



TOWN COUNCIL REGULAR WORK SESSION

Monday, March 4, 2024 @ 6:30pm

Town Hall Conference Room

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

6:30pm 1. Roll Call

2. CLOSED MEETING - Interview

7:00pm 3. Consent Agenda Items for March 25th

A. Donation of Ambulance to Warren County General Government - *BJ Wilson*

B. FY24 Budget Amendment – Local Law Enforcement (LOLE) Grant Program – *BJ Wilson*

7:10pm 4. Review of FY25 Proposed Budget – *BJ Wilson/Joe Waltz*

8:10pm 5. Derelict Structures – *Lauren Kopishke*

9:10pm 6. Items for Public Hearing on March 25th

A. Rezoning Application by Fernando A. Pradel to Reclassify 1724 N Royal Ave from R-1 to R-1A - *Kopishke*

B. Rezoning Application by Graceful Adobe of Liberation to Reclassify 1324 Old Winchester Pike from R-1 to R-1A – *Lauren Kopishke*

C. Special Use Permit Request by Jean-David Lejeune and Samantha Harris to Allow a Short-Term Rental at 322 Kerfoot Avenue – *Lauren Kopishke*

9:20pm 7. Old Business

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

8. Adjourn



CLOSED MEETING AGENDA STATEMENT

Meeting Date: March 4, 2024

Item# 02

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 Board of Zoning Appeals.

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 _____



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: March 4, 2024

Item#03A

Agenda Item: Donation of Ambulance to Warren County General Government

Summary: Council is requested to donate a 1997 Ford E-350 to Warren County General Government. The vehicle was donated to the Town of Front Royal Police Department by Warren County Fire and Rescue Services in December 2020. The Town of Front Royal Police Department no longer has a use for the vehicle and was requested to donate the vehicle back to Warren County General Government.

Budget/Funding: N/A

Staff Recommendation: Staff recommends for council to approve the donation as presented on the March 25th Consent Agenda.



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: **March 4, 2024**

Item#03B

Agenda Item: FY24 Budget Amendment – Local Law Enforcement (LOLE) Grant Program

Summary: Council is requested to approve a budget amendment in the amount of \$3,150.00 to accept a Local Law Enforcement Block Grant from the Virginia Department of Criminal Justices Services to purchase wearable safety lights.

Budget/Funding: 1000-3310010	General Fund Grant Proceeds	\$3,150.00
3108-45409	Police Emergency Services – Police Supplies	\$3,150.00

Staff Recommendation: Council approves a budget amendment in the amount of \$3,150.00 to accept a Local Law Enforcement Block Grant from the Virginia Department of Criminal Justice Services under the March 25th Consent Agenda.



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

The Honorable Jackson H. Miller
Director

Tracy Louise Winn Banks, Esq.
Chief Deputy Director

Washington Building
1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
www.dcjs.virginia.gov

December 11, 2023

Joseph Waltz
Town Manager
102 East Main Street
Front Royal, Virginia 22630

RE: Local Law Enforcement ("LOLE") Grant Program - FFY 23

Dear Joseph Waltz:

The Byrne Justice Assistance Grant Program (JAG) makes federal funds available to localities to help support their efforts to reduce crime and improve public safety. The Virginia Department of Criminal Justice Services has been designated to administer a portion of the JAG funds reserved for Virginia and to make those funds available to local units of government. I am pleased to advise you that we are awarding your locality **\$3,150**, funded through federal grant **15PBJA-23-GG-03038-MUMU**. Your DCJS grant award number will be determined once your eligibility application is submitted and approved. The project period for this program is **1/1/2024** through **7/31/2024**.

To indicate your acceptance of the award and conditions:

1. **Sign the Statement of Grant Award/Acceptance ("SOGA") and return it electronically within the next 45 days to grantsmgmt@dcjs.virginia.gov copying your Grant Monitor, Nicole Phelps at Nicole.Phelps@dcjs.virginia.gov.**
2. **Localities wishing to accept the LOLE funds allocated for their jurisdiction will need to complete an "eligibility application" on DJCS's On-line Grant Management System ("OGMS") to ensure eligibility.** The eligibility application process will be open until **February 28, 2024**. To receive funds, localities must complete the eligibility application process through the DCJS On-line Grants Management System ("OGMS") no later than **5:00 pm on February 28, 2024**. Please note that although OGMS uses the words "application" throughout the system, this is not an application but an eligibility process. This is a six (6) month grant and there will be no continuation.
3. Your agency will need to fill out all the requested information in the OGMS eligibility application to include the budget and brief budget narrative outlining how your agency will utilize the awarded federal funds (additional information on the LOLE grant program and how to complete the OGMS eligibility application is provided with this award package).

Joseph Waltz
December 11, 2023

Included with this letter is your Statement of Grant Award/Acceptance (SOGA), FY24 Special Conditions, Reporting Requirements, and Projected Due Dates. Please review your Special Conditions carefully as they include specific requirements about how your grant funds must be managed. DCJS is mandated to comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/SAM/>. Therefore, you must maintain a valid Unique Entity ID (UEI) number (a 12-character alphanumeric ID assigned to an entity by SAM.gov used for identifying and keeping track of entities receiving federal funds) and be registered in SAM.gov to receive an award.

If you have not previously done so, you must register in our new On-line Grants Management System (OGMS) at <https://ogms.dcjs.virginia.gov/> in order to manage this grant online. The instructions on *Registering for a New Account* are posted here <https://www.dcjs.virginia.gov/grants/ogms-training-resources> along with other resources and training videos. All registrants will be approved within 3 – 5 business days.

We will be happy to assist you in any way we can to assure your project's success. If you have any questions regarding this award, please contact your Grant Monitor, **Nicole Phelps**, at **(804) 263-3388** or via email at **Nicole.Phelps@dcjs.virginia.gov**.

Sincerely,

A handwritten signature in black ink, appearing to read "Jackson Miller", written in a cursive style.

Jackson Miller

Enclosures

STATEMENT OF GRANT AWARD (SOGA)

Virginia Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

Local Law Enforcement ("LOLE") Grant Program - FFY 23

Subgrantee:	Front Royal
DCJS Grant Number: TBD	UEI #: N7VQXJM58JP6
Grant Start Date: 1/1/2024	Grant End Date: 7/31/2024
Federal Grant Number:	15PBJA-23-GG-03038-MUMU
Federal Awardee:	BJA
Federal Catalog Number:	16.738
Project Description:	To strengthen Crime Control
Federal Start Date:	10/1/2022

Federal Funds:	\$3,150		
State General Funds:			
State Special Funds:			
Local Match:	_____		
Total Budget:	\$3,150	Indirect Cost Rate: _____%	*If applicable

Project Director	Project Administrator	Finance Officer
Jason Ryman Major 900 Monroe Avenue Front Royal, Virginia 22630 540-635-2111 jryman@frontroyalva.com	Joseph Waltz Town Manager 102 East Main Street Front Royal, Virginia 22630 540-635-8007 jwaltz@frontroyalva.com	Billy Wilson Director of Finance 102 East Main Street Front Royal, Virginia 22630 540-635-8779 bwilson@frontroyalva.comj

***If not indicated above, please provide your locality's Unique Entity Identifier (UEI #) in the space provided. This number replaces your DUNS number.** As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and Special Conditions attached thereto, hereby accepts this grant and agrees to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award.

Signature: _____
Authorized Official (Project Administrator)

Title: _____

Date: _____

UEI #: _____



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: March 4, 2024

Item# 04

Agenda Item: Fiscal Year 2024-2025 Proposed Budget Presentation

Summary: Staff will review highlights of the FY24-25 Proposed Budget with Town Council.

Budget/Funding: N/A

Staff Recommendation: Staff recommends for Council to discuss any items included in the FY25 Proposed Budget to be further reviewed and allow staff to gather information to provide during a future work session.

Proposed FY 2024-2025 Budget Work Session

March 4, 2024



102 E. Main Street | Front Royal, VA 22630 | frontroyalva.com

NEXT STEPS

2

- **March 11, 2024** – Additional Budget Work Session (as needed)
- **April 1, 2024** – Work Session - Discuss advertisement to be submitted for annual tax rates
- **April 2, 2024**– Advertisement submitted for annual appropriation ordinance and tax rates
- **April 8, 2024** – Additional Budget Work Session (as needed)
- **April 22, 2024** – Regular Meeting - Public Hearing & Request for Council approval for Town Tax rates, both real estate and personal property, and sewer rate ordinance, and FY24-25 appropriation ordinance for annual budget
- Solid waste ordinances regarding increase in garbage rates are planned to be brought to Town Council prior to June 30, 2024. Staff continues to work with consultants on a plan to move forward regarding solid waste.



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FY25 Revenue Forecasting

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- Forecasting is not a precise science
 - Commonwealth of Virginia revises revenues multiple times throughout year
 - Weather can significantly impact revenues
- Data used in forecasting is collected from many different internal and external sources deemed reliable and appropriate at the time
 - AMP/Consulting Firm
 - Virginia Department of Transportation
 - Historic trends/institutional knowledge
 - Town businesses/citizens
 - Staff feedback
- Even with most reliable data there continues to be a level of uncertainty in forecasting



FY 24-25 SNAP SHOT OF FUNDS

	FY25 Proposed	FY24 Budget	Difference	% Increase/ Decrease
General Fund	14,268,825	12,840,550	1,428,275	11.1%
Streets	3,496,815	3,062,605	434,210	14.2%
Special Projects/Debt Service	382,035	971,020	(588,985)	-60.7%
Electric	20,126,575	20,115,190	11,385	0.1%
Water	5,340,845	5,104,785	236,060	4.6%
Sewer	6,643,450	6,391,495	251,955	3.9%
Solid Waste	1,356,610	1,190,790	165,820	13.9%
Total	\$ 51,615,155	\$ 49,676,435	\$ 1,938,720	3.9%



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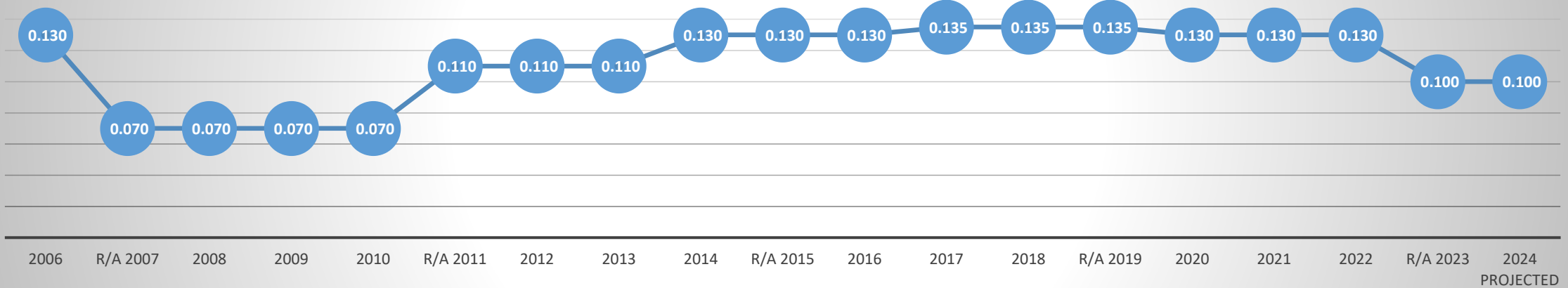
Debt Service Fund Decrease/General Fund Increase

- In prior years, the Town used a debt service fund for the loans on the Police Department Building and Fleet Maintenance Building.
 - The Town's auditors requested during the FY23 annual audit that the debt service be shown under the general fund vs debt service fund.
 - Debt service fund's revenue was from a portion of the Town's real estate taxes
 - Real estate tax revenue under the General Fund does show an increase

	<u>FY25 Proposed</u>	<u>FY24 Budget</u>
General Fund Real Estate Tax (Page 10)	\$1,418,625	\$931,665
Debt Service RE Tax Revenue (Page 12)	\$ 0	\$589,335
<u>Special Project RE Tax Revenue (Page 12)</u>	<u>\$ 370,035</u>	<u>\$369,685</u>
Total Real Estate Tax Revenue	\$1,788,660	\$1,890,685



Real Estate Tax Rate per \$100 Assessed Value



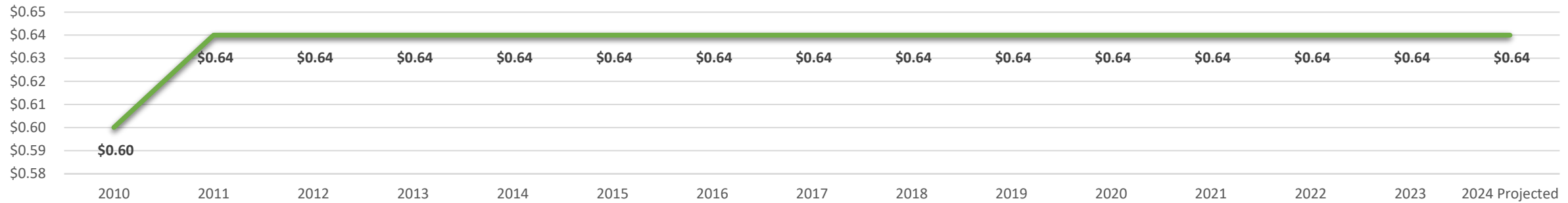
- Real Estate Re-assessments will be done every 2 years; previously performed every 4 years
- Based on 2023 Real Estate Tax Revenue \$0.01 of RE Tax Rate = \$173,225 in revenue
- Real Estate Tax rate is proposed to remain the same at \$0.10 per \$100 of value



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Personal Property Rate Per \$100 of Value

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- Personal Property Tax rate proposed to remain at \$0.64 per \$100
 - Based on 2023 Personal Property Revenue \$0.01 of PP Tax Rate = \$14,055 in revenue
- Preliminary information shows that personal property values will decrease for 2024
- Personal Property Revenue for FY25 is projected to be near FY22
 - FY25 Proposed - \$579,320
 - FY24 Budgeted - \$503,495
 - FY23 Actual - \$609,808
 - FY22 Actual - \$547,275



General Fund Revenue Highlights

	<u>FY25 Proposed</u>	<u>FY24 Budget</u>	<u>Difference</u>	<u>% Increase</u>
Meals Tax	\$ 2,570,325	\$ 2,388,000	\$ 182,325	8%
Sales Tax	\$ 1,476,745	\$ 1,433,735	\$ 43,010	3%
BPOL	\$ 963,555	\$ 940,725	\$ 22,830	2%
Personal Property	\$ 579,320	\$ 503,495	\$ 75,825	15%
Transient Occupancy Tax & Intermediary	\$ 365,585	\$ 309,960	\$ 55,625	18%



Enterprise Fund Sales of Service

	<u>FY25 Proposed</u>	<u>FY24 Budget</u>	<u>Difference</u>	<u>%</u>
Electric Current Sales	19,564,050	19,584,190	\$ (20,140)	0%
Water Sales	4,896,185	4,588,275	\$ 307,910	7%
Sewer Sales	6,187,010	5,818,020	\$ 368,990	6%
Solid Waste Sales	1,240,360	1,109,540	\$ 130,820	12%



Revenue Impacts for Enterprise Funds

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- Decreased sewer usage for some industrial accounts
- Weather
 - Hot/Cold weather effects heat/air conditioning usage
 - Rain impacts watering of lawn/gardens
- Scheduled sewer rate increases incorporated into FY25 Proposed Budget
 - Expense associated with updated water/sewer rate study included in FY25 Proposed Budget
- Solid waste increase incorporated for FY25 Proposed Budget
- No FY25 Proposed increase for Electric or Water



Sewer Recommended Rate Increases

	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>
Cost for 5,500 Gallons Sewer	\$ 52.74	\$ 54.58	\$ 55.82	\$ 57.07	\$ 58.36
\$ Change		\$ 1.84	\$ 1.24	\$ 1.25	\$ 1.29
% Change		3.5%	2.25%	2.25%	2.25%

- Sewer Rate Increase 2.25% for FY25 Proposed based upon Stantec Consulting's recommendation
 - Original full study performed 2019, recalculation in 2021 for ARPA Funds
- Water rates are not proposed to change for FY2025
- FY25 Proposed Budget includes expense associated with obtaining updated water/sewer cost of service study



Solid Waste Proposed Rate Increases

Monthly Rates				
Residential Service	Current	2024	2025	2026
1x/wk Refuse 96-Gal, Recycling Bin, and Yard Waste	\$14.10	\$15.44	\$16.91	\$18.51
1x/wk Refuse 32-Gal, Recycling Bin, and Yard Waste	\$12.00	\$13.14	\$14.39	\$15.76
Percent Change				
Residential Service	Current	2024	2025	2026
1x/wk Refuse 96-Gal, Recycling Bin, and Yard Waste	N/A	9.5%	9.5%	9.5%
1x/wk Refuse 32-Gal, Recycling Bin, and Yard Waste	N/A	9.5%	9.5%	9.5%

Commercial Service	Current Rate	Recommended Rate	% Increase
Disposal Tip Fee (per Month per Account)	\$58.00	*	
8 CY 1x/wk (per Month)	\$215.00	\$255.00	18.6%
8 CY 2x/wk (per Month)	\$300.00	\$510.00	70%



Snapshot - Total Budget

- \$51.6 million
- 3.9% increase of \$1.9 million
- \$16.8 million personnel
- Changes in full time positions from previous budget
 - Converted part-time custodian to full-time (\$31,510 increase from prior)
 - Police Major Position has been funded for half a year (\$77,075=half year)



Direct Impact to Employees

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- 3% C.O.L.A. to be implemented January 2025- \$200,530
- 3% Average Merit Increase - \$401,030
- Additional 1%-3.5% V.R.S. defined contributions hybrid members - \$71,085
- 8.7% Health insurance increase - \$142,250
- Quarterly Leadership - \$2,000
- Employee appreciation event - \$5,000
- Holiday Luncheon - \$5,000
- Employee Wellness Program - \$5,000



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Virginia Retirement System (V.R.S.)

