

Town of
WARSAW
Heart of Virginia's Northern Neck

Town Council Meeting Agenda

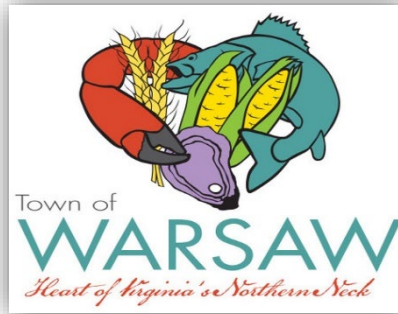
April 09, 2026 at 6:00 PM

Council Chambers - 78 Belle Ville Lane

www.townofwarsaw.com

1. **Special Presentation - RCVFD, Warsaw Town Council, RC Board of Supervisors - Dedication of New Fire Engine**
2. **Call to Order**
3. **Pledge of Allegiance**
4. **Approval of Consent Agenda**
 - [a.](#) Agenda
 - [b.](#) Minutes – March 2026
 - [c.](#) Financial Report – March 2026
5. **Public Hearing -**
 - [a.](#) **Conditional Use Permit Application - Storage Unit Facility & Commercial Pad Site - Tax Map 16-16**
6. **Public Comment**
7. **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
8. **Old Business**
 - [a.](#) Project Updates
 - i. DHCD Housing Project
 - ii. 74 Main Street
 - [b.](#) Cannabis Ordinance – Proposed Amended Language & Discussion – Issuance of New Public Hearing Date (5/7/26 P.C. & 5/14/26 T.C.)
9. **New Business**
 - [a.](#) Conditional Use Permit Application - Storage Unit Facility & Commercial Pad Site - Tax Map 16-16
 - [b.](#) Budget Presentation - FY 2026-2027
10. **Council Members - Closing Comments**

11. Adjournment



Town Council Agenda

April 9th, 2026 – 6:00 P.M.

1. Special Presentation – Richmond County Volunteer Fire Department, Warsaw Town Council, Richmond County Board of Supervisors – Dedication of New Fire Engine
2. Call to Order
3. Pledge of Allegiance
4. Approval of Consent Agenda
 - a. Agenda
 - b. Minutes – March 2026
 - c. Financial Report – March 2026
5. Public Hearing – Conditional Use Permit Application – Storage Unit Facility & Commercial Pad Site – Tax Map 16-16
6. Public Comment
7. 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
8. Old Business
 - a. Project Updates
 - i. DHCD Housing Project
 - ii. 74 Main Street
 - b. Cannabis Ordinance – Proposed Amended Language & Discussion – Issuance of New Public Hearing Date (5/7/26 P.C. & 5/14/26 T.C.)
9. New Business
 - a. Conditional Use Permit Application – Storage Unit Facility & Commercial Pad Site – Tax Map 16-16
 - b. Budget Presentation – FY 2026 - 2027
10. Council Members - Closing Comments
11. Adjournment

MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING
MARCH 12, 2026

The Warsaw Town Council held its regular meeting on Thursday, March 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, Patrick Stone, and Ralph Self. Council members absent: Bobby Walters and Daphne Palmore.

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

Also present: Approximately two 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

Mayor Phelps presented the agenda and requested the addition of an Art Center discussion under New Business. A motion was made by Councilman English, seconded by Ralph Self, and carried with the following votes.

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

PUBLIC HEARING

Mayor Phelps opened the public hearing to receive public comments on proposed amendments to the Town’s Charges, Rates, and Fee Schedule. Proper notice of the hearing was confirmed in accordance with the Code of Virginia by Mr. Quesenberry. No members of the public came forward to speak, and the public hearing was closed by Mayor Phelps.

The Town Manager provided a detailed overview of the proposed amendments, noting that the most significant changes involved connection fees for new development and modest increases to monthly water and sewer rates. He explained that the increases were necessary due to declining usage and reduced revenues and emphasized that the proposed FY2027 budget does not include any tax increases or increases to trash

collection fees. Council discussed the importance of implementing gradual increases to avoid significant future adjustments and maintaining financial stability within the utility funds.

Councilman Stone moved to approve the proposed amendments to the fee schedule as presented. The motion was seconded by Councilman Self and carried with the following votes.

Randall L. Phelps	Aye	Paul Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Nay
Ralph Self	Aye	Patrick Stone	Aye

REPORTS

MAYOR'S REPORT

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

TOWN MANAGER'S REPORT

Mr. Quesenberry reported that the Town will host a fire engine dedication ceremony at the April 9, 2026, meeting. He provided an overview of the FY2027 budget preparation process, noting that the budget is balanced and includes contributions to reserves without increasing taxes. He addressed delays in personal property tax billing due to the County’s software transition and stated that bills are expected to be issued later in the spring. Additional updates included ongoing economic development initiatives, meetings with prospective developers, and preparation for the Rappahannock Community College groundbreaking ceremony scheduled for March 24, 2026. He also reported progress on the basketball court improvement project. A copy of the Town Manager’s report has been attached to these minutes as Attachment 1.

PUBLIC COMMENT

Mr. Quesenberry read a letter from Mr. Bob Warren of Lee Avenue regarding the tractor-trailers and the use of jake brakes in Town. A copy of the letter 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. Lieutenant Barry Radden reported that operations remain steady with no unusual incidents. Staff morale remains strong and the department continues to operate efficiently.

PUBLIC WORKS REPORT

The Director of Public Works, Jesse Schools, reported that wastewater and water systems continue to operate within permitted limits. Water loss for the month was approximately 3%, and two main water breaks were repaired. Staff completed routine maintenance, landfill operations, and equipment preparation for the upcoming season. All regulatory reporting requirements were met.

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: The Economic Development Committee met to discuss the Business Improvement Grant application from the Northern Neck Planning District Commission proposing chain link fencing. However, vinyl fencing incurs an increased cost of \$2,046.00, and the NNPDC is requesting the cost difference. The committee is in favor of the request and recommends approval.

Councilman Stone moved to approve the Business Improvement Grant application from the Northern Neck Planning District Commission in the amount of \$2,046.00. 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
Ralph Self	Aye	Patrick Stone	Aye

PLANNING COMMISSION: No new business.

NORTHERN NECK REGIONAL JAIL REPORT: The population report was provided in the Town Council packet. The pharmacy audit at the jail concluded that no issues were found. Additionally, Town Council members should have received their invitations to the annual jail board dinner. Due to conflicts, the date has been changed to 4/14/2026.

Vice-Mayor Yackel reviewed the proposed NNRJ FY27 budget and noted that the facility remains self-sustaining and does not require local funding contributions. Vice Mayor Yackel made a motion to approve the proposed FY27 budget for NNRJ. The motion was seconded by Councilman Stone and carried the following votes.

Randall L. Phelps	Aye	Paul Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Abstain
Ralph Self	Aye	Patrick Stone	Aye

OLD BUSINESS

DHCD Housing Update: Mrs. Coates reported that the housing projects are nearing completion with the utility to be hooked up by Dominion Energy. The Belle Ville construction is scheduled for 3/18/2026 completion date.

74 Main Street Project: Mr. Quesenberry reported that Architects of Record were on site at 74 Main and reviewed what has been completed. Additionally, Mr. Quesenberry met with the Bond Agency.

Cannabis Ordinance: Mr. Quesenberry reported that he is tracking legislation in the General Assembly, regarding Cannabis Ordinances. Mr. Quesenberry reviewed the ordinance stating that the Conditional Use Permit has been approved in the C2-C3 zone, with no Sunday hours permitted.

A motion to schedule the public hearing for April 9th at 6:00PM regarding the Cannabis Ordinance was motioned by Councilman Stone. The motion was seconded by Councilwoman Bryant and carried the following votes.

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

NEW BUSINESS

Art Center: Mayor Phelps reviewed the Arts Center previous proposals before inviting Mrs. Brenda Pemberton to speak on behalf of the Arts Center. Mrs. Pemberton stated that efforts have been put forth to explore options for a cultural center in Downtown Warsaw. Discussions included achieving 501 statuses, a developed budget-forecasting of \$35,000, and the grant must be submitted by 4/1/2026. Mrs. Pemberton requested that the Town reallocate \$4,500 out of the budget to the Arts Center Group.

Mr. Quesenberry recommended that Council move forward with the proposal, with Mayor Phelps stating he wants oversight over the project. A motion to earmark \$4,500 for the Arts Center release of funds in FY27 contingent upon the Art Center being located within Town limits was motioned by Councilman Stone. The motion was seconded by Councilman Self and carried the following votes.

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

Legal and Tax Collections: Council considered an ordinance to allow recovery of legal and collection costs associated with delinquent accounts. Councilman Self moved to adopt the ordinance to allow for recovery of legal fees for collection costs as presented. The motion was seconded by Councilman Stone and carried the following votes.

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

Main Street Program: Councilman Stone presented a resolution of support to reestablish the Main Street Program and enable grant eligibility. Councilman Self moved to authorize Mr. Quesenberry to sign the resolution. The motion was seconded by Councilwoman Bryant and carried the following votes.

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

Public Hearing for Conditional Use Permit: Mr. Quesenberry reviewed the application and purpose of the conditional use permit for the proposed storage facility. Concerns were raised regarding proximity to the Regional Jail and potential security implications. Staff noted that conditions could be imposed through the permit process. Councilman Stone moved to set the Public Hearing for 4/9/2026 at 6:00 PM by Councilman Stone. The motion was seconded by Councilman Self and carried the following votes.

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

Budget Work Session: Councilman Stone moved to schedule a budget work session for 3/24/2026 at 12:00 PM. The motion was seconded by Councilman English and carried the following votes.

