



## Town Council Meeting Agenda

December 12, 2024 at 6:00 PM

Council Chambers - 78 Belle Ville Lane

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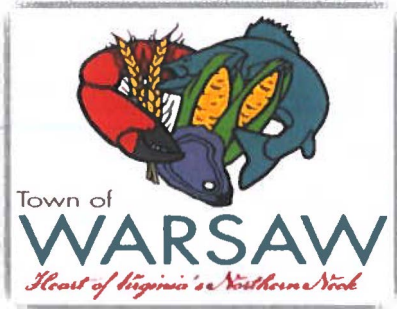
1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Consent Agenda**
  - [a.](#) Agenda
  - [b.](#) Minutes – November 2024
  - [c.](#) Financial Report – November 2024
4. **Closed Session - Council & Planning Commission VA Code 2.2-3711 A-5 Prospective Business, A-8 Legal Matters**
5. **Meeting Reconvenes**
6. **Public Hearing**
  - [a.](#) Subdivision Applications Submission - Rhodes Place & Broadus Creek Development - Discussion & Phase 1 - Vote May Be Possible
7. **Public Comment**
8. **Resolution Honoring Council Member Forrest & Council Member Hamblin**
9. **Reports**
  - [a.](#) Mayor's Report
  - [b.](#) Town Manager's Report
  - [c.](#) Police Report
  - [d.](#) Public Works Report
  - [e.](#) Council Committee Reports
  - [f.](#) Planning Commission Report
  - [g.](#) Northern Neck Regional Jail Report
  - [h.](#) American Rescue Plan Act
10. **Old Business**
  - [a.](#) Reports
    - i. 74 Main Street
    - ii. Well Replacement Project
    - iii. DHCD Housing Project
11. **New Business**
  - [a.](#) EIP Application - Hummingbird Learning Center

b. Appointment of Planning Commission Members, Board of Zoning Appeals Members

c. Schedule Economic Development Meeting - EIP Application - Beauty Bungalow, LLC

**12. Council Members - Closing Comments**

**13. Adjournment**



# Town Council Agenda

*December 12th, 2024 – 6:00 P.M.*

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  - a. Agenda
  - b. Minutes – November 2024
  - c. Financial Report – November 2024
4. Closed Session – Council & Planning Commission - § 2.2-3711 A-5: Prospective Business, A-8: Legal Matters
5. Meeting Reconvenes
6. Public Hearing – Subdivision Application Submission – Rhodes Place & Broadus Creek Development – *Discussion & Phase I Vote May Be Possible*
7. Public Comment
8. Resolution Honoring Council Member Forrest & Council Member Hamblin
9. Reports
  - a. Mayor’s Report
  - b. Town Manager’s Report
  - c. Police Report
  - d. Public Works Report
  - e. Council Committee Reports
  - f. Planning Commission Report
  - g. Northern Neck Regional Jail Report
  - h. American Rescue Plan Act
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  - a. Reports
    - i.* 74 Main Street
    - ii.* Well Replacement Project
    - iii.* DHCD Housing Project
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MINUTES  
WARSAW TOWN COUNCIL  
REGULAR MEETING  
NOVEMBER 14, 2024 – 6:00 P.M.

The Warsaw Town Council held their regular meeting on Thursday, November 14, 2024, at 6:00 p.m. in Council Chambers at 78 Belle Ville Lane, Warsaw, VA. Council Members Present: Mayor Randall L. Phelps, Vice-Mayor Paul G. Yackel, Ogle Forrest Sr., Ralph Self, Faron Hamblin, and Mary Beth Bryant. Councilmembers absent: Rebecca Hubert and Jonathan English.

Town staff present: Town Manager Joseph Quesenberry, Chief of Police Sean Peterson, Director of Public Works Jesse Schools, Detective Nikki Boyington, Officer Joseph Hayes, and Treasurer & Clerk Julia Blackley-Rice.

Also present: There were 6 others present in the Council Chambers.

CALL TO ORDER

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

APPROVAL OF CONSENT AGENDA:

Vice-Mayor Yackel moved to approve the consent agenda as presented. The motion was seconded by Councilman Self and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ogle Forrest	Aye	Mary Beth Bryant	Aye
Ralph Self	Aye	Faron Hamblin	Aye

PUBLIC COMMENT

Mayor Phelps opened the floor for public comments.

J. Clifford Mullin, 8351 Historyland Highway, Warsaw, VA began his public comments by stating the beauty of the Town of Warsaw continues to grow. The sidewalk work that he witnessed on the Town’s Main Street between Belle Ville Lane and St. Johns St. is very nice, along with the crosswalks that were recently installed at the stoplight located at Rt. 360 and Main St. Mr. Mullins thinks the roadwork recently completed by VDoT helps the town look nice, very prim and proper. The eastbound land through town is now smooth. Recently, Mr. Mullin met with the Town Manager and briefly discussed topics like the creamery building, sidewalk, and VDoT. Mr. Mullin is very supportive of the works that Mr. Quesenberry discussed with him. Rappahannock Church of Christ has boxed in and covered the drop inlet near their property on the animal clinic access road. It appears to be very safe. Mr. Mullin appreciates the work the Town did to get the issues with the drop inlet corrected.

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

**REPORTS**

**MAYORS REPORT:**

During his mayor’s report, Mayor Phelps spoke on the recent Town election. Elections have results, they have consequences, and they tell us what we will be doing in the future. To that end, one of our long-term councilmembers, Mr. Ogle Forrest, did not win his re-election bid this cycle. Councilman Forrest has brought many years of wisdom and service to his community. Councilman Forrest has been a key part of the revitalization of Warsaw. Mayor Phelps offered congratulations to Councilwoman Bryant and Councilman Self for winning their re-election campaigns. Mayor Phelps is looking forward to welcoming councilmembers elect, Daphne Palmore and Bobby Walters when their term begins in January.

**TOWN MANAGERS REPORT:**

Mr. Quesenberry reviewed his report with the Town Council. Mr. Quesenberry’s report covered Town Bucks program recap, crosswalk installation, DHCD sidewalk improvement project, Trunk-or-Treat recap, WarsawFest recap, Domino’s update, Council dinner, election recap, a moment of personal privilege, and a Christmas Town update. A copy of the Town Manager’s report has been attached to these minutes as Attachment 1.

**POLICE REPORT:**

A copy of the monthly police report included in the Town Council packet has been attached to these minutes as Attachment 2. In lieu of reviewing the report with the Town Council, Chief Peterson used his time to update the Town Council on recent happenings at the Police Department. First, Chief Peterson announced the hiring of the newest Town Officer, Joseph Hayes. Second, Chief Peterson announced the promotion of Nikki Boyington to the position of Police Operations Manager/Investigator. Once Chief Peterson concluded his report, Mayor Phelps announced that the Warsaw Police Department with the chief’s leadership has now become even more of an independent police department and asked Chief Peterson to elaborate. Chief Peterson announced that the Warsaw Police Department has been approved by the Virginia State Police for its own VCIN terminal. The WPD will be VCIN independent by January. Once this is in place, the WPD will no longer have to rely on other agencies to complete the VCIN checks.

**PUBLIC WORKS REPORT:**

The Public Works report was included in the Town Council packets and has been attached to these minutes as Attachment 3.

**COUNCIL COMMITTEE REPORT:**

No committees met during the month.

**PLANNING COMMISSION:** Planning Commission met and discussed projects that were occurring in the Town.

**NORTHERN NECK REGIONAL JAIL REPORT:** Included in packet. Vice-Mayor Yackel reported there is an organization called the Virginia Association of Regional Jails which the NNRJ is a member. The jail superintendent is active with this organization and at the last board meeting, the superintendent reviewed a number of legislative items that are going through the general assembly that were presented at the VARJ meeting. Another topic at the jail board meeting was that since COVID the programs at the jail have been restricted. It has taken a while to get programs back up and running, but they are starting to come back.

**AMERICAN RESCUE PLAN ACT REPORT:** The ARPA report was included in the Council packets. Mr. Quesenberry reviewed the report with the Town Council.

**OLD BUSINESS**

**PROJECTS UPDATE:**

**74 Main Street:** Mr. Quesenberry reported that there has not been much movement on the project, but a large order was placed for HVAC units. The asbestos has been removed and he is working with USDA to start the reimbursement process. **Well Replacement Project:** Mr. Quesenberry was contacted by the well construction company this week. Mr. Quesenberry plans to sit down with the Director of Public Works to begin the process. **DHCD Housing Project:** Mr. Quesenberry reported the architect met with the project and conducted walkthroughs. Based on this, the architect created the report for DHCD that was required. Mr. Quesenberry is anticipating that there will be some movement soon for the project.

**NEW BUSINESS:**

**TOWN BUCKS - \$100 DRAWING FOR FIVE PARTICIPANTS**

Mayor Phelps reviewed the Town Bucks program and outlined that out of the Town residents that had picked up Town Bucks, their name is entered into the drawing for one of five \$100 town buck prizes. Mayor Phelps asked Vice-Mayor Yackel to select the five winners. The names drawn were: Chris Hathaway, Greg Moskoff, Cynthia Flickinger, Wanda Hayes, and Timothy Markish. After the winners were selected, Mayor Phelps stated that this program was a trial. The Town was taking \$7500 and seeing what could be done with it to help the community. Mayor Phelps doesn't know if this will be a program next year or not. There was some negativity, but there was also a lot of positive feedback. Mayor Phelps would love for Town Council to take a look at this next year and ask if this is something that the Town should continue.

**EIP APPLICATION – HUMMINGBIRD LEARNING CENTER**

Mr. Quesenberry outlined the premise of the program as a rent assistance program for a new or relocating business or establishment to open in Warsaw. It is \$600/month of rent assistance for 12 months. Mr. Quesenberry outlined the request by Hummingbird Learning Center, a childcare facility that plans to open in the downstairs unit of 84 Main Street. Hummingbird Learning Center has requested the full grant amount of \$7200.00. Mr. Quesenberry reported that unfortunately, there wasn't a quorum of the Economic Development Committee, so this would be an approval by Town Council. Mr. Quesenberry did receive a recommendation to approve from Mr. English and Ms. Sara Carroll. It was the consensus of Town Council to push this request back to the

Economic Development Committee for them to obtain a quorum and present Town Council with a recommendation or not to approve the request.

**SUBDIVISION APPLLICATION SUBMISSION – RHODES PLACE & BROADUS CREEK DEVELOPMENT**  
Mr. Quesenberry informed Town Council that he has requested the developer and/or the representatives to be at next month’s meeting to make a presentation in time for the public hearing. This request is for a subdivision by Mr. Gregory Packett, who owns approximately 62.08 acres that encompasses from the enchanted forest area to land near the Southern States location. The current plan calls for 321 units with condos/apartments being 166, single family dwellings being 85, and villas being 68. The information found in the packet includes elevations of what the homes would look like. There will be a pool and clubhouse included in the development. A copy of Mr. Packett’s proffer statement is in the packet also. Per the application, Mr. Packett is requesting a public hearing and will be in attendance to make the presentation. Mayor Phelps addressed Town Council to remind them that tonight is not about approving/not approving the subdivision, it is about scheduling a public hearing so they can present their plans to the public and start the process.

Councilman Forrest moved to schedule a public hearing for December 12 at 6:00pm. The motion was seconded by Councilman Hamblin and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ogle Forrest	Aye	Mary Beth Bryant	Aye
Ralph Self	Aye	Faron Hamblin	Aye

There was discussion about the approval process following the vote to schedule the public hearing.

**APPOINTMENTS OF PLANNING COMMISSION MEMBERS, BOARD OF ZONING APPEALS**  
Mayor Phelps reminded Town Council that there are three open positions on the Planning Commission. Currently, there are three people that have indicated interest in filling the vacancies and there may be additional people interested before next meeting. Mayor Phelps announced that Mr. Chris Evans, Ms. Belinda Reynolds, and Mr. Berkley Cash have all indicated they would like to serve on the Planning Commission.

**CLOSED SESSION- 2.2-3711 A-5 PROSPECTIVE BUSINESS; A-8 LEGAL MATTERS**

Vice-Mayor Yackel moved to enter closed session in accordance with Virginia State Code Section 2.2-3711A (5) as it relates to Prospective Business of the Virginia Freedom of Information Act. The motion was seconded by Councilman Hamblin and carried with the following votes:

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ogle Forrest	Aye	Mary Beth Bryant	Aye
Ralph Self	Aye	Faron Hamblin	Aye

To re-enter the regular session of the meeting, Vice-Mayor Yackel moved that the only items discussed in closed session were prospective businesses and legal matters. The members of the Town Council then certified by roll call vote that they only discussed matters cited in the motion to enter closed session and legally permitted to be so discussed in the Virginia Freedom of Information Act subsections cited in the motion to enter closed session. The roll call votes are as follows.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Ogle Forrest	Aye	Mary Beth Bryant	Aye
Ralph Self	Aye	Faron Hamblin	Aye

There was no action out of closed session.

**CLOSING COMMENTS:**

- Vice-Mayor Yackel enjoyed WarsawFest and is looking forward to Christmas Town.
- Councilman Hamblin has a conflict the day of Christmas Town but is hoping he is able to make it back that evening to attend the event. He thinks the event feels like what you would see in the Hallmark/Lifetime Christmas movies. He is looking forward to the Christmas dinner again this year. Councilman Hamblin congratulated Councilman Forrest on his many years of service on the Warsaw Town Council. Councilman Hamblin said his term on Town Council is nearing the end and he has a great time. He is looking forward to seeing the new Town Council members.
- Councilman Self thanked everyone for their support in his reelection for another four year term. He hopes that the Town Council will continue to live up to their standards and continue to do great things for this Town. Looking over just this past year and seeing the improvements that have happened like the sidewalks and crosswalks. He said it is a pleasure making decisions to do good things and hopes that we will continue to have a great Town.
- Councilwoman Bryant thanked everyone for their support on her reelection. She is looking forward to Christmas Town and would like to wish everyone a Happy Thanksgiving. Councilwoman Bryant also informed everyone the Richmond County Volunteer Fire Department would be coming around Warsaw on December 8<sup>th</sup>.
- Councilman Forrest said that for the last several months he had been walking around with the aid of a walker. After his surgery three weeks ago, the walker and the cane are gone. Councilman Forrest said he is doing great.
- Mayor Phelps said when he has the opportunity to bring individuals into Town he likes to do that. He was asked by an executive at his workplace how does Warsaw do it. This individual has been appointed to an Economic Development Board for his home county. Mayor Phelps responded that just because the Town Council hasn't done something before doesn't mean that they won't try it. The Warsaw Town Council has made a lot of great experiments, whether it be with the Economic Development piece or helping a business owner on Main Street by going in on half the payment of paving their lot. We've made some mistakes, but that is okay too. We learn from those situations too.

Mayor Phelps is proud of what is happening in Warsaw and feels that the Town is headed in the right direction.

There being no further business, Mayor Phelps adjourned the meeting at 7:45 p.m.

