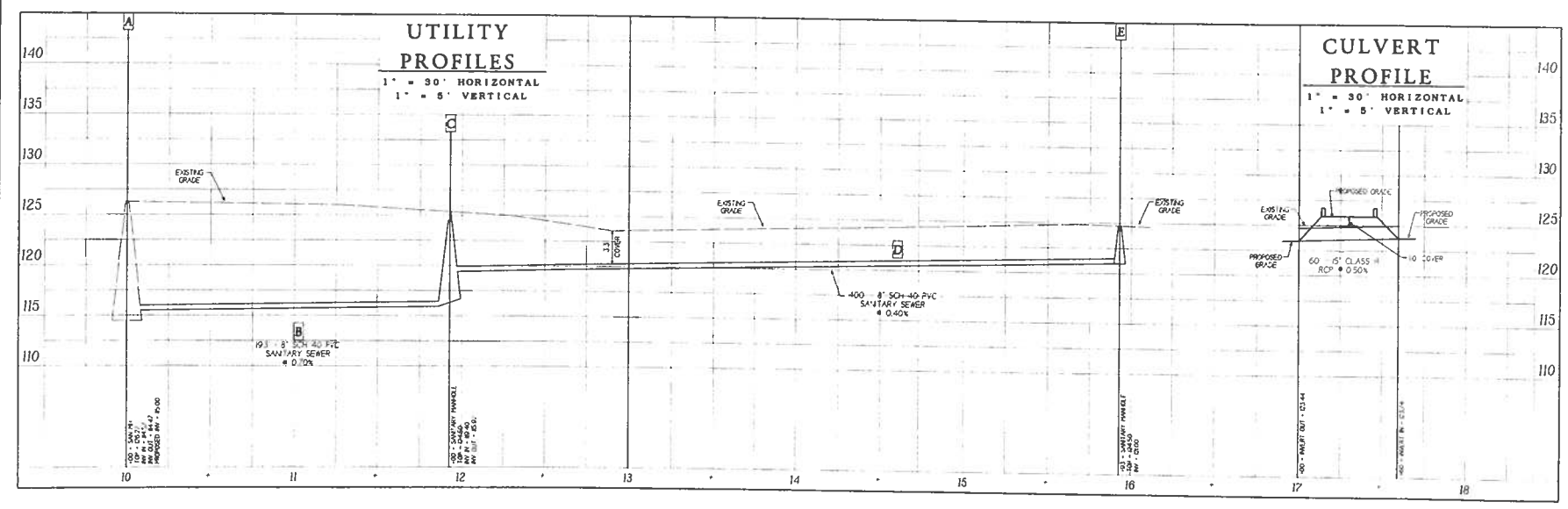
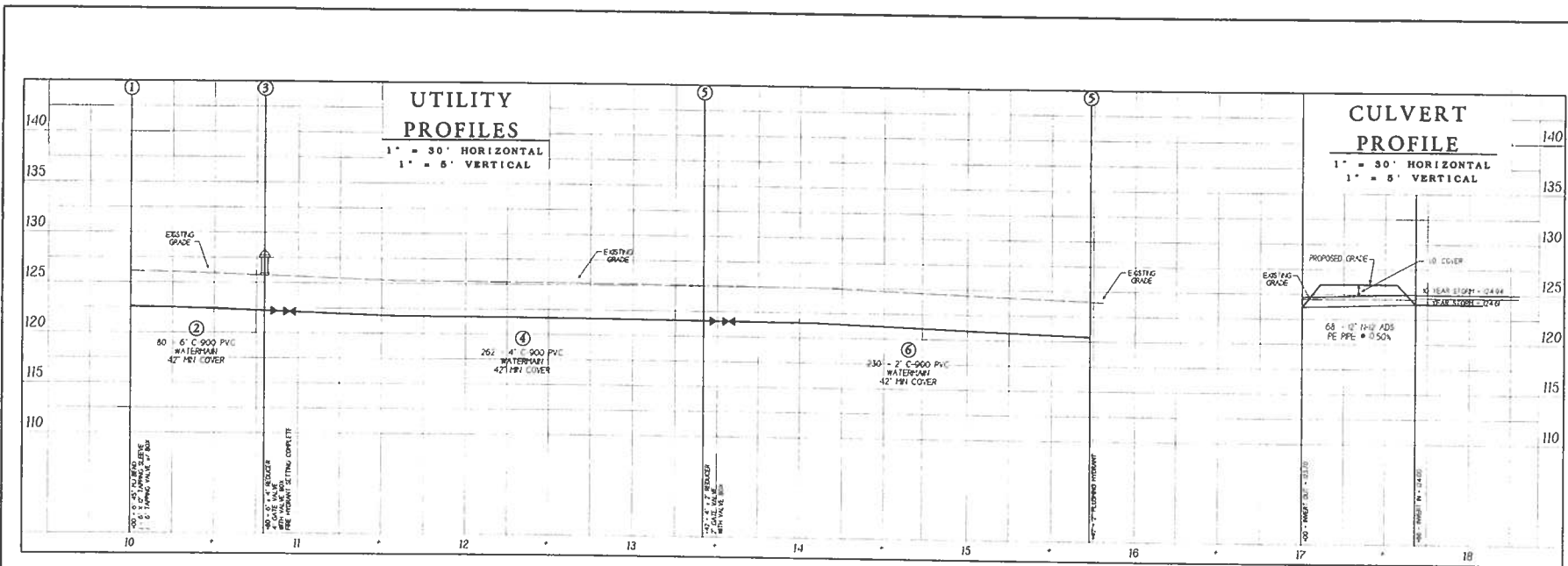
MISS UTILITY : 811

JOB NO.	
SHEET 4 OF 9	
J. L. HOWETH, P.C. CONSULTING ENGINEERING • LAND SURVEYING • www.jlhowethpc.com	
P. O. BOX 1684 TAPPANNOCK, VA 22560 TELEPHONE : 804-443-6367	
2839 COPE HIGHWAY • MONTROSS, VIRGINIA 22560 TELEPHONE : 804-493-1333	
DATE	7/10/2013
DESCRIPTION	TRIP GENERATION
APPROVED	[Signature]
DRAWN BY	JLM
CHECKED BY	JLM
TRAFFIC ANALYSIS PACKETT RENTALS, LLC TOWN OF WARSAW RICHMOND COUNTY, VIRGINIA SCALE - AS NOTED AUGUST 16, 2013 DRAWN BY: JLM UNAUTHORIZED USE OF DOCUMENTS IS PROHIBITED	



JOB NO.		SHEETS OF 9	
J. L. HOWETH, P.C. CONSULTING ENGINEERING • LAND SURVEYING • www.jlhowethpc.com P. O. BOX 1684 TAPPAHANNOCK, VA 22560 TELEPHONE : 804-449-6567			
DESCRIPTION		DATE	
TOWN REVISIONS		DATE	
VDOT AND TOWN REVS		DATE	
GRADING PLAN PACKETT RENTALS, LLC TOWN OF WARSAW RICHMOND COUNTY, VIRGINIA SCALE - AS NOTED AUGUST 16, 2019 DRAWN BY: JLH UNAUTHORIZED USE OF DOCUMENTS PROHIBITED			





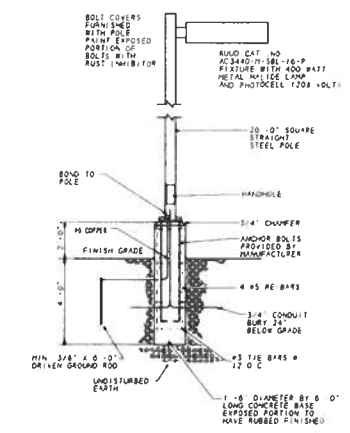
J. L. HOWETH, P.C.
 CONSULTING ENGINEERING • LAND SURVEYING •
 www.jlhowethpc.com
 2833 COBLE HIGHWAY • P. O. BOX 1684
 MONTROSS, VIRGINIA 22660 TAPPAHANNOCK, VA 22560
 TELEPHONE : 804-493-1333 TELEPHONE : 804-443-6367

DATE	DESCRIPTION	APP'D
7/10/2023	TOWN REVISIONS	JLH
07/12/2023	VDOT AND TOWN REVS	JLH

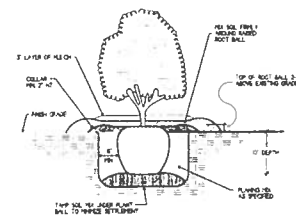
UTILITY PROFILES
PACKETT RENTALS, LLC
 TOWN OF WARSAW
 RICHMOND COUNTY, VIRGINIA
 SCALE: AS NOTED MAY 16, 2023 DRAWN BY: JLH
 UNAUTHORIZED USE OF DOCUMENTS PROHIBITED

GENERAL LANDSCAPING NOTES

- PLANT MATERIAL SIZES AND GRADING ARE TO COMPLY WITH THE LATEST EDITION OF AMERICAN STANDARD FOR NURSERY STOCK, PUBLISHED BY THE AMERICAN ASSOCIATION OF NURSERYMEN.
- CONTRACTORS SHALL ASCERTAIN LOCATION OF ALL UTILITIES PRIOR TO EXCAVATION PRIOR TO COMMENCING ANY WORK. CONTACT THE UTILITY.
- NO CHANGES TO PLANT SCHEDULE UNLESS FIRST APPROVED BY THE TOWN OF WARSAW ZONING PLAN REVIEW SECTION.
- LANDSCAPING WILL BE DESIGNED SO AS NOT TO INTERFERE WITH SIGN-OBTAINING NEEDS OF DRIVERS IN THE IN THE PARKING AREAS AND AT THE ENTRANCE/EXIT LOCATIONS.
- PLANT MATERIAL AND QUANTITIES AND SIZES WILL BE SPECIFIED FOR COMPLIANCE WITH APPROVED PLANS BY A SITE PLAN REVIEW AGENT OF THE TOWN OF WARSAW ZONING DEPARTMENT PRIOR TO THE RELEASE OF THE CERTIFICATE OF OCCUPANCY.
- THE OWNER IS RESPONSIBLE FOR MAINTAINING SHRUBS AND TREES THAT ARE REQUIRED PER APPROVED LANDSCAPING PLANS DURING OR BEHIND PLANT MATURING PERIOD TO BE REPLACED DURING THE NEXT PLANTING SEASON.
- PLANT MATERIALS SHALL HAVE ALL STRINGS OR ROPES AT THE BASE OF THE PLANT CUT AWAY FROM THE PLANT INCLUDING BIODEGRADABLE STRINGS OF ROPES.
- A HEIGHT OF FOUR (4) INCHES OF TOPSOIL SHALL BE PLACED WITH ALL SEEDING AND SOODED AREAS EXISTING TOPSOIL, IF AVAILABLE, MAY BE USED TO SUPPLEMENT IMPORTED TOPSOIL TO ACHIEVE THE MINIMUM DEPTH.
- THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING THE ELECTRICAL WORK IF REQUIRED TO AVOID CONFLICTS WITH THE LANDSCAPING.

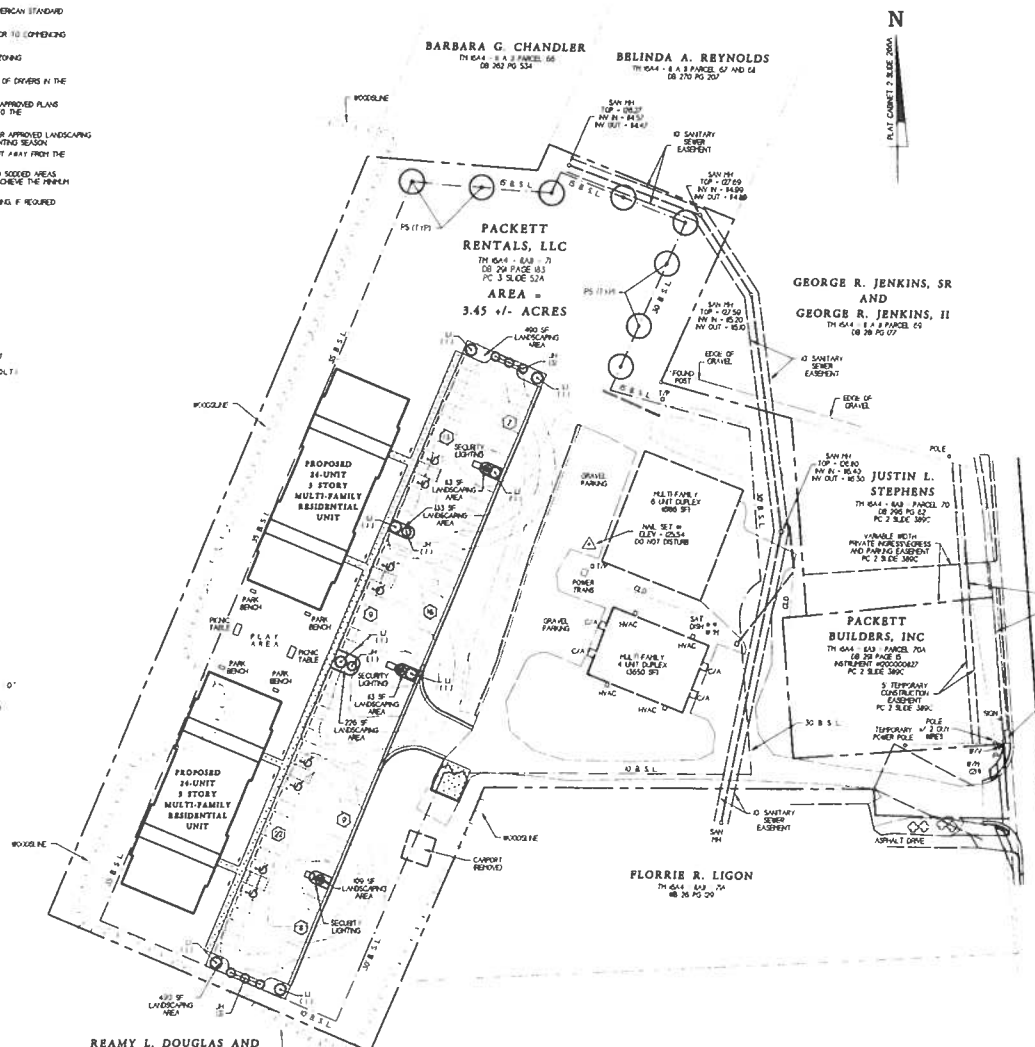


DETAIL SECURITY LIGHTING
NO SCALE



- NOTES**
- SEE COLLAR ABOVE SHALL BE IN POSITION ON STEEL POLE.
 - SEE COLLAR ABOVE SHALL BE IN POSITION ON STEEL POLE.
 - SEE COLLAR ABOVE SHALL BE IN POSITION ON STEEL POLE.
 - SEE COLLAR ABOVE SHALL BE IN POSITION ON STEEL POLE.

