



TOWN COUNCIL WORK SESSION

Monday, July 1, 2013 @ 7:00pm

Front Royal Administration Building Conference Room

Town/Staff Related Issues:

1. Building Inspection and Planning Software Presentation (NO BACKUP) – *EnerGov Software*
2. Financing for Engineering Phase of Leach Run Parkway (NO BACKUP) – *Davenport/Jennifer McDonald*
3. Continued Discussion of Building Inspections Office – *Planning/Zoning Director*
4. Continued Discussion of Proposed Rainwater Ordinance – *Town Attorney*
5. Department of Alcoholic Beverage Control Out-of-Town Agreement Renewal – *Town Attorney*
6. Discussion pertaining to Fireworks Permit Fee – *Town Manager*
7. CGI Communications Overview – *Town Manager*

Council/Mayor Related Issues:

8. Liaison Committee Meeting Agenda Items
9. Police Motor Patrol (*Councilman Tharpe*)
10. Council Discussion/Goals (*time permitting*)
11. Closed Meeting – Personnel Matter specific to Town Manager Evaluation

Motion to Go Into Closed Meeting

I move that Council convene and go into Closed Meeting for the purpose of assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees, or employees of a public body, specific to the evaluation of the Town Manager, pursuant to Section 2.2-3711 A. 1. of the Code of Virginia

Motion to Certify Closed Meeting at its Conclusion [*At the conclusion of the Closed Meeting, immediately re-convene in open meeting and take a roll call vote on the following:*]

I move that Council certify that to the best of each member's knowledge, as recognized by each Council member's affirmative vote, that only such public business matters lawfully exempted from Open Meeting requirements under the Virginia Freedom of Information Action as were identified in the motion by which the Closed Meeting was convened were heard, discussed or considered in the Closed Meeting by Council, and that the vote of each individual member of Council be taken by roll call and recorded and included in the minutes of the meeting of Town Council.

Town of Front Royal, Virginia Work Session Agenda Form July 1, 2013

Agenda Item: Continued Discussion of Building Inspections Office
Director of Planning & Zoning

Summary: During Town Council's last discussion of the above-referenced topic, Town Council requested staff to review the finances of lother localities with a building inspections program. The City of Winchester and Town of Culpeper were specifically mentioned. The purpose of this memo is to summarize the information obtained by Staff, as requested.

Town Staff received several written surveys and conducted phone interviews with 9 localities. Two of these localities currently use their respective County government to administer building inspections. This is similar to the current procedures in place presently with the Town of Front Royal. Of the other seven localities, each had their own independently operated building inspections program. Revenue varies from almost 100% to as little as 10%.

COMPARISON OF BUILDING INSPECTION PROGRAMS

LOCALITY	POP.	BUDGET	COST RECOVERY	STAFF	PLAN REVIEW	INSPECTIONS	PER CAPITA
City of Winchester	26,203	\$489,700	56%	6.5	YES	YES	\$18.69
Town of Warrenton	9,611	\$255,380	--	3.5	YES	YES	\$26.57
Warren County	37,575	\$443,191	56%	5	YES	YES	\$11.80
Town of Blacksburg	42,620	\$392,000	99%	6	YES	YES	\$9.20
Town of Wytheville	8,211	\$76,000	63%	1	NO	YES	\$9.26
Town of Herndon	23,292	\$516,560	57%	5.5	YES	YES	\$22.18
Town of West Point	3,306	\$82,000	10%	3	YES	YES	\$24.80
Town of Leesburg	42,616	n/a	--	n/a	n/a	n/a	n/a
Town of Culpeper	16,379	n/a	--	n/a	n/a	n/a	n/a

A preliminary estimate of the cost associated with starting a building inspection program is \$133,000 the first year, and \$100,000 thereafter. This does not account for Property Maintenance and assumes the hiring of one FT and one PT position for the majority of plan review and inspection services. While none of the jurisdictions above contract the majority of plan review and inspection services out, Staff did speak with some localities outside of the immediate area that do this. Each of these localities kept a regular administrative staff but contracted out plan review and inspection services. If the Town were to pursue this route, the hiring of one FT administrative professional would be recommended. In contracting services the cost to the Town would be lower during slow periods and more during busier periods, depending on the contract terms. Some of the jurisdictions shown above include property maintenance, such as the City of Winchester, which has 5 inspectors devoted towards property maintenance inspections.

Council Discussion: This agenda item is scheduled for discussion between Town Council and Staff at the July 1, 2013 Town Council Work Session.

Budget/Funding: Additional funding would need to be obtained if Town Council determines that it is in the Town's best interest to establish its own Building Inspections Program.

Legal Evaluation: The Town Attorney will be available at the upcoming Town Council work session to answer legal questions that Town Council may have.

Staff Recommendations: Town Staff will be available at the upcoming work session for discussion and questions.

Town Manager Recommendation: The Town Manager will be available at the upcoming work session for discussion and questions.

Council Recommendation:

☐ Additional Work Session ☐ Regular Meeting ☐ No Action
Consensus Poll on Action: ____ (Aye) ____ (Nay)

Town of Front Royal, Virginia
Work Session Agenda Form

Date: July 1, 2013

Agenda Item: COUNCIL CONSIDERATION/APPROVAL/DISAPPROVAL: Adoption of amendments to Town Code § 134-4, Prohibited [wastewater] Discharge Standards, and § 134-79, Discharge of Rainwater or Surface Water Prohibited

Summary:

The agreement the Town has with the RSW Regional Jail provides that “[i]n the event that Town Council does not pass an ordinance allowing the receipt of rainwater from the Regional Jail into the Town’s sanitary sewer system in a manner consistent with this Section within one hundred twenty (120) days from the date of this Agreement, the Authority shall have the right to terminate this Agreement with no obligation being owed to the Town.”

The Town’s current ordinances prohibit discharge of rainwater into its sanitary sewer system. The draft amendments to the Town Code would allow discharge of rainwater from commercial, business, governmental, and industrial properties into the Town’s sanitary sewer system provided, among other things, it is approved by the Town Manager as being in conformance with the Leadership in Energy and Environmental Design (“LEED”) initiative, and provided it is approved as meeting or exceeding the Pre-Treatment protocols and standards set forth in the Virginia Department of Health’s “Virginia Rainwater Harvesting & Use Guidelines.”

Council Discussion: Council should decide if it wants 1) a rainwater harvesting policy designed to objectively designed modern environmental standards; and 2) to comply with the condition in the agreement the Town has with the Regional Jail to have a rainwater harvesting ordinance in place within 120 days from the April 8, 2013 approval date of the agreement with the Regional Jail.

Staff Evaluation: The engineer, Ron Mislowsky, for the Regional jail, has stated in an e-mail, attached, to our Town Manager that the Regional Jail’s rainwater reuse system will meet and exceed the Virginia Department of Health Standards.

The Virginia Department of Health’s “Virginia Rainwater Harvesting & Use Guidelines” are attached.

Budget/Funding: The major portion of the expense will be on the user, here, the Regional Jail.

Legal Evaluation: The Town Attorney is available to answer legal questions.

Staff Recommendations: Staff recommends that if a rainwater harvesting ordinance is adopted, that adopting standards in accordance with recommended guidelines of the Virginia Department of Health appears a reasonable approach, especially since the Regional Jail’s rainwater reuse system is designed to meet those standards.

Town Manager Recommendation: The Town Manager concurs with staff’s recommendations.

Council Recommendation:

☐ Additional Work Session ☐ Regular Meeting ☐ No Action

Consensus Poll on Action: ____ (Aye) ____ (Nay)



BE IT ORDAINED by the Council of the Town of Front Royal, Virginia, that Chapter 134 of the Front Royal Town Code, entitled Prohibited Discharge Standards, Section A thereof, be amended and re-ordained as follows:

134-4 PROHIBITED DISCHARGE STANDARDS

- A. No user, industrial, governmental, or domestic, shall contribute or cause to be contributed, directly or indirectly, any pollutant or wastewater which will cause interference pass-through or violation of water quality standards. These general prohibitions apply to all users of the municipal wastewater system whether or not the use is subject to the Categorical Pretreatment Standards or to any other national, state or local pretreatment standards or requirements. Furthermore, no use may contribute any of the following substances to the municipal wastewater system:

[1. TO 13. NOT SET OUT.]

14. Storm water, surface water, groundwater, artesian well water, roof runoff, subsurface drainage, swimming pool drainage, condensate, deionized water, cooling water and unpolluted industrial wastewater where Town water or sanitary sewer lines are available for connection thereto, unless specifically authorized by the Administrator, with the following exceptions:

- (a) Owners, tenants or occupants of residences connected to such lines may use alternative water sources for residential heating and cooling purposes and for maintaining residential and related personal property normally kept outdoors.
- (b) Owners or tenants of commercial, business, governmental, and industrial properties connected to such lines may use alternative water sources for irrigating and watering lawns, shrubbery, gardens, and nurseries.
- (c) Owners or tenants of commercial, business, governmental, and industrial properties utilizing a local central rain collection and distribution system only for purposes of ~~only~~ flushing toilets, operating HVAC cooling systems, and/or operating laundry facilities, provided that the system is approved by the Town Manager [Administrator], or designee, as being in conformance with the Leadership in Energy and Environmental Design ("LEED") initiative, Town procedures and ordinances relating to water and sanitary sewer facilities, and other applicable policies, regulations, and laws; and further provided the system is approved by the Administrator as meeting or exceeding the Pre-Treatment protocols and standards set forth in the Virginia Department of Health's "Virginia Rainwater Harvesting & Use Guidelines".