  
Submitted by: Julia Blackley- Rice, Clerk

Joseph N. Quesenberry  
*Town Manager*

Melissa W. Coates  
*Assistant Town Manager*

Jaha Buckley - Rice  
*Clerk - Pro Tem*

Sean L. Peterson  
*Chief of Police*

Sandy Anderson Law Law  
*Town Attorney*



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

# Attachment 1

COUNCIL MEMBER

Randall F. Phelps - *At-Large*

Paul G. Yackel - *At-Large*

Ogle E. Tompsett

Laron H. Hamblin

Rebecca C. Haber

Jonathan English

Ralph W. Self

Mary Beth Boer

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

## MEMORANDUM

TO: Warsaw Town Council

FROM: Joseph N. Quesenberry, Town Manager

DATE: 11/14/2024

RE: Town Manager's Report

Dear Council Members,

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

### 1. Christmas Town Presentation

I will be presenting an interactive map of the Christmas Town event area and will answer any questions that you may have.

### 2. Town Bucks Program Recap

We are pleased to report that nearly 375 total households in Warsaw and Richmond County participated in our first-ever Town Bucks program! A copy of the spreadsheet referencing all of the participants can be found in your Council emails. We have heard very positive feedback from the participating businesses thus far. We appreciate everyone's patience and kindness as we deployed the program for the first time.

3. Crosswalk Installation

We are very pleased with the final product of the brick paver crosswalks at the Court Circle intersection. We hope that this will not only improve the appearance of the intersection, but that it will also bring increased awareness to drivers regarding the pedestrian crossing. Now that our sidewalks are complete, this will work to tie in the college campus and neighborhoods to our downtown shopping district.

4. DHCID Sidewalk Improvement Project

As you may have seen, we are wrapping up our sidewalk addition and parking lot improvements at 184 Main Street. Per our DHCID agreement, we were required to spend \$30,000 in Town on sidewalk improvements. We then partnered with Mrs. Poates, owner of 184 Main, to share the costs of the project. The Town came in under budget with \$25,000 spent, with that amount nearly being matched 1:1 by Mrs. Poates, with a total investment of \$19,125 for a total project cost of \$44,125, or \$5,875 under budget. France Landscapes and Lunge Paving completed the work and did a great job. This now completes the last section of downtown that needed to be revitalized. I plan to include \$30,000 in our annual budget for sidewalk improvements for your review, with the hopes of removing and replacing sidewalks between the 7-11 location and our downtown.

5. Trunk Or Treat Recap

Thank you to the Warsaw Richmond County Main Street Program for doing a wonderful job with trunk-or-treat this year! With an estimated 2,500 – 3,000 participants, it was a record breaking year.

6. Warsaw Fest Recap

Thank you to the Warsaw Richmond County Chamber of Commerce for hosting another successful Warsaw Fest! The parade was a great time, and the event was fortunate enough to have beautiful weather and good crowds. We look forward to next year!

7. Domino's Update

We are pleased to announce that Domino's is slated to hold a soft opening on December 9<sup>th</sup>, with a full opening just in time for Christmas Town on December 14<sup>th</sup>. We'll post more details as they arrive.

8. Council Dinner

You should have received an email regarding the Town Council Christmas Dinner next month, to be held in the new Old Rappahannock Brewing building. We appreciate the Town Council's tradition of foregoing any monthly pay in order for us to hold a large dinner event for all the Town Council and staff members. Please respond as soon as you can so that we may prepare accordingly.

9. Election Recap

The election of Town Council members occurred during the general election last week, with four (4) positions of the total eight (8) being up for election/re-election. We congratulate Council Members Self and Bryant for their victories, and welcome our new Council Members Palmore and Walters to the Council. We will work with them to obtain all of the necessary trainings and to become sworn in to office in January. I want to take this time to give a special thank you to Council Member Forrest for his years of steadfast dedication to this Town. We will honor him during next month's meeting.

10. Point of Personal Privilege

I am honored to share that on November 7<sup>th</sup>, 2024, I began my eighth year as Town Manager. I want to say thank you to each of you for allowing me to continue our efforts at ensuring our Town is moving in the right direction, to continue to grow and improve, and to be the absolute best that we can be. Our teamwork, our phenomenal staff, and our many residents and business owners that participate, care, and join us in our many endeavors are what makes this all possible. Thank you!



# Warsaw Police Department

Attachment 2



*From the desk of Chief Sean L. Peterson*

## MONTHLY ACTIVITY REPORT October 1-31, 2024

Total calls for service: 246

### Section I: Incidents (3)

DATE	CASE	OFFENSE	BLK / STREET
10/15/2024	2024-000070	18.2-96 Petit Larceny	417 Sunset Ln
10/23/2024	2024-000072	18.2-96 Petit Larceny	4188 Richmond Rd
10/31/2024	2024-000077	18.2-57.2 Assault & battery – Family member	Richmond Rd/Historyland Hwy

### Section II: Arrests (6)

DATE	CASE	OFFENSE	BLK / STREET
10/2/2024	2024-000065	53.1-149 Probation violation - Felony	471 Main Street
10/8/2024	2024-000066	53.1-149 Probation violation - Felony	471 Main Street
10/11/2024	2024-000067	53.1-149 Probation violation - Felony	471 Main Street
10/11/2024	2024-000067	18.2-388 - Public Intoxication	4733 Richmond Road
10/24/2024	2024-000073	18.2-460 – Fleeing From Law Enforcement 18.2-266 DWI; 1 <sup>st</sup> Offense	4238 Richmond Road
10/29/2024	2024-000075	18.2-462 Concealing/Destroying Evidence – Felony	4238 Richmond Road

### Section III: Traffic (94)

Driving on suspended/Revoked License	1
Reckless Driving	2
Distracted Driving	14
Speeding	17
Expired Inspection	0
Expired / Improper VA Tag	0
Town Citations Issued	2
All other traffic summons	16
Reportable traffic crashes	11
Traffic Warnings	33

### Section IV: Community Engagement

Neighborhood Select Patrols	283
Business Checks	188
Community Events	1



Joseph N. Quisenberry  
Town Manager  
  
Melissa Coates  
Assistant Town Manager  
  
Julia Blukler – Rec.  
Treasurer & Clerk  
  
Scott E. Peterson  
Chief of Police  
  
Sandra Anderson Esq.  
Town Attorney



# Attachment 3

COUNCIL MEMBERS  
William Phelps – Mayor  
J.G. Yackel III – Mayor  
Mary Beth Bryant  
Jonathan English  
Oglethorpe Forest Sr.  
Farou H. Humblot  
Rebecca Hubert  
Ralph W. Sch

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

## MEMORANDUM

TO: Warsaw Town Council

FROM: Jesse Schools, Director of Public Works

DATE: 11/14/2024

RE: Public Works Report

Dear Council Members:

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

### -WWTP

#### Monthly Numbers

Average daily Influent flow for October = 173,900 gal. A decrease of 12,300 gals. from the month of September average daily flow.

Maximum Influent flow for August = 213,200 gals. An increase of 9,200 gal. from the month of September max flow.

For October, the average effluent Total Nitrogen (TN) concentration was 2.73 mg/l, within the limits of our permit.

For October, the average effluent Total Phosphorus (TP) concentration was 0.18 mg/l within the limits of our permit.

#### Monthly Operations and Maintenance

- The Treatment Plant staff cleaned and replaced UV lamps.
- Operators serviced equipment as to our preventive maintenance program.
- Plant Operators conducted our daily process control testing on the SBRs.
- Ordered our necessary laboratory supplies.
- Completed and submitted our monthly operations report.
- The Treatment Plant Staff assisted with recording water meter readings.

Joseph N. Quisenberry  
Town Manager

Melissa Coates  
Assistant Town Manager

Judi Blackby - Rich  
Treasurer & Clerk

Sean L. Peterson  
Chief of Police

Sandy Anderson-Low  
Town Attorney



COUNCIL MEMBER

Randall Phelps - At-Large

Paul G. Yackel - At-Large

Mary Beth Britton

Jonathan English - At-Large

Ogden E. Forrest Sr.

Emory H. Hamblin

Rebecca C. Hubert

Ralph W. Schmitt

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

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

**-Water Department**

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

Water meters were read on 10/9/2024.

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

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

Staff completely bi-yearly greasing off all sewage pumps and alarm floats at each pump station.

Water line on East Jefferson St. was hot tapped for a new residential meter to be placed.

**-Refuse Department**

For the month of September town staff made 14 trips to the landfill totaling 116.71 tons or 233,420 pounds of trash.

**-Public Works (Maintenance)**

Staff assisted with Monday and Thursday residential trash pickup.

Grass cutting the median strips, along with all Town owned facilities.

Watering of all hanging baskets and flowerpots.

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

Decorated for Halloween and prepared for trunk or treat in the park.

Started checking over Christmas Decorations, wreaths, and garland.

# Monthly Water Loss Report

Section 3, Item b.

Water System:

For the Month of:

Year:

**Water Produced this month:**  gallons

**Water Purchased this month:**  gallons

**A: Total Water Produced and Purchased =** **4,850,100 gallons**

Bulk Water Sales  gallons

**Total Sold =** **4,667,143 gallons**

**B: Difference: (Produced+Purchased) - Sold =** **182,957 gallons**

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

**Gallons of Water Accounted For:**

Breaks (Estimated Total)	<input type="text" value=""/>	gallons
Hydrant Flushing	<input type="text" value=""/>	gallons
Storage Tank/Clearwell overflow	<input type="text" value="5,000"/>	gallons
Fire Hydrant Use	<input type="text" value=""/>	gallons
Fire Department Use	<input type="text" value="10,000"/>	gallons
Leak adjustments	<input type="text" value=""/>	gallons
Maintenance shop	<input type="text" value=""/>	gallons
Sewer jetting	<input type="text" value="1,000"/>	gallons
Town watering flowers	<input type="text" value="10,000"/>	gallons
Office/Police Dept.	<input type="text" value="12,000"/>	gallons
Pool	<input type="text" value=""/>	gallons
Amount in storage tanks	<input type="text" value=""/>	gallons

**C: Total Gallons Accounted For =** **38,000 gallons**

**Loss: Unaccounted-for Water: (B-C) =** **144,957 gallons**

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

days in billing period

**Gallons / Day Loss =** **5,177 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.

## Budget vs Actual

Town of Warsaw  
12/11/2024 9:09:05 AM

Period Ending 11/30/2024

### 10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
10-300-0000 PERMITS & FEES	2,500	0.00	225.00	590.00	2,105.00	(395.00)	84%
10-301-0000 S W USER FEE - COMMERCIAL	166,500	0.00	14,430.00	27,945.00	78,390.00	(88,110.00)	47%
10-301-5000 SW USER FEE - RESIDENTIAL	88,000	0.00	7,470.00	14,950.40	37,135.40	(50,864.60)	42%
10-305-0000 REAL ESTATE TAXES	260,000	0.00	0.00	244,638.89	244,665.35	(15,334.65)	94%
10-306-0000 PERSONAL PROPERTY TAXES	140,000	0.00	0.00	332.61	332.61	(139,667.39)	0%
10-307-0000 PPTRA	17,365	0.00	0.00	0.00	17,365.30	0.30	100%
10-310-0000 BANK FRANCHISE TAX	170,000	0.00	0.00	0.00	0.00	(170,000.00)	
10-315-0000 BUSINESS LICENSES	130,000	0.00	340.00	6,474.17	13,686.65	(116,313.35)	11%
10-320-0000 VEHICLE TAX/DECALS	35,000	0.00	0.00	0.00	0.00	(35,000.00)	
10-325-0000 STATE SALES TAX	100,000	0.00	10,611.60	21,375.07	58,196.39	(41,803.61)	58%
10-326-0000 MEALS TAX	635,000	0.00	51,869.34	106,939.53	285,575.71	(349,424.29)	45%
10-327-0000 LODGING TAX	43,000	0.00	4,323.92	8,611.20	18,632.34	(24,367.66)	43%
10-328-0000 CIGARETTE TAX	80,000	0.00	0.00	0.00	0.00	(80,000.00)	
10-330-0000 FINES	35,000	0.00	5,636.79	9,571.16	12,915.54	(22,084.46)	37%
10-345-0000 INTEREST INCOME/GEN	10,000	0.00	0.00	0.00	1,531.59	(8,468.41)	15%
10-355-0000 LAW ENFORCEMENT ASS'T	34,500	0.00	1,796.00	1,796.00	64,636.00	30,136.00	187%
10-360-0000 UTILITY/CONSMPTION TX	13,500	0.00	0.00	320.65	1,332.73	(12,167.27)	10%
10-361-0000 COMMUNICATIONS TAX	29,000	0.00	2,549.36	5,126.69	12,603.81	(16,396.19)	43%
10-365-0000 STATE FIRE INSURANCE	15,000	0.00	0.00	0.00	15,000.00	0.00	100%
10-375-0000 CABLE TV LEASE	3,000	0.00	0.00	0.00	0.00	(3,000.00)	
10-376-0000 BILLBOARD REVENUE	1,750	0.00	0.00	0.00	0.00	(1,750.00)	
10-377-0000 COMMUNITY MARKET	50	0.00	0.00	0.00	0.00	(50.00)	
10-381-0000 REVOLVING LOAN FUND REPAYMENTS	12,000	0.00	0.00	0.00	0.00	(12,000.00)	
10-390-0000 MISC/INCOME	4,000	0.00	0.00	150.00	185.00	(3,815.00)	5%
10-390-0050 GRANTS-TRANSP-ALTERNATIVE-VDOT	1,500,000	0.00	0.00	221,223.97	221,223.97	(1,278,776.03)	15%

