



AGENDA

COUNCIL OF THE TOWN OF WARRENTON

Tuesday, March 14, 2017

7:00 PM

1. Call to order.
2. Invocation
3. Approval of the agenda.
4. Citizens Time.
 - **Proclamation In Memory of Judge Dudley Payne**
 - **Proclamation - March 2017 - Youth Art Month**
 - **Resolution Congratulating John Beasley on Climb of Mount Kilimanjaro**
 - **Proclamation - Local Government Education Week**
 - **LFCC Education Foundation Scholarship Report**

Comments should not be directed to Public Hearing items.

Citizens wishing to address the Council should provide their name and residential address. Citizens' comments are limited to five (5) minutes unless a large number of citizens wish to address the Council, in which case, the time limit must be reduced to accommodate all who wish to address the Council.

5. Hear from Center District Supervisor
6. Public Hearing
 - a. Proposed Roundabout at Falmouth/Shirley Intersection
 - b. Ordinance 2017-02, Amending Sec. 3-11- Running at large prohibited
 - c. Special Use Permit 2016-06 – Chilton House Bed and Breakfast
7. Consent Agenda.
 - a. Approval of Council Minutes
 - (1) February 14, 2017 Council Minutes (Draft)

- b. Staff reports and Board and Commission Minutes
 - (1) Staff Report - Visitor Center
 - (2) Staff Report - PW-Utilities
 - (3) Staff Report - Police
 - (4) February 2017 Parks and Recreation Report
- c. Special Event Permit Request for First Friday Events
- d. Special Event Permit Request for May Day Festival
- e. January 2017 Financial Statements
- 8. New Business.
 - a. Resolution Appropriating Up to \$40,000 for Dog Park and Amending the FY17 General Fund Budget
- 9. Reports and Communications.
 - a. Report from Town Attorney.
 - b. Report from Finance Committee.
 - c. Report from the Public Safety and Transportation Committee.
 - d. Report from the Public Works and Utilities Committee.
 - e. Report from Planning District 9 representative.
 - f. Report from Recreation Committee.
 - g. Report from Liaison Committee representative.
 - h. Report from Town Manager.
 - Project Status
- 10. Councilmembers' time.
 - a. CLOSED SESSION: Update on Hale v. Town of Warrenton
- 11. Adjourn.



Town Council Meeting Item Number: 4.●
March 14, 2017

ATTACHMENTS:

Description

Proclamation - Judge Payne

Type

Cover Memo

Upload Date

3/13/2017

**PROCLAMATION
RECOGNIZING THE LIFE OF THE HONORABLE
H. DUDLEY PAYNE, JR.**

WHEREAS, on February 20, 2017 our town, and many beyond its borders, suffered a great loss with the passing of Judge Payne; and

WHEREAS, as the Reverend Ben Maas put it, Judge Payne's life was not only well-lived but also well-lived for others; and

WHEREAS, Always a Marine, he served his country valiantly, leading his men while under fire; and

WHEREAS, A lawyer's lawyer, he was known for his instinct, his thorough preparation for trial, his knowledge of the law, his dedication to his clients, his integrity, his ethics, and his exceptional abilities in a court room; and

WHEREAS, As a veteran, he was instrumental in establishing the Fauquier Veterans Memorial; and

WHEREAS, As a Juvenile and Domestic Relations District Judge, he carried the weight of his decisions, knowing the life-changing impact of them; and

WHEREAS, As a mediator, he strove to lessen the pains of divorce, to reduce anger, to protect children, and where reconciliation was possible, to save relationships; and

WHEREAS, As one focused on the health of the community and its citizens, he contributed his time in many ways, through behind-the-scenes work as well as serving in leadership positions on many boards; and

WHEREAS, As a youth baseball coach, he was a good teacher, not only of the game, but also of character; and

WHEREAS, As a father, he loved his three sons: Edward, Strickland and Dudley; and

WHEREAS, As a husband, he loved and showed true devotion to Ann; and

WHEREAS, As a friend to many, he was generous with his time, a sharer of good stories and eager to connect with joy and laughter. He was attentive to difficulties and always willing to help someone get back on track; and

WHEREAS, He was truly unique, genuine and exceptional. His example serves as a challenge.

NOW, THEREFORE, with great honor, I, Powell Duggan, Mayor with the Warrenton Town Council and all of the Town's citizens, do hereby declare our heartfelt and deep appreciation for Judge H. Dudley Payne, Jr.'s extraordinary life and service to many.



Powell L. Duggan, Mayor



Town Council Meeting Item Number: 4.●
March 14, 2017

ATTACHMENTS:

Description	Type	Upload Date
Proclamation - Youth Art Month	Cover Memo	2/14/2017




PROCLAMATION
PROCLAIMING MARCH 2017 AS YOUTH ART MONTH

- WHEREAS,** The study of art leads to a fuller, more meaningful life; and
- WHEREAS,** Art education provides substantial educational benefits to all elementary, middle and secondary students; and
- WHEREAS,** Art education develops students' creative potential and improves problem-solving and critical thinking skills by reinforcing and bringing to life what students learn in other subjects; and
- WHEREAS,** Art education teaches sensitivity to beauty, order and other expressive qualities, and also gives students a deeper understanding of multi-cultural values and beliefs; and
- WHEREAS,** Art education advances student mastery in art production, art history, art criticism and aesthetics; and
- WHEREAS,** Our national leaders have acknowledged the necessity of including art experiences in all students' education; and
- WHEREAS,** The National Art Education Association, in conjunction with the Town of Warrenton, strives to improve the well being of our communities by upgrading visual awareness of the cultural strengths of Warrenton, Virginia and the United States as a whole; and
- WHEREAS,** The residents of the Town of Warrenton, Virginia have joined the National Art Education Association and the Town of Warrenton in supporting the youth of our community in their intellectual development through artistic endeavors, and offering support to our committed art teachers

NOW, THEREFORE, I, Powell L. Duggan, Mayor of the Town of Warrenton do hereby proclaim March 2017 as YOUTH ART Month. All residents are urged to give their full support to quality school arts programs for our youth.



Dated this 14th day of March, 2017.


Powell L. Duggan, Mayor



Town Council Meeting Item Number: 4.●
March 14, 2017

ATTACHMENTS:

Description

Beasley Resolution

Type

Cover Memo

Upload Date

3/6/2017



RESOLUTION CONGRATULATING JOHN BEASLEY ON HIS CLIMB OF MOUNT KILAMANJARO

WHEREAS, John Beasley, a proud citizen of Warrenton, along with his Army Veteran son and a team of friends, successfully ascended the peak of Mount Kilimanjaro in Tanzania, Africa in December 2016; and

WHEREAS; he joins an elite group of hikers with the physical stamina and determination to reach the elevation of nearly 19,000 feet; and

WHEREAS, John's team braved the extreme cold and physically challenging conditions to make the five-day ascent with the constant threat of acute mountain sickness and hypothermia; and

WHEREAS, John's pride in his hometown led him to pack a Town of Warrenton flag for the journey to be photographed along the ascent; and

NOW, THEREFORE, BE IT RESOLVED, by the Warrenton Town Council that it thanks John Beasley for his civic pride and congratulates him for his successful Kilimanjaro climb.

ADOPTED this 14th day of March, 2017

Powell L. Duggan, Mayor



Town Council Meeting Item Number: 4.●
March 14, 2017

ATTACHMENTS:

Description	Type	Upload Date
Proclamation - Local Govt Education Week	Cover Memo	3/9/2017



PROCLAMATION APRIL 1-7, 2017 AS LOCAL GOVERNMENT EDUCATION WEEK

WHEREAS, since the colonial period, the Commonwealth of Virginia has closely held the institutions of local government; and

WHEREAS, local governments throughout the Commonwealth provide valuable services to the citizens of the communities they serve; and

WHEREAS, citizen services such as, law enforcement, public health and safety, recreational opportunities, and educating local children, are most often delivered at the local level; and

WHEREAS, in recognition of the work performed by local governments, the Virginia General Assembly, on February 29, 2012, designated the first week in April as Local Government Education Week in Virginia; and

WHEREAS, April 2, 1908 was the creation of the Council-Manager form of government in the City of Staunton thereby making the first week in April appropriate for this designation.

WHEREAS, the Town of Warrenton strives to reach citizens beyond the walls of Town Hall by direct engagement in workshops, strategic planning sessions and Leadership Fauquier programs, the Town website and other forms of electronic and social media, and teaching young citizens about local government with programming in their youth development clubs and schools, such as the award-winning Student Postcard Project; and

NOW, THEREFORE, BE IT PROCLAIMED, by the Warrenton Town Council that April 1-7, 2017 is hereby designated as Local Government Education Week; and

BE IT FURTHER PROCLAIMED, that the Town Council will promote civic education and engagement in an effort to educate citizens about their local government, strengthen the sense of community, and engage the next generation of local government managers.

ADOPTED this 14th day of March, 2017



Powell L. Duggan, Mayor



Town Council Meeting Item Number: 4.●
March 14, 2017

Agenda Memorandum

**Submitted by: Bev Butterfield, Senior Development Officer, Lord Fairfax Community College
Education Foundation**

Issue: **LFCC Education Foundation Scholarship Report**

Background: The FY17 General Fund Budget includes an appropriation of \$7,500 for LFCC scholarships. Bev Butterfield will introduce one of the scholarship recipients and present a brief report on the use of funds for FY17.

Discussion:

Financial Impact:

**Recommended
Action:**

Town Manager

ATTACHMENTS:

Description	Type	Upload Date
LFCC Scholarships Awarded	Backup Material	3/6/2017

Town of Warrenton Trades Scholarship

First Name	Last Name	Class	Amount
Michael	Fobes	HVAC Year 1 Accelerated Apprenticeship Program	\$499.00
Alex	Smith	HVAC Year 1 Accelerated Apprenticeship Program	\$499.00
Tyrone	Campbell	HVAC Year 2 Accelerated Apprenticeship Program	\$499.00
Michael	Fobes	Electrical Year 1 Accelerated Apprenticeship Program	\$499.00
Brian	Seacrist	Electrical Year 1 Accelerated Apprenticeship Program	\$499.00
Matthew	McCullen	Electrical Year 1 Accelerated Apprenticeship Program	\$499.00

Workforce Solutions

2017 SPRING Warrenton Trades Scholarship Application...

The Lord Fairfax Community College Foundation provides limited scholarship opportunities for students taking Workforce Solutions Classes trades classes in the Fauquier area. The following scholarship option is available per the guidelines described below. Please complete the general information requested and check (☐) the box indicating the scholarship you are applying for.

Please print neatly:

TODAY'S DATE

January 11 2017

FULL NAME

Michael Burnley Forbes

STREET ADDRESS

216 Louis St

CITY/TOWN

Warrenton OR

STATE

VA

ZIP

20186

EMAIL ADDRESS

MikeForbes@verizon.net

DAYTIME PHONE #

703 217 1902

Town of Warrenton Trades Scholarship

The Town of Warrenton Scholarship is to encourage **Warrenton residents** to take a trades class at the Boys and Girls Club through the LFCC Workforce Solutions Program. It is available until funds are depleted. **The candidate must be a Warrenton town resident (Zip Code 20186).** Scholarship may cover partial or full cost of program depending on cost and fund balance. *Eligible programs:*



Electrical Level 1 Accelerated Apprenticeship
\$1,497

February 1 – June 28, 2017

Fauquier Campus

\$499 if Applicant qualifies for WCG



Electrical Level 2 Accelerated Apprenticeship
\$1,497

January 31 – June 27, 2017

Boys and Girls Club

\$499 if Applicant qualifies for WCG



Electrical Level 3 Accelerated Apprenticeship
\$1,497

February 2 – June 29, 2017

Boys and Girls Club

\$499 if Applicant qualifies for WCG



HVAC Level 1 Accelerated Apprenticeship
\$1,497

January 30 – June 26, 2017

Fauquier Campus

\$499 if Applicant qualifies for WCG



HVAC Level 2 Accelerated Apprenticeship
\$1,497

February 3 – June 30, 2017

Boys and Girls Club

\$499 if Applicant qualifies for WCG



HVAC Level 3 Accelerated Apprenticeship
\$1,497

February 1 – June 28, 2017

Boys and Girls Club

\$499 if Applicant qualifies for WCG



Plumbing Level 1 Accelerated Apprenticeship
\$1,497

February 1 – June 28, 2017

Boys and Girls Club

\$499 if Applicant qualifies for WCG



Plumbing Level 2 Accelerated Apprenticeship
\$1,497

January 30 – June 26, 2017

Boys and Girls Club

\$499 if Applicant qualifies for WCG



Construction Project Management
\$1,797

February 2 – May 16, 2017

Vint Hill

\$599 if Applicant qualifies for WCG



OSHA 10 Construction
\$299

January 21 – June 28, 2017

Boys and Girls Club



CFC Prep and Exam
\$209

May 13 – May 20, 2017

Boys and Girls Club

Please explain why you are requesting a scholarship describing your financial need and how you will use this class/program to reach your career goals:

Hello My name is Michael Jones. I have worked in the Restaurant industry for most of my life. The Food + Beverage industry is very unpredictable and the last 2 years have been more down than up. With my wife working 6 days a week and the night I work we are making our bills but I have ^{not} been able to save nor can I afford to take a day off. I believe the Electrical Trade will be more consistent and when my daughter goes to School full time I will have my nights free with my family. I would like to thank the Town of Warrenton for giving me this opportunity to better myself and my family.

Thank you very much

Michael Jones

OBLIGATIONS / RESPONSIBILITIES:

- If you are selected to receive the scholarship, you will be required to write a thank you letter to the Town of Warrenton describing how you will use the fund proceeds prior to the release of the funds. You will bring the letter to the Workforce Solutions Office for forwarding.
- You must submit the "Thank you" letter and register for the class within 3 business days of the aware notification or offer will be withdrawn.
- You will be expected to regularly attend class. If you drop or stop attending, you will be personally responsible for repaying the funds awarded.

Return completed application to the Workforce Solutions Office at either the Fauquier Campus or the Middletown Campus.

QUESTIONS: Contact our Fauquier Office at (540) 351-1524 or our Middletown Office at (540) 868-7021.

I would like to request consideration for the following amount.

\$ 499

Michael Jones

Applicant Signature

1/10/2017

Date

Transaction Receipt

Workforce Solutions and Continuing Education

173 Skirmisher Ln, Lord Fairfax Community College, Middletown, VA 22645

Transaction Date 01/11/2017
Transaction ID 39791

Registration ID
Course/Class Number
Student Name (ID / EMPLID)

Class Name/Item/Schedule

Amount

52575
6150008 /43602
Fobes, Michael (23693 / 0780489)

Electrical Level 1 Apprenticeship (Accelerated)
Weekly - Wed 6:00 PM - 10:00 PM; 22 sessions starting 2/1/2017, ending 6/28/2017
Hide Schedule Details

Schedule Information:

Instructional Method	Dates	Class Days	Times	Location	Instructor(s)
Laboratory	2/1/2017-6/28/2017	Weekly - Wed	6:00 PM - 10:00 PM	Warrenton, LFCC Fauquier Campus Map. Room: FC, Modular Bldg 1, Room 1	Ulysses (Scott) Adkins

Class Registration
WCG Date Discount Discount

\$1,497.00
(\$998.00)

Transaction Amount

\$499.00

Payment Method

3rd Party Payment - LFCC-Foundation (177) : 3rd party account/PO/Voucher

\$499.00

Memo: Town of Warrenton Scholarship

Workforce Solutions

2017 SPRING Warrenton Trades Scholarship Application...

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Please print neatly:

TODAY'S DATE

1/23/17

FULL NAME

Brian Secrist

STREET ADDRESS

2 Falmouth Court

CITY/TOWN

Warrenton

STATE

VA

ZIP

20186

EMAIL ADDRESS

briansecrist@reagan.com

DAYTIME PHONE #

202-946-5395

Town of Warrenton Trades Scholarship

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January 31 – June 27, 2017
Boys and Girls Club
\$499 if Applicant qualifies for WCG

- ☐ **Electrical Level 3 Accelerated Apprenticeship**
\$1,497

February 2 – June 29, 2017
Boys and Girls Club
\$499 if Applicant qualifies for WCG

- ☐ **HVAC Level 1 Accelerated Apprenticeship**
\$1,497

January 30 – June 26, 2017
Fauquier Campus
\$499 if Applicant qualifies for WCG

- ☐ **HVAC Level 2 Accelerated Apprenticeship**
\$1,497

February 3 – June 30, 2017
Boys and Girls Club
\$499 if Applicant qualifies for WCG

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\$1,497

February 1 – June 28, 2017
Boys and Girls Club
\$499 if Applicant qualifies for WCG

- ☐ **Plumbing Level 1 Accelerated Apprenticeship**
\$1,497

February 1 – June 28, 2017
Boys and Girls Club
\$499 if Applicant qualifies for WCG

- ☐ **Plumbing Level 2 Accelerated Apprenticeship**
\$1,497

January 30 – June 26, 2017
Boys and Girls Club
\$499 if Applicant qualifies for WCG

- ☐ **Construction Project Management**
\$1,797

February 2 – May 16, 2017
Vint Hill
\$599 if Applicant qualifies for WCG

- ☐ **OSHA 10 Construction**
\$299

January 21 – June 28, 2017
Boys and Girls Club

- ☐ **CFC Prep and Exam**
\$209

May 13 – May 20, 2017
Boys and Girls Club

Please explain why you are requesting a scholarship describing your financial need and how you will use this class/program to reach your career goals:

I would like to extend my sincerest thank you for the WCG grant that you are offering for my education. I am excited to begin my journey here at Lord Fairfax with Workforce Solutions. Over the last few years my interest to learn the electrical trade has grown. I am very happy to begin a new career path with your program. Again, thank you for this wonderful opportunity.

Brian Pitt

OBLIGATIONS / RESPONSIBILITIES:

- If you are selected to receive the scholarship, you will be required to write a thank you letter to the **Town of Warrenton** describing how you will use the fund proceeds prior to the release of the funds. You will bring the letter to the Workforce Solutions Office for forwarding.
- You must submit the "Thank you" letter and register for the class within 3 business days of the aware notification or offer will be withdrawn.
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QUESTIONS: Contact our Fauquier Office at (540) 351-1524 or our Middletown Office at (540) 868-7021.

I would like to request consideration for the following amount.

\$ 499

Brian Pitt

Applicant Signature

11/23/17

Date

Transaction Receipt

Workforce Solutions and Continuing Education

173 Skirmisher Ln, Lord Fairfax Community College, Middletown, VA 22645

Transaction Date 01/23/2017
Transaction ID 41058

Registration ID Course/Class Number Student Name (ID / EMPLID)	Class Name/Item/Schedule	Amount
54043 6150008 /43602 Secrist, Brian (29225 / 0924419)	Electrical Level 1 Apprenticeship (Accelerated) Weekly - Wed 6:00 PM - 10:00 PM; 22 sessions starting 2/1/2017, ending 6/28/2017 View Schedule Details	
	Class Registration	\$1,497.00
	WCG Date Discount Discount	(\$998.00)
Transaction Amount		\$499.00
Payment Method	3rd Party Payment - LFCC-Foundation (177) : 3rd party account/PO/Voucher	\$499.00
Memo: Town of Warrenton Scholarship		

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Please print neatly:

TODAY'S DATE

1/31/2017

FULL NAME

Matthew McCullen

STREET ADDRESS

177 High St.

CITY/TOWN

Warrenton

STATE

VA

ZIP

20186

EMAIL ADDRESS

banksuzukracer@aol.com

DAYTIME PHONE #

(540) 216-9820

Town of Warrenton Trades Scholarship

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Boys and Girls Club
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☐ **HVAC Level 1 Accelerated Apprenticeship**
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Fauquier Campus
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Boys and Girls Club
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\$1,497

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\$499 if Applicant qualifies for WCG

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\$1,797

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Vint Hill
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☐ **OSHA 10 Construction**
\$299

January 21 – June 28, 2017
Boys and Girls Club

☐ **CFC Prep and Exam**
\$209

May 13 – May 20, 2017
Boys and Girls Club

Please explain why you are requesting a scholarship describing your financial need and how you will use this class/program to reach your career goals:

I am requesting this scholarship in an effort to advance myself & my family toward greater economic prosperity. As it stands my fiance and I live in a little one bedroom ~~apartment~~ 500 sq. ft cottage located atop High st. in town. In the fall of this year she and I are to be married. Shortly after we would like to begin a family of our own. I am driven to become a licensed electrician not for me, but my family soon to be.

OBLIGATIONS / RESPONSIBILITIES:

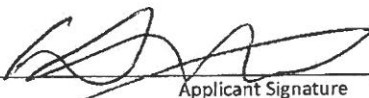
- If you are selected to receive the scholarship, you will be required to write a thank you letter to the **Town of Warrenton** describing how you will use the fund proceeds prior to the release of the funds. You will bring the letter to the Workforce Solutions Office for forwarding.
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Return completed application to the Workforce Solutions Office at either the Fauquier Campus or the Middletown Campus.

QUESTIONS: Contact our Fauquier Office at (540) 351-1524 or our Middletown Office at (540) 868-7021.

I would like to request consideration for the following amount.

\$



Applicant Signature

1/31/2017

Date

STUDENT PROFILE

Name: Berenice Sanchez Gomez

Gender: F

Scholarship:

Scholarship

Amount: \$4000

LFCC Major or Program: General Studies

GPA: 4.0

LFCC Credits Already Completed: 1

Enrollment Status: Full-time

Campus: FAUQ

City of Residence: Warrenton

County of Residence: FAUQUIER

Marital Status: Single

Dependents: 0

First Generation Student: Yes

Working During Enrollment at LFCC: Yes

Hours Per Week: 15

High School: Fauquier High School

Town of Warrenton Scholarship

Dear Donor,

I am writing to thank you for making the Town of Warrenton Scholarship possible. Because of this award, I can cut down my hours at work for the remaining of this school year and not have to worry about paying the rest of my tuition for this 2016/2017 year because of this financial help. I have been feeling overwhelmed trying to balance school and work but I have been pulling through and with this scholarship, I am hoping to dedicate more time to keep up excellent grades while attending Lord Fairfax.

I am nineteen years old and I have been living in Warrenton since I was the age of seven. I am originally from Manhattan, New York and I came to Virginia at a young age with my mom only. I graduated from Fauquier High School with an advanced diploma in the year of 2016. While attending Fauquier High School I was involved in the music department. I have been playing the clarinet since my sixth-grade year and I marched for three years while in high school. I was also involved in a club known as HOSA, Future Health Professionals, for two years because I have always been interested in pursuing a career in the medical field. I am a Certified Nurse Aide and have completed 40 hours of hands-on work in a nursing home in Warrenton known as the "Fauquier Health Rehabilitation and Nursing Center" as part of my curriculum to get licensed. I am a current employee at Chipotle Mexican Grill in Warrenton and have been working there since the month of March. Even though I am a part time worker there, I seem to be working every day. They do allow me a flexible schedule but as an individual who must pay for their own tuition and textbooks, I prefer to put in as many hours as possible a week while still trying not to fall behind too much in my classes.

I chose to attend Lord Fairfax because of financial issues and I plan on attending for two years or until I have met all the requirements for my Associate of Arts and Science in General Studies. I later plan to transfer to Shenandoah University and further my education in their School of Nursing to receive my Bachelors of Science Degree in Nursing. My main goal is to pursue a career as a Labor and Delivery Nurse in the years to come.

Thank you, Berenice Sanchez Gomez



**Town Council Meeting Item Number: 6.a.
March 14, 2017**

**Agenda Memorandum
Submitted by: Brannon Godfrey, Town Manager**

Issue: Proposed Roundabout at Falmouth/Shirley Intersection

Background:

- In keeping with VDOT's initiative to study the feasibility of roundabouts as design alternatives to signalized intersections, VDOT engaged its consultant to evaluate a roundabout at the intersection of Shirley Avenue and Falmouth Street in the vicinity of Wal-Mart.

Discussion:

- The findings indicate that a mini-roundabout with a 75' diameter circle and bypass lanes would improve levels of service at the intersection and is feasible to construct within the existing right-of-way.
- Based on the preliminary study, a mini-roundabout has the potential to be constructed for the amount budgeted in the FY17 Capital Budget (\$434,000).
- The advantages of a roundabout over a signalized intersection include reduced future operating costs and improved traffic safety.

Financial Impact:

- There is \$434,000 appropriated in the FY17 Capital Budget for the project. Half, or \$217,000 will be funded by VDOT under a Revenue Sharing Agreement. \$180,000 of the Town 50% matching share (\$217,000) will come from the Wal-Mart proffer, which is already in reserves.

Recommended Action:

- Following the Public Hearing, the recommendation is to authorize the Town Manager to complete the design and implement construction of the mini-roundabout at the intersection.

Town Manager

ATTACHMENTS:

Description	Type	Upload Date
Engineering Report	Backup Material	3/10/2017
Level of Service Projections	Backup Material	3/10/2017

Location and Design Drawings

Backup
Material

3/10/2017

MEMORANDUM

TO: Nathan Umberger, PE, PTOE
VDOT NWRO Regional Traffic Engineering Manager

FROM: Andrew Duerr, PE
Elissa Carron

DATE: October 28, 2016

RE: Mini-Roundabout Feasibility Study

WM PROJ. No.: 214043.0003

WM PROJ. DESCR.: US 15 Business at East Shirley Drive (US 17/29 Bus)

1. Introduction

At the request of VDOT's NWRO, Wallace Montgomery (WM) completed a study to evaluate the effectiveness of a mini-roundabout at the intersection of US 15 Business (Falmouth Street) and US 17/29 Business (East Shirley Avenue) in the Town of Warrenton. The study team made the following assumptions at the outset of the project:

- The capacity analyses are based on projected volumes obtained from a recent Traffic Impact Analysis for a nearby development due to time and budget constraints. Current turning movement counts should be obtained to verify the accuracy of the growth projections in the Traffic Impact Analysis.
- Roundabout analyses were completed in accordance with VDOT's *Traffic Operations and Safety Analysis Manual (TOSAM) v1.0*. This procedure is generally understood to provide conservative results compared to other roundabout capacity models.
- This study was constrained to the subject intersection to determine the feasibility of various alternatives. It did not consider the effects of adjacent intersections on the study intersection or vice versa. An additional study is required to determine the interaction of the intersections along the corridor (e.g. the signalized option, as modelled herein, may appear to operate more efficiently without consideration of adjacent intersections).

Initial analyses indicated that a single-lane mini-roundabout would operate poorly during current year peak periods. Therefore, WM completed analyses for the following alternatives:

- 75' Diameter Mini-Roundabout with Bypass Lanes,
 - 100' Diameter Single Lane Roundabout, and a
 - Signalized Alternative (no widening).
-



1.1 Location & Context

US 15 Business and US 17/29 Business are classified as minor arterial roadways in the vicinity of the study intersection. US 17 begins at I-66 to the north and continues to SR 342 near Culpepper. Approximately 1 mile south of the study intersection, US 17 intersects US 15 and continues as US 15/17/29 (James Madison Highway). At the study intersection, southbound East Shirley Avenue (US 17/29 Bus) is uncontrolled with one 12-foot through lane, one 11-foot left turn lane and one 11-foot lane that terminates as a right turn into Walmart just south of the intersection. US 15 Business consists of a channelized, stop-controlled, 15-foot right-turn lane, and an 11-foot left-turn lane. East Shirley Avenue has a posted speed limit of 40 mph, and Falmouth Street is posted at 25 mph.

The land use immediately surrounding the intersection is a mix of commercial, institutional, light industrial, and residential.

A location map is provided in **Figure 1**.

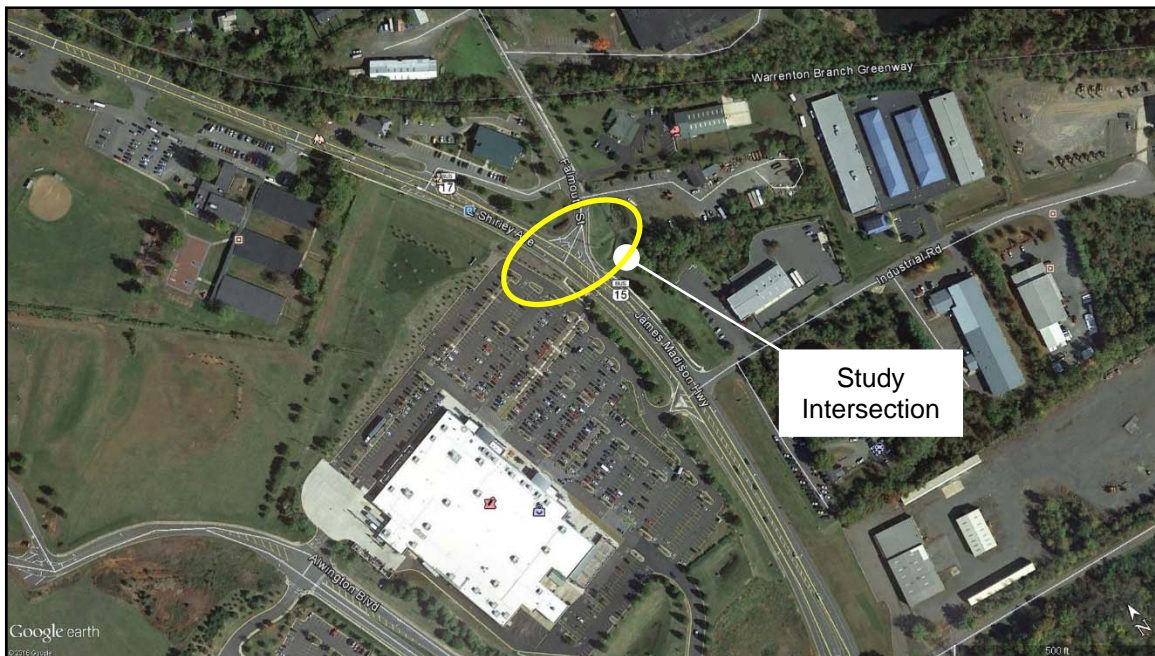


Figure 1. Location Map

1.2 Traffic Volumes

Peak hour volumes forecasted for 2017 were provided in the Mosby's Crossing Traffic Impact Analysis (TIA) Supplement dated August 2013. The TIA Supplement assumed 1.5% annual traffic growth from 2013 to 2017 for all movements. The Peak Hour Volumes for 2017 are included in **Appendix A**.



1.3 Future Traffic Conditions – No-Build Scenario

The TIA included analyses of the study intersection for both the 2017 AM and PM peak periods. As **Table 1** indicates, the westbound US 15 Business approach is expected to experience significant delay during the PM peak period.

Table 1. Mosby's Crossing TIA Supplement Total Future Traffic Conditions								
			NB US 15/17/29		SB Shirley Ave		WB US 15 Business	
			TH	RT	LT	TH	LT	RT
No-Build (Unsignalized)	AM	LOS	A		A		C	
		v/c	0.33	0.09	0.02	0.12	0.49	0.49
		Queue	0		2		65	
		Delay	0.0		0.4		24.0	
	PM	LOS	A		A		F	
		v/c	0.35	0.11	0.09	0.27	1.28	1.28
		Queue	0		7		338	
		Delay	0.0		0.7		210.8	

1.4 Signal Warrant Analysis

An abbreviated signal warrant analysis was completed using the peak hour volumes from the TIA supplement. Because we were limited to peak hour volumes, the warrant analysis could only be completed for warrant 3. Although the intersection met warrant 3 conditions using 100% values, we recommend that crash data, 12-hour volumes, and pedestrian volumes be collected to complete a full warrant analysis. The abbreviated Signal Warrant Analysis is included in **Appendix B**.

2. Operational Analyses

An operational analyses was completed for a 75' mini-roundabout, a compact (100') single lane roundabout, and a signalized alternative using the 2017 peak hour traffic volumes in accordance with VDOT policy and guidance. Concept plans for the roundabout alternatives were also developed, which are included in **Appendix C**. Each roundabout can accommodate the anticipated design vehicles (WB-67's and buses) and 2017 traffic volumes.

2.1 Mini-Roundabout

Capacity formulas for mini-roundabouts in the US are in their infancy. FHWA personnel studied the capacity of several mini-roundabouts, developed capacity formulas, and published their findings in the November 2012 ITE Journal ("Mini-Roundabouts for the United States and Traffic Capacity Models"). Using these capacity equations, volume to capacity ratios (v/c) were calculated for the mini-roundabout options with and without a bypass lane (see **Table 2**). To simulate the effects of installing bypass lanes, the northbound right turns were removed and reduced the southbound through movement by 80 percent (assuming 20% turn right into the Walmart parking lot).



Table 2. 2017 Mini-Roundabout Capacity Analyses					
			NB US 15/17/29 TH/RT	SB Shirley Avenue LT/TH	WB US 15 Bus LT/RT
Without Bypass Lanes	AM	LOS			
		v/c	0.65	0.43	0.35
		Queue (ft)			
		Delay (sec/veh)			
	PM	LOS			
		v/c	0.76	1.06	0.46
		Queue (ft)			
		Delay (sec/veh)			
With Bypass Lanes	AM	LOS			
		v/c	0.52	0.43	0.35
		Queue (ft)			
		Delay (sec/veh)			
	PM	LOS			
		v/c	0.58	0.86	0.46
		Queue (ft)			
		Delay (sec/veh)			

2.2 Compact Single-Lane Roundabout

LOS, delay, and 95th percentile queue length values for a compact single-lane roundabout are summarized in **Table 3**. The analysis for the single-lane roundabout was completed using SIDRA analysis software with criteria and assumptions listed in VDOT's "Traffic Operations and Safety Analysis Manual (TOSAM) v1.0". Detailed reports are included in **Appendix D**. A full-size roundabout with bypass lanes was not considered due to right-of-way constraints.

