

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



TOWN COUNCIL SPECIAL MEETING

Monday, January 9, 2023 @ 6:00pm in the Town Hall Conference Room

1. Roll Call
2. Council to Select a Date for Holding a Special Election to Fill the Council Seat Vacated by Mayor Lori Cockrell upon her assuming the office of Mayor on January 1, 2023.
3. Appointment of Vice Mayor
4. Set Order of Business for 2023 Regular Council Meetings
5. Adjourn

TOWN COUNCIL WORK SESSION

Immediately held after the Special Meeting

1. Roll Call
2. Items Slated for Public Hearings on January 23rd Regular Council Meeting
 - A. Special Use Permit for Short-Term Rental at 309 E Prospect Street – Yaohua Gu – *L. Kopishke*
 - B. Special Use Permit for a Short-Term Rental at 302 Blue Ridge Avenue – Luskey Properties– *L. Kopishke*
 - C. Amend Previously Approved Proffers for Anna Swan Est – Joe Silek for HEPTAD LLC– *Lauren Kopishke*
 - D. Public Input for Board of Architectural (BAR) Appeal – *Lauren Kopishke*
 - E. Public Input for Vacation of Portion of Alley for Holloway – *Joe Waltz*
3. Review Town Budget Process & FY24 Budgetary Items for Review – *BJ Wilson*
4. Items Slated for Consent Agenda for January 23rd Regular Council Meeting
 - A. Purchase of Cab and Chassis for Public Works Department – *Michelle Campbell*
 - B. Bid for Thermoplastic Pavement Markings - *Michelle Campbell*
 - C. Bid for SS Dump Bed Body - *Michelle Campbell*
5. Update Council on Revisions to the Policy for Vacation of Public Rights of Way – *Joe Waltz*
6. Various Council Appointments
7. Liaison Committee Meeting Items for January 19th
8. Open Discussion
9. CLOSED MEETING
10. Adjourn



Council Special Meeting Agenda Statement

Item # 2

Meeting Date: January 9, 2023

Agenda Item: Council to select a date for the holding of a special election to fill the Council seat vacated by Mayor Lori Cockrell upon assuming the office of Mayor on January 1, 2023.

Summary: Pursuant to Virginia Code §24.2-226, the Town is required to file a petition with the Warren County Circuit Court within fifteen (15) days of the occurrence of a vacancy on Council seeking a writ of election ordering the holding of a special election either on the date of the next general election in November or on an earlier date not later than fifty-five (55) days before the next general election. Council is asked to determine a date for the special election.

Budget/Funding: There will be an additional expense involved in holding the special election on a date other than on the same date as the next general election.

Meetings: There has been no opportunity to hold a meeting.

Proposed Motion: I move that Council direct the Town Attorney to petition the Warren County Circuit Court to issue a writ of election for a special election to be held on the date of the next general election which is the Tuesday next after the first Monday in November OR on _____ which is a date not later than fifty-five (55) days before the date of the next general election) to fill the current vacancy on Council.

Moved _____ Seconded _____

Ingram _____ Morris _____ Rappaport _____ Rogers _____ Sealock _____



Council Special Meeting Agenda Statement

Item # 3

Meeting Date: January 9, 2023

Agenda Item: Appointment of Vice Mayor

Summary: Pursuant to Town Charter Chapter II, §9, Council is requested to appoint a member of Council as Vice Mayor of the Town of Front Royal, said term will expire December 31, 2025.

Chapter II § 9. The council shall, at its first meeting in January following the regular municipal election, choose one of its members as vice-mayor. The vice-major shall perform the duties of the mayor during his absence or disability.The member of the council who shall be chosen vice-mayor shall continue to have all of the rights, privileges, powers, duties and obligations of councilman even when performing the duties of mayor during the absence or disability of the mayor of the town.(1937,c.44; 2018,cc.328, 329)

Budget/Funding: None

Meetings: None

Proposed Motion: I move that Council appoint _____ as Vice Mayor of the Town of Front Royal, said term to expire December 31, 2025.

Moved _____ *Seconded* _____

Ingram _____ *Morris* _____ *Rappaport* _____ *Rogers* _____ *Sealock* _____



Council Special Meeting Agenda Statement

Item # 4

Meeting Date: January 9, 2023

Agenda Item: Order of Business for 2023 Regular Council Meetings

Summary: Pursuant to Town Code Chapter 4-19, Council is requested to approve the order of business for regular meeting agendas of Council for the calendar year 2023. Councilmembers may make amendments to what is presented, or they may approve what is presented. The final product is what will be voted on.

4-19 ORDER OF BUSINESS; PLACEMENT/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: None

Meetings: None

Proposed Motion: I move that Council approve the order of business for regular Council meetings for 2023 as presented.

Moved _____ *Seconded* _____

Ingram _____ *Morris* _____ *Rappaport* _____ *Rogers* _____ *Sealock* _____



REGULAR TOWN COUNCIL MEETING

Monday, _____ at 7:00pm in Warren County Government Center Board Room
View LIVE on Government Access Channel 16 or <https://www.frontroyalva.com/673/Town-Hall-Live>

1. MOMENT OF SILENCE
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES
5. ADDITION/DELETION OF ITEMS FROM THE AGENDA
[Items added will be placed as the last item under Business Items. Unanimous vote is required to add/delete]
6. RECOGNITIONS/AWARDS/REPORTS/PRESENTATIONS
7. PUBLIC HEARINGS
8. PUBLIC COMMENTS NOT RELATED TO PUBLIC HEARINGS
9. REPORTS
 - A. Report of Town Manager
 - B. Report of Councilmembers
 - C. Report of the Mayor
10. CONSENT AGENDA ITEMS
11. BUSINESS ITEMS
12. CLOSED MEETING (if needed)
13. ADJOURN

WORK SESSION



Work Session Agenda Statement

Item #2A

Meeting Date: January 9, 2023

Agenda Item: Special Use Permit for Short-Term Rental at 309 E Prospect Street – Yaohua Gu

Summary: Yaohua Gu – A request for a Special Use Permit to allow a Short-Term Rental located at 309 E. Prospect Street, identified by Tax Map 20A813-5A. The property is zoned R-3, Residential District and is located in the Historic District.

Budget/Funding: N/A

Staff Recommendation: Staff recommends approval during the scheduled public hearing on January 23rd and does not have any recommended conditions.

Town of Front Royal, Virginia

Planning Commission Monthly Meeting Agenda

☐ Consent Action ☐ Administrative Action ☒ Public Hearing ☐ Discussion

Agenda Item: Special Use Permit – Short-term Rental 2200444

MEETING DATE: December 21, 2022

SUMMARY: Yaohua Gu – A request for a Special Use Permit to allow a Short-Term Rental located at 309 E. Prospect Street, identified by Tax Map 20A813-5A. The property is zoned R-3, Residential District and is located in the Historic District.

STAFF RECOMMENDATION: Staff recommends approval and does not have any recommended conditions.

DRAFT MOTION: "I move that the Planning Commission forward a recommendation of approval to the Front Royal Town Council for Special Use Permit #2200444 for a Short-Term Rental located at 309 E. Prospect Street."

NOTE: This is only a draft motion. Alternative motions are also welcome.

PLANNING COMMISSION ACTION:

Moved _____ Seconded _____

Ingram _____ Wells _____ Marshner _____ Merchant _____

☐ Approved ☐ Approved w/ Conditions ☐ Denied ☐ Other



**TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & ZONING**

**Planning Commission Regular Meeting
December 21, 2022**

APPLICATION #:

2200444

APPLICANT:

Yaohua Gu

APPLICATION SUMMARY:

A Special Use Permit Application has been submitted for a Short-Term Rental located 309 E Prospect Street. The applicant intends to rent the entire home. The Inspection was completed on November 30, 2022. The site is in full compliance with Town Code 175.151. The property is limited to three (3) cars in the driveway.

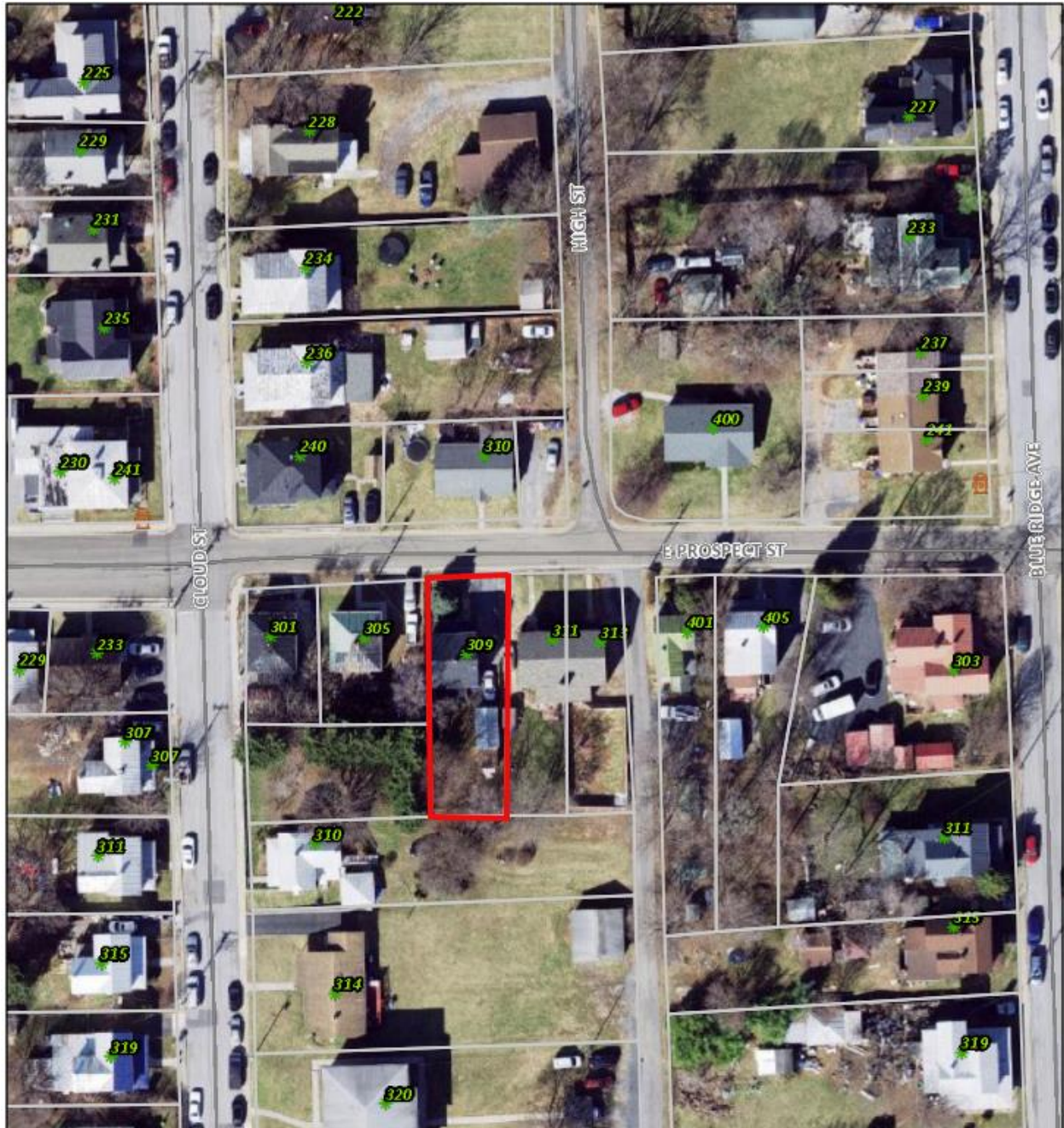
GENERAL INFORMATION:

Site Addresses	309 East Prospect Street
Owner(s)	Yaohua Gu
Zoning District	R-3. Residential District
Historic District	Yes
Tax Identification	Tax Map #20A813-5A
Request/ Recommendation	The Applicant is requesting to rent the entire home totaling three (3) rooms to no more than six (6) occupants as a Short-Term Rental. Staff recommends approval and does not have any recommended conditions.

View of Front Elevation – 309 East Prospect Street



Aerial Map



Attachment: Application
 Special Use Permit Check List for Short Term Rental



Town of Front Royal
Department of Planning and Zoning
102 East Main Street
PO Box 1560
Front Royal, VA 22630

Main: 540-635-4236
Fax: 540-631-2727
www.frontroyalva.com
planning@frontroyalva.com

SPECIAL USE PERMIT REQUEST FOR SHORT TERM RENTAL

APPLICANT:

NAME: Yaohua Gu PHONE: 703-328-4344
ADDRESS 4201 Lee Hwy #805 Arlington VA 22207
E-MAIL mdathena@yahoo.com

PROPERTY OWNER:

NAME: Yaohua Gu PHONE: 703-328-4344
ADDRESS 4201 Lee Hwy #805 Arlington VA 22207
E-MAIL mdathena@yahoo.com

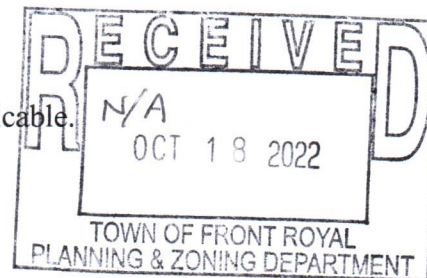
PROPERTY DESCRIPTION:

PROPERTY ADDRESS 309 E Prospect St Front Royal, VA 22630
TAX MAP #20A8135A SECTION _____ BLOCK _____ LOT _____
SUBDIVISION NAME _____
ZONING DISTRICT R-3 ACREAGE .112
SPECIFIC SPECIAL USE PERMIT REQUEST Airbnb, VRBO, etc.

- ☒ Whole house rental ☐ Partial rental, # of rooms rented _____
☐ Primary Residence ☐ Secondary Residence

ATTACHMENTS: The following must be submitted with the application. Additional information may be required depending on the nature of the request.

- ☒ Survey plat or sketch to scale of property showing all **existing** improvements, parking and refuse area and property boundaries.
☒ Provide a map of area attractions
☐ Provide proof that notification to operate was sent to the HOA, if applicable.
☒ Complete management plan.
☒ Written consent given to the Town to inspect for compliance.
☒ Emergency dwelling evacuation diagram (posted in each bedroom)
☒ Application fee of \$400.00 Receipt # 093892 Date Paid 10-18-22



IN CASE OF AN EMERGENCY

If there is an emergency, or there are questions in regard to the property, please contact (owner) Athena Yashua Gu
at (phone number) 703-328-4344 or (property manager) _____
at (phone number) _____.

If the emergency requires immediate assistance, please 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/afterhours 540-635-2111

OCCUPANCY

The Special Use Permit limits the occupancy for this short-term rental at 6 People and 3 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 3 cars in the driveway.

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 cans are outside by the house. Trash bags are under the sink.

- 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)

Friday. Trash can will be on Prospect St. next to drive way in front of the house.

CHECK-IN & CHECK-OUT

Provide details

Guests will use lock box to obtain key at check in (After 3pm)
They will return the key to lock box at check out (before 4pm)

WIFI/PHONE/ETC

Provide details for special amenities if available

WIFI will be provided with WIFI Password posted inside the house

SPECIFIC PROPERTY DETAILS

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

Single two story house with 1/2 basement located in the town of Front Royal.
Huge bruce tree in front yard. Partially fenced backyard. House will be available for short term and long term rental. Basement has washer/dryer but renters need to respect owner properties stored in basement.

AREA ATTRACTIONS

Provide a map of area attractions

- 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 illegal drug use on premise
No events allowed
No one under 13 allowed

As per 175-3

Short-term rental- means the provision of a room or space that is suitable for, 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 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:

§ 175.151 Short-term rentals.

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

- A. The short-term rental owner of a dwelling unit to be used for a short-term rental shall apply for a Special Use Permit through the Department of Planning and Zoning 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 \$400.00.
- C. Staff will conduct an inspection prior to the issuance of the Special Use Permit approval. Additional inspections will be conducted 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.
- D. The maximum number of occupants in the dwelling unit shall be determined by the number of bedrooms; there shall be no more than two (2) adults per bedroom. However, the maximum number of occupants shall not exceed 10 people unless approved by Council.
- E. Parking for the use shall be located in driveways or other designated and approved parking areas.
- F. There shall be no visible evidence of the conduct of such short-term rentals on the outside appearance of the property.
- G. 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.
- H. The owner of the 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.
- I. 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.

- J. 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.
- K. The owners of the 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. All outdoor burning shall be in compliance with Chapter 78 of the Town of Front Royal Code.
- N. Failure to comply with the approved conditions and/or supplemental regulations will subject the permit to revocation by the Zoning Administrator at any time.

Property Owner's Signature: Yairon Gu

CERTIFICATION:

I certify that the information provided with this application is correct to the best of my knowledge and should the special use permit be granted, the project will comply with the conditions imposed upon it and will be implemented only as approved by Town Council.

Signature Yairon Gu

Date 10/18/2022

By submitting this application, the applicant grants permission to Town officials and employees to enter upon the property, which is the subject of this application, during reasonable hours and for purposes related to the application process.

309 E Prospect St Short Term Rental Management Plan

Summary

The purpose of the plan is to ensure smooth daily operations and reduce conflicts, manage and protect the rights of enjoyment for both the guests and the owner.

Property Listing

Property will be listed on Airbnb and VRBO. The listing will acknowledge the age and condition of the house and .

Guest Acceptance

Before accepting bookings, guests must acknowledge all guests are responsible adults 13 years of age or older and that they agree to all the house rules.

Cleaning and Maintenance

Property will be cleaned by the owner or services hired by the owner after each guest stay. Maintenance will be provided as needed by the owner or services hired by the owner upon inspection or complaints.

Property Surveillance

Due to property being vacant when not in use, Indoor cloud cameras will be installed to provide security monitoring. The cameras will be removed and stored prior to guest arrival to ensure guest privacy.

Appendix

- House Rules
- Check-Out Checklist

Version

Version	Date	
1.0	10/15/2022	Initial Version

House Rules

- Guests and visitors should comply with the parking regulations and requirements and must show consideration to other vehicles in the neighborhood.
- No firearms or illegal drugs inside the home.
- No smoking inside Airbnb. Cigarette butts must be disposed of in the ashtray provided in the backyard of the property.
- No parties or events.
- No unregistered guests or visitors allowed. The maximum property capacity is 8 people.
- Quiet time after 11 p.m.
- No eating or drinking in bedrooms. Please enjoy your meal in the dining room.

If any of the above house rules are broken, you could be asked to leave without refunds

Check-Out Checklist

- Dispose of the garbage in the trash bin.
- Make sure to turn off the lights, air conditioning, and any electronics when you leave the house. Don't forget to close the windows and lock the door.
- Report any damages and/or breakages in a reasonably timely manner. Damages exceeding the security deposit amount must be paid by guests and will be reported to Airbnb.
- Wash the dishes, and throw out the garbage before checkout.

Owner Consent for Town Compliance Inspection

I, Yaohua Gu, owner of 309 E Prospect St. Front Royal, VA 22630, give consent to the Town of Front Royal to inspect any dwelling used for short-term rental to ascertain compliance with all the performance standards upon a twenty four-hour notice.

Signature

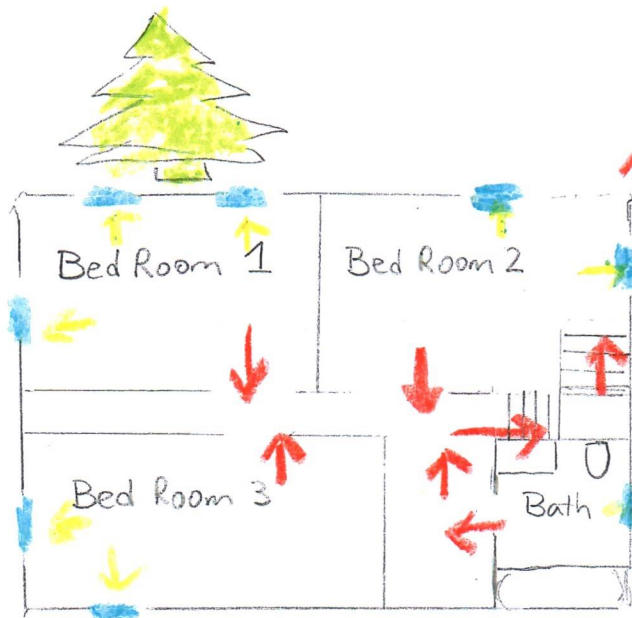
Yaohua Gu

Date

10/15/2022

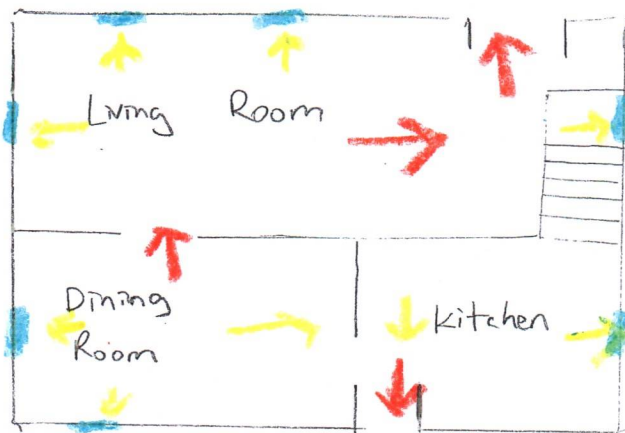
Evacuation Diagram

Second Floor

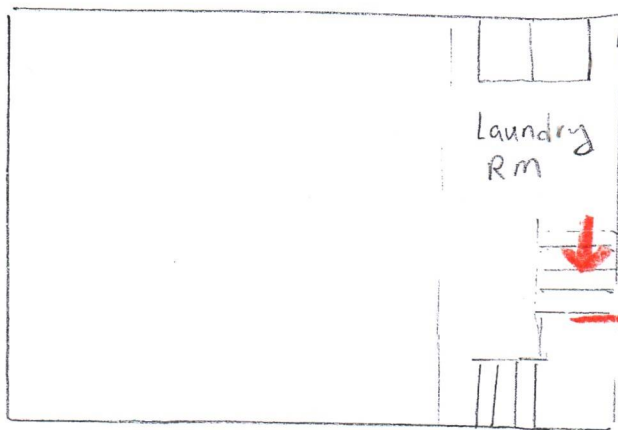


Meet here

First Floor



Basement



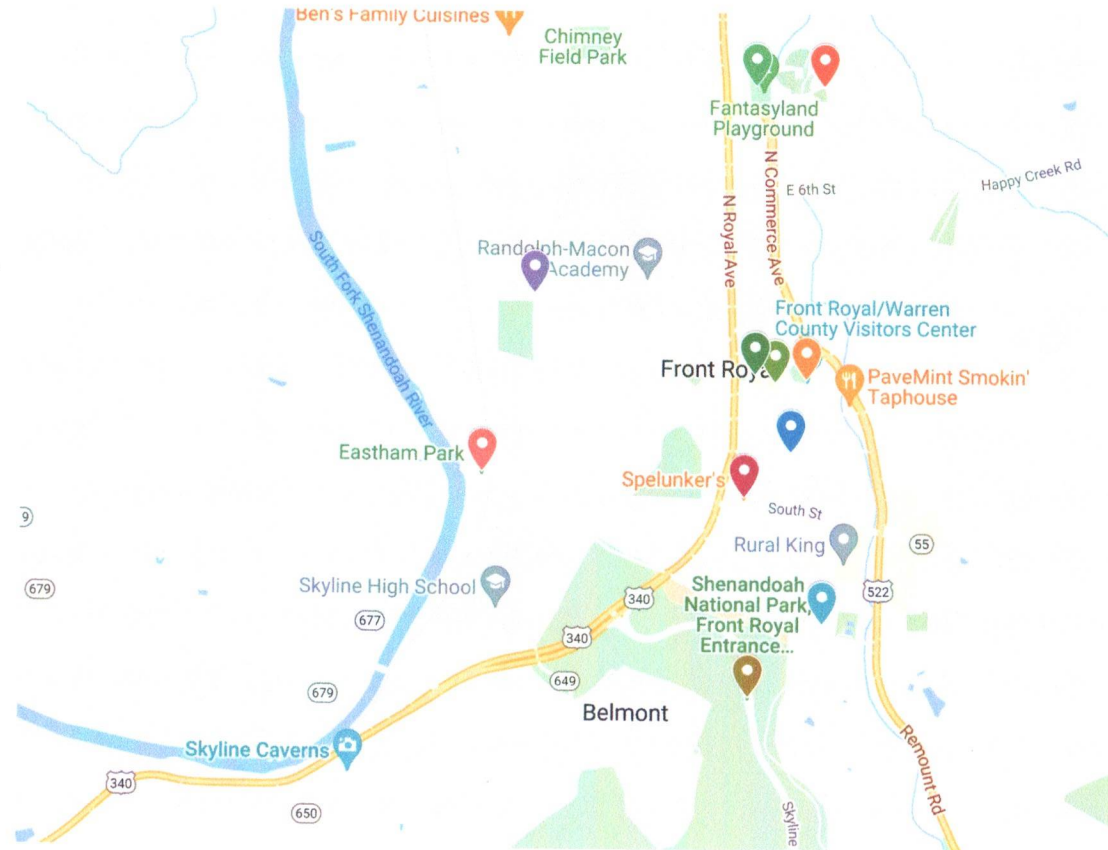
Window
Primary Escape Path
Secondary Escape Path



Area Attractions by the Prospect House

Try These Places!

1. Spelunker's
10. Daily Grind CAFÉ
2. Visitors Center
3. Skate Park
4. Eastham Park
5. National Park Entrance
6. Royal Cinemas
7. Samuels Public Library
8. Community Pool
9. Lions Park
- YOU ARE HERE



161-A

APPROVED BY THE TOWN OF FRONT ROYAL

PLANNING COMMISSION:

TOWN COUNCIL:

Kirkley P. Cook 11/18/91 Butt, Jr. 12/4/91
Secretary Date Mayor Date

TOWN TREASURER: ALL REAL
ESTATE TAXES HAVE BEEN PAID
AND RELEASED.

James M. Schilling 12/9/91
Clerk Date

John P. Mill 11-18-91
Finance Director Date

OWNER'S DEDICATION:

THE RESUBDIVISION OF THE LAND SHOWN HEREON IS WITH
THE FREE CONSENT AND IS IN ACCORDANCE WITH THE
DESIRE OF THE UNDERSIGNED OWNER.

Eva C. Gray
ACKNOWLEDGED BEFORE ME THIS 7th DAY OF
November 1991.
MY COMMISSION EXPIRES: 7-31-94

Caroline Marzic
I was comm. Caroline Holt Notary Public

SURVEYOR'S CERTIFICATE

I hereby certify that I have surveyed this property on the ground; that
this plat is correct to the best of my knowledge, information and belief;
and that property corners are monumented as shown.



DERIVATION OF TITLE:
EVA C. GRAY
WILL BOOK 17 PG. 703

Darryl G. Merchant
Licensed Land Surveyor
P.O. BOX 1508
FRONT ROYAL, VA. 22630
703-636-4949

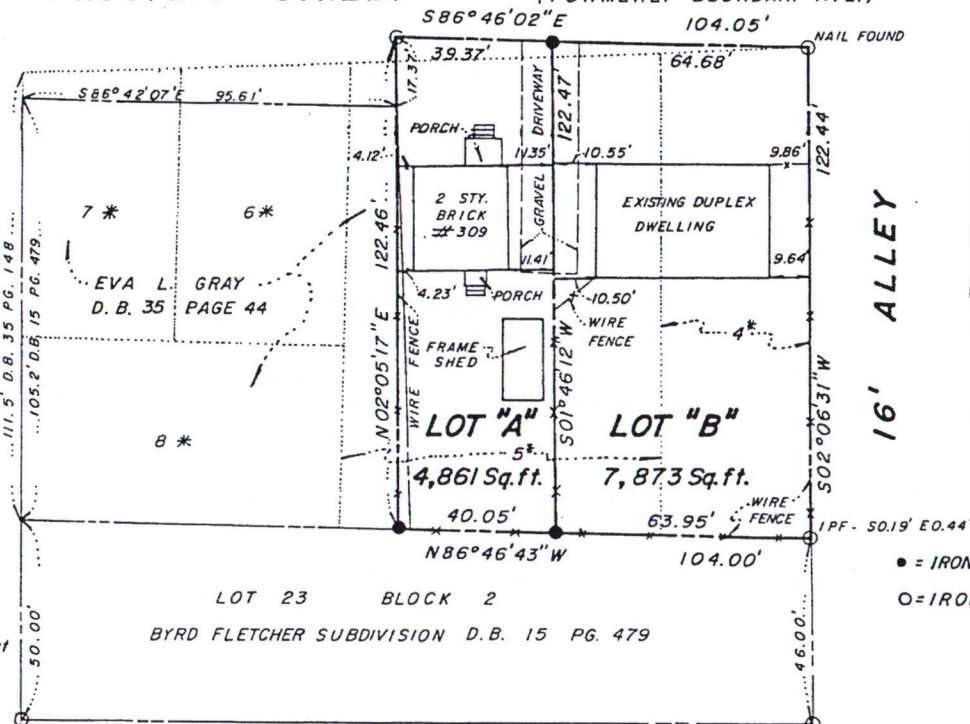
PROSPECT STREET

(FORMERLY BOUNDARY AVE.)

CLOUD STREET

16' ALLEY

RECORD MERIDIAN



NOTES:

1. PLAT REF.: D.B. 56 PG. 124
2. MERIDIAN REF.: D.B. 154 PG. 168
3. TAX MAP REF.: 20AB(13) 4, 5, 5A
4. PROPERTY IS ZONED R-3.
5. * - PLAT A, A.F. CORRON PROPERTY D.B. 35 PG. 138.

SUBDIVISION PLAT
OF THE LAND OF

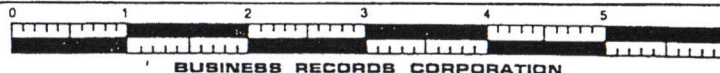
EVA C. GRAY

TOWN OF FRONT ROYAL - WARREN COUNTY, VIRGINIA

DATE: 3 OCTOBER 1991

SCALE: 1"= 30'

91-F236



BUSINESS RECORDS CORPORATION

DWG. NO. BM-83

ALP



Town of Front Royal Planning and Zoning

102 E. Main St.
PO Box 1560
Front Royal, VA 22630

Main :540-635-4236
Fax: 540-631-2727
planning@frontroyalva.com

SPECIAL USE PERMIT CHECK LIST FOR SHORT TERM RENTAL

Applicant Name: YAOHUA GU
Property Owner: YAOHUA GU
Site Address: 309 E. PROSPECT STREET

- ☒ Y ☐ N 1. Driveway or designated and approved parking area
- ☒ Y ☐ N 2. Refuse area
- ☒ Y ☐ N 3. Property Management Plan available on site
- ☒ Y ☐ N 4. Smoke detectors
- ☒ Y ☐ N 5. Carbon monoxide detector
- ☒ Y ☐ N 6. Fire extinguisher visible in all kitchen/cooking areas.
- ☒ Y ☐ N 7. Emergency evacuation plan available on site
- ☒ Y ☐ N 8. Chapter 106 Noise ordinance available on site

NOTES: SITE IS IN FULL COMPLIANCE WITH
TOWN CODE 175.151

☒ APPROVED ☐ DENIED

Inspected By: [Signature] Date: 11/30/22



Work Session Agenda Statement

Item #2B

Meeting Date: January 9, 2023

Agenda Item: Special Use Permit for a Short-Term Rental at 302 Blue Ridge Avenue – Luskey Properties

Summary: Tabatha Luskey – A request for a Special Use Permit to allow a Short-Term Rental located at 302 Blue Ridge Avenue, identified by Tax Map 20A8-14-1-18. The property is zoned R-3, Residential District and is located in the Historic District.

Budget/Funding: N/A

Staff Recommendation: Staff recommends approval during the scheduled public hearing on January 23rd and does not have any recommended conditions.



**TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & ZONING**

**Planning Commission Regular Meeting
December 21, 2022**

APPLICATION #:

2200454

APPLICANT:

Tabatha Luskey

APPLICATION SUMMARY:

A Special Use Permit Application has been submitted for a Short-Term Rental located 302 Blue Ridge Avenue. The applicant intends to rent the entire home. The Inspection was completed on November 30, 2022. The site is in full compliance with Town Code 175.151. The property is limited to three (3) cars in the driveway.

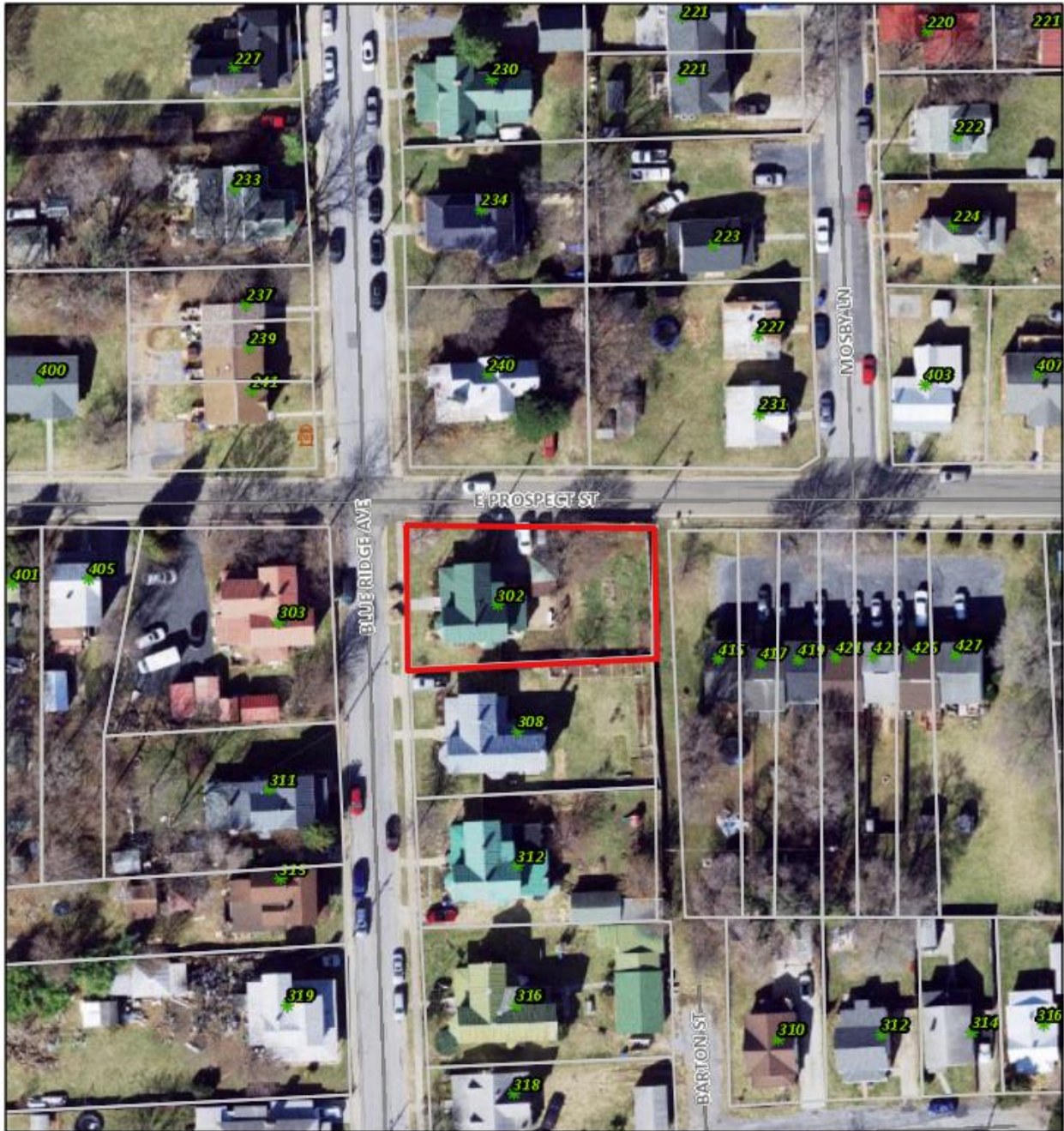
GENERAL INFORMATION:

<i>Site Addresses</i>	302 Blue Ridge Avenue
<i>Owner(s)</i>	Tabatha Luskey, Luskey Properties, LLC
<i>Zoning District</i>	R-3. Residential District
<i>Historic District</i>	Yes
<i>Tax Identification</i>	Tax Map #20A8-14-1-18
<i>Request/ Recommendation</i>	The Applicant is requesting to rent the entire home totaling three (3) rooms to no more than six (6) occupants as a Short-Term Rental. Staff recommends approval and does not have any recommended conditions.

