TOWN COUNCIL WORK SESSION

Monday, September 29, 2014 @ 7:00pm
Front Royal Administration Building

Town/Staff Related Issues:

1. Liaison Meeting Schedule – *Town Manager*
2. Special Event Insurance Requirements – *Town Manager*
3. Outsourcing Printing and Mailing of Utility Bills – *Director of Finance*
4. Mailing of Delinquent Real Estate and Delinquent Personal Property Taxes – *Director of Finance*
5. CLOSED MEETING – Consultation with Legal Counsel and Disposition of Real Property

Motion to Go Into Closed Meeting

I move that Council convene and go into Closed Meeting for the purpose of consultation with legal counsel employed or retained by a public body regarding specific legal matter requiring the provision of legal advice by such counsel, specifically, a legal issue regarding conveyance of fee simple title to Town Hall, pursuant to Section 2.2-3711.A.7. of the Code of Virginia; and, discussion or consideration of the disposition of publicly held real property, specifically, the former Police Department headquarters, where discussion in an Open Meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711. A.3. of the Code of Virginia.

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 Action 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.

TOWN COUNCIL SPECIAL MEETING

Scheduled Immediately after Work Session
Front Royal Administration Building Conference Room

1. Roll Call

2. COUNCIL APPROVAL – Meeting of Town Council Members as Trustees of Relief Fire Department to consider, discuss and act upon all issues regarding former Town Hall title and deed of conveyance to Economic Development Authority and notice to interested parties.

3. COUNCIL APPROVAL – HEPTAD Memorandum of Understanding – Council is requested to consider authorizing the Mayor, Town Manager, and Town Attorney to execute a Memorandum of Understanding with HEPTAD, LLC concerning the connection of the HEPTAD development to the Leach Run Parkway in accordance with the approved proffers and road development plans to facilitate the dedication of property to the EDA for the construction of the Leach Run Parkway.

Work Session

Meeting Agenda Item No. 1

Town of Front Royal, Virginia
Work Session Agenda Form

Date: September 29, 2014

Agenda Item: Liaison Meeting Schedule

Summary: At the September 18 Liaison Meeting, Warren County requested that the Town consider modifying the meeting schedule for Liaison Meeting to be conducted quarterly rather than every two months. Currently, the Town Manager/County Administrator present an update to the governing body in the following month.

Council Discussion: Council is requested to consider modifying the Liaison Meeting schedule.

Staff Evaluation: The meeting schedule allows Council and the Board to meet and discussion issues of importance to both bodies. Quarterly meetings would present a slightly longer time to address issues.

Budget/Funding: The Director of Finance will be available to address fiscal issues.

Legal Evaluation: The Town Attorney will be available to address legal issues.

Staff Recommendations: Staff recommends that Council consider modification of the schedule for Liaison Meetings.

Town Manager Recommendation: The Town Manager recommends that Council consider modification of the schedule for Liaison Meetings.

Council Recommendation:

□ Additional Work Session □ Regular Meeting □ No Action

Consensus Poll on Action: ___(Aye) ___(Nay)

FRONT ROYAL - WARREN COUNTY

Liaison Committee Mission Statement
and Policies – September 2010

PURPOSE OF THE LIAISON COMMITTEE

The purpose of the Front Royal-Warren County Liaison Committee is to offer a venue whereby the leadership of the Town of Front Royal and the County of Warren can discuss issues of mutual interest and inform each other of positions taken and decisions made by each public body that may affect both localities. The Committee is NOT designed to be an environment where decisions are made, but one where issues are discussed and Board and Council members take them back to their respective bodies for further discussion and recommendation.

MEMBERSHIP

The Liaison Committee shall include the Mayor of the Town of Front Royal, the Chairman of the Warren County Board of Supervisors, the Front Royal Town Manager, the Warren County Administrator, one (1) Front Royal Town Council member and one (1) Warren County Board of Supervisors member. The latter two (2) members shall rotate between its various members alphabetically from meeting to meeting.

MEETING SCHEDULE

Meetings shall be held on the third Thursday of every other month at 6:00 p.m. unless otherwise agreed upon by the Town and County. The meetings shall be rotated every six months between the Town and County. Wherever the meetings are held, the host shall be responsible for the preparation of the agenda will provide a person who will take formal minutes of the meeting.

MEETING AGENDA

- Meetings of the Liaison Committee shall at all times be subject to the terms of the Virginia Freedom of Information Act.
- Meeting agendas shall be provided by the Town Manager and County Administrator upon consultation with the Mayor and Board Chairman respectively.
- Any request to place an item on the agenda shall be made by 1:00 p.m. on the first Tuesday of the month prior to the month before the Liaison meeting.
- All requests to place an item on the agenda must be accompanied by a written summary of the request which can be placed in the agenda packet.
- The agendas shall be distributed on the Friday prior to the Liaison Committee meeting to be held on the following Thursday.

- In order for an item to be formally discussed on the Liaison agenda, it must be first approved by a majority vote of the Town Council or Board of Supervisors.

MEETING POLICY and PROCEDURES

- The Mayor of the Town shall be Chairman of the Committee when the meetings are hosted by the Town, and the Chairman of the Board of Supervisors shall be Chairman of the Committee when the meeting is hosted by the County.
- The Chairman shall make procedural or parliamentary decisions which may be overruled by a majority vote of the Committee.
- The Town and/or County may invite any of their staff personnel, including attorneys, to attend meetings that either feels would be helpful for the issues and items scheduled to be addressed.
- This mission statement and policies shall be adopted by a majority of the Board of Supervisors and the Town Council. They may be amended by a majority vote of the Town Council and Board of Supervisors.

MANAGER and ADMINISTRATOR REPORTS

Quarterly, at a regular meeting of the Front Royal Town Council, the Warren County Administrator shall give an oral report of the County to the Council, and regular meeting of the Warren County Board of Supervisors, the Front Royal Town Manager shall give an oral report of the Town to the Board; this will not be a question and answer period.

Approved by the Warren County Board of Supervisors: September 7, 2010
Approved by the Front Royal Town Council: September 13, 2010

Work Session

Meeting Agenda Item No. 2

Town of Front Royal, Virginia
Work Session Agenda Form

Date: September 29, 2014

Agenda Item: Special Event Insurance Requirements

Summary: Following an inquiry to VML by our Risk Manager, VML has recommended that the Town consider adopting standard requirements for liability insurance for special events on Town property and Right-of-Way. Standard Liability Requirement is $1,000,000. Events such as firework displays, music concerts, carnivals, or those with attendance over 500 people should be $5,000,000.

Council Discussion: Council is requested to consider establishing standard liability insurance requirements for special events on Town property or Right-of-Way.

Staff Evaluation: VML provided the standard liability insurance requirements based upon accepted industry standards.

Budget/Funding: The Director of Finance will be available to address fiscal issues.

Legal Evaluation: The Town Attorney will be available to address legal issues.

Staff Recommendations: Staff recommends that Council consider establishing standard liability insurance requirements as recommended by VML

Town Manager Recommendation: The Town Manager recommends that Council consider establishing standard liability insurance requirements as recommended by VML.

Council Recommendation:

□ Additional Work Session □ Regular Meeting □ No Action

Consensus Poll on Action: ___(Aye) ___(Nay)

WORKSESSION

Agenda Item 3

Town of Front Royal, Virginia
Worksession Agenda Form

Date: October 6, 2014

Agenda Item: Outsourcing Printing & Mailing of Utility Bills

Summary: Outsourcing the printing and mailing of utility bills could save the Town time, money, and possibly allow emailing of monthly utility bills. The yearly total cost savings would be about $12,000. Savings of about $9,000 due to a lower postage rate and $3,000.00 from savings in labor from time spent printing/inserting bills. The hours spent inserting bills will be reallocated to other duties to better serve our customers.

Council Discussion: Town Council is asked to consider allowing Arista Information Systems to print and mail utility bills.

Staff Evaluation: The Department of Finance sent out an RFP for the outsourcing of printing/mailing of utility bills and received 7 responses. After reviewing the responses we feel that Arista Information Systems is the best candidate.

Currently the Department of Finance prints, inserts, and mails about 10,000 utility bills in house per month using both bulk mailing rates and postage machine rates. The current U.S. Post Office bulk mailing rate is $0.46 per utility bill and postage machine rate is $0.48 per utility bill. Outsourcing to a vendor that can C.A.S.S (Coding Accuracy Support System) certify the mailing would allow the postage rate to be $0.385 per utility bill, a cost savings of $0.075 per utility bill for postage.

If approved, the Department of Finance would upload the utility billing print file to a secure server and Arista Information Systems would print/mail the utility bills from Duluth, Georgia within a 24hour turn around-time. The difference in processing/mailing times from in house to outsourcing should be minimal.

Currently the Town prints, inserts, and delivers the utility bills to the Front Royal Post Office. The Front Royal Post Office only accepts bulk mailings between the hours of 9:00am-12:00pm and 1:00pm-2:00pm (bulk mail is not accepted after 2:00pm) and must have at least 500 items being mailed to qualify for the discounted bulk mailing rate. Whereas, Arista can send out bulk mailings up until 5:00pm.

Budget/Funding: Cost savings of about $9,000 per year for postage.

Legal Evaluation: Town Attorney will be available for questions.

Staff Recommendations: Staff recommends that council approve the revision as proposed.

Planning Commission Recommendation: N/A

Agenda Item _____

Town Manager Recommendation: (The Town Manager will provide input on the issue and make his recommendations to council.)

Council Recommendation:

□ Additional Worksession □ Regular Meeting □ No Action

ARISTA
INFORMATION SYSTEMS

Arista Cost Projections

- **Postage Service:** We guarantee the lowest qualified rate is charged per Certified Postal Software based on today's USPS rates that went into effect January, 2014. Arista is very sensitive about your total postage expense, and we start the sort at the 5 Digit Rate Level which is $0.38 per one ounce mail piece. This is the LOWEST First Class Rate available, and you must have at least 500 pieces in a mail stream to qualify for these postal discounts. With Arista starting at this rate and your mail being concentrated within 5 Digit Zip Codes, it is anticipated that you will get a good qualification at this level.

Projected Monthly Postage Cost to mail 8,000 statements and 2,000 delinquent notices is $3,850.00*

Projected Annual Postage Cost to mail 96,000 statements and 24,000 delinquent notices is $46,200.00*

*This projection is based on our customers' average about $.385 per one ounce mail piece.

Summary of Total Arista Charges for Printing & Mailing:

Estimated Monthly Bill Processing Costs	$1,100.00
Estimated Monthly Postal Cost	$3,850.00
Grand Total Monthly Cost Estimate	$4,950.00
Estimated Annual Bill Processing Costs	$13,200.00
Estimated Annual Postal Cost	$46,200.00
Grand Total Annual Cost Estimate	$59,400.00

ARISTA
INFORMATION SYSTEMS

Arista Cost Projections

The following are the pricing for the services that we recommend:

- **Bill Processing Service:** Assuming 8,000 standard one page utility billing statements and estimated 2,000 one page delinquent notices are processed and mailed per month. The per statement estimate price is all inclusive with our # 10 double window outside envelope, a security tinted #9 single window return envelope, processing, Highlight Color laser printing on 4 Color Duplex form, folding, inserting (bill plus return envelope), CASS and Intelligent Mail Barcode (IMB) Certification, bar-coding, collating, sorting, preparation and delivery to USPS in automation stream.

o Pre-Printed 4 Color Duplex Form	$0.11 per 1 pg bill
o Additional Page (if applicable)	$0.06 per page
o Additional Inserts (if applicable)	$0.01 per insert
o Processing Fee for any run less than 500 pieces	$10.00 per run
o Original Set Up Fee	$3,000 Waived*
o Additional Subsequent Programming Fee	$150.00 an hour

Projected Monthly Cost to print and process 8,000 statements and 2,000 delinquent notices is $1,100.00

Projected Annual Cost to print and process 96,000 statements and 24,000 delinquent notices is $13,200.00

*Please note: This fee has been waived.

Cost Comparison
In-House vs. Outsourcing

IN-HOUSE COST

Based On: 10,000 Monthly Bills (Standard & Delinquent)

FIXED COSTS:

			Monthly	Annually
Mailing/Postage Expense:				
Postage Machine:	$363.00 per month		$ 363.00	$ 4,356.00
Mailing Equipment Costs:				
Production Printer	HP Laserjet 5200 @ $900.00			$ -
	Per Copy Based on Life Expectancy	$ 0.00180	$ 18.00	$ 216.00
Supplies	Ink Cartridge Per Copy	$ 0.01470	$ 147.00	$ 1,764.00
Folder/Inserter			$ 478.00	$ 5,736.00

DIRECT COSTS:

	per page			
Paper/Forms	$ 0.04995		$ 499.50	$ 5,994.00
Envelopes -	$ 0.0466		$ 466.00	$ 5,592.00
Postage	$ 0.4600		$ 4,600.00	$ 55,200.00
Labor - Production	Printing/Inserting/Delivering to Post Office (Standard & Delinquent Bills)			
	$ 13.17	x 20 Hours	$ 263.40	$ 3,160.80
		TOTAL	$ 6,834.90	$ 82,018.80
		In-House Per Piece Rate:	$ 0.683	

PROJECTED OUTSOURCING TO ARISTA

Bill printing/stuffing/processing - 8,000 regular & 2,000 delinquent		$ 1,100.00	$ 13,200.00
Postage- $0.385 per piece		$ 3,850.00	$ 46,200.00
	TOTAL	$ 4,950.00	$ 59,400.00
	Outsourcing Per Piece Rate:	$ 0.495	

Agenda Item 4

Town of Front Royal, Virginia
Worksession Agenda Form

Date: October 6, 2014

Agenda Item: Mailing of Delinquent Real Estate & Delinquent Personal Property Taxes

Summary: Section 75-44 for delinquent personal property & real estate tax lists requires separate delinquent notices to be mailed after each due date. Each year taxpayers currently receive a first half tax bill, delinquent notice (if applicable), second half tax notice, and then another delinquent notice (if applicable). The Town mails a second installment notification that shows delinquent balances.

The proposed revision would eliminate the delinquent notice mailed after the first half real estate & personal property taxes are due on June 5th of each year.

Council Discussion: Town Council is asked to consider revising Town Code Section 75-44 to allow delinquent personal property & real estate tax notices to be sent once in January each year.

Staff Evaluation: Staff has received complaints from taxpayers regarding the number of mailings for delinquent taxes. Some taxpayers understand the taxes are delinquent and get confused with the different mailings/amounts.

Taxpayers will continue to receive notification of delinquent taxes with second half billing and a separate delinquent notice mailed in January of each year. Mortgage companies are sent flat files electronically and will not be affected if delinquent notices are mailed once per year.

