



TOWN COUNCIL REGULAR WORK SESSION
MONDAY, JANUARY 6, 2025 @ 7:00 PM
Town Hall Conference Room

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

1. Roll Call

2. ACTION ITEM - Appointment of Vice Mayor

3. ACTION ITEMS

- A. Set Regular Meeting Agenda's Order of Business for 2025
- B. Appointments of Councilmembers to Various Committees
 - Appoint Scholarship Committee for 2025
 - Appoint Finance/Audit Committee for 2025
 - Appoint Joint Town County Transportation/Infrastructure Committee for 2025
 - Appoint Northern Shenandoah Valley Regional Commission Representative

4. NEW BUSINESS

- A. Special Exception by VFW for Relief of Existing Parking at 654-B W. 11th Street — *Lauren Kopishke*
- B. Zoning Text Amendment Pertaining to Performance Standards for Tobacco, Smoke or Vape Shops - *L Kopishke*
- C. Comprehensive Plan Amendment for the Area between Strasburg Rd/Duck St to Rugby St - *Lauren Kopishke*
- D. Final Subdivision Plat for a Major Subdivision (33) dwelling units and 1 existing Single-Family Dwelling at 344 W. Main Street from McCarty - *Lauren Kopishke*
- E. Liaison Committee Meeting Items for January 16th — *Mayor Cockrell*
- F. FY26 Budgetary Items for Review — *BJ Wilson*

5. OLD BUSINESS

- A. Main Street Solid Waste Service Area 3 Continued Discussion — *BJ Wilson*

6. CLOSED MEETING

7. Adjourn



REGULAR WORK SESSION ACTION AGENDA STATEMENT

Meeting Date: January 6, 2025

Item# 02

Agenda Item: Appointment of Vice Mayor

Summary: Pursuant to Town Charter Chapter II, §9, Council is requested to appoint a member of Council as Vice Mayor of the Town of Front Royal, said term will expire December 31, 2026.

Chapter II § 9. The council shall, at its first meeting in January following the regular municipal election, choose one of its members as vice-mayor. The vice-major shall perform the duties of the mayor during his absence or disability.The member of the council who shall be chosen vice-mayor shall continue to have all of the rights, privileges, powers, duties and obligations of councilman even when performing the duties of mayor during the absence or disability of the mayor of the town.(1937,c.44; 2018,cc.[328](#), [329](#))

Budget/Funding: None

Meetings: None

Proposed Motion: I move that Council appoint _____ as Vice Mayor of the Town of Front Royal, said term to expire December 31, 2026.

Moved _____ *Seconded* _____

Wood _____ *Veitenthal* _____ *Sealock* _____ *Rappaport* _____ *Ingram* _____ *DeDomenico-Payne* _____



REGULAR WORK SESSION ACTION AGENDA STATEMENT

Meeting Date: January 6, 2025

Item# 03A

Agenda Item: Order of Business for 2025 Regular Council Meetings

Summary: Pursuant to Town Code Chapter 4-19, Council is requested to approve the Order of Business for regular council meeting agendas for the calendar year 2025. Attached is the current Order of Business.

4-19 ORDER OF BUSINESS; PLACEMENT/APPROVAL OF ITEMS ON AGENDAS

1. At the first regular meeting of Town Council, Town Council, by majority vote of a quorum of all members of Council, shall decide upon the order of business for all regular meetings of Town Council for that upcoming calendar year. The order of business shall be reduced to writing and certified by the Mayor and Clerk of Town Council.

Budget/Funding: None

Meetings: None

Proposed Motion:

- 1) I move that Council approve the order of business for regular Council meetings for 2025 as presented.
- 2) I move that Council amend the order of business for regular Council meetings for 2025 by_____.

Moved _____ Seconded _____

Wood _____ Veitenthal _____ Sealock _____ Rappaport _____ Ingram _____ DeDomenico-Payne _____



TOWN COUNCIL REGULAR MEETING

DATE @ 7:00pm

Warren County Government Center

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

1. MOMENT OF SILENCE
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES
5. ADDITION/DELETION OF ITEMS FROM THE AGENDA OR REVISION TO ORDER OF BUSINESS
6. RECOGNITIONS/AWARDS/REPORTS/PRESENTATIONS
7. PUBLIC HEARINGS
8. PUBLIC COMMENTS NOT RELATED TO PUBLIC HEARINGS
9. REPORTS
 - A. Report of Town Manager
 - B. Report of Councilmembers
 - C. Report of the Mayor
10. CONSENT AGENDA ITEMS
11. BUSINESS ITEMS
12. Adjourn



REGULAR WORK SESSION ACTION AGENDA STATEMENT

Meeting Date: January 6, 2025

Item# 03B

Agenda Item: Appointments of Councilmembers to Various Committees

Summary: Council is requested to appoint members of Council to the following boards and committees

- 2025 Audit and Finance Committee (DeDomenico-Payne and Ingram served in 2024)
 - o two councilmembers
- 2025 Town Scholarship Committee (Veitenthal and Wood served in 2024)
 - o two councilmembers
- 2025 Joint Town/County Transportation/Infrastructure Committee
 - o Two councilmembers (Veitenthal/Ingram served in 2024)
- 2025 Northern Shenandoah Valley Regional Commission Representative
 - o One councilmember to fill seat until end of term (Sealock term ended 12/31/24)

Budget/Funding: None

Meetings: None

Proposed Motion:

1) I move that Council approve the following appointments:

- 2025 Audit and Finance Committee _____ and _____
 - o two councilmembers
- 2025 Town Scholarship Committee _____ and _____
 - o two councilmembers
- 2025 Joint Town/County Transportation/Infrastructure Committee ____ and ____
 - o Two councilmembers
- 2025 Northern Shenandoah Valley Regional Commission Representative ____ and ____
 - o One councilmember to fill seat until end of term

Moved _____ *Seconded* _____

Wood _____ *Veitenthal* _____ *Sealock* _____ *Rappaport* _____ *Ingram* _____ *DeDomenico-Payne* _____



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: January 6, 2025

Item# 04A

Agenda Item: Special Exception by VFW for Relief of Existing Parking at 654-B W. 11th Street

Summary: The VFW is under contract on a property located at 654-B W 11th St. The property does not have adequate off-street parking. The Town Code requirement for this use necessitates 17 parking spaces, the VFW currently has 9. The applicant is seeking a special exception to waive the off-street requirements and allow the use to operate with less than the required amount of parking. Attempts by the applicant to secure additional parking via lease agreement have failed.

On December 18, 2024, the Planning Commission made a recommendation of denial due to potential impacts events may have on the surrounding neighborhood.

Budget/Funding: None

Staff Recommendation: Staff recommends denial due to potential impacts to surrounding neighborhood. While the applicant has adequate parking for everyday use, the events which may happen periodically could negatively impact the neighborhood.

2400523 – A Special Exception Application submitted by COL Samuel R. Millar VFW Post 1860, Commander Jeffrey D. Cook for relief of existing parking Town Code requirements located at 654-B W. 11th Street, identified by Tax Map 20A1-2-3-3 and 4. The property is zoned C-2, Community Business District.

Town of Front Royal, Virginia

Planning Commission Monthly Meeting Agenda

☐ Consent Action ☐ Administrative Action ☒ Public Hearing ☐ Discussion

Agenda Item: Special Exception – #2400523

MEETING DATE: October 16, 2024

SUMMARY: A Special Exception Application for relief of existing parking requirements listed in Town Code Chapters 148-870-A.2, 148-870-A.6, 148-870-A.8, and 148-870-A.10. The property is located at 654-B W. 11th Street. The property is zoned C-1, Community Business District.

STAFF RECOMMENDATION: Staff recommends denial due to the fact that the applicant was aware of the hardship imposed by Town Code prior to acquiring the property and failed to demonstrate how they are going to mitigate the impacts to the neighboring community.

DRAFT MOTION: “I move that the Planning Commission forward a recommendation of denial to the Town Council due to the applicant’s inability to mitigate the negative impacts to the surrounding neighborhood.”

Or

“I move that the Planning Commission forward a recommendation of approval to the Town Council with the following conditions: “

State conditions....

Or

“I move that planning commission keep the public hearing open for further consideration until the regular scheduled meeting on November 20, 2024.”

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

PLANNING COMMISSION ACTION:

Moved _____ Seconded _____

Marshner _____ Neel _____ Marrazzo _____ 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 Exception #2400523

APPLICANT:

Col Samuel R. Millar, VFW Post 1860,
Commander: Jeffrey D. Cook

APPLICATION SUMMARY:

A Special Exception Application for relief of existing parking requirements listed in Town Code Chapters 148-870-A.2, 148-870-A.6, 148-870-A.8, and 148-870-A.10. The property is located at 654-B W. 11th Street. The property is zoned C-1, Community Business District.

