



TOWN COUNCIL REGULAR MEETING

June 24, 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 2024 Council Meeting minutes of May 28th Regular Meeting, June 3rd work session and June 10th work session, 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 Marlow Motor Company
- B. Proclamation for Drinking Water and Wastewater Professionals Day
- C. Proclamation for Town Employee Appreciation Week

7. PUBLIC HEARINGS

- A. Special Use Permit for a Lodging House at 1324 Old Winchester Pike for Abode of Liberation
- B. Special Use Permit to Convert a Motel into a 39-Unit Apartment Building at 10 Commerce Avenue for CCC Enterprises of VA
- C. Special Exception to Parking Requirements at 10 S. Commerce Avenue for CCC Enterprises of VA
- D. An Ordinance to Amend Town Code Chapter 158-6 for the Adoption by Reference of the State Vehicular Laws

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. Bid for Tree Trimming Services
- B. FY24 Budget Amendment and Transfer for Additional Revenue
- C. Blanket Resolution for Project Funding Commitment/Projects Under Agreement with VDOT

11. Business Items

- A. Approve Offer from Property Connection LLC to Purchase 3,390 Square Feet of 7th Street at its Intersection with Kibler Street

12. CLOSED MEETING

13. Adjourn



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.

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 moved seconded by that Council approve the Council Meeting minutes of Special Meeting April 18th, Regular Meeting April 22nd, Joint Work Session with Planning Commission April 29th and Regular Work Sessions May 6th and May 13th, 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.



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



Amateur Radio Field Day event scheduled for June 22nd 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 22nd.

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. 16th 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. 16th 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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Vote: Yes – Councilmembers Sealock, Ingram, Morris, Rappaport, DeDomenico-Payne, Wood
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: _____



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 (Remote)

Councilman Wood stated that he would be remote tonight due to a medical procedure. Council did not object to Mr. Wood being remote.

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

New Business and/or and Advertise for Public Hearing on Monday, June 24th -

A. Special Use Permit for a Lodging House at 1324 Old Winchester Pike – Abode of Liberation – Deputy Zoning Administrator/Town Planner I John Ware reminded Council that they approved a rezoning for this property from R-1 to R-3 on March 25th allowing for the proposed use of a non-profit lodging housing offering refuge for adults of different abilities and their caregivers. He advised that the house had seven bedrooms with ample parking. Council agreed to advertise for a public hearing on June 24th.

B. Bid for Tree Trimming Services – Finance Director BJ Wilson requested that Council award a contract to Thompson's Tree Service, LLC for tree trimming services. Council agreed to add to consent on June 24th.

C. Open House Event on June 22nd – Town Manager Joe Waltz advised Council that the Town was planning an Open House on June 22nd from 12pm – 3pm at the Gazebo Area on Main Street. He stated that every department would have a table focused on educating the citizens and providing information. He asked Council what they would like to do during the event and what their expectations were. Council suggested name tags, set up a table so they could rotate manning it and look into getting shirts made.

Old Business

Special Use Permit to Convert Motel into a 39-Unit Apartment Building at 10 Commerce Avenue for CCC Enterprises LLC of Virginia – Director of Planning Lauren Kopishke advised that the applicant was requesting permission to convert the use from a hotel/motel to a 39-apartment complex with a mixture of one-to-two-bedroom apartments with over 600 square feet per unit. She reviewed a list of amenities that would be used exclusively for the residents. It was confirmed that there would be laundry facilities on each floor.

Town Attorney George Sonnett reminded Council that tonight was informational only and an opportunity to ask questions, not a discussion on the pros/cons as those discussions would be during the public hearing process. Mayor Cockrell reminded Council that there were many questions at the last meeting regarding how much the Town could control pertaining to renters and the rent amount. Ms. Kopishke advised that Council was to determine whether the requested use meets the Town Code and if the use was appropriate for the parcel. There was much discussion about how each apartment would be accessed and how it looked



from the street. It was determined that there was no deadline for the start and/or completion of the project. Ms. Kopishke confirmed that the elevators would stay active.

Councilman Wood (remote) noted that there were other older motels similar to this one suggesting Council to look at that moving forward. He reminded them that tonight's discussion was whether or not to allow the applicant to change the use. He stated that the applicant's current business allowed him to rent to anyone at any time.

Councilwoman DeDomenico-Payne questioned what the business plan was if it were to stay a hotel. Ms. Kopishke advised that it was more appropriate for the applicant to speak at the public hearing on that question. Council agreed to advertise for a public hearing on June 24th.

Special Exception to Reduce Parking at 10 S. Commerce Avenue for CCC Enterprises LLC of VA – Ms. Kopishke advised that there were (106) parking spaces that didn't meet current standards and that parking should be 30 feet from the property line. She continued that the special exception request was to reduce the parking setback and keep the parking space size at the current 9' x 18' and not the required 10' x 20'.

Councilman Wood (remote) suggested to not impose a tighter restriction on the application, noting that it had functioned for 60+ years as it currently stood. Mr. Sonnett voiced concern over an explicit condition if the Special Use Permit were granted. Ms. Kopishke advised that she would look into that further. Council agreed to advertise for a public hearing for the June 24th.

FY24 Budget Amendment & Transfer for Additional Revenue – Director of Finance BJ Wilson advised that staff was recently made aware that the Virginia Department of Transportation (VDOT) tentatively planned on awarding Transportation Alternative Program (TAP) funds to the Town for the West Criser Sidewalk Project in June 2024. While the project (Skyline Vista Drive to Route 340S) was currently estimated to be \$3.1 million, the Town would be responsible for 20% of the project which would be approximately \$629,782. Staff suggested allocating the additional funds of \$535,000 toward this project.

Mr. Waltz reminded Council that pedestrian safety came out of their March retreat. He noted that the entire sidewalk project from Luray Avenue to Route 340 South was estimated to cost over \$7million. He continued that once the TAPS grant was determined to pay 80% of the project it was broken into two phases with the most important piece being from Skyline Vista Drive to Route 340 South. He stated that this was a "big win" for Front Royal, and it was his recommendation to divert the funds to this project. Mr. Waltz commended staff for their attention and due diligence in meeting deadlines to apply for these funds. Council also thanked staff for their hard work. Council agreed to add this item to the consent agenda for June 24th.

Adjourned approximately 7:56pm

Approved by Town Council

Date: -----



Roll Call by Clerk of Council

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

ABSENT: Vice Mayor R. Wayne Sealock
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

Presentation by Lisa Schwartz of the Beautification Committee of Front Royal – Mrs. Schwartz gave a brief presentation on what the Committee's mission and purpose were along with a history of how the Committee began (31) years ago. She stated the many benefits the various plantings gave the community and what accomplishments the Committee has made over the years. She completed her presentation on the new initiatives for 2024, future plans and upcoming events. She voiced her appreciation for all the support the Town had given the Committee over the years and asked for continued support. She closed with this quote for all *"Remember one thing: That you should not leave the Earth until you have made it A little more beautiful, A little lovelier, A little more loving."* Osho

Mrs. Schwartz confirmed that the tree plantings were not saplings but large substantial trees. She explained that native trees were used as much as possible; however, the crepe myrtles were not native. Town Manager Joe Waltz explained that the flowering baskets were now self-watering which reduced the Town's manpower by half. He confirmed that there was money in the Town's Horticulture Department's budget for in-kind labor to assist with plantings and flower baskets.

New Business

A. Request to Vacate a Portion of an Alley Behind 125 W. 8th Street – Mr. Waltz stated that the applicant (Mike McCool) was requesting to vacate approximately 2,000 square feet of an alley behind his property at 125 W. 8th Street to be used as an additional buffer from the construction of (5) townhouses on 9th Street. He showed a GIS plat that gave the location of the alley in relation to the request. He explained that if the request was approved as suggested it would leave the rest of the alley with no access. He also noted that another alley going in another direction would also be affected. Therefore, staff recommended that both alleys be vacated to eliminate any access issues, noting the current encroachments. He advised that there were no utilities or future plans for the alleys. Mr. Waltz suggested moving forward with notification of adjoining property owners of both alleys and of a public hearing to be held in July.

It was noted that the public hearing would bring out any concerns from the adjacent property owners. Mr. Waltz confirmed that all adjacent property owners are notified by certified mail so staff can keep track of those who received the letters. Council voiced concern that some property owners may have the interest but not the means to purchase. Council agreed to advertise for a public hearing on July 22nd.



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B. Blanket Resolution for Project Funding Commitment and Projects Under Agreement with VDOT—Infrastructure Manager Steve Scheulen noted that the resolution was specific for Happy Creek Road Phase II using VDOT'S SMART SCALE Program. He explained that the pre-application was completed in April and the final application opened June 1st. He noted that the one requirement for the application was a blanket resolution from the governing body. He explained that a blanket resolution had no dollar amount because that would commit the Town to that amount. Mr. Waltz advised that VDOT contacted the Town and suggested putting this project in SMART SCALE due to changes in their metrics. Council agreed to place under the consent agenda on June 24th.

Old Business

Local Board of Building Code Appeals (LBBCA) Membership – Director of Planning Lauren Kopishke gave a brief presentation on the state code requirements of a LBBCA noting they must have a minimum of (5) members to function and currently they were short two members. She also suggested appointing (2) alternates who would serve when a board member could not. There was discussion about Town and County residents serving noting that the Town Code specifically stated three Town residents and two County residents but no mention of alternates status. Mr. Sonnett stated that he had to review the residency requirements further. In the meantime, Council agreed to have applications available for all boards and commissions at the Town's Open House on the 22nd.

Closed Meeting

Councilman Rappaport moved seconded by Councilwoman Morris that Town Council convene a closed meeting, pursuant to Sections 2.2-3711 and 2.2-3712 of the Code of Virginia, for the following purposes and that Council consider taking action on these matters in open session:

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, a) an offer to purchase a conditionally vacated portion of 7th Street (3,390 square feet) located at its intersection with Kibler Street and b) a request from HEPTAD, LLC.

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

No – N/A

Absent – Vice Mayor Sealock and Councilman Wood

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 Ingram, Morris, Rappaport, DeDomenico-Payne

No – N/A

Absent – Vice Mayor Sealock and Councilman Wood

Abstain – N/A

ROLL CALL



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Open session

Councilwoman Morris moved seconded by Councilwoman DeDomenico-Payne that Council deny an extension of the deadline for submission of a Planned Neighborhood Development Plan, pursuant to Town Code §175-37.18, as requested by HEPTAD LLC by letter dated May 31, 2024.

Councilwoman Morris stated that the request was not timely submitted as required by Town Code §175-37.18, requiring request at least (20) days prior to expiration. Furthermore, the requesting party asked for immediate action. Lastly, Leach Run Parkway's right-of-way has not been conveyed to the Town, as required by the 2012 proffers.

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

No – Councilman Rappaport

Absent – Vice Mayor Sealock and Councilman Wood

Abstain – N/A

ROLL CALL

Adjourned approximately 9:32pm

Approved by Town Council

Date: -----

DRAFT



PROCLAMATION MARLOW MOTORS FRONT ROYAL CELEBRATING 77 YEARS

WHEREAS, the automobile manufacturing was to a near halt in the mid-1940's as factories were converted to the war effort; and,

WHEREAS, when the production resumed at the war's end the demand for automobiles far exceeded the supply creating the "wait" and,

WHEREAS, tired of waiting entrepreneur and founder Guy Marlow opened Marlow Motor Company (a Kaiser-Frazier Dealership) in 1947; and,

WHEREAS, the Marlow Motor Company added the Jeep line in 1964, purchased G.W. Motors in 1983 which is known as Marlow's' Tri-State Nissan, added Dodge, Chrysler and Plymouth in 1990 and opened Marlow Ford in Luray, Virginia in 2000; and,

NOW THEREFORE BE IT RESOLVED, the Mayor and Town Council do hereby proclaim that *Marlow Motors Front Royal* celebrates 77 years of business in the Town of Front Royal.

APPROVED:

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley, Clerk of Council



**PROCLAMATION
DRINKING WATER AND WASTEWATER
PROFESSIONALS DAY
June 30, 2024**

WHEREAS, conscientious regulation and operation of drinking water treatment plants and distribution systems helps prevention contamination and other avoidable incidents that threaten the health and well-being of our customers; and,

WHEREAS, the Town of Front Royal Wastewater Treatment Plant treats an average of 4.2 million gallons of wastewater each day and the Water Treatment Plant treats an average of 2 million gallons of water each day; and,

WHEREAS, the Town of Front Royal drinking water and wastewater professionals are dedicated to keeping drinking water and treated wastewater clean and free of substances harmful to both humans and the environment; and,

NOW THEREFORE BE IT RESOLVED, the Mayor and Town Council do hereby proclaim June 30, 2024 as *DRINKING WATER AND WASTEWATER PROFESSIONALS DAY* in the Town of Front Royal.

APPROVED:

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley, Clerk of Council



PROCLAMATION EMPLOYEE APPRECIATION WEEK July 7 – 14, 2024



WHEREAS, employees are professionals who provide quality public service to the Town of Front Royal residents, customers and visitors seven days a week, 24-hours a day, in all types of weather; sometimes working outside their normal job duties to assist during an emergency and/or during unforeseen circumstances; and,

WHEREAS, during those time of working after hours employees are taken away from their families for long periods of time which is a reflection of their dedication and accountability to the people in their community in times of safety and inconveniences; and,

WHEREAS, Town employees assist turning chaos into order, confusion into clarity and bringing peace for today to create a vision for tomorrow within the organization and the Town of Front Royal; and,

WHEREAS, the Town of Front Royal has 173 full and part-time employees recognized in the departments of:

- Community Development/Tourism
- Energy Services
- Finance/Purchasing
- Fleet Management
- Human Resources & Risk Management
- Information Technology
- Planning & Zoning
- Public Safety
- Public Works
 - o Building/Grounds
 - o Horticulture
 - o Solid Waste
 - o Street Maintenance
 - o Water/Sewer Maintenance
 - o Wastewater Treatment Plant
 - o Water Treatment Plant
- Town Attorney
- Town Clerk of Council
- Town Manager

NOW, THEREFORE BE IT RESOLVED that the Mayor and Town Council of the Town of Front Royal, Virginia hereby express deep and sincere gratitude to all the employees of the Town of Front Royal for their ultimate sacrifices and vital contributions to all our citizens and that July 7 – 14, 2024 be proclaimed as “*Employee Appreciation Week*” for all the employees of 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 June 24, 2024



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: June 24, 2024

Item# 07A

Agenda Item: PUBLIC HEARING – Special Use Permit for a Lodging House at 1324 Old Winchester Pike for Abode of Liberation

Summary: Council has received a request from Abode of Liberation (owner Jenelle Embrey) for a lodging house at 1324 Old Winchester Pike (tax map 20A12-4-6) and zoned R-3 Residential District. The proposed use is for a non-profit lodging house offering refuge for adults of different abilities and their caregivers. The home has seven bedrooms. Two caregivers will be present during daytime hours. There is one parking space per room and an additional two parking spaces for employees. The survey plat shows ten parking spaces, and the parking area offers additional parking. The Planning Commission recommended approval with no conditions.

