



AGENDA

COUNCIL OF THE TOWN OF WARRENTON

Tuesday, June 13, 2017

7:00 PM

1. Call to order.
2. Invocation
3. Approval of the agenda.
4. Citizens Time.

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. Special Use Permit #2017-01, Popeye's Drive Through Restaurant
7. Consent Agenda.
 - a. Approval of Council Minutes
 - (1) May 9 Council Meeting Minutes
 - b. Staff reports and Board and Commission Minutes
 - (1) Staff Report - Visitor Center - May 2017
 - (2) Staff Report - Parks & Recreation
 - (3) Staff Report - PW-Utilities
 - (4) Staff Report - Police
 - c. 2017 Annual Fourth of July Children and Pets Parade

- d. 2017 Bluemont Concert Series
 - e. 2017 Bodies in Motion 5k/10k & Fun Run
 - f. Inaugural 2017 Warrenton Baptist Church 5K Run
 - g. April 2017 Financial Statements
8. New Business.
- a. Adoption of Ordinances to Establish FY18 Tax Rates and Water and Sewer Rates; Adoption of Resolution on Personal Property Tax Relief Percentage; Adoption of a Resolution to Adopt and Appropriate the FY18 Budget; Approval of the 2018-2023 Capital Improvement Program
9. Unfinished Business.
- a. Brentmoor-Mosby House
10. 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.
 - June 2017 Project Status Report
 - Industrial Zone Uses
11. Councilmembers' time.
12. Adjourn.



**Town Council Meeting Item Number: 6.a.
June 13, 2017**

**Agenda Memorandum
Submitted by: Brandie M. Schaeffer**

- Issue:** **Special Use Permit #2017-01, Popeye's Drive Through Restaurant**
- Background:** A Special Use Permit (SUP) for a drive through facility at 286 Broadview Avenue, as allowed under Article 3-4.10.3 of the Zoning Ordinance. The drive through facility would be associated with a new Popeye's fast food restaurant. The plans submitted show a new 2,397 square foot restaurant, located in the middle of the parcel, to be accessed from Broadview Avenue.
- Located at 286 Broadview Avenue, the existing site contains three existing structures including an automobile dealership, auto repair shop, warehouse, and associated offices. The rear of the site abuts residential dwellings. Commercial uses surround the north, south and east sides of the site.
- On May 16, 2017, the Planning Commission held a Public Hearing. The meeting included an overall discussion on the application, transportation, signage, and landscaping/buffering. The Planning Commission voted 4-2-0 (Downes and Zarabi opposed) to recommend approval of SUP 2017-01 to the Town Council with conditions.
- Discussion:** The applicant will present the application to the Town Council and a public hearing will be held to allow for public comment on the application.
- Financial Impact:** There is no direct financial impact of Council action on the SUP. However, when constructed and in operation, the restaurant will generate new real estate, meals and sales tax and business license revenue.
- Recommended Action:** Town Council approve of SUP 2017-01, Popeye's Drive Through Restaurant, subject to the Conditions Statement dated June 13, 2017, as recommended by Planning Commission.

Town Manager

ATTACHMENTS:

Description	Type	Upload Date
Staff Report	Staff Report	6/6/2017
SUP Plan	Backup Material	6/6/2017
Application Documents	Backup Material	6/6/2017



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

June 13, 2017

TO: Town Council

FROM: Brandie M. Schaeffer
Director of Community Development

RE: Special Use Permit #2017-01, Popeye's Drive Through Restaurant

I. Summary:

- A. Applicant/Owner: NACR, LLC.
- B. Representative: David R. Hall
- C. Request - The request is for a Special Use Permit (SUP) for a drive through facility at 286 Broadview Avenue, as allowed under Article 3-4.10.3 of the Zoning Ordinance. The drive through facility would be associated with a new Popeye's fast food restaurant. The plans submitted show a new 2,397 square foot restaurant, located in the middle of the parcel, to be accessed from Broadview Avenue.

Popeye's Drive Through	Existing	Proposed
SUP/site area	+/- 0.745 acres	+/- 0.745 acres
Building Area	7,220 SF	2,397 SF
Parking	34 spaces	23 spaces
Buffer	None	25 ft. wide landscaped buffer and a retaining wall with a 6 ft privacy fence on top
Landscaping	2 cherry trees and some shrubs	Above zoning ordinance required: 29 shrubs & 4 trees
Signage	5 Wall Signs	1 freestanding monument style sign; 3 Wall Signs
Hours of Operation	Tire Zone: Mon-Sat 9am – 5:30pm Ace Motors, LLC: Mon/Fri 12-5pm Tue-Wed 2pm-5pm Thurs – Apt only Sat 11am-5pm	Sun-Thurs 10am-11pm Fri-Sat 10am-12am

- D. Site Location - The site is located at 286 Broadview Avenue (see maps in Attachment A). The SUP site is identified as GPIN 6984-17-1845-000.
- E. Comprehensive Plan - The site is designated Re-planned Commercial in the Comprehensive Plan.
- F. Zoning - The site is zoned Commercial.
- G. Surrounding Land Uses

Direction	Zoning	Current Land Use
North	Commercial	Jiffy Lube
South	Commercial	Warrenton Plaza
East	Commercial	Wendy's/Trusted Auto Care
West	R-15	Residential

II. Overview:

Located at 286 Broadview Avenue, the existing site contains three existing structures including an automobile dealership, auto repair shop, warehouse, and associated offices. The rear of the site abuts residential dwellings. Commercial uses surround the north, south and east sides of the site.

The applicant is requesting to build a Popeye's restaurant with a single drive through lane. The proposed SUP Plans show the applicant utilizing a front setback reduction allowed under Article 3-4.10.4, which reduces front setback requirements by 20 feet if no parking is located between the structure and front lot line. The SUP plans also include provisions for utilities, a new fire hydrant, sidewalk connections across and within the site, and additional landscaping above Zoning Ordinance requirements. As required, there is a proposed landscape buffer between the parking lot and adjacent dwellings. This buffer meets Zoning Ordinance requirements with a 6-foot fence and evergreen plantings facing the residential use. There is a retaining wall below the required 6-foot buffer fence. A dumpster is located on the back of the building and shall be screened as proposed on the SUP plans.

III. Waivers:

The Applicant has requested an administrative waiver, per Article 7-2.10, to reduce the parking requirement by one space to accommodate additional landscaping in the rear. Article 7-2.10 allows the Zoning Administrator to reduce parking by 10%, which would allow for a reduction of up to two spaces on this site.

IV. Planning Commission Review

On May 16, 2017, the Planning Commission Planning Commission held a Public Hearing. The meeting included an overall discussion on the application, transportation, signage, and landscaping/buffering. One member of the public spoke with the main points including:

- Suggested other plant species options for the landscaping, pervious asphalt, and consideration of an alternative design that may fit better with character of the Town.
- Asked if there was the potential to include green building/LEED design options.
- Concern that the proposed monument sign is too big.

- Suggested adding a pedestrian path from the parking lot to the building.

The Planning Commission recommended the SUP Plan be amended to show Cryptomeria in the rear buffer instead of White Pine, and that a note is added to the plans allowing for plantings other than inkberry along the front of the site. In addition, the applicant agreed to the suggestion that the monument sign be reduced from 8 feet to 6 feet in height as a condition. There was discussion about safety from both transportation accessibility and site design perspectives. The Planning Commission voted 4-2-0 (Dingus and Zarabi opposed) to recommend approval of SUP 2017-01 to the Town Council with conditions. In addition to staff recommended conditions, the Planning Commission recommends three new conditions and one amended condition:

- Noise – As stated on the Plan, refuse pick-up and deliveries shall not occur between the hours of 10 PM and 6 AM. Planning Commission amended this recommended condition to 7 AM.
- There shall be no stacking of cars into the public right-of-way.
- The site entrance shall be a right turn only exit onto Broadview Avenue.
- The monument/ground sign shown in the SUP Plans shall be no greater than 6 feet in height.

V. Outstanding Issues

There are no outstanding issues with this request. The applicant has made changes to the SUP Plan as recommended by the Planning Commission, including the use of Cryptomeria in the buffer, other species allowances in the landscaping, and reducing the monument sign height to 6 feet.

VI. Staff Recommendation is that the Town Council approve of SUP 2017-01, Popeye's Drive Through Restaurant, subject to the Conditions Statement dated June 13, 2017, as recommended by Planning Commission.

Staff: Kelly M. Machen

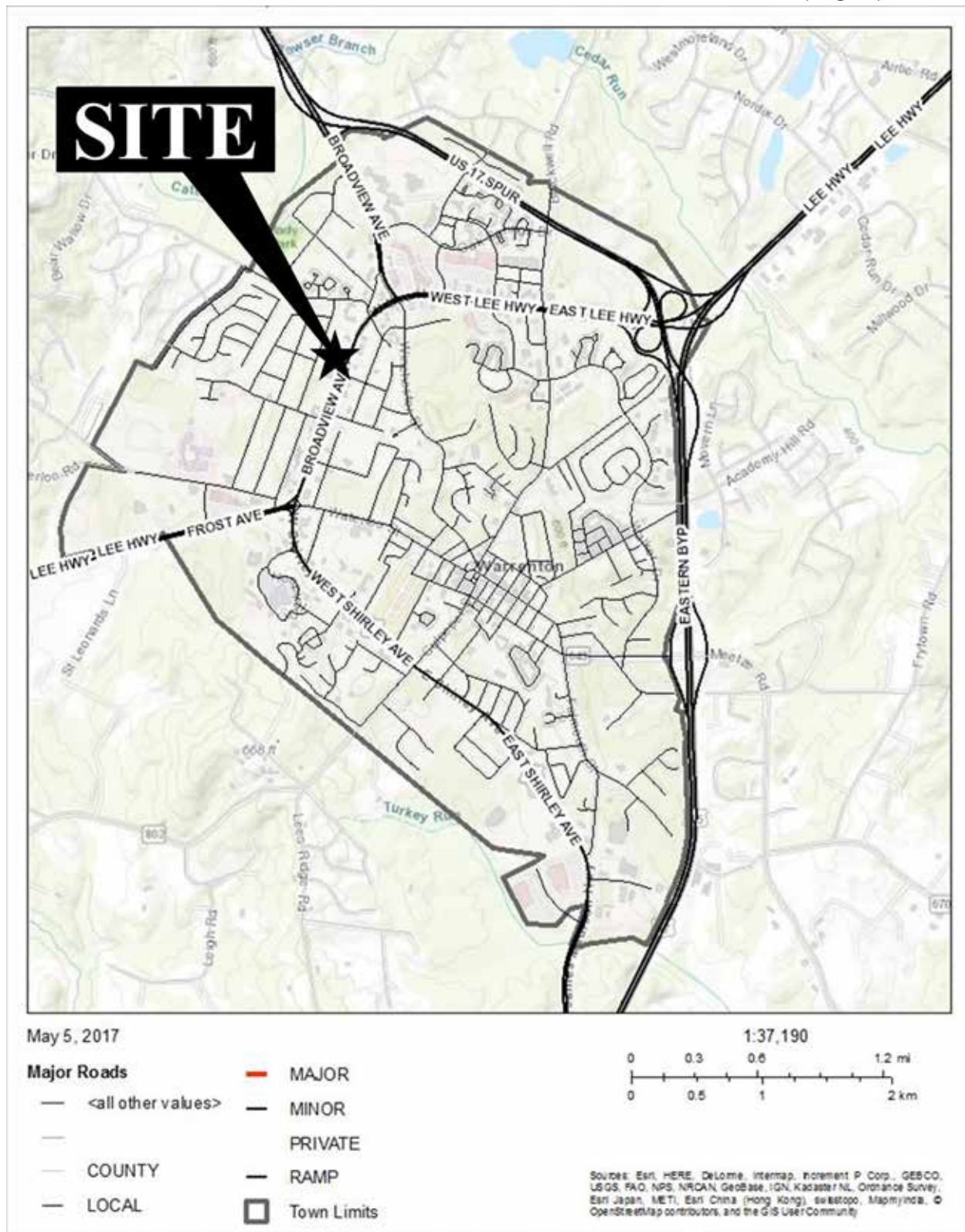
VII. Suggested Motions

1. I move that the Town Council approve SUP 2017-01 subject to the conditions dated June 13, 2017.
OR
2. I move that the Town Council forward SUP 2017-01 to the next Town Council Work Session.
OR
3. I move that the Town Council deny SUP 2017-01 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
- D. Building Elevations

Attachment A - Map VICINITY MAP



Attachment A - Map AERIAL MAP



Disclaimer: The information contained on this page is NOT to be construed or used as a survey or legal description. Map information is believed to be accurate but accuracy is not guaranteed.

Approx. Scale 1:2324

0 194 ft 388 ft

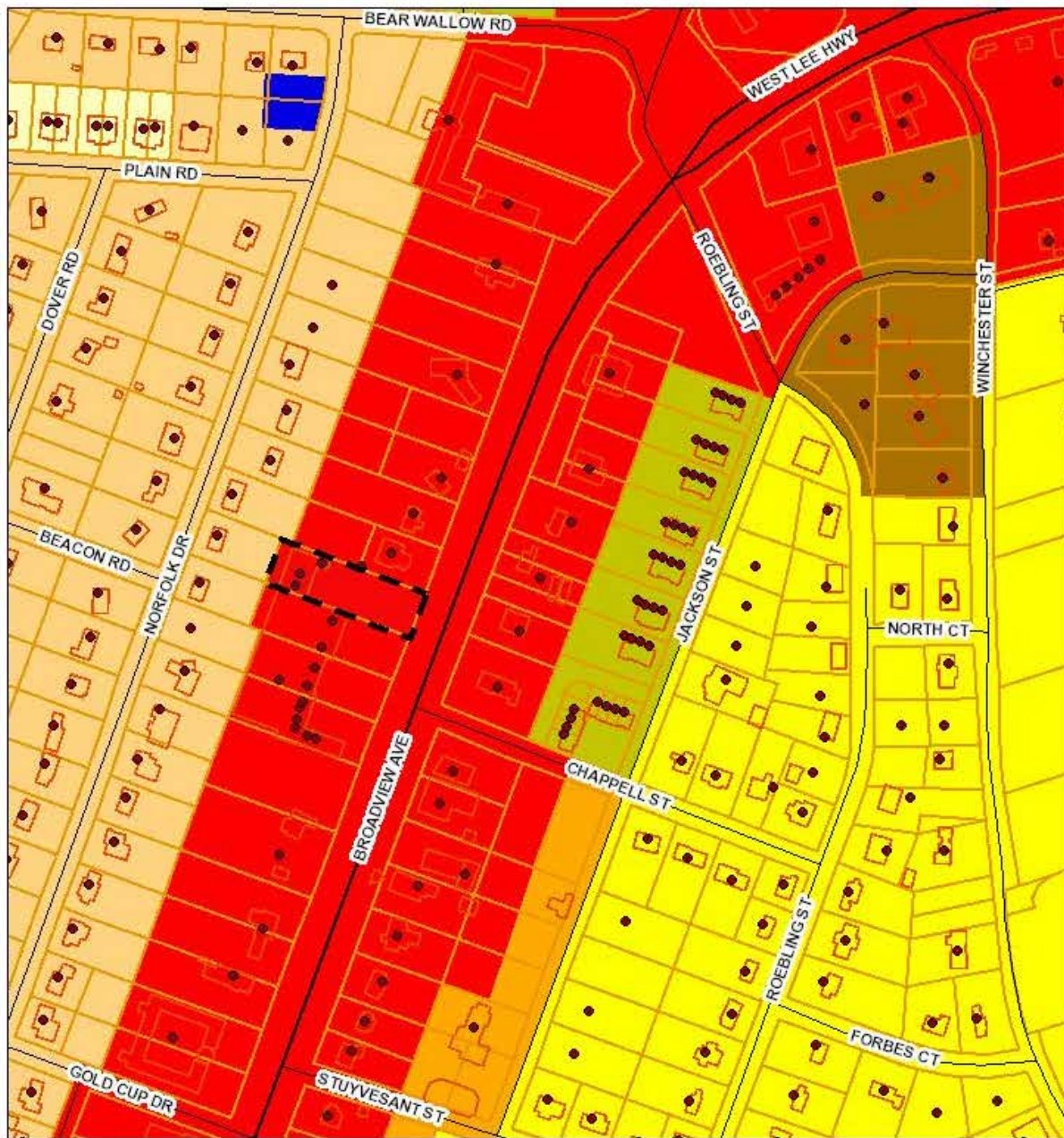
Layer: Parcels

Parcel ID:	6984-17-1845-000	Property Details:	http://reo.fauquiercounty.gov/Details/6984171845000?
Site Address:	286 BROADVIEW AVE	Land Value:	650000
Owner:	NACR LLC	Building Value:	69100
Owner Address:	121 BROADVIEW AVE	Subdivision:	BROADVIEW ACRES
City:	WARRENTON	Deed Book and Page:	1513/985
State:	VA	Last Sale Date:	05/02/2016
Zip:	20186	Last Sale Price:	2740000
Building Value:	719100	Acreage:	0.7461
Taxable Value:	719100	PID:	6984171845000
LASTUPDATE:	1476748800000	Shape.STArea():	32623.9296875

Attributes at point: 11681141, 6947860

Layer: Zoning
Name: C

Attachment A - Map EXISTING ZONING MAP



May 5, 2017

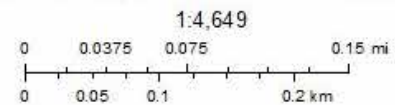
Major Roads

- <all other values>
- COUNTY
- LOCAL
- MAJOR

- MINOR
- PRIVATE
- RAMP
- Addresses
- Buildings
- Parcels

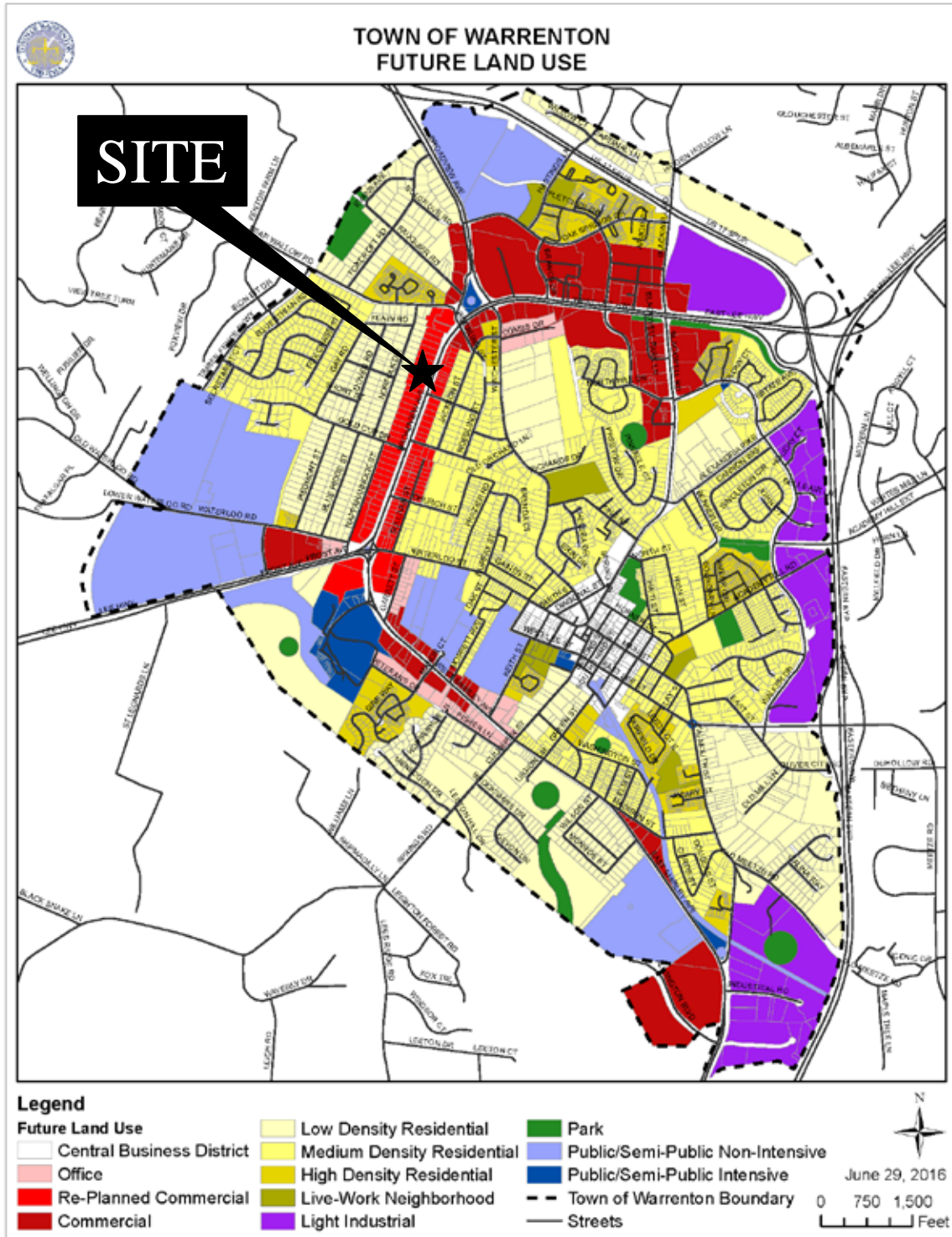
Zoning

- C
- CBD
- I
- PSP
- R-6
- R-10
- R-15
- RT
- RMF
- RO
- PUD



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 FUTURE LAND USE MAP



Staff Analysis

This analysis is based on the Comprehensive Plan, Zoning Ordinance, and review comments by Town Departments and Town Technical Transportation Advisor. The standards/analysis tables in the sections below contain the criteria for Planning Commission and Town Council consideration of Special Use Permits, per Article 11-3.1.3.

The following table summarizes the area characteristics (see maps in Attachment A):

Direction	Land Use	Future Land Use Map Designation	Zoning
North	Jiffy Lube	Re-Planned Commercial	Commercial
South	Warrenton Plaza	Re-Planned Commercial	Commercial
East	Wendy's/Trusted Auto Care	Re-Planned Commercial	Commercial
West	Residential	Low Density Residential	R-15

Comprehensive Plan Future Land Use Analysis

The Comprehensive Plan is very detailed in multiple sections regarding the treatment of Broadview Avenue, transportation improvements, walkability, established neighborhoods, the saving of trees, sign treatments, economic development, and design. These high-profile parcels are located at a key intersection along a heavily traveled corridor that borders residential on its rear boundaries.

The 2002 Comprehensive Plan labels these parcels in the Future Land Use Map as Re-Planned Commercial. This designation calls for the encouragement of the older commercial areas *to be re-planned to provide pedestrian-oriented streetscapes with parking behind buildings, interparcel connections, access and buffers between neighboring residential neighborhoods and in certain cases, on-street parking.*

In the 2002 Comprehensive Plan, there is extensive focus on design policies and guidelines that further the Town's goals of promoting a visually pleasing environment and preserving scenic views, "small town" atmosphere, and landscape character. Modern economic and cultural forces that can conflict with the historic character and "*reduce the visual distinction of Warrenton in relation to other communities*" influence trends in new development.

Thus, the Comprehensive Plan seeks to address these potential conflicts by encouraging newer development to incorporate the historic pattern and scale of Old Town "*to guide the character of new architecture and urban design efforts for newer areas of Town.*"

Standard	Analysis
<i>Whether the proposed Special Use Permit is consistent with the Comprehensive Plan.</i>	The Special Use Permit plans show a plan that re-develops an older site, providing parking behind the building and a residential buffer.

Attachment B – Staff Analysis

Standard	Analysis
<i>The compatibility of the proposed use with other existing or proposed uses in the neighborhood, and adjacent parcels.</i>	The proposed buffer is in accordance with the Zoning Ordinance requirements to shield the rear residential use from the proposed drive through. Other adjacent parcels are all commercial. No buffer currently exists on site.

Proposal's Strengths

- The Application meets the overall goals of the Future Land Use designation.
- The Application provides a larger buffer than currently exists between the site and adjacent residential development.
- The Application has a relocated dumpster to behind the building and provided a lighting plan in accordance with site development requirements to help address off-site impacts of the use on the neighboring residential development .

Proposal's Weaknesses

- None identified.

Zoning Analysis

The legislative intent of the Commercial District is “to encourage the logical and timely development of land for a range of commercial purposes in accordance with the objectives, policies, and proposals of the Comprehensive Plan; to prohibit any use which would create undue impacts on surrounding residential areas; and to assure suitable design to protect the residential environment of adjacent and nearby neighborhoods. It is further declared to be the intent of this district to limit traffic congestion, overcrowding of land, noise, glare, and pollution, so as to lessen the danger to the public safety, and to ensure convenient and safe pedestrian access to and from commercial sites as well as between adjacent commercial sites. The protective standards contained in this Article are intended to minimize any adverse effect of the commercial district on nearby property values and to provide for safe and efficient use of the commercial district itself.”

Standard	Analysis
<i>The location and area footprint with dimensions, nature, and height of existing or proposed buildings, structures, walls, and fences on the site and in the neighborhood. The location, character, and size of any outdoor storage, accessory uses and structures, and refuse and service areas.</i>	All proposed and existing structures are shown on the SUP Plan. Front setbacks are reduced by 20 feet per Article 3-4.10.4, because no parking/loading areas are located in front of the building. A retaining wall and 6 foot fence shall be located in the rear of the property. A dumpster is to be to the rear of the building with screening.
<i>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.</i>	Details for the monument sign and wall signs are shown on the SUP Plan. All signs will require permits in accordance with the Zoning Ordinance. The height of the sign has been reduced to six feet as requested by the Planning Commission.

Attachment B – Staff Analysis

Standard	Analysis
<i>The location and use of any existing non-conforming uses and structures.</i>	The existing automobile dealership is a legal non-conforming use. This use is currently discontinued, but two years must pass before the grandfathering status is lost. The site currently contains structures with legal non-conforming setbacks. These will be removed as part of this project.

Proposal's Strengths

- The Application would remove existing non-conforming structures and uses.
- The Application takes advantage of front setback reductions by removing parking and loading areas in the front of the building.

Proposal's Weaknesses

- None identified.

Natural Environment Analysis

The Natural Environment section of the Comprehensive Plan Environment Plan sets out policies and objectives that further the Town's goals to (1) enhance the Town's aesthetic character through preservation of significant natural features and vistas and through landscaping and tree planting; (2) preserve the visual and ecological value of the Town's significant natural resources, including floodplains, steep slopes and mature vegetation; and (3) preserve the scenic, rural views from within the Town to the surrounding areas.

This section includes recommendations relating to: the preservation of usable open space, conservation of natural resources, promoting the use of existing topography, minimization of existing tree cover loss, promotion of additional landscaping, incorporation of environmentally sensitive development techniques, improvement of air quality, identification of problematic soil issues, enhancement of surface and groundwater quality, limitations on impervious surfaces, and limitations on excessive outdoor lighting and noise levels.

Standard	Analysis
<i>Whether the proposed Special Use Permit will result in the preservation or destruction, loss or damage of any significant topographic or physical, natural, scenic, archaeological or historic feature.</i>	This is a fully developed site. Existing buildings and structures are to be removed as part of this proposal.
<i>The nature and extent of existing or proposed landscaping, screening and buffering on the site and in the neighborhood.</i>	Landscaping and screening are shown on the Special Use Plan. Proposed landscaping includes 29 additional shrubs and 4 additional trees above what is required in the Zoning Ordinance.

Attachment B – Staff Analysis

Standard	Analysis
<i>The proposed use of open space. The location and screening of parking and loading spaces and/or areas.</i>	<p>There is to be a 25-foot buffer along the rear of the property. In addition, a 15-foot utility easement partially overlaps with part of the buffer area. This removes 8 feet of planting area from the buffer to protect the water main.</p> <p>Parking is screened from view due to location in the rear. Per Article 7-2.10, an administrative reduction from the required 24 spaces to 23 spaces is requested to provide additional landscaping.</p>
<i>The effect of the proposed Special Use Permit on environmentally sensitive land or natural features, wildlife habitat and vegetation, water quality and air quality. The location of any major floodplain and steep slopes.</i>	None identified and/or located on site.
<i>The glare or light that may be generated by the proposed use in relation to uses in the immediate area.</i>	As requested by the Zoning Administrator, a lighting plan was submitted, which meets Zoning Ordinance requirements.
<i>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. Any anticipated odors, which may be generated by the uses on site.</i>	A dumpster is located behind the building with screening to help with potential neighborhood concerns with noise and odors. The SUP plans restrict deliveries and pickups to 7 AM to 10 AM to reduce noise concerns. A condition proposed by the Planning Commission further restricts deliveries and pickups to 7 AM to 10 AM.

Proposal's Strengths

- Proposed lighting meets Zoning Ordinance requirements concerning full cut-off design and light spillage.
- The dumpster location is screened and located away from the rear property line.
- Additional landscaping is being provided for the parking area.

Proposal's Weaknesses

- Due to the utility easement overlapping with the landscape buffer by 8 feet, the required landscaping for the buffer is constrained to a 17-foot wide area along the rear property line. However, the buffering meets Zoning Ordinance requirements.

On balance, the Application is overall consistent with the Zoning Ordinance and relevant components of the Natural Environment section of the Comprehensive Plan. Compliance with Virginia Stormwater Management regulations will be at Site Plan submission.

Transportation and Circulation Analysis

The primary transportation and circulation goal for the Town of Warrenton is “*To encourage the development of a safe, efficient and multi-modal transportation system for the movement of people, goods and services, in and around the Town that is consistent with the historic fabric, land use pattern and expected future fiscal needs of the Town.*” The Transportation and Circulation section of the Comprehensive Plan sets out policies and objectives that work to further this goal. The section includes recommendations addressing improvements for pedestrian use, new street connections, parking and sidewalks, trails, cost sharing, traffic calming techniques, safety, and signage.

<u>Standard</u>	<u>Analysis</u>
<i>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.</i>	<p>The traffic estimated existing Vehicle Per Day (VPD) traffic is 816 VPD and 960 VPD with the proposed drive through. This represents an increase of 144 VPD.</p> <p>The existing sidewalk along Broadview Avenue connects the site to the adjacent parcels. As requested, a pedestrian connection from the existing sidewalk to the building is proposed.</p>
<i>Whether the proposed Special Use Permit at the specified location will contribute to or promote the welfare or convenience of the public.</i>	<p>The Planning Commission proposes two traffic related conditions:</p> <ol style="list-style-type: none"> 1) There shall be no stacking of cars into the public right-of-way. 2) The site entrance shall be a right turn only exit onto Broadview Avenue.
<i>Whether the proposed use will facilitate orderly and safe road development and transportation.</i>	<p>This Application does not require a Transportation Impact Analysis. Stacking on site is as required by the Zoning Ordinance and has been demonstrated on the plan and meets Zoning Ordinance requirements.</p>

Proposal's Strengths

- The Application preserves inter-parcel connectors and existing sidewalks.
- The Application provides pedestrian connection from the building to the existing sidewalk.

Proposal's Weaknesses

- The Application does represent an increase in traffic of 144 VDP.

On balance, the Application is consistent with the Zoning Ordinance and relevant components of the Transportation and Circulation section of the Comprehensive Plan. Compliance with VDOT standards/regulations will be finalized at Site Plan submission.

Community Facilities and Services Analysis

Public community facilities in the Town are provided by the Town, Fauquier County, and other public groups for the benefit of all residents. The availability and quality of these facilities, that include, schools, libraries, hospitals, parks, police and fire and rescue services, are evaluated when people are considering moving into the Town or nearby area. The provision of these facilities adds to the desirability of living in the Town. The Comprehensive Plan's primary community facilities and services goals for the Town of Warrenton are:

- 1. To ensure adequate community facilities conveniently located to serve existing and future neighborhoods.*
- 2. To provide high quality community facilities and services while maintaining stable taxes commensurate with the developing Town area and within the constraints of the Town's fiscal capacity.*
- 3. To continue providing a safe, reliable, and cost-efficient water supply, sewage treatment, and solid waste collection services to all Town residents, and water and sewer services within designated areas of the Town of Warrenton – Fauquier County Master Water and Sewer Agreement.*
- 4. To obtain the Town's proportionate share of community services provided by other governments, including a fair and reasonable balance in funding sources for community facilities and services from Town residents, businesses, the County government, the State and Federal governments, and developers.*

Public services are essential to the community structure and quality of life, as well as to long-term economic vitality. They support existing and planned developments and contribute to the health, safety, education and general welfare of Warrenton residents.

<u>Standard</u>	<u>Analysis</u>
<i>Whether the proposed Special Use Permit will adequately provide for safety from fire hazards and have effective measures of fire control.</i>	Fire Lane signage compliance will be determined at site plan submission. Islands in the rear parking are painted to provide additional turn-around space.
<i>Whether the proposed Special Use Permit will be served adequately by essential public facilities, services and utilities.</i>	The site is currently served by Town services and utilities.
<i>The location of any existing and/or proposed adequate on and off-site infrastructure.</i>	Existing and proposed utilities are shown on the SUP Plan. Additional utilities conditions are included on the SUP Plan. A new fire hydrant is to be installed along Broadview Avenue.

Proposal's Strengths

- The Application provides a new fire hydrant and includes conditions identified by the Public Works and Public Utilities Department.

Proposal's Weaknesses

- The narrowness of the site limits the width provided for access to the rear of the parking lot by a fire truck.

On balance, this Application is consistent with the Community Facilities and Services goal in the Comprehensive Plan, *"To ensure adequate community facilities conveniently located to serve existing and future neighborhoods."*

Attachment B – Staff Analysis

Final compliance with the Public Facilities Manual and Fire Rescue/Safety concerns will be completed at time of Site Plan submission.

Economic Resources Analysis

The Town of Warrenton seeks to strengthen its economic base through business development and tourism promotion. The goals of the Economic Resources section of the Comprehensive Plan are to:

1. *Maintain the Town's role as the economic and governmental center of Fauquier County.*
2. *Promote and maintain the economic vitality of the historic downtown area.*
3. *Promote a diverse, balanced and stable employment base.*
4. *Promote a stable and healthy commercial tax base that expands in proportion to the residential tax base.*

<u>Standard</u>	<u>Analysis</u>
<i>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.</i>	Estimated number of people served per day by the Applicant is 400.
<i>The number of employees.</i>	Not provided.
<i>The proposed days/hours of operation.</i>	Sunday - Thursday 10 am to 11 pm Friday & Saturday: 10 am to 12 am

Proposal's Strengths

- Restaurants bring economic revenue to the Town of Warrenton.

Proposal's Weaknesses

- Exact proposed potential economic impact is unknown.

On balance, the Application is consistent with the Comprehensive Plan Economic Resources section goal to, *"promote a stable and healthy commercial tax base that expands in proportion to the residential tax base."*

Agency Comments

The following agencies have reviewed the proposal. Individual comments attached:

Planning and Community Development Department
Public Works and Utilities Department
Town of Warrenton Transportation Consultant
Warrenton Volunteer Fire and Rescue

Attachment C – Special Use Permit Plan
Dated March 15, 2017; Revised May 24, 2017

PROPOSED CONDITIONS
Owner/Applicant: NACR, LLC.
Special Use Permit: SUP #2017-01
Address: 286 Broadview Avenue
GPIN 6984-17-1845-000 (the “Property”)
Special Use Permit Area: +/-0.745 acres
Zoning: Commercial
Date: June 13, 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 compliance with the imposed conditions. All required conditions shall be set out in the documentation approving the Special Use Permit (SUP).

The Applicant shall file a site plan within one (1) year of approval of this Special Use Permit by the Town Council, and shall have up to five (5) years from the date of final site plan approval to commence the proposed use. Issuance of an occupancy permit constitutes commencement of the use.

1. Site Development – The property shall be developed in substantial conformance with these conditions and the Special Use Permit Plan, Popeyes Drive Through Restaurant (the "Plan"), dated March 15, 2017, revised May 24, 2017, and prepared by DRH Engineers, PLC.
2. Use Parameters
 - a. Special Use Permit Area – The special use permit shall apply to the entire +/-0.745-acre property.
 - b. Use Limitations - The use shall be limited to a single drive through facility.
 - c. Noise – As stated on the Plan, refuse pick-up and deliveries shall not occur between the hours of 10 PM and 7 AM.
3. 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.
4. Buffers – The Applicant shall provide a minimum 25-foot wide buffer as shown on the Plan along rear boundary of the site.
5. Landscaping – The Applicant shall be responsible for the maintenance and replacement of all plantings on site.
6. Stormwater Management – The site is to be planned and designed as a redeveloped site under the State's Runoff Reduction requirements for Stormwater Management (SWM) and in compliance with the Town of Warrenton's SWM Ordinance.
7. Utilities
 - a. A fire hydrant will be located on site, as shown on the Plan.

Attachment C – Special Use Permit Plan
Dated March 15, 2017; Revised May 24, 2017

- b. Handicap sidewalk curb cuts will be installed at the sidewalk crossing of the entrance.
- c. A 6" ductile-iron pipe water line will extend from water main in Town-right-of-way behind property to a new fire hydrant set on Broadview Avenue.
- d. Domestic water service will NOT be tapped off from fire line to fire hydrant. Separate tap will be provided at right-of-way water main behind property with 15-foot easement wrapped around it. Meter must be set in grass area of right-of-way.
- e. Field verification will be done before ordering materials for 6" fire hydrant extension line. The 8" water main shown in Town right-of-way may in fact be a 6".
- f. Three valves are to be cut in at all water main "T's", including fire hydrant line extension.

8. Traffic

- a. There shall be no stacking of cars into the public right-of-way.
- b. The site entrance shall be a right turn only exit onto Broadview Avenue. All signage and stripping is the responsibility of the Applicant.

9. Lighting – As shown on the Plan, all lighting shall be full cut-off, to minimize glare, sky glow, and light trespass.

10. Signs:


- a. The monument/ground sign shown in the SUP Plans shall be no greater than 6 feet in height, measured from the base of the sign.
- b. Wall signs shall be permitted in accordance with the Plan as shown and shall comply with any Zoning Ordinance regulations at the time of sign permit issuance.
- c. Unless otherwise permitted by the Zoning Ordinance, temporary signs, banners, balloons, streamers, garrison flags, or similar attention-getting devices shall be strictly prohibited.

