



**TOWN OF FRONT ROYAL, VIRGINIA
TOWN COUNCIL MEETING
Monday, October 28, 2013 @ 7:00 p.m.
Warren County Government Center**

1. Pledge of Allegiance by Boy Scout Troop 4
 2. Moment of Silence
 3. Roll Call
 4. Approval of the Regular Council Meeting minutes of October 21, 2013.
 5. Receipt of Petitions and/or Correspondence from the Public
 6. Reports:
 - a. Report of special committees or Town officials and Town Manager.
 - 1. Report from EDA – Jennifer McDonald**
 - b. Requests and inquiries of Council members.
 - c. Report of the Mayor
 - * Eagle Scout Recognition from Troop 4**
 - Zachary Louis Naccash
 - Philip H. Sayre
 - James R. McCloskey
 - d. Proposals for addition/deletion of items to the Agenda.
 - *7. **CONSENT AGENDA ITEMS** – (ROLL CALL VOTE REQUIRED) – N/A
 - A. COUNCIL APPROVAL – Third and Final Five-Year Renewal of Tower Site Lease Agreement – Shenandoah Personal Communications (Shentel)
 - B. COUNCIL APPROVAL – Bid – Paving and Milling Various Streets
 - C. COUNCIL APPROVAL – Waiver of Christmas Tree License Tax for Boy Scout Troop 52
 - D. COUNCIL APPROVAL – Waiver of Curb and Gutter for Reconstruction of 437 Overlook Drive
- *The nature of a consent agenda is such that discussion of individual items does not occur.*
8. COUNCIL APPROVAL – Budget Amendment to Purchase Rotary Fan Press
 9. COUNCIL APPROVAL – Amendment to Employee Handbook re: Solid Waste CDL Requirements
 10. COUNCIL APPROVAL – Revise Resolution Pertaining to Voluntary Settlement Agreement of Front Royal Limited Partnership



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 7(A)

Meeting Date: October 28, 2013

Agenda Item: COUNCIL APPROVAL – Third and Final Five-Year Renewal of Tower Site Lease Agreement – Shenandoah Personal Communications Company (Shentel)

Summary: Shenandoah Personal Communications, LLC, dba Shentel, currently under lease with the Town for the use of the Town's Fairgrounds Road water tank and "floor space" through October 31, 2014, has made a timely request for a Third and final Five-Year Renewal Term pursuant to terms of the agreement beginning November 1, 2014. Shentel currently pays \$2,500.00 per month. The agreement provides for an automatic 10% increase in rent upon renewal. Council is requested to consider approving a final five year renewal term to the current Shentel water tank lease at a monthly rent of \$2,750.00, commencing November 1, 2014.

Budget/Funding: None

Attachments: Letter from Shentel

Meetings: Work Session held October 21, 2013

Staff

Recommendation: Approval ☒ Denial ☐

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve the final five year renewal term to the current Shentel water tank lease with Shenandoah Personal Communications, LLC, dba Shentel, at a monthly rent of \$2,750.00, commencing November 1, 2014.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: JB



September 11, 2013

Certified Mail – Return Receipt
No. 7011 1570 0000 4516 2899

Steven M. Burke, Town Manager
Town of Front Royal
16 N. Royal Avenue
Front Royal, VA 22630-2612

RE: Tower Site Lease Agreement – Shentel Site CDMA158
Nineveh Water Tank – Fairgrounds Road, Front Royal

Dear Mr. Burke:

Pursuant to Section 2(a) of the Tower Lease Agreement dated the 14th day of October, 1999, between the Town of Front Royal, Lessor, and Shenandoah Personal Communications Company (now Shenandoah Personal Communications, LLC), Lessee, this letter will serve as Shenandoah Personal Communications, LLC's official notice of its intent to renew this lease for the third five-year renewal term, commencing on the 1st day of November, 2014. As set forth in the Agreement, rent shall be increased at the commencement of the renewal term accordingly.

To agree to this extension, please execute one original of this letter so indicating and return it to my attention to:

Shenandoah Personal Communications, LLC
Post Office Box 459
Edinburg, Virginia 22824

Thank you for your continued cooperation. If you have any questions, please contact Lynda Burner at (540) 984-3009.

Sincerely,

William L. Pirtle
Vice President – Wireless

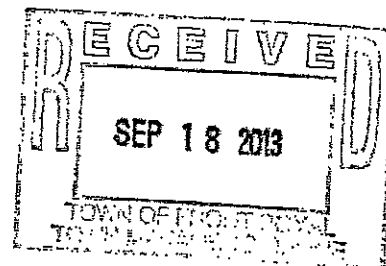
APPROVAL OF THIRD FIVE-YEAR RENEWAL TERM:

TOWN OF FRONT ROYAL

By: _____

Title: _____

Date: _____





**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 7(B)

Meeting Date: October 28, 2013

Agenda Item: COUNCIL APPROVAL – Bid – Paving and Milling Various Streets

Summary: Council has received a request from the Purchasing Agent, seeking approval of a bid from Arthur Construction in the amount of \$415,168.50 for paving and milling projects within the Town as directed by the Department of Environmental Services in the amounts shown on the Quotation Tabulation.

Budget/Funding: FY14 DES Budget Line Item 4500-R47927 "Street Reconstruction", which is funding carried forward from FY13 budget. The balance of funding is available in the current FY14 budget line item 4500-47927.

Attachments: Memorandums from Purchasing Agent and Quotation Tabulation

Meetings: None

Staff

Recommendation: Approval ☒ Denial ☐

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve a bid from Arthur Construction in the amount of \$415,168.50 for paving and milling projects within the Town as directed by the Department of Environmental Services in the amounts shown on the Quotation Tabulation.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance
*To be clear and concise, motions should be made in the positive

Approved By: JB



TOWN OF FRONT ROYAL

DEPARTMENT OF FINANCE
PURCHASING DIVISION

102 E. MAIN STREET
P.O. BOX 1560
FRONT ROYAL, VIRGINIA 22630-1560

CYNTHIA A. HARTMAN, CPPB
Purchasing Agent
(540) 636-6889
(540) 636-7473 fax
email: cahartman@frontroyalva.com

MEMORANDUM

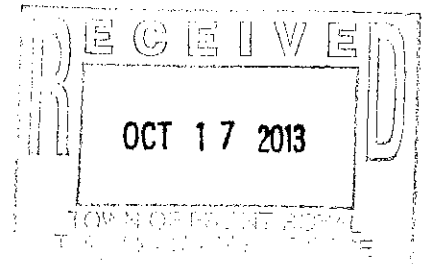
Date: October 17, 2013
To: Tina Presley, Administrative Assistant
Jennifer Berry, Clerk of Council
From: Cindy Hartman, Purchasing Agent
RE: Agenda Item

On Thursday, October 3, 2013, I held a bid opening for paving and milling various streets within the Town. I received five (5) responses (see attached tabulation form). Due to the dollar amount, I will need Town Council approval to award this bid. Please place this item on the October 28 agenda for their action.