View of Front Right Elevation – 302 Blue Ridge Avenue



Aerial Map



Attachment: Application
 Special Use Permit Check List for Short Term Rental



Work Session Agenda Statement

Item # 2C

Meeting Date: January 9, 2023

Agenda Item: Amend Previously Approved Proffers for Anna Swan Est – Joe Silek for HEPTAD LLC

Summary: A rezoning application requesting to amend the previously approved proffers for the subdivision entitled ANNA SWAN EST identified on Tax Parcels #20-A21-2-1 and Tax Parcel # 20A20-2-11 dated February 2, 2012. The proposed changes include modifications of the monetary proffers, lot sizes and number of dwelling units.

Budget/Funding: N/A

Staff Recommendation: Staff recommends approval with conditions. Staff has concerns about the ability to process the volume of projected permits in a timely fashion but does not believe this to be grounds for disapproval. The recommended conditions will allow the applicant to move forward while ensuring the Town's interests are protected.

1. The applicant amends the language of section 3.1 to state "In the event that the Front Royal Town Council approves these Amendments, such approval will be deemed an acknowledgment by the Front Royal Town Council that (i) Leach Run Parkway ("LRP") has been completely constructed and (ii) Heptad, LLC complied with any prior approved Proffers pertaining to the dedication of right of way, with the exception of the payment of the related cash proffers".
2. *The applicant is able to provide adequate residential parking per 175-104, 175-105, & 148-48 of the Town Code.*
3. The applicant amends the language of 7.5.1 to remove the word "the" before Warren County.
4. The applicant will amend the proffer statement to include language addressing their responsibility to expand and install the on-site utility infrastructure in accordance with Town Code Chapter 134.
5. The applicant will amend their proffers to include language addressing their responsibility for the cost of installing stormwater facilities on site.

TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & ZONING

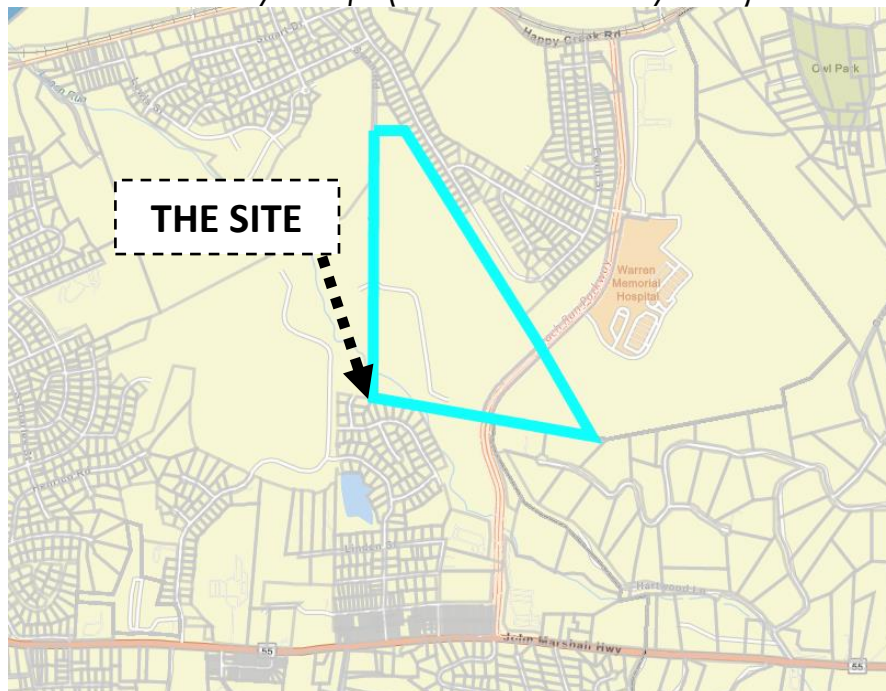


STAFF REPORT FOR THE DECEMBER 18, 2022 PLANNING COMMISSION MEETING

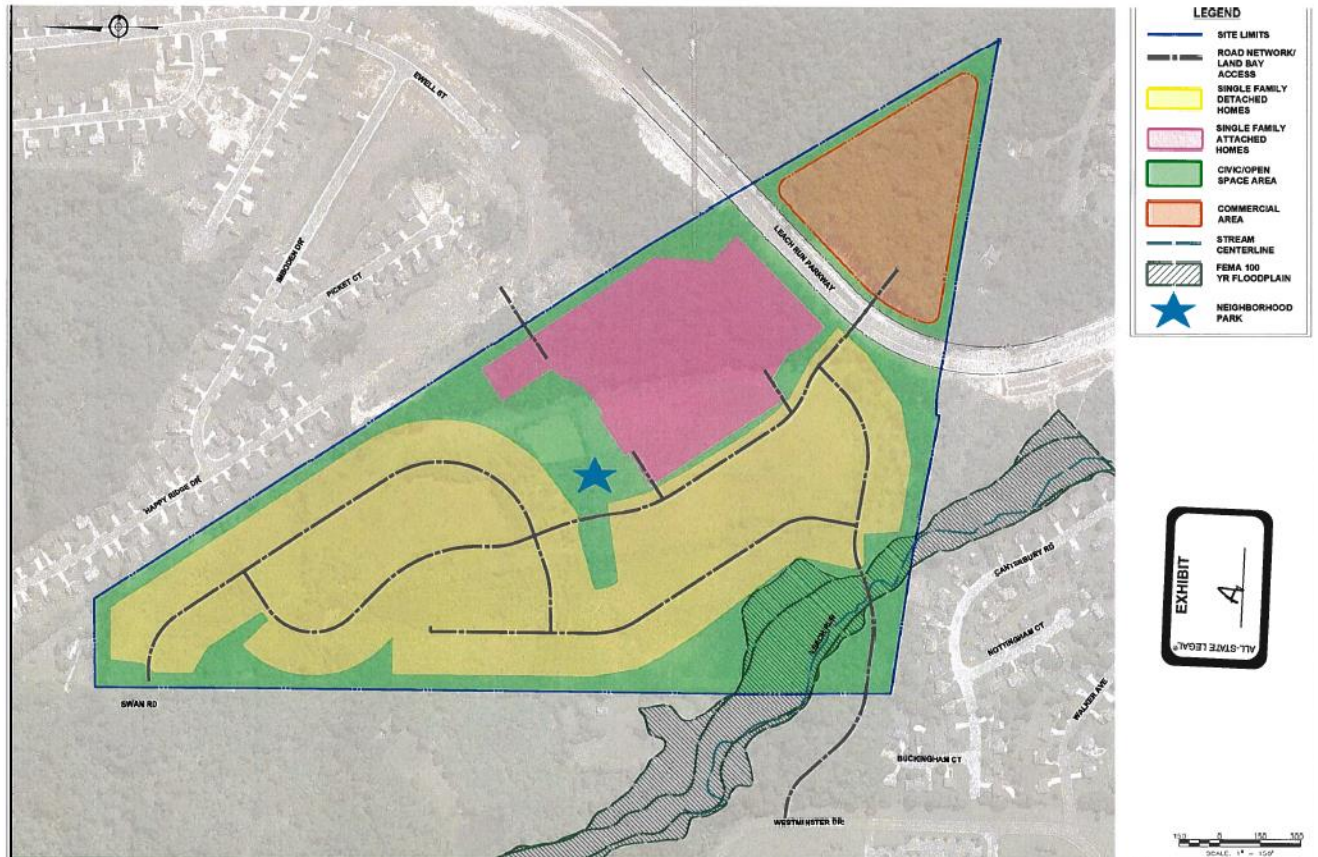
GENERAL INFORMATION:

Application #	2200422
Applicant	HEPTAD LLC
Summary of Request	A request to amend the previously approved proffers for the subdivision entitled ANNA SWAN EST identified on Tax Parcels #20-A21-2-1 and Tax Parcel # 20A20-2-11. The proposed changes include modifications of the monetary proffers, the type and number of dwelling units and proposed lot size.
Site Addresses	None (Vacant Land)
Zoning District	PND- Planned Neighborhood Development
Tax Identification	Tax Parcels #20-A21-2-1 & #20A20-2-11
Location	The property is located on the eastern side of the Town beside Williamsburg Estates subdivision to its southwest, and Happy Creek Knolls subdivision to its northeast. The Warren County school complex with the high school and elementary school is located west of the property. Leach Run traverses across the far southwest corner of the property

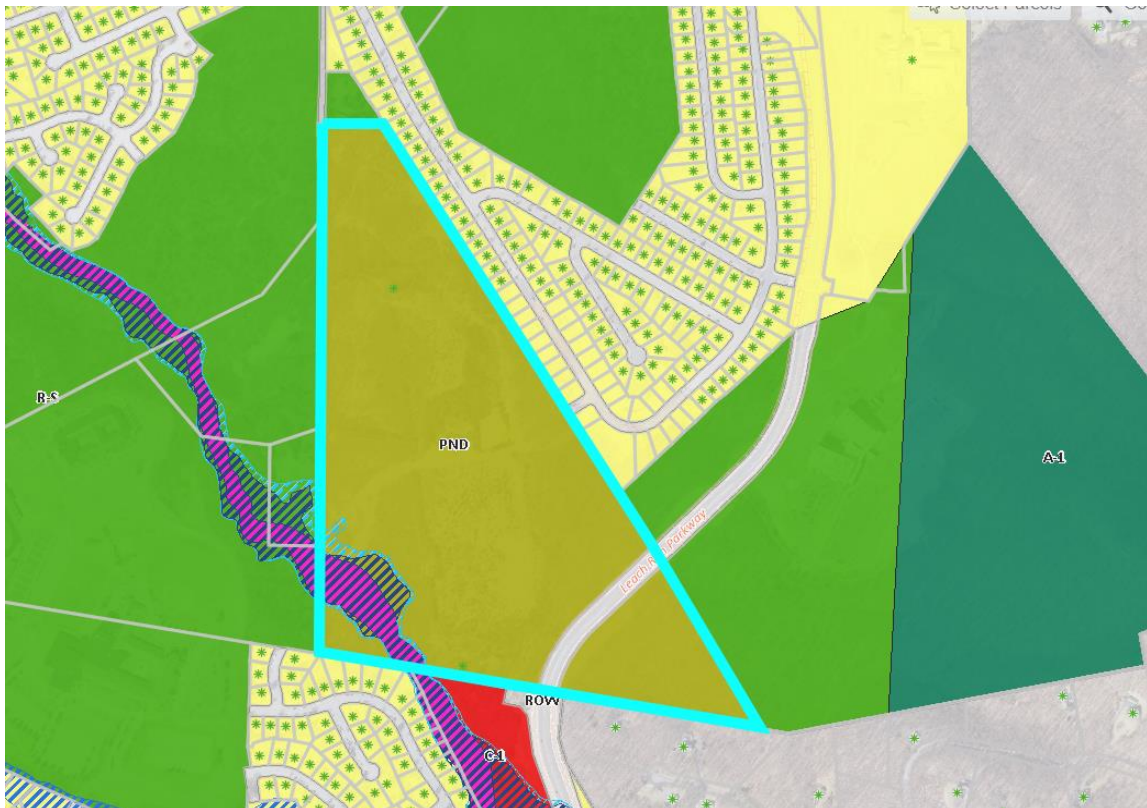
Vicinity Map (Warren County GIS)



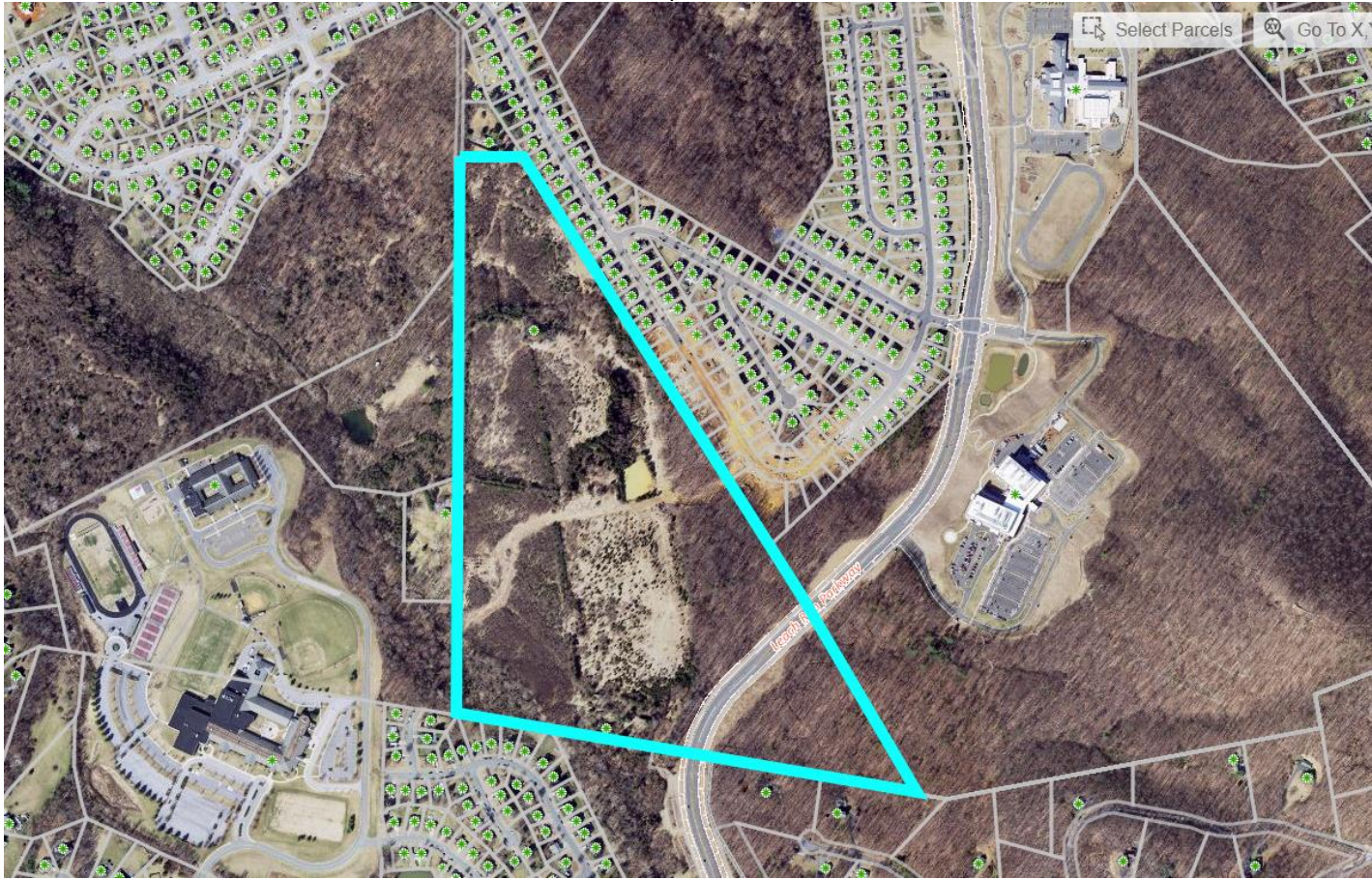
Map of HEPTAD Properties (Survey Illustration)



Town Zoning Map (Warren County GIS)



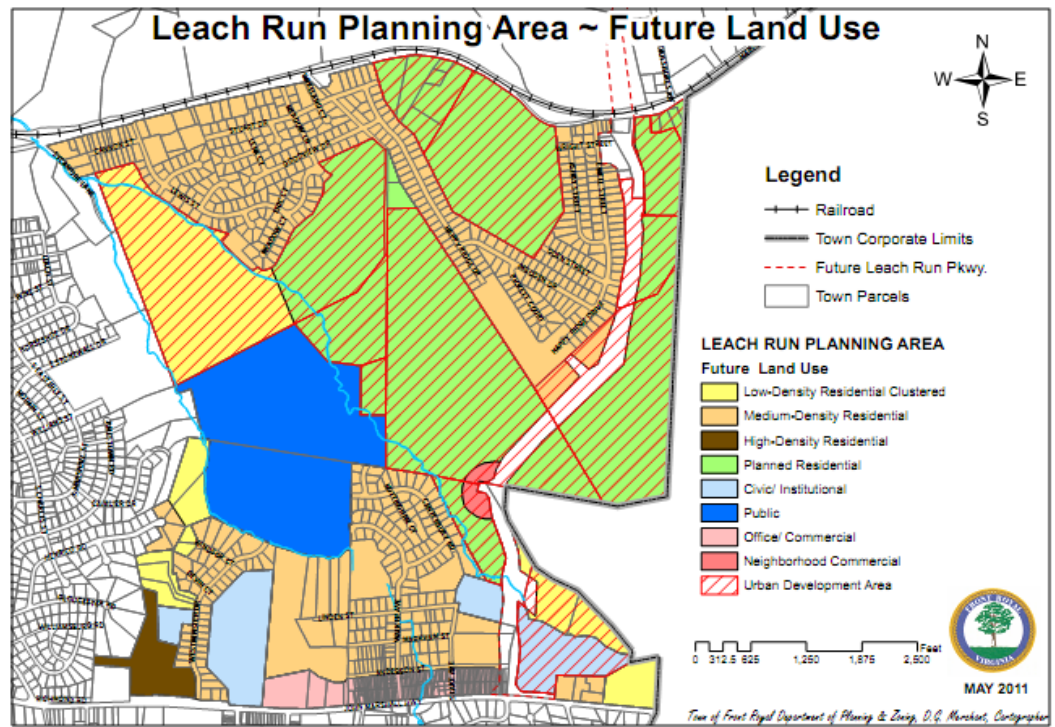
Aerial Map



SUPPLEMENTAL INFORMATION:

Summary

The property is located in the Leach Run Planning Area and consists of 98.25 acres that is currently zoned Planned Neighborhood Development (PND) District. The existing proffers propose development consisting of a residential of 450 du (dwelling units), creating a density of 4.58 du per acre. The residential dwellings are planned to consist of a mixture of single-family detached, single-family attached, and multifamily dwelling units. Town Code Section 175-37.09, permits a density of up to six (6) du per acre in the PND District, subject to approval of a density bonus by Town Council. The Future Land Use Plan recommends the future use of the property as "planned residential." The property is overlaid with the UDA designation, which means that it has been designated as a potentially suitable location for relatively higher development densities (4 du/ acre minimum). Modern planning principles generally promote higher density and clustered development in growth areas to avoid costly construction and maintenance of infrastructure to serve development in outlying areas and to preserve open space.



The original HEPTAD rezoning application was initially submitted to the Town on July 5, 2005. The property was simply referred to as the Swan Farm at that time. On February 1, 2012, Town council approved an amendment to the original proffers. The newly proposed amendments will permit up to 335 du, 165 single-family detached and 170 single-family attached. This calculates to a gross residential density of 3.4 du/acre. The proposed amendments also include changes to the currently approved lot sizes, and modifications to the cash proffers.

Review Procedure

Adoption or revision of proffers requires the same procedures as a rezoning or ordinance amendment. The submission must first be reviewed by the Planning Commission, and the Planning Commission must forward recommendations to Town Council. Town Code 175-146.D. specifies that the Planning Commission must take action within 90 days after the date of the first regular meeting of the Commission. It is important to note that when the submission changes, such as when a property owner revises the proffers during the review process, the 90-day time period resets.

Town Code 175-150

CONDITIONAL ZONING PROFFERS IN REZONING APPLICATIONS; HIGH GROWTH PERIODS

As provided in Virginia Code Section 15.2-2298, notwithstanding any contrary provisions in Front Royal Town Code Section 175-149,

the provisions of this section shall apply during periods wherein the Town and/or County of Warren has had a population growth of ten percent (10%) or more from the next-to-latest decennial census year, based on population reported by the United States Bureau of the Census, or during periods when Warren County is contiguous with at least three (3) counties which have experienced ten-percent population growth or more as described herein.

(Amended VA Code Reference and Other Amendments 9-25-00-Effective Upon Passage)

(Amended by Adding "Town and/or" 6-22-15-Effective Upon Passage)

A. Owners of land making application to the Town of Front Royal for a zoning reclassification of their land in the Town of Front Royal may voluntarily proffer in writing, as part of the rezoning petition, certain conditions, subject to the following requirements:

1. The rezoning of the land must itself give rise to the need for the conditions.
2. The conditions must have a reasonable relation to the rezoning of the land.
3. All conditions shall be in conformity with the Comprehensive Plan for the Town of Front Royal.
4. The conditions may include a cash contribution to the Town of Front Royal or contributions of personal property and services.
5. The conditions may include dedication of real property for open space, parks, schools, fire departments or their public facilities.
6. The conditions may include payment for or construction of off-site improvements.
7. All conditions shall be in writing and shall be submitted to the Town of Front Royal as part of the rezoning application prior to public hearing before the governing body.

(Amended "7" by adding "governing body" 9-25-00-Effective Upon Passage)

8. All applicable requirements of the Virginia Code shall be complied with, including, but not limited to, the requirements of §15.2-2298.

(Amended by adding "8" 6-22-15-Effective Upon Passage)

B. No proffer shall be accepted under this section unless and until

the Town has adopted a capital improvement program. In the event that the proffered conditions include a dedication of real property or payment of cash, such property shall not transfer and such payment of cash shall not be made until the facilities for which such property is dedicated or such cash is tendered are included in the capital improvement program. However, the Town may accept proffered conditions which are not normally included in the capital improvement program. Proffered conditions shall provide for the disposition of dedicated property or cash payments in the event that said property or cash payments are not used for the purposes for which they are proffered.

C. Once preferred and accepted as part of an amendment to this chapter, the conditions shall continue in full force and effect until a subsequent amendment changes zoning of the property covered by the conditions; provided, however, that such conditions shall continue if the subsequent amendment is part of a comprehensive implementation of a new or substantially revised Zoning Ordinance.

D. The Zoning Administrator shall administer and enforce the conditions attached to a rezoning or amendment to the Zoning Map, including:

1. Ordering by written notice the remedy of any noncompliance with zoning conditions.
2. Bringing legal action to ensure compliance with such conditions, including injunction, abatement or other appropriate action or proceeding.
3. Requiring a guaranty satisfactory to the governing body in an amount sufficient for and conditioned upon the construction of any physical improvements required by the zoning conditions or a contract for the construction of such improvements and the contractor's guaranty in like amount and so conditioned, which guaranty shall be reduced or released by the governing body or agent thereof upon the submission of satisfactory evidence that the construction of such improvements has been completed, in whole or in part.

E. The failure to meet all conditions shall constitute cause to deny the issuance of any required use, occupancy or building permit as may be appropriate.

F. The Zoning Map shall show by an appropriate symbol on the map the existence of conditions attached to zoning. The Zoning Administrator shall keep in his office and make available for public

	inspection a Conditional zoning index. This index shall provide ready access to the ordinance creating conditions in addition to the regulations provided for in a particular zoning district or zone. G. The Zoning Administrator shall record in the deed book records of the Office of the Clerk of the Circuit Court of Warren County a certificate with the name of the property owner and a description of the property and indicating that the property is subject to conditional zoning as shown on the Town of Front Royal Zoning Map. (Added Entire Section 8-28-89-Effective Upon Passage)
Proffer Definition	A proffer is a voluntary offer by a landowner submitted with a rezoning application to perform an act or donate money, a product, or service with the intent of justifying the appropriateness of the proposed rezoning application. The rezoning of land with proffers is referred to in the Virginia Code 15.2-2296 as conditional zoning. Virginia Code 15.2-2201, describes conditional zoning as a means to allow reasonable conditions (proffers) governing the use of property, where the conditions are in addition to the regulations provided for in a particular zoning district. <i>Jefferson Green Unit Owners Association, Inc. v. Gwinn</i>, 262 Va. 449 (2001) established that when a locality accepts proffers they become part of the zoning ordinance.
Proposed Proffer Amendments	Below is a summary of the proffer changes proposed by the Applicant: ❖ Transportation Modifications ➤ 3.1 Leach Run Parkway. In the event that the Front Royal Town Council approves these Amendments, such approval will be deemed an acknowledgment by the Front Royal Town Council that (i) Leach Run Parkway ("LRP") has been completely constructed and (ii) Heptad, LLC complied with any prior approved Proffers pertaining to the dedication of right of way for construction of LRP. Staff Comment: <i>the applicant should amend the statement to read, "... pertaining to the dedication of right of way, with the exception of the payment of the related cash proffers."</i> ➤ 3.4 Interparcel Connection. The Applicant's Revised Functional Use Plan – Land Bay Layout accommodates a future interparcel connection to the Happy Creek Knolls

subdivision. The Applicant shall provide the necessary right-of-way dedication upon request by the Town for such interparcel connection, at no cost to the Applicant.

Staff Comment: *staff supports additional interparcel connections.*

❖ **Residential**

- 4.1.1 The maximum number of dwelling units to be constructed on the Property shall not exceed three hundred thirty (335) dwelling units.

Staff Comment: *the applicant has reduced the total number of dwelling units from 450 to 335. The metric data provided by the most recent Comprehensive Plan study/rewrite shows that the Town has insufficient housing to support projected population growth. Without the rezoning to PND the property would have supported the development of 171 dwelling units. This project essentially doubles the number of proposed units.*

- 4.1.2. In general conformance with the Master Plan, as amended, the single-family detached land bays may contain a maximum of one hundred seventy (170) single family detached dwelling units one hundred sixty five (165) The Applicant reserves the right to adjust the above mix of housing unit types but in no case shall the total number of units exceed three hundred thirty five (335).

Staff Comment: *staff supports the proposed mix of housing units.*

❖ **Phasing**

- The Applicant hereby proffers that residential development shall be phased such that building permits shall not be issued for more than one hundred (100) dwelling units every twelve (12) months.

Staff Comment: *staff has concerns about the ability to process an additional 100 zoning permits due to current staffing levels. Typical zoning permit review takes two weeks, and this department processes an average of 34 new dwelling units/year. The result is that review times may exceed two weeks.*

❖ **Design Guidelines**

- Reduction in lot size from 50'x60' to 46'x60'

Staff Comment: *the loss of area is equal to 240 sf of lot size. As long as the applicant can provide adequate onsite parking, staff has no concerns over lot size.*

❖ **The proposed proffers modify the per-unit cash proffers.**

- Town Proffers

TOWN OF FRONT ROYAL PROFFERS	
SINGLE-FAMILY ATTACHED (170 UNITS)	6039.72
DEDICATION OF LEACH RUN PARKWAY	1041.33
TOTAL PER UNIT	4998.39
SINGLE-FAMILY DETACHED (165 UNITS)	7910.36
DEDICATION OF LEACH RUN PARKWAY	1041.33
TOTAL PER UNIT	6869.03

- 7.1 The Applicant shall contribute to the Town of Front Royal, Virginia, a one-time cash contribution in the amount of \$7,910.36 for each residential single family detached (SFD) dwelling unit and in the amount of \$6,039.72 for each single family attached (SFA) dwelling unit constructed on the Property, which contribution shall be used by the Town of Front Royal to defray the costs and expenses associated with the design and construction of the Leach Run Parkway Improvements. The above contribution amounts were calculated using the Proffer Analysis dated September 8, 2022, and prepared by Greenway Engineering, Inc. This per-unit contribution shall be calculated at the time of approval of the building permit for construction of each residential dwelling unit on the Property and shall be payable prior to the issuance of the occupancy permit for said dwelling unit.
- 7.2 As per the Proffer Analysis dated September 8, 2022 and prepared by Greenway Engineering, Inc., the fair

market value of the land previously dedicated by the Applicant as part of Leach Run Parkway was \$234,300.00. Therefore, notwithstanding the foregoing Proffer 7.1.1, the Applicant shall be entitled to a credit against the proffer amounts specified in Proffer 7.1.1 above equal to \$1,041.33 per residential dwelling unit (whether SFD or SFA)

➤ County Proffers

COUNTY OF WARREN PROFFERS	
AMOUNT PER DWELLING UNIT	4247.99
NEIGHBORHOOD PARK CREDIT PER UNIT	1044.78
TOTAL PER UNIT	3203.21

- 7.5.1 The Applicant shall contribute to the Warren County, Virginia, a one-time cash contribution in the amount of \$4,247.99 .00 for each residential dwelling unit (SFA or SFD) constructed on the Property, which contribution shall be used by Warren County to support capital improvements relating to the impacts of the residential development on the Warren County Public Schools. This contribution was calculated using the Proffer Analysis dated September 8, 2022 and prepared by Greenway Engineering, Inc. This per-unit contribution shall be calculated at the time of approval of the building permit for construction of each residential dwelling unit on the Property and shall be payable prior to the issuance of the occupancy permit for said dwelling unit.

Staff Comment: Remove "the" before Warren County.

- 7.5.4 As per the Proffer Analysis dated September 8, 2022 and prepared by Greenway Engineering, Inc., the fair market value of the land to be dedicated by the Applicant for the Neighborhood Park is \$350,000.00. Therefore, the Applicant shall be entitled to a credit against the proffer amounts specified in Proffer 7.5.1 above equal to \$1,044.78 per residential dwelling unit (whether SFD or SFA).

	Staff Comment: The existing 2012 proffers state: First 335 dwelling units: The applicant has voluntarily offered \$18,000 for each single family detached (SFD) dwelling unit, \$11,000 per single family attached (SFA) dwelling unit and \$9,000 for each multi-family (MDU) dwelling unit for the first three hundred and thirty-five (335) dwelling units. These are designated for the planning, design, right-of-way acquisition and/or construction of Leach Run Parkway. In addition to the above funds to the Town, the applicant has agreed to pay \$5,500 per dwelling unit to Warren County Public Schools. Final 115 dwelling units: The applicant has voluntarily offered to pay \$9,000 per SFD dwelling unit, \$5,500 per SFA dwelling unit, and \$4,500 per MDU dwelling for the final one hundred and fifteen (115) dwelling units. These funds are designated for the planning, design, right-of-way acquisition and/or construction of Leach Run Parkway. In addition to the above funds to the Town, the applicant will pay \$9,000 per SFD dwelling unit, \$5,500 for each SFA dwelling unit, and \$4,500 for each MDU to Warren County Public Schools for the final 115 dwelling units. The total proposed amount proffered the Town after credits is approximately \$1,983,116.25. The total proposed amount proffered the County is approximately \$1,073,075.35. Warren County estimates the impact of development to cost \$8770.00 per Single-family detached Unit and \$11,013.00 per Single-family attached unit. Warren County is requesting a total of \$3,319,260.00 and the applicant is offering \$1,073,075.35 creating a deficit of \$2,246,184.65 for the impact of development per Warren County. The proposed total to both entities is approximately \$3,056,191.60. However, the project is smaller by 115 dwelling units.
Attorney Comments	Water and Sewer Is the applicant proffering to connect to public water and sewer? If

	so, are they solely responsible for the cost thereof? Staff will address this comment with a recommended condition. Stormwater Infrastructure Is the applying proffering to include stormwater facilities on the site? If so, are they solely responsible for the cost thereof? Staff will address this comment with a recommended condition. The applicant is responsible for the cost and installation of stormwater mitigation on site.
Attachments	1) Applicant's Application 2) Clean Copy of Proposed Proffers 3) Redline Version of Proposed Proffers 4) Existing Proffers (2012) 5) Proffer Impact Analysis prepared by Greenway Engineering 6) Design Guidelines 7) MOU between Town and County for proffer analysis 8) Warren County Staff Comments 9) Ch 11 Land Use Law Book

AMENDED PROFFER STATEMENT

REZONING: RZ# 05-07-56
Suburban Residential (R-S) District to Planned Neighborhood
Development (PND) District

PROPERTY: 98.25 acres +/-;
Tax Parcel #20-A21-2-1 and Tax Parcel # 20A20-2-11

APPLICANT/
OWNER: HEPTAD, LLC

PROJECT NAME: Swan Estates

ORIGINAL DATE
OF PROFFERS: June 30, 2005
Amended November 2005
Amended March 2006
Amended April 15, 2011
Amended January 31, 2012
Amended February 1, 2012
Amended September 16, 2022
Amended December 22, 2022

Preliminary Matters

Pursuant to Section 15.2-2296 et. seq. of the Code of Virginia, 1950, as amended, and the provisions of the Town of Front Royal Zoning Ordinance as set forth in Chapter 175 of the Town of Front Royal Municipal Code (the “Town Code”) with respect to conditional zoning, the Front Royal Town Council approved the rezoning of approximately 98.25 acres from the Suburban Residential (R-S) District to Planned Neighborhood Development (PND) District (RZ#05-07-56), to be developed in general conformity with the terms and conditions set forth in a certain Proffer Statement dated February 1, 2012 and approved by the Front Royal Town Council as part of the conditional rezoning approval (the “Approved Proffers”). The subject property,

identified as the Anna Swan Estate, and more particularly described as the lands owned by Heptad, LLC, being all of Tax Map Parcels 20-A21-2-1 and 20A20-2-11 by virtue of a deed dated August 14, 2009 and recorded among the land records of the Warren County Circuit Court Clerk's Office as Instrument No. 090004959. More particularly consisting of Tax Map Parcels 20-A21-2-1, containing 97.7395 acres, more or less, as shown by plat of survey dated May 5, 2003, prepared by Mark D. Smith, L.S., of Greenway Engineering, entitled "Boundary Survey of the land of Anna Swan Estate, Town of Front Royal, Warren County, Virginia" and recorded as Instrument number 030007026, and Tax Map Parcel 20-A20-2-11, containing .52 acres, more or less, as shown by plat of survey dated May 3, 1957, prepared by S. M. Boyd, Jr., C.L.S., recorded in Warren County Deed Book 102, page 300.

Pursuant to §15.2-2302 of the Code of Virginia and the applicable provisions of the Town of Front Royal Zoning Ordinance, the Applicant desires to amend the Approved Proffers such that the subject property as described above shall be developed in general conformity with the terms and conditions set forth in this Amended Proffer Statement, the Master Land Use Plan (as defined in Proffer I below, and the Design Guidelines (as defined in Proffer II below).

I. **Master Land Use Plan**

The Applicant hereby proffers to develop the 98.25-acre property in general conformity with a Master Land Use Plan (Master Plan) approved as part of the rezoning application, as amended with the Revised Functional Use Plan – Land Bay Layout (as defined below and attached hereto as Exhibit A), and subject to revisions by the Applicant due to lot layout and road alignment in accordance with final engineering

considerations. The Master Land Use Plan is intended to illustrate the systems of roadways that will provide access to the land bays and serve the single-family residential lots, parking areas and community facilities therein. The Master Land Use Plan consists of the following:

1. Cover Sheet – June 30, 2005, Revised November 2005, March 2006, March 2011
2. Generalized Location Plan – June 30, 2005, Revised November 2005, March 2006, March 2011
3. Boundary Survey – June 30, 2005, Revised November 2005, March 2006, March 2011
4. Slope Analysis – June 30, 2005, Revised November 2005, March 2006, March 2011
5. Topography Map – June 30, 2005, Revised November 2005, March 2006, March 2011
6. Trip Distribution & Road Classification Plan – June 30, 2005, Revised November 2005, March 2006, March 2011
7. Flood Plain and Wetlands Delineation – June 30, 2005, revised November 2005, March 2006, March 2011
8. Leach Run Parkway Layout – June 30, 2005, Revised November 2005, March 2006, March 2011
9. Revised Functional Use Plan- Land Bay Layout – Prepared by Greenway Engineering and dated May 5, 2022

II. **Design Guidelines**

The Applicant hereby proffers the Revised Swan Estates Design Guidelines (“Design Guidelines”) prepared by Greenway Engineering, Inc. and dated September 9, 2022, which are attached hereto as Exhibit B. The Revised Swan Estates Design Guidelines may be revised by the Applicant in accordance with final engineering considerations. The Revised Swan Estates Design Guidelines shall generally have the same force and effect as if incorporated herein. and the Applicant, in developing the Property, shall generally conform to such Design Guidelines; however, modification and alternatives shall be allowed provided such modifications and alternatives achieve the same intent. If any provision of the Revised Swan Estates Design Guidelines shall subsequently be found to be invalid, the remaining provisions shall remain intact. Provided, however, notwithstanding anything in the Revised Swan Estate Design Guidelines to the contrary, the applicant hereby proffers that the foundation of any residential structure shall be faced with brick, natural stone, synthetic stone, colored textured concrete, stamped concrete, or any combination thereof.

