



TOWN COUNCIL REGULAR WORK SESSION

Tuesday, January 2, 2024 @ 7:00pm

Town Hall Conference Room

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

7:00pm 1. Roll Call

2. FY25 Budgetary Items for Review and Budget Calendar – *BJ Wilson*

7:30pm 3. Consent Agenda Items for January 22nd

A. Purchase and Replacement of Vehicles in the Police Department – *Michelle Campbell*

B. FY24 Budget Amendment for Internet Crimes Against Children Funds - *BJ Wilson*

C. Set Regular Meeting Agenda's Order of Business for 2024

D. Appointments

- Audit/Finance Committee

- Scholarship Committee

E. Liaison Committee Meeting Items for January 18th Meeting

7:40pm 4. Public Hearings for January 22nd

A. Special Use Permit for Lodging House at 501 S. Royal Avenue – Warren Coalition – *Lauren Kopishke*

B. Rezoning Application at 29 W. Duck Street – Skyline Realty Investments - *Lauren Kopishke*

C. Rezoning Application for 1121, 1125, 1135 John Marshall Hwy – Cook Realty - *Lauren Kopishke*

8:15pm 5. New Business

A. Out-of-Town Utility Connection Application from the Catholic Diocese of Arlington and Warren County Board of Supervisors – *Joe Waltz*

8:30pm 6. CLOSED MEETING

7. Adjourn



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: January 2, 2024

Item# 02

Agenda Item: FY25 Budgetary Items for Review & Budget Calendar

Summary: Staff will provide Council with a list of items before the meeting that may be included in the FY25 budget prior to being incorporated into the FY2025 proposed budget.

Staff would also like to discuss potential changes to the FY2025 budget calendar.

Budget/Funding: These listed items may be incorporated into the FY2025 budget.

Staff Recommendation: Staff recommends for council to review the listed items (to be sent before the meeting) and provide staff with feedback and/or possible concerns, which will give staff an opportunity to prioritize budgetary items and provide additional information regarding items.



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: January 2, 2024

Item# 03A

Agenda Item: Purchase and Replacement of Vehicles in the Police Department

Summary: Request is being made for the purchase and replacement of three vehicles to be used within the Patrol Division of the Police Department. Three Ford Interceptor Utility vehicles would replace two 2017 utilities and one 2018 utility units (all three have an excess of 140k miles currently). All three vehicles would be assigned to the Patrol function.

The method of procurement is cooperative contracting, utilizing a quote from Hall Automotive – Fleet Team and the Virginia Sheriff's Association state contract #22-05-00917RR. Staff received a quote from Hall Automotive on December 6, 2023, in the amount of \$149,085.63 for the vehicles and is requesting Council to approve the purchase during the regular scheduled meeting on January 22, 2024.

The department has \$159,000.00 in its current operational budget for the replacement of three patrol vehicles. The remaining \$9,914.37 would be utilized to outfit and complete the vehicles for patrol duty have been included in the FY2024 budget.

Budget/Funding: 3102-47005 Police Patrol \$149,085.63

Staff Recommendation: Staff recommends approving the award of contract as presented under the consent agenda on January 22nd.

MEMORANDUM

TO: Michelle Campbell Purchasing Manager

FROM: Donald B McPaters, Director of Fleet Maintenance *DBM*

SUBJECT: Purchase of three new Ford Utility Police vehicles.

DATE: December 6, 2023

The Police Department has three vehicles to be replaced this 2024 budget year. We just got the contract information from Hall Automotive out of Virginia Beach Virginia with a contract number and price. The contract is through the Virginia Sheriff's Association # 22-05-0917RR. These are Ford Police Utility just like the one we purchased before.

Hall Automotive - Fleet Team

More Cars. Great People.

(a MileOne company)

3148 Virginia Beach Blvd

Virginia Beach, VA 23452

Phone 757.498.2303 Fax 757.498.2310

Proposal

DATE:

12/6/2023

SALESPERSON	CONTACT	CUSTOMER	SHIPPED VIA	F.O.B. POINT	TERMS
Jake Clarke		Town of Front Royal	Hall Automotive	Front Royal	Net 30
DESCRIPTION			QUANTITY	UNIT PRICE	AMOUNT
<u>Virginia Sheriff's Association 22-05-0917RR</u>					
Spec #139 - 2023 Ford Police Interceptor Utility w/ V6			3	\$ 45,197.31	\$ 135,591.93
Options to Include:					
> YZ - Oxford White Exterior			3	Incl	Incl
> 96 - Ebony Cloth Front Buckets w/ Vinyl Rear			3	Incl	Incl
> 99B - 3.3L V6 Gasoline Engine			3	Incl	Incl
> 44U - 10-Speed Automatic Transmission			3	Incl	Incl
> 17T - Cargo Area Dome Lamp			3	\$ 47.00	\$ 141.00
> 67H - Ready for the Road Package			3	\$ 3,379.30	\$ 10,137.90
> 55F - Keyless Entry w/ 4			3	\$	\$ 958.80

FOBs		319.60		
> 61B - OBD-II Connection	3	\$ 51.70	\$	155.10
> 76R - Reverse Sensing System	3	\$ 258.50	\$	775.50
> 59G - Keyed Alike 0151X	3	\$ 47.00	\$	141.00
> 51R - Driver's LED Spotlamp	3	\$ 371.30	\$	1,113.90
> 43D - Courtesy Lights Disabled	3	\$ 23.50	\$	70.50
> Rear Camera Displayed in Rearview Mirror	3	Incl		Incl
> Delivery	3	Incl		Incl
Proposal Accepted by:				
Printed name:		TOTAL	\$	149,085.63
Date :				

Make all POs to HALL AUTOMOTIVE

If you have any questions, contact Jake Clarke, Fleet & Commercial Dir, 757.498.2303,
jake.clarke@hallauto.com

THANK YOU FOR YOUR BUSINESS!

Hall Automotive - Fleet Team

Proposal

More Cars. Great People.

(a MileOne company)

3148 Virginia Beach Blvd

Virginia Beach, VA 23452

Phone 757.498.2303 Fax 757.498.2310

DATE:

12/14/2023

SALESPERSON	CONTACT	CUSTOMER	SHIPPED VIA	F.O.B. POINT	TERMS
Jake Clarke		Town of Front Royal	Hall Automotive	Front Royal	Net 30
DESCRIPTION			QUANTITY	UNIT PRICE	AMOUNT
<u>Virginia Sheriff's Association 22-05-0917RR</u>					
Spec #139 - 2023 Ford Police Interceptor Utility w/ V6			3	\$ 45,197.31	\$ 135,591.93
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> 99B - 3.3L V6 Gasoline Engine			3	Incl	Incl
> 44U - 10-Speed Automatic Transmission			3	Incl	Incl
> 17T - Cargo Area Dome Lamp			3	\$ 47.00	\$ 141.00
> 67H - Ready for the Road Package			3	\$ 3,379.30	\$ 10,137.90
> 55F - Keyless Entry w/ 4 FOBs			3	\$ 319.60	\$ 958.80
> 61B - OBD-II Connection			3	\$ 51.70	\$ 155.10
> 76R - Reverse Sensing System			3	\$ 258.50	\$ 775.50
> 59G - Keyed Alike 0151X			3	\$ 47.00	\$ 141.00
> 51R - Driver's LED Spotlamp			3	\$ 371.30	\$ 1,113.90
> 43D - Courtesy Lights Disabled			3	\$ 23.50	\$ 70.50
> Rear Camera Displayed in Rearview Mirror			3	Incl	Incl
> Delivery			3	Incl	Incl
Proposal Accepted by:					
Printed name:				TOTAL	\$ 149,085.63
Date :					

Make all POs to HALL AUTOMOTIVE

If you have any questions, contact Jake Clarke, Fleet & Commercial Dir, 757.498.2303, jake.clarke@hallauto.com

THANK YOU FOR YOUR BUSINESS!



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: January 2, 2024

Item# 03B

Agenda Item: FY24 Budget Amendment for Internet Crimes Against Children Funds

Summary: Council is requested to approve a FY24 Budget Amendment in the amount of \$3,000 to increase FY23 budgeted revenues to receive funds from the Northern Virginia/District of Columbia Internet Crimes Against Children (NOVA/DC ICAC) Task Force and allocate \$3,000 to reimburse for the purchase of two screens, four I-pads, and four Apple pencils.

Budget/Funding: 1000-3410209	General Fund Reimbursement	\$3,000.00
3107-47001	Police Task Force - Equipment	\$3,000.00

Staff Recommendation: Staff recommends approving as presented under the consent agenda of January 22nd.



COMMONWEALTH OF VIRGINIA

Colonel Gary T. Settle
Superintendent

(804) 674-2000

Lt. Colonel Kirk S. Marlowe
Deputy Superintendent

DEPARTMENT OF STATE POLICE

P.O. Box 27472 Richmond, VA 23261

(804) 674-2000

August 25, 2023

Town of Front Royal Police Department
900 Monroe Avenue
Front Royal, VA 22630

Dear Chief Kahle L. Magalis,

We sincerely appreciate your continued partnership as an affiliate of the Northern Virginia/District of Columbia Internet Crimes Against Children (NOVA/DC ICAC) Task Force. Fortunately, we have received Fiscal Year 2024 funding from the Virginia Department of Criminal Justice Services (DCJS) that enables us to further allocate monies to our task force affiliates who are in good standing. As stated in our Inter-Agency Agreement dated July 1, 2014:

Should additional funds become available during the agreed upon period, this agreement may be amended by written correspondence from the NOVA/DC ICAC Commander to permit the Town of Front Royal Police Department to expend the additional funds in accordance with this established IA.

As such, we are able to allocate additional funds to your agency in the amount of **\$3,000.00**. It should be noted that this funding is NOT grant-related. These are NOVA/DC ICAC funds that have been identified to support your ICAC work. Your allocation may be used towards expenses that include salary, overtime, equipment, software, and for training that is specifically and exclusively related to the NOVA/DC ICAC Task Force's overall mission of combating Internet crimes against children. Please see the attachment to this letter for examples of in-scope and out of scope expenses. *All expenditures, except payroll expenses, require prior approval via email to SSA Michael J. Brown (michael.brown@vsp.virginia.gov) or First Sergeant Robert Brown (rob.brown@vsp.virginia.gov) and must be made in accordance with your agency's financial procedures and regulations. Reimbursement requests may also include ICAC expenses made between July 1, 2023, and the date of this letter.*

In order for reimbursement to be made to your locality, your staff will be asked to complete a reimbursement invoice, to provide proof of payment for the expense, and include the email granting approval of the expense. Proof of payment may be copies of checks, credit card receipts or statements, or accounting ledger reports showing the obligation of funds. Proof of payment is also copies of payroll records and timesheets if the reimbursement request is for salary or overtime. Please send your reimbursement requests via email with scanned attachments to Crystal Hopson (crystal.hopson@vsp.virginia.gov).

To allow for more accurate fund management and sufficient time for processing, reimbursement requests should be made quarterly or semi-annually. We ask that all final reimbursement requests, be received in our office by **May 1, 2024**, unless the request involves payroll reimbursement.

Payroll reimbursement requests should be submitted no later than June 10, 2023.

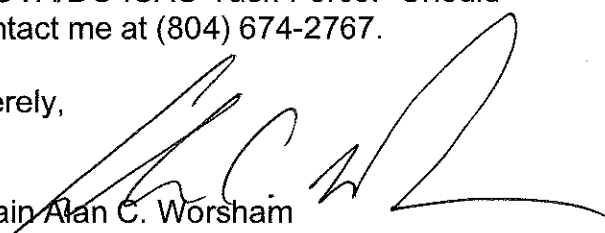
Unless prior written notice is received by **Crystal Hopson** (crystal.hopson@vsp.virginia.gov) unexpected funds from your allocation may be redistributed for other purposes after May 1, 2024.

Your continued partnership with the NOVA/DC ICAC Task Force is vital to the task force's overall success and we hope you find this additional funding beneficial to your efforts to combat child sexual predators and child pornography.

Note: Please respond to us no later than November 1, 2023, via *postal or electronic mail* to verify that you will take receipt of the funds. Should we not receive verification, the respective funds must be reallocated to another affiliate to permit timely expenditures.

Again, I thank you for all you do in support of the NOVA/DC ICAC Task Force. Should you have any questions please do not hesitate to contact me at (804) 674-2767.

Sincerely,



Captain Alan C. Worsham
Division Commander
Bureau of Criminal Investigation
High Tech Crimes Division

ACW/clh

Attachment



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: January 2, 2024

Item# 03C

Agenda Item: Set Order of Business for 2024 Regular Council Meetings

Summary: Pursuant to Town Code Chapter 4-19, Council is requested to approve the Order of Business for regular council meeting agendas for the calendar year 2024. Attached is the current Order of Business.

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

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

Budget/Funding: None

Staff Recommendation: Council takes desired action that will be voted on under the consent agenda for January 22nd.



TOWN COUNCIL REGULAR MEETING

January 22, 2024 @ 7:00pm

Warren County Government Center

View LIVE Online or Government Access Channel 16 or <https://www.frontroyalva.com/673/Town-Hall-Live>

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



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: January 2, 2024

Item# 03D

Agenda Item: Various Council Appointments

Summary: Council is requested to appoint members of Council to the following boards and committees

- 2024 Audit and Finance Committee (Rappaport and Morris served in 2023)
 - o two councilmembers
- 2024 Town Scholarship Committee (Morris and Ingram served in 2023)
 - o two councilmembers

Budget/Funding: None

Staff Recommendation: Council takes desired action under the consent agenda on January 22nd.



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: January 2, 2024

Item# 03E

Agenda Item: Liaison Committee Meeting Items for January 18th Agenda

Summary: Council is requested to suggest items for the Front Royal-Warren County Liaison Committee Meeting Agenda for January 18, 2024. The Liaison Committee Mission and Policies has been approved by both the Council and the Board of Supervisors; therefore, items are due to the Clerk by 1:00pm on January 10th. The Town will be hosting the meeting in the Town Hall Conference Room at 6:00pm. Council is also requested to delegate a councilmember to attend the meeting with the Mayor.

Budget/Funding: None

Staff Recommendation: Council to determine items for the Liaison Committee Agenda and delegate a council member to attend the meeting.



FRONT ROYAL – WARREN COUNTY
Liaison Committee Mission Statement and Policies
December 2023

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 quarter (January, April, July, October) between the Town and County.

MEETING AGENDA

- Meetings of the Liaison Committee shall at all times be subject to the terms of the Virginia Freedom of Information Act.
- Wherever the meetings are held, the host (Town Manager or County Administrator) shall be responsible for the preparation of the agreed agenda upon consultation with the Mayor and Board Chairman respectively and provide a person who will take formal minutes of the meeting.
- Any request to place an item on the agenda shall be made by 1:00 pm on Wednesday 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 Liaison Committee may amend a meeting agenda by agreement at the meeting.

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, the Warren County Administrator shall submit a written report and give an oral report of the County to the Council, and the Front Royal Town Manager shall submit a written report and give an oral report of the Town to the Board, one month prior to the quarterly Liaison Committee Meeting (December, March, June, September). 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

Approved by the Front Royal Town Council December 11, 2023

Approved by the Warren County Board of Supervisors December 12, 2023

Town Council/Warren County Board of Supervisors Liaison Committee Meeting Minutes – Thursday October 19th @ 6:00 PM in the County of Warren Board Room

Present from the Town: Lori A. Cockrell, Mayor; H. Bruce Rappaport, Councilmember; Joseph E. Waltz, Town Manager

Present from the County: Vicky L. Cook, Chair-Supervisor (Fork District); Jerome K. Butler, Supervisor (Happy Creek District); Dr. Edwin Daley, County Administrator

Other Present: Zach Henderson, Deputy Clerk of the Board, and Members of the audience including but not limited to councilmembers, supervisors, and Town/County staff.

Call to Order:

Ms. Cook called the meeting to order at 6:00 PM.

