



Office of the Town Manager
Frank Cassidy

Warrenton Town Council

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STAFF REPORT

Council Meeting Date:	January 13, 2026
Agenda Title:	Salt Shed Facility Special Exception
Requested Action:	Receive the Information
Department / Agency Lead:	PW – Facilities Management
Staff Lead:	Johnny Switzer, Fleet and Facilities Manager

EXECUTIVE SUMMARY

Staff are seeking authorization to initiate the formal land-use permitting process required to construct the new Public Works Salt Storage Facility at the Fauquier County Landfill. While the project is funded and the 15% design is complete, the project cannot proceed to the construction phase without a **Special Exception Permit** from Fauquier County.

This report requests a resolution authorizing the Town Manager to sign the application and the Facilities Manager to represent the Town's interests throughout the County's public hearing process.

BACKGROUND

The Town's current salt storage structure is in a state of advanced deterioration, posing a significant risk to winter road safety operations. Having secured a site at the Fauquier County Landfill during Phase 1, the project has now reached a critical regulatory juncture.

Because the proposed use (salt storage) is not "by-right" on the County's landfill property, the Town must obtain a Special Exception. This process involves public hearings before the Fauquier County Planning Commission and the Board of Supervisors.

Current Status (Phase 2: Design)

The project has successfully transitioned from conceptual justification to active design, establishing the technical foundation for the new facility.

Milestone	Status	Completion Date	Details
Capital Approval (CIP)	Completed	FY25 CIP Cycle	Project formally included in the Capital Improvement Plan.
Site Secured	Completed	N/A	New facility location identified and secured at the Fauquier County Landfill.
15% Design Milestone	Completed	10/13/25	Design foundation established, defining key functional and spatial requirements.
Special Exception Permitting	Pending	Target: April 2026	Required for land-use regulatory compliance

STAFF RECOMMENDATION

Staff recommends that Council approve the resolution authorizing:

1. The Acting Town Manager, Stephanie Miller to execute the Fauquier County Special Exception Application.
2. The Town Facilities Manager, Johnny Switzer, to appear before the Fauquier County Planning Commission and Board of Supervisors to represent the Town's interest for the project.

Service Level/Collaborative Impact

Service Level Impact: The existing facility is nearing functional failure. Any delay in the Special Exception process extends the Town's reliance on a failing structure. A new facility ensures the Town maintains its mandated service levels for snow and ice removal, protecting public safety during winter weather events.

Collaborative Impact: This application represents a vital partnership between the Town and Fauquier County. Formalizing the land-use requirements through the Special Exception process ensures the project complies with County zoning ordinances while solidifying a shared-resource model at the landfill site.

Policy Direction/Warrenton Plan 2040

This project aligns directly with the core tenets of the Warrenton Plan 2040, specifically relating to **Infrastructure Resilience** and **Fiscal Responsibility**. Replacing a functionally failing, legacy structure with a modern, centrally located facility ensures continuity of essential public services and prevents the much higher costs associated with emergency infrastructure failure or environmental remediation.

Legal & Fiscal Impact

Legal Impact:

1. **MOA:** The Inter-Governmental Agreement (MOA) legally defines the terms of access, construction, use, and maintenance of the new facility on Fauquier County property. The timely execution of this document is a prerequisite for commencing construction.
2. **Permitting:** The Special Exception Permit is a required regulatory clearance for the specified land use (salt storage) on the landfill property. Failure to obtain this permit will halt the project and require a complete site redesign and relocation.

Fiscal Impact:

1. **Funding Secured:** The project is formally included and funded in the FY25 CIP. Costs are managed within the approved Capital Budget.
2. **Risk Mitigation:** Expediting the project mitigates the fiscal risk associated with the current structure, which includes emergency repairs, loss of stored materials due to exposure, and potential liability from operational failure.
3. **Future Design Costs:** Delays in securing the site approvals will lead to increased design costs, as the current 15% design documents will require costly updates if site conditions or regulatory requirements change over time.

ATTACHMENTS

- A. Resolution Authorizing the Acting Town Manager and Facilities Manager to Proceed with the Special Exception Permit Process
- B. Land Development Checklist

- C. Special Exemption Checklist
- D. Conflict of Interest Statement - Town
- E. Special Exemption Plat
- F. Executed Town/County Salt Shed MOA
- G. Statement of Justification