



Roll Call by Clerk of Council

PRESENT: Mayor Lori A. Cockrell
Vice Mayor R. Wayne Sealock
Councilman Joshua L. Ingram
Councilwoman Amber F. Morris
Councilman H. Bruce Rappaport
Councilwoman Melissa DeDomenico-Payne
Councilman Glenn E. Wood

OTHERS PRESENT: Town Manager Joseph E. Waltz
Town Attorney George M. Sonnett, Jr.
Clerk of Council Tina L. Presley
Various members of the staff and public

FY25 Budgetary Items for Review and Budget Calendar – Finance Director BJ Wilson presented Council with a proposed list of FY25 budgetary items noting the list was very preliminary. He advised that the highlighted items on the list will be deferred to future years. He continued by giving an overview of a few items including: actual medical insurance increase slated for late February; review of various special events; ACES initiatives; last year of funding for the body camera replacements; IT virtual machine services and firewall upgrade; replacement of ATAD pump 2 due to reaching end of life; replacing various vehicles; and waterline upgrades in various parts of Town. Mr. Wilson clarified that the following items were to potentially seek financing: Clearwell 1 & 2 repairs; vacuum truck; 4-H station pump upgrades; Jamestown pump station upgrades; new 825,000-gallon Clearwell at the Water Plant; and Riverton pump station rehabilitation/upgrade. The list of debt service (capital projects), he noted, was already committed and placed on the list for reference.

Mr. Wilson asked Council for an update to the Budget Calendar that would push the deadline of the proposed budget from February 1st to March 1st because of the unknowns of the Solid Waste Study and Health Insurance costs. Council agreed to the revision.

Mayor Cockrell clarified with staff that the special events listed did not include the cost of staff's time and preparation for the events. Councilman Rappaport stated that special events were good for the community. Councilwoman DeDomenico-Payne suggested adding a footnote *"this does not include staff time."*

Consent Agenda Items for January 22nd

A. Purchase and Replacement of Vehicles in the Police Department – This item was discussed briefly during the proposed budget overview. It was noted that the goal was to replace vehicles at 100,000 miles but vehicles were not purchased during COVID. It was hoped that going forward the purchases would be staggered. Council agreed to add to the Consent Agenda on January 22nd.

B. FY24 Budget Amendment for Internet Crimes Against Children Funds – Finance Director BJ Wilson advised that \$3,000 was received from the Northern Virginia/District Columbia Internet Crimes Against Children Task Force and would be used to reimburse for the purchases needed at the police department. Council agreed to add to the Consent Agenda on January 22nd.



The following minutes are a summary of items on the agenda. This meeting may be viewed in its entirety by accessing the video of the same date online via the Town's website at www.frontroyalva.com for a limited time.

C. Set Regular Meeting Agenda's Order of Business for 2024 – Mayor Cockrell introduced this item and gave a brief history of why this item needed action every year. There was consensus on the Order of Business for 2024 to leave as is and Council agreed to add to the Consent Agenda on January 22nd.

Councilwoman Morris voiced concern that there used to be two readings for public hearings and asked that Council revisit having two readings reinstated. Mayor Cockrell gave a brief history of how and why the second reading was rescinded. Town Attorney George Sonnett reminded Council that second readings in the past were made only for Town Code amendments. Ms. Morris noted that if she was not comfortable, she would suggest delaying a public hearing moving forward. Mayor Cockrell suggested discussing reinstating second readings for public hearings in a future work session.

Mayor Cockrell passed out a proposed Code of Conduct for Council and asked that it be placed on the next work session for discussion.

D. Appointments to the Audit/Finance Committee and Scholarship Committee – Mayor Cockrell gave an overview of the committees and their duties, and asked Council who would like to serve. The following was agreed by Council and will be added to the Consent Agenda of January 22nd.

Audit/Finance Committee – Councilwoman DeDomenico-Payne and Councilman Ingram
Scholarship Committee – Councilwoman Morris and Councilman Wood.