The street line painting and crosswalks being awarded as part of this bid are not the line painting bid for the entire Town. They will be just for the streets that are to be newly paved through this bid.

Staff recommends the award for paving and milling projects within the Town, as directed by the Department of Environmental Resources, be made to Arthur Construction, at the following costs:

\$83.00 per ton of SM-9.5A finish asphalt in place
\$83.00 per ton of SM-1 finish asphalt in place
\$83.00 per ton of BM-37.5 base asphalt in place
\$1.50 per square foot for full milling
\$1.00 per linear foot for edge milling
\$1.00 per linear foot of 4" white street line painting
\$1.00 per linear foot of 4" yellow street line painting
\$15.00 per foot for crosswalk installation
\$10,000 lump sum for mobilization



Based on the estimated footage of the Request for Quotation, the total bid award will be \$415,168.50. Funding is available in the FY14 DES budget line item 4500-R47927 "Street Reconstruction", which is funding carried forward from the FY13 budget. The balance of funding is available in the current FY14 budget, line item 4500-47927.

TOWN OF FRONT ROYAL, VIRGINIA

Quotation Tabulation

Item: PAVING, MILLING

Quotation #31

Date: OCTOBER 3, 2013

Replied 5

Vendor Quotation					
	FINLEY ASPHALT	W-L CONSTRUCTION & PAVING	ARTHUR CONSTRUCTION	STUART M. PERRY	KICKIN ASPHALT PAVING & SEALING
QUANTITY	QUOTATION	QUOTATION	QUOTATION	QUOTATION	QUOTATION
PAVING, MILLING, STREET LINE PAINTING					
(EST.) 2529 TONS SM-9.5A FINISH ASPHALT	\$217,494.00	\$264,280.50	\$209,907.00	\$214,965.00	\$217,494.00
(UNIT PRICE PER TON)	\$86.00	\$104.50	\$83.00	\$85.00	\$86.00
(EST.) 2000 TONS SM-1 FINISH ASPHALT	\$200,000.00	N/Q	\$166,000.00	\$174,000.00	\$172,000.00
(UNIT PRICE PER TON)	\$100.00		\$83.00	\$87.00	\$86.00
(EST.) 180 TONS BM-37.5 BASE ASPHALT	\$15,480.00	\$19,188.00	\$14,940.00	\$14,760.00	\$15,840.00
(UNIT PRICE PER TON)	\$86.00	\$106.60	\$83.00	\$82.00	\$88.00
(EST.) 4860 S.F. FULL MILLING	\$12,150.00	\$46,899.00	\$7,290.00	\$15,552.00	\$3,402.00
(UNIT PRICE PER S.F.)	\$2.50	\$9.65	\$1.50	\$3.20	\$0.70
(EST.) 3923 L.F. EDGE MILLING	\$7,846.00	\$17,065.05	\$3,923.00	\$15,692.00	\$3,923.00
(UNIT PRICE PER L.F.)	\$2.00	\$4.35	\$1.00	\$4.00	\$1.00
(EST.) 388.5 L.F. 4" WHITE STREET LINE PAINTING	\$225.33	\$1,087.80	\$388.50	\$3,108.00	\$1,165.50
(UNIT PRICE PER L.F.)	\$0.58	\$2.80	\$1.00	\$8.00	\$3.00
(EST.) 500 L.F. 4" YELLOW STREET LINE PAINTING	\$290.00	\$1,400.00	\$500.00	\$4,000.00	\$1,500.00
(UNIT PRICE PER L.F.)	\$0.58	\$2.80	\$1.00	\$8.00	\$3.00
(EST.) 148 FT. CROSSWALKS	\$1,943.24	\$9,324.00	\$2,220.00	\$3,700.00	\$2,220.00
(UNIT PRICE PER FT.)	\$13.13	\$63.00	\$15.00	\$25.00	\$15.00
MOBILIZATION - LUMP SUM	\$2,500.00	\$10,250.00	\$10,000.00	\$7,500.00	\$1,500.00
Total					
Discount					
Net Quotation	\$457,928.57	\$369,494.35	\$415,168.50	\$453,277.00	\$419,044.50
Terms					

The above proposals verified to specifications and compliance with terms and conditions.

Witness


 PURCHASING AGENT



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 7(C)

Meeting Date: October 28, 2013

Agenda Item: COUNCIL APPROVAL – Waiver of Christmas Tree License Tax – Boy Scout Troop 52

Summary: Council has received a request from Pamela Thompson, Troop Committee Member for the Scoutmaster and Troop Committee Boy Scout Troop 52, seeking a waiver of the \$100.00 license tax, associated with the selling of Christmas trees during the 2013 holiday season as permitted by Front Royal Town Code Section 98-61(A)(5)(b).

Budget/Funding: None

Attachments: Letter from Ms. Thompson and Ordinance regarding selling of Christmas Trees

Meetings: None

Staff Recommendation: Approval ✓ Denial

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve a waiver of the \$100.00 license tax associated with the selling of Christmas trees during the 2013 holiday season to Boy Scout Troop 52 as permitted by Front Royal Town Code Section 98-61(A)(5)(b).

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance
*To be clear and concise, motions should be made in the positive

Approved By: JB

**Boy Scout Troop 52
492 Ellen Drive
Front Royal, VA 22630**

October 1, 2013

Town Council, Town of Front Royal
P.O. Box 1560
Front Royal, VA 22630-1560

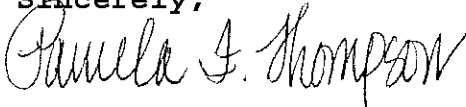
Your Honors,

Boy Scout Troop 52 of Front Royal hereby petitions the Town Council of Front Royal, Virginia for a waiver of the license tax applied to fireworks and Christmas tree vendors, Front Royal Town Code, Section 98-61, Subsection A(5).