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

CLOSING COMMENTS:

- Mayor Phelps stated that it was a busy year ahead with Amazon and Housing developments.

- Councilman English stated that it was a great meeting and expressed gratitude to the Town staff.
- Councilwoman Bryant expressed that it was an interesting meeting.
- Councilman Self thanked Mrs. Pemberton for her presentation behind the Arts Center project for his grandchildren. Additionally, Councilman Self is looking forward to the Jail Board dinner.
- Councilman Stone stated that he is glad the weather is improving.
- Vice-Mayor Yackel expressed concern for the speed limit in residential areas, as people are flying on residential streets in Town.

There being no further business, the meeting was adjourned at approximately 7:22 PM.



Submitted by: Julia Blackley-Rice, Clerk



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 30th. 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 medical 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 24th 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.

Melissa Coates

From: Rob Warren <bobwar01@gmail.com>
Sent: Wednesday, March 11, 2026 2:24 PM
To: Melissa Coates
Subject: Tractor Trailer Engine (jake) Brakes in Warsaw City Limits

Sir: I would like you to address and set fines for use of Engine brakes within the Warsaw town limits. The noise is not only a nuisance but a health hazard for not only people living within blocks, not to mention right on 360, but also the folks driving on 360. I live on Lee Ave 1 house from 369 in a well built brick home and the vibration rattles my windows. I have to straighten pictures on the walls on a daily basis. I have never lived or traveled through a town or city where there was not an ordinance prohibiting the use of these Engine (jake) brakes along with straight exhaust . Please address this serious issue.

Sincerely ,
Bob Warren
60 Lee Ave
Warsaw 22572

Warsaw Police Department

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 4, Item b.



From the desk of Chief Sean L. Peterson

Section III: Traffic 74

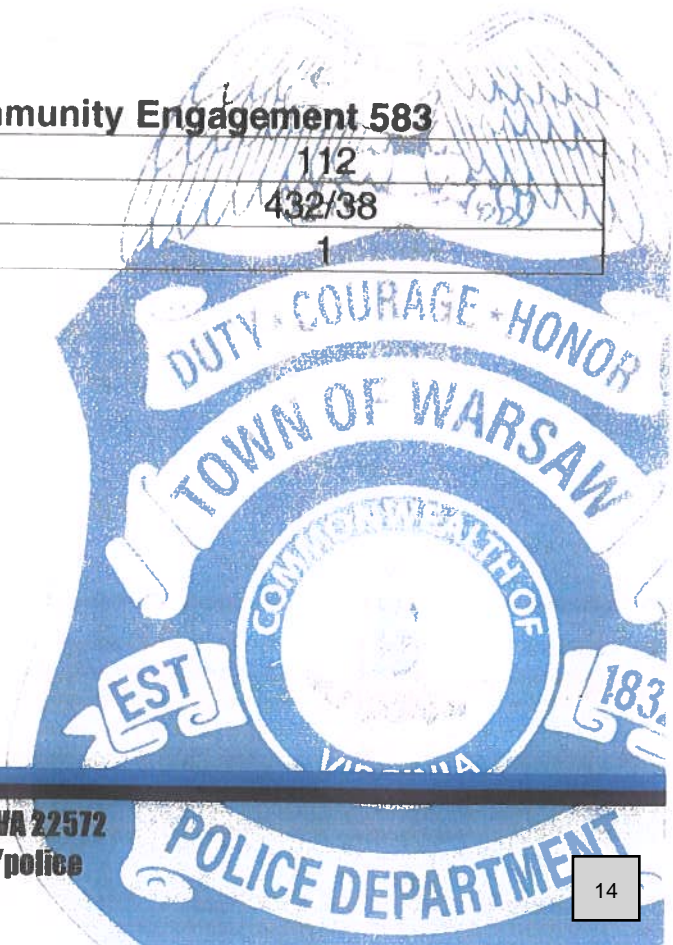
Driving on Suspended/Revoked License	1
Reckless Driving	0
Distracted Driving	5
Speeding	31
Expired Inspection	8
Seatbelt	4

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



Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

Julia Blackley - Rice
Treasurer & Clerk

Sean E. Peterson
Chief of Police

Sarah Anderson Law
Town Attorney



Town of
WARSAW
Heart of Virginia's Southern Neck

Attachment 4

COUNCIL MEM

Section 4, Item b.

Randall E. Phelps - Mayor

Paul G. Yackel - 1st Mayor

Mary Beth Bryant

Jonathan English

Daphne Edmore

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>

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.

Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

Julia Buckley - Rice
Treasurer & Clerk

Sean L. Peterson
Chief of Police

Sands Anderson Law
Town Attorney



COUNCIL MEMO

Section 4, Item b.

Randall L. Phelps - Mayor

Paul G. Yackel - 1st Mayor

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>

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 3rd 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 4, 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 = **5,768,100 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!

Minutes
Warsaw Town Council
Budget Work Session Meeting
March 24, 2026

The Warsaw Town Council held its budget work session meeting on Tuesday, March 24, 2026, at 12:00 p.m. in Council Chambers at 78 Belle Ville Lane, Warsaw, VA. Council members Present: Mayor Randall L. Phelps, Daphne Palmore, Mary Beth Bryant, Patrick Stone and Ralph Self.

Council member absent: Bobby Walters, Jonathan English, and Paul Yackel

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

Budget Overview and Revenues: Mayor Phelps opened the work session. Mr. Quesenberry presented the proposed budget, beginning with an overview of general fund revenues line by line. Revenue projections were prepared conservatively, with modest adjustments to permits and fees, solid waste revenues, and business licenses. Real estate tax revenue was held steady with slight anticipated growth due to development. Personal property tax remained uncertain due to county delays. Meals tax revenues continued to perform well, while lodging tax showed slight decline. Adjustments were also made to correct prior sales tax allocation errors.

General Fund Expenditures: Mr. Quesenberry reviewed expenditures, including proposed salary increases of 3% for employees earning over \$50,000 and 5% for those earning less than \$50,000. Health insurance costs increased by 12%, following a similar increase in the prior year. Administrative costs included technology, building maintenance, and capital improvements such as facility upgrades and equipment replacement.

Police Department: The Police Department budget was reviewed, including personnel costs, equipment, and vehicle operations. The department continues to operate efficiently within budget constraints. A new police vehicle purchase was discussed with potential grant funding to offset costs.

Public Works and Public Service: Public service operations, including trash collection, street maintenance, and beautification, were discussed. Projects include continued

sidewalk improvements and downtown beautification efforts. Operational and equipment costs were reviewed in detail.

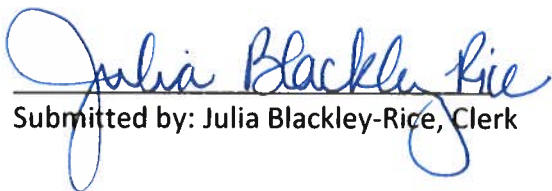
Contributions: Council reviewed contributions to outside agencies. Most remained level funded. The Warsaw Volunteer Fire Department requested an additional \$5,000. Council agreed to increase the contribution by \$2,500, with the remaining amount not approved at this time.

Debt Service and Reserves: Debt service obligations were reviewed, including equipment and vehicle financing. The Town continues to maintain manageable debt levels. The proposed budget includes increased funding to reserves, with approximately \$50,000 allocated to the general fund.

Enterprise Funds: The water and wastewater funds were reviewed. Rate adjustments were implemented to stabilize revenues. Expenses include infrastructure maintenance, equipment, and regulatory compliance. Wastewater costs increased due to chemicals, lab testing, and engineering services. Staff reported significant savings in maintenance during the current fiscal year.

Summary and Direction: Council expressed consensus with the proposed budget and agreed to proceed with the outlined adjustments. Staff will prepare the budget for public presentations in April, followed by a public hearing and adoption in June. The budget highlight included the 3/5% raise for employees and health insurance coverage.

Adjournment: There being no further business, the meeting was adjourned at approximately 1:12 p.m.


Submitted by: Julia Blackley-Rice, Clerk

Budget vs Actual

Town of Warsaw
4/8/2026 9:49:33 AM

Period Ending 3/31/2026

10 GENERAL FUND	Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
	Revenues							
	10-300-0000 PERMITS & FEES	3,000	0.00	1,230.00	1,290.00	2,295.00	(705.00)	77%
	10-301-0000 S W USER FEE - COMMERCIAL	180,000	0.00	17,263.50	46,846.77	145,524.77	(34,475.23)	81%
	10-301-5000 SW USER FEE - RESIDENTIAL	89,000	0.00	7,320.00	21,900.00	66,330.00	(22,670.00)	75%
	10-305-0000 REAL ESTATE TAXES	280,000	0.00	(38.52)	2,491.70	248,393.92	(31,606.08)	89%
	10-306-0000 PERSONAL PROPERTY TAXES	170,000	0.00	323.72	323.72	1,721.72	(168,278.28)	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	64,129.69	155,167.52	167,087.80	27,087.80	119%
	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	8,501.06	28,207.52	127,529.63	7,529.63	106%
	10-326-0000 MEALS TAX	675,000	0.00	51,704.76	162,996.39	545,989.24	(129,010.76)	81%
	10-327-0000 LODGING TAX	42,000	0.00	2,135.65	9,702.26	29,678.46	(12,321.54)	71%
	10-328-0000 CIGARETTE TAX	80,000	0.00	5,582.31	18,608.93	59,558.23	(20,441.77)	74%
	10-330-0000 FINES	35,000	0.00	4,835.09	11,296.98	39,486.08	4,486.08	113%
	10-345-0000 INTEREST INCOME/GEN	25,000	0.00	694.68	2,000.45	11,259.14	(13,740.86)	45%
	10-355-0000 LAW ENFORCEMENT ASS'T	34,500	0.00	0.00	10,840.00	32,520.00	(1,980.00)	94%
	10-360-0000 UTILITY/CONSUMPTION TX	15,000	0.00	715.63	5,519.04	13,194.82	(1,805.18)	88%
	10-361-0000 COMMUNICATIONS TAX	29,000	0.00	2,386.14	7,266.70	22,309.48	(6,690.52)	77%
	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	0.00	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	3,000.00	6,000.00	6,000.00	
	10-390-0000 MISC./INCOME	4,000	0.00	0.00	1,393.87	1,961.75	(2,038.25)	49%

