



TOWN COUNCIL WORK SESSION

Monday, January 10, 2022, at 6:00pm

Town Hall Conference Room

View Online LIVE at <https://www.frontroyalva.com/673/Town-Hall-Live>

1. CLOSED MEETING
2. Virginia Health Care Insurance Pool — *Laura McIntosh*
3. Order of Business for Regular Meeting Agendas — *Mary Ellen Lynn*
4. Appointments
 - A. Audit/Finance Committee — *Mayor Holloway*
 - B. Town Scholarship Committee — *Mayor Holloway*
5. Sole Source Purchase of Neptune Water Meters — *BJ Wilson*
6. Ordinance Amendments
 - A. Short-Term Rentals — *Lauren Kopishke*
 - B. Vape/Vape-Oriented Businesses — *Lauren Kopishke*
7. Capital Improvement Project — *Kathy Leidich*
8. Open Discussion
9. Adjourn



Work Session Agenda Statement

Item # 1

Meeting Date: January 10, 2022

CLOSED MEETING

Motion to go into Closed Meeting

[to be approved by affirmative recorded vote, with motion set forth in detail in the minutes]

I move that Town Council convene a closed meeting, pursuant to Sections 2.2-3711 and 2.2-3712 of the Code of Virginia, for the following purposes:

1. pursuant to Section 2.2-3711(A)(7) of the Code of Virginia, consultation with legal counsel and briefings by staff members or consultants pertaining to probable litigation, where such consultation or briefing in Open Meeting would adversely affect the negotiating or litigating posture of the public body; "probable litigation" meaning litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by a known party, more specifically, claims related to alleged damage to private property by the Town.
2. pursuant to Section 2.2 3711(A)(1) of the Code of Virginia, the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of a public body, specifically members of the Town Planning Commission, the Town Board of Zoning Appeals and the Local Board of Building Code Appeals.

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 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.



Work Session Agenda Statement

Item # 2

Meeting Date: January 10, 2022

Agenda Item: Virginia Health Care Insurance Pool

Summary: Cheri Herschman from Gallagher, the Town's Health Insurance Consultant, will present health insurance options for fiscal year 2023. The Town's current coverage is with Anthem BC/BS through The Local Choice of Virginia (TLC). An alternative option will be presented, a newly established Virginia Health Insurance Pool for Virginia counties, cities, and towns.

Human Resources staff will be available for questions.

Budget/Funding: Projected rates and costs will be reviewed. Actual rates for TLC's renewal are not known at this time. Renewal rates are typically received beginning to mid-February.

Staff Recommendation: Staff recommends leaving The Local Choice (TLC) to join the Virginia Health Insurance Plan (VAHIP).



Gallagher

Insurance | Risk Management | Consulting

The Town of Front Royal Virginia Health Insurance Pool

Virginia Health Insurance Pool (VAHIP) will go into effect as of 7/1/2022. Gallagher operates 23 pools across the nation for mostly public entity clients; with our oldest pool still in operation since 1976. The clients like this model for the following reasons:

- Intergovernmental agreement
- Allowed by the State, Regulated by the DOI
- Member Driven
- Financial vehicle
- Preserve plan design freedom
- Conservatively funded and reserved
- Managed by the State's preeminent public sector vendors
- Fully-transparent
- **Stable, Budget-able, and Predictable**

There are numerous core advantages over the current arrangement with The Local Choice. Over the past few years, The Town of Front Royal has sporadic renewals along with not knowing what the increase will be until February before the July 1 effective date. This has caused budgetary concerns and guessing. Further, there is no transparency into the plan itself which leads to ineffective management of the plan. Any wellness initiatives that are implemented will be based on trends and not actual understanding of the claims within The Town of Front Royal. The core advantages in moving to the VAHIP model are:

- ✓ Provides financial stability – reducing healthcare spend and increasing predictability with our average renewal across all pools at 1-3% year over year
- ✓ Participation in Rx Rebates
- ✓ 100% transparency into all claims data with monthly claims reporting and reviews with the Gallagher team
- ✓ Ability to create claims reserves – no penalty to exit VAHIP
- ✓ Conservatively managed by pricing actuaries
- ✓ Completely flexible plan designs and eligibility
- ✓ Efficient customized electronic benefits administration platform
- ✓ Dedicated wellness consultant for pool members

VAHIP is modeled after our North Carolina pool which has grown to 21 entities in four years; with an average renewal increase of 1.2% pool wide since its inception. In addition, when a reserve is built up past the need of the entity, the money can be reallocated back into the entity to improve benefits, reduce contribution, limit contribution increases, give wellness incentives (gym memberships, credits, etc.) or even reallocate to a different purpose within The Town of Front Royal.

The model includes consulting services, strategic advising, customer support, communication, change management, claim reporting, reserve and contributions analysis and much more. The projected annual savings for The Town of Front Royal is \$108,000.



Together, we can do *more*.

January 10, 2022

Presented by:
Cheri Herschman, *Area Senior Vice President*
Tanner Baldwin, *Benefits Consultant*

VAHIP

In association with



Issues vs. Goals

Town of Front Royal FY 23 Budget Goals

1. Economic Development
- 2. Infrastructure**
3. Appearance
- 4. Communication**
- 5. Our Employees**

VAHIP's Core Advantages



- I. Provides financial stability – reducing healthcare spend and increasing predictability with our average renewal across all pools at 1-3% year over year (Goal 2)
- II. Participation in Rx Rebates (Goal 2)
- III. 100% transparency into all claims data with monthly claims reporting and reviews with the Gallagher team (Goal 2)
- IV. Ability to create claims reserves – no penalty to exit VAHIP (Goal 2)
- V. Conservatively managed by pricing actuaries (Goal 2)
- VI. Completely flexible plan designs and eligibility (Goal 5)
- VII. Efficient customized electronic benefits administration platform (Goal 4)
- VIII. Dedicated wellness consultant for pool members (Goal 2, 4 and 5)



