



TOWN COUNCIL WORK SESSION

Monday, April 10, 2023 @ 7:00pm in the Town Hall Conference Room

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

1. Roll Call

- 7:00pm** 2. Rezoning application amendment of the Zoning Map of the Town of Front Royal to reclassify approximately 43.9 acres identified as Tax Map #20A221-3A from Estate Residential District R-E to Residential District R1A from NVR, Inc. – Saddle Crest – *Lauren Kopishke*

- 8:00pm** 3. Items Slated for a Public Hearing
- A. Text Amendment to Town Code Chapter 175 to Permit the Creation of a Cemetery in the R-3 Zoning District with a Special Use Permit Application – *Lauren Kopishke*
 - B. Ordinance Amendment to Chapter 98 Pertaining to Business License Tax - Mobile Food Units – *B Wilson*

- 8:30pm** 4. Items Slated for Consent Agenda on April 24th
- A. Bid for 2022 Manhole Rehabilitation Project – *Michelle Campbell*
 - B. Bid for Engineering Services for 8th Street Bridge - *Michelle Campbell*
 - C. Task Order for Water Treatment Plant Clearwell Inspection and Evaluation - *Michelle Campbell*
 - D. FY23 Budget Amendment for Relocation of Utilities for Rockland Road VDOT Project – *BJ Wilson*
 - E. Proclamation for Municipal Clerk's Week – *Tina Presley*
 - F. Proclamation for Administrative Professionals Day – *Tina Presley*

- 8:40pm** 5. Liaison Committee Meeting Items for April 20th Meeting – *Mayor Cockrell*

- 8:50pm** 6. Goal Setting – *Joe Waltz*

- 9:00pm** 7. Open Discussion

- 9:10pm** 8. CLOSED MEETING

9. Adjourn



Work Session Agenda Statement

Item # 02

Meeting Date: April 10, 2023

Agenda Item: Rezoning application amendment of the Zoning Map of the Town of Front Royal to reclassify approximately 43.9 acres identified as Tax Map #20A221-3A from Estate Residential District R-E to Residential District R1A.

Summary: The Ordinance identifies the R-E Residential District as composed of quiet, very low-density residential areas, on estate-sized lots (1 du/acre) connected to public water and sewer with the R1-A Residential District as being designed to accommodate single-family residential development of a medium density on smaller individual lots.

The stated purpose of the rezoning request is to allow for the construction of a 128-lot subdivision.

Proffers and a concept plan have been submitted for the site. It should be noted that proffers take a credit for by-right housing.

This Planning area has been envisioned for residential and flex industrial development for the past 25 years. This application brings the vision of the past and proposed Comprehensive plans into fruition.

Budget/Funding: None

Staff Recommendation:

Staff recommends approval of this application.

- The Comprehensive Plan envisions this area of Town developed as residential land.
 - past comprehensive plans envisioned this area as residential uses despite presence of the railroad.
- Transportation infrastructure cannot support heavy commercial or industrial uses.
- Housing shortage in town
- The traffic study performed by Kittleson Engineering demonstrates no need for right-of-way improvements as a result of this development.



TOWN OF FRONT ROYAL ~102 East Main Street, Front Royal, Va. 22630 ~ 540-635-4236
Department of Planning & Zoning

~~FRREZON~~ 2200385

REZONING APPLICATION

APPLICANT

Name NVR, Inc., Attn: Richard Lanham Phone 703-259-6898
Address 3926 Pender Drive, Suite 200, Fairfax, VA 22030
E-mail rlanham@nvrinc.com

PROPERTY OWNER OF RECORD

Name Thomas and Carla Sayre Phone 540-636-7777
Address 835 Shenandoah Shores Road, Front Royal, VA 22630

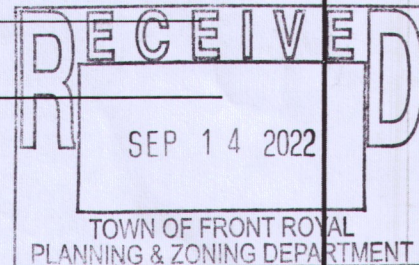
PROPERTY DESCRIPTION

Location/Street Address 835 Shenandoah Shores Road
Number of lots: 142 Total Acreage 44.183
Tax Map Identification for each parcel (Map, Section, Block, & Lot):
20A221-3A

Subdivision Name (if applicable) Saddle Crest

REQUEST

Existing Zoning RE Proposed Zoning R-1A
Existing Use Residential/Agricultural Proposed Use Residential



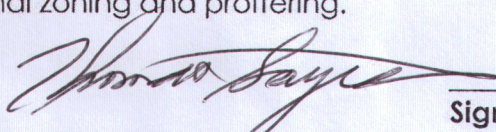
ATTACHMENTS

The following should be submitted with a completed copy of this application. Additional information may be determined necessary depending on the nature of the request.

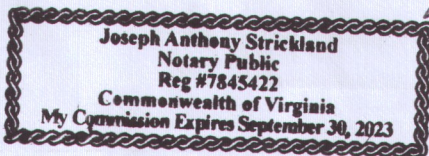
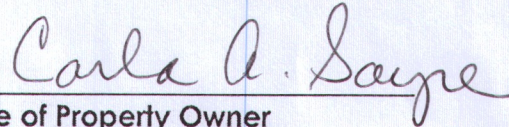
1. Application Fee (Checks should be made out to the Town of Front Royal. Fees are as follows: 1 acre or less = \$500, over 1 acre = \$500 + \$100 per acre after 1st acre, Downzoning = \$400)
2. Survey/Plat of the property with metes and bounds descriptions for all existing and proposed property lines and zoning district boundaries (8 copies and a digital copy).
3. Environmental Site Assessment Phase I and Phase II (unless waived by Director).
4. Traffic Impact Analysis (if required)
5. Written proffers. Proffers are voluntary but should be submitted in a written format approved by the Director.
6. Statement of Justification. As a separate document, provide a statement or statements that explain why you believe the property should be rezoned.

CERTIFICATION

I certify that the information provided with this application is correct to the best of my knowledge. The proffering system has been explained to me and I have read Sections 175-149 and 175-150 of the Town of Front Royal Zoning Ordinance pertaining to conditional zoning and proffering.



Signature of Property Owner



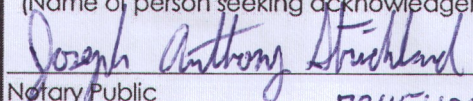
Signature of Applicant (if different)

See attached

City/County of Warren, Commonwealth of Virginia

The foregoing instrument was acknowledged before me this 9th day of September, 2022 by

Thomas Sayre and Carla Sayre
(Name of person seeking acknowledgement)



Notary Public

Notary registration number: 7845422

My commission expires: September 30, 2023

NOTICES

- Staff will notify adjacent property owners of the rezoning request and the scheduled public hearing dates with the Planning Commission and Town Council.
- Town Staff will place an advertisement in the local newspaper as required under Virginia Code § 15.2-2204.
- Town Staff will place a public hearing sign(s) at the location of the proposed rezoning.
- Submission of this application does not establish a vested right as outlined under Virginia Code § 15.2-2307.
- By submitting this application, the applicant grants permission to the 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.
- When the applicant is different than the fee simple property owner, the signature by the fee simple property owner on this application shall be considered as authorization for the applicant to act as an agent for matters concerning this application.

OFFICE USE ONLY

Receipt # 248 iWorg Date Paid 9-14-2022 pd \$ 4,818.30 Check # 321657

Planning Commission Hearing Date: _____ Recommendation: _____

Town Council Hearing Date: _____ Date Sent to Clerk: _____

January 2019

ATTACHMENTS

The following should be submitted with a completed copy of this application. Additional information may be determined necessary depending on the nature of the request.

1. Application Fee (Checks should be made out to the Town of Front Royal. Fees are as follows: 1 acre or less = \$500, over 1 acre = \$500 + \$100 per acre after 1st acre, Downzoning = \$400)
2. Survey/Plat of the property with metes and bounds descriptions for all existing and proposed property lines and zoning district boundaries (8 copies and a digital copy).
3. Environmental Site Assessment Phase I and Phase II (unless waived by Director).
4. Traffic Impact Analysis (if required)
5. Written proffers. Proffers are voluntary but should be submitted in a written format approved by the Director.
6. Statement of Justification. As a separate document, provide a statement or statements that explain why you believe the property should be rezoned.

CERTIFICATION

I certify that the information provided with this application is correct to the best of my knowledge. The proffering system has been explained to me and I have read Sections 175-149 and 175-150 of the Town of Front Royal Zoning Ordinance pertaining to conditional zoning and proffering.

AMY CATHERINE NEGVESKY
NOTARY PUBLIC
REGISTRATION # 7981887
COMMONWEALTH OF VIRGINIA
MY COMMISSION EXPIRES
NOVEMBER 30, 2026

see attached
Signature of Property Owner
[Signature]
Signature of Applicant (if different)

City/County of Fairfax, Commonwealth of Virginia
The foregoing instrument was acknowledged before me this 8th day of September, 2022 by
Richard A. Lanham
(Name of person seeking acknowledgement)

Amy Catherine Negvesky
Notary Public
Notary registration number: 7981887 My commission expires: 11-30-2026

NOTICES

- Staff will notify adjacent property owners of the rezoning request and the scheduled public hearing dates with the Planning Commission and Town Council.
- Town Staff will place an advertisement in the local newspaper as required under Virginia Code §15.2-2204.
- Town Staff will place a public hearing sign(s) at the location of the proposed rezoning.
- Submission of this application does not establish a vested right as outlined under Virginia Code §15.2-2307.
- By submitting this application, the applicant grants permission to the 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.
- When the applicant is different than the fee simple property owner, the signature by the fee simple property owner on this application shall be considered as authorization for the applicant to act as an agent for matters concerning this application.

OFFICE USE ONLY

Receipt # _____ Date Paid _____
Planning Commission Hearing Date: _____ Recommendation: _____
Town Council Hearing Date: _____ Date Sent to Clerk: _____

January 2019

MORRIS & RITCHIE ASSOCIATES, INC.

ENGINEERS, ARCHITECTS, PLANNERS, SURVEYORS,
AND LANDSCAPE ARCHITECTS



September 7, 2022

Front Royal Planning & Zoning Department
102 E Main Street
Front Royal, VA 22630

RE: Rezoning Application, Environmental Site Assessment Phase I & II waiver request

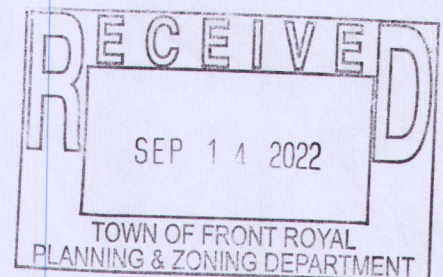
Dear Ms. Kopishke,

On behalf of our client NVR, Inc., we would like to request a waiver of the Rezoning Application requirement to provide an Environmental Site Assessment Phase I & II. It is our position that the subject property located at; 835 Shenandoah Shores Rd further identified by Parcel ID 20A221-3A, has been in land use for more than 30 years. Historical aerial information provides support showing farming activity on the property. The site does not contain floodplain, however there are some minor wetlands associated with the existing farm pond. These existing conditions will be mapped and shown as part of the concept plan. The proposed layout honors to the greatest extent possible the referenced existing environmental features and the to the best of our knowledge, are no other adverse environmental conditions.

Please feel free to contact me at 703-994-4047 ext. 3108 or by email at cstephenson@mragta.com if you should have any further questions.

Sincerely,
Morris, Ritchie Associates, INC.

Christopher Stephenson, PLA
Sr. Project Manager



604 South King Street, Ste 200 Leesburg, VA 20175 (703) 994-4047

www.mragta.com

Abingdon, MD
(410) 515-9000

Laurel, MD
(410) 792-9792

Towson, MD
(410) 821-1690

Georgetown, DE
(302) 855-5734

New Castle, DE
(302) 326-2200

Sterling, VA
(540) 974-5334

SADDLE CREST

CONCEPT PLAN

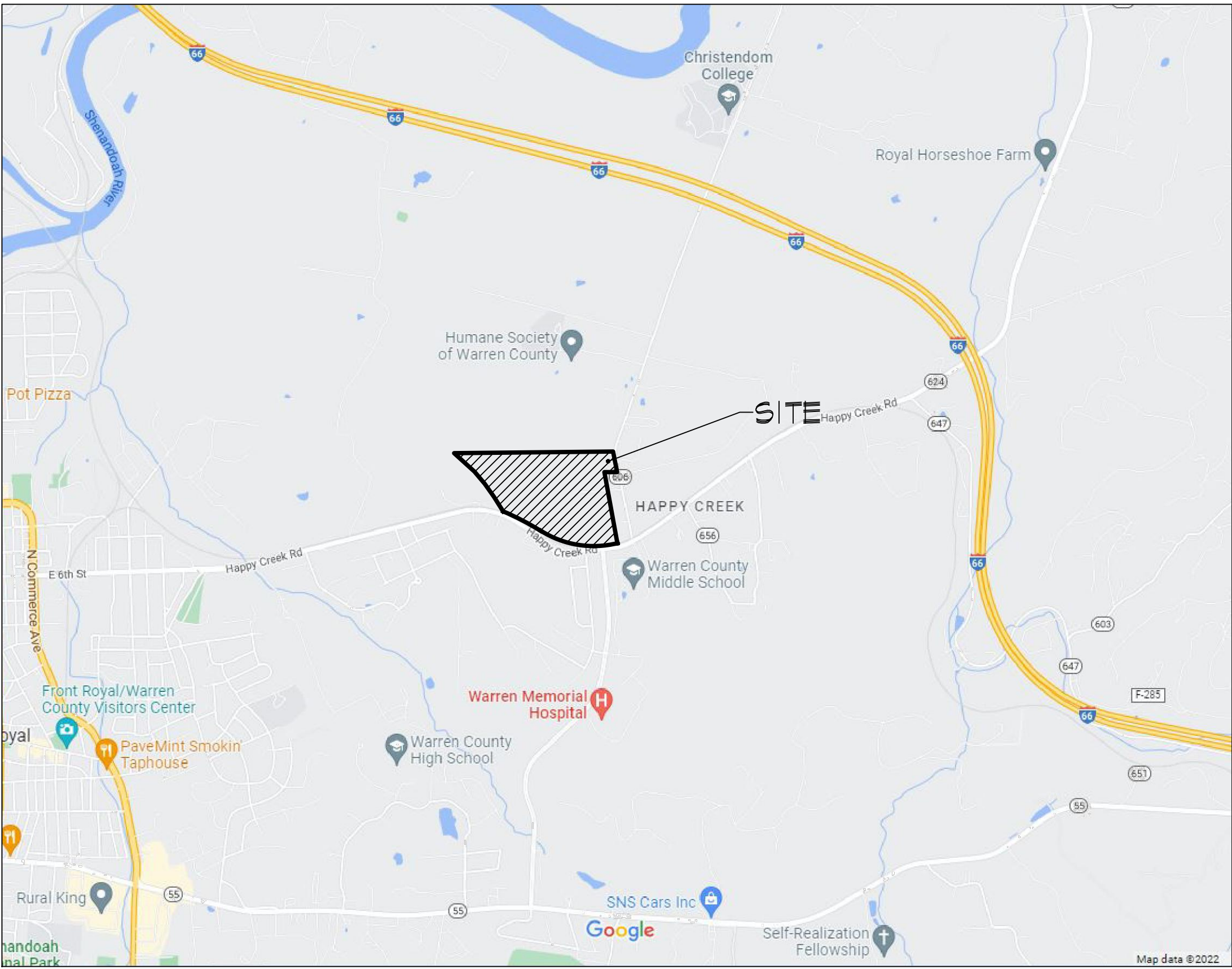
FRONT ROYAL, VIRGINIA

GENERAL NOTES

ALL THAT CERTAIN LOT, PIECE OR PARCEL OF LAND, WITH ALL IMPROVEMENTS THEREON AND ALL APPURTENANCES THERETO BELONGING, LOCATED AND BEING IN THE TOWN OF FRONT ROYAL, COUNTY OF WARREN, COMMONWEALTH OF VIRGINIA, AND BEING DESIGNATED AS FOLLOWS:

PARCEL 3A –PID 20A221–3A: 44.183 ACRES, MORE OR LESS, AS THE SAME IS SET FORTH ON PLAT ENTITLED "PLAT SHOWING DIVISION OF THE LAND OF R. ALTON MORRISON" ATTACHED TO DEED DATED APRIL 26, 1999, RECORDED AS INSTRUMENT NUMBER 990002893, AS CORRECTED IN INSTRUMENT NUMBER 990003204, AS FURTHER CORRECTED IN INSTRUMENT NUMBER 990007978, AMONG THE LAND RECORDS OF WARREN COUNTY, VIRGINIA, AND TO WHICH REFERENCES ARE HEREBY MADE FOR A MORE PARTICULAR DESCRIPTION OF THE PROPERTY HEREBY CONVEYED.