- V.R.S. previously had one set rate to budget for VRS retirements, whether employees were Plan 1, Plan 2, or Hybrid members. With the change, there will still be one set rate to budget for Plan 1 and Plan 2 members (14.18%). However, Hybrid members (all employees hired after 7/1/14) will have a set rate for the defined benefit portion, but a variable rate for defined contributions depending on what they voluntarily elect. Their election decides how much the Town “matches” to their voluntary contribution. In addition to the V.R.S. set rate for the Defined Benefit Plan (14.18%), the Town must budget for additional 1% - 3.5% for Hybrid members, dependent on each employees voluntary election.
- Impact to Town of Front Royal:
 - Estimated additional V.R.S. expense of \$71,085 for FY24-25
 - As new employees are hired under the hybrid plan, the Town will incur additional expense of 1%-3.5%



General Fund Highlights

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- Drug Court - \$50,000 (Year 3 of 10)
- Town Scholarships - \$3,000
- Tourism Budget includes salaries & operating expenses; previous adopted budget was only professional services & trolley.
- Special Events
 - July 3rd & Fireworks - \$15,000
 - Movie Nights - \$1,300
 - National Night Out - \$1,250
 - Festival of Leaves - \$3,000
 - Halloween - \$1,000
 - Town Birthday Party - \$1,200
 - Christmas Parade - \$250
 - Spring Block Party - \$400
 - Earth Day - \$400
 - Wine & Craft Festival - \$750
 - Summer Block Party - \$400
 - New Teach Welcome - \$300



General Fund Highlights/ACES Projects

- Additional \$25,000 for ACES Project for large tree removal
- Tree purchases \$6,000
- Greenway Trail/Hapy Creek Maintenance \$2,000 (Year 1 of 5)
- Yearly Tree Canopy \$5,000 (Year 1 of 5)



General Fund Capital/Debt Expenditures

- Fleet Maintenance Building Rehabilitation Debt Service - \$184,522 (Ends 2043)
- Police Body Worn Camera Lease - \$32,440 (Year 4.5/5 Ends August 2025)
- Police Radio System Debt Service - \$71,245 (Year 6 of 10)
- Police Department Construction Debt Service-\$369,675 (Note ends 2031)
 - Will need to be refinanced March 2031; estimated refinance \$6,164,333
- Repayment Economic Development Access Grant \$216,665 (Year 3 of 3) \$650K
- Warren County VRA Bond Construction of LRP \$148,370 (Ends 2035)
- Street Sweeper Loan \$26,685 (Year 7 of 10; Ends April 2027)



Electric Expenditure Highlights

- Four Year Work Plan - \$47,500
- Replace/Upgrade 2005 Chevrolet Colorado - \$50,000
- Replace with Utility Bed - 2001 Chevrolet 2500 - \$65,000
- Automated Metering Infrastructure (AMI) - \$50,000
 - \$907,000 set aside from previous budgets for AMI
- Interest expense on utility deposits \$32,000
 - Interest rate is set by State Corporation Commission
 - FY24 = 4.0% current interest expense is \$29,548.54
 - FY22 = 0.1% was \$570 in interest expense
 - The Town currently holds approximately \$800,000 for utility deposits
- Upgrade Meter reader software & hardware - \$12,000 (Split w/ water \$24K)



Water Expenditure Highlights

- Clearwell 1 & 2 Design/Engineering of Repairs - \$35,000 (Est. \$860K Project)
- Mckay Springs Evaluation - \$30,000
- Enrix Travel Screen Replacement - \$75,000 (Year 2 of 4)
- Sedimentation Basin Repairs - \$70,000 (Year 2 of 2)
- Raw Water River Pump Motor & Switch Gear - \$100,000 (Year 1 of 3)
- Cost of Service Study \$30,000 (Split with sewer for total of \$60,000)
- Replace 2006 Utility Trailer - \$4,000 (Split with sewer for total of \$8,000)
- Waterline Upgrades in conjunction with paving plan:

Virginia Ave (W 8th to W 11th) - \$326,000

Virginia Ave (W11th to W 14th) - \$248,000

Cherry Street - \$146,000



Sewer Expenditure Highlights

- Asset Management Program - \$250,000
- Cost of Service Study - \$30,000 (split with water for total of \$60,000)
- Replace ATAD Pump 2 - \$50,000
- Replace bio-filter with Haydite (20yr) - \$30,000
- I&I Abatement - \$200,000
- Obtain debt service to replace 1992 Single Axle Vac Truck - \$50,000
 - Estimated cost of truck = \$450,000



Water/Sewer Debt Service

- WWTP Upgrade - \$1,968,880 (Ends 2037)
- Water Plant Upgrade - \$761,259 (Ends 2026)
- Water Plant Upgrade - \$203,797 (Ends 2034)



Solid Waste Highlights

- Brush grinding services - \$50,000
- Replace dumpsters - \$30,000 (Year 1 of 5)
- Replace #661 Refuse Truck 2012 International - \$60,000 (Year 1 of 3)
- Contingency - \$25,000



Highway Maintenance Highlights

- Storm Sewer Mapping - \$100,000 (Year 1 of 4)
- Primary Paving
 - Commerce Ave (E 2nd St to E 6th St) - \$96,390
- Secondary Paving (in conjunction with waterline upgrades)
 - Virginia Ave (8th St to W 11th St) - \$173,160 N
 - Virginia Ave (W 11th St to W 14th St) - \$71,250
 - Cherry Street (Sherwood to Grand) - \$14,000
- New sidewalks in conjunction with secondary paving - \$133,000
- Concrete/curb & gutter in conjunction with secondary paving - \$194,375
- Prospect Street Bridge Rehabilitation - \$315,000
 - Previously allocated \$630,000; including FY25 = \$945,000
 - Total estimated = \$1.82 million; applied for V-DOT revenue sharing for 50%



Vehicles/Equipment

- Fleet Maintenance – \$25,000 Replace 2002 GMC 3500 (Year 3 of 3)
- Horticulture - \$25,000 Replace#731 (2008 F250) w/ Crew Cab Dump Truck (Year 3 of 3)
- WS Line Maintenance -
- Police Dept - \$200,000 Replace three Ford Explorers (all over 100,000 miles)
- Sewer Line Maintenance - \$50,000 Debt Service 1992 Single Axle Vac Truck Replacement
 - Estimated cost of truck = \$450,000
- HWY - \$20,000 – Snow Plow Replacements (Year 3 of 4)
- HWY - \$15,000 – Replace#705 & 706 Utility Trailers
- HWY -\$40,000 – Replace#748 (2004 Chev 3500) Year 1 of 2
- HWY - \$205,000 – Replace#764 (2002 GMC Dump truck) Expecting 1-2 Yr Delivery



NEXT STEPS

26

- **March 11, 2024** – Additional Budget Work Session (as needed)
- **April 1, 2024** – Work Session - Discuss advertisement to be submitted for annual tax rates
- **April 2, 2024**– Advertisement submitted for annual appropriation ordinance and tax rates
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Questions Proposed FY 2024-2025

Budget Work Session



102 E. Main Street | Front Royal, VA 22630 | frontroyalva.com



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: March 4, 2024

Item#05

Agenda Item: Derelict Structures

Summary: Staff will be presenting information on the current state of the Planning department and the various abatement avenues available to Town.

Budget/Funding: N/A

Staff Recommendation: N/A



DERELICT STRUCTURES

Presentation to Town Council

March 4, 2024



Planning & Zoning

Department Facts and Figures

Planning and Zoning Staff

DIRECTOR OF PLANNING &
ZONING | ZONING
ADMINISTRATOR |
FLOODPLAIN MANAGER

Lauren Kopishke

lkopishke@frontroyalva.com

B.S. Geography & Geosciences, Salisbury
University
Masters Urban & Regional Planning, Virginia
Tech 2013
Graduate Certificate: Watershed
Management 2012
CZA, Certified Zoning Administrator
CTM, Certified Transportation Manager
VAZO membership
American Planning Association
Virginia Chapter of APA

PLANNING TECHNICIAN

Carol Buffa

cbuffa@frontroyalva.com

DEPUTY ZONING
ADMINISTRATOR | PLANNER

John Ware

jware@frontroyalva.com

AAS in Forest Technology/Land Resources
Glenville State College
VA DEQ Erosion and Sediment Control
Combined Administrator (program
administrator, plan reviewer and inspector)
VA DEQ Stormwater Management Program
Administrator
VA DEQ Stormwater Inspector
Surveyor
CZO, Certified Zoning Official

SENIOR EXECUTIVE
ASSISTANT/CLERK

Connie Potter

cpotter@frontroyalva.com

35 years administrative assistant
Public Notary

PROPERTY MAINTENANCE OFFICIAL
| CODE ENFORCEMENT OFFICIAL

Monica McClure

mcclure@frontroyalva.com

Certified Property Maintenance Official
Certified Property Maintenance Inspector
Certified Permit Technician
Public Notary
VAZO membership
VBCOA, Region III
VBCOA

CUSTOMER SERVICE

BOARDS & COMMISSIONS

Planning Commission
Board of Zoning Appeals
Board of Architectural Review
NSV Regional Commission
LBBCA

PLANNING

Land Use Application Review
Development Bonds Analysis & Research
Comprehensive Planning
Capital Improvement Plan
Transportation Plan
Project Management
Ordinance Review
Grants

CODE ADMINISTRATION

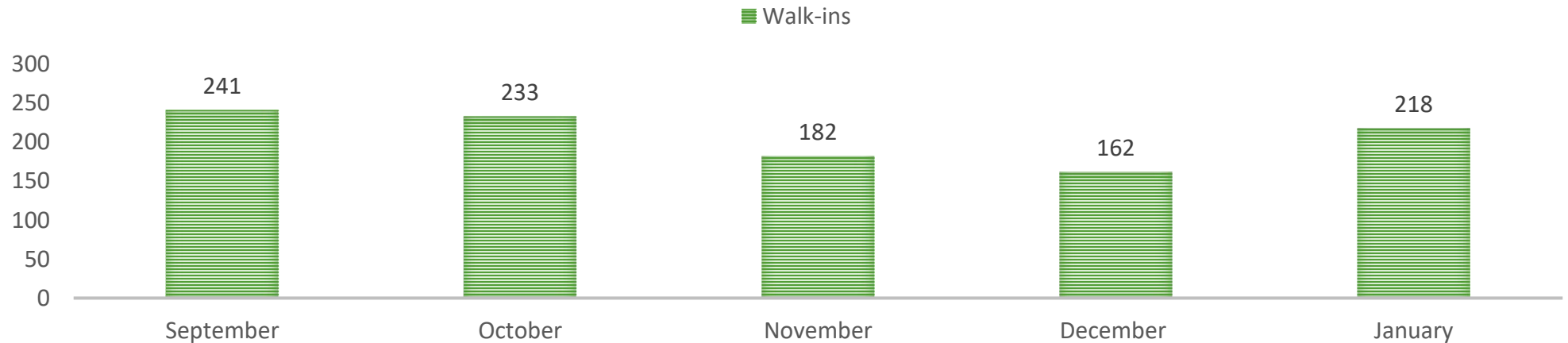
Zoning Administration
Floodplain Administration
Permitting
Determinations
Violations
Inspections
Reporting

CUSTOMER SERVICE

A strong commitment to exemplary customer service exists among Planning & Zoning Staff. This includes regular assistance to citizens that need guidance on the application process; questions about proposed developments; or general information requests related to regulations in the Town Code.

40-50% of Staff time during the workday is spent on **Customer Service** duties, such as citizen inquiries (in person or calls). The next highest indicators of time include **Permitting, Inspections, Meetings, and Agenda Preparation.**

As of 2022, The Town has contracted with **IworQ** to track permits for the Planning & Zoning Division.



590 Calls to the main line since 12/1/23 during regular business hours

CUSTOMER SERVICE

BOARDS & COMMISSIONS

Planning Commission
Board of Zoning Appeals
Board of Architectural Review
NSV Regional Commission
LBBCA

PLANNING

Land Use Application Review
Development Bonds Analysis & Research
Comprehensive Planning
Capital Improvement Plan
Transportation Plan
Project Management
Ordinance Review
Grants

CODE ADMINISTRATION

Zoning Administration
Floodplain Administration
Permitting
Determinations
Violations
Inspections
Reporting

BOARDS AND COMMISSIONS

The Department provides guidance and technical support to the Town Manager, Town Council and appointed Boards and Commissions. Regular Boards and Commissions include:

- Planning Commission
- Board of Zoning Appeals (BZA)
- NSV Regional Commission
- Board of Architectural Review (BAR)
- Local Board of Building Code Appeals (LBBCA)
- Other meetings attended include ACES and occasionally, FREDA.

The Department provides agendas, staff reports, and presentations to Boards, Commissions and Town Council on actions that require their review, approval or consideration.

CUSTOMER SERVICE

BOARDS & COMMISSIONS

Planning Commission

Board of Zoning Appeals

Board of Architectural

Review

NSV Regional Commission

LBBCA

PLANNING

Land Use Application

Review

Development Bonds

Analysis & Research

Comprehensive Planning

Capital Improvement Plan

Transportation Plan

Project Management

Ordinance Review

Grants

CODE ADMINISTRATION

Zoning Administration

Floodplain Administration

Permitting

Determinations

Violations

Inspections

Reporting

PLANNING DIVISION

The Department works with the Planning Commission and other departments with the development of various types of data research and planning documents. Below is a list of some of the more significant plans and studies completed since 2008.

- **New Zoning & Subdivision Ordinance**
- **Capital Improvement Program (annually)**
- **Comprehensive Plan Update (2023)**
- **Transportation Plan (2015) (VDOT/Comprehensive)**
- Land Use Analysis – Corridor Study (2015)
- Trails Plan (2015)
- Revitalization Plan (est. 2017)
- Urban Development Area (2011)
- Envision Front Royal (2014)
- Water & Sewer Demand Analysis – Buildout Analysis (2008 & 2014)

Land Use Applications

- Special Use Permits
- Special Exceptions
- Rezoning

CUSTOMER SERVICE

BOARDS & COMMISSIONS

Planning Commission

Board of Zoning Appeals

Board of Architectural

Review

NSV Regional Commission

LBBCA

PLANNING

Land Use Application

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CODE ADMINISTRATION

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Determinations

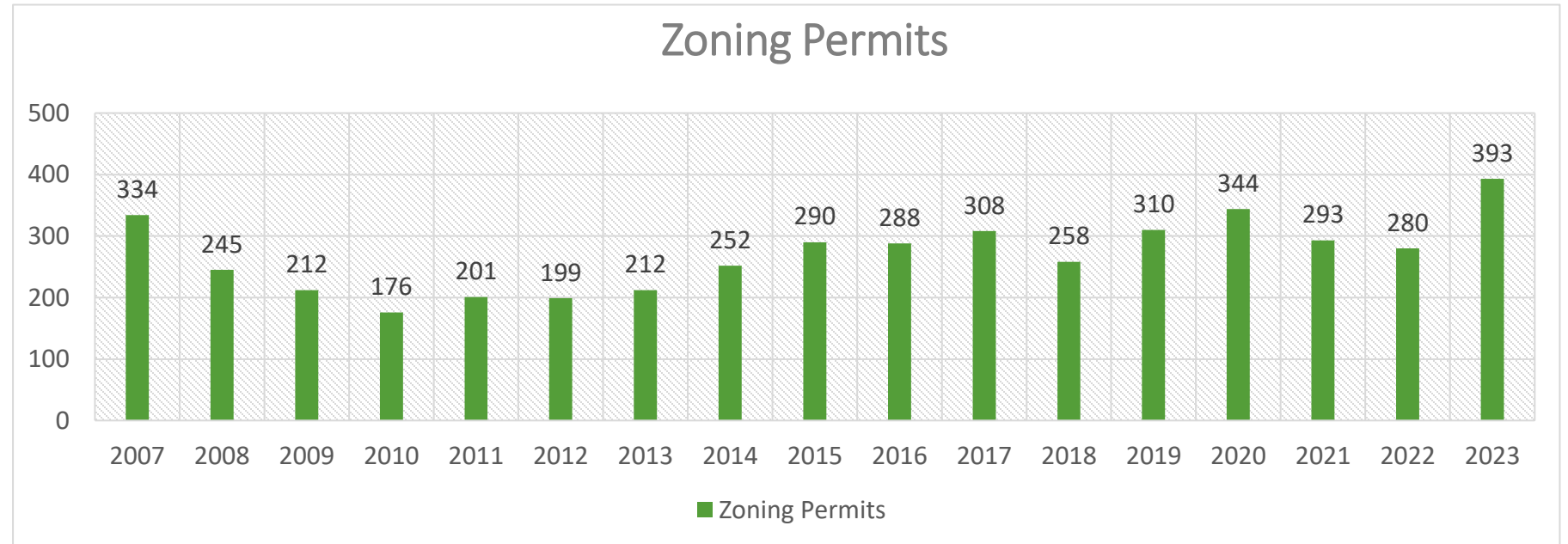
Violations

Inspections

Reporting

CODE ADMINISTRATION

The Department administers and enforces the zoning and land development laws adopted by Town Council. This helps to ensure that future development and land use is reflective of the community's desires and needs.



Permitting activity since 2007 has fluctuated but overall, remained relatively stable. In recent years, however, as of 2020, permitting activity has increased. This is generally also the case in other indicator types.

CUSTOMER SERVICE

PLANNING

*Land Use Application
Review
Development Bonds
Analysis & Research
Comprehensive Planning
Capital Improvement Plan
Transportation Plan
Project Management
Ordinance Review
Grants*

BOARDS & COMMISSIONS

*Planning Commission
Board of Zoning Appeals
Board of Architectural
Review
NSV Regional Commission
LBBCA*

CODE ADMINISTRATION

*Zoning Administration
Floodplain Administration
Permitting
Determinations
Violations
Inspections
Reporting*

CODE ADMINISTRATION

Town Code Enforcement

- Chapter 107-5 : Nuisances
- Chapter 170 : High grass & Trash/Debris
- Chapter 178 : Light and Air (Dark Sky)
- Chapter 9 : Spot Blight Abatement

Total number of Town Code Cases : 203

- Total number in Violation
 - 23
- Total number in compliance
 - 177
- Closed
 - 3
- Pending
 - 0

Zoning Code Enforcement

Chapter 175

- 175-134: Zoning Permit
- 175-102: Fences
- 175-110.5: Urban Agriculture
- 175-106: Signs
- 175-110.1: Inoperative Motor Vehicles

Total number of Zoning Code Cases : 182

- Total number in Violation
 - 19
- Total number in compliance
 - 159
- Closed
 - 2
- Pending
 - 2

Total number of inspections performed : 1228



TOWN CODE VIOLATION

170-2 HIGH GRASS, WEEDS
AND FOREIGN GROWTH

- 10 inches
- Removal of High Grass, weeds, and foreign Growth

TOWN CODE VIOLATION

170-3 TRASH & DEBRIS



Town Code Violation

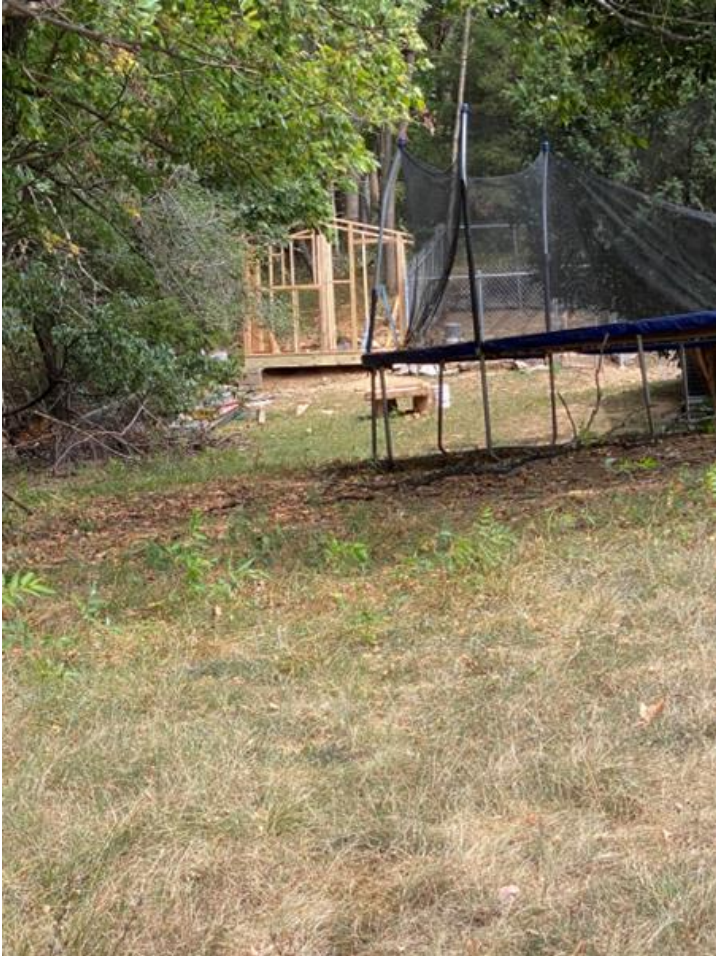
107-5 ENUMERATION OF NUISANCES

- All buildings, bridges, or other structures of whatever character kept or maintained or which are permitted by any person owning or having control thereof to be kept or maintained in a condition unsafe, **dangerous**, unhealthy, **injurious or annoying to the public**.