Making The Unpredictable....Predictable

VAHIP

In association with

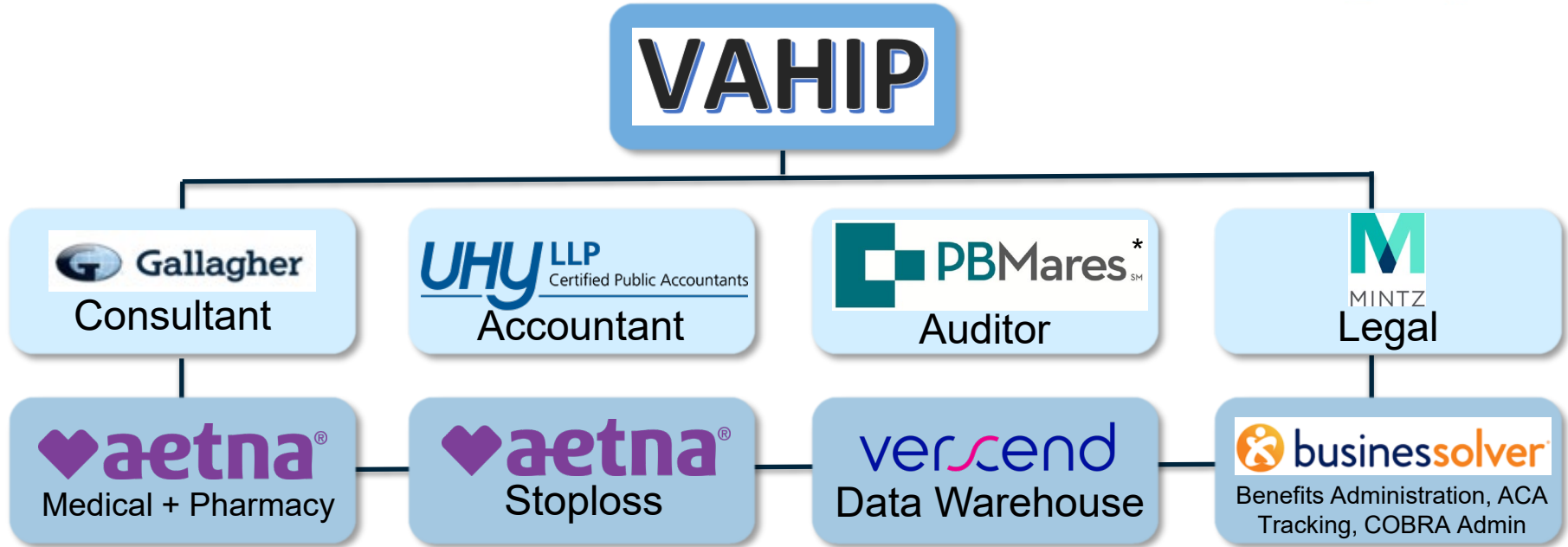


Why It Works

VAHIP Members share risk in all claims over \$50,000.

No one high claimant will disproportionately impact any VAHIP Member.

VAHIP Board & Partners



Duties of the VAHIP Board

Review financials . Evaluate vendor relationships . Discuss trends and innovative strategies
Plan for the future . Evaluate new member/partners

*Subject to final negotiation



Premium Equivalents

Pool Projection- Renew in VAHIP

Projected as Is – 9.6% increase
In Pool – 5.8% increase*

(Savings of \$108k for plan and
consulting fees.)

Reinvest savings in:

- Plan design improvements
- Contribution improvements
- Wellness initiatives

Creates:

- Stability
- Transparency
- Ownership
- Economies of Scale
- Best In Class

**based on claims projected forward; will consistently be 4-5% differential based on way current structure of plan is pooled on RX.*



Questions?

Your Gallagher Team!

Cheri Herschman

Cheri_Herschman@ajg.com

Tanner Baldwin

Tanner_Baldwin@ajg.com

VAHIP

In association with



Gallagher

Appendix

Case Study - NCHIP

History, Membership and Governance

History

**Established
July 1, 2018**

**Grown to 20
Governments**

Membership

**Open to Counties, Cities
and Towns with 100+
enrolled on Health Plan**

**1 year membership term
(July 1 Renewal)**

**New members admitted
by recommendation of
Board of Trustees**

Governance

Members own the Trust

**Each government
appoints a member to
the Board of Trustees**

**The Board consists of a
Chair, Vice Chair,
Treasurer and Secretary**

NCHIP Today

3

Years in Operation

20

of Governments

7,500

**Total
Employees**

11,000

**Total
Members**

Who's In?

