



Office of the Town Manager  
Frank Cassidy

**Warrenton Town Council**  
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Heather Sutphin, Ward 1  
William Semple, Ward 2  
Brett Hamby, Ward 3  
James Hartman, Ward 4 Vice Mayor  
Eric Gagnon, Ward 5  
Paul Mooney, At Large  
David McGuire, At Large

# STAFF REPORT

<b>Council Meeting Date:</b>	January 9 <sup>th</sup> , 2024.
<b>Agenda Title:</b>	18 Court Street Building updates.
<b>Requested Action:</b>	Receive the update on the 18 Court Street building
<b>Department / Agency Lead:</b>	Town Manager
<b>Staff Lead:</b>	Frank Cassidy

## EXECUTIVE SUMMARY

18 Court Street, The Old Town Hall Building, has recently undergone light renovations. These renovations include opening the space on the main floor, installing durable flooring for multi-use opportunities, and minor IT installation to handle basic operations. This facility has become a useful space during our “asbestos” remediation at 21 Main St. and has provided additional opportunities for use.

Staff continues to work with the Fauquier County Government and the Veterans of Foreign Wars Post 9835 for potential Public and Private Partnerships. Discussions with the VFW have been productive. We remain focused on the exclusive use of an office and the “vault” for storage.

The success and overwhelmingly positive feedback from the Holiday Market has led to the use of this area and building for all future markets. The Winter Market starts early next year. By moving these markets to this facility, interior space is expanded, and the use of Court and Hotel St. has been incorporated into the market plan. The atmosphere has been “Warrenton” while traffic and parking issues have eased.

## BACKGROUND

The historic building at 18 Court Street, was originally constructed for and occupied by the Fauquier National Bank in 1925. Thanks to the generosity of Edward L. Stephenson the Town began to occupy the space and use it as a Town hall in 1973. In 2019, the Town Council recognized the needs of the Town were surpassing the use of 18 Court Street and directed Staff to explore options for a more unified space for staff, residents, and visitors of the Town. The Current Town Hall building was identified as an option for expansion of the operations and as a more fitting space for the services offered by the Town. The new Town Hall building is better aligned with the priorities of the Council laid out in Plan Warrenton 2040 to better serve the public and create efficiencies.

After the staff was transitioned to the new Town Hall location, the building at 18 Court Street remained vacant. Staff began the process of removal of the old Town Council Dias and general maintenance of the building.

Focusing on the Priorities of the Council laid out in Plan Warrenton 2040 to better serve the public and cerate efficiencies, staff identified multiple opportunities for the building to serve the Town in a new

capacity and role. Staff began outfitting the building with infrastructure needs and performed necessary improvements to the flooring and spaces to facilitate the use of the space for meetings, training, emergency response, and community outreach.

The Town has received two inquiries regarding potential Public Private Partnerships for the use of the space at 18 Court Street, and we now have another opportunity with the Holiday and Winter Markets.

**Fauquier County Government:** The Fauquier County Government has begun scheduling use of the space for meetings.

**VFW Post 9835:** The Leadership of VFW Post 9835 continues to work with staff on the conversation of a Public / Private partnership for the use of 18 Court Street as a meeting and office space for the VFW. For over 75 years, the Robert E. Laing Memorial VFW Post 9835 has not had a home location with office and meeting space. We are working on agreements to finalize them early next year. They have stated they do not have a building fund to offset monthly fees but are willing to work on “in kind” services to offset the costs.

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**STAFF RECOMMENDATION**

Continue working with the County and consider the VFW use with no monthly fee and incorporate the use of this facility with all “Farmers” Markets

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**Service Level/Collaborative Impact**

This project involves the collaboration between the VFW Leadership, the County, and Town on several levels- Administration, Facilities, and IT. Town staff has been working with all involved parties to ensure smooth implementation.

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**Policy Direction/Warrenton Plan 2040**

Historic Resources Goals:

HR-1 Conserve, Reuse, and promote historic resources to enhance the Town’s sense of place and grow the economy.

Community Facilities Goals:

CF-1: Serve as the central inviting public service center for Town and County residents with a proportionate share of community services provided by other governments, including a fair and reasonable balance in funding sources for community facilities.

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**Fiscal Impact**

N/A

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**Legal Impact**

Potential Public-Private Partnerships will have a legal impact as the Lease agreements, Memorandum of Understanding, and defined policies are reviewed for the proposals.

**ATTACHMENTS**

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None