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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	0.00	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%
	10-390-0980 GRANT - VTC TOURISM (REVENUE)	0	0.00	4,993.26	4,993.26	4,993.26	4,993.26	
	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	1,007.67	1,007.67	2,141.40	(858.60)	71%
	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	972.54	3,171.33	10,015.38	(1,984.62)	83%
	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	3,500.00	3,500.00	3,500.00	(1,500.00)	70%
	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	178,007.18	787,522.13	2,376,911.80	(714,523.20)	77%
	Expenses							
	10-420-0200 SALARIES/ADM	389,000	0.00	30,769.61	93,264.62	302,403.25	86,596.75	78%
	10-420-0201 OT/BONUS - ADMIN	8,000	0.00	0.00	123.27	12,814.25	(4,814.25)	160%
	10-420-0500 PAYROLL TAXES/ADM	30,000	0.00	2,310.76	7,049.82	23,750.71	6,249.29	79%
	10-420-0600 SHORT&LONG TERM DISABILITY	2,200	0.00	127.84	383.52	1,150.56	1,049.44	52%
	10-420-0700 RETIREMENT-LI/ADM	43,000	0.00	3,646.58	10,825.72	31,759.93	11,240.07	74%
	10-420-0900 MEDICAL INS/ADM	60,360	0.00	10,060.00	20,120.00	49,815.00	10,545.00	83%

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10 GENERAL FUND	Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
	10-420-1000 EDUCATION/PROF DEVELOPMT	15,000	0.00	195.00	4,122.72	11,230.79	3,769.21	75%
	10-420-1100 TELEPHONE/OFFICE	8,000	0.00	0.00	1,434.20	5,427.92	2,572.08	68%
	10-420-1300 ELECTRICITY/OFFICE	5,000	0.00	352.88	1,408.23	3,468.20	1,531.80	69%
	10-420-1400 MTGS/CONFERENCES/ADM	8,000	0.00	0.00	2,575.69	10,575.69	(2,575.69)	132%
	10-420-1500 BLDGS/GROUNDS/MAINTENANCE	20,000	0.00	164.58	545.76	4,473.99	15,526.01	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	0.00	4,213.66	8,692.66	6,807.34	56%
	10-420-2300 LEGAL SERVICES	25,000	0.00	5,089.50	3,430.50	18,448.10	6,551.90	74%
	10-420-2600 ADVERTISING	30,000	0.00	3,650.00	9,226.70	34,047.61	(4,047.61)	113%
	10-420-3100 AUTO O/M-ADM EXPENSE	5,500	0.00	230.62	426.76	2,033.58	3,466.42	37%
	10-420-3200 OFFICE SUPPLIES	18,000	0.00	2,581.86	5,688.23	21,492.44	(3,492.44)	119%
	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	2,259.08	4,225.65	16,020.80	3,979.20	80%
	10-420-3450 COMPUTER O/M	6,500	0.00	0.00	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	4,454.60	4,454.60	14,287.00	4,213.00	77%
	10-420-5500 COUNCIL EXPENSE	15,000	0.00	6,348.00	8,963.12	13,970.31	1,029.69	93%
	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	212.11	1,387.68	6,202.74	2,797.26	69%
	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	26,800.00	32,068.00	(5,068.00)	119%
	10-420-5950 ECONOMIC DEVELOPMENT - BUSINESS LOANS	0	0.00	0.00	0.00	20,000.00	(20,000.00)	

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10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-420-6100 TIMBER HARVESTING	5,000	0.00	0.00	0.00	0.00	5,000.00	
ADMINISTRATION Totals:	817,710	0.00	73,053.02	211,915.41	649,450.40	168,259.60	79%

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10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-510-0200 SALARIES/WPD	332,000	0.00	24,667.84	74,627.65	247,748.12	84,251.88	75%
10-510-0201 OT/BONUS - WPD	12,000	0.00	0.00	2,298.77	21,392.36	(9,392.36)	178%
10-510-0500 PAYROLL TAXES/WPD	25,500	0.00	1,889.04	5,853.77	20,667.06	4,832.94	81%
10-510-0600 SHORT&LONG TERM DISABILITY	1,800	0.00	214.80	644.40	1,902.14	(102.14)	106%
10-510-0700 RETIREMENT/LI/WPD	36,000	0.00	3,447.37	9,843.51	28,567.50	7,432.50	79%
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	6,036.00	12,072.00	30,701.00	5,799.00	84%
10-510-1000 PROFESSIONAL DEVELOP/WPD	4,000	0.00	0.00	740.82	1,319.37	2,680.63	33%
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	897.33	1,186.35	2,665.08	(665.08)	133%
10-510-2100 Grounds/Maintenance - WPD	10,000	0.00	0.00	44.45	10,352.05	(352.05)	104%
10-510-3100 AUTO O/M-WPD	24,000	0.00	1,074.47	3,815.68	15,226.12	8,773.88	63%
10-510-3200 UNIFORMS/SUPPLIES/WPD	8,000	0.00	210.28	492.41	4,654.26	3,345.74	58%
10-510-3210 POLICE SUPPLIES	15,000	0.00	912.00	912.00	3,207.00	11,793.00	21%
10-510-3220 OFFICE SUPPLIES	10,000	0.00	138.17	1,032.23	4,234.53	5,765.47	42%
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	1,822.48	7,298.96	21,540.72	(1,540.72)	108%
10-510-3500 TELECOMMUNICATIONS	10,000	0.00	0.00	1,552.56	6,644.39	3,355.61	66%
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	
10-510-3604 GRANT - JUSTICE BYRNE	0	0.00	2,627.33	2,627.33	2,627.33	(2,627.33)	
10-510-3605 GRANT - WELLNESS	0	0.00	0.00	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	544.67	631.88	3,383.75	(3,383.75)	
10-510-3712 Police Radios/Reserves	2,000	0.00	0.00	0.00	0.00	2,000.00	

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10 GENERAL FUND	Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
	10-510-4100 POLICE BODY CAMERAS	6,286	0.00	0.00	0.00	0.00	6,286.00	
	10-510-4200 POLICE ACADEMY	2,300	0.00	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	4,454.60	4,454.60	14,287.00	4,213.00	77%
	10-510-6000 CIP - WPD (CARS)	65,000	0.00	0.00	0.00	55,609.78	9,390.22	86%
	WARSAW POLICE DEPT Totals:	732,136	0.00	48,936.38	138,183.31	509,699.38	222,436.62	70%

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10 GENERAL FUND		Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Description								
10-550-0200 SALARIES/PS		238,000	0.00	15,541.87	49,501.98	178,774.63	59,225.37	75%
10-550-0201 OT/BONUS - PS		13,000	0.00	39.68	624.44	16,856.36	(3,856.36)	130%
10-550-0500 PAYROLL TAXES/PS		18,500	0.00	1,197.37	3,874.13	15,017.12	3,482.88	81%
10-550-0600 SHORT&LONG TERM DISABILITY		1,100	0.00	62.65	187.95	542.99	557.01	49%
10-550-0700 RETIREMENT/LI/PS		20,500	0.00	1,683.20	5,049.60	14,565.59	5,934.41	71%
10-550-0900 MEDICAL INS/PS		48,288	0.00	8,048.00	16,096.00	39,234.00	9,054.00	81%
10-550-1100 TELEPHONES - PUBLIC SERVICE		3,514	0.00	168.32	789.34	2,896.68	617.32	82%
10-550-1300 ELECTRICITY-TOWNPARK		3,500	0.00	1,482.89	2,004.49	4,394.38	(894.38)	126%
10-550-1700 REPAIRS/TRASH TRUCK		20,000	0.00	5,777.32	7,147.81	15,249.58	4,750.42	76%
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	399.00	399.00	2,989.85	510.15	85%
10-550-3100 OPERATION/TRASH TRK		29,000	0.00	2,015.58	6,859.23	22,635.31	6,364.69	78%
10-550-3150 VEHICLE M&O/PS		10,000	0.00	442.66	1,775.11	7,744.17	2,255.83	77%
10-550-3200 UNIFORMS/ETC		1,500	0.00	52.00	224.39	1,072.89	427.11	72%
10-550-3300 EQPT/SUPPLIES/PS		2,500	0.00	95.88	336.18	3,275.71	(775.71)	131%
10-550-3400 SAFETY EQUIPMENT		1,000	0.00	127.90	178.14	399.75	600.25	40%
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	527.84	8,768.11	44,188.58	(4,188.58)	110%
10-550-3800 STREET LIGHTS		35,000	0.00	337.07	6,884.79	30,292.83	4,707.17	87%
10-550-3850 SIDEWALKS		30,000	0.00	0.00	8,147.17	10,334.44	19,665.56	34%
10-550-3900 ILIGHTING/CHRISTMAS		4,000	0.00	0.00	201.83	1,754.87	2,245.13	44%
10-550-3950 P/S SNOW REMOVAL		250	0.00	0.00	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	50,549.00	87,719.20	536,776.50	13,223.50	98%