GENERAL INFORMATION:

Site Addresses	654-B W. 11 th Street
Property Owner(s)	Hope & SB Property LLC
Zoning District	C-1, Community Business District
Historic District	No
Tax Identification	20A1-2-3-3

Aerial Map (Warren County GIS) – 654-B W. 11th Street



654-B W. 11th Street – Front Elevation



654-B W. 11th Street – Front Elevation



**Background
Information &
Relevant Codes:**

The VFW is attempting to reestablish themselves in Front Royal following a fire. The site they have purchased does not have adequate parking per Town Code. The assembly hall use requires 17 parking spaces calculated based on floor area of the use. Town Code provides a mechanism for Town Council to waive the parking requirements with a Special Exception.

Code Sections:

175-104

All new uses or developments, and changes of use, shall comply with the off-street parking requirements of Chapter 148.”

The Business License Application #2400308 for “Assembly Use” was denied because of insufficient parking.

148-870.A.2

Assembly Use

“One (1) parking space per four (4) fixed seats in the main assembly area or one (1) parking space per one hundred (100) net square feet.

Net square feet is defined as “*The total of all floor areas of a building, excluding stairwells, elevator shafts, equipment rooms, etc...*”

Basically, paint to paint minus interior walls.

The building has a Total Gross Square Footage of 1692 according to the submitted parking sketch. Thus, resulting in the requirement of 17 parking spaces.

Chapter 148-870-A.6-A.10

“Up to 20 percent of the total number of required off-street parking spaces may be designated for compact cars if signage is posted in front of the space to notify vehicles that the space is only for compact spaces.”

“With the exception of off-street compact car spaces, and off-street parallel spaces, off-street parking spaces shall include an area of not less than 162 square feet (9’ x 18’). Compact car spaces shall include an area of not less than 144 square feet (8’ x 18’).

The width of all interior parking lot aisles providing direct one-way access to individual parking spaces shall be as follows:

Minimum Aisle width twelve (12) feet, the minimum width of all interior parking lot aisle designed for two-way traffic flow shall be twenty (20) feet, except where 90-degree aisles are used, which shall require twenty-two (22) feet.

“A parking space shall be at least three (3) feet from a side or rear property line”....

“Parking space shall be setback a minimum of five (5) feet from any building or structure. This setback area may be used for sidewalks or landscaping.”

Chapter 148-870-A.18

“As with the standards of this chapter, off-street parking requirements may be waived by a special exception, in accordance with Section 148-211 of this Chapter.”

Decision Making Guidelines from Town Code

148-211-A.1

“When the strict adherence to the general regulations would result in substantial injustice or hardship; provided that, the special exception would not diminish public health, safety or general welfare, including, but not limited to consideration that adequate provisions are provided to ensure long-term maintenance of public and shared private facilities, and conformance with the goals and objectives of the Comprehensive Plan.”

148-211-D

“Prior to approval or denial of any request for an exception, the Planning Commission shall hold a public hearing, in accordance with Virginia Code §15.2-2204, to review and provide recommendations to Town Council.”

STAFF RECOMMENDATION:

Staff recommends denial due to the fact that the applicant was aware of the hardship imposed by Town Code prior to acquiring the property and failed to demonstrate how they are going to mitigate the impacts to the neighboring community.

CONSIDERATIONS:

1. Number of Events the VFW is permitted to hold annually, both internal and external? What is the duration of potential events?
2. Is parking containment possible, how can the applicant mitigate the impact to the surrounding neighborhood?
3. What is the maximum number of people that can utilize the structure at one time? How does this align with membership. The Warren County Occupancy Permit was issued for seventy-five (75) occupants.

The job of the Planning Commission is to make a recommendation as to whether or not the hardship to the applicant is present and how does the applicants situation impact the public.

ATTACHMENTS: 1) Application and associated documents from the Applicant
2) Warren County Certificate of Occupancy for Existing Building

2400523

SPECIAL EXCEPTION APPLICATION

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

APPLICANT**PROPERTY OWNER (if different)**

APPLICANT'S NAME: COL SAMUEL R. MILLAR VFW POST 1860 COMMANDER: JEFFREY D. COOK	PROPERTY OWNER'S NAME: HCPEN SB PROPERTY LLC
ADDRESS: [REDACTED]	OWNER'S ADDRESS: [REDACTED]
PHONE NUMBER: [REDACTED]	
EMAIL: [REDACTED]	

SECTION A - Property Information

Tax Map No. 20A1 2 3 3	Zoning District: C1
Site Address: 1054-B W 11th St, Front Royal, VA	
☐ Entrance Corridor ☐ Historic District ☐ Floodplain	

SECTION B - Details of Request

Project Name: VFW Post 1860 Change of Use
Special Exception Code Section(s): 175-104; 148-870; 175-127
General Describe of the request (please attached supporting information, such as plats, plans, details, etc.): VFW POST 1860 request Special Exception Application approval for relief of existing parking code(s). Attachments included are: (1) Special Exception Application; (2) Post 1860 Time Line cover letter; (3) Revised PLAT with new parking; (4) D8 JUN 23 - VFW POST 1860 REQUEST TO EDA.

SIGNATURE OF APPLICANT: Jeffrey D. CookDate: 09 SEP 24PRINT NAME OF APPLICANT: Jeffrey D. CookSIGNATURE OF PROPERTY OWNER: Satya BenDate: 09/09/24PRINT NAME OF PROPERTY OWNER: Satya Ben

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

(APPLICATION FEE: \$250.00)

June 2015.

RECEIVED
SEP 09 2024
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT

08 June 2023

Post 1860 Request to EDA

Background: Col. Samuel R. Millar, Veterans of Foreign Wars, Post 1860 in Front Royal, VA was destroyed by an arsonist in July 2015. Post 1860, a leader within VFW District 7, had 300 + members. Without a permanent home, our beloved Front Royal community suffers from a reduced Veteran exposure, our VFW sponsored monetary and civic contributions have not met our expectations and our 1860 Combat Veterans have no sanctuary. Despite hardships, 190 + Post 1860 members have identified an ideal property for our new home.

Target Property: Ben's Family Cuisines, located at 654 W. 11th Street, Front Royal, VA. is VFW Post 1860's future. This thriving, yet modest business, has blossomed for 9 years and counting. With limited private & public parking, loyal customers patronize Ben's, customers find parking, they enjoy great cuisine and our community loves Ben's!

Planning & Zoning (P & Z): This past winter, Post 1860 officers and our agent, Ms. Andi White, met with Front Royal P & Z officials in January 2023 regarding feasibility of a new VFW Post. Despite all efforts and discussions, Post 1860 was informed our purchase would require a "rezoning classification" from "Use by Right" to a "Social Club". The result would require VFW Post 1860 to secure a Special Use Permit (SUP) and we would be required to meet current Front Royal Town parking code(s).

Upon our analysis, Front Royal P & Z codes do not adequately capture or reflect 1860's 501(c)(19) nonprofit organizations focusing solely on making life better for veterans or current members of the Army, Marine Corps, Air Force, Navy, Space Force, Coast Guard nor the community they serve. VFW's are private and public!

Significance: The initial Front Royal P & Z judgment of "Private/Social Club" will indisputably harm our Post's attempt to purchase said property. Our VFW post will be open to the Public on multiple days, within a calendar year per Commonwealth law.

Our Post 1860's mitigation strategy is to purchase EDA owned acreage sufficient to obtain Front Royal and Warren County approvals. Post 1860 is seeking a fair market purchase of acreage for "parking".

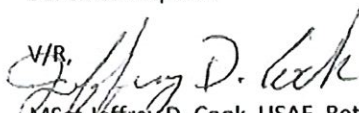
The Final Cut: P & Z determined we need to conform to existing "parking regs/codes".

- Target building is: ~1700 sq ft.
- 1 parking spot per 100 Sq Ft of target building; 17 by code, (20) to be safe.
- Seeking acreage: ¼ acre to 1.5 acre (negotiable)

Bottom Line: VFW Post 1860 is seeking a purchase of a portion of the former EPA designated Super Fund Site, AVTEX property directly located behind Ben's Family Cuisines, located at 654 W. 11th Street, Front Royal, VA.