Zoning Violations

175-134 ZONING PERMITS



175-110.5 URBAN AGRICULTURE
PERFORMANCE STANDARDS



Began as an unpermitted structure - staff then discovered a Chicken coop. Chickens without an approved urban ag permit and roosters are prohibited

Zoning Violations 175-134

ZONING PERMITS

- Building a fence without an approved zoning permit.



Derelict Structures

Abatement Mechanisms

OPTIONS

Property Maintenance

Complaint Driven

Compliance

Abatement of Nuisance

15.2-1115

Plain View Observation

Recommended for
Removal of Nuisance
Unoccupied only

Dangerous Structures/Drug
Blight

Town Code Ch 145
(15.2-906 & 15.2-907)

Plain View Observation

Might Endanger the Public

Spot Blight Abatement

Town Code Ch 9
36-1

Complaint Driven

Redevelopment/ Town Takes
Ownership

Public Nuisance

15.2-900

Administrative Remedies Fail

Court Ordered Relief

Virginia Property Maintenance Code

- Part III of the Uniform Statewide Building Code, USBC
- Enforced by Certified Property Maintenance Inspector and or Certified Property Maintenance Official
 - LBBCA only hears cases when the department receives an appeal to the decision of the Property Maintenance Official.
- Purpose
 - Protect the **health, safety and welfare of the residents** of the Town of Front Royal
 - Maintain building at the least possible cost consistent with recognized standards of health, safety, energy conservation and water conservation
 - Prevent overcrowding, rodent or insect infestation and garbage accumulation

Property Maintenance is **complaint driven only** at this time

Virginia Property Maintenance Code Definitions

UNSAFE STRUCTURE

An existing structure **determined by the code official** to be dangerous to the health, safety and welfare of the occupants of the structure or the public because of, but not limited to, any of the following conditions:

1. The structure contains *unsafe equipment*;
2. The structure is so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction or unstable foundation that partial or complete collapse is likely;
3. The structure is unsecured or open;
4. The degree to which the structure is in disrepair or lacks maintenance, ventilation, illumination, sanitary or heating facilities or other essential equipment;
5. The required plumbing and sanitary facilities are inoperable.

VACANT STRUCTURES 301.3

- Vacant structures shall be maintained in a clean, safe, **secure** and sanitary condition as provided for in this code.
- Secured= prevent entry from the exterior of the structure

Property Maintenance Code Cases 2023

- Total number of Code Cases - 22
 - Conducted 22 initial inspections
 - 30 follow up inspections
 - In Compliance: 9
 - In Violation, working towards compliance: 13

Property Maintenance Violations

302.7 Accessory structures

- Accessory structures, including detached garages, fences and **walls**, shall be maintained structurally sound and in good repair.





Property Maintenance Violations

304.2 Protective treatment

Exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences, shall be maintained in good condition. **Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted.** Siding and masonry joints, as well as those between the building envelope and the perimeter of windows, doors and skylights, shall be maintained weather resistant and water tight. Metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion, and surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.

Property Maintenance Violations

303.1 Swimming Pools

- Swimming pools shall be maintained in a clean and sanitary condition, and in good repair.



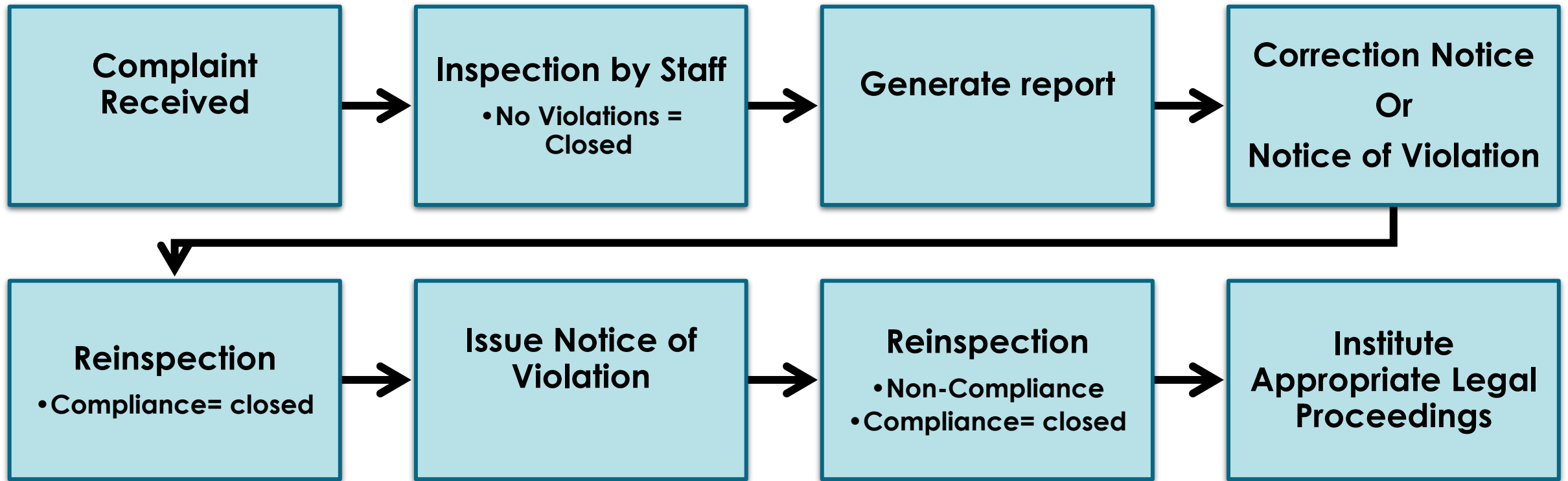
Property Maintenance Violations

304.8 Decorative features

- Cornices, belt courses, corbels, terra cotta trim, wall facings and similar **decorative features** shall be maintained in good repair with proper anchorage and in a safe condition.



Property Maintenance Process



OPTIONS

Property Maintenance

Complaint Driven

Compliance

Abatement of Nuisance

15.2-1115

Plain View Observation

Recommended for
removal of nuisance
Unoccupied only

Dangerous Structures/Drug
Blight

Town Code Ch 145
(15.2-906 & 15.2-907)

Plain View Observation

Might endanger the public

Spot Blight Abatement

Town Code Ch 9
36-1

Complaint Driven

Redevelopment/ Town takes
ownership

Public Nuisance

15.2-900

Administrative remedies fail

Court Ordered Relief

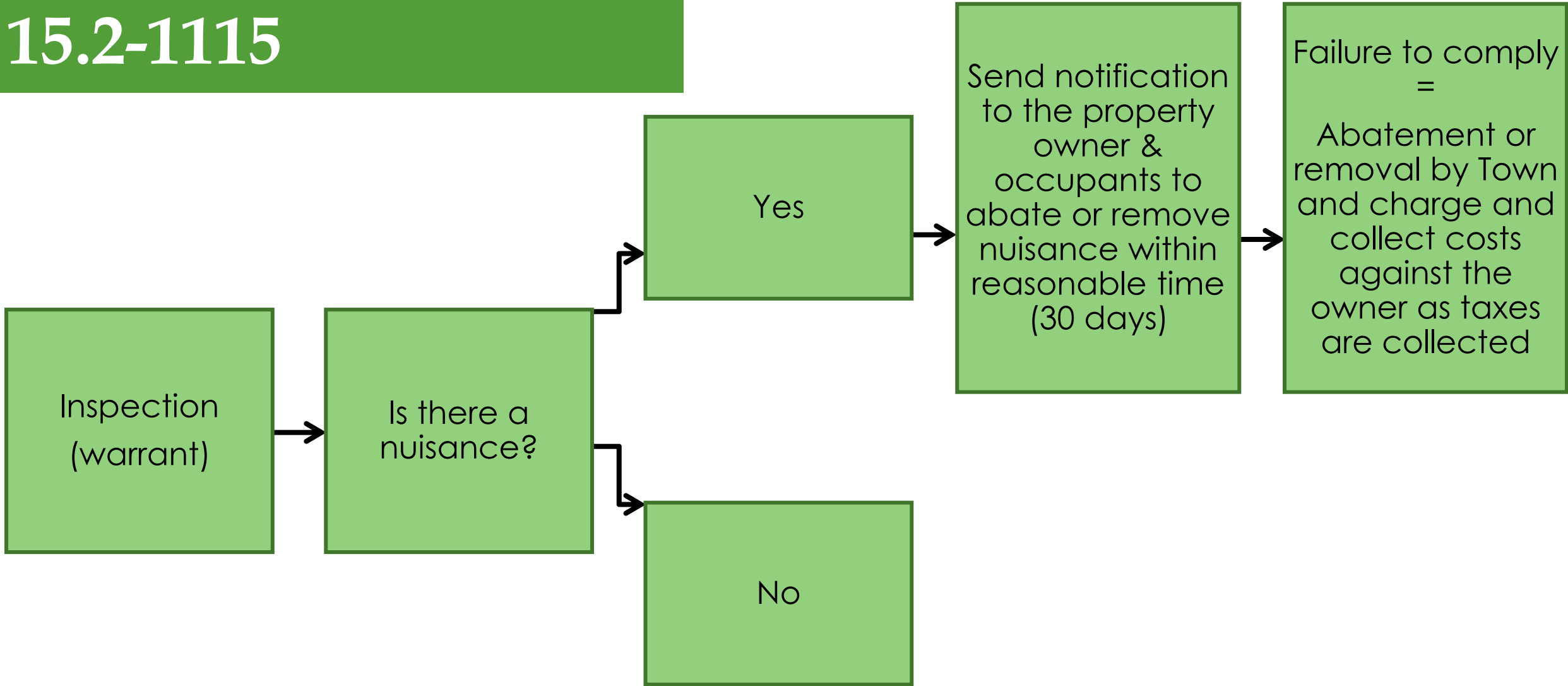
15.2-1115 Abatement or Removal of Nuisance

(Imminent threat to health & safety of the occupants or the public)

- State Code (Self Executing) = Removal at the expense of the Town
- Abatement or Removal Plan Costs
 - \$1500 to \$5500
- Estimated Removal costs
 - \$15,000 to \$25,000
 - Single family structure



Abatement or Removal of Nuisance 15.2-1115



OPTIONS

Property Maintenance

Complaint Driven

Compliance

Abatement of Nuisance

15.2-1115

Plain View Observation

Recommended for
removal of nuisance
Unoccupied only

Dangerous Structures/Drug
Blight

Town Code Ch 145
(15.2-906 & 15.2-907)

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Public Nuisance

15.2-900

Administrative remedies fail

Court Ordered Relief

Spot Blight Abatement

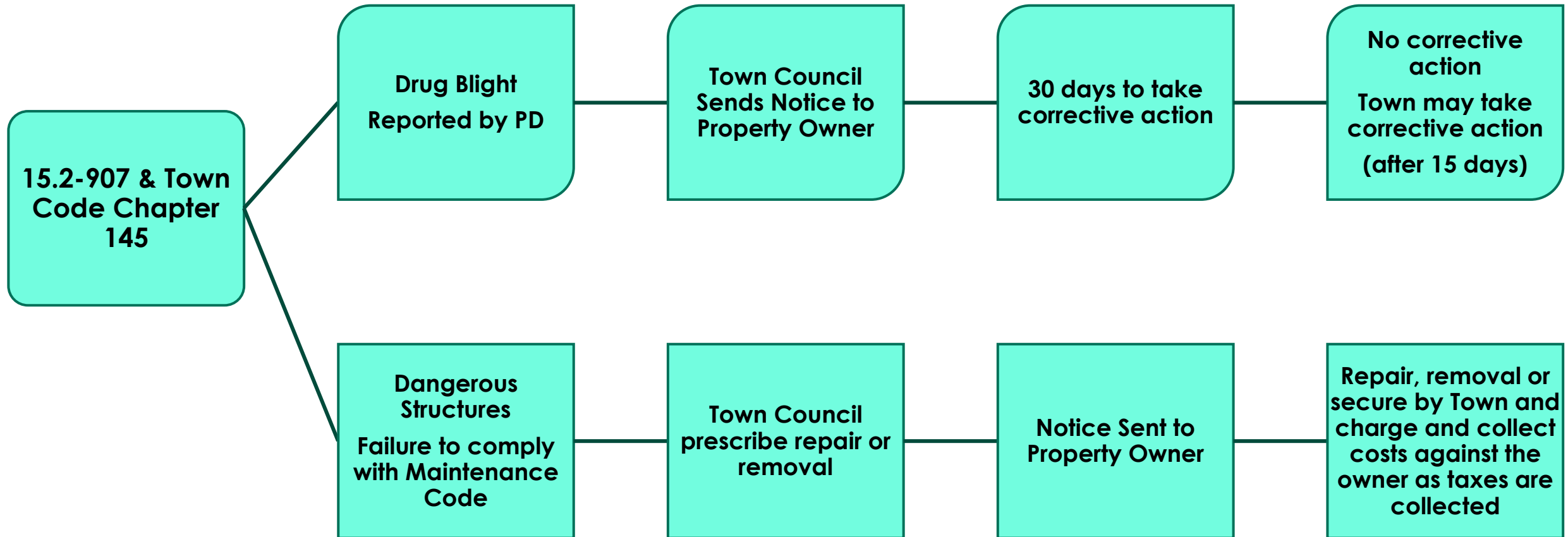
Town Code Ch 9
36-1

Complaint Driven

Redevelopment/ Town takes
ownership

Dangerous Structures | Drug Blight

Possible Threat to Public Health and Safety
(non-emergency)
Requires Council Action



OPTIONS

Property Maintenance

Complaint Driven

Compliance

Abatement of Nuisance
15.2-1115

Plain View Observation

Recommended for removal of
nuisance
Unoccupied only

Dangerous Structures/Drug
Blight
Town Code Ch 145
(15.2-906 & 15.2-907)

Plain View Observation

Might endanger the public

Public Nuisance
15.2-900

Administrative remedies fail

Court Ordered Relief

Spot Blight Abatement
Town Code Ch 9
36-1

Complaint Driven

Redevelopment/ Town takes
ownership

Public Nuisance

- Enabled through State Code 15.2-900
- Related to Property Maintenance
 - Used when administrative processes fail
- Through Legal Department
 - File Complaint in Circuit Court
 - Min 1 year process
 - Court determines remedy

OPTIONS

Property Maintenance

Complaint Driven

Compliance

Abatement of Nuisance

15.2-1115

Plain View Observation

Recommended for
removal of nuisance
Unoccupied only

Dangerous Structures/Drug
Blight

Town Code Ch 145
(15.2-906 & 15.2-907)

Plain View Observation

Might endanger the public

Public Nuisance

15.2-900

Administrative remedies fail

Court Ordered Relief

Spot Blight Abatement

Town Code Ch 9
36-1

Complaint Driven

Redevelopment/ Town takes
ownership

Spot Blight Abatement

Purpose:

1. Blighted areas exist in the Commonwealth, and these areas endanger the health, safety, and welfare of the citizens of the Commonwealth;
 2. The elimination of blight and redevelopment of blighted areas through the designation of redevelopment areas and the adoption and implementation of redevelopment plans for such areas; the prevention of further deterioration and blight through the designation of conservation areas and the adoption and implementation of conservation plans for such areas; and the designation of individual properties as blighted under the "spot blight" provisions of this chapter are public uses and purposes for which public money may be spent and private property acquired by purchase or through the exercise of the power of eminent domain as authorized by this chapter, and are governmental functions of grave concern to the Commonwealth;
 3. As a part of a redevelopment or conservation plan, it is a public purpose to provide public facilities including, but not limited to, roads, water, sewers, parks, and real estate devoted to open-space use as that term is defined in § 58.1-3230 within redevelopment and conservation areas; and
 4. It is a public purpose to promote the availability of affordable housing for all citizens of the Commonwealth and in particular to provide safe, decent, and sanitary housing for those citizens with low or moderate incomes. To that end, (i) the clearance, replanning, and reconstruction of the areas in which unsanitary or unsafe housing conditions exist and the providing of safe and sanitary dwelling accommodations for persons of low or moderate income and (ii) the sale or lease of land and the acquisition, construction, rehabilitation, and operation of residential housing units for persons of low and moderate incomes are necessary for the public welfare and are public uses and public purposes for which public money may be spent and private property acquired by purchase or through the exercise of the power of eminent domain as authorized in this chapter and are governmental functions of grave concern to the Commonwealth.
- B. The necessity and the public purpose for the provisions hereinafter enacted are hereby declared as a matter of legislative determination

Spot Blight Abatement

Adopted into Town Code Chapter 9-3

§ 36-3 defines Blighted Property as:

- Any individual commercial, industrial, or residential structure or improvement that **endangers the public's health, safety, or welfare** because the structure or improvement upon the property is **dilapidated, deteriorated, or violates minimum health and safety standards**.
- **Dilapidated** – decayed, deteriorated, or fallen into partial ruin especially through neglect or misuse
- **Deteriorated** - to make inferior in quality or value

Staff recommends repeal of Chapter 9-303 of Town Code
The adopted code does not meet the purpose declared in § 36-2

Final Thoughts

- Property Maintenance
 - **Complaint driven at this time**
 - Currently using property maintenance to address occupied structures
 - Current staff has capacity for reactive, not proactive enforcement

Immediate Next Steps

- Act quickly to repeal Town Code Ch 9-303
- Staff will revisit this topic with Council in 30-60 days

Long Term

- Developing abatement plans will cost money and require outside contractors
- If Council desires proactive enforcement, additional staff will need to be provided



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: March 4, 2024

Item#06A

Agenda Item: Rezoning Application by Fernando A. Pradel to Reclassify 1724 N. Royal Avenue from R-1 to R-1A

Summary: The application for review is requesting an amendment of the Zoning Map of the Town of Front Royal to reclassify 1724 N Royal Ave, identified by tax map number 20A2-2-11, from R-1, Residential District to R1-A, Residential District.

The main difference in the two zones is the density. The R-1 district is intended to support single family uses at a lower density. The R1-A option allows for clustering and medium to high density single family residential uses.

This particular site is one of the larger parcels within the neighborhood. The applicants desire to rezone the site with the intent of eventually subdividing it, is in line with the Towns Comprehensive Plan. This rezoning will permit the density that the Comprehensive Plan envisions for this area. Staff supports this rezoning request. There are no proffers submitted with this rezoning request.

At the time of subdivision, the applicant will have to meet all Town requirements.

Budget/Funding: N/A

Staff Recommendation: Staff recommends approval of Rezoning Application # 2400013 for a public hearing to be held March 25th. This rezoning will permit the density that the Comprehensive plan envisions for this area.