Budget/Funding: Eliminating one delinquent personal property and real estate tax mailing will save the Town approximately $5,200 for postage, printing, stuffing, inserting, and N.C.O.A. updates.

Legal Evaluation: Town Attorney will be available for questions.

Staff Recommendations: Staff recommends that council approve the revision as proposed.

Planning Commission Recommendation: N/A

Town Manager Recommendation: (The Town Manager will provide input on the issue and make his recommendations to council.)

Council Recommendation:

☐ Additional Worksession ☐ Regular Meeting ☐ No Action

75-44 DELINQUENT TAX LISTS - MAILING OF BILLS; DUE DATES, PENALTY AND INTEREST; IMPOSITION OF THE TAXES AND RATES

A. The Town Treasurer, personally or through the Director of Finance, shall, in January each year ~~as soon as reasonably possible in each year, but not later than fourteen (14) days prior to the due date of the taxes~~, send or cause to be sent by United States mail to each taxpayer assessed with real and personal property taxes and levies for that year amounting to five dollars ($5.00) or more as shown by an assessment book in the Office of the Director of Finance, a bill or bills setting forth the amount due. If the said Director or Treasurer intends to seek collection of a tax in an amount less than five dollars ($5.00), he shall send or cause to be sent to the taxpayer a bill as set forth above. Notwithstanding any of the foregoing, failure of the said Director or Treasurer to send or of the taxpayer to receive a bill shall not affect the taxpayer's obligation to pay the full amount of said taxes by the due date.

Town of Front Royal, Virginia
Council Agenda Statement

Meeting Date: September 29, 2014

Agenda Item: COUNCIL APPROVAL – Town Hall Title & Deed Conveyance

Summary: Council is requested as the Trustees of the Relief Fire Department to approve the transfer of title and deed of conveyance for the former Town Hall, located at 16 North Royal Avenue, to the Economic Development Authority.

Budget/Financing: None

Attachments: None

Meetings: Council approved the property transfer at their February 10, 2014 meeting

Staff Recommendation: Approval ✓ Denial _____

Proposed Motion: **I move that Council acting as the Trustees of the Relief Fire Department approve the transfer of title and deed of conveyance of the former Town Hall, located at 16 North Royal Avenue, to the Economic Development Authority.**

*Note: Motions are the formal & final proposal of Council, proposed motions are offered by Staff for guidance.
*To be clear and concise, motions should be made in the positive

Approved By: JB

TOWN COUNCIL OF THE TOWN OF FRONT ROYAL, VIRGINIA
AS SUCCESSOR TRUSTEES OF THE RELIEF FIRE DEPARTMENT

AN RESOLUTION TO APPROVE THE EXECUTION AND RECORDATION OF A DEED OF BARGAIN AND SALE OF THE FORMER TOWN HALL BUILDING ON NORTH ROYAL AVENUE IN THE TOWN OF FRONT ROYAL FROM THE TOWN OF FRONT ROYAL, VIRGINIA, AND THE TRUSTEES OF THE RELIEF FIRE DEPARTMENT

WHEREAS, the Town of Front Royal, Virginia, is the owner of a certain improved parcel of land being the former Town Hall building and property ("the Property"), as further described below, by virtue of a Deed from I. Henry Trout and Eva L. Trout, his wife, and Aubrey G. Weaver and Pearl D. Weaver, his wife, dated October 16, 1933, and of record in the Clerk's Office of the Circuit Court of Warren County, Virginia, at Deed Book 36, Page 175; and

WHEREAS, an interest in the southern portion of the said property thirty feet (30') in width was conveyed to M. M. Johnson, C. H. Beaty, H. H. Downing, G. W. Macatee and G. E. Roy, constituting the Town Council of the said Town, and their successors in office, as Trustees for the benefit of the Relief Hook and Ladder Company, so long as the said fire company shall be in legal existence, by Deed from Ruth Irwin and James P. Irwin, her husband, dated December 24, 1887, and recorded at Deed Book Q, Page 497 in the Clerk's Office aforesaid; and

WHEREAS, by Deed of Exchange dated May 18, 1936, recorded at Deed Book 40, Page 218 in the Clerk's Office aforesaid, the Town of Front Royal conveyed the Northern portion of the said Property (hereinafter, the "Property") to George N. Buck, Trustee, E. H. Stokes, Trustee, H. H. Marlowe, Trustee, and Lyle F. Hansbrough, Trustee, the successor Trustees for the Relief Fire Department, and the said successor Trustees conveyed to the Town of Front Royal their interest in the portion of the Property conveyed to their predecessors by the Deed recorded at Deed Book Q, Page 497, previously mentioned above; and

WHEREAS, Daryl L. Funk, Bret W. Hrbek, Thomas H. Sayre, N. Shae Parker, Hollis L. Tharpe, and Eugene R. Tewalt, being all of the currently elected Town Councilmen of the Town of Front Royal, are the current successor Trustees of the Relief Fire Department (formerly known as the Relief Hook and Ladder Company) (hereinafter "Trustees"); and

WHEREAS, Town Council, following public hearings to obtain public input on the views of the inhabitants and interested citizens and persons of the Town of Front Royal, the County of Warren, and the Commonwealth of Virginia, on the desirability and advisability of exchanging the former Town Hall property for the Afton Inn property, and to convey the Afton Inn property to the EDA for the reasons set forth in the MOA, located at the intersection of East Main Street and Crescent Street in the Town of Front Royal, determined that it is in the best interests of said Town of Front Royal and its inhabitants to so exchange said properties, and said Town Council did, on February 10, 2014, approve by a vote of five (5) yeses, one (1) no, and no (0) abstentions, with all Town Council Members being present and voting, to approve a Memorandum of Agreement ("MOA") with the Economic

Development Authority ("EDA") that includes a Land Exchange Agreement between the EDA and Afton Inn, L.L.C.; and

WHEREAS, it is provided by law as follows:

Va. Code § 64.2-777. General powers of trustee. *—A. A trustee, without authorization by the court, may exercise:*
1. Powers conferred by the terms of the trust; and
2. Except as limited by the terms of the trust:
a. All powers over the trust property that an unmarried competent owner has over individually owned property;
b. Any other powers appropriate to achieve the proper investment, management, and distribution of the trust property; and
c. Any other powers conferred by this chapter.
B. The exercise of a power is subject to the fiduciary duties prescribed by this article.

Va. Code § 64.2-778. Specific powers of trustee. —
A. Without limiting the authority conferred by § 64.2-777, a trustee may:
***
2. Acquire or sell property, for cash or on credit, at public or private sale;
3. Exchange, partition, or otherwise change the character of trust property;
***
12. Abandon or decline to administer property of no value or of insufficient value to justify its collection or continued administration;
***
25. Sign and deliver contracts and other instruments that are useful to achieve or facilitate the exercise of the trustee's powers; and

Va. Code § 64.2-732. Modification or termination of uneconomic trust. —
A. After notice to the qualified beneficiaries, the trustee of a trust consisting of trust property having a total value less than $100,000 may terminate the trust if the trustee concludes that the value of the trust property is insufficient to justify the cost of administration.

Va. Code § 64.2-756. Cotrustees. —
A. Cotrustees who are unable to reach a unanimous decision may act by majority decision.

WHEREAS, a majority of the Trustees determine hereby as follows: that their interest in the northern portion of the former Town Hall property, as described above, given its current condition, situation, location, physical connection to the remainder of the former Town Hall, the expense if not practical impossibility of re-converting it to a fire station, and given that the Relief Fire Department is no longer in practical if not legal existence and is no longer useful to the Town of Front Royal to provide fire suppression services, has a total value of less than $100,000 and is of insufficient value to justify its continued administration or the cost thereof; and

WHEREAS the Town of Front Royal and a majority of the said Trustees of the Relief Fire Department desire to convey all of the former Town Hall property to the EDA as provided in the MOA and as provided in a Deed of Bargain and Sale from the Town, as hereinafter described, to the EDA, and more particularly described as follows:

The following described property in the FORK MAGISTERIAL DISTRICT of the Town of Front Royal, Warren County, Virginia, to-wit:

Tax Map I.D. No 20A15-11-15:

All that certain lot or parcel of land, fronting about 93 feet, more or less on the west side of Royal Avenue in said Town of Front Royal, Warren County, Virginia, improved by a ware-room and other outbuildings, formerly known as the Trenary Lot, bounded on the North by the Rust lot, on the South by the Methodist Parsonage, on the East by Royal Avenue and on the West by an alley.

IT BEING all of the property conveyed to the Town of Front Royal, Virginia, by Deed from I. Henry Trout and Eva L. Trout, his wife, and Aubrey G. Weaver and Pearl D. Weaver, his wife, dated October 16, 1933, and of record in the aforesaid Clerk's Office at Deed Book 36, Page 175.

This property is conveyed subject to all recorded easements, conditions, restrictions, and agreements that lawfully apply to the property or any part thereof.

NOW THEREFORE, BE IT HEREBY RESOLVED AND ENACTED by Bret W. Hrbek, Thomas H. Sayre, N. Shae Parker, Hollis L. Tharpe, and Eugene R. Tewalt, five of the six Trustees of the Relief Fire Department, an unincorporated volunteer association, and thus constituting a majority of the Co-Trustees of said Relief Fire Department, as follows:

1) Authorize and direct the said five Trustees to give notice in writing to the Front Royal Volunteer Fire and Rescue Department, Incorporated, to the Warren County Board of Supervisors, and to the Warren County Chief of Fire and Rescue Services that ***thirty (30) forty-five (45)*** days or more following said notice, the said trust consists of trust property having a total value less than $100,000, that the said five Trustees will terminate the trust as the said five Trustee find and conclude that the value of the trust property is insufficient to justify the cost of administration and continued administration, said five Trustees will execute said Deed of Bargain and Sale to the EDA as heretofore stated.

2) Authorize and direct the said five Trustees aforesaid to execute said Deed of Bargain and Sale to the EDA as heretofore stated.

3) Authorize and direct the said five Trustees to do all lawful and appropriate things and execute all lawful and appropriate documents to effectuate and finalize the transfer with Special Warranty and English Covenants of Title to the EDA the Property aforesaid.

This Resolution shall be effective upon enactment.

****

THIS RESOLUTION was adopted by the Trustees of the Relief Fire Department voting "Yes" below at a meeting held during the regular Council Meeting of _____, 2014, upon the following recorded vote:

Motion to Approve by: _____

Seconded by: _____

Votes:

Daryl L. Funk, Trustee	_____	N. Shae Parker, Trustee	_____
Bret W. Hrbek, Trustee	_____	Hollis L. Tharpe, Trustee	_____
Thomas H. Sayre, Trustee	_____	Eugene R. Tewalt, Trustee	_____

APPROVED AS TO FORM AND LEGALITY:

_____

Douglas W. Napier, Town Attorney Date

40 /218

In Circuit Court Clerk's Office

Warren County,

The foregoing deed and plat was received in the aforesaid office and with certificate of acknowledgment thereto attached, admitted to record May 30, 1936 at 3 P. M.

Teste: Mamie Alford Clerk

No. 129
Ex 6-2-36
Rec. $4.10
Delivered to L. B. Dulaney

George N. Buck, Trustee, et als,
To Deed of Exchange
Town of Front Royal, Virginia

THIS DEED OF EXCHANGE made and entered into this the 18th day of May, 1936, by and between George N. Buck, Trustee, E. H. Stokes, Trustee, H. H. Marlowe, Trustee, and Lyle F. Hansbrough, Trustee, parties of the first part and the Town of Front Royal, Virginia, party of the second part,

WHEREAS, the parties of the first part are members of the Town Council of the said Town of Front Royal, Virginia, and are all the members of said Council, and as such are successors in trust to M. M. Johnson, C. H. Beaty, H. H. Downing, G. W. Macatee and G. E. Roy, Trustees, in that certain deed from Ruth T. Irwin and James F. Irwin, her husband, dated the 24th day of December, 1887, and of record in the Clerk's Office of the Circuit Court of Warren County, Virginia, in Deed Book No. Q, page 497, and as such successors in trust, to hold the legal title to the property thereby conveyed upon the trusts for the purposes set out in the said deed; and,

WHEREAS, pursuant to the request of the Relief Fire Department of said Town of Front Royal, Virginia, and to the request of the individual members of said Relief Fire Department and in obedience to the decree of the Circuit Court of Warren County, Virginia, entered on the 4th day of May, 1936, in a certain chancery cause therein pending under the style of the Relief Fire Department of Front Royal, Virginia, and Aubrey Berryman, et als, complainants, v. E. H. Stokes, et als, trustees, defendants, the said parties of the first part, Trustees, as aforesaid did covenant to convey said property to said Town of Front Royal, Virginia, in exchange for certain property hereinafter particularly described to be held by them upon said trusts, conditions and limitations, enumerated and set out in said decree; and,

WHEREAS, said Town of Front Royal, Virginia by a resolution of the Council of said Town adopted at a meeting held on the 31st day of March, 1936, agreed to accept a conveyance by said parties of the first part for said property in exchange for the hereinafter described property and authorized the Mayor of said Town to execute and deliver on behalf of the Town, a conveyance for said hereinafter described property to said trustees, to be held upon the trusts, limitations and conditions set out in said decree, which said conveyance should be attested by the Recorder of said Town and which said resolution is in words and figures as follows, to-wit:

"WHEREAS, Ruth T. Irwin and James F. Irwin, her husband, by deed dated the 24th day of December, 1887, and of record in the Clerk's Office of the Circuit Court of Warren County, Virginia, in Deed Book Q, page 497, did convey to M. M. Johnson, and others, as trustees, the hereinafter described lot or parcel of land for the purposes and upon the trusts set out in said deed; and,

"WHEREAS, George N. Buck, L. F. Hansbrough, E. H. Stokes, and H. H. Marlowe, as members of the Town Council of the Town of Front Royal, Virginia, are the successors in trust to said M. M. Johnson, et als, the trustees named in said deed and hold the legal title to said property as such successors in trust; and,

"WHEREAS, said George N. Buck, L. F. Hansbrough, E. H. Stokes and H. H. Marlowe, as such trustees, have been authorized, empowered and directed by the decree of the Circuit Court of Warren County, Virginia, entered on May 4th, 1936, in a certain chancery cause therein pending under the style of the Relief Fire Department of Front Royal, Virginia, an unincorporated volunteer association, et als, complainants, v. E. H. Stokes, L. F. Hansbrough, George N. Buck and H. H. Marlowe, Trustees, defendants, to convey by deed with Special Warranty of title to the Town of Front Royal, Virginia, the aforesaid property in exchange for the hereinafter described property, when said hereinafter described property has been conveyed to said trustees by said Town of Front Royal, to be held by said trustees for the purposes and upon the terms, provisions, conditions and limitations set out in said decree; and,