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Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-390-0900 GRANTS - IRF	0	0.00	0.00	0.00	85,767.42	85,767.42	
10-390-0975 GRANT - HOUSING/PLANNING	632,534	0.00	0.00	0.00	0.00	(632,534.00)	
10-391-0000 GRANTS/DMV	7,200	0.00	0.00	2,164.00	2,164.00	(5,036.00)	30%
10-392-0000 GRANTS/DCJS	3,000	0.00	0.00	0.00	0.00	(3,000.00)	
10-396-0000 RICHCO/ HAUL FEE	12,000	0.00	0.00	1,050.39	4,455.63	(7,544.37)	37%
10-397-0000 TRASH DUMPSTERS	10,000	0.00	3,073.58	3,073.58	4,433.58	(5,566.42)	44%
10-398-0005 REFUSE DUMPSTER/RESERVES	0	0.00	45.00	90.00	90.00	90.00	
10-399-0005 LOAN PROCEEDS	277,464	0.00	0.00	0.00	290,700.00	13,236.00	105%
10-399-5000 SPECIAL EVENTS (REVENUE)	30,000	0.00	11,840.00	13,110.00	15,565.00	(14,435.00)	52%
Revenues Totals:	4,497,363	0.00	114,210.59	689,533.31	1,488,689.02	(3,008,673.98)	33%
<b>Expenses</b>							
10-420-0200 SALARIES/ADM	360,000	0.00	0.00	14,216.00	110,583.92	249,416.08	31%
10-420-0201 OT/BONUS - ADMIN	3,000	0.00	0.00	0.00	23.30	2,976.70	1%
10-420-0500 PAYROLL TAXES/ADM	27,300	0.00	0.00	1,097.35	8,117.61	19,182.39	30%
10-420-0600 SHORT&LONG TERM DISABILITY	1,965	0.00	140.29	280.58	701.45	1,263.55	36%
10-420-0700 RETIREMENT-LI/ADM	38,955	0.00	0.00	0.00	3,238.46	35,716.54	8%
10-420-0900 MEDICAL INS/ADM	53,880	0.00	4,490.00	8,980.00	22,450.00	31,430.00	42%
10-420-1000 EDUCATION/PROF DEVELOPMT	2,000	0.00	0.00	175.00	870.00	1,130.00	44%
10-420-1100 TELEPHONE/OFFICE	8,250	0.00	741.92	1,231.25	2,998.41	5,251.59	36%
10-420-1300 ELECTRICITY/OFFICE	5,000	0.00	0.00	193.09	1,202.37	3,797.63	24%
10-420-1400 MTGS/CONFERENCES/ADM	9,000	0.00	616.59	892.27	1,426.31	7,573.69	16%
10-420-1500 BLDGS/GROUNDS/MAINTENANCE	18,000	0.00	877.69	11,224.15	13,232.71	4,767.29	74%
10-420-1900 CIGARETTE TAX STAMPS	5,000	0.00	0.00	0.00	0.00	5,000.00	
10-420-2200 AUDIT	14,000	0.00	0.00	0.00	0.00	14,000.00	
10-420-2300 LEGAL SERVICES	25,000	0.00	988.00	4,028.00	8,328.99	16,671.01	33%

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Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-420-2600 ADVERTISING	30,000	0.00	6,297.24	10,050.07	20,243.15	9,756.85	67%
10-420-3100 AUTO O/M-ADM EXPENSE	4,500	0.00	241.75	1,323.57	2,435.09	2,064.91	54%
10-420-3200 OFFICE SUPPLIES	13,000	0.00	1,577.56	6,904.60	11,346.58	1,653.42	87%
10-420-3300 PRINTING/REPORTS/MAPPING	250	0.00	0.00	0.00	0.00	250.00	
10-420-3400 COMPUTER SUPPORT FEE	17,000	0.00	803.50	7,762.00	13,274.14	3,725.86	78%
10-420-3450 COMPUTER O/M	6,500	0.00	39.98	79.96	2,550.70	3,949.30	39%
10-420-4000 RECODIFICATION EXPENSE	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-420-5298 DMV STOP FEES	400	0.00	0.00	0.00	65.00	335.00	16%
10-420-5300 DUES	2,500	0.00	377.19	677.19	1,668.03	831.97	67%
10-420-5350 SAFETY PROGRAM	1,000	0.00	67.40	67.40	67.40	932.60	7%
10-420-5400 INSURANCE/RISK MANAGEMT	18,500	0.00	0.00	4,038.83	8,077.66	10,422.34	44%
10-420-5500 COUNCIL EXPENSE	10,000	0.00	273.00	512.99	1,512.99	8,487.01	15%
10-420-5600 ELECTION EXPENSE	1,000	0.00	0.00	4,000.00	4,000.00	(3,000.00)	400%
10-420-5700 MISCELLANEOUS/ADM	8,500	0.00	1,502.12	1,679.58	2,959.49	5,540.51	35%
10-420-5900 ECONOMIC DEVELOPMENT	39,400	0.00	0.00	4,000.00	11,184.50	28,215.50	28%
10-420-5950 ECONOMIC DEVELOPMENT - BUSINESS LOANS	0	0.00	0.00	10,000.00	10,000.00	(10,000.00)	
<b>ADMINISTRATION Totals:</b>	<b>724,900</b>	<b>0.00</b>	<b>19,034.23</b>	<b>93,413.88</b>	<b>262,558.26</b>	<b>462,341.74</b>	<b>36%</b>

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### 10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-510-0200 SALARIES/WPD	268,000	0.00	0.00	7,486.40	84,658.81	183,341.19	32%
10-510-0201 OT/BONUS - WPD	10,000	0.00	0.00	652.58	1,969.17	8,030.83	20%
10-510-0500 PAYROLL TAXES/WPD	20,500	0.00	0.00	685.19	6,704.64	13,795.36	33%
10-510-0600 SHORT&LONG TERM DISABILITY	990	0.00	77.19	154.38	385.95	604.05	39%
10-510-0700 RETIREMENT/LI/WPD	19,640	0.00	0.00	0.00	2,589.17	17,050.83	13%
10-510-0820 LINE OF DUTY ACT	2,500	0.00	0.00	637.71	1,275.42	1,224.58	51%
10-510-0900 MEDICAL INSURANCE/WPD	32,328	0.00	2,694.00	2,694.00	9,878.00	22,450.00	31%
10-510-1000 PROFESSIONAL DEVELOP/WPD	2,000	0.00	100.00	100.00	100.00	1,900.00	5%
10-510-1100 LEGAL FEES/WPD	10,000	0.00	0.00	0.00	0.00	10,000.00	
10-510-2000 Electricity - WPD	2,300	0.00	116.26	266.78	833.61	1,466.39	36%
10-510-2100 Grounds/Maintenance - WPD	9,000	0.00	4,499.83	4,579.83	8,598.72	401.28	96%
10-510-3100 AUTO O/M-WPD	25,000	0.00	1,209.90	3,532.31	8,012.91	16,987.09	32%
10-510-3200 UNIFORMS/SUPPLIES/WPD	5,000	0.00	87.07	1,549.60	5,348.78	(348.78)	107%
10-510-3210 POLICE SUPPLIES	6,500	0.00	0.00	1,036.64	10,568.12	(4,068.12)	163%
10-510-3220 OFFICE SUPPLIES	3,000	0.00	296.25	1,266.47	4,933.67	(1,933.67)	164%
10-510-3230 OFFICE EQUIP/RESERVES	1,500	0.00	0.00	0.00	0.00	1,500.00	
10-510-3240 EVIDENCE SECURITY	500	0.00	0.00	0.00	0.00	500.00	
10-510-3400 TECH SUPPORT/WPD	10,000	0.00	877.40	1,754.80	9,629.49	370.51	96%
10-510-3500 TELECOMMUNICATIONS	9,000	0.00	891.14	1,511.13	3,778.67	5,221.33	42%
10-510-3603 GRANTS/DCJS	3,000	0.00	0.00	0.00	0.00	3,000.00	
10-510-3701 COMMUNITY SERVICE	1,500	0.00	0.00	506.10	2,859.25	(1,359.25)	191%
10-510-3710 GRANT/DMV	0	0.00	0.00	817.74	1,396.82	(1,396.82)	
10-510-3712 Police Radios/Reserves	5,000	0.00	0.00	0.00	0.00	5,000.00	
10-510-4100 POLICE BODY CAMERAS	6,286	0.00	0.00	0.00	0.00	6,286.00	
10-510-4200 POLICE ACADEMY	2,000	0.00	0.00	0.00	2,072.35	(72.35)	104%
10-510-4210 ADVERTISING	500	0.00	0.00	567.65	1,117.65	(617.65)	224%
10-510-5300 DUES	3,000	0.00	0.00	0.00	0.00	3,000.00	

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### 10 GENERAL FUND

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10-510-5310 BOOKS & SUBSCRIPTIONS	250	0.00	0.00	0.00	0.00	250.00	
10-510-5400 INSURANCE/RISK MANAGEMENT	18,500	0.00	0.00	3,826.26	7,652.52	10,847.48	41%
10-510-6100 RESERVE TRANSFERS	15,000	0.00	0.00	0.00	0.00	15,000.00	
WARSAW POLICE DEPT Totals:	492,794	0.00	10,849.04	33,625.57	174,363.72	318,430.28	35%

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### 10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-550-0200 SALARIES/PS	195,000	0.00	0.00	8,030.20	54,889.77	140,110.23	28%
10-550-0201 OT/BONUS - PS	5,000	0.00	0.00	311.25	1,581.01	3,418.99	32%
10-550-0500 PAYROLL TAXES/PS	16,250	0.00	0.00	638.11	12,577.33	3,672.67	77%
10-550-0600 SHORT&LONG TERM DISABILITY	950	0.00	71.23	142.46	356.15	593.85	37%
10-550-0700 RETIREMENT/LI/PS	18,570	0.00	0.00	0.00	1,643.50	16,926.50	9%
10-550-0900 MEDICAL INS/PS	43,104	0.00	3,592.00	7,184.00	17,960.00	25,144.00	42%
10-550-1100 TELEPHONES - PUBLIC SERVICE	3,500	0.00	215.26	430.48	1,120.09	2,379.91	32%
10-550-1300 ELECTRICITY-TOWNPARK	5,000	0.00	275.39	521.93	1,284.97	3,715.03	26%
10-550-1700 REPAIRS/TRASH TRUCK	25,000	0.00	1,379.61	2,611.89	5,298.00	19,702.00	21%
10-550-2000 Dog Park	2,000	0.00	0.00	0.00	0.00	2,000.00	
10-550-2100 Fountain - Main Street	500	0.00	42.28	50.35	50.35	449.65	10%
10-550-3100 OPERATION/TRASH TRK	29,000	0.00	2,497.66	4,230.22	9,543.48	19,456.52	33%
10-550-3150 VEHICLE M&O/PS	11,000	0.00	119.18	890.63	3,222.31	7,777.69	29%
10-550-3200 UNIFORMS/ETC	2,500	0.00	0.00	0.00	374.70	2,125.30	15%
10-550-3300 EQPT/SUPPLIES/PS	2,000	0.00	347.38	522.37	1,207.53	792.47	60%
10-550-3400 SAFETY EQUIPMENT	1,000	0.00	8.63	8.63	172.36	827.64	17%
10-550-3500 TRASH DUMPSTER EXPENSE	10,000	0.00	0.00	0.00	0.00	10,000.00	
10-550-3550 TOWN APPARELL	10,000	0.00	0.00	0.00	0.00	10,000.00	
10-550-3600 GRANTS-TRANSP-ALTERNATIVE-VDOT	1,500,000	0.00	0.00	0.00	8,000.00	1,492,000.00	1%
10-550-3700 BEAUTIFICATION	35,000	0.00	5,092.27	24,552.87	50,155.66	(15,155.66)	143%
10-550-3800 STREET LIGHTS	36,000	0.00	2,721.56	5,701.84	15,032.11	20,967.89	42%
10-550-3850 SIDEWALKS	30,000	0.00	22,343.60	24,018.60	24,018.60	5,981.40	80%
10-550-3900 ILIGHTING/CHRISTMAS	8,000	0.00	10,268.59	10,518.63	13,534.31	(5,534.31)	169%
10-550-3950 P/S SNOW REMOVAL	250	0.00	0.00	0.00	0.00	250.00	
10-550-4500 GRANTS - USDA COMMUNITY MARKET	0	0.00	0.00	0.00	2,438.00	(2,438.00)	
10-550-4600 GRANTS - IRF	0	0.00	0.00	0.00	3,642.58	(3,642.58)	

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10-550-4700 GRANTS - DMV	7,200	0.00	0.00	0.00	0.00	7,200.00	
10-550-4850 GRANT - HOUSING/PLANNING (EXPENSE)	632,534	0.00	0.00	0.00	0.00	632,534.00	
10-550-5300 INSURANCE/RISK MANAGEMENT - PUBLIC SERVICE	18,500	0.00	0.00	3,826.26	7,652.52	10,847.48	41%
10-550-5500 MISCELLANEOUS/PARK	6,500	0.00	567.50	660.99	2,750.87	3,749.13	42%
10-550-5700 MISCELLANEOUS/PS	1,500	0.00	356.01	356.01	488.54	1,011.46	33%
10-550-6000 CIP - PS	10,000	0.00	0.00	0.00	0.00	10,000.00	
10-550-6100 THE SADDLERY	6,500	0.00	384.38	712.41	2,076.48	4,423.52	32%
10-550-6200 THE BOUNDS	20,000	0.00	5,784.46	21,379.64	27,912.60	(7,912.60)	140%
10-550-6400 COMMUNITY MARKET	2,000	0.00	0.00	250.00	1,000.00	1,000.00	50%
10-550-6500 PROJECT CONTINGENCIES	66,600	0.00	0.00	14,231.88	14,698.28	51,901.72	22%
10-550-6600 74 MAIN STREET	0	0.00	0.00	0.00	10.79	(10.79)	
PUBLIC SERVICE Totals:	2,760,958	0.00	56,066.99	131,781.65	284,692.89	2,476,265.11	10%

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10-600-6000 CHRISTMAS PARADE	2,000	0.00	398.43	1,610.70	1,680.69	319.31	84%
10-600-6100 NN TOURISM	1,200	0.00	0.00	0.00	0.00	1,200.00	
10-600-6200 FIRE DEPARTMENT	10,000	0.00	0.00	10,000.00	10,000.00	0.00	100%
10-600-6300 STATE FIRE INSURANCE	15,000	0.00	0.00	15,000.00	15,000.00	0.00	100%
10-600-6550 RCC TENNIS COURT REHAB PROJECT	5,000	0.00	0.00	0.00	0.00	5,000.00	
10-600-6600 PUBLIC LIBRARY	8,000	0.00	0.00	0.00	0.00	8,000.00	
10-600-6801 BUSINESS IMPROVEMENT GRANT	10,000	0.00	0.00	0.00	4,259.86	5,740.14	43%
10-600-6802 WARSAW/RC CHAMBER	3,000	0.00	0.00	0.00	0.00	3,000.00	
10-600-6850 MAIN STREET PROGRAM	3,000	0.00	0.00	0.00	0.00	3,000.00	
10-600-6900 WARSAW/RICH CO MUSEUM	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-600-6925 Richmond Co Animal Shelter	500	0.00	0.00	0.00	0.00	500.00	
10-600-6950 RICHMOND COUNTY LITTLE LEAGUE	500	0.00	0.00	0.00	0.00	500.00	
10-600-7000 RICHMOND COUNTY YMCA	1,000	0.00	0.00	1,000.00	1,000.00	0.00	100%
10-600-7100 FIREWORKS FESTIVAL	750	0.00	0.00	0.00	0.00	750.00	
10-600-7400 RHS AFTER PROM	250	0.00	0.00	0.00	0.00	250.00	
10-600-8000 THE HAVEN SHELTER	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-600-8100 VARIOUS CONTRIBUTIONS	1,606	0.00	0.00	0.00	250.00	1,356.00	16%
<b>CONTRIBUTIONS Totals:</b>	<b>63,806</b>	<b>0.00</b>	<b>398.43</b>	<b>27,610.70</b>	<b>32,190.55</b>	<b>31,615.45</b>	<b>50%</b>