DETAILS SHRUB PLANTING
NO SCALE

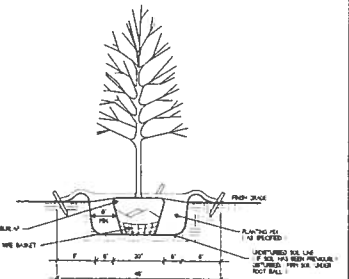


THIS SHEET TO BE USED FOR LIGHTING AND LANDSCAPING PURPOSES ONLY

PLAN
SCALE 1" = 40'

LEGEND

- PE - PCH RCD FOUND
- PE - PCH PPE FOUND
- PS - PCH ROD TO BE SET
- CP - CONCRETE FOUNDMENT POLYD
- TP - TELEPHONE REESTRAL
- PH - FINE INDICANT
- WT - WATER METER
- SAN PH - SANITARY SEWER MANHOLE
- CO - BUILDING SANITARY CLEAFOOT
- RW - WATER VALVE
- SAT DSH - SATELLITE DSH
- ○ - EXISTING TREE
- △ BENCHMARK
- ELEC - ELECTRICAL TRANSFORMER BOX TRANS
- C - UNDERGROUND COMMUNICATIONS CABLE TELEPHONE
- E - UNDERGROUND ELECTRICAL
- SAN - UNDERGROUND SANITARY SEWER
- HW - UNDERGROUND WATERMAIN
- WS - WHITE STRIPE
- YS - YELLOW STRIPE



- NOTES**
- SHRUB PLANTING SHALL BE SET TO 3\"/>

PARKING TABULATION

PARKING TABULATION PER TOWN OF WARSAW ZONING ORDINANCE SCHEDULE D - TABLE OF REQUIRED PARKING SPACES
BASED UPON SPACES PER UNIT FOR A MULTI-FAMILY APARTMENT BUILDING (48 UNITS TOTAL)
NUMBER OF PARKING SPACES REQUIRED - 84
NUMBER OF REGULAR PARKING SPACES PROVIDED - 16
NUMBER OF HANDICAP PARKING SPACES PROVIDED - 8
NUMBER OF TOTAL PARKING SPACES PROVIDED - 24

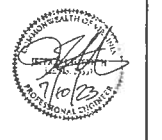
PLANTING CALCULATIONS

MINIMUM PARKING LOT LANDSCAPING
BASED ON 2 TREES AND 3 SHRUBS PER EACH TEN PARKING SPACES AND FIVE PERCENT (5%) OF THE GROSS PARKING AREA (2047 S.F.) SHALL BE LANDSCAPED
A. 84 PARKING SPACES PROVIDED - 8 TREES AND 3 SHRUBS
B. 2047 S.F. OF GROSS PARKING AREA REQUIRED - 1452 SQ. FT. 424 S.F. OF PARKING LOT LANDSCAPING AREA PROVIDED
X1 - LEX CREMATA HETZL - 'JAPANESE HOLLY'
3 GALLON CONTAINER BY 17\"/>

JOB NO.
SHEET 9 OF 9

J. L. HOWETH, P.C.
CONSULTING ENGINEERING • LAND SURVEYING •
www.jlhowethpc.com
2833 COBLE HIGHWAY •
MONTROSS, VIRGINIA 22560
TELEPHONE: 804-493-1333

DATE	DESCRIPTION	APP'D
05/19/2023	FINAL DESIGN	JLH



LIGHTING AND LANDSCAPING PLAN
PACKETT RENTALS, LLC
TOWN OF WARSAW
RICHMOND COUNTY, VIRGINIA
SCALE AS NOTED AUGUST 16, 2023 DRAWN BY: JLH
UNAUTHORIZED USE OF DOCUMENTS PROHIBITED

MISS UTILITY : 811

TOWN OF WARSAW, V.A.

Public Notice

In accordance with Section 15.2-2204 of the Code of Virginia, 1950 as amended, the Warsaw Town Council and Planning Commission will hold a Joint Public Hearing on Thursday, August 14th, 2025 at 6:00 P.M. in the Robert W. Lowery Municipal Building located at 78 Belle Ville Lane to consider the request of Warsaw L.L.C. to amend their previously approved General Development Plan and Rezoning Application, Phase I for the proposed Rhodes Place and Broadus Creek Subdivision lying between Wallace Street, Route 360, and Route 3 or Tax Map Parcels 16A4(A)48, 16A4(A)59, 16A4(6)10, 16A4(A)77, 16A4(A)79, 16A4(A)80. The proposed modification consists of a reduction in overall density by sixty-six residential units, specifically removing all planned apartment units and replacing them with additional single-family dwellings. Following the Public Hearing action is anticipated. A copy of the existing zoning ordinance and proposed development are available at Town Hall.

Questions may be directed to the Town Office between 8:30 A.M. and 4:30 P.M., Monday through Friday by calling (804) 333-3737 or by emailing Joseph Quesenberry, Town Manager, at jqquesenberry@town.warsaw.va.us. All interested parties will be heard at the hearing or written statements may be sent to Town of Warsaw, P.O. Box 730, Warsaw, VA 22572 and will be presented at the hearing.



Town of Warsaw
 78 Belle Ville Lane
 Warsaw, Virginia 22572
 Phone: (804) 333-3737
 www.townofwarsaw.com

Section 4, Item c.

Office use:
 Date: 7-17-25
 Received by: [Signature]
 Plan Number: _____

PLAN AMENDMENT
RHODES PL /
BROADUS CREEK

SITE DEVELOPMENT PLAN REVIEW APPLICATION

Is your site a major development plan? (circle the appropriate answer)

Is this new construction? Yes No Is this expansion greater than 2,500 Sq. Ft.? Yes No

Are any of the following required:

Erosion and Sediment control plan? Yes No Stormwater Management Permit? Yes No

Relocation or extension of public utilities? Yes No A Traffic Impact Analysis? Yes No

If you answered YES to any of these questions, then you must apply for a Major Site Development Review.

Plan Type:

Major Site Development Review (greater than 2,500 sq. ft. or yes to any of the above items) - \$300 fee

Minor Site Development Review or Subdivision - \$200 fee

Re-submittal of Plan or Amendment to Existing - \$250 fee

Boundary Line Adjustment - \$150 fee

Site Information:

Physical Address: RHODES PLACE / BROADUS CREEK Subdivision

Legal Description: 16A4(A)48, 16A4(A)59, 16A4(A)76, 16A4(A)77, 16A4(A)79, 16A4(A)10

Tax Map #(s): _____ Present Zoning: R-12 TT Present Use: _____

Is the Project Located in an Overlay District? If so, name it, if no then, state no: Traditional Town

Proposed Use: _____

Project Description: 255 Building Lots w. the amenities

Residential	Non-Residential (circle one)		
Type of Unit(s): <u>90 single Family + 105 Attached</u>	Commercial	Industrial	Public/Civic
Number of Building(s): <u>single Family</u>	Number of Building(s): _____		
Square Footage of Building(s): _____	Square Footage of Building (s) _____		
Size of Site: <u>62.56 +/- AC</u>	Size of Site: _____		
Amount of Disturbed Area: _____	Amount of Disturbed Area: _____		

Applicant Information:

Property Owner: Warsaw, LLC

Address: P.O. Box 28 Tappahannock, VA 22560

Email: packett74@gmail.com Phone #: 804-450-7435

*Applicant Name: _____

Address: _____

Email Address: _____ Phone #: _____

**If applicant is not the property owner then, Power of Attorney or other form of Owner's consent is required.*

Licensed Professional: (Professional Engineer or Land Surveyor)

Firm Name: AES Contact Name: Garvin Robey

Address: 4120 Cox Rd, Suite D

Phone #: (804) 330-8040 ext. 1207 Email: garvin.robey@aesva.com

Professional License #: _____

Signature:

I the undersigned certifies that the foregoing information is true and correct to the best of my knowledge and belief; with the understanding that any incorrect information submitted may result in a delay of processing. I hereby authorize the Town of Warsaw to review this request, visit the site, and contact any appropriate design professional in relation to questions generated as a result of the review.

Print Name: Gregory J. Packett

Signature: [Handwritten Signature] Date: 7/16/25

Who shall be the primary contact? (circle one) Owner Applicant Licensed Professional

For Office Use Only

Received by: [Handwritten Signature] Date: 7/17/25 Fee Paid: Y N

Plan Number: _____

Complete: Yes No Date: _____

If no, what needs to be added: See attached letter -

Other comments: Public Hearing Required - Set 8/14/25



Town of Warsaw
78 Belle Ville Lane
Warsaw, Virginia 22572
Phone: (804) 333-3737
www.townofwarsaw.com

PROCEDURE FOR FILING MINOR OR MAJOR SITE DEVELOPMENT APPLICATION

1. PRE-APPLICATION MEETING

Prior to submitting the application, each applicant must hold a pre-application meeting with town staff to discuss the procedures, standards and regulations required for development approval. This meeting will provide basic information on the Town's Site Development process and will help to identify any problems that could adversely affect review and approval of the development plan. Call 804-333-3737 to schedule a pre-application meeting.

2. APPLICATION SUBMITTAL REQUIREMENTS

- Minimum of five (5) copies of the completed Site Development Application
- Site Development Fee
- Site Plan Checklist
- Minimum of five (5) copies of the site plan and two (2) copies of the storm water management calculations. Site plans shall be prepared and certified by a qualified licensed professional. Qualified professionals include Registered Architect, Professional Engineers, Certified Land Surveyors and Certified Landscape Architects. There are separate fees associated with storm water management, land disturbance, public utilities and erosion and sediment control permits.

3. REVIEW PROCESS

- Applications may be submitted for review at any time during normal business hours to the Community Development Department.
- The application and site plan will be logged by staff and reviewed for completeness at the time of submittal. Applicants will be notified within 10 business days if the application is incomplete.
- If plans are determined to be incomplete, the Town will take no further steps to process the application.
- Once plans are determined to be complete, they are distributed to the appropriate departments for review.
- All comments from each department will be compiled into a consolidated letter and sent to the applicant within four weeks of the submission date. State departments have their own deadlines and may submit reviews separately.
- The applicant may make the necessary revisions and resubmit the revised plans (5 copies of the site plan and 2 copies of storm water management calculations).
- If all required corrections have been made, the site plan is approved, and the Review Staff will send an approval letter and an approved set of plans to the applicant.
- If all corrections have not been remedied, the applicant will be notified. The revision and resubmittal process will be repeated until all comments have been addressed appropriately. Please note that resubmittals are an additional fee of \$250 each.



MINOR OR MAJOR SITE DEVELOPMENT PLAN CHECKLIST:

This checklist is to be used as an aid for the applicant for submittal and staff to determine completeness.

