



EQUIPMENT DISPLAY AT 6:00PM IN PARKING LOT

TOWN COUNCIL REGULAR MEETING

Monday, April 22, 2024 @ 7:00pm

Warren County Government Center

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

1. MOMENT OF SILENCE
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES – *I move that Council approve the Regular Meeting Minutes of March 25, 2024 and Work Session Minutes of April 1 and April 8, 2024 as presented.*
5. ADDITION/DELETION OF ITEMS FROM THE AGENDA OR REVISION TO ORDER OF BUSINESS
[Unanimous vote is required to add/delete Items. Added will be placed as the last item under Business Items.]
6. RECOGNITIONS/AWARDS/REPORTS/PRESENTATIONS
 - A. Proclamation for Arbor Day
 - B. Proclamation for Reaching Out Now – SAFET AT HOME-The Un4gettable Series Mental Health Awareness Day
 - C. Proclamation for Public Works Week
 - D. Proclamation for Administrative Professional's Day
 - E. Proclamation for National Public Safety TelecommunicatoRS Week
 - F. Proclamation for Municipal Clerk's Week
7. PUBLIC HEARINGS
 - A. Adoption of the 2024 Real Estate and Personal Property Tax Rates
 - B. Ordinance Amendments to Town Code Chapter 134 to Increase Sanitary Sewer Service Rates
 - C. Annual Appropriation Ordinance for Year July 1, 2024 to June 30, 2025
 - D. Ordinance Amendment to Town Code Chapter 134 Extension Moratorium Areas, to add a W. Criser Road Parcel
8. PUBLIC COMMENTS NOT RELATED TO PUBLIC HEARINGS
9. REPORTS
 - A. Report of Town Manager
 - B. Report of Councilmembers
 - C. Report of the Mayor
10. CONSENT AGENDA ITEMS - *I move that Council approve the Consent Agenda as presented.*
 - A. ACES Appalachian Trail Head Project Funding Request
 - B. 2024 VML Policy Committee Nominations
 - C. Recommendation of Appointment to the Board of Zoning Appeals (BZA)
11. Business Items –
 - A. Adopt an Ordinance Conditionally Approving the Vacation and Sale Request from Property Connection, LLC of Approx. 3,390 Square Feet of E. 7th Street at its intersection with Kibler Street and Abutting 225 E. 7th Street
 - B. Out-of-Town Utility Connection Contract with the Catholic Diocese of Arlington for W. Criser Road
12. Adjourn



Moment of Silence

Pledge of Allegiance led by Taylor Sealock

ROLL CALL BY CLERK OF COUNCIL

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

OTHERS PRESENT: Clerk of Council Tina L. Presley
Town Manager Joseph E. Waltz
Town Attorney George M. Sonnett, Jr.

APPROVAL OF MINUTES – Vice Mayor Sealock moved seconded by Councilman Wood that Council approve the Regular Meeting Minutes of February 26, 2024 and Work Session Minutes of March 4, 6, 11, and 18, 2024 amended as noted.

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

No – N/A

Absent – N/A

Abstain – Councilwoman Morris

ROLL CALL

ADDITION/DELETION OF ITEMS FROM THE AGENDA OR REVISION TO ORDER OF BUSINESS – N/A

RECOGNITIONS/AWARDS/REPORTS

A. Pinning of Officer Carrie Gibson – Chief Magalis introduced Officer Gibson and gave an overview of her journey to becoming an officer. Mayor and Council congratulated and welcomed her.

B. Proclamation for Melting Pot Pizza Celebrating 52 Years – Mayor Cockrell read the proclamation and along with Council presented it to Elliott Bachelor of Melting Pot.

C. Proclamation for Christendom College Women's Basketball Team – Mayor Cockrell read the proclamation and along with Council presented it to the coach and basketball team who were in attendance.

D. Report from County Administrator Ed Daley – Mr. Daley gave a presentation [Spring 2024] along with an update on the March 20th fire event that affected our area including the loss of homes in surrounding counties. Much appreciation was given to all first responders to include fire fighters, law enforcement and public works.

PUBLIC HEARING

A. Rezoning Application by Fernando Arana Pradel to Reclassify 1724 N. Royal Avenue from R-1 to R-1A – Mayor Cockrell opened the public hearing.

Fernando Arana Pradel, applicant, advised that he was available if Council had any questions.



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Mayor Cockrell closed the public hearing.

That In furtherance of the purposes and objectives contained in Town Code §175-1 (B), Councilman Rappaport moved seconded by Councilwoman Morris that Council approve a rezoning application from Ferando Arana Pradel to reclassify 1724 N. Royal Avenue from R-1 to R-1A.

Councilman Wood stated that this was a good example of a large lot being utilized to allow another house to be built and welcomed the addition to the Town.

Councilwoman Morris noted that she was not opposed to development entirely.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

B. Rezoning Application by [Jannelle Embrey] dba Graceful Abode of Liberation to Reclassify 1324 Old Winchester Pike from R-1 to R-3

Mayor Cockrell opened the public hearing.

Jennelle Embrey, the applicant, advised that she was available if Council had any questions.

Mayor Cockrell closed the public hearing.

In furtherance of the purposes and objectives contained in Town Code 175-1(B), Councilwoman DeDomenico-Payne moved seconded by Councilwoman Morris that Council approve a rezoning application from Jennelle Embry dba Abode of Liberation (formerly Graceful Abode of Liberation) to reclassify 1324 Old Winchester Pike from R-1 to R-3.

Councilman Rappaport stated the rezoning was a good fit for the area.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

C. Special Use Permit Application by Jean-David Lejeune and Samanta Harris to Allow a Short-Term Rental at 322 Kerfoot Avenue

Mayor Cockrell opened the public hearing.

Jean-David Lejeune, the applicant, advised that the rental would have a maximum of four people at one time and would be available if Council had any questions.

Mayor Cockrell closed the public hearing.

Councilwoman Morris moved seconded by Vice Mayor Sealock that Council approve a Special Use Permit for Jean-David Lejeune and Samantha Harris for a short-term rental to be located at 322 Kerfoot Avenue



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conditioned upon the following: 1) The applicant will not permit more than four overnight guests per stay and 2) The applicant will obtain all necessary building and zoning permits prior to issuance of the Special Use Permit

Councilwoman Morris explained that conditions #1 and #2 were feasible and attainable but #3 (erection of a privacy fence) was not the job of Council to demand and therefore the reason it was not included as a condition in the motion. Councilman Rappaport agreed with Ms. Morris.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

D. Receive Public Input on an Application from Property Connection LLC to Vacate a Portion of 7th Street at its Intersection with Kibler Street

Mayor Cockrell opened the public hearing.

Emily Minnick, representing the applicant, advised that no one uses this portion of 7th Street, and the adjacent property owner had been spoken to regarding his concerns.

Mayor Cockrell closed the public hearing.

Councilwoman Morris moved seconded by Councilman Rappaport that Council appoint viewers to view the vacation request from the applicant to vacate 3,390 square feet of 7th Street at its intersection with Kibler Street and to report in writing any inconvenience to the public that would result from discontinuance of the right-of-way.

Councilwoman Morris advised that the motion was in line with every vacation request Council had received.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

E. Receive Public Input on an Application from Aaron Hike to Vacate a Portion of N. Royal Avenue and the Alley Between N. Royal Avenue and Virginia Avenue

Mayor Cockrell opened the public hearing.

Minetta Randolph, 1602 N. Royal Avenue, stated that she would not like the easement sold because she liked playing on it.

Jericho Manson, 1602 Randolph Avenue, stated that he would not like the easement sold because he liked mowing it.

Carrie Cunningham, 1620 N. Royal Avenue, stated that the property should not be sold because it is used for walking, parking vehicles, playing and keeping children safe from getting too close to the road.



Sarah Randolph, 1602 N. Royal Avenue, expressed being unsure of the safety level of her kids if the property were sold and hoped that their safety was being considered. She requested that additional space be considered for parking.

Tyler Manson, 1602 N. Royal Avenue, reiterated that it came down to safety. He explained that if approved his children's bedroom window would be compromised and parking his vehicles would result in a safety situation for the children.

Afton McCarthy, 1308 Belmont Avenue, agreed with the previous speakers noting that her children played with theirs and confirmed that it was a safe place to play. She stated that there was no purpose for the applicant to have the entire property.

Harmony Hike, the applicant, addressed the concern regarding the children's bedroom window and offered them 25% as a gift. She stated that they had a huge backyard for the children to play. She urged Council to approve the vacation request.

Mayor Cockrell closed the public hearing.

Councilwoman Morris moved seconded by Councilman Ingram that Council adopt the ordinance as presented, conditionally approving the vacation and sale request from applicant.

Vice Mayor Sealock confirmed that the request included a portion of right-of-way on N. Royal Avenue.

Councilwoman Morris advised that this request was already approved once.

Councilman Rappaport confirmed that the fence line was a little more than 8 feet.

Councilman Wood confirmed that there were no utilities being affected and no use from the Town for the property being vacation in front.

Mayor Cockrell reminded Council that it was their job to approve or deny the vacation and it was up to the Town Manager and Town Attorney to determine what happened next. Town Attorney George Sonnett advised that the procedure was laid out in the ordinance.

Councilman Ingram advised that his vote was the same as in October 2023 since the information had not changed.

Councilwoman Morris advised that she walked the property and realized that vacating the land does not take away a play area since the adjacent property owner still has a large yard. She voiced concern that there was a liability associated with the alley since it was Town property, and it was being utilized by the public for various reasons. She stated that it was not an area intended for children and parking, noting facts over feelings.

Councilman Rappaport advised that the alley had no lighting at night and that vacating makes sense.



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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

F. An Ordinance to Amend Town Code Section 75-44(B) to Change the Due Date for One Half of the Annual Tax Payments for Real Estate and Personal Property from June 5th to June 20th.

Mayor Cockrell opened the public hearing. No one spoke and the public hearing was closed.

Councilman Rappaport moved seconded by Vice Mayor Sealock that Council approve an ordinance to amend Town Code Section 75-44(B) to change the date for one half of the annual tax payments (first installment) for real estate and personal property from June 5th to June 20th, as presented.

Councilman Ingram stated that this cleans up the tax bills making it easier for staff.

Mayor Cockrell advised that this had been discussed three times with the County during Liaison Committee Meetings noting it was clarification for staff and citizens and not to be so confusing.

Councilwoman Morris noted that if not amending the code now Council would later have to extend the interest and penalties at a later time.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

PUBLIC COMMENTS NOT RELATED TO PUBLIC HEARINGS - None

REPORTS

A. Town Manager Report – Town Manager Joe Waltz gave the following report: *Thank you, Mayor, I wanted to let our citizens know that our business offices will be closed on Friday, March 29th for Good Friday, trash collection on Friday will be this Wednesday instead, March 27th. We will also start yard waste collection next week, so it's time for spring cleaning. Lastly, I would like to thank all fire and rescue personnel for all their hard work and effort last week during the fires. Thank you for your courage and dedication to keep this community safe. That concludes my report tonight.*

B. Town Council Reports

Vice Mayor Sealock advised that he attended the Northern Shenandoah Valley Regional Commission (NSVRC) Meeting, noting that broadband installation was still being worked on up and down the valley. He echoed Mr. Waltz's sentiments and praised the firefighters who were out fighting fires 12 – 15 hours at a time recently. He asked for prayers for those families who lost their homes and encouraged everyone to assist them by visiting one of the donations boxes placed in Page and Shenandoah Counties.

Councilwoman Morris wished everyone a Happy Easter.



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Councilman Rappaport advised that he would be attending the Warren County Educational Endowment Committee Meeting in April honoring former Mayor John Marlow who will be recognized for his involvement with the organization. He wished Councilman Wood and his wife Amy Happy Anniversary tonight, noting it was 46 years.

Councilman Wood thanked the first responders, public works employees and other volunteers that responded to area emergencies [fires] last week and for making the community a safer place. He advised that he attended the *Front Royal Women's Resource Center Dare to Dream Breakfast* that awarded scholarships to women to continue their education and grants to women to assist them in their businesses. He expressed sympathy and extended prayers to the families of 4-year-old Sammy Propps and Betty Chapman who both recently passed away. He concluded by wishing his wife Amy a Happy Anniversary.

Councilwoman DeDomenico-Payne advised that she attended the ribbon cutting for *Arbor Ridge Builders* and participated in trash pickup. She encouraged everyone to dispose of trash properly.

Councilman Ingram advised that he also attended the ribbon cutting for *Arbor Ridge Builders*, noting it was good to see new businesses. He advised that he attended the first newly formed Front Royal Warren County Transportation and Infrastructure Committee. He congratulated all the first responders for their service this week.

C. Report of the Mayor – Mayor Cockrell advised that she met with Warren County Director of Economic Development Joe Petty regarding the Shenandoah Rail Trail Project. She also advised that Council met with the Planning Commission in a joint meeting and expressed hope that another would be scheduled soon. She noted that she had met with citizens regarding the Planned Neighborhood District (PND) and Vape Shops and advised that there was a plan to bring these topics back up for discussion. She attended the ribbon cutting for *Arbor Ridge Builders*, the Front Royal Warren County Transportation and Infrastructure Committee, a Cash Fair for the Local Travel Softball Team and shared her job as Mayor to the second grade at Hilda Barbour Elementary School.

CONSENT AGENDA ITEMS

A. Nomination to the Board of Zoning Appeals (BZA)

Council recommended Cody Taylor to the Judge of the Warren County Circuit Court for appointment to the Board of Zoning Appeals (BZA) to an unexpired term ending May 1, 2024.

B. Donation of Ambulance to Warren County General Government

Council donated a 1997 Ford E-350 Ambulance back to Warren County General Government.

C. FY24 Budget Amendment for Local Law Enforcement (LOLE) Block Grant

Council approved 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 to purchase wearable safety lights.

D. Customer Services Agreement for Uniforms, Mats, Towels, Etc.

Council approved a 60-month Customer Service Agreement with UniFirst Corporation for the rental of uniforms, mats, shop towels, etc. in the amount of \$225,000.

