



5:30PM - 6:30PM OPEN HOUSE FOR NEW FLEET MAINTENANCE BUILDING

TOWN COUNCIL REGULAR WORK SESSION

TUESDAY, NOVEMBER 12, 2024 @ 7:00 PM

Town Hall Conference Room

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

7:00pm 1. Roll Call

2. Old Business

A. John Marlow Plaza Sign and Dedication – *Lizi Lewis*

3. New Business

- A. Task Order for Additional Dam Evaluation Tasks and To Acquire an Operation/Maintenance Certificate – *Michelle Campbell*
- B. Task Order for the Performance of Sanitary Sewer Flow Monitoring Program for FY2025 - *M Campbell*
- C. FY25 Budget Amendment for Helene Storm Recovery Mutual Aid Reimbursement – *BJ Wilson*
- D. FY25 Budget Amendment to Receive Funds from Virginia Risk Sharing Association (VRSA) for Reimbursement of a Pedestrian Project and Camera/GPS System for Solid Waste Department- *BJ Wilson*
- E. FY25 Budget Amendment for Outstanding Purchase Orders – *BJ Wilson*
- F. Proposed Ordinance Amendment to Town Code Section 134-71 Utility Accounts, Deposits, Payments, and Termination of Service and Approval of *Utility Disconnection Policy and Procedures*– *BJ Wilson*
- G. Special Use Permit for Short Term Rental at 132 W. Criser Road – Theresa Roberson - *Lauren Kopishke*
- H. Special Use Permit to Construct Multi-family Apartments Consisting of Up to 90 Apartments in Two Separate 3-story Buildings on E. Criser Road – Surber Development & Consulting LLC - *Lauren Kopishke*
- I. Request for Town Public Water and Sewer in the Corridor for Industrial Use– *Joe Waltz*
 - 1. Equus Development LP (Executive Land Holdings IV, LLC) - Baugh Drive
 - 2. Toray Plastics Inc (TC MidAtlantic Development V Inc.) – Toray Dr (Tax Map 12G, 1-2-5,7,8 A)
- J. Downtown Front Royal (DFRi) Main Street Sign Request – *Joe Waltz*

4. Discussion - FY25 Council Retreat (No Coversheet) – *Mayor Cockrell*

5. Closed Meeting

6. Adjourn



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: November 12, 2024

Item# 02A

Agenda Item: John Marlow Plaza Sign and Dedication

Summary: Staff has created a preliminary plan for the sign overall design and implementation.

Budget/Funding: TBD

Staff Recommendation: With support from Council, Staff will move forward with finalizing design elements in anticipation of dedicating the Front Royal Commons/Gazebo area to John Marlow at a later date.



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: November 12, 2024 Item# 03A

Agenda Item: Task Order for Additional Dam Evaluation Tasks and To Acquire an Operation and Maintenance Certificate

Summary: Council is requested to approve a task order for Potesta Engineering in the amount of \$101,100 to perform additional dam evaluation tasks and to acquire an Operation and Maintenance Certificate with the Virginia Department of Conservation & Recreation. The town's 9,100,000-gallon water treatment plant reservoir falls under the state dam regulations because the height on one side exceeds 25 feet.

In accordance with the Virginia Public Procurement Act, Potesta Engineering was awarded a contract with the Town of Front Royal for Environmental Engineering Services by Town Council on June 27, 2022. The Town of Front Royal requires Council's approval to procure engineering services exceeding \$25,000. Currently, there is \$123,495 allowed for this project on purchase order #27546.

Budget/Funding: Funds were previously budgeted for Water Plant Reservoir Repairs and were set aside on Town purchase order number 27546 under the following line item:

9601-R47009 Water Treatment Plant Professional Services \$101,100.00

Staff Recommendation: Staff recommends approving the award of contract as presented under the November 25th Consent Agenda.



Town of Front Royal Public Works

MEMORANDUM

TO: Michelle Campbell, Manager of Purchasing

CC: B.J. Wilson, Director of Finance

FROM: Robert B Boyer, Public Works Director

DATE: November 1, 2024

SUBJECT: Recommendation to Proceed with Potesta's Task Order for Dam Evaluation Tasks, operation and Maintenance Certificate.

Public Works received a task order from Potesta Engineering out of Winchester, VA for a dam evaluation, operation and maintenance certificate in the amount of \$101,100.00. The town's 9,100,000-gallon water treatment plant reservoir falls under the state dam regulations now because the height on the one side exceeds 25' in height. There's currently funding set aside for this project on PO#27546, this project will require further phases down the road to meet the federal requirements needed. We recommend moving forward with awarding this task order to Potesta to keep this moving forward.

If you have any questions or need any further information, please contact me at 540-692-4789.

Thank You.



VIA EMAIL ONLY

October 15, 2024

Mr. Robert Boyer
Director of Public Works
Town of Front Royal
102 East Main Street
Front Royal, Virginia 22630

RE: Revised Proposal for Additional Dam Evaluation Tasks and
Operation and Maintenance Certificate
Dam at Water Treatment Plant
Town of Front Royal, Virginia
POTESTA Project No. 0101-22-0102-020

Dear Mr. Boyer:

On June 6, 2023, Potesta & Associates, Inc. (POTESTA) forwarded a Dam Inspection report of your water treatment plant dam located at Aqueduct Lane of US Route 522 in Front Royal, Virginia (TOWN). The conclusions of this report were to perform routine maintenance and repairs on the embankment, to conduct further investigations on the embankments and spillways, and to register the dam with the Virginia Department of Conservation & Recreation (VDCR) since it was determined that the height and volume of the dam require this dam to be subject to Virginia's Dam Safety Act and Dam Safety Regulations.

Since the dam is subject to the Dam Safety Act and Dam Safety Regulations, an Operation and Maintenance Certificate is required for registration. POTESTA is pleased to submit this proposal to initiate the application, engineering, design and assistance to the TOWN to acquire an Operation and Maintenance Certificate.

SCOPE OF SERVICES

The following scope of services has been developed.

Task 1 - Application for an Operations and Maintenance Certificate

Since the most recent and 2016 Dam Inspection Reports found deficiencies with this impoundment, POTESTA understands that the first step will be to apply for a "Conditional" Operations and

Maintenance Certificate with the VDCR to register the dam. The dam will be required to make an application to access the Virginia Dam Safety Inventory System (DSIS) with POTSETA as a “participant” and “Engineer.” DSIS allows users to access information about all dams in Virginia that DCR tracks. As “Owner” and a “Participant/Engineer,” we will have a level of access to view, edit, download, upload, and enter information related to the dam, such as inspection forms, studies, etc. POTESTA will develop the DSIS Access Form with assistance from the TOWN to submit to DSIS. This dam will receive an Inventory Number and be logged into DSIS, and the TOWN will receive a Conditional Operation & Maintenance Certificate letter stating the items and studies required for the Dam to receive a final Operation & Maintenance Certificate. POTESTA understands from discussions with the Regional Dam Safety Engineer that initially an Inspection Report and Dam Break Inundation Zone Study will be required to determine the deficiencies and the classification of the Dam. POTESTA assumes that the dam may not be considered a Low Hazard Dam due to the high traffic volume of roadway US Route 522 down slope of the dam.

Task 1a – Inspection Report

POTESTA will develop an online Inspection Report in DSIS using the most recent, June 6, 2023, current Inspection Report. It is not expected that POTSETA staff will need to make another site visit for completing this online form. This form will be submitted, and the June 6, 2023 Dam Inspection report will be uploaded as well.

Task 1b - Develop a Dam Break Inundation Zone Study

With consultation with the Regional Dam Safety Engineer, POTESTA will develop a Dam Break Inundation Zone Study for possible areas downstream that would be inundated or otherwise be directly affected by the failure of this dam. This exercise will be required to accurately determine the Hazard Classification of the dam, the spillway designs, and what type of Emergency Plan will be required - Emergency Preparedness or Emergency Action Plan. POTESTA will conduct the Dam Break Inundation Zone Modeling and Mapping per Virginia Code 4VAC50-20-54 and DCR Guidance Documents. The hydrologic / hydraulic modeling used will result in the worst-case inundation limits when conducting this dam break analysis. POTESTA will use in-house HEC RAS modeling software to develop a dam break inundation zone map for this study and for the Emergency Plan. The PMP Evaluation GIS Tool and Virginia PMP 2015 Watershed Calculations Spreadsheet will be used to determine the appropriate 6-hour, 12-hour, and 24-hour rainfall values for the dam. Sufficient documentation will be provided to justify the chosen storm durations utilized in the analysis for the modeled watersheds. The land use for inundation will be considered when conducting a dam break analysis. Existing online mapping of at least 5-foot contour intervals will be used for this modeling. No field survey is expected or included in this proposal, other than site visits by POTESTA staff to verify some structures that can’t be readily estimated from online tools and online FEMA Flood Insurance Study reports and cross-sections. POTESTA will submit (upload) the required data utilized to complete the hydrologic / hydraulic calculations / mapping for the analysis in question to DSIS.

Task 2 – Dam Embankment Evaluation

Since the June 6, 2023 Inspection Report highlighted the deficiencies of the embankment, a geologic and geotechnical evaluation is proposed at this time. The following task narrative provides a description of the geologic and geotechnical considerations for the study and evaluation of the existing dam embankment which appeared to have possible stability issues. It is recommended that the downstream slope of the west leg of the embankment be upgraded to achieve a minimum 2:1 slope. In addition to the hydrologic and hydraulic considerations for the existing dam and impoundment, specific geologic and geotechnical considerations should be sampled, studied, and addressed. The considerations to be addressed include the following:

- Geotechnical Exploration and Sample Collection
- Laboratory Soil/Rock Testing
- Internal Seepage Conditions within the Dam Embankment
- Dam Embankment Foundation Stability
- Dam Embankment Upstream/Downstream Slope Stability

Task 2a – Geotechnical Exploration and Sample Collection

The geotechnical exploration of this site will include the advancement of direct-push and rotary borings within and immediately below the existing dam embankment structure.

This proposal assumes a total of three direct-push subsurface borings and three rotary borings to be advanced at the site. Three of the planned borings will be advanced through the dam embankment at the crest, and three additional borings will be located along the toe of the downstream slope. Boring locations will be staked in the field by POTESTA staff prior to completing the subsurface exploration work. Each stake will be labeled with the boring number and ground surface elevation. Two of the borings will be fitted with permanent solid wall riser casings and screens to allow for the long-term collection of water level data within the dam embankment. The following Table 1 provides a summary of the drilling footage quantities associated with each of the planned borings.

Table 1: Summary of Proposed Exploratory Borings

Boring No.	Surface Elevation (ft)	Depth to Rock (ft)**	Location
B-1*	804	35	Dam on Crest - North
B-2	784	25	DS Slope Toe – North
B-3*	803	40	Dam on Crest - Center
B-4	776	25	DS Slope Toe – Center
B-5*	805	40	Dam at Crest - South
B-6	780	25	DS Slope Toe – South

* Boring to be fitted with piezometer casing following completion for future water level measurements.

** These depths are estimated based on existing dam and geological information.

Soil samples will be collected continuously in each of the borings from the ground surface to refusal on the underlying bedrock surface. The recovered soil samples will be retrieved in continuous lengths during advancement and will be contained in 1.5-inch acetate liners. A POTESta field technician will be onsite to provide full-time observation during the operations and collection of soil samples. The exploratory borings will be logged onsite during their advancement with details and notes being documented on POTESta's standard field boring log forms. These log forms will also include additional information, such as noted static water levels, depth to changes in strata and location of soil samples collected during the drilling process. Miss Utility will be notified to allow for 48-hour minimum notification prior to mobilization to the site.

Following refusal of each of the borings on the underlying bedrock surface, three of the borings will be backfilled with a full-depth bentonite grout. The remaining three borings will be fitted with 1-inch diameter solid PVC riser casing and a 10- to 15-foot section of slotted PVC screen near the base. These borings will be finished at the ground surface with a locking manhole cover at grade, preventing obstruction to mowing equipment. These piezometer borings will then be utilized to monitor seepage levels (phreatic surface) within the dam embankment.

Following completion of the field exploration activities, the collected soil samples will be returned to POTESta's office for further examination, sample collection, and testing. POTESta will retain the samples for a period of 90 days unless the TOWN desires to retain the samples for a longer period; a written notice should then be provided to POTESta.

Task 2b – Laboratory Testing

The dam safety rule requires that a sufficient number of laboratory tests be conducted on rock and soil samples obtained from the foundation and dam embankment materials to provide an accurate representation of the site conditions. The testing results will also be utilized to provide input parameters related to the characterization and engineering properties of the various foundation and embankment materials in engineering calculations during the evaluation study.

Following receipt of the recovered soil samples at POTESta's office, a project geotechnical engineer will review the boring log forms and recovered samples. Representative soil samples from various borings and depths will be selected for laboratory testing. These samples will be transported to the soil laboratory under proper chain-of-custody forms for various characteristic and strength tests. For the purposes of preparing this proposal, POTESta has assumed that the following laboratory tests will be conducted on samples collected during the exploration activities: Atterburg limits, visual soil classification, grain size analysis/hydrometer, direct shear tests, and hydraulic permeability.

Additional soil testing of disturbed samples may also include Standard Proctor density tests which will indicate the moisture density relationship of materials which may be utilized as compacted fill during upgrades or alteration of the dam and/or hydraulic spillway structure(s). Following

completion of laboratory tests, the results will be reported to POTESta's engineers on laboratory summary forms.

Task 2c – Geotechnical Evaluation

This task will include the development of a geotechnical evaluation and study of the existing dam embankment structure. This study will be based on the results and findings from the subsurface exploration field work, as well as the laboratory testing results. A summary will be provided of geotechnical data, as well as an analysis of seepage and potential detrimental effects on the structural integrity of the dam embankment, an evaluation of the dam foundation stability, and a stability analysis of the dam embankment slopes under various design scenarios.

The seepage analysis will be developed from a surveyed cross section through the centerline of the dam embankment. This cross section will then be prepared based on the results of the various material types encountered during the subsurface exploration work. Each of the material types encountered will be assigned a hydraulic permeability based on the laboratory testing results. Following development of the seepage analysis cross section, a subsurface flow model will be utilized to estimate seepage flow rates, quantities, and associated flow velocities through the dam embankment. These results will then be utilized by POTESta engineers to determine the potential for detrimental effects on the internal structure of the embankment soils from excessive flow velocities and internal erosion.

The geotechnical evaluation will include an evaluation and study of the existing dam embankment foundation. This evaluation will also include a study of historic geologic maps to determine the type of subsurface rock strata supporting the dam embankment fill. Results of the subsurface exploration work will also be reviewed to determine the elevation and type of the underlying bedrock units. The strength, type, and degree of weathering/fracturing of the bedrock will be considered to determine the potential for subsidence and settlement to the embankment soils. Since this dam has existed for an extended period of time with good performance throughout its history, the potential for additional future settlement and/or foundation bearing capacity failure is unlikely.

The final item to be addressed in the geotechnical study and evaluation of the existing dam embankment will be the overall global stability of both the upstream and downstream embankment slopes. The stability analysis will be evaluated using a single critical cross section through the approximate center of the dam embankment. This cross section will be developed from POTESta ground survey information using equal X and Y axes scales. The cross sections will show the embankment limits, foundation zones, soil zones, phreatic line, assumed reservoir elevation, stability arcs or failure planes through the dam, and resulting safety factors for each critical arc or failure plane.

A listing of soil zone unit weights, angles of internal friction, and cohesion values for each soil shown on the cross section will be provided in the plan package. If an alternative analysis is utilized, assumed soil values of the analysis will be indicated.

This stability evaluation will be completed using a PC-based computer program allowing for the evaluation of the following series of scenarios to achieve the minimum corresponding factor of safety (FOS):

- End of Construction (upstream/downstream slopes) FOS > 1.5 (static condition)
- Upstream Slope (rapid drawdown) FOS > 1.2
- Earthquake Loading (steady-state seepage) FOS > 1.2

Following completion of the aforementioned evaluation studies, POTESTA will prepare a written engineering evaluation report concerning the dam embankment. The report will include a narrative explanation of the completed analyses, assumptions, and results related to the various geotechnical evaluation items required by code. The report will include various appendices presenting site plans, cross sections, analysis results, borings logs, and laboratory testing summary sheet. The report will be signed by a professional engineer registered in the State of Virginia. In the event that certain deficiencies are determined during the course of this study, the report will include general recommendations related to remedial activities for the existing dam embankment. It should be noted that should extensive remedial activities be required, additional costs may be incurred based on the study findings. POTESTA will provide an additional proposal for these additional design services once the various factors contributing to deficiencies are better understood.

SCHEDULE AND COST

Task 1 and Task 2 of this proposal will be required to be conducted first to determine Hazard Classification and the extent of the Emergency Action Plan development and possible alteration of the principle and emergency spillways and embankment; therefore, cost for these items are not included in this proposal. Also, this proposal does not cover the cost of other items that may be listed in the Conditional Operation & Maintenance Certificate letter mentioned in Task 1 that are not outlined in this proposal. POTESTA will forward another proposal to the TOWN for these additional services.

We are prepared to commence work on this project upon receipt of written notice to proceed. The proposed dates of completion are noted in the following table. POTESTA proposes to perform these services on a lump-sum basis in accordance with our July 13, 2022 “Contract for Services,” which is considered a part of this proposal.

Estimated costs are summarized below. No additional costs will be incurred without your prior approval.

Table 2: Cost of Tasks

Task Description	Cost
Task 1 –Application for an Operations and Maintenance Certificate	\$ 2,700
Task 1a –Inspection Report	\$ 900
Task 1b – Develop a Dam Break Inundation Zone Study	\$ 43,500
Task 2 –Dam Embankment Evaluation	\$ 54,000
Total:	\$ 101,100

CLOSING

Please indicate your acceptance by signing in the space provided at the bottom of this proposal and returning to POTESta to serve as our formal notice to proceed on this project. Please complete the invoice routing information below to include the name and address to whom the invoice should be sent and any individuals that should receive copies.

We appreciate this opportunity to submit a proposal and look forward to working with you on this project.

Sincerely,

POTESTA & ASSOCIATES, INC.



K. Joe Knechtel, P.E.
Branch Manager

KJK/mh

AUTHORIZATION (Signature Required to Proceed)

_____	_____
Signature	Date

POTESTA Invoice Routing Information (Client to Complete)

Name:	Title:
Mailing Address:	
Telephone:	Email:
Copies to:	
☐ Check here if invoice addressee/address is same as proposal.	

Project No. 0101-22-0102-020



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: November 11, 2024

Item# 03B

Agenda Item: Task Order for the Performance of the Sanitary Sewer Flow Monitoring Program for FY2025

Summary: Council is requested to approve a task order for CHA Engineering in the amount of \$272,700.00 for the performance of the Sanitary Sewer Flow Monitoring Program for FY2025. In January, February, and March 2024, the Wastewater Treatment Plant exceeded 95% of the facility design capacity, triggering a need for a reopener plan of action in accordance with the Town's associated VPDES permit. Public Works has directed CHA to prepare a system-wide sanitary sewer collection system flow monitoring plan that accommodates the VPDES permit requirements and supports documentation of the Town's inflow and infiltration mitigation program. Furthermore, the Town hopes that this Sanitary Sewer Flow Monitoring will assist the Town in having the Department of Environmental Quality's consent order removed from the Town.

In accordance with the Virginia Public Procurement Act, CHA Engineering was awarded a contract with the Town of Front Royal for Environmental Engineering Services by the Town Council on June 27, 2022, and has subsequently been renewed. The Town of Front Royal requires Council's approval to procure engineering services exceeding \$50,000. Currently, there is \$407,968 remaining in contingency for I & I Abatement Projects on purchase order #30801.

Budget/Funding: Funds were previously budgeted for I & I Abatement Projects and were set aside on Town purchase order number 30801 under the following line item:

9802-R47998	Sewer Maintenance I & I Abatement	\$272,700.00
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Staff Recommendation: Staff recommends approving the award of contract as presented under the November 25th Consent Agenda



Town of Front Royal Public Works

MEMORANDUM

TO: Michelle Campbell, Manager of Purchasing

CC: B.J. Wilson, Director of Finance

FROM: Robert B Boyer, Public Works Director

DATE: November 4, 2024

SUBJECT: Recommendation to Approve Sewer Flow Metering Task Order

Public Works received a task order from CHA Engineering to perform sewer flow metering of the town's sanitary sewer system due to exceeding 95% of the wastewater treatment capacity for three consecutive months during January, February and March of 2024. This project will also help with the DEQ Consent order agreement, with this flow metering project the town can see which basin areas should be focused on next. The cost for this project is \$272,700.00, we recommend proceeding to stay in compliance with State regulations and help work towards getting out of the DEQ consent order.

If you have any questions or need any further information, please contact me at 540-692-4789.

Thank You.

**TASK ORDER NO. 5-2024
PROFESSIONAL ENGINEERING SERVICES
BETWEEN
OWNER AND ENGINEER**

2025 SANITARY SEWER COLLECTION SYSTEM FLOW MONITORING

This Task Order 5-2024 supplements the August 2, 2022, Master Services Agreement (AGREEMENT) for Professional Environmental Engineering Services by and between Town of Front Royal (Town or OWNER) and CHA Consulting, Inc. (CHA or ENGINEER).

PART 1.0 – PROJECT DESCRIPTION

The Town of Front Royal Wastewater Treatment Plant exceeded 95% of the facility design capacity for the three consecutive month period of January, February and March 2024, triggering the need for a reopener plan of action in accordance with the Town's associated VPDES permit. The action plan submitted to DEQ includes sanitary sewer collection system flow monitoring in the February – April 2025 timeframe. The Town directed CHA to prepare a system-wide sanitary sewer collection system flow monitoring plan that accommodates the VPDES permit requirements and supports documentation of the Town's inflow and infiltration mitigation program. CHA recommended the installation of 11 permanent flow meters and four rain gauges owned by the Town and monitored by CHA along with seven temporary flow meters (3 +/- months of data collection) owned and monitored by CHA to address these complementary data collection goals.

PART 2.0 – SCOPE OF SERVICES TO BE PERFORMED BY CHA ON THE PROJECT

Our engineering services will include the following Tasks:

- Task 1 – Permanent Flow Meter and Rain Gauge Purchase
- Task 2 – Permanent Flow Monitoring
- Task 3 – Temporary Flow Monitoring

The detailed scope of work for each Task is outlined below.

Task 1 – Permanent Flow Meter and Rain Gauge Purchase

CHA will provide 11 new Hach FL901 flow meters and mounting bands. CHA will also provide four new Hobo tipping bucket rain gauges with associated Point Orange remote telemetry units for wireless communications. Manufacturer literature is attached.

Task 2 – Permanent Flow Monitoring

- Select Flow Meter and Rain Gauge Sites: CHA will install 11 flow meters and four rain gauges at mutually agreed upon locations.
- Install and Operate Flow Monitors and Rain Gauges: CHA will install 11 flow meters in the selected locations. Flow meters with submerged area-velocity (AV) sensors will be used. CHA will calibrate the meters at installation. The meters will be set up to record flow data (depth, velocity, and flow) at 5-minute intervals.

CHA will maintain the flow meters throughout the 12-month metering period. CHA will visit the meters monthly to perform any necessary maintenance (such as scrubbing the sensor) and to calibrate the meters. Any problems will be immediately addressed. The rain gauges will also be visited to perform any necessary maintenance.

- Monthly Data Delivery: CHA will analyze the data monthly and submit detailed spreadsheets to the Town to summarize all of the data collected (dry-weather and wet-weather). CHA will review our standard meter analysis and reporting spreadsheets with the Town at the start of the work and will adjust data summaries to meet any Town requests. The spreadsheets will be the same as CHA uses for other utilities in the region.

Task 3 – Temporary Flow Monitoring

- Select Temporary Flow Meter Sites: CHA will install seven flow meters at mutually agreed upon locations.
- Install and Operate Flow Monitors: CHA will install seven flow meters in the selected locations. Flow meters with submerged area-velocity (AV) sensors will be used. CHA will calibrate the meters at installation. The meters will be set up to record flow data (depth, velocity, and flow) at 5-minute intervals.

CHA will maintain the flow meters throughout the metering period. CHA will visit the meters as needed to perform any necessary maintenance (such as scrubbing the sensor) and to calibrate the meters. Any problems will be immediately addressed.

- Review Data and Develop a Summary Report: At the completion of the project, CHA will perform data analyses to determine typical average flows (flows, velocities, and depths), to estimate I/I quantities (depending on rainfall during the metering period), and to estimate pipe capacity. The data analyses and report will also include data from the permanent flow meters and rain gauges installed under Task 2. Data from the rain gauges will be utilized when evaluating I/I quantities and rates.
- Metering Period: The metering period will be approximately 90 days to collect data for determining average dry-weather flows and wet-weather I/I volumes and rates. The metering period may be extended as requested to obtain additional flow information (such as additional rain events if limited rain falls during the first 90 days). An Extra Work Authorization (EWA) or a new Task Order will be provided for Town approval for this additional work.

PART 3.0 – PERIODS OF SERVICE

We are prepared to begin work on this project within six weeks of an authorization to proceed from the Town. We estimate Task 1 can be completed within six weeks and Task 3 within six months of an authorization to proceed. Task 2 will be an on-going, year-round task after the flow meters and rain gauges are installed.

PART 4.0 – PAYMENTS TO CHA

The proposed fees for the tasks described above are outlined below. All tasks will be lump sum and we will submit invoices for our services on a monthly basis.

Task 1 – Permanent Flow Meter and Rain Gauge Purchase:	
Flow Meters (11)	\$111,400
Rain Gauges (4)	\$8,600
Task 2 – Permanent Flow Monitoring	
11 Meters X \$800/meter/month X 12 months	\$105,600
4 Rain Gauges X \$150/gauge/month X 12 months	\$7,200
Task 3 – Temporary Flow Monitoring	
7 Meters X \$1,900/meter/month X 3 months	\$39,900
Total Fee Estimate	\$272,700

PART 5.0 – OTHER

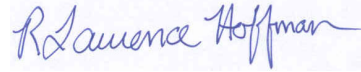
This Task Order is executed this _____ day of _____, 2024.

TOWN OF FRONT ROYAL, VIRGINIA

CHA CONSULTING, INC.

By: _____

By: _____



Name: B.J. Wilson
Title: Finance Director

Name: R. Lawrence Hoffman
Title: Associate Vice President

Date: _____

Date: November 1, 2024

COPY

Hach FL900 Series Flow Logger

Applications

- Wastewater
- Collection Systems
- Industrial Water



Hach FL900 Series Flow Logger with broad array of sensor options.

The Hach FL900 Series Flow Logger revolutionizes open channel flow monitoring by providing reliable, innovative solutions for any sewer flow measurement challenge.

From a wireless communication option[†] with free data hosting to longer battery life, the FL900 is designed to reduce monitoring costs, increase efficiency, and provide better data 24/7 with less hassle than you ever thought possible. When combined with any of our full array of smart sensors, the FL900 flow monitoring system will provide reliable flow data for any wastewater flow monitoring application. Plus, the FL900 includes two powerful, free software tools, FSDATA Desktop Instrument Manager for fast and simple set-up and FSDATA[®] Online Data Manager for data review and analysis. The result is a dramatic reduction in necessary site visits, allowing for increased time for data analysis and proactive actions for solving any flow-related issue.

Plug and Play Sensor Ports

The FL900 is available with 1, 2 or 4 sensor ports. The sensor ports are “plug and play”; the logger auto detects the type of sensor connected to allow customers maximum flexibility for their Hach flow sensor inventories.

Compatible FL900 Flow Logger sensors include:

- FLO-DAR[®] AV Sensor with optional Surcharge Velocity Sensor
- FLO-TOTE[®] 3 AV Sensor
- Hach Submerged AV Sensor (with AV9000 Analyzer Module)
- Hach US9001 Down-Looking Ultrasonic Sensor
- Hach US9003 In-Pipe Ultrasonic Sensor

Quick Installation/On-Site Confirmation

The FL900 is built for quick installation, reducing required time on site and improving safety for your installation and maintenance crews. The logger can be quickly attached to

a wall, pole or manhole ladder in minutes. And not only is the FL900 easy to install, it also includes an LED status light so that you know it's fully functional before leaving the site.

The Power of Wireless

Eliminate risk by using wirelessly transmitted flow data to make smarter, real-time decisions regarding your collection system. With wireless-enabled models, you'll receive alarms, via email or text, alerting you to any concerns at your monitoring sites. Plus, using FSDATA Online Data Manager, you'll have secure 24/7 access to your flow data and wireless meter from the comfort of the internet. With FSDATA, site visits to collect flow data or to adjust meter settings are eliminated, decreasing maintenance costs. And you can set alarms and view sensor diagnostics remotely to maximize uptime. That's the power of wireless.

[†]Wireless option only available in the USA and Canada

Specifications*

Portable DC Powered Electronics (Includes Models FL901, FL902 & FL904)

Dimensions (W x D x H)	25.4 x 22 x 40 cm (10.0 x 8.7 x 16.0 in.)
Enclosure	PC/ABS structural foam
Environmental Rating	NEMA 6P (IP68)
Weight (Using Model FL900)	4.5 kg (10 lb)—no batteries; 6.3 kg (14 lb)—2 batteries; 8.2 kg (18 lb)—4 batteries
Operating Temperature	-18 to 60°C (0 to 140°F) at 95% RH
Storage Temperature	-40 to 60°C (-40 to 140°F)
Power Requirements	8 to 18 Vdc from batteries or external power source, 2.5W max.

Battery Life

Varies with sensor type, logging intervals, telemetry and environment.

For a 15-minute logging interval, 60 minute call frequency, four 6 V lantern batteries at room temperature:

130 days with 4 lantern batteries and a FLO-DAR sensor
180 days with 4 lantern batteries and a FLO-TOTE 3 sensor
160 days with 4 lantern batteries and a Sigma Submerged AV sensor with AV9000 Analyzer

200 days with 4 lantern batteries and Ultrasonic Down-Looking or In-Pipe sensor

The optional long life alkaline battery pack can be used to extend battery life in all models except the base FL900.