Continued Discussion on Liaison Policy Revisions:

Mayor Cockrell stated that in the prior meeting both Town and County would go back and speak with their respective bodies for feedback, and emphasized the small changes made, words added, schedule, agenda item timeframes etc. Ms. Cook agreed and commented on the revision stating the Town Manager and County Administrator will submit an oral or written report to be presented at the other's respective meetings. Ms. Cook then asked about the contents of each report, Mayor Cockrell stated that it would be a general summary or highlights and projects etc. Lastly, Mayor Cockrell commented that the Liaison meetings hosted by the Town are recorded and filmed and asked if the County would be willing to do the same thing. Dr. Daley stated that there will need to be an arrangement with Swagit to have something to be done and put into the policy.

Continued Discussion on Delay of the Mailing of Real Estate and Personal Property Tax Bills:

Mr. B.J Wilson (Director of Finance – Town of Front Royal) stated that after speaking with the Commissioner of Revenue, they were told that the files cannot be given over until the tax rates are set by the Board of Supervisors and discussed the logistics of permanently extending the due date by updating ordinances. Dr. Daley stated that there are two sets of billings, one in Nov/Dec and April/May and for the former, the rates are already set. Furthermore, the County also has to wait for the State to approve its budget and if there are any corrections that need to be made as a result. If the tax bill due date is changed, however, it will still need to be due prior to July first and it was suggested that June 20th would be the most ideal but the Code would have to be changed. Ms. Cook suggested both the Town and County re-look at the code and further discuss changing the due date and other options as needed.

Youth Center Update:

Ms. Jane Meadows (Deputy County Administrator) stated that the asbestos and mold remediation have been completed and are not waiting until after the upcoming election for further demolition of the bathrooms so that they can be remodeled, HVAC can install then new unit, and finally the flooring. The current plan is to have renovations complete and the new tenant (Reaching Out Now - *RON*) to be in by January 1st. Mayor Cockrell stated that the Town has sent the MOA to the County Attorney and includes the Town's involvement and is currently waiting for the County's feedback. Ms. Cook stated that the County's position is that there is no requirement to have a 3-way MOA because of different commitments and obligations from all parties involved. Mayor Cockrell stated that part of it was from the Volunteer Settlement Agreement and the idea is that the Town is funding them as part of a pilot program, and the lease will be for recreational purposes. Ms. Cook questioned that if there is an agreement already in place that states what the facility will be used for,

then why would there need to be a second agreement needed to emphasize it. Mayor Cockrell stated that it was her understanding that everyone would be involved after meeting with *RON*. Secondly, any funds provided by the Town would need to be explicitly stated that they will be used for programs, and not the building itself. Mr. Waltz stated that what is needed is a written response that can be taken back to the Town Attorney and then exchanged with the County Attorney. Ms. Cook stated that the County will make an official response to the MOA. Mr. Rappaport stated that given the number of sponsorships that *RON* has is clear evidence of their confidence and the confidence the community and the people have in them.

Avtex Conservancy Update:

Mayor Cockrell stated that the Town was just looking for an update given the recent site visit and plan developments. Mr. Joe Petty (Director of Economic Development) thanked all those who were involved in the tour where the plan was discussed in depth with what can and cannot be done with the site. There were representatives from the EPA, Parsons, DEQ, which resulted in an application for a comfort letter for development from the EPA. The application is submitted and the EDA is currently awaiting the results, and ARPA funds have been linked to that and subject to change depending on the results of the letter. December 31st is the deadline to obligate the ARPA funds, and June 30th to spend and receive all goods.

Transportation Committee Update:

Ms. Delores Oates (Board of Supervisors – North River District) stated that in the previous meeting the overall transportation issues in the Town and County were discussed and emphasized the study that needs to be done for the Shenandoah Shores road issue and various numbers have to be provided to VDOT, such as the number of potential homes, volumes of traffic, estimations etc. Furthermore, Ms. Oates mentioned the ongoing discussion of potentially offering transportation, such as the trolley, to the Corridor for people who need it and help the broadest amount of people. Mr. Butler commented on the possibility of adding a bike lane down Shenandoah Shores road in between Happy Creek road and Christendom College. Ms. Cook asked for a description of what the study will be like and entail. Ms. Oates stated that the volume of traffic will be evaluated to see if the connector road from Shenandoah Shores to 8th Street should be a 2-lane or a 4-lane road as an alternative route in the event that the railroad is blocking the road, and from there VDOT will provide recommendations. There are many options that could come from said study but the most immediate would be the ability to have some access from 66 in case of emergency, but a study from that angle would have to come from the Federal Government since it is a federal highway. The largest hurdle to all conceptual projects still continues to be funding. The next meeting will take place on Wednesday November 15th. Ms. Cook suggested an action that the Committee create a draft for by-laws that state the overall mission, expectations, scope, and boundaries etc.

Continued Discussion on McKay Springs:

Ms. Cook reiterated the Town's position that they did not wish to sell their portion. Mr. Waltz stated that the Town does not wish to sell their portion to protect the springs and its integrity. Mr. Petty stated that the Town owns 1 parcel, the County owns 1 parcel, and 2 parcels are owned jointly. Mr. Waltz stated that there is an ongoing evaluation of how much land is needed for a footprint to mark the property better and hopes to have a tangible answer by the end of the year.

Discussion on Water Sources Amidst Drought:

Ms. Oates discussed the water study the County had done in the corridor and commented that Frederick Water of water in their quarry and addressed the concerns about the drought and its potential effects, and further commented on potentially having a sub-committee on water. Mayor Cockrell mentioned that discussions have taken place in the past about forming a committee to discuss water, and still thinks it's a good idea to form. Mr. Waltz stated that the Town has 3 water sources that are all surface water and re-emphasized the importance of McKay springs. Ms. Cook suggested this item be revisited at the next Liaison meeting and give the Town and County time to digest the issue and look at all viable issues. Mr. Butler commented that from a holistic perspective, what can and should be done as the County and community grows, because all will be impacted.

Workforce Housing:

Mr. Rappaport discussed workforce housing and emphasized the term, "incentivized developers" and the Federal Loan Income housing tax credit. In Virginia, the program funds 5,500 portable units per year. Furthermore, the Governor has \$16M in tax credits to help rental affordability, and the IRS gives tax credits to developers prior to apartment construction. Ms. Cook recommended that work force housing be on the next Liaison Agenda for further discussion.

Next meeting will take place January 18th 2024 at the Town of Front Royal Council Chambers

Meeting was adjourned at 8:00 PM

OCTOBER MINUTES



AGENDA

TOWN/COUNTY LIAISON COMMITTEE MEETING

Warren County Government Center

Board Room

Thursday, October 19, 2023, at 6:00 PM



- Call to Order – Vicky L. Cook, Chair of the Warren County BOS
 - 1) Continued Discussion on Liaison Policy Revisions
 - 2) Continued Discussion on Delay of the Mailing of Real Estate and Personal Property Tax Bills
 - 3) Youth Center Update
 - 4) Avtex Conservancy Update
 - 5) Discussion of adding a Fact-Finding Committee for Workforce Housing
 - 6) Continued Discussion on McKay Springs
- Next Meeting – Thursday, January 19, 2023 at 6:00 PM (Council Chambers)
- Adjournment



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: January 2, 2024

Item# 04A

Agenda Item: Request for a Special Use Permit for Lodging House at 501 S. Royal Avenue – Warren Coalition

Summary: The Warren Coalition is requesting a Special Use Permit for a lodging house located at 501 S. Royal Avenue, identified by Tax Map 20A7-8-1. The property is zoned C-1, Community Business District and is located in the Entrance Corridor. Planning Commission held a public hearing on December 20, 2023, and recommended approval with the following conditions:

- The total number of lodging rooms or units shall not exceed eight (8).
- Applicant to provide parking to accommodate ten (10) spaces prior to the commencement of the use.

Budget/Funding: N/A

Staff Recommendation: Staff recommends approval with the above-mentioned conditions and to advertise for a public hearing on January 22nd.

Town of Front Royal, Virginia

Planning Commission Monthly Meeting Agenda

☐ Consent Action

☐ Administrative Action

☒ Public Hearing

☐ Discussion

Agenda Item: Special Use Permit – 2300695

MEETING DATE: December 20, 2023

SUMMARY: Warren Coalition – A request for a Special Use Permit for a lodging house located at 501 S. Royal Avenue, identified by Tax Map 20A7-8-1. The property is zoned C-1, Community Business District and is located in the Entrance Corridor.

STAFF RECOMMENDATION:

DRAFT MOTION: “I move that the Planning Commission forward a recommendation of approval with the following conditions:

1. The total number of lodging rooms or units shall not exceed eight (8).
2. Applicant to provide parking to accommodate ten (10) spaces.

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

PLANNING COMMISSION ACTION:

Moved _____ Seconded _____

Wells _____ Matthiae _____ Marshner _____ Wood _____ Williams _____

☐ Approved

☐ Approved w/ Conditions

☐ Denied

☐ Other



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

**Planning Commission Regular Meeting
December 20, 2023**

APPLICATION #:

2300695

APPLICANT:

Warren Coalition

APPLICATION SUMMARY:

A Special Use Permit application has been submitted for a lodging house located at 501 S. Royal Avenue.

GENERAL INFORMATION:

Site Addresses	501 S. Royal Avenue
Property Owner(s)	William T. Vaught, Jr.
Existing Zoning	C-1, Community Business District (Entrance Corridor)
Historic District	No
Proposed Use	Lodging House
Tax Identification	20A7-8-1
Location	The property is located in the SW corner of the intersection of S. Royal Avenue and South Street.

Vicinity Map (Warren County GIS)



Town Zoning Map (Warren County GIS)



Aerial (Warren County GIS)



INFORMATION ON THE APPLICATION:

Town Code

175-3, LODGING HOUSE - A residential building, other than a hotel, motel, or bed-and-breakfast home, where lodging is provided for compensation on a regular basis, pursuant to previous arrangements, but which is not open to the public or transient guests. Meals may be provided to the residents in a central location; however, no provisions shall be made for cooking in individual rooms or units. The maximum number of rooms or units shall be controlled by the area requirements of the district in which the use is located, but in no case shall the total number of lodging rooms or units exceed ten (10). A "Lodging House" shall also be known as a "Rooming House" or a "Boarding House."

175-39.B, USES PERMITTED BY SPECIAL PERMIT (C-1)

B. The following uses are permitted within the C-1 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 C-1 District:

RESIDENTIAL:

Apartments or dwelling units, with four (4) or more units or where located on the ground floor, subject to the provisions of Section 175-113.

COMMERCIAL:

Automobile garages, excluding where repairs work is only an accessory use, subject to the requirements of Section 175-110.3 where motor vehicle painting or body work services are provided.

Automobile Parking Lots, commercial.

Bed & Breakfasts, as set forth in Section 107.3.

Day Care Facilities and schools, subject to the provisions of Section 175 -107.1F, and any necessary improvements or changes to address the considerations of that section.

Farmers' markets, and flea markets, in accordance with 175-44.F.

Kennels

Shopping centers as set forth in Section 175-111.

INDUSTRIAL:

Distribution facilities, subject to the standards and criteria for industrial uses provided in Section 175-70.

Wholesale establishments with storage and processing, subject to the standards and criteria for industrial uses provided in Section 175-70.

ORGANIZATIONAL:

Schools

MISCELLANEOUS:

Any use permitted under Section 175-39, or specifically listed above under this subsection, that proposes to occupy a building or structure that exceeds the height requirements of Section 175-41, 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.

Conservation areas.

Communication towers, in accordance with Section 175-110.4

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

Boarding Houses, Clubs & Lodging Houses

Mini-warehouses, subject to the standards of Section 107-44.G.

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

Parking Structures.

Structures with a height between 45 feet and 70 feet, and any residential structure not in conformance with the height limitation of Section 175-41.

Structures with a gross floor area of 50,000 square feet or more.

Townhouse-style commercial development, where the intent is to divide the property into individual lots.

One (1) parking space per room and an additional two (2) parking spaces for employees.

Project Summary

A Special Use Permit (SUP) Application has been submitted by the Warren Coalition for a lodging house located at 501 S. Royal Avenue. The property is zoned C-1, Community Business District. Lodging house use is required by Special Use permit per 175-39.

The applicant will be utilizing eight (8) bedrooms for the use and therefore is required to provide 10 (ten) parking spaces. Staff conducted a site visit and determined the property does not currently have adequate parking. The parking plan submitted shows the potential for 12 parking spaces. Staff would ask that the parking lot be completed per the submitted plan prior to issuance of the Special Use permit.

Staff Recommendation

Staff recommends approval with the following conditions:

1. The total number of lodging rooms or units shall not exceed eight (8).
2. Applicant to provide parking to accommodate 10 (ten) spaces.

ATTACHMENTS: 1) Application and associated documents from the applicant.
2) Site visit photos by staff.



TOWN OF FRONT ROYAL

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT
102 EAST MAIN STREET
P.O. BOX 1560
FRONT ROYAL, VA 2263



TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT
Main: 540.631.4230
Fax: 540.631.2727
www.frontroyalva.com

SPECIAL USE PERMIT REQUEST

FRSPU _____

APPLICANT:

NAME Warren Coalition PHONE 540-328-9036

ADDRESS 538 Villa Ave. Front Royal, VA 22630

E-MAIL Christa.Currancoalition.org

PROPERTY OWNER: William T. Vaught, Jr

NAME W. Vaught Real Estate PHONE 540-671-0460

ADDRESS PO Box 309 Front Royal, VA 22630 1042 Harmony Hollow Rd

E-MAIL philipvaught@gmail.com

PROPERTY DESCRIPTION

PROPERTY ADDRESS 501 S. Royal Ave. Front Royal, VA 22630

TAX MAP 20A7 SECTION 8 BLOCK _____ LOT 6

SUBDIVISION NAME _____ ACREAGE _____

REQUEST

ZONING DISTRICT C1

PROPOSED USE OF PROPERTY Lodging House

SPECIFIC SPECIAL USE PERMIT REQUEST A permit is requested
for a 15 bed ~~residential~~ lodging house for males. (It will repurpose
the landing for females. (8 BEDROOMS)

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

1. Survey/Plat of property showing all existing improvements. To be brought by Philip Vaught.
(10 copies if larger than 11" X 17")
2. Site Plan Application
3. Application Fee of \$400.00 Receipt # 950 Date Paid 10/12/23 paid/CC by phone w/Carol
4. Additional information as required by the Dept. of Planning & Community Development.

CERTIFICATION

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

Signature [Signature] Date 10/10/2023

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

Revised 4-21-2021

Property Owner Signature

William T. Vaught, Jr.