SPECIAL USE PERMIT PLANS

FOR POPEYES RESTAURANT

TOWN OF WARRENTON,
VIRGINIA

PREPARED BY:




DPH ENGINEERS, PLC
CIVIL - STRUCTURAL - FORENSIC
9 North 3rd Street, Suite 205, Warrenton, Virginia 20186
540-544-7860 540-501-0331 Fax www.dphengineers.com

PREPARED FOR:

JANJER ENTERPRISES, INC
12150 TECH ROAD
SILVER SPRING, MARYLAND 20904
(301) 625-5920

MARCH 15, 2017



VICINITY MAP 1" = 2000'
Source: Town of Warrenton GIS

SHEET INDEX	
SHEET NO.	SHEET NAME
1	1. TITLE SHEET
2	2. MAP 1. EXISTING SITE CONDITIONS
3	3. MAP 2. PROPOSED PARKING NOTES
4	4. MAP 3. CONCEPTUAL LANDSCAPE PLAN AND DETAILS
5	5. MAP 4. FOUNDATION BUILDING FOOTPRINTS
6	6. MAP 5. EXISTING UTILITIES
7	7. MAP 6. SITE PLAN

DPH ENGINEERS, PLC
CIVIL - STRUCTURAL - FORENSIC
9 North 3rd Street, Suite 205, Warrenton, Virginia 20186
540-544-7860 540-501-0331 Fax www.dphengineers.com

SPECIAL USE PERMIT PLAN
FOR
POPEYES RESTAURANT
WARRENTON, VIRGINIA

DPH ENGINEERS, PLC
CIVIL - STRUCTURAL - FORENSIC
9 North 3rd Street, Suite 205, Warrenton, Virginia 20186
540-544-7860 540-501-0331 Fax www.dphengineers.com

SPECIAL USE PERMIT PLAN
FOR
POPEYES RESTAURANT
WARRENTON, VIRGINIA

[illegible]

PROPOSED SITE PLAN

1. PROPOSED SITE PLAN

2. PROPOSED SITE PLAN

3. PROPOSED SITE PLAN

4. PROPOSED SITE PLAN

5. PROPOSED SITE PLAN

6. PROPOSED SITE PLAN

7. PROPOSED SITE PLAN

8. PROPOSED SITE PLAN

9. PROPOSED SITE PLAN

10. PROPOSED SITE PLAN

11. PROPOSED SITE PLAN

12. PROPOSED SITE PLAN

13. PROPOSED SITE PLAN

14. PROPOSED SITE PLAN

15. PROPOSED SITE PLAN

16. PROPOSED SITE PLAN

17. PROPOSED SITE PLAN

18. PROPOSED SITE PLAN

19. PROPOSED SITE PLAN

20. PROPOSED SITE PLAN

21. PROPOSED SITE PLAN

22. PROPOSED SITE PLAN

23. PROPOSED SITE PLAN

24. PROPOSED SITE PLAN

25. PROPOSED SITE PLAN

26. PROPOSED SITE PLAN

27. PROPOSED SITE PLAN

28. PROPOSED SITE PLAN

29. PROPOSED SITE PLAN

30. PROPOSED SITE PLAN

31. PROPOSED SITE PLAN

32. PROPOSED SITE PLAN

33. PROPOSED SITE PLAN

34. PROPOSED SITE PLAN

35. PROPOSED SITE PLAN

36. PROPOSED SITE PLAN

37. PROPOSED SITE PLAN

38. PROPOSED SITE PLAN

39. PROPOSED SITE PLAN

40. PROPOSED SITE PLAN

41. PROPOSED SITE PLAN

42. PROPOSED SITE PLAN

43. PROPOSED SITE PLAN

44. PROPOSED SITE PLAN

45. PROPOSED SITE PLAN

46. PROPOSED SITE PLAN

47. PROPOSED SITE PLAN

48. PROPOSED SITE PLAN

49. PROPOSED SITE PLAN

50. PROPOSED SITE PLAN

51. PROPOSED SITE PLAN

52. PROPOSED SITE PLAN

53. PROPOSED SITE PLAN

54. PROPOSED SITE PLAN

55. PROPOSED SITE PLAN

56. PROPOSED SITE PLAN

57. PROPOSED SITE PLAN

58. PROPOSED SITE PLAN

59. PROPOSED SITE PLAN

60. PROPOSED SITE PLAN

61. PROPOSED SITE PLAN

62. PROPOSED SITE PLAN

63. PROPOSED SITE PLAN

64. PROPOSED SITE PLAN

65. PROPOSED SITE PLAN

66. PROPOSED SITE PLAN

67. PROPOSED SITE PLAN

68. PROPOSED SITE PLAN

69. PROPOSED SITE PLAN

70. PROPOSED SITE PLAN

71. PROPOSED SITE PLAN

72. PROPOSED SITE PLAN

73. PROPOSED SITE PLAN

74. PROPOSED SITE PLAN

75. PROPOSED SITE PLAN

76. PROPOSED SITE PLAN

77. PROPOSED SITE PLAN

78. PROPOSED SITE PLAN

79. PROPOSED SITE PLAN

80. PROPOSED SITE PLAN

81. PROPOSED SITE PLAN

82. PROPOSED SITE PLAN

83. PROPOSED SITE PLAN

84. PROPOSED SITE PLAN

85. PROPOSED SITE PLAN

86. PROPOSED SITE PLAN

87. PROPOSED SITE PLAN

88. PROPOSED SITE PLAN

89. PROPOSED SITE PLAN

90. PROPOSED SITE PLAN

91. PROPOSED SITE PLAN

92. PROPOSED SITE PLAN

93. PROPOSED SITE PLAN

94. PROPOSED SITE PLAN

95. PROPOSED SITE PLAN

96. PROPOSED SITE PLAN

97. PROPOSED SITE PLAN

98. PROPOSED SITE PLAN

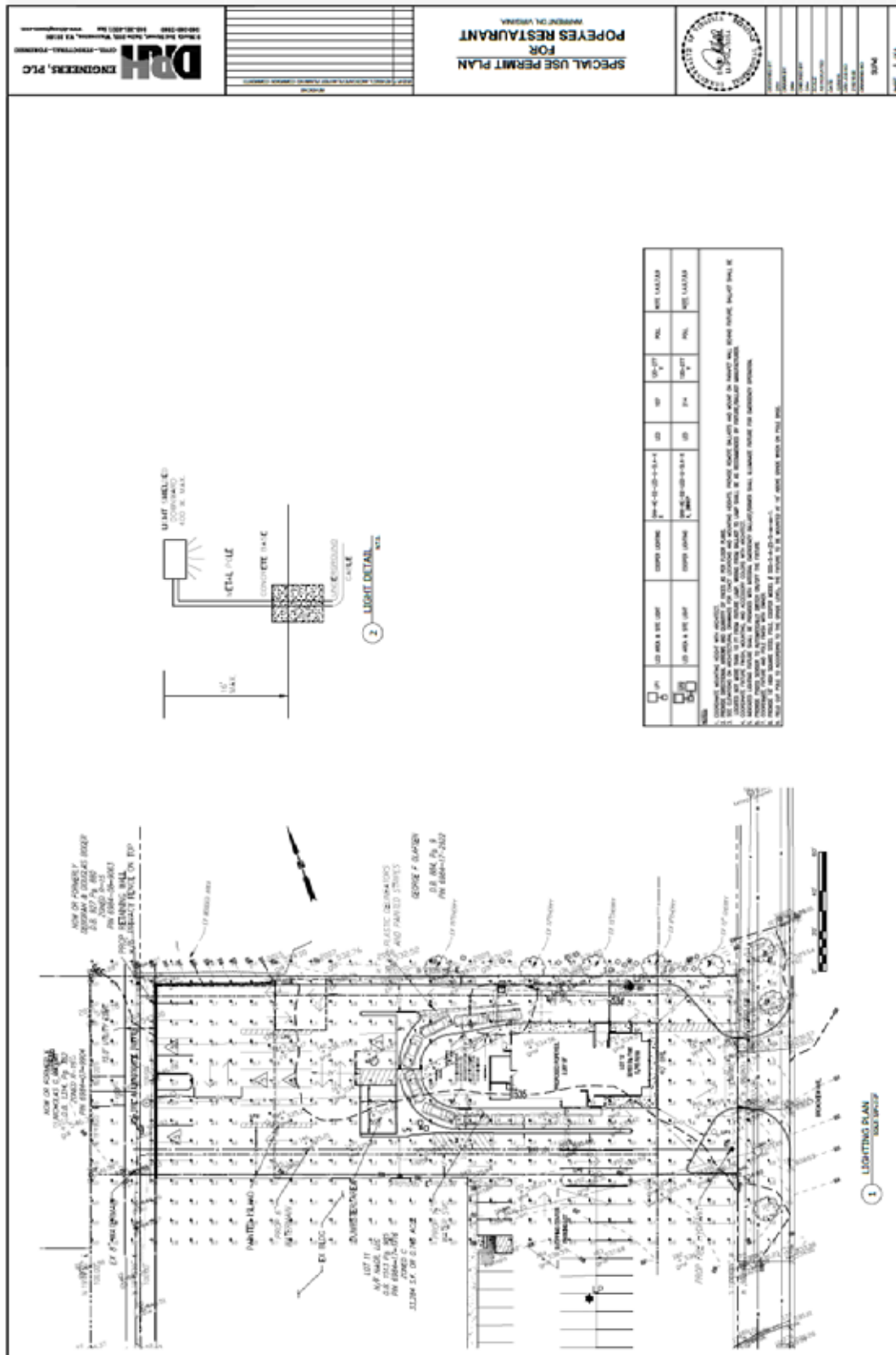
99. PROPOSED SITE PLAN

100. PROPOSED SITE PLAN

[illegible]

[illegible]

Attachment C – Special Use Permit Plan Dated March 15, 2017; Revised May 24, 2017



SPECIAL USE PERMIT PLANS
FOR
POPEYES RESTAURANT

TOWN OF WARRENTON,
VIRGINIA

PREPARED BY:

DRH

ENGINEERS, PLC

CIVIL - STRUCTURAL - FORENSIC

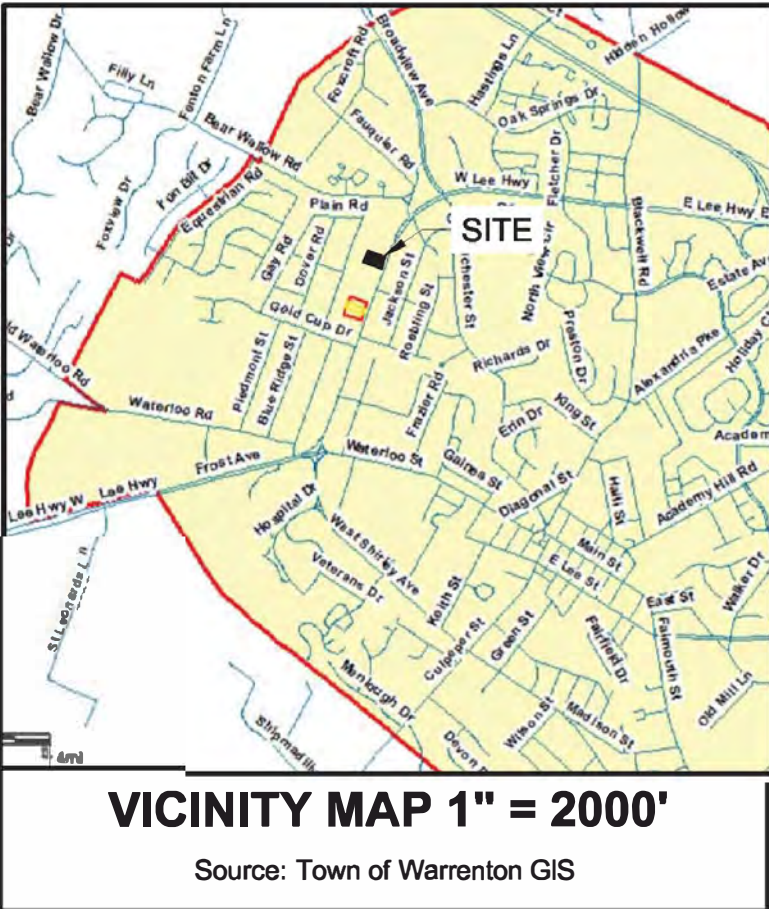
9 North 3rd Street, Suite 205; Warrenton, Virginia 20186

540-349-7840 540-301-0331 fax www.drhengineers.com

PREPARED FOR:

JANJER ENTERPRISES, INC
12150 TECH ROAD
SILVER SPRING, MARYLAND 20904
(301) 625-5920

MARCH 15, 2017



SHEET INDEX		
SHT. NO.	DWG. NO.	SHEET NAME
1.	T-01	TITLE SHEET
2.	SUP-1	EXISTING SITE CONDITIONS
3.	SUP-2	PROPOSED PLAN AND NOTES
4.	SUP-3	CONCEPTUAL LANDSCAPE PLAN AND DETAILS
5.	SUP-4	CONCEPTUAL BUILDING ELEVATIONS
6.	SUP-5	DUMPSTER DETAILS
7.	SUP-6	LIGHTING PLAN

REVISIONS

00/00/00

SPECIAL USE PERMIT PLAN
FOR
POPEYES RESTAURANT
WARRENTON, VIRGINIA



DESIGNED BY:

DRH

DRAWN BY:

DRH

CHECKED BY:

DRH

SCALE:

AS INDICATED

DATE:

12/30/16

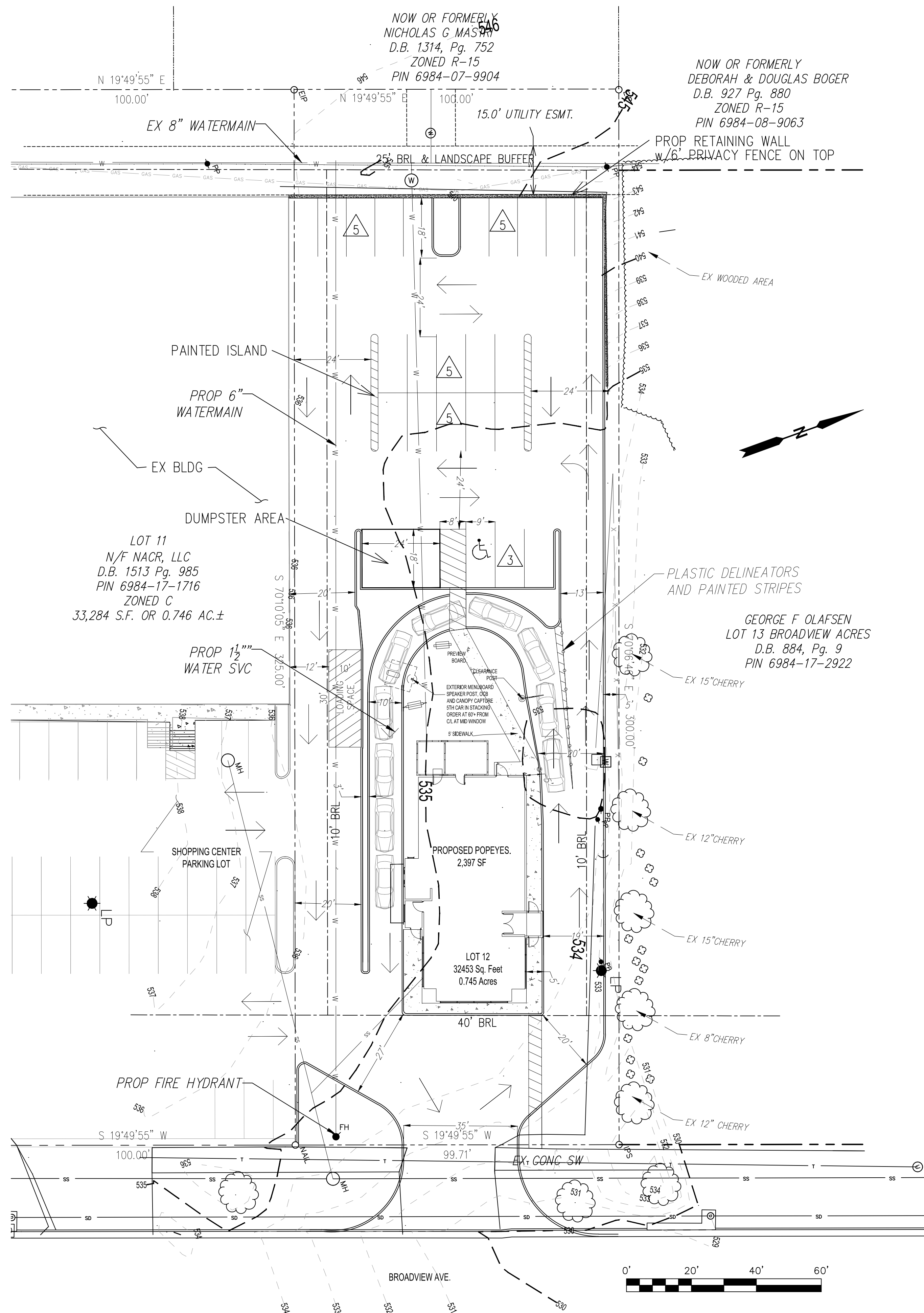
DRH JOB NO:

216216.00

DRAWING NO:

T-01





1 PROPOSED SITE PLAN
SCALE: 1"=20'

PROJECT NARRATIVE:

THIS PROJECT CONSISTS OF THE CONSTRUCTION OF A NEW POPEYES RESTAURANT ON LOT 12, BLOCK A OF THE BROADVIEW ESTATES SUBDIVISION. THE RESTAURANT WILL REPLACE AN EXISTING CAR DEALERSHIP AND EXISTING BUILDINGS LOCATED ON THE LOT.

HOURS OF OPERATION:

SUNDAY - THURSDAY 10 AM UNTIL 11 PM
FRIDAY & SATURDAY 10 AM UNTIL 12 AM
DUMPSTER PICKUP: RESTRICTED TO 6 AM TO 10 AM
DELIVERIES: RESTRICTED TO 6 AM TO 10 AM
ESTIMATED PEOPLE SERVED: 400 PER DAY

PRE-CONSTRUCTION TRAFFIC ESTIMATE PER ITE
EX SPECIALTY SHOPPING CENTER - 48,700 S.F.
1/3 OF VPD DUE TO 3 ENTRANCES TO CENTER= 44,321/1000 S.F. X 48,700/3 = 719 VPD (50% IN 50% OUT)
20 EFFICIENCY APARTMENTS @ 6.72 VPD/UNIT/3 = 45 VPD (50% IN 50% OUT)
CAR SALES - 21,142 EMPLOYEES = 42.28 VPD (50% IN 50% OUT)
TOTAL = 816 VPD

POST-CONSTRUCTION TRAFFIC PROJECTION PER ITE
AVERAGE VEHICLE TRIPS PER DAY FOR FAST FOOD WITH DRIVE THRU PER ITE =
400/1000SF X 2.4 = 960 VPD (50% IN 50% OUT)

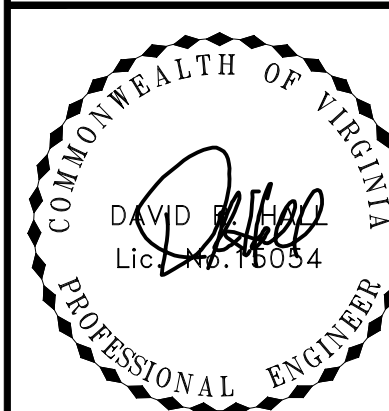
SITE DATA

- THE IMPROVEMENTS SHOWN ON THESE PLANS ARE FOR THE CONSTRUCTION OF A 2397 S.F. RESTAURANT WITH A DRIVE-THRU LANE. THE USE OF THE PROPERTY WILL BE BY RIGHT COMMERCIAL (C), HOWEVER THE DRIVE-THRU REQUIRES A SPECIAL PERMIT PER § 3-4-10.3 OF THE TOWN OF WARRENTON ZONING ORDINANCE.
- THE PROPERTY IS LOCATED AT 121 BROADVIEW AVE., WARRENTON, VIRGINIA AND IS SHOWN ON ASSESSMENT PIN# 6984-17-1845-000 AND IS ZONED C (COMMERCIAL) AND CONTAINS 0.745 ACRES. THE PROPERTY IS CURRENTLY OWNED BY NACR, LLC. AS RECORDED AMONG THE LAND RECORDS OF FAUQUIER COUNTY, VIRGINIA IN DB1513 PG 985
- THIS PARCEL DOES NOT LIE WITHIN ANY KNOWN 100 YEAR FLOOD HAZARD AREA.
- THIS PROPERTY IS LOCATED IN THE CENTER MAGISTERIAL DISTRICT, TOWN OF WARRENTON ON BROADVIEW AVE.
- SEE NOTE 7 ON SHEET SUP-01 FOR SURVEY DATUM.
- THE CONTACT PERSON FOR THIS SITE PLAN IS:
DAVID R. HALL, P.E.
DRH ENGINEERS, PLC
9 NORTH 3RD STREET, SUITE 205
WARRENTON, VIRGINIA 20186
PHONE: (540)349-7840
- LOT SIZE REQUIREMENTS:
MINIMUM LOT AREA: 6000 S.F. PROVIDED: 32,453 S.F.
MINIMUM LOT WIDTH: 50 FEET PROVIDED: 99.71 FEET
- SETBACK REGULATIONS:
FRONT YARD: 60 FEET (BROADVIEW AVENUE)
SIDE YARD: 10 FEET
REAR YARD: 25 FEET (INCLUDING LANDSCAPE BUFFER)
- AREA REGULATIONS:
MAXIMUM LOT COVERAGE: 85% (0.63 AC.)
LOT COVERAGE USED: 78% (0.69 AC.)
- HEIGHT REGULATIONS:
MAXIMUM ALLOWED: 45 FEET
PROPOSED BUILDING HEIGHT: 25 FEET
- PARKING REQUIREMENTS:
BUILDING AREA: 2,397 S.F.
REQ. PARKING: 1 PER 100 SF = 24
PARKING PROVIDED: 23 INCL. 1 HANDICAPPED
LOADING SPACE REQ. = 1:1 PROVIDED
STACKING SPACES REQ. = 10: 10 PROVIDED
- AREA TO BE DISTURBED IS APPROXIMATELY 0.70 ACRES.
- THERE ARE NO WETLANDS WITHIN THE LIMITS OF CONSTRUCTION.
- THERE ARE NO VISIBLE CEMETERIES OR BURIAL GROUNDS LOCATED ON THIS PROPERTY.
- THIS PROPERTY WILL BE SERVED WITH PUBLIC WATER AND SEWER.
- ALL CONSTRUCTION WORK SHALL BE CONFORM TO TOWN OF WARRENTON STANDARDS.
- ALL GRADING SHALL BE PERFORMED TO MAINTAIN POSITIVE DRAINAGE AT ALL TIMES.
- AT TIME OF SITE PLAN, THE FOLLOWING ITEMS WILL BE INCLUDED AND/OR ADDRESSED:
 - THE SITE IS TO BE PLANNED AND DESIGNED AS A REDEVELOPED SITE UNDER THE STATE'S RUNOFF REDUCTION REQUIREMENTS FOR STORMWATER MANAGEMENT (SWM) AND IN COMPLIANCE WITH THE TOWN OF WARRENTON'S SWM ORDINANCE.
 - NEW CG-12 HANDICAP SIDEWALK CURB CUTS WILL BE INSTALLED AT THE SIDEWALK CROSSING OF THE ENTRANCE.
 - A 6" DUCTILE-IRON PIPE WATER LINE WILL BE EXTENDED FROM WATER MAIN IN TOWN-RIGHT-OF-WAY BEHIND PROPERTY TO A NEW FIRE HYDRANT SET ON BROADVIEW A VENUE.
 - DOMESTIC WATER SERVICE WILL NOT BE TAPPED OFF OF FIRE LINE TO FIRE HYDRANT. SEPARATE TAP WILL BE PROVIDED AT RIGHT-OF-WAY WATER MAIN BEHIND PROPERTY WITH 15 FOOT EASEMENT WRAPPED AROUND IT. METER MUST BE SET IN GRASS AREA OF RIGHT-OF-WAY.
 - THE 8" WATER MAIN SHOWN IN TOWN RIGHT-OF-WAY MAY IN FACT BE A 6" FIELD VERIFICATION WILL BE DONE BEFORE ORDERING MATERIALS FOR 6" FIRE HYDRANT EXTENSION LINE.
 - THREE VALVES ARE TO BE CUT IN AT ALL WATER MAIN "T'S", INCLUDING FIRE HYDRANT LINE EXTENSION.

REVISIONS

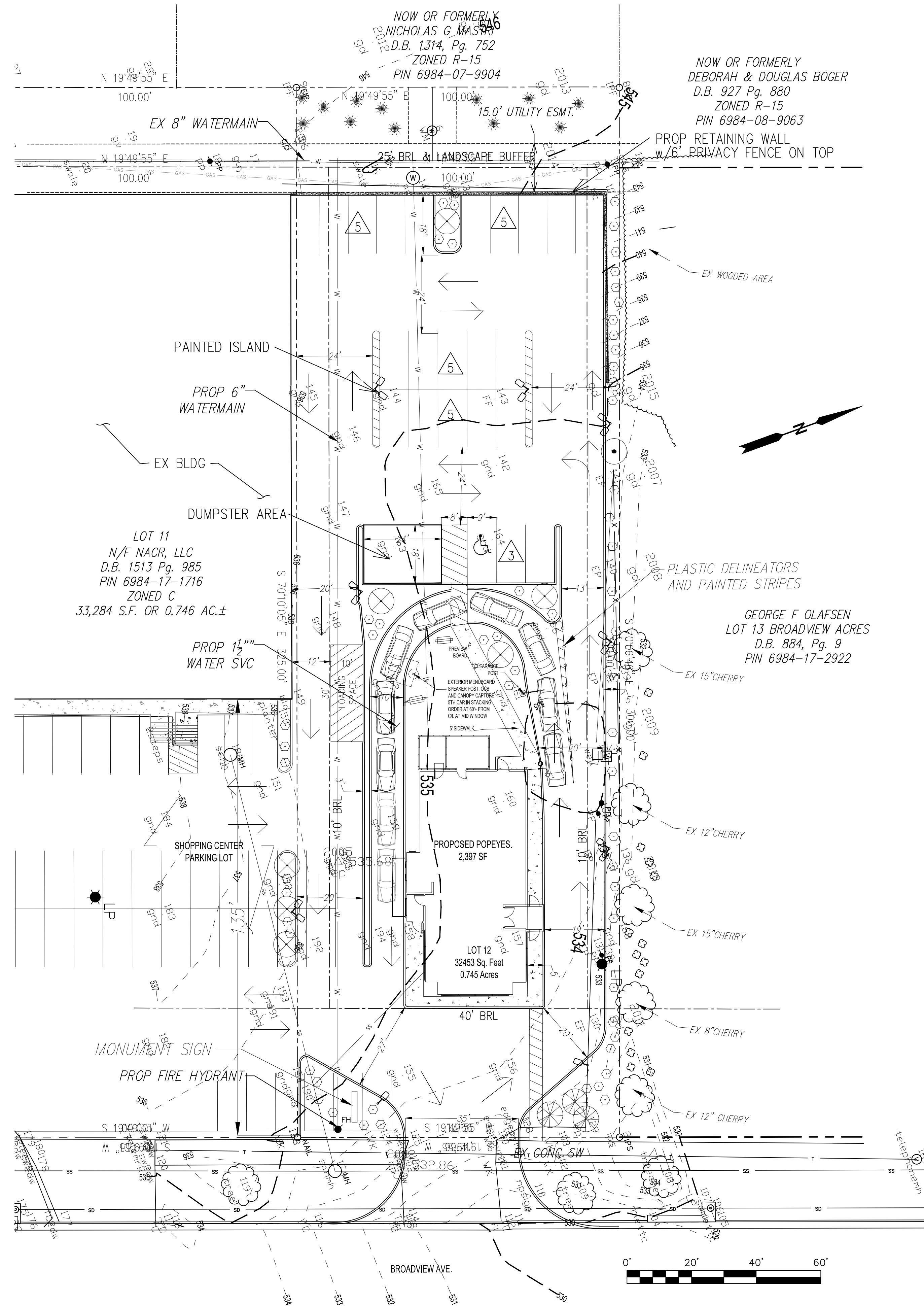
0000000

SPECIAL USE PERMIT PLAN
FOR
POPEYES RESTAURANT
WARRENTON, VIRGINIA

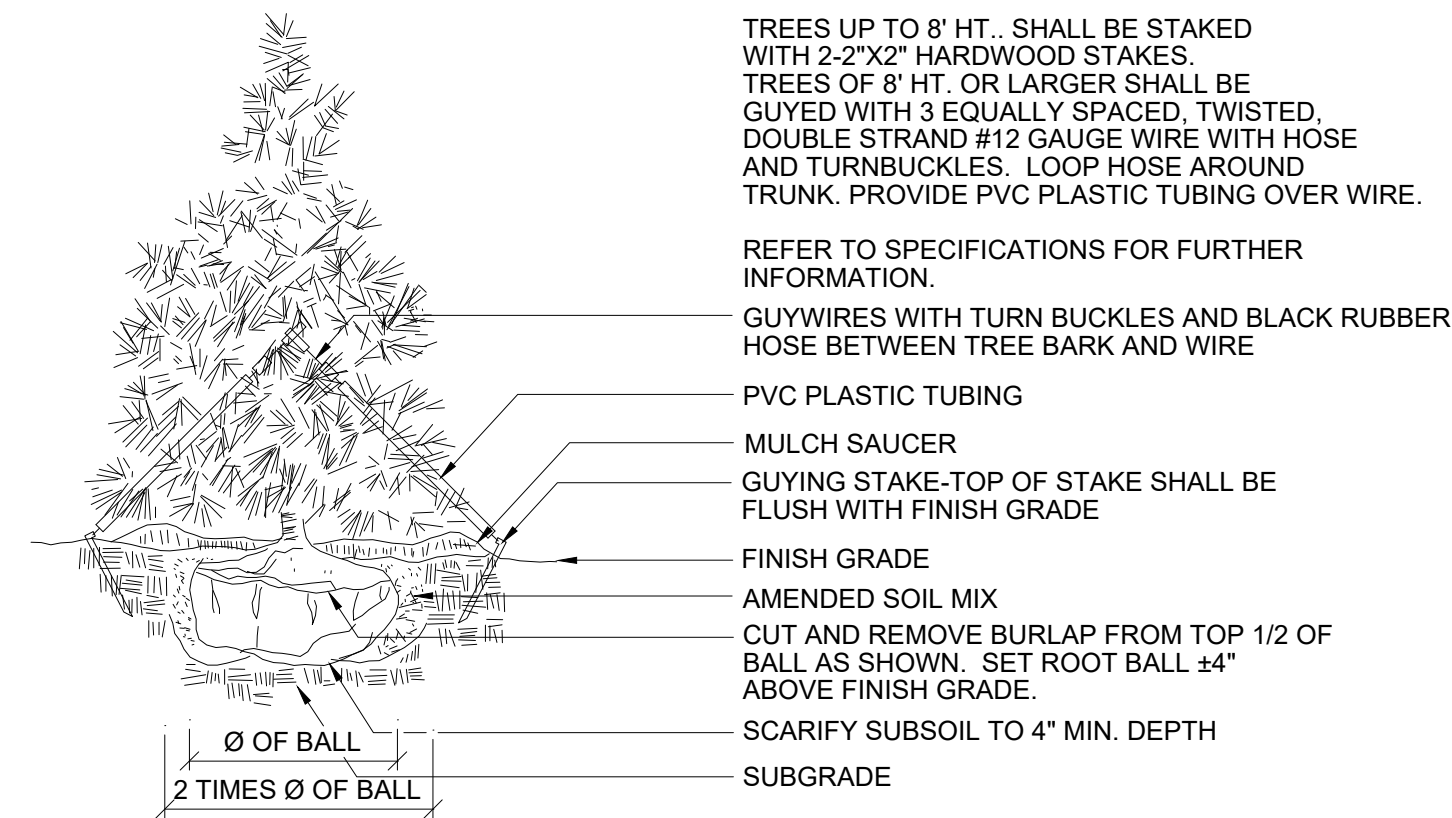


DESIGNED BY:
DRH
DRAWN BY:
DRH
CHECKED BY:
DRH
SCALE:
AS INDICATED
DATE:
12/30/16
DRH JOB NO:
216216.00
DRAWING NO:

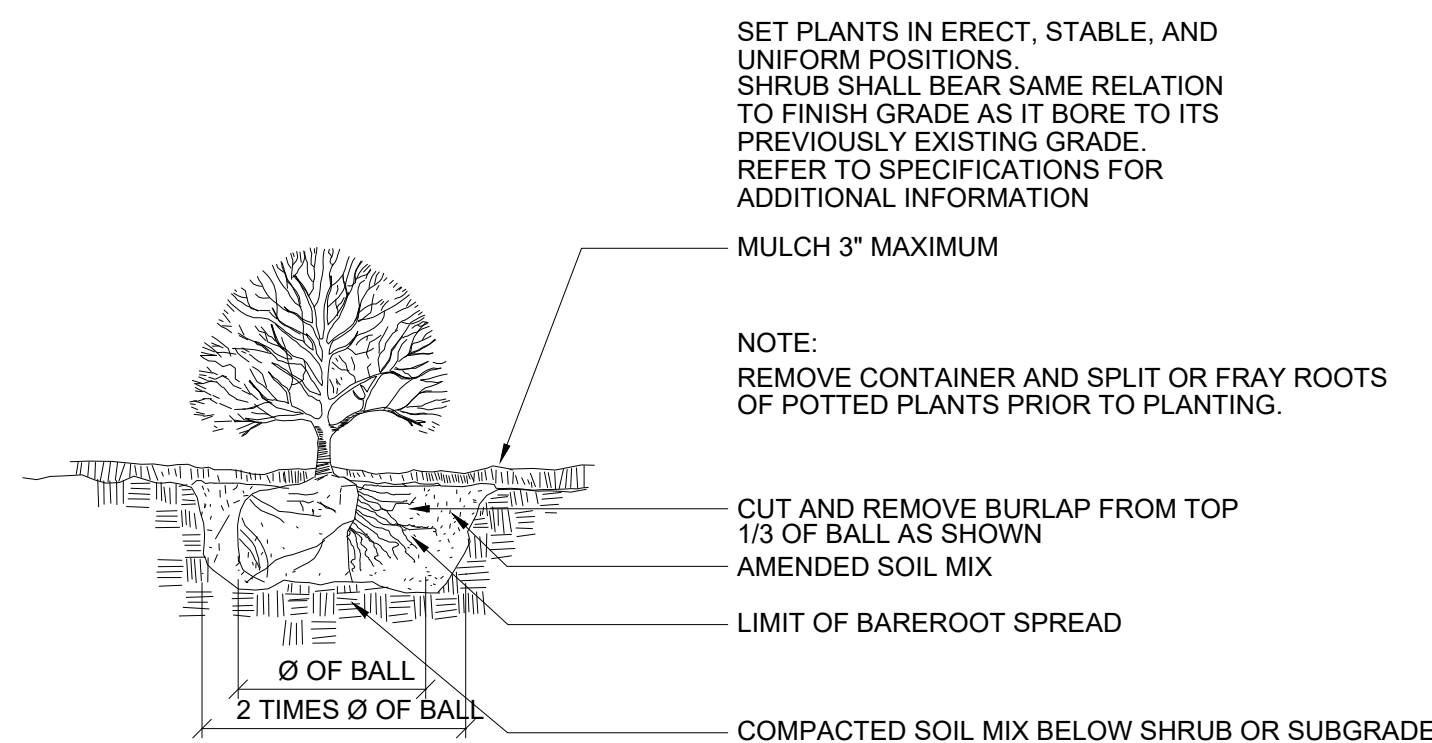
SUP-2



1 CONCEPTUAL LANDSCAPE PLAN
SCALE: 1"=20'



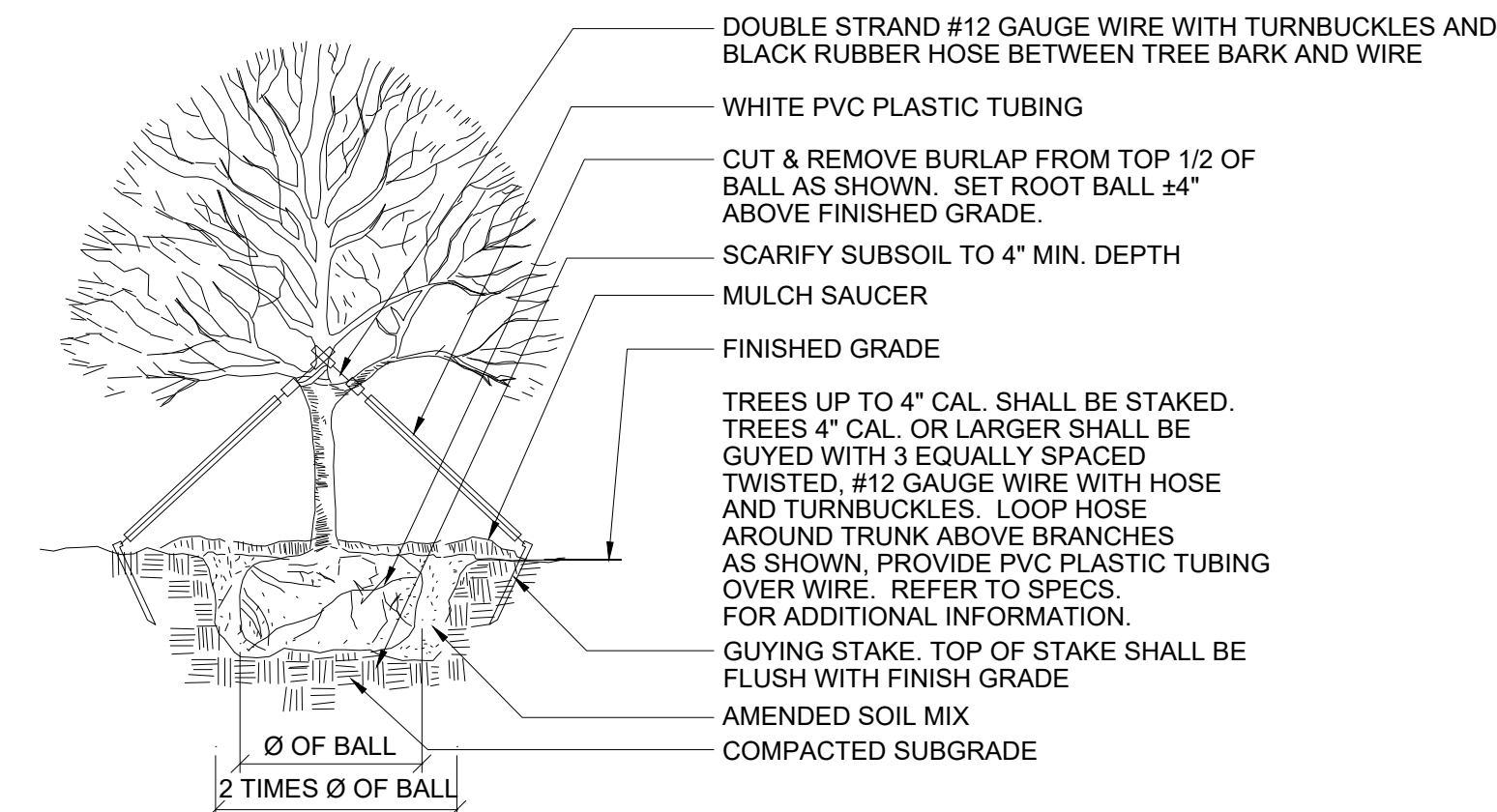
2 EVERGREEN TREE PLANTING ON GRADE
N.T.S.



4 SHRUB PLANTING ON GRADE
N.T.S.

LANDSCAPING REQUIREMENTS PER Z0 8.6

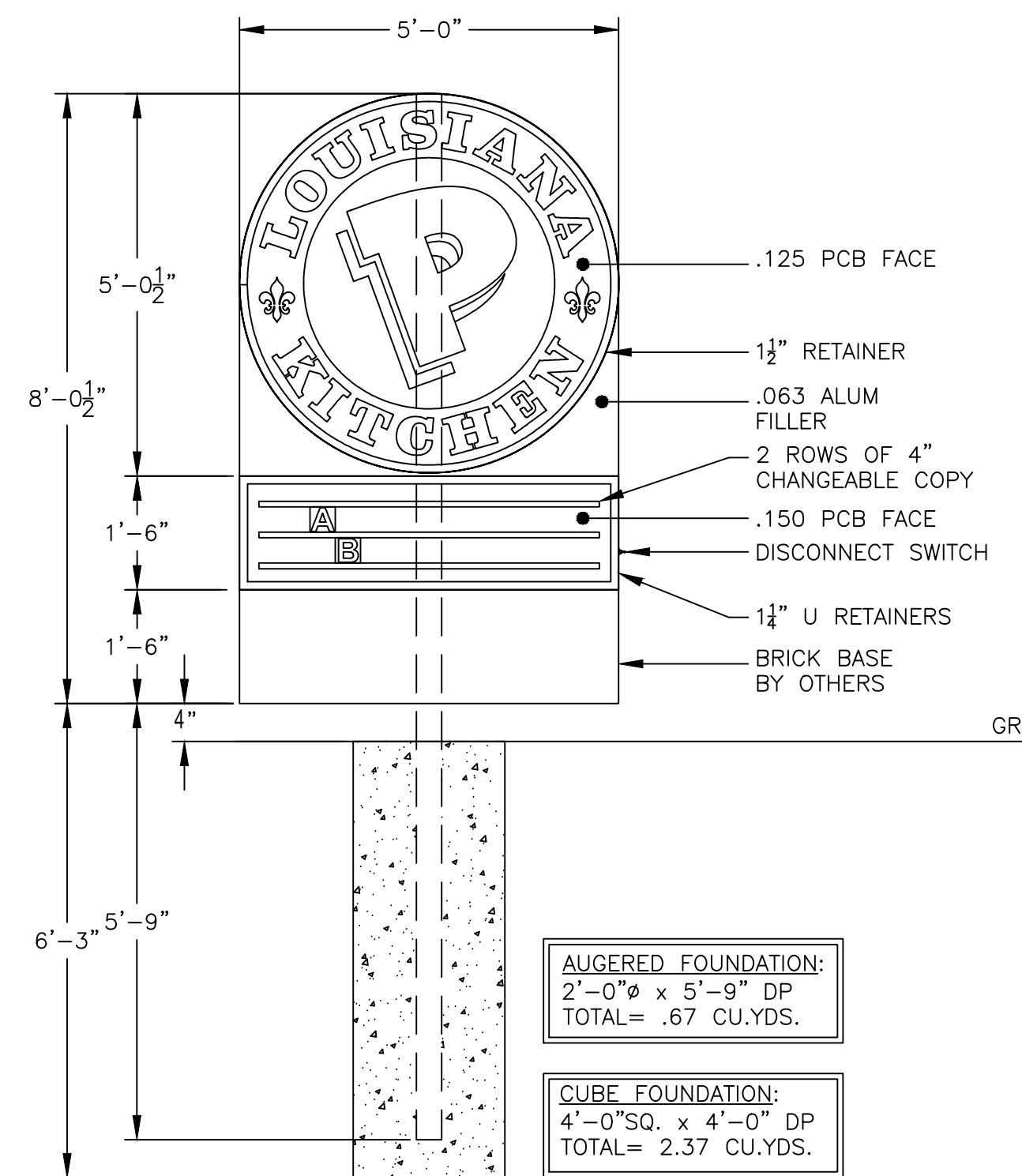
1. REQ. PERIMETER LANDSCAPING - 1 TREE AND 3 SHRUBS/50' OF LENGTH
(PER Z0 8.6.1.3 EXISTING TREES LOCATED WITHIN 10' OF PROPERTY LINE ON ADJACENT PROPERTY CAN COUNT TOWARDS THIS REQUIREMENT)
 - TREES REQUIRED ON NORTHERN OR RIGHT SIDE OF PROPERTY = 300'/50' = 6
 - TREES PROVIDED ON NORTHERN OR RIGHT SIDE OF PROPERTY = 1 + 5 EXISTING = 6
 - SHRUBS REQUIRED = 300'/50'x3 = 18
 - SHRUBS PROVIDED = 20
 - TREES REQUIRED ON SOUTHERN OR LEFT SIDE OF PROPERTY = 135'/50' = 2.7
 - TREES PROVIDED = 3
 - SHRUBS REQ. = 135'/50'x3 = 8.1
 - SHRUBS PROVIDED = 22
2. REQ. STREET TRESS - 1 CANOPY TREE/50' OR TWO ORNAMENTAL TREES /50'
 - 2 EXISTING TREES MEET REQUIREMENT BUT 3 ADDITIONAL TREES PROVIDED
3. REQ. INTERIOR PARKING LOT LANDSCAPING 1 TREE AND 3 SHRUBS/8/PARKING SPACES.
 - 24 PARKING SPACES/8 = 3 TREES AND 9 SHRUBS
 - PROVIDED 4 TREES AND 22 SHRUBS
4. REQ. SCREENING AT REAR OF PROPERTY PER Z0 8-8 PROVIDING 100 LF OF 6' PRIVACY FENCE ABOVE RETAINING WALL AND 10 EVERGREEN TREES



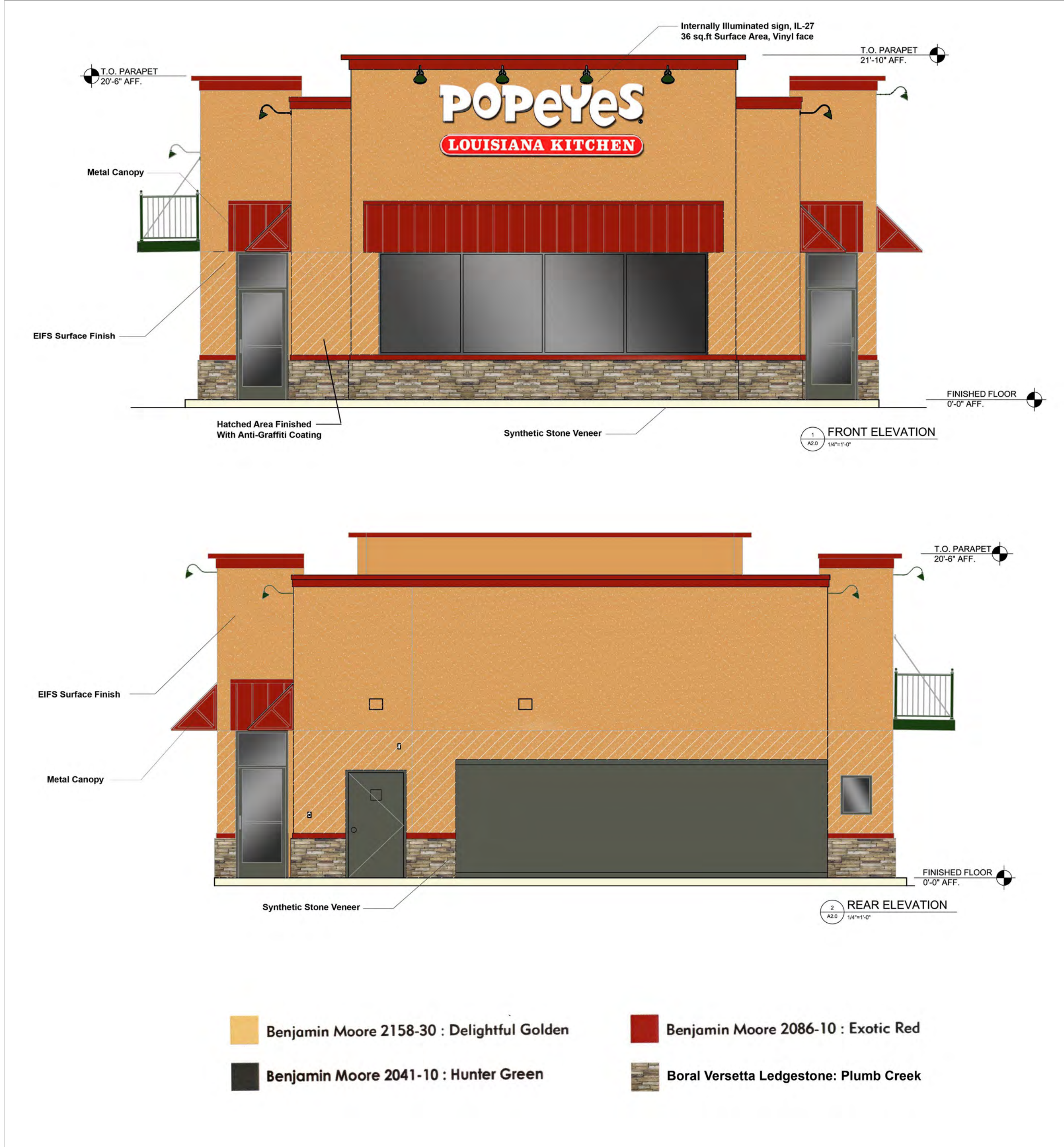
3 DECIDUOUS TREE PLANTING ON GRADE
N.T.S.