NCHIP

In association with



July 1, 2018



105 employees



1,035 employees



130 employees



1,050 employees



195 employees



1,205 employees



TOWN of
WAKE FOREST
340 employees

July 1, 2019



95 employees



250 employees



290 employees



420 employees

July 1, 2020



275 employees



330 employees



550 employees

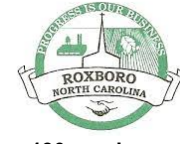
July 1, 2021



330 employees



210 employees



130 employees



265 employees



NEWTON
BRILLIANT LEGACY + BRIGHT FUTURE

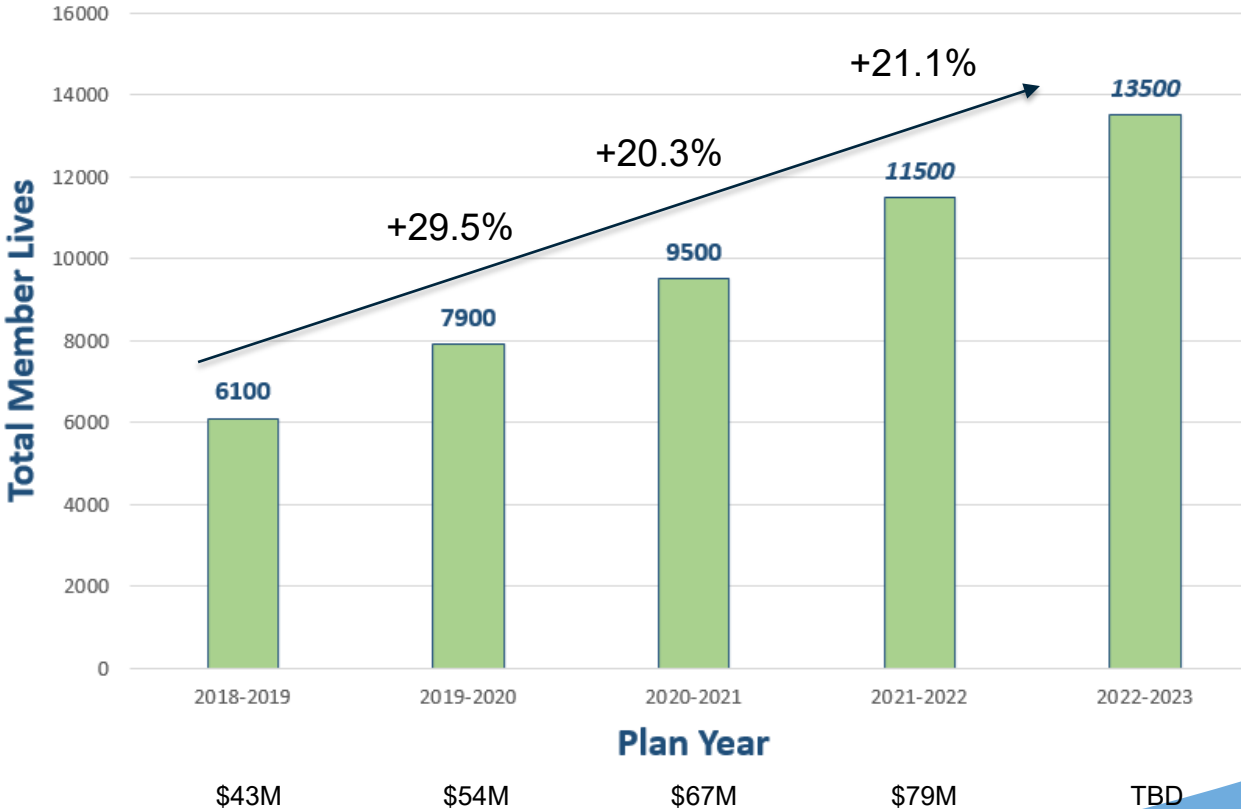
200 employees



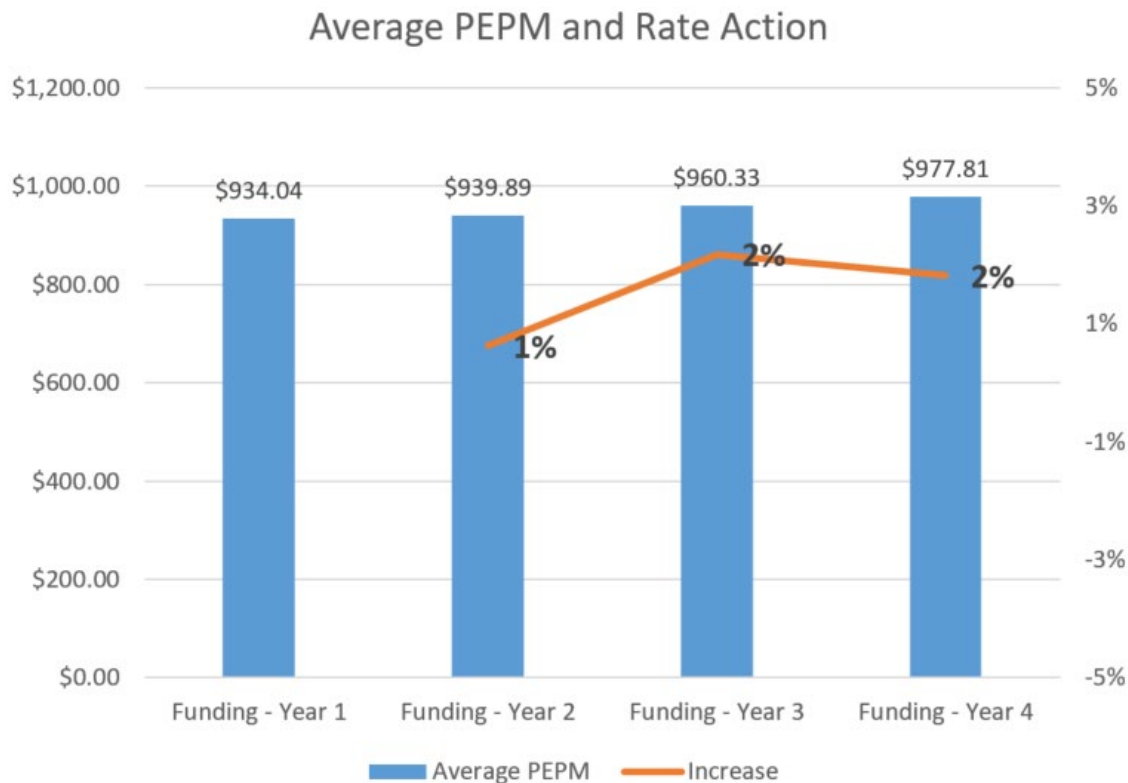
PIEDMONT TRIAD
REGIONAL COUNCIL

76 employees

Year-To-Year Membership Growth



NCHIP Renewal History



Key Statistics

100%

**Member
Retention**

20%+

**Year-to-Year
Growth**

1.5%

**Average Annual
Renewal**

\$10M

**Current
Reserves**

\$3M

**Return of
Surplus**

Town | ~275 employees

3rd Year Member

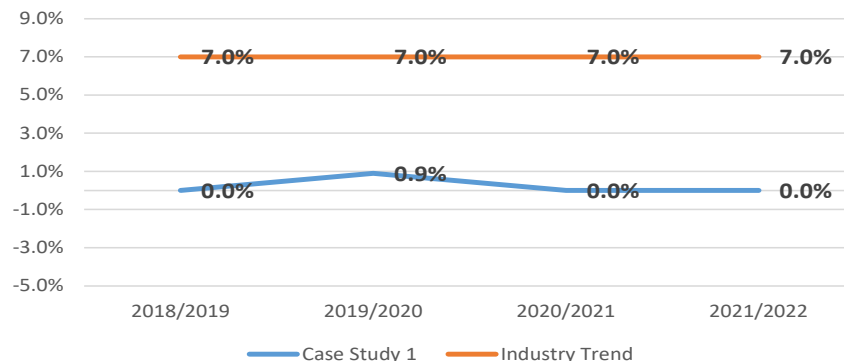
2018/2019			2019/2020			2020/2021			2021/2022		
Average Employees (Year 1)	Funding Year 1	PEPM Year 1	Average Employees (Year 2)	Funding Year 2	PEPM Year 2	Average Employees (Year 3)	Funding Year 3	PEPM Year 3	Average Employees (Year 4)	Funding Year 4	PEPM Year 4
268	\$2,994,465	\$931	274	\$3,088,829	\$939	274	\$3,088,829	\$939	274	\$3,088,829	\$939

Highlights:

Average renewal since inception = 0%
Total Reserves (Sep 2020) = \$1.7M
Surplus vs Estimated needs = \$1.5M

Prior to NCHIP: Fully-Insured (BCBS)

Case Study 1



County | ~130 employees

3rd Year Member

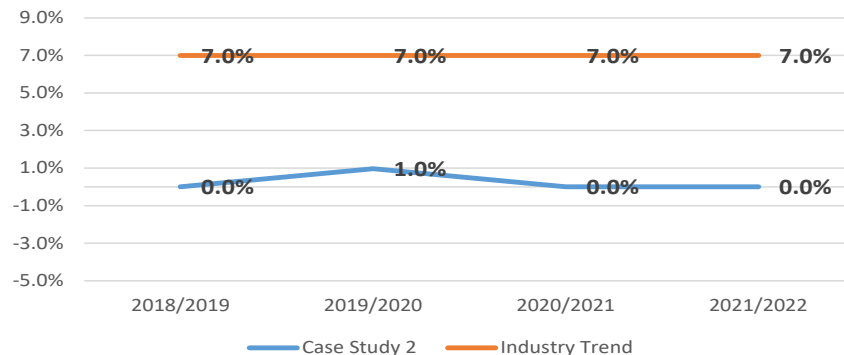
2018/2019			2019/2020			2020/2021			2021/2022		
Average Employees (Year 1)	Funding Year 1	PEPM Year 1	Average Employees (Year 2)	Funding Year 2	PEPM Year 2	Average Employees (Year 3)	Funding Year 3	PEPM Year 3	Average Employees (Year 4)	Funding Year 4	PEPM Year 4
132	\$1,409,378	\$890	137	\$1,476,928	\$898	137	\$1,476,928	\$898	137	\$1,476,928	\$898