- BOUNDARY AND NORTH MERIDIAN INFORMATION SHOWN HEREON IS BASED ON EXISTING LAND RECORDS OF WARREN COUNTY, VIRGINIA AND FIELD SURVEY PERFORMED BY MORRIS & RITCHIE ASSOCIATES INC. ON JUNE 8, 2022. BEARING AND/OR DISTANCES MAY VARY FROM RECORD AND ARE SHOWN AS SURVEYED.
- SAID DESCRIBED PROPERTY IS LOCATED WITHIN AN AREA HAVING A ZONE DESIGNATION X – AREAS DETERMINED TO BE OUTSIDE THE 500–YEAR FLOODPLAIN – BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA), AS SHOWN ON FLOOD INSURANCE RATE MAP COMMUNITY–PANEL NUMBERS 51187C0117C, 51187C0116C DATED JUNE 3, 2008.
- ALL EASEMENTS AND RIGHTS–OF–WAY APPARENT FROM A CAREFUL PHYSICAL INSPECTION OF THE SURVEYED PROPERTY, OR AS IDENTIFIED IN SCHEDULE B – PART II ARE CORRECTLY SHOWN UNLESS OTHERWISE NOTED.
- NO EVIDENCE OF CURRENT EARTH MOVING WORK, BUILDING CONSTRUCTION OR BUILDING ADDITIONS WERE OBSERVED.
- NO EVIDENCE OF SITE USE AS A SOLID WASTE DUMP, SUMP OR SANITARY LANDFILL WAS OBSERVED.
- NO PROPOSED CHANGES IN STREET RIGHT OF WAY LINES AND NO EVIDENCE OF RECENT STREET OR SIDEWALK CONSTRUCTION OR REPAIRS WERE OBSERVED.
- THERE ARE NO OBSERVED PARTY WALLS.
- NO EVIDENCE OF BURIAL GROUND OR CEMETERIES.
- WATERS OF THE U.S. (INCLUDING WETLANDS) DELINEATION SHOWN HEREON HAS BEEN PREPARED BY WETLANDS STUDIES AND SOLUTIONS, INC DATED: 5/11/22
- TOPOGRAPHIC INFORMATION SHOWN BASED ON A FIELD SURVEY PERFORMED BY MORRIS & RITCHIE ASSOCIATES, INC. IN JUNE 8, 2022.
- THE PROPERTY HAS DIRECT ACCESS TO TO SHENANDOAH SHORES ROAD, STATE ROUTE 606, A PUBLIC RIGHT–OF–WAY.
- THE UNDERGROUND UTILITY LOCATIONS SHOWN HEREON ARE BASED ON MARKING BY MISS UTILITY 811. NO ADDITIONAL INVESTIGATION OF UNDERGROUND UTILITIES WAS PERFORMED PURSUANT TO THE CONTRACTED SCOPE OF WORK.
- THIS CONCEPT PLAN IS SUBJECT TO CHANGE BASED ON FINAL ENGINEERING AND DESIGN.



VICINITY MAP
SCALE: 1"=2000'

Sheet List Table	
Sheet Number	Sheet Title
1	COVER SHEET
2	NOTES & DETAILS
3	EXISTING CONDITIONS
4	LAYOUT PLAN
5	ILLUSTRATIVE PLAN

APPLICANT
MR. RICHARD LANHAM
NVR, INC.
3926 PENDER DRIVE, SUITE 200
FAIRFAX, VA 22030

OWNERS
SAYRE THOMAS HALL ET
835 SHENANDOAH SHORES RD
FRONT ROYAL, VA 22630

PREPARED BY
MORRIS & RITCHIE ASSOCIATES, INC.
604 SOUTH KING STREET, SUITE 200
LEESBURG, VIRGINIA 20175
CONTACT: TODD HECK

MORRIS & RITCHIE ASSOCIATES, INC.
ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS



COVER SHEET

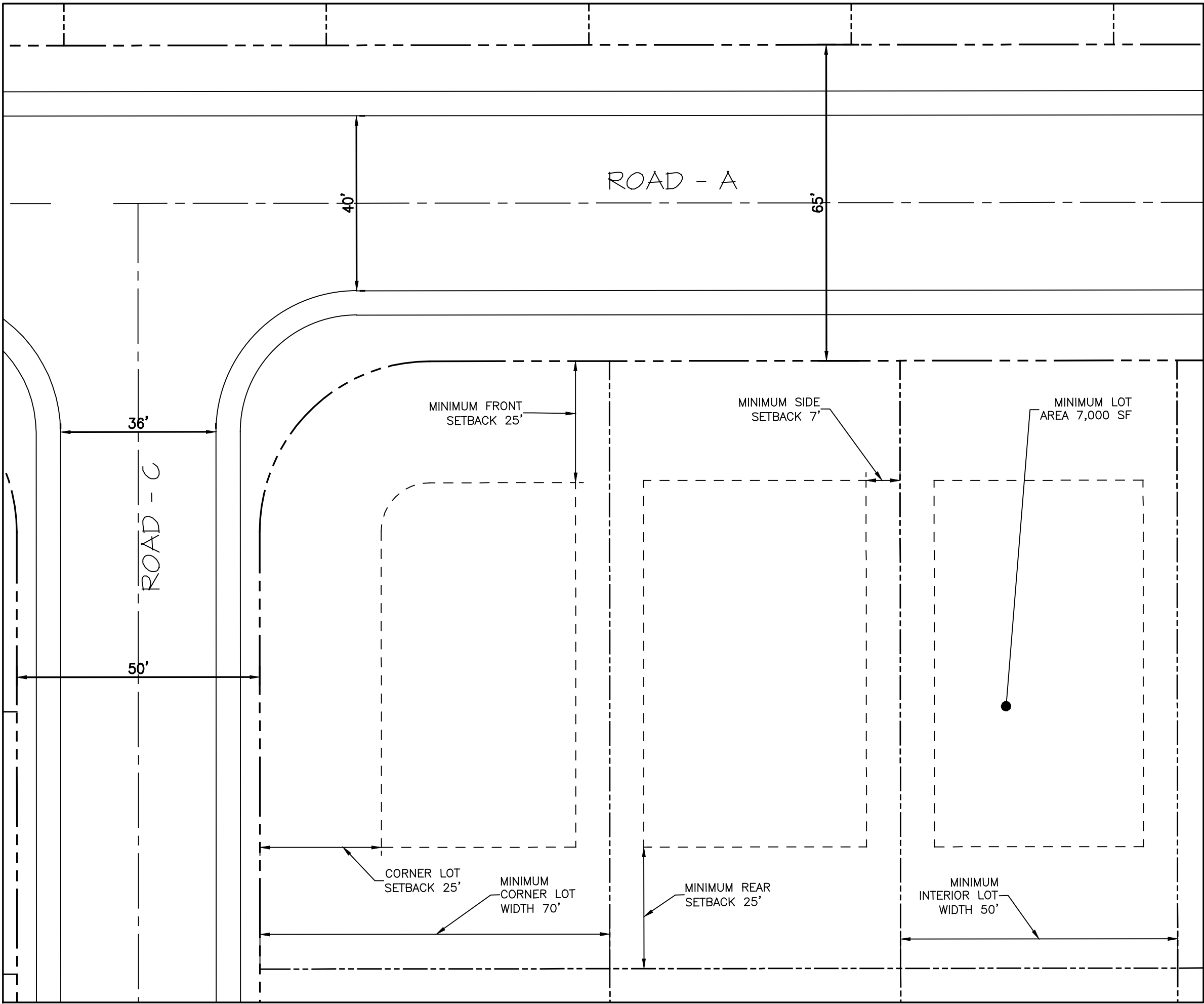
SADDLE CREST
CONCEPT PLAN
FRONT ROYAL, VA

JOB NO.: 21115
SCALE: AS SHOWN
DATE: 2022–08–24
DRAWN BY: JAE
DESIGN BY: JAE
REVIEW BY: JKE
SHEET: 1 OF 5

DATE

REVISIONS

Copyright 2022 Morris & Ritchie Associates, Inc.



TYPICAL LOT DETAIL

LEGEND

-----	EX. R/W LINE
-----	EX. PROPERTY LINE
-----	EX. ADJ. PROPERTY LINE
-----	EX. BUILDING
-----	EX. EASEMENT
-----	EX. PAVEMENT
-----	EX. CURB
-----	EX. WALKWAY
-----	EX. POWER POLE
-----	EX. METAL FENCE LINE
-----	OVERHEAD ELECTRIC
-----	WOODEN FENCE
-----	IRON PIN SET
-----	IRON PIN FOUND
-----	CAPPED REBAR FOUND

PROJECT NOTES

1. PHYSICAL ADDRESS IS 835 SHENANDOAH SHORES RD, FRONT ROYAL, VIRGINIA 22630, PER COUNTY GIS.
2. PARCEL PIN: 20A221-3A
3. TOTAL PARCEL AREA: 44.183 AC AS SURVEYED
4. EXISTING USE: AGRICULTURE/UNDEVELOPED
5. PROPOSED USE: RESIDENTIAL
6. EXISTING ZONING: R-E
7. PROPOSED ZONING: R-1A

ZONING REQUIREMENTS

ZONING:	R-1A	Units
	Min. Lot Area:	7,000 SF
	Min. Lot Width Interior:	50 FT
	Min. Lot Width Corner:	70 FT
Setbacks:	Front:	25 FT
	Side:	7 FT
	Rear:	25 FT
	Corner Lot Front:	25 FT

DENSITY SUMMARY

ZONE	LOTS	ACRES	UNITS PER ACRES
R-1A	142	44.183	3.214

ZONING REQUIREMENTS
(R-1A) SECTION 175-18.1

175-18.3 AREA (R-1A)

Notwithstanding the provisions of Section 175-128, all newly established uses, with the exception of single-family dwellings, shall be required to meet the minimum area requirements at the time of establishment of the use.

- A. Minimum lot size:
1. Single family dwellings: seven thousand (7,000) square feet.
 2. Schools: twenty thousand (20,000) square feet.
 3. Churches: twenty thousand (20,000) square feet.
 4. Parks and playgrounds: five thousand (5,000) square feet.
 5. Public utilities: no regulation.
 6. Other public facility uses: twenty thousand (20,000) square feet.

- B. Minimum lot width:
1. Single-family dwellings:
 - a. Corner lots: seventy (70) feet.
 - b. Interior lots: fifty (50) feet.
 2. Parks and playgrounds and public utilities: no regulation.
 3. All other uses: one hundred (100) feet.

- C. Minimum district size: three (3) acres.

175-18.4 HEIGHT(R-1A)

- A. Single-family dwellings: thirty-five (35) feet maximum.

- B. Public or semipublic buildings: forty-five (45) feet maximum, provided that the required front, side and rear yards are increased by two (2) feet for each foot in height over thirty-five (35) feet.

- C. Exemptions from height requirements:
1. Church spires.
 2. Belfries.
 3. Cupolas.
 4. Municipal water towers.
 5. Chimneys.
 6. Flues.
 7. Flagpoles.
 8. Television antennas.
 9. Radio aerials.

- D. Accessory buildings and structures:

1. On lots with an area of less than five-tenths (0.5) acre: two-thirds (2/3) height of principal structure.
2. On lots with an area of five-tenths (0.5) acre or more: not to exceed height of principal structure or thirty-five (35) feet, whichever is less.

175-18.5 MINIMUM YARD DIMENSIONS (R-1A)

- A. Single-family dwellings:
1. Front setback: twenty-five (25) feet.
 2. Side: seven (7) feet.
 3. Corner side: twenty-five (25) feet.
 4. Rear: twenty-five (25) feet.

- B. Other principal structures:
1. Front setback: twenty-five (25) feet.
 2. Side: fifteen (15) feet.
 3. Rear: thirty (30) feet.
 4. Corner side: twenty-five (25) feet.

- C. Accessory buildings and structures:
1. Front setback: thirty (30) feet.
 2. Side: five (5) feet or fifty percent (50%) of building height, whichever is greater.
 3. Rear: five (5) feet or fifty percent (50%) of building height, whichever is greater.
 4. Corner side: twenty-five (25) feet.

- D. Notwithstanding the provisions above, the front setback on any lot located within a block that is fifty percent (50%) or more developed shall conform with any consistently established setback along the block.

- E. The main or front building facade and entrance for any single-family dwelling shall be oriented toward the front yard of the property, unless an administrative variance is granted pursuant to Section 175-147.1.

(Added "E" 2-26-01-Effective Upon Passage)

175-18.6 LOT COVERAGE (R-1A)

- A. Maximum building coverage: thirty-five percent (35%)
- B. Accessory building coverage: thirty percent (30%) of any required yard

175-18.7 OFF-STREET PARKING (R-1A)

- A. Space requirements:

1. Single-family dwellings: two (2) spaces per unit.
2. Churches/assembly area: one (1) space per four (4) fixed seats in the main assembly or one (1) per one hundred (100) net square feet.
3. Schools: one (1) space per employee plus parking space for assembly areas as provided in Subsection A (2) above.
4. Libraries: one (1) space per one thousand (1,000) gross square feet.

- B. Location: Minimum setback for driveways and parking: three (3) feet from side and rear property lines for parking areas consisting of no more than 4,500 square feet in area. All parking areas with more than 4,500 square feet in area shall meet the requirements of Section 148-870. (Amended 6-13-16 - Effective Upon Passage)

- C. Parking spaces where one car is parked behind another car are permitted in this district for individual dwelling units.

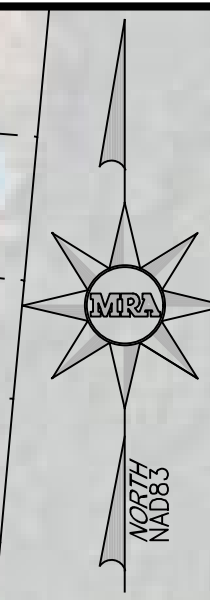
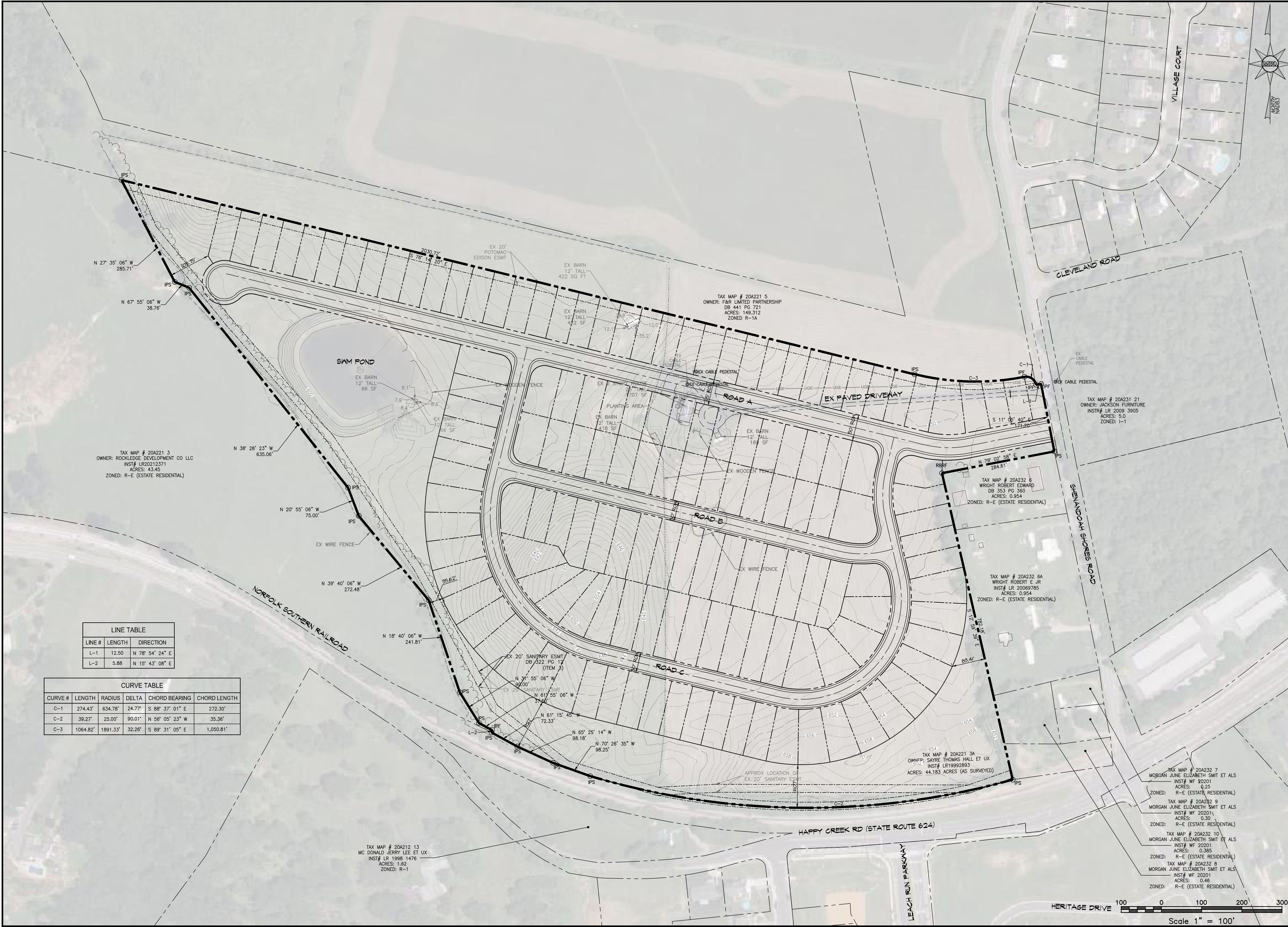
MORRIS & RITCHIE ASSOCIATES, INC.
ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS



NOTES & DETAILS

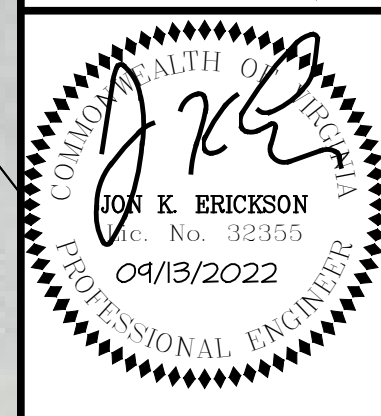
SADDLE CREST
CONCEPT PLAN
FRONT ROYAL, VA

JOB NO.:	21115
SCALE:	
DATE:	2022-08-24
DRAWN BY:	JAE
DESIGN BY:	JAE
REVIEW BY:	JKE
SHEET:	2 OF 5



DATE	REVISIONS

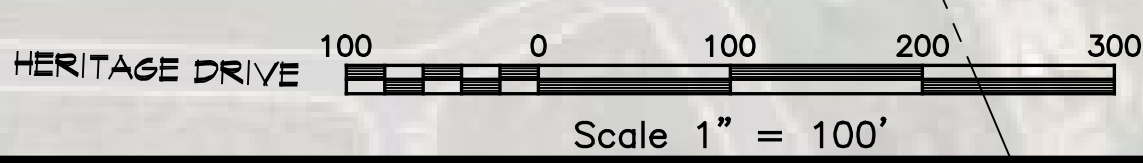
MORRIS & RITCHIE ASSOCIATES, INC.
ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS
604 SOUTH KING STREET, SUITE 200
LEESBURG, VA 20175
PHONE: (703) 984-4047
MRA@GMAIL.COM
Copyright 2022 Morris & Ritchie Associates, Inc.

