



## Town Council Meeting Agenda

March 12, 2026 at 6:00 PM

Council Chambers - 78 Belle Ville Lane

[www.townofwarsaw.com](http://www.townofwarsaw.com)

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1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Consent Agenda**
  - [a.](#) Agenda
  - [b.](#) Minutes – February 2026
  - [c.](#) Financial Report – February 2026
4. **Public Hearing**
  - [a.](#) Public Hearing - Fee Schedule Amendments
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. DHCD Housing Project
    - ii. 74 Main Street
  - [b.](#) Cannabis Ordinance - Proposed Language & Discussion
  - [c.](#) Fee Schedule Amendments - Discussion & Vote
8. **New Business**
  - [a.](#) Ordinance to Improve Delinquent Tax Collections
  - [b.](#) Warsaw-Richmond County Main Street Program Updates & Request
  - [c.](#) Schedule Public Hearing - Conditional Use Permit Application - Storage Unit Facility & Commercial Pad Site - Tax Map 16-16
  - [d.](#) Business Improvement Grant Application - Northern Neck Planning District Commission - New Fencing

e. Schedule Budget Work Session - Tuesday, March 24th - 12PM

9. **Council Members - Closing Comments**

10. **Adjournment**



# Town Council Agenda

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  - 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
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9. Council Members - Closing Comments
10. Adjournment

MINUTES  
WARSAW TOWN COUNCIL  
REGULAR MEETING  
FEBRUARY 12, 2026

The Warsaw Town Council held its regular meeting on Thursday, February 12, 2026, 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 Yackel, Mary Beth Bryant, Jonathan English, Daphne Palmore, Bobby Walters, Patrick Stone and Ralph Self.

Town staff present: Town Manager Joseph Quesenberry, Assistant Town Manager Melissa Coates, Chief of Police Sean Peterson, Director of Public Works Jesse Schools, Treasurer/Clerk Julia Blackley-Rice, and Lieutenant Barry Radden.

Also present: Approximately nine others were 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 Stone moved to approve the consent agenda as presented. The motion was seconded by Councilwoman Bryant and carried with the following votes.

Randall L. Phelps	Aye	Paul Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Daphne Palmore	Aye	Ralph Self	Aye
Patrick Stone	Aye	Bobby Walters	Aye

PUBLIC COMMENTS

Brenda Pemberton of 337 Front Street in Sharps addressed the Council regarding the possibility and reality of establishing an Arts Center in Downtown Warsaw. Ms. Pemberton spoke about the potential benefits to the community and requested that the Town consider dedicating space at 74 Main Street or providing initial support to help the concept become a reality. Ms. Pemberton stated that she believes the Town Council agrees that an Arts Center is needed. Mrs. Pemberton believes the Town Council can assist by designating the front portion of the 74 Main building as an Arts Center.

Ms. Pemberton also asked the Council if they would financially contribute to making the Art Center a reality and to help the Art Center get started for the first 6 months. Ms. Pemberton spoke of the additional benefits of an Arts Center, such as increased foot traffic in the Town and overall community pride.

J. Clifford Mullin of 8351 Historyland Highway addressed Council and praised the Town for the success of the Christmas Town event and the improvements made to the Town website, noting that the site has become easier to navigate and allows residents to watch recordings of meetings.

Assistant Town Manager Melissa Coates read a letter submitted by Betsy Norris requesting that the Town consider providing a water bill discount for senior citizens living alone. A copy of the letter submitted by Ms. Norris has been attached to these minutes as Attachment 1.

There being no further public comments, Mayor Phelps closed the public comment portion of the meeting.

**REPORTS**

**MAYOR'S REPORT**

Mayor Phelps deferred his comments throughout the meeting, saving them for later.

**TOWN MANAGER'S REPORT**

Mr. Quesenberry reviewed his report with the Town Council, which included updates on Local Government Day with the Virginia Municipal League, economic development efforts, the 74 Main Street project, Commerce Park development discussions referred to as Project Shad, and the preparation of the upcoming FY27 Town budget. Mr. Quesenberry also thanked the Police Department and the Public Works Department for maintaining operations during the recent winter weather.

A copy of the Town Manager's report has been attached to these minutes as Attachment 2.

**POLICE REPORT**

A copy of the monthly police report was included in the Town Council packet and is attached to these minutes as Attachment 3. Chief Peterson reported that the Police Department was able to extend a federal grant, which allowed the Town to purchase additional radios and equipment, with approximately 75% of the cost covered through the grant. Chief Peterson also stated that the annual review will be provided in April.

**PUBLIC WORKS REPORT**

Director of Public Works Jesse Schools reviewed the monthly operations report and confirmed that the wastewater treatment plant continued to operate within permitted limits. Public Works staff also responded to several water main breaks during recent

freezing weather. A copy of the monthly public works report was included in the Town Council packet and is attached to these minutes as Attachment 4.

COUNCIL COMMITTEE REPORT: No committees met.

PLANNING COMMISSION: No new business.

NORTHERN NECK REGIONAL JAIL REPORT: The population report was provided in the Town Council packet. The three-year audit from the Board of Local Jails gave excellent marks on standards. Council was also informed of legislation happening at the Virginia General Assembly, as well as the government body dinner this year in Northumberland County, either on April 7<sup>th</sup> or 8<sup>th</sup>.

OLD BUSINESS

74 Main Street Project: Mr. Quesenberry reported that discussions with the architects and the legal team are progressing well. Future updates will be provided regarding the bonding company for the 74 Main Street redevelopment projects, and construction activity is expected to resume in the coming months.

Well Replacement Project: Mr. Quesenberry reported that VDH did not award any grant funds, and new options for exemptions and other funding are being explored.

DHCD Housing Update: Mrs. Coates reported that the Meadowbrook project is almost complete and that the weather has held up for Belle Ville construction, with a meeting scheduled for the following Tuesday.

Oyster Shoals: Danny Powers, the potential new owner of Oyster Shoals, spoke to the Council about their excitement to take over the venue and continue the live music experience in Warsaw. Councilman Walters moved to authorize Mr. Quesenberry to enter into the Business Contract Agreement. The motion was seconded by Councilman English and carried with the following votes.

Randall L. Phelps	Aye	Paul Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Daphne Palmore	Aye	Ralph Self	Aye
Patrick Stone	Aye	Bobby Walters	Aye

NEW BUSINESS

Boys and Girls Club: Representatives from the Boys & Girls Club of the Northern Neck presented an overview of their programs serving youth in Richmond County and discussed opportunities for community partnerships. Jean Light stated that grant funding

is changing, that this program has a strong relationship with schools, and asked that Council members volunteer to help support the overall mission to grow within the Town.

Proposed Updates: Mr. Quesenberry reviewed the purpose of the changes regarding the Town’s charges, rates, and fee schedule. The proposed change would bring water to \$26 a month and sewer to \$45 a month. There would be no changes to sewer connections or trash rates – only water connection fees, out-of-town resident charges, and police fees would be affected. Additionally, all business license rates would stay the same, except for businesses not categorized, which would increase to \$10,000. Council voted to advertise the proposal for a public hearing at the March Town Council meeting.

Councilman Self moved to approve the consent agenda as presented. The motion was seconded by Councilwoman Bryant and carried with the following votes.

Randall L. Phelps	Aye	Paul Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Daphne Palmore	Aye	Ralph Self	Aye
Patrick Stone	Aye	Bobby Walters	Aye

Cannabis Ordinance: Mr. Quesenberry stated that the ordinance provided was drafted by the Berkley Group, a consulting firm that the Town has partnered with in the past. Mr. Quesenberry reviewed the ordinance outline and reviewed the steps needed to begin the process. No public hearing was set as the Town Council wanted time to review the proposed ordinance.

**CLOSED SESSION- 2.2-3711(A)(5) – PROSPECTIVE INDUSTRIAL BUSINESS**

Council entered Closed Session under VA Code §2.2-3711(A)(5) to discuss a prospective industrial business. Motion carried to enter closed session by Vice Mayor Yackel and seconded by Councilman Stone.

Randall L. Phelps	Aye	Paul Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Daphne Palmore	Aye	Ralph Self	Aye
Patrick Stone	Aye	Bobby Walters	Aye

Mayor Phelps called for a roll-call vote to certify that the only items discussed were those cited in the motion to enter closed session and were legally permitted to be addressed under the subsections of the Virginia Freedom of Information Act mentioned in the motion. The roll call votes are as follows:

Randall L. Phelps	Aye	Paul Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Daphne Palmore	Aye	Ralph Self	Aye
Patrick Stone	Aye	Bobby Walters	Aye

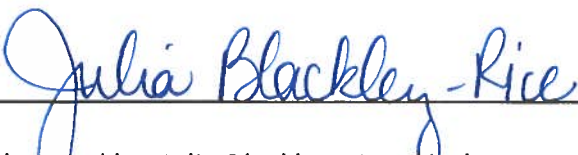
There was no action out of the closed session.

Councilwoman Palmore brought up the request proposed by Hi Nyguen of Teresa’s Nails for assistance with new flooring, and the Town Council discussed.

**CLOSING COMMENTS:**

- Mayor Phelps welcomed Patrick Stone.
- Councilman English welcomed Patrick Stone.
- Councilman Walters welcomed Patrick Stone and expressed excitement about Oyster Shoals.
- Councilwoman Bryant stated that it was another good meeting and welcomed Patrick Stone.
- Councilman Self expressed kudos to the Town staff, with an emphasis on Public Works, for their efforts with all the water repairs. Additionally, Councilman Self welcomed Patrick Stone.
- Councilwoman Palmore stated that the house on Belle Ville looks great and offered appreciation to Public Works.
- Councilman Stone thanked everyone for the warm welcome.
- Vice-Mayor Yackel expressed appreciation for the Public Works crew and asked everyone to keep the Jail Board dinner in mind.

There being no further business, the meeting was adjourned at approximately 7:45 PM.

  
 Submitted by: Julia Blackley-Rice, Clerk

**Melissa Coates**

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**From:** Warsaw, Virginia <noreply@civicplus.com>  
**Sent:** Thursday, February 12, 2026 6:59 AM  
**To:** Melissa Coates  
**Subject:** Feb. 12th agenda for possible rate increase

Attachment 1

Name: Betsy Norris  
Email: betsyn1958@hotmail.com

Message:

Missy,

I feel that the town should give seniors, who live alone, a discount in water bill. I pay the same as everyone , but my water use is not the same as a family.

The town council should accomodate their senior population. With all the new apartments/homes being built I would like the town to consider this request for us seniors. Some town council members just love to see more apartments/homes and give the developer a break, well give us seniors a break.

Thank you,

Betsy Norris





Town of  
**WARSAW**  
*Heart of Virginia's Northern Neck*

**MEMORANDUM**

TO: Warsaw Town Council  
FROM: Joseph N. Quesenberry, Town Manager  
DATE: 02/12/2026  
RE: Town Manager's Report

Dear Council Members,

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

I. General Assembly Recap

Town Staff members and Council Member Stone attended the Virginia Municipal League's Local Government Day last week. We lobbied for assistance with our well replacement project and found that we may qualify for a DEQ – exemption, something that is of vital importance to the Town. We plan to continue our efforts towards this so that we may be able to forego this unfunded mandate, and we'll keep you posted as we move forward with this new path. We also want to extend a special thanks to Delegate Kent for her Resolution honoring former Council Member Rebecca Hubert. Both the Town and Council Member Hubert's family very much appreciated her kind gesture.

2. Short Term Rentals – The Bounds

We've received various correspondences related to our RIP and hope to provide you with a proposal from a company that partners with the Virginia Tourism Corporation sometime next month.

3. Economic Development Update

We currently have quite a few economic development projects at various levels of discussion. We had great success with our outreach for 74 Main Street and are working with a selected restaurant operator to potentially enter the space, creating an event space, community market, and new restaurant space on Main Street. We continue to work with the leadership team of the proposed project within the Commerce Park, having held an in-person meeting with their construction and permitting team earlier this month. We hope to provide you with more information on various projects in the coming weeks.

4. Budget Preparations

The proposed draft budget is well underway and should be available for your review by next month, pending your review of the amendments to the fee schedule. We are now working to incorporate Capital Improvement Items in the budget and are determining what we will be able to fund in the coming years. I will begin discussions to schedule a work session in the coming weeks for both the CIP and budget review processes.

5. Inclement Weather Response

I want to take this time to thank our Police Department and Public Works Department for continuing operations throughout this difficult time. Through multiple water line breaks, traffic accidents, and everything in between, the Town continued to function as it should. We thank them for their service and dedication in keeping our Town running smoothly during the ice storm and below freezing temperatures.



# Warsaw Police Department

*From the desk of Chief Sean L. Peterson*



## MONTHLY ACTIVITY REPORT

January 1-31, 2026

Total calls for service: 767

DATE	CASE	OFFENSE	BLK / STREET
01/03/2026	2026-000001	ECO/TDO Mental Health	100 - Blk Jones Ln
01/06/2026	2026-000002	Domestic Altercation Non Violent	90 - Blk Jones Ln
01/14/2026	2026-000004	46.2-894: Hit & Run Misdemeanor	300 - Blk Main St
01/22/2026	2026-000005	18.2-170: Counterfeit Currency Felony	5000 Richmond Rd

### Traffic

Driving on Suspended/Revoked License	2
Reckless Driving	4
Distracted Driving	6
Speeding	35
Expired Inspection	16
Seatbelt .	3
Expired / Improper VA Registration	4
Town Citations Issued	1
All Other Traffic Summons	36
Traffic Crashes	5

### Community Engagement

Neighborhood Select Patrols	122
Business Checks / Directed Patrols	511/29
Community Events	3

Joseph N. Quesenberry  
Town Manager

Melissa Coates  
Assistant Town Manager

Juha Blackley – Rice  
Treasurer & Clerk

Sean L. Peterson  
Chief of Police

Sandy Anderson Law  
Town Attorney



Town of  
**WARSAW**  
*Heart of Virginia's Northern Neck*

COUNCIL MEMBERS

Randall E. Phelps – Mayor

Paul G. Yackel – 1st Mayor

Mary Beth Bryant

Jonathan English

Daphne Palmore

Ralph W. Sell

Patrick Stone

Robert Walters

78 Belle Ville Lane, Warsaw, VA 22572 | P.O. Box 750 | Phone - (804) 333-3737 | <http://www.townofwarshaw.com>

TO: Warsaw Town Council

FROM: Jesse Schools, Director of Public Works

DATE: 2/12/2026

RE: Public Works Report

Dear Council Members:

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

#### **-WWTP**

##### **Monthly Numbers**

Average daily Influent flow for January – 182,100 gallons, a decrease of 500 gals from the month of December average daily flow.

Maximum influent flow for January – 218,800 gallons, a decrease of 15,200 gals from the month of December max flow.

##### **Nutrient Sampling Results**

For January the average effluent Total Nitrogen (TN) concentration was 2.6 mg/l, within the limits of our permit.

For January the average effluent Total Phosphorus (TP) concentration was 0.04 mg/l, within the limits of our permit.

##### **2025 Nutrient Calendar Year Results**

Total Nitrogen Calendar Year 2025 Loading Results – 1,075 LB/YR (29 % of Permitted 3,655 LB/YR)

Total Phosphorus Calendar Year 2025 Loading Results – 60.10 LB/YR (24 % of Permitted 247 LB/YR)

##### **Monthly Operations and Maintenance**

Fidelity Power Systems inspected and serviced the treatment plant generator.

Plant generator fuel tank was topped off in preparation for the forecasted winter snowstorm.

Power and Flow contractors provided a vacuum pump truck to clean out plant waste well station.

Joseph N. Quesenberry  
Town Manager

Melissa Coates  
Assistant Town Manager

Juli Blackley – Rice  
Treasurer & Clerk

Sean L. Peterson  
Chief of Police

Sandy Anderson-Lay  
Town Attorney



COUNCIL MEM

Randall L. Phelps - *Mayor*

Paul G. Yackel - *Town Manager*

Mary Beth Bryant

Jonathan English

Daphne Palmore

Ralph W. Self

Patrick Stone

Robert Walters

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

Staff stocked necessary supplies prior to the forecasted snowstorm.  
The 2025 WQIB Exhibit E report was submitted to DEQ for approval.  
Effluent samples for the month of January met all requirements as to our permit discharge limits.  
Staff also helped with Water Main Breaks  
Overall plant performance in 2025 was good.

**-Water Department**

Attached you will find the Water Loss Report, for the month of January we are at a 3% water loss.  
Department staff did daily chlorine checks of all four wells, along with two random samples each day throughout town.  
Completion of state selected bacteria samples; all results came back absent.  
Took down all pole mounted Christmas Decorations  
The Town experienced (6) water main breaks during this cold weather pattern we have had.  
(2) Madison Ave. (1) Washington Ave. (1) Sunset Ave. and (2) on Main St.

**-Refuse Department**

For the month of December town staff made 18 trips to the landfill totaling 137 tons or 274,000 pounds of trash.

**-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.  
Removed all ground mounted Christmas decorations along with the acorn light garland and wreaths.  
Performed M/A on the dump trucks and backhoe.  
Made arrangements to winterize the Town Park fountains for the cold snap we received.  
Helped with Water Main Breaks.