A supplemental analyses was also performed using a spreadsheet based on forthcoming HCM 2015 roundabout capacity formulas (see **Table 4**). The new formulas are based on recent research sponsored by FHWA to improve the accuracy of the HCM 2010 roundabout capacity models. The study is available at: <http://safety.fhwa.dot.gov/intersection/innovative/roundabouts/docs/fhwasa15070.pdf>.

2.1 Signalized Intersection (No Widening)

LOS, delay values and 95th percentile queue lengths for the signal controlled intersection are also summarized in **Table 3**. The analysis for the Signal Controlled option was completed using Synchro HCM Analysis Software. Detailed reports are included in **Appendix D**. It should be noted that analysis was not completed for the adjacent signal at US 17 Business and Alwington Blvd which is less than a quarter mile down the road and may impact the results of the analysis.



Table 3. 2017 Capacity Analyses – Alternatives Comparison								
			NB US 15/17/29		SB Shirley Ave		WB US 15 Business	
			TH	RT	LT	TH	LT	RT
Signal	AM	LOS	A		A		C	
		v/c	0.42	0.09	0.03	0.18	0.56	0.02
		Queue (ft)	145		107		125	
		Delay (sec/veh)	5		4		32	
	PM	LOS	A		A		C	
		v/c	0.46	0.12	0.14	0.36	0.64	0.03
		Queue (ft)	197		158		116	
		Delay (sec/veh)	6		5		35	
Single Lane Roundabout	AM	LOS	B		A		A	
		v/c	0.65		0.45		0.28	
		Queue (ft)	160		260		40	
		Delay (sec/veh)	13		9		9	
	PM	LOS	C		F		B	
		v/c	0.77		1.08		0.393	
		Queue (ft)	260		1340		60	
		Delay (sec/veh)	18		75		11.5	

Table 4. Alternative Roundabout Capacity (HCM 2015)								
			NB US 15/17/29		SB Shirley Ave		WB US 15 Business	
			TH	RT	LT	TH	LT	RT
Single Lane Roundabout	AM	LOS	A		A		A	
		v/c	0.53		0.36		0.26	
		Queue (ft)	84		42		26	
		Delay (sec/veh)	8		8		7	
	PM	LOS	B		D		A	
		v/c	0.63		0.89		0.34	
		Queue (ft)	119		329		38	
		Delay (sec/veh)	11		26		9	

3. Findings & Observations

As a general rule of thumb, roundabouts usually provide more capacity than similarly sized signalized intersections. In this case, the signalized alternative is larger (i.e. provides more lanes) than the competing roundabout alternatives – and, therefore, the signalized alternative provides superior operations during peak hours. Additional findings and observations are as follows:

- The intersection meets traffic signal warrant 3 based on the information in the TIA. We recommend that crash data, 12-hour counts, and pedestrian counts be collected to to complete a full warrant analysis. If warrants are not met, it is likely more appropriate to compare the unsignalized (no-build) alternative to the roundabout alternatives.

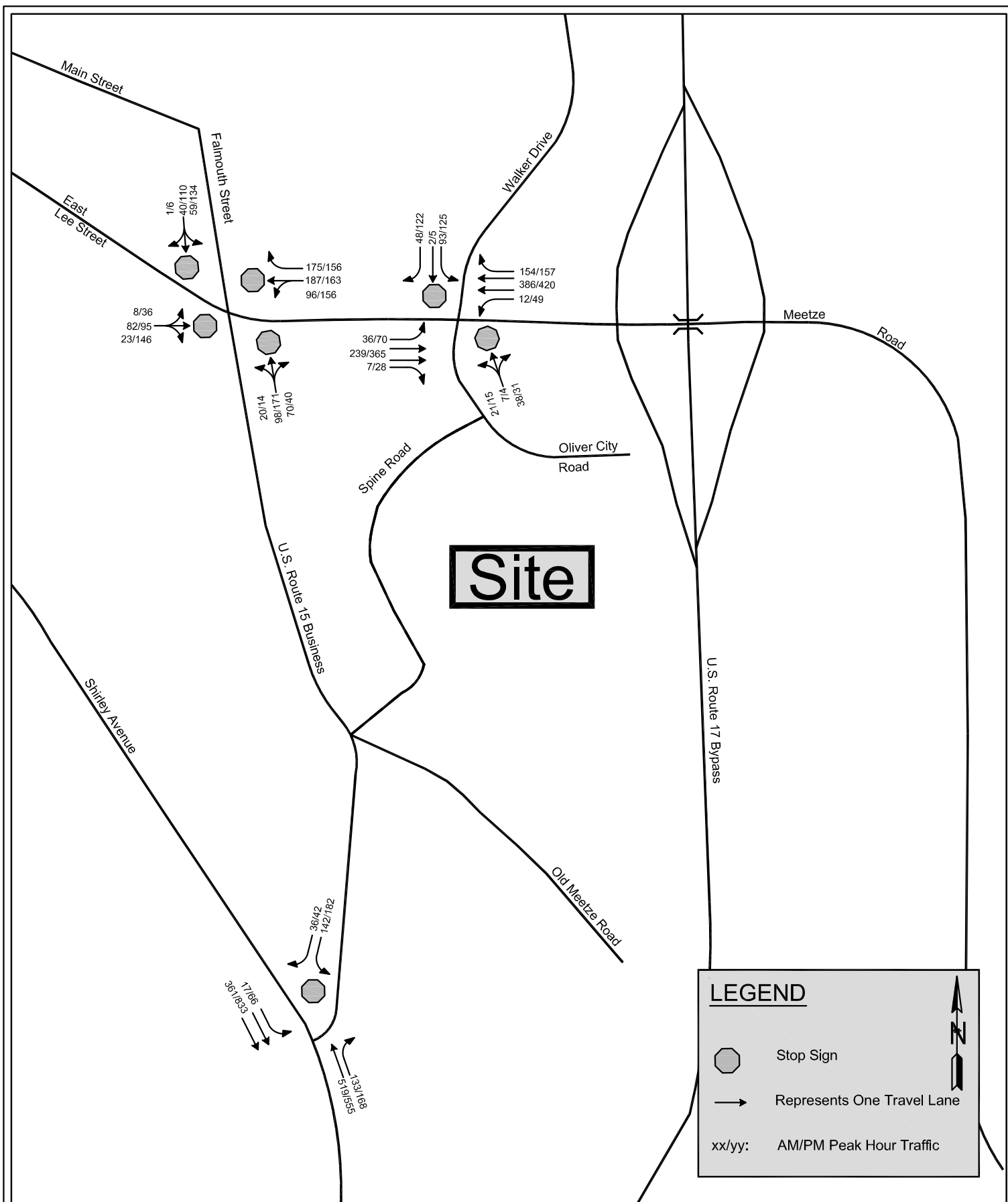


- Further study is required to assess the impacts of adjacent intersections on the operations for the signalized and roundabout alternatives.
- As the data indicates, both the mini-roundabout (with bypass lanes) and signal controlled intersections are expected to provide acceptable operations during peak hour conditions – although one approach on the mini-roundabout is close to the threshold v/c ratio (0.90) during the 2017 PM peak hour.
- SIDRA analyses suggest that the southbound approach to the single lane roundabout will operate poorly during the PM peak period in 2017. WM performed supplement analyses using a spreadsheet based on forthcoming HCM 2015 roundabout capacity formulas. These analyses suggest better operation than does SIDRA, although the v/c ratio on the critical leg (SB approach) is 0.89. Roundabout capacity declines rapidly at v/c ratios above 0.90.
- The mini-roundabout option is complicated by the need for bypass lanes. Although more common in Europe, there are no similar mini-roundabouts in the US. This option may be undesirable due to driver unfamiliarity and the potential for improper lane use leading to weaving conflicts between the roundabout and the Walmart entrance.
- The compact single-lane roundabout is a viable alternative if the District and the Town are comfortable with less than desirable operations during the PM peak hour. Beyond operations, there are a number of reasons to consider the single lane roundabout.
 - First, it simplifies the intersection and reduces potential conflict points.
 - Second, it is likely to operate more safely than signalized and unsignalized alternatives.
 - Third, it is likely to operate more efficiently than signalized and unsignalized alternatives during the majority of the day (i.e. all but the peak hours).
 - Fourth, it would provide traffic calming along the corridor, reducing vehicular speeds and facilitating access management north and south of the roundabout.
 - And fifth, it is more aesthetically pleasing and could serve as a gateway to the Town.
- Both roundabout alternatives, as currently drawn, result in pavement widening – although the widening occurs within VDOT right-of-way.
- VDOT and/or the Town could obtain current turning movement counts to improve the accuracy of these analyses.



Appendix A

Peak Hour Volumes





Appendix B

Signal Warrant Analysis

MUTCD Signal Warrant Analysis Summary: Warrenton Roundabout

2017 Volumes

MUTCD Warrant		Description	Met?	Notes
1	Eight-Hour Vehicular Volume	The volumes of traffic on the major and minor streets meet specified minimum amounts for at least 8 hours of an average weekday. Either of two sets of minimum criteria may be used.	Not Enough Data	
2	Four-Hour Vehicular Volume	For any four hours of an average day, the points representing major and minor street volumes plot above a specified curve.	Not Enough Data	
3	Peak Hour	For at least one hour of an average day, minor street traffic exceeds a minimum volume and suffers at least a specified amount of total delay, or the points representing major and minor street volumes plot above a specified curve. This warrant only applies to unusual cases involving large traffic generators.	Met	
4	Pedestrian Volume	The volume of pedestrian traffic crossing a major street at an intersection or mid-block location must meet minimum values for either a single hour or any four hours of an average weekday.	N/A	
5	School Crossing	The frequency and adequacy of gaps in the traffic stream must not otherwise be sufficient for the number of children crossing.	N/A	
6	Coordinated Signal System	Signalized control is required to maintain proper grouping of vehicles in a coordinated, progressive signal system.	N/A	
7	Crash Experience	Five or more reported crashes of type susceptible to control by a traffic signal have occurred at the location within a 12-month period. Other less restrictive remedies and enforcement have failed to reduce accidents. Either Warrant 1 or Warrant 2 is at least 80% met. A signal will not seriously disrupt traffic flow.	Need crash data	
8	Roadway Network	An intersection of two major routes has either high five-year projected peak-hour traffic volumes or high volumes for at least five hours on an average Saturday and/or Sunday.	N/A	
9	Intersection Near Grade Crossing	The intersection is within 140 feet of a grade crossing on and intersection approach controlled by a STOP or YIELD sign and the points representing major and minor street volumes plot above a specified curve.	N/A	

Location: US 15 Bus at Shirley Ave
Date: 2017 Volumes
County: Fauquier
Town: Warrenton

Warrant 1 Analysis Summary

AM Peak
PM Peak

100% Condition A	
Minor	Major
150	600
Y	Y
Y	Y

100% Condition B	
Minor	Major
75	900
Y	Y
Y	Y

80% Condition A	
Minor	Major
120	480
Y	Y
Y	Y

80% Condition B	
Minor	Major
60	720
Y	Y
Y	Y

VOLUMES			
Minor Street	Major Street	Total Analysis	RANK
178	1030		
224	1622		

70% Condition A	
Minor	Major
105	420
Y	Y
Y	Y

70% Condition B	
Minor	Major
53	630
Y	Y
Y	Y

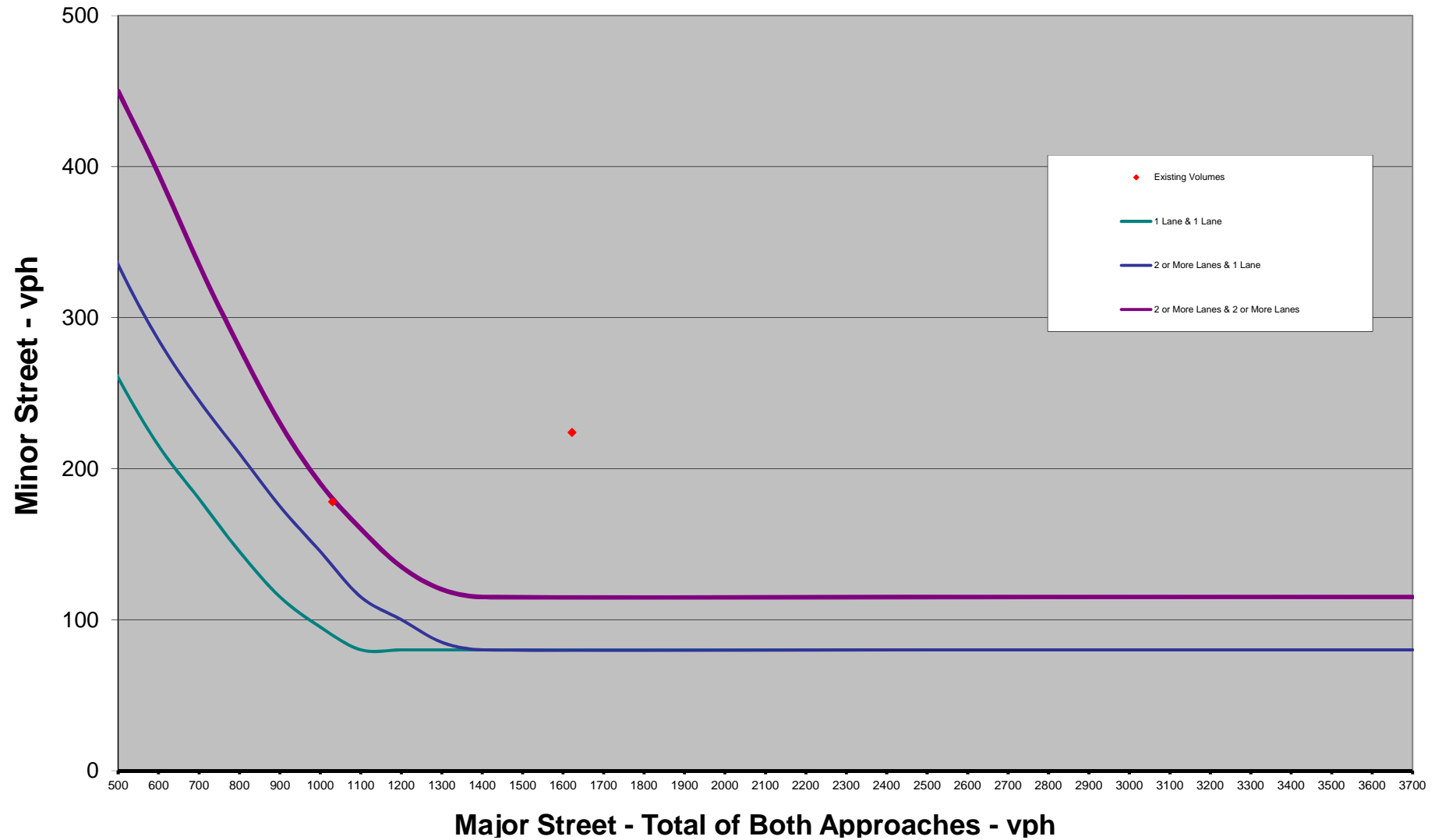
56% Condition A	
Minor	Major
84	336
Y	Y
Y	Y

56% Condition B	
Minor	Major
42	504
Y	Y
Y	Y

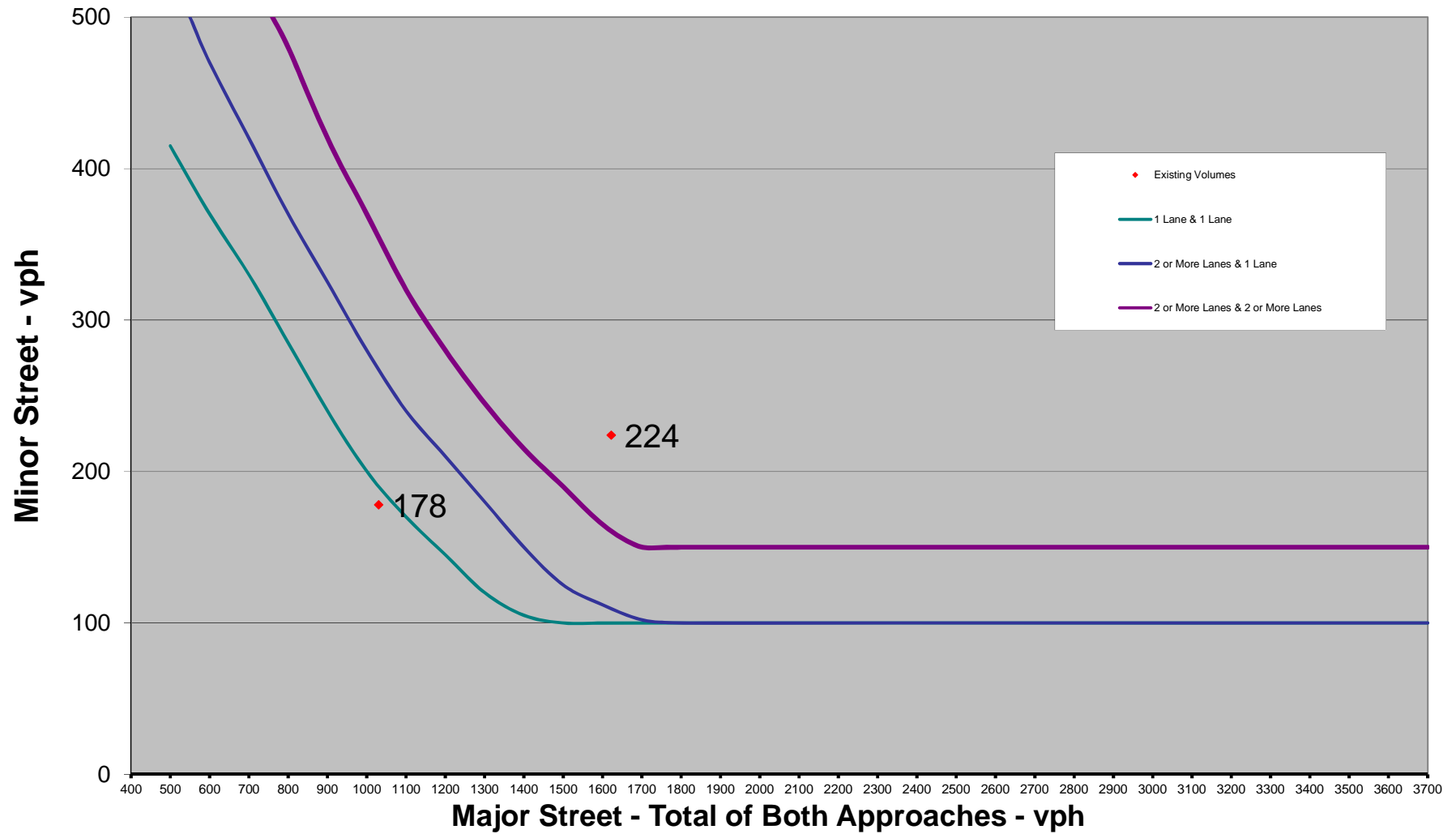
- Warrant 1 100% Condition A
- Warrant 1 100% Condition B
- Warrant 1 80% Combination A and B

- Warrant 1 70% Condition B
- Warrant 1 56% Combination A and B

Warrant 2 - Four Hour Vehicular Volume - 100%



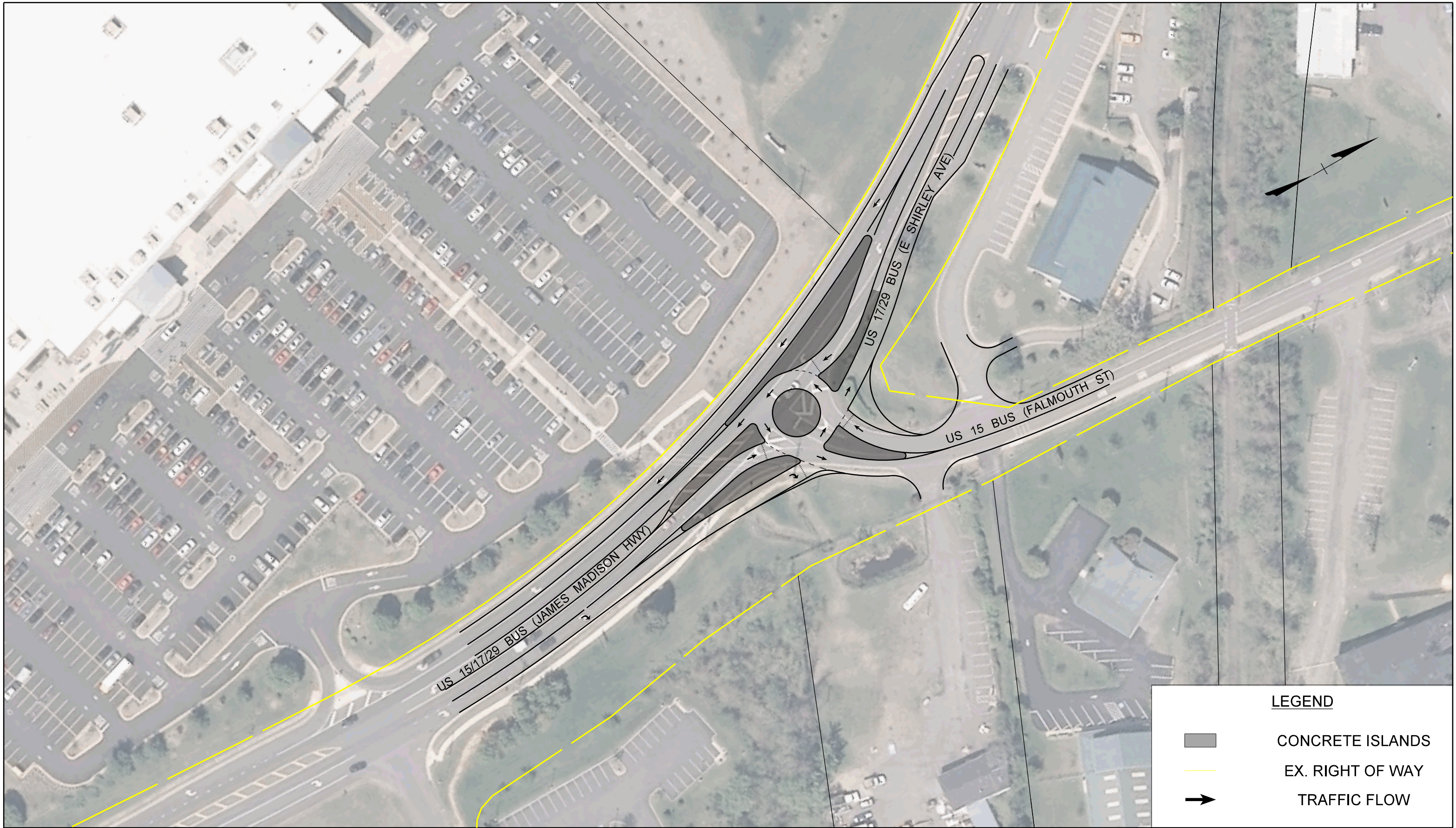
Warrant 3 - Peak Hour Vehicular Volume - 100%

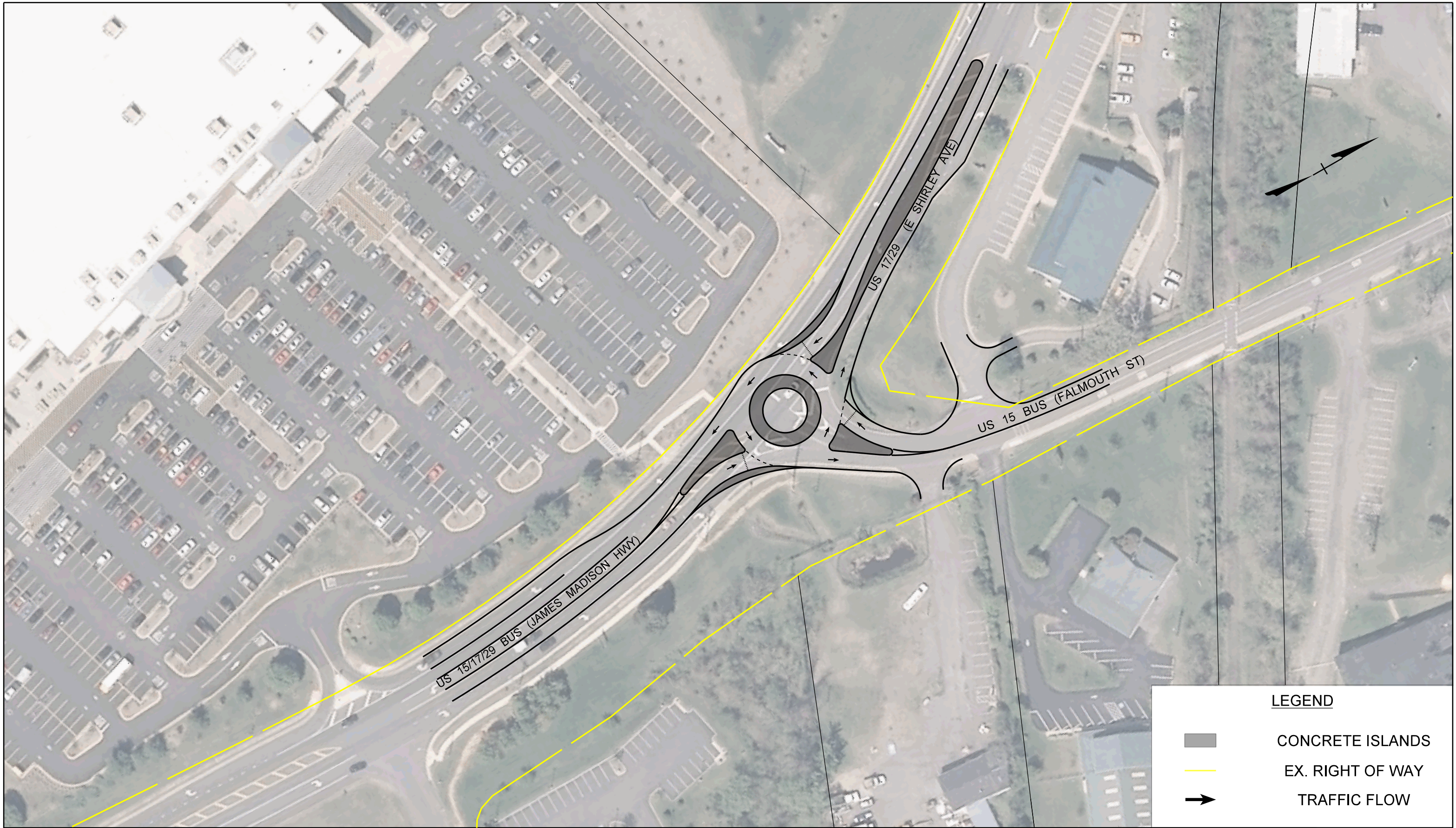




Appendix C

Roundabout Concept Plans







Appendix D

Detailed Analysis Reports

Intersection: **US 15 Business at East Shirley Avenue**
Condition: **2017 without Bypass**
Peak Hour : **AM Peak Hour**

Vehicle Group	Start Time	N/A				US 15 Business				Shirley Avenue				Shirley Avenue			
		Eastbound				Westbound				Northbound				Southbound			
		Left	Thru	Right	Peds	Left	Thru	Right	Peds	Left	Thru	Right	Peds	Left	Thru	Right	Peds
Cars	4:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	4:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	5:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	5:15 PM	0	0	0	0	142	0	36	0	0	519	133	0	17	361	0	0
sub-total cars		0	0	0	0	142	0	36	0	0	519	133	0	17	361	0	0
Trucks	4:30 PM	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
	4:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	5:00 PM	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
	5:15 PM	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
sub-total trucks		0	0	0	0	1	0	2	0	0	0	0	0	0	0	0	0
Total	4:30 PM	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
	4:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	5:00 PM	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
	5:15 PM	0	0	0	0	142	0	37	0	0	519	133	0	17	361	0	0
combined total		0	0	0	0	143	0	38	0	0	519	133	0	17	361	0	0
V_e		0				184				652				378			
V_{CAR}		520				519				17				142			
V_C		522				519				19				142			
C_{75ICD}		528				531				1003				886			
V/C		0.00				0.35				0.65				0.43			

Entry Flow Rate (V_e)

$$Entering Volume = V_{e, Car} + 1.7 * V_{e, HGV}$$

Volume of Circulating and Conflicting Passenger Cars ($V_{C, CAR}$)

$$Eastbound (V_{C, CAR, WBL} + V_{C, CAR, SBL} + V_{C, CAR, SBT})$$

$$Westbound (V_{C, CAR, EBL} + V_{C, CAR, NBL} + V_{C, CAR, NBT})$$

$$Northbound (V_{C, CAR, SBL} + V_{C, CAR, EBL} + V_{C, CAR, EBT})$$

$$Southbound (V_{C, CAR, NBL} + V_{C, CAR, WBL} + V_{C, CAR, WBT})$$

Circulating Flow Rate (V_C)

$$Eastbound Circulating Volume = V_{C, Car, EB} + 1.7 * (V_{C, HGV, NBL} + V_{C, HGV, WBL} + V_{C, HGV, SBT})$$

$$Westbound Circulating Volume = V_{C, Car, WB} + 1.7 * (V_{C, HGV, SBL} + V_{C, HGV, EBL} + V_{C, HGV, NBT})$$

$$Northbound Circulating Volume = V_{C, Car, NB} + 1.7 * (V_{C, HGV, WBL} + V_{C, HGV, SBL} + V_{C, HGV, EBT})$$

$$Southbound Circulating Volume = V_{C, Car, SB} + 1.7 * (V_{C, HGV, EBL} + V_{C, HGV, NBL} + V_{C, HGV, WBT})$$

$$C_{75ICD} = 1020 - 0.944 * V_C$$

$$R^2 = 0.967$$

Source: Taylor, W.P. et. al. "Mini-Roundabouts for the United States and Traffic Capacity Models." ITE Journal, November 2012: p20-24.

Intersection: **US 15 Business at East Shirley Avenue**
Condition: **2017 without Bypass**
Peak Hour : **PM Peak Hour**

Vehicle Group	Start Time	N/A				US 15 Business				Shirley Avenue				Shirley Avenue					
		Eastbound				Westbound				Northbound				Southbound					
		Left	Thru	Right	Peds	Left	Thru	Right	Peds	Left	Thru	Right	Peds	Left	Thru	Right	Peds		
Cars	4:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	4:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	5:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	5:15 PM	0	0	0	0	182	0	42	0	0	555	168	0	66	833	0	0		
sub-total cars		0	0	0	0	182	0	42	0	0	555	168	0	66	833	0	0		
Trucks	4:30 PM	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0		
	4:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	5:00 PM	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0		
	5:15 PM	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0		
sub-total trucks		0	0	0	0	1	0	2	0	0	0	0	0	0	0	0	0		
Total	4:30 PM	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0		
	4:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	5:00 PM	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0		
	5:15 PM	0	0	0	0	182	0	43	0	0	555	168	0	66	833	0	0		
combined total		0	0	0	0	183	0	44	0	0	555	168	0	66	833	0	0		
V_e		0				230				723				899					
V_{CCAR}		1081				555				66				182					
V_C		1083				555				68				182					
C_{75ICD}		-3				497				956				849					
V/C		0.00				0.46				0.76				1.06					

Entry Flow Rate (V_e)

$$Entering\ Volume = V_{e,CAR} + 1.7 * V_{e,HGV}$$

Volume of Circulating and Conflicting Passenger Cars ($V_{C,CAR}$)

$$Eastbound (V_{C,CAR,WBL} + V_{C,CAR,SBL} + V_{C,CAR,SBT})$$

$$Westbound (V_{C,CAR,EBL} + V_{C,CAR,NBL} + V_{C,CAR,NBT})$$

$$Northbound (V_{C,CAR,SBL} + V_{C,CAR,EBL} + V_{C,CAR,EBT})$$

$$Southbound (V_{C,CAR,NBL} + V_{C,CAR,WBL} + V_{C,CAR,WBT})$$

Circulating Flow Rate (V_C)

$$Eastbound\ Circulating\ Volume = V_{C,CAR,EB} + 1.7 * (V_{C,HGV,NBL} + V_{C,HGV,WBL} + V_{C,HGV,SBT})$$

$$Westbound\ Circulating\ Volume = V_{C,CAR,WB} + 1.7 * (V_{C,HGV,SBL} + V_{C,HGV,EBL} + V_{C,HGV,NBT})$$

$$Northbound\ Circulating\ Volume = V_{C,CAR,NB} + 1.7 * (V_{C,HGV,WBL} + V_{C,HGV,SBL} + V_{C,HGV,EBT})$$

$$Southbound\ Circulating\ Volume = V_{C,CAR,SB} + 1.7 * (V_{C,HGV,EBL} + V_{C,HGV,NBL} + V_{C,HGV,WBT})$$

$$C_{75ICD} = 1020 - 0.944 * V_C$$

$$R^2 = 0.967$$

Source: Taylor, W.P. et. al. "Mini-Roundabouts for the United States and Traffic Capacity Models." ITE Journal, November 2012: p20-24.