501 S ROYAL AVE



Owner: VAUGHT WILLIAM T JR

Tax Map #: 20A7 8 1

Account #: 11998

Total Value: \$380,200

Land Value: \$117,000

Improvement Value: \$263,200

Zoning: C-1

Acres: .224

Property Details

Current Owner

Name: VAUGHT WILLIAM T JR

Mailing Address: 1042 HARMONY HOLLOW RD N/A
FRONT ROYAL, VA 22630

Physical Address: 501 S ROYAL AVE
FRONT ROYAL, VA 22630

Legal Repository

Legal Description: L1 & L3 BEATY SUB

Legal Description 2: N/A

Legal Description 3: N/A

Legal Description 4: N/A

Valuation & Sales

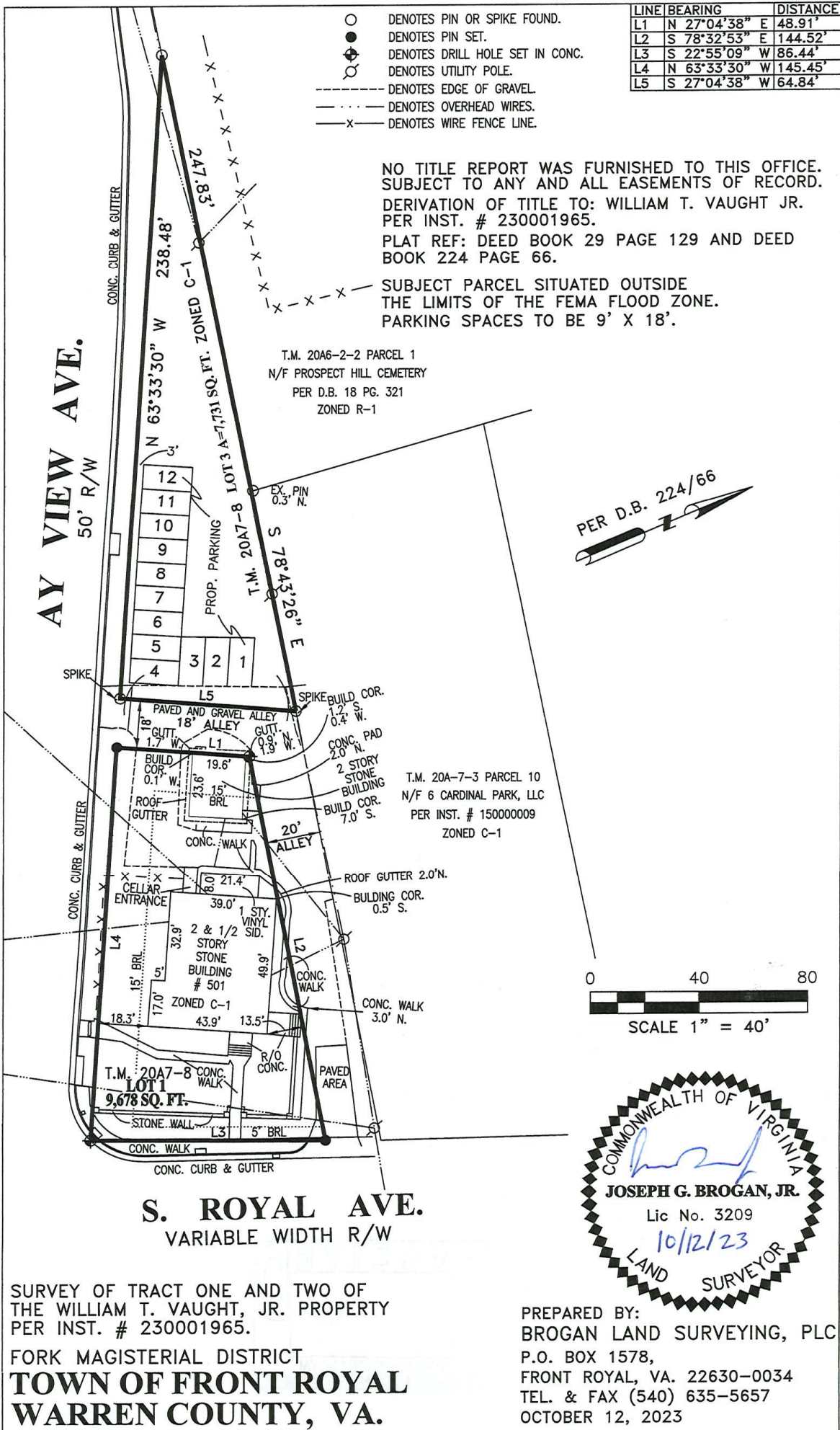
Land

\$117,000

Grantor

HAYNES BRADLEY K

Number of Parcels Involved in Sale



















Edwin S. Wright
Manor Line Ranch, Market, and Back 40
401 East Main St and 18 High St, Front Royal, VA 22630
Stone's Throw Hospitality
512, 514, and 528 Sout Royal Ave, Front Royal, VA 22630
edwinwright@manorlineranch.com

20 December 2023

Members of the Planning Commission
c/o Connie Potter
200 N Commerce Avenue
Front Royal, VA 22630

RE: Please Vote 'NO' on Hearing 2300695

Dear Members of the Planning Commission,

I am unable to join you in person tonight because of new cases of Covid in my family, but I am writing to you to ask you to vote 'no' on **Hearing 2300695** regarding the ill-advised Special Use Permit for 501 S. Royal Avenue.

The question tonight is whether you should grant special permission to this property for a use that is more intensive and potentially more disruptive than any of its by-right uses. This proposal is not an expansion of a by-right use where there's a trade-off of a little more disruption for a lot of benefit elsewhere. This proposal does not make a positive material contribution to any of the goals for the Entrance Corridor Overlay District spelled out in Town Code 175-98.1 such as "to stabilize and improve property values; to protect and enhance the Town's attractiveness to tourists and other visitors; to sustain and enhance the economic benefits accruing to the Town from tourism; and to support and stimulate complimentary development appropriate to the historic and architectural character of the Town." It does not create jobs, promote local businesses, protect historic or community resources, or add to the experience of us locals and our millions of annual visitors who want to see our town, and our community, succeeding.

Furthermore, the use proposed under this application does not seem to meet the Town's own definition of a "Lodging House." This is not a residential building – its zoning is commercial, and its use has long been non-residential – a distinct difference between this and the application by the Warren Coalition at 200 N. Royal Ave this spring. Also, the applicant has stated publicly that they are seeking a 15 bed capacity – significantly higher than the Town Code's prohibition on more than 10 units. The code also allows that the actual limit might be significantly lower

because by-right the owner could be limited to three units maximum and "The maximum number of rooms or units shall be controlled by the area requirements of the district in which the use is located." (Town Code Section 175-3 Definitions). Also, in this case, the lot has limited parking, and limited parking potential without significantly disrupting the adjacent cemetery, neighborhood, alley, street, topography, and neighboring uses.

This is not a question of whether we, as a town and as a community, need to do a better job of serving those most in need in our community. Of course we should, and many of us are already engaged in helping our community address these issues, as individuals and through our community's churches and non-profits. All of our hearts are open to the needs of those suffering from and recovering from drug addiction in our community. If you agree that this is an issue worth special treatment, then make it a policy priority for the Town and the EDA, but please don't make the mistake of granting special treatment to one property owner that undermines or undervalues the hard work and dedication to community of adjacent property owners.

There are people and projects in this town committed to doing the slow, hard work of making our town a safer, more prosperous, and more beautiful place. There are people in this town who put the community over their own bottom line. There are people in our town who are improving the entrance corridors to create jobs, add accessibility, and protect historic and natural resources. Please, reward that behavior. Promote that. This is not that.

Thank you,

A handwritten signature in black ink, appearing to read "Edwin S. Wright", with a long, sweeping horizontal line extending to the right.

Edwin S. Wright
Manor Line Ranch, Market, and Back 40 Coffeehouse and Pub
Stone's Throw Hospitality

Amber Lee
511 South Royal Avenue
Front Royal, VA 22630
Studioverde511@gmail.com
540-692-8945
12/20/2023

Connie Potter
102 E Main Street
Front Royal, VA 22630

Subject: Letter of Disapproval for 501 South Royal Avenue Public Hearing

Dear Planning Commission Board,

I hope this letter finds you in good health and high spirits. I am writing to express my strong disapproval regarding the proposed 501 South Royal Avenue development project, which is scheduled for discussion at the upcoming public hearing on December 20, 2023. As a concerned citizen and business owner of this community, I feel compelled to voice my concerns and objections to this project. I have been a resident of Front Royal, business owner and actively involved in the community for altogether for 20 years.

First and foremost, I would like to emphasize that I am not opposed to progress or development that benefits our community. However, after thoroughly reviewing the plans and considering the potential impact on our neighborhood, I firmly believe that the proposed Men's recovery housing development in this location is not in the best interest of our community for several reasons. The Studio's Business brings in over \$500,000 per year and is continuing to grow and bring in new business. This could drastically alter the course of the trajectory of the business.

1. Long and short term Impact: The proposed project fails to adequately address the potential short and long term consequences it may have on our community. The increased foot traffic, noise pollution, loitering and in adequate street lighting. Studio Verde LLC attracts many out of town clients due to the fact that we are the only Organic Spa in the immediate vicinity. Many and most of our clients are women. Our overflow parking is on Aye View.

I would like to see the data of the effects of the long and short term benefits of a housing project like this in other communities. Furthermore how does this affect property values, local businesses and tourism.

2. Negative Aesthetic Impact: The architectural design and scale of the proposed development are not in harmony with the existing character of our neighborhood. The project's size and style would disrupt the visual appeal and historical significance of our community. Preserving the unique charm and character of our neighborhood should be a priority, and this project fails to do

so. This is a key intersection in Front Royal that will be visible not just to locals but to the many tourist that bring in revenue to our town every year.

4. Decreased Property Values: The proposed development has the potential to negatively impact property values in our community. The increased population density, traffic congestion, and potential strain on resources could deter potential homebuyers and investors. This could have long-term consequences for homeowners and businesses who have invested their time and resources into our community. Business owners have been trying to elevate this intersection for years. I believe that this project will diminish the progress that has been made and is continuing to be made.

In light of these concerns, I urge you to reconsider the approval of the proposed 501 South Royal Ave development project. I kindly request that you take into account the sentiments and objections of the community members who will be directly affected by this project. It is crucial to prioritize the long-term well-being and sustainability of our community over short-term gains.

Please let me know if there is any additional information or documentation I can provide to support my disapproval of this project.

Thank you for your attention to this matter. I trust that you will carefully consider the concerns raised by the community and make a decision that aligns with the best interests of our neighborhood.

Yours sincerely,

Amber Lee
Studio Verde LLC



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: January 2, 2024

Item# 04B

Agenda Item: Rezoning Application for 29 W. Duck Street – Skyline Realty Investments

Summary: A Rezoning Application was submitted by Skyline Realty Investments, LLC to rezone 29 W. Duck Street, identified by Tax Map 20A12-3-25 & 28 from C-1, Community Business District to R-3, Residential District. Planning Commission held a public hearing on December 20, 2023, and recommended approval to amend the Town's Zoning Map to reclassify 29 W. Duck Street (tax map 20A12-3-25) and adjoining property (tax map 20A12-3-28) from C-1, Community Business District to R-3, Residential District. Staff notes that the lot size is unable to accommodate commercial development.

Budget/Funding: N/A

Staff Recommendation: Staff recommends approval and to advertise for a public hearing on January 22nd.

Town of Front Royal, Virginia

Planning Commission Regular Meeting Agenda

☐ Consent Action ☐ Administrative Action ☒ Public Hearing ☐ Discussion

Agenda Item: Rezoning Application # 2300700

MEETING DATE: December 20, 2023

SUMMARY: The application for review is requesting an amendment of the Zoning Map of the Town of Front Royal to reclassify 29 W. Duck Street, identified by tax map 20A12-3-25 and the adjoining property identified by tax map 20A12-3-28, from C-1, Community Business District to R-3, Residential District.

STAFF RECOMMENDATION: Staff recommends approval of the Rezoning Application.

DRAFT MOTION: "I move that the Planning Commission forward a recommendation of approval to the Front Royal Town Council for Rezoning Application # 2300700 to amend the Zoning Map of the Town of Front Royal to reclassify 29 W. Duck Street, identified by tax map 20A12-3-25 and the adjoining property identified by tax map 20A12-3-28, from C-1, Community Business District to R-3, Residential District.

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

PLANNING COMMISSION ACTION:

Moved _____ Seconded _____

Wood _____ Williams _____ Wells _____ Marshner _____ Matthiae _____

☐ Approved ☐ Approved w/ Conditions ☐ Denied ☐ Other



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

**STAFF REPORT - REZONING APPLICATION #2300700
PLANNING COMMISSION- December 20, 2023**

APPLICATION #:

Rezoning Application #2300700

APPLICANT:

Skyline Realty Investments, LLC

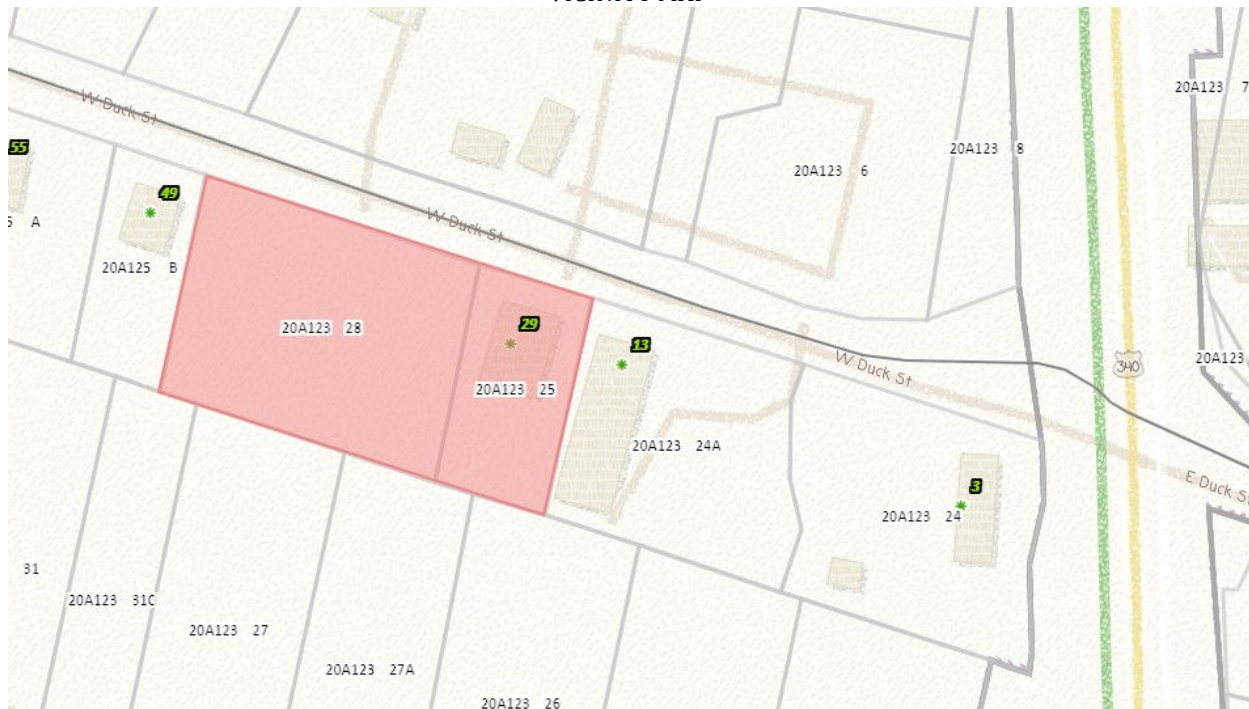
SUMMARY OF REQUEST:

The application for review is requesting an amendment of the Zoning Map of the Town of Front Royal to reclassify 29 W. Duck Street, identified by tax map 20A12-3-25 and the adjoining property identified by tax map 20A12-3-28, from C-1, Community Business District to R-3, Residential District. The stated purpose of the rezoning request is to allow the current residential use to continue and to construct eight (8) townhomes.