Budget/Funding: None

Meetings: Work Session held June 3, 2024.

Proposed Motions:

- 1) I move that Council grant a Special Use Permit for a lodging house to Abode of Liberation at 1324 Old Winchester Pike (tax map 20A12-4-6) as presented.
- 2) I move that Council grant a Special Use Permit for a lodging house to Abode of Liberation at 1324 Old Winchester Pike (tax map 20A12-4-6) subject to the following conditions _____.
- 3) I move that Council deny a Special Use Permit for a lodging house to Abode of Liberation at 1324 Old Winchester Pike (tax map 20A12-4-6).

Moved _____ *Seconded* _____

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

PUBLIC HEARING

2400019 – SPECIAL USE PERMIT

ABODE OF LIBERATION

1324 OLD WINCHESTER PIKE



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

**Planning Commission Regular Meeting
May 15, 2024**

APPLICATION #:

2400019

APPLICANT:

Abode of Liberation/Jenelle Embrey

APPLICATION SUMMARY:

A Special Use Permit application has been submitted for a Lodging House located at 1324 Old Winchester Pike. The proposed use is for a Non-Profit Lodging House offering refuge for adults of different abilities and their caregivers. The home has seven (7) bedrooms.

GENERAL INFORMATION:

<i>Site Addresses</i>	1324 Old Winchester Pike
<i>Property Owner(s)</i>	Jenelle Embrey
<i>Existing Zoning</i>	R-3, Residential District
<i>Historic District</i>	No
<i>Proposed Use</i>	Lodging House
<i>Tax Identification</i>	20A12-4-6
<i>Location</i>	The property is located between Crisman Drive and Riverside Drive.

Vicinity Map (Warren County GIS)



INFORMATION ON THE APPLICATION:

<i>Town Code</i>	175-3, LODGING HOUSE - A residential building, other than a hotel, motel, or bed-and-breakfast home, where lodging is provided for compensation on a regular basis, pursuant to previous arrangements, but which is not open to the public or transient guests. Meals may be provided to the residents in a central location; however, no provisions shall be made for cooking in individual rooms or units. The maximum number of rooms or units shall be controlled by the area requirements of the district in which the use is located, but in no case shall the total number of lodging rooms or units exceed ten (10). A "Lodging House" shall also be known as a "Rooming House" or a "Boarding House." 175-30 USES PERMITTED BY SPECIAL PERMIT (R-3) The following uses are permitted within the R-3 District only by approval of a special use permit, except as prohibited or restricted by separate restrictions of record that may pertain to property within the R-3 District: <u>RESIDENTIAL:</u> Apartments as set forth in Section 175-113. Townhouses on sites over one (1) acre, as set forth in Section 175-112. <u>COMMERCIAL:</u> Bed and Breakfast Uses set forth in Town Code Section 175-107.2. Community Centers (public). Conversion of a structure originally designed and intended for occupancy as a single-family dwelling into a structure with more than one (1) dwelling. Day care, and day-care facilities as set forth in the Town Code Section 175-107.1. Nursing homes, as set forth in Section 175-107. <u>INDUSTRIAL:</u> <u>ORGANIZATIONAL:</u> Art galleries and museums. Fire and Rescue Squad & Police Stations Public Libraries Community Center (public) <u>MISCELLANEOUS:</u> Any use permitted under Section 175-29, or specifically listed above under this subsection, that proposes to occupy a building or structure that exceeds the height requirements of Section 175-36, subject to the
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	requirements of Section 175-136. Additional heights approved by a special use permit shall be required to increase the required setback and yard area requirements by an equivalent distance from each property line. Cemetery, subject to the provisions in Section 175-107.4. (Added 4-24-23-Effective Upon Passage) Lodging houses, rooming houses, and boarding houses. Such other uses as determined similar to one or more enumerated uses by the Zoning Administrator. (Amended 10-23-89. 7-28-08. 7-23-12 and 6-22-15-Effective Upon Passage)
148-870 Parking requirements	One (1) parking space per room and an additional two (2) parking spaces for employees. The home has seven (7) bedrooms and currently has two (2) Caregivers present during the daytime hours. The submitted Survey Plat shows ten (10) parking places and the parking area also offers additional parking.
Project Summary	A Special Use Permit (SUP) Application has been submitted by the Abode of Liberation for a Lodging House located at 1324 Old Winchester Pike. The property was recently rezoned to R-3, Residential District. Lodging House use is required by SUP per Town Code 175-30. The previous owner operated a Bed and Breakfast Home at the location. The Town Code differentiates between a Lodging House and a Bed and Breakfast Home. The applicant's request for the SUP is to bring the property into full compliance with the Town Code and eventually the issuance of a Town Business License.
Staff Recommendation	Staff recommends approval with No Conditions being placed on the property.

ATTACHMENTS: 1) Application and associated documents from the applicant.



TOWN OF FRONT ROYAL

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

Main: 540.635.4236
Fax: 540.631.2727
www.frontroyalva.com

SPECIAL USE PERMIT REQUEST

FRSPU 2400019

APPLICANT:

NAME Abode of Liberation PHONE 540.454.2161

ADDRESS 1324 Old Winchester Pike, Front Royal, VA 22630

E-MAIL Jenelle@AbodeOfLiberation.com

PROPERTY OWNER:

NAME Jenelle Embrey PHONE 540.454.2161

ADDRESS 1324 Old Winchester Pike, Front Royal, VA 22630

E-MAIL Jenelle@AbodeOfLiberation.com

PROPERTY DESCRIPTION

PROPERTY ADDRESS 1324 Old Winchester Pike, Front Royal, VA 22630

TAX MAP 20A124 SECTION 20A124 BLOCK 20A124 LOT 6

SUBDIVISION NAME 20A12 4 ACREAGE .89

REQUEST

ZONING DISTRICT Residential District R-3 (permits a boarding house via SUP)

PROPOSED USE OF PROPERTY Nonprofit Boarding House for people of different abilities and their caregivers

SPECIFIC SPECIAL USE PERMIT REQUEST _____

Permission to bring my nonprofit boarding house into compliance via SUP

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

1. Survey/Plat of property showing all **existing** improvements.
(10 copies if larger than 11" X 17")
2. Site Plan Application pl w/cc
3. Application Fee of \$400.00 Receipt # 1072 Date Paid 1-5-2024
4. Additional information as required by the Dept. of Planning & Community Development.

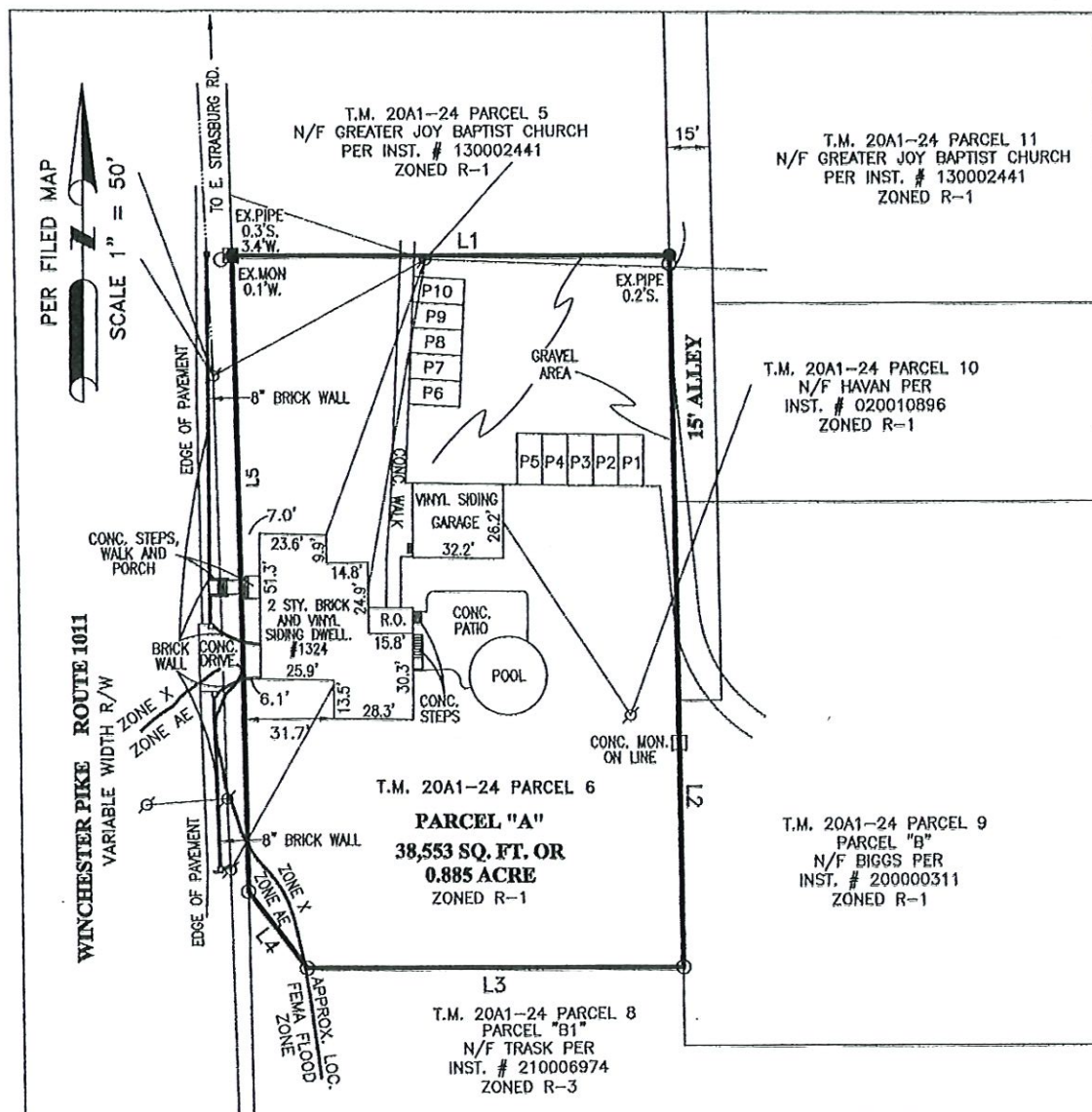
CERTIFICATION

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

Signature Jenelle Embrey Date 3/19/2024

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

RECEIVED
JAN - 5 2024
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT



NO TITLE REPORT FURNISHED TO THIS OFFICE.
SUBJECT TO ANY AND ALL EASEMENT OF RECORD.

DERIVATION OF TITLE TO: JE NELLE EMBREY
PER INSTRUMENT # 200008957.

SUBJECT PARCEL SITUATED IN FLOOD ZONES X AND AE
PER FIRM MAP NO. 51187C0104C EFFECTIVE DATE
JUNE 3, 2008.

PROPERTY ZONED R-1.

SURVEY OF PARCEL "A" PER PLAT OF RE-SUBDIVISION OF
LOTS 1, 3 AND THE J.E. LENT LOTS AT RIVERTON
RECORDED IN DEED BOOK 273 PAGE 137

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
AUGUST 13, 2020
DECEMBER 26, 2023 ADD PROP. PARKING





REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: June 24, 2024

Item# 07B

Agenda Item: PUBLIC HEARING – Special Use Permit to Convert a Motel Into a 39-Unit Apartment Building at 10 Commerce Avenue for CCC Enterprises of VA

Summary: Council has received a request from CCC Enterprises LLC of VA for a Special Use Permit to convert a three-story motel into a three-story 39-unit apartment building located at 10 S. Commerce Avenue (tax map 20A8-22-6) and zoned C-1, Community Business District. The Planning Commission held a Public Hearing April 17, 2024 and recommended approval with the following condition: 1) the applicant must provide adequate off-street parking per Town Code Chapter 148-870 Parking and Loading Areas.

Budget/Funding: None

Meetings: Work Sessions held May 6 and June 3, 2024

Proposed Motions:

- 1) I move that Council grant a Special Use Permit for CCC Enterprises LLC of VA for a Special Use Permit to convert a three-story motel into a three-story apartment building, with a maximum of (39) dwelling unit sized apartments, located at 10 S. Commerce Avenue (tax map 20A8-22-6) subject to the following condition(s): 1) the applicant must provide adequate off-street parking per Town Code Chapter 175-104 Off-Street Parking and Chapter 148-870 Parking and Loading Areas and 2) _____.
- 2) I move that Council deny a Special Use Permit for CCC Enterprises LLC of VA for a Special Use Permit to convert a three-story motel into a three-story apartment building, with a maximum of (39) dwelling unit sized apartments, located at 10 S. Commerce Avenue (tax map 20A8-22-6).

Moved _____ Seconded _____

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

PUBLIC HEARING

2400207 – SPECIAL USE PERMIT

10 S. COMMERCE AVENUE

Town Zoning Map (Warren County GIS) – 10 S. Commerce Avenue



10 S. Commerce Avenue



Rear Elevation – 10 S. Commerce Avenue



Right-Rear Elevation – 10 S. Commerce Avenue



**INFORMATION ON
THE APPLICATION:**

The applicant is requesting to convert a 3-story motel into a 3-story apartment building with 13 units per floor.

The proposal would include the following unit breakdown:

24 - One bedroom

3 - One bedroom with den

12 - Two bedroom

39 Units (minimum unit size 600 SF)

Typical interior elevation:



Open Space and Laundry Facility – open glass for safety/visibility purposes.