# 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 =** **5,199,100 gallons**

**Sold: Residential**  gallons

**Total Sold =** **5,043,737 gallons**

**B: Difference: (Produced+Purchased) - Sold =** **155,363 gallons**

**% Difference =** **3 % 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="2,000"/>	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="8,000"/>	gallons
Sewer jetting	<input type="text" value="0"/>	gallons
Town watering flowers	<input type="text" value="0"/>	gallons
Office/Police Dept.	<input type="text" value="2,000"/>	gallons
Pool	<input type="text" value=""/>	gallons

**C: Total Gallons Accounted For =** **14,500 gallons**

**Loss: Unaccounted-for Water: (B-C) =** **140,863 gallons**

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

**Gallons / Day Loss =**  days in billing period  
**4,402 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!

## Budget vs Actual

Town of Warsaw  
3/10/2026 12:08:12 PM

Period Ending 2/28/2026

### 10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
10-300-0000 PERMITS & FEES	3,000	0.00	0.00	60.00	1,065.00	(1,935.00)	36%
10-301-0000 S W USER FEE - COMMERCIAL	180,000	0.00	15,375.00	29,568.27	128,246.27	(51,753.73)	71%
10-301-5000 SW USER FEE - RESIDENTIAL	89,000	0.00	7,260.00	14,580.00	59,010.00	(29,990.00)	66%
10-305-0000 REAL ESTATE TAXES	280,000	0.00	2,530.22	2,530.22	248,432.44	(31,567.56)	89%
10-306-0000 PERSONAL PROPERTY TAXES	170,000	0.00	0.00	0.00	1,398.00	(168,602.00)	1%
10-307-0000 PPTRA	17,365	0.00	0.00	0.00	17,365.30	0.30	100%
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	81,237.63	91,037.79	102,958.07	(37,041.93)	74%
10-320-0000 VEHICLE TAX/DECALS	40,000	0.00	0.00	0.00	(11.48)	(40,011.48)	0%
10-325-0000 STATE SALES TAX	120,000	0.00	11,155.19	19,706.46	119,028.57	(971.43)	99%
10-326-0000 MEALS TAX	675,000	0.00	53,032.24	111,291.63	494,284.48	(180,715.52)	73%
10-327-0000 LODGING TAX	42,000	0.00	2,608.40	7,566.61	27,542.81	(14,457.19)	66%
10-328-0000 CIGARETTE TAX	80,000	0.00	0.00	6,792.61	47,741.91	(32,258.09)	60%
10-330-0000 FINES	35,000	0.00	2,128.89	6,461.89	34,650.99	(349.01)	99%
10-345-0000 INTEREST INCOME/GEN	25,000	0.00	0.00	2.76	6,248.41	(18,751.59)	25%
10-355-0000 LAW ENFORCEMENT ASS'T	34,500	0.00	10,840.00	10,840.00	32,520.00	(1,980.00)	94%
10-360-0000 UTILITY/CONSMPTION TX	15,000	0.00	362.29	2,224.65	9,900.43	(5,099.57)	66%
10-361-0000 COMMUNICATIONS TAX	29,000	0.00	2,453.37	4,880.56	19,923.34	(9,076.66)	69%
10-365-0000 STATE FIRE INSURANCE	15,000	0.00	0.00	0.00	15,000.00	0.00	100%
10-373-0000 WARSAW APPARELL	0	0.00	4,109.62	4,109.62	4,109.62	4,109.62	
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	1,750.00	1,750.00	0.00	100%
10-381-0000 REVOLVING LOAN FUND REPAYMENTS	7,820	0.00	0.00	0.00	18,252.27	10,432.27	233%
10-382-0000 FORGIVEABLE LOAN REPAYMENTS	0	0.00	750.00	2,250.00	5,250.00	5,250.00	
10-390-0000 MISC/INCOME	4,000	0.00	1,353.64	1,400.72	1,968.60	(2,031.40)	49%

## Budget vs Actual

Town of Warsaw  
3/10/2026 12:08:12 PM

Period Ending 2/28/2026

### 10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-390-0700 GRANTS - DEQ SLAF	0	0.00	0.00	98,710.36	98,710.36	98,710.36	
10-390-0850 GRANT - JUSTICE BYRNE GRANT	0	0.00	19,595.94	19,595.94	19,595.94	19,595.94	
10-390-0900 GRANTS - IRF	0	0.00	0.00	0.00	13,950.00	13,950.00	
10-390-0975 GRANT - HOUSING/PLANNING	550,000	0.00	0.00	159,140.10	502,942.30	(47,057.70)	91%
10-390-0990 GRANTS/VA DOF - MEDIANS	100,000	0.00	0.00	0.00	0.00	(100,000.00)	
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	1,133.73	(1,866.27)	38%
10-392-0000 GRANTS/DCJS	3,000	0.00	0.00	0.00	0.00	(3,000.00)	
10-392-1000 GRANT - LITTER DEQ	0	0.00	0.00	0.00	1,658.56	1,658.56	
10-395-0000 GRANT/BP VEST	0	0.00	0.00	0.00	3,966.85	3,966.85	
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	967.41	2,198.79	9,042.84	(2,957.16)	75%
10-397-0000 TRASH DUMPSTERS	10,000	0.00	0.00	2,692.00	2,692.00	(7,308.00)	27%
10-399-0005 LOAN PROCEEDS	65,000	0.00	0.00	0.00	115,000.00	50,000.00	177%
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	0.00	0.00	20,440.00	(3,560.00)	85%
Revenues Totals:	3,091,435	0.00	215,759.84	599,390.98	2,185,767.61	(905,667.39)	71%

### Expenses

10-420-0200 SALARIES/ADM	389,000	0.00	30,769.62	62,495.01	271,633.64	117,366.36	70%
10-420-0201 OT/BONUS - ADMIN	8,000	0.00	51.46	123.27	12,814.25	(4,814.25)	160%
10-420-0500 PAYROLL TAXES/ADM	30,000	0.00	2,321.02	4,739.06	21,439.95	8,560.05	71%
10-420-0600 SHORT&LONG TERM DISABILITY	2,200	0.00	127.84	255.68	1,022.72	1,177.28	46%
10-420-0700 RETIREMENT-LI/ADM	43,000	0.00	3,646.58	7,179.14	28,113.35	14,886.65	65%
10-420-0900 MEDICAL INS/ADM	60,360	0.00	5,030.00	10,060.00	39,755.00	20,605.00	66%
10-420-1000 EDUCATION/PROF DEVELOPMT	15,000	0.00	272.72	3,927.72	11,035.79	3,964.21	74%

## Budget vs Actual

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### 10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-420-1100 TELEPHONE/OFFICE	8,000	0.00	641.26	1,203.29	5,197.01	2,802.99	65%
10-420-1300 ELECTRICITY/OFFICE	5,000	0.00	828.46	1,055.35	3,115.32	1,884.68	62%
10-420-1400 MTGS/CONFERENCES/ADM	8,000	0.00	2,575.69	2,575.69	10,575.69	(2,575.69)	132%
10-420-1500 BLDGS/GROUNDS/MAINTENANCE	20,000	0.00	136.60	381.18	4,309.41	15,690.59	22%
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	4,213.66	4,213.66	8,692.66	6,807.34	56%
10-420-2300 LEGAL SERVICES	25,000	0.00	624.00	(1,659.00)	13,358.60	11,641.40	53%
10-420-2600 ADVERTISING	30,000	0.00	1,667.60	5,576.70	30,397.61	(397.61)	101%
10-420-3100 AUTO O/M-ADM EXPENSE	5,500	0.00	81.00	196.14	1,802.96	3,697.04	33%
10-420-3200 OFFICE SUPPLIES	18,000	0.00	1,041.48	2,883.67	18,687.88	(687.88)	104%
10-420-3300 PRINTING/REPORTS/MAPPING	250	0.00	0.00	50.00	311.00	(61.00)	124%
10-420-3400 COMPUTER SUPPORT FEE	20,000	0.00	928.29	1,966.57	13,761.72	6,238.28	69%
10-420-3450 COMPUTER O/M	6,500	0.00	39.98	79.96	939.83	5,560.17	14%
10-420-4000 RECODIFICATION EXPENSE	1,000	0.00	0.00	0.00	612.93	387.07	61%
10-420-5298 DMV STOP FEES	400	0.00	0.00	0.00	65.00	335.00	16%
10-420-5300 DUES	3,000	0.00	0.00	1,115.00	3,219.36	(219.36)	107%
10-420-5350 SAFETY PROGRAM	500	0.00	0.00	0.00	168.75	331.25	34%
10-420-5400 INSURANCE/RISK MANAGEMENT	18,500	0.00	0.00	0.00	9,832.40	8,667.60	53%
10-420-5500 COUNCIL EXPENSE	15,000	0.00	1,053.33	2,580.12	7,587.31	7,412.69	51%
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	653.76	1,175.57	5,990.63	3,009.37	67%
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	600.00	26,200.00	31,468.00	(4,468.00)	117%
10-420-6100 TIMBER HARVESTING	5,000	0.00	0.00	0.00	0.00	5,000.00	
<b>ADMINISTRATION Totals:</b>	<b>817,710</b>	<b>0.00</b>	<b>57,304.35</b>	<b>138,373.78</b>	<b>555,908.77</b>	<b>261,801.23</b>	<b>68%</b>

## Budget vs Actual

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### 10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-510-0200 SALARIES/WPD	332,000	0.00	24,916.80	49,959.81	223,080.28	108,919.72	67%
10-510-0201 OT/BONUS - WPD	12,000	0.00	40.83	2,298.77	21,392.36	(9,392.36)	178%
10-510-0500 PAYROLL TAXES/WPD	25,500	0.00	1,882.54	3,964.73	18,778.02	6,721.98	74%
10-510-0600 SHORT&LONG TERM DISABILITY	1,800	0.00	214.80	429.60	1,687.34	112.66	94%
10-510-0700 RETIREMENT/LI/WPD	36,000	0.00	3,198.07	6,396.14	25,120.13	10,879.87	70%
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	6,036.00	24,665.00	11,835.00	68%
10-510-1000 PROFESSIONAL DEVELOP/WPD	4,000	0.00	255.82	605.82	1,184.37	2,815.63	30%
10-510-1100 LEGAL FEES/WPD	10,000	0.00	0.00	0.00	957.60	9,042.40	10%
10-510-2000 Electricity - WPD	2,000	0.00	(310.96)	289.02	1,767.75	232.25	88%
10-510-2100 Grounds/Maintenance - WPD	10,000	0.00	(44.18)	44.45	10,352.05	(352.05)	104%
10-510-3100 AUTO O/M-WPD	24,000	0.00	1,394.29	2,327.13	13,737.57	10,262.43	57%
10-510-3200 UNIFORMS/SUPPLIES/WPD	8,000	0.00	282.13	282.13	4,443.98	3,556.02	56%
10-510-3210 POLICE SUPPLIES	15,000	0.00	0.00	0.00	2,295.00	12,705.00	15%
10-510-3220 OFFICE SUPPLIES	10,000	0.00	147.23	842.54	4,044.84	5,955.16	40%
10-510-3230 OFFICE EQUIP/RESERVES	1,500	0.00	0.00	0.00	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	911.24	5,476.48	19,718.24	281.76	99%
10-510-3500 TELECOMMUNICATIONS	10,000	0.00	422.55	981.19	6,073.02	3,926.98	61%
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	
10-510-3605 GRANT - WELLNESS	0	0.00	7,873.94	7,873.94	7,873.94	(7,873.94)	
10-510-3701 COMMUNITY SERVICE	4,000	0.00	0.00	0.00	0.00	4,000.00	
10-510-3710 GRANT/DMV	0	0.00	0.00	87.21	2,839.08	(2,839.08)	
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	

**Budget vs Actual**

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**10 GENERAL FUND**

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-510-4200 POLICE ACADEMY	2,300	0.00	0.00	0.00	421.50	1,878.50	18%
10-510-4210 ADVERTISING	1,500	0.00	0.00	0.00	0.00	1,500.00	
10-510-5300 DUES	3,000	0.00	0.00	120.00	3,336.08	(336.08)	111%
10-510-5310 BOOKS & SUBSCRIPTIONS	250	0.00	0.00	60.00	170.12	79.88	68%
10-510-5400 INSURANCE/RISK MANAGEMENT	18,500	0.00	0.00	0.00	9,832.40	8,667.60	53%
10-510-6000 CIP - WPD (CARS)	65,000	0.00	0.00	0.00	55,609.78	9,390.22	86%
<b>WARSAW POLICE DEPT Totals:</b>	<b>732,136</b>	<b>0.00</b>	<b>44,203.10</b>	<b>88,074.96</b>	<b>459,591.03</b>	<b>272,544.97</b>	<b>63%</b>

## Budget vs Actual

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### 10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-550-0200 SALARIES/PS	238,000	0.00	16,468.72	33,960.11	163,232.76	74,767.24	69%
10-550-0201 OT/BONUS - PS	13,000	0.00	584.76	584.76	16,816.68	(3,816.68)	129%
10-550-0500 PAYROLL TAXES/PS	18,500	0.00	1,321.18	2,676.76	13,819.75	4,680.25	75%
10-550-0600 SHORT&LONG TERM DISABILITY	1,100	0.00	62.65	125.30	480.34	619.66	44%
10-550-0700 RETIREMENT/LI/PS	20,500	0.00	1,683.20	3,366.40	12,882.39	7,617.61	63%
10-550-0900 MEDICAL INS/PS	48,288	0.00	4,024.00	8,048.00	31,186.00	17,102.00	65%
10-550-1100 TELEPHONES - PUBLIC SERVICE	3,514	0.00	256.14	566.65	2,673.99	840.01	76%
10-550-1300 ELECTRICITY-TOWNPARK	3,500	0.00	(480.80)	521.60	2,911.49	588.51	83%
10-550-1700 REPAIRS/TRASH TRUCK	20,000	0.00	100.00	1,370.49	9,472.26	10,527.74	47%
10-550-2000 Dog Park	2,000	0.00	0.00	0.00	8.99	1,991.01	0%
10-550-2100 Fountain - Main Street	3,500	0.00	0.00	0.00	2,590.85	909.15	74%
10-550-3100 OPERATION/TRASH TRK	29,000	0.00	284.13	3,981.83	19,757.91	9,242.09	68%
10-550-3150 VEHICLE M&O/PS	10,000	0.00	410.86	1,332.45	7,301.51	2,698.49	73%
10-550-3200 UNIFORMS/ETC	1,500	0.00	0.00	172.39	1,020.89	479.11	68%
10-550-3300 EQPT/SUPPLIES/PS	2,500	0.00	(26.40)	137.33	3,076.86	(576.86)	123%
10-550-3400 SAFETY EQUIPMENT	1,000	0.00	17.99	50.24	271.85	728.15	27%
10-550-3500 TRASH DUMPSTER EXPENSE	10,000	0.00	0.00	0.00	15,205.23	(5,205.23)	152%
10-550-3550 TOWN APPARELL	0	0.00	0.00	0.00	2,475.39	(2,475.39)	
10-550-3700 BEAUTIFICATION	40,000	0.00	661.70	8,240.27	43,660.74	(3,660.74)	109%
10-550-3800 STREET LIGHTS	35,000	0.00	(224.29)	6,547.72	29,955.76	5,044.24	86%
10-550-3850 SIDEWALKS	30,000	0.00	1,906.17	8,147.17	10,334.44	19,665.56	34%
10-550-3900 ILIGHTING/CHRISTMAS	4,000	0.00	201.83	201.83	1,754.87	2,245.13	44%
10-550-3950 P/S SNOW REMOVAL	250	0.00	563.83	563.83	1,011.20	(761.20)	404%
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	550,000	0.00	20,845.20	37,170.20	486,227.50	63,772.50	88%

## Budget vs Actual

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### 10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>(EXPENSE)</b>							
10-550-5300 INSURANCE/RISK MANAGEMENT - PUBLIC SERVICE	18,500	0.00	0.00	0.00	9,832.40	8,667.60	53%
10-550-5500 MISCELLANEOUS/PARK	6,500	0.00	158.54	283.87	2,692.76	3,807.24	41%
10-550-5700 MISCELLANEOUS/PS	1,500	0.00	344.17	433.53	1,368.16	131.84	91%
10-550-6100 THE SADDLERY	5,000	0.00	215.93	638.55	3,073.87	1,926.13	61%
10-550-6200 THE BOUNDS	30,000	0.00	0.00	1,420.74	8,701.85	21,298.15	29%
10-550-6400 COMMUNITY MARKET	2,000	0.00	0.00	0.00	2,460.45	(460.45)	123%
10-550-6500 PROJECT CONTINGENCIES	0	0.00	225.00	450.00	18,350.22	(18,350.22)	
10-550-6600 74 MAIN STREET	0	0.00	0.20	9.19	1,550.60	(1,550.60)	
<b>PUBLIC SERVICE Totals:</b>	<b>1,301,652</b>	<b>0.00</b>	<b>49,604.71</b>	<b>121,001.21</b>	<b>926,159.96</b>	<b>375,492.04</b>	<b>71%</b>

## Budget vs Actual

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### 10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-600-6000 PARADES	2,000	0.00	0.00	0.00	2,666.90	(666.90)	133%
10-600-6100 NN TOURISM	1,200	0.00	0.00	0.00	1,200.00	0.00	100%
10-600-6200 FIRE DEPARTMENT	10,000	0.00	0.00	0.00	10,000.00	0.00	100%
10-600-6300 STATE FIRE INSURANCE	15,000	0.00	0.00	0.00	15,000.00	0.00	100%
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	8,000.00	0.00	100%
10-600-6801 BUSINESS IMPROVEMENT GRANT	10,000	0.00	0.00	0.00	10,000.00	0.00	100%
10-600-6802 WARSAW/RC CHAMBER	3,000	0.00	0.00	0.00	3,000.00	0.00	100%
10-600-6850 MAIN STREET PROGRAM	3,000	0.00	0.00	0.00	3,000.00	0.00	100%
10-600-6900 WARSAW/RICH CO MUSEUM	1,000	0.00	0.00	0.00	1,000.00	0.00	100%
10-600-6950 RICHMOND COUNTY LITTLE LEAGUE	500	0.00	0.00	0.00	500.00	0.00	100%
10-600-7000 RICHMOND COUNTY YMCA	1,000	0.00	0.00	0.00	1,000.00	0.00	100%
10-600-7100 FIREWORKS FESTIVAL	750	0.00	0.00	0.00	750.00	0.00	100%
10-600-7400 RHS AFTER PROM	250	0.00	0.00	0.00	250.00	0.00	100%
10-600-8000 THE HAVEN SHELTER	1,000	0.00	0.00	0.00	1,000.00	0.00	100%
10-600-8100 VARIOUS CONTRIBUTIONS	2,000	0.00	212.00	212.00	1,005.90	994.10	50%
10-600-8200 EMERGENCY ASSITANCE FUND	0	0.00	0.00	0.00	10,000.00	(10,000.00)	
CONTRIBUTIONS Totals:	63,700	0.00	212.00	212.00	68,372.80	(4,672.80)	107%

**Budget vs Actual**

Section 3, Item c.

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Period Ending 2/28/2026

**10 GENERAL FUND**

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-650-5000 SPECIAL EVENTS (EXPENSE)	40,000	0.00	3,329.30	28,877.72	76,795.66	(36,795.66)	192%
Totals:	40,000	0.00	3,329.30	28,877.72	76,795.66	(36,795.66)	192%

Budget vs Actual

Section 3, Item c.