LED Status Indicator

- Green Flashes every 3 seconds during normal operation. Flashes every 15 seconds during sleep mode.
- Red Flashes when an attached sensor does not agree with the logger program, when an expected sensor is not found or the sensor is not working properly.

Sensor Ports	1, 2 or 4 ports
Connectors	Stainless steel connectors
Datalog Channels	16 maximum
Alarms	Maximum of 16 channel alarms including high/high, high, low, low/low and system alarms including low battery, low RTC battery, low slate memory, slate memory full, sensor timeout, sensor ID error.
Alarm Actions	Send an e-mail, or send text message (SMS) (requires wireless logger and active wireless service), trigger sampler, change logging interval, change call interval
Logging Intervals	1, 2, 3, 4, 5, 6, 10, 12, 15, 20, 30 or 60 minutes Primary and secondary intervals for dynamic logging.

Data Storage	Datalog: 325,000 sensor measurement data points; 1128 days for 3 channels at 15-minute log intervals Event Log: 1,000 events maximum in non-volatile flash memory Sample History: 2,000 sample events maximum in non-volatile flash memory
Local Communication	USB RS232 (Baud rates: 9600, 19200, 38400, 57600, 115200)
Protocols	Local Modbus RTU
Timebase Accuracy	±0.002%, synchronized every 24 hours with server software and modem
Supported Sensors	FLO-TOTE 3, FLO-DAR, FLO-DAR with Surcharge Velocity Sensor (SVS), Submerged Area Velocity Sensor (requires AV9000 Analyzer Module), Rain Gauge, Sigma 950 Flow Meter (requires IM9001), US9001, US9003
Sampler Interface	Compatible with Hach AS950 Automatic Sampler and all Hach legacy samplers. When paired with a Hach sampler, successful or failed sample, as well as bottle number, are stored in sample history. Sample history can be included in reports generated by FSDATA. Also compatible with most non-Hach samplers capable of being triggered by 5 V dc pulse lasting 50 milliseconds
Desktop Software	FSDATA Desktop Instrument Manager software is required for programming the logger and can be used for data management and report generation. It is compatible with desktop/lap top computers utilizing Windows operating system. Minimum resolution needed is 1024x768.
Internet Application Software	FSDATA web-based software for flow meter programming, data management and report generation for wireless flow meters.
Certifications	Logger: CE; optional AC power supply: UL/CSA/CE
Warranty	1 year

**Subject to change without notice.*

 The Hach FL900 Series Flow Logger meets CE requirements.

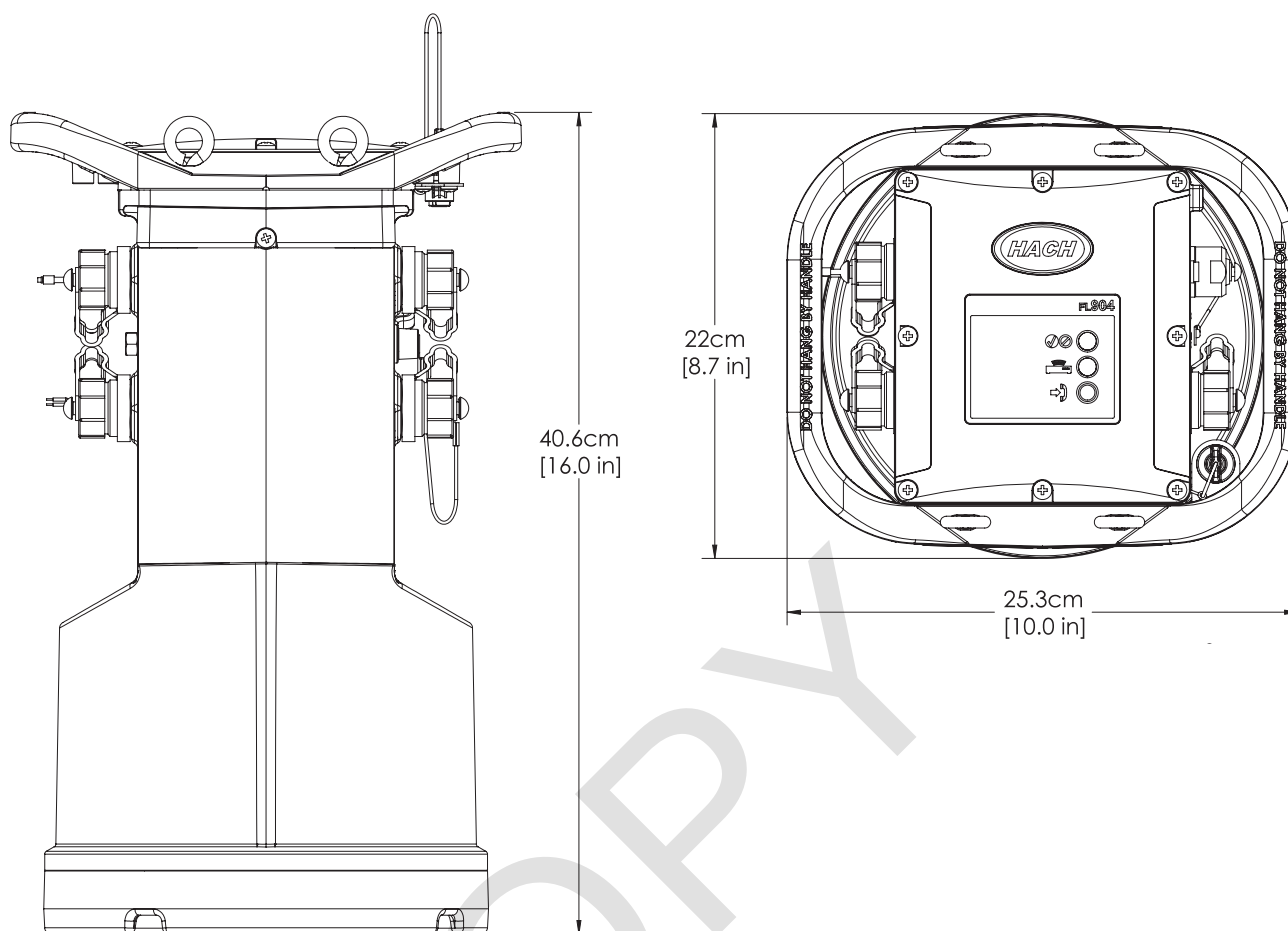
Specifications Explicit to Wireless FL900 Series Flow Loggers:

LED Modem Indicator

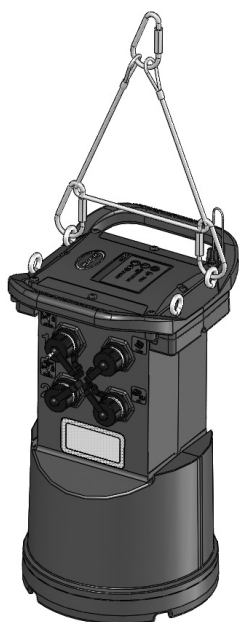
- Stays green during a call to the server. Goes blank after the call is successfully completed and terminated.
- Flashes red if the call to the server failed.

Remote Communication	Wireless modem; 3G and 4G LTE technology with a mobile provider.
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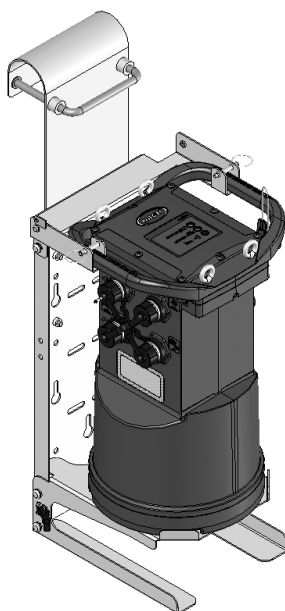
FL900 Series Flow Logger Dimensions



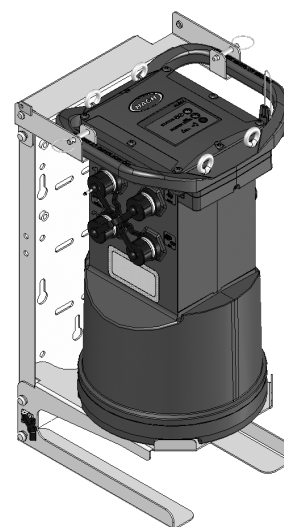
FL900 Series Flow Logger Installation/Mounting Options



Flow Logger Suspension Cable with Carabiner
(Standard)



Flow Logger Ladder Rung Mount
Prod. No. 8544500 (Optional)



Flow Logger Wall Mount
Prod. No. 8542700 (Optional)

Ordering Information

		Sensor Connector(s)	Country Code	Modem	Rain Gauge
FL90X Electronics (Flow Logger)	Model FL90	—	USA – 97 EU – 98		
1 Sensor Connector		1			
2 Sensor Connectors		2			
4 Sensor Connectors		4			
None				X	
AT&T (Activated)				A	
PTCRB no SIM				G	
Verizon (Inactive) no SIM				U	
Verizon (Activated)				V	
No Rain Gauge Connector					X
With Rain Gauge Connector					R

FL900 Series Flow Logger

FL900.97 in USA, FL900 Flow Logger, 1 sensor port
FL900.98 in EU

FL900AV.97 in USA, FL900 Flow Logger with AV9000
FL900AV.98 in EU analyzer module, 1 sensor port

External Modules

- 8531300** AV9000 Area Velocity Analyzer module
 (required to attach a Submerged AV sensor)
- 8549800** IM9001 Interface module (required to attach a
 Sigma 950 flow meter)

Cables

- 8528700** Cable, External power, 2 wire, 9 ft.
- 8528200** Cable, Communication, RS232, 9 ft.
- 8528300** Cable, Communication, USB, 9 ft.
- 9500700** Cable, Aux, 7pin MIL 5015
 (Connect to Hach AS950 Sampler*), 9 ft.
- 9500701** Cable, Aux, 7pin MIL 5015
 (Connect to Hach AS950 Sampler*), 25 ft.
- 8322800** Cable assembly, power input Aux,
 AS950-FL900 with power adapter

**Cables for obsolete sampler models are also available.
 Contact technical support for more information.*

Antennas†

- 8623800** Blade, 3G/4G LTE, 3 dBi
- 8624000** Mini-wing, 2G/3G/4G LTE, 2.5 Meter Cable, 5.5 dBi
- 8624200** Burial, 3G/4G LTE, 3 Meter Cable, 3 dBi
- 8624400** Manhole Lid, 3G/4G LTE, 3 Meter Cable, 3 dBi

†Wireless option only available in the USA and Canada

Software

FSDATA Desktop Instrument Manager Desktop
 free download at: **www.hachflow.com**

Mounting Hardware

- 8543800** Wall mount bracket (304 Stainless)
- 8545600** Wall mount bracket with ladder hanger
 (304 Stainless)
- 8542700** Wall mount bracket with AC Power Supply shelf
 (304 Stainless)
- 8544500** Wall mount bracket with AC Power Supply Shelf
 with ladder hanger (304 Stainless)

Replacement Parts

- 8755500** Desiccant refill beads, Bulk 1.5 lb
- 11013M** Battery, 6V lantern
- 8542900** Battery, long-life alkaline
- 8542800** Rain Gauge with 100 ft. cable

**For additional information on products mentioned in this data sheet,
 download the following data sheets at: www.hachflow.com**

FSDATA Desktop Instrument Manager (LIT2832)

FSDATA Online Data Manager (LIT2707)

FLO-DAR AV Sensor (LIT2708)

FLO-TOTE® 3 AV Sensor (LIT2712)

Hach US9000 Ultrasonic Sensors (LIT2804)

Hach Redundant Flow Monitoring System (LIT2805)

Hach Wireless Level Alarming System (LIT2806)

Hach World Headquarters: Loveland, Colorado USA

United States: 800-368-2723 tel 970-669-5150 fax hachflowsales@hach.com

Outside United States: 970-622-7120 tel

hachflow.com

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In the interest of improving and updating its equipment, Hach reserves the right to alter specifications to equipment at any time.



Be Right™

Point Orange 3G

IP68 rated, low powered Remote Telemetry Unit with software configurable I/O



SALES FLYER

Point Orange 3G is a compact Logger/RTU device with integrated battery, a 3G modem with GPRS fallback, internal and/or external antenna, flexible I/O options, Modbus and SDI-12 master capability and a submersion sensor.

Point Orange 3G provides remote monitoring of up to 5 programmable sensors. It has software programmable I/O functionality for hundreds of configurable combinations and includes support for analogue, digital and counter inputs. The Point Orange can also communicate with third-party serial devices over Modbus (using RS232 and RS485) or SDI-12. In addition to the multiple configuration options Point Orange 3G offers local monitoring of battery voltage, cellular signal strength and ambient temperature.

The RTU offers a plug and play solution that minimises the need for additional site visits, with remote management functions including remote firmware upgrade enabling associated cost-savings. It can store thousands of records in memory for later retrieval by SCADA systems.

Point Orange 3G was designed from the outset as a self-contained, low cost fit-and-forget unit for use in harsh and hazardous environments in remote locations. Its design exploits mainstream technologies which help to minimise costs whilst at the same time ensuring reliability and a long product life. The latest developments in low power technology are used, allowing Point Orange 3G to derive all the power it needs (including sensor power, if required) from an internal lithium battery pack. This, together with an integral 3G modem, ensures a long service life with low infrastructure costs.

KEY FEATURES:

- Remote monitoring of up to 5 sensors
- Software configurable I/O; supports AI, CI and DI
- Powers external current loop and active voltage sensors
- Tri-band 3G modem with quad band GSM/GPRS fallback with auto switching internal and external antenna
- Lithium battery with an expected life of 5+ years
- IP68 enclosure is submersible to 4 metres for 4 days
- Connects to Modbus, DNP3 or WITS DNP3 Masters
- Can operate in isolation uploading data to FTP/S servers
- Modbus master communicating over RS232 and RS485
- SDI-12 interface for third party serial devices
- Remote firmware upgrade
- Remote configuration
- Patented integral submersion sensor
- Rich telemetry functionality including dynamic trending/logging and intelligent alarm reporting
- Flexible integrated installation bracket
- Automatic external power source detection
- ATEX compliant variant available – Point Blue



Point Orange 3G i9.2
21-Aug-19

Technical Specification

Analogue Inputs	Up to 4 channels Type: Active current, passive current, active voltage, passive voltage Current range: 0-20mA, Voltage range: 0-2V Active AI power supply (12V DC, 80mA) Input impedance: 10.2k Ω Accuracy typically: $\pm 0.5\%$ (Max $\pm 2\%$) Absolute maximum ratings: $\pm 5\text{VDC}$ Resolution: 16-bits
Counter inputs	Up to 4 channels Volt free, Impedance: 50k Ω 32-bit counter support up to 100Hz
Digital inputs	Up to 5 channels Volt free, Impedance: 50k Ω
Power	Internal lithium battery pack Optional external battery pack DC power input (5-8V DC)
WAN Protocols	Modbus DNP3 (Level 2+ elements of level 3 and 4) WITS DNP3 v1.1 FTP and FTPS
Serial Protocols	Modbus master (RS232, RS485 full and half duplex) SDI-12 master (up to 10 sensors) Mainstream
Memory	256MB flash memory and 512kB static RAM
Comms	Internal Tri-band 3G modem (850, 900, 2100 MHz) with quad band GPRS fallback (850, 900, 1800, 1900 MHz) Auto switching internal and external antenna
Local monitoring	Ambient temperature sensor ($\pm 1^\circ\text{C}$) Integrated submersion sensor Battery, loop, and external supply voltages ($\pm 2\%$) Automatic external power source detection and switching Antenna selection and performance
Remote management	Remote firmware upgrade Remote configuration
Dimensions	170mm $\times$ 110mm $\times$ 115mm (excluding mating cables) 0.6 Kg (fully assembled)
Environmental	Operating temperature -20°C to $+80^\circ\text{C}$ (95% humidity non-condensing) Protection classification: IP68 4m for 4 days



Metasphere provides robust asset monitoring of time critical remote operations for operators to gain competitive advantage and meet regulatory compliance.



HOBO® RG3 Rain Gauge

Rainfall data logging system

The HOBO RG3 data logging rain gauge is a self-contained device that includes an integrated data logger with a high-quality tipping-bucket rain gauge. The RG3's logger has a built-in temperature sensor and is on a cable so it can be used in an optional radiation shield for logging air temperature.

Supported Measurements: Rainfall, Temperature

Key Advantages:

- Aluminum housing and 15.4 cm (6.06 in) collector ring
- Field-proven design
- Logger can be moved into an optional radiation shield for logging air temperature
- Three mounting feet to use on flat, level surfaces
- Side bracket for mast mounting (hose clamps included)
- Self-emptying for continuous rainfall logging

Minimum System Requirements:



Software



Base Station*



*HOBO Base Station or HOBO Waterproof Shuttle required.

► For complete information and accessories, please visit: www.onsetcomp.com

Part numbers	RG3-M, RG3
Memory	Events only: 16K to 23K events Events and temperature: 25K to 30K data points
Measurement range	Up to 320 cm (RG3-M), up to 160 in (RG3)
Resolution	0.2 mm (RG3-M), 0.01 in (RG3)
Time stamp resolution	1 second
Maximum Rainfall rate	12.7 cm (5 in) per hour
Battery life	1 year typical, user-replaceable, CR2032
	Temperature
Measurement range	-20° to 70°C (-4° to 158°F)
Accuracy	± 0.53°C from 0° to 50°C (± 0.95°F from 32° to 122°F); a solar radiation shield is required for temperature measurements in sunlight
Resolution	0.14°C at 25°C (0.25°F at 77°F)
Sample rate	1 second to 18 hours, user-selectable
Dimensions	15.2 cm diameter x 25.7 cm high (6 x 10 in) 1.2 kg (2.5 lbs)
CE compliant	Yes

Contact Us

Sales (8am to 5pm ET, Monday through Friday)

- Email sales@onsetcomp.com
- Call 1-508-759-9500
- In U.S. toll free 1-800-564-4377
- Fax 1-508-759-9100

Technical Support (8am to 8pm ET, Monday through Friday)

- Contact Product Support onsetcomp.com/support/contact
- Call 1-508-759-9500
- In U.S. toll free 1-877-564-4377

Onset Computer Corporation
470 MacArthur Boulevard
Bourne, MA 02532



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: November 12, 2024

Item# 03C

Agenda Item: FY25 Budget Amendment for Helene Storm Recovery Mutual Aid Reimbursement

Summary: Council is requested to approve a FY25 Budget Amendment in the amount of \$55,226.50 to receive funds from Clinton South Carolina and Bristol Virginia to reimburse the Town's Department of Energy Services for costs associated with labor and equipment providing assistance for Helene Storm Recovery efforts.

Budget/Funding:

<u>Revenue</u>			
9401-3410209	Energy Services Reimbursement		\$55,226.50
<u>Expenditure</u>			
9401-41002	Energy Services Overtime		\$29,718.89
9401-42001	Energy Services FICA		\$ 2,461.83
9401-45402	Energy Services Auto Maintenance		\$20,463.75
9401-45408	Energy Services Petroleum Oil & Lubricants		\$ 1,454.58
9401-45504	Energy Services Travel		\$ 1,127.45

Staff Recommendation: Staff recommends approving as presented under November 25th Consent Agenda.

TOWN OF FRONT ROYAL ENERGY SERVICES

P.O. Box 1560, Front Royal, VA 22630

Mutual Aid to BVUA for Hurricane Helene Storm Recovery

September 28th, 2024 - October 1st, 2024

Labor	Hours	Rate	OT Hours	Rate	Total
Lineman 1	20.0	\$ 52.81	45.0	\$ 79.22	\$ 4,620.88
Lineman 2	20.0	\$ 43.31	45.0	\$ 64.97	\$ 3,789.63
Lineman 3	20.0	\$ 43.31	45.0	\$ 64.97	\$ 3,789.63
Lineman 4	20.0	\$ 22.58	39.0	\$ 33.87	\$ 1,772.53
Labor Total					\$ 13,972.66

Equipment	Hours	Rate	Total
367 Line Truck	13.0	\$ 51.04	\$ 663.52
368 Bucket Truck	26.0	\$ 152.76	\$ 3,971.76
346 Bucket Truck	24.0	\$ 57.99	\$ 1,391.76
365 Pick-up	20.0	\$ 31.81	\$ 636.20
Equipment Total			\$ 6,663.24

Travel Costs	Quantity	Rate	
Gas/Diesel	1.0	\$ 250.42	\$ 250.42
Food/Beverage	1.0	\$ 303.91	\$ 303.91
Material Total			\$ 554.33

Invoice Total	\$ 21,190.23
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Send Invoice To:

Donald L. Bowman, P.E.

BVU Authority

P.O. Box 8100

Bristol VA 24202

TOWN OF FRONT ROYAL ENERGY SERVICES

P.O. Box 1560, Front Royal, VA 22630

Mutual Aid to Clinton for Hurricane Helene Storm Recovery
October 2nd 2024 - October 6th 2024

Labor	Hours	Rate	OT Hours	Rate	Total
Lineman 1	30.0	\$ 52.81	62.5	\$ 79.22	\$ 6,535.24
Lineman 2	20.0	\$ 43.31	55.0	\$ 64.97	\$ 4,439.28
Lineman 3	20.0	\$ 43.31	55.0	\$ 64.97	\$ 4,439.28
Lineman 4	30.0	\$ 22.58	62.5	\$ 33.87	\$ 2,794.28
Labor Total					\$ 18,208.06

Equipment	Hours	Rate	Total
367 Line Truck	45.0	\$ 51.04	\$ 2,296.80
368 Bucket Truck	52.0	\$ 152.76	\$ 7,943.52
346 Bucket Truck	40.0	\$ 57.99	\$ 2,319.60
365 Pick-up	39.0	\$ 31.81	\$ 1,240.59
Equipment Total			\$ 13,800.51

Travel Costs	Quantity	Rate	
Gas/Diesel	1.0	\$ 1,204.16	\$ 1,204.16
Food/Beverage	1.0	\$ 823.54	\$ 823.54
Material Total			\$ 2,027.70

Invoice Total	\$ 34,036.27
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Send Invoice To:

City of Clinton DPW Electrical Division

P.O. Box 748

Clinton SC 29325



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: November 12, 2024

Item# 03D

Agenda Item: FY25 Budget Amendment to Receive Funds from Virginia Risk Sharing Association (VRSA) for Reimbursement of a Pedestrian Project and Camera/GPS System for Solid Waste Department

Summary: Council is requested to approve a FY25 Budget Amendment in the amount of \$5,000.00 to receive funds from Virginia Risk Sharing Association to reimburse the Town for a pedestrian project in the amount of \$2,000.00 and \$3,000.00 for a camera/G.P.S. system for the Department of Solid Waste.

Grant funding of \$2,000 will be used to partially offset an invoice totaling \$2,688.00 from Traffic Systems & Technology in the amount of \$2,688.00 for a pedestrian pole and associated hardware.

Grant funding of \$3,000 will be used to partially offset the purchase of a camera/G.P.S. system from Samsara totaling \$18,919.00 broken down as follows:

Provision Hardware -	\$ 5,525.00
1 st Year License -	\$ 4,499.50
2 nd Year License -	\$ 4,447.50
3 rd Year License -	\$ 4,447.50
Total -	\$18,919.00

Budget/Funding:

Revenue

4203-3310010	Solid Waste Grant Proceeds	\$3,000.00
9401-3310010	Energy Services Grant Proceeds	\$2,000.00

Expenditure

4203-43053	Solid Waste Computer Licensing	\$3,000.00
9401-47910	Energy Services Traffic Signalization	\$2,000.00

Staff Recommendation: Staff recommends approving as presented under the November 25th Consent Agenda.

Hello Jose,

This e-mail serves as approval of your Risk Management Grant application to purchase the item(s) listed below in your grant application. Please read the following carefully:

- If you have not already done so, please submit proof of purchase consistent with the options offered in the Risk Management Grant FAQ document, which can be referenced on our website at www.vrsa.us;
- **Proof of purchase must arrive by December 23, 2024.** If you find that you will have difficulty meeting the deadline, please contact me as soon as possible. Otherwise, any grant funding on hold will be released back to the general grant fund after the deadline.

Grant checks are processed approximately 30 days after receipts are received and are mailed to the attention of the grant applicant. **VRSA uses Bill.com for grant check processing. Bill.com will send you an email when the check is ready to be issued. No action is required unless you wish to receive the payment electronically (email contains details for electronic payments).** Please call me at (804) 237-7365 or e-mail me at tbullock@vrsa.us with any questions. Thank you for allowing us to enhance your risk management program efforts through grant funding.

Regards,

Thomas C Bullock, III

Virginia Risk Sharing Association

Below is a brief summary of the recently submitted Grant Request. View the application on the VRSA website [here](#).

Member Info

Member Name: **Town of Front Royal**

Applicant Info

Department requesting funds: **Human Resources & Risk Management**

Applicant name: **Jose Rivera**

Applicant title: **Risk and Safety Coordinator**

Applicant email: jrivera@frontroyalva.com

Applicant phone: **540-631-2720**

Mailing address:

102 E. Main St.
PO Box 1560
Front Royal, VA 22630

Request Details

Provide a brief description of this grant request: **Pedestrian Pole & Quad Cams For Solid Waste Trucks**

How will this grant be used to help reduce the probability of claims and enhance your risk management effort? **The Town of Front Royal is looking to install a Pedestrian Crossing Signal at the intersection of Westminster Drive and John Marshall Highway to help enhance motorist visibility and a designated signal for pedestrians, thereby mitigating the risk of accidents. Our Solid Waste division is looking to install Quad Cams on their refuse trucks that will increase driver safety, help source training material by downloading recorded footage, and also significantly reduce liability by keeping archived footage of their daily routes. Even though these projects will cost more than the funds available for the Risk Management Grant, we would like to ask for the grants to help reimburse some of the costs.**

Coverages: **General Liability**

Requested Items / Services

Total Cost: \$5,000.00

Item / Service #1

Description: **Pedestrian Pole Project - Energy Services**

Estimated Cost: **\$2,000.00**

Item / Service #2

Description: **Solid Waste Quad Cams Project - Public Works**

Estimated Cost: **\$3,000.00**

CAO Info

CAO name: **Joseph Waltz**

CAO title: **Town Manager**

CAO email: jwaltz@frontroyalva.com

CAO phone: **540-635-8007**

Please send an e-mail to grants@vrsa.us if you have any questions about the grant process. A VRSA representative will respond as soon as possible within the business hours of 8 a.m. to 4:30 p.m. Monday through Friday.

Thank you,

Your VRSA Service Team

www.vrsa.us

800-963-6800



Follow VRSA on:



Thomas Bullock, ARM-E
Director of Education and Training

800-963-6800 (Toll Free)

804-237-7365 (Direct)

804-273-0560 (Fax)

www.vrsa.us



TOWN OF FRONT ROYAL

DEPARTMENT OF FINANCE

102 E. MAIN STREET

P.O. BOX 1560

Front Royal, Va. 22630

B.J. Wilson
Director of Finance
bwilson@frontroyalva.com

(540) 635-7799
(540) 635-2298 fax

November 5, 2024

To: Michelle Campbell, Manager of Purchasing

CC: Jose Rivera, Risk & Safety Coordinator
Robbie Boyer, Director of Public Works
Don McPaters, Director of Fleet Services

From: B.J. Wilson, Assistant Town Manager/Director of Finance

Re: Samsara Inc. Camera System

The Department of Fleet Services received a request from the Department of Public Works and Department of Risk Assessment to procure a camera and G.P.S. system for solid waste trucks.

The Department of Risk Assessment obtained three quotes for camera and G.P.S. systems determining that Samsara Inc. was the lowest reasonable and responsible respondent. Testing equipment from Samsara Inc was installed in one of the Town's solid waste trucks and performed to the Town's expectations.

Procurement policy and procedures have been followed and testing of the equipment has been performed to ensure that the hardware will perform as required.

Sincerely,

B.J. Wilson
Assistant Town Manager/Director of Finance



Samsara Inc.
1 De Haro Street
San Francisco, CA 94107
www.samsara.com

QUOTE #Q-1390238

Issued 10-02-2024

Expires 12-01-2024

Sourcewell Contract #: 020221-SAM

Prepared For:

Town of Front Royal
, Virginia

Prepared By:

Mackenzie Krebs
mackenzie.krebs@samsara.com

Quote Summary

Subtotal

Hardware and Accessories

USD \$0.00

Licenses

License Term – 36
Months

Shipping and Handling

USD \$52.00

Upfront Hardware Sales Tax

USD \$0.00

Annual License Sales Tax

USD \$0.00

First Year Payment

USD \$4,499.50

Payments Beginning Year
Two

USD \$4,447.50

If shipping is "Pending" - Amount is pending due to size of order; Shipping and Handling subject to change.
If Sales tax is "Pending" – Final amount will be provided prior to payment
*3% fee charged on non-ACH charges (Canada Exempt)
*Sales tax subject to change



Samsara Inc.
1 De Haro Street
San Francisco, CA 94107
www.samsara.com

SHIP TO Jose Rivera
103 E Main Street
Front Royal, Virginia, 22630
United States

Hardware and Accessories	Quantity	Net Unit Price	Total Price
AHD Camera Connector (1 camera) HW-CM-AHD1	5	\$0.00	\$0.00
Extension Cable for Camera Connector CBL-CM-B3AU	5	\$0.00	\$0.00
Dual-facing dash-camera, series 4 HW-CM34	5	\$0.00	\$0.00
Enhanced VG Series J1939 or J1708 (9-pin) CBL-VG-CJ1939	5	\$0.00	\$0.00
Hardware Due			USD\$0.00

Licenses	Quantity	Annual Unit Price	Total Annual Price
License for HD Camera Connector (1 camera) LIC-CM-AHD1	5	\$300.00	\$1,500.00
License for Dual-Facing Camera LIC-CM2-ENT	5	\$540.00	\$2,700.00
Live Streaming LIC-CM-STRM	5	\$49.50	\$247.50
Annual License Due			USD \$4,447.50



Samsara Inc.
1 De Haro Street
San Francisco, CA 94107
www.samsara.com

Thank you for considering Samsara

Samsara's mission is to increase the safety, efficiency, and sustainability of the operations that power the global economy. We are the pioneer of the Connected Operations Cloud, which allows businesses that depend on physical operations to harness IoT data to develop actionable business insights and improve their operations. We are pleased to offer you the Samsara products and services included in this Order Form.