- (d) Should a rainwater reuse system be approved by the Town Manager[Administrator], all no rainwater reuse water supply piping shall ~~not~~ be connected to any domestic potable waterlines unless a ~~code compliant~~ cross connection prevention strategy system, compliant with all applicable laws, ordinances, policies, and procedures, will be approved by the Town Manager [Administrator], or designee, and the Building Inspector, is implemented to ensure public safety for the domestic water supply is approved by the Building Inspector.
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134-79 DISCHARGE OF RAINWATER OR SURFACE WATER PROHIBITED

- A. Except as provided in Section 134-4.A.14. of this ordinance, the discharge of rainwater or surface water into a sanitary sewer line through connections from the roofs of houses or other buildings, basement drains, foundation drains, yard drains or any other connection is hereby prohibited.
- B. Except as provided in Section 134-4.A.14. of this ordinance, it shall be unlawful to make any connection to the town's sanitary sewer system which allows rainwater or surface water to flow into said system, and no occupancy permit shall be issued for any new structure or construction having such a connection to the sanitary sewer system.

[C. and D. NOT SET OUT.]

ADOPTED by the Council of the Town of Front Royal, Virginia, this _____ day of _____, 2013.

APPROVED:

Timothy W. Darr, Mayor

ATTEST:

Jennifer E. Berry, Clerk of the Council

THIS RESOLUTION was approved at the Special Meeting of the Town of Front Royal, Virginia conducted _____ 2013, upon the following recorded vote:

Thomas H. Sayre Yes/No

Bret W. Hrbek Yes/No

Hollis L. Tharpe Yes/No

Eugene R. Tewalt Yes/No

N. Shae Parker Yes/No

Daryl L. Funk Yes/No

Approved as to form and legality:

Douglas W. Napier, Town Attorney

Date: ____/____/____

Virginia Rainwater Harvesting & Use Guidelines



March 31, 2011

PREFACE

This document provides guidance for the use of water collected through a rainwater harvesting system. This guidance is NOT regulation but does reference Virginia and other states' guidance and regulations relating to the use of rainwater.

DISCLAIMER

The mention of brand names or products in this report does not constitute an endorsement of those products by the Virginia Department of Health, Virginia Department of Environmental Quality, Department of Conservation and Recreation, Department of Housing and Community Development, or the Commonwealth of Virginia.

This document does not include local ordinance information, and any entity implementing a rainwater harvesting solution is responsible for assuring compliance with all local, state, and federal requirements.

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Chapter 1: Introduction

1.1 Purpose and Scope

The harvesting of rainwater has a number of benefits, including but not limited to:

- Supplementing the use of groundwater and surface water sources,
- Reducing the load to stormwater collection systems,
- Improving stormwater quality by reducing potential pollutants associated with runoff,
- Easing demand on public water facilities,
- Reducing potential soil erosion and increase soil infiltration.

The General Assembly of Virginia has directed the Virginia Department of Health (VDH) to develop guidelines regarding the use of gray water and rainwater (Va. Code § 32.1-248.2). This document is not regulation; it provides *guidance* for the harvesting and use of rainwater only.

1.2 Terms

“Rainwater Harvesting,” as used in this document, refers to the collection, conveyance, and storage of precipitation from roof surfaces. Harvested Rainwater is not “gray water” or “reclaimed water.” Rainwater Harvesting may be a part of an overall stormwater management program, but harvested rainwater is not intended for release into a waterway. Subsequent treatment of harvested rainwater may be employed to remove impurities and inactivate disease-causing microorganisms.

Several terms that are used throughout this document are defined in the *Virginia Administrative Code (VAC)* and are repeated below to clarify interpretation of this guidance:

“Auxiliary water system” means any water system on or available to the premises other than the waterworks. The auxiliary water may include water from a source such as wells, lakes, or streams; or process fluids; or used water. (12VAC5-590-10)

“Gray water” means untreated wastewater from bathtubs, showers, lavatory fixtures, wash basins, washing machines, and laundry tubs. It does not include wastewater from toilets, urinals, kitchen sinks, dishwashers, or laundry water from soiled diapers. (9VAC25-740).

“Potable water” means water fit for human consumption and domestic use that is safe and normally free of minerals, organic substances, and toxic agents in excess of reasonable amounts for domestic usage in the area served and normally adequate in quantity and quality for the minimum health requirements of the persons served. (Va. Code § 32.1-167 *et seq.*, 9VAC25-740, and 12VAC5-590-10)

"Reclaimed water" means water resulting from the treatment of domestic, municipal or industrial wastewater that is suitable for a water reuse that would not otherwise occur. Specifically excluded from this definition is "gray water." (4VAC50-60)

"Stormwater" means precipitation that is discharged across the land surface or through conveyances to one or more waterways and that may include stormwater runoff, snow melt runoff, and surface runoff and drainage. (4VAC50-60)

"Stormwater management facility" means a device that controls stormwater runoff and changes the characteristics of that runoff, including but not limited to, the quantity, quality, the period of release or the velocity of flow. (4VAC50-60)

"Waterworks" means a system that serves piped water for drinking or domestic use to (i) the public, (ii) at least 15 connections, or (iii) an average of 25 individuals for at least 60 days out of the year. The term "waterworks" shall include all structures, equipment and appurtenances used in the storage, collection, purification, treatment and distribution of pure water except the piping and fixtures inside the building where such water is delivered. (12VAC5-590-10)

1.3 Related Virginia Regulations and Guidance

Rainwater harvesting, as described in this guidance, is addressed in the Virginia Uniform Statewide Building Code (VUSBC). The VUSBC is administered by the Department of Housing and Community Development (DHCD).

The Water Reclamation and Reuse Regulations (9VAC25-740) address the reclamation of wastewater and water reuse, taking into account environmental and public health protection. These regulations specifically exclude the use of gray water. The regulations also prohibit direct potable reuse of reclaimed water, the use of reclaimed water for food preparation or in food or beverage products, swimming pools, hot tubs or wading pools, or any purpose inside a residential or domestic dwelling. These regulations are administered by the Virginia Department of Environmental Quality (DEQ).

Virginia's Stormwater Management Regulations (4VAC50-60) specify minimum technical criteria and administrative procedures for stormwater management. The regulations cover administration, implementation and enforcement of a permit program authorized by the federal *Clean Water Act* and the *Virginia Stormwater Management Act*. These regulations are administered by the Department of Conservation and Recreation (DCR). The DCR has developed the Virginia DCR Stormwater Design Specification No.6, Rainwater Harvesting (Version 1.9 dated April 26, 2010). It contains design information for non-potable water use and on-site stormwater disposal/infiltration, including components, configurations, and a cistern design spreadsheet.

The following regulations are administered by the VDH:

The Waterworks Regulations (12VAC5-590) address the location, construction and operation of public water systems. These regulations require every waterworks to establish and enforce a program of cross connection control and backflow prevention.

The Private Well Regulations (12VAC5-630) address the location and construction of private wells. Subsequent operation of private wells and their water delivery systems is not covered by this regulation.

Sewage Handling and Disposal Regulations (12VAC5-610) includes construction requirements for nonpublic water supplies, other than a private well, that might be used in conjunction with an onsite sewage disposal system for new construction. Section 1170 specifies location, protection, and construction standards for cisterns. The regulation allows cisterns when there is no other feasible source of potable water. Adequate treatment and continuous disinfection are required to insure potability. Section 1140 specifies that the system must be capable of supplying an adequate quantity of water at all times.

Chapter 2: Water Source, Use & Quality

2.1 Uses and Water Quality Requirements

Harvested rainwater systems may be installed in a variety of situations. These situations may be grouped by available water supply:

- Dual water supplies (public and private)
- Private water supplies

And also by water use and delivery:

- Single interior plumbing system
- Separate plumbing system for non-potable water use

The operational criteria for the type of application vary. Design and operation features, safeguards, and water quality considerations are described in the following sections.

2.1.1. Cross Connection Control

The International Plumbing Code (§ 608.6.1.) prohibits cross connections between private and public water supplies.

12VAC5-590-590 of the *Waterworks Regulations* prohibits any connection whereby water from an auxiliary water system may enter a waterworks. Waterworks customers having an auxiliary water source, such as rainwater harvesting system, may be classified as “high hazard” under the *Waterworks Regulations*. Backflow prevention for these customers is required.

The *Waterworks Regulations* require every waterworks to have an active cross-connection control and backflow prevention program, approved by the VDH. This program must include the inspection and testing of all backflow prevention devices annually, at a minimum. In accordance with 12VAC5-590-590 B: each auxiliary water system, its method of connection, and use of water must be approved by the waterworks and the VDH.

If a Reduced Pressure Zone (RPZ) device is used, it should meet American Water Works Association standards and be approved by the American Society of Sanitary Engineering (ASSE) and the USC-FCCC (University of Southern California Foundation for Cross Connection Control and Hydraulic Research). An RPZ device must be installed and tested by a Backflow Prevention Device Worker certified by Virginia Department of Professional and Occupational Regulation.