Town of Warsaw  
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Period Ending 2/28/2026

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-998-0001 CAPITAL OUTLAYS	0	0.00	3,225.00	11,100.84	86,503.03	(86,503.03)	
CAPITAL ITEM EXPENSE Totals:	0	0.00	3,225.00	11,100.84	86,503.03	(86,503.03)	

## Budget vs Actual

Town of Warsaw  
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### 10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-999-0001 TRASH TRK DEBT (5 YRS)	19,452	0.00	1,621.00	3,242.00	12,968.00	6,484.00	67%
10-999-0002 POLICE CARS DEBT (5 YRS)	11,065	0.00	923.00	1,846.00	7,384.00	3,681.00	67%
10-999-0003 STORMWATER FACILITY DEBT	38,157	0.00	3,179.78	6,359.56	25,438.24	12,718.76	67%
10-999-0005 WPD POLICE DURANGOS CAR LOAN (5 YEARS)	2,752	0.00	0.00	0.00	1,376.00	1,376.00	50%
10-999-0006 ARPA FUNDS - EXPENSES	0	0.00	0.00	0.00	5,945.37	(5,945.37)	
10-999-0008 LOAN PAYMENT - 74 MAIN STREET	19,101	0.00	2,448.92	4,897.84	19,410.40	(309.40)	102%
10-999-0009 TRASH TRUCK DEBT (FY2025)	33,710	0.00	2,876.00	5,752.00	23,008.00	10,702.00	68%
10-999-0010 POLICE CAR LOAN FY26 (5YRS)	12,000	0.00	1,307.10	2,614.20	10,456.80	1,543.20	87%
DEBT SERVICE Totals:	136,237	0.00	12,355.80	24,711.60	105,986.81	30,250.19	78%

**Budget vs Actual**

Section 3, Item c.

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Expenses Totals:	3,091,435	0.00	170,234.26	412,352.11	2,279,318.06	812,116.94	74%
10 GENERAL FUND Revenues Over/(Under) Expenses:			45,525.58	187,038.87	(93,550.45)		

## Budget vs Actual

Town of Warsaw  
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Period Ending 2/28/2026

### 30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
30-305-0000 WATER USER FEES	458,092	0.00	36,414.99	71,823.44	283,011.51	(175,080.49)	62%
30-309-0000 INTEREST INCOME CD	2,500	0.00	0.00	0.00	823.48	(1,676.52)	33%
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	36,414.99	71,823.44	283,834.99	(1,176,857.01)	19%
<b>Expenses</b>							
30-600-0000 INTEREST EXPENSE	0	0.00	0.00	20.89	58.99	(58.99)	
CONTRIBUTIONS Totals:	0	0.00	0.00	20.89	58.99	(58.99)	

## Budget vs Actual

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### 30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
30-810-0200 SALARIES/WATER	163,000	0.00	12,549.84	24,732.94	113,857.41	49,142.59	70%
30-810-0201 OT/BONUS - WATER	13,000	0.00	645.50	934.67	10,496.23	2,503.77	81%
30-810-0500 PAYROLL TAXES/WTR	13,000	0.00	949.21	1,849.63	9,072.45	3,927.55	70%
30-810-0600 SHORT&LONG TERM DISABILITY	850	0.00	45.66	91.32	365.28	484.72	43%
30-810-0700 RETIREMENT/LIFE INS/WTR	16,500	0.00	1,339.52	2,679.04	10,689.81	5,810.19	65%
30-810-0900 MEDICAL INS/WTR	24,144	0.00	1,006.00	2,012.00	8,902.00	15,242.00	37%
30-810-1100 TELEMETRY/TELEPHONE/WTR	2,500	0.00	151.60	330.33	1,452.45	1,047.55	58%
30-810-1300 ELECTRICITY/WELLS/WTR	30,000	0.00	4,037.25	5,491.65	23,065.67	6,934.33	77%
30-810-1600 MAINTENANCE/WELLS/WTR	5,500	0.00	107.67	203.02	1,872.60	3,627.40	34%
30-810-1700 MAINTENANCE TOWERS/WTR	42,000	0.00	0.00	60.75	39,916.57	2,083.43	95%
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	1,258.02	741.98	63%
30-810-2800 BUSHHOG/MOWERS/WTR	2,300	0.00	120.84	235.98	1,533.40	766.60	67%
30-810-2900 EQUIPMENT/TOOLS/WTR	3,500	0.00	251.10	251.10	1,550.04	1,949.96	44%
30-810-3000 OFFICE EQUIPMENT/WTR	2,000	0.00	263.36	526.72	2,012.30	(12.30)	101%
30-810-3100 VEHICLE M/O-WTR	19,000	0.00	299.46	791.01	5,618.42	13,381.58	30%
30-810-3200 OFFICE SUPPLIES/WTR	2,750	0.00	277.02	673.07	2,674.73	75.27	97%
30-810-3300 SUPPLIES/WATER	5,000	0.00	71.96	71.96	1,196.51	3,803.49	24%
30-810-3400 SAFETY EQUIPMENT/WTR	1,000	0.00	0.00	564.32	720.51	279.49	72%
30-810-3500 BACKHOE M/O=WTR	1,000	0.00	0.00	188.52	1,187.16	(187.16)	119%
30-810-4000 UNIFORMS/ETC/WTR	2,500	0.00	281.00	297.99	899.63	1,600.37	36%
30-810-4100 MISS UTILITY GRIDS/WTR	500	0.00	10.80	54.62	109.41	390.59	22%
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	776.79	792.98	1,207.02	40%
30-810-4600 WATER TESTING	3,000	0.00	0.00	145.72	372.47	2,627.53	12%
30-810-4700 WATER PERMIT	3,000	0.00	0.00	0.00	2,193.00	807.00	73%

**Budget vs Actual**

Period Ending 2/28/2026

**30 WATER FUND**

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
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	1,432.99	2,500.19	6,799.18	7,200.82	49%
30-810-5100 REPAIRS/WATER LINE	10,000	0.00	7,342.18	8,675.26	11,239.77	(1,239.77)	112%
30-810-5400 INSURANCE/WATER	13,000	0.00	0.00	0.00	9,832.40	3,167.60	76%
30-810-5700 MISCELLANOUS/WTR	2,000	0.00	0.00	214.68	1,069.69	930.31	53%
30-810-5900 TRAINING & LICENSING	1,000	0.00	0.00	225.00	225.00	775.00	23%
<b>WATER DEPT Totals:</b>	<b>413,544</b>	<b>0.00</b>	<b>31,182.96</b>	<b>54,578.28</b>	<b>270,975.09</b>	<b>142,568.91</b>	<b>66%</b>

Budget vs Actual

Section 3, Item c.

Town of Warsaw  
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Period Ending 2/28/2026

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  
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Period Ending 2/28/2026

### 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

Town of Warsaw  
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Period Ending 2/28/2026

Expenses Totals:	1,460,692	0.00	31,182.96	54,599.17	271,034.08	1,189,657.92	19%
30 WATER FUND Revenues Over/(Under) Expenses:			5,232.03	17,224.27	12,800.91		

## Budget vs Actual

Town of Warsaw  
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Period Ending 2/28/2026

### 40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
40-351-0000 WASTEWATER USER FEES	903,888	0.00	70,323.97	138,113.41	566,581.87	(337,306.13)	63%
40-359-0000 INTEREST INCOME CD	2,000	0.00	0.00	0.00	0.00	(2,000.00)	
40-360-0000 INTEREST INCOME	0	0.00	0.00	0.00	3,207.61	3,207.61	
40-380-0000 MISCELLANEOUS INCOME	1,000	0.00	0.00	0.00	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	70,323.97	138,113.41	570,031.52	(396,856.48)	59%
<b>Expenses</b>							
40-820-0200 SALARIES/WWF	172,000	0.00	13,439.59	25,786.79	112,560.71	59,439.29	65%
40-820-0201 OT/BONUS - WASTEWATER	10,000	0.00	70.20	455.25	12,359.03	(2,359.03)	124%
40-820-0500 PAYROLL TAXES/WWF	13,000	0.00	1,044.28	2,031.02	9,753.48	3,246.52	75%
40-820-0600 SHORT&LONG TERM DISABILITY	950	0.00	48.13	96.26	385.04	564.96	41%
40-820-0700 RETIREMENT/LIFE INS/WWF	19,000	0.00	1,520.47	3,040.94	12,125.67	6,874.33	64%
40-820-0900 MEDICAL INS/WWF	36,216	0.00	3,018.00	6,036.00	22,132.00	14,084.00	61%
40-820-1000 EDUCATION/PROFESSIONAL DEVELOPMENT	0	0.00	80.00	80.00	80.00	(80.00)	
40-820-1100 TELEPHONE/WWF	7,000	0.00	121.50	457.10	2,624.48	4,375.52	37%
40-820-1200 PROPANE/SHOPS	3,750	0.00	1,018.30	2,052.32	3,626.05	123.95	97%
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	5,025.16	10,172.63	38,620.88	21,379.12	64%
40-820-1350 WW ELECTRICITY-GENERAL	30,000	0.00	3,634.26	5,433.55	17,869.51	12,130.49	60%
40-820-1600 MAINTENANCE/LS/WWF	10,000	0.00	278.39	651.55	4,437.94	5,562.06	44%
40-820-1700 WW PLANT MAINTENANCE	25,000	0.00	529.70	609.70	5,653.59	19,346.41	23%
40-820-2000 SLUDGE REMOVAL/WWF	15,000	0.00	790.05	1,580.10	3,160.20	11,839.80	21%
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	3,980.00	12,190.00	12,810.00	49%
40-820-2600 ADVERTISING	1,500	0.00	0.00	0.00	2,015.54	(515.54)	134%

## Budget vs Actual

Town of Warsaw  
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Period Ending 2/28/2026

### 40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
40-820-2700 TRACTOR MAINT/OPR/WWF	2,000	0.00	0.00	0.00	1,082.31	917.69	54%
40-820-2800 BUSHHOG/MOWERS/M/O/WWF	2,000	0.00	120.85	235.99	1,389.23	610.77	69%
40-820-2850 EQUIPMENT MAINTENANCE	12,000	0.00	(55.06)	379.94	4,216.69	7,783.31	35%
40-820-2900 EQUIPMENT/TOOLS/WWF	3,000	0.00	364.88	580.88	6,471.09	(3,471.09)	216%
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	257.06	1,181.49	10,544.73	4,455.27	70%
40-820-3200 OFFICE SUPPLIES/WWF	3,000	0.00	432.87	772.11	3,564.07	(564.07)	119%
40-820-3300 SUPPLIES/GENERAL/WWF	4,000	0.00	91.85	1,245.62	3,926.55	73.45	98%
40-820-3400 SAFETY EQUIPMENT	3,000	0.00	410.85	939.86	4,547.06	(1,547.06)	152%
40-820-3500 BACKHOE M/O-WWF	2,000	0.00	0.00	0.00	1,051.18	948.82	53%
40-820-4000 UNIFORMS/WWF	1,500	0.00	0.00	0.00	1,412.06	87.94	94%
40-820-4100 MISS UTILITY/WWF	500	0.00	10.80	16.80	72.81	427.19	15%
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	983.47	4,016.53	20%
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	16,090.00	35,701.55	45,050.75	(50.75)	100%
40-820-5000 GROUND WATER MONITORING	4,000	0.00	0.00	0.00	420.00	3,580.00	11%
40-820-5100 REPAIR WW LINE/WWF	3,500	0.00	0.00	0.00	809.65	2,690.35	23%
40-820-5300 DUES/WWF	2,000	0.00	0.00	0.00	946.09	1,053.91	47%
40-820-5400 INSURANCE/WWF	22,000	0.00	0.00	0.00	10,256.41	11,743.59	47%
40-820-5700 MISCELLANEOUS/WWF	1,500	0.00	(1,628.71)	826.27	1,548.30	(48.30)	103%
40-820-7900 TRAINING/PLANT OPR	2,500	0.00	0.00	0.00	732.54	1,767.46	29%
40-820-8000 CONTRACTED LAB TESTING	50,000	0.00	8,729.98	11,717.57	43,906.44	6,093.56	88%
40-820-8100 WWF MINOR PERMIT FEE	3,750	0.00	0.00	0.00	3,523.00	227.00	94%
<b>WASTEWATER DEPT Totals:</b>	<b>627,966</b>	<b>0.00</b>	<b>55,443.40</b>	<b>116,061.29</b>	<b>406,048.55</b>	<b>221,917.45</b>	<b>65%</b>

Budget vs Actual

Town of Warsaw  
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Period Ending 2/28/2026

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	61,706.50	168,443.50	27%
CAPITAL ITEM EXPENSE Totals:	230,150	0.00	0.00	0.00	61,706.50	168,443.50	27%

## Budget vs Actual

Town of Warsaw  
3/10/2026 12:08:12 PM

Period Ending 2/28/2026

### 40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
40-999-0005 BOND PAY/GEN OBLIGATION 2013	95,572	0.00	47,744.00	47,744.00	95,572.00	0.00	100%
40-999-0007 W/W VEHICLE LOAN PAYMENT FY26 (5YRS)	13,200	0.00	840.28	1,680.56	6,722.24	6,477.76	51%
DEBT SERVICE Totals:	108,772	0.00	48,584.28	49,424.56	102,294.24	6,477.76	94%

**Budget vs Actual**

Town of Warsaw  
 3/10/2026 12:08:12 PM

Period Ending 2/28/2026

Expenses Totals:	966,888	0.00	104,027.68	165,485.85	570,049.29	396,838.71	59%
40 WASTEWATER FUND Revenues Over/(Under) Expenses:			(33,703.71)	(27,372.44)	(17.77)		

# WARSAW REVOLVING-LOAN FUNDS

## Monthly Financial Statement

Period (from / to): **2/1/26** **2/28/26**

Description	
Number of Active Loans	<b>5</b>
Balance Beginning of Month	\$ 12,636.27
Principal Received During Period	\$ 180.68
Interest Received During Period	\$ 19.32
Fees Received During Period	\$ -
Total Funds Received During Period	\$ 200.00
Disbursement to Warsaw	
PDC Fee During Period	\$ (40.00)
Funds Available to Loan Out	\$ 12,796.27

Available to lend: \$15,000.20

	Summary of Loans	Received This Period	Balance	Current?
1	Relish - #234	\$ -	\$ 3,480.91	YES
2	Pitts - #235	\$ -	\$ 0.00	REPAID
3	Moore - #237	\$ -	\$ 2,161.66	NO***
4	Dunbrooke LLC - #242		\$ -	REPAID
5	Beale/Old Rapp. - #244	\$ -	\$ 463,729.98	NO
6	Cleary - #251	\$ -	\$ -	REPAID
7	Teresa's Nails - #261	\$ 200.00	\$ 7,549.06	YES
8	Relish - #264		\$ 20,000.00	
		<b>\$ 200.00</b>	<b>\$ 496,921.61</b>	

\*\*\*Moore pd in Full as of 3/2/26

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Town Manager

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Assistant Town Manager

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Sean L. Peterson  
Chief of Police

Sands Anderson Law  
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TOWN OF WARSAW, VIRGINIA  
NOTICE OF PUBLIC HEARING

Notice is hereby given pursuant to the applicable provisions of the Code of Virginia that the Town Council of the Town of Warsaw will conduct a Public Hearing on Thursday, March 12, 2026, at 6:00 p.m., in the Town Council Chambers, 78 Belle Ville Lane, Warsaw, Virginia 22572.

The purpose of the Public Hearing is to receive public comment on proposed amendments to the Town of Warsaw Charges, Rates, and Fee Schedule. The Town Council may consider action on the proposed amendments following the Public Hearing. If adopted, the Business License fee will be effective March 12, 2026, while all other rate and fee changes would go into effect July 1, 2026.

Summary of Proposed Amendments includes:

- Water & Sewer Service Deposit Policy: Up to \$100.00 of the deposit may be refunded after eighteen (18) months upon written request by the non-property owner who paid the deposit.

- Water & Sewer Connection Availability Fees:

¾-inch Water: \$5,000 | Sewer: \$5,500  
 1-inch Water: \$12,750 | Sewer: \$13,750  
 2-inch Water: \$40,000 | Sewer: \$44,000  
 4-inch Water: \$120,000 | Sewer: \$137,500  
 6-inch Water: \$250,000 | Sewer: \$275,000

- Monthly Water & Sewer Rates:

Residential Inside Town: Water \$26.00 | Sewer \$45.00 (up to 4,000 gallons)  
 Over 4,000 gallons: Water \$3.00 / Sewer \$12.00 per 1,000 gallons

Residential Outside Town: Water \$45.00 | Sewer \$64.00 (up to 4,000 gallons)  
 Over 4,000 gallons: Water \$5.00 / Sewer \$15.00 per 1,000 gallons

Commercial Inside Town: Water \$44.00 | Sewer \$65.00 (up to 4,000 gallons)  
 Over 4,000 gallons: Water \$3.00 / Sewer \$12.00 per 1,000 gallons

Commercial Outside Town: Water \$60.00 | Sewer \$84.00 (up to 4,000 gallons)  
Over 4,000 gallons: Water \$5.00 / Sewer \$15.00 per 1,000 gallons

- Land Use & Development Fees

  - Sign Permit Fee increasing to \$30.00
  - Major Subdivision Fee: \$30.00 per lot

- Police Fines

  - No Parking Violation increasing to \$125.00
  - Fire Lane Violation increasing to \$125.00
  - Blocking Traffic Violation increasing to \$125.00

- Business License Fee

  - All businesses not otherwise categorized increasing to a \$10,000.00 flat fee per year.

Copies of the current Fee Schedule and proposed amendments are available for public inspection at the Town Office, 78 Belle Ville Lane, Warsaw, Virginia, during normal business hours.

All interested persons are invited to attend and express their views.

By Order of the Town Council  
Town of Warsaw, Virginia  
Posted: 2/20/2026



Town of  
**WARSAW**  
*Heart of Virginia's Northern Neck*

## MEMORANDUM

TO: Warsaw Town Council

FROM: Joseph N. Quesenberry, Town Manager

DATE: 03/10/2026

RE: Town Manager's Report

Dear Council Members,

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

1. Budget Preparation

It's once again that time of year where we focus a large amount of attention on ensuring the Town has a strong budget for the upcoming fiscal year. This year's budget, if approved by Council, incorporates no tax increases, small increases in water and sewer, no increases in trash collection fees, and is balanced with a dedicated ~ \$75,000 dedicated towards Reserves. We will discuss this more within the meeting and during our proposed CIP / Budget Work Session.