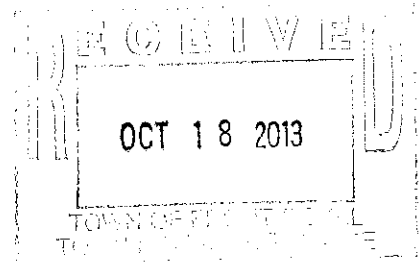
Boy Scout Troop 52 is a non-profit civic organization whose annual Christmas tree sales provide in large part the funds necessary to sustain the group through the following year. Boy Scout Troop 52 has been engaged in selling locally grown fresh cut Christmas trees and wreaths in Front Royal for well over a quarter century. All of the proceeds from this sale goes to the benefit of the youth of our community in the scouting programs of the Boys Scouts of America.

The Town Council's attention to this request for a waiver of the license tax is once again greatly appreciated by all of us in the Troop 52 scouting family.

Sincerely,



Pamela F. Thompson
Troop Committee Member
For the Scoutmaster and Troop Committee
Boy Scout Troop 52





Town of Front Royal, Virginia
Council Agenda Statement

Page 1
Item No. 7(D)

Meeting Date: October 28, 2013

Agenda Item: COUNCIL APPROVAL – Waiver of Curb and Gutter for Reconstruction of 437 Overlook Drive

Summary: The home at 437 Overlook Drive was destroyed by fire April 6, 2013. The family would like to reconstruct their home. A request to waive the requirement of curb and gutter, found under 148-40.B. of the Town Code has been received. Council is requested to consider waiving the requirement of curb and gutter for reconstruction of 437 Overlook Drive.

Budget/Funding: None

Attachments: E-mail request from Laurel Corridon on behalf of the family and copy of Zoning Permit Application

Meetings: Work Session held October 21, 2013

Staff Recommendation: Approval ☒ Denial ☐

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve the waiver of curb and gutter for reconstruction of 437 Overlook Drive.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance
*To be clear and concise, motions should be made in the positive

Approved By: JB

Jeremy Camp

From: laurel@metro-contractors.com
Sent: Thursday, September 26, 2013 10:02 PM
To: Jeremy Camp
Subject: Fwd: Request for Curb and Gutter Waiver

To Whom it May Concern,

I have applied to rebuild a home at 437 Overlook Drive in Front Royal, Virginia due to devastating fire damage. The entire home was lost including the foundation.

I ask if the town council would consider waiving the curb and gutter requirement for three reasons:

1. The lot did not previously have a curb and gutter. As this is considered new construction, the residence is not new, it is just being rebuilt. The Holland family's residence has been there for many, many years.
2. There is no curb and gutter anywhere in the vicinity.
3. Adding a curb and gutter will create a large problem with storm water influx at the location.

Thank you very much, I appreciate your time and consideration in this matter.

Regards,

Laurel Corridon
L.C. Expediting
Agent

TOWN OF FRONT ROYAL ZONING PERMIT APPLICATION

Page 3 – Application Form

APPLICANTS ARE REQUIRED TO PROVIDE ALL INFORMATION ON THIS PAGE

1

STEP 1 – THE APPLICANT'S PART

APPLICANT STARTS HERE

WHAT IS THE STREET ADDRESS? 437 Overlook Drive

WHAT SUBDIVISION OR DEVELOPMENT IS THE PROJECT IN? Holly Hill

PROJECT DESCRIPTION:

Fire damage restoration - Complete
rebuild including foundation

Demolition

PROVIDE A DETAILED DESCRIPTION OF WHAT YOU WANT TO DO ABOVE

MAILING ADDRESS: _____

PHONE NUMBER: 703 675 4406

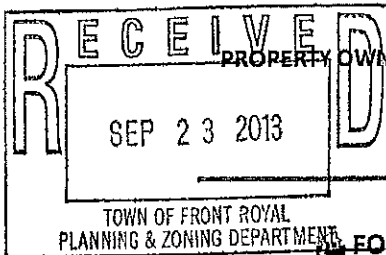
APPLICANT'S NAME: Laurel Corridon
PRINT NAME HERE

APPLICANT'S SIGNATURE: Laurel Corridon
SIGN & DATE HERE

PROPERTY OWNER'S NAME: Marilyn Holland
PRINT NAME HERE

PROPERTY OWNER'S SIGNATURE: _____
SIGN & DATE HERE

COMPLETE THIS BOX ONLY IF THE PROPERTY OWNER IS DIFFERENT THAN THE APPLICANT



FOR RESIDENTIAL

CATEGORY OF PROJECT: (SELECT ONE)

☒ NEW RESIDENTIAL DWELLING
Due to fire damage

TYPE OF DWELLING UNIT: (SELECT ONE)

- ☐ SINGLE-FAMILY DETACHED
☐ SINGLE-FAMILY ATTACHED
☐ MULTI-FAMILY

FOR NONRESIDENTIAL

CATEGORY OF PROJECT: (SELECT ONE)

- ☐ NEW NON-RESIDENTIAL BUSINESS
☐ NON-RESIDENTIAL ADDITION
☐ NON-RESIDENTIAL ACCESSORY BUILDING
☐ OTHER: _____

NUMBER OF EMPLOYEES: _____

HOURS OF OPERATION: _____

SITE PLAN #: _____

ZONING PERMIT NUMBER:

213-157

(FOR TOWN STAFF ONLY)

CONTINUE TO THE BACK OF THIS PAGE

TOWN OF FRONT ROYAL ZONING PERMIT APPLICATION

Page 4 – Application Form *continued*

ZONING INFORMATION

TAX IDENTIFICATION NUMBER: 20A620 20A6-20-22 ✓

PROPOSED BUILDING HEIGHT: 1 story + 24'

EXISTING SQUARE FEET OF BUILDING (IF ANY): _____

PROPOSED SQUARE FEET OF BUILDING: 1,528 SF

LOT SIZE: 23,610 SF LOT FRONTAGE: 140.0' ✓

ZONING DISTRICT: R1

IS THE PROPERTY IN ANY OF THE FOLLOWING SPECIAL ZONES? CHECK ALL THAT APPLY

☐ ENTRANCE CORRIDOR; ☐ FLOODPLAIN _____; ☐ HISTORIC DISTRICT

PROVIDE THE DISTANCES OF THE PROPOSED STRUCTURE TO THE FRONT, RIGHT, LEFT & REAR PROPERTY LINES

PROPOSED SETBACKS: FRONT: 41' RIGHT: 10.4' LEFT: 68' + REAR: 77'

PROVIDE THE MINIMUM DISTANCES REQUIRED BY CODE FOR THE PROPOSED STRUCTURE TO THE FRONT, RIGHT, LEFT & REAR PROPERTY LINES