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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	27,439.88	28,547.67	32,627.43	7,372.57	82%
Totals:	40,000	0.00	27,439.88	28,547.67	32,627.43	7,372.57	82%

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### 10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-998-0001 CAPITAL OUTLAYS	277,464	0.00	0.00	3,600.00	(7,401.00)	284,865.00	-3%
10-998-0002 CONTINGENCY/RESERVES	5,000	0.00	0.00	0.00	1,151.66	3,848.34	23%
10-998-0005 CONSTRUCTION - 74 MAIN STREET	0	0.00	0.00	0.00	15,500.00	(15,500.00)	
CAPITAL ITEM EXPENSE Totals:	282,464	0.00	0.00	3,600.00	9,250.66	273,213.34	3%

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### 10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-999-0001 TRASH TRK DEBT (5 YRS)	19,452	0.00	1,621.00	3,242.00	8,105.00	11,347.00	42%
10-999-0002 POLICE CARS DEBT (5 YRS)	11,065	0.00	923.00	1,846.00	4,615.00	6,450.00	42%
10-999-0003 STORMWATER FACILITY DEBT	38,157	0.00	3,179.78	6,359.56	12,719.12	25,437.88	33%
10-999-0004 WPD COMMUNICATION LOAN (USDA) - 5 YEAR	2,700	0.00	450.00	900.00	2,250.00	450.00	83%
10-999-0005 WPD POLICE DURANGOS CAR LOAN (5 YEARS)	8,256	0.00	688.00	1,376.00	3,440.00	4,816.00	42%
10-999-0006 ARPA FUNDS - EXPENSES	0	0.00	0.00	77,892.46	471,513.22	(471,513.22)	
10-999-0008 LOAN PAYMENT - 74 MAIN STREET	19,101	0.00	1,714.25	3,237.68	7,743.69	11,357.31	41%
10-999-0009 TRASH TRUCK DEBT (FY2025)	33,710	0.00	2,876.00	5,752.00	8,628.00	25,082.00	26%
<b>DEBT SERVICE Totals:</b>	<b>132,441</b>	<b>0.00</b>	<b>11,452.03</b>	<b>100,605.70</b>	<b>519,014.03</b>	<b>(386,573.03)</b>	<b>392%</b>

# Budget vs Actual

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Expenses Totals:	4,497,363	0.00	125,240.60	419,185.17	1,314,697.54	3,182,665.46	29%
10 GENERAL FUND Revenues Over/(Under) Expenses:			(11,030.01)	270,348.14	173,991.48		

## Budget vs Actual

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### 30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
30-305-0000 WATER USER FEES	500,000	0.00	33,010.59	63,163.55	166,106.57	(333,893.43)	33%
30-309-0000 INTEREST INCOME CD	2,500	0.00	0.00	0.00	413.37	(2,086.63)	17%
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:	1,502,600	0.00	33,010.59	63,163.55	166,519.94	(1,336,080.06)	11%
<b>Expenses</b>							
30-810-0200 SALARIES/WATER	140,000	0.00	0.00	6,089.44	45,971.25	94,028.75	33%
30-810-0201 OT/BONUS - WATER	9,000	0.00	0.00	169.88	4,323.16	4,676.84	48%
30-810-0500 PAYROLL TAXES/WTR	10,450	0.00	0.00	478.83	3,847.42	6,602.58	37%
30-810-0600 SHORT&LONG TERM DISABILITY	680	0.00	50.64	101.28	253.20	426.80	37%
30-810-0700 RETIREMENT/LIFE INS/WTR	13,350	0.00	0.00	0.00	1,109.51	12,240.49	8%
30-810-0900 MEDICAL INS/WTR	39,876	0.00	1,796.00	5,119.00	15,088.00	24,788.00	38%
30-810-1100 TELEMETRY/TELEPHONE/WTR	3,000	0.00	299.05	414.41	999.29	2,000.71	33%
30-810-1300 ELECTRICITY/WELLS/WTR	32,000	0.00	0.00	2,162.60	10,167.91	21,832.09	32%
30-810-1600 MAINTENANCE/WELLS/WTR	5,500	0.00	0.00	198.64	560.80	4,939.20	10%
30-810-1700 MAINTENANCE TOWERS/WTR	45,000	0.00	39,855.82	39,855.82	39,855.82	5,144.18	89%
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	69.40	1,930.60	3%
30-810-2800 BUSHHOG/MOWERS/WTR	2,300	0.00	213.49	417.63	867.20	1,432.80	38%
30-810-2900 EQUIPMENT/TOOLS/WTR	3,500	0.00	21.82	21.82	21.82	3,478.18	1%
30-810-3000 OFFICE EQUIPMENT/WTR	1,000	0.00	228.20	456.40	1,169.20	(169.20)	117%
30-810-3100 VEHICLE M/O-WTR	14,000	0.00	882.11	4,004.52	9,447.36	4,552.64	67%
30-810-3200 OFFICE SUPPLIES/WTR	2,500	0.00	225.04	460.52	1,101.13	1,398.87	44%
30-810-3300 SUPPLIES/WATER	5,000	0.00	111.12	132.70	2,652.88	2,347.12	53%
30-810-3400 SAFETY EQUIPMENT/WTR	1,000	0.00	101.76	101.76	101.76	898.24	10%
30-810-3500 BACKHOE M/O=WTR	1,000	0.00	0.00	0.00	355.85	644.15	36%

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### 30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
30-810-4000 UNIFORMS/ETC/WTR	2,500	0.00	0.00	0.00	67.80	2,432.20	3%
30-810-4100 MISS UTILITY GRIDS/WTR	500	0.00	14.95	28.75	80.50	419.50	16%
30-810-4300 INSTALL METER/CONN/WTR	5,000	0.00	0.00	0.00	3,641.62	1,358.38	73%
30-810-4400 BACKFLOW PROGRAMS	1,000	0.00	0.00	0.00	0.00	1,000.00	
30-810-4500 METER REPAIRS/WTR	2,000	0.00	0.00	0.00	13.99	1,986.01	1%
30-810-4600 WATER TESTING	3,500	0.00	0.00	100.00	1,147.48	2,352.52	33%
30-810-4700 WATER PERMIT	2,500	0.00	0.00	0.00	2,193.00	307.00	88%
30-810-4800 FIRE HYDRANT REPAIRS	1,000	0.00	0.00	0.00	1,108.49	(108.49)	111%
30-810-4900 CHLORINATION	10,000	0.00	0.00	1,877.33	5,187.66	4,812.34	52%
30-810-5100 REPAIRS/WATER LINE	12,000	0.00	173.03	173.03	373.97	11,626.03	3%
30-810-5400 INSURANCE/WATER	13,000	0.00	0.00	2,763.41	5,526.82	7,473.18	43%
30-810-5700 MISCELLANOUS/WTR	2,000	0.00	356.01	356.01	441.56	1,558.44	22%
30-810-5900 TRAINING & LICENSING	500	0.00	0.00	0.00	400.00	100.00	80%
<b>WATER DEPT Totals:</b>	<b>392,656</b>	<b>0.00</b>	<b>44,329.04</b>	<b>65,483.78</b>	<b>158,145.85</b>	<b>234,510.15</b>	<b>40%</b>

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### 30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
30-998-0003 WATERLINE RESERVES	23,444	0.00	0.00	0.00	0.00	23,444.00	
30-998-0050 CIP-WATER	49,500	0.00	0.00	0.00	19,476.97	30,023.03	39%
30-998-1000 WELL REPLACEMENT EXPENSE	1,000,000	0.00	0.00	0.00	0.00	1,000,000.00	
<b>CAPITAL ITEM EXPENSE Totals:</b>	<b>1,072,944</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>19,476.97</b>	<b>1,053,467.03</b>	<b>2%</b>

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## 30 WATER FUND

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

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	Expenses Totals:	1,502,600	0.00	44,329.04	65,483.78	177,622.82	1,324,977.18	12%
30 WATER FUND	Revenues Over/(Under) Expenses:			(11,318.45)	(2,320.23)	(11,102.88)		

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### 40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
40-351-0000 WASTEWATER USER FEES	800,000	0.00	70,537.77	134,320.06	352,655.45	(447,344.55)	44%
40-359-0000 INTEREST INCOME CD	2,000	0.00	0.00	0.00	0.00	(2,000.00)	
40-360-0000 INTEREST INCOME	0	0.00	0.00	0.00	977.19	977.19	
40-380-0000 MISCELLANEOUS INCOME	100	0.00	0.00	0.00	218.35	118.35	218%
40-390-1000 CIP - WWF	19,500	0.00	0.00	0.00	0.00	(19,500.00)	
Revenues Totals:	821,600	0.00	70,537.77	134,320.06	353,850.99	(467,749.01)	43%
<b>Expenses</b>							
40-820-0200 SALARIES/WWF	155,000	0.00	0.00	6,765.60	54,168.30	100,831.70	35%
40-820-0201 OT/BONUS - WASTEWATER	9,000	0.00	0.00	315.02	1,894.56	7,105.44	21%
40-820-0500 PAYROLL TAXES/WWF	11,000	0.00	0.00	541.67	4,285.46	6,714.54	39%
40-820-0600 SHORT&LONG TERM DISABILITY	815	0.00	37.21	74.42	186.05	628.95	23%
40-820-0700 RETIREMENT/LIFE INS/WWF	16,000	0.00	0.00	0.00	1,659.68	14,340.32	10%
40-820-0900 MEDICAL INS/WWF	32,328	0.00	2,694.00	5,388.00	13,470.00	18,858.00	42%
40-820-1100 TELEPHONE/WWF	7,000	0.00	571.73	999.01	2,493.73	4,506.27	36%
40-820-1200 PROPANE/SHOPS	3,750	0.00	286.95	286.95	457.14	3,292.86	12%
40-820-1250 GENERATOR FUEL-WWTP/LS	3,250	0.00	0.00	79.44	240.18	3,009.82	7%
40-820-1300 WWTP ELECTRICITY	60,000	0.00	0.00	0.00	14,000.04	45,999.96	23%
40-820-1350 WW ELECTRICITY-GENERAL	25,000	0.00	5,057.88	11,855.33	18,366.60	6,633.40	73%
40-820-1600 MAINTENANCE/LS/WWF	12,000	0.00	287.23	2,566.13	3,976.89	8,023.11	33%
40-820-1700 WW PLANT MAINTENANCE	16,500	0.00	1,973.71	3,789.49	19,714.36	(3,214.36)	119%
40-820-2000 SLUDGE REMOVAL/WWF	17,000	0.00	2,529.20	2,529.20	5,017.91	11,982.09	30%
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	38.00	962.00	4%
40-820-2400 ENGINEERING	30,000	0.00	1,890.00	3,780.00	11,840.00	18,160.00	39%
40-820-2600 ADVERTISING	1,500	0.00	0.00	0.00	0.00	1,500.00	
40-820-2700 TRACTOR MAINT/OPR/WWF	5,000	0.00	0.00	0.00	425.26	4,574.74	9%
40-820-2800	3,000	0.00	213.49	397.84	884.77	2,115.23	29%

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### 40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>BUSHHOG/MOWERS/M/O/WWF</b>							
40-820-2850 EQUIPMENT MAINTENANCE	10,000	0.00	0.00	5,740.88	5,740.88	4,259.12	57%
40-820-2900 EQUIPMENT/TOOLS/WWF	2,000	0.00	21.83	21.83	1,342.98	657.02	67%
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	16,000	0.00	977.51	1,514.27	3,986.98	12,013.02	25%
40-820-3200 OFFICE SUPPLIES/WWF	2,500	0.00	471.91	670.15	1,608.79	891.21	64%
40-820-3300 SUPPLIES/GENERAL/WWF	4,000	0.00	43.86	287.15	1,530.33	2,469.67	38%
40-820-3400 SAFETY EQUIPMENT	1,500	0.00	546.44	846.84	2,118.83	(618.83)	141%
40-820-3500 BACKHOE M/O-WWF	2,000	0.00	0.00	0.00	0.00	2,000.00	
40-820-4000 UNIFORMS/WWF	3,000	0.00	150.00	425.00	512.28	2,487.72	17%
40-820-4100 MISS UTILITY/WWF	500	0.00	14.95	65.88	118.78	381.22	24%
40-820-4300	100	0.00	0.00	0.00	0.00	100.00	
<b>CONNECTIONS/INSTALLATIONS/WWF</b>							
40-820-4600 SUPPLIES/TESTING/WWF	3,500	0.00	8,111.17	8,111.17	11,230.23	(7,730.23)	321%
40-820-4900	2,500	0.00	0.00	0.00	0.00	2,500.00	
<b>CHLORINATON/DECHLOR/WWF</b>							
40-820-4950 WWTP CHEMICALS	50,000	0.00	0.00	2,284.38	4,861.49	45,138.51	10%
40-820-5000 GROUND WATER MONITORING	4,000	0.00	0.00	0.00	0.00	4,000.00	
40-820-5100 REPAIR WW LINE/WWF	5,000	0.00	0.00	0.00	0.00	5,000.00	
40-820-5300 DUES/WWF	2,000	0.00	0.00	0.00	1,485.00	515.00	74%
40-820-5400 INSURANCE/WWF	18,500	0.00	0.00	6,164.53	12,329.06	6,170.94	67%
40-820-5700 MISCELLANEOUS/WWF	1,500	0.00	356.02	356.02	499.54	1,000.46	33%
40-820-7900 TRAINING/PLANT OPR	1,500	0.00	0.00	0.00	1,076.51	423.49	72%
40-820-8000 CONTRACTED LAB TESTING	35,000	0.00	2,530.34	5,097.57	22,620.59	12,379.41	65%
40-820-8100 WWF MINOR PERMIT FEE	3,750	0.00	0.00	0.00	3,408.00	342.00	91%
<b>WASTEWATER DEPT Totals:</b>	<b>584,493</b>	<b>0.00</b>	<b>28,765.43</b>	<b>70,953.77</b>	<b>227,589.20</b>	<b>356,903.80</b>	<b>39%</b>

## Budget vs Actual

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### 40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
40-998-0002 CIP-WASTEWATER	0	0.00	0.00	0.00	19,476.98	(19,476.98)	
40-998-0007 TRANSFER TO WASTEWATER RESERVES	9,607	0.00	0.00	0.00	0.00	9,607.00	
40-998-0050 CAPITAL IMPROVE PLAN RESERVES	19,500	0.00	0.00	0.00	0.00	19,500.00	
<b>CAPITAL ITEM EXPENSE Totals:</b>	<b>29,107</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>19,476.98</b>	<b>9,630.02</b>	<b>67%</b>

**Budget vs Actual**

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**40 WASTEWATER FUND**

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
40-999-0005 BOND PAY/GEN OBLIGATION 2013	208,000	0.00	0.00	0.00	0.00	208,000.00	
DEBT SERVICE Totals:	208,000	0.00	0.00	0.00	0.00	208,000.00	