Place a check in the box to indicate the item is included. Write N/A if the item is not applicable

Applicant	Staff	Plan Item
		Title of the project
		Name(s) of design professional
		Property owner information
		Signature panel for the agent's approval
		Zoning Classification
		The northpoint, scale, date and vicinity map
		The boundaries of the property involved, all existing property lines
		All setback lines
		All existing and proposed contours with 5 foot intervals
		All existing and proposed buildings or structures to include square footage, number of stories and type of construction
		Any proposed demolition plans and details
		All watercourses, adjacent property lines, waterways or lakes and other existing physical features in or adjoining the project, including flood hazard areas as identified by official flood insurance maps
		The location, dimensions and character of construction of existing and proposed streets, alleys, sidewalks, right-of-ways, easements, construction entrance, curbs and gutters and all curb cuts
		The location and size of existing and proposed sanitary sewers; water, gas, telephone, electric and other utility lines; culverts and other underground or overhead structures in or affecting the project, including existing and proposed facilities and easements for these facilities

Applicant	Staff	Plan Item
		All existing and proposed parking, travel lanes, driveways, entrances, exits, loading spaces, walkways and bicycle parking requirements, indicating type of surfacing, size, angle of stalls, width of aisles and a specific schedule showing the number of parking spaces provided and the number required
		Existing and proposed stormwater management facilities and erosion and sediment control measures, indicating location, size, type and grade of ditches, catch basins, and pipes, including on-site water retention and related requirements
		All existing and proposed landscaping
		Outdoor lighting plan (photometric analysis) to include all outdoor lighting systems, including luminary size, height and fixture detail
		Any information necessary to demonstrate that all construction or development will fully comply with applicable federal, state and local requirements for accessibility to the handicapped including signage placement and signage

For Office Use Only

Plan Number: _____

Complete: Yes No Reviewed by: [Signature] Date: 7/17/25

If no, what needs to be added: _____

_____ Pub. Hearing Req. - Set 8/14/25 _____

Other comments: _____

TOWN OF WARSAW
 P.O. Box 730
 Warsaw, VA 22572
 (804)333 3737

PAYMENT

Date: 1/17/2025
 Time: 11:25 AM

RHOES PLC BROADUS CRK PLAN AMENDMNT WARSAW
 41.2 52.5 ACRES

16A4(A)48, 59, 76, 77, 79 16A4(6)10

Cash:	\$0.00
Check:	\$250.00
Charge:	\$0.00
MoneyOrder:	\$0.00
Total Fee:	\$250.00
TOTAL PAID:	\$250.00
Change Due:	\$0.00

1 300 PERMITS & FEES \$250.00

Operator: 3
 Receipt#: 50522

THANK YOU!

TOWN OF WARSAW
 30 BEECH VILLE LANE
 PO BOX 730
 WARSAW, VA 22572

CASH RECEIPT		
Received From	Date	
Address		
For		
ACCOUNT	HOW PAID	
AMT OF ACCOUNT	CASH	
AMT PAID	CHECK	
BALANCE DUE	MONEY ORDER	
	REC'D PAID	
	BY	
		Dollars \$

WARSAW LLC
PO Box 28
Tappahannock, VA 22560

June 26, 2025

Honorable Mayor and Members of the Town Council
Town of Warsaw
78 Belle Ville Lane
Warsaw, Virginia 22572

Re: Formal Request to Modify General Development Plan for Broadus Creek/ Rhodes Place Subdivision

Dear Honorable Mayor and Members of the Town Council,

On behalf of Warsaw LLC, the developer of the Broadus Creek/Rhodes Place Subdivision, we respectfully submit this formal request for a modification to the approved General Development Plan (GDP) for the project.

The proposed modification consists of a reduction in overall density by 66 residential units, specifically removing all planned apartment units and replacing them with an increased number of for-sale single-family homes. This adjustment reflects current market demands and our continued commitment to fostering quality homeownership opportunities within the Town of Warsaw.

Importantly, this modification maintains all existing proffers associated with the original approval, including the trail system, clubhouse, pool, and other recreational and community amenities that were agreed upon and anticipated as part of the original development plan.

Furthermore, this reduction in density and shift in housing type will result in a significantly decreased impact on existing wetlands within the subject property. Environmental preservation remains a priority for us, and this modification represents a meaningful step in minimizing potential disruption to the natural landscape.

Enclosed with this letter is the Preliminary General Development Plan Modification document outlining the proposed changes in greater detail for your review and consideration.

We appreciate your attention to this request and your continued support of this important development. We look forward to working collaboratively with the Town to ensure the success of Broadus Creek/Rhodes Place and the continued growth and vitality of Warsaw.

Please do not hesitate to contact us should you need any additional information or clarification.

Sincerely,

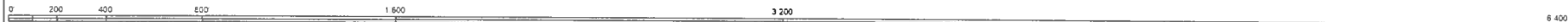
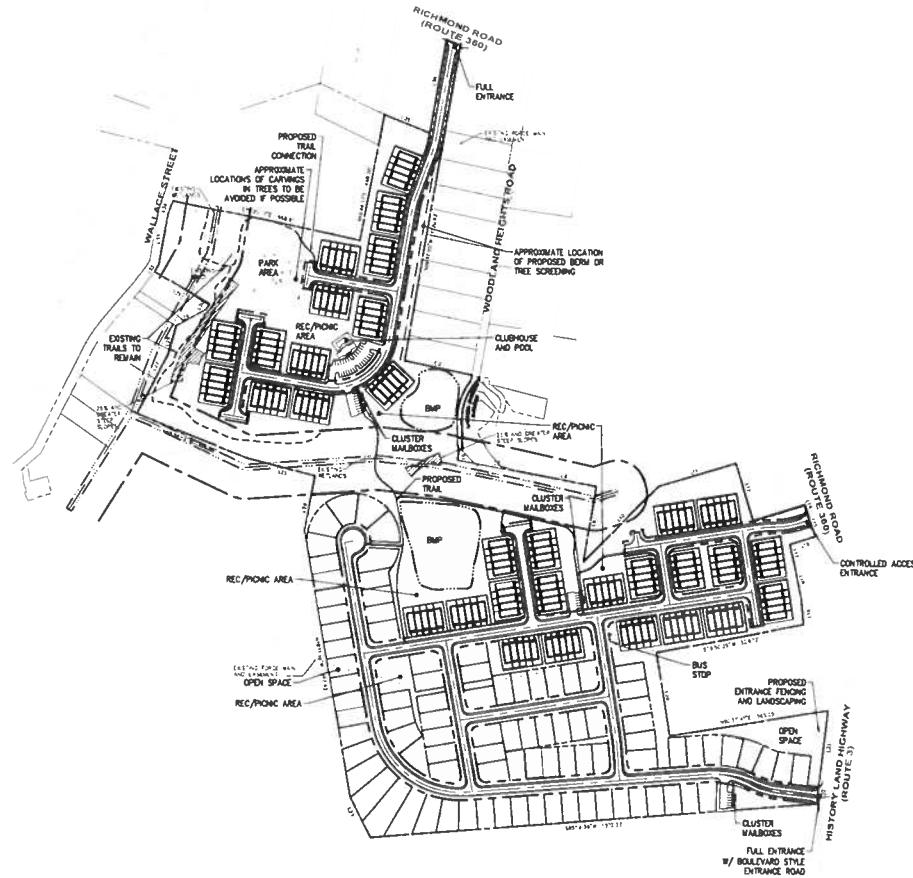


Gregory N. Packett

PROJECT TABULATIONS

SITE AREA	=	62.5± AC
TOTAL DWELLING UNITS	=	255 UNITS
SFD LOTS	=	90 LOTS
VILLAS	=	165 UNITS

NOTES: BOUNDARY IS COMPILED (BY OTHERS) AND THE WETLANDS SHOWN ARE NOT CONFIRMED.



DATE: JUNE 27, 2025
 SCALE: 1"=200'
 SHEET 1 of 1

PRELIMINARY GENERAL DEVELOPMENT PLAN MODIFICATION

RHODES PLACE & BROADUS CREEK

TOWN OF WARSAW, VIRGINIA

(AES PROJECT # RI537-00 - AES PROJECT CONTACT: GAVIN ROBEY, L.A.)

AES
 CONSULTING ENGINEERS
 2420 Old Stage Road, Suite 200
 Warrenton, Oregon 97146
 Phone: (503) 865-8242
 Fax: (503) 865-8243
 www.aeseng.com

TOWN OF WARSAW, VA.

Public Notice

Notice is hereby given that a Conditional Use Permit is petitioned by J.D.R. Properties to allow for a proposed Gas Station and Convenience Store on Tax Map Parcel No. 17- 33G located at the corner of Community Park Drive and the Route 3 Bypass Road. The property is zoned C-1, Limited Commercial which requires a Conditional Use Permit and Public Hearing to authorize the aforementioned “use”.

The Warsaw Town Council and Planning Commission will conduct a Joint Public Hearing at a meeting on Thursday, August 14th, 2025, at 6:00P.M., respectively, in the Warsaw Town Council Chambers located at 78 Belle Ville Lane, Warsaw, VA, 22572. Following the Public Hearings action is anticipated. A copy of the existing zoning ordinance and proposed development are available at Town Hall.

Questions may be directed to the Town Office between 8:30 A.M. and 4:30 P.M., Monday through Friday by calling (804) 333-3737 or by emailing Joseph Quesenberry, Town Manager, at jquesenberry@town.warsaw.va.us. All interested parties will be heard at the hearing or written statements may be sent to Town of Warsaw, P.O. Box 730, Warsaw, VA 22572 and will be presented at the hearing.



Town of Warsaw
 78 Belle Ville Lane
 Warsaw, Virginia 22572
 Phone: (804) 333-3737 Fax: (804) 333-3104
 www.townofwarsaw.com

Section 4, Item d.

Office use:
 Date 6-18-25
 Tax Map # 17-336
 Zoning District C-1
 Application # CUP25-04
Paid \$250

LAND USE AMENDMENT APPLICATION
Information must be typed or printed and completed in full.
Attach additional pages where necessary.

Part 1 – Completed by ALL applicants

Part 1A

Land Use Information:

- Application Type: Amendment Appeal Conditional Use Permit
 Rezoning Telecommunications Tower
 Tower Co-location Variance

Description of Request: Convenience Store with Fuel

Identification of the land for the request:

Number and Street: N/A Proposed Acreage: 2.52 +/-

Current Zoning: C-1 Tax Map #: 17-33G

Legal Description of Property (omit for zoning text amendment) – Attach if necessary: SEE ATTACHED PLAN

Part 1B

Property History:

List any deed restrictions, covenants, trust indentures, etc. (or copy attached); if NONE, state none: _____

NONE ON RECORD

Has this property or any part thereof ever been considered for Variances, Special Use, Appeal of Administrative Decision or Amendment to the Zoning District Map before? Yes No (if no, skip to Part 1C)

Date: _____ Former Application No. _____ Former Applicant Name: DOLAN MINI STORAGE

Former Applicant Address: _____ Former Applicant Phone: _____

Part 1C

Applicant Information:

Is the applicant: Property Owner (if owner skip to Part 1D) Contract Purchaser Other: _____

Name: JDR PROPERTIES Address: P.O. BOX 1684 TAPPAHANNOCK, VIRGINIA 22560

Phone Number: 804-443-6305 E-mail: dawnhoweth@gmail.com

If you are the agent for the property owner, do you have consent of the owner(s) attached? Yes No

Part 1D

Owner(s) Information (omit for zoning text amendment):

If the property is owned or controlled by a Land Trust or Partnership, List name and interest of ALL beneficiaries or Partners and attach evidence that the person submitting the application on behalf of the Land Trust or Partnership is authorized to do so.

Name: Dawn M. Howeth Interest: 100 Phone Number: 804-443-6305

Mailing Address: 556 Riverdale Road Tappahannock, Virginia 22560

Name: _____ Interest: _____ Phone Number: _____

Mailing Address: _____

Attach additional names as necessary.

Part 2 – Complete ONLY the portion(s) pertaining to your case (as checked in Part 1A)

Part 2A

Amendment, Zoning Text – Applications for amendments to the zoning text are heard by the Planning Commission, which makes a recommendation to the Town Council. Only the Town Council has the authority to change the zoning text.

1. What section(s) of the Town code is proposed to be amended? _____
2. Attach the exact language suggested by the application to be added, deleted, or changed in the Town Code.
3. Attach a written statement, which justifies the proposed change. The statement should also identify potential positive and negative impacts (if any) of the proposed change to the applicant's property, nearby properties, and the entire community if the application is approved or if it is denied.

Variance – Variances are granted or denied by the Board of Zoning Appeals (BZA), which may only make decisions based on the criteria set forth in the Code of Virginia § 15.2-2309. A variance will not be granted unless the BZA finds:

- a. That the strict application of the zoning ordinance would produce undue hardship.
- b. That such hardship is not shared generally by other properties in the same zoning district and the same vicinity.
- c. That the authorization of the variance will not be of substantial detriment to adjacent property.
- d. That the character of the district will not be changed by the granting of the variance.
- e. That a remedy is not available through some other permitting.

The applicant shall provide:

- 1. Brief description of the requested variation: _____

- 2. How does the Zoning Ordinance unreasonably restrict the use of the property: _____

- 3. What hardship would be alleviated: _____

- 4. Was the hardship created by the owner/applicant: _____

- 5. What physical features of the property make the variance necessary: _____

- 6. Describe how the condition or situation is unique to this property: _____

- 7. What effect will the variance have on adjacent properties: _____

Part 3 – To be completed by ALL applicants

Part 3A

Affidavit – This part of the application must be notarized. Do not sign until in the presence of a Notary Public.

