



Note: The January 6, 2025, Work Session was cancelled due to a snow event and rescheduled to tonight.

Roll Call by Clerk of Council

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

OTHERS PRESENT: Town Attorney George M. Sonnett, Jr.
Clerk of Council Tina L. Presley
Various members of the staff and public

ACTION ITEM - Appointment of Vice Mayor

Councilman Ingram moved seconded by Councilwoman DeDomenico-Payne that Council appoint Councilwoman Veitenthal as Vice Mayor of the Town of Front Royal, said term to expire December 31, 2026.

Councilwoman Veitenthal thanked Council for nomination and expressed her reasons for wanting the position.

Vote: Yes – Councilmembers Wood, Veitenthal, Sealock, Rappaport, Ingram, DeDomenico-Payne
No – N/A
Absent – N/A
Abstain – N/A

ROLL CALL

ACTION ITEMS

A. Set Regular Meeting Agenda's Order of Business for 2025

Councilman Wood moved seconded by Vice Mayor Veitenthal that Council approve the order of business for regular Council meetings for 2025 as presented.

Amber asked about re-instituting a second reading for public hearings. It was suggested that Council take this under advisement for another time since it did not have a bearing on the Order of Business.

Vote: Yes – Councilmembers Wood, Veitenthal, Sealock, Rappaport, Ingram, DeDomenico-Payne
No – N/A
Absent – N/A
Abstain – N/A

ROLL CALL

B. Appointments of Councilmembers to Various Committees

Transportation/Infrastructure – lori – explained what it involves

Councilman Ingram moved seconded by Councilman Wood that Council approve the following appointments:



The following minutes are a summary of items on the agenda. This meeting may be viewed in its entirety by accessing the video of the same date online via the Town's website at www.frontroyalva.com for a limited time.

2025 Audit and Finance Committee Councilman Sealock and Councilman Rappaport until December 31, 2025

2025 Town Scholarship Committee Vice Mayor Veitenthal and Councilman Ingram until December 31, 2025

2025 Joint Town/County Transportation/Infrastructure Committee Councilman Rappaport and Councilman Wood until December 31, 2025

2025 Northern Shenandoah Valley Regional Commission Representative Councilwoman DeDomenico-Payne until elected term expires (December 31, 2028)

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

NEW BUSINESS

A. Special Exception by VFW for Relief of Existing Parking at 654-B W. 11th Street – Director of Planning/Zoning Lauren Kopishke advised that this application was for relief of the parking requirements pursuant to the Town Code that required all new uses to comply with the off-street parking requirements. She confirmed that the business was “Assembly Use” and explained (17) parking spaces was required for the use. Council was informed that the applicant tried to get overflow parking from the nearby Warren County Economic Development Authority (WCEDA) lot located on Kendrick Lane and the Front Royal of the Nazarene Church on Monroe Avenue to no avail. Council agreed to a public hearing to be heard on January 27th.

B. Zoning Text Amendment Pertaining to Performance Standards for Tobacco, Smoke or Vape Shops-Ms. Kopishke advised that this was a request forward to the Planning Commission from Council. She explained that there was by-right mechanism and a special use mechanism, noting that once the primary retail product becomes tobacco smoke or vape merchandise, the Special Use Permit becomes necessary. By-right she continued, would regulate 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 within the C-1 and C-3 districts. She stated that state code was incorporated in these ordinances. Town Attorney George Sonnett advised that the state code allows localities to adopt an ordinance if they choose but must be less restrictive. He explained that if the state code changes the Town's ordinance would be unenforceable. Council agreed to a public hearing to be heard on January 27th.

C. Comprehensive Plan Amendment for the Area between Strasburg Rd/Duck St to Rugby St – Ms. Kopishke advised that the Planning Commission presented this Comprehensive Plan amendment to show a future land use designation of neighborhood residential in response to two previous rezoning requests. She advised that this area was very difficult for commercial use. Council agreed to a public hearing to be heard on January 27th.

D. Final Subdivision Plat for a Major Subdivision (33) dwelling units and 1 existing Single-Family Dwelling at 344 W. Main Street from McCarty – Ms. Kopishke advised that this by-right development was called “Squirrel Hill” comprised of (18) lots and (33) dwelling units (16 duplexes and 1 existing single-family dwelling). She explained that the approval of the plat is good for 36 months and the next phase would be the site plan that would include a stormwater management plan. She confirmed that sidewalks and lighting were required by the Town's Subdivision Ordinance. It was confirmed that the original McCarty house would be kept. Council agreed that this would be a Business Item on the January 27th Agenda.