Budget vs Actual

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Expenses Totals:	821,600	0.00	28,765.43	70,953.77	247,066.18	574,533.82	30%
40 WASTEWATER FUND Revenues Over/(Under) Expenses:			41,772.34	63,366.29	106,784.81		

# WARSAW REVOLVING-LOAN FUNDS

## Monthly Financial Statement

Period (from / to): **11/1/24** **11/30/24**

Description	
Number of Active Loans	<b>7</b>
Balance Beginning of Month	\$ 4,035.41
Principal Received During Period	\$ 7,934.57
Interest Received During Period	\$ 17.78
Fees Received During Period	\$ -
Total Funds Received During Period	\$ 7,952.35
Disbursement to Warsaw	
PDC Fee During Period	\$ (140.00)
Funds Available to Loan Out	\$ <b>11,847.76</b>

Balance in Revolving Loan Fund: \$16,696.69

Available to lend: \$6,696.69

	Summary of Loans	Received This Period	Balance	Current?
1	Relish - #234	\$ 150.00	\$ 5,411.87	YES
2	Pitts - #235	\$ -	\$ 0.00	REPAID
3	Moore - #237	\$ -	\$ 4,676.01	NO
4	Dunbrooke LLC - #242	\$ -	\$ 6,113.41	YES
5	IRF	\$ -	\$ 468,750.00	YES
6	Cleary - #251	\$ 7,802.35	\$ -	REPAID
7	Teresa's Nails - #261	\$ -	\$ 10,000.00	YES
		<b>\$ 7,952.35</b>	<b>\$ 494,951.29</b>	

# NOTICE OF PUBLIC HEARING

**The Warsaw Town Council and Planning Commission will be holding a Joint Public Hearing on Thursday, December 12<sup>th</sup>, 2024, at 6:00 PM regarding the following application:**

Project Name: Rhodes Place & Broadus Creek Development

Applicant: Warsaw, LLC

Project Type: Subdivision – Conditional Rezone – 321 Total Units

Application Type: Plan of Development & Rezoning Application, Phase I

Location: Lying between Wallace Street, Route 360 and Route 3

Tax Map Parcels 16A4(A)48, 16A4(A)59, 16A4(6)10, 16A4(A)77, 16A4(A)79, 16A4(A)80

Meeting Details: Thursday, December 12<sup>th</sup>, 2024, at 6:00 PM. Warsaw Town Council Chambers located at 78 Belle Ville Lane, Warsaw, Virginia 22572.

The Warsaw Planning Commission and Town Council will hear public comments regarding said project at this meeting. Written comments to be read aloud may be submitted to the Town Manager's Office by no later than Monday, December 9<sup>th</sup>, 2024, at 4:30 PM. Project application materials may be viewed in person at the Town Office on Monday through Friday, 8:30 AM to 4:30 PM, or may be sent electronically via email. Please send any questions, comments, or requests to Joseph Quesenberry, Town Manager, at [jquesenberry@town.warsaw.va.us](mailto:jquesenberry@town.warsaw.va.us).

**PLAN OF DEVELOPMENT AND REZONING APPLICATION  
PHASE I SUBMITTAL**

Rhodes Place and Broadus Creek Development

**PROJECT NARRATIVE**

Prepared for:

Warsaw, LLC  
P.O. Box 28  
Tappahannock, Virginia 23233

Prepared by:

ARM Group LLC  
9560 Kings Charter Drive  
Ashland, VA 23005

November 7, 2024

ARM Project 024012002.00



**ARM Group LLC**

**Engineers and Scientists**

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**APPENDICES**

Appendix 1 Plan of Development.....	Following Text
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## 1.0 INTRODUCTION

This application is a request to obtain approval for a Plan of Development and the rezoning of a 63.16+/- acres of property located within the Town limits of Warsaw, VA. The property includes Tax Parcels 16A4(A)48, 16A4(A)59, 16A4(6)10, 16A4(A)77, 16A4(A)79, 16A4(A)80. The Parcels are in the Traditional Town Overlay District with existing zoning classification of R-12, R-1, C-1 and C-2. The application requests that all 6 parcels be rezoned to R-12. The Plan of Development submitted with the application demonstrates the applicant’s intention to comply with the Tradition Town Overlay Standards. The Plan has been prepared to meet certain conditions as outlined section 3-5-2 g. in the Density Bonus Provisions of the Town’s Growth Management Ordinance.

## 2.0 DESCRIPTION OF PROPERTY

As represented by the Conceptual Development Plant (Appendix 1 – Sheets 1 thru 5), the property is located within the Town’s Traditional Town Overlay District between Wallace Street, Route 360 and Route 3. The Property has direct access to each of the Public Roads.

The property is composed of forest and cleared land without active development. There is a creek that runs north and south along the western boundary and also another stream that runs east and west and bisects the property. The northwest corner of the property contains the Tom Rhodes Tree Carving Trail that is often referred to as “Faces in the Trees”. There appear to be wetlands along the stream banks and appear to be subject to a RPA buffer which is shown on the Plan of Development.

## 3.0 ZONING AMENDMENT CONSIDERATIONS

### 3.1 Current Zoning

As shown on Sheet 3 of the Plan of Development, the subject property has 4 separate zoning classifications to include R-1, R-12, C-1 and C-2. The Project is also located within the designated Traditional Town Overlay District.

### 3.2 Proposed Conditional Zoning Request

The proposed project, as presented, is intended to be a residential development. Because the property has four (4) separate zoning classifications including Commercial C-1 and C-2 zoning it is proposed that the entire project area be rezoned to R-12. This zoning will reflect the diverse mix of housing proposed and the densities necessary for development for each development phase. The project will also be developed utilizing the Traditional Town Overlay Standards and will include the Density Bonus Provisions in the GMP to provide a unique residential community meeting the needs of a diverse family and residential market.

The proposed zoning and development plan permits smaller lot sizes that will permit the developer to build more affordable housing options for the residential customers. These customers may include young professionals, retirees and families. The provision for open space

and protection of environmental resources provides an opportunity for a more sustainable development compatible with the Town's overall development plan

#### 4.0 GENERAL DESCRIPTION OF THE PROJECT

The proposed project will offer a diverse mix of housing products to meet the market interest in new and more modern construction standards. The existing stream that runs east to west through the property provides a natural separation between two specific areas of the project, called Rhodes Place and The Broadus Creek. While the project has 2 separate development areas, the project will offer an integrated sense of community with a proffered trail system that will connect each area. An interconnection with the existing Town's existing pathway system north of the project will offer walking access to the Town's Main Street business areas.

The overall project will provide public water and sewer and other landscaping and amenities as part of its community development plan and also to comply with the Town's bonus density provisions.

While public road access is not offered between Rhodes Place and Broadus Creek an alternative access between the two (2) development areas will be completed. While normally closed by a gate or other methods, this will be an all-weather access road sufficient to support emergency vehicles when and if needed. This access will be built and integrated into the trail system.

##### 4.1 Rhodes Place

This area has been designated as a multifamily development that may include Apartments and or Condos depending on market conditions and preference. This area is located in the where the Faces in the Trees carvings and trails are and will include up to 14 separate buildings containing 12 units each. The area will have its primary access from Wallace Street by a private road built by the developer crossing the existing stream. The private road network will provide integrated parking spaces directly in front of each residential building and additional spaces to accommodate visitors and overflow parking. The Rhodes Place project is proposing a clubhouse, pool, and community space, which when built will offer access to the Broadus Creek Community.

##### 4.2 Broadus Creek

Located south of the stream that divides the project property, the Broadus Creek residential community will focus on owner occupied residential units feature both detached and attached single family residences. This residential community will offer public roads, sidewalks, walking trails and eventual integration with the Rhodes Place development. The Broadus Creek community will have a separate Boulevard entrance at the southeast corner of the property aligned with the existing median break on Route 3.

- A. **The Villas at Broadus Creek** will offer multifamily housing units containing 4 or 5 villa attached residences for a total of 68 units. The individual units will have garages and driveways and a public road network that will offer on-street parking. The Villas will use

the Boulevard Entrance at the southeast end of the property and the right turn only exit on Route 360.

- B. **Broadus Creek** will be a single family detached community of 84 individual units. The community will contain a public road network with sidewalk, walking trail integrated with the Villas and Rhodes Place, open space, a communal bus stop.

### 5.0 Density Bonus Provisions

The proposed development plan, as presented, represents the intent to comply with the Town’s Growth Management Ordinance (GMO) and the status intent to encourage site and project design harmonious with the adjoining properties, preserve natural resources, and provide positive influence on the quality of life of its residences. While the Density Bonus Provisions provide a range of project densities of 3 to no more than 8 dwelling units per acre, the proposed project has a calculated density of 5.22 units per acre.

In response to the GMO the Development Plans offer the following community elements:

1. **Preservation of natural resources** - a representative sample of the Faces of the Trees Carving, compatible with the development plan and to preserve wetland, RPA’s and natural areas.
2. **Sidewalks** – Proposed on one side of each internal road, with handicap access ramps at appropriate access points.
3. **Integrated trail and path** – A path system between all separate development areas within the project.
4. **Connection with the Town trail/pathway system** - Pedestrian access to Main Street and the business community.
5. **Open space** – To be maintained and utilized by the residents and their Property Owners Association.
6. **Park** – Created in Open Space area to provide interpretative signage to describe natural and environmental features and information regarding the Rhodes Tree Carvings.
7. **A Boulevard Entrance** – a grassed median with landscaping for the Broadus Creek Community with a masonry entrance sign feature and decorative fence.
8. **Entrance feature** for the Rhodes Place community
9. **Cluster mailbox** locations for each community
10. **Sign posts and Lamp posts** - Compatible with the Town standards at each intersection in Broadus Creek Single Family Community,
11. **Automatic pole lights** - At each Single-Family house to provide added security lighting and require maintenance of those lights as part of the POA guidelines.
12. **Limit tree clearing** to the greatest extent possible.
13. **Community Clubhouse and Pool** – Once a Community clubhouse pool area is constructed access wo;; be provided to the entire development
14. **Bus Stop** – a proposed bus stop for Bay Transit is located in the Broadus Creek Development.

15. **Emergency Access** – A standby emergency only access connector between Rhodes Place and Broadus Creek development. This will be incorporated in the trail system and will not be available access for vehicular traffic other than emergency vehicles.

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## APPENDIX- Plan of Development

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# RHODES PLACE AND BROADUS CREEK GENERAL DEVELOPMENT PLAN TOWN OF WARSAW, VIRGINIA OCTOBER 30, 2024

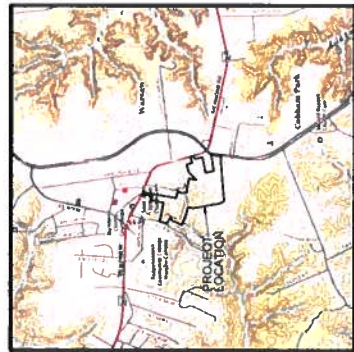


### DRAWING INDEX

- SHEET 1 TITLE SHEET
- SHEET 2 LAYOUT PLAN
- SHEET 3 ZONING AND ADJACENT LAND USE MAP
- SHEET 4 PHASING AND EASEMENT PLAN
- SHEET 5 DETAILS

### GENERAL SITE INFORMATION:

- 1 PARCELS 15A-08110 15A-08111 15A-08112 15A-08113 15A-08114 15A-08115 15A-08116 15A-08117 15A-08118 AND 15A-08119
- 2 EXISTING ZONING C-1, C-2, R-1 & R-12
- 3 UTILIZING THE TRADITIONAL TOWN OVERLAY DISTRICT
- 4 OWNER OF RECORD WARSAW LLC
- 5 DEVELOPER PACKET PROPERTIES WARSAW LLC
- 6 ENGINEER ARM GROUP LLC
- 7 CONTRACTOR MICHAEL E. FJORE, P.E.
- 8 PROJECT LOCATION 15A-08110 15A-08111 15A-08112 15A-08113 15A-08114 15A-08115 15A-08116 15A-08117 15A-08118 AND 15A-08119
- 9 PROJECT ADDRESS 15A-08110 15A-08111 15A-08112 15A-08113 15A-08114 15A-08115 15A-08116 15A-08117 15A-08118 AND 15A-08119
- 10 PROJECT CONTACT MICHAEL E. FJORE, P.E. 7932 HAYNESVILLE, VA 20183 TAPPANMOCK, VA 20189
- 11 PROJECT PHONE (703) 441-1111
- 12 PROJECT EMAIL MFJ@ARMGROUP.COM



VICINITY MAP  
U.S.G.S 7.5 MINUTE QUADRANGLES  
HAYNESVILLE, VA 20183 TAPPANMOCK, VA 20189  
SCALE 1"=2,000'