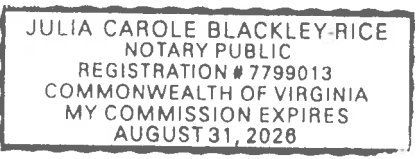
To the best of my knowledge, I hereby affirm that all information in this application and any attached material and documents are true:

Printed Name of applicant: Dawn M. Howell

Signature of applicant: [Handwritten Signature] Date: 6/18/25

Signed and sworn before me on this: 6/18/2025

Signature of Notary: Julia Blackley-Rice



Checklist:

- ✓ The required fee must accompany this application. A fee schedule is attached for your convenience. Checks must be made payable to: "Town of Warsaw Treasurer".
- ✓ Enclosed with the application a copy of the appropriate tax map with the property marked and, if available, a survey plat of the entire parcel.
- ✓ Enclose any required plans or plats
- ✓ Enclose with this application any additional information to assist with review and determination
- ✓ All pertinent sections of this form have been filled out

For Office Use Only

Received by: M Coakus Date: 6/17/25 Fee Paid: Y N

Complete: Yes No Date: _____

If no, what needs to be added: - Bill/Invoice For Public Hearing Notice

Date Action Taken by PC: TBD Date Action Taken by BZA: N/A

Date Action Taken by Council: TBD Final Decision: Approval Denial

	R-1	R-2	C-1	C-2	M-1	CBPA	
-Clothing Stores			P	P			P
-Commercial Printing			P	P			P
-Computer and Data Processing			CUP	P	P		P
-Daycare Centers		CUP	P	P			P
-Dry Cleaners			P	P			P
-Feed and Seed Sales and Storage		CUP	CUP	CUP			
-Florist Shop			P	P			P
-Funeral Homes		CUP	P	P			P
-Furniture Sales			P	P			P
-			CUP	P			
Gasoline/Convenience Stores							
-Hardware stores			P	P			P
-Home Appliance Repair			P	P			P

JDR Properties, LLC
556 Riverdale Road
P.O. Box 1684
Tappahannock, Virginia 22560

May 28, 2025

Ms. Melissa Coates, Zoning Administrator
Town of Warsaw
Warsaw, Virginia 22572
VIA: HAND DELIVERY

Dear Ms. Coates:

The following summary explains the anticipated impact the proposed convenience store with fueling facilities request would have on the surrounding neighborhood:

Public utilities – The proposed convenience store with fueling facilities would be similar in character to the Sheetz and WaWa convenience stores located in the Town of Tappahannock. From previous studies of those facilities, it has been determined that these facilities use approximately 3000 gallons per day of water. Using a standard VDI/DEQ analysis of the wastewater pump station impacts, this additional flow would add an average of 2 gallons per minute to the pump station base flow. Using a peaking factor of 2.5, this would equate to an additional 5 gallons per minute of flow at peak hour or, if pumping rates weren't changed, an additional 1.5 minutes of pump cycle time per typical four cycle per hour pump run regime.

Electricity – The facility will be located within line of sight of the Northern Neck Cooperative Building which purchases power from Dominion Energy. We do not believe electricity consumption will be a limiting factor for this facility.

Traffic – The proposed convenience store with fueling facilities will be located at the intersection of the State Route 3 Bypass and Community Park Drive. In accordance with the ITE's Trip Generation Manual, convenience store with 20 fueling positions generates approximately 3260 vehicles per day. For turn lane analysis purposes, approximately 67 vehicles in the evening peak hour of operation would turn from the existing right and left turn lanes of State Route 3. These vehicles would combine and travel east on Community Park Drive and all turn left into the convenience store parking lot. Since no traffic data is provided on Community Park Drive by VDOT, we can assume that the road operates as a low volume road of less than 400 vehicles per day during a normal weekday. Therefore, no dedicated left turn lane would be required based upon the existing road capacity.

Parking – The proposed convenience store with fueling facilities will be considered a high traffic generating facility and will provide 7 parking spaces per 1000 square feet of convenience store gross floor area per Town of Warsaw ordinances. Based upon the General Development Plan provided, this will provide 38 parking spaces for a 5400 square foot convenience store. If the gross floor area is less, the final parking space count will be based upon 7 parking spaces per 1000 square feet of store gross floor area.

Ms. Melissa Coates, Zoning Administrator
Bo's Convenience Store
May 28, 2025
Page 2

Signage – Signage for the proposed convenience store with fueling facilities will be in accordance with the current Town of Warsaw ordinances regarding site signage for the proposed use.

Survey – Appropriate surveys of the property, including boundary surveys, topographic surveys, hydrologic and drainage studies as well as any other surveys or investigations required by ordinance or deemed appropriate by the developer and the Town of Warsaw will be provided.

Lighting – The proposed convenience store with fueling facilities will be provided with lighting that will meet the requirements of the Town of Warsaw's ordinances. All lighting will be downward facing and will not be more than 0.5 footcandles illumination at the property line of adjacent residential zoned properties.

We trust that the above explanations adequately address the information requested in Part 2C of the Town of Warsaw's Land Use Amendment Application. As always, we remain available to provide further information as may be requested concerning this matter.

Sincerely,



Jeffrey L. Howeth, P.E., I.S., C.F.M., D.C.A.
Managing Member, JDR Properties, LLC
President, J. L. Howeth, P.C.

cc: Mr. Jim Breeden, Esquire, Breeden and Breeden

JDR Properties, LLC
556 Riverdale Road
P.O. Box 1684
Tappahannock, Virginia 22560

May 28, 2025

Ms. Melissa Coates, Zoning Administrator
Town of Warsaw
Warsaw, Virginia 22572
VIA: HAND DELIVERY

Dear Ms. Coates:

The approval of the proposed Conditional Use Permit for a convenience store with fuel located at the intersection of State Route 3 Bypass and Community Park Drive would have a positive impact on the surrounding community and district. First and foremost, the existing property is currently zoned commercial and the proposed convenience store with fuel is listed as a conditional use. By definition, a conditional use is an appropriate use to be located in the neighborhood and district, although one or more conditions of use may be required to keep the use in harmony with the surrounding properties. These conditions are typically related to hours, noise, light, buffering of adjacent existing uses and landscaping of the proposed project. However, since the developed properties abutting the proposed convenience store with fuel are already commercial in nature, we do not believe that any conditions other than those contained in the existing zoning ordinance regarding light, buffering and landscaping will need to be implemented.

The surrounding properties consist of the County Fairgrounds, which typically operate till midnight during the two weeks of the Richmond County Fair. The Fairgrounds are used sparingly during the balance of the year but are capable of handling large crowds when requested. The Richmond County Little League Fields are located at the end of the road and are used for two-thirds of the year. The remaining buildings are the Richmond County EMS building which by necessity operates 24 hours a day and the Northern Neck Electric Cooperative, which also may operate 24 hours per day as needed during an outage.

The addition of a convenience store with fuel at the end of the road would certainly provide potentially needed fuel and food/drink resources for workers and the public who happen to be out late at night. It is also not anticipated that any detrimental effects of this type of business would be imposed upon the surrounding community.

We trust that the above explanations adequately justify the proposed Conditional Permit Use request. As always, we remain available to provide further information as may be requested concerning this matter.

Sincerely,



Jeffrey L. Howeth, P.E., L.S., C.F.M., D.C.A., C.Z.A.
Managing Member, JDR Properties, LLC
President, J. L. Howeth, P.C.

TOWN OF WAKESAW
P.O. Box 730
Wakesaw, VA 22572
(804)333-3737

P A Y M E N T

Date: 5/24/2025
Time: 2:17 PM

FOR PROPERTIES 00125 04 D HOME 11 336

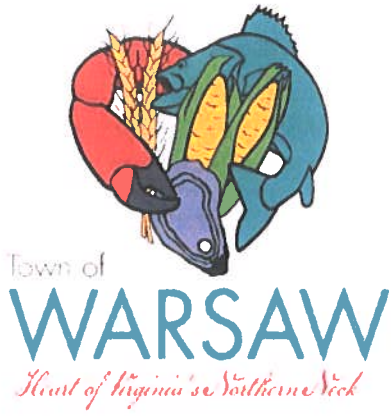
IAS STATION CONVENIENCE STORE C 1

Cash:	\$0.00
Check:	\$250.00
Charge:	\$0.00
MoneyOrder:	\$0.00
Total Fee:	\$250.00
TOTAL PAID:	\$250.00
Charge Due:	\$0.00

1 300 PERMITS & FEES \$250.00

Operator: 3
Receipt#: 49926

T H A N K Y O U !



MEMORANDUM

TO: Warsaw Town Council

FROM: Joseph N. Quesenberry, Town Manager

DATE: 08/14/2025

RE: Town Manager's Report

Dear Council Members,

Please find my Town Manager's report for the month of July and the beginning of August. As always, please let me know if you have any questions or wish to discuss any items further.

1. Mural Project

Thank you to those that were able to join us for a small ribbon cutting ceremony and official unveiling of the mural entitled the Osprey of Fones Cliffs. We're very pleased with the final product and want to once again thank Mr. Jon Murrill for his amazing work. We look forward to our next mural sometime next Summer.

2. Economic Development Update

We are currently working with a national industrial/commercial firm to identify space for new construction in Town. I held a meeting with the County Administrator to discuss the addition of land to the Commerce Park, allowing for enough acreage in an appropriately

zoned area of Town for this potential operation. We hope this will work for all parties involved and I will keep you informed as this project progresses.

3. Council Retreat

I am pleased to have worked with VRSA (Virginia Risk Sharing Association) to offer our inaugural Council Retreat free of charge to our Town. Mr. Peter Stephenson will be hosting this for us, and he brings over 35 years of local government management experience, both as a Town Manager and as an elected representative. During a portion of the retreat, he will host Town leadership and Department Heads in a collaborative session where we work together with you on shared goals, a shared vision, and how we can continue to make Warsaw better each day in a collaborative environment. Please check your emails for future updates.

4. Upcoming Events

- a. Fourth Fridays Concert Series, featuring TRADEMARK – Friday, August 22nd, 2025
- b. Community Market – Every 2nd and 4th Saturday of each month – Warsaw Town Park
- c. Celebration of Life – Bill Northern – Warsaw Town Park – Saturday, August 16th, 2025 from 2PM to 4PM



Warsaw Police Department

Section 6, Item c.



From the desk of Chief Sean L. Peterson

MONTHLY ACTIVITY REPORT

July 1-31, 2025

Total calls for service: 735

Section I: Incidents 4

DATE	CASE	OFFENSE	BLK / STREET
07/03/2025	2025-000109	18.2-266: DUI 3 rd Offense Felony	4000-Blk Richmond Road
07/03/2025	2025-000109	18.2-371.1: Child Neglect Felony	4000-Blk Richmond Road
07/03/2025	2025-000109	18.2-388: Public Intoxication Misdemeanor	4000-Blk Richmond Road
07/13/2025	2025-000111	18.2-111: Embezzlement Felony	5000- Blk Richmond Road

Section II: Arrest 6

DATE	CASE	OFFENSE	BLK / STREET
07/02/2025	2025-000108	19.2-306: Probation Violation Felony	400-Blk Main Street
07/03/2025	2025-000109	18.2-266: DUI 3 rd Offense Felony	4000-Blk Richmond Road
07/03/2025	2025-000109	18.2-371.1: Child Neglect Felony	4000-Blk Richmond Road
07/03/2025	2025-000109	18.2-388: Public Intoxication	4000-Blk Richmond Road
07/10/2025	2025-000110	19.2-306: Probation Violation Felony	400-Blk Main Street
07/13/2025	2025-000111	18.2-111: Embezzlement Felony	5000-Blk Richmond Road

Section III: Traffic 109

Driving on Suspended/Revoked License	0
Reckless Driving	1
Distracted Driving	16
Speeding	16
Expired Inspection	12

549 Main Street – Warsaw, VA 22572

www.townofwarsaw.com/police



Warsaw Police Department

From the desk of Chief Sean L. Peterson



Section III Continued

Expired / Improper VA Registration	11
Town Citations Issued	6
All Other Traffic Summons	38
Traffic Crashes	9

Section IV: Community Engagement 730

Neighborhood Select Patrols	184
Business Checks / Directed Patrols	402 /141
Community Events	3

Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

Julia Blackley – Rice
Treasurer & Clerk

Sean L. Peterson
Chief of Police

Sands Anderson Law
Town Attorney



COUNCIL MEM Section 6, Item d.

Randall L. Phelps - Mayor

Paul G. Yackel - Vice Mayor

Mary Beth Bryant

Jonathan English

Ogle E. Forrest, Sr.

Faron H. Hamblin

Rebecca C. Hubert

Ralph W. Self

78 Belle Ville Lane, Warsaw, VA 22572 | P.O. Box 730 | Phone - (804) 333-3737 | <http://www.townofwarsaw.com>

MEMORANDUM

TO: Warsaw Town Council

FROM: Jesse Schools, Director of Public Works

DATE: 8/14/2025

RE: Public Works Report

Dear Council Members:

Please find my Public Works Report for the month of July. Please let me know if you have any questions or concerns.

-WWTP

Monthly Numbers

Average daily Influent flow for July – 188,400 gallons, an increase of 8,700 gals from the month of June average daily flow.

Maximum influent flow for July – 272,000 gallons, an increase of 23,600 gals from the month of June max flow.

Nutrient Sampling Results

For July the average effluent Total Nitrogen (TN) concentration was 1.89 mg/l, within the limits of our permit.

For July the average effluent Total Phosphorus (TP) concentration was 0.16 mg/l, within the limits of our permit.

Monthly Operations and Maintenance

The Treatment Plant permit requires additional testing for fecal coliform for the month of July (1 per week) All test values were below the maximum allowable limit.

The Plant effluent flow meter was replaced and calibrated.