REQUIRED SETBACKS: FRONT: 35' RIGHT: 10.4' LEFT: 15.1' REAR: 30'

ELECTRIC SERVICE INFORMATION

WHAT TYPE OF ELECTRIC SERVICE IS REQUESTED? ☐ SINGLE-PHASE ☐ THREE-PHASE

CHECK ONE

HOW MUCH VOLTAGE AND AMPS ARE NEEDED? Same as existing

VOLTAGE? _____ AMPS? _____

WATER OR SEWER SERVICES INFORMATION

HOW MANY OF THE FOLLOWING ARE PROPOSED:

Toilets 3; Urinals _____; Sinks 4; Tubs/Showers 3

ESTIMATED WATER USAGE: Same as existing gallons per day

SIZE OF METER (MUST MATCH WATER SERVICE SIZE): _____

IS FIRE SUPPRESSION REQUIRED? ☐ YES ☒ NO; If yes, the line size is _____

APPLICANT STOPS HERE

TOWN OF FRONT ROYAL ZONING PERMIT APPLICATION

Page 5 –DEPARTMENT REVIEW WORKSHEET

(NOT FOR DISTRIBUTION TO APPLICANT)

2



STEP 2 – TRANSMITTALS



Planning & Zoning



Energy Services



Environmental Services

2a



STEP 2a – DEPT. OF PLANNING & ZONING (THE SECTION IS COMPLETED BY TOWN)

Initial if approval is documented separately (example: email) _____

ASSIGNED ADDRESS (if new):

Keep existing #

Comments:

** Foundation location survey required*

APPROVED FOR ZONING

** 148-40 requires curb & gutter along Street for new development unless waiver obtained from Town Council.*

Jeremy J. [Signature]

DATE

2/25/13

PRELIMINARY APPROVAL OF ZONING PERMIT

** 9/25/13 OK for demo only at this time*

THE ZONING PERMIT MAY NOT BE ISSUED UNTIL THE FOLLOWING DEPARTMENT APPROVALS ARE ISSUED:



2



STEP 2b – DEPT. OF ENERGY SERVICES (FOR STAFF ONLY)

Initial if approval is documented separately (example: email) _____

Comments:

ENERGY RESOURCES CONSENT FOR ZONING PERMIT
PERMIT

DATE



2c



STEP 2c – DEPT. OF ENVIRONMENTAL SERVICES (FOR STAFF ONLY)

Initial if approval is documented separately (example: email) _____

Comments:

ENVIRONMENTAL SERVICES CONSENT FOR ZONING PERMIT

DATE

CONTINUE TO PERMIT ISSUANCE WORKSHEET

ZONING PERMIT NUMBER:

213-157

(FOR TOWN STAFF ONLY)

RESIDENTIAL BUILDING PERMIT APPLICATION

Warren County Department of Building Inspections
220 North Commerce Ave., Suite 400
Front Royal, VA 22630 (540)-636-9973
www.warrencountyva.net

CODE COMPLIANCE

☐ 2009 USBC
☒ RESIDENTIAL
☐ NON RESIDENTIAL

PERMIT #:

RECEIVED BY:

DATE:

TIME:

OWNER/APPLICANT NAME: Richard + Marilyn Holland	CONTRACTOR NAME: Metropolitan Contractors
ADDRESS: 437 Overlook Dr.	ADDRESS: 3909 Railroad Ave
CITY, ST. ZIP: Front Royal, Va. 22630	CITY, ST. ZIP: Fairfax, Va 22030
PHONE: 703 403 8944	PHONE: 703 591 2830
ADDITIONAL PHONE:	ADDITIONAL PHONE: 703 928 7372
MECHANIC'S LIEN AGENT:	STATE CONTRACTOR LICENSE #: 2705007978
	EXPIRATION DATE: 5/31/14

JOB SITE LOCATION: 437 Overlook Dr

ZONING:

TAX MAP #: 20A622	FRONT SETBACK: 41	SIDE STREET SETBACK:	BUILDING HEIGHT: 1 story + 24 ft. (GRADE TO AVG. ROOF HEIGHT)
SECTION: 20	REAR SETBACK: 77	# OF EXISTING BUILDINGS:	☐ MANUFACTURED DWELLING UNIT*
BLOCK:	RIGHT SIDE SETBACK: 10.4	# OF EXISTING DWELLINGS:	☐ INDUSTRIALIZED DWELLING UNIT**
LOT/PARCEL: 22	LEFT SIDE SETBACK: 68	ACRES: .543	SUBDIVISION NAME: Holly Hill

*Manufactured Dwelling is constructed to Federal "HUD" Standards, transportable in one or more sections, built on a permanent chassis and designed for occupancy with or without a permanent foundation, (formerly classified as mobile home; single or double wide).

**Industrialized Dwelling is a combination of one or more sections, not constructed to "HUD" Standards, subject to State regulation, (Modular).

I do hereby certify that on 9/22 2013, the property described above was listed in the name of Richard + Marilyn Holland.

WORK HAS NOT STARTED ☒ WORK HAS STARTED ☐ WORK IS COMPLETED ☐

BUILDING INFORMATION:FOR ALTERATIONS, ADDITIONS AND DEMOLITION-WAS YOUR STRUCTURE BUILT ☐ BEFORE 1985 OR ☐ AFTER 1985?

☒ NEW	☐ SINGLE FAMILY DWELLING	1ST FLOOR SF: 5417' X 28'	☐ PORCH SF:	☐ SHED SF:
☐ ADDITION	☐ DUPLEX/TOWNHOUSE	2ND FLOOR SF:	DECK SF: 28'x6'	☐ OTHER SF:
☐ ALTERATION	☐ MULTI-FAMILY DWELLING	3RD FLOOR SF:	CARPORT SF:	
☒ RENOVATION/REPAIR	☐ OTHER	BASEMENT:	GARAGE:	CHIMNEY(S) #:
☒ DEMOLITION		FIN SF: 5417' X 28'	☐ ATTACHED SF:	☐ MASONRY
Complete rebuild due to fire damage		UNF SF:	☐ BASEMENT SF:	☐ PREFAB
	# OF BATHROOMS: 3 FULL	# OF BEDROOMS: 3	☐ DETACHED SF:	FIREPLACE(S) #:
	HALF		SWIMMING POOL:	☐ MASONRY
			☐ ABOVE GROUND	☐ PREFAB
			☐ INGROUND SF	