Intersection: **US 15 Business at East Shirley Avenue**
Condition: **2017 with Bypass**
Peak Hour : **AM Peak Hour**

Vehicle Group	Start Time	N/A						US 15 Business						Shirley Avenue						Shirley Avenue					
		Eastbound			Westbound			Northbound			Southbound			Northbound			Southbound			Northbound			Southbound		
		Left	Thru	Right	Peds	Left	Thru	Right	Peds	Left	Thru	Right	Peds	Left	Thru	Right	Peds	Left	Thru	Right	Peds	Left	Thru	Right	Peds
Cars	4:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	4:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	5:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	5:15 PM	0	0	0	0	142	0	36	0	142	0	36	0	0	0	0	0	17	289	0	0	17	289	0	0
sub-total cars		0	0	0	0	142	0	36	0	142	0	36	0	0	0	0	0	17	289	0	0	17	289	0	0
Trucks	4:30 PM	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	4:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	5:00 PM	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	5:15 PM	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
sub-total trucks		0	0	0	0	1	0	2	0	1	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	4:30 PM	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	4:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	5:00 PM	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	5:15 PM	0	0	0	0	142	0	37	0	142	0	37	0	0	0	0	0	17	289	0	0	17	289	0	0
combined total		0	0	0	0	143	0	38	0	143	0	38	0	0	0	0	0	17	289	0	0	17	289	0	0
V_e		0			184			519			306														
V_{CAR}		448			519			17			142														
V_C		450			519			19			142														
C_{75ICD}		596			531			1003			886														
V/C		0.00			0.35			0.52			0.35														

Entry Flow Rate (V_e)

$$Entering\ Volume = V_{e,CAR} + 1.7 * V_{e,HGV}$$

Volume of Circulating and Conflicting Passenger Cars ($V_{C,CAR}$)

$$Eastbound (V_{C,CAR,WBL} + V_{C,CAR,SBL} + V_{C,CAR,SBT})$$

$$Westbound (V_{C,CAR,EBL} + V_{C,CAR,NBL} + V_{C,CAR,NBT})$$

$$Northbound (V_{C,CAR,SBL} + V_{C,CAR,EBL} + V_{C,CAR,EBT})$$

$$Southbound (V_{C,CAR,NBL} + V_{C,CAR,WBL} + V_{C,CAR,WBT})$$

Circulating Flow Rate (V_C)

$$Eastbound\ Circulating\ Volume = V_{C,CAR,EB} + 1.7 * (V_{C,HGV,NBL} + V_{C,HGV,WBL} + V_{C,HGV,SBT})$$

$$Westbound\ Circulating\ Volume = V_{C,CAR,WB} + 1.7 * (V_{C,HGV,SBL} + V_{C,HGV,EBL} + V_{C,HGV,NBT})$$

$$Northbound\ Circulating\ Volume = V_{C,CAR,NB} + 1.7 * (V_{C,HGV,WBL} + V_{C,HGV,SBL} + V_{C,HGV,EBT})$$

$$Southbound\ Circulating\ Volume = V_{C,CAR,SB} + 1.7 * (V_{C,HGV,EBL} + V_{C,HGV,NBL} + V_{C,HGV,WBT})$$

$$C_{75ICD} = 1020 - 0.944 * V_C$$

$$R^2 = 0.967$$

Source: Taylor, W.P. et. al. "Mini-Roundabouts for the United States and Traffic Capacity Models." ITE Journal, November 2012: p20-24.

Intersection: **US 15 Business at East Shirley Avenue**
Condition: **2017 with Bypass**
Peak Hour : **PM Peak Hour**

Vehicle Group	Start Time	N/A						US 15 Business						Shirley Avenue						Shirley Avenue					
		Eastbound			Westbound			Northbound			Southbound			Northbound			Southbound			Northbound			Southbound		
		Left	Thru	Right	Peds	Left	Thru	Right	Peds	Left	Thru	Right	Peds	Left	Thru	Right	Peds	Left	Thru	Right	Peds	Left	Thru	Right	Peds
Cars	4:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	4:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	5:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	5:15 PM	0	0	0	0	182	0	42	0	182	0	42	0	0	555	0	0	66	667	0	0	66	667	0	0
sub-total cars		0	0	0	0	182	0	42	0	182	0	42	0	0	555	0	0	66	667	0	0	66	667	0	0
Trucks	4:30 PM	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	4:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	5:00 PM	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	5:15 PM	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
sub-total trucks		0	0	0	0	1	0	2	0	1	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	4:30 PM	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	4:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	5:00 PM	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	5:15 PM	0	0	0	0	182	0	43	0	182	0	43	0	0	555	0	0	66	667	0	0	66	667	0	0
combined total		0	0	0	0	183	0	44	0	183	0	44	0	0	555	0	0	66	667	0	0	66	667	0	0
V_e		0						230			555			555			733								
$V_{C,CAR}$		915						555			66						182								
V_C		917						555			68						182								
C_{75ICD}		155						497			956						849								
V/C		0.00						0.46			0.58						0.86								

Entry Flow Rate (V_e)

$$Entering\ Volume = V_{e,CAR} + 1.7 * V_{e,HGV}$$

Volume of Circulating and Conflicting Passenger Cars ($V_{C,CAR}$)

$$Eastbound (V_{C,CAR,WBL} + V_{C,CAR,SBL} + V_{C,CAR,SBT})$$

$$Westbound (V_{C,CAR,EBL} + V_{C,CAR,NBL} + V_{C,CAR,NBT})$$

$$Northbound (V_{C,CAR,SBL} + V_{C,CAR,EBL} + V_{C,CAR,EBT})$$

$$Southbound (V_{C,CAR,NBL} + V_{C,CAR,WBL} + V_{C,CAR,WBT})$$

Circulating Flow Rate (V_C)

$$Eastbound\ Circulating\ Volume = V_{C,CAR,EB} + 1.7 * (V_{C,HGV,NBL} + V_{C,HGV,WBL} + V_{C,HGV,SBT})$$

$$Westbound\ Circulating\ Volume = V_{C,CAR,WB} + 1.7 * (V_{C,HGV,SBL} + V_{C,HGV,EBL} + V_{C,HGV,NBT})$$

$$Northbound\ Circulating\ Volume = V_{C,CAR,NB} + 1.7 * (V_{C,HGV,WBL} + V_{C,HGV,SBL} + V_{C,HGV,EBT})$$

$$Southbound\ Circulating\ Volume = V_{C,CAR,SB} + 1.7 * (V_{C,HGV,EBL} + V_{C,HGV,NBL} + V_{C,HGV,WBT})$$

$$C_{75ICD} = 1020 - 0.944 * V_C$$

$$R^2 = 0.967$$

Source: Taylor, W.P. et. al. "Mini-Roundabouts for the United States and Traffic Capacity Models." ITE Journal, November 2012: p20-24.

MOVEMENT SUMMARY



Site: US 15 at Shirley Ave AM 2016

New Site
Roundabout

Movement Performance - Vehicles											
Mov ID	OD Mov	Demand Flows Total veh/h	Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Queue Distance ft	Prop. Queued	Effective Stop Rate per veh	Average Speed mph
South: Shirley Ave											
8	T1	564	2.4	0.655	12.7	LOS B	6.4	162.4	0.24	0.08	30.6
18	R2	145	0.7	0.655	12.5	LOS B	6.4	162.4	0.24	0.08	30.0
Approach		709	2.1	0.655	12.7	LOS B	6.4	162.4	0.24	0.08	30.5
East: Falmouth St											
1	L2	154	0.8	0.280	8.5	LOS A	1.5	37.5	0.64	0.58	30.8
16	R2	39	8.6	0.280	9.2	LOS A	1.5	37.5	0.64	0.58	30.0
Approach		193	2.3	0.280	8.6	LOS A	1.5	37.5	0.64	0.58	30.6
North: Shirley Ave											
7	L2	18	22.9	0.446	11.5	LOS B	2.8	73.1	0.46	0.31	31.3
4	T1	392	3.4	0.446	9.1	LOS A	2.8	73.1	0.46	0.31	32.0
Approach		411	4.2	0.446	9.2	LOS A	2.8	73.1	0.46	0.31	32.0
All Vehicles		1313	2.8	0.655	11.0	LOS B	6.4	162.4	0.36	0.23	30.9

Level of Service (LOS) Method: Delay & v/c (HCM 2010).

Roundabout LOS Method: Same as Sign Control.

Vehicle movement LOS values are based on average delay and v/c ratio (degree of saturation) per movement

LOS F will result if v/c > 1 irrespective of movement delay value (does not apply for approaches and intersection).

Intersection and Approach LOS values are based on average delay for all movements (v/c not used as specified in HCM 2010).

Roundabout Capacity Model: SIDRA Standard.

HCM Delay Formula option is used. Control Delay does not include Geometric Delay since Exclude Geometric Delay option applies.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

MOVEMENT SUMMARY



Site: US 15 at Shirley Ave PM 2016

New Site
Roundabout

Movement Performance - Vehicles											
Mov ID	OD Mov	Demand Flows Total veh/h	Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Queue Distance ft	Prop. Queued	Effective Stop Rate per veh	Average Speed mph
South: Shirley Ave											
8	T1	603	2.3	0.770	18.2	LOS C	10.2	259.8	0.61	0.33	28.5
18	R2	183	0.6	0.770	17.9	LOS C	10.2	259.8	0.61	0.33	28.0
Approach		786	1.9	0.770	18.1	LOS C	10.2	259.8	0.61	0.33	28.4
East: Falmouth St											
1	L2	198	0.6	0.393	11.3	LOS B	2.4	60.3	0.75	0.73	29.6
16	R2	46	7.4	0.393	12.1	LOS B	2.4	60.3	0.75	0.73	29.0
Approach		243	1.9	0.393	11.5	LOS B	2.4	60.3	0.75	0.73	29.5
North: Shirley Ave											
7	L2	72	5.9	1.080	75.3	LOS F	52.9	1340.6	1.00	1.62	16.5
4	T1	905	1.5	1.080	74.5	LOS F	52.9	1340.6	1.00	1.62	16.6
Approach		977	1.8	1.080	74.6	LOS F	52.9	1340.6	1.00	1.62	16.6
All Vehicles		2007	1.8	1.080	44.8	LOS E	52.9	1340.6	0.82	1.01	21.1

Level of Service (LOS) Method: Delay & v/c (HCM 2010).

Roundabout LOS Method: Same as Sign Control.

Vehicle movement LOS values are based on average delay and v/c ratio (degree of saturation) per movement

LOS F will result if v/c > 1 irrespective of movement delay value (does not apply for approaches and intersection).

Intersection and Approach LOS values are based on average delay for all movements (v/c not used as specified in HCM 2010).

Roundabout Capacity Model: SIDRA Standard.

HCM Delay Formula option is used. Control Delay does not include Geometric Delay since Exclude Geometric Delay option applies.








Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

HCM Signalized Intersection Capacity Analysis

3: Shirley Ave & US 15 Bus

10/3/2016

						
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Volume (vph)	142	36	519	133	17	361
Future Volume (vph)	142	36	519	133	17	361
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900
Total Lost time (s)	5.0	5.0	5.0	5.0	5.0	5.0
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	*0.80
Frt	1.00	0.85	1.00	0.85	1.00	1.00
Flt Protected	0.95	1.00	1.00	1.00	0.95	1.00
Satd. Flow (prot)	1770	1583	1863	1583	1770	2980
Flt Permitted	0.95	1.00	1.00	1.00	0.41	1.00
Satd. Flow (perm)	1770	1583	1863	1583	767	2980
Peak-hour factor, PHF	0.92	0.92	0.92	0.92	0.92	0.92
Adj. Flow (vph)	154	39	564	145	18	392
RTOR Reduction (vph)	0	33	0	41	0	0
Lane Group Flow (vph)	154	6	564	104	18	392
Turn Type	Prot	Perm	NA	Perm	Perm	NA
Protected Phases	8		2			6
Permitted Phases		8		2	6	
Actuated Green, G (s)	11.9	11.9	55.1	55.1	55.1	55.1
Effective Green, g (s)	11.9	11.9	55.1	55.1	55.1	55.1
Actuated g/C Ratio	0.15	0.15	0.72	0.72	0.72	0.72
Clearance Time (s)	5.0	5.0	5.0	5.0	5.0	5.0
Vehicle Extension (s)	3.0	3.0	3.0	3.0	3.0	3.0
Lane Grp Cap (vph)	273	244	1333	1132	548	2132
v/s Ratio Prot	c0.09		c0.30			0.13
v/s Ratio Perm		0.00		0.07	0.02	
v/c Ratio	0.56	0.02	0.42	0.09	0.03	0.18
Uniform Delay, d1	30.1	27.6	4.5	3.3	3.2	3.6
Progression Factor	1.00	1.00	1.00	1.00	1.00	1.00
Incremental Delay, d2	2.7	0.0	1.0	0.2	0.1	0.2
Delay (s)	32.8	27.7	5.5	3.5	3.3	3.8
Level of Service	C	C	A	A	A	A
Approach Delay (s)	31.8		5.1			3.8
Approach LOS	C		A			A
Intersection Summary						
HCM 2000 Control Delay			8.6		HCM 2000 Level of Service	A
HCM 2000 Volume to Capacity ratio			0.45			
Actuated Cycle Length (s)			77.0		Sum of lost time (s)	10.0
Intersection Capacity Utilization			43.5%		ICU Level of Service	A
Analysis Period (min)			15			
c Critical Lane Group						

Summary of All Intervals

Run Number	10	11	12	13	14		Avg
Start Time	6:57	6:57	6:57	6:57	6:57	6:57	6:57
End Time	7:10	7:10	7:10	7:10	7:10	7:10	7:10
Total Time (min)	13	13	13	13	13	13	13
Time Recorded (min)	10	10	10	10	10	10	10
# of Intervals	2	2	2	2	2	2	2
# of Recorded Intervals	1	1	1	1	1	1	1
Vehs Entered	189	184	216	195	191	214	199
Vehs Exited	182	184	208	193	197	214	197
Starting Vehs	18	14	15	19	22	20	17
Ending Vehs	25	14	23	21	16	20	19
Travel Distance (mi)	56	55	65	60	58	62	59
Travel Time (hr)	2.7	2.6	3.2	3.0	2.7	2.9	2.8
Total Delay (hr)	0.5	0.4	0.6	0.6	0.4	0.4	0.5
Total Stops	70	60	77	76	58	48	64
Fuel Used (gal)	1.9	1.9	2.3	2.1	2.0	2.1	2.1

Interval #0 Information Seeding

Start Time	6:57
End Time	7:00
Total Time (min)	3
Volumes adjusted by Growth Factors.	
No data recorded this interval.	

Interval #1 Information Recording

Start Time	7:00
End Time	7:10
Total Time (min)	10
Volumes adjusted by Growth Factors.	

Run Number	10	11	12	13	14		Avg
Vehs Entered	189	184	216	195	191	214	199
Vehs Exited	182	184	208	193	197	214	197
Starting Vehs	18	14	15	19	22	20	17
Ending Vehs	25	14	23	21	16	20	19
Travel Distance (mi)	56	55	65	60	58	62	59
Travel Time (hr)	2.7	2.6	3.2	3.0	2.7	2.9	2.8
Total Delay (hr)	0.5	0.4	0.6	0.6	0.4	0.4	0.5
Total Stops	70	60	77	76	58	48	64
Fuel Used (gal)	1.9	1.9	2.3	2.1	2.0	2.1	2.1

Queuing and Blocking Report

Baseline

10/3/2016

Intersection: 3: Shirley Ave & US 15 Bus

Movement	WB	WB	NB	NB	SB	SB	SB
Directions Served	L	R	T	R	L	T	T
Maximum Queue (ft)	117	17	141	50	26	92	53
Average Queue (ft)	65	3	78	21	13	48	21
95th Queue (ft)	125	24	145	55	38	107	73
Link Distance (ft)	1464	1464	427	427		589	589
Upstream Blk Time (%)							
Queuing Penalty (veh)							
Storage Bay Dist (ft)					230		
Storage Blk Time (%)							
Queuing Penalty (veh)							

Intersection: 4: Shirley Ave & Industrial Rd

Movement	SB
Directions Served	L
Maximum Queue (ft)	17
Average Queue (ft)	3
95th Queue (ft)	18
Link Distance (ft)	
Upstream Blk Time (%)	
Queuing Penalty (veh)	
Storage Bay Dist (ft)	275
Storage Blk Time (%)	
Queuing Penalty (veh)	













Network Summary

Network wide Queuing Penalty: 0

HCM Signalized Intersection Capacity Analysis

3: Shirley Ave & US 15 Bus

9/23/2016

						
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Volume (vph)	182	42	555	168	66	833
Future Volume (vph)	182	42	555	168	66	833
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900
Total Lost time (s)	5.0	5.0	5.0	5.0	5.0	5.0
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	0.95
Frt	1.00	0.85	1.00	0.85	1.00	1.00
Flt Protected	0.95	1.00	1.00	1.00	0.95	1.00
Satd. Flow (prot)	1770	1583	1863	1583	1770	3539
Flt Permitted	0.95	1.00	1.00	1.00	0.38	1.00
Satd. Flow (perm)	1770	1583	1863	1583	711	3539
Peak-hour factor, PHF	0.92	0.92	0.92	0.92	0.92	0.92
Adj. Flow (vph)	198	46	603	183	72	905
RTOR Reduction (vph)	0	38	0	54	0	0
Lane Group Flow (vph)	198	8	603	129	72	905
Turn Type	Prot	Perm	NA	Perm	Perm	NA
Protected Phases	8		2			6
Permitted Phases		8		2	6	
Actuated Green, G (s)	14.4	14.4	58.3	58.3	58.3	58.3
Effective Green, g (s)	14.4	14.4	58.3	58.3	58.3	58.3
Actuated g/C Ratio	0.17	0.17	0.70	0.70	0.70	0.70
Clearance Time (s)	5.0	5.0	5.0	5.0	5.0	5.0
Vehicle Extension (s)	3.0	3.0	3.0	3.0	3.0	3.0
Lane Grp Cap (vph)	308	275	1313	1115	501	2494
v/s Ratio Prot	c0.11		c0.32			0.26
v/s Ratio Perm		0.01		0.08	0.10	
v/c Ratio	0.64	0.03	0.46	0.12	0.14	0.36
Uniform Delay, d1	31.8	28.3	5.3	3.9	4.0	4.8
Progression Factor	1.00	1.00	1.00	1.00	1.00	1.00
Incremental Delay, d2	4.5	0.0	1.2	0.2	0.6	0.4
Delay (s)	36.3	28.4	6.5	4.1	4.6	5.2
Level of Service	D	C	A	A	A	A
Approach Delay (s)	34.8		5.9			5.2
Approach LOS	C		A			A
Intersection Summary						
HCM 2000 Control Delay			9.1	HCM 2000 Level of Service		A
HCM 2000 Volume to Capacity ratio			0.50			
Actuated Cycle Length (s)			82.7	Sum of lost time (s)		10.0
Intersection Capacity Utilization			56.0%	ICU Level of Service		B
Analysis Period (min)			15			
c Critical Lane Group						

Summary of All Intervals

Run Number	10	11	12	13	14		Avg
Start Time	6:57	6:57	6:57	6:57	6:57	6:57	6:57
End Time	7:10	7:10	7:10	7:10	7:10	7:10	7:10
Total Time (min)	13	13	13	13	13	13	13
Time Recorded (min)	10	10	10	10	10	10	10
# of Intervals	2	2	2	2	2	2	2
# of Recorded Intervals	1	1	1	1	1	1	1
Vehs Entered	316	305	322	305	322	334	317
Vehs Exited	326	299	323	301	317	347	319
Starting Vehs	29	23	25	18	31	31	23
Ending Vehs	19	29	24	22	36	18	25
Travel Distance (mi)	94	92	97	89	97	101	95
Travel Time (hr)	4.6	4.5	4.7	4.5	4.8	5.0	4.7
Total Delay (hr)	0.9	0.8	0.9	0.9	0.9	1.0	0.9
Total Stops	121	133	122	134	140	147	132
Fuel Used (gal)	3.3	3.3	3.5	3.2	3.5	3.7	3.4

Interval #0 Information Seeding

Start Time	6:57
End Time	7:00
Total Time (min)	3
Volumes adjusted by Growth Factors.	
No data recorded this interval.	

Interval #1 Information Recording

Start Time	7:00
End Time	7:10
Total Time (min)	10
Volumes adjusted by Growth Factors.	

Run Number	10	11	12	13	14		Avg
Vehs Entered	316	305	322	305	322	334	317
Vehs Exited	326	299	323	301	317	347	319
Starting Vehs	29	23	25	18	31	31	23
Ending Vehs	19	29	24	22	36	18	25
Travel Distance (mi)	94	92	97	89	97	101	95
Travel Time (hr)	4.6	4.5	4.7	4.5	4.8	5.0	4.7
Total Delay (hr)	0.9	0.8	0.9	0.9	0.9	1.0	0.9
Total Stops	121	133	122	134	140	147	132
Fuel Used (gal)	3.3	3.3	3.5	3.2	3.5	3.7	3.4

Queuing and Blocking Report

Baseline

9/23/2016

Intersection: 3: Shirley Ave & US 15 Bus

Movement	WB	WB	NB	NB	SB	SB	SB
Directions Served	L	R	T	R	L	T	T
Maximum Queue (ft)	107	23	180	52	64	149	94
Average Queue (ft)	67	5	109	28	37	104	44
95th Queue (ft)	116	27	197	64	75	158	107
Link Distance (ft)	1464	1464	427	427		589	589
Upstream Blk Time (%)							
Queuing Penalty (veh)							
Storage Bay Dist (ft)					230		
Storage Blk Time (%)						0	
Queuing Penalty (veh)						0	

Intersection: 4: Shirley Ave & Industrial Rd

Movement	SB
Directions Served	L
Maximum Queue (ft)	21
Average Queue (ft)	9
95th Queue (ft)	32
Link Distance (ft)	
Upstream Blk Time (%)	
Queuing Penalty (veh)	
Storage Bay Dist (ft)	275
Storage Blk Time (%)	
Queuing Penalty (veh)	

Network Summary

Network wide Queuing Penalty: 0

General & Site Information		v3.1
Analyst:	ATD	
Agency/Co:	Wallace Montgomery	
Date:	9/16/2016	
Project or PI#:	US Route 15 (Bus) at Shirley Avenue	
Year, Peak Hour:	2017 AM Peak	
County/District:	NWRO	
Intersection Name:	US Route 15 (Bus) at Shirley Avenue	

North

Volumes		Entry Legs (FROM)							
		N (1)	NE (2)	E (3)	SE (4)	S (5)	SW (6)	W (7)	NW (8)
Exit Legs (TO)	N (1), vph			36		519			
	NE (2), vph								
	E (3), vph	17				133			
	SE (4), vph								
	S (5), vph	361		142					
	SW (6), vph								
	W (7), vph								
	NW (8), vph								
Output	Total Vehicles	378	0	178	0	652	0	0	0

Volume Characteristics	N	NE	E	SE	S	SW	W	NW
% Cars	98.0%	98.0%	98.0%	98.0%	98.0%	98.0%	98.0%	98.0%
% Heavy Vehicles	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
% Bicycle	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
# of Pedestrians (ped/hr)	0	0	0	0	0	0	0	0
PHF	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
F _{HV}	0.980	1.000	0.980	1.000	0.980	1.000	1.000	1.000
F _{ped}	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000

Entry/Conflicting Flows	N	NE	E	SE	S	SW	W	NW
Flow to Leg # N (1), pcu/h	0	0	40	0	575	0	0	0
NE (2), pcu/h	0	0	0	0	0	0	0	0
E (3), pcu/h	19	0	0	0	147	0	0	0
SE (4), pcu/h	0	0	0	0	0	0	0	0
S (5), pcu/h	400	0	157	0	0	0	0	0
SW (6), pcu/h	0	0	0	0	0	0	0	0
W (7), pcu/h	0	0	0	0	0	0	0	0
NW (8), pcu/h	0	0	0	0	0	0	0	0
Entry flow, pcu/h	419	0	197	0	723	0	0	0
Conflicting flow, pcu/h	157	0	575	0	19	0	0	0

Results: Approach Measures of Effectiveness								
HCM 6th Edition	N	NE	E	SE	S	SW	W	NW
Entry Capacity, vph	1152	NA	752	NA	1327	NA	NA	NA

Entry Flow Rates, vph	411	NA	193	NA	709	NA	NA	NA
V/C ratio	0.36		0.26		0.53			
Control Delay, sec/pcu	7		8		8			
LOS	A		A		A			
95th % Queue (ft)	42		26		84			

v3.1

Notes:

Unit Legend:

vph = vehicles per hour

PHF = peak hour factor

F_{HV} = heavy vehicle factor

pcu = passenger car unit

Bypass Lane Merge Point Analysis (if applicable)

Bypass Characteristics	Bypass #1	Bypass #2	Bypass #3	Bypass #4	Bypass #5	Bypass #6
Select Entry Leg from Bypass (FROM)						
Select Exit Leg for Bypass (TO)						
Does the bypass have a dedicated receiving lane?						
Volumes						
Right Turn Volume removed from Entry Leg						
Volume Characteristics (for entry leg)						
PHF						
F _{HV}						
F _{ped}						
NOTE: Volume Characteristics for Exit Leg are already taken into account						
Entry/Conflicting Flows						
Entry Flow, pcu/hr						
Conflicting Flow, pcu/hr						
Bypass Lane Results (HCM 6th Edition)						
Entry Capacity of Bypass, vph						
Flow Rates of Exiting Traffic, vph						
V/C ratio						
Control Delay, s/veh						
LOS						
95th % Queue (ft)						
Approach w/Bypass Delay, s/veh						
Approach w/Bypass LOS						

General & Site Information		v3.1
Analyst:	ATD	
Agency/Co:	Wallace Montgomery	
Date:	9/16/2016	
Project or PI#:	US Route 15 (Bus) at Shirley Avenue	
Year, Peak Hour:	2017 PM Peak	
County/District:	NWRO	
Intersection Name:	US Route 15 (Bus) at Shirley Avenue	

North

Volumes		Entry Legs (FROM)							
		N (1)	NE (2)	E (3)	SE (4)	S (5)	SW (6)	W (7)	NW (8)
Exit Legs (TO)	N (1), vph			42		555			
	NE (2), vph								
	E (3), vph	66				168			
	SE (4), vph								
	S (5), vph	833		182					
	SW (6), vph								
	W (7), vph								
	NW (8), vph								
Output	Total Vehicles	899	0	224	0	723	0	0	0

Volume Characteristics	N	NE	E	SE	S	SW	W	NW
% Cars	98.0%	98.0%	98.0%	98.0%	98.0%	98.0%	98.0%	98.0%
% Heavy Vehicles	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
% Bicycle	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
# of Pedestrians (ped/hr)	0	0	0	0	0	0	0	0
PHF	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
F _{HV}	0.980	1.000	0.980	1.000	0.980	1.000	1.000	1.000
F _{ped}	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000

Entry/Conflicting Flows	N	NE	E	SE	S	SW	W	NW
Flow to Leg # N (1), pcu/h	0	0	47	0	615	0	0	0
NE (2), pcu/h	0	0	0	0	0	0	0	0
E (3), pcu/h	73	0	0	0	186	0	0	0
SE (4), pcu/h	0	0	0	0	0	0	0	0
S (5), pcu/h	924	0	202	0	0	0	0	0
SW (6), pcu/h	0	0	0	0	0	0	0	0
W (7), pcu/h	0	0	0	0	0	0	0	0
NW (8), pcu/h	0	0	0	0	0	0	0	0
Entry flow, pcu/h	997	0	248	0	802	0	0	0
Conflicting flow, pcu/h	202	0	615	0	73	0	0	0

Results: Approach Measures of Effectiveness								
HCM 6th Edition	N	NE	E	SE	S	SW	W	NW
Entry Capacity, vph	1101	NA	722	NA	1256	NA	NA	NA

Entry Flow Rates, vph	977	NA	243	NA	786	NA	NA	NA
V/C ratio	0.89		0.34		0.63			
Control Delay, sec/pcu	26		9		11			
LOS	D		A		B			
95th % Queue (ft)	329		38		119			

v3.1

Notes:

Unit Legend:

vph = vehicles per hour

PHF = peak hour factor

F_{HV} = heavy vehicle factor

pcu = passenger car unit

Bypass Lane Merge Point Analysis (if applicable)

Bypass Characteristics	Bypass #1	Bypass #2	Bypass #3	Bypass #4	Bypass #5	Bypass #6
Select Entry Leg from Bypass (FROM)						
Select Exit Leg for Bypass (TO)						
Does the bypass have a dedicated receiving lane?						
Volumes						
Right Turn Volume removed from Entry Leg						
Volume Characteristics (for entry leg)						
PHF						
F _{HV}						
F _{ped}						
NOTE: Volume Characteristics for Exit Leg are already taken into account						
Entry/Conflicting Flows						
Entry Flow, pcu/hr						
Conflicting Flow, pcu/hr						
Bypass Lane Results (HCM 6th Edition)						
Entry Capacity of Bypass, vph						
Flow Rates of Exiting Traffic, vph						
V/C ratio						
Control Delay, s/veh						
LOS						
95th % Queue (ft)						
Approach w/Bypass Delay, s/veh						
Approach w/Bypass LOS						

MOVEMENT SUMMARY

 Site: [AM Peak - HCM]

Roundabout

Movement Performance - Vehicles											
Mov ID	OD Mov	Demand Total veh/h	Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance ft	Prop. Queued	Effective Stop Rate per veh	Average Speed mph
East: US 15/17/29 Bus											
6	T1	584	0.0	0.577	9.2	LOS A	5.4	135.8	0.28	0.11	22.6
16	R2	184	0.0	0.577	9.2	LOS A	5.4	135.8	0.28	0.11	22.2
Approach		767	0.0	0.577	9.2	LOS A	5.4	135.8	0.28	0.11	22.5
North: US 15 Bus											
7	L2	82	3.0	0.174	6.8	LOS A	0.7	18.2	0.59	0.56	22.7
14	R2	47	3.0	0.174	6.8	LOS A	0.7	18.2	0.59	0.56	22.3
Approach		128	3.0	0.174	6.8	LOS A	0.7	18.2	0.59	0.56	22.5
West: US 17/29 Bus											
5	L2	37	0.0	0.246	5.0	LOS A	1.3	33.0	0.26	0.12	23.6
2	T1	275	0.0	0.246	5.0	LOS A	1.3	33.0	0.26	0.12	23.5
Approach		312	0.0	0.246	5.0	LOS A	1.3	33.0	0.26	0.12	23.5
All Vehicles		1208	0.3	0.577	7.9	LOS A	5.4	135.8	0.31	0.16	22.7

Site Level of Service (LOS) Method: Delay & v/c (HCM 2010). Site LOS Method is specified in the Parameter Settings dialog (Site tab). Roundabout LOS Method: Same as Signalised Intersections.

Vehicle movement LOS values are based on average delay and v/c ratio (degree of saturation) per movement.

LOS F will result if v/c > 1 irrespective of movement delay value (does not apply for approaches and intersection).

Intersection and Approach LOS values are based on average delay for all movements (v/c not used as specified in HCM 2010).

Roundabout Capacity Model: US HCM 2010.

HCM Delay Formula option is used. Control Delay does not include Geometric Delay since Exclude Geometric Delay option applies.

Gap-Acceptance Capacity: Traditional M1.

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

MOVEMENT SUMMARY



Site: [AM Peak - SIDRA]

Roundabout

Movement Performance - Vehicles											
Mov ID	OD Mov	Demand Flows Total veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance ft	Prop. Queued	Effective Stop Rate per veh	Average Speed mph
East: US 15/17/29 Bus											
6	T1	584	0.0	0.739	16.3	LOS B	9.5	238.2	0.42	0.18	21.1
16	R2	184	0.0	0.739	16.3	LOS B	9.5	238.2	0.42	0.18	20.8
Approach		767	0.0	0.739	16.3	LOS B	9.5	238.2	0.42	0.18	21.0
North: US 15 Bus											
7	L2	82	3.0	0.245	10.3	LOS B	1.4	35.6	0.74	0.69	29.9
14	R2	47	3.0	0.245	10.3	LOS B	1.4	35.6	0.74	0.69	29.6
Approach		128	3.0	0.245	10.3	LOS B	1.4	35.6	0.74	0.69	29.8
West: US 17/29 Bus											
5	L2	37	0.0	0.322	7.1	LOS A	2.1	52.9	0.35	0.18	32.2
2	T1	275	0.0	0.322	7.1	LOS A	2.1	52.9	0.35	0.18	32.4
Approach		312	0.0	0.322	7.1	LOS A	2.1	52.9	0.35	0.18	32.4
All Vehicles		1208	0.3	0.739	13.3	LOS B	9.5	238.2	0.44	0.24	23.9

Site Level of Service (LOS) Method: Delay & v/c (HCM 2010). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Roundabout LOS Method: Same as Signalised Intersections.

Vehicle movement LOS values are based on average delay and v/c ratio (degree of saturation) per movement.

LOS F will result if v/c > 1 irrespective of movement delay value (does not apply for approaches and intersection).