What is included?

Samsara's connected operations solution includes the Products listed in this Order Form. Licenses provide all features included in the respective license, including access to the following as applicable:

- Access to the Samsara Hosted Software dashboard and as applicable mobile App features
- Samsara Software updates
- API access for integration with third party systems as applicable to your licenses
- Support and maintenance for Samsara Products as applicable
- Access to learning resources

Payment Terms

This order form includes a license fee for the Samsara Software associated with the Hardware to be paid annually beginning on the License Start Date and, if applicable, a one-time Hardware cost to be paid upfront as of the license start date. The annual fees are payable by recurring wire transfer. All transfers made by credit card are subject to a processing fee up to 3%, subject to applicable law. Late payments are subject to a 1.5% per month late fee. If license payments are delinquent by 30 days, Samsara may suspend the Service until late payments are remitted.

License Term

The license term for the Samsara Software licenses purchased under this Order Form begins on the day Samsara activates the applicable Samsara Software license by providing you a claim number and access to the Hosted Software ("License Start Date"). If Hardware associated with a then-unactivated Samsara Software license will be shipped to you under this Order Form, such Samsara Software license will be activated on the day the Samsara Hardware ships. Notwithstanding the foregoing, if you are renewing the license term for a previously-activated Samsara Software license under this Order Form, the License Start Date for the renewal license term shall be the day that Samsara extends your access to the Hosted Software for the renewal license term. Samsara Hardware requires a valid license to function.

Samsara may ship Hardware under this Order Form subject to a schedule as mutually agreed between the Parties or as determined by Samsara. By signing this Order Form, you confirm that each "Ship To" delivery address set forth herein is accurate and that any individual accepting delivery at that address is authorized to do so on your behalf. To the extent such Hardware is associated with then-unactivated Samsara Software licenses, the Samsara Software license term for each such Hardware device will start on the day that device ships regardless of the shipment schedule for the other such Hardware devices. If all such Hardware is shipped in one shipment,



Samsara Inc.
1 De Haro Street
San Francisco, CA 94107
www.samsara.com

the license term for all such Hardware will be the full license term under this Order Form. If such Hardware is shipped in multiple shipments, only the license term of such Hardware in the initial shipment will be such full license term. The license term of the remaining such Hardware shipped after the initial shipment will be set to match the then-remaining license term of the initial shipment, so that the license term for all such Hardware under this Order Form expires on the same date. The total cost of the licenses for such Hardware shipped after the initial shipment will be pro-rated based on their actual license term, rounded up to the nearest month, as compared to the full license term under this Order Form. Certain payment amounts under this Order Form assume that the entire order is fulfilled at the same time and are subject to potential reduction based on the actual schedule of order fulfillment.

You agree that you will only use the Samsara Software licenses purchased under this Order Form in accordance with the applicable license scope ("Licensed Scope"). Samsara reserves the right to audit usage of Samsara Software and to remove your access to such features beyond the Licensed Scope (for example, the licensed feature scope or licensed user count, as applicable) at any time. If you would like to use features beyond the Licensed Scope, you are required to purchase the applicable Samsara Software licenses and if applicable install the applicable Hardware that include such scope. If Samsara becomes aware that you are using features beyond the Licensed Scope, Samsara reserves the right to charge you for the applicable Samsara Software licenses that include such Licensed Scope at list price, and you agree to immediately pay such amounts. Samsara further reserves the right to change, discontinue, or remove features included in a Samsara Software license at any time.

You acknowledge and agree that, during your license term, you may not downgrade your Samsara Software license plan to a lower Samsara Software license plan (e.g., downgrading your "Enterprise" license to a "Premier" license).

Support and Warranty

Samsara stands behind its Products. During the applicable warranty period, defective Hardware will be remedied pursuant to our Hardware Warranty Policy at www.samsara.com/support/hardware-warranty. Additional support information can be found at www.samsara.com/support.

Terms

Unless otherwise set forth herein, your use and access of the Hardware, Products, and Services specified herein are governed by Samsara's standard terms of service found at <https://www.samsara.com/legal/public-sector-customers-platform-terms-of-service>, unless the Parties have entered into a separate terms of service agreement and/or a separate terms of service agreement is attached to the Order Form, in which case such separate terms of service agreement shall govern (the 'Terms of Service') provided that notwithstanding anything stated in the Terms of Service to the contrary, Customer agrees the following sections from Samsara's standard terms of service found at <https://www.samsara.com/legal/public-sector-customers-platform-terms-of-service> shall apply: License (Section 4), Product Updates (Section 7), Data Protection Addendum (Section 10.3), Non-Samsara Products (Section 14), and Hardware Warranty (Section 17.1). You agree to be bound by the Terms of Service, and any capitalized terms not defined herein shall have the meaning set forth in the Terms of Service. The terms and conditions of the Terms of Service and this Order Form are the exclusive agreement of the parties with respect to the subject matter hereof and no other terms or conditions, including those associated with any Customer payment portal or onboarding of Samsara as a Customer vendor, shall be binding upon Samsara or otherwise have any force or effect.

To the extent Samsara allows you to make subsequent purchases of Products via Purchase Order without a corresponding Quote, you agree that (i) such Purchase Order shall be subject to



Samsara Inc.
1 De Haro Street
San Francisco, CA 94107
www.samsara.com

the terms and conditions of this Order Form, including with respect to payment and license terms, as well as the applicable Terms of Service; and (ii) to the extent there is a conflict between such Purchase Order and this Order Form, including with respect to payment and license terms, as well as the applicable Terms of Service, the terms of this Order Form shall prevail, and no additional terms included in such Purchase Order that are not included in this Order Form shall apply. You acknowledge and agree that any reference to a Purchase Order in this Order Form is solely for your convenience in record keeping, and the existence of a Purchase Order or any delivery of Products to you following receipt of any Purchase Order shall not be deemed an acknowledgement of or agreement to any terms or conditions associated with any such Purchase Order or in any way be deemed to modify, alter, supersede or supplement the Terms of Service or this Order Form.

Notwithstanding anything to the contrary, Samsara acknowledges that Customer is not waiving their right to file a class action.

COPY



Samsara Inc.
1 De Haro Street
San Francisco, CA 94107
www.samsara.com

This Order Form is a legally binding agreement between you ("Customer") and Samsara Inc. ("Samsara"). IN WITNESS WHEREOF, Customer has caused this Order Form to be executed by its duly authorized representative.

I confirm acceptance of this Order Form on behalf of the Customer identified herein and represent and warrant that I have full and complete authority to bind the Customer to this Order Form, including all terms and conditions herein." "Please confirm acceptance of this Order Form by signing below:

Signature

Print Name:

Date:

Invoice



PS-INV105040

Job No: 20613CS

Project/Contract ID: Ped Pole

Job City: Front Royal

Page 1 / 1

[Project Location](#)

Traffic Systems & Technology

Town of Front Royal
Accounts Payable
P.O. Box 1560
Front Royal, VA 22630

7390 Merritt Park Dr
Suite 160
Manassas, VA 20109

[Order By](#)

[Customer P.O. NO.](#)

FRONT ROYA

3789

TS&T Employee Delivered

[Document Date](#)

[Payment Terms](#)

September 24, 2024

Net 30

Description	Quantity	Unit of Measure	Unit Price Excl. Tax	Line Amount Excl. Tax
Ped Pole w/ped base, a bolts & cap, SCH 80 Alum, 12ft MH	2	Each	830.00	1,660.00
SP-8 Pedestrian Signal Yellow, Countdown, Hand/Man, SOP, Piezo Passport Button, Ped Sign R10-3E	2	Each	514.00	1,028.00
Subtotal				2,688.00
Total Tax EXEMPT				0.00
Total \$ Incl. Tax				2,688.00

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703-530-9655

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COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: November 12, 2024

Item# 03E

Agenda Item: FY24 Budget Amendment for Outstanding Purchase Orders

Summary: Council is requested to approve a budget amendment to carry forward unpaid balances on purchase orders not completed as of June 30, 2024 and to carry funds forward to fiscal year 2025 and to consider reallocation of funds outlined in breakdown.

Budget/Funding: Funding will be offset from the appropriate fund balance reserves for each fund indicated, the revenue for these projects have been connected in previous budget cycle.

General Fund	\$ 1,466,240.47
Special Projects	\$ 1,834,694.51
Asset Forfeiture	\$ 16,938.00
Electric Fund	\$ 2,394,364.15
Sewer Fund	\$5,496,641.09
Water Fund	\$6,986,866.45
Solid Waste Fund	\$ 40,050.00
Street Fund	\$ 4,745,485.11
TOTAL	\$ 22,981,279.78

Staff Recommendation: Staff recommends Council move forward with a public hearing for December 9th on this item, an increase of greater than 1% of the original budget requires a public hearing, and for Council to approve reallocations as presented.

CARRYOVER PURCHASE ORDERS FROM FY24 TO FY25

# PO	Dept#	Act #	Description	Balance as of June 30, 2024	FY25 Payments	Balance as of October 31, 2024	
Debt Service Fund							
29936	1800	R47518	FUNDS TO BE USED FOR LAND HAPPY CREEK ROAD	\$ 40,000.00	\$ -	\$ 40,000.00	
30968	1800	R47010	66,000LB LIFT	\$ 166,675.35	\$ (166,675.35)	\$ -	
30742	1800	R47010	FLEET MAINTENANCE BUILDING CONSTRUCTION	\$ 407,263.16	\$ (139,272.04)	\$ 267,991.12	
				\$ 613,938.51	\$ (305,947.39)	\$ 307,991.12	
Special Project Fund							
28341	9130	R47013	POLICE DEPT DEBT SERVICE TO WCEDA	\$ 686,080.47	\$ -	\$ 686,080.47	Requesting Direction from Town Council, staff recommends reallocating \$220,000 to paving of Public Works & Fleet Maintenance
29379	9130	R47982	W MAIN EXTENSION RETAINING POND	\$ 96,220.53	\$ -	\$ 96,220.53	
30760	9130	R47982	REPAYMENT OF WEST MAIN VDOT GRANT (YEAR 2 OF 3)	\$ 438,455.00	\$ -	\$ 438,455.00	
				\$ 1,220,756.00	\$ -	\$ 1,220,756.00	
Fleet Maintenance							Balance including reallocation
29055	1203	R47009	FLEET MAINTENANCE BUILDING REMAINING EQUIPMENT & PAVING	\$ 220,649.09	\$ (15,295.16)	\$ 205,353.93	\$ 286,859.67 Includes \$81,505.74 highlighted in blue below under Town Attorney
30742	1203	R47009	FLEET MAINTENANCE BUILDING CONSTRUCTION	\$ 13,487.55	\$ -	\$ 13,487.55	
30968	1203	R47009	66,000LB LIFT	\$ 1,459.65	\$ (1,459.65)	\$ -	
30976	1203	R47009	CABINETS & SHELVES FOR NEW BUILDING	\$ 4,032.72	\$ -	\$ 4,032.72	
30745	1203	R47005	REPLACE #542 2002 GMC 3500 (YEAR 2 OF 3)	\$ 45,000.00	\$ -	\$ 45,000.00	
				\$ 284,629.01	\$ (16,754.81)	\$ 267,874.20	
Information Technology							
30971	1204	R43002	SOFTWARE CONSULTANT NEW FINANCIAL & BILLING SYSTEM	\$ 86,734.28	\$ (25,488.00)	\$ 61,246.28	
30989	1204	R43005	E911 SUPPORT SERVICE AGREEMENT	\$ 9,247.89	\$ -	\$ 9,247.89	
30993	1204	R47007	SERVICES AT WCPSB 200 SKY	\$ 6,918.10	\$ (6,918.10)	\$ -	
29679	1204	R47051	E-SUMMONS POLICE PROJECT	\$ 54,109.59	\$ -	\$ 54,109.59	
				\$ 157,009.86	\$ (32,406.10)	\$ 124,603.76	
Tourism							Balance including reallocation
30311	1205	R43002	CARRY OVER TOURISM FUNDS	\$ 145,081.59	\$ -	\$ 145,081.59	\$ 20,081.59 Transfer \$125,000 to other Tourism Projects
	1205	R43002	Banners for Main/Royal	\$ -	\$ -	\$ -	\$ 5,000.00 Transfer \$5,000 from PO#30311
	1205	R43002	Vehicle Branding Wrap	\$ -	\$ -	\$ -	\$ 3,000.00 Transfer \$3,000 from PO#30311
	1205	R43002	Influence Tour Project	\$ -	\$ -	\$ -	\$ 15,000.00 Transfer \$5,000 from PO#30311
	1205	R43002	Tourism Video/Commercial Project	\$ -	\$ -	\$ -	\$ 12,000.00 Transfer \$12,000 from PO#30311
	1205	R43009	Visitor Center Renovations	\$ -	\$ -	\$ -	\$ 85,000.00 Transfer \$85,000 from PO#30311
	1205	R43009	Visitor Center Outdoor Sign Replacement	\$ -	\$ -	\$ -	\$ 5,000.00 Transfer \$5,000 from PO#30311
30751	1205	R47017	TOURISM GRANT APPROVED BY COUNCIL 9/26/22 FOR DISCOVER FRONT ROYAL	\$ 19,976.19	\$ -	\$ 19,976.19	
				\$ 165,057.78	\$ -	\$ 165,057.78	
Town Attorney							Balance including reallocation
29748	2201	R43002	LEGAL FEES SET ASIDE FOR EDA COURT CASE	\$ 108,139.00	\$ -	\$ 108,139.00	\$ - Transfer \$50K to PO#30809 & Release \$58,139.00
30809	2201	R43002	DAMIANI & DAMIANI WCEDA LITIGATION	\$ 20,000.00	\$ -	\$ 20,000.00	\$ 70,000.00 Transfer \$50K from PO#29748 for total of \$70,000
29880	2201	R43002	AUDITING SERVICES TO SUPPORT WCEDA LITIGATION	\$ 26,155.00	\$ -	\$ 26,155.00	\$ - Release \$26,155.00
30460	2201	R43002	VANDERPOOL, FROSTICK & NISHANIAN LEGAL COUNCIL	\$ 3,211.74	\$ -	\$ 3,211.74	\$ - Release \$3,211.74
				\$ 157,505.74	\$ -	\$ 157,505.74	\$ 70,000.00
							Total to Reallocate = \$87,505.74
							Staff Recommends Allocating \$6,000 to Manager Training & Remaining \$81,505.74 to Fleet Maintenance Paving

Strike-through are purchase orders that have been paid in FY25 with zero remaining balance

CARRYOVER PURCHASE ORDERS FROM FY24 TO FY25

#	PO	Dept#	Act #	Description	Balance as of June 30, 2024	FY25 Payments	Balance as of October 31, 2024
Police Dept							
30954	3102	R47005	3-POLICE INTERCEPTORS (ORDERED JAN 2024)		\$ 153,136.98	\$ (153,136.98)	\$ -
30985	3102	R47005	PROGARD; PRISONER TRANSPORTATION EQUIPMENT		\$ 13,741.80	\$ (13,741.80)	\$ -
					\$ 166,878.78	\$ (166,878.78)	\$ -
Asset Forfeiture							
30849	1610	R47001	FIREARMS PURCHASE & TRADE		\$ 16,938.00	\$ -	\$ 16,938.00
					\$ 16,938.00	\$ -	\$ 16,938.00
Buildings & Grounds							
31024	4302	R47009	TOWN HALL SECURITY UPGRAD		\$ 30,000.00	\$ -	\$ 30,000.00
					\$ 30,000.00	\$ -	\$ 30,000.00
Horticulture							
31005	4305	R43002	VEGETATION CONTROL		\$ 12,888.39	\$ -	\$ 12,888.39
30974	4305	R47001	PRO-SERIES 22 SELF-WATERING		\$ 9,946.00	\$ (9,946.00)	\$ -
30826	4305	R47005	(YEAR 2 OF 3) PURCHASE 1-TON DUMP TRUCK REPLACE#731 2008 FORD F250		\$ 50,000.00	\$ -	\$ 50,000.00
30870	4305	R47009	WOOD FRAME POLE BUILDING TO STORE HORTICULTURE EQUIP		\$ 19,500.00	\$ -	\$ 19,500.00
31036	4305	R47933	ACES TRAILHEAD PROJECT		\$ 8,200.00	\$ -	\$ 8,200.00
					\$ 100,534.39	\$ (9,946.00)	\$ 90,588.39
Planning & Zoning							
30405	8101	R43002	COMPREHENSIVE PLAN & SUBD		\$ 20,200.00	\$ -	\$ 20,200.00
30444	8101	R43002	STANDARDS & SPEC BOOK		\$ 19,284.91	\$ -	\$ 19,284.91
30802	8101	R43002	TRANSPORTATION PLAN		\$ 200,000.00	\$ -	\$ 200,000.00
30840	8101	R43005	GIS SERVICES		\$ 25,980.00	\$ -	\$ 25,980.00
					\$ 265,464.91	\$ -	\$ 265,464.91
Economic Development							
30537	8105	R45608	FREDA FUNDS		\$ 139,160.00	\$ -	\$ 139,160.00
					\$ 139,160.00	\$ -	\$ 139,160.00

Balance including
reallocation

\$ 39,484.91	Transfer \$19,284.91 from PO#30444
\$ -	Transfer to PO#30405 for subdivision ordinance re-write

CARRYOVER PURCHASE ORDERS FROM FY24 TO FY25

# PO	Dept#	Act #	Description	Balance as of June 30, 2024	FY25 Payments	Balance as of October 31, 2024	
30541	9401	R47001	LINE TRUCK SEED MONEY (REPLACE #364 - 2017 FORD F550)	\$ 36,000.00	\$ -	\$ 36,000.00	\$ 71,645.00 Transfer \$32,572.04 from PO#30542
30542	9401	R47005	REPLACEMENT OF BUCKET TRUCK#347	\$ 35,645.00	\$ (3,072.96)	\$ 32,572.04	\$ - Transfer \$32,572.04 to PO#30541
30818	9401	R43003	WORK ORDER SYSTEM IMPLME	\$ 7,253.60	\$ (7,253.60)	\$ -	
31020	9401	R43004	RIGHT OF WAY TREE MAINTENANCE	\$ 53,527.00	\$ (31,059.00)	\$ 22,468.00	
30816	9401	R45504	LINEMAN TRAINING	\$ 768.05	\$ -	\$ 768.05	
30040	9401	R47009	BIORETENTION POND	\$ 23,674.00	\$ -	\$ 23,674.00	
30779	9401	R47009	FACILITY GENERATOR	\$ 39,123.37	\$ (3,042.37)	\$ 36,081.00	
30670	9401	R47502	750 KVA 277/480 THREE-PHA	\$ 45,230.00	\$ (45,230.00)	\$ -	
30752	9401	R47502	1/0 15 KV LOADBREAK ELBOW	\$ 4,410.00	\$ (4,410.00)	\$ -	
30817	9401	R47502	SINGLE PHASE AND/OR THREE PHASE TRANSFORMER	\$ 10,089.63	\$ -	\$ 10,089.63	
30995	9401	R47502	15 KVA 7200/12470Y - 277	\$ 10,320.00	\$ -	\$ 10,320.00	
30996	9401	R47502	NEW 15 KVA 7200/12470 TRANSFORMER	\$ 18,540.00	\$ -	\$ 18,540.00	
31004	9401	R47502	SUBSTATION LEAD ACID 50 AMP BATTERY CHARGER	\$ 9,231.53	\$ (4,104.88)	\$ 5,126.65	
31007	9401	R47502	STL13-1C234 3 PHASE METER	\$ 7,046.75	\$ -	\$ 7,046.75	
31018	9401	R47502	EVOLVE POST TOP LIGHT	\$ 15,875.00	\$ (15,875.00)	\$ -	
31022	9401	R47502	HPS 228JU JUNCTION, HPS GL119 SPLICE, BRUN EQC26CG14	\$ 10,204.98	\$ (7,360.98)	\$ 2,844.00	
31059	9401	R47522	SINGLE PHASE PAD MOUNTED TRANSFORMER (SHENTEL PROJECT)	\$ 31,845.00	\$ (31,845.00)	\$ -	
31016	9401	R47522	4/0 URD WIRE	\$ 18,800.00	\$ (18,800.00)	\$ -	
31081	9401	R47522	25KVA SINGLE PHASE PAD MOUNT (SHENTEL PROJECT)	\$ 27,095.00	\$ -	\$ 27,095.00	
31001	9401	R47910	1500W UPS SYSTEM W/BATTER	\$ 14,088.54	\$ (14,088.54)	\$ -	
31043	9401	R47910	TRAFFIC SIGNAL CABINET SYSTEM	\$ 57,096.00	\$ -	\$ 57,096.00	
30788	9401	R47929	15.5 KV, 1200A OUTDOOR CIRCUIT BREAKERS	\$ 60,336.00	\$ (60,336.00)	\$ -	
30789	9401	R47929	SVR-1 7.62 KV, 250 KVA, 328A VOLTAGE REGULATORS	\$ 34,455.00	\$ (34,455.00)	\$ -	
31021	9401	R47929	HAPPY CREEK SUBSTATION EXPANSION (SEED MONEY)	\$ 293,524.00	\$ -	\$ 293,524.00	
30921	9401	R47937	MANASSAS TRANSFORMER	\$ 623,185.70	\$ -	\$ 623,185.70	
29428	9417	R47001	AMI PROJECT (SEED MONEY)	\$ 907,000.00	\$ -	\$ 907,000.00	
				\$ 2,394,364.15	\$ (280,933.33)	\$ 2,113,430.82	

CARRYOVER PURCHASE ORDERS FROM FY24 TO FY25

# PO	Dept#	Act #	Description	Balance as of June 30, 2024	FY25 Payments	Balance as of October 31, 2024
Waste Water Treatment Plant						
30641	9801	R43002	INFLUENT PUMP ENGINEERING	\$ 1,493.87	\$ (535.65)	\$ 958.22
30693	9801	R43002	SCADA MAINTENANCE CONTRAC	\$ 530.00	\$ (530.00)	\$
30730	9801	R43002	WWTP BIO DEVELOPMENT MODEL	\$ 3,138.34	\$ -	\$ 3,138.34
30871	9801	R43002	SCADA MAINTENANCE FOR WWTP (CURRENT SYSTEM)	\$ 5,365.00	\$ (901.25)	\$ 4,463.75
31041	9801	R45406	PT-1050	\$ 96.70	\$ (96.70)	\$
31042	9801	R45406	PT-1126 BDTOT-CATIONIC PO	\$ 16,716.74	\$ (16,716.74)	\$
30657	9801	R45407	VX136-Q WEAR PLATES-TC-PA	\$ 2,493.35	\$ (2,493.35)	\$
30811	9801	R45407	ATV630D37N4 ATV630 TYPE 1 (PART FOR WWTP)	\$ 5,564.39	\$ -	\$ 5,564.39
30555	9801	R47001	PULSAIR BUBBLING MIXING SYSTEM & SHED FOR COMPRESSOR	\$ 28,538.99	\$ -	\$ 28,538.99
30575	9801	R47001	ROTARY FAN PRESS CONTROL	\$ 10,000.00	\$ -	\$ 10,000.00
30831	9801	R47001	WWTP SCADA UPGRADE	\$ 168,116.00	\$ (76,875.00)	\$ 91,241.00
30872	9801	R47001	#2 CLARIFIER DRIVE AND INSTALLATION (SEED MONEY)	\$ 77,000.18	\$ -	\$ 77,000.18
28885	9801	R47009	RIVERTON PUMP STATION REHABILITATION (SEED MONEY)	\$ 450,409.95	\$ -	\$ 450,409.95
30744	9801	R47009	RIVERTON PUMP STATION ENGINEERING	\$ 85,862.24	\$ (39,990.80)	\$ 45,871.44
30803	9801	R47009	ROOF REPLACEMENT PROJECT	\$ 20,100.00	\$ -	\$ 20,100.00
30913	9801	R47009	INFLUENT PUMP UPGRADE	\$ 442,267.40	\$ (294,962.60)	\$ 147,304.80
				\$ 1,317,693.15	\$ (433,102.09)	\$ 884,591.06
Sewer Line Maintenance						
30929	9802	R47005	DEJANA 14' DURABOX MAX BODY	\$ 17,662.49	\$ -	\$ 17,662.49
31025	9802	R47005	FIRST DEBT SERVICE FOR FLUSH/VAC TRUCK	\$ 30,000.00	\$ -	\$ 30,000.00
30922	9802	R47998	ADDITIONAL SANITARY SEWER REHAB ENGINEERING	\$ 16,265.53	\$ -	\$ 16,265.53
29964	9802	R47998	I&I ENGINEERING	\$ 475,408.00	\$ -	\$ 475,408.00
30685	9802	R47998	2022 SANITARY SEWER REHABILITATION	\$ 1,734,741.32	\$ (519,757.35)	\$ 1,214,983.97
30773	9802	R47998	2022 MANHOLE REHABILITATION	\$ 539,208.24	\$ (108,347.50)	\$ 430,860.74
30801	9802	R47998	I&I ABATEMENT PROJECT (CONTINGENCY FUNDS)	\$ 540,501.04	\$ -	\$ 540,501.04
30952	9802	R47998	RESIDENT PROJECT CONTRACT ADMINISTRATION (SEWER REHABILITATION)	\$ 151,820.88	\$ (41,311.95)	\$ 110,508.93
30959	9802	R47998	2023 SANITARY SEWER REPLACEMENT PROJECT	\$ 673,340.44	\$ (530,826.03)	\$ 142,514.41
				\$ 4,178,947.94	\$ (1,200,242.83)	\$ 2,978,705.11

Strike-through are purchase orders that have been paid in FY25 with zero remaining balance

# PO	Dept#	Act #	Description	Balance as of June 30, 2024	FY25 Payments	Balance as of October 31, 2024
Water Treatment Plant						
30480	9601	R43002	SCADA UPGRADE	\$ 13,500.00	\$ -	\$ 13,500.00
30616	9601	R43002	TASK ORDER #4-2022-4-H PU	\$ 970.00	\$ (970.00)	\$ -
30626	9601	R43002	BACKFLOW PREVENTION PROGR	\$ 12,140.99	\$ (5,033.45)	\$ 7,107.54
30830	9601	R43002	CLEARWELL DESIGN/REPAIRS	\$ 91,000.00	\$ -	\$ 91,000.00
30829	9601	R47001	SWITCH GEAR RAW WATER PUMP (YEAR 2 OF 5)	\$ 100,000.00	\$ -	\$ 100,000.00
31031	9601	R47001	ENVIRX TRAVELING SCREEN REPLACEMENT (YEAR 1 OF 2)	\$ 75,000.00	\$ -	\$ 75,000.00
31032	9601	R47001	REPAIR OF OLD RAW WATER BASIN (YEAR 1 OF 2)	\$ 75,000.00	\$ -	\$ 75,000.00
27546	9601	R47009	WATER PLANT RESERVOIR REP	\$ 123,495.08	\$ -	\$ 123,495.08
28327	9601	R47009	JAMESTOWN PUMP STATION	\$ 1,570.00	\$ (970.00)	\$ 600.00
30828	9601	R47009	4-H PUMP STATION ENGINEERING	\$ 150,000.00	\$ -	\$ 150,000.00
31030	9601	R47903	WTP SECURITY INSTALL OF CAMERAS	\$ 25,000.00	\$ -	\$ 25,000.00
				\$ 667,676.07	\$ (6,973.45)	\$ 660,702.62
Water Line Maintenance						
30918	9602	R43002	TOWN OF FRONT ROYAL LEAD SERVICE LINE PROGRAM	\$ 205,825.00	\$ (27,700.00)	\$ 178,125.00
30929	9602	R47005	DEJANA 14' DURABOX MAX BODY	\$ 17,662.48	\$ -	\$ 17,662.48
31027	9602	R47009	JAMESTOWN PRV VAULT	\$ 80,000.00	\$ -	\$ 80,000.00
29343	9602	R47513	REDUNDANT WATERLINE (CONTINGENCY FUNDS)	\$ 817,789.55	\$ -	\$ 817,789.55
30660	9602	R47513	REDUNDANT WATERLINE CONTRACT ADMINISTRATION	\$ 103,545.63	\$ (41,202.87)	\$ 62,342.76
30673	9602	R47513	REDUNDANT WATERLINE CONTRACT#1	\$ 3,749,946.07	\$ (622,309.73)	\$ 3,127,636.34
30674	9602	R47513	REDUNDANT WATERLINE CONTRACT#2	\$ 47,933.00	\$ -	\$ 47,933.00
30799	9602	R47513	ROYAL AVE WATERLINE UPGRADE	\$ 844,468.65	\$ -	\$ 844,468.65
31028	9602	R47513	WATERLINE UPGRADES FOR ROYAL AVE & 12TH ST	\$ 443,920.00	\$ -	\$ 443,920.00
30991	9602	R47530	MACH10 6" NEPTUNE WATER METERS	\$ 8,100.00	\$ -	\$ 8,100.00
				\$ 6,319,190.38	\$ (691,212.60)	\$ 5,627,977.78
Solid Waste						
30882	4203	R43002	SOLID WASTE COST-OF-SERVICE STUDY	\$ 8,050.00	\$ (8,050.00)	\$ -
31033	4203	R45407	TRASH LIDS & CANS	\$ 14,000.00	\$ (6,657.50)	\$ 7,342.50
31034	4203	R45407	SAPPHIRE BLUE PITCH CANS	\$ 8,000.00	\$ -	\$ 8,000.00
31035	4203	R45407	8 YARD DUMPSTERS	\$ 10,000.00	\$ -	\$ 10,000.00
				\$ 40,050.00	\$ (14,707.50)	\$ 25,342.50