2.1.2. Water Supplement and Use

Review of applicable guidance from other states has shown that non-potable uses account for a significant majority of the overall water use. This guidance recommends that harvested rainwater be restricted to non-potable uses. Fluctuations in rainfall patterns, available storage, and intended use are all key factors that affect the design of rainwater harvesting systems. Guidance from a number of different sources generally

include a means for the user to supplement the harvested rainwater during high demand or low precipitation periods.

Harvested rainwater systems are dependent on the precipitation patterns and may not be able to provide adequate water supply during all parts of the year. Supplementing the harvested rainwater requires an appropriate level of cross connection control and protection for the private or public water system that supplies the supplemental water. Public water systems are regulated and continually tested to ensure that the water is safe for human consumption. They are the recommended source of potable water whenever possible.

2.1.3. Separate Plumbing for Non-Potable Water Use

Separate plumbing systems for non-potable water within a building are governed by the requirements of the VUSBC. Harvested rainwater may be used solely or in conjunction with another water source in separate interior, non-potable plumbing systems. The VDH does not regulate the water quality of these installations.

2.2 Factors Effecting Harvested Rainwater Quality

2.2.1. Component Materials: Roof Surface, Piping, Storage

The pH of rainwater in Virginia tends to be acidic, ranging from 4.5 to 5.0. Other chemical characteristics of harvested rainwater will depend on the water temperature, roof material over which it flows, and the pipe, storage and appurtenances that come in contact with the collected water. Undesirable contaminants, such as asbestos, lead and copper, may be imparted to the captured rainwater when roof surfaces and plumbing contain these elements (*VA DCR Stormwater Design Specification No. 6*). Further information on these topics is available in the *Virginia Rainwater Harvesting Manual*, and other references listed in Chapter 6.

2.2.2. Collection Site: Air Quality, Overhead Vegetation, Animal Access

Dirt, bacteria, molds, algae, fecal matter, and organic matter from vegetation are contaminants that may be imparted to the collected rainwater. The cleanliness of the roof catchment surface will directly affect the water quality. The longer the span of dry days, the more debris is washed off from roof surfaces by a rainfall.

Additional contaminants that may be captured by rainwater include, but are not limited to, dust, smoke, and soot suspended in the atmosphere. The local air quality and prevailing winds will impact the total dissolved solids in rainwater. This depends on the rainwater harvesting site location and air emissions (particulate and gaseous) in the proximity.

Chapter 3: Rainwater Harvesting System Components & Sizing

Rainwater harvesting systems should be designed and sized based on a number of factors that are specific to the site, structure(s) and use(s). The design should include an evaluation of the catchment surfaces, gutters, pre-treatment devices, storage, pumps, piping and appropriate treatment. There are a number of resources that can be used to guide individuals in this process.

3.1 Catchment Surfaces

Rainwater is typically captured from a structure or building roof. Rainwater can also be captured from a constructed conveyance specifically designed to intercept the rainwater for collection. Other impervious surfaces, such as driveways, parking areas, etc. are generally not suitable for rainwater harvesting but may be appropriate for stormwater management.

The roof material will impact the quality and quantity of captured rainwater. Smooth metal or slate surfaces are most efficient. Clay and concrete tiles may collect less rainwater due to porosity, inefficient flow and evaporation. Calculators used to estimate quantity and component sizes may include a "Rooftop Runoff Coefficient" (as described in The Cabell Brand Center's *Virginia Rainwater Harvesting Manual*, and used in DCR's Rainwater Harvesting Spreadsheet) to account for differences in catchment surface materials. Composite shingles, wood shingles, and tar and gravel roofing may leach chemicals into the water, so these should be considered as a part of the design and intended use of the harvested rainwater.

3.2 Gutters, Downspouts & Drains

Gutters are used to capture rainwater at the eaves of a building, and should be sloped towards the downspouts. Their size depends on the roof configuration, surface area, roof slope, number of downspouts and intensity of rainfall. Gutters and downspouts are commonly constructed of PVC, vinyl, aluminum, and galvanized steel.

3.3 Pre-Treatment: Screens, Strainers, First-Flush Diverters, Roof Washers

Leaves and other debris can be prevented from entering the collected rainwater along the gutters using leaf screens or "gutter guards", or in the downspouts with downspout filters or strainer baskets. Other pretreatment devices such as cylindrical screens and filter socks may be installed at the outlet of the downspout or inlet to the storage tank.

A first flush diverter is designed to re-route the initial rainwater runoff that may contain contaminants such as dust, pollen, bird and rodent feces from the harvested water storage tank. One diverter is recommended for each downspout, and there are several designs available. The diverted water should ideally be routed to a pervious area to allow for filtration. The recommended amount of rainwater diverted depends on roof surface, amount of debris, and number of antecedent dry days.

A roof washer is another device for filtering small debris just ahead of the storage tank. Roof washers are commercially available and consist of a 30-50 gallon box or tank, which are usually equipped with a 30-micron filter or other strainer.

There are also devices which combine the functions of first flush diversion and a roof washer. All pretreatment devices require regular maintenance and cleaning.

3.4 Storage Tanks

Storage tanks or cisterns are selected based on size, location, and material of construction. These elements are discussed in detail in the *Virginia DCR Stormwater Design Specification No.6*, which also provides a cistern Design Spreadsheet, and in the *Virginia Rainwater Harvesting Manual*, compiled by The Cabell Brand Center.

Algae growth should be prevented by using opaque tanks, and minimizing light penetration from any openings. Proper screening of all inlets, outlets and overflows is necessary to protect from vectors such as mosquitoes, insects and rodents.

3.5 Pumps & Controls

Submersible pumps, suction or jet pumps are common in rainwater harvesting systems. They are often used in conjunction with a pressure tank and switch for pump control. A floating pump intake equipped with a filter is recommended to withdraw water a few inches below the water surface.

Chapter 4: Treatment

4.1 Treatment Goals & Water Quality Standards

The federal *Safe Drinking Water Act* has established chemical, physical, radiological and microbiological standards for public drinking water. These standards have been adopted by the VDH in the *Waterworks Regulations* (12VAC5-590-340 through 440.) The public drinking water standards cover contaminants that pose acute and chronic health concerns. These guidelines recommend that harvested rainwater be restricted to non-potable activities. In settings with a high potential for human exposure or contact, the primary area of concern is microbial contamination. The public health goal in these settings is to maintain an absence of:

- Bacteria, including *Escherichia coli*, *Legionella*
- Protozoans, including *Giardia lamblia*, *Cryptosporidium*
- Viruses

4.2 Treatment Processes

It is important that potential users understand the need for treatment in order to minimize the risk to those that may come in contact with harvested rainwater. Pretreatment devices described in the previous section are recommended for all rainwater harvesting systems. Additional treatment processes may be necessary, depending on the intended use. Treatment effectiveness can only be established through a regular water testing program, in conjunction with routine maintenance of the rainwater harvesting system.

4.2.1. Filtration

Filtration devices are used to remove particulate matter that may clog piping valves, plumbing fixtures and irrigation devices, stain sinks, toilets and tubs, and harbor pathogenic microorganisms. Cartridge filters of synthetic fiber, ceramic media filters, and activated carbon filters should be used as appropriate. Filters that are certified to meet American National Standards Institute (ANSI)/NSF Standard 61 help ensure that the filter does not impart undesirable contaminants into the water.

The efficiency of the filter is related to the opening size. A recommended size for non-potable use often cited is 5 microns. The intended use of the harvested rainwater should determine the type and opening size of the filter.

Granular Activated Carbon (GAC) Filters provide an additional benefit in adsorbing organic compounds, some which may impart undesirable water characteristics, such as odor. GAC filters are generally used in series with another sediment filter. GAC filters must be installed upstream of chlorine disinfection.

Synthetic membrane filters with smaller openings, such as reverse osmosis units, may also be considered, depending on the proposed use.

4.2.2. Neutralization

Neutralization of acidic rainwater may be necessary to raise the pH to acceptable levels. This is particularly important if the water will contact metal surfaces, pipe, etc. to prevent corrosion. A neutralizing agent, such as lime or soda ash, may be added to the storage tank. Neutralizing filters/contactors with calcium carbonate media, sometimes blended with magnesium oxides, can also be used to raise the pH.

4.2.3. Disinfection

Non-potable water used indoors should be disinfected. Disinfection of non-potable water prevents microbial growth (such as *Legionella* and *E. coli*), odors and fouling of fixtures. All disinfection methods shall follow filtration. The disinfection methods most commonly referenced are: Chlorine, Ultraviolet (UV) Light, and Ozone. VDH recommends that a qualified professional engineer design the system and provide operational recommendations for the appropriate treatment and delivery of harvested rainwater.

- Chlorine is a powerful oxidant chemical that is generally used in conventional drinking water disinfection. Chlorine disinfection may be achieved in various ways, and generally leaves a residual in the finished water to inhibit growth of bacteria. Chlorine disinfection can be achieved through the use of flow-through chlorinators using calcium hypochlorite tablets or pellets. An automated, sodium hypochlorite solution feed system using a metering pump and injector may also be used. Chlorine compounds having ANSI/NSF Standard 60 certification are recommended. Do not use commercial bleaches or chlorine products that contain fragrances or UV stabilizers (particularly cyanide-based UV stabilizers designed for swimming pools). A total chlorine residual of 0.2 mg/L is recommended.
- UV Light disinfection devices for potable water must meet NSF/ANSI Standard 55, Class A. Non-potable water disinfection devices should meet NSF/ANSI Standard 55, Class B, as a minimum. UV light system must be rated for the system design flow rate.
- Ozone is a powerful oxidant that is highly reactive and does not leave a residual disinfectant in the water. In addition to disinfecting microorganisms, it also reduces color, taste and odors. Ozone gas can be a health hazard if inhaled, and accumulation of ozone may pose a risk of explosion.