III. **Transportation**

3.1 Leach Run Parkway. In the event that the Front Royal Town Council approves these Amendments, such approval will be deemed an acknowledgment by the Front Royal Town Council that (i) Leach Run Parkway (“LRP”) has been completely constructed and (ii) Heptad, LLC complied with any prior approved Proffers pertaining to

the dedication of right of way for LRP with the exception of the payment of cash proffers.

3.2. Off-Site Swan Estates Drive to Existing Westminster Drive.

The Applicant proffers to engineer, design and construct an extension of Swan Estates Drive to connect to existing Westminster Drive to the west of the subject property (Tax Map 20-A21-2-1) across property currently owned by the Warren County School Board (Tax Map 20-A14-2-1) (the “Westminster Connector”) conditioned upon an agreement between the Town and School Board as to the final location and legal status of the property across which the Westminster Connector will be built. The Applicant proffers to make its best efforts to have the School board dedicate the Westminster Connector easement to the Town in fee simple. In the interest of public safety and general welfare, the Westminster Connector will provide an alternate access to the public schools located on Westminster Drive.

3.3 Intentionally Deleted.

3.4 Interparcel Connection. The Applicant’s Revised Functional Use Plan – Land Bay Layout accommodates a future interparcel connection to the Happy Creek Knolls subdivision. The Applicant shall provide the necessary right-of-way dedication upon request by the Town for such interparcel connection, at no cost to the Applicant.

IV. **Residential**

4.1. **Residential Density**

4.1.1 The maximum number of dwelling units to be constructed on the Property shall not exceed three hundred thirty five (335) dwelling units.

4.1.2. In general conformance with the Master Plan as amended, the single-family detached land bays may contain one hundred seventy (170) single family detached dwelling units and the single-family attached land bays may contain one hundred sixty five (165). The Applicant reserves the right to adjust the above mix of housing unit types but in no case shall the total number of units exceed three hundred thirty five (335).

4.2. **Phasing**

The Applicant hereby proffers that residential development shall be phased such that building permits shall not be issued for more than one hundred (100) dwelling units every twelve (12) months. For the purposes of this provision, the first twelve-month period shall be considered the first full twelve (12) months following the beginning of construction on the Swan Estates project. All units not developed within the specified twelve-month period shall be carried forward to the next twelve-month period.

V. **Community Design**

5.1. **Design**

The Applicant agrees to provide an overall continuity of design within the community by means of selecting standards for the following elements, which will be uniformly specified and applied over the entire project, excluding areas within the public rights-of-way or public property:

1. Custom mailbox design.
2. Standardized common area fencing styles and color.
3. Standardized private residential fencing styles and color.
4. Community color selections to create neighborhood theme.
5. Uniform site furnishing selection (benches and trash receptacles).
6. Custom designed street signage and stop signage.
7. Landscaping at the entrance monuments along Swan Estates Drive selected to provide for a repetition of the neighborhood flower color scheme and theme trees throughout the community.

5.2. **Architectural**

- 5.2.1. The Applicant shall develop architectural and design covenants for the overall community. Said covenants will establish an architectural review board for the purpose of review and approval

of all architectural elevations, exterior architectural features (including but not limited to fences, railings, walls and decks) for all uses within Swan Estates, as well as any publicly provided structures located on sites dedicated for public use. These covenants are intended to assure a continuity of overall architectural appearance, quality material selection, and a cohesive color palate for all structure within the entire development.

5.2.2. The Applicant shall construct all homes in conformance with the Revised Swan Estates Design Guidelines referenced in Section II of these proffers.

5.3 Intentionally Deleted.

5.4. Signage

The Applicant shall provide an entrance feature with entry sign on the right and/or left side of Swan Estates Drive. The entrance feature shall be in conformance with Section 175-106 of the Town Zoning Ordinance or applicable successor provision. The sign may be lighted from the front at ground level with a minimal amount of illumination. Landscaping both in front of and behind the signage and wall will be provided. The sign shall have either stone or brick columns and will be compatible with and closely related to the themes and color schemes for the overall community. All signage shall comply with Section 175-106 of the Town Zoning Ordinance or successor provision thereto, except as waived or modified by the Town.

5.5. Lighting

Any exterior lighting of common use recreation areas shall be directed downward and inward to reduce glare on adjacent properties, the public and/or private right-of-way, and upward stray illumination.

5.6. Landscape Adjacent to Adjoining Property

5.6.1. Happy Creek Knolls. The Applicant shall provide a landscape area within the fifty-five foot (55') perimeter buffer and along the common boundary with the Happy Creek Knolls subdivision either through tree preservation and/or installed landscaping. This landscape area will be owned and maintained by the property owners association and will not be part of any private lot. If the Applicant elects to not provide tree preservation in connection with this landscape area, the landscape area will be planted at a rate of one (1) tree per forty (40) linear feet with a minimum of twenty-five percent (25%) deciduous trees within said area.

5.6.2. Williamsburg Estates. The Applicant shall provide a landscape area on the south side of Swan Estates Boulevard and along the common boundary with the Williamsburg Estates subdivision Section 3, Block K, Lots 3-6 either through tree preservation and/or installed landscaping. The installed landscaping will include a double row of evergreen trees adjacent to Swan Estates Boulevard. This landscape area will be owned and maintained by the home owners association and will not be part of any private lot.

5.6.3 Additional Commercial Buffer. In addition to the 55’ vegetative buffer surrounding the Commercial portion of the project (as reflected in the Master Land Use Plan), the Applicant hereby proffers an additional 50’ vegetative buffer along the property line of the subject property where the Commercial portion of the project lies adjacent to Green Hills Subdivision (the “Additional Commercial Buffer”); provided, however, that the Applicant shall be under no duty to maintain or add new plantings to the Additional Commercial Buffer.

5.7. Recreational Amenities

5.7.1 Neighborhood Park. Before the seventy sixth (76th) building permit is issued, the Applicant shall design and submit a site plan for a neighborhood park of 3.5 acres minimum in size to applicable government agencies for review (the “Proffered Neighborhood Park”). Once the site plan is approved, the Applicant shall complete the construction of the Proffered Neighborhood Park in accordance with the above-mentioned approved site plan and dedicate the land and improvements for the Proffered Neighborhood Park to Warren County. The location of the Proffered Neighborhood Park and its associated amenities shall be located in the general area shown on the Revised Functional Use Plan – Land Bay Layout . The Neighborhood Park shall be designed pursuant to the guidelines for Neighborhood Parks as set forth within Chapter 5, Community Facilities, of the 2013 Comprehensive Plan adopted by the

Warren County. The park will include a field area that will allow multi-purpose sports for children of all ages; a playground for younger children ranging from toddler to 12 years; a picnic area that will include picnic tables and possibly a walking trail. Upon Warren County's acceptance of the dedication of the Neighborhood Park, the Applicant shall receive a credit against the Warren County Proffers for the value of the dedicated land as set forth in Proffer 7.5.1 below. In the event that the County declines to accept the aforesaid dedication, the Neighborhood Park shall be dedicated to an HOA created pursuant to Section VI below, and the Applicant shall not receive any credits against the Warren County Proffers.

5.7.2 Passive Recreation Area. Additionally, the Applicant shall provide passive recreation on the Property consisting of a bird habitat preservation area, to be located in the general area shown on the Revised Functional Use Plan – Land Bay Layout . Active development of and use in the bird habitat area will be limited to areas outside of any wetlands or other resource protection areas. Only those activities that are allowed by appropriate regulatory agencies without additional permitting will be allowed inside such areas. No applications for additional use in these areas will be made.

5.8 Schools Sidewalk

The Applicant hereby proffers to construct, on the west side of Westminster Drive, a concrete sidewalk six feet (6') wide beginning approximately at the northern

entrance to the Warren County High School and ending approximately at the southern most entrance to the Hilda J. Barbour Elementary School (the “Schools Sidewalk”). The Applicant will construct this portion of the Schools Sidewalk to Town standards after the final approval of the subject rezoning and after the issuance of all applicable permits necessary for such construction. This obligation is conditional upon the granting of any necessary easements or dedications by the School Board to allow such construction; the Applicant shall then begin construction within sixty (60) days of written notification by the Town of Front Royal requesting such construction. The exact location of the sidewalk is to be determined by the Town of Front Royal, with the approval and agreement of the Applicant and the School Board.

5.9 Commercial Entrance Aesthetic. To the extent possible and commercially reasonable, the aesthetic elements of the entrance corridor for the commercial portion of the project shall be generally consistent with the visual elements of the entrance corridor of the residential portions of the project. Further, the aesthetic of the residential and commercial entrance corridors for the project shall, to the extent possible and commercially reasonable, be generally consistent with the aesthetic of Leach Run Parkway.

VI. **Creation of a Homeowner’s Association**

6.1. A homeowners association (“HOA”) shall be created for the residential portions of the Property and shall be made responsible for the maintenance and repair of

all common areas, together with such other responsibilities, duties and powers as are customary for such associations or as may be required for such HOA herein.

6.2. In addition to such other responsibilities and duties as may be assigned or as may be set forth herein, the HOA shall have title to and responsibility for all common open space areas not otherwise dedicated to public use and common buffer areas located outside of residential lots, to include, but not limited to, the entry of feature sign proffered herein.

VII. **Cash Proffers.**

7.1 Town Proffers.

7.1.1 The Applicant shall contribute to the Town of Front Royal, Virginia, a one-time cash contribution in the amount of \$7,910.36 for each residential single family detached (SFD) dwelling unit and in the amount of \$6,039.72 for each single family attached (SFA) dwelling unit constructed on the Property, which contribution shall be used by the Town of Front Royal to defray the costs and expenses associated with the design and construction of the Leach Run Parkway Improvements. The above contribution amounts were calculated using the Proffer Analysis dated September 8, 2022 and prepared by Greenway Engineering, Inc. This per-unit contribution shall be calculated at the time of approval of the building permit for construction of each residential dwelling unit on the Property and shall be payable prior to the issuance of the occupancy permit for said dwelling unit.

7.2 Credits Against Town Proffers. As per the Proffer Analysis dated September 8, 2022 and prepared by Greenway Engineering, Inc., the fair market value of the land previously dedicated by the Applicant as part of Leach Run Parkway was \$234,300.00. Therefore, notwithstanding the foregoing Proffer 7.1.1, the Applicant shall be entitled to a credit against the proffer amounts specified in Proffer 7.1.1 above equal to \$1,041.33 per residential dwelling unit (whether SFD or SFA).

Proffers 7.3 and 7.4 Intentionally Deleted.

7.5 County Proffers.

7.5.1. The Applicant shall contribute to Warren County, Virginia, a one-time cash contribution in the amount of \$4,247.00 for each residential dwelling unit (SFA or SFD) constructed on the Property, which contribution shall be used by Warren County to support capital improvements relating to the impacts of the residential development on the Warren County Public Schools. This contribution was calculated using the Proffer Analysis dated September 8, 2022 and prepared by Greenway Engineering, Inc. This per-unit contribution shall be calculated at the time of approval of the building permit for construction of each residential dwelling unit on the Property and shall be payable prior to the issuance of the occupancy permit for said dwelling unit.

7.5.2 Intentionally Deleted.

7.5.3 Intentionally Deleted.

7.5.4 Credits Against County Proffers. Notwithstanding the

foregoing Proffer 7.5.1, the audited costs of the engineering, design, and construction of the Neighborhood Park as provided in these Proffers shall be credited against the aforesaid Warren County Proffers, provided further that the Applicant shall be entitled to a credit for the dedication of the land for the Neighborhood Park. As per the Proffer Analysis dated September 8, 2022 and prepared by Greenway Engineering, Inc., the fair market value of the land to be dedicated by the Applicant for the Neighborhood Park is \$350,000.00. Therefore, the Applicant shall be entitled to a credit against the proffer amounts specified in Proffer 7.5.1 above equal to \$1,044.78 per residential dwelling unit (whether SFD or SFA).

7.5.5 Intentionally Deleted.

7.6 Intentionally Deleted.

VIII. **Comprehensive Plan Conformity**

Approval of the subject zoning map amendment and its constituent parts, including Proffers, Master Plan, as amended, and Revised Swan Estates Design Guidelines, by the Town Council of Front Royal, Warren County, Virginia, constitutes a finding that the subject zoning map amendment is found to be in substantial conformance with the Town of Front Royal adopted Comprehensive Plan.

IX. **Miscellaneous Provisions**

9.1 Monetary contributions as set forth in this Proffer Statement shall be adjusted on a yearly basis from the base year of 2023 and change effective on January 1, 2024 and each January 1 thereafter, in accordance with changes to the Consumer Price Index for all urban consumers (CPI-U), 1982-1984=100 (not seasonally adjusted), as

published by the Bureau of Labor Statistics, U.S. Department of Labor, for the Washington-Arlington-Alexandria, DC-MD-VA-WV Metropolitan Statistical Area (the “CPI”), subject to a cap of 3% per year, non-compounded.

9.2 The Applicant proffers that development of the subject property shall generally comply with all applicable provisions of Article 8 of Chapter 148 of the Front Royal Town Code (Subdivisions and Land Development), including those provisions pertaining to stormwater management, parking, and utility infrastructure.

X. **Signature**

The conditions proffered above shall be binding upon the heirs, executors, administrators, assigns, and successors in the interest of the Applicant and owner. In the event the Town Council of the Town of Front Royal grants this revision to the previously approved rezoning and accepts these Amended Proffer Statement, such proffers shall apply to the land rezoned in addition to other requirements set forth in the Front Royal Town Code and Virginia law.

XI. **Interpretation**

Upon approval of this Amended Proffer Statement by the Front Royal Town Council, this Amended Proffer Statement supersedes any proffer statements previously submitted and approved in connection with this application and this Property.

THIS SPACE INTENTIONALLY LEFT BLANK.

SIGNATURE PAGE TO FOLLOW.

APPLICANT:

HEPTAD, LLC

By: _____

Ronald Llewellyn, Manager

STATE OF VIRGINIA

CITY/COUNTY OF _____, TO-WIT:

The foregoing instrument was acknowledged before me this ____ day of _____, 2022, by Ronald Llewellyn, in his capacity as Manager of HEPTAD, LLC.

My commission expires: _____.

Notary Registration Number: _____.

NOTARY PUBLIC

Design Guidelines

Submitted by:

Joseph F. Silek, Jr., P.C.

For

HEPTAD, LLC

Revised September 9, 2022

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A. Introduction

1. Project Description

The Swan Estates development consists of approximately 98.25 acres of land and is located between the existing Williamsburg Estates and Happy Creek Knolls subdivisions. The property is comprised of two parcels, currently zoned PND. The proposed PND development of the Property is comprised of Single Family Detached units, which are anticipated to have a design aesthetic consistent with surrounding neighborhoods. In addition, a portion of Swan Estates will include acreage for future retail neighborhood commercial development primarily for the benefit of Swan Estates residents. The project entrance on Leach Run Parkway shall be delineated with monumentation and landscaped accordingly. A pedestrian network will link the community together. Open space will be provided in a central location and will contain recreational amenities to serve the community.

2. Purpose of Guidelines

The purpose of this document is to describe the design concepts for Swan Estates and meets the criteria for the Town of Front Royal PND ordinance, in addition to describing the design principles that support the concept, in order to provide a set of guidelines for developing the various components of the proposed plan. These guidelines, while not overly restrictive, will be used to direct the design at the Swan Property.

Either the developer or an Architectural Review Board (ARB) established by the Property Owners Association (POA) will evaluate any amendments, revisions, and waivers to the Design Guidelines to determine if they are appropriate and in keeping with the original intent of the Design Guidelines.

3. Organization of the Guidelines

The guidelines begin with the overall development design criteria that will be utilized to create organization and coherence within the community. The essential design elements of the project are as follows: architecture, streetscape design, open space standards, landscape design, parking, and signage. The design guidelines and standards are intended to explain basic aspects of conformance rather than specific design criteria. The overall layout of the proposed development has not been finalized. An illustrative bubble plan is included as Appendix A. All illustrations shown represent proposed preliminary design intentions and are subject to change based upon final design and construction plans, while continuing to maintain the standards and criteria of the design guidelines and the PND ordinance.

B. Development Design Criteria

1. Design Principles

The Urban Development Area (UDA) calls for increased housing density, and the site itself is varied; going from woods to open fields and includes both steep slopes, floodplain, and the Leach Run riparian corridor. The design for Swan Estates applies the flexibility of the PND ordinance to achieve the intent of the UDA by integrating Single Family Detached units with the site's distinctive natural features. The Single Family Detached units will be located to complement existing site conditions, capitalizing on the natural features, while limiting disturbance to sensitive areas such as steep slopes and floodplain. The proposed road layout respects the site's topography while at the same time connecting the Single Family Detached housing to neighborhood amenities and the surround community. Pedestrian connectivity will be provided through a network of sidewalks and trails that will both follow the road layout and, where appropriate, extend into open spaces.

Swan Estates will also include a commercial section that, although separated by Leach Run Parkway, will be available to pedestrian traffic from the community. This will further reduce vehicular traffic both inside the neighborhood and coming and going from the community itself into town to pick up household 'essentials'.

The end result will be an integrated community that is pedestrian oriented, aesthetically pleasing, and environmentally friendly.

2. Residential Layout

The residential component of the Swan Estates development, totaling roughly 83.84 acres, will consist of 335 single family detached dwelling units, resulting in a gross density of approximately 4 units/acre. As discussed in section A3, this project is in the preliminary phase, any lot layout or bubble plan shown is conceptual and preliminary. Final design may vary based upon final engineering.

3. Residential Elevations

All buildings will be located with respect to the immediate site conditions and user functions, taking advantage of the features of each site while limiting the disturbance to the land. The 'front' of each unit with its best facade, will be oriented accordingly while keeping in mind that each unit is part of the neighborhood as a whole. Material selection for the facades will be integrated throughout the housing types in order to contribute to the overall appearance of the community.

4. Building Height

The building height and massing will vary but will be designated to complement the character of the land and overall design of the neighborhood. In regard to roof lines, there may be a variety of rooflines and projections that will help to improve aesthetics and the architectural fenestration, minimizing the massing of any single building plane.

5. Development Relationship

The natural features of the site will be integrated with the residential development, resulting in maximized open space and resource protection. This approach will allow over 26 acres (over 30%) of the residential component to remain in open space, to include untouched conservation land consisting of the riparian corridor and floodplain of Leach Run. The residential units will have complementary architectural styles. The commercial component although separated by Leach Run parkway will also have a complementary architecture that works with the rest of the community.

This concept of designing the neighborhood to preserve open space will not only benefit the residents, but the community as a whole, as the project will look like it 'fits' the site and has not been imposed on it. In addition to the open space, the project will adhere to the PND required setback ordinance and related buffers to further enhance its outward appearance.

These techniques follow the intent of the PND ordinance while increasing density as called for within the UDA and also respect the environmental features of the site. As a result, Swan Estates will be an environmentally friendly neighborhood that will also be aesthetically pleasing when viewed from Leach Run Parkway and the surrounding community.

C. Architecture

1. General Design Criteria

General Architectural Guidelines - The objective of the architectural design standards is to generate a unified design image for the site but allow individual structures to maintain independent design themes.

General Architectural Massing - The Single Family Detached units shall exhibit a variety in their massing, height, roof configurations, projections, and recesses. Where appropriate, each building design may differ from adjacent structures.

General Building Elevations - All buildings shall be designed to complement the character of the neighborhood's theme and be sensitive to the appropriate materials, color, and scale. The side and rear elevations should complement the design character of the overall architectural theme and all building elevations shall be assembled using quality materials and finishes.

2. Single Family Detached Units (SFD)

Descriptions - SFD units will be two story single family detached homes typically with front loaded garages. They may have attached garages or side loaded attached garages as options where appropriate.

Materials - A variety of architectural materials and textures may be used for each building facade. Acceptable elevation materials shall include but not be limited to brick, stone, wood, cedar shakes, architectural asphalt shingles, or standing seam metal roofing. Additional materials may be substituted by approval of the developer or ARB.

Colors - Colors or tones that are characteristic of the architectural style selected, and which will complement the character of the community and adjacent developments, should be used. Limited accent colors may be used to complement the building design. The use of fluorescent or garish colors shall be prohibited.

Mechanical Equipment - All efforts should be made to screen the mechanical equipment from the view of the streets.

SFD Unit Typical

The following table specifies the minimum standards for the SFD units.

Note: Brick returns, bay windows, downspouts, and roof overhangs are permitted to occur within the minimum setbacks.

Minimum Lot Depth:	120 ft.
Minimum Lot Width:	50 ft.
Minimum Setbacks:	
Minimum Front Yard Setback to Dwelling:	15 ft.
Minimum Rear Yard Setback to Street:	3 ft.
Minimum Rear Yard Building Setback to Other Lots/Open Space:	25 ft.
Minimum Rear Yard Porch/Deck Setback To Other Lots/Open Space:	10 ft.
Minimum Side Yard Setback to Dwelling:	
Interior Lot:	7.5 ft.
Corner Lot:	15 ft.

3. Townhome Unit

Description - Townhome housing units are a 3-story attached style of home with a front-loaded garage. The front facades will vary in depth to enhance the streetscape appearance. The front yard setback is at a minimum to accommodate driveway parking.

Materials - A variety of architectural materials and textures may be used for each building facade. Acceptable elevation materials shall include but not be limited to brick, stone, wood, cedar shakes, architectural asphalt shingles, or standing seam metal roofing. Additional materials may be substituted by approval of the developer or ARB.

Colors - Colors or tones that are characteristic of the architectural styled selected, and which will complement the character of the community and adjacent developments, should be used. Limited accent colors may be used to complement the building design. The use of fluorescent or garish colors shall be prohibited.

Mechanical Equipment - All efforts should be made to screen the mechanical equipment from the view of the streets.

TOWNHOME UNIT TYPICAL

Townhome housing units are a 3-story attached style of home with a front-loaded garage. The front facades will vary in depth to enhance the streetscape appearance. They are designed to be oriented in close proximity to the street. The siting of the homes in this manner further encourages pedestrian movement. The following table specifies the minimum standards for the Townhome House type.

Note: Brick returns, bay windows, downspouts, and roof overhangs are permitted to occur within the minimum setbacks.

Townhome Minimum Lot Size:	1,120 sf.
Minimum Lot Depth:	70 ft.
Minimum Lot Width:	16 ft.
Minimum Setbacks:	
Minimum Front Yard Setback to Dwelling:	20 ft.
Minimum Side Yard Setback to Dwelling (end unit):	10 ft.
Minimum Rear Yard Setback:	20 ft.
Porches and decks:	5 ft.

4. Recreation

The PND ordinance states that recreation and park facilities are permitted uses. The Swan Estates development will provide residents with both active and passive recreation to satisfy their needs. The PND ordinance promotes the design of a walkable environment for pedestrians. A pedestrian network will be provided throughout the major thoroughfares, allowing the residents to traverse throughout the community without the need of an automobile. Additional passive recreation shall be included with the community center and along the floodplain/conservation land.

Adjacent to Swan Estates are existing school sites, complete with playgrounds, ball fields, football stadium with track, and tennis courts, all within walking distance from Swan Estates. Additional active recreational amenities provided within Swan Estates include but are not limited to the following: a playground, open play areas, path system, and a structured sitting area. The Swan Estates development will meet or exceed the PND ordinance requirement of 335 square feet of recreation area per dwelling unit.

5. Playground Typical

The Swan Estates development will have a central open space area capable of incorporating the playground. The final location of the playground will be determined upon final engineering. The playground area will be at least 2,000 square feet and contain the following minimum components:

- play equipment
- edging and surfacing meeting ASTM and USCPSC standards
- bench
- trash receptacle

D. Streetscape

1. Design criteria

The streetscape will complement the park-like character of the community through the use of canopy trees along the main streets. The selection of any hardscape elements should be of similar materials and should assist in setting the tone for the overall neighborhood design theme.

2. Street Layout

The design and location of streets in Swan Estates will work with the land, especially the existing topography, to minimize its footprint and maximize protection of natural features. The internal street network consists of a series of interconnecting streets that enable multiple points of connection to the surrounding community, with the main vehicular entrance located on Leach Run Parkway. This street layout will slow down the overall speed of cars on the local neighborhood streets. All of this will lend to a more pedestrian friendly community per the PND ordinance.

3. Streetscape

The PND ordinance encourages enhanced streetscapes. The Swan Estates development will provide such enhancements. The landscape treatment for the streetscape may occur either on the private lots or fall within the linear street section of green space. The plantings may occur as a repeated pattern of street trees or may be clustered in more naturalistic groupings.

Streetscape lighting will be a fixture selected to complement the character of the community and will direct light downward to minimize the upward glare. The fixture will match the Town's approved light standard. The fixture will further enhance the overall theme of the community.

Additional site furnishings are to include, but not limited to, mailboxes, benches, street signs and poles. These furnishings will complement the overall theme of the community.

4. Parking

The pedestrian network will provide a means of accessing open space throughout the community that does not require the use of a vehicle; therefore, extensive parking areas will be minimized. Off street parking will be provided on the Single Family Detached lots. The community center will include parking per PND ordinance standards and will be appropriately marked with signage to indicate emergency access and handicap accessibility.

5. Entrance Feature

At the option of the developer, an entrance feature with entry sign will be placed on either the right or left of the entrance on Leach Run Parkway, or both. Another placement option is the center island for monumentation. The entrance feature would have a maximum height of 8 feet, with a maximum sign panel size of 24 square feet for each panel. The sign may be lighted from the front at ground level with a minimal amount of illumination. Landscaping both in front of and behind the signage and wall will be provided. The style of signage and materials will be compatible with and closely related to the themes and color schemes established for the overall neighborhood.

E. Open Spaces

1. Design Criteria

As a result of the project design, public open space is grouped in large parcels, accessed primarily by the pedestrian system. Active recreation will be centrally located and will include at a minimum, a structured sitting area, a playground, and an open play lawn area where many informal activities could take place: football, soccer, baseball, Frisbee, to name a few. The adjacent school site is able to provide additional active recreation and is within walking distance of the Swan Estate development. The Swan Estates

development will adhere to open space guidelines listed in the Town of Front Royal PND ordinance.

2. Conservation Land

The Swan Estates community contains a floodplain area, containing one road crossing, with the balance to be preserved. The floodplain area has the opportunity to be enhanced for passive recreation. A habitat park is a viable option, providing vegetation that will attract birds and other wildlife to the region. The area is accessible by an adjacent neighborhood street and sidewalk running parallel to the floodplain. Visual opportunities for viewing the wildlife habitat area could be provided with overlook points along the proposed sidewalk and neighborhood street.

3. Perimeter Setback

The PND requirement calls for a 55' perimeter setback, which is provided in all areas applicable. In addition, the developer will provide additional screening along the boundary adjacent to Happy Creek Knolls, either through tree preservation or installed landscaping. If tree preservation does not exist, the landscaped area will be planted at a ratio of 1 tree per 40 linear feet. The landscaped area will contain a minimum 25% deciduous trees.

4. Pedestrian Network

The PND ordinance encourages a walkable community. A pedestrian network will be provided throughout, which will link all areas within the community to the recreation areas. Additional path systems will include linking active and passive recreation to the sidewalk system. The pedestrian network system will enhance the theme of the neighborhood by promoting pedestrian movement instead of vehicular movement.

5. Habitat Park

Within the Swan Estates neighborhood, a portion of the floodplain will be allocated for a Habitat Park. Selected areas shall be re-vegetated in an effort to attract and maintain these areas as a habitat for upland wildlife, birds, and butterflies.

6. Additional Public Benefit

The Swan Estates development has several items to be utilized for additional public benefit. These items occur at the developer's expense and are above and beyond the PND ordinance requirement. The following elements will improve aesthetics and increase the quality of life for the residents of the Swan Estates community.

One method is to enhance the streetscape. Swan Estates will provide more than just a typical street tree layout along the internal streets. The developer will utilize a unique street tree spacing to allow the introduction of ornamental trees and potential planting beds in a repeated pattern. This will provide a uniform and attractive streetscape above and beyond what one would consider a normal streetscape.

Another item is providing Swan Estates a Habitat Park within the floodplain. This park is discussed in Section E.5. This facility will provide neighborhood residents with a unique wildlife viewing experience. This proposed park is above and beyond the open space and recreation requirements for this development.

A third item is providing a central park space for the Swan Estates residents. This park will contain a playground with a children's track for bikes and tricycles, a trellised sitting area with formal landscaping adjacent to the space, which will provide the community with a central focus and gathering space. The open lawn space in the center of the park is large enough to host informal football, soccer, baseball, or any other activity the residents of the Swan Estates neighborhood decide to utilize the park for.

A fourth item to qualify for a density bonus is the provision of a landscaped buffer within the 55' perimeter setback. This additional landscaping will enhance the perimeter of the development as well as provide an adequate visual screen from the adjacent uses. This buffer is explained in detail as an example in Section E.3. This landscaped buffer will occur along all applicable perimeter boundaries. Providing this landscape enhancement is above and beyond the perimeter setback requirement in the PND ordinance. The 55' perimeter landscaped buffer is to occur outside of all adjacent lots; it will be contained and maintained by the POA.

The last method for qualifying for a density bonus is achieved by providing additional improvements for the adjacent school site. The developer has proffered to engineer, design, and construct an extension to Swan Estates Drive to connect to existing Westminster Drive across School Board property. The road improvements for Swan Estates will eliminate the school's singular access. This will improve the safety of the children and vehicular traffic to and from school, while also providing a more direct route from outside developments. The Swan Estates community entrance is anticipated to be located in close proximity to the existing school site road crossover. The style and character of the monumentation will tie Swan Estates in with the school sites, providing a cohesive balance between the two uses. This will provide the school with an enhanced front door to the facilities, while improving aesthetics and sense of a school pride for the students and surrounding community.



Work Session Agenda Statement

Item # 2D

Meeting Date: January 9, 2023

Agenda Item: Public Input for Board of Architectural (BAR) Appeal

Summary: The applicant, SeeSuu LLC is requesting an appeal to a denied Certificate of Appropriateness application to demolish and remove a portion of a contributing structure on a property within the Town of Front Royal Historic District located at 131 E. Main Street. The property is zoned C-2, Downtown Business District, and is identified as Tax Map 20A7, Section 4, Parcel 37. Below is the link to the BAR meeting.

<https://frontroyalva.new.swagit.com/videos/191187>

Budget/Funding: N/A

Staff Recommendation: Council takes desired action at the public hearing on January 23rd.



**TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & ZONING**

**STAFF REPORT FOR THE
BOARD OF ARCHITECTURAL REVIEW
DECEMBER 13, 2022**

APPLICATION #:

Certificate of Appropriateness
Application #2200483

APPLICANT:

SEESUU, LLC

APPLICATION SUMMARY:

A Certificate of Appropriateness (COA) Application for partial demolition of a contributing structure in the Historic District. (See **Attachment A** – Application).

GENERAL INFORMATION:

<i>Site Addresses</i>	131 E Main Street
<i>Owner(s)</i>	SEESUU, LLC
<i>Zoning District</i>	C-2 (Downtown Business) District & Historic District
<i>Historic District</i>	Front Royal Historic District
<i>Tax Identification</i>	20A7-4-37
<i>Location</i>	The subject building is located on E. Main Street. It is at the Southwest corner of the intersection of East Main Street and Church Street.

Vicinity - Aerial (Warren County GIS)



Photo 1 – Front Elevation



Photo 2 – Front Left Side Elevation



Photo 3 – Rear Side Elevation



Photo 4 – Front Left Side Elevation



Photo 5 – Left Side Elevation



Photo 6 – Left Rear Side Elevation



SUPPLEMENTAL INFORMATION:

Legal Authority	The Board of Architectural Review (BAR) is established by the legal authority of Virginia Code §15.2-2306 and Sections 175-82 through 175-98 of the Town Code. The Town Code gives review authority to the BAR for major projects within the Historic Overlay District. The Historic Overlay District consists of the areas and structures identified within the Front Royal Historic District. Town Code, Section 175-82, states that the purposes of establishing the historic resource overlay areas include the following: 1. To preserve and improve the quality of life for residents of the Town of Front Royal by protecting familiar and treasured visual elements in the area. 2. To promote tourism by protecting historical and cultural resources attractive to visitors and thereby supporting local business and industry. 3. To stabilize and improve property values by providing incentive for the upkeep and rehabilitation of older structures and by encouraging desirable uses and forms of economic development. 4. To educate residents on the local cultural and historic heritage as embodied in the Historic District Overlay Areas and to foster a sense of pride in this heritage. 5. To promote local historic preservation efforts and to encourage the identification and nomination of qualified historic properties to the National Register of Historic Places and the Virginia Landmarks Register. 6. To prevent the encroachment of additions or new buildings and structures that are architecturally incongruous with their environs within areas of architectural harmony and historic character. Except where administrative review authority is granted under Section 175-89.1, and where review is exempt under Section 175-90, the BAR is responsible for reviewing major projects in the Historic Overlay District in accordance with the guidelines found under Section 175-91 of the Town Code. These guidelines are listed at the end of this report.
Historic Information	The building (circa 1879) is a contributing building to the Front Royal Historic District. Below are notes about the structure, as found within the Historic District records. A full copy of the report is attached (Attachment D). Architectural Description ----- 131 East Main Street started out as the 1879 Front Royal Methodist Church, 5 arched opening bays on the Church Street side define this originally Italianate building. The retail building at the front features a commercial eclectic style incorporating Second Empire features such as the mansard roof; Classical Revival dormers and roof edge molding. The brick work on this section is sophisticated with recessed bays, projecting pilasters, corbeling. The arched-top sash at the front of the building were salvaged from the church section. The mansard roof is two level with a hipped top. The hollow-tile theatre addition was probably intended to be fire proof, and is obviously of utilitarian design. The projectionist's booth is still in the upper story, with an escape hatch on the roof. The balcony area of the theater still has its early twentieth century seating. The rear brick addition features some brick patterns, rectangles in the upper wall, parapet area.

	Additions and Alterations Description ----- The 1879 church core has been added to at front and back. The front, 2.5 story brick retail section was added after 1908-09; the church space was converted into a theatre at this time; the terra cotta stage super structure, at the rear was added sometime before World War II. The brick addition at the very rear is probably the most recent, perhaps as early as the 1940s-1950s. Spaces behind the Main Street retail area are vacant. A retail space was built into the large church/theatre, but this area was vacant at the time of survey (1993).
<i>Incentives for Rehabilitation</i>	• Partial Real Estate Tax Exemption. Pursuant to Section 175-97 of the Town Code, owners that engage in approved rehabilitation projects have the ability to seek a 10-year tax exemption equal to the increase in assessed value resulting from the rehabilitation. • State Tax Income Credit. The Virginia Rehabilitation Tax Credit Program allows property owners who complete a certified rehabilitation project to receive an income tax credit on 25% of their eligible expenses and an additional 20% credit through the Federal Rehabilitation Tax Credit Program.