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(EXPENSE)								
	10-550-5300 INSURANCE/RISK	18,500	0.00	4,454.60	4,454.60	14,287.00	4,213.00	77%
	MANAGEMENT - PUBLIC SERVICE							
	10-550-5500 MISCELLANEOUS/PARK	6,500	0.00	185.28	469.15	2,878.04	3,621.96	44%
	10-550-5700 MISCELLANEOUS/PS	1,500	0.00	106.78	540.31	1,474.94	25.06	98%
	10-550-6100 THE SADDLERY	5,000	0.00	1,197.79	1,836.34	4,271.66	728.34	85%
	10-550-6200 THE BOUNDS	30,000	0.00	1,440.35	2,861.09	10,142.20	19,857.80	34%
	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	0.00	450.00	18,350.22	(18,350.22)	
	10-550-6600 74 MAIN STREET	0	0.00	50.82	110.83	1,652.24	(1,652.24)	
	PUBLIC SERVICE Totals:	1,301,652	0.00	95,983.85	218,055.04	1,023,213.79	278,438.21	79%

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Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10 GENERAL FUND							
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	2,046.00	2,046.00	12,046.00	(2,046.00)	120%
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	500.00	712.00	1,505.90	494.10	75%
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	2,546.00	2,758.00	70,918.80	(7,218.80)	111%

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10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-650-5000 SPECIAL EVENTS (EXPENSE)	40,000	0.00	94.50	26,637.22	74,555.16	(34,555.16)	186%
Totals:	40,000	0.00	94.50	26,637.22	74,555.16	(34,555.16)	186%

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10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-820-0000 TRANSFER TO WASTEWATER	0	0.00	0.00	682.30	682.30	(682.30)	(682.30)
WASTEWATER DEPT Totals:	0	0.00	0.00	682.30	682.30	(682.30)	(682.30)

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10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-998-0001 CAPITAL OUTLAYS	0	0.00	10,420.00	21,520.84	96,923.03	(96,923.03)	
CAPITAL ITEM EXPENSE Totals:	0	0.00	10,420.00	21,520.84	96,923.03	(96,923.03)	

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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	4,863.00	14,589.00	4,863.00	75%
10-999-0002	POLICE CARS DEBT (5 YRS)	11,065	0.00	923.00	2,769.00	8,307.00	2,758.00	75%
10-999-0003	STORMWATER FACILITY DEBT	38,157	0.00	3,179.78	9,539.34	28,618.02	9,538.98	75%
10-999-0005	WPD POLICE DURANGOS CAR LOAN (5 YEARS)	2,752	0.00	0.00	665.08	2,041.08	710.92	74%
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	7,346.76	21,859.32	(2,758.32)	114%
10-999-0009	TRASH TRUCK DEBT (FY2025)	33,710	0.00	2,876.00	8,628.00	25,884.00	7,826.00	77%
10-999-0010	POLICE CAR LOAN FY26 (5YRS)	12,000	0.00	1,307.10	3,921.30	11,763.90	236.10	98%
DEBT SERVICE Totals:		136,237	0.00	12,355.80	37,732.48	119,007.69	17,229.31	87%

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	Expenses Totals:	3,091,435	0.00	243,389.55	657,484.60	2,544,450.55	546,984.45	82%
10 GENERAL FUND Revenues Over/(Under) Expenses:		(65,382.37)		130,037.53		(167,538.75)		

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30 WATER FUND	Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues								
	30-305-0000 WATER USER FEES	458,092	0.00	35,356.24	107,203.68	318,391.75	(139,700.25)	70%
	30-309-0000 INTEREST INCOME CD	2,500	0.00	237.10	680.92	2,993.77	493.77	120%
	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	35,593.34	107,884.60	321,385.52	(1,139,306.48)	22%
Expenses								
	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)	

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Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
30 WATER FUND							
30-810-0200 SALARIES/WATER	163,000	0.00	11,302.40	36,035.34	125,159.81	37,840.19	77%
30-810-0201 OT/BONUS - WATER	13,000	0.00	693.87	1,628.54	11,190.10	1,809.90	86%
30-810-0500 PAYROLL TAXES/WTR	13,000	0.00	852.38	2,702.01	9,924.83	3,075.17	76%
30-810-0600 SHORT&LONG TERM DISABILITY	850	0.00	45.66	136.98	410.94	439.06	48%
30-810-0700 RETIREMENT/LIFE INS/WTR	16,500	0.00	1,339.52	4,018.56	12,029.33	4,470.67	73%
30-810-0900 MEDICAL INS/WTR	24,144	0.00	2,012.00	4,024.00	10,914.00	13,230.00	45%
30-810-1100 TELEMETRY/TELEPHONE/WTR	2,500	0.00	60.60	418.06	1,540.18	959.82	62%
30-810-1300 ELECTRICITY/WELLS/WTR	30,000	0.00	3,569.22	9,060.87	26,634.89	3,365.11	89%
30-810-1600 MAINTENANCE/WELLS/WTR	5,500	0.00	0.00	203.02	1,872.60	3,627.40	34%
30-810-1700 MAINTENANCE TOWERS/WTR	42,000	0.00	5,399.00	5,459.75	45,315.57	(3,315.57)	108%
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	90.68	366.65	1,664.07	635.93	72%
30-810-2900 EQUIPMENT/TOOLS/WTR	3,500	0.00	115.32	451.41	1,750.35	1,749.65	50%
30-810-3000 OFFICE EQUIPMENT/WTR	2,000	0.00	526.72	1,053.44	2,539.02	(539.02)	127%
30-810-3100 VEHICLE M/O-WTR	19,000	0.00	514.14	1,320.64	6,148.05	12,851.95	32%
30-810-3200 OFFICE SUPPLIES/WTR	2,750	0.00	265.46	971.00	2,972.66	(222.66)	108%
30-810-3300 SUPPLIES/WATER	5,000	0.00	0.00	71.96	1,196.51	3,803.49	24%
30-810-3400 SAFETY EQUIPMENT/WTR	1,000	0.00	0.00	582.31	738.50	261.50	74%
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	38.50	336.49	938.13	1,561.87	38%
30-810-4100 MISS UTILITY GRIDS/WTR	500	0.00	0.00	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

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Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
30 WATER FUND							
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	0.00	2,500.19	6,799.18	7,200.82	49%
30-810-5100 REPAIRS/WATER LINE	10,000	0.00	389.80	9,065.06	11,629.57	(1,629.57)	116%
30-810-5400 INSURANCE/WATER	13,000	0.00	4,454.60	4,454.60	14,287.00	(1,287.00)	110%
30-810-5700 MISCELLANEOUS/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%
WATER DEPT Totals:	413,544	0.00	31,669.87	86,466.21	302,863.02	110,680.98	73%

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Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
30 WATER FUND							
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	

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Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
30 WATER FUND							
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	

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Expenses Totals:	1,460,692	0.00	31,669.87	86,487.10	302,922.01	1,157,769.99	21%
30 WATER FUND Revenues Over/(Under) Expenses:			3,923.47	21,397.50	18,463.51		

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Budget vs Actual

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40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
40-351-0000 WASTEWATER USER FEES	903,888	0.00	73,324.40	211,480.81	639,949.27	(263,938.73)	71%
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	327.03	939.22	6,145.13	6,145.13	
40-380-0000 MISCELLANEOUS INCOME	1,000	0.00	0.00	0.00	242.04	(757.96)	24%
40-391-0000 GEN TRNSFR 2 WASTEWTR	0	0.00	0.00	682.30	682.30	682.30	
40-397-1000 LOAN PROCEEDS	60,000	0.00	0.00	0.00	0.00	(60,000.00)	
Revenues Totals:	966,888	0.00	73,651.43	213,102.33	647,018.74	(319,869.26)	67%
Expenses							
40-820-0200 SALARIES/WWF	172,000	0.00	14,335.90	40,122.69	126,896.61	45,103.39	74%
40-820-0201 OT/BONUS - WASTEWATER	10,000	0.00	1,366.10	1,821.35	13,725.13	(3,725.13)	137%
40-820-0500 PAYROLL TAXES/WWF	13,000	0.00	1,085.37	3,116.39	10,838.85	2,161.15	83%
40-820-0600 SHORT&LONG TERM DISABILITY	950	0.00	48.13	144.39	433.17	516.83	46%
40-820-0700 RETIREMENT/LIFE INS/WWF	19,000	0.00	0.00	3,040.94	12,125.67	6,874.33	64%
40-820-0900 MEDICAL INS/WWF	36,216	0.00	6,036.00	12,072.00	28,168.00	8,048.00	78%
40-820-1000 EDUCATION/PROFESSIONAL DEVELOPMENT	0	0.00	0.00	80.00	80.00	(80.00)	
40-820-1100 TELEPHONE/WWF	7,000	0.00	0.00	823.31	2,990.69	4,009.31	43%
40-820-1200 PROPANE/SHOPS	3,750	0.00	948.64	3,272.35	4,846.08	(1,096.08)	129%
40-820-1250 GENERATOR FUEL-WWTP/LS	2,200	0.00	0.00	0.00	0.00	2,200.00	
40-820-1300 WWTP ELECTRICITY	60,000	0.00	4,566.31	19,305.25	47,753.50	12,246.50	80%
40-820-1350 WW ELECTRICITY-GENERAL	30,000	0.00	1,307.80	6,741.35	19,177.31	10,822.69	64%
40-820-1600 MAINTENANCE/LS/WWF	10,000	0.00	0.00	651.55	4,437.94	5,562.06	44%
40-820-1700 WW PLANT MAINTENANCE	25,000	0.00	0.00	676.17	5,720.06	19,279.94	23%
40-820-2000 SLUDGE REMOVAL/WWF	15,000	0.00	0.00	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	5,870.00	14,080.00	10,920.00	56%