"WHEREAS, it is manifest that the interests of the citizens, residents, inhabitants and property owners of said Town of Front Royal, Virginia, will be promoted by an acceptance of a conveyance from said trustees of said property so conveyed, by said Ruth T. Irwin and James F. Irwin, her husband, in exchange for a conveyance by said Town of Front Royal, to said trustees of the hereinafter described property, in accordance with the decree aforesaid; because and for the reason that the space provided in the building erected and now occupied and used on said property conveyed by the said Ruth T. Irwin and James F. Irwin, her husband, for the storage of the necessary fire engines, fire fighting apparatus and equipment and quarters for resident firemen are inadequate, uncomfortable and insufficient for the proper use and functioning of said Relief Fire Department, or any other fire company which may be organized for the proper control and protection against the loss or destruction of property by fire in the Town of Front Royal, Virginia, and because and for the reason that the space provided in the property known as the Northern Section of the Municipal building in the Town of Front Royal, hereinafter referred to, is more spacious, suitable and better accomodated for the purposes aforesaid than the said property so conveyed by the said Ruth T. Irwin and James F. Irwin, her husband;

NOW, THEREFORE, BE IT RESOLVED, that the Town of Front Royal, Virginia, do convey by deed with Special Warranty of title to George N. Buck, L. F. Hansbrough, E. H. Stokes, and H. H. Marlowe, members of the Town Council of the Town of Front Royal, and by virtue thereof, trustees under the deed from the said Ruth T. Irwin and James F. Irwin, her husband, the following property, to-wit:

'All that portion of that newly erected stone building situated on the west side of Royal Avenue in said Town of Front Royal, Virginia, commonly known as the "Municipal Building" designated as the Northern Section of said building and separated from the main building by a division wall, which said Northern section of said building is two stories in height, the ground floor being 28.25 feet wide x 56.4 feet long x 12.75 feet high, prepared for the storage and accommodation of fire engines, trucks and fire fighting equipment, and an office and locker room with shower bath and wash room facilities approximately 30 feet by 10 feet in the southwest corner of the fire station, and the second story being 40 feet

long by 26 feet wide by 8.5 feet high,, and constructed as an apartment for resident firemen, together with the land upon which said Northern section of said building is constructed and with ingress and egress to and from said Northern Section of said building, to the streets and thoroughfares of said Town of Front Royal, Virginia, to be held by said Trustees, for the purposes and upon the terms, provision, conditions and limitations contained in said deed from said Ruth T. Irwin and James F. Irwin, her husband, as construed and defined by the decree aforesaid'

when said trustees shall have conveyed to said Town of Front Royal, the legal title to the property conveyed by the said Ruth T. Irwin and James F. Irwin, her husband aforementioned and in order to effect the purposes aforesaid, B. J. Hillidge, Mayor of the Town of Front Royal, is directed to execute the conveyance for and on behalf of the Town of Front Royal, Virginia, and H. H. Marlowe, Recorder of said Town shall seal the same with the corporate seal of said town and attest the same with his signature as such Recorder".

NOW, THEREFORE THIS DEED WITNESSETH: That the said George N. Buck, Trustee, H. H. Marlowe, Trustee, E. H. Stokes, Trustee, and Lyle F. Hansbrough, Trustee, parties of the first part, in consideration of the premises and of the conveyance hereinafter made to them do grant and convey with Special Warranty of title unto the Town of Front Royal, the aforesaid property conveyed by the said Ruth T. Irwin and James F. Irwin, her husband, by the deed aforesaid, which is described in said deed as a certain lot of land lying on Court Street, with a frontage of thirty feet on said Court Street and running back in a uniform width to the alley in the rear; said Court street is now known as Manor Avenue and said lot is improved by a brick building, which is known as the Fire House, and has been used as such for many years by said Relief Fire Department.

And said Town of Front Royal, Virginia, in consideration of the premises and of the foregoing conveyance, doth grant and convey with Special Warranty unto the said George N. Buck, Trustee, E. H. Stokes, Trustee, H. H. Marlowe, Trustee, and Lyle F. Hansbrough, Trustee, and to their successors in trust, which successors shall be the members of the Town Council of the Town of Front Royal, the hereinafter described property, to-wit:

The Northern section of that certain newly erected building known as the Municipal Building, which said Section is separated from the main building by a division wall, and is two stories in height, the ground floor being 28.25 feet wide x 56.4 feet long x 12.75 feet high, prepared for the storage and accommodation of fire engines, trucks and fire fighting equipment, and an office and locker room with shower bath and wash room facilities approximately 30 feet by 10 feet in the southwest corner of the fire station, and the second story being 40 feet long by 26 feet wide by 8.5 feet high, and constructed as an apartment for resident firemen; together with the land upon which said section of said building is constructed and ingress and egress to the streets and thoroughfares of said town. Said property hereby conveyed is situated on the West side of Royal Avenue, in said Town of Front Royal upon the lot acquired by it from Aubrey G. Weaver and others, by deed dated the 16 day of October, 1933, and of record in said Clerk's Office in Deed Book 36 page 175.

This conveyance by said Town of Front Royal to said Trustees is upon the following trusts, limitations and conditions, to-wit:

To hold said property conveyed for the use and benefit of said Relief Fire Department and to be under the control of the members of said Relief Fire Department, so long as said Relief Fire Department shall be in legal existence and if and when it shall cease to be in legal existence then to hold the same for the use and benefit of any similar organization thereafter legally organized for the same or like purposes for which said Relief Fire Department was formed and is now functioning, to-wit: for the protection of the property of the property owners of said Town of Front Royal, from loss or destruction by fire; and upon the further trust that if said Relief Fire Department shall cease to exist and two or more fire companies shall thereafter be legally organized in said Town of Front Royal, then for the use, benefit and purposes of either of said last named companies as may be selected by the said Town Council; and in the event any fire company legally organized and legally constituted shall cease to exist in said Town of Front Royal, then the Council of said Town of Front Royal, or the persons constituting said Council may use and appropriate said property for the use and benefit of all the people in said Town in such manner as they may deem most expedient; provided, however, that said property shall not be sold within a period of one year following the dissolution of any fire company in said Town of Front Royal, and not then if within said period of one year, a fire company be organized, in which event said property shall be for the use and benefit of said last named Company.

IN TESTIMONY WHEREOF, the said George N. Buck, Trustee, E. H. Stokes, Trustee, H. H. Marlowe, Trustee, and Lyle F. Hansbrough, Trustee, have signed and sealed this deed of exchange and the said Town of Front Royal has caused the same to be signed by B. J. Hillidge, its Mayor and its Corporate seal to be hereunto affixed and attested by H. H. Marlowe, its Recorder, this the day and date aforesaid.

George N. Buck (SEAL)
Trustee

E. H. Stokes (SEAL)
Trustee

H. H. Marlowe (SEAL)
Trustee

Lyle F. Hansbrough (SEAL)
Trustee

B. J. Hillidge (SEAL)
Mayor

Attest:

SEAL

H. H. Marlowe
Recorder

State of Virginia,

County of Warren, to-wit:

I, Marye Bell Thrush, a Notary Public in and for the state and County aforesaid do certify that George N. Buck, E. H. Stokes, H. H. Marlowe and Lyle F. Hansbrough, whose names are signed as Trustees, and B. J. Hillidge, whose name is signed as Mayor, and H. H. Marlowe, whose name is also signed as Recorder, to the foregoing deed dated the 18th day of May, 1936, have each acknowledged the same before me in my county and State aforesaid. My commission expires March 12th, 1938.

Given under my hand this May 28th, 1936.

Marye Bell Thrush Notary Public.

In Circuit Court Clerk's Office

Warren County,

The foregoing deed was received in the aforesaid office, and with certificate of acknowledgment thereto attached, admitted to record June 1, 1936 at 4 P. M.

Teste Mann. A. Smith Clerk

No. 130

Ex 6-3-36

Tax $ .50
Rec. 1.50
2.00

The Federal Land Bank of Baltimore
To Deed of Partial Release
Charles G. Bumgardner

THIS DEED OF RELEASE, dated the 19th day of May, 1936, between The Federal Land Bank of Baltimore, a corporation, party of the first part, and Charles G. Bumgardner, party of the second part.

WITNESSETH: THAT WHEREAS, by mortgage dated March 17, 1922, and recorded in the Clerk's Office of Warren County, Virginia, in Deed Book No. 25, page 280, said party of the second part conveyed to said party of the first part certain tracts of land in said County to secure the payment to said party of the first part of a debt for the sum of $2500.00;

AND WHEREAS, said party of the second part desires a release of the lien of said mortgage as to one and five tenths (1.5) acres of said land;

NOW, THEREFORE, in consideration of the premises and for other valuable considerations, said party of the first part doth release and discharge from the lien of said mortgage said tract of one and five tenths acres of land which lies in Front Royal Magisterial District, Warren County, in the State of Virginia, and is described as follows:

BEGINNING at pike, a stone to be planted; thence due south 13.5 poles to a stake; thence S 26° E. 25 poles to a stake; thence S. 10° E. 10 poles to a stake in ditch; thence S 8° W. 12 poles to corner of woods, a stone; thence S 87° E. 3-1/4 poles to a persimmon at road; thence down road N. 10° E 12 poles to a point; thence N. 5° W. 6-1/2 poles to a large locust; thence N. 20° W. 16 poles; N. 2° W 6-1/2 poles to fence post; N 70° W 11 poles; N. 15° E. 12 poles; to Pike thence along same N. 85° W. 4.8 poles to the point of beginning, CONTAINING 1.5 acres.

IT IS UNDERSTOOD AND AGREED between the parties to this release that the same shall in no way affect the lien of the mortgage aforesaid upon the remainder of the tracts of land thereby conveyed.

This release is granted upon the condition that no suit is pending in which the land or interest covered by this release is involved; and upon the further condition that if any such suit is so pending, the assent of the court for the granting of this release has first been secured.

IN WITNESS WHEREOF, said The Federal Land Bank of Baltimore has caused this deed of release to be signed and executed in its behalf by E. P. Crider, its Vice President, and its corporate seal to be hereunto duly affixed and attested by C. W. Held, its Assistant Secretary.

ATTEST: THE FEDERAL LAND BANK OF BALTIMORE

SEAL By E P Crider

C. W. Held Vice President

Asst. Secretary

This deed is exempt from the recordation taxes imposed by Va. Code Ann. §§ 58.1-801 and 58.1-803, pursuant to § 58.1-811.

Consideration: $0.00

Assessment: $815,600.00

Prepared by: **Blair D. Mitchell**
County Attorney
220 N. Commerce Avenue, Suite 100
Front Royal, Virginia 22630
Telephone: (540) 636-6674
Fax: (540) 636-6980

Tax Map Reference No.: 20A15-11-15

DEED OF BARGAIN AND SALE

THIS DEED OF BARGAIN AND SALE, is made and entered into this ____ day of _September__, 2014, by and between **THE TOWN OF FRONT ROYAL, VIRGINIA**, a Virginia municipal corporation, and **DARYL L. FUNK, BRET W. HRBEK, THOMAS H. SAYRE, N. SHAE PARKER, HOLLIS L. THARPE, and EUGENE R. TEWALT**, Town Councilmen and **TRUSTEES OF THE RELIEF FIRE DEPARTMENT, (GRANTOR)**, and **THE INDUSTRIAL DEVELOPMENT AUTHORITY OF THE TOWN OF FRONT ROYAL AND COUNTY OF WARREN, VIRGINIA,** whose address is **400-D Kendrick Lane, Front Royal, Virginia 22630, (GRANTEE).**

W I T N E S S E T H :

WHEREAS, the Town of Front Royal, Virginia, is the owner of a certain improved parcel of land being the former Town Hall building and property ("the Property"), as further described below, by virtue of a Deed from I. Henry Trout and Eva L. Trout, his wife, and Aubrey G. Weaver and Pearl D. Weaver, his wife, dated October 16, 1933, and of record in the Clerk's Office of the Circuit Court of Warren County, Virginia, at Deed Book 36, Page 175; and

WHEREAS, an interest in the southern portion of the said property thirty feet (30') in width was conveyed to M. M. Johnson, C. H. Beaty, H. H. Downing, G. W. Macatee and G. E. Roy, constituting the Town Council of the said Town, and their successors in office, as Trustees for the benefit of the Relief Hook and Ladder Company, so long as the said fire company shall be in legal existence, by Deed from Ruth Irwin and James P. Irwin, her husband, dated December 24, 1887, and recorded at Deed Book Q, Page 497 in the Clerk's Office aforesaid; and

WHEREAS, by Deed of Exchange dated May 18, 1936, recorded at Deed Book 40, Page 218 in the Clerk's Office aforesaid, the Town of Front Royal conveyed the Northern portion of the said Property to George N. Buck, Trustee,

E. H. Stokes, Trustee, H. H. Marlowe, Trustee, and Lyle F. Hansbrough, Trustee, the successor Trustees for the Relief Fire Department, and the said successor Trustees conveyed to the Town of Front Royal their interest in the portion of the Property conveyed to their predecessors by the Deed recorded at Deed Book Q, Page 497, previously mentioned above; and

WHEREAS, Daryl L. Funk, Bret W. Hrbek, Thomas H. Sayre, N. Shae Parker, Hollis L. Tharpe, and Eugene R. Tewalt, being all of the currently elected Town Councilmen of the Town of Front Royal, are the current successor Trustees of the Relief Fire Department (formerly known as the Relief Hook and Ladder Company); and

WHEREAS the Town of Front Royal and the said Trustees of the Relief Fire Department now desire to convey all of the former Town Hall property to the Grantee herein; now, therefore,

For and in consideration of the sum of **TEN DOLLARS ($10.00)** and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Grantor hereby sells, grants, and conveys with Special Warranty and English Covenants of Title unto the Grantee, in fee simple, the following described property in the **FORK MAGISTERIAL DISTRICT** of the Town of Front Royal, Warren County, Virginia, to-wit:

Tax Map I.D. No 20A15-11-15:

All that certain lot or parcel of land, fronting about 93 feet, more or less on the west side of Royal Avenue in said Town of Front Royal, Warren County, Virginia, improved by a ware-room and other outbuildings, formerly known as the Trenary Lot, bounded on the North by the Rust lot, on the South by the Methodist Parsonage, on the East by Royal Avenue and on the West by an alley.

IT BEING all of the property conveyed to the Town of Front Royal, Virginia, by Deed from I. Henry Trout and Eva L. Trout, his wife, and Aubrey G. Weaver and Pearl D. Weaver, his wife, dated October 16, 1933, and of record in the aforesaid Clerk's Office at Deed Book 36, Page 175.