### GENERAL NOTES

1. REFERENCES TO DRAWINGS AND ROAD STRUCTURES INDICATE STANDARDS IN ACCORDANCE WITH CURRENT VIRGINIA DEPARTMENT OF TRANSPORTATION ROAD AND BRIDGE STANDARDS.
2. BOUNDARY INFORMATION BASED UPON COMPLETED PLATS BY ARM RESOURCE LLC MAY 2023.
3. TOPOGRAPHY BASED ON U.S.G.S HAYNESVILLE, VA (DN18) & TAPPANMOCK, VA (2019) TOPOGRAPHY.
4. THIS PROPERTY IS LOCATED WITHIN RESOURCE MANAGEMENT AREA (RMA). THIS PROPERTY DOES CONTAIN RESOURCE PROTECTION AREA (RPA).
5. NO WETLAND, J.D.
6. CONTRACTOR SHALL NOTIFY ARM RESOURCE LLC AT 800-552-7001 FOURTEEN (14) DAYS PRIOR TO CONSTRUCTION OR ANY LAND DISTURBANCE OF ANY WETLANDS.
7. FLOOD INSURANCE RATE MAP RICHMOND COUNTY, VA COMMUNITY PANELS NO. 51156C0800 REVISED DATE JULY 5 2022 ZONED X. AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN.
8. LOCATION OF EXISTING SEWERS, WATER AND GAS PIPES, CONDUITS AND OTHER STRUCTURES ACROSS THE PROJECT SHALL BE IDENTIFIED AND SHOWN ON THE PLANS. THE CONTRACTOR SHALL BE LIABLE FOR ALL DAMAGE DONE TO ANY EXISTING UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION, REPAIR AND RELOCATION OF ALL UNDERGROUND UTILITIES SHOWN ON PLANS IN AREAS OF CONSTRUCTION PRIOR TO STARTING WORK. CONTACT ENGINEER IMMEDIATELY IF LOCATION OR ELEVATION IS DIFFERENT FROM THAT SHOWN ON PLAN OR IF ANY UTILITIES ARE NOT SHOWN ON PLANS. LOGGING EXISTING UTILITIES. CALL "MISS UTILITY" AT 1-800-552-7001 OR 811 48 HOURS PRIOR TO EXCAVATION.
9. CONTRACTOR SHALL CALL "MISS UTILITY" AT (800) 552-7001 OR 811 PRIOR TO BEGINNING CONSTRUCTION OF ANY WETLANDS. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY ENGINEER IF EXISTING CONDITIONS ARE MATERIALLY DIFFERENT FROM THE PLANS.
10. CONTRACTOR SHALL NOTIFY TOWN OF WARSAW DEPARTMENT OF PUBLIC WORKS (800-552-7001) AT LEAST 48 HOURS PRIOR TO COMMENCEMENT OF ANY LAND DISTURBANCE AT LEAST 48 HOURS PRIOR TO COMMENCEMENT OF ANY CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION, REPAIR AND RELOCATION OF ALL UNDERGROUND UTILITIES SHOWN ON PLANS IN AREAS OF CONSTRUCTION PRIOR TO STARTING WORK. CONTACT ENGINEER IMMEDIATELY IF LOCATION OR ELEVATION IS DIFFERENT FROM THAT SHOWN ON PLAN OR IF ANY UTILITIES ARE NOT SHOWN ON PLANS. LOGGING EXISTING UTILITIES. CALL "MISS UTILITY" AT 1-800-552-7001 OR 811 48 HOURS PRIOR TO EXCAVATION.
11. CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS. A LAND DISTURBANCE PERMIT IS REQUIRED PRIOR TO COMMENCEMENT OF LAND DISTURBING ACTIVITIES. A SEPARATE SIGN PERMIT IS REQUIRED FROM HANOVER COUNTY FOR ANY WORK WITHIN A VDOT RIGHT-OF-WAY.
12. CONTRACTOR SHALL NOTIFY VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY (VEQ) PRIOR TO ANY LAND DISTURBING ACTIVITIES ON SITE. A VAMP PERMIT THROUGH TOWN OF WARSAW IS REQUIRED FOR ANY LAND DISTURBING ACTIVITIES WITHIN WETLANDS.
13. THIS SITE DOES NOT CONTAIN ANY HISTORICAL SITES OR CEMETRIES.
14. ALL LOTS WILL BE SERVICED BY TOWN WATER AND SEWER.
15. ALL UTILITIES WILL BE UNDERGROUND INCLUDING ELECTRIC, TELEPHONE AND CABLE TV.
16. CONCRETE CURB AND GUTTER THROUGHOUT THE DEVELOPMENT WITH STORM SEWER WELLS THAT LEAD TO A STORMWATER MANAGEMENT FACILITY.

### RPA IMPACTS SUMMARY

ROAD	
STORM	
UTILITIES	
TOTAL	0

I, Michael E. Fjore, P.E. certify that there will be no adverse effects of land disturbance and plans square feet of new impervious are proposed with this project as shown on these plans.

Name: MICHAEL E. FJORE, P.E. License #: 7932

The Responsible Land Disturber for plan approved purposes is MICHAEL E. FJORE, P.E.

The Responsible Land Disturber for construction purposes is \_\_\_\_\_

### LAND TABULATIONS

TOTAL GROSS AREA	* 41.59 ACRES
AREA IN WETLANDS	* 0.96 AC
AREA IN FLOODPLAIN	* 0.0 ACRES
AREAS STEEP SLOPES	* 0.42 ACRES
TOTAL NET ACREAGE	* 41.18 ACRES

TOTAL HOMES	* 108
CONDOMINIUMS	* 85
SINGLE FAMILY	* 98
VILLAS	* 21

DENSITY  
UNIT HOMES / NET ACREAGE  
301 UNIT/541.48 NET ACREAGE = 1.52 UNIT/PER ACRE

### BRIDGE SPACE

CONDOMINIUMS	* 1.06
14 UNITS (17 UNITS PER BUILDING)	* 1.30
2 Pkg. SPS (165 SPS PER BUILDING)	* 1.33'
PARKING SPACES PROVIDED (ADA SPACES INCLUDED)	* 133'

### BRIDGE SPACE

SINGLE FAMILY (LARGE)	* 15
LOTS 15-29	* 70
SINGLE FAMILY (SMALL)	* 85
TOTAL LOTS	* 85

TOWN OF WARSAW, TOWN MANAGER  
AGENT APPROVAL PANEL

Section 6, Item a.

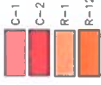
TITLE SHEET	10-30-2024
PACKETT PROPERTIES	NOTIFIED
TOWN OF WARSAW, VA	FIN-03/01/17

**ARM Group LLC**  
Engineering and Architecture  
www.armgroup.com  
1500 West 10th Street  
Anchorage, Alaska 99501  
Phone: 907.561.1111



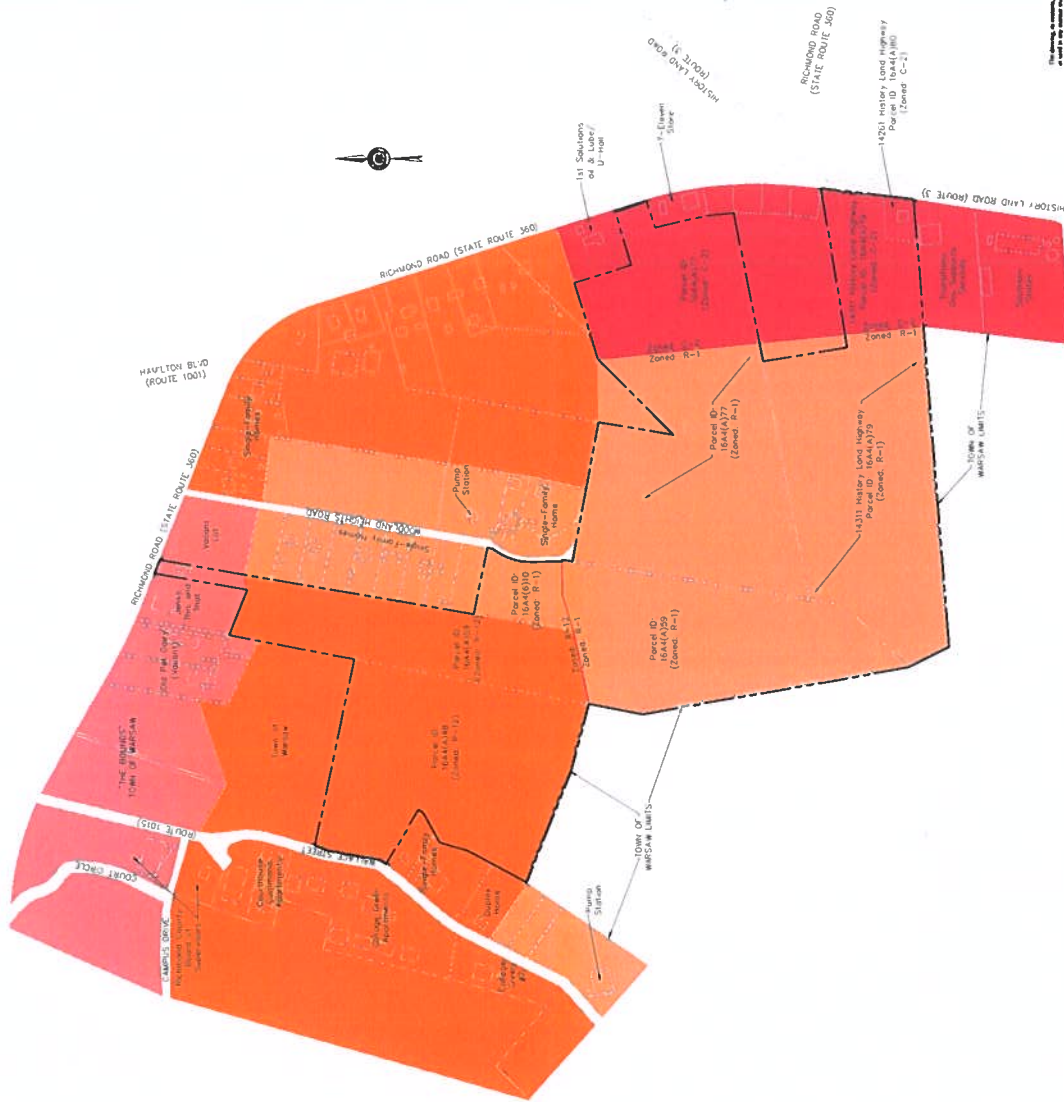
# TRADITIONAL TOWN OVERLAY

EXISTING ZONING PERMITTED IN THE TRADITIONAL TOWN OVERLAY DISTRICT



PARCELS FOR UTILIZATION OF TRADITIONAL TOWN OVERLAY DISTRICT

1644(A)46	=	11.48
1644(A)59	=	16.35
1644(A)80	=	0.40
1644(A)77	=	17.56
1644(A)79	=	15.09
1644(G)10	=	1.88
<b>TOTAL</b>	=	<b>62.56</b>



TOWN OF WARSAW, TOWN MANAGER  
AGENT APPROVAL PANEL

Section 6, Item a.

**ARM Group LLC**  
 Engineering and Architecture  
 www.armgroup.com  
 4601 Kump C. Clarke Drive  
 Alexandria, VA 22304  
 (703) 434-3434



The drawings are complete and the preparation of the drawings and the printing and reproduction in color of this drawing is the responsibility of the drafter. The drafter is not responsible for the accuracy of the information provided to the drafter. The drafter is not responsible for the accuracy of the information provided to the drafter.

EXISTING ZONING MAP &  
ADJACENT LAND USE MAP  
PACKETT PROPERTIES  
TOWN OF WARSAW, VA

10-30-2021  
SCALE: 1" = 200'  
PW:0230117

EXISTING ZONING MAP  
AND ADJACENT LAND USE MAP

14-30-202  
SCALE  
1" = 200'  
PN 02/20/17

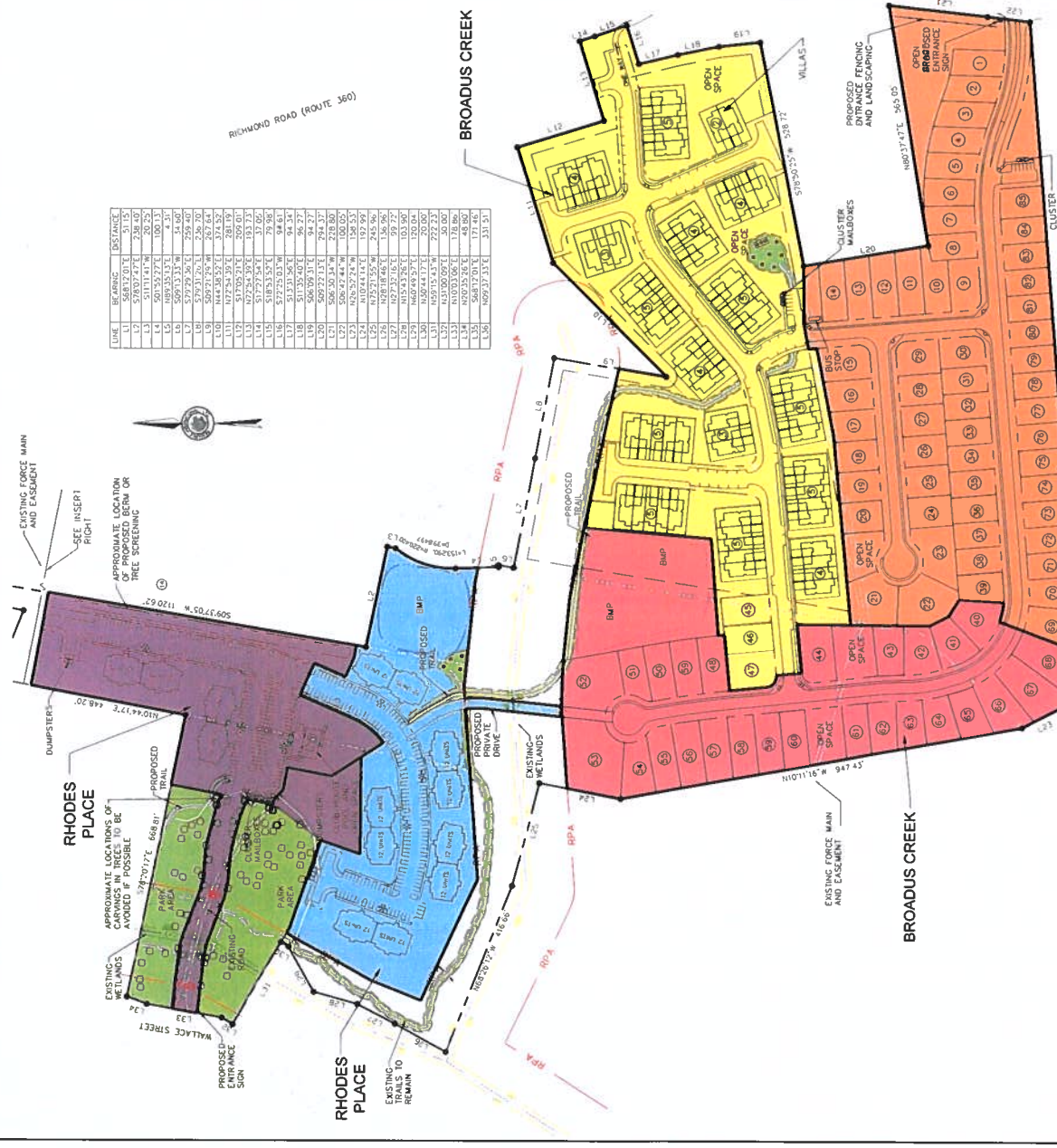
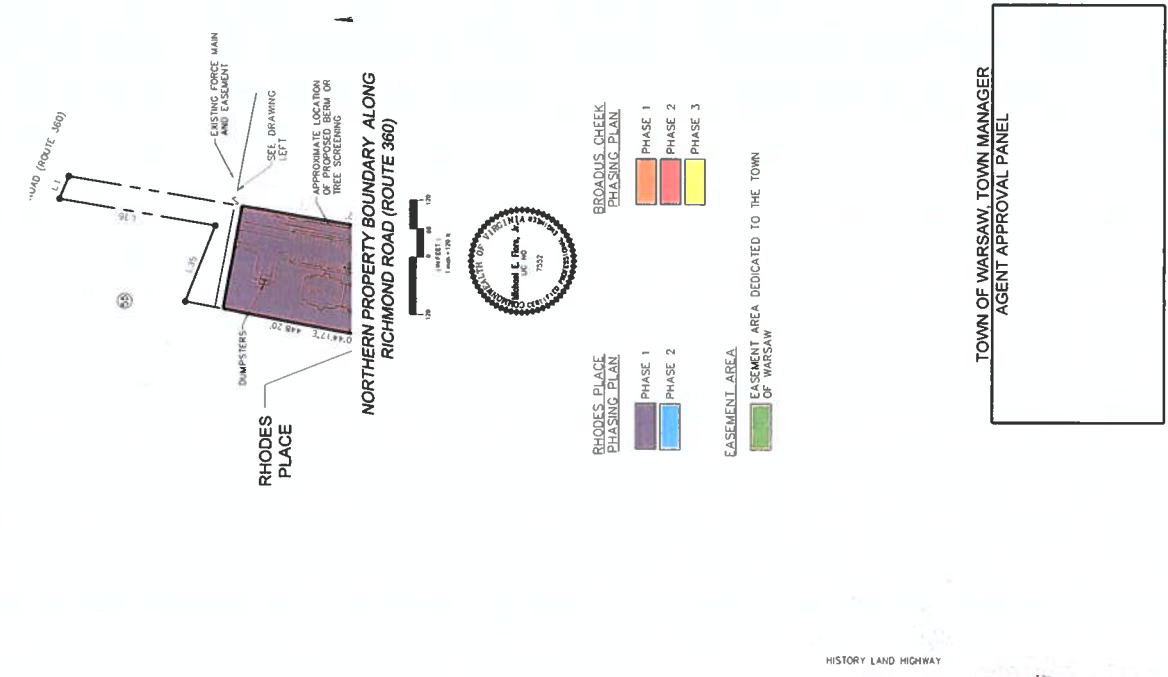
**RHODES PLACE & BROADUS CREEK PHASING & EASEMENT PLAN**  
PACKETT PROPERTIES  
TOWN OF WARSAW, VA