FOUNDATION TYPE:

☐ CRAWLSPACE
☐ BASEMENT
☐ SLAB ON GRADE
☐ PIERS
☐ OTHER

CONSTRUCTION TYPE:

☐ MASONRY
☒ WOOD FRAME
☐ STEEL
☐ MANUFACTURED DWELLING UNIT
☐ INDUSTRIALIZED DWELLING UNIT

UTILITIES:

WATER: ☒ PUBLIC ☐ PRIVATE
☐ COMMUNITY
SEWER: ☐ PUBLIC ☒ PRIVATE
☐ COMMUNITY

ESTIMATED VALUE OF CONSTRUCTION INCLUDING VALUE OF MATERIALS AND LABOR: \$**TOTAL SQUARE FOOT OF ALL FLOORS:**

NOTICE: By signing this Building Permit Application, the undersigned Applicant expressly acknowledges that by commencing construction before drilling a well yielding an adequate supply of potable water, the undersigned Applicant assumes the risk of constructing a dwelling house which may not be usable or saleable due to an inability to find a water supply for Applicant's dwelling house after construction.

I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct and that the construction will conform with the regulations in the Building Code and Zoning Ordinance.

Information completed for me, by _____, Permit Technician is true and correct.

APPLICANT'S SIGNATURE

PRINT

DATE

PHONE

FEES:

BUILDING PERMIT FEE: _____
STATE LEVY: _____
ZONING PERMIT FEE: _____
LAND DISTURBING PERMIT FEE: _____
CREDIT CARD USE FEE: _____

TOTAL FEES: _____

☐ CHECK # _____
☐ CREDIT CARD
☐ CASH

APPROVED FOR ZONING

APPROVED FOR DEMO ONLY AT
This time. 222
REVISED 3-1-11

NOTE: FOUNDATION LOCATION SURVEY REQUIRED ON ALL PRINCIPLE STRUCTURES IN COUNTY ON LOTS 2 ACRES OR LESS.
FOUNDATION LOCATION SURVEY REQUIRED ON ALL NEW BUILDINGS IN TOWN OF FRONT ROYAL

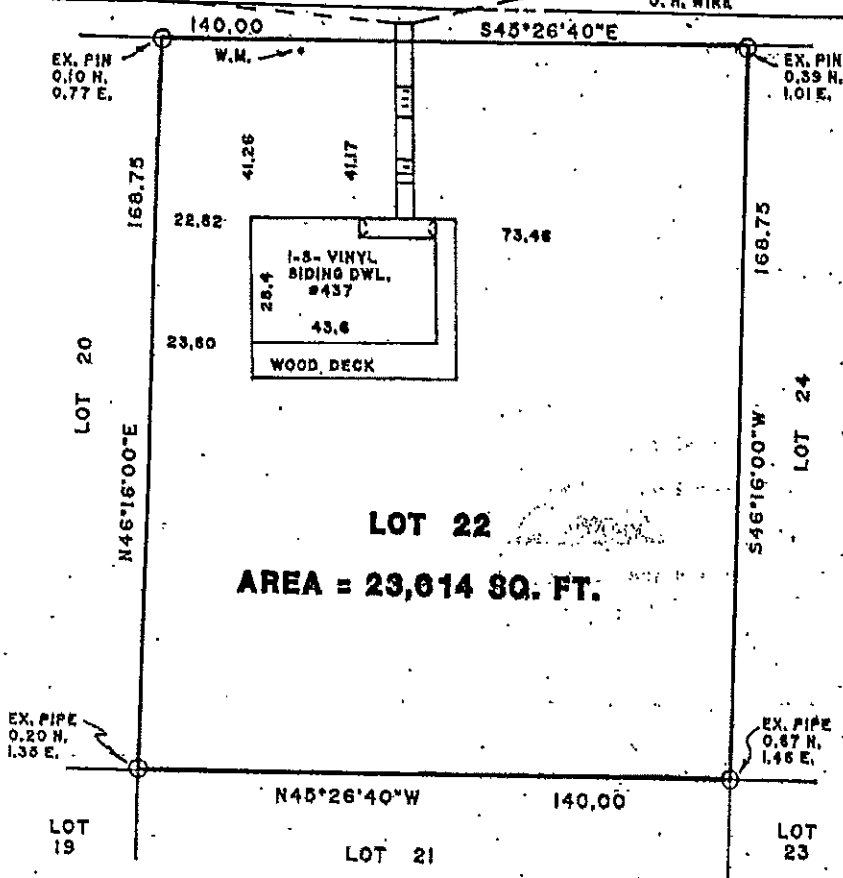
BK 49 242

SCALE - 1" = 30'

OVERLOOK DRIVE

(GRAVEL)

O. H. WIRE



- DENOTES IRON PIN SET.
- DENOTES EXISTING PIN OR PIPE
- NOTE - PARCEL IN FLOOD ZONE C PER HUD MAPS.
- NOTE - SUBJECT TO UTILITY EASEMENT PER D. B. 142, PG. 181 (13).
- NOTE - DWL. SERVED BY UNDERGROUND UTILITIES.

DERIVATION OF TITLE - JAMES L. FOX, JR. AND ELIZABETH M. FOX
D. B. 381, PG. 290.

SURVEY OF LOT 22 OF HOLLY HILL SUBDIVISION
RECORDED IN D. B. 142, PG. 176.

FORK MAGISTERIAL DISTRICT

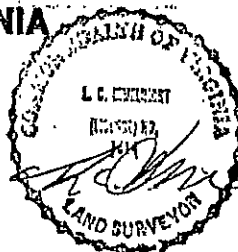
WARREN COUNTY

TOWN OF FRONT ROYAL, VIRGINIA

PREPARED BY

LARRY C. HIMELRIGHT P. C.
PROFESSIONAL LAND SURVEYOR
RTE. 3 BOX 446 STRASBURG, VA.
PHONE 465-8767

JANUARY 8, 1993





**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 8

Meeting Date: October 28, 2013

Agenda Item: COUNCIL APPROVAL – Budget Amendment to Purchase Rotary Fan Press

Summary: The Wastewater Treatment Plant is completing the necessary ENR upgrade and will need to purchase an additional rotary fan press due to the increase of solids production that will occur from the nutrient removal processes. The Town of Round Hill will be selling theirs and is the same type of dewatering device that the plant has been utilizing for the last (7) years. Council is requested to approve a Budget Amendment in the amount of \$260,000.00 to purchase a rotary fan press from the Town of Round Hill.

