



TOWN COUNCIL SPECIAL MEETING MINUTES

Monday, September 12, 2022

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.

Mayor Holloway called the meeting to order and then called a recess for approximately one hour to obtain a quorum. There were no objections from sitting Councilmembers Thompson and Gillispie.

Meeting recessed at 6:01pm.

Mayor Holloway called the meeting back to order at 7:00pm

ROLL CALL PRESENT: Mayor Chris W. Holloway
Vice Mayor Lori A. Cockrell
Councilman Gary L. Gillispie
Councilwoman Amber F. Morris
Councilman Letasha T. Thompson
ABSENT: Councilman Zachary Jackson

APPOINTED STAFF PRESENT: Acting Town Manager BJ Wilson
Deputy Town Attorney George Sonnett
Clerk of Council Tina L. Presley
ABSENT: Interim Town Manager Kathleen Leidich

PUBLIC HEARINGS

PUBLIC HEARING – Special Use Permit for two (2) dwelling units at 650 W. 11th Street – Ramzi Beidas
Mayor Holloway opened the public hearing. No one spoke. Mayor Holloway closed the public hearing.

Councilwoman Thompson moved seconded by Vice Mayor Cockrell that Council approve a request from Ramzi Beidas for a Special Use Permit for two (2) dwelling units to be located on the ground floor of 650 W. 11th Street (tax map 20A 1 2 3, Lots 7,8 & 9) with the following conditions: 1) This Special Use Permit is authorized for ground floor dwelling units to be located at 650 W. 11th Street; 2) The existing parking lot shall be resurfaced prior to the business opening; 3) Town Council, or other designated representative, may inspect the property at any reasonable time to ensure compliance with local regulations, including, but not limited to, the conditions placed on this Special Use Permit; 4) Upon inspection of the property, if it is found that the property is not in compliance with local regulations, including but not limited to, the conditions of this Special Use Permit, the Town may revoke the Special Use Permit after notice to the applicant and public hearing.

Councilwoman Morris voiced concern over the conditions #2 and #3. Planning Director Kopishke confirmed that the owner is aware of the conditions and #2 was a condition previously placed on the property when

it was another use. Councilman Gillispie confirmed that it would be ADA compliant. Ms. Morris suggested removing conditions #2 and #3.

Councilwoman Morris moved seconded by Councilwoman Thompson to amend the motion, that Council approve a request from Ramzi Beidas for a Special Use Permit for two (2) dwelling units to be located on the ground floor of 650 W. 11th Street (tax map 20A 1 2 3, Lots 7,8 & 9) with the following conditions: 1) This Special Use Permit is authorized for ground floor dwelling units to be located at 650 W. 11th Street; and 2) Upon inspection of the property, if it is found that the property is not in compliance with local regulations, including but not limited to, the conditions of this Special Use Permit, the Town may revoke the Special Use Permit after notice to the applicant and public hearing.

Vote: Yes – Vice Mayor Cockrell, Councilmembers, Gillispie, Morris, and Thompson

No – N/A

Absent – Councilman Jackson

Abstain – N/A

ROLL CALL

PUBLIC HEARING – Special Use Permit for Short-Term Rental at 425 N. Royal Ave – Joy Allen/Patrick Masch
Mayor Holloway opened the public hearing. No one spoke. Mayor Holloway closed the public hearing.

Councilwoman Morris moved seconded by Councilwoman Thompson that Council approve a request from Joy Allen/Patrick Masch for a Special Use Permit for Short-Term Rental at 425 N. Royal Ave (tax map 20A5 613, Lots 9 & 10).

Vice Mayor Cockrell confirmed that only six (6) people were allowed at one time.

Vote: Yes – Vice Mayor Cockrell, Councilmembers, Gillispie, Morris, and Thompson

No – N/A

Absent – Councilman Jackson

Abstain – N/A

ROLL CALL

PUBLIC HEARING – Special Use Permit for Short-Term Rental at 18 E. Stonewall Drive – Jerry/Martha Britton
Mayor Holloway opened the public hearing. No one spoke. Mayor Holloway closed the public hearing.

Councilwoman Thompson moved seconded by Councilwoman Morris that Council approve a request from Jerry & Martha Britton for a Special Use Permit for a Short-Term Rental at 18 E. Stonewall Dr (tax map 20A7 4 42).

Council confirmed that parking was not an issue since there was street parking.

