

**Warsaw Town Council and Planning Commission**  
**Joint Public Hearing**  
**March 8, 2018 – 7:00 P. M.**

Vice Mayor Paul G. Yackel called the Warsaw Town Council to order. Council members present were Ogle E. Forrest, Sr., Faron H. Hamblin, Rebecca C. Hubert and Roger R. Lee.

Chairman Gary W. Palmore called the Warsaw Planning Commission into session. Members present were Mary Beth Bryant, Vice Chairman, Jonathan B. English, Faron H. Hamblin and Hannah O. Tiffany.

Town staff were Joseph N. Quesenberry, Town Manager, Lee H. Capps, Planning and Economic Development, David Lee Ambrose, Wastewater Supervisor, Officer Bobby Moore, Officer Albert “Max” Sanchez, Jr., and Susan M. Pemberton, Treasurer and Clerk of Council. Others present were Sara Carroll, Frannie Baylor, Deborah Kitrick, Torrence Harman, Jeff Howeth, Will DeShazo, Virginia Garretson, Larry Thorn and Sam Lantz with the Northern Neck News. The Pledge of Allegiance was said by all in attendance.

**Approval Of Consent Agenda**

**(Approval of Agenda, February 2018 Minutes and February 2018 Financial Report)**

Councilman Lee made a motion to approve the consent agenda as presented. Councilman Forrest seconded the motion. The following vote was taken.

Rebecca C. Hubert	Aye	Faron H. Hamblin	Aye
Paul G. Yackel	Aye	Roger R. Lee	Aye
Ogle E. Forrest, Sr.	Aye		

**Public Hearing- William DeShazo Development**

Paul G. Yackel read the following ad that was placed in the Northern Neck News.

Notice is hereby given that the Warsaw Town Council and Planning Commission will be holding a Joint Public Hearing during the regularly scheduled Town Council Meeting on Thursday, March 8, 2018 at 7:00 PM at the Warsaw Town Council Chambers, located at 78 Belle Ville Lane, Warsaw, Virginia. The Public Hearing will be to discuss and review the Conditional Use Permit request by William DeShazo for a proposed commercial development of 10,140 sq. ft. to be located on Tax Map Parcel 16-12H and 16-12I, further located along Mitchell Avenue, Warsaw, Va.

Any questions may be directed to Joseph Quesenberry, Town Manager, at [jquesenberry@town.warsaw.va.us](mailto:jquesenberry@town.warsaw.va.us), or at (804) 333-3737.

Joseph N. Quesenberry, Town Manager stated at the prior meeting there was an agreement with Jeff Howeth, Engineer and William DeShazo with the conditions as follows:

- A fence may be installed around the rear parking area based upon the results of an annual inspection by the Town Manager and any complaints by Adjacent Property Owners.
- The Town will issue a permit once all other permits have been required by the various local and State agencies that are required – i.e. VDOT, Building Inspection, DEQ, etc.

Vice Mayor Paul G. Yackel and Chairman Gary W. Palmore ended the Public Hearing.

Chairman Palmore made a motion to recommend to council and approve the Conditional Use Permit request by William DeShazo for a proposed commercial development of 10,140 sq. feet located at Tax Map Parcel 16-12H and 16-12I, further located along Mitchell Avenue with the conditions of

- A fence may be installed around the rear parking area based upon the results of an annual inspection by the Town Manager and any complaints by Adjacent Property Owners.
- The Town will issue a permit once all other permits have been required by the various local and State agencies that are required – i.e. VDOT, Building Inspection, DEQ, etc.

Commissioner Hamblin seconded the motion. The following vote was taken.

Gary W. Palmore	Aye	Mary Beth Bryant	Aye
Jonathan B. English	Aye	Hannah O. Tiffany	Aye
Faron H. Hamblin	Aye		

Councilman Forrest made a motion to accept and grant the Conditional Use Permit to William DeShazo for a proposed commercial development of 10,140 square feet located on Tax Map Parcel 16-12H and 16-12I located along Mitchell Avenue with the conditions of:

- A fence may be installed around the rear parking area based upon the results of an annual inspection by the Town Manager and any complaints by Adjacent Property Owners.
- The Town will issue a permit once all other permits have been required by the various local and State agencies that are required – i.e. VDOT, Building Inspection, DEQ, etc.