Councilman Ingram moved seconded by Councilman Rappaport that Council approve the Consent Agenda as presented.



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Mayor Cockrell recognized Cody Talyor as being recommended to the Judge of the Circuit Court for appointment to the Board of Zoning Appeals (BZA) and thanked him for his service.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

BUSINESS ITEMS - None

CLOSED MEETING

Councilwoman Morris moved seconded by Councilman Wood that Town Council convene a closed meeting, pursuant to Sections 2.2-3711 and 2.2-3712 of the Code of Virginia, for the following purpose: 1) pursuant to §2.2-3711(A)(1) of the Code of Virginia, for the discussion, consideration, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees, or employees of any public body, more specifically the Town Attorney and Town Manager

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

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

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Meeting adjourned approximately 9:16pm.

Approved by Town Council

Date: _____



Roll Call by Clerk of Council

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

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

Continued Review of FY25 Proposed Budget

A. Ordinance Amendment to Town Code Chapter 134 Pertaining to Sewer Rates – Finance Director BJ Wilson advised that the recommended increase was approximately 2.25% based on the Town consultant's analysis noting that this was the last year of a 5-year increase and a rate study was slated for next year. Council agreed to advertise for a public hearing to be held on April 22nd.

B. Advertisement of 2024 Real Estate and Personal Property Tax Rates – Mr. Wilson gave a short presentation "Calendar Year 2024 Real Estate & Personal Property Tax Rates". He began with the real estate tax rate noting 1) that the real estate reassessments will be every two years where previously it was every four years, 2) based on 2024 proposed real estate tax revenue \$0.01 of real estate tax rate = \$178,886 in revenue, 3) real estate tax rate is proposed to remain the same at \$0.10 per \$100 of value, and 4) a property with an assessed value of \$371,300 would have an annual Town real estate tax bill of \$371.00 (\$185.50 due June 2024 and \$185.50 due December 2024). He advised that a reassessment is slated for 2025.

Mr. Wilson showed a Real Estate Comparison Chart noting the various values per \$100 (\$0.90 to \$0.13), noting the estimated tax revenue for each and the revenue difference from the FY25 proposed budget. Mayor Cockrell confirmed that if the tax rate was back at \$0.13 the annual tax bill for a \$371,000 assessment would be \$483.00 and the annual revenue would be increased to \$536,000. Councilman Rappaport voiced concern that some secondary roads needed paving. Councilwoman DeDomenico-Payne asked what staff's recommendation was and Mr. Wilson advised that it was at Council's desire but cautioned that once the advertisement was set at a rate Council could not increase but could decrease during the public hearing. Councilman Wood reminded Council that there was no money for derelict properties, code officer, walkability around Town, etc. and that it depended on the goals of Council.

Mr. Wilson continued with the personal property tax rate noting that 1) the personal property tax rate was proposed to remain the same at \$0.64 per \$100 and based on 2023 personal property rate \$0.01 = \$14,055 in revenue, 2) preliminary information shows that personal property values will decrease in 2024, 3) annual revenue associated with personal property included in the FY24 budget = \$579,320, vehicle license fees (aka decals) = \$384,185 and Virginia Personal Property Tax Relief = \$287,865. He explained that the personal property tax relief was credited to qualifying personal use vehicles and that the Commonwealth of Virginia had paid the Town \$287,865 each year since 2005 based on the cap. He continued that the Town was mandated to equalize the tax relief rate noting that the Town's tax relief rate for qualifying vehicles value in 2023 was 46% and based on trends the rate would need to be adjusted to 42% for 2024. He stated that



the tax relief from the state remained consistent and that tax rates have remained the same since 2011. He continued that the personal property tax revenue was expected to decrease according to the Kelley Blue Book noting that new car prices had fallen 3.5% and used car prices had fallen 4% in the last year.

Mr. Wilson asked that Council direct staff to advertise tax rates and hold a public hearing on April 22nd. He reiterated that once advertised the rates may be decreased at time of approval but may not be increased.

Councilwoman Morris voiced concern that raising real estate tax rates would possibly be passed on to the renters and stated that the personal property tax rate was where to look. Mayor Cockrell noted that she was not a fan of raising taxes especially when the County was considering it.

Town Manager Waltz noted that staff did a great job balancing the proposed budget but cautioned that it would be more of a struggle next year. He stated that the cost of doing business was increasing and referred to this year's proposed budget where \$12 million was tax based and the other \$38 million was service based. Ms. Morris reflected on the money that had gone towards the EDA crisis and lawsuits that the taxpayers were burdened with as a Town citizen and as a County citizen. She suggested finding different revenue streams in economic development so that the Front Royal Economic Development Authority (FREDA) could bring employers into Town for jobs and revenue. Councilman Rappaport noted two choices: commercial development or raise taxes. There was discussion about residential development and how they were not revenue sources. Mrs. DeDomenico-Payne hesitated to put more burden on the taxpayers. She suggested more money go towards FREDA activities and confirmed with Mr. Wilson that it was possible to pull from tourism for this. There was discussion about money going towards aesthetics in the entrance corridors and 55+ communities generating revenue. Mr. Wilson explained tax relief deferred and exemption for the elderly and veterans. Council agreed to advertise for no tax increase for a public hearing to be held on April 22nd.

C. Advertisement of Annual Appropriation Ordinance for Year Ending June 30, 2025 – Mr. Wilson advised that the proposed advertisement for the budget was included in the packet and since Council was not raising taxes the document before them stayed the same. Mayor Cockrell questioned when the solid waste rates would be brought back before Council. Mr. Wilson advised that the rates had been incorporated into the appropriation ordinance with some contingency built in. He anticipated coming back soon with the solid waste rates. Council agreed to advertise for a public hearing to be held on April 22nd.

Old Business

A. Out of Town Utility Connection Application from the Catholic Diocese of Arlington and Warren County Board of Supervisors – Mr. Waltz reminded Council that they were to address the connection tonight. He verified that the Town owned the land that W. Criser Road was on including approximately ten feet beyond the pavement; however, a boundary line adjustment was needed to bring the road into the Town Corporate Limits. Mayor Cockrell recapped the presentation from CHA a few weeks ago that showed the Town's water and sewer situation. She advised that the Town was obligated to provide water and sewer to anyone within the Town Corporate Limits and commercial in the Rt 522 corridor. She continued that there were no real estate taxes collected from the church and that the first 3,000 gallons of water were free due to being a church.

Councilman Wood reiterated that the Town owned ten feet from the pavement and questioned what Council wanted noting that the safety of the children was important, and the church was willing to pay for the sidewalk in exchange for in-town utility rates. Mr. Waltz stated that sidewalk could not be installed for



\$125,000. At this point, the Mayor allowed Marissa Whitacre from Greenway Engineering to speak on what the church previously offered. She advised that the \$125,000 covered 750 feet of frontage on Criser Road, curb and gutter, two handicap entrances, stormwater collection at 600 feet with 15-inch pipe and 25% contingency noting that the calculation did not include moving utility poles or road work. Mr. Waltz advised that there were three utility poles that would have to be moved which were included in the imbedded costs. He voiced his concern that safety for pedestrians was more of an issue from Skyline Vista Drive to S. Royal Avenue because of no barrier but the other half of W. Criser Road had a barrier.

Vice Mayor Sealock stated that Town citizens needed to be taken care of first before stepping outside the Town limits. Councilwoman DeDomenico-Payne questioned whether there would be a strain on the infrastructure for the out-of-town connection. Mr. Waltz advised that the church was a small user, and it would not crash the system based on their application of 4,000 gallons a day. Town Attorney George Sonnet confirmed that the Town was required to serve inside the corporate limits and the Rt 522 Corridor per Payment in Lieu of Taxes (PILOT) Agreement and that there was no right to service to industries in the corridor only commercial.

Councilman Rappaport voiced concern with the church building a septic system so close to the river.

Mr. Waltz stated that the boundary line adjustment would be proposed to the County to bring W. Criser Road into the corporate limits reiterating that the Town owned the land but not the road. He confirmed that the boundary line adjustment would not impact the church.

The discussion about placing the \$125,000 into an agreement as a condition for in-town water and sewer rates ensued. Mr. Sonnett and Mr. Waltz concluded that due to the rates being part of an enterprise fund and sidewalk installation was part of the general fund negotiations on accepting the \$125,000 was not reasonable as an exchange. It was noted that there would be no profit from the exchange.

Councilman Ingram reiterated that Council was to either give the church water and sewer at an out-of-town rate or nothing at all. Mr. Waltz suggested adding the moratorium to the Town Code approving the out-of-town connection.

Discussion ensued about the requirement to provide water to the Rt 522 Corridor or other areas outside the Town limits if the capacity were to become low. It was noted that the moratoriums could be revisited and possibly removed from the Town Code. Mr. Sonnett stated that water agreements (contracts) are issued to all out-of-town users noting that they contain a provision "as long as there is excess capacity". He explained that there had been many contracts signed the last 20 – 30 years and he could not guarantee that the provision was in each and every one. Mr. Waltz advised that there would be a contract with the church that would be approved by Council on the 22nd along with the Town Code amendment to add the property to the list of moratoriums. Council agreed to advertise for a public hearing to be held on April 22nd.

B. Appalachian Trail Head Project Funding – Mayor Cockrell recapped the presentation from the Advisory Committee for Environmental Sustainability (ACES) at a previous work session and that they were asking the Town for \$8,200 to pay for a Feasibility Study. Councilman Rappaport confirmed that three quotes were required since the threshold was \$5,000. Councilman Ingram voiced concern that the project would increase more local foot traffic than trail traffic. Mr. Waltz advised that the quotes could come in slightly



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higher than the \$8,200 and the small difference would be handled administratively. Mayor Cockrell confirmed that this was for the study and not the project. Council agreed to add to the April 22nd agenda.

Goals/Action Steps – Town Manager Waltz passed out information from the retreat that stated the Council's Mission, Vision and Goals and the FY24 Goals and Action Plan. He reviewed the goals and advised of the ones that had been completed. He then passed out the 2023 Annual Report reviewing various parts of it. Council voiced their satisfaction noting that they were very impressed and thanked Mr. Waltz and staff for their hard work.

CLOSED MEETING

Councilwoman Morris moved seconded by Vice Mayor Sealock 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 Section 2.2-3711(A)(8) of the Code of Virginia, for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, more specifically, the conditional vacation and sale of a portion of N. Royal Avenue and an unimproved alleyway between N. Royal Avenue and Virginia Avenue; and, 2) pursuant to Section 2.2-3711(A)(7) of the Code of Virginia, consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, more specifically, Town of Front Royal v. Front Royal Limited Partnership. 3) 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.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

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

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Adjourned approximately 9:39PM

Approved by Town Council

Date: -----



Roll Call by Clerk of Council

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

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

Councilwoman DeDomenico-Payne moved seconded by Councilwoman Morris that Council add a Closed Meeting as #5 to the agenda pertaining to the conditional vacation and sale of a portion of N. Royal Avenue and an unimproved alleyway between N. Royal Avenue and Virginia Avenue.

Vote: Yes – Councilmembers Sealock, Ingram, Morris, Rappaport, DeDomenico-Payne, Wood
No – N/A
Absent – N/A
Abstain – N/A

ROLL CALL

STARS (Strategically Targeted Affordable Roadway Solutions) Study Update from VDOT – Adam Campbell, VDOT's Project Manager gave a presentation "STARS US 240/522 Corridor Improvement Study Front Royal/Warren County" via ZOOM. The STARS Program is to develop innovative transportation solutions to relieve congestions bottlenecks and solve critical traffic and safety challenges. He advised that the study was a preliminary recommendation for the Rt. 522/340 N Corridor, noting that the area was mostly in Warren County but there was some Town property it affected. He noted that Warren County submitted three (3) SMART SCALE applications in the last three weeks. He began with the Study Corridor Overview stating that the general land use was extensive commercial development with expansive surface parking lots north of I-66. The Park & Ride and quarry had minimal development south of I-66. He continued that Winchester Road was the primary road into the corridor with relatively high truck volume. He stated that the concerns in this area were widespread crashes throughout the corridor and traffic congestion.

He reviewed the US 340/522 & Guard Hill Road/Riverton Road Improvements recommending channelizing the eastbound left turn lane, so it formed a right angle with US 340/522, relocating the eastbound and westbound stop bars to decrease crossing distance, channelizing the southbound right turn lane with traffic island and signalize the intersection. He explained that Guard Hill Road was a low crash area but highest traffic volume that was not interstate traffic. He advised that a conventional signal was the best alternative to improve the approach to Guard Hill Road. Mayor Cockrell questioned when these improvements could happen. Mr. Campbell advised that if Warren County was successful in receiving the funding it could begin 2028.

Mr. Campbell reviewed the US 340/522 at McDonald's/Exxon Driveway noting that this was an unsignalized intersection thus creating a higher crash area. The recommendation was to reduce conflict points by prohibiting the eastbound left out of the driveway, redirect to the southbound U-turn at US 340/522 &



Riverton Road signal and utilize existing southbound left lane for U-turns as well as installing a two-phase signal. Councilman Rappaport questioned whether the proposal was to add an additional right lane into the McDonalds. Mr. Campbell advised that was correct noting the modification of the I-66 eastbound ramp by adding a third northbound thru lane by extending the westbound on-ramp run lane through the eastbound ramp signal, reconstructing the eastbound on-ramp right turn lane, installing a new eastbound off-ramp configuration (1 left 1 left/thru, 2 right), converting free-flow eastbound right to signal control and removing the weave between I-66 eastbound ramps and McDonald's driveway; and maintaining the southbound right turn lane into the driveway.

Mr. Campbell reviewed the US 340/522 at the I-66 Westbound Ramps recommending converting the signalized dual right turn to a single lane free right turn. He noted that this area was the highest crash frequency location in the corridor at 33 crashes since 2015. Councilman Rappaport voiced concern over the traffic getting to Target from the westbound ramp. It was confirmed that the crashes were occurring on the ramp not on Rt 522.