PUBLIC HEARING
REZONING APPLICATION 2400013
1724 N. ROYAL AVENUE

Town of Front Royal, Virginia

Planning Commission Regular Meeting Agenda

☐ Consent Action ☐ Administrative Action ☒ Public Hearing ☐ Discussion

Agenda Item: Rezoning Application # 2400013

MEETING DATE: February 21, 2024

SUMMARY: The application for review is requesting an amendment of the Zoning Map of the Town of Front Royal to reclassify 1724 N. Royal Avenue, identified by tax map number 20A2-2-11, from R-1, Residential District to R-1A, Residential District.

STAFF RECOMMENDATION: Staff recommends approval of Rezoning Application # 2400013. This rezoning will permit the density that the Comprehensive plan envisions for this area.

DRAFT MOTION: "I move that the Planning Commission forward a recommendation of approval to the Front Royal Town Council for Rezoning Application # 2400013 to amend the Zoning Map of the Town of Front Royal to reclassify 1724 N. Royal Avenue, identified by tax map number 20A2-2-11, from R-1, Residential District to R-1A, 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 #2400013
PLANNING COMMISSION REGULAR MEETING – February 21, 2024

APPLICATION #:

Rezoning Application #2400013

APPLICANT:

Fernando Arana Pradel

SUMMARY OF REQUEST:

The application for review is requesting an amendment of the Zoning Map of the Town of Front Royal to reclassify 1724 N. Royal Avenue, identified by tax map number 20A2-2-11, from R-1, Residential District to R-1A, Residential District. The stated purpose of the rezoning request is “to remodel the existing home and sell it and with the profits of such sale, begin the construction of our future home”. The existing lot would be subdivided into two (2) lots.

GENERAL INFORMATION:

<i>Site Addresses</i>	1724 N. Royal Avenue
<i>Property Owner(s)</i>	Miguel A. Balbi/Fernando Arana Pradel/Thays Luigi Jose Cuneo
<i>Existing Zoning</i>	R-1, Residential District
<i>Proposed Zoning</i>	R-1A, Residential District
<i>Tax Identification</i>	20A2-2-11
<i>Location</i>	The property is located south of the intersection of W. 18 th Street and N. Royal Avenue.

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

"The home is in the R-1 Zone which requires a minimum of 75 feet frontage on a public street for each lot. Even though I also have frontage on an alley, an alley is not considered a street for subdivision purposes. Per the deed, my lot only has a frontage of 123 feet on N. Royal Avenue and I will need a total of 150 feet. I was advised the best way to proceed is to rezone to R-1A which requires 50 feet per lot allowing us to build a driveway for our future home in the back."

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.

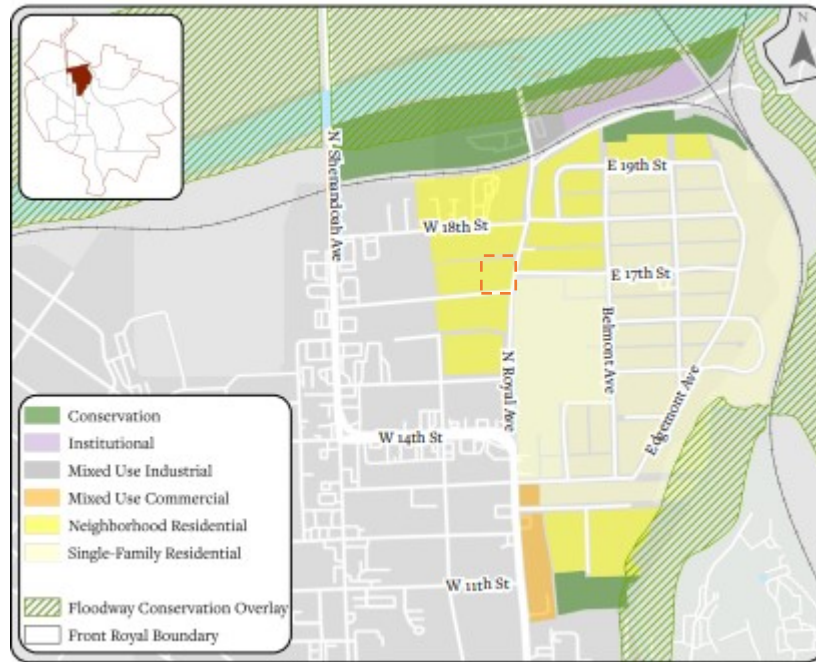
R-1A District, Zoning Ordinance Sec. 175-18.1

The R-1A District is designed to accommodate single-family residential development of a medium density on smaller individual lots. The standards for this district are designed to stabilize and protect the character of the designated areas and to protect and encourage a suitable environment for family life. Optional cluster subdivision standards are included with the intent and purpose of providing greater flexibility for larger development projects. To ensure quality development, the added development flexibility is balanced with requirements that require additional open space and recreational amenities. These additional requirements support a development with higher property values; better preservation of the natural environment; and a more active and healthy community.

Differences between R-1 and R-1A Zoning Districts

The main difference in the two zones is the density. The R-1 district is intended to support single family uses at a lower density. The R1-A option allows for clustering and medium to high density single family residential uses.

Town Comp. Plan



The Town's Comprehensive Plan shows a future land use of Neighborhood residential. The intention of this district is to accommodate higher density and a variety of housing types.

Findings and Analysis & Staff Recommendation

This particular site is one of the larger parcels within the neighborhood. The applicants desire to rezone the site with the intent of eventually subdividing it, is in line with the Town's Comprehensive Plan. This rezoning will permit the density that the Comprehensive Plan envisions for this area. Staff supports this rezoning request. There are no proffers submitted with this rezoning request.

At the time of subdivision, the applicant will have to meet all Town requirements.

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



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

FRREZON #2400013

RECEIVED

REZONING APPLICATION

JAN 4 2024

APPLICANT

Town of Front Royal
Planning & Zoning Department

Name Fernando Arana Pradel Phone (571) 327-736

Address 11640A Cavalier Landing Ct, Fairfax VA 22030

E-mail aranapradel@gmail.com

PROPERTY OWNER OF RECORD

Name Fernando Arana Pradel, Miguel A. Balbi and Luis Jose Cuneo Thays Phone (571) 327-736

Address 11640A Cavalier Landing Ct, Fairfax VA 22030

PROPERTY DESCRIPTION

Location/Street Address 1724 N Royal Ave, Front Royal Virginia 22630

Number of lots: 2 Total Acreage 0.9948

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

TAX MAP: 20A2 2 11

Subdivision Name (if applicable) _____

REQUEST

Existing Zoning R-1 Proposed Zoning R-1A

Existing Use RESIDENTIAL Proposed Use RESIDENTIAL

ATTACHMENTS

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

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

CERTIFICATION

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



Signature of Property Owner



Signature of Property Owner



Signature of Property Owner

Signature of Applicant (if different)

City/County of Fairfax RH Front Royal, Commonwealth of Virginia

The foregoing instrument was acknowledged before me this 4 day of January, 2024 by

Rafael Hernandez
(Name of person seeking acknowledgement)

Notary Public

Notary registration number: 7968916 My commission expires: 8/31/2025

Rafael Eduardo Hernandez Villegas
Notary Public
Reg #7968916
Commonwealth of Virginia
My Commission Expires 8/31/2025

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 # _____ Date Paid 1-4-24 Pd \$500.00 by c/c
Planning Commission Hearing Date: _____ Recommendation: _____
Town Council Hearing Date: _____ Date Sent to Clerk: _____

January 2019

Taxes Due

Fernando Arana
11640A Cavalier Landing Court
Fairfax, VA 22030
3 January 2024

Front Royal Town Hall
Arbitrage Financial
102 E Main Street
Front Royal, VA 22630

Dear Recipient Name:

The purpose of this letter is to petition the rezoning of my lot located at 1724 N. Royal Avenue Front Royal, VA 22630 from R-1 to R-1A.

My wife and I have been considering moving to Front Royal for a couple of years now and build our dream home for our family. We have been waiting for an opportunity ever since and we recently found it. We were lucky enough to purchase a home sitting on a 1-acre lot. Our plan is to remodel the existing home and sell it and with the profits of such sale, begin the construction of our future home.

The home is in the R-1 zone which requires a minimum of 75 feet frontage on a public street for each lot. Even though I also have frontage on an alley, an alley is not considered a street for subdivision purposes. Per the deed, my lot only has a frontage of 123 feet on N. Royal Avenue and I will need a total of 150 feet. I was advised the best way to proceed is to rezone to R-1A which requires 50 feet per lot allowing us to build a driveway for our future home in the back.

Thank you in advance for your time and consideration on this matter. If you need further details do not hesitate to contact me.

Sincerely,

Fernando Arana

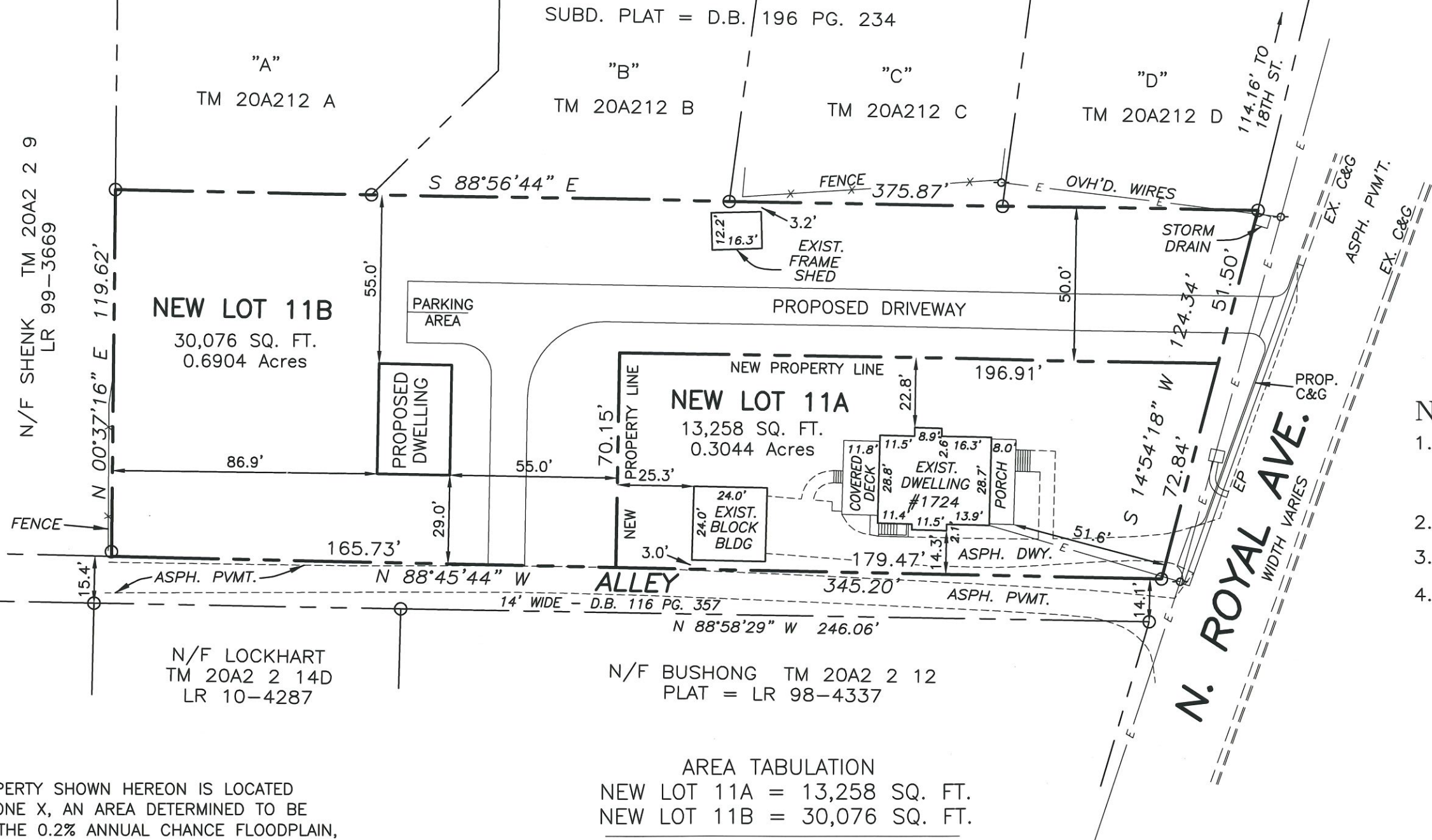
RECEIVED
JAN 4 - 2024

JAN 4 - 2024

RECEIVED
JAN 4 - 2024

JAN 4 - 2024

Front Royal
Planning Department



- NOTES:**
1. NO TITLE REPORT FURNISHED. PLAT SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.
 2. DEED REF.: LR 23-5211
 3. TAX MAP 20A2 2 11
 4. EXISTING ZONING = R-1
PROPOSED ZONING = R-1A

SETBACKS R-1A
FRONT = 25'
SIDE = 7'
REAR = 25'

AREA TABULATION
NEW LOT 11A = 13,258 SQ. FT.
NEW LOT 11B = 30,076 SQ. FT.

TOTAL AREA = 43,334 SQ. FT.
(0.9948 AC.)

THE PROPERTY SHOWN HEREON IS LOCATED
WITHIN ZONE X, AN AREA DETERMINED TO BE
OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN,
PER FEMA FIRM MAP #51067C0104C, 6/03/2008.

survey@measure-map.com
540-636-4949

Darryl G. Merchant
Consulting Land Surveyor
P.O. BOX 1508
FRONT ROYAL, VA 22630



SKETCH PLAT TO ACCOMPANY REZONING REQUEST
PROPOSED DIVISION OF THE LAND OF
**MIGUEL A. BALBI, FERNANDO ARANA PRADEL
AND LUIGI JOSE CUNEO THAYS**
LR 23-5211
TOWN OF FRONT ROYAL - WARREN COUNTY, VIRGINIA

DATE: 27 DECEMBER 2023

SCALE: 1" = 40'



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

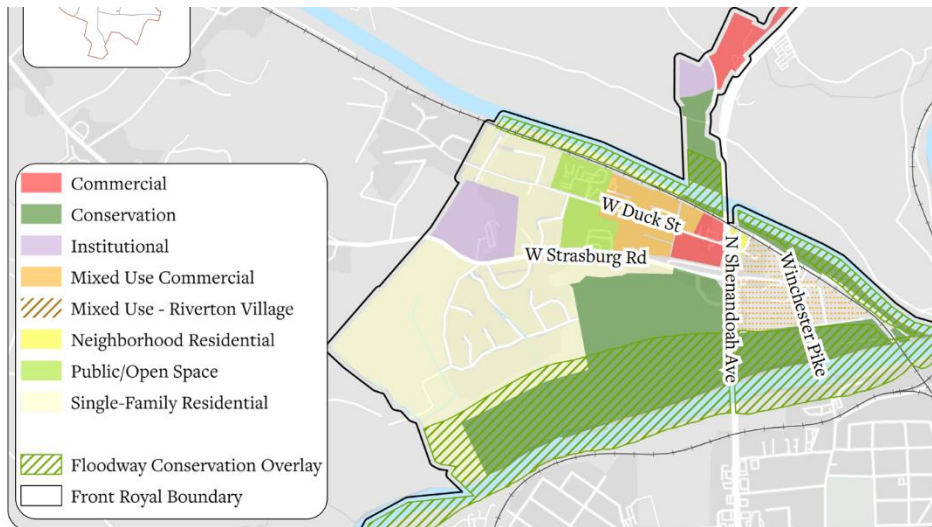
Meeting Date: March 4, 2024

Item#06B

Agenda Item: Rezoning Application by Graceful Adobe of Liberation to Reclassify 1324 Winchester Pike from R-1 to R-1A

Summary: The application for review is requesting an amendment of the Zoning Map of the Town of Front Royal to reclassify 1324 Old Winchester Pike, identified by tax map number 20A12-4-6, from R-1, Residential District to R-3, Residential District. The stated purpose of the rezoning request is to use as a “Nonprofit Boarding House for people of different abilities and their caregivers”.

The major difference between these two zones is the proposed density of the uses. The R-1 zone is intended for low density, single family development. The R-3 on the other hand, is intended to provide for a variety of housing types at a higher density. This is more characteristic of older development. The Towns historic district is developed at approx 4 to 6 units per acre.



The applicant is undertaking a two-part process to establish their lodging house use. The first step is rezoning to permit the possibility of a lodging house. That is the stated purpose of this application. Staff believes the rezoning is appropriate for the Riverton historic area as there is already a mixture of uses. Staff believes this rezoning is in compliance with the Future Land Use Map.

Budget/Funding: N/A

Staff Recommendation: Staff recommends approval of Rezoning Application # 2400018 and advertise for a public hearing on March 25th. This rezoning conforms to what Comprehensive plan envisions for this area.

PUBLIC HEARING
REZONING APPLICATION 2400018
1324 OLD WINCHESTER PIKE

Town of Front Royal, Virginia

Planning Commission Regular Meeting Agenda

☐ Consent Action ☐ Administrative Action ☒ Public Hearing ☐ Discussion

Agenda Item: Rezoning Application # 2400018

MEETING DATE: February 21, 2024

SUMMARY: The application for review is requesting an amendment of the Zoning Map of the Town of Front Royal to reclassify 1324 Old Winchester Pike, identified by tax map number 20A12-4-6, from R-1, Residential District to R-3, Residential District. The stated purpose of the rezoning request is to use as a “Nonprofit Boarding House for people of different abilities and their caregivers”.

STAFF RECOMMENDATION: Staff recommends approval of Rezoning Application # 2400018. This rezoning request is in line with the Comprehensive Plan.

DRAFT MOTION: “I move that the Planning Commission forward a recommendation of approval to the Front Royal Town Council for Rezoning Application # 2400018 to amend the Zoning Map of the Town of Front Royal to reclassify 1324 Old Winchester Pike, identified by tax map number 20A12-4-6, from R-1, Residential 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 #2400018
PLANNING COMMISSION REGULAR MEETING – February 21, 2024

APPLICATION #:

Rezoning Application #2400018

APPLICANT:

Graceful Abode of Liberation

SUMMARY OF REQUEST:

The application for review is requesting an amendment of the Zoning Map of the Town of Front Royal to reclassify 1324 Old Winchester Pike, identified by tax map number 20A12-4-6, from R-1, Residential District to R-3, Residential District. The stated purpose of the rezoning request is to use as a “Nonprofit Boarding House for people of different abilities and their caregivers”.

GENERAL INFORMATION:

<i>Site Addresses</i>	1324 Old Winchester Pike
<i>Property Owner(s)</i>	Jenelle Embrey
<i>Existing Zoning</i>	R-1, Residential District
<i>Proposed Zoning</i>	R-3, Residential District
<i>Tax Identification</i>	20A12-4-6
<i>Location</i>	The property is located south of Crisman Drive and North of Riverside Drive.

AERIAL VICINITY MAP – (Warren County GIS)



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

"I've owned my 8br home for over there years. One by one, I've leased out my bedrooms to family members, on a permanent basis. The most recent resident who moved in a few months ago is not a family member, which makes it start feeling like a boarder house. I'd like the proper permits. To do so, I have to start with the proper Zoning form R1 to R3. The adjoining property is zoned R3 as the previous owner ran a B&B there, The Four Winds.

Since 3 of the residents have intellectual disabilities, and I am an advocate for them as well as our friends in Special Olumpics, I would also like the boarder house to be a nonprofit and have started that process."

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.