Councilwoman Hubert seconded the motion. The following vote was taken.

Rebecca C. Hubert	Aye	Faron H. Hamblin	Aye
Paul G. Yackel	Aye	Roger R. Lee	Aye
Ogle E. Forrest, Sr.	Aye		

Chairman Gary W. Palmore concluded the Planning Commission hearing and adjourned.

### **Town Manager's Report**

There was a meeting this week with Main Street on the Revitalization kick-off. There were representatives of the Town of Warsaw and Richmond County, business owners, and citizens of Warsaw and the Planning District Commission gathered at Relish on Main Street for an afternoon with conversation on the Main Street Revitalization project with over 40 people attending.

### **Police Report**

Joseph N. Quesenberry, Town Manager introduced Officer Albert "Max" Sanchez, Jr. as the new town employee that was hired. Officer Albert "Max" Sanchez, Jr. thanked everyone for the great opportunity that he has always wanted to be a Police Officer since he was a little boy.

Officer Robert "Bobby" Moore stated that Chief Kent was out sick and he would try to answer any questions as best as he could as he was filling in for her with the report to council. There were 43 Summons given in the month of February. Sergeant Headley prepared a First Quarter (1/1/2018-3/4/2018) Report for council with the total of 171 traffic stops, 111 Summonses, 73 Warnings and 354 calls for service. There were 0 Accidents and in last year the same time frame there were 6 reported accidents.

### **Planning Commission Report**

Councilman Hamblin stated they had an annual picture taken of the Planning Commission. There was discussion of the Capital Improvements for the Budget Year 2018/2019. We discussed the Warsaw Beautification Project and Commissioner Barbara Jean LeFon is on that committee. There will some news soon on the Saddlery. There was a request that Commissioner Jonathan English was interested on being on the committee of the upcoming Police Department since he does work at the NNRJ. The council was excited to have him interested in this project and stated that would be **great**.

### **Wastewater Treatment Facility Report – David Lee Ambrose**

David L. Ambrose, Jr. stated that the average flow from Town was 164,700 gallons a decrease of 1,300 gallons from January's flow average of 166,000 gallons. The max flow from Town was 193,600 gallons a decrease of 89,600 from January's max flow of 283,200 gallons. The average total phosphorous for the month of February was 0.12mg/l which resulted in a monthly discharge of 4.1 lbs. This puts us at 7.7 lbs for the year. We are permitted 274 lbs. The average total nitrogen for February was 3.6 mg/l. This resulted in a monthly discharge of 125.0 lbs. This puts us at 245 lbs for the year. We are permitted 3655 lbs.

We experienced a lengthy power outage at the Plant due to the wind storm last weekend. We lost power Friday around 11 a.m. and power resumed on Sunday at 11 a.m. During the transfer from main power to generator we experienced the normal alarms which kept us busy. We called and had Frederick Northup fill the fuel tank for the generator early Saturday morning at this time the tank took 404 gallons all in all the generator used approximately 850 gallons during the outage and the generator has a 1,750 gallon tank.

### **Northern Neck Regional Jail Report**

Larry Thorn reported on the jail report which was in Council's packets for review. The total population was 441 inmates and 166 were Federal inmates. By the end of the meeting the Federal inmate's population was up to 190. The town is doing just fine on the water and sewer revenues with the increase of inmates. Also I would like to remind you that there will be a NNRJ dinner at Strafford Hall this year on April 4, 2018 and everyone should have received an invitation. I do encourage all to attend.

### **Economic Development Report**

Lee H. Capps, Planning and Economic Development stated it had been a productive month and we have been working with 3 to 4 different clients. We are trying to put some incentives out there that are attractive to new businesses and for the town. Thanks to the Town Manager, Chamber, and County for reaching out on the partnership.