GUIDELINES WORKSHEET FOR BAR EVALUATION		
<i>Historic Overlay District Guidelines</i>	1	The historic archaeological or architectural value and significance of a structure and its relationship to the historic value of the surrounding area
	2	The age and character of the historic structure, its condition, and its probable life expectancy and the appropriateness of the proposed changes to the period or periods during which the structure was built
	3	The general compatibility of the site plan and the exterior design arrangement, texture and materials proposed to be used
	4	The view of the structure or area from a public street or road, present or future
	5	The present character of the setting of the structure or area and its surroundings
	6	The probable effect of proposed construction on trees, wooded areas, or historic sites
	7	Any other factors, including aesthetic factors, which the reviewing bodies deem to be pertinent

	8	The appropriateness of the exterior architectural features of such building or structure to the compatibility with the exterior architectural features of landmarks, buildings, or structures in the district, taking into consideration the following: a. General design b. Character and appropriateness of design c. Form d. Proportion and scale e. Mass f. Configuration	
	Additional Guidelines: • The reviewing bodies shall not adopt or impose any specific architectural style in the administration of this Article. • The reviewing bodies shall also be guided by the purposes for which landmarks, landmark sites and historic districts are designated and by the standards and considerations contained in the Secretary of the Interior's Standards for Rehabilitation. • See Demolition Review Guidelines Addendum for demolition of structures.		

STAFF COMMENTS:

In addition to the application, the applicant has provided the Existing Conditions – Demolition Exhibit plan.

Town Staff has provided the following attachment for additional information purposes:

- Addendum to Historic Overlay District Guidelines, Demolition Review Guidelines. (Attachment C)

Although the applicant has submitted conceptual concepts of a future building, the applicant has only applied for demolition of the existing building. If the BAR determines that demolition is appropriate, **Town Staff recommends that such approval be conditional on the following: That a development surety be in-place before demolition and approved in form by the Town Attorney to guarantee that the demolition is completed once started.**

Attachments: A) Certificate of Appropriateness Application
B) Addendum to Historic Overlay District Guidelines
C) Demolition Exhibit Plan
D) Historic Reconnaissance Survey

ADDENDUM

DEMOLITION REVIEW GUIDELINES

- 1) **Contribution to Historic District.** Is the building identified as a contributing structure? This is typically determined from the Front Royal Historic District records.

☐ **YES.** Continue.

☐ **NO.** The building is a candidate for demo. 

- 2) **Structural Integrity.** Does the building retain structural integrity? The following may be used to evaluate and determine if a building retains its structural integrity?

- A site visit by the BAR members to more closely inspect and evaluate the building.
- An unbiased report from a licensed structural engineer or licensed architect that addresses structural integrity.
- A report from the local building official.
- Testimony of expert witnesses at the public hearing at which the demolition request is being considered.

☐ **YES.** Continue.

☐ **NO.** The building is a candidate for demo. 

- 3) **Feasibility.** Upon review of the facts of the application, public testimony, and Town records, what factors limit renovation of the building instead of demolition, as determined by the BAR.

- ☐ Significantly higher costs than new construction.
- ☐ Poor Marketability, due to location or lack of usable space.
- ☐ Environmental Factors.
- ☐ Local, State, or Federal Regulations.
- ☐ The building is recognized as blighted.

☐ **1-2 box checked.**  The building is NOT a candidate for demo.

☐ **3 or more boxes checked.** Continue.

- 4) **Due Diligence.** Has the applicant given due diligence? Due diligence includes seeking renovation of the property for an extended period of time; allowing the relocation of the building (if offered by a 3rd party); and salvaging portions of the building.

☐ **YES.** The building is a candidate for demo. 

☐ **NO.**  The building is NOT a candidate for demo.

The Town of Front Royal Board of Architectural Review (BAR) shall give consideration of the following review factors when considering an application to demolish a building or structure. Each factor shall be considered in the order they are listed as outlined in the left hand column of this page.

- 1) Contribution to the Historic District
- 2) Structural Integrity
- 3) Feasibility
- 4) Due Diligence

REVIEW FACTORS

If the applicant successfully demonstrates that the building is a candidate for demolition, the Board of Architectural Review MAY consider the following:

- The BAR may require that the applicant conduct a reconnaissance or intensive-level survey in accordance with the Virginia Department of Historic Resource's Guidelines for Conducting Cultural Resource Surveys in Virginia.
- The applicant must conduct a Phase 1 archaeological study to document historic information that is important to the Town of Front Royal.
- The BAR may require that demolition application be reviewed concurrently with plans for new construction.
- Assurance that the demolition will be completed once started. A surety, such as a performance bond, from the contractor is a suitable method for assuring completion.
- Assurance that the completion of the demolition will occur in a reasonable amount of time.

DISCLAIMER: All required local, state, and federal permits or approvals are required separate from, and in addition to, the BAR's consideration of a Certificate of Appropriateness for demolition.

CERTIFICATE OF APPROPRIATENESS APPLICATION TOWN OF FRONT ROYAL

☐ New Construction ☐ Rehabilitation ☒ Demolition* ☐ Sign
☐ Other _____

Application is hereby made for a Certificate of Appropriateness and is made subject to the local Historic District Ordinance, other local ordinances, and State laws which are presently in force or that may hereafter be enacted affecting or regulating thereto. The undersigned applicant agrees to these requirements which are a necessary condition for approval of this certificate.

This application for a Certificate of Appropriateness may be approved administratively in accordance with Section 175-89.1 of the Town Code.

Name of Applicant: SEESUU, LLC

Address of Applicant: PO Box 1317

FRONT ROYAL, VA. 22630

Phone Number: 540 622-4711 E-Mail: WETNOSEFARM@GMAIL.COM

Property in Question:

Street Address: 131 E. MAIN ST

Business Name (if applicable) _____

Tax Map Number: DB 370, PG 65 DB 423 Pg 109 DB 426 PG 669

Historic District: ☐ Downtown Residential Area

☒ Downtown Business Area

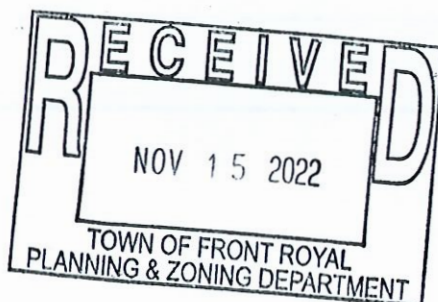
Are there any other applications relevant to this property or the proposed modifications being considered by any other regulatory or administrative agency?

☐ Yes ☒ No

If Yes, please describe:

Revised 6-25-12

PLEASE COMPLETE REVERSE SIDE



Description of Proposal, including materials and colors used with each modification (List for foundation, walls, doors, windows, trim gutters/downspouts, roofing, sign, lighting, sidewalk, fencing and gutters as applicable) (attach separate sheets if necessary):

Demolition of A Portion of
the Building

**Please submit seven (7) complete application packages. If color photos are submitted, please submit seven (7) complete sets of colored photographs.*

**One (1) set of material samples shall be provided together with the application.*

Also include the following as applicable:

- _____ Attached map with property under consideration marked
- _____ Site Plan
- _____ Sketch, drawing, elevations
- _____ Photographs or slides showing property in question

*** NOTE: A public hearing is required for demolition work. The names and addresses of property owners immediately adjacent and opposite the property must be submitted.**

Signature of Applicant: Seesun, LLC Date 11/2/22

Signature of Representative (if applicable): By [Signature]

\$100.00 Fee **BAR Review** Receipt # Date 11-15-2022

\$200.00 Fee **Demolition of Historically Significant Structure**

pd check # 1216 \$200.-

By submitting this application, the applicant grants permission to Town officials and employees to enter upon the property, which is the subject of this application, during reasonable hours and for purposes related to the application process.

OFFICE USE ONLY

Date Received 11-15-2022 BAR Meeting Date: 12-13-2022

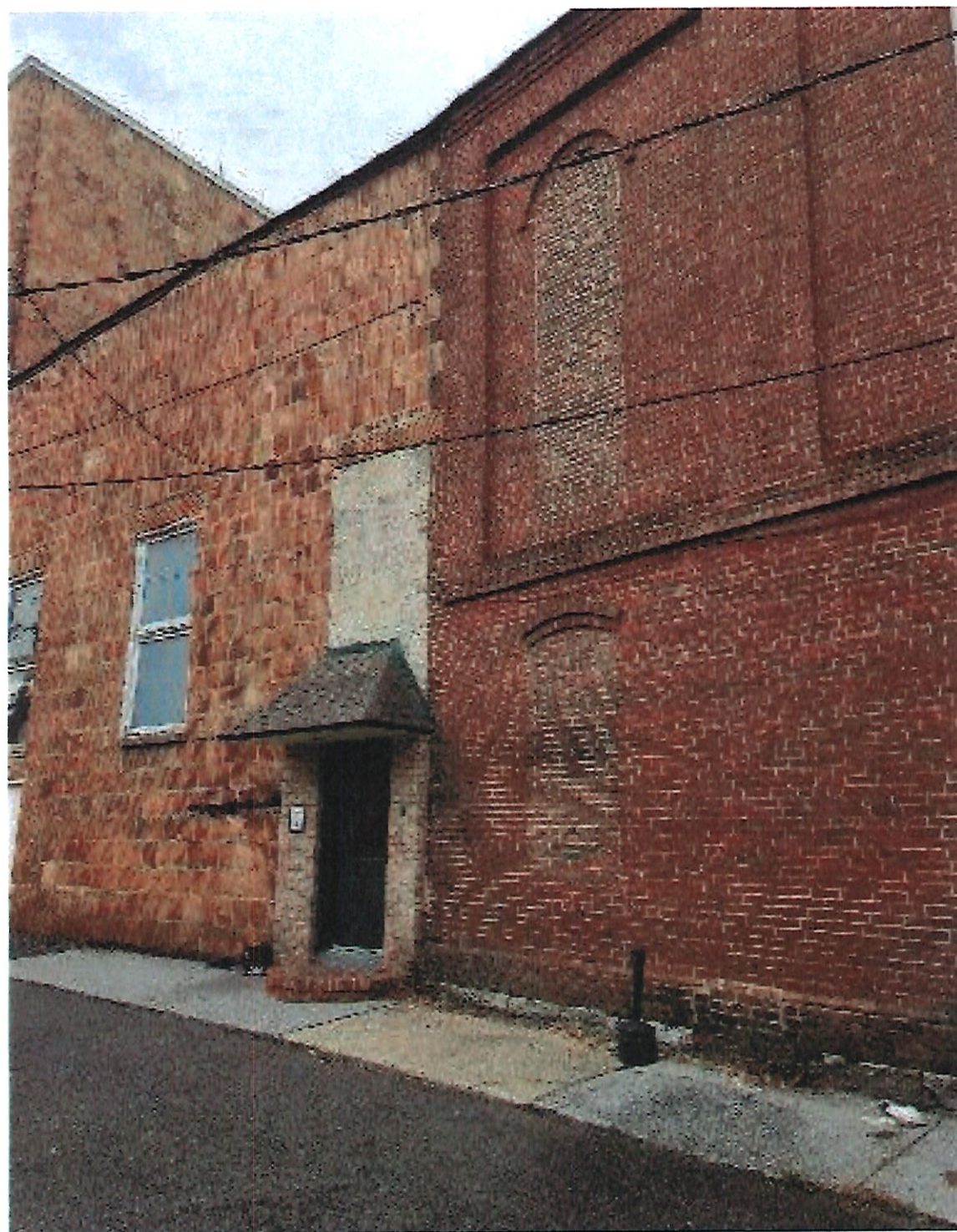
Action Taken: _____

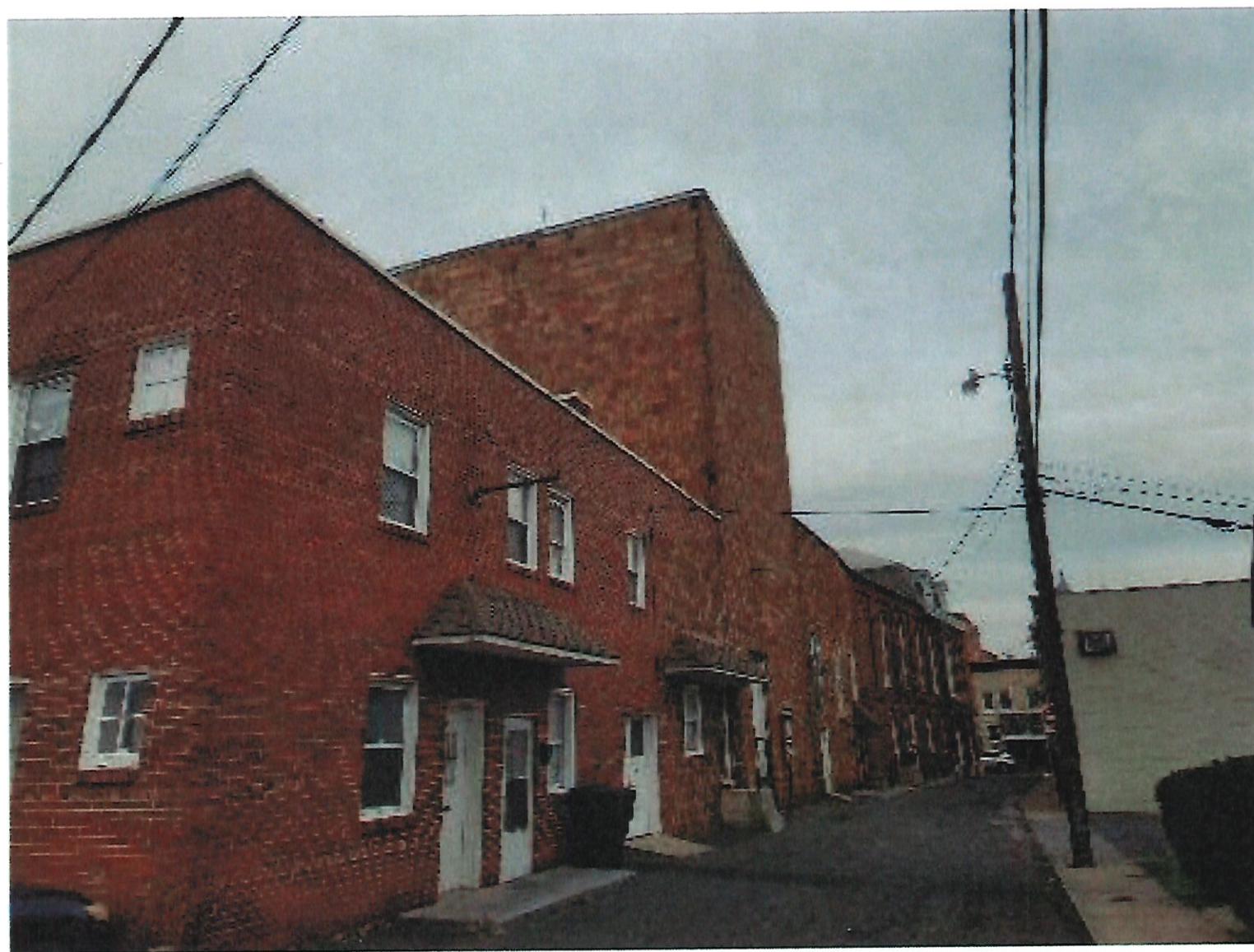
Zoning Administrator





WYK ASSOCIATES, INC.
ARCHITECTURE • PLANNING





INTENSIVE SURVEY FORM

IDENTIFICATION

=====

VDHR IDENTIFICATION #: 112-0033-000

Property Names

131 East Main Street	Address
Royal Oak Computer Shop	Current
Royal Quality Shop	Historic
Front Royal Methodist Church	Historic
Murphy's Theater	Historic

NR Resource Type: Building
VDHR Historic Context: Commerce/Trade

ADDRESS/LOCATION

=====

Addresses

131	East Main Street	Current
-----	------------------	---------

Vicinity of: Municipality: Front Royal
County/Independent City: Warren
State: VA ZIPCode 22630-
Magisterial District: South River District
USGS Quad Name: FRONT ROYAL

Local Tax Code:	Section	Parcel
	20A7	4-37

Location: The south west corner of the intersection of East Main and Church Streets.

Name of Historic District:
Name of Potential Historic District: Front Royal Historic District

SITE DESCRIPTION

=====

Site plan on file at VDHR? Yes

Square Footage of Lot: 0

Physical Character of General Surroundings: Town
Physical Character of Immediate Setting: Commercial

Site Description Notes/Notable Landscape Features

The building fills out an urban lot comprised of a row of commercial buildings. The building is at the end of the row, with church street on its east side.

PROPERTY BOUNDARIES
=====

Verbal Boundary Description:

Acreage: 0.0

Verbal Boundary Justifaction:

CLASSIFICATION AND COUNT
=====

NR Resource Type: Building Ownership Categories: P

NR Resource Count		C/NC/NE		
#of Resource Types				
1	Building	Contributing	TOTAL:	1
			Contrib:	1
			Non-Contrib:	0

Wuzits Type Count		C/NC/NE		
#of Wuzits Type				
1	Commercial Building	Contributing	TOTAL:	1
			Contrib:	1
			Non-Contrib:	0

INDIVIDUAL RESOURCES DATA
=====

WUZIT: COMMERCIAL BUILDING C/NC: Contributing

Name: Royal Computer Shop

Location: Front Royal, Va.

131 East Main Street Current

Estimated Date of Construction: 1879 Source: Site Visit

Physical Status: Existing
Condition: Fair Threat: None

FUNCTIONS:

Dates	Function	Explanation
1879	Religious Facility	Historic
1912	ca Commerce/Trade	Historic/Current
1912	ca Post Office	Historic
1915	Theater	Historic

EXTERIOR COMPONENT DESCRIPTION:

Component	#	Type or Form	Materials	Treatment
-----------	---	--------------	-----------	-----------

Chimney	1	Exterior side	Concrete	Concrete Block
Door	1	Double	Wood	Panelled/Glazed
Dormer	5	Gable	Wood	Pedimented
Roof	0	Mansard	Slate	Scalloped Shingle
Roof	0	Gable	Metal	Standing Seam
Roof	0	Hipped	Metal	Standing Seam
Roof	0	Flat		Not Visible
Walls	0	Masonry	Brick	5-course Amer.Bond
Walls	0	Masonry	Terra Cotta	Glazed
Walls	0	Masonry	Brick	Random
Walls	0	Parapet	Brick	Capped
Windows	0	Double hung	Glass	6/6
Windows	0	Casement	Glass	4-light
Windows	0	Double hung	Glass	1/1
Windows	0	Fixed	Glass	Plate
Windows	0	Double hung	Glass	2/2

Materials/Treatment Notes

The building is comprised of three sections representing three periods of construction.

Architectural Style/Derivation: Mixed (more than 3 styles from different periods)

		Dimensions:	
# of Stories:	2.5	Height=	0.00
# of Bays Wide:	3	Length=	0.00
# of Bays Deep:	14	Width=	0.00

Footprint: Rectangle w/ additions

Additions and Alterations Description

The 1879 church core has been added to at front and back. The front, 2.5 story brick retail section was added after 1908-09; the church space was converted into a theatre at this time; the terra cotta stage super structure, at the rear was added sometime before World War II. The brick addition at the very rear is probably the most recent, perhaps as early as the 1940s-1950s. Spaces behind the Main Street retail area are vacant. A retail space was built into the large church/theatre, but this area was vacant at the time of survey (1993).

Interior Description

Interior Plan Type: Undivided Space (non-domestic)
 Accessed? Yes If not, why not?:

Interior Description: The front section, built sometime shortly after 1908 has the most architectural integrity. The first floor is an open retail area, updated for modern use. The upper floors include apartment spaces and meeting rooms, details include: four panel doors, beaded trim w/boss center corner blocks, door transoms, high beaded base boards, some half-glass doors, picture molding, pressed tin ceilings. The theater space has been gutted,

but the stage is in place, there are some pilasters with caps on the side walls, the former theater entrance at the west side of the primary elevation was originally open with light bulbs mounted in the semi-circular archway, this is now framed in, but all the fixtures are in place. The rear addition contains apartment spaces.

STRUCTURAL SYSTEMS AND MATERIALS:

System Element	System Type	System Material
Masonry, Brick		Original Block
Masonry, Hollow Tile		Addition

Structural System Notes

The building includes at least two, possibly three types of masonry construction methods - the rear addition may be brick veneer over concrete block.

Architectural Description

131 East Main Street started out as the 1879 Front Royal Methodist Church, 5 arched opening bays on the Church Street side define this originally Italianate building. The retail building at the front features a commercial eclectic style incorporating Second Empire features such as the mansard roof; Classical Revival dormers and roof edge molding. The brick work on this section is sophisticated with recessed bays, projecting pilasters, corbeling. The arched-top sash at the front of the building were salvaged from the church section. The mansard roof is two level with a hipped top. The hollow-tile theatre addition was probably intended to be fire proof, and is obviously of utilitarian design. The projectionist's booth is still in the upper story, with an escape hatch on the roof. The balcony area of the theater still has its early twentieth century seating. The rear brick addition features some brick patterns, rectangles in the upper wall, parapet area.

SECONDARY RESOURCES RELATIONSHIP

HISTORICAL EVENTS

Original Construction

Date (Start to Completion): / /1879 to
Source of Information: Written Data
Associated Cost: 0

Brief Remarks:

First section of building constructed as the Front Royal Methodist Church. It replaced a late eighteenth or early nineteenth century building on the same site.

Names of Associated Individuals	Association/Function

Major Addition

Date (Start to Completion): / /1908 to
Source of Information: Written Data
Associated Cost: 0

Brief Remarks:

Front Royal Methodist Church moves and building is sold to become a commercial establishment. Stores, post office, and theater are all combined into the church and front addition.

Names of Associated Individuals	Association/Function

Date (Start to Completion): / /1910 ca to / /1950 ca
Source of Information: Written Data
Associated Cost: 0

Brief Remarks:

The theater is used for live performance and film.

Names of Associated Individuals	Association/Function

Addition

Date (Start to Completion): / /1915 -20 to
Source of Information: Site Visit
Associated Cost: 0

Brief Remarks:

Theater space enlarged with hollow tile addition.

Names of Associated Individuals	Association/Function

Addition

Date (Start to Completion): / /1940s to
Source of Information: Site Visit
Associated Cost: 0

Brief Remarks:

Rear brick residential/commercial addition.

Names of Associated Individuals	Association/Function

Historical Event

Date (Start to Completion): / /1950s to
Source of Information: Written Data
Associated Cost: 0

Brief Remarks:

The theater space is used for movies only and eventually goes out of business.

Names of Associated Individuals	Association/Function

SIGNIFICANCE
=====

Year Built: 1879 Source of Year Built: Written Data

VDHR Historic Context: Commerce/Trade
VDHR Period Context: Reconstruction and Growth (1865 to 1914)

Potential for Meeting National Register Criteria:
C Architecture/Engineering

Association with Multiple Property Submission:

Potential Association with National Register Multiple Property:

Potential NR Criteria Considerations:

Property Retains Integrity of: (Yes or No)	1) Association	Yes
	2) Design	Yes
	3) Feeling	Yes
	4) Location	Yes
	5) Material	Yes
	6) Setting	Yes
	7) Workmanship	Yes

Significant Person (Criteria B):
Areas of Significance: Commerce
 Religion

Cultural Affiliation:
Periods of Significance: 1879
 1908

Significant Year and Explanation:

Year	C Reason why significant	Description of significant date
1879	Original Construction	Original Construction Began
1908	X Addition	Front block constructed
1960	X	Theater/Movie space closes

ARCHITECTURAL AND HISTORICAL STATEMENT =====

131 Main Street is an example of the evolution of building use. From church to commercial/residential/entertainment space. The building is sited next ot Newberry’s where Davis Hall, the main nineteenth century opera house was located. Murphy’s theater probably competed with this space and also with the Park Theater. The Front Royal Methodists built the large Romanesque style building at the corner of Royal Avenue and Main Street.The front addition is one of the most substantial and sophisticated downtown commercial designs. Along with the fine facade of Trout Drugs, to the east, this area of Main Street is a visual focus point of fine architecture.

BIBLIOGRAPHIC DATA =====

Oral History

Interview

Jim Gibbs, realtor for Vaughn, Gibbs, and Bennett takes PAV for full tour of building with Craig Laird, owner of Royal Oak Computer. Both relate stories about the building. Date: 2/25/93.

Views/Historic

Warren Heritage Society Archives
Photographs and files on religion consulted.

VDHR File data

Pearson, John V., Jr.
Architectural Survey Form
Minimal information, exterior photography, date: 24 December 1970.

GRAPHIC DOCUMENTATION =====

Medium	Media ID#	Frame(s)	Date
B&W 35mm Photos	12596	29- 36A	2/25/1993
B&W 35mm Photos	12595	1- 6	2/25/1993
B&W 35mm Photos	12596	17- 26	2/25/1993

CURRENT OWNERSHIP INFORMATION =====

SURVEYOR’S NOTES

=====

CULTURAL RESOURCE MANAGEMENT
=====

Date	CRM Event	Agency/Individual	Assoc ID#

2/25/1993	Intensive Survey	Pres. Assoc. of Va.	

1 RECORD IN THIS REPORT

TOWN OF FRONT ROYAL

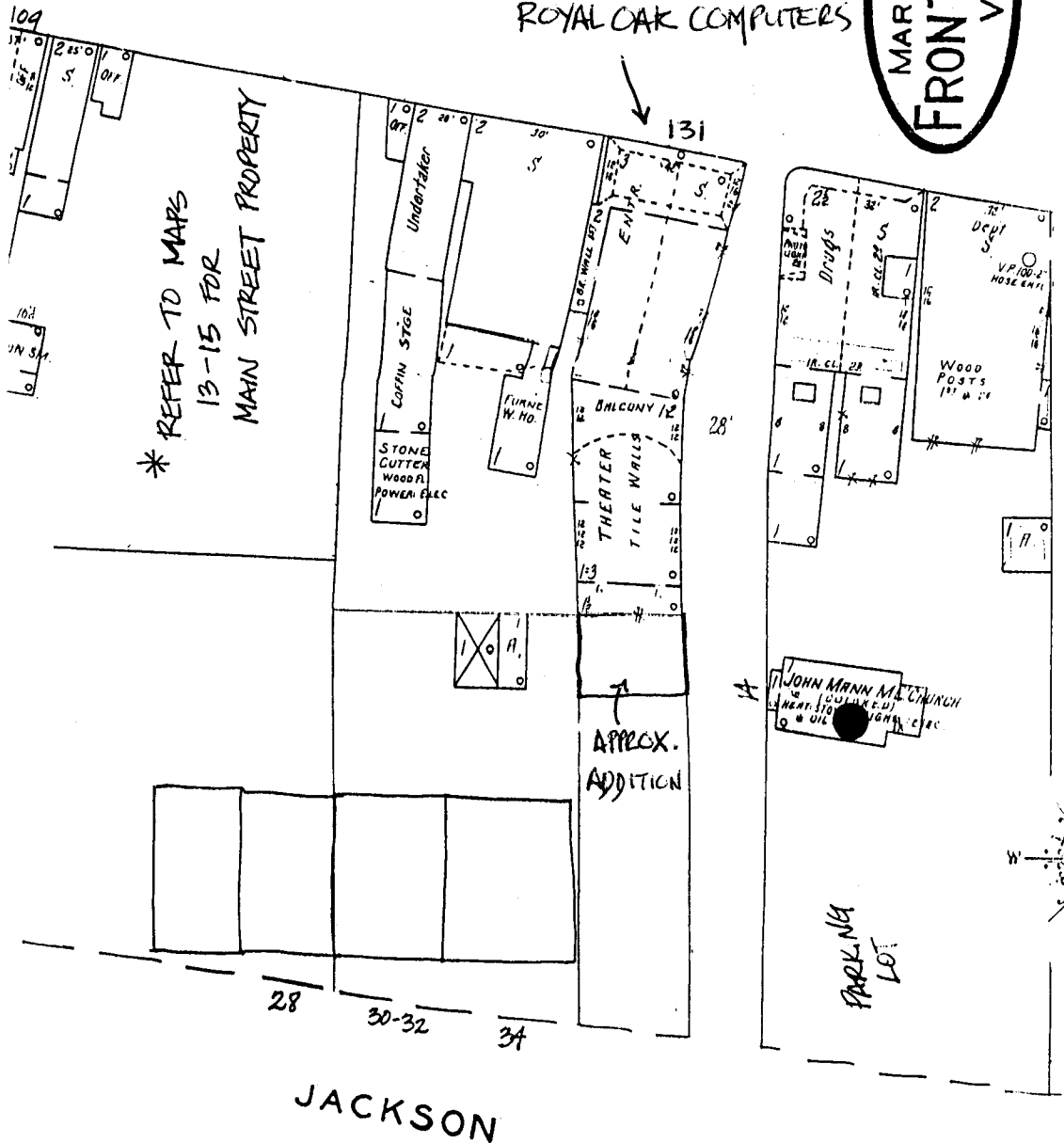
VDHR 112-0033-000

ROYAL OAK COMPUTERS

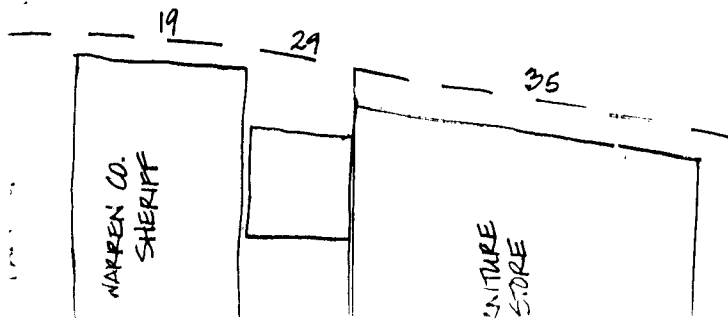


10

MAIN



JACKSON



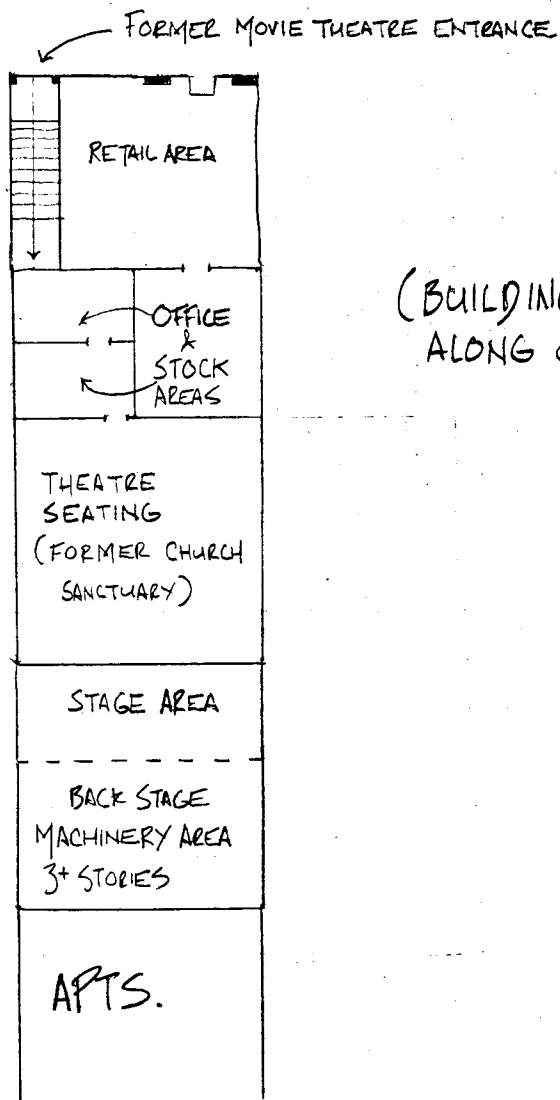
PRESERVATION ASSOCIATES OF VIRGINIA

1993-94 N.T.S.

URES SHOWN WITH

131 EAST MAIN STREET / ROYAL OAK COMPUTERS

TOWN OF FRONT ROYAL



(BUILDING CURVES SLIGHTLY TO SOUTHEAST
ALONG CHURCH STREET)

PRESERVATION ASSOCIATES OF VIRGINIA / M.C. WAGNER
3/23/95

N.T.S.

ARCHITECTURAL SURVEY FORM

VIRGINIA HISTORIC LANDMARKS COMMISSION
Room 1116, Ninth Street Office Building
Richmond, Virginia 23219

1. County Warren
Town Front Royal
Street No. E. Main St.

USGS Quad Name Front Royal
Quad Date 1967
Scale 7.5"

Original Owner
Original Use
Present Owner
Present Owner Address

Present Use Store

2. Historic Name
Present Name Royal Quality Shop
Date or Period
Architect
Builder, craftsman, etc.

Source of Date

3. No. stories (dormers count as $\frac{1}{2}$ story):

2 $\frac{1}{2}$

Wall construction: brick
Acreage

4. Historical Significance (Chain of Title, Families and Events, etc., connected with the property):

5. Architectural Significance (Note interesting interior and exterior details, etc. cite significant alterations and additions).

Front left door arch; 2nd story windows; added dormer.
Also note buildings on left: Trout Rexall Drugs, & Weaver's Store

6. Condition of structure (check one):

(a) sound X (b) in need of minor repairs _____ (c) in need of major repairs _____
(d) unsound _____

7. State potential threats to preservation of structure:

none

8. List Number of Photographs 3 Exterior Interior Outbuildings

9. Sources and Bibliography:

A. Published Sources (author, title, date, page number, etc.)

B. Primary Sources (original or later drawings, old photographs, pictures, manuscripts and their location)

C. Names and Addresses of People Interviewed.

10. Name, Address and Title of Recorder:

John V. Pearson, Jr., Area Rep., Luray, Va.

Date of Record 24 Dec 70

11. First Floor Plan (Rough Plan indicating arrangement of rooms, doorways, window on ground floor)

12. Site Plan (Locate and identify outbuildings, dependencies, and significant farm structures).



**BOARD OF ARCHITECTURAL REVIEW
Town Hall Council Chambers
Regular 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.

A regular meeting of the Board of Architectural Review of the Town of Front Royal, Virginia was held on December 13, 2022, in the Town Hall East Conference Room.

CALL TO ORDER

Chairman Waters called the Board of Architectural Review meeting to order at 7:02 p.m..

ROLL CALL

Present: Collin Waters, Chairman
Holly Rhodenhizer, Vice Chairman
Gary Vaughan
Angela Toler
Katherine Snyder

Staff Present: Lauren Kopishke, Director of Planning & Zoning
John Ware, Deputy Zoning Administrator
Connie L. Potter, Clerk for the Board of Architectural Review

APPROVAL OF MINUTES

- November 8, 2022, Regular Meeting.

Vice Chairman Rhodenhizer moved, seconded by Mr. Vaughan to approve the minutes of November 8, 2022.

VOTE: Yes – Waters, Rhodenhizer, Vaughan, Toler, Snyder
No – N/A
Abstain – N/A
Absent – N/A

VOICE VOTE

PUBLIC HEARING

- **Application # 2200483 – SEESUU, LLC.** This is an application for a Certificate of Appropriateness to demolish and remove a portion of a contributing structure on a property within the Town of Front Royal Historic District located at 131 E. Main Street. The property is zoned C-2, Downtown Business District, and is identified as Tax Map 20A7, Section 4, Parcel 37.