CARRYOVER PURCHASE ORDERS FROM FY24 TO FY25

#	PO	Dept#	Act #	Description	Balance as of June 30, 2024	FY25 Payments	Balance as of October 31, 2024
Highway Maintenance							
30336	4102	R45471		CHERRY STREET STORM DRAIN	\$ 29,885.52	\$ -	\$ 29,885.52
31037	4102	R45473		THERMOPLASTIC ERADICATION	\$ 8,000.00	\$ (8,000.00)	\$ -
31037	4102	R45474		THERMOPLASTIC ERADICATION	\$ 15,000.00	\$ (15,000.00)	\$ -
30336	4500	R45471		CHERRY STREET STORM DRAIN	\$ 144,998.32	\$ -	\$ 144,998.32
31037	4500	R45473		THERMOPLASTIC ERADICATION	\$ 21,875.00	\$ (21,875.00)	\$ -
31037	4500	R45474		THERMOPLASTIC ERADICATION	\$ 40,000.00	\$ (40,000.00)	\$ -
30805	4500	R47001		SNOW PLOWS YR 2 OF 4	\$ 40,000.00	\$ -	\$ 40,000.00
31023	4500	R47001		LAS 925 201SS ANTI ICING EQUIPMENT	\$ 25,219.00	\$ -	\$ 25,219.00
30699	4500	R47005		DUMP TRUCK ORDERED JAN 2023	\$ 91,025.00	\$ (91,025.00)	\$ -
31086	4500	R47005		YEAR 1 OF 2 FOR REPLACING #764 DUMP TRUCK	\$ 80,000.00	\$ -	\$ 80,000.00
31044	4500	R47909		CRISER RD SIDEWALK PROJECT ENGINEERING	\$ 535,000.00	\$ -	\$ 535,000.00
30772	4500	R47926		8TH STREET BRIDGE ENGINEERING	\$ 160,279.00	\$ (70,764.00)	\$ 89,515.00
30806	4500	R47926		8TH STREET BRIDGE REHABILITATION	\$ 1,262,435.00	\$ -	\$ 1,262,435.00
30822	4500	R47926		PROSPECT BRIDGE REHABILITATION	\$ 689,692.60	\$ -	\$ 689,692.60
29952	4500	R47927		SHEN AVE STREET LIGHTS	\$ 265,000.00	\$ -	\$ 265,000.00
31040	4500	R47927		PAVING OF ROADS	\$ 887,315.12	\$ (80,168.12)	\$ 807,147.00
31066	4500	R47927		CURB & GUTTER	\$ 443,235.55	\$ -	\$ 443,235.55
31066	4500	R47941		CURB & GUTTER	\$ 6,525.00	\$ -	\$ 6,525.00
					\$ 4,745,485.11	\$ (326,832.12)	\$ 4,418,652.99

Strike-through are purchase orders that have been paid in FY25 with zero remaining balance

CARRYOVER PURCHASE ORDERS FROM FY24 TO FY25

	<u>Balance as of</u>		<u>Balance as of</u>
	<u>June 30, 2024</u>	<u>FY25 Payments</u>	<u>October 31, 2024</u>
General Fund	\$ 1,466,240.47	\$ (225,985.69)	\$ 1,240,254.78
Special Projects/Debt Service	\$ 1,834,694.51	\$ (305,947.39)	\$ 1,528,747.12
Asset Forfeiture	\$ 16,938.00	\$ -	\$ 16,938.00
Street Fund	\$ 4,745,485.11	\$ (326,832.12)	\$ 4,418,652.99
TOTAL GOVERNMENTAL FUNDS	\$ 8,063,358.09	\$ (858,765.20)	\$ 7,204,592.89
Electric Fund	\$ 2,394,364.15	\$ (280,933.33)	\$ 2,113,430.82
Sewer Fund	\$ 5,496,641.09	\$ (1,633,344.92)	\$ 3,863,296.17
Water Fund	\$ 6,986,866.45	\$ (698,186.05)	\$ 6,288,680.40
Solid Waste Fund	\$ 40,050.00	\$ (14,707.50)	\$ 25,342.50
TOTAL OF ALL FUNDS	\$ 22,981,279.78	\$ (3,485,937.00)	\$ 19,495,342.78

Strike-through are purchase orders that have been paid in FY25 with zero remaining balance



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: November 12, 2024 Item# 03F

Agenda Item: Proposed Ordinance Amendment to Town Code Section 134-71 Utility Accounts, Deposits, Payments, and Termination of Service and Approval of *Utility Disconnection Policy and Procedures*

Summary: The Code of Virginia was amended and effective July 1, 2024 additional requirements were placed on disconnection of utilities by localities of the Commonwealth of Virginia. These requirements are specified in Code of Virginia sections 15.2-2121.1, 15.2-2121.2, and 15.2-2121.3.

The Town has not disconnected utilities due to non-payment since June 2024. In order for the Town to resume disconnections of utility services due to non-payment; the Town of Front Royal Municipal Code will need to be revised, and the Town will need to implement new policies.

As of June 30, 2024 the Town had 851 active-past due utility accounts, with past due balances totaling \$160,601.44; as of October 31, 2024; the Town had 971 active-past due utility accounts, with past due balances totaling \$264,499.66. In total the Town has approximately 8,600 utility accounts, bills roughly \$2.6 million in utilities monthly (\$31 million annually).

Council is requested to approve the attached revision to Town of Front Royal Municipal Code section 134-71 Utility Accounts, Deposits, Payments, and Termination of Service and to approve the Town of Front Royal's Utility Disconnection Policy and Procedures.

Upon approval, the Utility Disconnection Policy and Procedures will be posted on the Town of Front Royal's website both in English and Spanish.

Budget/Funding: N/A

Staff Recommendation: Staff recommends for Council to hold a public hearing on December 9, 2024 to approve the revised Town Code Section 134-71 as presented and to approve the Town of Front Royal's Utility Disconnection Policy and Procedures.

AN ORDINANCE AMENDMENT TO FRONT ROYAL TOWN CODE §134-71 FOR ADDITIONAL REQUIREMENTS PLACED ON DISCONNECTION OF UTILITIES

WHEREAS, The Code of Virginia was amended and effective July 1, 2024, additional requirements were placed on disconnection of utilities by localities of the Commonwealth of Virginia. These requirements are specified in the Code of Virginia sections 15.2-2121.1, 15.2-2121.2, and 15.2-2121.3.; and,

NOW THEREFORE, BE IT ENACTED, by the Town Council of the Town of Front Royal, Virginia, that Front Royal Town Code §134-71, hereby be amended or repealed as follows:

134-71 UTILITY ACCOUNTS DEPOSITS, PAYMENTS AND TERMINATION OF SERVICE

A. Deposit:

1. a. *Residential Service Location Amount*: For an existing residential service location, the deposit required for Town utility services after September 9, 2019 shall be an amount equal to the highest monthly bill for that location during the preceding twelve (12) months or two hundred fifty dollars (\$250.00), whichever is greater.
- b. *Commercial Service Location*: For an existing commercial service location, the deposit required for Town utility services shall be an amount equal to twice the average monthly bill for that location during the preceding twelve (12) months or five hundred dollars (\$500.00), whichever is greater.
- c. *Newly Established Location*: To calculate the amount of the deposit for newly established residential or commercial service locations, the Front Royal Department of Finance shall establish the deposit at an amount equal to the customer's anticipated monthly usage of water and electric service, as may be the case.
- d. *Reinstatement of Deposit*: If, at any time, the customer's deposit is waived or returned, as set forth below, but the customer's service subsequently is terminated for nonpayment or the customer has made four (4) late payments during any twelve-month period, a deposit, in an amount as set forth above, shall be required.
2. *Service Location Deposit Waiver*: Notwithstanding the foregoing, no service location deposit shall be required when an acceptable credit history is furnished by the customer from a previous utility provider. Acceptable credit history is defined as a customer who can demonstrate that during the previous twelve (12) months his bills were paid with no more than four (4) late payments on a monthly billing system or no more than two (2) late payments on a bimonthly system.
3. *Payment of Deposit*: Payment of the deposit is due upon execution of the service work order. In lieu of the foregoing, when the required deposit for a residential service location

exceeds five hundred dollars (\$500.00) or a commercial service location exceeds one thousand dollars (\$1,000.00), the deposit may be paid in two (2) equal installments with one-half due when the work order is signed and pay the remaining one-half along with the payment for the first month's service.

4. *Interest and Refunds:* Deposits shall be held in an interest-bearing account.

- a. Service location deposits plus interest shall be refunded either: (1) upon termination of the service account in an amount equal to the deposit and accrued interest minus any amount deducted to satisfy customer arrearages or other debts owing to the Town; or (2) upon the customer's request after a period of twelve (12) months of service during which there were no more than four (4) delinquent payments. Upon request of a refund, the Director of Finance shall first ensure that customer does not have any debts owing to the Town. If the customer is indebted to the Town, the Director of Finance will apply any refund toward satisfaction of these debts prior to the refund of any money to the customer.

B. *Payments:*

1. *Due Date—Fines and Charges:* All payments for water, sewer, electric, and garbage collection services shall be due within twenty (20) days of the date of billing. Accounts, for which full payment is not received within twenty (20) days, are delinquent. A late charge of two percent (2%) of the delinquent bill immediately shall be charged to the delinquent account. If the account remains delinquent for ~~ten (10)~~ **forty-five (45) days** after the original notice, an additional **administration** service charge of ~~ten dollars (\$10.00)~~ **forty-five dollars (\$45.00)** shall be charged. ~~Finally a service charge will be required to reconnect service that has been discontinued due to non payment. If the reconnection occurs during normal business hours, the reconnection fee shall be twenty dollars (\$20.00) for first reconnection fee; thirty dollars (\$30.00) for second reconnection fee; forty dollars (\$40.00) for third reconnection fee; fifty dollars (\$50.00) for reconnection fee for all other times.~~
2. *Allocation of Payments:* During a delinquency in the payment for any service (electric, water, sewerage, or garbage collection) any subsequent payment received for services will be applied first against the most delinquent account which is not subject to a defense of any applicable statute of limitations.
3. *Budget Billing:* Notwithstanding the foregoing, the Director of Finance, in his discretion, may enter into agreements with customers for alternative billing and payment schedules with persons on fixed or limited incomes.
4. The Town of Front Royal may take all lawful action to collect all debts owed to the municipality which have become overdue.

C. *Termination of Services:*

1. *Notice:* The Director of Finance shall ~~notify the customer in writing of all delinquencies, imminent service termination, and right to contest as set forth below. Notice also shall be posted on the door of the premises with the delinquent account.~~ deliver notice of nonpayment of bills or fees by using at least one of the following methods: (i) mail, (ii) email, (iii) text message, (iv) phone call, or (v) door hanger.
 2. *Protest:* The customer may contest the bill by contacting the Director of Finance for the Town of Front Royal who will immediately schedule a hearing on the customer's claim that his account is not delinquent. If the matter is not successfully contested by the customer and the arrearages remain ten (10) days after the date of the aforementioned hearing, service shall be disconnected. Notwithstanding the foregoing, no services shall be disconnected prior to a requested hearing.
 3. *Disconnection of service:* ~~If the matter is not successfully contested by the customer and arrearages remain ten (10) days after the date of the aforementioned notices, services shall be disconnected prior to a requested hearing.~~ Disconnection of utility service shall be performed in accordance with the Town of Front Royal Utility Disconnection Policy and Procedures for disconnection of utility service which can be found on the Town's website at www.frontroyalva.com/149/Finance.
 4. *Persons in Poor Health:* Customer may seek an additional thirty (30) days before water and electric services are disconnected if the Director of the Warren County Health Department certifies in writing to the Town of Front Royal Director of Finance that the customer has a serious medical condition or the customer resides with a family member with a serious medical condition. Upon providing certification the service termination may be delayed twice within a twelve-month period, but may not be consecutive, certification shall be valid for period of three hundred sixty-five (365) days.
 5. *Conditions for Reconnection of Service:* Once disconnected, services shall not be restored to that customer until the outstanding balance (service fee(s), penalty, and reconnection fee(s)) for that service location is paid in full, unless the Director of Finance has approved other arrangements for payment in full.
- D. *Returned Payment Policy:* If a payment is returned to the Town for any reason, the Director of Finance shall notify, in the same manner as provided above, the customer. If payment, in full, plus a thirty-five-dollar (\$35.00) service charge is not received by the close of business three (3) days after the date on the notice, all utility services to the customer's service location shall be disconnected. If the customer presents the Town with more than two (2) bad checks during any twelve-month payment, payment by check will no longer be accepted.
- E. System Development Charges shall be paid upon application.

(Ord. of 2-23-98; Ord. of 1-28-13; Ord. of 9-9-19; Ord. of 1-13-20; Ord. of 6-8-20)

This ordinance shall become effective _____.

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 December 9, 2024 upon the following recorded vote:

R. Wayne Sealock	<u> </u> Yes <u> </u> No	H. Bruce Rappaport	<u> </u> Yes <u> </u> No
Joshua L. Ingram	<u> </u> Yes <u> </u> No	Melissa DeDomenico-Payne	<u> </u> Yes <u> </u> No
Amber F. Morris	<u> </u> Yes <u> </u> No	Glenn E. Wood	<u> </u> Yes <u> </u> No

A public hearing on the above was held on December 9, 2024 having been advertised in the Northern Virginia Daily on November 25 and December 2, 2024

Approved as to Form and Legality:

George M. Sonnett, Jr., Town Attorney

Dated: _____

Town of Front Royal, Virginia

Utility Disconnection Policy and Procedures

Purpose:

To establish a standard policy for disconnection of water/sewer accounts due to the nonpayment or inadequate payment for services that adheres to Code of Virginia § 15.2-2121.1, § 15.2-2121.2, and § 15.2-2121.3.

Policy:

I. Applicability

- a. This policy only applies for those circumstances when electric, water, and/or sewer service is to be disconnected (turned off) due to nonpayment or delinquency of payment on a customer's water/sewer account.
- b. This policy does not apply when the accountholder requests disconnection of electric, water, or sewer service.
- c. This policy does not apply to returned payments.
- d. The Town of Front Royal reserves the right to discontinue Electric or Water Service to a Customer, at any time without notice, upon the occurrence of any one or more of the following events:
 1. Whenever in the Town's opinion, the Town, has reasonable cause to believe that the Customer is receiving Electric or Water Service without paying therefor, or that the Town's meter, wires, lines, or other apparatus have in any manner been tampered with, or damaged in such a way as to prevent the meter from recording the amount of Electric or Water Service delivered.
 2. Whenever, in the Town's opinion, the condition of the Customer's wiring, equipment, or appliances is either unsafe or unsuitable for receiving Electric or Water Service, or when the Customer's use of Electric or Water Service interferes with or may be detrimental to the Town's facilities or to the provision of Electric or Water Service by the Town to any other Customer.
 3. Whenever, in the Town's opinion, failure to promptly repair leaks in or upon premises supplied with water. Water service may be discontinued until necessary repairs are made.
 4. Whenever in the opinion of the Town, it is necessary to prevent fraud upon the Town.
 5. Whenever the Customer has denied a Town representative access to the Town's meter, wires or other apparatus installed on the Customer's premises.
 6. Whenever requested by any public authority having jurisdiction.
 7. Emergency repairs or alterations
 8. Unavoidable shortages or interruptions in the Town's source of supply.

II. Disconnection of Service for Nonpayment

- a. Any utility account forty-five (45) days in arrears, is subject to utility service disconnection due to nonpayment.
- b. Residential electric service will not be disconnected due to nonpayment when the temperature forecasted by the National Weather Service for zip code 22630 is at or above 92 degrees Fahrenheit or the minimum temperature is at or below 32 degrees Fahrenheit within the 24-hours following the scheduled disconnection date. Disconnection for residential accounts will be delayed until conditions are favorable
- c. Residential water service will not be disconnected due to nonpayment when the temperature forecasted by the National Weather Service for zip code 22630 is at or above 92 degrees Fahrenheit within the 24-hours following the scheduled disconnection date. Disconnection for residential accounts will be delayed until conditions are favorable.
- d. Utility service disconnections will be performed during normal working hours for the Town of Front Royal Department of Finance. Customers will not be disconnected due to nonpayment on Fridays, weekends, state holidays, or the day immediately preceding a state holiday. If the disconnection date due to nonpayment falls on a Friday, during the weekend, a state holiday, or the day immediately before a state holiday, the disconnection of a customer's service will be postponed until the next business day

III. Notification

- a. Customers are mailed a standard monthly Town of Front Royal utility bill; utility bill states that any previous balance due is due immediately.
- b. Any outstanding balance from previous billing cycles will be included on upcoming bills until fully paid.
- c. A delinquent shut-off notice will be mailed to customer at least ten days prior to disconnection of services. Notice will include the date of anticipated disconnection of utilities due to nonpayment and delinquent balances greater than 45 days as of the anticipated date of disconnection of utilities.
- d. Before disconnection of utility service due to nonpayment, the Town of Front Royal will have mailed:
 1. Standard monthly utility bill
 2. Standard utility for preceding month stating previous balance due immediately
 3. Shut-off notice
- e. Failure of customer to remit payment based upon mutually agreed upon payment agreement will result in disconnection of utility service and shall not require additional notification to be sent by the Town.

IV. Reinstatement of Services

- a. Customers may have their services reconnected by making payment of the total amount in arrears to the Town of Front Royal. This includes fees for service and penalties.
- b. Same day restoration of service is possible if payment has been received and the Town of Front Royal office is contacted before 4:00 pm. Payments received after 4:00 pm on the date of utility disconnections may be scheduled for reconnection the following day.

V. Utility payment assistance

- a. After each missed payment by a residential utility customer, the Town will make contact with the customer via mailing of shut off notice as stated in section V d. Shut off notice will offer options on back of notice for bill payment assistance and arranging a payment plan, .

- 1. Failure of customer to adhere to terms of mutually agreed upon payment arrangement will void payment arrangement agreement, requiring entire arrearage amount to be paid to avoid disconnection of utility service and no further payment arrangements will be agreed upon by the Town until entire arrearage amount has been paid.

- b. Warren County Social Services may have access to resources to assist eligible customers with payment of household utility bills. Contact Warren County Social Services at 540-635-3430 for more information.

CODE OF VIRGINIA REFERENCES

§ 15.2-2121.1. Definitions.

As used in this article, "utility" means a public utility that is owned or operated by a locality of the Commonwealth.

§ 15.2-2121.2. Disconnection suspension for utilities.

A. 1. No electric utility shall disconnect from service any residential customer for the nonpayment of bills or fees (i) when the forecasted temperature low is at or below 32 degrees Fahrenheit within the 24 hours following the scheduled disconnection or (ii) when the forecasted temperature is at or above 92 degrees Fahrenheit within the 24 hours following the scheduled disconnection.

2. No gas utility shall disconnect from service any residential customer for nonpayment of bills or fees when the forecasted temperature low is at or below 32 degrees Fahrenheit within the 24 hours following the scheduled disconnection.

3. No water or wastewater utility shall disconnect from service any residential customer when the forecasted temperature is at or above 92 degrees Fahrenheit within the 24 hours following the scheduled disconnection.

4. To ascertain the projected temperature as provided in this subsection, each utility shall refer to the forecasted local temperature provided by the National Weather Service where the customer to be disconnected is located.

B. No utilities shall disconnect from service any residential customer for nonpayment of bills or fees on Fridays, weekends, state holidays, or the day immediately preceding a state holiday.

C. Nothing in this section shall be construed to limit utilities from voluntarily suspending scheduled disconnections during other extreme weather events, emergency conditions, or circumstances in which a utility determines such suspension is necessary to protect the health and safety of its customers and the reliability of utility service in the Commonwealth. Further, nothing in this section shall be construed to prohibit (i) a disconnection required by the conditions of subdivision A 8 of § [56-247.1](#), (ii) emergency disconnections for health and safety purposes, or (iii) the occurrence of an automatic service suspension associated with prepaid utility service. Any fees or expenses incurred by a utility in complying with the requirements of this section shall be recovered by the utility.

§ 15.2-2121.3. Notice procedures for nonpayment; disconnecting utility service.

A. Each utility subject to the provisions of this article shall provide to each of its residential customers a copy of its disconnection for nonpayment policy (i) at any time a new residential account is established, (ii) when any disconnection for nonpayment of bills or fees is scheduled by including a copy of the policy with such notice, or (iii) by publishing the disconnection policy on the utility's website. Each such utility shall provide all required notices in English and Spanish. Such required notices shall include information regarding payment plans and state, federal, or utility energy assistance programs.

B. Each utility subject to the provisions of this article shall deliver notice of nonpayment of bills or fees to its residential customers prior to disconnection by using at least one of the following methods: (i) mail, (ii) email, (iii) text message, (iv) phone call, or (v) door hanger.

C. Utility disconnections due to the nonpayment of bills or fees are prohibited for residential customers until the customer's account is 45 days in arrears. After each missed payment, the utility shall provide notice pursuant to subsection B and make contact with the customer and offer bill payment assistance, arrange a payment plan, or provide information to the customer for other bill payment assistance or energy savings programs.

D. No electric or gas utility shall require a deposit of more than 25 percent of the arrearage amount for service, exclusive of nonpayment fees, penalties, or interest, in order to restore service to any residential customer where such utility received funding from the Department of Social Services for such customer through the Home Energy Assistance Program pursuant to § [63.2-805](#) within the last 12 months. A customer is eligible for this provision once every three years.



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: November 12, 2024

Item# 03G

Agenda Item: Special Use Permit for a Short-Term Rental at 132 E Criser Road - Theresa Roberson

Summary: The applicant, Theresa Roberson, is requesting a Special Use Permit (SUP) to allow a short-term rental located at 132 W. Criser Road. The applicant intends to rent the house as a whole house rental, with three (3) bedrooms and no more than six (6) occupants at a time.

There is adequate parking on site and the property has passed inspection by staff.

Planning Commission held a public hearing on October 16, 2024 and recommended approval with no conditions.

Budget/Funding: N/A

Staff Recommendation: Approval with no conditions.

2400522 – A Special Use Permit Application submitted by Theresa Roberson to allow a short-term rental located at 132 W. Criser Road, identified by Tax Map 20A6-33-B1-1B. The property is zoned R-3, Residential District.

Town of Front Royal, Virginia

Planning Commission Monthly Meeting Agenda

☐ Consent Action ☐ Administrative Action ☒ Public Hearing ☐ Discussion

Agenda Item: Special Use Permit – Short-Term Rental #2400522

MEETING DATE: October 16, 2024

SUMMARY: A Special Use Permit application has been submitted for a Short-Term Rental located at 132 W. Criser Road. The applicant intends to rent the house as a whole with three (3) bedrooms and no more than six (6) occupants at a time.

STAFF RECOMMENDATION: Staff recommends approval of Special Use Permit #2400522

DRAFT MOTION: “I move that the Planning Commission forward a recommendation of approval to the Front Royal Town Council for Special Use Permit #2400522 for a Short-Term Rental located at 132 W. Criser Road.”

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

PLANNING COMMISSION ACTION:

Moved _____ *Seconded* _____

Marshner _____ *Marrazzo* _____ *Neel* _____ *Gillispie* _____ *Brooks* _____

☐ Approved ☐ Approved w/ Conditions ☐ Denied ☐ Other



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

**Planning Commission Regular Meeting
October 16, 2024**

APPLICATION #:

Special Use Permit Application #2400522

APPLICANT:

Theresa Roberson

APPLICATION SUMMARY:

A Special Use Permit application has been submitted for a Short-Term Rental located at 132 W. Criser Road. The applicant intends to rent the house as a whole with three (3) bedrooms and no more than six (6) occupants at a time.

GENERAL INFORMATION:

<i>Site Addresses</i>	132 W. Criser Road
<i>Owner(s)</i>	Charles M. and Theresa A. Roberson
<i>Zoning District</i>	R-3, Residential District
<i>Historic District</i>	No
<i>Tax Identification</i>	Tax Map #20A6-33-B1-1B
<i>Request</i>	The Applicant is requesting to rent three (3) bedrooms and no more than six (6) occupants at a time.

View of Front Elevation – 132 W. Criser Road



Aerial Map (Warren County GIS)



STAFF RECOMMENDATION:

Staff recommends approval with no additional conditions.

ATTACHMENTS: Application and supporting documents.



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

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

RECEIVED
SEP 06 2024
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT

SPECIAL USE PERMIT REQUEST FOR SHORT TERM RENTAL

APPLICANT:

NAME: THERESA ROBERSON

PHONE: [REDACTED]

ADDRESS: [REDACTED]

E-MAIL: [REDACTED]

PROPERTY OWNER:

NAME: Charles M. + Theresa Roberson

PHONE: [REDACTED]

ADDRESS: [REDACTED]

E-MAIL: [REDACTED]

PROPERTY DESCRIPTION:

PROPERTY ADDRESS 132 W. CRISER ROAD FRONT ROYAL VA 22630

TAX MAP 20A633B1 SECTION 3 BLOCK 1 LOT 1-B

SUBDIVISION NAME Ay-View Estates

ZONING DISTRICT FORK MAGISTERIAL DIST. ACREAGE 6,469 sq. ft.

SPECIFIC SPECIAL USE PERMIT REQUEST SHORT TERM RENTAL

☒ Whole house rental

☐ Partial rental, # of rooms rented _____

☐ Primary Residence

☐ Secondary Residence

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

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

☒ Provide a map of area attractions

☒ Provide proof that notification to operate was sent to the HOA, if applicable.

☐ Complete management plan.

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

☒ Emergency dwelling evacuation diagram (posted in each bedroom)

☐ Application fee of \$400.00

Receipt # 194319

Date Paid 9/6/2024

Check # 382

IN CASE OF AN EMERGENCY

If there is an emergency, or there are questions in regard to the property, please contact (owner) Charles Roberson
at (phone number) [REDACTED] or (property manager) TE ROBERSON
at (phone number) [REDACTED].

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

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

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

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

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

Emergency/afterhours 540-635-2111

OCCUPANCY

The Special Use Permit limits the occupancy for this short-term rental at 6 People and 3 Bedrooms.

NOISE

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

PARKING

Minimum available parking is 2 vehicle(s) in the driveway. (+ one in garage)

TRASH AND RECYCLING

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

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

In front of house in Garage. TRASH BAGS ARE KEPT IN KITCHEN PANTRY. SMALL TRASH CANS ARE LOCATED IN KITCHEN AND BOTH BATHROOMS, AND IN GARAGE.

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

Tuesday morning. Container placed roadside near mail box.
*MANAGENT WILL PLACE CITY CONTAINER IN PROPER PLACEMENT FOR TUESDAY MORNING PICKUP.

CHECK-IN & CHECK-OUT

Provide details

Guests may check-in beginning at 3:00pm and check out by 11:00 am. all lights off, all appliances off. all doors locked. Contact owner when leaving the property.

WIFI/PHONE/ETC

Provide details for special amenities if available

wifi provided

SPECIFIC PROPERTY DETAILS

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

* SEE Attached for more details.

Property is a 3 Bdrm 2 Bath, Split Entry with garage - Back deck, fenced yard, landscaping, outdoor shed and partially wooded backyard.

AREA ATTRACTIONS

Provide a map of area attractions

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

SPECIFIC PROPERTY REGULATIONS

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

- No shooting of firearms ✓
- No outdoor fire burning ✓ (exc. firepit when town restrictions are lifted.)
- No fireworks ✓

- No Pets
- No smoking
- NO Illegal substances
- No firearms

Revised 12/21/2022

As per 175-3

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

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

Short-term rental:
§ 175.151 Short-term rentals.

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

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

shall be provided to Town staff, public safety officials and, if applicable, the HOA of the subdivision. The plan must be provided as part of the rental contract.

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

Property Owner's Signature: _____

Charles M. Roberson / Theresa A. Roberson

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 _____

Charles M. Roberson / Theresa A. Roberson

Date _____

9/6/2024

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.

**CONSENT TO INSPECT
PRIVATE PROPERTY**

The undersigned herein consents to the Town of Front Royal, Department of Planning and Zoning Division Officers(s) right of entry to inspect all yard areas, building exterior and/or interior as needed to determine whether said property complies with local and state codes related to said property.

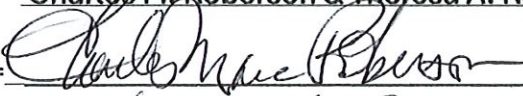
The undersigned herein states that he/she is in lawful possession or control of the property designated below or has the authority to act in the owner(s), tenants', and/or occupants' behalf in their absence.