### **Personnel Committee**

Chairman Yackel stated there was a personal committee meeting Tuesday at 4 with the office staff. The meetings seem to be productive with many suggestions and new ideas.

**New Business**

**Main Street Revitalization**

There needs to be an amendment to the strategic management plan of our DHCD Main Street Revitalization to increase the size of the Façade Improvement Committee from 5 to 6 members. Councilman Forrest moved to amend the strategic management plan of our DHCD Main Street Revitalization to increase the size of the Façade Improvement Committee from 5 members to 6 members and subsequently add Hillary Kent of the Main Street Program to the committee. Councilman Hamblin seconded the motion carried by the following votes:

Rebecca C. Hubert	Aye	Faron H. Hamblin	Aye
Paul G. Yackel	Aye	Roger R. Lee	Aye
Ogle E. Forrest, Sr.	Aye		

**New Business**

**Resolution Authorizing Borrowing of Funds for Gannon Project and Adding Authorized Signatories**

Paul G. Yackel, Vice Mayor reads Resolution:

**RESOLUTION AUTHORIZING LOAN FOR PURCHASE OF WARSAW VALLEY SHOPPING CENTER**

Whereas, it is necessary that a resolution be received from the TOWN OF WARSAW to pursue loan funding for the purchase of the former Warsaw Valley Shopping Center;

Whereas, the TOWN is under a major revitalization effort and his property is a key necessity to assist in revitalization and stormwater management;

Now, Therefore, Be It Resolved, that THE TOWN OF WARSW, has applied for \$625,000 in loan from Union Bank and Trust;

Be It Further Resolved, that the TOWN OF WARSAW designates the Mayor and Town Manager as signatories for all documentation pertaining to the to the Warsaw Valley Shopping Center acquisition.

Adopted this 8<sup>th</sup> day of March, 2018,  
Town of Warsaw, Virginia, USA.

Attest By: Susan M. Pemberton

Councilman Forrest made a motion to authorize a Resolution for the loan for purchase of the Warsaw Valley Shopping Center and to designate the Mayor and Town Manager as signatories for all documentation pertaining to the acquisition. Councilman Lee seconded the motion carried by the following votes:

Rebecca C. Hubert	Aye	Faron H. Hamblin	Aye
Paul G. Yackel	Aye	Roger R. Lee	Aye
Ogle E. Forrest, Sr.	Aye		

### **New Business**

#### **Funding Request – RHS After Prom**

The Rappahannock High School After Prom Committee would like to ask for your support for After Prom 2018. Councilman Hamblin made a motion to give them a donation of \$250.00 same as last year. Councilman Forrest seconded the motion carried by the following votes:

Rebecca C. Hubert	Aye	Faron H. Hamblin	Aye
Paul G. Yackel	Abstain	Roger R. Lee	Aye
Ogle E. Forrest, Sr.	Aye		

### **New Business**

#### **Health Insurance**

The Local Choice Health Benefits Program has an increase this year of \$112.00 from \$686.00 to \$798.00 for the Key Advantage Expanded for the employees. Councilman Lee made a motion to continue with the same plan as previous for the employees. Councilman Forrest seconded the motion. The following vote was taken.

Rebecca C. Hubert	Aye	Faron H. Hamblin	Aye
Paul G. Yackel	Aye	Roger R. Lee	Aye
Ogle E. Forrest, Sr.	Aye		

### **New Business**

#### **Banner Selection**

Joseph N. Quesenberry, Town Manager had several examples of decorative banners to purchase and put up since we are having all new lighting from Union Bank to the end of Main Street. They are approximately \$250.00 each and they would come out of the beautification line item. I was thinking of maybe at first getting 5 or 6 and see how they look.