Mr. Ware reviewed the application request to demolish and remove a portion of a contributing structure within the Town of Front Royal Historic District located at 131 E. Main Street. The estimated date of construction of this building occurred in 1879 with the building being used as the Front Royal Methodist Church. The building includes three (3) types of masonry construction methods with the rear addition being brick veneer over concrete block. In 1908-1909 additions were added to the core unit of the church in the front and the rear. At this time the church space was converted into a commercial establishment offering stores, post office and a theater. As noted in the Historic Reconnaissance Survey the front addition is one of the most substantial and sophisticated downtown commercial designs. Prior to 1920 the terracotta hollow tile super structure was completed and was probably intended to be fireproof. The ribbing on the sides of the hollow clay tiles provided a gripping surface that aided both in bonding structural clay tile courses and also in bonding plaster or stucco used to cover the tiles on the building interior or exterior. These hollow clay tiles are not hard-fired and do not usually have a glazed, weather-resistant surface. Being exposed to rain and water the tiles will chip, scale, and deteriorate rapidly. The use of hollow clay tiles for construction projects began in the 1850's and began disappearing from common use as architectural components of construction as early as 1930. The tiles were light weight, went up quickly and cost less than other building materials. The tiles were used for their fire resistance, sound, and heat-loss properties. (*Encyclopedia of Building & Environmental Construction, Diagnosis, Maintenance & Repair.*)

Around 1950 the rear brick addition which may be brick veneer over concrete block was added to the structure which was used as apartments.

Mr. Ware presented pictures in a power point presentation showing portions of the clay tile having water intrusion and cracks in the seam on a portion of the building on the side as well as the front of the building.

The application also requests part of the roof to be removed in the center section and replace with like materials. The application request for demolition is for the terracotta block and the brick veneer in the very rear of the building. The demolition does not include the portion of the building where the church was located.

Staff finds the terracotta hollow tiles do not add any significant historical element to the main structure.

The applicant Gary Wayland explained the process he has gone through to get to this point and noted he has been working on this process for 3-4 years. Mr. Wayland said he has met with staff and various Boards on what he might be able to do with the building. He and those he has spoken

with have always expressed concern for parking if the building is made into apartments. When he first obtained the building he fixed the front part of the building where water was leaking in and destroying the inside of the building. His original intent was to have his business located in the building but has moved the business to Luray. Mr. Wayland stated he wants to do the best for the Town and the merchants; however, he needs to know what he can do with the structure.

Chairman Waters asked Mr. Wayland to explain his overall idea of what his vision was for the building and what maintenance has he done to the terracotta portion of the building.

Mr. Wayland said that until he knows what he can do he cannot move decide and move forward. He explained he could install 600 square foot dwelling units with the idea of catering to young professionals and people over 55 that want less maintenance. Have a concierge service to benefit the people living there and the community. If he is able to take the building up to 60' here could have a rooftop viewing area for the public to utilize. Mr. Wayland explained he has not done any maintenance to the terracotta portion of the building.

Chairman Waters asked if Mr. Wayland had brought in a structural engineer.

Mr. Wayland explained he does not want to bring in a structural engineer until he knows what he has the possibility of doing. He noted he is trying to preserve the most important part of the building.

Chairman Waters noted that he believes the terracotta has its own value and that as a Board they have to make sure all efforts have been exhausted to provide restoration vs. demolition to a historically significant structure. He would like to see a structural engineer report or any kind of a cost analysis between restoration vs. demolition.

Mr. Wayland expressed that from his perception the Board is to look at the application and say if it is historically significant and need to make sure it will be standing for the next thirty (30) years. He has to decide how much money he is going to put into the building or sell the building.

Chairman Waters opened the public hearing.

Keith Menefee, Downhome Comfort Bakery owner at 128 E. Main Street said he has family ties to the area and loves the history of Front Royal and Main Street. He wants the structure in the front to be maintained and feels it is still a structurally sound building. Mr. Menefee questioned what material would be used when reconstructing the portion of the building to be demolished. He expressed concern of parking availability if the building is made into apartments and if those apartments are constructed from shipping containers as he has heard was going to be done.

John Vander Wijst, Schewels store manager located at 125 E. Main Street. He expressed concern for the safety and maintenance of the building because their building is located next to the building in question. Mr. Vander Wijst also expressed concern for parking availability and their access to the back lot of his building.

Bill Barnett, 1115 Buck Mountain Road, Bentonville, VA. Mr. Barnett shared he had been working with Mr. Wayland on this project for the past 3-1/2 years and they have gotten nowhere. They have been through a number of town managers, planners, and directors. The building in question is a terracotta building and is empty all the way to the top and is functionally obsolete. He believes there could be something really nice at this location.

Suzanne Silek, 295 W. Main Street stated she was the former owner of 131 E. Main Street in the 1970s and 80s. Ms. Silek mentioned there was a grave still under a portion of the building, specifically “Mrs. Sumption” and possibly other graves. She spoke about the various uses in the building.

Ellen Aders, lives on E. Prospect Street and owns and works at 23 Church Street. The Murphy Theater building has been bringing people in the community together since the 1800s. People have worshiped there, watched a theater show, picked up mail, obtained news, and had lunch and coffee there. Over 100 years later we are still talking about the Murphy Theater building. Stories and history bring communities together and builds civic pride. She does not think that tearing down a portion of the building is the only option. From a website called Livingplaces.com which is a company that has done some historic research made the statement that “the most prominent example of historic adaptive reuse is the former Front Royal Methodist Church at 131 E. Main Street”. Someone outside our community recognizes all the different pieces of the building and the historical significance.

Barbara Samuels, 400 E. Jackson Street. Ms. Samuels expressed that if the door is opened for “train cars” how many other landlords and property owners on Main Street will be allowed to put “train cars” on their property. She is concerned this will set precedence.

Phil Foster, 130 E. Main Street has long family and personal ties to the downtown area. He does not want to see the structure overly changed. He is concerned of the number of units, parking, and aesthetic appeal. Mr. Foster said that Mr. Wayland had a whole lot of vision but no answers to the questions asked at the meeting. He does not want to see something torn down without a guarantee that something will be built back. If making a decision tonight he would like to see the Board either table the application for more information to be provided or vote no.

Lewis Moten, 1132 Kesler Road. Mr. Moten questioned how long it will take to have something built back once a portion of the structure is taken down. He noted he did not want to see “shipping containers” towering over Main Street but would like to see store fronts on the side of the building.

Millie Andrews rents 201 A&B E. Jackson Street where she runs an alteration shop. Ms. Andrews expressed that if the terracotta façade is the problem then why not renovate it if it is failing. As a business owner she expressed concern for the lack of parking.

Nina Thayer, co-owner of C&C Frozen Treats at 409 E. Main Street. As a business owner and owner on Main Street she is concerned on whether or not studies have been done to construct a sixty (60) dwelling unit apartment and can the existing pipes handle that much water and the

electric handle the usage. At 409 E. Main Street they have outages and if the usage on Main Street is going to be increased she is concerned about more outages.

William Huck, 409 E. Main Street and co-owner of C&C Frozen Treats. When renting his building he saw what needed to be done and started fixing it. They were then able to purchase the building and put their hard-earned money back into the building to provide a future for those that come after them. Without a structural engineer saying it needs to come down then it should not come down. At times though he feels a property owner should be able to do what they want to do with their own property. However, what an owner does to the property has to better themselves and the community.

David Silek, 165 Hickerson Hollow Road, Front Royal, VA, beneficiary of 217 E. Main Street. Mr. Silek said they sold the property at 131 E. Main Street in approximately 1992 when it then went into a state of deterioration. While attending this meeting he was made aware that the terracotta tile portion of the building was not supposed to be an exterior element or feature of the building. Terracotta does last a while but when exposed to the elements it does deteriorate as seen with water lines and pipes. The exterior walls are not designed to carry any weight in the middle of the building. Mr. Silek noted that if the building is unearthed the Town has a responsibility to have an archeological survey conducted to determine if there are bodies there. He expressed concern that there is no clear plan of what is going there if a portion of the building is demolished. Mr. Silek said a performance bond should be required of the owner/builder to assure compliance with the proffered conditions of what they want to do at the location. He expressed concern of the availability of parking and noted that it should also be addressed in the proffers.

Kerry Barnhart, owner of 122 and 205 E. Main Street, developer, President of Vibrissa Beer, and the Chair of the tourism committee Discover Front Royal. Ms. Barnhart explained that their buildings are historic, and they were required to submit a detailed site plan when wanting to do renovations and bring new life to the buildings. She does not understand why this applicant has not been required to submit a detailed site plan with what they propose doing with the building. Ms. Barnhart explained they went through the process the right way and noted they have won a Northern Virginia and DC American Institute of Architecture Award for urban catalyst and for restoration. When they presented their application and plans to the Board of Architectural Review they submitted an entire plan and did exactly what they said they were going to do. She would like to see this from any developer proposing changes to a historic structure and see a whole plan and make the changes in the context of the whole plan.

Brian Conley, 370 Wesley Lane, Bentonville, VA, owner of Turning Leaf Realty Group located at 28 E. Jackson Street. Mr. Conley expressed concern that the applicant is proposing a demolition without having a plan in place moving forward. He recommended that the Board of Architectural Review deny the application if there is no plan in place other than demolition.

Chairman Waters closed the public hearing.

Mr. Ware reiterated that the application is only for demolition of the rear section of the building from the terracotta block to the rear of the building. The building encompasses 90 some percent

of the lot. The building on Church Street all the way to the back is the property line. Going forward where it comes up to the terracotta next to Schewels it deviates off the building and runs with the Schewels property. There would be no encroachment on parking in the back. Properties on E. Main Street from S. Royal Avenue to the bridge at Happy Creek are exempt from meeting the parking requirements. Properties on E. Jackson Street from S. Royal to Church Street are exempt from the parking requirements. Mr. Ware mentioned again that the only application before the Board is for demolition. New construction or conversion of the existing structure, which is allowed by matter of right, would be brought back to the Board for approval with a separate application. In addition, it would require approval by the Planning Commission. He noted the Board can put conditions with the vote or table the decision.

Both Chairman Waters and Board members agreed they would like to see a structural engineer report submitted. Mr. Wayland said he was not willing to provide such a report because of the cost it would take without knowing what he is allowed to do moving forward and confirmed he had done zero maintenance to that portion of the building.

Board members went through a portion of the demolition review guidelines. Mr. Wayland was asked if he had done any stabilization to the building, and he answered he had not done any stabilization to the area of the building where the terracotta is located.

Mr. Barnett added that he had the building at 131 E. Main Street for sale for a time. Several people brought structural engineers in however he had not seen any reports. Every proposal they had to keep that section of the building would require them to cover the outside of the building with 1 or 2 inches of cementitious material, drill holes and pump it inside the terracotta.

Chairman Waters moved, seconded by Ms. Snyder to deny the application because they do not have enough information to justify demolition.

Ms. Kopishke explained the process if the Board wanted to table the application they could ask the applicant for additional information.

Chairman Waters asked Mr. Wayland if they tabled the application would he be willing to provide a structural engineer report and what was his justification for demolishing a portion of the building.

Mr. Wayland said it was for the benefit of the Town and working with the Town to put the best thing there that they possibly can.

Mr. Barnett expressed that they were following the process that was given to them by staff and were not trying to take shortcuts.

Mr. Wayland said he has no problem working with the Town management to do what is best for this space and that it is totally unutilized at this point.

Ms. Kopishke said that staff had tried to steer them in a way that gets the ball rolling. She explained the different options of moving forward and that staff felt the best first step was the demolition.

Mr. Wayland mentioned that he would not spend the money to demolish the building if something wasn't determined on how to move forward.

Board members and staff continued some discussion on the process moving forward with either denying, approving with conditions, or tabling the application. They also discussed stabilization of the front portion of the building if taking down the other portion of the building. Mr. Wayland said at that point he would bring in a structural engineer if granted demolition approval. He noted that if the application is denied for demolition he will sell the building.

Chairman Waters expressed they are not seeing any effort from the applicant to determine if the building needs demolition or that it can be preserved.

Chairman Waters reiterated his motion to deny the application, seconded by Ms. Snyder.

VOTE: Yes – Rhodenhizer, Toler, Snyder, Waters
No – Vaughan
Abstain – N/A
Absent – N/A

ROLL CALL

NEW BUSINESS

There were no items for new business.

OLD BUSINESS

There were no items for old business.

OTHER

There were no additional comments.

ADJOURNMENT

Chairman Waters moved, seconded by Mr. Vaughan to adjourn the meeting.

VOTE: Yes – Vaughan, Snyder, Waters, Toler, Rhodenhizer
No – N/A
Abstain – N/A
Absent – N/A

VOICE VOTE

The meeting adjourned at 8:37 p.m.

Approved by Board of Architectural Review
Date: _____



Work Session Agenda Statement

Item # 2E

Meeting Date: January 9, 2023

Agenda Item: Public Input for Vacation of a Portion of a Public Alleyway located adjacent to 1202 Virginia Avenue and 111 & 117 W. 12th Streets with the Intent to Purchase – Mr. & Mrs. William Holloway and Mr. & Mrs. Wade Holloway

Summary: Council is requested to receive input from the public, pursuant to Va. Code §15.2-2006, pertaining to an application from Mr. & Mrs. William Holloway and Mr. & Mrs. Wade Holloway requesting the Town to vacate a portion of a public alleyway located adjacent to 1202 Virginia Avenue and 111 & 117 W. 12th Street, with the intent to purchase the vacated alleyway from the Town.

Enclosed are the application, plat, emails from the public works, energy services and planning, adjacent property owners, comments from adjacent property owners and current Vacation of Town Rights-of-Way Policy.

Budget/Funding: N/A

Staff Recommendation: Council is requested to act at a public hearing at the January 23rd regular meeting. At this meeting Council may deny the application, appoint viewers to view the public alleyway and report any inconveniences that would result from granting application or may pursue the sale of the property. If Council elects to condition the vacation of the right-of-way on the sale of the property, Council shall hold a 2nd public hearing before approving the sale of the property at a previously negotiated price by ordinance. Council may hold a closed meeting to consider the sale prior to the 2nd public hearing.



2200368

VACATION OF STREETS AND ALLEYS and OTHER TOWN RIGHTS-OF-WAYS APPLICATION

APPLICANT INFORMATION

(please print)

Name Mr. and Mrs. William Holloway Mr. and Mrs. Wade Holloway

Mailing Address C/O 117 W 12th St. Front Royal, VA.

Phone # 540-671-6068-6086 E-mail wadeholloway@yahoo.com

VACATION INFORMATION

Description (please select all that apply)

☐ Street/Portion of Street

☒ Alley/Portion of Alley

☐ Other (please specify) _____

Location

Adjacent to 1202 Virginia Ave, 111 & 117 W 12th St.

Reason for request

Vacate for purchase

Extend garage at 1202 Virginia
Add garage at 117 W 12th St) per phone conversation
w/ Wade Holloway
10-19-2022

☒ Current Plat Attached Showing Property to be Vacated

Applicant's Signature

[Signature]

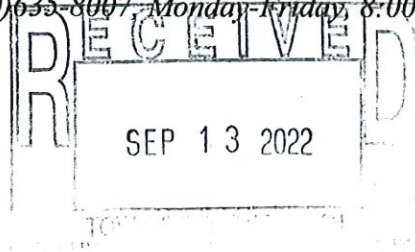
Date

9-13-22

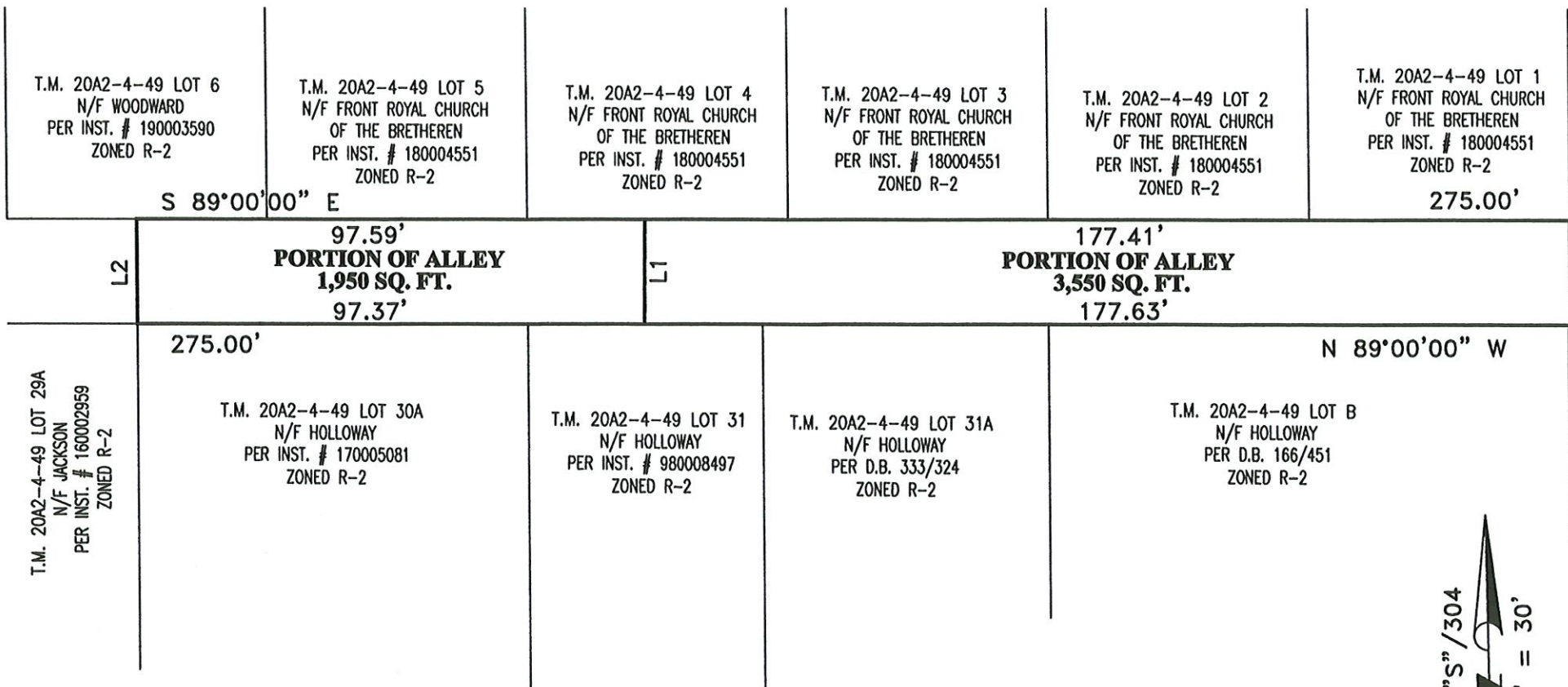
Completed application shall be returned by mail or delivery to:

Town Manager's Office, Town Hall, 102 E. Main Street, P.O. Box 1560, Front Royal, VA 22630

Additional Information: Town Manager's Office (540) 635-8007 Monday-Friday, 8:00am - 5:00pm



Revised 3/1/22



VIRGINIA AVE.
60' WIDE R/W
EX. CONC CURB AND GUTTER

LINE	BEARING	DISTANCE
L1	S 01°37'54" W	20.00'
L2	N 01°00'00" E	20.00'
L3	S 01°00'00" W	20.00'

PER D.B. "S"/304
SCALE 1" = 30'

NO TITLE REPORT FURNISHED TO THIS OFFICE.
SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

PLAT REF: D.B. "S" PAGE 304.

SURVEY OF TWO PORTIONS OF ALLEY SITUATED WEST OF VIRGINIA AVENUE
BLOCK 49 MAP OF FRONT ROYAL RIVERTON IMPROVEMENT CO. INC.

NORTH RIVER MAGISTERIAL DISTRICT
TOWN OF FRONT ROYAL
WARREN COUNTY, VA.

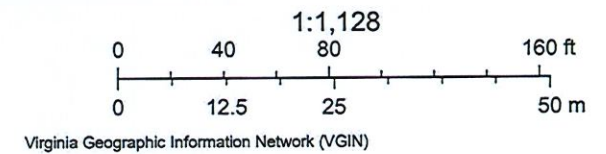
PREPARED BY:
BROGAN LAND SURVEYING, PLC
P.O. BOX 1578
FRONT ROYAL, VA. 22630-0034
TEL. & FAX (540) 635-5657
AUGUST 25, 2022



2200368_Holloway_Alley Vacation



October 20, 2022



Connie Potter

From: Mary Lynn
Sent: Thursday, September 15, 2022 10:33 AM
To: Connie Potter; Robbie Boyer
Cc: Karen Williams
Subject: RE: Vacation of Alley Application

Connie,

There are no concerns from the Electric Department.

Thanks,

Mary Ellen Lynn
Interim Director
Department of Energy Services
P.O. Box 1560
Phone: 540.635.3027
Fax: 540.631.3620
mlynn@frontroyalva.com



From: Connie Potter <cpotter@frontroyalva.com>
Sent: Thursday, September 15, 2022 9:33 AM
To: Robbie Boyer <rboyer@frontroyalva.com>; Mary Lynn <mlynn@frontroyalva.com>
Cc: Karen Williams <kwilliams@frontroyalva.com>
Subject: Vacation of Alley Application

Good morning,

Can you please let me know if you have any concerns with the attached application for a request by Mr. and Mrs. William Holloway and Mr. and Mrs. Wade Holloway to vacate/purchase the alleyway adjacent to 1202 Virginia Avenue and 11 & 117 W. 12th Street.

Thank you,
Connie

Connie L. Potter
Executive Assistant



#2200368 – Alley Vacation_Wade Holloway

Planning & Zoning Comments

The Planning & Zoning Department has concerns due to the fact that the alley provides a mechanism for the installation of future utilities including but not limited to fiber optics, cable, underground electric, water services, sanitary and storm sewer lines outside of paved streets. Basically, it lets construction activities occur without tearing up the streets.

Connie Potter

From: Robbie Boyer
Sent: Monday, September 19, 2022 8:57 AM
To: Connie Potter; Mary Lynn
Cc: Karen Williams
Subject: RE: Vacation of Alley Application

Connie,

Public Works has checked this location and we have no utilities in that area.

Thanks,

Robert B. Boyer
Director of Public Works
Town of Front Royal Public Works
PO Box 1560
800 Crosby Rd-Extended
Front Royal, VA 22630
540-635-7819 (P)
rboyer@frontroyalva.com
www.frontroyalva.com

From: Connie Potter <cpotter@frontroyalva.com>
Sent: Thursday, September 15, 2022 9:33 AM
To: Robbie Boyer <rboyer@frontroyalva.com>; Mary Lynn <mlynn@frontroyalva.com>
Cc: Karen Williams <kwilliams@frontroyalva.com>
Subject: Vacation of Alley Application

Good morning,

Can you please let me know if you have any concerns with the attached application for a request by Mr. and Mrs. William Holloway and Mr. and Mrs. Wade Holloway to vacate/purchase the alleyway adjacent to 1202 Virginia Avenue and 11 & 117 W. 12th Street.

Thank you,
Connie

Connie L. Potter
Executive Assistant

Town of Front Royal, VA | Dept. of Planning and Zoning



102 E. Main St | Front Royal, VA 22630
Office: (540) 635-4236
Facsimile: (540) 631-2727
Website: www.frontroyalva.com



106 W 13TH ST

Property Details

Current Owner

Name: CHURCH FRONT ROYAL CH OF BRETHREN

Mailing Address: 106 W 13TH ST N/A
FRONT ROYAL, VA 22630

Physical Address: 106 W 13TH ST
FRONT ROYAL, VA 22630

Tax Map #: 20A2 449 1

Account #: 9193

Total Acres (Includes all Sublots): .860

Zoning: R-2

Occupancy Code: Exempt

Magisterial Code: North River-Town

Land Use: Exempt - Religious

School Zone: EWM Elem., Skyline Middle, Skyline High

Legal Repository

Legal Description: L1-2-3-4-5 B 49
FRONT

Instrument Type and Year: LR 2018

Deed Book No: N/A

Legal Description 2: ROYAL
RIVERTON IMP CO

Instrument Number: 4551

Deed Book Page: 0

Legal Description 3: N/A

Slide Number: N/A

Will Book No: N/A

Legal Description 4: N/A

Slide Index: N/A

Will Book Page: 0

Valuation & Sales

Land	Improvements	Total Value
\$150,000	\$790,800	\$940,800

Grantor	Sale Price	Sale Date
CHURCH FRONT ROYAL	N/A	9/11/2018

Number of Parcels Involved in Sale

1



120 W 13TH ST

Property Details

Current Owner

Name: WOODWARD ROBERT W & JOYCE A

Mailing Address: 120 W 13TH ST N/A
FRONT ROYAL, VA 22630

Physical Address: 120 W 13TH ST
FRONT ROYAL, VA 22630

Tax Map #: 20A2 449 6

Account #: 9194

Total Acres (Includes all Sublots): .344

Zoning: R-2

Occupancy Code: Dwelling

Magisterial Code: North River-Town

Land Use: Single-Family Residential Urban (Town)

School Zone: EWM Elem., Skyline Middle, Skyline High

Legal Repository

Legal Description: L6-7 BL 49 FRONT
ROYAL

Instrument Type and Year: LR 2019

Deed Book No: N/A

Legal Description 2: RIVERTON IMP
CO

Instrument Number: 3590

Deed Book Page: 0

Legal Description 3: N/A

Slide Number: N/A

Will Book No: N/A

Legal Description 4: N/A

Slide Index: N/A

Will Book Page: 0

Valuation & Sales

Land	Improvements	Total Value
\$40,000	\$126,500	\$166,500

Grantor	Sale Price	Sale Date
CARROLL ROBERT D	\$135,000	7/19/2019

Number of Parcels Involved in Sale

1



124 W 13TH ST

Property Details

Current Owner

Name: GAMBILL WILLIAM & *Christine*

Mailing Address: 124 W 13TH ST N/A
FRONT ROYAL, VA 22630

Physical Address: 124 W 13TH ST
FRONT ROYAL, VA 22630

Tax Map #: 20A2 449 8

Account #: 9195

Total Acres (Includes all Sublots): .344

Zoning: R-2

Occupancy Code: Dwelling

Magisterial Code: North River-Town

Land Use: Single-Family Residential Urban (Town)

School Zone: EWM Elem., Skyline Middle, Skyline High

Legal Repository

Legal Description: L8-9 BL 49 FRONT
ROYAL

Instrument Type and Year: LR 2007

Deed Book No: N/A

Legal Description 2: RIVERTON IMP
CO

Instrument Number: 759

Deed Book Page: 0

Legal Description 3: N/A

Slide Number: N/A

Will Book No: N/A

Legal Description 4: N/A

Slide Index: N/A

Will Book Page: 0

Valuation & Sales

Land	Improvements	Total Value
\$40,000	\$158,800	\$198,800

Grantor	Sale Price	Sale Date
GAMBILL WILLIAM & CHRISTINE/	N/A	1/23/2007

Number of Parcels Involved in Sale

1



130 W 13TH ST

Property Details

Current Owner

Name: BRUGH J FRANKLIN JR & KATHLEEN

Mailing Address: 60 SCARLET OAK CT N/A
FRONT ROYAL, VA 22630

Physical Address: 130 W 13TH ST
FRONT ROYAL, VA 22630

Tax Map #: 20A2 449 10

Account #: 9196

Total Acres (Includes all Sublots): .172

Zoning: R-2

Occupancy Code: Dwelling

Magisterial Code: North River-Town

Land Use: Single-Family Residential Urban (Town)

School Zone: EWM Elem., Skyline Middle, Skyline High

Legal Repository

Legal Description: L 10 BL 49 FRONT
ROYAL

Instrument Type and Year: LR 2022

Deed Book No: N/A

Legal Description 2: RIVERTON IMP
CO

Instrument Number: 2658

Deed Book Page: 0

Legal Description 3: N/A

Slide Number: N/A

Will Book No: N/A

Legal Description 4: N/A

Slide Index: N/A

Will Book Page: 0

Valuation & Sales

Land	Improvements	Total Value
\$40,000	\$155,000	\$195,000

Grantor	Sale Price	Sale Date
BRUGHTHRU LLC	N/A	4/25/2022

Number of Parcels Involved in Sale

2



140 W 13TH ST

Property Details

Current Owner

Name: RUIZ MARIA AMALIA

Mailing Address: 140 W 13TH ST N/A
FRONT ROYAL, VA 22630

Physical Address: 140 W 13TH ST
FRONT ROYAL, VA 22630

Tax Map #: 20A2 449 11

Account #: 9197

Total Acres (Includes all Sublots): .172

Zoning: R-2

Occupancy Code: Dwelling

Magisterial Code: North River-Town

Land Use: Single-Family Residential Urban (Town)

School Zone: EWM Elem., Skyline Middle, Skyline High

Legal Repository

Legal Description: L 11 BL 49 FRONT
ROYAL

Instrument Type and Year: LR 2003

Deed Book No: N/A

Legal Description 2: RIVERTON IMP
CO

Instrument Number: 9876

Deed Book Page: 0

Legal Description 3: N/A

Slide Number: N/A

Will Book No: N/A

Legal Description 4: N/A

Slide Index: N/A

Will Book Page: 0

Valuation & Sales

Land	Improvements	Total Value
\$30,000	\$83,700	\$113,700

Grantor	Sale Price	Sale Date
BRUGH J FRANKLIN JR ET UX	\$106,000	8/22/2003

Number of Parcels Involved in Sale
N/A



139 W 12TH ST

Property Details

Current Owner

Name: JENKINS AARON M & AMANDA L

Mailing Address: 139 W 12TH ST N/A
FRONT ROYAL, VA 22630

Physical Address: 139 W 12TH ST
FRONT ROYAL, VA 22630

Tax Map #: 20A2 449 24

Account #: 9205

Total Acres (Includes all Sublots): .172

Zoning: R-2

Occupancy Code: Dwelling

Magisterial Code: North River-Town

Land Use: Single-Family Residential Urban (Town)

School Zone: EWM Elem., Skyline Middle, Skyline High

Legal Repository

Legal Description: L 24 BL 49 FRONT
ROYAL

Instrument Type and Year: LR 2010

Deed Book No: N/A

Legal Description 2: RIVERTON IMP
CO

Instrument Number: 6283

Deed Book Page: 0

Legal Description 3: N/A

Slide Number: N/A

Will Book No: N/A

Legal Description 4: N/A

Slide Index: N/A

Will Book Page: 0

Valuation & Sales

Land	Improvements	Total Value
\$35,000	\$107,700	\$142,700

Grantor	Sale Price	Sale Date
BLANKENSHIP DEBORAH I/MILLER JAMES	\$107,100	12/1/2010

Number of Parcels Involved in Sale

1



137 W 12TH ST

Property Details

Current Owner

Name: BARKLEY ELSIE M

Mailing Address: 137 W 12TH ST N/A
FRONT ROYAL, VA 22630

Physical Address: 137 W 12TH ST
FRONT ROYAL, VA 22630

Tax Map #: 20A2 449 25

Account #: 9206

Total Acres (Includes all Sublots): .172

Zoning: R-2

Occupancy Code: Dwelling

Magisterial Code: North River-Town

Land Use: Single-Family Residential Urban (Town)

School Zone: EWM Elem., Skyline Middle, Skyline High

Legal Repository

Legal Description: L 25 BL 49 FRONT
ROYAL

Instrument Type and Year: WF 2008

Deed Book No: N/A

Legal Description 2: RIVERTON IMP
CO

Instrument Number: 148

Deed Book Page: 0

Legal Description 3: N/A

Slide Number: N/A

Will Book No: N/A

Legal Description 4: N/A

Slide Index: N/A

Will Book Page: 0

Valuation & Sales

Land	Improvements	Total Value
\$35,000	\$63,100	\$98,100
Grantor	Sale Price	Sale Date
BARKLEY HARRY W ET UX	N/A	10/14/2008

Number of Parcels Involved in Sale

1



129 W 12TH ST

Property Details

Current Owner

Name: MEREDITH DELWIN RAY & SALLY R

Mailing Address: 18 FAIRVIEW AVE N/A
FRONT ROYAL, VA 22630

Physical Address: 129 W 12TH ST
FRONT ROYAL, VA 22630

Tax Map #: 20A2 449 27

Account #: 9208

Total Acres (Includes all Sublots): .172

Zoning: R-2

Occupancy Code: Dwelling

Magisterial Code: North River-Town

Land Use: Single-Family Residential Urban (Town)

School Zone: EWM Elem., Skyline Middle, Skyline High

Legal Repository

Legal Description: L 27 BL 49 FRONT
ROYAL

Instrument Type and Year: LR 2021

Deed Book No: N/A

Legal Description 2: RIVERTON IMP
CO

Instrument Number: 1924

Deed Book Page: 0

Legal Description 3: N/A

Slide Number: N/A

Will Book No: N/A

Legal Description 4: N/A

Slide Index: N/A

Will Book Page: 0

Valuation & Sales

Land	Improvements	Total Value
\$35,000	\$73,600	\$108,600

Grantor	Sale Price	Sale Date
RAMEY RALPH L & MARGARET A	N/A	3/4/2021

Number of Parcels Involved in Sale

2



127 W 12TH ST

Property Details

Current Owner

Name: ROYER ERICA A

Mailing Address: 127 W 12TH ST N/A
FRONT ROYAL, VA 22630

Physical Address: 127 W 12TH ST
FRONT ROYAL, VA 22630

Tax Map #: 20A2 449 28A

Account #: 9209

Total Acres (Includes all Sublots): .1291

Zoning: R-2

Occupancy Code: Dwelling

Magisterial Code: North River-Town

Land Use: Single-Family Residential Urban (Town)

School Zone: EWM Elem., Skyline Middle, Skyline High

Legal Repository

Legal Description: L 28A BL 29
FRRIC BDY ADJ

Instrument Type and Year: LR 2015

Deed Book No: N/A

Legal Description 2: L 28,29,30 LR03-
9647

Instrument Number: 4368

Deed Book Page: 0

Legal Description 3: N/A

Slide Number: N/A

Will Book No: N/A

Legal Description 4: N/A

Slide Index: N/A

Will Book Page: 0

Valuation & Sales

Land	Improvements	Total Value
\$25,000	\$135,600	\$160,600

Grantor	Sale Price	Sale Date
HOLLOWAY JOAN GAIL	\$152,000	8/31/2015

Number of Parcels Involved in Sale

1



125 W 12TH ST

Property Details

Current Owner

Name: JACKSON WAYNE & RAQUEL

Mailing Address: 125 W 12TH ST N/A
FRONT ROYAL, VA 22630

Physical Address: 125 W 12TH ST
FRONT ROYAL, VA 22630

Tax Map #: 20A2 449 29A

Account #: 31351

Total Acres (Includes all Sublots): .1291

Zoning: R-2

Occupancy Code: Dwelling

Magisterial Code: North River-Town

Land Use: Single-Family Residential Urban (Town)

School Zone: EWM Elem., Skyline Middle, Skyline High

Legal Repository

Legal Description: L 29A BL 49
FRRIC BDY ADJ

Instrument Type and Year: LR 2016

Deed Book No: N/A

Legal Description 2: L 28,29,30 LR03-
9647

Instrument Number: 2959

Deed Book Page: 0

Legal Description 3: N/A

Slide Number: N/A

Will Book No: N/A

Legal Description 4: N/A

Slide Index: N/A

Will Book Page: 0

Valuation & Sales

Land	Improvements	Total Value
\$25,000	\$144,500	\$169,500

Grantor	Sale Price	Sale Date
HOLLOWAY WILLIAM MORTON	\$160,000	6/20/2016

Number of Parcels Involved in Sale

1



117 W 12TH ST

Property Details

Current Owner

Name: HOLLOWAY WADE A & STEPHANIE A

Mailing Address: 117 W 12TH ST N/A
FRONT ROYAL, VA 22630

Physical Address: 117 W 12TH ST
FRONT ROYAL, VA 22630

Tax Map #: 20A2 449 30A

Account #: 31352

Total Acres (Includes all Sublots): .2583

Zoning: R-2

Occupancy Code: Dwelling

Magisterial Code: North River-Town

Land Use: Single-Family Residential Urban (Town)

School Zone: EWM Elem., Skyline Middle, Skyline High

Legal Repository

Legal Description: L 30A BL 49
FRRIC BDY ADJ

Instrument Type and Year: LR 2017

Deed Book No: N/A

Legal Description 2: BDY ADJ L
28,29,30

Instrument Number: 5081

Deed Book Page: 0

Legal Description 3: LR03-9647

Slide Number: N/A

Will Book No: N/A

Legal Description 4: N/A

Slide Index: N/A

Will Book Page: 0

Valuation & Sales

Land	Improvements	Total Value
\$50,000	\$129,800	\$179,800

Grantor	Sale Price	Sale Date
HOLLOWAY WADE A	N/A	9/19/2017

Number of Parcels Involved in Sale

1



111 W 12TH ST

Property Details

Current Owner

Name: HOLLOWAY WILLIAM M & JOAN G

Mailing Address: 1202 VIRGINIA AVE N/A
FRONT ROYAL, VA 22630

Physical Address: 111 W 12TH ST
FRONT ROYAL, VA 22630

Tax Map #: 20A2 449 31A

Account #: 9211

Total Acres (Includes all Sublots): .258

Zoning: R-2

Occupancy Code: Apartment

Magisterial Code: North River-Town

Land Use: Multi-Family Residential

School Zone: EWM Elem., Skyline Middle, Skyline High

Legal Repository

Legal Description: L32 PTL 31 BL 49
FRONT

Instrument Type and Year: 0

Deed Book No: 333

Legal Description 2: ROYAL
RIVERTON IMP CO

Instrument Number: 0

Deed Book Page: 324

Legal Description 3: N/A

Slide Number: N/A

Will Book No: N/A

Legal Description 4: N/A

Slide Index: N/A

Will Book Page: 0

Valuation & Sales

Land	Improvements	Total Value
\$50,000	\$188,100	\$238,100

Grantor	Sale Price	Sale Date
N/A	\$18,000	11/1/1985

Number of Parcels Involved in Sale
N/A

Town Council Front Royal

In regards to the request for the town to vacate the alley behind the Front Royal Church of The Brethren.