- Existing black top property; kept intact and follow all EPA and FEMA guidance's.
- Seeking access from Monroe Street to newly purchased property.
- All acreage, location and stipulations negotiable despite the minimum to secure town and county SPU.

This, our final opportunity within Front Royal and Warren County, I trust you will wield just consideration for our small request.

V/R,

 MSgt Jeffrey D. Cook, USAF, Retired
 Commander, VFW Post 1860

VFW Post 1860

09 September 2024

VFW Post 1860 Restoration Effort

Section 230102 of the Veterans of Foreign Wars Congressional Charter:

The purpose of this corporation shall be fraternal, patriotic, historical, charitable and educational: to preserve and strengthen comradeship amongst its members; to assist worthy comradeship among its members and history of our dead, and to assist their surviving spouses and orphans; to maintain true allegiance to the Government of the United States of America, and fidelity to its Constitution and laws; to foster true patriotism; to maintain and extend the institutions of American freedom; and to preserve and defend the United States from all enemies whomsoever.

Past Post 1860 Reconstruction Efforts:

Immediately following the 2015 crime of arson against VFW Post 1860, post members pursued reconstruction of its damaged building. During 2015 and 2016 era, Post 1860 officers, Front Royal Planning and Zoning and Warren County officials conducted multiple meetings and discussions. Despite 1860's attempts to reconstruct, Front Royal Planning and Zoning Commissioner, Mr. Jeremy Camp, ruled and informed Post 1860 rebuilding would not be permitted as damage was too extensive, and the damaged VFW structure would require a complete demolishing. On 09 Jun 2016, Post 1860 began the sad undertaking of demolition.

From June 2016 to November 2017, Post 1860 researched and investigated multiple avenues to reconstruct a home on its own 12 ½ acres of Shenandoah River front property. Membership elected to purchase a modest sized steel building to reestablish its home. On 17 November 2017, Post 1860 members gleefully took receipt of a "to-be-constructed" building.

Once again, Post 1860 engaged Front Royal and Warren County officials seeking their guidance and their approvals of its new building construction. Post 1860 contracted with Racey Engineering to develop its plan to meet all codes, laws and regulations (Local, State and Federal). After meeting with Front Royal and Warren County officials, Post 1860 was confronted with the distinction of Flood Plain verses Flood Zone restrictions.

In the end, our new construction required, at a minimum, a 10-15 ft. buffer elevation from ground level. 1860 accordingly adjusted its engineering package. With FEMA and Commonwealth of Virginia rules incorporated into our design, 1860 priced the complete rebuilding effort. Astonishingly, 1860 received restoration packages from \$1.2M to \$1.7M, far exceeding our existing funds. Out of options to rebuild on our property, 1860 faced its hard reality.

Desperate to find and fund a new post home, 1860 sold both our cherished river front property and our unconstructed steel building in 2019 to acquire sufficient funds to reestablish ourselves. Since the sale of our home, we continued to investigate any opportunity to recreate at home. We look and review every possibility when they become available. On 08 January 2023, Post 1860's hope met Ms. Hope/owner of Bens Cuisine @ 654 W 11Th Street and 1860's hope sprung eternal once again!

Post 1860 Purchase of Ben's Cuisine:

Jan 13, 2023 Planning and Zoning Meeting (P&Z): 1860 Post Commander Cook, Andi White and Planning and Zoning Officials/John and Lauren regarding concept of establishing a VFW post at the former Ben's Cuisine property. P & Z officials graciously evaluated all Town code for possibilities to match a VFW Post to existing use categories currently identified. P & Z's initial determination was VFW Post more closely matched a "Social Club" designation which required a significant parking increase. Thus, Post 1860 began its search to meet P & Z guidance.

09 September 2024

VFW Post 1860 Restoration Effort

Jan 17, 2023 EDA Meeting – EDA Chairman, Jeffrey Browne, the Director of the EDA, Joe Petty, Post 1860 Commander, Jeff Cook and Andi White met to discuss the possibility of leasing, purchasing or obtaining an easement on the Avtex property located on the corner of Kendrick Lane and Monroe Ave. Sole purpose of inquiry – Post 1860 secure “off-street parking” conforming to Town of Front Royal Planning & Zoning officials’ guidance.

Feb 15, 2023 Correspondence – Post 1860 received e-mail from the EDA Chairman, Jeffrey Browne, stating the EDA could not guarantee any transfer of property. None of Post 1860’s request for a sale in part or whole, long-term lease, rent or an easement were possible. EDA officials indicated their focus was in actively pursuing sale of the target property, in part, or in whole, with two other interested developers.

Feb 22, 2023 Correspondence - The EDA Director, Joe Petty, referred Post 1860 representatives to Greg Harold (EDA Asset Committee) regarding potential VFW purchase for Avtex property. Post 1860 representatives contacted Mr. Harold. During a 45-minute phoncon, Post 1860 reps were informed of EDA’s rationale for the EDA’s disinterest in Post 1860’s inquiry/offer. The EDA officials explained their desires for formerly designated Super fund Avtex property.

VFW Post 1860’s small request for acquiring property allowing 10-15 parking spaces required meeting Front Royal code and re-establish of a Front Royal Veterans of Foreign Wars (VFW) post wasn’t within the EDA’s on-going plans nor worth further consideration. Post 1860 had no interest in interrupting the EDA’s aspirations to develop Condo communities on the long dormant and highly regulated property.

May 18, 2023 Meeting – VFW Reps, Jeff Cook and Andi White met with the EDA Director, Joe Petty, to revisit a grant/purchase/lease of a portion of the Avtex lot for parking. Following recent elections results or appointments, 1860 reps hoped to readdress its needs with the EDA. With a changed board, we felt new board members may view 1860’s request differently.

Jun 8, 2023 EDA Property Request – VFW Post 1860 Commander, Jeff Cook, submitted formal request to EDA for consideration of sale, or lease or any agreed to terms for purpose of VFW Post 1860 securing space for “off-street parking”.

June 15, 2023 EDA Meeting – Andi White met with the EDA Asset Committee to revisit the VFW purchasing a portion of the Avtex lot for parking since there were new members on the EDA Board.

June 22, 2023 EDA Feedback - EDA denied the request from the VFW to purchase any of the property on the corner of Kendrick Ln and Monroe Ave to meet off-street parking requirements set forth by the Town for 654 W. 11th St.

July 27, 2023 Response - Received an email from Jorie Martin (Asset Committee) informing me that the EDA had denied the VFW’s request.

Neighboring Properties Inquiries – On multiple occasions, Kristinia/listing agent and Andi/Post 1860 agents contacted the property owners directly adjacent (The Family Grocery) to 654 W 11Th Street property. Post 1860’s sought to strike and agreement, at our cost, to secure additional parking. On-site visits, e-mail and phone calls were ignored, not responded to or rejected.

1860 Post Commander directly reached out to Steve Guizar/Lead Pastor of Front Royal Church of the Nazarene regarding any possibility to secure rental of parking or leasing spots or other means. All attempts were ignored or avoided outright.

09 September 2024

VFW Post 1860 Restoration Effort

May 08, 2024 Application for Zoning Approval for a Business License - 1860 Commander submitted package to Planning and Zoning requesting property use change to "Assembly Hall". If successful, Post 1860 assessed existing Front Royal code would support establishment of our new home with no additional parking needed.