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40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
40-820-2600 ADVERTISING	1,500	0.00	0.00	0.00	2,015.54	(515.54)	134%
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	90.68	366.66	1,519.90	480.10	76%
40-820-2850 EQUIPMENT MAINTENANCE	12,000	0.00	27.56	407.50	4,244.25	7,755.75	35%
40-820-2900 EQUIPMENT/TOOLS/WWF	3,000	0.00	553.50	1,219.38	7,109.59	(4,109.59)	237%
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	622.95	1,804.44	11,167.68	3,832.32	74%
40-820-3200 OFFICE SUPPLIES/WWF	3,000	0.00	275.78	1,080.37	3,872.33	(872.33)	129%
40-820-3300 SUPPLIES/GENERAL/WWF	4,000	0.00	1,542.10	2,787.72	5,468.65	(1,468.65)	137%
40-820-3400 SAFETY EQUIPMENT	3,000	0.00	773.12	1,712.98	5,320.18	(2,320.18)	177%
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	172.00	172.00	1,584.06	(84.06)	106%
40-820-4100 MISS UTILITY/WWF	500	0.00	0.00	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 CHLORINATOR/DECHLOR/WWF	2,500	0.00	0.00	0.00	0.00	2,500.00	
40-820-4950 WWTP CHEMICALS	45,000	0.00	0.00	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 VW LINE/WWF	3,500	0.00	200.00	200.00	1,009.65	2,490.35	29%
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	4,454.60	4,454.60	14,711.01	7,288.99	67%
40-820-5700 MISCELLANEOUS/WWF	1,500	0.00	0.00	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	2,996.56	14,714.13	46,903.00	3,097.00	94%
40-820-8100 WWF MINOR PERMIT FEE	3,750	0.00	0.00	0.00	3,523.00	227.00	94%
WASTEWATER DEPT Totals:	627,966	0.00	41,403.10	164,782.24	454,769.50	173,196.50	72

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40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
40-998-0001 CAPITAL OUTLAYS/MWF	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%

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Budget vs Actual

Town of Warsaw
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40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
40-999-0005 BOND PAY/GEN OBLIGATION 2013	95,572	0.00	0.00	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	2,520.84	7,562.52	5,637.48	57%
DEBT SERVICE Totals:	108,772	0.00	840.28	50,264.84	103,134.52	5,637.48	95%

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		Period Ending 3/31/2026							
	Expenses	Totals:	966,888	0.00	42,243.38	215,047.08	619,610.52	347,277.48	64%
40 WASTEWATER FUND	Revenues	Over/(Under)	Expenses:		31,408.05	(1,944.75)	27,408.22		

WARSAW REVOLVING-LOAN FUNDS

Monthly Financial Statement

Period (from / to): **3/1/26** **3/31/26**

Description	
Number of Active Loans	5
Balance Beginning of Month	\$ 12,796.27
Principal Received During Period	\$ 2,603.34
Interest Received During Period	\$ 60.00
Fees Received During Period	\$ 100.00
Total Funds Received During Period	\$ 2,763.34
Disbursement to Warsaw	
PDC Fee During Period	\$ (40.00)
Funds Available to Loan Out	\$ 15,519.61

Available to lend:
\$15,003.09

	Summary of Loans	Received This Period	Balance	Current?
1	Relish - #234	\$ 300.00	\$ 3,220.36	YES
2	Pitts - #235	\$ -	\$ 0.00	REPAID
3	Moore - #237	\$ 2,263.34	\$ -	REPAID
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	\$ 7,367.93	YES
8	Relish - #264		\$ 20,000.00	
		\$ 2,763.34	\$ 494,318.27	

WARSAW REVOLVING-LOAN FUND

Quarterly Financial Statement

Period (from / to): 1/1/26

3/31/26

Description		NNPDC Fees
Number of Active Loans This Quarter	5	\$ 120.00
Number of New Loans This Quarter		\$ -
Balance Beginning of Quarter	\$ 8,196.58	
Principal Received During Quarter	\$ 6,721.43	
Interest Received During Quarter	\$ 501.60	
Fees Received During Quarter	\$ 220.00	
Total Funds Received During Quarter	\$ 7,443.03	
Loan Disbursement	\$ -	
PDC Fees Charged this Quarter	\$ (120.00)	
Balance End of Quarter	\$ 15,519.61	
Disbursement to Warsaw this quarter		
Available to Disburse to Warsaw	\$ 15,519.61	
		\$ 120.00

	Summary of Loans	Received This Quarter	Loan Balance To Date
1	Relish - #234	\$ 600.00	\$ 3,220.36
2	Pitts - #235	\$ -	\$ 0.00
3	Moore - #237	\$ 2,263.34	\$ -
4	Dunbrooke LLC - #242	\$ -	\$ -
5	IRF - #244	\$ 4,000.00	\$ 463,729.98
6	Cleary - #251	\$ -	\$ -
7	Teresa's Nails - #261	\$ 579.69	\$ 7,367.93
8	Relish - #264		\$ 20,000.00
		\$ 7,443.03	\$ 494,318.27

Public Notice

Section 5, Item a.

Notice is hereby given that a Conditional Use Permit is petitioned by ProSafe Acquisition, L.L.C., to allow for a self-storage facility with a mixed-use commercial component for retail or office space on Tax Map Parcel No. 16-16 located adjacent to the existing McDonalds and Tractor Supply Shopping Center. The property is zoned C-3, Light Industrial which requires a Conditional Use Permit and Public Hearing to authorize the proposed use.

The Warsaw Planning Commission and Town Council will hold public hearings during their regularly scheduled meetings at 6:00PM Thursday, April 2 and April 9, 2026, respectively at the Warsaw Town Council Chambers, 78 Belle Ville Lane, Warsaw, VA 22572. Following the public hearings, action is anticipated. A copy of the existing zoning map and proposed changes are available at Town Hall.

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



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

Office use: 3-6-25
Date 3-6-25
Tax Map # 16-16C-3
Zoning District
Application # CUP26-01

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

Parcel 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. Hanky (manager)

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

Signed and sworn before me on this: 18th of February 2026 Seal:

Signature of Notary: Melanie Jean Banton

MELANIE JEAN BANTON
 NOTARY PUBLIC
 REGISTRATION # 7541478
 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: [Handwritten 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
Rezoning	\$ 200
Variance	\$ 300
Tower or Tower Co-Location	\$1,000

- Paid .

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

CUP26-01 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

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
William C. Herbert, II

Name: William C. Herbert, II

Title: Manager

Date: 02/17/26 By: Authentic
Katherine H. Herbert

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.

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.

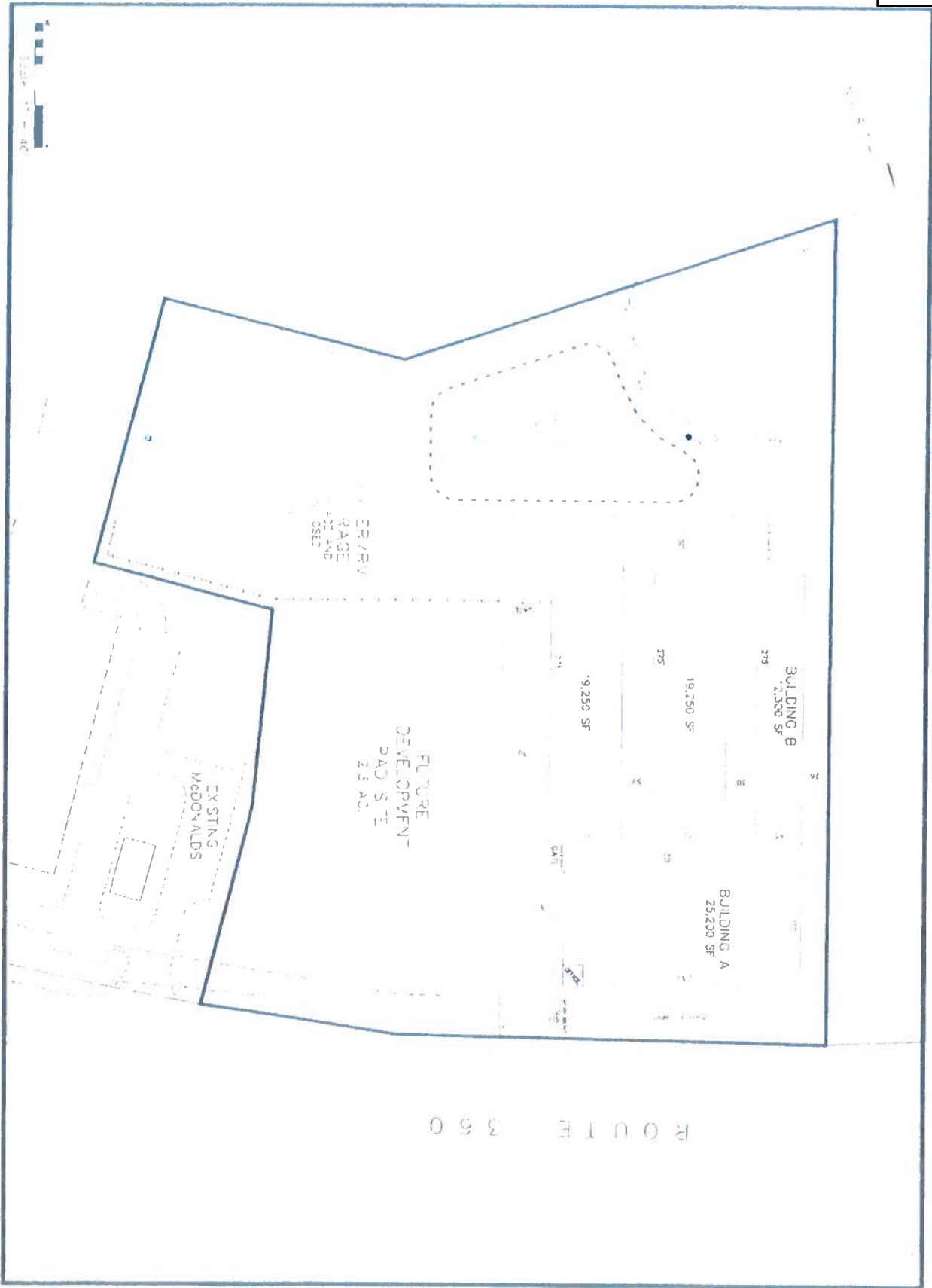
Minimal strain on public services: Requires little to no demand on schools, water, sewer, or emergency services.