I am a member of the Front Royal Church of the Brethren and have been for over twenty years and am a member of the safety team there. We are responsible for the safety of the members at all times. With that I believe for the best interest of all of the members the alley should remain.

Example: If there would be a fire across the street or at the church the street would be blocked off. Now we at least have access to the alley that people can get in their cars and leave. It also gives the fire department access to some of the houses if needed. I know that some of the alley has overgrown but for our part of the alley has been keep open. It would also give access to rescue workers if 13th street was blocked and someone needed medical attention at church. It could be as simple as a car accident at the entrance to the parking lot and people would not be able to leave.

I ask you to consider these issues and others before vacating the alley and it get closed.

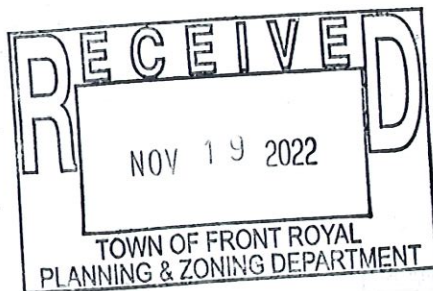
Thank You,

Albert Lambert

112 Cedar Park Ct

Front Royal, Va. 22630

540 336 7727

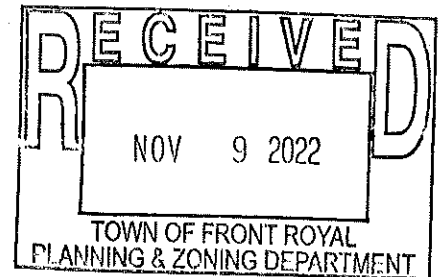


CHURCH OF THE BRETHREN OFFICERS

BOARD CHAIR. STEVE LONG. Steve Long
Vice chair. Becky Lilly
Treasure. Diane Wickham. Diane Wickham
Financial sec. Heather Clatterbuck. Heather Clatterbuck
Recording Sec. Debbie long. Debbie Long

BOARD MEMBERS

Lee Keeler. Lee Keeler
Elsie Kirk. Elsie Kirk
Dee Dee Mauck. Dee Dee Mauck
Sue Miller. Sue Miller
Debbie Smoot. Debbie Smoot
Donna Strahley. Donna Strahley
Frank Lake. Frank Lake
Julie Riley. Julie Riley
Debbie Rosenberry. Debbie Rosenberry
Tim Clatterbuck. Tim Clatterbuck
Don Hilton. Moved and left area
Al Lambert. Al Lambert
Diane Kelly. Diane Kelly
Ruth Hammon. Ruth Hammon



We have had this exit for about 28 years. Thank God we haven't had to use it. This is considered to be an emergency exit. This was considered just in case any emergencies arise

On the north side of our main entrance. We have a safety team

In place and this alley is included in our plans for evacuation.

Hopefully we never have to use it but we can't if fences and buildings are put up. That's why we strongly object to this

Vacating this property.

As Pastors, we agree with those above and the statement church has prepared -

J. Diane Whitel & Bobby Whitel

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On the north side of our main entrance. We have a safety team in place and this alley is included in our plans for evacuation.

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Vacating this property.

Church Members

- 1) Al Lambert
- 2) Eugene Miller
- 3) David Aubert
- 4) Don Miller
- 5) Diane Wickham
- 6) Carol A. Campbell
- 7) Dee Dee Maerck
- 8) Dorothy Smart
- 9) William B. Fox
- 10) Joseph Dodson
- 11) Edgar J. West
- 12) R. W. Wickham
- 13) Joyce Woodward
- 14) Linda Aubert
- 15) Donna Strahley
- 16) Lee Wines
- 17) Betty Wines
- 18) Stanley Woodward
- 19) Betty Kilburn
- 20) Norman Williamson
- 21) Egna Skillman
- 22) Sten E. Debra Long

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- 63)

Timothy R. Clark
Wyatt Clatterbuck
Heather Clatterbuck
Celia Reilly
Amy Clatterbuck
MELVIN BAUGHER
PAT BAUGHER
Wanda Oden
Linda McEwen
Mike Mase
Christina Mase
Scott Kasper
Kimberly Runk
Mary Rhodes
Dana Evans
RICK Hurdley
Shirley Vaughn
Geraldine Lee
Evelyn Liddell
Ann Krause
Jeane Seger
Ker Kelley
Ruthie Hamman

The alley in question is a big part of our safety at our Church. We have a 9 member safety team with a plan for evacuation in case of fire, gas leaks , etc. . If a situation arises in front of Church , we must exit in rear of Church. Pictures show 3 doors, # 4-5-6 for our evacuation. In most evacuations 100 ft. Is required for safe distance. As you can see from our pictures we have about 50 - 60 ft. Of parking lot . We need this 20 ft. alley for safety and then we can shift to either side for safety. In case of emergency we have designated this alley as a safe place to gather so we can keep a headcount of our people. We don't want them getting in their cars and leaving , because that could cause more problems.

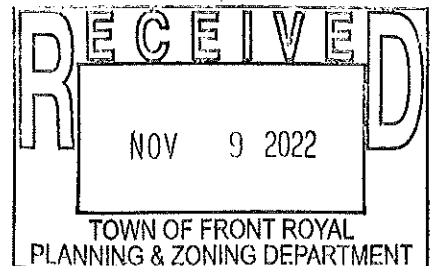
If any issues come up on w 13th street , such as house fire, water break, car accident, we need this alley open for car evacuation.

This is just one of our concerns for the safety of our people.

FRONT ROYAL CHURCH OF THE BRETHREN

Dave Aikant

Safety Team

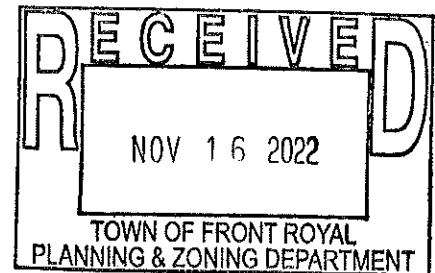


Our Church has used this alley for our family fun day . We have had a bouncy house , we have had Steve Foster's Amazing Grace mule for mule shows, and we have had Easter egg hunts. All our activities have been west of our emergency exit so we don't block anyone from exiting. We have not had this for several years because of Covid . We do have plans to use it again. This is why we strongly oppose vacating this alley .

Debbie Smoot - Sunday School Director

Just to add to the above, we use part of the grass area for our 2-4 year olds every Easter for the egg hunt.

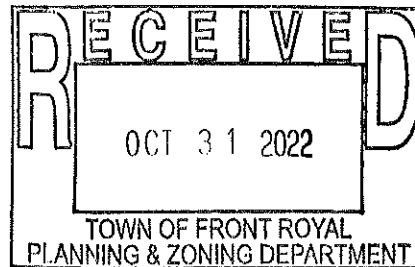
When we have our Vacation Bible school we use it for games for the children.



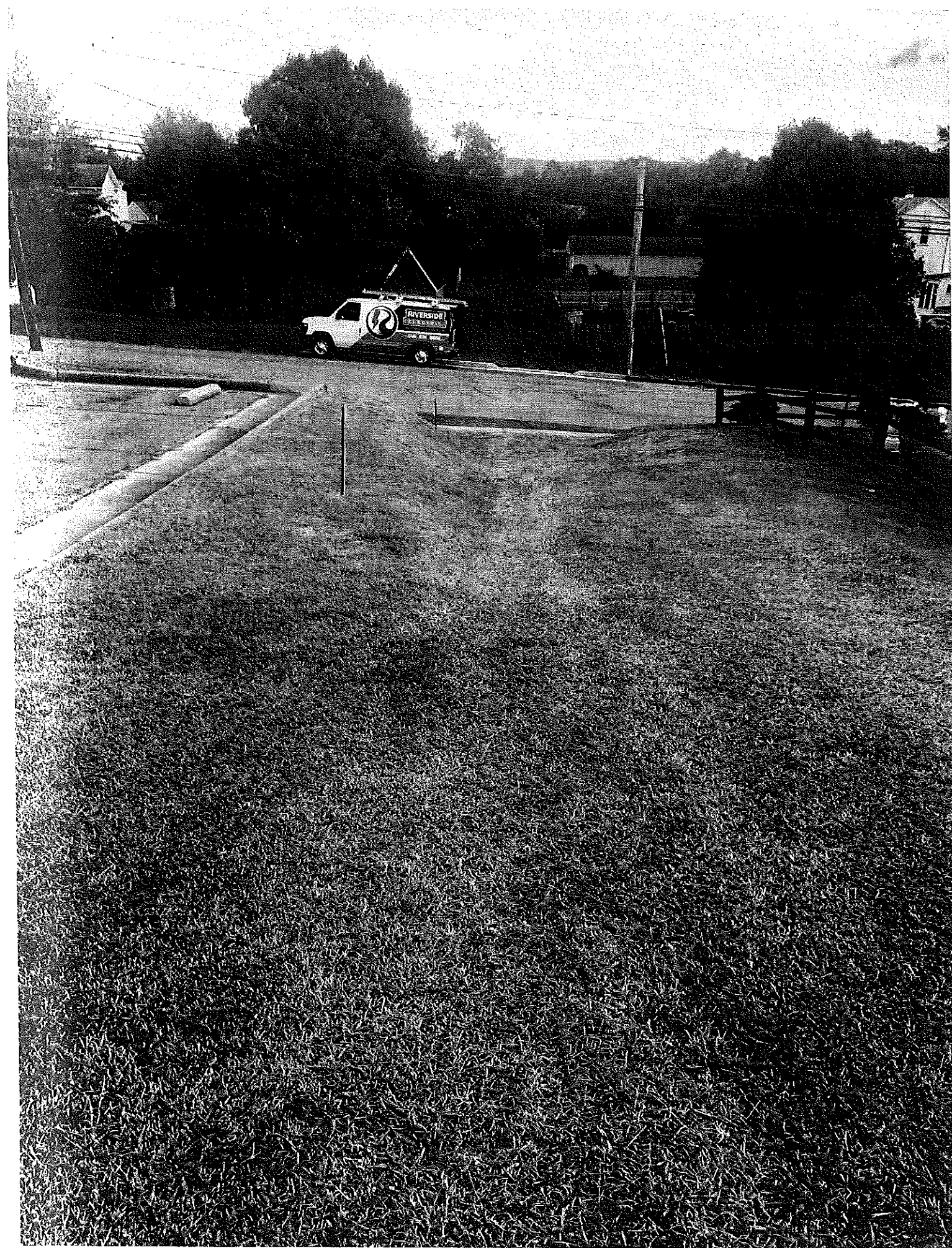
We have had this exit for about 28 years. Thank God we haven't had to use it , but this is considered to be an emergency exit. When we added on our addition , this was considered just in case any emergencies arise on the north side of our Church. We have a safety team in place and this property is included in our plans for evacuation. Hopefully we never have to use it but we can't use it if buildings and fences are put up. That's why we strongly oppose the vacating of this property. We pray for your understanding on this matter.

FRONT ROYAL CHURCH OF THE BRETHREN

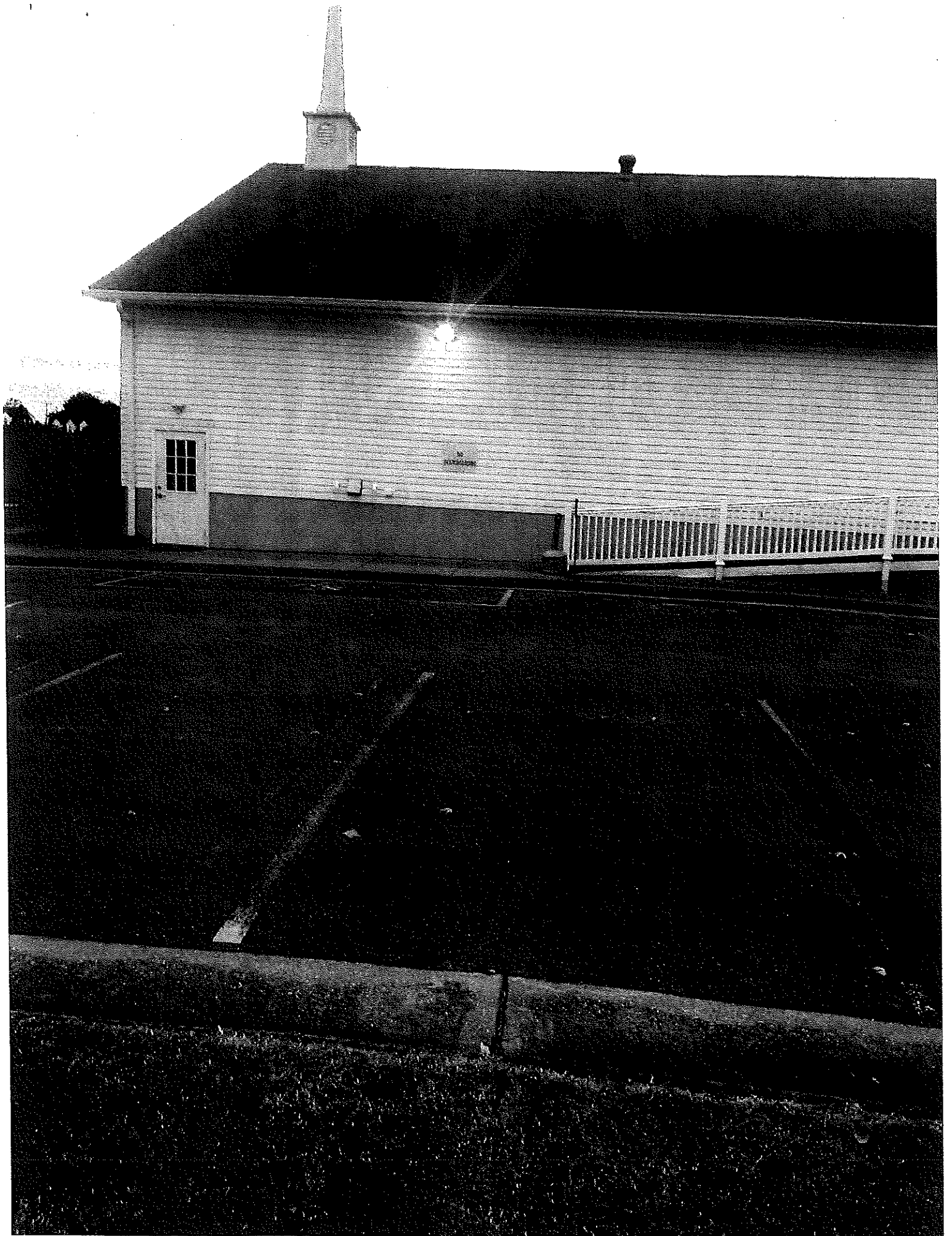
David Albright





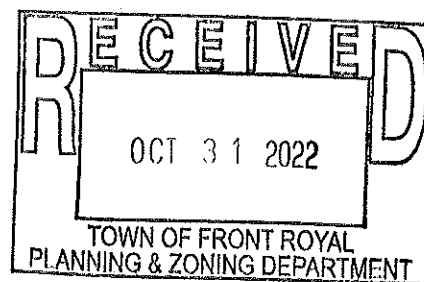








R.W. WOODWARD
120 West 13th Street
Front Royal Va. 22630



October 28, 2022

To: Lauren Kopishke
Director of Planning & Zoning

Hello,

I am writing this letter in response to your October 20 notice of the 20 foot alley that the Holloway family is attempting to take from us. Since this is so important to us, my first thought is, please do not do this. There are numerous reasons that we would like to leave the right of way as is and has been for many years.

We had to do a lot of work to our home and the alley was a blessing for bringing in heavy objects to the back door of our home. This alley serves other reasons such as bringing in pellets for our pellet stove . These things get pretty heavy at my age . It makes a huge difference when we can just use the alley and back my truck right up to the back door . Actually it is the only way out for brush etc. and it was the only way to get a storage building into our back yard . Well I could go on and on with reasons such as emergency reasons , replacing my basement floor , overflow parking for the church next door whom I have given permission to simply pull down the right of way to our backyard. This alley was one of the reasons that we bought our home and it has been a back door to our place that we have certainly enjoyed . As I have said earlier in this letter , PLEASE LEAVE THIS ALLEY AS IT IS . It would be devastating to us and especially the church next door if it was abandoned . THANKS ,

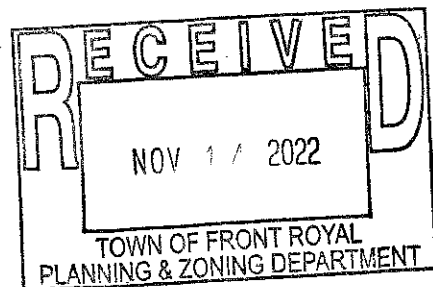
Wayne and Joyce Woodward

To whom it may concern
Re: Right of Way at Church of the Brethren

The Right of Way was put there for a reason. I am opposed to vacating the right of way. It serves the church and other houses as a way to get in back of property.

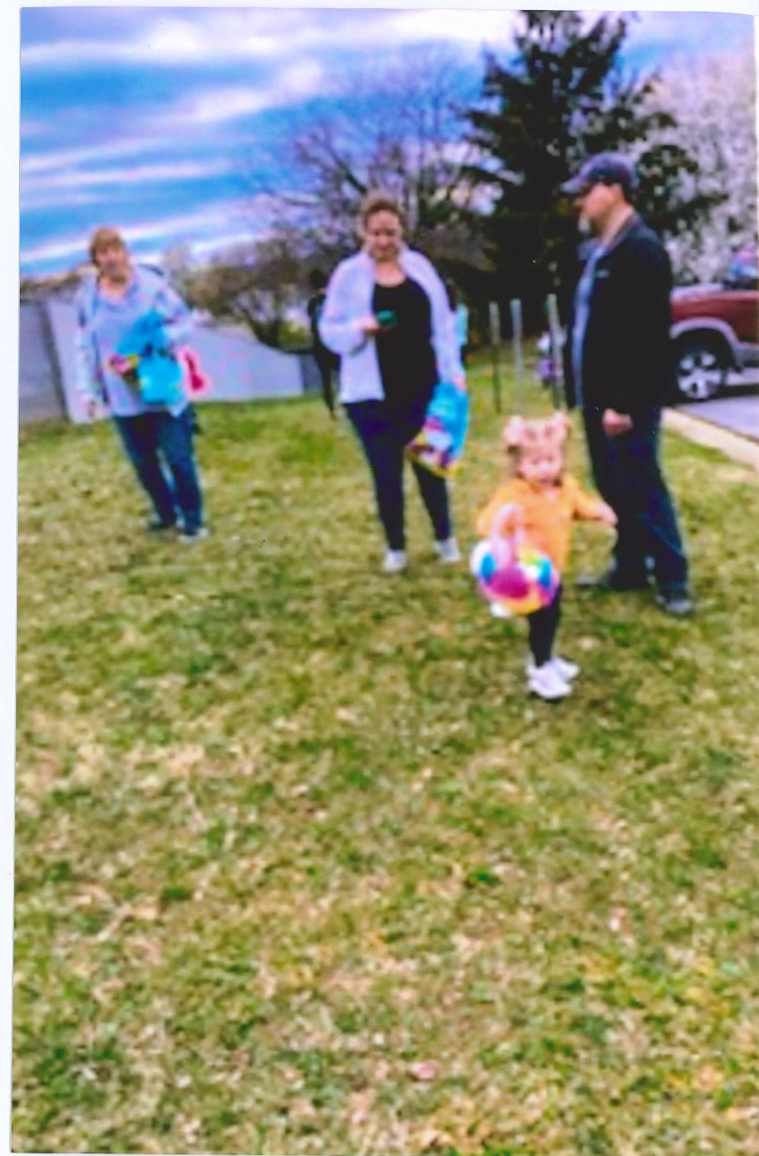
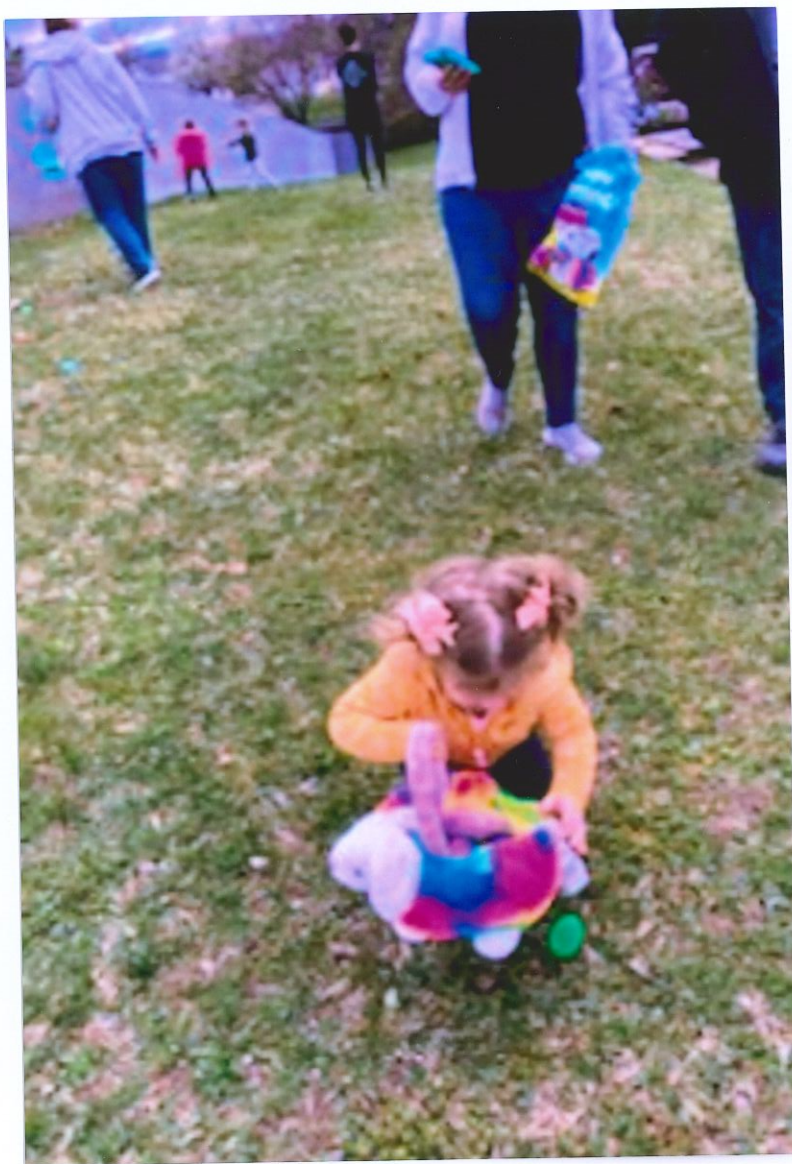
It is used as a emergency exit to the church. If a fire broke out on 13th St. The Right of Way would be the only way out of church parking lot.
Respectfully Submitted

William (Bob) Williamson









VACATION OF TOWN-OWNED REAL PROPERTY
STREETS/ALLEYS/ OTHER RIGHTS-OF-WAYS

All real property owned in whole or in part by the Town shall be under the general control and supervision of the Town Council. Town Council may sell, lease, hold, manage and control such property as its interests may require. *(Town Code 4-34 and Chapter 1.1 of the Town Charter)*

The option for private individuals to vacate specific Town-owned real property is authorized by §15.2-2006 Code of Virginia and an application process initially directed and reviewed by the Town Manager or designee. The final decision is made by the Town Council. The process is outlined below:

1. Applicant completes an application accompanied by a current plat of the proposed vacation. The application shall be submitted to the Town Manager's Office. Applications available on the Town's website or in the Town Manager's Office.
2. Upon receipt of the completed application, the Clerk of Council or designee shall notify the departments of Public Works, Community Development/Planning and Energy Services of the proposed requested vacation. The departments shall advise the Town Manager or designee in writing of any comments or concerns with the request.
3. Upon receipt of the comments and/or concerns from the Town departments the Clerk of Council or designee shall notify the adjoining property owners of the proposed vacation request, allowing them thirty (30) days to submit any comments or concerns they may have with the request. The 30-day comment period is not meant to allow the adjoining property owners to pre-empt the applicant.
4. Following the 30-day comment period,
 - a. the Clerk of Council or designee per direction of the Town Manager or designee shall employ not less than three (3) nor more than five (5) viewers to examine the requested proposed vacation. The viewers shall not be Town Employees. The viewers shall inspect the proposed vacation and submit a formal written letter to the Town Council noting any comments and concerns with the proposed vacation. Each viewer shall be paid fifty dollars (\$50.00) each. The applicant shall reimburse the Town for the costs of the viewers.
 - b. the Town Manager or his designee shall contact the applicant to determine whether he or she wishes to continue the vacation process and what, if any issues have been revealed thus far, along with the costs incurred by the Town to date. If the applicant does not want to continue, the process stops and the applicant pays all costs to date to the Town. If the applicant wants to continue the process, the property's fair market price or its contributory value to the abutting property, whichever is greater shall be determined. The applicant

shall make a formal offer of the proposed property. The Town Manager or designee shall negotiate on behalf of the Town Council in an attempt to arrive at a mutually agreeable purchase price. The Town Council shall be advised in a Closed Meeting (§2.2-3711.A.3. Code of Virginia) on the final offer.

5. Public Hearing:

- a. When authorized by Town Council the Clerk of Council or designee shall advertise a notice of public hearing as outlined in the State and Town Codes and notify the adjoining property owner(s), by certified mail, of the public hearing. The applicant shall reimburse the Town for the costs of the public hearing advertisements and certified letters.
 - b. Vacation requests are considered an ordinance per Town Code; therefore, they require two readings.
6. When the applicant requests the vacation to accommodate the expansion or development of an existing or proposed business, the Council may condition the vacation upon the commencement of the expansion or development within a specified period of time. If the applicant fails to commence the expansion or development within the specified time, at the option of the Council, the vacation may be voided. No such vacation shall be concluded until the agreed purchase price has been paid.
7. Any appeal of the Council's action, with regard, to the vacation request shall be filed within sixty (60) days of said action with the Warren County Circuit Court.
8. The Town Attorney's Office shall execute and process final documents after final approval from Council.

Council approval – June 12, 2000

Council approval - September 28, 2020



Work Session Agenda Statement

Item # 3

Meeting Date: January 9, 2023

Agenda Item: Review Town Budget Process & FY24 Budgetary Items for Review

Summary: A high level overview of the Town's various funds, budget process, detailed review of Town Council's Departmental Budget, a review of the FY2023-2024 Budget Calendar, and staff is providing a list of items that may be included in the FY24 budget prior to being incorporated into the FY24 proposed budget.

Budget/Funding: N/A

Staff Recommendation: Staff recommends for Council to discuss any questions or concerns related to the process or budgetary items to allow staff an opportunity to provide additional information.

Town Budget 101

PRESENTED BY B.J. WILSON, DIRECTOR OF FINANCE

JANUARY 9, 2022



Governmental vs Enterprise Funds

FY23 TOWN FUNDS

GOVERNMENTAL FUNDS (6)

General Fund

Street Fund

Special Revenue
Fund

Special Project
Fund

Community
Development

Economic Development
Fund (not associated with
F.R.E.D.A.)

ENTERPRISE FUNDS (4)

Electric

Water

Sewer

Refuse

Governmental Funds

- ▶ Used to account for government activities
 - ▶ Town Council, Town Manager, Town Attorney
 - ▶ Police Department
 - ▶ Highway Maintenance
- ▶ Supported by:
 - ▶ Tax revenue
 - ▶ Select Departments are supported by transfers from Enterprise Funds
 - ▶ Special Revenue Fund is supported by Asset Forfeitures



Brief Introduction – General Funds

Examples of Major Revenues

- ▶ Real Estate Taxes
- ▶ Personal Property Taxes
- ▶ Business Licenses
- ▶ Meals/Lodgings Taxes
- ▶ Funds received from Commonwealth of Virginia

Examples of Departments

- ▶ Town Manager
- ▶ Human Resource
- ▶ Fleet Management
- ▶ I/T
- ▶ Horticulture
- ▶ Finance
- ▶ Police Department

Brief Introduction – Street Fund

Example of Revenues:

- ▶ V-DOT Highway Maintenance Funds
- ▶ V-DOT Revenue Sharing
- ▶ V-DOT Primary Extensions Funding
- ▶ Transfer from General Fund



Used for:

- ▶ Paving
- ▶ Bridge Maintenance/Repair
- ▶ Curb/Gutter
- ▶ Sidewalks
- ▶ Snow Removal

Brief Introduction – Special Revenue Fund

Example of Revenue

► Asset Forfeiture Revenue received by Police Dept from both the Commonwealth and Federal Government



Used for:

► Specific One Time Law Enforcement Expenses such as Vehicles & Equipment

Brief Introduction – Special Project Fund

Example of Revenue

- ▶ Town Council adopts ordinance that \$0.01 of Real Estate Tax be used for specific project

Used for:

- ▶ Expense Associated with Specific Project



Brief Introduction – Community Development Fund

Example of Revenue

- ▶ Community Development Block Grant (CDBG)
- ▶ Allocation of Real Estate Tax Revenue for Specific Project
- ▶ Industrial Development Access Grant

Used for:

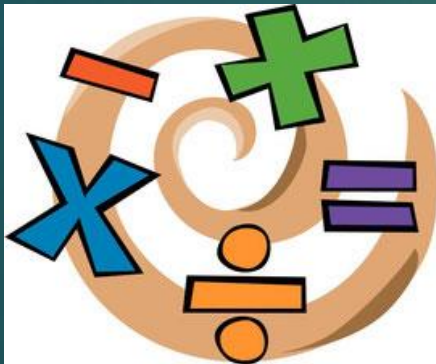
- ▶ CDBG Façade Improvements, Town Pavilion, Wayfinding
- ▶ West Main Connector



Brief Introduction – Economic Development Fund

Example of Revenue

- ▶ Allocation of Real Estate Tax Revenue



Used for:

- ▶ Debt Service to the Warren County E.D.A.
- ▶ Fund is not associated with the Front Royal Economic Development Authority

Enterprise Funds

- ▶ Electric
- ▶ Water
- ▶ Sewer
- ▶ Solid Waste (Refuse)



Self Supporting Fund that sells goods and services to the public for a fee

Rates for services must only support goods and services rendered for specific fund

Enterprise Funds

- ▶ Rates for services must only support goods and services rendered for specific fund
 - ▶ Electric Fund could not fund tourism
 - ▶ Water/Sewer Rates could not increase to build a new road
 - ▶ Water fund will pay to fix pavement from a water break



How do the Enterprise Fund Support the General Fund?

- ▶ Example: The Department of Finance sends out:
 - ▶ -Tax Bills for the General Fund
 - ▶ -Utility Bills for the Electric, Water, Sewer, & Solid Waste Fund
 - ▶ -Department of Finance is budgeted as a General Fund Expenditure
- ▶ General Fund Revenue has line items titled “Transfer From Electric”, “Transfer From Water”, “Transfer From Sewer”....
- ▶ Enterprise Funds have an expenditure line item titled “Transfer to General Fund”

What is “Transfer to General Fund?”

- ▶ Each enterprise fund transfers money to support a portion of general fund expenditures for the following:
 - ▶ Town Council
 - ▶ Town Manager
 - ▶ Human Resource
 - ▶ Information Technology
 - ▶ Finance/Purchasing
 - ▶ Town Attorney
 - ▶ Fleet Maintenance
 - ▶ General Properties
 - ▶ General Liability Insurance
 - ▶ Small Portion of Police Dept & Planning Dept

How is the amount of expense associated with each Enterprise

► Fund Calculated?