Mr. Campbell reviewed the US 340/522 at Crooked Run Boulevard/Country Club Road recommending three alternatives to improve the traffic signal (Thru-Cut, Partial Bowtie and Full Bowtie). He advised that this intersection had the most volume and most overall crashes and hoped to reduce the potential for conflict points. He reviewed all three alternatives. Vice Mayor Sealock voiced concern that there would be more accidents if forced to go left or right and suggested waiting for feedback from the upcoming surveys. It was confirmed that data was being used for accidents and fatalities from 2015 – 2023. He stated that if approved the bowtie concept for Crooked Run Plaza it would be the first in Virginia.

Mr. Campbell reviewed Country Club Road & Caroline Drive/Riverton Commons Drive stating that this was an easy fix at a lower cost. He explained the recommendation was to reduce Country Club Road from four lanes to two, update the pedestrian crossing and install raised concrete in the roundabout.

Mr. Campbell stressed that public input was imperative before finalizing recommendations. He continued with the review of the Alternative Options Summary Table that stated the various costs of each project. He concluded with the Schedule and Major Milestones that included public outreach, public feedback, study completion and final deliverables.

Mayor Cockrell confirmed that the Resolution of Support from the Town was beneficial since the Town owned property along the Guard Hill Road and McDonalds areas, and it also would show the Town's support. He advised that the deadline was August 1st. Councilwoman De-Domenico-Payne confirmed that to accommodate those not on social media an in-person meeting could be held.

Town Manager Joe Waltz advised that the Resolution of Support would be brought back to a work session for Council's review.

New Business

A. Repeal and Reservation of Section 9-303 Spot Blight Abatement from Town Code – Planning Director Lauren Kopishke advised that this was a follow up from the presentation on derelict structures held a few meetings ago. She explained that it was originally adopted without the use of intent and recommended that Council repeal and reserve it in the Town Code. She explained that there were a few references to it in the Zoning Ordinance but would be removed during the rewrite of that ordinance. Councilwoman Morris voiced concern about affordable housing units and whether removing this from the Town Code would



hinder this kind of development. Ms. Kopishke advised that this section was not for affordable housing, it was more for large scale development that included entire blocks. Ms. Morris suggested defining affordable housing. There was much discussion on affordable housing and how the median income affected the definition.

Town Attorney George Sonnet stated that the Town has the tools it needs under property maintenance and nuisance, noting that spot blight abatement was a much larger issue in state law. Ms. Kopishke reminded Council that Chapter 9-303 was not being used to address derelict structures. Mr. Sonnett stated that the section created confusion, and the Town did not need it. He reminded them that drug blight had nothing to do with the Housing Title of state law. Mr. Waltz stated that staff was moving on a recommendation of Council and reiterated that the Town did not need Chapter 9-303.

Councilmembers Ingram and Morris reiterated that affordable housing, large scale and/or block needed to be defined. Councilman Rappaport stated that affordable housing was a difficult subject matter noting that the market defines what it will be. There was continued discussion about the various surrounding counties' property values, taxes and salaries compared to Front Royal.

Mayor Cockrell reminded council that before them tonight was to repeal this section of the Town Code and reserve it for future use. Ms. Morris suggested rewriting the section not repealing it. Mr. Sonnet stated that Title 36 of state laws envisions the creation of a housing authority that drives the acquisition for property. Ms. Morris suggested adding this to the Joint Planning Commission Meeting.

Councilwoman De-Domenico-Payne questioned if there was harm delaying this request. Mr. Waltz advised that it was born out of a work session and was placed on the agenda for Council's consideration. It was suggested that Council send Mr. Waltz or Mr. Sonnett their thoughts on this item and it would be added to a later work session for further discussion.

B. Liaison Committee Meeting Items for April 18th Meeting – Mayor Cockrell reviewed the two items suggested by the County for the upcoming Liaison Committee Meeting 1) discussion on the process of flow and differences between the County and Town when handling complaints and 2) McKay Springs. She continued that staff was suggesting a Criser Road Boundary Line Adjustment. Mr. Waltz explained that the land Criser Road sits on belongs to the Town but the road itself does not and staff would like to see the boundaries moved to accommodate the road.

Councilman Wood stated that since the WCEDA had dropped the suit against the Town, it could be time to talk with the County for a resolution on who owes what. Mayor Cockrell advised that it was not a conversation to have in public since nothing had been filed with the court. Mr. Sonnett agreed, noting that there had been no entered orders.

There was a suggestion to update the County on FREDA, however Mr. Waltz advised that he updated them during his report to them in March.

Councilwoman De-Domenico-Payne suggested an update on the Water Supply Plan presented by CHA a few weeks ago to Council. This was agreed upon and will be added to the Liaison Committee agenda.

There was concern about vandalism and maintenance of the parks but it was concluded that it was not the Town's position to ask those question but encouraged citizens to do so.



It was agreed that the Mayor and Councilman Wood would be attending the meeting.

Clerk of Council Presley will advise the BOS Deputy Clerk of their actions and to determine if the meeting will be videotaped and/or livestreamed.

C. Virginia Municipal League (VML) Policy Committee Nominations – Council agreed to the following nominations to be added to the April 22nd agenda for approval.

Community & Economic Development – Councilwoman Morris/Director of Community Development/Tourism Lizi Lewis
Finance – Councilman Wood/Director of Finance BJ Wilson
General Laws – Vice Mayor Sealock/Town Attorney George Sonnett
Human Development/Education – Councilwoman DeDomenico-Payne/Town Manager Joe Waltz
Infrastructure (Transportation & Environmental/Natural Resources) – Councilman Rapaport/Director of Public Works Robbie Boyer

It was suggested to confirm with Mr. Boyer if he would like to attend and if not, Councilman Ingram agreed to attend.

Old Business

A. Continued Discussion of Urban Agriculture Performance Standards in Town Code – Ms. Kopishke advised that since the past discussions on the proposed amendments to Town Code Sections 175-3 and 175-110.5 staff had determined that the most appropriate place for these requirements was in Chapter 66 - Dogs and Other Animals subsection Keeping Certain Animals Prohibited Within Town Limits (66-12, 66-13, 14). She continued by reviewing the various changes to the ordinance noting that they were the same requirements and processes.

Councilwoman DeDomenico-Payne voiced concern that the chickens and bees raised could not be used to supplement income by selling the products they would produce such as eggs and honey.

Ms. Kopishke confirmed that issues were complaint based and that staff has not had to pull any permits for non-compliance or violation. She also confirmed that rabbits were not allowed to be slaughtered, noting they are considered domesticated or pets.

Mayor Cockrell confirmed that the request was to “clean things up” by moving text from Chapter 175 to Chapter 66 and that rabbits and bees were added and defined with nothing else changing. Councilwoman Morris respected staff’s recommendation but disagreed with the text pertaining to chickens since it did not align with larger lots in Town. She agreed to move forward with advertising the amendments to the ordinances. Ms. Kopishke stated that one area of Town Code permitted livestock and one did not, so the contradictions were removed.

Councilman Ingram pointed out that slaughtering chickens needed to be considered and agreed that there were some lots in Town that could handle six (6) chickens or more.



Mrs. DeDomenico-Payne questioned whether there could be two phases of the vote, one to clean up the code and the other amending the text itself. Mr. Sonnett stated that it was possible but reiterated that it did not make sense for chickens to be in the zoning ordinance.

Ms. Kopishke advised that the sale of products would require a business license. There was discussion about public health concerns for chickens and people.

It was agreed to advertise for a public hearing on May 28th.

B. Alley Vacation Request at 225 E. 7th Street/631 Kibler St – Town Manager Joe Waltz advised that the request was discussed at the February 12th work session and a public hearing was held on March 25th where Council voted to direct a Viewing Committee to issue a report on their findings. He advised that the Viewing Committee's Report was included in the packet recommending approval of the vacation conditioned on an easement so the Town could gain access to Happy Creek. Council agreed to place the adoption of an ordinance for the alley vacation at the April 22nd meeting.

C. Request for an Easement on Town Property from Donald Stallings near Duck Street – Mr. Waltz reminded Council that the easement was discussed at the February 12th work session with multiple questions that included the VDOT Permit Expiration Date, access clarification, keyholders and use of the property. He asked that Council give staff direction on the easement and what restrictions should be included.

Councilwoman De-Domenico-Payne questioned what kind of lock the gate would have. Mr. Waltz advised that it would be a daisy chain within their lock.

Mayor Cockrell questioned whether the property would be used just for the owner and not for other people, noting liability issues. Mr. Waltz advised that Council could put perimeters and restrictions in the easement document. Mrs. DeDomenico-Payne suggested that the owner be present and be the operator of the gate when there is access. Ms. Morris agreed.

Mr. Sonnett advised that a public hearing would have to be scheduled due to it being a conveyance of a land easement.

Mayor Cockrell questioned whether a time limit could be placed on the easement and how a change of ownership would affect it. Mr. Sonnett stated that if the terms of the easement were violated it would discontinue and a change of ownership could be placed as a condition in the document. Councilman Wood suggested placing it for one year and see if there were any issues.

Councilman Rappaport questioned the Town's liability if something unforeseen were to happen. Mr. Sonnett stated that the Town would have to have some knowledge of the condition.

Mrs. DeDomenico-Payne suggested placing a condition that the Town was not obligated to keep the path maintained.

Mr. Waltz advised that after a year the Town would know if there were any issues. Mr. Sonnett stated that the easement would have to come before council every year for approval. It was mentioned that a lease agreement could be considered and therefore would not have to be recorded.



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

Council agreed to bring back to May 6th work session to review the easement document.

CLOSED MEETING

Councilwoman Morris moved seconded by Councilman Wood 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 Section 2.2-3711(A)(8) of the Code of Virginia, for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, more specifically, the conditional vacation and sale of a portion of N. Royal Avenue and an unimproved alleyway between N. Royal Avenue and Virginia Avenue.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

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

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

In furtherance of the Ordinance Approving the Closure and Vacation of Approximately .3518 Acre of Public Rights-of-Way in a Portion of N. Royal Avenue Abutting 1516 N. Royal Avenue and in the Unimproved Variable Width Alley Located Between N. Royal Avenue and Virginia Avenue Abutting 1516 N. Royal Avenue and 1505 Virginia Avenue, Councilman Ingram moved seconded by Vice Mayor Sealock approve the offer to purchase received by the Town Manager from the applicant in the amount of \$27,000, along with satisfaction of all of the terms and conditions stated in the ordinance.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Adjourned approximately 9:43PM

Approved by Town Council

Date: -----



★ ★ ★

OFFICIAL PROCLAMATION

★ ★ ★

WHEREAS In 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees; and,

WHEREAS This holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and,

WHEREAS Arbor Day is now observed throughout the nation and the world; and,

WHEREAS Trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife; and,

WHEREAS Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products; and,

WHEREAS Trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and,

WHEREAS Trees — wherever they are planted — are a source of joy and spiritual renewal; and,

NOW, THEREFORE, the Mayor and Town Council do hereby proclaim Friday April 26, 2024, as **ARBOR DAY** In the Town of Front Royal, and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands; and,

FURTHER, we urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

DATED THIS 22nd day of April 2024, Mayor Lori Cockrell

APPROVED:

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley, Clerk of Council



Proclamation

***Reaching Out Now* SAFE AT HOME – The Un4gettable Series Mental Health Awareness Day**

May 11, 2024

WHEREAS, Reaching Out Now recognizes May as Mental Health Awareness Month providing a dedicated time for people, organizations and communities to join their voices to bring awareness of the message that mental health matters; and,

WHEREAS, *Reaching Out Now's* SAFE AT HOME – THE UN4GETTABLE SERIES will feature three separate events with proceeds going toward an Athletic Scholarship and a local nonprofit annually; and,

WHEREAS, the events include annually in May a Varsity Girls Softball Conference Game of Warren County vs Skyline High School at Skyline High School; A Community Baseball Day held at the Bing Crosby Stadium; and a Community Softball Day held at Skyline High School; and,

NOW, THEREFORE the Mayor and Town Council proclaim May 11th as ***Reaching Out Now's* SAFE AT HOME – The Un4gettable Series Mental Health Awareness Day** in the Town of Front Royal and encourage the community to support these events and others because mental health matters.

APPROVED:

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley Clerk of Council

This proclamation was proclaimed at the Front Royal Town Council Meeting on April 22, 2024

NATIONAL PUBLIC WORKS WEEK PROCLAMATION

May 19–25, 2024

“Advancing Quality of Life for All”



WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life, and well-being of the people of Town of Front Royal; and,

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment, wastewater treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in Town of Front Royal to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2024 marks the 64th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now,

NOW, THEREFORE, the Mayor and Town Council, do hereby designate the week May 19–25, 2024, as **National Public Works Week** in the Town of Front Royal and urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and advancing quality of life for all.

We take this opportunity to celebrate all the hard work of the approximately 68 Public Works Employees who work hard every day during their shift and while on call 24/7 for emergency situations and being taken away from family.

- Maintains 138.2 moving lane miles (Primary & Secondary Roads).
- Maintains 92 miles storm sewer.
- Mow, weed eat and tractor mow Town properties, Right of ways and medians.
- Plans, designs, installs, and maintains floral landscapes, hanging baskets and over 350 tree plantings.
- Collects trash, recycling, yard waste from 5,928 customers.
- Cleans/Disinfects Town Buildings and performs skilled maintenance and repairs to Town Buildings.
- Fabricates, installs, and replaces Town street signs & Maintains crosswalks.
- Performs paving, pothole and street repairs, bridge maintenance and street sweeping.
- Performs sidewalk and curb and gutter installation and repairs, storm drain installation and repairs and storm damage clean-up.
- Assists Town with community events and road closures.
- Snow Removal, Repair water breaks, Sewer back-ups.
- Provides water to 6,436 customers and sewer to 6,133 customers.
- Wastewater-Treats 4.5 Million Gallons of septage per Day.
- Water-Produces 2.3 Million Gallons per Day.
- Maintains 119 miles of waterline, 124 miles of sanitary sewer and 754 fire hydrants.
- Reviews and inspects all public improvements within Town limits and in the County where Water & Sewer are provided, for compliance with Town Standards & Specifications.