Proposed Exterior Rendering



COMPREHENSIVE PLAN CONFORMANCE

This application conforms to and supports the goals and objectives of the Towns Comprehensive Plan. The implementation matrix specifically encourages the following:

Focus on where to place new housing and local/unique retail.	Year one	P&Z staff, PC, and TC (ordinance change)
Continue to concentrate big box retail in existing locations. Big Box retailers and national chains can have a place in the Town, but the focus should be on locally owned businesses. The Town will not encourage the expansion of national retailers/big box entities.	Year one, ongoing	P&Z staff, PC, and TC (ordinance change), P&Z staff, ongoing enforcement
Increase density in areas that are an easy walk or bike to downtown, creating a population that will demand services downtown. The Town and County can help implement this action through zoning ordinance.	Year one, ongoing	P&Z staff, PC, and TC (ordinance change), P&Z staff, ongoing enforcement
Support development on vacant properties or redevelopment of properties that have fallen into disrepair, especially along the Main Street corridor.	Year one, ongoing	TC, PC, P&Z staff
Support development on vacant properties or redevelopment of properties that have fallen into disrepair, especially along the Main Street corridor.	Year one, ongoing	TC, PC, P&Z staff

RECOMMENDATION:

Staff recommends approval of the Special use permit with the following condition:

1. The applicant must provide adequate off-street parking per 148-870 Parking and Loading Areas.

ATTACHMENTS: Application and associated documents from the Applicant.



TOWN OF FRONT ROYAL

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

Main: 540.635.4236
Fax: 540.631.2727
www.frontroyalva.com

SPECIAL USE PERMIT REQUEST

Application # 2400 207

APPLICANT:

NAME CCC Enterprises Inc of VA PHONE 610 999 7093
ADDRESS 10 South Commerce Ave Front Royal, VA 22630
E-MAIL baymontfr10@gmail.com

PROPERTY OWNER:

NAME CCC Enterprises Inc of VA PHONE 610 999 7093
ADDRESS 10 South Commerce Ave Front Royal, VA 22630
E-MAIL baymontfr10@gmail.com

PROPERTY DESCRIPTION

PROPERTY ADDRESS 10 S. Commerce Ave. Front Royal VA 22630
TAX MAP 20A8226 SECTION 22 BLOCK _____ LOT 6
SUBDIVISION NAME _____ ACREAGE 1.75
ZONING DISTRICT C1 C-1

REQUEST

PROPOSED USE OF PROPERTY Multi-Family Apartments

SPECIFIC SPECIAL USE PERMIT REQUEST We are seeking to convert a three story motel into a 39 unit apartment building for young professionals. We feel the proximity to downtown is a great location for living and promotes more foot traffic.

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

1. Survey/Plat of property showing all existing improvements.
(10 copies if larger than 11" X 17" and provide a digital copy)
2. Site Plan Application
3. Application Fee of \$400.00 Receipt # _____ Date Paid 3/12/24 Check # 1152
4. Additional information as required by the Dept. of Planning & Community Development.