4.3 Testing

Harvested rainwater should be tested at the storage unit (cistern or tank) to determine the microbial and chemical quality of the water, prior to any subsequent treatment. If treatment is installed, then the harvested water should also be tested downstream of all treatment units to ensure that the treatment is working.

Chapter 5: Operation & Maintenance

The owner of a rainwater harvesting system is responsible for the ongoing operation and maintenance. Duties may include any of the following:

- Monitor tank levels
- Clean gutters and pre-treatment devices
- Repair leaks
- Repair and maintain mechanical and electrical equipment
- Remove sediment buildup in tanks
- Periodically backwash filters or replace filter media
 - Replenish neutralizing filter media as it is absorbed
 - Replace spent GAC media
- Clean UV light bulb and quartz sleeve, replace bulbs as needed
- Replenish chlorine disinfectant (tablets, pellets or solution)
- Regularly test bacteriological water quality.

Owners of rainwater harvesting systems with extensive water treatment equipment may consider contracting maintenance oversight from the system designer or equipment supplier. At a minimum, specific manufacturer's literature should be consulted for more detailed operation and maintenance information.

Chapter 6: References

The following references are recommended for further information on rainwater harvesting:

Managing Wet Weather through Green Infrastructure: Municipal Handbook: Rainwater Harvesting, USEPA, 2008, Doc # EPA-833-F-08-101.

Point-of-Use or Point-of-Entry Treatment Options for Small Drinking Water Systems, USEPA, April 2006, Doc # EPA 815-R-06-010

National Sanitation Foundation (NSF)

- Protocol P151: Health Effects from Rainwater Catchment System Components
- Standard 42: Drinking Water Treatment Units – Aesthetic Effects,
- Standard 53: Drinking Water Treatment Units – Health Effects,
- Standard 55: Ultraviolet Microbial Water Treatment Systems,
- Standard 58: Reverse Osmosis Drinking Water Systems
- Standard 60: Drinking Water Treatment Chemicals – Health Effects
- Standard 61: Drinking Water System Components – Health Effects

Virginia Rainwater Harvesting Manual, compiled by the Cabell Brand Center, www.cabellbrandcenter.org.

Georgia Rainwater Harvesting Guidelines, 2009, developed pursuant to the 2009 Georgia State Amendments to the International Building Code.

Georgia State Amendments to the International Plumbing Code, revised January 1, 2010.

The Texas Manual on Rainwater Harvesting, Texas Water Development Board, 3rd edition, 2005.

Virginia Stormwater BMP Clearinghouse, www.vwrrc.vt.edu/swc/, administered by the Virginia Department of Conservation and Recreation and the Virginia Water Resources Research Center.

American Rainwater Catchment Systems Association, www.arcsa.org.

APPENDIX – RAINWATER HARVESTING APPLICATION MATRIX

Level	Proposed Application	Served by Public Water?	Considerations
1	Indoor: Non-potable	Yes	Approved Cross-Connection Control Local building code requirements System design approved by Waterworks, Compliance with applicable laws, regulations and ordinances. Pre-Treatment (1 st flush diverter, etc.) Storage Filtration pH Adjustment Disinfection Operational and maintenance requirements
2	Indoor: Non-potable	No	Approved Cross-Connection Control Local building code requirements Compliance with applicable laws, regulations and ordinances Pre-Treatment (1 st flush diverter, etc.) Storage Filtration pH Adjustment Disinfection Operational and maintenance requirements
3	Outdoor: Non-potable, High Contact (swimming pools, showers, etc.)	Yes or No	Approved Cross-Connection Control Local building code requirements System design in compliance with or approved by waterworks Pre-Treatment (1 st flush diverter, etc.) Storage Filtration Disinfection
4	Outdoor: Landscape Irrigation	Yes or No	Approved Cross-Connection Control Local building code requirements System design in compliance with or approved by waterworks Pre-Treatment (1 st flush diverter, etc.) Storage Filtration

Town of Front Royal, Virginia Work Session Agenda Form

Date: July 3, 2013

Agenda Item: COUNCIL CONSIDERATION/APPROVAL/DISAPPROVAL: Alcoholic Beverage Control (ABC) Store application for Town water and sewer. The ABC store will be located in Crooked Run Shopping Center.

Summary: An ABC store intends to locate in Crooked Run Shopping Center, and has applied to be serviced with Town water and sewer. This ABC store will not be subject to payment of PILOT fees: An ABC store is owned by the Commonwealth of Virginia, and is exempt from payment of both personal property taxes, and business and professional occupational license (BPOL) taxes. The ABC store also pays no real estate taxes, as it is leasing its building. The Route 522 Corridor Agreement with the County also applies to only "commercial" entities, and, being a governmentally-owned store as noted, the ABC store would not be classified as a commercial entity. Thus, the ABC store would not qualify for a typical PILOT water and sewer agreement with the Town so as to pay in-town rates plus a PILOT fee.

Council Discussion: Staff is requesting direction of Town Council as to how to treat the ABC store for purposes of an agreement to provide Town water and sewer utility service to the store.

Staff Evaluation: The only other governmental entity in the Route 522 Corridor area the Town currently provides water and sewer utility service to is the RSW Regional Jail. The billing for the Regional Jail is established at: *"Monthly Billing and Payment. Subject to the annual true-up process established in subsection 7.B. below, monthly billing and payment shall be as follows. The Authority will pay to the Town for the first 540,000 gallons of water supplied by the Town and for the first 540,000 gallons of sewage discharged by the Authority per 30 day billing cycle (equivalent to 18,000 gallons per day), each at 1.375 times the in-Town residential water and sewer rates, respectively. The Authority will pay to the Town for water supplied and sewage discharged in excess of 540,000 gallons per 30 day billing cycle at 2.0 times the in-Town water and sewer rates, respectively."*

Budget/Funding: Not Applicable.

Legal Evaluation: The Town Attorney is available to answer legal questions.

Staff Recommendations: Staff notes that there are several approaches for out-of-town water and sewer utility customers who are not commercial entities (i.e. governmental and industrial users): 1) to negotiate the rates on a case-by-case basis with approval by Town Council; 2) to have established, consistent, across-the-board policies for each type of user; 3) to have established, consistent policies for most users, but to create exceptions for certain types or sizes of users, in which case the contractual rates would be negotiated and approved on a case-by-case basis by Town Council.

Town Manager Recommendation: The Town Manager recommends out-of-Town utility rates and fees to all customers not qualifying for the PILOT program, so as to establish consistency, expediency in dealing with customers, and avoid unnecessary potential legal issues.

Council Recommendation:

☐ Additional Work Session ☐ Regular Meeting ☐ No Action
Consensus Poll on Action: ____ (Aye) ____ (Nay)



APPLICATION FOR OUT-OF-TOWN UTILITY CONNECTION



Town of Front Royal
Department of Environmental Services
16 North Royal Avenue - PO Box 560
Front Royal VA 22630
(540) 633-7819 (O) • (540) 633-8973 (F)
www.frontroyalva.com

Application Date: 5-22-13Owner(s) / Applicant(s) Full Name: Dept. of Alcoholic Beverage ControlMailing Address: 5-387, P.O. Box 27491City/State/Zip: Richmond, Va 23261Daytime Phone: 804-213-4551Email: William.henley@abc.virginia.govProperty Address: 135 Crooked Run Plaza, Suite 115, Front Royal, Va 22630
Warren County**IF RESIDENTIAL:**

Type of Unit: Single Family Townhouse Duplex / Multifamily

IF COMMERCIAL or INDUSTRIAL:Type of Business: RefrigeratorNumber of Employees: Unknown - Less Than 10 Hours of Operation: Unknown - 10:00am - 10:00pmEstimated Usage: 10 gallons per day**ALL APPLICANTS:**Number of Toilets: 1 Urinals: 0 Sinks: 2 Tubs/Showers: 0Size of Meter (Must match water service size): Existing For CenterFire Suppression Required: Yes / No Meter size Existing For Center**THIS SECTION TO BE COMPLETED BY WARREN COUNTY PLANNING DEPARTMENT**

Application Approved by Board of Supervisors: _____ Date: _____

Application Approved by Building Department: _____ Date: _____

Application Approved by Planning Staff: Taryn G. Logan Date: 5/24/13Director of Planning Signature: Taryn G. Logan Date: 5/24/13**TOWN APPROVAL PROCESS**

- ✓ Approval of Connection by Town Council (Four Weeks)
- ✓ Review of Site Plans if applicable (Three Weeks per submittal)
- ✓ If Commercial - Completion of PILOT Agreement through Town Attorney's Office (Two Weeks)
- ✓ Payment of Applicable Fees through Finance Department (One Week)
- ✓ Developer provides and installs all equipment (pipes, valves, meters, etc.)