**ARM Group LLC**  
Engineers and Surveyors  
www.armgroup.com  
4601 Kingsport, Warsaw, VA 22097  
ARM 1-540-5130

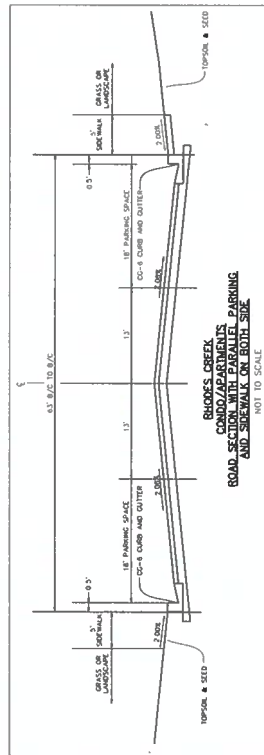
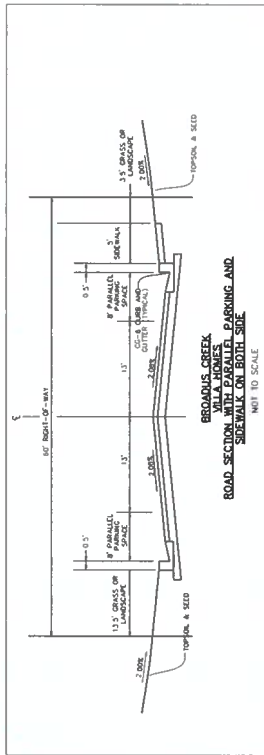
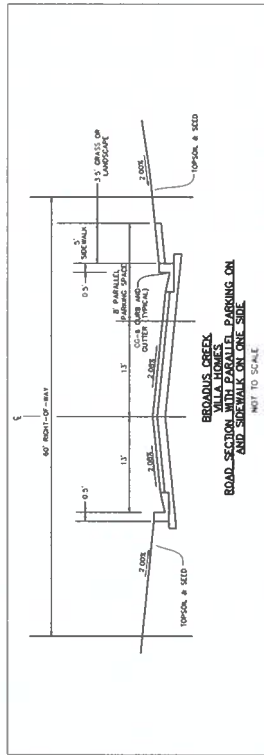
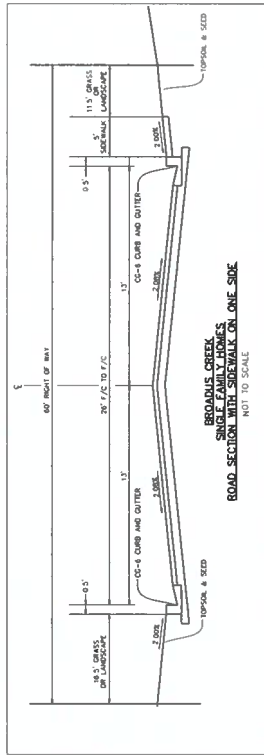


This drawing is to remain with the property of the owner. It is the responsibility of the owner to ensure that all information is accurate and that all necessary permits are obtained. The owner shall be responsible for any and all errors or omissions. The owner shall be responsible for any and all costs associated with this project.

TOWN OF WARSAW, TOWN MANAGER  
AGENT APPROVAL PANEL



USE	BEARING	DISTANCE
L1	S68.127.01E	51.15
L2	S70.977.47E	238.09
L3	S11.913.74W	50.25
L4	S89.325.15E	48.37
L5	S89.325.15E	48.37
L6	S89.325.15E	48.37
L7	S89.325.15E	48.37
L8	S89.325.15E	48.37
L9	S89.325.15E	48.37
L10	S89.325.15E	48.37
L11	S89.325.15E	48.37
L12	S89.325.15E	48.37
L13	S89.325.15E	48.37
L14	S89.325.15E	48.37
L15	S89.325.15E	48.37
L16	S89.325.15E	48.37
L17	S89.325.15E	48.37
L18	S89.325.15E	48.37
L19	S89.325.15E	48.37
L20	S89.325.15E	48.37
L21	S89.325.15E	48.37
L22	S89.325.15E	48.37
L23	S89.325.15E	48.37
L24	S89.325.15E	48.37
L25	S89.325.15E	48.37
L26	S89.325.15E	48.37
L27	S89.325.15E	48.37
L28	S89.325.15E	48.37
L29	S89.325.15E	48.37
L30	S89.325.15E	48.37
L31	S89.325.15E	48.37
L32	S89.325.15E	48.37
L33	S89.325.15E	48.37
L34	S89.325.15E	48.37
L35	S89.325.15E	48.37
L36	S89.325.15E	48.37



RHODES PLACE & BROADUS CREEK  
ENTRANCE SIGN EXAMPLE



BROADUS CREEK  
ENTRANCE SIGN EXAMPLE



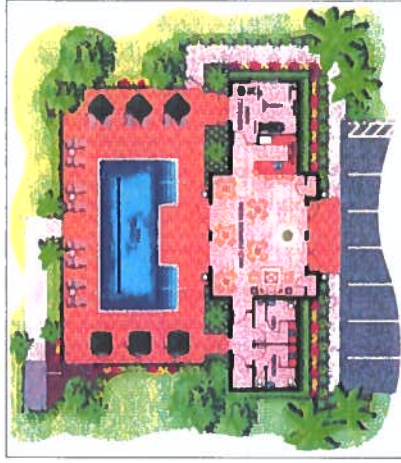
RHODES PLACE & BROADUS CREEK  
ENTRANCE SIGN EXAMPLE



RHODES PLACE & BROADUS CREEK  
STREET SIGN EXAMPLE



RHODES PLACE & BROADUS CREEK  
CARUSIBLE STREET LIGHT



RHODES PLACE  
CLUBHOUSE

TOWN OF WARSAW, TOWN MANAGER  
AGENT APPROVAL PANEL



By acting in this manner, the members of the Board of the Town of Warsaw, Virginia, are certifying that the information provided in this application is true and correct to the best of their knowledge and belief. The Board of the Town of Warsaw, Virginia, is not responsible for the accuracy of the information provided in this application.

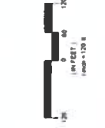


**ARM Group LLC**

Engineering and Architecture  
www.armgroup.com  
4000 Rump C. Quarter Tower  
Arling, VA 22204  
703.444.2200

RHODES PLACE & BROADUS CREEK  
DETAILS  
PACKETT PROPERTIES  
TOWN OF WARSAW, VA

10-10-2024  
SCALE  
N.F.S.  
PN 02/201177



Section 6, Item a.



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

Section 6, Item a.

Office use:  
 Date \_\_\_\_\_  
 Tax Map # \_\_\_\_\_  
 Zoning District \_\_\_\_\_  
 Application # \_\_\_\_\_

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

**Part 1 – Completed by ALL applicants**

**Part 1A**

**Land Use Information:**

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

Description of Request: Rezoning 6 parcels from R-1, C-1 & C-2 in TT Overlay to R-12

*Identification of the land for the request:*

Number and Street: see attached parcel map Proposed Acreage: Total request 63.55 ac

Current Zoning: see attached parcel map Tax Map #: see attached parcel map

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

**Part 1B**

**Property History:**

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

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

Date: \_\_\_\_\_ Former Application No. \_\_\_\_\_ Former Applicant Name: \_\_\_\_\_

Former Applicant Address: \_\_\_\_\_ Former Applicant Phone: \_\_\_\_\_

**Part 1C**

**Applicant Information:**

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

Name: Warsaw LLC Address: PO Box 28, Tappahannock, VA 22560

Phone Number: 804-450-7935 E-mail: packet74@gmail.com

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

**Part 1D**

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

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

Name: \_\_\_\_\_ Interest: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Name: \_\_\_\_\_ Interest: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

*Attach additional names as necessary.*

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

**Part 2A**

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

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

**Part 2B**

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

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

**Part 2C**

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

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

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

**Part 2D**

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

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

**Part 2E**

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

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

The applicant shall provide:

- 1. Brief description of the requested variation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2. How does the Zoning Ordinance unreasonably restrict the use of the property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3. What hardship would be alleviated: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 4. Was the hardship created by the owner/applicant: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 5. What physical features of the property make the variance necessary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 6. Describe how the condition or situation is unique to this property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 7. What effect will the variance have on adjacent properties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Part 3 – To be completed by ALL applicants

Part 3A

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

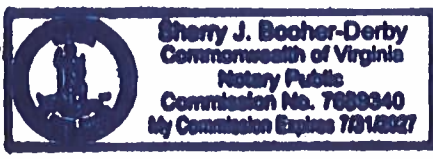
To the best of my knowledge, I hereby affirm that all information in this application and any attached material and documents are true:

Printed Name of applicant: Gregory N. Packett

Signature of applicant: [Handwritten Signature] Date: 11/07/2024

Signed and sworn before me on this: 11-7-2024 Sep

Signature of Notary: [Handwritten Signature]



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: \_\_\_\_\_ Date: \_\_\_\_\_ Fee Paid:  Y  N

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

If no, what needs to be added: \_\_\_\_\_

Date Action Taken by PC: \_\_\_\_\_ Date Action Taken by BZA: \_\_\_\_\_

Date Action Taken by Council: \_\_\_\_\_ Final Decision:  Approval  Denial

<b>Permit Fees</b>	
Appeal Administrative Decision	\$ 250
Amendment to Zoning Ordinance	\$ 300
Appeal	\$ 200
Conditional Use Permit	\$ 250
Rezoning	\$ 200
Variance	\$ 300

Joseph N. Quesenberry  
*Town Manager*

Melissa W. Coates  
*Assistant Town Manager*

Julia Blackley - Rice  
*Clerk - Treasurer*

Sean L. Peterson  
*Chief of Police*

Sands Anderson Law Firm  
*Town Attorney*



COUNCIL MEMO Section 9, Item b.

Randall L. Phelps - *Mayor*

Paul G. Yackel - *Vice Mayor*

Ogle E. Forrest, Sr.

Faron H. Hamblin

Rebecca C. Hubert

Jonathan English

Ralph W. Self

Mary Beth Bryant

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

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## MEMORANDUM

TO: Warsaw Town Council

FROM: Joseph N. Quesenberry, Town Manager

DATE: 12/12/2024

RE: Town Manager's Report

Dear Council Members,

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

### 1. Christmas Town

It's almost that time! Christmas Town is right around the corner, and we're well underway with preparations for another great event. Tomorrow night features a concert at Oyster Shoals Music Hall with the Dryes from NBC's The Voice, starting at 7PM. It's free to the public, so make sure to get there early before they reach capacity. On Saturday, Christmas Town starts at 1PM and runs until 9PM, featuring an assortment of rides, vendors, activities, and much more. The first-ever night parade kicks off promptly at 6PM. You won't want to miss this, so please make sure to bring your friends and family.

2. Domino's Update

We are pleased to announce that Domino's is now OPEN! Ms. Palmeri and her team have been great to work with. They're still finishing last minute touches, but we're so happy to welcome them to Town. We will work with them to schedule a ribbon cutting as soon as they are ready.

3. Council Dinner

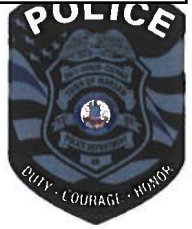
The Town staff and I wish to express our sincere gratitude for the Christmas Dinner that was hosted by the Town Council at Old Rappahannock Brewing Company! The space was beautiful, the food was delicious, and we appreciate Kay, Andy, and their staff for doing a wonderful job. The brewery will be open to the public this Saturday, so make sure to stop in and support Warsaw's first brewery!

4. Economic Development Update

We find ourselves in a busy time of year for all sorts of things, with one of those being economic development. We're actively working with numerous parties and organizations as they consider Warsaw, with both the parcels across from Food Lion and the parcel beside McDonald's having interest. We're also working with a local business as they purchase property and expand. As things progress, we will work with you throughout the process.



# Warsaw Police Department



*From the desk of Chief Sean L. Peterson*

## MONTHLY ACTIVITY REPORT

November 1-30, 2024

Total calls for service: 237

### Section I: Incidents (3)

DATE	CASE	OFFENSE	BLK / STREET
11/5/2024	2024-000078	§ 19.2-77. Escape, flight and pursuit; arrest anywhere in Commonwealth	4238 Richmond Road
11/9/2024	2024-000080	46.2-894: hit and run	6914 Richmond Road
11/14/2024	2024-000081	18.2-403.3 Violation of dog on leash requirement	5357 Richmond Rd

### Section II: Arrests (1)

DATE	CASE	OFFENSE	BLK / STREET
11/1/2024	2024-000073	53.1-149 Probation violation - Felony	471 Main Street

### Section III: Traffic (92)

Driving on suspended/Revoked License	1
Reckless Driving	3
Distracted Driving	12
Speeding	25
Expired Inspection	3
Expired / Improper VA Tag	6
Town Citations Issued	0
All other traffic summons	16
Reportable traffic crashes	1
Traffic Warnings	24

### Section IV: Community Engagement

Neighborhood Select Patrols	302
Business Checks	166
Community Events	4

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Town Manager

Melissa Coates  
Assistant Town Manager

Julia Blackley – Rice  
Treasurer & Clerk

Sean J. Peterson  
Chief of Police

Sands Anderson Law  
Town Attorney



COUNCIL MEM Section 9, Item d.

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Mary Beth Bryant

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## MEMORANDUM

TO: Warsaw Town Council

FROM: Jesse Schools, Director of Public Works

DATE: 12/12/2024

RE: Public Works Report

Dear Council Members:

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

### **-WWTP**

#### **Monthly Numbers**

Average daily Influent flow for November – 173,600 gallons, a decrease of 300 gal from the month of October average daily flow.