Failing D.O. meters and probes that are essential to dissolved oxygen measurements were replaced to contribute to achieving optimal treatment process.

Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

Julia Blackley – Rice
Treasurer & Clerk

Sean L. Peterson
Chief of Police

Sands Anderson Law
Town Attorney



Randall L. Phelps - Mayor

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Mary Beth Bryant

Jonathan English

Ogle E. Forrest, Sr.

Faron H. Hamblin

Rebecca C. Hubert

Ralph W. Self

78 Belle Ville Lane, Warsaw, VA 22572 | P.O. Box 730 | Phone - (804) 333-3737 | <http://www.townofwarsaw.com>

Increased rainfall kept operators busy with treatment challenges and site appearance. Road erosion, heightened grass growth etc. - proved to be very time-consuming.

Staff cleaned all SBR blower filters and lubricated equipment.

Operators cleaned all banks of our UV system.

Orders were placed on supplier lead times and installation times to avoid delays.

Treatment Plant Operators assisted with recording water meter readings.

Treatment plant effluent samples for the month of July met all requirements as to our permit discharge limits.

-Water Department

Attached you will find the Water Loss Report, for the month of July we are at a 2% water loss.

Department staff did daily chlorine checks of all four wells, along with two random samples each day throughout town.

We took an HAA and THM sample at the YMCA, results came back absent.

Staff also completed state selected bacteria samples; all results came back absent.

The water department also checked sewage/pump stations each day.

All water and sewer right of ways were cut.

We experienced a service line water leak on College Avenue, that has been repaired.

-Refuse Department

For the month of June town staff made 15 trips to the landfill totaling 116 tons or 232,000 pounds of trash.

The town received over 80 applications for our trash truck driver job, we narrowed it down to 5, interviewed and have selected, he will start on Monday August the 18th.

-Public Works (Maintenance)

Staff assisted with Monday and Thursday residential trash pickup.

Assisted with recording of monthly water meter readings.

Took care of the bathrooms and grounds at the Town Park.

Started cutting grass at all town-owned facilities along with the median strips along RT. 360.

Watering of all hanging baskets and stationary planters in town.

Public Works also replaced 20 American Flags throughout town.

Helped with the setup and takedown for the Movie on Main.

Monthly Water Loss Report

Section 6, Item d.

Water System:

For the Month of:

Year:

Water Produced this month: gallons

Water Purchased this month: gallons

A: Total Water Produced and Purchased = **5,952,100 gallons**

Sold: Residential gallons

Total Sold = **5,783,051 gallons**

B: Difference: (Produced+Purchased) - Sold = **169,049 gallons**

% Difference = **3 % total water loss**

Gallons of Water Accounted For:

Breaks (Estimated Total)	<input type="text" value="2,500"/>	gallons
Hydrant Flushing	<input type="text" value="0"/>	gallons
Storage Tank/Clearwell overflow	<input type="text" value="0"/>	gallons
Fire Hydrant Use	<input type="text" value="0"/>	gallons
Fire Department Use	<input type="text" value="0"/>	gallons
Leak adjustments	<input type="text" value="0"/>	gallons
Maintenance shop	<input type="text" value="7,500"/>	gallons
Sewer jetting	<input type="text" value="1,800"/>	gallons
Town watering flowers	<input type="text" value="12,500"/>	gallons
Office/Police Dept.	<input type="text" value="5,000"/>	gallons
Pool	<input type="text" value=""/>	gallons

C: Total Gallons Accounted For = **29,300 gallons**

Loss: Unaccounted-for Water: (B-C) = **139,749 gallons**

% Loss: Unaccounted-for Water: (B-C)/A %= **2 % unaccounted - for loss**

days in billing period

Gallons / Day Loss = **4,819 gallons/day**

Gallons / Minute Loss = **3 gallons/min.**

This spreadsheet is a product of the Technical Assistance Center for Water Quality at Western Kentucky University and the Kentucky Rural Water Association. Feel free to contact us at (270) 745-5948 or at <http://water.wku.edu/>. This spreadsheet may be freely distributed. Please let us know if you use it, like it, or have suggestions for improvement!

Breakdown by Housing Code



- FEDERAL 227
- GLOUCESTER 101
- HENRICO 1
- MID PEN RJ-Middlesex 2
- NORTHUMBERLAND 15
- PRE-TRIAL 5
- RICHMOND 20
- SPOTSYLVANIA 1
- U.S. Marshal - Alexandria 23
- U.S. Marshal - DC District 39
- U.S. Marshal - DC Superior 19
- U.S. Marshal - Norfolk 15
- U.S. MARSHAL - RALEIGH 13
- U.S. Marshal - Richmond 106
- U.S. MARSHAL MIDDLE DIST. N.C. 12
- WESTMORELAND-NNRJ 40

April 16, 2025

Project Name: Town of Warsaw Well No. 4 Abandonment and Replacement

Location (City/County) Warsaw Richmond County

VIRGINIA DEPARTMENT OF HEALTH (VDH)
OFFICE OF DRINKING WATER (ODW)
FINANCIAL AND CONSTRUCTION ASSISTANCE PROGRAMS (FCAP)

HARD COPY
APPLICATION SUBMISSIONS:
Virginia Department of Health
Office of Drinking Water
109 Governor Street, 6th Floor
Richmond, VA 23219



DWSRF & BIL deadline May 2, 2025

DIGITAL
APPLICATION SUBMISSIONS:
DWSRF Applications, a vdh.virginia.gov
Format the email subject as follows:
FY26 DWSRF Application – City/County
– Project Name”

APPLICATION FOR CONSTRUCTION FUNDS

Application also available at: <https://www.vdh.virginia.gov/drinking-water/fcap/drinking-water-funding-program>

TYPE OF FUNDING REQUESTED

Drinking Water State Revolving Fund (DWSRF) Bipartisan Infrastructure Law (BIL) Either

Lead Service Line and other Lead Projects should use separate Applications

If you selected "Bipartisan Infrastructure Law (BIL)" or "Either" above, indicate which category below. Applications for BIL Emerging Contaminants will also be considered for funding under the Emerging Contaminants in Small or Disadvantaged Communities (EC-SDC) Grant Program. If the application is not specifically for an Emerging Contaminants or Lead Service Line (LSL) project, then check the box for Supplemental.

Emerging Contaminants Lead Service Line (LSL) Supplemental

IS THIS AN INDEPENDENT CONSTRUCTION PROJECT?

- Yes, the scope of this project only includes Construction work. Therefore, it only requires applying for Construction funding.
- No, the scope of this project includes other Lead-Service Line (LSL) work and will require submittal of a separate LSL/LEAP Application in addition to the Construction Application.

LSL Project Name: _____

Applicants are advised to schedule the required Field Office Scope Review Meeting with the appropriate ODW Field Office at least 30 days prior to deadline.

PRE-REQUIREMENTS FOR FUNDING

If you answer **YES** to either of these questions; **STOP** as you are not eligible to apply for funds.

- 1. Have you been debarred or suspended from applying for state or federal funds? Yes No
- 2. Is your waterworks state, federally, or tribally owned? Yes No

PRE-REQUIREMENTS FOR CONSTRUCTION APPLICATIONS

If you answer **NO** to any of these questions; **STOP** as you are not ready to apply for construction funds.

Please contact us to work with you on planning the project.

- 1. Are you either a community or non-profit noncommunity waterworks? (Or will become one?) Yes No
- 2. Have you had a Field Office Scope Review Meeting with ODW’s Field Office? Yes No
- 3. Source – Not Applicable-project is for new well or filing as a consecutive waterworks.
Do you have an adequate drinking water source or source agreement contract? Yes No
If “Yes”, provide documentation from ODW’s Field Office that the source or contract is adequate.
- 4. User Agreements for new service area customers - Not Applicable
Do you have executed agreements or commitments from your initial survey from a majority of customers in the project area? Yes No
If yes, please provide an area map indicating existing potential connections and indicating those committed.
NOTE: Mandatory hook-up ordinance does not substitute for obtaining agreements or commitments to connect.
- 5. Do you currently or will you have less than three open DWSRF projects by August 1, 2025 (prior to the next awards)? Yes No

April 16, 2025

SECTION A - PROPOSED FINANCING

1. a. VDH Funding Assistance Needed \$ 1,395,250

b. Other Funds Available, provide details below:

Table with 3 columns: Amount, Name/Type of Funds, Status of Other Funding (Approved, Pending, indicate loan terms, date available, etc.)

Subtotal: \$0

c. Total Project Cost (1a + 1b) = \$ 1,395,250

Provide funding documentation as Attachment J1.

SECTION B - PROJECT, ORGANIZATIONAL, AND CONTACT INFORMATION

1. Project Name: Town of Warsaw Well No. 4 Abandonment and Replacement Location (City/County) Town of Warsaw, Richmond County, Virginia

2. Waterworks info: [] New [x] Existing [x] Community PWS ID number: 4159900 System Name: Town of Warsaw [] Nonprofit noncommunity PWS ID number: System Name: Ownership Type: [x] Publicly owned [] Investor/Privatey owned [] Other: Explanation:

3. Legal Owner of Waterworks or Authorized Agent: a. Name: Town of Warsaw b. Address: P.O. Box 730 Warsaw VA 22572 c. Contact Person: Joseph Quesenberry, Town Manager d. Telephone Number: 804-333-3737 Alternate Number: 804-313-5411 e. FAX Number: 804-333-3104 E-mail Address: jquesenberry@town.warsaw.va.us f. Federal UEI #: 54-6001665

4. Engineering Consultant (If applicable): a. Firm Name: ARM Resource Partners b. Address: 9560 Kings Charter Drive Ashland VA 23005 c. Preferred Contact Info: Contact Person: Scott Courtney, PE Principal Engineer Telephone Number: 804-550-9257 Alternate Number: 804-263-4891 E-mail Address: scourtney@armgroup.net Alternate E-mail Address: FAX Number:

April 16, 2025

SECTION C – PROPOSED PROJECT DESCRIPTION – Provide Documentation

Please provide a brief summary and a detailed project description including a map/sketch depicting the project area and proposed facilities including length of waterlines, storage tank(s) sizes, etc. (Sketches on 8 1/2 by 11 portions of topo sheets are adequate.)

I. Brief Summary

- A. Briefly describe the public health issue, concern, or problem that this project intends to correct or address. This can include resiliency, redundancy, reliability, climate change, or green project related issues. Attach supporting info as necessary.**

This project addresses the critical public health concern on ensuring resilient and long-term access to adequate drinking water in the face of climate change and declining freshwater availability. Shifting climate change patterns have lowered freshwater tables and reduced precipitation, all of which threaten the reliability of existing water supply systems. This project aims to enhance resiliency, redundancy, and sustainability in water infrastructure to safeguard the community against water scarcity and loss. By implementing this green infrastructure with environmentally sound strategies, such as a low carbon footprint, this initiative supports both environmental and public health goals by ensuring safe, clean, and reliable drinking water for future generations to come.

- B. Briefly describe the proposed project scope of work by size (e.g., diameter, volume, pump capacity) and units (e.g., linear feet for pipe and number for tanks and pump stations).**

The proposed project scope involves the construction of a new 10-inch diameter well to a depth of 694 feet, replacing the existing well No. 4. The new well construction holds a pump capacity of 475 gallon per minute (gpm), and will be constructed within the existing well lot. The scope of this project includes: 1 well pump with 475 gpm capacity, observation well, well piping and electrical controls, abandonment of the existing well, integration with the existing 500,000-gallon elevated storage tank, and use of a 150 kW emergency (existing) generator on-site. This project design will maintain the Town's permitted withdrawal capacity of 420,000 per day.

- C. Briefly quantify the benefits expected to be realized (or problems corrected) upon successful completion of the project.**

The replacement of Well No. 4 will deliver the measureable public health and infrastructure benefits: regulatory compliance with the Virginia Department of Environmental Quality and Virginia Department of Health requirements, which helps avoid penalties and ensures long-term operational certification, preservation of 420,000 gallons per day of permitted groundwater withdrawal capacity, ensuring continued service for over 2,000 equivalent dwelling units within the Town of Warsaw, improved operational efficiency via the installation of a new, energy efficient pump and upgraded electrical controls, reducing energy consumption and maintenance costs, and protection of groundwater resources through the proper abandonment of the existing well and installation of bentonite seals to prevent aquifer cross contamination.

II. Demographics

- A. Describe income levels in the proposed project area.**

According to the U.S. Census Bureau's American Community Survey (ACS) 2016-2020 5 Year Estimates, the median household income in the Town of Warsaw was \$57,150 in 2020 inflation-adjusted dollars. This income level is significantly below both the VA state median income of approximately \$76,398 and the national median of \$64,994 for the same period. The data indicates that the Town of Warsaw qualifies as a moderate to low income community which underscores the importance of securing external funding to ensure delivery of safe drinking water without placing additional financial burdens on residents.

- B. Describe the community that benefits from the proposed project.**

The proposed project will serve the Town of Warsaw, a small but growing rural community located in Richmond County, VA. Warsaw functions as the commercial and institutional hub of the Northern Neck with a mix of residential neighborhoods, small businesses, light industrial facilities and key institutions such as Rappahannock Community College. Warsaw owns and operates its public water system which serves 933 customer accounts and over 755 dwelling units. The system provides water service to both residential and commercial users within and just outside of Town limits. Well No. 4 which has been in service since 2001 must be replaced to comply with regulations, as well as ensure access to safe and reliable drinking water for all users.