THIS SECTION TO BE COMPLETED BY DEPT OF ENVIRONMENTAL SERVICES

Water & Sewer Availability: _____

Utility Extension Required: _____

Utility Plans Reviewed & Approved: _____

PILOT Agreement Completed: _____

Confirmation from Director of Finance that Taxes have been paid in full: _____ Date: _____

Signature: _____

FEES:

Water Connection Fee _____

Water Additional Fee _____

Fire Suppression Fee _____

Sub Total (Water) _____

Sewer Connection Fee _____

Sewer Additional Fee _____

Sub Total (Sewer) _____

TOTAL _____

DES Director Signature: _____

Date: _____

Erickson
6-7-13

GENERAL INFORMATION

1. A site plan or plat depicting the utility connection locations to the Town water and sewer mains must be included with this application.
2. All owner information must be completed and Warren County approvals received prior to processing by the Town.
3. The tax map number can be found on your Zoning or Building permit. If you do not know this number, it can be obtained from the County Planning Department (540-636-3354).
4. Connection fee information can be obtained from the Town by contacting (540) 635-7819.
5. For tenant occupied structures, separate water meters must be provided for each unit.
6. Information about the Town's PILOT program and Out-of-Town Water & Sewage Service Agreement can be obtained from the Town Attorney at (540) 635-8007.
7. Out-of-Town residential & industrial fees & rates are 100% in-Town rates.

RETURN THIS PAGE ONLY

Town of Front Royal

Utility Application

All information must be completed and all signatures must be notarized.

Applicant's Name Department of Alcoholic Beverage Control, Commonwealth of VirginiaService Address 116 Crooked Run Plaza, Crooked Run CenterMailing Address Dept. of A.B.C., P.O. Box 27481 Richmond, VA 23281Social Security # or FIN # FIN #54-6001702Home Telephone N/A Work Telephone 804-213-4551Co-Applicant's Name N/ASocial Security # or FIN # N/AHome Telephone N/A Work Telephone N/A

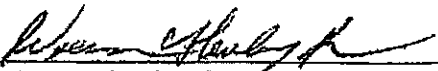
Have you had service with the Town of Front Royal previously?

☒ Yes ☐ NoIf yes, when & where? ABC Store #142, Royal Plaza Shopping Center, 411-F South Street, Front Royal, VA 22630Date you desire to have services connected ASAP - Owners Current Acc. #1302443

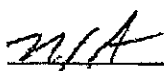
If this application is to disconnect services:

Account # N/ADate you desire to have services disconnected N/ADo you Lease ☒ or Own? ☐ (Attach copy of lease/proof of ownership)If you lease: Property owner's name Crooked Run, LLCProperty owner's address 6828 Elm Street, Suite 300, McLean, VA 22101Property owner's telephone # 703-244-1872, Ed Murphy, Realty Development Services, Owners Rep.

I (applicant and/or co-applicant) hereby request the Town of Front Royal to provide utility services at the above service location. I (applicant and/or co-applicant) agree to pay all charges for services rendered as a result of this request. I understand and agree that failure to pay any amount due to the Town of Front Royal may result in termination of services and legal action for the collection of such sums plus interest, court costs and legal expenses and fees. I have read and signed the Service agreement provided by the Town of Front Royal and have by signing the following document agrees to adhere to this document.



Signature (Applicant)



Signature (Co-Applicant)

Notary:

State of Virginia City/County of RichmondOn May 22, 2013

The individual(s) whose name is signed to the foregoing instrument appeared before me, acknowledged the foregoing signature to be his/hers, and having been duly sworn by me, made an oath that the statements in the said instrument are true.

My commission expires November 30, 2014 Signature Catherine E. BersieNotary Registration # 003364

This Lease is exempt from taxation pursuant to Virginia Code §§ 58.1-811(E) and the Clerk's fee pursuant to Virginia Code § 17.1-266

Return to Virginia Department of Alcoholic Beverage Control
2901 Hermitage Road
Richmond, Virginia 23220

ABC Board Store Reference No. 999-387
(DGS Lease No. 999-L. _____)

Prepared by the Office of the Attorney General of Virginia
Tax Map Reference Number or Parcel Identification Number: 12-45D

Deed of Lease

This Deed of Lease ("Lease") is made the 26th day of April, 2013, between CROOKED RUN LLC, a Virginia limited liability company, as Grantor (the "Lessor"); and the VIRGINIA ALCOHOLIC BEVERAGE CONTROL BOARD, as Grantee (the "Lessee" or "Board").

1. Premises. Lessor demises to the Board the following property or premises ("the Premises"), together with full rights of ingress and egress thereto and therefrom, commonly known as 115 Crooked Run Plaza, in the County of Warren (Front Royal), Virginia, 22630, located in Crooked Run Center. The Premises are more particularly described as:

Those certain premises containing approximately 1960 square feet of rentable area, more or less, with approximate dimensions of 24.5 feet by 80 feet, being a part of the building located on that certain parcel of land lying and being in the County of Warren, Virginia, and located within Crooked Run Center, as shown on a site plan of the shopping center which is attached hereto as Exhibit A. The Premises is more particularly described and shown as "VA ABC" on Exhibit A.

Said land being a portion of the property conveyed to Lessor by Deed, dated December 17, 2004, and recorded on December 28, 2004, in the Clerk's Office of the Circuit Court of Warren County, Virginia, as Instrument #040014218.

The term "Shopping Center" means the portion of the total Crooked Run Center complex, owned (or leased) and controlled by Lessor, and does not include out-parcels or buildings, parking lots and other "common areas" ground-leased by others, maintained by others, or for which others pay all related operating expenses.

FAX TRANSMISSION COVER SHEET

VIRGINIA DEPARTMENT OF ABC

2901 Hermitage Road

Richmond, Virginia 23220

(804) 213-4548

Fax: (804) 213-4553

DATE:

5-22-13

TO:

Town of Front Royal, Utility Department

FAX:

540-635-2298

SUBJECT:

ABC Store #387 Water/Sewer Application

SENDER:

- ☐ Ronald Young (804) 213-4549
- ☐ Susan Johnson (804) 213-4550
- ☒ William Henley (804) 213-4551
- ☐ Tony Amos (804) 213-4554
- ☐ Cathy Bersik (804) 204-2318

You should receive 3 page(s), including this cover sheet.Comments: Please let me know if you
need anything elseThanks -Willie

**Town of Front Royal, Virginia
Water & Sewer Service Agreement**

This Service Agreement is made between the Department of Alcoholic Beverage Control (hereon referred to as "Customer") and the Town of Front Royal, Virginia.

Customer acknowledges that the store is located outside of Town limits, business is a state owned/operated business (therefore not a commercial business) and rates shall be calculated based on §134-22.1(C) for sewage and §134-31.1(C) for water.

In exchange for water & sewer services at 135 Crooked Run Plaza Suite#115, incorporated herein by reference, customer agrees to the following:

DEPOSIT

Amount

For an existing residential service location, the deposit required for Town utility services shall be an amount equal to the highest monthly bill for that location during the preceding twelve (12) months or One Hundred and Twenty-five Dollars (\$125.00), whichever is greater.

For an existing commercial service location, the deposit required for Town utility services shall be an amount equal to the highest monthly bill for the location during the preceding twelve (12) months or Two Hundred Dollars (\$200.00), whichever is greater.

To calculate the amount of the deposit for newly established residential or commercial service locations, the Front Royal Department of Finance shall establish the deposit at an amount equal to the Customer's anticipated monthly usage of water and electric service, as may be the case.

If, at any time, the Customer's deposit is waived or returned, as set forth below, but the Customer's service subsequently is terminated for nonpayment or the Customer has made four late payments during any twelve (12) month period, a deposit, in an amount as set forth above, shall be required.

Deposit Waiver

Notwithstanding the foregoing, no deposit shall be required when an acceptable credit history is furnished by the Customer from a previous utility provider. Acceptable credit history is defined as a customer who can demonstrate that during the previous twelve (12) months his bills were paid with no more than four (4) late payments on a monthly billing system or no more than two (2) late payments on a bimonthly system.

Payment of Deposit

Payment of the deposit is due upon execution of the service work order. In lieu of the foregoing, when the required deposit for a residential Customer exceeds One Hundred Dollars (\$100.00) but is less than Two Hundred Dollars (\$200.00), the customer may request a payment agreement from the Finance Department, with at least One Hundred Dollars (\$100.00) at the time the work order is executed and pay the balance of the deposit along with payment for the first month's service. When the required deposit exceeds Two Hundred Dollars (\$200.00), the deposit may be paid in two equal installments with one half due when the work order is signed and pay the remaining half along with payment for the first month's service.

Interest and Refunds

Deposits shall be held in an interest bearing account.

Deposit plus interest shall be refunded either: (1) upon termination of the service account in an amount equal to the deposit and accrued interest minus any amount deducted to satisfy Customer arrearages or other debts owing to the Town; or (2) upon the Customer's request after a period of twelve (12) months of service during which there were no more than four delinquent payments. Upon request of a refund, the Director of Finance shall first ensure that Customer does not have any debts owing to the Town. If the customer is indebted to the Town, the Director of Finance will apply any refund toward satisfaction of these debts prior to the refund of any money to the Customer.

COMPLIANCE WITH LAW

Customer agrees to comply with all local ordinances concerning these services including all new rate schedules and fees that the Town Council may adopt.