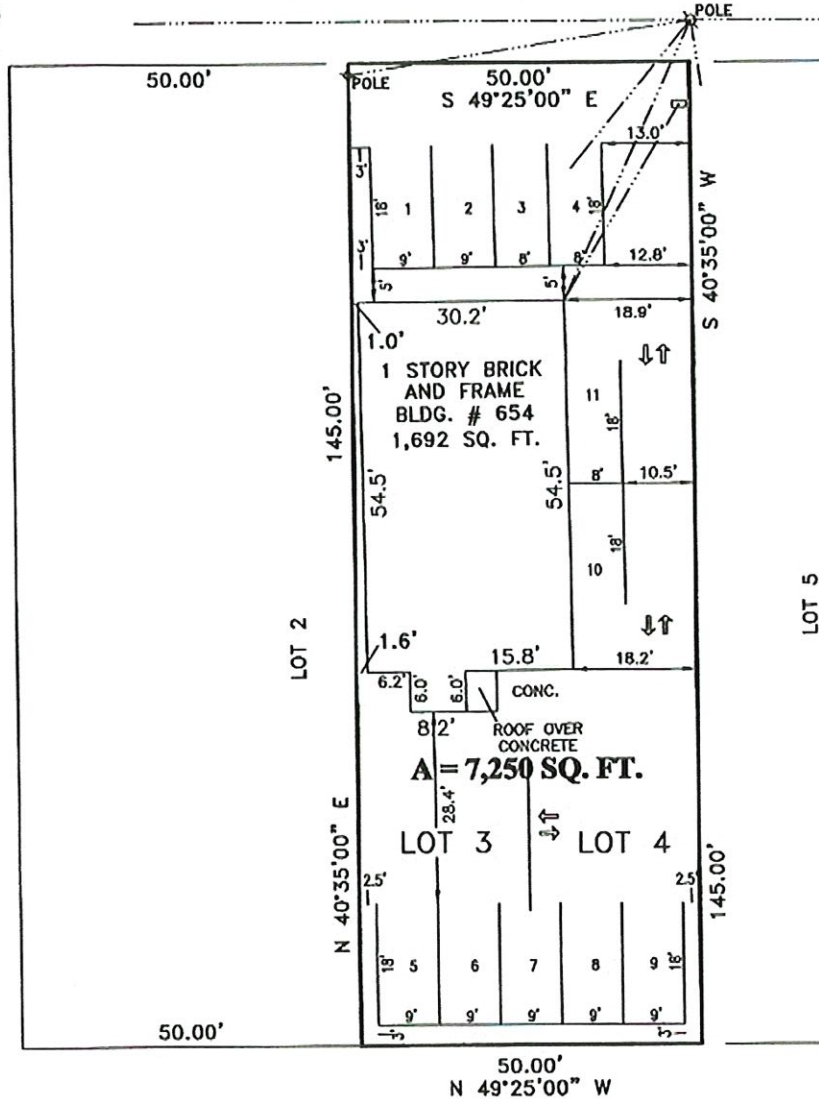
29 May, 2024 Rezoning Request Denied – P & Z rejected Zoning Approval for a Business License leaving one remaining option to continue with its effort to purchase the Ben's Cuisine property. Post 1860 last effort before abandoning property purchase is submission and approval of a "Special Exception Application (SEA) waiving/amending existing parking requirements. This will exhaust all possible avenues for Post 1860 purchase of the 654 W 11Th Street property.

PER FILED MAP
SCALE 1" = 20'

MONROE AVE.

W. 11TH STREET

60' WIDE

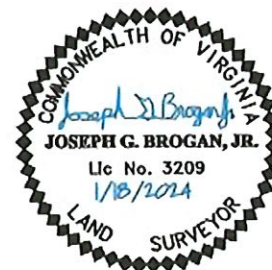


N/F IND. DEV. AUTHORITY PER INST. # 000001681

PROPERTY ZONED C-1.

TOTAL PARKING SPACES SHOWN = 11.

SKETCH SHOWING PROPOSED PARKING
ON LOTS 3 AND 4, BLOCK 3
ROYAL VILLAGE SUBDIVISION
NORTH RIVER MAGISTERIAL DISTRICT
TOWN OF FRONT ROYAL
WARREN COUNTY, VA.



PREPARED BY
BROGAN LAND SURVEYING, PLC
P.O. BOX 1578
FRONT ROYAL, VA. 22630
tel&fax (540)635-5657
JANUARY 18, 2024

COUNTY OF WARREN
220 N COMMERCE AVE
SUITE 400
FRONT ROYAL, VA 22630

Certificate of Occupancy

Permit Number: 0001007-2007

Permit Type:BLD2

Date Issued: 9/20/2007

Owner Name: WILLIAMS, TAMMIE/ROYAL VILLAGE TAV.
Site Address: 654 W 11 ST
FRONT ROYAL, VA
22630

Contractor: Owner Contracted

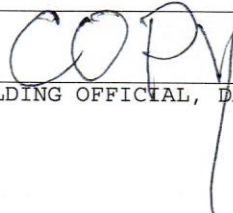
Map Number: 20A1
District:
Area: 1 TOWN OF FRONT ROYAL
Sub Division: N/A
Zoning: N/A
Occupant Load: 75 Health Permit#: TOWN
Number of Bedrooms->Approved: N/A Built: N/A
Date Completed: 9/20/2007

Lot: 3 Section: 2 Block: 3
USBC Edition: 2003
Use Group: A-3 ASSEMBLY-WORSHIP/REC/AMUS
Usage: N/A
Construction: 5B COMBUSTIBLE/UNPROTECTED
Water: PUBLIC
Sewer: PUBLIC
Sprinkler: Required:

Nature of Work: CERTIFICATE OF OCCUPANCY FOR EXISTING BUILDING

Modifications:
Modifications:
(C.O.)

CERTIFICATE OF OCCUPANCY FOR EXISTING BUILDING
MAXIMUM OCCUPANTS -- 75 PERSONS


BUILDING OFFICIAL, DAVID C. BEAHM

Date



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: January 6, 2025

Item# 04B

Agenda Item: Proposed Zoning Text Amendment Pertaining to Performance Standards for Tobacco, Smoke or Vape Shops

Summary: On October 29, 2024 at their regular meeting, the Front Royal Town Council directed their Planning Commission to draft a zoning text amendment to define and permit vape shops by special use permit. Staff presented a draft text amendment to Planning Commission on 11/06/2024 and again on 12/04/2024.

Staff presented both a by-right text amendment and a Special Use Permit amendment. The main distinction between the two uses can be discerned from the definition. Once the primary retail product becomes tobacco, smoke or vape merchandise, the Special Use Permit becomes necessary. The by-right mechanism would relegate **any** retailer selling any type of tobacco, smoke or vape product to a distance of 1,000 linear feet from the property boundary of a day-care or school. Essentially, in keeping with regulations for community health, safety and welfare, all tobacco, smoke or vape products would be regulated in some form within the C-1 and C-3 districts.

On December 18, 2024, the Planning Commission made a recommendation for approval.

Budget/Funding: None

Staff Recommendation: Staff recommends adoption of both the by-right text amendment and the Special Use Permit amendment. If using the justification of protecting the public from the dangers and proliferation of tobacco and nicotine products, especially children, then any regulatory mechanism, in the staff's opinion, should be all encompassing.



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

**Planning Commission Regular Meeting
December 18, 2024
Staff Report**

Application #	2400599 - Zoning Text Amendment	
Applicant	Town of Front Royal	
Request/Summary	On October 29, 2024 at their regular meeting, the Front Royal Town Council directed their Planning Commission to draft a zoning text amendment to define and permit vape shops by special use permit. Staff presented a draft text amendment to Planning Commission on 11/06/2024 and again on 12/04/2024.	
Enabling Statute <i>§15.2-912.4. Regulation of tobacco, nicotine, and hemp product retail sale locations.</i>	Any locality may by ordinance regulate the retail sale locations of tobacco products, nicotine vapor products, alternative nicotine products, as such terms are defined in § 18.2-371.2, or hemp products intended for smoking, as such term is defined in § 3.2-4112, for any such retail sale location and may prohibit a retail sale location on property within 1,000 linear feet of a child day center as defined in § 22.1-289.02 or a public, private, or parochial school. An ordinance adopted pursuant to this section shall not affect (i) a licensee holding a valid license under § 4.1-206.3 or (ii) any retail sale location of tobacco products, nicotine vapor products, alternative nicotine products, or hemp products intended for smoking operating before July 1, 2024. "Child day center" means a child day program offered to (i) two or more children under the age of 13 in a facility that is not the residence of the provider or of any of the children in care or (ii) 13 or more children at any location. https://law.lis.virginia.gov/vacode/title15.2/chapter9/section15.2-912.4/	
Ordinance Language	By-right Ordinance 175-39.A Use Regulations COMMERCIAL Tobacco, smoke or vape shop <i>in accordance with provisions of 175-152</i> 175-53.2.A Use Regulations COMMERCIAL Tobacco, smoke or vape shop <i>in accordance with provisions of 175-152</i>	Special Use Permit Ordinance 175-39.B Use Regulations COMMERCIAL Tobacco, smoke or vape shop 175-53.2.B Use Regulations COMMERCIAL Tobacco, smoke or vape shop 175-3 Definitions <i>Tobacco, smoke, or vape shop: A business involving the sale of tobacco</i>