Maximum Influent flow for November – 194,200 gallons, a decrease of 19,000 gal from the month of October max flow.

For November, the average effluent Total Nitrogen (TN) concentration was 1.99 mg/l, within the limits of our permit.

For November, the average effluent Total Phosphorus (TP) concentration was 0.11 mg/l, within the limits of our permit.

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

On the 9<sup>th</sup> of November the treatment plant experienced a flow diversion valve malfunction. After investigation it was found to be an underground electrical feed. This power feed cable or wire was repaired, and the diversion valve was restored to normal function.

Operators serviced equipment as to our preventive maintenance program.

Plant staff collected samples at our groundwater monitoring wells, completing testing for the fourth quarter of 2024.

Completed and submitted our monthly operations report.

The Treatment Plant Staff assisted with recording water meter readings.

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Town Manager

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

Despite the wide range in daily temperatures, the treatment plant performed well for the month of November.

### **-Water Department**

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

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

Water meters were read on 11/8/2024.

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

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

### **-Refuse Department**

For the month of October town staff made 17 trips to the landfill totaling 127.62 tons or 255,240 pounds of trash.

### **-Public Works (Maintenance)**

Staff assisted with Monday and Thursday residential trash pickup.

Assisted with recording of monthly water meter readings.

Cutting of leaves and gutter cleanout on all town owned facilities.

Watering of all hanging baskets and flowerpots.

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

### **Christmas Decorations and preparing for Christmas Town**

All staff assisted in decorating the Town for Christmas, this year we have more lights than ever.

Also, this coming Saturday all public works are preparing for Christmas Town and will be working the event. A little insight into the lights throughout Town can be found below.

1200ft of lights on our Christmas tree located at the Boy Scout location.

50 pole mounted decorations

50 Wreaths

28 ground mounted decorations

600ft of Garland

All together approximately 10,000 C7 bulbs

# Monthly Water Loss Report

Section 9, Item d.

Water System: **Town Of Warsaw**

For the Month of: **November** Year: **2024**

**Water Produced this month:** **5,952,894** gallons

**Water Purchased this month:** **0** gallons

**A: Total Water Produced and Purchased = 5,952,894 gallons**

Bulk Water Sales **5,682,188** gallons

**Total Sold = 5,682,188 gallons**

**B: Difference: (Produced+Purchased) - Sold = 270,706 gallons**

**% Difference = 5 % total water loss**

**Gallons of Water Accounted For:**

Breaks (Estimated Total)	0	gallons
Hydrant Flushing	0	gallons
Storage Tank/Clearwell overflow	0	gallons
Fire Hydrant Use	7,500	gallons
Fire Department Use	0	gallons
Leak adjustments	0	gallons
Filling Ponds at the Bounds	150,000	gallons
Maintenance shop	6,000	gallons
Sewer jetting	600	gallons
Town watering flowers	8,000	gallons
Office/Police Dept.	6,000	gallons
Pool	0	gallons
Amount in storage tanks	0	gallons
		gallons

**C: Total Gallons Accounted For = 178,100 gallons**

**Loss: Unaccounted-for Water: (B-C) = 92,606 gallons**

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

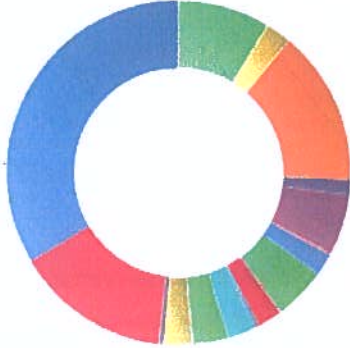
**31** days in billing period

**Gallons / Day Loss = 2,987 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



- FEDERAL 213
- GLOUCESTER 92
- HOME ELECTRONIC MONITORING 1
- KING WILLIAM 2
- MID PEN RJ-Middlesex 1
- NORTHUMBERLAND 16
- PRE-TRIAL 21
- RICHMOND 17
- SPOTSYLVANIA 2
- SUFFOLK 1
- U.S. Marshal - Alexandria 14
- U.S. Marshal - DC District 32
- U.S. Marshal - DC Superior 13
- U.S. MARSHAL - GREENBELT 1
- U.S. Marshal - Norfolk 36
- U.S. MARSHAL - RALEIGH 9
- U.S. Marshal - Richmond 92
- U.S. MARSHAL MIDDLE DIST. N.C. 16
- WESTMORELAND-NNRJ 54

**AMERICAN RECOVERY PLAN ACT (ARPA) - TOWN OF WARSAW PROPOSED BUDGET**

<b>Revenues</b>	\$770,875 (Payment #1)
	\$770,875 (Payment #2)
<b>TOTAL -</b>	<b>\$1,541,750</b>

Items - Payment #1	Total Cost	Total Disbursed as of 12/09/2024	Remaining
Remote Water Meter Reading System	\$0		
Community Market Matching Funds	\$141,466	\$84,996.65	\$56,469.61
VDOT TAP Sidewalk Project - First Contribution (FY 2022)	\$200,000	\$200,000.00	\$-
Comprehensive Plan Update	\$55,133	\$55,133.22	\$-
COVID Bonuses	\$12,500	\$12,500.00	\$-
ADA Outdoor Playground Equipment	\$23,550	\$23,550.00	\$-
Town Vehicle - Parks & Rec / Admin / Conferences / Back Up Vehicle	\$36,079	\$36,079.30	\$-
The Bounds - Parking Lot Improvements	\$34,200	\$34,200.00	\$-
Christmas Town Bonuses	\$5,000	\$5,000.00	\$-
Police Department Computer Upgrades	\$19,172	\$19,172.02	\$-
Well #3 Pump Removal and Replacement	\$74,720	\$74,720.00	\$-
Main Street Improvements	\$235,000	\$235,000.00	\$-
Public Works Vehicle	\$37,199	\$37,199.13	\$-
Purchase Laptop	\$1,712	\$1,712.00	\$-
Joint Tourism Venture (NNPDC/Richmond County)	\$0	\$-	\$-
	<b>\$834,265</b>		
<b>Items - Payment #2</b>			
VDOT TAP Sidewalk Project - Second Contribution (FY 2023)	\$463,119	\$463,119.00	\$-
Well Replacement	\$35,416	\$35,415.74	\$-
Website Overhaul	\$5,667	\$5,667.00	\$-
Clock Reconstruction & Welcome Plaza	\$0	\$-	\$-
The Bounds - Irrigation, Seeding, Lighting, Stormwater Controls, Creek Overlook, Walking Paths	\$161,818	\$161,818.00	\$-
	<b>\$707,485</b>		
<b>REVENUE-DISBURSEMENT=REMAINING</b>		<b>\$1,485,282.06</b>	<b>\$56,467.94</b>

remaining \$4,866.78 used for website overhaul  
(\$1000 FT / \$500 PT)

remaining \$300 used for website overhaul  
remaining \$500 used for website overhaul

**DHCD MONTHLY PROGRESS REPORT**

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

**PROJECT: WARSAW HOUSING**      **CONTRACT #: 23-23-14**      **LOCALITY: Town of Warsaw**      **FROM: Alex Eguiguren**      **MONTH: NOVEMBER 2024**

PRODUCTS - Per 08-14-24 Agreement	% COMPLETE	STATUS
Rehabilitation of three houses to DHCD Housing Rehab Standards; (CDBG and Non-CDBG Funds) benefiting 6 LMI individuals	5%	Tian Construction Group, LLC, has been hired to provide rehab specialist services and perform the final inspection of the homes. The final inspections have been completed and the rehab specialist is working on generating the write-ups and draft bid packages.
Substantial Reconstruction of two houses to DHCD Housing Rehab Standards; (CDBG and Non-CDBG Funds) benefiting 4 LMI individuals.	5%	Tian Construction Group, LLC, has been hired to provide rehab specialist services and perform the final inspection of the homes. The rehab specialist is working on generating the final reports and write-ups that will be used to put together the bid packages.
Implementation of sidewalk improvements with leverage funds (\$30,000)	0%	Sidewalk improvements have been scheduled by the Town of Warsaw.

<b>EXPENDITURES:</b>	<b>Grant Amount: \$ 632,534</b>	<b>Amt Expended: \$0</b>	<b>Amt Obligated: \$0</b>
	<b>Leverage Amt: \$ 58,250</b>	<b>Doc. Amt Expended: \$0</b>	<b>Sources: Town, PDC</b>
<b>Last Draw/Remittance # _____</b>	<b>submitted on: <u>00-00-00</u></b>		
<b>Date of last PMT meeting: <u>00-00-00</u></b>	<b>Date of next PMT meeting: <u>00-00-00</u></b>	<b>PMT Meeting Minutes: _____</b>	
<b>COMMENTS: Project sign has been installed. Management Team meetings will begin in January of 2026.</b>			



Date Received: 10/11/24



Economic Incentive Grant Application

**Applicant Information**

- 1. Applicant Name Timika L Croxton  
DR First: Carolyn MI: Crockett Last: @crox
- 2. Applicant Phone Number (804) 450-1806 / (804) 724-3307
- 3. Applicant Mailing Address P.O. Box 1676 Warsaw, VA 22572
- 4. Applicant Physical Address 88 Main St. Warsaw, VA 22572
- 5. Applicant Email Address timika.fontaine76@gmail.com  
ccrockett123@yahoo.com
- 6. Business Name Hummingbird Learning Center LLC
- 7. DUNS Number \_\_\_\_\_
- 8. Business Tax Identification Number 99-4627346
- 9. Number of Full-Time Employees (Current) 2 (Proposed) \_\_\_\_\_

10. Number of Part-Time Employees (Current) 1 (Proposed       )

11. How long has the business been in operation? just starting

12. Estimate your current (if existing) or proposed gross sales: \$ See proposal

### Supplemental Comments and Questions

13. What is the Primary Function / Purpose of the Establishment?

The primary purpose will be to provide diverse childcare services that foster the development of an all-encompassing program that values consistency, dedication, promotes safety, the development and education of each child via play, curriculum and play.

14. In what ways do you think this will benefit the Town of Warsaw?

This Learning Center will benefit the town because there are only a couple of childcare facilities in the area that have waiting list. There is a rise of childcare with not enough facilities in the area

15. In what ways do you plan to initially fund your operation?

The childcare center will be funded through social services, childcare subsidy program and out of pocket childcare fees if parents don't qualify for program. The owners will also contribute out of pocket start up fees along with community sponsorship and other grants.

16. In what ways do you plan to fund your operation after the rent-free year?

Through grants, subsidy program (Social Services) and out of pocket parents cost.

**Acknowledgments**

Do You Acknowledge the Following (Circle Yes or No):

- a) That You Will be Required to Work with Both the SBDC and Chamber per Terms of Contractual Agreement? YES / NO
- b) That You Must Sign on to a Two (2) Year Lease? YES / NO
- c) That any Breach of Contract Will Result in Financial Restitution to the Town of Warsaw? YES / NO

The applicant is reminded that this application shall be considered public record of the Town of Warsaw.

JAC I am the authorized agent (Please Initial)

9 / 11 / 24

Date

Jumika L. Cooper

Signature of Applicant

**Property Information**

1. Property Street Address 84 Main St Warsaw, VA 22572

2. Property Tax Map Number 16A2(A)4A

3. Property Zoning Designation C-1

4. Property Description (*Acreage & Assessed Value*) \_\_\_\_\_

5. Building Square Footage 1,400

6. Vacant Square Footage 1,400

7. Is the Building Equipped for a Specific Purpose? (Restaurant, Paint Shop, etc.)

No

8. Other Information (Liens, Structural Issues, etc.)

NONE KNOWN

**PLANNING COMMISSION CANDIDATES**

1. Berkley Cash
2. Belinda Reynolds
3. Chris Evans

**BOARD OF ZONING APPEALS CANDIDATES**

1. Tiffany Hackett (Reappointment)

Date Received:  
11/12/2024  
ELC



Economic Incentive Grant Application

**Applicant Information**

1. Applicant Name Jane A Douglas  
First M.I. Last
2. Applicant Phone Number 804-761-0177
3. Applicant Mailing Address 6390 Newland Rd. Warsaw, Va. 22572
4. Applicant Physical Address 6084 Newland Rd. Warsaw, Va. 22572
5. Applicant Email Address jad2330@email.vccs.edu
6. Business Name The Beauty Bungalow LLC
7. DUNS Number \_\_\_\_\_
8. Business Tax Identification Number 11761501
9. Number of Full Time Employees (Current) 1 (Proposed) 1

16. In what ways do you plan to fund your operation after the rent-free year?

I have a set clientele and receive referrals all the time. I intend to make my clientele grow and do whatever I can to subsidize it while I'm getting established through social media, advertising, etc.

**Acknowledgments**

Do You Acknowledge the Following (Circle Yes or No):

- a) That You Will be Required to Work with Both the SBDC and Chamber per Terms of Contractual Agreement? YES/ NO
- b) That You Must Sign on to a Two (2) Year Lease? YES/ NO
- c) That any Breach of Contract Will Result in Financial Restitution to the Town of Warsaw? YES/ NO

The applicant is reminded that this application shall be considered public record of the Town of Warsaw.

JD I am the authorized agent (Please Initial)

11 / 6 / 24  
Date

Jane Douglas  
Signature of Applicant

Hours of Operation:

Monday: 12-8pm      Thursday: 10-7pm  
 Tuesday: 10-6pm      Friday: 10-3pm  
 Wednesday: 10-3pm      Saturday: 10-1pm

### Property Information

1. Property Street Address 2009 St. John's St. Warsaw, Va. 22572

2. Property Tax Map Number 16A4(A) BKD 8.9 (incorrect on GIS)

3. Property Zoning Designation C-1

4. Property Description (Acreage & Assessed Value) N/A

5. Building Square Footage \_\_\_\_\_

6. Vacant Square Footage \_\_\_\_\_

7. Is the Building Equipped for a Specific Purpose? (Restaurant, Paint Shop, etc.)

Business owner to provide their own equipment & upgrades to building.

8. Other Information (Liens, Structural Issues, etc.)

- N/A

### Application for Business Improvement Grant (BIG)

- 1. Name of Business and/or Property Owner: The Beauty Bungalow LLC
- 2. Address of Property: 209 St. Johns St. Warsaw, Va. 22572
- 3. Tax Map ID Number: \_\_\_\_\_
- 4. Please Describe Improvements:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 5. Proposed Date for Construction to Begin: \_\_\_\_\_
- 6. Proposed Date for Construction Completion: \_\_\_\_\_

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

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

8. \_\_\_\_\_  
 Signature of Applicant Date

This Part for Review Comments Only:

FY: \_\_\_\_\_ Amount of Recommended Award: \_\_\_\_\_

Award Committee Chair Signature: \_\_\_\_\_

Date Approved by Council: \_\_\_\_\_

Council Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Award Committee Vote: \_\_\_\_\_ Aye \_\_\_\_\_ Nay

Final Award Amount: \_\_\_\_\_

Clerk/Treasurer Certification: \_\_\_\_\_