PLANT SCHEDULE							
KEY	Quantity	Botanical Name	Common Name	Height	Size	Coverage	Detail
1	1	QUERCUS PHELLOS	WILLOW OAK (WO)	15'	250	3"	B&B
7	7	ACER RUBRUM	RED MAPLE (RM)	15'	250	3"	B&B
3	3	CERCIS CANADENSIS	REDBUD (CB)	12'	200	2"	B&B
12	12	PINUS STRBUS	WHITE PINE (WP)	8'	150	--	B&B
49	49	ILEX GLABRA	INKBERRY	2'	--	--	1 gal

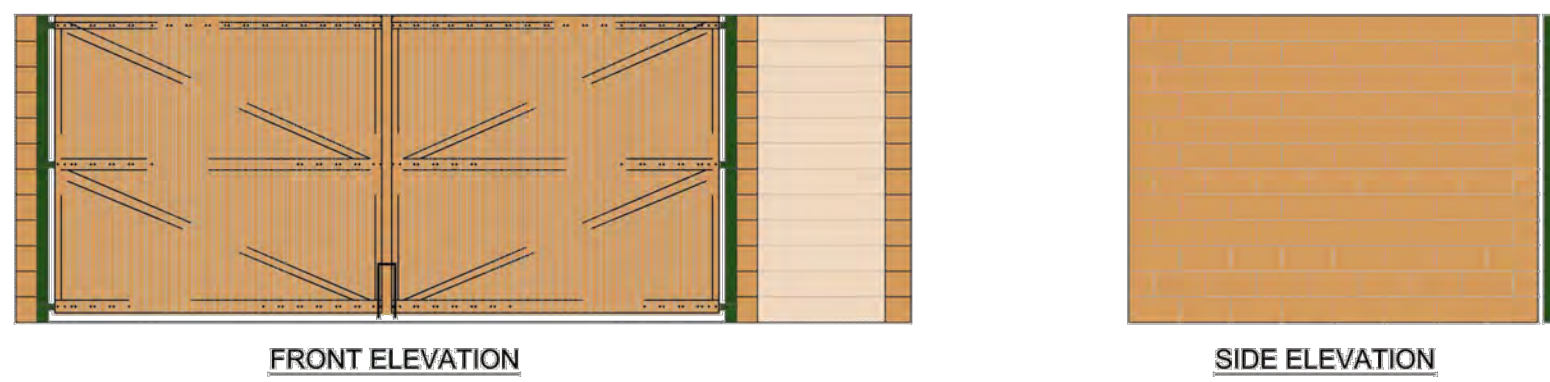
NOTE: FINAL PLANT SELECTION SUBJECT TO AVAILABILITY
(PLANT SELECTION SUBJECT TO TOWN OF WARRENTON STDs)



6 MONUMENT SIGN DETAIL
N.T.S.

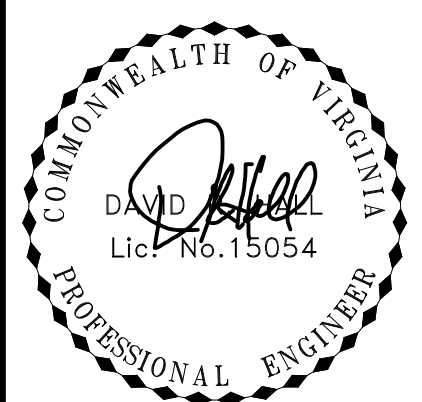


1 CONCEPT BUILDING ELEVATION VIEWS
N.T.S.

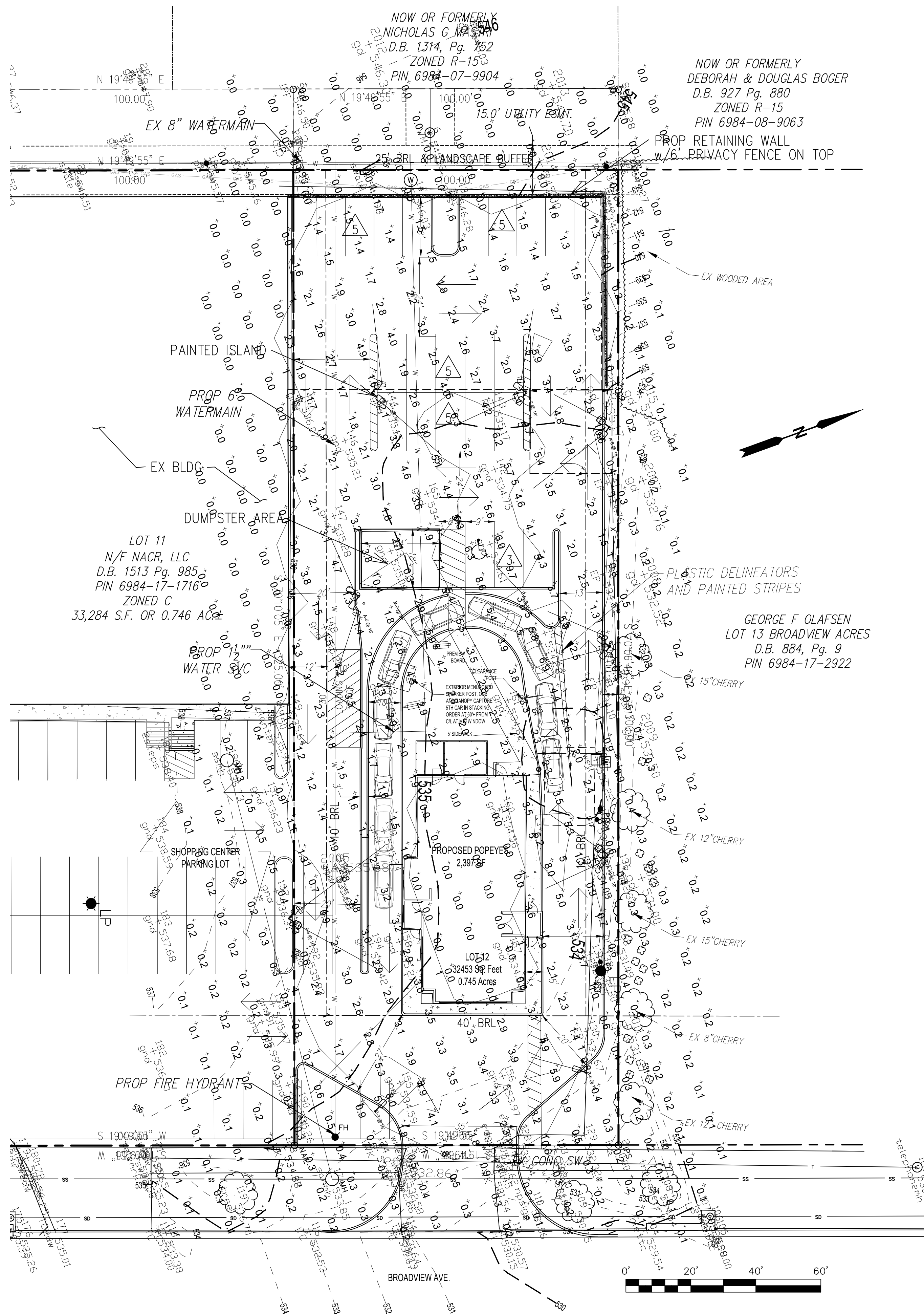




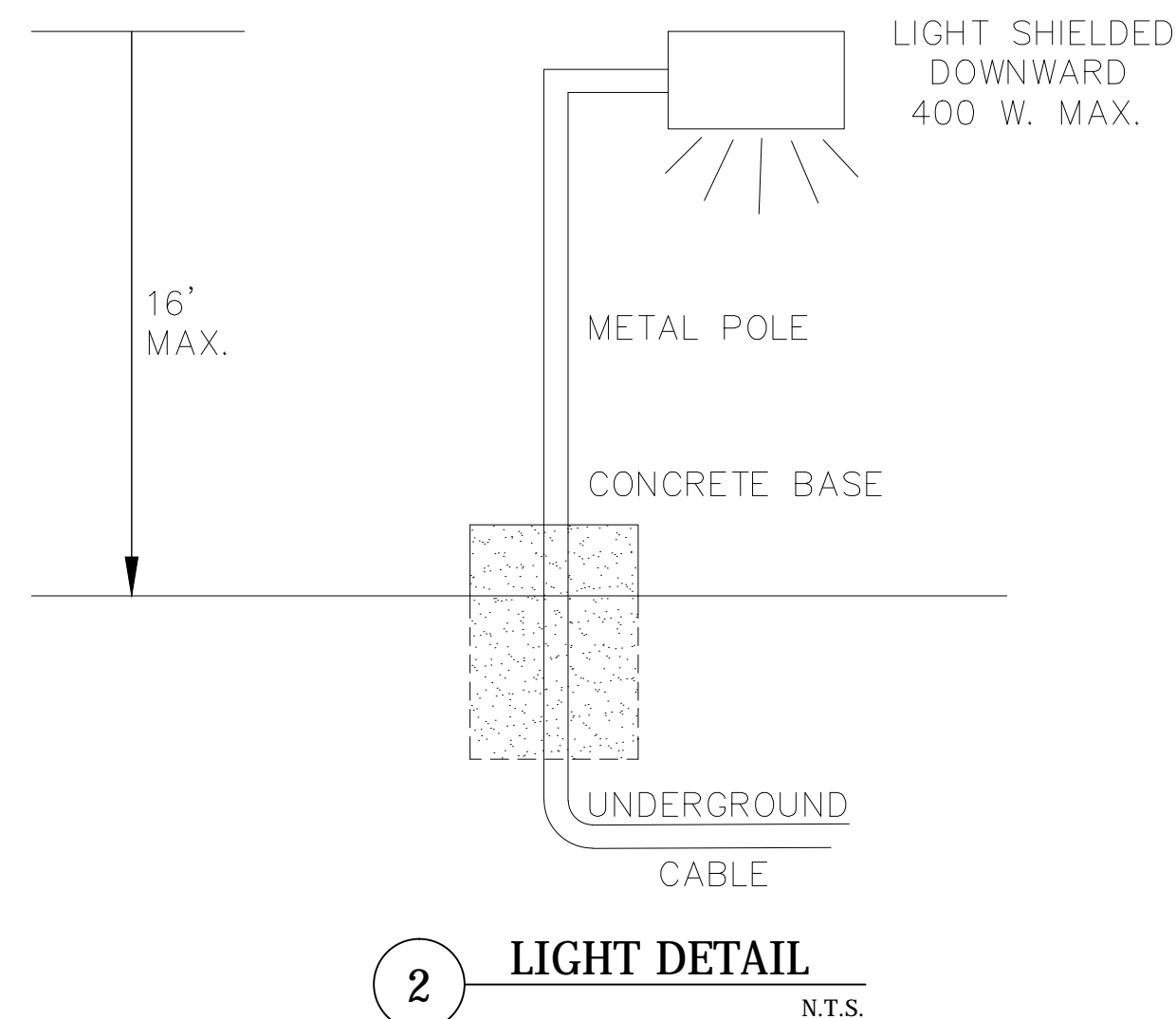
SPECIAL USE PERMIT PLAN
FOR
POPEYES RESTAURANT
WARRENTON, VIRGINIA



DESIGNED BY:	DRH
DRAWN BY:	DRH
CHECKED BY:	DRH
SCALE:	AS INDICATED
DATE:	12/30/16
DRH JOB NO:	216216.00
DRAWING NO:	SUP-5



1 LIGHTING PLAN
SCALE: 3/8"=1'-0"



Schedule										
Symbol	Label	QTY	Catalog Number	Description	Lamp	Number Lamps	Lumens per Lamp	LLF	Wattage	Polar Plot
	A	7	ASB-C-400MH	FABRICATED METAL HOUSING WITH BRONZE PAINTED GENERAL INTERIOR FINISH, FABRICATED SPECULAR METAL REFLECTOR, CLEAR FLAT GLASS LENS IN FABRICATED METAL DOOR FRAME.	ONE 400-WATT CLEAR ED-37 METAL HALIDE, HORIZONTAL POSITION.	1	32000	1	800	
	B	4	ASB-C-400MH	FABRICATED METAL HOUSING WITH BRONZE PAINTED GENERAL INTERIOR FINISH, FABRICATED SPECULAR METAL REFLECTOR, CLEAR FLAT GLASS LENS IN FABRICATED METAL DOOR FRAME.	ONE 400-WATT CLEAR ED-37 METAL HALIDE, HORIZONTAL POSITION.	1	32000	1	400	

TOWN OF WARRENTON, VIRGINIA

18 Court Street, P.O. Drawer 341

Warrenton, VA 20188-0341

(540) 347-2405

LAND DEVELOPMENT APPLICATION

NO. _____

Application is hereby made for a zoning permit in accordance with the description and for the purpose hereinafter set forth. This application is made subject to all Town and State Laws and Ordinances and which are hereby agreed to by the undersigned and which shall be deemed a condition entering into the exercise of this permit. The permit is valid for six (6) months from date of issuance. If not renewed prior to expiration, this permit is null and void.

TYPE OF DEVELOPMENT:

- | | | | | |
|--|--|--|---|---|
| <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Amendment | <input type="checkbox"/> Boundary Adjustment | <input type="checkbox"/> Zoning/Rezoning | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Comp Plan Amendment | <input type="checkbox"/> Land Disturbance | <input type="checkbox"/> Sign - Permit # _____ | <input type="checkbox"/> Other, Specify Below |
| <input type="checkbox"/> Site Development Plan | <input type="checkbox"/> Zoning Ordinance Text Amendment | <input type="checkbox"/> Site Plan Waiver | <input type="checkbox"/> Temporary Use or Structure | |
| <input type="checkbox"/> Special Exception | <input checked="" type="checkbox"/> Special Use Permit | <input type="checkbox"/> Sketch/Concept Plan | <input type="checkbox"/> Record Plat | |

PURPOSE OF REQUEST: For Construction of a Popeyes Restaurant with drive thru.

Record Owner as shown on deed:

Last Name: NACR LLC First Name: _____ Phone(Day): 540-270-1362

Mailing Address: 121 Broadview Avenue, Warrenton, VA 20186

Applicant: Janjer Enterprises

Last Name: HALL First Name: DAVID R. (For) Phone(Day): 540-219-5710

Mailing Address: 9 N. 3rd St. Suite 205, Warrenton, VA 20186

Parcel Identification Number: 6984-12-1845 Zoning District: Commercial C Subdivision: Broadview Acres Lot No.: 12

Subject Property Street Address: 286 Broadview Avenue

Acreage: 0.745 Street Frontage: 100' Existing Structures(Number & Type): Two Block & Wood Existing Use: Carpet, Car Repair, Car Dealers

OWNERS AFFADAVIT:

I have read this application, understand its intent and freely consent to the filing. Furthermore, I have the power to authorize and hereby grant permission for the Town of Warrenton officials and other authorized government agents on official business to enter the property as necessary to process this application.

Signature

Date

Print Name

Date

APPLICANT'S AFFADAVIT:

The information provided is accurate to the best of my knowledge. I acknowledge that all test, studies, and other requirements of the Town of Warrenton Zoning Ordinance and Subdivision Ordinance and other requirement of review/approval agencies will be carried out at my expense. I understand that the Town may deny, approve or conditionally approve that for which I am applying.

Signature

Date

David R. Hall, P.E. for Janjer Enterprises, Inc

Print Name

Date

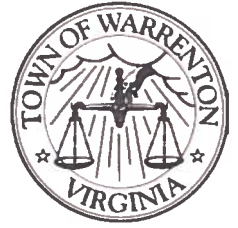
Date Stamp

TOWN OF WARRENTON, VIRGINIA

18 Court Street, P.O. Drawer 341

Warrenton, VA 20188-0341

(540) 347-2405



LAND USE APPLICATION:

AFFIDAVIT

NO. _____

This affidavit certifies that the party listed, who is listed as the Applicant's Representative on a land use application, has been granted authorization to make an application and act on behalf of a property owner. It must be filled out completely by the property owner if another party is submitting an application(s) on the owner's behalf. This form must be notarized and must be submitted prior to issuance. Copies of affidavits are unacceptable.

I, NITEN AVAIYA (NACR LLC.) am the owner of the property listed below and I certify that I have granted, David R Hall of DRH Engineers, PLC as my duly authorized agent and give permission to make a land use application and act on my behalf for the following address:

292 Broadview Avenue

for the land use application of Popeyes Restaurant

Signature of Property Owner:  Date: 2/07/2017

(FOR NOTARY USE ONLY)

State/District of VIRGINIA City/Town/County of FAUQUIER

a Notary Public in and for the aforesaid hereby certify that the following person:

Niten Avaiya

appeared before me in the State/District and City/Town/County aforesaid and executed this affidavit on the following date (month, day, and year): February, 07, 2017

Notary Signature: Deborah K. Hall Registration Number: 269101

My Commission Expires: June 30, 2018

STATEMENT OF JUSTIFICATION
FOR
SPECIAL USE PERMIT
POPEYES RESTAURANT
BROADVIEW AVENUE, WARRENTON, VA

Project Description:

This project consists of the construction of a new Popeyes Restaurant on Lot 12, Block A of the Broadview Estates Subdivision which is part of the existing Fletcher Shopping center and Old Bowling Lanes. The restaurant will replace an existing car dealership and existing buildings located on the lot.

The proposed use is compatible with surrounding uses in the area and conforms to the comprehensive plan for intended uses in that location.

Site Data:

Zoning: Commercial (C)

Proposed Building size: 2,397 square feet

Current owner: NACR, LLC

Lessee: JANJER ENTERPRISES, INC
12150 TECH ROAD
SILVER SPRING, MARYLAND 20904
(301) 625-5920

Parcel id: 6984-17-1845-000

Acreage: 0.745 acres or 34,453 s.f. (minimum required= 6,000 s.f.)

Setbacks: as shown on plan

Existing use: existing building, car repair facility and car dealer

Proposed use: Restaurant with drive thru lane (special permit required for drive-thru)

Proposed Hours of Operation: Sunday - Thursday 10 am to 11 pm
Friday & Saturday: 10 am to 12 am

Site Access: Access to site is from existing entrances off of Broadview Avenue one of which is to be widened and improved as part of this project

Potential Impacts

- An analysis of the impact on the Town's transportation network and the ability of adjacent streets and intersections to efficiently and safely move the volume of traffic generated by the development, along with estimates of cost and means of providing improvements required to service the proposed special use.*

Vehicle trips per day should be less or similar to that generated by the current use. Estimated number of people served a day is 400.

- An analysis of the impact on the Town's community facilities including estimates of costs and means of providing the additional community facilities which will be needed to serve the proposed special use. Community facilities include, but shall not be limited to, sewage disposal facilities and systems, solid waste disposal facilities and systems, water supply facilities and systems, storm drainage facilities and systems, and electrical utility facilities and systems.*

Existing water and sewer are currently provided by the Town of Warrenton to the site. Electric is provided by an existing service by Dominion Power and Gas is provided by Columbia Gas. The proposed use will not have an increased impact on the town's facilities.

- An analysis of the ability of the Town to provide police and fire protection to the proposed special use.*

The Town currently provides police and fire protection to this site. There should be no increased demand beyond what is already provided.

- The proposed configuration and intensity of lighting facilities to be arranged in such a manner to protect the streets and neighboring properties from direct glare or hazardous interference.*

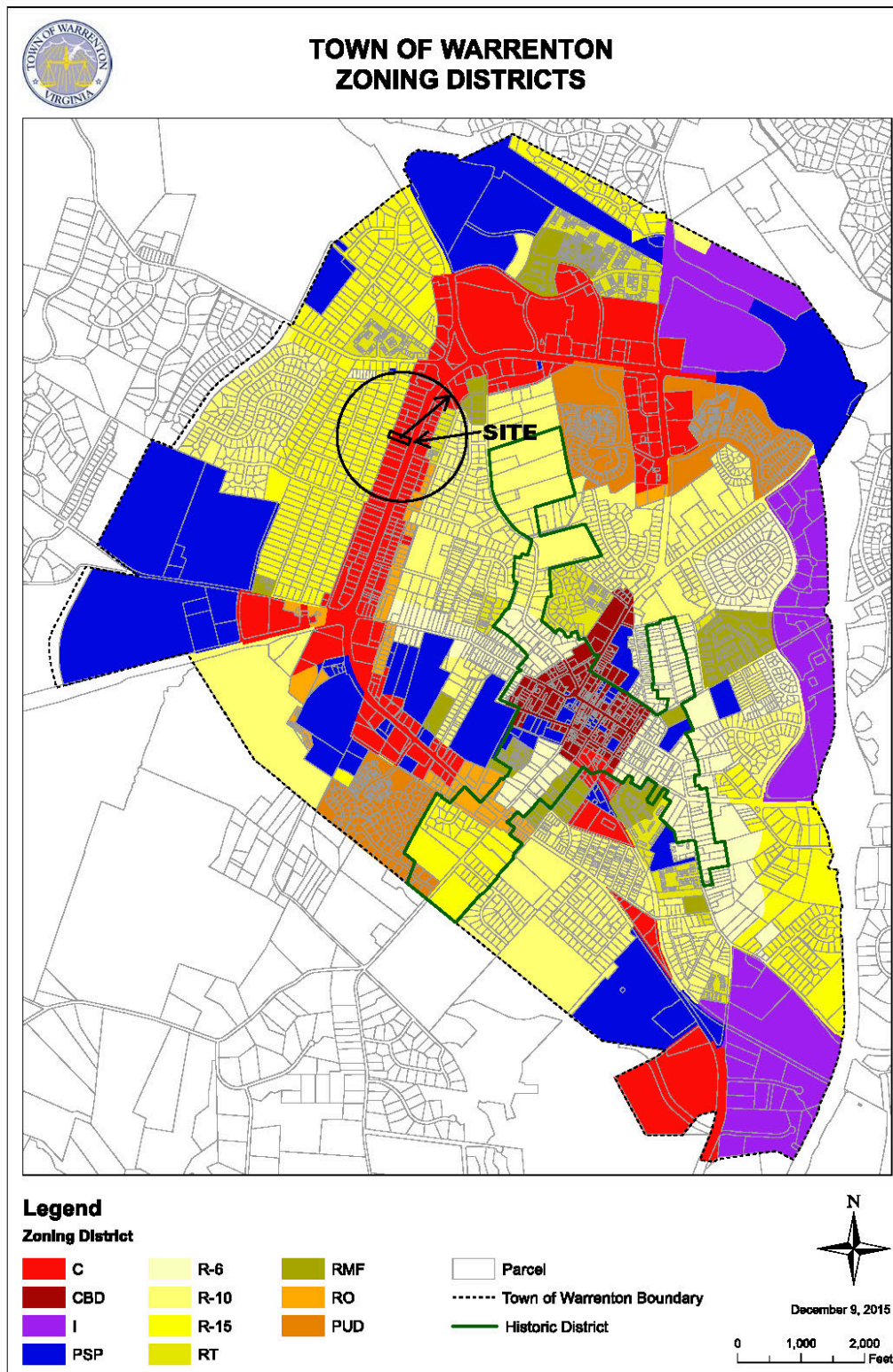
The site lighting will be provided using fixtures with full cut-off down lamps as required by town ordinance. The lighting patterns will conform to the Town of Warrenton standards. The final site plan will include a site lighting plan with appropriate lighting levels indicated at property lines

- Noise impact and abatement studies to determine potential impact on adjoining properties and neighborhoods.*

There are no noise impacts anticipated with this use.

Maps/Plans

- A vicinity map depicting the adjacent and nearby (within 1,000 feet) land uses, streets and other data customarily incidental to a vicinity map. **SEE BELOW**
- A proposed site development plan indicating the location of the anticipated structures, setback lines, street pattern, parking provisions, a screening plan, and common open space if applicable. Such plans shall be contained on sheets measuring a minimum of 18" X 24" and a maximum of 36" X 24". **Site development plan will conform to these requirements.**
- The delineation of any necessary screening for any uses or structural features deemed to be incompatible with the objectives of this Article, the remainder of this Zoning Ordinance, or the Comprehensive Plan including walls, fences, plantings, and/or other enclosures. Other landscaping to enhance the effectiveness of the screening and to insure the compatibility of use may also be required. **A conceptual landscape plan is included with this application. A waiver will be required to reduce the planting strip to 5' along the property line adjoining the Jiffy Lube facility.**
- The delineation of screening and buffering of all parking areas will be required in accordance with a landscaping plan. Parking areas forward of the established building setback line will be prohibited. **See proposed site plan**
- The delineation of major trees on the site. Except to protect the public safety, avoid property loss, or provide for required parking, all major trees forward of the building setback line may be required for preservation if their removal would diminish the character of the neighborhood. **Existing trees along Broadview Avenue will be preserved.**



**FIGURE 1 – MAP OF SURROUNDING ZONING FOR SUBJECT PROPERTY
(CIRCLE IS 1000' RADIUS)**



FIGURE 2 – VICINITY MAP OF SITE



Town Council Meeting Item Number: a.(1)
June 13, 2017

ATTACHMENTS:

Description	Type	Upload Date
May 9 Council Meeting Minutes	Cover Memo	6/13/2017

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF WARRENTON HELD ON MAY 9, 2017

The regular meeting of the Council of the Town of Warrenton was held on May 9, 2017 in the Town Council Chambers and was called to order by Vice Mayor Sunny Reynolds at 7 p.m.

Councilmembers present: Vice Mayor Sunny Reynolds, 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.

TRIBUTE TO RICK WINES

Mr. Edward Tucker, Supervisor of Public Works/Utilities, came forward and noted to Council and all present that Public Utilities Superintendent Rick Wines had passed away suddenly. He noted Rick's dedication to the Town and the citizens of Warrenton for over 35 years. He was the Town's 2016 Employee of the Year and will be missed.

APPROVAL OF THE AGENDA

The agenda was approved on a motion by Mr. Carter, seconded by Mr. Kravetz and Council vote of 7-0 (for: Reynolds, Polster, Wood, Burnett, Hamby, Kravetz, Carter; against: none).

CITIZENS' TIME

The Vice Mayor called for citizens wishing to speak.

Ms. Paula Johnson

Ms. Johnson, 7819 Wellington Drive, came forward and noted that she moved to Warrenton because of Main Street. She stressed the importance of maintaining a museum and cultural center on Main Street. She felt it brings in historic tourism.

Mr. Kenneth Wilson

Mr. Wilson, 88 Frazier Road, came forward and noted he moved to Warrenton because of its history and heritage. He stated he has become involved with the Warrenton Caboose and would be taking over the caboose from Mr. Ron Scullin. He requested that the Town Council continue its support for the caboose to preserve its history.

Mr. Dink Godfrey

Mr. Godfrey, 341 Chappell Street, came forward and noted that he was continuing to obtain signatures on his petition to sell the Mosby House and Visitor Center. He noted that he currently has 80 signatures, along with eight County residents who wish to sign. He said people are interested in seeing something other than a museum and visitor center at the location. He indicated that he had talked with Ms. Becky Crouch, Visitor Center Manager, and she noted that there were 4,500 visitors through the Visitor Center in 2016. Mr. Godfrey noted that Culpeper had indicated that they had 24,000 visitors. He stated that Culpeper is doing something right. He felt that the problem may be the location of the Town's Visitor Center. He noted that a downtown shop owner had 22 visitors come into her shop to ask the Visitor Center location. Mr. Godfrey stated that Teresa of Designs by Teresa wants to retire and her building would be a good location for the Visitor Center.

Mr. David Goetz

Mr. Goetz, 477 River Ridge Road, Amissville, came forward to emphasize his support for the keeping of Brentmoor as a museum. He said that the Visitor Center was there as a feeder for the Mosby House. The two were linked together. He noted the importance of tourism and the Town Council had talked about tourism. He said the keeping of the property as a museum is an opportunity to increase tourism in Warrenton. He noted that the house needs to be saved and that there could be multiple uses. He indicated that he was part of the ad hoc committee which was chaired by former Councilmember Yak Lubowsky. He noted that there was a fundraising arm planned as part of the Brentmoor Trust. There was a proposal to use the house for other events, such as art shows, wedding receptions, and lectures. He stated the goal was to have as many events as possible to keep the income coming in.

Mr. Scott Van Ness

Mr. Van Ness, Cannonball Gate Road, Warrenton, came forward and noted that his family has roots in Fauquier County and they participate in heritage type activities. He noted that in 2011, 2012 and 2013 there was support for the museum. He stated that he had not heard any resolution to the use or purpose of the Mosby house. He stated that the house could be an economic engine to the Town and museums across Northern Virginia and around the country are successful. He stated that the house could be used by other historical-based groups for various activities.

HEAR FROM CENTER DISTRICT SUPERVISOR

Supervisor Chris Granger was not in attendance.

PUBLIC HEARING(s)

FY 2018 Proposed Budget

The Vice Mayor opened the public hearing at 7:25 p.m. and called upon the Town Manager.

The Manager stated the Council had held three worksessions on the proposed budget and another was planned next week. He stated that there are three rate increases proposed. In the General Fund, there is a proposed 5% increase in WARF membership. Motor vehicle license fees would go from \$15 to \$25 and motorcycle licenses would increase from \$10 to \$20. He said that in the Utility Fund there was a proposed increase of about 3% in water and sewer user rates. He indicated the increase would equate for the 5,000 gallon per day user about \$1.57 and the minimum user, who is 2,000 or less gallons per day, of about 16 cents.

He noted the following total appropriations by fund:

General Fund	\$14,553,940
Capital Projects Fund	\$ 1,531,161
Water and Sewer Operating Fund	\$ 5,562,138
Water and Sewer Capital Fund	\$ 4,790,000
Motor Pool Fund	\$ 473,307
Information Technology Fund	\$ 367,970

The Manager noted also there a reduction for the Comp. Plan which would enable the Town to encumber services in the current fiscal year. He noted that there was a request later in the meeting to set a public hearing for funding for the library. The FY18 amount will be included in the Capital Projects Fund to be adopted with the budget on June 13. The \$1 million total for all three years (FY17, FY18, FY19) will be shown in the CIP.

He noted that also there is conversation concerning modifications for the BPOL taxes.

The Vice Mayor called for citizens wishing to speak.

Ms. Jan Selbo

Ms. Selbo of 178 Main Street came forward and noted she wished to speak for the Fauquier Free Clinic. The Free Clinic provides medical and dental services to residents of Fauquier and Rappahannock Counties. She stated one third (700 of 2100) patients came from the Town of Warrenton. She said that the Town funding since 2004 have enabled the Free Clinic to furnish comprehensive care to patients. She noted that the Free Clinic would be grateful for the Town's ongoing support.

Laurie Parker

Ms. Parker of Piedmont Dispute Resolution Center noted that the Town had supported the nonprofit group over the past twenty years with an annual contribution of \$1,000. She noted that recently she had obtained a national grant to focus on relations between the police department and citizens with role reversal. She indicated that the group will sponsor a Community Fun Day at Eva Walker Park on July 29. She circulated a postcard titled, "How to Build a Community."

Ms. Lachelle Yoder

Ms. Yoder came forth and thanked the Town for its support for Families for Fauquier, who sponsored events for families and children in the community. She urged continued funding.

Ms. Amelia Stansell

Ms. Stansell, 149 Secretariat Court, came forth and noted that Bluemont Concert Series had received the Town's support since 1982. She highlighted the statistics of the number of concerts and educational programs that Bluemont had held the past year and those planned for 2017. She noted that Bluemont usually receives \$10,000, of which \$5,000 is from a Challenge Grant and \$5,000 from the Town. She said that there had been a reduction in the Challenge Grant amount to \$4,500 and requested that the Town increase the group's request \$500 to make up for the loss in addition to its customary \$5,000 contribution.

Mr. Bailey Dabney

Mr. Dabney, 7122 Blake Drive, Warrenton, noted that he was the President of Experience Old Town Warrenton. He noted that the organization had just received its 501 (c) (3) status. He requested the Town's support with level funding. He stated that the first "First Friday" event had been successful.

Ms. Paul Johnson

Ms. Johnson came forward and thanked Council for past funding for the Warrenton Fauquier Heritage Day event. She noted that this year will be the 13th annual event and the event brings many Civil War historic groups as can to the event. The event is planned for September 20 and she invited all to attend.

The Vice Mayor called for those to speak against. There being no citizens wishing to speak, she closed the public hearing at 7:41 p.m.

Ordinance 2017-06, An Ordinance Amending Chapter 11 – "Offenses – Miscellaneous" adding Article V – "Defacement of Property; Graffiti, Sec. 11-72 "Defacement of Property Prohibited; Criminal Penalty to the Code of the Town of Warrenton

The Vice Mayor opened the public hearing at 7:41 p.m.

The Town Attorney stated that there had been needed clarifications noting the penalties for graffiti. He stated that the proposed ordinance would provide for the ability to require compensation and restitution for graffiti up to \$2,500 and if the person committing the crime is a juvenile, the parents would be held responsible.

Mr. Burnett questioned whether “or legal guardian” should be added to the “parents” wording. Mr. Robinson said it could be added.

On a motion by Mr. Hamby, seconded by Mr. Carter, Ordinance 2017-06, An Ordinance Amending Chapter 11 – “Offenses – Miscellaneous” adding Article V – “Defacement of Property; Graffiti, Sec. 11-72 “Defacement of Property Prohibited; Criminal Penalty to the Code of the Town of Warrenton, was approved on a 7-0 Council vote (for: Reynolds, Polster, Wood, Burnett, Hamby, Kravetz, Carter, against: none).

Ordinance 2017-07, An Ordinance Amending Chapter 13 – “Solicitors” Adding Section 13-8, “Penalties” to the Code of the Town of Warrenton

The Vice Mayor opened the public hearing at 7:46 p.m.

The Town Attorney said that the proposed ordinance would add a penalty for solicitors. He stated that often citizens are taken advantage of by landscaping and tree companies. Magistrates had asked Mr. Robinson for a penalty associated with the crime. He noted that the first time would be a Class 4 misdemeanor and would have a \$250 fine, Class 3 would be \$500, Class 2 would be six months in jail and to \$1,000, Class 1 would be a year in jail and \$2,500 fine. They would have to get a permit to do that.

Mr. Wood asked about the ice cream trucks and trucks which travel around and sell meat. Mr. Robinson noted those would be covered under “itinerant merchants”. Chief Lou Battle came forward and noted that there had been problems with groups that go to different neighborhoods and prey on the elderly. He stated that in court cases were made but there was no penalty. He reiterated that those seeking to commit the crimes are familiar with which jurisdictions do and do not have ordinances which deal with this type of solicitation and which communities where police arrest. Ms. Reynolds noted that there are groups of college students who go around during the summer and ask to paint houses. The Town Attorney noted that they would have to work with the Police Department to obtain a permit and go through the process.

The Vice Mayor called for those citizens wishing to speak for or against the ordinance. There being no citizens wishing to speak, the public hearing was closed at 7:53 p.m.

On a motion by Mr. Burnett, seconded by Mr. Kravetz, Ordinance 2017, An Ordinance Amending Chapter 13 – “Solicitors” Adding Section 13-8, “Penalties” to the Code of the Town of Warrenton was approved on a 7-0 Council vote (for: Reynolds, Polster, Wood, Burnett, Hamby, Kravetz, Carter, against: none).

CONSENT AGENDA

a. Approval of Council Minutes

(1) April 11 Council Minutes

b. Staff reports and Board and Commission Minutes

- (1) Staff Report – PW-Utilities
- (2) Staff Report – Visitor Center
- (3) Staff Report – Police
- (4) Staff Report – Parks & Recreation

- c. March 2017 Financial Statements
- d. 2017 Warrenton-Fauquier Heritage Day
- e. Acceptance and Appropriation of 2017 Byrne Grant
- f. Acceptance of PATH Grant and FY 17 Budget Amendment and Appropriation of Funds

Mr. Burnett moved that the Consent Agenda be approved and the motion was seconded by Mr. Kravetz. Mr. Polster asked which option, of the two options noted in the Heritage Day application, were approved. Chief Battle clarified that Ms. Johnson had requested use of the Mosby House or option 1.

Following the discussion, Consent Agenda was approved on a 7-0 vote (for: Reynolds, Polster, Wood, Burnett, Hamby, Kravetz, Carter, against: none).

NEW BUSINESS

Disbursement of FY 17 Business Assistance Funds to Fauquier County Economic Development Authority

The Manager stated that the matter was in regard to the funds currently appropriated in the current year's budget for \$25,000 to support business development. He stated that the funds were appropriated and adopted at the beginning of the year and were set aside to be a match along with the same amount from EDA and Fauquier County. The EDA has their funds set aside but Fauquier County did not appropriate a \$25,000 match. Between the EDA and the Town there is \$50,000 which would be set aside for the program for businesses just within the Town. It was taken from the majority of the fiscal year. The Town Economic Development Manager and EDA representatives have to develop the outline and the eligibility criteria. A committee comprised of EDA staff and the County Economic Developer and the Manager have developed eligibility for the program and it has taken this long to get the outline together. No funds or grant awards will be dispersed this fiscal year and so in order to not re-appropriate any funds in next fiscal year, the Manager recommended the funds be encumbered by dispersing them to the EDA and they will be available for the grant program for fiscal year, along with the EDA match. He stated it was something which would have been done anyway with the funds because the Town would not have been making payments directly to businesses that were awarded the grant because the Town would need to be at arm's length transaction for disbursement. Mr. Godfrey stated that the grants are intended to be reimbursement grants so eligible businesses have to apply for pre-approval for the grant committee and then be awarded. The business would then undertake the project and submit the expenses for reimbursement. The Manager indicated that he wanted to be sure that

Council approved prior to dispersing the funds to the EDA. He requested that Council authorize the Town Manager to disperse the \$25,000 in FY 17 to Fauquier Economic Development Authority.

Mr. Carter asked for clarification that the Town would give the funds to the Economic Development Authority and they would necessarily go to people receiving the grant. The Manager responded that they would along with their own match and the evaluation grant application would be on a running until the depleted the \$25,000 EDA funds and the Town's \$25,000.

Mr. Hamby asked why the County did not match the amount and the Manager responded that the County originally was to have put it in the budget but then they thought they would amend the budget and appropriate from surplus but it never occurred. Mr. Hamby asked if the contribution would stay with Town businesses and the Manager assured it would.

On a motion by Mr. Carter, seconded by Mr. Kravetz, disbursement of FY 17 Business Assistance Funds to Fauquier County Economic Development Authority was approved on a 7-0 Council vote (for: Reynolds, Polster, Wood, Burnett, Hamby, Kravetz, Carter, against: none).

Comprehensive Plan Amendment Initiation Lidl US, LLC

Ms. Schaeffer came forward and noted that the applicant's request is to initiate a Comprehensive Plan Amendment (CPA). Under Article 1 of the Zoning Ordinance it indicates the purpose is to implement the purpose of the adopted Comprehensive Plan. Lidl is asking to initiate a concurrent CPA with existing ZMA 2017-01. The current land use map has a designation of low density residential. This designation calls for single family detached residential dwellings at densities ranging from existing levels of development up to 2.5 dwellings per net acre. The applicant is seeking an application to amend the Future Land Use Map to Re-Planned Commercial. He showed a map of the proposed area. The staff recommendation was not an endorsement of the request but a directive to staff to go ahead and start the processing of the CPA concurrently. As part of the process, the staff can look at the general area, propose an additional future land use, or expand it. Staff recommended that Council approve the applicant's request to initiate the CPA to run concurrently with the rezoning request. The Town Attorney had drafted a resolution for Council consideration.

RESOLUTION

A RESOLUTION REQUESTING THE PLANNING COMMISSION TO PREPARE AND HOLD A PUBLIC HEARING TO CONSIDER AN AMENDMENT TO THE COMPREHENSIVE PLAN OF THE TOWN OF WARRENTON

WHEREAS, Virginia State Code Section §15.2-2223 requires local planning commissions to prepare and recommend a comprehensive plan for the physical development of the territory within its jurisdiction; and

WHEREAS, Virginia State Code Section §15.2-2229 allows the local governing body to

recommend that the Planning Commission consider an amendment to the comprehensive plan; and

WHEREAS, the Town of Warrenton has received an application from Lidl – Warrenton (GOAL, LC) to rezone and develop certain tracts of land, specifically LOT 41R (PIN#6984-18-2709), LOT42 R (PIN#6984-18-3915), and LOT 43R (PIN#6984-18-2905); and

WHEREAS, the application for rezoning and development of said parcels would require amendments to the Town of Warrenton Comprehensive Plan; and

WHEREAS, the Town Council of the Town of Warrenton desires to have the Planning Commission prepare and submit any amendments in furtherance of said rezoning and development to the Comprehensive Plan for public hearing for consideration by the Planning Commission and the public to assess and make recommendations therefrom to the Town Council of the Town of Warrenton regarding the same; and

WHEREAS, the Town Council of the Town of Warrenton requests that said public hearing be held within 60 days from today.

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Warrenton, that the Town of Warrenton Planning Commission, with the assistance of staff, prepare any and all amendments to the Comprehensive Plan as may be required in furtherance setting a public hearing and to make recommendations to the Town Council as to whether the Comprehensive Plan should be amended as requested by the Applicant or as the Planning Commission and Town Council may determine.

There was discussion of the 60 days noted in the resolution. The Town Attorney noted that it was noted as 60 days or longer.

Mr. Burnett noted he was trying to understand what Council was considering. Mr. Robinson stated that in order to go forward with any rezoning the Town has to amend the Comp. Plan and to even consider it, this one section has to be done. Mr. Burnett asked the time resources involved and Ms. Schaeffer noted that with any application the compatibility is reviewed with the future land use map and Comp. Plan so it is something that Planning does already. She noted that the applicant was alerted and that Council's attention would be brought to the matter because it is something that the Town has not gone through. She stated that it is not a great burden to staff to do this because they are running concurrently.

On a motion by Mr. Kravetz, seconded by Mr. Wood, the resolution was approved on a 7-0 Council vote (for: Reynolds, Polster, Wood, Burnett, Hamby, Kravetz, Carter, against: none).

Setting a Public Hearing for an FY 17 Budget Amendment and Capital Contribution to Warrenton Library Project

The Manager noted that the request was to amend the first one third of the current for the three years of funds totaling \$1 million as a capital contribution for the Warrenton Library Project. The first third will be an amendment to the current fiscal year and the next one third will be next considered for adoption with the FY 18 fiscal year budget and the final third will be in

the FY 19 CIP. Even with the amounts in thirds, it is large enough to trigger public hearing requirements as required by State Code for amending the budget. The action being considered is setting the public hearing for the next regular Council meeting on June 13 to amend the current budget for the \$333,333.

Mr. Carter moved and Mr. Wood seconded a motion to set a public hearing for an FY budget amendment and capital contribution to the Warrenton Library. Mr. Polster asked if there would be details to discuss at the next regular Council worksession about certain things such as the library had to be in the Town. Mr. Robinson noted he would prepare a document and forward it to Council.

Council voted 7-0 (for: Reynolds, Polster, Wood, Burnett, Hamby, Kravetz, Carter, against: none) to set a public hearing for an FY 17 budget amendment and capital contribution to the Warrenton Library Project.

REPORTS AND COMMUNICATIONS

Report from Town Attorney

The Town Attorney noted he had hoped to have had for Council a report from a real estate professional concerning Brentmoor but he had run into a couple of items which would have an effect on the listing price. The realtor noted he would get information to Mr. Robinson later in the week. The realtor had run into an easement issue.

Report from Finance Committee

Mr. Wood noted that the next meeting on the budget will be held on May 15 and he would be participating by telephone since he will be out of town.

Report from Public Safety and Transportation Committee

Mr. Kravetz noted that the committee would be meeting at 6 p.m. prior to the May 15 budget meeting.

Report from Utilities Committee

Ms. Reynolds asked Mr. Hamby to give the Committee report. Mr. Hamby reported that the committee received an update on the solar proposal and water recycling at the Water Treatment Plan which is currently at 62%. He stated that the Town Manager is working with the Warrenton Fields Association on use of water for the fields.

Report from Planning District 9

Mr. Wood noted that PD-9 is concerned about the budget cuts nationally for grants because they pay a lot of salaries.

Committee on Health, Parks and Recreation

Mr. Polster reported that archery started at the WARF with eight participants and Fishing at the Reservoir would occur on May 13 and Sunday was “Bluemont in the Park” at Eva Walker Park. He commented that at the next First Friday the Town Parks and Recreation Department would partner with Experience Old Town Warrenton to have a healthy eating and active lifestyle First Friday.

Report from Liaison Committee representative

Ms. Reynolds reported that the boundary adjustment of the panhandle and library funding and its zoning. The Manager commented that he is still trying to coordinate a meeting between the Town and County staff on development of a process for initiating the rezoning of the Waterloo property since a portion is CBD and a portion is residential. The entire property has to be rezoned to PSP.

Report from Town Manager

The Manager highlighted his project status report. Mr. Polster noted that he wanted to ensure that the dog park did not cost \$100,000 and a definitive number is needed of what is left of the proffer.

Mr. Polster asked if the Town was waiting for Sheriff Mosier to respond concerning the panhandle and Ms. Reynolds noted that Chief Battle and the Sheriff are working on that.

The Manager noted that Mr. Wood was on an audit selection panel. He said that the next step may be to have a financial advisor look at what numbers the County Administrator, Manager and Commissioner of Revenue have developed. Mr. Polster asked about the fiscal impact of the Walker Drive project could be on an open end contract as well as far as impact 30, 40 or more years down the road. Mr. Polster asked if the financial advisor could be used for other things as well. The Manager noted that he had worked with Tischer-Bice in other jurisdictions.

Mr. Polster asked for an update on Broadview Avenue. The Manager stated that the Town had heard from VDOT when the Commonwealth Transportation Board meets next month and, hopefully, they will affirm the staff recommendations for funding for both parts of Broadview under the Scatscale program. He stated that the Town would try again with a different angle to obtain funding through the HSIP funding.

COUNCILMEMBERS’ TIME

Mr. Kravetz asked if there was any member of Council who wants to work on the Halloween parade.

Mr. Burnett noted that the First Friday event held by the Experience Old Town Warrenton group was successful and vital to economic development and is vital.

Mr. Burnett also asked about the Rotary clock. Mr. Godfrey stated that he had not talked with Ross D'Urso about it.

Mr. Wood commented that EOTW did an excellent job with First Night. He stated that the Town should start thinking about street improvements near the Poet's Walk site at Blackwell Road and Oak Springs Drive. He noted there was \$10,000 in proffer funds available for the improvements.

Mr. Polster thanked staff for the "Look:" campaign work.