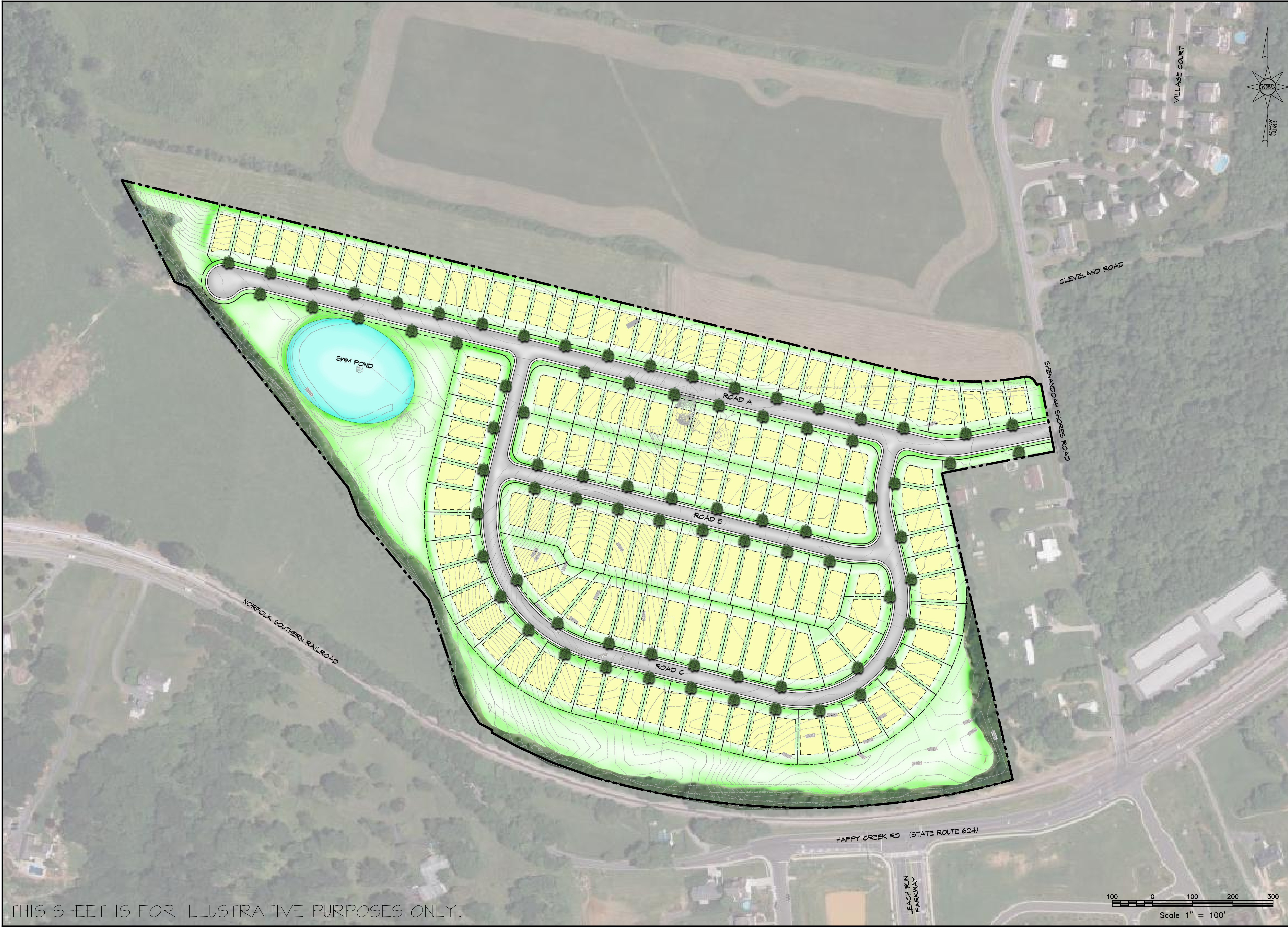


#####
SADDLE CREST CONCEPT PLAN
FRONT ROYAL, VA
JOB NO.: 21115
SCALE: AS SHOWN
DATE: 2022-08-24
DRAWN BY: JAE
DESIGN BY: JAE
REVIEW BY: JKE
SHEET: 4 OF 5

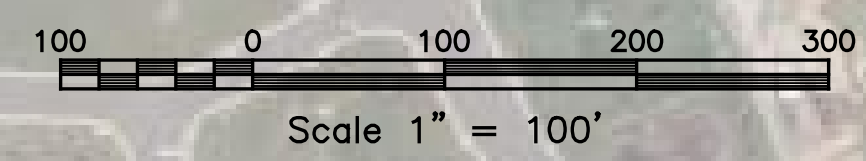
LINE TABLE		
LINE #	LENGTH	DIRECTION
L-1	12.50	N 78° 54' 24" E
L-2	5.88	N 15° 43' 08" E

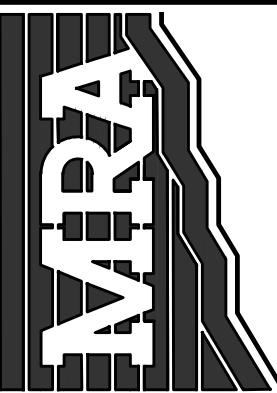
CURVE TABLE					
CURVE #	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD LENGTH
C-1	274.43'	634.78'	24.77°	S 88° 37' 01" E	272.30'
C-2	39.27'	25.00'	90.01°	N 56° 05' 23" W	35.36'
C-3	1064.82'	1891.33'	32.26°	S 89° 31' 05" E	1,050.81'

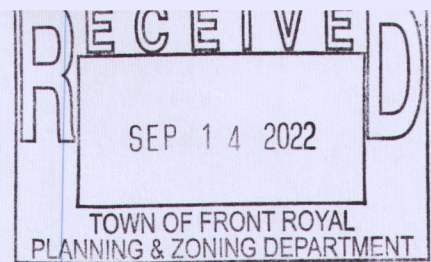




THIS SHEET IS FOR ILLUSTRATIVE PURPOSES ONLY!



ILLUSTRATIVE PLAN	SADDLE CREST CONCEPT PLAN FRONT ROYAL, VA	JOB NO.: 21115	MORRIS & RITCHIE ASSOCIATES, INC. ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS 604 SOUTH KING STREET, SUITE 200 LEESBURG, VA 20175 PHONE: (703) 984-4047 MRAGTA.COM Copyright 2022 Morris & Ritchie Associates, Inc.	 	DATE	REVISIONS
SHEET: 5 OF 5						



PROFFER STATEMENT

REZONING: RZ# 2200385
Estate Residential District (R-E) to Residential District (R-1A)

PROPERTY: 44.183 Acres +/-;
Tax Map Parcel 20A221-3A (the "Property")

RECORD OWNERS: Thomas H. Sayre and Carla A. Sayre (collectively "Owner")

APPLICANT: NVR, INC. ("Applicant")

ORIGINAL DATE
OF PROFFERS: September 14, 2022

REVISION DATE(S): _____

The undersigned Owner hereby proffers that the use and development of the above-referenced parcels, which are requested to be rezoned, shall be in substantial conformance with the following conditions, which shall supersede all other proffers on the Property that may have been made prior hereto. In the event that the above-referenced R-1A conditional rezoning is not granted as applied for by the Owner, these proffers shall be deemed withdrawn and shall be null and void. Further, these proffers are contingent upon final rezoning of the Property with "final rezoning" defined as that rezoning which is in effect on the day following the last day upon which the Town Council of the Town of Front Royal, Virginia (the "Town Council") decision granting the rezoning may be contested in the appropriate court. If the Town Council's decision is contested, and the Owner elects not to submit development plans until such contest is resolved, the term rezoning shall include the day following entry of a final court order affirming the decision of the Town Council which has not been appealed, or, if appealed, the day following which the decision has been affirmed on appeal.

The headings of the proffers set forth below have been prepared for convenience or reference only and shall not control or affect the meaning or be taken as an interpretation of any provision of the proffers. The improvements proffered herein shall be provided at the time of development of that portion of the Property adjacent to or including the improvement or other proffered requirement, unless otherwise specified herein. Any proffered conditions that would prevent the Owner from conforming with State and/or Federal regulations shall be considered null and void. The term "Owner" as referenced herein shall include within its meaning all future owners and successors in interest.

1. Land Use

- 1.1 The Property shall be developed as a residential single-family detached community.

2. Site Development

- 2.1 Applicant shall develop the Property in conformance with the Saddle Crest Concept Plan dated August 24, 2022 and attached hereto and incorporated herein by reference as "Exhibit A."
- 2.2 Applicant shall incorporate a mixture of vegetative screening/existing vegetation, where appropriate, fencing, other appropriate barriers, and open space on the Property's shared boundary with the Norfolk Southern railroad line to minimize the impacts of the railroad to the future residents of the Property.
- 2.3 Applicant shall incorporate a mixture of vegetative screening/existing vegetation, where appropriate, and fencing along the shared property lines with Tax Map Nos. 20A232-6, 20A232-6A, 20A232-8, and 20A232-10 to maintain privacy between these adjoining residential uses and the residences to be constructed on the Property.
- 2.4 The Property shall be served by public water and sewer provided by the Town of Front Royal, Virginia (the "Town").
- 2.5 Applicant shall install appropriate storm water management facilities on the Property including a storm water retention pond. The pond shall be located in the open space which shall be conveyed to the future homeowners' association for the subdivision. The homeowners' association shall be responsible for the maintenance of the pond.
- 2.6 A portion of the Property shall be reserved as open space. Such open space shall be conveyed to and maintained by the future homeowners' association for the subdivision constructed on the Property.
- 2.7 Applicant shall install one or more entrance features on the open spaces depicted on Exhibit A, which are adjacent to Shenandoah Shores Road to include, but not be limited to, a monument sign identifying the subdivision and the entrance to the Property. The entrances features(s) shall be maintained by the future homeowners' association for the subdivision.

3. Transportation

- 3.1 The Property shall be served by a single access point on Shenandoah Shores Road as depicted on Exhibit A which shall be constructed in accordance with the Town of Front Royal ("Town") or Virginia Department of Transportation ("VDOT") standards, as appropriate.
- 3.2 The roads within the subdivision on the Property shall be public, constructed to Town or VDOT standards, as appropriate, dedicated to the Town and maintained by the Town.

4. Homeowners' Association

- 4.1 Applicant shall create a homeowners' association to maintain the open space areas of the Property, entrances feature(s) and the storm water management pond constructed on the Property.

[remainder of page intentionally left blank]

Respectfully submitted,

OWNER:

THOMAS HALL SAYRE

STATE/Commonwealth of _____, AT LARGE
CITY/COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me this _____ day of _____,
2022, by THOMAS HALL SAYRE.

NOTARY PUBLIC

My commission expires: _____
Registration number: _____

CARLA A. SAYRE

STATE/Commonwealth of _____, AT LARGE
CITY/COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me this _____ day of _____,
2022, by CARLA A. SAYRE.

NOTARY PUBLIC

My commission expires: _____
Registration number: _____



September 13, 2022

Lauren Kopishke, Director
Town of Front Royal
Department of Planning & Zoning
102 E. Main Street
Front Royal, VA 22630

Re: Saddle Crest Rezoning Application

Dear Ms. Kopishke:

Enclosed please find the following documents in support of our rezoning application for Saddle Crest:

- Rezoning Application Form – executed signed by Thomas and Carla Sayre, as owners and NVR, Inc./Richard Lanham, as Applicant.
- Submission fee check for \$4,818.30 made payable to Town of Front Royal.
- Saddle Crest Concept Plan (8 copies). Digital copy sent by email.
- Traffic Impact Analysis by Kittelson & Associates for Saddle Crest (3 copies).
- Draft Proffer Statement
- Statement of Justification

I have also attached a copy of the waiver request we filed and discussed previously in connection with the Environmental Impact Analysis and understand this has been waived.

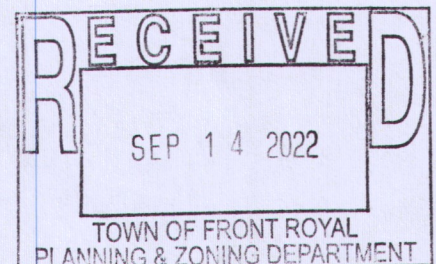
I appreciate the tremendous amount of time and advice you have provided over the last 6 to 7 months and look forward to working with you on the successful completion of this community.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Richard A. Lanham", is written over a horizontal line.

Richard A. Lanham
Land Entitlement Manager



STATEMENT OF JUSTIFICATION

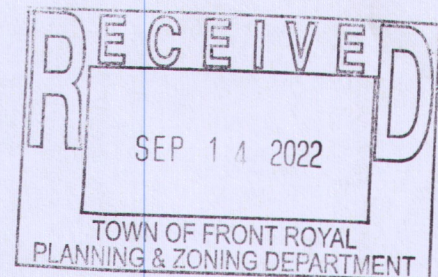
Owner and Applicant request the rezoning of a 44.18 acre parcel known as Tax Map No. 20A221-3A located in the Town of Front Royal, Virginia (the "Property") from Estate Residential District (R-E) to Residential District (R-1A). The Applicant proposes to develop 142 single-family detached lots on the Property.

The Property is located in the North East Planning Area of the Town's Comprehensive Plan. The updated Comprehensive Plan identifies neighborhood residential (medium density) as the future land use of the Property. Neighborhood residential areas may consist of single-family detached, single-family attached, and/or two-family attached homes. The Applicant shall design Saddle Crest as a traditional neighborhood with sidewalks, and the subdivision will be served by public water and sewer in conformance with the updated Comprehensive Plan. The Town desires to offer a variety of housing types in the North East Planning Area to its residents, and Saddle Crest will provide one such option.

Per the Town's Zoning Ordinance, the purpose of the R-1A district is to accommodate single-family detached residential development with medium density and protect and encourage a suitable environment for family life. Single-family detached residences are already permitted by right and are a preferred housing option for future development of the Property per the updated Comprehensive Plan. Additionally, the Property's location makes it ideal for a medium density subdivision, as it is bounded by other residential uses including a 149 acres tract of land to the north which is already zoned R-1A. The Property also adjoins land that will become the future east-west connector planned for this area of the Town.

The Concept Plan attached to the Proffers for this Application sets forth the dimensions of the proposed development which are in conformance with the requirements of the Zoning Ordinance. A cluster development is not proposed for this Property. Rather each lot will be a minimum of 7,000 square feet with all required setbacks. The Concept Plan also provides for open space on the Property.

Saddle Crest is in conformance with the goals and future land use designations of the Town's updated Comprehensive Plan. Saddle Crest will be a positive residential addition to the Town's housing stock and will improve the quality and diversity of housing options available to the Town's residents while maintaining the medium density development the Town prefers for this area.