E. Liaison Committee Meeting Items for January 16th – Mayor Cockrell advised that she received a message that the County wanted to reschedule the Liaison Meeting suggesting January 30th. Council discussed various items, and the following were suggested to be added to the agenda: 1) Clarification on the Fiscal Impact Analysis that shows how



numbers are calculated for a developer during a rezoning request. More specifically the formula used for calculation and who's doing the calculations; and 2) Plans to increase Solid Waste Tipping Fees explaining that the Town needed to know this now and not in June. Mr. Sonnett suggested a Memorandum of Agreement (MOU) between the Town and County to alleviate the mystery. There was also the suggestion to add Town fees that might impact the County. Other suggestions but not confirmed are 1) Joint Towing Board Continued Discussion since nothing was finalized at the last meeting; 2) update from the Joint Transportation/Infrastructure Committee; 3) Continued discussion of water usage outside Town Limits during Town water conservation and 4) Town/County cooperative approach regarding Valley Health Pilot Fees. After further discussion it was advised to wait on the water usage outside town limits until after Council hears an update from CHA on McKay Springs on February 3rd and to add the suggestion of Valley Health Pilot fees during another work session.

Councilman Wood agreed to attend the meeting with Mayor. Clerk of Council Tina Presley advised she would contact the County with the suggested date of January 30th.

F. FY26 Budgetary Items for Review – Finance Director BJ Wilson provided Council with a list of items that may be included in the FY26 budget, highlighting specific items of interest. He confirmed that a consultant to assist with health insurance would hopefully be on board at the end of the month. He noted that there would be a creation of a new department under street fund named "Traffic Signalization" advising that there would no staffing changes and staff salary would fall under Energy Services. He explained that this change would help with VDOT funding. He noted the seed money for a Timeclock System that was electronic time keeping for the Town and their employees. Mr. Wilson explained the VRA Bond on Leach Run Parkway noting that it was a bond Warren County obtained for the construction of Leach Run Parkway. Councilman Rappaport voiced concern that there was no seed money for the West Main Connector and there should be for safety purposes explaining the long route to get to the Police Department. It was agreed to talk more about the \$650,000 allocated to build that road at the retreat.

OLD BUSINESS

A. Main Street Solid Waste Service Area 3 Continued Discussion – Mayor Cockrell recapped and advised it was in Council's hands as to what they wanted the fee structure to look like. Mr. Wilson reviewed the memo from MSW Consultants that included options [Table 1 – Confirmed accounts and approved by Council on September 23, 2024] and [Table 2 – Class III monthly rates minus \$25.00 increments with annual subsidy required]. There was much discussion about what some businesses are already paying to private companies, how many times the businesses are having trash picked up, sales tax collection, meals tax collection, discounts of 4% given to businesses who pay their bills on time, subsidizing the costs, trash fees collected for all utility accounts, parking spaces eliminated if privatize, and whether to provide trash collection for Class III at all. Council agreed to keep the \$425.00 rate and directed Mr. Wilson to advise the businesses of the rate and to provide the Town a plan if they decide to provide their own dumpsters giving them (60) days to respond.

9:10pm - Vice Mayor Veitenthal left the meeting due to a personal matter.

CLOSED MEETING

Councilman Wood moved seconded by Councilman Sealock 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: 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.

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



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No – N/A

Absent – Vice Mayor Veitenthal

Abstain – N/A

ROLL CALL

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

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

No – N/A

Absent – Vice Mayor Veitenthal

Abstain – N/A

ROLL CALL

MOTION OUT OF CLOSED

Councilwoman DeDomenico-Payne moved seconded by Councilman Wood that Council appoint BJ Wilson as Interim Town Manager for the Town of Front Royal, effective January 13, 2025 with a salary increase of 10% during the period of service as Interim Town Manager.

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

No – N/A

Absent – Vice Mayor Veitenthal

Abstain – N/A

ROLL CALL

Adjourned approximately 10:15pm

Approved by Town Council

Date: 1/27/25