2. Personal Property Tax Update

Our office continues to field several calls from residents that are concerned about having not received their personal property tax bills. As you know, Warsaw is joined by the other 189

Towns across the Commonwealth in relying on their respective County to provide personal property tax information for billing purposes. This year, the County upgraded to a new software system that has unfortunately put them behind in providing materials. Julia and I have been in constant communication with County officials, and we feel confident that we will have taxes billed and due within this current fiscal year that ends on June 30<sup>th</sup>. In speaking with the Mayor, the Town does have the ability to temporarily or permanently change the due dates for personal property taxes, meaning that we can offer to push collections back to a later date next year to ensure we are not billing several taxes at once. We will keep you posted as this situation progresses.

3. Economic Development Update

Town staff members continue to work on a large project in the Commerce Park, having held meetings with company officials and their construction team. We are also working on the storage facility proposal with a commercial pad site, which we will discuss more in depth soon. We have been in very early talks regarding a potential medial facility, helping to propose various suitable locations and to discuss potential grant funds. We continue to work with a prospective short-term rental provider for the Bounds project, mapping out potential locations and trail expansions. Lastly, we continue to discuss various residential projects that are being proposed across Town, all of which will come before you for various votes.

4. RCC Health Sciences Building

As a reminder, the official groundbreaking ceremony of the RCC Health Sciences Building will be held on Tuesday, March 24<sup>th</sup> at 2:00 PM. Please RSVP to the email that was sent to each of you from representatives of the college.

5. Basketball Court Update

Equipment orders have been placed for the basketball courts, and construction should start within the next couple of months. The current asphalt will be milled and placed as a solid base for the new material. We will keep you informed as this project progresses.



# Warsaw Police Department

Section 6, Item c.



*From the desk of Chief Sean L. Peterson*

## MONTHLY ACTIVITY REPORT February 1-28, 2026 Total calls for service: 676

### Section I: Incidents 5

DATE	CASE	OFFENSE	BLK / STREET
02/05/2026	2026-000007	PB – 15: Circuit Court Felony	400 - Blk Main St
02/12/2026	2026-000010	19.2 - 306: Probation Violation Misdemeanor	400 - Blk Main St
02/13/2026	2026-000013	19.2 - 306: Probation Violation Misdemeanor	100 - Blk Jones Ln
02/18/2026	2026-000014	Rivermont – Unruly Juv. Matter Resolved	400 - Blk Main St
02/27/2026	2025-000017	19.2-306: Probation Violation Misdemeanor	400 - Blk Main St

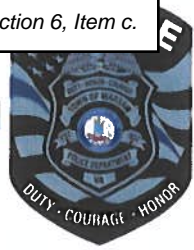
### Section II: Arrest 4

DATE	CASE	OFFENSE	BLK / STREET
02/05/2026	2026-000007	PB – 15: Circuit Court Felony	400 - Blk Main St
02/12/2026	2026-000010	19.2 - 306: Probation Violation Misdemeanor	400 - Blk Main St
02/13/2026	2026-000013	19.2 - 306: Probation Violation Misdemeanor	100 - Blk Jones Ln
02/27/2026	2025-000017	19.2-306: Probation Violation Misdemeanor	400 - Blk Main St



# Warsaw Police Department

Section 6, Item c.



*From the desk of Chief Sean L. Peterson*

## Section III: Traffic 74

Driving on Suspended/Revoked License	1
Reckless Driving	0
Distracted Driving	5
Speeding	31
Expired Inspection	8
Seatbelt	4

## Section III Continued

Expired / Improper VA Registration	4
Town Citations Issued	5
All Other Traffic Summons	9
Traffic Crashes	7

## Section IV: Community Engagement 583

Neighborhood Select Patrols	112
Business Checks / Directed Patrols	432/38
Community Events	1

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COUNCIL MEM Section 6, Item d.

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

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TO: Warsaw Town Council

FROM: Jesse Schools, Director of Public Works

DATE: 3/12/2026

RE: Public Works Report

Dear Council Members:

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

**-WWTP**

**Monthly Numbers**

Average daily Influent flow for February – 188,200 gallons, an increase of 6,100 gals from the month of January average daily flow.

Maximum influent flow for February – 242,300 gallons, an increase of 23,500 gals from the month of January max flow.

**Nutrient Sampling Results**

For February the average effluent Total Nitrogen (TN) concentration was 3.6 mg/l, within the limits of our permit.

For February the average effluent Total Phosphorus (TP) concentration was 0.05 mg/l, within the limits of our permit.

**Monthly Operations and Maintenance**

Plant staff collected samples (six ground water monitoring wells) to complete pond GWM testing for the first quarter of 2026.

Completed and submitted monthly operations report.

The plant screw press is now operating consistently with minimal down time.

The Plant Staff is in process of implementing plans (spring cleaning) to restore cleanliness after winter season and improve overall site appearance.

Operators serviced plant equipment as required by our preventive maintenance program.

Plant staff are exploring cost effective ways to save in electric energy.

Plant Operators assisted water department with recording meter readings.

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COUNCIL MEM Section 6, Item d.

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Jonathan English

Daphne Palmore

Ralph W. Self

Patrick Stone

Robert Walters

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

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Plant effluent samples taken and tested for the month of February met all requirements as to our permit discharge limits.

**-Water Department**

Attached you will find the Water Loss Report, for the month of February we are at a 3% water loss. Department staff did daily chlorine checks of all four wells, along with two random samples each day throughout town.

Completion of state selected bacteria samples; all results came back absent.

The town experienced 2 more water breaks this past month. One in Main St. and another on Menokin Rd.

**-Refuse Department**

For the month of January town staff made 18 trips to the landfill totaling 107 tons or 214,000 pounds of trash.

**-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.

Cleaned up the grounds at our Maintenance shop.

Did routine M/A on all grassing cutting equipment.

# 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 =** **5,768,100 gallons**

**Sold: Residential**  gallons

**Total Sold =** **5,362,720 gallons**

**B: Difference: (Produced+Purchased) - Sold =** **405,380 gallons**

**% Difference =** **7 % total water loss**

**Gallons of Water Accounted For:**

Breaks (Estimated Total)	<input type="text" value="200,000"/>	gallons
Hydrant Flushing	<input type="text" value="1,500"/>	gallons
Storage Tank/Clearwell overflow	<input type="text" value="0"/>	gallons
Fire Hydrant Use	<input type="text" value="2,000"/>	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="8,000"/>	gallons
Sewer jetting	<input type="text" value="0"/>	gallons
Town watering flowers	<input type="text" value="0"/>	gallons
Office/Police Dept.	<input type="text" value="2,000"/>	gallons
Pool	<input type="text" value=""/>	gallons

**C: Total Gallons Accounted For =** **216,000 gallons**

**Loss: Unaccounted-for Water: (B-C) =** **189,380 gallons**

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

days in billing period

**Gallons / Day Loss =** **6,313 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!

**DHCD MONTHLY PROGRESS REPORT**

**Warsaw Housing Rehabilitation Project #23-23-14**

PROJECT: WARSAW HOUSING

CONTRACT #: 23-23-14

LOCALITY: Town of Warsaw

FROM: Alex Eguiguren

MONTH: FEBRUARY 2026

PRODUCTS - Per 08-14-24 Agreement	% COMPLETE	STATUS
Rehabilitation of three houses to DHCD Housing Rehab Standards; (CDBG and Non-CDBG Funds) benefiting 6 LMI individuals	100%	All construction work completed. Radon tests will be performed next.
Substantial Reconstruction of two houses to DHCD Housing Rehab Standards; (CDBG and Non-CDBG Funds) benefiting 4 LMI individuals.	95%	Construction of the external ramps and steps for both houses has been completed. We are waiting for Dominion Energy to connect service to the houses before testing of all systems (HVAC, range, water heater, etc.). Final inspections and cleaning are pending until then, as well as grading and seeding of the soil around the houses.
Implementation of sidewalk improvements with leverage funds (\$30,000)	100%	Sidewalk improvements have been completed. Other work will be done regarding driveways that will count as additional leverage for the project.

<b>EXPENDITURES:</b>	Grant Amount: \$ 632,534	Amt Expended: \$607,608	Amt Obligated: \$645,522
	Leverage Amt: \$ 58,250	Doc. Amt Expended: \$3,336	Sources: Town, PDC
Last Draw/Remittance #008 submitted on: <u>01-07-26</u>			
Date of last PMT meeting: <u>02-17-26</u>		Date of next PMT meeting: <u>03-17-26</u>	PMT Meeting Minutes: <u>YES</u>
<b>COMMENTS:</b> As the project approaches completion, the Town will submit a budget-revision request to adjust line-item totals.			

# AGENDA

## **Management Team Meeting**

### **Warsaw Scattered Site Housing Rehabilitation Project CIG # 23-23-14**

Tuesday, February 17, 2026, at 11:00 a.m. at Warsaw's Town Hall

- 1) Update - Rehabilitation of three houses to DHCD Housing Rehab Standards benefiting 6 LMI individuals
- 2) Update - Substantial Reconstruction of two houses to DHCD Housing Rehab Standards benefiting 4 LMI individuals
- 3) Next Meeting

FORM - Attendance and Sign-in Sheet BLANK



Event: Warsaw Housing Rehabilitation Project MT Meeting

Location: Town of Warsaw Town Hall

Date: 02-22-2020 11 AM Page 1 of 1

Name	Organization	Phone #	e-mail
Alex Eguigure	NNFDe	804-333-6633	aequigure@nnpd.com
OGLE FORREST	TOWN of WARSAW	804-761-1186	
Julia Blackley-Rie	TOW	804-333-3737	jblackleyrie@town.warshaw.va.us
Missy Coates	TOW	804/333 3737	mcoates@town.warshaw.va.us
Jesse Schools	TOW	804/333-3737	jschools@town.warshaw.va.us
Ruby Tian	Tian Construction	929-353-9244	rtian@tianconstruction.com

**NOTES – Warsaw Scattered Site Housing Rehabilitation Project - CIG# 23-23-14**  
**Management Team Meeting**

**February 17, 2026, at 11 a.m. at Warsaw's Town Hall**

Attendance: Ogle Forrest, Jesse Schools, Alex Eguiguren, Ruby Tian, Missy Coates, Julia Blackley-Rice.

1) Rehabilitation of three houses to DHCD Housing Rehab Standards

Alex Eguiguren: Bay Aging has completed its weatherization work at 195 Belle Ville. All work has been completed on the three rehabilitation homes. All three homeowners have provided copies of their home insurance, too.

2) Substantial Reconstruction of two houses to DHCD Housing Rehab Standards

Alex Eguiguren: We are waiting to reconnect electrical service to both houses. An email from Dominion Energy stated that it could take up to two months to do so. We are checking on whether this can be expedited. Once power is connected, Clayton Homes will go through its final testing of the HVAC system and appliances at 150 Meadowbrook Road. In the meantime, work will start later this week on the ramp for the second home at 171 Belle Ville Lane.

Ruby: Gutters will be installed in the meantime.

Missy Coates: We will check for gravel to be installed soon, as a base for the paved driveways at both locations. Please let us know when Clayton Homes will be done with grading, strawing, and seeding the areas around each house. And if Dominion contacts you about connection, too. They have already sent someone to the sites to check what is needed for the connections.

3) Next Meeting: March 17, 2026, at 11 a.m. at the Warsaw Town Hall.

###

Photos – CIG #23-23-14

171 Belle Ville Lane



150 Meadowbrook Road



Attention: THOMAS K ROCK

Dominion Energy has scheduled your work request. It is our goal to begin work within ten (10) days of your expected ready date, 03/04/2026 and complete work by 03/18/2026. This schedule is contingent on completing all of your service requirements by your expected ready date.

(Scheduled work dates may be affected due to weather conditions and/or emergency restoration response. Please continue to check these dates using the link below.)

Contact\*: Richard D Hogge  
Phone: 8044623003  
Email: richard.d.hogge@dominionenergy.com  
Fax:

\* Your contact person may change. Assignment changes will appear on the Dominion Energy web site.

Work Request Number: 10849457  
Work Type: Residential New Underground  
Work Location Address: BELLE VILLE 171 LN  
WARSAW VA 22572-  
Lot Block  
Subdivision -  
Date Received: 02/05/2026

Click [here](#) to track your Work Request.

For Dominion Energy’s eBuilder customers, click [here](#) to track your Work Request.

**IMPORTANT INFORMATION REGARDING YOUR WORK REQUEST:**

To meet your requested completion date, it is necessary for you to complete and maintain your service requirements.

Service installation information is available [here](#).

If you should have a change in plans or will not be ready by your expected ready date, use the information above to get in touch with your point-of-contact.

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**For More information,** and to find out what Dominion Energy is doing for you, visit <https://www.dominionenergy.com> , or call us at 1-866-DOM-HELP (1-866-366-4357)

- ❖ Don’t forget to call Miss Utility at **811** before you dig or Search: *CALL before you dig*
- ❖ Investing today to meet your energy demands tomorrow. Search: *Powering Virginia*
- ❖ Register or sign-in to Manage Your Account online to pay your bill and more at <https://www.dominionenergy.com/mya>

# Work Request Basic Information

Track a work request with the following.

• **Work Request Number**

10849735

• **ZIP Code (Work Request Address)**

22572

Clear

Please note that work request dates may be impacted by weather conditions and/or emergency restoration efforts. Your Dominion Energy contact will confirm your scheduled start date. Please continue to check the status of your work order dates below.

## General Information

Work Request Number	10849735
Work Request Status	SETUP
Work Request Type	Residential New Overhead

## Work Request Location

Location Address	150 MEADOWBROOK RD WARSAW, VA 22572
------------------	--

## Dominion Energy Contact


Name	KENNETH H HAWTHORNE
Phone	(804) 699-6152
Email	kenneth.h.hawthorne@dominionenergy.com (mailto:kenneth.h.hawthorne@dominionenergy.com?Subject=Work Request 10849735)
Office	Northern Neck Construction


### Work Request Dates

**Projected Completion** 04/14/2026

**Construction Complete**

### Work Request Task Status

 How do I know my site is ready? (<https://cdn-dominionenergy-prd-001.azureedge.net/-/media/pdfs/virginia/start-stop-service/site-ready-checklist.pdf?la=en&rev=0b3bcc32d51846dfb537b5f8a78b95c0>)

Description	Complete	Completion Date
WORK REQUEST INITIATED	✓	02/06/2026
INFORMATION REQUIRED FOR DESIGN RECEIVED	✓	02/11/2026
DESIGN/PROJECT APPROVED	✗	
Customer Confirmed Site Ready	✗	
Electrical Inspection Received	✗	
Work Schedule Established	✗	
 <b>CONSTRUCTION COMPLETE</b> <small>Touch to scroll horizontally on a mobile device.</small>	✗	

» [Printer Friendly Version](#)

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## ARTICLE 10. Use Matrix<sup>1</sup>

Use	Primary Zoning Districts								Use Performance Standards
	P = Permitted CUP = Conditional Use Permit Blank = Not Permitted								
	R-1	R-12	R-18	C-1	C-2	C-3	M-1	IT	
<b>Commercial Uses</b>									
Cannabis Retail Store					CUP	CUP			11-3-#
<b>Industrial Uses</b>									
Cannabis Microbusiness					CUP	P	P		11-4-#

## ARTICLE 13. Definitions.

### Division 4. Use Terms.

**Editor’s Note:** The following proposed definitions are derived from Code of Virginia § 4.1-600 and HB642.

**Cannabis.** Any part of a plant of the genus Cannabis, whether growing or not; its seeds or resin; and every compound, manufacture, salt, derivative, mixture, or preparation of such plant, its seeds, its resin, or any extract containing one or more cannabinoids, as provided in Code of Virginia § 4.1-600.

**Cannabis Canopy.** The space used by a licensed operator to produce flowering cannabis plants, including areas between plants, pathways, walkways, and empty space between rows that allow for airflow, light, growth, access for watering, trimming, and other activities associated with marijuana cultivation, as provided in Code of Virginia § 4.1-600.

**Cannabis Microbusiness.** A facility licensed under Code of Virginia § 4.1-803 that is permitted to conduct onsite:

- Cultivation in accordance with Code of Virginia § 4.1-800;
- Processing in accordance with Code of Virginia § 4.1-801; and
- Retail operations in accordance with Code of Virginia § 4.1-801.

**Cannabis Retail Store.** A facility licensed under Code of Virginia § 4.1-802 that is permitted to purchase or take possession of retail cannabis, retail marijuana products, immature cannabis plants, or cannabis seeds from a cannabis cultivation facility, cannabis manufacturing facility, or cannabis wholesaler and

<sup>1</sup> Editor’s Note: This draft is presented in the format of the proposed new DMO using BG’s template. If adopted prior to the full DMO update, revisions to this draft will be made to align with the DMO’s current structure.

to sell retail cannabis, retail cannabis products, immature cannabis plants, or marijuana seeds to consumers. This term does not include cultivation or processing.

## ARTICLE 11. Use Performance Standards.

### Division 3. Commercial Use Standards.

#### Section 11-3-#. Cannabis Retail Store.

- (A) **Effective Date.** This Section shall become effective [insert effective date of state law].
- (B) **State License Required.** A valid license issued by the Virginia Cannabis Control Authority shall be maintained at all times. Evidence of such license shall be provided to the Zoning Administrator upon request.
- (C) **Hours of Operation.** Hours of operation shall be limited to 9:00 a.m. to 9:00 p.m.
- (D) **Distance Between Uses.**
- (1) **Measurement of Distance.** All distances specified in this Section shall be measured from the property line of the subject parcel to the nearest property line of the use specified in (D)(2), below.
  - (2) **Minimum Distance.**
    - (i) No Retail Cannabis Store shall be located within 500 ft. of:
      - (a) Places of religious worship;<sup>2</sup>
      - (b) Hospitals;
      - (c) Colleges, universities, and vocational training schools;
      - (d) Public or private primary or secondary schools;
      - (e) Public or private playground;
      - (f) Child day cares;
      - (g) Substance use treatment facilities;
      - (h) Federal, state, or local government-operated facility; or
      - (i) Another Cannabis Retail Store or Cannabis Microbusiness.
- (E) **General Standards.**
- (1) All Cannabis Retail Store operations shall be located within a fully enclosed building. There shall be no outdoor display or storage of cannabis or cannabis related products.
  - (2) On-site consumption of cannabis products shall be prohibited.