September 9, 2022

Project# 27646

To: Lauren Kopishke, CZA
Director of Planning and Zoning – Town of Front Royal

From: Chris Tiesler, P.E., PTOE.; Andrew Butsick, P.E.; John Callow

RE: Saddle Crest Development – Transportation Assessment

TRANSPORTATION ASSESSMENT

Kittelston & Associates, Inc. (Kittelston) developed this memorandum to document the anticipated transportation impacts of the proposed Saddle Crest development on Shenandoah Shores Road in Front Royal, Virginia. **Figure 1** illustrates the site plan for the proposed 142 single-family development with a single access point along Shenandoah Shores Road. For the purposes of this analysis, build-out of the developed was assumed to occur by year 2026. The primary intent of this memorandum is to evaluate the anticipated traffic operations of the roadway network after build-out of the proposed site, including peak hour operations and evaluation of VDOT turn lane warrants. Specifically, this analysis includes:

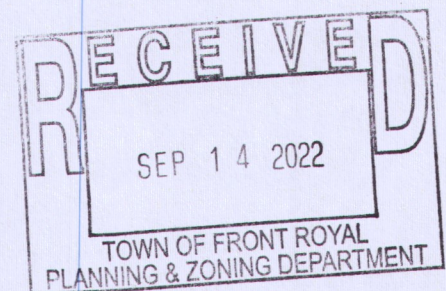
- Trip generation estimate
- Left- and right-turn lane warrant analyses of the proposed site-access driveway on Shenandoah Shores Road.
- Year 2026 operational analysis of the Shenandoah Shores Road/Site Driveway intersection

Preliminary findings are summarized below.

- The proposed site driveway intersection is forecast to operate at LOS B or better during the weekday a.m. and p.m. peak hours after build-out of the site.
- VDOT southbound right-turn lane warrants are not forecast to be met at the site driveway.
- VDOT northbound left-turn lane warrants are not forecast to be met at the site driveway.

Development Description

The proposed development consists of 142 single-family detached homes and is assumed to be completely built out and occupied by year 2026. **Figure 1** illustrates a conceptual site plan of the proposed development. The single point of access is proposed approximately 900 feet north of Happy Creek Road. Shenandoah Shores Road is identified as a Major Collector by the Virginia Department of Transportation (VDOT).





Volume Development

To evaluate VDOT turn lane warrants and evaluate anticipated operations at the site driveway after build-out in 2026, the projected traffic volumes at the site driveway were developed. Twenty-four-hour tube counts were obtained in March 2022 on Shenandoah Shores Road in the approximate location of the future site access driveway. The counts were conducted on a weekday when school was in session. **Attachment A** contains all count data sheets.

To estimate future traffic volumes and assignments for both development phases, a trip distribution pattern was established, assuming all residential trips generated by the development would travel to/from the south and Happy Creek Road, as there are few destinations for such trips to the north. A linear 1.0 percent annual growth rate was applied to existing volumes on Shenandoah Shores Road to project future baseline volumes for year 2026. No "in-process" developments were identified in the vicinity of the project.

Once background traffic volume projections were established, the site-generated trips for the proposed development were assigned to the roadway network. **Table 1** below illustrates the anticipated trip generation of the proposed development using the Institute of Transportation Engineers (ITE) *Trip Generation Manual*, 11th Edition (Reference 1).

Table 1. Estimated Trip Generation

Land Use	ITE Code	Units	Weekday Daily	Peak Hour Adjacent Street					
				Total	Weekday AM Peak Hour		Weekday PM Peak Hour		
					In	Out	Total	In	Out
Single-Family Detached Housing	210	142 Dwelling Units	1,393	102	27	75	138	87	51

Figure 2 illustrates the anticipated traffic volumes at the site driveway after build-out of the proposed site in 2026 during the weekday a.m. and weekday p.m. peak hour.

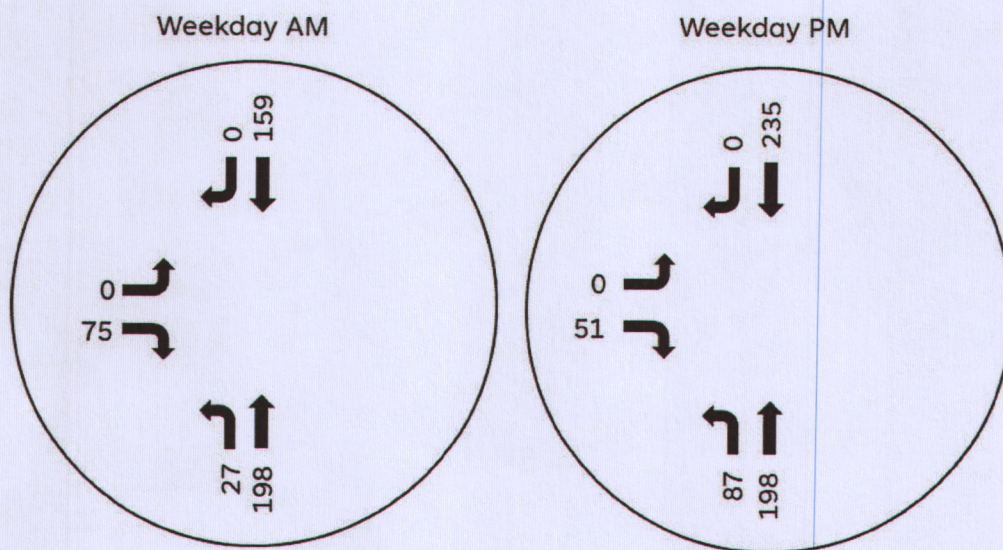


Figure 2. Projected Traffic Volumes – Shenandoah Shores Road/Site Driveway - 2026 Post-Build-Out – Weekday AM & PM Peak Hours

VDOT Turn Lane Warrant Evaluation

The subsequent section evaluates the need for left- and right-turn lanes at the Shenandoah Shores Road/Site Driveway intersection based on VDOT design standards established in Appendix F of the VDOT RDM (Reference 2).

RIGHT-TURN LANE WARRANTS

Per Appendix F of the RDM, a right-turn lane should be considered on a two-lane roadway if the warrants in Figure 3-26 are met. No southbound right-turns are projected at the Shenandoah Shores Road/Site Driveway intersection since virtually all traffic generated by the development will be oriented southward toward Happy Creek Road. As shown in **Figure 3**, the minimum VDOT threshold for a right-turn taper on Shenandoah Shores Road is 20 vehicles in a single peak hour. Even if a few vehicles were to travel to the development from the north, it is unlikely there would be more than 20 southbound right-turns in a single hour. Therefore, neither a southbound right-turn taper nor turn lane are warranted.

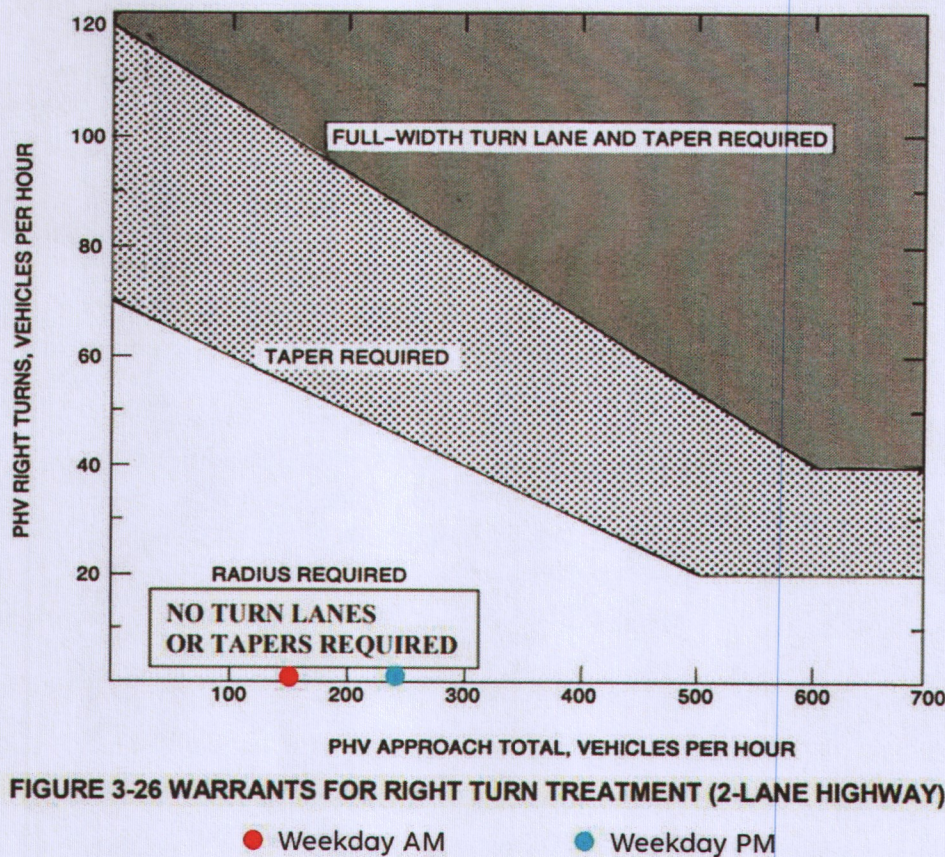


Figure 3. VDOT Right-Turn Lane Warrants – Shenandoah Shores Road – 2026 Post-Build-Out Weekday AM & PM Peak Hours

LEFT-TURN LANE WARRANTS

Per Appendix F of the RDM, a left-turn lane on a two-lane roadway with a posted speed of 35 miles-per-hour is required if the thresholds for various conditions (design speed, percentage of left-turns, advancing/opposing volume) are met. These warrants were evaluated against the weekday a.m. and p.m. peak hour projections of northbound left-turn demand at the Shenandoah Shores Road/Site Driveway intersection for both development scenarios. **Figure 4** and **Figure 5** illustrate the application of the appropriate nomographs for the weekday a.m. and weekday p.m. peak hours, respectively.

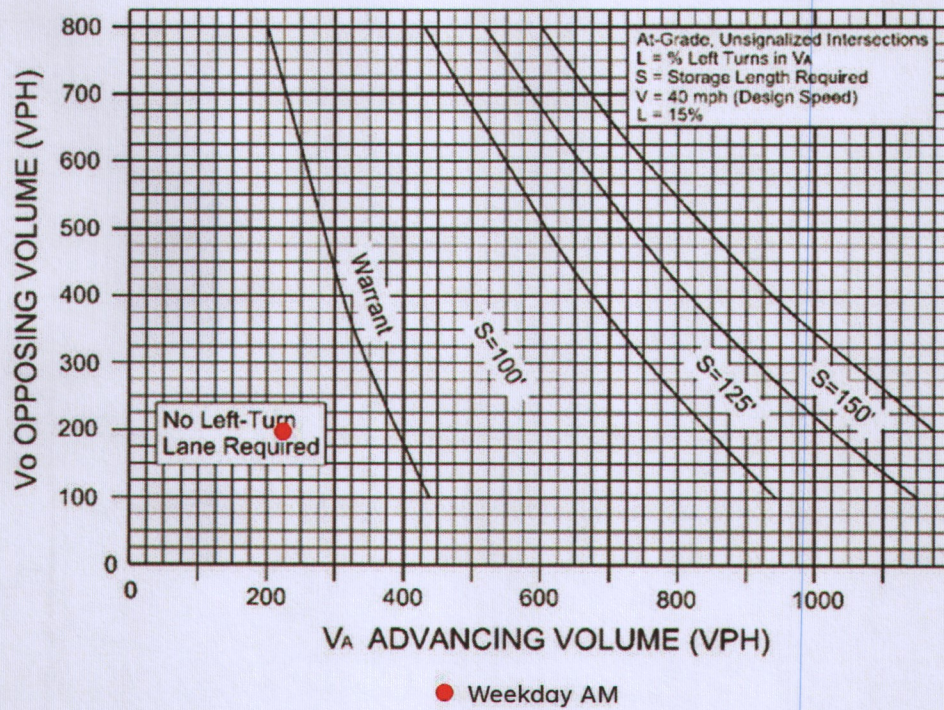


Figure 4. VDOT Left-Turn Lane Warrants – Shenandoah Shores Road – 2026 Post-Build-Out Weekday AM Peak Hour

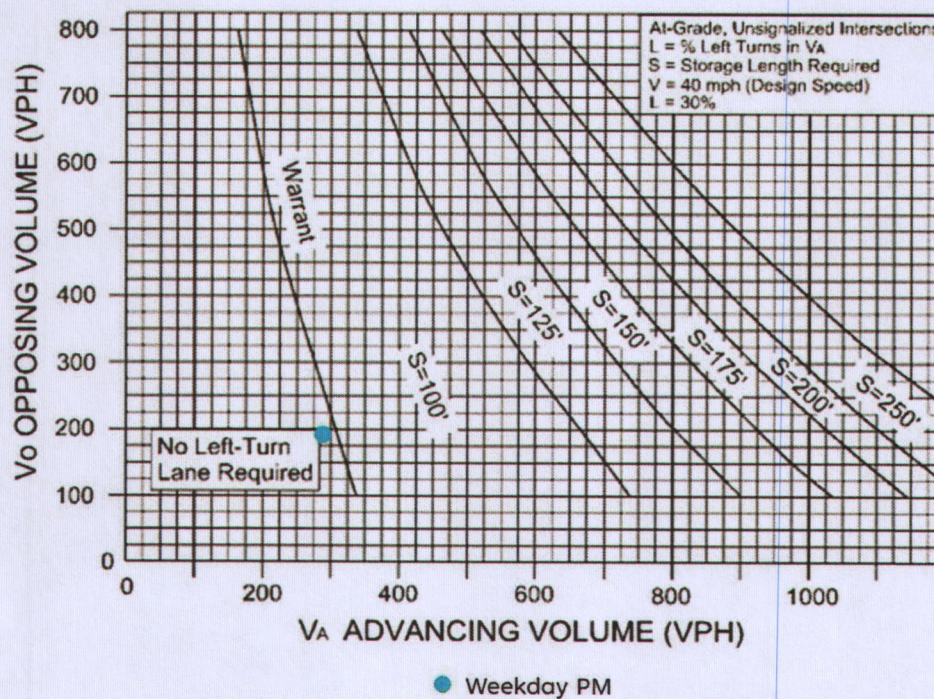


Figure 5. VDOT Left-Turn Lane Warrants – Shenandoah Shores Road – 2026 Post-Build-Out Weekday AM Peak Hour

As shown in the nomographs, neither development scenario is projected to trigger a VDOT warrant for a northbound left-turn lane on Shenandoah Shores Road at the site driveway.

FUTURE TRAFFIC OPERATIONS

All level of service (LOS) analyses described in this report was performed in accordance with the procedures stated in the *Highway Capacity Manual, 6th Edition* (HCM – Reference 3). This analysis is based on the system hourly peak during each of the study periods to evaluate of all intersection levels-of-service. The weekday a.m. and weekday p.m. peak hours were found to occur from 8:00 a.m. to 9:00 a.m. and 5:00 p.m. to 6:00 p.m., respectively. Traffic operations were evaluated using Synchro 11 in accordance with VDOT's *Traffic Operations and Safety Analysis Manual v2.0* (TOSAM – Reference 4).

Figure 5 illustrates the anticipated peak hour operations at the site driveway after build-out of the proposed site in 2026. **Table 2** summarizes the operations. **Attachment B** contains the year 2026 level of service worksheets for both scenarios.

Table 2. Year 2026 Traffic Operations – Weekday AM and Weekday PM Peak Hours

Intersection	Control Form	Approach	Lane Group	Weekday AM			Weekday PM		
				LOS	Delay (sec)	Queue (ft)	LOS	Delay (sec)	Queue (ft)
Shenandoah Shores Rd & Site Driveway	Two-way, stop-controlled	EB	EBLR	A	9.6	<25	B	10.0	<25
		NB	NBLT	A	0.9	0	A	2.4	<25
		SB	SBTR	-	-	-	-	-	-

As shown, the Shenandoah Shores Road/Site Driveway intersection is forecast to operate acceptably at LOS A and LOS B under year 2026 total traffic conditions during the weekday a.m. and weekday p.m. peak hours, respectively.

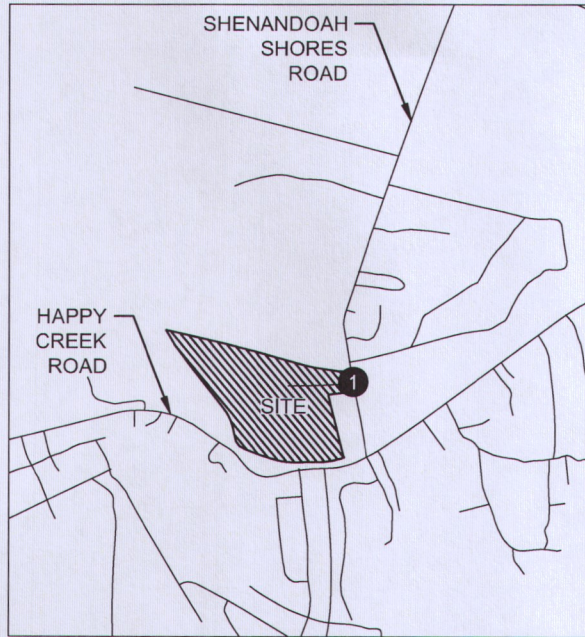
Conclusions

The proposed development is not forecast to any off-site improvements. Findings are summarized below.