This property is conveyed subject to all recorded easements, conditions, restrictions, and agreements that lawfully apply to the property or any part thereof.

WITNESS the following signatures and seals:

[***signatures begin on the next following page***]

TOWN OF FRONT ROYAL, VIRGINIA

By: _____(SEAL)
Timothy w. Darr, Mayor

Attest:

_____
Stephen Burke, Town Manager

COMMONWEALTH OF VIRGINIA
COUNTY/CITY OF _____, TO-WIT:

I, _____, a Notary Public in and for the Commonwealth of Virginia At Large, do hereby certify that Timothy W. Darr, Mayor, and Stephen Burke, Town Manager, whose names are signed on behalf of the Town of Front Royal, Virginia, to the foregoing Deed of Bargain and Sale bearing the date of the ____ day of _____, 2014, have this day personally appeared and acknowledged the same before me in my State and in the City/County aforesaid.

Given under my hand this ____ day of _____, 2014.

_____
NOTARY PUBLIC

My commission expires _____.

Notary certificate number _____.

TRUSTEES OF THE RELIEF
FIRE DEPARTMENT

_____
Daryl L. Funk

_____
Bret W. Hrbek

_____
Thomas H. Sayre

_____
N. Shae Parker

_____
Hollis L. Tharpe

_____
Eugene R. Tewalt

COMMONWEALTH OF VIRGINIA
COUNTY/CITY OF _____, TO-WIT:

I, _____, a Notary Public in and for the Commonwealth of Virginia At Large, do hereby certify that Daryl L. Funk, Trustee for the Relief Volunteer Fire Department, whose names are signed to the foregoing Deed of Bargain and Sale bearing the date of the ____ day of _____, 2014, has this day personally appeared and acknowledged the same before me in my State and in the City/County aforesaid.

Given under my hand this ____ day of _____, 2014.

_____
NOTARY PUBLIC

My commission expires _____.

Notary certificate number _____.

COMMONWEALTH OF VIRGINIA
COUNTY/CITY OF _____, TO-WIT:

I, _____, a Notary Public in and for the Commonwealth of Virginia At Large, do hereby certify that Bret W. Hrbek, Trustee for the Relief Volunteer Fire Department, whose names are signed to the foregoing Deed of Bargain and Sale bearing the date of the ____ day of _____, 2014, has this day personally appeared and acknowledged the same before me in my State and in the City/County aforesaid.

Given under my hand this ____ day of _____, 2014.

_____
NOTARY PUBLIC

My commission expires _____.

Notary certificate number _____.

COMMONWEALTH OF VIRGINIA
COUNTY/CITY OF _____, TO-WIT:

I, _____, a Notary Public in and for the Commonwealth of Virginia At Large, do hereby certify that Thomas H. Sayre, Trustee for the Relief Volunteer Fire Department, whose names are signed to the foregoing Deed of Bargain and Sale bearing the date of the ____ day of _____, 2014, has this day personally appeared and acknowledged the same before me in my State and in the City/County aforesaid.

Given under my hand this ____ day of _____, 2014.

_____
NOTARY PUBLIC

My commission expires _____.

Notary certificate number _____.

COMMONWEALTH OF VIRGINIA
COUNTY/CITY OF _____, TO-WIT:

I, _____, a Notary Public in and for the Commonwealth of Virginia At Large, do hereby certify that N. Shae Parker, Trustee for the Relief Volunteer Fire Department, whose names are signed to the foregoing Deed of Bargain and Sale bearing the date of the ____ day of _____, 2014, has this day personally appeared and acknowledged the same before me in my State and in the City/County aforesaid.

Given under my hand this ____ day of _____, 2014.

_____
NOTARY PUBLIC

My commission expires _____.

Notary certificate number _____.

COMMONWEALTH OF VIRGINIA
COUNTY/CITY OF _____, TO-WIT:

I, _____, a Notary Public in and for the Commonwealth of Virginia At Large, do hereby certify that Hollis L. Tharpe, Trustee for the Relief Volunteer Fire Department, whose names are signed to the foregoing Deed of Bargain and Sale bearing the date of the ____ day of _____, 2014, has this day personally appeared and acknowledged the same before me in my State and in the City/County aforesaid.

Given under my hand this ____ day of _____, 2014.

_____
NOTARY PUBLIC

My commission expires _____.

Notary certificate number _____.

COMMONWEALTH OF VIRGINIA
COUNTY/CITY OF _____, TO-WIT:

I, _____, a Notary Public in and for the Commonwealth of Virginia At Large, do hereby certify that Eugene R. Tewalt, Trustee for the Relief Volunteer Fire Department, whose names are signed to the foregoing Deed of Bargain and Sale bearing the date of the ____ day of _____, 2014, has this day personally appeared and acknowledged the same before me in my State and in the City/County aforesaid.

Given under my hand this ____ day of _____, 2014.

_____
NOTARY PUBLIC

My commission expires _____.

Notary certificate number _____.

The foregoing conveyance is hereby accepted by the Industrial Development Authority of the Town of Front Royal and County of Warren, Virginia, as evidenced by the signature of the undersigned, who is authorized to accept this conveyance on behalf of the Industrial Development Authority of the Town of Front Royal and County of Warren, Virginia, as evidenced by a Resolution adopted by the Board of Directors of the Industrial Development Authority of the Town of Front Royal and County of Warren, Virginia.

WITNESS the following signature:

Industrial Development Authority of the
Town of Front Royal and County of
Warren, Virginia

BY: _____
Patricia S. Wines, Chairman
Board of Directors

ATTEST:

_____

Jennifer R. McDonald
Executive Director

COMMONWEALTH OF VIRGINIA
COUNTY OF WARREN, TO-WIT:

I, _____, a Notary Public in and for the Commonwealth of Virginia At Large, do hereby certify that Patricia S. Wines, Chairman of the Board of Directors, and Jennifer R. McDonald, Executive Director, whose names are signed on behalf of the Industrial Development Authority of the Town of Front Royal and County of Warren, Virginia, to the foregoing Deed of Bargain and Sale have each this day personally appeared and acknowledged the same before me in my State and in the County aforesaid.

Given under my hand this ____ day of _____, 2014.

_____
NOTARY PUBLIC

My commission expires _____.

Notary certificate number _____.

APPROVED AS TO FORM:

_____

Blair D. Mitchell, Counsel for the Industrial Development Authority **DATE:** _____

APPROVED AS TO FORM:

_____

Douglas W. Napier, Town Attorney **DATE:** _____

Town of Front Royal, Virginia
Council Agenda Statement

Meeting Date: September 29, 2014

Agenda Item: COUNCIL APPROVAL – HEPTAD, LLC Memorandum of Understanding

Summary: Council is requested to authorize the Mayor, Town Manager, and Town Attorney to execute a Memorandum of Understanding with HEPTAD, LLC concerning the connection of the HEPTAD development to the Leach Run Parkway in accordance with the approved proffers and the road development plans to facilitate the dedication of property to the Economic Development Authority for the construction of the Leach Run Parkway.

Budget/Financing: None

Attachments: Memorandum of Understanding

Meetings: None

Staff Recommendation: Approval ✓ Denial _____

Proposed Motion: **I move that Council authorize the Mayor, Town Manager, and Town Attorney to execute a Memorandum of Understanding with HEPTAD, LLC concerning the connection of the HEPTAD development to the Leach Run Parkway in accordance with the approved proffers and the road development plans to facilitate the dedication of property to the EDA for the construction of the Leach Run Parkway.**

*Note: Motions are the formal & final proposal of Council, proposed motions are offered by Staff for guidance.
*To be clear and concise, motions should be made in the positive

Approved By: JB

LAWSON AND SILEK, P.L.C.

43 CHESTER STREET
POST OFFICE BOX 602
FRONT ROYAL, VA 22630
TELEPHONE: (540) 635-9415
FACSIMILE: (540) 635-9421
E-MAIL: JSILEK@LAWSONANDSILEK.COM

September 29, 2014

Steve Burke, Town Manager
Town of Front Royal
102 East Main Street
Front Royal, Virginia 22630

Re: Heptad, LLC – Memorandum Of Understanding

DELIVERED BY HAND DELIVERY

Dear Steve:

Per George's email on Friday afternoon, please find attached to this message the Memorandum of Understanding No.1 regarding Heptad's access to the future Leach Run Parkway, which has been executed by my client. Please be advised that the enclosed executed document is being delivered to you conditioned upon the Town Council likewise approving and executing the enclosed Memorandum. As always, please contact me with any additional questions.

Respectfully,

Robert J. Light

Enclosure
Cc (w/ enclosure): Heptad, LLC
George, Sonnett, Esq., Asst. Town Attorney

MEMORANDUM OF UNDERSTANDING No. 1
LEACH RUN PARKWAY ACCESS

THIS **MEMORANDUM OF UNDERSTANDING No. 1 FOR LEACH RUN PARKWAY ACCESS** (hereinafter "this MOU"), dated this _____ day of _____, 2014, by and between the **TOWN OF FRONT ROYAL, VIRGINIA**, a Virginia municipal corporation (hereinafter "the Town"), and **HEPTAD, LLC**, a Virginia limited liability company (hereinafter "the Applicant").

WITNESSETH:

WHEREAS, the Applicant executed an Amended Proffer Statement on January 31, 2012 (hereinafter the "Proffer Statement"); and

WHEREAS, the Proffer Statement contained certain terms and conditions if the Town approved Rezoning Application #05-07-56 for the rezoning of approximately 98.25 acres from Suburban Residential (R-S) to Planned Neighborhood Development (PND) District; and

WHEREAS, the Town approved the Proffer Statement as part of the Applicant's rezoning application for the Property on April 9, 2012; and,

WHEREAS, the Proffer Statement proffers cite a Master Land Use Plan of development including a Trip Distribution and Road Classification Plan (copy attached hereto as "Exhibit A") showing the approximate location of an access point from the east and from the west from the lands of the Applicant to the proposed Leach Run Parkway, and provide for the dedication by the Applicant to the Town of right-of-way for Leach Run Parkway; and,

WHEREAS, Proffer 3.1.3.1 of the Proffer Statement states that within two (2) years from approval of the rezoning, the Town shall have acquired all right-of-way sufficient to permit construction of the Leach Run Improvements from Route 55 to the Northern Boundary of the Property; and,

WHEREAS, Proffer 3.1.3.2 of the Proffer Statement states that within two (2) years from approval of the rezoning, the Town shall have obtained all special use permits required pursuant to the Front Royal Town Code necessary to permit construction of two (2) lanes of the Leach Run Improvements; and,

WHEREAS, Proffer 3.1.3.3 of the Proffer Statement states that within two (2) years from approval of the rezoning, the Town and the Applicant shall have entered into a Memorandum of Understanding which shall include provisions detailing the parties' responsibilities with respect to construction of the Leach Run Improvements; and,

4. In the event that the parties mutually agree to extend the deadlines for the entry of any subsequent memoranda of understanding, the Town Council of the Town hereby grants to the Mayor of the Town the authority to change such deadlines on behalf of the Town Council.

IN WITNESS WHEREOF, the parties hereafter have made and executed this Memorandum of Understanding for Leach Run Parkway Access effective the day and year above first written.

(SEAL) **Mayor of the Town of Front Royal**

Attest: _____ By: _____

Print Name: _____ Print Name: _____

Title: _____ Title: _____

Date:

_____

(SEAL) **Heptad, LLC**

Attest: _____ By: _____

Robert S. Light

Ronald Llewelyn, managing Member

Print Name: _____

Title: Atty Title: Managing Member

Date: Sept. 29, 2014

_____

Approved as to form:

_____

George M. Sonnett, Jr.
Assistant Town Attorney

EXHIBIT

4

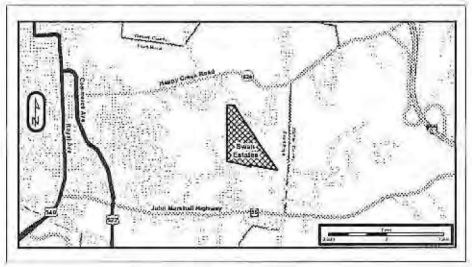
tabbies

Swan Estates
By
Heptad LLC

March 4,2011

Master Land Use Plan

A Planned Neighborhood Development



Vicinity Map

Project Information

General Information
Tax Map* 20-A21-2-1 and 20-A20-2-11, Instrument 030007026
Total Area: 98+/- Acres
Current Zoning: (R-S) Suburban Residential

Open Space Information;
Total Area in Open Space: 43.74 Acres (44.6%)
Open Space comprised of Conservation Land: 34.84 Acres
Open Space comprised of Recreation Land: 8.9 Acres

Developable Area Information:
Total developable area: 54.26 Acres (55.4%)
Area in Single Family Dwelling Category: 11.87 Acres
Area in Townhouse Category: 12.59 Acres
Area in Multi-Family Category: 20.6 Acres
Area in Commercial Category: 9.2 Acres
Proposed Single Family Units: 37-54 +/- (minimum size lots of 3,000 sq. ft)
Proposed Townhouse Units:112 +/-
Proposed Multi Family Units: 252-336 +/-

Summary
Total Number of Units: 450*
Average Density: 4.09-5.12 units per acre +/-
Percentage of Land In open Space : 44.6%

* maximum allowable amount and will be result of any combination of unit types as determined by final design

Sheet Index

1. Cover Sheet
2.General Location Plan
3. Boundary Survey
4.Slope Analysis
5.Topography Map
6.Trip Distribution and Road Classification
7.Floodplan and Wetland Delineation
8.Leach Run Parkway Layout
9.Function Use Plan-Land Bay Layout

Swan Estates
Master Land Use Plan
Happy Creek Magisterial District
Front Royal, Virginia

No.	Date	Revisions

Design Firm

J. Duggan & Associates
Landscape Architecture
151 Windy Hill Lane, Winchester, VA 22602
540)974-2475 www.jduggananddassociates.com