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.



THE BAY COMPANIES
bay
 CIVIL ENGINEERS

4000 S.W. 100th Ave., Suite 100
 Miami, FL 33156
 Tel: (305) 444-1111
 Fax: (305) 444-1112

DATE: February 4, 2023
 REVISION: 1
 REVISION: 2
 REVISION: 3

2500 Johnson Hwy
 (LTD)

THE BAY COMPANIES, INC. (PROPERTY)
 AND THE BAY COMPANIES, INC. (ENGINEER)
 ARE NOT PROVIDING ANY WARRANTIES
 OR LIABILITY FOR ANY PROJECT IN
 CONNECTION WITH THIS PERMIT.
 CONSULT WITH THE BAY COMPANIES, INC.
 FOR MORE INFORMATION.

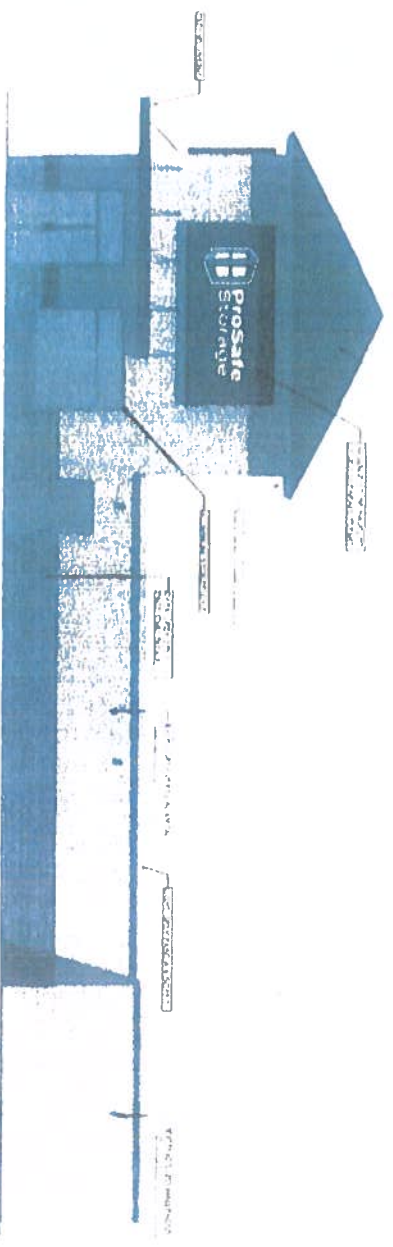
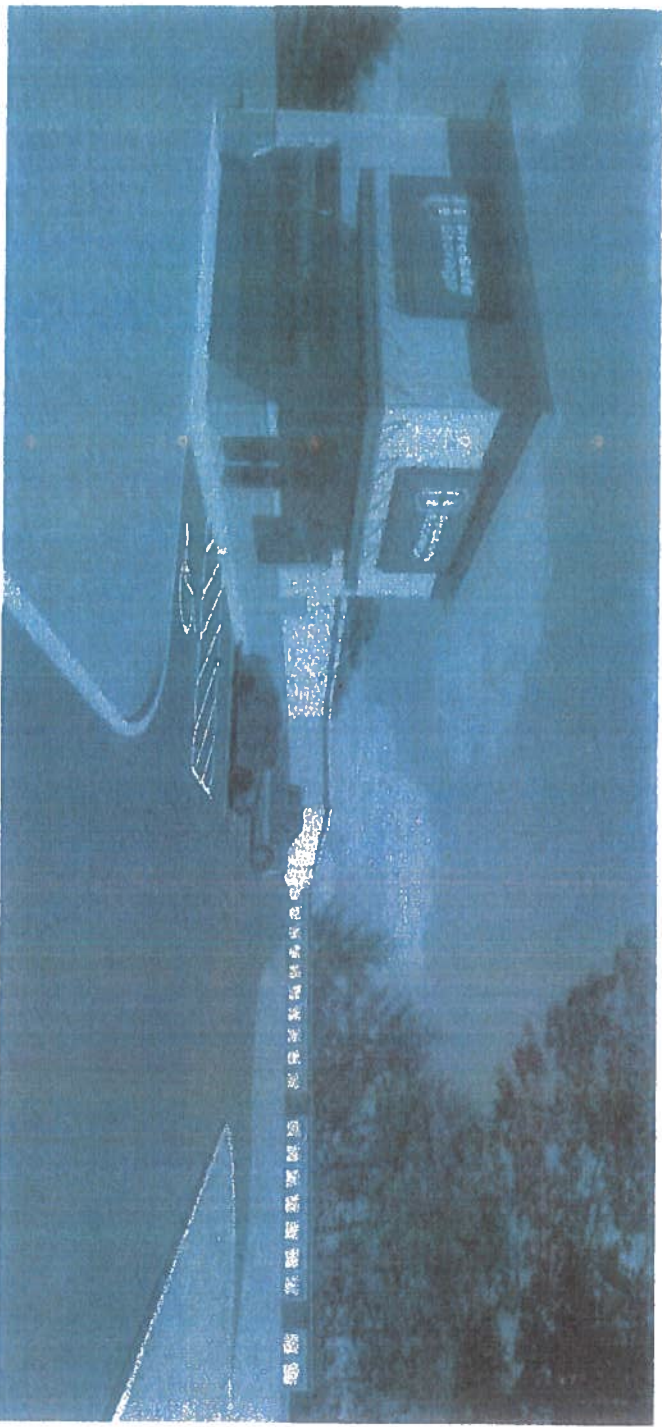
PROJECT:
ProSafe Storage Route 360
 Town of Virginia
 Robinson County, Virginia

SHEET:
 Concept Plan

SHEET NO: C1
 JOB NO: 25067

ProSafe Storage Elevation Rendering

Route 360, Town of Warsaw



NOTES:
1. ALL DIMENSIONS ARE IN FEET AND INCHES.
2. FINISHES ARE TO BE DETERMINED BY THE ARCHITECT.
3. MATERIALS AND METHODS OF CONSTRUCTION SHALL BE AS SHOWN OR AS NOTED.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
5. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.
6. THE CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES AND STRUCTURES.
7. THE CONTRACTOR SHALL MAINTAIN A NEAT AND SAFE WORKING SITE AT ALL TIMES.
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL ADJACENT PROPERTIES.
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13. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.
14. THE CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES AND STRUCTURES.
15. THE CONTRACTOR SHALL MAINTAIN A NEAT AND SAFE WORKING SITE AT ALL TIMES.
16. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL ADJACENT PROPERTIES.
17. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.
18. THE CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES AND STRUCTURES.
19. THE CONTRACTOR SHALL MAINTAIN A NEAT AND SAFE WORKING SITE AT ALL TIMES.
20. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL ADJACENT PROPERTIES.

PROSAFE STORAGE
KILMARNOCK, VA

1111 FARMERS AVE. #200
FARMERSVILLE, VA 22434
TEL: 540-366-7334
WWW.RHDESIGNS.COM



1111 FARMERS AVE. #200
FARMERSVILLE, VA 22434
TEL: 540-366-7334
WWW.RHDESIGNS.COM

RH

16-16, Warsaw, VA, Richmond County
 APN: 16-16 CLIP: 8786213423

Section 5, Item a.

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 + 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

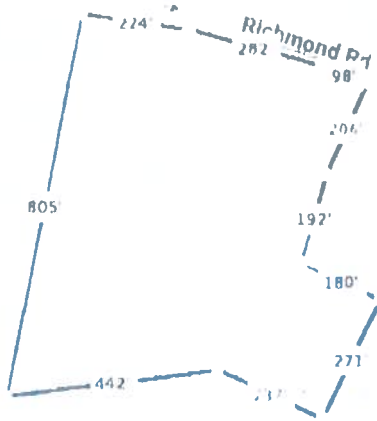
Lot Acres	10.7038	Land Use - County	Commercial/Industrial
Lot Sq Ft	466,258		

SELL SCORE

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

LAST MARKET SALE & SALES HISTORY

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



Richmond Rd

Northern Neck Regional Jail



Google

*Lot Dimensions are Estimated

100 yards

Map data ©2026 Google

Google

200 yards

Map data ©2026

PARCEL "C"
 AREA = 10.7038 ACRES
HERBERT FAMILY HOLDINGS, LLC.
 T.M. 16, PARCEL 16
 DB. 173, PG. 98

**GOLDEN ARCH
 LIMITED PARTNERSHIP**
 T.M. 16, PARCEL 16E
 DB. 169, PG. 810

NEW PROPERTY LINE CREATED
 BY THIS PLAT

"B"

N 55°31'18"W

N 34°30'27"E
 27.91'

THE PROPERTY
 TO POINT "B" TO
 TO POINT "C".