- Formula accepted by auditors that is based on revenue received through tax dollars or sale of services; then applies percentage back to all departments that support Enterprise Funds (Page 76 of the FY23 Adopted Budget)

	Salaries and Fringe Benefits	Operating Expenses	Capital		Salaries and Fringe Benefits for General	Salaries and Fringe Benefits for Electric	Salaries and Fringe Benefits for Water	Salaries and Fringe Benefits for Sewer	Salaries and Fringe Benefits for Refuse
Council/Clerk	79,595	131,050		Council/Clerk	21,308.79	36,445.52	9,112	10,810	1,919
Town Manager	437,535	15,050		Town Manager	117,135	200,342	50,087	59,421	10,551
HR/Insurance	305,360	709,550		HR/Insurance	81,750	139,820	34,956	41,470	7,364
Info Tech	186,260	338,520	17,000	Info Tech	49,865	85,286	21,322	25,296	4,492
Finance/Purchasing	856,060	132,020		Fin - Admin	229,180	391,979	97,998	116,260	20,643
Town Attorney	375,185	34,200	-	Town Attorney	100,443	171,792	42,949	50,953	9,047
Automotive	379,870	48,660	16,000	Automotive	101,697	173,938	43,486	51,589	9,160
Gen Properties	181,265	215,200	25,000	Gen Properties	48,527	82,999	20,750	24,617	4,371
	<u>\$ 2,801,130</u>	<u>\$ 1,624,250</u>	<u>\$ 58,000</u>		<u>\$ 749,905</u>	<u>\$ 1,282,601</u>	<u>\$ 320,660</u>	<u>\$ 380,416</u>	<u>\$ 67,547</u>
Planning / Zoning	420,690	76,250		Planning / Zoning	49,694	7,625	4,969	5,732	6,229
Police	4,956,590	387,870	103,685	Police	108,963	9,831	4,253	2,376	2,461
					<u>\$ 908,562</u>	<u>\$ 1,300,057</u>	<u>\$ 329,883</u>	<u>\$ 388,524</u>	<u>\$ 76,237</u>
Revenue to get %				Operating for General	35,084.08	60,006.10	15,002.00	17,797.66	3,160.17
General/Street Fund		11,242,390	27%	Electric	4,029	6,891	1,723	2,043.91	363
Sale of Services (only)				Town Manager	189,957	324,894	81,226	96,363	17,110
Electric		19,228,435	46%	Human Resources	90,627	155,004	38,752	45,974	8,163
Water		4,807,260	11%	Info Tech	35,344	60,450	15,113	17,929	3,184
Sewer		5,703,105	14%	Fin - Admin	9,156	15,660	3,915	4,645	825
Solid Waste		<u>1,012,650</u>	2%	Town Attorney	13,027	22,281	5,570	6,608	1,173
		<u>41,993,840</u>		Automotive	57,612	98,537	24,635	29,226	5,189
				Gen Properties	<u>\$ 434,836</u>	<u>\$ 743,723</u>	<u>\$ 185,937</u>	<u>\$ 220,586</u>	<u>\$ 39,168</u>
Formula based on revenue received through tax dollars or sale of services (this is recommended by auditors)					Capital for General	Capital for Electric	Capital for Water	Capital for Sewer	Capital for Refuse
Apply this percentage back to all departments that support enterprise funds					-	-	-	-	-
Departments included in this formula all assist in some manner to the daily operations of the enterprise funds					-	-	-	-	-
					-	-	-	-	-
					4,551	7,784	1,946	2,308.74	410
					-	-	-	-	-
					-	-	-	-	-
					4,283	7,326	1,832	2,173	386
					6,693	11,447	2,862	3,395	603
					<u>\$ 15,527</u>	<u>\$ 26,557</u>	<u>\$ 6,640</u>	<u>\$ 7,877</u>	<u>\$ 1,399</u>
Total contribution from Enterprise Funds					Electric	Water	Sewer	Refuse	
Salaries/Benefits					\$ 1,300,057	\$ 329,883	\$ 388,524	\$ 76,237	
Operating					\$ 743,723	\$ 185,937	\$ 220,586	\$ 39,168	
Capital					\$ 26,557	\$ 6,640	\$ 7,877	\$ 1,399	
Total Allowed for Transfer					<u>\$ 2,070,338</u>	<u>\$ 522,459</u>	<u>\$ 616,987</u>	<u>\$ 116,803</u>	
FY23 Adopted amounts					\$ 1,960,000	\$ 500,000	\$ 575,000	\$ 94,500	
FY22 Adopted amounts					\$ 1,901,900	\$ 484,500	\$ 579,500	\$ 95,000	

Council Budget

1101-Town Council		FY24 Dept Request	FY23 Adopted	FY22 Actual	FY21 Actual ▾	FY20 Actual ▾	FY19 Actual ▾
Account	Name						
41003	Salaries - Part-time	56,890	58,610	54,244	56,886	55,681	56,226
42001	Fica	4,355	4,485	4,150	4,352	4,260	4,302
	Total Personnel & Fringe Benefits	\$ 61,245	\$ 63,095	\$ 58,394	\$ 61,238	\$ 59,941	\$ 60,527
43002	Professional Services	80,000	70,000	59,900	59,665	60,227	69,102
43006	Printing & Binding	-	100	28	70	243	464
43007	Advertising	4,200	2,500	5,283	12,470	7,759	6,884
43009	Purchased Government Services	50,000	40,000				
45201	Postal Services	1,500	100	98	49	311	129
45401	Office Supplies	100	100	3	1	22	682
45412	Furniture & Fixtures	-	-				511
45504	Travel & Education	5,000	7,000	7,216	631	6,041	6,354
45507	Council Expenses	3,000	2,000	4,936	4,000	1,715	3,302
45428	Incidental Expenses	-	1,000		1,070	598	1,500
45428	Incidental Expenses~Scholarships	3,000	3,000	3,000	2,000	1,000	1,000
45509	Gov't Access Channel	1,750	1,750	770	1,750	1,860	1,750
	Total Operating Expenses	\$ 148,550	\$ 127,550	\$ 81,235	\$ 81,705	\$ 79,776	\$ 91,677
	Total - Department	\$ 209,795	\$ 190,645	\$ 139,628	\$ 142,944	\$ 139,717	\$ 152,204

Council Budget

- ▶ Professional Services – Auditing Services & Actuarial Reports
- ▶ Advertising – Advertisements for Public Hearings
- ▶ Purchased Government Services – Drug Court MOA
- ▶ Postal Services – Notify adjacent property owners of short term rentals
- ▶ Travel & Education – VML Conferences
- ▶ Council Expense – Retreats, facilitators, etc.
- ▶ Scholarships – Previously partially sponsored by donations

FY2023-2024 Budget Calendar

- ▶ Jan 9, 2023 – Review Highlights of items that may be included
- ▶ Feb 13, 2023 – Work Session Review FY24 Revenues
- ▶ March 1, 2023 – Provide Council with Town Manager's recommended budget
- ▶ March 13, 2023 – Work Session review FY24 Proposed Budget and discuss personal property & real estate tax rates to be advertised for public hearing
- ▶ March 14, 2023 – Advertisement placed for tax rate public hearing
- ▶ March 27, 2023 – Public Hearing & request of Council approval for 2023 Town tax rates for real estate and personal property
- ▶ April 5, 2023 – Advertisement placed for public hearing on Annual Appropriation Ordinance (aka budget)
- ▶ April 10, 2023 – Work session additional budget discussion as needed
- ▶ April 24, 2023 – Public Hearing & request of Council approval for FY23-24 Appropriation Ordinance & Rate Ordinances

Questions?
Concerns
Comments



FY24 Budgetary Items for Review

**Highlighted items will likely be deferred for the future and are not planned to be included in the FY24 proposed budget at this time*

***Additional items are anticipated to be deferred in order to provide a balanced proposed budget*

STAFFING/SALARY CHANGES (OPERATING EXPENSE)		
Department	Description	Budget Impact
ALL	Compensation Study	????
ALL	Estimated 8% Medical Insurance Increase	\$ 117,000.00
Town Manager	Remove Assistant Town Manager	\$ (154,000.00)
Information Technology	Director of I/T	\$ 120,000.00
Town Attorney	Part-Time Legal Assistant	\$ 30,000.00
Police	Additional Certified Officer/Community Resource Officer	\$ 80,000.00
Economic Development	FREDA Salaries	\$ 18,070.00
Water Treatment Plant	Convert Part-Time Maintenance Tech Position to Full Time	\$ 50,000.00

SERVICES (OPERATING EXPENSE)

Department	Description	Budget Impact
Council	Drug Court	\$ 50,000.00
Council	Town Scholarships (\$2,000 previously offset by donations)	\$ 3,000.00
Human Resource	Wellness Program	\$ 7,500.00
I/T	Blackbox Telephone System Upgrade	\$ 30,000.00
Police	GIS Maintenance	\$ 24,300.00
Planning & Zoning	Transportation Plan (Total Estimate \$120,000; \$45,000 previously set aside)	\$ 75,000.00
Special Events	Law Enforcement National Night Out	\$ 1,500.00
Special Events	Festival of Leave	\$ 4,000.00
Special Events	Halloween Event	\$ 4,000.00
Special Events	Fireworks	\$ 20,000.00
Tourism	Maximum Allowed per Tourism Agreement (5 Year Rolling Average \$297,618 X 70%)	\$ 208,333.00
Tourism	Trolley	\$ 47,293.00
Tourism	Trolley Expansion	\$ 4,626.00
Electric	Asset Work Order Software	\$ 8,000.00
Water Plant	Clearwell 1 & 2 Repairs	\$ 100,000.00
FREDA	Operating Expense	???
Waste Water Treatment Plant	Asset Management Program - Professional Service	\$ 25,000.00
Highway Maintenance	Storm Sewer Survey Mapping (Year 1 of 4)	\$ 100,000.00
Highway Maintenance	Bridge Inspection Load Rating	\$ 23,000.00

MACHINERY & EQUIPMENT (CAPITAL PROJECTS)

Department	Description	Budget Impact
Fleet Maintenance	Freon Recovery Machine (Potentially include loan for Fleet Maintenance Rehab)	\$ 12,000.00
Fleet Maintenance	Air Compressor (Potentially include loan for Fleet Maintenance Rehab)	\$ 10,000.00
Fleet Maintenance	18,000lb Four Post Lift & Alignment Turn Tables (Potentially include loan for Fleet Maintenance)	\$ 10,000.00
Police	Replace Body Worn Cameras (5 Year Lease - 4th Year of 5 Year Lease)	\$ 32,440.00
Police	Year 5 of 10 for Radio System (Debt Ends Nov 2028)	\$ 71,245.00
Electric	Underground Wire Puller (Year 1 of 2) Total \$150,000	\$ 75,000.00
Water Plant	Enrix Traveling Screen Replacement (North & South screens) (Year 1 of 2)	\$ 75,000.00
Water Plant	Repair of Old Raw Water Settling Basins (Year 1 of 2)	\$ 75,000.00
Water Plant	Flow Meters GH Pump Station	\$ 25,000.00
Waste Water Treatment Plant	#2 Final Clarifier Drive	\$ 90,000.00
Waste Water Treatment Plant	Replace Monitoring Cabinet	\$ 11,300.00
Water/Sewer Line Crew	Trench Box Replacement	\$ 30,000.00
Solid Waste	Replace Tub Grinder (Year 1 of 4)	\$ 150,000.00
Solid Waste	Replace Dumpsters	\$ 30,000.00
Highway Maintenance	Replace Asphalt Roller Year (3 of 5)	\$ 30,000.00
Highway Maintenance	Replace Rubber Tire Loader #762 (Year 1 of 3)	\$ 58,500.00
Highway Maintenance	Snow Plow Replacements (Year 2 of 4)	\$ 20,000.00
Highway Maintenance	Salt Brine Mixer Equipment	\$ 25,000.00

VEHICLES (CAPITAL PROJECTS)

Department	Description	Budget Impact
Fleet Maintenance	Replace Unit#542 - 2002 GMC 3500 Utility Bed 4x4 Pickup (Year 2 of 3)	\$ 25,000.00
Police	Replace Unit#217 (2017 Ford Explorer 161,749 miles)	\$ 53,000.00
Police	Replace Unit#218 (2017 Ford Explorer 140,166 miles)	\$ 53,000.00
Police	Replace Unit#220 (2018 Ford Explorer 116,890 miles)	\$ 53,000.00
Police	Replace Unit 205 (2014 Ford Explorer 119,848 miles) (\$12,000 already carried forward)	\$ 30,000.00
Electric	Replace Unit#342 Service Truck w/ Utility Bed (Year 1 of 2)	\$ 25,000.00
Electric	New Bucket Truck Addition to Fleet	\$ 225,000.00
Horticulture	#731 Replace with one ton crew cab dump truck (Year 2 of 3)	\$ 25,000.00
Water/Sewer Line Crew	Replace #619 2004 Utility Van (Split 9602/9802) Year 2 of 2	\$ 50,000.00
Water/Sewer Line Crew	Single Axle Vac Truck (Split 9602/9802) year 1 of 2	\$ 175,000.00
Solid Waste	Replace Refuse Truck#661 (Year 2 of 3)	\$ 60,000.00
Highway Maintenance	Replace #764 Dump Truck (Year 2 of 2)	\$ 80,000.00
Highway Maintenance	Replace #763 Single Axle Dump Truck (Year 1 of 2)	\$ 50,000.00
Highway Maintenance	Replace Unit#748 2004 Chevrolet 3500 Pickup (Year 1 of 2)	\$ 40,000.00

BUILDINGS & STRUCTURES (CAPITAL PROJECTS)

Department	Description	Budget Impact
Police	Remodel 15 N Royal	\$ 100,000.00
General Properties	Public Works Outside Building Repairs (Year 1 of 2)	\$ 40,000.00
Water Treatment Plant	4-H Station Upgrade (Year 2 of 4)	\$ 75,000.00
Water Treatment Plant	Jamestown Pump Station Upgrade (Year 1 of 2)	\$ 300,000.00
Water Treatment Plant	Security Upgrades	\$ 25,000.00
Waste Water Treatment Plant	Replace Rotary Fan Press with Centrifuge (Engineering for Est \$4.5 Million Project)	\$ 500,000.00
Highway Maintenance	Salt Storage Building (Year 1 of 2)	\$ 60,000.00

INFRASTRUCTURE (CAPITAL PROJECTS)

Department	Description	Budget Impact
Electric	New Traffic Signal 14th & Shenandoah	\$ 50,000.00
Electric	New Traffic Signal 6th & Commerce (Seed Money)	\$ 100,000.00
Electric	Fiber for Sprint Substation	\$ 100,000.00
Electric	Happy Creek Substation Expansion (Year 2 of 5)	\$ 200,000.00
Electric	Manassas Substation (Year 3 of 3)	\$ 200,000.00
Electric	AMI (Year 2 of 3)	\$ 500,000.00
Water Line Crew	Replace Jamestown PRV Vault	\$ 80,000.00
Water Line Crew	Royal Ave Waterline Upgrade	\$ 624,000.00
Water Line Crew	Virginia Ave Waterline Upgrade	\$ 326,000.00
Water Line Crew	Kendrick Ave Waterline Upgrade	\$ 440,000.00
Sewer Line Crew	I&I Abatement - Outside of Major Project	\$ 600,000.00
Highway Maintenance	Criser Road Sidewalk (Route 340 to Luray Ave)	\$ 190,000.00
Highway Maintenance	Prospect Street Bridge Rehabilitation	\$ 600,000.00
Highway Maintenance	Primary Paving Commerce Ave (2nd to 6th)	\$ 164,246.00
Highway Maintenance	Primary Paving Commerce Ave (E 6th to N Royal)	\$ 136,389.00
Highway Maintenance	Primary Paving N.Royal Ave (Commerce to E 6th)	\$ 134,007.00
Highway Maintenance	Secondary Paving Plan	\$ 1,693,273.00

DEBT SERVICE (CAPITAL PROJECTS)

Department	Description	Budget Impact
Fleet Management	Fleet Maintenance Building Rehabilitation (20 Year Loan)	\$ 275,000.00
Special Project	Repayment Economic Development Access Grant West Main Connector (Year 2 of 3)	\$ 216,665.00



Work Session Agenda Statement

Item # 4A

Meeting Date: January 9, 2023

Agenda Item: Purchase of Cab and Chassis for the Public Works Department

Summary: Council will be requested to approve the purchase of a one (1) Dump Truck Cab and Chassis for the Department of Highway Maintenance. This dump truck chassis will be used to perform road work and snow removal duties for the Public Works Department. Excel truck group uses the VSA Contract # 22-03-0721R. The previous last two dump trucks purchased by the Town were Freightliners and have performed well. If awarded by council, this cab and chassis will be put on the build list for the second quarter of next year. The cab and chassis will then be sent to the manufacture awarded for the stainless-steel dump body, hoist, and hydraulic system, to be installed.

Excel Truck Group of Weyers Cave, WV contract is competitively bid by the State of Virginia's Office of Fleet Management Services and authorizes localities to make such purchases to improve their own fleet.

Staff received a quote from Excel Truck Group on December 15, 2022, in the amount of \$91,025 for the complete cab and chassis and is requesting Council to approve the purchase during the regular scheduled meeting on January 23, 2023.

Funds totaling \$91,025 to purchase the cab and chassis are included in the current FY2022-2023 Town of Front Royal Adopted Budget.

Budget/Funding: 4500-47005 Highway Maintenance Motor Vehicles - \$91,025.00

Staff Recommendation: Staff recommends for Council to approve as presented on the Consent Agenda at the January 23rd regular meeting.

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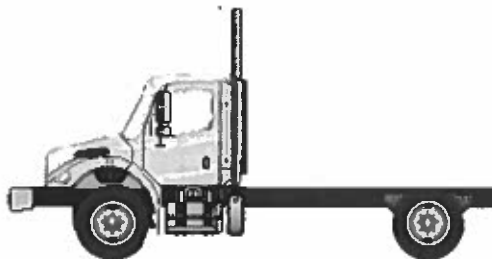
A proposal for
FRONT ROYAL TOWN OF

Prepared by
Excel Truck Group
Dan Smith

Dec 15, 2022

Freightliner M2 106

VSA # 22-03-0721R



Components shown may not reflect all spec'd options and are not to scale

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S P E C I F I C A T I O N P R O P O S A L

Data Code	Description	Weight Front	Weight Rear	Retail Price
Price Level				
PRL-27M	M2 PRL-27M (EFF:MY24 ORDERS)			STD
Data Version				
DRL-023	SPECPRO21 DATA RELEASE VER 023			N/C
Vehicle Configuration				
001-172	M2 106 CONVENTIONAL CHASSIS	5,709	3,450	\$105,355.00
004-224	2024 MODEL YEAR SPECIFIED			STD
002-004	SET BACK AXLE - TRUCK			STD
019-001	TRAILER TOWING PROVISION AT END OF FRAME FOR TRUCK	10	10	\$1,027.00
003-001	LH PRIMARY STEERING LOCATION			STD
General Service				
AA1-003	TRUCK/TRAILER CONFIGURATION			N/C
AA6-002	DOMICILED, USA (EXCLUDING CALIFORNIA AND CARB OPT-IN STATES)			N/C
A85-011	CONSTRUCTION SERVICE			N/C
A84-1GM	GOVERNMENT BUSINESS SEGMENT			N/C
AA4-003	DRY BULK COMMODITY			N/C
AA5-002	TERRAIN/DUTY: 100% (ALL) OF THE TIME, IN TRANSIT, IS SPENT ON PAVED ROADS			STD
AB1-008	MAXIMUM 8% EXPECTED GRADE			STD
AB5-001	SMOOTH CONCRETE OR ASPHALT PAVEMENT - MOST SEVERE IN-TRANSIT (BETWEEN SITES) ROAD SURFACE			STD
995-091	MEDIUM TRUCK WARRANTY			STD
A66-99D	EXPECTED FRONT AXLE(S) LOAD : 12000.0 lbs			
A68-99D	EXPECTED REAR DRIVE AXLE(S) LOAD : 21000.0 lbs			
A63-99D	EXPECTED GROSS VEHICLE WEIGHT CAPACITY : 33000.0 lbs			
A70-99D	EXPECTED GROSS COMBINATION WEIGHT : 80000.0 lbs			



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Data Code	Description	Weight Front	Weight Rear	Retail Price
Truck Service				
AA3-004	END DUMP BODY			N/C
AF3-1V4	GODWIN MANUFACTURING COMPANY			N/C
AF7-99D	EXPECTED BODY/PAYLOAD CG HEIGHT ABOVE FRAME "XX" INCHES : 32.0 in			
Engine				
101-3BN	CUM L9 300 HP @ 2200 RPM; 2200 GOV RPM, 860 LB-FT @ 1200 RPM	640	30	\$11,662.00
Electronic Parameters				
79A-075	75 MPH ROAD SPEED LIMIT			N/C
79B-000	CRUISE CONTROL SPEED LIMIT SAME AS ROAD SPEED LIMIT			N/C
79M-001	PTO MODE BRAKE OVERRIDE - SERVICE BRAKE APPLIED			N/C
79S-001	PTO MODE CANCEL VEHICLE SPEED - 5 MPH			N/C
79U-007	PTO GOVERNOR RAMP RATE - 250 RPM PER SECOND			N/C
80G-002	PTO MINIMUM RPM - 700			N/C
80J-002	REGEN INHIBIT SPEED THRESHOLD - 5 MPH			N/C
Engine Equipment				
99C-021	2010 EPA/CARB/GHG21 CONFIGURATION			STD
99D-010	NO 2008 CARB EMISSION CERTIFICATION			N/C
13E-001	STANDARD OIL PAN			STD
105-001	ENGINE MOUNTED OIL CHECK AND FILL			STD
014-099	SIDE OF HOOD AIR INTAKE WITH FIREWALL MOUNTED DONALDSON AIR CLEANER			STD
124-1D7	DR 12V 160 AMP 28-SI QUADRAMOUNT PAD ALTERNATOR WITH REMOTE BATTERY VOLT SENSE			STD
292-235	(2) DTNA GENUINE, FLOODED STARTING, MIN 2000CCA, 370RC, THREADED STUD BATTERIES	10		\$13.00
290-017	BATTERY BOX FRAME MOUNTED			STD
281-001	STANDARD BATTERY JUMPERS			STD
282-001	SINGLE BATTERY BOX FRAME MOUNTED LH SIDE UNDER CAB			STD
291-017	WIRE GROUND RETURN FOR BATTERY CABLES WITH ADDITIONAL FRAME GROUND RETURN			STD
289-001	NON-POLISHED BATTERY BOX COVER			STD
87P-001	CAB AUXILIARY POWER CABLE	5		N/C

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Data Code	Description	Weight Front	Weight Rear	Retail Price
293-058	POSITIVE LOAD DISCONNECT WITH CAB MOUNTED CONTROL SWITCH MOUNTED OUTBOARD DRIVER SEAT	2		\$206.00
295-029	POSITIVE AND NEGATIVE POSTS FOR JUMPSTART LOCATED ON FRAME NEXT TO STARTER	2		\$88.00
107-032	CUMMINS TURBOCHARGED 18.7 CFM AIR COMPRESSOR WITH INTERNAL SAFETY VALVE			STD
108-002	STANDARD MECHANICAL AIR COMPRESSOR GOVERNOR			STD
131-013	AIR COMPRESSOR DISCHARGE LINE			STD
152-041	ELECTRONIC ENGINE INTEGRAL SHUTDOWN PROTECTION SYSTEM			STD
128-076	CUMMINS ENGINE INTEGRAL BRAKE WITH VARIABLE GEOMETRY TURBO ON/OFF	20		N/C
016-1C2	RH OUTBOARD UNDER STEP MOUNTED HORIZONTAL AFTERTREATMENT SYSTEM ASSEMBLY WITH RH B-PILLAR MOUNTED VERTICAL TAILPIPE	30	25	\$823.00
28F-002	ENGINE AFTERTREATMENT DEVICE, AUTOMATIC OVER THE ROAD REGENERATION AND DASH MOUNTED REGENERATION REQUEST SWITCH			STD
239-038	11 FOOT 06 INCH (138 INCH+0/-5.9 INCH) EXHAUST SYSTEM HEIGHT			N/C
237-1CR	RH CURVED VERTICAL TAILPIPE B-PILLAR MOUNTED ROUTED FROM STEP			N/C
23U-001	6 GALLON DIESEL EXHAUST FLUID TANK			STD
30N-003	100 PERCENT DIESEL EXHAUST FLUID FILL			STD
43X-002	LH MEDIUM DUTY STANDARD DIESEL EXHAUST FLUID TANK LOCATION			STD
23Y-001	STANDARD DIESEL EXHAUST FLUID PUMP MOUNTING			STD
43Y-001	STANDARD DIESEL EXHAUST FLUID TANK CAP			STD
242-011	ALUMINUM AFTERTREATMENT DEVICE/MUFFLER/TAILOPIPE SHIELD(S)			N/C
273-058	AIR POWERED ON/OFF ENGINE FAN CLUTCH			STD
276-002	AUTOMATIC FAN CONTROL WITH DASH SWITCH AND INDICATOR LIGHT, NON ENGINE MOUNTED			\$10.00
110-003	CUMMINS SPIN ON FUEL FILTER			STD
118-008	COMBINATION FULL FLOW/BYPASS OIL FILTER			N/C
266-013	1100 SQUARE INCH ALUMINUM RADIATOR	70		N/C
103-039	ANTIFREEZE TO -34F, OAT (NITRITE AND SILICATE FREE) EXTENDED LIFE COOLANT			STD

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Data Code	Description	Weight Front	Weight Rear	Retail Price
171-007	GATES BLUE STRIPE COOLANT HOSES OR EQUIVALENT			STD
172-001	CONSTANT TENSION HOSE CLAMPS FOR COOLANT HOSES			STD
270-016	RADIATOR DRAIN VALVE			STD
168-002	LOWER RADIATOR GUARD			STD
138-011	PHILLIPS-TEMRO 1000 WATT/115 VOLT BLOCK HEATER	4		\$92.00
140-022	CHROME ENGINE HEATER RECEPTACLE MOUNTED UNDER LH DOOR			\$6.00
134-001	ALUMINUM FLYWHEEL HOUSING			STD
132-004	ELECTRIC GRID AIR INTAKE WARMER			STD
155-058	DELCO 12V 38MT HD STARTER WITH INTEGRATED MAGNETIC SWITCH			N/C

Transmission

342-584	ALLISON 3500 RDS AUTOMATIC TRANSMISSION WITH PTO PROVISION	200	60	\$6,711.00
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Transmission Equipment

343-339	ALLISON VOCATIONAL PACKAGE 223 - AVAILABLE ON 3000/4000 PRODUCT FAMILIES WITH VOCATIONAL MODELS RDS, HS, MH AND TRV			N/C
84B-012	ALLISON VOCATIONAL RATING FOR ON/OFF HIGHWAY APPLICATIONS AVAILABLE WITH ALL PRODUCT FAMILIES			N/C
84C-023	PRIMARY MODE GEARS, LOWEST GEAR 1, START GEAR 1, HIGHEST GEAR 6, AVAILABLE FOR 3000/4000 PRODUCT FAMILIES ONLY			N/C
84D-023	SECONDARY MODE GEARS, LOWEST GEAR 1, START GEAR 1, HIGHEST GEAR 6, AVAILABLE FOR 3000/4000 PRODUCT FAMILIES ONLY			N/C
84E-000	PRIMARY SHIFT SCHEDULE RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE			STD
84F-000	SECONDARY SHIFT SCHEDULE RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE			STD
84G-000	PRIMARY SHIFT SPEED RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE			STD
84H-000	SECONDARY SHIFT SPEED RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE			STD

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Data Code	Description	Weight Front	Weight Rear	Retail Price
84J-000	ENGINE BRAKE RANGE PRESELECT RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE			STD
84K-000	ENGINE BRAKE RANGE ALTERNATE PRESELECT RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE			STD
84N-200	FUEL SENSE 2.0 DISABLED - PERFORMANCE - TABLE BASED			STD
84U-000	DRIVER SWITCH INPUT - DEFAULT - NO SWITCHES			STD
353-022	VEHICLE INTERFACE WIRING CONNECTOR WITHOUT BLUNT CUTS, AT BACK OF CAB			\$49.00
34C-001	ELECTRONIC TRANSMISSION CUSTOMER ACCESS CONNECTOR FIREWALL MOUNTED			\$23.00
362-818	CUSTOMER INSTALLED CHELSEA 870 SERIES PTO			N/C
363-002	PTO MOUNTING, RH SIDE OF MAIN TRANSMISSION ALLISON & EATON FULLER			N/C
341-018	MAGNETIC PLUGS, ENGINE DRAIN, TRANSMISSION DRAIN, AXLE(S) FILL AND DRAIN			STD
345-003	PUSH BUTTON ELECTRONIC SHIFT CONTROL, DASH MOUNTED			N/C
97G-004	TRANSMISSION PROGNOSTICS - ENABLED 2013			N/C
370-015	WATER TO OIL TRANSMISSION COOLER, IN RADIATOR END TANK			STD
346-003	TRANSMISSION OIL CHECK AND FILL WITH ELECTRONIC OIL LEVEL CHECK			N/C
35T-001	SYNTHETIC TRANSMISSION FLUID (TES-295 COMPLIANT)			STD

Front Axle and Equipment

400-1A6	DETROIT DA-F-12.0-3 12,000# FF1 71.5 KPI/3.74 DROP SINGLE FRONT AXLE			STD
402-020	MERITOR 15X4 Q+ CAM FRONT BRAKES			STD
403-002	NON-ASBESTOS FRONT BRAKE LINING			STD
419-001	CAST IRON OUTBOARD FRONT BRAKE DRUMS			STD
409-006	FRONT OIL SEALS			STD
408-001	VENTED FRONT HUB CAPS WITH WINDOW, CENTER AND SIDE PLUGS - OIL			STD
416-022	STANDARD SPINDLE NUTS FOR ALL AXLES			STD
405-002	MERITOR AUTOMATIC FRONT SLACK ADJUSTERS			STD
536-050	TRW THP-60 POWER STEERING			STD

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Data Code	Description	Weight Front	Weight Rear	Retail Price
539-003	POWER STEERING PUMP			STD
534-015	2 QUART SEE THROUGH POWER STEERING RESERVOIR			STD
40T-001	MINERAL SAE 80/90 FRONT AXLE LUBE			STD
Front Suspension				
620-1D8	13,300# TAPERLEAF FRONT SUSPENSION	75		\$313.00
619-005	MAINTENANCE FREE RUBBER BUSHINGS - FRONT SUSPENSION			STD
410-001	FRONT SHOCK ABSORBERS			STD
Rear Axle and Equipment				
420-009	RS-21-160 21,000# R-SERIES SINGLE REAR AXLE		180	\$976.00
421-538	5.38 REAR AXLE RATIO			N/C
424-001	IRON REAR AXLE CARRIER WITH STANDARD AXLE HOUSING			STD
386-073	MXL 17T MERITOR EXTENDED LUBE MAIN DRIVELINE WITH HALF ROUND YOKES	-20	-20	(\$421.00)
452-001	DRIVER CONTROLLED TRACTION DIFFERENTIAL - SINGLE REAR AXLE		20	\$734.00
878-018	(1) DRIVER CONTROLLED DIFFERENTIAL LOCK REAR VALVE FOR SINGLE DRIVE AXLE			N/C
878-004	BLINKING LAMP WITH EACH MODE SWITCH, DIFFERENTIAL UNLOCK WITH IGNITION OFF, ACTIVE <5 MPH			N/C
423-020	MERITOR 16.5X7 Q+ CAST SPIDER CAM REAR BRAKES, DOUBLE ANCHOR, FABRICATED SHOES			STD
433-002	NON-ASBESTOS REAR BRAKE LINING			STD
434-012	BRAKE CAMS AND CHAMBERS ON REAR SIDE OF DRIVE AXLE(S)			N/C
451-001	CAST IRON OUTBOARD REAR BRAKE DRUMS			STD
440-006	REAR OIL SEALS			STD
426-100	WABCO TRISTOP D LONGSTROKE 1-DRIVE AXLE SPRING PARKING CHAMBERS			STD
428-002	MERITOR AUTOMATIC REAR SLACK ADJUSTERS			STD
41T-002	CURRENT AVAILABLE SYNTHETIC 75W-90 REAR AXLE LUBE			STD
Rear Suspension				
622-003	23,000# FLAT LEAF SPRING REAR SUSPENSION WITH HELPER AND RADIUS ROD		120	(\$1,145.00)
621-001	SPRING SUSPENSION - NO AXLE SPACERS			N/C

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Data Code	Description	Weight Front	Weight Rear	Retail Price
431-001	STANDARD AXLE SEATS IN AXLE CLAMP GROUP			N/C
623-005	FORE/AFT CONTROL RODS			N/C
Brake System				
018-002	AIR BRAKE PACKAGE			STD
490-100	WABCO 4S/4M ABS			N/C
871-001	REINFORCED NYLON, FABRIC BRAID AND WIRE BRAID CHASSIS AIR LINES			STD
904-001	FIBER BRAID PARKING BRAKE HOSE			STD
412-001	STANDARD BRAKE SYSTEM VALVES			STD
46D-002	STANDARD AIR SYSTEM PRESSURE PROTECTION SYSTEM			STD
413-002	STD U.S. FRONT BRAKE VALVE			STD
432-003	RELAY VALVE WITH 5-8 PSI CRACK PRESSURE, NO REAR PROPORTIONING VALVE			STD
480-088	WABCO SYSTEM SAVER HP WITH INTEGRAL AIR GOVERNOR AND HEATER			STD
479-015	AIR DRYER FRAME MOUNTED			STD
460-001	STEEL AIR BRAKE RESERVOIRS			STD
477-001	PULL CABLE ON WET TANK, PETCOCK DRAIN VALVES ON ALL OTHER AIR TANKS			STD
Trailer Connections				
914-001	AIR CONNECTIONS TO END OF FRAME WITH GLAD HANDS FOR TRUCK AND NO DUST COVERS			N/C
296-010	PRIMARY CONNECTOR/RECEPTACLE WIRED FOR SEPARATE STOP/TURN, ABS CENTER PIN POWERED THROUGH IGNITION			N/C
297-001	SAE J560 7-WAY PRIMARY TRAILER CABLE RECEPTACLE MOUNTED END OF FRAME			N/C
335-004	UPGRADED CHASSIS MULTIPLEXING UNIT			N/C
32A-002	UPGRADED BULKHEAD MULTIPLEXING UNIT			N/C
Wheelbase & Frame				
545-387	3875MM (153 INCH) WHEELBASE			N/C
546-099	9/32X3-7/16X10-1/16 INCH STEEL FRAME (7.14MMX255.6MM/0.281X10.06 INCH) 120KSI	-170	40	(\$89.00)
552-030	1600MM (63 INCH) REAR FRAME OVERHANG			STD
55W-006	FRAME OVERHANG RANGE: 61 INCH TO 70 INCH			N/C
549-093	8 INCH BOLT ON FRONT FRAME EXTENSION	55		\$607.00
AC8-99D	CALC'D BACK OF CAB TO REAR SUSP C/L (CA) : 87.01 in			

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Data Code	Description	Weight Front	Weight Rear	Retail Price
AE8-99D	CALCULATED EFFECTIVE BACK OF CAB TO REAR SUSPENSION C/L (CA) : 84.01 in			
AE4-99D	CALC'D FRAME LENGTH - OVERALL : 244.94 in			
FSS-0LH	CALCULATED FRAME SPACE LH SIDE : 52.29 in			N/C
FSS-0RH	CALCULATED FRAME SPACE RH SIDE : 34.58 in			N/C
553-001	SQUARE END OF FRAME			STD
550-001	FRONT CLOSING CROSSMEMBER			STD
559-001	STANDARD WEIGHT ENGINE CROSSMEMBER			STD
561-001	STANDARD CROSSMEMBER BACK OF TRANSMISSION			STD
562-001	STANDARD MIDSHIP #1 CROSSMEMBER(S)			STD
572-001	STANDARD REARMOST CROSSMEMBER			STD
565-001	STANDARD SUSPENSION CROSSMEMBER			STD
Chassis Equipment				
556-1AP	THREE-PIECE 14 INCH PAINTED STEEL BUMPER WITH COLLAPSIBLE ENDS	30		\$65.00
558-001	FRONT TOW HOOKS - FRAME MOUNTED	15		\$74.00
574-001	BUMPER MOUNTING FOR SINGLE LICENSE PLATE			N/C
586-024	FENDER AND FRONT OF HOOD MOUNTED FRONT MUDFLAPS			STD
551-007	GRADE 8 THREADED HEX HEADED FRAME FASTENERS			STD
Fuel Tanks				
204-215	50 GALLON/189 LITER SHORT RECTANGULAR ALUMINUM FUEL TANK - LH	20		\$348.00
218-005	RECTANGULAR FUEL TANK(S)			STD
215-005	PLAIN ALUMINUM/PAINTED STEEL FUEL/HYDRAULIC TANK(S) WITH PAINTED BANDS			STD
212-007	FUEL TANK(S) FORWARD			STD
664-001	PLAIN STEP FINISH			STD
205-001	FUEL TANK CAP(S)			STD
122-1H3	DETROIT FUEL/WATER SEPARATOR WITH WATER IN FUEL SENSOR	-5		N/C
216-020	EQUIFLO INBOARD FUEL SYSTEM			STD
202-016	HIGH TEMPERATURE REINFORCED NYLON FUEL LINE			STD
Tires				
093-12C	HANKOOK AL21 11R22.5 14 PLY RADIAL FRONT TIRES	12		(\$426.00)

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102 E MAIN ST

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3243 LEE HIGHWAY
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Phone: 540-234-0999