Highlights:

Average renewal since inception = 0%
Total Reserves (Sep 2020) = \$750K
Surplus vs Estimated needs = \$650K

Prior to NCHIP: Fully-Insured (NCLM/Medcost)

Case Study 2



County | ~1,070 employees

3rd Year Member

NCHIP

In association with



2018/2019			2019/2020			2020/2021			2021/2022		
Average Employees (Year 1)	Funding Year 1	PEPM Year 1	Average Employees (Year 2)	Funding Year 2	PEPM Year 2	Average Employees (Year 3)	Funding Year 3	PEPM Year 3	Average Employees (Year 4)	Funding Year 4	PEPM Year 4
1064	\$12,920,743	\$1,012	1071	\$13,023,785	\$1,013	1071	\$13,023,785	\$1,013	1071	\$13,023,785	\$1,013

Highlights:

Average renewal since inception = 0%

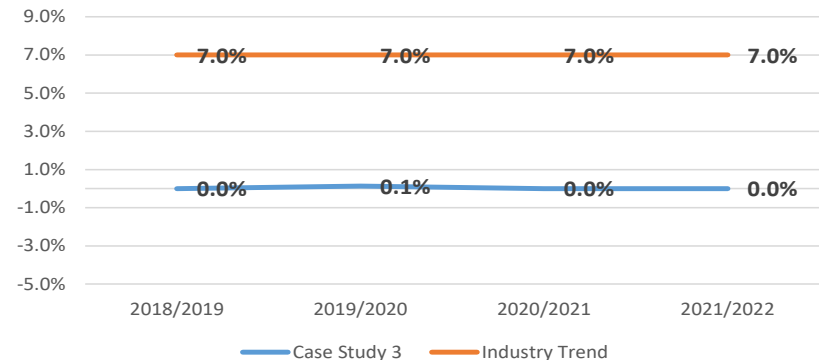
Total Reserves (Sep 2020) = \$4M

Surplus vs Estimated needs = \$3.4M

(returned \$1M in surplus to County in Oct 2020)

Prior to NCHIP: Self-Insured (UHC)

Case Study 3





Work Session Agenda Statement

Item # 3

Meeting Date: January 10, 2022

Agenda Item: Order of Business for Regular Meeting Agendas

Summary: On February 22, 2021, Council approved the Order of Business (Chapter 4-19) that allows a quorum of Council to decide the Order of Business for regular meetings during their first meeting in January for the upcoming year. Council is requested to approve the Order of Business for 2022 at their regular meeting on January 24th. It is recommended to place public hearings before public comments on the agenda, which is a practice Council had been doing for some time in 2021.

Town Code Excerpt

4-19 ORDER OF BUSINESS; PLACEMENT AND APPROVAL OF ITEMS ON AGENDAS

1. At the first regular meeting of Town Council, Town Council, by majority vote of a quorum of all members of Council, shall decide upon the order of business for all regular meetings of Town Council for that upcoming calendar year. The order of business shall be reduced to writing and certified by the Mayor and Clerk of Town Council.

Budget/Funding: N/A

Staff Recommendation: Staff recommends the Order of Business as presented with one slight change, to place public hearings before public comments as presented and to formerly approve on the January 24th consent agenda.



REGULAR TOWN COUNCIL MEETING

Monday, March 22, 2021 @ 7:00pm

Warren County Government Center

Due to Executive Order #72 (Amended 2/24/21) and Order of Public Health Emergency Nine, Common Senses Surge Restrictions, Certain Temporary Restrictions due to COVID-19, from Governor Northam there is limited seating

1. MOMENT OF SILENCE
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES
5. ADDITION/DELETION OF ITEMS
6. RECOGNITIONS/AWARDS
7. PRESENTATIONS
8. PUBLIC COMMENTS (COMMENTS NOT RELATED TO PUBLIC HEARINGS)
9. PUBLIC HEARINGS
10. REPORTS
 - a. Report of Town Manager
 - b. Report of Councilmembers.
 - c. Report of the Mayor
11. CONSENT AGENDA ITEMS
12. BUSINESS ITEMS
13. CLOSED MEETING

APPROVED MARCH 22, 2021



REGULAR TOWN COUNCIL MEETING

Monday, January 24, 2022 @ 7:00pm
Warren County Government Center

1. MOMENT OF SILENCE
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES
5. ADDITION/DELETION OF ITEMS
6. RECOGNITIONS/AWARDS
7. PRESENTATIONS
8. PUBLIC HEARINGS
9. PUBLIC COMMENTS (COMMENTS NOT RELATED TO PUBLIC HEARINGS)
10. REPORTS
 - a. Report of Town Manager
 - b. Report of Councilmembers.
 - c. Report of the Mayor
11. CONSENT AGENDA ITEMS
12. BUSINESS ITEMS
13. CLOSED MEETING



Work Session Agenda Statement

Item # 4

Meeting Date: January 10, 2022

Agenda Item: Appointments to Audit/Finance Committee and 2022 Town Scholarship Committee

Summary: Council is requested to discuss and appoint the following:

a. Audit and Finance Committee – The Committee will meet as needed with the Town’s auditor. Two councilmembers are to be appointed and terms end December 31, 2022. The Mayor, Town Manager and Finance Director are ex-officio. Councilmen Gillispie and McFadden were appointed to serve in 2021.

b. 2022 Town Scholarship Committee – the Town has \$3,000 budgeted for Town Scholarships. Last year Council chose to award three \$1,000 scholarships to three high school seniors. Council is requested to appoint two councilmembers to this Committee. Councilmen Gillispie and Thompson served on this committee last year.

Budget/Funding: N/A

Staff Recommendation: All the appointments will be added to the consent agenda of January 24th regular meeting.



Work Session Agenda Statement

Item # 5

Meeting Date: January 10, 2022

Agenda Item: Sole Source Purchase of Neptune Water Meters

Summary: Council is requested to approve the sole source purchase of Neptune water meter components totaling \$65,523.00.

Breakdown of quotes as follows:

2" – 6" Unitized Measuring Elements	\$46,500.00
Compound Meters	\$11,575.00
ProCoder R900I Registers	\$ 7,448.00
Total	\$65,523.00

Budget/Funding: 9617-R47001

Staff Recommendation: Staff recommends the approval of the sole source purchase of Neptune water meter components per the Core & Main quotes totaling \$65,523.00 and added to the consent agenda of January 24th for formal approval.



