



Office of the Town Manager

Christopher E. Martino

# STAFF REPORT

## Warrenton Town Council

Carter Nevill, Mayor

Heather Sutphin, Ward 1

William Semple, Ward 2

Brett Hamby, Ward 3

James Hartman, Ward 4 Vice Mayor

Jay Heroux, Ward 5

Sean Polster, At Large

Renard Carlos, At Large

<b>Council Meeting Date:</b>	December 13, 2022
<b>Agenda Title:</b>	Review and update on Public Works Facility feasibility study
<b>Requested Action:</b>	Informational only currently- for future direction and budgeting consideration
<b>Department / Agency Lead:</b>	Public Works and Utilities
<b>Staff Lead:</b>	Frank Cassidy

## EXECUTIVE SUMMARY

Town Council requested staff begin a feasibility study for the possible construction of a new Public Works facility in October 2021. Town staff completed a high-level assessment of the current facility and engaged with County staff on possible sites for a new facility. There were three proposed locations within the County property on and adjacent to the current landfill operations. A presentation and discussion were held at the March 8, 2022, Council meeting. Direction was for staff to continue the feasibility study with a closer examination and assessment to include an environmental survey of the specific site identified as "Option A."

Staff held meetings with the County and engaged Bohler Engineering for the next steps of the study to include an environmental and wetlands study. These studies are completed and are being presented at this Council meeting to provide information for consideration for discussion of next steps and future budgeting for this project.

## BACKGROUND

The Town Public Works and Utilities Department operate from an existing facility located at 360 Falmouth St, Warrenton. This is a seven-acre site located amongst residential uses. The site and the structures have been in use for Town operations since 1980's. Town operations and equipment needs, along with the aging of the structures inspired looking at alternatives.

A high-level assessment of the facility was provided by staff in October 2021. The assessment included the ability to properly store equipment, the condition of the structures on site, and the overall conditions of the office and staffing spaces at this facility. Overall, it was found the facility is not meeting the demands of current operations without extensive rehabilitation and updates.

The Town Manager began talks with County leadership to explore possible locations for a new Public Works facility. County staff directed Town staff to the existing County property being used for landfill and other operations and the property identified as Stafford Farms identifying ten (10) acres of land for the proposed facility. This property is located between Route 17 and Meetze Rd just outside of Town limits. Within the designated area, three possible 10 acre sites were identified as possible for the new facility. A general assessment of the three areas was completed and presented to Town Council for review and direction. At

the March 8, 2022, Council meeting, Option "A" was selected for the next phase of the assessment. Option "A" is located at the County landfill site, adjacent to the existing entrance to the landfill, the college, the new Virginia State Police office, and the remote water filling station for the Town which is under construction. Council directed staff and designated \$100,000.00 to fund the next phase. Bohler Engineering was requested to continue their assessments.

Bohler Engineering engaged in an environmental and wetlands study. The results were provided to Staff on November 10, 2022. The results of the study produced the following:

Geotechnical Summary:

- Encountered existing fill materials to maximum depths of approximately 28 feet below existing grades. It was not possible to determine whether these were placed in a controlled manner. There are assumptions and design recommendations in the report regarding this fill that the geotechnical engineer will need to verify once the design is further along.
  - Report assumes that the existing fill is suitable to place structures on top of based on densities during lab testing, but this will need to be confirmed
- Groundwater located between 17-33 feet below grade
- Note that the geotechnical study area is limited to the area from the original conceptual layout, as that is what we had on hand when they completed borings. The geotechnical engineer recommended waiting until we have a more final design to complete more borings and update the report.

Environmental Summary:

- Two RECs were found on the subject area, which are both tied to the adjacent landfill operations, specifically, the Historical Use Information and Site and Area Reconnaissance RECs, due to a large mound of construction material that has been stockpiled within the subject area
- At the time of this investigation, the environmental consultant prepared their report based on the original conceptual layout. They recommend updating both reports once feedback is received from Fauquier County and the site area has been finalized.
- The next step for environmental permitting will be to submit a PJD due to the proximity to wetlands. We would like to review the final layout with the environmental consultant once it is approved to confirm that this is still required.