There being no further business, the meeting adjourned at 8:35 p.m.

Evelyn J. Weimer, Town Recorder



Town Council Meeting Item Number: b.(1)
June 13, 2017

ATTACHMENTS:

Description	Type	Upload Date
Staff Report - Visitor Center	Cover Memo	6/2/2017

From: [visitorcenter](#)
To: [Evelyn Weimer](#)
Subject: Council Report.
Date: Thursday, June 01, 2017 4:30:12 PM

Town Council--

Although May felt like a busy month (372), the visitor count was less than 2016.

Perhaps the reason we felt so busy was because the meeting rooms were used 23 times, 5 of those days had day and evening meetings. Fourteen of the 23 users that paid for the space.

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)
June 13, 2017

Agenda Memorandum
Submitted by: Margaret Rice, Director of Parks & Recreation

Issue: Staff Report - Parks & Recreation

Background:

Discussion:

**Financial
Impact:**

**Recommended
Action:**

Town Manager

ATTACHMENTS:

Description	Type	Upload Date
May 2017 Report	Staff Report	6/7/2017



Town of Warrenton
Department of Parks and Recreation
Monthly Report - May 2017

REVENUE SUMMARY					QUICK FACTS
	FY 2017 Budget	May 2017	FY 2017 Year-to-Date	FY 2016 Year-to-Date	TOTAL NUMBER OF ACTIVE MEMBERS: 1,652
Beginning of period			\$1,093,120.16	\$1,008,325.14	
Memberships	\$ 443,000.00	\$18,134.57	\$397,777.55	\$373,037.11	NUMBER OF DAY ADMISSIONS THIS MONTH: 6,282
MVPasses		\$2,938.50	\$32,911.50	\$32,215.75	
Daily Admissions	\$ 269,000.00	\$19,029.00	\$172,344.00	\$142,845.00	TOTAL ATTENDANCE THIS MONTH: 11,597
Gift Cards		\$125.00	\$5,001.25	\$3,713.50	
Child Care	\$ 2,800.00	\$211.00	\$2,259.00	\$2,590.00	NUMBER OF AQUATICS CLASSES HELD THIS MONTH: 171
Programs (Aquatics & Fitness)	\$ 343,000.00	\$20,373.00	\$155,672.04	\$164,647.52	
Rentals	\$ 210,638.00	\$22,177.50	\$237,833.00	\$221,872.00	NUMBER OF GROUP FITNESS CLASSES HELD THIS MONTH: 256
Individual Instruction		\$9,599.00	\$70,880.00	\$80,681.30	
Merchandise	\$ 8,000.00	\$1,051.00	\$7,285.00	\$5,952.00	
Sponsorship/Grant/ Ad Sales	\$ 75,000.00	\$3,571.59	\$97,928.42	\$62,509.29	
Park Pavilion Rentals	\$ 6,000.00	\$995.00	\$6,767.50	\$7,885.00	
Contract Programs		\$0.00	\$0.00	\$60.00	
Miscellaneous	\$ 4,150.00	\$464.35	\$5,130.41	\$6,514.49	
End of period	\$1,361,588.00	\$98,669.51	\$1,191,789.67	\$1,104,522.96	
WARF Operating Expenditures	\$ 1,656,167.00	120,452.77	\$ 1,411,366.62	\$ 1,410,255.77	
MONTHLY HIGHLIGHTS					
On the morning of May 13, Parks and Recreation held our annual Fishing Day at the Reservoir. Despite the cold and wet weather, attendance was strong.					
On the evening of May 13, all Parks and Recreation staff participated in a mandatory training exercise. Skills were reviewed in CPR, customer service, and fire extinguisher use. May thanks to the Warrenton Fire Department for helping us with this training.					
Summer classes and lessons are underway at the WARF. Swim lessons are being offered for all ages throughout the summer. Lifeguard training has been very popular this spring, with additional classes being added to meet demand. We are also offering Junior Lifeguard classes for children aged 10-14.					
Events coming up include Movies in the Park on June 9 and 23; Blue Grass Jam at Eva Walker Park on June 11; Make Music Day on June 21; and Warrenton Town Limits on June 30.					



Town Council Meeting Item Number: b.(3)
June 13, 2017

ATTACHMENTS:

Description	Type	Upload Date
May 2017 PW-Utilities Report	Cover Memo	6/7/2017

SUMMARY OF ACTIVITIES

Town of Warrenton

May 2017

PUBLIC UTILITIES DEPARTMENT

Water Leak Repairs on Main Lines and Locations:

- Repaired a 6" valve at Bear Wallow Road and Norfolk Drive.
- Checked a report of a leak at Bear Wallow Road and Bear Wallow Drive that turned out to be ground water.
- Checked a report of a leak at the Warrenton Aquatic and Recreation Facility bath house. A 2" hydrant was leaking and repairs have been scheduled for a later date.

Water Leak Repairs on Service Lines and Locations:

- There were no leaks on any service lines this month.

New Water Service Connections and Locations:

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

New Sanitary Sewer Connections and Locations:

- Installed a new sewer connection and lateral at 191 Waterloo Street. The homeowner was on a drainfield that has failed.

Sanitary Sewer Problems or Related Work:

- Checked sanitary sewer problem areas on a weekly basis.
- Repaired a broken sewer cleanout at 7198 Mosby Drive.
- Repaired a broken sewer cleanout at 694 Bear Wallow Road.
- Repaired a broken sewer manhole lid on Gaines Street.
- Checked a complaint of a sewer odor at 613 Plain Road. No problem found.
- Checked a report of a sewer backup at 150 East Shirley Avenue. The problem was found to be on the homeowner's side.
- Responded to an emergency call-in for a sewer backup at Huntsman's Ridge Drive and Moccasin Lane.
- Responded to an emergency call-in for a sewer backup at the Warrenton Exxon, 309 West Lee Highway.
- Replaced manhole frames and covers at Diagonal Street, First Street and on Bear Wallow Road.
- Freed up seized manhole lids on Alexandria Pike, and then reinstalled them.
- Checked a sewer lateral problem at 6426 Halifax Court. After investigating, it was found to be on the homeowner's side.

- Installed riser rings on manholes at Alex Court and on Chelsea Drive for an upcoming paving project.
- Flushed and TV'ed 100 feet of the lateral at the Warrenton Exxon on West Lee Highway.

Miss Utility Locates:

- Responded to approximately 220 Miss Utility Locate Tickets.

Fire Hydrant Maintenance:

- Serviced 181 fire hydrants this month as part of the yearly maintenance program.

Other Related Work:

- All employees attended the monthly safety meeting at the Town shop.
- Checked a complaint of low water pressure at 177 Piedmont Street. No problem found.
- Met with the homeowner at 7646 Movern Lane about the possibility of a sewer connection and advised them of their options.
- Met with the homeowner at 216 Fairfield Drive about a sewer connection problem. The homeowner was advised to contact the Homeowner's Association.
- Met with the homeowner at 223 Norfolk Drive about sewer easement specifications.
- Cut off the water on Blackwell Road for a new water tie-in to the Poets Walk project.
- Checked a report of someone stealing water from the hydrant at Hastings Lane and Ivy Hill Drive. The fire hydrant was damaged and the individual was caught. The Police Dept. has made a report. The repairs to the hydrant will be scheduled for a later date.
- Cleaned up tools and equipment on a weekly basis.
- Flushed water lines on a weekly basis on Turkey Run Drive, Windsor Ridge and Monroe Estates, and on a monthly basis on View Tree Drive, Sycamore Street and Winchester Street.

TOTAL WATER PUMPED DURING MONTH OF _____ May _____ 2017

Well No. 5 _____ 0 _____ Gallons

Well No. 6 _____ 179,695 _____ Gallons

Filter Plant _____ 35,881,000 _____ Gallons

TOTAL PUMPED (All Sources) _____ 36,060,695 _____ Gallons

Average Gallons per Day _____ 1,163,248 _____

Total Pumped During the same month last year _____ 36,957,731 _____ Gallons

Average Gallons per Day _____ 1,192,185 _____

TOTAL FLOW THROUGH SEWAGE PLANT _____ 67,160,000 _____ Gallons

Average Gallons per Day _____ 2,166,452 _____

Total Flow During the same month last year _____ 63,370,000 _____ Gallons

Average Gallons per Day _____ 2,044,194 _____

Total Rainfall 8.6 inches

Warrenton Reservoir Overflow Elevation 445.3 ft.

Warrenton Reservoir Current Elevation 445.6 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	0
APRIL	0	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	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.

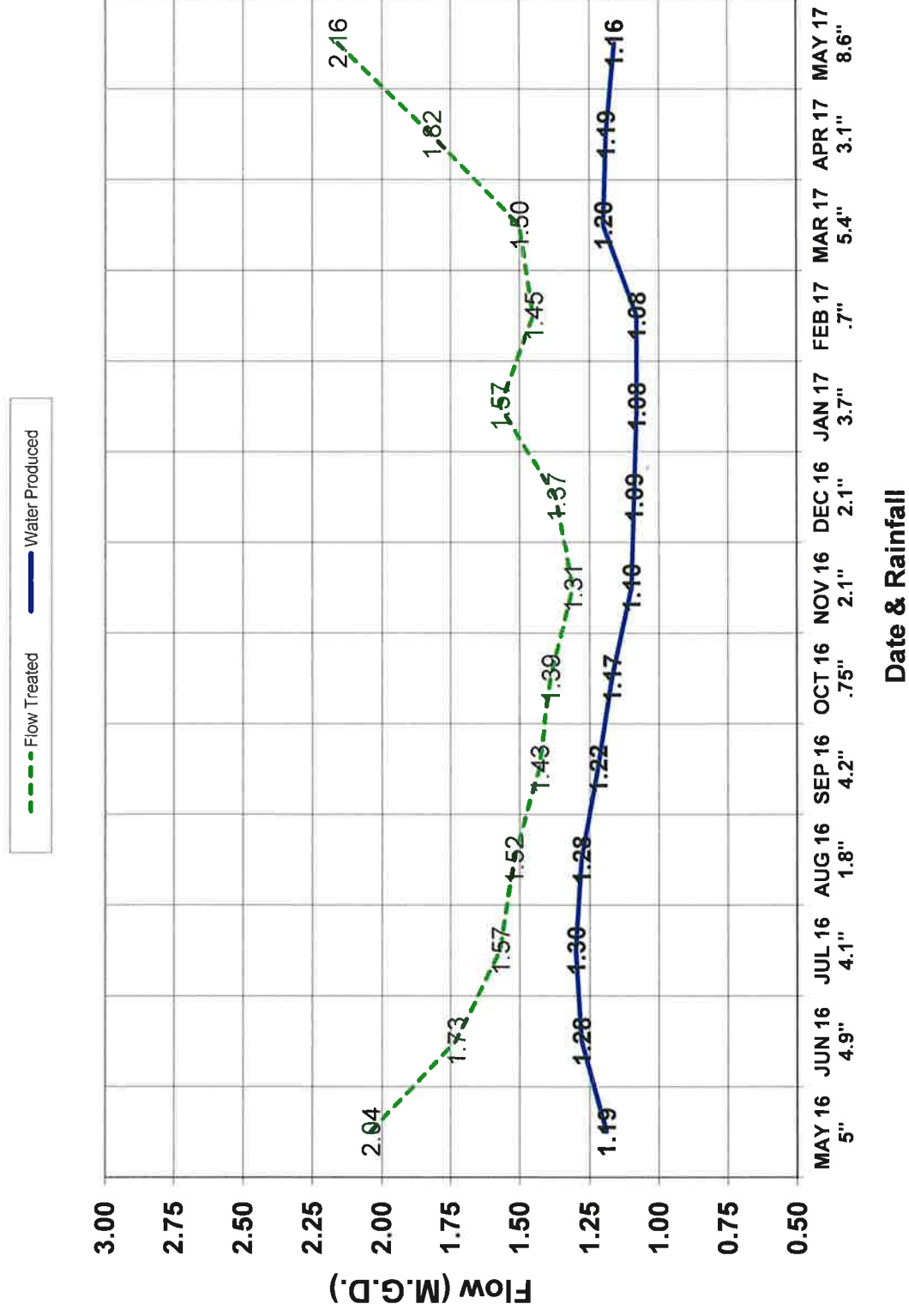
*The Town received one point due to a warning notice from the December-06 lab inspection. Corrective action has been taken.

**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>
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
MAR 17 5.4"	1.50	1.20
APR 17 3.1"	1.82	1.19
MAY 17 8.6"	2.16	1.16

WATER METER DEPARTMENT

Number of cross-connection inspections	0
Number of water connections issued	0
Number of water connections installed*.....	0(Includes 0 by Town Staff)
Number of sewer connections issued	0
Number of sewer connections installed*.....	0(Includes 1 by Town Staff)
Number of water and sewer accounts.....	4861
Number of water meters replaced	0
Number of cut-ons and cut-offs	26
Number of check for leaks.....	48

*Primarily new subdivisions, installed by contractors

PUBLIC WORKS DEPARTMENT

Street Department:

- Continued assisting in the shop with repairs and servicing trucks.
- 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.
- Continued picking up whole brush and chipping brush.
- Continued mowing and weedeating throughout the town.
- Continued spraying sidewalks and curb-lines for weeds.
- Continued trimming trees throughout town that were hanging low or causing visibility problems.
- Continued sidearm mowing banks and shoulders throughout town.
- Assisted with mowing and weedeating at the Cemetery especially the week prior to Mothers Day and Memorial Day.
- Washed and serviced mowers and tractors.
- Hauled several loads of old asphalt to the plant for recycling.
- Hauled several loads of chipped brush to the farm.
- Checked and cleaned drains, inlets, etc. Repaired a grate on Lee Street Extd.
- Patched potholes throughout town as needed using Perma-Patch cold patch.
- Made shoulder repairs on Railroad Street by grading and putting down gravel.
- Made pavement repairs in Conway Grove, Erin Drive and Chelsea Drive. Dug out old asphalt, backfilled with 21A stone and put down new asphalt.
- Put out message board announcing upcoming events and road closures. Put up temporary No Parking signs in Old Town, closed off the necessary streets, worked the events and then cleaned up afterwards and reopened the streets for First Friday, Spring Festival and Memorial Day Parade.
- Assisted the Utility Dept. on several occasions with repairs and making asphalt repairs after the utility repairs were completed.
- Made asphalt repairs to the main road in the cemetery from the main gate down to the shed.
- Opened and closed 5 graves for burials.
- Graded Benner Drive.
- Installed new storm structure on Boundary Lane and laid 35' of 15" plastic pipe and tied into existing storm structure on Academy Hill Road. Put asphalt around new structure on Boundary Lane and spread seed and straw on disturbed areas.
- Made repairs to the brick sidewalk on Winchester Street.
- Found a sinkhole on S. 3rd Street. Put steel plate over it and asphalted around the edges until repairs could be made.
- Made repairs to the sidewalk and retaining wall on N. 4th Street. Removed a section of old wall and sidewalk, cleaned out where the old wall was, used vac-truck to clean out down to the footers, set forms back, mixed cement and set blocks and removed form boards.
- Spread lime and fertilizer in two areas, one on Norfolk Drive and one on Lee Street Extd.

- Assisted with removal of truck and clean up from an accident at Culpeper and Lee Street where a tractor trailer hit building and bollard at the corner.

Building Maintenance and Traffic Control:

- Ran errands and made repairs for all departments as needed –
Town Hall –

- Made daily walk thru checking the facility over.
- Picked up and emptied recycling.
- Cleaned out drains outside.
- Moved boxes to basement.
- Moved cable in computer room.
- Brought down copy paper.
- Drove nails back in on benches outside.
- Delivered boxes of trash bags.
- Set up tables for a meeting and took down afterwards.
- Looked at computer room as to why so humid/damp.

Planning/Zoning –

- Picked up recycling.
- Continued running wire and setting up new TV in conference room.
- Assembled six office chairs.
- Put desk together.

Police Dept. –

- Picked up recycling.
- Met with Carter mechanic to look at generator.
- Replaced trap under sink.
- Met with the technician from Warrenton Heating & Air to look at the AC unit.

Shop –

- Emptied recycling.
- Had new keys made for the storage rooms.
- Ran new wire from the light at the fuel pumps to the light in the lower lot.
- Ran cable to back office (Wayne's) for new computer.
- Purchased and installed new TV in break-room.

Cemetery –

- Built a platform and ran new lines and installed new hot water heater.
- Made keys to the shed door.
- Replaced the flag and took the old one to the American Legion.
- Repaired flower box.
- Ran drop cord for the Memorial Day Ceremony.
- Re-attached soap dispenser in the restroom and filled with soap.
- Replaced clock.

WARF –

- Installed LED bulbs in some of the lights in the parking lot.

Mosby House –

- Moved furniture for the Garden Show.

Miscellaneous –

- Checked and cleaned out the fountain by the Library weekly. Had to drain and plunge the drain and then refill and added chemicals.
- Repaired several of the flag poles that go up on Main Street.
- Trimmed trees around the light poles on Rt. 211 and Broadview Avenue.
- Hauled tables and chairs to the Water Plant for a meeting.

Traffic Control –

- Checked signals, making repairs or adjustments as needed. Performed preventive maintenance on each signal in the PM hours. Met with John Hutchins to have hard drive switched on signal computer. Tested all Opticom's at traffic signals.

Checked signs throughout the town, making repairs, replacing or installing new as needed –

- Reinstalled Signal Ahead sign on Broadview Avenue.
- Reinstalled Divided Hwy. sign on Broadview Avenue, Lee Hwy. and on Rt. 17.
- Reinstalled Divided Hwy. sign post and base on Rt. 211.
- Installed base, post and large Route sign on Broadview Avenue near Winchester Street.
- Straightened Main Street and Alexandria Pike street name signs.
- Installed base and post and No Thru Trucks sign on Boundary/Benner Drive.
- Installed Pedestrian Crossing symbol signs on Main Street.
- Replaced Stop sign at 3rd and Horner Street with larger one – 30".
- Replaced Stop sign at Dover and Plain Road.
- Removed Gold Cup signs from the Welcome signs and put up Spring Festival signs. After Spring Festival, removed and replaced with Shop Warrenton signs.
- Put temporary No Parking signs on traffic cones and set up at the Farmer's Market lot off of S. 5th Street every Friday.
- Picked up sale/event signs from right of ways.
- Put traffic counter down on Waterloo Street.

ENGINEERING & PROJECT STATUS:

Plan Review / Site Development / Misc. Engineering:

- No plans reviewed for the month.

Project Review Update:

1. VDOT Broadview Avenue Improvements: No change since last report. Staff is awaiting Commonwealth Transportation Board (CTB) review and approval, which is expected in the June timeframe.
2. Inflow and Infiltration Reduction into the Sanitary Sewer System: Primary contractor initial sub-basin flow monitoring with the rainfall events has been completed and meters pulled. Results should be summarized in July. Updates of the GIS mapping completed and a briefing of status of integrating the information into our GIS system was held. Preparation for the next phase investigation of smoke testing, isolation flow monitoring

and video inspection will begin in the next 6 weeks with anticipation of identifying areas of rehab for the summer.

3. Warrenton Reservoir Dam Spillway: The dam break analysis and inundation study has been completed and finally submitted to DCR for review and approval.
4. Well #3 Reactivation: Contract has been awarded to E. G. Wade, Inc. in the amount of \$783,959. Staff conducted several negotiations and value engineering studies with the contractor and was able to reduce the award down from the \$875,000 submitted bid. Notice to proceed was issued mid May. Application was made to the Fauquier County Building Official for Building Permit and Temp Elec. Service.
5. WWTP Rotating Biological Contactors Replacement: Design continues to proceed on schedule with a 60% completion by mid June.
6. WTP Chemical Building: Kick off meeting was held with RKK, and historical drawing files are currently being conveyed to them.
7. WWTP Primary Clarifier Rehab: Project is completed.
8. Old Waterloo Road Waterline Connection: Final easement was received from School Board and deed and plat have been recorded. Pipe has been delivered and work is ready to proceed. Work delayed for end of school activities. Scheduled to start mid June.
9. Falmouth and Shirley Avenue Intersection: Field work for a complete topographic survey of the intersection has been completed. Staff is working on conceptual alignment on base survey in prep for coordination of work with VDOT and a local engineer to conduct a preliminary design. Dominion Power was contacted and a field meeting was held on April 11th to give notice of the project and the need for utility pole relocation in the area. Staff also discussed several construction options with VDOT for preliminary planning.
10. Blackwell Road Lee Highway Mast Arm Conversion: No change since the last report. Additional funding is included in the proposed FY18 CIP, which was recommended approval by the Planning Commission after their public hearing.
11. Drainage Improvements, E. Shirley Ave. and Parking Lot E: Drainage portion has been completed. Paving of Parking lot E is scheduled for June 12, which will complete the project.
12. Gold Cup Sidewalk: Project surveying and initial engineering completed. Based on right of way limits and topography it has been determined that the sidewalk can be installed with limited or no curbing. Associated with the curbing is drainage and inlets, which are costly. Thus the project estimate has been reduced from \$247,000 to \$110,000 in the FY18 proposed CIP.

GENERAL COMMENTS:

1. Rainfall amounts in May were higher than normal with 8.6 inches for the month. Warrenton and Airlie Reservoirs are overflowing with the rainfall experienced during the last of the month being a good soaking and thus primed hopefully for a normal month of June.
2. Spring flushing of waterlines was completed during the month by the Transmission and Distribution Section.
3. The annual Drinking Water Quality Report for 2016 has been sent to the printers for publication in June.
4. Staff met with Robert Mosko of Mosko Cemetery Monument Services, on April 26th for an initial assessment of the vandalism of the cemetery headstones and services his firm can provide. It was agreed to have him return to conduct a full assessment of the damage and recommended repairs and a report has been submitted for receipt in early June.

May-17

BLUE BAG REFUSE		HOUSE DEBRIS		SPRING / FALL CLEAN UP				CHIPPED BRUSH				COLLECTED IN BLUE BAGS				BLUE BAG TOTALS		TONS LANDFILL RECYCLE %			
DATE	REFUSE	REFUSE	TIRES	FREON	METAL	CHIPPED BRUSH	LEAVES	CARD BOARD	NEWS PAPER	OFFICE PAPER	CLEAN CONCRETE	REC.Y. OIL	GLASS	ALUMIN.	STEEL CANS	PLASTIC	TONS LANDFILL	TONS RECYCLE	%		
Mon. 1	28.66					2.50											28.66	2.50	31.16	8%	
Tue. 2	23.15																23.15	0.00	23.15	0%	
Wed. 3	0.28							4.08	1.46				2.98	0.20	0.32	0.24	0.28	9.29	9.57	97%	
Thurs. 4	15.36																15.36	0.00	15.36	0%	
Fri. 5	15.27																15.27	0.00	15.27	0%	
Mon. 8	23.00					5.93											23.00	5.93	28.93	20%	
Tue. 9	22.63					2.79											22.63	2.79	25.42	11%	
Wed. 10	0.05	0.25						3.84	1.34				2.63	0.18	0.28	0.21	0.30	8.48	8.78	97%	
Thurs. 11	17.00																17.00	0.00	17.00	0%	
Fri. 12	13.80																13.80	0.00	13.80	0%	
Mon. 15	23.72					2.50											23.72	2.50	26.22	10%	
Tue. 16	22.85					3.16											22.85	3.16	26.01	12%	
Wed. 17	0.03	0.27						4.12	1.15				2.81	0.19	0.30	0.23	0.30	8.80	9.10	97%	
Thurs. 18	14.96					2.50											14.96	2.50	17.46	14%	
Fri. 19	15.64																15.64	0.00	15.64	0%	
Mon. 22	27.76																27.76	0.00	27.76	0%	
Tue. 23	21.79					5.60											21.79	5.60	27.39	20%	
Wed. 24	0.04	0.24						4.38	0.93				2.53	0.17	0.27	0.21	0.28	8.49	8.77	97%	
Thurs. 25	13.69																13.69	0.00	13.69	0%	
Fri. 26	13.73																13.73	0.00	13.73	0%	
Mon. 29	HOLIDAY																0.00	0.00	0.00	0%	
Tue. 30	55.40																55.40	0.00	55.40	0%	
Wed. 31	0.14	0.29						4.23	1.53				3.04	0.21	0.33	0.26	4.11	0.43	9.58	10.01	96%
TOTAL	368.67	1.32	0.00	0.00	0.00	24.98	0.00	20.65	6.41	0.00	0.00	0.00	13.99	0.95	1.51	1.13	18.91	369.99	69.63	439.62	16%



Town Council Meeting Item Number: b.(4)
June 13, 2017

ATTACHMENTS:

Description	Type	Upload Date
Staff Report - Police	Cover Memo	6/8/2017



TOWN OF WARRENTON

POLICE DEPARTMENT

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



MONTHLY REPORT -MAY 2017

	MONTH	CALENDAR	CALENDAR
	MAY '17	YTD '17	YTD '16
TOTAL CALLS FOR SERVICE TO INCLUDE:			
SELF INITIATED	2310	10881	7763
DISPATCHED	1178	5528	2622
	1132	5353	5141
ACCIDENTS:			
REPORTABLE	65	237	260
NON-REPORTABLE (No injury, under \$1500 or private property)	32	119	143
	33	118	117
ARRESTS (CRIMINAL):			
FELONY	1	8	5
MISDEMEANOR	13	60	48
TRAFFIC ENFORCEMENT (NON-CRIMINAL):			
SUMMONS	192	715	644
PARKING	14	136	253
WRITTEN WARNINGS	95	337	475
DRUG ARRESTS:			
FELONY	1	4	N/A
MISDEMEANOR	2	7	N/A
HEROIN OVERDOSES:			
	0	3	3

REPORTED CRIMES MAY 2017

CLASSIFICATION

		MAY '17	YTD '17	YTD '16
1a	Murder and Non-Negligent Manslaughter			
1b	Manslaughter by Negligence			
2	Forcible Rape	1	2	1
3	Robbery		1	
4	Assault	8	29	24
5	Burglary		3	2
6	Larceny	17	67	103
7	Motor Vehicle Theft	1	2	1
9	Arson			
10	Forgery and Counterfeiting	1	2	6
11	Fraud	4	32	22
12	Embezzlement		2	4
13	Stolen Property: Buy/Receive/Possess		3	9
14	Vandalism/Graffiti	9	25	32
15	Weapons	1	4	2
16	Prostitution/Vice			
17	Sex Offenses	2	7	3
18	Drug Violations	6	24	20
19	Gambling			
20	Offenses Against Family	6	54	53
21	Driving Under Influence	2	14	19
22	Liquor Laws	2	4	3
23	Drunk in Public	7	26	36
24	Disorderly	2	5	9
25	All Other Offenses			
26	Curfew/Loitering			
27	Runaway	1	3	3
28	Reckless Driving	1	1	
29	Drive suspended/revoked	1	5	10
30	Contempt of Court	1	1	1
31	Unauthorized use	2	2	1
32	Hit & Run	7	31	25
33	Contributing to delinquency of minor	3	4	
34	False report to police		1	2
35	Abduction/Kidnapping		1	
36	Shooting into Building			
37	Child Neglect		1	



**Town Council Meeting Item Number: c.
June 13, 2017**

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

Issue: 2017 Annual Fourth of July Children and Pets Parade

Background: This will be the 2017 Annual Fourth of July Parade for Children and Pets in Old Town Warrenton. This event attracts approximately 400 spectators.

Discussion: In order to prepare a safe event and to minimize the impact on businesses, the Town will close the following streets for the Fourth of July Parade but they will remain open to pedestrians: Main Street between Ashby Street and Sixth Street, Culpeper Street between Lee Street and Main Street, and Alexandria Pike between Winchester Street and Main Street. Road closures will be in place starting at 9:00 A.M. Road closures will extend along Main Street to Sixth Street to accommodate the staging area for the parade participants. Parade participants will line up starting at 9:30 A.M. The parade will start at 10:00 A.M. Once the parade begins and the participants go beyond Fifth Street, the closure will be adjusted to Main Street at Fifth Street allowing North and South Fifth Street to be open to traffic. The parade will continue to Courthouse Square where other activities will take place. The adjusted road closure will remain in place from approximately 10:00 A.M. to the event's conclusion at approximately 12:00 P.M. Roads will be opened to traffic at the discretion of police personnel.

The application for this event was received on April 26, 2017, which was not within the required 90 day period prior to the event. Staff met with the event organizer/contact on May 4, 2017. Additional information was needed and was provided on May 9, 2017.

Financial Impact: Police personnel will consist of four (4) police officers for four (4) hours each, and two (2) Public Works employees for four (4) hours each.

There is no direct financial impact to the Town. The total cost of contributed manpower from the Police Department is estimated at \$664.96 and for the Public Works Department is estimated at \$235.60. 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
2017 Annual Fourth of July Children and Pets Parade Operational Memorandum	Cover Memo	5/18/2017
2017 Annual Fourth of July Children and Pets Parade Event Application	Cover Memo	5/18/2017



TOWN OF WARRENTON

POLICE DEPARTMENT



To: Mr. J. Brannon Godfrey, Jr., Town Manager, through Chief Louis Battle
From: Sergeant T. M. Carter
Date: May 17, 2017
Re: SPECIAL EVENT – 2017 Annual Fourth of July Children and Pets Parade

The Warrenton Area Civitan Club will host the 2017 Annual Fourth of July Children and Pets Parade in Old Town, on Tuesday, July 4, 2017.

Date: Tuesday, July 4, 2017
Event: 10:00 A.M. to 11:00 A.M.
Set Up: 9:00 A.M. to 10:00 A.M.
Clean Up: 11:00 A.M. to 12:00 P.M.

Public Works Department will be responsible for the set-up and take down of all necessary cones and street closed signs for the event. On Monday, July 3, 2017, the Public Works Department will place “*No Parking after 9:00 A.M. on 7-4-17*” signs on Main Street between Alexandria Pike and Sixth Street, Culpeper Street between Lee Street and Main Street, Court Street, and Hotel Street. Two (2) Public Works employees will be assigned to work the event for the same time period at an estimated total cost of \$235.60.

ROAD CLOSURES WILL BE IN PLACE AT 9:00 A.M. (See page 2 for list of road closures)

Police Department personnel will be responsible for clearing all parked vehicles from the prohibited areas for pedestrian safety. Four (4) police personnel will be assigned to work the event from 8:30 A.M. to 12:30 P.M. at an estimated total cost of \$664.96. Officers will arrive on Main Street at 8:30 A.M. and begin clearing parked vehicles from the prohibited areas at 9:00 A.M.

Main Street will reopen by 12:00 P.M. at the discretion of law enforcement when determined safe by police personnel on site.

Parade Line-up: Beginning at 0930 at Main & Fifth Street proceeding east on Main to Sixth Street.

Parade Route: Beginning at Main & Fifth Street proceeding West on Main Street and ending at Fauquier General District Court steps where there will be entertainment and refreshments.

Road Closures:

Falmouth Street and Lee Street	Road Closed to Thru Traffic Sign & Cones
Main Street and Sixth Street	Road Closed Sign – Traffic Cones
North Fifth Street and Municipal Lot	Road Closed Sign – Traffic Cones
South Fifth Street and Municipal Lot	Road Closed Sign – Traffic Cones
North Fourth Street and Main Street	Traffic Cones/Bars
North Third Street and Main Street	Traffic Cones/Bars
South Third Street prior to Main Street	Road Closed Sign – Traffic Cones
First Street and Main Street (near bank lot)	Traffic Cones/Bars
Alexandria Pike and Winchester Street	Road Closed Sign/Detour – Traffic Cones
Waterloo Street and Ashby Street	Road Closed Sign/Detour – Traffic Cones
Culpeper Street and Lee Street	Road Closed Sign – Traffic Cones
Culpeper Street and Main Street	Traffic Cones/Bars
Ashby Street and Hotel Street	Traffic Cones/Bars
Main Street and Fifth Street **	Road Closed Sign – Traffic Cones

The road closures for the parade staging area , between Fifth and Sixth Street, will be opened after the parade begins and the participants clear from the intersection of Fifth Street and Main Street. The remaining closures that consist of Main Street being closed from Ashby Street to Fifth Street will be in place until the conclusion of the event at approximately 12:00 P.M.

** Main Street and Fifth Street closures will be in place prior to opening up the parade staging area closures.

THE APPLICATION FOR THIS EVENT WAS RECEIVED ON April 26, 2017 WHICH WAS NOT WITHIN THE REQUIRED 90 DAY PERIOD PRIOR TO THE EVENT. STAFF MET WITH THE EVENT ORGANIZER/CONTACT ON May 4, 2017. ADDITIONAL INFORMATION WAS NEEDED AND WAS PROVIDED ON May 9, 2017.

Civitan Club of Fairfax
Warrenton Area Civitan Club
Chesapeake District
Civitan International



Delores (Dee) Leonard

Chesapeake Area III Director 2016-2017
Warrenton Club President 2015-2017
Fairfax Club Board of Directors

Home: 540-439-1502
Cell: 703-507-4903
E-mail: deeleonard@aol.com

9467 Cedrus Drive
Midland, VA 22728-1714

2017-86



TOWN OF WARRENTON

POST OFFICE DRAWER 341
WARRENTON, VIRGINIA 20188-0341
www.warrentonva.gov
TELEPHONE (540) 347-1101
FAX (540) 349-2414
TDD 1-800-828-1120

APPLICATION FOR PARADE/SPECIAL EVENT PERMIT

Activity 4th of July Parade for Children, their bikes and Pets Date of Application 4/24/17
Sponsored By Warrenton Area Civitan Club Location of Event Main Street between 4th and Court
For Profit Non-Profit x Tax Exempt No.

Organizers/Contact:

Name Delores G. Leonard Home # 540-439-1502 Work # cell 703-507-4903
Address 9467 Cedrus Drive City Midland State/Zip VA 22728
Name Home # Work #
Address City State/Zip

Description of Event:

Traditional 4th of July Parade for Children, their bikes and pets. Set up starts at 9:00 am with decorations for the court house.
Participants line up in front of Great Harvest Bakery with the Girl Scout Honor Guard, Mayor Powell Duggan, and Uncle Sam leading the way.
Police escort - motorcycle or car, leads in front of the Girl Scouts. Parade starts promptly at 10:00 am.
Civitan members provide water for participants in the parade and guests viewing the parade from the sidewalk.
Water for the pets (and treats) will also be provided.
Upon arrival at the court house, Mayor Duggan and Uncle Tom will proceed up the stairs and be introduced by Civitan President Dee Leonard.
The Mayor leads the pledge of Allegiance. The Fauquier County Band plays patriotic music throughout the set up and the parade.
Uncle Sam or the Mayor will recognize all of the veterans in the crowd. Families4Fauquier provides popsicles and other goodies for the children.

Date of Event Tuesday, July 4th, 2017 Rain Date none
Event Hours 10-11am
Set Up Time 9:30am Clean Up Time 11:00 until completed (NLT noon)

*Anticipated attendance (per day)

Participants 50

Spectators 200+

*Will you need electricity?

Yes

☒ No

(If yes, number of outlets)

*Will food be served?

Yes

☒ No

only popsicles & water

*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) Girl Scouts Banner, Civitan Signs, Families4Fauquier signs

*Will tents be erected?

Yes

☒ No

(If yes, what size)

*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)

Main Street between 4th & 5th Ave

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

Mercer Consumer, a service of Mercer Health & Benefits Administration LLC

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.

Alfred Leonard
Signature

4/24/17
Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/14/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Mercer Consumer, a service of Mercer Health & Benefits Administration LLC P.O. Box 14521 Des Moines, IA 50306-4521	CONTACT NAME: PHONE: 800-503-9227 (A/C, No, Ext): FAX: 515-365-3005 (A/C, No): EMAIL: Partner ADDRESS:
	INSURER(S) AFFORDING COVERAGE INSURER A: Granite State Insurance Co. INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Civitan International Warrenton Area Civitan Club c/o Delores G. Leonard 9467 Cedrus Drive Midland, VA 22728	NAIC #

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	02-LX-011397461-0	12/31/2016	12/31/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	<input type="checkbox"/>	<input type="checkbox"/>				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$	<input type="checkbox"/>	<input type="checkbox"/>				EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y/N	<input type="checkbox"/> N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ F.I. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	OTHER						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Effective 07.04.2017 include Town of Warrenton as additional insured: Certificate Holder (CG2011) but only with respects to the name insured's negligence with regards to the Town of Warrenton's 4th of July Parade for Children, their Pets, and their Bikes event to be held at Main Street from 4th Street to the Court House on 07.04.2017.

CERTIFICATE HOLDER**CANCELLATION**

Town of Warrenton
18 Court Street
P.O. Box 341
Warrenton, VA 20188

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

TO BE COMPLETED FOR PARADE REQUEST

*Projected number of entries: 50

*Anticipated number of participants: 300?

*Will children be involved? Yes No

(If yes, how many)

*Will animals be involved? Yes No

(If yes, how many and what type)

*What special conditions will be required, if any, to accommodate animal participants?
water bowls and treats

*Will motor vehicles be involved? (If yes, how many and what type)

only the police escort

*What additional streets or parking lots will be needed, if any?

NONE

*Please review enclosed map for parade route.

POLICE REVIEW:

PUBLIC WORKS REVIEW:

MANAGER'S REVIEW:

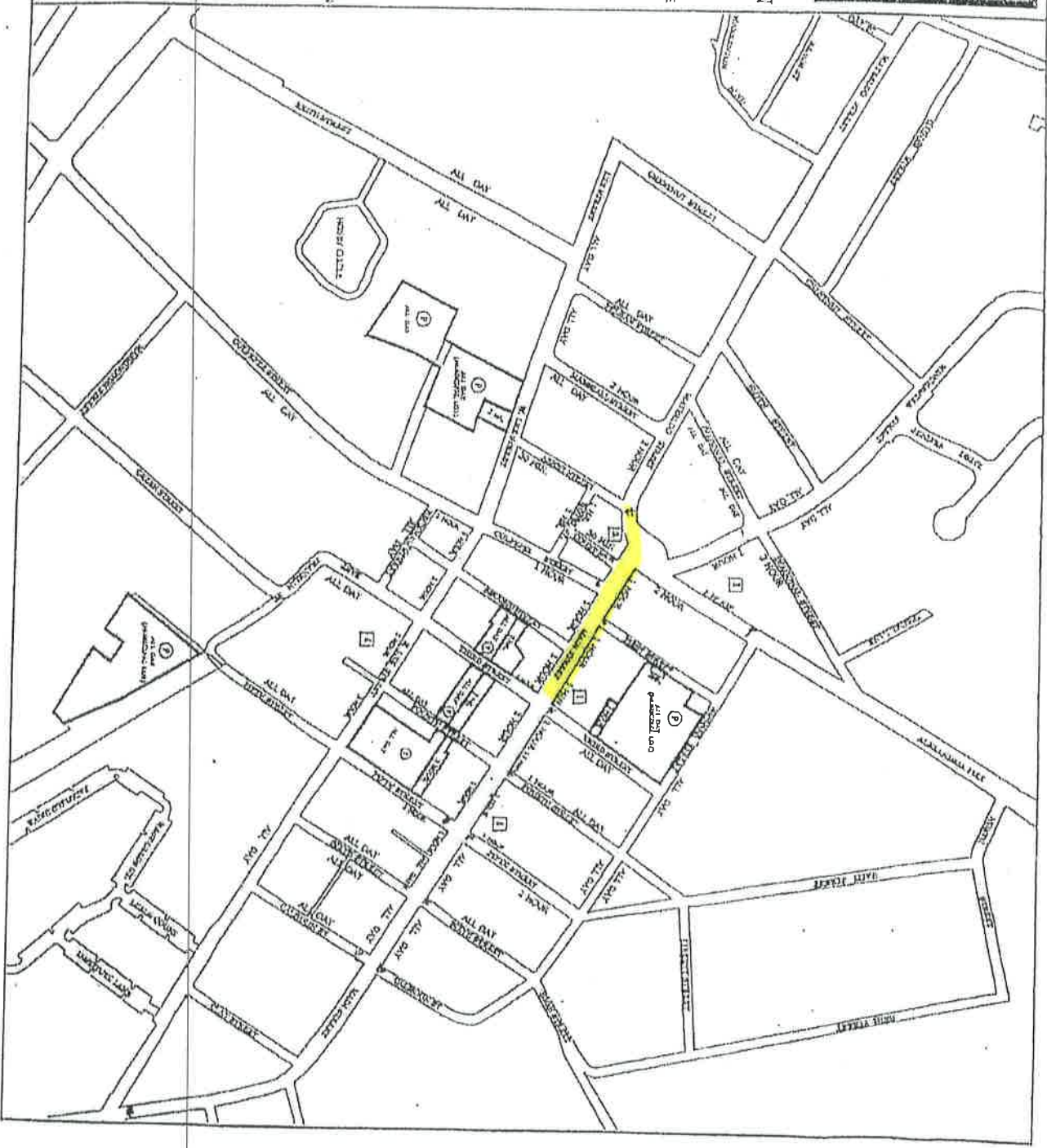
PLANNING/ZONING REVIEW:



TOWN OF WARRENTON

GUIDE TO OLD TOWN PARKING

- ☐ ROAD CLOSED FOR PARADE
- ☐ ROAD CLOSED FOR EVENT
- ☐ PARADE LINE-UP
- ☐ PARADE STAGING AREA
- ☐ CARPLAGE ROUTE
- ☐ PUBLIC PARKING LOTS
- ☐ 1 = WARRENTON POST OFFICE
- ☐ 2 = OLD COURTHOUSE
- ☐ 3 = FAUQUIER CITY LIBRARY
- ☐ 4 = GREENWAY TRAIL
- ☐ 5 = WARRENTON PRESBYTERIAN CHURCH
- ☐ - Cones/Signage



TOWN OF WARRENTON

Post Office Drawer 341
WARRENTON, VIRGINIA 20188
Phone (540) 347-1101

ZONG

CUSTOMER'S ORDER NO. 2017-86		PHONE		DATE 4-25-17	
NAME Warrenton Area Chamber of Commerce					
ADDRESS 4th July Parade					
CASH	C.O.D.	CHARGE	ON ACCT.	MOSE. RET'D.	PAID OUT
<div style="border: 1px solid black; padding: 5px; text-align: center;"> PAID APR 25 2017 TOWN OF WARRENTON </div>				25.00	
Check # 10389				TAX	
RECEIVED BY				TOTAL 25.00	

C PRODUCT 609

All claims and returned goods MUST be accompanied by this bill.

205865

Thank You



**Town Council Meeting Item Number: d.
June 13, 2017**

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

Issue: 2017 Bluemont Concert Series

Background: This will be the Annual 2017 Bluemont Concert Series in Old Town Warrenton. This event attracts approximately 300 spectators for each concert.

Discussion: The Bluemont Concert Series begins Saturday, July 8, 2017 and is held each Saturday through August 19, 2017. The concerts will be held on Culpeper Street in front of the Fauquier County Circuit Court and Warren Green Buildings. In the event of inclement weather, concerts will be moved to Taylor Middle School. Each concert starts at 7:30 P.M. and ends at approximately 10:00 P.M.

In order to prepare a safe event and to minimize the impact on businesses, the Town will close the following streets to traffic, but will remain open to pedestrians, for the Bluemont Concert Series: Culpeper Street between Lee Street and Main Street, Hotel Street, and Court Street. Road closures will be in place by 5:00 P.M. to accommodate setup time for the event. Closures are set up by the event staff. Setup for each concert will begin at 5:00 P.M. Roads should be open at 11:00 P.M. upon the conclusion of the concert and at the discretion of law enforcement.

Two (2) Officers will be assigned to work each concert event from 6:00 P.M. to 11:00 P.M. and will accompany a Bluemont staff volunteer when the money is collected at the entrance sites and provide security while the staff members count the money.

At the conclusion of the event, the officers will provide an escort to the bank for deposit, if requested. The officers will be required to remain in the immediate area of the event until the area is cleared of spectators. The roads will open to traffic at the discretion of law enforcement.

The application for this event was received on May 2, 2017 which was not within the required 90 day period prior to the event. Staff met with the event organizer on May 9, 2017. The application was not signed and was emailed after correction on May 10, 2017.

Financial Impact: Two (2) officers will work 5 hours each per concert date.

There is no direct financial impact to the Town. The total cost of contributed

manpower from the Police Department is estimated at \$2,909.20 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
2017 Bluemont Concert Series Operational Memo	Cover Memo	5/18/2017
2017 Bluemont Concert Series Application	Cover Memo	5/18/2017



TOWN OF WARRENTON

POLICE DEPARTMENT



To: Mr. Brannon Godfrey, Town Manager, through Chief Louis Battle
From: Sergeant T. M. Carter
Date: May 15, 2017
Re: SPECIAL EVENT – 2017 Bluemont Concert Series (Warren Green Building)

The Bluemont Concert Series begins Saturday, July 8, 2017 and is held each Saturday through August 19, 2017. The concerts will be held on Culpeper Street in front of the Fauquier County Circuit Court and Warren Green Building. Each concert starts at 7:30 P.M. and ends at approximately 10:00 P.M. In the event of inclement weather, concerts will be moved to Taylor Middle School.