Intersection and Approach LOS values are based on average delay for all movements (v/c not used as specified in HCM 2010).

Roundabout Capacity Model: SIDRA Standard.

HCM Delay Formula option is used. Control Delay does not include Geometric Delay since Exclude Geometric Delay option applies.

Gap-Acceptance Capacity: SIDRA Standard (Akcelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

MOVEMENT SUMMARY

 Site: [PM Peak - HCM]

Roundabout

Movement Performance - Vehicles											
Mov ID	OD Mov	Demand Flows Total veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance ft	Prop. Queued	Effective Stop Rate per veh	Average Speed mph
East: US 15/17/29 Bus											
6	T1	410	0.0	0.399	6.4	LOS A	2.7	68.7	0.14	0.04	23.2
16	R2	130	0.0	0.399	6.4	LOS A	2.7	68.7	0.14	0.04	22.9
Approach		540	0.0	0.399	6.4	LOS A	2.7	68.7	0.14	0.04	23.1
North: US 15 Bus											
7	L2	273	3.0	0.327	7.7	LOS A	1.6	40.4	0.58	0.52	30.5
14	R2	15	3.0	0.327	7.7	LOS A	1.6	40.4	0.58	0.52	30.2
Approach		288	3.0	0.327	7.7	LOS A	1.6	40.4	0.58	0.52	30.5
West: US 17/29 Bus											
5	L2	20	0.0	0.645	12.8	LOS B	6.0	149.9	0.74	0.67	29.9
2	T1	649	0.0	0.645	12.8	LOS B	6.0	149.9	0.74	0.67	30.1
Approach		668	0.0	0.645	12.8	LOS B	6.0	149.9	0.74	0.67	30.0
All Vehicles		1497	0.6	0.645	9.5	LOS A	6.0	149.9	0.49	0.41	27.2

Site Level of Service (LOS) Method: Delay & v/c (HCM 2010). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Roundabout LOS Method: Same as Signalised Intersections.

Vehicle movement LOS values are based on average delay and v/c ratio (degree of saturation) per movement.

LOS F will result if v/c > 1 irrespective of movement delay value (does not apply for approaches and intersection).

Intersection and Approach LOS values are based on average delay for all movements (v/c not used as specified in HCM 2010).

Roundabout Capacity Model: US HCM 2010.

HCM Delay Formula option is used. Control Delay does not include Geometric Delay since Exclude Geometric Delay option applies.

Gap-Acceptance Capacity: Traditional M1.

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

MOVEMENT SUMMARY

 Site: [PM Peak - SIDRA]

Roundabout

Movement Performance - Vehicles											
Mov ID	OD Mov	Demand Flows Total veh/h	Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Queue Distance ft	Prop. Queued	Effective Stop Rate per veh	Average Speed mph
East: US 15/17/29 Bus											
6	T1	410	0.0	0.512	9.5	LOS A	4.8	119.1	0.21	0.07	22.5
16	R2	130	0.0	0.512	9.5	LOS A	4.8	119.1	0.21	0.07	22.2
Approach		540	0.0	0.512	9.5	LOS A	4.8	119.1	0.21	0.07	22.4
North: US 15 Bus											
7	L2	273	3.0	0.444	12.1	LOS B	3.0	75.7	0.73	0.68	28.8
14	R2	15	3.0	0.444	12.1	LOS B	3.0	75.7	0.73	0.68	28.5
Approach		288	3.0	0.444	12.1	LOS B	3.0	75.7	0.73	0.68	28.8
West: US 17/29 Bus											
5	L2	20	0.0	0.860	30.2	LOS C	15.1	377.9	1.00	1.07	24.2
2	T1	649	0.0	0.860	30.2	LOS C	15.1	377.9	1.00	1.07	24.3
Approach		668	0.0	0.860	30.2	LOS C	15.1	377.9	1.00	1.07	24.3
All Vehicles		1497	0.6	0.860	19.2	LOS B	15.1	377.9	0.66	0.63	24.3

Site Level of Service (LOS) Method: Delay & v/c (HCM 2010). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Roundabout LOS Method: Same as Signalised Intersections.

Vehicle movement LOS values are based on average delay and v/c ratio (degree of saturation) per movement.

LOS F will result if v/c > 1 irrespective of movement delay value (does not apply for approaches and intersection).

Intersection and Approach LOS values are based on average delay for all movements (v/c not used as specified in HCM 2010).

Roundabout Capacity Model: SIDRA Standard.

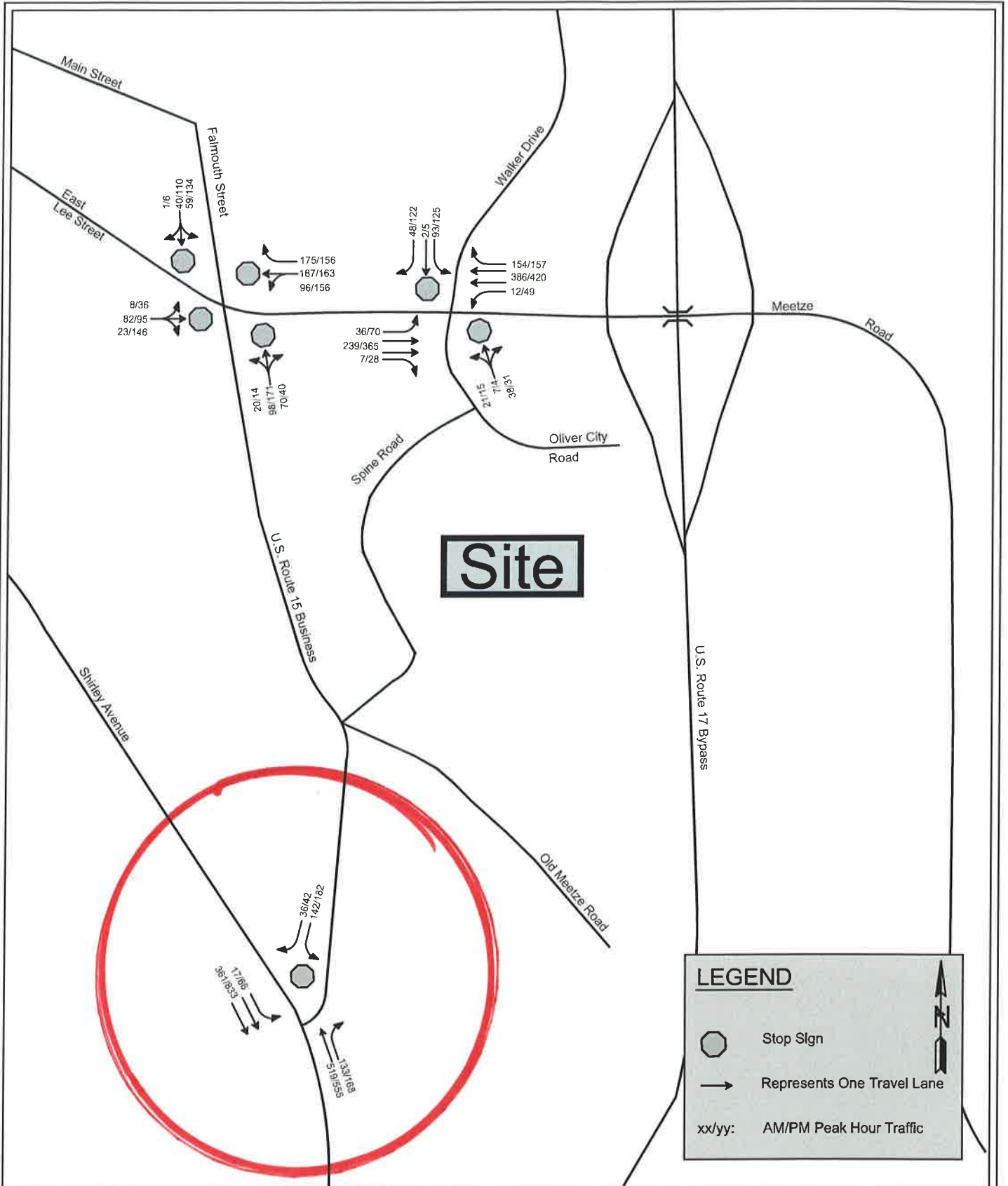
HCM Delay Formula option is used. Control Delay does not include Geometric Delay since Exclude Geometric Delay option applies.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

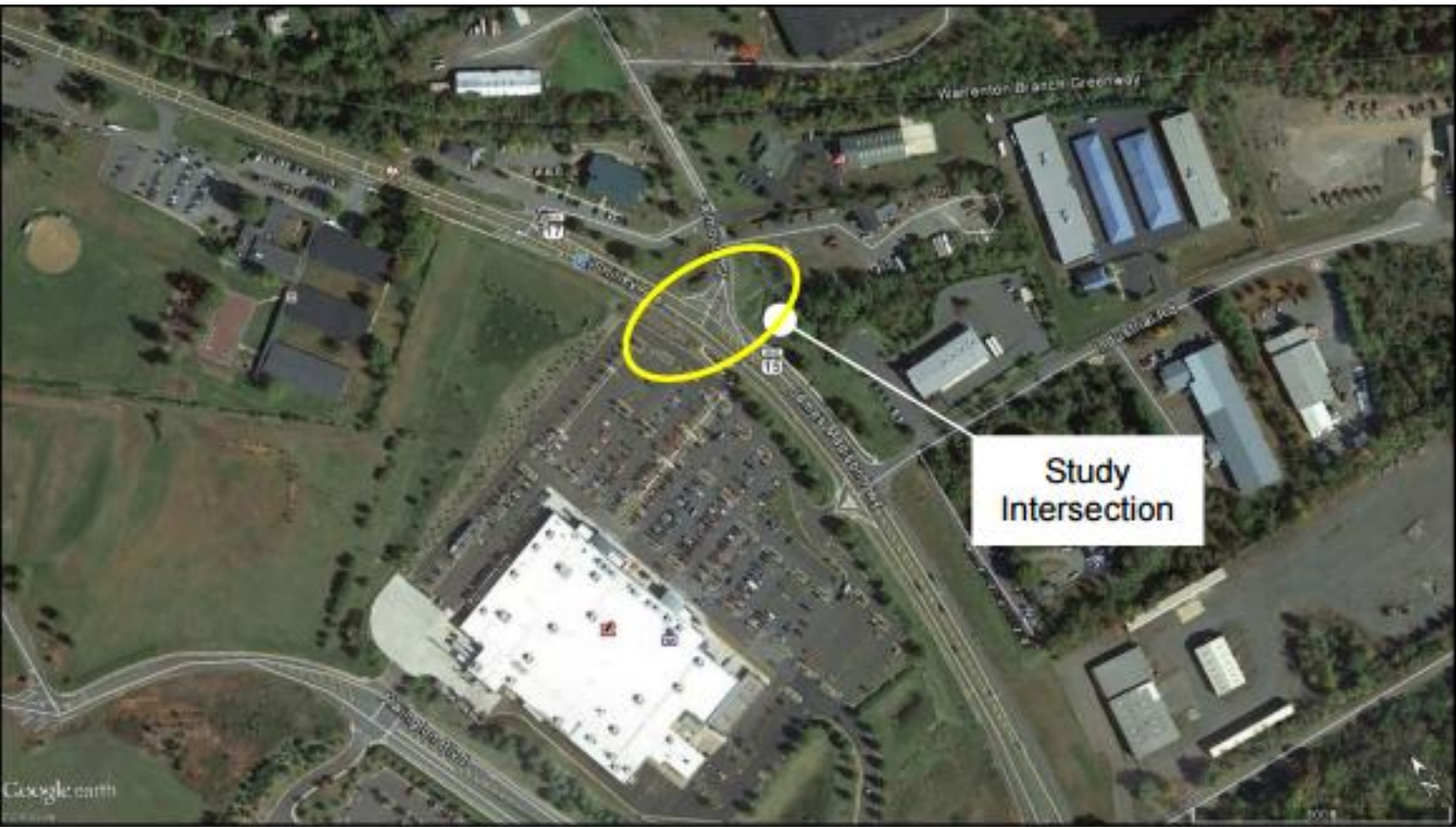
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

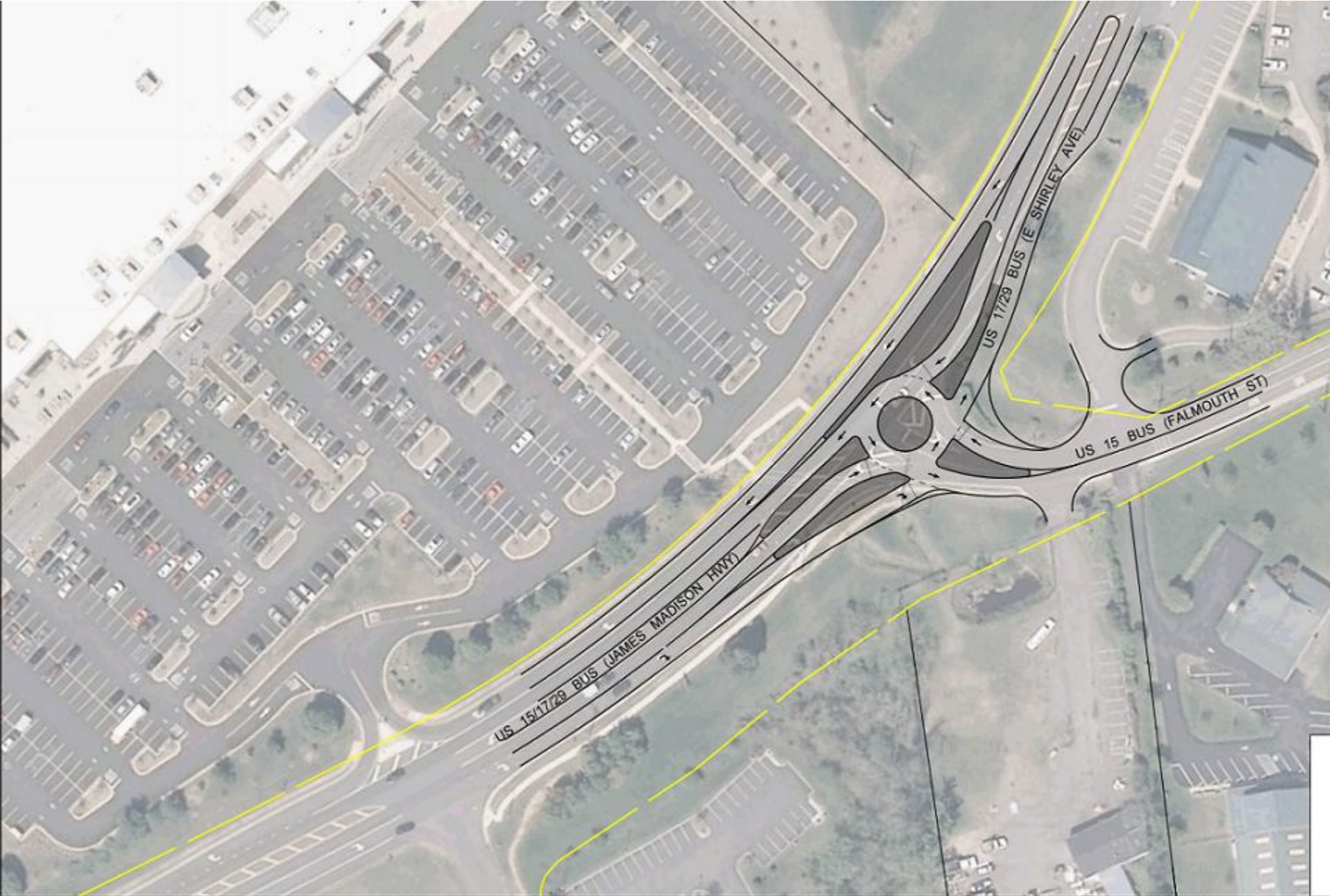
Start Date: 12/6/2016
 Start Time: 7:00:00 AM
 Interseccion: Falmouth St and E Shirley Ave
 County: Fauquier- Town of Warrenton

Start Time	17/29 Bus E Shirley Ave From North					FALMOUTH 15 BUS From East					17/29 Bus E Shirley Ave From South				
	Right	Thru	Left	Peds		Right	Thru	Left	Peds		Right	Thru	Left	Peds	
07:00 AM	0	67	9	0		16	0	11	0		26	111	0	0	
07:15 AM	0	69	18	0		15	0	19	0		25	128	0	0	
07:30 AM	0	58	4	0		8	0	12	0		52	137	0	0	
07:45 AM	0	59	3	0		4	0	33	0		66	161	0	0	
08:00 AM	1	59	2	0		4	0	26	0		44	108	0	0	
08:15 AM	0	78	4	0		4	0	41	0		37	109	0	0	
08:30 AM	0	81	1	0		3	0	20	0		31	102	0	0	
08:45 AM	0	73	3	0		11	0	27	0		28	111	0	0	
11:00 AM	0	121	4	0		7	0	22	0		20	91	0	0	
11:15 AM	0	95	2	0		7	0	30	0		32	106	0	0	
11:30 AM	0	103	3	0		2	0	28	0		30	103	0	0	
11:45 AM	0	118	3	0		8	0	27	0		29	122	0	0	
12:00 PM	0	134	3	0		6	0	26	0		19	112	0	0	
12:15 PM	0	125	4	0		10	0	36	0		27	121	0	0	
12:30 PM	0	117	1	0		3	0	26	0		23	132	0	0	
12:45 PM	0	128	4	0		7	0	34	0		34	112	0	0	
04:00 PM	0	153	10	0		7	0	50	0		33	101	0	0	
04:15 PM	0	131	9	0		1	0	30	0		35	94	0	0	
04:30 PM	0	155	6	0		5	0	53	0		39	96	0	0	
04:45 PM	0	143	2	0		4	0	50	0		27	84	0	0	
05:00 PM	0	128	7	0		4	0	63	0		26	89	0	0	
05:15 PM	0	171	3	0		1	0	85	0		28	108	0	0	
05:30 PM	0	133	5	0		0	0	37	0		35	114	0	0	
05:45 PM	0	86	3	0		4	0	34	0		22	81	0	0	



Falmouth/Shirley Intersection







**Town Council Meeting Item Number: 6.b.
March 14, 2017**

**Agenda Memorandum
Submitted by: Brannon Godfrey, Town Manager**

Issue: **Ordinance 2017-02, Amending Sec. 3-11- Running at large prohibited**

Background:

- The Public Safety & Transportation Committee considered a draft amendment to Chapter 3 “Animals and Fowl” Section 11 “Running At Large Prohibited” at its January 25, 2017 meeting.

Discussion:

- The draft amendment is attached. The Committee recommended that a Public Hearing be set for the March 14, 2017 Town Council Meeting.
- The language more closely matches the that of Fauquier County in requiring control of the animal by leash.

Financial Impact:

- There is no direct financial impact in amending the ordinance.

Recommended Action:

- Following the Public Hearing, the recommendation of the Public Safety & Transportation Committee is to adopt the proposed amendment to the Sec. 3-11 , “Running At Large Prohibited”.

Town Manager

ATTACHMENTS:

Description	Type	Upload Date
Ord. 2017-02, Amendment Sec. 3-11	Cover Memo	3/2/2017

Sec. 3-11. - Running at large prohibited.

(a) It shall be unlawful for any owner or custodian of a dog to permit the same to run at large at any time within the town limits and off of the property of the owner or custodian while not under leash control. For the purpose of this section, a dog shall be deemed running at large while roaming, running or self-hunting off the property of its owner or custodian and not under its owner or custodian's immediate control by leash.

(b) When dogs to be impounded. The officials charged with the enforcement of this chapter shall cause to be impounded (a) any dog found running at large in the town, (b) any dog which has not been inoculated with a rabies vaccine in accordance with the requirements of state law, and (c) any vicious dog which is found not controlled or confined as required by the provisions of section 3-10 of this article.

For the purposes of this section, a dog not wearing a valid and current county dog license may be presumed to have not been inoculated with a rabies vaccine in accordance with State law, unless the owner or custodian of the dog can be immediately ascertained and located, and the owner or custodian promptly presents a valid rabies certificate for the dog.

(c) Any person who permits his dog or dogs to run at large, and not under leash control, shall be deemed to have violated the provisions of this section and shall be guilty of a Class 4 misdemeanor and shall be fined not more than \$100.00 ~~liable for a fine of not less than twenty-five dollars (\$25.00) nor more than one hundred dollars (\$100.00)~~ for each such violation.

(Ord. No. 1990-1, 6-12-90)

State Law reference— Authority to prohibit dogs running at large, Code of Virginia, § ~~3.1-796.933.2-6539~~; ~~impoundment of dogs, Code of Virginia, § 3.1-796.96~~



**Town Council Meeting Item Number: 6.c.
March 14, 2017**

**Agenda Memorandum
Submitted by: Planning Department**

Issue: Special Use Permit 2016-06 – Chilton House Bed and Breakfast

Background: Special Use Permit 2016-06 – Chilton House Bed and Breakfast. The request, per Article 3-4.3.3 of the Zoning Ordinance, is to convert the existing dwelling at 97 Culpeper Street into a four guest room Bed and Breakfast. The parcel is zoned R-6 (Residential) and the Comprehensive Plan identifies the property as Low Density Residential on the Future Land Use Plan. The property owner is the Beatrice M. McDonnell Revocable Trust with Co-Trustees Barbara M. Walker, Mary Byrne McDonnell, and Katherine McDonnell. GPIN: 6984-32-7714-000.

The proposal meets all Zoning Ordinance requirements and there are no outstanding issues.

The Planning Commission held two Public Hearings on the application, on January 17, 2017 and February 21, 2017. Over the course of the two meetings, twenty five members of the public spoke at the hearings, both against and in favor for the application.

After the first public hearing, the application was revised to remove all references to the use of “events” in the narrative. A proposed condition to install a taller fence and additional landscaping was removed at the request of a neighbor and the Planning Commissioners.

The Planning Commission voted 4-2-1 (Kip, Zarabi – Nay; Maas Abstain) to forward with a recommendation of approval with fifteen (15) conditions, as dated March 14, 2017. The condition on events was amended at the February 21st Public Hearing, to state that there shall be no events on site, and that “event” is to be defined by the Town Attorney prior to the Town Council meeting.

Discussion: Town Council is to hold a Public Hearing on SUP 2016-06, Chilton House.

Financial Impact: The addition of the business will be a tax positive.

Recommended Action: Planning Commission recommends approval of SUP 2016-06 with conditions.

Town Manager

ATTACHMENTS:

Description	Type	Upload Date
Chilton House Staff Report	Staff Report	3/3/2017
Chilton House Staff Report Attachments	Staff Report	3/3/2017
Chilton House SUP Plan	Backup Material	3/3/2017
Council Work Session Powerpoint	Presentation	3/13/2017



TOWN OF WARRENTON

18 Court Street, Warrenton, Virginia 20186
(540) 347-2405 - Planning@warrentonva.gov
Internet www.warrentonva.gov

PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT

Brandie M. Schaeffer
Director of Planning

March 14, 2017

TO: Planning Commission

FROM: Brandie M. Schaeffer
Director of Community Development

RE: Special Use Permit 2016-06, Chilton House Bed & Breakfast

I. Summary

- A. Applicant – John C. McAuliff
- B. Property Owner – The Beatrice M. McDonnell Revocable Trust with Co-Trustees Barbara M. Walker, Mary Byrne McDonnell, and Katherine McDonnell
- C. Request - To convert the existing single-family residence at 97 Culpeper Street into a four guest bedroom bed and breakfast per Article 3-4.3.3 of the Zoning Ordinance. Proposed improvements to the exterior include two additional parking spaces.

Bed & Breakfast	Existing	Proposed
SUP/site area	0.91 acres	0.91 acres
Building Area	~8,404 SF	~8,404 SF
Buffer	None	None
Parking	4 spaces	6 spaces
B&B Facilities	None	4 Guest Rooms + living quarters for owner
Hours of Operation	None	9AM – 8PM Monday-Sunday (aside from overnight guests)

- D. Site Location/Surrounding Land Uses – 97 Culpeper Street, with the SUP site identified as GPIN: 6984-32-7714-000.

Direction	Zoning	Current Land Use
North	Central Business District (CBD)	Saint James' Episcopal Church Rectory
South	Residential (R-6)	Single-Family Residential
East	Residential (RMF)	Vacant
West	Residential (R-6)	Single-Family Residential

- E. Comprehensive Plan - The site is designated Low Density Residential, by the Future Land Use Map of the Comprehensive Plan.
- F. Zoning - The parcel is zoned R-6 (Residential), with bed and breakfast allowed per Special Use Permit approved by Town Council.

II. Proposal

The applicant is proposing a Special Use Permit (SUP) to operate a 4 guest room bed and breakfast in an existing single-family residence located at 97 Culpeper Street. The circa 1820-1822 Historic District residence is known as Chilton House. The applicant states the property has been in the Chilton-Horner-McDonnell-Hearst family since the 1890's. It is the wish of family members to continue to keep the house for perpetuity by creating a revenue stream that may allow for the property to become self sustaining.

The applicant indicated that the owners intend to renovate five bedrooms during the winter of 2017. Four of the bedrooms would be located within the existing house to accommodate overnight guests. One bedroom would be located in the existing kitchen outbuilding to accommodate a family member, as required under Article 12 of the Zoning Ordinance's definition for bed and breakfast. No additional or new structures are proposed.

III. Planning Commission Review

The Planning Commission held a Public Hearing on January 17, 2017 on the proposed SUP 2016-06. Fifteen members of the public spoke. The public's main points included:

- Bed and breakfasts bring business to the area. According to the speaker, 65% of bed and breakfast guests arrive and look for things to do in the immediate surroundings. They tend to dine, shop, and spend locally. People regularly ask shop owners and museum staff about where to go, where to stay, and if there is a bed and breakfast in town.
- According to one speaker, the average age for bed and breakfast guests is 42 and the average income is \$108,000. As such, bed and breakfast guests typically want quiet.
- Someone said bed and breakfasts increase revenues, jobs, income, and property values. However, another speaker was concerned that the use would decrease property values.
- The proposed use would result in traffic impacts of six additional trips when full; however, some of these trips are likely to be offset due to opportunities for walking to nearby shops and restaurants. Bed and breakfasts are typically full 40% of the time.
- A speaker felt that if the property was to be sold, the history of the property may be lost.
- Four people mentioned "zoning creep" as a concern on Culpeper Street, one of whom said the bed and breakfast was still a reasonable use for the area. The remainder are concerned that approving the bed and breakfast would make it easier for other uses to receive approval.
- The application's Letter of Justification included information that seemed like a holdover from the original rezoning application, causing confusion and concern by neighbors.
- A speaker suggested the applicant is not the property owner (a relation), and does not fulfill the intent of Article 9-5.1.1, *the owner of the premises shall reside in and manage the establishment*.
- There should be a sunset clause tied to the sale of the property.
- The existing fence should remain because a six-foot fence would not obscure anything.

After the citizens spoke, the legal representative for the applicant said they would tighten and resubmit the Letter of Justification to help clarify items pointed out by the speakers. The Planning Commission also requested that the proposed conditions be amended, removing the request for a larger fence and landscaping. The Planning Commission voted 8-0 that the application Public Hearing remained open for 30 days and that the application would be included at the next Planning Commission meeting on February 21, 2017.

The applicant submitted an updated Letter of Justification on February 1, 2017. To help address public concerns, the following text was removed from the Letter of Justification:

- *The majority of the property is open space, which will be used as reception, wedding ceremony, and outdoor dining space. The primary location on the property to be used for events is a well buffered area of the property.*
- *Local residents will benefit from having a convenient place to host gatherings, and the congregation of St. James will benefit from having additional private meeting space.*

In addition, the applicant added the following language to the Letter of Justification:

- *The applicant is open to periodic administrative reviews at five-year intervals, to ensure compliance with Special Permit conditions.*

The Planning Commission continued the Public Hearing at the regular meeting on February 21, 2017. The applicant restated that he did not plan on having events on site and that he would accept a condition eliminating events on site, so long as he can have family visit. Ten members of the public spoke who had not gone on record the previous month, whose primary points included:

- Multiple speakers mentioned that the use as a Bed and Breakfast is an acceptable use, so long as there are no events.
- Speakers discussed the history of the property and recommended taking a tour of the property.
- One neighbor appreciates the desire to keep the property in the family, but opposes the request. The lot behind 97 Culpeper Street allows for apartments and if developed can offset the applicant's costs for keeping 97 Culpeper Street.
- The SUP should link to the property owner and end with the sale of the property.
- Multiple local businesses owners stated a desire for the Bed and Breakfast. Old Town Merchants Group supports the application as they feel it will be of economic benefit the Town.
- One speaker has a family member with a Bed and Breakfast. Their location does not have events, and has not had any issues with neighbors.
- There is concern about maintaining the residential nature of the street (zoning creep). Property owners expect a residential district to remain residential. Maintaining the residential nature of an area is in the Comprehensive Plan.

As part of the Public Hearing, 21 signatures requesting denial of the application were submitted. In addition, the applicant submitted 81 signatures requesting approval of the application (Available for viewing in the public file).

After further discussion on events, the Planning Commission voted 4 – 2 (Kip, Zarabi – Nay; Maas Abstain) to recommend approval of SUP 2016-06 to Town Council, subject to the conditions dated February 21, 2016, with an amendment that there be no events, pending a definition of “event” by the Town Attorney.

IV. Staff Recommendation

Staff recommends the Town Council approve of SUP 2016-06, subject to the conditions dated March 14, 2017, as recommended by Planning Commission.