## **New Business**

### **Warsaw Beautification Project**

Joseph N. Quesenberry presented to Council



## **Goals**

- Beautify the medians and high-traffic areas across Town.
- Facilitate corporate sponsorships and community involvement.
- Create a pleasing aesthetic experience for both residents and tourists.
- Foster partnerships with the Town, VDOT, Chamber of Commerce, Main Street Program, and corporate partners.
- Structure a 5-year plan corporate sponsorship program for the various identified medians and green spaces designated for beautification.
- Work with VDOT and an engineering firm to create acceptable landscape plans.

### **Structuring Plan**

1. Town of Warsaw Initiates Project.
2. Meeting is held with Community Organizations for Collaborative Community Effort.
3. VDOT Meets with Town Staff Concerning Permit Process.
4. Sponsors are Sought for Median Adoption.
5. Engineer is Procured for “In-Kind” Sponsorship – Draft VDOT Acceptable Landscaping Plan.
6. Plans are Approved by VDOT – Construction Can Begin.
7. Corporate Logos and Signage are Placed on Completed Product.

## Outcomes

1. Gateways are beautified.
2. Sponsors have 5 – year sponsorships with highly visible signage in medians.
3. Town’s aesthetic appeal increases.
4. Positive environmental and community impact.
5. Overall increase in collaborative work amongst organizational and corporate players.

## Sponsorships

Each sponsorship will be valid for a period of five (5) years. Local Warsaw and Richmond County businesses may purchase a sponsorship for \$7,000 each for the period of five (5) years.

This advertising and community support equates to the following benefit:

- 14,000 vehicles per day
- 98,000 vehicles per week
- 392,000 vehicles per month
- 4,704,000 vehicles per year
- 23,520,000 vehicles in 5 years for \$7,000!
- This equates to an expense of 0.0002 dollars per vehicle – the cheapest advertising you will find.
- The positive public relations piece will also work to boost sales and yearly performance.

## Why the cost?

The sponsorship pays for the various efforts for the beautification. VDOT requires engineered plans for these projects. Once completed, reviewed and approved, a landscaping company will then need to be procured to follow the plans and build the landscaping practices across Town. Signage will also be purchased and installed for the advertising. The Town will also seek funding through the VCAP (*Virginia Conservation Assistance Program*) grant via one of the partner organizations.



## **Successful Campaigns Across Virginia**

Lynchburg, Martinsville, Henry County, Campbell County, Richmond, Roanoke, Farmville, Alexandria, Roanoke County, Chesterfield County, Virginia Beach, Chesapeake, Fairfax County, etc.

Councilwoman Hubert suggested even getting with the Garden Club and someone else brought up the Vo-Tech.

### **New Business**

#### **Welcome Sign**

Joseph N. Quesenberry, Town Manager stated that the current sign is damaged and needs some refurbishment. I have two pictures of the sign now and one is the one that exist with the town seal and the other one has the new marketing logo. I was in hopes to see which you prefer. After much discussion it was referred to the Economic Development Committee.

### **New Business**

#### **Budget Update**

Joseph N. Quesenberry, Town Manager stated that we need to schedule a Budget Work Session. After everyone checked the dates it was announced that The Warsaw Town Council and Planning Commission will be holding a Capital Improvement Plan Work Session on Thursday, March 22, 2018 at 6:00 PM at the Warsaw Town Council Chambers.

### **New Business**

#### **Accessory Attached Dwelling's in R-1(Limited Residential) Schedule Public Hearing**

This was sent to the Ordinance Committee and there will be a meeting on March 22, 2018 at 5:00 PM to discuss the changes to the R-1(Limited Residential) Zoning District.

### **Council Comments**

Councilman Lee stated he is excited about River Collision Center and China Inn, Police Station and kick off on Main Street.

Councilman Hamblin looking forward to what is going on at the old Gannon property and excited about the Police Station.

Councilman Forrest agreed with Councilman Lee and Hamblin and thanked the police department since there have not been any accidents to report this year.

Councilwoman Hubert stated she is glad to work with all and good things are happening in the Town.

**Adjournment**

There being no further business, the meeting was adjourned by Vice Mayor Yackel.

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Susan M. Pemberton, Clerk of Council