TOWN OF FRONT ROYAL

DEPARTMENT OF FINANCE

102 E. MAIN STREET

P.O. BOX 1560

Front Royal, Va. 22630

B.J. Wilson
Director of Finance
bwilson@frontroyalva.com

(540) 635-7799
(540) 635-2298 fax

December 9, 2021

To: Tina Presley, Senior Executive Assistant

From: B.J. Wilson
Director of Finance

Re: Request to Add Agenda Item

The Town's purchase of various sizes of Neptune water meters in the amount of \$65,523.00 qualifies as a sole source procurement in accordance with the Virginia Public Procurement Act because Core & Main is the only source practicably available. The Neptune water meters are already in use by the Town, and the remote reading radio devices which the Town currently uses will only work with these water meters. It would be unreasonably expensive to purchase any other type of water meter. Core & Main is the exclusive distributor for Neptune water meters for the Virginia, West Virginia, and Maryland markets.

Staff recommends Council award the purchase of Neptune water meters per the Core & Main quote for \$65,523.00. Town Council is requested to review and approve the award.

Attached to this memo are copies of the quotes and a sole source letter from Neptune. Please add this agenda item to the January 2022 Town Council Regular Meeting.

Funding for this request is encumbered in the Public Works line item 9617-R47001 Meter Reading - Water.



Core & Main
842 Panorama Road
Montross, VA 22520
Phone (804) 493-8085

Robert B. Boyer

12/8/2021

Town of Front Royal
Front Royal, VA 22630
540-635-7819

rboyer@frontroyalva.com

SUBJECT: 2" – 6" T/F UME'S (UNITIZED MEASURING ELEMENTS)

UME'S WITH PROCODER)R900I REGISTERS W/6' ANTENNAS

Your Cost:

5 - 2" T/F UME	\$ 2,100.00 EACH
6 – 3" T/F UME	\$ 2,600.00 EACH
3 – 4" T/F UME	\$ 2,800.00 EACH
3 – 6" T/F UME	<u>\$ 4,000.00 EACH</u>
TOTAL	\$ 46,500.00

Neptune is currently quoting a 2/25/22 ship date on UME's/

Due to increasing costs of raw materials, production, shipping and other factors, Pricing & Delivery Times are subject to change without notice. We strive to maintain adequate inventory, and keep price increases to a minimum. Please help us by forecasting your future needs 90 days out if possible, and place orders ASAP. We can then order & allocate materials to you, and ship when you're ready.

Thank you,
Debbie Hennage
Inside Sales

Cc: Charles Dye

Local Knowledge
Local Experience
Local Service, Nationwide®



Core & Main
842 Panorama Road
Montross, VA 22520
Phone (804) 493-8085

Robert B. Boyer

12/8/2021

Director of Public Works
Town of Front Royal
PO Box 1560
Front Royal, VA 22630
540-635-7819

rboyer@frontroyalva.com

SUBJECT: 2" T-10 & 3" T/F Compound Meters

Your Cost:

5 – 2" T-10 Meters, USG, ProCoder)R900i	\$ 875.00 each
2 – 3" T/F Compound Meters, USG, ProCoder)R900i	<u>\$ 3,600.00 each</u>
TOTAL	\$11,575.00

Due to increasing costs of raw materials, production, shipping and other factors, Pricing & Delivery Times are subject to change without notice. We strive to maintain adequate inventory, and keep price increases to a minimum. Please help us by forecasting your future needs 90 days out if possible, and place orders ASAP. We can then order & allocate materials to you, and ship when you're ready.

Thank you,
Debbie Hennage
Inside Sales

Cc: Charles Dye

Local Knowledge
Local Experience
Local Service, Nationwide®



Core & Main
842 Panorama Road
Montross, VA 22520
Phone (804) 493-8085

Robert B. Boyer

12/8/2021

Town of Front Royal
Front Royal, VA 22630
540-635-7819

rboyer@frontroyalva.com

SUBJECT: PROCODER)R900I REGISTERS ONLY

Your Cost: PROCODER)R900I REGISTERS ONLY W/6' ANTENNAS

28 – ProCoder)R900i Registers Only, w/6' Antenna	<u>\$ 266.00 each</u>
Various sizes, types	TOTAL \$7,448.00

When ordering, please specify the size & type registers needed.

T-10, HP Turbine or T/F Compound, Turbine Side.

For reference on the T/F Compound Meters:

2" T/F – 5/8" T-10 Disc Side/2" HPT Turbine Side

3" T/F – 5/8" T-10 Disc Side/ 3" T/T Turbine Side

4" T/F – 3/4" T-10 Disc Side/4" T/T Turbine Side

6" T/F – 1" T-10 Disc side/6" T/T Turbine Side

Due to increasing costs of raw materials, production, shipping and other factors, Pricing & Delivery Times are subject to change without notice. We strive to maintain adequate inventory, and keep price increases to a minimum. Please help us by forecasting your future needs 90 days out if possible, and place orders ASAP. We can then order & allocate materials to you, and ship when you're ready.

Thank you,
Debbie Hennage
Inside Sales

Cc: Charles Dye

Local Knowledge
Local Experience
Local Service, Nationwide®



January 10, 2020

To whom this may concern:

Neptune Technology Group Inc. sells and services Neptune meters, parts and AMR systems through trained and certified distributors throughout the United States and Canada.

Core and Main, located in Martinsburg, WV is Neptune's exclusive distributor for the Virginia, West Virginia and Maryland markets.

Please let me know if I can be of further assistance.

Sincerely,

Mitch D. Elliott

Southeast Regional Manager



Work Session Agenda Statement

Item # 6A

Meeting Date: January 10, 2022

Agenda Item: Short Term Rentals

Summary:

Planning Commission held a public hearing for Short Term Rentals on December 15, 2021. There was no public comment. The Planning Commission asked staff to make additional revisions to the ordinance and bring it back to the January 19, 2022, meeting. Staff has made the requested edits and included the proposed ordinance for Council to review.

Budget/Funding: N/A

Staff Recommendation: Staff recommends the approval of the Short-Term Rental ordinance.

Definition-

Short-term rental- means the provision of a room or space that is suitable or intended for occupancy for dwelling, sleeping, or lodging purposes, for a period of fewer than 30 consecutive days, in exchange for a charge for the occupancy. Any residential use that falls within the definition of short-term rental as defined in §15.2-983, as amended, of Virginia State Code.

Short Term Rental Facility - A residential building or accessory structure, other than a hotel, motel or bed-and-breakfast home, where lodging is provided for compensation on a short-term basis, and open to the public or transient guests. The maximum number of occupants shall not exceed ten (10) unless determined appropriate by Town Council.

Short-term rental owner: Any person or entity that meets the definition of “operator” as defined in §15.2-983, as amended, of Virginia State Code.