	175-152 Tobacco, Smoke, or Vape Shop Performance Standards A. Definitions <i>Tobacco, smoke, or vape shop:</i> A business involving the sale of tobacco products, nicotine vapor products, alternative nicotine products, as those terms are defined in the Code of Virginia § 18.2-371.2, and hemp products intended for smoking, as such term defined in §3.2-4112, and any kratom products as regulated by the Code of Virginia § 59.1-200, and paraphernalia. “Paraphernalia” refers to any objects, devices, or equipment that are primarily used to facilitate or enhance the act of smoking or vaping. This includes but not limited to; cigarette rolling papers, Cigarette filters, Pipes, Bongs, Hookahs, Vape Pens and E-Cigarettes, Grinders, Rolling Machines, Screens and Dab Rigs. B. Performance Standards 1. Shall not be located within 1,000 feet of any child or day care center, as defined in §22.1-289.02 or a public, private, or parochial school. a. Measurements made to verify compliance shall be made in a straight line, without regard for structures or objects, for, 1,000 feet from the boundaries of the property on which	products, nicotine vapor products, alternative nicotine products, as those terms are defined in the Code of Virginia § 18.2-371.2, and hemp products intended for smoking, as such term defined in §3.2-4112, and any kratom products as regulated by the Code of Virginia § 59.1-200, and paraphernalia and where such products are twenty-five (25) percent or more of the store's total inventory or fifteen (15) percent or more of the store's total display area. “Paraphernalia” refers to any objects, devices, or equipment that are primarily used to facilitate or enhance the act of smoking or vaping. This includes but not limited to; cigarette rolling papers, Cigarette filters, Pipes, Bongs, Hookahs, Vape Pens and E-Cigarettes, Grinders, Rolling Machines, Screens and Dab Rigs.
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	a public or private school or day care center	
Staff Recommendation	Staff recommends adoption of both the by-right text amendment and the Special Use Permit amendment. The main distinction between the two uses can be discerned from the definition. Once the primary retail product becomes tobacco, smoke or vape merchandise, the Special Use Permit becomes necessary. The by-right mechanism would relegate any retailer selling any type or tobacco, smoke or vape product to a distance of 1,000 linear ft from the property boundary of a day-care or school. Essentially, in keeping with regulations for community health, safety and welfare, all tobacco, smoke or vape products would be regulated in some form within the C-1 and C-3 districts. While determining whether a Special Use Permit could prove difficult, staff discourages the adoption of only one mechanism. If using the justification of protecting the public from the dangers and proliferation of tobacco and nicotine products, especially children, then any regulatory mechanism, in staff's opinion, should be all encompassing.	



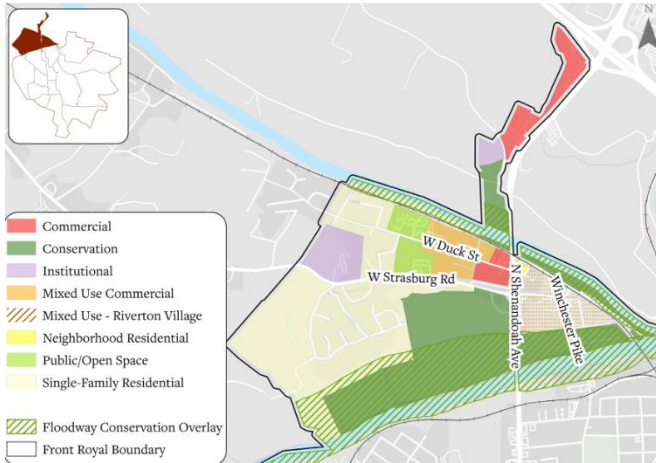
COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: January 6, 2025

Item# 04C

Agenda Item: Proposed Comprehensive Plan Amendment for the Area between Strasburg Road/Duck Street to Rugby Street

Summary: The Planning Commission, in response to two previous rezoning requests in the Riverton Planning District, more specifically in the vicinity of Strasburg Road and Duck St, have taken up a Comprehensive Plan amendment to show a future land use designation of neighborhood residential.



The current Comprehensive Plan adopted in May of 2023, designates this area of Town for commercial use. In the 1980s, this portion of Town was rezoned from residential to C-1 Commercial however the underlying land uses have always been residential in nature.

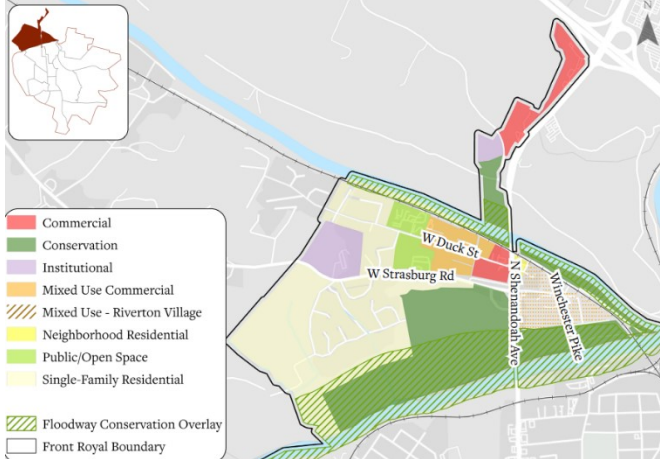
Budget/Funding: None

Staff Recommendation: Staff recommends approval of the Comprehensive Plan Amendment in accordance with sound planning principles.



TOWN OF FRONT ROYAL DEPARTMENT OF PLANNING & ZONING

Planning Commission Regular Meeting December 18, 2024 Staff Report

Application #	2400652 Comprehensive Plan Amendment
Applicant	Town of Front Royal
Request/Summary	The Planning Commission, in response to two previous rezoning requests in the Riverton Planning District, more specifically in vicinity of Strasburg Road and Duck St, have taken up a Comprehensive Plan amendment to show a future land use designation of neighborhood residential. The current plan projects this portion of the district to be developed as a mixed-use commercial area. The current zoning is C-1, Commercial Business District. Staff presented a draft Comprehensive Plan amendment to the Planning Commission on 12/04/2024.
Background	 The current Comprehensive Plan adopted in May of 2023, designates this area of Town for commercial use. In the 1980s, this portion of Town was rezoned from residential to C-1 Commercial however the underlying land uses have always been residential in nature.
Staff Recommendation	The recommendation from staff is that the area, for the purposes of good planning, should be designated as neighborhood residential. In the past year, there have been two rezoning applications to downzone and revert parcels in this area to R-3 Residential. As this part of town has seen limited commercial development since the initial rezoning, and because the dimensional standards set forth in the Zoning Ordinance and Subdivision Ordinance have the capacity to severely limit viable commercial development.



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: January 6, 2025

Item# 04D

Agenda Item: Final Subdivision Plat for a Major Subdivision (33) dwelling units and 1 existing Single-Family Dwelling at 344 W. Main Street from McCarty

Summary: The application for review is a request for Final Subdivision Plat approval for a major subdivision submitted by Jay McCarty, Neal McCarty, and Dennis McCarty to divide approximately 4.34 acres into thirty-four (34) lots and thirty-three (33) dwelling units (16 duplexes and 1 existing SFD) located at 344 W. Main Street. The property is zoned R-2, Residential District requiring a minimum lot size of 8,000 SF which can be further subdivided for duplexes to 4,000 SF.

Budget/Funding: None

Staff Recommendation: Staff recommends approval



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

**STAFF REPORT – FINAL PLAT APPROVAL MAJOR SUBDIVISION
PLANNING COMMISSION– December 18, 2024**

APPLICATION #:

Final Plat Approval Major Subdivision
#2400641

APPLICANT:

Jay McCarty, Neal McCarty, Dennis McCarty

SUMMARY OF REQUEST:

A request for final plat approval for a major subdivision submitted by Jay McCarty, Neal McCarty, and Dennis McCarty for a subdivision containing thirty-four (34) lots for thirty-three (33) dwelling units (16 duplexes and 1 existing SFD) located at 344 W. Main Street. The original land area was comprised of 3 lots, 2 lots were undeveloped open space with the original dwelling unit situated on the remaining lot.

