



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](http://www.frontroyalva.com) for a limited time.

Moment of Silence

Pledge of Allegiance led by scholarship winners Dylan Braddock and Blake Ramsey

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** – Councilwoman Morris moved seconded by Councilman Rappaport that Council approve the Council Meeting minutes of Special Meeting April 18<sup>th</sup>, Regular Meeting April 22<sup>nd</sup>, Joint Work Session with Planning Commission April 29<sup>th</sup> and Regular Work Sessions May 6<sup>th</sup> and May 13<sup>th</sup>, 2024, as presented.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

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

**RECOGNITIONS/AWARDS/REPORTS**

Award of Town Scholarships – Mayor Cockrell shared information about each student and then Council awarded two of the three scholarships to Dylan Braddock and Blake Ramsey. Kaya Beiker was not in attendance.

Proclamation for Front Royal Federal Credit Union – Mayor Cockrell read the proclamation and awarded it to Shari Blake and Kim Darr representatives of the Credit Union.

Proclamation for Stokes General Store – Mayor Cockrell read the proclamation and awarded it to Andy Stokes, owner of the store.

**PUBLIC HEARING**

A. Special Use Permit for Short-Term Rental at 1400 Old Winchester Pike

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

*Councilman Ingram moved seconded by Councilwoman Morris that Council approve a Special Use Permit application submitted by Karen Reynoso for a short-term rental at 1400 Old Winchester Pike (tax map# 20A12-8-3)*



Councilman Rappaport voiced concern over the safety of cars parking to the right of the carport since there was a steep drop off. Deputy Zoning Administrator/Town Planner I John Ware advised that the Town did not regulate safety above and beyond the required requirements. At this time Mr. Ware gave an overview of the request noting that the applicant intended to rent the whole house with three bedrooms and no more than six occupants at a time. He advised that there was sufficient parking.

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

No – N/A

Absent – N/A

Abstain – Councilman Rappaport

ROLL CALL

B. Special Use Permit for Short-Term Rental at 331 Kerfoot Avenue

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

Mr. Ware gave an overview of the request noting that the applicant intended to rent the whole house with four bedrooms and no more than eight occupants at one time. He explained that the property did not have adequate off-street parking for the required four spaces. Councilman Rappaport questioned whether the property would be owner occupied. Mr. Ware explained that it was the applicant's primary residence and would rent it out when they were not there.

*Councilwoman Morris moved seconded by Vice Mayor Sealock to approve a Special Use Permit application submitted by Chris King-Archer requesting a short-term rental located at 332 Kerfoot Avenue (tax map# 20A6-7-9 1 & 2).*

Councilwoman Morris explained that she removed the condition of the applicant providing off-street parking because it was not feasible or fair to require four parking spaces. Councilwoman De-Domenico-Payne commented that the property was on the corner and therefore parking was sufficient.

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 for Ground Floor Dwelling at 519 Short Street

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

Mr. Ware gave an overview of the request noting that the property was damaged by fire and therefore had not been used as a dwelling unit for more than two years and pursuant to the Town Code it must be brought into compliance with the current code. Mayor Cockrell confirmed that there were currently residential units in the area. Councilman Wood questioned whether the inoperable vehicles on the property would be removed. Mr. Ware was not aware of a promise to remove vehicles.

*Councilwoman Morris moved seconded by Vice Mayor Sealock that Council approve a Special Use Permit from Short Street Properties LLC to allow a ground floor dwelling unit at 519 Short Street (tax map#20A8-19-6-9 & 10) with the following conditions: 1) the applicant must obtain all necessary zoning and building permits for the alteration/repair of the structure and 2) the applicant must establish the use pursuant to obtaining an occupancy permit with Warren County.*



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Councilwoman DeDomenico-Payne questioned whether Council was interested in placing a condition that would require setting a date of completing the renovation. Councilwoman Morris noted that the applicants currently operated businesses in Front Royal and therefore have an invested interest in the community. She applauded the applicants for seeing an opportunity on a structure that already existed. She reminded Council that the applicants wanted to ensure tonight's approval before investing in the property. Councilman Rappaport did not want to delay the renovation.

Mayor Cockrell questioned removing the inoperable vehicles. Planning Director Lauren Kopishke advised that it was considered a zoning violation and was a separate process from tonight's request.