Data Code	Description	Weight Front	Weight Rear	Retail Price
094-2EU	HANKOOK DH06 11R22.5 14 PLY RADIAL REAR TIRES		64	(\$824.00)
Hubs				
418-060	CONMET PRESET PLUS PREMIUM IRON FRONT HUBS			STD
450-060	CONMET PRESET PLUS PREMIUM IRON REAR HUBS			STD
Wheels				
502-545	MAXION WHEELS 90260 22.5X8.25 10-HUB PILOT 6.13 INSET 2-HAND HD STEEL DISC FRONT WHEELS	40		\$74.00
505-753	MAXION WHEELS 91262 22.5X8.25 10-HUB PILOT 5-HAND STEEL DISC REAR WHEELS		20	(\$8.00)
496-011	FRONT WHEEL MOUNTING NUTS			STD
497-011	REAR WHEEL MOUNTING NUTS			STD
Cab Exterior				
829-071	106 INCH BBC FLAT ROOF ALUMINUM CONVENTIONAL CAB			STD
650-003	LEAF SPRING REAR CAB SUSPENSION			\$232.00
678-001	LH AND RH GRAB HANDLES			STD
646-011	STATIONARY PAINTED FULL GRILLE FOR CHASSIS WITHOUT INTEGRAL FRONT FRAME EXTENSIONS	10		\$352.00
65X-001	ARGENT SILVER HOOD MOUNTED AIR INTAKE GRILLE			N/C
644-004	FIBERGLASS HOOD			STD
690-017	HOOD LINER, ADDED FIREWALL AND FLOOR HEAT INSULATION	5		\$190.00
727-1AF	SINGLE 14 INCH ROUND HADLEY AIR HORN UNDER LH DECK	4		\$82.00
726-001	SINGLE ELECTRIC HORN			STD
728-001	SINGLE HORN SHIELD			N/C
575-001	REAR LICENSE PLATE MOUNT END OF FRAME			STD
312-093	INTERGRAL LED HEADLIGHTS; NON-COMPLIANT WITH FMVSS 108 HEADLIGHT HEIGHT REQUIREMENT			\$930.00
302-047	LED AERODYNAMIC MARKER LIGHTS			\$34.00
294-001	INTEGRAL STOP/TAIL/BACKUP LIGHTS			STD
300-015	STANDARD FRONT TURN SIGNAL LAMPS			STD
744-1BC	DUAL WEST COAST BRIGHT FINISH HEATED MIRRORS WITH LH AND RH REMOTE			\$286.00
797-001	DOOR MOUNTED MIRRORS			STD

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Data Code	Description	Weight Front	Weight Rear	Retail Price
796-001	102 INCH EQUIPMENT WIDTH			STD
743-204	LH AND RH 8 INCH BRIGHT FINISH CONVEX MIRRORS MOUNTED UNDER PRIMARY MIRRORS			N/C
729-001	STANDARD SIDE/REAR REFLECTORS			STD
677-054	RH AFTERTREATMENT SYSTEM CAB ACCESS WITH PLAIN DIAMOND PLATE COVER			\$70.00
768-043	63X14 INCH TINTED REAR WINDOW			STD
661-003	TINTED DOOR GLASS LH AND RH WITH TINTED NON-OPERATING WING WINDOWS			STD
654-011	RH AND LH ELECTRIC POWERED WINDOWS	4		\$218.00
663-013	1-PIECE SOLAR GREEN GLASS WINDSHIELD			STD
659-019	2 GALLON WINDSHIELD WASHER RESERVOIR WITHOUT FLUID LEVEL INDICATOR, FRAME MOUNTED			STD

Cab Interior

707-1AM	OPAL GRAY CLOTH INTERIOR			STD
706-013	MOLDED PLASTIC DOOR PANEL			STD
708-013	MOLDED PLASTIC DOOR PANEL			STD
772-006	BLACK MATS WITH SINGLE INSULATION			STD
785-001	DASH MOUNTED ASH TRAYS AND LIGHTER			\$13.00
691-008	FORWARD ROOF MOUNTED CONSOLE WITH UPPER STORAGE COMPARTMENTS WITHOUT NETTING			STD
742-007	(2) CUP HOLDERS LH AND RH DASH			STD
680-007	GRAY/CHARCOAL WING DASH			\$357.00
860-004	SMART SWITCH EXPANSION MODULE			\$198.00
700-002	HEATER, DEFROSTER AND AIR CONDITIONER			STD
701-001	STANDARD HVAC DUCTING			STD
703-005	MAIN HVAC CONTROLS WITH RECIRCULATION SWITCH			STD
170-015	STANDARD HEATER PLUMBING			STD
130-041	VALEO HEAVY DUTY A/C REFRIGERANT COMPRESSOR			STD
702-002	BINARY CONTROL, R-134A			STD
739-034	PREMIUM INSULATION			\$187.00
285-013	SOLID-STATE CIRCUIT PROTECTION AND FUSES			STD
280-007	12V NEGATIVE GROUND ELECTRICAL SYSTEM			STD
324-011	DOME DOOR ACTIVATED LH AND RH, DUAL READING LIGHTS, FORWARD CAB ROOF			N/C

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Data Code	Description	Weight Front	Weight Rear	Retail Price
657-001	DOOR LOCKS AND IGNITION SWITCH KEYED THE SAME			STD
78G-003	KEY QUANTITY OF 3			\$9.00
655-005	LH AND RH ELECTRIC DOOR LOCKS			\$99.00
284-124	(1) DUAL 2.1 AMP USB CHARGERS IN DASH			\$92.00
756-338	BASIC ISRINGHAUSEN HIGH BACK AIR SUSPENSION DRIVERS SEAT WITH MECHANICAL LUMBAR AND INTEGRATED CUSHION EXTENSION	30		\$167.00
760-337	BASIC ISRINGHAUSEN HIGH BACK NON SUSPENSION TOOL BOX PASSENGER SEAT			\$236.00
711-004	LH AND RH INTEGRAL DOOR PANEL ARMRESTS			STD
758-036	VINYL WITH VINYL INSERT DRIVER SEAT			STD
761-036	VINYL WITH VINYL INSERT PASSENGER SEAT			STD
763-101	BLACK SEAT BELTS			STD
532-002	ADJUSTABLE TILT AND TELESCOPING STEERING COLUMN	10		\$478.00
540-015	4-SPOKE 18 INCH (450MM) STEERING WHEEL			STD
765-002	DRIVER AND PASSENGER INTERIOR SUN VISORS			STD

Instruments & Controls

732-004	GRAY DRIVER INSTRUMENT PANEL			STD
734-004	GRAY CENTER INSTRUMENT PANEL			STD
87L-001	ENGINE REMOTE INTERFACE WITH PARK BRAKE INTERLOCK			N/C
870-001	BLACK GAUGE BEZELS			STD
486-001	LOW AIR PRESSURE INDICATOR LIGHT AND AUDIBLE ALARM			STD
840-002	2 INCH PRIMARY AND SECONDARY AIR PRESSURE GAUGES			STD
198-025	INTAKE MOUNTED AIR RESTRICTION INDICATOR WITHOUT GRADUATIONS			STD
149-017	ELECTRONIC CRUISE CONTROL WITH SWITCHES ON AUXILIARY GAUGE PANEL (B DASH PANEL)			N/C
156-007	KEY OPERATED IGNITION SWITCH AND INTEGRAL START POSITION; 4 POSITION OFF/RUN/START/ACCESSORY			STD
811-042	ICU3S, 132X48 DISPLAY WITH DIAGNOSTICS, 28 LED WARNING LAMPS AND DATA LINKED			STD
160-038	HEAVY DUTY ONBOARD DIAGNOSTICS INTERFACE CONNECTOR LOCATED BELOW LH DASH			STD
844-001	2 INCH ELECTRIC FUEL GAUGE			STD



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Data Code	Description	Weight Front	Weight Rear	Retail Price
148-070	ENGINE REMOTE INTERFACE WITH PRESET FAST IDLE			\$88.00
163-001	ENGINE REMOTE INTERFACE CONNECTOR AT BACK OF CAB			N/C
856-001	ELECTRICAL ENGINE COOLANT TEMPERATURE GAUGE			STD
864-001	2 INCH TRANSMISSION OIL TEMPERATURE GAUGE			STD
830-017	ENGINE AND TRIP HOUR METERS INTEGRAL WITHIN DRIVER DISPLAY			STD
372-036	(1) DASH MOUNTED PTO SWITCH WITH INDICATOR LAMP - PARK BRAKE INTERLOCK	10		\$61.00
852-002	ELECTRIC ENGINE OIL PRESSURE GAUGE			STD
679-001	OVERHEAD INSTRUMENT PANEL			N/C
786-113	GENERIC TELEMATICS PREWIRE (CONSTANT BATTERY POWER/IGNITION/GROUND/J1939); RP1226 TYPE CONNECTOR AT PASSENGER SIDE OF DASH END			\$34.00
746-137	AM/FM/WB WORLD TUNER RADIO WITH BLUETOOTH, USB AND AUXILIARY INPUTS, J1939	10		\$490.00
747-001	DASH MOUNTED RADIO			N/C
750-002	(2) RADIO SPEAKERS IN CAB			N/C
753-001	AM/FM ANTENNA MOUNTED ON FORWARD LH ROOF			\$47.00
810-027	ELECTRONIC MPH SPEEDOMETER WITH SECONDARY KPH SCALE, WITHOUT ODOMETER			STD
817-001	STANDARD VEHICLE SPEED SENSOR			STD
812-001	ELECTRONIC 3000 RPM TACHOMETER			STD
162-011	IDLE LIMITER, ELECTRONIC ENGINE			STD
329-012	FOUR ON/OFF ROCKER SWITCHES IN THE DASH WITH INDICATOR LIGHTS AND WIRE ROUTED TO CHASSIS AT BACK OF CAB, LABEL OPT			\$98.00
482-001	BW TRACTOR PROTECTION VALVE			N/C
883-001	TRAILER HAND CONTROL BRAKE VALVE			N/C
836-015	DIGITAL VOLTAGE DISPLAY INTEGRAL WITH DRIVER DISPLAY			STD
660-008	SINGLE ELECTRIC WINDSHIELD WIPER MOTOR WITH DELAY			STD

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Data Code	Description	Weight Front	Weight Rear	Retail Price
304-038	MARKER LIGHT SWITCH INTEGRAL WITH HEADLIGHT SWITCH AND SINGLE CONNECTOR AND SWITCH FOR CUSTOMER FURNISHED SNOW PLOW LIGHTS, LOW BEAMS OFF WITH HIGH BEAMS			\$146.00
882-004	TWO VALVE PARKING BRAKE SYSTEM WITH WARNING INDICATOR			N/C
299-013	SELF CANCELING TURN SIGNAL SWITCH WITH DIMMER, WASHER/WIPER AND HAZARD IN HANDLE			STD
298-039	INTEGRAL ELECTRONIC TURN SIGNAL FLASHER WITH HAZARD LAMPS OVERRIDING STOP LAMPS			STD

Design

065-000	PAINT: ONE SOLID COLOR			STD
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Color

980-5F6	CAB COLOR A: L0006EY WHITE ELITE EY			STD
986-020	BLACK, HIGH SOLIDS POLYURETHANE CHASSIS PAINT			STD
962-974	POWDER GRAY (N0020EA) FRONT WHEELS/RIMS (PKG21, G, PG1)			\$46.00
966-974	POWDER GRAY (N0020EA) REAR WHEELS/RIMS (PKG21, G, PG1)			N/C
964-6Z7	BUMPER PAINT: FP24812 ARGENT SILVER DUPONT FLEX			STD
963-003	STANDARD E COAT/UNDERCOATING			STD

Certification / Compliance

996-001	U.S. FMVSS CERTIFICATION, EXCEPT SALES CABS AND GLIDER KITS			STD
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Sales Programs

NO SALES PROGRAMS HAVE BEEN SELECTED

TOTAL VEHICLE SUMMARY

Adjusted List Price

Adjusted List Price ** \$131,583.00

Weight Summary



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	Weight Front	Weight Rear	Total Weight
Factory Weight*	6837 lbs	3999 lbs	10836 lbs
Total Weight*	6837 lbs	3999 lbs	10836 lbs

**ITEMS NOT INCLUDED IN ADJUSTED LIST
PRICE**

Other Factory Charges

PMV-021	GHG21 ENHANCEMENT PRICE	\$510.00
RAG-020	CUMMINS TARIFF CHARGE - \$205	\$205.00
RFY-022	FRONT TIRE SURCHARGE	\$40.00
RFU-022	REAR TIRE SURCHARGE	\$80.00
RFZ-024	MY24/CY23 PRICING SURCHARGE	\$3,750.00
P73-2FT	STANDARD DESTINATION CHARGE	\$3,375.00

(+) Weights shown are estimates only.

If weight is critical, contact Customer Application Engineering.

(**) Prices shown do not include taxes, fees, etc... "Net Equipment Selling Price" is located on the Quotation Details Proposal Report.

(***) All cost increases for major components (Engines, Transmissions, Axles, Front and Rear Tires) and government mandated requirements, tariffs, and raw material surcharges will be passed through and added to factory invoices.



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QUOTATION

M2 106 CONVENTIONAL CHASSIS

SET BACK AXLE - TRUCK
CUM L9 300 HP @ 2200 RPM; 2200 GOV RPM, 860 LB-FT
@ 1200 RPM
ALLISON 3500 RDS AUTOMATIC TRANSMISSION WITH
PTO PROVISION
RS-21-160 21,000# R-SERIES SINGLE REAR AXLE
23,000# FLAT LEAF SPRING REAR SUSPENSION WITH
HELPER AND RADIUS ROD

DETROIT DA-F-12.0-3 12,000# FF1 71.5 KPI/3.74 DROP
SINGLE FRONT AXLE
13,300# TAPERLEAF FRONT SUSPENSION
106 INCH BBC FLAT ROOF ALUMINUM CONVENTIONAL
CAB
3875MM (153 INCH) WHEELBASE
9/32X3-7/16X10-1/16 INCH STEEL FRAME
(7.14MMX255.6MM/0.281X10.06 INCH) 120KSI
1600MM (63 INCH) REAR FRAME OVERHANG

		PER UNIT	TOTAL
VEHICLE PRICE	TOTAL # OF UNITS (1)	\$ 91,176	\$ 91,176
EXTENDED WARRANTY		\$ 0	\$ 0
DEALER INSTALLED OPTIONS		\$ 0	\$ 0
CUSTOMER PRICE BEFORE TAX		\$ 91,176	\$ 91,176

TAXES AND FEES

FEDERAL EXCISE TAX (FET)	\$ (151)	\$ (151)
TAXES AND FEES	\$ 0	\$ 0
OTHER CHARGES	\$ 0	\$ 0

TRADE-IN

TRADE-IN ALLOWANCE	\$ (0)	\$ (0)
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BALANCE DUE	(LOCAL CURRENCY)	\$ 91,025	\$ 91,025
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COMMENTS:

Projected delivery on ___ / ___ / ___ provided the order is received before ___ / ___ / ___.

APPROVAL:

Please indicate your acceptance of this quotation by signing below:

Customer: X _____ Date: ___ / ___ / ___.

Daimler Truck Financial

Financing that works for you.

See your local dealer for a competitive quote from Daimler Truck Financial, or contact us at Information@dtfoffers.com.

Daimler Truck Financial offers a variety of finance, lease and insurance solutions to fit your business needs. For more information about our products and services, visit our website at www.daimler-truckfinancial.com.



MEMORANDUM

TO: B.J. Wilson, Director Finance.

FROM: Donald B McPaters, Director of Fleet Maintenance

SUBJECT: Purchase of a Cab and Chassis for Public Works

DATE: December 6, 2022

Public Works has a single axle dump truck in this year budget. I have been working with Excel Truck Group on a cab and chassis. This dump truck chassis will be used to preform road work and snow removal duties for Public Works Department. Excel truck group uses the VSA Contract # 22-03-0721R. The last two dump trucks have we have purchased where Freightliners and have performed will. If awarded by council, this cab and chassis will be put on build list for second quarter of next year to be built. Then the cab and chassis will be sent to the manufacture awarded for the stainless-steel dump body, hoist, and hydraulic system to be installed.



Work Session Agenda Statement

Item # 4B

Meeting Date: January 9, 2023

Agenda Item: Bid for Thermoplastic Pavement Marking

Summary: Council will be requested to approve a bid for Thermoplastics Eradication and Application, and Street and Curb Prepping and Painting at the January 23, 2023 regular meeting. The Town solicited for an invitation for bid and will be reviewing responses before the January 23, 2023, regular meeting. Staff will be requesting to award the bid to purchase services for Thermoplastics Eradication and Application, and Street and Curb Prepping and Painting.

Budget/Funding: Funding has been budgeted for and is available in the following line items:

4500-5473	Public Works Streets Line Painting
4500-5474	Public Works Streets Crosswalks
4102-5474	Highway Maintenance Crosswalks

Staff Recommendation: Staff recommends approving the award of contract as presented on the Consent Agenda at the January 23rd regular meeting.



Work Session Agenda Statement

Item # 4C

Meeting Date: January 9, 2023

Agenda Item: Bid for SS Dump Bed Body

Summary: Council will be requested to approve a bid for a Stainless Steel Dump Bed Body at the January 23, 2023 regular meeting. The Town solicited for an invitation for bid and will be reviewing responses before the January 23, 2023, regular meeting. Staff will be requesting to award the bid to purchase a stainless steel dump bed body with hoist and hydraulic system for the Street Department.

Budget/Funding: Funding has been budgeted for and is available in the following line items:

4500-47005 Highway Maintenance Motor Vehicles

Staff Recommendation: Staff recommends approving the award of contract as presented on the Consent Agenda of Council regular January 23rd meeting.



Work Session Agenda Statement

Item # 5

Meeting Date: January 9, 2023

Agenda Item: Update Council on Revisions to the Policy for Vacation of Public Rights of Way

Summary: The Town Manager and Town Attorney reviewed the current Policy for Vacation of Public Rights-of-Ways that was revised and approved by Town Council in October 2022 and voiced concern over various internal procedures. As a courtesy to Council, Staff is listing the most significant revisions below. Pursuant to the policy, Council is not required to approve any revisions as they can be approved by the Town Manager administratively.

- Once the application leaves the Planning Department it is sent to the Town Manager's Office to be placed on the next Council Work Session for staff to provide an overview.
- The Clerk of Council advertises for a public hearing and notifies the adjoining property owners of such hearing. Council may deny the application, appoint viewers to view the public right-of-way and report any inconvenience that would result from granting application or may pursue sale of the property.
- If Council elects to sell the property, a second public hearing will be held to approve the vacation and the sale of the property at a previously negotiated price by ordinance. Council may hold a closed meeting to consider sale.

Budget/Funding: N/A

Staff Recommendation: Staff recommends all revisions as presented. No action required of Council.

POLICY

VACATION OF PUBLIC RIGHTS-OF-WAYS

All real property owned in whole or in part by the Town of Front Royal [Town] shall be under the general control and supervision of the Town Council [Council]. Council may sell, lease, hold, manage, and control such property as its interests may require pursuant to Town Code 4-34, Town Charter Chapter §1.1 and §15.2-1800 Code of Virginia.

The Town's public rights-of-way are subject to local control and the jurisdiction of Council pursuant to §15.2-2000 Code of Virginia. Council's power and authority over the Town's public rights-of-way and other public places shall be the same, regardless of whether the public right-of-way has been expressly or impliedly dedicated to public use, has been conveyed to the Town by deed, or has been acquired by any other means pursuant to §15.2-2001 Code of Virginia.

The Town's public rights-of-ways may be vacated through an application process outlined below:

1. **APPLICATION:** The applicant completes an application accompanied by a current plat of the proposed vacation to the Planning Director or designee. Applications available on the Town's website or in the Planning/Zoning Office located in Town Hall, 102 E. Main Street.
2. **RESEARCH:** Upon receipt of the completed application, the Planning Department will research the request to determine how the Town acquired the right-of-way. The research shall not take longer than thirty (30) calendar days unless a title exam is needed as determined by the Planning Director, in which case a reasonable additional time will be allowed. Any required examination of title is at the applicant's expense.
3. **STAFF COMMENTS/CONCERNS:** While the research is being conducted the Planning Director or designee shall notify the departments of Public Works and Energy Services of the proposed requested vacation. The departments, including the Planning Director or designee shall prepare written comments and/or concerns with the application.
- 4.A. **VACATION OF INTERESTS GRANTED TO THE TOWN AS A CONDITION OF SITE PLAN APPROVAL, PURSUANT TO VIRGINIA CODE §15.2-2270**

Vacation of interests granted to the Town as a condition of site plan approval may be vacated, prior to the sale of any lot, according to either of the following methods:

- By an executed and acknowledge written instrument of the owner of the land which has been or is to be developed in accordance with the site plan,

declaring the interest to be vacated, provided the Town consents to the vacation.

- By ordinance of Council in which the subject of approved site plan lies, provided that no interest shall be vacated in an area in which facilities have been constructed pursuant to §15.2-2270 Code of Virginia.

Vacation of Plat after Sale of Lot – in cases where any lot has been sold, the plat or part thereof may be vacated according to either of the following methods:

- By instrument in writing agreeing to the vacation signed by all the owners of lots shown on the plat and signed on behalf of the Town in which the land shown on the plat or part thereof to be vacated lies for the purpose of showing the approval of the vacation.
- By ordinance of the Council in which the land shown on the plat or part thereof to be vacated lies on motion of one of its members or on application of any interested person. The ordinance shall not be adopted until after notice has been give as required by §15.2-2204. The notice shall clearly describe the plat or portion thereof to be vacated and state the time and place of the meeting of the governing body at which the adoption of the ordinance will be voted upon. Any person may appear at the meeting for the purpose of objecting to the adoption of the ordinance.

Effect of Vacation – The recordation of the instrument shall operate to destroy the force and effect of the recording of the plat or part thereof so vacated, and to vest fee simple title to the to the centerline of any streets, alleys or easement for public passage so vacated in the owners of abutting lots free and clear of any rights of the public or other owners of lots shown on the plat, but subject to the rights of the owners of any public utility installations which have been previously erected therein. If any street, alley or easement for public passage is located on the periphery of the plat, the title for the entire width thereof shall vest in the abutting lot owners. The fee simple title to any portion of the plat so vacated as was set apart for other public use shall be revested in the owners, if any, who signed the statement required by Virginia Code §15.2-2264 free and clear of any rights of public use in the same.

4.B. VACATION OF INTERESTS ACQUIRED BY THE TOWN OTHER THAN AS A CONDITION OF SITE PLAN APPROVAL, PURSUANT TO VIRGINIA CODE §15.2-2006

- Application is forwarded to the Town Manager’s Office for continuation of the vacation of rights-of-way process outlined in paragraphs 5-8, below.

5. Work Session – Town Manager places the application on the next Town Council Work Session for staff to provide Council with an overview of the application.

6. 1st Public Hearing - The Clerk of Council or designee shall advertise a notice of public hearing and shall notify the abutting property owner(s) of the public hearing. The applicant shall reimburse the Town for the costs of the public hearing advertisements and certified letters pursuant to §15.2-2006 Code of Virginia. Following the public hearing, Council may deny the application, may postpone action and appoint three (3) to five (5) viewers to view the public way and report any inconvenience that would result from granting application, or may pursue the sale of the property pursuant to §15.2-2008 Code of Virginia.
7. 2nd Public Hearing – If Council elects to condition the vacation of the right-of-way on the sale the property pursuant to §15.2-2008 and §15.2-1800, Council shall hold a second public hearing before approving the vacation and the sale of the property to an abutting property owner(s) applicant at a previously negotiated price by ordinance. Council may hold a closed meeting pursuant to §2.2-3711(A)(3) Code of Virginia to consider the sale prior to the 2nd Public Hearing.

If an applicant requests a vacation to accommodate the expansion or development of an existing or proposed business, the Council may condition the vacation upon the commencement of the expansion or development within a specified period of time. Failing to commence within such time may render the vacation, at the option of Council, void. pursuant to §15.2-2006 Code of Virginia.

8. Execution/Recording - Upon final approval of an ordinance by Council under 4A or 4B, the Town Attorney shall cause a certified copy of the ordinance of vacation to be recorded as deeds are recorded. A conditional vacation shall not be recorded until the condition has been met pursuant to §15.2-2006 Code of Virginia.

Any appeal shall be filed within sixty (60) days of adoption of the ordinance within the Circuit Court of Warren County.

This Policy shall be approved by the Town Council initially and amendments made administratively and approved by the Town Manager as state code and internal procedures change.

Council approval – June 12, 2000
Council Approval – September 28, 2020
Council Approval – October 24, 2022



Work Session Agenda Statement

Item # 6

Meeting Date: January 9, 2023

Agenda Item: Various Appointments

Summary: Council is requested to appointment members of Council to various boards and committees

- Northern Shenandoah Valley Regional Commission Elected Representative – former Councilwoman Thompson fulfilled this role. Council is requested to appoint one councilmember to this role, said term to expire upon the elected representatives' term expiring. The non-elected representative is Planning Director Lauren Kopishke
- Audit/Finance Committee – a committee consisting of the Finance Director, Town Manager, Town Auditor and two members of Council for an overview of the Town's audit. Terms end December 31, 2023. This committee is required by the Governmental Accounting Standards Board,
- Discover Front Royal Board – per the Front Royal-Warren County Joint Tourism Agreement Section III approved April 6, 2022, Council is requested to designate one member of Council and one member of Town Staff to the Discover Front Royal Board as non-voting members. Council designated Elizabeth "Lizi" Lewis, Community Engagement Manager, as the Town Staff representative on June 27, 2022 and former Councilwoman Thompson as the councilmember representative. Council is requested to appoint a councilmember to replace Mrs. Thompson. Term expires upon the councilmembers term expiring.
- Scholarship Committee – The Town awards (3) \$1,000 scholarships to graduating high school seniors in late April or early May. Former councilmembers Thompson and Gillispie were on this committee last year. Term expires December 31, 2023.

Budget/Funding: N/A

Staff Recommendation: Council takes desired action. All Appointments will be placed on the January 23rd regular council meeting for approval



Work Session Agenda Statement

Item # 7

Meeting Date: January 9, 2023

Agenda Item: Liaison Committee Meeting Items

Summary: Council is requested to advise staff what items they would like to discuss at the next Town/County Liaison Committee Meeting scheduled for January 19th in the Town Hall Conference Room beginning at 6:00pm. The last meeting agenda is attached. The County was asked for their items through their clerk January 4th. The meeting will be live-streamed and videotaped.

Council is also asked to determine who will be attending the meeting as all of Council is not required to attend.

Suggestions by staff:

- 1) review the MOU for use of the Board Meeting Room. It was brought to staff's attention that the Planning Commission was asked to find another location for their regularly scheduled meeting on November 16, 2022.
- 2) Review the Policy to allow for any updates that may be necessary

Budget/Funding: None

Staff Recommendation: Council takes desired action. Formal approval of items is not required.



AGENDA
TOWN/COUNTY LIAISON
COMMITTEE MEETING
Warren County Government Center
Caucus Room
Thursday, October 20, 2022 at 6:00 PM



- Call to Order – Cheryl L. Cullers, Chair of the Warren County BOS
 - 1) Tourism Business/Marketing Plan Update and Next Steps for DMO
 - 2) Water Capacity Update
 - 3) Town and County Comprehensive Plan Update – Transportation
 - 4) Front Royal-Warren County EDA Negotiations/Next Steps
 - 5) Parks and Recreation/Youth Programs (Youth Football)
 - 6) Holiday Events – Christmas Walk/Carnival
 - 7) Alternative Access to Shenandoah Shores Road and Marys Shady Lane
 - 8) Blighted Properties
 - 9) Warren County Transfer Station
 - 10) Funding of the Front Royal Fire Department
- Next Meeting – Thursday, January 19, 2023 at 6:00 PM (Council Chambers)
- Adjournment

**MEMORANDUM OF UNDERSTANDING
FOR USE OF BOARD MEETING ROOM**

THIS MEMORANDUM OF UNDERSTANDING, made this 15th day of February, 2000, by and between WARREN COUNTY, hereinafter referred to as the "County", and the TOWN OF FRONT ROYAL, VIRGINIA, hereinafter referred to as "Town".

The County agrees to allow the Town and the Town agrees to use the Board Room within the County's Government Center (hereinafter "Board Room") as follows:

RENTAL PRICE: The rental price for the above-described use shall be ONE DOLLAR PER YEAR (\$1.00/Yr.).

CONTRIBUTION OF EQUIPMENT: During cable television franchise negotiations, the County and the Town shall use their best efforts to get the franchise applicant to donate broadcast equipment as set forth in the study attached as Exhibit "A" prepared by Richard Hiatt, Zion Productions for installation in the Board Room.

USE OF PREMISES: The County and the Town shall adopt a mutually agreeable schedule, and amend it from time to time, as appropriate, for use of the Board Room which is designed to accommodate the regular, irregular, and emergency meetings of each governing body and all agencies, bodies, committees, commissions, and boards of each governing body. The initial schedule of use is herein incorporated on Exhibit "B" to this Agreement.

The Town shall have access to the Board Room for governmental functions and activities as approved by the Town Council or Town Manager with reasonable notice to and approval by the County.

The County retains the right to determine who may use the Board Room when the Board Room is not being used by the County or the Town in accordance with Exhibit "B".

The Town is responsible for security of the building during its usage and for inspecting, securing, closing and locking of the premises upon end of usage.

COMMUNICATION EQUIPMENT AND FIXTURES: The Town shall have the right and ability to install and maintain data connections and electronic connections related to communications equipment and fixtures from the Board Room to Town Hall, or other Town facilities, at the Town's expense.

TERM OF AGREEMENT: At such time, if ever, either party decides to terminate its participation in this Agreement, it may do so with one (1) year's written notice to the other. Upon termination, all of the obligations under this agreement shall cease and thereupon. 1) The Town shall be allowed to remove any fixtures furnished by and installed at the Town's sole expense, provided the premises are put back to its original condition, reasonable wear and tear excepted, at the Town's expense; and 2) Television equipment furnished by a third party shall become the sole property of the County and the County shall reimburse the Town for one half (1/2) of such equipment's value adjusted for depreciation. For the purpose of this agreement, the equipment shall be deemed to depreciate twenty percent (20%) per year.

REPAIRS AND MAINTENANCE: The County shall, at its expense, maintain the Board Room and appurtenant areas necessary for its use and enjoyment. Provided the communications equipment is restricted to governmental uses, the Town and County shall jointly pay routine maintenance and repair costs of the electronic communications equipment necessitated by normal wear and tear, and shall also jointly pay the replacement costs and costs of mutually agreed upon upgrades to the electronic communications equipment.

SERVICES AND UTILITIES: The County hereby agrees to provide all service and utility expenditures.

INSURANCE: Both parties will maintain insurance to protect their respective shares in the room. Both parties shall name each other as additional insureds with respect to the use of the Board Room.

SIGNAGE: The Town shall have the right to temporarily install the Town logo, shield, or other identifying symbol on the center of the wall behind Council during Town functions unless some other arrangement is agreed to by the Town and the County to permanently display the County logo/shield and the Town logo/shield.

NOTICES: All written notices required by this Agreement shall be given to the Town Manager or County Administrator, as appropriate.

WITNESS the following signatures and seals.

COUNTY OF WARREN, VIRGINIA (SEAL)

BY: Stuart L. Rudacille
Hon. Stuart L. Rudacille, Chairman

ATTEST:

Janice C. Dearaway
Janice C. Dearaway, Deputy Clerk

TOWN OF FRONT ROYAL, VIRGINIA (SEAL)

BY: George E. Banks
Hon. George E. Banks, Mayor

Rhonda S. North
Rhonda S. North, C.M.C/A.A.E.,
Clerk of Council

COMMONWEALTH OF VIRGINIA
COUNTY OF WARREN, TO-WIT:

I, Tammy T. Smelser, a Notary Public in
and for the Commonwealth of Virginia At Large, do hereby certify that Stuart
Rudacille, Chairman of the Warren County Board of Supervisors, and Janice C.
Dearaway, Deputy Clerk, whose names are signed on behalf of the County of
Warren, Virginia, to the foregoing Memorandum of Understanding for Use of
Board Meeting Room bearing the date of the 15th day of February,
2000, have each this day personally appeared and acknowledged the same before
me in my State and in the County aforesaid.

Given under my hand this 18th day of February,
2000.

My commission expires on the 31st day of August,
2003.

Tammy Smelser
NOTARY PUBLIC

**COMMONWEALTH OF VIRGINIA
COUNTY OF WARREN, TO-WIT:**

I, _____, a Notary Public in and for the Commonwealth of Virginia At Large, do hereby certify that George E. Banks, Mayor, and Rhonda S. North, C.M.C./A.A.E., whose names are signed on behalf of the Town of Front Royal, Virginia, to the foregoing Memorandum of Understanding for Use of Board Meeting Room bearing the date of the _____ day of _____, 2000, have each this day personally appeared and acknowledged the same before me in my State and in the County aforesaid.

Given under my hand this _____ day of _____, 2000.

My commission expires on the _____ day of _____, _____.

NOTARY PUBLIC



FRONT ROYAL – WARREN COUNTY
Liaison Committee Mission Statement and Policies
March 2021

PURPOSE OF THE LIAISON COMMITTEE

The purpose of the Front Royal-Warren County Liaison Committee is to offer a venue whereby the leadership of the Town of Front Royal and the County of Warren can discuss issues of mutual interest and inform each other of positions taken and decisions made by each public body that may affect both localities. The Committee is NOT designed to be an environment where decisions are made, but one where issues are discussed, and Board and Council members take them back to their respective bodies for further discussion and recommendation.

MEMBERSHIP

The Liaison Committee shall include the Mayor of the Town of Front Royal, the Chairman of the Warren County Board of Supervisors, the Front Royal Town Manager, the Warren County Administrator, one (1) Front Royal Town Council member and one (1) Warren County Board of Supervisors member. The latter two (2) members shall rotate between its various members from meeting to meeting.

MEETING SCHEDULE

Meetings shall be held on the third Thursday every quarter at 6:00 p.m. unless otherwise agreed upon by the Town and County. The meetings shall be rotated every six months between the Town and County. Wherever the meetings are held, the host shall be responsible for the preparation of the agenda and provide a person who will take formal minutes of the meeting.

MEETING AGENDA

- Meetings of the Liaison Committee shall at all times be subject to the terms of the Virginia Freedom of Information Act.
- Meeting agendas shall be provided by the Town Manager and County Administrator upon consultation with the Mayor and Board Chairman respectively.
- Any request to place an item on the agenda shall be made by 1:00 p.m. on Tuesday the week prior to the Liaison meeting.
- All requests to place an item on the agenda must be accompanied by a written summary of the request which can be placed in the agenda packet.

- The agendas shall be distributed by the host on Monday or Tuesday prior to the Liaison Committee meeting.
- In order for an item to be formally discussed on the Liaison agenda, it must be first agreed upon by the Town Council or Board of Supervisors. The Liaison Committee may amend a meeting agenda by agreement.

MEETING POLICY AND PROCEDURES

- The Mayor of the Town shall be Chairman of the Committee when the meetings are hosted by the Town, and the Chairman of the Board of Supervisors shall be Chairman of the Committee when the meeting is hosted by the County.
- The Chairman shall make procedural or parliamentary decisions which may be overruled by a majority vote of the Committee.
- The Town and/or County may invite any of their staff personnel, including attorneys, to attend meetings that either feels would be helpful for the issues and items scheduled to be addressed.
- This mission statement and policies shall be adopted by a majority of the Board of Supervisors and the Town Council. They may be amended by a majority vote of the Town Council and Board of Supervisors.

MANAGER AND ADMINISTRATOR REPORTS

Quarterly, at a regular meeting of the Front Royal Town Council, the Warren County Administrator shall give an oral report of the County to the Council, and regular meeting of the Warren County Board of Supervisors, the Front Royal Town Manager shall give an oral report of the Town to the Board. This will not be a question and answer period.

Approved by the Warren County Board of Supervisors September 7, 2010

Approved by the Front Royal Town Council September 13, 2010

Approved by the Front Royal Town Council March 9, 2020

Approved by the Warren County Board of Supervisors March 17, 2020

Approved by the Front Royal Town Council February 22, 2021

Approved by the Warren County Board of Supervisors March 2, 2021



Work Session Agenda Statement

Item # 9

Meeting Date: January 9, 2023

CLOSED MEETING

Motion to Go into Closed Meeting

I move 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, applications for appointment to fill vacancies on Town Council, Planning Commission and Local Board of Building Code Appeals, pursuant to §2.2-3711(A)(1) of the Code of Virginia.

Motion to Certify Closed Meeting at its Conclusion

[At the conclusion of the Closed Meeting, immediately re-convene in open meeting and take a roll call vote on the following:]

I move that Council certify that to the best of each member's knowledge, as recognized by each Council member's affirmative vote, that only such public business matters lawfully exempted from Open Meeting requirements under the Virginia Freedom of Information 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.