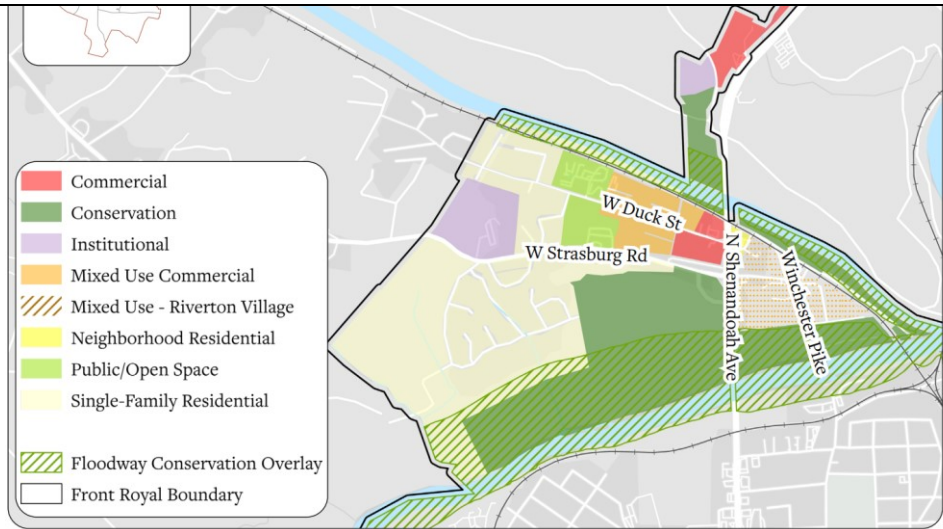
R-3 District, Zoning Ordinance Sec. 175-28

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.

Differences between R-1 and R-3 Zoning Districts

The major difference between these two zones is the proposed density of the uses. The R-1 zone is intended for low density, single family development. The R-3 on the other hand, is intended to provide for a variety of housing types at a higher density. This is more characteristic of older development. The Towns historic district is developed at approx 4 to 6 units per acre.

Town Comp. Plan



The Town's Comprehensive Plan calls for this area to be used as Mixed Use Riverton Village. This use is characterised by a variety of uses to emulate a historic village.

Findings and Analysis & Staff Recommendation

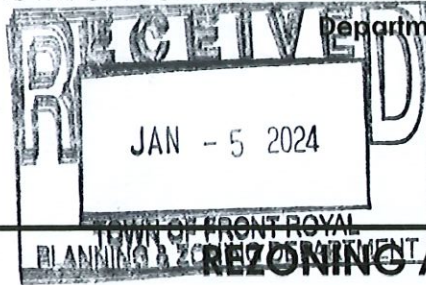
The applicant is undertaking a two-part process to establish their lodging house use. The first step is rezoning to permit the possibility of a lodging house. That is the stated purpose of this application. Staff believes the rezoning is appropriate for the Riverton historic area as there is already a mixture of uses. Staff believes this rezoning is in compliance with the Future Land Use Map.

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



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

Department of Planning & Zoning



FRREZON

2400018

REZONING APPLICATION

APPLICANT

Name Graceful Abode of Liberation Phone 540.454.2161

Address 1324 Old Winchester Pike, Front Royal, VA 22630

E-mail AbodeOfLiberation@gmail.com

PROPERTY OWNER OF RECORD

Name Jenelle Embrey Phone 540.454.2161

Address 1324 Old Winchester Pike, Front Royal, VA 22630

PROPERTY DESCRIPTION

Location/Street Address 1324 Old Winchester Pike, Front Royal, VA 22630

Number of lots: 1 Total Acreage .89

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

20A124 6

Subdivision Name (if applicable) _____

REQUEST

Existing Zoning R-1

Proposed Zoning Residential R-3 which permits a
Lodging House to operate with a SUP

Existing Use Boarding House

Proposed Use Nonprofit Boarding House for
people of different abilities and
their caregivers

ATTACHMENTS

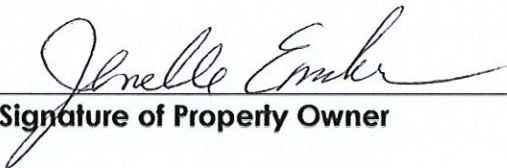
The following should be submitted with a completed copy of this application. Additional information may be determined necessary depending on the nature of the request.

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 5 day of January, 2024 by Jenelle Embrey.

(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 # 31071 Date Paid 1-5-2024 \$500.00

Planning Commission Hearing Date: _____ Recommendation: _____

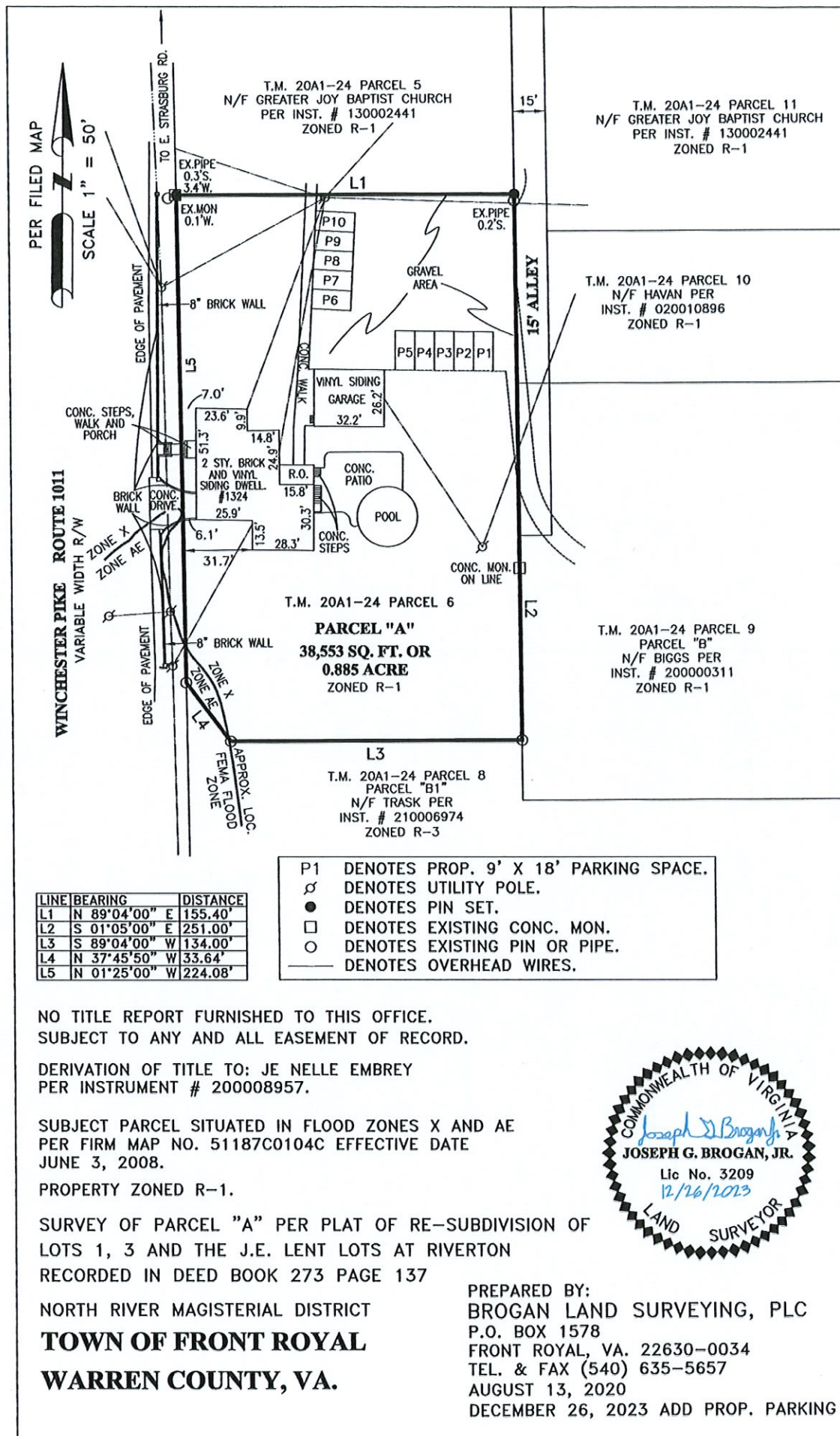
Town Council Hearing Date: _____ Date Sent to Clerk: _____

Statement of Justification

12/25/2023

I've owned my 8br home for over three years. One by one, I've leased out my bedrooms to family members, on a permanent basis. The most recent resident who moved in a few months ago is not a family member, which makes it start feeling like a boarder house. I'd like the proper permits. To do so, I have to start with the proper Zoning from R1 to R3. The adjoining property is zoned R3 as the previous owner ran a B&B there, The Four Winds.

Since 3 of the residents have intellectual disabilities, and I am an advocate for them as well as our friends in Special Olympics, I would also like the boarder house to be a nonprofit and have started that process.





COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: March 4, 2024

Item#06C

Agenda Item: Special Use Permit Request by Jean-David Lejeune and Samantha Harris to Allow a Short-Term Rental at 344 Kerfoot Avenue

Summary: A Special Use Permit Application has been submitted for a Short-Term Rental located at 322 Kerfoot Avenue. The applicant intends to rent two (2) rooms and no more than four (4) occupants at a time. Staff conducted an inspection on January 25, 2024 and found the property to be in compliance with the provisions of the STR performance standards.

Staff received a complaint that renovations had occurred without Town Zoning approval. Town Staff reported the violation to Warren County Building Inspections. The applicant is working to resolve the issue. The property was purchased after the work was completed without knowledge of the lack of permitting.

Budget/Funding: N/A

Staff Recommendation: Staff recommends approval of Special Use Permit #2400016 to be advertised for a public hearing scheduled for March 25th with the following conditions:

1. The applicant will not permit more than four overnight guests per stay.
2. The applicant will obtain all necessary Building and Zoning permits prior to issuance of the Special Use Permit.
3. Erect a privacy fence around the property within one year of use as a short-term rental. (added by PC after public comments)

PUBLIC HEARING

SUP 2400016 – SHORT-TERM RENTAL

322 KERFOOT AVENUE

Town of Front Royal, Virginia

Planning Commission Monthly Meeting Agenda

☐ Consent Action ☐ Administrative Action ☒ Public Hearing ☐ Discussion

Agenda Item: Special Use Permit – Short-Term Rental #2400016

MEETING DATE: February 21, 2024

SUMMARY: A Special Use Permit Application has been submitted for a Short-Term Rental located at 322 Kerfoot Avenue. The applicant intends to rent two (2) rooms and no more than four (4) occupants at a time. Staff conducted an inspection on January 25, 2024 and found the property to be in compliance.

STAFF RECOMMENDATION: Staff recommends approval of Special Use Permit #2400016.

DRAFT MOTION: "I move that the Planning Commission forward a recommendation of approval to the Front Royal Town Council for Special Use Permit #2400016 for a Short-Term Rental located at 322 Kerfoot Avenue with the following conditions:

1. The applicant will not permit more than four overnight guests per stay.
2. The applicant will obtain all necessary Building and Zoning permits prior to issuance of the Special Use Permit.

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

PLANNING COMMISSION ACTION:

Moved _____ Seconded _____

Matthiae _____ Williams _____ Wells _____ Marshner _____ Wood _____

☐ Approved ☐ Approved w/ Conditions ☐ Denied ☐ Other



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

**Planning Commission Regular Meeting
February 21, 2024**

APPLICATION #:

2400016

APPLICANT:

Jean-David Lejeune and Samantha Harris

APPLICATION SUMMARY:

A Special Use Permit Application has been submitted for a Short-Term Rental located at 322 Kerfoot Avenue. The applicant intends to rent two (2) rooms and no more than four (4) occupants at a time. Staff conducted an inspection on January 25, 2024 and found the property to be in compliance.

GENERAL INFORMATION:

<i>Site Addresses</i>	322 Kerfoot Avenue
<i>Owner(s)</i>	Jean-David J. Lejeune and Samantha Harris
<i>Zoning District</i>	R-1, Residential District
<i>Historic District</i>	No
<i>Tax Identification</i>	Tax Map #20A6-7-10-39, 40, 41, and 42
<i>Request/ Recommendation</i>	The Applicant is requesting to rent two (2) bedrooms and no more than four (4) occupants at a time. Staff received a complaint that renovations had occurred without Town Zoning approval. Town Staff reported the violation to Warren County Building Inspections. The applicant is working to resolve the issue. The property was purchased after the work was completed without knowledge of the lack of permitting. Staff recommends approval of the application with the following conditions: 1. The applicant will not permit more than four overnight guests per stay. 2. The applicant will obtain all necessary Building and Zoning permits prior to issuance of the Special Use Permit.

View of Front Elevation – 322 Kerfoot Avenue



View of Front Right Elevation – 322 Kerfoot Avenue



Aerial Map (Warren County GIS)



Aerial Zoning Map (Warren County GIS)



Attachment: Application and supporting documents.

#2400016



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

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

RECEIVED

JAN 4 - 2024

SPECIAL USE PERMIT REQUEST FOR SHORT TERM RENTAL

APPLICANT: Jean-David Lejeune

Town of Front Royal
Planning & Zoning Department

NAME: Samantha Harris PHONE: 314-974-1694

ADDRESS 322 Kerfoot Ave Front Royal, VA 22630

E-MAIL samharris2525@gmail.com

PROPERTY OWNER:

NAME: Jean-David Lejeune & Samantha Harris

PHONE: "

ADDRESS "

E-MAIL "

PROPERTY DESCRIPTION:

PROPERTY ADDRESS 322 Kerfoot Ave

TAX MAP 20 A 6 SECTION 7 BLOCK 10 LOT 39-42

SUBDIVISION NAME _____

ZONING DISTRICT R-1 residential low density ACREAGE 0.34 acres

SPECIFIC SPECIAL USE PERMIT REQUEST use for air BnB / VRBO - type short-term rental

☐ Whole house rental

☒ Partial rental, # of rooms rented 2

☐ Primary Residence

☐ Secondary Residence

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

☒ Survey plat or sketch to scale of property showing all **existing** improvements, parking and refuse area and property boundaries.

☒ Provide a map of area attractions

N/A ☐ Provide proof that notification to operate was sent to the HOA, if applicable.

☒ Complete management plan.

☒ Written consent given to the Town to inspect for compliance.

☒ Emergency dwelling evacuation diagram (posted in each bedroom)

☐ Application fee of \$400.00

Receipt # 01001970557 Date Paid 1-4-24

IN CASE OF AN EMERGENCY

Pd \$400.00 by c/c

Revised 12/21/2022

If there is an emergency, or there are questions in regard to the property, please contact (owner) Sean-David Lejeune
at (phone number) 703-200-3109 or (property manager) Samantha Harris
at (phone number) ~~314-999-2687~~ 314-974-1644

If the emergency requires immediate assistance, please call the following or 911.

Front Royal Police Department: 540-635-2111 or 911, 900 Monroe Ave, Front Royal, VA 22630

Front Royal Volunteer Fire & Rescue: 540-635-2540 or 911, 221 N Commerce Ave, Front Royal, VA 22630

Warren Memorial Hospital: 540-636-0300 or 911, 351 Valley Health Way, Front Royal, VA 22630 ✓

Electrical Outage: 540-635-3027, 1101 Manassas Avenue, Front Royal, VA 22630. Outages may be reported online at <https://www.frontroyalva.com/FormCenter/Energy-Services-6/Report-Electric-Problem-46>.

Emergency/afterhours 540-635-2111

OCCUPANCY ✓

The Special Use Permit limits the occupancy for this short-term rental at _____ People and _____ Bedrooms.

NOISE ✓

It shall be a violation of Chapter 106 of the Front Royal Town Code for any person, without compelling reason, to make noise that by reason of its volume, pitch, duration, or repetition, considering the time of day, is likely to disturb the rest of any person of ordinary sensibilities or interfere with such person's lawful and peaceful enjoyment of property owned or rented by him.

PARKING ✓

Minimum available parking is 6 vehicle(s) in the driveway.

TRASH AND RECYCLING ✓

All trash and recycling shall be placed in containers provided by the owner.

- Trash receptacles are located (Clarify location of trash bags and receptacles)

see management plan

- Trash is collected (State the day of the week trash is picked up by the Town and where the container is to be placed on trash day) ✓

see management plan

CHECK-IN & CHECK-OUT ✓

Provide details

see managment plan

WIFI/PHONE/ETC

Provide details for special amenities if available ✓

\\

11

SPECIFIC PROPERTY DETAILS

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

\\

11

AREA ATTRACTIONS

Provide a map of area attractions

- Attractions: i.e., Shenandoah National Park, Shenandoah River State Park, Skyline Caverns, Golf Courses, Canoe Companies
- Groceries & Convenience: i.e., Walmart, Target, Martins, CVS
- Restaurants ✓
- Wineries & Breweries

SPECIFIC PROPERTY REGULATIONS

May be dictated by approved conditions or owner preference, examples below

- No shooting of firearms ✓
- No outdoor fire burning
- No fireworks

\\

11

As per 175-3

Revised 12/21/2022

Short-term rental- means the provision of a room or space that is suitable for, intended for occupancy for dwelling, sleeping, or lodging purposes, for a period of fewer than 30 consecutive days, in exchange for a charge for the occupancy. Any residential use that falls within the definition of short-term rental as defined in § 15.2-983, as amended, of Virginia State Code.

Short-term rental facility – A building or accessory structure, other than a hotel, motel, or bed-and-breakfast home, where lodging is provided for compensation on a short-term basis, and open to the public or transient guests. The maximum number of occupants shall not exceed ten (10) unless determined appropriate by Town Council.

Short-term rental:

§ 175.151 Short-term rentals.

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

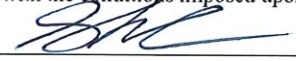
- A. The short-term rental owner of a dwelling unit to be used for a short-term rental shall apply for a Special Use Permit through the Department of Planning and Zoning and receive approval from Town Council prior to utilizing the dwelling unit as a short-term rental. Town Council may impose conditions necessary to mitigate adverse effects of the use on neighboring properties.
- B. The one-time application fee shall be \$400.00.
- C. Staff will conduct an inspection prior to the issuance of the Special Use Permit approval. Additional inspections will be conducted on a complaint basis to ensure compliance with the performance standards listed in this section, along with any additional conditions imposed by Town Council, if applicable.
- D. The maximum number of occupants in the dwelling unit shall be determined by the number of bedrooms; there shall be no more than two (2) adults per bedroom. However, the maximum number of occupants shall not exceed 10 people unless approved by Council.
- E. Parking for the use shall be located in driveways or other designated and approved parking areas.
- F. There shall be no visible evidence of the conduct of such short-term rentals on the outside appearance of the property.
- G. A fire extinguisher shall be provided and visible in all kitchen and cooking areas; smoke detectors shall be installed in all locations as identified in the 2015 or 2018 Uniform Statewide Building Code (2018 Version required usage beginning July 1, 2022); and a carbon monoxide detector must be installed on each floor in every dwelling.
- H. The owner of the dwelling used for short-term rentals shall give the Town written consent to inspect any dwelling used for short-term rental to ascertain compliance with all the above performance standards upon a twenty-four-hour notice.
- I. A property management plan demonstrating how the short-term rental will be managed and how the impact on neighboring properties will be minimized shall be submitted for review and approval as part of the permitting process to the Planning Department. The plan shall include local points of contact available to respond immediately to complaints, clean up garbage, manage unruly tenants and utility issues, etc. It shall also be posted in a visible location in the short-term rental. The contact numbers shall be provided to Town staff, public safety officials and, if applicable, the HOA of the subdivision. The plan must be provided as part of the rental contract.