Staff: Kelly Machen

V. Suggested Motions

1. I move that the Town Council recommend approval of SUP 2016-06 subject to the conditions dated March 14, 2017.

OR

2. I move that the Town Council forward SUP 2016-06 to the next Town Council Work Session.

OR

3. I move that the Town Council recommend denial of SUP 2016-06 for the following reasons: [Insert].

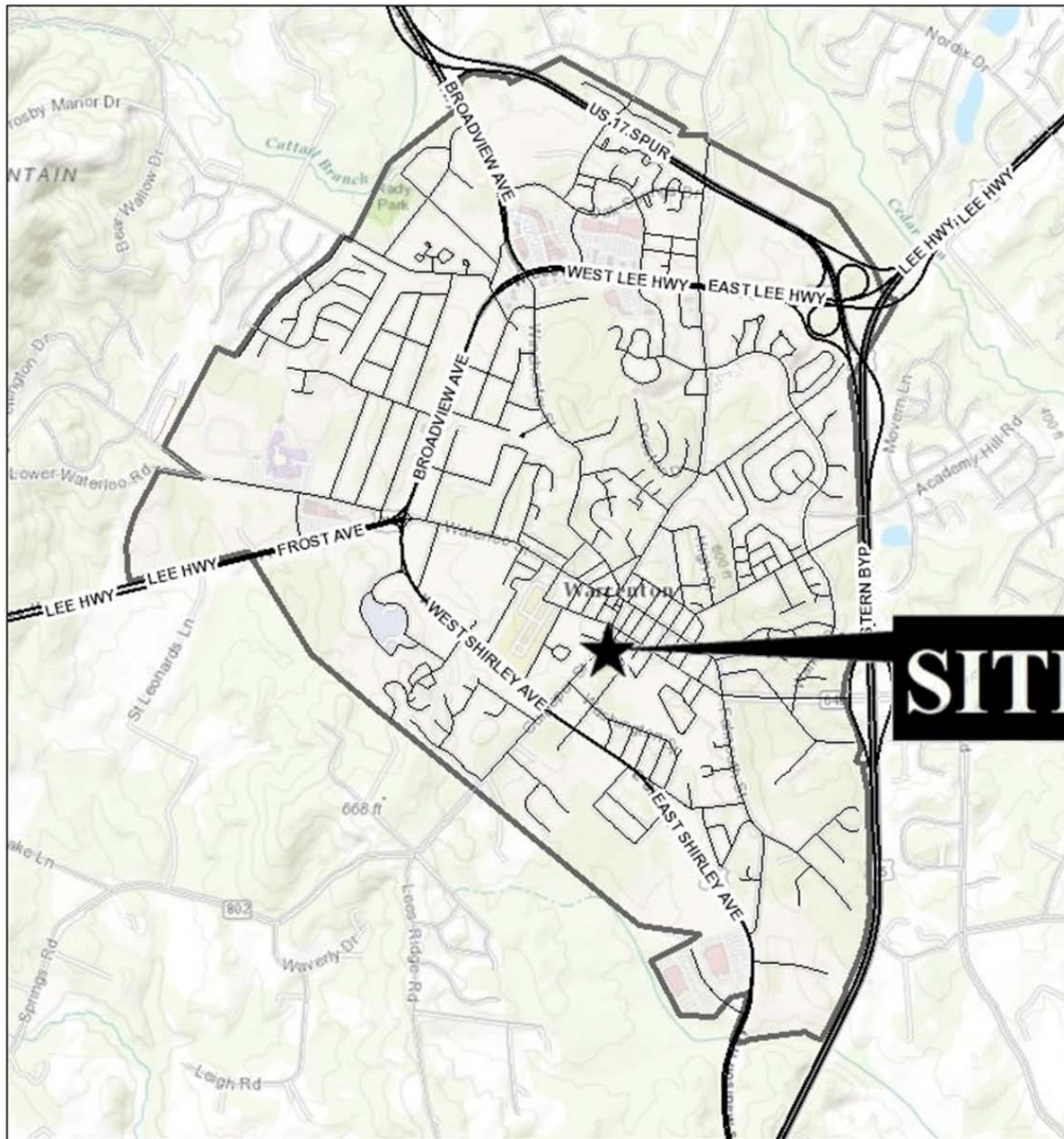
OR

4. I move an alternative motion.

Attachments

- A. Area Maps
- B. SUP Considerations
- C. Proposed Conditions and SUP Plan

Attachment A - Map VICINITY MAP



January 10, 2017

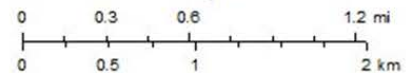
Major Roads

— <all other values>

— COUNTY
— LOCAL

- MAJOR
- MINOR
- PRIVATE
- RAMP
- Town Limits

1:36,112



Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, Geobase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), Swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

Attachment A - Map

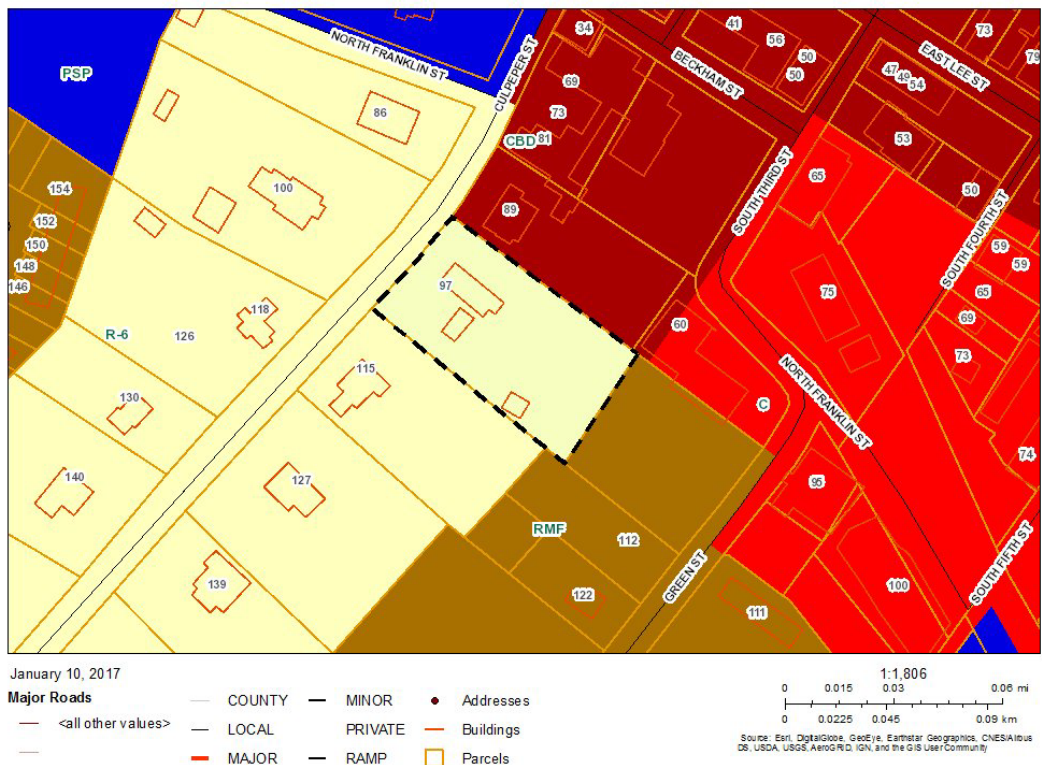
Town of Warrenton, VA WebGIS Parcels - Parcel ID: 6984-32-7714-000

AERIAL MAP

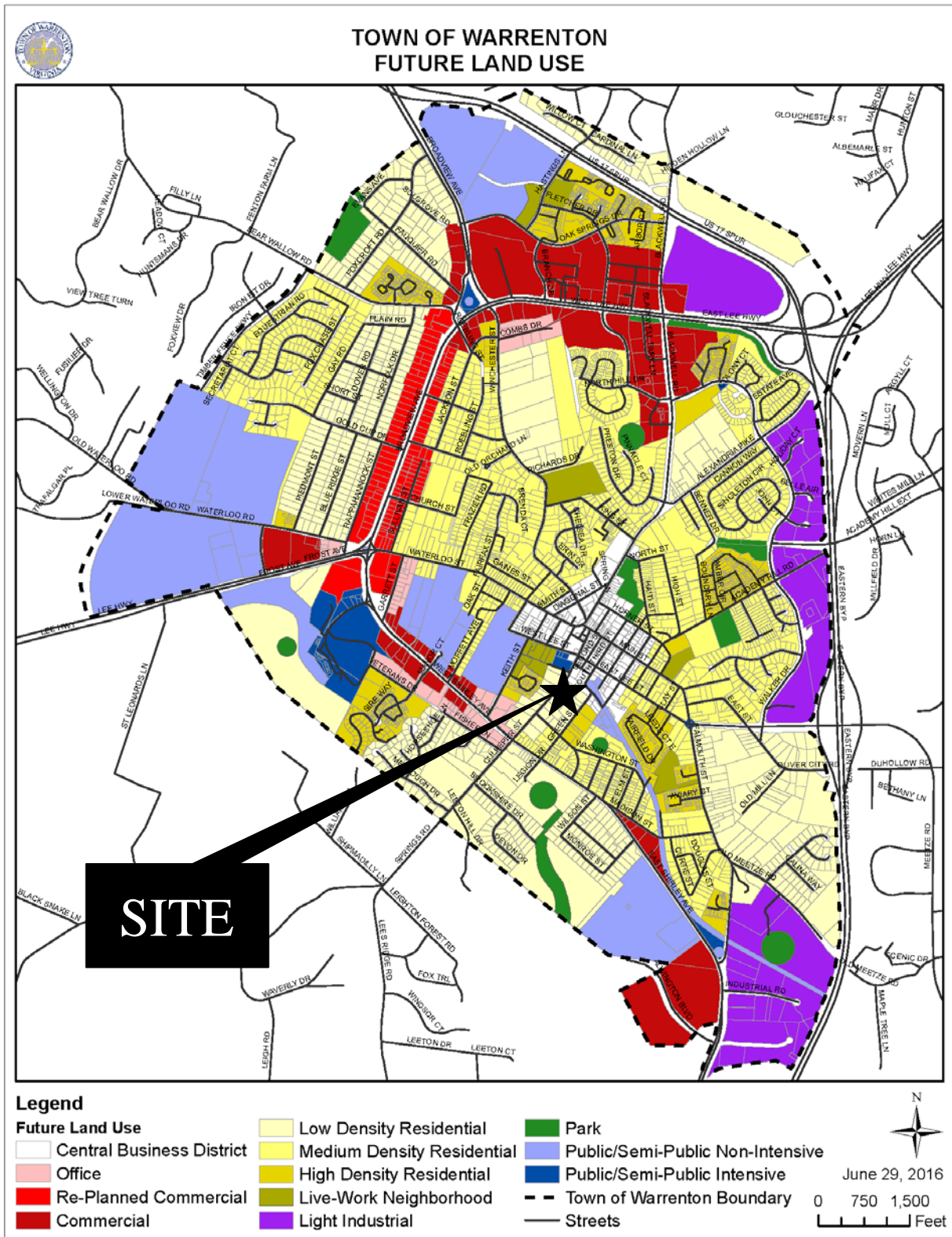


Town of Warrenton, VA WebGIS Parcels - Parcel ID: 6984-32-7714-000

EXISTING ZONING MAP



Attachment A - Map LAND USE MAP



SUP Considerations

Section 11-3.1.3 of the Town of Warrenton Zoning Ordinance states *in considering requests for Special Use Permits, the following factors should be considered:*

Comprehensive Plan

Future Land Use Map

The applicant's property is located in an area designated as **Low Density Residential** by the Future Land Use Map. This designation in the 2002 Comprehensive Plan includes single-family detached residential dwellings at densities ranging from existing levels of development (no change) up to 2.5 dwellings per net acre, contingent upon adequate pedestrian and vehicular access, compatibility with surrounding properties and mitigation of potential impacts. Certain areas specified in the text are intended to remain at densities well below 2.5 d.u. per acre. These include the areas of existing low-density historic neighborhoods along Winchester and Culpeper Streets.

Retaining the high quality of established neighborhoods is a continual challenge. Since the low density areas are a desirable place to live, they are becoming attractive for infill development. The low density residential areas are located so as to protect the character of existing neighborhoods and to provide quiet residential areas attractive for single family housing.

Where site characteristics permit and where negative impact to adjacent properties is minimal, non-residential, home occupations and businesses may be permitted as provided for in the Zoning Ordinance. However, neighborhoods should retain their distinctive character, incorporating those characteristics of architecture, mature vegetation and open spaces appropriate to the character of the neighborhood. Mature vegetation should be retained.

Culpeper Street: *Like Winchester Street, the larger lots and historic houses are important elements of Warrenton's downtown character. These lots should remain essentially as they are, at very low densities, with only very carefully designed, small scale infill structures that preserve the essential character of the street.*

The applicant is proposing to keep the residence unchanged from the exterior. The applicant's intent is to generate a revenue stream to enable the historic home to be maintained and stay within the family.

Historic Resources

The 2002 Comprehensive Plan speaks to the quality of the community design and the historic center of Town at the intersection of key transportation routes, including Culpeper to the southwest. According to the Historic District established in 1982, the largest concentrations of residential structures stand along Winchester, Waterloo, Lee, Falmouth and Culpeper streets. Several significant sites on Culpeper Street were identified including the John Quincy Marr House located at 118 Culpeper Street.

The Historic Resource Objectives and Policies state a desire *"to promote the adaptive and compatible reuse of vacant buildings in the historic district and historic structures in a form compatible with the historic character of the district and in conformance with the Secretary of the Interior's Standards for Rehabilitation."* In addition, the policies state *"the zoning designation is compatible with and protects the character of the historic street, neighborhood or district and that regulations are consistent with the objectives and policies of historic preservation."*

Currently, since the application is not proposing any exterior modifications to the residence, the review of the

Attachment B – SUP Considerations

proposed use stays within the purview of the Planning Commission and Town Council. The Architectural Review Board will become involved if the proposed use is approved and the applicant proposes signage.

Economic Resources

The Economic Resources chapter of the 2002 Comprehensive Plan seeks to balance the character of the Town with economic development. The following state the economic policies:

- Policy 1 Ensure that an adequate amount of land is available for commercial and industrial growth commensurate with expected population growth*
- Policy 2 Promote an attractive community, high quality of life and low business costs in the Town as major economic development resources.*
- Policy 3 Coordinate economic development efforts with local, regional, and state programs and agencies, in order to remain economically competitive.*
- Policy 4 Promote expanded tourism activity, using the historic CBD as the key element.*
- Policy 5 Use planning zoning and other land development tools and regulations to encourage the type of commercial and industrial development that will meet the retail, service and employment needs of the community while maintaining the small town character of Warrenton.*

The applicant's proposal for a bed and breakfast meets the intent of at least two of these policies by providing lodging for tourists within walking distance of the Central Business District and encouraging a use that maintains the small town character of Warrenton.

Transportation

In the 2009 Comprehensive Plan Supplement the Transportation section states the “*internal access routes to the downtown comprise of radial streets from the Town's layout. These are Main/Falmouth streets, Lee Street, Alexandria Pike, Winchester Street, Waterloo Street, and Culpeper Street. These are the major collectors, which provide circulation into and out of the Old Town are and to the neighborhoods within the Town.*”

The 2009 Comprehensive Plan Supplement goes on to designate the subject property as immediately outside the “Old Town” central business district boundaries; however it is on a pedestrian route leading towards the proposed Meade Palmer Memorial Park identified on Culpeper Street next to the Warren Green building and continuing down Lee Street towards a proposed park at the end of the Greenway.

The transportation impacts are discussed more intricately in the table that follows. However, the proposed use is within walking distance of “Old Town” and thus promotes visitors to the bed and breakfast to leave their cars as they explore the central business district.

Standard	Analysis
Whether the proposed Special Use Permit is consistent with the Comprehensive Plan.	The proposed SUP changes the use from a single-family use to a mixed commercial/residential use. The proposal keeps overall character of the property as a single-family home.
Whether the proposed Special Use Permit use will provide desirable employment and enlarge the tax base by encouraging economic development activities consistent with the Comprehensive Plan.	The Applicant states the proposed use will “increase the number of overnight visitors to the Town, tourism receipts, and the amount levied in the 4% lodging tax.” The Statement of Justification assumes a \$200 per night rate with a 65% average occupancy rate resulting in potential positive tax revenue of \$7,592-\$13,286.

Attachment B – SUP Considerations

Standard	Analysis
	The proposed use will provide opportunities for employment and contracts for local vendors. Guests at the Bed and Breakfast would be within walking distance to Main Street businesses. The use will affect the tax base, setting aside 4% lodging tax, and the portion of sales tax received on purchases within the Town.

Zoning

The subject parcel is zoned **R-6** on .91 acres of land with an existing historic residential house, the legislative intent of the R-6 District is the following:

This district is composed of medium to high concentrations of predominantly residential uses, generally intended to encompass and preserve those residential structures which have developed over the years along the traffic arteries serving the Central Business District. The regulations of this district are designed to stabilize and protect these areas while at the same time allowing compatible changes to occur in an effort to ensure that the use of these areas is economically feasible and to implement the Comprehensive Plan.

Standard:	Analysis
The compatibility of the proposed use with other existing or proposed uses in the neighborhood, and adjacent parcels.	Properties to the south and west contain single-family residential. The neighboring property behind 97 Culpeper is vacant. The neighboring property to the north contains a church, school, rectory, and offices. The commercial use of the property presents possible impacts that should be mitigated with Special Use Permit conditions.
The location and area footprint with dimensions (all drawn to scale), nature and height of existing or proposed buildings, structures, walls, and fences on the site and in the neighborhood	See applicant's plans for details (Attachment C). No additional structures will be built.
Whether, in the case of existing structures proposed to be converted to uses requiring a Special Use Permit, the structures meet all code requirements of the Town of Warrenton.	The applicant has stated that, "the dwellings and grounds will meet all of the most current code requirements of the Town of Warrenton and International Building Code". A condition has been suggested to require a fire safety inspection and compliance prior to receiving a business license.
The timing and phasing of the proposed development and the duration of the proposed use.	The applicant will be renovating five bedrooms in the winter of 2017 for overnight guests and staff. A formal dining room for breakfast and bathrooms will be renovated in late winter/early spring 2017. The proposed use is not limited in duration.
The location and use of any anticipated accessory uses and structures.	Existing accessory structures include the "cottage" or kitchen outbuilding, garage, shed, and storage buildings. No new accessory structures are proposed.

Attachment B – SUP Considerations

Standard:	Analysis
The proposed days/hours of operation.	Aside from overnight guests, hours of operation will be 9AM – 8PM Monday-Sunday.

Transportation

Trip Generation

The applicant calculates 2 trips per visitor Sunday through Saturday resulting in 8 trips per day, assuming all 4 rooms are occupied. The ITE 9th Edition states a single-family residential unit will generate, on average, 9.52 trips per day. The hotel category averages 8.17 trips per weekday, 8.19 trips per Saturday, and 5.95 trips per Sunday per room. Bed and Breakfasts are not included in the Manual as a specific land use category. However, the ITE Manual notes that the sampling is generally outside of Central Business Districts, and so would not take into account the likelihood of guests to walk to shops, restaurants, and tourist attractions nearby. Therefore, the trip generation may be somewhere between the applicant's estimate and the ITE manual as visitors will likely walk to many Old Town destinations.

Parking

The applicant will be required to meet the parking requirements of the Zoning Ordinance as stated above. The proposed SUP plan illustrates expanding the existing driveway and parking to include an additional two parking spaces. Public Works stated there are no run-off or stormwater concerns caused by new parking spaces as the new pavement will be minimal, with the runoff being filtered through natural, maintained lawn areas.

Multi-Modal

The Parks and Recreation Department recommends the installation of a bike rack to encourage guests and employees to have access to an alternate mode of transportation.

Standard	Analysis
The traffic expected to be generated by the proposed use, the adequacy of access roads and the vehicular and pedestrian circulation elements (on and off-site) of the proposed use, all in relation to the public's interest in pedestrian and vehicular safety, efficient traffic movement and access in case of fire or catastrophe.	The change in uses will add 3.35 daily weekday trips per the ITE daily trips. The proposed structure would be accessible to fire and police using the existing driveway.
Whether the proposed use will facilitate orderly and safe road development and transportation.	The proposed change in use does not trigger transportation improvements for roads. The Parks and Recreation Department requests a bicycle rack.

Water and Sewer

The use is currently served by public utilities. The conversion of the residential home from a residential use, to one more commercial in nature, raises some concerns by the Public Works and Utilities Department. Public Works and Utilities stated that while this proposed use is technically considered commercial for their purposes, the fixtures in the guest rooms are assumed to be residential in nature. Therefore, combined with the fact that no new bedrooms are being added, there is not an anticipated water and sewer capacity impact for this project. That said, a condition ensuring residential flush toilet fixtures remain has been added by staff to mitigate the impact to the public facilities.

Attachment B – SUP Considerations

Standard	Analysis
Whether the proposed Special Use Permit will be served adequately by essential public facilities, services and utilities.	The use is currently served by public utilities. Public Works and Utilities Department recommends the Applicant consider replacing the existing sanitary lateral from the historic house to the right-of-way line to insure proper functioning.

Public Safety

Fire and Rescue has no objections to the proposed Special Use Permit. Since this proposed use is technically considered commercial, the Applicant might consider the installation of the Fire Access Key Box to permit access in the event of an emergency with reduced loss to the owner. This is a standard request on commercial buildings.

Standard	Analysis
Whether the proposed Special Use Permit will adequately provide for safety from fire hazards and have effective measures of fire control.	Fire and police will have direct access to the proposed accessory dwelling unit via the existing driveway. Building code will require the installation of standard fire safety equipment (e.g. smoke detectors) when acquiring a building permit. Staff recommends the consideration of the Fire Key Access box.

The Police Department has no objections to this application. Ensuring safe lighting assists in providing a safe environment for patrons.

Standard	Analysis
The location and nature of any proposed security features and provisions.	According to the applicant, the dwelling already has a security system in place and will not require any additional security features.

Landscaping and Noise Mitigation

For screening and buffering requirements, the applicant should consider the installation of additional measures to mitigate impacts to adjacent residential uses.

Standard	Analysis
The nature and extent of existing or proposed landscaping, screening and buffering on the site and in the neighborhood.	Existing screening, buffering, and landscaping are indicated on the applicant's plans. No additional screening, buffering, or landscaping is proposed.
The level and impact of any noise emanating from the site, including that generated by the proposed use, in relation to the uses in the immediate area.	The Bed and Breakfast use will be held to Town Code provisions relating to disturbing the peace (e.g. Sections 11-19 – Noise; 11-20 – Nuisances; 11-21 – Odors). Additional landscaping standards above the Zoning Ordinance requirements will assist with noise mitigation.
The location and screening of parking and loading spaces and/or areas.	See the applicant's plans for proposed parking locations. Onsite parking provides parking for two employees, one in the garage and one outside the garage, and 4 guests in the driveway.

Lighting and Signage

Lighting and signage should be at a minimum in a residential district. Desired lighting should be residential in nature. Lighting standards are uniform in the Town, but residential districts take on a residential character and the applicant should consider lighting that is specified for residential use, when feasible, to not compromise safety.

Standard	Analysis
The glare or light that may be generated by the proposed use in relation to uses in the immediate area	The Statement of Justification proposes the use of full cut-off and downward facing lighting. The property will be held to Zoning Ordinance lighting requirements of full cut off lighting, per Article 9-8.
The proposed location, lighting and type of signs in relation to the proposed use, uses in the area, and the sign requirements of this Ordinance.	A proposed sign location is shown on the SUP Plans. The Letter of Justification states the proposed use would result in only one sign. Any signs will require a Certificate of Appropriateness and be subject to the Zoning Ordinance Article 6 on Signage.

Agency Comments

The following agencies have reviewed the proposal and their comments have been summarized in relevant chapters of this report. Individual comments are in the case file in the Planning Office:

Parks and Recreation Department
Planning and Community Development Department
Public Works

Attachment C
Conditions dated March 14, 2017

PROPOSED CONDITIONS

Owner: Beatrice M. McDonnell Revocable Trust

Applicant: John C. McAuliff

Special Use Permit: SUP 2016-06

Address: 97 Culpeper Street

GPIN 6984-32-7714-000 (the "Property")

Special Use Permit Area: +/-0.91 acres

Zoning: R-6, Residential

Date: March 14, 2017

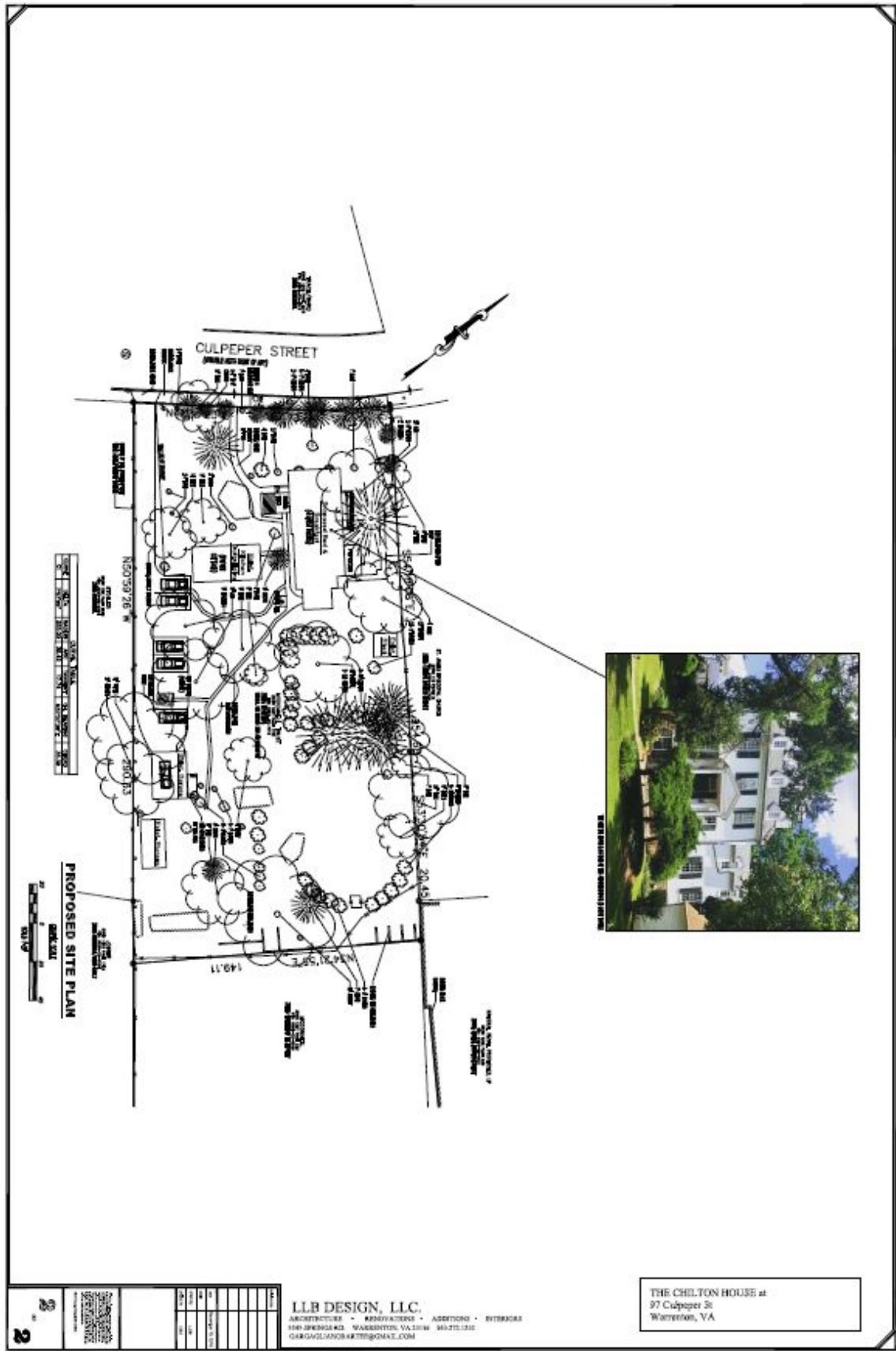
In approving a Special Use Permit, the Town Council may impose such conditions, safeguards and restrictions as may be necessary to avoid, minimize or mitigate any potentially adverse or injurious effect of such special uses upon other properties in the neighborhood, and to carry out the general purpose and intent of this Ordinance. The Council may require a guarantee or bond to ensure that conditions imposed will be complied with. All required conditions shall be set out in the documentation approving the Special Use Permit (SUP).

1. Site Development - The property shall be developed in substantial conformance with these conditions and the Chilton House Special Use Permit Plan, dated on December 13, 2016, prepared by LLB Design, LLC.
2. Use Parameters
 - a) Special Use Permit Area – The Special Use Permit shall apply to the entire +/-0.91 acre property.
 - b) Maximum Guest Rooms – The maximum number of rooms for paying guests shall not exceed four rooms.
 - c) Use Limitations – The owner of the premises shall reside in and manage the establishment, as per Article 9-5.1.1.
 - d) Noise – Property shall adhere to Article 9-14 Performance Standards for all Non-Residential Uses and Town Code provisions relating to disturbing the peace.
 - e) Review – There shall be an administrative review for compliance of SUP conditions every three years.
 - f) Ownership – The applicant shall provide proof of property ownership prior to issuance of a Business License or Certificate of Occupancy.
 - g) Events – The property identified as PIN#6984-32-7714-000 shall not have any events open to the public or for exchange of funds except for the following:
 - 10 invited guests or fewer by the owner of the property or any guests staying on the premises.

Attachment C
Conditions dated March 14, 2017

- Any event planned in advance with not less than 60 days notice to the Town Manager, and a written plan submitted with said notice, with approval to be granted at the sole discretion of the Town Manager or his designee.
 - There shall not be any event permitted for more than 20 people at any time.
- 3. ADA Accessibility – The applicant shall provide a means of ingress and egress from the designated handicapped parking spot to an accessible point of entry into the Bed and Breakfast.
- 4. Refuse Storage Area – Any refuse storage areas shall be screened with a solid enclosure constructed of materials that are compatible with the buildings on the property. The enclosure shall have gates that prohibit viewing this area from adjoining properties and public rights-of-way. The gates shall remain closed when not in use and the trash containers shall be emptied as necessary to prevent odors or infestation by vermin.
- 5. Environment – All landscaping shall be native and drought-resistant, or other species as may be approved on the final site plan(s).
- 6. Lighting – Building mounted security lighting, which is full cut-off and directed toward the building and in compliance with the Zoning Ordinance, shall be permitted. Ground mounted lighting of the building shall be directionally shielded in accordance with the Zoning Ordinance, so as to minimize glare, sky glow and light trespass. Lighting should remain residential in nature when possible and not compromising safety.
- 7. Transportation – The applicant shall ensure that any vehicles associated with the use do not obstruct the travel ways, fire lanes, adjoining road network, landscaped areas, or parking spaces as shown on the Special Use Permit Plan.
- 8. Water – The fixtures shall remain residential. No flush valve toilets are permitted, only standard residential tank toilets. At time of building permit submission for additional fixtures, the owner shall submit a fixture count/Gallons Per Minute demand to assist in determining the need for an increased meter size. All cost associated with the request shall be borne by the owner.
- 9. Fire and Rescue – A fire safety inspection shall be performed and any concerns derived from the inspection shall be addressed before a business license is approved for the site.

Attachment C – Special Use Permit Plan
Dated December 13, 2016



Amended Letter of Justification

For

Special Use Permit for

“Chilton House Bed & Breakfast”

97 Culpeper Street



The property at 97 Culpeper Street is zoned R-6. This application for a Special Use Permit is being submitted for usage as a Bed & Breakfast. No alterations will be made to the exterior of the buildings. No new buildings will be built on the property. The Chilton House is on .91 acres of land.

The applicant's home at 97 Culpeper Street was built between 1820 and 1822. It has been a part of the Chilton-Horner-McDonnell-Hearst family since the 1890's, when John Belt and Emma Byrne traded homes on Horner and Winchester Street for the Culpeper Street home. It was the wish of the applicant's grandmother and former owner Beatrice McDonnell, that the home be kept in the family for perpetuity, and transformed into a self-sustaining property. With the vision of grandson John Chilton McAuliff, the family began renovating the home to become "Chilton House" in memory of a longtime Warrenton family, and Dr. John Chilton Horner McDonnell, Beatrice's husband. Their grandson lives in the home now, and plans to make his life in Warrenton for many, many decades to come.

Located in Old Town just two blocks from Main Street, the proposed special use request supports an investment in the future of Old Town Warrenton as a "destination" Town, and also supports the preservation of the history of the Town and the memory of its prominent families. In the recent Old Town Visioning meeting attended by over 130 residents, "Boutique Hotel's and B&B's" ranked as 11th of 43 ideas that residents voted on (see Appendix B). The applicant has published "The History of The Chilton House," (enclosed), including the stories of the families that are part of that history. All renovations are being completed in accordance with the Commonwealth's Historical Tax Credit Program and in cooperation with the Fauquier Historical Society for advice and design. The applicant has completed the majority of renovations within the house. The anticipated plan & benefits are described as follows:

Renovating Chilton House

Two sitting rooms and a hunt lounge were restored in Spring 2016. These will become the Bed & Breakfast's library, lounge, & check in area. In Winter 2016-17, the owners are renovating five bedrooms to be provided to overnight guests & staff for the Bed & Breakfast. Four bedrooms would be used for guests, and one for the family member who will run day to day operations, per the Zoning Code Article 12 definition of Bed & Breakfast. In late Winter/Early Spring 2017 renovations include a formal dining room for breakfast, and bathroom overhauls. These renovations would increase the number of overnight visitors to the Town, tourism receipts, and the amount levied in the 4% lodging tax.

This will be a major investment in the future of the Town, and does not currently have a Bed & Breakfast where visitors can stay the night within walking distance of Old Town. Assuming an average rental rate of \$200 per night, per room, and an average occupancy rate of 65%, which is conservative for the region, the anticipated additional revenue could be between \$7,592 and \$13,286.

Total Potential Tax Revenue

\$7,592-\$13,286

Business License Tax: \$654.50*

Total over 10 years: \$82,465-\$136,831

*Based on revenue predictions

The following summarizes the information included in this Special Use Permit application:

1. The Comprehensive Plan sets forth the objective of having new opportunities for tourism and economic development within Old Town. The approval of this special use permit will add a major new advantage for the Town of Warrenton in terms of additional opportunities and revenue for business, a new draw for visitors, and quaint, historic overnight stays. This proposal comports with the goals and objectives set forth on Pages 2-12, 2-13, 2-17, 3-19, 3-33, 3-34, 3-115 & 3-120.
2. All renovations will be fully code-compliant.
3. Very little sound will be heard beyond the property boundaries.
4. Additional permanent lighting will be added in the parking addition. The lights will be full cut-off and downward facing.
5. The proposed use will result in only one sign with minimal impact on adjoining properties.
6. The proposed use is consistent with the existing uses of the adjoining CBD properties, which includes offices, a school, and a church.
7. The location and area footprint with clear indications of the proposed uses of the property is included in this application. No additional structures will be built.
8. Existing screening, buffering, and landscaping are indicated in the attached maps. No additional screening, buffering, or landscaping is proposed.

9. The timing of the project is described in the introduction of this application. The duration of proposed use is not limited in time. The applicant is open to periodic administrative reviews at five-year intervals, to ensure compliance with Special Permit conditions. No natural, scenic, archeological or historic feature is impacted or changed by the proposed use in any way. The existing canopy will be maintained.
10. The proposed use will benefit the public in a number of ways. Local vendors will benefit from increased visitors, local government will benefit from increased tax receipts.

11. **Traffic-Trip Calculations**

Monday-Thursday (Maximum Potential Level)

2 trips per visitor = 4 visitors x 2 = 8 trips

Friday, Saturday, or Sunday (Maximum Potential Level)

2 trips per visitor = 4 visitors x 2 = 8 trips

12. The proposed primary access point is from Culpeper St.
13. The dwellings and grounds will meet all of the most current code requirements of the Town of Warrenton and International Building Code.
14. The existing sewer, water, and utilities sewer are adequate to serve the needs of the permit use.
15. The proposed Special Use Permit will not affect, destroy, or alter any environmentally sensitive land or natural features, wildlife habitat and vegetation, water quality or air quality.
16. The proposed special use permit will provide opportunities for employment and contracts for local vendors. This will facilitate the development of restaurants, caterers, artisans, and local businesses throughout Old Town and greater Warrenton. It will also enlarge the tax base, setting aside 4% lodging tax, and the portion of sales tax received on purchases within the Town. The Chilton House should be a key component in the ongoing economic revitalization of Old Town.

Within the Comprehensive Plan, The Town of Warrenton's economic policies tend to favor projects like The Chilton House. These include:

Policy #2: Promote an attractive community, high quality of life and low business costs in the Town as major economic development resources.

Policy #3. Coordinate economic development efforts with local, regional, and state programs and agencies, in order to remain economically competitive.