<sup>2</sup> Editor's Note: The revised DMO will retain these uses; however, use names may change to align with the new format.

- (3) There shall be no emission of dust, fumes, vapors, or odors detectable to adjacent properties.
- (4) Signage shall not depict cannabis plants, products, or imagery.
- (5) Blackout windows shall be prohibited on any façade. Window signage, decals, or coverings shall not exceed 30% of the total window area on any façade facing a public street.

## Division 4. Industrial Use Standards.

### Section 11-4-#. Cannabis Microbusiness.

- (A) **Effective Date.** This Section shall become effective [insert effective date of state law].
- (B) **State License Required.** A valid license issued by the Virginia Cannabis Control Authority shall be maintained at all times. Evidence of such license shall be provided to the Zoning Administrator upon request.
- (C) **Hours of Operation.** Hours of operation shall be limited to 9:00 a.m. to 9:00 p.m.
- (D) **Distance Between Uses.**
  - (1) **Measurement of Distance.** All distances specified in this Section shall be measured from the property line of the subject parcel to the nearest property line of the use specified in (D)(2), below.
  - (2) **Minimum Distance.**
    - (i) No Cannabis Microbusiness shall be located within 500 ft. of:
      - (a) Places of religious worship;
      - (b) Hospitals;
      - (c) Colleges, universities, and vocational training schools;
      - (d) Public or private primary or secondary schools;
      - (e) Public or private playground;
      - (f) Child day cares;
      - (g) Substance use treatment facilities;
      - (h) Federal, state, or local government-operated facility; or
      - (i) Another Cannabis Microbusiness or Cannabis Retail Store.
- (E) **General Standards.**
  - (1) On-site consumption of cannabis products shall be prohibited.
  - (2) There shall be no emission of dust, fumes, vapors, or odors detectable to adjacent properties from any cultivation, processing, or retail operations.
  - (3) Outdoor display, storage, or sales of cannabis or cannabis-related products shall be prohibited.

(4) Signage shall not depict cannabis plants, products, or imagery.

**(F) Cultivation Standards.**

(1) Indoor cultivation shall not exceed a canopy of 10,000 sq. ft.

(2) Outdoor cultivation shall not exceed a canopy of 10,000 sq. ft.

**(G) Processing Standards.**

(1) All processing operations shall be conducted indoors within a fully enclosed building and shall meet the performance standards of Section 4-15.

**(H) Retail Operations.**

(1) All retail operations shall be located indoors within a fully enclosed building.

(2) Blackout windows shall be prohibited on any façade. Window signage, decals, or coverings shall not exceed 30% of the total window area on any façade facing a public street.



## Town of Warsaw

### Charges, Rates, and Fees Schedule

By order of the Warsaw Town Council and the Town Manager, the following Rates and Fees Schedule was adopted as follows in accordance with the Town of Warsaw Municipal Code. Business License rates and fees are to be effective as of **March 15, 2024**. All other charges, rates and fees are to be effective **July 1, 2025**.

#### Section 1. – Water & Sewer Fees

##### Water and Sewer

Water & Sewer Service Deposit: **\$250.00** for all non-property owners.

~~\$100.00~~

**\$150.00** of the water and sewer service deposit may be refunded after **18 months** upon written request from the non-property owner who paid the deposit. The decision to refund a portion of the deposit is at the discretion of the Town Manager. The balance of the deposit held on the account shall be refunded or applied to an account at the termination of service. Owners of property which is leased or rented to other persons shall be liable for any unpaid water bills of their tenants.

##### Water & Sewer Connection Fee

The charge for reconnection or transfer of water service at the customer's request shall be **\$25.00**. The charge for disconnection/reconnection due to non-payment of a monthly bill shall be **\$50.00**. Any reconnection request placed after 3:00 pm will incur a **\$100.00** after hours reconnection fee to be paid prior to water service being reinstated. It is the policy of the Town that all outstanding bills must be paid in full or approval from Town Office Staff granted prior to water service being reinstated. There shall be no charge for connections where required in normal service operations or for repairs or alteration to plumbing systems on private property.

##### Water & Sewer Connection Availability Schedule

Meter Size	Factor	Water Cost	Sewer Cost
*3/4 inch	1	<del>\$2,500</del> <b>\$5,000</b>	\$5,500
1 inch	2.5	<del>\$6,250</del> <b>\$12,750</b>	\$13,750
2" Compound	8	<del>\$20,000</del> <b>\$40,000</b>	\$44,000

Rev 7/1/2025

4" Compound	25	<del>\$62,500</del> \$120,000	\$137,500
6" Compound	50	<del>\$125,000</del> \$250,000	\$275,000

**Monthly Billing Rate Category: Residential**

Residential (Not Apartments) – includes but not limited to Nursing Homes, Jails, Assisted Living Facilities, Boarding Houses, etc.

40% of residential base rate per room

<u>Apartments:</u>	One Bedroom Units	40% of residential base unit cost
	Two Bedroom Units	60% of residential base unit cost
	Three Bedroom Units	80% of residential base unit cost

**Monthly Billing Rate Category: Commercial**

Non-Residential – Motels, Hotels, etc. where meals are not generally served as part of charge (excluding courtesy breakfast bars).

25% of residential base rate per room

**Monthly Billing Rate Category: Commercial**

**Policy Statement**

No connection fee monies shall be accepted prior to the obtaining of a Zoning Permit and Building Permit.

**Zoning**

Connection Fees & Rate discussions have no bearing upon Zoning Ordinances.

Connection Fees: Town will provide Connection for Residential.

Connection Fee for Commercial: Meters must be installed by private contractor.

The connection fees shall be either the amount shown or actual costs plus 25%, whichever is greater. To be used for guideline purposes only. Each industrial connection fee and availability charges shall be negotiated separately with the Town Manager (especially heavy water users).

The Town Council reserves the right to set connection charges inside the Town when the connection charges do not fall into one of the above categories and/or when a facility is located outside the Town Corporate Boundaries.

\*\*In cases where there are multiple uses in the above categories, availability charges will be assessed for each such use. However, meter charges will be incurred on a per meter basis. Split metering is not allowed.

### Town of Warsaw Monthly Water & Sewer Rates

#### Residential Rates (inside town)

Meter size – 5/8 or 3/4

Base Rate: 4,000 gallons or less monthly	Water	<del>\$24.00</del>	\$26.00
	Sewer	<del>\$43.00</del>	\$45.00

Gallons over 4,000 (Per 1,000 gallons) @ ~~\$2.97~~ Water and \$12.00 Sewer  
 \$3.00

#### Residential Rates (outside town)

Meter size – 5/8 or 3/4

Base Rate: 4,000 gallons or less monthly	Water	<del>\$35.00</del>	\$45.00
	Sewer	<del>\$54.00</del>	\$64.00

Gallons over 4,000 (Per 1,000 gallons) @ ~~\$3.27~~ Water and ~~\$13.20~~ Sewer  
 \$5.00                      \$15.00

Commercial minimum bills affected by meter size. Factor derived from AWWA Volume Chart.

#### Commercial Rates/Government Rates (inside town)

Base Rate: 4,000 gallons or less monthly	Water	<del>\$42.00</del>	\$44.00
	Sewer	<del>\$63.00</del>	\$65.00

Gallons over 4,000 (Per 1,000 gallons) @ ~~\$2.97~~ Water and \$12.00 Sewer  
 \$3.00

#### Commercial Rates/Government Rates (outside town)

Base Rate: 4,000 gallons or less monthly	Water	<del>\$50.00</del>	\$60.00
	Sewer	<del>\$74.00</del>	\$84.00

Gallons over 4,000 (Per 1,000 gallons) @ ~~\$3.27~~ Water and ~~\$13.20~~ Sewer  
 \$5.00                      \$15.00

**Section 2. – Administrative Fees**

Administrative Fees

DMV Stop Fee	DMV Charge plus \$25.00 Admin fee.
Bad Check Service Charge	\$35.00

**Section 3. – Solid Waste Collection Fees**

Refuse Collection

Solid Waste User Fee – Inside Town Limits:

Residential	\$15.00 per water/sewer monthly billing period
Commercial/Governmental	\$75.00 with dumpster per water/sewer monthly billing period
	\$45.00 with no dumpster per water/sewer monthly billing period – with the no dumpster option - max of 2 trash receptacles per pickup and no additional pickups allowed during the week.

Additional Dumpster Pickup Fee \$75.00 per dumpster per pickup occurrence in addition to the normal solid water user fee assessed which allows one dumpster to be picked up twice a week.

Solid Waste User Fee – Outside Town Limits:

Residential	\$45.00 per water/sewer monthly billing period
Commercial/Governmental	\$200.00 per water/sewer monthly billing period

**Section 4. – Land Use Fees**

Zoning and Land Use Fees

Application Fees:

Conditional Use Permit	\$300
Variance	\$300
Rezoning	\$300
Wireless Communications Antenna (to include Tower Co-location)	\$1,000
Zoning Permit	\$30
Zoning Verification Letter	\$30
Sign Permit	<del>\$25</del> <b>\$ 30</b>
Major Site Plan Review	\$300 (over 2,500 sq. ft.)
Major Subdivision	<del>\$25/lot</del> <b>\$ 30/lot</b>

Minor Site Plan Review	\$200 (2,500 sq. ft. or less)
Minor Subdivision	(\$10/lot)
Resubmitted Plan	\$250 (no charge for 1 <sup>st</sup> resubmission)
Plan Amendment	\$250 (no charge for 1 <sup>st</sup> amendment)
Boundary Line Adjustment	\$100 (for lots 2,500 sq. ft. or less) \$200 (for lots greater than 2,500 sq. ft.)
Copy Charges:	
Warsaw DMO	\$60
Individual Section Only	\$15

**Section 5. – Police Fines**

**Town Police Fines**

No parking	<del>\$100</del> <b>\$125.00</b>
Handicapped Parking	\$250
Fire Lane	<del>\$100</del> <b>\$125.00</b>
Blocking Traffic	<del>\$100</del> <b>\$125.00</b>
Parking within 15 ft of Fire Hydrant	\$150
No parking in front of public or private entrance	\$75
Parking in wrong direction	\$75
3 <sup>rd</sup> Violation – seven-day period	\$250
Littering	\$250
Noise Violation	\$250

**TOWN OF WARSAW, VIRGINIA**  
**2025 BUSINESS LICENSE APPLICATION**

The application form is divided into two parts. The top half is where you record pertinent information about the business and its owner. The bottom half is where the business owner records the gross receipts for taxation purposes.

- A. **Legal Name of Applicant/Mail Address:** You must record the legal name of the responsible management personnel.
- B. **Trade Name:** Enter the name of the business and the physical location of the business here.
- C. **Social Security Number:** Social Security Number of Business Owner.
- D. **Telephone Number:** The business telephone or home telephone number of the owner.
- E. **State ID Number:** Sales Tax Identification Number.
- F. **Federal ID Number:** Federal Tax Identification Number issued by the IRS.
- G. **Customer Number:** Leave Blank – This will be assigned when licensed issued.
- H. **Type of Business:** Please check type of business and enter in the date you began your business in the Town of Warsaw in the Blank provided.
- I. **State Contractors License:** If you perform work in the State of Virginia, in excess of \$1,000 per job, you **MUST** secure a State Contractor's License prior to applying for a Town Business License. Indicate whether you have a Class A, B, or C license and record that license number and expiration date. You must provide a copy of your state license when renewing or applying for a Town Business License. Also attach Form V. W. C. 61-A to your application.

*\*\*\*More than one license tax rate category below may apply to some businesses.\*\*\**

*Example: A Business performing service repairs may also be selling parts as retail.*

**LICENSE TAX RATES: All rates are per \$100 of gross receipts**

Agencies and Agents	Real estate	0.34*
Agencies and Agents	Travel agencies	0.20
Other / NA	All Businesses Not Categorized	<del>\$1,000 flat fee</del> \$10,000 flat fee
Professional	Accountants	0.34*
Professional	Animal Services (Veterinarians, Groomers, Kennels, etc.)	0.30
Professional	Architects	0.34*
Professional	Attorneys	0.34*
Professional	Audiologists	0.34
Professional	Dentists	0.34
Professional	Funeral services and crematories	0.34
Professional	Insurance Companies	0.34*
Professional	Investments, stock, etc.	0.34*
Professional	Land surveyors	0.34*
Professional	Massage therapists	0.34
Professional	Mortgage and loan companies	0.34*
Professional	Optometrists/Ophthalmologists	0.34
Professional	Physicians	0.34
Professional	Rehabilitation Facility	0.34
Professional	Schools - educational	0.34
Professional	Therapists/medical	0.34
Retail	Amusements and Recreation Services	0.20

Retail	Automotive Sales	0.20
Retail	Direct Sellers (\$4,000 +)	0.20
Retail	CBD, E-Cigs (Vape), Cigarettes, Tobacco, etc.	0.20
Retail	Community Market Vendor	\$10/Week
Retail	Food Truck Vendors (See Attached Form)	N/A
Retail	Itinerant Merchant	\$99.00/Month
Retail	Peddlers License	\$15.00/Month
Retail	<b>Restaurants / Breweries / Wineries</b> \$.10 per \$100 of gross receipts on the first \$500,000 of gross income \$.08 per \$100 of gross receipts on any amount above \$500,000 \$.07 per \$100 of gross receipts on any amount above \$1,000,000 \$.06 per \$100 of gross receipts on any amount above \$5,000,000	Scaled
Retail	<b>Retail/general</b> \$.10 per \$100 of gross receipts on the first \$500,000 of gross income \$.08 per \$100 of gross receipts on any amount above \$500,000 \$.07 per \$100 of gross receipts on any amount above \$1,000,000 \$.06 per \$100 of gross receipts on any amount above \$5,000,000	Scaled
Retail	Yard Sale (2-day limit)	\$1.00
Services and Trades	Aviation Services	0.34
Services and Trades	Barbershops, plus \$5.00 per operator	0.20
Services and Trades	Beauty shops, plus \$5.00 per operator	0.20
Services and Trades	Billing and collection	0.34*
Services and Trades	Bookkeeping	0.34*

Services and Trades	Dance studios and instruction	0.20
Services and Trades	Day Care	0.20
Services and Trades	Dry cleaners and laundromats	0.20
Services and Trades	Extermination	0.34
Services and Trades	Forestry - Tree Services	0.34
Services and Trades	Home health care	0.34
Services and Trades	Hotels, Motels, Airbnb/B&B's	0.20
Services and Trades	Lawn Care, Grounds Maintenance	0.34
Services and Trades	Marine Services	0.34
Services and Trades	Nursing homes/assisted living	0.34
Services and Trades	Party/Event Supplies and Rentals	0.20
Services and Trades	Pet grooming, boarding, training	0.34
Services and Trades	Photography, arts, and graphics	0.34
Services and Trades	Precious Metal Detailers	0.34
Services and Trades	Printing Office/Sign Maker	0.34
Services and Trades	Security System Provider	0.34
Services and Trades	Small loan office	0.34*
Services and Trades	Spa, personal training, salon	0.34
Services and Trades	Self-Storage/Storage Facilities	0.34
Services and Trades/Repair	Auto, body shops, detailing, etc.	0.34
Services and Trades/Repair	Computer/IT Maintenance and Repair	0.34

Services and Trades/Contractors	Electrical	0.34
Services and Trades/Repair	Equipment and appliances repairs	0.34
Services and Trades/Contractors	General contractors	0.16

*\*Rate was amended (rates were decreased from 0.53 to 0.34 per \$100 at the May 9, 2024 Town Council Meeting)*

Flea Market Vendors: Annual Receipts of \$6,250 or less per year--\$ 25.00 per year.  
Annual Receipts over \$6,250 per year—.20 cents per \$100 of gross receipts.

Food Truck Vendors: Tier 1: Setup 1-2 times per month - \$10.00/month  
Tier 2: Setup 3-15 times per month - \$49.50/month  
Tier 3: Setup 16-31 times per month - \$99.00/month

Others: Tax Rates Vary – Call town office for rate (804) 333-3737

Telephone Communications: One half of one percent of the gross receipts of such business from the rental, subscriptions, and stations within the town during the previous calendar year, provided that charges for long-distance telephone calls shall not be considered receipts of business in town.

There is a 10% late payment penalty assessed for all payments received after March 1<sup>st</sup>.

**PLEASE PROVIDE A BRIEF DESCRIPTION OF YOUR BUSINESS BY USING THE FORMS BELOW:**

(This space left intentionally blank)

**TOWN OF WARSAW, VIRGINIA**

**2025 Business License Application**

78 BELLE VILLE LANE

P. O. BOX 730

WARSAW, VA 22572

Phone (804) 333-3737

Fax (804) 333-3104

**FILE AND PAY BY MAY 1<sup>ST</sup> TO AVOID A 10% LATE PAYMENT PENALTY**

Read the instructions for important dates and penalties. Mail or deliver the completed application and payment to the above address.

**A Legal Name/Address (mailing)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**B Trade/Business Name and Physical Location**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**C** \_\_\_\_\_

Social Security #

**D** \_\_\_\_\_

Telephone Number

**E** \_\_\_\_\_

State ID Number

**F** \_\_\_\_\_

Federal ID Number (if any)

**G** \_\_\_\_\_

Customer Email Contact

**H Type Business (Check)**

\_\_\_ Individual

\_\_\_ LLC

\_\_\_ Partnership

\_\_\_ Corporation

Please indicate the zoning area your business falls within (Check one). If you aren't sure, please refer to the zoning map listed on the town website (listed under forms & ordinances) or consult town staff.

R1 (limited residential) \_\_\_\_\_ R12 (Residential/office) \_\_\_\_\_ R18 (High density Residential/Office)

\_\_\_\_\_

C1 (Limited commercial) \_\_\_\_\_ C2 (General commercial) \_\_\_\_\_ C3 (Light industrial) \_\_\_\_\_

M1 (Industrial) \_\_\_\_\_

**Contractors:**

Please provide where work has been done within the Town of Warsaw.