It is critical to maintain public health and economic vitality in a community with limited financial resources.

- C. Describe the type, number, and stories of structures (primary residences, vacation homes, industrial buildings, etc.) and amount of vacant land for the area that benefits from the projects. If the area contains a significant number of vacation homes or homes that are typically occupied less than half of the calendar year, then please provide details.**

The Town of Warsaw, Virginia, currently comprises an estimated 600 to 700 housing units, with the majority being detached single-family homes. These residences form the backbone of the Town's residential landscape. While apartment developments are presently limited in number, they are expected to influence zoning strategies and land use decisions moving forward. Vacation homes are not a prominent category within the town, reflecting its rural character and inland location. However, Warsaw maintains a robust commercial and industrial sector, with numerous light manufacturing facilities, small businesses, restaurants, and retail stores occupying a variety of industrial and commercial buildings. The Town's zoning ordinance supports a diverse range of development types, including residential Zones R-1 and R-2, commercial Zones C-1 and C-2, and industrial Zones I-10. Additionally, the town has approximately 821 acres of undeveloped land, presenting a significant opportunity for

- D. Median Household Annual Income (MHI) of area to be served \$57,150 /year** new construction and infrastructure expansion

April 16, 2025

DATA AS ATTACHMENT J2: Use the census block or latest update for county/city towns (<http://data.census.gov>). Provide project specific income survey data for those projects not large enough to be identifiable via census information.

If you have applied or will apply to other funding agencies that require an income survey, attach the results to this application. For efficiency, consider doing income and user agreement surveys at the same time. For assistance, please contact VDH-ODW.

SECTION D – PROJECT ISSUES – Provide documentation as Attachment J3 of each yes answer.

Presented here are relative issues that need consideration for construction projects:

	Yes	No
1. Health Issues		
Is there a <i>Surface Water Treatment Rule</i> violation, i.e., inadequately treated surface water or groundwater under the influence of surface water?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are there persistent <i>Total Coliform Rule</i> or nitrate standard violations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is there a continuing <i>Boil Water Notice</i> in effect? Reason: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is there a Health Hazard declaration by the State Health Commissioner, a State Declared Emergency, or have you been issued a formal enforcement order?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are there persistent PMCL violations for contaminants such as VOC, SOC, IOC, RAD etc.? (Identify contaminate(s))	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are there Lead and Copper Action Levels Exceedances?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are there known Lead Service Lines that are to be removed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does the waterworks have an Enforcement Targeting Tool (ETT) score ≥ 11 ?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will the project resolve conditions of inadequate quality and quantity of a groundwater source water supply?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will the project ensure that drinking water receives appropriate treatment to protect the health of the consumers?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will the project prevent conditions favoring the entrance of contaminants into the distribution system, e.g., inadequate pressure, inadequate storage, system water losses, etc.?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are there inadequate individual water supplies documented via report and letter by the District Health Director to show health hazards?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p style="margin-left: 40px;">Provide as Attachment J3 supporting report and data with representative samples from at least 50% of the homes in the project area. The samples are to be evenly spaced and all potential line segments sampled. The project map will illustrate the results and problem areas.</p>		

2. Regionalization – Has regionalization been considered? Will this project consolidate failing, non-complying, or underperforming waterworks or improve resiliency? Explain below:

Formal regionalization of waterworks is not part of this project. The Town of Warsaw has actively coordinated with the Northern Neck Planning District Commission (NNDC) and other state and federal agencies to secure funding and technical support for water infrastructure improvements. There are no alternative public or private water systems available in the region that could provide a viable interconnection or consolidation opportunity. The option to purchase water from another utility was dismissed due to the absence of such systems. However, replacing Well No 4, which does not meet VDH construction standards, will ensure compliance, support and maintain the capacity to grow, and enhance environmental protection.

SECTION E – SCHEDULE AND READINESS TO PROCEED

1. Readiness to proceed. This application assumes you have not initiated design or construction. IF this is not the case, please contact VDH.

(a) For new service area customers, please document number of user agreements or commitments obtained in:

Initial Survey _____ Residential _____ Other _____

*The initial survey must obtain executed agreements or commitments from at least a majority of the homes in the project area. Continuation of the initial survey is a requirement, and the final survey result is intended to obtain 80% or more for the project to be feasible from a positive cash flow perspective. Provide as Attachment J4 a project map indicating existing potential connections and indicating those committed. **NOTE:** Mandatory hook-up ordinance does not substitute for obtaining agreements or commitments to connect.*

April 16, 2025

(b) Please provide a copy of the meeting minutes from the Field Office Scope Review Meeting. In addition, please provide letter reports, design notes, and the Preliminary Engineering Report for the project if they have been prepared as **Attachment J5**.

(c) New construction timeline – Use the Construction Project Schedule on our website to plan your project. <https://www.vdh.virginia.gov/content/uploads/sites/14/2019/01/B1-Construction-Project-Schedule.xlsx>. This document will be required as part of the initial meeting if your project scores high enough to receive funding. The anticipated schedule must be provided below.

ACTIVITY	ANTICIPATED COMPLETION DATE
Engineering Procurement	Within 30 days of project start-up
Submit PER	Submitted August 30th, 2023
Submit P & S	150 days from project start-up
Environment Review	Within first 90 days of project start-up
Advertise Project for Bid	210 days from project start up
Open Bids	240 days from project start-up
Award Project	270 from project start-up
Substantial Completion	480 days from project start-up

SECTION F - STATISTICAL DATA REQUIRED FOR TECHNICAL, MANAGERIAL, & FINANCIAL (TMF) REVIEW

1. Connections and Population:

ID	Data Description	Connections	Population ⁽⁴⁾
a.	Existing residential – Entire System	755	2,281 (2022 est.)
b.	Existing total – Entire System	933	2,800 (est.)
c.	Project residential ⁽¹⁾	755	2,281
d.	Project total ⁽¹⁾	933	2,800 (est.)
e.	Future residential ^(2, 3)	321	3,051
f.	Future total ^(2, 3)	1,254	3,051 (est.)

Notes:

- (1) New connections and/or existing connections that benefit from the project.
- (2) For a water line extension project, e. = a. + c. and f. = b. + d because new connections are being added. For any project that benefits existing connections only, e. = a. and f. = b., and then c. and d. will reflect how many existing residential and total connections, respectively, benefit from the project.
- (3) For a project that benefits existing connections (e.g. water line replacement) **and** also adds new connections (water line extension) then c. and d. will reflect how many residential and total connections, respectively, benefit from the project (connections that benefit from the project + new connections). In this case, e. = a. + new residential connections added and f. = b. + new total connections added.
- (4) Provide population estimates based on the previous column (connections).

2. Water Usage and Losses

a. What is the current monthly average number of gallons of water used per residential connection? 1,531 gallons/month.

Use total annual gallons billed for in-town residential customers divided by 12 months and divided by the total number of in-town residential customers. Provide supporting documentation as **Attachment J6**.

b. Provide the percent of water loss within the system. Unbilled authorized consumption (e.g., firefighting) should be excluded. Provide supporting documentation as **Attachment J7**.

Water losses as a percentage of total production. = 4 %

- This percentage includes:
- Real water losses (Physical losses from leaks/bursts in the distribution lines and tank overflows)
 - Apparent water losses (includes metering inaccuracies and unauthorized usage [theft/illegal use])

3. Individual water meters are on:

April 16, 2025

- All services
- Only commercial accounts
- Only residential customers
- Some services: Provide additional information: _____
- None are metered.

If none are metered, is metering included in this project? Yes No.

Explanatory statement, if appropriate: _____

4. Rates: Attach rate schedules as Attachment J8

a. Existing monthly water charges (explain here): With a rate of \$14.00 for water up to 4,000 gallons for residential use. All other monthly service charges are \$42.00 for water up to 4,000 gallons.

b. When were water rates last increased? Please provide dates and amount/percentage of increase as Attachment J8.

c. What is your connection fee for water? Connection Fee = \$25.00, Tap Fee (Residential) = \$8,000

d. Are rate increases anticipated as a result of this project? Yes No
If yes, please provide the amount and percentage increase expected and the anticipated effective date for the increase(s)

5. Water Users

a. Service Area Jurisdictions	b. # Of Existing Residential Connections	c. # Of Project Residential Connections at Completion
Town of Warsaw, Virginia	755	755
_____	_____	_____
_____	_____	_____

d. Existing drinking water usage 185,784 gpd. 37 % Residential 63 % Nonresidential

c. As Attachment J9, identify Ten (10) Largest Users of the Water System and Estimated Monthly Consumption per user.

6. Determine Average Monthly Residential Water User Rate: 172.31

Provide an average monthly residential water user rate analysis as Attachment J10 - using VDH project only template.

Average Monthly Residential Water User Rate = \$44.61 /month

7. Target User Rates:

Target user rates are set as a percent of Median Household Income (MHI). The annual MHI utilized for a project is to be based upon the latest census figures or latest update for the city, town or county in which the waterworks is located. Multiply by 0.01 (or 1%) and divide by 12 months to get the monthly target rate.

MHI (from item Section C, II, D. Above) = \$57,150 x 0.01 = \$47.625 /month. This is your Target User Rate.
(12 months/year)

8. Evaluate Current Rate Structure:

Does the value in Item 6 (water user rate) equal or exceed the value in item 7 (target user rate), above? Yes No

If you answered "Yes", your waterworks/project may qualify as Disadvantaged. However, rate increases/adjustments may be required to meet debt obligations or pass a VRA credit review.

If you answered "No" then the information indicates the owner may need to adjust water rates to ensure adequate revenues. Having adequate financial resources is crucial to maintaining a successful and sustainable waterworks. Furthermore, EPA mandates that all borrowers receiving program assistance must demonstrate full financial capacity in order to receive funds.

April 16, 2025

13. Other – please specify (for example, <i>Asset Management Plan, WBOP, Studies</i> , etc.)	\$ 55,000 - Observation well and AMP
14. Loan Closing Fee**	\$ 6,000
15. TOTAL [Round to the nearest thousand] (should match Section A)	\$ 1,395,000

*During the planning process only, you may calculate contingency amounts up to 10% of the estimated construction costs. **Please note: the contingency amount that will be included in the final budget will not exceed 5% of the construction costs.**

**VDH reserves the right to apply a closing fee of \$6,000 for all applicable loan offers to defray the cost of this service. The \$6,000 may be included in the principal of the loan. If VDH determines a loan closing fee does not apply it will be eliminated from the final budget.

SECTION H – SUSTAINABILITY/RELIABILITY/GPR/CLIMATE READINESS

1. Asset Management Plan:

To qualify for Asset Management Plan (AMP) credit, a waterworks must provide documentation as **Attachment J16** which demonstrates a minimum of the following for the waterworks:

- Letter from VDH-ODW that the AMP has been accepted (if applicable)
- If AMP has been accepted by VDH-ODW, documentation that the proposed project is included

2. Green Project Reserve (GPR) Business Case:

All applicants must submit to qualify for credit as Green Project Reserve (GPR); a waterworks must show that its proposed DWSRF-funded project has significant (not incidental) green benefits. For credit, the project must provide green infrastructure, promote water and/or power efficiency, or provide other innovative environmental benefits. This information must be reported as the **TOTAL AMOUNT OF PROJECT COSTS WHICH QUALIFY AS GPR**. Only include the costs that the DWSRF will be funding. For example, if the project is asking for \$100,000 for a 100% meter replacement project, then report \$100,000. IF there are no identifiable, benefits enter "zero" GPR dollars. Attach additional sheets as needed.

Applicant	
Contact Name and Phone	
Project Description and associated costs	
What project elements can be classified as potentially green?	
Technical Component	
Financial Component	
GPR Dollars Claimed	\$ _____ and % _____ (as % of VDH funded portion of project)

February 5, 2025

Signature Date	
----------------	--

SECTION I – APPLICATION CERTIFICATION

By signing this application, you are certifying that you have been authorized to apply on behalf of the Owner or Controlling Board.

Submittal of this application is only a starting point for discussion and is not a binding agreement on either party.

Incomplete information may result in the delay or rejection of the application request.

The undersigned representative of the applicant certifies that the information contained herein and the attached statements and exhibits are true, correct, and complete to the best of their knowledge and belief. The undersigned agrees to clarify or supplement information pertaining to this application upon request. The undersigned recognizes that the information contained herein may be subject to state Freedom of Information Act requirements. **The undersigned acknowledges that a part of any interest required on a closed loan can be used by VDH to support the drinking water program.**

Owner or Chief Administrative Officer of Waterworks:

NAME and TITLE: Joseph N Quesenberry, Town Manager

ORGANIZATION: Town of Warsaw

SIGNATURE :  DATE: 8-1-2025

April 16, 2025

SECTION J -- REQUIRED ATTACHMENTS -- Please check those attached and label your attachments with corresponding numbers (i.e., J1, J2, etc.).

- J1) Other Funds Available (e.g., Letters of conditions, award letters, etc)
- J2) Median Household Income -- including site income surveys if census information not at project level.
- J3) Project issue documentation.
- J4) Results of user agreement/commitment initial survey with project map. NEW CONNECTIONS ONLY
- J5) Field Office Scope Review Meeting documentation/notes or VDH-Office of Drinking Water letter/email waiving this requirement. If a Preliminary Engineering Report has been drafted for this project, include a copy of that also. Any letter reports, design memos, or alternatives analysis should be included in this section. Regionalization should be considered as an option.