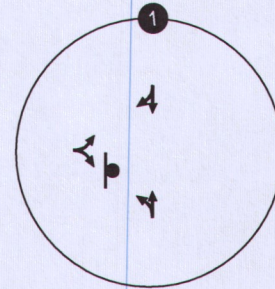
- The proposed site driveway intersection is forecast to operate at LOS B or better during the weekday a.m. and p.m. peak hours after build-out of the site.
- VDOT southbound right-turn lane warrants are not forecast to be met at the site driveway.
- VDOT northbound left-turn lane warrants are not forecast to be met at the site driveway.

References

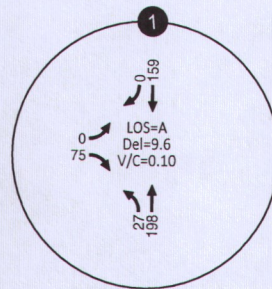
1. Institute of Transportation Engineers. Trip Generation, 11th Edition. 2021.
2. Virginia Department of Transportation. Road Design Manual.
3. Transportation Research Board. Highway Capacity Manual, 6th Edition. 2016.
4. Virginia Department of Transportation. Traffic Operations and Safety Analysis Manual. February 2020.



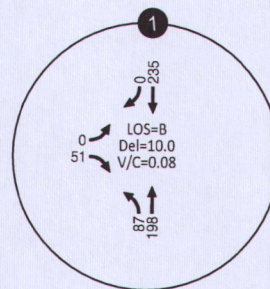
2026 ASSUMED LANE CONFIGURATION



WEEKDAY AM



WEEKDAY PM



 = STOP SIGN

LOS = CRITICAL MOVEMENT LEVEL OF SERVICE
(SIGNALIZED)/CRITICAL MOVEMENT LEVEL OF
SERVICE (UNSIGNALIZED)

Del = INTERSECTION AVERAGE CONTROL DELAY
(SIGNALIZED)/CRITICAL MOVEMENT CONTROL
DELAY (UNSIGNALIZED)

V/C = CRITICAL CRITICAL VOLUME-TO-CAPACITY RATIO

**2026 Total Traffic Conditions
Weekday AM & PM Peak Hours
Front Royal, VA**

Figure
6

Attachment A
Traffic Data

Type of report: Tube Count - Volume Data

LOCATION: Shenandoah Shores Rd North of Happy Creek Rd SPECIFIC LOCATION: CITY/STATE: Front Royal, VA										QC JOB #: 15751801 DIRECTION: NB DATE: Mar 22 2022 - Mar 23 2022
Start Time	Mon 22 Mar 22	Tue 23 Mar 22	Wed 24 Mar 22	Thu 25 Mar 22	Fri 26 Mar 22	Average Weekday Hourly Traffic	Sat 27 Mar 22	Sun 28 Mar 22	Average Week Hourly Traffic	Average Week Profile
12:00 AM		13	10			12			12	
01:00 AM		9	4			7			7	
02:00 AM		4	3			4			4	
03:00 AM		5	6			6			6	
04:00 AM		5	4			5			5	
05:00 AM		21	26			24			24	
06:00 AM		50	44			47			47	
07:00 AM		111	111			111			111	
08:00 AM		188	192			190			190	
09:00 AM		128	155			142			142	
10:00 AM		84	90			87			87	
11:00 AM		100	95			98			98	
12:00 PM		139	109			124			124	
01:00 PM		107	119			113			113	
02:00 PM		141	106			124			124	
03:00 PM		172	171			172			172	
04:00 PM		164	201			183			183	
05:00 PM		219	161			190			190	
06:00 PM		147	153			150			150	
07:00 PM		111	100			106			106	
08:00 PM		102	77			90			90	
09:00 PM		75	56			66			66	
10:00 PM		38	35			37			37	
11:00 PM		29	20			25			25	
Day Total		2162	2048			2113			2113	
% Weekday Average		102.3%	96.9%							
% Week Average		102.3%	96.9%			100%				
AM Peak Volume		8:00 AM 188	8:00 AM 192			8:00 AM 190			8:00 AM 190	
PM Peak Volume		5:00 PM 219	4:00 PM 201			5:00 PM 190			5:00 PM 190	
Comments:										

Report generated on 3/25/2022 6:35 AM

SOURCE: Quality Counts, LLC (<http://www.qualitycounts.net>)

Type of report: Tube Count - Volume Data

LOCATION: Shenandoah Shores Rd North of Happy Creek Rd							QC JOB #: 15751801			
SPECIFIC LOCATION:							DIRECTION: SB			
CITY/STATE: Front Royal, VA							DATE: Mar 22 2022 - Mar 23 2022			
Start Time	Mon 22 Mar 22	Tue 23 Mar 22	Wed 24 Mar 22	Thu 25 Mar 22	Fri 26 Mar 22	Average Weekday Hourly Traffic	Sat 27 Mar 22	Sun 28 Mar 22	Average Week Hourly Traffic	Average Week Profile
12:00 AM		14	7			11			11	
01:00 AM		11	3			7			7	
02:00 AM		4	5			5			5	
03:00 AM		13	8			11			11	
04:00 AM		38	36			37			37	
05:00 AM		65	51			58			58	
06:00 AM		90	102			96			96	
07:00 AM		111	121			116			116	
08:00 AM		144	162			153			153	
09:00 AM		87	102			95			95	
10:00 AM		82	117			100			100	
11:00 AM		127	104			116			116	
12:00 PM		128	106			117			117	
01:00 PM		120	93			107			107	
02:00 PM		142	104			123			123	
03:00 PM		206	197			202			202	
04:00 PM		166	183			175			175	
05:00 PM		249	203			226			226	
06:00 PM		145	96			121			121	
07:00 PM		104	84			94			94	
08:00 PM		60	63			62			62	
09:00 PM		32	74			53			53	
10:00 PM		39	24			32			32	
11:00 PM		13	20			17			17	
Day Total		2190	2065			2134			2134	
% Weekday Average		102.6%	96.8%							
% Week Average		102.6%	96.8%			100%				
AM Peak Volume		8:00 AM 144	8:00 AM 162			8:00 AM 153			8:00 AM 153	
PM Peak Volume		5:00 PM 249	5:00 PM 203			5:00 PM 226			5:00 PM 226	
Comments:										

Report generated on 3/25/2022 6:35 AM

SOURCE: Quality Counts, LLC (<http://www.qualitycounts.net>)

Type of report: Tube Count - Volume Data

LOCATION: Shenandoah Shores Rd North of Happy Creek Rd							QC JOB #: 15751801			
SPECIFIC LOCATION:							DIRECTION: NB, SB			
CITY/STATE: Front Royal, VA							DATE: Mar 22 2022 - Mar 23 2022			
Start Time	Mon 22 Mar 22	Tue 23 Mar 22	Wed 24 Mar 22	Thu 25 Mar 22	Fri 26 Mar 22	Average Weekday Hourly Traffic	Sat 27 Mar 22	Sun 28 Mar 22	Average Week Hourly Traffic	Average Week Profile
12:00 AM		27	17			22			22	
01:00 AM		20	7			14			14	
02:00 AM		8	8			8			8	
03:00 AM		18	14			16			16	
04:00 AM		43	40			42			42	
05:00 AM		86	77			82			82	
06:00 AM		140	146			143			143	
07:00 AM		222	232			227			227	
08:00 AM		332	354			343			343	
09:00 AM		215	257			236			236	
10:00 AM		166	207			187			187	
11:00 AM		227	199			213			213	
12:00 PM		267	215			241			241	
01:00 PM		227	212			220			220	
02:00 PM		283	210			247			247	
03:00 PM		378	368			373			373	
04:00 PM		330	384			357			357	
05:00 PM		468	364			416			416	
06:00 PM		292	249			271			271	
07:00 PM		215	184			200			200	
08:00 PM		162	140			151			151	
09:00 PM		107	130			119			119	
10:00 PM		77	59			68			68	
11:00 PM		42	40			41			41	
Day Total		4352	4113			4237			4237	
% Weekday Average		102.7%	97.1%							
% Week Average		102.7%	97.1%			100%				
AM Peak Volume		8:00 AM 332	8:00 AM 354			8:00 AM 343			8:00 AM 343	
PM Peak Volume		5:00 PM 468	4:00 PM 384			5:00 PM 416			5:00 PM 416	

Comments:

Report generated on 3/25/2022 6:35 AM

SOURCE: Quality Counts, LLC (<http://www.qualitycounts.net>)

Attachment B

Year 2026

Traffic Operations Worksheets

HCM 6th TWSC
4: Shenandoah Shores Rd & Site Dwy

Saddle Crest Development
2026 Total AM

Intersection

Int Delay, s/veh 2

Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Traffic Vol, veh/h	0	75	27	198	159	0
Future Vol, veh/h	0	75	27	198	159	0
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	88	88	88	88	88	88
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	0	85	31	225	181	0

Major/Minor	Minor2	Major1	Major2
Conflicting Flow All	468	181	181
Stage 1	181	-	-
Stage 2	287	-	-
Critical Hdwy	6.42	6.22	4.12
Critical Hdwy Stg 1	5.42	-	-
Critical Hdwy Stg 2	5.42	-	-
Follow-up Hdwy	3.518	3.318	2.218
Pot Cap-1 Maneuver	553	862	1394
Stage 1	850	-	-
Stage 2	762	-	-
Platoon blocked, %			
Mov Cap-1 Maneuver	539	862	1394
Mov Cap-2 Maneuver	539	-	-
Stage 1	829	-	-
Stage 2	762	-	-

Approach	EB	NB	SB
HCM Control Delay, s	9.6	0.9	0
HCM LOS	A		

Minor Lane/Major Mvmt	NBL	NBT	EBLn1	SBT	SBR
Capacity (veh/h)	1394	-	862	-	-
HCM Lane V/C Ratio	0.022	-	0.099	-	-
HCM Control Delay (s)	7.6	0	9.6	-	-
HCM Lane LOS	A	A	A	-	-
HCM 95th %tile Q(veh)	0.1	-	0.3	-	-

HCM 6th TWSC
1: Shenandoah Shores Rd & Site Dwy

Saddle Crest Development
2026 Total PM

Intersection						
Int Delay, s/veh	2.1					
Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Traffic Vol, veh/h	0	51	87	198	235	0
Future Vol, veh/h	0	51	87	198	235	0
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	88	88	88	88	88	88
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	0	58	99	225	267	0
Major/Minor	Minor2	Major1		Major2		
Conflicting Flow All	690	267	267	0	-	0
Stage 1	267	-	-	-	-	-
Stage 2	423	-	-	-	-	-
Critical Hdwy	6.42	6.22	4.12	-	-	-
Critical Hdwy Stg 1	5.42	-	-	-	-	-
Critical Hdwy Stg 2	5.42	-	-	-	-	-
Follow-up Hdwy	3.518	3.318	2.218	-	-	-
Pot Cap-1 Maneuver	411	772	1297	-	-	-
Stage 1	778	-	-	-	-	-
Stage 2	661	-	-	-	-	-
Platoon blocked, %				-	-	-
Mov Cap-1 Maneuver	375	772	1297	-	-	-
Mov Cap-2 Maneuver	375	-	-	-	-	-
Stage 1	710	-	-	-	-	-
Stage 2	661	-	-	-	-	-
Approach	EB	NB		SB		
HCM Control Delay, s	10	2.4		0		
HCM LOS	B					
Minor Lane/Major Mvmt	NBL	NBT	EBLn1	SBT	SBR	
Capacity (veh/h)	1297	-	772	-	-	
HCM Lane V/C Ratio	0.076	-	0.075	-	-	
HCM Control Delay (s)	8	0	10	-	-	
HCM Lane LOS	A	A	B	-	-	
HCM 95th %tile Q(veh)	0.2	-	0.2	-	-	



Work Session Agenda Statement

Item #03A

Meeting Date: April 10, 2023

Agenda Item: Text Amendment to Town Code Chapter 175 to Permit the Creation of a Cemetery in the R-3 Zoning District with a Special Use Permit Application

Summary: Cemeteries are only permitted in the Town's A-1 zoning district. This ordinance amendment will permit the creation of a cemetery in the R-3 zoning district with a SUP application.

The proposed changes to the ordinance include:

- Amending the definition of cemetery in 175-3
- Adding the definition of churchyard to 175-3
- Adding cemetery as a use by special use permit to 175-30
- Adding performance standards and creating section 175-30.2

Planning Commission held a public hearing April 5, 2023 and recommended approval.

Budget/Funding: None

Staff Recommendation: Staff recommends approval of the text amendment as presented. Council directs staff to advertise for a public hearing if desired.

Tina Presley

From: Dynamic Life Christian School <dlcs1@comcast.net>
Sent: Friday, March 3, 2023 10:25 AM
To: Tina Presley
Subject: Dynamic Life Ministries request
Attachments: Approximate Proposed Burial Location (1).pdf

Mayor Cockrell and Members of Town Council,

Thank you for taking the time to review this matter. We sincerely appreciate any consideration pertaining to the following request for a text amendment to the current zoning ordinance for R-3 residential districts. The current ordinance for R-3 districts indicates that churches are an approved usage that do not necessitate a special use permit. Churches are defined in the ordinance as “buildings or structures primarily intended for organized religious services and associated accessory uses.” It is our hope that the ordinance could be reasonably and narrowly amended to include cemeteries as an approved accessory use to a “church” as defined in the code. The current ordinance presently defines a cemetery as “a place for burial of the human dead.” We feel that this definition is appropriate and that the community would be well served by reasonably allowing the burial of the dead in the immediate property comprising the same lot that embraces a church building. We are conscious of any reservations that the council may have but believe that limiting burials as an accessory use to churches provides the town with substantial safeguards to prevent improper burial sites.

In light of the delicate nature surrounding the burial of the dead and the town’s desire to balance the interests of residential districts and related uses such as churches we respectfully request that that the following language be added to the “Miscellaneous” section of 175-29.

“Cemeteries as an accessory use to churches provided the cemetery lies within the same lot as the church building.”

We believe that the impact on the town is minimal and would ultimately promote the general welfare of the citizens that call Front Royal home. Per direction of town officials we reached out to the Warren County Health Department and were informed by them that this is not a matter that they would regulate. The aim of this proposed modification of the zoning ordinance is to allow for Pastor W. Carlton Rogers’ body to be buried on the property owned by Dynamic Life Ministries Inc., Tax Map # 20A202 8 with an address of 1600 John Marshall Hwy, Front Royal, VA 22630. The anticipated approximate location for the proposed burial site is demonstrated on the attached exhibit. He was the founder of this church and truly was a pillar of the community. He exhibited a true heart for Front Royal and to this end we hope that the mayor and council considers our request, which will allow religious institutions to bury the dead in a meaningful proximity to their place of worship.

We formally request that this matter be added to the agenda for the next meeting in March. As time is of the essence we respectfully request that following publication, public comment, and any other reviews that this matter be considered for a special meeting at the earliest feasible date in order to determine if council is willing to adopt the proposed amendment. Thank you again for your consideration in this matter.

Sincerely,

Eloisa Rogers
Senior Pastor, Dynamic Life Ministries

dlcs1@comcast.net

(540) 636-9595

<https://www.dynamiclifeministries.com/dlcs>





175-3 DEFINITIONS

CEMETERY - ~~A place for burial of the human dead.~~ Any land or structure used or intended to be used for the interment of human remains. The sprinkling or interment of ashes on church grounds or their placement in a columbarium on church property shall not constitute the creation of a cemetery. Cemeteries are subject to performance standards in Section 175-107.4 and local regulation pursuant to Virginia Code §§15.2-978, 15.2-1111 and 57-26, and may be for public or private use.

CHURCHYARD- an area of land not exceeding two (2) acres, surrounding and located on the same lot or parcel owned by and surrounding a church, other than a cemetery, -which may be and is often used for as a burial ground for human remains cemetery.

RESIDENTIAL DISTRICT (R-3)

175-28 STATEMENT OF INTENT (R-3)

The R-3 Residential District is composed of medium-to-high density concentrations of residential uses. The standards for this district are designed to stabilize and protect the essential character of the area so designated and to promote and encourage, insofar as compatible with the intensity of land use, a suitable environment for families desiring the amenities of apartment living and the convenience of being closest to shopping, employment centers and other community facilities. Development is, therefore, limited to medium- to high-density concentration, and permitted uses are limited to single-family, two-family and multifamily dwellings, plus selected additional uses, such as schools, parks, churches and certain public facilities. Home occupations, as defined by this chapter, are permitted. Mobile homes are prohibited.

175-29 USES PERMITTED BY RIGHT (R-3)

A. Subject to the standards and requirements set forth in this Chapter, except as prohibited or restricted by separate restrictions of record that may pertain to property within the R-3 District, the following uses of land and buildings are permitted by-right in the R-3 District:

RESIDENTIAL:

Duplexes.

Single-family dwellings, detached

Townhouses developed on sites of twenty thousand (20,000) square feet up to one (1) acre as set forth in Section 175-112.