CERTIFICATION

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

Applicant Signature _____ Date 03/11/24

Property Owner Signature _____ Date 03/11/24

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

The Baymont

Special Use Permit
3.11.2024

TYPICAL APARTMENT

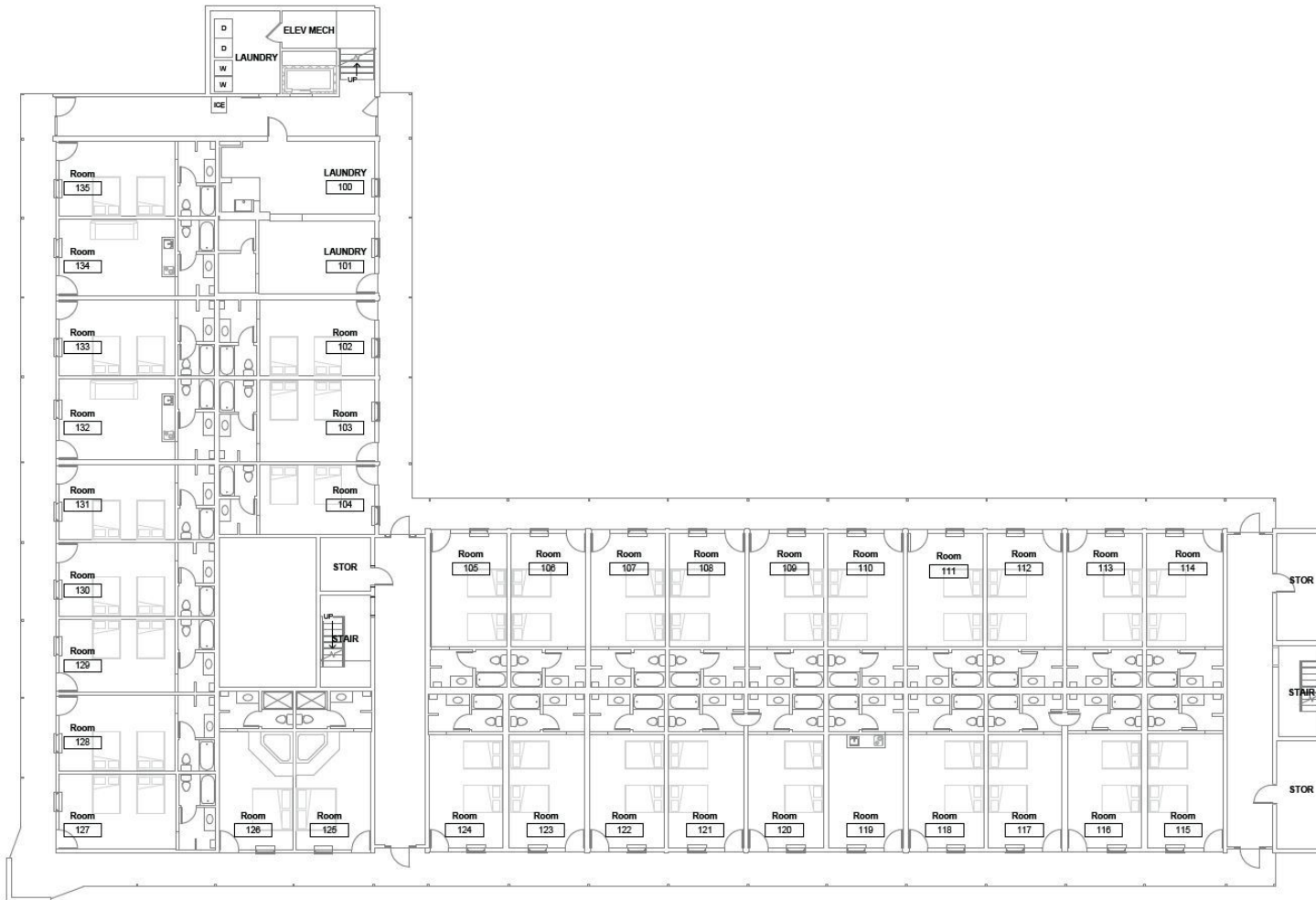


TYPICAL COMMON SPACE

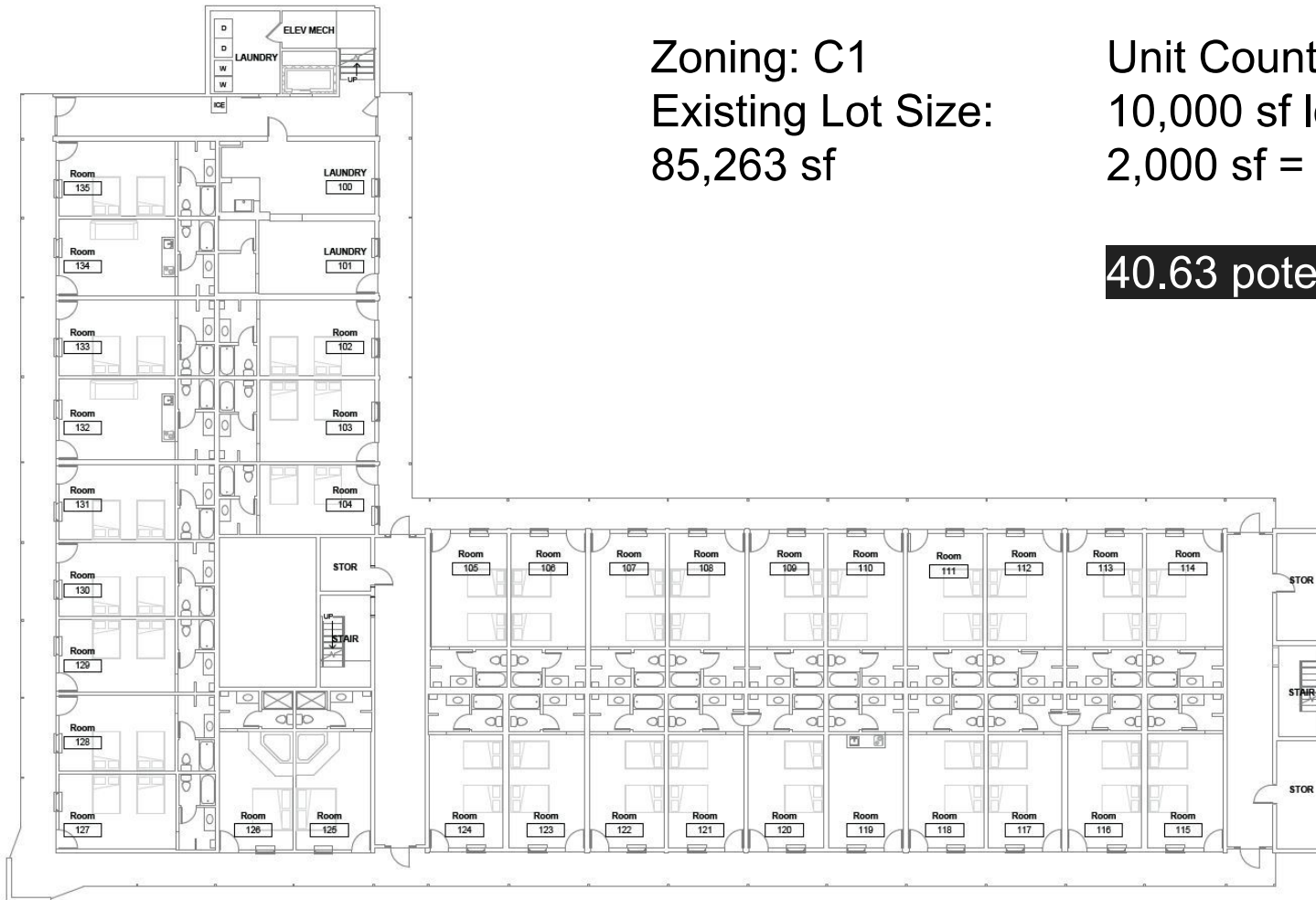


EX





Existing Plan

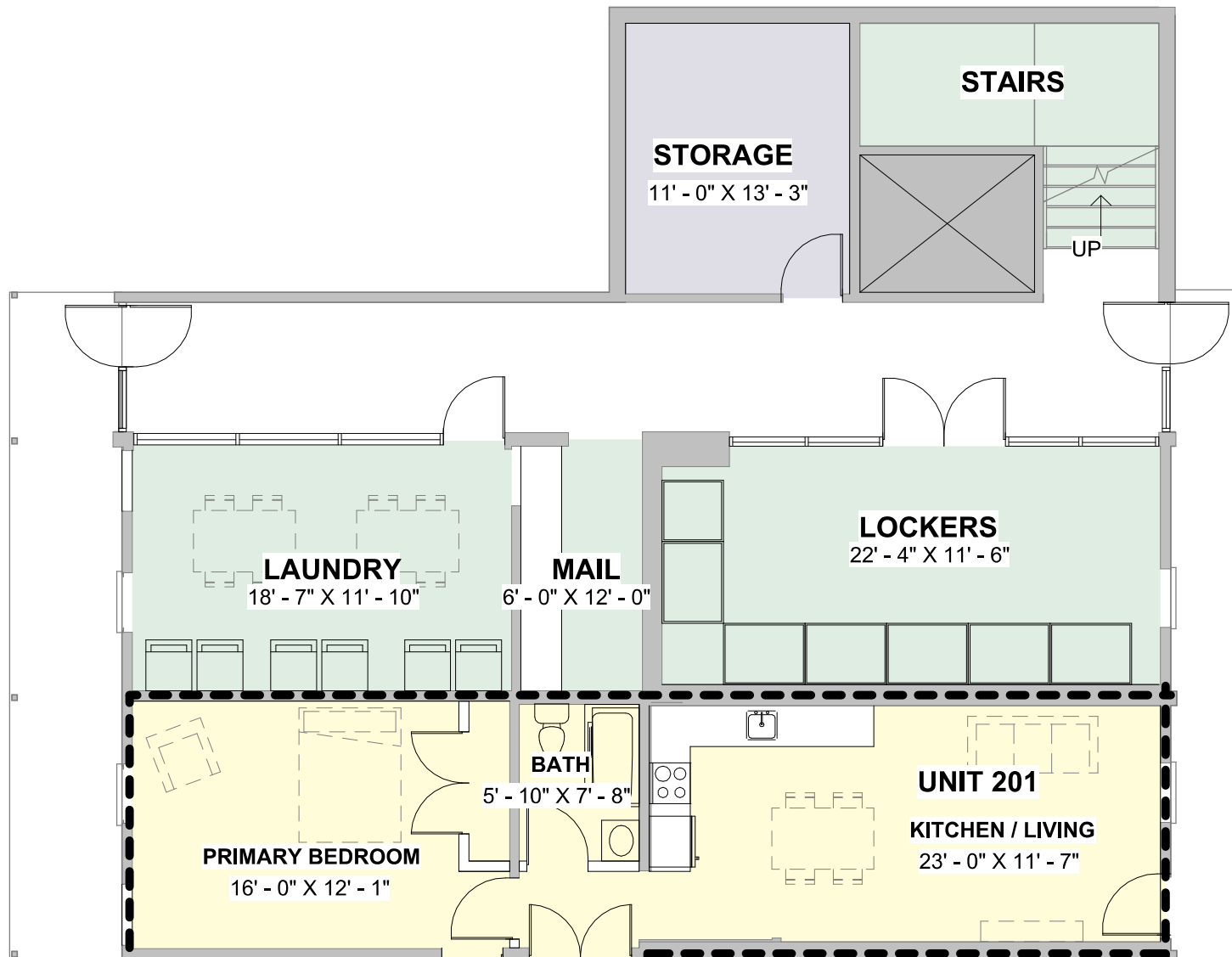


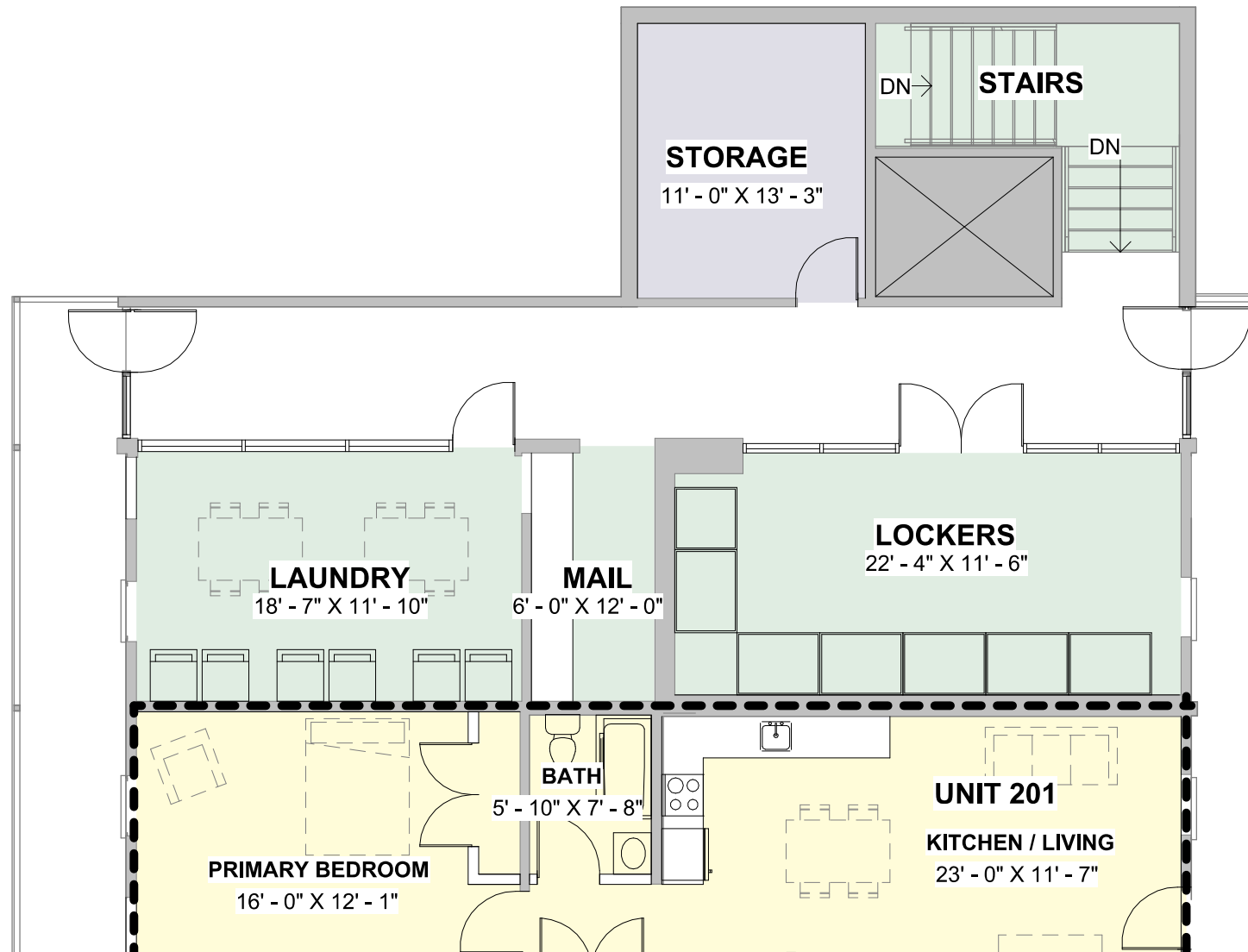
Zoning: C1
Existing Lot Size:
85,263 sf

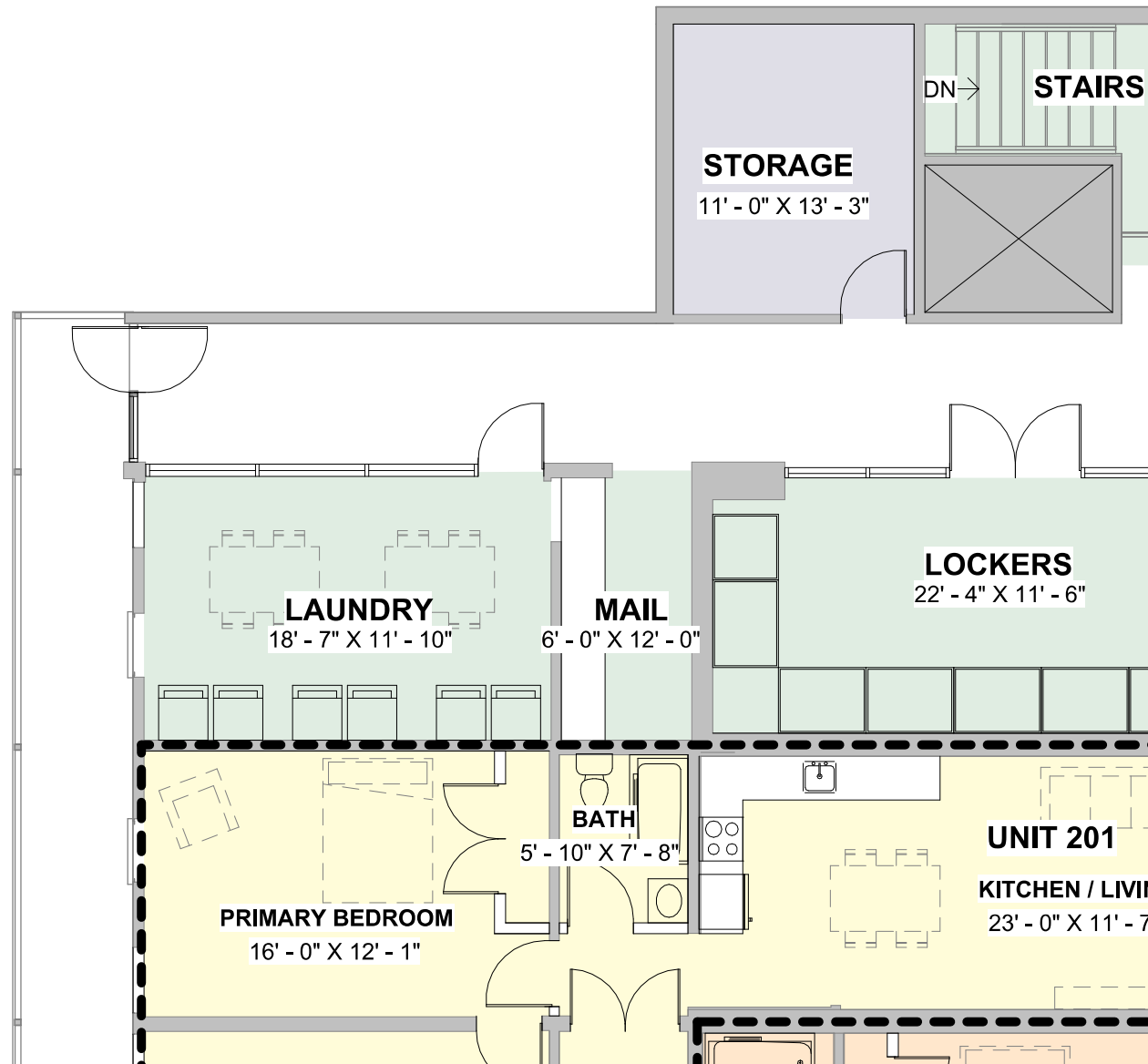
Unit Counts:
10,000 sf lot = first 3 units
2,000 sf = 1 additional unit

