

### **Site Development Plan**

- First Submission of plan received **May 9, 2024**
- First submission review comments provided to engineer on **June 12, 2024** (**\*Typical first submission turnaround is 60 days – Town staff turnaround in 33 days**).
- Staff received email requesting post-comment review meeting on July 10, 2024
- Post-Comment review meeting on July 19, 2024
- Emails were exchanged between land development staff and the engineer regarding draft bond estimates on August 2, 2024. Staff advised during Site Plan review; estimates are required to ensure the bonding amounts are correct. Staff advised that once the bond estimate appeared correct, the originally signed bond contract would be requested.
- Second submission of plan received **August 8 2024**
- Second submission review comments provided to engineer on **August 22, 2024** (**\*Typical second submission turnaround is 45 days – Town staff turnaround in 14 days**).
- Email discussion with engineer regarding draft comment responses to Town staff comments on September 13, 2024.
- Staff requested and received the latest version of the bond estimate by email on September 16, 2024.
- Signature sets submitted for circulation/town staff signatures on **September 19, 2024**
- Signature sets approved and Engineer, School representatives notified for pick up on **October 1, 2024**.
  - This approval letter included conditions of approval, and the required bonding documents/amount.
  - This approval also included the easement plat requirement.
- Land Development staff received the Building permit for Taylor Middle School on **November 27, 2024**. Staff sent email to the Director of Facilities notifying them staff did not have a land disturbance permit on file and notified them of the remaining items prior to issuance of the building permit for construction, **this included the bonding**.
- Land Development staff received a response from the Director of Facilities on November 27, 2024 indicating he would look into it.
- **Stormwater staff received bonding by email from Branch Builds on June 11, 2025.**
- Stormwater staff forwarded email on June 11, 2025 to Land Development staff.
- **Land Development staff reached out to Branch Builds requesting the status of the originally signed bond contract on June 11, 2025.**
- Received response from Branch Builds on June 11, 2025, that the bond contract was returned to the Public School's office. The original bond was to be delivered that week.
- **Land Development staff emailed Branch Builds on June 12, 2025, indicating receipt of a copy of the bond. Staff indicated we must have the original bond on file rather than a copy. Also notified that the original wet-signed bond contract was still needed.**
- **Director of Community Development emailed Branch Builds on June 17, 2025, requesting an update on the bond contract due to no response from Branch Builds.**
- **Branch Builds responded on June 17, 2025, indicating bond was dropped off along with payment for Building Permit fees.**

- **Director of Community Development sent additional email on June 17, 2025, indicating the wet-signed bond contract is still missing.**
- **Branch Builds responded on June 17, 2025, indicating confusion with the requested document.**
- **Land Development staff responded on June 17, 2025, indicating the original bond contract was needed in addition to the bond submitted, and also explained the bond contract purpose. Sent over example of a recent bond contract as a reference.**
- **Land Development staff received email from Branch Builds on June 30, 2025, indicating their refusal to sign the required bond contract.**
  - *“Branch has an executed Prime Contract with Fauquier County Public Schools, which includes all the terms and conditions set forth by the County in the bid documents. These provisions cover methods, materials, standards, specifications, bonding/security, site clean-up, damages, and other project requirements, many of which appear to be duplicated or contradictory in the Town of Warrenton’s Public Improvement Contract”*
- **Director of Community Development responded by email on July 1, 2025, requesting to receive a copy of the contract between Branch Builds and the School to verify discrepancies.**
- **Contract received via email from Branch Builds on July 1, 2025.**
- **Director of Community Development responded by email on July 1, 2025, requesting examples of discrepancies between the contract with the schools and the required bond contract, as it appears the contract between Branch Builds and the School related to deliverables, employees, materials, etc. Director advised the Town is seeking a commitment as it relates to the site work approved under the Site Development Plan.**
- **Branch Builds responded by email on July 2, 2025, indicating they are happy to provide commitment to the site work, in accordance with the prime contract signed with the School. Branch noted that the Town’s standards and specifications were not included in the prime contract with the school and therefore, Branch cannot commit to a second separate contract that imposes “potentially conflicting” requirements. Branch requested staff coordinate with the Town Attorney on these issues.**
- **Staff received response on July 2, 2025, from Patrick Corish with the Town Attorney’s office indicating he would review the document and the request from Branch Builds.**
- **Staff received email status update on July 8, 2025, from Patrick Corish indicating he was still examining the request.**
- **Staff received email response on July 10, 2025, from Patrick Corish with the Town Attorney’s office indicating he was not in agreement with waiving or modifying the Town’s standard bond contract language. Mr. Corish suggested that the County, the Contractor, and the Architect modify the existing contract with the School through a work order to have the existing contract include/meet the Town’s standards.**
- **Land Development staff provided the information/suggestions received from Mr. Corish in an email to Branch Builds on July 10, 2025. Staff indicated the Town Attorney was willing to meet to discuss.**
- **Land Development staff emailed Branch Builds again on July 14, 2025, due to receiving no response. Staff again offered to coordinate a meeting between the parties.**

- Received email from Branch Builds on July 14, 2025, acknowledging receipt of staff's email. Branch indicated they were reviewing internally and would provide a response shortly.

***\*\*Separate discussions began at this point between the Town's legal Counsel, the School's legal Counsel, and the Contractor's legal Counsel that staff was not privy to.***  
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- Land Development staff reached out to the Town Attorney's office via email on August 15, 2025, requesting a status update.
- Received a response from Patrick Corish on August 15, 2025, indicating he had not heard from Branch nor the attorney and would reach back out to them.
- **Received a response from Patrick Corish on August 15, 2025, indicating Branch/School Board/Legal Counsel were still discussing his suggestions.**
- Land Development staff reached out to the Town Attorney's office via email on August 20, 2025, requesting a status update.
- **Land Development staff and the Director of Community Development received an email on August 21, 2025, from Patrick Corish with the Town Attorney's office indicating there were two or more weeks of delays in discussion with Branch Builds and the School Board, and still no resolution. Mr. Corish indicated he felt that substantial modifications to the Town's standard bond contract language required the Town Council's approval.**

### **Easement Plat**

- First submission received on October 11, 2024
- First submission comments provided to engineer on October 28, 2024.
- Second Submission (**Digital only**) received on February 10, 2025.
- Second submission comments provided to the applicant on March 3, 2025.
- Third submission (**digital only**) received on March 13, 2025.
- Third Submission comments provided to the applicant on March 24, 2025.
- Fourth Submission (**digital only**) received on April 3, 2025.
- Staff (after reviewing the resubmission) requested signature sets by email to Timmons (Project manager, Darrel Caison) on April 3, 2025.
- Signature sets received on April 7, 2025.
- Signature sets signed by all necessary staff/ Town Attorney on April 9, 2025.
- Applicant notified items were ready for pick up and recordation April 11, 2025.
- Easement plat and deed were recorded on May 9, 2025.

**\*\*\*Note, digital only submissions were accepted to avoid delays with printing the plats with each resubmission. Staff reviewed each resubmission digitally. \*\*\***

- **Town staff also completed preliminary reviews of the Building Plan for the Building permit on 12/10/2025 and 2/20/2025, in an effort to keep the project moving forward while still working through the easement process/ site plan approval conditions.**