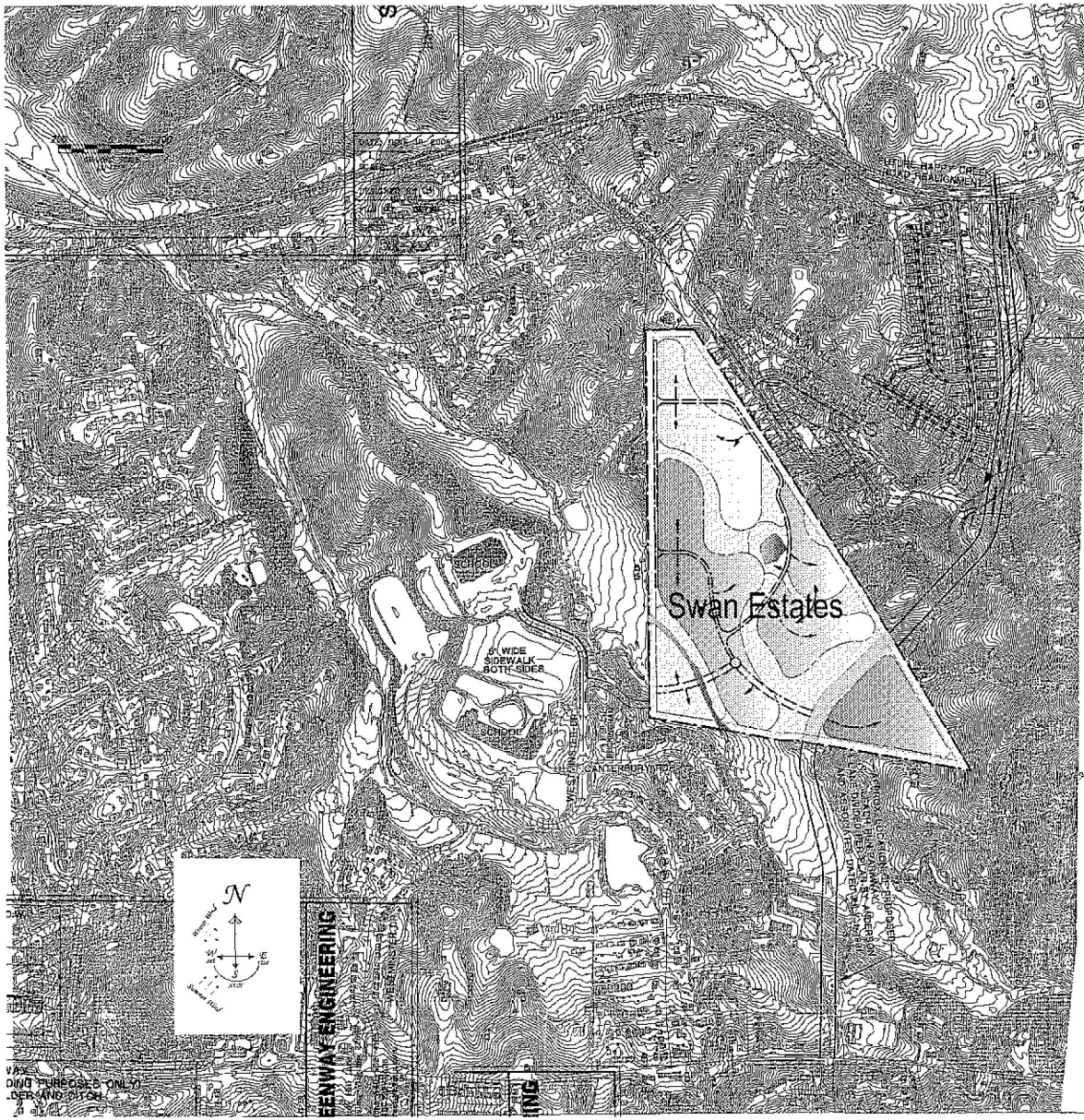
Consultant

Project Title
Master Land Use Plan

Drawing Title
Cover Sheet

Project Manager
J Duggan RLA

Drawn By	Scale
TM/JD	as shown
Reviewed By JD	Drawing No.
Date 3-4-2011	1 of 9
CAD File	Total Sheets

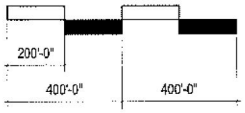


Note:

1. This is a schematic representation of proposed land uses, not an engineering or construction document..Plan as shown is subject to change per final design, engineering constraints and actual site conditions as yet to be determined.

2. All site, topographic, boundary and other relevant site information used in this plan is based on information contained in the plan titled **'Swan Estates Master Land Use Plan'**. by Greenway Engineering submitted June 30, 2005. All recent traffic information done provided by Greenway information under separate agreement with Heptad LLC. J. Duggan & Associates P.C.is not responsible for any errors/omissions caused by use of above referenced information.

Graphic Scale



Swan Estates

Master Land Use Plan

Happy Creek Magisterial District
Front Royal, Virginia

COMMONWEALTH OF VIRGINIA
JOSEPH E. DUGGAN
No. 000531
CERTIFIED LANDSCAPE ARCHITECT

No.	Date	Revisions

Design Firm

J. Duggan & Associates
Landscape Architecture

161 Windy Hill Lane, Winchester, VA 22602
540/874-2475 www.jduggananddassociates.com

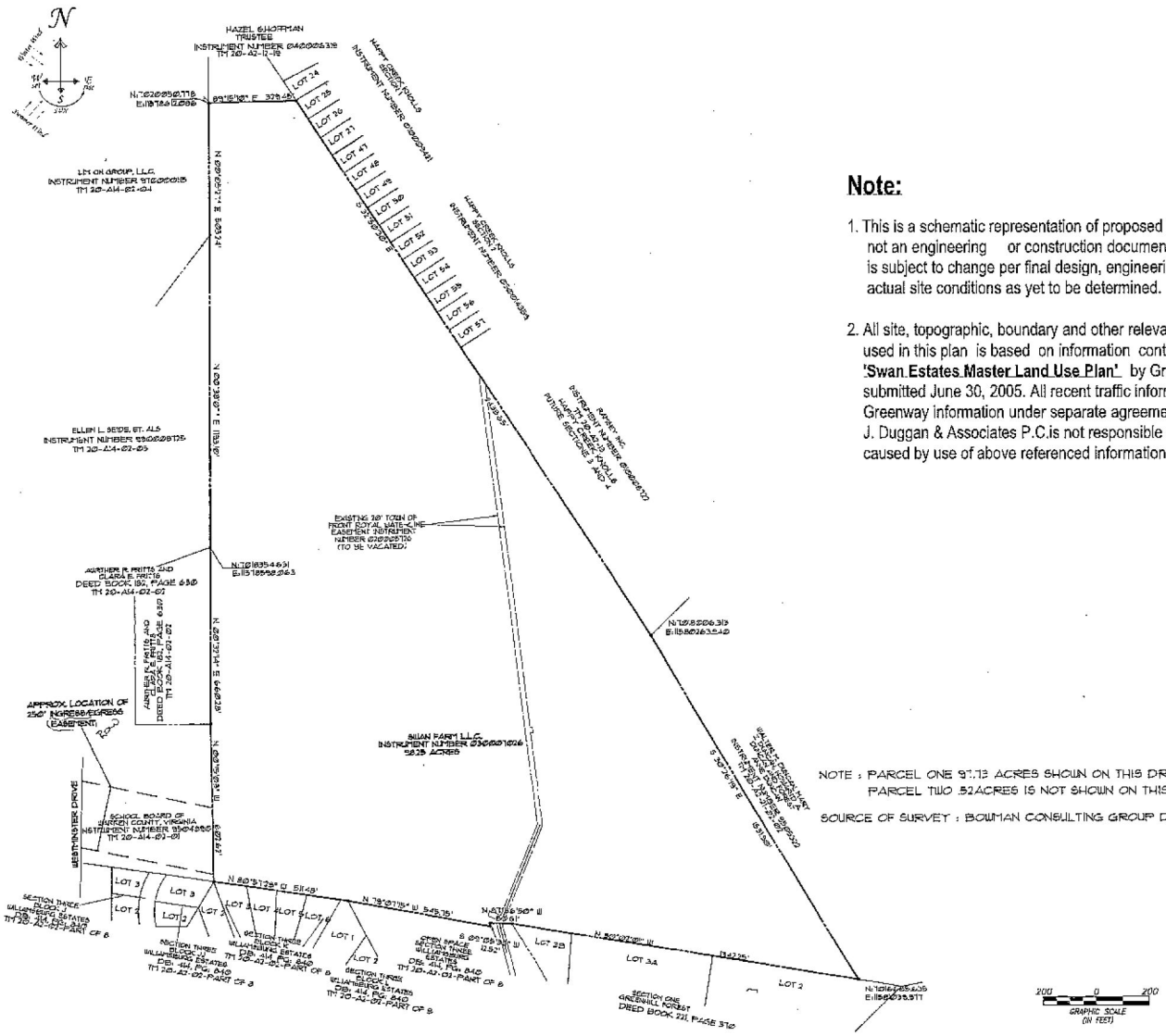
Consultant

Project Title
Master Land Use Plan

Drawing Title
Generalized Location Plan

Project Manager
J Duggan RLA

Drawn By TM/JD	Scale as shown
Reviewed By JD	Drawing No.
Date 3-4-2011	
CAD File	2 of 9 Total Sheets



Note:

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2. All site, topographic, boundary and other relevant site information used in this plan is based on information contained in the plan titled **'Swan Estates Master Land Use Plan'** by Greenway Engineering submitted June 30, 2005. All recent traffic information done provided by Greenway Information under separate agreement with Heptad LLC. J. Duggan & Associates P.C.is not responsible for any errors/omissions caused by use of above referenced information.

NOTE : PARCEL ONE 97.73 ACRES SHOWN ON THIS DRAWING.
PARCEL TWO .52ACRES IS NOT SHOWN ON THIS DRAWING.

SOURCE OF SURVEY : BOWMAN CONSULTING GROUP DATED MARCH 28, 2005.

Swan Estates

Master Land Use Plan

Happy Creek Magisterial District
Front Royal, Virginia

COMMONWEALTH OF VIRGINIA
JOSEPH E. DUGGAN
No. 000631
REGISTERED LANDSCAPE ARCHITECT

No.	Date	Revisions

Design Firm

J. Duggan & Associates
Landscape Architecture

151 Windy Hill Lane, Winchester, VA 22602
540/974-2475 www.dugganandassociates.com

Consultant

Project Title
Master Land Use Plan

Drawing Title
Boundary Survey

Project Manager
J Duggan RLA

Drawn By	Scale
JD	as shown
Reviewed By	**Drawing No.**
JD	
Date	
3-4-2011	
CAD File	3 of 9
	Total Sheets

Note:

1. This is a schematic representation of proposed land uses, not an engineering or construction document..Plan as shown is subject to change per final design, engineering constraints and actual site conditions as yet to be determined.

2. All site, topographic, boundary and other relevant site information used in this plan is based on information contained in the plan titled **'Swan Estates Master Land Use Plan'** by Greenway Engineering submitted June 30, 2005. All recent traffic information done provided by Greenway information under separate agreement with Heptad LLC. J. Duggan & Associates P.C.is not responsible for any errors/omissions caused by use of above referenced information.

LEGEND

- < 15.00 % SLOPES
- 15.00 to 40.00 % SLOPES
- > 40.00 % SLOPES

200 0 200
GRAPHIC SCALE
(IN FEET)

Swan Estates

Master Land Use Plan

Happy Creek Magisterial District
Front Royal, Virginia

COMMONWEALTH OF VIRGINIA
JOSEPHE DUGGAN
No. 000531
REGISTERED LANDSCAPE ARCHITECT

No.	Date	Revisions

Design Firm

J. Duggan & Associates
Landscape Architecture

151 Windy Hill Lane, Winchester, VA 22602
540/874-2475 www.jduggandassociates.com

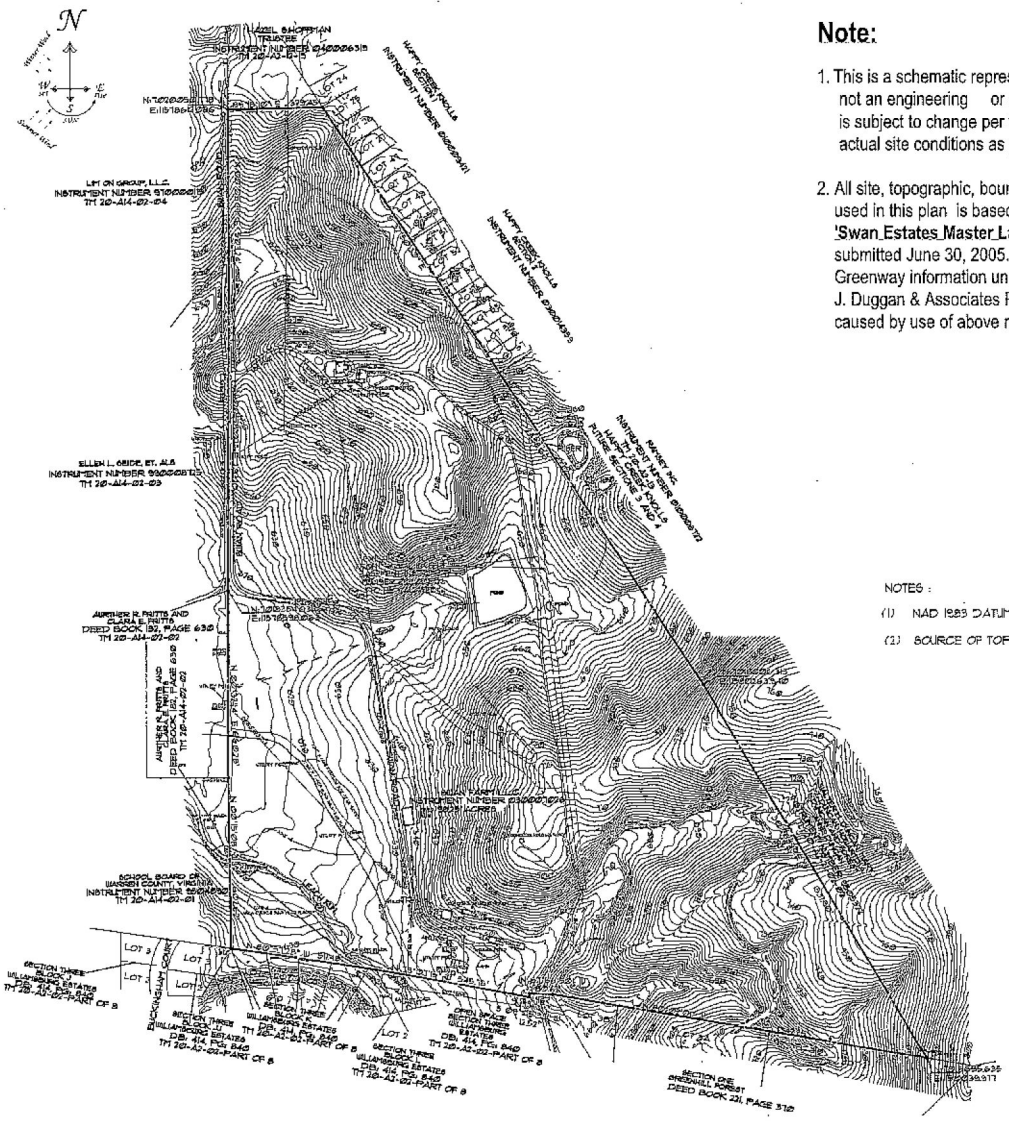
Consultant

Project Title
Master Land Use Plan

Drawing Title
Slope Analysis

Project Manager
J Duggan RLA

Drawn By JD	**Scale** as shown
Reviewed By JD	**Drawing No.**
Date 3-4-2011	4 of 9
CAD File	**Total Sheets**



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NOTES :

(1) NAD 1983 DATUM , 2' CONTOUR INTERVAL

(2) SOURCE OF TOPOGRAPHY BOWMAN CONSULTING GROUP DATED DEC. 21, 2004.