- J. If the property is located within a subdivision governed by a homeowners' association, the Planning Department must receive proof that a notification to operate the short-term rental was sent to the HOA.
- K. The owners of the rental shall provide an emergency evacuation plan for the dwelling and the neighborhood. ✓
- L. A copy of Chapter 106 of the Town of Front Royal Code relative to noise must be provided at the short-term dwelling. ✓
- M. All outdoor burning shall be in compliance with Chapter 78 of the Town of Front Royal Code. ✓
- N. Failure to comply with the approved conditions and/or supplemental regulations will subject the permit to revocation by the Zoning Administrator at any time. ✓

Property Owner's Signature: 

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  Date 1/2/24

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.



**Lejeune
Properties**

Welcome to Your Skyline Drive Retreat

This booklet serves as a guide which includes house rules, emergency contacts, and key features to explore.

Have a great stay!



Sam: 314-974-1694
JD: 703-200-3109

JD Lejeune & Sam Harris

ABOUT THE PROPERTY

Discover a Front Royal gem! This renovated retreat boasts 4 beds and 1 bath with a stylish roll-in shower. The fenced property is <1 mile from the Shenandoah River, 1 mile Shenandoah National Park, and the vibrant Main Street. The kitchen features sleek quartz countertops, and both the kitchen and master bathroom showcase elegant porcelain flooring. With its modern luxury, proximity to nature, and space for up to 4 guests, this Front Royal haven is an ideal blend of comfort and sophistication.

This property was previously used as a Church, explaining its unique exterior. With its one-of-a-kind history nestled in a small beautiful town, we are sure you will find the peaceful adventure you want, right here.

WIFI INFORMATION

Network: Sam&JD

Password: AMDG2024



about your stay

DETAILS

Discover a Front Royal gem! This renovated retreat boasts 4 beds and 1 bath with a stylish roll-in shower. The fenced property is <1 mile from the Shenandoah River, 1 mile Shenandoah National Park, and the vibrant Main Street.



MEET THE HOSTS

HEY! WE ARE SAM AND JD!

We are engaged and excited to get married in Spring 2024! We moved to Front Royal right after graduating college and fell in love with the town! From attempting to convince all our friends and family to move here, to trying almost every restaurant in town, we decided to share our passion for Front Royal by showing guests our favorite little piece of earth, the Shenandoah Valley. We hope you enjoy this Shenandoah experience as much as we do!

CONTACT INFO

322 Kerfoot Ave Front Royal, VA
22630

Sam: 314-974-1694

JD: 703-200-3109

lejeuneproperties@gmail.com

COMMUNICATION

Our philosophy is to let our guests guide the amount of interaction that is wanted. So whether it is a remote check-in and a quiet stay, or if you want to knock on our door for recommendations on our favorite places in town, we are happy to accommodate!

IMPORTANT INFORMATION

Please note that your hosts are living on the other side of this duplex with a hypoallergenic dog.

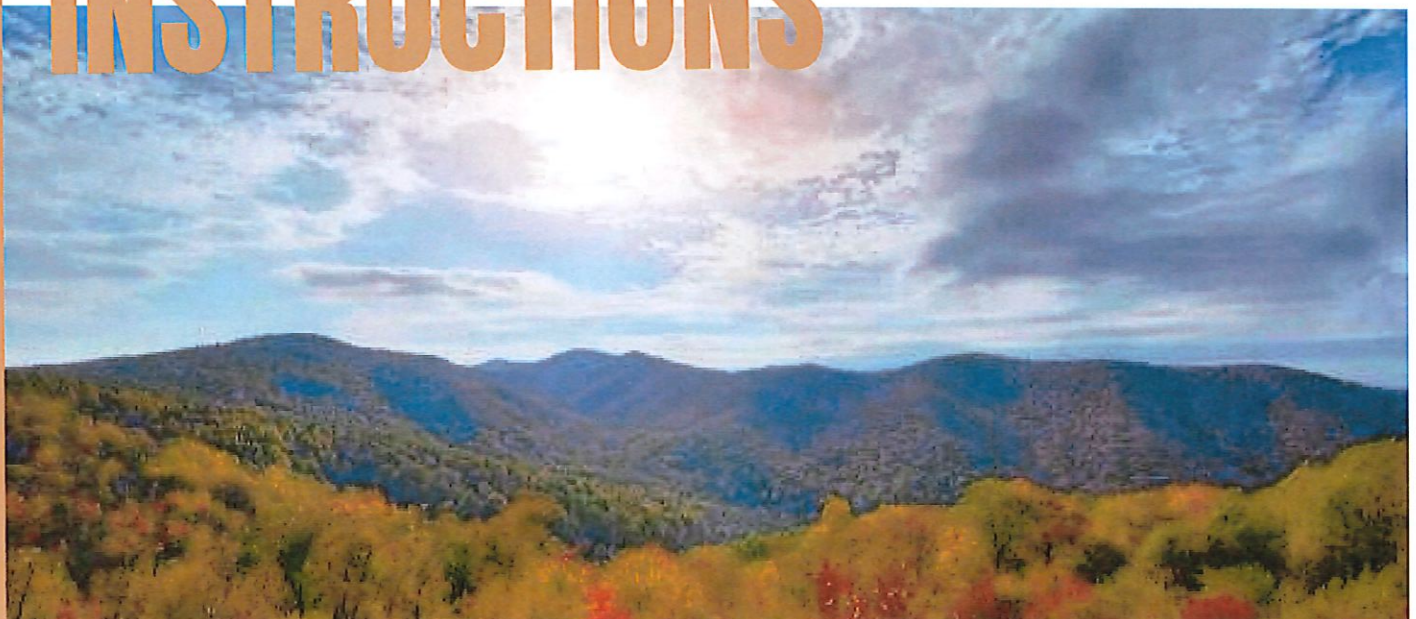
CHECK IN

- Entry
 - The Guest Entrance is equipped with an electronic combo lock for security. Access information has been provided to you during booking confirmation
- Take a look around and familiarize yourself with the emergency exits and safety information provided in this manual
- Reach out to us, your hosts, if anything is not to your liking and we will do everything we can to accommodate you to assure you have the best stay possible

CHECK OUT

- All trash shall be emptied and deposited in provided trash bins outdoors
- All dishes shall be washed, dried, and returned to their respective storage areas
- All bedsheets and pillow cases (not mattress protectors) are to be removed and placed in the laundry room
- All lights and appliances are to be turned off before check out
- Double check that all doors and windows closed and locked
- Leave us a review about your stay! We'd love to keep in touch and have you back when you return to the Shenandoah Valley!

INSTRUCTIONS



*Kick-start your luxury stay by learning
about our*

IN-HOME AMENITIES

100% Handicap Accessible and Step-free Interior

- 1 Fishing Kayak with pole-holders and 2 fishing poles for an additional price
 - Life jackets MUST be worn at all times when in the water or on the kayak
- 2 Twin-over-twin bunkbed that sleeps two with a weight limit of 400lbs
- washer and dryer for your convenience located in the mud room
- Fully renovated kitchen completed with fridge, kitchen table, conduction stove, dishwasher, sink, and Keurig machine with complimentary pods
- 4K 65 in. TV complete with Netflix, Hulu, Disney+, and many more entertainment options

EMERGENCY INFORMATION

EMERGENCY CONTACT INFORMATION

In the event of an emergency, call 911

For non-emergencies, please contact your hosts at 703-200-3109 or 314-974-1694

If you cannot reach us and you have an emergency involving your electric, water, or sewer service after hours, weekend of holidays, please contact the Front Royal Police Department at their non-emergency phone number (540) 635-2111.

Front Royal Police Department: 540-635-2111, 900 Monroe Ave, Front Royal, VA 22630

Front Royal Volunteer Fire & Rescue: 540-635-2540, 221 N Commerce Ave, Front Royal, VA 22630

Warren Memorial Hospital: 540-636-0300, 351 Valley Health Way Front Royal, VA 22630

Electrical Outage: 540-635-3027, 1101 Manassas Ave, Front Royal, VA 22630

IN CASE OF EMERGENCY

Carefully Review Exit Routes

- Located in each bedroom and included in this manual

Exit Emergency Guidance

- Stop what you are doing and leave the building immediately, closing doors behind you, if it is safe to do so

Area Primary Shelters

- Skyline High School, 151 Skyline Vista Dr., Front Royal, VA 22630
- Warren County Middle School, 522 Heritage Drive, Front Royal, VA 22630
- South Warren Fire Dept., 3330 Stonewall Jackson Hwy, Front Royal, VA 22630

just a few things to remember

HOUSE RULES

SMOKING INDOORS IS PROHIBITED

Including cigarettes, vapes, hookahs, pens, bonges, pipes, etc...

Any smoking conducted indoors will require a penalty fee at the owner's discretion to cover cleaning

PETS

All pets are prohibited except service animals. Emotional support animals ARE NOT considered service animals. If you have a service animal, please contact the Hosts to discuss an animal staying on the premises in accordance to FHA and ADA regulations.

OCCUPANCY

No more than 20 people shall be in the home at any one time

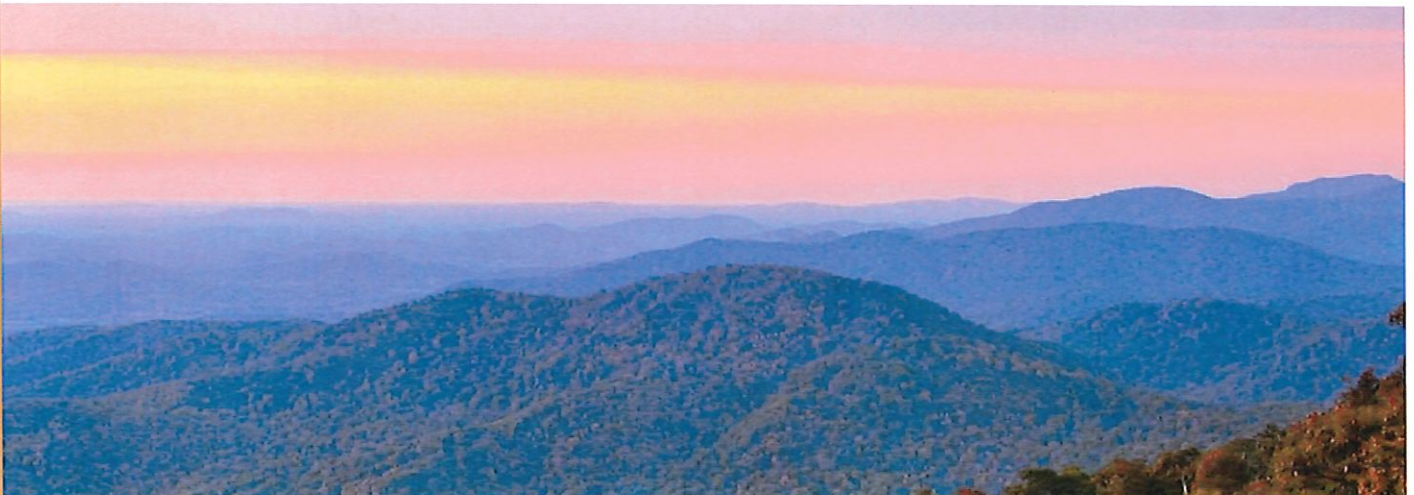
The Special Use Permit limits the occupancy for this short-term rental to 4 people and 2 bedrooms

QUIET HOURS

Out of consideration of the neighbors and the community, quiet hours are from 10pm to 7am

LAUNDRY

Please ensure that all clothes are free from excessive debris before putting in the washer.



PARTIES AND EVENTS

There shall be no parties, events or unregistered gatherings of over 20 individuals unless the host has approved. Feel free to contact the hosts about hosting large events.

FOOD AND DRINK

No food or drink in the bedrooms

NO UNREGISTERED GUESTS

Unregistered guests are not covered by insurance and thus cannot be covered in case of physical injury or litigation.

NOISE

It shall be a violation of Chapter 106 of the Front Royal Town Code for any person, without compelling reason, to make noise that by reason of its volume, pitch, duration, or repetition, considering the time of day, is likely to disturb the rest of any person of ordinary sensibilities or interfere with such person's lawful and peaceful enjoyment of property owned or rented by him

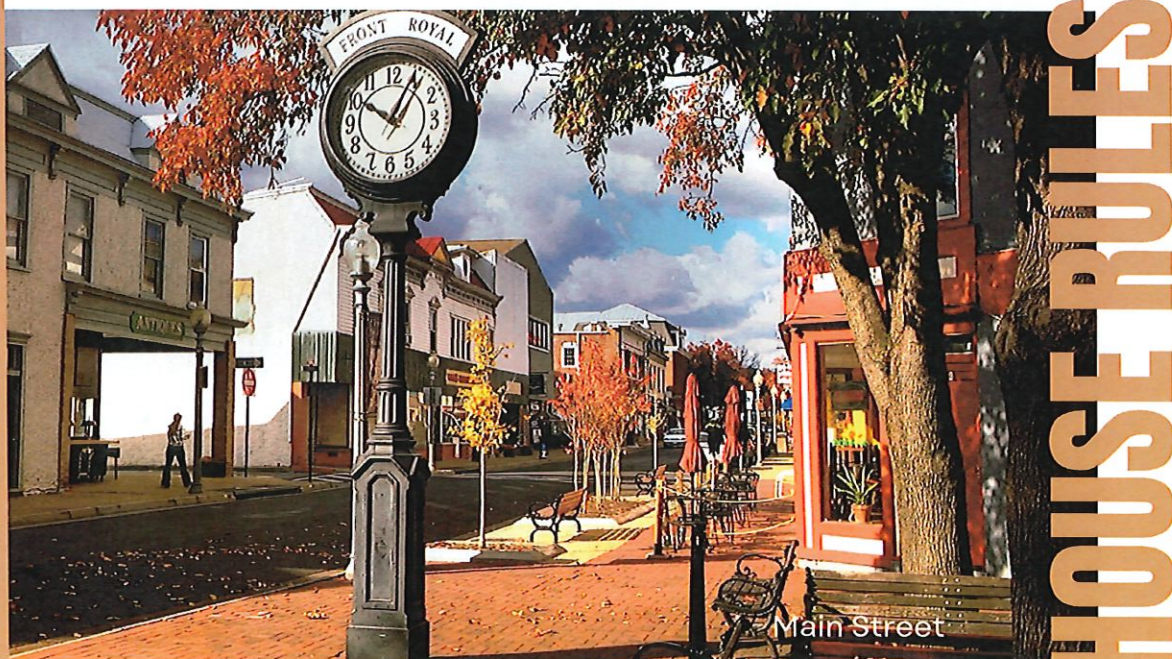
PARKING

Minimum available parking is 6 vehicles in the driveway

TRASH AND RECYCLING

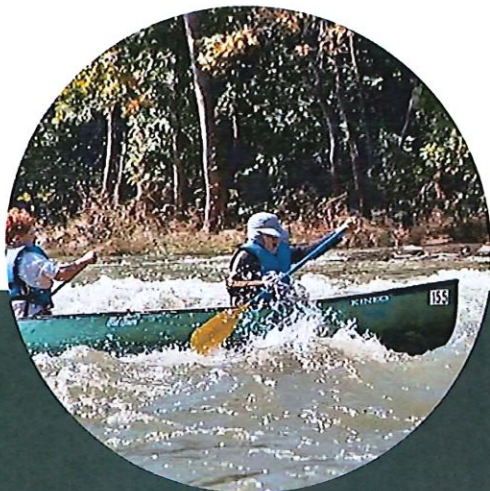
All trash and recycling shall be placed in containers provided by the owner- trash receptacle is located on driveway.

Trash is collected on Tuesday mornings. The container is to be placed on the street, next to the mailbox against the curb



local attractions

THINGS TO DO



GETTING AROUND

Front Royal is a small town with almost everything within some biking or walking distance. If driving, please note that all roads in and around the main street are 25 MPH and the authorities are strict about it!

PUBLIC TRANSPORTATION

The Front Royal Trolley stops just outside the house at the corner of Kerfoot and Brown Ave. For 50 cents, you can ride into and around town. Schedule: AM 37-min past the hour. PM 7-min past the hour.

RIGHT OUT YOUR FRONT DOOR

Try walking to Eastham Park for River access, a beautiful river-side trail, and the only dog park in Front Royal (~5 minute walk), or about a minute walk to the Skyline SoccerPlex with spacious fields, a skate park, and stunning views of the mountains!

LOCAL THINGS TO DO

SIGHT-SEEING & ATTRACTIONS

Front Royal is known for its proximity to nature, but also for some renown restaurants and activities. Some of the more famous activities include:

- Skyline Drive (Shenandoah National Park)
- Museums
- Bike riding tours
- Historical museums
- Luray Caverns
- Restaurants
- Cafes
- Skyline Caverns
- River Adventures with canoeing, kayaking, even rafting!