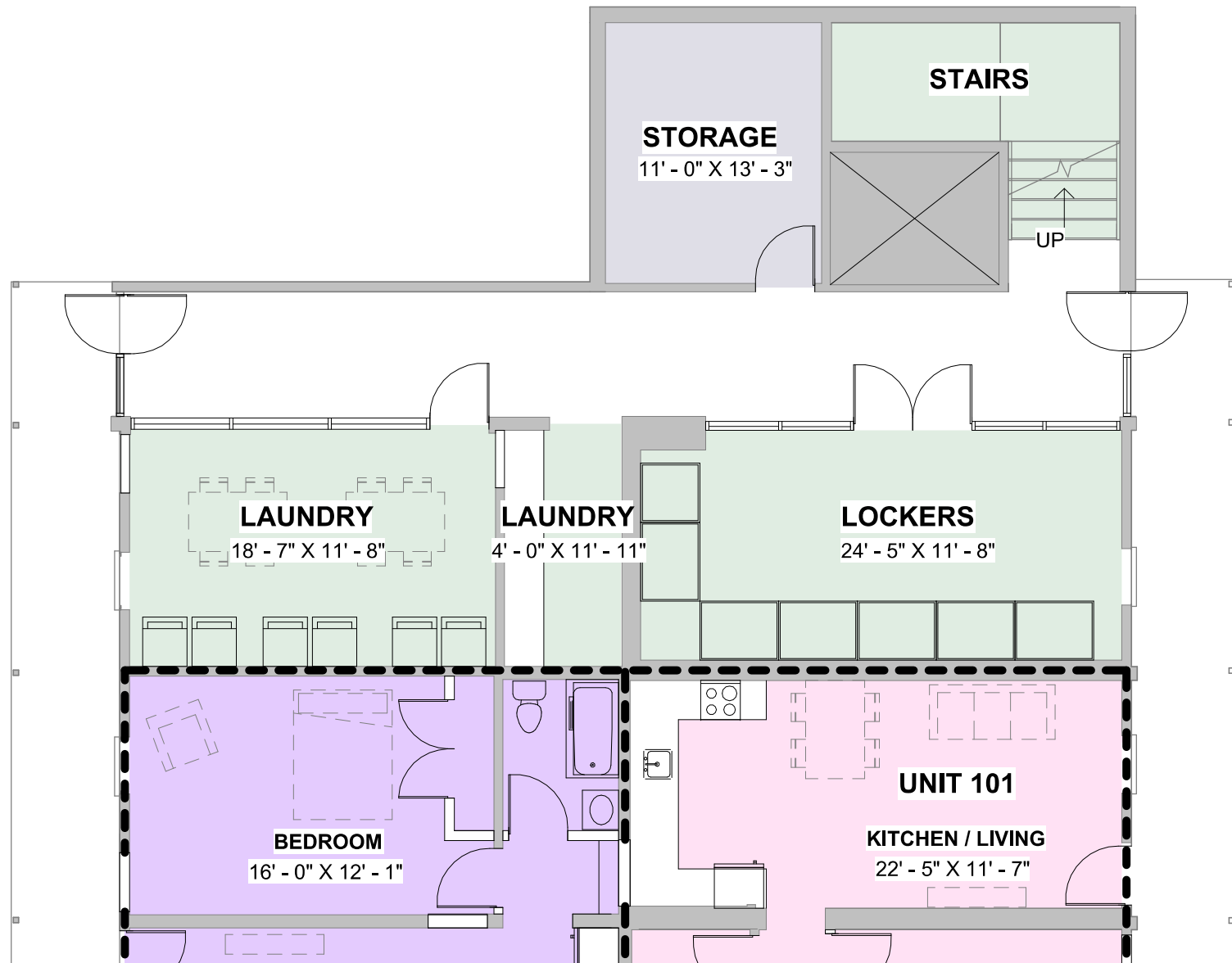
40.63 potential units

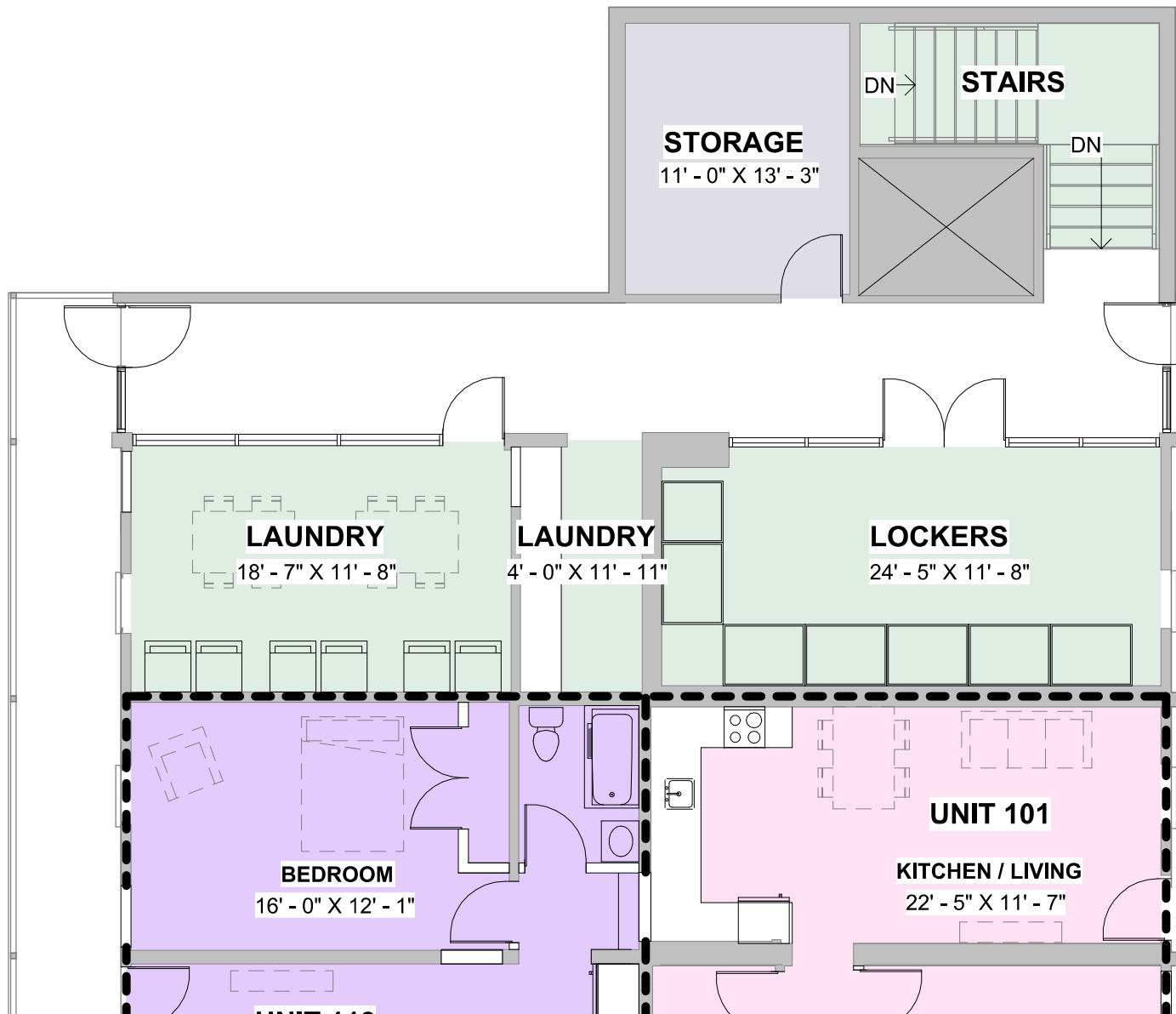
Existing Plan

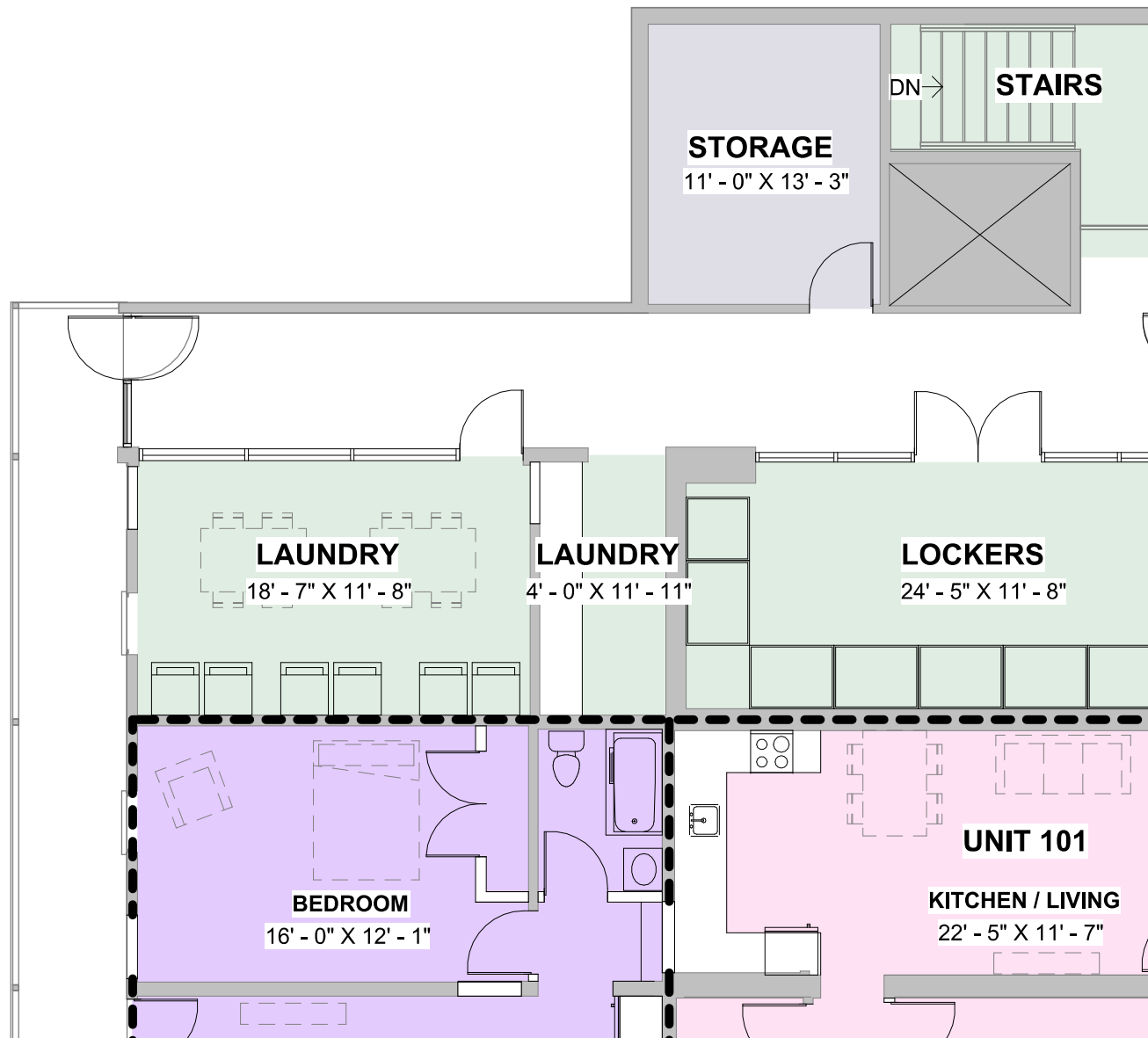














Existing



Proposed New



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: June 24, 2024

Item# 07C

Agenda Item: PUBLIC HEARING – Special Exception to Parking Requirements at 10 Commerce Avenue for CCC Enterprises LLC of VA

Summary: Council has received a request from CCC Enterprises LLC of VA for a Special Exception to the parking requirements in Town Code Chapter 175-104 Off-Street Parking and Chapter 148-870 Parking and Loading Areas. The exceptions include: 1) an exception of the required parking space size from 10' x 20' to 9' x 18' and 2) a reduction of the required parking area setback of thirty feet (30') from the property lines at 10 Commerce Avenue (tax map 20A8-22-6) and zoned C-1, Community Business District. If approved the Special Exception would allow the applicant to use the existing parking lot, but re-stripe it to reconfigure the drive isles and spaces to accommodate (78) required spaces which is sufficient space to accommodate two vehicles per unit. The Planning Commission held a Public Hearing April 17, 2024, and recommended approval with no conditions.

Budget/Funding: None

Meetings: Work Sessions held May 6 and June 3, 2024.

Proposed Motions:

- 1) I move that Council grant a Special Exception to the parking requirements of Town Code Chapter 175-104 Off-Street Parking and Chapter 148-870 Parking and Loading Areas for CCC Enterprises LLC of VA at 10 Commerce Avenue (tax map 20A8-22-6) specifically 1) an exception from the required parking space size from 10' x 20' to 9' x 18' and 2) an exception from the required parking area setback of thirty feet (30') from the property lines, with the granting of this Special Exception conditioned upon the granting and issuance of a Special Use Permit to convert the motel into a 39-unit apartment building at 10 Commerce Avenue.
- 2) I move that Council deny a Special Exception to the parking requirements in Town Code Chapter 175-104 Off-Street Parking and Chapter 148-870 Parking and Loading Areas for CCC Enterprises LLC of VA at 10 Commerce Avenue (tax map 20A8-22-6).

Moved _____ *Seconded* _____

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

PUBLIC HEARING

2400208 – SPECIAL EXCEPTION

10 S. COMMERCE AVENUE



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

**Planning Commission Regular Meeting
April 17, 2024**

APPLICATION #:

Special Exception #2400208

APPLICANT:

CCC Enterprises LLC of VA

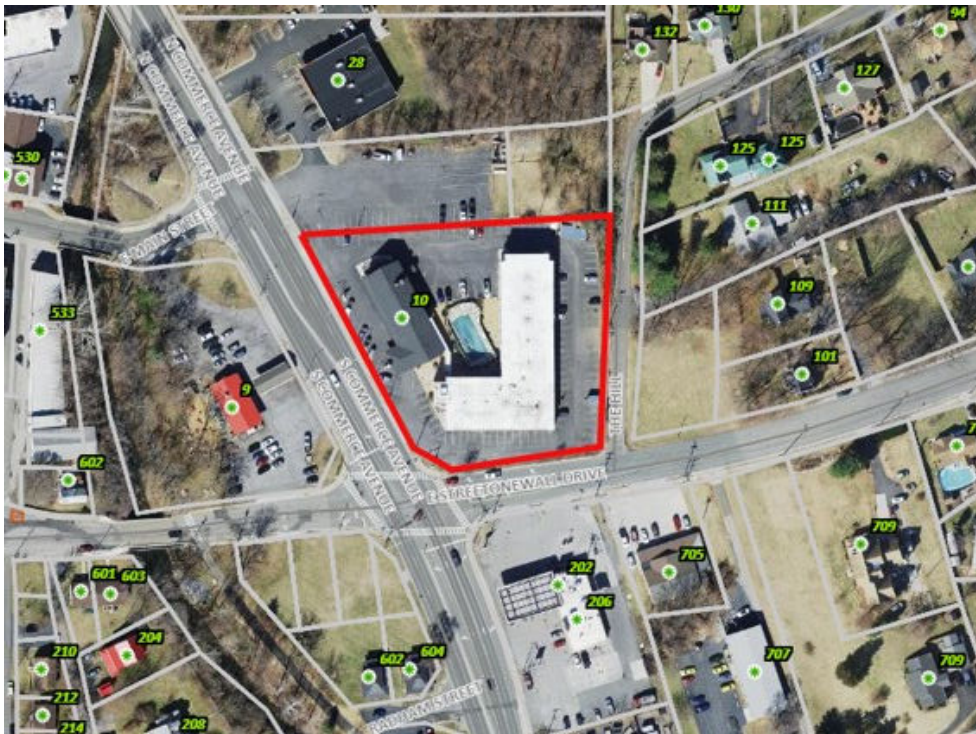
APPLICATION SUMMARY:

A Special Exception Application for an exception of the parking requirements of 148-870 for property located at 10 S. Commerce Avenue, an exception of the required parking space size from 10' x 20' to 9' x 18', and a reduction of the required parking area setback of thirty feet (30') from the property lines.

GENERAL INFORMATION:

Site Addresses	10 S. Commerce Avenue
Property Owner(s)	CCC Enterprises Inc. of VA
Zoning District	C-1, Community Business District
Historic District	No
Tax Identification	Tax Map #20A8-22-6

Aerial Map (Warren County GIS) – 10 S. Commerce Avenue



Rear Elevation – 10 S. Commerce Avenue



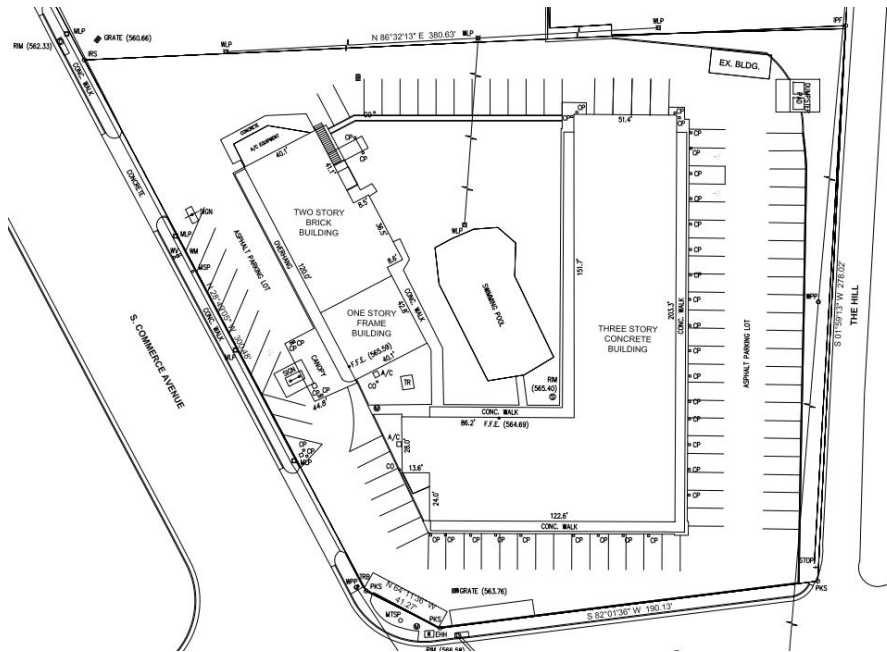
Right-Rear Elevation – 10 S. Commerce Avenue



**Background
Information &
Comprehensive Plan
Conformance:**

The Town Code requires that apartment buildings must provide parking spaces which are 10x20 feet in size as opposed to 9x18 feet in size. Other uses within Town limits are not required to provide larger parking spaces.

Currently, the existing use has 9x18 feet parking spaces already striped. If granted, the Special Exception would allow the applicant to use the existing parking lot, but re-stripe it to reconfigure the drive isles and spaces to accommodate 78 required spaces.



The applicant has provided a concept plan showing how, with the reduction of the setbacks and space size, sufficient parking can be accommodated.

This application is supported by the implementation matrix within the Comprehensive Plan which calls for pursuance of a reduction in the number of cars and supports the redevelopment of older uses to provide housing.

Study and pursue the reduction of the number of cars in the historic downtown area while increasing the number of pedestrian and bicyclists.	Year one	Planning and Zoning staff, Planning Commission, Town Council
--	----------	--

RECOMMENDATION:

Staff recommends approval of the Special Exception to reduce the required parking space size from 10' x 20' to 9' x 18', and a reduction of the required parking area setback of thirty feet (30') from the property lines per the submitted concept plan.

Staff does not recommend any additional conditions.

ATTACHMENTS: Application and associated documents from the Applicant.

