



TOWN COUNCIL WORK SESSION MINUTES

Monday, August 9th, 2021 at 7:00 PM

Town Hall Conference Room

The following minutes are a summary of items on the agenda. This meeting may be viewed in its entirety by accessing the video of the same date online via the Town's website at www.frontroyalva.com.

Town Manager, Steven Hicks, introduced four new employees to Council – Assistant Town Manager Kathleen Leidich, Human Resource Director Dale Losee, Planning and Community Development Director Lauren Kopishke and Environmental Officer and Arborist Jim Osborn.

Infrastructure Improvement Projects Presentation – Public Works Director Robbie Boyer, gave a detailed overview of several Infrastructure Improvement Projects that were recently completed, currently happening, and scheduled to begin. Vice Mayor Cockrell asked when and where smoke testing would occur and requested Town Staff notify residents. Mr. Boyer confirmed that his department would issue a Public Notice and place door hangers. Councilman Gillispie wondered when the Prospect Bridge Project would begin. Mr. Boyer noted that he hoped to have the bid opening published by the end of September. Councilman Lloyd questioned if the volume of active infrastructure projects were typical and worried that it could create a situation where all the projects mentioned would need to be addressed at the same time again in the future. Mr. Boyer explained that the Public Works Department completes a 30-Year Study that identifies what projects need to be completed and when. He added that if the town were proactive there would not be another situation like what they were currently facing.

Special Use Permit for Bed & Breakfast for Philip Vaught at 124 Luray Avenue – Code Enforcement Officer Chris Brock, explained that the Planning Commission had approved an application for a Special Use Permit for a three-bedroom Bed & Breakfast. The applicant, Mr. Vaught, asked that his five-bedroom proposal be brought before council for consideration. Vice Mayor Cockrell asked if there had been any concerns from neighbors during the Planning Commission's Public Hearing. Councilman Thompson mentioned there were some concern for parking, but added that the property included six parking spaces, which would be more than enough. Council all agreed to grant the Special Use Permit for a five-bedroom Bed & Breakfast.

Ordinance Amendment to Chapter 175 Pertaining to Bed & Breakfasts to Increase the Number of Rooms – Mr. Brock presented council with a proposed ordinance amendment that would ease the regulations for Bed & Breakfasts in the Town's residential districts. The proposal would allow six

bedrooms, rather than three, for lots between .5 and 1.49 acres, and ten bedrooms, rather than six, for lots that are 1.5 acres or greater. Council all agreed.

Ordinance Amendment to Chapter 175 Pertaining to Apartment Use Regulations – Mr. Brock noted that this proposed amendment was pursuant to a resolution adopted by council in February to promote residential living in Downtown Front Royal. Council all agreed.

Ordinance Amendment to Revise Chapter 156 to Environmental Sustainability Advisory Committee – Town Manager, Steven Hicks, presented council with a summary of the roles and responsibilities of the new Environmental Sustainability Advisory Committee (ESAC) that would replace the Urban Forestry Advisory Committee (UFAC). The primary difference being that ESAC would focus on the sustainability of the Town's entire ecosystem including, but not limited to, trees and urban forestry. Vice Mayor Cockrell noted that she was very excited that ESAC would include a high school senior in its membership. Council all agreed to amend the ordinance and begin establishing the committee.

Proposed Dusk-to-Dawn Lights Policy Criteria Presentation – Department of Energy Services Director David Jenkins, presented council with four different options for Dusk-to-Dawn Light Policy changes. Mayor Holloway and Councilman Letasha both agreed that the program should be phased out. Councilman Lloyd wondered if there could be a case-by-case basis for high-risk or high-crime areas. Mr. Jenkins stated that the Town could install additional lighting in those areas if the Front Royal Police Department deemed it necessary.

Proposed Ordinance Amendment to Chapter 4 Pertaining to Placing Items on the Agenda – Mayor Holloway requested council consider amending the ordinance pertaining to placing items on meeting agendas to require a council majority rather than just two members of council. Councilman Thompson agreed with the proposal for Regular Meeting Agendas, but suggested that for Work Session Agendas, it remain two. Councilman Gillispie agreed. Councilman Lloyd stated that he liked the current open process and would even advocate for amending the ordinance to allow for only one member of council to add an item to a Work Session Agenda. Vice Mayor Cockrell noted that if there were not a Public Comment period, she would have concerns with the proposal. She stated that Council would always welcome public input and invited citizens to come speak on topics regardless of whether they were listed on the agenda. It was decided to hold a Public Hearing and take an official vote at their next Regular Meeting.

Open Discussion – Councilman Gillispie expressed his wish to resume their Liaison Meetings with Warren County Board of Supervisors. He explained it would be good for the community if they could work together. Town Manager Hicks stated that he would reach out to County Administrator Ed Daley, to get a meeting scheduled.

Public Works Director, Robbie Boyer, mentioned that due to the current level of the river (366) the Town was under Voluntary Water Conservation. He noted that if the river dropped down to 340 or lower, they would have to issue Mandatory Water Conservation, which had not happened since 2017.

Mayor adjourned the work session at 8:08 P.M. and Council began their Closed Meeting

Closed Meeting – Front Royal Economic Development Authority Continued Interviews

Vice Mayor Cockrell moved, seconded by Councilman Thompson, Town Council go into Closed Meeting pursuant to Section 2.2-3711, of the Code of Virginia for the following purposes:

(A) The purpose of assignment, appointment, promotion, performance, demotion, salaries, discipling or resignation of specific public officers, appointees, or employees of a public body, under subsection A. 1

Vote: Yes – Councilmen Cockrell, Gillispie, Lloyd & Thompson

No – N/A

Abstain – N/A

Absent – Councilman McFadden

ROLL CALL

Vice Mayor Cockrell moved, seconded by Councilman Thompson, 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 Act 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.

Vote: Yes – Mayor Holloway, Councilmen Cockrell, Gillispie, Lloyd & Thompson

No – N/A

Abstain – N/A

Absent – Councilman McFadden

ROLL CALL

PRESENT: Mayor Holloway, Vice Mayor Cockrell, Councilmen Lloyd and Thompson, Town Manager Steven Hicks, Assistant Town Manager Kathleen Leidich, Deputy Clerk of Council Mary Ellen Lynn, Finance Director BJ Wilson, Energy Services Director David Jenkins, Planning and Community Development Director Lauren Kopishke, Human Resource Director Dale Losee, Town Arborist Jim Osborn, Code Enforcement Officer Chris Brock, Interim Information Technology Manager Grant Autry, members of the public and press.

ABSENT: Councilman McFadden

Approved by Town Council

Date: -----



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ABSENT: Councilman McFadden

Approved by Town Council

Date: 9/27/21