§ 175- 151 Short-term rentals.

Permitted Zones

Short-term rentals shall be permitted in all zones by Special Use Permit and shall **at a minimum** meet the following requirements:

- A. The owner of a dwelling unit to be used for a short-term rental shall apply for a Special Use Permit through the Planning Department and receive approval from Town Council prior to utilizing the dwelling unit as a short-term rental. Town Council may impose conditions necessary to mitigate adverse effects of the use on neighboring properties.
- B. The one-time application fee shall be \$400, unless stated by Town Council, the approval does not have a time limit. There will be no additional fees for staff inspections.
- C. Staff will conduct inspections on a complaint basis to ensure compliance with the performance standards listed in this section, along with any additional conditions imposed by Town Council, if applicable. The Zoning Administrator may revoke a permit for noncompliance with these performance standards at any time.
- D. The maximum number of occupants in the dwelling unit shall be determined by the number of bedrooms; there shall be no more than 2 adults per bedroom. However, the maximum number of occupants shall not exceed 10 unless approved by Council.
- E. Parking for the use shall be located in driveways or other designated and approved parking areas. The parking of vehicles is prohibited in or along all rights-of-way and in yards.
- E. There shall be no visible evidence of the conduct of such short-term rentals on the outside appearance of the property.
- F. A fire extinguisher shall be provided and visible in all kitchen and cooking areas; smoke detectors shall be installed in all locations as identified in the **2015 or 2018 Uniform Statewide Building Code (2018 Version required usage beginning July 1, 2022)**; and a carbon monoxide detector must be installed on each floor in every dwelling.

- G. The owner of a dwelling used for short-term rentals shall give the Town written consent to inspect any dwelling used for short-term rental to ascertain compliance with all the above performance standards upon a twenty-four-hour notice.
- H. A property management plan demonstrating how the short-term rental will be managed and how the impact on neighboring properties will be minimized shall be submitted for review and approval as part of the permitting process to the Planning Department. The plan shall include local points of contact available to respond immediately to complaints, clean up garbage, manage unruly tenants and utility issues, etc. It shall also be posted in a visible location in the short-term rental. The contact numbers shall be provided to Town staff, public safety officials and, if applicable, the HOA of the subdivision. The plan must be provided as part of the rental contract.
- I. If the property is located within a subdivision governed by a homeowners' association, the Planning Department must receive proof that a notification to operate the short-term rental was sent to the HOA or acknowledgement of covenants.
- J. The short-term rental shall have a “land line” with local phone service. The phone number servicing the short-term rental shall be included in the property management plan.
- K. The owners of the short-term rental shall provide an emergency evacuation plan for the dwelling and the neighborhood.
- L. A copy of Chapter 106 of the Town of Front Royal Code relative to noise must be provided at the short-term dwelling.
- M. Failure to comply with the approved conditions and/or supplemental regulations will subject the permit to revocation by the Zoning Administrator.
- N. All outdoor burning shall be in compliance with Chapter 78 of the Town of Front Royal Code.

SHORT TERM RENTAL PROPERTY MANAGEMENT PLAN

(Permit Holder/Property Owner Name)

(Property Address)

(Phone Number)

(Email Address)

IN CASE OF AN EMERGENCY

If there is an emergency, or there are questions in regards to the property, please contact (owner) at (phone number) or (property manager) at (phone number). If the emergency require immediate assistance place call the following or 911.

Front Royal Police Department: 540-635-2111 or 911, 900 Monroe Ave, Front Royal, VA 22630

Front royal Volunteer Fire & Rescue: 540-635-2540 or 911, 221 N commerce Ave, Front Royal, VA 22630

Warren Memorial Hospital: 540-636-0300 or 911, 351 Valley Health Way, Front Royal, VA 22630

Electrical Outage: 540-635-3027, 1101 Manassas Avenue, Front Royal, VA 22630. Outages may be reported online at <https://www.frontroyalva.com/FormCenter/Energy-Services-6/Report-Electric-Problem-46>

Emergency Evacuation: (Give turn-by-turn directions to major highway or interstate)

OCCUPANCY

The Special Use Permit limits the occupancy for this short-term rental at (number) People and (number) Bedrooms.

NOISE

It shall be a violation of Chapter 106 of the Front Royal Town Code for any person, without compelling reason, to make noise that by reason of its volume, pitch, duration, or repetition, considering the time of day, is likely to disturb the rest of any person of ordinary sensibilities or interfere with such person's lawful and peaceful enjoyment of property owned or rented by him.

PARKING

Parking is limited to (number) cars in the driveway. Under no circumstances should cars park along the roadway.

TRASH AND RECYCLING

All trash and recycling shall be placed in containers provided by the owner.

- Trash receptacles are located (Clarify location of trash bags and receptacles)
- Trash is collected (State the day of the week trash is picked up by the Town and where the container is to be placed on trash day)

CHECK-IN & CHECK-OUT

Provide details

WIFI/PHONE/ETC

Provide details for special amenities if available

SPECIFIC PROPERTY DETAILS

Provide details regarding acreage, landscape, property boundaries (no trespassing notice), unique characteristic, warnings, kitchen use, house amenities, HVAC, etc.

SHORT TERM RENTAL PROPERTY MANAGEMENT PLAN

AREA ATTRACTIONS

List area attractions and distance to location.

- Attractions: i.e., Shenandoah National Park, Shenandoah River State Park, Skyline Caverns, Golf Courses, Canoe Companies
- Groceries & Convenience: i.e., Walmart, Target, Martins, CVS
- Restaurants
- Wineries & Breweries

SPECIFIC PROPERTY REGULATIONS

May be dictated by approved conditions or owner preference, examples below

- No shooting of firearms
- No outdoor fire burning
- No fireworks
- No ATVs

ATTACHMENTS

- ☐ Property Plat showing
 - parking areas,
 - trash receptacles
 - property boundaries
- ☐ Dwelling Evacuation Plan to nearest State Road
 - Map included

Property Owner's Signature



Work Session Agenda Statement

Item # 6B

Meeting Date: January 10, 2022

Agenda Item: Vape/Vape Oriented Businesses

Summary:

- There are seven (7) existing vape/vaping oriented businesses in Town, most of which have opened in the last 5 years.
- Generate \$6000/year in business license fees, 500/year in personal property tax, undisclosed revenue from sales tax (levied by State and County)
- These establishments are considered retail stores and permitted by right in the Town's Commercial zones (C-1, C-2, C-3, MCD) by Special Use Permit (SUP) in the Town's industrial districts (I-1, I-2)
- Two approaches:
 - Blanket approach, require SUP for any retail store located in the Town's entrance corridors.
 - This would give Planning Commission and Council an opportunity to determine if a business is appropriate.
 - SUP fees are \$400/application and take about 2 months from start to finish.
 - Could construed as not "business friendly" but gives Council the most control
 - This does not affect existing businesses in Town but would impact new ones.
 - Regulate the secondary effects
 - Need to amend definitions in Zoning Ordinance to define vaping, vape stores, sales and distinguish between tobacco sales/ products and vape sales/products
 - Set zoning limitations such as
 - limiting sale of vape items to 25% of floor area (effective for gas stations)
 - Not permitting these businesses within 1000 feet of school, church, or daycare
 - Not permitted in residential districts, potentially limit to SUP in Commercial
- Need to think of the bigger picture...what is it about vape establishments that are so undesirable? If it's the aesthetics of the establishments then the most effective approach, in my opinion, would be to seriously consider implementing Form Based Code when we undergo the ordinance rewrite this fall.