APPROVED:

ATTEST:

Lori A. Cockrell, Mayor

Tina L. Presley, Clerk of Council

This proclamation was proclaimed at the Front Royal Town Council Meeting on April 22, 2024.



PROCLAMATION
National Administrative Professionals Day
April 24, 2024

WHEREAS, during World War II the need for skilled administrative professionals increased significantly, particularly in the United States and to acknowledge their contributions the National Secretaries Association was formed, and;

WHEREAS, over time the International Association of Administrative Professionals (IAAP) was formed emphasizing education, training and excellence in administrative work thus promoting National Administrative Professionals Day with the first observance launched in 1952 highlighting the crucial role of administrative professionals across various sectors of the modern economy and local government worldwide; and,

WHEREAS, National Administrative Professionals Day, recognizes the work of all administrative professionals including but not limited to secretaries, executive assistants, office managers, receptionists, and other administrative support staff who play essential roles in keeping the office running smoothly and efficiently every day; and,

WHEREAS, organization, flexibility and ability to handle the unexpected are key to the administrative professionals' success requiring advanced knowledge and expertise in communications, office technology, project management, time management and customer service to name a few, and;

NOW, THEREFORE, the Mayor and Town Council hereby recognize and proclaim April 24, 2024 as **Administrative Professionals Day** in the Town of Front Royal, saluting the valuable contributions of all administrative professionals on the Town's staff and encourage all employers to support continued training and development for administrative professionals, recognizing that a well-trained workforce is essential for success.

APPROVED:

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley Clerk of Council

This proclamation was proclaimed at the Front Royal Town Council Meeting on April 22, 2024.



PROCLAMATION

National Public Safety Telecommunicators Week

April 14-20, 2024

WHEREAS, National Public Safety Telecommunicators Week (NPSTW) is held annually to honor public safety telecommunicators for their commitment, service, and sacrifice; and,

WHEREAS, NPSTW initially started in 1981 by Patricia Anderson of the Contra Costa County Sheriff's Office in California. In 1994, President William J. Clinton signed a Presidential Proclamation declaring the first week in April as a time to celebrate and thank telecommunications personnel across the nation for serving our communities, citizens, and public safety personnel 24 hours a day, seven days a week; and,

NOW, THEREFORE, the Mayor and Town Council proclaim April 14-20, 2024, as **National Public Safety Telecommunicators Week** in the Town of Front Royal recognizing our own telecommunications personnel at the Front Royal Police Department and thank them for dedicating their lives to serving the public.

- | | |
|-------------------|-------------------|
| - Casey Brewster | - John Dever |
| - Pamela Cardaro | - Robin Dodson |
| - Hannah Conley | - James "JT" Long |
| - Cassie Courtney | - Brittany Seal |
| - Brittini Dennis | - Alicia Wines |

APPROVED:

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley Clerk of Council

This proclamation was proclaimed at the Front Royal Town Council Meeting on April 22, 2024



Proclamation

**55th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK
May 5 - 11, 2024**

WHEREAS, the International Institute of Municipal Clerks (IIMC) was founded in 1947. It currently has 16,000 members including Deputy Clerks throughout the United States, Canada and 15 other countries, and;

WHEREAS, IIMC initiated Municipal Clerks Week in 1969 and was officially declared as the first full week by former President Reagan in 1984 to recognize the essential role Municipal and Deputy Clerks play in local government, and;

WHEREAS, the Clerk's typical responsibilities include but are not limited to: maintaining official council meeting minutes, ordinances, resolutions, and all records and documents for the elected body and the local government; keeping community history and records archived for future use; receiving, distributing and filing correspondence to and from the elected body, citizens and other governmental agencies; and performing other duties as necessary to ensure the smooth transition of daily government business, keeping mindful of neutrality and impartiality by rendering equal service to all, and;

NOW, THEREFORE, the Mayor and Town Council proclaim the week of May 5 - 11, 2024, as **Professional Municipal Clerks Week** in the Town of Front Royal.

APPROVED:

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley Clerk of Council

This proclamation was proclaimed at the Front Royal Town Council Meeting on April 22, 2024



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: April 22, 2024

Item# 07A

Agenda Item: PUBLIC HEARING – Adoption of the 2024 Real Estate and Personal Property Tax Rates

Summary: Council is requested to consider adoption of the 2024 real estate and personal property tax rates as presented: the real estate tax rate at \$0.10 per \$100 assessed value, which represents no increase from the 2023 tax rate; the personal property tax rate at \$0.64 per \$100 assessed value, which represents no increase over the 2023 tax rate; the personal property tax relief rate (PPTR) of 42% of value on the first \$20,000 of assessed value for qualifying vehicles with an assessed value greater than \$1,000; and a personal property tax relief rate of 100% for qualifying vehicles with an assessed value of \$1,000 or less, pursuant to Virginia Code §58.1-3524.

Budget/Funding: 1000-3110101 Real Estate Property Tax Revenue (General Fund)
9130-3110101 Real Estate Tax Revenue (Special Project Fund)
1000-310301 Personal Property Tax Revenue (General Fund)

Meetings: Work Session held April 1, 2024

Proposed Motion: I move that Council adopt the 2024 real estate and personal property tax rates as presented: the real estate tax rate at \$0.10 per \$100 assessed value, which represents no increase from the 2023 tax rate; the personal property tax rate at \$0.64 per \$100 assessed value, which represents no increase over the 2023 tax rate; the personal property tax relief rate (PPTR) of 42% of value on the first \$20,000 of assessed value for qualifying vehicles with an assessed value greater than \$1,000; and a personal property tax relief rate of 100% for qualifying vehicles with an assessed value of \$1,000 or less, pursuant to Virginia Code §58.1-3524.

Moved _____ Seconded _____

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



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: April 22, 2024

Item# 07B

Agenda Item: PUBLIC HEARING – Ordinance Amendments to Town Code Chapter 134 to Increase Sanitary Sewer Service Rates

Summary: Council is requested to consider an ordinance amendment to Town Code Chapter 134-22.1 and 134-22.4 to increase sanitary sewer rates as presented. If approved the ordinance would be effective July 1, 2024. The increase of approximately 2.25% was recommended based upon the Town consultant's updated water and sewer rate analysis.

Example: Monthly charge for 5,500 gallons of sewer usage is \$57.07. With the increase it would be \$58.36; an increase of \$1.29 monthly.

Budget/Funding: sewer rate increase has been incorporated into the FY25 Proposed Budget

Meetings: Work Session held April 1, 2024

Proposed Motion: I move that Council approve an ordinance amendment to Town Code Chapter 134-22.1 and 134-22.4 to increase sanitary sewer rates as presented, and effective July 1, 2024.

Moved _____ *Seconded* _____

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

**AN ORDINANCE TO AMEND AND RE-ENACT FRONT ROYAL TOWN
CODE CHAPTER 134-22.1 AND 134-22.4 PERTAINING TO SANITARY
SEWER SERVICE RATES**

134-22.1 SANITARY SEWER SERVICE RATES

The monthly base rates for sanitary sewer service usage shall be as follows:

A. Base rate, up to three thousand (3,000) gallons per month: ~~eighteen dollars and twelve cents (\$18.12)~~ **eighteen dollars and fifty-three cents (\$18.53)**.

B. All sanitary sewer service usage exceeding three thousand (3,000) gallons per month: ~~fifteen dollars and fifty-eight cents (\$15.58)~~ **fifteen dollars and ninety-three (\$15.93)** per month, for each one thousand (1,000) gallons thereafter.

.....

134-22.4 SEWER SERVICE RATES-COMMERCIAL AND INDUSTRIAL LAUNDRIES

A. In-Town Laundries: The monthly rates for sewer service usage by licensed commercial or industrial laundries located within the corporate limits of the Town of Front Royal shall be as follows:

1. All sanitary sewer service usage for the first one hundred thousand (100,000) gallons: ~~sixteen dollars and seventy-one cents (\$16.71)~~ **seventeen dollars and nine cents (\$17.09)** per one thousand (1,000) gallons.

2. All sanitary sewer usage from one hundred thousand one (100,001) gallons to five hundred thousand (500,000) gallons: ~~fifteen dollars and eighteen cents (\$15.18)~~ **fifteen dollars and fifty-two cents (\$15.52)** per one thousand (1,000) gallons.

3. All sanitary sewer service usage above five hundred thousand (500,000) gallons: ~~fourteen dollars and forty-three cents (\$14.43)~~ **fourteen dollars and seventy-five cents (\$14.75)** per thousand (1,000) gallons.

This ordinance shall become effective July 1, 2024

APPROVED:

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley, Clerk of Council

This Ordinance was approved at the Regular Meeting of the Town of Front Royal, Virginia Town Council conducted on _____, 2024 upon the following recorded vote:

R. Wayne Sealock	__Yes __No	H. Bruce Rappaport	__Yes __No
Joshua L. Ingram	__Yes __No	Melissa DeDomenico-Payne	__Yes __No
Amber F. Morris	__Yes __No	Glenn A. Wood	__Yes __No

A public hearing on the above was held on _____ having been advertised in the Northern Virginia Daily on April 8 and April 15, 2024.

Approved as to Form and Legality:

George M. Sonnett, Jr., Town Attorney

Dated: _____

DRAFT



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: April 22, 2024

Item# 07C

Agenda Item: PUBLIC HEARING – Annual Appropriation Ordinance for Year July 1, 2024 to June 30, 2025.

Summary: Council is requested to approve the Annual Appropriation Ordinance for year July 1, 2024 to June 30, 2025 as presented. The 2024 Real and Personal Property Tax Rate have been adopted along with the approval of an ordinance to increase sanitary sewer service rates 2.25%.

Budget/Funding: None

Meetings: Several work sessions held since early 2024.

Proposed Motion: I move that Council adopt the Annual Appropriation Ordinance for year July 1, 2024 to June 30, 2025 as presented.

Moved _____ *Seconded* _____

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

ANNUAL APPROPRIATION ORDINANCE
OF THE
TOWN OF FRONT ROYAL, VIRGINIA

FOR THE FISCAL YEAR ENDING JUNE 30, 2025

AN ORDINANCE MAKING APPROPRIATIONS OF SUMS OF MONEY FOR ALL
NECESSARY EXPENDITURES OF THE TOWN OF FRONT ROYAL, VIRGINIA FOR THE
FISCAL YEAR ENDING JUNE 30, 2025 TO PRESCRIBE THE PROVISOS, TERMS,
CONDITIONS, AND PROVISIONS WITH RESPECT TO THE TERMS OF
APPROPRIATION AND THEIR PAYMENTS, AND TO REPEAL ALL ORDINANCES
WHOLLY IN CONFLICT WITH THIS ORDINANCE, AND ALL PARTS OF ALL
ORDINANCES INCONSISTENT WITH THIS ORDINANCE TO THE EXTENT OF SUCH
INCONSISTENCY.

BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF FRONT ROYAL, VIRGINIA:

SECTION I

That the following sums of money are hereby appropriated for the general government purposes herein specified for the fiscal year ending June 30, 2025

GENERAL FUND EXPENDITURES

General Government	648,485
Financial Administration	1,065,575
Legal	477,255
Law Enforcement Services	6,416,350
General Property Maintenance	1,465,835
Planning & Zoning	554,850
Community Development/Special Events/Tourism	442,305
Risk Management/Insurance	1,086,375
Economic Development	78,535
Information Technology	907,450
Transfers/Debt Services/Contingency Reserve	1,125,810
TOTAL GENERAL FUND EXPENDITURES	14,268,825

STREET FUND EXPENDITURES

Public Works	440,155
State Highway Maintenance System	3,056,660
TOTAL STREET FUND EXPENDITURES	3,496,815

SPECIAL REVENUE FUND

Community Development Projects	370,035
Asset Forfeiture	12,000
TOTAL SPECIAL REVENUE FUND EXPENDITURES	382,035

and the following sums of money are hereby appropriated for the enterprise operations specified for the year ending June 30, 2025.

ELECTRIC FUND EXPENDITURES

Operations	3,142,410
Purchase of Bulk Electricity	15,024,165
Transfer to General Fund	1,960,000
TOTAL ELECTRIC FUND EXPENDITURES	20,126,575

WATER FUND EXPENDITURES

Administrative Office	157,050
Water Plant Operations	2,266,975
Maintenance of Lines	1,348,800
Meter Reading	122,960
Debt Service	965,060
Contingency & Transfers to Other Funds	480,000
TOTAL WATER FUND EXPENDITURES	5,340,845

SEWER FUND EXPENDITURES

Administrative Office	155,395
Wastewater Treatment Plant Operations	3,228,625
Maintenance of Lines	715,550
Debt Service	1,968,880
Contingency and Transfers to Other Funds	575,000
TOTAL SEWER FUND EXPENDITURES	6,643,450

REFUSE FUND EXPENDITURES

Operations	1,236,610
Contingency and Transfer to General Fund	120,000
TOTAL REFUSE FUND EXPENDITURES	1,356,610

TOTAL ALL FUNDS EXPENDITURES	51,615,155
-------------------------------------	-------------------

**REVENUES
TO BE PROVIDED AS FOLLOWS**

GENERAL FUND

Real Estate Property Tax	1,410,520
Public Service Property Tax & Tax Penalties	77,645
Personal Property Tax	810,585
Other Local Taxes	7,483,785
Permits and Fees	49,340
Fines and Forfeitures	309,205
Revenue from Use of Money and Property	245,000
Public Rights-of-Way Use Fee	1,430
Intergovernmental	672,005
Interfund Transfers:	
Electric Fund	1,960,000
Water Fund	480,000
Sewer Fund	575,000
Refuse Fund	95,000
Miscellaneous Receipts	99,310
TOTAL GENERAL FUND REVENUE	14,268,825

STREET FUND

State Highway Maintenance Funds	2,820,045
Revenue from Use of Money and Property	105,160
Transfers from General Fund	571,610
TOTAL STREET FUND REVENUE	3,496,815

SPECIAL REVENUE FUND

Asset Forfeiture Grant Funding	12,000
Community Development	370,035
TOTAL SPECIAL REVENUE FUND	382,035

ELECTRIC FUND

Revenue from Use of Money & Property	363,000
Sale of Service	19,735,875
Miscellaneous Receipts	27,700
TOTAL ELECTRIC FUND REVENUE	20,126,575

WATER FUND

Revenue from Use of Money and Property	237,460
Antenna Rentals	100,580
Sale of Service and Commodities	4,896,185
System Development Fees/Connection Fees	106,620
TOTAL WATER FUND REVENUE	5,340,845

SEWER FUND

Revenue from Use of Money and Property	237,460
Sale of Service and Commodities	6,242,210
System Development Fees/Connection Fees	37,280
Miscellaneous Receipts	126,500
TOTAL SEWER FUND REVENUE	6,643,450

REFUSE FUND

Revenue from Use of Money and Property	105,000
Sale of Services/Bags/Other	1,251,610
TOTAL REFUSE FUNDS REVENUES	1,356,610

TOTAL ALL FUNDS REVENUES **51,615,155**

This ordinance is proposed to become effective on July 1, 2024. A true copy of the complete text of the ordinance is available by request at the Town Manager's Office, 102 E Main Street, Front Royal, Virginia during normal business hours.