****Required for Technical, Managerial, Financial (TMF) Review****

- J6) Monthly average of residential water usage. Use total annual gallons billed for in town residential customers divided by 12 months and divide by the total number of in-town residential customers.
- J7) Supporting documentation used to determine the percent of leakage in the system. For this application, leakage is the amount of real water lost in the distribution system lines and tanks from cracks, leaks, and tank overflows divided by total water production. Should match Section F.2.b.
- J8) Current rate schedule for water connection fee for water and date of last increase.
- J9) Listing of 10 largest water & sewer users and estimated monthly consumption per user.
- J10) Average Monthly Residential Water User Rate Analysis -- using VDH project only template. https://www.vdh.virginia.gov/content/uploads/sites/14/2022/02/J-User_Rate_Analysis-v2_28_2022.xlsx
- J11) Outstanding debt amount and with whom
- J12) For the proposed project -- a cash flow analysis of revenue -- using VDH project only template - and expenses (operating budget) showing as a bottom-line funds available for debt service https://www.vdh.virginia.gov/content/uploads/sites/14/2022/03/Project_Cash_Flow_Template_2021-1_v2020.03.09.xlsx
- J13) One copy of the latest interim (unaudited) financial statement. (Budget vs. Actual Expenditures)
- J14) One copy of the current year budget.
- J15) One copy of the most recent annual audits.
- J16) Letter from VDH-ODW that the AMP has been accepted (if applicable) If AMP has been accepted by VDH-ODW, documentation that the proposed project is included.

Items may be submitted in PDF format.

Items J10 and J12 may also be included in spreadsheet format. Please make note on the application that the information is included in the attached digital material.



1625806



SALES AGREEMENT

Home Consultant Name
JENNIFER SMITH

Buyer(s): TOWN OF WARSAW

Phone #:

Address: 78 BELLE VILLE LANE WARSAW VA 22572
Delivery Address: 150 MEADOWBROOK ROAD WARSAW VA 22572

Home Info	
Make:	ZIRCON
Model:	56GEM28403AH25
Serial #:	LEW120078PAABAC
Stock #:	RSO
	<input checked="" type="checkbox"/> New <input type="checkbox"/> Used
Date of Manufacture:	TBD Length: 40 Width: 28

Pricing	
Home Price	\$147,030.00
State Tax	\$.00
Local Tax	\$.00
Cash Price	\$147,030.00
Total Package Price	\$147,030.00
Trade Allowance	N/A
Less Amount Owed	N/A
Trade Equity	N/A
Cash Down Payment	\$.00
Less All Credits	\$.00
Remaining Balance	\$147,030.00

Trade Info	
Make:	N/A
Model:	N/A
Serial #:	
Year:	N/A
Size:	Length: N/A Width: N/A
Title #:	
Owed to:	
Amount owed will be paid by:	<input checked="" type="checkbox"/> Buyer <input type="checkbox"/> Seller

Responsibilities

Seller Responsibilities: Remove current structure, deliver and set home to county code, 1-5X5 step pressure treated lumber, gutters, downspouts and splash guards, seed and straw disturbed soils, utility connections, split face block underpinning, HVAC

Buyer Responsibilities: Contact electric company, back door ramp

Options: Payments will be received as per the draw schedule dated 07292025 not page 3 number 18 of this sales agreement

Materials: Blocks, anchors and tie downs Start Date: 08/01/2025 Estimated*Completion Date: 02/01/2026

Job Description: Demo current structure, deliver and set home to county code, connect utilities, steps, HVAC, gutters, underpinning
**Buyer agrees dates above are estimates only and purchase decision is not based on any occupancy date.*

Acknowledgment

New Manufactured Homes meet federal standards for design and construction, but may not meet local codes and standards.

Buyer(s) agree (1) that the terms and conditions on pages two, three and four are part of this agreement; (2) to purchase the above home including the options; (3) that they acknowledge receiving a completed copy of this agreement, (4) that all promises and representations made are listed on this agreement, and (5) that there are no other agreements, written or verbal, unless evidenced in writing and signed by the parties.

CMH Homes, INC. d/b/a	Address	Telephone Number	License Number	Classifications	Class A
Clayton Homes	PO BOX 9790 Maryville, TN 37802	804-443-4769	2705 048123A	BLD MHC	Exp. 04/30/2999

[Signature]
Signature of Buyer: TOWN OF WARSAW, Town Manager

8-5-25
Date

Signature of Buyer: _____ Date _____

Signature of Buyer: _____ Date _____ Signature of Buyer: _____ Date _____

Seller/Contractor: Clayton Homes _____ Date _____

ADDITIONAL TERMS AND CONDITIONS

1. **APPLICABILITY.** The terms and conditions stated herein are in addition to any terms of the sale of the home by Seller to Buyer (which may include a manufactured home or a modular home) stated on the front of the agreement.
2. **SELLER & BUYER RESPONSIBILITIES. Delivery and installation:** If delivery and installation are included in the purchase price, Buyer agrees: (1) delivery is generally scheduled in order of sale; (2) the **exact date** for occupancy cannot be guaranteed because of weather, site conditions, equipment and labor availability, and other variables involved; (3) the decision to purchase the home is not based upon any representations as to the anticipated **date of occupancy**. Buyer acknowledges that they have been advised to review any restrictive covenants and/or homeowner's association rules and regulations that are applicable to the specific property that they are considering, and agree to abide by the same, and Buyer further agrees that they have not relied upon the advice, interpretations, or representations, if any, by Seller's representatives with respect to such documents. Buyer acknowledges and agrees that the total purchase price does not include costs associated with unknown environmental issues with the land or unanticipated site improvements required by any state, county or local jurisdiction having authority, and Buyer shall be responsible for all such additional costs.
3. **DEPOSIT.** The Buyer will complete the transaction by paying the full purchase price and related fees and charges in cash or by obtaining a loan or other financing arrangement from the lender selected by Buyer. If Buyer fails or refuses to complete the purchase within seven (7) days of the date of this Sales Agreement or within two (2) business days of delivery of a retail ordered home, or within an agreed upon extension of time, for any reason (except cancellation due to being refused financing), Seller may keep the cash deposit as liquidated damages for its expenses, other damages, attorney fees, court costs, and any construction costs incurred in connection with the sale to the extent permitted by applicable law. Nothing in this Sales Agreement shall preclude Seller from electing to pursue any other remedies available to Seller.
4. **FAILURE TO ACCEPT DELIVERY.** If the Buyer fails to accept delivery of a manufactured home, Seller may retain actual damages according to the following terms: (1) if the manufactured home is a single section unit and is in the Seller's stock and is not specially ordered from the manufacturer for the Buyer, the maximum retention shall be \$1,000. (2) if the manufactured home is a single section unit and is specially ordered from the manufacturer for the Buyer, the maximum retention shall be \$2,000. (3) if the manufactured home is larger than a single section unit in the Seller's stock and is not specially ordered for the Buyer, the maximum retention shall be \$4,000. (4) if the manufactured home is larger than a single section unit and is specially ordered for the Buyer from the manufacturer, the maximum retention shall be \$7,000.
5. **FINANCED PURCHASE.** If Buyer does not complete the purchase as a cash transaction, Buyer will enter into a loan or other financing arrangement with a lender selected by Buyer or other agreement as may be required to finance the purchase.
6. **CHANGES BY MANUFACTURER.** Buyer agrees that the manufacturer of the home may make any changes in the model, designs, or any accessories and parts from time to time, and at any time. If the manufacturer makes changes, neither Seller nor the manufacturer are obligated to make the same changes in the home covered by this Sales Agreement either before or after it is delivered.
7. **CHANGES.** Buyer and Seller agree that any and all changes, modifications, alterations or revisions of the Sales Agreement that change the cost, materials, work to be performed, or estimated completion date, must be in writing and signed by all parties. Buyer and Seller further agree and understand that any changes, modifications, alterations or revisions of the Sales Agreement, may result in additional charges to Buyer. It is further understood and agreed that any subsequent document executed by the parties hereto shall not alter, amend or change the terms of the Sales Agreement unless in writing and signed by the parties hereto.
8. **LIMITATION OF DAMAGES.** To the extent permitted by applicable law, Buyer agrees that, if they are entitled to any damages against the Seller, the damages are limited to the lesser of either the cost of needed repairs or reduction in the market value of the home caused by the lack of repairs. Where permitted by applicable law, Seller will not be liable to the Buyer for any incidental or consequential damages. Buyer also agrees that, once the home has been accepted, the Buyer cannot return the home to the Seller and seek a refund for any reason.
9. **WARRANTIES BY THE MANUFACTURER.** Seller is not the manufacturer of the home. **For new homes, the homeowner's manual and/or other warranty documents from the manufacturer are provided with the home and set forth the manufacturer's home warranty.** In general, the manufacturer warrants that the home's design and construction complies with applicable law in effect at the date of manufacture. There may be other warranties covering the home, items sold with the home or its contents, which have been provided by the manufacturer of the home. Seller will provide Buyer copies of any and all written warranties provided by the manufacturer to the extent made available to Seller by the manufacturer. **ALL IMPLIED WARRANTIES, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY, HABITABILITY, OR FITNESS FOR A PARTICULAR PURPOSE, ARE DISCLAIMED TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW.**

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10. **MEASUREMENTS.** Buyer acknowledges that all measurements of dimensions (including home square footage), construction thickness, and insulation values are nominal. Seller has not performed the measurements and does not warrant the accuracy of any measurement.
11. **ENTRY INTO PROPERTY.** Buyer acknowledges and agrees that any entry onto property or into the home at any time prior to closing and full funding by Buyer or Buyer's agents, representatives, or invitees is at the sole risk of Buyer and Buyer does hereby waive and release Seller or its agents from and against any and all claims for damages to person or property occurring as a result of any entry onto the property or into the home prior to closing and full funding. Buyer further covenants and agrees with Seller that any entry onto the property or into the home by Buyer or any of Buyer's agents, representatives, or invitees shall occur only on days or at times which are approved or specified by Seller and shall not, in any event, interfere with the construction of the dwelling. The provisions of this Paragraph shall survive the termination of this Agreement and the Closing.
12. **SUPERVISION OF WORK.** Buyer agrees that the direction and supervision of contractors and/or subcontractors installing and/or constructing the home or improvements to the property that are part of Seller's Responsibilities as set forth on the front page, rests exclusively with the Seller, and Buyer agrees not to issue any instructions to, or otherwise interfere with the same. Buyer shall not, under any circumstances, order any work performed to the home or the property by a subcontractor or direct any changes to work to the home or the property without the explicit approval of the Seller. To the fullest extent permitted by law, Buyer undertakes full authority and responsibility to supervise and direct all work related to anything listed under "Buyer's Responsibilities" on the front page, and agrees that Seller shall not be liable in any way for any loss or damage arising from such work.
13. **ORAL REPRESENTATIONS.** Seller hereby disclaims to the fullest extent permissible by law any oral representations concerning the quality or character of the home or its contents. All representations concerning the quality and character of the home are stated in this Sales Agreement, including any addenda, and the Retailer Closing Agreement.
14. **COMPLETE AGREEMENT.** This Sales Agreement, including any addenda, the Retailer Closing Agreement, and any arbitration/dispute resolution agreement establish the complete agreement between Buyer and Seller and there are no other agreements, unless evidenced in writing and signed by the parties.
15. **RULES OF CONSTRUCTION.** If any provision of this Sales Agreement is held to be void, illegal or unenforceable, then that provision shall be severed from the remainder of this Sales Agreement, which shall remain enforceable. The parties waive application of the rule of construction that requires a tribunal to construe this Sales Agreement against the drafter.
16. **TIME OF COMPLETION.** The work to be performed under this Sales Agreement shall be commenced on or before 08/01/2025, and the Seller estimates that the work shall be substantially completed on or before 02/01/2026. However, both parties recognize and agree that this is a target date for completion and that failure to achieve that date will not result in any claim in favor of the Buyer against the Seller, and Buyer specifically waives any such claim.
17. **CONTRACT PRICE.** Buyer/Owner agrees to pay Seller for the work described in the Sales Agreement the total price of \$147,030.00 Dollars (the "Contract Price"). The Contract Price is subject to additions or deductions in accordance with the provisions of the Sales Agreement concerning allowances and change orders. All payments made by Buyer to Contractor are solely intended for use payment for labor, materials, equipment and services provided by Seller.
18. **PAYMENTS.** Payment of the Contract Price is to be made as follows:
- A. \$0.00 as a down payment due on or before the signing of the Sales Agreement. Seller may use the down payment funds to cover its costs related to investigation of the site and investigation of other issues related to transportation of the Home, setting the Home, site work, construction of a foundation if any, etc.
 - B. The balance of the Contract Price \$147,030.00 due upon completion of all work described in the Sales Agreement.
19. **DELAYS.** If the Seller is delayed at any time in the progress of the work by changes ordered, fire, back orders of materials, unusual delays in transportation or availability of materials, una-voidable casualties, acts of God, or any other causes beyond the Contractor's control, including but not limited to, soil conditions or rock formations requiring blasting or other special conditions pertaining to the property, then the time for the performance of the contract work shall be extended for such reasonable time as is necessary to compensate for such delay, and delays caused by these shall not constitute abandonment of the project by the Seller and are not included in calculating time frames for payment and performance. Buyer shall pay for any blasting or other costs incurred as a result of any such special condition. In addition, in the event the time for completion is delayed due to the action or inaction of the Buyer, the Seller shall be entitled to receive from the Buyer any and all additional costs or damages paid or sustained by the Seller as a result thereof ("Delay Damages"). Such Delay Damages shall be payable by the Buyer to the Seller within ten (10) days after the delivery of an itemized statement therefore by the Seller to the Buyer.