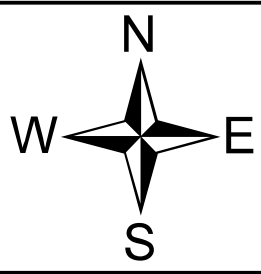
Budget/Funding: N/A

Staff Recommendation: Staff recommends that Council determine which direction is most favorable and direct the Planning Commission to draft zoning ordinance amendments to regulate the vaping/ vape establishments accordingly.



ENTRANCE CORRIDOR OVERLAY DISTRICT

Town of Front Royal, Virginia



Legend

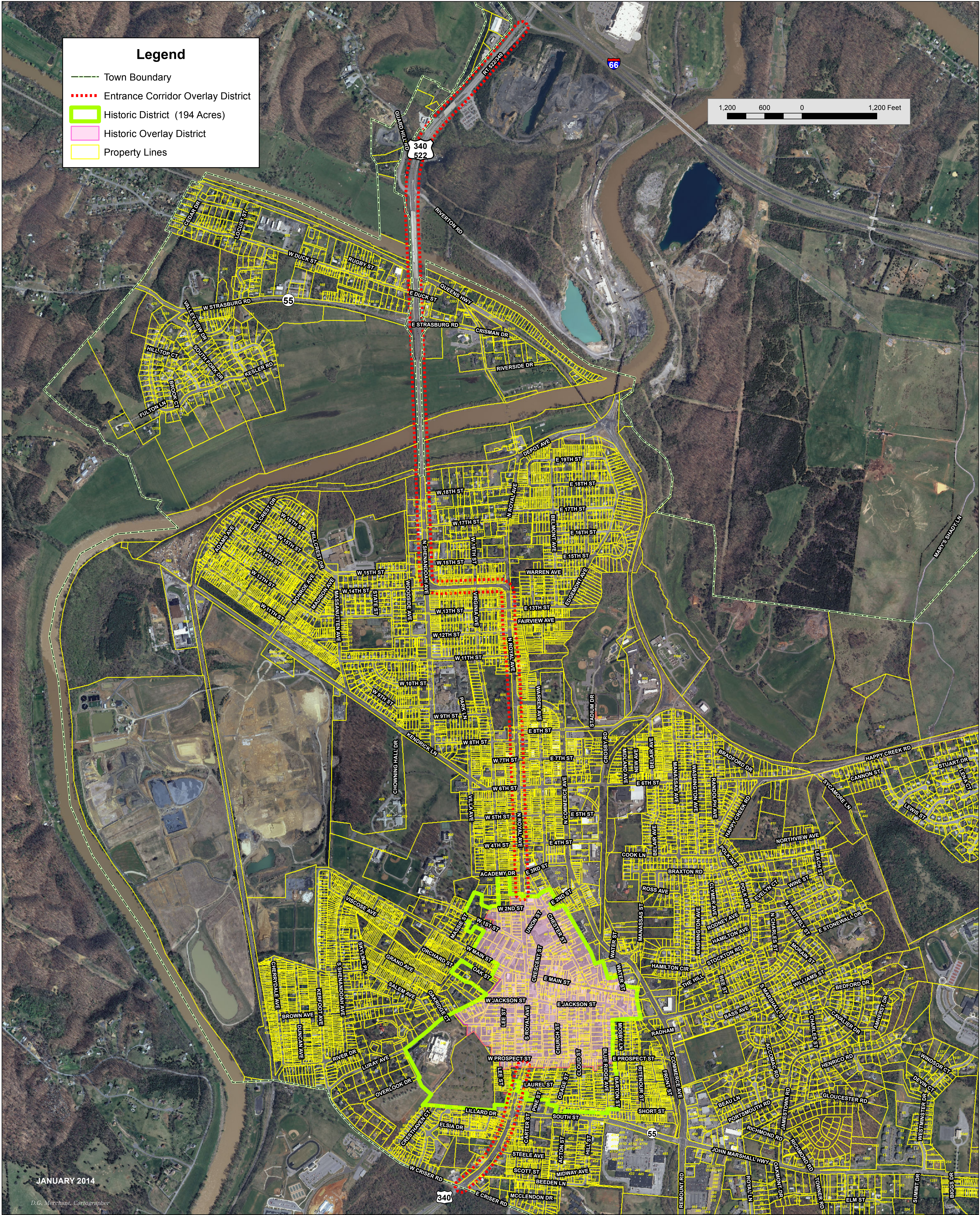
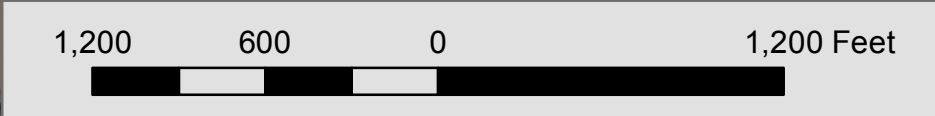
Town Boundary

Entrance Corridor Overlay District

Historic District (194 Acres)

Historic Overlay District

Property Lines





Work Session Agenda Statement

Item # 7

Meeting Date: January 10, 2022

Agenda Item: Capital Improvement Project

Staff Recommendation: The approval of the FY 23 Capital Improvement Plan.

Summary: The Capital Improvement Program (CIP) is a schedule prepared for capital projects in the Town for the upcoming fiscal year and the ensuing five (5) years. The CIP is intended to support the Council's decision-making in regards to prioritizing capital expenditures. Capital expenditures are generally defined as the purchase or construction of long-lived (greater than 10 years), high-cost (greater than \$500,000), tangible assets. The CIP is not intended to be used to reserve funding for particular capital projects. Rather, the information provided in the CIP is useful as a planning tool for the preparation of the Town budget. It also assists the Town Council in projecting future revenue and expenditure needs, as well as, setting funding priorities.

Projects that are included in the CIP are submitted by the Department Directors to the Finance Director. The Finance Director then compiles a draft CIP that is provided to the Town Planning Commission. The Planning Commission holds a public hearing on the draft CIP. After such public hearing, the CIP is forwarded to the Town Council with recommendations and comments from the Planning Commission.