Budget/Funding: Expense – 9801-47001 – Machinery/Equipment
Revenue – 9801-3510110 – Fund Balance

Attachments: Summary

Meetings: Work Session held October 21, 2013

Staff Recommendation: Approval ☒ Denial ☐

Proposed Motion: I move that Council approve a Budget Amendment in the amount of \$260,000.00 to purchase a rotary fan press from the Town of Round Hill for the necessary ENR upgrade to the Wastewater Treatment Plant.

ROLL CALL VOTE REQUIRED

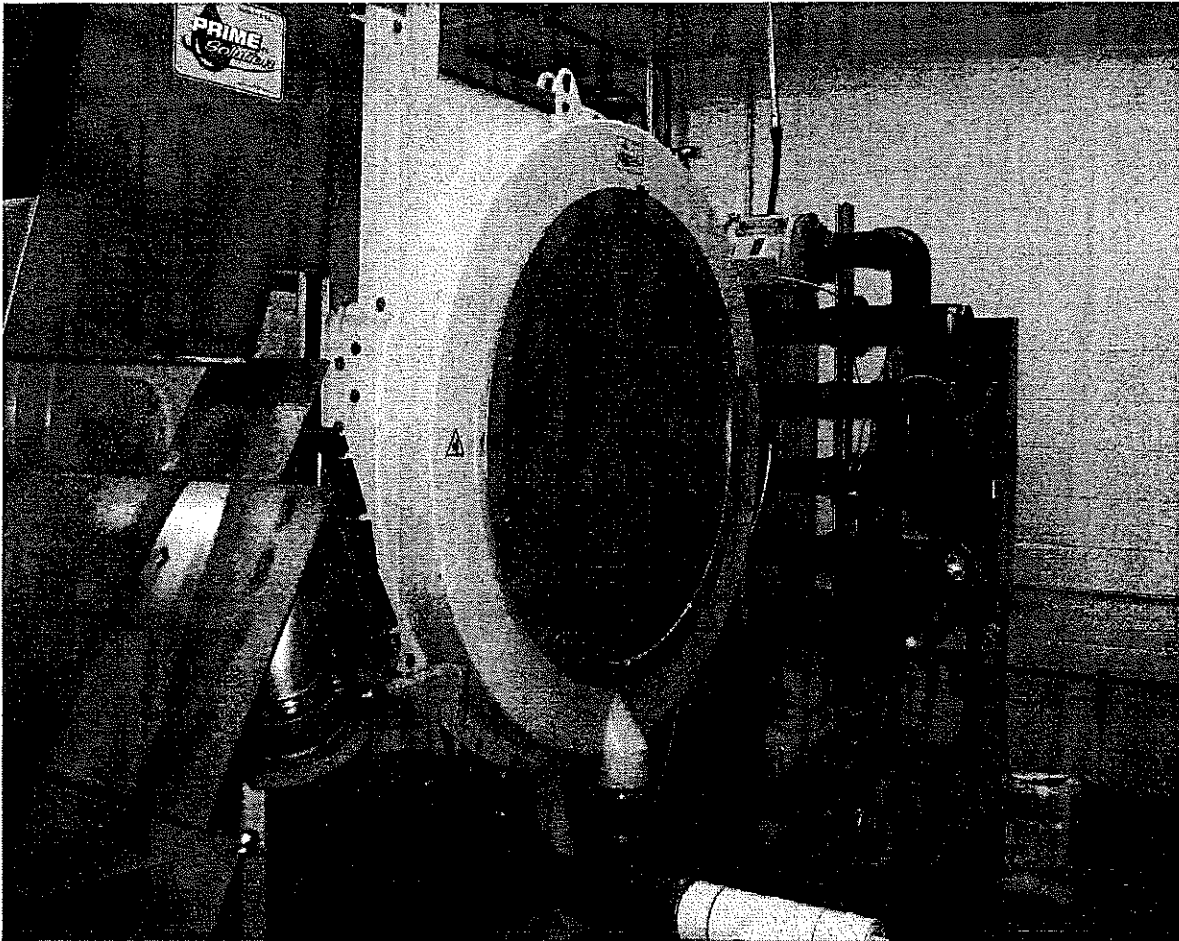
*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: SB



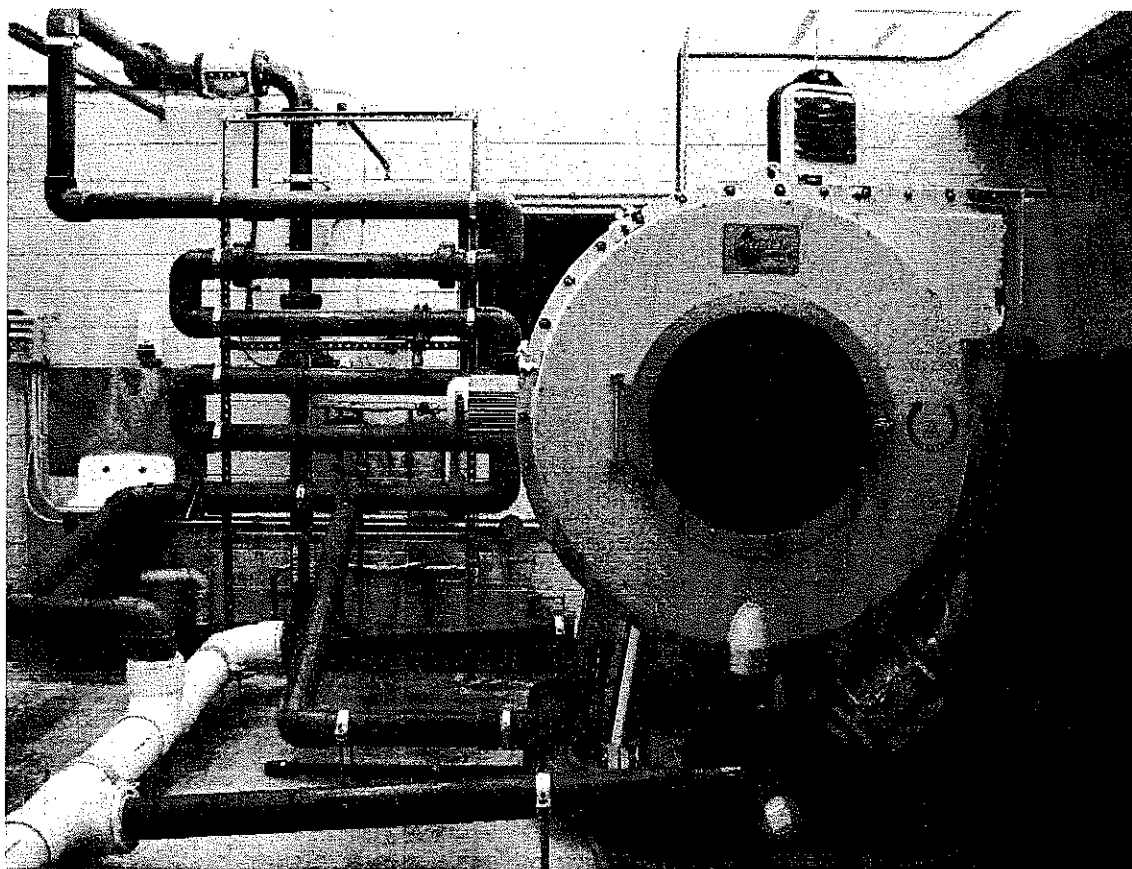
**TOWN OF FRONT ROYAL
DEPARTMENT OF ENVIRONMENTAL SERVICES
ROTARY FAN PRESS SUMMARY**