Vote: Yes – Vice Mayor Cockrell, Councilmembers, Gillispie, Morris, and Thompson

No – N/A

Absent – Councilman Jackson

Abstain – N/A

ROLL CALL

Mayor Holloway adjourned the Special Meeting at 7:10pm.

Approved by Town Council

Date: 9/26/22



TOWN COUNCIL WORK SESSION MINUTES

Monday, September 12, 2022

immediately following the Special Meeting

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.

ROLL CALL PRESENT: Mayor Chris W. Holloway
Vice Mayor Lori A. Cockrell
Councilman Gary L. Gillispie
Councilwoman Amber F. Morris
Councilman Letasha T. Thompson

ABSENT: Councilman Zachary Jackson

APPOINTED STAFF PRESENT: Acting Town Manager BJ Wilson
Deputy Town Attorney George Sonnett
Clerk of Council Tina L. Presley

ABSENT: Interim Town Manager Kathleen Leidich

ITEMS SLATED FOR PUBLIC HEARINGS ON SEPTEMBER 26TH REGULAR COUNCIL MEETING

Special Use Permit for Short-Term Rental at 107 Highfield Lane – William & Melissa Gordon

Planning Director briefed Council on the specifics of the application noting that the Planning Commission recommended approval with no conditions.

Special Use Permit for Short – Term Rental at 124 Luray Avenue – Philip Vaught

Planning Director briefed Council on the specifics of the application noting that the Planning Commission recommended approval with no conditions. Vice Mayor Cockrell questioned the rooms since the application only has three (3) bedrooms. Ms. Kopishke advised that it gives the applicant flexibility.

Special Use Permit for Short-Term Rental at 12 Chester Street – Lea Justice

Planning Director briefed Council on the specifics of the application noting that the Planning Commission recommended approval; however, she made Council aware of a few things. First, the second sleeping area is a pull-out couch and Council can make the decision at the public hearing whether to allow this or not. Second, the applicant must have parking within 300 feet of the property or ask for a special exception. She explained that the property does not have onsite parking. There was consensus to allow the second sleeping area and the special exception for the parking.

Ordinance Amendments to Chapter 4

Clerk of Council Tina Presley updated Council on the proposed ordinance amendments to Chapter 4, noting that the proposed amendments were the same as discussed by Council since July 2022, but revised to show the revisions to Chapter 37 Freedom of Information Act that changed September 1st and another revision to Chapter 4-37 by removing reference to 1932.

ITEMS SLATED FOR CONSENT AGENDA FOR SEPTEMBER 26TH REGULAR COUNCIL MEETING

A. FY23 Budget Amendment for Virginia Tourism Grant – BJ Wilson

B. FY23 Budget Amendment for Highway Safety Program - BJ Wilson

C. FY23 Budget Amendment for Law Enforcement Block Grant – BJ Wilson

D. Contract Amendment/Budget Transfer-Replace Curb/Gutter/Install Sidewalk-Commerce Av – B. Wilson

Finance Director BJ Wilson gave a brief overview of A – D above.

E. Wastewater Treatment Clarifier #4 Repairs – BJ Wilson

Mr. Wilson advised Council that one of the clarifiers broke down warranting the repairs.

F. Water Backflow Prevention Program – BJ Wilson

Mr. Wilson advised Council that this was a mandate from the Virginia Department Water Works. Councilman Gillispie questioned who would run the program. Mr. Wilson advised that this question was still under discussion, and staff would come back to Council with a recommendation.

G. Bid Award for De-icing Road Salt - BJ Wilson

H. Bid for Water & Wastewater Chemicals - BJ Wilson

Mr. Wilson advised that G & H were housekeeping items.

I. Amendment to Dominion Energy Water & Sewage Service Agreement – BJ Wilson

Mr. Wilson explained that this was an amendment to the current agreement that would accelerate the payments from Dominion Energy based on a schedule.

J. Waterline Upgrades on John Marshall Highway – BJ Wilson

Mr. Wilson gave a brief overview of the bid.

K. Proclamation for Public Power Week – Mary Ellen Lynn

Interim Director of Energy Services Mary Ellen Lynn explained the recognition and celebration of Public Power Week.

L. Drainage Easement on Cherry Street – Kathy Leidich

Mr. Wilson advised that this was the installation of a new storm drain. Staff also noted that the Deed of Easement would be available at the 26th meeting.