The CIP is updated on an annual basis, so capital projects can be removed when they are completed or as priorities change. Once adopted, capital project priorities may change throughout the year based on changing circumstances. It is also possible that particular projects may not be funded during the year that is indicated in the CIP. The status of any project generally becomes increasingly uncertain the further in the future it is projected.

In accordance with Section 15.2-2298 of the Code of Virginia, the Town can not accept proffers without first adopting a CIP. Proffers are voluntary contributions typically offered as part of a rezoning application to mitigate the impacts associated with new development. Proffers can include cash, property or any other contribution that is directly attributable to the development. Since proffers are specific to a particular development, the Town can accept proffers that are not found in the CIP. However, before the Town can receive property or cash from a proffer, the CIP must be updated to include the project to which the proffer is connected.

Budget/Funding: Proposed FY 23 Capital Improvement Plan Budget - \$5,089,229

- **General Fund Streets:** \$2,516,395
- **Water:** \$1,512,000
- **Electric:** \$1,060,834

Public Meetings:

- **January 8, 2021** Town Council Work Session; **January 10, 2021** Planning Commission Work Session; **January 17, 2021** Planning Commission Public Hearing

Attachments:

- **FY 23 - Capital Improvement Plan**
- **November 17, 2021 - Draft Planning Commission Minutes**



FY 2023 Capital Improvement

Fund	Project	FY23 Budget	Prior Funding	Total Project Cost
General Fund Streets	Primary Paving Plan	\$172,610	\$195,565	\$1,899,861
General Fund Streets	Secondary Paving Plan	\$1,613,992	\$817,929	\$8,615,588
General Fund Streets	New Sidewalk Installation	\$229,793	\$133,246	\$818,284
General Fund Streets	8 th Street Bridge Replacement ¹	\$500,000		\$1,380,000
General Fund Fleet	Rehabilitation of Fleet Maintenance Building	Debt Service	\$174,933	\$1,710,000 ²
Water	Switch Gear Raw Water Pump Station & VFD	\$100,000		\$500,000
Water	Clearwell 1 & 2 Upgrade	\$150,000	\$40,000	\$490,000
Water	John Marshall Highway Improvements	\$450,000		\$450,000
Water	Water Line Upgrades	\$812,000		\$3,507,000
Electric	Happy Creek Substation Expansion	\$200,000		\$1,000,000
Electric	Kendrick Substation Transformer Replacements	\$183,334	\$75,000	\$625,000
Electric	Manassas Ave. Substation Transformer Replacements	\$177,500	\$210,000	\$565,000
Electric	Automated Metering Infrastructure (AMI)	\$500,000	\$207,000	\$1,400,000
Total Amount		\$ 5,089,229	\$1,853,673	\$22,960,733

Project Discussion

General Fund Streets (\$2.5M)

The **8th Street Bridge Replacement** project would replace the existing low water bridge that was constructed in 1965, to address ongoing flooding and maintenance issues. Funds will be accumulated over the next three years for the project, with construction taking place once the total project amount has been accumulated.

General Fund Fleet (\$1.7M)

The **Rehabilitation of the Fleet Maintenance Building** project includes the addition of 9,732 square feet to the existing Fleet Maintenance building to provide adequate workspace that will accommodate the larger vehicles, and eliminate the need for staff to work on vehicles outside, which can be problematic in inclement weather.

¹ This is the first year of a 3-year accumulation of funding for the project. The total cost for the project is \$1,380,000. Construction will not begin until the total project amount has been accumulated.

² Project cost estimate update from Architect and Engineering firms anticipated to be provided to Town staff by the end of January.

Water (\$1.5M)

Replacement of pumps at raw water pump station includes the replacement of three pumps that have been in service for 24 years and showing wear, with limited opportunities for additional maintenance/repair. The **Clearwell 1 & 2 Upgrade** will complete the maintenance and repairs identified in the Dixon Engineering and Inspection Report. **John Marshall Highway Improvements** include replacing an 8-inch water line with a 12-inch water line, between Colonial Drive and Leach Run Parkway. **Water Line Upgrades** include the replacement of water lines throughout the year to address aging lines in conjunction with the Town's paving plans. The **Water Line Maintenance Capital Inventory** includes the costs of materials to install and maintain the water lines in the Town system. This inventory is used to handle emergency situations like water line breaks during the winter months.

Electric (\$1M)

- The **Happy Creek Substation Expansion** will upgrade the substation to supply electrical service in the future load growth areas in Happy Creek and surrounding areas (significant growth is anticipated due to the completion of the new Warren Memorial Hospital). The **Kendrick Substation Transformer Replacements** include the replacement of Transformer #2, which is reaching the end of its 30-year life cycle. The **Manassas Ave. Substation Transformer Replacements** include the replacement of Transformer #1, which is reaching the end of its 30-year life cycle.
- The **Automated Metering Infrastructure (AMI)** project would include installation at existing meter and pole locations and would enable the Town to upgrade its current metering systems to allow remote connection/disconnection of service via computer and would eliminate the need to estimate meter readings during severe weather.

From: [Connie Potter](#)
To: [Kathleen Leidich](#)
Cc: [Lauren Kopishke](#)
Subject: RE: CIP Comments from Planning Commission
Date: Wednesday, January 5, 2022 10:00:05 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.wmz](#)
[image004.png](#)

Good morning Kathy,

Below are the minutes from the November 17th PC public hearing. The PC has not approved the minutes of November 17, 2021. It did not go back to the PC in December.

November 17, 2021 Planning Commission Meeting Minutes

PUBLIC HEARINGS

- **FY 2023-2028 Capital Improvement Plan (CIP).** Annual review of the draft CIP for conformance with the Comprehensive Plan. The CIP is not a budget, but rather, is a planning and finance tool that identifies needed capital improvement projects for the coming five (5) fiscal years.

Chairman Jones opened the public hearing.

There were no speakers and Chairman Jones closed the public hearing.

Planning Commissioners (PC) held some discussion and agreed they would like to discuss the CIP at the next PC work session and bring the CIP back to the December meeting for a vote. They would like to know that all the projects in the 156-page report matches the spread sheet.

Commissioner Merchant moved to table the CIP to the next regularly scheduled meeting.

Commissioner Merchant amended the motion.

Commissioner Merchant moved, seconded by Commissioner Gordon to table the Capital Improvement Plan for fiscal year 2022-2027 to our next scheduled work session.

Commissioner Gordon amended the motion to table the Capital Improvement Plan for 2022-2027 until our December meeting holding a work session beforehand.

Commissioner Merchant accepted the amendment.

VOTE: Yes – Ingram, Marshner, Gordon, Merchant, Jones
No – N/A
Absent – N/A
Abstain – N/A

ROLL CALL

Thanks,
Connie

Connie L. Potter, Executive Assistant
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