Councilman Wood asked Council how they would feel about beginning a Water Committee as allowed in the Town Code (4-2) B. A Water Committee with which the Town Manager may consult on all matters with regard to water. He voiced his concerns regarding last year's drought and the need to review a secondary source of water.

Mayor Cockrell gave a brief history of water and transportation issues discussed at the Liaison Committee Meetings recently. Town Manager Joe Waltz advised that water should be discussed with the Northern Shenandoah Valley Regional Commission (NSVRC) and handled across the valley, noting that localities are mandated to regionally plan. Mayor Cockrell suggested finding out what steps NSVRC had taken, noting that Vice Mayor Sealock and Director of Planning Lauren Kopishke were already NSVRC representatives for the Town. Mr. Waltz advised that McKay Springs and a Water Capacity Study would be coming before Council in mid-February. It was noted that Brandon Davis, Executive Director of NSVRC used to report to Council and asked if that could be arranged again.

E. Liaison Committee Meeting Items for January 18th Meeting – Mayor Cockrell advised that items were being suggested for the next Liaison Committee Meeting. Councilwoman De-Domenico-Payne advised that she would accompany the Mayor to the meeting. The following items were suggested to be added to the Meeting Agenda:

- * Transportation (Ingram)
- * Work Force Housing (Rappaport)
- * Taxes Delay (Mayor confirmed with Finance Director)
- * What do we want to achieve together – goal setting (De-Domenico-Payne) – Council agreed that this may not be ready since Council would be goal setting at their retreat on January 29th and 30th.
- * Avtex Conservancy Update (Morris)
- * McKay Spring Update (Morris) – County already placed



* Property Maintenance/Blighted Structures with County – Mr. Waltz advised that this item could not be accomplished without assistance from the County, explaining that the Town could implement Town Code, but the County's Building Code Officials was needed to complete and finalize. It was determined that the topic could be introduced on the 18th advising the committee that more information would be forthcoming at the April Liaison Committee Meeting.

* Briefing on the speed cameras (Rappaport)

Mayor Cockrell asked that this item be added to the January 8th work session for further discussion.

Public Hearings for January 22nd

A. Special Use Permit for Lodging House at 501 S. Royal Avenue – Warren Coalition – Director of Planning Lauren Kopishke advised that the Planning Commission recommended approval with conditions. She explained that there would be no more than eight (8) rooms utilized and ten (10) parking spaces provided before commencement of use. Councilman Rappaport questioned the schematic of the parking and was advised that a revised parking lot had been received and it appeared to work. He questioned how many people would be at this address. Ms. Kopishke advised fifteen (15) utilizing eight (8) rooms. Mayor Cockrell advised that the idea was that those residents at The Landing on N. Royal Avenue would move to this address and The Landing would be used for females.

Ms. Kopishke explained that the parking requirement for the lodging house was one (1) per bedroom and two (2) employees. Councilwoman Morris expressed her frustration with the parking requirements as they related to short-term rentals, long-term rentals, etc. Ms. Kopishke advised that parking depends on the use and every use must have parking requirements.

Councilwoman DeDomenico-Payne voiced concern about the hotel down the street and whether it would be a bad influence on the residents. She also questioned the crime rate in the vicinity and whether the residents were going to be tested every day. Police Chief Magalis advised that he could get the information on the crime rate in the area to Council. Mayor Cockrell advised that The Landing has had very few issues. Ms. Morris advised that the Warren Coalition performs all the testing. While it was noted that the applicant was in attendance to answer questions, Town Attorney George Sonnet voiced his concerns about Council hearing from the applicant at a work session but noted that him being present to listen was fine.

Councilman Rappaport confirmed that the application was for the main house not the two-story garage (accessory structure) and that by law it would have to be ADA accessible.

Council agreed to advertise for a public hearing to be heard on January 22nd.