GENERAL INFORMATION:

<i>Site Addresses</i>	344 W. Main Street
<i>Property Owner(s)</i>	McCarty Donald J/McCarty Dennis P/McCarty Douglas Neil
<i>Zoning District</i>	R-2, Residential District
<i>Tax Identification</i>	20A6-5-8, 8A, 8B
<i>Location</i>	The subject property is located on W. Main Street between North Street and Viscose Avenue with Orchard Street running behind the property.
<i>Existing Use</i>	Single Family Dwelling and Vacant Lots
<i>Proposed Use</i>	Thirty-three (33) dwelling units (16 duplexes and 1 existing SFD)

AERIAL MAP – 344 W. Main Street – Warren County GIS



[illegible]

INFORMATION ON THE APPLICATION:

<i>SUMMARY</i>	The proposed subdivision divides approximately 4.34 acres over three lots into a 34 lot subdivision for 33 dwelling units. The existing dwelling unit has been subdivided out and will remain. The property is zoned R-2, Residential District which requires a minimum lot size of 8,000 SF but may be further divided into 4,000 SF duplex lots.
<i>PRELIMINARY SUBDIVISION PLAN</i>	Town Code, Chapter 148, Section 310, specifies that “(a) Preliminary Plan is required for all proposed major subdivisions. The Preliminary Plan review process includes review and approval of the subdivision design before submission of a Subdivision Plan and Final Plats. The Planning Commission has approval authority for Preliminary Plans. The Planning Commission approved the Preliminary Plan at the August 21, 2024. The Preliminary Plan approval is effective beginning September 13, 2024. The Preliminary Plan shall be valid for a period of five (5) years, provided the subdivider (i) submits a final subdivision plat for all or a portion of the property within one (1) year of such approval or such longer period as may be prescribed by the commission, and (ii) thereafter diligently pursues approval of the final subdivision plat.
<i>FINAL SUBDIVISION PLAT</i>	Town Code 148-315 of the Town Code requires major subdivisions to obtain approval of a subdivision plan and final plats within thirty-six (36) months of approval of the preliminary plan. This will be the current step in the process for approval of this subdivision prior to recordation of the lots and development. Unlike Preliminary Plans, Subdivision Plans and Final Plats require approval by Town Council. In addition, bonding is required.
<i>CONCLUSION</i>	Staff supports approval of the Final Subdivision Plat.

ATTACHMENTS: 1) Application and supporting documentation.



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

RECEIVED
NOV 12 2024
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT
Main: 540.635.4236
Fax: 540.631.2727
Internet: www.frontroyalva.com

PERMIT#2400641

APPLICATION FOR FINAL PLAT APPROVAL
(involving new streets, utilities or more than 8 lots)
MAJOR SUBDIVISIONS

Application is hereby made for approval of a final plat of a major subdivision as shown on the accompanying documents.

1. Applicant's name JAY, NEAL & DENNIS MCCARTY Phone 703-407-7559
Applicant's Address 12425 CHAPEL RD, CLIFTON, VA, 20124
2. Subdivision name SQUIRREL HILL DEVELOPMENT
3. Present owner (if other than #1) _____
4. Location of Subdivision 344 W. MAIN ST
5. Tax Map Number 20146-5 Parcel Number 8, 8A, 8B
6. Total Acreage 1.34 AC. Zoning Classification R-2
Number of Existing Lots/Parcels 3
Total Number of Lots ~~30~~ 34
7. Acreage of adjoining land in same ownership (if any) 0
8. Date of Preliminary Plat Approval by Planning Commission _____
9. List any changes made in this plat since preliminary plat approval _____

(attach additional sheets if needed)
10. Number of lots proposed for final approval ~~30~~ 34

PLEASE COMPLETE REVERSE SIDE

11. Attach: (A) Eight copies of Final Plat, along with a *digital copy*
- (B) Street Cross - Sectional Drawings showing existing & proposed grades (Section 148-14)
- (C) Land Disturbing Permit (obtained through Building Inspector's office)
- (D) Surface Drainage/Erosion & Sediment Control Information
- (E) Landscaping Plan (Section 148-46)
- (F) Performance Bond in amount determined by Town Engineer and approved by Town Attorney
- (G) Additional documents required by Sections 148-14 and 148-15 of the Subdivision and Land Development Ordinance

The above information is correct and the proposed subdivision will conform with the regulations of the Town of Front Royal Subdivision and Land Development Ordinance and the Standards and Specifications for Water & Sewer, adopted January 11, 1988, as amended.

11/12/24
Date


Signature of Applicant

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.

Designated contact for applicant: Joe BROGAN, Jr., 540-974-6013

Fee \$ 4,400.00 *

Date Paid 11-12-24
CK# 1027

*Final plat fee is \$1,000.00 per plat, plus \$100.00 per lot.



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: January 6, 2025

Item# 04E

Agenda Item: Liaison Committee Meeting Items for January 16, 2025

Summary: Council is requested to suggest items to be added to the Liaison Committee Meeting Agenda scheduled for January 16th in the Town Hall at 6:00pm. The Town is hosting. Attached is the Liaison Committee Meeting Minutes from October. Council is also requested to appoint someone to attend the meeting with the Mayor.

Budget/Funding: None

Staff Recommendation: Council takes desired action.



**AGENDA TOWN/COUNTY LIAISON
COMMITTEE MEETING – Minutes**
Board Room – Warren County Government Center, 220
North Commerce Avenue
Thursday, October 17, 2024, at 6:00 PM



Present from the Town: Lori A. Cockrell, Mayor; Joshua L. Ingram, Councilmember; Joseph E. Waltz, Town Manager

Present from the County:

Cheryl L. Cullers, Chair-Supervisor (Fork District); Richard A. Jamieson, Supervisor (North River District); Dr. Edwin Daley, County Administrator

Others Present: Zach Henderson, Deputy Clerk; David Beahm, Building Official; and Members of the audience including but not limited to councilmembers, supervisors, and Town/County staff.

Call to Order – Board of Supervisors – Chair, Cheryl Cullers

Ms. Cullers called the meeting to order at 6:00 PM and requested that Ms. Gloria Knott from the Tow Board be added to the agenda to speak to the Committee.

Joint Tow Board Cap Discussion

Ms. Knott thanked the committee and stated that at their last meeting a motion was made to put a cap on tows due to the cost of the replacement equipment as well as truck maintenance and the rising costs of insurance taxes.

Ms. Cullers asked about the Tow rotation amongst the companies involved and how they are chosen for assignments. Ms. Knott stated that the customer has the right to select a certain company to assist them and if they are unavailable then it goes to the rotation list that each law enforcement agency has access to.

Mayor Cockrell asked if the current companies on the list need to reapply after a certain number of years or if there are any time limits to that at all. Ms. Knott stated that companies currently on the list, stay on the list until something external occurred to remove them, and the decision to remove a company comes from the Tow Board itself.

Property Maintenance Code – County

Mr. Beahm provided the committee with a flow chart for the complaints as far as for violations of either building code or property maintenance. And per the chart, there are only three possible outcomes. The first being that the complaint is unsubstantiated. The second is to have compliance, when an item is found, noted, and the individual takes care of the complaint whether it be a homeowner, landlord, or whomever. The third is through the legal process and go through the Court system. The Building Inspections department can determine if a structure is unsafe and ask all occupants to vacate, however, they are not allowed to dictate to a property owner to do so, in which case law enforcement is involved.

Mayor Cockrell addressed recent comments from Ms. Cook emphasizing the frustration with certain residents and the way some of the buildings in which they live are kept and asked if anything can be done and what that would look like. Mr. Beahm stated that there is little that can be done in part because there are numerous tenants who are fearful to complain and that that landlord is trying to find a reason to evict them. Additionally, for a vast majority of situations, the only way to achieve a tangible correction is to take individuals to court which involves a lot of time and money.

Ms. Cullers asked about potential inspections, possibly on an annual basis. Mr. Beahm stated that typically an inspection can't be done until there is a turnover.

Increase in Solid Waste Tipping Fees- Town

Mayor Cockrell stated that the Town did a cost-of-service study for their solid waste with the knowledge that there would be an increase for the citizens due to inflation. When the County approved the increase in June, it equated to approximately \$4 extra for the Town citizens in addition to the suspected increase from the Town with a similar dollar amount, and the Town wanted to discuss how to better communicate with the County and one another.

Mr. Ingram added that a big factor is that the Town has been “running in the red” with waste management for a few years, and that was only discovered recently. the increased rate would just be to get the down “back in the black” and should have been done years ago.

Dr. Daley state that the Board has been discussing what do to do with the tipping fee and what the County pays the landfill for the last four years with a redline of approximately \$2 million a year. Additionally, in the new contract there is a significant increase of approximately 25% which translates to half a million dollars and instead of increasing taxes for the citizens, the Board decided to increase the fees from \$69 to \$79.

Ms. Cullers stated, in terms of communication, all parties can do better and improve. Additionally, this has been brought up many times in prior budget meetings throughout the year and there was an assumption that based on the number of times it had been discussed, that it was “on the town’s radar”.

Vape Shops – Town

Mayor Cockrell stated that the Town is looking at an ordinance that would provide some boundaries and parameters such as, proximity from each other, schools, daycares, churches etc. More recently there was a discussion on the possibility of making them special use permit which would mean that it would have to come to the planning commission before going to the Council. She then asked how the approval process goes for these on a county level.