#2400208

RECEIVED
MAR 11 2024TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT**SPECIAL EXCEPTION APPLICATION**

TOWN OF FRONT ROYAL ~102 East Main Street, Front Royal, Va. 22630 ~ Main: 540-635-4236 ~ Fax: 540-631-2727

APPLICANT**PROPERTY OWNER (if different)**

APPLICANT'S NAME: <u>CCC Enterprises Inc of VA</u>	PROPERTY OWNER'S NAME: <u>Sam Sharma</u>
ADDRESS: <u>610 999 7093</u>	OWNER'S ADDRESS: <u>10 South Commerce Ave</u> <u>Front Royal, VA 22630</u>
PHONE NUMBER: <u>BAYMONTFR1P@GMAIL.COM</u>	PHONE NUMBER: <u>610 999 7093</u>
EMAIL: <u>BAYMONTFR1P@GMAIL.COM</u>	EMAIL: <u>BAYMONTFR1P@GMAIL.COM</u>

SECTION A - Property Information

Tax Map No. <u>20A822 6</u>	Zoning District: <u>C-1</u>
Site Address: <u>10 S. Commerce Ave, Front Royal VA 22630</u>	
☐ Entrance Corridor	☐ Historic District
☐ Floodplain	

SECTION B - Details of Request

Project Name: <u>Front Royal Apartments</u>
Special Exception Code Section(s): _____
General Describe of the request (please attached supporting information, such as plats, plans, details, etc.): <u>We are seeking a reduction in parking requirements from 2 spots per unit to 1 spot per unit.</u> <u>We are also seeking a reduction in size from 10'x20' to 9'x18' to use existing parkings spaces.</u> <u>Lastly, we are seeking a reduction on setback for parking along the front in order to use existing parking spaces.</u>

SIGNATURE OF APPLICANT: [Signature]Date: 3/7/24PRINT NAME OF APPLICANT: Sam SharmaSIGNATURE OF PROPERTY OWNER: [Signature]Date: 3/7/24PRINT NAME OF PROPERTY OWNER: Sam Sharma

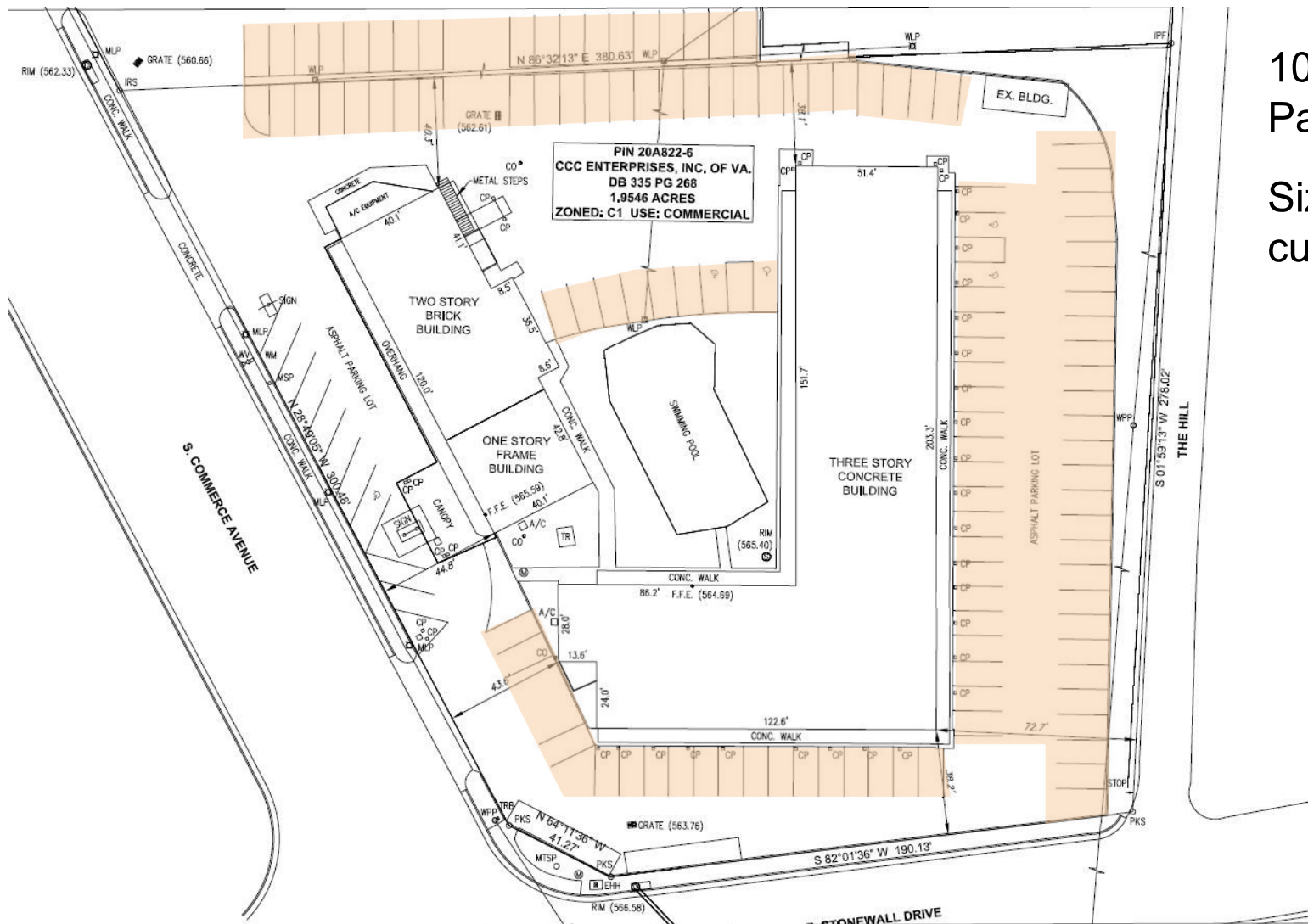
By the submission of this application, permission is hereby granted to Town Officials and employees to enter upon the subject property during reasonable hours for purposes related to the review of this application. The Applicant will be the designated contact person for this permit application.

(APPLICATION FEE: \$250.00)

June 2015.

pd. 3/12/24

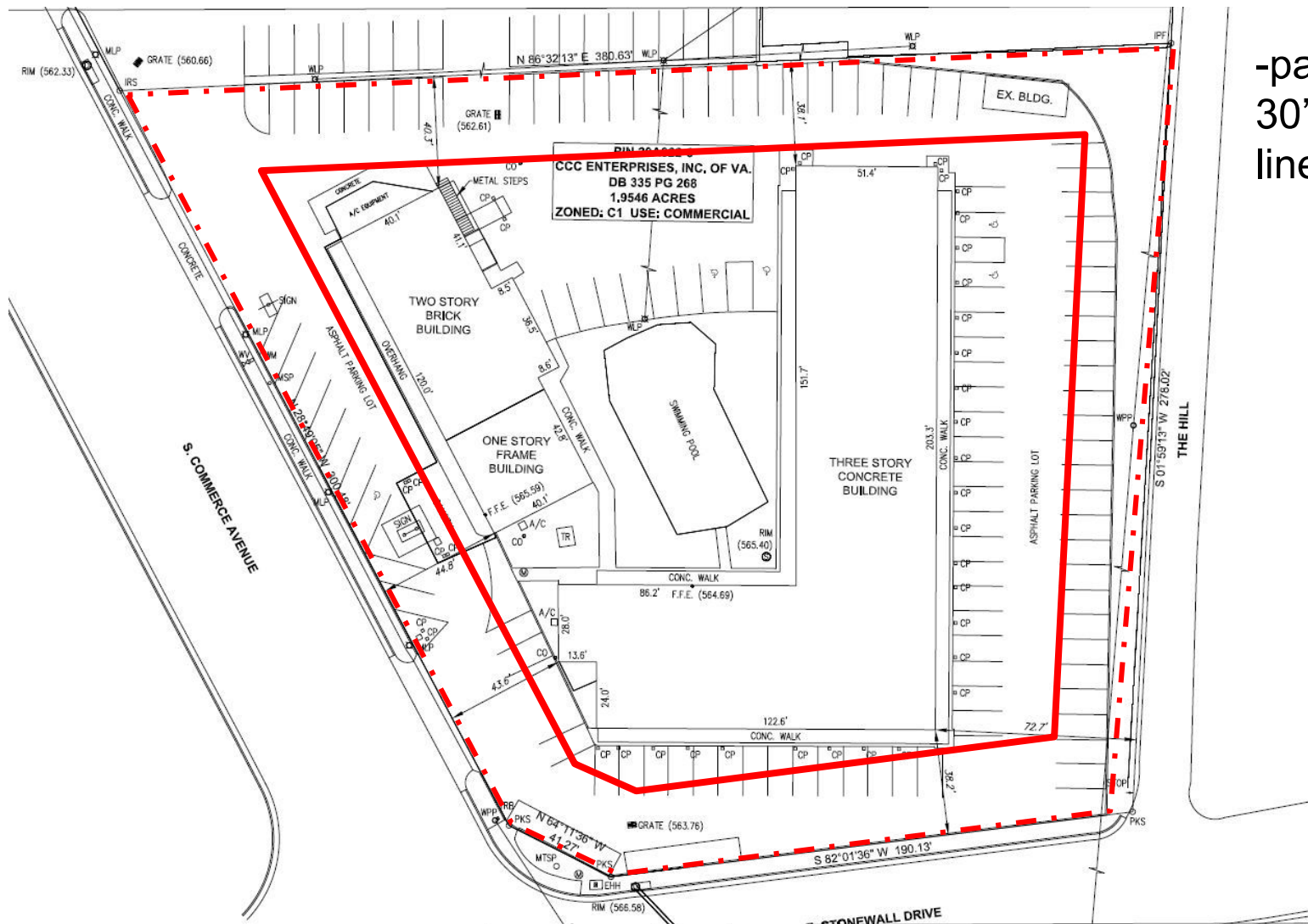
Check # 1152



106 Existing
Parking Spaces

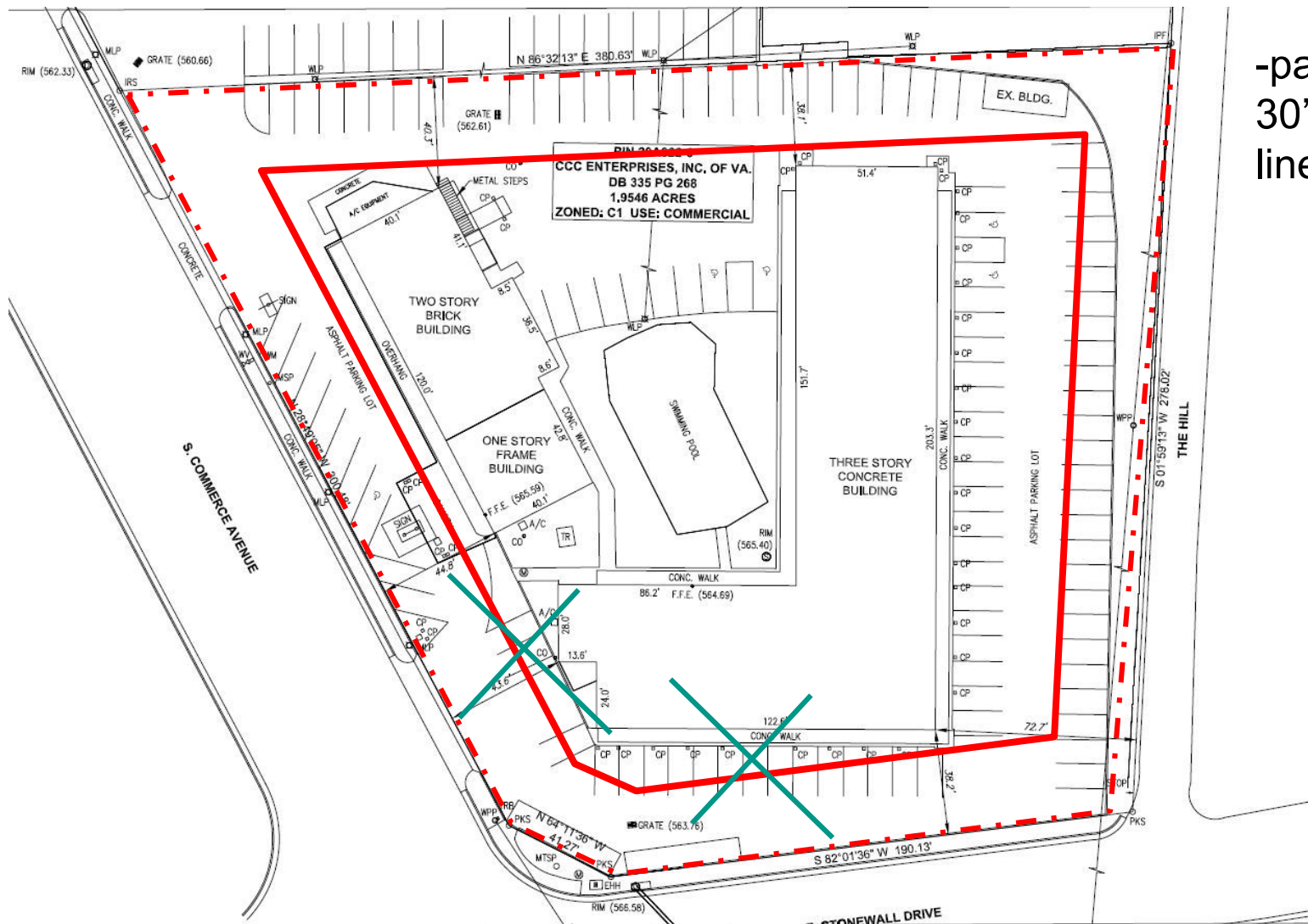
Size doesn't meet
current standards

Existing



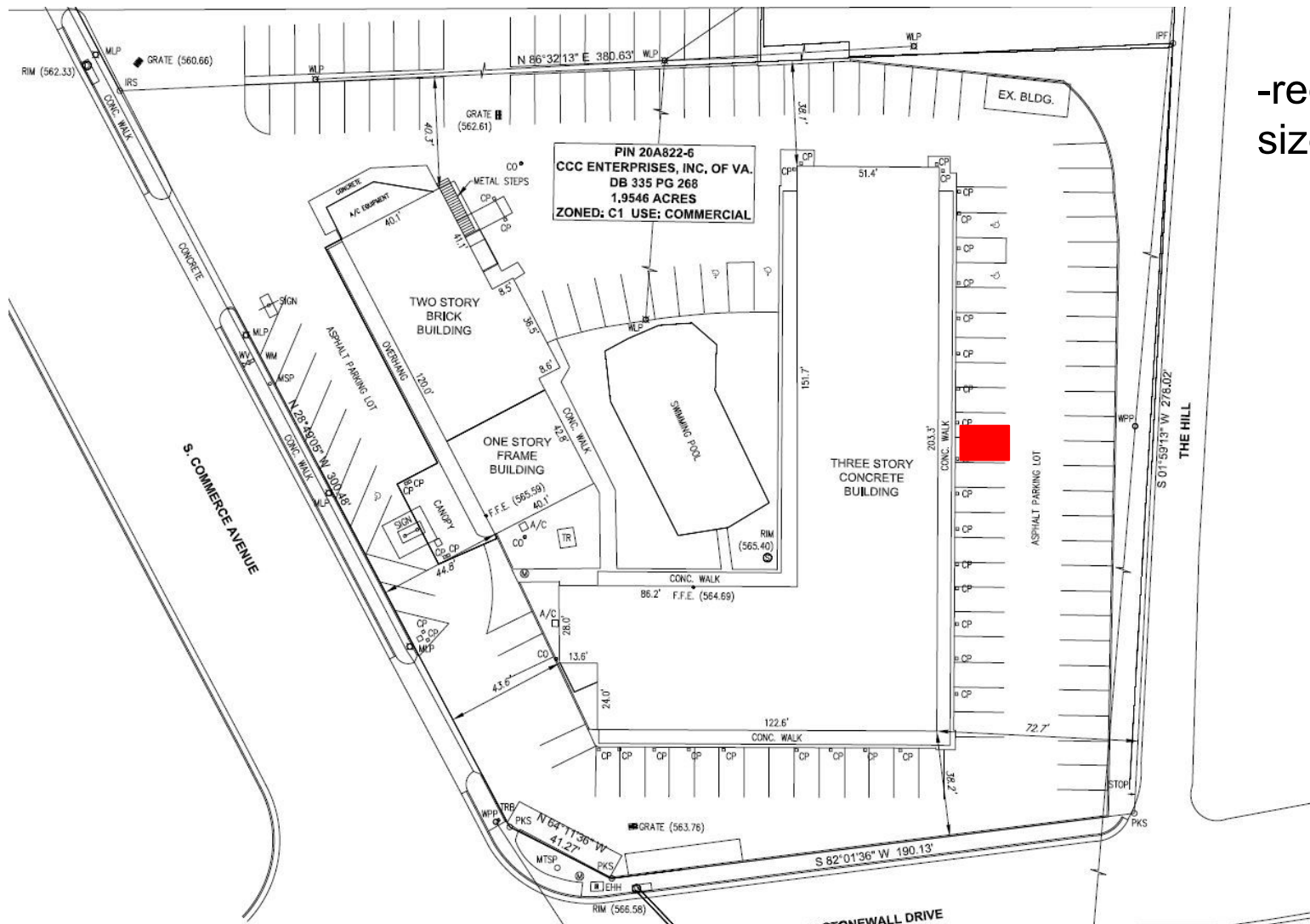
-parking should be
30' from property
line

Existing



-parking should be 30' from property line

Existing



-required parking size is 10'x20'

Existing

Connie Potter

From: Lauren Kopishke
Sent: Friday, April 12, 2024 2:48 PM
To: Connie Potter; John Ware
Subject: FW: Front Royal Apartments - Special Exception
Attachments: Front Royal - Updated Parking 4 12 2024.pdf

FYI for the public Hearing. Connie Please provide a copy of this email in the Packets.