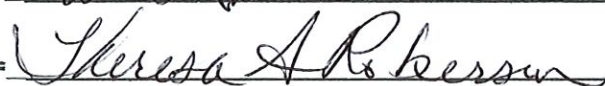
Property Address: **132 West Criser Road, Front Royal VA 22630**

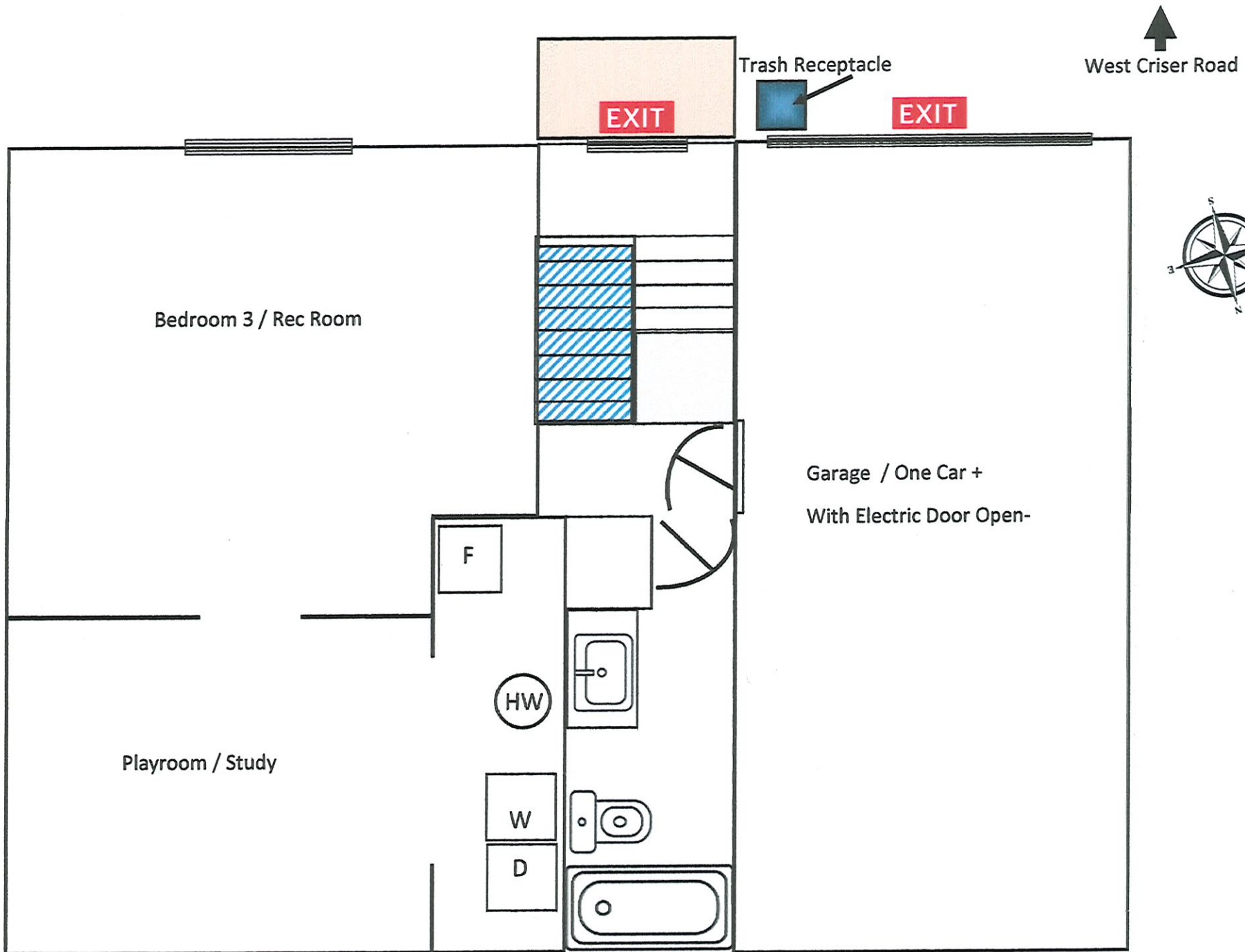
Tax Map **20A633 B1-3 Lot 1B**

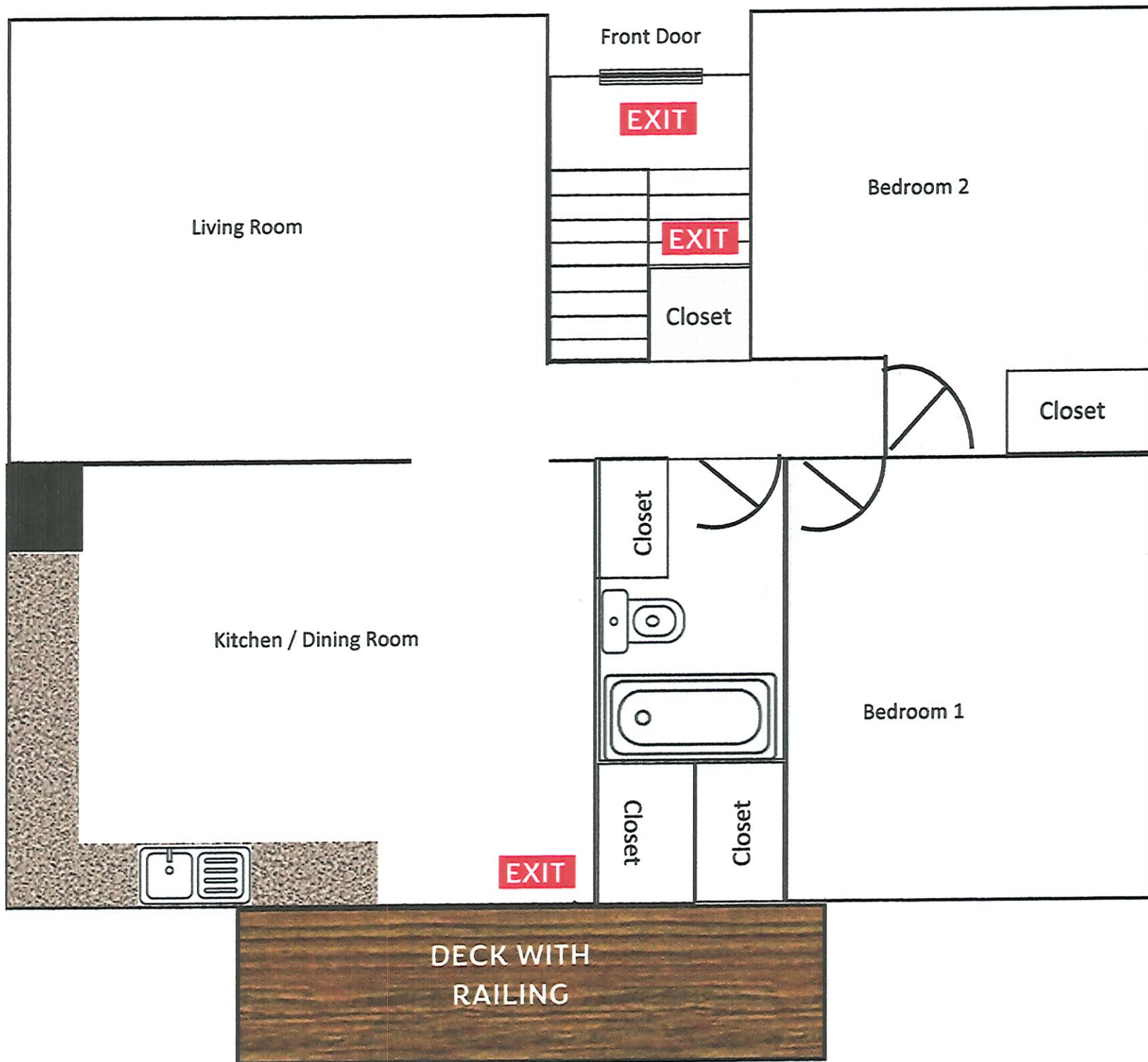
CONSENTING PARTY

Name : Charles M. Roberson & Theresa A. Roberson = Owners

Signature =  Date 9/6/2024

Signature =  Date 9-6-2024





Fire Extinguishers

Located in Kitchen
Pantry, Hallway stair-
well, Laundry room
and garage

Smoke/CO Alarms

are located in hall on
both floors!



CHECK OUT

- Please put all trash in the large green trash can by the garage door.
- Please place all used towels in the baskets in each bathroom
- You can leave the beds unmade.
- Turn off all lights, the AC, and fans.
- Make sure to check entire property for anything that is yours. (back yard, deck, garage, laundry room, etc.)
- Take everything that is yours from the fridge and freezer.
- Make your final exit through the garage. Make sure the garage door closes all the way. ** the entry code will expire after your check-out time.*
- Be safe traveling home.
- Send a note to us when you are all out.

We truly appreciate the opportunity to serve you and we pray
you had an enjoyable stay.

Please come again.

IMPORTANT STUFF YOU SHOULD KNOW

This Property address:

**132 West Criser Road
Front Royal, VA 22630**

Nearest Hospital

540 636 0030

***Or* 911**

Warren Memorial Hospital

351 Valley Health Way

Front Royal, VA 22630

Front Royal Police Dept.

540 635 2111

900 Monroe Ave

Front Royal, VA 22630

Front Royal Volunteer Fire Dept.

540 635 2540 (or 911)

221 North Commerce Ave

Front Royal, VA 22630

Electrical Outage

***(call owner first)* 540 327 0835**

Emergency # 540 635 3027

After hours 540 635 2111

All other needs contact Property Manager, Te Roberson

540 327 0835 or 540 327 4954

WARREN COUNTY, VIRGINIA
LAND RECORDS

000087 NOV-08

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

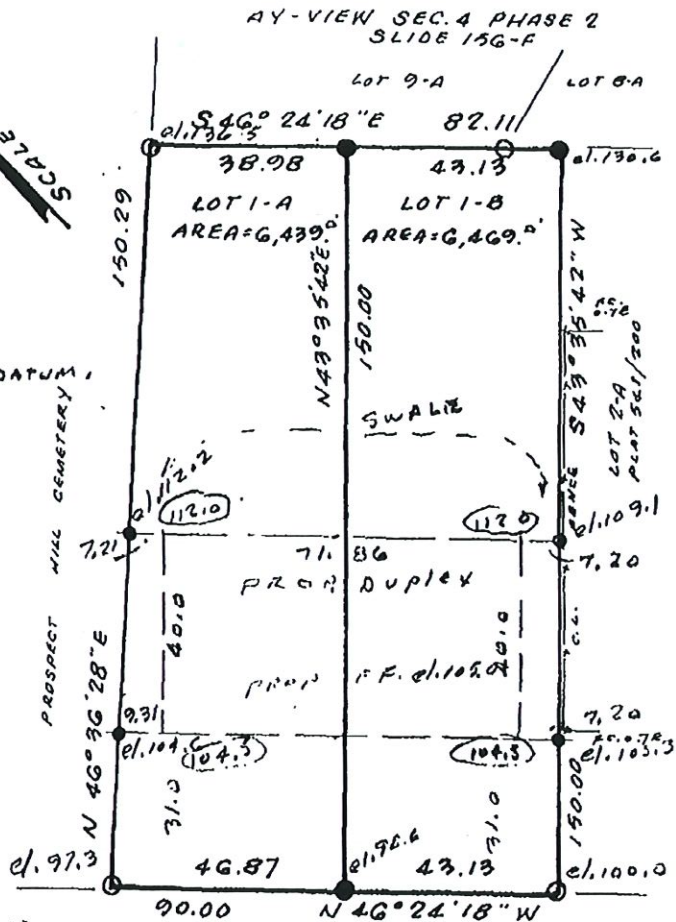
● denotes pin set.

○ denotes existing pin or pipe.

DERIVATION OF TITLE TO FOW-MIR, INC. IN

INST. #980007785.

100.0 DENOTES EXISTING, ASSUMED DATUM.
(100.0) DENOTES PROPOSED GRADE.



NOTE: SAN, SEWER
MANHOLE PAVED
OVER, UNABLE TO
DETERMINE
INVERT.

CRISER PAVED ROAD 100.0x17

THIS PLAT WAS MADE WITH THE FREE CONSENT AND DESIRE OF THE UNDERSIGNED OWNER.

H. P. Morrison

Acknowledged before me this 25 day of April 2002

My Commission expires 01/31/2005

Wanda S. McNamee

Notary

APPROVED BY TOWN OF FRONT ROYAL

PLANNING DIRECTOR *Brenda J. Judd* date 5/10/02

TOWN MANAGER *Phyllis J. Judd* date 5/10/02

ALL TOWN TAXES HAVE BEEN PAID AND RELEASED.

FINANCE DIRECTOR *Kim J. Judd* date 5/10/02

DIVISION OF LOT 1, BLOCK 1 SECTION 3
AY-VIEW ESTATES RECORDED IN 364/164, 165
TOWN OF FRONT ROYAL, VA.
prepared by:
JOSEPH G. BROGAN, SR.
PROFESSIONAL LAND SURVEYOR
P.O. BOX 1578 FRONT ROYAL, VA. 22630
TEL & FAX (540) 635-5657
JANUARY 10, 2002



AREA ATTRACTIONS

SHENANDOAH RIVER (0.4 miles):

Canoeing, kayaking, tubing, boat launch & Eastham Park (0.4 miles), Shenandoah National Park Front Royal Entrance (1 mile)

MAIN STREET Front Royal 3/4 mile

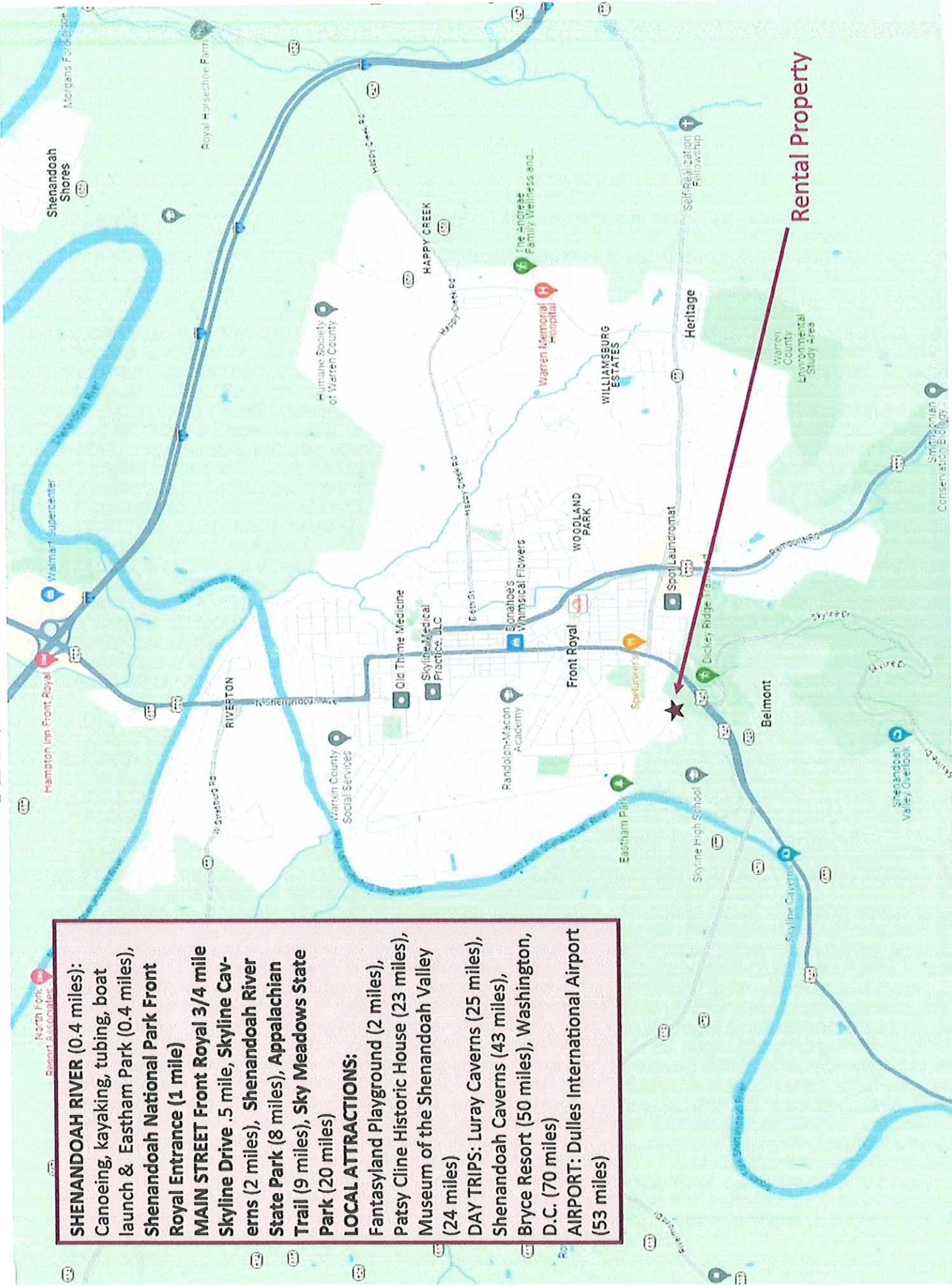
Skyline Drive .5 mile, Skyline Caverns (2 miles), Shenandoah River State Park (8 miles), Appalachian Trail (9 miles), Sky Meadows State Park (20 miles)

LOCAL ATTRACTIONS:

Fantasyland Playground (2 miles), Patsy Cline Historic House (23 miles), Museum of the Shenandoah Valley (24 miles)

DAY TRIPS: Luray Caverns (25 miles), Shenandoah Caverns (43 miles), Bryce Resort (50 miles), Washington, D.C. (70 miles)

AIRPORT: Dulles International Airport (53 miles)



LOCAL RESTAURANTS

ANTHONY'S PIZZA
103 S. Royal Avenue
(540) 636-2000

THE APPLE HOUSE & BUSHEL PUB
4675 John Marshall Hwy
(540) 636-6329

CASTIGLIA'S ITALIAN
328 Remount Road
(540) 635-8815

THE CATAMOUNT LOUNGE
124 E. Main Street
(540) 551-3058

ELEMENT
317 E. Main Street
(540) 636-1695

EL MAGUEY MEXICAN RESTAURANT
433 South Street
(540) 551-3608

FOX'S PIZZA DEN
239 South Street
(540) 635-2800

GOLDEN CHINA
1423 N. Shenandoah Avenue
(540) 635-3688

HIBACHI FRESH
460 S. Commerce Avenue #4
(540) 630-8366

KHUKURI NEPAL CUISINE
40 Riverton Commons Drive
(540) 749-2440

KNOTTY PINE RESTAURANT & LOUNGE
801 N. Royal Avenue
(540) 635-3064

L'DEES PANCAKE HOUSE
522 E. Main Street
(540) 635-3791

LOS POTRILLOS MEXICAN RESTAURANT
90 Riverton Commons Drive
(540) 622-2144

MAIN STREET MILL
500 E. Main Street
(540) 636-3123

MANOR LINE BACK 40
18 High Street
(540) 692-8197

MELTING POT PIZZA
138 W. 14th Street
(540) 636-6146

MIKADO'S HIBACHI & SUSHI
50 Riverton Commons Drive
(540) 631-0050

MOM'S COUNTRY KITCHEN
470 S. Commerce Avenue
(540) 636-7441

OLD PLACE ASIAN KITCHEN
239 South Street
(540) 635-9161

ON CUE SPORTS BAR & GRILL
206 E. Main Street
(540) 636-8424

OSTERIA MARIA ITALIAN
510 S. Royal Avenue
(540) 631-1101

OUR HOMETOWN DINER
107 Water Street
(540) 551-9948

PAVEMINT SMOKIN' TAPHOUSE
9 S. Commerce Avenue
(540) 252-4707

POPPY'S PLACE
205 S. Royal Avenue
(540) 749-2167

RANCHO NUEVO MEXICAN
915 N. Royal Avenue
(540) 551-3576

ROYAL SPICE INDIAN
219 E. Main Street
(540) 252-2288

SOUL MOUNTAIN CAFE
865 John Marshall Hwy
(540) 636-1185

SPELUNKERS
116 South Street
(540) 631-0300

TALK OF THE MOUNTAIN SEAFOOD
117 E. Main Street
(540) 305-0167

THUNWA THAI CUISINE
10 S. Commerce Avenue
(540) 631-0616

TRY THAI RESTAURANT & SUSHI BAR
205 E. Main Street
(540) 551-8171

YAMAFUJI JAPANESE
241 Chester Street
(540) 631-3454

BAKERIES & TREATS

C&C FROZEN TREATS
409 E. Main Street
(540) 450-7939

DOWN HOME COMFORT BAKERY
120 E. Main Street
(540) 635-6013

GARCIA & GAVINO
200 E. Main Street
(540) 395-3789

MELANIA'S GOURMET
104 S. Royal Avenue
(540) 749-0501

COFFEE & TEA

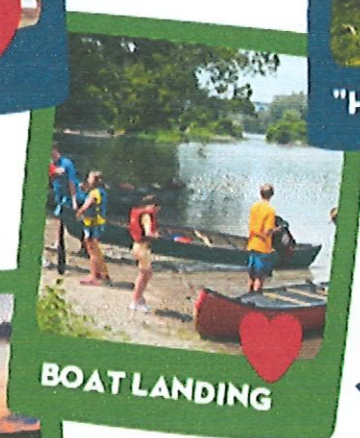
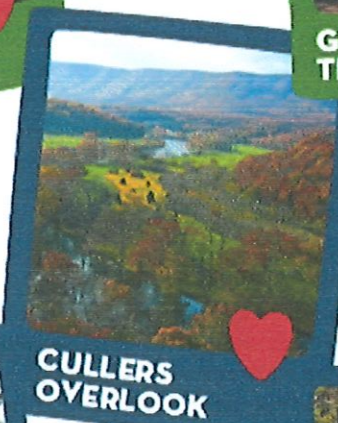
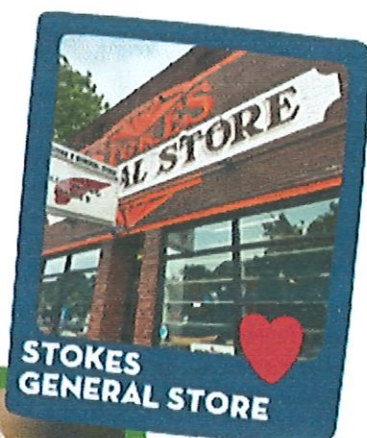
DL CAMPUS ON MAIN
131 E. Main Street

DOWNTOWN BLENDS
201 E. Main Street

MAIN STREET DAILY GRIND
215 E. Main Street
(540) 635-3556

MANOR LINE BACK 40
18 High Street

THE VINE AND LEAF
477 South Street
(540) 635-1043



SAY CHEESE!

TRY OUT OUR TOP 10 PICKS FOR
GREAT IG POSTS & SELFIES
#FRONTROYALVA
#SETTLEINVENTUREOUT

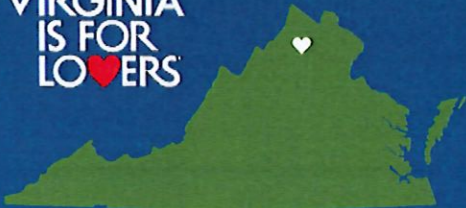
BONUS SPOTS: ALL 9 MAIN STREET MURALS & THE
ROTUNDA AT RANDOLPH MACON ACADEMY!



VISITORS GUIDE

FRONT ROYAL, VIRGINIA

VIRGINIA
IS FOR
LOVERS



FRONTROYALVA.COM



image credit: Roxanne Bauserman

FRONT ROYAL VISITOR CENTER

Front Royal Visitor Center
414 E. Main Street
Front Royal, VA 22630
540-635-5788
frontroyalva.com

CONNECT WITH US



@DiscoverFrontRoyal



@DiscoverFrontRoyal



@FRWCVisitorCenter



@VisitFrontRoyal



@Visit.FrontRoyal



FIND YOUR ADVENTURE

Outdoor Spaces	3-7
History, Culture & Activities	8-9
Dining	10
Wineries & Breweries	11
Shopping	11
Hotels & Lodging	12
Royal Instagram Shots	13
Map of Downtown	14-15
Need to Know Info	15



We research to ensure as much accuracy as possible in all of our printed materials, however any and all data included is subject to change at any point. We are not responsible for any errors or omissions in any printed materials, including the Visitors Guide. Listing in this guide does not imply an endorsement from the Town of Front Royal or our affiliates. Reproduction of the Front Royal Visitors Guide requires prior written permission from the Town of Front Royal.

SHENANDOAH NATIONAL PARK

The Shenandoah National Park, just south of downtown, includes breathtaking sights, stunning waterfalls, part of the Appalachian Trail, and is home to the world-famous Skyline Drive.

When the state of Virginia amassed 196,000 acres of land in the early 1930's, Shenandoah National Park was born. Members of the Civilian Conservation Corps - a government program that provided jobs during the Great Depression - were given the task of building the park's facilities. They created picnic grounds, trails, rock walls, bridges, campgrounds, over 300 recreational buildings inside the park and the Skyline Drive. On the eve of Independence Day, the park was officially dedicated on July 3, 1936 as Shenandoah National Park.

The Park is popular globally, seeing over 2 million visitors each year. Any season of the year you visit SNP, you will be impressed by its views and wildlife!



PARK ENTRANCES

FRONT ROYAL ENTRANCE STATION
(Mile 0.6) is reachable via US 340

THORNTON GAP ENTRANCE STATION
(Mile 31.5) is reachable via US 211

SWIFT RUN GAP ENTRANCE STATION
(Mile 65.7) is reachable via US 33

ROCKFISH GAP ENTRANCE STATION
(Mile 104.9) is reachable via I-64

VISITOR CENTERS

DICKEY RIDGE VISITOR CENTER
(Mile 4.6) Open April to November

HARRY F. BYRD VISITOR CENTER
(Mile 51) Open year-round 9:00AM-5:00PM

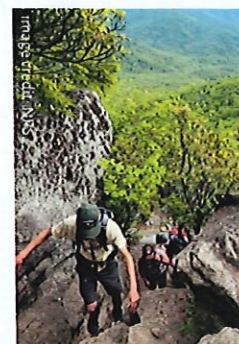
INFORMATION HUB

GENERAL INFORMATION
(540) 999-3500

LODGING RESERVATIONS
(877) 807-5015
www.goshenandoah.com

CAMPGROUND RESERVATIONS
www.recreation.gov

ONLINE PARK PASS INFO
www.recreation.gov



SHENANDOAH RIVER STATE PARK

Shenandoah River State Park, also known as the Raymond R. "Andy" Guest State Park, offers adventure on and off the river. The Park provides public access to the South Fork of the Shenandoah River and the scenic beauty of the Massanutten Mountain region.

Visitors can spend time hiking, biking, and horseback riding or at the riverside picnic area enjoying a cookout and a dip in the cool waters. The Park holds a wide variety of events, festivals, workshops and educational programs throughout the year, visit their website for more details.

INFORMATION

350 DAUGHTER OF STARS DRIVE,
BENTONVILLE, VA 22610
(540) 622-6840
www.virginiastateparks.gov



1,600 ACRES



5 MILES OF SHORELINE



24 MILES OF TRAILS



OVER 31 CAMP/CABIN OPTIONS



PERFECT SHOT SPOTS



image credit: VA DCR

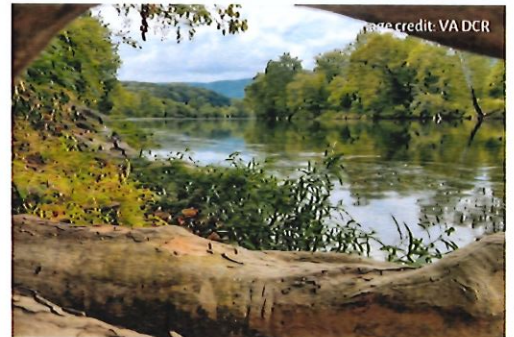
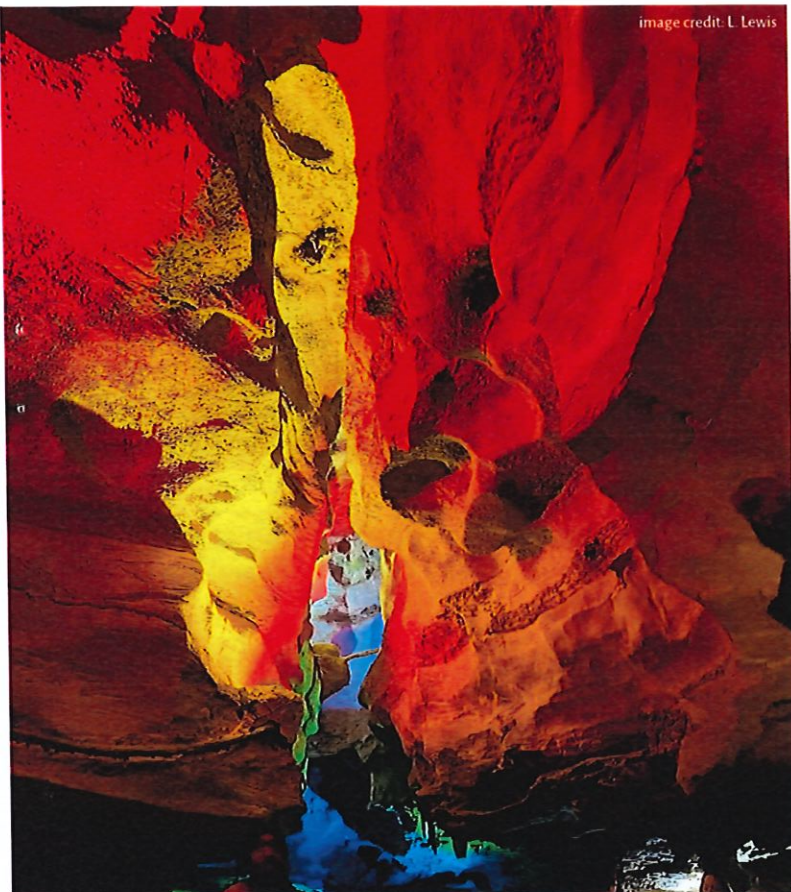


image credit: VA DCR



image credit: VA DCR



SKYLINE CAVERNS

In 1937, geologists around the world stood in awe as Walter S. Amos discovered the underground wonder he always hoped to uncover. He carefully examined surface topography, exposing a secret that had lain beneath the earth's surface for 60 million years. This method of scientific analysis makes the discovery of Skyline Caverns rare, if not unique.

The caverns opened to the public in 1939 and have welcomed millions of guests in the past eight decades. As tourism in Virginia boomed in the 1950s through 80s, Skyline Caverns was a noted attraction.

Other activities on the grounds include a Nature Trail walking path, a Miniature Train for the little ones, and the Mirror Maze!



THE APPALACHIAN TRAIL

The Appalachian Trail is an over 2,000 mile long public footpath that traverses the scenic, wooded, pastoral, wild, and culturally resonant lands of the Appalachian Mountains. Conceived in 1921, built by private citizens, and completed just 16 years later in 1937, today the Trail is managed by the National Park Service, the US Forest Service, the Appalachian Trail Conservancy, numerous state agencies and the dedicated work of thousands of nature-loving volunteers.