Policy #4. Promote expanded tourism activity, using the historic CBD as the key element.

The Chilton House also helps address two economic questions within the Comprehensive Plan. These are:

Question #3: How can the Town promote the economic vitality of the CBD?

Question #4: To what extent and in what ways can and should the Town promote expanded tourist activities in the CBD?

17. This is likely not applicable to this application at this time.
18. No significant outdoor storage is proposed as part of the residential component of the project. What storage needs arise will be covered by three already-developed buildings on the property with space for storage.
19. The proposed use of open space is detailed in the attached maps, but is summarized here. All open space will remain open and unchanged.
20. There are no floodplains or steep slopes.
21. There will be no non-conforming uses or structures located on the property.
22. There is no fuel stored, or fuel storage on the property.
23. The Cottage will be accessory to the main structure.
24. The location and area of each proposed use shown in attached maps is as follows:

Chilton House Sign: At the center of Western property line, no bigger than 3 feet by 2 feet.

Guest Parking: 4 spots are provided, as indicated on the map, and in accordance with the ordinance of 1 car per room.

Emergency vehicles: Driveway located in the driveway in the Southwestern corner of the property line, 1 foot from the southern property line and touching the western property line will be made available to arriving emergency vehicles.

Employee Parking: Located in and adjacent to the garage 10 feet away from the southern boundary line. There are two employee spots, one within the garage that is 24 feet by 10 feet (240 sqft) and one just outside the garage measuring 58 feet by 23 feet with additional space for turning around and maneuvering. Both are indicated on the map.

Storage facility: The storage facility measures 26 feet by 12 feet, and is 5 feet from the southern property line.

Sitting Rooms: The Library room is 17 feet by 18 feet, and the Sitting Room is 25 feet by 13 feet, for a total square footage of 631 sqft. These rooms are located on the first floor of the main house.

Guest rooms: There will be 4 guest rooms and 1 staff room within the main house, which will be renovated and made available over time, range from 120 sqft to 220 sqft. They are all located on the 2nd floor of the house, which is wheelchair accessible through a chairlift.

25. The proposed hours of operation, aside from overnight guests, will be 9 AM – 8 PM Monday-Sunday.
26. The locations of on-site and off-site parking are indicated in the attached maps. On site parking provides parking for 2 employees in the garage, which is the maximum number of employees the Bed & Breakfast will have, and 4 Bed & Breakfast guests in the driveway, as the Bed & Breakfast will have a maximum of 4 rooms.

Parking Tabulations

Minimum Required Spaces = 4

Maximum Required Spaces = 6

Total Required Spaces= 6 (4 for guests, 2 for employees)

Provided Spaces= 6.

27. The dwelling already has an advanced security system in place and will not require any additional security features.
28. The number of employees will hold steady at 2, but will occasionally include contractors, such as handymen, designers, caterers, and furniture suppliers. The employees are to be a Bed & Breakfast Manager and an Asst. Manager.
29. There is no anticipated off-site infrastructure.
30. There are no anticipated odors to be generated from the site.
31. The property contracts a handyman to make refuse deliveries to the local refuse lot, and expects to continue that practice.

CONCLUSION

This is an exciting project, which will enhance the charm of Old Town Warrenton, and will create an appropriate means of sharing that charm with many visitors, tourists, and friends. It will also preserve Warrenton's history in a powerful, accessible way, and create many new ways to benefit local businesses at the same time.

Appendix A: Photos of The Chilton House



Appendix B: Old Town Visioning Meeting Resident Survey

Community Vision Priorities	Station 1 Votes	Station 2 Votes	Total Votes
Tax credits and incentives for renovating buildings	15	12	27
Create arts and entertainment destination (e.g. 82 Main to mini Torpedo Factory)	19	8	27
One-way streets (creating a square from Main and Lee)	8	12	20
New high-density residential	7	13	20
Longer store hours (nights and weekends)	7	12	19
Better use of the Mosby House	7	11	18
Investigate why targeted businesses don't locate here (diversity)	7	10	17
Encourage 2nd and 3rd floor residential	6	8	14
Attract family-friendly retail	8	5	13
Pedestrian mall in Old Town (restrict car traffic during specific times)	11	2	13
Boutique hotels and B&Bs	4	8	12
Create a pedestrian promenade	1	9	10
Indoor/outdoor arts facility	0	9	9
Increase and widen sidewalks	1	7	8
Beautification on and off Main Street	5	3	8
Visitor center in Old Town with public restrooms	8	0	8
Create a convenience market	1	6	7
Painted horses/foxes (public art)	1	6	7
Green and sustainable development	6	1	7
Creative parking solutions	2	5	7
(Government) incentives to create residential density and redevelopment	0	7	7
Lower speed limit	1	5	6
Retain youth through technology (e.g. wifi)	2	4	6
Relocate service sector off Main Street	2	4	6
Parking garage	5	0	5
Bury the powerlines	3	2	5
Wire factory redevelopment	2	2	4
Unified marketing campaign	2	2	4
Food trucks in Old Town	1	3	4
Year-round farmers market	2	2	4
Recruit youth and diversity volunteers	4	0	4
Public bicycles	3	0	3
Make history real	0	2	2
Accentuate/promote historic buildings, marketing	0	2	2
Downloadable app to make downtown more walkable	1	1	2
Public plaza by Public Library	1	0	1
Infill shopping mall development	0	1	1
(Increased) Two-way communication about smart growth	0	1	1
Wayfinding signage	1	0	1
Historic Markers and pictures	0	0	0
Adopt-a-building	0	0	0
Utilize natural assets (e.g. parks, trails)	0	0	0
Bicycle racks	0	0	0

THE CHILTON HOUSE at
97 Culpeper St
Warrenton, VA

LLB DESIGN, LLC.

ARCHITECTURE • RENOVATIONS • ADDITIONS • INTERIORS
9549 SPRINGS RD. WARRENTON, VA 20186 540.272.1202
GARGAGLIANOBARTEE@GMAIL.COM

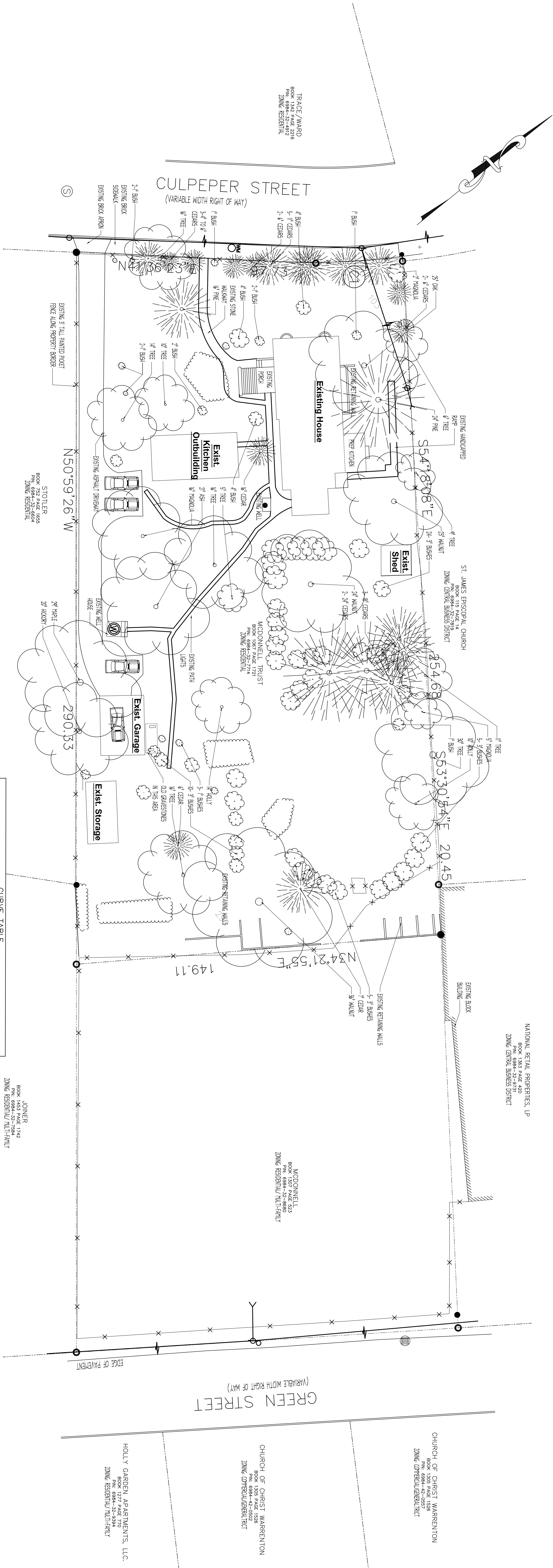
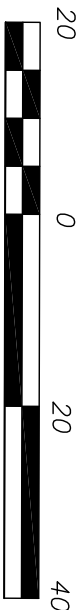
overbids/idea	
date	December 13, 2016
scrip	
draw by	LGB
project no	1054

All ideas, designs, arrangements and plans indicated or represented by this drawing are the property of Laura Unguigiliano Barrie, created and developed for use on and in connection with the specific project. These ideas, designs, arrangements and/or plans shall not be used or disclosed to any person, firm or corporation for any purpose without written permission.

2

EXISTING SITE PLAN

GRAPHIC SCALE

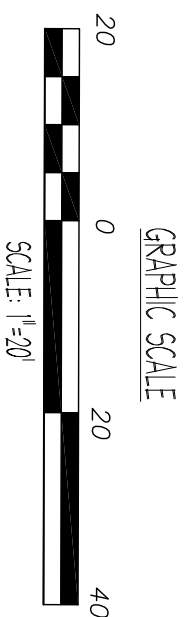


CURVE TABLE						
CURVE	DELTA	RADIUS	ARC	TANGENT	CH. BEARING	CHORD
C1	75°57'29"	255.00	35.42	17.74	N37°37'39"E	35.39

JOINER
BOOK 1453 PAGE 1742
PIN: 6984-32-7594
ZONING: RESIDENTIAL/ MULTI-FAMILY



PROPOSED SITE PLAN



All ideas, designs, arrangements and plans indicated or represented by this drawing are the property of Laura Georgiou-Barne, created, evolved and developed for use on, and in connection with the specific project. These ideas, designs, arrangements and/or plans shall not be used or disclosed to any person, firm or corporation for any purpose without written permission.

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9549 SPRINGS RD. WARRENTON, VA 20186 540.272.1202
GARGAGLIANOBARTEE@GMAIL.COM

THE CHILTON HOUSE at
97 Culpeper St
Warrenton, VA



**Town Council Work Session Meeting
March 9, 2017**



Building Front

Proposed exterior changes includes two additional parking spaces. Sign not included in this application.



Driveway Entrance



View from Culpeper Street



Front Door

Special Use Permit 2016-06

Chilton House Bed & Breakfast

Request:	Adaptive reuse of existing home as a Bed & Breakfast. 4 Guest Rooms
Zoning:	R-6 (Residential)
Building:	~8,404 SF
Lot Size:	0.91 acres
Comprehensive Plan:	Low Density Residential
Zoning Ordinance:	3-4.3.3 Permissible Uses in R-6 with Special Use Permit
Surrounding Land Uses:	Church/School, Residential, & Vacant
Parking:	4 Existing / 6 Proposed

Planning Commission Decision

- Planning Commission voted 4-2-1 to forward with a recommendation of approval with fifteen (15) conditions, as dated March 14, 2017.
 - Kip, Zarabi – Nay; Maas Abstain
- The condition on events was amended at the February 21st Public Hearing:
 - there shall be no events on site, and that “event” is to be defined by the Town Attorney prior to the Town Council meeting.

Proposed Conditions

Planning Commission recommended conditions:

- Site Development - The property shall be developed in substantial conformance with these conditions and the Special Use Permit Plan, Chilton House (the "Plan"), dated on December 13, 2016, prepared by LLB Design, LLC.
- Use Parameters
 - Special Use Permit Area – The Special Use Permit shall apply to the entire +/-0.91 acre property.
 - Maximum Guest Rooms – The maximum number of rooms for paying guests shall not exceed four rooms.
 - Use Limitations – The owner of the premises shall reside in and manage the establishment, as per Article 9-5.1.1.
 - Noise - Property shall adhere to Article 9-14 Performance Standards for all Non-Residential Uses and Town Code provisions relating to disturbing the peace.
 - Review – There shall be an administrative review for compliance of SUP conditions every three years.
 - Ownership – The applicant shall provide proof of property ownership prior to issuance of a Business License or Certificate of Occupancy.
 - Events – The property identified as PIN#6984-32-7714-000 shall not have any events open to the public or for exchange of funds except for the following:
 - 10 invited guests or fewer by the owner of the property or any guests staying on the premises.
 - Any event planned in advance with not less than 60 days notice to the Town Manager, and a written plan submitted with said notice, with approval to be granted at the sole discretion of the Town Manager or his designee.
 - There shall not be any event permitted for more than 20 people at any time.

Proposed Conditions

Conditions continued:

- ADA Accessibility – The applicant shall provide a means of ingress and egress from the designated handicapped parking spot to an accessible point of entry into the Bed and Breakfast.
- Refuse Storage Area – Any refuse storage areas shall be screened with a solid enclosure constructed of materials that are compatible with the buildings on the property. The enclosure shall have gates that prohibit viewing this area from adjoining properties and public rights-of-way. The gates shall remain closed when not in use and the trash containers shall be emptied as necessary to prevent odors or infestation by vermin.
- Environment – All landscaping shall be native and drought-resistant or other species as may be approved on the final site plan(s).
- Lighting – Building mounted security lighting, which is full cut-off and directed toward the building and in compliance with the Zoning Ordinance, shall be permitted. Ground mounted lighting of the building shall be directionally shielded in accordance with the Zoning Ordinance, so as to minimize glare, sky glow and light trespass. Lighting should remain residential in nature when possible and not compromising safety.
- Transportation - The applicant shall ensure that any vehicles associated with the use do not obstruct the travel ways, fire lanes, adjoining road network, landscaped areas, or parking spaces as shown on the Special Use Permit Plan.
- Water – The fixtures shall remain residential. No flush valve toilets are permitted, only standard residential tank toilets. At which time additional fixtures are required, or installed, the owner shall submit a fixture count/Gallons Per Minute demand to assist in determining the need for an increased meter size. All cost associated with the request shall be borne by the owner.
- Fire and Rescue – A fire safety inspection shall be performed and any concerns derived from the inspection are addressed before a business license is approved for the site.



**Town Council Work Session Meeting
March 9, 2017**



Town Council Meeting Item Number: a.(1)
March 14, 2017

ATTACHMENTS:

Description

Draft March 14, 2017 Council Minutes

Type

Cover Memo

Upload Date

3/13/2017

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF WARRENTON HELD
ON FEBRUARY 14, 2017

The regular meeting of the Council of the Town of Warrenton was held on February 14, 2017 in the Town Council Chambers and was called to order by Mayor Powell Duggan at 7 p.m.

Councilmembers present: Mayor Powell L. Duggan, presiding, Councilmembers Sean M. Polster, Jerry M. Wood, Alec P. Burnett, Brett A. Hamby, Robert H. Kravetz and Kevin T. Carter.

Also present: Brannon Godfrey, Town Manager, Whitson W. Robinson, Town Attorney, and Evelyn J. Weimer, Town Recorder.

APPROVAL OF THE AGENDA

The Council agenda was approved on a motion by Mr. Kravetz, seconded by Mr. Carter, and a 6-0 Council vote (for: Polster, Wood, Burnett, Hamby, Kravetz, Carter, against: none).

Invocation was given by Reverend James Kelly.

CITIZENS' TIME

Introduction of new police officers

Police Chief Lou Battle introduced new police officers Michael Mawdsley and Christopher Nixon.

Proclamation – February 2017 – Black History Month

The following proclamation was read by Mayor Duggan proclaiming February 2017 as Black History Month:

**PROCLAIMING AND RECOGNIZING THE MONTH OF
FEBRUARY 2017 AS**

“BLACK HISTORY MONTH”

WHEREAS, Black History Week was originally initiated in 1926 by Dr. Carter G. Woodson, a native of Buckingham County, Virginia; and

WHEREAS, in 1976 Black History Week was expanded to become a month-long tribute to Black Americans and their contributions to the United States; and

WHEREAS, African Americans have contributed greatly to the heritage, progress, and advancement of the United States of America, the Commonwealth of Virginia, Fauquier County and the Town of Warrenton; and

WHEREAS, the history and culture of African Americans makes up an important part of the history and culture of the United States, the Commonwealth of Virginia and the Town of Warrenton; and

WHEREAS, African Americans such as former Councilwoman Joan Williams and her husband, former

Councilman John Williams, former Councilman Bob Walker and former Councilman John Mann have made significant contributions as citizens of the Town of Warrenton, Fauquier County and Commonwealth of Virginia in science, entertainment, politics, business, and all other aspects of day-to-day life; and

WHEREAS, African Americans have made numerous and specific contributions to the Warrenton community in the areas of education, business and commerce, community service, voting rights and professional services;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Warrenton does hereby proclaim the month of February 2017 as **“Black History Month”** in the Town of Warrenton.

Recognition of Maha Lake

Mayor Duggan came forward and recognized Maha Lake, a student at Taylor Middle School, who had won a VML “If I Were Mayor” contest.

HEAR FROM CENTER DISTRICT SUPERVISOR

Supervisor Granger was not in attendance.

PUBLIC HEARING

St. James Episcopal Church and School – Special Use Permit 2016-05

Ms. Brandie Schaeffer, Planning and Community Development Director, came forward and gave the staff presentation. She gave a Powerpoint presentation and explained that the request is to expand the existing school facility behind the Church located at 73 Culpeper Street. The new building will be 10,000 square feet in the Central Business District, which is permitted with a Special Use Permit. Ms. Schaeffer noted that the application is also being processed through the ARB for a Certificate of Appropriateness. Ms. Schaeffer gave details of the application and noted the Planning Commission and staff conditions of approval.

The Mayor opened the public hearing at 7:16 p.m. and asked the applicant if he would like to speak.

Mr. James Carson

Mr. Carson came forward and noted that he had nothing to add to the Planning Director’s report. He recognized staff for their hard work on the application.

The Mayor called for citizens to speak for or against the application. There being no citizens wishing to speak, the public hearing was closed at 7:18 p.m.

On a motion by Mr. Kravetz, seconded by Mr. Burnett, Council voted 6-0 (for: Polster, Wood, Burnett, Hamby, Kravetz, Carter, against: none) to approve the St. James Episcopal Church and School – Special Use Permit 2016-05, with noted conditions.

CONSENT AGENDA

- a. Approval of Council minutes of the regular meeting held on December 13, 2016
- b. Staff reports and Board and Commission minutes.
- c. PATH Foundation grant acceptance

- d. Request for full release of Public Improvements Bond (No. 104433492) for Home Depot USA, Inc.
- e. Special event permit request for Molly's Irish Pub 5K, March 19, 2017
- f. Approval of December Financials

On a motion by Mr. Wood, seconded by Mr. Kravetz, the Consent Agenda was approved on a 6-0 Council vote (for: Polster, Wood, Burnett, Hamby, Kravetz, Carter, against: none).

NEW BUSINESS.

Resolution appropriating up to \$44,336 for WTL 2017 and amending the FY 17 General Fund budget

The Manager noted that the way the calendar fell this year, in order to hold the Warrenton Town Limits on the Friday preceding July 4, it fell on June 30, which is in the current calendar year. It means that there are two Warrenton Town Limit events in one fiscal year. In order to carry the program out, Council was requested to amend the budget in the amount of \$44,336 to appropriate the second Warrenton Town Limits in FY 2017. He stated that the same thing would occur the next calendar year. The Manager stated that the matter had been discussed by the Committee on Health, Parks and Recreation and also the Finance Committee. The Finance Committee had referred the matter to the Council with a recommendation of approval.

Mr. Wood moved adoption of the resolution and Mr. Polster seconded it.

The Mayor called for discussion. Mr. Kravetz commented that it was a great event but it was a lot of money to spend. He hoped that there were ways to cut it down with sponsorships or tent space charge. He noted that it was already advertised to Facebook before the event is even appropriated which was premature when it had not been voted upon. Mr. Carter asked the item be put on the work session agenda for discussion or on the last worksession agenda. He was not prepared to vote on it.

Mr. Wood noted that the Finance Committee had discussed the matter and forwarded it for Council consideration.

The Council voted 5-1 for the event (for: Polster, Wood, Burnett, Hamby, Kravetz, against: Carter).

Mr. Hamby asked the amount in sponsorship received last year and Mr. Polster responded about \$21,200. Mr. Kravetz asked if that amount for received this year, if it would come off the bottom line and the Manager responded that it would cut the expenditure in half.

Add Auxiliary Officers to Worker's Compensation Coverage

Mr. Godfrey noted that there are four auxiliary police officers who are not currently under the Town's Worker's Compensation coverage. The Town wants to cover the officers with coverage for medical only. The cost is about \$3600 for all four officers. Staff was recommending they be added to the coverage.

A RESOLUTION TO ADD AUXILIARY POLICE OFFICERS TO WORKER'S COMPENSATION COVERAGE

BE IT RESOLVED that auxiliary police officers of the Town of Warrenton Police Department are hereby authorized to be included as employees for the purposes of the Workers' Compensation Act of the Commonwealth of Virginia and are entitled to coverage provided under said Act.

On a motion by Mr. Kravetz, seconded by Mr. Hamby, Council voted 6-0 (for: Polster, Wood, Burnett, Hamby, Kravetz, Carter, against: none) to add the auxiliary officers to Worker's Compensation coverage.

Real Estate Tax Relief for the Elderly

Mr. Godfrey noted that there are a number of categories where tax relief is provided for citizens and the thresholds had not been updated since 1997. The recommendation is to make the thresholds the same as the County's. If the person's total net income is below \$30,000 and the County's is \$58,000. There is an exclusion for income of relatives in Warrenton of \$6,500 and the County's is \$10,000. The combined net worth has to be below \$100,000 in Warrenton but in the County it is \$440,000. The Manager noted that some citizens are eligible for tax relief in the County but not in the Town. The recommendation is to make the Town's equal with the County's thresholds which will provide nominal tax relief for elderly. He stated that the impact for one year of matching the County's guidelines is \$9,431.44 for 82 taxpayers. The Finance Committee at its January meeting forwarded the matter to the Council with recommendation for approval.

On a motion by Mr. Wood, seconded by Mr. Kravetz, Ordinance 2017-01, An Ordinance to Amend Chapter 15, Article IV – Real Estate Tax Relief for the Elderly of the Town of Warrenton Code of Ordinances was adopted on a 6-0 Council vote (for: Polster, Wood, Burnett, Hamby, Kravetz, Carter, against: none).

Appointment of Members to the Architectural Review Board

Mayor Duggan noted that the Council had interviews with five applicants. He stated that he suggested one member be voted on at a time. The Mayor opened the floor for nominations. Mr. Kravetz nominated Ms. Laura Bartee and Mr. Wood seconded the motion. The Mayor called for other nominations. Mr. Wood moved nominations be closed and Mr. Carter seconded the motion and Council approved 6-0 (for: Polster, Wood, Burnett, Hamby, Kravetz, Carter, against: none).

On a vote of 6-0 Council appointed Ms. Bartee to the Architectural Review Board (for: Polster, Wood, Burnett, Hamby, Kravetz, Carter, against: none).

Mr. Carter nominated Mr. Kevin Roop for an appointment to the Architectural Review Board. Mr. Kravetz seconded the motion. The Mayor asked if there were other nominations. Mr. Kravetz moved nominations be closed and Mr. Hamby seconded the motion. The motion passed on a 6-0 Council vote (for: Polster, Wood, Burnett, Hamby, Kravetz, Carter, against: none). On a 5-1 Council vote (for: Polster, Burnett, Hamby, Kravetz, Carter, against: Wood) Mr. Roop was appointed to the ARB.

REPORTS AND COMMUNICATIONS.

Report from Town Attorney

The Town Attorney had nothing further to report.

Report from Finance Committee

Mr. Wood, Chairman, noted that the next meeting would be at 7 p.m. on Monday, February 27.

Report from the Public Safety and Transportation Committee

Mr. Kravetz, Chairman, noted the Committee met on January 25 and discussed a proposed leash law, Vision 2018, heroin abuse and enforcement strategies, a roundabout at Falmouth and Shirley, and an all-way stop sign at Bear Wallow and Foxcroft Roads. The next meeting will be on February 27 at 6 p.m.

Report from the Public Works and Utilities Committee

Ms. Reynolds was not in attendance.

Report from Planning District 9 Representative

Mr. Polster noted that the meeting will be next week.

Report from Committee on Health, Parks and Recreation

Mr. Polster noted that the Committee would meet on Thursday, February 16 at the WARF.

Report from Liaison Committee representative

It was noted that the next meeting will be on February 27th at 4 p.m.

Report from the Town Manager

Mr. Godfrey noted that there was a opportunity for training in FOIA for March 28th during a Planning Commission worksession around 8:00 p.m. He reminded Council to submit their suggestions for participants to serve on the Sign Ordinance Committee.

The Manager gave a status of key projects. A copy is a part of the file.

It was determined that the Mosby House would be discussed at the March 9 work session.

Mr. Kravetz noted that a public hearing should be held at the March Council meeting for the leash law.

COUNCILMEMBERS' TIME

Mr. Carter asked that the financial statements be taken off of the Consent Agenda permanently for future meetings.

Mr. Polster stated that Ms. Amy Thorpe had requested use of the Mosby House for an event. Mr. Kravetz commented that others had been denied access to the house in the past and Mr. Polster noted that when the Heritage Day request comes in, Council could consider it the same as this event.

The Town Attorney noted that Council should authorize the Manager to allow the Mosby House to be open for the event with the same rules and conditions as any other events downtown. Mr. Polster made a motion that Council authorize the Manager to approve the Francis Fauquier Garden Club request for use of the Mosby House on May 12 and 13 for their garden and tea show with the conditions that the Town Manager accepts. Mr. Wood seconded the motion. Mr. Wood noted that the matter would need to be discussed with Ms. Paula Johnson since the Heritage event had been turned down in the past. Mr. Wood asked about the requirement to clean the house following the event and Mr. Godfrey noted that the group would be asked to return it in the condition in which it was found. He also noted that some of the artifacts may have to be moved to the second floor. He stated he would also tour the house with Mrs. Thorpe. Mr. Hamby asked if there would be access to the Visitor Center and the Manager noted that the Visitor Center would be open and those restrooms would have to be accessed by visitors.

Mr. Kravetz stated that he was not suggesting that the full Council vote on when people want to use buildings for events and that could be delegated to the Manager. Mr. Robinson noted that if Council wished to make changes to the event policy then it could be a topic for a work session.

Mr. Hamby requested a code change to address the graffiti which has been showing up in Town. He asked that it be discussed at a work session. Mr. Robinson suggested working with the Town Manager and the Police Department concerning the matter.

CLOSED SESSION, as authorized in Section 2.2-3711(A) (1), for the purpose of considering renewal of employment contracts for the Town manager and the Town Attorney

On a motion by Mr. Kravetz, seconded by Mr. Carter, the meeting was recessed at 8:10 p.m. and a closed session convened on a Council vote of 5-0 (for: Wood, Burnett, Hamby, Kravetz, Carter; against: none). Certification of closed meeting is on file. Mr. Polster was not present during voting.

The Closed Session was adjourned and General Session reconvened on a motion by Mr. Kravetz, seconded by Mr. Carter and a 5-0 vote (for: Wood, Burnett, Hamby, Kravetz, Carter; against: none). Mr. Polster was not present during voting.

Mr. Carter moved that the Town Manager's contract be approved with the Mayor being authorized to sign it and the Town Attorney signing "as to form". Mr. Hamby seconded the motion and Council approved on a 5-0 vote (for: Wood, Burnett, Hamby, Kravetz, Carter, against: none).

On a motion by Mr. Kravetz, seconded by Mr. Hamby, the Town Manager and Mayor were authorized to sign the Town Attorney contract on a 5-0 Council vote (for: Wood, Burnett, Hamby, Kravetz, Carter, against: none). The Town Attorney asked if everybody had an opportunity to have other counsel review his contract. It was Council consensus that they had been given that opportunity.

There being no further business, the meeting adjourned at 9:55 p.m.



Evelyn J. Weimer, Town Recorder



Town Council Meeting Item Number: b.(1)
March 14, 2017

ATTACHMENTS:

Description

Visitor Center Report - March 2017

Type

Cover Memo

Upload Date

3/3/2017

Warrenton Town Council,

The month of February was certainly different than anyone could ever have imaged!

The number of visitors certainly does not reflect the weather---only 176 guests, down 24% over 2016.

On the other hand, we had seventeen paying users and five non-paying users for the month. Several times we had back to back users.

Although it is just the beginning of March, the spotting of blooms and new foliage is very welcome.

Becky Crouch

Warrenton-Fauquier County Visitor Center

33 N. Calhoun St, Warrenton, VA 20186

540-341-0988, 800-820-1021

email: visitorcenter@warrentonva.gov



Town Council Meeting Item Number: b.(2)
March 14, 2017

ATTACHMENTS:

Description

Staff Report - PW-Utilities

Type

Cover Memo

Upload Date

3/8/2017

SUMMARY OF ACTIVITIES

Town of Warrenton

February 2017

PUBLIC UTILITIES DEPARTMENT

Water Leak Repairs on Main Lines and Locations:

- There were no water main lines repaired during this month.

Water Leak Repairs on Service Lines and Locations:

- Repaired a ¾ copper water service that was hit by the Gas Company at 152 Haiti Street. This service was marked.
- Repaired a 1" copper water service at 26-42 North 5th Street. The cause of this leak was a fault on the electric service to that property, causing electrolysis on the water service. This is the third repair on this line in three years. This time a 3' section of PVC was installed to replace the copper. Dominion Virginia Power was notified.

New Water Service Connections and Locations:

- There were no new water connections made by Town staff this month.

New Sanitary Sewer Connections and Locations:

- There were no new sanitary sewer connections made by Town staff this month.

Sanitary Sewer Problems or Related Work:

- Cleaned 692' of sewer main line on Chappell Street from manhole #918 to #919 and from manhole #914 to #915. Inspected with the TV camera sections from manholes #917, #916 to #914 and from #917, #918, and #919, and from #914 to #915. Total footage inspected in this area was 1,129 feet.
- Repaired a sewer cleanout at 245 Breezewood Court.
- Repaired a sewer cleanout at 393 Gale Court.
- Got depths of all storm and sanitary fixtures at the Town Shop for Paul Bernard.
- Cleaned 495' of 8" sanitary sewer main line on Forbes Court, Jackson Street and Broadview Avenue.
- Inspected 1,006' of 8" sanitary sewer main line with the camera on Forbes Court, Jackson Street and Broadview Avenue, from manholes #898, 897 to #896, and from #898, #899 to #900 and #914 to #913 and #913 to #912.
- Performed additional cleaning due to heavy grease buildup between Broadview Avenue and Jackson Street, from manhole #914 to #910.
- TV'd the sewer main line on North 4th Street to locate a service lateral for excavation by Public Works for wall and sidewalk repairs.

- Repaired a 4" PVC sewer lateral at 78 Fisher Lane that was hit by the Public Works crew while making a connection into the storm sewer.
- Inspected 95' of 8" sewer main line on Fisher Lane and cleaned roots out of this same line from manhole #272 to #278.
- Inspected 980' of 8" sewer main line between Jackson Street and Broadview Avenue.
- Repaired a drop lateral into a manhole at 7291 Hunton Street.
- Checked sanitary sewer problem areas on a weekly basis.

Miss Utility Locates:

- Performed 165 Miss Utility Locate Tickets.

Fire Hydrant Maintenance:

- There was no fire hydrant maintenance performed this month.
- There are currently no hydrants out of service in the distribution system.

Other Related Work:

- Flushed water lines on Turkey Run Drive, Windsor Ridge and Monroe Estates on a weekly basis and on Winchester Street, View Tree Drive and Sycamore Street on a monthly basis.
- Performed a water flow test for Chesapeake Sprinkler at Poets Walk on Blackwell Road. Static pressure was 105, residual 100 and flow 1,500 GPM.
- Performed a water flow test at McDonald's restaurant on Broadview Avenue. Static pressure 110, residual pressure 105 and flow 1,500 GPM.
- Reinstalled a water valve box on East Shirley Avenue in front of 7-11.
- Reinstalled a manhole top on Gaines Street.
- Checked the Ivy Hill Area for any problems after receiving a low water pressure complaint from Brookside Manor. No problems were found.
- All employees attended the monthly safety meeting this month at the Public Works facility. This month's topic was on the proper use and care of safety chains.
- Checked a report of a water leak at 8189 Springs Road. The problem was determined to be on the customer's side.
- Inspected a storm sewer with the sewer inspection camera on North Street between Alexandria Pike and Haiti Street.
- Met with representatives of the maintenance division of Fauquier Hospital about a possible water leak in their utilities duct tunnel. Further investigation revealed a problem within a drain line on their part.
- Met with representatives of Miller Bros. Construction and Builders Fire Protection about the sprinkler system for Molly's Pub and possible expansion.
- Repaired a meter service and replaced the meter base for 6323 Redwinged Blackbird Drive.