PAYMENTS

Due Date – Fines and Charges

All payments for water, sewer, electric, and solid waste collection services shall be due at the Finance Department by the close of business within 20 days of the date of billing. Accounts, for which full payment is not received within 20 days, are delinquent. A late charge of 2% of the delinquent bill immediately shall be charge to the delinquent account. If the account remains delinquent for 10 days after the original notice, an additional service charge of \$10.00 shall be charged. Finally, a service charge will be required to reconnect services that have been discontinued due to nonpayment. If the reconnection occurs during normal business hours, the reconnection fee shall be \$20.00 for the first reconnection, \$30.00 for the second reconnection, \$40.00 for the third reconnection, and \$50.00 for every reconnection thereafter.

Place of Payment

Payments shall be made by mail, at the deposit box in the front of the Finance Department, in person at the Finance Department, by credit card via telephone or at a designated bank.

Allocation of Payment

Customer recognizes and accepts that during a delinquency in the payment for any service, any subsequent payment received will be applied against the most delinquent account which is not subject to a defense of any applicable statute of limitations.

TERMINATION OF SERVICES

Notice

The Director of Finance shall notify the Customer in writing of all 20 day delinquencies, imminent service termination, and right to contest as set forth below. Notice also shall be posted on the door of the premise with the delinquent account.

Protest

The Customer may contest the bill by contacting the Director of Finance for the Town of Front Royal who will immediately schedule a hearing on the customer's claim that his account is not delinquent.

Disconnection of Service

If the matter is not successfully contested by the Customer and arrearages remain 10 days after the date of the aforementioned notices, services shall be disconnected.

Persons in Poor Health

Persons in Poor Health: Customer may seek an additional 30 days before water and electric services are disconnected if the Director of the Warren County Health Department certifies in writing to the Town of Front Royal Director of Finance that the customer has a serious medical condition or the customer resides with a family member with a serious medical condition. Upon providing certification the service termination may be delayed twice within a 12-month period, but may not be consecutive, certification shall be valid for period of 365 days.

Conditions for Reconnection of Service

Once disconnected, services shall not be restored until the outstanding balance (service fee(s), penalty and reconnection fee(s)) for that service location is paid in full, unless the Director of Finance has approved other arrangements for payment in full.

RETURN CHECK POLICY

If a check is returned to the Town for any reason, the Director of Finance shall notify, in the same manner as provided above, the Customer. If payment, in full, plus a \$35.00 service charge is not received by the close of business three (3) days after the date on the notice, all utility services to the Customer's service location shall be disconnected. If the Customer presents the Town with more than two (2) bad checks during any twelve (12) month period, payment by check will no longer be accepted.

By submitting a notarized service application the Customer certifies that he/she has read this Service Agreement, fully understands this Service Agreement, is entitled to lawful possession of the premises to which this Agreement relates, and agrees to comply with its terms.

Signed: William Henley

Date: 6-3-13

Printed: William Henley

Town of Front Royal, Virginia Work Session Agenda Form

Date: July 1, 2013

Agenda Item: Fireworks Display Permits & Blasting Storage

Summary: Town Code Chapter 80-3 currently requires that a permit be obtained from Town Council to conduct a fireworks display in the Town limits. Warren County has adopted an Ordinance that regulates fireworks displays through the Fire Marshall with approval from the Town Manager. Town Code Chapter 78 regulates blasting through the Building Official. Warren County has adopted an Ordinance that regulates blasting and storage of explosives through the Fire Marshall with approval from the Town Manager.

Council Discussion: Council is requested to consider amending Chapter 80-3 to "The Town Council of Front Royal shall have the power to provide for the issuance of permits *through the Town Manager...* under such terms and conditions as the Town Manager ~~Council~~ may prescribe and upon payment of an application fee of fifty dollars (\$50). *The Front Royal Volunteer Fire Department's annual fireworks display shall be exempt from the application fee.*" Council is further requested to consider directing staff to revise Town Code Chapter 78 to reflect regulation of blasting and explosive storage by the Fire Marshall.

Staff Evaluation: The amendment to Chapter 80-3 will allow the Town to work with the Fire Marshall to regulate safe fireworks displays within the Town, and address the annual request from the Front Royal Volunteer Fire Department to waive the fee. Amending Chapter 78 will allow the Town the opportunity to update the Chapter to reflect current regulations.

Budget/Funding: The Director of Finance will be available to address fiscal issues.

Legal Evaluation: The Town Attorney will be available to address legal issues.

Staff Recommendations: Staff recommends Council consider the proposed Code Amendment to Chapter 80-3, and recommends Council authorize staff to develop a Code Amendment to Chapter 78.

Town Manager Recommendation: The Town Manager recommends Council consider the proposed Code Amendment to Chapter 80-3, and recommends Council authorize staff to develop a Code Amendment to Chapter 78.

Council Recommendation:

☐ Additional Work Session ☐ Regular Meeting ☐ No Action
Consensus Poll on Action: ____ (Aye) ____ (Nay)

Work Session
FRONT ROYAL, VIRGINIA
1788-2013



County of Warren
Department of Fire and Rescue Services

Fireworks Display Permit Application

All Fireworks Display Applications and Application Fees shall be received 10 days prior to display date

Date of Application: _____ Date(s) Of Display: _____

Time Of Display: _____ Rain Date and Time: _____

Physical address of the Fireworks Display: _____

(Attach a diagram of the area on which the display is to be held, showing the point at which the fireworks are to be discharged. Include the location of buildings or exposures such as trees, telephone poles, electrical lines, streets, dimensions of the discharge area, the fallout area, parking area and the spectator area and how far the spectator and parking areas are from the discharge and fallout area, overhead obstructions and public restraining lines. If this is an interior show, please reference interior exposures and crowd gathering area as well as the show site.) (All locations with-in the town limits of Front Royal shall receive the approval of the Town of Front Royal Manager)

Name of Association/Agency Sponsoring Display: _____

Address of Association/Agency Sponsoring Display: _____

Contact Person for Association/Agency: _____

Contact Number: Day time: _____ Cell: _____

Type of Display: ☐ Display Fireworks 1.3G ☐ Proximate 1.4G ☐ LP Gas Effect ☐ Indoor ☐ Outdoor

Company Name Completing Display: _____ Phone: _____

Operators Name: _____ Age _____ Years Exp. _____

Virginia Pyrotechnicians Operators License # _____ Exp Date: _____

Assistants Name(s): _____

Number, kind and size of fireworks to be discharged: _____

Place and Method of storage until discharged: _____

Name and address of insurance company: _____

Policy #: _____

(Applicant shall attach a copy of insurance certificate if applicable) : "All policies must name Warren County, Virginia as additional insured and must contain provisions preventing cancellation, non-renewal or expiration unless written notice is given to the County at least thirty (30) days in advance." A Copy of Proof of Insurance shall be submitted with this application.

NOTE: All Fireworks Displays must be in accordance with NFPA 1123 (Fireworks Displays), NFPA 1126 (Use of Pyrotechnics before a Proximate Audience), NFPA 160 (Use of Flame Effects before an Audience) and the Virginia Statewide Fire Prevention Code.

I, (please print) _____ being of lawful age and duly sworn upon my oath do swear that the answers and information given in this application are true and complete to the best of my knowledge and belief.

Signature of Applicant

Date

A copy of the Pyrotechnician Operators License shall be attached to this permit application

Upon Approval or application, the applicant shall retain copy of application at display site at all times which shall serve as permit for Fireworks Display

Official Use Only Below This Line
=====

Town of Front Royal Use Only:

Remarks: _____

Signature
=====

Application Received: _____

Application Payment Received: _____

Fire Department Use Only: This application is () APPROVED () DENIED

Remarks: _____

Permit # _____

Fire Chief /Fire Marshal

Date

Inspector verifying site

Date

Chapter 80FIREWORKS**Sections:****80-1 PROHIBITIONS****80-2 EXCEPTIONS****80-3 PERMITS FOR FIREWORKS DISPLAY****80-4 VIOLATIONS AND PENALTIES**

Adopted by the Town Council of the Town of Front Royal 3-11-85 (*Chapter 1, General Provisions, Art. I*). Other amendments noted where applicable.

80-1 PROHIBITIONS

No person, firm or corporation shall store, use, possess, manufacture, sell or offer for sale any firecracker, torpedo, skyrocket or other substance or thing of whatever form or construction, containing nitrates, chlorates, oxalates, sulfides of lead, barium, antimony, nitroglycerin, phosphorous or any other explosive or flammable compound or substance and intended or commonly known as "fireworks".

80-2 EXCEPTIONS

A. This chapter shall not apply to the use or the sale of sparklers, fountains, pharaoh's serpents, caps for pistols or to pinwheels commonly known as "whirligigs" or "spinning jennys", provided that said fireworks listed in this section may only be used, ignited or exploded on private property with the consent of the owner of such property.

B. This chapter shall have no application to any officer or member of the Armed Forces of this state or the United States while acting within the scope of his authority and duties as such, nor shall it be applicable to the use of said materials when used or to be used by any person for signaling or other emergency use in the operation of boat, railroad train or other vehicle for the transportation of persons or property.

80-3 PERMITS FOR FIREWORKS DISPLAY

The Town Council of Front Royal shall have the power to provide for the issuance of permits, upon application in writing, for the display of fireworks by fair associations, amusement parks or by any organization or group of individuals under such terms and conditions as the Town Council may prescribe and upon payment of an application fee of fifty dollars (\$50.) After such permit has been issued, sale, storage, use and possession of fireworks may be made for use under such permit.