Front Royal is a designated Appalachian Trail Community, with numerous AT hiker-friendly services and businesses. We are proud to serve this unique population of visitors, and we get the best stories from the Trail!



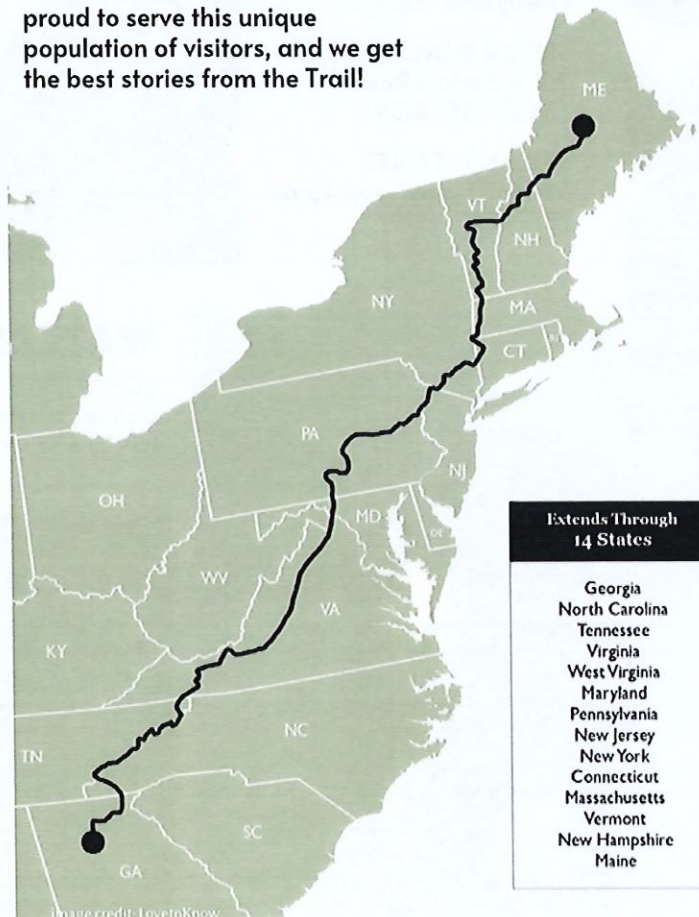
2,190+ MILES

101 MILES RUN THROUGH SNP

BLAZES ↑ THROUGH 14 STATES

HIGHEST POINT:
CLINGMANS
DOME 6,643 FT.

**↑ TRAIL CROSSING
3 MILES SOUTH
OF DOWNTOWN**



Extends Through 14 States

Georgia
North Carolina
Tennessee
Virginia
West Virginia
Maryland
Pennsylvania
New Jersey
New York
Connecticut
Massachusetts
Vermont
New Hampshire
Maine



SKY'S THE LIMIT

BLUE RIDGE HOT AIR BALLOONS
552 Milldale Hollow Road
(877) 743-3247

CASS AVIATION SCENIC AIRPLANE RIDES
229 Stokes Airport Road
(540) 635-3570

SKYDIVE FRONT ROYAL
229 Stokes Airport Road
(540) 935-3279



TRAIL RIDES

ROYAL HORSESHOE FARM
509 Morgan Ford Road
(540) 636-6375

SKYLINE RANCH RESORT
751 Mountain Road
(540) 635-4169

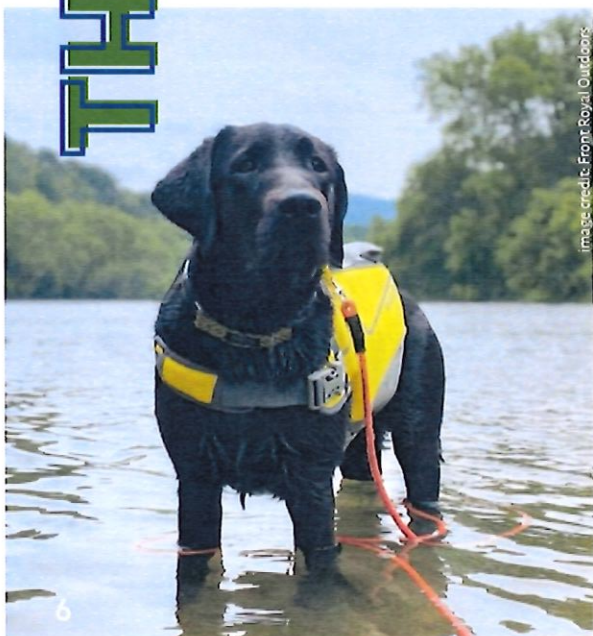
SKYLAND STABLES
Skyland Upper Loop, Luray
(877) 847-1919



WATERSPORTS & FISHING

DOWN RIVER CANOE COMPANY
884 Indian Hollow Road, Bentonville
(540) 635-5526

FRONT ROYAL OUTDOORS
8567 Stonewall Jackson Hwy
(540) 635-5440



GOLF COURSES

BLUE RIDGE SHADOWS GOLF CLUB
456 Shadows Drive
(540) 631-9661

FRONT ROYAL GOLF CLUB
902 Country Club Road
(540) 636-9061

SHENANDOAH VALLEY GOLF CLUB
134 Golf Club Circle
(540) 636-4653

SLY FOX GOLF CLUB
65 Jacksons Chase Drive, Middletown
(540) 635-7814

DISC GOLF - ROCKLAND PARK
250 Rockland Park Court
(540) 635-1021

FORE



ENDURANCE & ADVENTURE RACING

ADVENTURE ENABLERS
520A E. 6th Street
(703) 266-9995



TRAILS



BIRD & WILDLIFE TRAIL

VIRGINIA BIRD & WILDLIFE TRAILS
VirginiaWildlife.gov/BirdTrail

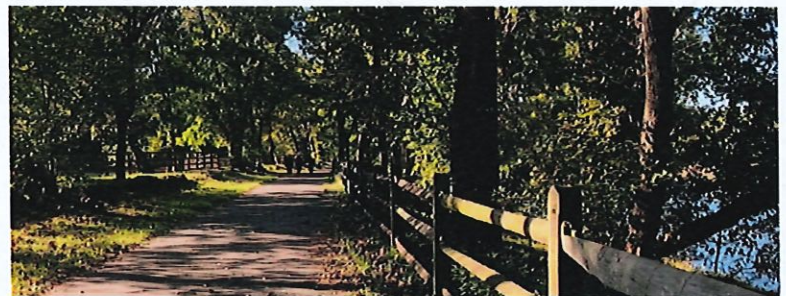
ROYAL SHENANDOAH GREENWAY TRAIL
Over 4 miles of trails winding through Town and down to the riverfront. Stop in to the Visitor Center for a trail map.



ValleyHealth

Warren Memorial Hospital

ANDREAE FAMILY WELLNESS & RECREATION TRAIL
Stop in to the Visitor Center for a Trail Map.



LOCAL PARKS

BURRELL BROOKS JR. COMMUNITY PARK
450 E. Criser Road

CHIMNEY FIELD PARK
410 W. 12th Street

DR. SEIDE MEMORIAL BOTANICAL GARDENS
200 E. 8th Street

EASTHAM PARK
860 Luray Avenue

FLORENCE SMITH MEMORIAL PARK
333 Front Street

GERTRUDE E. MILLER COMMUNITY PARK
905 Stadium Drive

LIONS PARK
903 Hometown Way

PETER LEHEW PARK
410 W. 13th Street

ROCKLAND PARK
250 Rockland Park Court

WARREN COUNTY SKATE PARK
101 Kerfoot Avenue



WARREN COUNTY DOG PARK
860 Luray Avenue



image credit: WHS

MUSEUMS & HISTORICAL SITES

WARREN HERITAGE SOCIETY
101 Chester Street
(540) 636-1446

BALTHIS HOUSE
BELLE BOYD COTTAGE
BLACKSMITH SHOP
COUNTRY STORE MUSEUM
IVY LODGE
OUTDOOR KITCHEN
SWING HOUSE
WARREN COUNTY ARCHIVES

WARREN RIFLES CONFEDERATE MUSEUM
95 Chester Street
(540) 636-6982



image credit: WHS



SELF-GUIDED TOURS



BATTLE OF FRONT ROYAL DRIVING TOUR
Follow General Jackson's campaign through the Valley in the pivotal battle of brother against brother. Pick up the guide at the Visitor Center.



CIVIL WAR TRAILS
With nearly a dozen Civil War Trail markers, be sure and stop in to the Visitor Center for a map and brochure!



HISTORIC WALKING TOUR
Check out over 30 historical sites in downtown Front Royal with our Walking Tour brochure at the Visitor Center.

MURALS & LOCAL ART

BLUE RIDGE ARTS COUNCIL
305 E. Main Street
(540) 635-9909

EXPLORE ART & CLAY
501 E. Main Street
(540) 636-6019

MELISSA ICHIUJI STUDIO
223 E. Main Street
melissaichiuji.com

MAIN STREET MURALS
Main Street

RIVER AND MOUNTAIN - KIDD LANE
VIBRISSE MURAL - KIDD LANE
MOUNTAIN TRAILS - 120 E. MAIN ST
FRONT ROYAL TEXT - 131 E. MAIN ST
LIFE IN THE BLUE RIDGE - 200 E. MAIN ST
CLOUDS ON CLOUD - CLOUD ST
WINGS PROJECT - HIGH ST
C&C FROZEN TREATS - 409 E. MAIN ST
WOODPECKERS OF THE VALLEY - 501 E. MAIN ST



ENTERTAINMENT & ACTIVITIES

BING CROSBY BASEBALL STADIUM
50 Stadium Drive
(540) 635-1021

ROYAL CINEMAS
117 E. Main Street
(540) 635-6080

DINOSAUR LAND
3848 Stonewall Jackson Hwy,
White Post
(540) 869-2222

ROYAL FAMILY BOWLING CENTER
430 Remount Road
(540) 636-3113

EXPLORE ART & CLAY
501 E. Main Street
(540) 636-6019

SAMUELS PUBLIC LIBRARY
330 E. Criser Road
(540) 635-3153

FIREBALL ARCADE
218 E. Main Street
(540) 692-3995

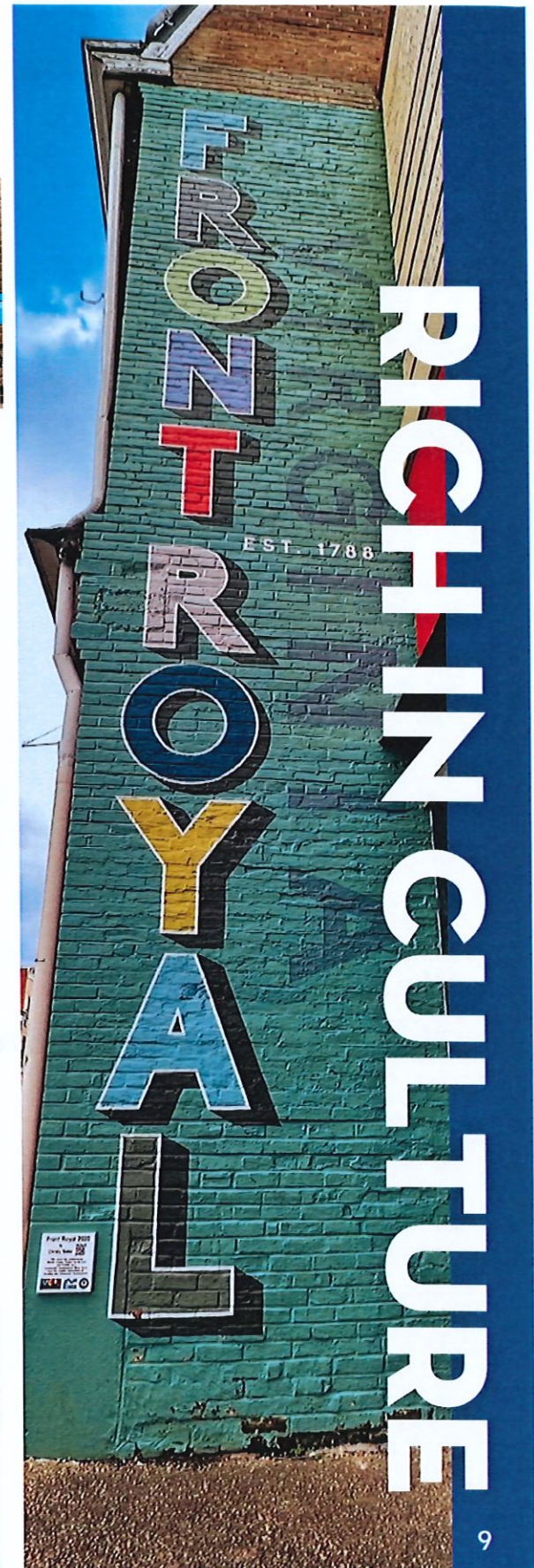
SHENANDOAH VALLEY AXE THROWING
20 South Street
(540) 683-1695

MAC'S ROLLER RINK
5030 Front Royal Pike, White Post
(540) 869-2129

THE STUDIO
105 E. Main Street
(540) 683-9688

ON CUE BILLIARDS
206 E. Main Street
(540) 636-8424

PLAY FAVORITES
441 South Street
(540) 252-4031



LOCAL RESTAURANTS

ANTHONY'S PIZZA
103 S. Royal Avenue
(540) 636-2000

THE APPLE HOUSE
4675 John Marshall Hwy
(540) 636-6329

BUSHEL PUB
4675 John Marshall Hwy
(540) 636-6329

CASTIGLIA'S ITALIAN
328 Remount Road
(540) 635-8815

ELEMENT
317 E. Main Street
(540) 636-1695

EL MAGUEY
433 South Street
(540) 551-3608

FOX'S PIZZA DEN
239 South Street
(540) 635-2800

GOLDEN CHINA
1423 N. Shenandoah Avenue
(540) 635-3688

KHUKURI NEPAL CUISINE
40 Riverton Commons Drive
(540) 749-2440

KNOTTY PINE RESTAURANT & LOUNGE
801 N. Royal Avenue
(540) 635-3064

L'DEES PANCAKE HOUSE
522 E. Main Street
(540) 635-3791

LOS POTRILLOS
90 Riverton Commons Drive
(540) 622-2144

MAIN STREET MILL
500 E. Main Street
(540) 636-3123

MANOR LINE BACK 40
18 High Street
(540) 692-8197

MELTING POT PIZZA
138 W. 14th Street
(540) 636-6146

MERCADO LATINO DON TORO 2
209 E. 6th Street
(540) 323-3939

MIKADO'S HIBACHI & SUSHI
50 Riverton Commons Drive
(540) 631-0050

MOM'S COUNTRY KITCHEN
470 S. Commerce Avenue
(540) 636-7441

OLD PLACE ASIAN KITCHEN
239 South Street
(540) 635-9161

ON CUE SPORTS BAR & GRILL
206 E. Main Street
(540) 636-8424

OSTERIA MARIA
510 S. Royal Avenue
(540) 631-1101

OUR HOMETOWN DINER
107 Water Street
(540) 551-9948

PAVEMINT SMOKIN' TAPHOUSE
9 S. Commerce Avenue
(540) 252-4707

POPPY'S PLACE
205 S. Royal Avenue

RANCHO NUEVO
915 N. Royal Avenue
(540) 551-3576

ROYAL SPICE
219 E. Main Street
(540) 252-2288

SOUL MOUNTAIN CAFE
865 John Marshall Hwy
(540) 636-1185

SPELUNKERS
116 South Street
(540) 631-0300

TALK OF THE MOUNTAIN SEAFOOD
117 E. Main Street
(540) 305-0167

THUNWA THAI CUISINE
10 S. Commerce Avenue
(540) 631-0616

TRY THAI RESTAURANT & SUSHI BAR
205 E. Main Street
(540) 551-8171

YAMAFUJI
241 Chester Street
(540) 631-3454

BAKERIES & TREATS

C&C FROZEN TREATS
409 E. Main Street
(540) 450-7939

DOWN HOME COMFORT BAKERY
120 E. Main Street
(540) 635-6013

GARCIA & GAVINO
40 E. 8th Street
200 E. Main Street
(540) 395-3789

COFFEE & TEA

DL CAMPUS ON MAIN
131 E. Main Street

DOWNTOWN BLENDS
201 E. Main Street

MAIN STREET DAILY GRIND
215 E. Main Street
(540) 635-3556

MANOR LINE BACK 40
18 High Street

THE VINE AND LEAF
477 South Street
(540) 635-1043

WISPER COFFEE TRUCK
(540) 222-7402

BREWERIES

BACKROOM BREWERY
150 Ridgemont Road, Middletown
(540) 869-8482

VIRGINIA BEER MUSEUM
16 Chester Street
(540) 313-1441

VIBRISSA BEER
122 E. Main Street
(540) 631-0773

MEAD

HONEY & HOPS BREW WORKS
212 E. Main Street
(540) 692-6032

SAGA MEADERY
7 South Street
(339) 221-3115

WINERIES

CHESTER GAP CELLARS
4615 Remount Road
(540) 636-8086

CRIMSON LANE VINEYARD
13334 Crimson Lane, Linden
(540) 506-5062

FOX MEADOW WINERY
3310 Freezeland Road, Linden
(540) 636-6777

GLEN MANOR VINEYARDS
2244 Browntown Road
(540) 635-6324

LINDEN VINEYARDS
3708 Harrels Corner Road, Linden
(540) 364-1997

RAPPAHONNOCK CELLARS
14437 Hume Road, Huntley
(540) 635-9398

WINE SHOPS

FRONT ROYAL WINES
300 E. Main Street
(540) 216-2343

THE VINE AND LEAF
477 South Street
(540) 635-1043

GIFTS & ANTIQUES

ANDRICKS GIFTS & COLLECTIBLES
21 1/2 W. 6th Street
(540) 635-9000

THE APPLE HOUSE GIFT SHOP
4675 John Marshall Hwy, Linden
(540) 636-6329

BUCKLE & BELLE BOUTIQUE
213 E. Main Street

DUSTY'S COUNTRY STORE
216 E. Main Street
(540) 692-9483

GOURMET DELIGHTS
204 E. Main Street
(540) 635-8610

HAPPY CREEK ANTIQUES
515 N. Commerce Avenue
(540) 660-1454

JEAN'S JEWELERS
413-C South Street
(540) 622-6166

MAIN STREET GEEK
301 E. Main Street
(540) 692-6005

MOUNTAIN MYSTIC CO.
215 South Street
(540) 635-6318

MOUNTAIN TRAILS
120 E. Main Street
(540) 749-2470

OLE TIMER'S ANTIQUES
220 E. Main Street
(540) 636-9444

ROYAL HOUSE OF MODERN &
RETRO ANTIQUES
1207 N. Royal Avenue
(540) 622-6373

ROYAL OAK BOOKSHOP
207 S. Royal Avenue
(540) 635-7070

STOKES GENERAL STORE
533 E. Main Street
(540) 635-4437

TURNMEYERS
407B E. Main Street
turnmeyers.com

WHITE PICKET FENCE
405 E. Main Street
(540) 671-7559

LOCAL WATERING HOLES



image credit: N. Lewis, NPS



HOTELS

BAYMONT BY WYNDHAM
10 S. Commerce Avenue
(540) 635-3161

BUDGET INN
1122 N. Royal Avenue

HAMPTON INN
9800 Winchester Road
(540) 635-1882

DOUBLE TREE BY HILTON
111 Hospitality Drive
(540) 631-3050

MOTEL 6
141 W. 15th Street
(540) 635-2191

MOUNTAIN HOME B&B
3471 Remount Road
(540) 692-6198

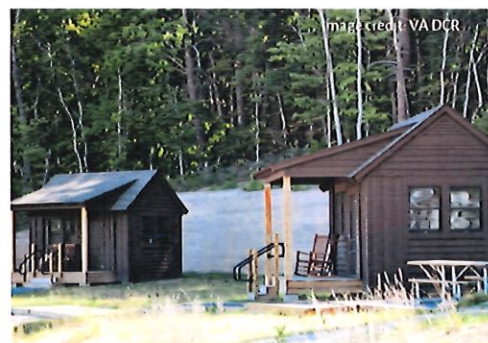
PARKSIDE INN
541 S. Royal Avenue
(540) 631-1153

SUPER 8 HOTEL
111 South Street
(540) 636-4888

THE BLUE DOOR KITCHEN & INN
675 Zachary Taylor Hwy
(540) 675-1700

TOWNEPLACE SUITES BY MARRIOTT
5 Caroline Drive
(540) 749-0033

WOODWARD HOUSE ON MANOR GRADE B&B
413 S. Royal Avenue
(540) 635-7010



CAMPING

GOONEY CREEK CAMPGROUND
7122 Stonewall Jackson Hwy
(540) 635-4066

LOW-WATER BRIDGE CAMPGROUND
192 Panhandle Road, Bentonville
(540) 635-7277

NORTH FORK RESORT ASSOCIATION
301 North Fork Road
(540) 636-2995

TWIN RIVERS CAMPGROUND
203 Riverside Drive
(540) 636-6192

SHENANDOAH NATIONAL PARK
(540) 999-3500

SHENANDOAH RIVER STATE PARK
350 Daughter of Stars Drive,
Bentonville
(540) 622-6840

SKYLINE RANCH RESORT
751 Mountain Road
(540) 635-4169

CABINS

4-H CONFERENCE & EDUCATIONAL RETREAT CENTER
600 4-H Center Drive
(540) 635-7171

HOT TUB HEAVEN VACATION CABINS
(540) 636-1522

MYSTIC PINES LOG HOME
(571) 235-4368

PATC CABINS - SNP
(703) 242-0315

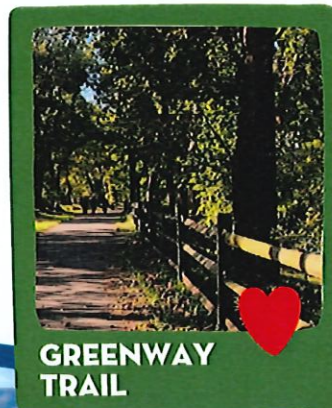
SKYMONT VACATION RENTALS
(800) 270-8808

SHENANDOAH NATIONAL PARK
(540) 999-3500
www.nps.gov/shen

SHENANDOAH RIVER STATE PARK
350 Daughter of Stars Drive,
Bentonville
(540) 622-6840



CABOOSE



GREENWAY
TRAIL



STOKES
GENERAL STORE



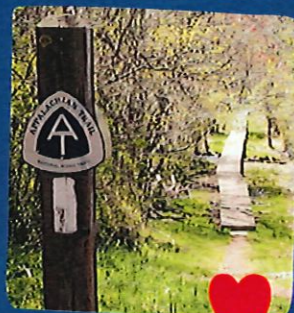
CULLERS
OVERLOOK



CONE AT
SPELUNKERS



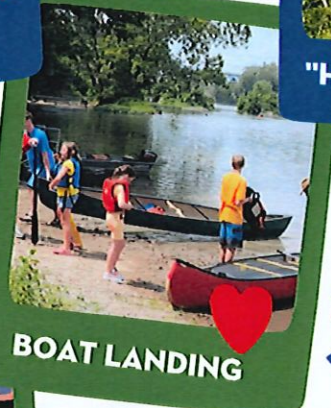
LOVE SIGNS



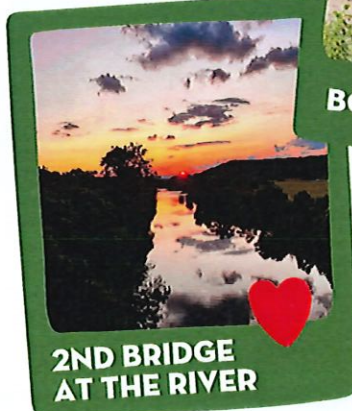
"HIKE" THE AT



THE BELL



BOAT LANDING



2ND BRIDGE
AT THE RIVER

SAY CHEESE!

TRY OUT OUR TOP 10 PICKS FOR
GREAT IG POSTS & SELFIES
#FRONTROYALVA
#SETTLEINVENTUREOUT

BONUS SPOTS: ALL 9 MAIN STREET MURALS & THE
ROTUNDA AT RANDOLPH MACON ACADEMY!

VH URGENT CARE
65 Riverton Commons Plaza
(540) 635-0700



Front Royal Visitor Center
414 E. Main Street
Front Royal, VA 22630
frontroyalva.com



VISITORS GUIDE

FRONT ROYAL, VIRGINIA

SETTLE IN • VENTURE OUT

image credit: N. Lewis, NPS

Chapter 78**FIRE PREVENTION****Sections:****78-1 OPEN BURNING****78-2 BLASTING****78-3 ADOPTION OF STANDARDS; CONDITIONS****78-4 WHEN AND WHERE COPIES AVAILABLE****78-5 MODIFICATIONS****78-6 APPEALS****78-7 NEW MATERIALS, PROCESSES OR OCCUPANTS****78-8 VIOLATIONS AND PENALTIES****78-9 RECOGNITION**

Adopted by the Town Council of the Town of Front Royal 4-23-73(Chapter 10 of the 1965 Code). Other Amendments noted where applicable.

78-1 OPEN BURNING

A. It shall be unlawful for any owner or lessee of land to set fire to or to procure another to set fire to any woods, brush, logs, leaves, grass, debris or other flammable material upon such land unless he previously shall have taken all reasonable care and precaution, by having cut and piled the same or carefully cleared around the same, to prevent the spread of such fire to lands other than those owned or leased by him. It shall also be unlawful for any employee of any such owner or lessee of land to set fire to or to procure another to set fire to any woods, brush, logs, leaves, grass, debris or other flammable material upon such land unless he shall have taken similar precautions to prevent the spread of such fire to any other land.

B. During the period beginning March 1 and ending May 15 of each year, even though the precautions required by the foregoing subsection shall have been taken, it shall be unlawful for any person to set fire to or to procure another to set fire to any brush, leaves, grass, debris or field containing dry grass or other flammable material capable of spreading fire, located in the Town, except between the hours of 4:00 p.m. and 12:00 midnight. The provisions of this subsection shall not apply to fires set on rights-of-way of railroad companies by their duly authorized employees.

C. Any person violating any provision of this section shall, upon conviction, be fined not less than ten dollars (\$10.) nor more than one hundred dollars (\$100.) for each separate offense.

78-2 BLASTING

It shall be unlawful for any person to permit any blast to be discharged, either by himself or his agents or employees, without having the blast so confined or protected as to prevent the escape of rock or earth.

78-3 ADOPTION OF STANDARDS; CONDITIONS

There is hereby adopted as the Fire Prevention Code of the town, for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion, that certain code known as the "Fire Prevention Code," recommended by the National Board of Fire Underwriters, being particularly the 1960 Edition thereof and the whole thereof, and such Fire Prevention Code is hereby adopted and incorporated as fully as if set out at length herein; and, from the date on which the Code of the Town of Front Royal, Virginia, shall take effect, the provisions thereof shall be controlling within the limits of the town, provided that:

A. Whenever the word "municipality" is used in the Fire Prevention Code hereby adopted, it shall mean the Town of Front Royal.

B. Wherever the term "Chief of the Fire Department" is used in the Fire Prevention Code hereby adopted, it shall mean the Building Inspector.

C. Wherever the term "Corporate Counsel" is used in the Fire Prevention Code hereby adopted, it shall be held to mean the Town Attorney.

D. The limits referred to in Section 12.6b of the Fire Prevention Code hereby adopted, in which storage of explosives and blasting agents is prohibited, shall be as provided by the Council.

E. The limits referred to in Section 16.22a of the Fire Prevention Code hereby adopted, in which storage of flammable liquids in outside aboveground tanks is prohibited, are hereby established as the fire limits of the town.

F. The limits referred to in Section 16.51 of the Fire Prevention Code hereby adopted, in which new bulk plants for flammable liquids are prohibited, shall be as provided by the council.

G. The limits referred to in Section 21.6a of the Fire Prevention Code hereby adopted, in which bulk storage of liquid petroleum gas is restricted, shall be as provided by council.

H. In the event of conflict between the provisions of the Fire Prevention Code hereby adopted and the provisions of any other ordinance of the town, the more stringent provisions shall prevail.

78-4 WHEN AND WHERE COPIES AVAILABLE

Copies of the Fire Prevention Code adopted by Section 78-3 may be obtained at the office of the Building Inspector in the town during regular business hours.

78-5 MODIFICATIONS

The Building Inspector shall have power to modify any of the provisions of the Fire Prevention Code adopted by Section 78-3 upon application in writing by the owner or lessee, or his duly authorized agent, when there are practical difficulties in the way of carrying out the strict letter

of such Fire Prevention Code, provided that the spirit of such Fire Prevention Code shall be observed, public safety secured and substantial justice done. The particulars of such modification, when granted or allowed, and the decision of the Building Inspector thereon, shall be entered upon the records of the Fire Department, and a signed copy shall be furnished to the applicant.

78-6 APPEALS

Whenever the Building Inspector shall disapprove an application or refuse to grant a permit applied for, or when it is claimed that the provisions of the Fire Prevention Code adopted by Section 78-3 do not apply or that the true intent and meaning of such Fire Prevention Code have been misconstrued or wrongly interpreted, the person aggrieved may appeal from the decision of the Building Inspector to the Town Council within thirty (30) days from the date of the decision from which the appeal is taken.

78-7 NEW MATERIALS, PROCESSES OR OCCUPANCIES

The Town Manager, the Chief of the Fire Department and the Building Inspector shall act as a committee to determine and specify, after giving affected persons an opportunity to be heard, any new materials, processes or occupancies which shall require permits, in addition to those now enumerated in the Fire Prevention Code, adopted by Section 78-3. The Building Inspector shall post such list in a conspicuous place in his office and distribute copies thereof to interested persons.