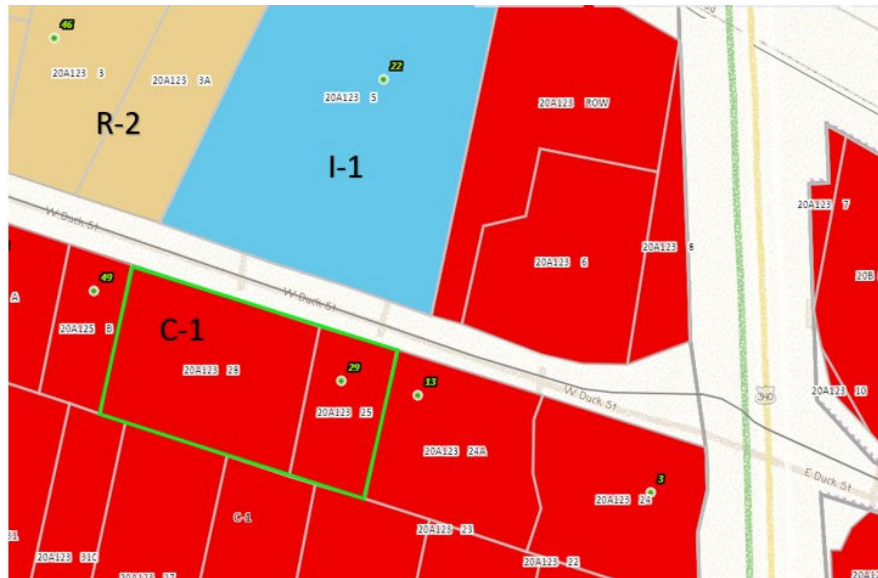
GENERAL INFORMATION:

<i>Site Addresses</i>	29 W. Duck Street
<i>Property Owner(s)</i>	Skyline Realty Investments, LLC
<i>Existing Zoning</i>	C-1 Community Business District
<i>Proposed Zoning</i>	R-3, Residential District
<i>Tax Identification</i>	20A12-3-25 & 28
<i>Location</i>	West of the intersection of Duck St with 340

VICINITY MAP



AERIAL MAP – ZONING DISTRICTS



INFORMATION ON THE APPLICATION:

Application Documents

ATTACHMENT A: APPLICATION

- **Application Form.** This is the standard application form used to initiate rezoning applications in the Town.
- No proffers were made by the applicant.

ATTACHMENT B: PLAT

- **Plat.** A survey plat of the property showing property lines and proposed improvements thereon.

ATTACHMENT C: LETTER OF STATEMENT OF JUSTIFICATION

"Property is currently zoned C-1 but used as residential. There is not sufficient depth for C-1. Would like to continue as residential and rezone to R-3.."

Zoning Ordinance

The statements of intent of the two (2) identified zoning districts as set forth in the Front Royal Zoning Ordinance are as follows:

C-1 District, Zoning Ordinance Sec. 175-38

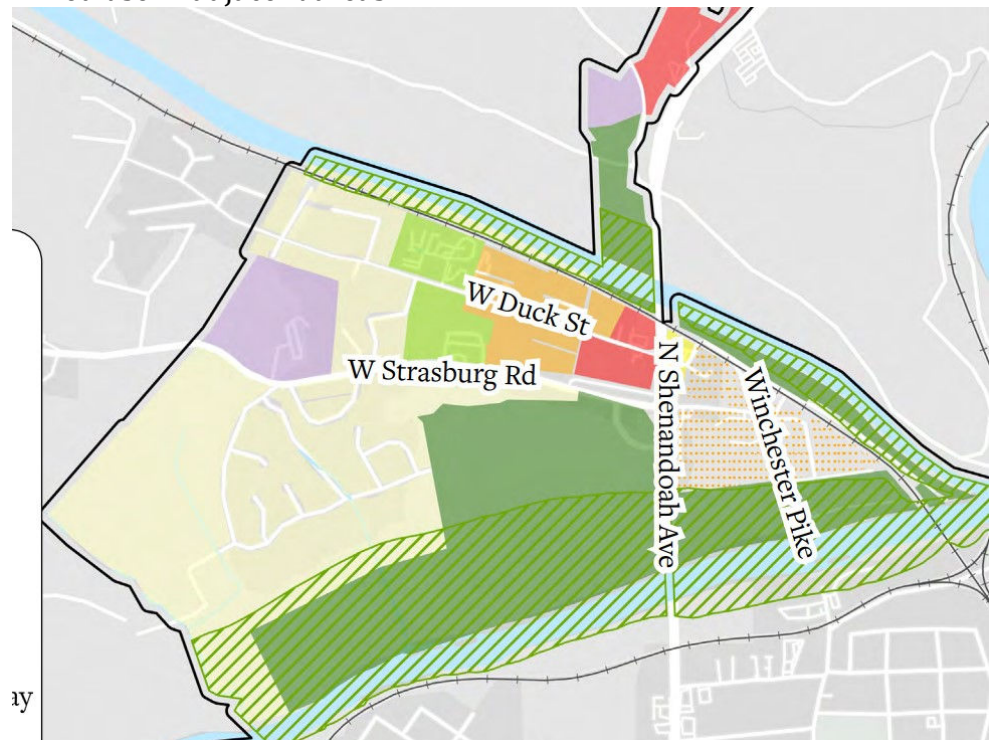
The Community Business C-I District is intended to accommodate general business areas, highway-oriented commercial uses, and selected retailing operations. The Community Business C- I District recognizes the demand for a variety of land uses near or adjacent to the major traffic arteries in Town.

R-3 District, Zoning Ordinance Sec. 175-28

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.

The main difference in these districts is the distinction between commercial and residential uses. The area is currently used as residential.

The comprehensive plan calls for this area to be commercial. With mixed use in adjacent areas.



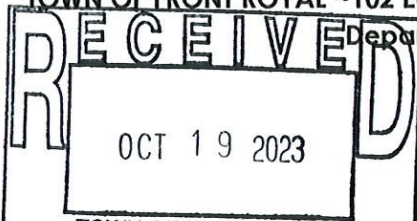
Findings and Analysis & Staff Recommendation

Staff recommends approval, despite the Comprehensive Plan calling for this area to be utilized in a commercial fashion, the lots are simply too small for any commercial use to conform to the standards for commercial development. A developer would need to acquire several adjoining parcels in order to build a commercial development. In the future the Comprehensive Plan should be amended to at least a mixed use to allow both commercial and residential development to continue.

Attachments: A. Application
B. Letter of Statement of Justification
C. Plat



TOWN OF FRONT ROYAL ~102 East Main Street, Front Royal, Va. 22630 ~ 540-635-4236



Department of Planning & Zoning

~~FRREZON~~ 2300700

TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT

REZONING APPLICATION

APPLICANT

Name Skyline Realty Investments, LLC Phone 540-771-7653
540-664-6439
Address 8043 Main Street, Middletown, Va. 22645
E-mail Info@SkylineRealtyInvestments.com

PROPERTY OWNER OF RECORD

Name Same Phone _____
Address _____

PROPERTY DESCRIPTION

(w) Location/Street Address Duck Street 29 W. Duck St

Number of lots: 2 Total Acreage 30,031 sq' 0.6894169

Tax Map Identification for each parcel (Map, Section, Block, & Lot):

20A12-3 20A12-3-25
20A12-3-28

Subdivision Name (if applicable) _____

REQUEST

Existing Zoning C-1 Proposed Zoning R-3

Existing Use Residential Proposed Use Townhomes

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). *waived JK*
4. Traffic Impact Analysis (if required) *Not required - CK*
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.



Chris W. Holloway
Signature of Property Owner

Signature of Applicant (if different)

City/County of WARREN, Commonwealth of Virginia
The foregoing instrument was acknowledged before me this 19 day of October, 2023 by
Chris W. Holloway
(Name of person seeking acknowledgement)

Notary Public
Notary registration number: 7076929 My commission expires: 08/31/2027

NOTICES

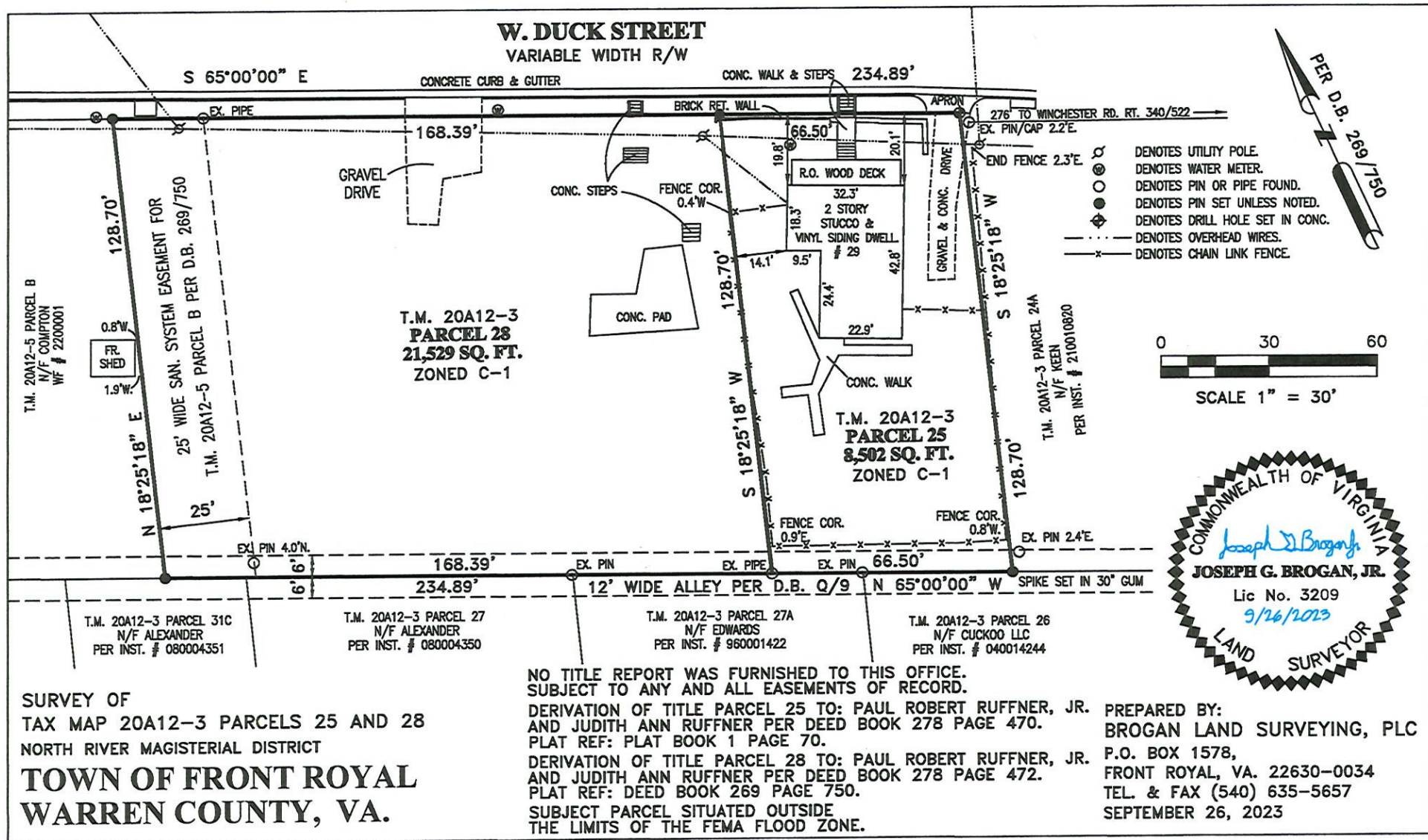
- Staff will notify adjacent property owners of the rezoning request and the scheduled public hearing dates with the Planning Commission and Town Council.
- Town Staff will place an advertisement in the local newspaper as required under Virginia Code § 15.2-2204.
- Town Staff will place a public hearing 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 # 817144/954 Date Paid 10/19/2023 pd. \$400.00 Check # 4978
Planning Commission Hearing Date: _____ Recommendation: _____
Town Council Hearing Date: _____ Date Sent to Clerk: _____

Tax Map 20A12-3 Two Parcels

Property is currently zoned C-1, but used as residential. There is not sufficient depth for C-1. Would like to continue as Residential and Rezone to R-3.





COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: January 2, 2024

Item# 04C

Agenda Item: Rezoning Application for 1121, 1125, 1135 John Marshall Highway – Cook Realty

Summary: A Rezoning Application was submitted by Cook Realty, LLC requesting to rezone 1121, 1125 and 1135 John Marshall Highway, identified by Tax Map 20A10-3-8, 8A and 9A from R-1, Residential District to C-1, Community Business District. The Planning Commission held a public hearing on December 20, 2023, and recommended approval of the amendment to the zoning map to reclassify from R-1 to C-1.

Note: The Comprehensive Plan calls for this area of John Marshall Highway to be zoned mixed use. The intent is for a mixture of commercial and residential uses. This request is in line with the Comprehensive Plan and provides an opportunity to bring this property into compliance with the zoning ordinance.

Budget/Funding: N/A

Staff Recommendation: Staff recommends approval and to advertise for a public hearing on January 22nd.

Town of Front Royal, Virginia

Planning Commission Regular Meeting Agenda

☐ Consent Action

☐ Administrative Action

☒ Public Hearing

☐ Discussion

Agenda Item: Rezoning Application # 2300736

MEETING DATE: December 20, 2023

SUMMARY: The application for review is requesting an amendment of the Zoning Map of the Town of Front Royal to reclassify 1121, 1125 and 1135 John Marshall Highway, identified by tax map 20A10-3-8, 8A and 9A from R-1, Residential District to C-1, Community Business District.

STAFF RECOMMENDATION: Staff recommends approval of the rezoning application. The Comprehensive plan calls for this area to be zoned medium density mixed use. A key component of that zone is the commercial element.

DRAFT MOTION: "I move that the Planning Commission forward a recommendation of approval to the Front Royal Town Council for Rezoning Application # 2300736 to amend the Zoning Map of the Town of Front Royal to reclassify 1121, 1125 and 1135 John Marshall Highway, identified by tax map 20A10-3-8, 8A and 9A from R-1, Residential District to C-1, Community Business District."

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

PLANNING COMMISSION ACTION:

Moved _____ Seconded _____

Wood _____ Williams _____ Wells _____ Marshner _____ Matthiae _____

☐ Approved

☐ Approved w/ Conditions

☐ Denied

☐ Other



TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & ZONING

STAFF REPORT - REZONING APPLICATION #2300537
PLANNING COMMISSION- December 20, 2023

APPLICATION #:

Rezoning Application #2300736

APPLICANT:

Cook Realty, LLC

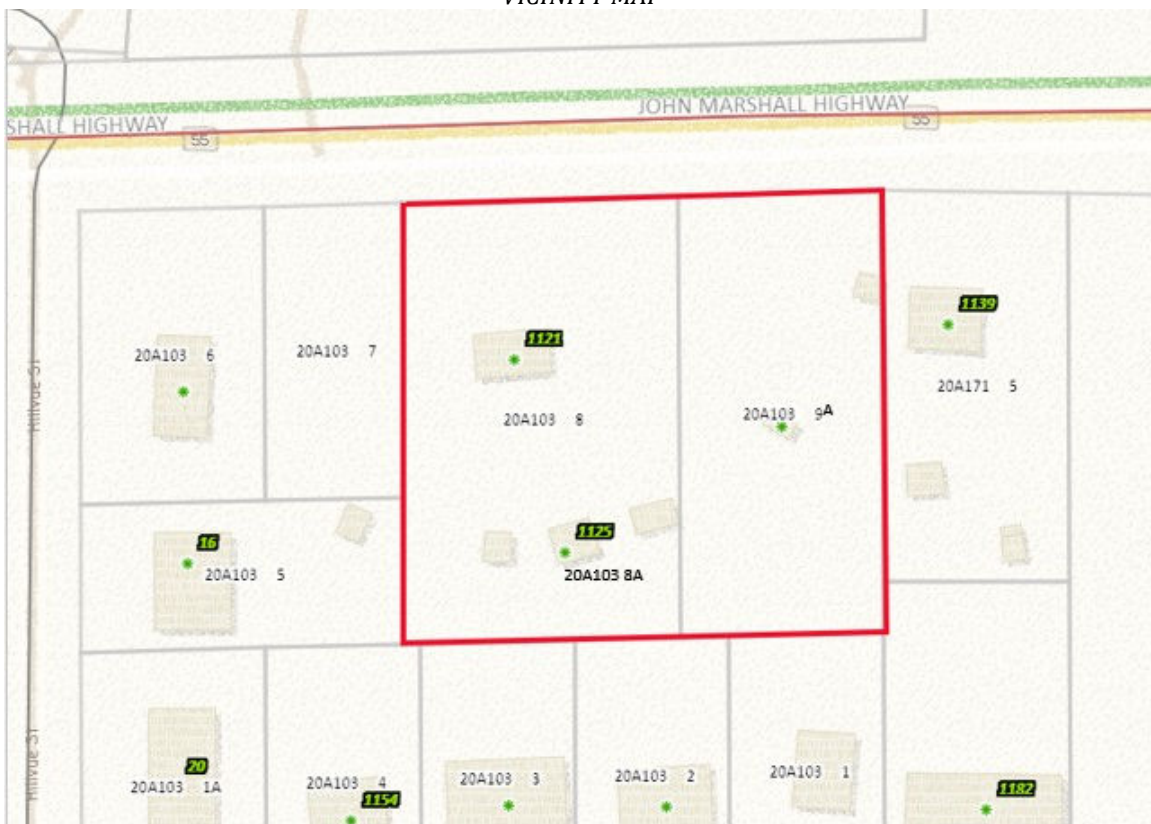
SUMMARY OF REQUEST:

The application for review is requesting an amendment of the Zoning Map of the Town of Front Royal to reclassify 1121, 1125 and 1135 John Marshall Highway, identified by tax map 20A10-3-8, 8A and 9A from R-1, Residential District to C-1, Community Business District. The proposed use is for an event center. The property was previously approved for a Special Use Permit for an Airbnb.