80-4 VIOLATIONS AND PENALTIES

Violations of this chapter shall be punished as misdemeanors.



County of Warren
Department of Fire and Rescue Services

Permit Application for Explosive Use, Storage/Blasting Operations

Date of Application: _____

Physical address of Explosive Use, Storage and/or Blasting Operations: _____

(Attach a diagram of the area on which the explosive use, storage and/or blasting operations are to take place, showing the point at which the explosives are to be discharged. Include the location of buildings or exposures such as, above and below ground utilities, streets, overhead obstructions and public restraining lines. (All locations with-in the town limits of Front Royal shall receive the approval of the Town of Front Royal Manager)

Date(s) of Explosive use, storage /Blasting Operations: _____ thru _____

Duration of Explosives use, storage/Blasting Operations: _____ to _____

Name of Company: _____ F.I.D. _____

Address of Company: _____

Contact Person for Company: _____ Title: _____

Contact Number: Day time: _____ Emergency/Cell: _____

Fax: _____ E-mail: _____

Designated Individual/Operators Name: _____

Card #: _____ Issue Date: _____ Exp. Date: _____

Listing of Certified Blasters: _____

List the Virginia SFMO certified blasters the applicant is authorizing to operate under the USE permit being applied for. A blasting operation using explosive materials shall only be performed by a Va. SFMO certified blasters. Non-certified personnel may use explosives but only when under the direct on-site supervision of a Va. SFMO certified blaster. (SFPC Sec. 3707.1)

Place and Method of storage until discharged: _____

Name and address of insurance company: _____

Policy Number: _____

(Applicant shall attach a copy of insurance certificate if applicable)"All policies must name Warren County, Virginia as additional insured and must contain provisions preventing cancellation, non-renewal or expiration unless written notice is given to the County at least thirty (30) days in advance."

I, (please print) _____ being of lawful age and duly sworn upon my oath do swear that the answers and information given in this application are correct and I acknowledge and agree to comply with all requirements of the Virginia Statewide Fire Prevention Code (SFPC) AND any NFPOA related codes and standards including but not limited to the following items listed on page 3 of this application.

Signature of Applicant

Date

Upon Approval or application, the applicant shall retain copy of application at Explosive Use, Storage/Blasting site at all times which shall serve as permit for Explosive Use Operations

Office Use Below This Point

=====

Town of Front Royal Use Only:

Remarks: _____

Signature

=====

Date Application Received: _____

Permit Payment Received: _____

Fire Department Use Only: This application is () **APPROVED** () **DENIED**

Remarks: _____

Permit # _____

Fire Chief /Fire Marshal

Date

Inspector verifying site

Date

All Explosive Use/Blasting Operations Permits shall require the payment of an application fee of \$100.00 per application request made payable to the Warren County Department of Fire and Rescue Services;

- All Explosive Use, Storage/Blasting Operations applications should be filed with the Department of Fire and Rescue Services within 10 calendar days of explosive use/blasting operations, unless under emergency conditions which shall be approved by the Fire Chief and/or Fire Marshal;
- A site plan drawing shall be provided with the application for explosive use, storage/blasting operations and shall note any effected structures, roadways, above/below ground utilities, etc;
- Pre-blast surveys shall be completed on any effected structures, roadways, above/below ground utilities, etc.
- A site inspection shall be performed with the Fire Marshal and/or Designated Individual prior to any blasting activities.
- Blast records shall be kept in accordance with SFPC Section 3307.16 and made available for inspection by the Fire Marshal's Office representative upon request;
- Any airblast and/or ground vibration generated as a result of the functioning of the explosives shall be within limits established in NFPA 495-06 as referenced in the Statewide Fire Prevention Code;
- All flyrock will be confined to the defined blast site as required by the Statewide Fire Prevention Code;
- In accordance with SFPC Section 3307.1, only a Virginia SFMO certified blaster shall conduct or supervise blasting operations; A copy of blasting operators valid certification card shall be submitted with the application;
- Agricultural Exemption to certification: As provided for in SFPC Section 3301.2.4.1, individuals conducting agricultural blasting on their own property (five or more acres devoted to agricultural or horticultural use) are exempt from certification as a Blaster but, each applicant must still comply with §
- 27-97.2 of the Code of Virginia by having undergone a criminal history records check. If you feel you qualify for the agricultural exemption, contact the Department of Fire and Rescue Services at 540.636.3830

Chapter 78FIRE PREVENTION**Sections:**

- 78-1 OPEN BURNING**
- 78-2 BLASTING**
- 78-3 ADOPTION OF STANDARDS; CONDITIONS**
- 78-4 WHEN AND WHERE COPIES AVAILABLE**
- 78-5 MODIFICATIONS**
- 78-6 APPEALS**
- 78-7 NEW MATERIALS, PROCESSES OR OCCUPANTS**
- 78-8 VIOLATIONS AND PENALTIES**
- 78-9 RECOGNITION**

Adopted by the Town Council of the Town of Front Royal 4-23-73(*Chapter 10 of the 1965 Code*). Other Amendments noted where applicable.

78-1 OPEN BURNING

A. It shall be unlawful for any owner or lessee of land to set fire to or to procure another to set fire to any woods, brush, logs, leaves, grass, debris or other flammable material upon such land unless he previously shall have taken all reasonable care and precaution, by having cut and piled the same or carefully cleared around the same, to prevent the spread of such fire to lands other than those owned or leased by him. It shall also be unlawful for any employee of any such owner or lessee of land to set fire to or to procure another to set fire to any woods, brush, logs, leaves, grass, debris or other flammable material upon such land unless he shall have taken similar precautions to prevent the spread of such fire to any other land.

B. During the period beginning March 1 and ending May 15 of each year, even though the precautions required by the foregoing subsection shall have been taken, it shall be unlawful for any person to set fire to or to procure another to set fire to any brush, leaves, grass, debris or field containing dry grass or other flammable material capable of spreading fire, located in the Town, except between the hours of 4:00 p.m. and 12:00 midnight. The provisions of this subsection shall not apply to fires set on rights-of-way of railroad companies by their duly authorized employees.

C. Any person violating any provision of this section shall, upon conviction, be fined not less than ten dollars (\$10.) nor more than one hundred dollars (\$100.) for each separate offense.

78-2 BLASTING

It shall be unlawful for any person to permit any blast to be discharged, either by himself or his agents or employees, without having the blast so confined or protected as to prevent the escape of rock or earth.

78-3 ADOPTION OF STANDARDS; CONDITIONS

There is hereby adopted as the Fire Prevention Code of the town, for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion, that certain code known as the "Fire Prevention Code," recommended by the National Board of Fire Underwriters, being particularly the 1960 Edition thereof and the whole thereof, and such Fire Prevention Code is hereby adopted and incorporated as fully as if set out at length herein; and, from the date on which the Code of the Town of Front Royal, Virginia, shall take effect, the provisions thereof shall be controlling within the limits of the town, provided that:

A. Whenever the word "municipality" is used in the Fire Prevention Code hereby adopted, it shall mean the Town of Front Royal.

B. Wherever the term "Chief of the Fire Department" is used in the Fire Prevention Code hereby adopted, it shall mean the Building Inspector.

C. Wherever the term "Corporate Counsel" is used in the Fire Prevention Code hereby adopted, it shall be held to mean the Town Attorney.

D. The limits referred to in Section 12.6b of the Fire Prevention Code hereby adopted, in which storage of explosives and blasting agents is prohibited, shall be as provided by the Council.

E. The limits referred to in Section 16.22a of the Fire Prevention Code hereby adopted, in which storage of flammable liquids in outside aboveground tanks is prohibited, are hereby established as the fire limits of the town.

F. The limits referred to in Section 16.51 of the Fire Prevention Code hereby adopted, in which new bulk plants for flammable liquids are prohibited, shall be as provided by the council.

G. The limits referred to in Section 21.6a of the Fire Prevention Code hereby adopted, in which bulk storage of liquid petroleum gas is restricted, shall be as provided by council.

H. In the event of conflict between the provisions of the Fire Prevention Code hereby adopted and the provisions of any other ordinance of the town, the more stringent provisions shall prevail.

78-4 WHEN AND WHERE COPIES AVAILABLE

Copies of the Fire Prevention Code adopted by Section 78-3 may be obtained at the office of the Building Inspector in the town during regular business hours.

78-5 MODIFICATIONS

The Building Inspector shall have power to modify any of the provisions of the Fire Prevention Code adopted by Section 78-3 upon application in writing by the owner or lessee, or his duly authorized agent, when there are practical difficulties in the way of carrying out the strict letter

of such Fire Prevention Code, provided that the spirit of such Fire Prevention Code shall be observed, public safety secured and substantial justice done. The particulars of such modification, when granted or allowed, and the decision of the Building Inspector thereon, shall be entered upon the records of the Fire Department, and a signed copy shall be furnished to the applicant.

78-6 APPEALS

Whenever the Building Inspector shall disapprove an application or refuse to grant a permit applied for, or when it is claimed that the provisions of the Fire Prevention Code adopted by Section 78-3 do not apply or that the true intent and meaning of such Fire Prevention Code have been misconstrued or wrongly interpreted, the person aggrieved may appeal from the decision of the Building Inspector to the Town Council within thirty (30) days from the date of the decision from which the appeal is taken.