- Installed the first four of ten water sampling stations, at 40 Taylor Street, 8467 Turkey Run Drive, 162 Main Street and 45 Fishback Court. Six more stations will be installed this year, with twenty to be installed over the next two years.
- Cut brush and cleared water and sewer easements.

TOTAL WATER PUMPED DURING MONTH OF _____ February _____ 2017

Well No. 5 _____ 0 _____ Gallons

Well No. 6 _____ 217,447 _____ Gallons

Filter Plant _____ 30,122,000 _____ Gallons

TOTAL PUMPED (All Sources) _____ 30,339,447 _____ Gallons

Average Gallons per Day _____ 1,083,552 _____

Total Pumped During the same month last year _____ 32,568,019 _____ Gallons

Average Gallons per Day _____ 1,123,035 _____

TOTAL FLOW THROUGH SEWAGE PLANT _____ 40,720,000 _____ Gallons

Average Gallons per Day _____ 1,454,286 _____

Total Flow During the same month last year _____ 78,030,000 _____ Gallons

Average Gallons per Day _____ 2,690,690 _____

Total Rainfall 0.7 inches

Warrenton Reservoir Overflow Elevation 445.5 ft.

Warrenton Reservoir Current Elevation 445.2 ft.

Violations of the Wastewater Treatment Plant's Discharge Permit

	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
JANUARY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FEBRUARY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MARCH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
APRIL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
MAY	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
JUNE	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	
JULY	0	0	0	0	0	0	0	0	0	0	0	0	0	2***	0	
AUGUST	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
SEPTEMBER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
OCTOBER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
NOVEMBER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
DECEMBER	1	0	0	0	1*	1**	0	0	0	0	0	0	0	1****	0	
TOTAL	2	0	0	1	1	1	0	0	0	0	0	0	0	3	0	

DEQ has initiated a new system whereby 4 points must be accrued in a 6 month window before a Notice of Violation will be given by the Department of Environmental Quality.

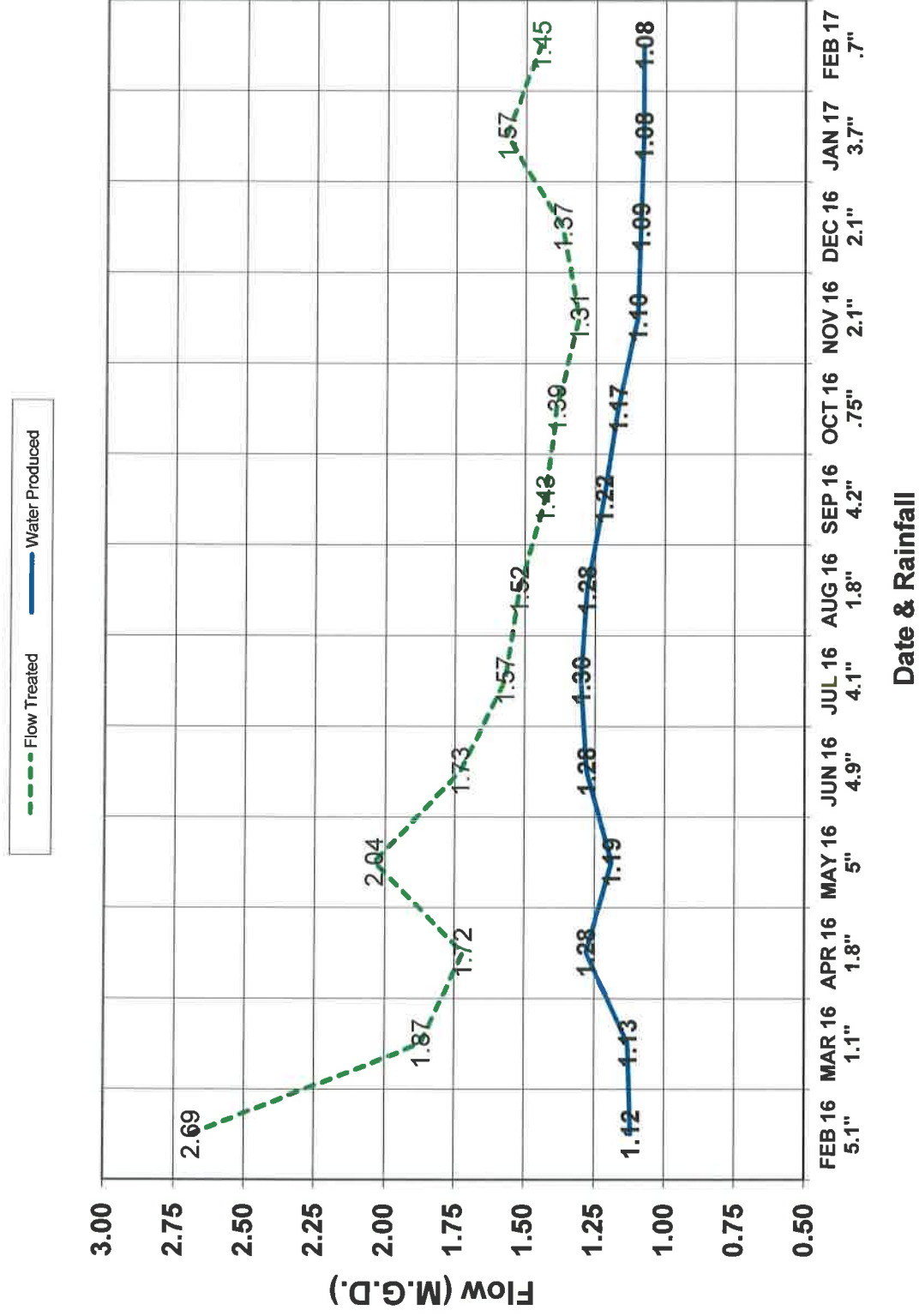
*The Town received one point due to a warning notice from the December-06 lab inspection. Corrective action has been taken.

**The Town received 1 point for 2 chlorine violations (each violation accrued 1/2 a point) that occurred in December-07 which were caused by construction of the Ultra-Violet Disinfection upgrade.

***The Town received two points due to a warning notice from the July-2015 E.Coli CONCAVG violation. Corrective action has been taken.

****The Town received one point due to a warning letter dated December 21, 2015 for failure to submit an Industrial User Survey form. The Town is contesting this point with a rebuttal letter dated December 23, 2015.

Water Produced vs. Flow Treated



I & I DATA

<u>DATE & RAINFALL</u>	<u>FLOW TREATED</u>	<u>WATER PRODUCED</u>
FEB 16 5.1"	2.69	1.12
MAR 16 1.1"	1.87	1.13
APR 16 1.8"	1.72	1.28
MAY 16 5"	2.04	1.19
JUN 16 4.9"	1.73	1.28
JUL 16 4.1"	1.57	1.30
AUG 16 1.8"	1.52	1.28
SEP 16 4.2"	1.43	1.22
OCT 16 .75"	1.39	1.17
NOV 16 2.1"	1.31	1.10
DEC 16 2.1"	1.37	1.09
JAN 17 3.7"	1.57	1.08
FEB 17 .7"	1.45	1.08

WATER METER DEPARTMENT

Number of cross-connection inspections	1
Number of water connections issued	2
Number of water connections installed*	1(Includes 0 by Town Staff)
Number of sewer connections issued	2
Number of sewer connections installed*	1(Includes 0 by Town Staff)
Number of water and sewer accounts.....	4884
Number of water meters replaced	0
Number of cut-ons and cut-offs	25
Number of check for leaks	49

*Primarily new subdivisions, installed by contractors

PUBLIC WORKS DEPARTMENT

Street Department:

- Continued working in the garage cleaning and painting.
- Continued assisting in the garage with repairs and servicing trucks. Spent several days working on the sweeper #5034.
- Continued picking up roadside trash, sticks and debris throughout town.
- Continued emptying trash cans along Main Street and in Old Town.
- Continued sweeping roads throughout the town.
- Swept and/or blew off sidewalks throughout town.
- Continued picking up and chipping brush.
- Continued prepping trucks for possible inclement weather, putting on plows and spreaders during the week if the forecast was for bad weather.
- Took bags to the Visitor Center and Town Hall as needed.
- Assisted with picking up refuse on the double refuse day after the President's Day holiday.
- Removed Christmas lights from trees along Main Street.
- Cut down and cleaned up several small trees that were damaged or dead and trimmed low hanging limbs on Lee Street Extd., S. 4th Street, Curtis Street, Walker Drive and on Old Meetze Road. Filled in holes where necessary or where stumps were removed then spread seed and straw.
- Met with a tree contractor (Johnny Wright) to show some upcoming tree work for bids.
- Several men assisted with replacing No Parking signs throughout town.
- Patched potholes around town using Perma-Patch cold patch.
- Made repairs to a storm structure on Plain Road.
- Cleaned out backed up drain on Hastings Lane.
- Scrapped the sides of the road and shoulders on Old Meetze Road.
- Cleaned out gutter pans on Haiti Street, Walker Drive, Blackwell Road, Winchester Street and N. 4th Street.
- Cleaned out ditch and loose gravel on Beach Street.
- Cleaned up leaves from edge of road on Brenda Court and Old Alexandria Pike.
- Repaired the holes in the concrete where the new handrail was installed for the steps on Horner Street.
- Due to settlement, crews cut the cement overhang where it met the brick walk to prevent a tripping hazard at the corner of East Street and Falmouth Street.
- Opened and closed 4 graves for burials. Compacted several grave sites and trimmed trees and shrubs throughout the cemetery.
- Picked up several dead deer along shoulders/right of ways and hauled to the landfill.
- Cleaned up around the shop and in the back lot, hauling a load of trash to the landfill and loading up all old dirt, asphalt and cement from the bottom lot and hauling off.
- Repaired a washed out area on 6th Street and filled with 21A stone, then compacted.
- Removed two sections of sidewalk and dug out storm structure on Fisher Lane in order to make drainage repairs, connecting an 8" drain line to the 12" concrete line already in

place. Contractor core drilled the 12" line and we installed a fitting connecting the 8" line, then backfilled the area with #57 stone and poured cement.

- Started cleaning out flower beds along right of ways and around Welcome signs and on Town property then putting down new mulch.
- Put flags on Main Street for the President's Day holiday.
- Trimmed trees and shrubs and cleaned out ditch line behind Firestone Tire on Shirley Avenue.
- Worked with Core Drilling to core drill a 20" hole at Academy Hill Road and at the Boundary Lane intersection for a future drainage project.
- Dug out a gravel patch on Fishback Court that was due to a drainage project and patched back with asphalt.

Building Maintenance & Traffic Control:

- Ran errands and made repairs for all departments –
Town Hall –
- Made daily walk thru, checking over the facility.
- Picked up recycling.
- Continued cleaning up and making adjustments due to Fire Inspections – installed emergency lights, hauled boxes to the 5th Street storage building and hauled off old furniture.
- Added additional electrical outlet in Conference Room.
- Set up and hooked up new TV.
- Brought down several boxes of paper and forms from the 3rd floor.
- Put new wheels on dolly.
- Repaired kitchen door.
- Took down Town Hall sign outside in the sitting area and took to have re-done.
- Put down a new chair mat in the upstairs office.

Planning & Zoning –

- Replaced blown bulbs.
- Hauled off old files to the 5th Street storage building.
- Removed old furniture.
- Removed 2 doors – storage room & kitchen.
- Replaced 2 ballasts in the Building Official's office.

Shop –

- Took down old wiring in Welding Bay area and installed new wiring and lights.
- Bought steel pipe and started measuring and cutting to replace old air-line pipe.
- Picked up new batteries and installed in hand tools.
- Installed hose reel in welding bay area.
- Hung new White Board in front office.
- Bought new microwave and hooked up in break room.
- Replaced several blown ballasts in the utility parts room.
- Repaired handles on 2 hand tampers, putting new bolts in handles.

Police Dept. –

- Picked up recycling.

- Replaced several blown bulbs.
- Repaired ceiling tiles.
- Cleaned out smoke detectors and started a schedule for cleaning.
- Met with Capital Boiler and accompanied the Techs as they went around to all Town buildings doing the HVAC servicing.
- Opened up Mosby House for Mrs. Whiteside/meeting.
- Used the bucket truck and assist with taking down Christmas lights from trees on Main Street.
- Cleaned up and rolled up drop cords from Christmas lights and took to the 5th Street storage building.
- Cut trench drain for gutter downspout on Main Street.
- Cut down and removed a limb hanging down at Academy Hill Park.
- Took bucket truck #2065 to the shop in Manassas to have back/tailgate/bumper sand-blasted to remove rust. Assisted in putting liner in bed of #65.
- Cleaned up the Public Works 5th Street storage building and hauled a load of trash to the landfill.
- Replaced a blown light bulb in the street light in front of 50 Main Street.

Traffic Control –

- Checked all signals and opticoms, replacing blown bulbs and making minor repairs or adjustments as needed. Checked signal cabinets, downloaded data and attended the Opticom Signal Class.
- Tightened signal heads that were loose on the Taylor Middle School signal on Shirley Avenue.
- Reattached visor on the signal head at the Fletcher and Lee Hwy. signal.

Checked signs throughout town, repairing, replacing or installing new as needed –

- Installed new sleeve, post and Warrenton sign on Shirley Avenue.
- Replaced a One Way sign on 2nd Street.
- Replaced No Parking sign on Green Street.
- Replaced 2 No Parking signs on Fairfax Street.
- Picked up Sale/Event signs from right of ways.
- Repaired Stop sign at High and Liberty Street.
- Reinstalled Stop Ahead sign on Blackwell Road.
- Reinstalled 1 Hr. Parking sign and post on Main Street near 4th Street.
- Straightened Pedestrian Crossing sign on Rt. 211 at the Shirley Avenue intersection.
- Turned Stop sign back around on Madison Street at Falmouth Street.
- Straightened Stop sign at Walker Drive and Lee Street Extd.
- Installed wrong direction arrow sign on S. 3rd Street and moved Parking Lot signs.
- Reinstalled Warrenton sign on Shirley Avenue across from Walmart.
- Took down the Town Hall directional sign and took to Piedmont Press to have redone.
- Re-skinned several Parking signs.
- Packaged up old fluorescent tubes in the Recycling Ship-Out boxes and called UPS to schedule a pick up.
- Put up temporary No Parking signs on Culpeper Street for tree work. Took down once work was completed.

- Installed traffic counters on Walker Drive.

ENGINEERING & PROJECT STATUS:

Plan Review / Site Development / Misc. Engineering:

- St. John's Addition – SDP 2017-1 – 2/3/17
- Lidl Grocery Store – PLNG 2017-5 – 2/27/17

Project Review Update:

1. VDOT Broadview Avenue Improvements: No change since the last report. Awaiting a determination of Highway Safety Improvement Program (HSIP FY2018 funding) application for the Broadview Avenue corridor project. Anticipate hearing something in the next 60 days. Town was notified in January that the SMART SCALE (FY2022 funding) portion of the project made the first cut and is qualified for funding. Next step is the competing with other qualifying projects for the funding allocation. Final Commonwealth Transportation Board (CTB) review and approval is not expected until the June timeframe.
2. Inflow and Infiltration Reduction into the Sanitary Sewer System: Nothing new to report at this time. With the minimal precipitation for the month there is very little data recorded on the installed flow meters. With the end of the winter months and arrival of better weather, smoke testing and videoing of lines will begin in the next 6 weeks with anticipation of identifying areas of rehab for the summer.
3. Warrenton Reservoir Dam Spillway: Inundation mapping is completed and Whitman Requardt and Associates is putting the final details into the Department of Conservation and Recreation (DCR) submission. Unless there are some unforeseen issues, this should complete the submission for operating permit renewal with no dam modifications needed.
4. Well #3 Reactivation: Project is scheduled for a bid opening on March 14. A pre-bid meeting was conducted on February 16. A number of firms have shown interest in the project with visits to the site and requesting clarification of specification issues.
5. WWTP Rotating Biological Contactors Replacement: Design is progressing on schedule. A 30% design review meeting is scheduled for March 7.
6. WTP Chemical Building: Five proposals were received on February 7th. The evaluation committee received instructions and conducted individual reviews. Three firms were called in for interviews on March 3. The committee plans to complete the evaluation by March 10th with a contract award by the end of March.

7. WWTP Primary Clarifier Rehab: Project is 75% completed. There is an issue with the anchoring of the bridging unit with the support piers. Contractor has requested the basin be filled with water to verify final leveling.
8. Old Waterloo Road Waterline Connection: School Board approved the easement request and staff is finalizing the document for signatures. Staff ordered the pipe and appurtenances with an expected delivery in four weeks and construction to start upon receipt. This line will complete the loop in that area of town for the system and provide more reliable service.
9. Falmouth and Shirley Intersection: No change since the last report. The roundabout concept was briefed to the Council at the February work session and a public hearing is scheduled for March 14th. Any further action is deferred until the March meeting.
10. Blackwell Road Lee Highway Mast Arm Conversion: No change since the last report. Bids received in January were \$160,000 over budget. Staff has not been able to reevaluate to reduce costs. A project has been added to the proposed FY18 CIP to cover the additional funding shortfall of \$160,000 for the lowest bid.
11. Drainage Improvements, E. Shirley Avenue and Parking Lot E: Bids were received on February 14th with a low bidder within budget (\$119,000). Contract has been awarded and a notice to proceed issued. Anticipated start is by mid March with completion by mid April. Project consists of replacing the 48-inch failing corrugated metal pipe in the vicinity of Cleveland Street. Parking lot E consists of installing a new pipe across the lower parking area to prevent ponding and overland flow during storm events. Once drainage is installed, the lower lot will be repaved.

GENERAL COMMENTS:

1. Rainfall amounts in February were below normal with 0.7 inches for the month. Warrenton Reservoir is at capacity, but there were times in the past month that water stopped flowing over the spillway.
2. Staff continued work on the Public Works and Utility FY18 budget and CIP submissions. Draft CIP was briefed to the Planning Commission during the February work session.

February-17

BLUE BAG REFUSE			HOUSE DEBRIS		SPRING / FALL CLEAN UP			CHIPPED BRUSH			LEAVES			CARD BOARD		NEWS PAPER		COLLECTED IN BLUE BAGS				BLUE BAG TOTALS		TONS LANDFILL RECYCLE						
DATE	REFUSE	REFUSE			TIRES	FREON	CLEAN UP METAL											GLASS	ALUMIN.	STEEL CANS	PLASTIC			TONS LANDFILL RECYCLE	TONS LANDFILL RECYCLE					
Wed. 1	0.02	0.25																2.66	0.18	0.29	0.22			3.60	0.27	8.06	8.33	97%		
Thurs. 2	12.52																									12.52	7.29	19.81	37%	
Fri. 3	12.46																										12.46	0.00	12.46	0%
Mon. 6	18.15																										18.15	0.00	18.15	0%
Tue. 7	18.28																										18.28	0.00	18.28	0%
Wed. 8	5.09	0.26																2.75	0.19	0.30	0.22			3.72	5.35	8.61	13.96	62%	62%	
Thurs. 9	6.48																										6.48	0.00	6.48	0%
Fri. 10	10.41																										10.41	0.00	10.41	0%
Mon. 13	17.31																										17.31	0.00	17.31	0%
Tues. 14	17.23																										17.23	4.35	21.58	20%
Wed. 15	0.08	0.24																2.50	0.17	0.27	0.20			3.38	0.32	10.89	11.21	97%	97%	
Thurs. 16	12.55																										12.55	2.75	15.30	18%
Fri. 17	11.00																										11.00	0.00	11.00	0%
Mon. 20	HOLIDAY																										0.00	0.00	0.00	0%
Tue. 21	44.02																										44.02	0.00	44.02	0%
Wed. 22	0.09	0.25																2.60	0.18	0.28	0.21			3.52	0.34	8.09	8.43	96%	96%	
Thurs. 23	9.80																										9.80	0.00	9.80	0%
Fri. 24	12.99																										12.99	5.50	18.49	30%
Mon. 27	19.71																										19.71	0.00	19.71	0%
Tue. 28	17.86																										17.86	3.49	21.35	16%
TOTAL	208.48	1.00	0.00	0.00	0.00	0.00	0.00	19.89	0.00	14.42	8.01	10.52	0.71	1.14	0.85	14.22	209.48	55.54	265.02	21%	21%									



Town Council Meeting Item Number: b.(3)
March 14, 2017

ATTACHMENTS:

Description

Staff Report - Police

Type

Cover Memo

Upload Date

3/9/2017

MONTHLY REPORT - FEBRUARY 2017

	FEB '16	FEB '17	YTD '16	YTD '17
TOTAL CALLS FOR SERVICE TO INCLUDE:	1385	1896	2789	4084
SELF INITIATED	394	979	394	2061
DISPATCHED	991	917	991	2023
ACCIDENTS:	59	48	103	82
REPORTABLE	32	23	32	41
NON-REPORTABLE (No injury, under \$1500 or private property)	27	25	27	41
ARRESTS (CRIMINAL):				
FELONY	0	3	1	4
MISDEMEANOR	3	12	10	33
TRAFFIC ENFORCEMENT (NON-CRIMINAL):				
SUMMONS	125	100	207	230
PARKING	15	23	39	74
WRITTEN WARNINGS	86	36	162	119
DRUG ARRESTS:				
FELONY	N/A	0	N/A	0
MISDEMEANOR	N/A	0	N/A	2
HEROIN OVERDOSES:	1	0	1	2

REPORTED CRIMES FEBRUARY 2017

CLASSIFICATION

		FEB '16	FEB '17	YTD '16	YTD '17
1a	Murder and Non-Negligent Manslaughter				
1b	Manslaughter by Negligence				
2	Forcible Rape			3	1
3	Robbery				1
4	Assault	5	2	9	11
5	Burglary		1		2
6	Larceny	17	11	40	30
7	Motor Vehicle Theft		1		1
9	Arson				
10	Forgery and Counterfeiting	2	1	3	1
11	Fraud	7	9	10	18
12	Embezzlement		1	1	2
13	Stolen Property: Buy/Receive/Possess	1		3	
14	Vandalism/Graffiti	3	4	6	7
15	Weapons		1		1
16	Prostitution/Vice				
17	Sex Offenses	1		2	1
18	Drug Violations	3	3	7	6
19	Gambling				
20	Offenses Against Family	9	13	22	23
21	Driving Under Influence	2	2	7	10
22	Liquor Laws	1	1	1	1
23	Drunk in Public	5	6	11	10
24	Disorderly	1	1	1	2
25	All Other Offenses				
26	Curfew/Loitering				
27	Runaway	1		1	
28	Reckless Driving				
29	Drive suspended/revoked	3	1	3	3
30	Contempt of Court				
31	Unauthorized use				
32	Hit & Run	7	8	10	13
33	Contributing to delinquency of minor				
34	False report to police				
35	Abduction/Kidnapping				
36	Shooting into Building				
37	Child Neglect				



Town Council Meeting Item Number: b.(4)
March 14, 2017

ATTACHMENTS:

Description	Type	Upload Date
February 2017 Parks and Recreation Report	Staff Report	3/9/2017



**Town of Warrenton
Department of Parks and Recreation
Monthly Report - February 2017**

REVENUE SUMMARY					QUICK FACTS
	FY 2017 Budget	February 2017	FY 2017 Year-to-Date	FY 2016 Year-to-Date	
Beginning of period			\$607,255.85	\$690,312.51	TOTAL NUMBER OF ACTIVE MEMBERS: 1,772
Memberships	\$ 443,000.00	\$28,590.00	\$337,495.89	\$307,467.37	
MVPasses		\$2,576.00	\$25,871.00	\$23,723.00	
Daily Admissions	\$ 269,000.00	\$10,887.50	\$116,716.50	\$94,467.50	
Gift Cards		\$127.50	\$4,188.75	\$2,821.00	NUMBER OF DAY ADMISSIONS THIS MONTH: 2,917
Child Care	\$ 2,800.00	\$156.00	\$1,752.00	\$1,780.00	
Programs (Aquatics & Fitness)	\$ 343,000.00	\$16,485.00	\$99,224.46	\$100,244.44	
Rentals	\$ 210,638.00	\$41,090.50	\$176,258.00	\$156,137.00	
Individual Instruction		\$6,210.00	\$46,848.00	\$51,520.50	TOTAL ATTENDANCE THIS MONTH: 10,693
Merchandise	\$ 8,000.00	\$498.75	\$4,759.25	\$3,929.25	
Sponsorship/Grant/ Ad Sales	\$ 75,000.00	\$5,527.68	\$58,089.51	\$48,755.91	
Park Pavilion Rentals	\$ 6,000.00	\$605.00	\$1,980.00	\$3,230.00	
Contract Programs		\$0.00	\$0.00	\$60.00	NUMBER OF AQUATICS CLASSES HELD THIS MONTH: 73
Miscellaneous	\$ 4,150.00	\$576.70	\$3,447.16	\$4,639.81	
End of period	\$1,361,588.00	\$113,330.63	\$876,630.52	\$796,775.78	
WARF Operating Expenditures	\$ 1,656,167.00	111,767.60	\$ 990,453.53	\$ 989,302.97	
MONTHLY HIGHLIGHTS					NUMBER OF GROUP FITNESS CLASSES HELD THIS MONTH: 235
March 5 marked the end of a very busy swim meet season at the WARF. Nineteen meets were held this season, ranging from high school to US Swim and Masters meets.					
Attendance in fitness and aquatics classes remains strong, with patrons enjoying newer classes such as kickboxing, as well as favorites such as Yoga, Zumba, Cycle, and many more.					
Planning for Spring and Summer events is well underway. This season we will have Warrenton Town Limits, Movies in the Park, Bluegrass Jams, Master Gardeners classes at Rady Park, Make Music Day, Fishing Day, Archery Camp, two camps in conjunction with Fauquier County Parks and Recreation at Rady Park, and Crescendo Music camps at WARF. We will also have a full line up of swim lessons, lifeguard classes, WSI certification class, and Junior Lifeguard Classes.					



**Town Council Meeting Item Number: c.
March 14, 2017**

**Agenda Memorandum
Submitted by: Chief L. Battle**

Issue: **Special Event Permit Request for First Friday Events**

Background: This will be the Annual 2017 First Friday Events in Old Town Warrenton. This event attracts approximately 1,000 spectators.

Discussion: The First Friday events are scheduled for the following dates:

Friday, May 5, 2017
Friday, June 2, 2017
Friday, July 7, 2017
Friday, August 4, 2017
September 1, 2017
October 6, 2017

In order to prepare a safe event and to minimize the impact on businesses, the Town will implement a Phase I Closure. The following streets for the First Friday events listed above will be closed to vehicle traffic but open to pedestrians: Main Street will be closed from Ashby Street to Fifth Street, Court Street, Hotel Street, and Culpeper Street. Culpeper Street will be closed from Lee Street to Main Street, Hotel Street will be closed at Ashby Street, and Court Street will be closed at Main Street. Road closures will be in place at 4:00 P.M. to accommodate the 4:30 P.M. set up time for the event and will remain in place until the conclusion of the event. Roads should be open to traffic by 9:30 P.M., and at the discretion of police personnel.

Financial Impact: There is no direct financial impact to the Town. The cost of contributed manpower from the Police Department is estimated at \$3,330.92 and the Public Works Department is \$467.52. Event expenses are covered with sponsorships and private contributions, with the exception of Town resources.

Police personnel consists of four (4) police personnel for five (5) hours each event, and two (2) Public Works personnel for five (5) hours each.

Recommended Action: Approval of the requested schedule of activities and street closures.

Town Manager

ATTACHMENTS:**Description**

First Friday 2017 Operations Memorandum

First Friday 2017 Permit Application

Type

Staff Report

Backup
Material**Upload Date**

2/8/2017

2/8/2017



TOWN OF WARRENTON

POLICE DEPARTMENT



To: Mr. J. Brannon Godfrey, Jr., Town Manager, through Chief Louis A. Battle
From: Lieutenant G.W. Southard, Jr.
Date: January 12, 2017
Re: SPECIAL EVENTS – 2017 First Fridays in Old Town Warrenton

The Partnership for Warrenton Foundation will be hosting the First Friday events in Old Town Warrenton, beginning Friday, May 5, 2017, through Friday, October 6, 2017. Activities for families, children, and a Beer Garden will be part of the event.

Public works will provide and remove all necessary cones and road closure signs for the event, along with the placement of orange "NO PARKING after 4:00 P.M." signs no later than 9:00 A.M on the day of the event on Main Street, Alexandria Pike, Culpeper Street, Hotel Street, and Court Street. Alexandria Pike will be closed at Winchester Street, allowing two-way traffic flow from Winchester Street to Alexandria Pike.

Phase I Road Closures:

Main Street at Ashby Street	Traffic Cones and Road Closed Sign
Alexandria Pike at Winchester Street	Traffic Cones and Road Closed Sign
South Third Street	Traffic Cones and Road Closed Sign
North Third Street	Traffic Cones and Road Closed Sign
North Fourth Street	Traffic Cones
Main Street at Fifth Street	Traffic Cones and Road Closed Sign
Culpeper Street at Lee Street	Traffic Cones and Road Closed Sign
Culpeper Street at Main Street	Traffic Cones
Hotel Street at Ashby Street	Traffic Cones and Road Closed Sign
Court Street at Main Street	Traffic Cones and Road Closed Sign

Roads will open to all traffic at the discretion of police personnel.

Date of Event: Friday, May 5, 2017
Friday, June 2, 2017
Friday, July 7, 2017
Friday, August 4, 2017
September 1, 2017
October 6, 2017

Event Hours: 5:00 P.M. to 9:00 P.M.

Set Up Time: 4:30 P.M.

Clean Up Time: 8:30 P.M. – 9:30 P.M.

Police Department: Four officers are required for the events. Officers will be responsible for clearing the prohibited parking areas of all parked vehicles after 4:00 P.M. and maintaining security.

WARRENTON

ZONG 2017-7

GRADE/SPECIAL EVENT PERMIT

Date of Application

1/10/17

~~name~~ Location of Event

① MAIN STREET

Tax Exempt No. SE 541457903 F022 82018

540-6870280 Work# 2403479189

WE TON State/Zip 20186

Work # 240-616-1804

W-TON State/Zip 20186

Address 21 CULPORN ST City

Description of Event:

Description of Event: MONTHLY EVENT CELEBRATING OLD TOWN & COMMUNITY. VENDORS FEATURED WILL BE LOCAL CIVIC GROUPS & ARTISANS. LIVE MUSIC AND BEER GARDEN ON ONE END AND FAMILY ENTERTAINMENT AT OTHER. WILL PARTNER WITH LOCAL GROUPS LIKE PARKS & REC TO PRESENT COMMUNITY PRIDE THEMES.

Date of Event

5/5, 6/2, 7/7
8/4, 9/1, 10/6

Rain Date

NONE

Event Hours

5-9

Set Up Time

4:30

Clean Up Time

8:30-9:30



**Town Council Meeting Item Number: d.
March 14, 2017**

**Agenda Memorandum
Submitted by: Chief L. Battle**

Issue: **Special Event Permit Request for May Day Festival**

Background: Request to hold the May Day Fest event on Saturday, April 29, 2017, and to authorize the Municipal Parking Lot closure and traffic control measures.

Discussion: This will be the first May Day Fest event in Old Town Warrenton. This event will attract approximately 300 spectators throughout the allotted event times.

The May Day Fest is a day to celebrate spring. There will be two entertainment stages; one placed in Municipal Lot F and the other at the Fauquier National Bank Plaza. Merchants on Main Street will be hosting performers in their shops and giving demonstrations. Some merchants will have demonstrations on the sidewalks. A few vendors will be located around the stages with entertainment. The May Day Fest will begin at 11:00 A.M. on Main Street and conclude at 3:00 P.M.

In order to prepare a safe environment and to minimize the impact on businesses, the Town will close Municipal Lot F at the parking lot entrances on South Fourth Street and South Fifth Street. There will not be any other road closures for this event. The Municipal Lot F closures will be in place by 6:00 A.M. to accommodate set up time for the entertainment stage.

Financial Impact: There is no direct financial impact to the Town. The cost of contributed manpower from the Police Department is estimated at \$181.16 for one officer, for four(4) hours, and no cost to the Public Works Department. Event expenses are covered with sponsorships and private contributions, with the exception of Town resources.

Recommended Action: Approval of the requested schedule of activities and street closures.

Town Manager

ATTACHMENTS:

Description	Type	Upload Date
May Day Fest Application	Cover Memo	2/23/2017
May Day Fest Event Memorandum	Cover Memo	2/23/2017



TOWN OF WARRENTON

POLICE DEPARTMENT

333 Carriage House Lane • Warrenton, Virginia 20186
Telephone (540) 347-1107 • Fax (540) 341-4190



APPLICATION FOR PARADE/SPECIAL EVENT PERMIT

Activity May Day Fest Date of Application 2/14/17
Sponsored By Fauquier Arts Council Location of Event Main St
For Profit Non-Profit Tax Exempt No X

Organizers/Contact:

Name Laelle Yoder Home # 703-307-1613 Work # 540-349-5088
Address 20 Main St City Warrenton State/Zip VA/20186

Name _____ Home # _____ Work # _____
Address _____ City _____ State/Zip _____

Description of Event

A day to celebrate Spring. We plan to have an entertainment stage on both ends of town to high light the Arts in the county. Merchants will be hosting performers in their shops + giving demonstrations. Some are talking of moving demos onto sidewalk.
A few vendors will be located around entertainment stages. These will be arts org plus face painting, flower wreath making, ect.
For entertainment we are pulling from organizations, the local schools, boy scouts, girl scouts, etc.