Public Works will be responsible for providing the necessary No Parking signs, cones, and road closure signs for the events. The equipment will be stored in the alley behind Town Hall for police access during the concerts.

Law Enforcement will be responsible for placing the "NO PARKING AFTER 3:00 P.M." signs along Culpeper Street between Lee Street and Hotel Street. The No Parking signs will be in place by 8:00 A.M. the day of the concert. Vehicles parked in the restricted spaces will be towed. While the streets will be closed to traffic they will be open to pedestrians.

Two officers will be required to work each concert event for 5 hours each, from 6:00 P.M. to 11:00 P.M., for a total estimated cost of \$2,909.20. The officers will accompany a Bluemont staff volunteer when the money is collected at the entrance sites and provide security while the staff members count the money.

There is no cost for Public Works personnel.

Road Closures: Closures will be in place at 5:00 P.M. Closures are set up by the event staff.

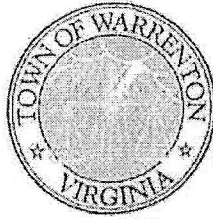
Culpeper Street at Lee Street
Hotel Street at Court Street

Road Closed Sign and Cones
Road Closed Sign and Cones

Setup will begin at 5:00 P.M. Roads are anticipated to be opened by 11:00 P.M.

At the conclusion of the event, the officers will provide an escort to the bank for deposit, if requested. The officers will be required to remain in the immediate area of the event until the area is cleared of spectators. The roads will open to traffic at the discretion of law enforcement.

THE APPLICATION FOR THIS EVENT WAS RECEIVED ON May 2, 2017 WHICH WAS NOT WITHIN THE REQUIRED 90 DAY PERIOD PRIOR TO THE EVENT. STAFF MET WITH THE EVENT ORGANIZER ON May 9, 2017. THE APPLICATION WAS NOT SIGNED AND WAS EMAILED AFTER CORRECTION ON May 10, 2017.



TOWN OF WARRENTON

Office of the Town Manager and Town Council

18 Court Street, Warrenton, Virginia 20186

Telephone (540) 347-1101

Fax - (540) 349-2414

SPECIAL EVENTS USE POLICY

November 13, 2014

1. Purpose

Warrenton has a history of parades and events which are a key part of the life of the Town. The Town encourages events. The purpose of this policy is to promote the enjoyment of Town Property without negatively impacting the proposed event site or the neighboring residents and to reduce the Town's liability for private activities authorized on public property.

2. Definition

Special Event: An outdoor temporary activity or promotion, commercial or non-commercial, at a specific location that is open to the public and is planned or reasonably expected to attract large assemblies of persons. Special events include, but are not limited to, parades, carnivals, festivals, circuses, music fairs or concerts, tent revivals, art shows, crafts shows, rodeos, corn mazes, civil war reenactments, equestrian shows, firework displays and events, or similar events open to the public. A private party held at a Banquet/Event Facility (including Hotel, Conference Center, Restaurant, Bed and Breakfast, Country Inn, Rural Retreat or Rural Resort or similar facility) shall not be deemed a special event.

3. Special Events Policy

The Town of Warrenton hereby establishes the following policy to govern special events. This policy shall apply to applications for use of public roads closed upon request, private property and all town parks and grounds.

Any individual or organization planning an event must complete a "Special Event Application Form" available online or by obtaining one at the Warrenton Police Department. The Town of Warrenton will consider each application including, as needed, input from the Warrenton Police Department, Warrenton Fire Department, Public Works and any other town, county or state agency that may be involved in the event. To allow for the review period the applications are requested **90 (ninety) days in advance of the event date.**

4. Duties of Applicants

All applicants agree to:

- a) Pay a \$25 zoning application fee with the application. This can be paid at the Town of Warrenton Building & Zoning Office at 18 Court Street. The application must be submitted to the Town of Warrenton Police Department accompanied with the receipt of payment to the Town of Warrenton Police Department at, 333 Carriage House Lane, Warrenton, Virginia 20186. Any questions regarding special events should be addressed with the Warrenton Police Department at (540) 347-1107.
- b) Complete and submit with their special event application a map showing potential road closures, on-site sanitary facilities based on crowd size and duration of said event.
- c) Provide a certificate of insurance in the amount of \$1,000,000.00 listing the Town as additionally insured. Said certificate shall be filed with the Town of Warrenton Police Department upon the applicant obtaining approval either by staff or Town Council, if such approval is required. The special event permit shall be null and void without an insurance certificate as required herein.
- d) At least 30 (thirty) days prior to holding a special event, to the extent such is required, provide to the Town written proof of approval, including copies of any permits or licenses if required, from the:
 - i. Virginia Department of Transportation
 - ii. Town of Warrenton Planning and Zoning Department
 - iii. Fauquier County Health Department
 - iv. Virginia Department of Alcoholic Beverage Control
- e) Provide adequate security subject to coordination with police, including emergency, sanitation, traffic control and refreshment services at each special event or activity at their cost.
- f) Provide portable toilets as needed.
- g) Comply with state law and all requirements of the Town Code and all additional requirements that either the Town Council or the Town Staff impose upon the event.
- h) Restore the site to its original condition, removing all trash, equipment, etc., immediately following the event, regardless of the source. The permitted group shall compensate the Town of Warrenton for any extraordinary clean-up or repairs required as a result of the approved activity.

5. Town Council Approval.

Some special event applications that involve closure of public roads or uses of town parks and grounds which cannot be approved administratively require Town Council approval. You will be notified when your special event application is on the Town Council agenda as your presence is expected. The Council is aware of the problems that street closures may cause to businesses, residents and drivers. The time and day of the event will be key factors in considering whether to allow an event requiring street closures.

Adopted by Council: November 13, 2014



TOWN OF WARRENTON

POST OFFICE DRAWER 341
WARRENTON, VIRGINIA 20188-0341
www.warrentonva.gov
TELEPHONE (540) 347-1101
FAX (540) 349-2414
TDD 1-800-828-1120

APPLICATION FOR PARADE/SPECIAL EVENT PERMIT

Activity Bluemont Summer Concerts Date of Application 4/27/17
Sponsored By Bluemont Concert Series Location of Event County Courthouse & Warren Green Lawn
For Profit Non-Profit X Tax Exempt No. 51-0245829

Organizers/Contact:

Name Lily Dunning Home # 540 539-5651 Work # 540 955 6186
Address Po Box 802 City Barryville State/Zip VA, 22611

Name Tyler Rodgers Home # 304 914 9551 Work # 540 955 6186
Address Po Box 802 City Barryville State/Zip VA, 22601

Description of Event:

Bluemont presents an seven week series of Saturday evening concerts on the Warren Green Lawn. These concerts are family-friendly, affordable, and alcohol-free. Local organizations fundraise at the concerts by selling refreshments.

Date of Event Saturdays July 8th - August 19th Rain Date N/A
Event Hours 7:30pm - 10:00pm
Set Up Time 5pm Clean Up Time 11pm

*Anticipated attendance (per day)

Participants 10-15

Spectators 200-300

*Will you need electricity?

☒ Yes

No

(if yes, number of outlets) 2 Separate Sources
20 amp circuit

*Will food be served?

☒ Yes

No

*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

suggested donation of \$5 for adults,
\$4 for seniors, \$2 for children under 12

*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) Town of Warrenton Police
and Blument Staff

*Will any items be left overnight?

Yes

☒ No

(if yes, what) _____

*Will signs or banners be displayed?

☒ Yes

No

(if yes, where) one sign each on the intersections of Culpeper & Ashby & Hotel, and Culpeper & Lee

*Will tents be erected?

Yes

☒ No

(if yes, what size) _____

*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

Culpeper St corners of Main St and Lee St, Hotel St for
(if yes, identify) Culpeper St to Court St.

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

Armfield, Harrison & Thomas Inc

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.


Signature

5-10-17

Date

TO BE COMPLETED FOR PARADE REQUEST

*Projected number of entries: _____

*Anticipated number of participants: _____

*Will children be involved? Yes No (If yes, how many) _____

*Will animals be involved? Yes No (If yes, how many and what type) _____

*What special conditions will be required, if any, to accommodate animal participants? _____

*Will motor vehicles be involved? (If yes, how many and what type) _____

*What additional streets or parking lots will be needed, if any? _____

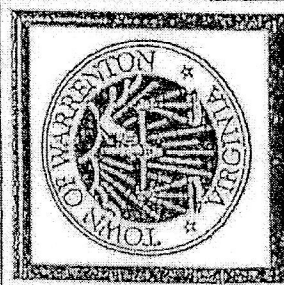
*Please review enclosed map for parade route.

POLICE REVIEW: _____

PUBLIC WORKS REVIEW: _____

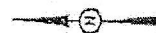
MANAGER'S REVIEW: _____

PLANNING/ZONING REVIEW: _____



GUIDE TO OLD TOWN
PARKING

- ☐ ROAD CLOSED FOR PARADE
☐ ROAD CLOSED FOR EVENT
☐ PARADE LINE-UP
☐ PARADE STAGING AREA
☐ CARRIAGE ROUTE
☒ P = PUBLIC PARKING LOTS
☒ 1 = WARRENTON POST OFFICE
☒ 2 = OLD COURTHOUSE
☒ 3 = FAUQUIER CTY. LIBRARY
☒ 4 = GREENWAY TRAIL
☒ 5 = WARRENTON PRESBYTERIAN CHURCH
☒ - Cones/Signage





**Town Council Meeting Item Number: e.
June 13, 2017**

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

- Issue:** 2017 Bodies in Motion 5k/10k & Fun Run
- Background:** This will be the Annual 2017 Bodies in Motion 5k/10k & Fun Run on Sunday, September 17. This event attracts approximately 400 participants and 100 spectators annually.
- Discussion:** The event will begin at 8:00 A.M. at the Warrenton Aquatic and Recreational Facility (WARF) located at 800 Waterloo Road, Warrenton, Virginia. A 1 mile "fun run" will take place at 8:00 A.M. on the grounds of the WARF. At 8:30 A.M. the 5K and 10K races will start simultaneously. The participants will proceed east on Waterloo Road and left onto Piedmont Street and continue to follow a designated course for each race to the end where it concludes at the WARF, at approximately 11:00 A.M.
- Refreshments and an awards ceremony are tentatively scheduled to take place on the WARF property between 11:00 A.M. and 12:00 P.M.
- There will be tables/tents of health and fitness vendors and sponsors of the event set up on the property from 6:00 A.M. to 12:00 P.M.
- The Town will not require any road closures. Five (5) Police personnel will provide traffic control at specific intersections and monitor the courses for the duration of the event.
- Financial Impact:** Five (5) police officers will work a total of five (5) hours each during this event. No Public Works personnel are needed for this event.
- There is no direct financial impact to the Town. The total cost of contributed manpower from the Police Department is estimated at \$1039.00. Event expenses are covered with sponsorships and private contributions, with the exception of Town resources.
- Recommended Action:** Approval of the requested schedule of activities.

Town Manager

ATTACHMENTS:

Description	Type	Upload Date
2017 Bodies in Motion 5k/10k & Fun Run Operational Memorandum	Cover Memo	5/18/2017
2017 Bodies in Motion 5k/10k & Fun Run Event Application	Cover Memo	5/18/2017
Insurance	Cover Memo	6/8/2017



TOWN OF WARRENTON

POLICE DEPARTMENT



To: Mr. J. Brannon Godfrey, Jr., Town Manager, through Chief Louis Battle
From: Sergeant T. M. Carter
Date: May 17, 2017
Re: SPECIAL EVENT – 2017 Bodies in Motion 5k/10k & Fun Run

Blue Ridge Orthopaedic & Spine Center and the Blue Ridge Orthopaedic Foundation are sponsoring the annual 2017 Bodies in Motion 5k/10k & Fun Run. This event attracts approximately 400 participants and 100 spectators annually. The date is scheduled for Sunday, September 17, 2017, beginning at the Warrenton Aquatic and Recreational Facility (WARF) located at 800 Waterloo Road, Warrenton, Virginia. The event will begin at 8:00 A.M. and conclude at the WARF, 800 Waterloo Road by 12:00 P.M.

A 1 mile "fun run" will take place at 8:00 A.M. on the grounds of the WARF. At 8:30 A.M. the 5K and 10K races will start simultaneously. Participants will leave the parking lot of the WARF and turn right onto Waterloo Road. The participants will then proceed left onto Piedmont Street and follow a designated course for each event through residential streets in and around the Olde Gold Cup Subdivision and back to the WARF. The race portion of the event should conclude by 11:00 A.M. and all participants will be back at the WARF. Refreshments and an awards ceremony are tentatively scheduled to take place on the WARF property between 11:00 A.M. and 12:00 P.M. There will be tables/tents of health and fitness vendors and sponsors of the event set up on the property from 6:00 A.M. to 12:00 P.M.

Five (5) police officers will be required to work the event for 5 hours each from 7:00 A.M. to 12:00 P.M. to provide traffic control at specific intersections and to monitor the courses for the duration of the event. There are no road closures for this event. The total cost of contributed manpower from the Police Department is estimated at \$1039.00. No Public Works personnel are needed for this event.



TOWN OF WARRENTON

POST OFFICE DRAWER 341
WARRENTON, VIRGINIA 20188-0341
www.warrentonva.gov
TELEPHONE (540) 347-1101
FAX (540) 349-2414
TDD 1-800-828-1120

APPLICATION FOR PARADE/SPECIAL EVENT PERMIT

Activity Bodies in Motion 5K/10K Date of Application 04.10.17
Sponsored By Blue Ridge Ortho/Blue Ridge Foundation Location of Event WARF/surrounding neighborhoods
For Profit Non-Profit X Tax Exempt No. ID 45-5143889

Organizers/Contact:

Name Sarah Crandall Home # 540 270 5689 Work # 540 347 9298 x333
Address 52 W. Shirley Ave City Warrenton State/Zip VA 20186
Name Jill Smith Home # Work # 540 347 9298 x270
Address 52 W. Shirley Ave City Warrenton State/Zip VA 20186

Description of Event: This is the 6th Annual 5K/10K/ FUN RUN
put on by Blue Ridge Orthopaedic Foundation.
The purpose of this race is to raise money
for local non-profits that help others in
the community. Over 400 people register for
this race between the 3 events. It is held at
the WARF & surrounding neighborhoods.

Date of Event 09.17.17 Rain Date NO RAIN DATE
Event Hours 8am - 12pm
Set Up Time 5:30am - 7:30am Clean Up Time 11am 1pm



Voucher # 205876

*Anticipated attendance (per day)

Participants

400-500

Spectators

N/A

*Will you need electricity?

Yes

☒ No

(if yes, number of outlets) _____

*Will food be served?

☒ Yes

No

TBD

*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) _____

*Will tents be erected?

☒ Yes

No

(if yes, what size) _____

*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) _____

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

Philadelphia Insurance

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.

Sarah Crandall
Signature

01.10.17
Date

TO BE COMPLETED FOR PARADE REQUEST

*Projected number of entries: _____

*Anticipated number of participants: _____

*Will children be involved? Yes No (if yes, how many) _____

*Will animals be involved? Yes No (if yes, how many and what type) _____

*What special conditions will be required, if any, to accommodate animal participants? _____

*Will motor vehicles be involved? (if yes, how many and what type) _____

*What additional streets or parking lots will be needed, if any? _____

*Please review enclosed map for parade route.

POLICE REVIEW: _____

PUBLIC WORKS REVIEW: _____

MANAGER'S REVIEW: _____

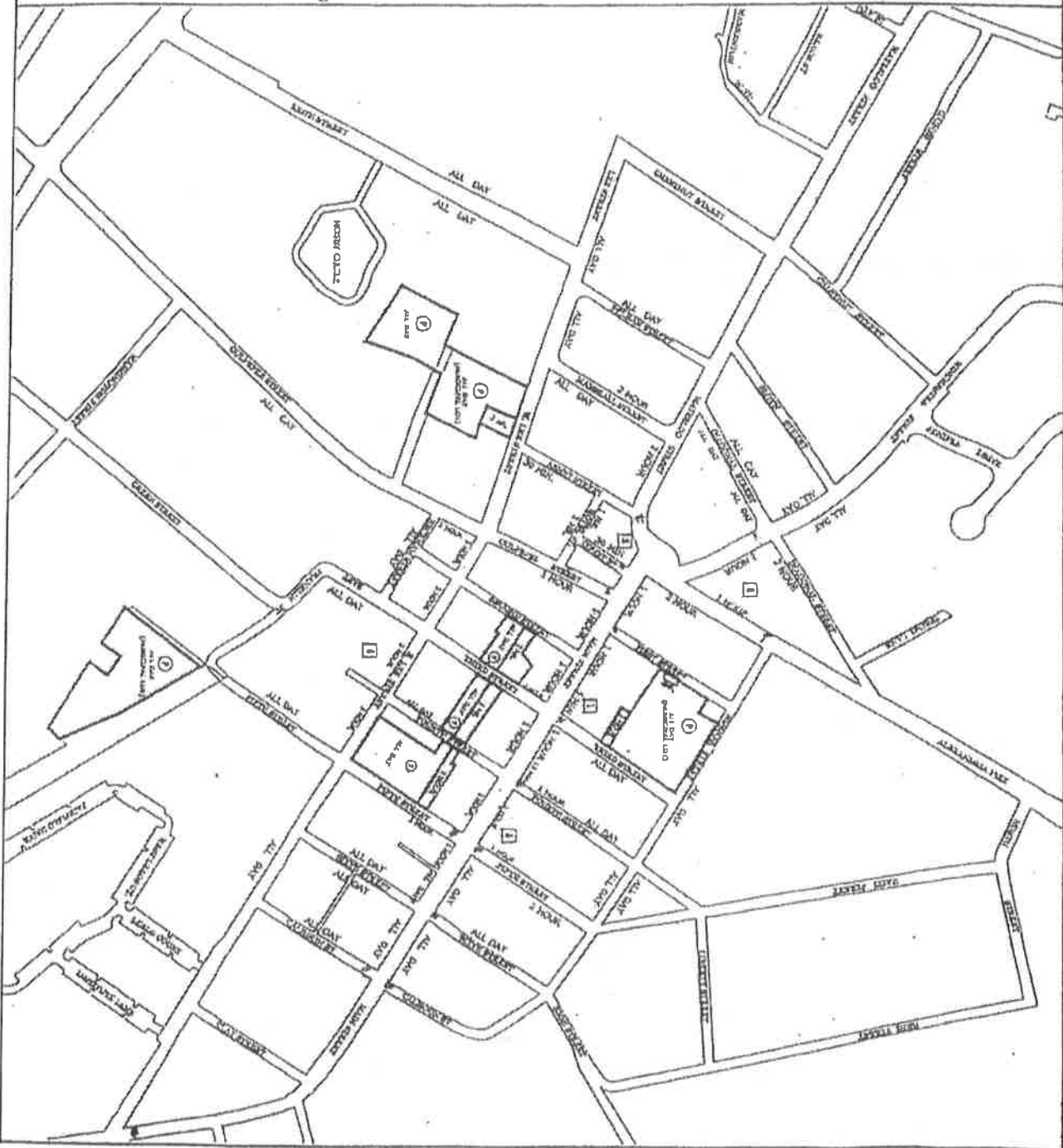
PLANNING/ZONING REVIEW: _____



TOWN OF WARRENTON

GUIDE TO OLD TOWN PARKING

- ☐ ROAD CLOSED FOR PARADE
- ☐ ROAD CLOSED FOR EVENT
- ☐ PARADE LINE-UP
- ☐ PARADE STAGING AREA
- ☐ CARPLAGE ROUTE
- ☐ PUBLIC PARKING LOTS
- ☐ 1 - WARRENTON POST OFFICE
- ☐ 2 - OLD COURTHOUSE
- ☐ 3 - FAUQUIER CTY. LIBRARY
- ☐ 4 - GREENWAY TRAIL
- ☐ 5 - WARRENTON PRESBYTERIAN CHURCH
- ☐ - Cones/Signage



**SPINE CENTER**

Jeffrey J. Wise, MD
Charles N. Seal, MD

**INTERVENTIONAL
PAIN MANAGEMENT**

David Kim, MD
Daniel S. Heller, MD

JOINT REPLACEMENT

Christopher J. Brown, MD
James R. Ramser, Jr. MD

SPORTS MEDICINE

Christopher J. Brown, MD
Ralph B. Garretson III, MD, MS
Robert T. Smith, MD, MPH
James P. Ward, MD

SHOULDER CARE

Ralph B. Garretson III, MD
James P. Ward, MD

FOOT & ANKLE CENTER

Yevgeny Kats, DPM

HAND CENTER

Christopher J. Brown, MD

PHYSICIAN ASSISTANTS

Michele R. Glowicki, PA-C
Elizabeth F. McLean, PA-C
Jenna A. Pataluna, PA-C
Kelley A. Schimler, PA-C
Kristyn J. Hollenback, PA-C

**PHYSICAL THERAPY
& REHABILITATION**

Anderson Dart, PT, DPT
Jennifer Wilkins, PT
Ryan Hott, PT, DPT, OCS
Jenna Justen, PT, MPT
Rachel Dahlin, MOT, OTR/L
Andrew Carter, PT, DPT, ATC
Whitney Pearson, PT, DPT
Jan Anderson, PT, CMT
Jacqueline Morris, MPT
Joey Barredo, PT
Jessica Bettick, RDN
Megann Grimes, CMT

52 W. SHIRLEY AVENUE
WARRENTON, VA 20186
540.347.9220

14370 LEE HWY., SUITE 102
GAINESVILLE, VA 20155
703.743.2814

WWW.BROAVA.COM



April 24, 2017

To Whom It May Concern:

On Sunday, September 17, 2017, Blue Ridge Orthopaedic & Spine Center, along with the Blue Ridge Orthopaedic Foundation, would like to hold our sixth annual Bodies in Motion 5k/10k & Fun Run. This race has been held at the WARF all previous years and we would like to continue that tradition with the 2017 race.

Over the past five years, the Bodies in Motion race has brought in over \$100,000 to help local non-profits help others in need. We feel strongly about our community and feel that this event is just one way we can give back.

We are asking that you grant us permission to utilize the neighborhoods near the WARF, as you generously have in past years. This will of course, require the use of the Town of Warrenton Police Force to help direct traffic in a few key areas along the route.

We are also asking for a couple very short-term road closures during the time of the race. The 5k/10k will start at 8:30am and most runners are back to the finish line within 30-45 minutes.

We do realize that this might put a strain on the residents and of course the police department for the time spent, which is one of the reasons it's held at such an early hour on a Sunday morning. There's less traffic and interruption to ones day for those that live there.

We do appreciate your time in considering the 2017 Bodies in Motion 5k/10 & Fun Run being held at the WARF on September 17, 2017.

Sincerely,

Jeff Hollis,
CEO, Blue Ridge Orthopaedic & Spine Center

5k Course



10K FUN RUN 5K
BLUE RIDGE ORTHOPAEDIC
bodies in motion
bodiesinmotion5k.com

LEGEND

- Mile Marker**
- Cul-de-sac turnaround**

The turnaround at Fox Chase Ln. begins your way back (dark blue line) to the WARF.

 **Mile Marker**


**Cul-de-sac
turnaround**

The turnaround at Fox Chase Ln. begins your way back (dark blue line) to the WARF.



TOWN OF WARRENTON

Office of the Town Manager and Town Council

18 Court Street, Warrenton, Virginia 20186

Telephone (540) 347-1101

Fax - (540) 349-2414

SPECIAL EVENTS USE POLICY

November 13, 2014

1. Purpose

Warrenton has a history of parades and events which are a key part of the life of the Town. The Town encourages events. The purpose of this policy is to promote the enjoyment of Town Property without negatively impacting the proposed event site or the neighboring residents and to reduce the Town's liability for private activities authorized on public property.

2. Definition

Special Event: An outdoor temporary activity or promotion, commercial or non-commercial, at a specific location that is open to the public and is planned or reasonably expected to attract large assemblies of persons. Special events include, but are not limited to, parades, carnivals, festivals, circuses, music fairs or concerts, tent revivals, art shows, crafts shows, rodeos, corn mazes, civil war reenactments, equestrian shows, firework displays and events, or similar events open to the public. A private party held at a Banquet/Event Facility (including Hotel, Conference Center, Restaurant, Bed and Breakfast, Country Inn, Rural Retreat or Rural Resort or similar facility) shall not be deemed a special event.

3. Special Events Policy

The Town of Warrenton hereby establishes the following policy to govern special events. This policy shall apply to applications for use of public roads closed upon request, private property and all town parks and grounds.

Any individual or organization planning an event must complete a "Special Event Application Form" available online or by obtaining one at the Warrenton Police Department. The Town of Warrenton will consider each application including, as needed, input from the Warrenton Police Department, Warrenton Fire Department, Public Works and any other town, county or state agency that may be involved in the event. To allow for the review period the applications are requested **90 (ninety) days in advance of the event date.**

4. Duties of Applicants

All applicants agree to:

- a) Pay a \$25 zoning application fee with the application. This can be paid at the Town of Warrenton Building & Zoning Office at 18 Court Street. The application must be submitted to the Town of Warrenton Police Department accompanied with the receipt of payment to the Town of Warrenton Police Department at, 333 Carriage House Lane, Warrenton, Virginia 20186. Any questions regarding special events should be addressed with the Warrenton Police Department at (540) 347-1107.
- b) Complete and submit with their special event application a map showing potential road closures, on-site sanitary facilities based on crowd size and duration of said event.
- c) Provide a certificate of insurance in the amount of \$1,000,000.00 listing the Town as additionally insured. Said certificate shall be filed with the Town of Warrenton Police Department upon the applicant obtaining approval either by staff or Town Council, if such approval is required. The special event permit shall be null and void without an insurance certificate as required herein.
- d) At least 30 (thirty) days prior to holding a special event, to the extent such is required, provide to the Town written proof of approval, including copies of any permits or licenses if required, from the:
 - i. Virginia Department of Transportation
 - ii. Town of Warrenton Planning and Zoning Department
 - iii. Fauquier County Health Department
 - iv. Virginia Department of Alcoholic Beverage Control
- e) Provide adequate security subject to coordination with police, including emergency, sanitation, traffic control and refreshment services at each special event or activity at their cost.
- f) Provide portable toilets as needed.
- g) Comply with state law and all requirements of the Town Code and all additional requirements that either the Town Council or the Town Staff impose upon the event.
- h) Restore the site to its original condition, removing all trash, equipment, etc., immediately following the event, regardless of the source. The permitted group shall compensate the Town of Warrenton for any extraordinary clean-up or repairs required as a result of the approved activity.

5. Town Council Approval.

Some special event applications that involve closure of public roads or uses of town parks and grounds which cannot be approved administratively require Town Council approval. You will be notified when your special event application is on the Town Council agenda as your presence is expected. The Council is aware of the problems that street closures may cause to businesses, residents and drivers. The time and day of the event will be key factors in considering whether to allow an event requiring street closures.

Adopted by Council: November 13, 2014

TOWN OF WARRENTON
 Post Office Drawer 341
 WARRENTON, VIRGINIA 20188
 Phone (540) 347-1101

CUSTOMER'S ORDER NO.		PHONE		DATE	
NAME		Blue Ridge Orthopedic Foundation		4.28.17	
ADDRESS		5K/10K Bodies in Motion			
CASH	C.O.D.	CHARGE	ON ACCT.	MDSE RET'D.	PAID OUT
SPEU		Event Date		25.00	
Sept 17 2017					
PAID					
APR 28 2017					
TOWN OF WARRENTON		Check # 212		TAX	
SOLD BY		RECEIVED BY		TOTAL	
25.00		25.00		25.00	

C PRODUCT 609 All claims and returned goods MUST be accompanied by this bill.

205876

Thank You



INVOICE

05/25/2017

Blue Ridge Orthopaedic Foundation

Jill Smith

52 West Shirley Ave

Warrenton, VA 20186

Quote Number: # 168417

Final Deadline Date: 06/24/2017

Dear Jill,

Thank you for choosing CPH & Associates! We are pleased to provide a quote for event liability insurance based on the following information:

DESCRIPTION	COVERAGE LIMIT	PREMIUM
Event General Liability	\$1,000,000/\$3,000,000 (Slip and Fall)	\$175.00
	Terrorism	\$1.00
	Taxes	\$0.00
	Total Premium (including taxes)	\$176.00*

Please call to pay by phone with either Visa, MasterCard, or Discover, or send a check or money order made payable to: CPH & Associates | 711 S. Dearborn St. Suite 205 | Chicago, IL 60605

The premium shown is subject to the following terms and conditions:

Spectator Coverage only.

Policy Terms and Conditions (PLEASE REVIEW BEFORE PURCHASING)

LIMITS OF INSURANCE

\$	3,000,000	General Aggregate Limit (Other Than Products – Completed Operations)
\$	3,000,000	Products/Completed Operations Aggregate Limit (Any One Person Or Organization)
\$	1,000,000	Personal and Advertising Injury Limit
\$	1,000,000	Each Occurrence Limit
\$	100,000	Rented To You Limit
\$	0	Medical Expense Limit (Any One Person)

LIMITATION OF COVERAGE TO:

Event Start Date: 09/17/2017

Event End Date: 09/18/2017

Event Type: Marathons / Half Marathons

Designated Premise: 800 Waterloo Road, Warrenton, VA 20186

POLICY EXCLUSIONS:

Athletic or Sports Participants

Abuse or Molestation

Assault or Battery
Fungi or Bacteria
Lead
Asbestos
Employment-Related Practices
Performers
Pyrotechnicians/Fireworks
Miscellaneous Activities and Devices

- Inverted Aerial Maneuver, Bungee, Trampoline, Grass Skiing, Animals, Object Propelled, Rodeo, Performer
- Amusement Device: Arising out of the ownership, operation, maintenance, supervision, or use of any amusement device. For purposes of this exclusion, amusement device means any device or equipment a person rides for enjoyment, including, but not limited to, any mechanical or non-mechanical ride, slide, water slide (including any ski or tow when used in connection with a water slide), moonwalk or moon bounce, bungee operation or equipment. Amusement device also includes any vertical device or equipment used for climbing – either permanently affixed or temporarily erected.

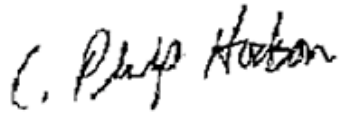
By purchasing this Special Event policy, you are agreeing to the above terms and conditions.

*** Total premium includes charge for Terrorism coverage unless declined.**

***** Please provide the above noted information and/or premium by the above due date. Your policy documents will be issued once payment is provided.**

Thank you for your business!

Sincerely,



C. Philip Hodson, President

Office Hours:

Monday - Friday 8:30 AM-5 PM CST
711 S. Dearborn, Suite 205, Chicago, IL 60605 Fax: 312-987-0902 Phone: 800-875-1911

E-mail: info@eventsins.com Website: www.eventsins.com



A Member of the Tokio Marine Group

**Coverage Benefits Include:**

- ☐ Commercial General Liability ("slip and fall") coverage limits \$1,000,000 each occurrence / \$3,000,000 aggregate
- ☐ Damage to Rented Premises (\$100,000 each occurrence)
- ☐ Host Liquor Liability
- ☐ Additional Insured coverage available for Co-Promoters, Lessors, and Sponsors

Click [Here](#) to View a Policy Specimen

Additional Coverages:

(Will vary by Event Type and other Underwriting Criteria)

- ☐ Event Cancellation available with 10 different coverage limit options
- ☐ Participant coverage available
- ☐ Additional Liquor Liability coverage available
- ☐ Waiver of Subrogation and Primary and Noncontributory Wording

Common Policy Exclusions:

- ☐ Abuse or Molestation
- ☐ Medical Payments
- ☐ Professional Services
- ☐ Fungi or Bacteria
- ☐ Lead
- ☐ Asbestos
- ☐ Terrorism Involving Nuclear, Biological, or Chemical Terrorism
- ☐ Pyrotechnicians/Fireworks
- ☐ Miscellaneous Activities and Devices (including but not limited to: amusement devices, bungee, trampoline, animals, performers, rodeo)
- ☐ Employment-Related Practices
- ☐ Assault or Battery

Policyholders enjoy superior value and coverage with a trusted insurance group:

- ☐ Philadelphia Insurance Companies are a member of the Tokio Marine Group, Japan's oldest and leading Property/Casualty insurer
- ☐ Rated "A++" (Superior) by the A.M. Best Company
- ☐ Rated "A+" by Standard & Poor's

711 S. Dearborn St., Suite 205, Chicago, Illinois 60605

Phone 800.875.1911 • Email info@eventsins.com • Fax 312.987.0902 • Web www.eventsins.com



**Town Council Meeting Item Number: f.
June 13, 2017**

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

Issue: **Inaugural 2017 Warrenton Baptist Church 5K Run**

Background: This will be the inaugural Warrenton Baptist Church 5K Run that will take place at Fauquier High School on Saturday, October 7, 2017. This event is expected to attract approximately 200 participants and 100-150 spectators.

Discussion: The 5K Run will begin at 8:00 A.M., at Fauquier High School, located at 705 Waterloo Road, Warrenton, Virginia. The participants will leave Fauquier High School and turn left onto Waterloo Road and proceed east on Waterloo Road, turning left onto Rappahannock Street through the residential streets and return to Fauquier High School.

Participants will follow a designated course through residential streets and return to Fauquier High School. A course map is attached. There are no road closures for this event.

The event sponsor will be responsible for contacting Fauquier High School and obtaining permission to utilize their parking lot during the event. The event sponsor will provide adequate staff to station at smaller neighborhood intersections along the course route in order to direct runners and assist with traffic control.

A requirement of five (5) police personnel will be needed to monitor the course and assist participants during the race. Traffic control will be provided at Waterloo Rd., at the entrance to the high school, at the intersection of Piedmont St. and Waterloo Rd., and at the intersection of Rappahannock St. and Waterloo Rd.

Officers will also monitor the course by vehicle during the race. There are no road closures for this event.

Financial Impact: There is no direct financial impact to the Town. The cost of contributed manpower from the Police Department is estimated at \$771.64 and no cost for 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.

Town Manager

ATTACHMENTS:

Description	Type	Upload Date
2017 First Annual Warrenton Baptist Church 5K Operational Plan	Cover Memo	4/17/2017
2017 First Annual Warrenton Baptist Church 5K Event Application	Cover Memo	4/17/2017



TOWN OF WARRENTON

POLICE DEPARTMENT



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

From: Sergeant T. M. Carter

Date: April 17, 2017

Re: SPECIAL EVENT – Warrenton Baptist Church 5K Run

Warrenton Baptist Church is sponsoring a 5K Run that is scheduled for Saturday, October 7, 2017. The 5K Run will take place at Fauquier High School located at 705 Waterloo Road beginning at 8:00 A.M. and conclude at approximately 10:00 A.M. at Fauquier High School.

Participants will leave the parking lot of Fauquier High School and turn left onto Waterloo Road. The participants will then proceed east on Waterloo Road and turn left onto Rappahannock Street. Participants will follow a designated course through residential streets and return to Fauquier High School. A course map is attached.

A requirement for five (5) police personnel will be needed to monitor the course and assist participants during the race. Traffic control will be provided at Waterloo Rd. at the entrance to the high school, at the intersection of Piedmont St. and Waterloo Rd., and at the intersection of Rappahannock St., and Waterloo Rd. Officers will also monitor the course by vehicle during the race. There are no road closures for this event.

The event sponsor will be responsible for contacting Fauquier High School to obtain permission to utilize their parking lot during the event.

The event sponsor will provide adequate staff to station at smaller neighborhood intersections along the course route in order to direct runners and assist with traffic control.



TOWN OF WARRENTON

POST OFFICE DRAWER 341
WARRENTON, VIRGINIA 20188-0341
www.warrentonva.gov
TELEPHONE (540) 347-1101
FAX (540) 349-2414
TDD 1-800-828-1120

Zong 2017-67

APPLICATION FOR PARADE/SPECIAL EVENT PERMIT

Activity WBC 5K Date of Application 4/3/17
Sponsored By Warrenton Baptist Church Location of Event Main St
For Profit Non-Profit X Tax Exempt No.

Organizers/Contact:

Name Bernice Carroll Home # 540-872-0798 Work # 570-401-0195
Address 10855 Krystel Ct City Bealeton VA State/Zip VA 22712

Name Doug Harris Home # Work # 540-347 3509
Address 123 Main St City Warrenton State/Zip VA 20186

Description of Event:

5K Run Same Course as
Mollys Irish 5K Route
Old Town Area

Date of Event 10/7/17
Event Hours 8-9:30
Set Up Time 7-8

Rain Date None
Clean Up Time 9:30-10:15

*Anticipated attendance (per day) Participants 200 Spectators 100-150

*Will you need electricity? ☒ Yes ☐ No (if yes, number of outlets) _____

*Will food be served? ☒ Yes ☐ No Just to Race participants

*Will fees for food or merchandise be charged? Yes ☐ No ☒ No

*Will admission fees, entry fees or other fees be charged as part, or in association with the activity? Yes ☐ No ☒ No

*Will portable restrooms be provided? Yes ☐ No ☒ No (if yes, how many) _____

*Will there be parking control staff? Yes ☐ No ☒ No (if yes, how many) _____

*Will you have security on site? Yes ☐ No ☒ No (if yes, who) _____

*Will any items be left overnight? Yes ☐ No ☒ No (if yes, what) _____

*Will signs or banners be displayed? ☒ Yes ☐ No (if yes, where) Start & Finish

*Will tents be erected? Yes ☐ No ☒ No (if yes, what size) _____

*Will water hook-up be needed? Yes ☐ No ☒ No (if yes, what for) _____

*Will there be a parade? Yes ☐ No ☒ No (if yes, complete page 3) _____

*Will any town streets need to be closed? ☒ Yes ☐ No (if yes, identify) San Jose Mall 5K

Name of Insurance Company providing Certificates of Insurance for the Event:
Bretherton Mutual Policy # SR000116306

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.

[Signature]
 Signature

3 April 2017
 Date

TO BE COMPLETED FOR PARADE REQUEST

*Projected number of entries:

200

*Anticipated number of participants:

300

*Will children be involved?

☒ Yes

☐ No

(If yes, how many)

50

*Will animals be involved?

☐ Yes

☒ No

(If yes, how many and what type)

*What special conditions will be required, if any, to accommodate animal participants?

None

*Will motor vehicles be involved? (If yes, how many and what type)

No

*What additional streets or parking lots will be needed, if any?

None

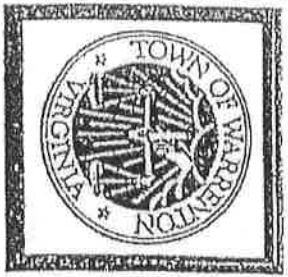
*Please review enclosed map for parade route.

POLICE REVIEW:

PUBLIC WORKS REVIEW:

MANAGER'S REVIEW:

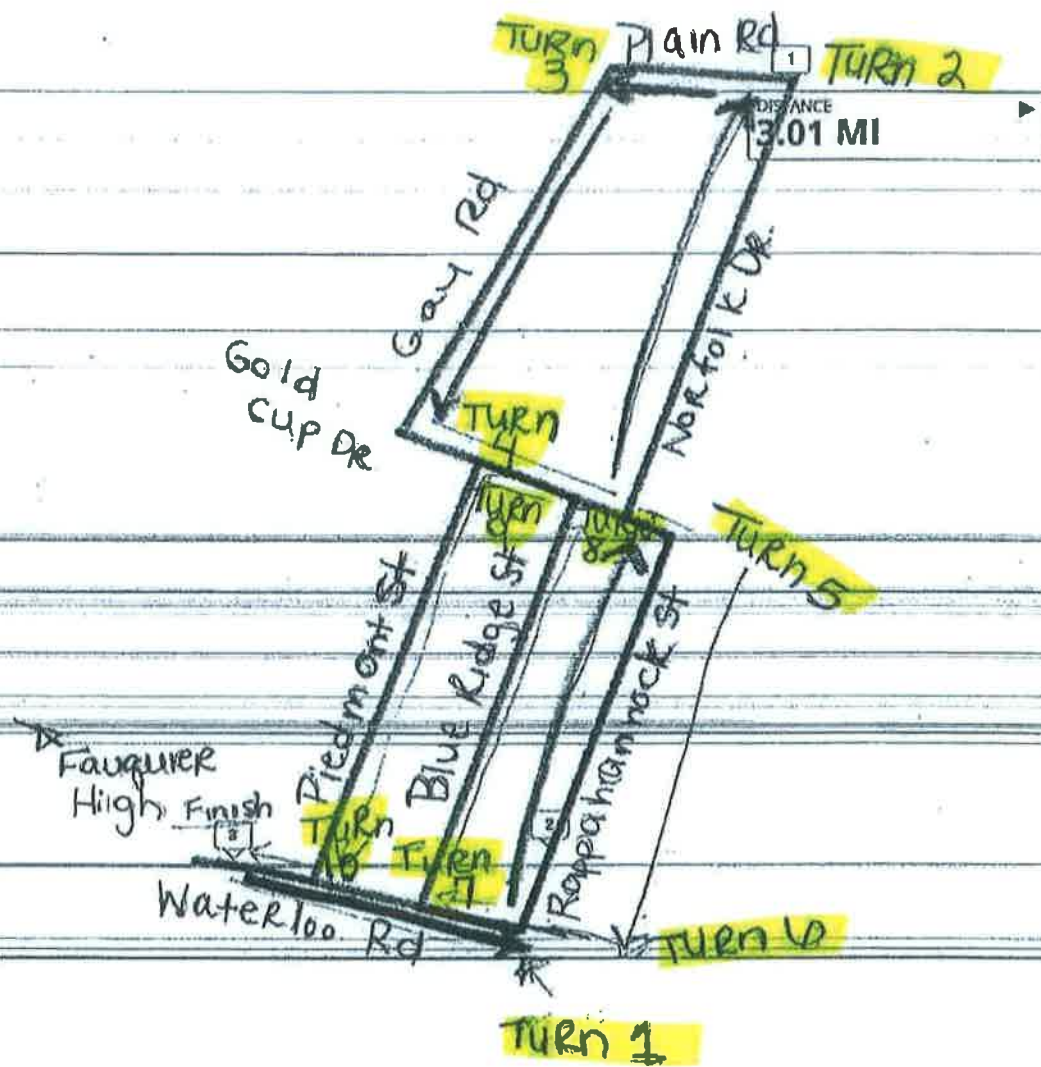
PLANNING/ZONING REVIEW:



TOWN OF WARRENTON GUIDE TO OLD TOWN PARKING

- ☐ ROAD CLOSED FOR PARADE
- ☐ ROAD CLOSED FOR EVENT
- ☐ PARADE LINE-UP
- ☐ PARADE STAGING AREA
- ☐ CARLAGE ROUTE
- ☐ PUBLIC PARKING LOTS
- ☐ 1 = WARRENTON POST OFFICE
- ☐ 2 = OLD COURTHOUSE
- ☐ 3 = FAUQUER CTV. LIBRARY
- ☐ 4 = GREENWAY TRAIL
- ☐ 5 = WARRENTON PRESBYTERIAN CHURCH
- ☐ - Cones/Signage





ACORDTM CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/12/2017

PRODUCER

Phone: 540-347-2511

Hutton & Payne Insurance LLC
73 W Lee Highway
Warrenton, VA 20186

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

NAIC #

INSURED

Warrenton Baptist Church
123 Main St
Warrenton, VA 20186

INSURER A: **The Brethren Mutual Insurance**

INSURER B:

INSURER C:

INSURER D:

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS												
A	Y	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC.	SRP0001163	07/16/2016	07/16/2017	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 200,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$ 5,000</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$ 1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ 2,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ 2,000,000</td></tr></table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 200,000	MED EXP (Any one person)	\$ 5,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COMP/OP AGG	\$ 2,000,000
EACH OCCURRENCE	\$ 1,000,000																	
DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 200,000																	
MED EXP (Any one person)	\$ 5,000																	
PERSONAL & ADV INJURY	\$ 1,000,000																	
GENERAL AGGREGATE	\$ 2,000,000																	
PRODUCTS - COMP/OP AGG	\$ 2,000,000																	
A		<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	SRP0001163	07/16/2016	07/16/2017	<table border="1"><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$ 1,000,000</td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr></table>	COMBINED SINGLE LIMIT (Ea accident)	\$	BODILY INJURY (Per person)	\$ 1,000,000	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$				
COMBINED SINGLE LIMIT (Ea accident)	\$																	
BODILY INJURY (Per person)	\$ 1,000,000																	
BODILY INJURY (Per accident)	\$																	
PROPERTY DAMAGE (Per accident)	\$																	
		<input type="checkbox"/> GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				<table border="1"><tr><td>AUTO ONLY - EA ACCIDENT</td><td>\$</td></tr><tr><td>OTHER THAN EA ACC</td><td>\$</td></tr><tr><td>AUTO ONLY: AGG</td><td>\$</td></tr></table>	AUTO ONLY - EA ACCIDENT	\$	OTHER THAN EA ACC	\$	AUTO ONLY: AGG	\$						
AUTO ONLY - EA ACCIDENT	\$																	
OTHER THAN EA ACC	\$																	
AUTO ONLY: AGG	\$																	
A		<input type="checkbox"/> EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10000	CUL0060977	07/16/2016	07/16/2017	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$ 3,000,000</td></tr><tr><td>AGGREGATE</td><td>\$ 3,000,000</td></tr><tr><td></td><td>\$</td></tr><tr><td></td><td>\$</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$ 3,000,000	AGGREGATE	\$ 3,000,000		\$		\$		\$		
EACH OCCURRENCE	\$ 3,000,000																	
AGGREGATE	\$ 3,000,000																	
	\$																	
	\$																	
	\$																	
A		<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	WCP0008168	07/16/2016	07/16/2017	<table border="1"><tr><td><input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER</td><td></td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$ 500,000</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$ 500,000</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$ 500,000</td></tr></table>	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER		E.L. EACH ACCIDENT	\$ 500,000	E.L. DISEASE - EA EMPLOYEE	\$ 500,000	E.L. DISEASE - POLICY LIMIT	\$ 500,000				
<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER																		
E.L. EACH ACCIDENT	\$ 500,000																	
E.L. DISEASE - EA EMPLOYEE	\$ 500,000																	
E.L. DISEASE - POLICY LIMIT	\$ 500,000																	
A		<input type="checkbox"/> OTHER Employee Dishonesty	SRP0001163	07/16/2016	07/16/2017	<table border="1"><tr><td>Crime</td><td>100,000</td></tr></table>	Crime	100,000										
Crime	100,000																	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

The Town of Warrenton is listed as additional insured on the general liability policy.