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20. **CANCELATION RIGHTS.** The Buyer may only cancel the Sales Agreement within a Three (3) day period after the date the Buyer signs the Sales Agreement, except as otherwise provided in the Terms and Conditions to the Sales Agreement. To cancel this Sales Agreement, the Buyer must provide written notice of cancellation to the Seller. Such written notice of cancellation is effective on the date it is received by the Seller. The Seller may cancel this Sales Agreement at any time up to the date the Buyer takes occupancy of the Home that is the subject of this Sales Agreement, provided that 1) the Buyer has failed to perform one or more of the actions required of the Buyer under the Sales Agreement or any other Contract Documents; 2) the Seller provides to the Buyer written notice of its intent to cancel the Sales Agreement and the reason(s) the Seller intends to cancel the Sales Agreement; and 3) the Buyer fails to cure the reason(s) for cancellation stated in the Seller's notice letter within five(5) calendar days after the date the Buyer receives the Seller's notice letter.
21. **PERMITS/ZONING INSPECTIONS.** Seller shall be responsible for obtaining a building permit from the appropriate governmental authority. Any necessary governmental approvals will be obtained by Seller, and to the extent that Seller expends funds or resources thereon, shall be reimbursed by the Buyer. Seller agrees to comply with all local requirements for building permits, inspections, and zoning brought to its attention by the Seller/Owner or any governmental authority.
22. **VIRGINIA CONTRACTOR TRANSACTION RECOVERY FUND.** 18 VAC 50-22-260. B.9.j requires that a contractor engaged in residential contractor provide the following information in its written contracts. The Seller is required to notify the Buyer of the existence of the Virginia Contractor Transaction Recovery Fund, established pursuant to Virginia Code §§ 54.1-1118 through 1127. Please call 804-367-1159 to contact the Board for Contractors, Adjudication Section, to obtain information concerning the procedures for applying to recover from the fund if you are unable to collect after judgment is awarded in court.

1616326



SALES AGREEMENT

Home Consultant Name
JENNIFER SMITH

Buyer(s): TOWN OF WARSAW

Phone #:

Address: 78 BELLE VILLE LANE WARSAW VA 22572

Delivery Address: 171 BELLE VILLE LANE WARSAW VA 22572

Home Info	
Make:	ZIRCON
Model:	56GEM28403AH25
Serial #:	LEW120079PAABAC
Stock #:	RSO
	<input checked="" type="checkbox"/> New <input type="checkbox"/> Used
Date of Manufacture:	TBD Length: 40 Width: 28

Pricing	
Home Price	\$147,030.00
State Tax	\$.00
Local Tax	\$.00
Cash Price	\$147,030.00
Total Package Price	\$147,030.00
Trade Allowance	N/A
Less Amount Owed	N/A
Trade Equity	N/A
Cash Down Payment	\$.00
Less All Credits	\$.00
Remaining Balance	\$147,030.00

Trade Info	
Make:	N/A
Model:	N/A
Serial #:	
Year:	N/A
Size:	Length: N/A Width: N/A
Title #:	
Owed to:	
Amount owed will be paid by:	<input checked="" type="checkbox"/> Buyer <input type="checkbox"/> Seller

Responsibilities

Seller Responsibilities: Remove current structure, deliver and set home to county code, 1-5X5 step pressure treated lumber, gutters, downspouts and splash guards, seed and straw disturbed soils, utility connections, split face block underpinning, HVAC.

Buyer Responsibilities: Contact electric company, back door ramp

Options: Payments will be received as per the draw schedule dated 07292025 not page 3 number 18 of this sales agreement

Materials: Blocks, anchors and tie downs Start Date: 08/01/2025 Estimated*Completion Date: 02/01/2026

Job Description: Demo current structure, deliver and set home to county code, connect utilities, steps, HVAC, gutters, underpinning
*Buyer agrees dates above are estimates only and purchase decision is not based on any occupancy date.

Acknowledgment

New Manufactured Homes meet federal standards for design and construction, but may not meet local codes and standards. Buyer(s) agree: (1) that the terms and conditions on pages two, three and four are part of this agreement; (2) to purchase the above home including the options, (3) that they acknowledge receiving a completed copy of this agreement, (4) that all promises and representations made are listed on this agreement; and (5) that there are no other agreements, written or verbal, unless evidenced in writing and signed by the parties.

CMH Homes, INC. d/b/a	Address	Telephone Number	License Number	Classifications	Class A
Clayton Homes	PO BOX 9790	804-443-4769	2705 048123A	BLD MHC	Exp. 04/30/2999
	Maryville, TN 37802				

Signature of Buyer: TOWN OF WARSAW *Tam Manger*

Date: 8-5-25

Signature of Buyer: _____ Date _____

Signature of Buyer: _____ Date _____ Signature of Buyer: _____ Date _____

Seller/Contractor: Clayton Homes _____ Date _____

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ADDITIONAL TERMS AND CONDITIONS

1. **APPLICABILITY.** The terms and conditions stated herein are in addition to any terms of the sale of the home by Seller to Buyer (which may include a manufactured home or a modular home) stated on the front of the agreement.
2. **SELLER & BUYER RESPONSIBILITIES, Delivery and installation:** If delivery and installation are included in the purchase price, Buyer agrees: (1) delivery is generally scheduled in order of sale; (2) the **exact date** for occupancy cannot be guaranteed because of weather, site conditions, equipment and labor availability, and other variables involved; (3) the decision to purchase the home is not based upon any representations as to the anticipated **date of occupancy**. Buyer acknowledges that they have been advised to review any restrictive covenants and/or homeowner's association rules and regulations that are applicable to the specific property that they are considering, and agree to abide by the same, and Buyer further agrees that they have not relied upon the advice, interpretations, or representations, if any, by Seller's representatives with respect to such documents. Buyer acknowledges and agrees that the total purchase price does not include costs associated with unknown environmental issues with the land or unanticipated site improvements required by any state, county or local jurisdiction having authority, and Buyer shall be responsible for all such additional costs.
3. **DEPOSIT.** The Buyer will complete the transaction by paying the full purchase price and related fees and charges in cash or by obtaining a loan or other financing arrangement from the lender selected by Buyer. If Buyer fails or refuses to complete the purchase within seven (7) days of the date of this Sales Agreement or within two (2) business days of delivery of a retail ordered home, or within an agreed upon extension of time, for any reason (except cancellation due to being refused financing), Seller may keep the cash deposit as liquidated damages for its expenses, other damages, attorney fees, court costs, and any construction costs incurred in connection with the sale to the extent permitted by applicable law. Nothing in this Sales Agreement shall preclude Seller from electing to pursue any other remedies available to Seller.
4. **FAILURE TO ACCEPT DELIVERY.** If the Buyer fails to accept delivery of a manufactured home, Seller may retain actual damages according to the following terms: (1) if the manufactured home is a single section unit and is in the Seller's stock and is not specially ordered from the manufacturer for the Buyer, the maximum retention shall be \$1,000. (2) if the manufactured home is a single section unit and is specially ordered from the manufacturer for the Buyer, the maximum retention shall be \$2,000. (3) if the manufactured home is larger than a single section unit in the Seller's stock and is not specially ordered for the Buyer, the maximum retention shall be \$4,000. (4) if the manufactured home is larger than a single section unit and is specially ordered for the Buyer from the manufacturer, the maximum retention shall be \$7,000.
5. **FINANCED PURCHASE.** If Buyer does not complete the purchase as a cash transaction, Buyer will enter into a loan or other financing arrangement with a lender selected by Buyer or other agreement as may be required to finance the purchase.
6. **CHANGES BY MANUFACTURER.** Buyer agrees that the manufacturer of the home may make any changes in the model, designs, or any accessories and parts from time to time, and at any time. If the manufacturer makes changes, neither Seller nor the manufacturer are obligated to make the same changes in the home covered by this Sales Agreement either before or after it is delivered.
7. **CHANGES.** Buyer and Seller agree that any and all changes, modifications, alterations or revisions of the Sales Agreement that change the cost, materials, work to be performed, or estimated completion date, must be in writing and signed by all parties. Buyer and Seller further agree and understand that any changes, modifications, alterations or revisions of the Sales Agreement, may result in additional charges to Buyer. It is further understood and agreed that any subsequent document executed by the parties hereto shall not alter, amend or change the terms of the Sales Agreement unless in writing and signed by the parties hereto.
8. **LIMITATION OF DAMAGES.** To the extent permitted by applicable law, Buyer agrees that, if they are entitled to any damages against the Seller, the damages are limited to the lesser of either the cost of needed repairs or reduction in the market value of the home caused by the lack of repairs. Where permitted by applicable law, Seller will not be liable to the Buyer for any incidental or consequential damages. Buyer also agrees that, once the home has been accepted, the Buyer cannot return the home to the Seller and seek a refund for any reason.
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11. **ENTRY INTO PROPERTY.** Buyer acknowledges and agrees that any entry onto property or into the home at any time prior to closing and full funding by Buyer or Buyer's agents, representatives, or invitees is at the sole risk of Buyer and Buyer does hereby waive and release Seller or its agents from and against any and all claims for damages to person or property occurring as a result of any entry onto the property or into the home prior to closing and full funding. Buyer further covenants and agrees with Seller that any entry onto the property or into the home by Buyer or any of Buyer's agents, representatives, or invitees shall occur only on days or at times which are approved or specified by Seller and shall not, in any event, interfere with the construction of the dwelling. The provisions of this Paragraph shall survive the termination of this Agreement and the Closing.
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13. **ORAL REPRESENTATIONS.** Seller hereby disclaims to the fullest extent permissible by law any oral representations concerning the quality or character of the home or its contents. All representations concerning the quality and character of the home are stated in this Sales Agreement, including any addenda, and the Retailer Closing Agreement.
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 - B. The balance of the Contract Price \$147,030.00 due upon completion of all work described in the Sales Agreement.
19. **DELAYS.** If the Seller is delayed at any time in the progress of the work by changes ordered, fire, back orders of materials, unusual delays in transportation or availability of materials, una-voidable casualties, acts of God, or any other causes beyond the Contractor's control, including but not limited to, soil conditions or rock formations requiring blasting or other special conditions pertaining to the property, then the time for the performance of the contract work shall be extended for such reasonable time as is necessary to compensate for such delay, and delays caused by these shall not constitute abandonment of the project by the Seller and are not included in calculating time frames for payment and performance. Buyer shall pay for any blasting or other costs incurred as a result of any such special condition. In addition, in the event the time for completion is delayed due to the action or inaction of the Buyer, the Seller shall be entitled to receive from the Buyer any and all additional costs or damages paid or sustained by the Seller as a result thereof ("Delay Damages"). Such Delay Damages shall be payable by the Buyer to the Seller within ten (10) days after the delivery of an itemized statement therefore by the Seller to the Buyer.

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21. **PERMITS/ZONING INSPECTIONS.** Seller shall be responsible for obtaining a building permit from the appropriate governmental authority. Any necessary governmental approvals will be obtained by Seller, and to the extent that Seller expends funds or resources thereon, shall be reimbursed by the Buyer. Seller agrees to comply with all local requirements for building permits, inspections, and zoning brought to its attention by the Seller/Owner or any governmental authority.
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Gregory N. Packett
Warsaw LLC
PO Box 28
Tappahannock, VA 22560
packet74@gmail.com
804-450-7935

July 7, 2025

Town Council
Town of Warsaw
78 Belle Ville Lane
Warsaw, VA 22572

Dear Members of the Town Council,

I hope this letter finds you well. I am writing on behalf of Revere Station and in the broader context of the various development efforts currently underway within the Town of Warsaw. I would like to respectfully request an extension of the previously approved offer regarding half-price water and sewer connection fees for the Revere Station development.

This request is being made due to significant delays in securing the necessary permit from the Virginia Department of Environmental Quality (DEQ). These delays have been entirely beyond the control of both myself and the Town and have unfortunately impacted our construction and utility timelines.

From a broader economic standpoint, the extension of this incentive will be particularly helpful as we move forward. As you are aware, recent modifications to the Rhodes Place/Broadus Creek plan have included a reduction in the number of dwelling units—thereby reducing potential revenue—while still maintaining the full suite of planned amenities such as trails, green space, and other community enhancements. Your continued support through this extension will help ensure the financial viability and long-term success of this project.

I sincerely appreciate the town's consistent partnership and understanding as we work together to build high-quality, sustainable development for the benefit of current and future residents of Warsaw.

Thank you for your consideration of this request. I would be happy to provide any additional information or attend a meeting to discuss this matter further.

Warm regards,



Gregory N. Packett