200 0 200
GRAPHIC SCALE
(IN FEET)

Swan Estates

Master Land Use Plan

Happy Creek Magisterial District
Front Royal, Virginia

COMMONWEALTH OF VIRGINIA
JOSEPH R. DUGGAN
No. 000651
REGISTERED LANDSCAPE ARCHITECT

No.	Date	Revisions

Design Firm

J. Duggan & Associates
Landscape Architecture

151 Windy Hill Lane, Winchester, VA 22602
540/974-2475 www.jduggan&associates.com

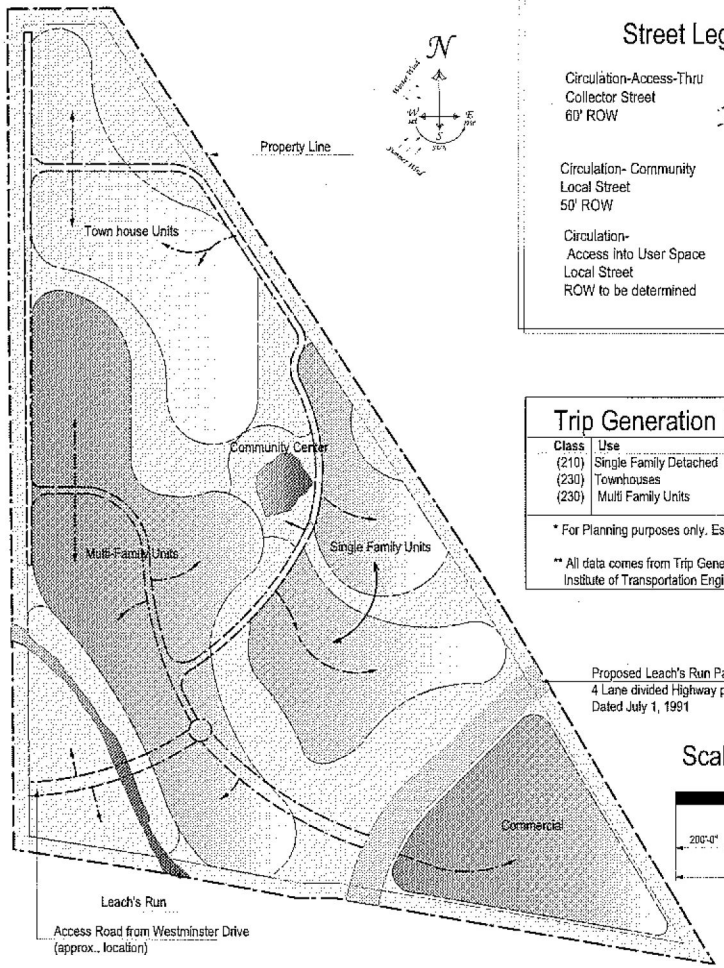
Consultant

Project Title
Master Land Use Plan

Drawing Title
Topography Map

Project Manager
J Duggan RLA

Drawn By JD	**Scale** as shown
Reviewed By JD	**Drawing No.**
Date 3-4-2011	
CAD File	5 of 9 Total Sheets



Street Legend

Circulation-Access-Thru
Collector Street
60' ROW

Circulation- Community
Local Street
50' ROW

Circulation-
Access into User Space
Local Street
ROW to be determined

Trip Generation Data

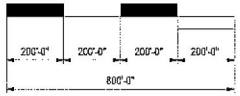
Class	Use	Units*	Trip Rate**	VPD
(210)	Single Family Detached	54	9.57 Trips per day	516.78 VPD
(230)	Townhouses	112	5.86 Trips per day	656.32 VPD
(230)	Multi Family Units	284	5.86 Trips per day	1664.24 VPD

* For Planning purposes only. Estimate number subject to change.

** All data comes from Trip Generation Manual (7th Edition) published by: Institute of Transportation Engineers, publication date 2003

Proposed Leach's Run Parkway (approx location)
4 Lane divided Highway per plans by Anderson and Associates
Dated July 1, 1991

Scale



Circulation Plan

Note:

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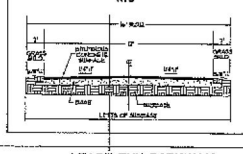
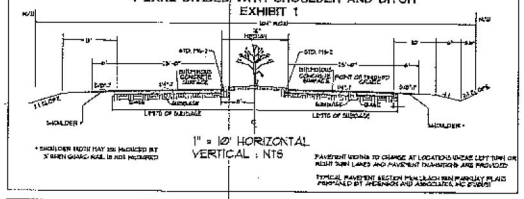
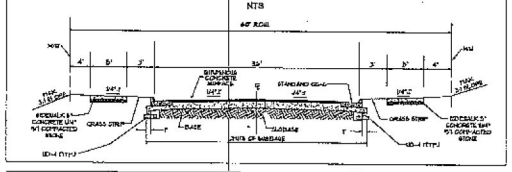
ALLEY WAY SECTION 16' R.O.W.
NTS



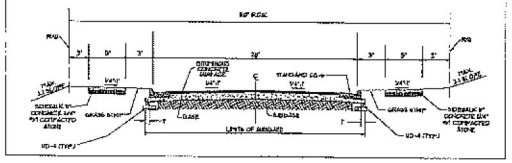
LEACH RUN PARKWAY
ULTIMATE SECTION (FOR ROUGH GRADING PURPOSES ONLY)
4 LANE DIVIDED WITH SHOULDER AND DITCH
EXHIBIT 1

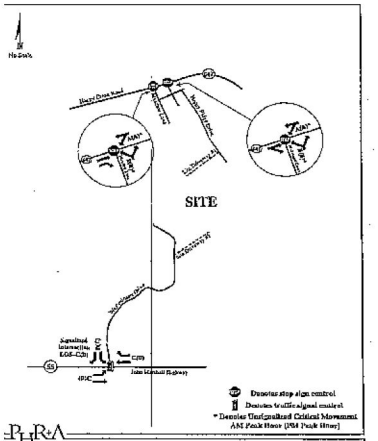


TYPICAL SECTION 60' R.O.W.
NTS



TYPICAL SECTION 50' R.O.W.
NTS





PHR+A

Figure 9 2008 Buildout Lane Geometry and Levels of Service

Swan Estates

Master Land Use Plan

Happy Creek Magisterial District
Front Royal, Virginia

COMMONWEALTH OF VIRGINIA
JOSEPH E. DUGGAN
LICENSED LANDSCAPE ARCHITECT

No.	Date	Revisions

Design Firm

J. Duggan & Associates
Landscape Architecture
151 Windy Hill Lane, Winchester, VA 22602
540/974-2475 www.jduggan@andassociates.com

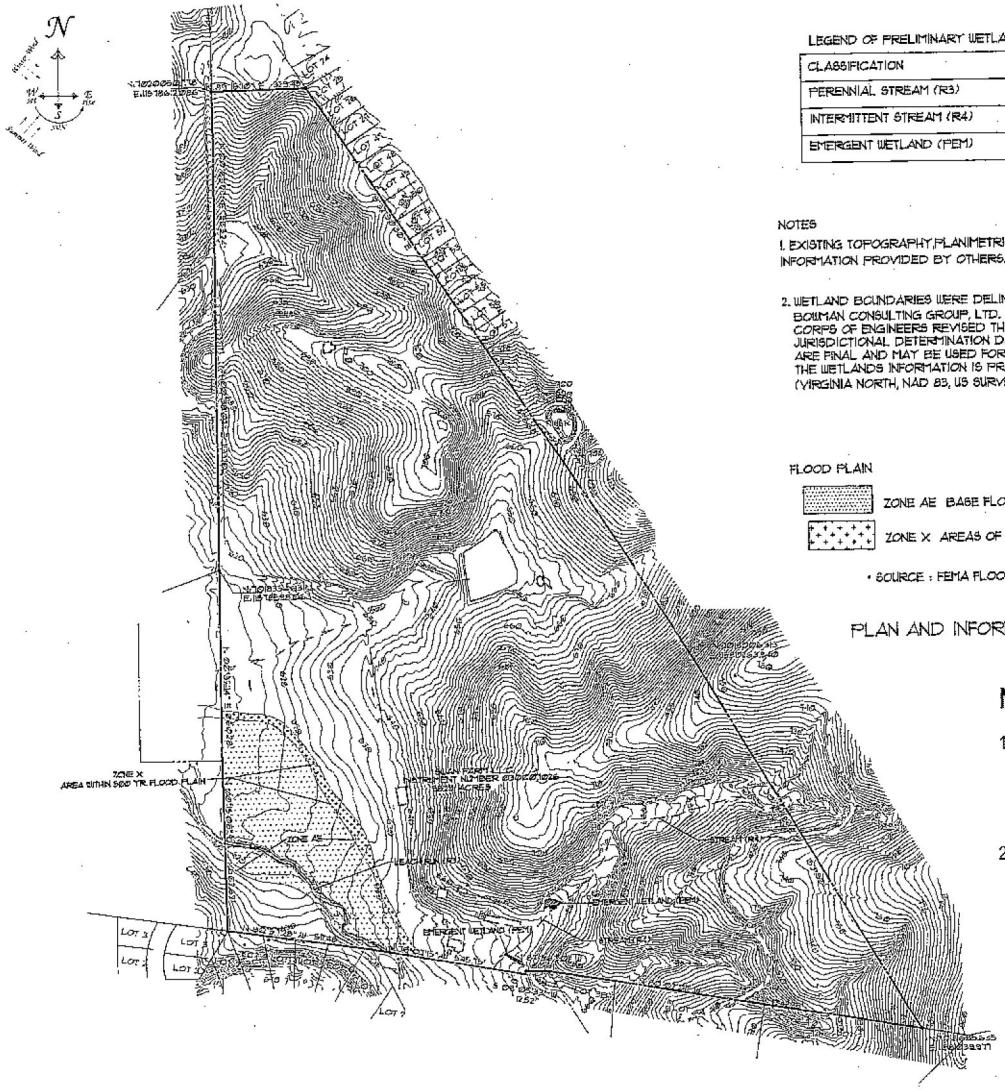
Consultant

Project Title
Master Land Use Plan

Drawing Title
Trip Distribution and
Road Classification Plan

Project Manager
J Duggan RLA

Drawn By	Scale
JD	as shown
Reviewed By JD	**Drawing No.**
Date 3-4-2011	6 of 9
CAD File	Total Sheets



LEGEND OF PRELIMINARY WETLANDS

CLASSIFICATION
PERENNIAL STREAM (R3)
INTERMITTENT STREAM (R4)
EMERGENT WETLAND (PEM)

NOTES

1. EXISTING TOPOGRAPHY, PLANIMETRIC AND BOUNDARY INFORMATION PROVIDED BY OTHERS.

2. WETLAND BOUNDARIES WERE DELINEATED AND GPS SURVEYED BY BOWMAN CONSULTING GROUP, LTD. IN APRIL 2005. THE U.S. ARMY CORPS OF ENGINEERS REVISED THE WETLAND BOUNDARIES DURING A JURISDICTIONAL DETERMINATION DATED JUNE 15, 2005. THESE BOUNDARIES ARE FINAL AND MAY BE USED FOR PLANNING OR ENGINEERING PURPOSES. THE WETLANDS INFORMATION IS PROVIDED AT STATE PLANE COORDINATES (VIRGINIA NORTH, NAD 83, US SURVEY FEET).

FLOOD PLAIN

ZONE AE BASE FLOOD ELEVATION DETERMINED

ZONE X AREAS OF 500 YEAR FLOOD

* SOURCE : FEMA FLOOD MAP # 510161-0003-B TOWN OF FRONT ROYAL DATED JULY 15,1988.

PLAN AND INFORMATION SHOWN PER BOWMAN CONSULTING GROUP.

Note:

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200 0 200
GRAPHIC SCALE (IN FEET)

Swan Estates

Master Land Use Plan

Happy Creek Magisterial District
Front Royal, Virginia

COMMONWEALTH OF VIRGINIA
JOSEPH E. DUGGAN
No. 020521
CERTIFIED LANDSCAPE ARCHITECT

No.	Date	Revisions

Design Firm

J. Duggan & Associates
Landscape Architecture

151 Windy Hill Lane, Winchester, VA 22602
540.974.2475 www.jdugganandassociates.com

Consultant

Project Title
Master Land Use Plan

Drawing Title
Floodplain and Wetland Delineation

Project Manager
J Duggan RLA

Drawn By JD
Scale as shown

Reviewed By JD
Drawing No.