Lauren

From: Kyle Hopkins <kyle@foursquarearchitects.com>
Sent: Friday, April 12, 2024 2:06 PM
To: Lauren Kopishke <lkopishke@frontroyalva.com>
Cc: MS <sharmanoj@gmail.com>
Subject: Front Royal Apartments - Special Exception

Hi Lauren,

As discussed over the phone today, we'd like to amend our Special Exception Permit to only request the parking setback reduction and the sizes to be 9x18 and not the 10x20. I feel comfortable that we can park 2 spots per unit without touching the restaurant parking or adjacent lot. Please see attached for the proposed parking layout.

thanks,
k

--

Kyle Hopkins, AIA, LEED AP BD+C, NCARB

Owner / Architect

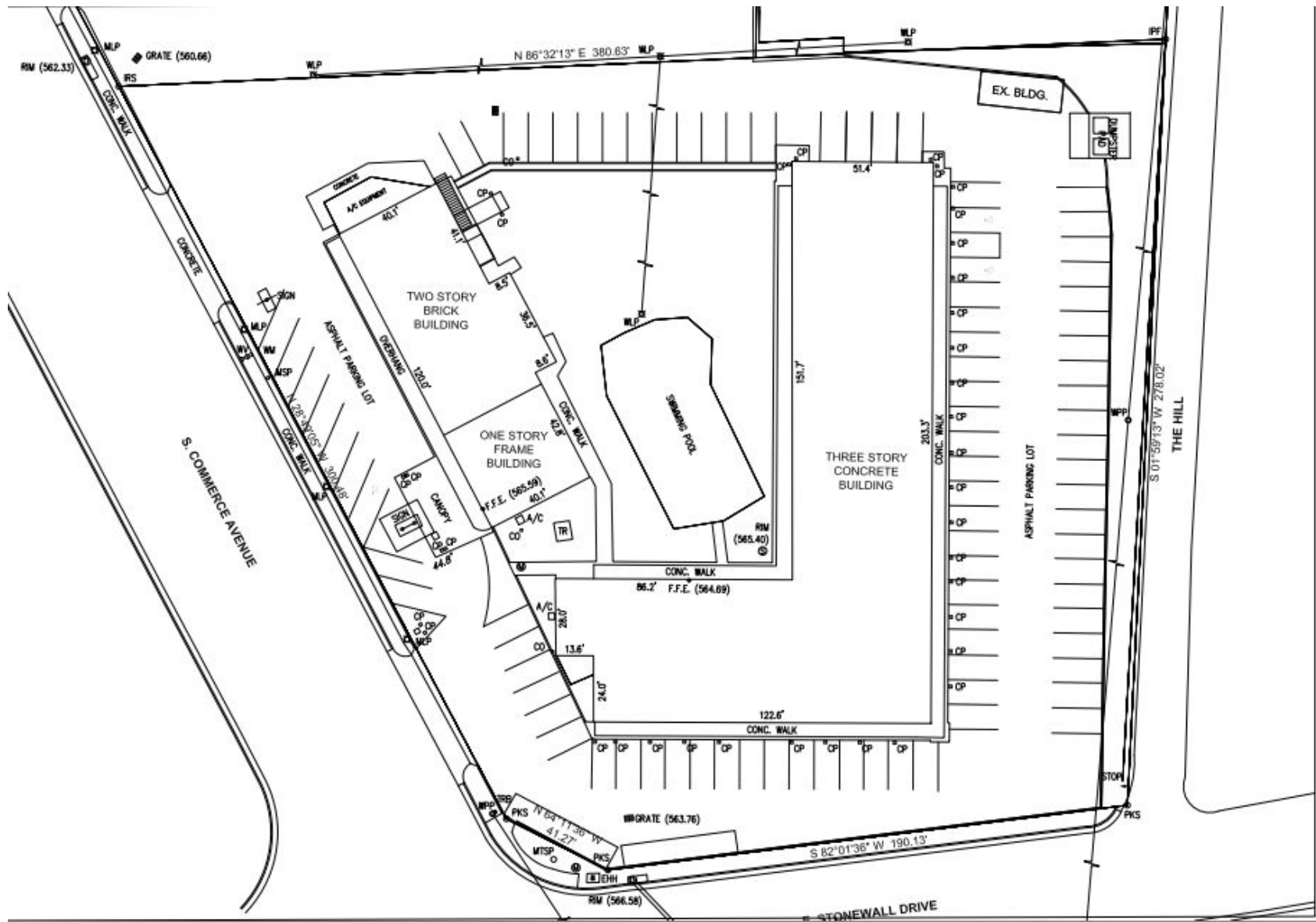
Four Square Architects, LLC

O:(540) 200 8602

C: (540) 550 5458

kyle@foursquarearchitects.com

UPDATED PARKING PLAN – 4-12-2024





REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: June 24, 2024

Item# 07D

Agenda Item: PUBLIC HEARING – An Ordinance to Amend Town Code Chapter 158-6 for the Adoption by Reference of the State Vehicular Laws

Summary: Council is requested to consider adoption of an ordinance amendment to Town Code Chapter 158-6, effective July 1, 2024, pertaining to re-adoption by reference of the state vehicular laws, as presented. The Town must readopt Section 158-6 of the Town Code, which allows the Town to incorporate all the changes to the State vehicular laws that have been recently adopted by the State. By incorporating the State vehicle code into the Town Code, alleged violations can be written citing Town Code, with any resultant fines paid to the Town.

Budget/Funding: None

Meetings: Work Session held May 13, 2024

Proposed Motions:

- 1) I move that Council adopt an ordinance amendment to Town Code Chapter 158-6, effective July 1, 2024, pertaining to re-adoption by reference of the state vehicular laws, as presented.

Moved _____ *Seconded* _____

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

**AN ORDINANCE TO AMEND FRONT ROYAL TOWN CODE CHAPTER 158-6
ADOPTION BY REFERENCE OF STATE VEHICULAR LAWS**

STATE STANDARDS

158-6 ADOPTION BY REFERENCE OF STATE VEHICULAR LAWS

Pursuant to the authority of Section 46.2-1313, Code of Virginia, 1950, as amended, all of the provisions and requirements of the laws of the State as of July 1, 2023-2024, contained in Title 46.2, Code of Virginia, 1950, as amended, and Article 2 of Chapter 7 of Title 18.2, Code of Virginia, 1950, as amended, except those provisions and requirements the violation of which constitutes a felony and except those provisions and requirements which, by their very nature, can have no application to or within the Town, are adopted and incorporated by reference and made applicable within the Town. References to "highways of the state" contained in such provisions and requirements hereby adopted shall be deemed to refer to the highways and other public ways within the Town. Such provisions and requirements are hereby adopted, mutatis mutandis, and made part of this chapter as fully as those set forth at length herein; and it shall be unlawful for any person within the Town to violate or fail, neglect or refuse to comply with any provision of Title 46.2, Code of Virginia, and Article 2 of Chapter 7 of Title 18.2, Code of Virginia, which is adopted by this section, provided that in no event shall the penalty imposed for the violation of any provision or requirement adopted exceed the penalty imposed for a similar offense under Title 46.2, Code of Virginia, and Article 2 of Chapter 7 of Title 18.2, Code of Virginia.

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 E. Wood	☐ Yes ☐ No

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

Approved as to Form and Legality:

George M. Sonnett, Jr., Town Attorney

Dated: _____



REGULAR COUNCIL MEETING
CONSENT AGENDA STATEMENT

Meeting Date: June 24, 2024

Item# 10A

Agenda Item: Bid for Tree Trimming Services

Summary: Council is requested to award a contract to Thompson’s Tree Service LLC for Tree Trimming Services requested by the Department of Energy Services in the firm, fixed, hourly rates of 1) normal working hours, \$107.00; 2) emergency outside of normal working hours, \$156.45; 3) stump removal, \$107.10; and, 4)two-man flag crew with appropriate signs, \$60.90.

Budget/Funding: Funds for this request are available in the Department of Energy’s Repairs & Maintenance .
9401-43004 Electric Repairs & Maintenance

Meetings: Work Session held June 3, 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 award of a contract to Thompson’s Tree Service LLC for tree trimming services requested by the Department of Energy Services in the firm, fixed, hourly rates of 1) normal working hours, \$107.00; 2) emergency outside of normal working hours, \$156.45; 3) stump removal, \$107.10; and, 4)two-man flag crew with appropriate signs, \$60.90.

Moved _____ Seconded _____

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

Town of Front Royal
Department of Energy Services
P.O. Box 1560
Front Royal, Virginia 22630-1560
(540) 635-3027 Fax: (540) 631-3620
"Powering the community since 1894"



Memo

To: The Purchasing Department
From: Carey Saffelle, Director of Energy Services
Date: May 20th, 2024
Re: Tree Trimming Bid Recommendation

On Wednesday, May 1, 2024, the Purchasing Department held a bid opening for the Department of Energy Services Tree Trimming Services Contract. There were two (2) responses to the Invitation for Bid (IFB). The Department of Energy Services has reviewed the submissions and recommends proceeding with the lowest bid from Thompson's Tree Services of Front Royal.

This contract will be funded through the Department of Energy Services budget line item 9401-43004.

Thank you,

Carey Saffelle
Director of Energy Services
Town of Front Royal



Town of Front Royal, VA

BID TABULATION

IFB #03-2024 TREE TRIMMING SERVICES - DEPARTMENT OF ENERGY

BID OPENING DATE Wednesday, May 1, 2024

BID OPENING TIME: 2:00 PM

Quantity		Description	Thompsons Tree Service Front Royal, VA	Pittmans Tree, LLC Front Royal, VA	No Response
1	HR	Hourly rate for providing tree trimming services during normal working hours as per specifications	\$ 107.00	\$ 141.70	
1	HR	Hourly rate for providing tree trimming services for emergency work outside of normal working hours as per specifications	\$ 156.45	\$ 212.55	
1	HR	Hourly rate for providing stump removal	\$ 107.10	\$ 138.83	
1	HR	Hourly rate for a two-man flagging crew with appropriate signs per VDOT Requirements	\$ 60.90	\$ 141.05	
		Total Bid	\$ 431.45	\$ 634.13	\$ -

*DENOTES NON-RESPONSIVE BID

The **VENDOR SPREAD SHEET** is generated from the initial, raw information collected. No award decision has been made.

Apparent Low Bidder: Thompsons Tree Service

Prepared By: Michelle Campbell, VCA



REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: June 24, 2024

Item# 10B

Agenda Item: FY24 Budget Amendment and Transfer for Additional Revenue

Summary: Council is requested to approve a FY24 budget amendment and transfer for additional revenues totaling \$535,000 to be allocated toward the Town's 20% of the West Criser Sidewalk Project and direct staff to seek additional fund of \$94,782 in the FY25 Adopted Budget.

Budget/Funding: FY24 Budget Amendment

Revenues

1000-3110301	General Fund Revenue Personal Property Tax	\$140,000.00
1000-3120301	General Fund Revenue Business Prof Licensing	\$ 70,000.00
1000-3121101	General Fund Revenue Meals Tax	\$ 60,000.00
1000-3140101	General Fund Fines & Forfeitures	\$ 85,000.00
1000-3150101	General Fund Interest on Bank Deposits	\$ 180,000.00
Total		\$535,000.00

Expenditure

4500-47909	Highway Maintenance – New Sidewalks	\$535,000.00
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Potential FY24 Budget Transfer

Expenditure

9790-49006	General Fund Transfer to Street Fund	\$535,000.00
4500-3240407	Transfer from General Fund	\$535,000.00

Meetings: Works Sessions held May 13 and June 3, 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 a FY24 budget amendment and transfer for additional revenues totaling \$535,000 to be allocated toward the Town's 20% of the West Criser Sidewalk Project and direct staff to seek additional fund of \$94,782 in the FY25 Adopted Budget.

Moved _____ Seconded _____

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



REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: June 24, 2024

Item# 10C

Agenda Item: Blanket Resolution for Project Funding Commitment/Projects Under Agreement with VDOT

Summary: Council is requested to approve a “blanket resolution” for project funding commitment and projects under agreement with the Virginia Department of Transportation (VDOT). The project application is for the Happy Creek Road Phase II VDOT SMART SCALE Program.

Budget/Funding: Should a project be funded; the amount of funding is confirmed with an agreement.

Meetings: Work Session held June 10, 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 a “blanket resolution” for project funding commitment and projects under agreement with the Virginia Department of Transportation (VDOT) specifically Happy Creek Road Phase II VDOT SMART SCALE Program application.