M. Converting one Part-time Custodian Position into a Full-time Position – Kathy Leidich

Mr. Wilson explained that there has been difficulty attaining janitorial services and outsourcing was more expensive. He advised that the \$30,995.50 included benefits which would be covered from some vacant positions for this year and added to future budgets as a full-time position. Vice Mayor Cockrell questioned

whether this position would keep the Gazebo restrooms clean. Mr. Wilson advised that this question was currently being reviewed noting that Town's Maintenance personnel currently cleans them.

Amending Section 142.4.1 A of the Town Code, Snow and Ice on Sidewalks

Mr. Wilson advised that the only amendment to the ordinance was adding the word "residential". There was much discussion on whether the Town should have the ordinance if it is not being enforced. Deputy Town Attorney George Sonnett explained that it was a "citizen-type" ordinance meaning it is there to encourage them to abide by. He advised that the sidewalks are Town property and therefore difficult to enforce violations. Council agreed to move forward.

Update on 8th Street Bridge VDOT Revenue Sharing

Mr. Wilson advised Council that he was notified by the Virginia Department of Transportation (VDOT) that they had moved up the disbursement of the revenue sharing that he thought would take three (3) years to receive. Council agreed that it was good news but were concerned about taking the match from the paving funds. Mr. Wilson explained that the paving plan was still moving forward. Councilman Gillispie questioned whether a bond could be sought for the match. Mr. Wilson advised that the money was needed up front. Councilwoman Morris advised the 8th Street bridge was a safety issue but questioned when the new lines would be put back throughout Town that were scraped up months ago. Mr. Wilson advised that a new bid was going out in about a month. He advised that he would have an agreement for Council's approval to accept the monies in October.

Resolution/Energy Schedule for Locust Ridge Wind Farm Power Purchase Agreement

Mrs. Lynn advised Council that American Municipal Power Inc. (AMP) recommended that the Town commit to a 2 MW purchase of wind power at \$47.50 beginning October 2022 – September 2025. She reminded Council of the scheduled fall outage of the Coal Fired Plant and the wind purchase would replace that in their portfolio.

Update on Property Maintenance Program

Ms. Kopishke gave Council an update on where staff is with the program: 1) drafting policies and procedures, 2) advertising for the Local Board of Building Code Appeals (LBBCA), 3) updating the renters and landlords' responsibility guides and 4) creating the property maintenance page on the Town's website. It was confirmed that Council would appoint the LBBCA and it would be open until filled.

Front Royal Economic Development Authority

Mr. Wilson asked that Council send their recommendations for the set up/support of the Front Royal Economic Development Authority moving forward to Interim Town Manager Kathy Leidich and Mrs. Presley to add for continued discussion on the October 11th Work Session.

OPEN DISCUSSION

Councilwoman Thompson gave Council an overview of the current revision to the Front Royal-Warren County Agreement with Discover Front Royal (DFR) requiring Council's approval. She stressed the need for DFR to hire a director and take over the Town employees who currently work at the Visitors Center. Mr. Sonnett voiced concern that the County's Attorney had not reviewed the document. Council agreed to add it to the Closed Meeting on the 26th for further discussion with the possibility of taking a vote afterwards.

Mayor Holloway questioned whether the parking "islands" on N. Shenandoah Avenue in front of the former hospital could be removed to allow more parking for residents in the area. Captain Kevin Nicewarner

updated Council on why they were placed there. Mr. Wilson advised Council that staff would review the situation and get back to Council.

CLOSED MEETING

Vice Mayor Cockrell moved seconded by Councilman Gillispie that Town Council convene and go into Closed Meeting for the discussion, consideration, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees, or employees of any public body, specifically Town Manager, Town Attorney, and Clerk of Council pursuant to §2.2-3711(A)(1) of the Code of Virginia.

Vote: Yes – Vice Mayor Cockrell, Councilmembers, Gillispie, Morris, and Thompson

No – N/A

Absent – Councilman Jackson

Abstain – N/A

ROLL CALL

Councilman Gillispie moved seconded by Councilwoman Morris 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 – Vice Mayor Cockrell, Councilmembers, Gillispie, Morris, and Thompson

No – N/A

Absent – Councilman Jackson

Abstain – N/A

ROLL CALL

Adjourned by Mayor.

Approved by Town Council

Date: 9/26/22