Address(es):

\_\_\_\_\_

Have you or the property owner obtained the proper permits for the work being done? (Check one)

Yes \_\_\_\_\_ Permit No# \_\_\_\_\_ No \_\_\_\_\_ It does not require a permit \_\_\_\_\_

**\*If you or the property owner are unsure about the need of a permit, please refer to zoning information on the town website or consult town staff\***

1) State Contractor's License (circle one): A B C      Expiration Date: \_\_\_\_\_

2) State Contractor's License Number: \_\_\_\_\_

3) VWC FORM 61-A Must be attached to Business Application. Check here if attached \_\_\_\_\_

Unless otherwise indicated **report your prior year total gross receipts**. If you were not in business one full calendar year, you must provide an estimate of gross receipts for the current tax year in addition to your prior year gross receipts per the following applicable category or categories:

*\*\* If your business fits into more than one category, for example a hair salon that also sells merchandise, please list those gross receipts in their corresponding category with the corresponding tax rate\*\**

	Prior Year Gross Receipts	Estimated Gross Receipts	Tax Rate	Amount Due
1. Contractor	\$ _____	\$ _____	\$ _____	\$ _____
2. Retail	\$ _____	\$ _____	\$ _____	\$ _____
3. Professionals	\$ _____	\$ _____	\$ _____	\$ _____
4. Repair, Personal & Business Service	\$ _____	\$ _____	\$ _____	\$ _____
5. Wholesalers (*List Your Purchases on this Line)	\$ _____	\$ _____	\$ _____	\$ _____
6. Financial Services	\$ _____	\$ _____	\$ _____	\$ _____
7. Real Estate	\$ _____	\$ _____	\$ _____	\$ _____
8. Peddler's	\$ _____	\$ _____	\$ _____	\$ _____
9. Flea Market Vendor	\$ _____	\$ _____	\$ _____	\$ _____
10. Food Truck	\$ _____	\$ _____	\$ _____	\$ _____
11. Others	\$ _____	\$ _____	\$ _____	\$ _____
12. Telephone Comm.	\$ _____	\$ _____	\$ _____	\$ _____

***I hereby swear or affirm that all the information listed above is true and correct to the best of my knowledge. License Figures are subject to audit of IRS forms and may be requested for verification.***

\_\_\_\_\_  
Signature of Applicant                      Printed Name                      Date

**Prepared for Warsaw Town Council by Joseph N. Quesenberry, Town Manager, and Julia C. Blackley-Rice, Treasurer**

**ORDINANCE NO. 2026-3-12**

**AN ORDINANCE TO IMPROVE DELINQUENT TAX COLLECTIONS**

**WHEREAS**, the purpose of this ordinance is to implement an attorney’s fees provision for the collection of delinquent taxes pursuant to authority in Va. Code § 58.1-3916 and Va. Code § 58.1-3958; and

**WHEREAS**, allowing the recovery of attorney’s fees shall greatly improve the Town of Warsaw’s ability to collect delinquent taxes;

**WHEREAS**, this provision shall not result in any increased costs to taxpayers who pay their taxes on time or cooperate with the Treasurer’s efforts to collaborate with delinquent taxpayers.

**NOW, THEREFORE, BE IT ORDAINED AND ENACTED** by the Town Council for the Town of Warsaw, Virginia, meeting in regular session this 12 day of March, 2026, that a new section, 16-29 of the Town of Warsaw Municipal Code, is hereby adopted to read as follows:

**Sec 16-29. Fees for Collection of Delinquent Accounts**

The following attorney’s fees and other costs of collection are hereby imposed upon each person chargeable with delinquent taxes or other delinquent charges imposed pursuant to this Chapter, which shall be in addition to any other penalty and interest chargeable in relation to the delinquency.

(A) The attorney's or collection agency's fees shall be in the amount actually contracted for by the Town, in an amount not to exceed 20 percent of the taxes or other charges so collected.

(B) The administrative costs shall be in addition to all penalties and interest and shall not exceed \$30 for taxes or other charges collected subsequent to 30 or more days after notice of delinquent taxes or charges pursuant to § 58.1-3919 but prior to the taking of any judgment with respect to such delinquent taxes or charges, and \$35 for taxes or other charges collected subsequent to judgment. If the collection activity is to collect on a nuisance abatement lien, the fee for administrative costs shall be \$150 or 25 percent of the cost, whichever is less; however, in no event shall the fee be less than \$25.

(C) Court costs and/or attorney fees incurred in court proceedings to enforce Town Ordinances and/or to collect such delinquent accounts shall also be charged and collected as otherwise permitted by the Code of Virginia and the Court hearing the matter.

(D) No tax assessment or tax bill shall be deemed delinquent and subject to the collection procedures prescribed herein during the pendency of any administrative appeal under §58.1-3980, so long as the appeal is filed within 90 days of the date of the assessment, and for 30 days after the date of the final determination of the appeal, provided that nothing in this paragraph shall be construed to preclude the assessment or refund, following the final determination of such appeal, of such interest as otherwise may be provided by general law as to that portion of a tax bill that

has remained unpaid or was overpaid during the pendency of such appeal and is determined in such appeal to be properly due and owing.

The Warsaw Town Council on a motion of Councilmember \_\_\_\_\_,  
seconded by Councilmember \_\_\_\_\_, the Warsaw Town Council  
voted to approve **Ordinance 2026-3-12** as follows:

This Ordinance shall take effect upon adoption.

Vote:	Yea	Nay
Mayor Randall L. Phelps	_____	_____
Vice Mayor Paul G. Yackel	_____	_____
Councilmember Mary Beth Bryant	_____	_____
Councilmember Jonathan B. English	_____	_____
Councilmember Daphne Palmore	_____	_____
Councilmember Ralph W. Self	_____	_____
Councilmember Patrick Stone	_____	_____
Councilmember Robert "Bobby" Walters	_____	_____

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Mayor

A copy Teste: \_\_\_\_\_  
Clerk of Council

Town Council: \_\_\_\_\_, 2026

Adopted: \_\_\_\_\_

Patrick Stone  
*President & Chairman*

Vacant  
*Vice President & Vice Chairman*

Kirsten Self  
*Secretary / Treasurer*



warsaw richmond county  
**Main Street Program**

| P.O. Box 865 | Email [WRCMSP@GMAIL.COM](mailto:WRCMSP@GMAIL.COM)

MEMBERS AT-L Section 8, Item b.

Ellen Copeland  
Hope Mothershead  
Tammy Desai  
Carla Clarke  
Suzanne Shrader

---

**M Patrick Stone**  
President & Chairmen  
**Warsaw Richmond County Main Street Program**  
PO Box 865  
Warsaw, VA 22572  
[wrcmsp@gmail.com](mailto:wrcmsp@gmail.com)

**Town of Warsaw Town Council**  
PO Box 730  
Warsaw, VA 23024

Dear Members of the Town Council,

On behalf of the Warsaw Richmond County Main Street Program, I respectfully request that the Town Council of the Town of Warsaw consider adopting a **Resolution of Support** for our application to the **Virginia Main Street Community Vitality Grant**, administered by the Virginia Department of Housing and Community Development.

The Community Vitality Grant is designed to assist designated Main Street communities with public-facing projects that strengthen downtown vitality, enhance placemaking, and support long-term economic development. As outlined in the Virginia Main Street Program Guidelines, formal local government support is an important component of a competitive application and demonstrates a shared commitment to revitalization efforts.

If awarded, grant funds will be used to support the relaunch and rebranding of the Warsaw Richmond County Main Street Program through several public-facing initiatives, which may include:

Patrick Stone  
*President & Chairman*

Vacant  
*Vice President & Vice Chairman*

Kirsten Self  
*Secretary / Treasurer*



warsaw richmond county  
**Main Street Program**

| P.O. Box 865 | Email [WRCMSP@GMAIL.COM](mailto:WRCMSP@GMAIL.COM)

MEMBERS AT-L Section 8, Item b.

Ellen Copeland  
Hope Mothershead  
Tammy Desai  
Carla Clarke  
Suzanne Shrader

- 
- Installation of **public Wi-Fi** in the Town Park and potentially other downtown locations
  - Development of a **new Main Street website** to improve communication, visibility, and engagement
  - Implementation of **placemaking amenities**, such as a picnic pavilion or similar public improvement, to encourage community use of downtown spaces

These projects are intended to enhance quality of life, encourage local activity, and strengthen the role of Main Street as a focal point for the Town of Warsaw. Adoption of a resolution of support by the Town Council will demonstrate the Town's partnership with the Main Street Program and its commitment to continued revitalization and community development. We would be happy to provide draft resolution language or attend a council meeting to answer any questions.

Thank you for your time and consideration. We greatly appreciate the Town's continued support of the Main Street Program.

Respectfully,

Respectfully,

M Patrick Stone  
President & Chairman  
Warsaw Richmond County Main Street Program

Patrick Stone  
*President & Chairman*

Vacant  
*Vice President & Vice Chairman*

Kirsten Self  
*Secretary / Treasurer*



warsaw richmond county  
Main Street Program

| P.O. Box 865 | Email [WRCMSP@GMAIL.COM](mailto:WRCMSP@GMAIL.COM)

MEMBERS AT-LARGE Section 8, Item b.

Ellen Copeland  
Hope Mothershead  
Tammy Desai  
Carla Clarke  
Suzanne Shrader

---

## Warsaw Richmond County Main Street Program

PO Box 865  
Warsaw, VA 22572  
[wrcmsp@gmail.com](mailto:wrcmsp@gmail.com)

## Town of Warsaw Town Council

PO Box 730  
Warsaw, VA 23024

Dear Members of the Town Council,

On behalf of the Warsaw Richmond County Main Street Program, I am writing to propose a **Public Wi-Fi project** that will be led, funded, and maintained by Main Street, and to respectfully request permission to install the necessary equipment within the **Saddlery Building**.

This project is intended to serve as a highly visible, high-impact public initiative that improves connectivity, enhances public spaces, and strengthens the public profile of the Main Street Program while providing a direct benefit to residents and visitors.

### Project Overview

The Main Street Program proposes to install and operate public Wi-Fi infrastructure that would serve the Town Park and potentially adjacent public areas. Main Street would:

- **Fully fund the purchase and installation** of all equipment
- **Assume responsibility for ongoing maintenance, service, and upkeep**
- Coordinate installation in a manner that minimizes disruption and preserves the integrity of the building

Patrick Stone  
*President & Chairman*

Vacant  
*Vice President & Vice Chairman*

Kirsten Self  
*Secretary / Treasurer*



warsaw richmond county  
**Main Street Program**

| P.O. Box 865 | Email WRCMSP@GMAIL.COM

MEMBERS AT-LARGE Section 8, Item b.

Ellen Copeland  
Hope Mothershead  
Tammy Desai  
Carla Clarke  
Suzanne Shrader

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The Saddlery Building has been identified as an ideal, centrally located site to house the equipment due to its proximity and accessibility.

Depending on final project costs and available funding, Main Street may also pursue the following optional enhancements as part of the same initiative:

- A **weather station** providing publicly accessible local conditions
- A **public webcam**, potentially showcasing a “Welcome to Warsaw” sign or views of either the Town Park or Main Street, promoting community pride and visibility

These enhancements would further increase the project’s value by providing real-time, public-facing content that highlights Warsaw to residents, visitors, and those viewing remotely.

This project would provide Main Street with a tangible, visible initiative that directly serves the public, reinforces downtown as a community hub, and supports economic and community development efforts. Importantly, it does so **without requiring financial investment or ongoing operational responsibility from the Town.**

We believe this project aligns well with the Town’s goals of improving quality of life, enhancing public amenities, and supporting revitalization efforts.

We respectfully request the Town’s approval to locate the necessary equipment within the Saddlery Building and would be happy to provide technical details, equipment specifications, or attend a council meeting to answer any questions.

Thank you for your consideration and continued support of the Warsaw Richmond County Main Street Program.

Respectfully,

*M. Patrick Stone*

President & Chairman

Warsaw Richmond County Main Street Program



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

Section 8, Item c.

Office use: 3-6-25  
 Date 3-6-25  
 Tax Map # 16-16C-3  
 Zoning District CUP240-01  
 Application # CUP240-01

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

*Paid Ck 300.*

**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: Approve a CUP to allow self-storage and related uses

*Identification of the land for the request:*

Number and Street: Unassigned Proposed Acreage: Approx 10.7  
 Current Zoning: TWN - C-3 Tax Map #: Tax ID # 16-16

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: \_\_\_\_\_

None, to the best of our knowledge

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)

To the best of our knowledge

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: ProSafe Acquisition, LLC Address: 3200 Anderson Highway Powhatan, VA 23139

Phone Number: (804) 399-7788 E-mail: mike@goprosafe.com (Michael C Hanky)

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: Herbert Family Holdings, LLC Interest: 100% Phone Number:

Mailing Address: P.O. Box 907 Warsaw, VA 22572 herbertfamily@verizon.net

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 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: ProSafe Acquisition, LLC

Printed Name of applicant: Michael C. Harky (Manager)

Signature of applicant: [Signature] Date: 2-18-26

Signed and sworn before me on this: 18<sup>th</sup> of February 2026 Seal:

Signature of Notary: Melanie Jean Banton

MELANIE JEAN BANTON  
 NOTARY PUBLIC  
 REGISTRATION # 7641478  
 COMMONWEALTH OF VIRGINIA  
 MY COMMISSION EXPIRES  
 MAY 31, 2029

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: 3-6-25 Fee Paid:  Yes  No

Complete:  Yes  No Date: \_\_\_\_\_

If no, what needs to be added: See attached plans/narrative

Date Action Taken by PG: 4-2-26 Date Action Taken by BZA: N/A

Date Action Taken by Council: 4-9-26 Final Decision:  Approval  Denial

PUBLIC HEARING REQUIRED.

### Permit Fees

Appeal Administrative Decision	\$ 250	
Amendment to Zoning Ordinance	\$ 300	
Appeal	\$ 200	
Conditional Use Permit	\$ 300	- Paid .
Rezoning	\$ 200	
Variance	\$ 300	
<b>Tower or Tower Co-Location</b>	<b>\$1,000</b>	

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

#### P A Y M E N T

Date: 3/10/2026  
Time: 10:40 AM

CONDITIONAL USE PERMIT PROSAFE ACQUISITION  
/HERBERT HOLDINGS

CUP25-01 TAX MAP 16-16

Cash:	\$0.00
Check:	\$300.00
Charge:	\$0.00
MoneyOrder:	\$0.00
Total Fee:	\$300.00
TOTAL PAID:	\$300.00
Change Due:	\$0.00

1 300 PERMITS & FEES \$300.00

Operator: 3  
Receipt#: 56820

T H A N K Y O U !

Herbert Family Holdings, LLC  
P.O. Box 907  
Warsaw, Virginia 22572

February 10, 2026

RE: Attestation of Ownership Parcel 16-16 Warsaw, VA

To Whom It May Concern:

We attest that we are the owners of parcel 16-16 in Town of Warsaw, VA and consent to the CUP application being filed on that parcel by ProSafe Acquisition, LLC.

Herbert FAMILY Holdings, LLC  
a Virginia Limited Liability Company

Date: 02/18/26 By:  Authentic

Name: William C. Herbert, II

Title: Manager

Date: 02/17/26 By:  Authentic

Name: Katherine H. Herbert

Title: Manager

**Town of Warsaw CUP Application – Background Information**

Parcel Map ID – 16-16

This parcel includes approximately 10.7 acres of mostly cleared farm field. National retailers – McDonalds and Tractor Supply Company are located immediately adjacent to the East. A municipal use, Northern Neck Regional Jail, is the immediate neighbor to the West.

The property is currently zoned C-2 (General Business) and appears in the Town Land Use Plan as a commercial concentration area. The applicant, ProSafe Acquisition, LLC, is proposing a self-storage facility to be constructed generally as shown on the attached Exhibit – “Concept Plan” produced by Bay Companies Engineering. The development would likely be phased starting with buildings “A” and “B” containing mostly temperature-controlled storage units. Several additional buildings would include drive-up access, non-temperature-controlled units, along with enclosed and outdoor vehicle parking. Unit type may also include high clearance bays capable of accommodating boats, RVs, or other vehicles. Additionally, larger units may be added to support local contractors, or anyone in need of “shop” space for their business. The first phase would also include an office space to serve customers in person or via virtual kiosk. Gated access would be provided to customers via unique security pin code. The facility would employ a manager and potentially an assistant manager. Normal office hours are typically 8:30am – 5:30pm Monday – Sunday. Subsequent phases would be developed based on customer demand and generally follow the layout outlined in the Concept Plan.

The applicant intends to provide a secure facility with perimeter fencing, security cameras and lighting appropriate for the area. Lighting will be concentrated downward as to not disturb any adjacent property. Customers will be given a unique pin code for gate access, which allows management to further monitor activity on site and create a safe environment.

A visual representation of the proposed building style is attached. (Note – the attached image labeled “ProSafe Storage Elevation Rendering” is conceptual and based on a similar approved project in Lancaster County, VA)

**Requirements for a Conditional Use Permit**

We have reviewed the requirements outlined in the application and believe our proposal meets or exceeds the requirements. Specific requirements related to parking, ingress / egress, open space, utilities, setbacks, etc will be noted on future construction drawings submitted to the Town and / or County for final permit approval.

**ProSafe Storage – Case Study**

In January 2025 ProSafe Storage acquired two older self-storage facilities in nearby Lancaster County, VA. ProSafe immediately went to work completely renovating both facilities at a cost of nearly \$1mm. Work included repair or replacement of all roll-up doors, fresh paint, new gutters and downspouts, regrading, new pavement, new perimeter fencing, new lighting, cameras, electronic gate access, and new signage, etc. Several local contractors were employed during this project, and the job was completed efficiently by August 2025. In less than 8 months the ProSafe team transformed these aging facilities, hired a local resident as manager and are quickly growing 5-star reviews for product and service excellence.

ProSafe also acquired a 6-acre vacant development site just outside Kilmarnock, VA in early 2025. A brand-new facility with a concentration of modern temperature-controlled units and a purpose-built office, like what we propose in Warsaw, is currently under construction at that location, scheduled for completion in Q1 2026. Since opening in Lancaster County, ProSafe Storage has made a substantial investment in the local economy. This investment has come not only from construction projects and wages, but also in the form of charitable donations. ProSafe is a regular advertiser in local publications and on the local radio station. We have sponsored multiple community events to include the Kilmarnock Summer Concert Series, Lancaster HS Football Dinner & Boys & Girls Club Fundraiser. We also offer complimentary units to charitable organizations like Habitat for Humanity and families displaced by fire, flood, etc.