Councilman Ingram voiced concern over the lot lines shown on the property and how that would affect future development. Ms. Kopishke advised it was not a concern at this time.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

D. Special Use Permit for Ground Floor Dwelling at 514 S. Royal Avenue

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

Mr. Ware gave an overview of the request noting that since the dwelling unit was not used as such for two years the Town Code requires that it be brought into compliance with the current code. He explained that the applicant wished to use the entry level floor and upper floor as one unit and the walkout basement as the second unit. He advised that four parking spaces were required, however the applicant was installing six. Council voiced concern about pulling out in traffic from the parking spaces in front. Mr. Ware stated that the Town only regulated the size and distance from the building.

*Councilman Rappaport moved seconded by Councilman Wood that council approve a request from Edwin S. Wright for a Special Use Permit to allow a ground floor dwelling unit at 514 S. Royal Avenue (tax map# 20A7-9B-11A, 12 & 13) with the following condition: 1) the applicant must provide adequate off-street parking per Town Code §148-870 Parking and Loading Areas.*

Councilwoman Morris made noted that the motion was read as tax map#20A7-19B-11A, 12 & 13 and it should be tax map#20A7-9B-11A, 12 & 13). **MOTION IS CORRECTED ABOVE.**

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

E. Special Use Permit for Ground Floor Dwelling at 512 S. Royal Avenue

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

Mr. Ware gave an overview of the request noting that the applicant wished to use the entry level floor as one unit and the walkout basement as the second unit. He explained that four parking spaces were required, however the applicant was installing five. Mayor Cockrell questioned the process if the structure



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were to be used for commercial in the future. Town Attorney George Sonnet advised that commercial use was by right and therefore would not come back to Council for approval. Councilwoman Morris questioned whether a short-term rental would have to acquire a Special Use Permit. Ms. Kopishke advised that it would.

*Councilman Rappaport moved seconded by Vice Mayor Sealock that council approve a Special Use Permit from Edwin S. Wright to allow a ground floor dwelling unit at 512 S. Royal Avenue (tax map #20A7-9-B-9, 10 & 11) with the following conditions: 1) the applicant must obtain all necessary zoning and building permits for the alteration/repair of the structure; 2) the applicant must establish the use pursuant to obtaining an occupancy permit with Warren County and 3) the applicant must provide adequate off-street parking to be inspected by staff prior to issuance of the Special Use Permit.*

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

F. Ordinance to Amend Town Code Chapter 66 Animals Generally to Remove Contradictory Language Currently in Town Code Chapter 175 Zoning

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

*Councilman Rappaport moved seconded by Councilman Wood that Council adopt an Ordinance to amend Town Code Chapter 66 Animals Generally to remove contradictory language currently in Town Code Chapter 175 Zoning as presented.*

Councilwoman De-Domenico-Payne suggested revisiting the chapter that would allow selling of the products the animals produced such as honey and eggs.

Councilwoman Morris voiced concern over the chicken restrictions. She noted that the issue was not the number of chickens but the coop space reminding Council that free range chickens were healthier as stated by the professional who visited Council at a work session. Councilman Rappaport stated that the professional also advised to keep the limit to six and cautioned about the safety of the chickens if too many.

Vice Mayor Sealock questioned the commercial aspect. Ms. Kopishke advised that selling in a residential neighborhood created a commercial element explaining that home occupations cannot appear to be a business from the outside.

Councilman Wood called the question.

Vote: Yes – Councilmembers Rappaport, Wood

No – Councilmembers Ingram, Morris, DeDomenico-Payne

Absent – N/A

Abstain – Vice Mayor Sealock

ROLL CALL (MOTION FAILED)

**PUBLIC COMMENTS NOT RELATED TO PUBLIC HEARINGS**

Greg Butler, 478 Poca Bella Drive, briefed Council on the Warren County EmComm Group (Warren County Amateur Radio Emergency Communications Group) and invited them to the Warren County EmComm's



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Amateur Radio Field Day event scheduled for June 22<sup>nd</sup> adjacent to the Fantasyland Playground on Commerce Avenue from 2:00pm to 9:00pm. He furnished a handout for each of them.

Tom Sayre, 835 Shenandoah Shores Road, complimented Town Manager Joe Waltz, mentioned a previous Town lawsuit and that Chick-Fil-A was coming to the Rt 522 Corridor.

Matthew Purdy, 138 Trent Trail Court, stated that Council should let a man have animals in Town.

## REPORTS

A. Town Manager Report – None

B. Town Council Reports

Councilwoman Morris advised activities of the Joint Transportation Committee that she attended noting various discussions including but not limited to the east/west connector and using Interstate 66 for emergency access.