240.99'

"C"

1273.12'

437.19'

AREA = 17.80 ± ACRES

1

HERBERT FAMILY HOLDINGS, LLC.

T.M. 16 ((5)), PARCEL 1

DB. 293, PG. 94

Public Comment – CUP 26-01

Upon review of the application submitted by ProSafe Acquisition, LLC concerning a conditional use permit, references to gated access with unique security pin code requirements, perimeter fencing, adequate lighting and security cameras are noted.

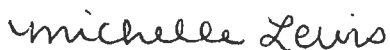
However, it is not clear that these security measures are being imposed as conditions in the CUP. I would ask that the Town more clearly state these conditions as requirements in the CUP section.

Additionally, as there are security concerns related to the involvement of any proposed storage units in activity to include scoping out the jail property and buildings, escape attempts, or introduction of contraband to the neighboring regional jail, I would ask that these conditions be accompanied by the following specifications:

- Perimeter fencing at least 12 feet tall and with tops designed for difficult breaching
- Lighting sufficient enough to aid in potential identification of individuals, vehicle makes/models, and license plates at the gated entrance, in the least
- 24/7 security cameras that sufficiently cover access to each and any storage unit or stored vehicles to include RV's and boats with footage storage capability of at least 4 weeks

Finally, it is important to note that the jail's sewage system is located in the far back eastern corner of the facility's property. Any construction and future property work or maintenance on that side must prioritize the integrity of that system and its functionality.

Respectfully submitted,



Michelle Lewis

Superintendent

Northern Neck Regional Jail

 Outlook

Proposed Storage Facility

From Hope D. Mothershead <hmothershead@co.richmond.va.us>
Date Wed 4/8/2026 10:19 AM
To J Quesenberry <jquesenberry@town.warsaw.va.us>; Melissa Coates <mcoates@town.warsaw.va.us>

Please share the following with the Town Council members on behalf of the Richmond County Board of Supervisors:

I have received a copy of the concerns raised by the Northern Neck Regional Jail regarding the proposed storage facility. I am writing to encourage your careful consideration of those concerns.

As you evaluate the proposal, it is important to recognize the unique role the Jail plays in maintaining public safety and security for the region. Facilities of this nature operate under strict protocols, and any adjacent development has the potential to impact daily operations, security procedures and long-term planning. I realize this is a land use question, but also one that involves the safety of staff, inmates, and the broader community. Ensuring that all matters, especially those of a key public safety institution, are fully considered will help support a balanced and responsible project.

Thank you for your time, consideration and continued commitment to the well-being of the Warsaw community.

Hope D. Mothershead

**County Administrator
Richmond County
P. O. Box 1000
101 Court Circle
Warsaw, VA 22572
Office (804) 333-5652
Cell (804) 313-1218**



Town of
WARSAW
Heart of Virginia's Northern Neck

MEMORANDUM

TO: Warsaw Town Council

FROM: Joseph N. Quesenberry, Town Manager

DATE: 04/09/2026

RE: Town Manager's Report

Dear Council Members,

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

1. Budget Preparation

We held a great budget work session with members of Council last month as we discussed the proposed annual operating budget. The Planning Commission also reviewed the Capital Improvement Plan and recommended to Council for approval. We will further discuss these topics under the Planning Commission report and within New Business.

2. Personal Property Tax Update

We are still anticipating an end-of-April deadline to issue Personal Property taxes to Town residents, following the County's dispersal of materials to our office. Per Council's previous action, the Town Treasurer will extend the due date to June 30th, 2026, allowing for an

additional fifteen (15) days for payment.

3. Economic Development Update

Town staff members continue to work on a large project in the Commerce Park, having held meetings with company officials, their engineers and construction team, VDOT and County officials, etc., as we work through the project. We are working with the proposed restaurant to locate within 74 Main Street, working with the storage unit facility as they seek to build within Town, a potential mixed-use development along Main Street, and are working with Mr. Packett to assist in identifying tenants for the new MidTowne building. We will keep you updated as these projects move forward.

4. RCC Health Sciences Building

Town officials attended the RCC Health Sciences Groundbreaking ceremony on March 24th. Mayor Phelps spoke before a large crowd of officials, donors, staff, and students. Council Members Patrick Stone, Ralph Self, and Mary Bteh Bryant attended, along with myself, Assistant Town Manager Missy Coates, and Treasurer Blackley-Rice. This is a great project for our Town, County, and greater NNK community. We thank all of those involved!

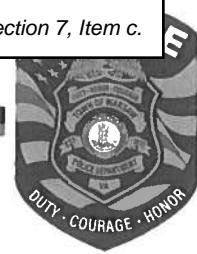
5. Warsaw Community Market

The Warsaw Community Market opens this Saturday, April 11th, from 9AM to 1PM at the Warsaw Town Park! Come check out our many vendors, live music, and enjoy a beautiful day in our spacious park facility. Help us support our local vendors as they provide locally sourced foods and goods to our community.



Warsaw Police Department

Section 7, Item c.



From the desk of Chief Sean L. Peterson

MONTHLY ACTIVITY REPORT

March 1-31, 2026

Total calls for service: 695

Section I: Incidents 7

DATE	CASE	OFFENSE	BLK / STREET
03/01/2026	2026-000018	18.2 - 250: Poss Narcotics Felony	30 - Blk Sabine Hall Rd
03/01/2026	2026-000019	18.2 - 388: Public Intoxication Misdemeanor	4000 – Richmond Rd
03/03/2026	2026-000020	19.2 - 306: Probation Violation Felony	400 - Blk Main St
03/04/2026	2026-000021	18.2 – 95 Grand Larceny Felony	4000 - Blk Richmond Rd
03/08/2026	2026-000023	18.2 - 47: Abduction Felony	30 - Blk Town Center Wy
03/10/2026	2026-000024	PB – 15: Probation Parole Felony	400 – Blk Main St
03/16/2026	2026-000025	18.2 – 456 Capias Probation Parole Felony	400 – Blk Main St

Section II: Incidents 6

DATE	CASE	OFFENSE	BLK / STREET
03/01/2026	2026-000018	18.2 - 250: Poss Narcotics Felony	30 - Blk Sabine Hall Rd
03/01/2026	2026-000019	18.2 - 388: Public Intoxication Misdemeanor	4000 – Richmond Rd
03/03/2026	2026-000020	19.2 - 306: Probation Violation Felony	400 - Blk Main St
03/04/2026	2026-000021	18.2 – 95 Grand Larceny Felony	4000 - Blk Richmond Rd
03/10/2026	2026-000024	PB – 15: Probation Parole Felony	400 – Blk Main St
03/16/2026	2026-000025	18.2 – 456 Capias Probation Parole Felony	400 – Blk Main St



Warsaw Police Department

Section 7, Item c.



From the desk of Chief Sean L. Peterson

Section III: Traffic 136

Driving on Suspended/Revoked License	2
Reckless Driving	2
Distracted Driving	6
Speeding	43
Expired Inspection	15
Stop Sign	12

Section III Continued

Expired / Improper VA Registration	4
Town Citations Issued	2
All Other Traffic Summons	43
Traffic Crashes	7

Section IV: Community Engagement 554

Neighborhood Select Patrols	124
Business Checks / Directed Patrols	378/52
Community Events	0

Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

Julia Blackley – Rice
Treasurer & Clerk

Sean L. Peterson
Chief of Police

Sands Anderson Law
Town Attorney



COUNCIL MEMBERS

Randall L. Phelps - *Mayor*

Paul G. Yackel - *Vice Mayor*

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>

TO: Warsaw Town Council

FROM: Jesse Schools, Director of Public Works

DATE: 4/09/2026

RE: Public Works Report

Dear Council Members:

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

-WWTP

Monthly Numbers

Average daily Influent flow for March – 186,800 gallons, a decrease of 1,400 gals from the month of February average daily flow.

Maximum influent flow for March – 230,300 gallons, a decrease of 12,000 gals from the month of February max flow.

Nutrient Sampling Results

For March the average effluent Total Nitrogen (TN) concentration was 2.31 mg/l, within the limits of our permit.

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

Monthly Operations and Maintenance

SBR #1 waste pump was replaced and restored to service.

Completed and submitted monthly operations report.

Plant staff assisted with residential trash pick-up.

Recycling pump station was repaired and restored to normal operation.

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

Plant staff surveyed grounds keeping equipment in preparation for grass season.

Plant Operators assisted water department with recording meter readings.

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

Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

Julia Blackley – Rice
Treasurer & Clerk

Sean L. Peterson
Chief of Police

Sands Anderson Law
Town Attorney



COUNCIL MEMBERS

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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>

-Water Department

Attached you will find the Water Loss Report, for the month of March we are at a 2% water loss. Department staff did daily chlorine checks of all four wells, along with two random samples each day throughout town.

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

Well Tank #4 was drained, cleaned, inspected and put back into service.

The town also had a sewer line that the ground eroded away from it and exposed the line, this was due to water runoff. The town reached out to the Jones Brothers to remedy the issue; it has since been taken care of.

-Refuse Department

For the month of February town staff made 13 trips to the landfill totaling 108 tons or 216,000 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.

Replaced the Winter banners with spring, along with replacing the older Warsaw banners with the updated ones.

Grass cutting at all Town owned facilities.

Decorated for the Easter Holiday.