In conclusion, ProSafe Storage believes in supporting the communities where we operate. The ProSafe team gets engaged locally, and our track record speaks for itself. We are not discount operators. Our goal is always to raise the bar on product and service in every market we enter. To learn more about our team and projects, please visit [www.goprosafe.com](http://www.goprosafe.com).

**General Benefits of Self-Storage**

**Increased property tax revenue:** Self storage development provides municipalities with increased tax revenue while placing limited strain on local services.

**Attracts investment:** Encourages private capital investment on surrounding underutilized parcels.

**Supports local employment:** Generates construction jobs and ongoing management/maintenance positions.

**Low traffic generation:** Produces minimal daily vehicle trips compared to other commercial uses, reducing congestion and infrastructure wear.

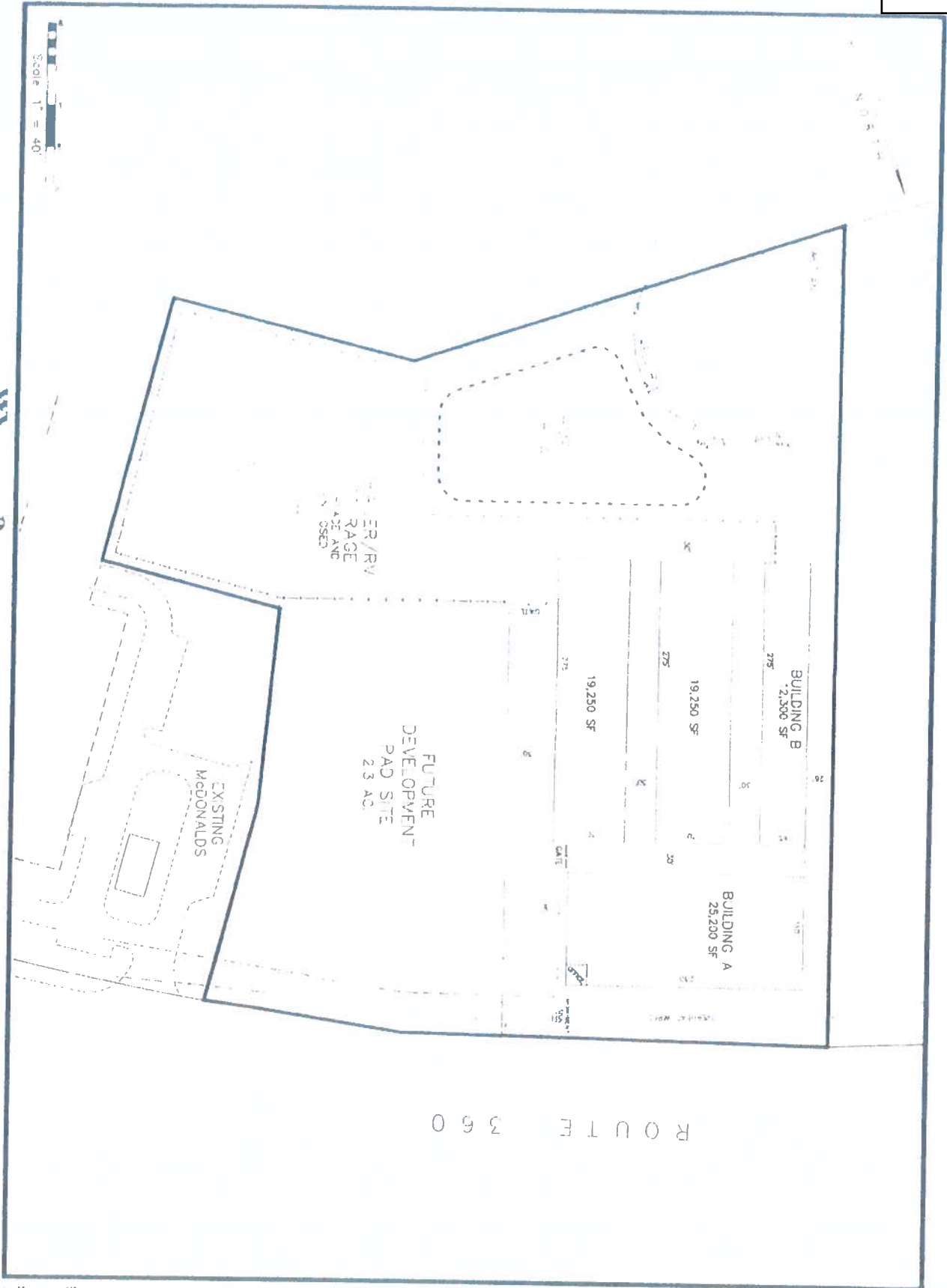
**Minimal strain on public services:** Requires little to no demand on schools, water, sewer, or emergency services.

**Supports residents and small businesses:** Provides secure, affordable space for excess belongings, inventory, or seasonal equipment.

**Reduces neighborhood clutter:** Encourages proper storage instead of exterior or on-street accumulation.

**Enhances housing transitions:** Assists residents during moves, renovations, or downsizing periods.

**Promotes local entrepreneurship:** Offers flexible storage solutions for contractors, startups, and retailers.



72% Ownership is the property of THE BAY COMPANIES, INC. ALL RIGHTS RESERVED. THIS PLAN IS FOR INFORMATION ONLY AND NOT BE USED FOR ANY PROJECT WITHOUT THE WRITTEN PERMISSION OF THE BAY COMPANIES, INC.

DATE: 10/20/2011  
 REVISION: 10/20/2011  
 REVISION: 10/20/2011  
 REVISION: 10/20/2011

THE BAY COMPANIES  
**bay**  
 CIVIL ENGINEERS

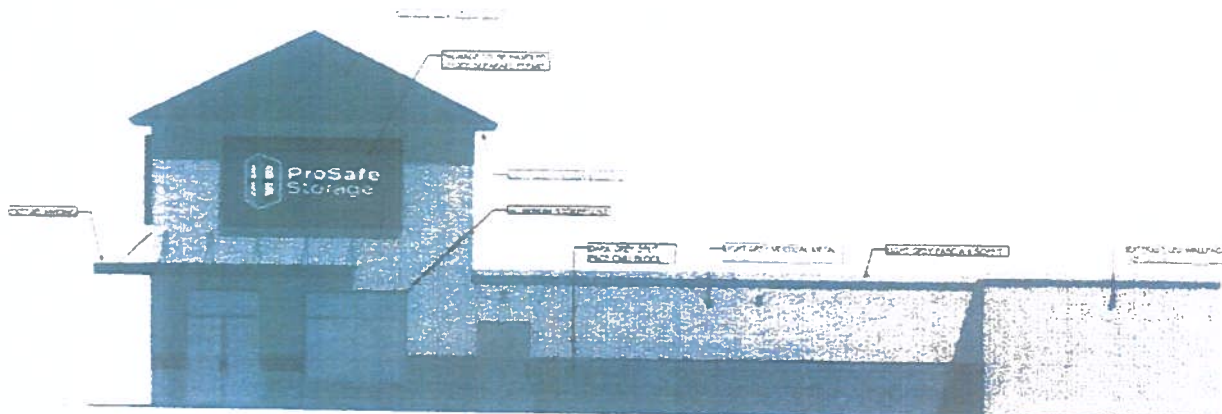
PROSPECT  
**Prosafe Storage**  
**Route 360**

DATE OF PREPARATION: 10/20/2011  
 PROJECT LOCATION: ROUTE 360, WYOMING

SHEET NO. C1  
 JOB NO. 25067

# ProSafe Storage Elevation Rendering

## Route 360, Town of Warsaw



**LEGEND FOR NOTES**  
**FORMS**  
 1. ALL INTERIORS SHALL BE FINISHED WITH...  
 2. THE FINISHES SHALL BE...  
 3. THE FINISHES SHALL BE...  
 4. THE FINISHES SHALL BE...  
 5. THE FINISHES SHALL BE...  
 6. THE FINISHES SHALL BE...  
 7. THE FINISHES SHALL BE...  
 8. THE FINISHES SHALL BE...  
 9. THE FINISHES SHALL BE...  
 10. THE FINISHES SHALL BE...

**RH**  
**ENGENERS**  
 1819 HUNTER DR. TERRACE  
 CHESTERFIELD VA 23139  
 WWW.RHENGINEERS.COM

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**PROSAFE STORAGE**  
 KILMARNOCK, VA

DATE: 12/15/2018  
 DRAWN BY: [Name]  
 CHECKED BY: [Name]

RH

**16-16, Warsaw, VA, Richmond County**

APN: 10-16 CLIP: 8786213423

Section 8, Item c.

Beds	Full Baths	Half Baths	Sale Price	Sale Date
N/A	N/A	N/A	N/A	N/A
Bldg Sq Ft	Lot Sq Ft	Yr Built	Type	
N/A	466,258	N/A	N/A	

**OWNER INFORMATION**

Owner Name	Herbert Family Holdings LLC	Mailing Zip	22572
Mailing Address	Po Box 907	Mailing Zip + 4 Code	0907
Mailing City & State	Warsaw, VA		

**COMMUNITY INSIGHTS**

Median Home Value	\$276,596	School District	RICHMOND COUNTY PUBLIC SCHOOLS
Median Home Value Rating	4 / 10	Family Friendly Score	58 / 100
Total Crime Risk Score (for the neighborhood, relative to the nation)	74 / 100	Walkable Score	15 / 100
Total Incidents (1 yr)	13	Q1 Home Price Forecast	\$283,463
Standardized Test Rank	46 / 100	Last 2 Yr Home Appreciation	3%

**LOCATION INFORMATION**

Magisterial	Town Of Warsaw	Most Hazardous Flood Zone	X
Zip Code	22572	Flood Zone Panel	51159C0085D
Zoning	TWN		

**TAX INFORMATION**

PID	16-16	Parcel ID	16 16
Old Map #	22784		
Legal Description	ADJ TIMES SQUARE		

**ASSESSMENT & TAX**

Assessment Year	2025	2024	2023
Assessed Value - Total	\$276,689	\$276,689	\$276,689
Assessed Value - Land	\$276,689	\$276,689	\$276,689
Market Value - Total	\$276,689	\$276,689	\$276,689
Market Value - Land	\$276,689	\$276,689	\$276,689
YOY Assessed Change (%)	0%	0%	
YOY Assessed Change (\$)	\$0	\$0	
Tax Year	Total Tax	Change (\$)	Change (%)
2023	\$1,937		
2024	\$1,660	-\$277	-14.29%
2025	\$1,660	\$0	0%

**CHARACTERISTICS**

Lot Acres	10.7038	Land Use - County	Commercial/Industrial
Lot Sq Ft	466,258		

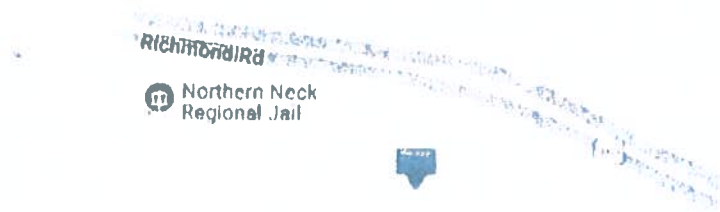
**SELL SCORE**

Value As Of	2026-02-15 06:33:01
-------------	---------------------

**LAST MARKET SALE & SALES HISTORY**

Owner Name	Herbert Family Holdings LLC
------------	-----------------------------

PROPERTY MAP



Some Dimensions are Estimated

100 yards  
Map data ©2026 Google

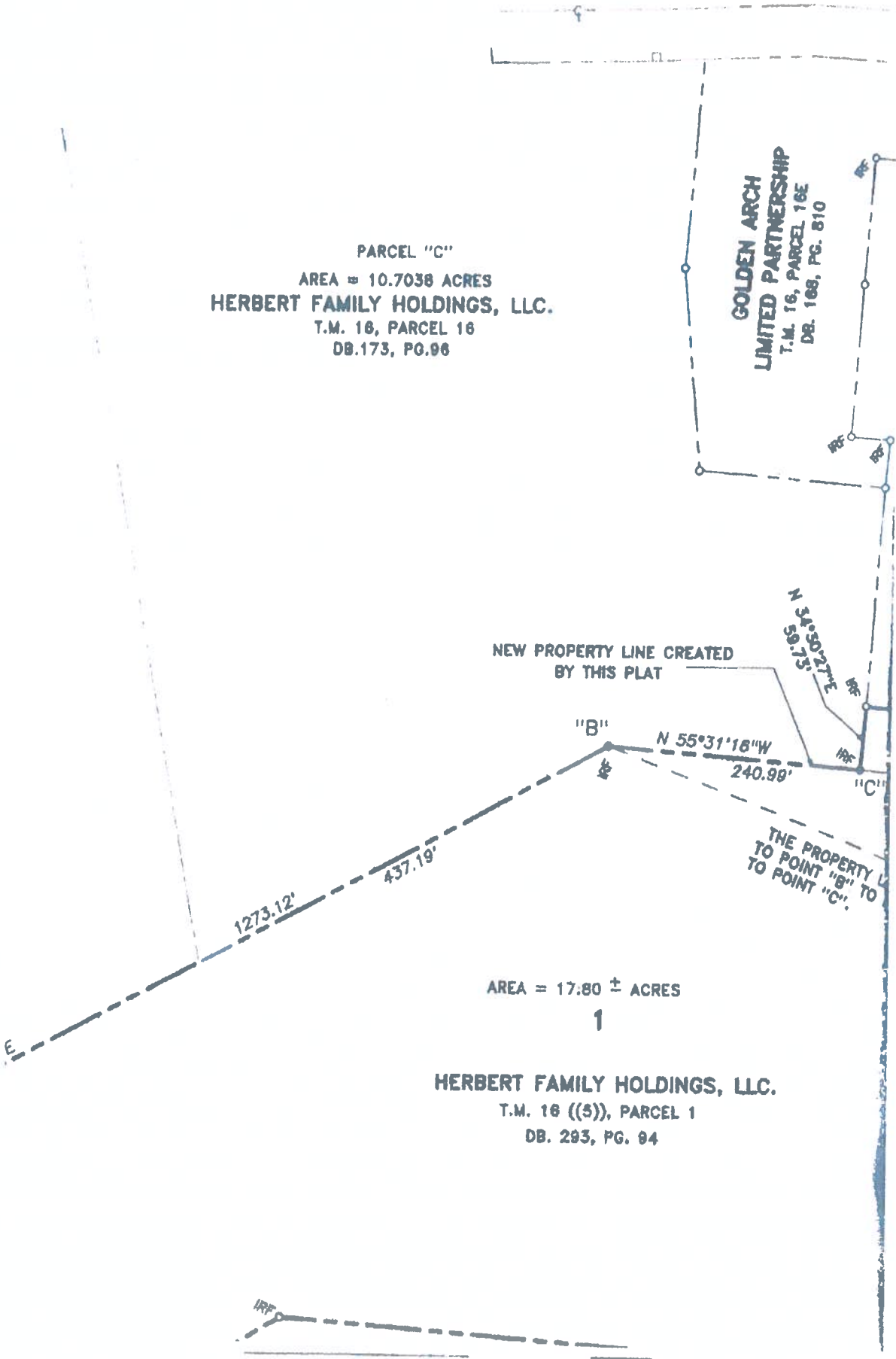


200 yards  
Map data ©2026

8-5-15

DB. 12

Section 8, Item c.



### Application for Business Improvement Grant (BIG)


- 1. Name of Business and/or Property Owner NORTHERN Neck Planning District (Mmms.)
- 2. Address of Property 483 MAIN STREET / 457 MAIN STREET
- 3. Tax Map ID Number \_\_\_\_\_
- 4. Please Describe Improvements  
120' of 6' high CLAY colored PVC fencing.

Requesting \$3046 of \$6,391 TOTAL COST

- 5. Proposed Date for Construction to Begin MARCH 2026
- 6. Proposed Date for Construction Completion MARCH 2026

**\*Please attach current photos, as well as Building Permit and Certificate of Occupancy, if any.**

- 7. Please attach copies of any and all proposals or quotes that evidence cost of improvements

8.  2/13/26  
 Signature of Applicant Date

This Part for Review Comments Only:

FY: 2026 Amount of Recommended Award: \_\_\_\_\_  
 Award Committee Chair Signature: \_\_\_\_\_  
 Date Approved by Council: \_\_\_\_\_  
 Council Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Award Committee Vote: 4 Aye 0 Nay  
 Final Award Amount: \$2,045  
 Clerk/Treasurer Certification: \_\_\_\_\_



**Requirements and Acknowledgments**

**a. Permit**

No building or other structure shall be erected, moved, added to, structurally altered, nor shall any building, structure, or land be developed or changed in use without a signed, issued permit from the Town of Warsaw.

**b. Local, State, Federal Laws**

This application is made subject to ALL local ordinances and State and Federal laws. By signing this application, you hereby agree to any and all applicable laws involving this property and this development. Any inadvertent omission by the Town Zoning Administrator during review and permit does not constitute an illegal waiver of local code.

**c. Revocation and Expiration of Permit**

This permit shall be revoked at any time by the Land Use Administrator if any laws are not followed in accordance with local, state and federal code. This permit shall expire if work has not begun within one (1) year of issuance, or if work has not been completed within two and one half (2.5) years from the date of issuance.

**d. Plan Submission\***

I acknowledge that my permit application will be deemed incomplete without an attached set of plans highlighting all areas of applicable code. This includes any and all developments within Town limits, including accessory structures.

**e. HOA, Proffers, and Covenants**

I acknowledge that I have read and understood all applicable covenants and proffers placed upon my property. Town proffers shall be paid to the Town Treasurer upon submission of this application.

**f. Building Permit**

I understand that before any work begins, a building permit must be obtained from the Richmond County Building Inspector's Office. (101 Court Circle, Warsaw, Virginia 22572)

**g. Easements**

If any structure, temporary or permanent, is placed in any easement, and the Town of Warsaw must do any type of work in that easement, then the structure(s) may be moved at the property owner's expense.

**h. Damages**

I, or we, hereby covenant to restore any and all damages to sidewalks, streets, alleys, sewers, gas mains, and electric installations.