Dr. Daley state that it all depends on the specific location. If they are in the correct zone, then all that is needed is a building permit.

Per Town of Front Royal staff, a draft ordinance is being prepared that will be on a woke session agenda is early November that will create performance standards that will mitigate the secondary effects. In terms of the exterior aesthetic, lights are already not permitted but they are allowed a certain number of signs.

Transportation Subcommittee Update – Town

Mr. Ingram state that there isn’t much news that hasn’t been discussed in prior subcommittee meetings and that most of the discussion are centered around updates from V-DOT, therefore, a discussion was had to only have quarterly meetings due to the simple fact that there hasn’t been much to discuss recently.

Regional Shooting Range Facility – County

Ms. Cullers stated that it goes to the planning commission in November after a joint meeting with the Board of Supervisors to discuss it, and when a tangible plan is established then a more in-depth conversation can take place.

Mr. Waltz stated that he has had conversations with Sheriff Cline and expressed a shared vision of an indoor training facility and hopefully partner with regional and federal agencies but acknowledged that it will take time.

Town/County/School Communications – Town/County

Mayor Cockrell stated that due to recent housing development trends, proffer logistics, and school governance responsibility, that a committee be established consisting of town, county, and school for a greater discussion on development and the overall decision making since it impacts the town and county alike as the community grows and more

people move in.

Dr. Daley reminded the Committee that additional housing costs the taxpayers money. A house that costs \$600K, the residents will pay approximately \$3K in taxes for one child in public schools.

Dr. Jamieson stated that one of his priorities when he came on to the Board was to quantify metrics that will provide reliable information on what the burden of any kind of development is whether it's commercial, industrial, residential, revenue streams etc.

Water Usage Outside Town Limits During Town Water Conservation – Town

Mayor Cockrell stated that unfortunately the Town has to have water conservation over the last two summers and went from voluntary to mandatory. The town enforces the rules about water conservation but since there are businesses and citizens in the County who use Town water, questions have been asked from town residents how those are enforced for those in the County that use Town water.

Mr. Waltz stated that, per their legal counsel, the Town cannot enforce Town Code on County citizens. However, the Town is looking for an idea to ensure that every water user in the Town and County complies with water conservation efforts when needed.

Dr. Jamieson commented on if there are statistics on residential versus commercial and industrial use, emphasizing that the water restrictions are "principally residential" in style. He further stated that anyone who has the benefit of use of a water system has an obligation to participate in the necessary restrictions as they are needed.

Healthcare Resolution Next Steps – Town

Mayor Cockrell stated that this item is in response to the County and Town both passing the recent Healthcare Resolution and asked about the next steps.

Dr. Daley stated that it's a matter of looking at the math that any healthcare providers look at the market and to see how strong that market is and commented healthcare being one of the largest industries in the area and that it was more of an Economic Development project.

Ms. Cullers commented on the "monopoly" that Valley Health has and that they have pulled services that the prior hospital had, and that people used and expected. It needs to be a valley issue instead of a local issue where all the affected areas come together as an equal force similar to what was done with Broadband.

Tourism – County

Ms. Cullers stated that the County has put out applications for the new Tourism Committee and is pushing to get this started because Warren County has been missing out on a lot of opportunities and urged for continued good cooperation with Discover Front Royal.

The meeting adjourned at 8:00 PM – the next meeting will be Thursday, January 16, 2025 at 6:00 PM in the Council Chambers at Town Hall



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: January 6, 2025

Item# 04F

Agenda Item: FY26 Budgetary Items for Review

Summary: Staff is providing council with a list of items that may be included in the FY26 budget prior to being incorporated into the FY2026 proposed budget.

Budget/Funding: These items may be incorporated into the FY2026 budget.

Staff Recommendation: Staff recommends for council to review the listed items and provide staff with feedback and/or possible concerns, which will give staff an opportunity to prioritize budgetary items and provide additional information regarding items.

FY26 Budgetary Items

**Highlighted items will likely be deferred for the future and are not planned to be included in the FY25 proposed budget at this time*

***Additional items are anticipated to be deferred in order to provide a balanced proposed budget*

STAFFING/SALARY CHANGES (OPERATING EXPENSE)		
Department	Description	Budget Impact
ALL	Estimated 7% Medical Insurance Increase	\$ 123,686.00
ALL	2.7% C.O.L.A. (Implement Jan 2026)	\$ 159,425.00
ALL	3% Average Merit (Implement Oct 2025)	\$ 318,860.00
Town Manager	Assistant Town Manager	\$ 105,000.00
Planning & Zoning	Additional Position	\$ 102,000.00
General Properties	Additional Part-time Maintenance Worker	\$ 50,000.00
Horticulture	Additional Part-time Maintenance Worker	\$ 40,000.00
Public Works	Public Works Deputy Director	\$ 80,000.00
W/S Line Maintenance	Additional Utility Line Technician	\$ 50,000.00
Waste Water Treatment Plant	Swing Shift Operator	\$ 50,000.00
Town Attorney	Part-time Position	\$ 30,000.00
Finance Department	Director of Finance	\$ 90,000.00
Police	4 Additional Sworn Officers	\$ 340,000.00

SERVICES (OPERATING EXPENSE)		
Department	Description	Budget Impact
Council	Drug Court (Year 4 of 10)	\$ 50,000.00
Council	Town Scholarships	\$ 3,000.00
FREDA	FREDA Seed Money for Operations/Projects	\$ 50,000.00
FREDA	Retail Strategies	\$ 55,000.00
Police	Consultant for Firing Range	\$ 20,000.00
Planning & Zoning	Standards and Specifications Manual Update	\$ 20,000.00
Energy Services	Power Supply Consulting	\$ 40,000.00
Water Treatment Plant	Regulatory Compliance PFAS & Lead & Copper Requirements (Year 1 of 2)	\$ 25,000.00
Water Treatment Plant	Impingement & Entrainment Study Source water/Intakes	\$ 100,000.00
Sewer Line Maintenance	Update Sewer Model	\$ 130,000.00
Solid Waste	Warren County Tipping Fees	\$ 270,000.00
Solid Waste	Camera Maintenance Fee	\$ 6,000.00
Energy Services	Asset Work Order Software (Year 3 of 5)	\$ 9,500.00
Horticulture	ACES Large Tree Removal Project - Gazebo Tree Renovation (Year 2 of 2)	\$ 25,000.00
Horticulture	Tree Purchases	\$ 6,000.00
Horticulture	Greenway Trail/Happy Creek Maintenance South Street to 8th Street (Year 2 of 5)	\$ 2,000.00
Horticulture	Yearly Tree Canopy (Year 2 of 3)	\$ 5,000.00
Horticulture	Hazardous Tree Removal (not replacement)	\$ 10,000.00
Solid Waste	Brush Grinding Services	\$ 50,000.00
Highway Maintenance	Stormsewer Survey Mapping (Year 2 of 4)	\$ 100,000.00
Traffic Signalization	Creation of new department under street fund	\$ 160,187.00