B. Rezoning Application for 29 W. Duck Street – Skyline Realty Investments - Director of Planning Lauren Kopishke advised that this item was a rezoning request from C-1 to R-3 and that the Planning Commission recommended approval. Mayor Cockrell voiced concern about Duck Street not being wide enough for cars parked on both sides of the street. Ms. Kopishke confirmed that they would have to have two (2) off-street parking per unit. Council agreed to advertise for a public hearing to be heard on January 22nd.

C. Rezoning Application for 1121, 1125, 1135 John Marshall Highway – Cook Realty – Director of Planning Lauren Kopishke advised that this was a rezoning for three (3) parcels: main house and three (3) accessory structures aka as The Trellis. She advised that the Comprehensive Plan called for this area of John Marshall



Highway to be zoned mixed use, noting that the intent was for a mixture of commercial and residential uses. She advised that this request was in line with the Comprehensive Plan.

Councilman Rappaport advised Council of a phone call he received in October 2023 regarding loud music from the site and questioned how this could be addressed in the future. There was much discussion regarding the Town's Noise Ordinance and the violations and expectations that come along with the ordinance. Mr. Rappaport also questioned the conditions that were placed when the short-term rental was approved by Council in 2023 and how events could be held without compliance. Town Attorney George Sonnett stated that the rezoning application before Council was not an examination of current use and if approved the applicant would establish a use under C-1. Ms. Kopishke advised that staff was going out tomorrow regarding compliance of the roof and the parking plan had been submitted. Continued discussion ensued regarding commercial mixed used.

Council agreed to advertise for a public hearing to be heard on January 22nd.

New Business

A. Out of Town Utility Connection Application from the Catholic Diocese of Arlington and Warren County Board of Supervisors – Town Manager Joe Waltz read the summary: The Town received a request for water and sewer connection from Warren County and Catholic Diocese of Arlington for 0 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; and 6)Harmony Hollow Road parcels located within 100' of the existing water main. He advised that Council was to consider whether they wanted a boundary line adjustment.

Councilwoman DeDomenico-Payne questioned how the water usage was measured and will infrastructure support it. Director of Public Works Robbie Boyer advised that 4,000 gallons a day was what the engineer used, noting that it was not a bad draw. It was confirmed that churches receive the first 3,000 gallons free of charge and there was no tax benefit if boundary line adjusted into the Town; however, if there was no boundary line adjustment, they would pay twice the rate over 3,000 gallons.

Councilman Wood suggested negotiating sidewalks for building in Town limits if it was approved as a boundary line adjustment. It was confirmed that the other commercial businesses in the immediate area were paying out of town rates.

Mr. Waltz reiterated whether Council wanted a boundary line adjustment. Mr. Sonnett reminded Council that any decision was unilateral with the County.



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Council agreed to bring back to the January 8th work session for further discussion.

CLOSED MEETING

Councilwoman Morris moved seconded by Councilman Rappaport that Town Council convene a closed meeting, pursuant to Sections 2.2-3711 and 2.2-3712 of the Code of Virginia, for the following purposes:

- 1) pursuant to §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.

Vote: Yes – Councilmembers Sealock, Ingram, Morris, Rappaport, DeDomenico-Payne, Wood

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Councilman Ingram moved seconded by Councilwoman Morris that Council certify that to the best of each member's knowledge, as recognized by each Council member's affirmative vote, that only such public business matters lawfully exempted from Open Meeting requirements under the Virginia Freedom of Information Act as were identified in the motion by which the Closed Meeting was convened were heard, discussed or considered in the Closed Meeting by Council, and that the vote of each individual member of Council be taken by roll call and recorded and included in the minutes of the meeting of Town Council.

Vote: Yes – Councilmembers Sealock, Ingram, Morris, Rappaport, DeDomenico-Payne, Wood

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Adjourned approximately 9:50 pm

Approved by Town Council

1/22/24

Date: -----