CERTIFICATE HOLDER

The Town of Warrenton
18 Court Street
Warrenton, VA 20186

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Cynthia J. Jiles

(CLF)

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

TOWN OF WARRENTON

Post Office Drawer 341
WARRENTON, VIRGINIA 20188
Phone (540) 347-1101

CUSTOMER'S ORDER NO. 205774-67		PHONE		DATE 04/03/17	
NAME Warrenton Baptist					
ADDRESS 0 Main Street					
CASH	C.O.D.	CHARGE	ON ACCT.	MOSE. RET'D.	PAID OUT
PAID APR 8 2017 TOWN OF WARRENTON OK # 2794					
SOLD BY bp		RECEIVED BY		TAX	
				TOTAL	25.00

C PRODUCT 609

All claims and returned goods MUST be accompanied by this bill.

205774

Thank You



**Town Council Meeting Item Number: g.
June 13, 2017**

Agenda Memorandum

Submitted by: Stephanie Miller, Director of Finance and Human Resources

Issue: April 2017 Financial Statements

Background: At the May 15 meeting, Stephanie Miller, Director of Finance & Human Resources, presented the April 2017 Financial Statements to the Committee of the Whole.

Discussion:

Financial Impact:

Recommended Action: The Committee of the Whole recommended that Council approve the April 2017 Financial Statements.

Town Manager

ATTACHMENTS:

Description	Type	Upload Date
April 2017 Financial Statement	Cover Memo	6/6/2017
April 2017 Bills Paid Report	Cover Memo	6/6/2017

FINANCIAL STATEMENTS

as of April 30, 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
April 30, 2017

	April 30, 2016	April 30, 2017
CASH		
On Hand	\$ 2,010	\$ 2,010
Checking Accounts	1,089,133	1,535,007
Money Market Accounts	261,956	305,275
TOTAL CASH IN BANK	<u>1,353,099</u>	<u>1,842,292</u>
INVESTMENTS		
Virginia Local Government Investment Pool	15,667,453	12,761,300
Virginia Investment Pool	-	3,004,168
Virginia SNAP	4,931,414	4,763,272
TOTAL INVESTMENTS	<u>20,598,867</u>	<u>20,528,739</u>
TOTAL CASH AND INVESTMENTS	<u>\$ 21,951,966</u>	<u>\$ 22,371,031</u>
CASH BALANCES	\$ 21,951,966	\$ 22,371,031
General Fund		
Restricted		
Proffers:		
Highland Street Maintenance Proffer	96,442	97,044
Adelphia Cable Proffer	41,000	41,000
Recreation Proffer	173,339	173,339
Academy Hill Park Recreation Proffer	59,500	59,500
Walmart Proffers	180,000	180,000
Poet's Walk Proffer	-	10,000
Other restricted cash	807	21,513
50% Budget Reserve (15% for prior year)	2,218,553	6,437,009
Encumbrances	1,869,516	1,010,076
Water & Sewer Fund		
Restricted	5,235,267	
15% Budget Reserve	827,871	-
Encumbrances	578,485	-
Water & Sewer Operating Fund		
200 Days Budget Reserve	-	3,000,780
Encumbrances	-	242,324
Water & Sewer Capital Fund		5,235,035
Cemetery Perpetual Care	594,131	597,625
Agency Fund	238,540	300,182
Retirement Fund	9,668	9,728
Total Designated Cash	<u>12,123,120</u>	<u>17,415,154</u>
Total Undesignated Cash Balance	<u>\$ 9,828,846</u>	<u>\$ 4,955,877</u>
General Fund	6,067,703	2,504,094
Water/Sewer Fund	3,761,143	-
Water/Sewer Operating Fund	-	2,451,783
	<u>\$ 9,828,846</u>	<u>\$ 4,955,877</u>

Town of Warrenton, Virginia

Comparison of Revenues with Estimates for the Period Ending April 30, 2017

Source of Revenue	Estimate	Realized	% (R)	Unrealized	Prior Year
GENERAL FUND					
General Property Taxes	\$1,229,450	\$833,358	67.78%	\$396,092	\$548,793
Other Local Taxes	6,381,063	3,525,904	55.26%	2,855,159	3,237,018
Permits, Privilege Fees & Licenses	187,100	139,280	74.44%	47,820	157,296
Fines & Forfeitures	180,000	94,756	52.64%	85,244	94,378
Revenue from Use of Money & Property	22,500	61,650	274.00%	(39,150)	30,304
Charges for Services	1,286,588	998,847	77.64%	287,741	953,247
Miscellaneous Revenue	205,700	247,607	120.37%	(41,907)	173,857
Non-Categorical Aid	680,100	419,821	61.73%	260,279	416,269
Categorical Aid	2,302,542	1,956,030	84.95%	346,512	1,927,150
Revenue from Federal Government	335,882	321,892	95.83%	13,990	16,594
Non-Revenue Receipts	995,441	0	0.00%	995,441	0
TOTAL GENERAL FUND	\$13,806,366	\$8,599,146	62.28%	\$5,207,220	\$7,554,906
CAPITAL PROJECTS FUND					
Revenue from the Commonwealth	\$316,896	\$0	0.00%	\$316,896	\$135,789
Transfers	1,230,419	0	0.00%	1,230,419	0
TOTAL CAPITAL PROJECTS FUND	\$1,547,314	\$0	0.00%	\$1,547,314	\$135,789
WATER & SEWER OPERATING FUND					
Transfer Fees	\$9,000	\$7,420	82.44%	\$1,580	\$7,860
Revenue from Use of Money & Property	154,500	143,004	92.56%	11,496	129,038
Charges for Services	5,193,605	4,231,475	81.47%	962,130	3,132,276
Recovered Costs	38,799	3,624	9.34%	35,175	35,404
Miscellaneous Revenue	5,500	13,291	0.00%	(7,791)	9,182
Grant Revenue	0	8,500	0.00%	(8,500)	0
Transfers	20,268	0	0.00%	20,268	0
TOTAL W&S OPERATING FUND	\$5,421,672	\$4,407,315	81.29%	\$1,014,357	\$3,313,760
WATER & SEWER CAPITAL FUND					
Revenue from Use of Money & Property	\$0	\$22,947	0.00%	(22,947)	\$0
Non-Revenue Receipts	1,391,076	423,517	30.45%	967,559	363,519
Transfers	1,240,819	0	0.00%	1,240,819	0
TOTAL W&S CAPITAL FUND	\$2,631,895	\$446,464	16.96%	\$2,185,431	\$363,519
TOTAL ALL FUNDS	\$23,407,248	\$13,452,925	57.47%	\$9,954,323	\$11,367,974
INTERNAL SERVICE FUNDS					
Motor Pool	\$477,401	\$505,761	105.94%	(\$28,360)	\$300,830
Information Technology	\$360,029	\$270,026	75.00%	\$90,003	\$218,550

Town of Warrenton, Virginia

Comparison of Expenditures with Appropriations for the Period Ending April 30, 2017

Function	Appropriation	Expenditure	% (E)	Unexpended	Prior Year
GENERAL FUND					
Legislative Department	\$163,520	\$115,084	70.38%	\$48,436	\$148,303
Executive Department	211,261	165,490	78.33%	45,771	138,051
Legal Services	187,376	118,173	63.07%	69,203	135,211
Finance Department	532,695	382,054	71.72%	150,641	375,906
Other Organizations	10,040	10,040	100.00%	0	8,579
Electoral Board	0	0	0.00%	0	0
Public Safety	3,762,525	3,026,858	80.45%	735,667	3,047,719
Department of Public Works	4,086,464	3,217,307	78.73%	869,157	2,751,957
Welfare Social Services	116,937	112,970	96.61%	3,967	115,071
Parks and Recreation	2,081,953	1,550,203	74.46%	531,749	1,461,875
Cultural Enrichment	67,000	57,000	85.07%	10,000	63,522
Community Development	1,018,852	640,701	62.88%	378,152	508,818
Transfers	931,153	0	0.00%	931,153	0
Debt Service	636,590	726,815	114.17%	(90,225)	725,116
TOTAL GENERAL FUND	\$13,806,366	\$10,122,695	73.32%	\$3,683,671	\$9,480,128
CAPITAL PROJECTS FUND					
Capital Outlay	\$623,753	\$381,380	61.14%	\$242,373	\$129,110
Capital Projects	923,561	167,613	18.15%	755,948	373,970
TOTAL CAPITAL PROJECTS FUND	\$1,547,314	\$548,993	35.48%	\$998,321	\$503,080
WATER & SEWER OPERATING FUND					
Water Department	\$1,970,674	\$1,465,358	74.36%	\$505,316	\$1,450,616
Wastewater Department	1,762,696	1,332,012	75.57%	430,684	1,312,957
Water/ Sewer Administration	812,422	570,732	70.25%	241,691	620,962
Debt Service	103,119	103,119	100.00%	(0)	88,586
Reserve for Contingencies	0	0	0.00%	0	0
Transfers	772,761	0	0.00%	772,761	0
TOTAL W&S OPERATING FUND	\$5,421,672	\$3,471,221	64.02%	\$1,950,452	\$3,473,121
		8,304			
WATER & SEWER CAPITAL FUND					
Water & Sewer Capital Projects	\$2,631,895	\$454,137	0.00%	\$2,177,758	\$319,067
TOTAL W&S CAPITAL FUND	\$2,631,895	\$454,137	17.26%	\$2,177,758	\$319,067
TOTAL ALL FUNDS	\$23,407,248	\$14,597,046	62.36%	\$8,810,202	\$13,775,396
INTERNAL SERVICE FUNDS					
Motor Pool	\$477,401	\$538,042	112.70%	(\$60,641)	\$392,188
Information Technology	\$360,029	\$273,540	75.98%	\$86,489	\$265,306

Town of Warrenton
Investment Report
Period Ending April 30, 2017

Investment Activity	Beginning of Month	Investments	Redemptions	Investment Income	End of Month
Virginia LGIP	12,751,733	-	-	9,567	12,761,300
Virginia Investment Pool	3,001,638	-	-	2,530	3,004,168
Virginia SNAP	4,763,272	-	-	4,278	4,767,550
Total Investments	<u>\$20,516,643</u>	<u>\$0</u>	<u>\$0</u>	<u>\$16,374</u>	<u>\$20,533,018</u>

Portfolio Composition & Yield	Cost	Percent	Annual Percentage Yield	Average Remaining Life Days
Virginia LGIP	12,761,300	62.15%	0.89%	N/A
Virginia Investment Pool	3,004,168	14.63%	1.24%	N/A
Virginia SNAP	4,767,550	23.22%	0.93%	N/A
Total Investments	<u>\$20,533,018</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	\$25,629	\$75,299
Percentage of Interest Received to Date	149.01%	407.02%
Weighted Average Rate of Return	0.46%	0.95%
Benchmarks:		
182 day US Treasury Bill	0.38%	0.94%
LGIP - effective yield	0.46%	0.89%

TOWN OF WARRENTON, VIRGINIA
BILLS PAID APRIL 2017

Anthem Blue Cross & Blue Shield - Town Portion of Employee Health Insurance	\$ 69,879.92
Arthur Construction - Snow Removal - PW	7,125.00
Atlantic Pump and Equipment Co - WWTP Equipment Repairs	7,250.00
Carson Land Consultants - Prof.Services for Roundabout Design & Sidewalk Alignment on Gold Cup Dr - PW	11,520.00
Carter Machinery - Repairs on Various Equipment - WWTP/WTP/PW	6,230.36
Columbia Gas - Gas - Various Depts.	8,403.72
Dominion Virginia Power - Electricity - Various Depts.	63,707.46
Earth and Turf, LLC - Storm Sewer Repairs - PW	121,187.50
Hydrostructures - I & I Abatement Serv - Sanitary Sewer Inflow & Infiltration Remediation	31,600.00
Internal Revenue Service - Town Portion of FICA	41,785.95
James River Solutions - Gas and Diesel - Various Depts.	13,415.27
Jet Life Services - April Cleaning Service - WARF	5,312.50
Kimley-Horn & Associates - Prof. Transportation Review - Community Development	6,356.06
North Star Companies - Permanent Wall - WARF	11,962.00
Strategic Supply - Dyson Air Hand Dryers - WARF	6,367.00
Synagro-WWT Inc - BioSolids Disposal - WWTP	16,272.48
Treasurer of Virginia - VRS Retirement/Group Life Insurance	57,546.22
Univar - Chemicals - WTP and WWTP	34,204.54
USALCO - Chemicals - WWTP	10,309.86
Utility Service Co, Inc - Water Storage Tank Quarterly Payment - WTP	12,134.33
Virginia Regional Transit - 4th Qtr Contribution	11,246.75
Virginia Tree Specialist - Chip/Wood Removal - PW	5,100.00
Warrenton Volunteer Fire Company - Contribution	25,000.00
Water Works - Material - Stonecrest Project	21,420.78
Whitman Requardt - Engineering Consulting/Services	37,614.54
Whitson W. Robinson PLC - Legal Services	11,477.67
TOTAL BILLS PAID OVER \$5,000.00	\$ 654,429.91
BILLS PAID UNDER \$5,000.00	160,647.43
	\$ 815,077.34



**Town Council Meeting Item Number: 8.a.
June 13, 2017**

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

- Issue:** **Adoption of Ordinances to Establish FY18 Tax Rates and Water and Sewer Rates; Adoption of Resolution on Personal Property Tax Relief Percentage; Adoption of a Resolution to Adopt and Appropriate the FY18 Budget; Approval of the 2018-2023 Capital Improvement Program**
- Background:** On March 31, the Town Manager submitted his recommended FY18 Budget to Council for its consideration. Town Council met on April 6, 17 and 24, May 15 and June 8 to revise and finalize the budget for adoption.
- Discussion:** Over the course of the budget work sessions, Town Council recommended changes to the General Fund operating and capital spending. Those changes are outlined in the attached document labeled "Summary of Proposed Changes to FY18 Budget."
- The FY18 General Fund Budget is balanced with two rate increases: 1) an increase in the annual Motor Vehicle License fee for each car or truck from \$15 to \$25 and for each motorcycle from \$10 to \$20; and 2) WARF user charges will increase by 5%. The General Fund includes the use of \$1,725,374 in fund balance, all of which is for capital projects (\$1,531,161).
- The FY18 Water & Sewer Fund Budget is balanced with an overall 3% increase in water and sewer user rates. The capital program in the Water & Sewer Capital Fund includes upgrades to the Water Plant, Wastewater Plant upgrades and inflow & infiltration (I&I) abatement improve operating efficiency and system capacity.
- Financial Impact:** The adopted Budget is the operations guide and financial policy document for fiscal year.
- Recommended Action:** Adoption of the following Ordinances and Resolutions:
- Ordinance 2017-03 Tax Rates
 - 2017-04 FY18 BPOL Rates
 - 2017-05 FY18 Water and Sewer Rates
 - Resolution Establishing the Percentage Relief Granted Under the Personal Property Tax Relief Act
 - Resolution Adopting and Appropriating the FY18 Budget
 - Resolution Approving the 2018-2023 Capital Improvement Program

ATTACHMENTS:

Description	Type	Upload Date
Summary of Proposed Changes to FY18 Budget	Backup Material	6/6/2017
Summary As Adopted	Backup Material	6/9/2017
Tax Rate Ordinance	Resolution	6/6/2017
Ordinance BPOL Rates FY18	Resolution	6/6/2017
Ordinance Water & Sewer Rates FY18	Resolution	6/6/2017
Resolution Personal Property Tax Relief Act FY18	Resolution	6/6/2017
Resolution Adopting and Appropriating FY18 Budget	Resolution	6/13/2017
Resolution Approving the 2018-2023 CIP	Resolution	6/6/2017

SUMMARY OF DIFFERENCES BETWEEN PROPOSED BUDGET AND ADOPTED BUDGET

Work sessions were conducted by the Town Council during April and May 2017 to discuss the adopted budget. As a result of those work sessions, several changes were made to the adopted budget. The following pages detail those changes.

On page 18, a summary of the original adopted budget is provided. Expenditures are listed in the column on the left, with functional and departmental detail provided for the General Fund. Summary level totals are provided for other funds. On the right-hand side, revenues are provided. Sources of General Fund revenue are detailed, with summary level totals for other funds. The effect of internal transfers is removed from both expenditures and revenues to show the total net estimated revenues and appropriations. The lower portion of the right-hand side outlines the modifications that were made to these amounts during the course of the budget work sessions and the total impact on the use of fund balance in the General Fund.

The net result of the changes made during the budget work sessions is an increase of \$275,624. Key changes made to the budget include:

- Reduce Comprehensive Plan funding by \$90,000. \$170,000 was included in the FY 2017 budget, but the project was not able to get fully underway during the year and other needs for professional services in the department arose. A contract will be issued in June to encumber \$90,000, leaving \$80,000 to be spent on the project in FY 2018.
- The Boys & Girls Club of Fauquier County requested level funding of \$10,000 in the adopted budget. The organization subsequently requested an additional \$20,000 for FY 2018 to subsidize operations. The Town Council indicated support to increase the contribution from \$10,000 to \$30,000.
- The Bluemont Concert Series has historically received a \$10,000 contribution, which consists of a \$5,000 Local Government Challenge Grant provided by the Virginia Commission for the Arts (VCA), matched dollar-for-dollar with local funds. The Town received notification from VCA that the grant funding will be reduced by \$500. The Town Council indicated support for covering the deficit in order to maintain funding at \$10,000.
- The following changes to General Fund Capital Projects were requested by the Town Council during the budget work sessions:
 - Shift the funding for Eva Walker Park fencing to FY 2019, a reduction of \$115,000.
 - Add the first year of funding for Fauquier County's Warrenton Library project, an increase of \$333,333.
 - Add Lighting projects for Old Town along Franklin Street, 5th Street and in the 5th Street parking lot for a total increase of \$126,791.

EXPENDITURES	
General Fund	
<u>General Government</u>	
Legislative (Council)	\$ 166,188
Executive (Town Manager)	268,027
Legal Services	188,864
Finance and Human Resources	582,265
Other Organizations	10,909
Elections	10,000
Subtotal, General Government	\$ 1,226,253
<u>Public Safety</u>	
Police Department	\$ 3,378,854
Fire	313,593
Subtotal, Public Safety	\$ 3,692,447
<u>Public Works</u>	
General Administration	\$ 609,583
Street Maintenance	1,842,440
Refuse and Recycling	618,210
General Properties	350,880
Cemetery Maintenance	137,506
Subtotal, Public Works	\$ 3,558,619
<u>Contributions to Outside Agencies</u>	
	\$ 165,892
<u>Parks and Recreation</u>	
Parks & Fields	\$ 267,364
Aquatic Center	1,570,121
Administration	351,530
Subtotal, Parks and Recreation	\$ 2,189,015
<u>Community Development</u>	
Planning and Zoning	\$ 984,351
Inspections	372,262
Economic Development	159,427
Visitor's Center	90,764
Commissions and Boards	21,651
Subtotal, Community Development	\$ 1,628,455
<u>Debt Service</u>	
	\$ 633,598
<u>Transfers</u>	
	\$ 1,459,661
General Fund Total	\$ 14,553,940
Other Funds	
Capital Projects Fund	\$ 1,531,161
Water and Sewer Operating	\$ 5,562,138
Water and Sewer Capital	\$ 4,790,000
Motor Pool	\$ 473,307
Information Technology	\$ 367,970
Total All Funds	\$ 27,278,516
Less Transfers	(3,125,114)
Total Appropriations	\$ 24,153,402

REVENUE	
General Fund	
General Property Taxes	\$ 1,279,339
Other Local Taxes	6,882,677
Licenses, Permits and Fees	191,100
Fines and Forfeitures	210,000
Use of Money/Property	58,500
Charges for Services	1,344,872
Miscellaneous Revenues	188,400
State Revenue	2,932,802
Federal Revenue	4,500
Transfers/Proffers	12,000
Use of Fund Balance	1,449,750
General Fund Total	\$ 14,553,940
Other Funds	
Capital Projects	\$ 1,531,161
Water and Sewer Capital	\$ 5,562,138
Water and Sewer Operating	\$ 4,790,000
Motor Pool	\$ 473,307
Information Technology	\$ 367,970
Total All Funds	\$ 27,278,516
Less Transfers	(3,125,114)
Total Estimate Revenue	\$ 24,153,402
<i>This summary reflects the changes resulting from the budget work sessions held during April and May.</i>	
Summary of changes to proposed budget:	
General Fund, Use of Fund Balance, as proposed	\$ 1,449,750
<u>Less:</u>	
Reduce Comprehensive Plan funding	\$ (90,000)
Increase contribution to Boys & Girls Club	20,000
Cover reduction in State funding for Bluemont Concert Series (VCA-LGC)	500
Shift funding for Eva Walker Park fencing to FY19	(115,000)
Add funding for Library	333,333
Add Lighting projects for Old Town	126,791
	\$ 275,624
General Fund, Use of Fund Balance, as amended	\$ 1,725,374

Town of Warrenton, Virginia
FY 2018 Adopted Budget

<u>EXPENDITURES</u>		<u>REVENUE</u>	
General Fund		General Fund	
<u>General Government</u>		General Property Taxes	\$ 1,279,339
Legislative (Council)	\$ 166,188	Other Local Taxes	6,882,677
Executive (Town Manager)	268,027	Licenses, Permits and Fees	191,100
Legal Services	188,864	Fines and Forfeitures	210,000
Finance and Human Resources	582,265	Use of Money/Property	58,500
Other Organizations	10,909	Charges for Services	1,344,872
<u>Elections</u>	10,000	Miscellaneous Revenues	188,400
Subtotal, General Government	\$ 1,226,253	State Revenue	2,932,302
<u>Public Safety</u>		Federal Revenue	4,500
Police Department	\$ 3,378,854	Transfers/Proffers	12,000
<u>Fire</u>	313,593	Use of Fund Balance	1,725,374
Subtotal, Public Safety	\$ 3,692,447	General Fund Total	\$ 14,829,064
<u>Public Works</u>		Other Funds	
General Administration	\$ 609,583	Capital Projects Fund	\$ 1,876,285
Street Maintenance	1,842,440	Water and Sewer Operating	\$ 5,562,138
Refuse and Recycling	618,210	Water and Sewer Capital	\$ 4,790,000
General Properties	350,880	Motor Pool Fund	\$ 473,307
<u>Cemetery Maintenance</u>	137,506	Information Technology Fund	\$ 367,970
Subtotal, Public Works	\$ 3,558,619	Total All Funds	\$ 27,898,763
<u>Contributions to Outside Agencies</u>	\$ 185,892	Less Transfers	(3,470,238)
<u>Parks and Recreation</u>		Total Estimated Revenue	\$ 24,428,525
Parks & Fields	\$ 267,364		
Aquatic Center	1,570,121		
<u>Administration</u>	351,530		
Subtotal, Parks and Recreation	\$ 2,189,015		
<u>Community Development</u>			
Planning and Zoning	\$ 894,351		
Inspections	372,262		
Economic Development	159,427		
Visitor's Center	90,764		
<u>Commissions and Boards</u>	21,651		
Subtotal, Community Development	\$ 1,538,455		
<u>Debt Service</u>	\$ 633,598		
<u>Transfers</u>	\$ 1,804,785		
General Fund Total	\$ 14,829,065		
Other Funds			
Capital Projects Fund	\$ 1,876,285		
Water and Sewer Operating	\$ 5,562,138		
Water and Sewer Capital	\$ 4,790,000		
Motor Pool Fund	\$ 473,307		
Information Technology Fund	\$ 367,970		
Total All Funds	\$ 27,898,764		
Less Transfers	(3,470,238)		
Total Appropriations	\$ 24,428,526		

ORDINANCE 2017-03

**AN ORDINANCE TO ESTABLISH TAX RATES FOR THE
TAX YEAR BEGINNING JANUARY 1, 2017**

BE IT ORDAINED by the Council of the Town of Warrenton, Virginia, that the following tax rates are hereby levied for the tax year beginning January 1, 2017:

Real Property	\$0.05 per \$100 assessed value
Mobile Homes	\$0.00 per \$100 assessed value
Tangible Personal Property-General	\$1.00 per \$100 assessed value
Tangible Personal Property-Handicapped	\$0.00 per \$100 assessed value
Motor Homes, Campers and Boats	\$0.00 per \$100 assessed value
Machinery and Tools	\$1.00 per \$100 assessed value
Business Personal Property & Computers	\$1.00 per \$100 assessed value
Bank Stock	\$0.80 per \$100 of net capital

Tangible Personal Property as defined in Section 58.1-3504 of the Code of Virginia of 1950, as amended, shall be exempt from taxation under this ordinance.

Voting For: _____

Voting Against: _____

Adopted: _____

Evelyn J. Weimer, Town Recorder

ORDINANCE 2017-04

**AN ORDINANCE TO ESTABLISH BUSINESS, PROFESSIONAL AND
OCCUPATIONAL LICENSE TAX RATES FOR THE
TAX YEAR BEGINNING JULY 1, 2017**

BE IT ORDAINED by the Council of the Town of Warrenton, Virginia, that the following Business, Professional and Occupational License Tax Rates are hereby levied for the tax year beginning July 1, 2017:

Amusements	\$0.10 per \$100 Gross Receipts
Contractors, Builders or Developers	\$0.085 per \$100 Gross Receipts
Business, Personal or Repair Service Occupations	\$0.187 per \$100 Gross Receipts
Financial or Real Estate Services	\$0.2975 per \$100 Gross Receipts
Professional Occupations	\$0.2975 per \$100 Gross Receipts
Retail Merchants	\$0.10 per \$100 Gross Receipts
Vending Machine Operators	\$200 plus \$0.10 per \$100 Gross Receipts
Wholesale Merchants	\$0.0425 per \$100 Gross Purchases

The license tax is the greater of \$30.00 or the tax computed on gross receipts.

Public Utilities (Telephone & Telegraph)	½ of 1%
Fortune tellers, Clairvoyants & Practitioners of Palmistry	\$1,000.00 per year
Itinerant Merchants	\$500.00 per year
Photographers (as defined in §58.1-3727 of the Code of Virginia)	\$30.00 per year
Savings and Loan Associations and Credit Unions	\$50.00 per year
Direct Sellers	(Total annual sales greater than \$4,000.00) \$0.10 per \$100 Total Annual Retail Sales
	Or \$0.0425 per \$100 Total Annual Wholesale Sales
Carnivals, Circuses and Speedways	\$1,000.00 per performance

Alcoholic Beverages (special license tax provision in addition to gross receipts tax)

Wholesale Beer License	\$75.00
Wholesale Wine Distributor	\$50.00
Retail On-Premises Wine & Beer - Hotel, Restaurant or Club	\$37.50
Retail Off-Premises Wine & Beer	\$37.50
Retail On-Premises Wine - Hotel, Restaurant or Club	\$25.00
Retail Off-Premises Beer	\$25.00

VOTING FOR: _____

VOTING AGAINST: _____

Adopted: _____

Evelyn J. Weimer, Town Recorder

ORDINANCE 2017-05

AN ORDINANCE TO ESTABLISH WATER AND SEWER RATES AND SERVICE FEES EFFECTIVE JULY 1, 2017

WHEREAS, the Town of Warrenton charges certain fees and rates for usage pursuant to Article 2 of Chapter 17 of the Code of the Town of Warrenton (hereinafter referred to as the "Town Code") as authorized by Section 15.2-2119 of the Code of Virginia, 1950, as amended; and

BE IT ORDAINED by the Council of the Town of Warrenton, Virginia, that the following water and sewer rates and fees are hereby effective beginning July 1, 2017:

WATER AND SEWER USAGE RATES:

Base Charge (for usage < 2,000 gallons):

Meter Size	IN TOWN RATES			OUT OF TOWN RATES		
	Water	Sewer	Total	Water	Sewer	Total
5/8	5.32	11.99	17.31	7.98	17.99	25.97
3/4	7.98	17.99	25.97	11.97	26.99	38.96
1	13.30	29.98	43.28	19.95	44.98	64.93
1 1/2	26.60	59.95	86.55	39.90	89.95	129.85
2	42.56	95.92	138.48	63.84	143.92	207.76
3	93.10	209.83	302.93	139.65	314.83	454.48
4	167.58	377.69	545.27	251.37	566.69	818.06
6	345.80	779.35	1,125.15	518.70	1,169.35	1,688.05
8	425.60	959.20	1,384.80	638.40	1,439.20	2,077.60

Commodity Rate, per 1,000 gallons

Usage	Water	Sewer	Total	Water	Sewer	Total
> 2,000	5.31	8.72	14.03	7.97	13.08	21.05

Minimum monthly charges shall not be prorated.

SEWER ONLY RATES:

The owner of any residential property connected to the Town sewer system which property has a private water supply shall pay a monthly charge of \$31.50 inside of Town and \$47.25 outside of Town for sewer service.

<u>WATER AND SEWER ACCOUNT FEES:</u>	
New Service/Transfer of Service	\$25
Security Deposit	\$150 (residential & commercial)
Late Fee	\$5
Reconnection Fee	\$40

New Service Fee

A new service fee of \$25.00 shall be paid to transfer water and/or sewer service from one customer to another.

Security Deposits

The minimum utility deposit for residential and commercial customers, other than owner occupied properties, shall be \$150.00.

Any property whose water and or sewer account has become delinquent twice during any twelve month period, and service has been disconnected for non-payment, shall be required to pay an additional deposit equal to the average monthly bill.

All funds paid for utility deposits shall be maintained in a separate account and no interest shall be payable on those utility deposits. Utility deposits shall be held and applied toward the final bill whenever a customer moves out of the Town or discontinues a utility account. Any remaining balance shall be refunded to the customer.

Any balance remaining from a deposit, after payment of the final bill, which the Town is unable to refund because no forwarding address has been supplied to the Town, shall be remitted to the Treasurer of Virginia in accordance with Unclaimed Property Regulations.

Late Fees

Any utility account that is not paid when due shall be charged a late fee in the amount of \$5.00.

Reconnection Fees

Any water service for which a bill has been rendered for water and/or sewer service and which is not paid after due notice shall be discontinued. Before service shall be reinstated, a reconnection fee of \$40.00 shall be paid.

If a customer requests suspension of water service, a reconnection fee of \$40.00 shall be paid prior to reinstating water service.

Liability of Homeowner/Homeowner Authorization

Where property is occupied by more than one family or occupied other than by the owner, such owner shall be directly liable for service charges and fees. Tenants wishing to establish a utility account in their name must provide the Town with a Homeowner Authorization Form or a copy of a current signed lease agreement.

Voting For: _____

Voting Against: _____

Adopted: _____

Evelyn J. Weimer, Town Recorder

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WARRENTON
ESTABLISHING THE PERCENTAGE RELIEF GRANTED TO QUALIFYING
PERSONAL USE VEHICLES, SUBJECT TO THE TOWN OF WARRENTON'S
PERSONAL PROPERTY TAX, FOR THE 2017 TAX YEAR**

WHEREAS, the Personal Property Tax Relief Act of 1998, Virginia Code §§58.1-3253 *et seq.* (“PPTRA”), has been substantially modified by the enactment of Chapter 1 of the Acts of Assembly, 2004 Special Session I (Senate Bill 5005), and the provisions of Item 503 of Chapter 951 of the 2005 Acts of Assembly (the 2005 revisions to the 2004-06 Appropriations Act, hereinafter cited as the “2005 Appropriations Act”); and

WHEREAS these legislative enactments require the Town of Warrenton to take affirmative steps to implement these changes, and to provide for the computation and allocation of relief provided pursuant to the Personal Property Tax Relief Act as revised; and

WHEREAS these legislative enactments provide for the appropriation to the Town of Warrenton, of a fixed sum to be used exclusively for the provision of tax relief to owners of qualifying personal use vehicles that are subject to the personal property tax on such vehicles.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Warrenton, Virginia that:

Qualifying vehicles obtaining situs within the Town of Warrenton during tax year 2017, shall receive personal property tax relief in the following manner:

- Personal use vehicles valued at \$20,000 or less will be eligible for 100% tax relief;
- Personal use vehicles valued at \$20,001 or more shall only receive 100% tax relief on the first \$20,000 of value; and
- All other vehicles which do not meet the definition of “qualifying” (business use vehicles, farm use vehicles, motor homes, etc.) will not be eligible for any form of tax relief under this program.

Voting for: _____

Against: _____

Adopted: _____

Evelyn J. Weimer, Town Recorder

**A RESOLUTION TO ADOPT AND APPROPRIATE \$24,428,526 FOR
FISCAL YEAR 2018**

WHEREAS, the Town Manager presented his Proposed 2017-2018 Budget to the Town Council on March 30, 2017; and

WHEREAS, five work sessions were held with Council during April and May 2017 to discuss the Proposed Budget and any changes thereto; and

WHEREAS, a Public Hearing was held on May 9, 2017 to receive public comment; now therefore

BE IT RESOLVED, that the Proposed Fiscal Year 2018 Budget for the Town of Warrenton, as modified in work sessions held during April and May 2017, is hereby adopted and the amounts summarized below are hereby appropriated for the Fiscal Year Beginning July 1, 2017:

REVENUES/SOURCES	AMOUNT	EXPENDITURES/USES	AMOUNT
<u>General Fund</u>		<u>General Fund</u>	
General Property Taxes	\$ 1,279,339	General Government	\$ 1,226,253
Other Local Taxes	6,882,677	Public Safety	3,692,447
Permits & Fees	191,100	Public Works	3,558,619
Fines & Forfeitures	210,000	Parks & Recreation	2,189,015
Use of Money/Property	58,500	Community Development	1,538,455
Charges for Services	1,344,872	Contributions	185,892
Miscellaneous Revenue	188,400	Debt Service	633,598
State Revenue	2,932,302	Transfers	1,804,785
Federal Revenue	4,500	General Fund Total	\$ 14,829,064
Transfers / Proffers	12,000		
Use of Fund Balance	1,725,374	<u>Other Funds</u>	
General Fund Total	\$ 14,829,064	Capital Projects	\$ 1,876,285
		Water & Sewer Operating	5,562,138
<u>Other Funds</u>		Water & Sewer Capital	4,790,000
Capital Projects	\$ 1,876,285	Motor Pool	473,307
Water & Sewer Operating	5,562,138	Information Technology	367,970
Water & Sewer Capital	4,790,000		
Motor Pool	473,307	Total All Funds	\$ 27,898,764
Information Technology	367,970		
		Less Transfers	(3,470,238)
Total All Funds	\$ 27,898,764	Total Appropriations	\$ <u>24,428,526</u>
Less Transfers	(3,470,238)		
Total Estimated Revenues	\$ <u>24,428,526</u>		

**A RESOLUTION TO APPROVE THE 2018 – 2023 CAPITAL IMPROVEMENT
PROGRAM**

WHEREAS, on March 21, the Planning Commission determined that the draft 2018-2023 Capital Improvement Program was consistent with the Comprehensive Plan; and

WHEREAS, the Town Manager presented a draft 2018-2023 Capital Improvement Program to the Planning the Town Council on March 30, 2017; and

WHEREAS, Town Council held five work sessions during April and May 2017 to discuss the Proposed Capital Improvement Program and any changes thereto; and

WHEREAS, a Public Hearing was held on May 9, 2017 to receive public comment; now therefore

BE IT RESOLVED, that the 2018-2023 Capital Improvement Program for the Town of Warrenton, as modified in work sessions held during April and May 2017, is hereby approved.

Voting for: _____

Against: _____

Adopted: _____

Evelyn J. Weimer, Town Recorder



**Town Council Meeting Item Number: 9.a.
June 13, 2017**

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

Issue: **Brentmoor-Mosby House**

Background: At the April Work Session, Council asked staff to develop options for it to consider purchase offers on the property and as well as proposals from non-profits to operate it as a museum.

Discussion: At the June 8 Work Session, the Town Attorney presented a letter from Joe Allen with recommendations for subdividing and listing the property (including comparable sales), and a draft Co-Stewardship Agreement from the Brentmoor Trust for "preservation, restoration, management, operation and maintenance of a museum and cultural center."

Financial Impact: To be determined.

Recommended Action: Having just received the documents on June 8, Council recommended that the discussion continue to this meeting.

Town Manager

ATTACHMENTS:

Description	Type	Upload Date
Allen Real Estate Letter	Backup Material	6/9/2017
Comparable Sale 297 Winchester	Backup Material	6/9/2017
Comparable Sale 197 Main	Backup Material	6/9/2017
Comparable Sale 187 Main	Backup Material	6/9/2017
Appraisal	Backup Material	6/9/2017
Brentmoor Trust Co-Stewardship Agreement	Backup Material	6/9/2017



REAL ESTATE
Company Limited

Office 540-347-3838
Fax 540-347-5355
jkallenjr@allenrealestate.com
tray@allenrealestate.com
info@allenrealestate.com
www.allenrealestate.com

43 Culpeper Street
Warrenton, VA 20186-3319
In the Historic District

*Over Thirty years experience
In Fauquier Area Real Estate*

Greater Piedmont Area
Association of Realtors, Inc.

Virginia Association
of Realtors

National Association
of Realtors -
International Section

Realtors Land Institute

International
Real Estate Institute

Chamber of Commerce

Virginia
Historical Association

09 May, 2017

Whitson W. Robinson, Esq.
Town Attorney
Town of Warrenton
By E-Mail

Dear Whit,

On May 2, I toured Brentmoor with Beau Tucker.

I believe in the best interest of a successful sale, that the side yard and boxwood allee should be included with the house, establishing a park and location of the geothermal on an easement would not present a manageable situation for a prospect in my opinion.

I think there is enough room for a driveway beside the house to access a parking area where the old garage was located.

Substantial stabilization will be necessary in the basement based on what appears to be deteriorating interior walls.

There is ample room for baths and a kitchen without adding an addition but they would have somewhat of a negative effect on the current floor plan, especially on the second level.

The National Trust learned from the British Trust that properties with a famous owner might sell quicker but not necessarily for more money.

In my opinion, it would take \$150,000 to establish 2 baths, a kitchen, and other improvements worthy of the house.

I have attached two older houses that are currently for sale in Warrenton. 297 Winchester Street is a much larger home in very good condition offered on 1 ½ acres for \$860,000. It's been on the market for 598 days. The other is the Tolson home next door to the Mosby House. The main house has been recently renovated and there are two apartments in the old garage. Offered on .6 acres at \$799,900. In Oct. 2015, we sold 197 main street for \$625,000. A larger home with a 1 bedroom cottage on a half-acre lot. It also needed some updating but had 3 full baths.

I think we could market the property in the \$595,000 range once the house was touched up and the museum equipment removed. Then one could spend \$150,000 ending up at \$750,000, which would be the maximum market value. This will be somewhat of a challenge as not everyone will take on a project.

Of course, substantial portions of the easement will need to be lifted.
Please call if you have any questions.

Sincerely,

Joseph K. Allen, Jr.
President



Attachments

Previous · Next · 4 of 8

Checked 0

All · None · Page

comp search display

Display Full - Agent

Criteria

Map

Results

at 1 per page

Metropolitan Regional Information Systems, Inc.

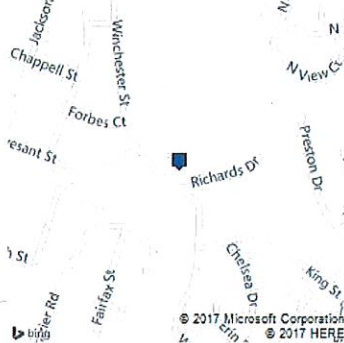
Confidentially
Report a Violation

FQ9831884 - FAUQUIER

297 WINCHESTER ST, WARRENTON, VA 20186



1 / 29 Exterior (Front)



- ☐ - Select this listing
☒ Full Listing - Watch this listing
☐ Residential - Schedule a showing

[Get Homesnap Pro](#)

Media Center

[29 - Photos](#)[2 - Virtual Tours](#)[Neighbor Photos](#)[Virtual Earth Maps](#)

Additional Information

[Tax Record](#)[Property History](#)[History - New, Price, Status](#)[History - All Upd Types](#)

No Open Houses

Resource Center

[Community Information](#)[Search the Fauquier County GIS Assessor Maps](#)[Fauquier Tax Website](#)[2 - Documents](#)

Status: Active

Ownership: Fee Simple
 Sale or Rental: Sale
 Listing Type: Excl. Right
 Adv Sub: Metes & Bounds
 Legal Sub:
 Condo/Coop Proj Name:

Style: Colonial
 Auction: No
 Type: Detached
 TH Type:
 #Levels: 4
 #Fireplaces: 4
 Model:

List Price: \$860,000

Transaction Type: Standard
 Inc City/Town: WARRENTON
 Zip: 20186 - 2503
 Election District: 10
 ADC Map: 25K5
 TBM Map:
 Area: 23-1

Tax ID: [6984-36-1414](#)
 HOA Fee: \$.00 / None
 C/C Fee: /
 Elementary:

Total Taxes: \$7,412
 Tax Year: 2016
 Lot AC/SF: 1.52 / 66,002
 Middle: Warrenton

Level Location:
 Age: 112
 Year Built: 1905
 High: Fauquier

*School information is provided by independent third party sources and should not be relied upon without verification.