Moved _____ Seconded _____

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

**RESOLUTION
OF THE
COUNCIL OF THE TOWN OF FRONT ROYAL, VIRGINIA
FOR BLANKET PROJECT FUNDING COMMITMENT AND
PROJECTS UNDER AGREEMENT WITH THE VIRGINIA DEPARTMENT OF
TRANSPORTATION**

Recitals

A. The Town of Front Royal administers transportation projects under agreement with the Virginia Department of Transportation;

B. The Town of Front Royal desires to provide clear commitment for funding these transportation projects and clean signature authority for signing the Project Administration agreements.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Front Royal, Virginia that:

1. the Town of Front Royal hereby commits to fund its local share of preliminary engineering, right-of-way and construction (as applicable) of the project(s) under agreement with the Virginia Department of Transportation in accordance with the project financial document(s).
2. the Town Manager or Acting/Interim Town Manager is authorized to execute all agreements and/or addendums for any approved projects with the Virginia Department of Transportation.

Adopted this ____ day of _____, 2024.

Lori A. Cockrell, Mayor

Attest: _____
Tina L. Presley, Clerk of Council

This Resolution 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

Approved as to Form and Legality:

George M. Sonnett, Jr., Town Attorney

Dated: _____



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: June 24, 2024

Item# 11A

Agenda Item: Approve an Offer from Property Connection LLC to Purchase 3,390 Square Feet of 7th Street at its Intersection with Kibler Street

Summary: Council is requested to approve an offer in the amount of \$6,800 from Property Connection LLC to purchase a 3,390 square feet of 7th Street abutting 225 E. 7th Street. If approved this vacation would close 7th Street to future expansion over Happy Creek and allow the applicant to create a legal parcel. The sale would require the reservation of a 15' wide drainage easement in favor of the Town.

Budget/Funding: 1000-3410202 General Fund Sale of Town Real Estate

Meetings: Public Hearing held March 25, 2024, Work Session held February 12, April 8, April 22 and June 10, 2024.

Proposed Motion:

- 1) In furtherance of the 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, I move that Council approve the offer to purchase received by the Town Manager from the Applicant in the amount of \$ 6,800.00 conditioned upon satisfaction of all of the terms and conditions stated in the ordinance.
- 2) I move that Council decline the offer to purchase 3,390 square feet of E. 7th Street abutting 225 E 7th Street.

Moved _____ Seconded _____

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

Vacation of Streets and Alley Application

Applicant: Property Connection LLC (Emily Minick)

25 S. Royal Ave, Front Royal, VA

Location: TM 20A4-4 – Intersection of E. 7th Street and Kibler Street

Reason for Request: Requesting vacation of 3,390 square of 7th Street to create two (2) legally conforming lots.

Council Review: February 12, 2024, Work Session: Reviewed the application and moved forward with notification of property owners and a scheduled public hearing.

March 25, 2024, Town Council Meeting: A public hearing on the vacation and Council requested a viewing committee report on the alley vacation.

April 8, 2024, Work Session: Reviewed the Viewing Committee report which stated the following: *“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.”*

April 22, 2024, Town Council Meeting: Council vacated the alley for sale

Next Steps: June 10, 2024, Closed Work Session: To discuss sale of vacated alleyway

June 22, 2024, Town Council Meeting: Approve the sale of vacated alleyway

Sale Price: Emily Minick, Property Connections, LCC submitted a written offer of \$6,800 plus all legal expenses and plat for closing sale of vacated alley. The applicant is also granting the Town a 15” wide drainage easement dedicated to the Town.

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.

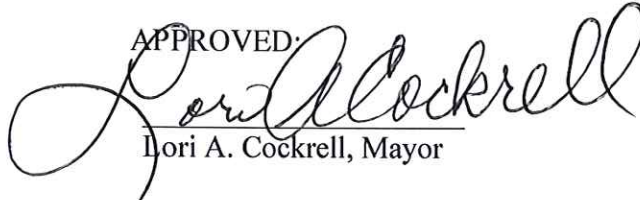
3. The Applicant and/or other abutting property owner shall re-subdivide, vacating internal boundary lines necessary to incorporate abutting portions of Right-of-Way into approved lot(s).

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

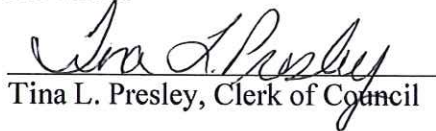
property owner acquiring an interest in Right-of-Way as Grantee, necessary to further effectuate this Ordinance.

This ordinance shall be effective upon enactment.

APPROVED:


Lori A. Cockrell, Mayor

ATTEST:

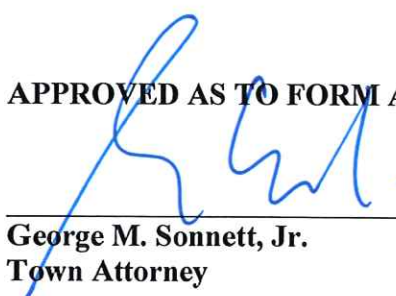

Tina L. Presley, Clerk of Council

This Ordinance was approved at the Regular Meeting of the Town of Front Royal, Virginia Town Council conducted on April 22, 2024 upon the following recorded vote:

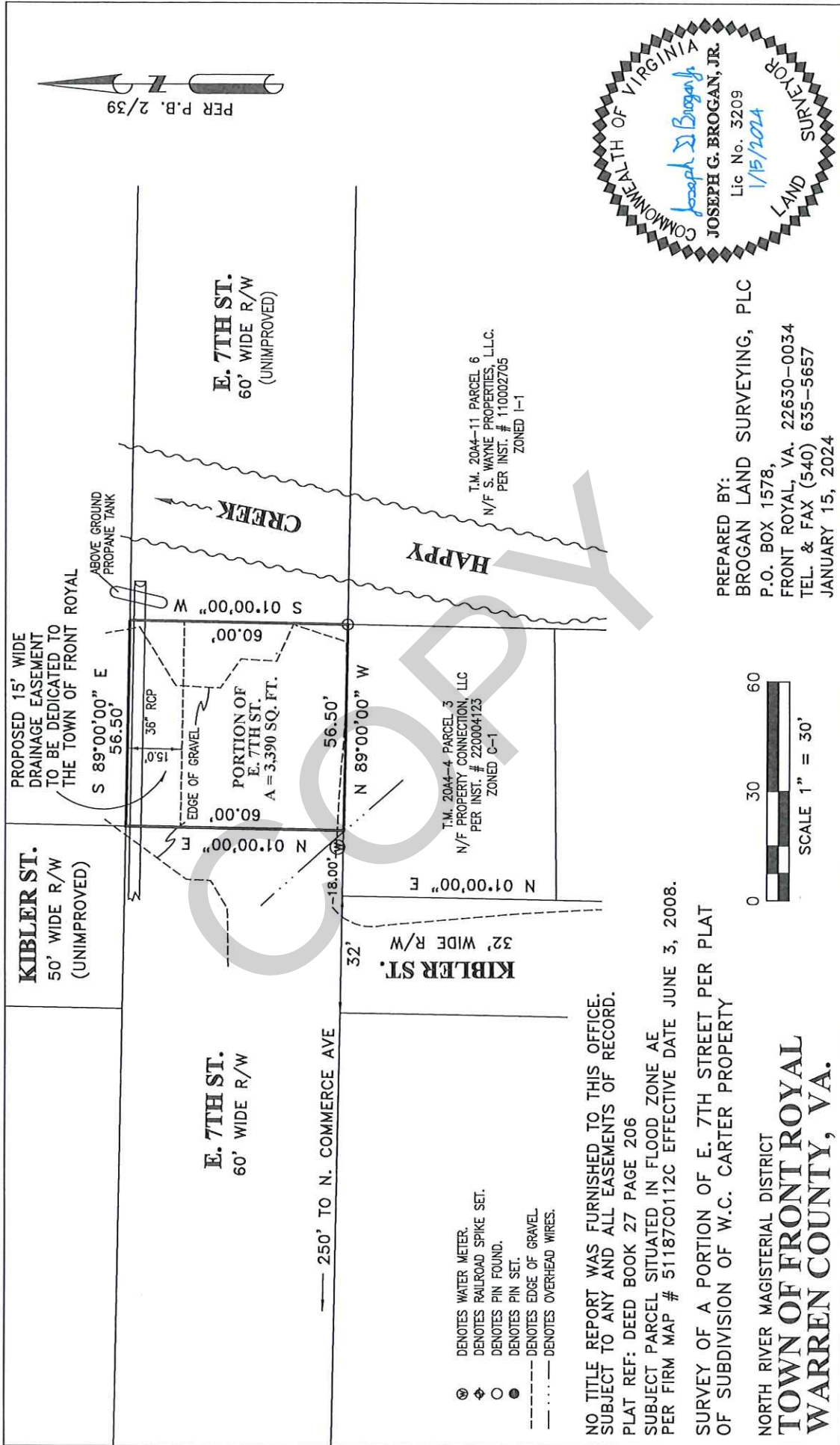
R. Wayne Sealock	☒ Yes ☐ No	H. Bruce Rappaport	☒ Yes ☐ No
Joshua L. Ingram	☒ Yes ☐ No	Melissa DeDomenico-Payne	☒ Yes ☐ No
Amber F. Morris	☒ Yes ☐ No	Glenn E. Wood	☒ Yes ☐ No

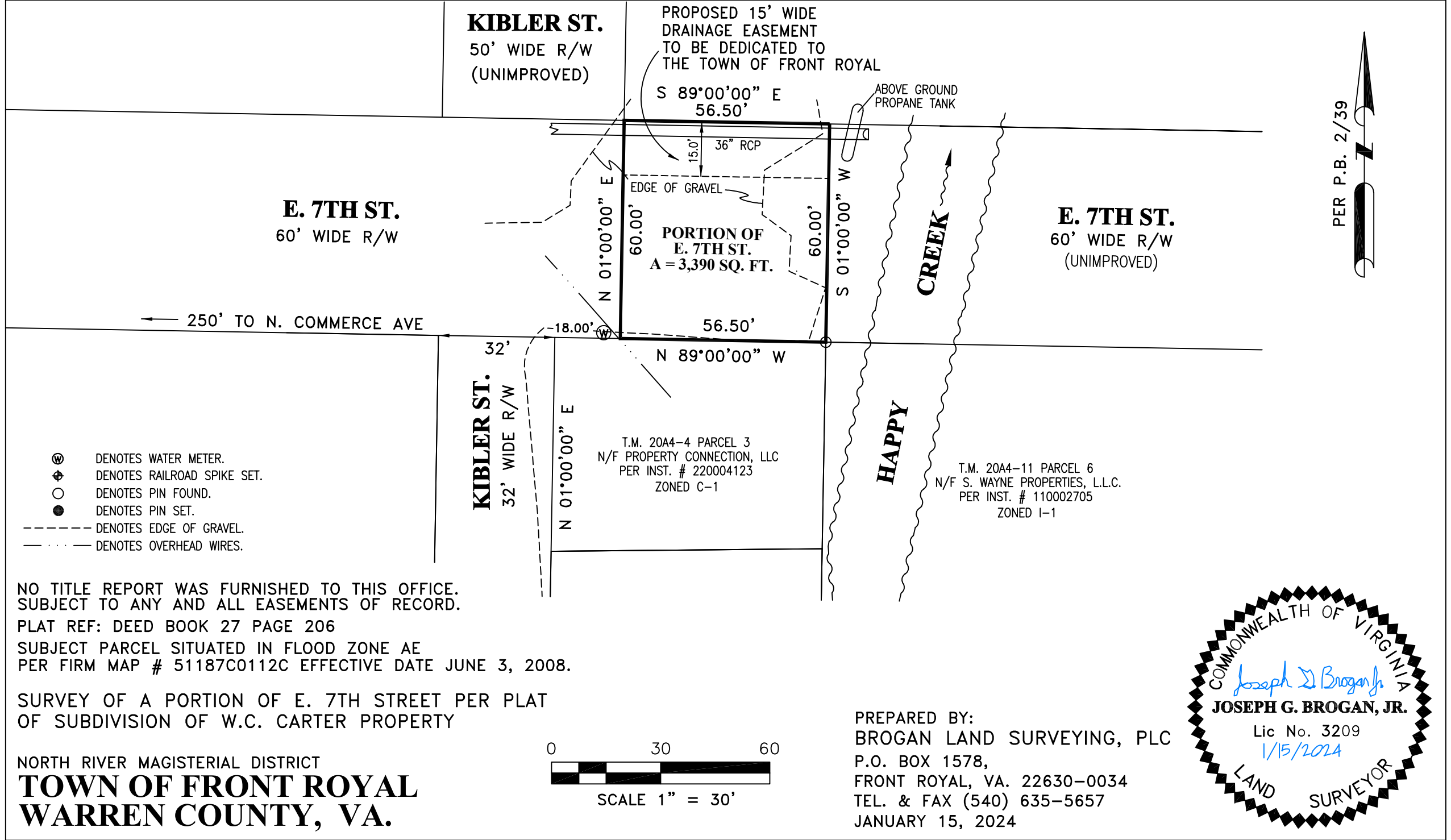
A public hearing on the above was held on March 25, 2024 having been advertised in the Northern Virginia Daily on March 11 and March 18, 2024.

APPROVED AS TO FORM AND LEGALITY:


George M. Sonnett, Jr.
Town Attorney

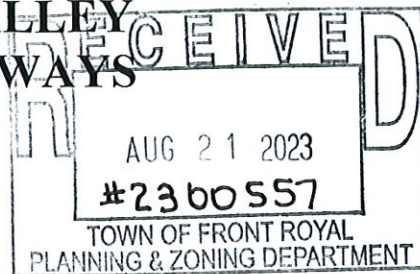
04-29-2024
Date







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.

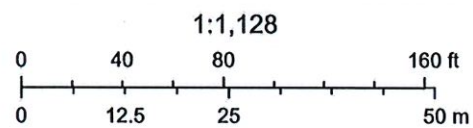
☒ Current Plat Attached Showing Property to be Vacated

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





CLOSED MEETING AGENDA STATEMENT

Meeting Date: June 24, 2024

Item# 12

MOTION ON TO GO INTO CLOSED MEETING

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

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

1) pursuant to Section 2.2-3711(A)(7) of the Code of Virginia, for consultation with legal counsel and briefings by staff members or consultants pertaining to actual litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, more specifically, the *Town of Front Royal v. Jennifer McDonald*, and,

2) pursuant to Section 2.2-3711(A)(8) of the Code of Virginia, for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, more specifically, the dissolution of the Industrial Development Authority of the Town of Front Royal and the County of Warren.

Motion to Certify Closed Meeting at its Conclusion

[At the conclusion of the Closed Meeting, immediately re-convene in open meeting and take a roll call vote on the following:]

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

Moved _____ Seconded _____

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