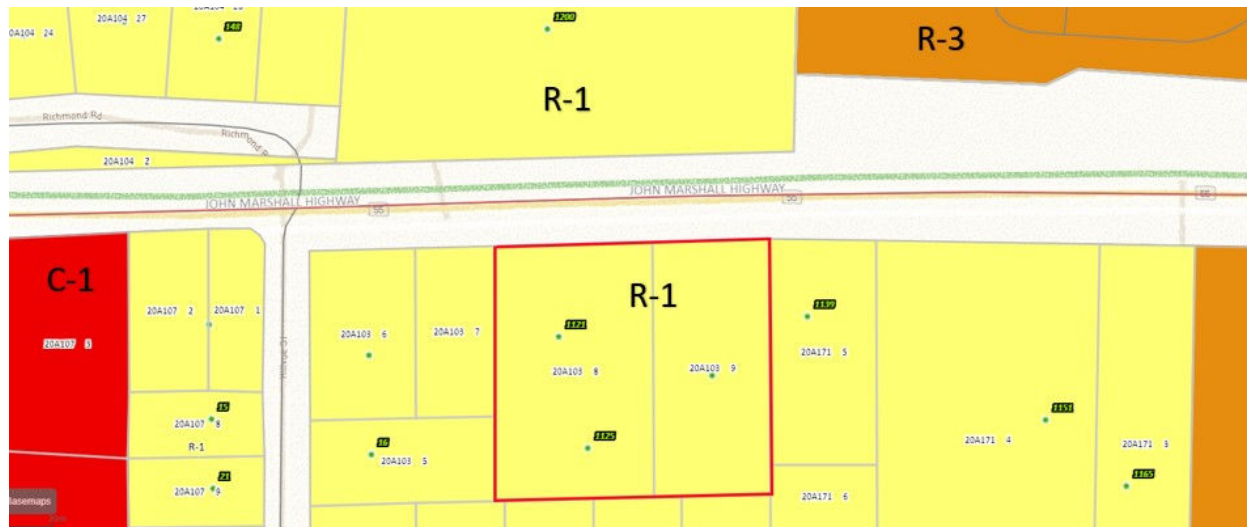
GENERAL INFORMATION:

<i>Site Addresses</i>	1121, 1125 and 1135 John Marshall
<i>Property Owner(s)</i>	Cook Realty, LLC
<i>Existing Zoning</i>	R-1, Residential District
<i>Proposed Zoning</i>	C-1, Community Business District
<i>Tax Identification</i>	20A10-3-8, 8A and 9A
<i>Location</i>	The subject property is located east of the intersection of Hillview Street with John Marshall Highway.

VICINITY MAP



AERIAL MAP – ZONING DISTRICTS



INFORMATION ON THE APPLICATION:

Application Documents

ATTACHMENT A: APPLICATION

- **Application Form.** This is the standard application form used to initiate rezoning applications in the Town.
- No proffers were made by the applicant.

ATTACHMENT B: PLAT

- **Plat.** A survey plat of the property showing property lines and proposed improvements thereon.

ATTACHMENT C: LETTER OF STATEMENT OF JUSTIFICATION

To Whom It may Concern

I am requesting the rezoning of the Property I own at the above addresses also known as The Trellis. is property was built in the 1950's as a "Motor Court" Motel and over the last three years I took on renovating this property that had become blighted and run down to enhance our entrance corridor and hopefully encourage tourism in our town and down town areas.

In light of the recent changes to the Comp Plan for this area to commercial zoning , it is my opinion that this is more suitable for the use of the property as it was originally purposed as well as it is purposed today. In rezoning this property it will make it more compliant with the current comp plan and more in line with the current use.

It was also requested when I started this property by the Planning Commission that the property needed to be rezoned to commercial, so in such I am making application to comply with the request and ask for your approval to rezone the property to commercial

Thank you

Shelly Cook

The statements of intent of the two (2) identified zoning districts as set forth in the Front Royal Zoning Ordinance are as follows:

R-1 District, Zoning Ordinance Sec. 175-11

The R-1 District is composed of quiet, low-density residential areas, plus undeveloped areas where similar residential construction appears likely to occur. The standards set forth for this district are designed to stabilize and protect the essential character of the areas so delineated, to promote and encourage a suitable environment for family life where there are children, to provide areas for suitable expansion of the Town as facilities are provided and to prohibit all commercial activities. Development is, therefore, limited to relatively low concentration, and permitted uses are limited to single-unit dwellings, plus selected additional uses, such as schools, parks, churches, and certain public facilities that serve the residents of the district. Mobile homes or rooming houses are prohibited.

C-1 District, Zoning Ordinance Sec. 175-38

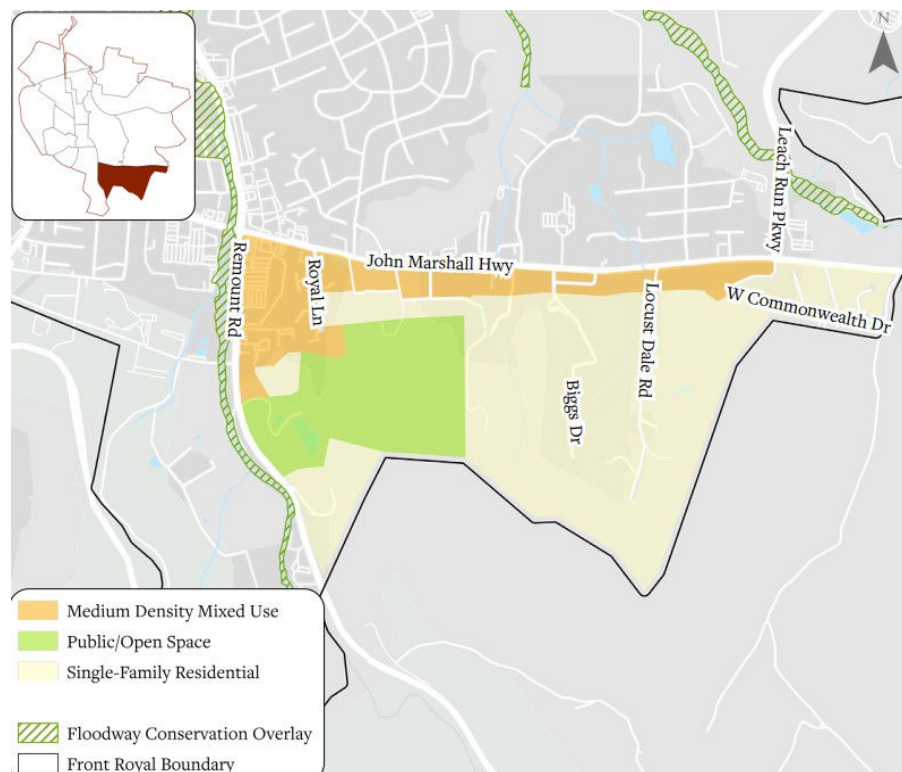
The Community Business C-I District is intended to accommodate general business areas, highway-oriented commercial uses, and selected retailing operations. The Community Business C- I District recognizes the demand for a variety of land uses near or adjacent to the major traffic arteries in Town.

Differences between R-1 and C-1 Zoning Districts

The main difference between the R-1 to C-1 use is the change from the residential nature of the district to a commercial use district. The original use of the property was a drive-in motel. The use was discontinued for more than two (2) years and therefore is no longer legally nonconforming.

The Comprehensive Plan shows this area along John Marshall Highway to be zoned Medium Density Mixed Use. The current commercial zoning district is in conformance with the Comprehensive Plan. The primary uses of this district are intended to be commercial and residential in nature.

Uses	Primary	Office, commercial, residential, hotels
	Secondary	
Character	Design Principles	Buildings up to four stories, parking in rear of building, screened services and parking, buildings built to ROW, wide sidewalks
Other	Facilities & Utilities	Street lighting, public water and sewer, shared parking, bicycle parking
	Special Considerations	



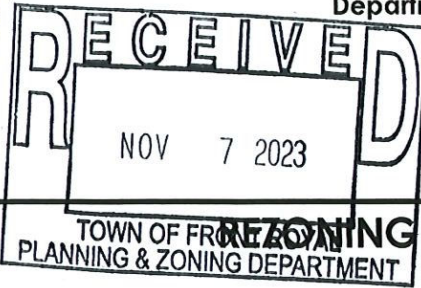
Findings and Analysis & Staff Recommendation

Staff recommend approval of the rezoning application. Only the rezoning is up for consideration. The use of the property is not currently permitted. The applicant will need to work with staff if this rezoning is approved to bring the use into compliance with the Town Code.

Attachments: A. Application
 B. Plat
 C. Letter of Statement of Justification
 D. Police Reports, E-mail Complaint, Support Letter



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



FRREZON #2300736

REZONING APPLICATION
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT

APPLICANT

Name Cook Realty, LLC Phone 540-550-0334
Address 65 Lee Burke, Front Royal, Va. 22630
E-mail shellycook103@gmail.com

PROPERTY OWNER OF RECORD

Name Cook Realty, LLC Phone 540-550-0334
Address 65 Lee Burke, Front Royal, Va. 22630

PROPERTY DESCRIPTION

Location/Street Address 1121, 1125, and 1135 John Marshall Hwy.
Number of lots: 3 Total Acreage 62,386 Sq. Ft.
Tax Map Identification for each parcel (Map, Section, Block, & Lot):
TM: 20A10-3 Lots 8, 8A, and 9A

Subdivision Name (if applicable) Subdivision of Hall Property

REQUEST

Existing Zoning R-1 Proposed Zoning C-1
Existing Use Airbnb and event center Proposed Use Airbnb and event center

RECEIVED
NOV 7 2023
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT

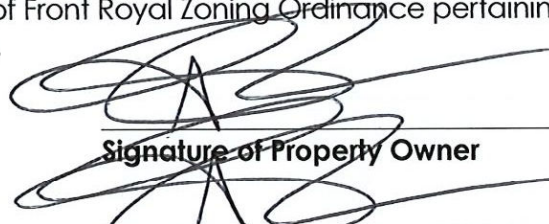
ATTACHMENTS

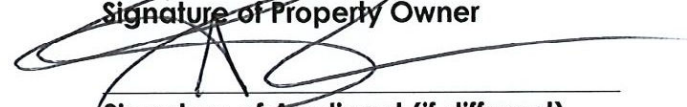
The following should be submitted with a completed copy of this application. Additional information may be determined necessary depending on the nature of the request.

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)

City/County of Warren, Commonwealth of Virginia
The foregoing instrument was acknowledged before me this 7th day of November, 2023 by
Brandy Lynn Knighting
(Name of person seeking acknowledgement)
Bryant Kreg
Notary Public
Notary registration number: 7704421 My commission expires: March 31, 2025

BRANDY LYNN KNIGHTING
NOTARY PUBLIC
REG. #7704421
COMMONWEALTH OF VIRGINIA
MY COMMISSION EXPIRES MARCH 31, 2025

NOTICES

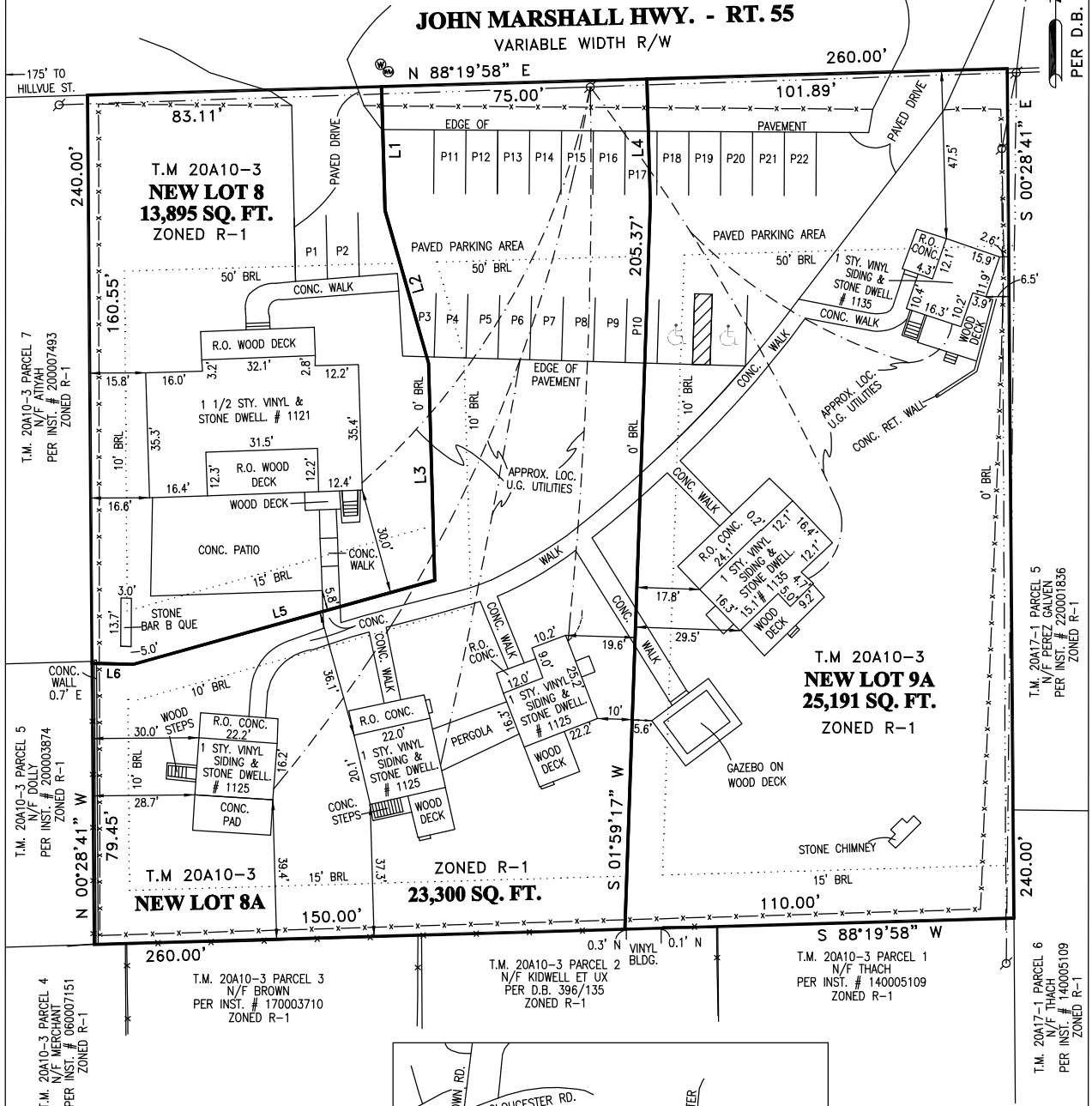
- Staff will notify adjacent property owners of the rezoning request and the scheduled public hearing dates with the Planning Commission and Town Council.
- Town Staff will place an advertisement in the local newspaper as required under Virginia Code §15.2-2204.
- Town Staff will place a public hearing 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 # 01001957432 Date Paid 11-7-23 Pd \$543.20 by card
Planning Commission Hearing Date: _____ Recommendation: _____
Town Council Hearing Date: _____ Date Sent to Clerk: _____

LINE	BEARING	DISTANCE
L1	S 01°40'02" E	35.00'
L2	S 15°53'34" E	44.87'
L3	S 01°40'02" E	61.35'
L4	S 01°40'02" E	35.00'
L5	S 74°24'34" W	88.40'
L6	N 88°43'19" W	11.68'

- DENOTES UTILITY POLE.
- DENOTES OVERHEAD WIRES.
- ⊙ DENOTES WATER METER.
- ⊕ DENOTES WATER VALVE.
- ✕ DENOTES WOOD FENCE.
- P1 DENOTES PARKING SPACE.