Two-family dwellings.

COMMERCIAL:

Hospitals and other semipublic facilities of an institutional nature.

Pharmaceutical centers as set forth in Section 175-108.

Professional offices as set forth in Section 175-108.

Nursing homes, as set forth in Section 175-107.

INDUSTRIAL:

ORGANIZATIONS:

Churches

Schools

MISCELLANEOUS:

Accessory uses, structures and buildings.

Home occupations.

Open space and conservation areas.

Public facilities.

Public parks and playgrounds.

Public utilities.

Signs, as set forth in Section 175-106.

Special childcare services.

Such other uses as determined similar to one or more enumerated uses by the Zoning Administrator.

(Amended 3-12-90, 5-14-90, 7-25-05 and 6-22-15-Effective Upon Passage)

175-30 USES PERMITTED BY SPECIAL PERMIT (R-3)

The following uses are permitted within the R-3 District only by approval of a special use permit, except as prohibited or restricted by separate restrictions of record that may pertain to property within the R-3 District:

RESIDENTIAL:

Apartments as set forth in Section 175-113.

Townhouses on sites over one (1) acre, as set forth in Section 175-112.

COMMERCIAL:

Bed and Breakfast Uses set forth in Town Code Section 175-107.2.

Community Centers (public).

Conversion of a structure originally designed and intended for occupancy as a single-family dwelling into a structure with more than one (1) dwelling.

Day care, and day-care facilities as set forth in the Town Code Section 175-107.1.

Nursing homes, as set forth in Section 175-107.

INDUSTRIAL:

ORGANIZATIONAL:

Art galleries and museums.

Fire and Rescue Squad & Police Stations

Public Libraries

Community Center (public)

MISCELLANEOUS:

Any use permitted under Section 175-29, or specifically listed above under this subsection, that proposes to occupy a building or structure that exceeds the height requirements of Section 175-36, subject to the requirements of Section 175-136. Additional heights approved by a special use permit shall be required to increase the required setback and yard area requirements by an equivalent distance from each property line.

~~Cemetery, as set forth in subject to the provisions in Section 175-107.430.2~~

Lodging houses, rooming houses and boarding houses.

Such other uses as determined similar to one or more enumerated uses by the Zoning Administrator.

(Amended 10-23-89, 7-28-08, 7-23-12 and 6-22-15-Effective Upon Passage)

175-30.1 MODEL HOMES AND SALES OFFICES (R-3)

Model homes and sales offices for the marketing of residential dwellings within a specific development shall be permitted in an R-3 Residential Zoning District upon approval of a zoning permit by the Zoning Administrator, subject to the provisions and conditions set forth in Town Code Section 175-12.2.

(Added Section 1-8-90-Effective Upon Passage)

(TO BE MOVED TO "SUPPLEMENTAL PROVISIONS") 175-30.2107.4 **CEMETERIES IN RESIDENTIAL DISTRICT BY SPECIAL PERMIT**

~~Cemeteries shall be permitted in an R-3 Residential Zoning District. The following provisions shall apply to Cemetery uses located in residential (R-3) zoning district; as an accessory use to a church upon approval of a zoning permit by the Zoning Administrator.~~

~~A. Cemetery uses shall be located within a churchyard and designated on a plat to be submitted with the application.~~

~~A.B. Cemetery uses shall be marked with a fence or stone.~~

~~B.C. The location of the cemeteries shall be registered with the Planning and Zoning Department.~~

~~C.D. Cemetery uses shall be set back 150 feet from lot lines.~~

~~D.E. Cemetery uses shall be set back a minimum of 250 yards from a residence if property owner consent is not received to be located closer to the residence (Section 57-26 Code of Virginia).~~

~~E.F. Cemetery uses shall be set back a minimum of 300 yards from a city, town, or water company well (Section 57-26 Code of Virginia).~~

175-31 AREA (R-3)

The minimum lot area in R-3 Residential Districts shall be as follows:

- A. The minimum lot size for a duplex structure is seven thousand five hundred (7,500) square feet. A duplex lot may be further subdivided into separate parcels for each dwelling unit of the duplex, provided that the resulting lot size for each duplex dwelling unit is a minimum of three thousand seven hundred fifty (3,750) square feet.
- B. The minimum lot size for townhouses shall be as stated in the Town Code Section 175-112.
- C. The minimum lot size for apartments shall be as stated in the Town Code Section 175-113.
- D. The minimum lot size for all other uses is six thousand (6,000) square feet. An additional one thousand five hundred (1,500) square feet shall be required for each additional dwelling unit above one (1) for all residential uses other than townhouses, apartments and duplexes.

(Amended 2-9-87 and 2-13-89 -Effective Upon Passage)

175-32 SETBACK (R-3)

Structures shall be located thirty (30) feet or more from any street right-of-way which is fifty (50) feet or greater in width or fifty-five (55) feet or more from the center of any street right-of-way less than fifty (50) feet in width; however, no building need be set back more than the average of the setbacks of the immediately adjoining structures on either side. A vacant lot fifty (50) feet or more in width may be assumed to be occupied by a building having a minimum setback.

175-33 SETBACK WIDTHS (R-3)

- A. The minimum lot width at the setback line shall be sixty (60) feet.
- B. Notwithstanding the provisions of Subsection A, the minimum lot width at the setback line shall be consistent with the established lot width at the setback line for abutting lots fronting the same road or street on either side of the lot to be subdivided, provided as follows:
 - 1. Subsection B shall only apply in cases of new subdivision or resubdivision involving the creation of four (4) or fewer new lots.
 - 2. Subsection B shall only apply in cases where the aforesaid abutting lots were established and in existence prior to April 10, 1978.
 - 3. Under no circumstances shall the minimum lot width at the setback line for newly created lots be less than fifty (50) feet, regardless of the setback width of the abutting lots.
 - 4. All corner lots shall be governed by the provisions of Section 175-37c.
 - 5. Where abutting lots have differing widths at their setback lines, the minimum setback width for newly created lots shall be consistent with the larger of the two abutting lots, or sixty (60) feet, whichever is lesser.

6. An "abutting lot" is defined as a lot sharing a common side yard boundary with the lot to be subdivided and fronting the same street as the lot to be subdivided.

(Amended Section 11-13-89-Effective Upon Passage)

175-34 YARDS (R-3)

- A. Side: Each side yard shall be a minimum of seven (7) feet.
- B. Rear: Each rear yard shall be a minimum of twenty-five (25) feet.
- C. Front: The required depth of the front yard shall be as provided in Section 175-32. The main or front building facade and entrance for any single-unit residential structure, including duplexes and townhouses, shall be oriented toward the front yard of the property, unless an administrative variance is granted pursuant to Section 175-147.1.

(Added "C" 2-26-01-Effective Upon Passage)

- D. Accessory buildings shall be setback from side and rear property lines by no less than five (5) feet. No accessory building is permitted within a required front yard.

(Added "D" 6-22-15-Effective Upon Passage)

175-35 LOT COVERAGE (R-3)

The maximum building coverage shall be forty percent (40%) unless as otherwise herein provided.

175-36 HEIGHT (R-3)

- A. Structures may be erected up to thirty-five (35) feet in height, except that:
1. The height limit for structures may be increased up to sixty (60) feet and up to five (5) stories, provided that required front, side and rear yards shall be increased one (1) foot for each foot of building height over thirty-five (35) feet.
 2. Church spires, belfries, cupolas, monuments, municipal water towers, chimneys, flues, flagpoles, television antennas and radio aerials are exempt. Parapet walls may be up to four (4) feet above the height of the building on which the walls rest.

- B. Accessory buildings over one (1) story in height shall be at least ten (10) feet from any lot line. All accessory buildings shall be less than the main building in height.

(Added "B" 6-22-15-Effective Upon Passage)

175-37 CORNER LOTS (R-3)

- A. Of the two (2) or more yards of a corner lot with frontage along multiple streets, the front yard shall be established by the following criteria:

1. For new subdivision applications, the front yard shall be identified by the applicant on the subdivision site plan and approved by the Town on the approved final plat.
2. For new construction on existing corner lots where no front yard is designated on the approved final plat, the property owner shall determine the front yard on the Zoning Permit application and shall be approved by the Town on the approved Zoning Permit.
3. For existing structures, the front yard shall be the yard with frontage that the front façade of the primary building faces.
4. The approved front yard established by this Code Section shall only be changed by review and approval of a revised final plat approved by the Planning Commission. Such future requests shall be approved if the Planning Commission determines that the proposed front yard is consistent with other properties along the same street frontages.

(Amended “A” 6-22-15-Effective Upon Passage)

B. The side yard setback on the side facing a side street shall be twenty (20) feet or more for main buildings, and thirty (30) feet or more for accessory buildings.

(Amended “B” 6-22-15-Effective Upon Passage)

C. Each corner lot shall have a minimum width at the setback line of one hundred (100) feet.

D. The rear yard setback if facing a street shall be fifty (50) feet or more for both main and accessory buildings.

(Added “D” 6-22-15-Effective Upon Passage)



Work Session Agenda Statement

Item #03B

Meeting Date: April 10, 2023

Agenda Item: Ordinance Amendment to Chapter 98-61 Pertaining to Business License Tax Mobile Food Units

Summary: Council is requested to approve a revision to the Town of Front Royal Municipal Code 98-61 Licensing – Peddlers and Itinerant Merchants to incorporate additional legislation enacted by the Code of Virginia regarding mobile food units.

Code of Virginia § 58.1-3715.1 states:

B. If the owner of a new business that operates a mobile food unit pays the license tax required by the locality in which the mobile food unit is registered, such owner shall not be required to pay any further license tax imposed by any other locality for conducting business from such mobile food unit in the confines of such other locality. The exemption from paying the license tax in other localities shall expire two years after the payment of the initial license tax in the locality in which the mobile food unit is registered, and during the two-year period, the owner shall be entitled to exempt up to three mobile food units from license taxation in other localities.

Budget/Funding: N/A

Staff Recommendation: Staff recommends that Council approve the ordinance amendment as presented during a public hearing to be held on May 22, 2023.

ORDINANCE TO ENACT FRONT ROYAL TOWN CODE CHAPTER 98-61 (C)
MOBILE FOOD UNITS

98-61 LICENSING – PEDDLERS AND ITINERANT MERCHANTS

Any peddler or itinerant vendor as defined by Town Code Chapter 138 shall be subject to the following license taxes:

A. Itinerant Merchant License Tax

1. Christmas Tree and Fireworks Vendors - \$100.00 per calendar year.
2. Fresh Farm Product Vendors – farm grown by merchant exempt per Va. Code § 58.1-3717; if product is purchased by merchant and resold, merchant is considered an Itinerant Merchant.
3. All Other Itinerant Merchants - \$250.00 per calendar year. The tax shall be pro-rated based upon the date of issuance.
4. Any non-profit civic, charitable, or bona-fide educational organization may receive a waiver of license tax upon application to and approval of the Front Royal Town Council.
5. Merchants selling food and merchandise during a Special Event that has been issued a permit by the Town shall be exempt from the license tax.

B. Peddler License Tax

1. Fresh Farm Product Vendors – farm grown by merchant exempt per Va. Code §58.1-3717; if product is purchased by merchant and resold, merchant is considered a peddler.
2. All Other Peddlers - \$500.00 per calendar year.
3. Any non-profit civic, charitable, or bona-fide educational organization may receive a waiver of license tax upon application to and approval of the Front Royal Town Council
4. The license tax authorized by this subsection shall not apply to a peddler who sells to licensed dealers or retailers only; a regular wholesaler dealer who shall at the same time sell or deliver merchandise to retail merchants; a distributor or vendor of motor fuels and petroleum products or seafood; or a manufacturer who is subject to Virginia tax on intangible personal property and who peddles only the goods, wares, or merchandise manufactured by him at a plant whose intangible personal property is taxed by the Commonwealth of Virginia.
5. Delivery of food or merchandise ordered by phone, internet, or mail from a fixed place of business issued a business license for operation shall be exempt from the license tax.

C. Mobile Food Unit

If the owner of a new business that operates a mobile food unit pays the license tax required by the locality in which the mobile food unit is registered, such owner shall not be required to pay any further license tax imposed by the Town for conducting business from such mobile food unit in the confines of the Town. The exemption from paying the license tax shall expire two years after the payment of the initial license tax in the locality in which the mobile food unit is registered, and during the two-year period, the owner shall be entitled to exempt up to three mobile food units from license taxation in other localities.

€D. Violation

Any peddler or itinerant merchant who shall offer for sale or sell or barter without a license shall be guilty of a Class I Misdemeanor and shall be fined not less than fifty dollars (\$50.00) no more than two thousand five hundred dollars (\$2,500.00) for each offense, and in addition, shall be required to purchase the appropriate license from the Town.

DE. Enforcement

It shall be the duty of the police officers and the officers of the Town to enforce the provisions of the section and to have warrants issued against any person committing a violation.

This ordinance shall become effective upon passage.

APPROVED:

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley, Clerk of Council

This Resolution was approved at the Regular Meeting of the Town of Front Royal, Virginia Town Council conducted on _____, 2023 upon the following recorded vote:

Melissa DeDomenico-Payne	__ Yes __ No	H. Bruce Rappaport	__ Yes __ No
Joshua L. Ingram	__ Yes __ No	Duane R. "Skip" Rogers	__ Yes __ No
Amber F. Morris	__ Yes __ No	R. Wayne Sealock	__ Yes __ No

A public hearing on the above was held on _____ having been advertised in the Northern Virginia Daily on _____.

Approved as to Form and Legality:

George M. Sonnett, Jr., Town Attorney

Dated: _____



Work Session Agenda Statement

Item # 04A

Meeting Date: April 10, 2023

Agenda Item: 2022 Manhole Rehabilitation Project

Summary: On Wednesday, March 1, 2023, the Town held a public bid opening and received three (3) responses for the 2022 Manhole Rehabilitation Project, in accordance with the Virginia Public Procurement Act.

Council is requested to award the bid to purchase services for the 2022 manhole rehabilitation project to the lowest responsive and responsible bidder, Standard Pipe services, LLC, out of Newark, Delaware, in the amount of \$926,213.50.

Please find attached the recommendation letter and bid tabulation form.

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

9802-47998 Sewer Line Maintenance I&I Abatement \$926,213.50

Staff Recommendation: Staff recommends approving as presented under the Consent Agenda on the April 24th Regular Meeting Agenda.



March 15, 2023

Mr. Robert B. Boyer
Director of Public Works
Town of Front Royal
P.O. Box 1560
Front Royal, VA 22630

**Re: Award Recommendation
Town of Front Royal – 2022 Manhole Rehabilitation
(IFB #08-2023); CHA Project No. 060948**

Dear Mr. Boyer:

On Wednesday, March 1, 2023, the Town received bids for the 2022 Manhole Rehabilitation contract. This contract includes replacing approximately 165 sanitary sewer manhole frames and covers, approximately 500 vertical linear feet of cementitious lining of sanitary sewer manholes, and associated work.

The Town received three bids as summarized below. A detailed bid tabulation is also enclosed.

Bidder Name	Total Base Bid
Standard Pipe Services, LLC	\$926,213.50
Triangle Contracting, LLC	\$1,246,112.90
AM-Liner East, Inc.	\$1,508,540.24

Standard Pipe Services, LLC was the lowest responsive and responsible Bidder for the contract.

Standard Pipe Services, LLC specializes in trenchless rehabilitation, including sanitary sewer manhole and pipe rehabilitation, along with ancillary support services. They have successfully completed numerous similar rehabilitation projects. CHA contacted selected municipality references for similar projects provided in the Bid, and Standard Pipe Services received favorable reviews from each of the respondents. Based upon our knowledge of the Bid and Standard Pipe Services' credentials, CHA recommends award of the 2022 Manhole Rehabilitation contract to Standard Pipe Services, LLC in the amount of \$926,213.50.

We appreciate the opportunity to work with the Town on this project. If you should have any question with respect to this recommendation, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads 'Earl Smith'.