A Public Hearing on this ordinance will be held at the Town Council Meeting of April 22nd, 2024, beginning at 7:00pm in the Warren County Government Center, located at 220 N Commerce Avenue in Front Royal, Virginia. All citizens of the Town of Front Royal who have a desire to be heard on this subject will be given a reasonable opportunity to be heard. The Presiding Officer, in his sole discretion, may impose a time limit on each speaker at the beginning of the Public Hearing.

BY AUTHORITY OF THE TOWN COUNCIL OF THE TOWN OF FRONT ROYAL, VIRGINIA

Tina Presley, Clerk of Council

Publish: Northern Virginia Daily (classified) - April 2024

This ordinance shall become effective upon passage.

APPROVED:

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley, Clerk of Council

This Ordinance was approved at the Regular Meeting of the Town of Front Royal, Virginia Town Council conducted on _____, 2024 upon the following recorded vote:

R. Wayne Sealock	__ Yes __ No	H. Bruce Rappaport	__ Yes __ No
Joshua L. Ingram	__ Yes __ No	Melissa DeDomenico-Payne	__ Yes __ No
Amber F. Morris	__ Yes __ No	Glenn A. Wood	__ Yes __ No

A public hearing on the above was held on _____ having been advertised in the Northern Virginia Daily on April 15, 2024.

Approved as to Form and Legality:

George M. Sonnett, Jr., Town Attorney

Dated: _____



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: April 22, 2024

Item# 07D

Agenda Item: PUBLIC HEARING – Ordinance Amendment to Town Code Chapter 134 Extension Moratorium Areas to add a W. Criser Road Parcel

Summary: Council is requested to consider an amendment to Chapter 134-1.D. Extension Moratorium Areas to add a W. Criser Road parcel consisting of 8.4769 acres (Tax Map ID# 28 128), on November 9, 2023. The Town received a request for water and sewer connection from Warren County and Catholic Diocese of Arlington for service on property located on W. Criser Road that is outside the Town's corporate limits. The Town Code addresses extension of water and sewer service to Warren County in Chapter 134-1. C. EXTENSION POLICY BEYOND TOWN LIMITS and Chapter 134-1. D. EXTENSION MORATORIUM AREAS.

Budget/Funding: None

Meetings: Work Sessions held January 2nd & 8th, February 5th & 12th, March 4th & 11th, and April 1st, 2024

Proposed Motion: I move that Council approve an amendment to Chapter 134-1.D. Extension Moratorium Areas to add a W. Criser Road parcel consisting of 8.4769 acres (Tax Map ID# 28 128), on November 9, 2023, as presented.

Moved _____ *Seconded* _____

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

**AN ORDINANCE TO AMEND AND RE-ENACT TOWN CODE CHAPTER 134-1.D. TO
ADD PROPERTY IDENTIFIED AS TAX MAP ID# 28 128 ON W. CRISER ROAD**

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. W. Criser Road parcel consisting of 8.4769 acres, Tax Map ID # 28 128, on November 9, 2023.

This ordinance shall become effective upon passage.

APPROVED:

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley, Clerk of Council

This Ordinance was approved at the Regular Meeting of the Town of Front Royal, Virginia Town Council conducted on _____, 2024 upon the following recorded vote:

R. Wayne Sealock	__Yes __No	H. Bruce Rappaport	__Yes __No
Joshua L. Ingram	__Yes __No	Melissa DeDomenico-Payne	__Yes __No
Amber F. Morris	__Yes __No	Glenn A. Wood	__Yes __No

A public hearing on the above was held on _____ having been advertised in the Northern Virginia Daily on April 8 and April 15, 2024.

Approved as to Form and Legality:

George M. Sonnett, Jr., Town Attorney

Dated: _____

DRAFT



REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: April 22, 2024

Item# 10A

Agenda Item: ACES Appalachian Trail Head Project Funding Request

Summary: Council has received a request from the Town's Advisory Committee for Environmental Sustainability (ACES) to fund a Trail Corridor Analysis and Feasibility Study in the amount of \$8,200, for a new trail joining the Town to the Appalachian Junction at Chester Gap. The approval is conditioned upon ACES obtaining the necessary quotes for procurement.

Budget/Funding: Reallocation of Funds

1205-R43002	Tourism – Professional Services	<\$8,200.00>	PO#30311
4305-47933	Horticulture – Trails (New)	+\$8,200.00	

Meetings: Work Sessions held March 11th and April 1st, 2024

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve \$8,200 for a Trail Corridor Analysis and Feasibility Study for a new trail joining the Town to the Appalachian Junction at Chester Gap, as requested from the Town's Advisory Committee for Environmental Sustainability (ACES), conditioned upon ACES obtaining the necessary quotes for procurement.

Moved _____ Seconded _____

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



February 16, 2024

Town of Front Royal - Advisory Committee on Environmental Sustainability
c/o Justin Proctor
102 E. Main Street
Front Royal, VA 22630

Re: Trail Corridor Analysis and Feasibility Study

Dear Mr. Proctor,

We are pleased to provide this proposal to you for the corridor analysis and feasibility study of the envisioned new trail joining the Town of Front Royal to the Appalachian Trail junction at Chester Gap. Services to be provided under this task include review of existing site conditions, recommendations for preferred alignment, rendered base maps, an order of magnitude cost estimate, and guidance for next steps towards design and construction. This letter shall confirm our recent conversations and serve as a definite agreement for professional services as outlined below.

Ironwood Outdoors, Inc. has over 35-years of combined experience designing and constructing outdoor recreation infrastructure with a specialization in hiking trails, mountain biking trails, multi-use paths, and associated bridges and timber framed technical features. We have completed hundreds of projects over that time. Our clients include the Army Corps of Engineers, United States Forest Service, Northern Virginia Regional Park Authority, the International Mountain Bicycling Association, Massanutten Resort, Sky Meadows State Park, and numerous private landowners. We have a long list of satisfied customers and many return clients. We take great pride in our work and strive to deliver the highest quality projects on-schedule and on-budget. We specialize in providing cohesive project scoping and site analysis, custom plan layouts, and professional trail building services that are directly tailored to your project goals and unique landscape. Locally, our work on trail systems that support both recreational use and expanded public access to open spaces includes the Potomac Heritage National Scenic Trail, the Bull Run Occoquan Trail and the Occoquan Greenway.

PROJECT UNDERSTANDING

The area under evaluation includes the land near and adjacent to Sloan Creek and Happy Creek extending approximately 3.2-miles along the Hwy. 522 corridor between E. Crisers Road and the Appalachian Trail junction at Chester Gap. The Advisory Committee on Environmental Sustainability is considering options to facilitate safe connectivity for hikers and cyclists via unpaved trail between these two locations. Trail specifications under consideration will be tread surfacing of compacted stable soils or imported

compacted stone aggregate with width ranging between 36-inches and 72-inches. Proposed trail alignments shall comply with the U.S. Access Board ABA Accessibility Standards for outdoor recreational trails. Coordination for any proposed trail routing will involve a number of stakeholders including private landowners, Smithsonian Conservation Biology Institute, National Parks Service, the Town of Front Royal, and VDOT.

SCOPE OF WORK

Services will include:

1. Review of existing plans and local precedence.
2. Mapping analysis.
3. Investigation of soil types and flood zones.
4. Field investigations and inventory.
5. Feasibility Report
 - a. Lands, soils, and flood zones.
 - b. Trail networks, connections, and destinations summary.
 - c. Design standards and implementation considerations.
 - d. Trail alignment options.
 - e. Estimated project cost and potential funding sources.
6. Meetings
 - a. Attend up to two (2) design meetings during creation of Feasibility Report.
 - b. Attend up to one (1) community stakeholder meeting.

ASSUMPTIONS

1. Permission for land access and/or landowner notifications required to gain access to the site for our field investigation will be completed by others prior to our mobilization to the site.
2. Project limits are defined by client on provided renderings or aerial image.
3. Ironwood will need access to the project site during regular working hours (Monday-Friday, 8:00 AM – 5:00 PM) or as scheduled.

SCHEDULE

Assuming Notice to Proceed in March 2024, Ironwood will complete services by May 2024. Interim milestones are as follows:

NTP.....	March 1, 2024
Design Meeting #1.....	March 22, 2024
Design Meeting #2.....	April 12, 2024
Feasibility Study.....	May 3, 2024
Stakeholder Meeting.....	May 10, 2024

FEES

Ironwood Outdoors, Inc. will provide the services listed above for the lump sum fee of **Eight Thousand Two Hundred Dollars (\$8,200.00)**.

A retainer of **One Thousand Five Hundred Dollars (\$1,500.00)** is due upon execution of this agreement. It will be reflected as a credit on the final billing statement.

The following items remain the responsibility of the Advisory Committee on Environmental Sustainability and are not included in the above mentioned services or fees:

- A. Legal advice as may be required in connection with the project.
- B. The services of a civil, structural, or geotechnical engineer and/or arborist including, but not limited to, topographic and boundary surveys, clearing plan, grading plan, or plats.
- C. Test borings or soil analysis, if required.
- D. The services or cost of obtaining rights-of-way, easement, leases, or real estate.
- E. The cost of obtaining permits and permit fees.
- F. Surveys for the presence of threatened and endangered species are excluded, as well as any archaeological services, Phase 1 Environmental services, or cultural surveys.

Payments are due monthly in proportion to the services rendered for the prior month within thirty (30) days of receipt of statement. If this proposal is satisfactory, please sign and return the original document to us accompanied by the referenced retainer. This will serve as a definite agreement for the trail corridor analysis as outlined within and constitutes the agreement in its entirety. This proposal expires if not accepted within thirty (30) days.

It was wonderful to meet you and learn about the exciting vision for this new trail segment. Thank you for your confidence in our business and we look forward to working with you. We appreciate the opportunity to submit this task proposal for your consideration.

Regards,



Brock Lowery



Matt White

Accepted By:

Sign

Date

Printed Name and Title



REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: April 22, 2024

Item# 10B

Agenda Item: 2024 Virginia Municipal League (VML) Policy Committee Nominations

Summary: Council is requested to nominate the following councilmembers and staff to the following committees.

Community and Economic Development – Councilwoman Morris and Director of Community Development/Tourism
Lizi Lewis

Finance – Councilman Wood and Finance Director BJ Wilson

General Laws – Vice Mayor Sealock and Town Attorney George Sonnett

Human Development & Education – Councilwoman DeDomenico-Payne and Town Manager Joe Waltz

Infrastructure (Transportation & Environmental/Natural Resources) – Councilman Rappaport and Director of Public
Works Robbie Boyer

Budget/Funding: None

Meetings: Work Session held April 8, 2024

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve the following VML Policy Committee Nominations

Community and Economic Development – Councilwoman Morris and Director of Community Development/Tourism
Lizi Lewis

Finance – Councilman Wood and Finance Director BJ Wilson

General Laws – Vice Mayor Sealock and Town Attorney George Sonnett

Human Development & Education – Councilwoman DeDomenico-Payne and Town Manager Joe Waltz

Infrastructure (Transportation & Environmental/Natural Resources) – Councilman Rappaport and Director of Public
Works Robbie Boyer

Moved _____ Seconded _____

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



REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: April 22, 2024

Item# 10C

Agenda Item: Recommendation of Appointment to the Board of Zoning Appeals (BZA)

Summary: Council is requested to approve the recommendation of a member to the Judge of the Warren County Circuit Court for appointment to the Board of Zoning Appeals (BZA) to a five-year term ending May 1, 2029.

Budget/Funding: None

Meetings: Closed Meeting held April 1, 2024

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council recommend Cody Taylor to the Judge of the Warren County Circuit Court for appointment to the Board of Zoning Appeals (BZA) to a five-year term ending May 1, 2029.

Moved _____ Seconded _____

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



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: April 22, 2024

Item# 11A

Agenda Item: Adopt an Ordinance Conditionally Approving the Vacation and Sale Request from Property Connection, LLC of Approximately 3,390 Square Feet of E. 7th Street at its intersection with Kibler Street and Abutting 225 E. 7th Street

Summary: Council is requested to adopt an Ordinance conditionally approving the vacation and sale request from Property Connection, LLC of approximately 3,390 square feet of East 7th Street at its intersection with Kibler Street and abutting 225 E. 7th Street as presented. Council held a public hearing to receive public input on this request on March 25, 2024 and then voted to appoint viewers to view the vacation request. The Viewer's Report was presented to Council at their work session held on April 8th. The Viewing Committee unanimously recommended approval of the vacation as requested by the applicant and recommended the Town obtain a 15-foot-wide easement on the north side of E. 7th Street to provide access to Happy Creek.

Budget/Funding: None

Meetings: Work Sessions held March 11th and April 8th, 2024 and Public Hearing held March 25, 2024.

Proposed Motions:

- 1) I move that Council adopt an ordinance conditionally approving the vacation and sale request from the applicant (Property Connection, LLC), as presented.
- 2) I move that Council deny the approval of the ordinance presented.