	Total	Main	Upper 1	Upper 2	Lower 1	Lower 2
INTERIOR						
Bedrooms:	4	0	4		0	
Full Baths:	2	0	2		0	
Half Baths:	1	1	0		0	

Room	Dimensions	Level	Flooring	Fireplace
Bedroom-Master	15 x 15	Upper 1	Wood	Gas
Bedroom-Second	16 x 15	Upper 1	Wood	
Bedroom-Third	16 x 15	Upper 1	Carpet	
Bedroom-Fourth	16 x 10	Upper 1	Carpet	
Foyer	26 x 10	Main	Wood	
Living Room	17 x 15	Main	Wood	Gas
Dining Room	16 x 14	Main	Wood	Gas
Family Rm	19 x 16	Main	Wood	Wood Burning
Kitchen	22 x 15	Main	Ceramic Tile	
Library	15 x 15	Main	Wood	
Other Room 1	10 x 9	Upper 1	Wood	
Other Room 2	20 x 9	Upper 1	Vinyl	
Other Room 3	12 x 11	Upper 1	Carpet	

FEATURES

Main Entrance: Center Hall
 Interior Style: Floor Plan-Traditional
 Dining/Kitchen: Fam Rm Off Kit, Eat-In Kitchen, Butlers Pantry, Kit-Country, Kit-Table Space, Sep Dining Rm
 Appliances: Cooktop, Dishwasher, Disposal, Dryer, Exhaust Fan, Extra Refrigerator / Freezer, Icemaker, Microwave, Oven - Double,
 Range Hood, Refrigerator, Surface Unit, Washer
 Amenities: Attic - Floored, Attic - Stairs Fixed, Built-in Bookcases, Built-in China Cabinet, Chair Railing, Crown Molding, Drapery Rods,
 Fireplace Equipment, Fireplace Glass Doors, Fireplace Mantel(s), Fireplace Screen, Master Bedroom - Full Bathroom, Shades / Blinds,
 Tagged Items Excluded, Wall to Wall Carpeting, Closet(s) - Walk-in, Washer / Dryer Hookup
 Security: Fire Detect Sys, Motion Detectors, Carbon Monoxide Detector(s), Smoke Detector, Security System
 Windows/Doors: Storm Door(s), Storm Windows
 Walls/Ceilings: 9'+ Ceilings, Plaster Walls

Basement: Yes

Basement Type: Partial, Unfinished
 Basement Entrance: Inside Access, Outside Entrance
 Handicap: None
 Unit Description:
 R-Factor Basement:
 House Dimensions:
 Above Grade Unfinished:
 Below Grade Finished:

Foundation:

R-Factor Ceilings:
 SQFT-Tot Fin: 0
 Above Grade Finished:
 Below Grade Unfinished:
 R-Factor Walls:
 Tax Living Area: 4,312

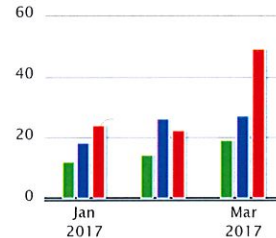
REMARKS

General/Agent:
 Linden House-circa 1905. A truly lovely home on one of Warrenton's favorite streets in the historic district. Many beautiful features: large center hall;
 9ft ceilings; 4 fireplaces; large sized rooms & wrap porch. Pool house & pool are excluded. Boundary line adjustment being made by seller. Call for
 appt to see.

Internet/Public:

Linden House-circa 1905. A truly lovely home on one of Warrenton's favorite streets in the historic district. Many beautiful features include: large
 center hall; 9ft ceilings; 4 fireplaces; large sized rooms & wrap porch. Pool house & pool are excluded. Boundary line adjustment being made by
 seller.

Market Activity | ZIP: 20186



© 2017 MarketStats by ShowingTime

[More 20186 stats >>](#)[Learn about SmartCharts >>](#)

Directions:

MAIN STREET WARRENTON TO WINCHESTER ST & HOME/SIGN ON RIGHT OR BROADVIEW AVE TO WINCHESTER ST & HOUSE/SIGN ON LEFT.

EXTERIOR

Building Sites/Lots: Lot Dimension:
 Exterior: Deck, Extensive Hardscape, Patio, Porch-front, Porch-wraparound, Stone Fence
 Exterior Construction: Stucco
 Lot Description: Backs to Trees, Corner Lot, Landscaping
 Other Structures:
 Original Builder:
 Property Condition: Shows Well
 Roads: State, Paved, Public Street
 Roofing: Copper, Slate
 Soil Type:
 Topography: Sloped
 Transportation:
 View/Exposure: Limited
 Year Converted:

Lot Acres/Sqft: 1.52/66,002

New Construction: No

Year Renovated:

PARKING

Parking: Gravel Driveway, DW - Circular, Garage
 Garage Type: Attached
 Carport Type:
 Parking Incl in List Price: Yes

Parking Lot:
 # Gar/Carpt/Assgn Sp: 2//
 Parking Space #:
 Parking Block/Square:

Parking Incl in Sale Price: No

UTILITIES

Heat System: Baseboard, Radiator
 Cooling System: Ceiling Fan(s), Central Air Conditioning,
 Window Unit(s)
 Water: Public
 Sewer Septic: Public Sewer
 TV/Cable/Comm: CATV/Dwelling, Satellite Rec/Dish
 Electric 12 Months/Average:
 Gas 12 Months/Average:
 Construction Materials:
 Energy Generation:
 Water Conservation:
 Green Verification Y/N:

Heat Fuel: Electric, Natural Gas
 Cool Fuel: Electric

Hot Water: Natural Gas

Water 12 Months/Average:
 Heating Oil 12 Months/Average:
 Energy Efficiency:
 Indoor Air Quality:
 Sustainability:

FINANCIAL INFORMATION

Earnest Money:
 Total Taxes: \$7,412
 Tax Year: 2016

Other Fees: /
 City/Town Tax: \$208
 Refuse Fee:
 Water/Sewer Hook-up:
 Special Tax Assess: \$444
 Improvements: \$500,100
 Investor Ratio:

County Tax: \$6,760
 Tap:
 Front Foot Fee:
 Yr Assessed: 2014
 Total Tax Assessment: \$693,300
 Total Units:

Assessments:

Land: \$193,200

Project Approved:
 Possession: Settlement
 Tenant Rights:

Current Financing/Loan:

1st Trust Bal:	PI:	Int Rate:	Orig. Date:	Yrs Remain:
2nd Trust Bal:	PI:	Int Rate:	Orig. Date:	Yrs Remain:
Undr. Mtg Bal:	PI:	Int Rate:	Orig. Date:	Yrs Remain:

New Financing:

Cash to Assume:	Interest Rate:	Years:
Balloon # Years:	Amortized Years:	
Annual Rent Income:	Special Assessment:	Remaining Yrs:
Rental Year:	Special Assessment 2:	Remaining Yrs:

HOA/CONDO

HOA Fee: \$.00/ None
 Condo/Coop Fee: /
 Community Amenities:
 HOA/Condo/Coop Rules:
 HOA/Condo/Coop Fee Includes:
 HOA/Condo/Coop Management:
 Age Restricted Housing: No
 Services Included:
 Activities:

Age Requirement:

HOA: No

LEGAL INFORMATION

Tax Map: 6984-36-1414-000
 Section:
 Liber:
 Zoning Code: 10
 Historic Designation ID:
 Contract Info:
 Disclosures: Prop Disclosure, Lead Based Paint - Federal
 Documents:
 Special Permits:

Lot #:
 Phase:
 Folio:

Block/Square:
 Parcel Number:

Master Plan Zoning:

OWNER and SHOWING CONTACT

Owner 1: STEPHEN R. BATHON
 Owner 2: Gayle E. Bathon
 Show Contact #1: ANNE HALL
 Show Instructions: Appt Contact, Appt Only-Lister
 Show Time:
 ☺ - Schedule a showing

Home:
 Home:
 Home: (540) 454-5299

Office:
 Office:
 Office: (540) 341-3538

Show Days: All Days

PROPERTY MANAGEMENT

Property Mgmt Company:
 Prop Mgr's Name:

Office:
 Phone:

LISTING AGENT/BROKER

Listing Agent: Anne Hall
 Email: [Email Agent](#)

Home: (540) 454-5299
 Office: (540) 349-1400
 Voice Mail: (540) 341-3538 Ext:

Home Fax: (540) 428-8575
 Pager:
 Cell: (540) 454-5299

Broker Name: Long & Foster Real Estate, Inc.
 Broker Address: 492 Blackwell Rd, Warrenton, VA 20186

Broker Code: LNG173
 Office Phone: (540) 349-1400
 Office Fax: (540) 349-9133

COMPENSATION

Sub-Agent: 0%
Disclose Dual Agency: Yes

Buyer-Agent: 3%
Variable Rate: No

Additional:
Designated Rep: Yes

List Date: 29-Dec-2016
VRP: No
Low Price: \$860,000
Status Change Date: 29-Dec-2016
Photo Option: Lister will Submit All
Advertising: IDX-PUB

Orig List Price: \$885,000
Prior List Price: \$885,000
DOM-MLS: 130
Off Mkt Date:
Total Photos: 29

Update Type: Media
Update Date: 30-Apr-2017
DOM-Prop: 598

SOLD INFORMATION

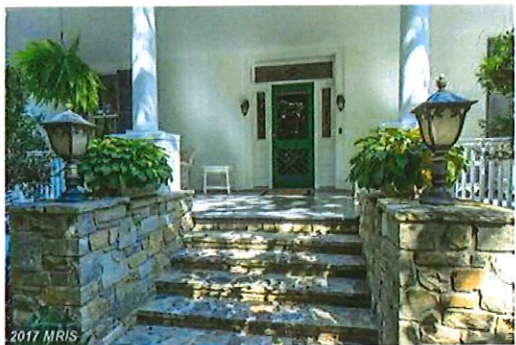
County is 'Fauquier, VA'
Status is one of 'Active', 'Cntg/KO', 'Cntg/NO KO'
Street Name is 'winchester'
Found 8 results in 0.30 seconds.



Exterior (Front)



Exterior (Front)



Exterior (Front)



Exterior (Front)



Interior (General)



Living Room



Interior (General)



Interior (General)



Dining Room



Dining Room



Interior (General)



Kitchen



Kitchen



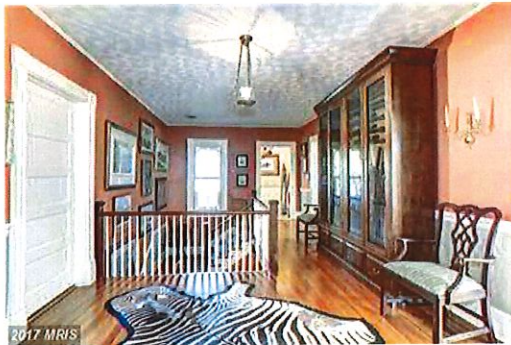
Kitchen



Family Room



Family Room



Interior (General)



Bedroom (Master)



Bedroom (Master)



Interior (General)



Bedroom



Bedroom



Exterior (General)



Community



Exterior (Rear)



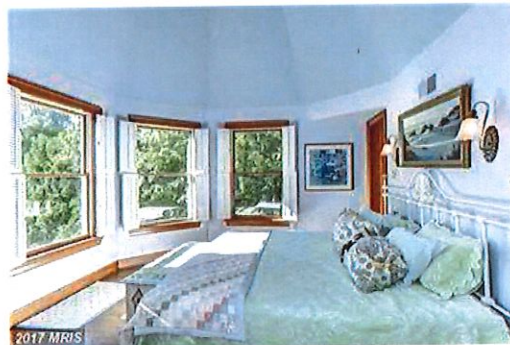
Exterior (Rear)



Exterior (General)



Exterior (General)



Exterior (General)

Criteria Map Results

Previous · Next · 27 of 32

Checked 0

All · None · Page

comp search display

Display Full - Agent at 1 per page

Metropolitan Regional Information Systems, Inc.

Confidentially
Report a ViolationFQ9515302 - FAUQUIER
197 MAIN ST, WARRENTON, VA 20186

- ☐ - Select this listing
☒ - Watch this listing
☐ - Schedule a showing
☒ - Get Homesnap Pro



1 / 3 Exterior (Front)



Media Center

[3 - Photos](#)
[Virtual Tour](#)
[Neighbor Photos](#)
[Virtual Earth Maps](#)

Additional Information

[Tax Record](#)
[Property History](#)
[History - New, Price, Status](#)
[History - All Upd Types](#)
 No Open Houses

Resource Center

[Community Information](#)
[Search the Fauquier County GIS Assessor Maps](#)
[Fauquier Tax Website](#)
 No Documents

Status: Sold
 Close Date: 30-Oct-2015
 Ownership: Fee Simple
 Sale or Rental: Sale
 Listing Type: Excl. Right
 Adv Sub: N/A
 Legal Sub:
 Condo/Coop Proj Name:

Style: Colonial
 Seller Subsidy: \$0
 Auction: No
 Type: Detached
 TH Type:
 # Levels: 3
 # Fireplaces: 3
 Model:

List Price: \$625,000
 Close Price: \$625,000
 Transaction Type: Standard
 Inc City/Town: WARRENTON
 Zip: 20186 - 3425
 Election District: 10
 ADC Map: 26B7
 TBM Map:
 Area: 23-1

Tax ID: [6984-52-5884](#)
 HOA Fee: /
 C/C Fee: /
 Elementary:

Total Taxes: \$5,257
 Tax Year: 2015
 Lot AC/SF: .54 / 23,688
 Middle:

Level Location:
 Age: 78
 Year Built: 1939
 High: Fauquier

*School information is provided by independent third party sources and should not be relied upon without verification.

	Total	Main	Upper 1	Upper 2	Lower 1	Lower 2
INTERIOR						
Bedrooms:	4	1	3			
Full Baths:	3	1	2			
Half Baths:	0	0	0			

Room	Dimensions	Level	Flooring	Fireplace
Living Room		Main		
Dining Room		Main		
Library		Main		
Kitchen		Main		
Bedroom-Third		Upper 1		
Bedroom-Fourth		Main		
Bedroom-Second		Upper 1		
Bedroom-Master		Upper 1		

FEATURES

Main Entrance: Center Hall
 Interior Style: Floor Plan-Traditional
 Dining/Kitchen: Sep Dining Rm
 Appliances:
 Amenities: Wood Floors, Built-in Bookcases
 Security:
 Windows/Doors:
 Walls/Ceilings: 9'+ Ceilings

Basement: Yes
 Basement Type: Cellar
 Basement Entrance: Cellar Entrance
 Handicap: None
 Unit Description:
 R-Factor Basement:
 House Dimensions:
 Above Grade Unfinished:
 Below Grade Finished:

Foundation:

R-Factor Ceilings:
 SQFT-Tot Fin: 0
 Above Grade Finished:
 Below Grade Unfinished:

R-Factor Walls:

Tax Living Area: 3,340

REMARKS

General/Agent:
 Lovely center hall colonial with fenced yard and front sitting porch. Easy walk into historic Old Town Warrenton to cafes, post office, banks and shops.
 Landscaping - something blooming almost year round, wonderful shade trees, boxwood. Guest cottage living room with fireplace, kitchen, upstairs bath and bedroom. For Comparable purposes only

Internet/Public:

Lovely center hall colonial with fenced yard and front sitting porch. Easy walk into historic Old Town Warrenton to cafes, post office, banks and shops.
 Landscaping - something blooming almost year round, wonderful shade trees, boxwood. Guest cottage living room with fireplace, kitchen, upstairs bath and bedroom.

Directions:

Warrenton Main Street east to property on left across from Clay St.

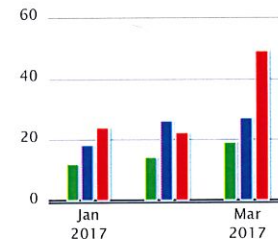
EXTERIOR

Building Sites/Lots:
 Exterior: Decorative Fence, Porch-front
 Exterior Construction: Stone, Stucco
 Lot Description: Landscaping

Lot Dimension:

Lot Acres/Sqft: .54/23,688

Market Activity | ZIP: 20186



© 2017 MarketStats by ShowingTime

Data Provided by MRIS as of Apr 5, 2017

[More 20186 stats >>](#)
[Learn about SmartCharts >>](#)

Other Structures: Guest House, Shed
Original Builder:
Property Condition: Shows Well
Roads: State, Paved
Roofing: Metal
Soil Type:
Topography:
Transportation:
View/Exposure: Garden/Lawn, Street
Year Converted:

New Construction: No

Year Renovated:

PARKING

Parking: Drvwy/Off Str
Garage Type:
Carport Type:
Parking Incl in List Price: Yes

Parking Incl in Sale Price: Yes

Parking Lot:
Gar/Carpt/Assgn Sp: //
Parking Space #:
Parking Block/Square:

UTILITIES

Heat System: Hot Water
Cooling System: Ceiling Fan(s), Central Air Conditioning
Water: Public
Sewer Septic: Public Sewer
TV/Cable/Comm: CATV/Dwelling
Electric 12 Months/Average:
Gas 12 Months/Average:
Construction Materials:
Energy Generation:
Water Conservation:
Green Verification Y/N:

Heat Fuel: Natural Gas
Cool Fuel: Electric
Hot Water: Natural Gas

Water 12 Months/Average:
Heating Oil 12 Months/Average:
Energy Efficiency:
Indoor Air Quality:
Sustainability:

FINANCIAL INFORMATION

Earnest Money:
Total Taxes: \$5,257
Tax Year: 2015

Other Fees: /
City/Town Tax: \$78
Refuse Fee:
Water/Sewer Hook-up:
Special Tax Assess: \$264
Improvements: \$368,400
Investor Ratio:

County Tax: \$4,914
Tap:
Front Foot Fee:
Yr Assessed: 2014
Total Tax Assessment: \$518,400
Total Units:

Assessments:

Land: \$150,000

Project Approved:
Possession: Settlement
Tenant Rights:

Current Financing/Loan:				
1st Trust Bal:	PI:	Int Rate:	Orig. Date:	Yrs Remain:
2nd Trust Bal:	PI:	Int Rate:	Orig. Date:	Yrs Remain:
Undr. Mtg Bal:	PI:	Int Rate:	Orig. Date:	Yrs Remain:

New Financing:
Cash to Assume:
Balloon # Years:
Annual Rent Income:
Rental Year:

Interest Rate:
Amortized Years:
Special Assessment:
Special Assessment 2:

Years:
Remaining Yrs:
Remaining Yrs:

HOA/CONDO

HOA Fee: /
Condo/Coop Fee: /
Community Amenities:
HOA/Condo/Coop Rules:
HOA/Condo/Coop Fee Includes:
HOA/Condo/Coop Management:
Age Restricted Housing: No
Services Included:
Activities:

Age Requirement:

HOA: No

LEGAL INFORMATION

Tax Map: 6984-52-5884-000
Section:
Liber:
Zoning Code: R6
Historic Designation ID:
Contract Info:
Disclosures: Prop Disclosure
Documents:
Special Permits:

Lot #:
Phase:
Folio:

Block/Square:
Parcel Number:

Master Plan Zoning:


OWNER and SHOWING CONTACT

Owner 1: Owner of record
Show Contact #1: Joe Allen
Show Instructions: Appt Only-Lister
Show Time:

Home:
Home:

Office:
Office: (540) 347-3838

Show Days:

 - Schedule a showing

PROPERTY MANAGEMENT

Property Mgmt Company:
Prop Mgr's Name:

Office:
Phone:

LISTING AGENT/BROKER

Listing Agent: Joe Allen Jr.
Email: [Email Agent](#)

Home: (540) 229-1770
Office: (540) 347-3838
Voice Mail: Ext:

Home Fax:
Pager:
Cell: (540) 229-1770

Broker Name: Allen Real Estate
Broker Address: 43 Culpeper St, Warrenton, VA 20186

Broker Code: AREC1
Office Phone: (540) 347-3838
Office Fax: (540) 347-5355

COMPENSATION

Sub-Agent: 0
Disclose Dual Agency: No

Buyer-Agent: 3%
Variable Rate: No

Additional:
Designated Rep: No

List Date: 30-Oct-2015
VRP: No
Low Price: \$625,000
Status Change Date: 30-Oct-2015
Photo Option: Lister will Submit All
Advertising: IDX-PUB

Orig List Price: \$625,000
Prior List Price:
DOM-MLS: 0
Off Mkt Date:
Total Photos: 3

Update Type: Other
Update Date: 06-Nov-2015
DOM-Prop: 0

SOLD INFORMATION

Contract Date: 30-Oct-2015
Close Date: 30-Oct-2015
New 1st Trust Loan Amt:\$562,500
Selling/Rental Office: RMAX1
Selling/Rental Agent ID: 147333

Sell/Rent Agency:Buyer Agency
Close Price: \$625,000
New 1st Trust Loan Type:Conventional
RE/MAX Regency
Patricia Arruda

Seller Subsidy: \$0

Email: [Email Agent](#)

County is 'Fauquier, VA'
Status is 'Sold'
Street Name is 'main'
Found 32 results in 0.44 seconds.

From: jkallenjr@allenrealestate.com <jkallenjr@allenrealestate.com>

To: Rae Brahlek <raebr5@gmail.com>

Cc:

Date: Tuesday, May 09, 2017 01:47 pm

Subject: Re: insurance

Attachments:

OK. Don't forget to notify the insurance co if the settlement is delayed for any reason.

God Bless America

Joseph K. Allen, Jr.
President
Allen Real Estate Co., Ltd.
43 Culpeper Street
Warrenton, VA 20186
Phone: (540) 347-3838
Cell: (540) 229-1770
Fax: (540) 347-5355
<http://www.allenrealestate.com>
B.S. Business, GRI, CRB
Licensed Real Estate Broker in the Commonwealth of Virginia

The information contained in this E-mail and any attachments is privileged and intended for the addressee only. If you have received this E-mail in error, kindly reply and let me know. Thank you.

-----Original Message-----

From: Rae Brahlek [mailto:raebr5@gmail.com]

Sent: Monday, May 8, 2017 04:42 PM

To: 'Joe Allen Jr'

Subject: insurance

insurance policy will remain in our name until the 23rd of may.

Metropolitan Regional Information Systems, Inc.

FQ9929065 - FAUQUIER
187 MAIN ST, WARRENTON, VA 20186

- Confidentially Report a Violation
- ☐ - Select this listing
- ☒ Full Listing ☐ - Watch this listing
- ☐ Residential ☒ - Schedule a showing
- ☐ - Get Homesnap Pro



Media Center
30 - Photos
2 - Virtual Tours
Neighbor Photos
Virtual Earth Maps

Additional Information
Tax Record
Property History
History - New, Price, Status
History - All Upd Types
No Open Houses

Resource Center
Community Information
Search the Fauquier County GIS Assessor Maps
Fauquier Tax Website
1 - Document

Status: Active

Ownership: Fee Simple
Sale or Rental: Sale
Listing Type: Excl. Agency
Adv Sub: Warrenton
Legal Sub:
Condo/Coop Proj Name:

Style: Farm House
Auction: No
Type: Detached
TH Type:
#Levels: 3
#Fireplaces: 2
Model:

List Price: \$799,900
Transaction Type: Standard
Inc City/Town: WARRENTON
Zip: 20186 - 3425
Election District: 10
ADC Map: 000000
TBM Map:
Area:

Tax ID: 6984-52-5913
HOA Fee: /
C/C Fee: /
Elementary: J. G. Brumfield

Total Taxes: \$6,013
Tax Year: 2016
Lot AC/SF: 59 / 25,565
Middle: William C. Taylor

Level Location:
Age: 138
Year Built: 1879
High: Fauquier

*School information is provided by independent third party sources and should not be relied upon without verification.



INTERIOR	Total	Main	Upper 1	Upper 2	Lower 1	Lower 2
Bedrooms:	8	3	5		0	
Full Baths:	5	3	2		0	
Half Baths:	0	0	0		0	

Room	Dimensions	Level	Flooring	Fireplace
Bedroom-Master	16 x 16	Main	Hardwood	
Family Rm	24 x 15	Main	Slate	
Foyer	24 x 7	Main	Hardwood	
Kitchen	15 x 12	Main	Slate	
Sitting Room	17 x 16	Main	Hardwood	Decorative
Dining Room	16 x 16	Main	Hardwood	Gas
Bedroom-Second	17 x 16	Main	Hardwood	Decorative
Bedroom-Third	11 x 10	Upper 1	Hardwood	
Bedroom-Fourth	17 x 15	Upper 1	Carpet	Decorative
Bedroom-Fifth	17 x 15	Upper 1	Carpet	

FEATURES

Main Entrance: Foyer
Interior Style: Other
Dining/Kitchen: Gourmet, Kit-Island, Sep Dining Rm
Appliances: Dishwasher, Disposal, Dryer, Exhaust Fan, Ice maker, Oven / Range - Gas, Refrigerator, Washer, Washer / Dryer - Stacked, Water Heater
Amenities: Attic - Stairs Pull Down, Closet - Master Bedroom Walk-In, Fireplace Mantel(s), Master Bathroom - Separate Tub, Master Bathroom - Separate Shower, Vanities - Double, Wood Floors
Security:
Windows/Doors:
Walls/Ceilings:

Basement: Yes
Basement Type: Unfinished
Basement Entrance: Inside Access
Handicap: Other
Unit Description:
R-Factor Basement:
House Dimensions:
Above Grade Unfinished:
Below Grade Finished:

Foundation:
R-Factor Ceilings:
SQFT-Tot Fin: 3,548
Above Grade Finished: 3,548
Below Grade Unfinished:

R-Factor Walls:
Tax Living Area: 3,548

REMARKS

General/Agent:
READ ATTENTION AGENTS! HONEY BEES ON PROPERTY! Park in front of home when showing, not driveway please.

Internet/Public:
Own a piece of history in the heart of charming historic Old Town. Exquisite Warrenton home with all the history & charm you could ask for! This home was constructed circa 1859. Fine details & expansive scale from a bygone era highlight this magnificent beauty. Invest in Virginia history & enjoy this entire beautiful estate and all that it has to offer!

Directions:
From Old Town Warrenton; follow Main Street to left just past Mosby Museum. For Easy access park in front of home and walk up stone steps to gorgeous front door.

EXTERIOR

Building Sites/Lots:
Exterior: Deck, Patio, Outbuilding(s)
Exterior Construction: Siding - Vinyl
Lot Description:
Other Structures: Above Grade, Tenant House
Original Builder:

Lot Dimension:
Lot Acres/Sqft: .59/25,565

New Construction: No

Property Condition: As-is condition, Shows Well

Roads:
 Roofing:
 Soil Type:
 Topography:
 Transportation:
 View/Exposure:
 Year Converted:

Year Renovated:

PARKING

Parking: Drvwy/Off Str, Asphalt Driveway
 Garage Type:
 Carport Type:
 Parking Incl in List Price: No

Parking Incl in Sale Price: No

Parking Lot:
 # Gar/Carpt/Assgn Sp: //
 Parking Space #:
 Parking Block/Square:

UTILITIES

Heat System: Hot Water, Central, Heat Pump(s)
 Cooling System: Ceiling Fan(s), Central Air Conditioning,
 Window Unit(s)
 Water: Public
 Sewer Septic: Public Sewer
 TV/Cable/Comm:
 Electric 12 Months/Average:
 Gas 12 Months/Average:
 Construction Materials:
 Energy Generation:
 Water Conservation:
 Green Verification Y/N:

Heat Fuel: Central, Electric, Natural Gas
 Cool Fuel: Electric

Hot Water: Natural Gas, Electric

Water 12 Months/Average:
 Heating Oil 12 Months/Average:
 Energy Efficiency:
 Indoor Air Quality:
 Sustainability:

FINANCIAL INFORMATION

Earnest Money:
 Total Taxes: \$6,013
 Tax Year: 2016

Other Fees: /
 City/Town Tax: \$169
 Refuse Fee:
 Water/Sewer Hook-up:
 Special Tax Assess: \$360
 Improvements: \$412,500
 Investor Ratio:

County Tax: \$5,484
 Tap:
 Front Foot Fee:
 Yr Assessed: 2014
 Total Tax Assessment: \$562,500
 Total Units:

Assessments:
 Land: \$150,000

Project Approved:
 Possession: Negotiable
 Tenant Rights: Tenant - Notified, Owner Occupied

Current Financing/Loan:

1st Trust Bal:	PI:	Int Rate:	Orig. Date:	Yrs Remain:
2nd Trust Bal:	PI:	Int Rate:	Orig. Date:	Yrs Remain:
Undr. Mtg Bal:	PI:	Int Rate:	Orig. Date:	Yrs Remain:

New Financing:
 Cash to Assume:
 Balloon # Years:
 Annual Rent Income:
 Rental Year:

Interest Rate:
 Amortized Years:
 Special Assessment:
 Special Assessment 2:

Years:
 Remaining Yrs:
 Remaining Yrs:

HOA/CONDO

HOA Fee: /
 Condo/Coop Fee: /
 Community Amenities:
 HOA/Condo/Coop Rules:
 HOA/Condo/Coop Fee Includes:
 HOA/Condo/Coop Management:
 Age Restricted Housing: No
 Services Included:
 Activities:

Age Requirement:

HOA: No

LEGAL INFORMATION

Tax Map: 6984-52-5913-000
 Section:
 Liber:
 Zoning Code: R6
 Historic Designation ID:
 Contract Info: As is condition clause required
 Disclosures: Lead Based Paint - Federal
 Documents:
 Special Permits:

Lot #:
 Phase:
 Folio:

Block/Square:
 Parcel Number:

Master Plan Zoning:

OWNER and SHOWING CONTACT

Owner 1: Brian Barnard
 Owner 2: Robin Barnard
 Show Contact #1: Samantha the agent Agent
 Show Instructions: Call 1st-Lister, Email 1st-Lister, Lockbox-Sentrilock, Sign on Property, Schedule Online, Restr Times
 Show Time: 10 AM - 7 PM
[Schedule a showing](#)

Home:
 Home:
 Home: (703) 628-2420
 Office: (703) 628-2420
 Show Days: All Days

Office:
 Office:
 Office:

PROPERTY MANAGEMENT

Property Mgmt Company:
 Prop Mgr's Name:

Office:
 Phone:

LISTING AGENT/BROKER

Listing Agent: Samantha Bendigo
 Email: [Email Agent](#)

Home: (703) 396-6000
 Office: (703) 396-6000
 Voice Mail: Ext:

Home Fax: (703) 396-6001
 Pager:
 Cell: (703) 628-2420

Broker Name: Berkshire Hathaway HomeServices PenFed Realty
Broker Address: 13555 Wellington Center Cir, Gainesville, VA 20155

Broker Code: PFED6
 Office Phone: (703) 396-6000
 Office Fax: (703) 396-6001

COMPENSATION

Sub-Agent: 0
 Disclose Dual Agency: No

Buyer-Agent: 3
 Variable Rate: No

Additional:
 Designated Rep: No

List Date: 27-Apr-2017
 VRP: No
 Low Price: \$799,900
 Status Change Date: 27-Apr-2017
 Photo Option: Lister will Submit All
 Advertising: IDX-PUB

Orig List Price: \$799,900
 Prior List Price:
 DOM-MLS: 11
 Off Mkt Date:
 Total Photos: 30

Update Type: Other
 Update Date: 01-May-2017
 DOM-Prop: 11

SOLD INFORMATION

County is 'Fauquier, VA'
Status is one of 'Active', 'Cntg/KO', 'Cntg/NO KO'
Street Name is 'main'
Found 4 results in 0.19 seconds.



Exterior (Front)



Grand Foyer



Parlor



Dining Room



Kitchen



Kitchen



Kitchen



Breakfast Area



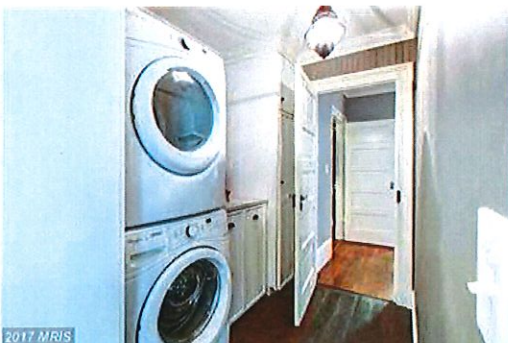
Family Room



Bath



Bedroom



Laundry



Bedroom (Master)



Bath (Master)



Clawfoot Soaking Tub



Upper Level Front Porch



Hallway



Bedroom



Bedroom



Living Room



Bath



Second Kitchen



Bedroom



Exterior (Rear)



Composite Deck



Apartment Building



Apartment Kitchen



Apartment Living Room



Apartment Deck



BackYard



Spilman-Mosby House

**Appraisal
of
173 Main Street
Warrenton, Virginia**



John H. Saunders
8527 Mayland Drive, Suite 104A
Richmond, VA 23294

- Table of Contents -

Letter of Transmittal	- 4 -
Summary of Salient Facts	- 5 -
Premises of the Appraisal.....	- 6 -
Identification of Property	- 6 -
Identification of the Client and Other Intended Users	- 6 -
Intended Use of the Appraisal	- 6 -
Identification of Report Option.....	- 6 -
Scope of the Appraisal	- 6 -
Market Value Definition	- 8 -
Property Rights Appraised.....	- 9 -
Statement of Ownership.....	- 9 -
Date of Value Estimate	- 9 -
Presentation of Data	- 10 -
Market Area	- 10 -
Site Data.....	- 10 -
Zoning.....	- 12 -
Assessment and Taxes	- 12 -
Description of Improvements	- 13 -
Highest and Best Use.....	- 14 -
Transfer History	- 15 -
Valuation Premise.....	- 16 -
Analysis of Data and Conclusions	- 17 -
Sales Comparison Approach.....	- 17 -
Reconciliation and Conclusion.....	- 24 -
Estimate of Reasonable Exposure Time	- 24 -
Addenda	- 25 -
Subject Photographs.....	- 25 -
Assumptions and Limiting Conditions	- 36 -
Appraiser's Certification	- 37 -

Statement of Qualifications.....- 38 -

Letter of Transmittal

January 5, 2017

Whitson Robinson
Town Attorney
19 Culpeper Street
Warrenton, VA 20186

Subject: Market Value Appraisal
 Spilman-Mosby Property
 173 Main Street, Warrenton, Virginia

Greetings Mr. Robinson:

In response to your request, we have made an appraisal of the property at 173 Main Street, Warrenton, Virginia. The appraisal was undertaken to estimate the market value of a fee simple interest in the property that includes 3.06 acres bearing the Warrenton-Fauquier Visitor Center and the Spilman-Mosby historical residence.

This communication of the appraisal is an Appraisal Report option which is defined by the Uniform Standards of Professional Appraisal Practice as a summary of the appraisal work completed. Our client is the Town of Warrenton, the owner of the property. The intended use of the appraisal is to assist the owner in evaluating plans for future use of the property.

The scope of the appraisal is suitable for credible assignment results, given the intended use. A summary of the Scope of Work is contained in the attached report. An on site inspection of the appraised property was made by John H. Saunders.

The appraisal is intended to conform to the Uniform Standards of Professional Appraisal Practice.

Based on the valuation analysis in the accompanying report, and subject to the definitions, assumptions, and limiting conditions stated in the report, our opinion of value of the fee simple interest in the appraised property is:

\$1,179,000 as of November 11, 2016

We appreciate your interest in our appraisal services. Please give us a call if you have questions.

Sincerely,

A handwritten signature in cursive script that reads "John H. Saunders".

John H. Saunders

Summary of Salient Facts

Type of Property Appraised	Historic Residence and Visitor Center	
Subject Property Location	173 Main Street Warrenton, VA 20186	
Assessor's Parcel No.	6984-53-4158-000	
Date of Appraisal Report	January 5, 2017	
Effective Date of Appraisal	November 11, 2016	
Ownership	Town of Warrenton	
Property Rights Appraised	Fee Simple	
Highest and Best Use	Subdivided as: Visitor Center and approx. two acres Historic residence and approx. one acre	
Site:		
Area	3.06 acres	
Zoning	R-6 Residential District	
Improvements:		
Gross Building Area - Residence	4,223 square feet	
Visitor Center	2,124 square feet (plus 2,124 s.f. finished basement)	
Taxes 2016:		
Building Improvements		
Residence	\$467,600	
Visitor Center	\$279,800	
Land	<u>\$373,600</u>	
Total Assessment	\$1,121,000	
Value Estimate		
Sales Comparison Approach		
Visitor Center and approx. two acres	\$605,000	
Historic residence and approx. one acre	\$574,000	
Final Value Estimate	\$1,179,000	

Premises of the Appraisal

Identification of Property

The property under appraisal is identified as 173 Main Street, Warrenton, Virginia 20186. The tax parcel number is 6984-53-4158-000. It contains 3.06 acres at the intersection of Main and Calhoun Streets. The property bears two diverse improvements. A historic residence dating from 1850 fronts on Main Street. To the rear, and accessible from Calhoun Street, a visitor center was erected in 2006.

Identification of the Client and Other Intended Users

The appraisal is undertaken at the request of Whitson Robinson on behalf of the property owner, the Town of Warrenton. Intended users of the appraisal report include the Town Council.

Intended Use of the Appraisal

The intended use of the appraisal is to assist the owner in evaluating plans for future use of the property.

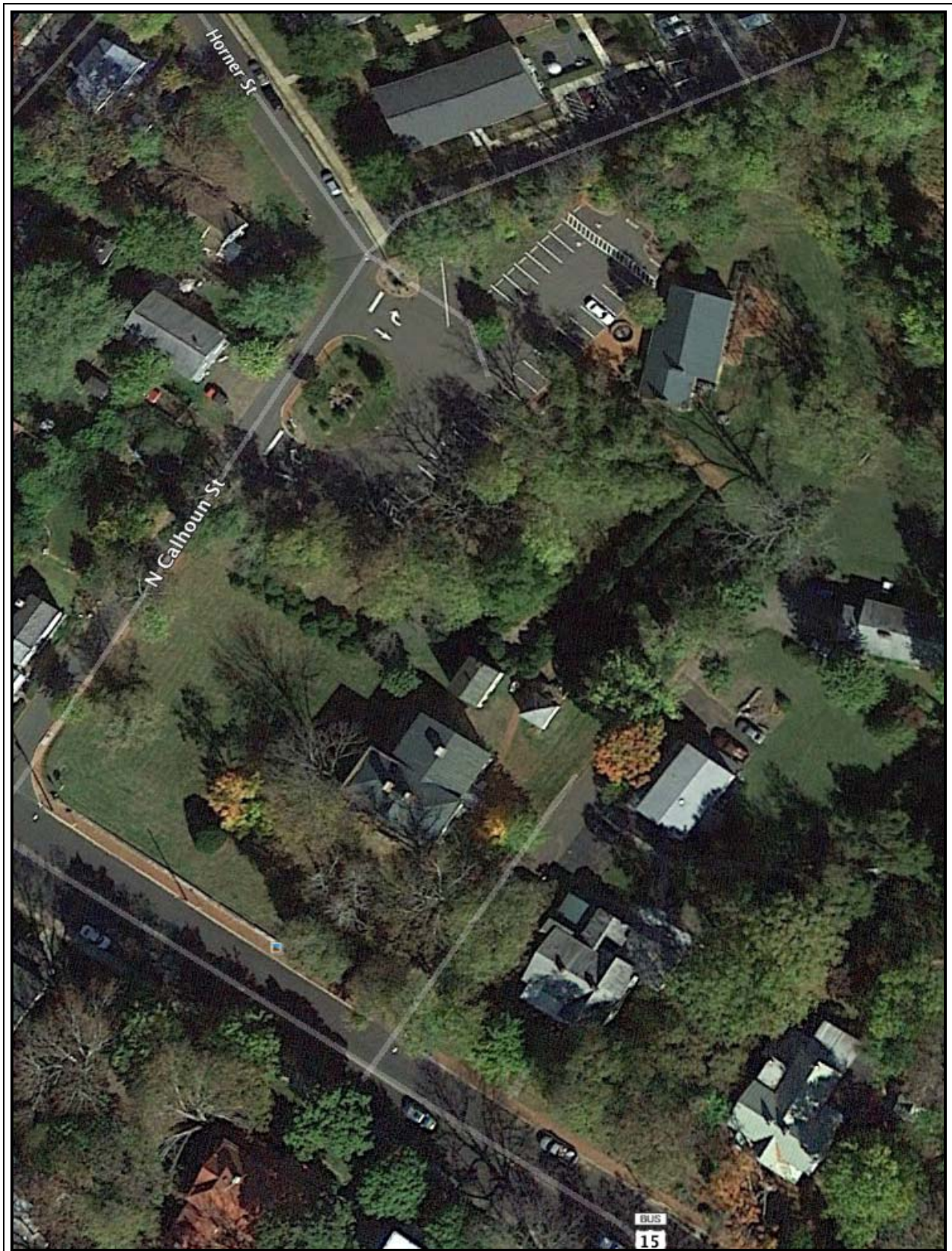
Identification of Report Option

This communication of the appraisal is an Appraisal Report option which is defined by the Uniform Standards of Professional Appraisal Practice as a summary of the appraisal work completed.

Scope of the Appraisal

The appraisal assignment is undertaken to estimate the property's market value. An on-site inspection is to be made of the subject property. Market data relevant to this assignment to be researched will include recent sales of similar properties. The primary source of the data will be the county assessor's records, CoStar, MRIS multiple listing service, and local real estate brokerages. The sales comparison approach will be employed to estimate the property's market value. The income approach does not have application for this assignment, and the cost approach is not reliable as an indication of value because of the age of the improvements.

Subject Property Aerial View



Market Value Definition

The appraisal is made to estimate the market value of the property. The following definition is quoted from the Uniform Standards of Professional Appraisal Practice, Advisory Opinion 22 (AO-22) published by The Appraisal Foundation.

*“**Market value** means the most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:*

1. buyer and seller are typically motivated;
2. both parties are well informed or well advised and acting in what they consider their own best interests;
3. a reasonable time is allowed for exposure in the open market;
4. payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
5. the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

* This example definition is from regulations published by federal regulatory agencies pursuant to Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act (FIRREA) of 1989 between July 5, 1990, and August 24, 1990, by the Federal Reserve System (FRS), National Credit Union Administration (NCUA), Federal Deposit Insurance Corporation (FDIC), the Office of Thrift Supervision (OTS), and the Office of Comptroller of the Currency (OCC). This definition is also referenced in regulations jointly published by the OCC, OTS, FRS, and FDIC on June 7, 1994, and in the Interagency Appraisal and Evaluation Guidelines, dated October 27, 1994.”

Property Rights Appraised

A fee simple interest in the property is appraised. This means the owner possesses and can convey the entire bundle of rights associated with the ownership of real estate. The appraiser assumes that the owner holds fee simple title to the property. No personal property is included in the estimate of value.

Statement of Ownership

The owner of record is the Town of Warrenton.

Date of Value Estimate

The effective date of the value opinion is November 11, 2016.

An inspection was made of the property on November 11, 2016.

Presentation of Data

Market Area

For this appraisal the market area is central Fauquier County, particularly the Town of Warrenton. Warrenton is the county seat of Fauquier County. It is at the junction of U.S. Route 15, U.S. Route 17, U.S. Route 29, and U.S. Route 211.

Warrenton is surrounded by Virginia wineries and horse country, making it a popular tourist destination.

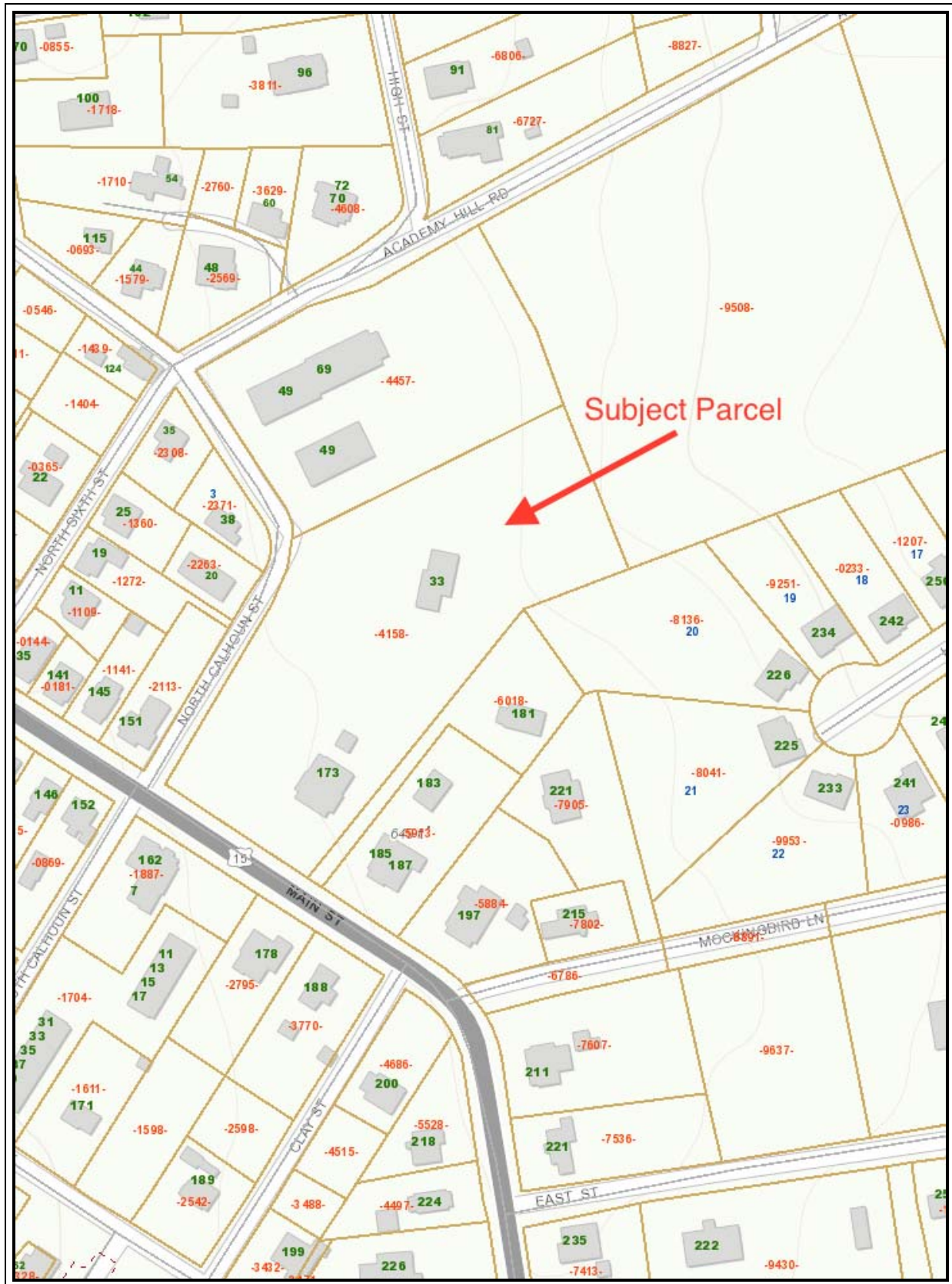
The property under appraisal is located in the historic district of the town. The Warrenton Historic District was listed on the National Register of Historic Places in 1983. Other listings in or near Warrenton include Brentmoor, Dakota, Hopefield, Loretta, Monterosa, North Wales, The Oaks, the Old Fauquier County Jail, and Yorkshire House.