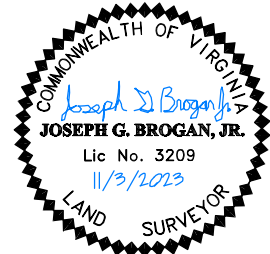
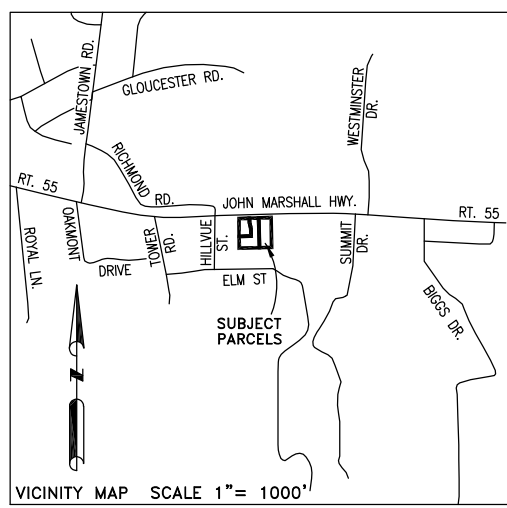


CURRENT ZONING: R-1.
PROPOSED ZONING C-1.

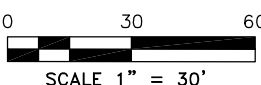
NO TITLE REPORT WAS FURNISHED TO THIS OFFICE.
SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.
DERIVATION OF TITLE TO: COOK REALTY, LLC.
PER INSTRUMENT # 23.

PLAT REF: INST. # 230000504 AND D.B. 235/160.
PROPERTY SITUATED OUTSIDE THE LIMITS
OF THE FEMA FLOOD ZONE.

PLAT OF PROPOSED REZONING OF
LOTS 8, 8A AND 9 PER PLAT OF
SUBDIVISION OF THE HALL PROPERTY
SOUTH RIVER MAGISTERIAL DISTRICT
TOWN OF FRONT ROYAL
WARREN COUNTY, VA.



PREPARED BY:
BROGAN LAND SURVEYING, PLC
P.O. BOX 1578
FRONT ROYAL, VA. 22630-0034
TEL. & FAX (540) 635-5657
NOVEMBER 3, 2023



Statement Of Justification

Shelly Cook
1121 John Marshall Highway
1125 John Marshall Highway
1135 John Marshall Highway

Front Royal , Virginia 22630

To Whom It may Concern

I am requesting the rezoning of the Property I own at the above addresses also known as The Trellis. is property was built in the 1950's as a "Motor Court" Motel and over the last three years I took on renovating this property that had become blighted and run down to enhance our entrance corridor and hopefully encourage tourism in our town and down town areas.

In light of the recent changes to the Comp Plan for this area to commercial zoning , it is my opinion that this is more suitable for the use of the property as it was originally purposed as well as it is purposed today. In rezoning this property it will make it more compliant with the current comp plan and more in line with the current use.

It was also requested when I started this property by the Planning Commission that the property needed to be rezoned to commercial, so in such I am making application to comply with the request and ask for your approval to rezone the property to commercial

Thank you

Shelly Cook

12/15/23
09:55

FRONT ROYAL POLICE DEPARTMENT
CAD Master Call Table:

382
Page: 1

Call

Long-Term Call ID 23C012167

Active Call	Nature	Traffic Stop	Type 1	Priority 4
Address	JOHN MARSHALL; THE TRELLIS			City
Calls	Dupl	Names	w/Alrts	Wants
				Prem
				Adr
Zones	+	+	+	Determinant
Directions				Alarm

Complainant								
Number								
Last				Fst			Mid	
Address							DOB	
City		ST	ZIP				SSN	
Phone		Race	Sex		Prev Calls		Wants	Adr
Alert								

Contact								
Contact	Suess E				Telephone			
Address								

Information
Info (See below)

License Plate	4EE0295	State	MD	Color	Make	Model
How Received	O Officer Report			Occurred between	16:54:21	08/27/23
Received By	Dever J			and	16:54:21	08/27/23
Hold Until	: :	/ /		When Reported	16:54:21	08/27/23

= = = = =

INVOLVEMENTS:

Type	Record #	Date	Description	Relationship
LW	23081448	08/27/23	Traffic Stop	*Initiating Call
TS	55129	08/27/23	Traffic Stop	Traffic Stop

Call Taker Comments:

16:58:44 08/27/2023 - Dever J _____
URGENT Address change from JOHN MARSHALL to JOHN MARSHALL; THE TRELLIS17:04:45
08/27/2023 - Suess E
fail to obey highway sign



FRONT ROYAL POLICE DEPARTMENT

Officer Report for Incident 23081448

Nature: Traffic Stop
Location: SOUTH

Address: JOHN MARSHALL; THE TRELIS
FRONT ROYAL VA 22630

Offense Codes:

Received By: Dever J **How Received:** O **Agency:** FRPD
Responding Officers: Suess E
Responsible Officer: Suess E **Disposition:** INA 08/27/23
When Reported: 16:54:21 08/27/23 **Occurred Between:** 16:54:21 08/27/23 and 16:54:21 08/27/23

Assigned To: **Detail:** **Date Assigned:** **/**/**
Status: **Status Date:** **/**/** **Due Date:** **/**/**

Complainant:

Last: **First:** **Mid:**
DOB: **/**/** **Dr Lic:** **Address:**
Race: **Sex:** **Phone:** **City:** ,

Offense Codes

Reported: **Observed:**

Circumstances

Responding Officers: **Unit :**
Suess E 200

Responsible Officer: Suess E **Agency:** FRPD
Received By: Dever J **Last Radio Log:** 17:04:45 08/27/23 CLR
How Received: O Officer Report **Clearance:** UTS UNIFORM TRAFFIC
SUMMONS
When Reported: 16:54:21 08/27/23 **Disposition:** INA **Date:** 08/27/23
Judicial Status: **Occurred between:** 16:54:21 08/27/23
Misc Entry: **and:** 16:54:21 08/27/23

Modus Operandi: **Description :** **Method :**

Involvements

Date	Type	Description	
08/27/23	Name	BALAMJAV, BADAMGARAV	Offender

08/31/23	Citation	Moving Violation	Citation
08/27/23	Vehicle	BLU 2003 TOYT CAMRY MD	Vehicle
08/27/23	Cad Call	16:54:21 08/27/23 Traffic Stop	Initiating Call

Responsible LEO:

Approved by:

Date

Vehicles

Vehicle Number:**32324****License Plate:** 4EE0295**State:** MD**Vehicle Year:** 2003**Make:** TOYT Toyota**Color:** BLU /**Vehicle Type:** PCAR Passenger Car**License Type:** PC Regular Passenger Automobile**Expires:** 05/31/24**VIN:** 4T1BE32K13U720443**Model:** CAMRY**Doors:** 4**Value:** \$0.00**Owner:****Last:** BALAMJAV**DOB:** [REDACTED]**Race:** U**Sex:** F**First:** BADAMGARAV**Dr Lic:** [REDACTED]**Phone:** () -**Mid:****Address:** 2502 MOORE AVE**City:** PARKSVILLE, MD 21234**Agency:****Officer:****UCR Status:****Local Status:****Status Date:** **/**/****Comments:****Date Recov/Rcvd:** **/**/****Area:****Wrecker Service:****Storage Location:****Release Date:** **/**/**

Name Involvements:

Offender : 51621

Last: BALAMJAV

First: BADAMGARAV

Mid:

DOB: [REDACTED]

Dr Lic: [REDACTED]

Address: 2502 MOORE AVE

Race: U

Sex: F

Phone: () -

City: PARKSVILLE, MD 21234

12/15/23
10:00

FRONT ROYAL POLICE DEPARTMENT
CAD Master Call Table:

382
Page: 1

Call

Long-Term Call ID 23C015834

Active Call	Nature	NOISE	Type	1	Priority	7
Address	HILLVUE ST		City	FRO FRONT ROYAL		
Calls	Dupl	Names	w/Alrts	Wants	Prem	Adr
Zones	+	+	+	Determinant	Alarm	
Directions						

Complainant

Number	C13846	Fst	EDWIN	Mid	JOHNS JR
Last	HENRY	DOB		SSN	
Address	✓ 12 HILLVUE ST	ST	VA	ZIP	22630
City	FRONT ROYAL	Race	W	Sex	M
Phone	(540)683-1096	Prev Calls	1	Wants	0
Alert		Adr	0		

Contact

Contact	Telephone
Address	

Information

Info (See below)

License Plate	State	Color	Make	Model
How Received	T Telephone	Occurred between	20:52:08	10/28/23
Received By	COURTNEY C	and	20:53:46	10/28/23
Hold Until	: : / /	When Reported	20:53:43	10/28/23

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INVOLVEMENTS:

Type	Record #	Date	Description	Relationship
LW	23101627	10/28/23	Noise	*Initiating Call
NM	C13846	10/28/23	HENRY, EDWIN JOHNSON JR	*Complainant

Call Taker Comments:

20:53:22 10/28/2023 - Courtney C
EDITED ACROSS FROM SHENANDOAH COMMONS THEY HAVE THE WEDDINGS NOW IN THE REMODELED BUILDINGS THERE IS EXTEMEY LOUD MUSIC.
20:57:24 10/28/2023 - Courtney C
I COULD HEAR THE MUSIC IN THE BACKGROUND WHEN SPEAKING TO THE CALLER
21:06:11 10/28/2023 - Courtney C - From: Burner C
SPOKE TO THE GROOM AND ASKED HIM TO TURN IT DOWN. THEY SHOULD BE DONE AROUND 10. CLEAR, HANDLED BY
21:38:44 10/28/2023 - Conley H
THE OWNER OF THE WEDDING VENUE SAID THE BRIDE IS NOW CRYING BECAUSE HER WEDDING HAS BEEN INTERRUPTED SINCE THEY WERE TOLD THE TOWN ORIDANCE IS 10PM. IT IS IN THEIR CONTRACT TO HAVE THE MUSIC OFF BY 10PM SINCE THAT IS THE TOWN LIMIT. SHELLY COOK IS THE POINT OF CONTACT FOR THIS VENUE 540-550-0334



FRONT ROYAL POLICE DEPARTMENT

Officer Report for Incident 23101627

Nature: Noise
Location:

Address: HILLVUE ST
FRONT ROYAL VA 22630

Offense Codes:

Received By: COURTNEY C

How Received: T

Agency: FRPD

Responding Officers: Burner C, Clingerman A

Responsible Officer: Burner C

Disposition: INA 10/28/23

When Reported: 20:53:43 10/28/23

Occurred Between: 20:52:08 10/28/23 and 20:53:46 10/28/23

Assigned To:

Detail:

Date Assigned: **/**/**

Status:

Status Date: **/**/**

Due Date: **/**/**

Complainant: C13846

Last: HENRY

First: EDWIN

Mid: JOHNSON

DOB: [REDACTED]

Dr Lic: [REDACTED]

Address: 12 HILLVUE ST

Race: W **Sex:** M

Phone: (540)683-1096

City: FRONT ROYAL, VA 22630

Offense Codes

Reported:

Observed:

Circumstances

Responding Officers:

Unit :

Burner C

406

Clingerman A

400

Responsible Officer: Burner C

Agency: FRPD

Received By: COURTNEY C

Last Radio Log: 21:06:33 10/28/23 CLR

How Received: T Telephone

Clearance: HBO HANDLED BY OFFICER

When Reported: 20:53:43 10/28/23

Disposition: INA **Date:** 10/28/23

Judicial Status:

Occurred between: 20:52:08 10/28/23

Misc Entry:

and: 20:53:46 10/28/23

Modus Operandi:

Description :

Method :

Involvements

Date

Type

Description

10/28/23

Name

HENRY, EDWIN JOHNSON JR

Complainant

10/28/23

Cad Call

20:53:43 10/28/23 NOISE

Initiating Call

Responsible LEO:

Approved by:

Date

Name Involvements:

Complainant : C13846

Last: HENRY

DOB: [REDACTED]

Race: W

Sex: M

First: EDWIN

Dr Lic: [REDACTED]

Phone: (540)683-1096

Mid: JOHNSON

Address: 12 HILLVUE ST

City: FRONT ROYAL, VA 22630

12/15/23
09:57

FRONT ROYAL POLICE DEPARTMENT
CAD Master Call Table:

382
Page: 1

Call

Long-Term Call ID 23C017291

Active Call Nature TRAFFIC CONTROL Type 1 Priority 9
Address ✓ 1121 JOHN MARSHALL HWY City FR Front Royal
Calls 25+ Dupl 0 Names 1 w/Alrts 0 Wants 0 Prem 0 Adr 0
RICHMOND RD & SUMMIT DR
Zones + + + Determinant Alarm
Directions

Complainant

Number
Last Fst Mid
Address DOB
City ST ZIP SSN
Phone Race Sex Prev Calls Wants Adr
Alert

Contact

Contact Telephone
Address

Information

Info (See below)

License Plate	State	Color	Make	Model
How Received	O Officer Report	Occurred between	14:02:36	11/25/23
Received By	DODSON RM	and	14:03:30	11/25/23
Hold Until	: : / /	When Reported	14:02:47	11/25/23

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INVOLVEMENTS:

Type	Record #	Date	Description	Relationship
LW	23111249	11/25/23	Traffic Control	*Initiating Call

Call Taker Comments:

14:03:25 11/25/2023 - Dodson RM
I SET OUT FLARES FOR THE EVENT. I WAS APPROACHED BY SOME PEOPLE WHO LIVE ON
HILLVUE THAT WERE UPSET ABOUT THE EVENT. THEY WERE TOLD TO SPEAK TO TOWN COUNSEL
14:06:17 11/25/2023 - Dodson RM - From: Fogle D
IM CLEAR. ILL CONTINUE TO MONITOR IT



FRONT ROYAL POLICE DEPARTMENT

Officer Report for Incident 23111249

Nature: Traffic Control
Location: SOUTH

Address: 1121 JOHN MARSHALL HWY
Front Royal VA 22630

Offense Codes:

Received By: DODSON RM **How Received:** O **Agency:** FRPD
Responding Officers: Fogle D
Responsible Officer: Fogle D **Disposition:** INA 11/25/23
When Reported: 14:02:47 11/25/23 **Occurred Between:** 14:02:36 11/25/23 and 14:03:30 11/25/23

Assigned To:
Status:

Detail:
Status Date: **/**/**

Date Assigned: **/**/**
Due Date: **/**/**

Complainant:

Last:	First:	Mid:
DOB: **/**/**	Dr Lic:	Address:
Race:	Sex:	Phone:
		City: ,

Offense Codes

Reported: **Observed:**

Circumstances

Responding Officers: **Unit :**
Fogle D 300

Responsible Officer: Fogle D	Agency: FRPD
Received By: DODSON RM	Last Radio Log: 14:06:26 11/25/23 CLR
How Received: O Officer Report	Clearance: HBO HANDLED BY OFFICER
When Reported: 14:02:47 11/25/23	Disposition: INA Date: 11/25/23
Judicial Status:	Occurred between: 14:02:36 11/25/23
Misc Entry:	and: 14:03:30 11/25/23

Modus Operandi: **Description :** **Method :**

Involvements

Date	Type	Description	
11/25/23	Cad Call	14:02:47 11/25/23 TRAFFIC CONTROL	Initiating Call

Responsible LEO:

Approved by:

Date

Connie Potter

From: Monica McClure
Sent: Monday, December 4, 2023 8:53 AM
To: Connie Potter; Carol Buffa
Subject: FW: Hillvue & Elm St Event Parking

From: Jr Henry <jr22630@gmail.com>
Sent: Thursday, November 30, 2023 11:00 PM
To: Monica McClure <mmclure@frontroyalva.com>; John Ware <jware@frontroyalva.com>; Lauren Kopishke <lkopishke@frontroyalva.com>
Subject: Hillvue & Elm St Event Parking

Dear Planning & Zoning Department,

I hope this message finds you well. My name is Edwin Henry, and I am writing to bring to your attention safety concerns related to The Trellis, which operates as a short-term rental in our community.