Monthly Water Loss Report

Section 7, 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 = **5,488,100 gallons**

Sold: Residential gallons

Total Sold = **4,955,543 gallons**

B: Difference: (Produced+Purchased) - Sold = **532,557 gallons**

% Difference = **10 % total water loss**

Gallons of Water Accounted For:

Breaks (Estimated Total)	<input type="text" value="25,000"/>	gallons
Hydrant Flushing	<input type="text" value="0"/>	gallons
Storage Tank/Clearwell overflow	<input type="text" value="400,000"/>	gallons
Fire Hydrant Use	<input type="text" value="0"/>	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="5,000"/>	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 = **434,500 gallons**

Loss: Unaccounted-for Water: (B-C) = **98,057 gallons**

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

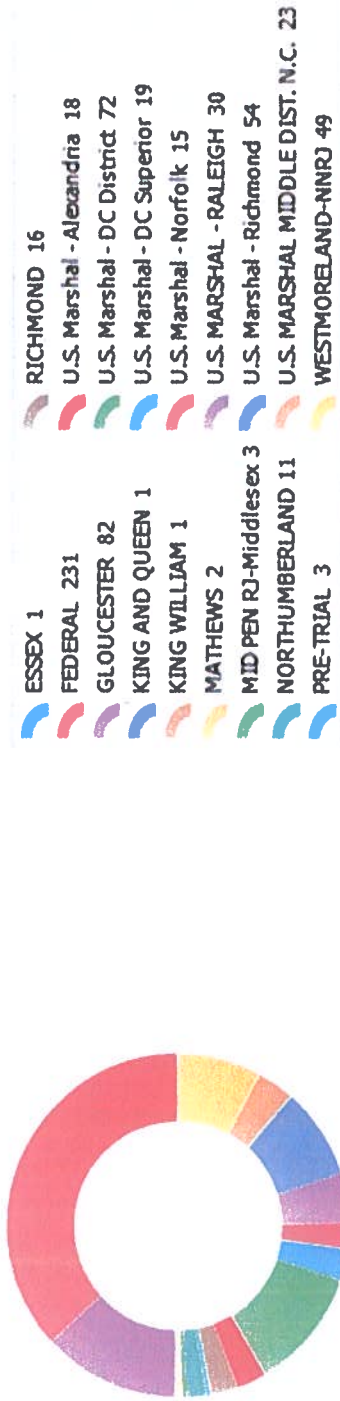
days in billing period

Gallons / Day Loss = **3,502 gallons/day**

Gallons / Minute Loss = **2 gallons/min.**

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

Breakdown by Housing Code



ARTICLE 3. Zoning

Section 3-4-2. Uses permitted and conditionally permitted by zoning district.

EXHIBIT 5

PERMITTED AND CONDITIONALLY PERMITTED USES BY ZONING DISTRICT

Use	R-1	R-12	R-18	C-1	C-2	C-3	M-1	CBPA	TT
<i>COMMERCIAL, OFFICE AND SERVICE</i>									
Cannabis Retail Store		CUP	CUP	CUP	CUP*	CUP			
<i>INDUSTRIAL</i>									
Cannabis Cultivation Facility					CUP	P	P		
Cannabis Microbusiness						CUP	CUP		
Cannabis Processing Facility					CUP	P	P		
Cannabis Testing Facility					CUP	P	P		

*Administrative CUP in accordance with DMP-a.

Section 3-4-12. Cannabis Retail Store.

- (A) **Effective Date.** This Section shall become effective January 1, 2027.
- (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) **Tax Rate:** The local retail tax rate is set at 3.5% of all gross sales.
- (D) **Hours of Operation.** Hours of operation shall be limited to 9:00 a.m. to 9:00 p.m., Monday through Saturday. No Sunday operations shall be permitted.
- (E) **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 1,000 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 Retail Store or Cannabis Microbusiness.

(F) 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.
- (3) There shall be no emission of dust, fumes, vapors, or odors detectable to adjacent properties.
- (4) 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.

Section 3-4-13. Cannabis Microbusiness.

- (A) **Effective Date.** This Section shall become effective January 1, 2027.
- (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 1,000 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.

(F) Cultivation Standards.

- (1) Indoor cultivation shall not exceed a canopy of 70,000 sq. ft., or as otherwise stated in CCA (Cannabis Control Authority) regulations.
- (2) Outdoor cultivation shall not exceed a canopy of 10,000 sq. ft., or as otherwise stated in CCA (Cannabis Control Authority) regulations.

(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.

Section 3-4-14. Cannabis Cultivation, Processing, or Testing Facility.

- (A) **Effective Date.** This Section shall be effective January 1, 2027.
- (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) **General Standards.**
 - (1) All operations shall be conducted indoors within a fully enclosed building and shall meet the performance standards of Section 4-15.
 - (2) Facilities shall incorporate and maintain adequate control measures such that no odors, fumes, vapors, dust, or other emissions are detectable from adjacent properties.
 - (3) There shall be no outdoor storage of equipment or cannabis waste.

- (4) Maximum cultivation canopy area shall not exceed the limits authorized under the applicable state-issued license.

(D) **Lighting.**

- (1) Exterior lighting shall be fully shielded and directed inward to prevent glare beyond the property line.
- (2) Interior high-intensity lighting used for plant cultivation shall be screened or otherwise shielded to prevent glare and light trespass beyond the property line.

(E) **Security.** A security fence with minimum height of 6 ft. is required.

(F) **Water Usage.**

- (1) Facilities utilizing public water shall submit an estimate of projected water demand as part of the application. Approval shall be contingent upon confirmation by the Director of Public Works that adequate system capacity is available.
- (2) Facilities utilizing a private water source shall provide documentation of well permit approval from the Virginia Department of Health.

ARTICLE 5. Definitions

Section 5-3. Definitions.

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 Cultivation Facility. A facility licensed under Code of Virginia § 4.1-800 for the planting, propagation, cultivation, and harvesting of cannabis plants. This term does not include processing, testing, or retail operations.

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 § 4.1-802.

Cannabis Processing Facility. A facility licensed under Code of Virginia § 4.1-801 for the extraction, processing, compounding, manufacturing, or packaging of cannabis or cannabis-related products,

including the production of concentrates, infused products, and other cannabis goods. This term does not include cultivation, testing, or retail operations.

Cannabis Retail Store. A facility licensed under Code of Virginia § 4.1-802 that is authorized 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 to sell retail cannabis, retail cannabis products, immature cannabis plants, or marijuana seeds to consumers. This term does not include cultivation, processing, or testing operations.

Cannabis Testing Facility. A facility licensed under Code of Virginia § 4.1-806 that is authorized to develop, research, or test cannabis and cannabis products. This term does not include cultivation, processing, or retail operations.

ARTICLE 3. Zoning

Section 3-4-2. Uses permitted and conditionally permitted by zoning district.

EXHIBIT 5

PERMITTED AND CONDITIONALLY PERMITTED USES BY ZONING DISTRICT

Use	R-1	R-12	R-18	C-1	C-2	C-3	M-1	CBPA	TT
<i>COMMERCIAL, OFFICE AND SERVICE</i>									
Cannabis Retail Store		CUP	CUP	CUP	CUP*	CUP			
<i>INDUSTRIAL</i>									
Cannabis Cultivation Facility					CUP	P	P		
Cannabis Microbusiness						CUP	CUP		
Cannabis Processing Facility					CUP	P	P		
Cannabis Testing Facility					CUP	P	P		

*Administrative CUP in accordance with DMP-a.

Section 3-4-12. Cannabis Retail Store.

- (A) **Effective Date.** This Section shall become effective January 1, 2027.
- (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) **Tax Rate:** The local retail tax rate is set at 3.5% of all gross sales.
- (D) **Hours of Operation.** Hours of operation shall be limited to 9:00 a.m. to 9:00 p.m., Monday through Saturday. No Sunday operations shall be permitted.
- (E) **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 1,000 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 Retail Store or Cannabis Microbusiness.

(F) 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.
- (3) There shall be no emission of dust, fumes, vapors, or odors detectable to adjacent properties.
- (4) 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.

Section 3-4-13. Cannabis Microbusiness.

- (A) **Effective Date.** This Section shall become effective January 1, 2027.
- (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 1,000 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.

(F) Cultivation Standards.

- (1) Indoor cultivation shall not exceed a canopy of 70,000 sq. ft., or as otherwise stated in CCA (Cannabis Control Authority) regulations.
- (2) Outdoor cultivation shall not exceed a canopy of 10,000 sq. ft., or as otherwise stated in CCA (Cannabis Control Authority) regulations.

(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.

Section 3-4-14. Cannabis Cultivation, Processing, or Testing Facility.

- (A) **Effective Date.** This Section shall be effective January 1, 2027.
- (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) **General Standards.**
 - (1) All operations shall be conducted indoors within a fully enclosed building and shall meet the performance standards of Section 4-15.
 - (2) Facilities shall incorporate and maintain adequate control measures such that no odors, fumes, vapors, dust, or other emissions are detectable from adjacent properties.
 - (3) There shall be no outdoor storage of equipment or cannabis waste.

- (4) Maximum cultivation canopy area shall not exceed the limits authorized under the applicable state-issued license.

(D) **Lighting.**

- (1) Exterior lighting shall be fully shielded and directed inward to prevent glare beyond the property line.
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(E) **Security.** A security fence with minimum height of 6 ft. is required.

(F) **Water Usage.**

- (1) Facilities utilizing public water shall submit an estimate of projected water demand as part of the application. Approval shall be contingent upon confirmation by the Director of Public Works that adequate system capacity is available.
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Section 5-3. Definitions.

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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.

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