Moved _____ Seconded _____

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

FROM: Viewing Committee
TO: Front Royal Mayor and Town Council
DATE: March 5, 2024
SUBJ: VACATION OF STREETS AND ALLEY, ETC.

The Viewing Committee, printed names and signatures below, were asked to render an opinion to APPROVE or DENY the application of Property Correction, LLC requesting the vacation of a 43.83 ft. x 74.50 ft. section of East Seventh Street at its intersection with Kibler Street in the Town of Front Royal, Va.

The purpose of the vacation is to “create a legally conforming lot. Lots are required to have a minimum of 7,500 sq. ft.” It appears that there are two single-family structures with one structure on a conforming lot. The other structure is situated partially on the first lot, and the rest on its own lot. The conforming lot faces E. Seventh Street. The non-conforming structure faces Kibler Street. If the vacation is approved, both lots will be conforming.

We noted that portions of E. Seventh Street are used for parking by two or more commercial businesses. This appears to be a long-standing arrangement for this area. The current owner of one of the businesses spoke with the Viewing Committee to express his concern that not using the portion of E. Seventh Street next to his property for parking would pose a hardship on his business. It was also noted that if the vacation is approved, there would be no access to the remainder portion of E. Seventh Street to Happy Creek.

After considering the request, the Viewing Committee unanimously recommends APPROVAL of the vacation as requested by the applicant. The Viewing Committee also recommends that the Town of Front Royal obtain a 15 ft. wide easement on the north side of E. Seventh Street to provide access to the remainder portion of E. Seventh Street to Happy Creek.

Sincerely,

Ronald W. “Jay” Crawford

Staige F. Miller, Jr.

Robert R. North

Ronald W. “Jay” Crawford

Staige F. Miller, Jr.

Robert R. North

TOWN COUNCIL OF THE TOWN OF FRONT ROYAL, VIRGINIA

**ORDINANCE APPROVING THE CLOSURE AND VACATION OF PUBLIC
RIGHTS-OF-WAY OF APPROXIMATELY 3,390 SQUARE FEET OF
E. 7TH STREET ABUTTING 225 E. 7TH STREET**

WHEREAS, pursuant to Virginia Code §§15.2-2006 and 15.2-2008, abutting property owner Property Connection, LLC (“Applicant”) applied for the vacation and sale of approximately 3,390 square feet of public rights-of-way, being a portion of E. 7th Street abutting 225 E. 7th Street N. Royal Avenue as shown and described on plat of survey entitled “Survey of a Portion of E. 7th Street Per Plat of Subdivision of W.C. Carter Property” prepared by Brogan Land Surveying PLC dated January 15, 2024 (“Right-of-Way”), said plat of survey being attached hereto and incorporated herein by reference; and,

WHEREAS, following notice to affected landowners and a duly advertised public hearing held on March 25, 2024, upon the evidence (including the report of a duly appointed committee of viewers that no public inconvenience would result from the discontinuance of the rights-of-way), it being the judgment of Town Council that said rights-of-way be discontinued, closed and vacated subject to certain conditions being met within one hundred twenty (120) days of the adoption of this ordinance approving of the vacation; and,

WHEREAS, Virginia Code §§15.2-1800 and 15.2-2100 authorize towns to dispose of and sell its real property following a duly advertised public hearing.

NOW THEREFORE, BE IT HEREBY ORDAINED AND ENACTED by the Town Council of the Town of Front Royal, Virginia, that the public rights-of-way in the Right-of-Way are discontinued, closed and vacated subject to the following stated conditions being satisfied within one hundred twenty (120) days of the adoption of this Ordinance, and that if the conditions are not satisfied within that time that this Ordinance shall be null and void.

1. That the Right-of-Way be sold and conveyed to the Applicant and/or other abutting property owner by quit claim deed with plat of survey attached, with the sale price to be as negotiated by the Town Manager with abutting property owners, along with payment of the statutorily prescribed costs and fees of publication (and appointment of viewers) and approved by Council.

2. The Town Manager and Town Attorney are authorized to approve and execute all documents prepared by Applicant and/or other abutting property owner necessary to effectuate the sale and conveyance of Right-of-Way by quit claim deed, reserving in the Town of Front Royal a 15’ wide drainage easement as shown on said plat of survey.

3. The Applicant and/or other abutting property owner shall re-subdivide, vacating internal boundary lines necessary to incorporate abutting portions of Right-of-Way into approved lot(s).

The Clerk of Council, upon the satisfaction of all conditions to this Ordinance, shall cause a certified copy of this Ordinance to be delivered to the Clerk of the Circuit Court for filing and recording in the land records, indexed with “Town of Front Royal” as Grantor, and with Applicant, and/or other abutting

property owner acquiring an interest in Right-of-Way as Grantee, necessary to further effectuate this Ordinance.

This ordinance shall be effective upon enactment.

APPROVED:

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley, Clerk of Council

This Ordinance was approved at the Regular Meeting of the Town of Front Royal, Virginia Town Council conducted on _____, 2024 upon the following recorded vote:

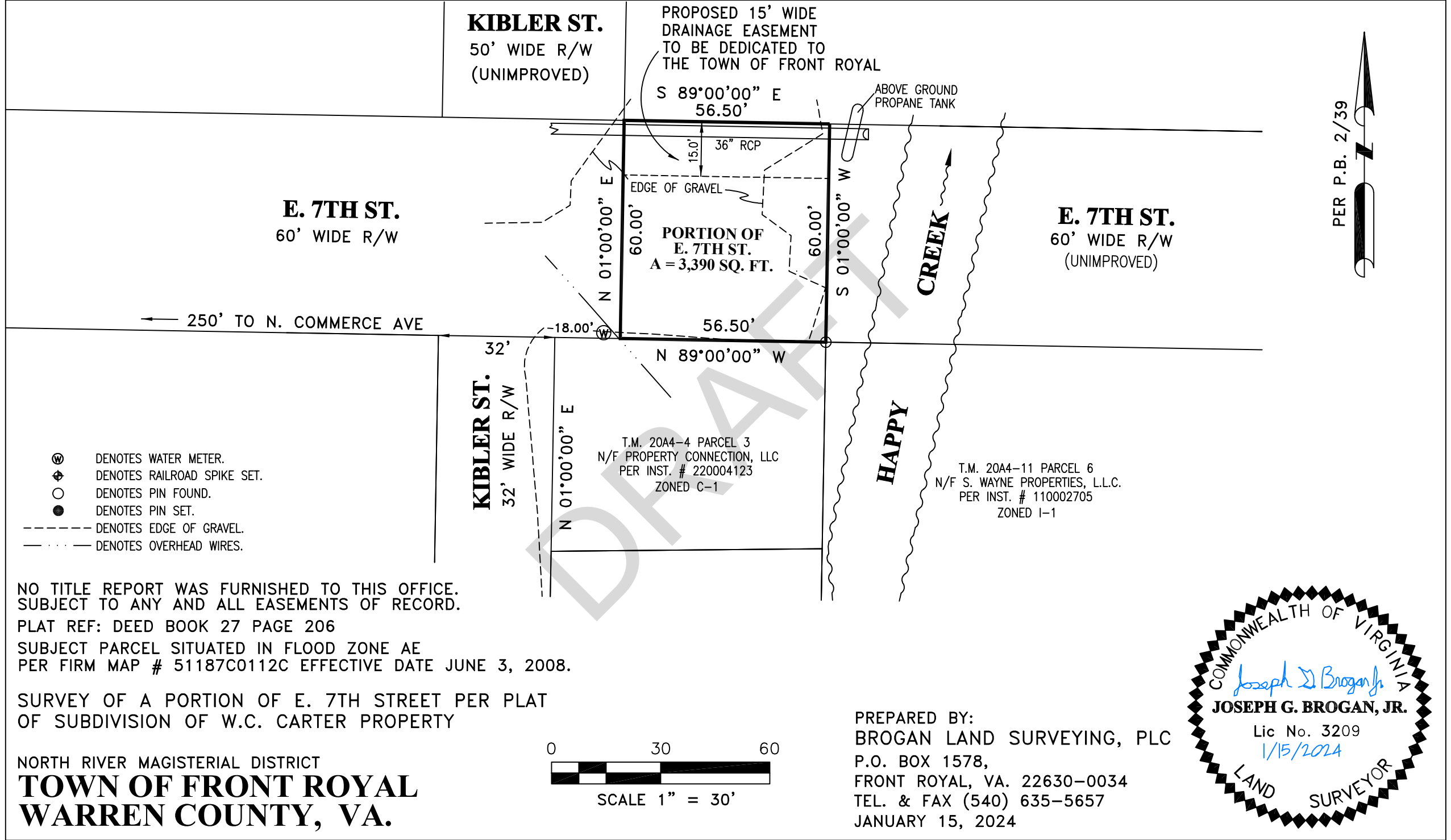
R. Wayne Sealock	___Yes___No	H. Bruce Rappaport	___Yes___No
Joshua L. Ingram	___Yes___No	Melissa DeDomenico-Payne	___Yes___No
Amber F. Morris	___Yes___No	Glenn A. Wood	___Yes___No

A public hearing on the above was held on _____ having been advertised in the Northern Virginia Daily on March 11 and March 18, 2024.

APPROVED AS TO FORM AND LEGALITY:

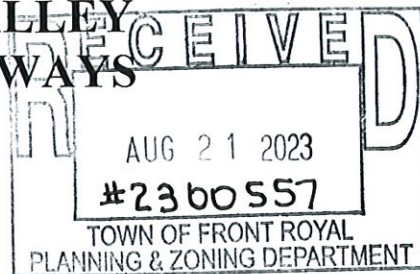
George M. Sonnett, Jr.
Town Attorney

Date





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



APPLICANT INFORMATION

(please print)

Name Property Connection LLC

Mailing Address 25 S Royal Ave

Front Royal, VA 22630

Phone # 703-594-9421 E-mail minidproperty@yahoo.com

VACATION INFORMATION

Description (please select all that apply)

☒ Street/Portion of Street

☐ Alley/Portion of Alley

☐ Other (please specify) _____

C-1

Location TM 20A 4-4, intersection of E. 7th St +
Kibler St.

Reason for request requesting vacation of a 43.83' x 74.50'
of 7th St to create a legally conforming lot. Lots are
required to have a minimum of 7500 SF.

☒ Current Plat Attached Showing Property to be Vacated

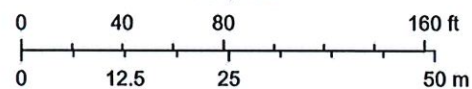
Applicant's Signature [Signature] Date 8/21/23

Completed application shall be returned by mail or delivery to: Department of Planning and Zoning, Town Hall, 102 E. Main Street, P.O. Box 1560, Front Royal, VA 22630 Additional Information: Planning and Zoning Office (540)635-4236, Monday-Friday, 8:00am – 4:30pm



August 21, 2023

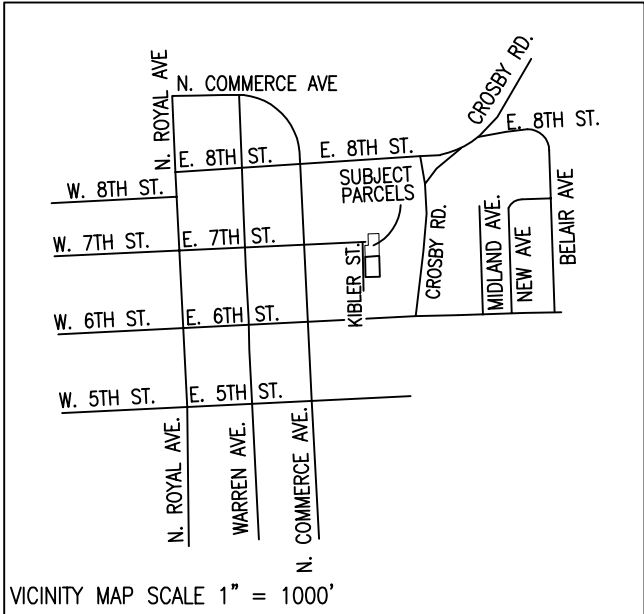
1:1,128



LINE	BEARING	DISTANCE
L1	S 09°30'29" E	63.06'
L2	N 89°28'48" E	74.53'
L3	N 89°00'00" W	74.50'
L4	N 89°00'00" W	74.50'
L5	S 89°00'00" E	18.00'
L6	N 01°00'00" E	60.00'
L7	S 89°00'00" E	56.50'
L8	S 89°00'00" E	56.50'

AREA TABULATION		
ORIG. AREA LOT 3		6,705 SQ. FT.
-AREA ADDED TO LOT 4		2,396 SQ. FT.
+PORTION OF E. 7TH ST.		3,390 SQ. FT.
AREA NEW LOT 3A		7,699 SQ. FT.

AREA TABULATION		
ORIG. AREA LOT 4		5,588 SQ. FT.
+AREA ADDED FROM LOT 3		2,396 SQ. FT.
AREA NEW LOT 4A		7,984 SQ. FT.



THE BOUNDARY LINE ADJUSTMENT OF THE LAND SHOWN HEREON IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRE OF THE UNDERSIGNED OWNERS.

BY: _____
PROPERTY CONNECTIONS, LLC.

ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____ 2024.

MY COMMISSION EXPIRES _____

NOTARY

ALL TOWN REAL ESTATE TAXES HAVE BEEN PAID IN FULL.

FINANCE DIRECTOR

DATE

REVIEWED AND APPROVED BY THE TOWN OF FRONT ROYAL

DIRECTOR OF PLANNING AND ZONING

DATE

TOWN MANAGER

DATE

SURVEYOR'S CERTIFICATE

THIS IS TO CERTIFY THAT THE LAND SHOWN ON THIS PLAT IS THE LAND CONVEYED TO PROPERTY CONNECTION, LLC. PER DEED DATED JUNE 22, 2022 RECORDED IN INSTRUMENT # 220004123 AND PORTION OF E. 7TH ST. PER PLAT RECORDED IN DEED BOOK 27 PG. 206 RECORDED IN THE WARREN COUNTY CIRCUIT COURT CLERKS OFFICE AND THAT THERE ARE NO ENCROACHMENTS EITHER WAY ACROSS THE PROPERTY LINES EXCEPT AS SHOWN.