Date 3-4-2011

CAD File

7 of 9
Total Sheets

Note:

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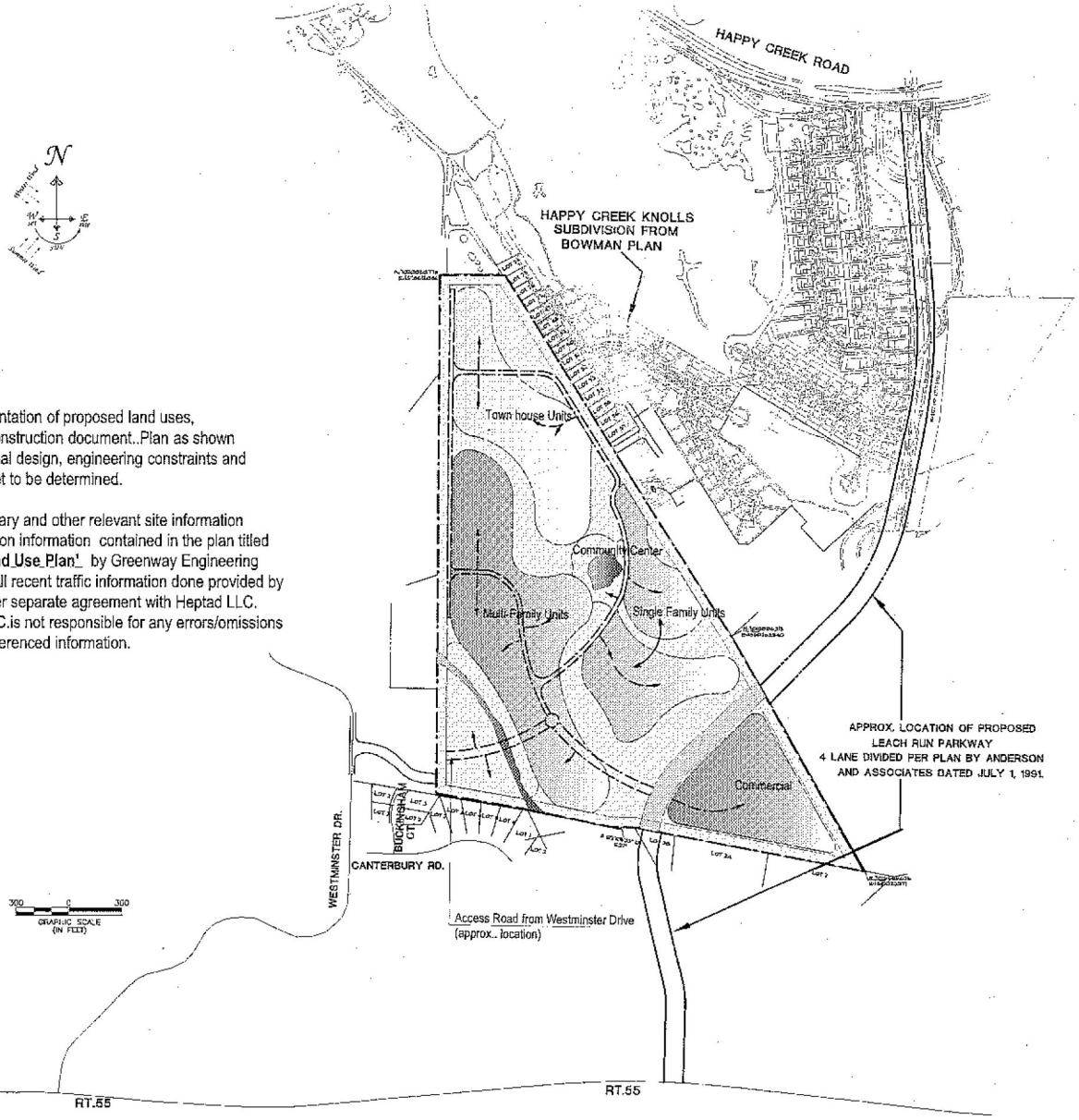


Swan Estates

Master Land Use Plan

Happy Creek Magisterial District
Front Royal, Virginia

COMMONWEALTH OF VIRGINIA
JOSEPH E. DUGGAN
No. 000531
REGISTERED LANDSCAPE ARCHITECT

No.	Date	Revisions

Design Firm

J. Duggan & Associates
Landscape Architecture

151 Windy Hill Lane, Winchester, VA 22602
(540)974-2475 www.dduggananddassociates.com

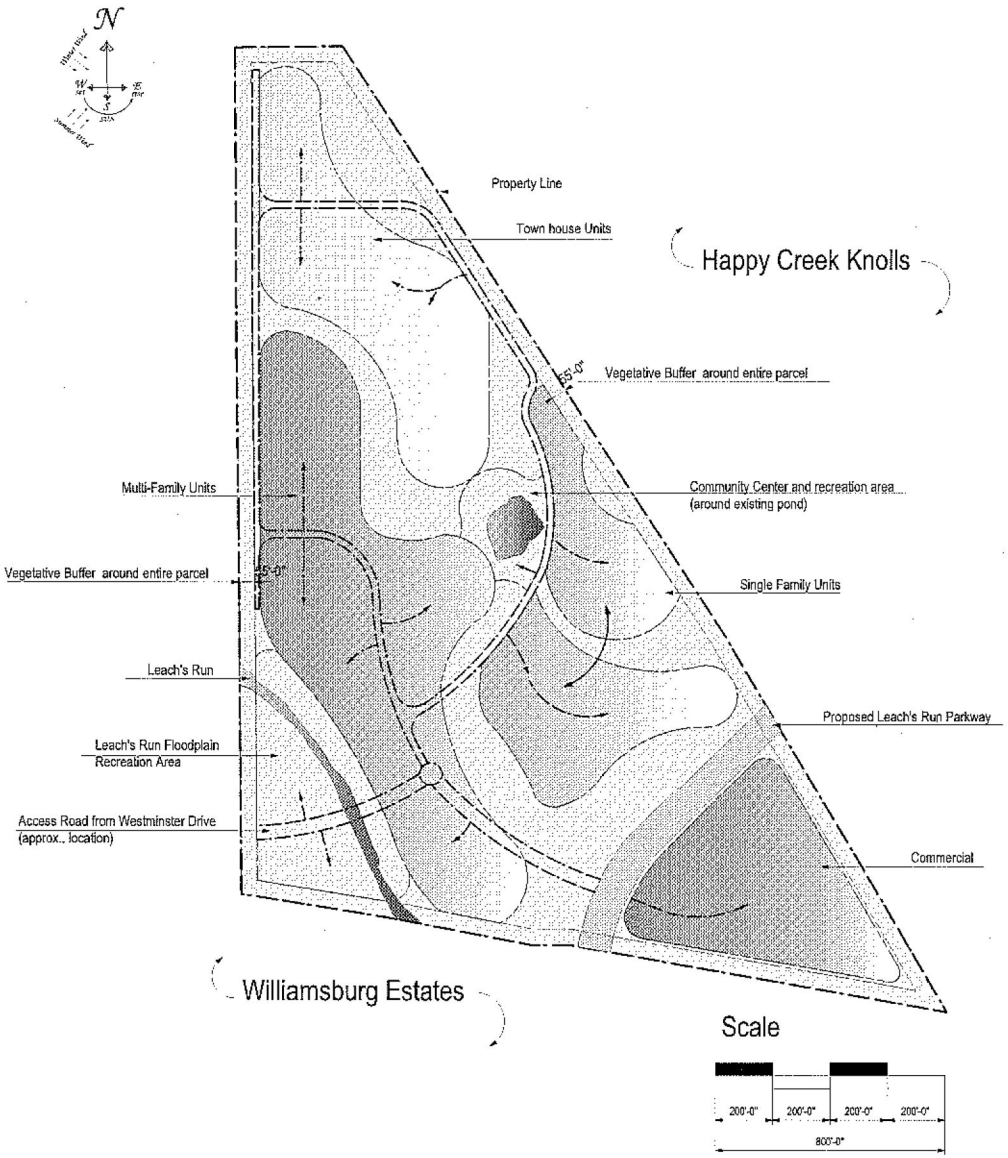
Consultant

Project Title
Master Land Use Plan

Drawing Title
Leach Run Parkway Layout

Project Manager
J Duggan RLA

Drawn By JD	**Scale** as shown
Reviewed By JD	**Drawing No.**
Date 3-4-2011	8 of 9
CAD File	**Total Sheets**



Legend

- Open Space
- Residential Use Single-Family
- Residential Use Town Houses
- Residential Use Multi-Family
- Commercial Use
- Open Space-Water
- Circulation-Access-Thru
- Circulation- Community
- Circulation- Access into User Space

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Swan Estates

Master Land Use Plan

Happy Creek Magisterial District
Front Royal, Virginia

COMMONWEALTH OF VIRGINIA
JOSEPHINE DUGGAN
No. 040931
REGISTERED LANDSCAPE ARCHITECT

No.	Date	Revisions

Design Firm

J. Duggan & Associates
Landscape Architecture

151 Windy Hill Lane, Winchester, VA 22602
540/674-2475 www.jduggansandassociates.com

Consultant

Project Title
Master Land Use Plan

Drawing Title
Functional Use Plan-
Land Bay Layout

Project Manager
J Duggan RLA

Drawn By JD	**Scale** as shown
Reviewed By JD	**Drawing No.**
Date 3-4-2011	9 of 9
CAD File	**Total Sheets**

NOTES:

1. THE PARCEL SHOWN HEREON IS IDENTIFIED AS WARREN COUNTY, VIRGINIA TAX MAP NUMBER 20A21-2-1.
2. ALL LAND RECORDS REFERRED TO HEREIN ARE RECORDED IN WARREN COUNTY, VIRGINIA.
3. THE PURPOSE OF THIS PLAT IS FOR DEDICATION OF RIGHT OF WAY AND STORM DRAINAGE, TEMPORARY CONSTRUCTION EASEMENTS AND IT IS NOT INTENDED TO BE USED FOR ANY OTHER PURPOSE.
4. THIS PLAT WAS PREPARED WITHOUT BENEFIT OF A TITLE REPORT. THE PROPERTY MAY BE SUBJECT TO EASEMENTS NOT SHOWN HEREON.
5. REFERENCE IS HEREBY MADE TO THE CONSTRUCTION PLANS FOR LEACH RUN PARKWAY, CURRENTLY UNDER DEVELOPMENT BY PENNONI ASSOCIATES; INC.
6. THE BASIS OF MERIDIAN IS VA SPCS NAD83 NORTH ZONE (2011 ADJUSTMENT), ESTABLISHED BY A GPS SURVEY BY THIS FIRM DATED AUGUST 13, 2013. THE GROUND COORDINATES REFERENCED HEREON ARE BASED ON APPLICATION OF AN INVERTED COMBINED SCALE FACTOR (PROJECTION SCALE FACTOR X ELEVATION FACTOR):

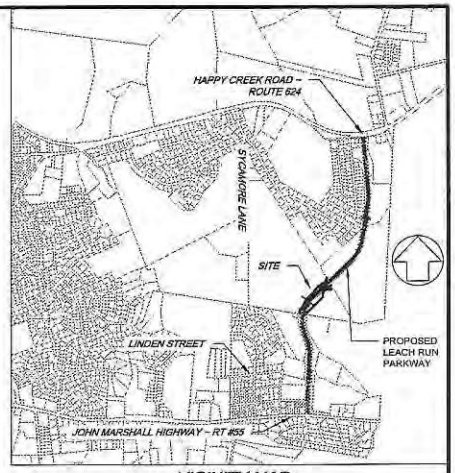
   COMBINED SCALE FACTOR : 0.99993443994
   BASE POINT = N 7017738.04
   E 11581007.64

7. THE TEMPORARY CONSTRUCTION EASEMENT TO BECOME NULL AND VOID AT SUCH TIME AS LEACH RUN PARKWAY CONSTRUCTION IS COMPLETE AND BONDS HAVE BEEN RELEASED.
8. THE RIGHT WAY CORNERS WILL BE SET FOLLOWING CONSTRUCTION.
9. ACCESS EASEMENT MAY BE RELOCATED TO CONFORM TO ACTUAL TRAVELWAY AT TIME OF DEVELOPEMENT.

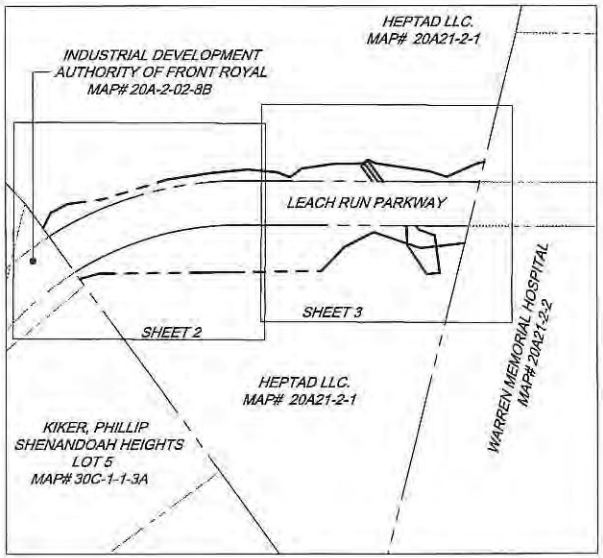
CERTIFICATE OF APPROVAL:

THE PLATTING OR DEDICATION OF THE FOLLOWING DESCRIBED LAND, A PORTION OF WARREN COUNTY, VIRGINIA TAX MAP NUMBER 20A21-2-2, IS WITH THE FREE CONSENT AND IN ACCORDANC3 WITH THE DESIRE OF THE UNDERSIGNED OWNERS, PROPRIETORS AND TRUSTEES, IF ANY.

AGENT- WARREN COUNTY SUBDIVISION ADMINISTRATOR DATE:



VICINITY MAP
1" = 2000'



KEY MAP
N.T.S.

NOTARY STATEMENT:

COMMONWEALTH OF VIRGINIA:
COUNTY OF :

I, THE UNDERSIGNED NOTARY PUBLIC, IN AND FOR THE STATE AND COUNTY AFORESAID, WHOSE COMMISSION EXPIRES ON THE _____ DAY OF _____, 20_____, DO HEREBY CERTIFY THAT _____ WHOSE NAME IS SIGNED TO THE FOREGOING OWNERS DEDICATION, HAS APPEARED BEFORE ME AND PERSONALLY ACKNOWLEDGED THE SAME IN MY JURISDICTION AFORESAID.

GIVEN UNDER MY HAND THIS _____
DAY OF , 20

NOTARY PUBLIC

OWNERS CONSENT AND DEDICATION:

THIS PLAT SHOWING STREET DEDICATION, AND CREATION OF STORM DRAINAGE, TEMPORARY CONSTRUCTION AND ELECTRIC EASEMENTS IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRE OF THE UNDERSIGNED OWNERS, PROPRIETORS, AND TRUSTEES, IF ANY.

AGENT, HEPTAD LLC. DATE

OWNER:

HEPTAD LLC.
195 PARK RIDGE COURT
FRONT ROYAL, VIRGINIA 22630

SURVEYOR'S CERTIFICATE:

I, JOHN H. GENTHNER, A DULY LICENSED LAND SURVEYOR IN THE COMMONWEALTH OF VIRGINIA, DO HEREBY CERTIFY THAT THE PROPERTY AND RIGHT-OF-WAY DEDICATION SHOWN HEREIN IS CURRENTLY IN THE NAME OF HEPTAD LLC., AS RECORDED IN INSTRUMENT #090004959; AMONG THE LAND RECORDS OF WARREN COUNTY, VIRGINIA.