78-7 NEW MATERIALS, PROCESSES OR OCCUPANCIES

The Town Manager, the Chief of the Fire Department and the Building Inspector shall act as a committee to determine and specify, after giving affected persons an opportunity to be heard, any new materials, processes or occupancies which shall require permits, in addition to those now enumerated in the Fire Prevention Code, adopted by Section 78-3. The Building Inspector shall post such list in a conspicuous place in his office and distribute copies thereof to interested persons.

78-8 VIOLATIONS AND PENALTIES

A. Any person who shall violate any of the provisions of the Fire Prevention Code adopted by Section 78-3 or fail to comply therewith or who shall violate or fail to comply with any order made thereunder or who shall build in violation of any detailed statement of specifications or plans submitted and approved thereunder and from which no appeal has been taken or who shall fail to comply with such an order as affirmed or modified by the Town Council or by a court of competent jurisdiction, within the time fixed herein, shall severally for each and every such violation and noncompliance, respectively, be guilty of a misdemeanor, punishable by a fine of not more than five hundred dollars (\$500.) or by imprisonment for not more than twelve (12) months, or by both such fine and imprisonment. The imposition of one (1) penalty for any violation shall not excuse the violation or permit it to continue, and all such persons shall be required to correct or remedy such violations or defects within a reasonable time; and, when not otherwise specified, each ten (10) days that prohibited conditions are maintained shall constitute a separate offense.

B. The application of the above penalty shall not be held to prevent the enforced removal of prohibited conditions.

78-9 RECOGNITION

The Front Royal Volunteer Fire Department, Incorporated, and its rescue squad are hereby recognized as an integral part of the official safety program of the Town.

Town of Front Royal, Virginia Work Session Agenda Form

Date: July 1, 2013

Agenda Item: CGI Communication - Video Proposal

Summary: The Town has been approached by CGI Communications to participate in a program developed through the National League of Cities to develop and host short videos about the community to assist in marketing and tourism. Radford, Fairfax, and Culpeper County have participated in this program. CGI recovers cost through local businesses and not-for-profit organizations purchasing advertising on the host site with the Town's videos.

Council Discussion: Council is requested to consider developing a video marketing program either through CGI or through local resources.

Staff Evaluation: Video marketing is an avenue that the Town has not pursued to a significant level. that could result in significant benefit for attracting visitors, residents, and businesses. The scope of the videos developed by CGI appear consistent at each participating municipality. Using staff and local resources could result in positive results.

Budget/Funding: Participation with CGI requires no funding beyond staff time. Use of local resources could require additional funding. The Director of Finance will be available to address fiscal issues.

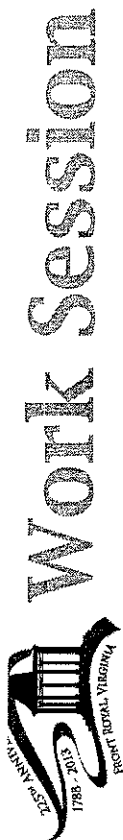
Legal Evaluation: The Town Attorney will be available to address legal issues.

Staff Recommendations: Staff recommends the Town develop a video marketing program either through CGI or through local resources.

Town Manager Recommendation: The Town Manager recommends the Town develop a video marketing program either through CGI or through local resources.

Council Recommendation:

☐ Additional Work Session ☐ Regular Meeting ☐ No Action
Consensus Poll on Action: ____ (Aye) ____ (Nay)





AT NO COST TO YOU, CGI Communications, the parent company of relocate.org will provide your Community the opportunity to be featured on the Community Video Network- in its COMMUNITY VIDEO PROGRAM, under the following terms:

1. We'll introduce your Community via our *Community Video Program*, which will link to your Community's Website from the Community Video Network (CVN)
2. We'll consult with you to script, videotape and edit from raw footage to final video, with professional voice-over and background music, a customized 60 second video, to be streamed on CVN and your Community's Website via our dedicated server in *Community Video Program* format.
3. We'll provide a chapter on Quality of Life and an additional video chapter of your choice. We will also provide a community organizations chapter to showcase nonprofits.
4. We retain all control and responsibility for our Content, which will comply with local community standards, including all sponsors, videos and links, which you agree to display to all users from a link on the Homepage of your Website.
5. You'll provide us with a signed Letter of Recognition/Introduction on Community Letterhead and the right to use the name and likeness of your Mayor / City Manager.
6. This agreement is for two (2) years from date of linkage can be renewed at no cost and under the same terms and conditions unless notice to terminate is given by you at least 60 days before the end of a term, in which case, the agreement terminates upon completion of that term.

The undersigned understand and agree to all the above terms and have full authority to sign this agreement.

Community: Town of Front Royal, VA

Community Video Network

Signature:

Signature:

Nicole Rong

Printed Name & Title:

Printed Name & Title:

Date: _____

Website, Email and Phone: _____



Community Program Benefits:

- **FREE** marketing video program to showcase community assets and attributes
- Welcome future families and residents, recruit new business and industry and promote tourism
- Full access and exposure on the largest online Community Video Network in the nation
- Complete video production for including script writing, filming, editing, background music and voiceovers
- Final draft of video content subject to your approval
- Risk-free marketing initiative regardless of business sponsor participation
- Hosting and streaming of all video content through CGI's patented OneClick™ Technology

Business Sponsor Program Benefits:

- Allow your business community to expand its outreach through custom video content
- Garner exposure on our national relocation network and on your official chamber website
- Access to additional digital media tools for your businesses official websites
- Hosting and streaming of all video content through CGI's patented OneClick™ Technology

Dear Front Royal Business Owner:

The Town of Front Royal is excited to announce the launch of a new program that we feel will have a significant impact on the promotion of our wonderful community. We have entered into a three year agreement with CGI Communications to produce a series of streaming online videos highlighting all our community has to offer its residents, visitors, and businesses.

CGI is a leader in online marketing solutions, working with thousands of communities and businesses nationwide. With an easily viewable interface on the official town website (www.frontroyalva.com) their video program will encourage viewers to learn more about area attractions, economic development opportunities, quality of life, and so much more.

In addition to the videos being on the town's official web site, they will also be featured on Relocate.org, the largest relocation network in the nation. Town of Front Royal is dedicated to highlighting the advantages of living and working in our community, and we feel that this program can do just that!

A representative of CGI Communications will be contacting you with an opportunity to take advantage of their innovative digital media tools and services. We encourage you to consider supporting this program, which we feel is truly a win-win for all involved.

Best Regards,

Signatory
Title



WHY CGI?

◆ **Who is CGI Communications, Inc.?**

Formed in 1988, CGI Communications, Inc. is a leading provider of high-impact marketing solutions to communities and small businesses. CGI is one of Upstate New York's top growth companies, receiving the Top 100 Award for 6 years since 1999 in the Greater Rochester Area.

◆ **Are there any hidden costs?**

No. There is never a point where your municipality will ever see an invoice for any services we provides.

◆ **What if no businesses sign up for sponsorship?**

Even if zero sponsors participate, your Community will still receive the program at no cost. There is no threshold or minimum sponsorship requirement.

◆ **How long is the production process?**

The video production is typically a 12-14 week process.

◆ **What is the relationship between CGI and the United States Conference of Mayors, the National League of Cities and the Federation of Canadian Municipalities?**

CGI works closely with the USCM, NLC and FCM to provide a myriad of digital marketing tools to showcase and promote individual municipalities nationwide. Our Community Showcase Program is an opportunity that both members and non-members can participate in.

◆ **Who fulfills the sponsorship element of the Community Video Program?**

CGI takes care of all sponsorship fulfillment, however if your community would like to recommend businesses that you would like to see have first right of refusal, we encourage and welcome you to do so.

◆ **Do we have a choice of what season we are filmed in?**

Absolutely! It is our goal to film municipalities in the season you feel best represents your community as a whole.

◆ **Do we need an Official Representative in our Welcome video?**

Absolutely not! It is your community's choice on whether or not you would like to have a civic leader represented in the welcome video.

◆ **Does our city have a choice in what type of establishments can participate in the sponsorship fulfillment?**

Of course! Your community has a say in the types of businesses that are featured. We simply need to know prior to the beginning of the sponsorship fulfillment campaign. For further information, please request CGI's Sponsor Policy.

◆ **What is relocate.org?**

Relocate.org is the largest online community video network in the nation to assist those relocating. By partnering with CGI, your completed video program will be showcased on relocate.org at no cost to garner more exposure for your wonderful community.

◆ **Is there a special rate for non-profit organizations that want to get involved?**

We provide a Community Organizations chapter that creates an opportunity for local non-profits to garner exposure on our program at no-cost.

Town of Front Royal, Virginia
Work Session Agenda Form

Date: July 1, 2013

Agenda Item: Liaison Committee Items for July 18, meeting

Summary: Council is requested to add items to the Liaison Committee Meeting Agenda scheduled for July 18, 2013. Items will be voted on at the regularly scheduled meeting on July 8, 2013.

Council Discussion: Council takes desired action

Staff Evaluation: N/A

Budget/Funding: N/A

Legal Evaluation: N/A

Staff Recommendations: N/A

Town Manager Recommendation: N/A

Council Recommendation:

☐ Additional Work Session ☐ Regular Meeting ☐ No Action
Consensus Poll on Action: ____ (Aye) ____ (Nay)