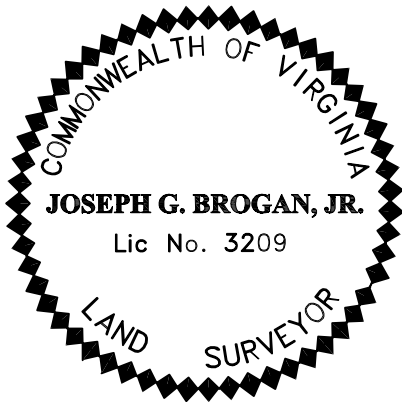
JOSEPH G. BROGAN, JR. LIC. # 3209

DATE

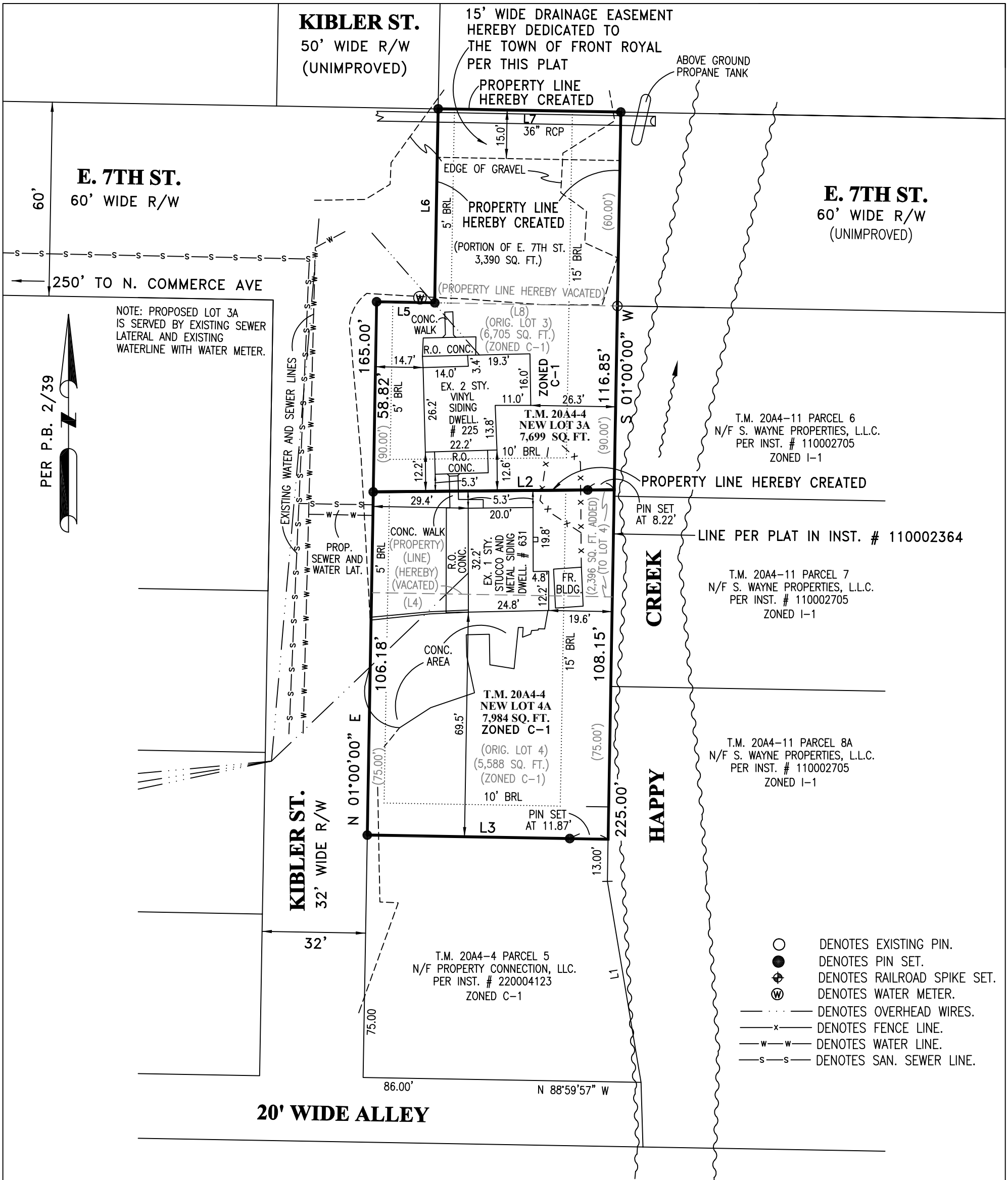
BOUNDARY LINES SHOWN HEREON ARE BASED OFF OF A CURRENT FIELD SURVEY MEETING THE REQUIREMENTS OF THE MINIMUM STANDARDS AND PROCEDURES FOR LAND BOUNDARY SURVEYING PRACTICE (18 VAC 10-20-370) OF THE CODE OF VIRGINIA.

BOUNDARY LINE ADJUSTMENT BETWEEN LOTS 3, 4,
AND A PORTION OF E. 7TH ST. PER
PLAT OF C.D. BINNS LOTS
NORTH RIVER MAGISTERIAL DISTRICT

TOWN OF FRONT ROYAL
WARREN COUNTY, VA.

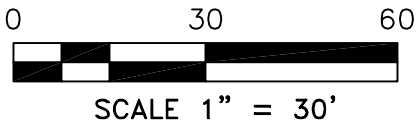


PREPARED BY:
BROGAN LAND SURVEYING, PLC
P.O. BOX 1578
FRONT ROYAL, VA. 22630-0034
TEL. & FAX (540) 635-5657
JANUARY 15, 2024

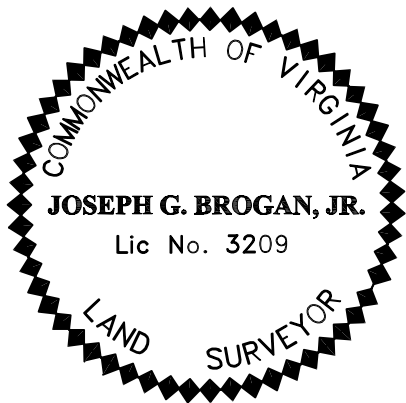


NO TITLE REPORT WAS FURNISHED TO THIS OFFICE.
SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.
DERIVATION OF TITLE TO: PROPERTY CONNECTION, LLC.
PER INSTRUMENT # 220004123.
PLAT REF: INST. # 110002364 AND P.B. 2/39.
SUBJECT PARCELS SITUATED IN FLOOD ZONE AE
PER FIRM MAP # 51187C0112C EFFECTIVE DATE JUNE 3, 2008.
BOUNDARY LINE ADJUSTMENT BETWEEN LOTS 3, 4,
AND A PORTION OF E. 7TH STREET PER
PLAT OF C.D. BINNS LOTS

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



SHEET TWO OF TWO



PREPARED BY:
BROGAN LAND SURVEYING, PLC
P.O. BOX 1578
FRONT ROYAL, VA. 22630-0034
TEL. & FAX (540) 635-5657
JANUARY 15, 2024

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



STAFF REPORT FOR THE OCTOBER 19, 2022, BOARD OF ZONING APPEALS MEETING

APPLICATION #:

2200398

APPLICANT:

Property Connection LLC

APPLICATION SUMMARY:

The applicant is seeking multiple variances from the zoning regulations of Town Code Chapter 175. The purpose of the variances is to subdivide a single parcel, upon which two existing detached single-family dwellings are located into two parcels. Each dwelling will be located on its own individual lot. The property is zoned C-1 (Community Business District) and is identified as Tax Map #20A4-4-3 with the two dwellings located thereon addressed as 225 East 7th Street and 631 Kibler Street, Front Royal, VA.

GENERAL INFORMATION:

Site Address	225 East 7 th Street & 631 Kibler Street (see vicinity map below)		
Zoning District	C-1, Community Business District		
Overlay Districts	Historic Area – NO	Floodplain – YES	Entrance Corridor – NO
Tax Identification	20A185 7		
Location	The property is located to the west side of Remount Rd.		
Existing Use	Two (2) Single-family dwellings situated on one (1) parcel.		

Vicinity Map



Aerial Map



Aerial Floodplain Map



Right Side Elevation-225 E 7th Street



Front Elevation-225 E 7th Street



Front Elevation-631 Kibler Street



ADDITIONAL INFORMATION:

<i>Background</i>	Per the Applicant's surveyor, the applicant is requesting the subdivision of the parcel into two lots to sell each lot individually. The lots are unable to meet current Zoning requirements and therefore would need a variance to be granted.
<i>Applicant's Statements</i>	"The property has 2 existing houses sitting on the same parcel. I am requesting a variance to separate the 2 properties with a lot line to put each house on its own separate legal lot."
<i>Legal Review</i>	The following variances are requested from the requirements of the Zoning Ordinance C-1 Zoning District, Chapter 175-38: i. The proposed lot upon which the dwelling identified as 225 E 7th Street will be granted a 3,460 square foot variance from the minimum 7,500 square foot lot area requirement of Town Code Chapter 175-40.A.2. A. <u>Minimum Lot Size:</u> 1. Residential uses with four (4) or more units = 6,000 s.f first unit; 1,500 s.f each additional unit. 2. All other uses: 7,500 s.f. ii. A 15.5-foot variance from the minimum 90-foot lot width for corner lots required by Town Code Chapter 175-40.D.2. D. <u>Minimum Lot Width:</u> 1. Interior Lot: Seventy-five (75) feet.

2. **Corner Lot: Ninety (90) feet.** (Amended Entire Section 10-23-89-Effective Upon Passage)

iii. Said dwelling be granted a 0.3-foot variance from the minimum 15-foot corner lot side yard setback requirement of Town Code Chapter 175-42.A.4.

A. Principal Structures, when abutting properties are in a commercial or industrial district.

1. Front setback:

a. Where no parking is provided between the structure and the street: five (5) feet. Provided, however, that no drive aisle shall be located within five (5) feet of any structure having a setback less than fifteen (15) feet.

b. Where parking is provided between the structure and the street: fifty (50) feet.

2. Side: 10 feet on one (1) side only.

3. Rear: 15 feet.

4. Corner side: 15 feet.

iv. Said dwelling be granted a 6.2-foot variance from the minimum 15-foot rear yard setback requirement of Town Code Chapter 175-42.A.3.

A. Principal Structures, when abutting properties are in a commercial or industrial district.

1. Front setback:

a. Where no parking is provided between the structure and the street: five (5) feet. Provided, however, that no drive aisle shall be located within five (5) feet of any structure having a setback less than fifteen (15) feet.

b. Where parking is provided between the structure and the street: fifty (50) feet.

2. Side: 10 feet on one (1) side only.

3. Rear: 15 feet.

4. Corner side: 15 feet.

v. Said dwelling be granted a 5.5-foot variance from the minimum 15-foot front porch to the front property line requirements of Town Code Chapter 175-3.

PORCH - Any porch, veranda, or gallery (as the terms are commonly and customarily defined) or similar projection from the main wall of a structure, constructed upon the ground, and covered by a roof, canopy, or awning; provided that the term shall not include any carport, or other such improvement designed for and capable of accommodating the parking of a motor vehicle protected from the elements. An unenclosed porch shall mean a porch with no side enclosure, other than the side of the structure to which the porch is attached, with no screens or windows. An unenclosed porch may project into a front or rear yard not to exceed ten feet (10') nor extend any nearer than fifteen (15') from any front or rear property line. The

	area of a porch shall be included in the calculation of lot coverage. A porch shall not be considered an overhang, nor vice versa. vi. Said dwelling be granted a 13.2-foot variance from the minimum 15-foot rear porch to the rear property line requirement of Town Code Chapter 175-3. PORCH - Any porch, veranda, or gallery (as the terms are commonly and customarily defined) or similar projection from the main wall of a structure, constructed upon the ground, and covered by a roof, canopy, or awning; provided that the term shall not include any carport, or other such improvement designed for and capable of accommodating the parking of a motor vehicle protected from the elements. An unenclosed porch shall mean a porch with no side enclosure, other than the side of the structure to which the porch is attached, with no screens or windows. An unenclosed porch may project into a front or rear yard not to exceed ten feet (10') nor extend any nearer than fifteen (15') from any front or rear property line. The area of a porch shall be included in the calculation of lot coverage. A porch shall not be considered an overhang, nor vice versa.
Town Code	VARIANCES Town Code 175-139.B authorizes the Board of Zoning Appeals with the ability to issue variances, as stipulated below: “To authorize, upon appeal in specific cases, such variance from the terms of the chapter as will not be contrary to the public interest when, owing to special conditions, a literal enforcement of the provisions will result in unnecessary hardship, provided that the spirit of the chapter shall be observed, and substantial justice done, as follows: 1. When a property owner can show that his property was acquired in good faith and where, by reason of the exceptional narrowness, shallowness, size or shape of a specific piece of property at the time of the effective date of the chapter, or where, by reason of exceptional topographic conditions or other extraordinary situation or condition of the piece of property, or of the condition, situation, or development of property immediately adjacent thereto, the strict application of the terms of the chapter would effectively prohibit or unreasonably restrict the use of the property, or where the Board is satisfied, upon the evidence heard by it, that the granting of such variance will alleviate a clearly demonstrable hardship, as distinguished from a special privilege or convenience sought by the applicant, provided that all variances shall be in harmony with the intended spirit and purpose of the chapter. 2. No such variance shall be authorized by the Board, unless it finds:

	a. That the strict application of the chapter would produce undue hardship. b. That such hardship is not shared generally by other properties in the same zoning district and the same vicinity. c. That the authorization of such variance will not be of substantial detriment to adjacent property and that the character of the district will not be changed by the granting of the variance. 3. No such variance shall be authorized except after notice and hearing as required by Section 15.2-2204 of the Code of Virginia as amended. 4. No variance shall be authorized unless the Board finds that the condition or situation of the property concerned, or the intended use of the property is not of so general or recurring a nature as to make reasonably practicable the formulation of a general regulation to be adopted as an amendment to the chapter. 5. In authorizing a variance, the Board may impose such conditions regarding the location, character and other features of the proposed structure or use as it may deem necessary in the public interest and may require a guaranty or bond to ensure that the conditions imposed are being and will continue to be complied with. 6. In the event that a variance is not granted, the same variance application, or a variance application that is substantially the same, may not be submitted to the Board for consideration for a period of one (1) year from the date on which the variance request was denied.
State Code	Virginia Code § 15.2-2309.2 states the following in regard to Variances and the BZA: “Notwithstanding any other provision of law, general or special, to grant upon appeal or original application in specific cases a variance as defined in § 15.2-2201, provided that the burden of proof shall be on the applicant for a variance to prove by a preponderance of the evidence that his application meets the standard for a variance as defined in § 15.2-2201 and the criteria set out in this section. Notwithstanding any other provision of law, general or special, a variance shall be granted if the evidence shows that the strict application of the

terms of the ordinance would unreasonably restrict the utilization of the property or that the granting of the variance would alleviate a hardship due to a physical condition relating to the property or improvements thereon at the time of the effective date of the ordinance, and (i) the property interest for which the variance is being requested was acquired in good faith and any hardship was not created by the applicant for the variance; (ii) the granting of the variance will not be of substantial detriment to adjacent property and nearby properties in the proximity of that geographical area; (iii) the condition or situation of the property concerned is not of so general or recurring a nature as to make reasonably practicable the formulation of a general regulation to be adopted as an amendment to the ordinance; (iv) the granting of the variance does not result in a use that is not otherwise permitted on such property or a change in the zoning classification of the property; and (v) the relief or remedy sought by the variance application is not available through a special exception process that is authorized in the ordinance pursuant to subdivision 6 of § [15.2-2309](#) or the process for modification of a zoning ordinance pursuant to subdivision A 4 of § [15.2-2286](#) at the time of the filing of the variance application.