Site Data

The property is a 3.06 acre parcel at the intersection of Main and Calhoun Streets. It has an irregular configuration with mostly level topography except for the northeast area at the visitor center – the land slopes to the east. It has good frontage along Main Street (approx. 200 feet), and Calhoun Street (approx. 336 feet). The property is within Zone X, an area outside a flood hazard area, according to Flood Insurance Rate Map No. 51061C0308C, dated 2/6/2008.

Site improvements include an asphalt paved parking area in front of the Visitor Center. The parking lot will accommodate about 33 cars. It is bordered by concrete curbing, extensive brick walkways and electric light posts. Public water and sewer is connected to the property.

Parcel Map



Zoning

The property was formerly zoned R-6, Residential District, and it is still reported as R-6 on the real estate tax card. The zoning has been changed to PSP, Public-Semi-Public Institutional District.

According to the zoning ordinance, the district is intended “to provide for major public, semi-public, and institutional uses, to facilitate future growth of such uses within the district in accordance with the objectives, policies, and proposals of the Comprehensive Plan, including the encouragement of convenient and safe nearby residential neighborhoods.”

Permitted uses include business and professional offices, public or governmental buildings, museums, visitor centers, and single family residences. The existing visitor center and historic residence appear to be legally conforming.

Virginia Department of Historic Resources Easement

The real estate is also restricted by a perpetual easement for the preservation of the historic character of the property. Essentially the existing buildings and grounds cannot be altered without prior written approval from DHR. However, one subdivision of the property is permitted provided that the divided parcels are at least one acre. Also, one parcel must contain the historic house and surrounding grounds, and it must have a configuration acceptable to DHR.

Assessment and Taxes

The property is assessed for real property tax purposes at \$1,121,000 of which \$373,600 is attributed to the land and \$747,400 is attributed to the improvements. The Town of Warrenton tax rate is \$0.05 per \$100 of assessed value and the Fauquier County tax rate is \$1.039 per \$100 of assessed value, therefore the tax assessment amounts to \$12,207.69.

Description of Improvements

Spilman-Mosby House

The residence is an exceptionally old building of excellent construction quality. According to the real property record its origin dates from 1850. It is known as Brentmoor, but is also referred to as the Spilman-Mosby House or the Mosby House after two of its earliest owners. John S. Mosby, once the most popular citizen in Northern Virginia, served heroically during the war of the southern secession.

The design is Italian Villa Style. It is a two story brick structure covered with stucco and scored to imitate stonework. There are four large rooms on each level, plus a partial basement containing a furnace room, an office, and a small partially finished half bath. The above grade gross living area is 4,223 square feet.

The house was used as a private residence prior to acquisition by the Town of Warrenton in 1999. Subsequently it has been used as a museum, and there is no kitchen and no bathrooms except the small bathroom in the basement.

Two outbuildings are of brick construction: a two story, two room kitchen/quarters, and a smokehouse.

A detailed description of the Spilman-Mosby House can be found at the National Register of Historic Places, <https://www.nps.gov/nr/research>.

Warrenton-Fauquier Visitor Center

The visitor center was erected in 2006. It is a one story brick building with a full basement level that is partially above grade at the rear. Each level contains 2,124 square feet for a gross building area of 4,248 square feet. The interior finish materials are carpeting and painted drywall. The roof is metal, the gutters and downspouts are aluminum, and the windows are double-hung wood with insulated units and screens.

The main level has three offices at the south end of the building with a private entrance. The north end has two additional offices. Two lavatories flank the entrance lobby. The central portion of the floor plan is open space with vaulted ceiling and a reception counter.

The basement level houses a large meeting room, conference room, a small kitchen, and two lavatories. The conference room has an outside entrance from the rear patio, and the meeting room has three entrances from the patio.

Three heat pump units provide heating and cooling to the building.

Highest and Best Use

Central to our research and analysis was a determination of the highest and best use of the property. The existence of two diverse improvements to the property and a conservation easement added to the complexity of the problem. We did not find evidence of market demand for a property with the characteristics of that under appraisal – a visitor center and a single family residence (or historic property museum).

The preservation easement permits a subdivision of the property provided that the divided parcels are at least one acre. The visitor center is suitable for use as professional office space. It is possible that the existing floor plan could be converted to meet a new occupant's needs with minimal expense. The parking ratio is exceptional at 7.7 per 1,000 square feet of building area.

For most of its long history the Spilman-Mosby House served as a private residence. There is much evidence of market demand for private residences with historic characteristics, such as period design and association with notable events and persons. The house is in exceptional condition, but it would need modification for a kitchen and baths. Permission would be required from the Department of Historic Resources.

Assuming the granting of permission by DHR for subdivision of the property and modification of the Spilman-Mosby House, we conclude that the highest and best use is a subdivision of the property into two parcels. One parcel would consist of the historic residence and approximately one acre of land to be used as a private residence. The second parcel would be composed of the

visitor center, the parking lot and about two acres of land area suitable for use as owner-occupied office space.

Transfer History

The property has not conveyed within the past three years. It is not listed for sale, nor is it under contract of sale.

Valuation Premise

There are three traditional approaches to estimating market value. These are the income approach, the sales comparison approach and the cost approach. The income approach to estimating value takes the viewpoint of an investor whose interest is in the cash flow generated by the property, any tax advantages, and appreciation in the value of the real estate. The sales comparison approach involves looking to the market for recent transfers of similar properties that are compared with the subject and adjusted for any differences. The cost approach entails first valuing the subject land by comparing it with sales of similar parcels. The cost new of the improvements are estimated and adjusted for physical, functional and economic depreciation. The adjusted costs are then added to the land value for an overall value estimate using the cost approach.

The assignment has been undertaken to estimate the market value of the property, therefore a market value definition based on value in exchange is appropriate. The sales comparison best fits this definition. The income approach does not have application for this assignment, and the cost approach is not reliable as an indication of value because of the age of the improvements.

Analysis of Data and Conclusions

Sales Comparison Approach

Warrenton-Fauquier Visitor Center

As noted previously, the visitor center is suitable for use as professional office space. We believe it is possible that the existing floor plan could be converted to meet a new occupant's needs with minimal expense. Our research turned up eleven property transfers. Of these, four office building sales were identified as useful for valuing the visitor center and two acres of land.

The property at 25 South 4th Street is a nearby two story masonry building. It was built in 2000 and contains 6,600 square feet of building area. The small lot is just 0.09 acres. It was on the market for about 2.5 years before being acquired by a buyer who plans to locate his real estate brokerage in the building. The sale occurred in January 2016 for \$675,000 or \$102.27 per square foot. The buyer paid cash.

The second property, 400 Belle Air Lane, is a one story brick building erected in 1997. The building is 4,256 square feet and the lot is 1.23 acres. The location is good. The property was acquired by an owner/user on October 29, 2015 for \$870,000 or \$204.42 per square foot.

The property at 9550 James Madison Highway is located in the Opal area. The two story brick building is quite new – built in 2008. It contains 5,000 square feet on a 1.63 acre lot. The property sold at public auction on May 1, 2014. No brokers were involved. The sale price was \$519,750 or \$103.95 per square foot. John Marshall Bank provided financing in the amount of \$446,250.

The fourth sale is located at 225 Oak Springs Drive. The two story brick building contains 8,000 square feet on a 1.0 acre parcel. Like the previous property it was built in 2008. It is the largest building of those considered making it suitable for multi-tenant occupancy. Therefore, it would have appeal to an investor rather than an owner-user. The property conveyed June 27, 2014 for \$1,200,000 or \$150.00 per square foot.

Conclusion

Our analysis of the data included relevant characteristics such as location, building size and number of stories, age and overall quality of construction. We concluded \$605,000 or approximately \$142.42 per square foot.

Based on the sales comparison method, we estimate the market value of the Warrenton-Fauquier Visitor Center to be **\$605,000** as of November 11, 2016.

Spilman-Mosby House

Research for the sale of older residences (pre-1900) covered a three year time span. Property sales were sought of similar historic residences with comparable land area and building size. Nine sales were discovered, four of which are useful in this assignment. Other sales were noted that were not as comparable as the ones reported. The major differences between the sales and the appraised property are condition, gross living area, and outbuildings.

The first sale, 8134 Springs Road, is an appealing Colonial Revival design that was erected in 1909. The house has been updated and the condition is good. The parcel totals 1.75 acres. The brick and slate residence contains 3,656 square feet plus a garage and stable building. The property is listed on the National Registry of Historic Places. It conveyed in July 2014 for \$720,000 or \$196.94 per square foot.

The residence at 158 Winchester Street is a two story frame building. The original timber frame section dates from 1758. An extensive exterior redesign in 1870 created an Italianate design with Victorian features. The house contains 3,416 square feet on 1.61 acres. The house interior has been modernized and appears to be in good condition. The outbuildings require a significant adjustment when compared with the property under appraisal. They include a brick bungalow of 576 square feet and a frame office building of 530 square feet. The property is listed on the National Registry of Historic Places. Like the subject property, it is restricted by a conservation easement. It sold in May 2015 for \$650,000 or \$190.28 per square foot.

The third property, 158 Culpeper Street, is the smallest of the three sales in building area, but it has a full finished basement that includes a kitchenette and bath. The above grade living area is

3,288 square feet, and the land area is 1.11 acres. The house was erected in 1890 and additional improvements include a barn of 925 square feet. The transfer occurred in December 2013 for \$850,000 or \$258.52 per square foot. The sale was financed for 49% of the purchase price.

The fourth property, 191 Culpeper Street, is the most recent sale. The central portion of the brick structure is crowned with a mansard roof. It dates from 1873 and has been fully restored. The house contains 3,460 square feet, plus a full basement that is unfinished. The lot size is 1.15 acres. A cottage of recent origin is substantial – 1,389 square feet. The property conveyed in July 2016 for \$749,000 or \$216.47 per square foot.

The four sales require large negative adjustments for modern kitchens. Also, they all have at least three full baths which are lacking in the subject property. Positive adjustments are needed for gross living area. The subject property surpasses the four sales in size. The first two sales lack basements, but the remaining two have full size basements. Each of the four sales has outbuildings that contribute significant value that indicate a negative adjustment.

Conclusion

Based on the sales comparison method, we estimate the market value of the Spilman-Mosby House as of November 11, 2016 to be **\$574,000**.

The key facts of the four sales are summarized in the table below, and more detail is provided on subsequent pages.

	Subject Property	8134 Springs Rd.	158 Winchester St.	158 Culpeper St.	191 Culpeper St.
Sale Price		\$720,000	\$650,000	\$850,000	\$749,000
Price/Sq. Foot		\$196.94	\$190.28	\$258.52	\$216.47
Land Area	1.0 acres	1.75 acres	1.61 acres	1.11 acres	1.15 acres
Location	Good	Good	Good	Good	Good
Construction Quality	Good	Good	Good	Good	Good
Building Area	4,223 sq. feet	3,956	3,416	3,288	3,460
Basement	Part Finished	None	None	Full, Finished	Full, Unfinished

Comparable Sale No. 1



8134 Springs Road

Tax Parcel No.:	6984-00-8046-000
Sale Price:	\$720,000
Price per square foot:	\$196.94
Date of Sale:	07/31/2014
Deed Book:	1465-289
Lot Size:	1.75 acres
Building Area:	3,656 sq. feet
Year Built:	1909
Tax Assessment	
Land:	\$222,500
Improvements:	<u>\$500,300</u>
Total:	\$722,800

Comparable Sale No. 2



158 Winchester Street

Tax Parcel No.:	6984-25-9015-000
Sale Price:	\$650,000
Price per square foot:	\$190.28
Date of Sale:	05/15/2015
Deed Book:	1485-2367
Lot Size:	1.61 ac.
Gross Building Area:	3,416 sq. feet
Year Built:	1758
Tax Assessment	
Land:	\$175,100
Improvements:	<u>\$418,000</u>
Total:	\$593,100

Comparable Sale No. 3



158 Culpeper Street

Tax Parcel No.:	6984-22-9545-000
Sale Price:	\$850,000
Price per square foot:	\$258.52
Date of Sale:	12/02/2013
Deed Book:	1449-1081
Lot Size:	1.11 ac.
Gross Building Area:	3,288 sq. feet
Year Built:	1890
Tax Assessment	
Land:	\$178,900
Improvements:	<u>\$625,400</u>
Total:	\$804,300

Comparable Sale No. 4



191 Culpeper Street

Tax Parcel No.:	6984-32-0072-000
Sale Price:	\$749,000
Price per square foot:	\$216.47
Date of Sale:	07/11/2016
Deed Book:	1519-1446
Lot Size:	1.15 ac.
Gross Building Area:	3,460 sq. feet
Year Built:	1873
Tax Assessment	
Land:	\$179,500
Improvements:	<u>\$485,700</u>
Total:	\$665,200

Reconciliation and Conclusion

The property under appraisal was valued using the sales comparison approach with the following value indicated:

Sales Comparison Approach

Visitor Center and approx. two acres	\$605,000
Historic residence and approx. one acre	\$574,000
Combined Value Estimate	\$1,179,000

The income approach does not have application for this assignment since the property is not held for investment. The cost approach is not reliable as an indication of value because of the age of the improvements, so it was omitted.

In conclusion, we estimate the market value as of November 11, 2016 to be **\$1,179,000**. The appraisal is based on the assumption that DHR will grant permission for subdivision of the property and modification of the Spilman-Mosby House for single family occupancy.

Estimate of Reasonable Exposure Time

Exposure Time is defined by the Uniform Standards of Professional Appraisal Practice:

EXPOSURE TIME: estimated length of time that the property interest being appraised would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal.

Comment: Exposure time is a retrospective opinion based on an analysis of past events assuming a competitive and open market.

Based on the market value estimate and effective date of the appraisal, reasonable exposure time is estimated at twelve to twenty-four months.

Addenda

Subject Photographs



Visitor Center



Visitor Center – rear view

Subject Photographs



Visitor Center – rear view



Visitor Center - Parking

Subject Photographs



Visitor Center



Visitor Center

Subject Photographs



Visitor Center – Conference Room



Visitor Center - Kitchen

Subject Photographs



Visitor Center – Meeting Room



Visitor Center – Meeting Room

Subject Photographs



Spilman-Mosby House



Spilman-Mosby House

Subject Photographs



Spilman-Mosby House – West Side



Spilman-Mosby House – East Side & Rear

Subject Photographs



Spilman-Mosby House - Interior



Spilman-Mosby House - Interior

Subject Photographs



Spilman-Mosby House - Interior



Spilman-Mosby House – Interior, second floor

Subject Photographs



Spilman-Mosby House - Smokehouse



Spilman-Mosby House - Kitchen

Subject Photographs



Spilman-Mosby House – Kitchen & Smokehouse

Assumptions and Limiting Conditions

The appraiser's certification in this report is subject to the following assumptions and limiting conditions:

1. The appraiser will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it, except for information that he became aware of during the research involved in performing this appraisal. The appraiser assumes that the title is good and marketable and will not render any opinions about the title.
2. If the appraiser has provided a sketch in this appraisal report to show the approximate dimensions of the improvements, the sketch is included only to assist the reader in visualizing the property and understanding the appraiser's determination of its size.
3. The appraiser has examined the available flood maps that are provided by the Federal Emergency management Agency (or other data sources) and has noted in this appraisal report whether any portion of the subject site is located in an identified Special Flood hazard Area. Because the appraiser is not a surveyor, he makes no guarantees, express or implied, regarding this determination.
4. The appraiser will not give testimony or appear in court because he made an appraisal of the property in question, unless specific arrangements to do so have been made beforehand.
5. The appraiser has based his appraisal report and valuation conclusion for an appraisal that is subject to satisfactory completion, repairs, or alterations on the assumption that the completion, repairs, or alterations of the subject property will be performed in a professional manner.
6. The appraiser has noted in this appraisal report any adverse conditions (such as needed repairs, depreciation, the presence of hazardous substances, toxic substances, etc.) observed during the inspection of the subject property or that he became aware of during the research involved in performing the appraisal. Unless otherwise stated in this appraisal report, the appraiser has no knowledge of any hidden or unapparent physical deficiencies or adverse conditions of the property (such as, but not limited to, needed repairs, deterioration, the presence of hazardous substances, toxic substances, adverse environmental conditions, etc.) that would make the property less valuable, and has assumed that there are no such conditions and makes no guarantees or warranties, express or implied. The appraiser will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. Because the appraiser is not an expert in the field of environmental hazards, this appraisal report must not be considered an environmental assessment of the property.

Appraiser's Certification

I certify that, to the best of my knowledge and belief:

1. the statements of fact contained in this report are true and correct.
2. the reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
3. I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
4. I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
5. my engagement in this assignment was not contingent upon developing or reporting predetermined results.
6. my compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
7. my analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the *Uniform Standards of Professional Appraisal Practice*.
8. I have made a personal inspection of the property that is the subject of this report.
9. The appraiser has provided no services regarding the subject property within the three year period preceding acceptance of the assignment.
10. I estimate the market value of the property to be **\$1,179,000** as of November 11, 2016. The appraisal is based on the assumption that DHR will grant permission for subdivision of the property and modification of the Spilman-Mosby House for single family occupancy.



John H. Saunders
Certified General RE Appraiser
License No. 4001 000235
January 5, 2017

Statement of Qualifications

for

John H. Saunders

Experience

Real Estate License, State of Maryland, 1978.

Real Estate Broker, Commonwealth of Virginia, 1987.

Real Estate Appraiser, Virginia, beginning 1987. (Certified-General since 1991.)

Certified Appraisal Instructor, Virginia, 1994.

Certified National USPAP Instructor, The Appraisal Foundation, 2002.

Specialized Studies

Masters Degree in Business

Virginia Commonwealth University. Concentration in *Real Estate & Urban Land Development*.

Real Estate Courses Completed:

Real Estate Principles & Practices
Advanced Real Estate Appraisal
Urban Land Development
Taxation of Property Transactions

Real Estate Appraisal
Real Property Investment Law
Commercial Mortgage Lending
Feasibility Analysis

Additional Real Estate Course Work:

Standards of Professional Practice
Basic Valuation Procedures
Case Studies in Real Estate Valuation
Capitalization Theory & Techniques-Part A
Capitalization Theory & Techniques-Part B
Appraisal Reporting of Complex Residential Property

Real Estate Appraisal Principles
The Appraiser's Legal Liabilities
Rates, Ratios and Reasonableness

Appraisal courses taught in various Virginia locations:

Fundamentals of Real Estate Appraisal
Income Property Appraisal
Appraising Factory-Built Housing
Real Estate Investment Analysis
Commercial Property Appraisal
Identifying Structural Defects
Fannie Mae Forms
Understanding Real Estate Investment
Real Estate & Taxes

Residential Construction and Inspection
Appraisal Report Writing
Review Appraisal
Historic Property Valuation, Part A
Environmental Hazards
Real Estate Finance Today
Red Flags
Fair Housing
The Truth about Mold

Fraud, Flipping & Appraiser Liability

Property Management

History & Importance of Value Thought	Appraising Condominium & PUD Housing
Identifying Structural Hazards & Interior Defects	Crunching the Numbers
Real Estate Finance: Current Appraisal Issues	7-Hour National USPAP Update Course
Understanding the Commercial Real Estate Market	
Financing Real Estate: Principles, Practices and Issues	
How to Address Environmental Threats in Appraisal Practice	
15-Hour National Uniform Standards of Professional Appraisal Practice	

License and Professional Affiliation

State-Certified General Real Estate Appraiser, No. 4001 000235.
Virginia Real Estate Appraiser Board Certified Instructor, No. 4002 000104.
Virginia Real Estate Board Instructor License No. 0230 000176.
Real Estate Broker, licensed by Commonwealth of Virginia, No. 0225 027113.
AQB Certified National USPAP Instructor, The Appraisal Foundation, Certificate No. 10029.
Member - Richmond Association of Realtors, Virginia Association of Realtors.

Purpose of Assignments

First and second mortgages, commercial construction loans, appraisals for sale/purchase, estate settlement, taxation of charitable donations.

Types of Assignments

Commercial property (office, medical office, retail, commercial land)
Industrial (warehouse, manufacturing)
Residential: Single-family, Multi-family
Churches
Expert witness testimony in Richmond, Henrico, and Chesterfield Circuit Courts.

DRAFT II

CONFIDENTIAL

**This is a working draft only and has not been
approved by either proposed party to the
agreement.**

CO-STEWARDSHIP AGREEMENT

BETWEEN

“THE BRENTMOOR TRUST”

(A TO-BE-FORMED NON-PROFIT CORPORATION)

AND

THE TOWN OF WARRENTON

FOR THE

PRESERVATION, RESTORATION, MANAGEMENT,
OPERATION, AND MAINTENANCE, OF A MUSEUM AND
CULTURAL CENTER AT BRENTMOOR IN WARRENTON,
VIRGINIA

The parties to this Co-Stewardship Agreement are the Brentmoor Trust Board of Directors (the “Trust”) and the Town of Warrenton, Virginia, a municipality (the “Town”). This agreement is effective upon execution by all parties.

Brentmoor is comprised of four components:

1. “Brentmoor” - the historic house at 173 Main Street and its outbuildings;
2. “Museum” - the Mosby Museum and other related museum activities within Brentmoor and the Visitor Center

2. “Visitor Center” - the Town visitor center and community center. Previously also provided for Museum offices, gift shop, conference room, and education center;
3. “Grounds” - the land surrounding of Brentmoor and the Visitor Center.

The purpose of this Co-Stewardship Agreement is to set forth the terms under which the parties will mutually share responsibility for the successful preservation, restoration, management, operation, and maintenance of Brentmoor in Warrenton, Virginia. The parties agree that the purpose is to utilize historic Brentmoor, the Grounds, and portions of the Visitor Center as a museum, cultural/history center, educational facility, and event venue, and gardens. Brentmoor will serve as a history/cultural center for the community; a venue for events and activities the culturally enrich area residents and visitors to Warrenton. This may include activities not related to the Civil War including educational, visual and performing arts activities. In addition, Brentmoor, which is on the National Registrar for Historic Places is, and will continue to be, a model of historic preservation and restoration. The Grounds may also become a Town public park.

The Museum will be focused on the life and times of John Singleton Mosby and other distinguished residents of Brentmoor and on Warrenton during and after the Civil War. In this regard, Mosby’s legacy and Warrenton’s Civil War history will be advanced through education, programs, research, leadership studies and collaboration. The Museum will be to act as a site for the collection of artifacts, archival materials, photographs, furnishings and art related to the Civil War.

To carry out the co-stewardship of Brentmoor, the parties agree as follows:

1. **Property Description**

- 1.1 The Town owns historic Brentmoor and its grounds at 173 Main Street which bear the following legal description: Lots _____ in the Town of Warrenton, Fauquier County, Virginia.
- 1.2 The Town owns the Visitor Center at 33 N. Calhoun Street which bears the following legal description: Lots _____ in the Town of Warrenton, Fauquier County, Virginia.
- 1.3 Brentmoor is listed on the National Register of Historic Places and the property is subject to an historic easement held by the Virginia Department of Historic Resources.
- 1.4. From 2000 to 2009, Brentmoor went through an extensive head -to -toe restoration with a new geothermal system in order to become a museum. The restoration completed to historic and museum standards. There are two outbuildings in need of preservation and restoration.

2. Property Utilization

- 2.1 The Trust shall use Brentmoor as a history and cultural center including a museum.
- 2.2 The Trust shall use the Grounds for outdoor functions.
- 2.3 The Trust shall use the education/community center in the Visitor Center for educational and cultural activities, conferences and meetings, and exhibits. The Town shall provide facilities at the Visitor Center at no cost to the Trust including office space, bathrooms, conferences rooms, gift shop space, and parking.

3 Term of Agreement

- 3.1 This Co-Stewardship Agreement shall remain in effect among the parties for ____ years.

3. Management

3.1 The Trust shall be responsible for the management and use of the Brentmoor as a museum and as a history and cultural center.

3.2 The Trust shall be responsible for creating and establishing policies and procedures for the management, care, and operation of Brentmoor, the Museum and the Grounds, and the Museum facilities at the Visitor Center.

3.3 The Trust shall be governed by a board of directors who shall be responsible for the implementation of policies and procedures.

4. Operations

4.1 The Trust shall be responsible for all operational expenses related to the management and operation of Brentmoor and the Museum.

4.2 The Trust will be responsible for determining the use of the educational/community center by other groups and organizations, and will work in conjunction with the Visitor Center staff which will be responsible for the administrative management of the educational/community center. The Town may set and collect fees for groups that use the facilities, but that are not guests of the Trust.

4.3 The Trust shall be responsible for setting and collecting all fees (if any) for admission to the Museum if applicable, for the collection of fees for use of Brentmoor by other organizations or individuals, and for overseeing the establishment and development of fundraising programs, and for the collection of donations to support the Trust and Museum.

4.4 All funds generated through donations, grants, admission fees (if any), museum store sales, gifts, third party events or from any other source shall be the sole property of the Trust and shall be used at the discretion of the Trust for the benefit of the Trust and for Brentmoor and the Museum; its management, operation, activities and development.

4.5 The Trust shall have the right to contract or establish agreements with other organizations that will support and enhance museum and cultural operations. This may include museum management and educational and cultural programs, activities, and events.

4.6 The Trust shall utilize Brentmoor, the Museum, the Grounds, and the Visitor Center for fundraising activities to support Brentmoor's mission including public and private events and activities.

4.7 The Trust shall have the right and the responsibility to hire and to terminate employees of the Trust and to establish all wage schedules and benefit schedules, if any, for such employees. The Trust shall also have the right to recruit, to train, and to discharge volunteers who may assist with any aspect of the operation and management of the Museum.

5. Marketing

5.1 The Trust shall coordinate with the Town and other entities and organizations to advance economic development in Old Town Warrenton and throughout Warrenton through heritage tourism, cultural and history programs, and events and activities involving Brentmoor and the Museum.

5.2 The Trust shall initiate comprehensive marketing programs designed to bring visitors and area residents to Brentmoor and the Museum, and the history and cultural center in Old Town Warrenton.

5.3 The Town will promote Brentmoor and the Museum on the Town's website, social media and in publications as it does with other local town attractions.

6. Maintenance and Repairs

- 6.1 . The Trust shall maintain Brentmoor in an optimal condition for successful operation as a museum and cultural center.
- 6.2 The Trust shall be responsible for interior and exterior maintenance of Brentmoor with the exception of major repairs or restoration work to Brentmoor.
- 6.3 The Trust will work to preserve and restore Brentmoor's outbuildings.
- 6.4 The Town shall maintain Brentmoor, the Visitor Center, and the Grounds in an optimal condition for successful operation of Brentmoor as a museum and cultural center and the Visitor Center as a public visitor center and as a support facility for Brentmoor and the Museum.
- 6.5 The Town shall provide funds and/or labor for major interior and exterior repairs and additional restoration work to Brentmoor with the exception of the outbuildings. This shall include interior and exterior structural work; inspection, maintenance and repair for all roofs, gutters, facades, porches, windows, driveways, walkways, stone walls and concrete work; all ADA equipment; trash removal; exterior painting; and inspection, maintenance and repair of physical plant, the HVAC systems (geothermal system), electrical systems, security systems and plumbing.
- 6.6 The Town shall be responsible for maintenance and repair of the Visitor Center and will maintain the Grounds. Maintaining the Grounds means the following classes of activity: snow removal; care of lawn, gardens, trees; walkways, stone walls, fencing and other site features.
- 6.7 The Trust shall be responsible the daily monitoring of conditions related to the Brentmoor and the Grounds, and will promptly inform the Town of any problems or conditions that need to be addressed.

6.8 The Town and the Trust shall work together to establish standards of quality and performance, and the Trust shall monitor all such work performed by the Town.

6.9 The Trust and the Town shall jointly share responsibility for selecting and hiring contractors to work on Brentmoor and the Grounds. The Town and the Trust may develop and agree upon a list of appropriate contractors that can provide services. The Trust shall be responsible for overseeing the work all such contractors.

6.10 The Town shall be responsible, through appropriate building inspectors and other Town employees, for assuring that all contractors performing work on Brentmoor or the Grounds comply with all Town codes, ordinances and other applicable performance standards governing the work of such contractors.

6.11 In the event a dispute develops among the parties to this agreement over the selection of hiring of such contractors, the dispute shall be submitted to binding arbitration as promptly as is possible. One impartial arbitrator shall be selected and paid by each party to this agreement. The binding arbitration procedure shall be governed by the Town Codified Laws Chapter _____. The arbitrators shall resolve issues submitted by the parties by majority vote of arbitrators. The arbitrators shall issue their binding written decision resolving all issues presented for arbitration within ten days of the conclusion of the arbitration hearing.

7. Utilities

7.1 The Trust shall be responsible for utility expenses for Brentmoor and the Museum with the exception of town water and sewer fees.

7.2 The Town shall be responsible for utility expenses in the Visitor Center with the exception of phone and Internet expenses used by the Trust.

8. Collections, Exhibits and Furnishings

8.1 The Town owns a Civil War period collection of artifacts, archival materials, photographs, art, furnishings, exhibits, and gift shop items contained in Brentmoor or in storage. The Town also owns displays and certain furnishings and equipment in its offices in the Visitor Center that were originally purchased for museum use.

8.2 The Trust shall be responsible for the assembly and care of all collections, exhibits and furnishings, including those owned by the Town.

8.3 The Trust shall be responsible for the Town-owned collection of artifacts in the Museum and for ensuring that all other artifacts collected, donated or loaned to the Museum are carefully accessioned, documented, protected and maintained in order to avoid any disputes over ownership or condition.

8.4 The Trust shall collect and own artifacts purchased by or donated to the Trust.

8.5 The Trust shall be responsible for all collections and related items on loan from other museums and organizations, and from private individuals.

8.6 The Trust shall be responsible for the development, maintenance and repair of all exhibits and displays for the Mosby Museum.

8.7 The Trust shall be responsible for selecting, hiring and overseeing all contractors and consultants who work with the Museum collections, furnishings and exhibits.

8.8 The Trust shall be responsible for the decoration and furnishing of the interior of Brentmoor, and the maintenance and repair of the decorations and furnishings.

9. **Insurance and Security**

9.1 The Town shall provide funds and/or labor for protecting and safeguarding Brentmoor and Grounds including police protection and the installation and maintenance of security systems in the Visitor Center.

9.2 The Trust shall install and maintain a security system for the protection and safeguarding of Brentmoor and the Museum.

9.3 The Town shall purchase and maintain property damage insurance and general liability insurance coverage for Brentmoor, its activities, buildings and grounds. The Trust shall be provided with copies of certificates of insurance verifying the existence of coverage.

9.4 The Trust shall purchase and maintain liability insurance coverage for Brentmoor and the Museum, its activities and operations, and property insurance for its collections, furnishings and exhibits. The Town shall be provided with copies of certificates of insurance verifying the existence of coverage.

10. **Restoration of Outbuildings**

10.1 The Trust shall initiate a capital campaign within two years to raise funds to preserve and restore the outbuildings (summer kitchen and smokehouse) at Brentmoor. Both structures are part of Brentmoor and subject to the terms of this agreement. Both will become part of the Museum. Priority restoration will be given to the summer kitchen.

10.2 The Trust, with the approval of the Town, will hire and oversee expert historic restoration contractors to restore the outbuildings.

11. **Financial Reports**

11.1 The Trust shall provide quarterly financial reports and an annual report to the Town.

11.2 The Trust shall annually disclose to the Town an audit or summaries of financial data prepared in accordance with generally accepted accounting principles and generated by each party reflecting all funds expended or received in connection with activities, operation, restoration and maintenance of Brentmoor, the Museum, the Grounds and its collections.

11.3 By _____ of each year, the Trust shall propose to the Town for approval an annual operating budget for Brentmoor and the Museum with the Town's obligation to pay

repair expenses limited to such approved and budgeted amounts. The parties to this agreement acknowledge that it may become necessary for the Trust to present to the Town for approval a revised or supplemental operating budget in the event unanticipated maintenance and repair expenses arise during the course of the Trust's operation of Brentmoor and Grounds. The obligation to pay repair expenses for operation of Brentmoor and the Grounds shall be determined quarterly.

12. Amendments to the Agreement

12.1 Amendments to this Co-Stewardship Agreement may be made only in the following manner: 30 days notice shall be given in advance of a vote on any proposed amendment by any party to this agreement; the notice shall be given in writing to the Trust and the Town, and the notice shall include the exact text of the proposed amendment; no proposed amendment to this agreement shall be effective unless each party to this agreement adopts the amendment at a duly noticed and properly conducted meeting of its governing body at which a quorum is present. A majority vote of the governing body of each party is required.

13. Cessation of Operation

13.1 The Museum shall not cease operation for any reason without the consent of the governing body of each party to this agreement. In the event the Museum closes by agreement of the parties for a period of one year or more, the Trust shall have the sole right to remove all collections, furnishings and exhibits from Brentmoor and the Grounds with the exception of those collections owned by the Town for placement at or storage at a mutually acceptable area.

13.2 In the event that the Trust ceases its operation of the Museum, the Town or a qualified non-profit organization may undertake operation of Brentmoor and the Museum as a not-for-profit museum and cultural center. The Trust will negotiate a use agreement permitting

its related collections, furnishings and exhibits to remain at the Museum site. Any such use agreement must contain financial and insurance arrangements to protect the collections, artifacts, exhibits and furnishings, and to protect the Trust's ownerships interests in all Museum related materials. Any such use agreement must conform to and carry out Trust policies developed for the management, care, conservation and use of all Museum related materials owned by the Trust. Any such use agreement must require that the organization operating the Museum shall hire professional museum staff to conduct its operations. Any such use agreement must require that the Museum will be operated in compliance with the standards of the American Association of Museums. Any violation of the terms of this paragraph or any violation of the use agreement shall authorize the Trust to remove all collections, furnishings and exhibits from the Museum with the exception of those owned by the Town.

14. Dissolution

14.1 In the event that the Trust dissolves as an entity, the Town or a qualified entity selected by the Town, may undertake operation of Brentmoor and the Museum as a non-for-profit museum or any other use so deemed by the Town. In the event the Trust dissolves as an entity, the ownership of collections, furnishings, and exhibits contained in the Museum that are in Trust ownership shall revert to the Town. Collections, furnishings and exhibits owned by other individuals or entities shall revert accordingly to those entities. The dissolution of all other assets owned by the Trust shall be determined solely by the Trust.

Executed by the parties effective this ____ day of _____, 2017.

DRAFT

Chairman, Brentmoor Trust

President or Executive Director, Brentmoor Trust

Powell Duggan
Mayor, Town of Warrenton

Brannon Godfrey
Town Manager, Town of Warrenton



**Town Council Meeting Item Number: h.●
June 13, 2017**

ATTACHMENTS:

Description	Type	Upload Date
June Project Status Report	Staff Report	6/9/2017

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

(updates from May are highlighted)

1. **Technology:** Planning Commissioners and ARB members have iPads and Novus agenda access. The RFP to purchase and install video equipment to live-stream and record public meetings is pending.
2. **Mosby House:** On Thursday, the Town Attorney presented options marketing the property for sale and a proposed agreement to manage/operate the house with the Town retaining ownership. Council is reviewing and considering them at the regular meeting on June 13.
3. **Main Street Program:** The Experience Old Town Warrenton (EOTW) Board has approved the following subcommittees and chairs: Organization - Fund Development, Walt Story; Organization – Volunteer Recruitment, Bob Grant; Promotions – First Fridays, Yaron Linnett; Promotions – Evening Under the Stars, Elizabeth Greener; Promotions – Gumdrops Square, Lachelle Yoder; Executive Committee – Bylaws and Committee Jurisdictions, Bailey Dabney; and Executive Committee – Communications, Paula Combs. The Board members have assumed active management of events and is planning several streetscape projects. The Board is planning a one-day Strategic Planning Retreat in July.
4. **WARF Fields Management Memorandum of Understanding with WFA:** Revisions in a draft new agreement include additional responsibilities for bathroom monitoring and maintenance, use of pond and purchased water for irrigation and permission for temporary field lighting. The Public Works & Utilities Committee considered the changes on May 4 and recommended that staff go back to WFA with a draft that establishes the use of the pond as the primary irrigation source before purchasing Town water, and that the Town will consider participating in the cost of the pump.
5. **Timber Fence Trail:** Staff evaluated competitive proposals and is prepared to award the engineering contract to LPDA and issue the notice to proceed. The design costs will be shared Fauquier Trails Coalition (\$10,000) and the County. The design work will be completed in order to submit a TAP grant application to VDOT in November for the construction costs.

6. **Dog Park:** The total project cost is appropriated in the Town Budget at \$70,000, with \$22,500 available from the developer's original \$30,000 proffer, plus \$25,000 from the Town's Recreation Proffer, and \$15,000 reallocated from the Depot Park project. We received a single construction bid for \$71,900. Staff is negotiating a reduced price with this bidder and with others who previously submitted construction proposals to the developer.
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 continue any lease with the Town on the strip of land near his building that was previously leased to us for 20 years. Therefore we are using the balance of the Depot Park project funds for Depot Park to design and construct only a pad site for equipment bike and fitness equipment for the head of the Greenway Trail.
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 21 meeting. Appropriation for construction would occur in FY22. Following approval in June, VDOT will complete the design work. We did not receive HSIP funding for the corridor section.
10. **Parking Study:** The Public Safety & Transportation Committee considered prioritizing the parking study recommendations for implementation at its meeting on May 15. At its work session on June 8, Council gave general

consent for the Manager to implement changes to parking fines and regulations. Staff is developing a simplified design for the public parking lot regulations with the same design & color scheme as the wayfinding signs that were installed in 2016.

11. Comprehensive Plan: The interview panel (Reynolds, Polster, Helander, Nevill, Schaeffer, Harris, Godfrey) heard presentations by two proposal teams on Wednesday. The Michael Baker team (Michael Baker, Renaissance Planning Group, RKG) was the consensus choice. Staff is negotiating a price for the 18-month engagement and will have it under contract by the end of the month in order to encumber the FY17 funds appropriated for the Comp Plan.

12. Historic District Expansion – Following discussion at the May 4 Council Work Session, the Working Group that includes Vice Mayor Reynolds and Planning Commissioner Anna Maas will work with staff on aligning the Town Historic District to include the additional parcels that are in the National Register District.

13. 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.

14. Farmers Market: Saturday (in Old Town) and Wednesday (at WARF) markets are open and operating successfully. The establishment of the "Kids' Day at the Market" by Susanne Brose and the Generation Fresh Foundation, and PATH Foundation-funded "Fresh Bucks" program has dramatically increased the number of shoppers. There was \$3,324 in fresh buck purchases on Saturday, June 3. Susanne's efforts to add the educational and entertainment components to the Farmer's Market have really paid off. By exposing the children to the Farmers Market as a fund event, their parents have become return customers.

15. Water & Sewer Systems Capacity: Our engineering consultant prepared 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. With the improvements that we now have programmed and funded in the CIP, the consultant is confident that we can obtain a re-rated discharge permit for 3.0MGD with the next permit renewal.

16. Solar Energy Conversion of Town Buildings: Solar Solutions has completed the analysis of the seven Town-owned buildings: Water Plant, Wastewater Treatment Plant, Public Works and the Visitors Center. On a referral from the Virginia Energy Efficiency Council, I am consulting with Abacus Property Solutions on alternatives for energy savings and advice on direct purchase vs. power purchase agreements. She has offered to provide this consultation at no cost.

17. 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. The Town Attorney and I working with another property owner near another State-owned facility to try to assemble parcels to exchange for the DGS parcel.

18. Economic Development Manager: Tom Wisemiller will begin his employment with the Town on July 5. His office will be next to the Town Attorney's Office in space rented at 19 Culpeper Street. His initial tasks will include spending time with the Management Team becoming familiar with the Town's assets, infrastructure, tax structure and active developments; coordinating with the County Economic Development team on tourism and business recruitment; meeting business leaders, commercial property and building owners; and establishing relationships with active prospects. In the months that follow, goals include: an outline of an economic development strategic plan; reporting models for Town Management and Council; updating business assistance processes; and developing a method for inventorying and determining a vacancy rate.

19. Cemetery Restoration: We received the repair feasibility and cost report from Robert Mosko. Of the 88 stones requiring treatment, the estimated repair cost will vary depending on conditions as discovered upon further excavation. The totals are as follows:

74 stones set back up, unstable	\$8,880 - \$16,280
5 partially set back up	\$2,250 - \$4,000
4 remaining on the ground	\$1,900 - \$6,100
5 broken stones	\$1,975 - \$2,050
88 stones total	\$15,005 - \$28,430

There is a group organizing with the assistance of the Fauquier Historical Society as the "Friends of the Cemetery" that has privately raised \$8,000 to date for restoration. There is \$112,131 in accrued interest in the Town Cemetery Perpetual Care Fund that is available for capital projects; \$7,000 has been planned for cemetery lane paving in FY18. Staff believes that the historic nature of Cemetery justifies the use of some Perpetual Care Funds for restoration of private memorials as a public benefit.

* * *



**Town Council Meeting Item Number: h.1
June 13, 2017**

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

Issue: **Industrial Zone Uses**

Background: Because it has not been updated in recent years, our Industrial Zoning District may be omitting several technology uses in the list of by-right permitted uses or permissible uses by SUP. Last year, Council identified technology businesses as an economic development sector target, and accordingly adopted the Technology Zone incentive. Therefore it is appropriate to consider possible amendments to the Industrial District zoning classification to determine other possible by-right uses to broaden the economic feasibility of the industrial land remaining in Town.

Discussion: Before staff can undertake an effort to examine changes to the Zoning Ordinance there is a required initiation. There are three avenues for invitation, one of which is a council resolution.

11-3.9.2 Initiation of Amendment

Either a zoning map or text amendment may be proposed by resolution of the Town Council, by motion of the Planning Commission, or by application by the owner; contract purchaser with the owner's written consent, or the owner's agent therefor, of the property which is the subject of the proposed amendment.

Financial Impact: There is no direct impact in initiating this code update process.

Recommended Action: Adopt the attached resolution.

Town Manager

ATTACHMENTS:

Description	Type	Upload Date
Resolution on Industrial Zone Uses	Resolution	6/13/2017

**RESOLUTION TO RECOMMEND THE TOWN STAFF ANALYZE AND BEGIN THE PROCESS TO
AMEND THE ZONING ORDINANCE TO INCLUDE MORE TECHNOLOGY USES INTO THE
INDUSTRIAL ZONING DISTRICT**

WHEREAS, the Town of Warrenton is uniquely located outside of Northern Virginia where over the past several decades technology companies have expanded; and

WHEREAS, the Town Council of the Town of Warrenton wishes to explore its current zoning ordinances and determine if there could be relevant upgrades and changes to that may assist in bringing economic development within its boundaries by including more permitted uses or uses requiring an SUP to its list in the Industrial Zones; and

WHEREAS, pursuant to Section 11-2.9.2 of the Town Zoning Ordinance requires that the Town Council propose that a text amend be initiated by resolution.

NOW THEREFORE, be it resolved, that the Town Council of the Town of Warrenton directs Town Staff to analyze and prepare a text amendment to the Town Zoning Ordinance to include new uses either as “by right” or as a special use permit to expand the list of uses to include new possible technology industries on the Industrial Zoned land.