Town Round Hill, Virginia Rotary Fan Press

Introduction

It was brought to the Town's attention a month ago that the Town of Round Hill, Virginia would like to offer their Prime Solution Rotary Fan Press for sale. This is the same type dewatering device that has been in use at the Wastewater Treatment Plant for the past 7 years. Provisions in the Plant Upgrade Project have the addition of another Prime Solution Rotary Fan Press. Due to increased solids production that will occur from the nutrient removal processes another dewatering press will be required. Also with the addition of dewatering press digested sludge dewatering will be reduced from 7-8 hours to 3-4 hours. During the Plant Upgrade the Town has elected to install the 2nd Rotary Fan Press with the Wastewater Plant's personnel to lower the overall cost of the project. GHD the engineers of the Plant Upgrade Project will design the installation of this equipment to comply with the Virginia Department of Environmental Quality's requirements and make submittals to the DEQ for approval.



Town of Front Royal Rotary Fan Press

ROTARY FAN PRESS COMPARISON

Round Hill, Virginia

Prime Solution Model: RFP48D-SKE

Year Manufactured: 2011

Operating Hours on Unit: 1,200 (September 17, 2013)*

Cost: \$200,000.00

Installation Item Costs

Conveyer, piping, electrical: \$20,000.00

Total Cost of Press Installation: \$280,000.00

***Once unit is purchased Round Hill will like to use the equipment for 4 months.**

Proposed Press for Front Royal in Plant Upgrade

Prime Solution Model RFP48DE-SL with Conveyer

Year Manufactured: 2014?

Cost: \$375.000

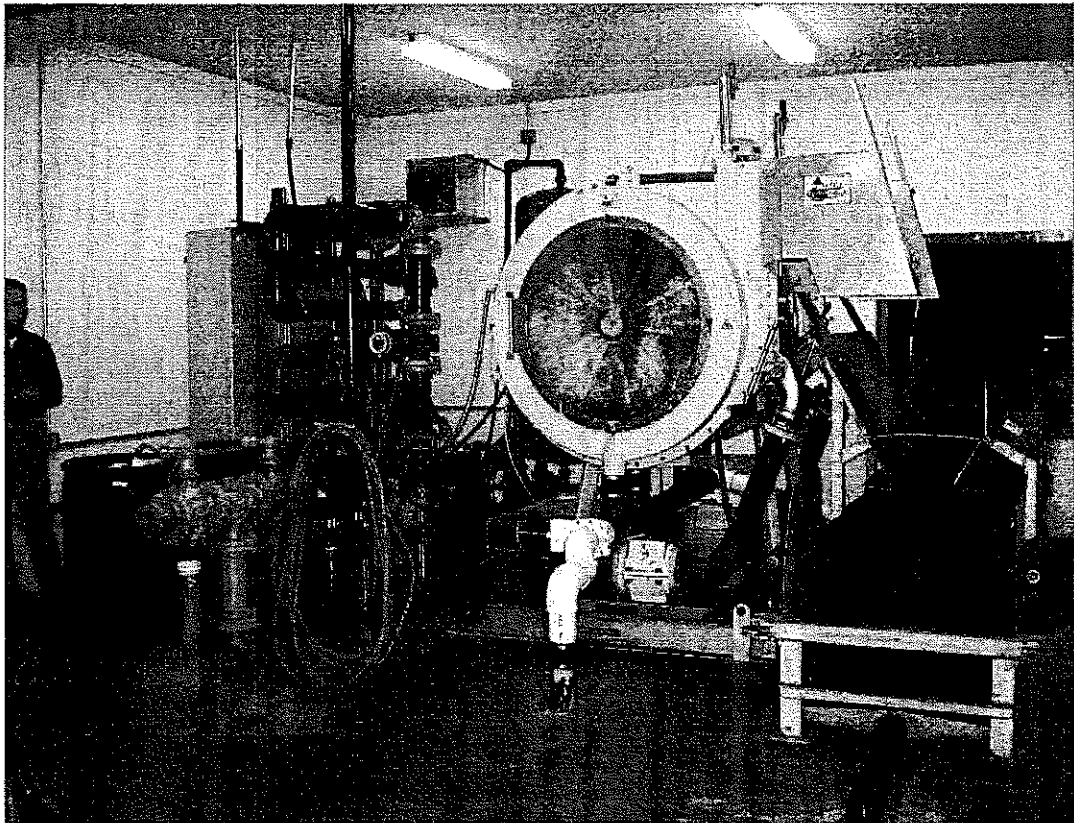
Installation Item Cost

Piping & Electrical: <\$10,000.00

Total Cost of Press Installation: \$385,000.00

Differences Between The Round Hill Unit & Proposed Front Royal Unit

- Round Hill Unit: 5 HP electrical motor
- Proposed Front Royal Unit: 7.5 HP electrical motor & a heavier gear box.
- Round Hill Unit non expandable
- Proposed Unit Front Royal expandable (2 additional Channels can be added in the future to double the capacity of the unit). Total capacity of this unit with 4 channels would be 260 GPM.
- Conveyor will have to be purchased for the Round Hill Unit not included in the sale of their press.