On Saturday November 30th, another event was hosted at The Trellis, resulting in significant issues for our neighborhood. Cars were parked on both sides of Hillvue Street, creating a hazardous situation that could have prevented emergency vehicles from navigating the street effectively. This poses a serious risk, especially considering the large elderly population residing on Hillvue and Elm Streets.

A neighbor had to be transported to the hospital by ambulance in recent weeks. The congestion caused by parked cars would have hindered the ambulance's timely access to our street. If an ambulance would be needed on the day of an event. Additionally, I personally experienced difficulties leaving my property as my mailbox and driveway were blocked. When I requested someone not to block my driveway, I received a note on my car with an inappropriate message.

The situation escalated to the extent that the police were called to intervene on Saturday. The officer was called to the scene and put flairs down. The officer mentioned that they were not informed of any event at The Trellis and expressed that with prior knowledge, they could have been better prepared. This lack of coordination further compounds the safety risks associated with events at this location.

The specific safety concerns include:

1. Emergency vehicle access blocked by parked cars on Hillvue Street.
2. Difficulty for residents, particularly the elderly, to navigate the area during events.
3. Personal property obstruction, such as blocked driveways and mailboxes.
4. Inadequate communication with local law enforcement, hindering their ability to manage public safety effectively.

I am reaching out to seek guidance on the correct course of action. I believe that addressing these issues is crucial to ensuring the safety and well-being of our community members.

Any assistance or guidance you can provide in navigating this process would be greatly appreciated. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,
Edwin Henry



SKYLINE BAPTIST CHURCH

Focusing on the WORD Because TRUTH Matters

December 11, 2023

Front Royal Department of Planning & Zoning
102 E. Main St.
PO Box 1560
Front Royal, VA 22630

Re: Rezoning Application submitted by Cook Realty for 1121,1125, 1135 John Marshall Hwy.

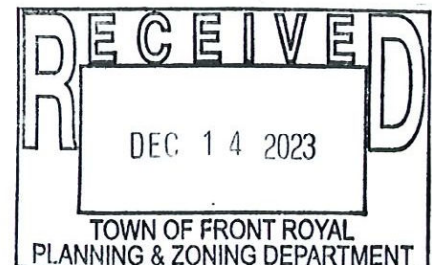
To Whom It May Concern,

I regret that I am unable to personally attend the December 20th meeting concerning Shelly Cook's property at 1121, 1125, 1135 John Marshall Hwy. However, I want to take the opportunity to express our delight in what Shelly has done with that property. We have a good relationship with her and have had no issues, such as noise, with events that have been conducted there.

For Skyline Baptist Church (Formerly Front Royal Bible Church)—1200 John Marshall Hwy.

Pastor Randy DeSantis

Pastor Randy DeSantis





COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: January 2, 2024

Item# 05A

Agenda Item: Out-of-town utility connection application from the Catholic Diocese of Arlington and Warren County Board of Supervisors

Summary: The Town received a request for water and sewer connection from Warren County and Catholic Diocese of Arlington for O Criser Road which is located outside the corporate limits.

The Town Code addresses extension of water and sewer service to Warren County in Chapter 134-1 C EXTENSION POLICY BEYOND TOWN LIMITS and Chapter 134-1 D. EXTENSION MORATORIUM AREAS which is included in the packet.

In Chapter 134-1C states that The Town Council will decide on a case-by-case basis whether to provide water and sewer to the proposed property(ies) as well as whether a boundary adjustment is appropriate.

In Chapter 134-1D states a moratorium of utility connections and extensions in Warren County to all undeveloped properties or lots not served by Town utilities as of the date of adoption of this Code Section is established that shall require sufficient studies and modeling prior to the Town's consideration of additional connections or extensions with the exception of:

1. Route 522 Corridor
2. Blue Ridge Shadows
3. McKay Properties
4. Henselstone Subdivision
5. Guard Hill Rd parcels located within 100' of existing water main
6. Harmony Hollow Road parcels located within 100' of the existing water main

Budget/Funding: N/A

Staff Recommendation: Discussion



APPLICATION FOR OUT-OF-TOWN UTILITY CONNECTION

Town of Front Royal
Public Works
800 Crosby Rd – PO Box 1560
Front Royal VA 22630
(540) 635-7819 (O) • (540) 635-8973 (F)
www.frontroyalva.com

Application Date: 11/9/23

Owner(s) / Applicant(s) Full Name: Greenway Engineering, Inc

Mailing Address: 151 Windy Hill Lane

City/State/Zip: Winchester, VA 22602

Daytime Phone: 540-662-4185 Email: mawhitacre@greenwayeng.com

Property Address/Lot #: Tax Map #28 128, 0 Criser Road

IF RESIDENTIAL:

Type of Unit: ☐ Single Family ☐ Townhouse ☐ Duplex/Multi Family

IF COMMERCIAL or INDUSTRIAL:

Type of Business: Church

Number of Employees: _____ Hours of Operation: _____

Estimated Usage: 4,000 gallons per day

ALL APPLICANTS:

Number of Toilets: _____ Urinals: _____ Sinks: _____ Tubs/Showers: _____

Size of Meter (Must match water service size): 1.5"

Fire Suppression Required: Yes / No Meter size 4"

THIS SECTION TO BE COMPLETED BY WARREN COUNTY PLANNING DEPARTMENT

Application Approved by Board of Supervisors: _____ Date: _____

Application Approved by Building Department: _____ Date: _____

Application Approved by Planning Staff: _____ Date: _____

Director of Planning Signature: _____ Date: _____

TOWN APPROVAL PROCESS

- ✓ Approval of Connection by Town Council if applicable (Four Weeks)
- ✓ Review of Site Plans if applicable (Three Weeks per submittal)
- ✓ If Commercial–Completion of PILOT Agreement, if applicable-through Town Attorney's Office (Two Weeks)
- ✓ Payment of Applicable Fees through Finance Department (One Week)
- ✓ Developer provides and installs all equipment (pipes, valves, meters, etc.)

THIS SECTION TO BE COMPLETED BY PUBLIC WORKS

Water & Sewer Availability: _____

Utility Extension Required: _____

Utility Plans Reviewed & Approved: _____

PILOT Agreement Completed: _____

Confirmation from Director of Finance that Taxes have been paid in full: ____ Date: _____

Signature: _____

FEES:

Water Connection Fee _____

Water Additional Fee _____

Fire Suppression Fee _____

Sub Total (Water) _____

Sewer Connection Fee _____

Sewer Additional Fee _____

Sub Total (Sewer) _____

TOTAL _____

Public Works Director Signature: _____ Date: _____

134-71.1 PURCHASE OF WATER AND SEWER TAPS

- A water and sewer connection can be purchased from the Town of Front Royal only for a specific, designated building site or lot.
- Once an application to purchase a water and sewer connection has been received, the connection shall not be transferrable to another site.
- If the water and sewer connection is not installed within twelve (12) months from the date of purchase because the purchaser is not ready for actual installation, the purchase shall be voided and the purchase price alone shall be refunded without interest.
- Water and sewer connection fees shall be paid upon application. However, when a single developer in a single application requests the purchase of six (6) or more water and sewer taps for six (6) or more building units, the connection fee for each tap may be paid upon actual installation of each respective tap. (Ord. No. 2-86 Added Entire Section 2-10-86-Effective Upon Passage)

GENERAL INFORMATION

1. A site plan or plat depicting the utility connection locations to the Town water and sewer mains must be included with this application. Warren County may release building permit upon Town approval of site plans.
2. All owner information must be completed and Warren County approvals received prior to processing by the Town.
3. The tax map number can be found on your Zoning or Building permit. If you do not know this number, it can be obtained from the County Planning Department (540-636-3354).
4. Connection fee information can be obtained from the Town website www.frontroyalva.com or by contacting Public Works (540) 635-7819.
5. For tenant occupied structures, separate water meters must be provided for each unit.
6. Information about the Town's PILOT program and Out-of-Town Water & Sewage Service Agreement can be obtained from the Town website www.frontroyalva.com or by contacting the Town Attorney at (540) 635-8007. Warren County may release Occupancy Permit upon completion of PILOT Agreement.
7. Out-of-Town residential & industrial fees & rates are 200% in-Town rates.

COPY

WARREN COUNTY
CONDITIONAL USE PERMIT APPLICATION

E. Gov Number: WP295-2023
Application Number: WP2023-12-02
Date Received: 11/15/23
Fee Amount: \$ 7500 CH34030
Date Paid: 11/15/23

Applicant Information:

Catholic Diocese of Arlington

Applicant(s) Name

200 North Glebe Road, Suite 704	Arlington	VA	22203
<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>

0 Criser Road, TM #28-128

Property location for conditional use permit if different than applicant's address

703-209-0222	bonnie.vancheri@arlingtondiocese.org
<i>Primary Contact Number</i>	<i>Email</i>

Criser Rd, LLC

Property Owner(s) (if same as applicant, leave blank)

3758 Players Club Drive	Southport	NC	28461
<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>

Robert Kielley	b.b.kielley@yahoo.com
<i>Primary Contact Number</i>	<i>Email</i>

Respectfully request that a determination be made by the Warren County Planning Commission and Board of Supervisors on the following request for a Conditional Use Permit for the property described below.

A. Property Information:

- (1) Magisterial District: South River
- (2) Tax Map Number: 28-128
- (3) Subdivision Name: N/A
- (4) Total Area of Property (acres): 8.4769
- (5) Current Zoning: Agricultural (A)

B. Proposed Use of Property

- (1) State the proposed use(s) for the Conditional Use Permit: Church
- (2) Current land use and condition of site: Vacant
- (3) Zoning of surrounding land/property: Agricultural, Commercial, Residential, Industrial
- (4) Will development be staged? ☐ Yes ☒ No
- (5) Construction Time: Construction will begin after site plan approval
- (6) Season, days, and hours of operation: _____
- (7) Will there be a sign? ☐ Yes ☐ No
(If yes, please submit a sketch of the sign(s) showing size and shape and the sign permit check list with this application.)
- (8) Have there been any prior applications for a conditional use permit/variance for this property? (If yes, enter the permit number and/or name, date of action, action taken by the Planning Commission, Board of Zoning Appeals and/or Board of Supervisors and a description of the request.) N/A
- (9) Number of full time employees: 4
- (10) What type of sewage disposal system will be used? ☐ Private ☐ Central ☒ Public
- (11) Number of persons to be served by the sewage disposal system: _____
- (12) Number of parking spaces to be provided: Regular 145 Handicap 6
- (13) What is the proposed landscaping and buffering for this property? _____
Landscaping and buffering are per the Zoning Ordinance requirements

C. Plans Prepared By

Name: Greenway Engineering, Inc

Address: 151 Windy Hill Lane, Winchester, VA 22602

Telephone Number: 540-662-4185

D. Environmental Information

- (1) Will this proposed use adversely impact the community of the environment? (If yes, what are the adverse impact(s) and what is proposed to solve these adverse impacts?) _____
Endangered and Threatened Species report indicated there is potential habitat for Loggerhead Shrike, Madison Cave Isopod, Brook Floater, Indiana Bat, Northern Long-ear Bat, Tri-color Bat, Virginia Big-eared Bay, and Monarch Butterfly.

- (2) Will there be any debris generated from the activity? (If yes, where and in what manner will the debris be stored and how and where will it be disposed of?) _____
general household trash will be generated with the use. Dumpsters will be provided on site and hauled away regularly.

- (3) Will any potentially hazardous substances be used and/or stored on the property? (If yes, list the substances, their use and disposal of containers and substance residues.) _____
No hazardous substances will be used or stored on the property.

- (4) List any potentially hazardous emissions including, but not limited to: fumes, gases, smoke noise, liquid effluent, waste water, dust, and state what measures will be used to control these emissions. emissions from vehicles will be present on the property. The amount of emissions will be less than other potential uses because of limited weekday use at the facility.

- (5) Will there be any electrical or electronic activity which will interfere with local communications or telephone, television or radio reception? (If yes, describe the type of activity and potential interference.) there will be no electrical or electronic activity that will interfere with local communications, telephone, television or radio

- (6) What will be the impact on traffic? there will be minimal impact to traffic as peak hours of operation will be Sunday morning.

- (7) Will exterior lighting be used? (If yes, state the number of lights and the wattage of each. A lighting plan or lighting contour map may be required to show the nearest candle power as measured at ground level. exterior lighting will be used in parking areas and around building. type and location of lighting will be provided at site plan.

I/we the undersigned, do hereby respectfully agree to comply with any conditions required by the Board of Supervisors of the County of Warren, Virginia, and authorize the County personnel to go upon the property for the purpose of making site inspections. Expenses incurred in securing professional assistance in connection with the review of this application for a Conditional Use Permit shall be charged to the applicant.

Bonnie Vanchesi
Applicant(s) Signature

11/15/28
Date

Property Owner(s) Signature

Date

PLEASE NOTE: If the required documents are not provided and/or the application is incomplete, your application will not be accepted.

NOTES

**The following documents and/or information are required
to be submitted with the application:**

☒ **An application fee.**

Make checks payable to the Warren County Treasurer. A non-refundable fee will be required at the time of submittal.

☒ **A Statement of Justification**

This printed or typed statement is to summarize your proposed use and highlight any aspects of the request which are not addressed in the application form. Please note, the statement is required to be on 8 ½ x 11 size paper.

☐ **Property Management Plan.** (Short Term Tourist Rental only)

☐ **Agency Review Comments.** (As determined by Planning Staff)

☒ **A Site Plan/Survey.**

Your site plan should show the property boundaries, existing or proposed structure(s), adjacent roads, and any other pertinent information which would help outline your proposed use. A recent survey with the proposed uses/structures located on it will serve as a site plan for the purposes of this permit. The Planning Director, Planning Commission and/or the Board of Supervisors reserve the right to ask for an engineered site plan, if they deem it necessary for evaluation of the proposed conditional use permit.

☐ **Sewage Disposal and Well Site.**

Location of the existing or proposed septic system & drainfield and the well site are to be indicated on the survey or central/public connection location.

☒ **A copy of the deed to the property verifying the current ownership.**

A copy may be obtained at the Warren County Courthouse, Circuit Clerk's Office.

☒ **A statement verifying that real estate taxes have been paid.**

This may be obtained from the Treasurer's Office in Suite 800 of the Warren County Government Center.

☒ **Environmental and Community Impact Statements**

The Planning Director, the Planning Commission, and/or the Board of Supervisors reserve the right to ask for an environmental and/or community impact statements, prepared by a certified engineer or other person qualified to perform such work, if they deem it necessary for evaluation of the proposed request.

☒ **Location Map**

A map clearly legible, showing the location of the proposed project in relation to surrounding publicly maintained roads and showing the use of surrounding properties. County staff can assist in obtaining this information.