Owner Signature: \_\_\_\_\_ Contractor Signature \_\_\_\_\_

I HEREBY ACKNOWLEDGE THAT I HAVE READ THE AFOREMENTIONED REQUIREMENTS AND DO HEREBY CERTIFY THAT THE DEVELOPMENT WILL CONFORM TO ALL REQUIREMENTS AS SET FORTH WITHIN THIS DOCUMENT AND WITHIN THE TOWN OF WARSAW ZONING ORDINANCE.

Owner Signature: \_\_\_\_\_

Date: 1/20/26

Contractor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**STAFF USE ONLY**

Zoning Fee \$ 30 Paid \_\_\_\_\_ Date \_\_\_\_\_ Receipt Number \_\_\_\_\_ Received By: \_\_\_\_\_

Zoning Permit Approved \_\_\_\_\_ Zoning Permit Denied \_\_\_\_\_

Land Use Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

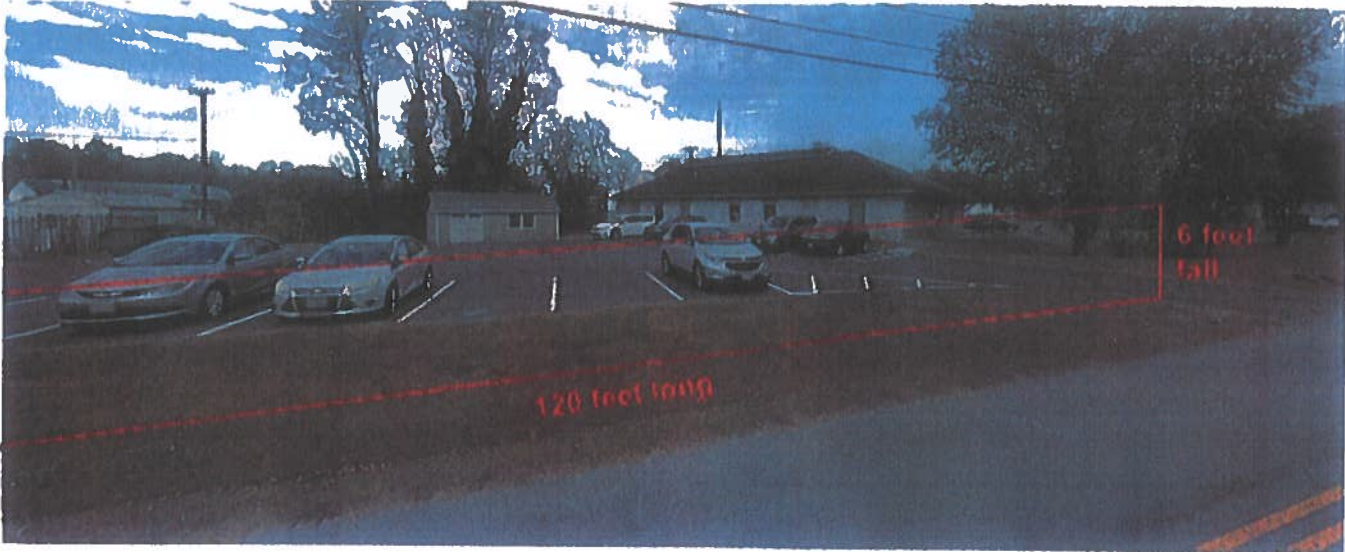
Conditions of Approval:

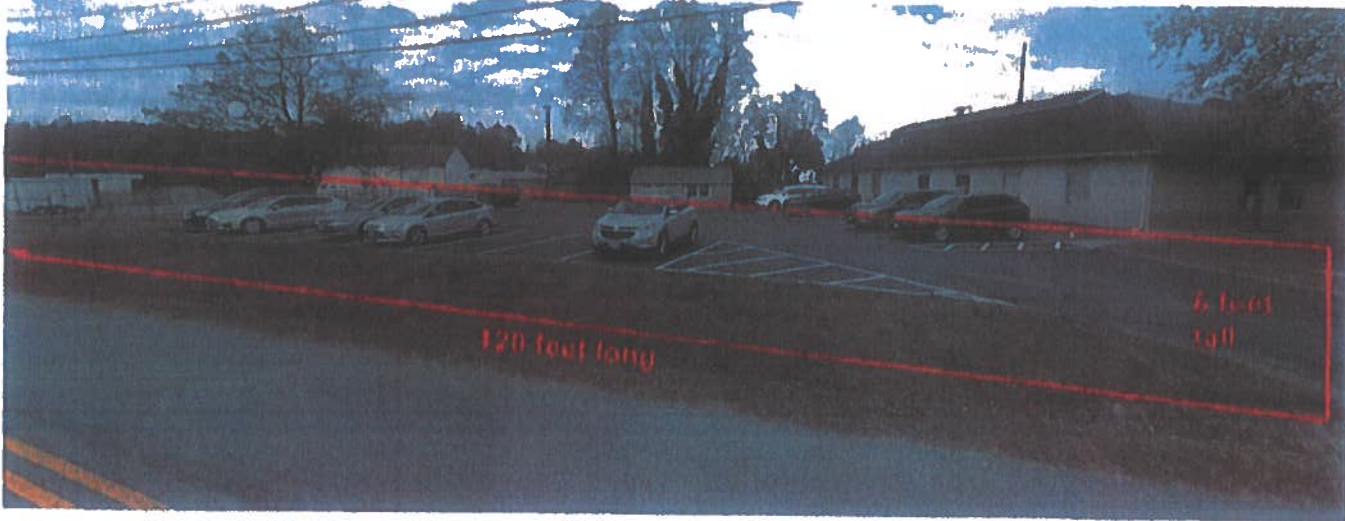
\_\_\_\_\_



# Proposed Fence – Back Parking Lot of the Regional Center in Warsaw, VA

January 12, 2026







# HURRICANE FENCE CO.

P.O. BOX 27527  
RICHMOND, VA 23261  
Phone (804) 353-6030  
Fax (804) 353-6039  
www.hurricanefenceinc.com

## Estimate

Section 8, Item d.

Date 2/4/2026  
Estimator Jeremy Byrd  
Phone 804-920-8242

To: Northern Neck Planning Commission Project Northern Neck Road Fence

Description: Scope of Work	Amount
We propose to furnish & install 120' of 6' high Clay colored PVC fence Dogwood privacy series. All posts are set in concrete foundation.	\$ 6,391.00

### PAYMENT TERMS: NET30

**Note: Any payment made by credit card will be assessed a 2% fee.**

**Standard Exclusions:** Bonding, Electrical Wiring, Surveying and/or Engineered As-Builts, Marking Private Utilities, Grounding of Fence, Excavation in Rock or Concrete, Clearing, Grading, Welding, Removal of Digging Spoils or Existing Fence, Core Drilling, Seeding, Traffic Control, Bollards, Knox Box, Permits, Inspections and Demolition

### NO Retainage To Be Withheld On Temporary Fence Contracts

NOTE: In the event of significant delay or price increase of material occurring during the performance of the contract through no fault of the Contractor, the contract sum, time of performance, and contract requirements shall be equitably adjusted by change order in accordance with the procedures of the contract documents. A change in price of an item of material shall be considered significant when the price of an item increases 2 percent between the date of this contract and the date of installation.

**Note: This proposal may be withdrawn if not accepted within 10 days. PLEASE SIGN AND RETURN.**

Fence shall be erected by skilled mechanics in accordance with the best practice of the trade in accordance with the recommendations of the Chain Link Manufacturers' Institute and ASTM F-567



Hurricane Fence Co. is a SWaM Certified Small Business in State of Virginia



Accepted Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

CONDITIONS: All work shall be completed per specifications in a workmanlike manner according to standard procedures. Any alteration or deviation from specifications involving extra cost will be executed only upon written orders and will become an extra charge over and above the price. Purchaser will be responsible for all permits. Contractor is only obligated by what is written in and on this proposal. No verbal agreements or guarantees shall be considered valid. Purchaser assumes full responsibility for the location of the line upon which fence materials are to be installed or lot or boundary line inside which fence materials are to be installed. Purchaser agrees to defend, hold harmless and indemnify contractor from and against all claims. Any hidden obstacles or underground line which cannot be determined in advance by contractor or purchaser and results in the use of additional labor or equipment may require an extra charge. In the event purchaser defaults on payment or fails to comply with any of the terms or conditions hereof, the full amount shall be immediately due and payable. In the event of default or late payment, past due payments shall be subject to a delinquency charge of 18% per annum. Purchaser agrees to pay reasonable attorney fees and all costs of collection.



# HURRICANE FENCE CO.

P.O. BOX 27527  
RICHMOND VA 23261  
Phone (804) 353-6030  
Fax (804) 353-6039  
www.hurricanefenceinc.com

## Estimate

Date: 1/14/2026  
Estimator: Jeremy Byrd  
Phone: 804-920-8242

To: Northern Neck Planning Commission Project: Northern Neck Road Fence

Description: Scope of Work	Amount
We propose to furnish & install 120' of 6' high galvanized chain link fence with top & bottom rail. All post are set in concrete foundation.	\$ 4,354.00
Fabric - 2 x 9 x 6' kt	
Terminal post - 2.5" ss20 wt	
Line post - 2" ss20 wt	
Rail - ss20 wt	

### PAYMENT TERMS: NET30

**Note: Any payment made by credit card will be assessed a 2% fee.**

**Standard Exclusions:** Bonding, Electrical Wiring, Surveying and/or Engineered As-Builts, Marking Private Utilities, Grounding of Fence, Excavation in Rock or Concrete, Clearing, Grading, Welding, Removal of Digging Spoils or Existing Fence, Core Drilling, Seeding, Traffic Control, Bollards, Knox Box, Permits, Inspections and Demolition

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# DOGWOOD

## by ACTIVEYARDS

This popular style provides you with privacy from post-to-post. The Dogwood by ActiveYards is built to last and features patented GlideLock infill boards that lock tightly together with no gaps. StayStraight rails provide structural durability to help decrease bending or sagging over time. Available in four solid colors and two wood grain options with multiple rail sizes — there is a Dogwood for every taste and budget.

- Patented GlideLock infill boards lock tightly together with no gaps
- Three rail sizes available in four solid colors and two wood grain options
- Made in the USA with Transferable Limited Lifetime Warranty
- Matching walk and drive gates

### SERIES

-  **HAVEN**
-  **HOME**
-  **HARBOR**

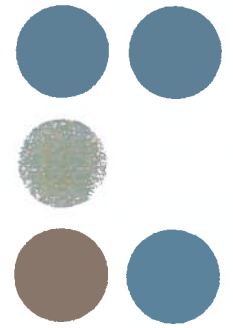
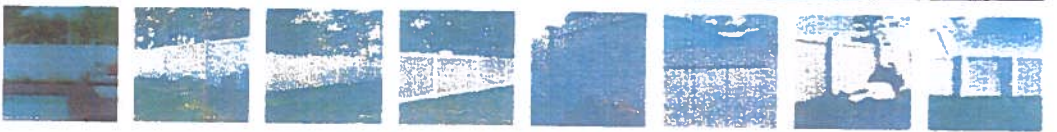
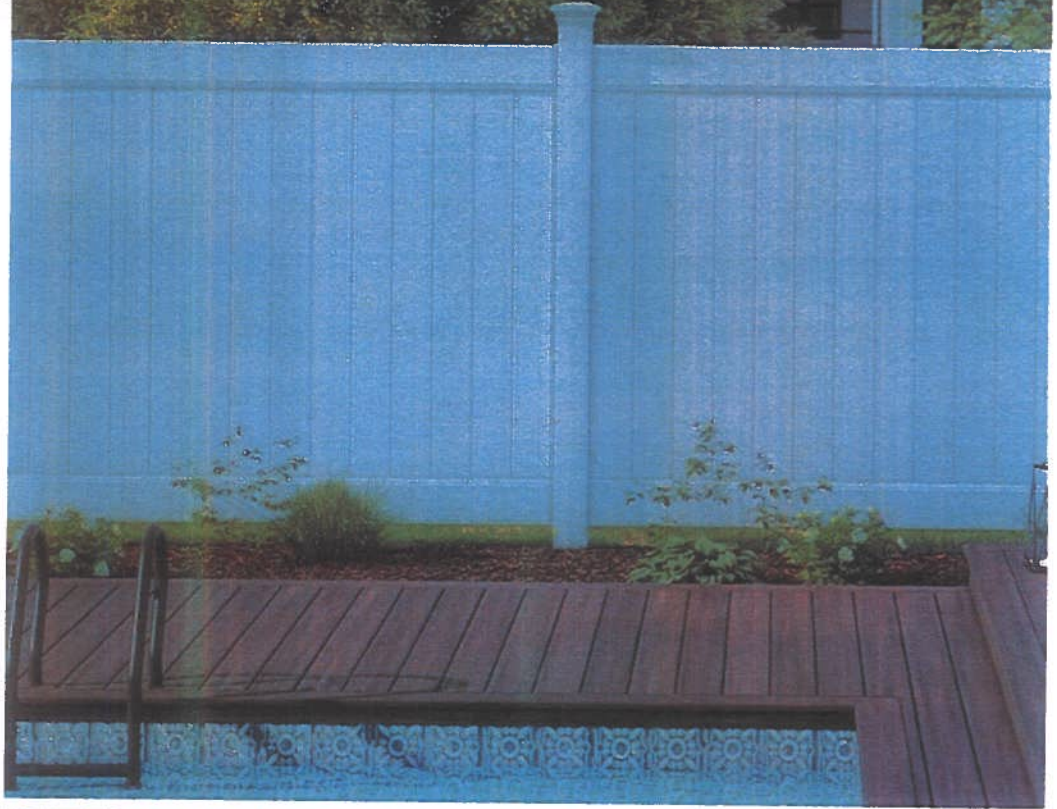
FIND A DEALER (HTTPS://ACTIVEYARDS.COM/FIND-A-DEALER/)  
 FENCE ESTIMATOR (HTTPS://MYFENCE.MYSALESMAN.COM/?PARTNERCODE=07325C7466AB)  
 REGISTRATION (HTTPS://WWW.BARRETTEOUTDOORLIVING.COM/PRODUCT-REGISTRATION/)  
 BLOG (HTTPS://ACTIVEYARDS.COM/BLOG/)

Section 8, Item d.

Activeyards

(https://activeyards.com/)

Resources (https://activeyards.com/resources/)



COLOR

COST

\$\$\$

ACTIVEYARDS

Yes

STAYSQUARE

Yes

STAYSTRAIGHT

Yes

GLIDELOCK

Yes

PANEL SIZE

4'x8', 5'x8', 6'x8',  
8'x6'



**FIND A DEALER  
(HTTPS://ACTIVEYARDS.COM  
A-DEALER/)**

# ***INGENUITIES***



SOLARGUARD®

STAYSQUARE®

STAYSTRAIGHT®

Section 8, Item d.

SolarGuard is a material composition that provides fade resistance\* so that your vinyl products will look good for years to come. \*Does not apply to white vinyl products

The StaySquare patented gate design with internal gate pockets, provides structural integrity that decreases sagging and bending over the years.

StayStraight is a unique material composition within vinyl fence rails that provides structural durability helping to decrease bending or sagging over time. \*Does not apply to all products



### GLIDELOCK®

GlideLock is a patented connecting system that locks vinyl infill boards tightly together to create a panel without any gaps.

# SERIES



### HAVEN SERIES BEST

Our Haven Series has got it all — our patented ingenuities, decorative reinforced rails along with more color and



### HOME SERIES BETTER

Our Home Series utilizes our most popular styles and colors for any fencing solution. The Home Series gives you some of the



### HARBOR SERIES BASIC

Even without our ActiveYards patented ingenuity technologies, our Harbor Series is easily still on par with our competition's

size options. These panels are as strong as steel and sturdy as they come and sacrifice nothing when it comes to style. little added flair for affordability — without compromising on strength and function.

Section 8, Item d.

<https://activeyards.com/product-category/fencing/> [Ways To Shop \(https://activeyards.com/ways-to-shop/\)](https://activeyards.com/ways-to-shop/) [Shop by Solution \(https://activeyards.com/fencing-solutions/\)](https://activeyards.com/fencing-solutions/) [Resources \(https://activeyards.com/resources/\)](https://activeyards.com/resources/)  
<https://activeyards.com/> [About Us \(https://activeyards.com/about-us/\)](https://activeyards.com/about-us/)



## WHERE TO BUY (/FIND-A-DEALER/)

## REQUEST A QUOTE (/FREE-QUOTE/)

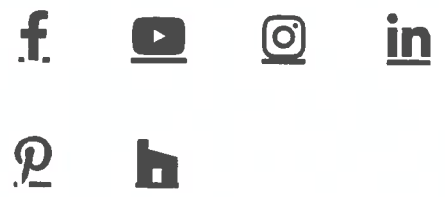
Find an authorized ActiveYards Dealer

Find the right ActiveYards product today

(<https://activeyards.com/product-category/fencing/>) Ways To Shop (<https://activeyards.com/ways-to-shop/>)  
Shop by Solution (<https://activeyards.com/fencing-solutions/>) Resources (<https://activeyards.com/resources/>)  
**RESOURCES ([HTTPS://59AF139BD4.NXCLI.IO/RESOURCES/](https://59AF139BD4.NXCLI.IO/RESOURCES/))**



## CONNECT WITH US ON SOCIAL MEDIA



1-888-549-7350

**Email Us**  
**(mailto:cs.activeyards@barretteoutdoorliving.com)**

545 Tilton Road, Egg Harbor City, NJ 08215  
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## NAVIGATE

- Get Started**
  - [Shop by Solution \(https://activeyards.com/fencing-solutions/\)](https://activeyards.com/fencing-solutions/)
  - [Ways to Shop \(https://activeyards.com/ways-to-shop/\)](https://activeyards.com/ways-to-shop/)
- Resources**
  - [FAQs \(https://activeyards.com/faq/\)](https://activeyards.com/faq/)
  - [Installation \(https://activeyards.com/resources/\)](https://activeyards.com/resources/)
  - [Product Registration \(https://www.barretteoutdoorliving.com/product-registration\)](https://www.barretteoutdoorliving.com/product-registration)
- Dealers**
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  - [Become a Pro Partner \(https://activeyards.com/pros/\)](https://activeyards.com/pros/)
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