Earl Smith, P.E.
Project Manager

EES\ees
Enclosure

BID TABULATION

Owner: Town of Front Royal

Project: 2022 MANHOLE REHABILITATION (IFB #08-2023)

Bid Date: Wednesday, March 1, 2023 2:00 PM

CHA Project Number: 060948

BIDDER				STANDARD PIPE SERVICES, LLC		TRIANGLE CONTRACTING, LLC		AM-LINER EAST, INC.	
Item	Description	Unit	Est Qty	Unit Price	Extended Total Price	Unit Price	Extended Total Price	Unit Price	Extended Total Price
1	Bonds, Insurance, Mobilization	LS	1	\$30,000.00	\$30,000.00	\$66,750.00	\$66,750.00	\$196,950.00	\$196,950.00
2	Water-Resistant Frame & Cover (Not in Pavement)	EA	53	\$3,000.00	\$159,000.00	\$3,000.00	\$159,000.00	\$2,994.00	\$158,682.00
3	Water-Resistant Frame & Cover (In Pavement)	EA	117	\$3,500.00	\$409,500.00	\$5,200.00	\$608,400.00	\$4,243.00	\$496,431.00
4	Grade Rings (<= 12" total height) (Not in Pavement)	EA	15	\$800.00	\$12,000.00	\$475.00	\$7,125.00	\$731.00	\$10,965.00
5	Grade Rings (<= 12" total height) (In Pavement)	EA	36	\$1,200.00	\$43,200.00	\$665.00	\$23,940.00	\$687.00	\$24,732.00
6	Seal Existing Manhole Frame (Not in Pavement)	EA	3	\$500.00	\$1,500.00	\$450.00	\$1,350.00	\$2,369.00	\$7,107.00
7	Seal Existing Manhole Frame (In Pavement)	EA	1	\$600.00	\$600.00	\$2,250.00	\$2,250.00	\$3,344.00	\$3,344.00
8	Seal Existing Bolt-Down Manhole Cover (Not in Pavement)	EA	7	\$500.00	\$3,500.00	\$2,250.00	\$15,750.00	\$1,106.00	\$7,742.00
9	Seal Chimney with Cementitious Liner (<=4' dia.) (Not in Pavement)	EA	10	\$600.00	\$6,000.00	\$550.00	\$5,500.00	\$981.00	\$9,810.00
10	Seal Chimney with Cementitious Liner (<=4' dia.) (In Pavement)	EA	14	\$600.00	\$8,400.00	\$550.00	\$7,700.00	\$3,031.00	\$42,434.00
11	Seal Joint Connection (<= 4' dia.) (Not In Pavement)	EA	31	\$450.00	\$13,950.00	\$900.00	\$27,900.00	\$956.00	\$29,636.00
12	Seal Joint Connection (<= 4' dia.) (In Pavement)	EA	11	\$600.00	\$6,600.00	\$900.00	\$9,900.00	\$3,000.00	\$33,000.00
13	Seal Pipe Connection (Not in Pavement)	EA	12	\$500.00	\$6,000.00	\$575.00	\$6,900.00	\$956.00	\$11,472.00
14	Seal Pipe Connection (In Pavement)	EA	15	\$600.00	\$9,000.00	\$575.00	\$8,625.00	\$3,000.00	\$45,000.00
15	New Bench (<= 4' dia.) (Not in Pavement)	EA	2	\$2,300.00	\$4,600.00	\$1,450.00	\$2,900.00	\$1,206.00	\$2,412.00
16	New Bench (<= 4' dia.) (In Pavement)	EA	5	\$2,500.00	\$12,500.00	\$1,450.00	\$7,250.00	\$3,275.00	\$16,375.00
17	Seal Invert (<= 4' dia.) (Not in Pavement)	EA	12	\$600.00	\$7,200.00	\$1,200.00	\$14,400.00	\$987.00	\$11,844.00
18	Seal Invert (<= 4' dia.) (In Pavement)	EA	53	\$700.00	\$37,100.00	\$1,200.00	\$63,600.00	\$3,081.00	\$163,293.00
19	Seal Invert (> 4' dia., <= 5' dia.) (In Pavement)	EA	1	\$800.00	\$800.00	\$1,200.00	\$1,200.00	\$3,081.00	\$3,081.00
20	Repair Crack/Hole (Not in Pavement)	EA	16	\$350.00	\$5,600.00	\$1,200.00	\$19,200.00	\$981.00	\$15,696.00
21	Repair Crack/Hole (In Pavement)	EA	1	\$400.00	\$400.00	\$1,200.00	\$1,200.00	\$3,031.00	\$3,031.00
22	Line Manhole with Cementitious Liner (<= 4' dia.) (Not in Pavement)	VLF	73.37	\$350.00	\$25,679.50	\$395.00	\$28,981.15	\$263.00	\$19,296.31
23	Line Manhole with Cementitious Liner (<= 4' dia.) (In Pavement)	VLF	388.80	\$310.00	\$120,528.00	\$395.00	\$153,576.00	\$495.00	\$192,456.00
24	Line Manhole with Cementitious Liner (> 4' dia., <= 5' dia.) (In Pavement)	VLF	6.39	\$400.00	\$2,556.00	\$425.00	\$2,715.75	\$587.00	\$3,750.93
Total Base Bid				\$926,213.50		\$1,246,112.90		\$1,508,540.24*	

* Denotes a correction of an arithmetic error present in the Bid Form; the correct sum shall govern per Article 1.15-A.3 of the Instructions to Bidders.

** Denotes non-responsive bid

Apparent Low Bidder: Standard Pipe Services, LLC

Prepared By: Earl Smith, P.E. - CHA Consulting, Inc.



Work Session Agenda Statement

Item #04B

Meeting Date: April 10, 2023

Agenda Item: Engineering Services 8th Street Bridge

Summary: Purchasing received a request from the Public Works Department to procure Engineering Services to replace the 8th Street Bridge. The method of procurement was sealed competitive negotiation.

On January 25th, 2023, the Town held a public bid opening and received 5 proposals. In accordance with the Virginia Public Procurement Act, an evaluation team met with three firms. Negotiations began with the firm ranked first and a price considered fair and reasonable and pursuant to the contractual terms and conditions acceptable to the Town is offered for Council review.

Town Council is requested to review and issue the award to Mattern & Craig, Inc., out of Roanoke, Virginia, in the amount of \$315,640.00

Please find attached the recommendation letter and score card tabulation sheet.

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

4500-R47926 Highway Maintenance Bridge Repairs \$315,640.00

Staff Recommendation: Staff recommends approving as presented under the Consent Agenda on the April 24th Regular Meeting Agenda.

Memo



Town of Front Royal Public Works

TO: BJ Wilson, Director of Finance
FROM: Steve Scheulen, Infrastructure Manager
CC: Michelle Campbell, Purchasing Manager
DATE: March 31, 2023
RE: 8th Street Bridge Engineering Services

Public Works requests using the services of Engineering firm Mattern & Craig for all four phases of the 8th Street Bridge replacement project to include Preliminary Design, Final Design, Bidding/Negotiation and Construction Phases.

Public Works has reviewed a proposal provided by Mattern & Craig for these services. The Department has formerly worked with M&C on similar projects and approves their proposal. The 8th Street Bridge Project has been approved as a State Revenue Sharing Project using Vdot and Town funds.

Steve Scheulen, Infrastructure Manager

Robert Boyer, Director of Public Works

RFP #29-2022 ENGINEERING SERVICES

8th STREET BRIDGE

SCORE CARD TABULATION

Mattern + Craig

	<u>Weight</u>	<u>Weighted Evaluation</u>	<u>Eval #1</u>	<u>Eval#2</u>	<u>Eval#3</u>
Experience	15	195	11	14	14
Financial Responsibility	10	83	8	8	9
Qualifications	10	97	9	10	10
Capacity and Skill	10	90	9	9	9
Methodology	10	97	10	9	10
Responsibility	15	205	12	14	15
Responsiveness	15	200	12	14	14
Workload	10	100	10	10	10
Location	5	18	3	4	4
Total		10.9			

AMT

	<u>Weight</u>	<u>Weighted Evaluation</u>	<u>Eval #1</u>	<u>Eval#2</u>	<u>Eval#3</u>
Experience	15	190	12	13	13
Financial Responsibility	10	90	9	8	10
Qualifications	10	90	9	9	9
Capacity and Skill	10	93	10	9	9
Methodology	10	80	8	8	8
Responsibility	15	210	13	14	15
Responsiveness	15	180	10	13	13
Workload	10	67	8	7	5
Location	5	20	4	4	4
Total		10.2			

Racey Engineering

	<u>Weight</u>	<u>Weighted Evaluation</u>	<u>Eval #1</u>	<u>Eval#2</u>	<u>Eval#3</u>
Experience	15	85	5	7	5
Financial Responsibility	10	50	7	4	4
Qualifications	10	60	7	5	6
Capacity and Skill	10	53	8	4	4
Methodology	10	57	8	4	5
Responsibility	15	115	9	7	7
Responsiveness	15	130	10	8	8
Workload	10	60	7	6	5
Location	5	25	5	5	5
Total		6.4			



Work Session Agenda Statement

Item # 04C

Meeting Date: April 10, 2023

Agenda Item: Water Treatment Plant Clearwell Inspection and Evaluation

Summary: Council is requested to approve a task order for CHA Engineering in the amount of \$48,000.00 for the inspection of the Water Treatment Plants clearwells. This proposal covers the engineering services to inspect and evaluate the clearwells at the Water Treatment Plant and to provide recommendations of repairs, needed maintenance, and future modifications. The clearwells serve as the treated water storage that feeds the Town and downstream pump stations/tanks, by gravity.

In accordance with the Virginia Public Procurement Act, CHA Engineering was awarded a contract with the Town of Front Royal for Environmental Engineering Services by the Town Council on June 27, 2022. The Town of Front Royal requires Council's approval to procure engineering services exceeding \$25,000. Currently, there is \$150,000 budgeted for this project.

Budget/Funding: Funds were previously budgeted for the Clearwell 1 & 2 Repairs and Upgrades under the following line item:

9601-43002 Water Treatment Plant Professional Services \$48,000.00

Staff Recommendation: Staff recommends approving as presented under Consent Agenda for April 24th.



Town of Front Royal Public Works

MEMORANDUM

TO: Michelle Campbell, Manager of Purchasing

CC: B.J. Wilson, Finance Director

FROM: Robert B Boyer, Public Works Director

DATE: March 29, 2023

SUBJECT:

We have reviewed the proposal submitted by CHA Engineering out of Blacksburg, VA for the inspection of the water treatment plant clear well's. We recommend Town Council approve this task order in the amount of \$48,000.00 to allow the inspection to be completed and the engineer provide recommendations of repairs and maintenance needed for these clear wells located at the water treatment plant. There is current funding available for in the 9601 budget.

If you have any questions or need any further information, please contact me at 540-692-4789.

Thank You.



March 23, 2023

Mr. Robert Boyer
Director of Public Works
Town of Front Royal
800 Crosby Road
Front Royal, VA 22630

Re: Proposal for Water Treatment Plant Clearwell Inspection and Evaluation; CHA Proposal X78375-P1

Dear Mr. Boyer:

CHA Consulting, Inc. (CHA) is pleased to submit this proposal to provide engineering services to the Town of Front Royal for inspecting and evaluating the Water Treatment Plant Clearwells.

Our project understanding, scope, schedule, and fees are outlined in the following paragraphs.

PROJECT UNDERSTANDING

The Front Royal Water Treatment Plant, located on Aqueduct Lane, has two onsite clearwells. Clearwell #1 is 300,000 gallons and Clearwell #2 is 415,000 gallons. These clearwells serve as the treated water storage that feeds the Town and downstream pump stations/tanks by gravity.

CHA understands that a structural inspection and recommendations for future modifications to the clearwells are desired. This includes:

- Visual inspection of the structure of the clearwells to determine any evident damage from settling, chemical attack or original installation defects;
- Evaluation of the existing clearwell roof membranes;
- Recommendations on how to resolve any discovered structural or roof defects;
- Plan detailing new access hatches in locations as proposed by plant staff; and
- Conceptual description of means of increasing the clearwell volume so that regular plant shutdowns overnight can be accomplished, primarily to reduce water plant staffing requirements.

SCOPE OF SERVICES

CHA will schedule and conduct an online project kickoff meeting. As part of that meeting, we will review the existing information and data available for the clearwells, including any documented upgrades, changes or improvements made to the clearwells in the past 20 years. In addition, we will schedule the inspections and ensure that all available information on the clearwells is provided to the structural engineer.

Tank Inspection

CHA proposes to provide a structural inspection of both clearwells, performed by a Virginia licensed structural engineer.

This inspection will occur on two separate site visits to allow the Town to take one tank out of service at a time, keeping the plant in service during both inspections. We will inspect the tank using onsite video communication with plant staff operating video equipment on the interior of the tank without entering the tank. The plant staff with video equipment will perform all work at the structural engineer's specific direction, but with all required safety protocols understood and in place. The structural engineer will evaluate all interior structures and the roof of the clearwell for integrity and deficiencies.

All inspection that can be made from the top of the tank will be performed by the engineer without the use of video equipment. Included in the inspection will be noting of any major or minor structural defects or other problematic issues. A process engineer with CHA will also be onsite during both inspections to assist with any questions and view the video captured during the inspection.

Proposed Improvements Evaluation

As part of the structural evaluation, a means of resolving all deficiencies noted will be identified and explained. If alternatives are available for mitigation, these will be discussed, and a recommendation made. Beyond these improvements, CHA will evaluate a means of adding additional access hatches to the tanks.

Report Development

A preliminary engineering report will be developed that will describe the current condition and usage of the clearwells and provide recommendations for improvements that will allow for continued beneficial use of the clearwells for at least the next 20 years. The report will provide background on the clearwells construction and piping configuration as well as a review and description of how the clearwells are and can be operated (ie, in parallel or series).

All structural issues identified in the inspection described with their current conditions and likely impacts to the structure and function of the clearwells. Any deficiencies will be documented on a figure of each clearwell to clarify their locations. Supporting photographs will be provided in an appendix.

CHA will provide plan drawings and descriptions of all recommended improvements including maintenance upgrades, structural improvements, access additions, and other improvements identified in the report. The benefits (and drawbacks, if any) of the recommended improvements will be clearly identified.

In evaluating potential upgrades, CHA will specifically include a conceptual plan and evaluation of the benefits and drawbacks of adding additional storage at the site. This will include a description of the necessary infrastructure and the impacts the additional storage will have on water quality, safety, and site security. Approximately 700,000 gallons in clearwell volume is currently available. Water demand is typically less than 3 MGD, but the water treatment plant can produce up to 5.94 MGD daily. Based upon the discrepancy between production rate and demand, an initial assessment would indicate that the addition of approximately 800,00 gallons of clearwell storage would be beneficial because it would

allow the water plant to be offline for approximately 10-12 hours each day. Daily plant flow records for the past year) will be used to determine how much total storage would be required to allow for a 12 hour down time at current demands. After this determination, we will evaluate a means of adding the required amount of storage, while maintaining the existing or similar hydraulic conditions. Any onsite alternatives will be identified, and a recommendation will be detailed. The evaluation will include an estimate of the costs of construction, as well as a recommendation on the volume of storage (if any) that will provide the most benefit to the Town, based upon current and projected future water demand.

All proposed work will be prioritized based on the urgency of the upgrade and utility to the Town's operation relative to the estimated costs.

CHA will develop the report and deliver it in draft form to the Town. After the draft has been delivered and Town staff have had time to review it, CHA will schedule and conduct a meeting to review and discuss the recommendations, alternatives and estimated costs. Following this meeting, CHA will revise the report based upon comments received, and provide a final report for the Town's use.

The final report will be submitted to VDH for approval as a preliminary engineering report if the Town wishes to add additional storage, and CHA will work with VDH to obtain approval of the report. If desired, CHA will apply for grant and loan funding through VDH's FCAP program. These applications are due in May, we anticipate an application going into VDH in May of 2024.

CHA's scope specifically does not include detailed design documents or permitting. A separate proposal for these services can be provided upon completion of the report.

SCHEDULE

CHA will complete the evaluation and draft report within 60 days of Authorization to Proceed from the Town.

PROPOSED FEE

We propose a lump sum fee of \$48,000 for the scope of services. We will submit invoices for our services on a monthly basis.

We appreciate the opportunity to provide this proposal to you. We will initiate work on this project upon written receipt of Notice to Proceed. If you have any questions with respect to this scope of work and associated costs, please do not hesitate to contact me at (540) 251-7502 or eanderson@chacompanies.com.

Sincerely,



Eric Anderson, PE
Project Manager II



Doug Hudgins, PE
Vice President

ETA/DBH/egl





Work Session Agenda Statement

Item # 04D

Meeting Date: April 10, 2023

Agenda Item: FY23 Budget Amendment for Relocation of Utilities – Rockland Road VDOT Project

Summary: Council is requested to approve a FY23 Budget Amendment in the amount of \$23,195.32 to receive funds from VDOT for the expense associated with relocating water service near Rockland Road for a VDOT project.

Budget/Funding:	9601-3410206	Water Fund Revenue	Reimbursement	\$23,195.32
	9602-47513	Waterline Maintenance	Waterline Upgrade	\$23,195.32

Staff Recommendation: Staff recommends that Council approve the budget amendment as presented under the Consent Agenda for the April 24th Regular Meeting.



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION

Stephen C. Brich, P.E.
Commissioner

1401 East Broad Street
Richmond, Virginia 23219

(804) 786-2701
Fax: (804) 786-2940

March 24, 2023

Route: 658
State Project: 0658-093-R13, R201
Federal Project: STP-093-8(054)
County: Warren
UPC: 112945

UTILITIES – Authorization to Relocate Facilities

Mr. Robert Boyer
Town of Front Royal
800 Crosby Road
Front Royal, Virginia 22630

Dear Mr. Boyer:

You are authorized to proceed with relocating your facilities on this project as covered by your estimate dated January 25, 2023, in the amount of \$23,195.32. This authorization is given with the understanding that the work will be performed with town forces and equipment. You must secure written approval before using contract forces on this project. Prior arrangements must be made with this office for any utility work to be performed in connection with the highway construction.