COMMONWEALTH OF VIRGINIA
JOHN H. GENTHNER
Lic. No. 3081
2014-07-25
LAND SURVEYOR

EXHIBIT
B

Pennoni Associates Inc.
Consulting Engineers
208 Church Street, SE
Leesburg, VA 20175 - 703.777.3616

Pennoni

DATE	NO.	REVISIONS	BY
2014-07-25	3	ADDED CENTER-LINE OF FULL ACCESS ENTRANCES	PFF
2014-07-16	2	REMOVED ELECTRIC AND ACCESS ESMT	PFF
2014-06-13	1	ADDED ACCESS EASEMENT	PFF

PLAT SHOWING
DEDICATION OF RIGHT OF WAY AND EASEMENTS ON THE PROPERTY OF
HEPTAD LLC.
INSTR #090004959
FRONT ROYAL, VIRGINIA

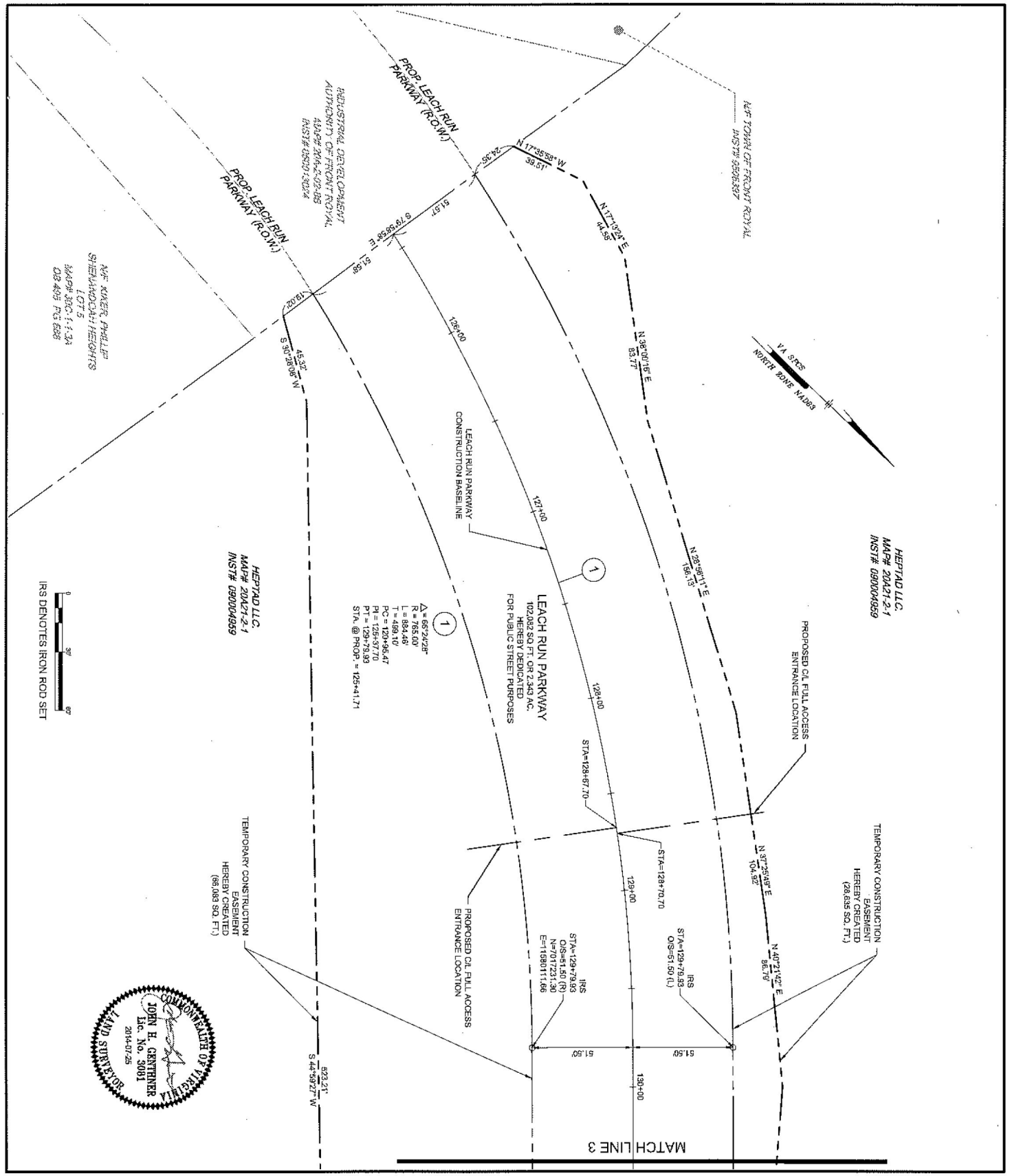
ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATES. AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM

PROJECT NO. WRRN1302
SHEET 1 of 3

SCALE	DATE
N/A	2014-05-22
DRAWN BY: PFF	APPROVED: JHG

DRAWING NO. WRRN1302-VR-EASE-HEPTAD

tabbies



Pennoni Associates Inc.

208 Church Street, SE
Leesburg, VA 20175 - 703.777.3616

Consulting Engineers

PROJECT NO.	WRRN1302
SHEET	2 of 3
SCALE	1" = 30'
DATE	2014-05-22
DRAWN BY	PFF
APPROVED	JHG
DRAWING NO.	WRRN1302-VR-EASE-HEPTAD

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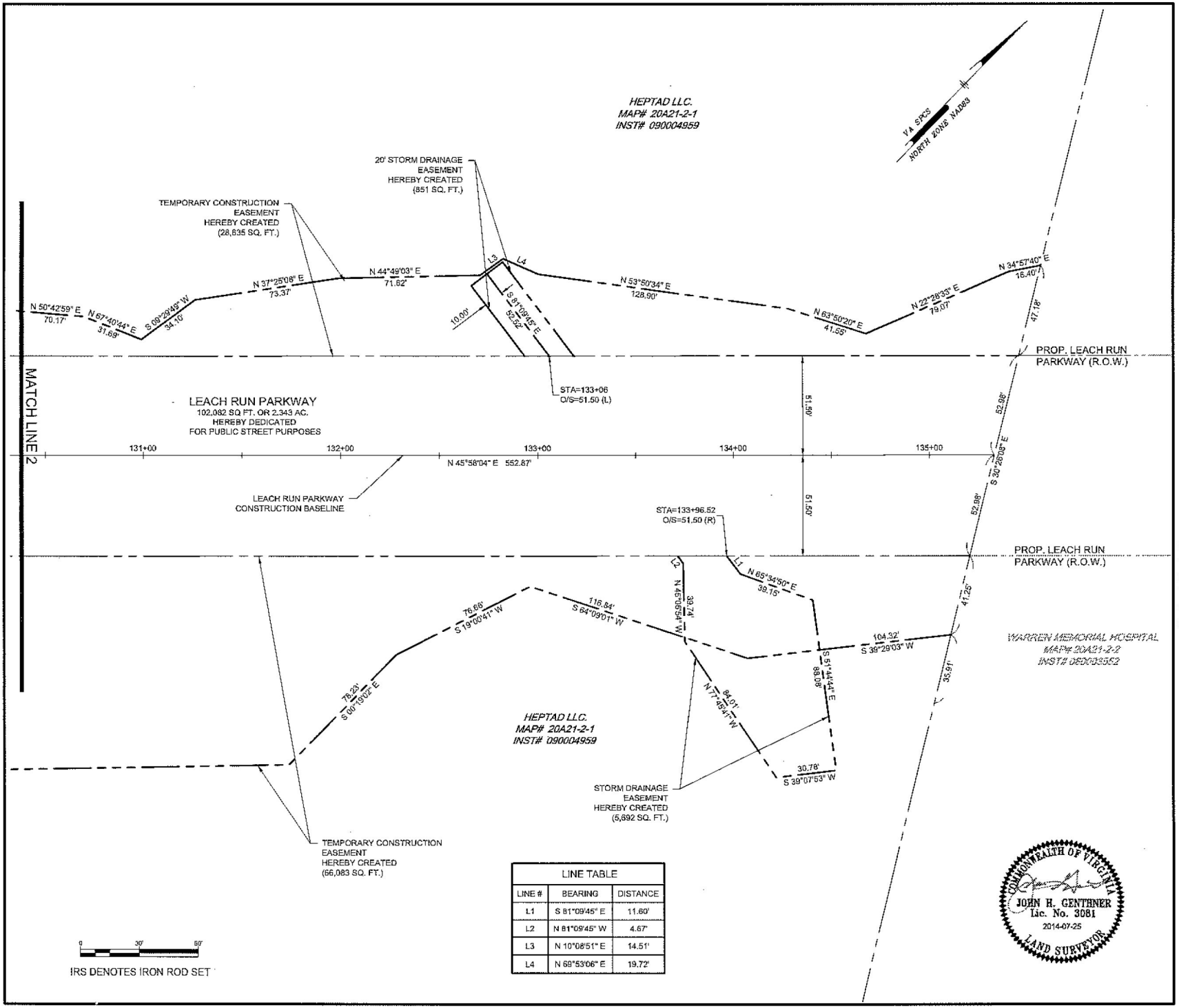
PLAT SHOWING
DEDICATION OF RIGHT OF WAY AND EASEMENTS ON THE PROPERTY OF HEPTAD LLC.
INSTR #090004959
FRONT ROYAL, VIRGINIA

DATE	NO.	REVISIONS	BY
2014-07-25	3	ADDED CENTER-LINE OF FULL ACCESS ENTRANCES	PFF
2014-07-16	2	REMOVED ELECTRIC AND ACCESS ESMT	PFF
2014-06-13	1	ADDED ACCESS EASEMENT	PFF

Pennoni



LINE TABLE		
LINE #	BEARING	DISTANCE
L1	S 81°09'45" E	11.60'
L2	N 81°09'45" W	4.67'
L3	N 10°08'51" E	14.51'
L4	N 69°53'06" E	19.72'

Pennoni Associates Inc.

Consulting Engineers

208 Church Street, SE
Leesburg, VA 20175 - 703.777.3616

Pennoni

NO.	DATE	REVISIONS	BY
3	2014-07-25	ADDED CENTER-LINE OF FULL ACCESS ENTRANCES	PFF
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PLAT SHOWING
DEDICATION OF RIGHT OF WAY
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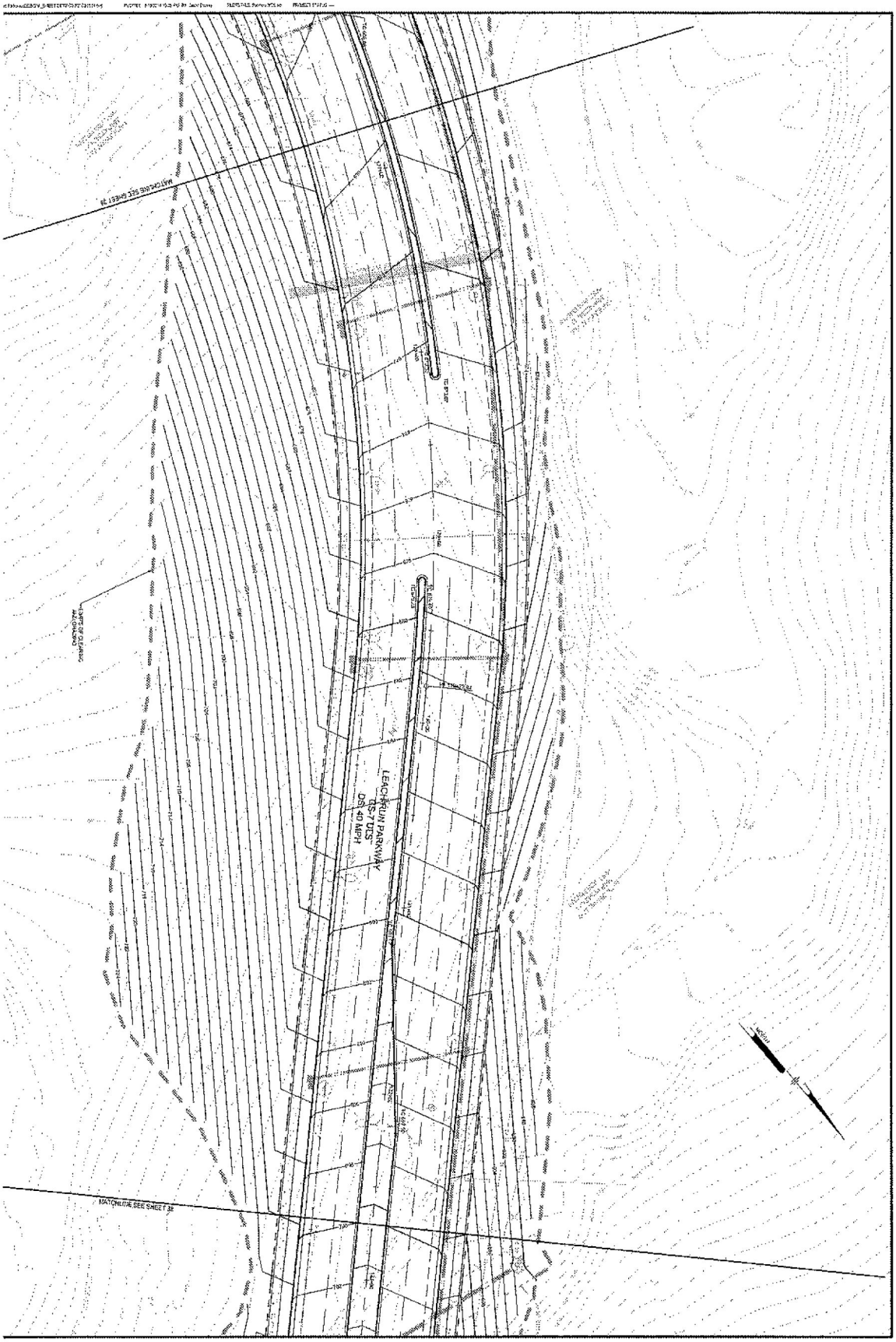
PROJECT NO. WRRN1302
SHEET 3 OF 3

SCALE	DATE
1"=30'	2014-05-22
DRAWN BY PFF	APPROVED JHG

DRAWING NO. WRRN1302-VR-EASE-HEPTAD

I:\PROJECTS\PENN\WRRN1302-EAST RUN PARKWAY\DESIGN\WRRN1302-08-LAYS-01.DWG PLOTTED 7/25/2014 12:19:16 PM, BY PATRICK FLESTERWU PLOTSTYLE: REVISED NCS.CTB, FIGURE SCALE: 1:1



SCALE: 1"=50'	DATE: 2014-06-16	PROJECT: WRRN1302	ALL DIMENSIONS MUST BE VERIFIED BY CONTRACTOR AND OWNER MUST BE NOTIFIED OF ANY DISCREPANCIES BEFORE PROCEEDING WITH WORK

DATE	NO	REVISIONS	BY

LEACH RUN PARKWAY

WARREN COUNTY, VIRGINIA

GRADING PLAN

FRONT ROYAL/WARREN COUNTY EDA

400-D KENDRICK LANE
FRONT ROYAL, VIRGINIA

COMMONWEALTH OF VIRGINIA
FRED D. AMEEN JR
Lic. No. 11760
2014-06-16
PROFESSIONAL ENGINEER

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