Councilman Wood gave a shout out to C&C Frozen Treats for a great *Family Fun Day* as well as Jeans Jewelers for celebrating (26) years and Blake & Co. for celebrating (16) years. He also attended the Memorial Day Ceremony.

Councilman Ingram attended the Joint Transportation Committee and the *Wings & Wheels* event held at the Front Royal-Warren County Airport.

Councilwoman DeDomenico-Payne attended ribbon cuttings for Money Pit Recording Studio and Progressive Automotive. She also attended the Joint Planning Commission Meeting, South Street Bridge Dedication for Lt Patrick Farrell and toured the Baymont Hotel. She thanked all the military men and women for their service.

Councilman Rappaport attended Melissa Ichiuji's *Landscape of Desire* art exhibit, the *Wine and Craft Festival* and the Memorial Day Ceremony.

C. Report of the Mayor – Mayor Cockrell participated in the *Front Royal Rotary Crawl* on Main Street. She attended ribbon cuttings for Progressive Automotive, CBM Team of Supreme Lending Event, Service Title LLC, Doubletree by Hilton, and Blue Ridge Mental Healthcare. She also attended the South Street Bridge Dedication for Lt Patrick Farrell, Reaching out Now Event "*Safe at Home*", Farmers Market Downtown, *Wine and Craft Festival*, graduations for Skyline High School, Warren County High School and R-MA and the Memorial Day Ceremony. She invited everyone to the Town's Open House on June 22<sup>nd</sup>.

## CONSENT AGENDA ITEMS

A. FY24 Budget Amendment to Receive Funds for Electric Pole Stock Replacement

Council approved a budget amendment for the Town's fiscal year 2023-2024 budget in the amount of \$20,721.76 to reimburse the Town for replacement of 22 electric poles from Bright Speed.



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B. FY24 Budget Amendment for Financing and Purchase of Single Axle Vac Truck

Council approved the purchase of a new single axle flush-vac truck from Atlantic Machinery Inc. using the cooperative contracting via the Virginia Sheriff's Association Heavy Equipment Procurement Program bid# 24-05-0713 in the amount of \$451,518.00; furthermore Council approved lease financing for the total amount of \$456,018.00 from Home Trust Bank for a term of 7 years with fixed rate of 4.96% with semi-annual payments of \$38,899.81 and lastly Council approved a FY24 Budget Amendment in the amount of \$451,518.00 to increase revenues to receive the loan proceeds and \$451,518.00 to increase expenses for the purchase of the single axle -vac truck and \$4,500 for VML VACO service fee.

C. FY2024-2024 Write Off for Bad Debt

Council approved the removal of 5 years or older of outstanding accounts receivable (bad debts) totaling \$48,897.84 (151 utility accounts) on the Town's ledger for the remainder of fiscal year 2023-2024.

D. Appointments to the Planning Commission

Council appointed Gary Gillispie to the Planning Commission to an unexpired term ending August 31, 2026 and Megan Marrazzo to an unexpired term ending August 31, 2024.

Vice Mayor Sealock moved seconded by Councilman Ingram that Council approve the Consent Agenda as presented.

Mayor Cockrell recognized the Planning Commission Appointments and advised the public of the several vacancies currently on other boards.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

**BUSINESS ITEMS**

A. Request to Waive the Sidewalk Requirement for 831 W. 16<sup>th</sup> Street

Councilman Rappaport moved seconded by Councilwoman De-Domenico-Payne that Council approve the request from Aaron Hike for a waiver of the sidewalk requirement at 831 W. 16<sup>th</sup> Street.

Councilwoman Morris advised that the closest sidewalk was approximately 1,000 feet away.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

B. Amendment to the Town Manager Contract

Councilwoman DeDomenico-Payne moved seconded by Vice Mayor Sealock that council approve the amendment to the Town Manager Agreement, between the Town of Front Royal and Joseph Waltz as presented with the Mayor to execute the amendment on behalf of Council and the Town.

Council gave their appreciation to Mr. Waltz for his dedication, calm/cool demeanor, leadership, and service to the community.



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No – N/A  
Absent – N/A  
Abstain – N/A

ROLL CALL

#### CLOSED MEETING

*Councilwoman Morris moved seconded by Councilman Ingram moved that Town Council convene a closed meeting, pursuant to Sections 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 dissolution of the Industrial Development Authority of the Town of Front Royal and The County of Warren.*

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

Meeting adjourned approximately 9:30 pm.

Approved by Town Council  
Date: 6/24/24