78-8 VIOLATIONS AND PENALTIES

A. Any person who shall violate any of the provisions of the Fire Prevention Code adopted by Section 78-3 or fail to comply therewith or who shall violate or fail to comply with any order made thereunder or who shall build in violation of any detailed statement of specifications or plans submitted and approved thereunder and from which no appeal has been taken or who shall fail to comply with such an order as affirmed or modified by the Town Council or by a court of competent jurisdiction, within the time fixed herein, shall severally for each and every such violation and noncompliance, respectively, be guilty of a misdemeanor, punishable by a fine of not more than five hundred dollars (\$500.) or by imprisonment for not more than twelve (12) months, or by both such fine and imprisonment. The imposition of one (1) penalty for any violation shall not excuse the violation or permit it to continue, and all such persons shall be required to correct or remedy such violations or defects within a reasonable time; and, when not otherwise specified, each ten (10) days that prohibited conditions are maintained shall constitute a separate offense.

B. The application of the above penalty shall not be held to prevent the enforced removal of prohibited conditions.

78-9 RECOGNITION

The Front Royal Volunteer Fire Department, Incorporated, and its rescue squad are hereby recognized as an integral part of the official safety program of the Town.

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

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

106-1 THROUGH 106-4 (RESERVED)

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

106-5 DECLARATION OF FINDINGS AND POLICY

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

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

106-6 DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

106-7 ADMINISTRATION AND ENFORCEMENT

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

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

106-8 PROHIBITED NOISE

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

B. Specific Acts as Noise Disturbances.

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

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

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

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

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

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

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

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

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

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

106-9 MAXIMUM PERMISSIBLE SOUND LEVELS FROM NOISE SOURCES

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

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

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

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

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

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

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

106-11 USE OF LOUDSPEAKERS FOR ADVERTISING PURPOSES

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

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

106-12 PROHIBITED NOISE FROM MOTOR VEHICLE SOUND SYSTEM

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

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

106-13 RESPONSIBILITY OF THE PROPERTY OWNER

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

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

106-14 EXCEPTIONS FROM CHAPTER

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

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

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

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

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

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

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

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

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

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

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

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

16-16 TESTING OF METERING DEVICES

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

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

106-17 PENALTIES

- A. Any person who violates any provision of this Chapter shall be deemed to be guilty of a Class III misdemeanor.
- B. Each violation and/or day of violation of any provision of this section shall constitute a separate offense.
- C. The imposition of one (1) penalty for any violation shall not excuse the violation or permit it to continue.

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

106-18 SEVERABILITY

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

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



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: November 12, 2024

Item# 03H

Agenda Item: Special Use Permit Application submitted by Surber Development and Consulting LLC for Multi-Family Apartments containing ninety (90) units in two (2) separate three-story apartments houses

Summary: The property has split zoning with the majority of the parcel being C-1, Community Business District and a small portion being R-3, Residential District with a portion of the parcel located in the floodplain. The main consideration for this Special Use Permit is the appropriateness of the use on this piece of property.

The provision of apartments is lacking in Front Royal, while almost half of the housing stock in Front Royal is rental, the large majority of housing units in Town are single family. Diversity in types of housing helps contribute to affordability. Young people and/or families or seniors looking to downsize may not be able to afford or finance a single-family home or multifamily unit.

This site is accessible to trails along Happy Creek providing recreation and direct access to a shopping center. There is a trolley stop at the Martins which provides alternative transportation options for residents. The proximity to the shopping center provides access to potential employers, shopping, health care, and transportation to additional employers.

Budget/Funding: N/A

Staff Recommendation:

Staff recommends approval of the application. The proposed development aligns with the goals outlined in the Town's Comprehensive Plan.

Planning Commission held a public hearing on October 16, 2024 and recommended approval with the following condition:

1. The portion of the property zoned R-3 shall only be used for ingress and egress of the property.

2400524 – A Special Use Permit Application submitted by Surber Development and Consulting LLC for Multi-Family Apartments containing ninety (90) units in two (2) separate three-story apartment houses with a maximum height of forty-five feet (45') on a vacant parcel off of E. Criser Road, identified by Tax Map 20A18-5-5A1. The property is zoned C-1, Community Business District.

Town of Front Royal, Virginia

Planning Commission Monthly Meeting Agenda

☐ Consent Action ☐ Administrative Action ☒ Public Hearing ☐ Discussion

Agenda Item: Special Use Permit – #2400524

MEETING DATE: October 16, 2024

SUMMARY: A Special Use Permit Application submitted by Surber Development and Consulting LLC for Multi-Family Apartments containing ninety (90) units in two (2) separate three-story apartment houses with a maximum height of forty-five feet (45') on a vacant parcel off of E. Criser Road, identified by Tax Map 20A18-5-5A1. The property has split zoning with the majority of the parcel being C-1, Community Business District and a small portion being R-3, Residential District.

STAFF RECOMMENDATION:

Staff recommends approval. The application presents a scenario that constitutes one of the highest and best uses possible. The main considerations for the Planning Commission are whether the proposed use is suitable within this district. Apartments are the only type of large-scale residential use permitted in the commercial districts, but only with approval from Town Council. Given this sites proximity to trails, walkability, services and potential employment this is the ideal site for high density residential uses.

DRAFT MOTION: "I move that the Planning Commission forward a recommendation of approval to Town Council for Special Use Permit #2400524 for multi-family apartments containing ninety (90) units in two (2) separate 3-story apartment houses with a maximum height of forty-five feet (45') on a vacant parcel off of E. Criser Road, identified by Tax Map 20A18-5-5A1 conditioned upon the following:

1. The portion of the lot which is zoned R-3 is only to be used for ingress and egress according to 175-113.E.1.

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

PLANNING COMMISSION ACTION:

Moved _____ Seconded _____

Neel _____ Marrazzo _____ Marshner _____ Gillispie _____ Brooks _____

☐ Approved ☐ Approved w/ Conditions ☐ Denied ☐ Other



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

**Planning Commission Regular Meeting
October 16, 2024**

APPLICATION #:

Special Use Permit Application #2400524

APPLICANT:

Surber Development and Consulting LLC

APPLICATION SUMMARY:

A Special Use Permit Application submitted by Surber Development and Consulting LLC for Multi-Family Apartments containing ninety (90) units in two (2) separate three-story apartments houses with a maximum height of forty-five feet (45') on a vacant parcel off of E. Criser Road, identified by Tax Map 20A18-5-5A1. The property has split zoning with the majority of the parcel being C-1, Community Business District and a small portion being R-3, Residential District with a portion of the parcel located in the floodplain.

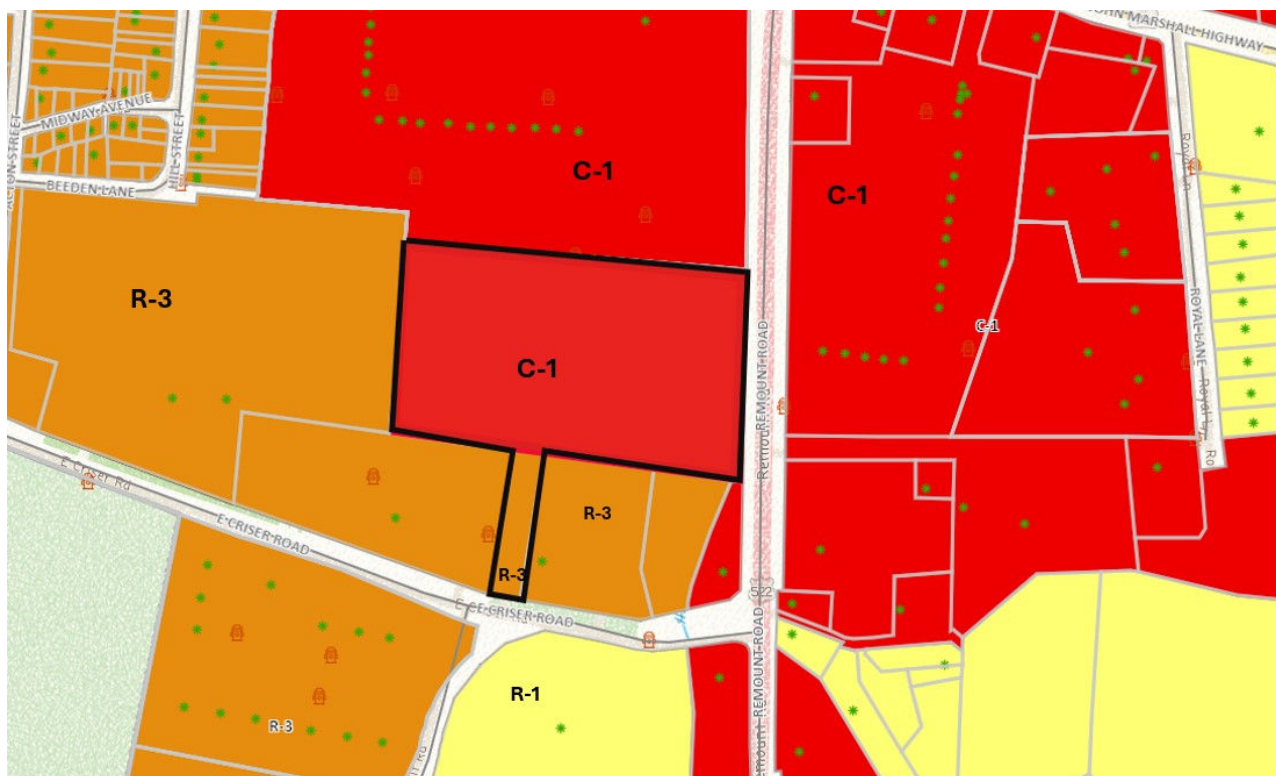
GENERAL INFORMATION:

Site Addresses	E. Criser Road
Property Owner(s)	Boisseau Family LC
Zoning District	C-1, Community Business District / R-3, Residential District
Historic District	No
Tax Identification	Tax Map #20A18-5-5A1

Aerial Map (Warren County GIS) – E. Criser Road (tax map 20A18-5-5A1)



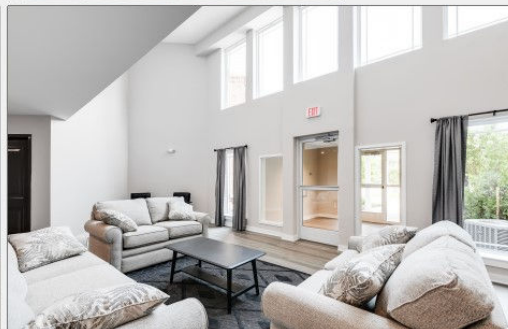
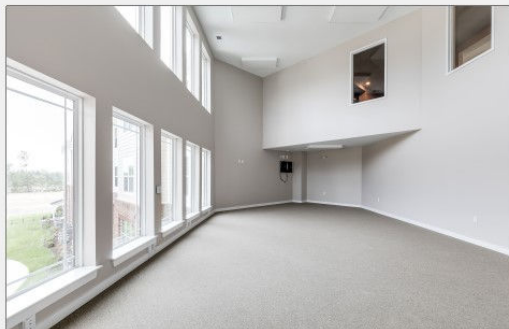
Town Zoning Map (Warren County GIS) – E. Criser Road (tax map 20A18-5-5A1)



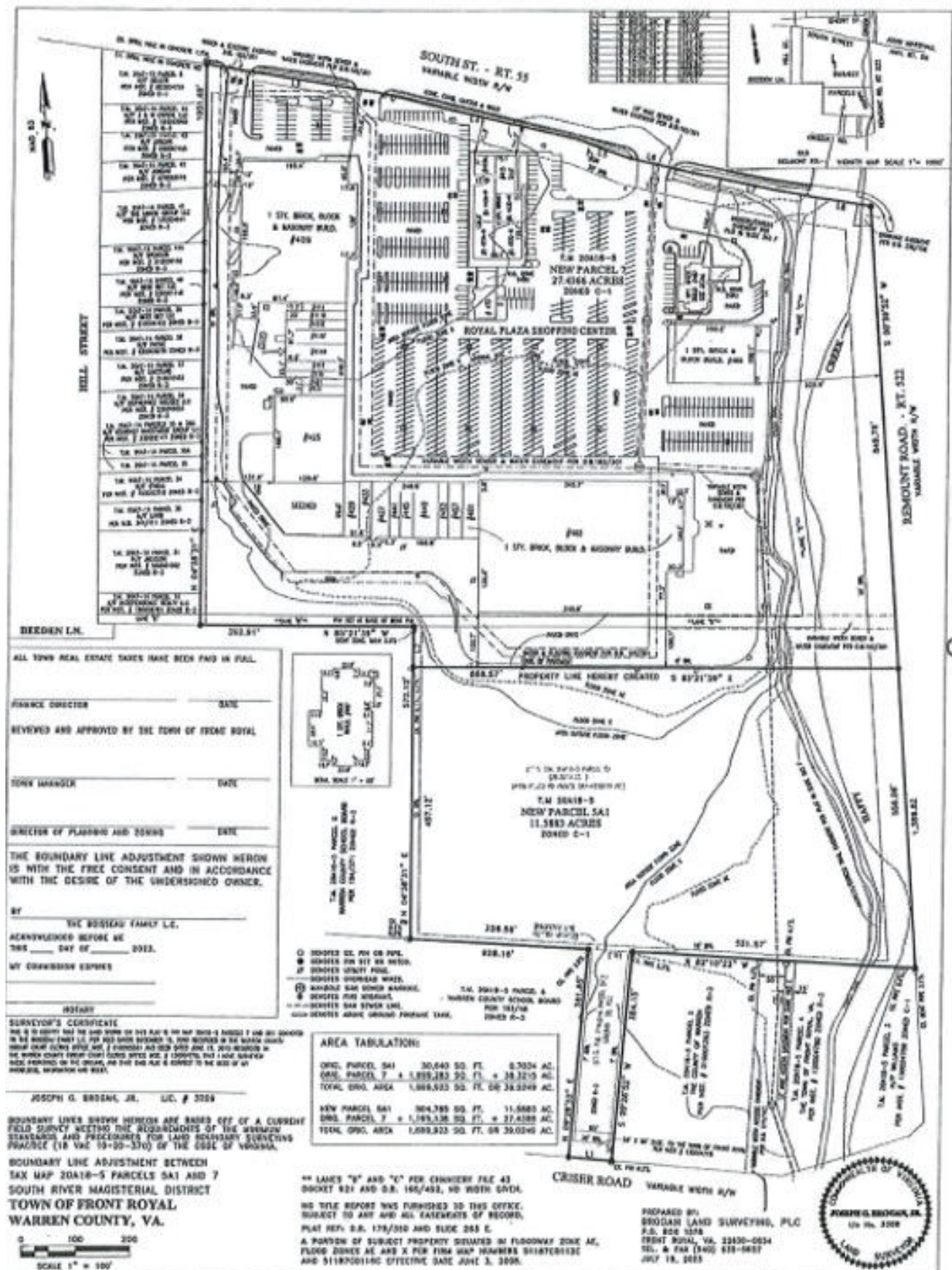
Town Floodplain Map (Warren County GIS) – E. Criser Road (tax map 20A18-5-5A1)



Conceptual plan



Survey Plat



INFORMATION ON THE APPLICATION:	The main considerations for this Special Use Permit is the appropriateness of the use on this piece of property. • Housing ○ The provision of apartments is lacking in Front Royal, while almost half of the housing stock in Front Royal is rental, the large majority of housing units in Town are single family. ○ Diversity in types of housing helps contribute to affordability. Young people and/or families or seniors looking to downsize may not be able to afford or finance a single-family home or multifamily unit. • Walkability ○ This site is accessible to trails along Happy Creek providing recreation and direct access to a shopping center. ○ There is a trolley stop at the Martins which provides alternative transportation options for residents. • Services/Employment ○ The proximity to the shopping center provides access to potential employers, shopping, health care, and transportation to additional employers.
RELEVANT CODE SECTION:	Chapter 175-39.B “The following uses are permitted within the C-1 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 C-1 District.” <u>RESIDENTIAL</u> Apartments or dwelling units, with four (4) or more units or when located on the ground floor, subject to provisions of Section 175-113.

RECOMMENDATION:	Staff recommends approval, the application presents a scenario that constitutes one of the highest and best uses possible. The main considerations for the Planning Commission is whether the proposed use is suitable within this district. Apartments are the only type of large-scale residential use permitted in the commercial districts, but only with approval from Town Council. Given this sites proximity to trails, walkability, services and potential employment this is the ideal site for high density residential uses.
------------------------	--

ATTACHMENTS: Application and associated documents from the Applicant.



TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & ZONING
102 EAST MAIN STREET
P.O. BOX 1560
FRONT ROYAL, VA 22630



SUP 2400524

SPECIAL USE PERMIT REQUEST

APPLICANT

NAME Surber Development and Consulting LLC PHONE [REDACTED]

ADDRESS [REDACTED]

E-MAIL [REDACTED]

PROPERTY DESCRIPTION

PROPERTY ADDRESS 0 E. Criser Road, Front Royal Virginia 22630

TAX MAP 20A SECTION 185 BLOCK LOT 5A1

SUBDIVISION NAME ACREAGE 11.58 Ac.

REQUEST

ZONING DISTRICT C-1 (Community Business District)

PROPOSED USE OF PROPERTY Multi-Family Apartments

SPECIFIC SPECIAL USE PERMIT REQUEST Request for up to 90 Apartments
in two separate three (3) story buildings with a maximum building height of
approximately 45 feet with associated infrastructure improvements.

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
3. Application Fee of \$400.00 (Checks payable to the Town of Front Royal)
4. Additional information as required by the Department of Planning & Zoning.

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 [Signature] Date 9/5/24

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.

Receipt # 1504 Date Paid 9/6/24

September 6, 2024

Lauren Kopishke
Planning Director
Town of Front Royal, Virginia
Town Hall
102 East Main Street
Front Royal, Virginia 22630

**Re: Consent to Special Use Permit Application –
Surber Development & Consulting, LLC**

Dear Ms. Kopishke:

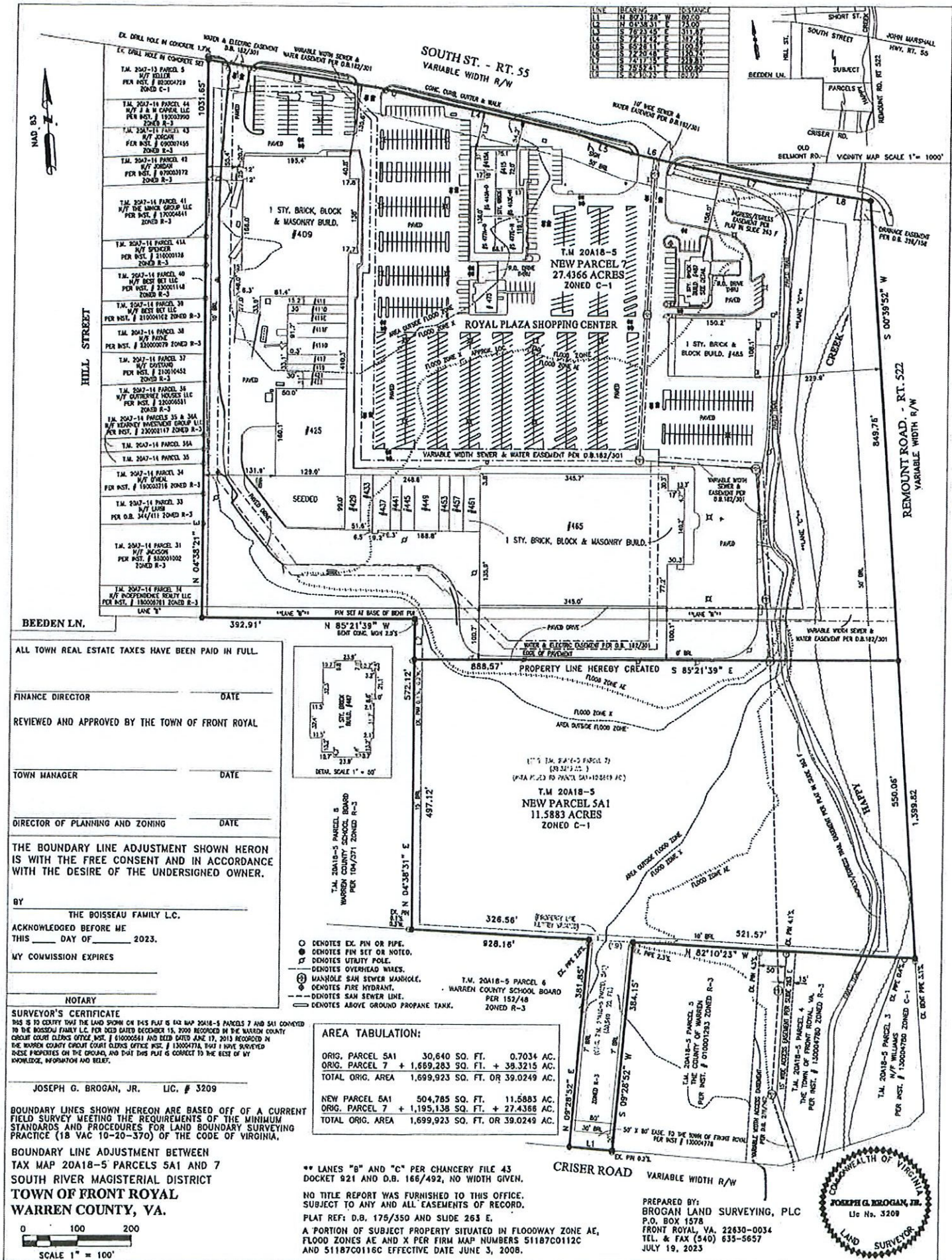
I am the manager of The Boisseau Family, L.C. III (the "LLC"), which is the owner of certain property located off of Criser Road in the Town of Front Royal commonly known as Tax Map No. 20A18-5 (the "Property"). The LLC has entered into a contract with Surber Development & Consulting, LLC ("Surber") for the sale and purchase of the Property.

It is my understanding that Surber is submitting an application with your department for a special use permit to allow the development of multi-family apartments on the Property. I am writing to inform you that the LLC as the landowner consents to the submission of the special use permit application. Please contact me if you have any additional questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'RWB III', written in a cursive style.

Richard W. Boisseau, III
Manager, The Boisseau Family, L.C. III



ALL TOWN REAL ESTATE TAXES HAVE BEEN PAID IN FULL.

FINANCE DIRECTOR _____ DATE _____

REVIEWED AND APPROVED BY THE TOWN OF FRONT ROYAL _____

TOWN MANAGER _____ DATE _____

DIRECTOR OF PLANNING AND ZONING _____ DATE _____

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

BY _____

THE BOISSEAU FAMILY L.C.

ACKNOWLEDGED BEFORE ME _____

THIS _____ DAY OF _____, 2023.

MY COMMISSION EXPIRES _____

NOTARY _____

SURVEYOR'S CERTIFICATE

THIS IS TO CERTIFY THAT THE LAND SHOWN ON THIS PLAN IS 600 MAP 20A18-5 PARCELS 7 AND 5A1 CONVEYED TO THE BOISSEAU FAMILY L.C. FOR DEED DATED DECEMBER 15, 2009 RECORDED IN THE WARREN COUNTY COURTS CLERK'S OFFICE, INST. # 0100005841 AND DEED DATED JUNE 17, 2013 RECORDED IN THE WARREN COUNTY COURTS CLERK'S OFFICE, INST. # 1300047718. THAT I HAVE SURVEYED THESE PROPERTIES ON THE GROUND AND THAT THIS PLAN IS CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

JOSEPH G. BROGAN, JR. LIC. # 3209

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

BOUNDARY LINE ADJUSTMENT BETWEEN TAX MAP 20A18-5 PARCELS 5A1 AND 7 SOUTH RIVER MAGISTERIAL DISTRICT TOWN OF FRONT ROYAL WARREN COUNTY, VA.

0 100 200
SCALE 1" = 100'

AREA TABULATION:

ORIG. PARCEL 5A1	30,640 SQ. FT.	0.7034 AC.
ORIG. PARCEL 7	1,669,283 SQ. FT.	38.3215 AC.
TOTAL ORIG. AREA	1,699,923 SQ. FT.	OR 39.0249 AC.
NEW PARCEL 5A1	504,785 SQ. FT.	11.5883 AC.
ORIG. PARCEL 7	1,195,138 SQ. FT.	27.4366 AC.
TOTAL ORIG. AREA	1,699,923 SQ. FT.	OR 39.0249 AC.

** LANES "B" AND "C" PER CHANCERY FILE 43 DOCKET 921 AND D.B. 166/492, NO WIDTH GIVEN.

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

PLAT REF: D.B. 175/350 AND SUDE 263 E.

A PORTION OF SUBJECT PROPERTY SITUATED IN FLOODING ZONE AE, FLOOD ZONES AE AND X PER FIRM MAP NUMBERS 51187C0112C AND 51187C0116C EFFECTIVE DATE JUNE 3, 2008.

PREPARED BY:
BROGAN LAND SURVEYING, PLC
P.O. BOX 1578
FRONT ROYAL, VA. 22630-0034
TEL. & FAX (540) 635-5657
JULY 19, 2023





OWNER:	BOUSLAF FAMILY LLC (F/M) 101 LEVELERS RD LANCASTER, VIRGINIA 22031 PHONE: 703 210 1280 EMAIL: T2@T2
ENGINEER:	KOONTZ & SPARTAN JOHNSON WILLIAMS, INC. 1001 NORTH PHARMACOLD, SUIT. 202 FARMINGTON, VT 05475 CONTACT: JOHN THOMAS OGDEN, PE PHONE: 703-210-1282 EMAIL: JODG@ENRGROUP.COM
SITE ADDRESS:	81 CIRCLE ROAD FROST RIVER, VIRGINIA 22001
EXISTING USE:	VACANT
MAP REFERENCE:	US MAP 22848 A1 HYDROLOGICAL UNIT CODE: 0207005 TAX MAP AREA: SOUTH FARM PHARMACOLD ADJACENT MAPS: TAP 22848 A1 FORM 1 (FARM PHARMACOLD) TAP 22848 A1 FORM 2 (FARM PHARMACOLD)
PARCEL ZONING:	C-1 (COMMUNITY BUSINESS DISTRICT) NOT REQUIRED FOR AN INDIVIDUAL, FAMILY USE, TOTAL NUMBER OF UNITS, AND BUILDING HEIGHT
DISTRICT:	COUNCIL DISTRICT 3
PARCEL AREA:	11.568 ACRES
BUILDING INFO:	NO OF APARTMENTS/ BUILDINGS: 2 2 ADJACENT LOTS: UNITS: 40
BUILDING HEIGHT:	NO. OF STORY BLDGS MAX. THREE (3) (STOREY (4) TO 5) (5)
PARKING:	PARKING REQUIRED: 40 SPACES (3 SPACES PER UNIT) PARKING PROVIDED: 10 SPACES

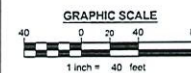
MIN. LOT SIZE:	REQD = 184,000 S.F. (4.2 AC) (3 UNITS) = 19,000 S.F./UNIT + (77 UNITS) = 2,000 S.F./UNIT 150 AC
MIN. LOT WIDTH:	REQD = 120 FEET @ BACKSET LINE 4605 FEET @ SOUTHERN BACKSET LINE
MIN. YARD:	FRONT = 40 FEET REAR = 30 FEET SIDE = 30 FEET
PARKING SETBACK:	FRONT = 40 FEET REAR = 40 FEET SIDE = 30 FEET
USABLE OPEN SPACE:	FRONT = 30 FEET PROVD = 30 FEET
	REQD = 0.25 S.F. PER S.F. FLOOR AREA 61,356 + 2.8 (5.2%) = 30,676 S.F.
	PROVD = 30,676 S.F. (PLAY AREA, TRAIL, OPEN SPACE)

1. THIS PLAN IS FOR CONCEPTUAL PURPOSES ONLY. THE FEASIBILITY OF THIS LAYOUT HAS NOT YET BEEN FULLY DETERMINED.

2. PLANNING AND PROPERTY INFORMATION ARE COMPILED FROM EXISTING DESIGN PLANS, AS-BUILT PLANS, GIS DATA, AND OBSERVATIONS FROM A SITE VISIT.

3. A GENERAL REVIEW OF ZONING REQUIREMENTS WAS DONE IN PREPARING THIS CONCEPT; HOWEVER, THE CONCEPT DOES NOT BENEFIT FROM FORMAL MEETINGS AND CONSULTATIONS WITH THE AGENCIES HAVING JURISDICTION WHICH MAY UNCOVER ADDITIONAL CONSTRAINTS.

4. SITE AND DESIGN RELATED CONSTRAINTS INCLUDING BUT NOT LIMITED TO GRADING, STORM WATER MANAGEMENT, WATER, SANITARY SEWER, STORM SEWER, DUTY UTILITIES, ENVIRONMENTAL FEATURES, AND OTHER REGULATORY REQUIREMENTS WERE NOT FULLY CONSIDERED WITH THIS CONCEPT. CONCEPT LEVEL LAYOUT.



PR. BUILDINGS
PR. PAVEMENT
(PARKING) TRAVELWAYS
PR. CONCRETE
SIDEWALK
OPEN SPACE AREAS

EAST CRISER ROAD
CONCEPTUAL LAYOUT #2
TOWN OF FRONT ROYAL, VIRGINIA.
DATE: SEPTEMBER 6, 2024 SCALE: 1" = 1'

TOWN OF FRONT ROYAL, VIRGINIA.
DATE: SEPTEMBER 6, 2024 SCALE: 1" = 40'

September 5, 2024

Town of Front Royal
Attn: Lauren Kopishke
Planning Director/Zoning Administrator
102 E Main Street
Front Royal, VA 22630

Dear Ms. Kopishke,

Please accept this letter as an introduction to Surber Development and Construction LLC and our proposed development in Front Royal.

Surber Development has been active in real estate development, construction and ownership throughout Virginia since 2012. During that time, the company has completed 18 multifamily developments, with five currently under construction and four in pre-development that will begin construction in the Fall of 2024 or Spring of 2025. Prior to starting Surber Development, I have been active in real estate development in Virginia since 2003.