Town of Round Hill Rotary Fan Press

Benefits From Purchasing the Used Unit

- Total savings if the used unit is purchased would be \$100,000.00.
- Have a good backup dewatering unit for the facility if the existing unit was to malfunction.
- Increase the current dewatering capacity of the Wastewater Plant from 120 GPM to 250 GPM.
- One year warranty on the unit & related equipment. (Same as purchasing a new unit)

Disadvantages of Purchasing a Used Unit

- None

Recent Developments

Prime Solution is considering a total overhaul of the Round Hill Rotary Fan Press if the Town of Front Royal considers purchasing the used unit. Why? Prime Solution appreciates the Town's cooperation in past in allowing prospective customers to tour the Wastewater Plant's Rotary Fan Press operations. Other municipalities have benefitted and made their decision to purchase this type of dewatering equipment based on the operations at our facility. The manufacturer has made upgrades & repairs to the existing Rotary Fan Press at no cost and wants the Town to be happy with the dewatering equipment and hopes to continue their relationship with the Town of Front Royal in the future. Few manufacturers of wastewater treatment equipment care about their customers like Prime Solution do and they continue to prove it.



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 9

Meeting Date: October 28, 2013

Agenda Item: COUNCIL APPROVAL – Amendment to Employee Handbook re: Solid Waste CDL Requirements

Summary: Council is requested to consider amending the Town of Front Royal Employee Handbook to recommend CDL's for non-driving Solid Waste Employees and relieve the requirement for staff employed prior to March 11, 2013 as shown:

The following amendment is proposed for Chapter 2 - Employment, Section VIII - Driving Policy, Part D - Commercial Drivers License:

Certain positions shall be required to obtain and maintain a commercial drivers license as a requirement for employment. Non-administrative positions in the Departments of Energy Services and Environmental Services shall be required to possess a commercial drivers license with exception of staff associated with plant operations and non-driving staff in Solid Waste Management. ~~not associated with plant operations, and nonadministrative positions in Energy Services shall be required to possess a commercial drivers license.~~ Employees hired prior to March 11, 2013 shall not be required to obtain commercial drivers licenses, but are strongly encouraged to obtain said license to further their career development with the Town. The Town shall reimburse employees for their first application for the commercial drivers license and for renewal expenses.

Budget/Funding: None

Attachments: None

Meetings: Work Sessions held September 3, 16 and October 21, 2013

Staff

Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council amend the Town of Front Royal Employee Handbook to recommend CDL's for non-driving Solid Waste Employees and relieve the requirement for staff employed prior to March 11, 2013.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: JB



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 10

Meeting Date: October 28, 2013

Agenda Item: COUNCIL APPROVAL – Revise Resolution Pertaining to Voluntary Settlement Agreement of Front Royal Limited Partnership

Summary: On August 12, 2013, Council adopted a Resolution to approve a Voluntary Settlement Agreement for the Annexation into the Town of approximately 604.76 acres of land belonging to Front Royal Limited Partnership, and to refer the Agreement to the Commission on Local Government for Review. The Commission on Local Government is requesting that the Resolution include the e-mail address of the contact person of the locality. Due to this request Council is requested to approve a revision to the formerly approved Resolution by adding this contact information.

Budget/Funding: None

Attachments: Resolution as Revised

Meetings: None

Staff Recommendation: Approval ☒ Denial ☐

Proposed Motion: I move that Council approve to revise the August 12, 2013 Resolution pertaining to the Voluntary Settlement Agreement for Annexation of land belonging to Front Royal Limited Partnership by adding the requested contact information from the Commission on Local Government.

ROLL CALL VOTE REQUIRED

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proposed motions are offered by Staff for guidance

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Approved By: JB

**A RESOLUTION TO APPROVE THE VOLUNTARY SETTLEMENT AGREEMENT FOR
THE ANNEXATION INTO THE TOWN OF FRONT ROYAL OF APPROXIMATELY
604.76 ACRES OF LAND BELONGING TO FRONT ROYAL LIMITED
PARTNERSHIP, AND TO REFER THE VOLUNTARY SETTLEMENT AGREEMENT TO
THE COMMISSION ON LOCAL GOVERNMENT FOR REVIEW**

WHEREAS, Front Royal Limited Partnership ("FRLP") has filed an application with the Commission on Local Government for the annexation into the Town of Front Royal, Virginia (the "Town") of approximately 604.76 acres of land located in the County of Warren (the "County") currently outside but contiguous to the corporate limits of the Town ; and

WHEREAS, for several months FRLP, the Town Council of the Town (the "Town Council") and the Board of Supervisors of the County (the "Board of Supervisors") discussed the conditions for a boundary change to settle the requested annexation by a Voluntary Settlement Agreement (the Agreement) as an alternative to a fully contested annexation litigation between FRLP, the Town, and the County; and

WHEREAS, the parties, through their respective attorneys, drafted a Voluntary Settlement Agreement that sets forth the conditions by which the Town Council and Board of Supervisors consent to the adjustment of the FRLP property into the Town's corporate limits, and now each evidence their respective consent to request the Commission on Local Government to review the Agreement and to proceed with respect to the Agreement in accordance with Virginia Code § 15.2-3400 and all statutes and regulations applicable to these proceedings; and further, that it is the intention of Town Council to adopt the Agreement subsequent to the Commission's review;

NOW THEREFORE, BE IT HEREBY RESOLVED by the Town Council, that the Town Council endorses the terms of the proposed Voluntary Settlement Agreement as negotiated and drafted by the Town Attorney, the County Attorney, and FRLP; evidences its willingness and intention to approve and execute the said Agreement; and directs that staff forward the Agreement to the Commission on Local Government with a request that the Commission review the proposed Voluntary Settlement Agreement and make such recommendations regarding the Agreement that the Commission deems proper.

BE IT FURTHER RESOLVED that the Board designates as the principal contact individual for the Commission during its period of review:

Douglas W. Napier, Esq.
Town Attorney
Town of Front Royal, Virginia
102 East Main Street
P.O. Box 1560
Front Royal, Virginia 22630
Telephone: (540) 635-7872
Facsimile: (540) 635-4281
Email: dnapier@frontroyalva.com

Adopted at a regular meeting of the Town Council of the Town of Front Royal, Virginia, this 12th day of August, 2013, revised as to Commission on Local Government contact person on October 28, 2013.

On Motion of: Vice Mayor N. Shae Parker Seconded by: Bret W. Hrbek

Ayes: Daryl L. Funk; Bret W. Hrbek; N. Shae Parker; Eugene R. Tewalt;
Hollis L. Tharpe

Nays: Thomas H. Sayre Absent: None Abstain: None

Attest:

Jennifer E. Berry, Clerk of the Town Council