This estimate approval is subject to the following exceptions and conditions. Federal funds are being utilized in this relocation. All materials are subject to Federal MAP 21 S.1518 "Buy America" requirements. You must certify with your final billing that materials used on this project meet these requirements.

Final billing will be made as soon as practical after completion of relocation work to facilitate finalizing and closing of the state project. All costs, records, and accounts are subject to audit by authorized representatives of the state and/or U. S. Department of Transportation prior to payment of final billing. The state will not be liable for payment of any bill received more than 12 months after the utility relocation work is completed. During the progress of construction and for a period of three years from the date final payment has been received by the utility, the records pertaining to the adjustment and accounting therefore will be available for inspection by authorized representatives of the state and the U. S. Department of Transportation.

(EXCEPTIONS AND CONDITIONS)

All utility adjustment work performed on existing highways and temporary or detour roads shall be performed in such a manner as to protect traffic and workmen by the erection of adequate protective devices in accordance with the latest Virginia Department of Transportation "Work Area Protection Manual". When flagging is necessary, it shall be done in accordance with Section 512 of the "Virginia Department of Transportation Road and Bridge Specifications".

Letter to Mr. Boyer
Page 2
March 24, 2023

[ADDITIONAL INFORMATION]

You must notify Steve Ray at (434) 238-3538 before you begin any utility construction work.

A land use permit will not be required prior to you beginning utility construction work. However, if you will be closing a lane of traffic please notify the VDOT Edinburg Residency. This notification should be made no later than the Wednesday of the week prior to the lane closure on primary roads.

It is the responsibility of the utility owner to obtain any required environmental permits from the appropriate agencies.

We appreciate your cooperation in the development of plans for this project. If additional information is needed, please call me at (434) 856-8260.

Sincerely,

Hall Mathew
hvs37758

Digitally signed by Hall
Mathew hvs37758
Date: 2023.03.28
11:55:03 -0400

Mathew Hall
Regional Utilities Manager

MJH:smr

cc: Tony Rogers - Town of Front Royal
Karen Williams - Town of Front Royal



Work Session Agenda Statement

Item #04A

Meeting Date: April 10, 2023

Agenda Item: Proclamation for Municipal Clerk's Week

Summary: Municipal Clerk's Week is April 30 – May 6, 2023. Clerk of Council Tina Presley has requested that Council approve a proclamation recognizing and proclaiming this week to recognize all Municipal Clerks.

Budget/Funding: N/A

Staff Recommendation: Staff recommends that Council approve the proclamation under the Consent Agenda for the April 24th Regular Meeting.



Proclamation

54th ANNUAL MUNICIPAL CLERKS WEEK

April 30 - May 6, 2023

WHEREAS, The Municipal Clerk, a time honored and vital part of local government exists throughout the world; and,

WHEREAS, the Municipal Clerk provides the professional link between the citizens and the local governing body as well as serving as the information center on functions of local government and community; and,

WHEREAS, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and,

WHEREAS, Municipal Clerks continually strive to improve the administration of the affairs of the Municipal Clerk through participation in education programs, seminars, workshops and the meetings of their professional organizations, and,

NOW, THEREFORE, the Mayor and Town Council do recognize and proclaim the week of April 30 through May 6, 2023, as Municipal Clerks Week in the Town of Front Royal and further extend appreciation to all Municipal Clerks for their vital services and exemplary dedication to the communities they represent.

APPROVED:

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley Clerk of Council

This proclamation was adopted by the Town Council of the Town of Front Royal, Virginia on April 24, 2023.



54th Annual Professional Municipal Clerks Week

April 30 - May 6, 2023

FACT SHEET

Sponsored by the International Institute of Municipal Clerks

Professionalism In Local Government Through Education

PURPOSE

To recognize the vital and appreciated services performed by Municipal and Deputy Clerks in serving the changing needs of their communities.

HISTORY

This year, April 30 through May 6, will be the 54th Annual Professional Municipal Clerks Week, initiated in 1969 by IIMC and is endorsed by all of its members throughout the United States, Canada and 15 other countries. In 1984 and in 1994, Presidents Ronald Reagan and Bill Clinton, respectively, signed a Proclamation officially declaring Professional Municipal Clerks Week the first full week of May and recognizing the essential role Municipal Clerks play in local government.

TYPICAL RESPONSIBILITIES OF THE MUNICIPAL AND DEPUTY CLERK:

- Maintains the official council minutes, ordinance books and all records and documents.
- Indexes all official actions of council.
- Issues licenses and permits.
- Processes contracts and agreements.
- Keepers of community history and vital records.
- Receives, distributes and files correspondence from citizens and other governmental agencies.
- Administers elections, registration and voting.
- Acts as a key liaison between local government and its citizens.
- Handles significant financial responsibilities including preparation of tax rolls, special assessments and budgets.
- Provides central services such as personnel, purchasing, etc.

IIMC is a professional association of City, Village, Town, Township, Borough and County Clerks, Secretaries and Recorders. IIMC prepares its members to meet the challenges of the diverse role of the Municipal and Deputy Clerk by providing services and continuing professional development opportunities to benefit members and the government entities they serve. Founded in 1947 in French Lick, Indiana, IIMC has 14,700 members throughout the United States, Canada and 15 other countries.



Work Session Agenda Statement

Item #04F

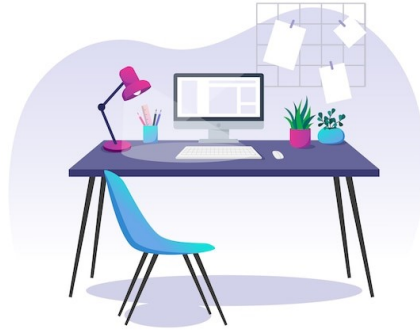
Meeting Date: April 10, 2023

Agenda Item: Proclamation for National Administrative Professionals Day

Summary: National Administrative Professionals Day is April 26, 2023. Council is requested to approve a Proclamation recognizing administrative professionals who are employees of the Town of Front Royal and encourage other employers to do the same.

Budget/Funding: N/A

Staff Recommendation: Staff recommends that Council approve the proclamation under the Consent Agenda for the April 24th Regular Meeting.



PROCLAMATION

National Administrative Professionals Day

April 26, 2023

WHEREAS, National Administrative Professionals Day, also known as Secretaries Day or Admin Day, recognizes the work of secretaries, administrative assistants, receptionists and other administrative support professionals who keep an office running smoothly and efficiently every day; and,

WHEREAS, the day in the life of an administrative professional is varied but organization, flexibility and ability to handle the unexpected are key to their success requiring advanced knowledge and expertise in communications, computer software, office technology, project management, organization, customer service and other vital office management responsibilities, and,

NOW THEREFORE the Mayor and Town Council hereby recognize and proclaim April 26, 2023 as Administrative Professionals Day in the Town of Front Royal, saluting the valuable contributions of administrative professionals on the Town's staff and encourage all employers to support continued training and development for administrative staff, recognizing that a well-trained workforce is essential for success.

APPROVED:

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley Clerk of Council

This proclamation was adopted by the Town Council of the Town of Front Royal, Virginia on April 24, 2023.



Work Session Agenda Statement

Item #05

Meeting Date: April 10, 2023

Agenda Item: Liaison Committee Meeting Items for April 20th Meeting

Summary: The Liaison Committee Meeting is held quarterly. The next meeting is scheduled for April 20, 2023. The minutes/agenda of the January 20th meeting are attached. Council is requested to suggest items to be added to the April agenda.

Budget/Funding: N/A

Staff Recommendation: Council takes desired action



TOWN COUNCIL/WARREN COUNTY BOARD OF SUPERVISORS LIAISON COMMITTEE MEETING MINUTES

Monday, January 19, 2023 @ 6:00PM in the Town Hall Conference Room

The following minutes are a summary of items on the agenda.

This meeting may be viewed in its entirety by accessing the video of the same date online via the Town's website at www.frontroyalva.com.

PRESENT FROM TOWN: Mayor Lori A. Cockrell
Councilwoman Amber F. Morris
Town Manager Joseph E. Waltz

PRESENT FROM COUNTY: Chair Vicky L. Cook
Vice Chair Cheryl L. Cullers
County Administrator Edwin "Ed" Daley

OTHERS PRESENT: Clerk of Council Tina L. Presley
Members of the audience including but not limited to councilmembers,
supervisors and Town/County staff

Mayor Cockrell called the meeting to order.

Review of Liaison Committee Meeting Policy – Mayor Cockrell gave the following suggested revisions:

- Membership should include the invitation of entire council and board instead of rotating one member from each entity.
- Meeting Schedule shall be rotated between entities: January/July at Town Hall and April and October at Government Center
- Meeting Agenda - add the word "of" after Tuesday and remove the first sentence on the last bullet.
- Bring back the reports from the Town Manager and the County Administrator beginning in April

There was discussion that everyone of both entities deserves a seat at the table. Everyone agreed to the changes and Clerk of Council Tina Presley agreed to write the revision for both entities to approve at their respective meetings.

Review of MOU for Use of Board Meeting Room – Clerk of Council explained the need for a schedule of those who use the Board Meeting Room on a continuing basis. After researching it was noted that a schedule was supposed to be included with the MOU. Mr. Daley advised that he would make sure the Town receives a copy. Supervisor Cullers questioned the purchase of new chairs for the Board Room. It was agreed that Mr. Waltz and Mr. Daley would discuss costs and report back.

Tourism Business/Marketing Plan Update and Next Steps for DMO – MOU between Town and Discover Front Royal – An overview of Tourism was given beginning with the MOU signed by both Town and County in April 2022. The tax revenue from the lodging tax was explained in that requirements for spending the percentage was different in the County than it was in the Town. It was noted that an MOU between the

Town and Discover Front Royal was currently being reviewed and that it would be go before Council at their February 13th work session with a possible approval in March.

Water Capacity Update – Mr. Daley advised that there was not a lot of data or “traction” on this item. It was confirmed that this was not related to the redundant waterline the Town was currently constructing. Mrs. Cullers voiced concern over a second water source. Mr. Waltz explained that there was a water source in Harmony Hollow and McKay Springs. He noted that the infrastructure was already in place at Harmony Hollow if needed. He noted that there were storage tanks and a “lake” at the Water Treatment Plant that water could be pulled from. Mrs. Oates voiced concern of capacity along the west side of Rt. 522 in the corridor as well as the need for sewer on the industrial side. McKay Spring was discussed and Mr. Waltz advised that the quality of water was not an issue only the flow. There was continued discussion regarding short and long-term goals, possible joint committee to study the costs and benefits as prospects come forward. The Committee suggested that Mr. Daley and Mr. Waltz discuss this subject offline and report back. Place on April agenda by removing the word “capacity”.

Town and County Comprehensive Plans Update – Planning Directors Lauren Kopishke [Town] and Matt Wendling [County] gave an update of their respected Comprehensive Plans. The Town’s Plan is slated to be approved by Council in April. The County’s Plan was moving forward but with no timeline at this time. There was discussion that both groups come together with a possible joint meeting for more brainstorming to include a Rt. 340/522 Corridor Plan, Transportation Plan, Tourism and Agritourism. It was noted to make certain plans mirror each other. There was great concern regarding transportation in the Town and County.

Alternative Access to Shenandoah Shores Road and Mary’s Shady Lane – there was consensus that this area was of great importance to the Town and County with emphasis on health and safety for those who live in this area. It was discussed that people were needed to come together to brainstorm and come up with a solution then take to the state level advising that it was holding up growth. Taryn Logan advised of the Happy Creek Charette Report that was completed 20 years ago but could shed light on some of the questions tonight. She advised that she would email that out to the committee members. There were numerous items discussed including a flyover, connector road and an emergency access to Interstate 66. It was agreed to form a committee that could discuss short term goals and return to the April meeting with a report. The committee would be: Councilman Josh Ingram, Councilwoman Amber Morris, Supervisor Cheryl Cullers, Town Manager Joe Waltz and County Administrator Ed Daley.

Front Royal-Warren County EDA Negotiations/Next Steps – Mayor Cockrell noted various aspects of this item and advised that Town Finance Director continues to work on numbers.

Report from Front Royal/Warren County Anti-Litter Council – Planning Director Matt Wendling gave a report that included various awards, grants, and purchases for Town and County.

Discussion of Youth Activities/Reinstitution of Youth Center – Mayor Cockrell thanked the County for the reduction of fees. Councilman Rappaport gave a history of the youth center and asked that the Town and County assist in reinstating the youth center. Mrs. Oates advised the collaboration the Drug Protection Committee was planning for use of the youth center. It was noted that the youth should be part of the collaboration. Mr. Daley advised that the youth center needed renovating and there was a limited budget. He suggested an Ad Hoc Committee to discuss usage as well as donations and community resources. Director of Parks/Recreation Dan Lenz introduced Tiffany Walker who gave an overview of the activities that are currently being offered.

Joint Towing Advisory Board – Mr. Waltz explained that the board needed to be reappointed as the Town appointed them in June; however, the County did not and now there were several changes and an opening for a citizen representative. It was agreed that Mr. Daley and Mr. Waltz would discuss.

Disposition of McKay Springs Property – WCEDA Director Joe Petty gave a presentation. It was noted that the EDA would like to move quickly on boundary adjustments of the parcels as there is continued interest in the property.

Addition to the Agenda - Avtex Conservancy Strategic Plan – Mr. Petty gave a presentation explaining that the EDA wanted to convey the parcels to the County. It was being presented to Council because it was located in the Town limits and could impact the Town citizens. Mr. Petty noted that the covenants associated with the land allows some recreation but no excavation.

Meeting adjourned at 9:27pm.



AGENDA

TOWN/COUNTY LIAISON COMMITTEE MEETING

Town Hall Upstairs Conference

Room – 102 E. Main Street

Thursday, January 19, 2023 at 6:00 PM

Livestream at <https://www.frontroyalva.com/714/Portal---2022>



- Call to Order – Mayor Lori A. Cockrell
 - 1) Review of Liaison Committee Meeting Policy - *Town*
 - 2) Review of MOU for Use of Board Meeting Room - *Town*
 - 3) Tourism Business/Marketing Plan Update and Next Steps for DMO – *Town/County*
 - MOU between Town and Discover Front Royal
 - 4) Water Capacity Update – *Town/County*
 - 5) Town and County Comprehensive Plans Update – Transportation -*Town/County*
 - 6) Alt. Access to Shenandoah Shores Road and Mary's Shady Lane *Town/County*
 - 7) Front Royal-Warren County EDA Negotiations/Next Steps – *County*
 - 8) Report from Front Royal/Warren County Anti-Litter Council - *County*
 - 9) Disposition of McKay Springs Property - *County*
 - 10) Discussion of Youth Activities/Reinstitution of Youth Center - *Town*
 - 11) Joint Towing Advisory Board – *Town*
- Next Meeting – Thursday, April 20, 2023 at 6:00 PM in Town Hall
- Adjournment



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 # 6

Meeting Date: April 10, 2023

Agenda Item: Goal Setting

Summary: On Wednesday, March 15th Town Council conducted their FY23 Council Retreat for strategic planning. The Retreat was facilitated by Rob Alexander, James Madison University, with the following objectives:

- Understand individual visions for the Town
- Identify shared goals, beliefs, and values within those visions
- Develop goals, beliefs, and values to provide direction to staff

During the retreat, the Town Council discussed numerous challenges and opportunities to include areas in youth, housing, infrastructure, safety, economic development, tourism, and natural resources. We then focused on goals and objectives that were fully supported by the Council and in terms of feasibility for short-term accomplishments. The following goals were established during the retreat:

Theme	Walkability
Goal	Safe walking route from school to Greenway
Objectives	• Secure right of way on SNP land • Secure funding for sidewalks • Produce engineering and design of sidewalks • Construct sidewalks

Theme	Town/County pride in community
Goal	Sign MOA regarding Discover Ft. Royal
Objectives	• Council give feedback to Town attorney • Review and approve DFR budget • Agree on initial metrics for DFR effectiveness

Theme	Land Use Planning
Goal	Updated zoning ordinance to meet current Town needs
Objectives	• Approve Comp Plan • Brief Council on current land uses • Rewrite zoning and subdivision ordinances • Hold public hearing on ordinances • Approve ordinances

Theme	Redevelopment of Entryways/Aesthetics
Goal	Increase building code enforcement AND Improve building owner access to improvement resources
Objectives	• Review existing enforceable codes • Review Town capacity for enforcement • Communicate/market reporting violation reporting mechanisms to residents • Specify special district funding sources • Market funding sources to building owners • Hold discussion about idea of volunteer corps to help with refurbishment (potential space for developing more goals and objectives)

Budget/Funding: N/A

Staff Recommendation: Staff are currently developing a detailed goal sheet with objectives and timelines to accomplish each goal. We will provide additional documentation in the coming weeks.



Work Session Agenda Statement

Item # 08

Meeting Date: April 10, 2023

CLOSED MEETING

Motion to go into Closed Meeting

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

I move that Town Council convene in a closed meeting for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel specifically, the establishment, powers, duties and limitations of the Front Royal EDA, pursuant to §2.2-3711(A)(8) 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.