No variance shall be considered except after notice and hearing as required by § [15.2-2204](#). However, when giving any required notice to the owners, their agents or the occupants of abutting property and property immediately across the street or road from the property affected, the board may give such notice by first-class mail rather than by registered or certified mail.

In granting a variance, the board may impose such conditions regarding the location, character, and other features of the proposed structure or use as it may deem necessary in the public interest and may require a guarantee or bond to ensure that the conditions imposed are being and will continue to be complied with. Notwithstanding any other provision of law, general or special, the property upon which a property owner has been granted a variance shall be treated as conforming for all purposes under state law and local ordinance; however, the structure permitted by the variance may not be expanded unless the expansion is within an area of the site or part of the structure for which no variance is required under the ordinance. Where the expansion is proposed within an area of the site or part of the structure for which a variance is required, the approval of an additional variance shall be required."

Based on Virginia Code § 15.2-2309(2), that went into effect on July 1, 2015, the BZA must grant a variance if the evidence shows that the strict application of the terms of the zoning ordinance would "unreasonably restrict the utilization of the property or that granting of the variance

would alleviate a hardship due to a physical condition relating to the property or improvements thereon at the time of the effective date of the ordinance”, and the following:

- (i) the property interest for which the variance is being requested was acquired in good faith and any hardship was not created by the applicant for the variance;
- (ii) the granting of the variance will not be of substantial detriment to adjacent property and nearby properties in the proximity of that geographical area;
- (iii) the condition or situation of the property concerned is not of so general or recurring a nature as to make reasonably practicable the formulation of a general regulation to be adopted as an amendment to the ordinance;
- (iv) the granting of the variance does not result in a use that is not otherwise permitted on such property or a change in the zoning classification of the property; and
- (v) the relief or remedy sought by the variance application is not available through a special exception process that is authorized in the ordinance pursuant to subdivision 6 of § 15.2-2309 or the process for modification of a zoning ordinance pursuant to subdivision A4 of §15.2-2286 at the time of the filing of the variance application.” Virginia Code § 15.2-2309(2).

STAFF COMMENTS:

The Board needs to determine if the applicant has met the following criteria in order to issue the variance.

That the strict application of the chapter would produce undue hardship.

- *The Board needs to have the applicant articulate the issues and determine if this scenario constitutes a hardship.*

That such hardship is not shared generally by other properties in the same zoning district and the same vicinity.

- *Staff does not believe this hardship is widespread in this zoning district.*

That the authorization of such variance will not be of substantial detriment to adjacent property and that the character of the district will not be changed by the granting of the variance.

- *The structures in the immediate vicinity of the Applicant's property appear to be residential in nature. This appears to be an older neighborhood, originally platted in the 1940's and 1950's. The structures look like they have been maintained to a point they are not blighted. The surrounding uses are commercial. The comprehensive plan update calls for this area to be developed as mixed use.*

ATTACHMENT: BZA Application



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: April 22, 2024

Item# 11B

Agenda Item: Out of Town Utility Connection Contract with the Catholic Diocese of Arlington on W. Criser Road

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 November 9, 2023.

Council previously approved an amendment to Town Code 134-1.D. Extension Moratorium Areas to add the W. Criser Road parcel consisting of 8.4769 acres Tax Map ID# 28 128 and now its requested that Council consider approval of an utility connection contract with the Catholic Diocese of Arlington to receive out of Town water and sewer connections at an out of town rate and direct staff to execute the necessary documents.

Budget/Funding: None

Meetings: Work Sessions held January 2nd & 8th, February 2nd & 12th, March 4th, April 1st, 2024

Proposed Motion: I move that Council approve a contract with the Catholic Diocese of Arlington for out-of-town water and sewer connection. I further move that Council direct the Town Manager and Town Attorney to execute the necessary documents.

Moved _____ *Seconded* _____

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



APPLICATION FOR OUT-OF-TOWN UTILITY CONNECTION

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

Application Date: 11/9/23

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

Mailing Address: 151 Windy Hill Lane

City/State/Zip: Winchester, VA 22602

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

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

IF RESIDENTIAL:

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

IF COMMERCIAL or INDUSTRIAL:

Type of Business: Church

Number of Employees: _____ Hours of Operation: _____

Estimated Usage: 4,000 gallons per day

ALL APPLICANTS:

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

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

Fire Suppression Required: Yes / No Meter size 4"

THIS SECTION TO BE COMPLETED BY WARREN COUNTY PLANNING DEPARTMENT

Application Approved by Board of Supervisors: _____ Date: _____

Application Approved by Building Department: _____ Date: _____

Application Approved by Planning Staff: _____ Date: _____

Director of Planning Signature: _____ Date: _____

TOWN APPROVAL PROCESS

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

THIS SECTION TO BE COMPLETED BY PUBLIC WORKS

Water & Sewer Availability: _____

Utility Extension Required: _____

Utility Plans Reviewed & Approved: _____

PILOT Agreement Completed: _____

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

Signature: _____

FEES:

Water Connection Fee _____

Water Additional Fee _____

Fire Suppression Fee _____

Sub Total (Water) _____

Sewer Connection Fee _____

Sewer Additional Fee _____

Sub Total (Sewer) _____

TOTAL _____

Public Works Director Signature: _____ Date: _____

134-71.1 PURCHASE OF WATER AND SEWER TAPS

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

GENERAL INFORMATION

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

COPY

WARREN COUNTY
CONDITIONAL USE PERMIT APPLICATION

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

Applicant Information:

Catholic Diocese of Arlington

Applicant(s) Name

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

0 Criser Road, TM #28-128

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

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

Criser Rd, LLC

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

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

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

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

A. Property Information:

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

B. Proposed Use of Property

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

C. Plans Prepared By

Name: Greenway Engineering, Inc

Address: 151 Windy Hill Lane, Winchester, VA 22602

Telephone Number: 540-662-4185

D. Environmental Information

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

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

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

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

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

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

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

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

Bonnie Varchesi
Applicant(s) Signature

11/15/28
Date

Property Owner(s) Signature

Date

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

NOTES

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

☒ **An application fee.**

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

☒ **A Statement of Justification**

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

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

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

☒ **A Site Plan/Survey.**

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

☐ **Sewage Disposal and Well Site.**

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

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

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

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

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

☒ **Environmental and Community Impact Statements**

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

☒ **Location Map**

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

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

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

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

Tax Map# 28-128

Owner/Applicant: Catholic Dioceses of Arlington

November 15, 2023

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

Land Use Compatibility

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

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

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

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

Current Land Use

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

Future Land Use

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

Transportation

2018 Warren County Comprehensive Plan

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

Town of Front Royal Comprehensive Plan 2023

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

Existing Conditions

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

Proposed Conditions

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

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

Water and Sewer

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

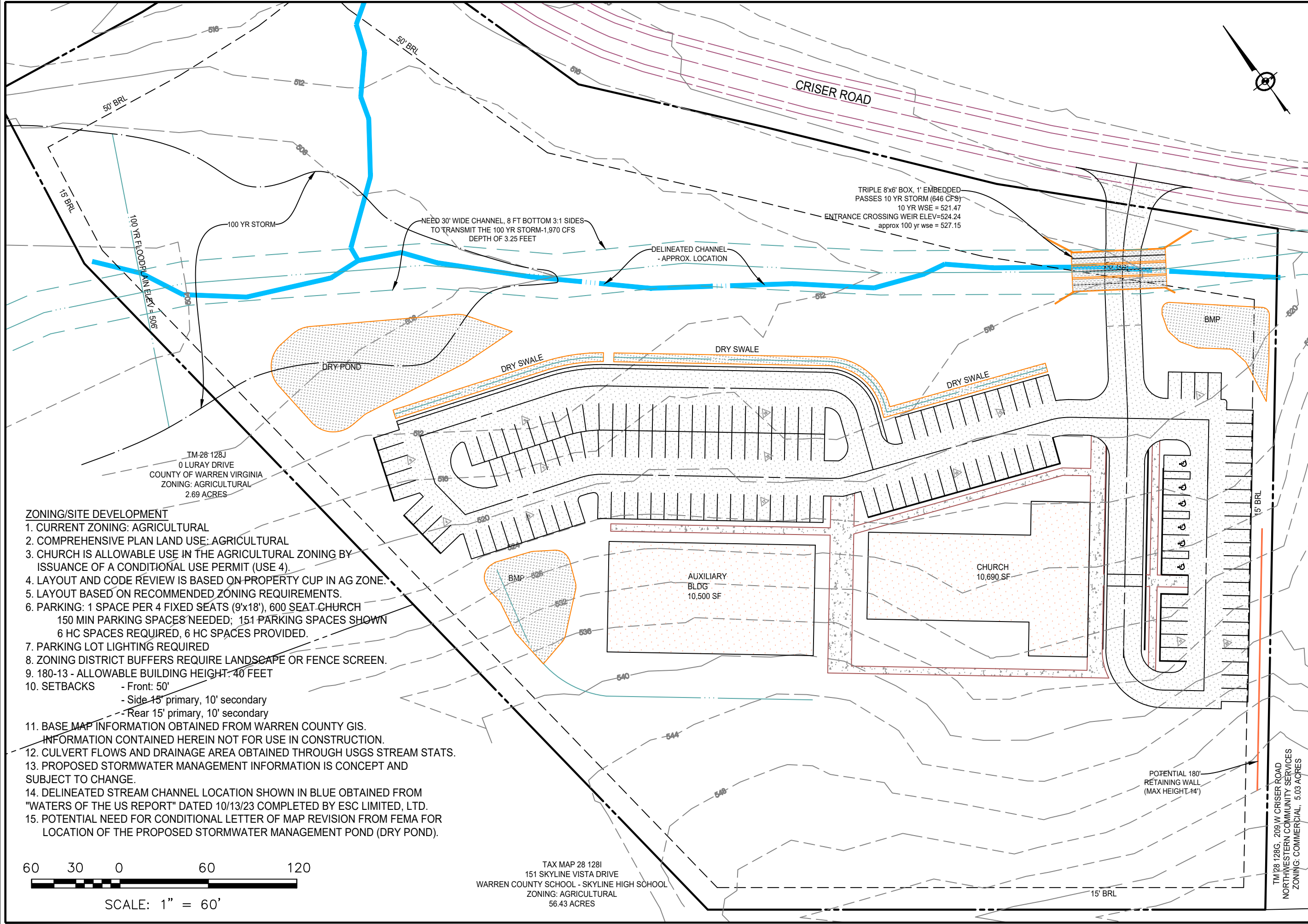
Economic Impacts

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

Conclusion

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

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



ZONING/SITE DEVELOPMENT

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

60 30 0 60 120

SCALE: 1" = 60'

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

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

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

SOUTH RIVER MAGISTERIAL DISTRICT
WARREN COUNTY, VIRGINIA



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

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

DATE: 11/15/2023

SCALE: 1"=60'

DESIGNED BY: RLK

FILE NO. 5282C

SHEET 1 OF 1

COUNTY OF WARREN



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

Dr. Edwin C. Daley
County Administrator

MEMORANDUM

TO: Chase Lenz, Zoning Administrator

FROM: Zach Henderson, Deputy Clerk of the Board

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

DATE: December 13th, 2023

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



APPLICATION FOR OUT-OF-TOWN UTILITY CONNECTION

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

Application Date: 11/9/23

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

Mailing Address: 151 Windy Hill Lane

City/State/Zip: Winchester, VA 22602

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

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

IF RESIDENTIAL:

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

IF COMMERCIAL or INDUSTRIAL:

Type of Business: Church

Number of Employees: _____ Hours of Operation: _____

Estimated Usage: 4,000 gallons per day

ALL APPLICANTS:

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

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

Fire Suppression Required: Yes / No Meter size 4"

THIS SECTION TO BE COMPLETED BY WARREN COUNTY PLANNING DEPARTMENT

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

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

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

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

TOWN APPROVAL PROCESS

- ✓ Approval of Connection by Town Council if applicable (Four Weeks)
- ✓ Review of Site Plans if applicable (Three Weeks per submittal)
- ✓ If Commercial–Completion of PILOT Agreement, if applicable-through Town Attorney's Office (Two Weeks)
- ✓ 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.