Date of Event 4/29/17 Rain Date N/A
Event Hours 11Am - 3pm
Set Up Time 9Am Clean Up Time 3-4pm

*Anticipated attendance (per day)

Participants _____

Spectators _____

*Will you need electricity?

☒ Yes

No

(if yes, number of outlets) _____

*Will food be served?

Yes

☒ No

Working with local establishments

*Will fees for food or merchandise be charged?

Yes

☒ No

*Will admission fees, entry fees or other fees be charged as part, or in association with the activity?

Yes

☒ No

*Will portable restrooms be provided?

Yes

☒ No

(if yes, how many) _____

*Will there be parking control staff?

Yes

No

(if yes, how many) _____

*Will you have security on site?

Yes

☒ No

(if yes, who) _____

*Will any items be left overnight?

Yes

☒ No

(if yes, what) _____

*Will signs or banners be displayed?

☒ Yes

No

(if yes, where) _____

By the entertainment

*Will tents be erected?

Yes

☒ No

(if yes, what size) _____

staged just 10x10 canopies

*Will water hook-up be needed?

Yes

☒ No

(if yes, what for) _____

*Will there be a parade?

Yes

☒ No

(if yes, complete page 3) _____

*Will any town streets need to be closed?

Yes

☒ No

(if yes, identify) _____

However - *

Name of Insurance Company providing Certificates of Insurance for the Event:

this is being provided by PFW/Susan.

I agree to indemnify and hold harmless the Town of Warrenton, its employees, and its agents from and against any and all liability for any injury which may be suffered in connection with this event. I also hold harmless the Town of Warrenton, its employees, and its agents from and against any liability for any equipment or supplies lost or damaged that are stored or otherwise as a result of this event.

Rachelle Yoder
Signature

2/17/17
Date

behind/
between

* Can we close / use the ^{Page 2} upper parking lot ~~behind~~ 4th & 5th? We just need a space for 2nd entertainment Stage. The other w. ll be on Bank Plaza.

George Southard

From: Louis Battle
Sent: Tuesday, February 21, 2017 9:38 AM
To: Margaret Rice; Brannon Godfrey; George Southard
Subject: Fwd: permit
Attachments: may day permit.pdf; ATT00001.htm

I am forwarding to George to coordinate. He will contact the applicant and you to coordinate.

Lou

Sent from my iPhone

Begin forwarded message:

From: Margaret Rice <mrice@warrentonva.gov>
Date: February 21, 2017 at 9:25:28 AM EST
To: Louis Battle <lbattle@warrentonva.gov>
Cc: Brannon Godfrey <bgodfrey@warrentonva.gov>
Subject: FW: permit

Attached is the permit request from Lachelle for the Main Street event on April 29. Please take a look and let me know if you need anything additional. Please note, they are asking for a parking lot to be closed for entertainment.

Margaret

From: Lachelle Yoder [<mailto:lachelle@allegrocsa.org>]
Sent: Friday, February 17, 2017 2:51 PM
To: Margaret Rice
Subject: permit

I'm sorry - my days just fly by & things don't get done! Ugh.

Attached is the permit. Talked with Carter & we decided to request the top parking lot between 4th & 5th street. If you see something on the permit that looks weird or I didn't do it right, please let me know. I can fix it!

thank you!

Lachelle Yoder
Administrator



BRINGING THE ARTS TO LIFE
703-307-1613 (cell)
540-349-5088 (office)

Follow us on Facebook -

<https://www.facebook.com/Allegrocsa>



TOWN OF WARRENTON

POLICE DEPARTMENT



To: Mr. J. Brannon Godfrey, Jr., Town Manager through Chief Louis A. Battle

From: Lieutenant G.W. Southard, Jr.

Date: February 23, 2017

Re: SPECIAL EVENT – May Day Fest

The May Day Fest is a day to celebrate spring. There will be two entertainment stages; one placed in Municipal Lot F and the other at the Fauquier National Bank Plaza. Merchants on Main Street will be hosting performers in their shops and giving demonstrations. Some merchants will have demonstrations on the sidewalks. A few vendors will be located around the stages with entertainment. The May Day Fest will begin at 11:00 A.M. on Main Street and conclude at 3:00 P.M.

In order to prepare a safe environment and to minimize the impact on businesses, the Town will close Municipal Lot F at the parking lot entrances on South Fourth Street and South Fifth Street. There will not be any other road closures for this event. The Municipal Lot F closures will be in place by 6:00 A.M. to accommodate set up time for the entertainment stage.

Public Works: Public works will be responsible for placing “NO PARKING after 6:00 A.M. on 04-29-17” signs in Municipal Lot F on Friday, April 28, 2017. Two Road closed signs and ten traffic cones with extension bars will be provided to close the entrances to Municipal Lot F during the event.

Police Personnel: One will be assigned to the event.



**Town Council Meeting Item Number: e.
March 14, 2017**

ATTACHMENTS:

Description	Type	Upload Date
January 2017 Financial Statement Presentation	Presentation	3/9/2017
January 2017 Financial Statements	Financial Statement	3/9/2017
January 2017 Summary of Bills Paid	Financial Statement	3/9/2017



Financial Statement Review

For the period ended January 31, 2017



Cash and Investments

Balances

	<u>1/31/2016</u>	<u>1/31/2017</u>
Cash	\$1,509,622	\$2,156,091
Investments	\$16,150,377	\$20,498,878

Investment Performance

	<u>Last Year</u>	<u>This Year</u>
Local Government Investment Pool	0.19%	0.81%
Virginia Investment Pool	n/a	1.26%
Virginia State Non-Arbitrage Program (W/S bond proceeds)	n/a	0.89%



Budget to Actual

<u>Fund</u>	<u>Budget</u>	<u>Revenue</u>	<u>Expenditures</u>
General Fund	\$13,704,480	\$5,977,020	\$7,216,465
Capital Projects	\$1,492,314	\$0	\$389,413
W/S Operating	\$5,421,672	\$3,150,110	\$2,349,575
W/S Capital	\$2,631,895	\$324,901	\$143,816
<u>Internal Service Funds</u>	<u>Budget</u>	<u>Costs Reimbursed</u>	<u>Expenses</u>
Motor Pool	\$477,401	\$287,005	\$426,776
Information Technology	\$360,029	\$120,011	\$171,985



Reserves

FUND BALANCE / CASH BALANCE POLICY

General Fund:

- ▣ 50% of current year adopted budget
- ▣ FY 2017 - \$6,437,009

Water and Sewer Operating Fund:

- ▣ 200 days operating expenses
- ▣ FY 2017 - \$3,000,780



General Fund

Unassigned Fund Balance, as of June 30, 2016	\$11,521,316
Less: Restricted Cash (including Proffers)	(587,393)
Policy Reserve	(6,437,009)
FY17 Budgeted Use of Fund Balance	<u>(415,575)</u>
Unassigned Fund Balance	\$4,081,393



Water and Sewer Operating Fund

Unrestricted Cash Balance, as of June 30, 2016	\$5,134,887
Less: Policy Reserve	<u>(3,000,780)</u>
Unrestricted Cash Balance	\$2,134,107



Proffer Summary

PROFFER	AMOUNT
Highland Street Maintenance	\$96,739
Adelphia Cable	41,000
Recreation	173,339
Academy Hill Park Recreation	59,500
Walmart	180,000
Poet's Walk	<u>10,000</u>
TOTAL	\$560,578

FINANCIAL STATEMENT

as of January 31, 2017



Department of Finance and Human Resources

Page 1 – Finance Director’s Accountability Report
Page 2 – State of Revenues
Page 3 – Statement of Expenditures
Page 4 – Investment Report

Town of Warrenton, Virginia
Finance Director's Accountability Report
January 31, 2017

	<u>January 31, 2016</u>	<u>January 31, 2017</u>
CASH		
On Hand	\$ 2,010	\$ 2,010
Checking Accounts	1,257,550	1,859,153
Money Market Accounts	250,062	294,928
TOTAL CASH IN BANK	<u>1,509,622</u>	<u>2,156,091</u>
INVESTMENTS		
Virginia Local Government Investment Pool	16,150,377	14,742,933
Virginia Investment Pool	-	1,000,000
Virginia SNAP	-	4,755,945
TOTAL INVESTMENTS	<u>16,150,377</u>	<u>20,498,878</u>
 TOTAL CASH AND INVESTMENTS	 <u>\$ 17,659,999</u>	 <u>\$ 22,654,969</u>
 CASH BALANCES	 \$ 17,659,999	 \$ 22,654,969
General Fund		
Restricted	761,575	564,000
50% Budget Reserve (15% for prior year)	2,218,553	6,437,009
Reserved for Projects	1,735,863	1,330,364
Water & Sewer Fund		
Restricted	303,512	
15% Budget Reserve	827,871	-
Reserved for Projects	826,704	-
Water & Sewer Operating Fund		
200 Days Budget Reserve	-	3,000,780
Reserved for Projects	-	468,272
Water & Sewer Capital Fund		5,425,008
Cemetery Perpetual Care	593,531	596,841
Agency Fund	236,533	248,848
Retirement Fund	9,658	9,715
Total Designated Cash	<u>7,513,800</u>	<u>18,080,836</u>
 Total Undesignated Cash Balance	 <u>\$ 10,146,199</u>	 <u>\$ 4,574,133</u>
 General Fund	 6,551,140	 2,484,518
Water/Sewer Fund	3,595,059	-
Water/Sewer Operating Fund	-	2,089,615
	<u>\$ 10,146,199</u>	<u>\$ 4,574,133</u>

Town of Warrenton, Virginia

Comparison of Revenues with Estimates for the Period Ending January 31, 2017

Source of Revenue	Estimate	Realized	% (R)	Unrealized
GENERAL FUND				
General Property Taxes	\$1,229,450	\$806,077	65.56%	\$423,373
Other Local Taxes	6,381,063	2,232,237	34.98%	4,148,826
Permits, Privilege Fees & Licenses	187,100	101,542	54.27%	85,559
Fines & Forfeitures	180,000	63,523	35.29%	116,477
Revenue from Use of Money & Property	22,500	44,271	196.76%	(21,771)
Charges for Services	1,286,588	710,805	55.25%	575,783
Miscellaneous Revenue	180,650	194,024	107.40%	(13,374)
Non-Categorical Aid	680,100	265,244	39.00%	414,856
Categorical Aid	2,302,542	1,555,727	67.57%	746,815
Revenue from Federal Government	335,882	3,570	1.06%	332,312
Non-Revenue Receipts	918,605	0	0.00%	918,605
TOTAL GENERAL FUND	\$13,704,480	\$5,977,020	43.61%	\$7,727,460
CAPITAL PROJECTS FUND				
Revenue from the Commonwealth	\$316,896	\$0	0.00%	\$316,896
Transfers	1,175,419	0	0.00%	1,175,419
TOTAL CAPITAL PROJECTS FUND	\$1,492,314	\$0	0.00%	\$1,492,314
WATER & SEWER OPERATING FUND				
Transfer Fees	\$9,000	\$5,240	58.22%	\$3,760
Revenue from Use of Money & Property	154,500	105,677	68.40%	48,823
Charges for Services	5,193,605	3,026,850	58.28%	2,166,755
Recovered Costs	38,799	3,624	9.34%	35,175
Miscellaneous Revenue	5,500	8,718	0.00%	(3,218)
Grant Revenue	0	0	0.00%	0
Transfers	20,268	0		20,268
TOTAL W&S OPERATING FUND	\$5,421,672	\$3,150,110	58.10%	\$2,271,563
WATER & SEWER CAPITAL FUND				
Revenue from Use of Money & Property	0	11,634	0.00%	(11,634)
Non-Revenue Receipts	1,391,076	\$313,267	22.52%	1,077,809
Transfers	1,240,819	0	0.00%	1,240,819
TOTAL W&S CAPITAL FUND	\$2,631,895	\$324,901	12.34%	\$2,306,994
TOTAL ALL FUNDS	\$23,250,362	\$9,452,031	40.65%	\$13,798,331
INTERNAL SERVICE FUNDS				
Motor Pool	477,401	287,005	60.12%	190,396
Information Technology	360,029	120,011	33.33%	240,018

Town of Warrenton, Virginia

Comparison of Expenditures with Appropriations for the Period Ending January 31, 2017

Function	Appropriation	Expenditure	% (E)	Unexpended
GENERAL FUND				
Legislative Department	\$163,520	\$79,517	48.63%	\$84,003
Executive Department	211,261	127,288	60.25%	83,974
Legal Services	187,376	69,358	37.02%	118,018
Finance Department	532,695	244,707	45.94%	287,989
Other Organizations	10,040	9,015	89.79%	1,025
Electoral Board	0	0	0.00%	0
Public Safety	3,754,339	2,041,667	54.38%	1,712,672
Department of Public Works	4,086,464	2,396,422	58.64%	1,690,042
Welfare Social Services	116,937	83,031	71.00%	33,906
Parks and Recreation	2,043,253	1,048,007	51.29%	995,245
Cultural Enrichment	67,000	54,000	80.60%	13,000
Community Development	1,018,852	426,865	41.90%	591,987
Transfers	876,153	0	0.00%	876,153
Debt Service	636,590	636,590	100.00%	0
TOTAL GENERAL FUND	\$13,704,480	\$7,216,465	52.66%	\$6,488,015
CAPITAL PROJECTS FUND				
Capital Outlay	\$623,753	\$368,169	59.02%	\$255,584
Capital Projects	868,561	21,244	2.45%	847,317
TOTAL CAPITAL PROJECTS FUND	\$1,492,314	\$389,413	26.09%	\$1,102,901
WATER & SEWER OPERATING FUND				
Water Department	\$1,970,674	\$995,146	50.50%	\$975,528
Wastewater Department	1,762,696	880,590	49.96%	882,106
Water/ Sewer Administration	812,422	370,721	45.63%	441,702
Debt Service	103,119	103,119	100.00%	(0)
Reserve for Contingencies	0	0	0.00%	0
Transfers	772,761	0	0.00%	772,761
TOTAL W&S OPERATING FUND	\$5,421,672	\$2,349,575	43.34%	\$3,072,097
WATER & SEWER CAPITAL FUND				
Water & Sewer Capital Projects	\$2,631,895	143,816	0.00%	2,488,079
TOTAL W&S CAPITAL FUND	\$2,631,895	\$143,816	5.46%	\$2,488,079
TOTAL ALL FUNDS	\$23,250,362	\$10,099,270	43.44%	\$13,151,092
INTERNAL SERVICE FUNDS				
Motor Pool	447,401	426,776	95.39%	20,625
Information Technology	360,029	171,985	47.77%	188,044

Town of Warrenton
Investment Report
Period Ending January 31, 2017

Investment Activity	Beginning of Month	Investments	Redemptions	Investment Income	End of Month
Virginia LGIP	15,732,515	-	(1,000,000)	10,418	14,742,933
Virginia Investment Pool	0	1,000,000	-	-	1,000,000
Virginia SNAP	4,948,951	-	(196,547)	3,541	4,755,945
Total Investments	<u>\$20,681,466</u>	<u>\$1,000,000</u>	<u>(\$1,196,547)</u>	<u>\$13,959</u>	<u>\$20,498,878</u>

Portfolio Composition & Yield	Cost	Percent	Annual Percentage Yield	Average Remaining Life Days
Virginia LGIP	14,742,933	71.31%	0.81%	N/A
Virginia Investment Pool	1,000,000	4.84%	1.26%	N/A
Virginia SNAP	4,931,432	23.85%	0.89%	N/A
Total Investments	<u>\$20,674,365</u>	<u>100.00%</u>		

Investment Revenue/Average Yield	Last Year	This Year
Interest Revenue Projected	\$17,200	\$18,500
Interest Revenue Received Year to Date	\$11,252	\$65,222
Percentage of Interest Received to Date	65.42%	352.55%
Weighted Average Rate of Return	0.19%	0.85%
Benchmarks:		
182 day US Treasury Bill	0.54%	0.61%
LGIP - effective yield	0.19%	0.81%

TOWN OF WARRENTON, VIRGINIA
BILLS PAID JANUARY 2017
For FY17

Anthem Blue Cross & Blue Shield - Town Portion of Employee Health Insurance	\$	68,562.24
Advanced Network Systems - Help Desk and Support - Various Depts.	\$	7,760.00
Appleton Campbell Inc - Repair and Maintenance for Parks & Rec.	\$	5,434.00
Central Parts Warehouse - Snow Plow Parts - MP	\$	9,046.39
Columbia Gas - Gas - Various Depts.	\$	16,326.45
Dominion Virginia Power - Electricity - Various Depts.	\$	67,647.34
Evoqua Water Technologies - Chemicals - WWTP	\$	6,003.20
F1 Computer Solutions - Help Desk and Support - Various Depts.	\$	6,171.43
HD Supply Waterworks LTD - Meter/Antenna - Meter Dept.	\$	25,484.16
James River Equipment - Tractor Wheel - St. Maint.	\$	6,538.35
James River Solutions - Gas and Diesel - Various Depts.	\$	7,732.70
Jet Life Services - December Cleaning Service - WARF	\$	5,312.50
Internal Revenue Service - Town Portion of FICA	\$	42,204.70
Middleburg Bank - Debt Service - 2016 Water/Sewer Bond	\$	64,005.00
Morton Salt - Road Salt - PW	\$	14,195.16
Napa Of Warrenton - Auto Parts - Motor Pool	\$	11,848.59
Treasurer of Fauquier County - Emergency Notification System	\$	5,000.00
Treasurer of Virginia - VRS Retirement/Group Life Insurance	\$	56,871.16
Univar - Chemicals - WTP and WWTP	\$	11,633.41
USALCO - Chemicals - WWTP	\$	5,253.88
Utility Service Co Inc. - Water Storage Tanks Maintenance - WTP	\$	10,931.83
Verizon - Phone Services - Various Depts.	\$	5,466.45
Virginia Regional Transit - 3rd Quarter Contribution	\$	11,246.75
Warrenton Volunteer Fire Company - 3rd Quarter Contribution	\$	25,000.00
Whitman Requardt - Engineering Consulting/Services	\$	17,084.73
Whitson W. Robinson PLC - Legal Services	\$	11,477.67
Wireless Communications - Mobiles/Radio/Batteries - PD & MP	\$	6,205.72
TOTAL BILLS PAID OVER \$5,000.00	\$	530,443.81
BILLS PAID UNDER \$5,000.00	\$	158,499.65
	\$	<u>688,943.46</u>



**Town Council Meeting Item Number: 8.a.
March 14, 2017**

Agenda Memorandum

Submitted by: Margaret Rice, Director, Parks and Recreation

Issue: **Resolution Appropriating Up to \$40,000 for Dog Park and Amending the FY17 General Fund Budget**

Background:

- In the Fall of 2013, the Recreation Committee and the Town Council expressed a desire to develop a Dog Park in the Town of Warrenton. The FY15 and FY16 budgets included CIP funding for the project - \$3,500 in FY15 for planning and \$40,000 in FY16 for building the dog park, including some safety improvements at Academy Hill Park.
- On November 1, 2015, Fauquier County, the Town of Warrenton, and Alwington Farm Developers, LLC entered into a Joint Planning and Water Service Agreement. Under this Agreement, Alwington Farm Developers proffered a dog park for the Town of Warrenton with funding set at \$30,000 for park design and construction and \$5,000 maintenance per year for five years. As such, the Town of Warrenton and Alwington Farm Developers, LLC entered into a Collateral Agreement Regarding the Dog Park, also dated November 1, 2015.
- The Collateral Agreement contemplated that the dog park would be located at Rady Park. Since entering into that Agreement, a change was made to locate the dog park on the property owned by the Town and located at the end of the Fifth Street parking lot. Fauquier County agreed to amend the proffer to reflect the change in location. Subsequently, this location was approved for a Planning Commission Permit (#01-2016) on May 17, 2016 and was approved by Town Council on June 14, 2016. This property presents grading and vegetation removal issues not present at Rady Park.

Discussion:

- Alwington Farm Developers, via Bowman Consulting, has begun the planning process for the dog park. Estimates for construction have been received from two firms, both bids are approximately \$65,000.
- The proffered amount for the dog park is \$30,000. Staff is working with Bowman and Alwington to find ways to lower costs; however, additional funding is needed to build the dog park.
- During the discussion on funding this project, the Committee for Health, Parks, and Recreation looked at any additional sources of funding. The Committee has recommended that design on the Depot Park project be postponed indefinitely, and that the balance of funding for Depot Park (\$19,106) be applied to funding the Dog Park.
- There is \$173,339 reserved in the General Fund for "Recreation Proffers." The origin of the proffer and the restriction on the use of the funds is unknown. Staff is researching their potential application to the dog park project and will report at the Council Meeting.

Financial Impact:

- If the aforementioned proffer funds are available for use on this project, approval of the amendment will reduce the General Fund Balance by \$20,894 (from the Recreation Proffer) and will reallocate \$19,106 from Depot Park funding, for a total of \$40,000 to Parks-Capital Projects –Dog Park.
- If the Recreation Proffer funds are not available, the approval of the amendment will reduce the General Fund Unassigned Fund Balance by \$20,894 and will reallocate \$19,106 from Depot Park funding, for a total of \$40,000 to Parks-Capital Projects –Dog Park. As of February 24, 2017, the Unassigned Fund Balance is \$4,081,339.

**Recommended
Action:**

- The Committee for Health, Parks, and Recreation recommends approving up to \$40,000, as outlined above, for the Dog Park and amending the FY 2017 Adopted Budget.

Town Manager

ATTACHMENTS:

Description	Type	Upload Date
Cost Breakdown	Backup Material	3/6/2017
Recreation Proffers	Backup Material	3/10/2017

Dog Park

Bids Received

Earth and Turf	\$ 64,350.00
Golden Rule Builders	\$ 66,000.00

Bowman Consulting Preliminary Estimate

Site Work	
Clear & Grub	\$ 1,815.00
Excavation	\$ 7,000.00
Spread & compact fill material	\$ 5,000.00
Aggregate	\$ 504.00
Top Course/Intermed. Course	
Bituminous Concrete	\$ 840.00

Water Meter Setup	\$ 850.00
Yard Hydrant	\$ 195.00

Tap of Water Mains	\$ 1,275.00
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Silt Fence	\$ 1,350.00
Temporary Constr. Entrance	\$ 1,400.00

Seeding	\$ 909.87
Tree Protection	\$ 54.00
Four board fence with wire	\$ 12,960.00
Bollards	\$ 488.00
Water fountain	\$ 4,265.00
Entry gates	\$ 160.00
Service gate	\$ 130.00
Benches	\$ 972.00
Shed	\$ 1,700.00
Waste containers with bags	\$ 1,145.00
Rules signs	\$ 550.00
Pea gravel	\$ 230.00
Concrete	\$ 53.95
Water lines	\$ 670.00

Administrative cost	\$ 6,869.52
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Inflation cost	\$ 1,602.89
Total	\$ 52,989.23

Town of Warrenton, Virginia
Finance Director's Accountability Report
December 31, 2016

	December 31, 2015	December 31, 2016
CASH		
On Hand	\$ 2,010	\$ 2,010
Checking Accounts	1,312,855	2,032,803
Money Market Accounts	247,073	292,322
Cash held by others	-	4,948,951
TOTAL CASH IN BANK	<u>1,561,938</u>	<u>7,276,085</u>
INVESTMENTS		
Overnight Repurchase Agreement	-	-
Virginia Local Government Investment Pool	16,146,528	15,732,515
Certificates of Deposit	-	-
U.S. Treasury Obligations	-	-
U.S. Government Agencies	-	-
TOTAL INVESTMENTS	<u>16,146,528</u>	<u>15,732,515</u>
TOTAL CASH AND INVESTMENTS	<u>\$ 17,708,466</u>	<u>\$ 23,008,600</u>
CASH BALANCES	\$ 17,708,466	\$ 23,008,600
General Fund		
Designated:		
Prepaid Taxes & Overpayments	1,537	3,432
Highland Street Maintenance Proffer	96,316	96,843
Adelphia Cable Proffer	41,000	41,000
Recreation Proffers	173,339	173,339
Academy Hill Park Recreation Proffers	59,500	59,500
Walmart Proffers	180,000	180,000
Poet's Walk Proffer	-	10,000
50% Budget Reserve	2,218,553	6,437,009
Reserved for Projects	1,869,334	1,803,419
Water & Sewer Fund		
Designated:		
15% Budget Reserve	827,871	-
Reserved for Projects	833,597	-
Warrenton Training Center Maintenance	303,437	-
Water & Sewer Operating Fund		
Designated:		
200 Days Budget Reserve	-	3,000,780
Reserved for Projects	-	555,141
Water & Sewer Capital Fund		
Designated:		
Reserved for Projects	-	4,948,951
Warrenton Training Center Maintenance	-	304,991
Cemetery Perpetual Care	593,398	596,137
Agency Fund	236,481	248,968
Motor Pool Fund	(92,465)	(154,644)
Information Technology Fund	263,080	162,818
Retirement Fund	9,655	9,708
Total Designated Cash	<u>7,614,633</u>	<u>18,477,392</u>
Total Undesignated Cash Balance	<u>\$ 10,093,833</u>	<u>\$ 4,531,209</u>
General Fund	6,511,259	2,560,069
Water/Sewer Fund	3,582,574	-
Water/Sewer Operating Fund	-	1,971,140
Water/Sewer Capital Fund	-	-
	<u>\$ 10,093,833</u>	<u>\$ 4,531,209</u>



**Town Council Meeting Item Number: h. •
March 14, 2017**

ATTACHMENTS:

Description

Project Status Report - March 2017

Type

Staff Report

Upload Date

3/10/2017

Town Manager's Report: March 2017 – Status of Key Projects

(updates are highlighted)

1. **Technology:** Novus agenda is up and running for Council meetings and Work Sessions. **The Planning Commission and ARB meetings will be accessible this month.** Council Committee meetings. We have obtained pricing for Planning Commission iPads but have not yet purchased them. I am working with a vendor to obtain a budget estimate for installing video equipment to live-stream and record public meetings. We have provided iPhones for Department Heads and who opt to use a town-issued mobile device over a personal one.
2. **Mosby House:** The next step is consideration of four options: 1) continue to keep the building mothballed at an annual cost of \$6,000; 2) subdivide Mosby House and property from the Visitor Center and offer it for sale (using the recent appraisal for pricing); 3) renovate the House and the Visitor Center for office (estimate for MH = \$400,000, + \$200,000 for VC + \$100,000 for site work); or 4) lease it the non-profit foundation to operate a museum.
3. **Main Street Program:** **The Transition Committee has recruited the new Board leadership; the new Experience Old Town Warrenton (EOTW) board will assume control from the former Partnership Board in April. In the interim, they are focusing on goals in four areas: 1) Branding & Marketing, 2) Organization, 3) Mission Control, and 4) Fundraising. The EOTW Board leadership plans to update Town Council on its status and operations at the April Work Session.**
4. **WARF Fields Management Memorandum of Understanding with WFA:** The Town Attorney and staff are working on proposed revisions to the MOU with the Warrenton Fields Association including provisions for the use of WARF lake and Town water for irrigation and addressing the request for temporary lighting during the late Fall season.
5. **Timber Fence Trail:** Staff is obtaining engineering cost quotes in order to complete the engineering work this spring before submitting our TAP application to VDOT for the November deadline.

6. **Dog Park:** Staff is researching the restrictions on the funds held in the General Fund under "Recreation Proffer" to determine if they may be used to close the gap between the current construction estimate of \$65,000 and the Alwington developer' proffer of \$30,000 and unspent Depot Park construction funds of \$19,106. If available, authorization is recommended to complete design and proceed to construction this spring.
7. **Depot Park:** Staff has met with the adjoining property owner to sell or provide a long-term lease that would allow the project to be developed as conceptually design, which includes site work and the pavilion on a portion of his property. The property owner is unwilling to enter into a long term lease on the strip of land near his building that was previously leased to us for 20 years. He has indicated that he is willing to do a year-to-year lease until he settles some issues. We are currently drafting a year-to-year lease for consideration. We have a purchase order with LPDA for design, which will resume pending approval of the lease agreement. An alternate plan would be to move forward with design for partial park development excluding any elements on private property. Other than the design, there is no money currently appropriated for development of the park.
8. **Boundary Adjustment Analysis:** Paul McCulla, Ross D'Urso and I drafted an updated fiscal impact analysis for the boundary adjustment of the panhandle that was presented to the Town/County Liaison committee on February 27. The T/C Liaison Committee asked Paul to approach the Sheriff with the concept of the FCSO continuing to patrol US29/15 in consideration for the County retaining its BPOL tax revenue from the panhandle businesses.
9. **Broadview Avenue Project:** On January 17, VDOT staff released their preliminary SmartScale project prioritization list. It includes the Town's requested two parts of the Broadview Ave. improvement project. The Commonwealth Transportation Board will consider the recommendation and award the 2017 project list at its June meeting. Appropriation for construction would occur in FY22. Following approval in June, VDOT will complete the design work. Notification of an award of HSIP funding, which is our alternative funding source for the corridor section, is expected in March; funds would be available in FY18 for construction.

10. **Parking Study:** Staff met with the consultant (Mike Connor, Walker Parking) on March 1 to address initial comments on the draft. The time that he needs to address these comments and their consequential recalculations will have revised draft to us next week, as the soonest. Therefore we will schedule the presentation to Council for April. The consultant is not available for the April 6 Work Session. However, he is available on Tuesday, April 11. I suggest that Council convene in a Special Work Session at 6pm for the Parking Study prior to the 7pm Regular Meeting.
11. **Comprehensive Plan:** The RFP will be issued this month. There are many elements that are already well underway or nearing completion, including the walkability audits, trails plan, complete streets plan, and urban/village development area designation.
12. **Post Office Alley:** The Warrenton Postmaster confirmed in February that the alley on the west side of the building is not used for postal deliveries. This contradicts the USPS headquarters' understanding. The Warrenton Post Office does use the back loading dock for deliveries at least four times daily, but this should not interfere with our request for a pedestrian easement on the alley. We will continue to push for the easement with the USPS headquarters in D.C.
13. **Farmers Market:** The annual meeting was on Wednesday, March 8. New changes for the 2017 Season include: 1) relocating the Wednesday Market from Fauquier Hospital to the WARF; 2) expanding the space for the Saturday Market to include a portion of South 5th Street; 3) expanding the Vendor Application Review Committee to include Town staff, Old Town Merchants, Experience Old Town Warrenton (the "rebooted" Main Street Program) reps in addition to the existing vendors. The overall goal is to expand the market and increase its economic impact on Old Town.
14. **Water & Sewer Systems Capacity:** Our engineering consultant is currently preparing a capacity analysis for the sewer system based on current connections, allocated connections by approved zoning and vested rights, and a future development demand forecast. The draft report is anticipated

to be completed later this month. Our Strategic Water Supply Plan is due in 2018.

15. **Solar Energy Conversion of Town Buildings:** On Thursday, Ben Glenzer of Solar Solutions discussed with the Public Works & Utilities Committee the feasibility and internal rate of return on converting the Town Hall, Police Station, WARF and Fire Station (owned by WVFC, not the Town). Next he will help us with assessing the feasibility of converting the Water Treatment Plant, as well as provide municipalities that his team has worked with in the region for reference. This feasibility analysis is ongoing, with the goal to reduce electricity bills with solar power generation, and where feasible, generate electricity for sale.

16. **Economic Development Manager:** The job profile and advertisement was posted on the Town website last week, and should appear next week on the VEDA, IEDC, VML and ICMA job search sites. The closing date for applications is April 15. Heather Stinson's last day is March 24. She and I have mapped out a succession plan to ensure that active prospect management, existing business assistance, the Main Street Program reboot, and co-op marketing efforts carry on in the interim before a new Economic Development Manager is hired.

17. **Virginia FOIA Training:** Maria J.K. Everett, Executive Director and Senior Attorney of the Virginia Freedom of Information Advisory Council, will lead a 1-hour training on FOIA at 7:30 on Tuesday, March 28. This is during the Planning Commission's regularly scheduled Work Session, which will begin at 7pm. Council and ARB members are encouraged to join the Planning Commission for this training.

18. **DGS Property:** The Town Attorney and Town Manager are working with the Virginia Department of General Services (DGS) to negotiate settlement and transfer of the 0.18-acre parcel owned by the State at the entrance to the lower 5th Street Town parking lot (Lot "G"). DGS declined our initial offer to transfer it to the Town in exchange for the Town paying all transfer and closing costs.

19. Office Space: I am working on a number of options for additional space needed for Planning & Community Development, Finance & Human Resources and Economic Development staff, for which Town Hall is at capacity. The demands on staff are growing, and I am considering additional staff in the FY18 Budget, yet the existing office space within functional proximity is the constraining factor. The option to utilize the current library building – once vacated – is possible, but is realistically two to three years down the road, if it becomes available at all.

* * *



**Town Council Meeting Item Number: 10.a.
March 14, 2017**

**Agenda Memorandum
Submitted by: Whit Robinson, Town Attorney**

Issue: **CLOSED SESSION: Update on Hale v. Town of Warrenton**

Background: Council may meet in Closed Session under Virginia Code §2.2-3711(A)7 for consultation with legal counsel pertaining to actual litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body.

Discussion:

Financial Impact:

**Recommended
Action:**

Town Manager