I believe success starts with the curb appeal of sites. If properties are not well maintained so that they look better than the competition, competitive advantage is lost. In my opinion, looking "as good" is not enough. I demand that sites have a manicured appearance.

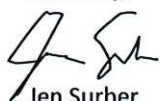
In addition to the standards I have set for the appearance of properties, management is a key component to success. Excel Property Management is the management company for all of Surber Development's properties. At the time of its organization in 1994, EPM's principals and owners possessed over 100 years of property management and business management experience. Currently EPM has management contracts on over 100 operational properties, totaling over 5,000 units. EPM's experience is varied, including consulting performing HUD REAC inspections, LIHTC file audits, training sessions, accounting services and assisting owners in starting their own management companies. EPM has worked for profit-motivated, non-profit, the Federal Deposit Insurance Corporation (FDIC), among others.

While providing attractive and well-managed properties are top priorities, affordability and obtainability is also a top priority. Every unit in the proposed development would be obtainable for individuals and families earning between 30% and 80% of the Area Median Income, providing a wide array of mixed incomes at the property. Tenants in our properties are school teachers, fire fighters, police officers, LPNs and EMTs, among many other occupations. They are hard-working individuals and families who deserve a high-quality, safe and affordable place to live.

We take pride in what we do and it is reflected in our success in this business.

If you have any questions or concerns, I am always available to discuss them. I can be reached on my cell phone at [REDACTED] or by email at [REDACTED]

Sincerely,



Jen Surber
Managing Mem

SUMMARY

All units in the proposed development will be Universally Designed and at least five will be fully 504 accessible and actively marketed to individuals with disabilities. Special 504/Universal Design features include, but are not limited to:

- Carpet that meets HUD specs UM 44d Type II Class I with texture E. 24 ounces per square yard minimum weight
- Ceramic tile to be installed in roll in showers
- Grab bars in all units and public restrooms by toilets with proper mounting
- Bathroom mirrors mounted 40" from finished floor to base of mirror
- Kitchen cabinets in units and community room kitchen shall have 34" high counter heights and 9" toe kicks. Doors and drawers shall have 4" greppable handles
- Side by side refrigerators with separate doors for refrigerator and freezer compartments
- Ranges shall be 30" wide and have front controls
- ADA accessible route to each dumpster area
- Wall hung sinks mounted 34" from floor to top leading rim of sink
- Switches to be located at 48" AFF and receptacles at 18" AFF

The development will employ green building techniques and will achieve the National Green Building Standard of silver. Special Energy Star features will include, but are not limited to:

- Energy Star rated solid vinyl windows
- Only low VOC paints used on external and interior surfaces
- Energy Star rated frost-free refrigerators
- Energy Star rated range hoods
- Energy Star rated dishwashers
- Energy Star rated, Water Sense labeled, low-flow faucets, shower heads and toilets
- Energy Star rated water heaters
- Energy Star rated interior and exterior lighting

Exterior façade will be approximately 50% brick and approximately 50% fiber-cement board, Hardi Plank or other comparable material. No vinyl siding.

There will be a community room with on-site leasing, an elevator per building and community laundry facilities with washer/dryer hook ups provided in every unit. Tenants will have access to broadband services and high-speed internet. Each tenant will be provided with free, individual Wi-fi access and free Wi-fi access will be provided in all common areas for resident usage.

















COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: November 12, 2024

Item# 03I1

Agenda Item: Request for Town public water and Sewer for Equus Development LP (Executive Land Holdings IV, LLC)
– Baugh Drive

Summary: The Town has received a joint request from Warren County and Equus Development LP for water and sewer service within the corridor area designated as industrial. The property is located off Baugh Drive and identified on Tax Map 13, Section 1 as Parcel 2, is intended for development as a warehouse and distribution center.

According to the application for an out-of-town utility connection, the applicant estimates the facility will require 4,200 gallons of water per day.

Budget/Funding: N/A

Staff Recommendation: Town Council to consider out of town utility connection for an industrial use



COUNTY OF WARREN

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

Dr. Edwin C. Daley
County Administrator

MEMORANDUM

TO: Matt Wendling, Planning Director

FROM: Zach Henderson, Deputy Clerk of the Board

SUBJECT: Request for Town of Front Royal Public Sewer and Water for Interstate 66 Industrial Park - Equus Development LP

DATE: 10/02/2024

The Board of Supervisors, at its meeting on October 1st, 2024, approved the request for acceptance of the property identified on Tax Map 13, as parcel 2, into the Town of Front Royal Sewer and Water District, and that such request be forwarded to the Town Council.

CHAIR, Cheryl L. Cullers
South River District

VICE CHAIR, Jerome K. Butler
Happy Creek District

Vicky L. Cook
Fork District

John W. Stanmeyer
Shenandoah District

Dr. Richard A. Jamieson
North River District

Dr. Edwin C. Daley
County Administrator



County of Warren

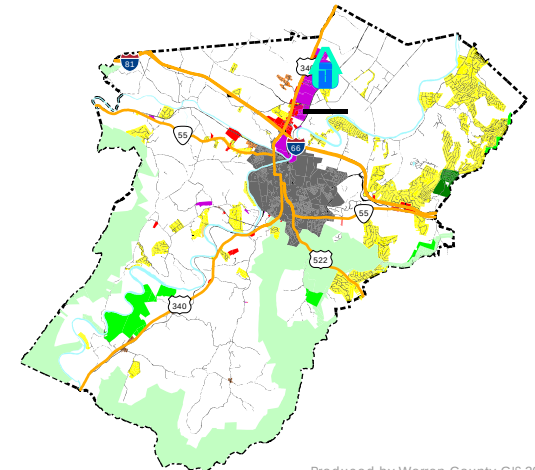
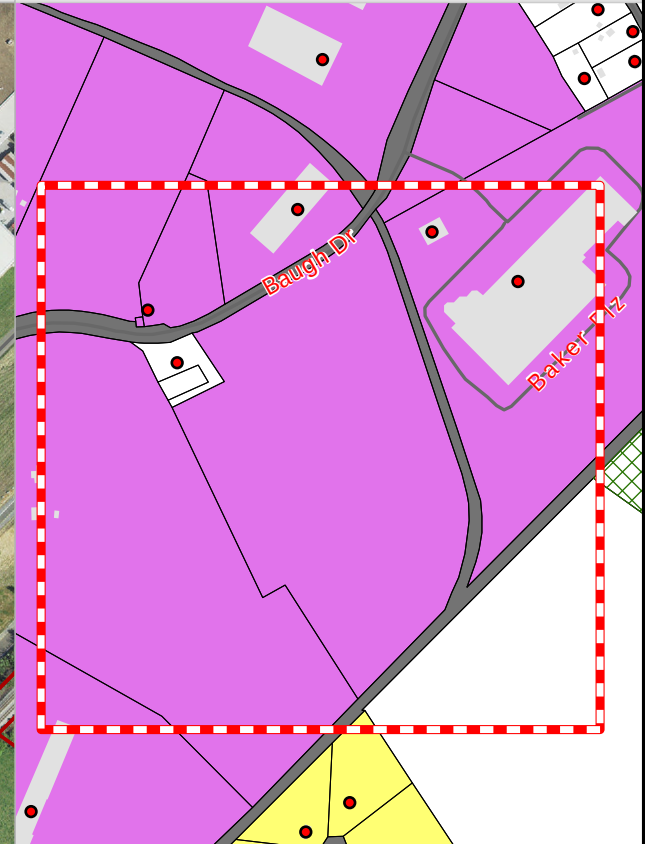
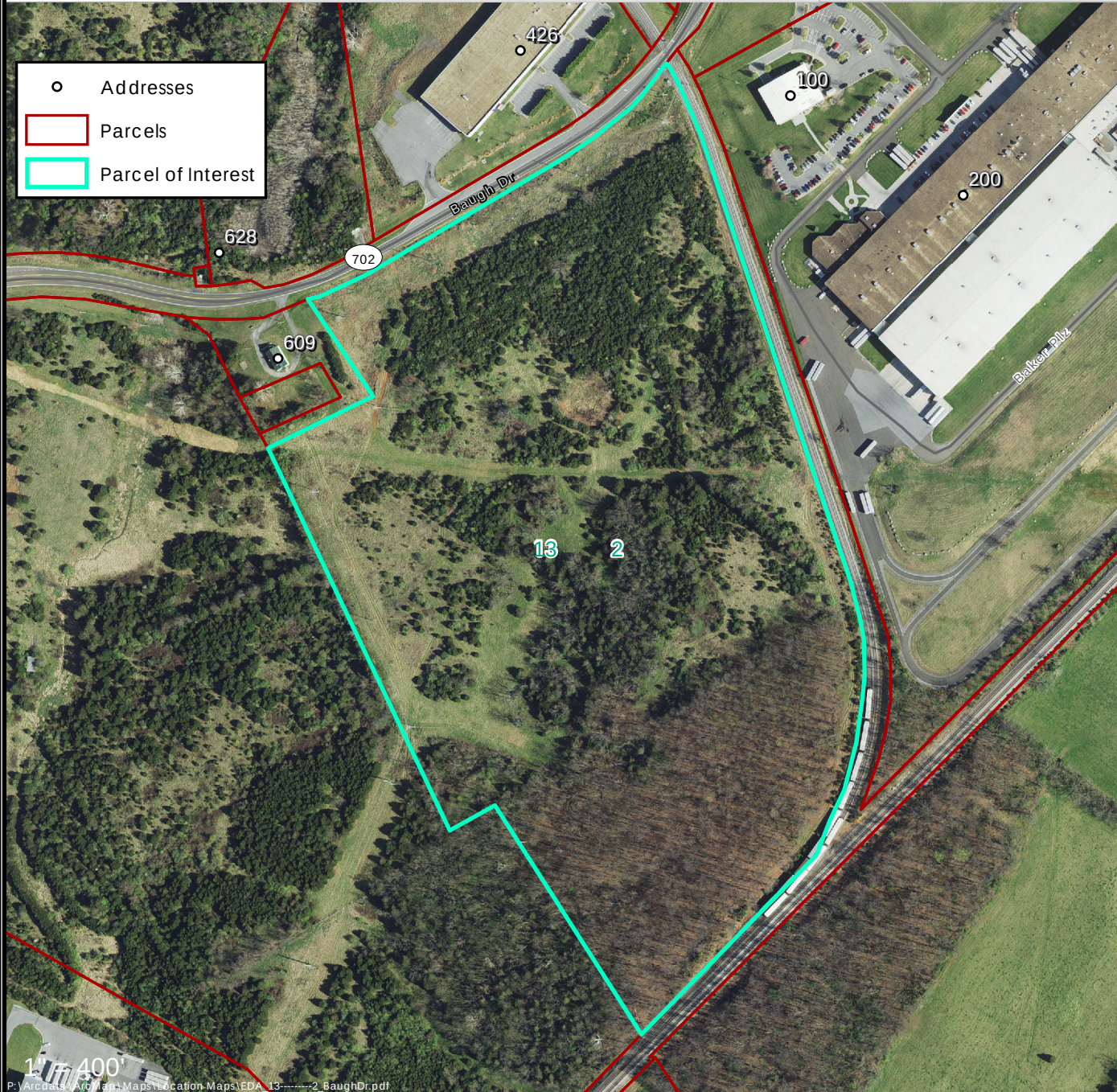
Public Sewer & Water Request - Site Plan



TM # 13-----2
0 Baugh Drive

EDA of Front Royal
Acreage: 53.5698

- Addresses
- ▭ Parcels
- ▭ Parcel of Interest





APPLICATION FOR OUT-OF-TOWN UTILITY CONNECTION

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

Application Date: September 20, 2024
Owner(s) / Applicant(s) Full Name: Executive Land Holdings IV, LLC
Mailing Address: 3843 West Chester Pike
City/State/Zip: Newtown Square, PA 19073
Daytime Phone: (215) 575-2436 Email: jknott@bppltd.com
Property Address/Lot #: TM 13-2

IF RESIDENTIAL:

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

IF COMMERCIAL or INDUSTRIAL:

Type of Business: Industrial Warehouse
Number of Employees: 210 (assumed) Hours of Operation: 24-hour
Estimated Usage: 4200 gallons per day

ALL APPLICANTS:

Number of Toilets: 8 (+/-) Urinals: 8 (+/-) Sinks: 4 (+/-) Tubs/Showers: 0
Size of Meter (Must match water service size): (2) 2" meters
Fire Suppression Required: ☒ Yes / No Meter size 10" (estimated)

THIS SECTION TO BE COMPLETED BY WARREN COUNTY PLANNING DEPARTMENT

Application Approved by Board of Supervisors: _____ Date: _____
Application Approved by Building Department: _____ Date: _____
Application Approved by Planning Staff: _____ Date: _____
Director of Planning Signature: _____ Date: _____

TOWN APPROVAL PROCESS

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

THIS SECTION TO BE COMPLETED BY PUBLIC WORKS

Water & Sewer Availability: _____

Utility Extension Required: _____

Utility Plans Reviewed & Approved: _____

PILOT Agreement Completed: _____

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

Signature: _____

FEES:

Water Connection Fee _____

Water Additional Fee _____

Fire Suppression Fee _____

Sub Total (Water) _____

Sewer Connection Fee _____

Sewer Additional Fee _____

Sub Total (Sewer) _____

TOTAL _____

Public Works Director Signature: _____ Date: _____

134-71.1 PURCHASE OF WATER AND SEWER TAPS

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

GENERAL INFORMATION

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

September 20, 2024

Mr. Matt Wendling, CFM
County of Warren Planning & Zoning Dept.
220 N. Commerce Ave., Suite 400
Front Royal, VA 22630

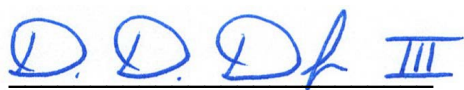
Dear Mr. Wendling:

This statement of justification is intended for the proposed development of a 53.57-acre parcel identified as TM 13-2, located on Baugh Drive in Warren County, VA. The proposed development will include the construction of two industrial warehousing facilities. The north building (Building #2) will be 175,150 sq. ft., whereas the southern building (Building #1) will be 341,120 sq. ft. Additional site improvements will include truck courts, vehicle parking, access improvements to Baugh Drive, landscaping, and stormwater management.

The subject parcel is currently zoned Industrial, and the proposed development is an allowed by-right use for the property. Therefore, we ask that this application be processed and reviewed by the appropriate agencies for permitting. If you have any questions, please don't hesitate to contact me. Thank you for your time and consideration regarding this matter.

Sincerely,

Dice Engineering, PLC



Dennie D. Dunlap III, P.E.
Principal



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: November 12, 2024

Item# 03I2

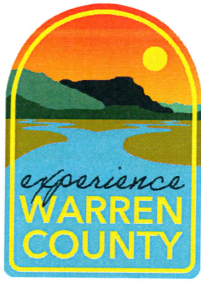
Agenda Item: Request for Town public water and Sewer for Toray Plastics Inc (TC MidAtlantic Development V Inc)

Summary: The Town has received a joint request from Warren County and Toray Plastics Inc. for water and sewer service within the corridor area designated as industrial. The property, located on Toray Drive/Baugh Drive and identified on Tax Map 12G, Section 1, Block 2 as Parcels 5A, 7A, and 8A, is intended for development as a warehouse and distribution center.

According to the application for an out-of-town utility connection, the applicant estimates the facility will require 1,800 gallons of water per day.

Budget/Funding: N/A

Staff Recommendation: Town Council to consider out of town utility connection for an industrial use



COUNTY OF WARREN

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

Dr. Edwin C. Daley
County Administrator

MEMORANDUM

TO: Matt Wendling, Planning Director

FROM: Zach Henderson, Deputy Clerk of the Board

SUBJECT: Request for Town of Front Royal Sewer and Water for Toray Plastics, Inc.

DATE: 09/18/2024

The Board of Supervisors, at its meeting on September 17th, 2024, approved the request for acceptance of the properties identified on Tax Map 12G, Section 1, Block 2 as parcels 5A, 7A, and 8A into the Town of Front Royal Sewer and Water District as an Industrial zoned property to be forwarded to the Town Council.

CHAIR, Cheryl L. Cullers
South River District

VICE CHAIR, Jerome K. Butler
Happy Creek District

Vicky L. Cook
Fork District

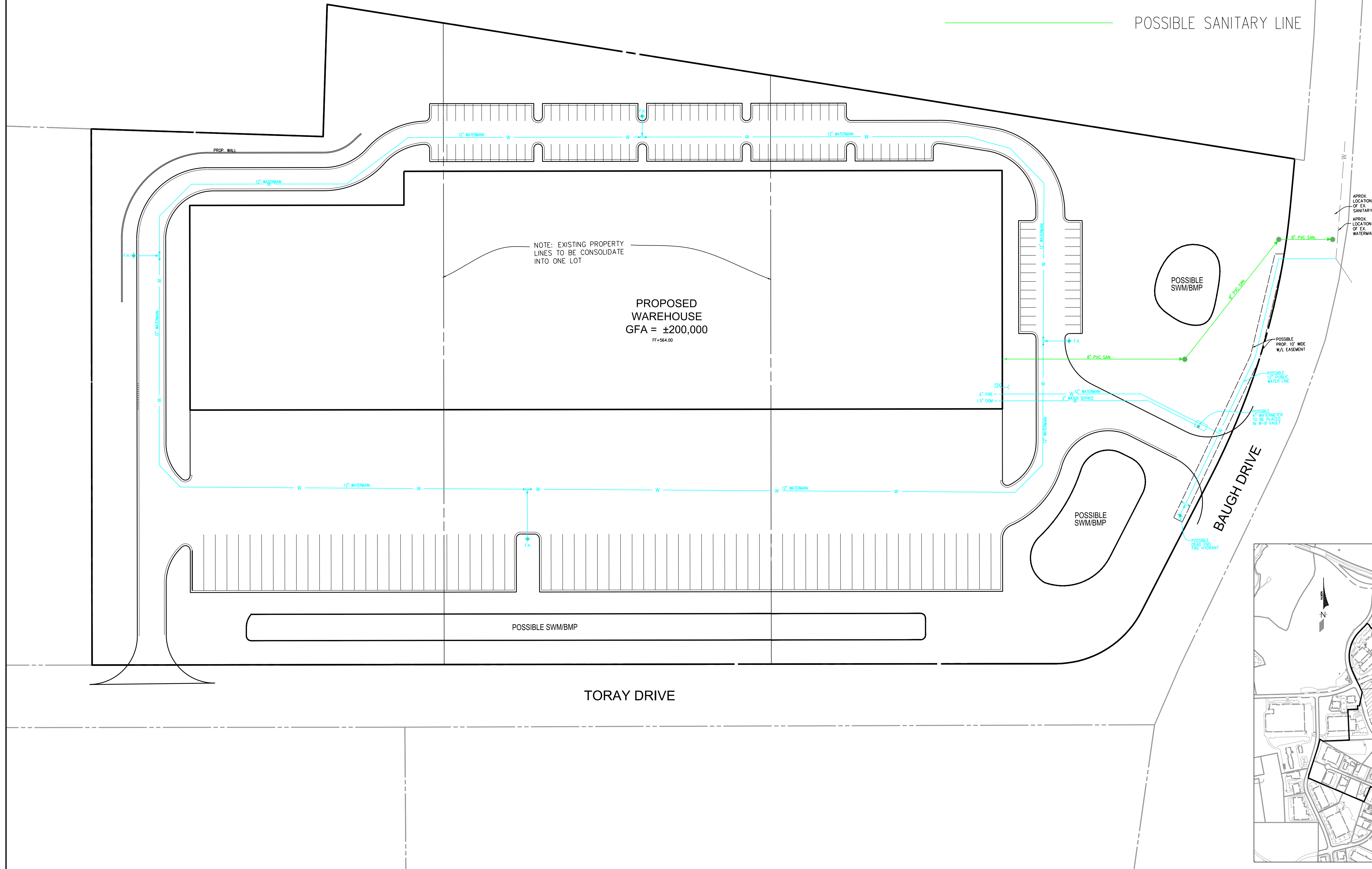
John W. Stanmeyer
Shenandoah District

Dr. Richard A. Jamieson
North River District

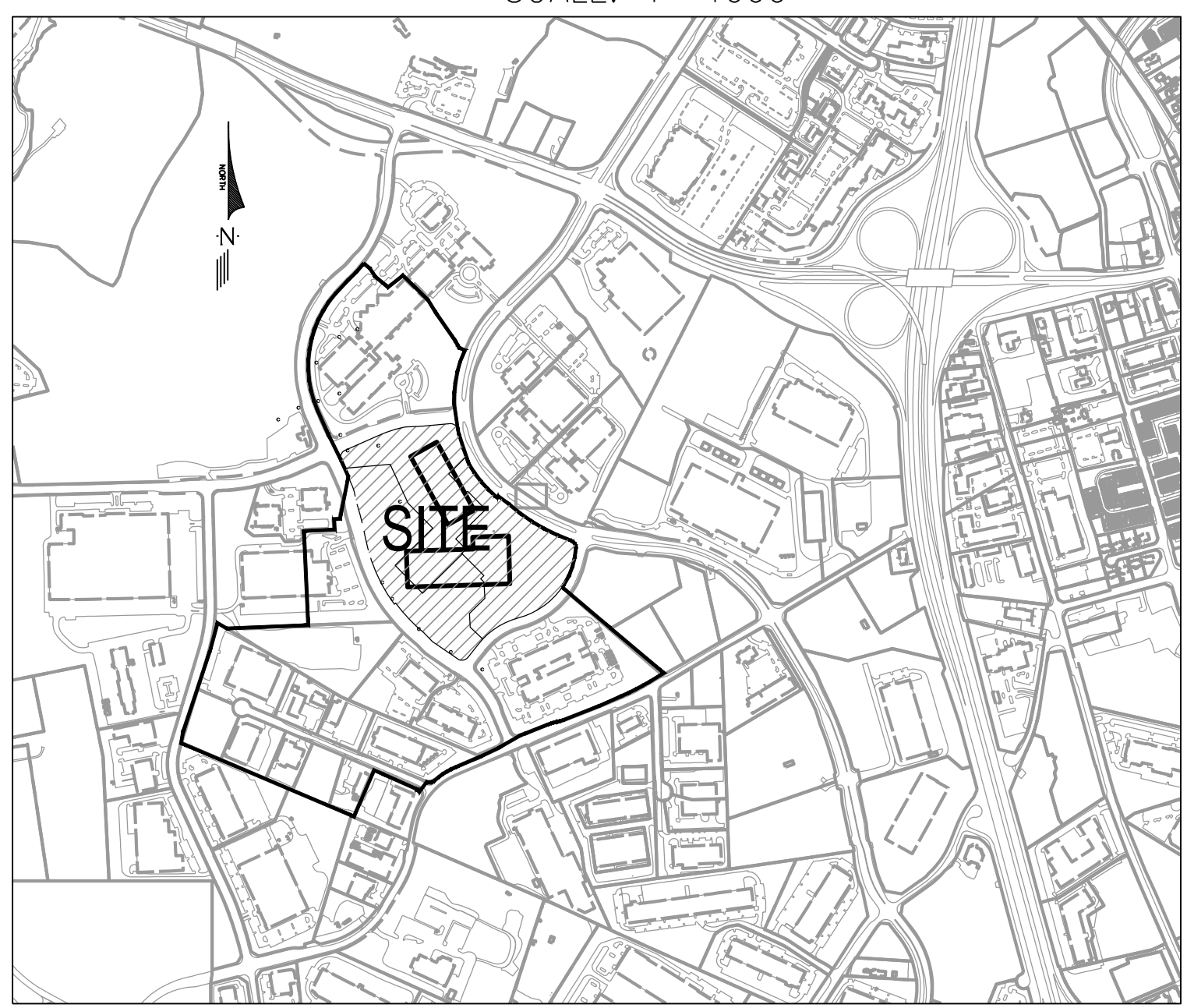
Dr. Edwin C. Daley
County Administrator

UTILITY LEGEND:

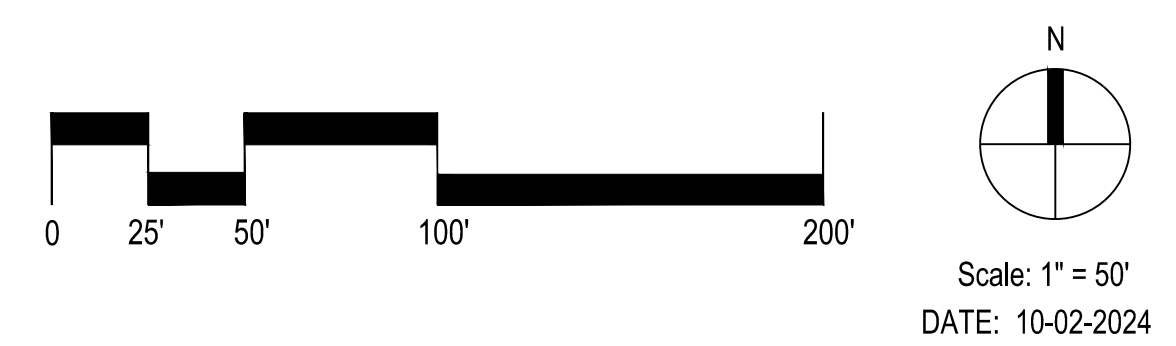
- POSSIBLE WATER LINE
- POSSIBLE SANITARY LINE



VICINITY MAP
SCALE: 1"=1000'



CONCEPTUAL WATER & SEWER EXHIBT
TORAY DRIVE
Warren County, V irginia





APPLICATION FOR OUT-OF-TOWN UTILITY CONNECTION

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

Application Date: 10/2/2024
Owner(s) / Applicant(s) Full Name: TC MidAtlantic Development V, Inc.
Mailing Address: 888 16th Street, NW, Suite 555,
City/State/Zip: Washington, DC 20006
Daytime Phone: 301-873-0029 Email: TCross@Trammellcrow.com
Property Address/Lot #: Tax Parcels 12G-1-2-5A, Front Royal, VA

IF RESIDENTIAL:

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

IF COMMERCIAL or INDUSTRIAL:

Type of Business: Warehouse
Number of Employees: _____ Hours of Operation: _____
Estimated Usage: 1,800 gallons per day

ALL APPLICANTS:

Number of Toilets: 16 Urinals: 4 Sinks: 18 Tubs/Showers: _____
Size of Meter (Must match water service size): 2"
Fire Suppression Required: Yes / No Meter size _____

THIS SECTION TO BE COMPLETED BY WARREN COUNTY PLANNING DEPARTMENT

Application Approved by Board of Supervisors: _____ Date: _____
Application Approved by Building Department: _____ Date: _____
Application Approved by Planning Staff: _____ Date: _____
Director of Planning Signature: _____ Date: _____

TOWN APPROVAL PROCESS

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

THIS SECTION TO BE COMPLETED BY PUBLIC WORKS

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Utility Extension Required: _____

Utility Plans Reviewed & Approved: _____

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Water Additional Fee _____

Fire Suppression Fee _____

Sub Total (Water) _____

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Sub Total (Sewer) _____

TOTAL _____

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COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: November 12, 2024

Item# 03J

Agenda Item: Downtown Front Royal, Inc. (DFRi) Main Street Sign Request

Summary: The Town has received a request from Downtown Front Royal, Inc. (DFRi) to install a "Downtown Front Royal" sign at the intersection of Main Street and Commerce Avenue. DFRi plans to cover the costs for both the construction and ongoing maintenance of the sign and is seeking approval to install and maintain it on town-owned property.

A similar downtown sign was originally placed at this location by the Downtown Business Association (DBA) in 1999. However, the sign deteriorated over time, and in 2018, the DBA decided to remove it.

Budget/Funding: N/A

Staff Recommendation: Town Council to consider a licenses agreement with DFRi for Main Street Sign

SIGN MAINTENANCE AGREEMENT

This Sign Maintenance Agreement is made this 20th day of October, 1999 between the Town of Front Royal, Virginia and the Front Royal Downtown Business Association.

For good and valuable consideration, the sufficiency of which is acknowledged by both parties, the Downtown Business Association agrees to maintain the Front Royal welcome sign erected in the Town's right-of-way at the intersection of Main Street and Commerce Avenue.

"Maintain" shall include keeping the sign (paint, lettering, art work, etc.) in condition and appearance as when erected and the flower garden planted with healthy ornamental vegetation, including flowers, as appropriate for the season, free of weeds, and appropriately mulched.

The Downtown Business Association further agrees to undertake any necessary maintenance within thirty (30) days of a manifested need or upon request by the Town Manager.

This Agreement shall remain in effect as long as the Front Royal welcome sign remains in the Town's right-of-way at the intersection of Main Street and Commerce Avenue.

WITNESS the following signatures:

TOWN OF FRONT ROYAL, VIRGINIA

BY: *Richard A. Anzolut, Jr.*

Richard A. Anzolut, Jr., Town Manager

FRONT ROYAL DOWNTOWN BUSINESS
ASSOCIATION

BY: *Robert L. Tennett, Jr.*

Robert L. Tennett, Jr., President



FORMER SIGN



Welcome to
HISTORIC
DOWNTOWN
FRONT
ROYAL

SHOPPING - DINING - LODGING

FORMER SIGN



CLOSED MEETING AGENDA STATEMENT

Meeting Date: November 12, 2024

Item# 05

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 purposes:

- 1) pursuant to §2.2-3711(A)(1) of the Code of Virginia, for the discussion, consideration, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees, or employees of any public body, more specifically the Board of Architectural Review (BAR); Board of Zoning Appeals, Local Board of Building Code Appeals (LBBCA); Front Royal Economic Development Authority (FREDA) and Advisory Committee For Environmental Sustainability (ACES), and,
- 2) pursuant to §2.2-3711(A)(8) of the Code of Virginia, 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 insolvency and dissolution of the Industrial Development Authority of the Town of Front Royal and the County of Warren, 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 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* _____