☒ **Directions to your property from the Warren County Government Center.**

from 220 N. Commerce Street, turn left towards 2nd Street, then turn right onto E. 2nd Street, turn left
onto N. Royal Avenue, then right onto West Criser Road

**STATEMENT OF JUSTIFICATION
St. John the Baptist Conditional Use Permit**

Tax Map# 28-128

Owner/Applicant: Catholic Dioceses of Arlington

November 15, 2023

Catholic Dioceses of Arlington (hereinafter the “Applicant”) of Tax Map Parcel 28-128 (the “Property”), which is currently owned by Criser Road, LLC, is seeking a Conditional Use Permit (CUP) for Tax Map Parcel 28-128 for a church use. The Property has frontage on Luray Avenue and West Criser Road in Warren County, immediately adjacent to the Town of Front Royal.

Land Use Compatibility

The Applicant seeks to develop a church use on the Property pursuant to CUP approval. The proposed use will consist of a 10,690 SF sanctuary building and a 10,500 auxiliary support building with associated parking that will meet applicable ordinance requirements. The proposed configuration of the use is shown on the plan entitled “Concept Plan,” prepared by Greenway Engineering, dated November 15, 2023 and submitted with this CUP application.

The Property is currently zoned Agriculture (A) District. It is bordered by properties to the north and east zoned R-1, Residential, properties to the south are zoned C, Commercial and A, Agricultural, and property to the west is zoned A, Agricultural.

The Warren County Comprehensive Plan’s Future Land Use Map identifies the functional classification of Luray Avenue as an Urban Collector Road and does not call for a classification change. The Town of Front Royal Comprehensive Plan 2023 identifies West Criser Road as a Major Collector Road. There are no improvements proposed in the Town Transportation Improvements Plan or in the referenced Rural Long Range Transportation Plan published by the Northern Shenandoah Valley Regional Commission (NSVRD). Note: Comprehensive Plan Final Draft May 19, 2023, was referenced for transportation items.

The Property is located directly around established residential, commercial and government owned properties. The proposed church use is compatible with the established land use pattern in this area of the County.

Current Land Use

Currently the Property is vacant/undeveloped land. Per historical aerial photos, there is no evidence of prior use or activity of historical significance on the Property.

Future Land Use

Future land use will consist of transforming a portion of the 8.4769± acres of Agricultural (A) District into a church use consisting of a sanctuary building, auxiliary support building, and associated parking. The norther portion of the property will remain open space.

Transportation

2018 Warren County Comprehensive Plan

The Warren County Transportation Plan contained in the 2018 Comprehensive Plan identifies the functional classification of Luray Avenue as an Urban Collector Road and does not call for a classification change. The entrance to the subject property will be located off West Criser Road, which is a Town-maintained road. Approval of the proposed entrance will need to be obtained from the Town of Front Royal.

Town of Front Royal Comprehensive Plan 2023

The Transportation Plan Exhibit within the Town of Front Royal Comprehensive Plan 2023 identifies West Criser Road as a Major Collector Road. There are no improvements proposed in the Town Transportation Improvements Plan or in the referenced Rural Long Range Transportation Plan published by the Northern Shenandoah Valley Regional Commission (NSVRD). Note: Comprehensive Plan Final Draft May 19, 2023 was referenced for transportation items.

Existing Conditions

The intersection of Luray Avenue and West Criser Road consists of a sign-controlled four way stop.

Proposed Conditions

The conceptual layout for the church use proposes the entrance to the subject property off West Criser Road on the southern portion of the property in order to avoid the 100 year floodplain. The entrance consists of two lanes, entrance and exit lanes.

Sunday Peak Hour Traffic Volume is projected at 111 trips. This projection was generated using ITE Trip Generation 11th Edition (Church land use, ITE Code 560). These trips can be accommodated by the surrounding road network in its existing condition. As such, the proposed use will have minimal impact on local roads.

Water and Sewer

If the CUP application is approved, the Property will be served with public water and sewer provided by the Town of Front Royal, and the Applicant has applied for out-of-town water and sewer service through the Town of Front Royal accordingly. If the application is denied, the property will acquire appropriate approvals for service via private drainfield and well.

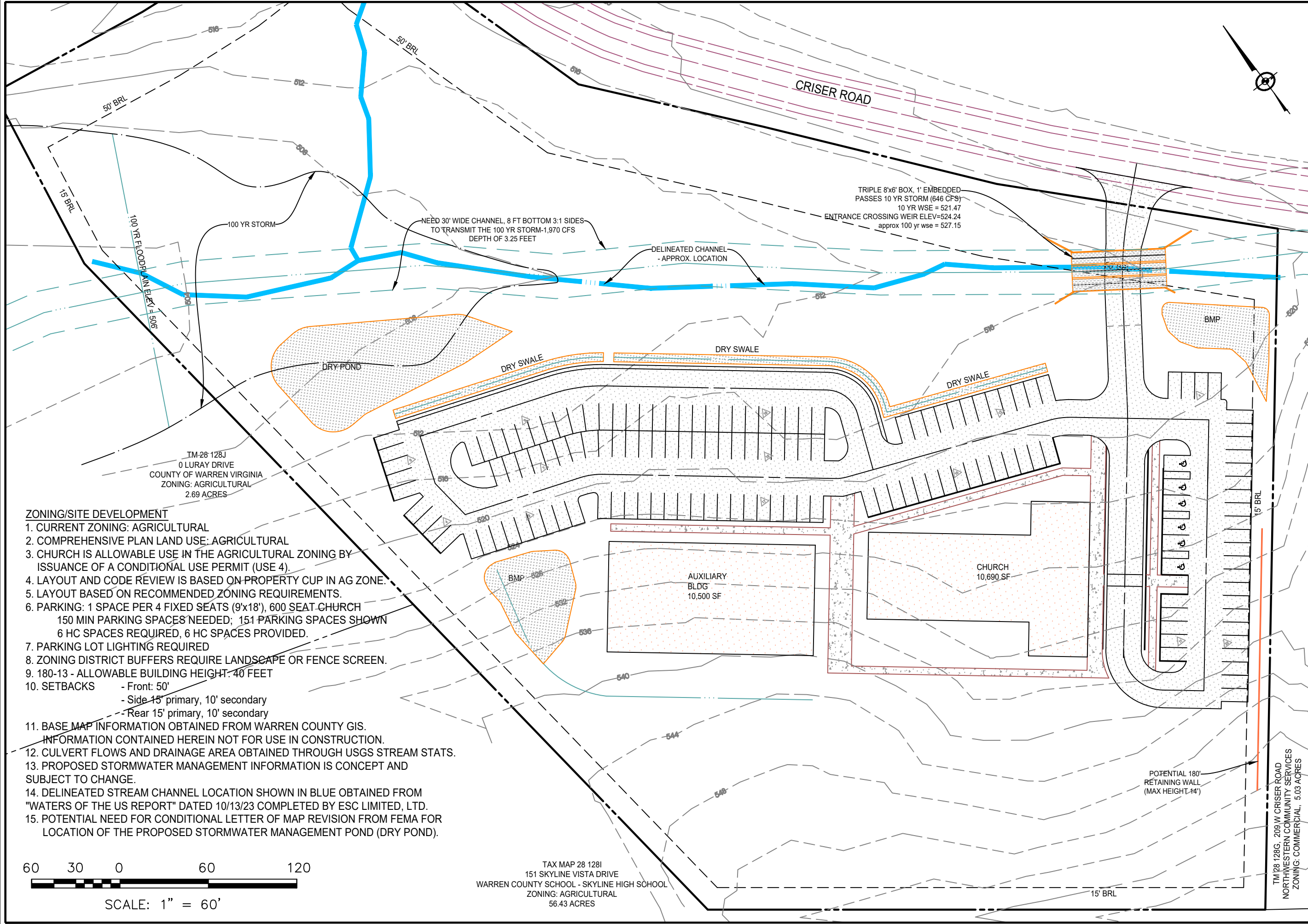
Economic Impacts

The proposed use is consistent with the County's Comprehensive Plan and its policy objectives of increasing the non-residential tax base. This proposed use will provide a moderate benefit to the County by transforming vacant land with minimal tax revenue into a source of moderate tax revenue for years to come.

Conclusion

The proposed CUP is justified inasmuch as it implements the goals and objectives of the Warren County Comprehensive Plan. Notably, the CUP will enable development of an institutional use that will utilize Town of Front Royal public facilities and is designed to preserve the rural character and natural features of the Property.

The proposed CUP will contribute to the diversity of land uses essential to a distinctive and inclusive sense of place that is both compatible with and complementary to the Comprehensive Plan. As such, your favorable consideration of this CUP request is respectfully requested.



ZONING/SITE DEVELOPMENT

1. CURRENT ZONING: AGRICULTURAL
2. COMPREHENSIVE PLAN LAND USE: AGRICULTURAL
3. CHURCH IS ALLOWABLE USE IN THE AGRICULTURAL ZONING BY ISSUANCE OF A CONDITIONAL USE PERMIT (USE 4).
4. LAYOUT AND CODE REVIEW IS BASED ON PROPERTY CUP IN AG ZONE.
5. LAYOUT BASED ON RECOMMENDED ZONING REQUIREMENTS.
6. PARKING: 1 SPACE PER 4 FIXED SEATS (9'x18'), 600 SEAT CHURCH
150 MIN PARKING SPACES NEEDED; 151 PARKING SPACES SHOWN
6 HC SPACES REQUIRED, 6 HC SPACES PROVIDED.
7. PARKING LOT LIGHTING REQUIRED
8. ZONING DISTRICT BUFFERS REQUIRE LANDSCAPE OR FENCE SCREEN.
9. 180-13 - ALLOWABLE BUILDING HEIGHT: 40 FEET
10. SETBACKS
- Front: 50'
- Side 15' primary, 10' secondary
- Rear 15' primary, 10' secondary
11. BASE MAP INFORMATION OBTAINED FROM WARREN COUNTY GIS.
INFORMATION CONTAINED HEREIN NOT FOR USE IN CONSTRUCTION.
12. CULVERT FLOWS AND DRAINAGE AREA OBTAINED THROUGH USGS STREAM STATS.
13. PROPOSED STORMWATER MANAGEMENT INFORMATION IS CONCEPT AND SUBJECT TO CHANGE.
14. DELINEATED STREAM CHANNEL LOCATION SHOWN IN BLUE OBTAINED FROM "WATERS OF THE US REPORT" DATED 10/13/23 COMPLETED BY ESC LIMITED, LTD.
15. POTENTIAL NEED FOR CONDITIONAL LETTER OF MAP REVISION FROM FEMA FOR LOCATION OF THE PROPOSED STORMWATER MANAGEMENT POND (DRY POND).

60 30 0 60 120

SCALE: 1" = 60'

TAX MAP 28 128I
151 SKYLINE VISTA DRIVE
WARREN COUNTY SCHOOL - SKYLINE HIGH SCHOOL
ZONING: AGRICULTURAL
56.43 ACRES

TM 28 128G, 209 W CRISER ROAD
NORTHWESTERN COMMUNITY SERVICES
ZONING: COMMERCIAL, 5.03 ACRES

ST. JOHN THE BAPTIST - W. CRISER ROAD PROPERTY
CONCEPT DEVELOPMENT PLAN

SOUTH RIVER MAGISTERIAL DISTRICT
WARREN COUNTY, VIRGINIA



151 Windy Hill Lane
Winchester, Virginia 22602
Telephone: (540) 662-4185
Fax: (540) 722-9528
www.greenwayeng.com

PROUDLY SERVING VIRGINIA & WEST VIRGINIA
OFFICES IN: WINCHESTER & ASHBURN, VA & MARTINSBURG, WV

DATE: 11/15/2023

SCALE: 1"=60'

DESIGNED BY: RLK

FILE NO. 5282C

SHEET 1 OF 1

COUNTY OF WARREN



County Administrator's Office
Warren County Government Center
220 North Commerce Avenue, Suite 100
Front Royal, Virginia 22630
Phone: (540) 636-4600
Facsimile: (540) 636-6066
Email: edaley@warrencountyva.gov

Dr. Edwin C. Daley
County Administrator

MEMORANDUM

TO: Chase Lenz, Zoning Administrator

FROM: Zach Henderson, Deputy Clerk of the Board

SUBJECT: Application for Out-Of-Town Utility Connection - 0 Criser Rd (Tax Map 28, Parcel 128) - Catholic Diocese of Arlington

DATE: December 13th, 2023

The Board of Supervisors, at its meeting on December 12, 2023, approved the out-of-town utility connection request of Greenway Engineering, Inc. for the property identified on tax map 28 as parcel 128 and authorized Planning staff to submit this application to the Front Royal Town Manager on the County's behalf.



APPLICATION FOR OUT-OF-TOWN UTILITY CONNECTION

Town of Front Royal
Public Works
800 Crosby Rd – PO Box 1560
Front Royal VA 22630
(540) 635-7819 (O) • (540) 635-8973 (F)
www.frontroyalva.com

Application Date: 11/9/23

Owner(s) / Applicant(s) Full Name: Greenway Engineering, Inc

Mailing Address: 151 Windy Hill Lane

City/State/Zip: Winchester, VA 22602

Daytime Phone: 540-662-4185 Email: mawhitacre@greenwayeng.com

Property Address/Lot #: Tax Map #28 128, 0 Criser Road

IF RESIDENTIAL:

Type of Unit: ☐ Single Family ☐ Townhouse ☐ Duplex/Multi Family

IF COMMERCIAL or INDUSTRIAL:

Type of Business: Church

Number of Employees: _____ Hours of Operation: _____

Estimated Usage: 4,000 gallons per day

ALL APPLICANTS:

Number of Toilets: _____ Urinals: _____ Sinks: _____ Tubs/Showers: _____

Size of Meter (Must match water service size): 1.5"

Fire Suppression Required: Yes / No Meter size 4"

THIS SECTION TO BE COMPLETED BY WARREN COUNTY PLANNING DEPARTMENT

Application Approved by Board of Supervisors: Approved Date: 12/12/2023

Application Approved by Building Department: Approved Date: 12/13/2023

Application Approved by Planning Staff: Approved Date: 12/13/2023

Director of Planning Signature: Matt Wendling Date: 12/13/2023

TOWN APPROVAL PROCESS

- ✓ Approval of Connection by Town Council if applicable (Four Weeks)
- ✓ Review of Site Plans if applicable (Three Weeks per submittal)
- ✓ If Commercial–Completion of PILOT Agreement, if applicable-through Town Attorney's Office (Two Weeks)
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- ✓ Developer provides and installs all equipment (pipes, valves, meters, etc.)

THIS SECTION TO BE COMPLETED BY PUBLIC WORKS

Water & Sewer Availability: _____

Utility Extension Required: _____

Utility Plans Reviewed & Approved: _____

PILOT Agreement Completed: _____

Confirmation from Director of Finance that Taxes have been paid in full: ____ Date: _____

Signature: _____

FEES:

Water Connection Fee _____

Water Additional Fee _____

Fire Suppression Fee _____

Sub Total (Water) _____

Sewer Connection Fee _____

Sewer Additional Fee _____

Sub Total (Sewer) _____

TOTAL _____

Public Works Director Signature: _____ Date: _____

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GENERAL INFORMATION

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7. Out-of-Town residential & industrial fees & rates are 200% in-Town rates.



CLOSED MEETING AGENDA STATEMENT

Meeting Date: January 2, 2024

Item# 06

Motion to go into Closed Meeting

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

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

- 1) pursuant to §2.2-3711(A)(1) of the Code of Virginia, for the discussion, consideration, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees, or employees of any public body, more specifically the Town Attorney, Assistant Town Attorney and Board of Zoning Appeals (BZA); and,
- 2) pursuant to Section 2.2-3711(A)(8) of the Code of Virginia, 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, more specifically, obligations of the Front-Royal Warren County EDA.

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.

Moved _____ Seconded _____

VM Sealock _____ Ingram _____ Morris _____ Rappaport _____ DeDomenico-Payne _____ Wood _____