Survey Status:

- Survey field work for the initial conceptual area is completed, but finalizing the survey is pending receipt of the title report

The next steps and projected costs are as follows:

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Per our discussion, we recommend the following next steps:

- Confirming with the County that the site area is acceptable and will not change
- Releasing survey on additional topography for the increase in site area + set up formal Pre-Application Meeting w. County staff
  - Additional topography can be accommodated under current contract scope
- Then we will move onto the Rezoning Plan and Site Plan processes.

The breakdown of the estimated fees moving forward:

**Outside Services: \$56,000**

- Environmental Services: \$8,000
- Geotechnical Services: \$20,000
- Septic Design + Permitting: \$18,000
- Traffic Consultant Waivers: \$5,000
- Well Permitting: \$5,000

**Zoning: \$30,000**

- Pre-App and Concept Revisions: \$5,000
- Rezoning Plan: \$10,000
- Rezoning Plan Revisions: \$6,000
- Statement of Justification: \$3,000
- Zoning Meetings + Coordination: \$6,000

**Site Plan + Plat: \$197,000**

- Site Plan Prep + Revisions + Processing: \$120,000
- Stormwater Management Design: \$25,000
- Landscape Plan: \$8,000
- Subdivision + Easement Plat: \$20,000
- Site Plan + Plat Processing: \$10,000
- Site Plan Meetings + Coordination: \$14,000

**Permits: \$28,000**

- Bond Estimate + Processing: \$2,500
- Land Disturbance Permit: \$1,500
- VDOT Land Disturbance Permit + Bond Processing: \$5,000
- SWM Maintenance Agreement Facilitation: \$1,500
- SWPPP: \$5,000
- VSMP Permit: \$1,500
- Building Permit Processing: \$4,000
- Pump and Tank Permit Processing: \$3,500
- Canopy Permit Processing: \$3,500

**Assumptions:**

- Architectural services, Land Use Attorney services, and other services not expressly included above will be contracted directly with the Client
- Dry utility coordination is not included within the scope of services within this Contract.

- No offsite road improvements will be required except for the access drive connection to the right-of-way
- A maximum of one (1) VDOT Waiver will be required
- This contract includes incorporating up to two (2) rounds of comments from the Town of Warrenton at the time of County comment receipt
- This contract assumes that final architectural building footprints and utility connections are received prior to starting to prepare the Site Plan drawings.
- Bohler will prepare the landscape plan and will coordinate with a lighting consultant for the photometric plan
- Construction Administration Services are not included in this scope

Provide Update to recent Environmental Study and Topographic Survey: \$23,000.00

**TOTAL FOR NEXT STEPS: \$334,000**

Additionally, preliminary construction cost estimates will be in the area of \$30,000,000.00

**STAFF RECOMMENDATION**

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Staff is providing this information to assist with Council's decision on the future of this project; specifically, to be considered during budgeting work sessions and providing direction moving forward.

**Service Level / Policy Impact**

These projects are in line with the Plan Warrenton 2040, 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," and CF-5, "To provide a fiscally responsible infrastructure that maintains a high quality of life for residents, supports current businesses, and attracts new employers with a stable tax structure."

**Fiscal Impact**

\$334,000.00 for next stage of assessment, or portions outlined above and as identified; approximately \$30,000,000.00 for total construction project. Requires direction as to placement into CIP.

**Legal Impact**

Town attorney will be engaged in processes regarding zoning, easements, agreements, etc. as the project progresses and provide comments as necessary.

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**ATTACHMENTS**

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1. Council memo and presentation March 8, 2022
2. Engineering Study
3. Water shed study
4. Email from Bohler on next steps and estimated costs