Wake up to coffee shops and bakeries in Front Royal that rival the best in the surrounding cities without the long lines. After you explore the Blue Ridge Mountains, Shenandoah National Park, Shenandoah Valley, Skyline Drive, Luray Caverns or Skyline Caverns, relax at some of the best wineries, breweries, and bars Virginia has to offer. Don't have a reservation? No problem. These family-owned restaurants provide a wide variety of home cooking you won't get in the city!

places to eat and drink

FOOD & DRINK

Front Royal has a plethora of food and drink for everyone. Some of the more famous ones include:

- Rappahannock Cellars
- Honey and Hops Meadery
- The Apple House
- Vibrissa Brewery
- Virginia Beer Museum
- Soul Mountain Restaurant and Bar
- Melting Pot Pizza
- Knotty Pine Restaurant

YOUR HOSTS' FAVORITES

THAI

Try Thai

INDIAN

Royal Spice

PIZZA

Anthony's Pizza

ITALIAN

Osteria Maria

SUSHI

Mikado Japanese Steak House

MEXICAN

Los Potrillos

BBQ

Pavemint Smokin' Taphouse

DINER

L'Dee's Pancake House

SPORTS BAR

On Cue Sports Bar

NEW IN TOWN

The Catamount Lounge



The Catamount Lounge

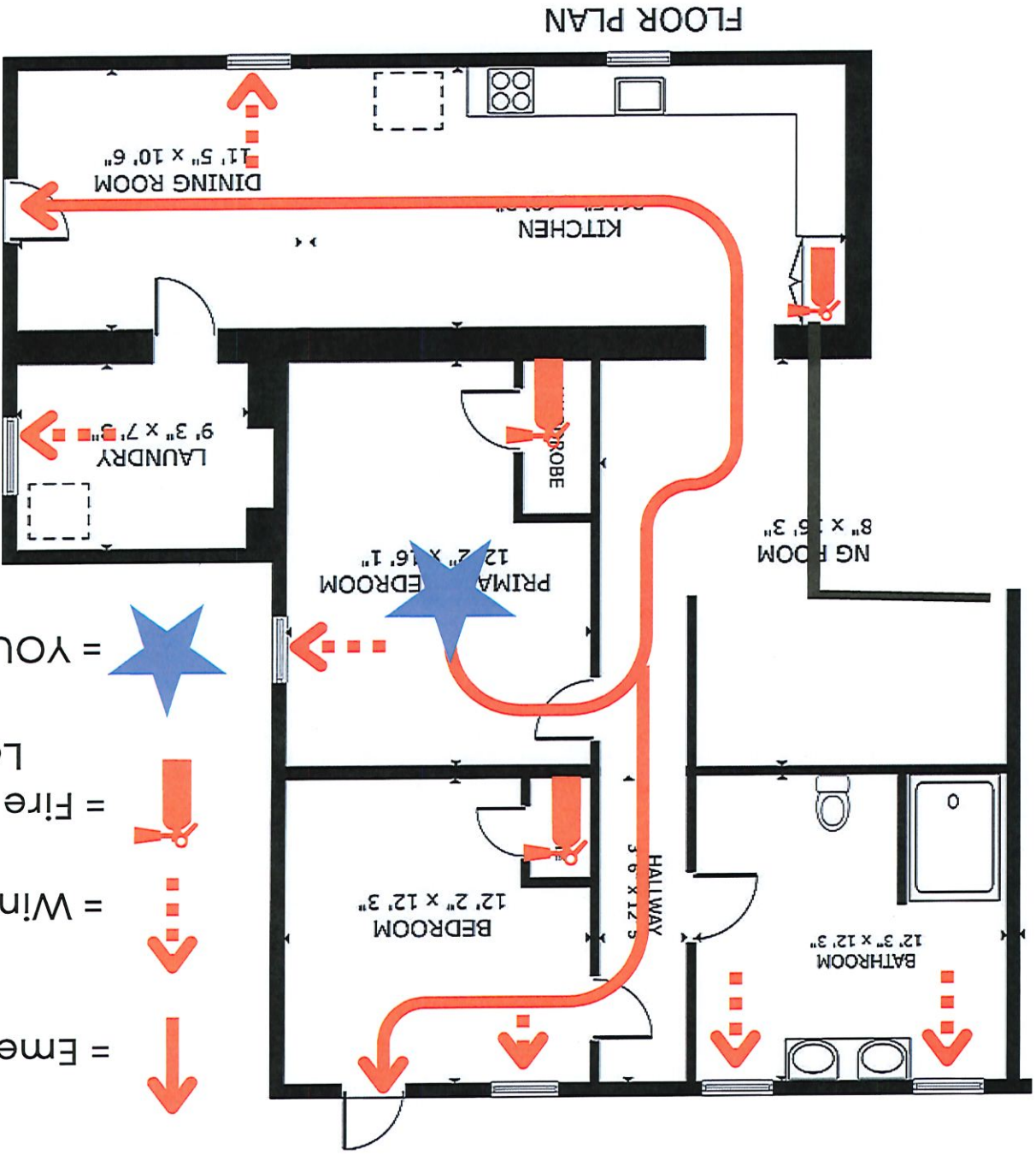
please come again!

THANK YOU!

Don't forget to leave us a review on your booking
website and we can't wait for your next visit to the
Shenandoah Valley!

EMERGENCY EXIT PLAN

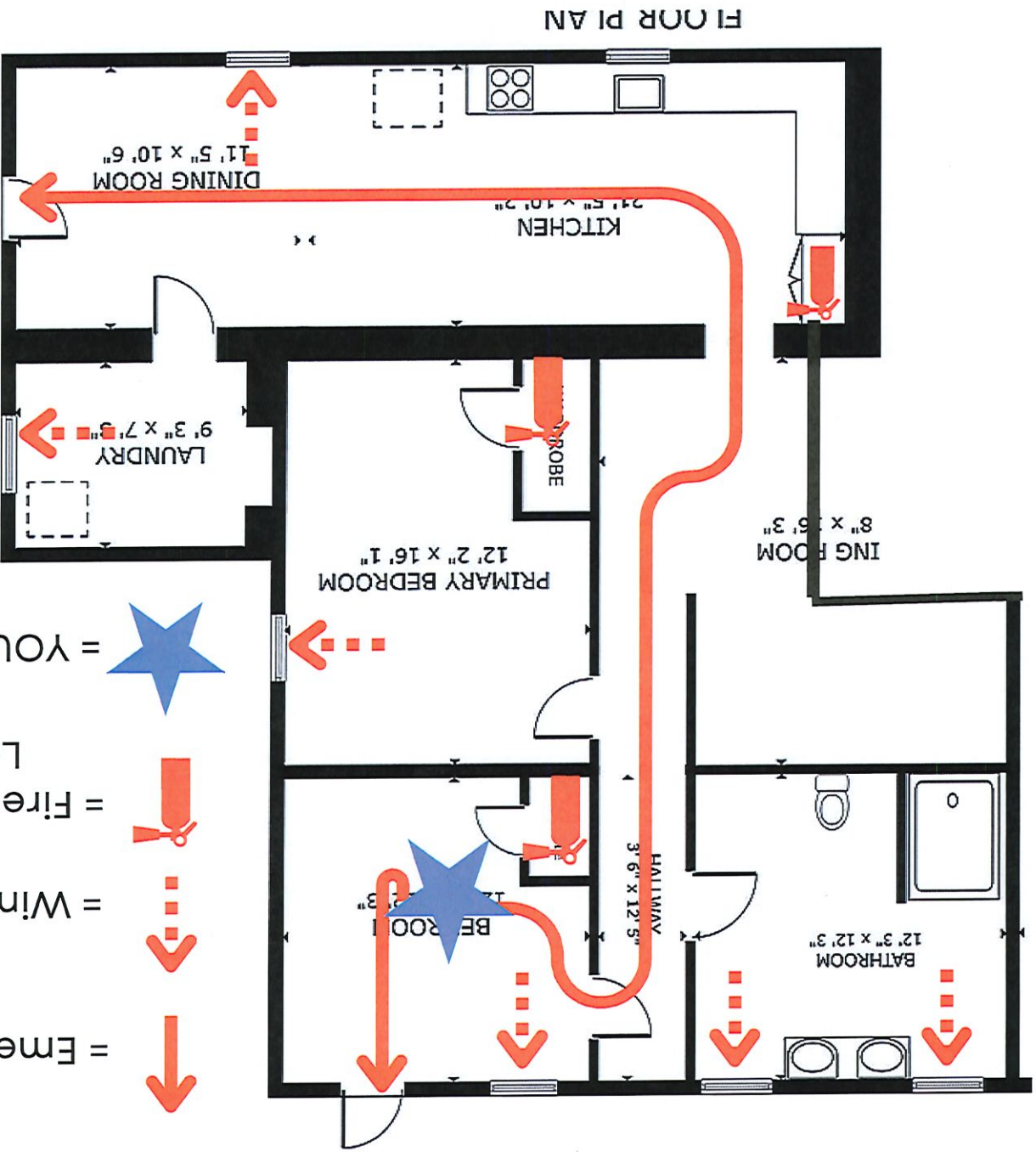
-  = Emergency Exit Paths
-  = Window Exits
-  = Fire Extinguisher Locations
-  = YOU ARE HERE



FLOOR PLAN

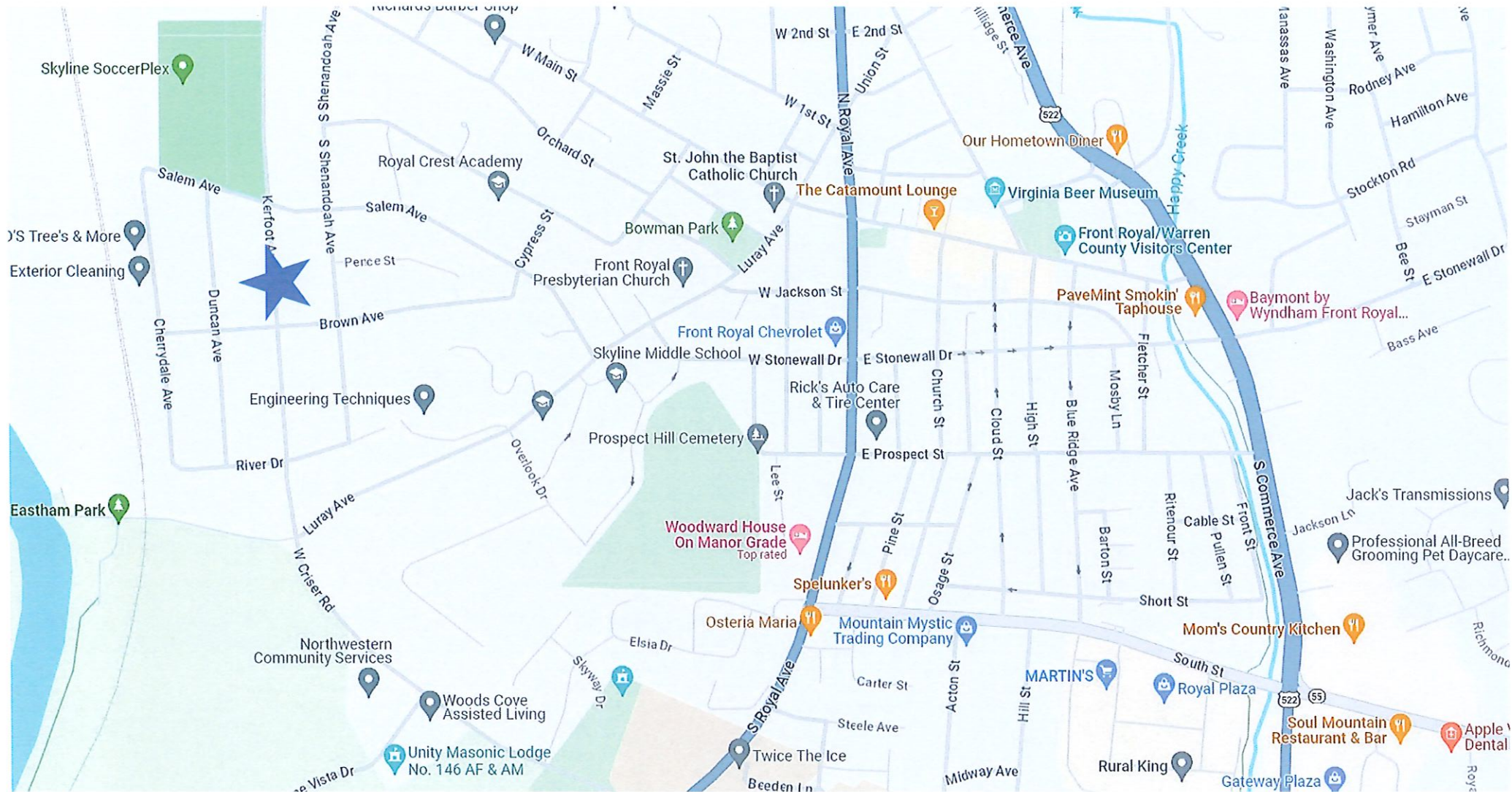
EMERGENCY EXIT PLAN

- = Emergency Exit Paths
- = Window Exits
- = Fire Extinguisher Locations
- ★ = YOU ARE HERE

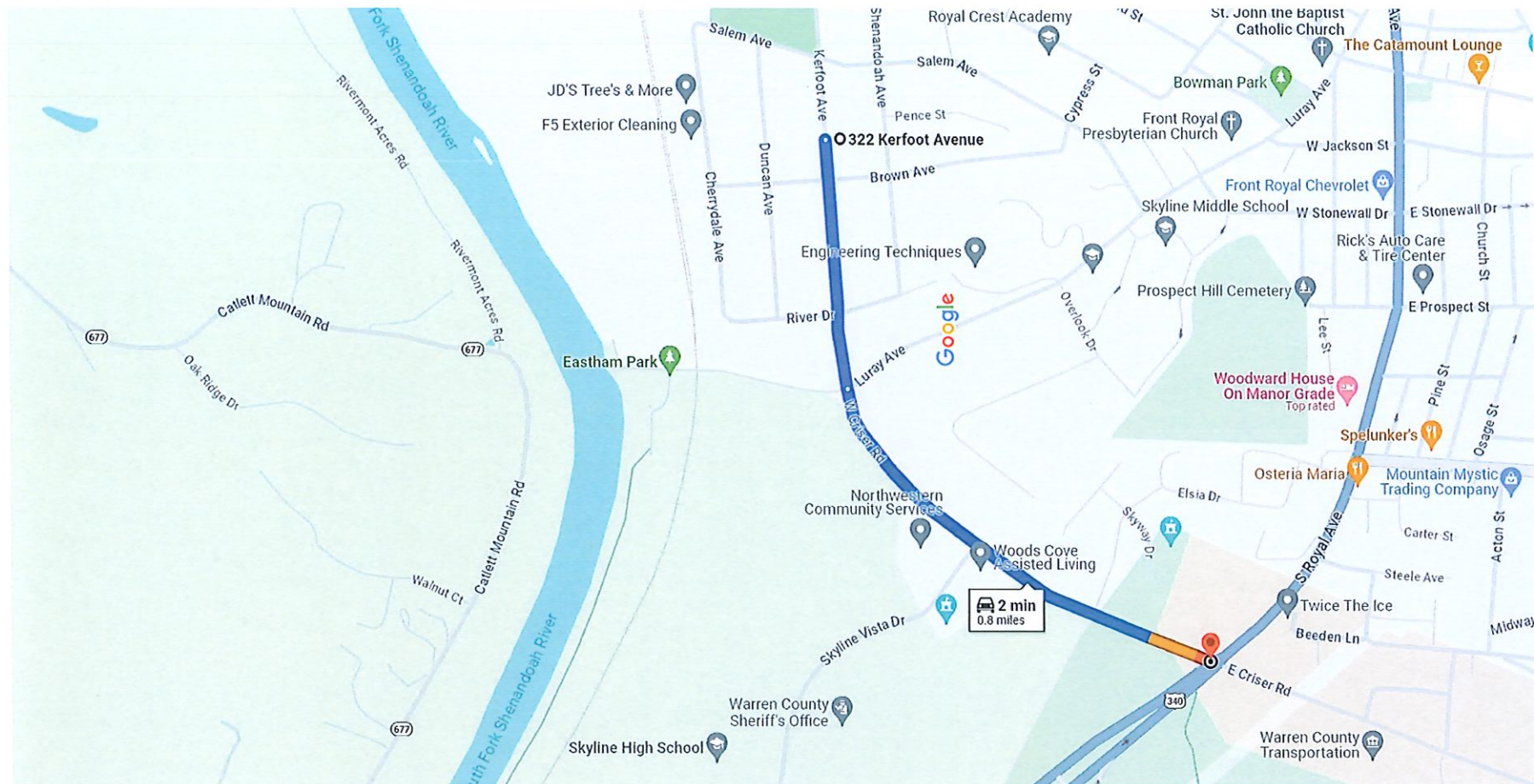


FLOOR PLAN

Map of Nearby attractions and accommodations



 = Rental Location



Neighborhood Evacuation to Highway 340

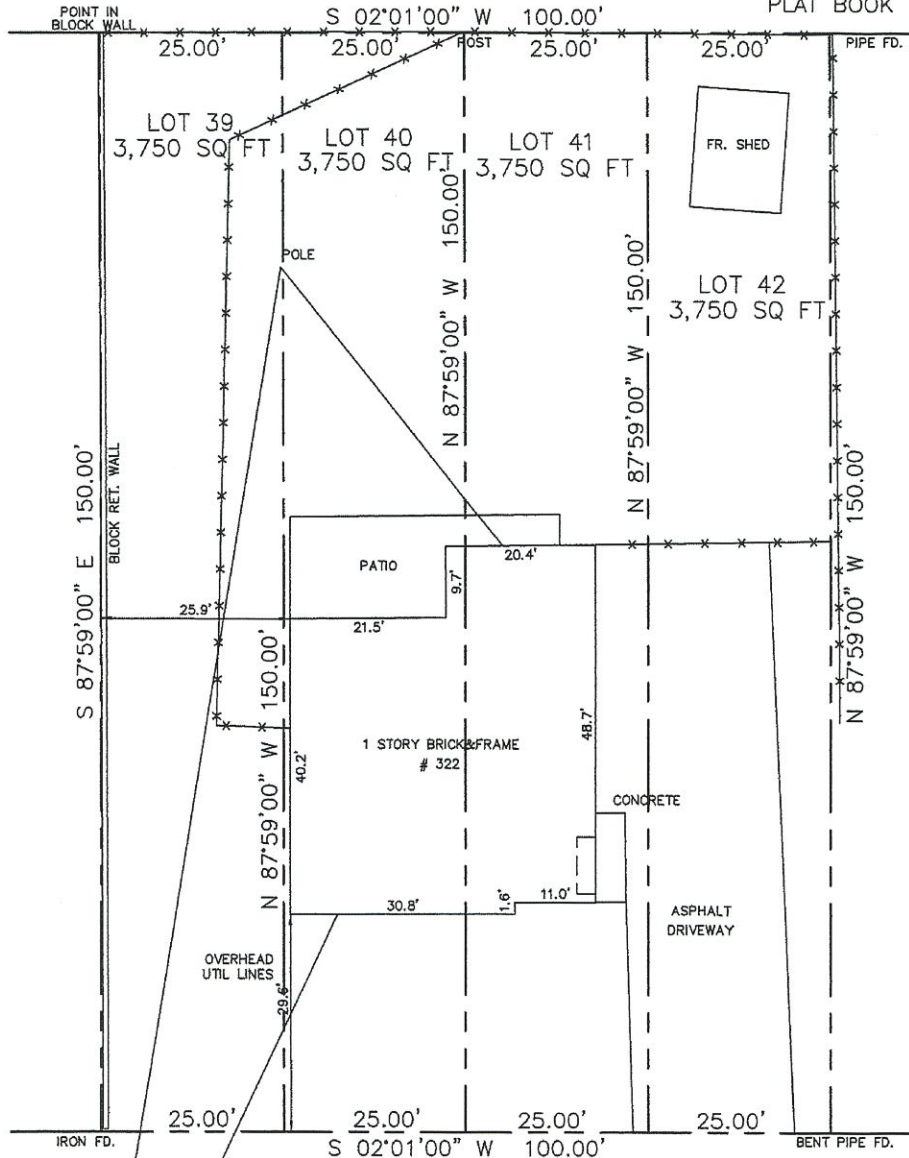
NOTES:

- 1) THIS IS TO CERTIFY THAT ON DECEMBER 12, 2023 I MADE AN ACCURATE SURVEY OF THE PREMISES SHOWN HEREON AND THAT THERE ARE NO EASEMENTS OR ENCROACHMENTS VISIBLE ON THE GROUND OTHER THAN SHOWN HEREON.
- 2) TAX MAP PARCEL: 20A6-7-10-(39-42)
- 3) SELLER: ALVAREZ PANOZO
PURCHASER: LEJEUNE
- 4) DEED REFERENCE: INST. 22-7104
- 5) FLOOD ZONE: X COMMUNITY/PANEL: 51187C0112C
EFF. DATE: 6-3-2008
- 6) NO TITLE REPORT FURNISHED, EASEMENTS OTHER THAN THOSE SHOWN HEREON MAY EXIST.