MACHINERY & EQUIPMENT (CAPITAL PROJECTS)		
Department	Description	Budget Impact
Police	Replace Body Worn Cameras	TBD
HR	Timeclock System (Seed Money)	TBD
I/T	Replace computers running Windows 10	\$ 55,000.00
I/T	Replace camera system non-enterprise funds	\$ 30,000.00
Waste Water Treatment Plant	SNDR Jet Pump (Storage Nitrofication/Denitrofication Reactor)	\$ 50,000.00
W/S, Solid Waste, Streets	Replace 1988 Track Loader (Year 1 of 2)	\$ 150,000.00
Sewerline Maintenance	Ques Camera Truck (Year 1 of 2)	\$ 60,000.00
Solid Waste	Replace Dumpsters (Year 2 of 5)	\$ 30,000.00
Highway Maintenance	Snow Plow Replacements (Year 4 of 4)	\$ 20,000.00
Highway Maintenance	Salt Spreader Replacement (Year 2 of 5)	\$ 40,000.00
VEHICLES (CAPITAL PROJECTS)		
Department	Description	Budget Impact
Fleet Maintenance	Replace Unit#542 (2002 GMC 3500 Utility Bed 4x4 Pickup) Year 2 of 3	\$ 35,000.00
Police	Replace Unit #223 (2020 Ford Explorer)	\$ 53,000.00
Police	Replace Unit #225 (2020 Ford Explorer)	\$ 53,000.00
Police	Replace Unit #228 (2020 Ford Explorer)	\$ 53,000.00
Energy Services	Replacement of unit#364 (2017 Ford F-550 Service Bucket) (\$66,000 previously budgeted)	\$ 45,000.00
Water Treatment Plant	Replace Unit #635 (2008 Ford F-250)	\$ 65,000.00
Waterline Maintenance	Wach's Valve Turn Machine Truck (Year 1 of 3; \$100K year 2 & 3)	\$ 50,000.00
Solid Waste	Replace #661 - 2012 International 7600 Refuse Truck (Year 1 of 3)	\$ 65,000.00
Solid Waste	Replace #687 2008 International 7600 Refuse Truck (Year 2 of 3)	\$ 65,000.00
Highway Maintenance	Replace#748 - 2004 Chevrolet 3500 Pickup (Year 2 of 2)	\$ 40,000.00
Highway Maintenance	Replace #769 Single Axle Dump Truck - 2005 C7500 Dump Truck (Year 1 of 2)	\$ 90,000.00
Police	2 additional patrol fleet vehicles to accommodate additional staff	\$ 106,000.00
BUILDINGS & STRUCTURES (CAPITAL PROJECTS)		
Department	Description	Budget Impact
Energy Services	Bio-retention Pond	\$ 25,000.00
General Properties	Public Works - Outside Building Repairs (Year 1 of 2)	\$ 50,000.00
General Properties	Public Works Backup Generator including Fleet Maintenance	\$ 170,000.00
General Properties	Town Hall Rehabilitation (Seed Money)	TBD
Water Plant	Safety Upgrades	\$ 30,000.00
Waste Water Plant	Safety Upgrades	\$ 30,000.00
Highway Maintenance	Salt Storage Building Upgrades (Year 1 of 2)	\$ 60,000.00

INFRASTRUCTURE (CAPITAL PROJECTS)		
Department	Description	Budget Impact
Energy Services	Happy Creek Substation Power Transformer (Year 1 of 5)	\$ 200,000.00
Water Treatment Plant	4-H Station Pump Upgrades	\$ 1,200,000.00
Water Treatment Plant	Jamestown Pump Station Upgrades	\$ 2,100,000.00
Water Treatment Plant	New 825,000 gallon clearwell	\$ 5,850,000.00
Water Treatment Plant	Enrix Traveling Screen Replacement (North & South screens) (Year 3 of 4)	\$ 75,000.00
Water Treatment Plant	Raw Water River Pump motor & Switch Gear (Year 2 of 3)	\$ 100,000.00
Water Treatment Plant	Repair of Old Raw Water Settling Basins	\$ 75,000.00
Water Treatment Plant	Maintenance Pre Settling Basin (Year 1 of 4)	\$ 75,000.00
Water Treatment Plant	Clearwell repairs	\$ 200,000.00
Water Treatment Plant	River Pump Roof Replacement	\$ 40,000.00
Water Treatment Plant	4-H Pump Station Upgrade (Year 1 of 4)	\$ 300,000.00
Water Line Maintenance	Waterline Upgrade - N Royal (Commerce to E 6th St)	\$ 324,000.00
Water Line Maintenance	Waterline Upgrade - Kendrick Ln (N Shenandoah Ave to Massanutten Ave)	\$ 340,000.00
Water Line Maintenance	Waterline Upgrade - Jamestown Rd Interconnection	\$ 199,000.00
Waste Water Treatment Plant	Riverton Pump Station Rehabilitation/Upgrade	\$ 1,250,000.00
Waste Water Treatment Plant	Centrifuge Project	\$ 4,000,000.00
Highway Maintenance	Primary Paving Plan (N Royal - Commerce Ave to E 6th St)	\$ 134,007.00
Highway Maintenance	Secondary Paving Plan (W 12th St; Virginia Ave, Kendrick Lane)	\$ 1,273,996.00
DEBT SERVICE (CAPITAL PROJECTS)		
Department	Description	Budget Impact
Special Project Fund	Paid to Warren County for VRA Bond on Leach Rund Parkway (Ends 2035)	\$ 148,370.00
Fleet Maintenance Building	Webster Bank 4.345% 20 Year Note Ends 3/1/2043	\$ 184,522.00
Police Dept Building	United Bank 1.87% 10 Year Note with 30 Year Amortization (Refinance \$6.1 Million March 2031)	\$ 369,675.00
Police	US Bank - Year 7 of 10 for Radio System (Debt Ends Nov 2028)	\$ 71,245.00
Sewer Line Maintenance	Home Trust Bank Flush Truck Lease (Ends 12/1/2031)	\$ 77,800.00
Water Treatmet Plant	VRA 2014 Bond - 4.6% Ends 10/1/2026	\$ 761,259.00
Water Treatmet Plant	VRA 2014 Bond - 4% Ends 10/1/2034	\$ 203,797.00
Waste Water Treatment Plant	VRA 2014 Bond - 0% Ends 9/1/2037	\$ 1,968,880.00
Highway Maintenance	Atlantic Union Bank 2.46% - Street Sweeper Loan (Ends 4/28/2027)	\$ 26,685.00

Potentially seek financing

Potentially seek financing

Potentially seek financing

Potentially seek financing

Potentially seek financing



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: January 6, 2025

Item#05A

Agenda Item: Main Street Solid Waste Service Area 3 Continued Discussion

Summary: During the December 2, 2024 work session, MSW Consultants provided a presentation to review Main Street Solid Waste Service Area's solid waste rates and options for rate changes regarding the Main Street Solid Waste Service Area (M.S.S.W.S.A.).

Council is requested to discuss potentially decreasing the \$425.00 monthly solid waste rate for M.S.S.W.S.A Class 3 – Lare Business/Restaurant.

Following this cover sheet is a memorandum from MSW Consultants showing the monthly solid waste rate amounts and subsidy required if the Town were to reduce the monthly \$425.00 rate for M.S.S.W.S.A. Classification 3.

Reducing the M.S.S.W.S.A. classification 3 monthly rate for solid waste will require the Town to advertise and hold a public hearing at a future regular Town Council meeting.

Budget/Funding:

	<u>Revenue</u>
4203-3160802	Solid Waste – Sales of Service

Staff Recommendation: Staff recommends Town Council to discuss potential changes and to provide staff with direction regarding Main Street Solid Waste Service Area 3.

MEMORANDUM

To: B.J. Wilson, Director of Finance
From: MSW Consultants
Date: December 17, 2024
Subject: Main Street Rate information

MSW Consultants presented Main Street rate information to the Town Council on December 2, 2024. This memo provides additional Class III monthly rate options as requested following Council discussion.

Main Street Class III rate options provided are based on the Residential, Class I and Class II rates remaining as approved by Town Council on September 23, 2024, and based on the current number of accounts in each classification as shown in Table 1.

Table 1 - Accounts Confirmed by Classification

Confirmed Accounts to Invoice	Accounts
Residential	71
Class I	44
Class II	15
Class III	2
Total	132

The cost-of-service study completed earlier this year found the annual full cost of solid waste management for Main Street to be \$92,331. In all options, any change in the number of accounts under a classification will change the annual revenue and subsidy required to some extent.

Table 2 displays the option of the Class III monthly rate reduced by \$25 increments and the associated annual subsidy required.

Table 2 - Class III Monthly Rate Minus \$25 Increments with Annual Subsidy Required

Residential	Class I	Class II	Class III	Subsidy Required
\$22.05	\$46	\$120	\$425	\$17,456
\$22.05	\$46	\$120	\$400	\$18,056
\$22.05	\$46	\$120	\$375	\$18,656
\$22.05	\$46	\$120	\$350	\$19,256
\$22.05	\$46	\$120	\$325	\$19,856
\$22.05	\$46	\$120	\$300	\$20,456
\$22.05	\$46	\$120	\$275	\$21,056
\$22.05	\$46	\$120	\$250	\$21,656
\$22.05	\$46	\$120	\$225	\$22,256
\$22.05	\$46	\$120	\$200	\$22,856
\$22.05	\$46	\$120	\$175	\$23,456
\$22.05	\$46	\$120	\$150	\$24,056



SPECIAL CLOSED MEETING AGENDA STATEMENT

Meeting Date: January 6, 2025

Item# 6

MOTION ON TO GO INTO CLOSED MEETING

[to be approved by affirmative recorded vote, with motion set forth in detail in the minutes. Council may take action in open session following closed meeting].

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

- 1) pursuant to §2.2-3711(A)(1) of the Code of Virginia, for the discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, more specifically, the Town Manager position.

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 _____

Wood _____ Veitenthal _____ Sealock _____ Rappaport _____ Ingram _____ DeDomenico-Payne _____