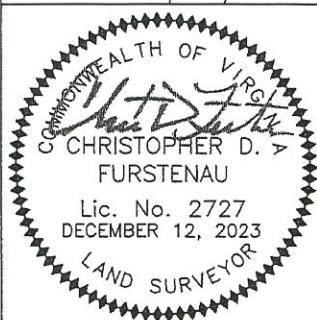
HOUSE LOCATION SURVEY
LOTS 39-42 BLOCK 10
VISCOSE CITY
TOWN OF FRONT ROYAL
WARREN COUNTY, VIRGINIA



RECORD PLAT
 PLAT BOOK 1 PG. 1



KERFOOT AVENUE
 50' R/W



DATE: DECEMBER 12, 2023 SCALE: 1"= 20'

1520 COMMERCE
STREET, #309
WINCHESTER, VIRGINIA
22601
540 974-4268
christopher@cdfsurveying.com



Chapter 106**NOISE****Sections:**

- 106-1 THROUGH 106-4 (RESERVED)**
- 106-5 DECLARATION OF FINDINGS AND POLICY**
- 106-6 DEFINITIONS**
- 106-7 ADMINISTRATION AND ENFORCEMENT**
- 106-8 PROHIBITED NOISE**
- 106-9 MAXIMUM PERMISSIBLE SOUND LEVELS FROM NOISE SOURCES**
- 106-10 OPERATOR OF SOUND-PRODUCING DEVICES IN PLACE OF PUBLIC ENTERTAINMENT OR ASSEMBLY**
- 106-11 USE OF LOUDSPEAKERS FOR ADVERTISING PURPOSES**
- 106-12 PROHIBITED NOISE FROM MOTOR VEHICLE SOUND SYSTEM**
- 106-13 RESPONSIBILITY OF THE PROPERTY OWNER**
- 106-14 EXCEPTIONS FROM CHAPTER**
- 106-15 BUILDING, UTILITY, ROAD CONSTRUCTION AND EXCAVATION OPERATIONS**
- 106-16 TESTING OF METERING DEVICES**
- 106-17 PENALTIES**
- 106-18 SEPARABILITY**

Adopted by the Town Council of the Town of Front Royal 3-11-85. 106-1 through 106-4 were repealed by Ordinance No. 12-04 on 10-11-04. Amendments noted where applicable.

106-1 THROUGH 106-4 (RESERVED)

(Ord. No. 12-04 Repealed 10-11-04-Effective Upon Passage)

106-5 DECLARATION OF FINDINGS AND POLICY

The Town Council hereby finds and declares that excessive sound is a serious hazard to the public health, welfare, peace, safety, and the quality of life; that a substantial body of science and technology exists by which excessive sound may be substantially abated; that the people have a right to and should be ensured an environment free from excessive sound that may jeopardize the public health, welfare, peace, and safety or degrade the quality of life; and that it is the policy of the Town of Front Royal to prevent such excessive sound.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-6 DEFINITIONS

For the purposes of this ordinance, the following words and phrases shall have the meanings respectively ascribed to them by this subsection.

A. **A-WEIGHTED SOUND LEVEL.** The sound pressure level in decibels as measured on a sound level meter using the A-weighting network. The level so read is designated dB(a) or dBA.

B. **DAYTIME** The local time of day between the hours of 7:00 A.M. and 10:00 P.M..

C. **DECIBEL (dB).** A unit for measuring the volume of a sound equal to twenty (20) times the logarithm to the base ten (10) of the ratio of the pressure of the sound measured to the reference pressure, which is twenty (20) micropascals (twenty micronewtons per square meter).

D. **dBA** shall mean the sound pressure level as measured on a sound meter set to slow response to the A-weighted scale to approximate the frequency response of the human auditory system.

E. **EMERGENCY WORK** shall mean work made necessary to restore property to a safe condition following a public calamity, or work required to protect persons or property from immediate exposure to danger, including work performed by public service companies when emergency inspection, repair of facilities or restoration of services is required for the immediate health, safety or welfare of the community.

F. **NIGHTTIME.** The local time between the hours of 10:00 P.M. and 7:00 A.M.

G. **NOISE** shall mean any sound which may cause or tend to cause an adverse psychological or physiological effect on human beings.

H. **NOISE SOURCE** shall mean any equipment, motor vehicle, motorcycle or facility, fixed or movable, capable of emitting sound beyond the property boundary of the property on which the equipment is used, but not including motor vehicles or motorcycles operated on public rights-of-way.

I. **SOUND.** An oscillation in pressure, particle displacement, particle velocity or other physical parameter in a medium with internal forces that causes compression and rarefaction of that medium. The description of sound may include any characteristic of such sound including duration, intensity, and frequency.

J. **SOUND LEVEL.** The weighted sound pressure level obtained by the use of an approved sound level meter and the A-frequency weighting network, as specified in American National Standards Institute specifications for sound level meters.

K. **SOUND LEVEL METER** shall mean an instrument to measure sound pressure levels which shall meet or exceed performance standards for a "type two" meter as specified by the American National Standards Institute.

L. **SOUND PRESSURE** shall mean the instantaneous difference between the actual pressure and the average or barometric pressure at a given point in space.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-7 ADMINISTRATION AND ENFORCEMENT

The noise control program established by this section shall be enforced and administered by the Chief of Police with the assistance of other Town departments as required.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-8 PROHIBITED NOISE

A. Generally. It shall be unlawful for any person to create any unreasonably loud, disturbing and unnecessary noise. Noise of such character, intensity and duration as to be detrimental to the life or health of any person or unreasonably to disturb or annoy the quiet, comfort or repose of any person is hereby prohibited.

B. Specific Acts as Noise Disturbances.

The following acts are declared to be noise disturbances in violation of this Chapter, provided that the acts so specified shall not be deemed to be an exclusive enumeration of those acts which may constitute a noise disturbance under Section 106-8(A):

1. Operating or causing to be operated any equipment used in construction, repair, alteration or demolition work on buildings, structures, streets, alleys, drainage or public utility systems or parts thereof, and appurtenances thereto in the outdoors between the hours of 9:00 p.m. and 7:00 a.m. the following day, except as provided in Section 106-15.
2. Repairing, rebuilding or modifying any motor vehicle or other mechanical device in residential use districts between the hours of 9:00 p.m. and 7:00 a.m. the following day.
3. The collection of trash or refuse in residential use districts between the hours of 9:00 p.m. and 7:00 a.m. the following day.
4. Loading or unloading trucks in the outdoors within one hundred (100) yards of a residence between the hours of 9:00 p.m. and 7:00 a.m. the following day; provided that this subsection shall not apply to any business that has been in operation at its current location since prior to January 1, 1980.

(Ord. No. 01-06 amended 1-23-06-Effective Upon Passage)

5. Sounding the horn or warning device of a vehicle, except when necessary as a warning during the operation of the vehicle. Sounding of such horn or other device more than once every two (2) minutes in any one town block and with a duration of more than five (5) seconds for any single emission shall be *prima face* evidence of violation of this section.
6. Operating or permitting the use or operation of any radio receiving set, musical instrument, television, phonograph or any other device for the production of sound, between the hours of

10:00 p.m. and 8:00 a.m. the following day, in such a manner as to be plainly audible across property boundaries or through partitions common to two (2) residences within a building

7. Operating or permitting the operation of any radio, tape player, compact disc player or other device for the production of sound on a public right-of-way or in a public place in such a way that the sound is plainly audible at a distance of fifty (50) feet from such device, whether or not the device is situated within a motor vehicle.

8. Owning, keeping, possessing or harboring any animal which frequently or habitually howls, barks, meows, squawks or makes such other noise as is plainly audible across property boundaries or through partitions common to two (2) residences within a building.

9. The use of any automobile, motorcycle or vehicle so out of repair, so loaded or operated in such a manner as to create loud and unnecessary grating, grinding, rattling or other noises.

10. The discharge of the exhaust of any internal combustion engine into the open air except through a device which will effectively prohibit loud and explosive noises.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-9 MAXIMUM PERMISSIBLE SOUND LEVELS FROM NOISE SOURCES

It shall be unlawful for any person to operate, or permit to be operated, any noise source in such a manner that the noise source emits a sound pressure level which exceeds the limits set forth below when measured on property other than that on which the noise source is located. The category of applicable sound pressure limits shall be determined by the zoning district classification of the property on which the noise is produced. Property which has been specifically determined by the Planning Commission to be within an area designated on the Comprehensive Plan for industrial use shall be deemed to fall into the industrial classification for the purposes of this ordinance, even if the property has not yet been re-zoned.

(Ord. 01-06 Amended 1-23-06-Effective Upon Passage)

Land Use Designation Where Noise is Measured.	Maximum Allowed Noise in Daytime (in dBA)	Maximum Allowed Noise in Nighttime (in dBA)
Agricultural & Residential Zones, A-1,R-1,R1-A,R-2,R-3	60	50
Commercial Zones C-1, C-2, C-3	70	65
Industrial Zones 1-1,1-2	80	80

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-10 OPERATOR OF SOUND-PRODUCING DEVICES IN PLACES OF PUBLIC ENTERTAINMENT OR ASSEMBLY.

It shall be unlawful for any person to operate, or permit to be operated, any loudspeaker or other device for the production of sound in any place of public entertainment or other place of public assembly which produces sound measure levels of ninety (90) dBA of greater at any point that is normally occupied by a person, unless conspicuous and legible signs are located outside such place, near the entrance, stating "WARNING, EXPOSURE TO SOUND ENVIRONMENT WITHIN MAY CAUSE HEARING IMPAIRMENT."

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-11 USE OF LOUDSPEAKERS FOR ADVERTISING PURPOSES

It shall be unlawful for any person to operate for commercial advertising purposes any loudspeaker or other like device or mechanism used to emit sound of any kind, which loudspeaker or other like device or mechanism is attached to or installed in any vehicle, when the vehicle is being driven, drawn, or parked along or upon the streets of the Town.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-12 PROHIBITED NOISE FROM MOTOR VEHICLE SOUND SYSTEM

No person within the Town limits shall operate or permit the use or operation of any radio, tape player, compact disc player, or any other device which produces, reproduces, or amplifies sound in a motor vehicle, in such a manner that the sound can be heard more than fifty (50) feet from the motor vehicle.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-13 RESPONSIBILITY OF THE PROPERTY OWNER

It shall be unlawful for a property owner knowingly to allow the creation of noise prohibited by this Chapter, within the boundaries of his or her property.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-14 EXCEPTIONS FROM CHAPTER

The provisions of this Chapter shall not apply to the following activities:

1. The emission of sound for the purpose of alerting persons to the existence of an emergency or to the emission of sound in the performance of emergency work;
2. Noise caused by or arising out of activities related to repair, maintenance, replacement or alteration of public utility systems or parts thereof, public drainage systems or parts thereof, or streets and highways or parts thereof, and appurtenances thereto, where such activity is

reasonably necessary to further a public safety interest and/or to minimize disruption in the provision of public services, e.g., water, sewer and electric service; or

3. Parades, fireworks displays, and other organized public activities authorized by permit issued by an official of the Town.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-15 BUILDING, UTILITY, ROADCONSTRUCTION AND EXCAVATION OPERATIONS.

A. The erection, including excavation, demolition, alteration or repair of any building in a residential or business district, the performance of any work on a public utility, the performance of any work relating to road construction, and any excavation work on January 1st (New Year's Day), the last Monday in May (Memorial Day), July 4th (Independence Day), the first Monday in September (Labor Day), the fourth Thursday in November (Thanksgiving Day), and December 25th (Christmas Day), or other than between the hours of 7:00 a.m. and 8:00 p.m. Monday through Friday, is prohibited, except in cases of necessity in the interest, public health, safety and welfare, and then only with a permit from the Town Manager or his designee. This prohibition does not apply to Town employees or to contractors performing work in compliance with the terms and requirements of a Town contract.

B. When one of the regular holidays mentioned in Subsection (a) of this section falls on a Saturday, the preceding Friday shall be declared the holiday. When one of the regular holidays falls on a Sunday, the following Monday shall be declared the holiday.

C. Construction. Notwithstanding any other provision in this Chapter, between the hours of 7:00 a.m. and 8:00 p.m. Monday through Friday, construction, alteration or repair activities that are authorized by a valid Town permit shall be allowed if they meet at least one of the following noise limitations:

1. No individual piece of equipment shall produce a noise level exceeding 85 dB(A) at a distance of twenty-five (25) feet. If the device is housed within a structure on property, the measurement shall be made outside the structure at a distance as close to twenty-five (25) feet from the equipment as possible.

2. The noise level at any point outside of the property planes of the project shall not exceed 90 dBA.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

16-16 TESTING OF METERING DEVICES

In order to implement and enforce this section effectively, the Chief of Police shall, within a reasonable time after the effective date of same, develop and promulgate standards and procedures for testing and validating sound level meters used in enforcement of this section.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-17 PENALTIES

A. Any person who violates any provision of this Chapter shall be deemed to be guilty of a Class III misdemeanor.

B. Each violation and/or day of violation of any provision of this section shall constitute a separate offense.

C. The imposition of one (1) penalty for any violation shall not excuse the violation or permit it to continue.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-18 SEVERABILITY

If any provision of this Chapter should be determined by a court of competent jurisdiction to be invalid, such determination shall not affect the validity of the remaining provisions of this Chapter.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: March 4, 2024

Item# 07A

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 0 Criser Road which is located outside the corporate limits in November 2023. This item was discussed at the work sessions on January 2nd, 8th, February 5th, and 12th of this year to include the Town Code which addresses extension of water and sewer service outside of town limits.

On February 14, 2024, the Town received a proposal from the applicant's engineer stating the following: "I would like to propose an option that I think would ultimately satisfy both the Town and the church without going through the BLA process. My thought is the church will voluntarily construct the sidewalk along the portion of their property at Criser Road if the Town will provide water and sewer at the in-town rate without going through the BLA and keeping on schedule with the County CUP process."

Budget/Funding: N/A

Staff Recommendation: Discuss next steps on this request for out-of-town utility connection



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

D. EXTENSION MORATORIUM AREAS: Recognizing demonstrated service issues in providing utility service to certain areas within Warren County, a moratorium of utility connections and extensions 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. Property zoned commercial or industrial that is currently located within the Rt. 522 Corridor as defined in that "Amendment to an Agreement between the County of Warren and the Town of Front Royal Regarding the Provision of Water and Sewer Service by the Town in the U.S. Route 522/340 North Corridor and the Assumption of Full Funding and Responsibility by the County of Fire/Rescue, Parks/Recreation Operations, and Animal Control Services" dated August 9, 1999, entered into between the Town of Front Royal, Virginia, and County of Warren, Virginia as both sides of U.S. Routes 522/340 North of the Town of Front Royal, extending to Crooked Run on the West, the Norfolk Southern Railroad tracks on the East, and Fairground Road (SR 661) to the North;
2. Blue Ridge Shadows Subdivision as platted on November 26, 2012.
3. McKay Property jointly owned by the Town and County as platted on November 26, 2012
4. Henselstone Subdivision as platted on November 26, 2012.
5. Guard Hill Rd parcels located within 100' of existing water main on November 26, 2012
6. Harmony Hollow Road parcels located within 100' of the existing water main on November 26, 2012.

7. Tax Map # 28-128, 0 West Criser Road

(Added "D" 6-25-12-Effective Upon Passage; Amended 12-10-12-Effective Upon Passage)

**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.

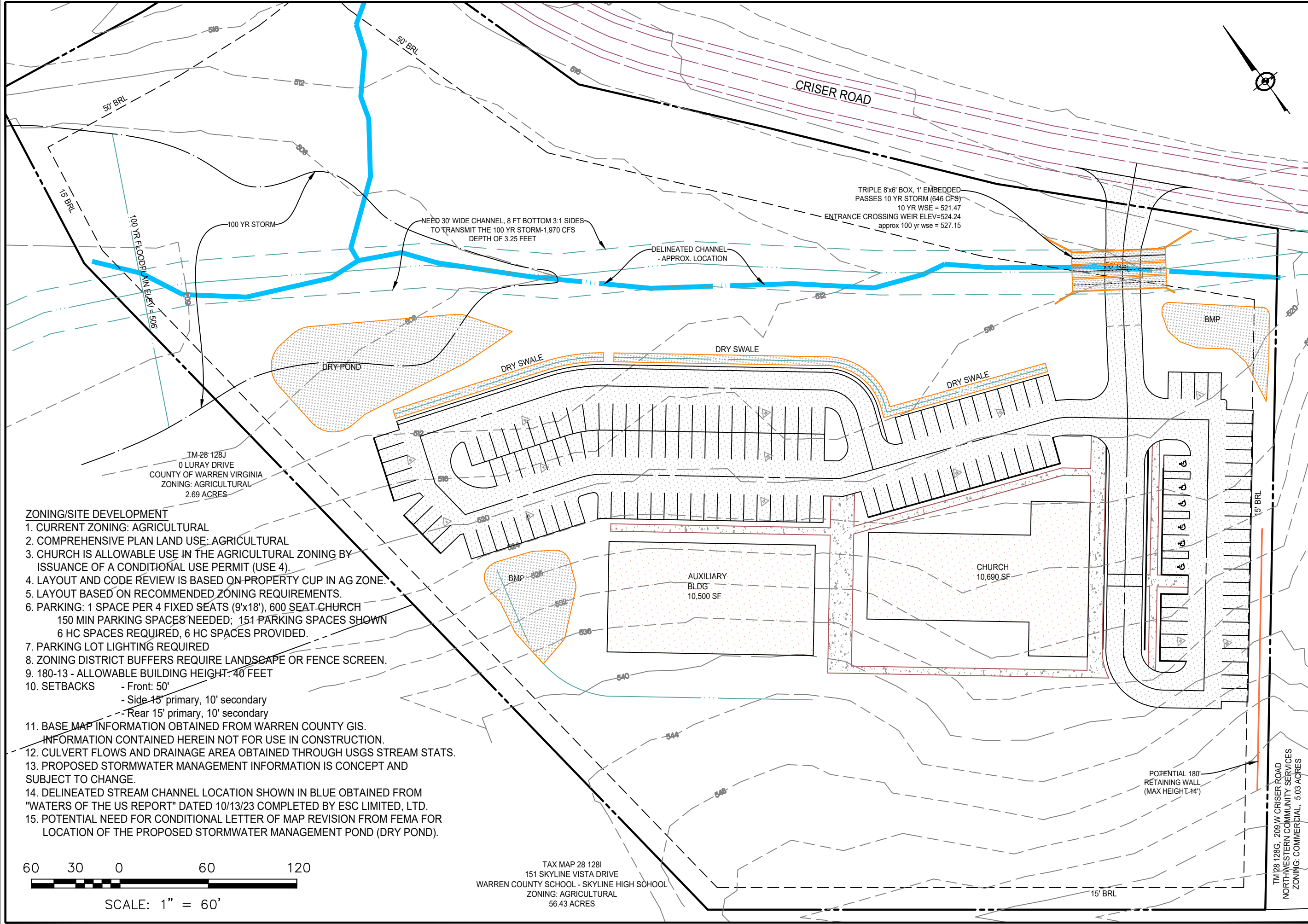
Economic Impacts

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

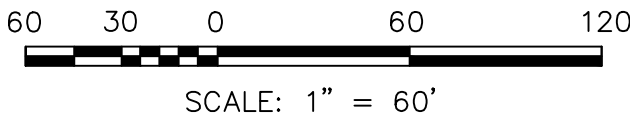
The proposed CUP is justified inasmuch as it implements the goals and objectives of the Warren County Comprehensive Plan. Notably, the CUP will enable development of an institutional use that will utilize Town of Front Royal public facilities and is designed to preserve the rural character and natural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



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)
- ✓ 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.